

# Red Kettle Worker

Financial Policies and Procedures



# New User/Forgot Password Requests

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New User and password reset requests should be sent to the following email:

[TexRA@uss.SalvationArmy.org](mailto:TexRA@uss.SalvationArmy.org)



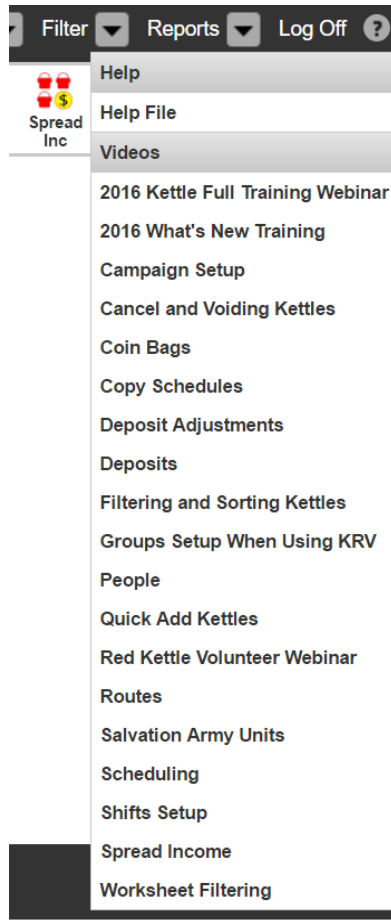
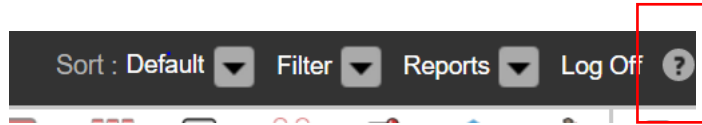
# The Basics: Daily Kettle Reporting



- Always have 2 or more people count the kettle funds.
- Record the Bell ringer name, hours worked, and Kettle income by Store in RKW.
- Review the daily total in RKW to ensure it matches the counted daily total.
- Post Daily Kettles in RKW.
- Create RKW Deposit. This should mirror the way the funds are deposited in the bank.
- Print Daily Kettle Income total report.
- Print Deposit listing report.
- Post Batch in Great Plains.
- For more detailed information on each of these steps please refer to the Texas Division RKW Policies and Procedures manual.



# Help!



- Within the RKW environment there are various Help videos, including the full training webinar on how to use the program. These can be easily accessed via the Help menu in both the Kettle or Administration site.

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For More Information on RKW and step by step guidance on how to use the program please refer to Texas Division RKW Divisional Policies and Procedures Manual or contact the following:

Payroll:

[Barbara.DeHoyos@uss.salvationarmy.org](mailto:Barbara.DeHoyos@uss.salvationarmy.org)

Log In/General RKW Issues:

[Kristian.Wheeler@uss.salvationarmy.org](mailto:Kristian.Wheeler@uss.salvationarmy.org)

