

Electronic Cash Book Format

For the Month: June 2024

Date	Voucher No.	Description	Debit (INR)	Credit (INR)	Balance (INR)
01/06/2024	CB001	Opening Balance	25,000		25,000
03/06/2024	CB002	Received from Sales	10,000		35,000
05/06/2024	CB003	Paid to Supplier		5,000	30,000
08/06/2024	CB004	Office Expenses		2,000	28,000
12/06/2024	CB005	Received from Client	8,000		36,000
15/06/2024	CB006	Utility Bill Payment		3,500	32,500
Total			43,000	10,500	32,500

Important Notes

- This electronic cash book is maintained as per standard accounting practices.
- All entries should be supported with relevant documents (vouchers, bills, receipts).
- Balances must be updated immediately after each transaction for accuracy.
- Access to the electronic cash book should be restricted to authorized personnel only.
- Regular backup and security of electronic records is essential.