

Cash Receipt Excel Template

Optimize your financial tracking with this **cash receipt Excel template** featuring automatic calculations for accurate and efficient record-keeping. Designed to simplify cash management, the template minimizes errors and saves valuable time. Ideal for small businesses and personal use alike, it ensures every transaction is clearly documented.

Date	Receipt No.	Description	Received From	Amount Received (\$)	Tax (%)	Total (\$)
2024-06-10	0001	Payment for Services	John Doe	200.00	5	=E2*(1+F2/100)
2024-06-12	0002	Product Sale	Jane Smith	320.00	0	=E3*(1+F3/100)
Grand Total (\$):						=SUM(G2:G3)

Instructions for Use:

- Download and open the template in Microsoft Excel.
- Fill in each transaction with the corresponding details.
- The **Total** column automatically calculates the total (amount + tax).
- The **Grand Total** at the bottom sums all receipt totals automatically.

Tip: Extend the rows as needed for more transactions. Adjust column formulas accordingly.

Download Excel Template