How to Make a Receipt on Excel

Receipts are necessary documents for selling merchandise or services to clients. These pieces of paper are proof of financial transactions and serve as official documents. There are different receipt samples, including receipts of payment, store receipts, bank receipts, and rent receipts. It is advantageous to utilize online receipt templates as a reference if the company is looking at its creation. Microsoft Excel is an excellent application to help with receipts, providing necessary formulas for computation. The guide below teaches how to make a receipt on Excel with and without the use of templates.

SUMMARY:

- Using a template: Startup your Microsoft Excel and click on **New**. Type in "receipt" on the search bar to view the available templates. Click on the receipt template you want to use and select **Create**.
- Without a template: Create a **Blank Workbook**. Ensure that the page layout follows the dimensions of your paper. Create a receipt with company details, receipt number, and other transaction information in tabular form. Input the correct formulas for computation and **Save** your receipt.

How to Make a Receipt Using Templates On Excel

Microsoft Excel provides its users with a variety of receipts available through Office. Read and understand the guide below to help you make a receipt by using available templates on Excel.

1. Launch the Microsoft Excel application and select **New**.

2. Search for "receipt" on the search bar to view the available receipt templates you can use.

3. Left-click on the template to select it and click **Create** to start editing its content.

SALES RECEIPT

YOUR LOGO HERE [Your Company Slogan]

[Your Company Name]

[Street Address]
[City, ST ZIP Code]
[Phone] [Fax]
[e-mail]

SOLD TO   [Name]
               [Company Name]
               [Street Address]
               [City, ST ZIP Code]
               [Phone]

RECEIPT NO.   [101]
DATE   January 12, 2012
CUSTOMER ID   [ABC12345]

PAYMENT METHOD	CHECK NO.		JOB	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL

Sales receipt (Garam design)

Provided by: Microsoft Corporation

Provide customers a receipt for goo
this sales receipt template. Itemized
discounts, sales tax, and grand total
automatically. Find matching templa
Gray design set by clicking the See

Download size: 48 KB

Create

4. Replace all the model texts with the company's information, including its name, address, and contact information. You can also replace the placeholder image by selecting the item and clicking the **Replace Image** button from the **Format** tab.
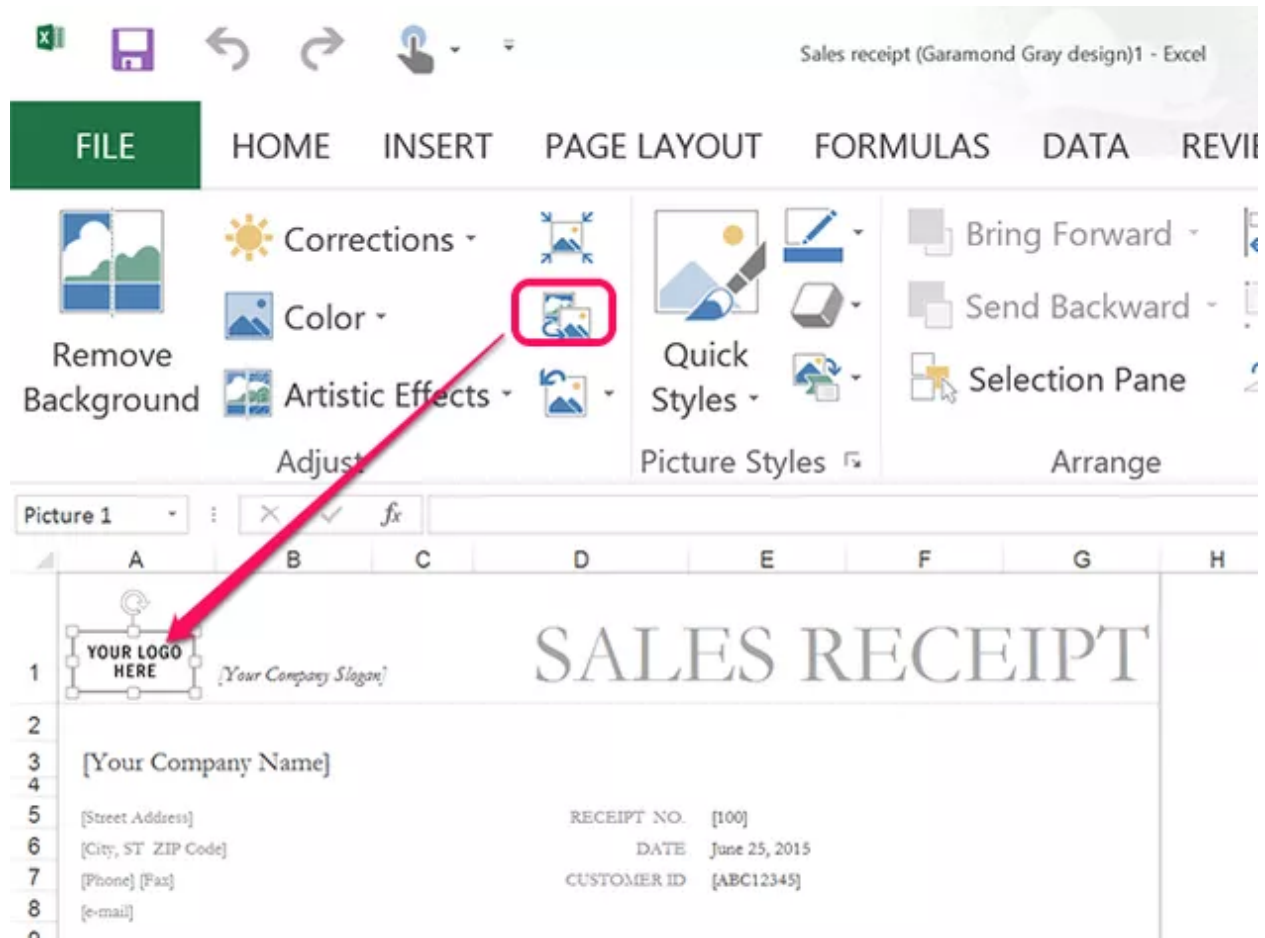
5. Make sure to test your template if the formulas work well and **Save** your work.

Note: If you are looking for a particular template, you can start browsing online. Template.net provides a wide array of receipt templates on Microsoft Excel you can use and download for your company.

How To Make a Receipt on Excel Manually

In creating a receipt from scratch, be aware of the formulas for the cells for proper computation of accrued services or products of legal tender. The guide below is a step-by-step guide in creating your receipt. Read and follow the steps carefully.

1. Start your receipt by creating a **Blank Workbook**. Go to the **View** tab, then **Page Layout**, and ensure the receipt's dimensions fit the paper.

2. Insert your business' information, the word Receipt, receipt number, and transaction date. Ensure that the receipt number shows the zeros by going to the **Home** menu, changing the option to **Text** on the **Number** tab. Use the formula =**NOW()** for the date to get the live date and time.
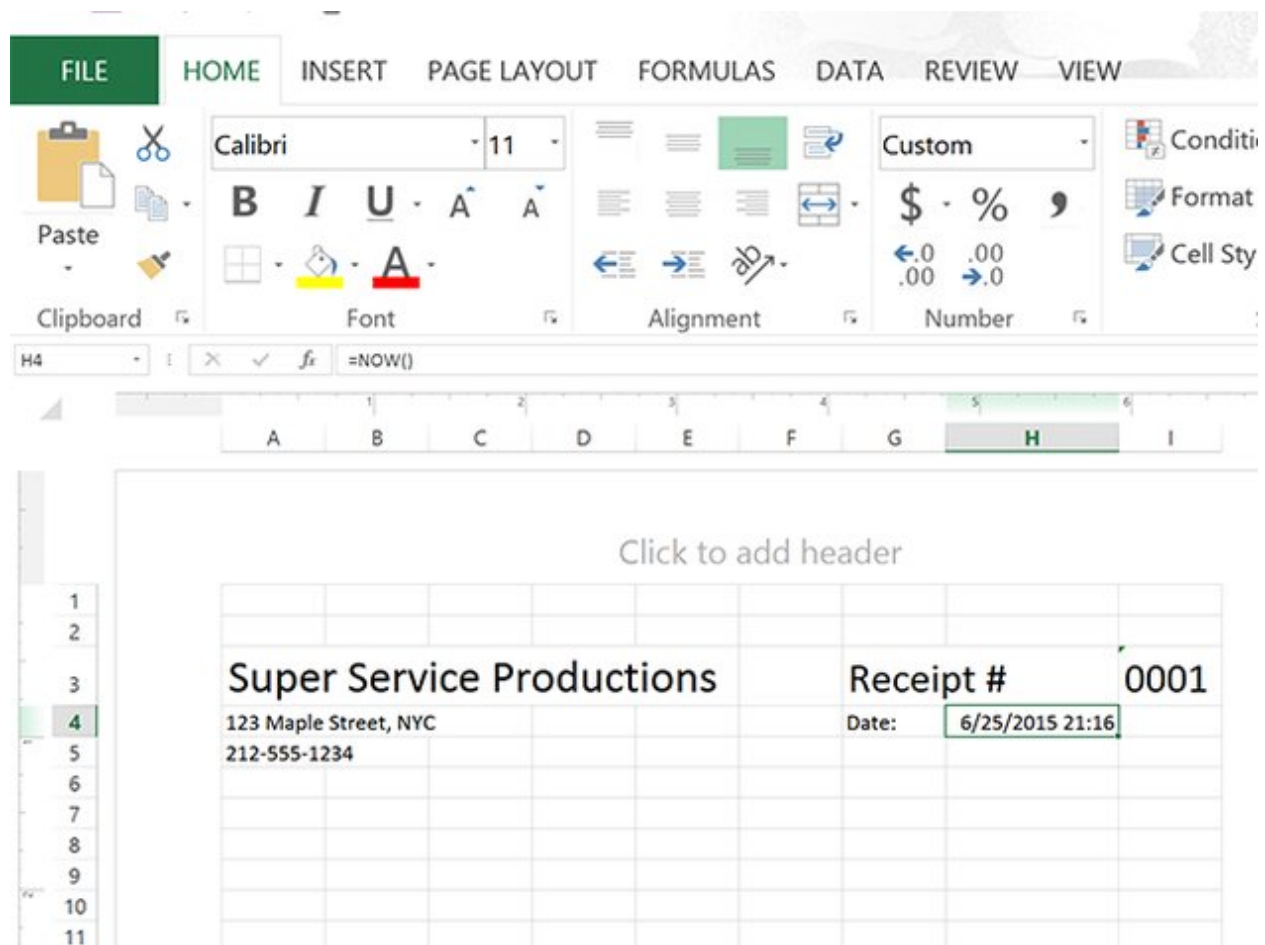
3. On the column headers, insert entries for Items, Units, Prices, Discounts, and Total. For the bottom, indicate the subtotal, tax, and total entries. Add borders and fill colors as you see fit.

4. Start including formulas into the sheet. Select the **Subtotal** cell, go to the **Formulas** tab, and select the **Autosum** icon. Drag your cursor over all the cells in the **Total** column and press **Enter**.

Units	Price	Discount	Total
		Subtotal	=SUM(I8:I19)
		Tax	SUM(**number1**, [number2], ...)
		Total	

5. To compute the tax, select the **Tax** cell. Insert (=) sign to indicate the start of the formula and click on the **Subtotal** cell. Input the (*) sign, then insert the tax percentage as a decimal. Press Enter to complete your formula.

		Subtotal	$0.00
		Tax	=120*.8
		Total	

6. For computing the **Total** price, select the **Total** cell and click the **Autosum** icon on the **Home** menu. Select the **Subtotal** and **Tax** cells, then press **Enter**.

Subtotal		$0.00	
Tax		$0.00	
Total		=SUM(I20:I21)	

SUM(**number1**, [number2], ...)

7. To compute for the discount, click on the first **Total** cell. Insert (=) sign, click on the first **Unit** cell. Then, indicate the (*) sign, selecting the **Price** cell. Afterward, insert the (-) sign and select the **Discount** cell, then press **Enter**. To duplicate the formula, copy and paste the initial formula to the empty cells.

Date: 6/25/2015 21:37

Units	Price	Discount	Total
			=F8*G8-H8

8. Finally, test your receipt by inputting entries into the cells for computation. Once everything is set, **Save** your work or **Print** it for distribution.