

Accounting Cash Receipts Journal Form

Cash Receipt Details

Receipt Number: _____

Date of Transaction: _____

Payee Name: _____

Description of Payment: _____

Payment Details

Amount Received: _____

Payment Method:

Cash

Check (Check Number: _____)

Bank Transfer

Table for Allocations

| Account Name | Account Number | Amount | Department/Branch | Notes |
|--------------|----------------|--------|-------------------|-------|
| | | | | |
| | | | | |

Authorization

Received By: _____

Verified By: _____

Date: _____