## END OF DAY BALANCE

Each salon/spa will have its own procedure for the end of day balance according to the sales program that is used by the business. This is a guide only and you should adjust your end of day balance according to your salon/spa’s requirements.

1. Once the last client has paid and left check that all sales have been processed and rung through on the computer.
2. **Float:** **The float should be counted daily at the beginning of the day and then again at the end of the day.** Keep a good balance of coins, $5 and $10 notes (Approx. $200).
3. **Takings:** count the remaining cash, record the amount and place in the safe.
4. **EFTPOS Reconciliation:** Follow your banking institutions instructions.
5. **Print End of Day Reports:** These may include:
* End of Day Balance Sheet
* Trading summary
* Discount report
* Daily Breakdown – Business
* Transaction Breakdown
1. **Tally the total of the following:**

Add CASH (takings)

 EFT

 VISA/MASTERCARD

AMEX

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 Days Total $

 (This should be the same as the amount on End of Day Balance Sheet – If not see “hints”).

**Hints for the Days total not balancing:**

* Check additions.
* Check all sales are entered in POS.
* Recount takings and float
* Check that all deposits are rung through.
* Was the previous day out?

**Check that all credit receipts are:**

* Approved – not ‘declined.’
* Correct amount (i.e., $100.00 not $10.00)
* Recorded as correct payment type (i.e., Amex/visa etc.)
* Check receipts at point of sale.