Cash Book Transaction

Report Module Guide: Cash Book Transaction Report

Module Location

Finance > Reports > Cash Book Report

Module Objective

The **Cash Book Transaction Report** module is used to generate a "Cash Book" or "Bank Book" report. This report details all transactions, both inflows and outflows, that occurred on a specific cash or bank account within a single period. It is a fundamental report for daily cash monitoring and the reconciliation process.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.



Here is an explanation for each parameter:

- **Transaction Type**:

- Filter the report to display **ALL** transactions, or only **Inflows** or **Outflows**.

- **Cash Book Account**:
  - This is the primary filter to select the specific cash or bank account whose report you want to view.

- **Start Date / To**:
  - Specify the transaction date range to be displayed (e.g., September 1, 2025, to September 30, 2025).

- **Approval status**:
  - Filter transactions based on their approval status.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially selecting the **Cash Book Account** to be checked and specifying its date range.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the cash book report directly on your screen.

- **[View via Excel]**: To download the report data in an Excel file format.

3. Report Content (Conceptual)

The generated report will resemble a cash book or bank statement format, which will most likely display:

- Transaction Date
- Description / Narration
- Document Reference Number
- Debit column (for outflows)
- Credit column (for inflows)
- Running Balance

Tips & Important Notes

- Use this report to perform an **internal reconciliation** before comparing it with the actual statement from the bank.
- This report is a recapitulation of all transactions recorded in the **Bank/Cash Receipt and Bank/Cash Disbursement** modules.
- This is a crucial daily operational report for the **Treasury and Accounting teams** to monitor cash and bank positions.

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