

# Daily Takings Log

Retail daily cash, card and online takings record with till reconciliation

## HOW TO USE

1. Enter your business name and select the month in the blue cells at the top.
2. For each trading day, enter the date and your cash, card, and online sales.
3. Total Sales and Net Sales calculate automatically.
4. Enter your opening and closing cash float to reconcile the till.
5. Cash Variance shows whether your till is up or down. A negative figure means you have less cash than expected.

## CLEARING THE SAMPLE DATA

The blue cells contain example daily figures. Select them and press Delete to enter your own. The white cells are calculated and update automatically.

## REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it, but you can remove it from Page Layout, Page Setup, Header/Footer.

## NOTES

Blue cells are your inputs. White cells are calculated and protected. The sheet is protected so only blue cells can be edited. No password is needed to unprotect if you want to change the layout.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

# Daily Takings Log

Add your logo here

Business name:

Month:

TOTAL CASH SALES	TOTAL CARD SALES	TOTAL REFUNDS	NET SALES (MONTH)
<b>£8,560.00</b>	<b>£16,120.00</b>	<b>£150.00</b>	<b>£28,070.00</b>

Date	Day	Cash Sales £	Card Sales £	Online Sales £	Total Sales £	Refunds £	Net Sales £	Float In £	Float Out £	Cash Variance £
								£200.00	£685.20	
								£200.00	£850.40	
								£200.00	£720.15	
								£200.00	£810.80	
								£200.00	£790.25	
								£200.00	£1,020.50	
								£200.00	£1,180.70	
<b>Week 1 Total</b>					-		-	<b>£1,400.00</b>	<b>£6,058.00</b>	-
08/06/2025	Sunday	£430.00	£820.00	£110.00	£1,360.00		£1,360.00	£200.00	£630.00	-
09/06/2025	Monday	£560.00	£1,050.00	£220.00	£1,830.00	£10.00	£1,820.00	£200.00	£760.00	-
10/06/2025	Tuesday	£490.00	£920.00	£180.00	£1,590.00		£1,590.00	£200.00	£690.00	-
11/06/2025	Wednesday	£620.00	£1,180.00	£290.00	£2,090.00	£30.00	£2,060.00	£200.00	£820.00	-
12/06/2025	Thursday	£540.00	£990.00	£200.00	£1,730.00		£1,730.00	£200.00	£740.00	-
13/06/2025	Friday	£750.00	£1,380.00	£360.00	£2,490.00		£2,490.00	£200.00	£950.00	-
14/06/2025	Saturday	£890.00	£1,720.00	£410.00	£3,020.00	£35.00	£2,985.00	£200.00	£1,090.00	-
<b>Week 2 Total</b>		<b>£4,280.00</b>	<b>£8,060.00</b>	<b>£1,770.00</b>	<b>£14,110.00</b>	<b>£75.00</b>	<b>£14,035.00</b>	<b>£1,400.00</b>	<b>£5,680.00</b>	-
<b>Week 3 Total</b>					-		-			-
<b>Week 4 Total</b>					-		-			-
<b>MONTHLY TOTAL</b>		<b>£8,560.00</b>	<b>£16,120.00</b>	<b>£3,540.00</b>	<b>£28,220.00</b>	<b>£150.00</b>	<b>£28,070.00</b>	<b>£5,600.00</b>	<b>£23,476.00</b>	-

Self-check: OK - Net sales reconcile