

## Cash Summary Report

This report is to be completed at the end of each shift. At the end of each shift you must close out the register and count the money and checks in the register. You must enter the total for each bill and coin on the form on the proper line and the check total in the "Total checks \$" line.

Add up all the bills, coins, gift certificates, and other and place the total in the "Total cash" line. From that subtract amount in the "- Less cash fund" and enter the total in the "= Total cash" line.

From the Sears closing receipt find the amount from the "Net cash total" line and enter that in the "- Less cash sales" line on this form.

Subtract "- Less cash sales" from "= Total cash" and enter the result on the "= Cash + or -" line. This is the amount your register is over or short. If the register is over or short by more than \$1.00 this must be reported to the regional manager by leaving a message on his voice mail immediately.

When you obtain the over/short figure from the Sears loss prevention department enter that figure on the "Sears O / S" line. It should match the value on the "= Cash + or -" line.

From the amount on the "Total cash" line subtract the normal amount for the "bank" that the next person will use for the opening cash fund. Round out to the nearest whole dollar and write this amount on the "Cash turned in" line. This is the amount you must remove from the register (in bills only) to put in the cash bag to turn into the Sears cashier. From each of the bill totals write down amount you are removing from for those bills. For example if you have \$80 in tens and are going to put \$30 in tens in the cash bag then the "Tens" line should read "80 - 30"

Note: If your register is actually over or short in cash then your deposit must be over or short. DO NOT adjust the normal cash fund for the difference. The cash fund must always be the same within 50¢. For example if your normal fund is \$100.00 the actual amount can only vary from \$99.50 to \$100.50. And this is only because you cannot turn in coins to Sears.

When putting money in the cash bag start with the largest bills first. Remember that you want to leave the smaller bills in the register so that the next person can use them to make change.

From the Sears receipt find the amount from the "Checks total" line and enter that value in the "Checks total" line. If this value does not match the amount entered on the "Total checks \$" look under the cash drawer and elsewhere for the missing checks.

From the "Total cash" line subtract the "Cash turned in" line. Write this value on the "- Less cash fund" line FOR THE NEXT SHIFT. After removing the money from the cash drawer to place in the cash bag you may want to recount the cash drawer to make sure that the amount in the cash drawer matches the amount you calculated for the next shift's "- Less cash fund."

After turning in the cash bag take the tear-off tab that the cashier signed and the closing receipt from the register and staple them to the Cash Summary Report.

This report must be kept on file until the end of the following year. For example all reports from 2009 cannot be thrown away until the end of 2010.

## Weekly Sales Summary Report

This report is to be completed at the end of each day, not the end of each shift. After the morning person leaves if there is a return later in the day for a sale the morning person made then that will reduce his sales for the day. This is also the reason that at the end of the day you must take a sales reading for everyone who works at the shop, not only the people who worked that day. If "Tom" worked Tuesday and one of his sales was returned on Wednesday (when Tom did not work) then Tom will have a negative flash sales reading on Wednesday.

The "Employee" column must be filled in with each employee's first name and his cash register employee number.

To take a flash sales reading from the main menu on the cash register choose "10 Information" then "1. Sales flash". Now enter the register number of the employee you want to take the reading for. Write down the reading for that employee on the Week Sales Summary. To take the sales flash for the next employee press [CLEAR] or to quit press [TOTAL].

Note: If your register is not working you can take the sales flash from any other Sears register.

Add up the sales from each employee and write the total on the "Total Sales" line.

The next morning go to the Sears hub office and look at the "Month to date sales" report. This will give you the sales for your shop for the month so far. To get the sales for just one day you have to get the same report for the previous day and subtract the sales. For example, monthly sales on 6-20-09 minus the monthly sales on 6-19-09 will be the daily sales for 6-20-09. The values you want will be for "DIV ACCT" 195080 in the column for "NET LISTED SALES". When you figure out the daily sales from this report enter this figure in the "Sales from Sears" line of the Week Sales Summary.

Now take the "Total sales" and subtract the "Sales from Sears" and enter this value on the "Variance" line.

On the closing register receipt find the value for "Returns total." This is the total returns for your shop for the day including sales tax. We need this figure without tax. For this you will need a divisor. The divisor is  $1 + (\text{your tax rate}) / 100$ . So if your tax rate is 8.75% then your divisor will be 1.0875. If your tax rate is 5.5% then your divisor will be 1.055. If your tax rate is 10.25% then your divisor will be 1.1025. Divide your "Returns total" by your divisor, round out to the nearest penny, and enter that value on the "Register refunds" line. This value must equal the refunds entered on the "Refund log" for that day.

If your store posts refunds for your department enter that figure on the "Host refunds" line. From "Register refunds" subtract "Host refunds" and enter the value on the "Variance" line.

At the end of the week total all rows and write the totals in the "Total" column.

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