

Daily Sales and Deposit Reconciliation Statement

Date

Location

Prepared By

Sales Summary

Description	Amount
Total Sales	
Less: Returns/Discounts	
Net Sales	

Deposit Details

Payment Type	Amount Collected	Amount Deposited
Cash		
Checks		
Credit/Debit Cards		
Total		

Reconciliation

Over/Under (+/-)

Remarks

Signatures

Prepared By _____

Verified By _____

Approved By _____