

Multi-Account Cash Ledger Report

Organization: Acme Corporation
Reporting Period: 01-Jan-2024 to 31-Jan-2024
Report Date: 02-Feb-2024
Prepared by: Finance Department

Account: Main Office Cash | Account No: 1001

Date	Voucher No.	Description	Debit (INR)	Credit (INR)	Balance (INR)
01-Jan-2024	CV-1001	Opening Balance	50,000		50,000
04-Jan-2024	RV-1005	Cash Sales	15,000		65,000
07-Jan-2024	PV-1012	Petty Expenses		5,500	59,500
15-Jan-2024	PV-1023	Supplier Payment		20,000	39,500
Total			65,000	25,500	39,500

Account: Petty Cash Branch A | Account No: 1022

Date	Voucher No.	Description	Debit (INR)	Credit (INR)	Balance (INR)
01-Jan-2024	CV-2010	Opening Balance	8,000		8,000
10-Jan-2024	RV-2025	Head Office Transfer	4,000		12,000
12-Jan-2024	PV-2028	Snacks for staff		800	11,200
20-Jan-2024	PV-2040	Stationery		1,500	9,700
Total			12,000	2,300	9,700

Important Notes

- This report summarizes all cash transactions for each account within the specified period.
- Separate ledgers are maintained for each cash account for transparency.
- Ensure all vouchers are properly authorized and recorded for audit compliance.
- Final balances should be periodically reconciled with physical cash counts.
- Report should be securely stored as an official financial record.