

Cash Receipt Excel Template Sample

This **cash receipt Excel template** is designed to streamline your payment tracking process by including essential tax and discount fields. It helps ensure accurate calculations and clear documentation for every transaction. Easily customize the template to fit your business needs and improve financial record-keeping.

Receipt Details	
Receipt No.	_____
Date	_____
Received From	_____

Description	Quantity	Unit Price	Total
[Item/Service 1]	1	\$100.00	\$100.00
[Item/Service 2]	2	\$50.00	\$100.00
Subtotal			\$200.00
Discount (%)			10%
Discount Amount			-\$20.00
Tax Rate (%)			7%
Tax Amount			\$12.60
Grand Total			\$192.60

Note: To use this sample, simply copy the table into your Excel sheet and replace the placeholders with your transaction data. You can apply formulas in Excel for automatic calculations:

- **Subtotal:** =SUM([Total Items])
- **Discount Amount:** = Subtotal * Discount %
- **Tax Amount:** = (Subtotal - Discount Amount) * Tax %
- **Grand Total:** = Subtotal - Discount Amount + Tax Amount