

## Cash Drawer Calculator

### End of day reporting

This utility makes the task of balancing at the end of a business day easy.

The current date will be automatically showing in the first field. Simply insert the starting cash amount in the next field then insert the quantities of loose change and paper monies, the total of checks accepted, and the various credit card totals.

Then the utility will total all of the funds at the bottom and compare that to the day's transactions in the Manager database. Then you can print out

the Cash Drawer Utility to include with the bank deposit. See the next page for an example of the printout.

Custom Reports 2.0 - [Cash Drawer Calculator]
File Main Menu Edit Records Window Utilities

Report Generator
Tire Adjustment
Min/Max Adjuster
Cash Drawer
Tire Quote

CUSTOM REPORTS

### CASH DRAWER CALCULATOR

Date for End Of Day Deposit

Starting Amount (Change Fund)

**Instructions**

1. Enter date.
2. Enter amount in drawer at the start of day.
3. Enter number of coins and paper monies in drawer at the end of day.
4. Enter total amounts received for checks and credit cards.
5. Check amount over or short and make changes in Manager Plus if required.
6. Calculate new amount.
7. Print Deposit Recap Form.

**Coins**

	Loose	Rolls
Pennies	42	1
Nickels	20	1
Dimes	11	1
Quarters	20	2
.50ct	0	
Dollar coins	0	

**Checks**

Checks

**Paper Monies**

Ones	22
Fives	12
Tens	5
Twenties	4
Fifties	1
Hundreds	3

**Credit Cards**

Visa	\$4,960.60
MasterCard	\$2,250.00
Discover	<input type="text"/>
American Express	<input type="text"/>
Auto Pass	<input type="text"/>
Office (ROA) Only	<input type="text"/>
Credit Card A	<input type="text"/>
Credit Card B	<input type="text"/>
Credit Card C	<input type="text"/>
Credit Card D	<input type="text"/>

Clear All

Calculate Amount Over / Short

		DEPOSIT TOTALS FROM CASH DRAWER		
		Cash Drawer	Billed Out Invoice Totals	Amount Over/Short
Total Cash Deposit		\$472.02	\$440.96	\$31.06
Total Check Deposit		\$4,139.80	\$4,139.80	\$0.00
<b>Total Bank Deposit (Cash + Checks)</b>		<b>\$4,611.82</b>	<b>\$4,580.76</b>	<b>\$31.06</b>
		<b>Credit Cards</b>		
Visa		\$4,960.60	\$4,960.60	\$0.00
MasterCard		\$2,250.00	\$2,326.03	(\$76.03)
Discover		\$0.00	\$0.00	\$0.00
American Express		\$0.00	\$0.00	\$0.00
Auto Pass		\$0.00	\$0.00	\$0.00
Office (ROA) Only		\$0.00	\$0.00	\$0.00
Credit Card A		<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card B		<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card C		<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card D		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Credit Cards</b>		<b>\$7,210.60</b>	<b>\$7,286.63</b>	<b>(\$76.03)</b>
<b>DEPOSIT TOTALS</b>		<b>\$11,822.42</b>	<b>\$11,867.39</b>	<b>(\$44.97)</b>

**Billed Out Invoice Status**

A - Payment on Account	12
I - Payment on Invoice	47
D - Payment on Deposit	0
<b>Total Invoices</b>	<b>59</b>

Calculate New Amounts

Print Cash Drawer

Make sure you press the Tab or Enter key after entering new data. This forces the totals to re-calculate. Also, if you make changes in Mitchell Manager Plus, you must click the Calculate New Amounts button to update your changes.

# Cash Drawer Calculator (EOD) Deposit Recap Form

Date for End Of Day Deposit

Tires Plus West St. Paul  
1973 South Robert Street  
West St. Paul, Mn 55118  
651-455-0002

Starting Amount (Change Fund)

### Instructions

1. Enter date.
2. Enter amount in drawer at the start of day.
3. Enter number of coins and paper monies in drawer at the end of day.
4. Enter total amounts received for checks and credit cards.
5. Check amount over or short and make changes in Manager Plus if required.
6. Calculate new amount.
7. Print Deposit Recap Form.

### Coins

	Loose	Rolls
Pennies	<input type="text" value="42"/>	<input type="text" value="1"/>
Nickels	<input type="text" value="20"/>	<input type="text" value="1"/>
Dimes	<input type="text" value="11"/>	<input type="text" value="1"/>
Quarters	<input type="text" value="20"/>	<input type="text" value="2"/>
.50ct	<input type="text" value="0"/>	
Dollar coins	<input type="text" value="0"/>	

### Checks

Checks	<input type="text" value="\$4,139.80"/>
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### Paper Monies

Ones	<input type="text" value="22"/>
Fives	<input type="text" value="12"/>
Tens	<input type="text" value="5"/>
Twenties	<input type="text" value="4"/>
Fifties	<input type="text" value="1"/>
Hundreds	<input type="text" value="3"/>

### Credit Cards

Visa	<input type="text" value="\$4,960.60"/>
MasterCard	<input type="text" value="\$2,250.00"/>
Discover	<input type="text"/>
American Express	<input type="text"/>
Auto Pass	<input type="text"/>
Office (ROA) Only	<input type="text"/>
Credit Card A	<input type="text"/>
Credit Card B	<input type="text"/>
Credit Card C	<input type="text"/>
Credit Card D	<input type="text"/>

## Calculate Amount Over / Short

Coins	
Pennies	<input type="text" value="\$0.92"/>
Nickels	<input type="text" value="\$3.00"/>
Dimes	<input type="text" value="\$6.10"/>
Quarters	<input type="text" value="\$25.00"/>
.50ct	<input type="text" value="\$0.00"/>
Dollar Coins	<input type="text" value="\$0.00"/>
<b>Total Coins</b>	<b><input type="text" value="\$35.02"/></b>

Paper Monies	
Ones	<input type="text" value="\$22.00"/>
Fives	<input type="text" value="\$60.00"/>
Tens	<input type="text" value="\$50.00"/>
Twenties	<input type="text" value="\$80.00"/>
Fifties	<input type="text" value="\$50.00"/>
Hundreds	<input type="text" value="\$300.00"/>
<b>Total Paper Monies</b>	<b><input type="text" value="\$562.00"/></b>
<b>Total Cash (Coins+Paper)</b>	<b><input type="text" value="\$597.02"/></b>
Starting Amount	<input type="text" value="(\$125.00)"/>
<b>Total Cash Less Starting Amt</b>	<b><input type="text" value="\$472.02"/></b>

### DEPOSIT TOTALS FROM CASH DRAWER

	Cash Drawer	Billed Out Invoice Totals	Amount Over/Short
Total Cash Deposit	<input type="text" value="\$472.02"/>	<input type="text" value="\$440.96"/>	<input type="text" value="\$31.06"/>
Total Check Deposit	<input type="text" value="\$4,139.80"/>	<input type="text" value="\$4,139.80"/>	<input type="text" value="\$0.00"/>
<b>Total Bank Deposit (Cash + Checks)</b>	<b><input type="text" value="\$4,611.82"/></b>	<b><input type="text" value="\$4,580.76"/></b>	<b><input type="text" value="\$31.06"/></b>

Credit Cards			
Visa	<input type="text" value="\$4,960.60"/>	<input type="text" value="\$4,960.60"/>	<input type="text" value="\$0.00"/>
MasterCard	<input type="text" value="\$2,250.00"/>	<input type="text" value="\$2,326.03"/>	<input type="text" value="(\$76.03)"/>
Discover	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
American Express	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Auto Pass	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Office (ROA) Only	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Credit Card A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card B	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card C	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card D	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Credit Cards</b>	<b><input type="text" value="\$7,210.60"/></b>	<b><input type="text" value="\$7,286.63"/></b>	<b><input type="text" value="(\$76.03)"/></b>
<b>DEPOSIT TOTALS</b>	<b><input type="text" value="\$11,822.42"/></b>	<b><input type="text" value="\$11,867.39"/></b>	<b><input type="text" value="(\$44.97)"/></b>

### Billed Out Invoice Status

A - Payment on Account	<input type="text" value="12"/>
I - Payment on Invoice	<input type="text" value="47"/>
D - Payment on Deposit	<input type="text" value="0"/>
<b>Total Invoices</b>	<b><input type="text" value="59"/></b>