

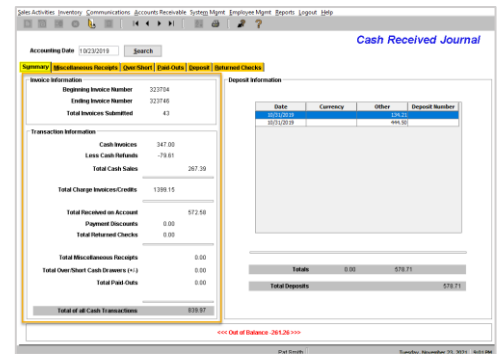


You must start **End of day** before you can begin the **Cash received journal**. We recommend you complete **Cash received journal** at the close of each business day.

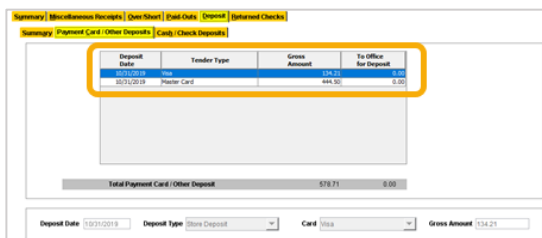
At the end of each business day, reconcile and balance all transactions for that day. You may occasionally find discrepancies. For instance, cash may have been tendered incorrectly and differs from the actual amount of cash collected. The **Cash received journal** lets you correct these differences.

## 1 Review transaction totals by payment type



To review the **Summary** of total funds that need to be processed go to **Sales activities > Cash received journal**.



## 2 Correct out of balance credit card totals



To add, remove, or edit deposits for each credit card type, select **Deposit** then **Payment card/Other deposits**.


If the **Gross Amount** does not match the settlement slip total, select the credit card type. Select **New** . Enter the total from the settlement in **Gross amount**. Select **Save** .

To remove a credit card tender type, select it. Then select **Trash** .

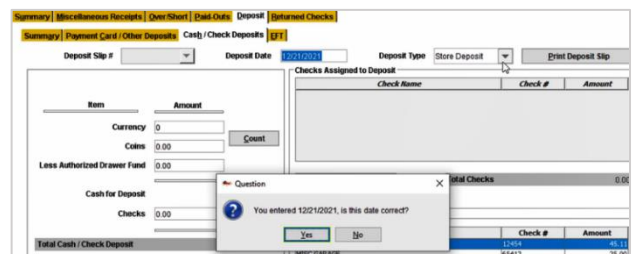
## 3 Add cash totals

Select **Cash/Check Deposits**.

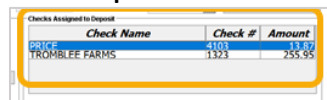
To start a new deposit, select **New** . Confirm the **Deposit date** is correct, and **Deposit type** is *Store deposit*.

Enter the total for **Currency**, **Coins**, and **Checks**. Enter the **Deposit slip #**. Select **Save** .

If you count all the cash in your store, enter it in **Less authorized drawer fund**. If you only enter cash for the deposit, leave **Less authorized drawer fund** blank.




## 4 Confirm checks are assigned to the deposits and are listed in Assigned to deposit.





## 5 Enter payouts

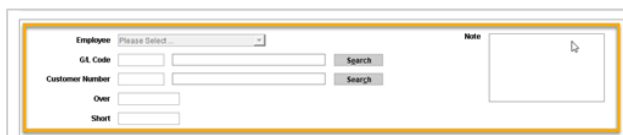
If your store processed payouts, select **Paid outs**.

Select **New**  and enter the **GL code** for each payout.




## 6 Add over/short

To account for overages or shortages, select **Over/short**, then **New** . Select the **Employee number**. Enter the **GL code**. In **Over/Short**, enter the amount that is over or short. Select **Save** .



## 7 Finalize the cash received journal

Select **Print**  to generate the report. Select **Finalize** and **Daily report**. Select **OK** to complete the process.