

## Packet Reconciliation for POS Store

Print out the Weekly Sales Report and the Petty Cash Summary Sheet

Create envelopes titled Cashier Reports, Employee/Manager Freebies, Sampling/Promo/Waste, Cash Payouts, Driver Reports, Credit Card Slips, Deposit Slips and, if there are any, Exempt Sales and House Accounts.

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 TO ALLOW VIEWING OF ENTIRE SLIP

### 1. Cashier Reports

- a. Verify that each report has a shift number and is signed by a manager
- b. If the report has a void 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
- c. Staple the reports together by date/shift and place in the envelope marked Cashier 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.

### 2. Employee Manager Freebies

- a. Staple Cover receipt on top of original register receipt.
- b. Verify all cover receipts list employee name (first name and last initial is required), shift number and are signed by a manager
- c. Add up all of the slips and compare to total on sales spreadsheet, if there is a discrepancy, find the missing slips(s) or reprint
- d. Staple the receipts in date/shift order for Employee Freebies and Manager Freebies separately and place in the envelope marked Employee/Manager Freebies.
- e. 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.
- f. 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/Waste

- a. Staple Cover receipt on top of original register receipt (except for waste, there is only one receipt).
- b. Verify all Promo receipts list the reason for the promo, have a shift number and are signed by a manager
- c. Verify all Sampling receipts either have handwritten "sampling" or circled Sampling if it prints on the slip to verify that it IS sampling, 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.
- d. Verify all Waste receipts list the reason for the waste, have a shift number and are signed by a manager
- e. Add up all of the net totals from slips in each category and compare to total on Weekly Sales Report spreadsheet, if there is a discrepancy, find the missing slips(s) or reprint
- f. Staple the receipts in date/shift order for each category separately and place in the envelope marked Sampling/Promo/Waste
- g. 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
- h. 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

- a. Add up all of the slips and compare to the total on Petty Cash Summary Sheet, 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 inventory as well to show up on the master food or produce
- b. Put the receipts in date/shift order and place in the envelope marked Cash Payouts
- c. Enter the total of the receipts on the outside of the envelope
- d. 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. Staple in date/shift order the Driver EOS (End of Shift) Report, 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
- c. 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 charges over \$25.00) 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

- a. Write the shift number on BOTH the register deposit slip and the deposit receipt from the bank. (your deposit slip for the bank should also include the shift number on it when bringing the deposit to the bank)
- b. Staple the deposit receipt from the bank 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
- 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

- a. Verify there is a Tax Exempt form on file for the sale and that the tax exempt form has been faxed (763-208-7138) to and approved by "The Bookkeeper", many sales do not qualify for exemption (even if the customer tells you they do)
- b. Staple a copy of the order to the back of the Tax Exempt Sale slip from the POS
- c. Verify there is a tax exempt number, Customer Signature and Manager Signature on the 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 receipts are signed off on by the customer and have FULL name and FULL Address information plus phone number (and fax number and/or email address if available) necessary for billing.
- b. Add up all of the slips (including tip amount) and compare to total on sales spreadsheet, if there is a discrepancy, find the missing slips(s) or reprint
- c. Place the receipts 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. Verify all Vendor invoices and any CPO's that include inventory items are entered into inventory.

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 TO ALLOW VIEWING OF ENTIRE SLIP (get a heavy duty stapler if needed)

\*\*\*\*\*IF YOU HAVE MADE ANY ADJUSTMENTS TO THE BOOKS/SPREADSHEET AFTER SUBMITTING TO JJ'S ACCOUNTING, PLEASE EMAIL THE NEW SHEET TO "THE BOOKKEEPER"\*\*\*\*\*

Put all of the envelopes, vendor invoices and mail 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  
Ste 110  
Coon Rapids MN 55433

If you get stuck, call Sonia ("The Bookkeeper") at 763-208-7137(office) or 763-226-0708(mobile)