

Daily Cash Report

Report Module Guide: Daily Cash Report

Module Location

Finance > Reports > Daily Cash Report

Module Objective

The **Daily Cash Report** module is used to generate a detailed report that resembles a daily cash book or bank book. This report presents a chronological list of all transactions (inflows and outflows) for one or more selected cash/bank accounts within a specific period. It is a fundamental tool for the control and monitoring of daily cash activities.

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:

- **1. Account:**

- Select **Selected Account** to choose one or more specific cash/bank accounts from a list, or select **All Accounts** to generate a combined report.

- **2. To:**

- Specify the report's date range in the **Start Date** and **End Date** fields.
- **4. Include 0.00 Balance:**
 - Check **Yes** if you want to display accounts that have no balance or transactions in the selected period.
- **5. Currency:**
 - Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially selecting the **Account(s)** to be reported on and specifying the 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 daily cash report directly on your screen.
- **[Export to MS Excel]:** To download the report data in an Excel file format.

3. Report Content (Conceptual)

The generated report will be a detailed daily cash book, which will most likely display:

- The beginning balance for the period.
- A chronological list of transactions, each with a Date, Description, Document Number, Debit (outflow), and Credit (inflow).
- The ending balance for the period.

Tips & Important Notes

- This report is very similar to the **Cash Book Transaction Report**, but with the main advantage of being flexible enough to **select and combine multiple accounts** in one report.
- This is a fundamental operational report for the **Treasury team** in monitoring daily cash activities and for **Accounting** in the process of auditing or tracing transactions.

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