

Standard Operating Procedure (SOP): Daily Sales Reconciliation and End-of-Day Reporting

This SOP details the **daily sales reconciliation and end-of-day reporting** process, ensuring accurate financial tracking and accountability. It covers procedures for verifying sales transactions, balancing cash registers, resolving discrepancies, compiling sales reports, and securely submitting end-of-day summaries. The objective is to maintain precise sales records, support financial audits, and enhance operational transparency.

1. Scope

This procedure applies to all personnel responsible for sales transactions, cash handling, and reporting at [Company/Store Name].

2. Responsibilities

- **Cashiers:** Accurately record transactions and assist with reconciliation.
- **Supervisors/Managers:** Oversee reconciliation, review reports, and resolve discrepancies.
- **Finance/Accounting:** Audit and archive daily reports.

3. Required Materials/System Access

- Point-of-Sale (POS) system access
- Cash register keys and cash drawers
- Daily sales log or reconciliation form
- Calculator (if needed)
- Secure storage/safe

4. Procedure

1. Record All Transactions

- Ensure every sale is entered into the POS system and provided with a receipt.

2. Generate End-of-Day Reports

- At closing, run the daily sales report from the POS system.
- Print or save the report as per company protocol.

3. Count Cash and Reconcile Registers

- Count all cash, checks, and vouchers in the register.
- Compare physical totals against POS/end-of-day reports.

4. Verify Credit/Debit Card Transactions

- Review POS summary for card transactions.
- Cross-check with bank/merchant processor receipts.

5. Resolve Discrepancies

- If totals do not match, recount and investigate.
- Document reasons for discrepancies and actions taken.

6. Complete Sales Reconciliation Form

- Fill out all required sections, including:
 - Opening and closing cash amounts
 - Total sales (by payment method)
 - Overages/shortages
 - Signatures of responsible staff

7. Secure Funds

- Deposit cash in safe or as per company procedure.
- Secure checks/vouchers.

8. Submit Reports

- Send electronic or physical reports to accounting/management.
- Archive copies according to policy.

5. Example of Sales Reconciliation Table

Payment Method	Reported (POS)	Counted	Difference	Notes
Cash	\$500.00	\$500.00	\$0.00	
Credit/Debit Cards	\$1,200.00	\$1,200.00	\$0.00	
Checks	\$100.00	\$100.00	\$0.00	

6. Documentation and Recordkeeping

- Retain all reports, forms, and supporting documentation for a minimum of [X] years.
- Store hard copies in a secure location; upload electronic copies to approved drives.

7. Review and Audit

- Supervisors should routinely review procedures for compliance.
- Finance/Accounting will conduct periodic audits of daily reconciliations and reports.

This SOP should be reviewed and updated annually, or as procedures change.