

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:

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