

Burrell Business Systems

Samsung/Sam4s Drawer Balancing Sheet

| | | |
|---------------------------|----|---|
| <i>DRWR TTL</i> | \$ | |
| INITIAL Cash | \$ | - |
| Cash In Drawer | \$ | + |
| Checks In Drawer | \$ | + |
| Charge Rcpts In Drawer | \$ | + |
| In Drawer Total | \$ | = |
| R/A | \$ | + |
| P/O | \$ | + |
| Cash Sales | \$ | + |
| Check Sales | \$ | + |
| Charge Sales | \$ | + |
| Total Sales & Adjustments | \$ | = |

1. Write the initial/opening amount of cash in the *Initial Cash* field.
2. Count the cash, checks, and charge receipts from drawer.
3. Write the counted amounts from step two in the first set of white blanks.
4. Write the values from the register's financial report in the second set of white blanks.
5. Write the value from the register's *DRWR TTL* in the gray *DRWR TTL* blank.
6. Add the values listed to calculate *In Drawer Total* and *Total Sales & Adjustments*.

The gray values should equal each other.