

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
6. **Tally the total of the following:**

Add	CASH (takings)
	EFT
	VISA/MASTERCARD
	AMEX

Days Total \$

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

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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.

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