

Balancing with the Daily Sales and Deposit Report

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The Daily Sales and Deposit report is a useful tool in balancing daily. The report shown below is a sample and can be modified to better suit the company's needs.

To balance with the Daily Sales and Deposit report:

1. Enter the *Opening A/R Balance* from the previous day.
2. Enter *Total Daily Sales* for the day from the sales posting journals.
3. Enter *Total Payments* for the day, from the payment posting journals.

Note: Be sure to take into account any void journals.

4. Enter the *Net Deposit*, subtracting Credit Cards and Petty Cash Expenses from *Total Payments*.
5. Enter the *Actual Deposit*, subtracting *Change Fund* from *Total Cash in Drawer* and adding *Checks for Deposit*.
6. Enter the *Closing A/R*, adding *Sales* to *Opening A/R* and subtracting *Payments*.

Store:	Gallons	Date:
		Amount
Opening A/R Balance		
Residential LP	_____	
Commercial LP	_____	
Agricultural LP	_____	
MF/Other LP	_____	
Drop Ship	_____	
Kerosene	_____	
Diesel	_____	
Fuel Oil	_____	
Gasoline	_____	
Appliances		
Parts		
Service		
Other:		
Other:		
Other:		
Sales Tax		
Total Daily Sales	_____	
Total Payments		
Less: Credit Cards		
Less: Petty Cash Expenses		_____
Net Deposit		_____

Total Cash in Drawer	_____
	-
Less: Change Fund	_____
	-
Cash for Deposit	_____
	-
Checks for Deposit	_____
	-
Actual Deposit	_____
	-
Over/Short = Actual - Net Deposit	_____
	-
Closing A/R = Opening + Sales -	_____
Payments	-

Other options for balancing at the end of the day:

1. From the *Report Menu*, select **Customer Reports**.
2. Select **Option 2**
3. Choose #3 - *Totals/# of customers*. This will print the balance as of today.
4. Select *Option 7 Age Analysis*. Using today's date and select summary, print and compare both reports. The totals will match if in balance.