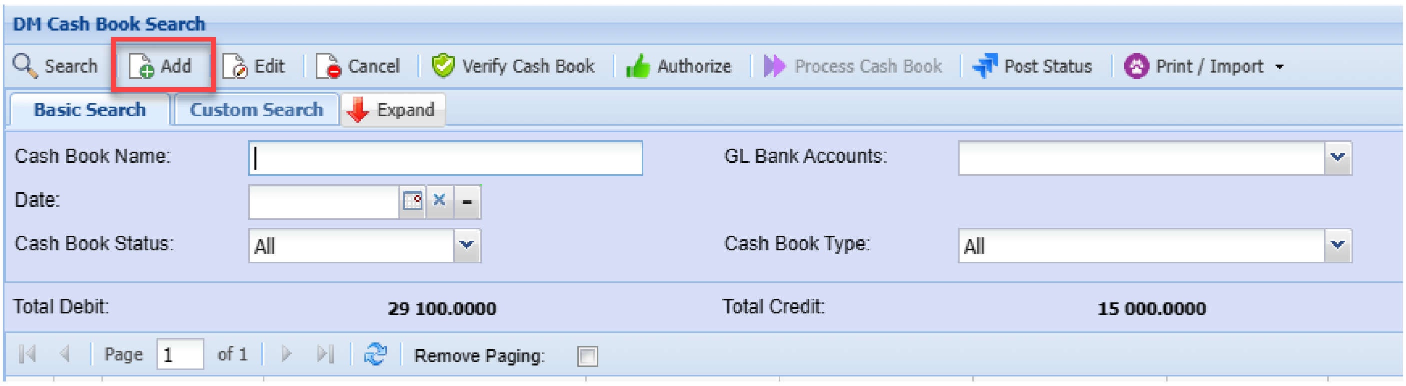
Add Debtors Cashbook

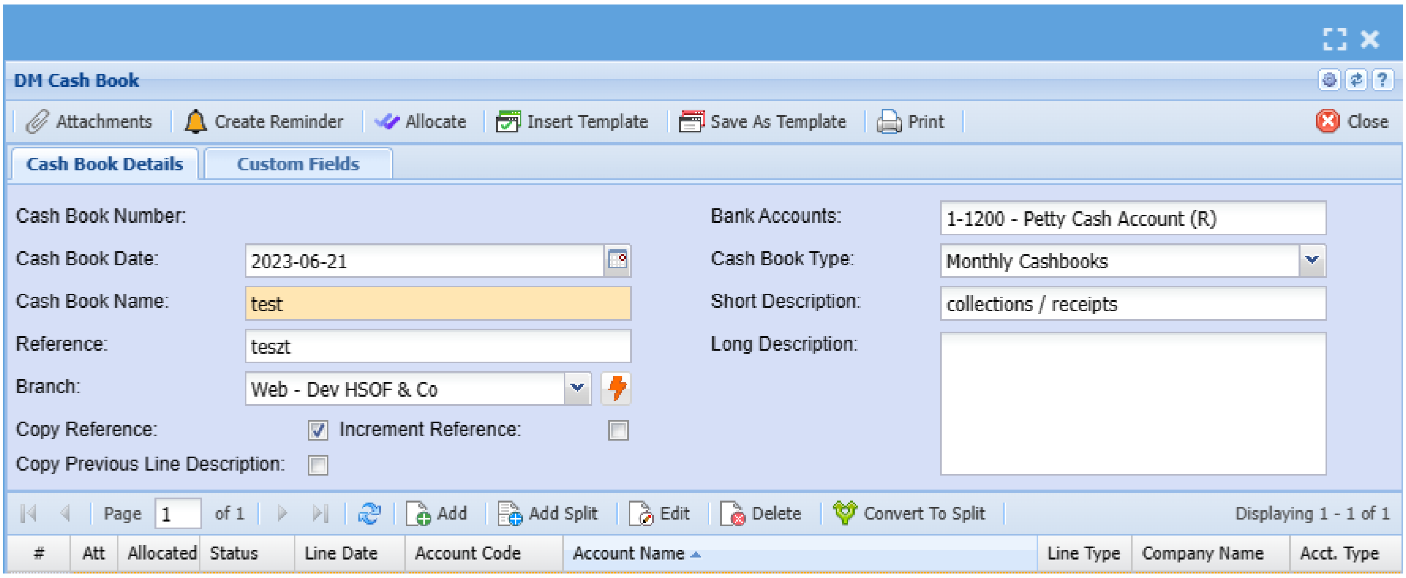
Adding a Cash Book

Go to Debtors Module> Activity> Debtor Cash Book

Click Add to create a new debtor Cash Book



Once complete, capture the details below:

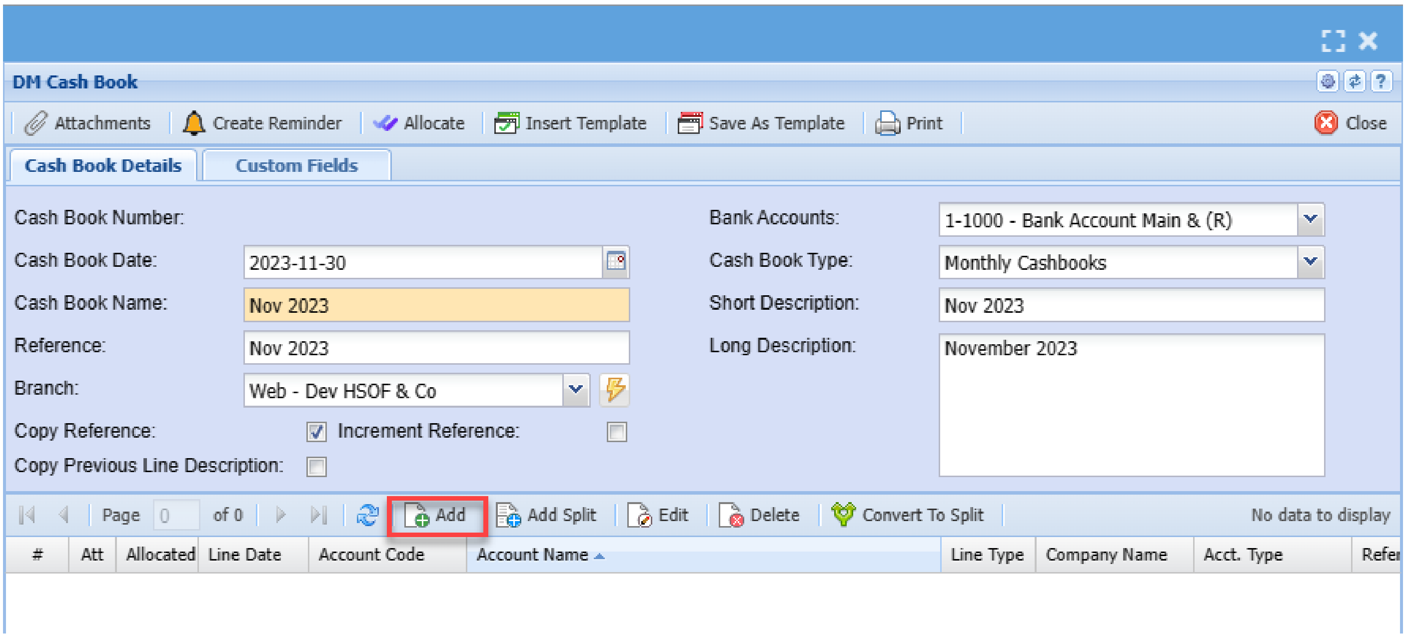


Cashbook Number	This is the Number that is Generated in the system when a Cashbook is saved.
Cash book Date	The System defaults to today's date the user can adjust the date of the cashbook.
Bank Accounts	This is a list of company bank accounts for transactions.
Cash Book Name	This will be the way the Cashbook is identified in the company books

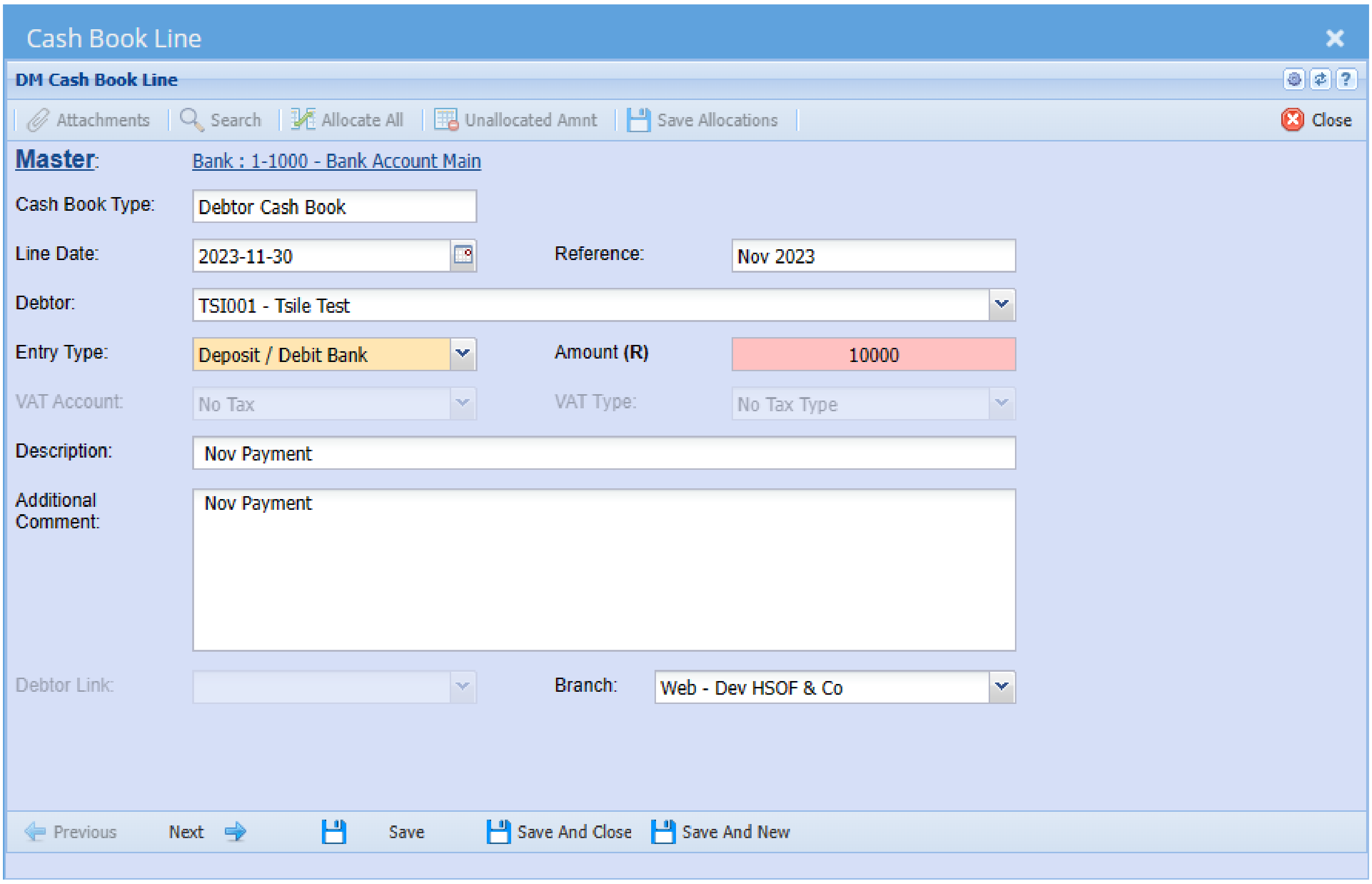
Cashbook Type	This will be either Daily Cashbook or Weekly or Monthly.
Reference	This will be the reference for this cashbook.
Short Description	The Given Short Description for the Cashbook.
Long Description	The Long Description for the Cashbook.
Increment Reference	It Increases the number by one example if the user Reference is CB 1 and the tick is added on the 'increment reference', when you add a new line, it will add one to the number.
Copy Reference	It Copies the reference.

Add Cashbook Items

To add cash book items, you need to click on the middle Add below

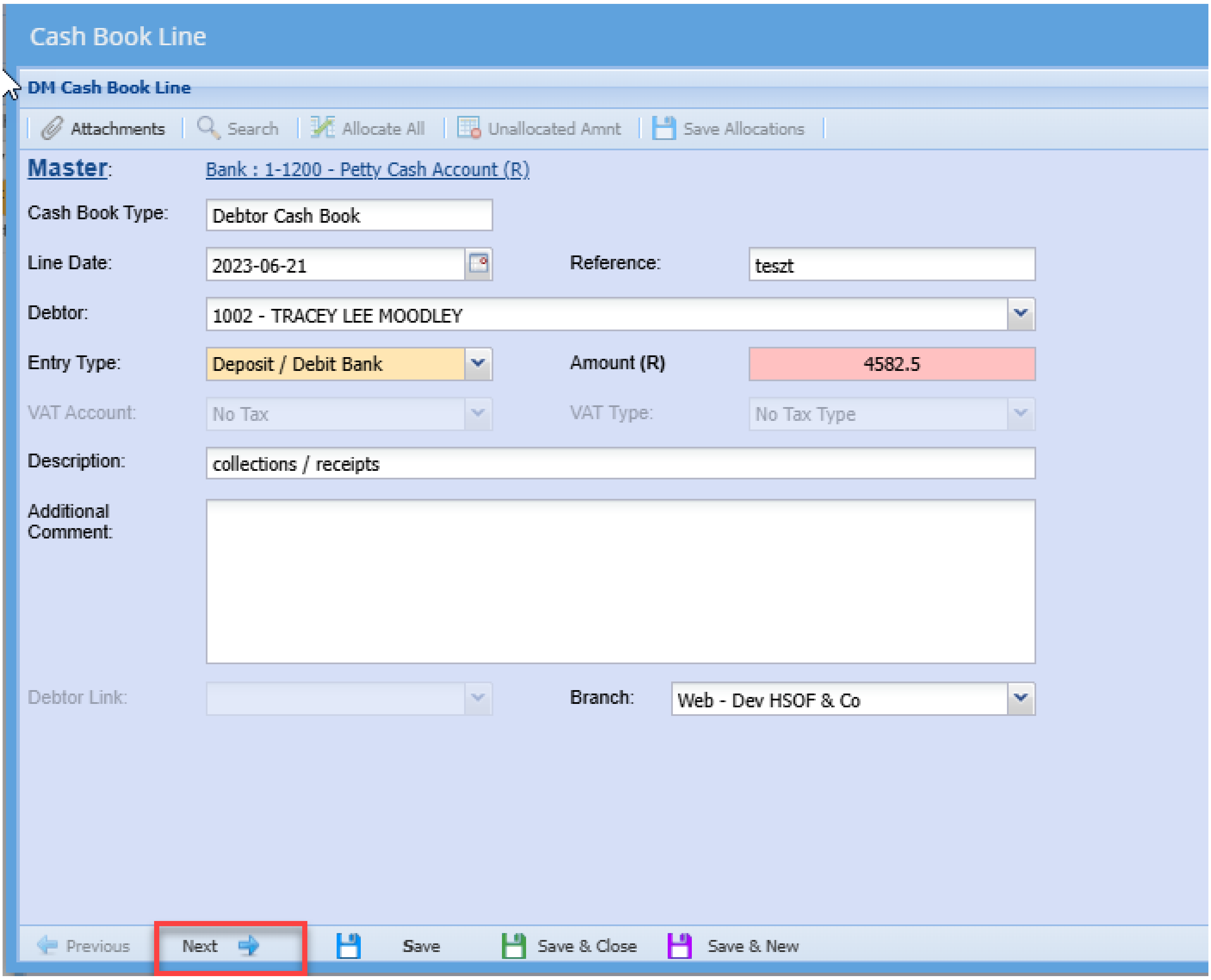


After clicking on the middle add you will see the screen below:



Cash Book Type	Cash book type should be debtor/ customer cash book
Line Date	Add a date the payment was received
Reference	Add appropriate reference
Debtor/ Customer	Enter debtor name
Entry Type	Select entry type on the dropdown menu
Amount	Enter the amount reflecting on the payment
VAT/ GST Account	Select VAT/GST Account on the drop-down menu
VAT/ GST Type	Select VAT/GST type on the drop-down menu
Description	Add description for cash book
Additional Comment	Add additional comment if any
Debtor Link	This is used to link an expense to an existing customer to track what a customer may be costing the company. Eg: taking a customer to lunch
Branch	The default branch will show, they you want to change the branch then select the right on the drop-down menu

once all information has been captured, click Next



This screen caters for allocation to Division, Region, etc.

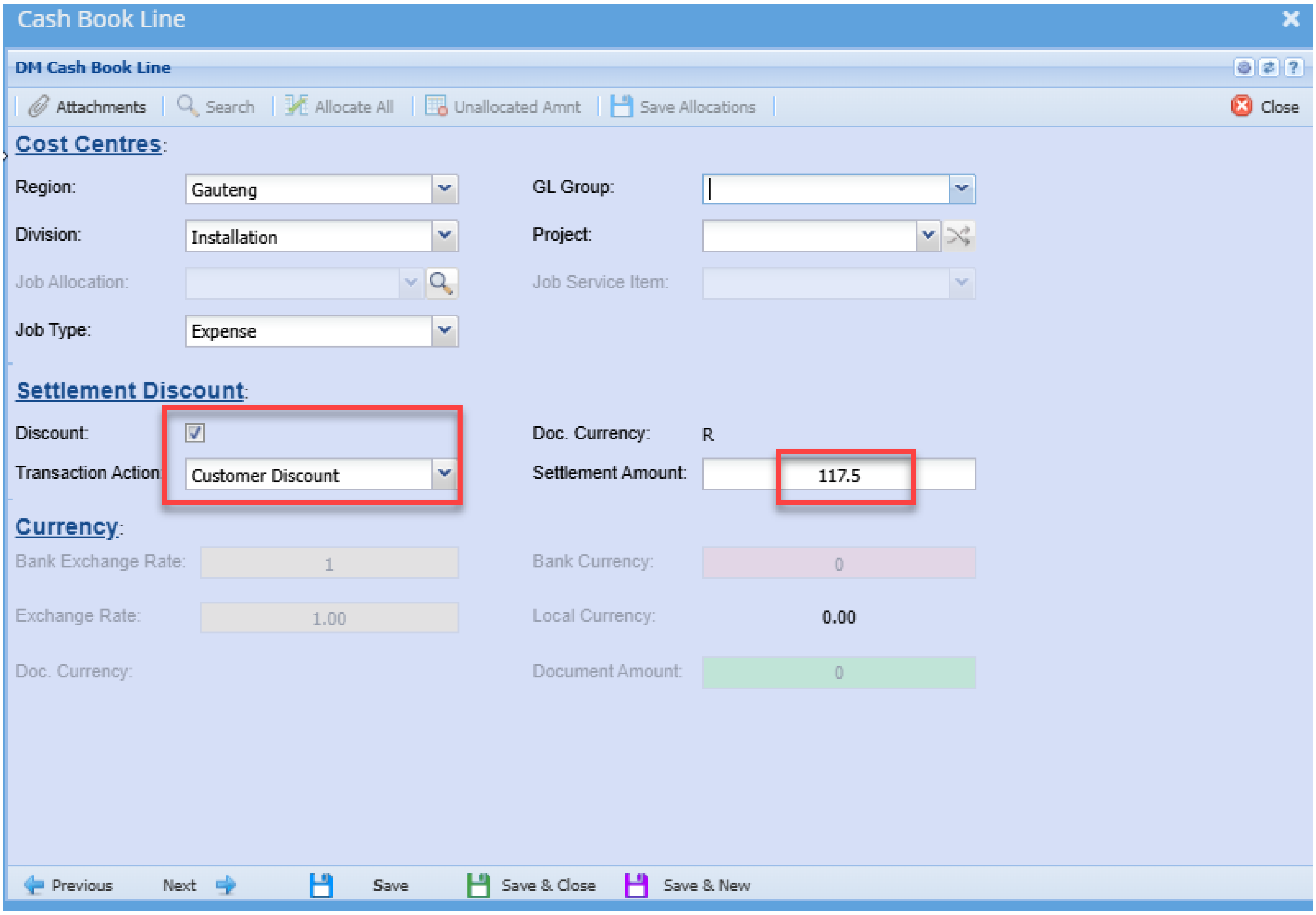
You can also enter the settlement discount amount on this screen

to enter a settlement discount, click the discount box

this will enable the fields for you to select the action and amount

Enter the amount

Select Journal action: Debtors / Customer Discount



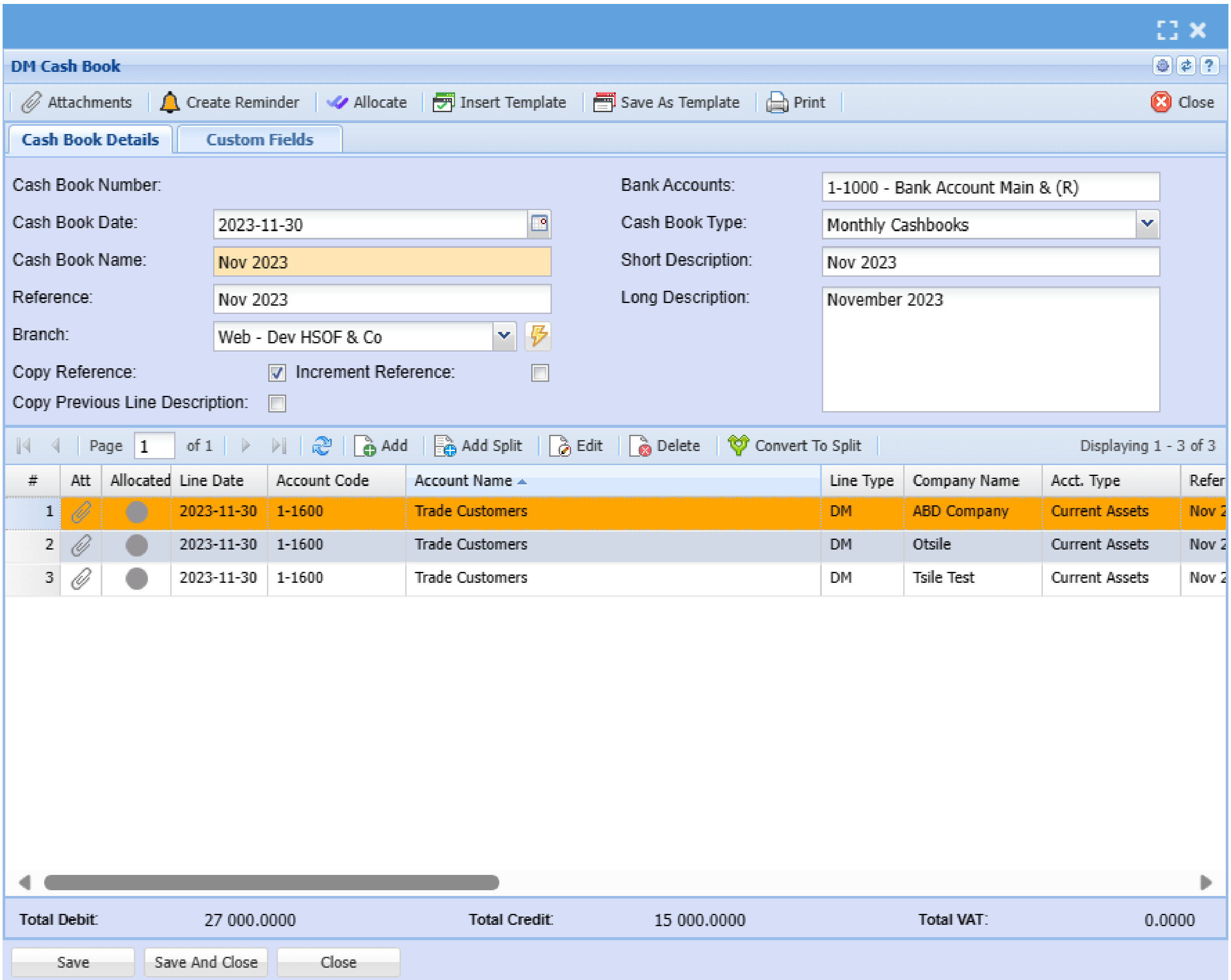
Once the cashbook is processed a debtor journal transaction will also be created automatically for the settlement discount portion.

Youi can click next to allocate the payment amount to the specific invoice

Note: if settlement discount amount is applied, once the cashbook has been processed you will need to do the allocation for the discount portion separately on debtors Allocation

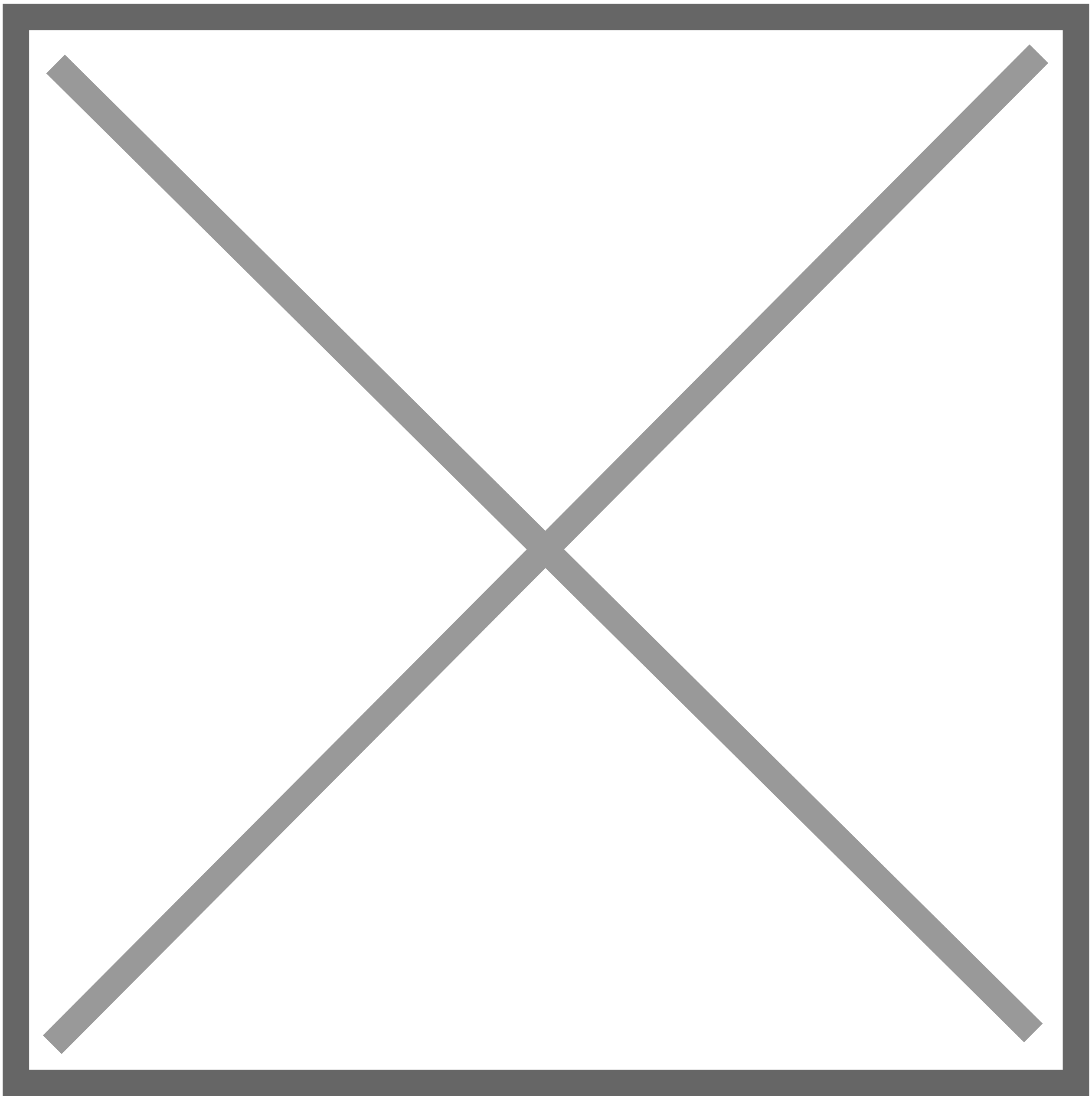
Save and Close to capture the next entry or

Click Save and Close

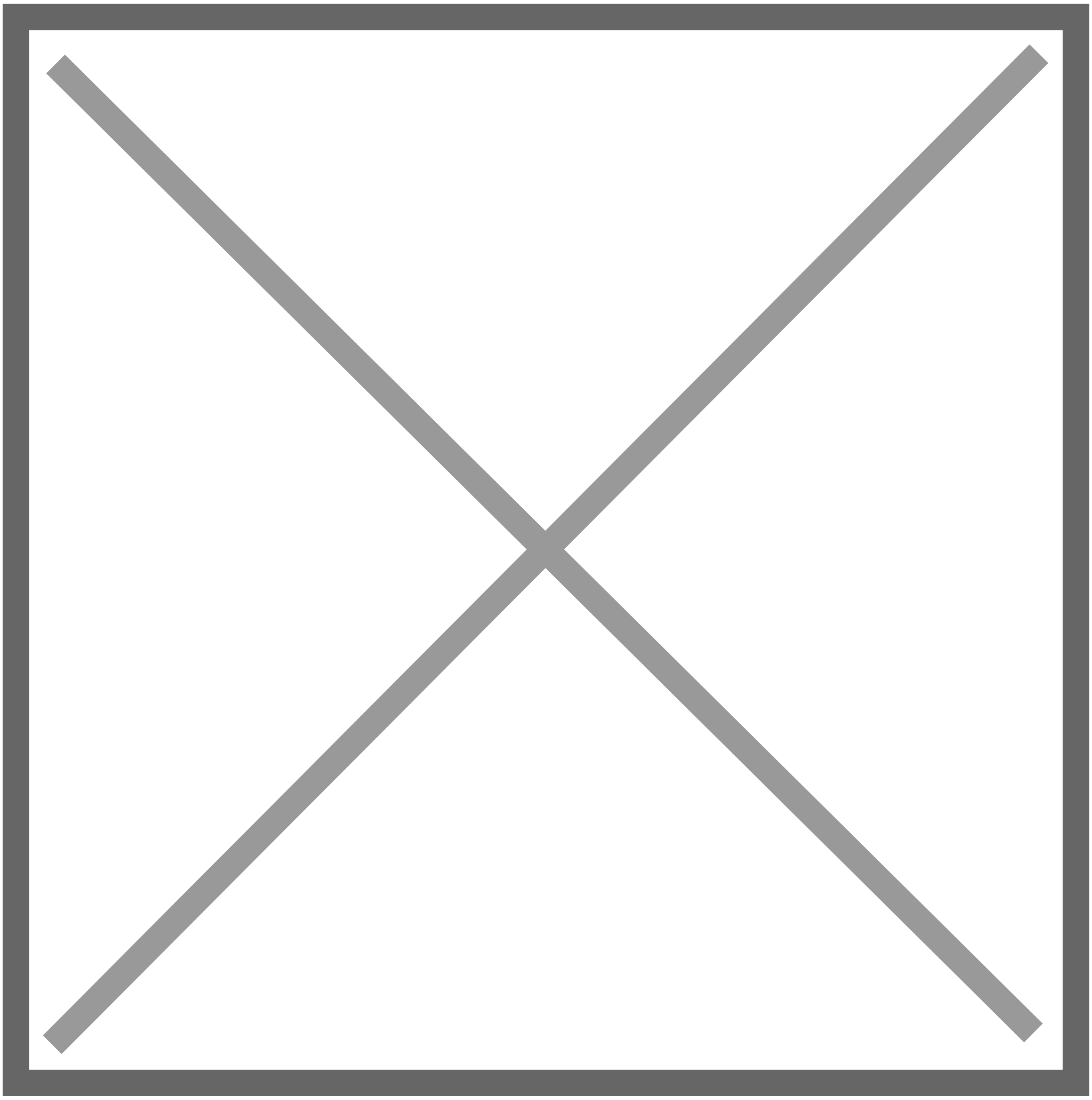


The Cashbook can then be authorized and processed

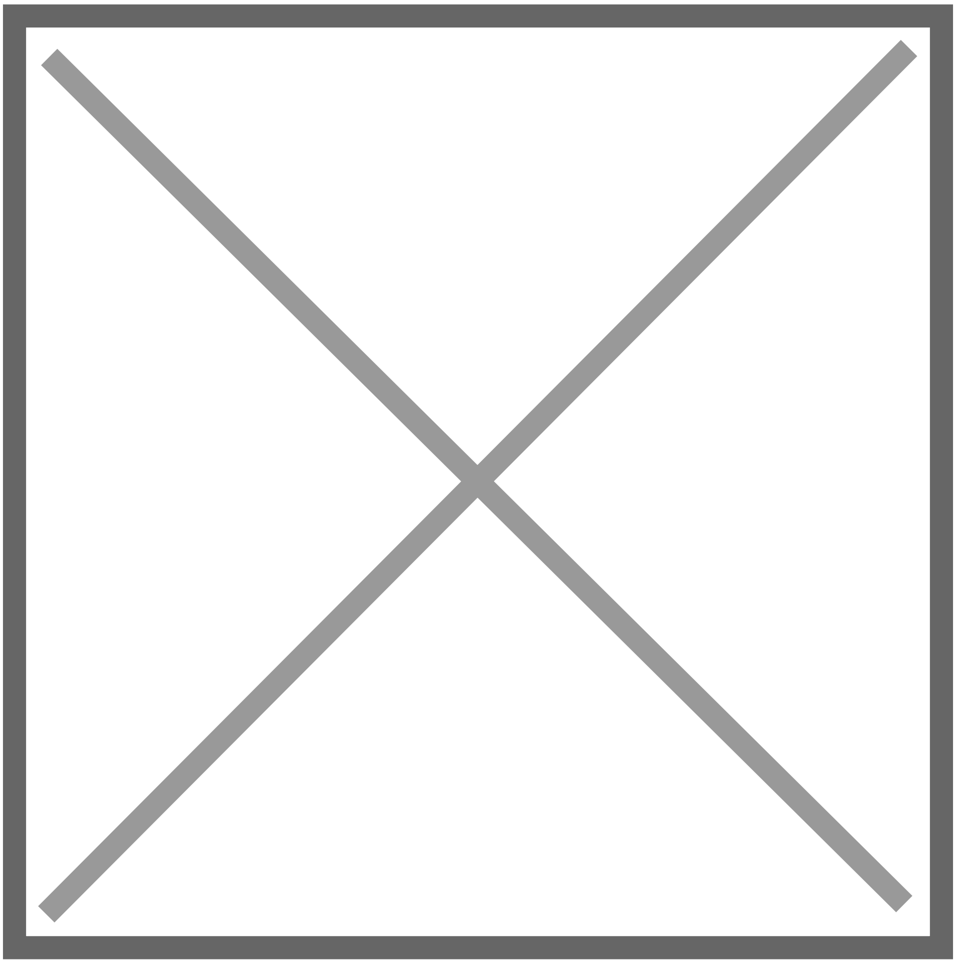
Click on the Authorize button, the message below will show click ok



Once authorised the option to process cashbook will be available and you can click on the process button to process the Cashbook



Insert Template



Search	Search for existing Templates
Import	import template information
Delete Template	delete an existing template
New Date and Reference	Tick here to change existing template with New date and New reference
New date	Enter a date that you want your cashbook lines to change to
New Reference	Enter a reference that you want your cashbook lines to change to
Swop Debit/Credit	Allows you to swop the debit and credit lines around Excellent if you want to reverse the cashbook
Keep Template date	This tick retains the transaction dates as per the cashbook template being imported. If the tick is off, then current date will be applied to the imported entries.

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