

## 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	
<b>Revenue Accounts</b>									
2	Sales 1 (cash, checks, credit cards)								
3	Sales 2								
4	Sales Tax Collected								
5	Other Income								
6	Refund/Returns (debit)								
7	<b>CASH INCOME</b> (add 2 to 5 less 6)								
<b>Liability Accounts</b>									
9	New Accounts Payable (credit)								
10	Accounts Payable Paid (debit)								
11	Bank Loans Paid (principle only)								
<b>Owner's Equity Accounts</b>									
13	Personal Drawings (cash)								
14	Personal Drawings (check)								
<b>Expense Accounts</b>									
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								
<b>Asset Accounts</b>									
32	Inventory Purchased								
33	Equipment Purchased								
34	New A/C Receivables (debit)								
35	<b>OPENING CASH BALANCE</b>								
36	A/R Collected (credit)								
37	<b>CASH AVAILABLE</b> 7 + 35 + 36								
38	<b>PAYOUT</b> 13 + 29 + 30								
39	Net Cash (Cash on Hand) 37 - 38								
40	Actual Cash Count								
41	Cash Over or Short								
42	<b>BANK DEPOSIT</b> 39 - 35								
43	<b>FLOAT TOMMORROW</b> 36 + 42								
44									
<b>End of Week BALANCES</b>		(18 to 31)		A/P		A/R		Bank	