Deposit/Cash Reconciliation

Due every Wednesday by noon. (Central time)   Email the Recon to Corporate Contact as well as Carolyn Evans.

1. Compare the actual deposits slips to the deposits on the spreadsheet
2. Check for any external credit cards which need to be listed
3. Check for any Miscellaneous Deposits

Cash/Check Deposits

1. When entering daily deposits, make sure you enter them on the business day to which it applies. Do not combine deposits for multiple days.
2. Deposits are to be taken to the bank no later than 10am the following business day. (these are checked regularly)

Credit Cards

Credit card batches need to be settled each day at the end of business. If these are not settled, it causes higher fees to be charged.

Before settling the batch, it is important to ensure your Credit Cards match on both Aloha and EDC.

Log into Aloha

Log into Aloha Manager

Reports

Sales

Sales (yes 2x)

Summary

Select Today

View (this will take a few minutes to collect the data for which you are asking)

*A box will pop up allowing for your deposit entry. This should be the amount you are actually taking to the bank. If you are not taking a deposit to the bank, your deposit is zero. Hit OK after entering the deposit.

Once the deposit is entered, you will go to the last page of the report to balance your deposit.

Page 6 of the report will have your Credit Card Totals.

Log into EDC

Your Credit Card totals on EDC and Page 6 of your sales reports should match.

If they match: Select Functions, Settle Batch, Highlight CES, hit Select and OK. **Wait until the batch is settled before you leave. Occasionally there is an issue with the batch settling and it will need to be done a second time.**

If they do not match:
You have an issue....most likely an external credit card, a check that has not been closed, or a credit card which was processed off line and later declined.

To find the issues:
In EDC go to Reports>Select Today>Select All Employees> Check Visa, M/C, Discover, A/E
On the right hand side you can sort by check number.
Run Report

The Report sorts the CC in check number order, by CC type
Any External CC will not have a check number and will appear at the top of each CC type.
Any Declined CC will have a check number, but also appear at the top of the each CC type. It will indicate declined.

External Credit Cards
1. These are always entered manually into EDC
2. The most common use for External CC payments are:
    a. Refunds to guests (coding will depend on the type of items being refunded)
    b. House Account Payments
    c. Health Insurance Payments for Tipped Employees (Code to 2390-Location number)

External CC should be entered into the External CC column of the Deposit/Cash Reconciliation Spreadsheet as well as coded.

Coding on misc deposits/ecc.

To correctly code an External Credit Card or Miscellaneous Deposit, the format is as follows:

GL Code	Category	Location Number
Comp	4900	Location Number
Cash over/short	7690	Location Number
Food Sales	4100	Location Number
Beer Sales	4200	Location Number
Wine Sales	4300	Location Number
Liquor Sales	4400	Location Number
N/A Bev Sales	4500	Location Number
Misc Sales	4600	Location Number
Sales Tax – matches sales category, but ending in 1 instead of 0	4101- food sales tax 4201-beer sales tax	Location Number
Employee Purchases	1230	Location Number

Examples: 4100-140, 7690-020

Always remember to code the correct portion of the refund/sale to tax. If the transaction was tax exempt, please indicate that on the Reconciliation.
Guests Refund
- If the food was not made, this will be a void and coded to sales (and sales tax).
- If there was an issue with the food, for any reason (food problem, service issue, etc) this would be coded to a comp.
- If the guests refused to pay or a server overcharged a tip, ran the wrong card for a transaction, this would be cash over short.

Sales to Guests or Staff
Tax must always be charged. If you fail to collect tax, the tax amount will be taken out of the total collected.

Example 5125-140-$x.xx, Tax 4101-140-$x.xx
The tax should coincide with the GL category.

The exception is if we are getting rid of obsolete wine. No tax needs to be collected on this wine.

Wine Dinner Wine Sales:
Special Wine Dinners sales are often marked up 25%-30% to provide a great value for our guests wine incentivizing our wine reps to continue to assist with wine dinners. Wine sales from these dinners should be rang as merchandise sales, sales tax collected. When coding invoices for wine dinner wines sold to guests, code those to Miscellaneous sales 4600. If you should make a cash/check deposit or complete an external credit card, these should be coded to 4600 for the sales amount and 4601 to include the amount of sales tax collected.

Common Mistakes

- Failure to code items (default coding is cash over/short)
- Failure to input deposits (if there is a zero deposit, put zero on the spreadsheet. It will show as a dash)
- Failure to input Miscellaneous Deposits or External Credit Cards (default coding is cash over/short)
- Failure to record initials
- Incorrect input of actual deposits.

Unit: Evansville			Miscellaneous		Period 7 2015	House	Weekly and EOP Reconciliation Sheet
Date	Deposit	V'fied	Deposits	V'fied	External CC's	Acct Charges	Explanations for external credit cards & codes for special deposits
17-Jun	$ -	ap					
18-Jun	$ -	ch					
19-Jun	$ -	ch	$ 42.00				5140-140-$42.00 (sale of obsolete wine)
20-Jun	$ 59.24	lu				$ 1,417.39	House Account Charge State Farm Catering
21-Jun	$ 1,472.84	lu					
22-Jun	$ 54.20	lu			$ (122.87)		4100-140-($113.08) 4101-140-($9.05) Food and tax refund for overcharge
23-Jun	$ 67.55	ap	$ 19.98				7690-140-$19.98 cash over
Week 1 WTD	$ 1,653.83		$ 61.98		$ (122.87)	$ 1,417.39	

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This is a sample of 1 week on the Deposit/Cash Reconciliation report. The bottom of the report is for additional explanations should you need additional space.