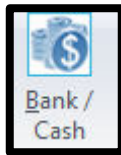
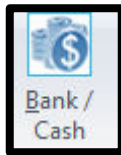




### Bank/Cash (Alt + H)

This report shows the detailed record of all the entries done involving Bank and Cash transactions.



On clicking the  option or on pressing the shortcut (Alt + H), “Bank and Cash Report” window will appear as shown below:

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, Branch selection (All, Logged In, Selected), Group Selection (Bank Balances, Cash Balances) and Party Selection (Ledgers- Cash, AMCO bank, SBI etc.).

User can use below mentioned shortcuts for further extractions and functions.



### Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded report will be as below:

Bank and Cash Report

<Press Enter / Dbl click in grid for drill down(only for logged in Branch) to entry>

Filter Data (F3) Report [01-04-2019 to 31-03-2020] (F4)

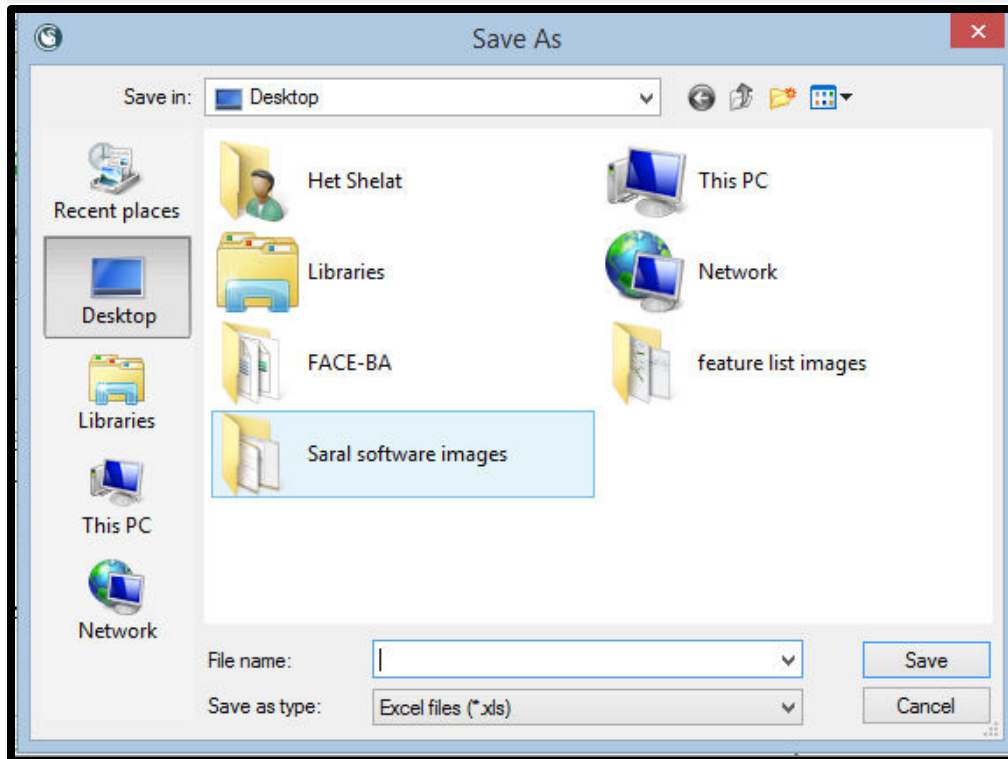
VoucherType	Party Name	Date	Branch	Closing	Dr Amount	Cr Amount	Running Balance
Click here to define a filter							
<input checked="" type="checkbox"/> Axis Bank					10,118.00 C		10,118.00 C
<input checked="" type="checkbox"/> Cash Account					3,052.00 C		3,052.00 C
<input checked="" type="checkbox"/> ICICI BANK					6,322,106.54 D		6,322,106.54 D
<input checked="" type="checkbox"/> Mayank Jain (BANK)					50,000.00 D		50,000.00 D
<input checked="" type="checkbox"/> RBL BANK					265,938.43 D		265,938.43 D

### Drill down entry

To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that voucher

### Export (Alt + E)

User needs to click on Export (Alt + X) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

#### [Print \(Alt + P\)](#)

On clicking the Print (Alt+P) button, print preview window will appear.

#### [Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Bank/Cash Tab.

#### [Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Bank/Cash tab will get closed.