

# END OF DAY TILL BALANCE

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The End of Day Till Balance report is a printable form that you can use to balance the day's takings. The report displays the computer totals for each of your payments types and leaves spaces to write in the totals from the register. This report allows you to easily view your takings for the day, which will help you identify any variance between the computer counts and your actual counts.

## DIFFERENCE

This column allows you to fill in the difference between the computer total and your total.

## CASH BREAKDOWN

The cash breakdown shows the value of your cash sales and other cash movements such as transfers, petty cash and expenses.

## TOTAL CASH MOVEMENTS

This is the overall value of your incoming and outgoing cash movements (cash flow).

## TOTAL CASH

This is your cash sales plus any incoming cash movements, and minus any outgoing cash movements.

## MISCELLANEOUS TOTALS

This sections shows the values for general expenses, refunds, discounts and tips.

End of Day Till Balance				 <b>PEPPERMINT PARK</b>		
From	Wednesday, 28 September, 2016					
To	Wednesday, 28 September, 2016					
Time Period	1 Day			Peppermint Park		
For Terminals:	All Terminals					
<b>Banking</b>	<b>Computer Total</b>	<b>Your Total</b>	<b>Difference</b>	<b>Sales (revenue)</b>	<b>Tax</b>	<b>Inc Tax</b>
Total Cash	\$1,339.00			Service	\$416.64	\$4,582.75
Cheque	\$40.00			Product	\$110.00	\$1,274.00
EFTPOS	\$1,440.00			Payment Type Surcharge	\$2.22	\$24.39
Credit Cards				<b>Total</b>	<b>\$528.86</b>	<b>\$5,881.14</b>
Amex	\$425.34			<b>Sales (non-revenue)</b>		
Visa	\$960.25			<b>Redemptions</b>		
MasterCard	\$1,621.05			Series	-\$6.78	-\$74.50
Total Credit Card	\$3,006.64			<b>Total</b>	<b>-\$6.78</b>	<b>-\$74.50</b>
<b>Total</b>	<b>\$5,825.64</b>			<b>Total Sales</b>	<b>\$522.08</b>	<b>\$5,806.64</b>
<b>Other</b>						
Less Cash Movements*	-\$9.00					
<b>Total</b>	<b>-\$9.00</b>					
<b>Account Movements</b>						
Purchases on Account	-\$10.00					
<b>Total</b>	<b>-\$10.00</b>					
<b>Net Receipts</b>	<b>\$5,806.64</b>					
<b>Cash Breakdown</b>				<b>Outstanding Petty Cash</b>		
Cash Sales		\$1,330.00		<b>Employee</b>	<b>Date/Time</b>	<b>Amount</b>
Cash Movements				Default User	28/09/2016 1:44PM	\$30.00
Cash Transfers		\$90.00		Default User	28/09/2016 1:44PM	\$20.00
Petty Cash Returned(+)		\$170.00		<b>Total</b>		<b>\$50.00</b>
Outstanding(-)						
Petty Cash Expenses		-\$251.00				
<b>Total Cash Movements</b>		<b>\$9.00</b>				
<b>Total Cash</b>		<b>\$1,339.00</b>				
<b>Miscellaneous Totals</b>						
General Expenses		\$0.00				
Refunds		-\$30.00				
Discounts		\$91.75				
Tips		\$0.00				

## BANKING

The banking section shows your computer totals for cash, cheque, debit and credit cards. Individual totals for each credit card type are also shown.

## YOUR TOTAL

This column allows you to write the actual values.

## SALES (REVENUE)

This section shows the value of sales for services, products and sundry items. It shows the tax-only value as well as the actual value inclusive of tax.

## SALES (NON-REVENUE)

This section shows the value of any redemptions such as series or gift certificates. It shows the tax-only value as well as the actual value inclusive of tax.

## TOTAL SALES

This is your sales revenue minus redemptions.

## OUTSTANDING PETTY CASH

This section shows details of petty cash that was removed from the register and has not been returned.

## NET RECEIPTS

This is your banking total, minus cash movements, minus account movements. Cash transfers and expenses are excluded to reconcile with total sales.