

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	_____	_____	_____
Total	_____	_____	_____

2. Cash Register Summary

Register	Opening Balance	Cash Received	Cash Removed	Closing Balance
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
Total	_____	_____	_____	_____

3. Discrepancy Check

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

Manager Notes / Issues: