

## Copilot

Absolutely, I can help you create a template for a reconciliation report that includes all the relevant information and best practices. Here's an example of what your report could look like:

### # Daily Cash Reconciliation Report

#### ## Shop Information

- **\*\*Shop Name\*\***: [Your Bagel Shop's Name]
- **\*\*Date\*\***: [Report Date]

#### ## Beginning of Day

- **\*\*Starting Cash\*\***:
  - Total: \\${Amount}
  - Breakdown: [Detailed breakdown by bill/coin type]

#### ## Sales Data

- **\*\*Total Sales\*\***: \\${Amount}
  - Cash: \\${Amount}
  - Credit: \\${Amount}
  - Debit: \\${Amount}
- **\*\*Transactions\*\***:
  - Total Number: [Number]
  - Voids/Refunds: [Details]

#### ## Cash Handling

- **\*\*End of Day Cash Count\*\***:
  - Total: \\${Amount}
  - Breakdown: [Detailed breakdown by bill/coin type]
- **\*\*Discrepancies\*\***:
  - Overages: \\${Amount}
  - Shortages: \\${Amount}
  - Notes: [Any relevant information]

#### ## Non-Cash Payments

- **\*\*Checks and Other Payments\*\***: [Details]

#### ## POS Reconciliation

- **\*\*POS Report Summary\*\***: [Key points from the Toast POS reconciliation report]

#### ## Deposits

- **\*\*Cash Deposits\*\***: \\${Amount}
- **\*\*Bank Confirmation\*\***: [Confirmation number or details]

#### ## Best Practices Notes

- **\*\*Accuracy\*\***: [Notes on accuracy measures taken]
- **\*\*Consistency\*\***: [Notes on consistency in processes]
- **\*\*Security\*\***: [Security measures for cash handling]
- **\*\*Documentation\*\***: [Details on documentation and record-keeping]

#### ## Prepared By

- **\*\*Name\*\***: [Employee Name]
- **\*\*Signature\*\***: [Employee Signature]
- **\*\*Date\*\***: [Date of Report Completion]

This template is designed to be filled out with the specific details of each day's transactions and activities. It includes sections for all the relevant information you need to reconcile, as well as reminders of best practices to ensure the process is thorough and accurate. Remember to adjust the template to fit the specific needs and practices of your bagel shop. 🍞👨🍳