

## NIGHTLY TOTALS FOR MAIN OFFICE

Updated 1/4/23

Store \_\_\_\_\_ Today's Date \_\_\_\_\_ Your Name \_\_\_\_\_

1. Email to [NancyMac@Tuxedojunction.com](mailto:NancyMac@Tuxedojunction.com) & [Kim@Tuxedojunction.com](mailto:Kim@Tuxedojunction.com)
2. Print a store copy and Staple to your Register Balance Sheet

### 1. TODAY'S DAILY ACTIVITY REPORT- Click Reporting then click Store in Wintux

Rental \$ \_\_\_\_\_ Sales \$ \_\_\_\_\_ Misc \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

2. Total Cash \$ \_\_\_\_\_

This is what you are  
taking to the bank

Plus

3. Credit Card(s) Total \$ \_\_\_\_\_

"Swiped" & "Keyed"

*\*Be sure to add any CC payments not swiped*

4. Voucher Redeemed \$ \_\_\_\_\_

Voucher #  
\_\_\_\_\_

5. Nightly Total \$ \_\_\_\_\_

What your store took in  
TODAY (ADD #2,#3 & #4)

Comments: \_\_\_\_\_

**BE SURE YOU HAVE EXACTLY \$100 PETTY CASH LEFT IN YOUR DRAWER**

If your internet or email is down and you cannot send your email, **you must call Nancy at the office** and leave a message with your nightly figures.