

# Daily Cash and Sales Overview Report

Date: \_\_\_\_\_

Store Name: \_\_\_\_\_

Manager: \_\_\_\_\_

## 1. Sales Summary

Category	Transactions	Sales Amount	Refunds
Cash	_____	_____	_____
Credit/Debit Card	_____	_____	_____
Mobile Payment	_____	_____	_____
Gift Card	_____	_____	_____
<b>Total</b>	_____	_____	_____

## 2. Cash Register Summary

Register	Opening Balance	Cash Received	Cash Removed	Closing Balance
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____

## 3. Discrepancy Check

Register	Expected Total	Counted Total	Difference	Explanation
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Manager Notes / Issues: