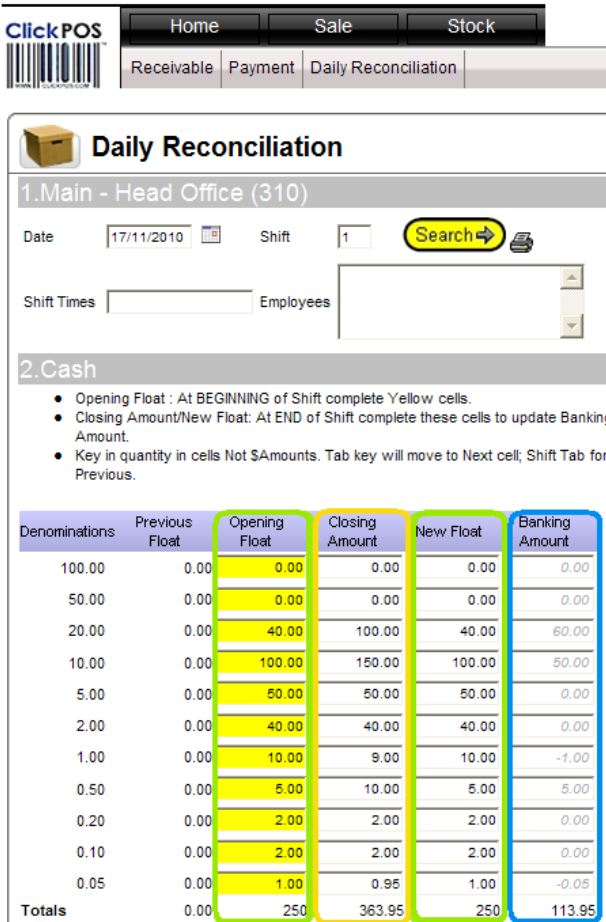


Daily Reconciliation

- *Count cash registers and reconcile against trading*
- *Counting cash registers can be done before trading and at the end of the business day to prevent discrepancies. Normally your opening and closing float will be the same from day to day. Using the Daily Reconciliation is very important for balancing your daily transactions and banking.*

Daily Reconciliation – Video Tutorial 

1. Navigate to “Accounts”, “Daily Reconciliation” and search the required date.



The screenshot shows the ClickPOS software interface for Daily Reconciliation. At the top, there are navigation tabs for Home, Sale, and Stock. Below these are sub-tabs for Receivable, Payment, and Daily Reconciliation. The main heading is 'Daily Reconciliation' with a folder icon. Underneath, it says '1. Main - Head Office (310)'. There are input fields for 'Date' (17/11/2010) and 'Shift' (1), with a 'Search' button. Below that are fields for 'Shift Times' and 'Employees'. Section '2. Cash' contains instructions: 'Opening Float : At BEGINNING of Shift complete Yellow cells.', 'Closing Amount/New Float: At END of Shift complete these cells to update Banking Amount.', and 'Key in quantity in cells Not \$Amounts. Tab key will move to Next cell; Shift Tab for Previous.' Below the instructions is a table with columns: Denominations, Previous Float, Opening Float, Closing Amount, New Float, and Banking Amount. The 'Opening Float' and 'Closing Amount' columns are highlighted in yellow, and the 'New Float' and 'Banking Amount' columns are highlighted in blue. The 'Totals' row shows: Previous Float: 0.00, Opening Float: 250, Closing Amount: 363.95, New Float: 250, Banking Amount: 113.95.

Denominations	Previous Float	Opening Float	Closing Amount	New Float	Banking Amount
100.00	0.00	0.00	0.00	0.00	0.00
50.00	0.00	0.00	0.00	0.00	0.00
20.00	0.00	40.00	100.00	40.00	60.00
10.00	0.00	100.00	150.00	100.00	50.00
5.00	0.00	50.00	50.00	50.00	0.00
2.00	0.00	40.00	40.00	40.00	0.00
1.00	0.00	10.00	9.00	10.00	-1.00
0.50	0.00	5.00	10.00	5.00	5.00
0.20	0.00	2.00	2.00	2.00	0.00
0.10	0.00	2.00	2.00	2.00	0.00
0.05	0.00	1.00	0.95	1.00	-0.05
Totals	0.00	250	363.95	250	113.95

2. Before the start of the day whoever operates the register should count the float and enter the amount in to the system. After the amount is entered in the system press “Apply” to save the amounts. After all the transactions of the day have been entered you will then need to count the cash and enter it in the “Closing Amount” field. The “New Float” amount will be the same as the “Opening Float” and the “Banking Amount” will be the amount you need to take out for banking.

3. Enter in the **“Payment Tendered Details”** manual section the total amounts of each type of payment (E.g. Cash, EFT, VISA etc.). This should equal what ClickPOS states to be correct.
4. **“Other Terminals”** is usually for ePAY so you can keep track on what has been printed off through the ePAY machine to what has been charged through ClickPOS.
 - **Contact ClickPOS support on 03 9092 5300 for more information on listing EPAY**
5. Once all figures have balanced the person processing the end of day reconciliation should put their name in the **“Signed By”** field for tracking purposes.

3.Payment Tendered Details

Payment Type	ClickPOS	Manual
Cash	113.95	113.95
Cheque	500.00	500.00
Eftpos	99.00	99.00
Visa	159.00	159.00
Totals	871.95	871.95

Discrepancy b/w Sale Price & Payments 202 [click for Details](#)
 Discrepancy b/w Opening/Closing and Till 113.95 - 113.95 = -0.00

4.Other Terminals

ClickPOS	Manual	TotSalePrice
159.00	159.00	Click here for details 159.00

4.Notes

4.Approvals

Deposit Slip Bag No.

Banked By How Banked

Signed By CreatedBy johns

6. ClickPOS highly recommend viewing of the sales report by clicking ‘click for details in the ‘Discrepancy’ section.
7. Discrepancies must be finalised on the day to ensure correct figures.
8. Additional notes and banking information can be added if required.
9. Contact ClickPOS support on 03 9092 5300 for more information or detailed training.