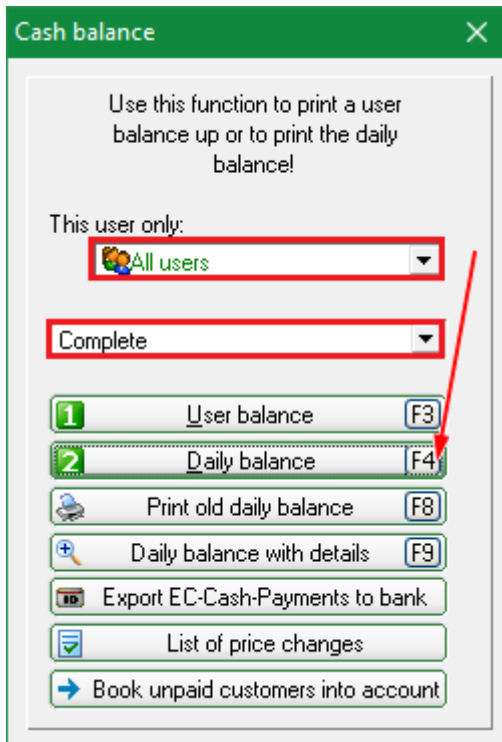


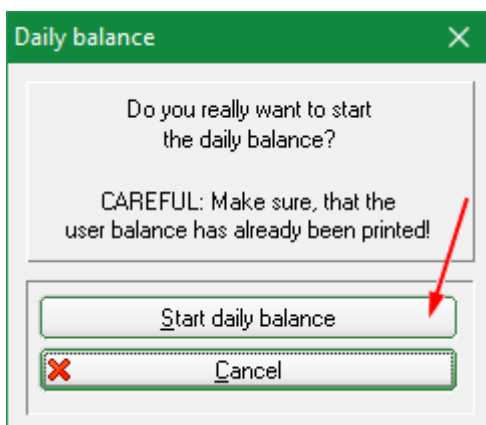
# Daily balance

To open the balance-mask go to **Accounts/Cash report**:



We recommend that you do a **User balance** before you proceed with the daily balance, so you can check the correctness and still make adjustments in case of any mistakes.

There are different options for a daily balance. **Complete** should be the standard setting. To proceed with the daily balance, click **Daily balance** (F4) and confirm with **Start daily balance**. The daily balance will then be processed. After that, adjustments can only be made with reverse entries.



Depending on the settings of your cash register, the following window opens. You can enter the cash balance.

Enter the cash balance

Enter the number of coins and notes:

Coins	Number	Notes	Number
0,01	0	10,00	11
0,02	0	20,00	1
0,05	0	50,00	0
0,10	0	100,00	0
0,20	0	200,00	0
0,50	0	500,00	0
1,00	10	1000,00	0
2,00	10		
5,00	10		

Cheque: 0,00  
Creditcard: 0,00

=====

210,00

OK  
Cancel

Confirm with **OK** and then **Yes, post entries:**

Check cash

Is this amount correct?

210,00

Yes, post entries  
No, cancel

The daily balance will be processed.

## Daily balance 24.01.11

Number: 3

SALES

Total 24.01.11, 10:32

### Income

Cash	Cash payment	210,00	210,00 €
	<b>Total</b>	<b>210,00</b>	<b>210,00 €</b>

### Payed

Cash payment	10 X	1,00 €
	10 X	2,00 €
	10 X	5,00 €
	11 X	10,00 €
	1 X	20,00 €

Current cash 210,00 €

Check 0,00 €  
0,00 €

### Customer account

Open invoice

Total 0,00 €  
Deposit

If you select **Print old balance** and tick off **Layout for A4-format printer** the daily balance will look like this:

## Daily balance 24.01.11

Check Layout for A4-format printer ( under Print old balance)

Number: 3 (SALES)

Payments		€	Andrea
cash	Cash payment	210,00	210,00
<b>Total payments</b>		<b>210,00</b>	<b>210,00</b>
<b>On invoice in the customer account</b>		<b>0,00</b>	<b>0,00</b>
<b>Total amount of money</b>		<b>210,00</b>	<b>210,00</b>

Goods turnover		€	Andrea
<b>General area (19%)</b>		<b>210,00</b>	
<b>Green fee</b>		<b>210,00</b>	
ah	Adults holidays	1	80,00
aw	Adults weekdays	1	60,00
jh	Juniors holidays	1	40,00
jw	Juniors weekdays	1	30,00
<b>Total goods turnover</b>		<b>210,00</b>	

Customer account		€	
<b>On invoice in the customer account</b>		<b>0,00</b>	
Frohgemuth, Heike (--)	21.12.10 11:39	7	0,00 Andrea Pirwitz
<b>Customer account balance</b>		<b>0,00</b>	

Payment			Payed	Expected	Difference
Cash payment	10 X	1,00 €			
	10 X	2,00 €			
	10 X	5,00 €			
	11 X	10,00 €			
	1 X	20,00 €			
<b>Cash total</b>			<b>210,00</b>	<b>210,00</b>	