

Tender Balance Report

The Tender Balance Report summarizes actual tender and compares it against the expected amount owed based on sales within the selected date range. The amount owed to the restaurant is calculated by the POS, with the report displaying any discrepancies between actual totals and expected totals.

Data is grouped using the following fields:

- **Store**
- **Business Date**
- **Day of the Week**
- **Month**
- **Quarter**
- **Year**

Data is broken into the following categories:

- **Calc Tendered** – The total amount of money that should have been received based off of calculations from the POS.
- **Actual Tendered** - The total amount of money collected based on employee cash outs.
- **Over/Short** - Displays an overage or shortage of money collected by comparing Calc Tendered against Actual Tendered.
- **Pay In** – Money paid to the store for a non-sales transaction.
- **Pay Out** – Value of cash paid out from POS for various expenses.
- **Cash** - Indicates if a payment is made with currency (i.e. cash) or non-currency (i.e. credit). 1=Currency, 0=Non-currency. Currency is any type of payment method that requires that the customer receive change.