

Packet Reconciliation for POS Store

Print out the Weekly Sales Report and the Petty Cash Summary Sheet (or Cash Payout Report) for Reference and Auditing

Create envelopes titled ¹Cashier Reports, ²Employee/Manager Freebies, ³Sampling/Promo/Waste, ⁴Cash Payouts, ⁵Driver Reports, ⁶Credit Card Slips, ⁷Deposit Slips and, if there are any, ⁸Exempt Sales, ⁹House Accounts and ¹⁰Employee Sub/Club/Slim

Sample Packet Envelopes can be found at www.srwbooks.com – click the red “J” in upper right-hand side

ALL SLIPS/REPORTS/RECEIPTS (except credit card receipts) SHOULD HAVE THE SHIFT NUMBER LISTED AT THE TOP AND SHOULD BE STAPLED (WHEN NOTED) AT THE **VERY TOP, IN THE CENTER**, TO ALLOW VIEWING OF ENTIRE SLIP (or use paperclips)

1. Cashier Reports

- a. Verify that each report has a shift number and is signed by a manager
- b. If the report has a voided order OR a voided item listed, staple the void slip(s) to the back of the cashier report (PM report will also list AM voids)
 - i. VOID slips
 1. Verify that each void has a DETAILED reason and a manager signature. If “Other” is used, a detailed written description is required.
- c. Staple the reports together by date/shift and place in the envelope marked Cashier reports in date/shift order.
- d. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

2. Employee/Manager Freebies

NOTE: these categories are for EMPLOYEES ONLY; meals given to customers, vendors, law enforcement, etc. (free or discounted) should be rung under promo

- a. Verify all cover receipts list the employee who received the meal (first name and last initial is required-no nicknames), shift number and are signed by a manager
- b. Add up all of the slips and compare to totals on sales spreadsheet, if there is a discrepancy, find the missing slips(s) or reprint.
- c. Staple the receipts by date/shift order for each category separately (should have two separate stacks in envelope) and place in date/shift order in the envelope marked Employee/Manager Freebies.
- d. Enter the net total of the receipts on the outside of the envelope with EF next to the total for Employee Freebies and MF next to the total for Manager Freebies.
- e. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

3. Sampling/Promo & Customer Credits/Waste
 - a. Verify all Promo receipts list the reason for the promo (reason not needed for Customer Credits), have a shift number and are signed by a manager
 - b. Verify all Sampling receipts have a shift number and are signed by a manager. Please remember - single items given to single people are promos. Sampling is several items that are given to several people in sample sizes.
 - c. Verify all Waste receipts list the reason for the waste, have a shift number and are signed by a manager. (Only full sandwiches unable to be broken down should be wasted)
 - d. Add up all of the net totals from slips in each category and compare to total on Weekly Sales Report spreadsheet (Promo & Customer credits both show under Promo), if there is a discrepancy, find the missing slips(s) or reprint
 - e. Staple the receipts by date/shift for each category separately (should have three separate stacks in envelope) and place in the envelope by date/shift order marked Sampling/Promo & Customer Credits/Waste
 - f. Enter the net total of the receipts on the outside of the envelope with S next to the total for Sampling, P next to the total for Promos and W next to the total for Waste
 - g. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

4. Cash payouts ****DO NOT** use the House Account for a Pay In – it should be a negative payout
NOTE: Payouts for purchases, repairs, etc. need to have the receipt/invoice/documentation attached for the expense
 - a. Verify all Cash Payout/Pay In (negative payouts) slips have a reason, shift number and are signed by a manager.
 - b. Add up all of the slips and compare to the total on Petty Cash Summary Sheet (excluding the amount for DMR), if there is a discrepancy, find the missing slips(s), no slip – no deduction and the amount will roll into your cash over/short
 - i. HEADS UP...If there is a cash payout for an item that is counted into inventory it needs to be entered into purchases as well to show up on the master food or produce and Inventory
 - c. Put the receipts in date/shift order (staple purchase receipts to the CPO slips) and place in the envelope marked Cash Payouts
 - d. Enter the total of the receipts on the outside of the envelope
 - e. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

5. Driver reports

- a. Verify Driver report is signed by Driver and Manager
- b. Circle Total Miles for verification
- c. Staple in date/shift order the Driver Report, DMR reports and credit card slips from deliveries (please take out any house account slips) and place in the envelope marked Driver Reports
- d. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

6. Credit Card Slips

- a. Staple all slips printed by the register (all AMEX receipts and in-shop/pickup charges over \$50.00) in date/shift order and place in the envelope marked Credit Card Slips.
- b. Write the Week Ending date and Store # on the outside of the envelope

7. Deposit Slips

NOTE: It is important to make timely deposits so they can be corrected, if needed, before uploading the WSR for accurate cash reporting.

- a. Write the shift number on BOTH the register deposit slip and the deposit receipt from the bank. The deposit slip submitted to the bank should also include the shift number and date of the POS deposit which may not match the date you complete the deposit.
- b. Staple the deposit receipt from the bank (along with any bank corrections) to the back of the deposit slip printed from the POS.
- c. Verify the deposit matches the deposit amount on the Weekly Sales Report spreadsheet, correct in MacromatiX if needed. If not corrected prior to your weekly upload, it will be considered an error.
- d. Place the receipts in date/shift order in the envelope marked Deposit Slips
- e. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

8. Exempt Sales – Print out the Tax-Exempt Orders Report from the POS to verify if there were any of these orders rung up for the week – if so, follow procedure below, if not – include the blank report with your weekly paperwork
 - a. Obtain a copy of the state tax exempt documentation from the customer, if you are not 100% certain they are eligible for a tax exemption (many organizations are exempt from sales tax for most purposes but may not be for out of state transactions or for prepared food purchases).
 - b. Staple a copy of the detailed POS receipt (showing what was ordered) to the back of the Tax-Exempt Sale slip from the POS along with a copy of the exemption documentation.
 - c. Verify there is a tax-exempt number, Customer Signature and Manager Signature on the POS slip.
 - d. Place the receipts in date/shift order and in the envelope marked Exempt Sales
 - e. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

9. House Accounts

- a. Verify all of the house account receipts are signed off on by the customer (a receipt similar to a credit card slip prints for the customer to sign) and have FULL name and FULL Address information plus phone number (and fax number and/or email address if available) necessary for billing. (Cover Slips are on the srwbooks.com website if needed)
- b. Add up all of the slips (including tip amount) and compare to total on WSR (AR Due line), if there is a discrepancy, find the missing slips(s) or reprint the register receipt.
- c. Place the receipts and customer signature slip (may need to be pulled from DMR) in date/shift order and in the envelope marked House Accounts.
- d. Enter the total of the receipts on the outside of the envelope
- e. Write the Week Ending date and Store # on the outside of the envelope and initial the envelope that the information has been verified.

10. Employee Sub/Club/Slim

NOTE: not used at all locations, can be verified with the Discounts Report on the POS

- a. Place the receipts in date/shift order in the envelope marked Employee Sub/Club/Slim

11. Verify all Vendor invoices and any CPO's that include inventory items are entered into inventory purchases and show on the Master Voucher Food/Produce.

PLEASE DO NOT SEAL YOUR ENVELOPES!

Use a small piece of tape, rubber band or tuck in the flaps if needed but do not seal.

(Cheap #10 envelopes work just fine – under \$20 per 500 on Amazon)

Again... ALL SLIPS/REPORTS/RECEIPTS (except credit card receipts) SHOULD HAVE THE SHIFT NUMBER LISTED AT THE TOP AND SHOULD BE STAPLED (WHEN NOTED) AT THE **VERY TOP, IN THE CENTER**, TO ALLOW VIEWING OF ENTIRE SLIP (get a heavy-duty stapler if needed or use paperclips)

IF YOU HAVE MADE ANY ADJUSTMENTS TO INVENTORY/WSR/DEPOSITS AFTER UPLOADING TO CORPORATE, PLEASE EMAIL THE NEW SHEET TO "THE BOOKKEEPER" WITH A NOTE OF THE CHANGES (This will still result in an error in most instances)

Put all of the above envelopes, vendor invoices and any other mail (if required of your store per contract – check with the owner on this requirement) into an envelope for "The Bookkeeper"

Depending on how your store is set up, hold for pickup or mail to:

SRW Inc. dba "The Bookkeeper"
2520 Coon Rapids Blvd NW
Ste 110
Coon Rapids MN 55433-3908

Most cost-effective mailing is the USPS flat rate priority envelopes/boxes. Envelopes/boxes can be ordered free and labels (which include tracking) can be paid and printed at USPS.com

If you get stuck, or have any questions, contact Sonia ("The Bookkeeper")

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