# Balancing Point of Sale Activity

Closing registers, reviewing the register analysis, verifying credit card activity, and balancing sales reports is the best way to ensure your bank account balance is accurate.

## Objectives

- Closing the Register
- Analyzing the Register
- Using Sales Reports and Payment Manager

## Closing the Register

Best practice is to balance each cash drawer at the end of a shift or at the end of the day. Let's look at the process.

In the POS posting screen, select *this* tab and then click the *Register* button. Select the *Close Register* button, or you can use *Shift-F3* on your keyboard.

You'll see a confirmation pop-up. Select *Yes* to close the register.

Now, the Count Session pop-up appears. Depending on your account settings you can view the *Expected Amount* of the transactions that took place during the current session for Cash, Check, and the other tender types.

Enter the counted amount here, select the *Check Variance* button to see if there is any difference in the expected and the counted amounts. As there were no checks or coupons received so, their expected amount is zero.

When finished, you have several options:

To count and post the counts later in *Register Analysis,* select *Count Later.*
To save the counted amount, select *Save Counts* and then click *Yes* to confirm the action. You can later post the counts in *Register Analysis.*

If this is the final count for this cash drawer then select *Post Counts.* Select *Yes* to confirm the action. Remember, once this is done it cannot be undone.

When you post the counts and close the register at POS, the count receipt is printed. This receipt will display all the register totals.

## Analyzing the Register

It is important to have a clear understanding of your point of sale activity.

From the main menu, select *Sales and then click Activity.* Select *Register Analysis.*

The search results can be narrowed down using the following filters. You can select the *Start* and the *End Date* to determine the period between which the register sessions took place. Select the store. Enter a name and then choose the desired register from the drop-down menu. From the drop-down menu select the status. Now tap the Search button.

The table displays a summary of the register activity data. The Maximize Button allows you to view the information in full screen.

Find the register session you want to examine then select the check box next to it. To export the session details to excel, click the *Export to Excel* button. To edit the session details, click *Edit Register.*

The *Count Session* pop-up appears and here you can balance the register. Edit the amount of cash you have in the drawer in the *counted session* and then to check this value against the expected amount click the *Check Variance* button.

Select *Cancel* if you just wish to view the details and not save any changes.

If you select Count Later, the status of this register will be listed as *pending*.

Select *Save Counts* to save the entered details and select *Yes* to confirm the action. The status of the register changes to *counted.*

To post the final counts, select *Post Counts* and then select *Yes* to confirm. The status will then be *posted.*

Now, let's look at viewing a session's details.
Check the box next to the register, select the *Register Details* button.

Here you can search for a transaction by its *Tender* type or *Amount*. Select the Transaction ID listed under the *TRX #* column to view the transaction invoice. Click *these* buttons according to perform respective activity.


## Using Sales Report for Balancing

Reports provide important analytics that helps you manage your business.

From the main menu, select *Reporting* and then click *Sales.* You'll see a list of pre-configured sales reports.

The information icon next to a report gives detail of the parameters set for that given report.

Select *Register Closure Report* here or choose from the *Report* drop-down menu to view the report.

Set the parameters in the available fields. Tap *Run Now* to view the summary and the detailed report. The results are displayed in the screen.

Select *this* button to export the report to Excel. If you want to export the report to PDF, then select *this* button.

Select the *Email* button to send the report via email.

The *Email Report* pop-up appears. Select the format from the drop-down menu, enter the email address in the *Send E-Mail* field, and select *Send Mail*.

If you wish to print the report then select the *Print* button.

At the end of each business day, match the total dollar amount on the *Check and Bankcard Report* against the same data in the *Payment Transaction viewer*.

Let's begin by choosing *Check and Bankcard Report* from the drop-down menu in the *Sales* page.

Set the parameters to include today's date, the correct store, and tap Run. The best practice is to schedule this report to run each day.

Now, you can view the report.

From *Payments* select *Transactions*. These totals should match those found on the *Check and Bankcard report.*

If the amounts match, you can follow up the next day to check your online merchant processing account and confirm that the amounts indeed match the processed batch.

Check the box next to the *Date* and click on the Export to Excel to export. To view transactions, click *this* button.

The pop-up displays the transaction details. If the totals on the Check and Bankcard report are less than those in the Payment Manager Viewer, you could have a duplicate transaction. Then select *Void or Reverse Transaction* to make necessary changes to the transaction.

A confirmation pop-up appears. Select *Void This Transaction* to continue.

## Recap

You work hard for your money but making sure the correct amount is headed to your bank account doesn't have to be difficult.

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