

Register Reconciliation

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1. After you have **CLOSEd** the register(s) (ran the **Z** tape) and have brought the drawer with all the Cash, Checks, Credit Card Charges, AR Charges, Gift Certificates, Return Receipts and whatever other items back to the office, print the *Tender/Register Summary*
2. Count your drawer down to your pre-determined drawer amount.
3. Count all your **cash** and compare to the Tender/Register Summary report.
4. Count and run a tape on all your **checks** and compare against the Tender/Register Summary report.
 1. Include *Travelers Checks* as checks.
5. Count and run a tape on all your **credit card charges** and compare against the Tender/Register Summary report.
 1. You will need to add the various credit cards (Mastercard, Visa, Discover...) together from the Tender/Register Summary report to get the total of all credit card charges
6. Count and run a tape on all your **AR charges** and compare against the Tender/Register Summary report.
7. Count any other items (if any – Gift Certificates, CPN...) and compare against the Tender/Register Summary report.
8. Add all your counts to determine if you are long or short for that drawer.

▪ Reconcile against Spreadsheet

1. From the *Tender/Register Summary* report, use the **TOTAL** column when getting numbers for the

Departments.

1. Remember to add together for the **TEXT** category:
 - *NEW TEXTBOOKS*
 - *USED TEXTBOOKS*
 - *TRADEBOOKS*
 - *OPTIONAL TEXTBOOKS*
 2. If there are any *FIX* or *ERROR* lines, decide what departments they belong to
 - Once you assign these items a *class*, they will be grouped into the correct departments.
 3. From the spreadsheet:
 1. CHGS = ACCOUNTS RECEIVABLE
 2. DISC = TRANS DISCS/MKDNS
- REF = RETURNS
 - Remember to include tax
1. TAX = SALES TAX
 2. DEPARTMENTS = DEPARTMENTS
 - Remember to add together the departments that you need to on the *Tender/Register Summary*
 3. CASH ON HAND = TOTAL (of Tenders) less ACCOUNTS RECEIVABLE
- SHORT = cash short, LONG = cash long
1. The TTL line on the spreadsheet should match the amount of the REF line.