

CASH DRAWER – RECONCILIATION

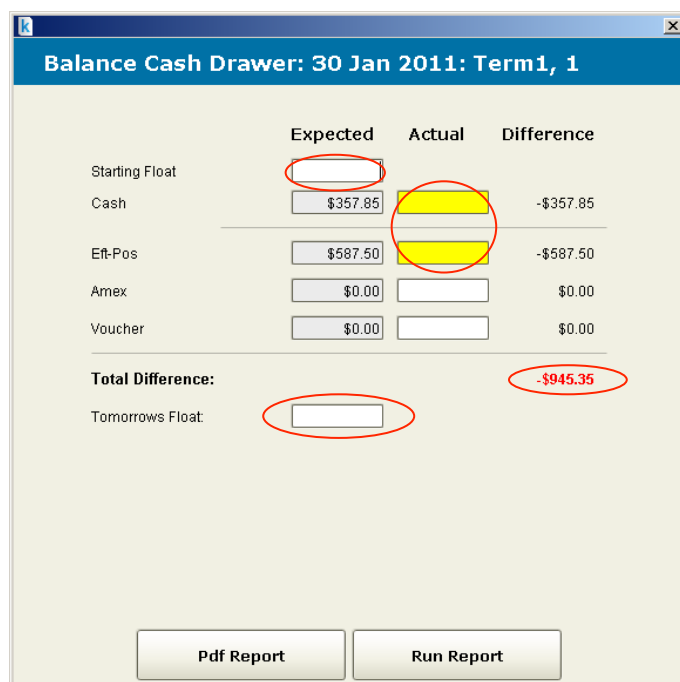
The Cash Drawer Reconciliation report provides you with a summary of information on all cash drawer activities for a selected day and it should be run at the end of every day. This report is now be run as wizard so it's even easier to use.

The new wizard means:

- You don't need to manually write 'Actual' figures on your report. You enter them straight into Kitomba and then run the report.
- You reduce the chance of making simple adding errors. The report immediately shows you any differences between 'Expected' and 'Actual' figures.
- All your past Cash Draw Reconciliation reports are saved in Kitomba.
- It's really easy to share your report as a PDF file attached to an email.

To run the new Cash Draw Reconciliation wizard open the Cash Draw Reconciliation report as normal then just select your date and press 'Execute'. The wizard starts immediately.

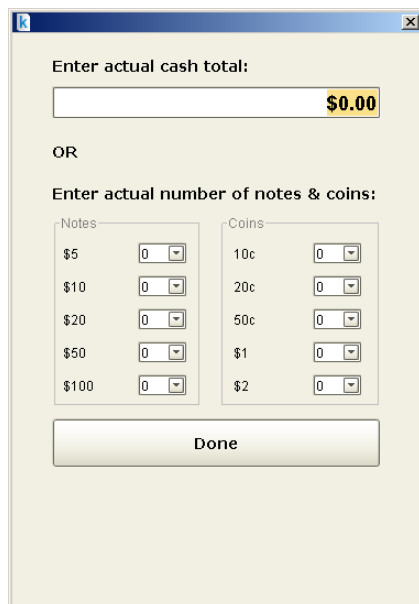
This is what you'll see:



	Expected	Actual	Difference
Starting Float	<input type="text"/>		
Cash	\$357.85	<input type="text"/>	-\$357.85
Eft-Pos	\$587.50	<input type="text"/>	-\$587.50
Amex	\$0.00	<input type="text"/>	\$0.00
Voucher	\$0.00	<input type="text"/>	\$0.00
Total Difference:			-\$945.35
Tomorrows Float	<input type="text"/>		

- Your starting float will automatically appear from the previous day – or you can enter it manually if this is your first report.
- The yellow boxes highlight fields that you should fill out
- The ‘Total Difference’ amount will be big and red if the ‘Expected’ and ‘Actual’ amounts don’t reconcile
- Don’t forget to enter tomorrow’s float
- To PDF and email select the PDF Report button
- To run the report and print directly from Kitomba, select the Run Report button

When you click in the first yellow box for ‘Cash’, a second pop-up appears:



- You can either enter the actual cash amount directly at the top or select the number of notes and coins you have below and the amount will be calculated for you
- Hit ‘Done’ when you’re finished

The final report looks like this.

Balancing Cash Drawer:

	<u>Expected</u>	<u>Actuals</u>	<u>Difference</u>
Starting Float	200.00		
Cash	1,060.25	1,260.25	
Tomorrows Float	-100.00	-100.00	
	<hr/>	<hr/>	
	1,160.25	1,160.25	
Eft-Pos	1,109.15	1,109.15	
	<hr/>	<hr/>	
	1,109.15	1,109.15	
<u>Subtotal: Bank</u>	2,269.40	2,269.40	
	<hr/>	<hr/>	
<u>Totals:</u>	<u>2,269.40</u>	<u>2,269.40</u>	<u>0.00</u>

Turning the wizard off/on

You can switch the wizard off and continue running the Cash Drawer Reconciliation report the old way by going to Admin / Preferences / Reporting and un-ticking the 'Run End of Day Wizard from Reconciliation Report'.