

Kobas Daily Tasks

This guide will help you complete the daily Opening and Closing Tasks in your venue.



Scan this QR code to read our Knowledge Base article on Completing your daily tasks

What are the Kobas Daily Tasks?

The Daily Opening and Closing Tasks form the basis of all reports in Kobas.

When you complete the tasks each day it links the sales from your EPoS Session to the day's trade in Kobas Cloud.

Opening Tasks allow you to maintain compliance, as well as visibility of your cash in venue, and Closing Tasks allow you to declare your financial takings and hours worked, log any incidents or petty cash, complete compliance and leave notes for the following day.

Your Daily Tasks have been set up by your Administrators and may vary from venue to venue. These can be edited in **Administration > Daily Operations – Regular Tasks**.

YOU MUST COMPLETE THE DAILY CASH LOG IN ORDER FOR KOBAS TO FUNCTION CORRECTLY

You can access more information on completing your Daily Tasks in our Knowledge Base – help.kobas.co.uk or scan the QR code above.

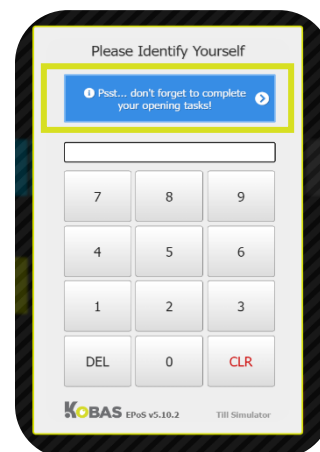
Opening Tasks

Before you complete your Opening Tasks, you will see this reminder on all your tills.

You will still be able to trade as normal, however these must be completed before you attempt your Closing Tasks.

Kobas Cloud

Go to **Daily Tasks > Opening Tasks** and choose your venue and date.



Checklist

This includes a list of compliance tasks that have been defined by your Administrators. You must record each one as Seen and/or Complete to move forward. You can add Notes regarding each task if necessary.

Handover

Here you will see any messages your colleagues have left you from the day before.

Safe Log

Enter the cash value in your onsite safe here. This will be compared against the Par Level set by Administrators and Managers will be alerted of any variances.

Till Log

Enter the cash value of your till floats here. This will be compared against the Par Level for each till.

Closing Tasks

Step 1 - Close your EPOS Session

Once you have ceased trading for the day, ensure all transactions are complete and all tabs have been finalised.

- Press **Admin > View Till X Report**
- Press **Close Session (Z Report)**

Any sales made after this will be attributed to the following day. You must also Z-Read all your PDQ Terminals at this point.

Till X Report For Session 12453		
Total Payments of which Tax	£1,240.87 £196.41	Close Session (Z report) Print X Report
TOTALS	TOTAL	Till 151
Total Sales (Gross)	£1,101.60	£1,101.60
Tab Outstanding Credit	£25.30	-
Total Cash	£35.50	£35.50
Total Cards	£1,133.37	£1,133.37
Total Deposits Redeemed	£72.00	£72.00
Total Deposits Refunded	£90.00	£90.00
Total Deposits Refunded	£0.00	£0.00
Total Gift Vouchers	£0.00	£0.00
OTHER PAYMENTS	TOTAL	Till 151
Total Dan Test	£0.00	£0.00
Total Deliveroo	£0.00	£0.00
Total Invoice	£0.00	£0.00
Total Just Eat	£0.00	£0.00
Total Loke	£0.00	£0.00
Total Online Payment	£0.00	£0.00
Preoday	£0.00	£0.00

Step 2 - Kobas Cloud

Go to **Daily Tasks > Closing Tasks** and choose your venue and date.

Safe Log

Enter the cash value in your onsite safe here. This will be compared against the Par Level set by Administrators and Managers will be alerted of any variances.

Till Log

Enter the cash value of your till floats here. This will be compared against the Par Level for each till and any variances will affect your final cash declaration of takings.

Petty Cash

Here you can enter any cash that was taken from the till to pay for items bought ad hoc from suppliers. This will affect the amount of cash expected in your declaration. There is a box to tick to declare no Petty Cash.

Incidents

Enter any Incidents that have occurred during today's shift. This could be an Accident, Incident, Visit (eg. EHO) or Other. You can add Notes as well as upload any documents such as an Incident Report form.

Cash Log

This is where you make your financial declaration for the day. You will see your Z Read Totals – this is based on the payments entered through EPOS throughout the day. In the middle you can add your Cash and PDQ totals. On entering the figures, you will see any variances.

Till Z Report

[Show more](#)

Totals	Total
Expected Payments (Till Z)	£1,352.27
Total Sales (Gross)	£1,115.60
Tab Credit Change	£35.00
Total Cash	£35.50
Total Cards	£1,154.77

Variance

	Total
Total Declared Payments	£1,210.27
Total Deposits Redeemed	£162.00
Total Expected Payments	£1,372.27
Final Variance (0%)	£0.00
of which Cash Variance	£100.00
of which Card Variance	-£100.00
of which Card Tip Variance	£0.00

Hours

Here you must review all hours worked by your staff during today's shifts. The information entered here will affect staff members' pay so ensure that all information is present and correct.

If a staff member appeared on the Rota for this day, or if they Clock In, they will appear on the Hours page. You can check their Rota or Clock Hours and edit the Pay To and From times if necessary.

For anyone that does not appear on the Hours page but did work, you can add them to this page using the Cover Shift button.

Final Cash Declaration

Here's where you enter your actual cash and PDQ figures. Note: you should enter the number of notes and coins here, not their value.

Denomination	Number
Number of £50 notes	<input type="text" value="0"/>
Number of £20 notes	<input type="text" value="0"/>
£30.00 in £10 notes	<input type="text" value="3"/>
£5.00 in £5 notes	<input type="text" value="1"/>
Number of £2 coins	<input type="text" value="0"/>
Number of £1 coins	<input type="text" value="0"/>
£0.50 in 50p coins	<input type="text" value="1"/>
Number of 20p coins	<input type="text" value="0"/>
Number of 10p coins	<input type="text" value="0"/>
Number of 5p coins	<input type="text" value="0"/>
Number of 2p coins	<input type="text" value="0"/>
Number of 1p coins	<input type="text" value="0"/>
Cash Bag # *	<input type="text"/>
Total	£35.50

[Add Another Cash Bag](#)

PDQ pdq1	
Grand total	£1154.77
of which tips	£0
of which Amex	£0