



Milestone computer cash sheets

You can complete your cash sheets using a disk!

The computer cash sheet uses the same sections as the A3 duplicate pad with the following differences/benefits.

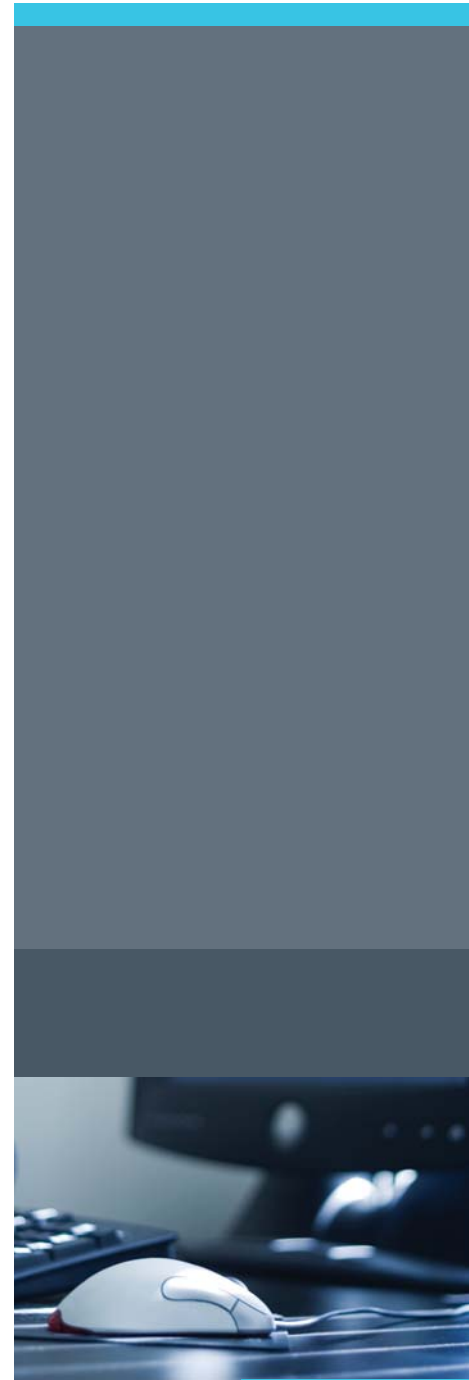
	Duplicate Pad	Computer Cash Sheet
Takings Section	Written manually	Typed onto spreadsheet
Other Receipts/Monies Introduced	Written manually	Typed onto spreadsheet
Bankings (Current & Deposit)	Written manually	Typed onto spreadsheet
Payments (Cash & Bank)	Written manually	Typed onto spreadsheet
All TOTALS Sections	Written manually	Typed onto spreadsheet
Cash Reconciliation	Written manually	Typed onto spreadsheet

Benefits for the licensee

- The computer cash sheet automatically calculates the totals of each section, i.e. the total of all Cash Payments, Bank Payments, etc are calculated by a formula. The typed print on the computer cash sheet is easy to read for the stocktaker, the accountant and the franchisee.
- The computer cash sheet can be emailed to Milestone in the event of any query, enabling your Accounts Area Manager to look into the query whilst looking at the cash sheet.
- By completing the computer cash sheet on a daily basis you can check your cash position each day.
- Completing the computer cash sheet will save you time because the cash sheet transfers all the section total figures to the cash reconciliation meaning that you only have to enter the Physical Cash Count.

Requirements

- The only requirement is that you have a computer that has an Excel spreadsheet program.
- No specific training is required although if you do require guidance then please contact your Milestone Area Manager.



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