

Daily Reconciliation of Cash sales and Cash Receipts

1. BILL & COIN DENOMINATION

Count the number of bills you have in the cash drawer and put that number beside the denomination. Next multiply the count by the denomination and place that amount in the amount column. Enter the total amount at the bottom of the column. Do this for the all Bill and Coins Denominations.

2. CHECKS

From left to right place the name of the person or firm who wrote the check. The check number then the amount.
Do this for each check and total them at the bottom.

3. CREDIT CARDS

If you had any purchases made using credit cards you will write the Slip number, (M)aster card, (V)isa, (O)ther, and the amount. Total this at the bottom.

4. RECEIVED ON ACCOUNT

If you accepted payment for on an account you should write the customer number, invoice number they are paying and the amount. Total it at the bottom. If a customer pays by credit card do include it with the credit card purchases section.

5. UNPROCESSED SLIPS

Any unreleased tickets that you have not processed but you have the cash in your drawer. You should write the invoice number and amount. Total it at the bottom.

6. PETTY CASH RECEIPTS TOTAL AMOUNT

Add up any petty cash receipts that you may have paid from your drawer and put this amount here.

7. BILLS/COINS/CHECKS/CREDIT CARDS TOTAL AMOUNT

You should total the above items and put that amount here.

8. LESS CHANGE FUND

You may start your day with \$100.00 in the drawer. You should put your starting amount here.

9. TOTAL

Add your petty cash receipts total amount, and the Bills/coins/ checks/ credit cards total amount together, then subtract the less change fund amount and put that total here.

10. LESS TOTAL CASH SALES, UNPROCESSED AND ROA'S
Add up the total cash sales (You can get this figure from you register), unprocessed orders and the total amount you received on customers accounts and subtract this total amount from the above total.
11. UNPROCESSED TOTAL
Copy the total from unprocessed total amount above here.
12. REGISTER(S) TOTAL
Write the register total here.
13. LESS AUTOMATED CREDIT CARD DEPOSIT TOTAL
Any purchased made using a credit card (Above) write this total here.
14. TOTAL TO SEND TO BANK CASH SALE REGISTER ONLY
Total Unprocessed total, and register total and subtract less automated credit card deposit total and place your findings here.

This should be the total amount you send to the bank.

EXAMPLE:

(Day 1)

Drawer: \$50.00

Sale \$500.00 Paid by Check
Sale \$200.00 Paid by Check
Sale \$600.00 Paid by Credit card
Sale \$100.00
Register \$1,400.00

Sale \$300.00
Sale \$900.00 Paid by Credit card
ROA \$395.00
Paper Boy \$7.00 Petty Cash

Petty Cash receipts total amount: \$ _____
Bills/Coins/Checks/Credit Card total amount \$ _____
Change Fund \$ - _____

Total \$ _____
Total cash sales, unprocessed and ROA's \$ - _____
Cash Over / Under \$ _____

Unprocessed Total \$ _____
Register Total \$ _____
Automated Credit card deposit total \$ - _____
Total to send to bank cash sale register only \$ _____

Drawer: \$50.00

 Sale \$300.00
 Sale \$900.00 Paid by Credit card
 ROA \$395.00
 (Day 2)
 Sale \$300.00
 Sale \$100.00
 Sale \$400.00 Credit Card
 Sale \$200.00
 Register \$2595.00

Sale \$300.00 Credit Card
 Sale \$250.00
 Sale \$450.00
 ROA \$200.00 Credit Card
 Coffee \$6.00 Petty Cash

Petty Cash receipts total amount:	\$	_____	__
Bills/Coins/Checks/Credit Card total amount	\$	_____	__
Change Fund	\$	-	_____
	Total	\$	_____
Total cash sales, unprocessed and ROA's	\$	-	_____
Cash Over / Under	\$	_____	__

Unprocessed Total	\$	_____	__
Register Total	\$	_____	__
Automated Credit card deposit total	\$	-	_____
Total to send to bank cash sale register only	\$	_____	__

Fernando, I'm trying to get this to work out and I'm having problems. Could you look it over.