

RECONCILIATION OF DAILY SALES

	Day		Date	
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Sales				
Takings per cash register tape			Sales per Z-total	1
	GST-free sales			
	Input taxed sales			
	Taxable sales			
Cash & cheques in cash register				
	Notes			
	Coins			
	Cheques			
Total cash & cheques			2	
Other sales				
	Credit card			
	EFTPOS			
	Other			
Total other sales			3	
Cash payments from cash register				
	Business purchases with GST in the price			
	Business purchases with no GST in the price (including GST-free)			
	Purchases for making input taxed sales			
	Cash payments to workers			
	Private cash drawings			
Total outgoings				
	Refund to customer (taxable)			
	Refund to customer (GST-free)			
Total refunds				
Total cash taken from cash register (= Total outgoings + Total refunds)			4	
Beginning float			5	
Additional float			6	
TOTAL SALES (= 2 + 3 + 4 - 5 - 6)			7	

Sales reconciliation		*Explanation
Cash register tape (Z-total)		
Less total sales		
Variation (1 minus 7)*		