

howto



Float Management- Adjustments, Skimming and Petty Cash

Introduction

The menumate float functionality allows the user to manage their initial float as well as make deposits (float adjustments) or withdrawals (skimming) to either adjust the float or remove money for minor cash purchases. To use these features your menumate system must be version 5.3.0.0 or greater of Menumate.

Setup of Float Adjustment Reasons

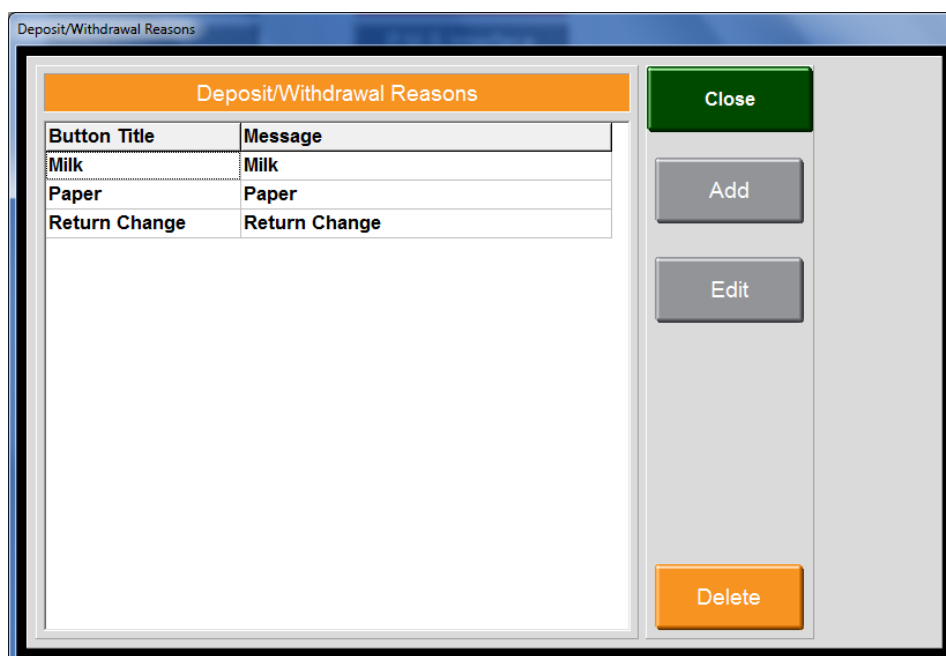
Float Adjustment reasons are set reasons that are recorded for each deposit and withdrawal from the float.

Float adjustments reasons will be different for every company. Some examples may be;

- Purchase Milk
- Purchase News Papers
- Misc Purchases

There is one reason that HAS TO BE setup. This needs to be called “Return Change” so that you can record the deposit of the change going back into the Float.

To setup the float adjustment reasons select Maintenance and Float Adjustment Reasons. This will take you to the maintenance option to setup, edit or delete the reasons.

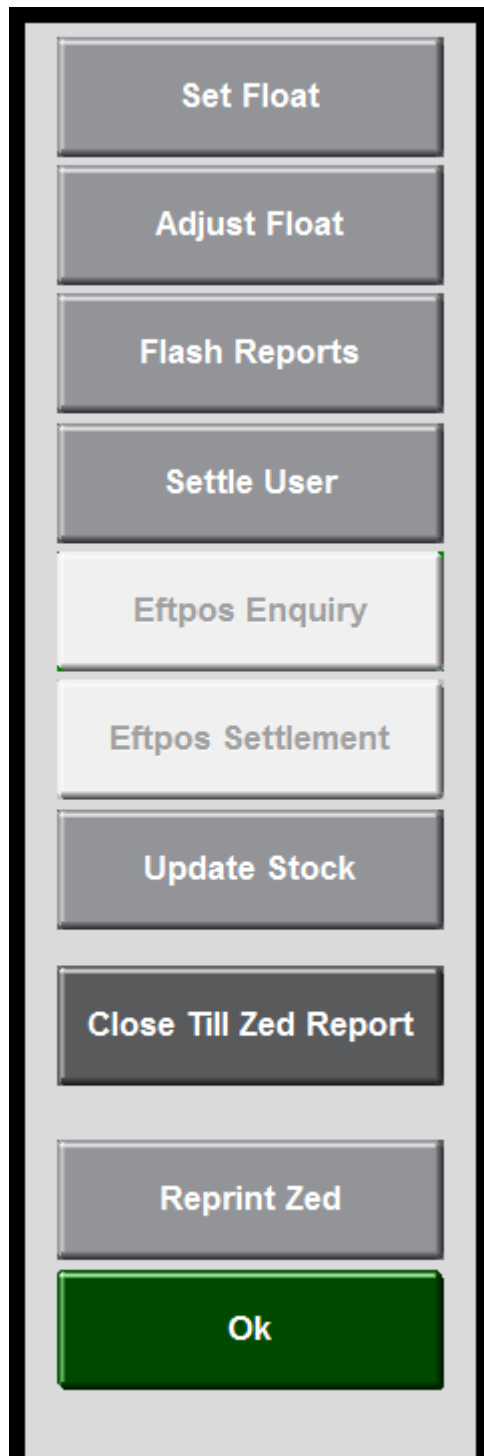


You can Add, Edit or Delete the Deposit and Withdrawal float adjustment reasons.

Setting the Initial Float

At the start of each day / shift the Pos terminal's INITIAL FLOAT must be entered into the POS.

The float is the balance of change that the cash drawer starts with each day. To set the Initial Float, select Cash Drawer from the main POS screen.



Once in the Cash Drawer option on the POS then use the **Set Float** option to set the initial float.

The initial float is reset every time a Z report is run for the POS terminal.

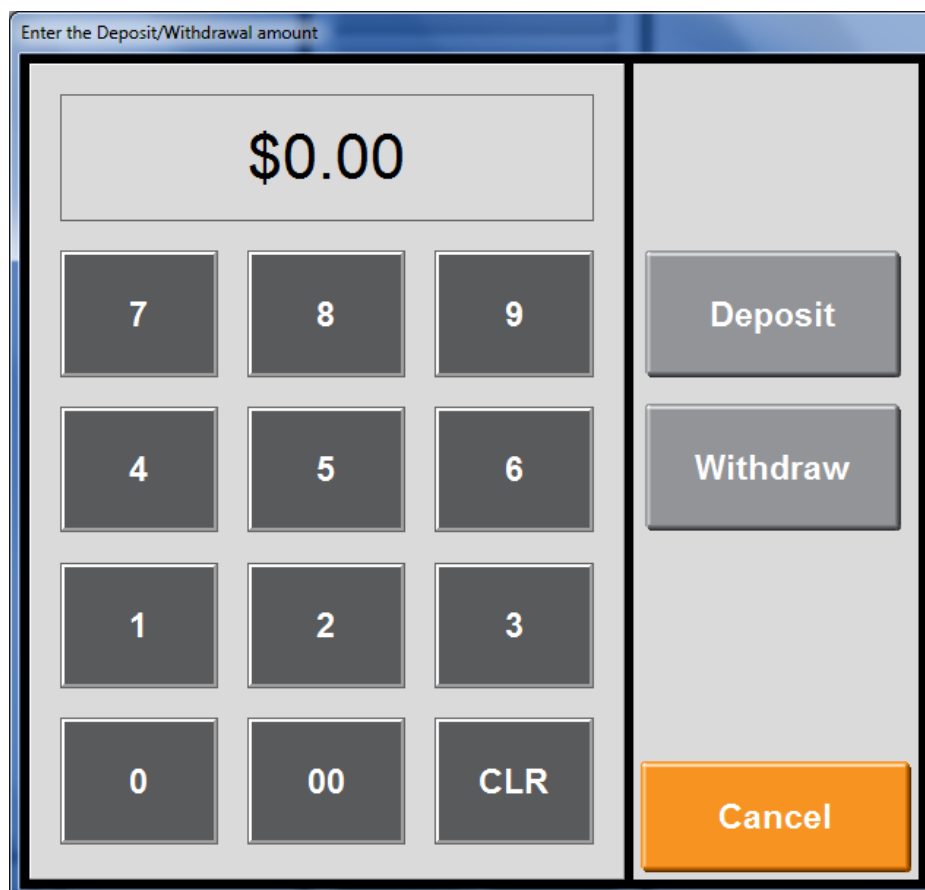
The initial float should be counted and set at the start of each day or shift (assuming a Z report has been run for the end of the previous shift).

Recording Float Adjustments (Deposits / Withdrawals)

Whenever money is removed from or placed into the POS terminal's cash drawer that is not through a normal sales process then these need to be recorded as float adjustments. These transaction will either reduce (withdrawal) or increase (deposit) the POS terminal's float.

These transactions may be to purchase the day's News Paper for café guests, pay the butcher, and pay the parking meter or to get any other miscellaneous purchases.

To adjust the float, select ADJUST FLOAT from the cash drawer menu.



The screenshot shows a software interface for entering float adjustments. At the top, it says "Enter the Deposit/Withdrawal amount". The main display area shows "\$0.00". Below this is a numeric keypad with buttons for digits 0-9, a "00" button, and a "CLR" button. To the right of the keypad are two buttons: "Deposit" and "Withdraw". At the bottom right is a large orange "Cancel" button.

You can then enter the amount of the transaction e.g., \$10.00 and select if you are depositing money into the draw or withdrawing money out of the draw. Once you select DEPOSIT or WITHDRAW, you will need to select one of the predefined float adjustment reasons.

You can add or delete these reasons in Maintenance, Float Adjustment reasons.

IMPORTANT: When you return the change from the purchase to the POS terminal it is critical to record the return of the change as a float adjustment DEPOSIT.

Float Adjustments on the Z Report

The POS Terminal's Z report will show two sets of information regarding the Floats.

At the top of the Z report the POS will show the Initial Float and the net value of the adjustments (in the below example a reduction of \$8.50). Then further down towards the bottom of the Z report the float adjustment audit will show all the transactions that make up the float balance.

The image displays two side-by-side screenshots of a POS terminal's Z report interface. Both windows are titled "Display Report".

Left Screenshot: Summary Report

Summary Report
Final (Z)
25 Jul 2011 2:27:45 pm
ANDREWMCCLURG
Admin

Transactions Summary Group 0

Initial Float	\$500.00
Float Adjustments	-\$8.50
Cash	\$0.00
Cash In Drawer Total	\$491.50

Charge (3) \$48.00

Subtotal \$539.50
Less Float & Skims -\$491.50
Total \$48.00

Rounding (+ = Loss) \$0.00

Details

Billed Sales Totals

Beverages	6.00	\$48.00
Spirits	6.00	\$48.00
SubTotal		\$48.00
Tax Contents Inc		\$6.26

Charged Sales Totals

SubTotal	\$0.00
Tax Contents Inc	\$0.00

Buttons: Cancel Zed, Close Till, Close Till and Print Zed, V, ^

Right Screenshot: Float Audit

Total Account Purchases: \$48.00

Float Audit

Operator	Time	Reason	Total
Admin	15:13:30	Set Float	\$500.00
Admin	15:13:37	Milk	-\$10.00
Admin	15:13:46	Return Chan	\$5.00
Admin	14:23:09	Paper	-\$10.00
Admin	14:23:26	Return Chan	\$6.50
Final Float:			\$491.50

Averages

Sale Type	Patron Count	Average Spent

Production Info

Average Sale Time (Minutes) 0:0:6
Average Make Time (Minutes) 0:0:0

10 Longest Sale Times

Doc#	Opr	Qty	Dur	+Avg	Val
93	ADM	2	0:7	+0:0	\$16.00
β1	ADM	1	0:6	-0:0	\$8.00
95	ADM	3	0:6	-0:0	\$24.00

10 Longest Make Times

Buttons: Cancel Zed, Close Till, Close Till and Print Zed, V, ^

Float Adjustment Summary Reports at OFFICE

MenuMate Office allows you to report historical float adjustment audits. The float adjustment report is in the report menu under Security and Float Audit. You can select the date from and date to.

Time Skimmed	Staff	Transaction Type	Reason	Amount
ANDREWMCCLURG				
Initial float : \$500.00				
7/24/2011 3:13 PM	Admin	Initial		\$500.00
7/24/2011 3:13 PM	Admin	Withdrawal	Milk	-\$10.00
7/24/2011 3:13 PM	Admin	Deposit	Return Change	\$5.00
7/25/2011 2:23 PM	Admin	Withdrawal	Paper	-\$10.00
7/25/2011 2:23 PM	Admin	Deposit	Return Change	\$6.50
				Float Balance:
				\$491.50
<hr/>				
				ANDREWMCCLURG Float Balance
				\$491.50

The report will show the date, time, staff member, the type of the adjustment (initial float set, deposit or withdrawal) and then the float balance.