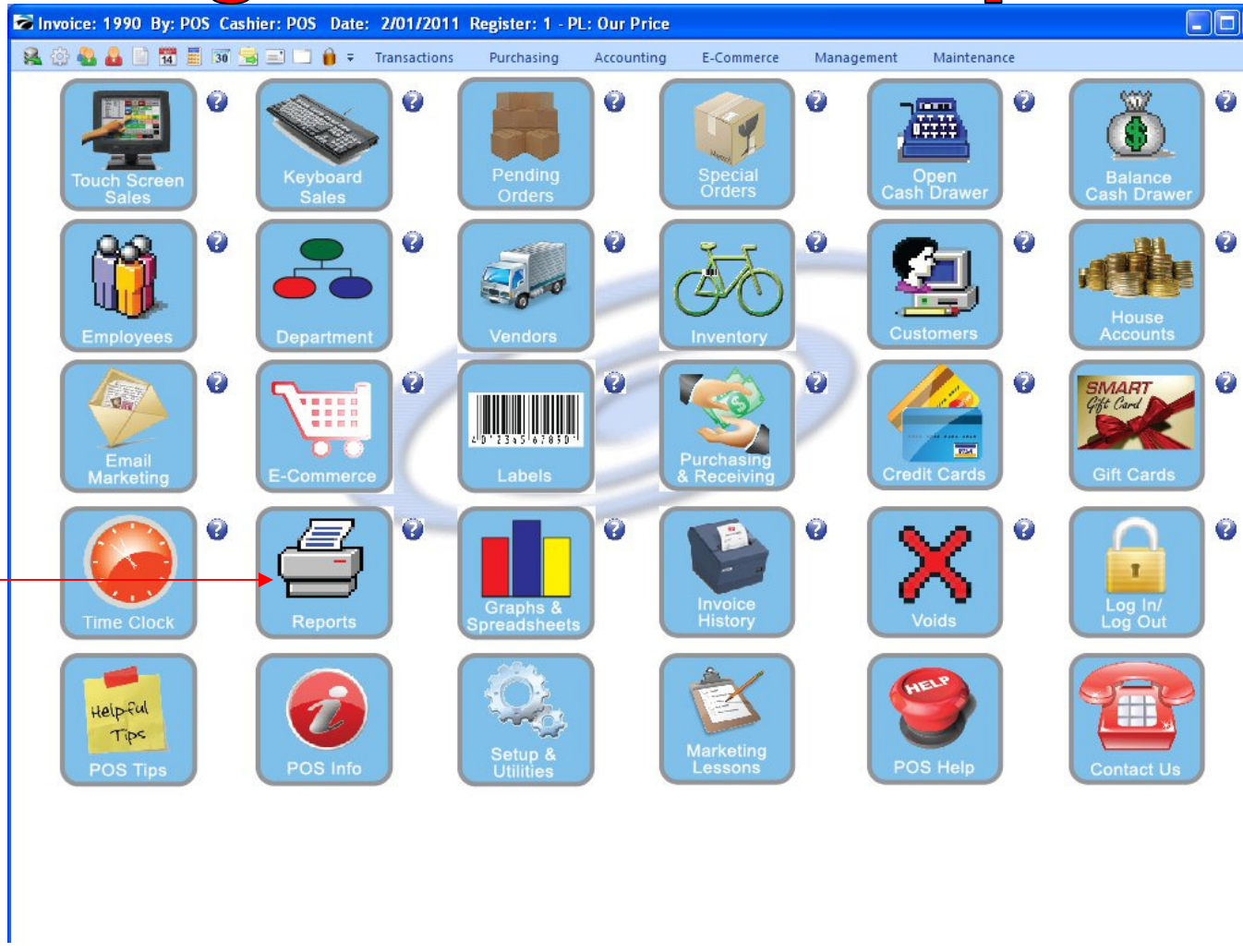


# Management Reports

## Register Balance Report

1



IN MANAGER MODE:

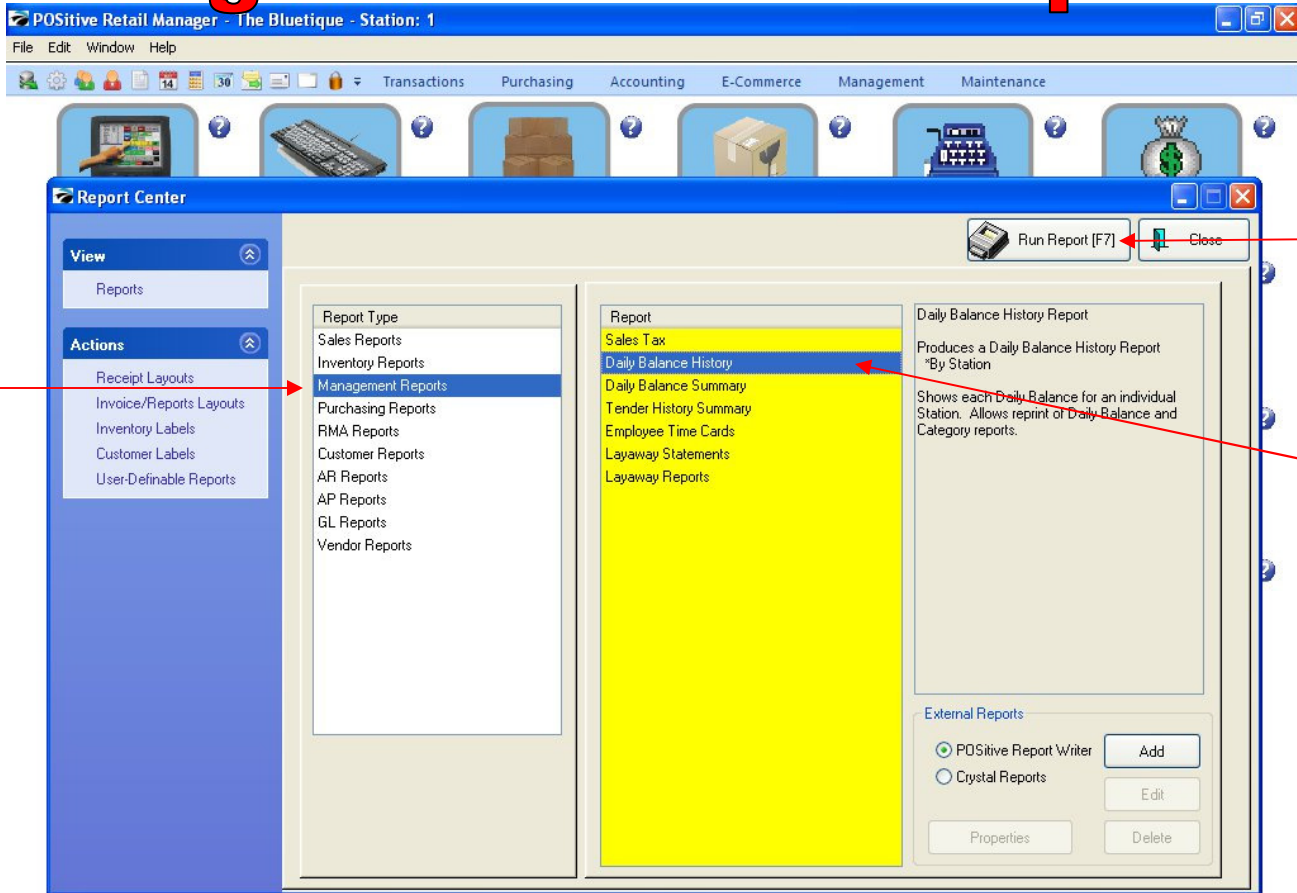
Incase you need to reprint your Register Balance or Category Report  
Go to Reports

1. Select Reports Button

# Management Reports

## Register Balance Report

2



### REPORT CENTER:

1. Under Report Type, Select Management Reports
2. Under Report, Select Daily Balance History
3. Select Run Report (F7)

# Management Reports

## Register Balance Report

3

The screenshot shows the 'Register Balance History' window in the POS software. The window title is 'Register Balance History' and it is for 'POS 1'. A red arrow points to the 'Register Balance' option in the 'Reports' sidebar. The main area displays a table with the following data:

Date	Time	Reg.	Batch	Beginning Balance	Cash	Checks	Charge/Debit	Ending Balance
3/04/2011	3:05 PM	1	20	30.00	1014.54	221.72	95.22	30.00
1/03/2011	4:05 PM	1	19	0.00	185.59	0.00	18.60	30.00
12/27/2010	5:07 PM	1	18	35.00	315.00	15.00	0.00	0.00
12/22/2010	4:59 PM	1	17	35.00	103.60	34.38	38.49	35.00
12/22/2010	4:30 PM	1	16	35.00	116.44	2.00	21.00	35.00
12/22/2010	3:38 PM	1	15	35.00	70.65	18.00	0.00	35.00
12/20/2010	5:15 PM	1	14	35.00	500.00	0.00	0.00	35.00
12/17/2010	10:03 AM	1	13	35.00	70.38	0.00	0.00	35.00

Below this table is another table with the following data:

Type	Date	Time	Ref #	Cash In	Cash Out	Check	Credit Card	Debit Card	Disc	On Account	Financed
Cash In	1/03/2011	4:15 PM	5852401	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	1/28/2011	12:51 PM	524	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	1/28/2011	3:30 PM	525	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	2/01/2011	11:09 AM	527	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	2/01/2011	11:15 AM	528	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	2/08/2011	9:29 AM	531	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	2/08/2011	10:17 AM	531	19.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoice	1/03/2011	4:06 PM	1709	41.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoice	1/03/2011	4:09 PM	1711	0.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00
Invoice	1/03/2011	4:10 PM	1712	0.00	0.00	0.00	40.74	0.00	0.00	0.00	0.00
Invoice	1/03/2011	4:11 PM	1713	0.00	0.00	0.00	38.10	0.00	0.00	0.00	0.00
Invoice	1/03/2011	4:12 PM	1714	56.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00



### REPORT CENTER:

1. Select Register Balance

# Management Reports

## Register Balance Report

4

Register Balance History

POS 1

Date	Time	Reg.	Batch	Beginning Balance	Cash	Checks	Charge/Debit	Ending Balance
3/04/2011	3:05 PM	1	20	30.00	1014.54	221.72	95.22	30.00
1/03/2011	4:05 PM	1	19	0.00	185.59	0.00	18.60	30.00
12/27/2010	5:07 PM	1	18	35.00	315.00	15.00	0.00	0.00
12/22/2010	4:59 PM	1	17	35.00	103.60	34.38	38.49	35.00
12/22/2010	4:30 PM	1	16	35.00	116.44	2.00	21.00	35.00
12/22/2010	3:38 PM	1	15	35.00	70.65	18.00	0.00	35.00
12/20/2							0.00	35.00
12/17/2							0.00	35.00

Positive Alert!  
You can print the Register Balance Detail, the Register Balance Summary, or Both.

Type	Date	Time	Ref	Disc	On Account	Financed
Cash In	1/03/2011	4:15 PM	58	0.00	0.00	0.00
Deposit	1/28/2011	12:51 PM		0.00	0.00	0.00
Deposit	1/28/2011	3:30 PM		0.00	0.00	0.00
Deposit	2/01/2011	11:09 AM	527	0.00	0.00	0.00
Deposit	2/01/2011	11:15 AM	528	0.00	0.00	0.00
Deposit	2/08/2011	9:29 AM	531	0.00	0.00	0.00
Deposit	2/08/2011	10:17 AM	531	0.00	0.00	0.00
Invoice	1/03/2011	4:06 PM	1709	0.00	0.00	0.00
Invoice	1/03/2011	4:09 PM	1711	0.00	0.00	0.00
Invoice	1/03/2011	4:10 PM	1712	0.00	0.00	0.00
Invoice	1/03/2011	4:11 PM	1713	0.00	0.00	0.00
Invoice	1/03/2011	4:12 PM	1714	0.00	0.00	0.00



### REPORT CENTER:

1. To Print Both the Register Balance Detail and the Register Balance Summary Reports, select **Both**
2. To Print the Register Balance Detail, select **Detail**
3. To Print the Register Balance Summary, Select **Balance**



# Management Reports

## Register Balance Report

5

Report Preview

File

Page: 1 of 3 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	101,820
2	75,694
3	22,160

1

### Register Balance Report

Register: 1  
By: POS  
Date: 3/04/2011

The Etiquette  
Company

Cash In	Number	Cash	Checks	Charge/Debit	Coupon	Gift Cert.	Credit Used	On Account	Food Stamps	Click Transaction
1/03/2011	5852401	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS OPENDRAWER
		30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Deposit	Number	Cash	Checks	Charge/Debit	Coupon	Gift Cert.	Credit Used	On Account	Food Stamps	Click Transaction
1/28/2011	524	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Deposit
1/28/2011	525	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Deposit
2/01/2011	527	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Deposit
2/01/2011	528	44.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Deposit
2/08/2011	531	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Deposit
2/08/2011	531	19.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Deposit
		222.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Invoice	Number	Cash	Checks	Charge/Debit	Coupon	Gift Cert.	Credit Used	On Account	Food Stamps	Click Transaction
1/03/2011	1709	41.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1711	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1712	0.00	0.00	40.74	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1713	0.00	0.00	38.10	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1714	56.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1715	56.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1717	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/03/2011	1718	0.00	0.00	0.00	0.00	71.50	0.00	0.00	0.00	POS Invoice
1/04/2011	1741	0.00	0.00	0.00	0.00	18.49	0.00	0.00	0.00	POS Invoice
1/04/2011	1742	0.00	0.00	0.00	0.00	18.49	0.00	0.00	0.00	POS Invoice
1/04/2011	1743	18.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/04/2011	1744	17.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/04/2011	1745	18.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/05/2011	1749	18.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/05/2011	1750	18.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/05/2011	1751	0.00	18.49	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/05/2011	1754	0.00	18.49	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1774	18.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1775	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1776	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1777	2.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1778	2.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1781	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice
1/06/2011	1784	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	POS Invoice

Zoom: 80% 3 pages, 195.0kb



### REPORT CENTER:

1. This Report Shows the Register Balance Detail Report

# Management Reports

## Register Balance Report

6

**Report Preview**

File

Page: 3 of 3 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
✓ 1	101,820
✓ 2	75,694
✓ 3	22,180

**Register Balance Report**

Register: 1  
By: POS  
Date: 3/04/2011

The Elanque  
Confidential

**Summary**

	Cash	Checks	Charges	Coupons	Gift	Food Stamps
Your Count:	1,014.54	221.72	95.22	3.90	165.65	0.00
Less Starting Balance:	30.00					
Actual Cash Received:	984.54					
Computer Reported:	984.55	221.72	95.22	3.90	165.65	0.00
OVER:	0.00	0.00	0.00	0.00	0.00	0.00
SHORT:	-0.01	0.00	0.00	0.00	0.00	0.00
Change Left In Register:	30.00					

Total Sales w/out Tx	1,030.70
Tax Collected	48.78
Tax 1 Collected	48.78
Tax 2 Collected	0.00
Total Sales	1,079.48
-Deposits Apply	178.08
-Gift Certificate Apply	165.65
-Sales On Account	3.83
-Coupons Apply	3.90
-Ending Balance	30.00
+Cash In	30.00
+Starting Balance	30.00
+Deposits Collected	222.60
+Gift Cert. Sold	450.87
+Over/Short	-0.01
<b>Total</b>	<b>1,431.48</b>

Cash:	984.54
Check:	221.72
Subtotal:	1,206.26
Charge:	95.22
Your Deposit:	1,301.48

Zoom: 80% 3 pages, 195.0kb

1



### REPORT CENTER:

1. This Report Shows the Register Balance Summary Report