

OPERATIONS & BOOKKEEPING

Gas Station Daily Cash Report: How to Reconcile Every Day

A daily cash report compares what the register says you sold with what you collected and deposited. Done every day, it catches shortages and missing deposits while they are still small.

A daily cash report is a one-page summary of a day's sales and where the money went. It answers one question: did the money collected match what the register says was sold? A station that checks this every day finds a short drawer, a missing deposit or a card gap within hours. A station that checks it once a month finds the same problem weeks later, when nobody remembers what happened.

Short answer

A daily cash report compares what the POS says you sold with what you collected, and shows the difference as over or short. Do it every day, count the cash with two people, and look into any gap the same day.

What goes on a daily cash report

The report has three parts: what was sold, what was collected, and what was deposited.

- **POS sales by stream:** fuel, store, car wash, food and other.
- **Pass-through items:** lottery sales and payouts, sales tax collected, gift card sales.
- **Collected by tender:** cash counted, card batch, fleet cards, EBT and any other tender.
- **Deposits:** cash deposited, and card deposits when they arrive.

How to calculate over and short

The arithmetic is simple:

1. **Total expected** = fuel + store + car wash and other + lottery sales - lottery payouts + sales tax + gift card sales
2. **Total collected** = cash + card + fleet + EBT + other tender
3. **Over or short** = total collected - total expected

A negative number means short. A positive number means over. Here is an illustration with made-up figures:

Day	Expected	Collected	Over / short
Monday	\$11,240	\$11,238	-\$2.00
Tuesday	\$10,905	\$10,905	\$0.00
Wednesday	\$12,310	\$12,262	-\$48.00
Thursday	\$11,780	\$11,783	+\$3.00

Monday, Tuesday and Thursday are normal. Wednesday is the day to look at. What happened, who was on the register, and was there a lottery payout or a refund that was not entered? Our guide to [cash over and short](#) covers the usual causes.

Skip the arithmetic. Let a spreadsheet do it.

[Get the free daily reconciliation template \(Excel\)](#)

The daily routine, step by step

1. **Close the shift or day in the POS** and print or save the end-of-day report.
2. **Count the cash** with a second person present, and record the count.
3. **Enter the POS figures** into the report: sales by stream, lottery, tax and gift cards.
4. **Enter the tenders:** cash counted, card batch, fleet, EBT.
5. **Check over and short.** Investigate anything above your tolerance the same day.
6. **Deposit the cash** and keep the deposit slip with the report.
7. **Sign and file it**, on paper or digitally.

Why card deposits are checked monthly

Card money reaches your bank a day or more after the sale and net of fees. Comparing one day of card batches with one day of deposits will rarely tie. Match them over the month and explain the difference with your processor statement. Fleet cards often settle on a different schedule again.

Controls that make the report worth trusting

- **Two people count the cash**, and the counter is not the person who rang the sales.

- **Deposit promptly**, and compare the deposit slip with the count.
- **Use safe drops** during the day so a drawer never holds more cash than it needs.
- **Tie to the POS report**, not to a number someone typed from memory.
- **Review patterns weekly** by register, shift and employee, not just the single day.

Common mistakes

- Leaving lottery payouts off the report, which makes the store look short.
- Treating sales tax and gift card sales as income.
- Ignoring small daily gaps when the same register is short again and again.
- Filling in the report from memory at the end of the week.

Our free [daily cash and sales reconciliation template](#) does the calculations for you and highlights any day outside your tolerance. For the bigger picture, read how a [month-end close](#) builds on the daily numbers, or see our [POS daily sales reconciliation service](#).

Quick answers

What is a daily cash report?

A one-page summary of a day at the store: what the POS says was sold, what was collected by each tender, the difference, and what was deposited.

How much over or short is acceptable?

A few dollars either way on a busy day is common. What matters is the pattern: the same register or shift, or gaps that keep growing.

Should I do it every day?

Yes. Daily checking finds problems while the cause can still be traced. The monthly close then reviews the totals.

Who should prepare the daily report?

Ideally someone other than the person handling the register or the count. Where that is not possible, have the owner or manager review and sign it.

Can I use the same report for several shifts?

Yes. Add a row for each register or shift so you can see where a gap comes from.

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