Free preview — POS Agent Daily Records Book

These are screenshots of the real spreadsheet with example numbers. Everything in white calculates automatically; you only type in the yellow cells. Works in Excel, Google Sheets and LibreOffice.

Transactions — profit, cash and wallet changes

POS Agent Daily Records Book

POS transactions

Enter every transaction. Cash and wallet changes are worked out from the type.

Date	Type	Amount (₦)	Charge to customer (₦)	Provider fee (₦)	Your profit (₦)	Cash in hand change (₦)	Wallet
20/11/2026	Withdrawal	₦10,000	₦200	₦50	₦150	-₦9,800	
20/11/2026	Transfer	₦25,000	₦200	₦20	₦180	₦25,200	
20/11/2026	Withdrawal	₦5,000	₦100	₦25	₦75	-₦4,900	
20/11/2026	Airtime/Data	₦2,000	₦0	₦0	₦0	₦2,000	

Transactions

Daily summary & cash count

POS Agent Daily Records Book

Daily summary & cash count

One row per day. Type the opening cash and wallet balance, then the cash and wallet you actually have at closing.

Date	Transactions	Volume (₦)	Profit (₦)	Opening cash (₦)	Opening wallet (₦)	Expected closing cash (₦)	Expected closing wallet (₦)	Actual cash
Fri 20/11/26	4	₦42,000	₦405	₦50,000	₦100,000	₦62,500	₦87,905	
Sat 21/11/26	0	₦0	₦0	₦62,500	₦87,905	₦62,500	₦87,905	
Sun 22/11/26	0	₦0	₦0	₦62,500	₦87,905	₦62,500	₦87,905	
Mon 23/11/26	0	₦0	₦0	₦62,500	₦87,905	₦62,500	₦87,905	

Daily summary

Get the full spreadsheet

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