



## Close Out Daily Transactions

Learner Name: \_\_\_\_\_

Learning Event Date: \_\_\_\_\_



Fleet & Family Readiness Training  
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<https://g2.cnmc.navy.mil/TSCNICHQ/N9/N94/N947>

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## When to Take Action

- When cash/non-cash is received at a facility. Non-cash may consist of checks, money orders, coupons, vouchers, etc.
- When a workday or cash register shift ends
- When a Cashier must be relieved before the end of the scheduled shift
- When preparing a *Daily Activity Record (DAR) NAVCOMPT 2211*, a *Daily Activity Record (DAR) NAVPERS 7010/15*, or Military DAR for Point of Sale (POS) systems per Standard Operating Procedures (SOP)
- When preparing a ZERO, no entries/blank, DAR

## General Responsibilities of the Cashier at End of Shift

A Cashier is the custodian of Government Funds. While the actual processes to safeguard these funds, as detailed in local SOPs, might differ between Commands or Regions, the similarities are numerous and will be outlined in this procedure.

Responsibilities include:

- Completing a manual DAR or automated Military DAR at the end of a shift.
- Providing supporting documents and end-of-shift reports with the DAR.
- Ensuring all register transactions are made correctly and receipts are accurately collected.
- Maintaining custody and control of all monies entrusted.
- Providing courteous and efficient customer service.

### **NOTE:**

*A paper-based or manual DAR is needed when the POS system is unavailable or when the POS system malfunctions. Two examples of manual DARs are available:  
Appendix A - NAVCOMPT 2211  
Appendix B - NAVPERS 7010/15.  
If a POS system such as Micros, RecTrac, Epitome, etc., is used, many of the steps, including preparation of a DAR, are automated by the POS system.*

### **NOTE:**

*Several POS systems are used within Morale, Welfare and Recreation (MWR), Child and Youth Programs (CYP) and Navy Gateway Inns and Suites (NGIS). Each POS system may generate different end-of-shift reports and a different DAR. Though end-of-shift reports and DARs may look different, they all serve as a record of the transactions conducted for a given shift and by a specific Cashier. When using a stand-alone register or in the event of a power outage, a Cashier also needs to know how to prepare a manual DAR.<sup>3</sup>*

## Guidelines for CLOSE OUT

- Each Cashier completes a DAR at the end of the shift.
- Cashier prints out end-of-shift reports and other documents to support the daily transactions presented on the DAR. End-of-shift reports will vary by Program and POS system used. Examples of a manually prepared *Daily Activity Record NAVCOMPT 2211* and the *Daily Activity Record NAVPERS 7010/15* are presented within this *Learner Workbook*. Examples of automated reports such as *Close Bank*, *Cashier Audit – End-of-Shift Report*, and a *Credit Card Report – End-of-Shift Report* are located in Appendixes C, D and E. Follow the guidance from your Supervisor as to which reports are to be submitted.
- The Supervisor on duty will run the detail register tape which provides the total sales readings for the shift. This process must be conducted by someone other than the Cashier or the Verifier.
- All entries on the paper-based DAR must be completed in blue or black ink. **White out and/or correction tape is not allowed.** If an error is made, the only authorized procedure is to draw a line through the error, initial, and record the corrected information. **Corrections cannot be made to Section 1.** If an error is made in Section 1, a new DAR must be prepared.
- Cashiers will prepare a ZERO DAR (no entries) when there are NO receipts or transactions. The ZERO DAR is verified and recorded by the Verifier. The Verifier is generally the Central Cashier.

## End-of-Shift Procedures – Manual DAR

1. At the end of a shift, remove all funds from the register, including the Change Fund and daily receipts. Move to a location away from Customers and free of distractions to cash out the shift.
2. Count and separate the Change Fund in the smallest denominations of currency and coin for the next shift's business. Secure the Change Fund in the safe or other locked compartment.
3. Carefully count and separate funds by denomination of currency and coins, checks, charge slips, and money orders. Record information on the appropriate lines in the DAR. Always use decimals, even if there are no cents, i.e., \$145.00 not \$145.
4. Stack credit card receipts neatly.
  - Ensure receipts all face the same direction.
  - Ensure receipts are not folded or wrinkled.
5. Arrange currency correctly.
  - Straighten out folded or crumpled currency.
  - Stack all of the currency facing in the same direction.
  - Group the currency together by denomination—ones, fives, tens, twenties, etc.
  - Stack currency consecutively with the one-dollar group on top.
  - Carefully place the stack of currency in the locking money bag.
  - Do not paperclip or rubber band the currency stack.
6. Put loose coins in small bags. Rolled coins do not need to go into separate bags.
  - Local policy may require each denomination be placed in a separate bag.
  - Ensure the bags are closed completely.
  - Place the closed bags of coins in the money bag.
  - Close the money bag completely and securely lock the bag.
  - Take the locked money bag to the assigned deposit safe.

**NOTE:** *The only person authorized to take the locked money bag to the safe is the authorized Cashier. This responsibility should not be passed on to a co-worker. Local policy may require a co-worker accompany the Cashier, or a security escort for late night or after-hours money drop.*

7. Log the money bag into the safe log.

- Record printed name, signature, date and time of drop, and money bag number.
- Place the money bag in the safe hopper.
- Turn the safe hopper dial slowly, listen, and verify the money bag has dropped into the safe.

Record your Installation policy regarding money bag drop: \_\_\_\_\_

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## CLOSE OUT Procedures for a Cashier – Manual DAR NAVCOMPT Form 2211

1. Complete the Cashier portion of the DAR. Printing legibly and fill in the following information:

**NOTE:** Letters in parentheses correspond with those shown on the DAR sections shown in the example below. These sections represent areas to be completed by the Cashier.

- Register No. (A)
- Name of Department (B)
- Legible Signature of Cashier (C)
- Date (D)

|   |             |  |                          |
|---|-------------|--|--------------------------|
| DAILY ACTIVITY RECORD<br>NAVCOMPT FORM 2211 (REV. 3-72) |             |  | REGISTER NO.<br><b>A</b> |
| NAME OF DEPARTMENT<br><b>B</b>                          |             | SIGNATURE OF CASHIER<br><b>C</b>               | DATE<br><b>D</b>         |
| <b>F</b><br>LINES 1 THRU 6<br>TO BE FILLED              | ITEM NO.    | ITEM   | AMOUNT                   |
|   | 1.          | CASH TURNED IN (DETAIL BELOW - ITEM 20)        | \$                       |
|   | 2.          | CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS) |                          |
| 3.  | REFUNDS (+) |  |                          |

- Section F:* Carefully count all funds, including cash, checks, and money orders and list on Item No. 1. Always use decimals even if there are no cents; i.e. \$145.00, not \$145.
- Section E:* Enter the details of the cash turned in, which was recorded on Line 1 of *Section F*, by totaling all cash by denomination, checks, and money orders. Complete the lines marked *Total Coins*, *Total Currency* and *Total Checks/M.O.'s*.
- Section F:* Item No. 2 Enter amount of Change Fund—if turned in with receipts. Subtract from cash turned in recorded at Item No 1.

|   |                     |              |    |
|---|---------------------|--------------|----|
| DETAIL: OVERAGE OR SHORTAGE)                              |                     | \$           |    |
| 20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER) |                     |              |    |
| CREDIT ACCOUNT  | COINS               | CENTS        | \$ |
|   |                     | NICKELS      |    |
|   |                     | DIMES        |    |
|   |                     | QUARTERS     |    |
|   |                     | HALF-DOLLARS |    |
|   |                     | TOTAL COINS  | \$ |
| CURRENCY  | ONE'S               |              |    |
|   | FIVE'S              |              |    |
|   | TEN'S               |              |    |
|   | TWENTY'S            |              |    |
|   | TOTAL CURRENCY      | \$           |    |
| CHECKS/M.O.'S   | U.S. CHECKS         |              |    |
|   | OTHER CHECKS        |              |    |
|   | MONEY ORDERS        |              |    |
|   | TOTAL CHECKS/M.O.'S | \$           |    |
| GRAND TOTAL CASH TURNED IN                                |                     | \$           |    |
| SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES |                     |              |    |

**NOTE:** *When a Change Fund is turned in with the daily receipts, enter the total amount of the Change Fund in the section labeled Change Fund—Item No. 2 of Section F. If a permanent Change Fund is NOT being turned in with the daily receipts, separate the Change Fund from the cash/receipts in the drawer, and do not record it on Item No. 2 of Section F. Enter 0 or N/A in the box next to Change Fund. Retain the smallest units of currency and coins for the next day’s Change Fund.*

5. Add any refunds paid out, and enter the amount at Item No. 3 in Section F. A refund slip, approved by a Supervisor, is required. Record promotional coupons or discount vouchers redeemed in the REMARKS portion of Item No. 19 in Section F.

**NOTE:** *Refunds may be issued by the Cashier out of the drawer as long as there are sufficient sales—not including the Change Fund—to cover the amount of the refund. CNICINST 7000.3 and other policies currently allow refunds to be made from the Change Fund of a Cashier; however, this practice is discouraged.*

*Cash refunds over \$150 must be paid by check through the Business Office. Credit card refunds can be issued to the Customer to the card used for the purchase when an original receipt is provided. Check with your Supervisor on Regional or Installation policy regarding refunds.*

Record your Region or Installation policy on refunds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Fill in the *Cash Sales* amount at Item No. 4 in Section F. This amount is determined by using the following procedures: *Cash Turned In*, Item No. 1 minus *Change Fund*, Item No. 2, plus *Refunds*, Item No. 3 = *Cash Sales*, Item No. 4
7. Fill in the amount of *Charges/Commercial Credit Card Sales* on Item No. 5 in Section F.

- Fill in the amount of *Total Sales*. To find this amount, add Item No. 4 and No. 5 to determine the amount for Item No. 6.

| NAME OF DEPARTMENT  |          | SIGNATURE OF CASHIER                           |                                      | DATE |
|---|----------|--|--------------------------------------|------|
| LINES 1 THRU 6<br>TO BE FILLED<br>IN BY CASHIER<br><br><b>F</b> | ITEM NO. | ITEM   | AMOUNT                               |      |
|   | 1.       | CASH TURNED IN (DETAIL BELOW - ITEM 20)        | \$                                   |      |
|   | 2.       | CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS) |                                      |      |
|   | 3.       | REFUNDS (+)*                                   |                                      |      |
|   | 4.       | CASH SALES                                     |                                      |      |
|   | 5.       | CHARGE/COMMERCIAL CREDIT SALES                 |                                      |      |
|   | 6.       | TOTAL SALES:                                   | SALES SLIP OR TICKET NUMBERS<br>THRU | \$   |
| PERSON VERIFYING<br>CASH AND CHARGES                            | 7.       | CHANGE FUND                                    |                                      |      |
|   | 8.       | CASH RECEIPTS                                  |                                      |      |
|   | 9.       | TOTAL CASH VERIFIED (LINE 7 + 8 = 9)           |                                      |      |

**NOTE:** *If sales slips or tickets are used, record the beginning and ending numbers.*

- Staple the original copy of the DAR, all cash receipts, the register tape, checks, credit card slips, coupons, vouchers, and approved refund slips together and place in the cash bag. See the Note below for information about the register tape.

**NOTE:** *The Supervisor on duty will print out a detailed register tape at the close of the Cashier's shift. Care must be taken so the Cashier does not know the actual sales amount shown on the tape.*

- The cash bag is locked by the Cashier and dropped into the drop safe according to local policy.
- A duplicate or carbon copy of the DAR may be retained by the Supervisor to track daily sales revenue, if local procedures warrant.

## CLOSE-OUT Procedures for Verifier – Manual DAR NAVCOMPT Form 2211


1. Complete verification of cash, credit card sales, coupons or vouchers, refunds, and Change Fund amount portion of the DAR in Section G.

**NOTE:** *Cross outs and corrections are permitted on the Verifier's portion of the DAR. Again, no corrections may be made to the Activity Cashier's section, lines 1 through 6. When necessary to make corrections, the Verifier will:*

- *Line through the error*
- *Write the correct amount above the error*
- *Initial and date*

2. Count the cash and verify the following on Item Nos. 7 through 11 in Section G.

- Enter the *Change Fund* amount at No. 7 (if policy requires it be turned in with receipts).
- Enter the amount of Cash Receipts - not including Change Fund - at Item No. 8.
- Determine the *Total Cash Verified*. Add Item No. 7 and Item No. 8. Enter amount at Item No. 9.
- Fill in the *Charge Sales* or credit card amount at Item No. 10.
- Determine the *Total Verified*, Item No. 11. Add Item No. 9 and Item No. 10

|   |     |                                      |    |
|---|-----|--------------------------------------|----|
|   | 6.  | TOTAL SALES: _____ THRU _____        | \$ |
| PERSON VERIFYING<br>CASH AND CHARGES<br>WILL VERIFY LINES 1,<br>2 AND 5 AND FILL IN<br>LINES 7 THRU 11<br> | 7.  | CHANGE FUND                          |    |
|   | 8.  | CASH RECEIPTS                        |    |
|   | 9.  | TOTAL CASH VERIFIED (LINE 7 + 8 = 9) |    |
|   | 10. | CHARGE SALES                         |    |
|   | 11. | TOTAL VERIFIED (LINE 9 + 10 = 11)    | \$ |
|   | 12. | CLOSING REGISTER READING             |    |
|   | 13. | OPENING REGISTER READING             |    |

3. Sign the DAR and deposit or deliver to the bank per local policy.

## CLOSE-OUT Procedures for Authorized Register Reader – Manual DAR NAVCOMPT Form 2211

**NOTE:** *The Register Reader is typically the Supervisor on duty, but must be someone other than the Verifier or the Cashier.*

1. Complete Register Reader's portion of the DAR in Section H. An example of this section follows.

**NOTE:** *Cross outs and corrections are permitted on this portion of the DAR. When necessary to make corrections, the Authorized Register Reader will:*

- *Line through the error*
- *Write the correct amount above the error*
- *Initial and date*

2. Close out the register and remove the tape.
3. Use information from the register tape to fill in Lines 12 through 18 of Section H on the DAR. (See page 14)
  - Fill in the *Closing Register Reading*, Item No. 12.
  - Fill in the *Opening Register Reading*, Item No. 13.
  - Fill in the *Register Amount*. Do the following: Item No. 12 minus Item No. 13 = Item No. 14.
  - Fill in the *Over-Rings (-) and Under-Rings (+)*, Item No. 15.
  - Fill in the *Refunds (+)* if reflected in regular register readings, Item No. 16. Do NOT enter the amount if a register refund key is used.
  - Determine the *Adjusted Register Readings*. Do the following: Item No. 14 +/- Item No. 15 plus Item No. 16 = Item No. 17.
  - Determine the *Cash Overages or Shortages*. Do the following: *Total Sales*, Item No. 6 from Section F, minus *Adjusted Register Readings*, Item No. 17, = *Cash Overage/Shortage*, Item No. 18.

4. If Item No. 6 is higher than Item No. 17, circle *OVERAGE*. If Item No. 6 is lower than Item No. 17, circle *SHORTAGE*.

|  |     |  |           |
|--|-----|--|-----------|
| <p>(G)</p> <p>PERSON READING THE REGISTER WILL FILL IN LINES 13 THRU 18</p> <p>(H)</p> | 11. | TOTAL VERIFIED (LINE 9 + 10 = 11)  | \$ 483.85 |
|  | 12. | CLOSING REGISTER READING   | 22,800.80 |
|  | 13. | OPENING REGISTER READING   | 22,312.95 |
|  | 14. | REGISTER AMOUNT (LINE 12 - 13 = 14)  | 487.85    |
|  | 15. | OVER-RINGS (-) AND UNDER-RINGS (+)   | —0—       |
|  | 16. | REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS) | —0—       |
|  | 17. | ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)                              | 487.85    |
|  | 18. | CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)                         | \$        |
| 19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)                               |     | 20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)                        |           |

5. Sign the DAR in the correct signature block.

**NOTE:** *Although stated incorrectly on the NAVCOMPT FORM 2211, the Register Reader is to complete lines 12-18 vice 13-18.\* See the example on the next page.*

6. Attach register tape to DAR with other supporting documentation previously assembled by the Cashier. Supporting documentation may include credit card vouchers, coupons, approved refund slips, etc.
7. Batch-process credit card sales and documentation at the end of the shift/day per local policy.

Record your Region or Installation policy regarding credit card batching: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Carefully review the DAR and make any annotations for the Business Office to note. Revenue distribution is automatically allocated to specific cost centers through the mapped keys on the register. Any unique distribution of revenue can be recorded on the DAR by the Activity Manager.

9. Forward DAR per local policy.

Record your Installation policy regarding Register Reader's role in processing DAR: \_\_\_\_\_

\_\_\_\_\_

**DAILY ACTIVITY RECORD**  
**NAVCOMPT FORM 2211 (REV. 3-72)**

REGISTER NO.  
**1 (A)**

|   |   |                             |
|---|---|-----------------------------|
| NAME OF DEPARTMENT<br><i>Beach Comber (B)</i> | SIGNATURE OF CASHIER<br><i>Linda Harris (C)</i> | DATE<br><i>12/15/XX (D)</i> |
|---|---|-----------------------------|

|  | ITEM NO. | ITEM   | AMOUNT   |
|--|----------|--|--|
| LINES 1 THRU 6<br>TO BE FILLED<br>IN BY CASHIER<br><br><b>(F)</b>  | 1.       | CASH TURNED IN (DETAIL BELOW - ITEM 20)  | \$ 483.85  |
|  | 2.       | CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)                                   | N/A  |
|  | 3.       | REFUNDS (+)  | —0—  |
|  | 4.       | CASH SALES   | 483.85   |
|  | 5.       | CHARGE/COMMERCIAL CREDIT SALES   | 4.00   |
|  | 6.       | <b>TOTAL SALES:</b>  | <b>SALES SLIP OR TICKET NUMBERS<br/>THRU _____</b> |
| PERSON<br>VERIFYING CASH<br>AND CHARGES<br>WILL VERIFY LINES<br>1, 2, 5 AND FILL IN<br>LINES 7 THRU 11<br><br><b>(G)</b> | 7.       | CHANGE FUND  | N/A  |
|  | 8.       | CASH RECEIPTS  | 483.85   |
|  | 9.       | TOTAL CASH VERIFIED (LINE 7 + 8 = 9)   | 483.85   |
|  | 10.      | CHARGE SALES   | —0—  |
|  | 11.      | <b>TOTAL VERIFIED (LINE 9 + 10 = 11)</b>   | \$ 483.85  |
| PERSON READING<br>THE REGISTER<br>WILL FILL IN<br>LINES 13 THRU 18<br><br><b>(H)</b>                                     | 12.      | CLOSING REGISTER READING   | 22,800.80  |
|  | 13.      | OPENING REGISTER READING   | 22,312.95  |
|  | 14.      | REGISTER AMOUNT (LINE 12 - 13 = 14)  | 487.85   |
|  | 15.      | OVER-RINGS (-) AND UNDER-RINGS (+)   | —0—  |
|  | 16.      | REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS) | —0—  |
|  | 17.      | ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)                              | 487.85   |
|  | 18.      | <b>CASH OVERRAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)</b>                 | \$   |

| 19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER) |             |              |               | 20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER) |        |                      |
|--|-------------|--------------|---------------|---|--------|----------------------|
| NAME OF ACCOUNT  | ACCOUNT NO. | DEBIT AMOUNT | CREDIT AMOUNT |   |        |                      |
|  |             |              |               | CENTS   | 2.00   | <b>(E)</b>           |
|  |             |              |               | NICKELS   | 2.50   |                      |
|  |             |              |               | DIMES   | 3.10   |                      |
|  |             |              |               | QUARTERS  | 12.25  |                      |
|  |             |              |               | HALF-DOLLARS  | —0—    |                      |
|  |             |              |               | TOTAL COINS   |        | \$ 19.85             |
|  |             |              |               | ONE'S   | 19.00  | <b>(E)</b>           |
|  |             |              |               | FIVE'S  | 85.00  |                      |
|  |             |              |               | TEN'S   | 120.00 |                      |
|  |             |              |               | TWENTY'S  | 220.00 |                      |
|  |             |              |               | TOTAL CURRENCY  |        | \$ 444.00            |
|  |             |              |               | U.S. CHECKS   | —0—    | <b>(E)</b>           |
|  |             |              |               | OTHER CHECKS  | 20.00  |                      |
|  |             |              |               | MONEY ORDERS  | —0—    |                      |
|  |             |              |               | TOTAL CHECKS/M.O.'S                                       |        | \$ 20.00             |
| <b>TOTAL</b>   |             |              |               |   |        | <b>\$ (E) 483.85</b> |

|   |  |
|---|--|
| SIGNATURE OF PERSON DESIGNATED TO READ REGISTER<br><i>Paul Augustus</i> | SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES<br><i>Chuck Hamilton</i> |
|---|--|

NOTE: TO MAKE CORRECTIONS: LINE THROUGH ERROR, WRITE CORRECT AMOUNT ABOVE ERROR, INITIAL AND DATE CORRECTIONS ARE MADE ONLY BY PERSON MAKING ERROR. NO CORRECTIONS WILL BE MADE TO LINES 1 THROUGH 6.

## CLOSE-OUT Procedures for Cashier – Manual DAR NAVPERS 7010/15

1. Count all cash and receipts in the drawer. If retaining Change Fund for next day's/shift's use, count and separate Change Fund in the smallest denominations of currency and coins needed.
2. Place all supporting documentation in a money bag with all of the day's deposits (cash, checks and money orders), lock the bag and drop in designated drop safe according to local policy.

**INCLUDE  
THE  
FOLLOWING:**

- *Cash*
- *Checks*
- *Money Orders*
- *Credit card slips*
- *Coupons/vouchers*
- *Private party contracts*
- *In-house charge slips*

**NOTE:**

*Though operating a POS system, it may be necessary at times to manually complete either the Daily Activity Record NAVCOMPT Form 2211 or the Daily Activity Record NAVPERS 7010/15. Examples of both DARs are shown in the Appendix.*

Record Region or Installation policy on which Daily Activity Record you would be directed to use:

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3. Complete the *Activity Cashier Section I* on the DAR. Use the guidance on the following pages.

**NOTE:**

*Letters in parentheses correspond with those shown on the DAR. Cross-outs or whiteout corrections are NOT permitted in Section I of the DAR. If a mistake is made, begin a new DAR.*

Print legibly and fill in the following information:

- *Bag number (A)*
- *Name of Department (B)*
- *Activity Cashier Name (C)*
- *Register # (D)*
- *Business Date (E)*
- Details of cash, checks, and money orders turned in (F)
- Enter the total number of checks and the total amount of the checks at *CHECKS (F)*
- Enter each check number, amount, and the Customer's name and check cashing number in *NOTES* section (M). Notes will support amounts entered at (F)
- Enter the total number of money orders and the total amount of the money orders at *M. ORDERS (F)*
- Enter the total number and total amount of the other checks at *OTHER CHECKS (F)*
- Enter the total of all checks, money orders, and other checks in *TOTAL CHECKS (F)*
- Enter amount of *CHANGE FUND* when turned in with receipts. Enter the amount at (G), only when required by local policy.
- Enter *REFUNDS* in (H)
  - These are cash refunds made from the Change Fund
  - Enter details of discounts, coupons, annotated refund slips or receipts, etc., in the *NOTES* section (M)
- Enter coins and currency only in *TOTAL CASH TURNED IN* at (I)
- Enter total cash plus checks, money orders, and other checks in *TOTAL SALES (J)*
- Enter the total amount of in-house charges in *CHARGES (K)*
- Enter the total amount of commercial charges in *CREDIT CARD CHARGES (L)*
  - Enter total number of credit card charges in *NOTES* section (M)
  - Enter total number and amount of credit card refunds in *NOTES* section (M)

**DAILY ACTIVITY RECORD**

|  |   |                             |    |                                   |                     |                        |
|--|---|-----------------------------|----|-----------------------------------|---------------------|------------------------|
| Bag # <b>A</b>                             |   | Name of Department <b>B</b> |    | Activity Cashier Name <b>C</b>    | Register # <b>D</b> | Business Date <b>E</b> |
| <b>ACTIVITY CASHIER SECTION I</b>          |   |                             |    |                                   |                     |                        |
| CENTS                                      | # | \$                          |    | CHARGES <b>K</b> \$ →             |                     |                        |
| NICKELS                                    | # | \$                          |    | CREDIT CARD CHARGES <b>L</b> \$ → |                     |                        |
| DIMES                                      | # | \$                          |    | *****NOTES*****                   |                     |                        |
| QUARTERS                                   | # | \$                          |    | <b>M</b>                          |                     |                        |
| ½ DOLLARS                                  | # | \$                          |    |                                   |                     |                        |
| <b>TOTAL COINS</b>                         |   |                             | \$ |                                   |                     |                        |
| ONES <b>F</b>                              | # | \$                          |    |                                   |                     |                        |
| FIVES                                      | # | \$                          |    |                                   |                     |                        |
| TENS                                       | # | \$                          |    |                                   |                     |                        |
| TWENTYS                                    | # | \$                          |    |                                   |                     |                        |
| FIFTYS                                     | # | \$                          |    |                                   |                     |                        |
| HUNDREDS                                   | # | \$                          |    |                                   |                     |                        |
| <b>TOTAL BILLS</b>                         |   |                             | \$ |                                   |                     |                        |
| CHECKS                                     | # | \$                          |    | <b>F</b>                          |                     |                        |
| M. ORDERS                                  | # | \$                          |    |                                   |                     |                        |
| OTHER CHECKS                               | # | \$                          |    |                                   |                     |                        |
| <b>TOTAL CHECKS</b>                        |   |                             | \$ |                                   |                     |                        |
| CHANGE FUND (when turned in with receipts) |   |                             | \$ | <b>G</b>                          |                     |                        |
| REFUNDS                                    |   |                             | \$ |                                   |                     |                        |
| <b>TOTAL CASH TURNED IN</b>                |   |                             | \$ |                                   |                     |                        |
| <b>TOTAL SALES</b>                         |   |                             | \$ | <b>J</b>                          |                     |                        |

4. Place the completed DAR, along with cash and non-cash receipts and supporting documents into the lockable money bag.

Include the following:

- Checks
- Coupons and vouchers
- In-house charge slips
- Commercial credit card slips
- Other documents as directed

5. Lock bag and drop in designated safe, in accordance with Installation policy.

**DAILY ACTIVITY RECORD**

|  |                    |                       |            |               |
|--|--------------------|-----------------------|------------|---------------|
| Bag #                                      | Name of Department | Activity Cashier Name | Register # | Business Date |
| 91   | NGIS               | Megan Greene          | 3          | 2/24/14       |
| <b>ACTIVITY CASHIER SECTION I</b>          |                    |                       |            |               |
| CENTS                                      | #                  | \$ _____              |            |               |
| NICKELS                                    | #                  | \$ _____              |            |               |
| DIMES                                      | #                  | \$ _____              |            |               |
| QUARTERS                                   | #                  | \$ _____              |            |               |
| ½ DOLLARS                                  | #                  | \$ _____              |            |               |
| <b>TOTAL COINS</b>                         |                    | \$ _____              |            |               |
| ONES                                       | #                  | \$ _____              |            |               |
| FIVES                                      | #                  | \$ _____              |            |               |
| TENS                                       | # 1                | \$ 10.00              |            |               |
| TWENTYS                                    | # 2                | \$ 40.00              |            |               |
| FIFTYS                                     | # 1                | \$ 50.00              |            |               |
| HUNDREDS                                   | # 6                | \$ 600.00             |            |               |
| <b>TOTAL BILLS</b>                         |                    | \$ 700.00             |            |               |
| CHECKS                                     | #                  | \$ _____              |            |               |
| M. ORDERS                                  | #                  | \$ _____              |            |               |
| OTHER CHECKS                               | #                  | \$ _____              |            |               |
| <b>TOTAL CHECKS</b>                        |                    | \$ _____              |            |               |
| CHANGE FUND (when turned in with receipts) |                    | \$ _____              |            |               |
| REFUNDS                                    |                    | \$ _____              |            |               |
| TOTAL CASH TURNED IN                       |                    | \$ 700.00             |            |               |
| <b>TOTAL SALES</b>                         |                    | \$ 700.00             |            |               |
| <b>CENTRAL CASHIER SECTION II</b>          |                    |                       |            |               |
| CASH TURNED IN                             |                    |                       | \$ _____   |               |
| CASHIER NAME                               |                    | SIGNATURE             |            |               |
| <b>ACTIVITY MANAGER SECTION III</b>        |                    |                       |            |               |
| CLOSING REGISTER READINGS                  |                    |                       |            |               |
| OVER RINGS                                 |                    |                       |            |               |
| UNDER RINGS                                |                    |                       |            |               |
| REFUNDS (REGISTER)                         |                    |                       |            |               |
| OPENING REGISTER READING                   |                    |                       |            |               |
| ADJUSTED REGISTER READING                  |                    |                       |            |               |
| CASH OVER/SHORT (MARK ONE)                 |                    | OVERAGE               | SHORTAGE   | \$ _____      |
| MANAGER NAME                               |                    | SIGNATURE             |            |               |

NAVPERS 7010/15 (05-02)

S/N 0106-LF-985-6100 (FRONT)

## CLOSE-OUT Procedures for Central Cashier – Manual DAR NAVPERS 7010/15

1. Log received money bags into receipt log.
2. Count and verify all receipts in money bag and enter the amount in *Section II* of the DAR.
3. Annotate discrepancies in monies counted by striking through the Activity Cashier's amounts in Section I and indicate the actual amount counted and verified.
4. Initial each change to the Activity Cashier's entries.
5. Add all daily receipts and complete a *Cash Cage Deposit* form.
6. Print the *Cashier Name* on the left side of Section II and add the *Signature* on the right at Section O.
7. Forward the *Cash Cage Deposit* form and all completed DARs to the Business Office.

|                              |    |           |
|------------------------------|----|-----------|
| TOTAL CASH TURNED IN         |    |           |
| TOTAL SALES                  | \$ |           |
| CENTRAL CASHIER SECTION II   |    |           |
| CASH TURNED IN               |    | \$        |
| CASHIER NAME                 |    | SIGNATURE |
| ACTIVITY MANAGER SECTION III |    |           |
| CLOSING REGISTER READINGS    |    |           |
| OVER RINGS                   |    |           |

## CLOSE-OUT Procedures for Activity Manager – Manual DAR NAVPERS 7010/15

1. Complete the *Activity Manager Section III* lines on the DAR.

**NOTE:**

*Letters in parentheses correspond with those shown on the completed DAR examples.*

- *Closing Register Reading (P)*
- *Over-rings and/or Under-rings (Q)*
- *Refunds (Register) (R): Refund amount indicated on register tape*
- *Opening Register Reading (S)*
- *Adjusted Register Reading (T): Difference between closing and opening register readings – over rings/+ under rings + refunds*
- *Cash Over/Short: Circle one and enter amount at (U)*
- *Manager Name and Signature (V)*

|                                     |  |                              |             |
|-------------------------------------|--|------------------------------|-------------|
| CASHIER NAME                        |  | SIGNATURE                    |             |
| <b>ACTIVITY MANAGER SECTION III</b> |  |                              |             |
| CLOSING REGISTER READINGS           |  |                              | <b>P</b>    |
| OVER RINGS                          |  |                              |             |
| UNDER RINGS                         |  |                              | <b>Q</b>    |
| REFUNDS (REGISTER)                  |  |                              | <b>R</b>    |
| OPENING REGISTER READING            |  |                              | <b>S</b>    |
| ADJUSTED REGISTER READING           |  |                              | <b>T</b>    |
| CASH OVER/SHORT (MARK ONE)          |  | OVERAGE                      | SHORTAGE    |
|                                     |  |                              | \$ <b>U</b> |
| MANAGER NAME                        |  | <b>V</b>                     | SIGNATURE   |
| NAVPERS 7010/15 (05-02)             |  | S/N 0106-LF-985-6100 (FRONT) |             |

2. Send verified DAR with all supporting information including register tape, sales slips, charge receipts, in-house charge receipts, and other documents as directed to the Business Office.

**NOTE:**

*Follow Region or Installation procedures if using couriers or guard mail to transport or send these documents.*

## **CLOSE-OUT Procedures for Accounting Clerk – Manual DAR NAVPERS 7010/15**

1. Confirm overages and shortages. Submit a request for explanation and resolution of overages and shortages from the Cashier and their Supervisor.
2. Enter revenue into correct Cost Center and G/L accounts as needed.
3. Accounting Clerk records any overage or shortage and balances the DAR and the end-of-shift reports to the cash deposited.

## End-of-Shift Procedures – Automated DAR

1. At the end of a shift, remove all funds, including the Change Fund and daily receipts, from the register. Move to a location away from Customers and free of distractions in order to cash out the shift.
2. Count and separate the Change Fund in the smallest denominations of currency and coins for the next shift's business. Secure the Change Fund in your safe or other locked compartment.
3. Carefully count and separate funds by denomination of currency and coins, checks, charge slips, and money orders. Record information on the appropriate lines in the DAR. Always use decimals, even if there are no cents, i.e., \$145.00 not \$145.
4. Stack any credit card receipts neatly.
  - Ensure receipts are facing the same direction.
  - Ensure receipts are not folded or wrinkled.
5. Arrange the currency correctly.
  - Straighten out folded or crumpled currency.
  - Stack all of the currency facing in the same direction.
  - Group the currency together by denomination—ones, fives, tens, twenties, etc.
  - Stack currency consecutively with the one-dollar group on top.
  - Carefully place the stack of currency in locking money bag.
  - Do not paperclip or rubber band the currency stack.
6. Put the loose coins in small bags. Rolled coins do not need to go into separate bags.
  - Local policy may require each denomination be placed in a separate bag.
  - Ensure the bags are closed completely.
  - Place the closed bags of coins in the money bag.
  - Close the money bag completely and securely lock the bag.
  - Take the locked money bag to the assigned deposit safe.

**NOTE:** *The only person authorized to take the locked money bag to the safe is the authorized Cashier. This responsibility is not to be passed on to a co-worker. Local policy may require a security escort or co-worker accompany the Cashier for late night or after-hours money drop.*

7. Log the money bag into the safe log.

- Record printed name, signature, date and time of drop, and money bag number.
- Place the money bag in the safe hopper.
- Turn the safe hopper slowly, listen, and verify the money bag has dropped into the safe.

## CLOSE-OUT Procedures - Automated DAR

When the facility is operating a POS system such as Micros, CYMS, RecTrac or Epite, many of the steps normally completed manually are automated by the POS system.

Automated DAR preparation is a process by which the Activity Cashier utilizes the capabilities within the POS system to generate the required Daily Activity Record.

The Activity Manager or Authorized Register Reader will run other supporting documents and end-of-shift reports detailing the transactions conducted and monies collected by the Activity Cashier. Examples of automated or military Daily Activity Reports can be found in Appendixes F and G.

To create an Automated DAR:

1. Cashier presses the appropriate keys to run the automated DAR from the POS system.
2. Activity Manager/Authorized Register Reader runs the required end-of-shift reports, e.g. Cashier Audit, Close Bank, Credit Card Report, etc. See examples in the Appendix.

It is important that you check and fully understand the local policy for completing an Automated DAR.

Record Region or Installation policy regarding automated DAR preparation:

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## Final Checklist

- Checklist of Close-Out Actions:**
- ✓ *The Supervisor and the Business Office agree on the accounting distribution of daily sales revenue.*
  - ✓ *DAR is accurate and complete.*
  - ✓ *All supporting documents and end-of-shift reports are complete and accurate.*
  - ✓ *Money, receipts, documentation, and DAR are taken to the appropriate drop point **OR***
  - ✓ *Delivered to or picked up by an authorized pick-up agent/service.*
  - ✓ *Receipts are deposited on the same day they are received.*

## List of Appendixes

Appendix A: Daily Activity Record NAVCOMPT Form 2211 – Blank

Appendix B: Daily Activity Record NAVPERS 7010/15 – Blank

Appendix C: Close Bank – End-of-Shift Report – Example

Appendix D: Cashier Audit – End-of-Shift Report – Example

Appendix E: RecTrac Credit Card Report – End-of-Shift Report – Example

Appendix F: RecTrac POS Daily Activity Record – Example

Appendix G: CMYS POS Daily Activity Record - Example



## Appendix B: Daily Activity Record NAVPERS 7010/15 - Blank

### DAILY ACTIVITY RECORD

|  |                    |                       |   |               |         |    |                     |    |                 |  |
|--|--------------------|-----------------------|---|---------------|---------|----|---------------------|----|-----------------|--|
| Bag #                                      | Name of Department | Activity Cashier Name | Register #  | Business Date |         |    |                     |    |                 |  |
| <b>ACTIVITY CASHIER SECTION I</b>          |                    |                       |   |               |         |    |                     |    |                 |  |
| CENTS                                      | #                  | \$                    | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CHARGES</td> <td style="width: 30%;">\$</td> </tr> <tr> <td>CREDIT CARD CHARGES</td> <td>\$</td> </tr> <tr> <td colspan="2" style="text-align: center;">*****NOTES*****</td> </tr> </table> |               | CHARGES | \$ | CREDIT CARD CHARGES | \$ | *****NOTES***** |  |
| CHARGES                                    | \$                 |                       |   |               |         |    |                     |    |                 |  |
| CREDIT CARD CHARGES                        | \$                 |                       |   |               |         |    |                     |    |                 |  |
| *****NOTES*****                            |                    |                       |   |               |         |    |                     |    |                 |  |
| NICKELS                                    | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| DIMES                                      | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| QUARTERS                                   | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| ¼ DOLLARS                                  | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| <b>TOTAL COINS</b>                         |                    | \$                    |   |               |         |    |                     |    |                 |  |
| ONES                                       | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| FIVES                                      | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| TENS                                       | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| TWENTYS                                    | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| FIFTYS                                     | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| HUNDREDS                                   | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| <b>TOTAL BILLS</b>                         |                    | \$                    |   |               |         |    |                     |    |                 |  |
| CHECKS                                     | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| M. ORDERS                                  | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| OTHER CHECKS                               | #                  | \$                    |   |               |         |    |                     |    |                 |  |
| <b>TOTAL CHECKS</b>                        |                    | \$                    |   |               |         |    |                     |    |                 |  |
| CHANGE FUND (when turned in with receipts) |                    | \$                    |   |               |         |    |                     |    |                 |  |
| REFUNDS                                    |                    | \$                    |   |               |         |    |                     |    |                 |  |
| TOTAL CASH TURNED IN                       |                    | \$                    |   |               |         |    |                     |    |                 |  |
| <b>TOTAL SALES</b>                         |                    | \$                    |   |               |         |    |                     |    |                 |  |
| <b>CENTRAL CASHIER SECTION II</b>          |                    |                       |   |               |         |    |                     |    |                 |  |
| CASH TURNED IN                             |                    |                       |   |               | \$      |    |                     |    |                 |  |
| CASHIER NAME                               |                    | SIGNATURE             |   |               |         |    |                     |    |                 |  |
| <b>ACTIVITY MANAGER SECTION III</b>        |                    |                       |   |               |         |    |                     |    |                 |  |
| CLOSING REGISTER READINGS                  |                    |                       |   |               |         |    |                     |    |                 |  |
| OVER RINGS                                 |                    |                       |   |               |         |    |                     |    |                 |  |
| UNDER RINGS                                |                    |                       |   |               |         |    |                     |    |                 |  |
| REFUNDS (REGISTER)                         |                    |                       |   |               |         |    |                     |    |                 |  |
| OPENING REGISTER READING                   |                    |                       |   |               |         |    |                     |    |                 |  |
| ADJUSTED REGISTER READING                  |                    |                       |   |               |         |    |                     |    |                 |  |
| CASH OVER/SHORT (MARK ONE)                 |                    | OVERAGE               | SHORTAGE  | \$            |         |    |                     |    |                 |  |
| MANAGER NAME                               |                    | SIGNATURE             |   |               |         |    |                     |    |                 |  |

NAVPERS 7010/15 (05-02)

S/N 0106-LF-985-6100 (FRONT)



## Appendix C: Close Bank – End-of-Shift Report – Example

|                   |              |                                  |
|-------------------|--------------|----------------------------------|
| <b>Close Bank</b> | Bank: BANK08 | Property: NGIS NB PORT READINESS |
|                   | User: MGZ    | Date: 02/24/2014 19:09 EST       |
|                   |              | Page: 1 of 1                     |

| Transaction Code | System Account | Bank | User Amount | Difference |
|------------------|----------------|------|-------------|------------|
|------------------|----------------|------|-------------|------------|

**CASH CODES**

CASH PAYMENT

\$-60.00

\$-760.00

\$700.00

**CREDIT CARD CODES**

MC PAYMENT

\$0.00

\$-50.00

✓

VI PAYMENT

\$0.00

\$-850.00

✓

VI REFUND

\$0.00

\$50.00

✓

SUBTOTAL:

\$-850.00

Status: IN BALANCE

Outgoing Clerk: \_\_\_\_\_

*Megan Greene*

Change Fund Received By: \_\_\_\_\_

Accounting Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

*John Houston*

## Appendix D: Cashier Audit – End-of-Shift Report – Example

### Cashier Audit

02/24/2014  
To  
02/24/2014

Property: JACKSONVILLE NAS.  
Date: 021241201419:08.41EST  
Page: 1 of 1 Id: G008

| GUEST NAME or A/R                          | \$ | ACCT        | COMMENT         | SHIFT | ROOM  | TYPE  | PAYER CLK | TIME EXCHANGE | AMOUNT    |           |
|--|----|-------------|-----------------|-------|-------|-------|-----------|---------------|-----------|-----------|
| DATE: 02/24/2014 TYPE: 199 ROOM CHARGE ADJ |    |             |                 |       |       |       |           |               |           |           |
| SMITH, RAMON                               | N  | 31120477238 | ROOM CHARGE ADJ | 1     |       | TPRPB | GUESTMGZ  | 14:53         | \$-50.00  | \$-50.00  |
| Total 199:                                 |    |             |                 |       |       |       |           |               | \$-50.00  |           |
| DATE: 02/24/2014 TYPE: 730 MC PAYMENT      |    |             |                 |       |       |       |           |               |           |           |
| JONES, CDR GEORGE                          | I  | 31120483317 | MC PAYMENT      | 1     | B 405 | PRPB  | GUESTMGZ  | 17:11         | \$-50.00  | \$-50.00  |
| Total 730:                                 |    |             |                 |       |       |       |           |               | \$-50.00  |           |
| DATE: 02/24/2014 TYPE: 740 VI PAYMENT      |    |             |                 |       |       |       |           |               |           |           |
| OWENS, CAPT NATE                           | I  | 31120482412 | VI PAYMENT      | 1     | B418  | TSTE  | GUESTMGZ  | 18:24         | \$-195.00 | \$-195.00 |
| DAVIES, CIVSEN ANN GS                      | I  | 31120482414 | VI PAYMENT      |       | B302  | TSTE  | GUESTMGZ  | 18:25         | \$-195.00 | \$-195.00 |
| GOETHE, LISA                               |    | 31120482939 | VI PAYMENT      |       | B322  | TSTE  | GUEST MGZ | 16:19         | \$ 260.00 | \$ 260.00 |
| YOUNT, LCDR RAY                            |    | 31120483187 | VI PAYMENT      |       | B203  | TPRPB | GUEST MGZ | 17:34         | \$-150.00 | \$-150.00 |
| WHITE, CPO RICHARD                         |    | 31120483266 | VI PAYMENT      | 1     | B105  | TPRPB | GUEST MGZ | 14:04         | \$-50.00  | \$-50.00  |
| Total 740:                                 |    |             |                 |       |       |       |           |               | \$ 850.00 |           |
| DATE: 02/24/2014 TYPE: 745 VI REFUND       |    |             |                 |       |       |       |           |               |           |           |
| SMITH, RAMON                               | N  | 31120477238 | VI REFUND       |       |       | TPRPB | GUESTMGZ  | 14:53         |           | \$50.00   |
| Total 745:                                 |    |             |                 |       |       |       |           |               | \$50.00   |           |
| GRAND TOTAL:                               |    |             |                 |       |       |       |           |               | \$-900.00 |           |

# Appendix E: RecTrac Credit Card Report - End-of-Shift Report - Example

t conforms to the privacy act of 1974:10 USC 30 31.  
 3BY SHOP  
 8/14  
 8P

## CREDIT CARD REPORT

| date    | Time  | Type | Status | Amt   | Brand       | Mask | Auth#  | Trans#   | Unique# | HH/Tip    | UseID | Rcpt#    | Drwr | PayCode | Batch |
|---------|-------|------|--------|-------|-------------|------|--------|----------|---------|-----------|-------|----------|------|---------|-------|
| 18/2014 | 1:10P | Sale | Sent   | 5.00  | Visa        | 5874 | 558691 | 16034071 | 2786083 | 999999999 | 30C   | 67262551 | 3000 |         | 3     |
| 18/2014 | 1:33P | Sale | Sent   | 47.50 | Visa        | 0487 | 370083 | 16034090 | 2786905 | 999999999 | 30C   | 67262593 | 3000 |         | 3     |
| 18/2014 | 2:07P | Sale | Sent   | 42.00 | Master Card | 2976 | 00555Z | 16034120 | 2788549 | 999999999 | 30C   | 67262656 | 3000 |         | 3     |
| 18/2014 | 2:17P | Sale | Sent   | 11.25 | Master Card | 6794 | H32724 | 16034127 | 2789019 | 999999999 | 30C   | 67262668 | 3000 |         | 3     |
| 18/2014 | 2:32P | Sale | Sent   | 4.00  | Visa        | 7076 | 436740 | 16034145 | 2789729 | 999999999 | 30C   | 67262698 | 3000 |         | 3     |
| 18/2014 | 2:53P | Sale | Sent   | 8.00  | Visa        | 1744 | 128316 | 16034160 | 2790713 | 999999999 | 30C   | 67262721 | 3000 |         | 3     |
| 18/2014 | 3:24P | Sale | Sent   | 28.75 | Visa        | 2335 | 600143 | 16034183 | 2792165 | 999999999 | 30C   | 67262766 | 3000 |         | 3     |
| 18/2014 | 3:41P | Sale | Sent   | 5.00  | Visa        | 5214 | 143538 | 16034194 | 2792743 | 999999999 | 30C   | 67262793 | 3000 |         | 3     |
| 18/2014 | 4:10P | Sale | Sent   | 30.00 | Visa        | 6196 | 060743 | 16034220 | 2793823 | 999999999 | 30C   | 67262840 | 3000 |         | 3     |
| 18/2014 | 4:17P | Sale | Sent   | 40.75 | Visa        | 7386 | 898543 | 16034228 | 2794025 | 999999999 | 30C   | 67262854 | 3000 |         | 3     |
| 18/2014 | 4:54P | Sale | Sent   | 5.00  | Visa        | 9598 | 730833 | 16034285 | 2795259 | 999999999 | 30C   | 67262922 | 3000 |         | 3     |
| 18/2014 | 5:22P | Sale | Sent   | 10.00 | Visa        | 6089 | 820466 | 16034301 | 2796129 | 999999999 | 30C   | 67262986 | 3000 |         | 3     |
| 18/2014 | 6:05P | Sale | Sent   | 15.00 | Visa        | 1734 | 835767 | 16034370 | 2797447 | 999999999 | 30C   | 67263122 | 3000 |         | 3     |
| 18/2014 | 6:15P | Sale | Sent   | 31.25 | Visa        | 1279 | 759842 | 16034389 | 2797677 | 999999999 | 30C   | 67263159 | 3000 |         | 3     |
| 18/2014 | 6:27P | Sale | Sent   | 26.25 | Visa        | 1442 | 365544 | 16034404 | 2797925 | 999999999 | 30C   | 67263197 | 3000 |         | 3     |
| 18/2014 | 6:33P | Sale | Sent   | 5.00  | Discover    | 0441 | 01892R | 16034414 | 2798059 | 999999999 | 30C   | 67263218 | 3000 |         | 4     |
| 18/2014 | 6:39P | Sale | Sent   | 4.00  | Master Card | 6148 | H74207 | 16034425 | 2798175 | 999999999 | 30C   | 67263242 | 3000 |         | 3     |
| 18/2014 | 6:49P | Sale | Sent   | 5.00  | Visa        | 3625 | 280571 | 16034442 | 2798383 | 999999999 | 30C   | 67263279 | 3000 |         | 3     |
| 18/2014 | 6:56P | Sale | Sent   | 21.50 | Visa        | 2157 | 02299B | 16034456 | 2798537 | 999999999 | 30C   | 67263305 | 3000 |         | 3     |
| 18/2014 | 7:04P | Sale | Sent   | 6.25  | Visa        | 0666 | 049625 | 16034472 | 2798723 | 999999999 | 30C   | 67263336 | 3000 |         | 3     |
| 18/2014 | 7:07P | Sale | Sent   | 32.50 | Visa        | 4518 | 675808 | 16034477 | 2798803 | 999999999 | 30C   | 67263349 | 3000 |         | 3     |

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### TOTALS...

| Sale Count | Sale Amount   | Credit Count | Credit Amount | Void Count | Void Amount | Decline Count | Decline Amount | Total Trans | Net Am |
|------------|---------------|--------------|---------------|------------|-------------|---------------|----------------|-------------|--------|
| 1          | 5.00          | 0            | 0.00          | 0          | 0.00        | 0             | 0.00           | 1           |        |
| 3          | 57.25         | 0            | 0.00          | 0          | 0.00        | 0             | 0.00           | 3           |        |
| 17         | 321.75        | 0            | 0.00          | 0          | 0.00        | 0             | 0.00           | 17          |        |
| <b>21</b>  | <b>384.00</b> | <b>0</b>     | <b>0.00</b>   | <b>0</b>   | <b>0.00</b> | <b>0</b>      | <b>0.00</b>    | <b>21</b>   |        |



## Appendix G: CYMS POS Daily Activity Record – Example

“This document conforms to the privacy act of  
1974: 10 USC 30 31.”

Bangor CDC Bldg 2902

Run Date: 09/12/2014 SHIFT REPORT

Run Time: 14:32:52 Run By: 414

Cd Description Clrk Cnt Clerk Amount

3 VISA/Master 11 2,286.00

4 AMEX/Discov 1 249.00

STARTING CASH =====> 0, 00

ENDING CASH =====> 0.00

NET NEW CASH =====> 0.00

NEW CHECKS =====> 0.00

NEW DEPOSIT =====> 0.00

NOTE: Figures below DO NOT include any foreign  
currency pay types!

TOTAL COUNTED AMOUNT ----> 2,535.00

===== CASH BALANCING WORKSHEET =====

\*\*\*\*\* Currency Breakdown \*\*\*\*\*

Count Amount

Hundreds: \_\_\_\_\_

Fifties: \_\_\_\_\_

Twenties: \_\_\_\_\_

Tens: \_\_\_\_\_

Fives: \_\_\_\_\_

Ones: \_\_\_\_\_

Other: \_\_\_\_\_

Total Currency =====> \_\_\_\_\_

\*\*\*\*\* Coin Breakdown \*\*\*\*\*

Count Amount

Halves: \_\_\_\_\_

Quarters: \_\_\_\_\_

Dimes: \_\_\_\_\_

Nickels: \_\_\_\_\_

Pennies: \_\_\_\_\_

Other 1: \_\_\_\_\_

Other 2: \_\_\_\_\_

Total Coin =====> \_\_\_\_\_

Total Currency & Coin =====> \_\_\_\_\_

Counted By Date

Verified By Date