

Riverside, Agecroft Road Manchester, M27 8SJ Tel: 0161 925 7777 Fax: 0161 925 7700 www.jmc.it



## CASHBOOK BANK MANAGEMENT TRAINING NOTES









### CASHBOOK SETUP

### How to set up Bank Management

#### CARDS>FINANCIAL>CHEQUEBOOK

Use the Chequebook Maintenance window to set up chequebook information for an unlimited number of chequebooks. You can use chequebooks to maintain deposits or cash paid out. You can also reconcile this information with the statement of activity provided by your bank.

🙀 Chequebook Maintena	nce					
<u> Eile E</u> dit <u>T</u> ools <u>A</u> dditio	onal <u>H</u> elp				sa Demo Company	13/04/2008
🛃 Save 🚿 Clear 🕻	K <u>D</u> elete					<b>a</b>
Chequebook ID Description	DDBANK DD BAnk		] Inactive			
Currency ID Reument Rate Turce ID	GBP		Current Chequebook Balance			£500.00 £0.00
Deposit Rate Type ID	AVERAGE		Cash Account Balance			20.00
Cash Account	99-999-9999	- •	🔍 🗋 🗲 DD Bank			
Cash In Transit Account	99 - 999 - 9999		🔍 🗋 🔶 DD Bank			
Next Cheque Number Next Deposit Number	CHQ000001 DEP000001		Last Reconciled Balance Last Reconciled Date		00/00/0000	£0.00
Company Address ID Bank Account Bank ID User-Defined 1 User-Defined 2	MAIN AIB		Payables Options Max Cheque Amount Password Duplicate Cheque Number V Override Cheque Number	S	٤0.00	
				EF	T <u>B</u> ank Direct	Dep <u>o</u> sit
I I I I I I I I I I I I I I I I I I I	ID 🔽					🕘



### How to set up Bank Management (cont.)

#### CARDS>FINANCIAL>BANK MANAGEMENT>SETUP

You are required to give users access to the newly created bank account now within Bank Management.

🙀 Bank Managemer	nt Setup	
<u>F</u> ile <u>E</u> dit <u>T</u> ools	Help	sa Demo Company 13/04/2008
🧹 OK 🛛 🙆 Can	cel 🎒 <u>P</u> rint	
Company Name	Demo Company	
Address 1		
Address 2		
City		
Borough	Postcode	
Telephone		
Fax		
Electronic Bank Mar Next Bank Tran	agement Version	<b>→</b>
Next PM Rec	eipt Number	
Next RM Refe	und Number	
Warning on RM I	Cash Receipts Manual Payments	
Default PM Receipt Tax	Schedule ID	Q
Default RM Payment Ta	x Schedule ID	Q
В	anks Access Au	dit Trails Cheque Setup
		۵ 🕼



### How to apply user access to bank accounts

### CARDS>FINANCIAL>BANK MANAGEMENT>SETUP>ACCESS BUTTON

Use the Chequebook Access window to give users access to selected chequebooks in Cashbook Bank Management.

🐺 Chequebook Access				
<u>File E</u> dit <u>T</u> ools <u>H</u> elp		sa Demo Con	npany 13/04	/2008
🗸 OK   🖉 Mark <u>A</u> ll   🕂 Unr	ma <u>r</u> k All			
User ID	Chequeb	ook	Access	
×				<u>^</u>
				×
			2	) 🙆



### How to apply user access to bank accounts (cont.)

#### CARDS>FINANCIAL>CHEQUEBOOK

Return to the Chequebook Maintenance window once access has been granted, you will now have the Bank Management button will now be available.

🐺 Chequebook Maintena	nce		
<u>F</u> ile <u>E</u> dit <u>T</u> ools <u>A</u> dditi	ional <u>H</u> elp		sa Demo Company 13/04/2008
🛃 Save 🚿 Clear 🕻	X Delete		<b>a</b>
Chequebook ID	DDBANK	Inactive	
Description	DD BAnk		
Currency ID	GBP	Current Chequebook Balance	٤500.00
Payment Rate Type ID	AVERAGE C	Cash Account Balance	£0.00
Deposit Rate Type ID	AVERAGE		
Cash Account	99 - 999 - 9999	🔍 🗋 🗲 DD Bank	
Cash In Transit Account	99 - 999 - 9999	💭 🗔 🖨 DD Bank	
Next Cheque Number	000000000000000000000000000000000000000	Last Reconciled Balance	£0.00
Next Deposit Number	000000000000000000000000000000000000000	Last Reconciled Date	00/00/0000
Company Address ID	MAIN	Payables Options	50.00
Bank Account		Password	20.00
Bank ID	AIB	Duplicate Cheque Numbers	
User-Defined 1		Override Cheque Number	
User-Defined 2			
		Bank <u>M</u> anagement	FT <u>B</u> ank Direct Dep <u>o</u> sit
I	.ID 💌		۵ 🕼



### How to set up Cheque Books within Bank Management

### CARDS>FINANCIAL>CHEQUEBOOK>BANK MANAGEMENT BUTTON

Use the Bank Management Options window to set up chequebooks for Cashbook Bank Management.

🙀 Bank Managemen	t Setup					Cu
<u> F</u> ile <u>E</u> dit <u>T</u> ools	Help s	a Demo Company 13/04/2008				
🧹 OK 🛛 🙆 Cano	el 🎒 <u>P</u> rint			sa Demo Company 13/0	04/2008	
Company Name Address 1 Address 2	Demo Company				- Sun ice - S	nmary Summary
City	💐 Bank Managen	nent Options				
Borough	<u> </u>	s <u>H</u> elp			sa Demo C	ompany 13/04/2008
Fax	— 🗸 ок					
	Chequebook ID	DDBANK		Allow Multicurrency		
Electronic Bank Man	agemen Bank Charges Acco	unt	Q	Rate Calc Method	Multiply	O Divide
Next PM Rece	rer Nun	00/00/0000		GL Posting Date	O Batch	<ul> <li>Transaction</li> </ul>
Next RM Refu	ind Nu			Cheques		~
	Next Cash	1		Cheque Line Lenath	0	
📃 Warning on RM (	Cash Re			Print Separate Advice		
📃 Warning on PM M	fanual F Next Charges	1		Print Deposit Slips		
	Next Debit Order	s 1		Print Cash Receipts		
Default PM Receipt Tax	Schedu Next Tele Transf	ers 1		🔽 Post Through General Ledg	ger Files	
Default RM Payment Ta:	Next Deposit Nu	mber 1		🔽 Post Through Payables Mar	nagemet	
Ba	anks Next Cheque Nu	mber 1		Post Through Receivables	Management	
	Next Receipt Nu	mber 1		Hemove ERM Message Un	Reconcile	
				Password		
				Default Tax Calculation	Exclusive	×
						۵ 🕼



### How to enable Cheque Books to process BACS payments (EFT)

If you are using EFT BACS runs for each bank account you must go to the following:

#### CARDS>FINANCIAL>CHEQUEBOOK>EFT BANK BUTTON

Use the Chequebook EFT Bank Maintenance window to set up electronic file format information for the chequebook's bank account. The fields in this window vary depending on your selection in the Bank Country field. Your bank will provide information for most of the fields in this window

🙀 Chequebook EFT Bank A	laintenance				(	
<u>File E</u> dit <u>T</u> ools <u>H</u> elp				sa De	mo Company	13/04/2008
Chequebook ID	DDBANK	DD BAnk				
Bank Country/Region	United Kingdom 🛛 👻		Country Code			
			ISO Currency Co	de	GBP	
Account Holder			Bank Branch			
Transit Routing Number			Bank Code		112233	
Bank Account Number	12345678		Bank Branch Co	de		
IBAN			Bank Check Digi	it		
Tax Registration Number						
Bank Identification Number						
Communication Type:	Application	*				
Application						
			Payables 0	Iptions	<u>R</u> eceivables	Options
L) @						ОК



### How to set up Bank Branch Details

#### CARDS>FINANCIAL>BANK MANAGEMENT>SETUP>BANKS BUTTON

Use the Bank Institutions Maintenance window to enter bank details. The information entered in this window will automatically update the bank details in Microsoft Dynamics GP.

🐺 Bank Institutio	ons Maintenance	
<u>F</u> ile <u>E</u> dit <u>T</u> ool:	s <u>H</u> elp	sa Demo Company 13/04/2008
🛃 Save 🛛 🚜	Clear 🗙 Delete	
Bank ID Bank Name	BARCLAYS	
Address 1		
Address 2		
City		
Borough	Postcode	
Country		
Telephone		
Fax		
E-mail		
Branch Code	99-99-99	
Bank Branch		
		۵ 🖉



### How to set up Bank Deposit Imports

#### TOOLS>SETUP>FINANCIAL>BANK MANAGEMENT>DEPOSIT IMPORT SETUP

Use the Deposit Import Setup window to import deposits into the Cashbook Bank Management <u>Import Deposit</u> <u>Batches window</u>. You can import receipts only for General Ledger and Accounts Receivable type transactions. You can import a number of predefined deposit import files into a deposit batch at any time

🐺 Deposit Import Setup										
Eile Edit Tools Help sa Demo Company 14/04/							14/04/2008			
📮 Save 🗙 Delete	e 🜌 Cle	ar	Import							
		· ·								
Import Name	<u>_</u>	, Fil	e Type Fixed Ler	ngth	*					
								_		
Chequebook ID 🛛 🔍 Ch	nequebook ID	in File	Chequebook Curr ID	Urigin	ating Curr ID	🖏 Tax	(Schedule I	D	🔍 Amount Typ	e 🗙
										×
	Not In File	Const	ant		Options		From Char	actor	To Character	Field No.
Chequebook ID in File	NOTITIE	CONSC			options		FIOIR Cha	acter N	r o character N	
Deposit Date				~	uuuu/mm/dd	~		n		
Beceint Date				~	vvvv/mm/dd	~		0	0	
Debtor ID / Depositor								0	0	0
Payment Method >				~				0	0	0
Bank Name								0	0	0
Branch Number								0	0	0
Cheque Number								0	0	0
Credit Card Number								0	0	0
Account Number		-	-	$\sim$		~		0	0	0
Description								0	0	0
Transaction Amount				0.00				0	0	0
Deposit Number								0	0	0
Туре 🔶				~				0	0	0
										۵ 🗘



### **CASHBOOK TRANSACTIONS**

## How to import deposits using the Bank Management ERM Import Deposits window

TOOLS>ROUTINES>FINANCIAL>BANK MANAGEMENT>ERM IMPORT DESPOSITS

Use the ERM Import Deposit window to import deposits into a Cashbook Bank Management batch for General Ledger and Accounts Receivable type transactions.

🐺 ERM Import Deposi	t		
<u>File E</u> dit <u>T</u> ools <u>H</u>	lelp	sa Demo Company 14	4/04/2008
Import 🛛 🙆 Cance	1		
Import Name	Q		
File Path and Name			
			۵ 💭



# How to enter Cash Receipts using the Bank Management Cash Receipt window

#### TRANSACTIONS>FINANCIALS>BANK MANAGEMENT>CASH RECEIPTS

Use the Cash Receipts Entry window to enter and print receipts for cash received. The receipts amount will update the <u>Build Deposits Entry window</u>, where you can select several receipts to make up a deposit.

🙀 Cash Receipts	Entry		
<u>F</u> ile <u>E</u> dit <u>T</u> ool:	s <u>A</u> dditional <u>H</u> elp		sa Demo Company 13/04/2008
🎒 <u>P</u> rint 🛛 🜌	Clear 🖊 Apply 📔 Default L	ast Receipts Info	°.
Option	Receipt 💌		
<u>Chequebook ID</u> <u>Currency ID</u>	I Q GBP Q	Chequebook Name Chequebook Currency	
Receipt No Receipt Date	13/04/2008 🏢 🗲	Amount Type Tax Schedule	✓
Туре	GL 💌	Account No	<i>R</i> 🔍
Depositor		Account Name	
		Description	
Exchange Rate	→	Amount	£0.00
Payment Method	Cash 💌	Tax Amount	٤0.00 🗲
		Total Receipt	£0.00
			Distribution
			۵ 💭



### How to Build Deposits

#### TRANSACTIONS>FINANCIALS>BANK MANAGEMENT>BUILD DEPOSIT

Use the Build Deposits Entry window to build a deposit from the following:

- Receipts entered in Cash Receipts Entry window.
- Receipts entered on Orders, Invoices and Returns in the Sales Order Processing module.
- Receipts entered on Invoices and Returns in Invoicing module.
- Receipts entered on the Receivables Transaction Entry window in Receivables Management.
- Lockbox.

🐺 Build Deposits Entry	/			
<u> E</u> ile <u>E</u> dit <u>T</u> ools <u>H</u> el	lp			sa Demo Company 13/04/2008
🛃 Save <u> %</u> Clear	🗙 <u>D</u> elete 🕂 E	<u>P</u> ost   🖉 Mark <u>A</u> ll   📙 Unma	rk All 🛛 👔 Redisplay	
Chequebook IDIDeposit NumberDeposit Date	/04/2008 🏢	Currency ID Description		
Receipt Type All	~	User ID	All	
Date 💿 All 🤇	O From	То		
Document No 💿 All 🤇	O From	То		
Debtor 💿 All 🤇	O From	С То		0
Dep Receipt Type	Date	Document Number	Amount	User ID 🔦
Received From		Bank Name	Bank Branch	Currency ID
				v
		Denosit Amount		→
		- open Antoint		
				۵ 🕼



### How use Batches within Bank Management

#### TRANSACTIONS>FINACIAL>BANK MANAGEMENT>BATCHES

Use the CBM Batch Entry window to group transactions of a similar nature in batches. You can save or post a batch, and also print transactions in a batch before posting.

🐺 CBM Batch Entry				
<u>File E</u> dit <u>T</u> ools <u>A</u> o	lditional <u>H</u> elp		sa	Demo Company 13/04/2008
🔚 Save <u> </u> Clear	🗙 Delete 🕂	<u>P</u> ost		<b>a</b>
Batch Number		Q	Batch Date	13/04/2008 🏢
Comment			Functional Currency	GBP
Origin	Cashbook	*		
Frequency	Single Use	*	Last Posted Date	
			Times Posted	
Recurring Posting	0			
Days to Increment	0	Batch N	ames View	Print Cheques
Chequebook ID			Batch Currency	GBP 🔍
Description				_
Chequebook Currency			Print Cheque Batch	
Batch Entries				
Batch Payments Total		£0.00		
Batch Deposits Total		£0.00		
Batch Total		£0.00	Payments	s Deposits
I ◀ ◀ ▶ ▶I by Batch	Number 🔽			۵ 🕼



### How to process Payments using Batches

#### TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>BATCHES>PAYMENT BUTTON

Use the Payment Entry window to enter payments in the form of cheques, cash, credit cards, debit orders, bank charges and electronic funds transfers.

🐺 Payment Entry						
<u>File E</u> dit <u>T</u> ools	<u>A</u> dditional <u>H</u> elp			sa D	emo Company 13/	04/2008
📕 Save 🗙 Dele	ete   🛵 Apply   🗁	Print Cheque			· · · · · ·	<sup>6</sup> 6
Batch Number	TEST		Chequebook ID	DDBANK		
Batch Currency	GBP		Chequebook Currency	GBP		
			Creditor ID		(	Q
Payment Method	Cheque	*				
Cheque No	1	Q				
Document Date	13/04/2008 🏢 🕏					
Туре	AP 🖌		Cheque Amount			£0.00
Line Number	1		Description			
Company ID	DEMO C		Amount			£0.00
Account Number		RC	]			
Line No Account	Number	A	mount	Tax Amount		*
Co.ID Description		Account Descri	ption	Tax Schedule		××
						_ =
						- 11
						_
						~
			Cheque Total		£0.	00
					Distrit	oution
					2	۱ 🕑



### How to process Deposits using Batches

### TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>BATCHES>DEPOSIT BUTTON

Use the Deposit Entry window to enter receipts to make up a deposit amount. Receipts will update General Ledger or Receivables Management or Payables Management after they are posted from Cashbook Bank Management based on the nature of the receipt.

🙀 Deposit Entry										
<u> E</u> ile <u>E</u> dit <u>T</u> ool:	Eile Edit Tools Additional Help sa Demo Company 13/04/2008									
🔚 Save 🗙 [	Delete 📈 App	oly			°c.					
Batch Number	TEST		Chequebook ID	DDBANK						
Batch Currency	GBP		Chequebook Currency	GBP						
Option:	Receipt	~	Deposit No	1	Q					
No of Receipts	0		Deposit Date	13/04/2008 🏢						
Receipt No	1									
Receipt Date	13/04/2008 🏢	t) -								
Туре	AR 🗸		Account No		20					
Company ID	DEMO 🔿		Description							
Debtor ID			Amount		٤0.00					
Payment Method	Cash	~	•							
Receipt Number	Туре	Debtor ID / De	epositor	Total Amount	*					
Co.ID Account	Number	Del	btors Name	Tax Amount	××					
					<u>^</u>					
					<u>I</u>					
					~					
			Deposit Total		£0.00					
					Distri <u>b</u> ution					
					۵ 🖒					



### How to process Bank Transfers

#### TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>BANK TRANSFERS

Use the Bank Transfer Entry window to transfer funds from one chequebook to another, such as from a current account to a deposit account. The transfer amount will update the <u>Transaction Reconcile window</u> and the <u>Transaction Enquiry / Void window</u> for both chequebooks in the chequebook currency. It will also update the Transaction Entry window in the General Ledger in the functional currency and transaction currency.

You can also enter bank charges in the chequebook currency and process intercompany bank transfers in the functional currency, if Intercompany has been registered.

🐺 Bank Tra	insfer Entry							
<u>F</u> ile <u>E</u> dit	<u>T</u> ools <u>A</u> dditi	ional <u>H</u> elp				sa De	mo Company	13/04/2008
🚽 Save	Hand Bost	🗙 <u>D</u> elete						°e.
Bank Trans	sfer No	Ü		<u>Transacti</u>	on Currency	GBP		Q
Transfer Da	ate	13/04/2008 🏢						
Transfer From	1:			Transfer To	:			
Company	ID	DEMO 🔍		Compar	y ID	DEM	0 🔍	
Chequebo	<u>ook ID</u>		$\bigcirc$	Cheque	book ID			Q
Comment				Commer	nt			
Chequebo	ook Currency			Cheque	book Currency			
Transaction (	Currency to Cheq	uebook From Currency		Transaction	Currency to Cł	nequebook	To Currency	
		to					to	
Exchange	e Rate			Exchan	ge Rate			
Rate Calo	: Method	💿 Multiply 🗌 Div	Rate Calc Method		M	ultiply 🔿	Divide	
Chequebo	ook From Amt			Chequebook To Amt				
Amount			£0.00	Amount				£0.00
Comp ID	Chequebook ID	Amount	→	Comp ID	Chequebook	(ID	Amount	<b>→</b>
			~					~
			~					~
	Total From	٤	.0.00		Total To		٤	0.00
								istri <u>b</u> ution
								۵ 🖒



### **RECONCILING YOUR BANK ACCOUNTS**

### How to set up Bank Statement Import

#### TOOLS>SETUP>FINACIAL>BANK MANAGEMENT>ERM IMPORT SETUP

Use the ERM Setup window to define where to find required information on the bank statement file you want to import.

🙀 ERM Import Setup					
<u>File E</u> dit <u>T</u> ools <u>H</u> el	lp			sa Demo Company 13/	04/2008
🔚 Save 🗙 <u>D</u> elete	Import Layo	outs			
Chequebook ID	DDBANK		Name	DD BAnk	
Import Name	BARCLAYS BU:	SINESS MSTR II			
File Type	CSV	*			
Match Payments	Reference by Ar	mount 🛛 🔽	Match Deposit:	Amount by Date	<b>*</b>
Transaction Amount	💿 One Field	🔘 Two Fields			
	From	То	Field Number Formula	Deposit Date Match Options	
Chequebook ID	0	0			
Transaction Date			7 🔽	Exact Date 💌	
Year				0 Days	
Month					
Day					
Transaction Amount	0	0	9 🔽		
				Leading Character To Trim	
Payment Reference 🔶	0	0	11	0	
Deposit Reference				0	
Debit / Credit Indicator			9 🔽		
Transaction Description	0	0	13		
Transaction Check Digit			1		
Check Digits 🔶	01	~			
		=			
		~			
				4	) 📀



### How to process Bank Reconciliation

TRANSACTIONS>FINACIALS>BANK MANAGEMENT>RECONCILIATION

Use the Bank Statement Reconcile window to set up reconciliation, by selecting a chequebook, relevant transactions and the date of reconciliation.

🐺 Bank Statement Reconcil	: 🗌 🗖 🗙				
<u>File E</u> dit <u>T</u> ools <u>H</u> elp	sa Demo Company 13/04/2008				
Tran <u>s</u> actions 😰 Cancel	Final Reconcile 🛛 🎒				
Chequebook ID	DDBANK 🔍				
Description	DD BAnk				
Date Last Reconciled					
Reconciliation Date	13/04/2008 🏢				
Include Transactions to	13/04/2008 🏢				
	·				
Statement Balance	£0.00				
Cashbook Balance	£500.00				
General Ledger Balance	٤0.00				
	·				
Statement File Path	C:\Documents and Settings\PRAG0\Desktop\Task li: 🛗				
Date Last Retrieved	00/00/0000				
Retrieve Statement Match Char	rushaaka (Automatia Rasanaila ) Manual Rasanaila				
Inelieve statement Match Chec					
	L. 🖉 🙆				



### How to manually complete Reconciliation after Automatic Reconcile

### TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>MANUAL RECONCILE

Use the Match Transactions window to select and match individual transactions.

-	Ma	tch Transa	actions									
Ē	ile	<u>E</u> dit <u>T</u> oo	ols <u>H</u> elp								sa Demo Company 13	3/04/2008
~	<u> </u>	ок   👔	Redisplay Mate	ch							Delete Statement Trx	's 🛛 🎒
_	ihequ	iebook ID	DDBANK	Display Options	Show All			~	Match Te	o Recon 🔘 Ma	atch To Statement	
						£0.00					£0.00	
		ailiation Trans					 1	Chatas	nent Transactions			
Т	vne	Reference	Isacuoris	Date	Amount			Tune	Beference	Date	Amount	
F	1	DD0000000	000000000000000000000000000000000000000	00/00/0000	1	£500.00	~	1,700		000		~
							Ξ					
												- 1
												-
							~					~
						£0.00	 _				£0.00	
											·	۵ 🗘



### How to manually complete Reconciliation

#### TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>TRANSACTION BUTTON

Use the Transaction Reconcile window to reconcile, unreconcile, partially reconcile and void transactions.

🌉 Transa	action Re	concile								_ 🗆	X
<u>F</u> ile <u>E</u>	Eile         Edit         Iools         Help         sa         Portsmouth City FC <test>         06/03/2008</test>										
🧹 ок	. 🛛 🙁 (	Cancel 🔀 💆 Void						🛛 🚺 Redi	splay	5	
Chequeb	ook ID	BARCLAYSCURREN	IT		Display	ALL	•				
● AII	All C Deposits C Payments C Bank Transfers     Reconcile Displayed Records										
Select By	, ALL	-						Unreconcile Displayed	d Reco	rds	
										_	
					Cashbo	ok Balance		٤1	2,864.	88	
Туре	Source	Document No.		⇒	Date	Paid		Received	Status	\$	*
Referenc	e	Date	Amount			Description					*
CHQ	CBP	1			13/11/2007 🏢	25	50.00	£0.00			1
CHQ	CBP	2			13/11/2007 🏢	£1,00	00.00	£0.00			
CHQ	PMC	CCH00788995			14/11/2007 🏢	£23	35.00	£0.00			
CHQ	PMC	CCH00788996			14/11/2007 🏢	٤50	00.00	٤0.00			
CSH	CBP	CSH1			15/11/2007 🏢	26,00	00.00	٤0.00			
DEP	CBD	2			01/12/2007 🏢	£	0.00	٤4,614.00			
DEP	CBD	3			01/12/2007 🧾	£	0.00	£359.50			
DEP	CBD	4			01/12/2007 🏢	٤	0.00	£13,799.00			
DEP	CBD	22224			13/11/2007 🏢	£	0.00	£900.52			
DEP	CBD	0056789			13/11/2007 🏢	£	0.00	£300.00			-
	Bank Statement Balance £6,200.52										
									2	) 🔞	_



### How to complete the Bank Management Reconciliation

### TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>RECONCILIATION>FINAL RECONCILE

This window is used to confirm the actual month end reconciliation procedure on the bank account. You must enter the statement balance as per the Bank Reconcile window, and then click the POST button.

sa Demo Company 13/04/2008
01/11/2007
2000



### <u>Reports</u>

### **Bank Reconciliation Report**

🎒 Print 🔚 Send To		Completed 1 Page	Page 1	
System: 18/01/2002	11:36:23 PM	Mabey Ltd.		
User ID: sa		Bank Reconciliation	for the period ending	28/02/2002
Status : Final Recon	ncile			
	Currenc	y ID: GBP		
	Chequeb	ook ID: STERLING		
	Balance	per Bank Statement	£7,057.83	
	Less: O	utstanding Payments	£0.00	
			£7,057.83	
	Add: Ou	tstanding Deposits 	£0.00	
	Balance	per Cashbook ==	£7,057.83	

### Marked Transactions Report

🎒 Print 🗐 🖃 🔤	Completed 1 Page 1
System: 18/01/2002 11:38:01 PM User ID: sa Status : Final Reconcile Chequebook ID: STERLING Currency ID: GBP	Mabey Ltd. Marked Documents for the period
Date Doc No	Amount Payee
Cheques	
13/02/2002 1	£35,000.00 Bank Transfer
	£35,000.00
Deposits	
01/02/2002 00001	£2,450.00 Build Deposit
	£2,450.00



### Reports (cont.)

### **Outstanding Transactions Report**

🎒 Print 🗐 Send To 🗍 🛅 🗍	Completed 1 Page 1
System: 18/01/2002 11:49:24 PM User ID: sa Status : Final Reconcile Chequebook ID: STERLING Currency ID: GBP	Mabey Ltd. Outstanding Documents for the period
Date Doc No	Amount Payee
Cheques	
07/03/2002 00002	£246.99 GEN001
	£246.99

i). Once you have printed the three reports, the **Print Cashbook Report** window opens:

🌉 Cashbook Rep	ort 💶 🗖 🔀					
<u>F</u> ile <u>E</u> dit <u>T</u> ool:	s <u>H</u> elp 🏻 🎽					
Detailed Summary						
Period Start Date	00/00/0000					
Period End Date	01/11/2007					
	۵ 🖒					

If you select the **Detailed Button**, the Detailed Cashbook report is printed for the chequebook that you are reconciling. This report gives an opening balance as at the start of the month (brought forward from the previous month), a detailed breakdown of all the transactions that have hit the chequebook during the specified reconciliation period, and a closing balance for the chequebook:

🎒 Print 📗	📄 Send To			Completed 1 Page	Pag	e 1		
System : 18/01/2002 11:42:28 PM User ID : sa Status : Final Reconcile			2:28 PM	Mabey Ltd. Detailed Cashbook for STERLING For period starting 31/01/2002 ending 28/02/2002			Currency ID 02	Page : 1 : GBP Pound Sterling
Date	Туре	Source	Document Numbe Company	r ID Payee/Depositor	Dis	tribution	Distribution Amount	Document Amount
13/02/2002	BTPAY	СВ	1	Bank Transfer	ST	Opening Balanc	e / (Overdraft) £35,000.00	£39,607.83
01/02/2002	DEP	Sales	00001	Smith & Co Ltd.	SLC	-000-0001	£2,450.00	-£35,000.00
						Closing Balan	ce / (Overdraft) 	£7,057.83
						Total Movemen	 t of Cashbook 	-£32,550.00



### Reports (cont.)

If you select the **Summary** button, the Summary Cashbook report is printed for the chequebook that you are reconciling. This report gives an opening balance as at the start of the month (brought forward from the previous month), a detailed breakdown of all the transactions that have hit the chequebook during the specified reconciliation period, and a closing balance for the chequebook:

🎒 Print 📗	📑 Send To			Completed 1 Page	Page	e 1			
System : User ID : Status :	18/01/200 sa Final Rec	2 11:50 oncile	0:23 PM	Mabey L Summary Cash For period starting :	td. book for STE 28/02/2002	RLING ending 31/03/	Curren	cy ID : GBI Pou	Page : 1 ) und Sterling
Date	Туре	Source	Document Numbe Company	r ID Payee/Depositor			Distribu Am	tion ount	Document Amount
07/03/2002	PAY	св	00002			Opening Bala	nce / (Overdraft)		£7,057.83
				GENCOL			£2	46.99	-£246.99
						Closing Bal	ance / (Overdraft)		£6,810.84
						Total Moven	ent of Cashbook		-£246.99



### **CASHBOOK ENQUIRIES**

### **Transaction Enquiry**

#### ENQUIRY > FINANCIAL > BANK MANAGEMENT > TRANSACTION ENQUIRY

Use the Transaction Enquiry window to view the transactions entered in Cashbook Bank Management. You can place columns in the scrolling window in the order you want by dragging the column and placing it where you want. You also can increase or decrease the size of the column by dragging it to the right or left. You can also sort any column by clicking on it.

🐺 Transaction Enquiry / Void										
File Edit Tools Help sa Demo Company 13/04/2008										
🖌 OK 🕼 Clear 📶 Void	i   👔 Redisplay 🛛	🎒 <u>P</u> rint	🔀 E <u>x</u> cel   Upda	te All Columns	Upgrade from Re	con   🎒				
Chequebook ID DDBANK Ame DD BAnk Currency ID GBP										
Year: 2009  Period: 0  Period Starts 01/07/2008  Period Ends 30/06/2009										
All     Current     History     O     All     Deposits     Payments										
Restrict Clear	Restrict Clear Update Zoom									
All O Document Number O Payee/Depositor O Audit Trail Code O Batch ID O Amount O Date										
A Type Document Number	Transaction Type	Date	Functional Amount	Chequebook Am	Originating Amo	Payee/Depo				



### CHEQUEBOOK PERIODS ENQUIRY

#### ENQUIRY > FINANCIAL > BANK MANAGEMENT > CHEQUEBOOK PERIODS

Use the Chequebook Periods Enquiry window to view opening, closing and statement balances for each period for specific chequebooks.

🛒 Chequebook Periods Enquiry										
<u>F</u> ile	<u>E</u> dit <u>T</u> ools <u>H</u> elp	sa Demo Company	y 13/04/2008							
Redisplay ∃→ Select										
Chequebook ID DDBANK										
Chequebook Currency GBP										
	Chequebook ID Opening Balance and Date Closing Balance and Date Status									
Outsta	nding Deps Outs	anding Pay	Deposi	ts	Payments Bank Statement			*		
1	DDBANK		£500.00	00/00/0000	£500.00	01/11/2007	Closed	^		
2	DDBANK		£500.00	01/11/2007	£0.00	00/00/0000	Open			
								=		
								~		