Daily Cashier Report

SCHOOL _____   CITY/STATE _____

Day 1 _____   Cashier _____

(DATE)   (Name or Initials)

- **AFTER** you have practiced on the register and are ready to begin your shoppe, Run an "X" Total **BEFORE** you begin. Turn key to "X" and press "CA/Amt Tend"
- Write the "X" Total on LINE 2. Example: On the Register tape look for this area:

> NET TOTAL No   789
> $1,234.56 →

The "X" total is **$1,234.56**

- Turn key back to REG. Run your sale!

Line 1 $ _____ (minus) _____ Line 2 $ _____ (equals) $ _____

(X at END of day)   (X at BEG of day)   (TOTAL SALES)

- Run an "X" Total **AT THE END** of the day and write it on LINE 1.
- Subtract Line 2 from Line 1 which gives you the TOTAL of TODAY'S sales.
- The TOTAL should match the amount of money in the cash drawer LESS the amount of your start-up change.
- **KEEP ALL** of the "X" Total register tapes to turn in at the end of your sale.

Day 2 _____   Cashier _____

Line 1 $ _____ — Line 2 $ _____ = $ _____

(X at END of day)   (Line 1 from Yesterday)   (TOTAL SALES)

- Write the amount of **YESTERDAY'S Line 1** on today's LINE 2.
- Turn key back to REG. Run your sale!
- Run an "X" Total **AT THE END** of the day and write it on LINE 1.
- Do the math!

Day 3 _____   Cashier _____

Line 1 $ _____ — Line 2 $ _____ = $ _____

(X at END of day)   (Line 1 from Yesterday)   (TOTAL SALES)

(Same as Day 2)

Day 4 _____   Cashier _____

Line 1 $ _____ — Line 2 $ _____ = $ _____

(X at END of day)   (Line 1 from Yesterday)   (TOTAL SALES)

(Same as Day 3)

Day 5 _____   Cashier _____

Line 1 $ _____ — Line 2 $ _____ = $ _____

(X at END of day)   (Line 1 from Yesterday)   (TOTAL SALES)

(Same as Day 4)

- If you run your sale longer than 5 days, please attach additional days.
- When sale is over, use this information to complete the "No Inventory Billing Form."

Please turn in this sheet, "X" Total Tapes, No Inventory Billing Form, and Payment at the conclusion of your sale.

Thank you so much! We appreciate your business!