



## Daily Sales and Stock

**Who is Completing Form?:**

Ael

**Shift?**

Night Shift

**Todays Date:**

2025-06-28

.....

Please complete the following steps carefully and in  
the order shown. # 8 2 3 2! 1 I - 12 % H 2  
1 A % 0 9 I -

**Starting Cash** How much cash was in the register  
when you opened the shift?

- 8 @ # 4 H ! 0  
! 5 @ 4 \* C % 4 I 1 @ G @ 4 @ H 2 D + #

### Cash at Start of Shift

2500.00

.....

Receipts Add up the receipts by type. Write the totals in the boxes below.

# '! C @ \* # G 2 ! # 0 @  
@ 5 " " - # '! C H - I 2 % H 2

### Grab?

4356.00

### Food Panda?

0.00

### Aroi Dee?

0.00

### QR / Scan?

1461.00

### Cash Sales?

6547.00

.....

Total Sales Add up all the sales numbers above

' " - 2 " 1 I + ! 5 H A \* I 2

**Total Sales Amount:**

12364.00

.....

**Pay Staff Salary** Pay each staff member. Write the amount you paid in the space below.

H 2 " @ 4 @ 7 - C + I 1 2 A H % 0  
@ 5 " 3 ' @ 4 5 H H 2 " C H - ' H 2 I 2 %

**Salary / Wages**

2700.00

.....

**Shopping, Gas, Spending** Write down all your spending on shopping and gas in the space below.

1 6 # 2 " H 2 " 1 I + ! - 8 @ 5 H " ' 1  
I - 4 I A % 0 H 2 I 3 ! 1 C H - ' H 2 I 2 % H 2

**Shopping**

384.00

**Gas Expense**

480.00

**Description of all Items**

For transfer 15

.....

Add Expenses Add the total amount spent on Salary, Shopping, and Gas as a total amount.

```
#'!"- @ 4 @ 7- H2C I H2"C 2# I-
A%0 H2 I3!1
```

**Total Expenses (Salary+Shopping+Gas+Other)**

3575.00

.....

Cash Management Open the POS system. Go to 'Shift' - 'Cash Management.' Make sure each item (Salary, Gas, Shopping), is recorded as 'Money Out.'"

```
@ 4 #0 POSD 5H 'Shift' +#7- 'Cas
Management'*3+#1 A H%0#2" 2# (@
H2 I3!1 H2 I- 4I ) C+I 1 6 @ G
Out'
```

.....

**Count the Cash** Count the remaining cash in the Register and list the Total Amount?

```
1 @ 4 * C % 4 I 1 @ G @ 4
A % 0 # 0 8 3 ' @ 4 1 I + !
```

**Total Cash in the Register**

5525.00

.....

**Shift Report** Complete the shift Report with the amount listed above (this includes the cash start amount)

```
# - # 2 " 2 % 1 @ % 5 H " 0 I ' " 3 ' @ 4
8 D ' I I 2 I ( # ' ! 6 3 ' @ 4 * @ # 4 H ! I
```

.....

**Count Burger Rolls** Carefully count the burger buns we have left and write down the number below.

```
1 ! 1 @ - # L @ - # L 5 H @ + % 7 - - " 9 H
A % I ' @ 5 " 3 ' % C H - I 2 % H 2
```

**How Many Burger Buns In Stock?**

86

## How Many Rolls Ordered?

0

.....

## Meat (Weight in kg)

### Weight of Burger Meat

7740

Do Not Include the Tray in weight..

.....

## Food ItemsList the food items that we need to re-stock

- # 2 " 2 # - 2 + 2 # 5 H I - @ 4 ! \* G - I ' " H 0

## Salad

0

**Tomatos**

1

**White Cabbage**

0

**Purple Cabbage**

0

**Onions**

3

**Mayonnaise**

0

**Mustard**

0

**Cajun Spice**

0

**Dill Pickles**

0

**Sweet Pickles**

0

**Crispy Fried Onions**

0

**BBQ Sauce (Smokey)**

0

**Bacon Short**

1

**Bacon Long**

0

**Sweet Potato Fries**

0

**Cheese**

0

**Chicken Nuggets**

0

**Onion Rings**

0

**French Fries**

2

**Jalapenos**

0

**Ketchup**

0

**Chili Sauce (Sriracha)**

0

**Oil (Fryer)**

1

**BBQ Sauce**

0

**Pepper**

0

**Salt**

0

.....

**Drink Stock Count:** Please record the number of each drink we have

@ G \* G - @ #7H- 7H!:  
!5 @ #7H- 7H!A H%0 4 @ + %7 - @ H2

## **Coke**

25

## **Coke Zero**

33

## **Schweppes Manow**

15

## **Fanta Strawberry**

11

## **Orange Fanta**

10

## **Sprite**

16

## **Kids Apple Juice**

14

## **Kids Orange**

32

## **Soda Water**

15

## **Bottle Water**

13

.....

## **Kitchen Requirements**

### **Clear Food Wrap**

0

**Aluminum Foil**

0

**Plastic Hand Gloves (Meat)**

0

**Rubber Gloves (Small)**

0

**Rubber Gloves (Medium)**

0

**Rubber Gloves (Large)**

0

**Alcohol Sanitiser**

0

**Dish Washing Liquid**

0

**Paper Towel (Long)**

0

**Sponge (dish washing)**

0

**Paper Towel (Short)**

1

**Rolls Sticky Tape**

0

**Any Other Items (Not Listed)**

0

.....

**Packaging & Supplies**

**French Fries Box**

2

**French Fries Paper**

2

**Paper Food Bags**

0

**Fork & Knife Set**

1

**Loaded Fries Boxes**

0

**Burger Paper (12 x 14)**

0

**Wooden Flag Skewers**

0

**Printer Rolls**

0

**Takeaway Sauce Containers &**

2

**Coleslaw Container**

0

**Plastic Carry Bags**

0

**Packaging Labels**

0

## Packaging Other (Not Listed Above)

0

.....

## Confirmation

" 7 " 1 ' H 2 8 D I \* 1 H 7 I - B # % A % I ' + 2

**Confirm that you have ordered Rolls?**

No I didn't Order Rolls

Text

## Timezone

Asia/Bangkok (GMT+07:00)