Manage Your Cash in Net-Chef

Quick Start Guide

Document Details

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Download the latest version of this document here:
https://links.crunchtime.com/NCQS-CashManagement

… or scan the QR code to the left.

Watch the video tutorial:
NCS 103 - Manage Your Cash

Related User Group Permissions

Screen Name	Control Name	Description
NC-Cash Management - Cash Outs	Add/Save	Add and save Cash Out entries.
NC-Cash Management - Cash Outs	Summary	Enables Cash Management on the Sales menu and the Cash Outs summary view.
NC-Cash Management - Cash Outs	View	View details for existing Cash Out entries.
NC-Cash Management - Deposits	Add/Save	Add and save Bank Deposit entries.
NC-Cash Management - Deposits	Summary	Enables Cash Management on the Sales menu and the Bank Deposits summary view.
NC-Cash Management - Deposits	View	View details for existing Bank Deposit entries.
NC-Cash Management - Safe Log	Add/Save	Add and save Safe Log entries.
NC-Cash Management - Safe Log	Summary	Enables Cash Management on the Sales menu and the Safe Logs summary view.
NC-Cash Management - Safe Log	View	View details for existing Safe Log entries.

Related Documentation

- Safe Log Setup: https://links.crunchtime.com/EMSG-SafeLogSetup

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Cash Management

Overview

Managing restaurant cash flow is one of your most critical daily operational duties. Net-Chef's centralized *Cash Management* suite replaces manual paper logs and disconnected spreadsheets, bringing all your core cash workflows into a single, intuitive interface.

Key Benefits for GMs:

- All-in-One Console: Complete your daily cash audits, shift reconciliations, and safe counts directly in Net-Chef without jumping between POS readouts or physical logbooks.
- Tight Cash Accountability & Loss Prevention: Track cash at both the safe level and individual register/server level to quickly spot variances, identify register shortages, and coach your team on proper cash handling.

Cash Management Modules

- **Safe Logs** – Allow managers to control the movement of cash within their store so they can make sure there is always enough petty cash to make change, and so they can track for loss prevention.
- **Cash Outs** – Allow managers to audit shift-end drawer reconciliation and/or cash drops, which provides individual server accountability.
- **Bank Deposits** – Allow managers to consolidate multiple cash drops for bank drop-off by bundling Cash Out drops and reconciling them with physical bank-stamped receipts.

Alert: If you enabled any of the user permissions noted on the cover and do not see this option in Net-Chef, you need to contact your corporate administrator. A specific configuration parameter must be enabled for these features to be available.

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Manage Your Cash

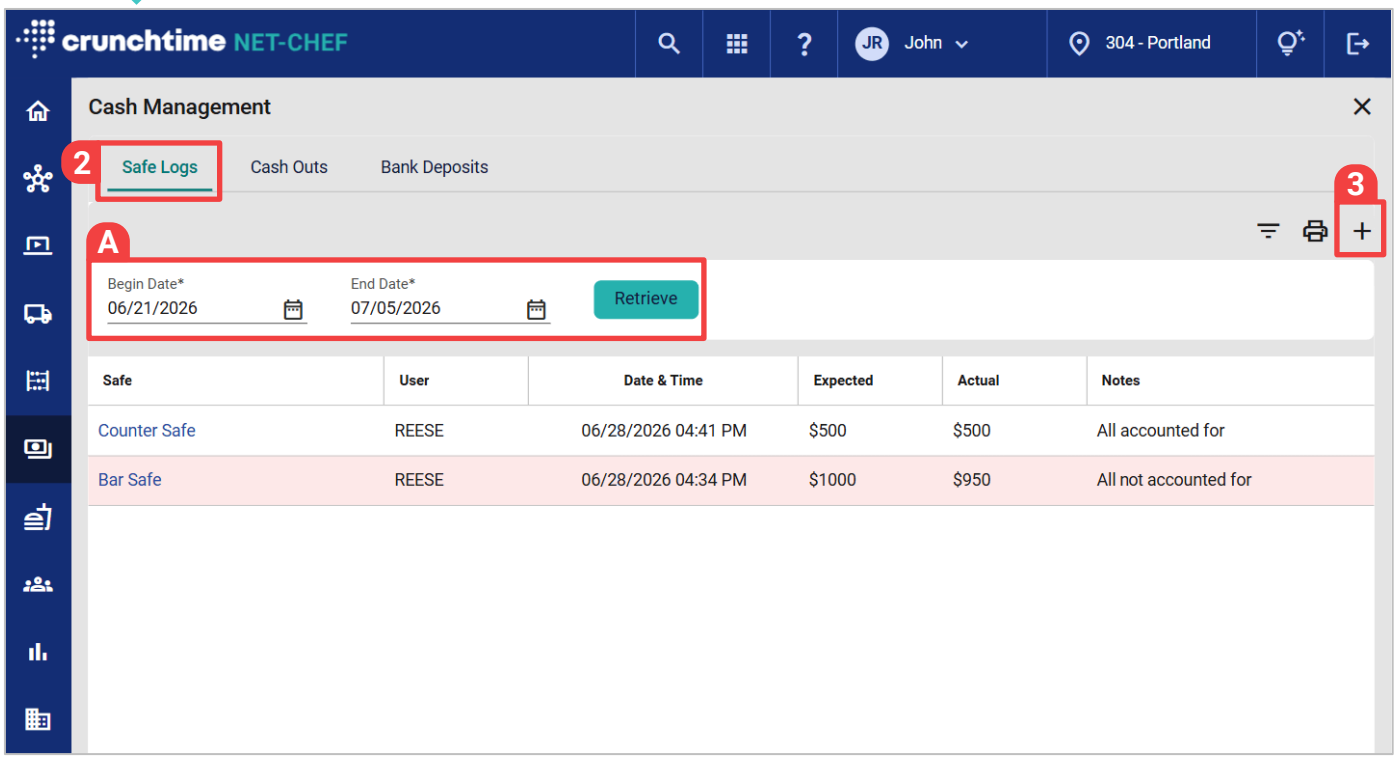
Safe Logs

Overview

Safe Logs allow managers to control the movement of cash within their store so they can make sure there is always enough petty cash to make change, and so they can track for loss prevention. Managers can track and audit the amount of money in various areas, such as a vault, the back-office safe, individual cash drawers, and any petty cash reserves. In the Cash Management screen, the *Safe Logs* tab displays existing Safe Log entries and allows users to create new ones.

Create a Safe Log entry

Net-Chef > Sales: Cash Management > Safe Logs



1. From the Sales menu, select *Cash Management*.

2. Select the *Safe Log* tab.

   A. For existing entries, you can adjust the *Begin Date* and *End Date* as needed, then click *Retrieve*.

3. To create a new entry, click the + (Add) icon.

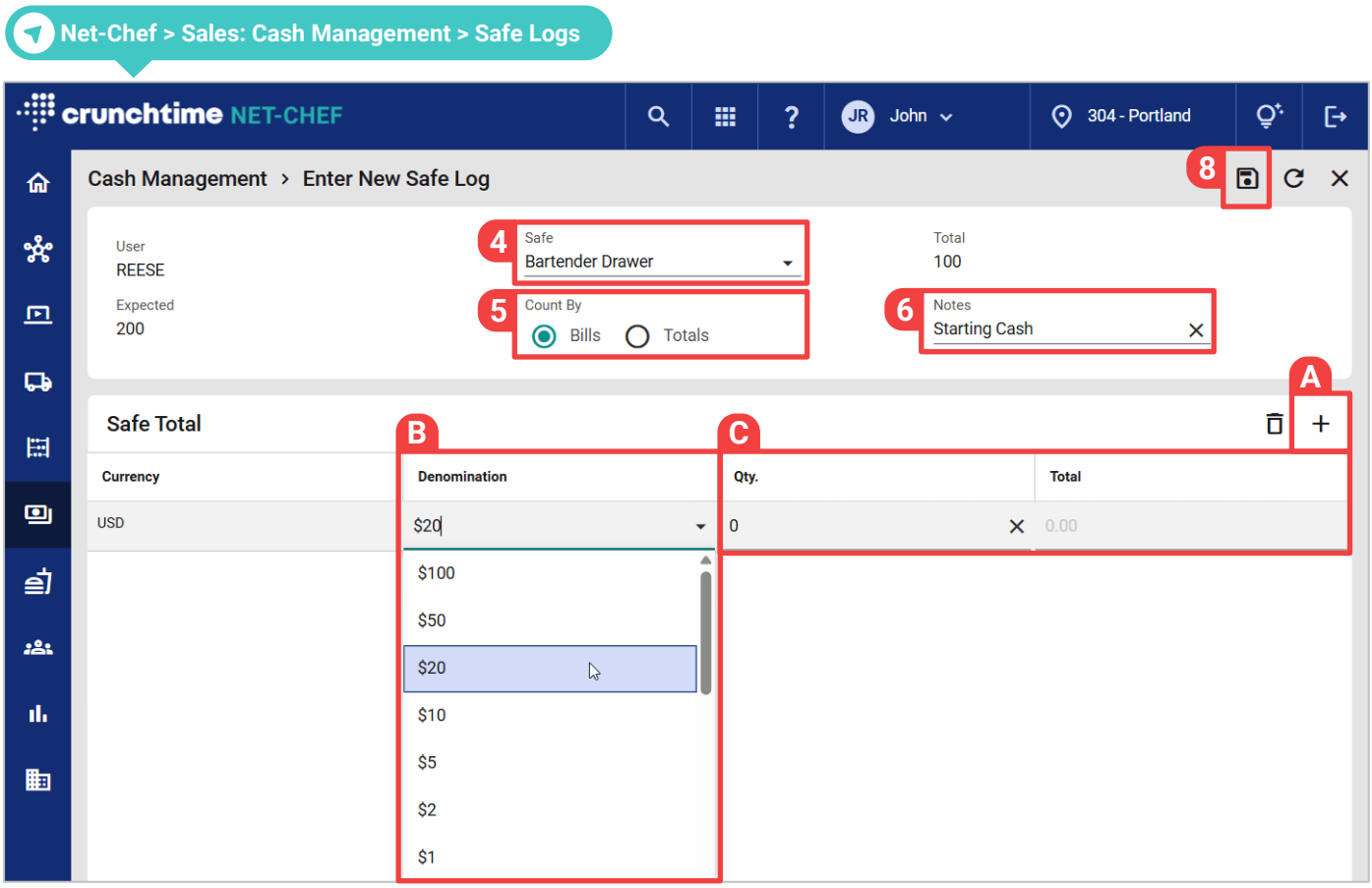
Note: On this screen, a row will be highlighted in red if the Actual varies (up or down) from the Expected in excess of the "Note Variance" value defined for this Safe in Enterprise Manager. For more details, see the related Setup Guide here: https://links.crunchtime.com/EMSG-SafeLogSetup.

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Manage Your Cash

Safe Logs (Continued)

Create a Safe Log entry (Continued)



4. From the *Safe* drop-down, choose the desired safe or cash drawer.
5. Choose whether to Count By *Bills* or *Totals*.
6. Enter any relevant *Notes* as needed.
7. In the Safe Total section:
   - A. Click the **+** (Add) icon to add a new row.
   - B. Choose the bill's *Denomination*.
   - C. Depending on your selection in Step 5, enter the *Qty* or *Total* for this denomination. Whichever option you chose, the other field will be calculated automatically.
   - D. To save the row, press the **Enter** key.
   - E. Repeat steps A - D for each denomination to add. (For future entries, this tab will remember the denomintations from the previous entry.)
8. When ready, click the *Disk* (Save) icon to save all of your entries.

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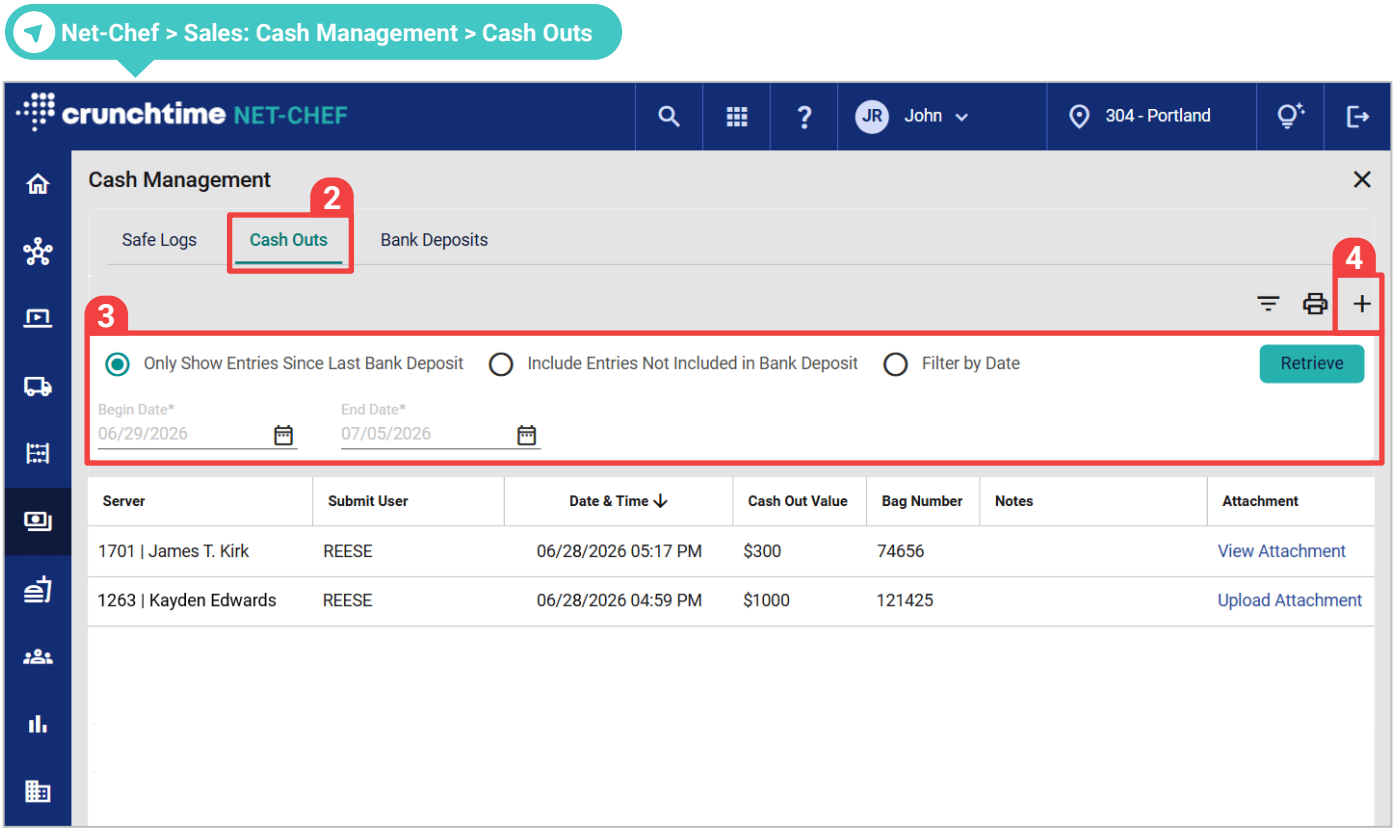
Manage Your Cash

Cash Outs

Overview

Cash Outs allow managers to audit shift-end drawer reconciliation and/or cash drops, which provides individual server accountability. At the end of a shift or drawer hand-off, use the Cash Out wizard to secure the money coming out of your registers and register-handling servers. In the Cash Management screen, the *Cash Outs* tab displays existing Cash Out entries and allows users to create new ones. Once created, Cash Out entries cannot be edited.

Create a Cash Out entry



1. From the Sales menu, select *Cash Management*.
2. Select the *Cash Outs* tab.
3. To view existing Cash Outs, you can choose to *Only Show Entries Since Last Bank Deposit*, *Include Entries Not Included in Bank Deposit*, or *Filter by Date*.
    - If you Filter by Date, you can adjust the *Begin Date* and *End Date* as needed, then click *Retrieve*.
4. To create a new entry, click the + (Add) icon to display the wizard.

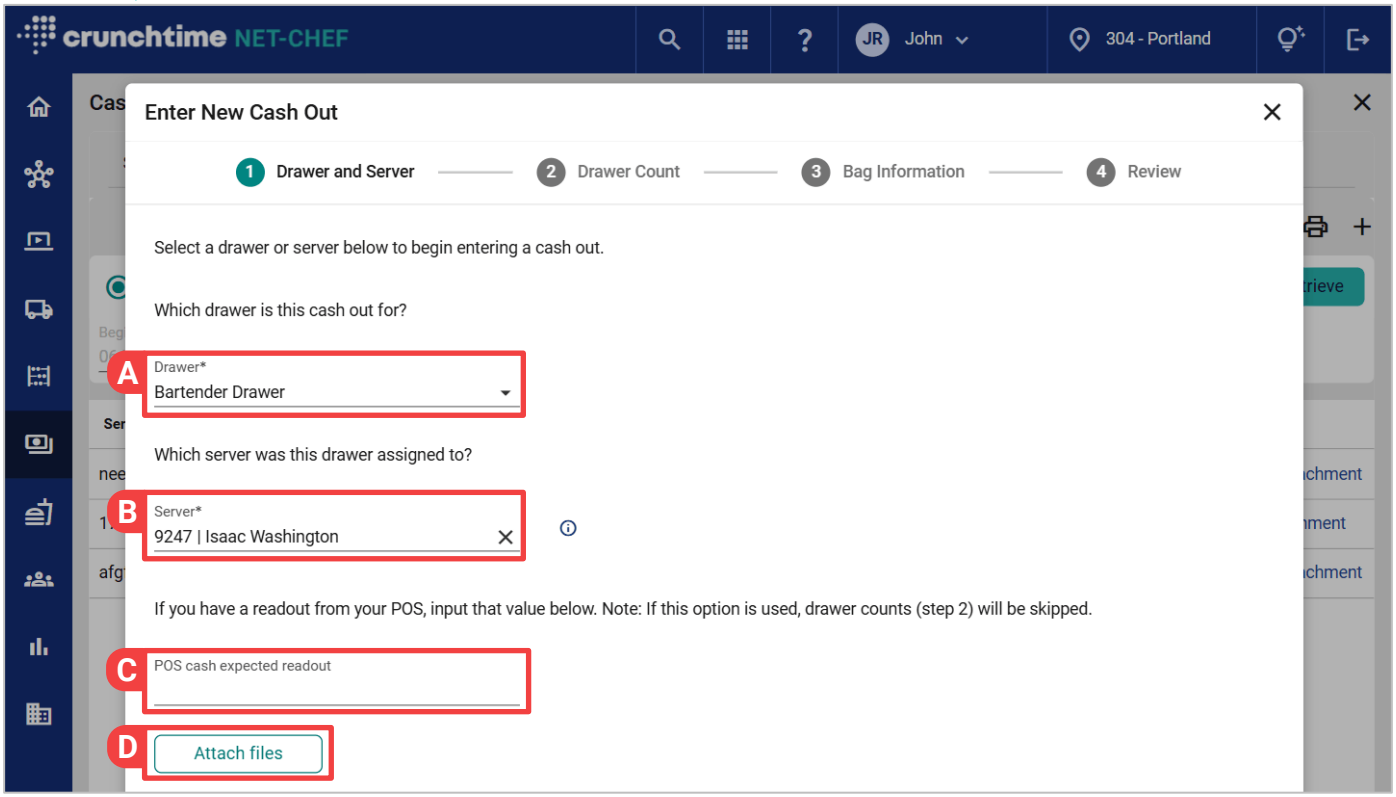
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Manage Your Cash

Cash Outs (Continued)

Create a Cash Out entry (Continued)

Net-Chef > Sales: Cash Management > Cash Outs



5. For the *Drawer & Server*:

   A Select the *Drawer* (or Safe) this Cash Out is for.

   B Enter the details for *Server* the drawer was assigned to. (We recommend using a consistent format for entering this value. Example: Server# | First & Last Name.)

   C If you have a printout showing the *POS cash expected readout*, you can enter this value. If not, skip to step E. (In the screen above, this value was not entered.)

Note: If you enter the *POS cash expected readout*, the Drawer Count isn't needed; you can skip Step 6 on the next page and proceed to Step 7.

   D If you enter the value above, click the *Attach files* button to upload a copy of the readout. Otherwise, skip to step E.

   E. When ready, click *Next* to proceed.

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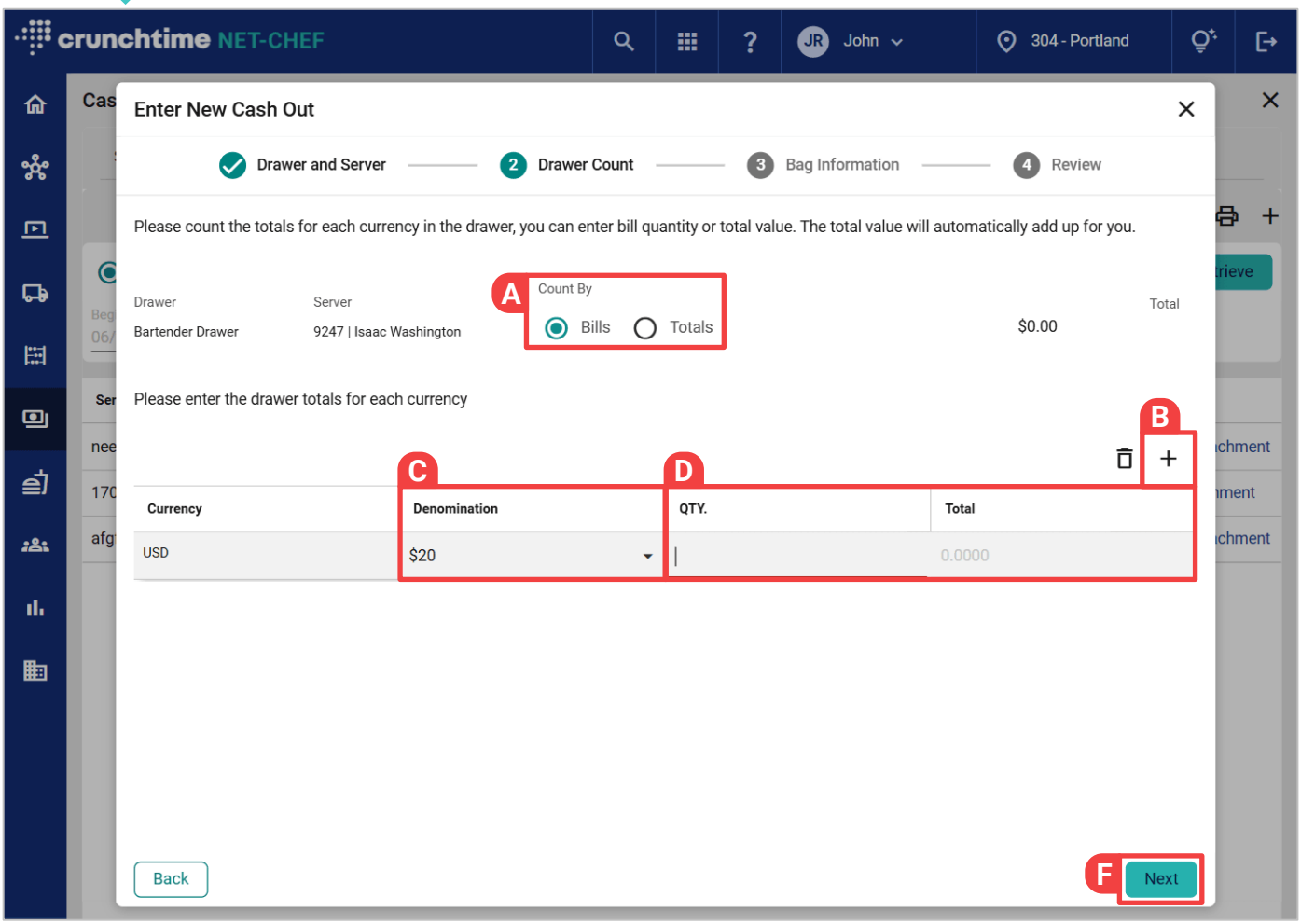
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Manage Your Cash

Cash Outs (Continued)

Create a Cash Out entry (Continued)

Net-Chef > Sales: Cash Management > Cash Outs



6. For the *Drawer Count*:
   - **A** Choose whether to Count By *Bills* or *Totals*.
   - **B** To create a new entry, click the **+** (Add) icon.
   - **C** Select the *Denomination* from the drop-down.
   - **D** Depending on your selection in step A, enter the *Qty* or *Total* for the denomination. . Whichever option you chose, the other field will be calculated automatically.
   - E. Repeat steps B - D for each denomination to add.
   - **F** When ready, click *Next* to proceed.

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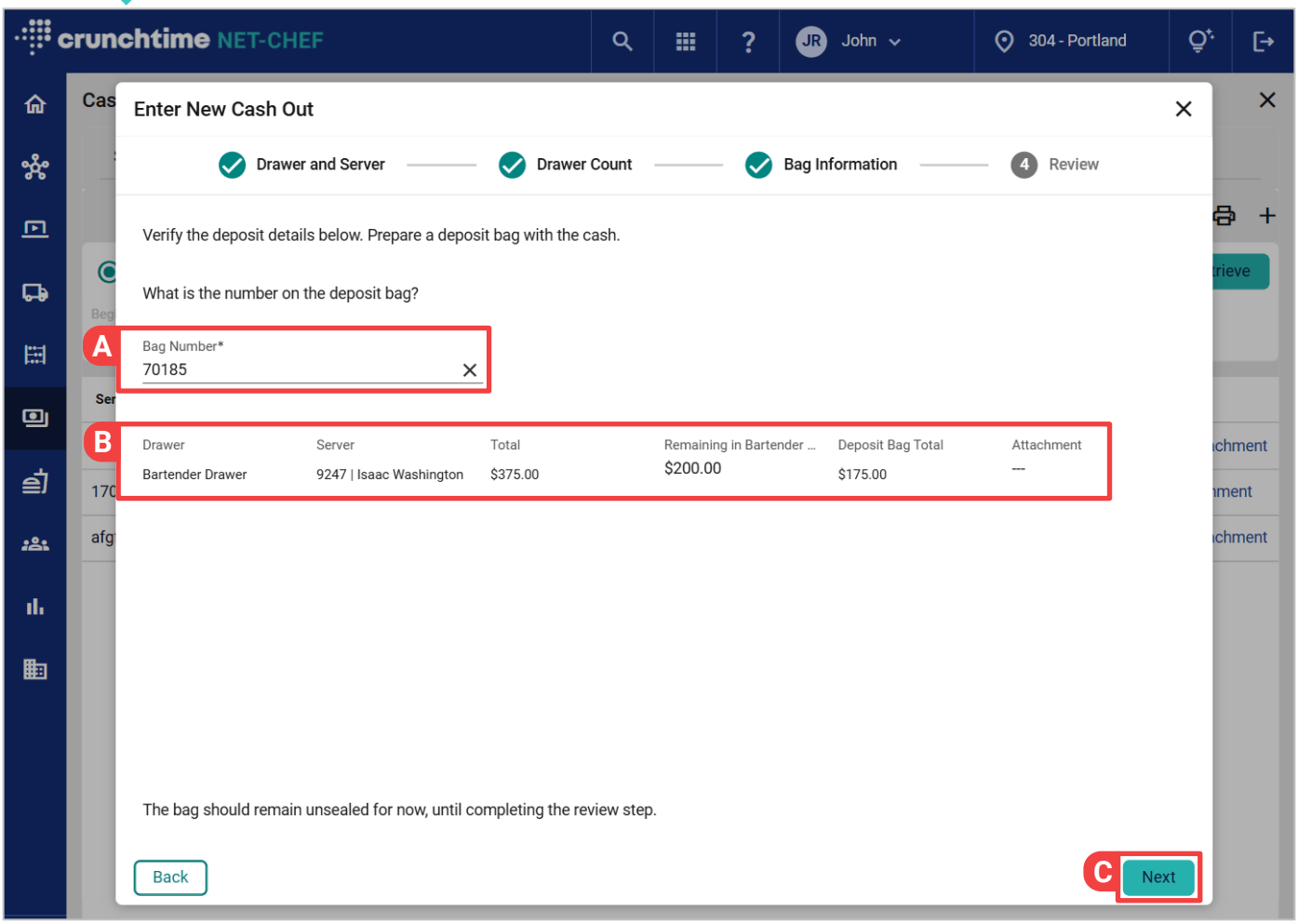
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Manage Your Cash

Cash Outs (Continued)

Create a Cash Out entry (Continued)

Net-Chef > Sales: Cash Management > Cash Outs



7. For the *Bag Information*:
   - **A** Enter the *Bag Number* on the deposit bag.
   - **B** Verify that all of the information is correct.

Note: If the Total amount is ≤ the expected value, you will need to create a Safe Log entry instead.

   - **C** When ready, click *Next* to proceed.

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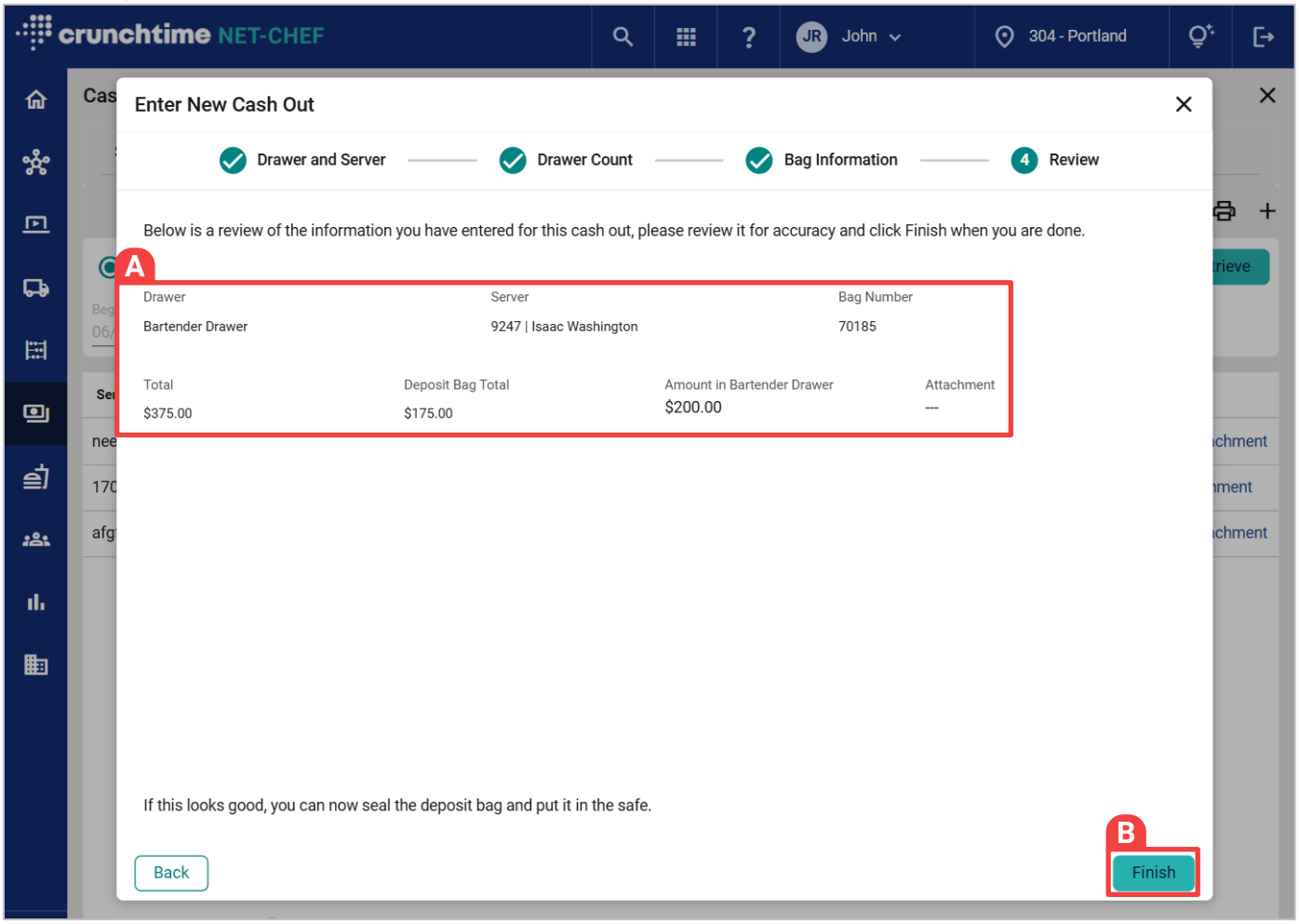
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Manage Your Cash

Cash Outs (Continued)

Create a Cash Out entry (Continued)

Net-Chef > Sales: Cash Management > Cash Outs



8. For the *Review*:
   - **A** Verify that all of the information is correct.
   - **B** When ready, click *Finish* to complete the entry.

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Manage Your Cash

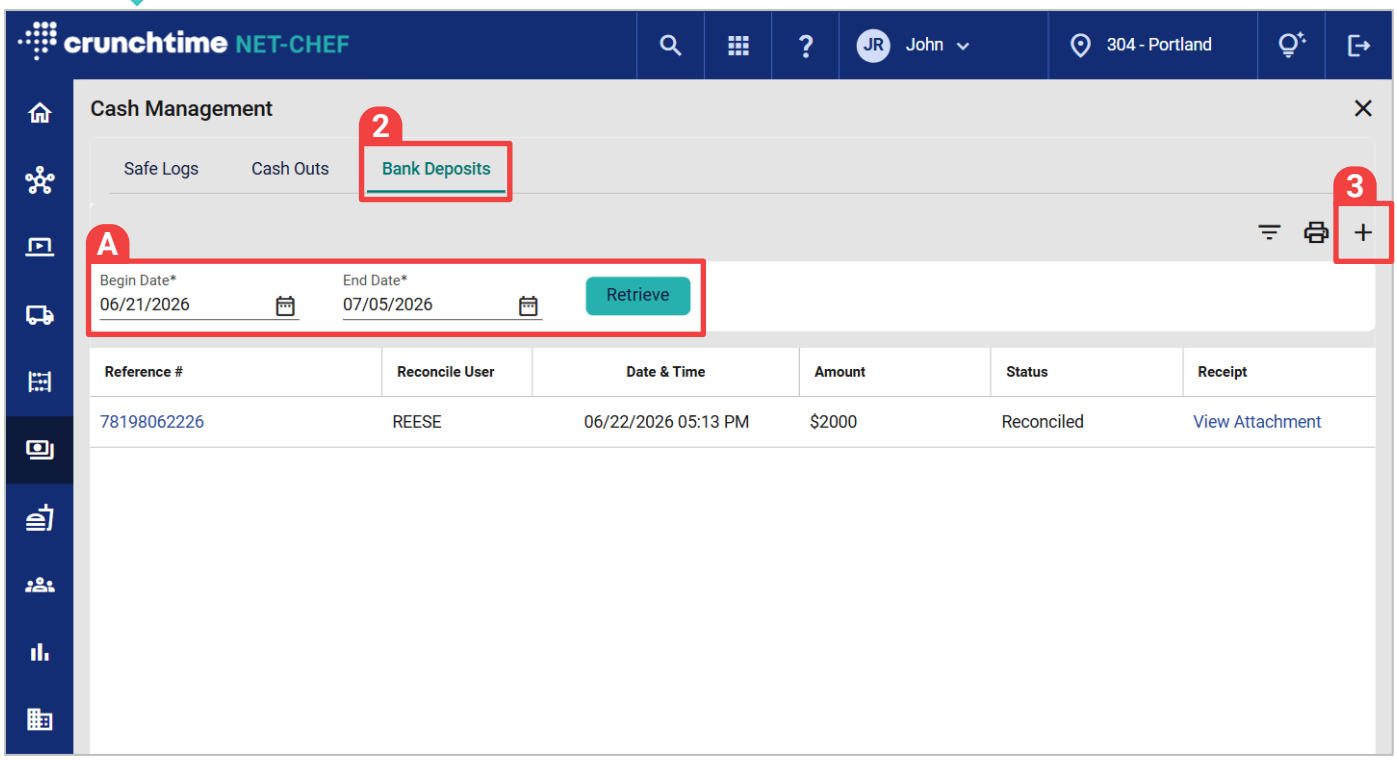
Bank Deposits

Overview

Bank Deposits allow managers to consolidate multiple cash drops for bank drop-off by bundling Cash Out drops and reconciling them with physical bank-stamped receipts. In the Cash Management screen, the *Bank Deposits* tab displays existing Bank Deposit entries and allows users to create new ones. Once created, Bank Deposit entries cannot be edited.

Create a Bank Deposit entry

Net-Chef > Sales: Cash Management > Bank Deposits



1. From the Sales menu, select *Cash Management*.

2. Select the *Bank Deposits* tab.

   A. For existing entries, you can adjust the *Begin Date* and *End Date* as needed, then click *Retrieve*.

3. To create a new entry, click the + (Add) icon.

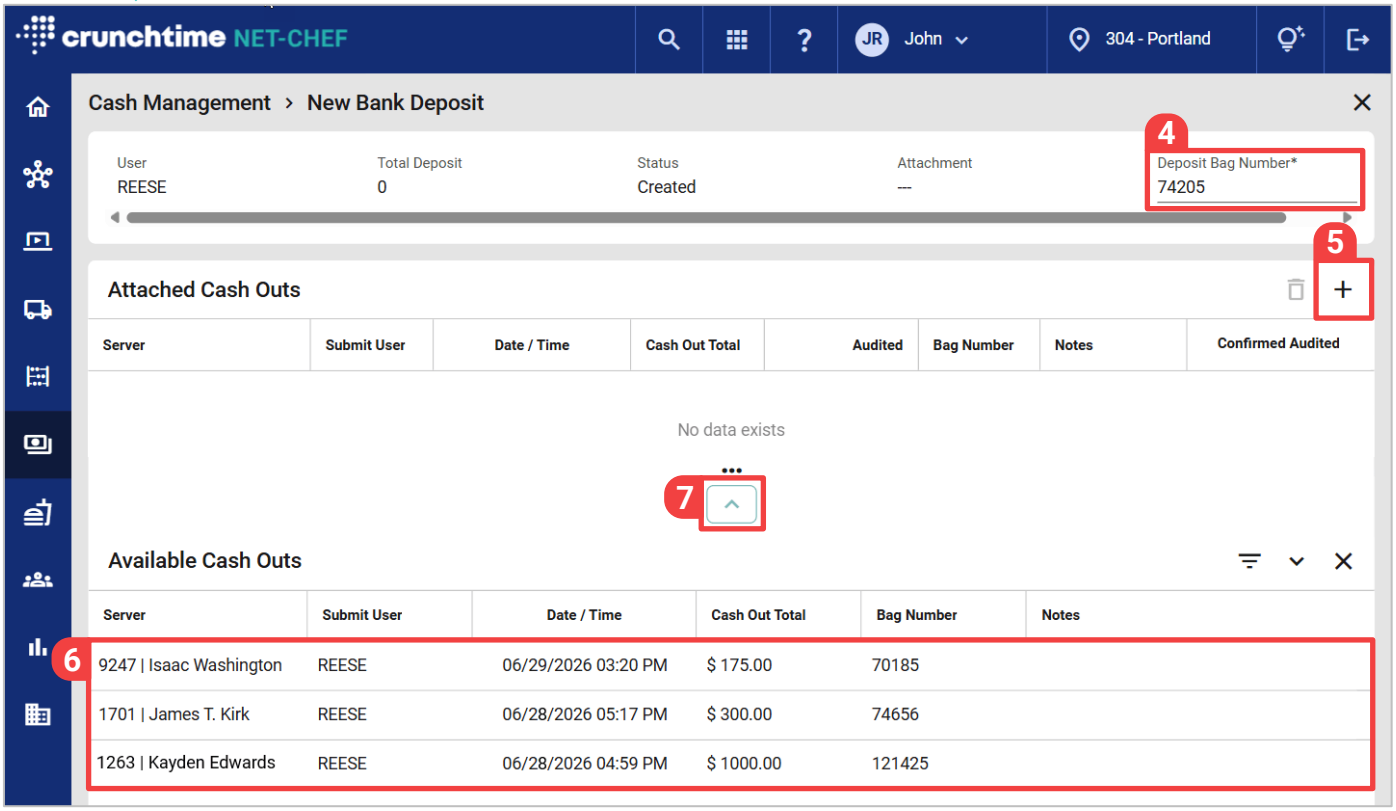
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Manage Your Cash

Bank Deposits (Continued)

Create a Bank Deposit entry (Continued)

Net-Chef > Sales: Cash Management > Bank Deposits



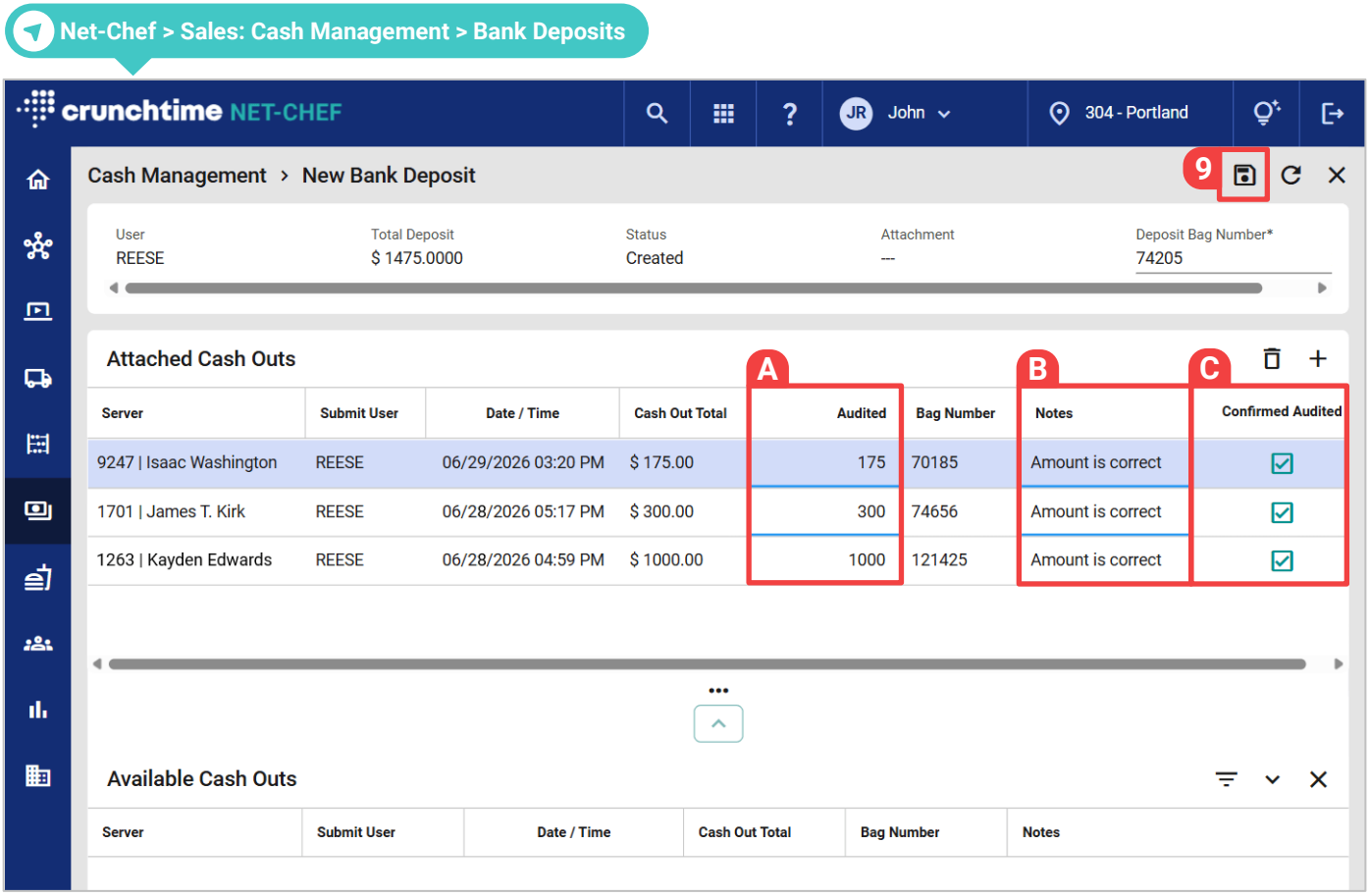
4. In the tab header, enter the *Deposit Bag Number*.
5. Click the + (Add) icon to add a new entry.
6. In the Available Cash Outs section, select the desired Cash Out row(s)
7. Click the [^] (Up Arrow) button to add your selection(s) to the deposit.

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Manage Your Cash

Bank Deposits (Continued)

Create a Bank Deposit entry (Continued)



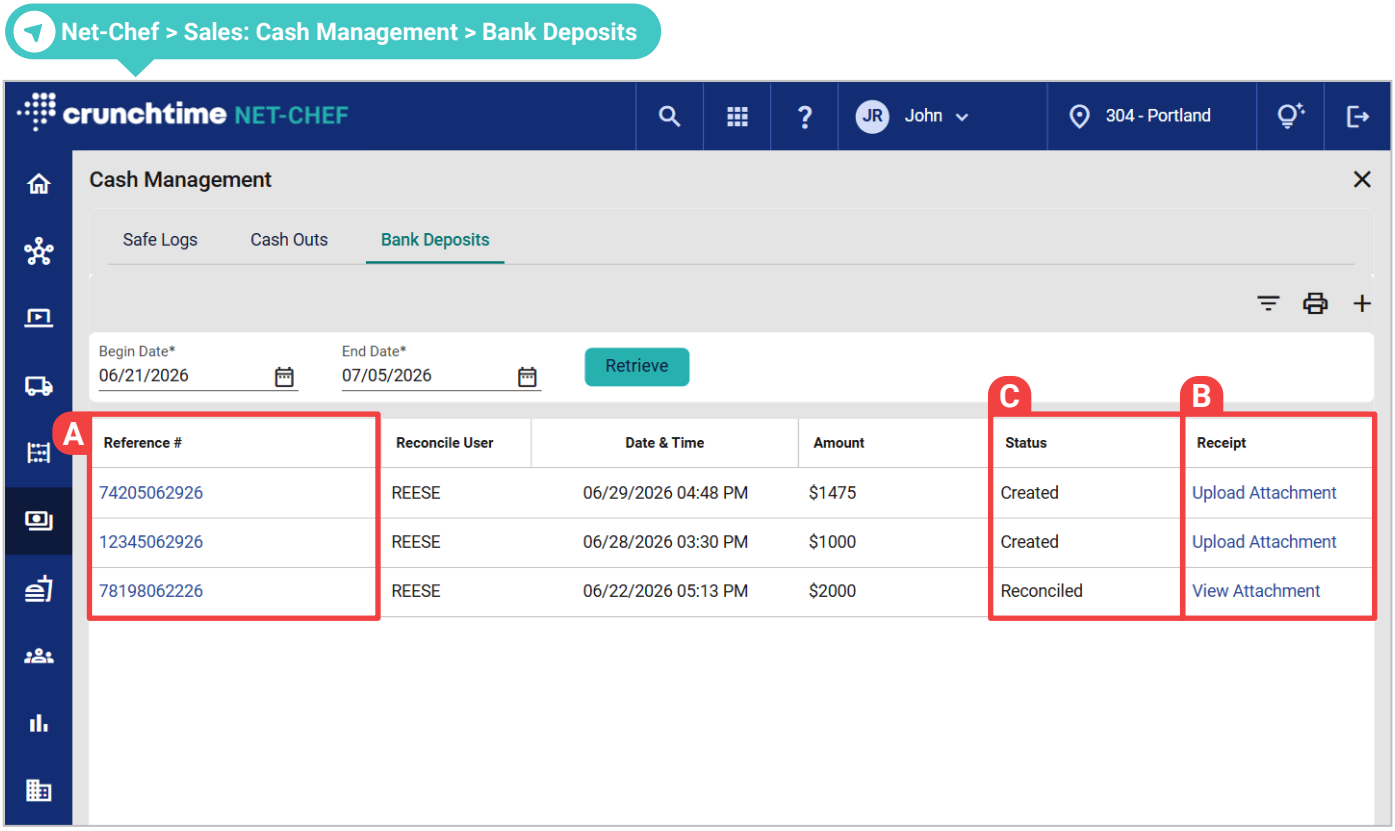
8. For each row added:
   - **A** Enter the *Audited* amount.
   - **B** Enter any relevant *Notes*.
   - **C** Check the *Confirmed Audited* box.
9. When ready, click the *Disk* (Save) icon to save your deposit.

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Manage Your Cash

Bank Deposits (Continued)

Create a Bank Deposit entry (Continued)



10. From the Bank Deposits tab, you can:

    A Click the *Reference #* hyperlink for the applicable row to view the deposit details (not shown). When finished, click the **X** (Close) icon to exit the screen.

    B Upload or View an attachment by clicking the related hyperlink in the Receipt column.

    C After completing the deposit entry, the Status will be 'Created'. Once you've actually made the deposit and obtained & uploaded a copy of the Receipt, the deposit Status will be 'Reconciled'.

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