

COMPLETING DAILY CASH SHEET PROCEDURE

Shift End

- At shift end reconcile money and create a small bag
- Insert Terminal ID Number, Shift End Time and Initials at the top of the Daily Cash Sheet - columns to be completed in order of shift reconciliation
- Transfer information from Legend 'Cash Lift Report' to Daily Cash Sheet – see sample Daily Cash sheet
- On reconciliation of final shift (POS 1) total for each columns should be entered under Daily Total column

Invoice Payments - **IMPORTANT**

- Invoices paid at POS must be recorded at the bottom of Daily Cash Sheet
- Invoices payments must be logged under the correct VAT & payment/tender method – See Invoice payment procedure

Bacs Payments - **IMPORTANT**

- Bacs invoices paid at POS must be recorded on the Daily Cash Sheet

Payment Variance Section – *Admin Assistant*

Enter lodgement totals for Cash, Cheque and Card receipts

- Enter Category Summary totals for Cash, Cheque and Card receipts
- Amend Category Summary report in accordance to payment method variances – make amendments before completing Integra Lodgement spreadsheet - the spreadsheet will not balance otherwise.
- Amendments should be made under the 'Standard Vat' section, and the 'Combined Total' section

Example Amendment

Payment Variances	Cash	Cheque	Card
Lodgement Breakdown	£220	£180	£320
Category Summary	£240	£180	£300
Variance Amount	£+20	£	£-20

This variance indicates that there was a £20 card receipt in the lodgement, but the transaction went through FOH as cash. Amend the category summary by deducting £20 from the cash total and adding £20 to the card total – amendment made under both sections as above.