

Detailed Cash Receipt Excel Template for Daily Sales

Our **detailed cash receipt Excel template** is designed to streamline daily sales tracking, offering organized columns for item descriptions, quantities, and payment details. It enhances accuracy and accountability by allowing easy input and real-time calculation of totals. This template is ideal for businesses needing a reliable tool to manage daily cash transactions efficiently.

Sample Cash Receipt Table

Date	Receipt No.	Item Description	Quantity	Unit Price (\$)	Total (\$)	Payment Method	Received By
2024-06-18	CR-001	Widget A	3	10.00	30.00	Cash	John Doe
2024-06-18	CR-002	Gadget B	2	25.00	50.00	Card	Jane Smith
2024-06-18	CR-003	Widget C	1	15.00	15.00	Cash	John Doe
Total Sales (\$)					95.00		

Instructions for Use:

- Enter the date and receipt number for each transaction.
- List each item sold along with quantity and unit price.
- The template automatically calculates the total for each line.
- Record the payment method and name of the staff who received the cash.
- The total sales for the day is auto-calculated at the bottom.