

Cash Drawer Balancing

Cash drawers are typically balanced at the end of the day or shift.

In this training course you will learn how to access the Cash Drawer Report and enter Lodgements.

We will then walk through the 3 step process to Cash Drawer Balancing which includes 'Completing' the drawer, entering the 'Actual' values and using the 'Count' function.

Access the 'Cash Drawer Report' from the Sales tab.

The Cash Drawer may be automatically selected for you.

If not, select the correct one from the drop down list.

The 'Totals' tab displays the amounts 'Received' since the last time the balancing steps were completed.

The 'Legend' indicates that fields with a purple background can be edited while fields with a white background are calculated.

The 'Under/Over' column shows the difference between the 'Opening Float' and 'Received' minus the 'Actual', 'Lodged' and 'Closing Float' values.

The 'Add Lodgements' button is used to record miscellaneous amounts taken from or put into the cash drawer.

The posting date displays the current date. Change it as needed.

You can enter a Lodgement for a 'Cash amount' or a 'Check amount'.

To remove money from the cash drawer enter the amount as a positive value.

Select a 'Reason' for the Lodgement by clicking the drop down.

A 'Reference' is required.

Use the 'Notes' dialog box to add further details.

When complete click 'OK'.

The Lodgement entry appears in the 'Lodged' column.

You can also automatically reverse an entry by clicking the 'Reverse Lodgement' button.

Click on 'OK' or press the 'F12' key to save your entries and close the cash drawer report.

Cash drawer balancing is completed in 3 steps.

The first step is to 'Complete' the cash drawer. This is typically done at the end of the day or a shift.

With the 'Cash Drawer' report shown, click on the 'Complete' button.

This establishes a cut-off and resets the 'Received' totals for Cash, Check, etc. back to zero.

Enter a 'Note' for the closing details.

Select to 'Print cash drawer report' by leaving the checkmark shown.

Click 'OK' to complete the cash drawer.

There are 3 Parameters for printing the Cash Drawer Report.

First, choose to report 'For selected cash drawer'.

Then click 'Next'.

Check here to 'Include detailed transactions'.

This is useful for balancing when there is a discrepancy.

Click 'Next'.

The last parameter allows for consolidating branch totals for all cash drawers.

Choose 'No' when printing for a selected drawer.

Click 'Next' and then 'Finish' to run the report.

The Cash Drawer Report is divided into sections by Summary Totals, Lodgement details, Summary by Payment Type and Detailed transactions.

To print the report to paper click on the printer icon then follow the steps to printing.

The next step is to physically count the cash, checks and credit card slips and enter the 'Actual' amounts into BisTrack.

Click on the ellipsis button alongside the 'Option' dialog box.

With the 'Outstanding' box checked, the list includes those cash drawer reports that have not been finalized.

Select the report you are currently balancing and press 'OK'.

You can enter the cash value directly into the Actual column.

Or use the 'Cash Details' tab, enter the number of each denomination in the drawer including the coins in the 'Quantity' column.

The 'Value' of each is calculated.

The 'Check Details' tab requires entry of a 'Check Reference' and the check 'Amount'.

The total is shown on the 'Totals' tab in the 'Actual' column.

For integrated credit card and debit card balancing, refer to your company's policy and procedure.

The amount of cash being left in the drawer or 'Closing Float' is entered.

This becomes the 'Opening Float' for the next shift.

The amount can be entered here or on the 'Closing Float' tab.

If there is an amount displayed in the 'Under/Over' column, you will need to address it according to your company's policy.

In this example, we will enter the amount as a Lodgement to balance the cash.

The value of shortage is entered as a positive amount and an overage is entered as a negative amount.

The 'Over Short' Reason is selected.

A reference may be required.

The final step is to 'Count' the drawer.

The button which was previously labeled 'Complete' is now labeled 'Count'.

Select it to finalize the Cash Drawer Balancing.

The 'Count Cash Drawer' window opens.

'Counted by' is set to the logged in user.

Enter any further 'Notes' for the report.

'Print the cash drawer report' again if needed.

Click 'OK'.

The Cash Drawer is finalized and you will not be able to change any details.

You should now know how to access the 'Cash Drawer Report' function, and how to enter 'Lodgements' if required.

You should also have a pretty good understanding of the three step balancing process. This includes 'Completing' the cash drawer,

entering 'Actual' values and selecting the 'Count' option to finalize the figures.

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