



CASHBOOK BANK MANAGEMENT TRAINING NOTES

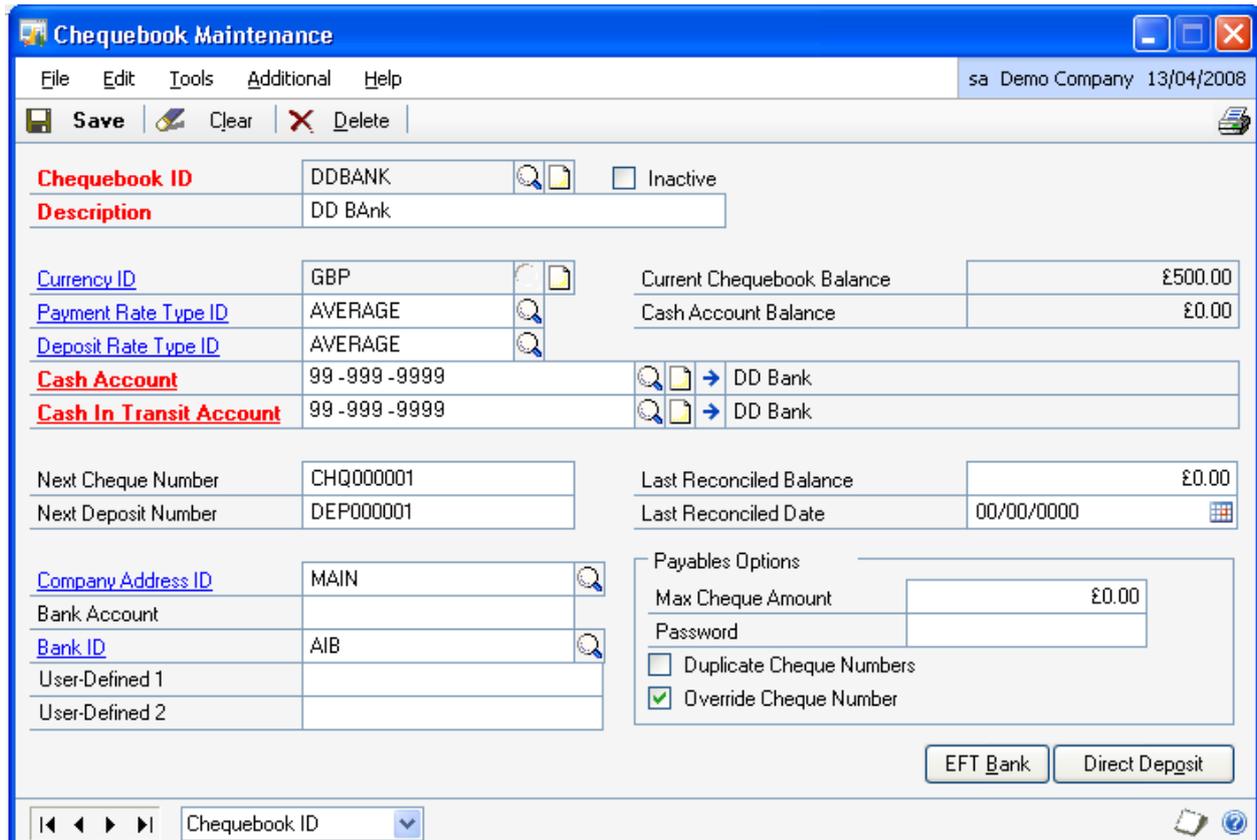


CASHBOOK SETUP

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 Maintenance (sa Demo Company 13/04/2008)

File Edit Tools Additional Help

Save Clear Delete

Chequebook ID DDBANK Inactive

Description DD BAnk

Currency ID GBP

Payment Rate Type ID AVERAGE

Deposit Rate Type ID AVERAGE

Cash Account 99-999-9999 → DD Bank

Cash In Transit Account 99-999-9999 → DD Bank

Current Chequebook Balance £500.00

Cash Account Balance £0.00

Next Cheque Number CHQ000001

Next Deposit Number DEP000001

Last Reconciled Balance £0.00

Last Reconciled Date 00/00/0000

Company Address ID MAIN

Bank Account

Bank ID AIB

User-Defined 1

User-Defined 2

Payables Options

Max Cheque Amount £0.00

Password

Duplicate Cheque Numbers

Override Cheque Number

EFT Bank Direct Deposit

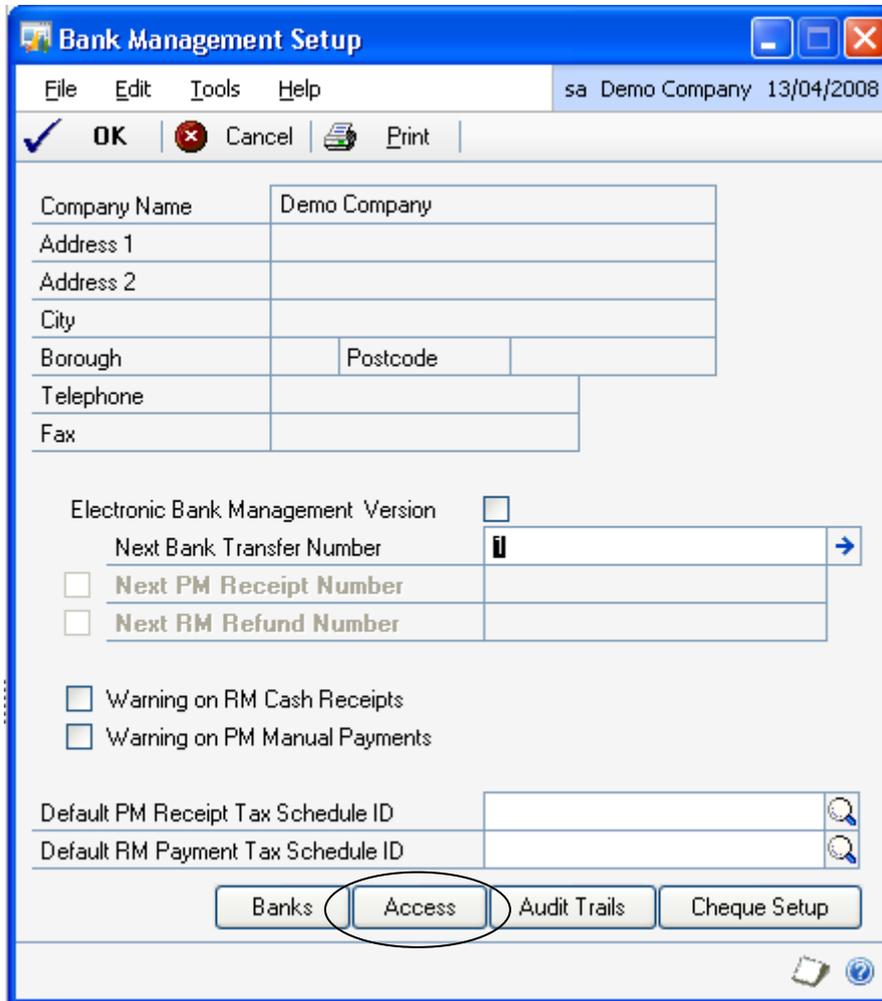
Chequebook ID

NOTES:

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.



The image shows a screenshot of the 'Bank Management Setup' dialog box. The window title is 'Bank Management Setup' and the user is 'sa Demo Company' on '13/04/2008'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The toolbar has 'OK', 'Cancel', and 'Print' buttons. The form contains the following fields:

Company Name	Demo Company	
Address 1		
Address 2		
City		
Borough	Postcode	
Telephone		
Fax		

Below the address fields are several checkboxes and input fields:

- Electronic Bank Management Version
- Next Bank Transfer Number: [arrow]
- Next PM Receipt Number
- Next RM Refund Number
- Warning on RM Cash Receipts
- Warning on PM Manual Payments
- Default PM Receipt Tax Schedule ID: [magnifying glass]
- Default RM Payment Tax Schedule ID: [magnifying glass]

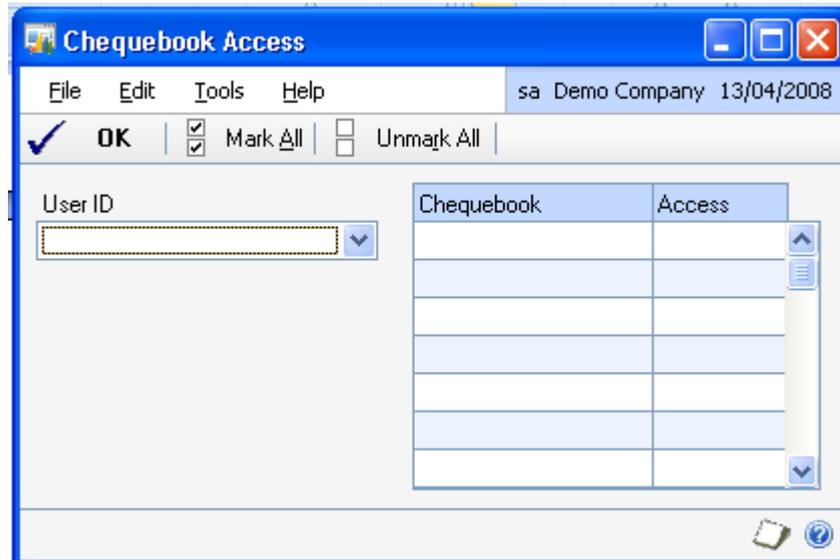
At the bottom, there are four buttons: 'Banks', 'Access', 'Audit Trails', and 'Cheque Setup'. The 'Access' button is circled in red.

NOTES:

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.

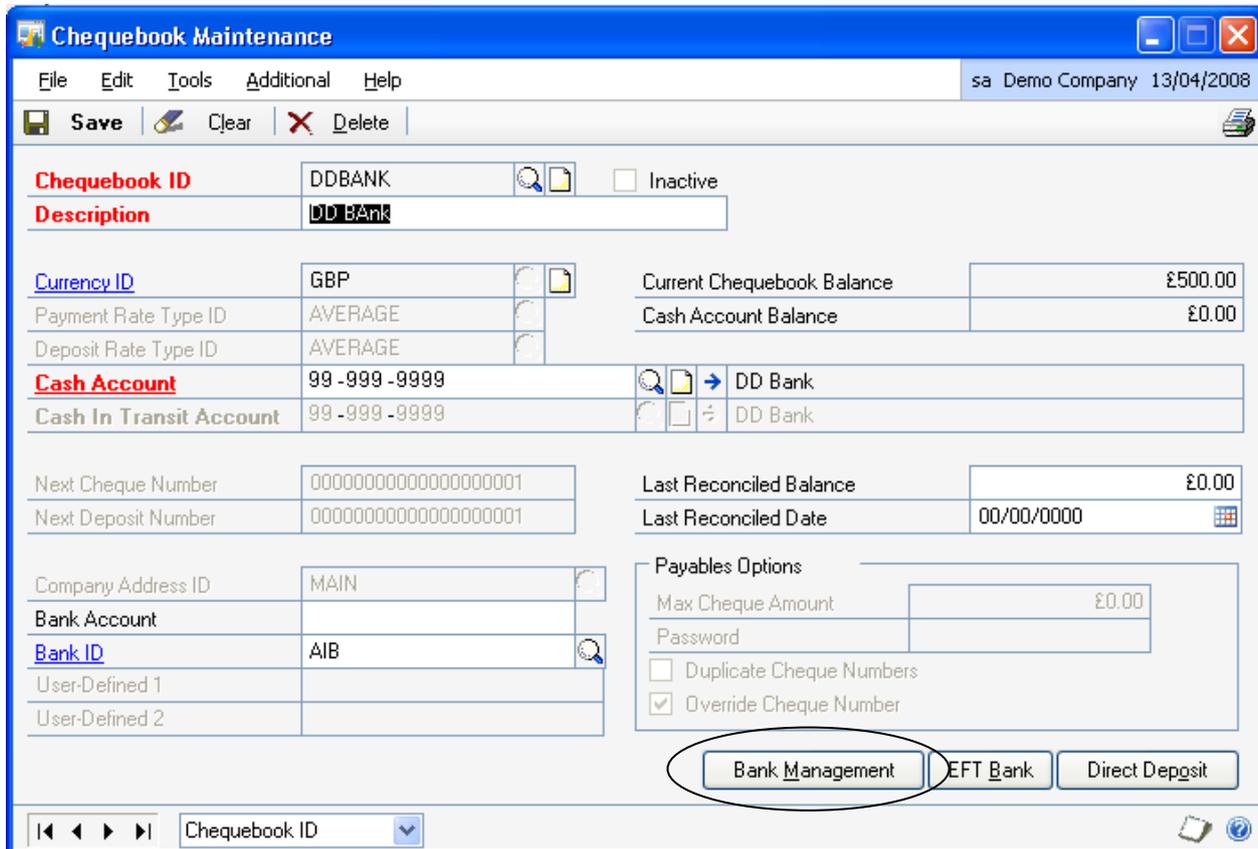


NOTES:

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 Maintenance sa Demo Company 13/04/2008

File Edit Tools Additional Help

Save Clear Delete

Chequebook ID DDBANK Inactive

Description DD Bank

Currency ID GBP

Payment Rate Type ID AVERAGE

Deposit Rate Type ID AVERAGE

Cash Account 99-999-9999 DD Bank

Cash In Transit Account 99-999-9999 DD Bank

Current Chequebook Balance £500.00

Cash Account Balance £0.00

Next Cheque Number 00000000000000000001

Next Deposit Number 00000000000000000001

Last Reconciled Balance £0.00

Last Reconciled Date 00/00/0000

Company Address ID MAIN

Bank Account AIB

User-Defined 1

User-Defined 2

Payables Options

Max Cheque Amount £0.00

Password

Duplicate Cheque Numbers

Override Cheque Number

Bank Management EFT Bank Direct Deposit

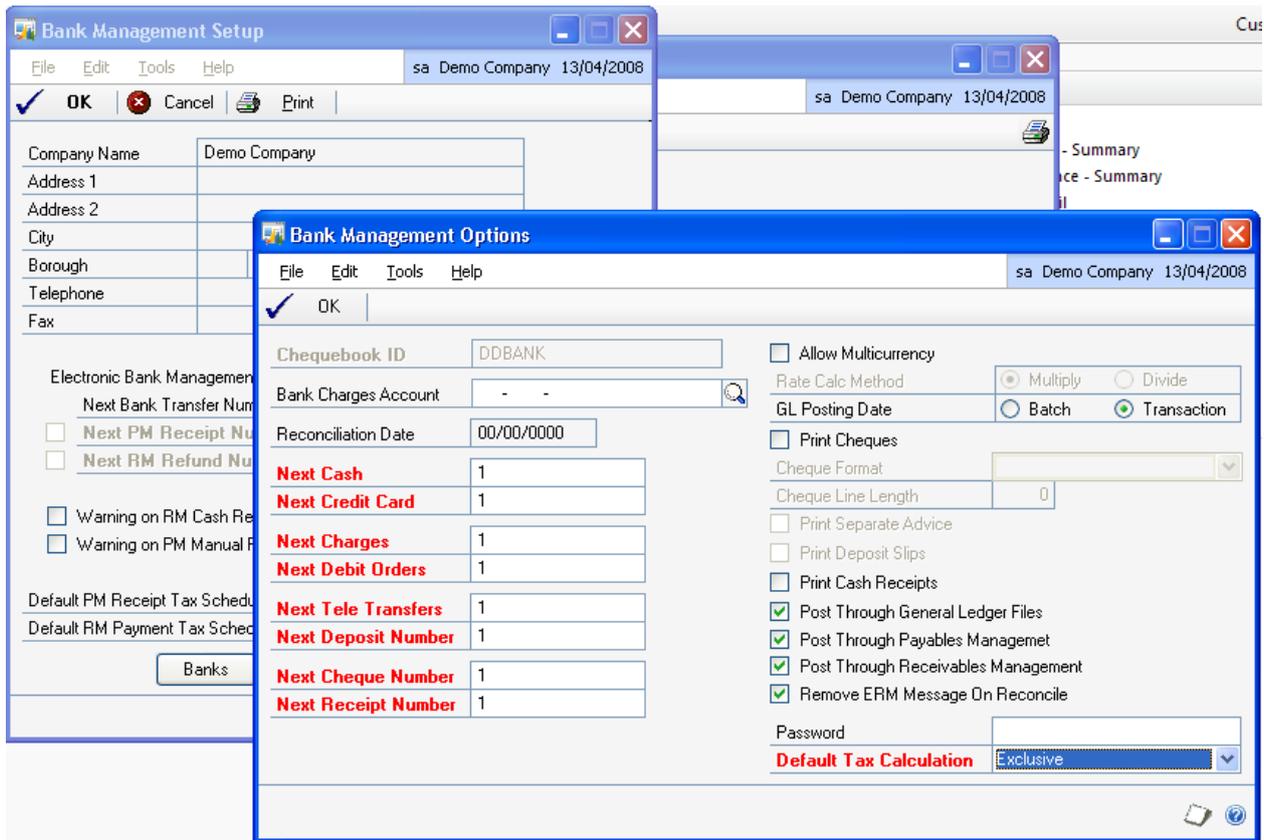
Chequebook ID

NOTES:

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 Management Setup

File Edit Tools Help sa Demo Company 13/04/2008

OK Cancel Print

Company Name Demo Company

Address 1

Address 2

City

Borough

Telephone

Fax

Electronic Bank Management

Next Bank Transfer Num

Next PM Receipt Nu

Next RM Refund Nu

Warning on RM Cash Re

Warning on PM Manual F

Default PM Receipt Tax Sched

Default RM Payment Tax Sched

Banks

Bank Management Options

File Edit Tools Help sa Demo Company 13/04/2008

OK

Chequebook ID DDBANK

Bank Charges Account - -

Reconciliation Date 00/00/0000

Next Cash	1
Next Credit Card	1
Next Charges	1
Next Debit Orders	1
Next Tele Transfers	1
Next Deposit Number	1
Next Cheque Number	1
Next Receipt Number	1

Allow Multicurrency

Rate Calc Method Multiply Divide

GL Posting Date Batch Transaction

Print Cheques

Cheque Format

Cheque Line Length 0

Print Separate Advice

Print Deposit Slips

Print Cash Receipts

Post Through General Ledger Files

Post Through Payables Management

Post Through Receivables Management

Remove ERM Message On Reconcile

Password

Default Tax Calculation Exclusive

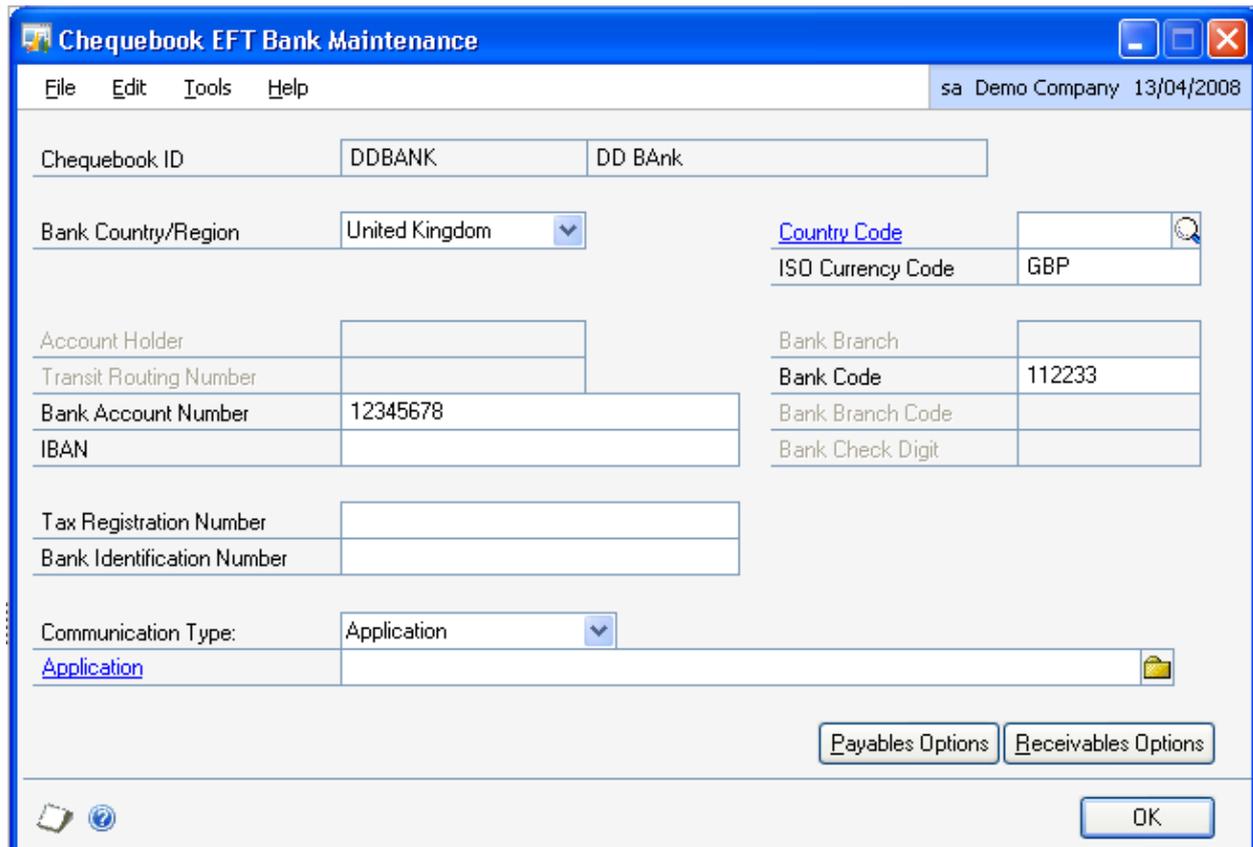
NOTES:

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 ID		DDBANK	DD Bank
Bank Country/Region	United Kingdom	Country Code	
		ISO Currency Code	GBP
Account Holder		Bank Branch	
Transit Routing Number		Bank Code	112233
Bank Account Number	12345678	Bank Branch Code	
IBAN		Bank Check Digit	
Tax Registration Number			
Bank Identification Number			
Communication Type:	Application		
Application			

Payables Options Receivables Options

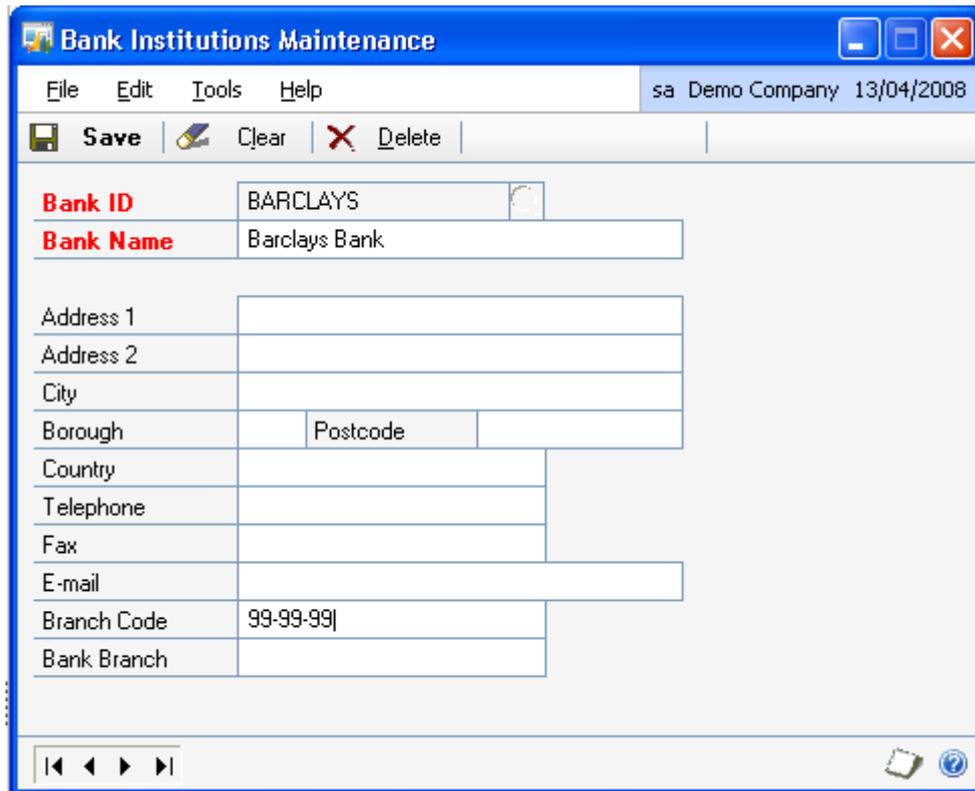
OK

NOTES:

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.



The screenshot shows a software window titled "Bank Institutions Maintenance". The window has a menu bar with "File", "Edit", "Tools", and "Help". The title bar includes window control buttons and the text "sa Demo Company 13/04/2008". Below the menu bar is a toolbar with "Save", "Clear", and "Delete" buttons. The main area contains a form with the following fields:

Bank ID	BARCLAYS
Bank Name	Barclays Bank
Address 1	
Address 2	
City	
Borough	Postcode
Country	
Telephone	
Fax	
E-mail	
Branch Code	99-99-99
Bank Branch	

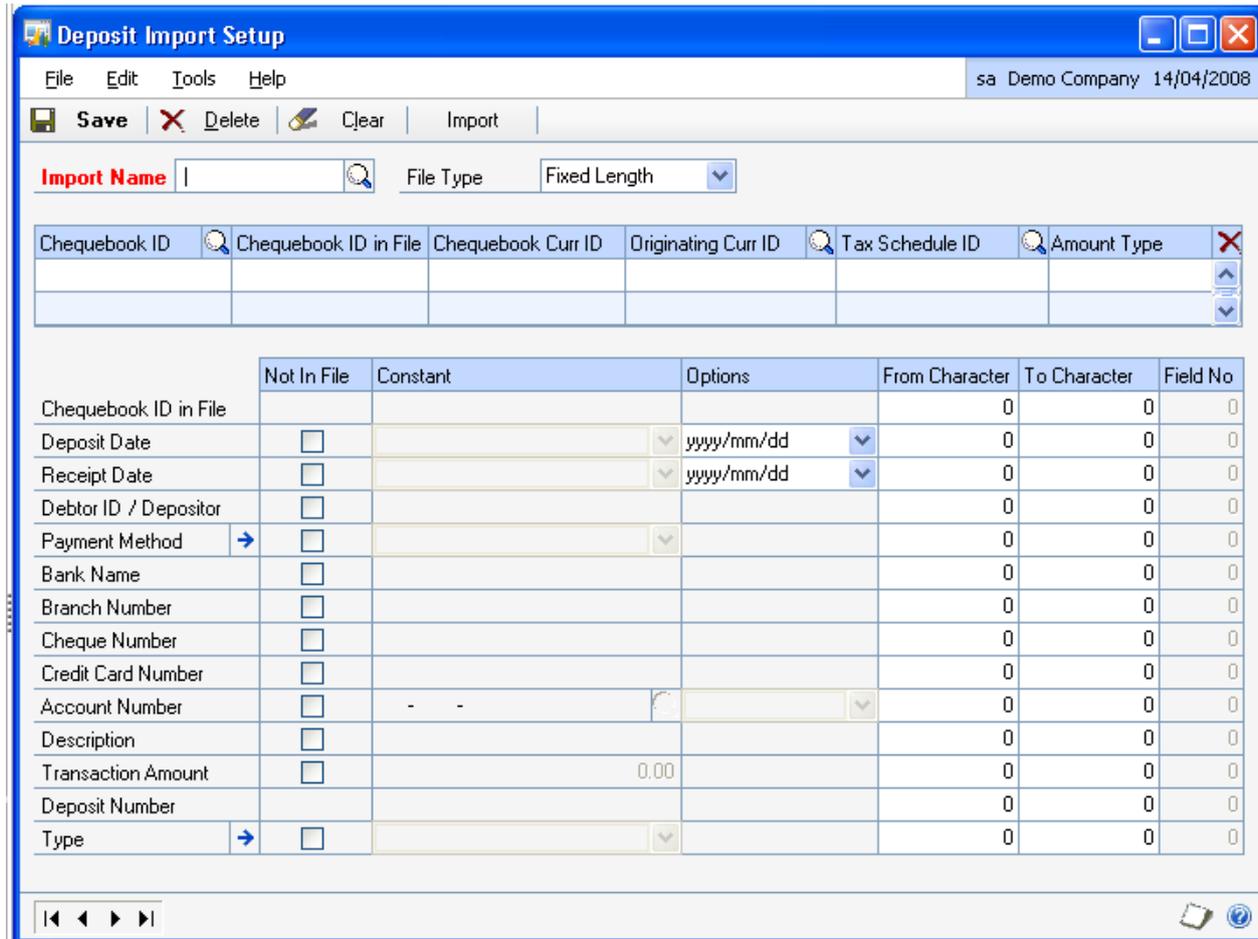
At the bottom of the window, there are navigation arrows and a help icon.

NOTES:

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 [Import Deposit Batches window](#). 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



Field	Not In File	Constant	Options	From Character	To Character	Field No
Chequebook ID in File	<input type="checkbox"/>			0	0	0
Deposit Date	<input type="checkbox"/>		yyyy/mm/dd	0	0	0
Receipt Date	<input type="checkbox"/>		yyyy/mm/dd	0	0	0
Debtor ID / Depositor	<input type="checkbox"/>			0	0	0
Payment Method	<input type="checkbox"/>			0	0	0
Bank Name	<input type="checkbox"/>			0	0	0
Branch Number	<input type="checkbox"/>			0	0	0
Cheque Number	<input type="checkbox"/>			0	0	0
Credit Card Number	<input type="checkbox"/>			0	0	0
Account Number	<input type="checkbox"/>	- -		0	0	0
Description	<input type="checkbox"/>			0	0	0
Transaction Amount	<input type="checkbox"/>	0.00		0	0	0
Deposit Number	<input type="checkbox"/>			0	0	0
Type	<input type="checkbox"/>			0	0	0

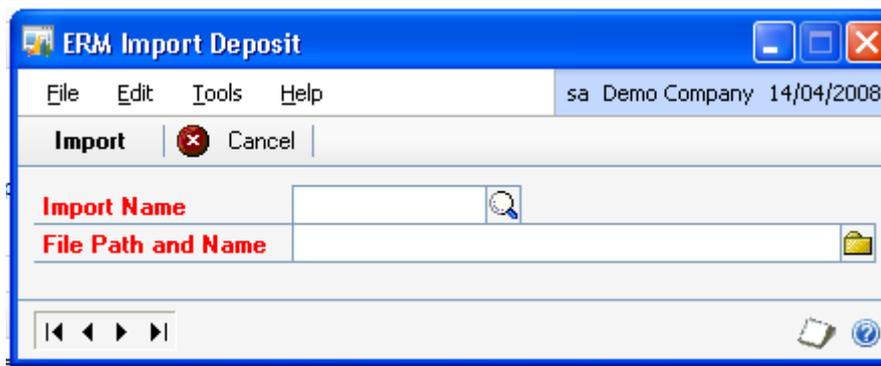
NOTES:

CASHBOOK TRANSACTIONS

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

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

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

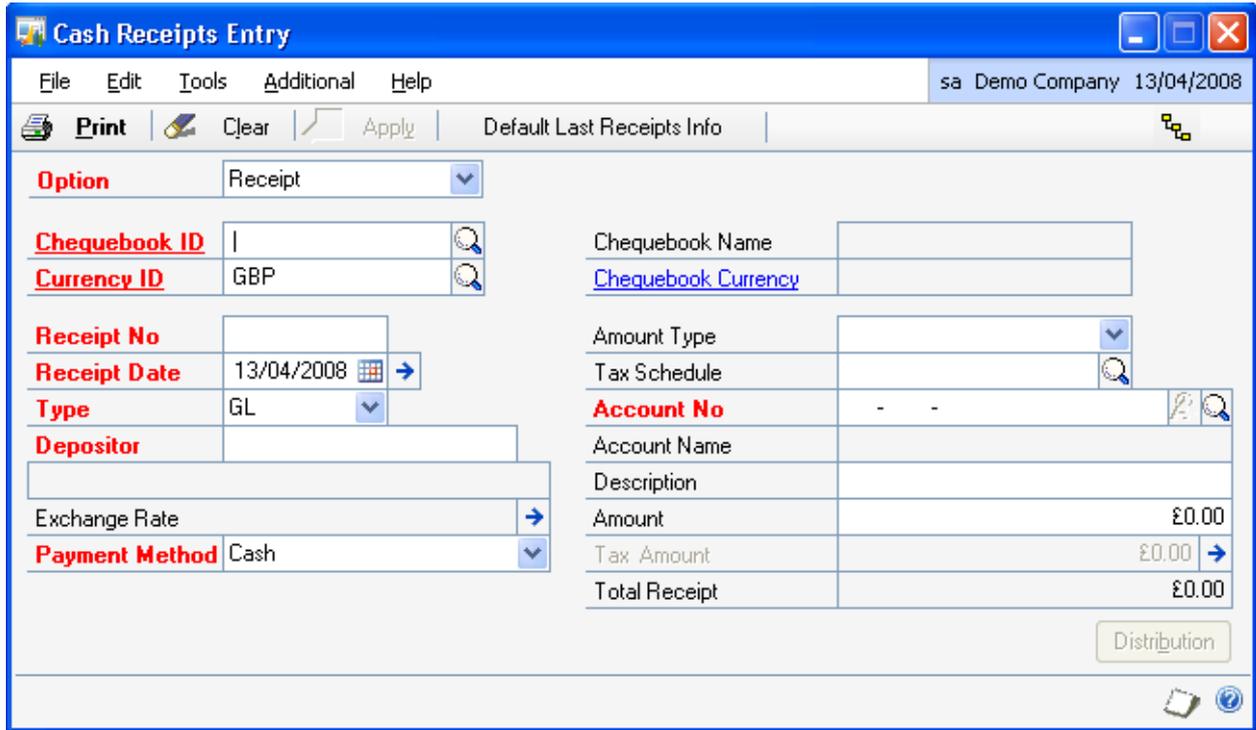


NOTES:

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 [Build Deposits Entry window](#), where you can select several receipts to make up a deposit.



The screenshot shows the 'Cash Receipts Entry' window with the following fields and values:

Option	Receipt		
Chequebook ID		Chequebook Name	
Currency ID	GBP	Chequebook Currency	
Receipt No		Amount Type	
Receipt Date	13/04/2008	Tax Schedule	
Type	GL	Account No	- -
Depositor		Account Name	
Exchange Rate		Description	
Payment Method	Cash	Amount	£0.00
		Tax Amount	£0.00
		Total Receipt	£0.00

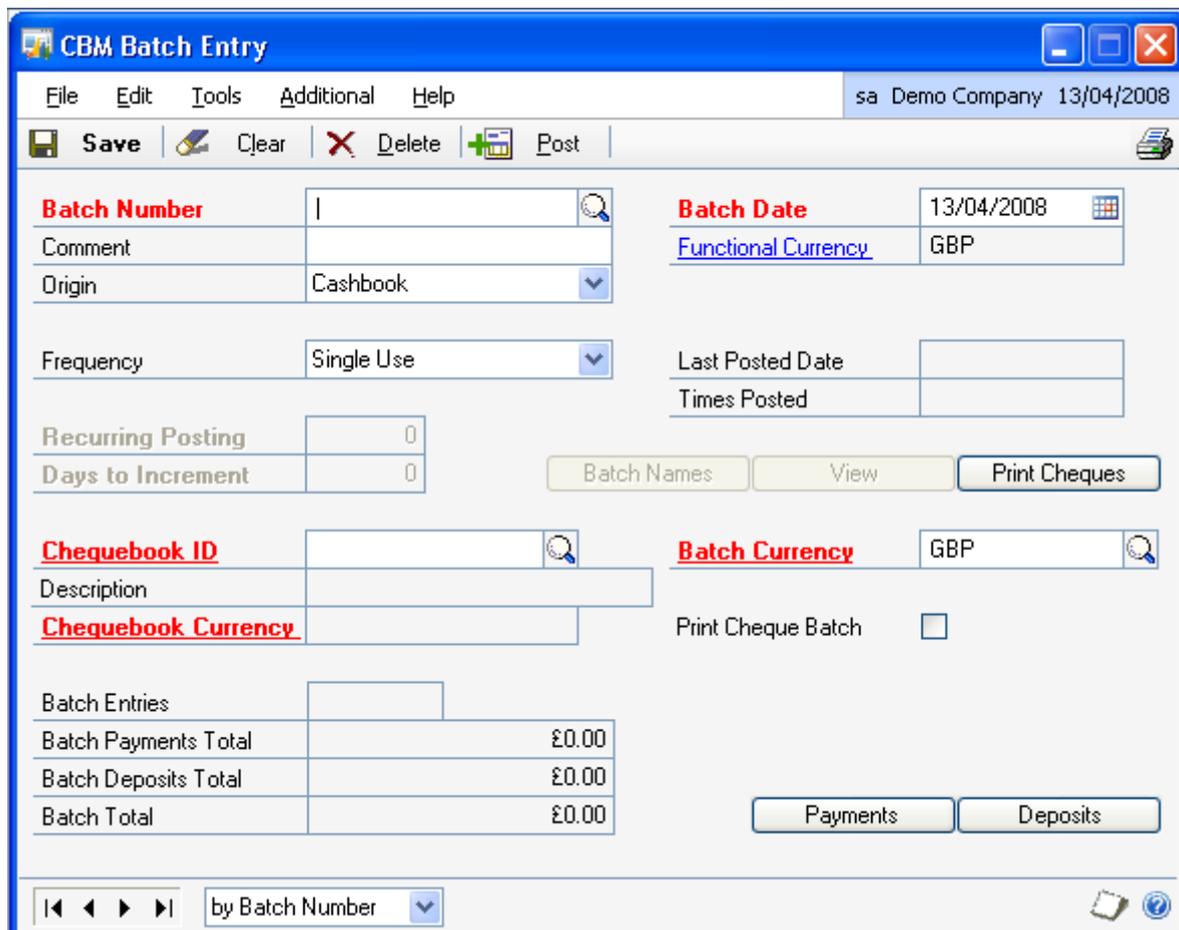
A 'Distribution' button is located at the bottom right of the window.

NOTES:

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 sa Demo Company 13/04/2008

File Edit Tools Additional Help

Save Clear Delete Post

Batch Number | **Batch Date** 13/04/2008

Comment **Functional Currency** GBP

Origin Cashbook

Frequency Single Use **Last Posted Date**

Recurring Posting 0 **Times Posted**

Days to Increment 0 Batch Names 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 Deposits

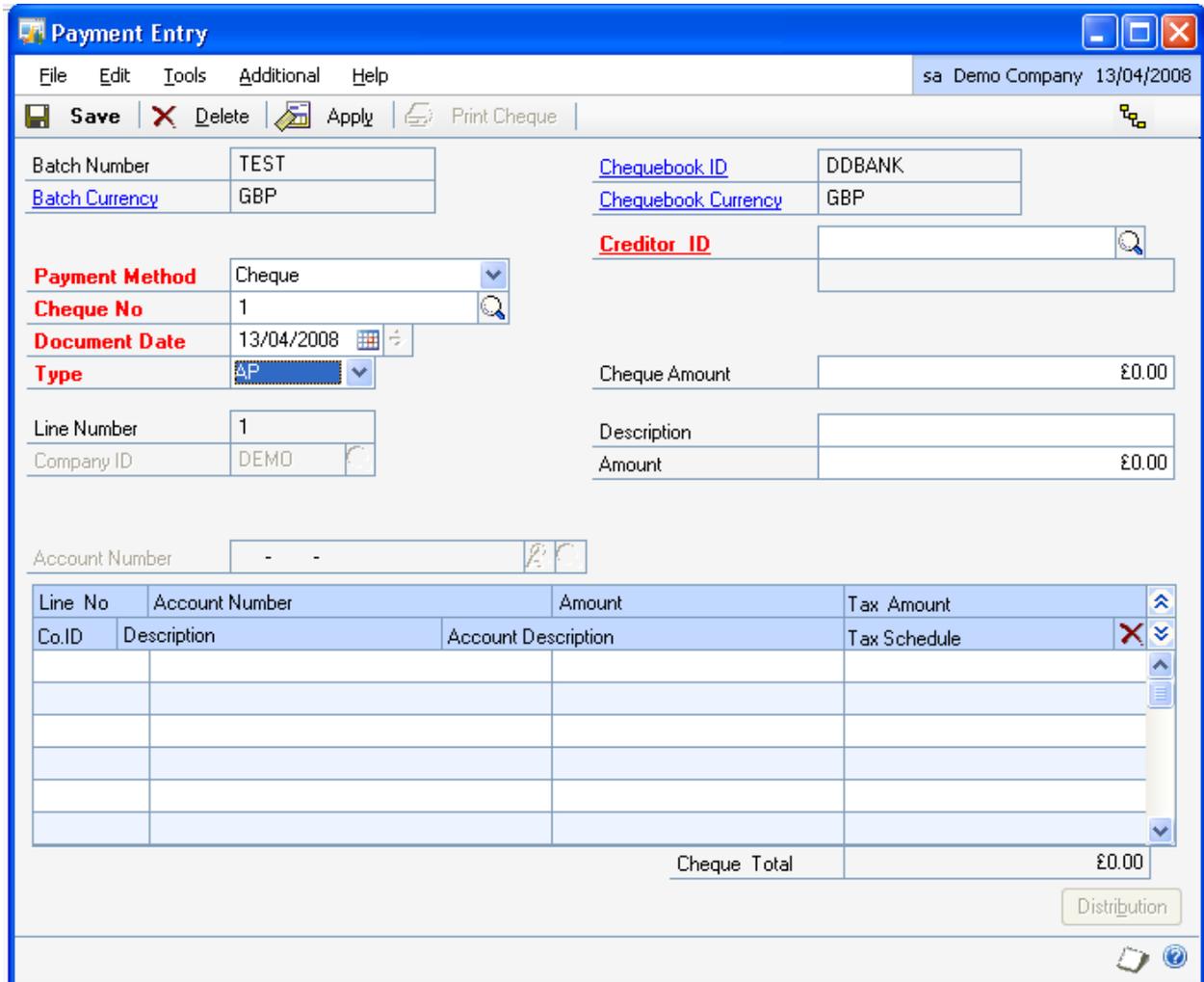
by Batch Number

NOTES:

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 sa Demo Company 13/04/2008

File Edit Tools Additional Help

Save Delete Apply Print Cheque

Batch Number: TEST Chequebook ID: DDBANK
 Batch Currency: GBP Chequebook Currency: GBP

Payment Method: Cheque
 Cheque No: 1
 Document Date: 13/04/2008
 Type: AP

Line Number: 1
 Company ID: DEMO

Creditor ID: [Search]

Cheque Amount: £0.00
 Description: [Text]
 Amount: £0.00

Account Number: - -

Line No	Account Number	Amount	Tax Amount
Co.ID	Description	Account Description	Tax Schedule
Cheque Total			£0.00

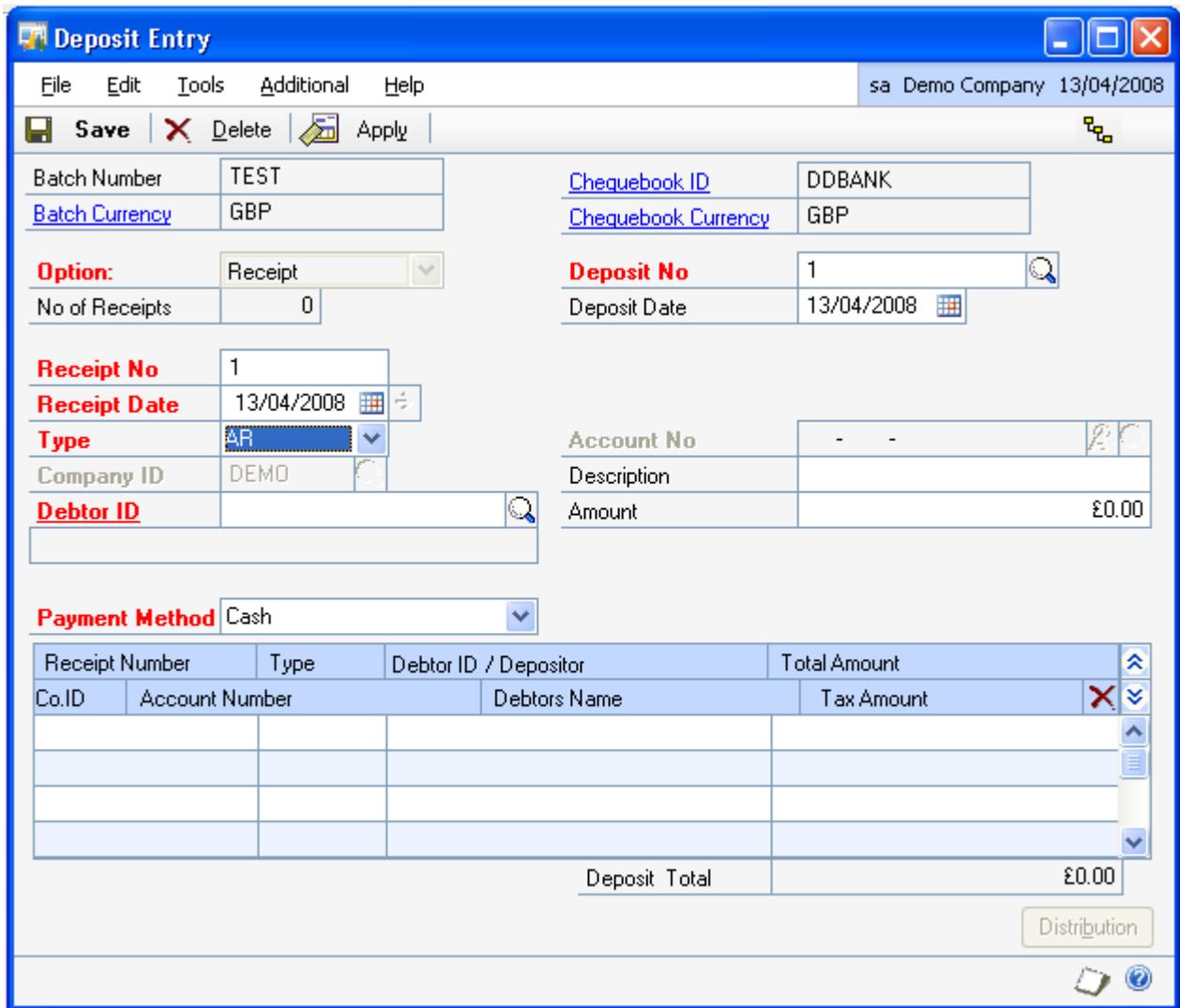
Distribution

NOTES:

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 (sa Demo Company 13/04/2008)

File Edit Tools Additional Help

Save Delete Apply

Batch Number: TEST
 Batch Currency: GBP
 Option: Receipt
 No of Receipts: 0
 Receipt No: 1
 Receipt Date: 13/04/2008
 Type: AR
 Company ID: DEMO
 Debtor ID: [Search]
 Payment Method: Cash

Chequebook ID: DDBANK
 Chequebook Currency: GBP
 Deposit No: 1
 Deposit Date: 13/04/2008
 Account No: - -
 Description:
 Amount: £0.00

Receipt Number	Type	Debtor ID / Depositor	Total Amount
Co.ID	Account Number	Debtors Name	Tax Amount
Deposit Total			£0.00

Distribution

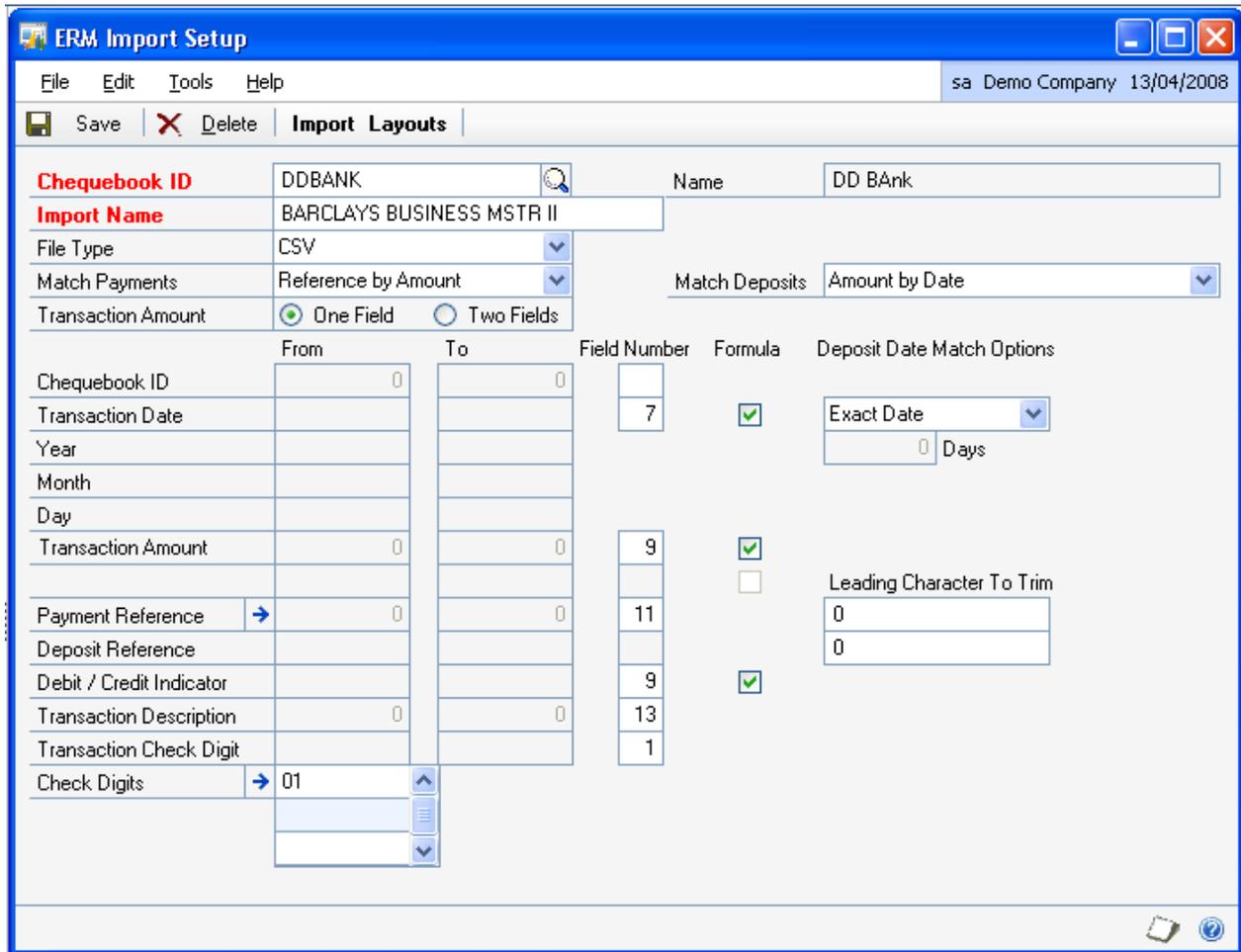
NOTES:

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.



The screenshot shows the 'ERM Import Setup' window with the following configuration:

- Chequebook ID:** DDBANK
- Import Name:** BARCLAYS BUSINESS MSTR II
- File Type:** CSV
- Match Payments:** Reference by Amount
- Match Deposits:** Amount by Date
- Transaction Amount:** One Field (selected)
- Name:** DD Bank

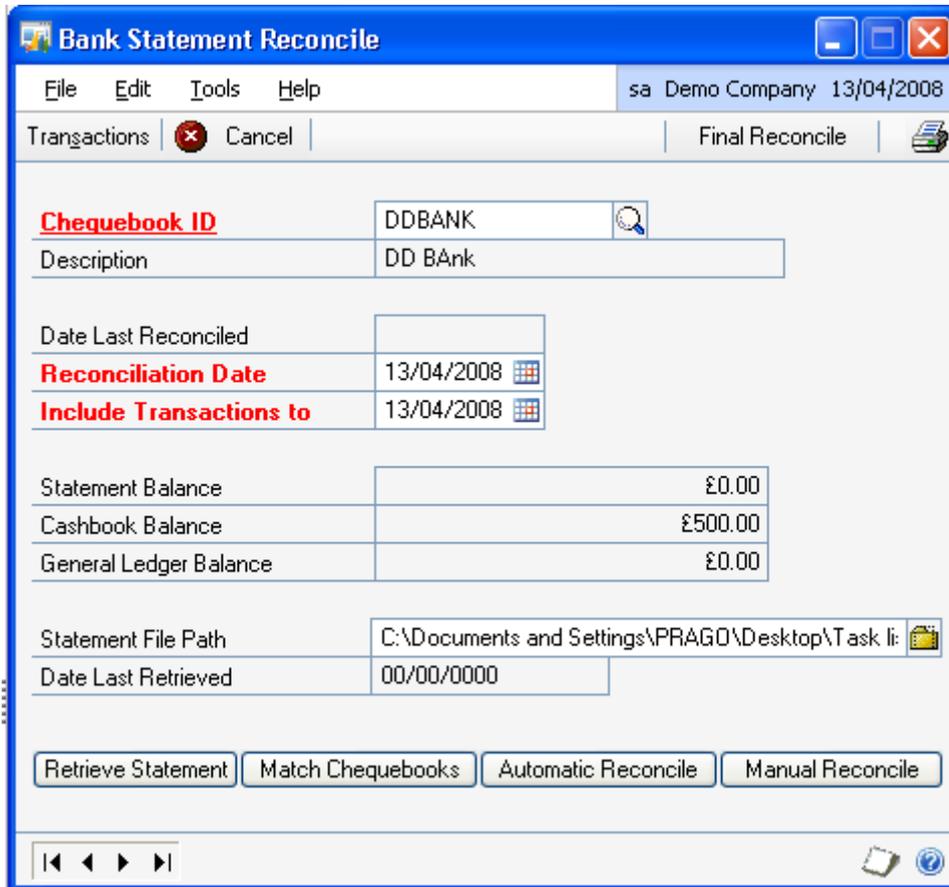
	From	To	Field Number	Formula	Deposit Date Match Options
Chequebook ID	0	0			
Transaction Date			7	<input checked="" type="checkbox"/>	Exact Date
Year					0 Days
Month					
Day					
Transaction Amount	0	0	9	<input checked="" type="checkbox"/>	
Payment Reference	0	0	11	<input type="checkbox"/>	Leading Character To Trim
Deposit Reference					0
Debit / Credit Indicator			9	<input checked="" type="checkbox"/>	0
Transaction Description	0	0	13		
Transaction Check Digit			1		
Check Digits	01				

NOTES:

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.



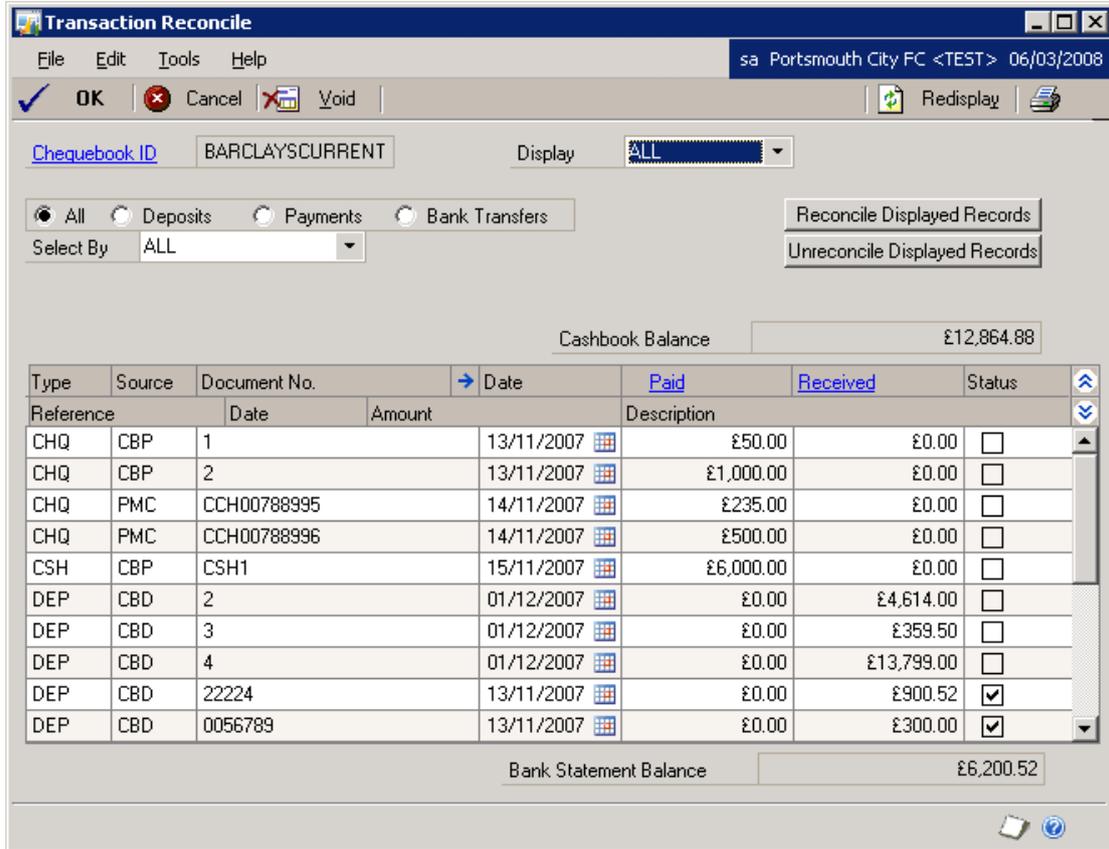
Chequebook ID	DDBANK
Description	DD BAnk
Date Last Reconciled	
Reconciliation Date	13/04/2008
Include Transactions to	13/04/2008
Statement Balance	£0.00
Cashbook Balance	£500.00
General Ledger Balance	£0.00
Statement File Path	C:\Documents and Settings\PRAGO\Desktop\Task li:
Date Last Retrieved	00/00/0000

NOTES:

How to manually complete Reconciliation

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>TRANSACTION BUTTON

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



Transaction Reconcile
sa Portsmouth City FC <TEST> 06/03/2008

File Edit Tools Help

OK Cancel Void Redisplay

Chequebook ID: BARCLAYSCURRENT Display: ALL

All
 Deposits
 Payments
 Bank Transfers

Select By: ALL

Reconcile Displayed Records
Unreconcile Displayed Records

Cashbook Balance: £12,864.88

Type	Source	Document No.	Date	Paid	Received	Status
Reference	Date	Amount	Description			
CHQ	CBP	1	13/11/2007	£50.00	£0.00	<input type="checkbox"/>
CHQ	CBP	2	13/11/2007	£1,000.00	£0.00	<input type="checkbox"/>
CHQ	PMC	CCH00788995	14/11/2007	£235.00	£0.00	<input type="checkbox"/>
CHQ	PMC	CCH00788996	14/11/2007	£500.00	£0.00	<input type="checkbox"/>
CSH	CBP	CSH1	15/11/2007	£6,000.00	£0.00	<input type="checkbox"/>
DEP	CBD	2	01/12/2007	£0.00	£4,614.00	<input type="checkbox"/>
DEP	CBD	3	01/12/2007	£0.00	£359.50	<input type="checkbox"/>
DEP	CBD	4	01/12/2007	£0.00	£13,799.00	<input type="checkbox"/>
DEP	CBD	22224	13/11/2007	£0.00	£900.52	<input checked="" type="checkbox"/>
DEP	CBD	0056789	13/11/2007	£0.00	£300.00	<input checked="" type="checkbox"/>

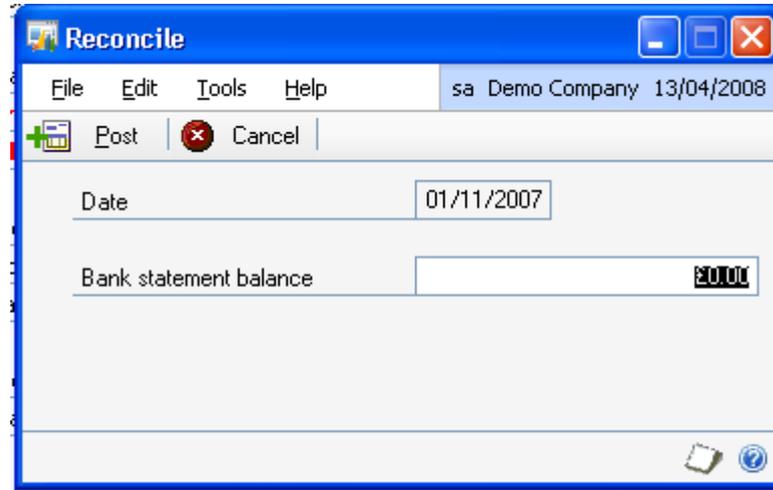
Bank Statement Balance: £6,200.52

NOTES:

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.



NOTES:

Reports

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 Reconcile		Currency ID: GBP			
		Chequebook ID: STERLING			
		Balance per Bank Statement		£7,057.83	
		Less: Outstanding Payments		£0.00	

				£7,057.83	

		Add: Outstanding Deposits		£0.00	
		Balance per Cashbook		£7,057.83	
				=====	

Marked Transactions Report

Print		Send To		Completed 1 Page	Page 1
System: 18/01/2002 11:38:01 PM		Mabey Ltd.			
User ID: sa		Marked Documents for the period			
Status : Final Reconcile					
Chequebook ID: STERLING					
Currency ID: GBP					
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.)

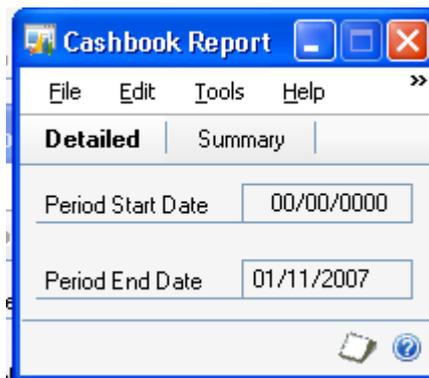
Outstanding Transactions Report

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:



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:

Date	Type	Source	Document Number	Company ID	Payee/Depositor	Distribution	Distribution Amount	Document Amount

							Opening Balance / (Overdraft)	£39,607.83
13/02/2002	BTPAY	CB	1		Bank Transfer	ST -000-0001	£35,000.00	-£35,000.00
01/02/2002	DEP	Sales	00001		Smith & Co Ltd.	SLC -000-0001	£2,450.00	£2,450.00
							Closing Balance / (Overdraft)	£7,057.83

							Total Movement 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 1	
System :		18/01/2002 11:50:23 PM		Mabey Ltd.		Page : 1	
User ID :		sa		Summary Cashbook for STERLING		Currency ID : GBP	
Status :		Final Reconcile		For period starting 28/02/2002 ending 31/03/2002		Pound Sterling	
Date	Type	Source	Document Number	Company ID	Payee/Depositor	Distribution Amount	Document Amount
						Opening Balance / (Overdraft)	£7,057.83
07/03/2002	PAY	CB	00002		GEN001	£246.99	-£246.99
						Closing Balance / (Overdraft)	£6,810.84
						Total Movement of Cashbook	-£246.99

NOTES:

