

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

REGISTER NO.

NAME OF DEPARTMENT

SIGNATURE OF CASHIER

DATE

	ITEM NO.	ITEM	AMOUNT
LINES 1 THRU 6 TO BE FILLED IN BY CASHIER	1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	\$
	2.	CHANGE FUNE (-) (WHEN TURNED IN WITH RECIEPTS)	
	3.	REFUNDS (+)*	
	4.	CASH SALES	
	5.	CHARGE/COMMERCIAL CREDIT SALES	
	6.	TOTAL SALES:	SALES SLIPS OR TICKET NUMBERS _____ THRU _____
PERSON VERIFY- ING CASH AND CHARGES WILL VERIFY LINES 1 2, AND 5 AND FILL IN LINES 7 THRU 11	7.	CHANGE FUND	
	8.	CASH RECEIPTS	
	9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
	10.	CHARGE SALES	
	11.	TOTAL VERIFIED (LINE 9 + 10 = 11)	
PERSON READING THE REGISTER WILL FILL IN LINES 13 THRU 18	12.	CLOSING REGISTER READING	
	13.	OPENING REGISTER READING	
	14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
	15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
	16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER) READINGS)	
	17.	ADJUSTED REGISTER READING (LINE 14 ± 15 ± 16 = 17)	
	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)

NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT	COINS	CENTS	\$		
					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			\$
TOTAL						\$		
					GRAND TOTAL CASH TURNED IN		\$	

* SIGNED REFUND VOUCHERS WILL BE ATTACHED
REMARKS: (Use reverse side if necessary)

SIGNATURE OF PERSON DESIGNATED TO READ REGISTER

SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES)

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.