

DAILY CASH REPORT

DATE

DAY

CASH RECEIVED

AMOUNT

CASH SALES	
CREDIT CARD SALES	
SALES TAX	
SUBTOTAL	

PAYMENTS ON ACCOUNT

AMOUNT

CUSTOMER	▼

SUBTOTAL

TOTAL SALES

TOTAL SALES TAX

TOTAL RECEIPTS

NOTES

CASH PAID OUT

AMOUNT

PAID TO	▼

SUBTOTAL

CHECKS PAID OUT

AMOUNT

PAID TO	▼

SUBTOTAL

DAILY SUMMARY

AMOUNT

CASH RECEIVED	
CHECKS RECEIVED	
SUBTOTAL	
CASH PAID OUT	AMOUNT
BANK DEPOSIT	
DEPOSIT MADE BY	
SIGNATURE	