



# HOW TO COMPLETE THE CASH SHEET



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To find the cash sheet, you'll need to use the iPad and open the excel app. In the files, you'll need to find the document Cash Sheet DP35 and open it. On the bottom tabs, select the correct day. Please delete all information in the yellow boxes.

Once opened, go to the terminal and go to settings > reports > press the top right button and select print.

Once printed, you'll need the following information, (see picture for reference)

SALES REPORT	
16 January 2026 00:00 – 16 January 2026 23:59	
Reported on 16 Jan, 2026 9:37 GMT	
All Team Members	
All Devices	
<hr/>	
SALES	
<hr/>	
Gross Sales	£192.85
Refunds	£0.00
Discounts & Comps	£0.00
Net Sales	£162.22
Tax	£30.63
Tips	2 £8.54
Gift Card Sales	£0.00
Refunds by Amount	£0.00
Total	1 £201.39
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PAYMENTS	
<hr/>	
Total Collected	£201.39
Card	3 £145.29
Cash	£56.10
Fees	-£1.15
Net Total	£200.24
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CATEGORY SALES	
<hr/>	
Bar x 27	£96.10
Kitchen x 10	£96.75



On the excel sheet, starting in the top left corner at 'Total takings', input the 'total' figure from the report.

Enter the 'Tips' figure in the 'Tips' section.

Enter the 'card' total in the 'card' section of the tips.

If you have a voucher, this will come up as 'other' in the payments section of the report and you input this into the 'gift voucher' section. Leave blank otherwise.

Expenses should be left blank.

Once this information is inputted; you can then start to count the till and input the numbers on the right hand column.

Once it's totalled, you'll see a figure in the bottom left of the page 'cash lodgement'. This will be the total to remove from the till but before removing, check the red box below. The difference should be £0 or as close to it as possible. If it's out, a recount and data check will be required. If no answer can be found, let MARK know on the night. DO NOT WAIT until the following day or end of week.

Before finishing, the bottom right box 'change float' needs to be counted and inputted to match the fixed total at the bottom. This can be found in the black cash box under the counter.

Once the lodgement is removed, this can be placed in a brown bag with the date, total and your initials written on the front.

Place in a plastic wallet with any vouchers, loyalty cards, additional receipts and report.

Place in the pink box.

**CASH DONE!**