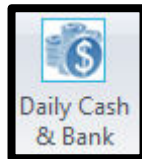
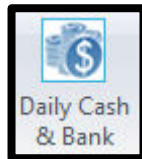




### Daily Cash & Bank (Alt+ I)

This report shows the detailed record of day wise (daily) running balances of different cash and bank accounts



On clicking the  option or on pressing the shortcut (Alt+ I), “Daily Cash & Bank 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 (All, Selected, Logged In), Maker-Checker Status, 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:

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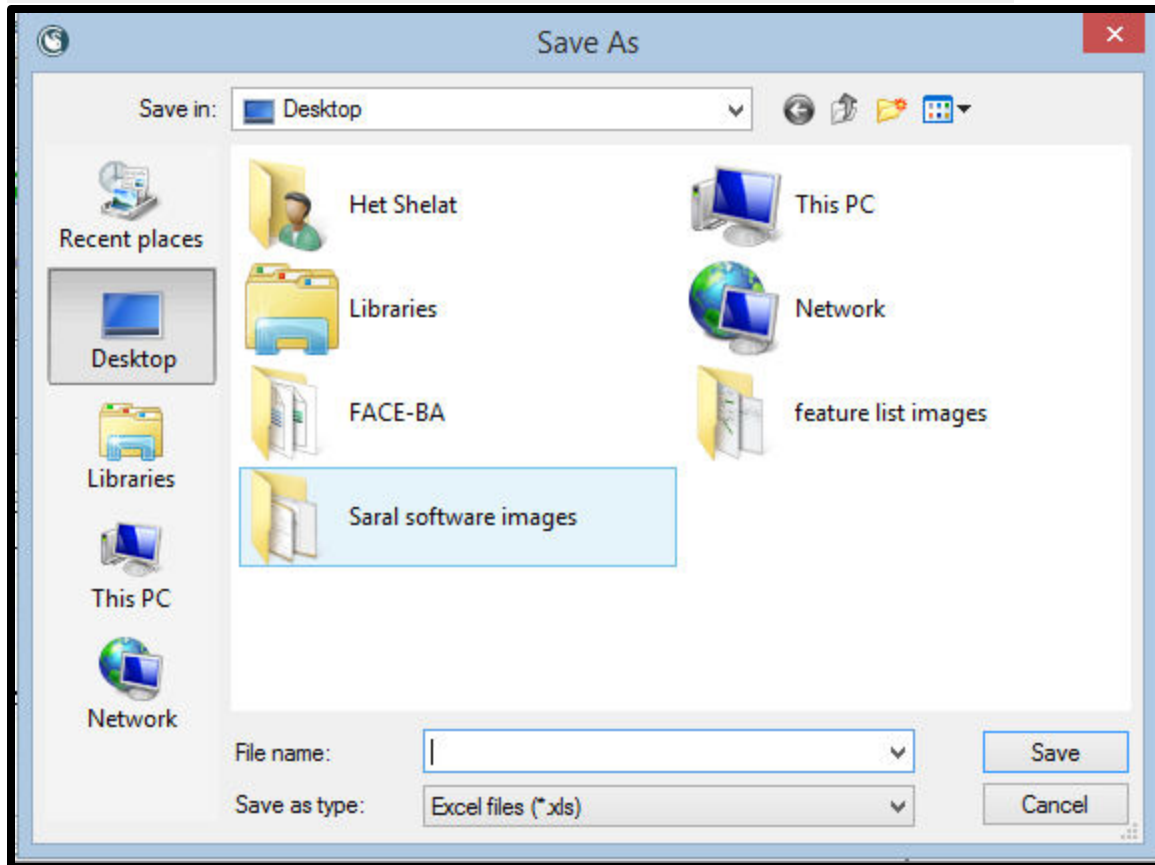
### Load Report (Alt + L)

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:

Daily Cash & Bank				
<div> <span>Load Report</span> <span>Export</span> <span>Print</span> <span>Help</span> <span>Close</span> </div>				
Filter Data (F3) Report [01-04-2019 to 31-03-2020] (F4)				
Date	Branch	Dr Amount	Cr Amount	Running Balance
Click here to define a filter				
Party Name : Axis Bank				
16-09-2019	DEMO COMPANY	5,000.00		5,000.00
17-09-2019	DEMO COMPANY	5,118.00		10,118.00
Party Name : Cash Account				
09-05-2019	DEMO COMPANY		596.00	-596.00
15-05-2019	DEMO COMPANY		566.00	-1,162.00
17-05-2019	DEMO COMPANY		283.00	-1,445.00
19-06-2019	DEMO COMPANY		124.00	-1,569.00
08-07-2019	DEMO COMPANY	4,971.00		3,402.00
17-07-2019	DEMO COMPANY		350.00	3,052.00
Party Name : ICICI BANK				
Party Name : Mayank Jain (BANK)				
29-08-2019	DEMO COMPANY		50,000.00	-50,000.00
Party Name : RBL BANK				

### Export (Alt + E)

User needs to click on Export (Alt + E) 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 Daily Cash & Bank Tab.

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

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