

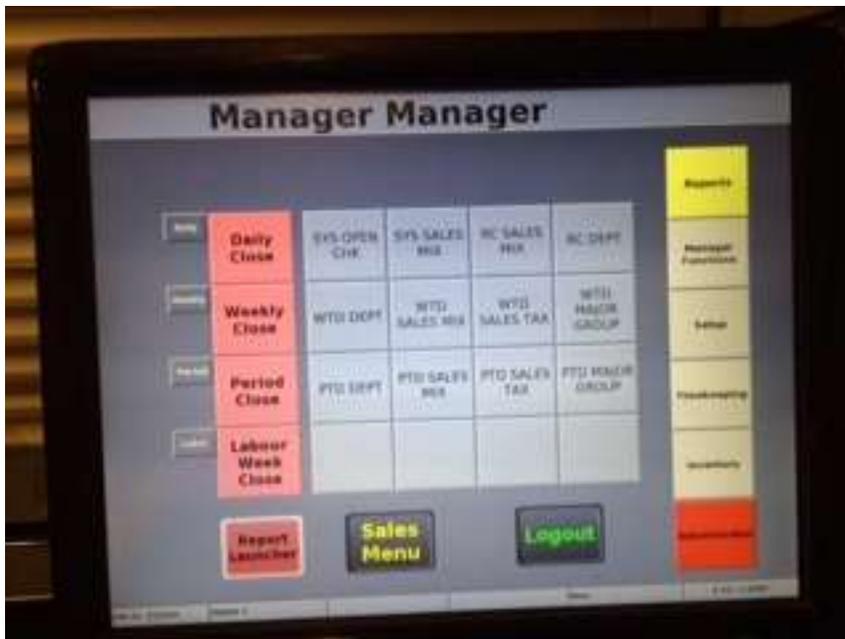
Weekly Tapes & Daily Cash Float Procedure.

Every morning when you arrive you can turn the POS system on if it's not already. Monday mornings require a different procedure than all other mornings.

Monday Morning – Closing Prior Week's Numbers

Before the Daytime Bartender comes in on Monday morning, we need close and clear the prior week's numbers from the POS System. In order to do this you must sign in with the Management Code.

Once you've signed in you will have the following screen appear. Select the Weekly Close button. You will be asked if you are sure and you can say "Yes". The POS System will print two tapes. The first is the Z tape for closing Sunday's Sales for both Daytime and Nighttime and then a Weekly Z Tape to close the week.



Once the two tapes have been printed, the system will clear the totals and you will be automatically signed out of the system. The POS System is now ready to begin the week for the Daily Bartender.

Every Day – Including Monday.

Most days you will have two pouches of money in the bar lockup, one for the daytime shift and another for the evening shift. On Monday you could have more than 2 pouches if there was an event on the Saturday. Inside the pouch should be two tapes, the Employee Financial and the Z tape to close the shift (with the exception of Sundays as noted above). There could also be debit slips for both Media Sold (Gift Cards) and Cash Back. As well there will be a manual cash reconciliation sheet that should match the Cash Due of the Z Tape less any Media Sold and less any Cash Back.

Verify that the money in the pouch matches the Cash Due less any Media Sold on the Z Tape. If Cash Backs have been given from the office, they are considered part of the cash due and should be included

as part of the actual cash total. For example, if the Cash Due on the Z tape read \$450 and a Member got a \$100 cash back, the actual cash in the pouch would be \$350.

Once you have verified the money in the pouch you should now check the Till Float. Each till starts with \$300.00. The balance after the shift should be the same however there can be small variances plus or minus. Normally the bartender will complete a Float reconciliation form and indicates the amount they've cash out at.

If the cash counted is less than or greater than \$300 you will adjust the float accordingly. Normally a float will contain \$5's, \$10's, Toonies, Loonies and Quarters. I normally exchange any \$20's, Dimes or Nickles if possible as they are not really use full in the float to start.

Posting Daily Z Tape Readings to Bar Sales Excel File

Each day you normally will have two Z Tapes to post on the Bar Sales Excel file, one for the day and the other for the night. Open the excel file, which is currently found C:\Users\BobGarvin\Documents\2018-19\Bar file name 2018-2019 bar sales Current.xls

In this example we will be posting the night sales for Monday January 7 2019 (see attached Z tape prints). Because the night shift goes past Midnight the date on the Z tape will be the next day's. Key in the following information in each column

Column A Date of the Tape = 8/01/2019

Column B Z Tape # - Should be the next consecutive #

Column C – Food Sales

Column D – Food Night Sales (collected at bar for special food nights at Dixie)

Column E - Alcohol = total of amounts from Bottle Beer to Wine

Column F - Non-Alcohol

Column G - Caterer (Select Taste Grab & Go Foords)

Column H –Pro Shop Sales

Column I - Biosteel Sales

Columns J - Service Charge Expenses. This is shown as a negative item.

Column K – Gratuity Payouts for Bartenders. This is shown as a negative item.

Column L – Sundries – Expenses for purchase of lemons, limes, milk, cream etc. This is shown as a negative item.

Column M – Instructor Payouts for Rentals. This is shown as a negative item.

Column N – Gift Certificate Redemptions . This is shown as a negative item.

Column O – Gift Card Sales. This is Media Sold from the Ztape.

Column P – Gift Card Promotional Expense. This is for any Gift Cards that are given to New members or as donations etc to events where there is no exchange of cash.

Column Q – Total of the previous cells should match the Cash Due total on the Z tape.

Column R – Summation of any paid outs for Sundries, Gratuities or instructor fees in columns J through M. It is shown as a negative item on the spreadsheet. These items adjust the accumulated Z tape total.

Column S – Record any Voids or Refunds as a negative items. This adjusts the accumulated Z tape total.

Column T – Gift Certificate Redemptions/Promos. This adjusts the accumulated Z tape total.

Column U - Grand Total should match the Closing Balance reading on the Z tape.

Column V - Record the HST as a negative item. The sum of column U & V should equal Column M.

As we don't go to the bank every day, we add each days day & night deposit to this file until we actually deposit the money at the bank.

Print a copy of this page and attached the top reconciliation portion to the back of the bank deposit book.

The total from the daily bar amounts should equal the total of the cash to be deposited. There should be a zero net amount in cell C36 once you have recorded all of the cash.

Once you have balanced, swap out any \$5's, 10's, Toonies, Loonies, Quarters etc as these are more useful in our till for change. Check to make sure you're still in balance as you swap the money out. If you need to get coin or bills for the float, use the surplus money in the bar float. This will allow you to deposit the actual sales for the bar.