

# How to Count in the Money Room

If you have not linked the Money Box Key  
or verified the Coin Counter Settings, start here:

[Money Room Key Set Up](#)

[Coin counter settings](#)

[Money Room Page Overview](#)

From your iPad, open Gimme VMS and navigate to the Money Room page

- Select the date based on the visit day the money was collected
- Tap on the route you intend to count
- Before you start counting, verify
  - The top right icon is blue and says **Connected**
  - You are connected to your wifi network
  - The iPad is not muted (users are notified of a successfully counted bags by a "ding" sound)
- You should see one or more white boxes with a blue banner in the **Not Counted** section
  - Each box represents a completed collect visit in Gimme Field for the selected date
  - There should be the same amount of blue and white boxes as there are money bags to count for the route
  - If you have more money bags than collect visits to count, review the **Accountability View** on the **Operations** page in VMS and use this article to resolve it: [Why do I have unassigned money bags?](#)

Now that the iPad is connected to the coin counter and the route is open in Gimme VMS's Money Room page, it's time to start counting!

- On the coin counter's keypad tap **Start Batch**
  - If you have labels set up for the route number, enter the route number using the key pad
    - This step is only necessary if you wish to have the route number printed on the coin counter receipt
- You should see "BAG" on the touch screen of the coin counter
- Type the bag number using the keypad, then tap **ENTER**
- If your bill counter is connected to your coin counter, count the bills first
  - Nothing will change in Gimme VMS
- Drop the coins into the hopper
- The total should appear on the coin counter's touchscreen
- Tap the **Red Button** then **ENTER** on the coin counter's keypad

- Almost immediately, you should hear a ding sound and see a black box temporarily appear in Gimme VMS that says **Counted Bag**
- **If you do not hear the ding and/or do not see the Counted Bag box temporarily appear, STOP COUNTING and reference the Money Room Troubleshooting article**
- On the Money Room screen, the bag you just counted will move from the **Not Counted** section to the **Counted** section
- The box's banner will change from blue to green and include the counted money totals
- Continue this process until all bags for the route have been counted
- Once all bags for the route have been counted in Gimme VMS, tap the back button in the top left corner
- On the coin counter, (if you do not have route labels set up) select the **START S/BAT** button to enter the next route number
- If you have route labels, enter the route number using the keypad on the coin counter and select **ENTER** before counting the next route