

Daily Accounting Cash Report

Company Information

Company Name: _____

Branch/Location: _____

Report Date: _____

Prepared By: _____

Opening Cash: _____

Daily Transactions Summary

Total Inflows: _____

Total Outflows: _____

Details of Transactions

Description	Amount In	Amount Out	Notes
Sales Revenue			
Vendor Payments			
Miscellaneous			

Closing Balance

Expected Closing Balance: _____

Actual Cash Counted: _____

Discrepancy: _____

Verification

Prepared By: _____ Signature: _____

Approved By: _____ Signature: _____