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|  | | | | 財務日報表 | | |  | | |
|  | | | |  | | | 年 月 日 | | |
| 現　金　、　存　款 | 類別 | | 前日結存 | | 收入 | 支出 | | 本日結存 | 摘要 | |
| 現金 | |  | |  |  | |  |  | |
| 活期存款 | |  | |  |  | |  |  | |
| 甲　種　存　款 | 銀行 |  | |  |  | |  |  | |
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| 小計 | |  | |  |  | |  |  | |
| 借　　　　　　　　款 | 借款處 | | 前日餘額 | | 借入 | 償還 | | 餘額 | 摘要 | |
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| 計 | |  | |  |  | |  |  | |
| 應收票據 | 銀行名稱 | | 原持有票據 | | 應收票據 | 兌現 | | 餘額 | 摘要 | |
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| 計 | |  | |  |  | |  |  | |
| 應付票據 | 銀行名稱 | | 未償還 | | 開出票據 | 償還 | | 餘額 | 摘要 | |
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| 計 | |  | |  |  | |  |  | |
| 賒　　　購 | 區分 | | 部 | | 部 | 部 | | 部 | 摘要 | |
| 前日餘額 | |  | |  |  | |  |  | |
| 採購金額 | |  | |  |  | |  |  | |
| 償付款 | |  | |  |  | |  |  | |
| 本日餘額 | |  | |  |  | |  |  | |
| 賒　　鎖 | 前日餘額 | |  | |  |  | |  |  | |
| 銷售金額 | |  | |  |  | |  |  | |
| 收款 | |  | |  |  | |  |  | |
| 本日餘額 | |  | |  |  | |  |  | |

　　財務經理：　　　　　　　　　　　會　計：　　　　　　　　　　　填　表：