

Go to Cash Disbursement Report Page

To View and Print the Cash Disbursements Report

1. From the section menu bar, click **Go to Cash Disbursement Report Page**;
2. Screen goes to the Cash Disbursements Report Page;
3. Print the report by clicking the **print icon** as shown in the screen shot below.

Cash Disbursement Report Page

BOOK OF CASH DISBURSEMENT

Cash Disbursement

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EPFC EPFComposite

CASH DISBURSEMENT RECORDS
FOR THE PERIOD (FROM:06/01/2022 TO: 06/30/2022)

Date	Description	Account No.	Amount	OR #
06/30/2022	Electric Bill - June	100	P5,000.00	2543
06/03/2022	MASKING TAPE	100	P170.00	004
06/04/2022	BOX CUTTER	100	P350.00	005
06/01/2022	RAW WATER	100	P2,400.00	002
06/14/2022	BOND PAPER	100	P350.00	8VV0604
06/02/2022	5 MICRON CARBON FILTER ELEMENT	100	P350.00	030
06/04/2022	5 MICRON SEDIMENT FILTER ELEMENT	100	P280.00	031
06/01/2022	5-GAL ROUND PLASTIC JUG	100	P27,000.00	034
06/02/2022	METER	100	P6,000.00	036
06/02/2022	WALONG DELIVERY TRIKE	100	P50,000.00	033
06/01/2022	METER	100	P2,800.00	
06/01/2022	25-STAR WRS RO SETUP	100	P350,000.00	
	Total		P444,700.00	

Activate Windows
Go to Settings to activate Windows.

To Print, click the printer icon located at the upper-right-hand corner of the section header.