

Restaurant cash-out sheet

Close one drawer for one day or shift: count the cash, check it against the POS end-of-day (Z) report, and work out the deposit.

Close one drawer: the sheet to fill in

One sheet for each drawer, each day or shift. Count the drawer, copy the lines from the POS end-of-day (Z) report, and work out the grey boxes with a calculator.

Date		Drawer or register	
Counted by		Checked by	

1. Count the drawer at close

A Bills and coins	B Count	C Amount = count × value
\$100 bills		
\$50 bills		
\$20 bills		
\$10 bills		
\$5 bills		
\$1 bills		
Quarters		
Dimes		
Nickels		
Pennies		
Rolled coins: write the amount		
Cash counted		

2. From the POS end-of-day (Z) report

Starting bank Cash in the drawer at open	
Cash sales	
Cash tips paid out Card tips paid to staff in cash	
Paid outs Cash taken out for supplies and the like	
Expected cash = starting bank + cash sales – cash tips paid out – paid outs	
Cash counted = the count's total, from 1	
Over (+) or short (–) = cash counted – expected cash	
Deposit = cash counted – starting bank	

3. Cards

Card sales From the POS	
Card batch What the processor settled	
Card difference = card batch – card sales	

4. Comps, voids and discounts

A Line	B Amount	C % of net sales = amount ÷ net sales
Net sales (before tax and tips)		
Comps		
Voids		
Discounts		

Over or short: above 0 is over, below 0 is short. A blank tips or paid outs line takes nothing off expected cash.

RestaurantDoctorAI sets no normal for over or short. Set your own tolerance, and decide what happens when a count is outside it.

The example, filled in, and how each figure is worked out

A made-up drawer. Expected cash 1,891.50, counted 1,885.50. Short by 6.00. The card batch is 12.50 lower than the POS's card sales. Comps 1.5%, voids 0.6%, discounts 2.5% of net sales.

1. Count the drawer at close

A Bills and coins	B Count	C Amount = count × value
\$100 bills	5	500.00
\$50 bills	4	200.00
\$20 bills	40	800.00
\$10 bills	20	200.00
\$5 bills	25	125.00
\$1 bills	45	45.00
Quarters	12	3.00
Dimes	15	1.50
Nickels	10	0.50
Pennies	50	0.50
Rolled coins: write the amount		10.00
Cash counted		1,885.50

2. From the POS end-of-day (Z) report

Starting bank Cash in the drawer at open	200.00
Cash sales	1,846.50
Cash tips paid out Card tips paid to staff in cash	120.00
Paid outs Cash taken out for supplies and the like	35.00
Expected cash = starting bank + cash sales – cash tips paid out – paid outs	1,891.50
Cash counted = the count's total, from 1	1,885.50
Over (+) or short (–) = cash counted – expected cash	–6.00
Deposit = cash counted – starting bank	1,685.50

3. Cards

Card sales From the POS	4,212.40
Card batch What the processor settled	4,199.90
Card difference = card batch – card sales	–12.50

4. Comps, voids and discounts

A Line	B Amount	C % of net sales = amount ÷ net sales
Net sales (before tax and tips)	6,058.90	
Comps	90.00	1.5%
Voids	36.00	0.6%
Discounts	150.00	2.5%

The formulas in words

- Cash counted:** Each count × its value (a \$20 bill is 20, a quarter is 0.25), added up, + rolled coins.
Example: 1,870.00 in bills + 5.50 in coins + 10.00 rolled = 1,885.50.
- Expected cash:** Starting bank + cash sales – cash tips paid out – paid outs.
Example: 200.00 starting bank + 1,846.50 cash sales – 120.00 cash tips paid out – 35.00 paid outs = 1,891.50.
- Over or short:** Cash counted – expected cash. Above 0 is over, below 0 is short.
Example: 1,885.50 counted – 1,891.50 expected = –6.00.
- Deposit:** Cash counted – starting bank: the bank stays in the drawer.
Example: 1,885.50 counted – 200.00 starting bank = 1,685.50.
- Card difference:** The processor's batch – the POS's card sales.
Example: 4,199.90 processor batch – 4,212.40 POS card sales = –12.50.
- Comps, voids and discounts:** Each ÷ net sales, as a % to one decimal.
Example: 90.00 ÷ 6,058.90 = 1.5%; 36.00 ÷ 6,058.90 = 0.6%; 150.00 ÷ 6,058.90 = 2.5%.