

TOSCOGA Software

How do I...

Reconcile the Cash Drawer Each Day

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Important Note:

When you process the end of day cash reconciliation if any sales tickets have been left open the system will warn you to complete those transactions if needed. You may leave an open ticket for any length of time. The daily cash reconciliation will ignore sales tickets that are left open.

From the Main Menu select 'POS' > 'Daily Cash Reconciliation'.

You may have as many cash drawers and terminals on the system as you need. Terminals may share a cash drawer with other terminals. Each cash drawer may be closed out independently of the others. Cash drawers may be closed out any number of times each day.

Begin the process by counting the money in the drawer and entering the quantities in the worksheet. The system remembers the opening amount of cash in the drawer left from the previous closeout. You may change that amount if needed by entering a new amount in the 'Cash Begin' box.

Count the number of each denomination in your cash drawer then enter the number of each you are leaving in the drawer to start tomorrow

	Count # in Drawer	# Left in Drawer				
Pennies	<input type="text" value="25"/>	<input type="text" value="25"/>	x .01	0.25	Cash Begin	<input type="text" value="220.25"/>
Nickels	<input type="text" value="15"/>	<input type="text" value="15"/>	x .05	0.75	(same as yesterday close)	
Dimes	<input type="text" value="10"/>	<input type="text" value="10"/>	x .10	1.00	Drawer Total	320.25
Quarters	<input type="text" value="13"/>	<input type="text" value="13"/>	x .25	3.25	Left in Drawer	105.25
Half Dollars	<input type="text" value="0"/>	<input type="text" value="0"/>	x .50	0.00	Total Deposit	215.00
Dollars	<input type="text" value="0"/>	<input type="text" value="0"/>	x 1.00	0.00	Perfect !	
Total Coins				5.25		
Ones	<input type="text" value="35"/>	<input type="text" value="20"/>	x 1	20.00	1 Cash	100.00
Twos	<input type="text" value="0"/>	<input type="text" value="0"/>	x 2	0.00	1 Checks	200.00
Fives	<input type="text" value="20"/>	<input type="text" value="10"/>	x 5	50.00	1 C/C	224.25
Tens	<input type="text" value="8"/>	<input type="text" value="3"/>	x 10	30.00	A/Rec	0.00
Twenties	<input type="text" value="5"/>	<input type="text" value="0"/>	x 20	0.00	Promotional	0.00
Fifties	<input type="text" value="0"/>	<input type="text" value="0"/>	x 50	0.00	Total A/Rec	0.00
Hundreds	<input type="text" value="0"/>	<input type="text" value="0"/>	x 100	0.00	Other	0.00
Total Bills				100.00	Paid Outs	0.00

First, enter the total of each denomination of coins and bills and then enter the number of each that will remain in the drawer for the next day. The difference is the amount you will deposit.

The system will calculate the amount of deposit that you should have based on the opening balance, the cash received according to the sales tickets you've entered and the closing balance in the drawer. It will display either an overage, shortage or Perfect!

On the bottom right corner of the screen the system will provide the totals of each form of payment totaled from your sales tickets.

At this point you should total your checks and credit cards and compare them to the totals listed on the worksheet. If there is a difference it typically is because an incorrect entry was made on a sales ticket. You will be able to reconcile each check and credit card slip in the next section.

From the Menu Panel on the left side of the screen select 'Post Daily Sales'. This will provide a display of each sale and payment made in this cash drawer since the last close-out. On the last page the re-cap of the sales and totals for each payment type are provided.

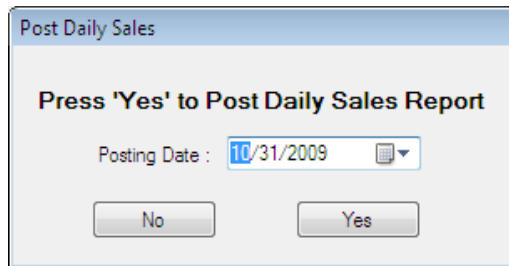
Daily Sales Report Dated : 10/31/2009 Register# 0

Ticket #	Date	#	Guest	Time	by
1815	10/31/09	01	Cash Sale	3:00 AM	Brown, Lacy
54GM1501			Wide Runner	1.0	\$30.00 \$295.00
51CW1501			Painted Plaster Wall Hanging	1.0	\$0.00 \$39.95
50MK1504			Antique Coal Hod, Brass Feet, Tools, Tole Painted		\$10.00 \$155.00
			Total Sales		\$489.95
Payments					
10/31			Cash		\$100.00
10/31			Check		\$200.00
10/31			Visa / M C		\$224.25
			Total Payments		\$524.25
Sales by Category					
			Antiquities (Classical, Amer.)	1.0	\$155.00
			Art	1.0	\$39.95
			Rugs, Carpets	1.0	\$295.00
			Total Sales	3.0	\$489.95
Cash Summary					
			Cash	1.0	\$100.00
			Checks	1.0	\$200.00
			Total Deposit		\$300.00
			Credit Cards	1.0	\$224.25
			Total Revenue		\$524.25
			Layaways	0.0	\$0.00
			On Account	0.0	\$0.00
			Due Bills	0.0	\$0.00
Cash Paid Outs					
			Total Paid Outs		\$0.00

If your cash is off you can research each ticket to help find where a mistake may have been made. Typically, the incorrect method of payment has been entered. Once you've located the error you may correct that sales ticket and re-calculate the worksheet.

When finished you may print this daily reconciliation if you need a printed copy each day. Then close this window.

The system will ask if you want to post these sales and close-out this cash drawer.



If your cash balances and you are satisfied the sales tickets are correct then respond 'Yes'. The Posting Date will show today's date but you may post these sales to any date you desire. Normally, you only change the date when making corrections to past tickets where the incorrect dealer code was entered but now has been corrected. You may back date the posting to make sure the dealer gets credit for the sale in the correct accounting period.

If there was an error in the cash totals and you still need to make corrections then press 'No'. Then pull up the sales tickets with the errors and make your corrections. Do not close the cash worksheet window since you will have to re-enter your cash counts.

Once you've made the corrections on the sales tickets press the 'Re-Calc' options on the Menu Panel on the left side of the screen. Your cash should now balance. Repeat the process above by selecting then 'Post Daily Sales' option again to re-display the daily reconciliation. Once you've reviewed that report and are satisfied your cash register is in balance and your sales tickets are correct print the report, if desired, and close this window.

The system will again display the window above to Post Daily Sales Report. Press 'Yes' to begin the process. The system will then mark all of the transactions associated with this close-out as complete and it will post the sales to the dealer accounts.