



ACCOUNTING ENVELOPE

Area Supervisor Weekly Paperwork Checklist

Restaurant # _____ Week _____ Period _____

Deposits And Sales

_____ Cash Responsibility Report:

Keep In Manager Initial Report

- Store
- All Deposit Tickets validated and attached behind upper right corner in order
 - All Paid outs listed and receipts attached
 - Petty cash count changes approved

_____ Aloha Sales Recap Report: (Staple to report to Cash Responsibility report facing out to this report)

Keep In Manager Initial Report

- Store
- Check discounts, paid outs and voids
 - ☐ Employee discounts reviewed
 - ☐ Paid outs reviewed
 - ☐ Manager voids reviewed

_____ Weekly Audit Report:

Manager Initial Report

Accounts Payable

_____ Invoice Packet:

- Send in on Mon.
- Invoices coded, approved and stapled together (I-Supply alone, all others together)
 - Approval (according to AES Authority and Approval Matrix) must be indicated on each invoice. + *method on each invoice*
 - Invoice Register with each one validated and Initialed

Payroll

_____ Payroll Worksheet:

- Keep In Store
- Approved by manager. Approval indicated by Printed Name and Signature.
 - Vacation hours noted
 - Borrow team or mgrs. hours circled w/ unit # noted to the right
 - Payroll tapes included
 - Certification of Hours Worked for Assistant Managers

_____ Payroll Reconciliation Report (2nd Monday after payroll distribution):

- (K.I.S.)
- Complete and signed by both manager and employee

Period End

_____ Inventory Net Change Report: (Supervisor Keeps)

(K.I.S.) Manager Initial Report

I have reviewed the above documents and all are complete and accurate. I have noted any missing documentation or inaccurate information.

General Manager Signature _____ **Date** _____

Area Supervisor Signature _____ **Date** _____

Other

_____ Paperwork enclosed for other departments (term PSF's, HR docs, etc)

DEPOSIT SLIPS
(Save for 6 months)

WEEK ENDING _____

(staple)MONDAY

(staple)TUESDAY

(staple)WEDNESDAY

(staple)THURSDAY

(staple)FRIDAY

(staple)SATURDAY

(staple)SUNDAY

VOID SLIPS
(Save for 1 year)

WEEK ENDING _____

(staple)MONDAY

(staple)TUESDAY

(staple)WEDNESDAY

(staple)THURSDAY

(staple)FRIDAY

(staple)SATURDAY

(staple)SUNDAY

EMPLOYEE MEALS
(Save for 1 year)

WEEKENDING _____

(staple)MONDAY

(staple)TUESDAY

(staple)WEDNESDAY

(staple)THURSDAY

(staple)FRIDAY

(staple)SATURDAY

(staple)SUNDAY

PAID OUTS
(Sent in weekly Packet)

WEEKENDING _____

(staple)MONDAY

(staple)TUESDAY

(staple)WEDNESDAY

(staple)THURSDAY

(staple)FRIDAY

(staple)SATURDAY

(staple)SUNDAY