

Control Sheets & Daily Statistics


Have you noticed that Control Sheet and Daily Statistics totals don't always match? This is because they are tracking different information.

Control Sheets and Daily Statistics are a system of checks and balances. Although these two collections of system totals are significantly different and serve different purposes, under some circumstances they do balance with each other. The primary differences between them are:

Control Sheets

- **Time Driven:** Control Sheets are printed on demand, allowing the user to control the reporting period without the consideration of dates. Control Sheet totals reflect **all** transactions posted, and other tracked items, since the last time it was printed and accepted. Transaction or other dates are not considered; everything since the last Control Sheet was printed and accepted is included.
- **Transactions:** Transactions cannot be added to a Control Sheet once it has been accepted. Transactions are printed on the Journal of Transactions, optionally included with the Control Sheet, in the order they were posted regardless of transaction dates. Everything posted since the last Control Sheet was printed and accepted is included on all reports included with the Control Sheets.
- **Printing:** Once accepted, a Control Sheet cannot be reprinted. This protects data from being manipulated and creates a strict audit control of transactions posted into or deleted out of the database.
- **Deleted Transactions:** Deleted transactions are included on the next Control Sheet after they occur. The initials of the user who deleted the transaction along with and the original date of the transaction are included in the reporting.

Daily Statistics

- **Date Driven:** Daily Statistics provides a collection, by date, of all transactions posted.
- **Transactions:** Transactions can be added to Daily Statistics by using the particular posting date. Transactions that are "back posted" are included on the currently open Control Sheet, but can be found under the posted date in Daily Statistics.
- **Printing:** A daily journal for any date can be printed or reprinted at any time from Daily Statistics. To print a daily journal:
 - On the *Main Menu* click **Daily Statistics**.
 - Click the date for the report.
 - Click **Review transactions for day**.
 - Click  and choose your print option from the drop down menu
- **Deleted Transactions:** A transaction that is deleted is subtracted from the statistics and the totals are adjusted for the date the transaction was originally posted to. If a new daily journal is printed, the change will be reflected.

Daily Statistics and Control Sheet totals will match *only* under these circumstances:

- All posting for *one date* is completed before printing and accepting the Control Sheets.
- No more transactions for the date are posted after the Control Sheets have been accepted.
- Transactions are never back posted*.
- Transactions from a prior date haven't been deleted.

* Sometimes circumstances require a transaction to be posted to a prior day. Datacon recommends that all transactions be posted to the correct date. However, back posting will cause the Control Sheet and Daily Statistics totals for the current date to differ.

What about the Deposit Slip totals?

The Deposit Slip is similar to the Control Sheets in that it is not driven by date; it is a collection of transactions posted since the last Deposit Slip was printed and accepted. The Deposit Slip can be printed at any time and, like the Control Sheets, once the Deposit Slip is accepted it can't be reprinted.

The Deposit Slip total and **Cash Receipts** for **Today** on the Control Sheets will *only* match if:

- The Deposit Slip is printed and accepted at the same time as the Control Sheet and no cash receipt transactions are posted or deleted in between.
- A cash receipt transaction from a prior Control Sheet period was not deleted during this Control Sheet period.

Questions? Contact the staff at Datacon for help.

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