

Daily Sales - Receipts

MANAGER: _____

DATE: _____

Opening Money

\$ _____

SALES:

4000	Sales	\$	
2050	Sales Tax	\$	
		\$	
		\$	
1000	Cash put in drawer - not from sales	\$	
		\$	
		\$	
4050	Refunds - Allowances	\$	

Total Sales

\$ _____

CASH DRAWER

PAID OUT OF DRAWER:

5000	Merchandise	\$	
6210	Office Supplies	\$	
6290	Repair & Maintenance	\$	
6300	Operating Supplies	\$	
6345	Food - Meals	\$	
6350	Gas -	\$	
		\$	
		\$	
		\$	
		\$	

Total Paid Outs

\$ _____

Total Sales Minus Paid Outs:

Net Receipts

\$ _____

Total Receipts in Drawer

\$ _____

Opening \$\$

\$ ()

Receipts in drawer less Opening Money

Total Receipts for day

\$ _____

Deposit

Cash (Over) - Short:

\$ _____

Credit - Debit Cards

\$ _____

Cash & Checks

\$ _____

Will Equal The Net Receipts Total Above

Total for Deposit

\$ _____