

Creditors Cashbooks Menu

- [Creditors Cashbook Search](#)
- [Add Creditors Cashbook](#)
- [Bank Payment Schedule Export](#)

Creditors Cashbook Search

Video training manual 2016 - [Click Here](#)

Creditors cashbook is used to control payments to creditors.

Creditors Module

Configuration

Activity

Creditors Dashboard

Creditors Journal Transactions

Creditor Payment Search

Creditor Cash Book

CM Cash Book Search

Search Add Edit Cancel Verify Cash Book Authorize Process Cash Book Post Status Print / Import

Basic Search Custom Search Expand

Cash Book Name: GL Bank Accounts:

Date: Cash Book Status: All Cash Book Type: All

Total Debit: Total Credit: **1 897 471.3000**

Page 1 of 1 Remove Paging: Displaying 1 - 14 of 14

#	Att	Cash Book Date	Bank Account Name	Cash Book Name	Reference	Short Description	Cash Book Type	Total Debit	Total Credit
1		2021-11-26	Bank Account Main &	chris	cms	temporary	Monthly Cashbo...		1 103.2100
2		2021-11-24	Bank Account Main &	Testing USD	Testing USD	Testing USD	Monthly Cashbo...		1 500.0000
3		2021-11-24	USD Mercantile Account	test	test		Monthly Cashbo...		
4		2021-11-23	Bank Account Main &	Testing Job Posting	Testing Job Posting	Testing Job Posting	Monthly Cashbo...		

Search	
Add	
Edit	
Cancel	
Verify Cash Book	
Authorize	
Process Cash Book	
Post Status	

Print/Import Drop Down

Search Add Edit Cancel Verify Cash Book Authorize Process Cash Book Post Status **Print / Import**

Basic Search Custom Search Expand

Cash Book Name: GL Bank Accounts:

Date: Cash Book Status: All Cash Book Type: All

Print

Upload Cashbook

Import Cash Book

Export Cash Book

Print	
Upload Cashbook	

Import Cash Book	
Export Cash Book	

Basic Search

CM Cash Book Search

Search

Add

Edit

Cancel

Verify Cash Book

Authorize

Process Cash Book

Post Status

Print / Import

Basic Search

Custom Search

Expand

Cash Book Name:

GL Bank Accounts:

Date:

Cash Book Status:

All

Cash Book Type:

All

Cash Book Name	
Date	
Cash Book Status	
GL Bank Accounts	
Cash Book Type	

Custom Search

CM Cash Book Search

Search

Add

Edit

Cancel

Verify Cash Book

Authorize

Process Cash Book

Post Status

Print / Import

Basic Search

Custom Search

Expand

Category:

All

Category	
----------	--

Add Creditors Cashbook

Click Add to create a new cashbook

CM Cash Book

Attachments

Create Reminder

Allocate

Insert Template

Save As Template

Print

Export Cash Book

Close

Cash Book Details

Custom Fields

Attachments	
Create Reminder	
Allocate	
Insert Template	
Save As Template	
Print	
Export Cash Book	

Cash Book Details

CM Cash Book

Attachments

Create Reminder

Allocate

Insert Template

Save As Template

Print

Export Cash Book

Close

Cash Book Details

Custom Fields

Cash Book Number:

Cash Book Date:2024-01-08

Cash Book Name:Bank Account Main

Reference:Test

Branch:Web - Dev HSOF & Co

Copy Reference:☒

Increment Reference:☐

Copy Previous Line Description:☐

Bank Accounts:1-1400 Savings Account & (R)

Cash Book Type:Monthly Cashbooks

Short Description:Test

Long Description:Testing

Page0of0

Add

Add Split

Edit

Delete

Convert To Split

No data to display

#	Att	Allocated	Line Date	Account Code	Account Name	Line Type	Company Name	Acct. Type	Refer
---	-----	-----------	-----------	--------------	--------------	-----------	--------------	------------	-------

Total Debit:0.00

Total Credit:0.00

Total VAT:0.00

Save

Save And Close

Close

Cash Book Number	
Cash Book Date	
Cash Book Name	
Reference	
Branch	
Copy Reference	
Copy Previous Line Description	
Increment Reference	
Bank Accounts	
Cash Book Type	
Short Description	
Long Description	

Cash Book Line

CM Cash Book

AttachmentsCreate ReminderAllocateInsert TemplateSave As TemplatePrintExport Cash BookClose

Cash Book DetailsCustom Fields

Cash Book Number:

Cash Book Date:2024-01-08

Cash Book Name:Bank Account Main

Reference:Test

Branch:Web - Dev HSOF & Co

Copy Reference:☒ Increment Reference:☐

Copy Previous Line Description:☐

Bank Accounts:1-1400 Savings Account & (R)

Cash Book Type:Monthly Cashbooks

Short Description:Test

Long Description:Testing

Page 0 of 0AddAdd SplitEditDeleteConvert To SplitNo data to display

#	Att	Allocate	Line Date	Account Code	Account Name	Line Type	Company Name	Acct. Type	Refer
---	-----	----------	-----------	--------------	--------------	-----------	--------------	------------	-------

Add	
Add Split	
Edit	
Delete	
Convert To Split	

Cash Book Adding Line

Creditors payments can be captured separately in the creditor's cashbook

this is ideal for Creditors Clerks who deal with creditors only

Cash Book Line

CM Cash Book LineAttachmentsSearchAllocate AllUnallocated AmntSave AllocationsClose

Attachments	
Search	
Allocate All	
Unallocated Amnt	
Save Allocations	

Cash Book Line

CM Cash Book Line

Attachments

Search

Allocate All

Unallocated Amnt

Save Allocations

Close

Master:

Bank : 1-1400 Savings Account

Cash Book Type:

Creditor Cash Book

Line Date:

2024-01-08

Reference:

Test

Creditor:

1082 - Test Supplier

Entry Type:

Deposit / Debit Bank

Amount (R)

0

VAT Account:

No Tax

VAT Type:

No Tax Type

Description:

Test

Additional Comment:

Testing

Debtor Link:

1020 - test

Branch:

Web - Dev HSOF & Co

Previous

Next

Save

Save And Close

Save And New

Cash Book Type	
Line Date	Transaction date
Reference	Add reference
Creditor	Select Creditor being paid
Entry Type	Entry Type will be Payment (Money going out of the selected bank account)
Amount	The Amount being paid
VAT Account	
VAT Type	
Description	Enter Description for this transaction
Additional Comment	
Debtor Link	
Branch	

In the next window you can select the divisions , GL Group, Projects and Add the discount function if applicable

When you tick the discount box – you will be required to add the transaction action

You can select from the drop down list

Then click Next to go to the Allocations Window or Alternatively Save and close

Cash Book Line

CM Cash Book Line

AttachmentsSearchAllocate AllUnallocated AmntSave AllocationsClose

Cost Centres:

Region:Gauteng

Division:Admin

Job Allocation:

Job Type:Expense

GL Group:ACCOUNTING

Project:CSI001

Job Service Item:

Settlement Discount:

Discount:☒

Transaction Action:Supplier Credit Note

Document Currency:R

Settlement Amount:100.00

Currency:

Bank Exchange Rate:1.00

Exchange Rate:1.00

Document Currency:

Bank Currency:0

Local Currency:

Document Amount:0

PreviousNextSaveSave And CloseSave And New

Cost Centres:	
Region	
Division	
Job Allocation	
Job Type	
GL Group	
Project	
Job Service Item	
Settlement Discount:	
Discount	
Transaction Action	
Document Currency	
Settlement Amount	
Currency:	
Bank Exchange Rate	
Exchange Rate	

Document Currency	
Bank Currency	
Local Currency	
Document Amount	

Cash Book Line

CM Cash Book Line

Attachments

Search

Allocate All

Unallocated Amnt

Save Allocations

Close

Custom Fields

Category:

All

Save

Please click on the save button BEFORE you change the Category drop down.

Previous

Next

Save

Save And Close

Save And New

Category	
----------	--

Add Split

CM Cash Book

AttachmentsCreate ReminderAllocateInsert TemplateSave As TemplatePrintExport Cash BookClose

Cash Book DetailsCustom Fields

Cash Book Number:

Cash Book Date:2024-01-08

Cash Book Name:Bank Account Main

Reference:Test

Branch:Web - Dev HSOF & Co

Copy Reference:☒Increment Reference:☐

Copy Previous Line Description:☐

Bank Accounts:1-1400 Savings Account & (R)

Cash Book Type:Monthly Cashbooks

Short Description:Test

Long Description:Testing

Page 1 of 1AddAdd SplitEditDeleteConvert To SplitDisplaying 1 - 1 of 1

#	Att	Allocate	Line Date	Account Code	Account Name	Line Type	Company Name	Acct. Type	Referen
1			2024-01-08	2-1600	Trade Suppliers	CM	Test Supplier	Current Liabilities	Test

Cash Book Split

CM Cash Book Split

Create ReminderAttachmentsImport Split LinesPrintClose

Create Reminder

Attachments

Import Split Lines

Print

Cash Book Split

CM Cash Book Split

Create ReminderAttachmentsImport Split LinesPrintClose

Split LineCustom Fields

Bank Account:1-1400 Savings Account

Cash Book Date:2024-01-08Reference:TestCopy Reference:☒

Description:TestCopy Description:☒

Branch:Web - Dev HSOF & Co

Total Debit:0.00Total Credit:0.00Total VAT:0.00

Page 0 of 0AddEditDeleteNo data to display

#	Att	Line Date	Account Code	Account Name	Line Type	Company Name	Account Type	Reference
---	-----	-----------	--------------	--------------	-----------	--------------	--------------	-----------

Bank Account

Cash Book Date

Reference

Description	
Branch	
Copy Reference Tick	
Copy Description Tick	

Adding New Line in Cash Book Split

After Clicking Add

Fill in the information on the first 2 pages same as in [Cash Book Adding Line](#) on the 3rd page in Cash Book Split you can Search and Allocate.

Cash Book Split Line

CM Cash Book Split Line

Attachments Search Allocate All Unallocate All Save Allocation

Allocations: Client: 1082 - Test Supplier

Select: ☒ System Currency ☐ Doc. Currency Auto Allocate: ☐ Check Zero: ☐

Amount: 100.0000 Allocated Amnt: 0.0000 Unallocated Amnt: 100.0000

Show: ☒ All Lines ☐ Only Allocated Lines

#	Allocate	Date	Doc No.	Amount	Actual Amnt.	Alloc. Amnt.	Unalloc. Amnt.	Allocated	Doc. Type	Description	Refere
1	☐	2023-04-17	RTS57579	115.0000	0.0000	0.0000	115.0000	Unallocated	Stock Return N...		

Previous Next Save Save And Close Save And New Close

A list of available transactions against this client will be listed

Select one that you want to allocate this captured payment to and add the amount

You can manually type in the amount

When you have entered the amount remember to save Allocations before closing this window

Cash Book Split Line

CM Cash Book Split Line

Attachments Search Allocate All Unallocate All **Save Allocation**

Allocations: Client: 1082 - Test Supplier

Select: ☒ System Currency ☐ Doc. Currency Auto Allocate: ☐ Check Zero: ☐

Amount: 100.0000 Allocated Amnt: 0.0000 Unallocated Amnt: 100.0000

Show: ☒ All Lines ☐ Only Allocated Lines

#	Allocate	Date	Doc No.	Amount	Actual Amnt.	Alloc. Amnt.	Unalloc. Amnt.	Allocated	Doc. Type	Description	Refere
1	☐	2023-04-17	RTS57579	115.0000	0.0000	500	115.0000	Unallocated	Stock Return N...		

Previous Next Save Save And Close Save And New Close

The Message below will come up after saving

Save Allocations.

Allocations saved successfully.

OK

The cashbook can be authorized and processed

CM Cash Book Search

Search Add Edit Cancel Verify Cash Book **1** Authorize **2** Process Cash Book Post Status Print / Import

Basic Search Custom Search Expand

Cash Book Name: GL Bank Accounts:

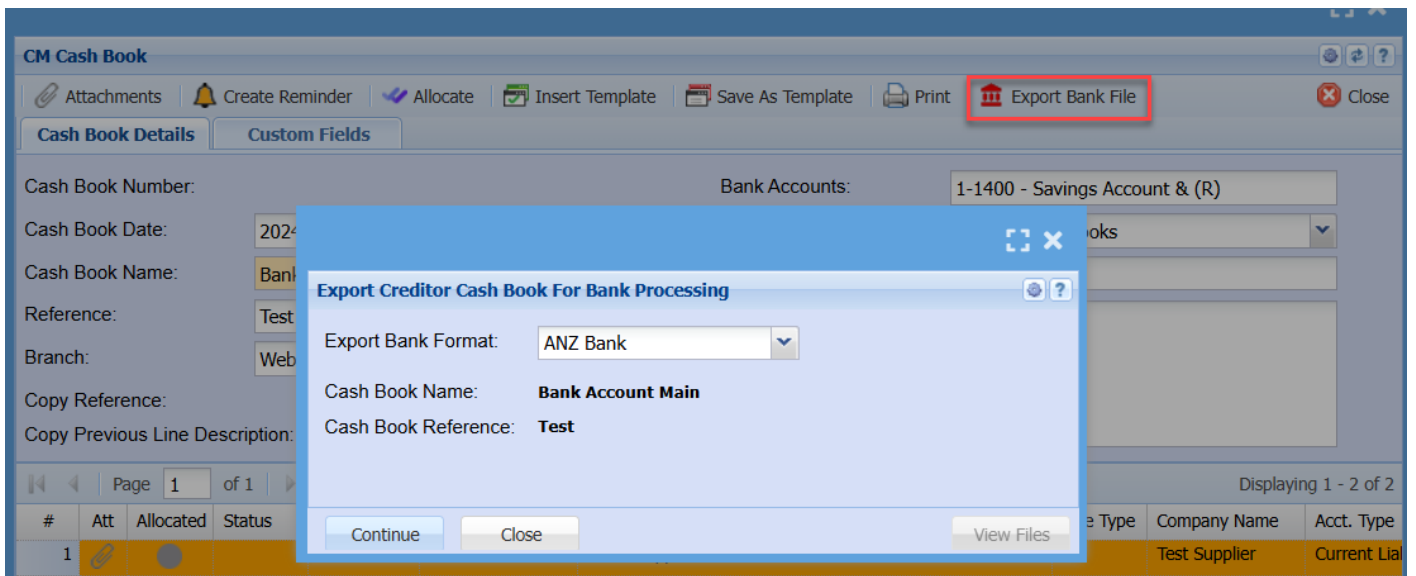
Date: Cash Book Status: All Cash Book Type: All

Total Debit: 100.0000 Total Credit: 1 897 471.3000

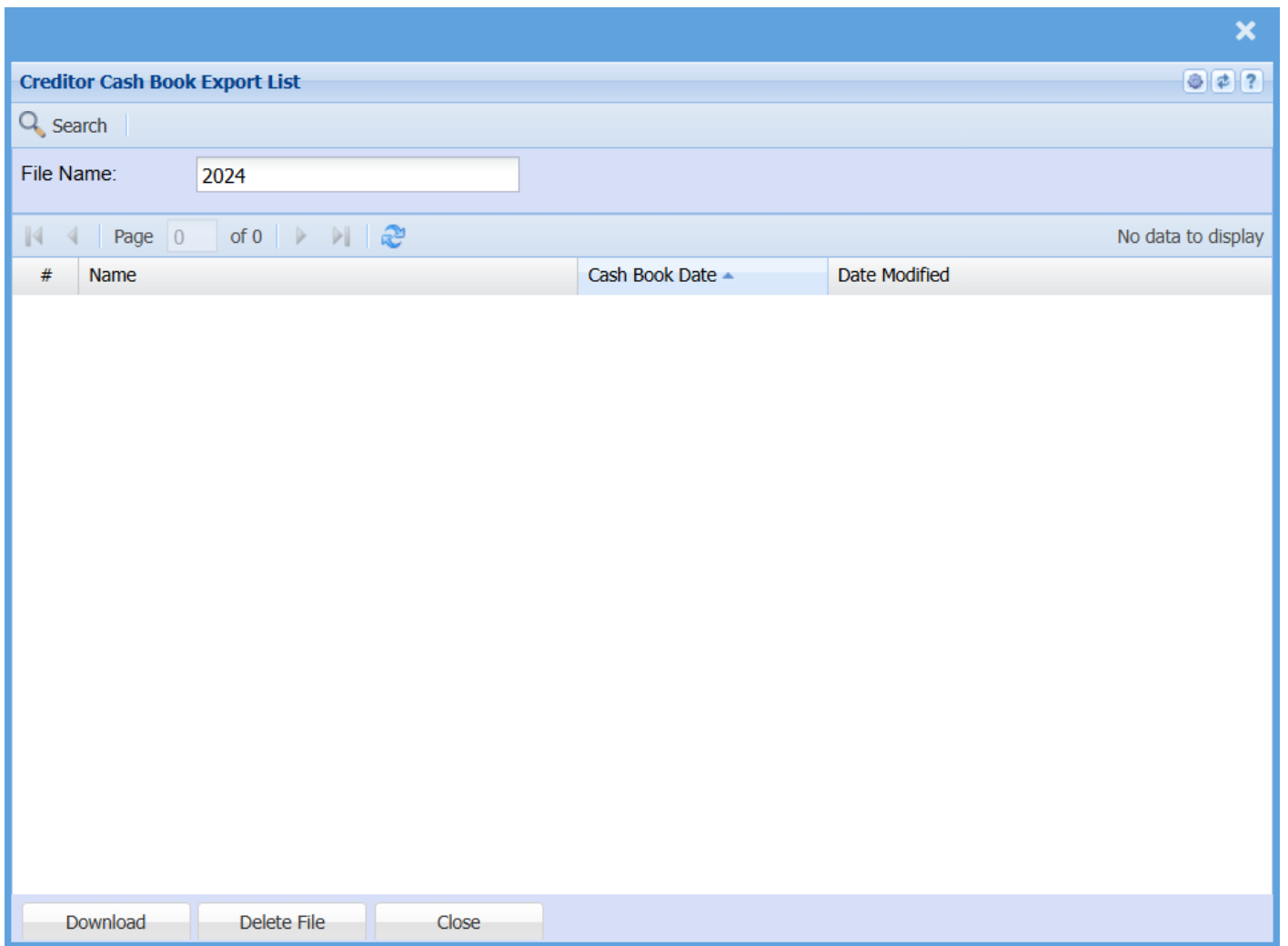
Page 1 of 1 Remove Paging: ☐ Displaying 1 - 15 of 15

#	Att	Cash Book Date	Bank Account Name	Cash Book Name	Reference	Short Description	Cash Book Type	Total Debit	Total Credit	Appro
1	☐	2024-01-08	Savings Account &	Bank Account Main	Test	Test	Monthly Cashbo...	100.0000	0.0000	Aut

Export Bank File



Clicking on the View Files button



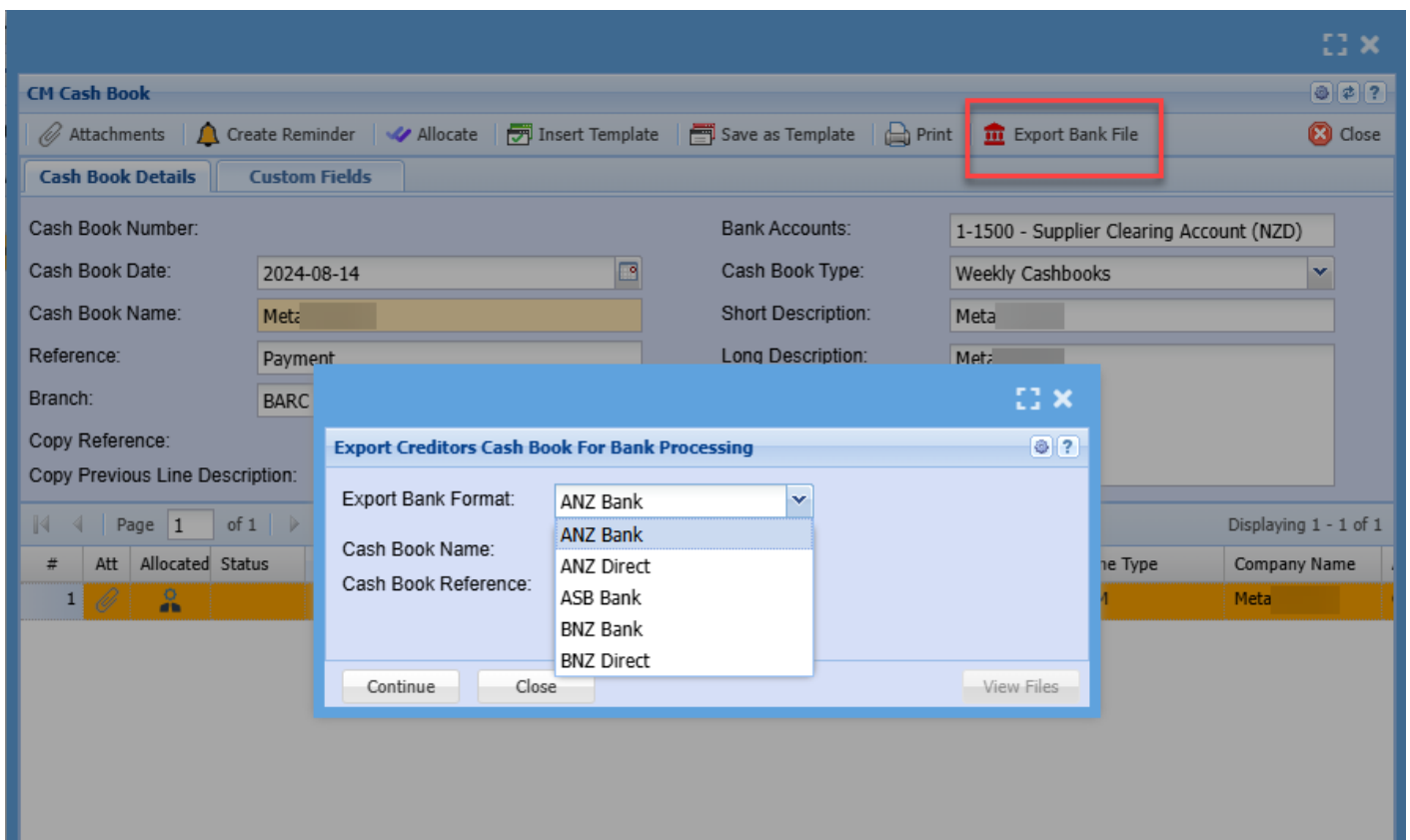
Bank Payment Schedule Export

Bulk supplier payment Export bank file

Supported banks

1. ANZ Bank
2. ANZ Direct
3. ASB Bank
4. BNZ Bank
5. BNZ Direct

Bank export files have specific algorithms which check for any changes to bank accounts and amounts. This is to ensure that files are not tampered with, so be careful on opening the file to make any changes. This will create the file invalid.



Reference fields

Setup reference fields for suppliers for bank references

A	Supplier code used
B	Supplier name
C	Supplier account number
D	Beneficiary reference

Some banks have limits on beneficiary reference, please check how many characters are allowed

Edit Creditor

Creditor Details

Attachment Memo Create Reminder Alerts View Attachments Functions Standard

Creditor Code: **METALIM** Creditors Name: **Met**

Details Addresses Contacts Acct Details Bank Details Statutory Info Custom F

Creditor Code: METALIM **A**

Name: Meta **B**

Short Name: Metal IM

Contact Person: Mel

Website: http://ww

Registration No:

GST Number:

Creditors Image:

Print Statement: ☒ Email Statement: ☒

Active: ☒ Sync to Mobile: ☒

Is Head Office: ☐

Division: E: ☐

Region: E: ☐

Acc Manager:

Creditors Status:

Creditors Type:

Clearing Agent: ☐ Forwarding Agent:

Retailer: ☐ Network:

Our Account No: 123 **C**

Comment: AKL - Met

Save & New Save & Close Save Close

Edit Creditor

Creditor Details

Attachment Memo Create Reminder Alerts View Attachments Functions

Creditor Code: **METALIM** Creditors Name: **Meta**

Details Addresses Contacts Acct Details Bank Details Statutory

Bank:

Account Number: 02-

Account Type:

Branch:

Branch Code:

Beneficiary Reference (20): **D**

Payment Type:

Payment Frequency:

Payment Code:

GL Category:

Classification:

PDF Passwords:

PO Password:

GRV Password:

Return To Supplier (RTS) Password:

ANZ Bank and ANZ Direct reference fields

After the bank file has been imported these are the fields that will show.

Meta \$ 397.13 14/08/2024 ☐ Make all payments on this date

[Close reference details ^](#)

Details on your statement		Details on their statement	
Particulars	Payment Code	Particulars	Payment Code
Meta	METALIM	Barcode Prod	123
	Reference		Reference

A **B** **C** **D** **E** **F**

[Pay another payee](#) [Add payee](#) Make up to 19 more payments.

This information helps you and the payee identify your payment. Any changes you make will only apply to this payment.

A	Supplier Name ((Limited to 12 characters)
B	Hardcoded to say Payment
C	Supplier Code
D	Beneficiary reference (Limited to 12 characters)
E	Hardcoded to say Payment
F	Our Account Number (supplier account number)

Bank export file is a txt file

1 to 9 are positions in the bank file

FileEditView

1

2

3

4

5

6

7

8

9

1,,,,,,,,,20240814,20240814
2,0202,50,00000039713,Meta, ,BARC01,Payment,
3,00000039713,00001,2,533,Barcode Prod,
,Payment,METALIM,Meta,