

Cash Statement Report

Use this screen to print the cash statement. The report includes all the debits, the check details if the amount is transacted through cash, account number and its description, batch number, etc.

Go To: Bank Cash → Bank/Cash Report → Cash Statement.

Clicking on the *Cash Statement* option displays the *Cash Statement* window.

The screenshot shows the 'Cash Statement' window in the BATCHMASTER VEPICURE application. The window has a dark blue header with the application logo and name. A sidebar on the left contains a list of menu items: Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, BOM, Production, and Costing. The main area of the window is titled 'Cash Statement' and contains several input fields for filtering the report. These fields include 'From Date' (01/01/17), 'To Date' (10/19/20), 'From Account Key' (10100100000), 'To Account Key' (blank), 'From Cash ID' (1), and 'To Cash ID' (blank). There are also search icons next to the 'To Account Key', 'To Cash ID', and 'To Cash ID' fields. A 'Display In' section at the bottom left shows 'Home Currency' selected with a radio button and 'Cash Currency' unselected. On the right side, there are labels for 'CASH Operating Account' and '10300100000'. At the bottom of the window, there are 'Process' and 'Close' buttons.

Printing Cash Statement

1. Open the *Cash Statement* window.
2. Enter the date range under which you want to print the report, in the respective fields.
3. Enter the range of *Account Key* and *Cash IDs* that you want to print, in the respective fields.
4. Select *Home Currency* /*Cash Currency*.
5. Click the *Process* button to print the report.



Leaving the *From Date* and *To Date* fields blank has the same effect as selecting the first and last available values, respectively.