

Simplified Daily Retail Sales Reconciliation

Date _____ Cashier _____ Cash Register# _____ Bag# _____

| Coin Count: | Paper items: | Reconciliation: | |
|---|------------------------------------|------------------------------------|----------------------------|
| _____ x \$.01 | _____ Visa slip totals | _____ Cash & Coin box "c" | \$ _____ |
| _____ x \$.05 | _____ M/C slip totals | _____ Paper items box "d" | \$ _____ |
| _____ x \$.10 | _____ Amex slip totals | _____ Charge Sales box "g" | \$ _____ |
| _____ x \$.25 | _____ Debit card slip totals | _____ Subtract Z Tape Reading** | \$ (_____) |
| _____ x \$.50 | _____ x Cheques | _____ = cash over + or short - *** | h) \$ _____ + or - |
| _____ x \$1. | _____ x Trav Cheques | | |
| _____ x \$2. | _____ x Coupons | | |
| _____ 1 ₿ roll x \$.50 | _____ x Gift Cert | | |
| _____ 5 ₿ roll x \$2. | d) _____ Total paper items | | |
| _____ 10 ₿ roll x \$5. | | | |
| _____ 25 ₿ roll x \$10. | e) _____ Total payouts | | |
| _____ \$1. roll x \$25. | Payouts (list all): | | |
| _____ \$2. roll x \$50. | #1 _____ | | |
| | #2 _____ | | |
| | #3 _____ | | |
| Sub-total coin | #4 _____ | | |
| | #5 _____ | | |
| Cash count | #6 _____ | | |
| _____ x \$5. | #7 _____ | | |
| _____ x \$10. | | | |
| _____ x \$20. | | | |
| _____ x \$50. | | | |
| _____ x \$100. | | | |
| Sub-total cash | f) _____ Total ROA | | |
| TOTAL cash & coin: add box "a" and "b" | | | |
| Subtract float* | | | |
| Total Cash & Coin to Deposit | g) _____ Charge Sales | | |
| | | | |

*FLOAT must be the same at start and at end of day

**Z reading for the day and X reading for the day should be the same

***A positive + amount in box "h" indicates cash over. A negative - amount in box "h" indicates cash short.



Cashier Signature _____