

Administration and Finance Manual

Topic: AF 711-02 Cash Reporting Procedures

Section: 700 Operations Reporting - Revenue

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Introduction

All retail activity is required to be reported accurately and daily in UFS.

There must also be a reconciliation of the register/POS reports to the UFS cash entry.

This topic outlines the Cash Management corporate policy, the UFS Cash Entry process and the details for record retention documents to be submitted to the Finance Shared Services (FSS) Center.

Of Concern To

All Unit Managers and above

Effective Date

April 7, 2022

Policy

Unit Managers are responsible for reporting all retail receipts received.

The Unit Manager must establish an internal control system which ensures the proper reporting of retail receipts.

Reporting

All POS register activity must be entered by cashier, activity day and meal period though the Cash module of UFS.*

*Cost centers using the Infor POS can record one cash entry per activity date regardless of the number of POS terminals in operation. Only those cost centers can combine the activity of multiple registers, cashier and meal periods per activity date.

Best practice is to setup a Register Model Worksheet to automatically pull standard Cashless tender and discount lines, Credit Cards, and standard Revenue Distribution lines. One worksheet can be linked to a single register or multiple registers. The Register Model Worksheet increases efficiency and helps reduce keying errors.

Before entering information into UFS, a register must be set up.

POS Register Standards:

- The original cash register tape or Point of Sale report showing the non-resettable grand total cumulative ending reading for the shift is

required. Keep a copy of the cumulative reading in the cost center files. For cash registers with multiple non-resettable readings, use the largest reading to reconcile registered sales (i.e. GT1, GT2, etc.). The last reading of each day must be submitted to the Finance Shared Services Center.

- Registered sales grand totals are to be all-inclusive and continuous. Any breaks in the readings are to be researched and documented.
- In the event non-resettable grand total cumulative readings are not available, daily readings must be submitted as support.
- Retain the register journal (or detail) tapes of each individual transaction in cost center files for future audits as per Record Retention CP 134.
- All cashless tenders must be supported by third-party reports. Documentation is to be retained for reconciliation and audit purposes.
- All reductions to registered sales are to be reasonable and adequately supported (i.e., coupons and discounts).
- The “void” keys will be disabled on all non-enterprise registers. All potential reductions to sales via the use of special register keys (i.e. error correct, delete, cancel, refund, discount and void) should be reconciled for all cashier shifts. The Error Correct Key is to be programmed so that it cannot be used after the transaction subtotal is calculated.
- The “no sale”, error correct and open register keys are to be monitored for usage and restricted to responsible individuals.

Cash Management is to be transmitted to the FSS by the next business day or activity is considered late. For example: Wednesday’s receipts must be transmitted by Thursday at 11:45 P.M. EST. If Wednesday’s activity is transmitted after Thursday 11:45 P.M. EST, the activity is late. The only exception is Saturday’s and Sunday’s activity, which must be transmitted by 11:45 P.M. on Monday. All month-end activity must be transmitted by 11:45 P.M. EST on BD+1 (1 business day after the last day of the month).

The current week's activity and the next week's activity can be entered through the Cash Entry system allowing the unit to complete all other modules while keeping current with Cash.

Each week the Unit Manager is responsible to review the Cash Management Report, sign, date and retain the document in unit’s records as evidence of review. The Unit Manager must also perform a reconciliation of the POS reports to the UFS Cash Entry transmissions to ensure complete financial reporting.

UFS Cash Module Definitions

- **Cash Count**
Enter amount of **Total Cash Receipts**. This can be the entered as one value directly into the cell or the + key can be hit and the actual counts of denominations can be entered. UFS will then calculate the total value.
Note: Total of the days cash receipts must equal total Cash Collected through cash sales. Each week, total of the deposit ticket(s) must be

reconciled to the total Cash Receipts reported in Cash Entry for the week through the deposit entry in order to perform a new week set up.

- **Change Fund Amount**
Optional field to use. This is the value of the change fund. If the change fund is removed from the cashier's drawer prior to counting the drawer, this value will be zero.
- **Paid Outs**
Click on the + and enter the detail of cash paid outs taken from drawer. An account number, Reason Code and Payee must all be completed. **Note: Payee is where the purchases were made, not the individual making the purchase.**
- **Total Credit Card Slips**
By clicking on the + enter the amount for each credit card type accepted.
- **Total Funds Accounted For**
This is a UFS calculated field. It calculates Cash Count – Change Fund + Paid Outs + Credit Card receipts.
- **Register Reading – End of Shift**
This is the “Z” reading from Cumulative Grand Total registers or the Daily Reading from Non-cumulative registers.
- **Register Reading – Start of Shift**
For Cumulative registers this will auto populate with the last ending reading entered for the register. If this value needs to be overridden, user must select a reason code for explanation. For daily readings and cash boxes, UFS will auto populate with zero.
- **Total Register Receipts**
This is a UFS calculated field for Cumulative and Daily Reading registers. For Cash Boxes, user enters the total inventory value sold.
- **Less Voids/OVERRINGS**
Enter the total amount of all manual overrings, including the tax, from the receipt(s).* These amounts are also required to be documented on the Ovrering Record (Form # 008).
NOTE: The tax amounts on Ovrerings will need to be adjusted during manual input of sales tax distribution.

*Cost centers with the Infor POS will only need to report overrings that occur outside of the register. Any voids processed through the register and that appear on the Sales & Operations Detail Report will not need to be reported.

- **Number of Voids/Overrings**

Enter the number of voids and overrings for this cashier's shift.*

*This only applies to cost centers not utilizing the Infor POS.

- **No. of No Sales**

Enter the number of "No Sales" for this cashier's shift.

- **Total Adjustments**

Any activity that doesn't reconcile to cash and credit cards on the register tape will be recorded in this section. An adjustment code that best describes the activity is to be used along with a general ledger account to where that activity should be posted.

- **Gross Receipts & Tax**

In the top part of this section is where tax exempt sales are reported. If tax exempt sales are recorded, a reason code that best describes the tax-exempt activity must be selected. In the middle section is where the amount of taxes collected is to be reported. If there are multiple tax rates, the amount of tax collected must be broken out by tax type.

NOTE: The sales tax manually entered in UFS must be the total tax amount per the register reading net of the tax on Overrings.

For Example:

Sales Tax Per The Register Reading: \$10.00

Sales Tax From The Overring Record: \$ 0.35

Amount Entered In Tax Distribution: \$ 9.65

In the bottom section, the unit will report the amount of revenue and/or deferred income (both loaded and redeemed)*.

*Any activity reported in the adjustments tab will automatically flow into the Revenue Distribution section of the Gross Receipts & Tax tab. This activity is not editable in the Revenue Distribution screen.

- **Total Tax Collected**

This represents the tax collected as entered in the Gross Sales section.

- **Total Revenue Distribution**

This is a UFS calculated field pulled from the Gross Sales detail.

- **Cashier Over/Short Amount**

You should know your over/short amount prior to your cash entry. Any variance from your expected over/short should be investigated. Any

over/short reported in UFS that is greater than a dollar must have a Reason Code that closely explains why the over/short occurred.

Submitting Cash Management Retention Documents for Centralized Record Retention

All Cash Management Documents are scanned for permanent record retention.

Important: Retain copies of all cash management related documents emailed to the Buffalo Finance Shared Services Center for future audits.

For Cash Management record retention compliance, the following documents must be scanned*:

- UFS Cash Management Report – must be first page of scanned document Cash Management Report. (Signed copy is retained at Unit)
- Reading for each register (unit dependent, please provide the appropriate reading and documentation):
 - Daily reading for each register (Cumulative and Daily Readings) &
 - Daily POS (Point of Sale) System report consolidating register readings
 - For concessions - Event Summary sheet
 - Support for all non-register sales (including cash boxes)
- Overring records (and each register receipt when the actual overring was for \$10 or more)
- Cash Paid out Report & Receipts
- Documented (register) detail for gross sales & tax exempt sales

*For cost centers using the Infor POS terminals, no documentation is required to be emailed to the Buffalo FSS. If Cash Paid Outs or any overring/voids that occurred outside of the register are reported any supporting documentation for that activity will need to be sent to the scanning email below.

For each unit number, using the Cash Management Report as the first page of your scan, scan the required documents on a copier or scanner, **as a .PDF file**, and send it to your email inbox.

Go to your inbox and save the file(s) to a folder and name the file(s) according to this format:

- Cash Mgmt cost center number week-ending date (mm-dd-yyyy)
- **Sample: Cash Mgmt 31000001 09-26-2015**

Save the .pdf file(s) on your computer. Review for completeness, quality and clarity. Store for future reference.

Create one new e-mail, in the subject heading of the email enter the file name(s) used above, and send the PDF file, or files if more than one unit and/or week-

ending date, to the FSS at the following address:
RecordRetentionCashMgmt.USA@sodexo.com

Units are required to store original documents on site that are required by law or internal compliance (no change to current process).

Deadline – For permanent record retention, the Cash Management Report and all supporting documents are to be emailed to the Finance Shared Services Center by the Friday immediately following the week-ending date.

Cash Register Malfunction (Register Reading Break)

Occasionally register malfunction cause continuous register readings to be incorrect. When the register information is entered into the UFS system the appropriate Reason Code must be selected explaining why the break in readings occurred. If a register break is reported in UFS, a memo should be sent to the Revenue Accounting Compliance team with an explanation for the break along with any supporting documentation.