Qowsaar

Daily shop closing sheet

Use one sheet per day and per currency. Fill in both columns separately.

Date _____ **Currency** _____

Money in and out

Entry	Cash	Mobile money
A **Opening balance** Amount in the till or wallet at the start of the day.		
B **Payments for today's sales** Record the amount received today, including partial payments.		
C **Repayments of earlier customer debts** Money received today for sales made before today.		
D **Other money in** Include cash deposits, wallet top-ups or transfers received.		
E **Money out** Include suppliers, expenses, fees and transfers sent.		
F **Expected closing balance** A + B + C + D − E		
G **Actual closing balance** Count the cash. Read the closing balance from the mobile wallet.		
H **Difference** G − F. A negative result means less money than expected.		

Today's sales

	Amount
New unpaid customer credit Only the part of today's sales customers still owe.	
Total value of today's sales B (cash) + B (mobile money) + new unpaid credit.	

What explains any difference?

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Worked example qowsaar.com/resources/daily-shop-closing/