

BALANCE DAILY SALES FORMULA

A. Gross Sales-> Everything Rung up

-discounts

-voids

-non-sales revenue (gift cert., house acct. payments)

=net sales

+net sales tax

=Total Amount Due

B. Cash

+Credit Card Charges

-Credit Card Tips

+other non-cash tenders

+paid outs

=total Collected

Note: cash tender

- paid outs

=cash in drawer

C. Total Amount Due Total Collected

- Total Collected or - Total Due

=Short

=Over