

Cash Book Report

General Ledger>Reports>Report List

Cash Book Report printed from the Cash Book not from the Transaction table.

Cash Book Report

Bank Account:

Cash Book Line Date:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Select:

☒ Posted

☐ Preparation

☐ Both

Sort By:

Date

Select All:

☐

Include Division:

☐

Include Region:

☐

{chkShowSplit}:

☐

Generate

Export

Close

Bank Account	Select the bank account for which you would like to run the report.
Date From / To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Select	Select whether you want to pull a report for Posted transactions, Transactions still in preparation or both.
Sort By	Sort the report by selecting one option from the drop-down arrow. Options area: by Code, Description, Group Code or Bin Location
Select All	Select all filters
Include Division	Include Division in your report
Include Region	Include Region in your report
chkShowSplit	

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