

END OF DAY

Cashing out requires accuracy. With LightSpeed's End of Day report, you can track each station's sales, payments, credits, and expected vs. actual totals. You can run the report at any point during the day, and reviewing daily station histories is done with a single mouse click.

You can choose to run a summarized or detailed report.

SUMMARIZED REPORT

1. Go to File>Print User Reports>End of Day
2. Choose the date you want to cash out.
3. Choose Summarized.
4. Choose Sales Station.
5. In the Tills window, enter your Beginning and Ending Tills, and your Actual Deposit
6. Click Print.

You get a Summarized End of Day report that shows Sales Totals, Payment summaries, Class Totals, and Till Totals.

DETAILED REPORT

1. Go to File>Print User Reports>End of Day
2. Choose the date you want to cash out.
3. Choose Detailed.
4. Choose Station.
5. In the Counted window, enter your actual totals for each Payment Method. Click OK.
6. In the Tills window, enter your beginning and ending tills (see below). The Actual Deposit will be auto-populated as a summary of all your counted totals in the previous window.
7. Click Print.

You get a Detailed End of Day report, showing Sales Totals, Payment Summaries, Class and Family Totals, Payment Details, Deposits, New Invoices, Old Invoices with payments made that day, Invoices Modified that day, and Invoices with Returns.

DEFINITION OF TERMS

Beginning Till - the till at the start of the day.

Ending Till - the till at the end of the day **after you have removed the funds for deposit.**

Funds For Deposit - the amount of cash and cheques that were entered into LightSpeed that day.

Estimated Deposit - the total of cash and cheques LightSpeed is expecting you to deposit.

Actual Deposit - the total of the cash/cheque you're actually depositing.

Difference - the difference between Actual Deposit and Estimated Deposit.

HISTORIES

Clicking the History button in the main End of Day window will produce a list of all End of Day reports. Double-clicking any entry will display that day's totals in the main window, which you can print using the Print button.

NOTE: LightSpeed allows you to decide whether or not you want to absorb any overages/shortages between the Estimated and Actual totals in your Till. For example, if the Beginning Till is \$100, the Cash total in LightSpeed indicates you took in \$100, but the Ending Till is only \$190, the Difference is \$10. If you want the Till to remain constant at \$100 for the next day, you can choose to short your deposit by \$10. Or, if you want the Funds for Deposit to equal the Estimated Deposit, you can choose to short your till, and make \$90 your Ending Till total.