

## TASK Daily Cash Up

**Instruction:** Download the template “5A - Daily Cash Up” and complete a cash up.  
Follow the instructions below:

1. Insert Date and Morning Reception Shift name and Evening Reception shift name (if your establishment has more than 1 shift of reception duty)
2. Only insert information in the cells without coloring. The colored cells have formulas.
3. For ease of reference, the cells ex SALES TAX has a formula on it with a 15% Tax % subtracted.
4. For different countries and regions where the TAX bracket is different please amend formula to your relevant tax bracket.
5. The formula takes the information from the cell with TAX and divides it by 1.15 (for 15%).
6. Should you need to change that formula to 20% then it will read TAX figures divided by 1.20
7. Please note that TIPS do not have a TAX % as they are not taxed and is not your revenue/money in any event
8. Insert information on Daily Revenue section following the revenue type breakdown as per template.
9. Insert information on Non-Revenue section following the non-revenue type breakdown as per template.
10. Complete transaction totals as per transaction type breakdown as per template
11. Check that your software's cash up report matches the transactions you have inputted
12. Double check that the total of all your credit card receipts for the day matches your overall sum of credit card transactions on this document and on your software's report.
13. Double check that the total of all your cash collected for the day matches your overall sum of cash transactions on this document and on your Software's report.
14. Double check that the total of all your guest room charges for the day matches your overall count of guest room charges on this document and on your software's report.
15. Double check that the total of all the rest of payment type totals for the day matches the overall sum of the totals you obtain in this document and on your software's report.
16. Double check that the overall transactions totals matches the overall of your software's report together with the manual reconciliation you have done.
17. Staff who completed the cash up to sign together with your manager or supervisor should your company policy be as such.
18. Under comments you can explain if the cash up doesn't balance and why.