



Cash Handling and Daily Sales Report

Book Fair Company

Daily Sales Report forms are located in the blue Materials Set-Up folder.

- While in the Square application, select **Reports**
 - Select **Sales**
 - Select the icon in the top center of the page
 - Select **This Device Only** and then **Apply**



If using more than one POS system, follow these steps on each device and combine totals with a calculator before completing the Daily Sales Report.

- On the Daily Sales Report, fill in the credit card amount

CHECKS: _____
 CARDS: _____ 

- Locate the cash amount in the Square sales report and remove this exact amount from your drawer in any denomination, including coins.
 - In the cash section on the yellow Daily Sales Report, fill out the specific amounts of cash and coins you pulled from your drawer. Again, the total of cash and coins should match the Square sales reports.

(DO NOT INCLUDE STARTING CASH.)

BILLS: 	COIN: Count coin on last 
____ X 1.00 = _____	____ X .01 = _____
____ X 2.00 = _____	____ X .05 = _____
____ X 5.00 = _____	____ X .10 = _____
____ X 10.00 = _____	____ X .25 = _____
____ X 20.00 = _____	____ X .50 = _____
____ X 50.00 = _____	____ X 1.00 = _____
____ X 100.00 = _____	

- Add all check amounts for the day and fill in the total on the check line of the Daily Sales Report.

TOTAL COIN: _____
 CHECKS: _____ 

- Place the Daily Sales Report, cash, coin, checks, and any other corresponding paperwork from the day in an envelope marked with the date and store in a safe location until the end of the fair.
- Repeat steps daily and on the day when a Mrs. Nelson's representative comes to help take down the fair, give the representative the envelopes for verification.

Please call (909) 865-8550 with any questions when completing the Daily Sales Reports.