



Monday Morning Paperwork

The “Monday Morning Paperwork” is a very thorough and important process. It must be completed each Monday morning by the GM of the Go Burrito! Restaurant.

- 1) Enter the office and go ahead and get your registers ready for the day. Record sales for Sunday.
- 2) In the Backoffice, print a “Paid Out” Report. Make sure to run the report for the previous Monday @ 4AM to the current Monday @ 4AM. If you do not receive a weekly email each Monday morning with this report, contact Southern Coastal Solutions and ask for them to set up this auto report. You would check your email and print the report off, which is easier.

Date	Time	Reason	Item	Amount
06/17/19	02:51pm	Other	9191	\$59.58
06/17/19	03:20pm	Gift Card Donation	1219	\$40.00
06/17/19	01:20pm	Food	8942	\$0.81
06/17/19	03:20pm	Food	7153	\$7.17
06/17/19	03:20pm	Food	8384	\$1.48
06/17/19	08:47pm	Food	7023	\$50.00
06/17/19	10:22pm	Music/ Performer	1219	\$2.00
06/17/19	10:22pm	Food	1056	\$9.98
06/17/19	10:22pm	Food	1718	\$10.00
06/17/19	03:03pm	Gift Card Donation	3786	\$10.00
06/17/19	04:48pm	Other	4839	\$90.00
06/17/19	11:33pm	Music/ Performer	6398	\$100.00
06/17/19	01:48pm	Security/Bouncer	6398	\$50.00
06/17/19	02:54pm	Music/ Performer	6398	\$50.00
06/17/19	05:51pm	Food	8073	\$0.58
06/17/19	04:38pm	Food	7023	\$100.00
06/17/19	02:18pm	Music/ Performer	7023	\$1.58
06/17/19	04:47pm	Food	3786	\$100.00
06/17/19	04:47pm	Security/Bouncer	7023	\$50.00

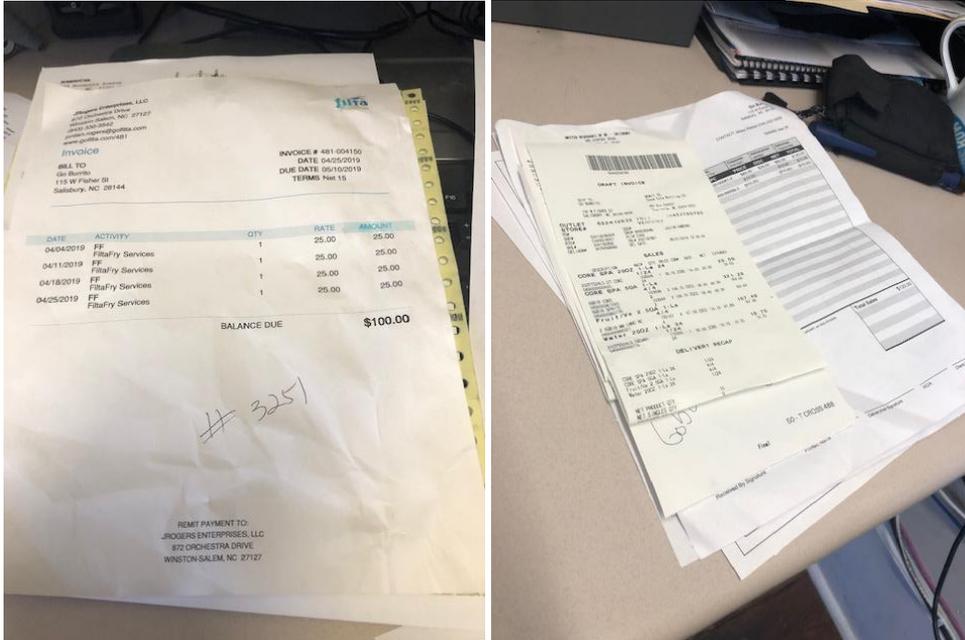
Reason Code	Qty	Amount
Music/ Performer	4	\$400.00
Other	2	\$140.00
Security/Bouncer	2	\$100.00
Gift Card Donation	2	\$100.00
Food	6	\$38.42
Total	16	\$771.00

- 3) Set the paid out report to the side. Grab all your invoices and miscellaneous paperwork from the previous week and lay them on your desk. Carefully go through each invoice and separate them into 7 different piles.
 - a. Pile #1 will be any invoices paid by check. Double check that every invoice is present and that the check number used is written on each invoice.

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- b. Pile #2 will be any invoices that were paid by Fintech. This means that when the items arrived, the manager only had to sign for them. The payment is made electronically.



- c. Pile #3 will be any receipts for payments made by credit card.
- d. Pile #4 will be all paid out receipts. Anytime a paid out is performed in the POS a “paid out slip” prints out. Each slip must have some type of description about the reasoning for the paid out written on it with a receipt if applicable.

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- g. Pile #7 will be at least 7 white sealed envelopes. It could be less if your restaurant was closed for a day. The envelopes should include the nightly daily sales report plus all credit card receipts for that day. Each envelope should be labeled with the date and day.
- 4) Once you have all of the piles, you will marry the Sysco invoice pile on top of the daily register tracking sheets.
- 5) Then you will marry the fintech payment invoices on top of the Sysco Invoices.
- 6) Then you will put the 7 envelopes on top of the other married invoices and paperwork. Put all of this to the side.
- 7) Next, you will grab 1-2 weekly expense tracking sheets and begin to use the remaining piles to track each and every expense for the restaurant that week.
 - a. Using your pile of invoices paid by check, record these invoices one by one on the expense tracking sheet. Note that the form of payment is the check number. Provide accurate descriptions for accounting purposes.
 - b. Next, use the pile that had "paid outs". You will use the paid out report sheet that you printed in the beginning and record all paid outs with accurate descriptions.

Shipping Address: Rachel Wilson, 115 W FISHER ST

Item(s) Subtotal: \$12.86, Shipping & Handling: \$0.00

Weekly Expenses and Paid Outs

Use this form to keep track of all itemized expenses for the week. Note the form of payment as the check #, cash, or CC. Start a new sheet each week (Monday). Submit the previous week's sheet, with attached receipts, to Mikey's mailbox.

Week of: 6/17-6/23 2019

Form of Payment	Amount	Date	Payee	Description
3251	\$100.00	6/17	JRodgers	fr fryer cleaning
3252	\$72.00	6/17	homebvcha	kombucha
3253	\$659.07	6/18	albemarle	paper supply
3254	\$318.50	6/18	abigails	rice krispies
3255	\$104.49	6/20	alisco	linen
3256	\$563.40	6/20	abc	liquor

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PO	\$59.58	6/17	emp. tips	chow now tips
PO	\$40.00	6/17	customer	issue w giftcards today pd, needed to issue cc to her
PO	\$.81	6/18	aldi	green onions
PO	\$2.13	6/18	customer	drink overcharge
PO	\$7.48	6/18	customer	food overcharge
PO	\$50.00	6/18	chris strachan	trivia host
PO	\$2.00	6/19	customer	food overcharge
PO	\$9.08	6/21	customer	hang up two burritos
PO	\$10.00	6/21	cheerity riot	EG donation
PO	\$65.00	6/21	REL towing	tow honda to Firestone
PO	\$130.00	6/21	courtney pucker	roof top music
PO	\$50.00	6/22	sam cornacchini	security
PO	\$80.00	6/22	marc anderson	karaoke host dj

- c. The next step is to record any credit card charges. Be sure that all receipts are available and provide accurate descriptions.
- d. NOTE: If you have a Paid Out but cannot locate the receipt, it is helpful to go back and look in the white envelope that would correspond with the day the paid out was performed. At times, these paid outs and/or receipts get left in the normal credit card receipts. If this happens, in your next manager

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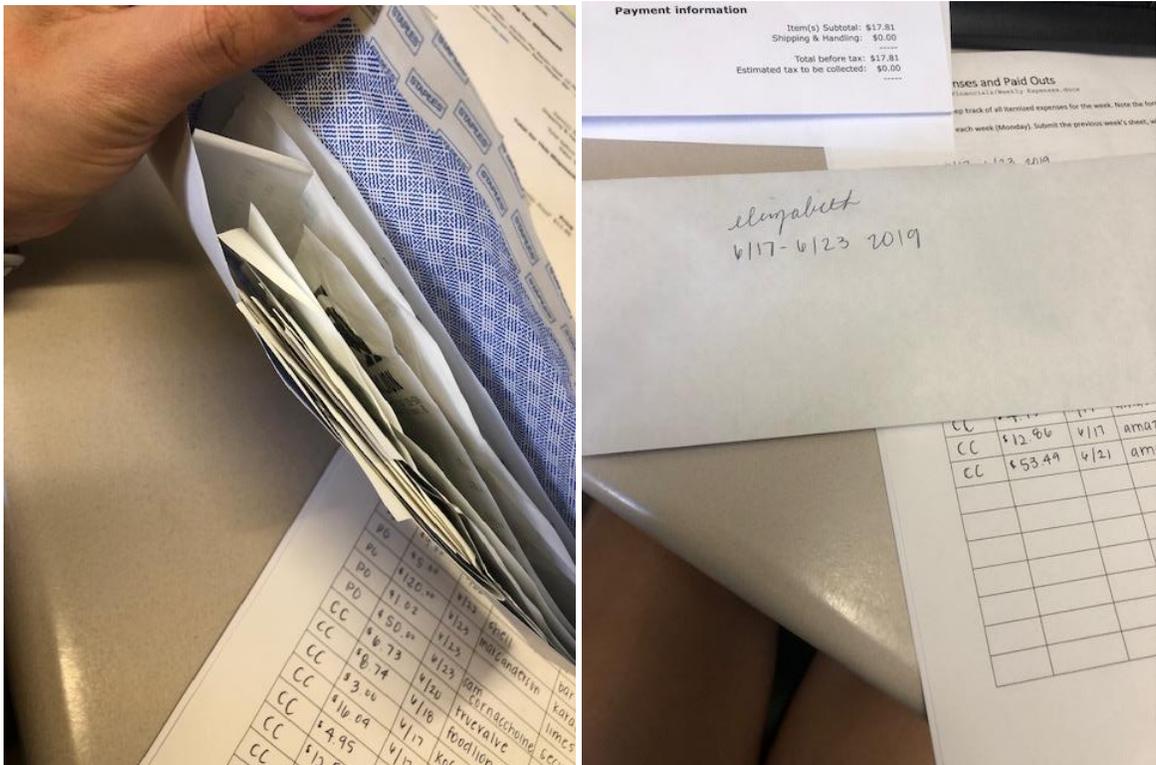
meeting go over the importance of immediately taking all invoices to the office.

Track of all itemized expenses for the week. Note the form of payment as the check #, PO # or credit card #. Submit the previous week's sheet, with attached receipts, to Mikey's mailbox.

Week of: 4/17 - 4/23 2019

Form of Payment	Amount	Date	Payee	Description
PO	\$9.00	4/22	customer	got wrong order
PO	\$5.00	4/22	shell	bar juice
PO	\$120.00	4/23	marcanderson	karaoke host
PO	\$1.02	4/23		limes
PO	\$50.00	4/23	sam cornacchoine	security
CC	\$6.73	4/20	truevalve	rust spray
CC	\$8.74	4/16	Foodlion	taco tuesday
CC	\$3.00	4/17	Kole Java	accidentally pd w/ cc card
CC	\$16.09	4/17	advance avto	jump cables 4 GB
CC	\$4.95	4/17	amazon	pot hooks
CC	\$12.86	4/17	amazon	dish apron
CC	\$53.49	4/21	amazon	svqc battery protector for roof pds

- e. Put all the payout receipts and regular credit card receipts into an envelope if they are small. Label the envelope with the previous weeks dates and to who is in charge of doing your expense entering.

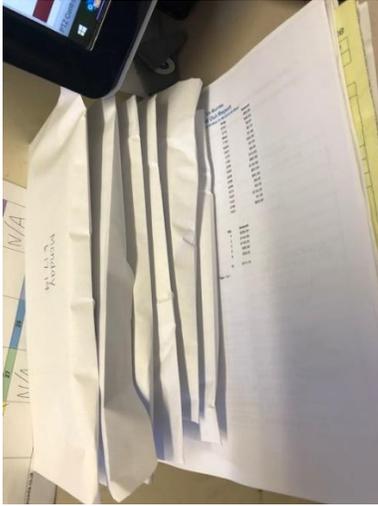


- f. Once all expenses have been recorded, you can take the credit card pile and check pile and marry those on top of the fintech invoices. Then put actual paid out report and weekly written expense sheet on top of those invoices. Then the envelope with paid outs goes on top of the paid out report as well as all of

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the white envelopes for the week.



- 8) Put all of these items to the side in the office for pickup by either the owner or his admin.
- 9) The next step is counting the deposit. Grab a weekly envelope accounting sheet.
- 10) You should receive a text with the weekly deposit amount, or you can run a report in backoffice. Fill in the sheet with the amount of the adjusted cash.



- 11) Take all of your adjusted cash from the previous week and count it.
 - a. If the adjusted cash does not match:
 - i. If there is not enough, take from employee tips.
 - ii. If there is too much, put into employee tips.
 - iii. Why doesn't this mess up tips? Tips are not phased by this because each day you record how much the adjusted cash was over or under. When you run your payroll, these values are inputted.
- 12) Fold the weekly envelope accounting sheet into the blue deposit bag with the correct deposit amount.
- 13) Sit this blue bag in the safe for the owner or admin assistant to pick up with the paperwork.