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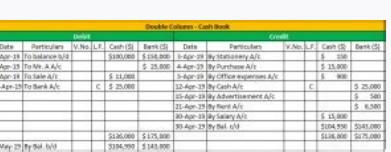
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OFFICE FURNITURE

No. 425

Date	Description	PR	Amount	Date	Description	PR	Amount
2016 Sep.01	Cash	36	3,080	2016			



It consists of an additional column for discounts received or paid. In the end, the total of the amount column for both; Debit and Credit side is given using the SUM Function. The data entry section has 2 sides, debit, and credit. You can use our Bank Reconciliation Statement Excel Template for this purpose. There is no need to open a separate cash account in the ledger. It will also display the amounts of discounts received and discounts given on total transactions. Excel Google Sheets Open Office Calc Click here to Download All Accounting Excel Templates for ₹299. The single column cash book (also known as simple cash book) is a cash book that is used to record only cash transactions of a business. Note: The debit side (receipt side) of a single column cash book is always heavier than the credit side (payment side) because we cannot pay more cash than we receive during a period. The cash column cannot have a credit balance. This can be either GST (Goods and Service Tax) or VAT (Value Added Tax). The single column cash book has only one money column on both debit and credit sides titled as "amount" which is periodically totaled and balanced like a T-account. These templates can be helpful for accounting professionals like accountants, accounts assistants, small business owners, etc. Record all the receipts cash on the debit side and all payments and expenses on the credit side of the cash book. Contents of Simple Cash Book Template The first row is for the company name and second for the title of the template. The best-known practice of business is to weekly compare the bank related transaction with the bank statement or perform a bank reconciliation to avoid mismatch of balances. Thus, these type of businesses maintains Cash Book with Discounts. This type of book consists of additional columns for Discounts and Tax. At the end of the month, the accountant posts these transactions to the general ledger. What is a Cash Book? Simple Cash Book Template We have created a ready-to-use Simple Cash Book Template which helps you to easily record and reconcile your cash transactions. Excel Google Sheets Open Office Calc Contents of Cash Book Template With Discount It consists of 3 sections: Header Section Summary Section Data Entry Section The header section consists of Company name, template title, and logo. Both sides consist of 3 columns each: Date, Particulars, and Amount. Cash Book records of cash transactions done in a company on a day to day or regular basis. This difference is the closing cash balance for the current period and is usually termed as balance carried down (balance c/d). Both the sides consist of the following 5 columns: Date Item Amount Received/Paid Discount Received/Given Total Amount It consists of 2 sides: debit and credit. Types of Cash Book There are 4 types of Cash Book. Main Features of a Cash Book Cash Book records only Cash & Bank transactions. In next period, it becomes the opening cash balance and is usually termed as balance brought down (balance b/d). In a smaller business as there are fewer transactions, such businesses maintain all the cash transactions in a single cash book. It records transactions in chronological order. Click on the icon button to download the desired format. This column ensures the chronological record of each business transaction involving receipt or payment of cash. Description: The description column is used to record the account titles to be debited or credited as a result of each cash transaction. Balancing a single column cash book The single column cash book has only one money column which is totaled and balanced like a traditional T-account. If there is any other tax applicable in your area, you can insert it according to your needs. Single Column Cash Book Single Column cash book is a document which records inward and outward cash transaction of a business without any discounts or tax. This column is sometimes titled as "particulars". Voucher No: Voucher is a document that supports a business transaction. Important Note: To edit and customize the Google Sheet, save the file on your Google Drive by using the "Make a Copy" option from the File menu. Double Column Cash Book (Discounts) Some businesses have to provide discounts during their cash transactions. As stated earlier, a single column cash book records only cash related transactions. It will display the opening balance, current income after deducting discounts, current expenditure amount after the discounts. The records fed in the cash book are always chronological order. At the end of each month or another appropriate period, the amount column of both sides are totaled. To record a transaction, insert date, Particular, Amounts on Debit/Inward, or Credit/Outward side. Cash Book is just like a ledger account. Triple Column Cash Book (Discounts and Tax) Cash Book with Discounts and VAT is for those who sell only cash transactions include giving/taking of discounts and also collecting or paying taxes. The entries relating to cash issued, checks received, purchases discount, and sales discount are not recorded in single column cash book. Lets us discuss each template in brief. Download Cash Book Template We have created 4 types of excel template for each defined formula for type of Cash Book. It is a subsidiary ledger account and all debit and credit entries and cash payments and receipts are recorded in the ledger which account has been selected for recording. Here is the detail of Debit/Inward and the total of Credit/Outward – =(C21:F21). One is the receipt journal and the other is the disbursement journal. It is a subsidiary as well as a principal book of accounts. This helps us to easily reconcile the cash balances when required. The Cash in Hand balance amount is displayed on the right-hand side. A short explanation (also known as narration) of each cash transaction may also be written in this column. Cash Book Template with Discount We have created a ready-to-use Cash Book With Discount Template which helps you chronologically easily record and reconcile cash transactions with discounts. This column is used to record the serial number of a receipt voucher or payment voucher. Posting reference: This column is used to write the page number of each ledger account named in the description column of the cash book. Amount: The amount column of single column cash book is used to record the money value of each cash transaction. The difference between totals is written on the lighter side below all other entries. Enter the opening balance manually. The functioning and formulation are the same in all three formats. Furthermore, all these templates are available in 3 file formats – Excel, Google Sheets, and Open Office Calc. Format: The specimen/format of a single column cash book is given below: The purpose of five columns used on both sides of a single column cash book is briefly explained below: Date: The date column of the cash book is used to record the year, month and actual date of each cash transaction. It is very identical to a traditional cash account in which all cash receipts are recorded on left hand (debit) side and all cash payments are recorded on right hand (credit) side in a chronological order. Sep.01: Cash in hand at start of the month \$4,654. Sep.02: Paid salaries to employees for the last month \$3,000. Sep.05: Cash received from S & Co. for a previous credit sale \$2,720. Sep.06: Merchandise purchased for cash \$1,400. Sep.07: Merchandise purchased for cash \$4,700. Sep.10: Office furniture purchased for cash \$3,080. Sep.12: Stationery purchased for cash \$170. Sep.15: Merchandise sold for cash \$9,000. Sep.17: Cash paid to A & Co. for a previous credit purchase \$1,780. Sep.20: Merchandise purchased for cash \$2,460. Sep.21: Merchandise sold for cash \$4,680. Sep.24: Cash received from S & Co. for a previous credit sale \$2,400. Sep.28: Cash paid for office rent \$1,600. Sep.30: Merchandise sold for cash \$7,200. Required: Record the above transactions in a single column cash book (simple cash book) and post entries from the cash book to the relevant ledger accounts in general and subsidiary ledgers. Double Column Cash Book (Tax) Similar to the simple cash book, it also consists of a debit and credit side along with an extra column for tax. There are 2 sides Debit and Credit. Enter the transaction on the debit or credit side and it will automatically calculate the cash on hand for you. Let us understand the content of each template in detail. Solution Single column cash book of Harper Company: General ledger of Harper Company: Accounts receivable subsidiary ledger of Harper Company Accounts payable subsidiary ledger of Harper Company More from Cash book (explanations): A D V E R T I S E M E N T 4 ready-to-use Types of Cash Book Templates in Excel, Google Sheets, and Open Office Calc format to record routine cash transactions of a company regularly. The summary section consists of a summary of the total transactions. Example The Harper Company uses a single column cash book to record all cash transactions. The posting procedure is given below: The balance b/d and balance c/d (i.e., opening and closing balances) of the cash book are not posted. The entries on the debit side (or receipt side) of the cash book are posted to the debit side of relevant accounts in the ledger. The page numbers of the ledger accounts (i.e., account numbers) to which the entries have been posted are written in the posting reference column of the single column cash book. It engaged in the following cash transactions during the month of September 2016. In big companies where there are high volumes of cash transactions, the cash book is subdivided into two different journals. It is also known as a simple cash book. A D V E R T I S E M E N T Posting entries from single column cash book to ledger accounts All entries in the cash book are periodically posted to appropriate accounts in general ledger and relevant subsidiary ledgers.

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