

DAILY SALES AND CASH DRAWER WORKSHEET

DATE _____

GROSS SALES PER POS a _____

LESS

CREDIT CARD SALES b _____

GIFT CARD SALES b _____

_____ b _____

_____ b _____

NET CREDIT REDUCTIONS b (_____) total b

NET CASH SALES c _____ [a-b]

LESS:

CASH PAYOUTS/OTHER _____ 200

_____ d _____

_____ d _____

_____ d _____

_____ d _____

_____ d _____

_____ d _____

_____ d _____

NET CASH PAYOUTS d (_____) total d

CREDIT CARD TIPS e (_____)

NET CASH DEPOSIT x _____ [c-d-e]

TOTAL CASH IN DRAW f _____

LESS CASH DRAWER START g (_____)

NET CASH y _____ [f-g]

DIFFERENCE/VARIANCE [x-y]