



DAILY SALES REPORT

DATE

LOCATION



Need help? Hover over the question marks.

AM

SHIFT SUMMARY

Employee Name: Sales (Shift Report): Cash (Counted): Cash on Shift Report: Cash +/-:

Trans Qty: Ticket Average: Total Collected (Cash + Credit): Credit Totals Report: Credit on Shift Report: Credit +/-:

Till Variance: Till Variance Reason:

SHIFT START

SHIFT END

OPENING TILL

PENNIES

NICKELS

DIMES

QUARTERS

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

PRE-DROP TILL

PENNIES

NICKELS

DIMES

QUARTERS

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

DROP CASH TO \$250

PROJECTED DROP (Do not drop change)

DROP SUMMARY

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

DROP TOTAL

POST-DROP TILL

PENNIES

NICKELS

DIMES

QUARTERS

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

AM CHANGE BOX

PENNIES roll(s)

NICKELS roll(s)

DIMES roll(s)

QUARTERS roll(s)

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

PM

SHIFT SUMMARY

Employee Name: Sales (Shift Report): Cash (Counted): Cash on Shift Report: Cash +/-:

Trans Qty: Ticket Average: Total Collected: Credit Totals Report: Credit on Shift Report: Credit +/-:

Till Variance: Till Variance Reason:

SHIFT START

SHIFT END

PM STARTING TILL

PENNIES

NICKELS

DIMES

QUARTERS

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

PRE-DROP TILL

PENNIES

NICKELS

DIMES

QUARTERS

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

DROP CASH TO \$250

PROJECTED DROP (Do not drop change)

DROP SUMMARY

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

DROP TOTAL

POST-DROP TILL

PENNIES

NICKELS

DIMES

QUARTERS

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

PM CHANGE BOX

PENNIES roll(s)

NICKELS roll(s)

DIMES roll(s)

QUARTERS roll(s)

ONES

FIVES

TENS

TWENTIES

FIFTIES

HUNDREDS

OTHER

TOTAL

ADDITIONAL DROPS

ONES	FIVES	TENS	TWENTIES	FIFTIES	HUNDREDS	OTHER	DROP TOTAL	EMPLOYEE	TIME	DAILY DROP TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CHANGE EXCHANGE

IN	OUT	EMPLOYEE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTES

PAYOUTS

TIME	PAYOUT AMOUNT	TO	EMPLOYEE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EOD SUMMARY

EOD Sales: EOD Ticket Average: Till Variance: