

Date: _____

Staff on duty: _____

Function: _____

	Starting float	End of day
£50		
£20		
£10		
£5		
£2		
£1		
50p		
20p		
10p		
5p		
2p		
1p		
Cash Total		
Opening float - End of day		

Credit card takings _____

Add back any receipts paid
out of the till _____

Total takings _____

Z reading _____

Under/over _____

To get the total takings (X&Z readings):

- Put the Z key into the machine.
- Turn the key to X.
- Press cash/tend.
- Write the total on the cash sheet.

To reset the totals:

- Make sure that the X reading has been taken first.
- Turn the key to Z.
- Press cash/tend.

Takings is End of Day minus Starting Float + card payments + receipts paid from the till. This should be the same total as the Z reading.

Comments:

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