

CASH REGISTER – HOW TO

THE CASH REGISTER IS CHF 1'000.-

AT EACH SHIFT CHANGE = CASH REPPORT

Rapport de caisse

Nom du caissier* Monteiro Ribeiro Espèces comptées CHF

De* 1/4/2024 00:00

À* 1/4/2024 23:59

Exporter PDF

EXP :

At the end of morning shift: (afternoon checks and signs)

Cash register 1'000.- + Apaleo report 902.- = CASH REGISTER 1'902.-

x .xxxxx	Cash register	1'902.-	
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At the end of afternoon shift: (night checks and signs)

Cash register 1'000.- + Apaleo report 1'300.- = CASH REGISTER 2'300.-

x .xx .xxx	Cash register	2'300.-	
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At night audit, the night must put the Apaleo report money into an envelope (morning checks and signs)

CASH REGISTER 1'000.-


CASH OF X.XX.XXXX CHF1'450.-

x .xx .xxx	Cash register	1'000.-	
	Cash of x .xxxx	1'450.-	

HOTELS WITH NO NIGHT AUDITOR


At the end of morning shift: (afternoon checks and signs)

Cash register 1'000.- + Apaleo report 87.90.- = CASH REGISTER 1'087.90.-

DATE	QUOI	CHF	SIGNATURE
x.xx.xxxx	Cash register	1'087.90	

At the 22:30 afternoon shift must put the Apaleo report + money into an envelope (next morning shift checks and signs)

Cash register 1'000.- + Apaleo report 387.90.- =

x.xx.xxxx	Cash register	1'000.-	
	Cash of x.xx.xxxx	387.90.-	

COUNT/CHECK ALL THE DAY'S CRATES AND GROUP THEM (IF OK)