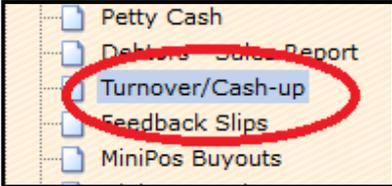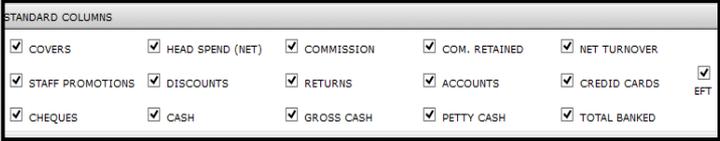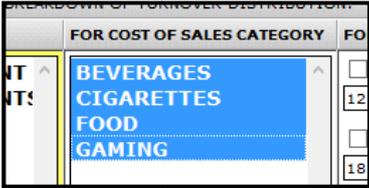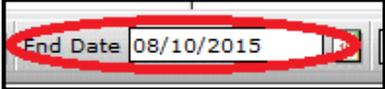# SPACE biz
Enterprise Business Management

version 7

TURNOVER / CASHUP REPORT

- Summarized daily cash-up report
- Shows turnover totals and the split between methods of payment for selected periods
- Shows Income per Cost Center
- Reflects the theoretical **CASH ON HAND** total as **TOTAL BANKED**

STEPS TO FOLLOW	VISUAL REFERENCE
1) Open SPACEbiz back office.	
2) Navigate to REPORTS.	
3) Click on POINT OF SALE.	
4) From drop-down menu, select TURNOVER/CASH UP.	
5) TURNOVER REPORT screen will open.	
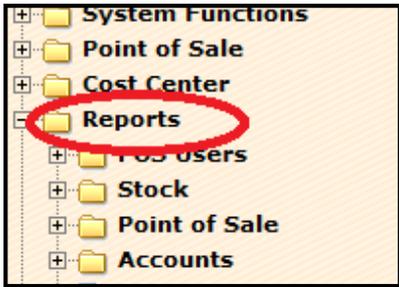
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6) Select which STANDARD COLUMNS to be included in the report.	STANDARD COLUMNS ☑ COVERS ☑ HEAD SPEND (NET) ☑ COMMISSION ☑ COM. RETAINED ☑ NET TURNOVER ☑ STAFF PROMOTIONS ☑ DISCOUNTS ☑ RETURNS ☑ ACCOUNTS ☑ CREDID CARDS ☑ EFT ☑ CHEQUES ☑ CASH ☑ GROSS CASH ☑ PETTY CASH ☑ TOTAL BANKED
7) To view income per cost Center i) Highlight the relevant cost centers in FOR COST OF SALES block.	FOR COST OF SALES CATEGORY — BEVERAGES, CIGARETTES, FOOD, GAMING
8) In START DATE block, ALWAYS enter the 1st of the specific month.	Start Date 01/10/2015 End Dat
9) In END DATE block, enter date of the last required date of trade	End Date 08/10/2015
10) Click on DAILY REPORT.	Daily Report
11) Total turnover report for selected period will open with the period totals in the bottom GREEN line.	**Company Name: EL MARIACHI** AX / Staff Promotions / Discounts / Returns / Accounts / EFT / Credit Cards / Cheques / Cash ,750.66 0.00 262.50 0.00 256.00 0.00 824.50 0.00 12,912.40 231.14 0.00 207.00 0.00 0.00 0.00 150.00 0.00 1,525.10 136.81 0.00 28.00 0.00 0.00 0.00 440.00 0.00 646.00 ,901.08 0.00 81.00 0.00 0.00 0.00 390.00 0.00 15,009.25

12) Index of columns:

a) **DATE**   - displays the date of each cashup date selected for the report.
b) **COVERS**   - shows the number of people served
    (1) This is User defined, covers are entered by the POS Users when starting a new transaction.
    (2) Covers can be corrected in the Daily Cashup.
c) **AHS NET** - The Average Head Spend per customer
d) **GROSS T/O** – The gross turnover total per day including non-income turnover
e) **NET T/O EXCL** – Nett taxable turnover = Gross T/o less Promotions, Discounts & Returns
f) **TAX -** Taxable income calculated on Gross Income less Non Income turnover.
g) **STAFF PROMOTIONS** – Only used if a staff promotion cash point is created in Tables / Cashpoints
h) **DISCOUNTS** - Total discounts given per day

i) **RETURNS** - Total returns / wastage transacted on the POS for that specific day

j) **ACCOUNTS** - Total value of transactions closed off to Debtors accounts for that day.

   (1) Debtors accounts must be configured in POS Users for transactions to be allocated here.

k) **EFT** - Total of payments closed off in POS with payment method as EFT

l) **CREDIT CARDS** – Total of transaction closed to Credit Card as the method of payment

   (1) This total MUST be reconciled with the Merchant settlement amount from the Credit Card machines on a daily basis.

m) **CHEQUES** - Total of transactions closed off to Cheque per day.

n) **CASH** - Total value of cash received from trade before payouts

o) **GROSS CASH** - Will always be the same as CASH unless monies have been retained in the commission retained column.

p) **PETTY CASH –** *NOT USED*

q) **TOTAL BANKED –** The total value of cash on hand excluding floats available AFTER payouts

13) Credit card total must reference to Merchant totals for the same period	
14) TOTAL BANKED amount on screen must balance actual amount of cash currently available in the store. **THIS IS THE CASH ON HAND REFERENCE TOTAL!**	TY TOTAL BEV H BANKED 00 (71.08) 1 00 (3,563.65) 1 00 (10,216.59) 00 3,277.85 00 18,201.80 00 13,582.95 00 13,824.40 0 **35,035.68**
15) Any anomalies MUST be corrected. *Possible reasons for Total Banked not balancing:* ✓ *Payment(s) tendered incorrectly.* ✓ *Cash-up not completed.* ✓ *GRV's not captured.* ✓ *GRV's captured incorrectly.* ✓ *Credit cards not balancing.* ✓ *Gaming GGR rung up incorrectly.* ✓ *Accounts allocations not done correctly.* ✓ *Dishonesty.*	