Restaurant daily sales report template

Business name: _____ **Date:** _____ **Day:** _____

Copy the figures from the register's end-of-day report and the card terminal total, then count the cash. Total sales (A) and total payments (B) must be the same.

Sales	Receipts (number)	Amount	Note
Sales by category			
Food			
Drinks			
Takeaway and delivery			
Other			
A Total sales			
Payment types			
Cash			
Card terminal			
Vouchers			
Online or app payments			
B Total payments			
Discounts, voids and refunds			
Discounts			
Voids and refunds			

Cash in the till	Amount	Note
C Float at the start of the day		
D Cash sales (Cash line above)		
E Cash paid out (with receipts)		
F Expected cash: C + D - E		
G Cash counted		
H Difference: G - F (over +, short -)		
I Cash to bank		

Covers (guests): _____ **Average per cover:** _____ **Weather, events:** _____

Notes (complaints, staff, problems):

_____

_____ _____ _____

Prepared by (name, signature) Checked by manager (name, signature) Date