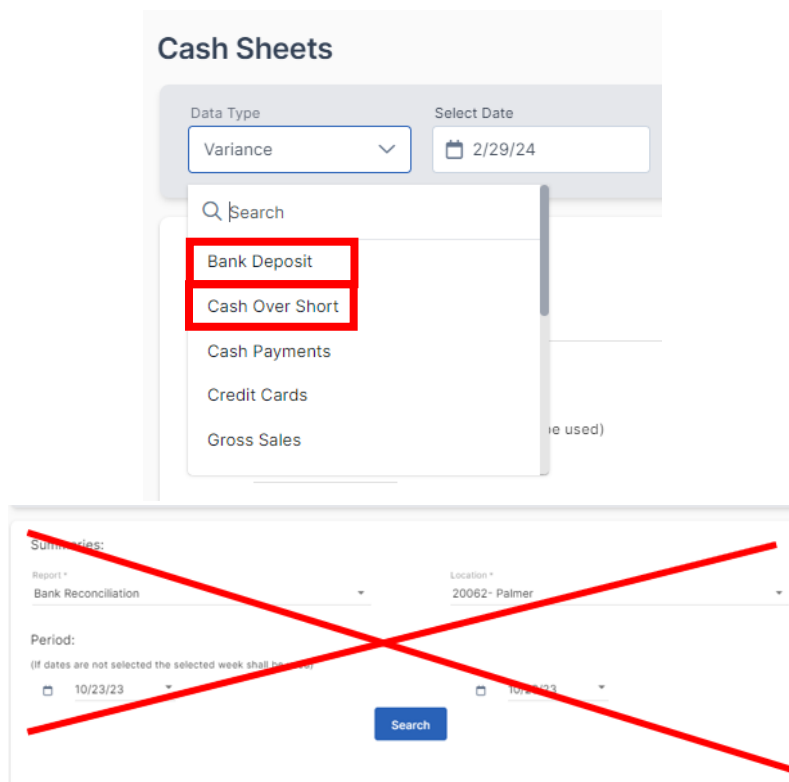


This function can only be performed by Owners/Operators.

1. Cash Menu > Cash Sheets



2. In the **Data Type** dropdown in the gray bar, **Variance** is selected by default but will always be 0.00 for all days. Change this to **Cash Over Short** or **Bank Deposit**. Select any date in the desired week.



Do not change anything in the Summaries/Bank Reconciliation section.

3. Below the Summaries/Bank Reconciliation section is a table of all locations with all days of the week. Click on the dollar amount for any day to view the deposit information that was entered.

Feb 26, 2024	Feb 27, 2024	Feb 28, 2024	Feb 29, 2024	Mar 1, 2024	Mar 2, 2024	Mar 3, 2024	Totals
276.38	643.51	296.55	n/a	n/a	n/a	n/a	1,216.44
276.38	643.51	296.55	0.00	0.00	0.00	0.00	1,216.44

*n/a signifies that a deposit was not created

4. Click on the 3 dot ellipsis along the far right below the Session Details section. Then select Delete Cash Sheet.

Cash Sheets:

Select Company: 21237- Lebanon | Select Date: 2/28/24

Cash Sheet Summary		Session Details	
Manager	Jessica Rogers	Gross Sales	2,849.92
Cash Payments	296.55	Deductions	0.00
Check	0.00	Open Tables Closed	0.00
Credit Cards	1,819.11	Gift Cards Sold	0.00
Bank Deposit	296.55	Deposits Received	0.00
Misc Deposit	0.00	Tips	251.79
Custom Payments	732.59	Open Table Count	0
Payouts/Tips	251.79	Open Table Balance	0.00
Comps		Opening End Time	10:00 PM
Gift Cards Used	1.67		
Deposits Redeemed	0.00		
Loyalty Redemption	0.00		
Open Tables	0.00		
Rec. Total	3,101.71	Read Total	3,101.71
Variance	0.00	Variance %	0.00 %
Cash Over Short	0.00		

Details: Cash Payments | Credit Cards | Payouts/Tips | Custom Payments | Bank Deposits

Print | **Delete Cash Sheet**

5. Any manager with SynergySuite access can re-enter the deposit by performing the Location Cash Up again and selecting the date of the deleted cash sheet.