

Cash Collection Register

For the Month of _____ Year _____

Date	Receipt No.	Name of Party	Particulars	Amount Collected (₹)	Mode of Payment	Remarks
01-06-2024	RC001	John Doe	Invoice #INV-093	5,000	Cash	
01-06-2024	RC002	Jane Smith	Invoice #INV-094	3,200	UPI	Paid in full
02-06-2024	RC003	ABC Pvt. Ltd.	Advance Payment	10,000	Bank Transfer	
Total				18,200		

Important Notes:

- This register should be updated daily with all cash and online collections.
- Maintain supporting documents for each entry such as receipts or invoices.
- Ensure all collections are entered accurately without omissions.
- Cross verify totals periodically to prevent discrepancies.
- This register may be checked by internal or external auditors.

Prepared By

Approved By

Date