

SESSION TILL BALANCE

Tools > Reports > End of Day > Session Till Balance

The Session Till Balance report displays details of a particular end of day session, organised in a way that allows you to view each balance attempt. The report includes the start and finish time of the balance, the balance status, and the employee who completed the balance. You can also view the amount entered, calculated, and the variance for each payment type, as well as a detailed cash breakdown.

This report will assist you in analysing the accuracy of your till balance, allowing you to easily see where any discrepancies may have occurred.

BALANCE START/FINISH

The date and time when the till balance was started/finished.

CASH TO BANK


The total cash takings for the day, minus expenses, cash transfers, and tips, excluding the float.

BALANCE NOTES

Notes that were entered by the employee, to explain the reason for any variance.

OUTSTANDING CASH OUT

The amount that has been removed from the till as petty cash, but has not yet been returned.

Session Till Balance					
 Peppermint Park					
Session	Balance Start	Balance Finish	Time Taken	Balance Status	Employee
End of Day	3/03/2016 4:51PM	3/03/2016 4:53PM	2m 50s	Not Balanced	Anna
Terminals Balanced					
Terminal	Opening Float	Closing Float	Session Start	Session Finish	
AUSNB067	\$250.00	\$250.00	19/03/2016 10:49:40AM	3/03/2016 4:53:39PM	
Attempt #: 1 @ 3/03/2016 4:51:49PM					
Payment Type	Entered	Calculated	Difference		
Cash	\$505.00	\$3,482.80	-\$2,977.80 (\$2,977.80 under)		
Amex	\$163.20	\$815.85	-\$652.65 (\$652.65 under)		
Visa	\$400.00	\$1,123.00	-\$723.00 (\$723.00 under)		
MasterCard	\$325.00	\$1,969.90	-\$1,644.90 (\$1,644.90 under)		
EFTPOS	\$455.00	\$1,870.90	-\$1,415.90 (\$1,415.90 under)		
	\$1,848.20	\$9,262.45	-\$7,414.25 (\$7,414.25 under)		
Attempt #: 2 @ 3/03/2016 4:53:15PM					
Payment Type	Entered	Calculated	Difference		
Cash	\$3,462.80	\$3,482.80	-\$20.00 (\$20.00 under)		
Amex	\$815.85	\$815.85	\$0.00 (\$0.00 over)		
Visa	\$1,123.00	\$1,123.00	\$0.00		
MasterCard	\$1,969.90	\$1,969.90	\$0.00		
EFTPOS	\$1,870.90	\$1,870.90	\$0.00		
	\$9,242.45	\$9,262.45	-\$20.00 (\$20.00 under)		
Cash Breakdown					
Opening Float	\$250.00				
Cash Sales (including tips received)	\$3,532.80				
Cash Transfers In	\$0.00				
Cash Transfers Out	\$0.00				
Tips Given	\$0.00				
Petty Cash Returned(+) / Outstanding(-)	-\$20.00				
Petty Cash Expenses	-\$50.00				
Closing Float	\$250.00				
Cash to Bank	\$3,462.80				
Balance Notes					
Petty cash was not returned.					
Outstanding Cash Out					
Employee	Date/Time	Amount			
Anna	3/03/2016 4:46:54PM	\$20.00			
		\$20.00			

EMPLOYEE

The employee who was logged on when the till balance was completed.

BALANCE STATUS

This indicates whether the till was successfully balanced. If there is any variance between the actual and expected count, then the till will be considered unbalanced.

SESSION START/FINISH

The date and time when this particular session was started/finished (usually the start and end of the same day).

TIME TAKEN

The amount of time taken to complete the till balance.

OPENING/CLOSING FLOAT

The amount of cash in the till used for change, that is not part of the day's takings.

DIFFERENCE

This is the difference (variance) between the entered amount and the calculated amount.

CALCULATED

This is the expected amount calculated by Shortcuts, based on the transactions that were processed during this session.

ENTERED

This is the amount that was entered by the employee.