



# Balancing Act: Paladin Makes Cash Drawer Reconciliation Simple

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January 10, 2023

# **WHAT YOU'LL LEARN**

## Balancing Act:

Technology makes end of day reports easy

- Today's Register Balance
  - Check Deposit Report
  - Credit Card Deposit Report
- Paid Ins/Outs & Cash Drops
- Today's Comparative Revenue Report
- Detailed instructions and additional resources

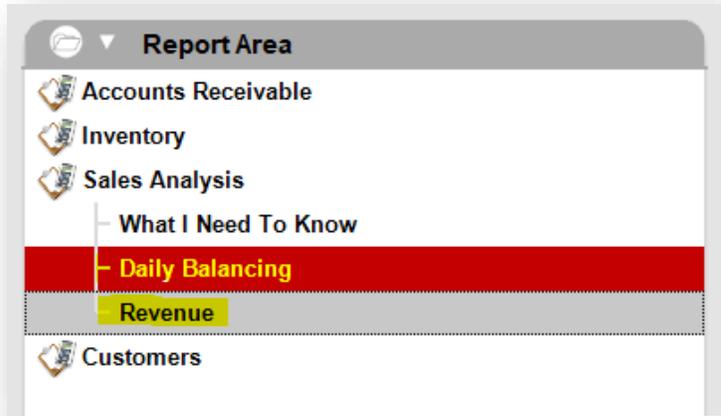
## Technology makes end of day reports easy

Paladin Mobile Access (AKA: Mobile<sup>1</sup>): <https://mobile.paladinpos.com/>

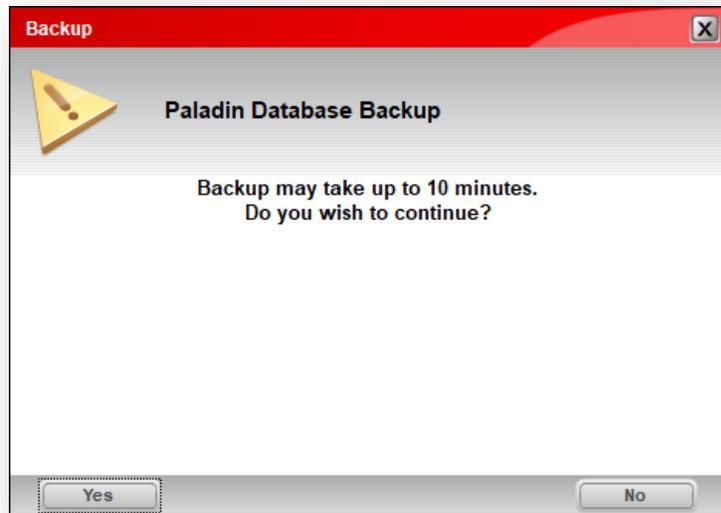


- **Old Method:** Manually summing up each invoice copy for each register to get register totals.
- **Paladin Method:** Paladin processes sale data in real-time, providing daily counts of cash, check, credit card amounts and more.
- Paladin also provides indispensable reports/tools, like Paladin Mobile Access, that tell you exactly how your store did/is doing in real-time.

## End-of-Day Reports

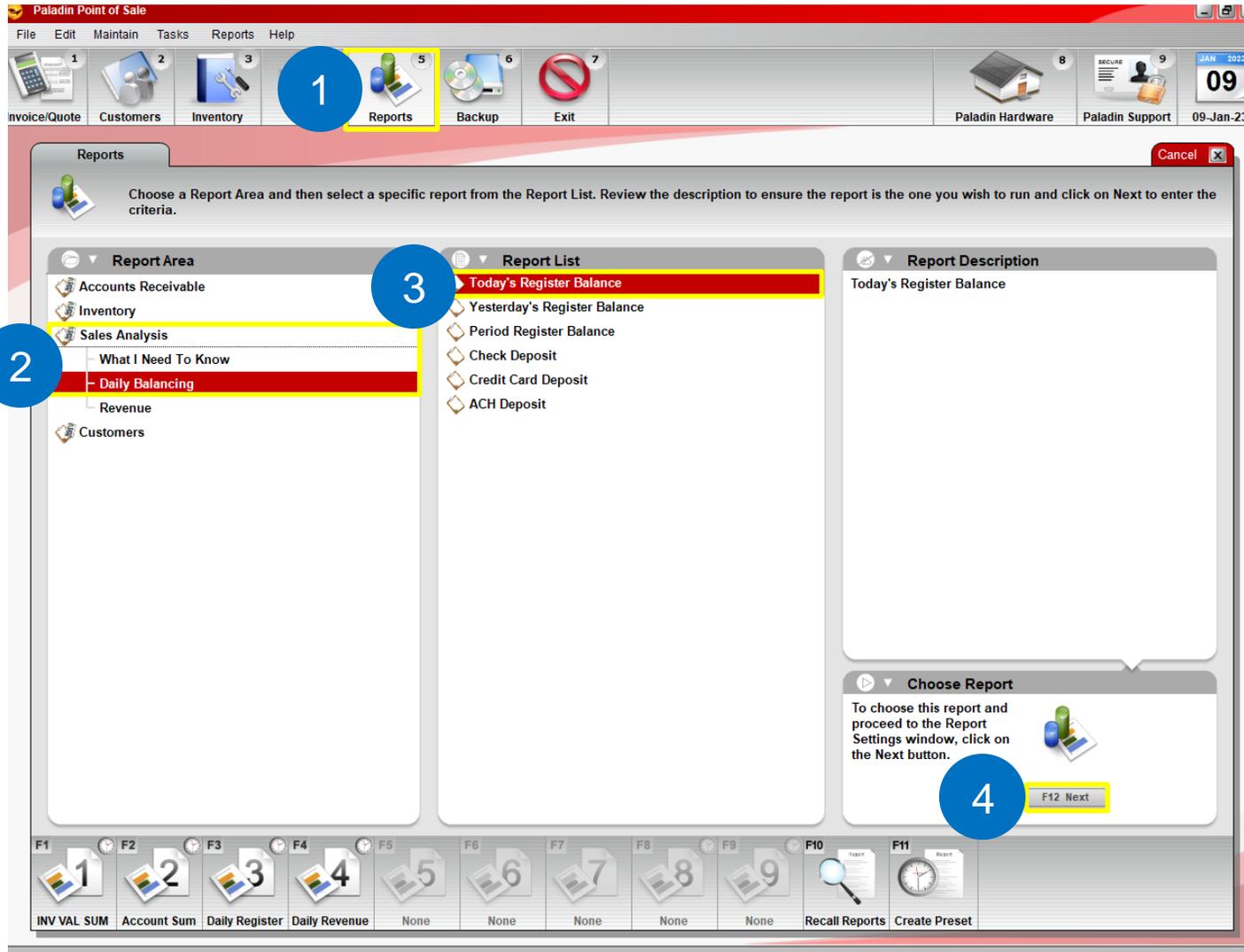


- There are two reports that Paladin recommends you run daily to help with your closing procedures:
  - Today's Register Balance Report
  - Today's Comparative Revenue Report



- **Note:** Paladin also suggest you backup your database on a regular basis. For information on this, refer to: [How to backup and copy a Paladin database to a USB drive](#)

# Today's Register Balance Report (part 1)



To create a Register Balance report:

1. In Paladin, on the top ribbon, select the **Reports** module.
2. In the **Report Area** pane, select **Sales Analysis > Daily Balancing**.
3. In the **Report List** pane, select one of the following reports:

Report	Balancing type
Today's Register Balance	Same day
Yesterday's Register Balance	Previous day
Period Register Balance	Time range

4. Click **F12 Next**.

## Today's Register Balance Report (part 2)

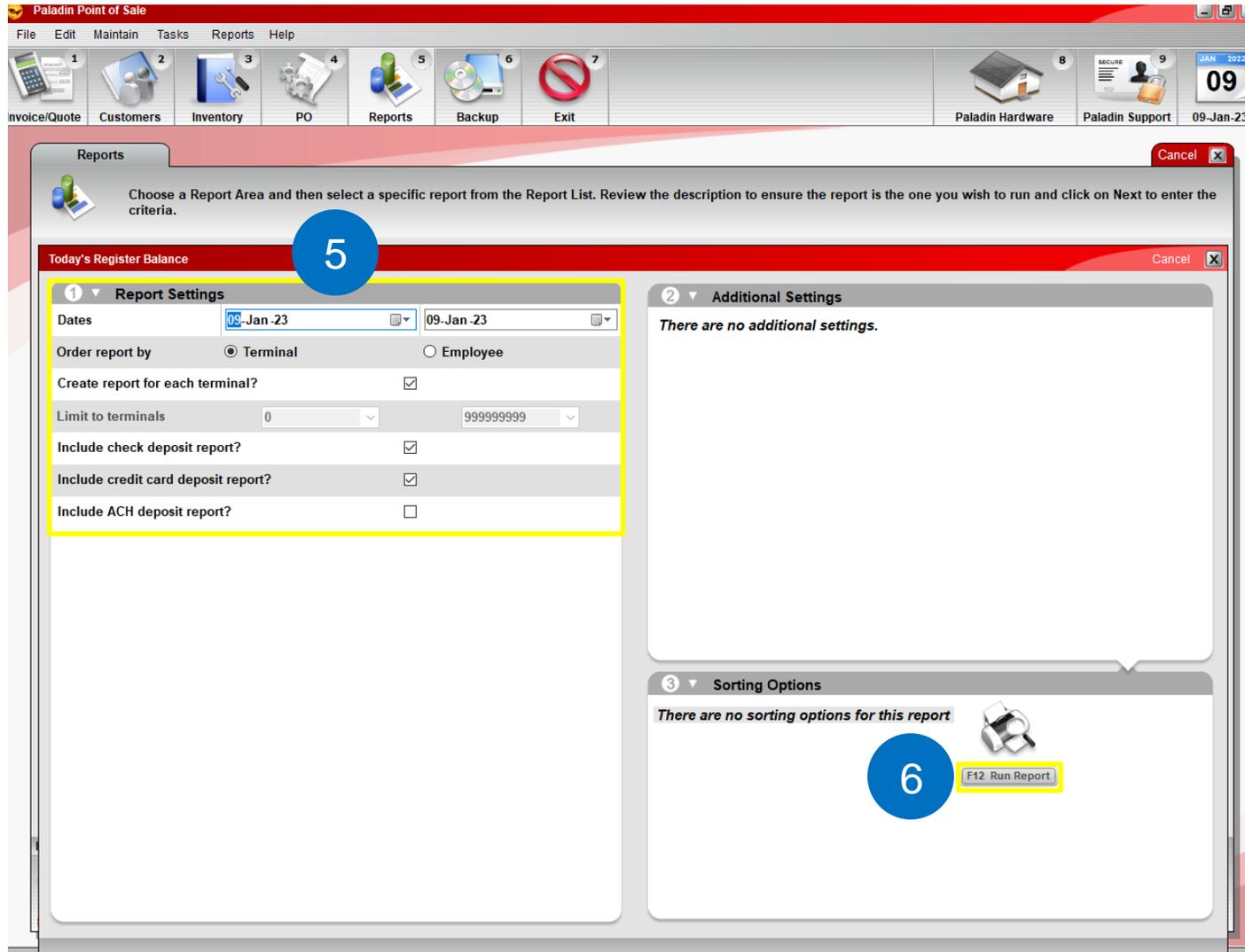
To create a Register Balance report:

5. In the Today's Register Balance window, in the **Report Settings** pane, select the sorting options of your choosing.

Default selections:

- Current Date
- Ordered by Terminal
- Includes Check Deposit & Credit Card Deposit reports

6. Click **F12 Run Report**.



## Today's Register Balance Report (part 3)

Paladin Hardware TODAY'S REGISTER BALANCE

SELECTION			OPTIONS		
ORDER REPORT BY	TERM	X EMP	SEARCH BETWN		
CREATE RPT FOR EACH TERMINAL	YES	X NO	09-Jan-23		
LIMIT RPT TO TERMINALS		NO LIMIT	AND		
INC CHECK DEPOSIT RPT	YES	X NO	09-Jan-23		
INC CREDIT CARD DEPOSIT RPT	YES	X NO			
INC PRICE EXCEPTION DETAILS	YES	NO X			
INC RETURNED SALES DETAILS	YES	NO X			
DETAIL SALES WITH LOW MARGINS	YES	NO X			
	BELOW	%			

REPORT OF TERMINAL #0017  
SUMMARY INFORMATION

TYPE	DETAIL	INV COUNT	SUB AMOUNT	TYPE TOTALS	ACTUAL
<b>CASH</b>					
	RECEIVED BY THE STORE	1	290.76		
	REFUNDED TO CUSTOMER	0	0.00		
	RETURNED AS CHANGE	0	0.00		
	CASH PAID IN(+)/OUT(-)	2	0.00		
	CASH DROP	0	0.00		
	<b>TOTAL CASH</b>		290.76		<b>290.76</b>
<b>CHECK</b>					
	RECEIVED BY THE STORE	2	451.03		
	REFUNDED TO CUSTOMER	0	0.00		
	<b>TOTAL CHECK</b>		451.03		<b>451.03</b>
	<b>CASH &amp; CHECK</b>		741.79		<b>741.79</b>

### Best End-of-Day Business Practices:

- Set a standard starting petty cash amount for each register. IE: \$150/drawer.
- Leave your starting petty cash in the drawer insert so it's ready for tomorrow, and then take out the rest for your deposit. **Note:** Make sure to swap out bills and/or coins from your starting drawer amount so you're not short any bills or coins in the morning.
- Count the deposit amount you took from the drawer (bills and coins). This should match to the penny the amount of cash for that terminal on the Today's Register Balance Report.
- Print Today's Register Balance Report and write in how much you have in the blank **ACTUAL** box adjacent to the printed Cash amount for that terminal. This should be exact.

## Paid Ins/Outs/Cash Drops (part 1)

### Best End-of-Day Business Practices:

- If you want to record your starting drawer amount for each register, then perform a Paid In of that amount on each terminal:
  1. In the **Invoice/Quote** module, on a blank invoice, select **F8 Checkout**.
  2. In the **Checkout** tab, select **F1 Cash**, and then type in the dollar amount you want to start with in that drawer.
  3. In the **Paid Out Details** window, type "Starting Petty Cash" in the Description field, and then click **<< Paid In**.
  4. The cash drawer will open for you to put in your starting amount, and a receipt will print for you to put in the drawer with the cash. The person who opens the next day should verify the count on this receipt when they come in.
- Paid Out = Using petty cash to pay for services.
- Cash Drop = Moving deposits from the drawer to the safe.

**Paid Out Details** Cancel X

Please enter the paid out details...



Amount: **\$ 150.00**

Description:

**<< Paid in**    Cash Drop >>    Paid Out >>

**STEP 1** → COMPLETE

**Paladin Hardware**  
 3626 NW Merchant Way  
 Bend, OR 97702  
 (406) 265-2414

CASH SALE

ITEM	QTY	SALE/REG	EXT
Mgr 1 change due approval for \$150.00			
Cash Paid In	1.00	0.00	0.00
	EACH		
Cash Paid In			
Starting Petty Cash			

SUBTOTAL \$ 0.00  
 TAX \$ 0.00  
**TOTAL \$ 0.00**

CASH 150.00

EMPLOYEE	TERM	INV#	TIME	DATE
1	17	576144	02:21	09-Jan-23

## Paid Ins/Outs/Cash Drops (part 2)

- When you take cash from the register to move it to a safer location, the Cash Drop feature provides accurate record keeping.
- The end-of-day reports include Cash Drop accounting.

Report	Cash Drop details
Today's Register Balance Report	<p>See each cash drop performed.</p> <ul style="list-style-type: none"><li>• Total cash drops appear as a negative amount.</li><li>• Total Cash amount should equal exactly what is in the register.</li><li>• At the end of the report is a sub-report of each cash drop.</li></ul>
Today's Comparative Revenue Report	<ul style="list-style-type: none"><li>• If no cash drops were made, the Cash Drop amount will be zero.</li><li>• If cash drops were made, the Cash Drop amount will be negative.</li></ul>

# Check Deposit Report

Paladin Hardware

## CHECK DEPOSIT LIST

PAGE 1

SELECTION	BEGINNING	ENDING
DATE RANGE	09-Jan-23	09-Jan-23
ORDER REPORT BY		TERM X EMP

OPTIONS

SORTATION		
SORT BY	TERMINAL	X UP DOWN
THEN BY	SORT 2 LBL	X UP DOWN
THEN BY	SORT 3 LBL	X UP DOWN

DATE STAMP
RAN ON 09-Jan-23
AT 17:03
EMP# 1

LINE #	TERM NO	INV NUMBER	CHECK NUMBER	NAME	AMOUNT	LINE #	TERM NO	INV NUMBER	CHECK NUMBER	NAME	AMOUNT
1	4	4027972	*6327469	RDF STEWARD, LLC	93.33	2	4	4027986	8598	D AND S RV PARK	6.97
Total for TERM 4											100.30
1	5	4027979	*0657058	CHS BIG SKY FORT BENTON	71.28	2	5	4027996	6546	RUSSEL DARLINGTON	17.20
3	5	4028016	14548	GOLDEN AGE CENTER	7.29	4	5	4028037	3769	DARRELLS BODY SHOP	90.62
Total for TERM 5											186.39
GRAND TOTAL											286.69

- Records every check received for the day (back office or front counter) with subtotal by terminal, and grand total at the bottom.
- Helps identify missing checks to track down.

# Credit Card Deposit Report (part 1)

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## CREDIT CARD DEPOSIT LIST

PAGE 1

SELECTION	BEGINNING	ENDING
DATE RANGE	09-Jan-23	09-Jan-23
ORDER REPORT BY		TERM X EMP

OPTIONS

SORTATION			
SORT BY	TERMINAL	X	UP DOWN
THEN BY	SORT 2 LBL	X	UP DOWN
THEN BY	SORT 3 LBL	X	UP DOWN

DATE STAMP
RAN ON 09-Jan-23
AT 17:03
EMP# 1

LINE #	TERM NO	INV NUMBER	CARD NUMBER	NAME	AMOUNT	LINE #	TERM NO	INV NUMBER	CARD NUMBER	NAME	AMOUNT
1	4	4027970	**1410	CARDHOLDER/VISA	19.91	2	4	4027985	**7788	Shirley Robertson	79.47
3	4	4027992	**0276	RONALD F BROSIUS/	66.65	4	4	4028001	**2727	CARDHOLDER/VISA	24.26
5	4	4028002	**8280	NATHAN J THOMAS/	2.19	6	4	4028005	**3661	MEEKS/ KRAIG	17.58
7	4	4028014	**9070	M&K HEATING & AIR COND	30.74	8	4	4028025	**5608	SIELER/LAURA L	49.27
9	4	4028035	**6010	Gorden Buckentin	12.93	10	4	4028040	**8549	HARTMAN/ARLENE D	14.99
11	4	4028041	**9344	APRIL D SCHMELE/	12.99						

 Total for TERM 4 330.98

1	5	4027976	**4174	MANNING/ DIANA	36.94	2	5	4027980	**4824	CAMPBELL/JOHN	3.79
3	5	4027983	**5060	RICHARD CLACK	12.28	4	5	4027984	**4490	HADFORD/DAVID	30.97
5	5	4027987	**9473	VANOVERBECK/AMBER S	8.00	6	5	4028003	**3714	GRAY/ CONNLEE	629.99
7	5	4028007	**2135	JENNINGS-KING/S	22.27	8	5	4028010	**1745	CONNOR A SCHNABEL/	1.78
9	5	4028012	**1809	STARK/JOE J	42.98	10	5	4028019	**2226	NESTORICK/ MARTHA K	85.53
11	5	4028020	**7405	BOUGH/JUNE M	55.85	12	5	4028027	**5616	CARDHOLDER/VISA	62.46
13	5	4028032	**5930	CARDHOLDER/VISA	29.71	14	5	4028036	**8387	HOWARD PETTY	9.38

 Total for TERM 5 1031.93

- Records every credit card transaction processed for the day with subtotal by terminal.

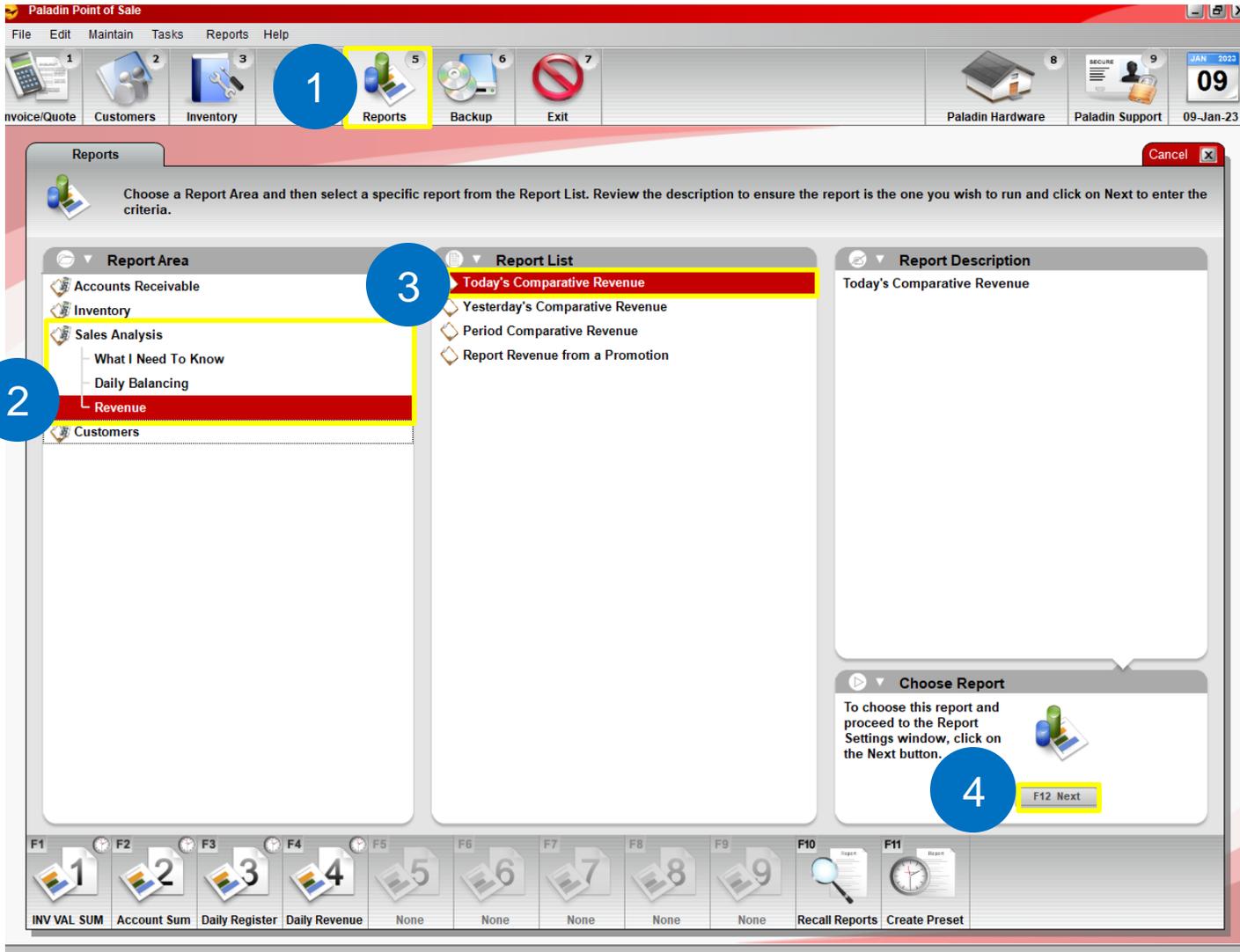
## Credit Card Deposit Report (part 2)

								<b>GRAND TOTAL</b>	<b>1362.91</b>
CARD TYPE DETAILS									
VISA	MasterCard	Discover	American Express	Debit	EBT	GIFT	Unknown	Total	
\$402.69	\$22.27	\$49.27	\$0.00	\$888.68	\$0.00	\$0.00	\$0.00	\$1362.91	
NON-SWIPE CARDS									
Total #	AVS Verified (Best Discount)		Partial AVS (Some Discount)		Non-AVS (No Discount)				
2	\$12.93		\$79.47		\$0.00				

- Records grand total of all credit cards at the bottom so you can match this to the credit card batch from the credit card processor.
- Records breakdown of credit card transactions by card type.
- Includes breakdown non-swiped cards/Cards not present (manually entered or cards on file), with Address Verification System (AVS) information.



# Today's Comparative Revenue Report (part 1)



The screenshot shows the 'Paladin Point of Sale' application window. The top ribbon has several modules: Invoice/Quote, Customers, Inventory, Reports (highlighted with a blue circle '1'), Backup, and Exit. The Reports module is active, showing a 'Report Area' pane with a tree view where 'Sales Analysis > Revenue' is selected (highlighted with a blue circle '2'). The 'Report List' pane shows several reports, with 'Today's Comparative Revenue' selected (highlighted with a blue circle '3'). The 'Report Description' pane shows the details for the selected report. At the bottom, a 'Choose Report' dialog box is visible with an 'F12 Next' button highlighted (blue circle '4'). The bottom status bar shows function keys F1 through F11, with F12 being the 'Next' button.

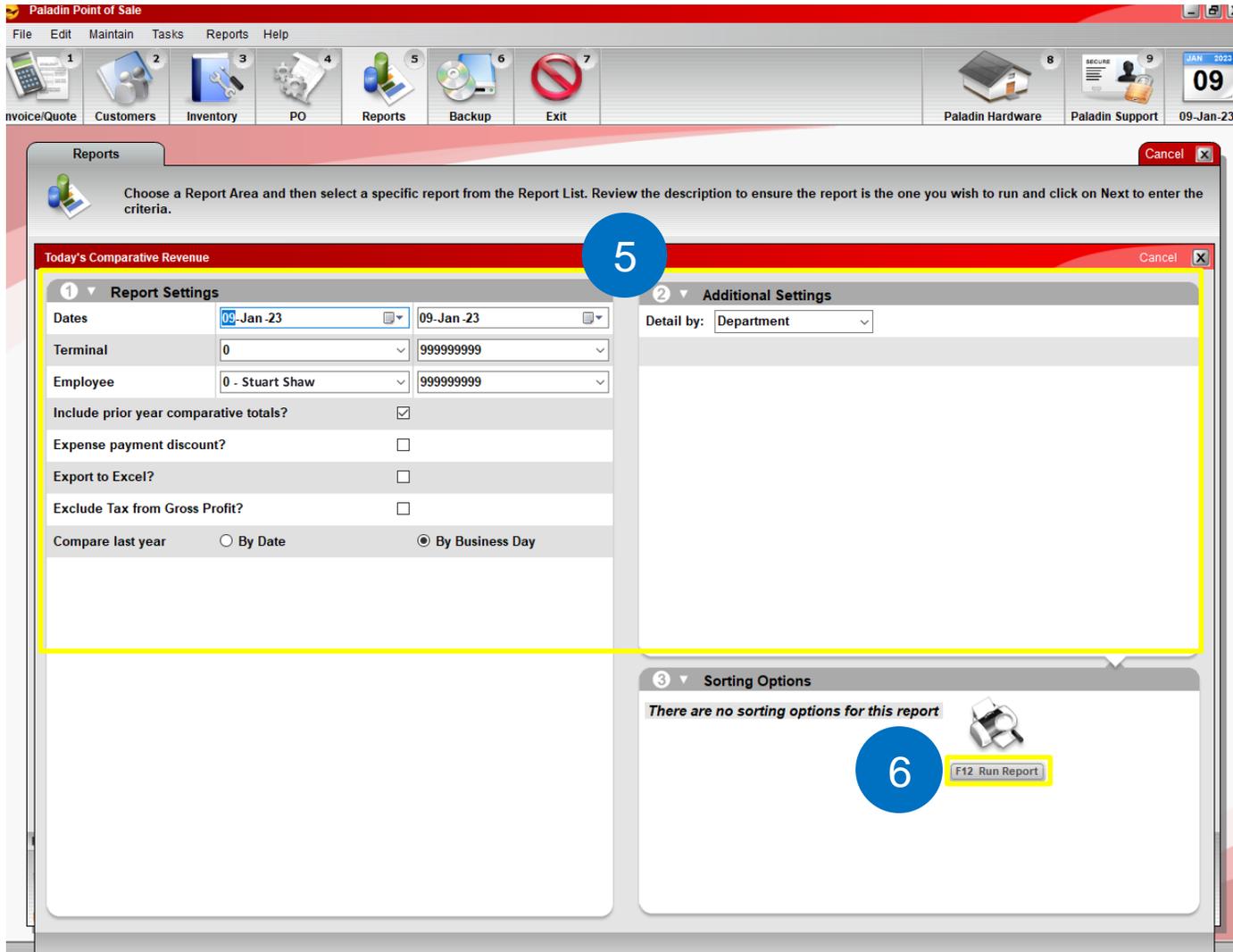
To create a Comparative Revenue report:

1. In Paladin, on the top ribbon, select the **Reports** module.
2. In the **Report Area** pane, select **Sales Analysis > Revenue**.
3. In the **Report List** pane, select one of the following reports:

Report	Balancing type
Today's Comparative Revenue	Same day
Yesterday's Comparative Revenue	Previous day
Period Comparative Revenue	Time range

4. Click **F12 Next**.

## Today's Comparative Revenue Report (part 2)



To create a Comparative Revenue report:

- In the **Today's Comparative Revenue** window, in the **Report Settings and Additional Settings** panes, select the sorting options of your choosing.

Default selections:

- Current Date
- Including sales for all Terminals and Employees
- Includes prior year comparative totals by business day
- Includes Tax amount in the Gross Profit
- Breakdown of revenue by Department

- Click **F12 Run Report**.

# Today's Comparative Revenue Report (part 3)

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**TODAY'S COMPARATIVE REVENUE**

PAGE 1

SELECTION	BEGINNING	ENDING
EMPLOYEE	0	999999999
TERMINAL	0	999999999
SHOW PRIOR YEAR COMPARATIVE TOTALS?		X
DETAIL BY DEPARTMENT?		X

THIS PERIOD	
SEARCH BETWN	
Monday	09-Jan-23
Monday	09-Jan-23

LAST YEAR	
SEARCH BETWN	
Sunday	09-Jan-22
Sunday	09-Jan-22

DATE STAMP
RAN ON 09-Jan-23
AT 20:01
EMP# 1

**REVENUE SOURCES**

SOURCE	THIS PERIOD			LAST YEAR		
	REVENUE AMOUNT	% OF SALES	# OF INV	REVENUE AMOUNT	% OF SALES	# OF INV
CASH	1426.07	15.5%	199	927.76	17.9%	145
CHARGE	567.10	6.2%	15	46.66	0.9%	3
CHG CARD	7182.98	78.1%	186	4204.34	81.2%	125
CHECK	0.00	0.0%	0	0.00	0.0%	0
WEBSTORE	16.98	0.2%	1	0.00	0.0%	0

**CASH SOURCES**

SOURCE	THIS PERIOD		LAST YEAR	
	CASH AMOUNT	% OF CASH	CASH AMOUNT	% OF CASH
CASH	1426.07	11.3%	927.76	18.1%
CHG CARD	7182.98	57.1%	4204.34	81.9%
CHECK	3978.68	31.6%	0.00	0.0%
PAID OUT	0.00		0.00	
CASHDROP	-1426.00		-928.00	

NET \$	<input type="text" value="9193.13"/>	<input type="text" value="100%"/>	<input type="text" value="5178.76"/>	<input type="text" value="100%"/>
GROSS \$	<input type="text" value="+9340.54"/>	<input type="text" value="-147.41"/>	<input type="text" value="+5234.99"/>	<input type="text" value="-56.23"/>
CUSTOMER COUNT	<input type="text" value="311"/>		<input type="text" value="207"/>	

TOTAL	<input type="text" value="11161.73"/>	<input type="text" value="100%"/>	<input type="text" value="4204.10"/>	<input type="text" value="100%"/>
ROA	<input type="text" value="3978.68"/>	DSCNT	<input type="text" value="135.00"/>	

## Today's Comparative Revenue Report (part 4)

LINE #	DEPT ID	DEPT NAME	THIS PERIOD				LAST YEAR			
			NUMBER OF ITEMS	SALES COST	REVENUE	MARGIN	NUMBER OF ITEMS	SALES COST	REVENUE	MARGIN
1	10	CLEANING SUPPLIE	33	182.55	411.67	55.7%	36	137.46	291.93	52.9%
2	14	PAINT AND PAINT	131	1214.72	2574.42	52.8%	87	579.60	1271.52	54.4%
3	20	HAND TOOLS AND T	43	249.64	645.49	61.3%	46	180.06	507.35	64.5%
4	30	FLASHLIGHTS / LI	17	126.74	260.62	51.4%	12	80.16	188.83	57.6%
5	34	ELECTRICAL SUPPL	28	136.11	394.85	65.5%	25	85.85	266.08	67.7%
6	40	PLUMBING SUPPLIE	91	410.15	1107.50	63.0%	38	112.19	318.10	64.7%

24 TAX

567.17

337.82

TOTALS

592

3546.71

9193.13

58.9%

485

1902.40

5178.76

60.7%

GROSS PROFIT

5646.42

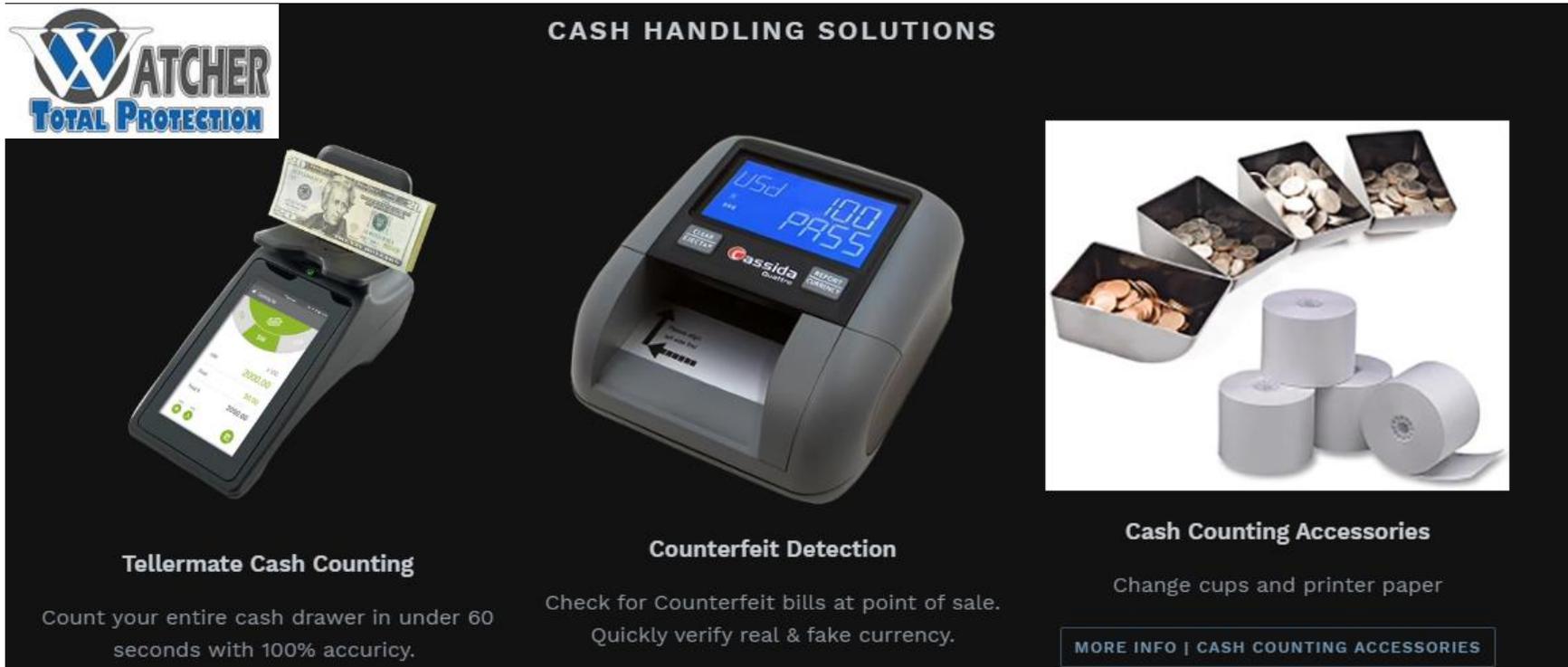
3276.36

### SALES TAX DETAIL

STATE		THIS PERIOD	THIS PERIOD	THIS PERIOD
		TAX APPLIED	TAXABLE SALES	EXEMPT SALES
1	Non Taxable	0.00	0.00	350.49
2	State Taxes	567.17	8111.67	170.71
3	INVOICE NON-TAXED	0.00	0.00	16.98
	Total State Tax	567.17	8111.67	538.18

## Alternative Cash Counting Options

1. Online cash calculators
2. Excel document with formulas to calculate dollar amounts
3. Cash drawer inserts and scales from Paladin's partner: **Watcher Total Protection**  
<https://watcherprotect.com/pages/cash-handling>



**WATCHER**  
**TOTAL PROTECTION**

**CASH HANDLING SOLUTIONS**

**Tellermate Cash Counting**  
Count your entire cash drawer in under 60 seconds with 100% accuracy.

**Counterfeit Detection**  
Check for Counterfeit bills at point of sale. Quickly verify real & fake currency.

**Cash Counting Accessories**  
Change cups and printer paper

[MORE INFO | CASH COUNTING ACCESSORIES](#)

## Learn More

To learn more, see the following resources in our [Help Portal](#)

- [How to run End of Day reports](#)
- [How to create a Register Balance report](#)
- [Credit card Deposit report](#)
- [Cash Drop](#)

A recording of this webinar will be available at [portal.paladinpos.com/webinars](http://portal.paladinpos.com/webinars).

## Next Webinar:

The devil in the dump SKU

January 31

9am PT

<https://portal.paladinpos.com/webinars/>



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