

# DAILY OPERATIONAL FORMS & CHECKLISTS

## PROSHOP DAILY REPORT

DAY SUPER:	DATE:
NIGHT SUPER:	DATE:

TOTAL TRANSACTION	CASH TRANSACTION	CREDIT TRANSACTION	SALE TAX RECONCILIATION	TODAY'S TOTAL RECEIPTS
Ending Invoice #:	Ending Cash:	No. of Transactions:	Total Proshop Receipts:	Cash Receipts:
Starting Invoice #:	Starting Cash:	Today's Total Credit Receipts:	7% x above Total:	Credit Transactions:
# of Voided Invoices:	Today's Cash Receipts:		Difference =	Receivables paid today:
			Total of Sales Tax on all Invoices:	Today's Total Receipts:

### RETURNS

INV. #	MODEL # DESCRIPT. OF ITEM	REASON FOR RETURN	MODE OF REFUND	SIG. OF SUPERVISOR

### RECEIVABLES RECEIVED TODAY

INVOICE #	DATE OF INVOICE	AMOUNT PAID	BALANCE DUE

### BE SURE TO MAKE APPROPRIATE INVENTORY ADJUSTMENTS

**CASH REFUNDS:** Note below if any money had to be drawn from another source other than Proshop cash drawer.

### DEFECTIVE EQUIPMENT RETURNS

INVOICE #	MODEL # & DESCRIPT. OF ITEM	DEFECTIVE PART	EQUIPMENT REPLACED	RECEIPT GIVEN PENDING MANU- FACT.	BILL DUE

### HOUSE CHARGES TODAY

INVOICE #	TOTAL INVOICE AMOUNT	DOWN PAYMENT IF ANY	BALANCE DUE	NAME OF CUSTOMER OR ACCOUNT

BE SURE TO MAKE INVENTORY ADJUSTMENTS  
IF EQUIPMENT IS REPLACED.

Do not include any partial payments. Any partial payments should be put into envelope with account name on it. Keep envelope in appropriate area of safe until account has been paid in full. On the day the account is paid in full, credit the receivables section of that days report.