

# WEEKLY GROSS SHEET

## PRINT AND SAVE IN DAILY FOLDER

- Ticket Sales Summary
- Concession Sales By Product
- Shift Report – 2 copies (1 nightly, and 1 weekly folder)
- Stock Take Report
- Stock Audit Report
- Payroll User Report

## SCAN, PRINT, SAVE IN DAILY FOLDER – Deposit (Tear off receipt and deposit ticket)

Weekly Gross Sheet	Ticket Sales Summary
Features	In order of ticket sales summary → Sales for Performances Gross
Advance Sales	Plus Forward Bookings → Grand Total
Matured Sales	Less Maturing Sales → Grand Total

Weekly Gross Sheet	Shift Report
Gross Concession Sales	Revenue → Concession
(GC) Debit Sold	Revenue → Gift Card/Vouchers
Internet Fees	Revenue → Fees
Credit Card Receipts	Last Page → Card Breakdown
(GC) Debit Redeemed	Info → Gift Card Payments
Daily Attendance	Total Admission Today (Should match total day seats on ticket summary last page)
Total Refunds	First Page → Ticket Sales by Ticket Value
Total passes for Day	Free Tickets

Weekly Gross Sheet	Conc Sales By Product
Number of Conc Transactions	Last Page → Total Transactions

Weekly Gross Sheet	Stock Take Report
Concessions Over/Short	Retail Number

Weekly Gross Sheet	Stock Audit Report
Concessions Waste (\$)	Reasons: select all the options with a "1" → Total Sales Value <i>(Click Summary)</i>

Weekly Gross Sheet	Deposit
Time Close	Deposit Amount

Payroll Analysis Tab	Payroll User Report
Yellow Total Hours Used	Last Page → Grand Total → number in ( )
Yellow GM Hours	Last Page → General Manager → number in ( )

Weekly Gross Sheet	Weekly Gross Sheet and Various
Comments	Any highlighted cells needs an explanation
Refunds, Over/Short, Passes & Weather	Weekly gross sheet, observations
Closing Manager and Payroll Audit Time	Your Name

TDRIVE → NIGHTLY → NIGHTLY EMAIL TEMPLATE

Subject line → Add Date

Copy and paste Comments section from Weekly Gross Sheet to Body of the Email

Drag all the files from daily folder to the email, Enter your name, Send