

Weekly Sales & Cash Report

AC#	DESCRIPTION	DATE	DATE	DATE	DATE	DATE	DATE	DATE	POSTED
		MON	TUE	WED	THU	FRI	SAT	SUN	<input type="checkbox"/>
		Last Week Bal.		A/P		A/R		Bank	
Revenue Accounts									
2	Sales 1 (cash, checks, credit cards)								
3	Sales 2								
4	Sales Tax Collected								
5	Other Income								
6	Refund/Returns (debit)								
7	CASH INCOME (add 2 to 5 less 6)								
Liability Accounts									
9	New Accounts Payable (credit)								
10	Accounts Payable Paid (debit)								
11	Bank Loans Paid (principle only)								
Owner's Equity Accounts									
13	Personal Drawings (cash)								
14	Personal Drawings (check)								
Expense Accounts									
16	Advertising								
17	Automobile								
18	Insurance								
19	Interest								
20	Phone								
21	Supplies								
22	Rent/Mortgage								
23	Repairs & Maintenance								
24	Shipping & Postage								
25	Travel & Entertainment								
26	Utilities (light, heat, water)								
27	Wages Paid								
28	Other								
29	Petty Cash Slips								
30	Miscellaneous Cash Payments								
Asset Accounts									
32	Inventory Purchased								
33	Equipment Purchased								
34	New A/C Receivables (debit)								
35	OPENING CASH BALANCE								
36	A/R Collected (credit)								
37	CASH AVAILABLE 7 + 35 + 36								
38	PAYOUT 13 + 29 + 30								
39	Net Cash (Cash on Hand) 37 - 38								
40	Actual Cash Count								
41	Cash Over or Short								
42	BANK DEPOSIT 39 - 35								
43	FLOAT TOMMORROW 36 + 42								
44									
End of Week BALANCES		(18 to 31)		A/P		A/R		Bank	