

# How to reconcile/cash up your tills

After you have entered your daily takings, payouts, and transfers to the bank, you are ready to count your float, click cashup and close out your till.

Your remaining float should match the balance figure, enter it into 'Actual cash in Till'

If it doesn't, check that you have recorded your takings, payouts, bank lodgments, credit card transactions, and any extra additions to the till.

If there is still a difference, just record the amount of cash you counted. The difference will be on record so you can investigate. If you find the problem, come back and make the appropriate adjustment.

The screenshot shows the 'Cash Up' dialog box for 'Till: Till 2'. The dialog displays the following information:

- Brought Forward: 0.00**
- Balance: 200.00**
- Total Daily Receipts: 2300.00
- Payments: 150.00
- Transfers In: 0.00
- Transfers Out: 2150.00
- Date: 15/03/2012
- Actual cash in till: 201
- Difference: 1.00

A yellow callout box titled 'Cashup' provides instructions: 'Count your float. Does it match the balance figure? If it doesn't, check that you have recorded your takings, payouts, bank lodgments, credit card transactions, and any extra additions to the till. If there is still a difference, just record the amount of cash you counted. The difference will be on record so you can investigate. If you find the problem, come back and make the appropriate adjustment.'

The background interface shows the 'Sales' menu and a 'Cash Up' button highlighted in red. Below the dialog, a table lists transactions:

Date	Nominal	Type	
31/12/2009	Opening balances	opening	
15/03/2012	Drinks	lodgement	#123456: takings z=123456
15/03/2012	Window Cleaner	payment	#: miscellaneous payment to Lisa Simpson (Window Cleaner)
15/03/2012	Transfers	payment	#: transfer to AIB

Click Report, and Cashup list to see all previous cashup reports

The screenshot shows the 'Till Reports' page. The 'Report' button in the background interface is highlighted in red. The 'Till Reports' page displays the following information:

- URL: <https://sortmybooksonline.com/report/cat/bill.html>
- Buttons: Back, All reports, Print, Save as PDF, Save as Excel
- Section: **Till Reports**
- Text: 'There are several sub-reports available. Please choose appropriate below. If you need access to other reports - click "All Reports" but'
- Section: **Cash-Up List** (highlighted in red)
- Text: 'Review all the previously made cash-ups, total takings and payments \ reported during each session. Report also shows you if there were difference \ between actual cash in hand and what supposed to be in your till'
- Section: **Ledger Reports**
- Text: 'These are all performance reports that let you know doing. You'll find Profit and Loss Report, Balance St General Ledger and Nominal Activity Report.'

The background interface shows the 'Report' button highlighted in red. Below the reports, a table lists transactions:

Date	Nominal	Type	D
31/12/2009	Opening balances	opening	#0
15/03/2012	Drinks	lodgement	#1