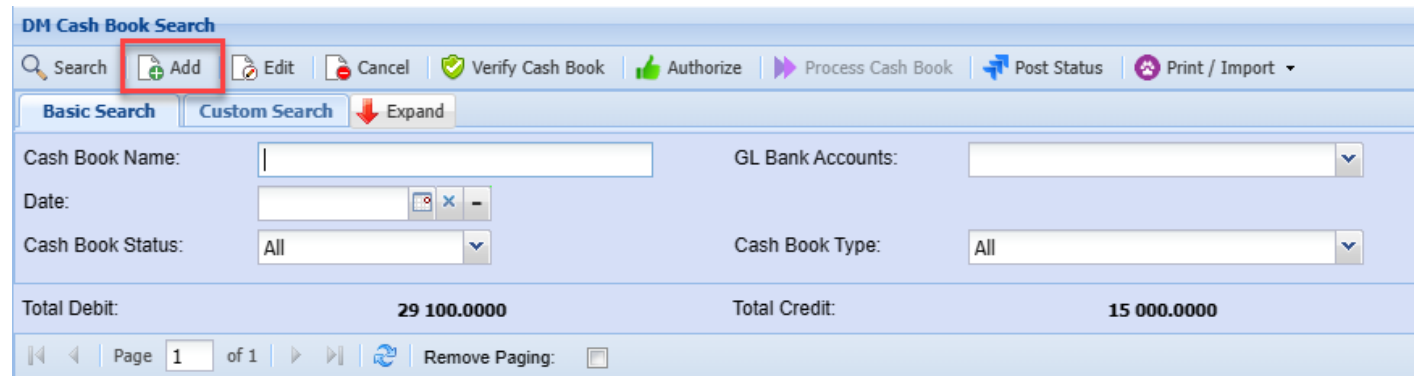


Add Debtors Cashbook

Adding a Cash Book

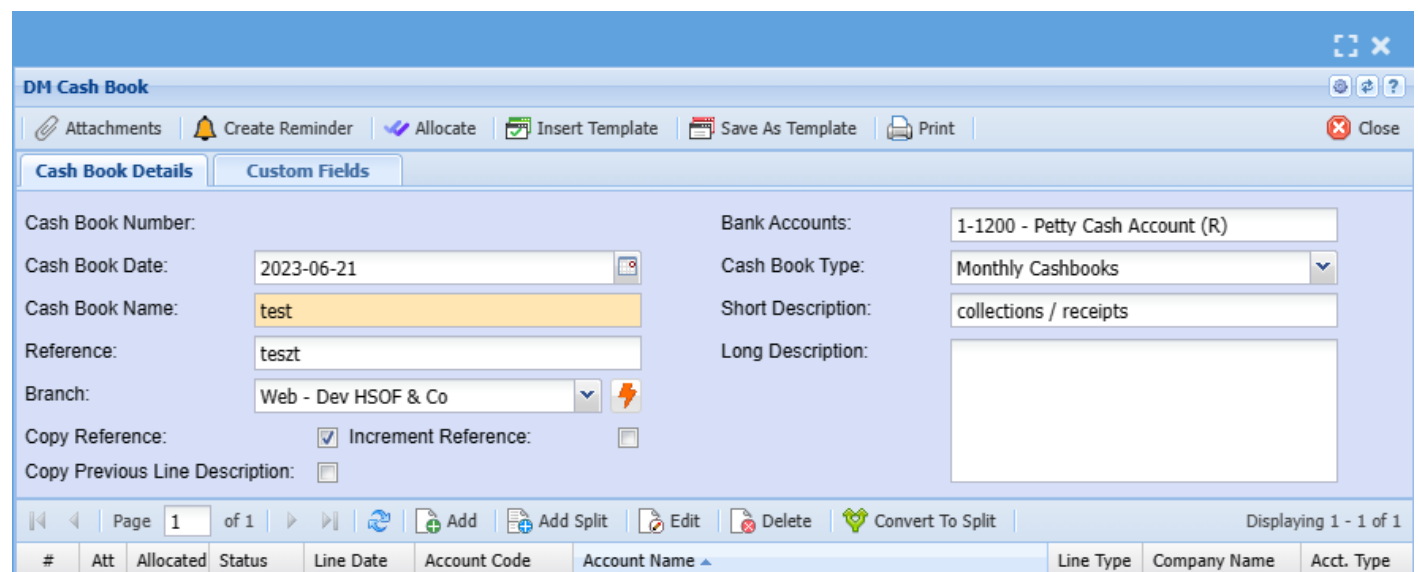
[Go to Debtors Module](#)> [Activity](#)> [Debtor Cash Book](#)

Click Add to create a new debtor Cash Book



The screenshot shows the 'DM Cash Book Search' window. At the top, there is a toolbar with buttons: Search, Add (highlighted with a red box), Edit, Cancel, Verify Cash Book, Authorize, Process Cash Book, Post Status, and Print / Import. Below the toolbar are tabs for 'Basic Search' and 'Custom Search'. The 'Basic Search' tab is active, showing fields for 'Cash Book Name', 'Date', 'Cash Book Status' (set to 'All'), 'GL Bank Accounts', and 'Cash Book Type' (set to 'All'). At the bottom, it displays 'Total Debit: 29 100.0000' and 'Total Credit: 15 000.0000'. A pagination bar at the very bottom shows 'Page 1 of 1' and a 'Remove Paging' checkbox.

Once complete, capture the details below:



The screenshot shows the 'DM Cash Book' window. The top toolbar includes: Attachments, Create Reminder, Allocate, Insert Template, Save As Template, Print, and Close. Below are tabs for 'Cash Book Details' and 'Custom Fields'. The 'Cash Book Details' tab is active, showing fields for 'Cash Book Number', 'Cash Book Date' (2023-06-21), 'Cash Book Name' (test), 'Reference' (teszt), 'Branch' (Web - Dev HSOF & Co), 'Bank Accounts' (1-1200 - Petty Cash Account (R)), 'Cash Book Type' (Monthly Cashbooks), 'Short Description' (collections / receipts), and 'Long Description'. There are also checkboxes for 'Copy Reference' (checked), 'Increment Reference', and 'Copy Previous Line Description'. At the bottom, a toolbar contains buttons: Add, Add Split, Edit, Delete, and Convert To Split. The status bar on the right says 'Displaying 1 - 1 of 1'. Below the form is a table header with columns: #, Att, Allocated, Status, Line Date, Account Code, Account Name, Line Type, Company Name, and Acct. Type.

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

DM Cash Book

Attachments Create Reminder Allocate Insert Template Save As Template Print Close

Cash Book Details Custom Fields

Cash Book Number: Bank Accounts: 1-1000 - Bank Account Main & (R)

Cash Book Date: 2023-11-30 Cash Book Type: Monthly Cashbooks

Cash Book Name: Nov 2023 Short Description: Nov 2023

Reference: Nov 2023 Long Description: November 2023

Branch: Web - Dev HSOF & Co

Copy Reference: ☒ Increment Reference: ☐

Copy Previous Line Description: ☐

Navigation: Page 0 of 0 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
---	-----	-----------	-----------	--------------	--------------	-----------	--------------	------------	-------

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

Cash Book Line ✕

DM Cash Book Line ⚙️ 🔍 ?

📎 Attachments | 🔍 Search | 📁 Allocate All | 📊 Unallocated Amnt | 💾 Save Allocations | ✖ Close

Master: Bank : 1-1000 - Bank Account Main

Cash Book Type:

Line Date: Reference:

Debtor:

Entry Type: Amount (R)

VAT Account: VAT Type:

Description:

Additional Comment:

Nov Payment

Debtor Link: Branch:

⬅ Previous | Next ➡ | 💾 Save | 💾 Save And Close | 💾 Save And New

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

Cash Book Line

DM Cash Book Line

Attachments | Search | Allocate All | Unallocated Amnt | Save Allocations

Master: Bank : 1-1200 - Petty Cash Account (R)

Cash Book Type: Debtor Cash Book

Line Date: 2023-06-21 Reference: teszt

Debtor: 1002 - TRACEY LEE MOODLEY

Entry Type: Deposit / Debit Bank Amount (R) 4582.5

VAT Account: No Tax VAT Type: No Tax Type

Description: collections / receipts

Additional Comment:

Debtor Link: Branch: Web - Dev HSOF & Co

Previous Next Save Save & Close Save & New

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

Cash Book Line

DM Cash Book Line

Attachments Search Allocate All Unallocated Amnt Save Allocations Close

Cost Centres:

Region: Gauteng GL Group: |

Division: Installation Project: |

Job Allocation: Job Service Item: |

Job Type: Expense

Settlement Discount:

Discount: ☒ Transaction Action: Customer Discount

Doc. Currency: R Settlement Amount: 117.5

Currency:

Bank Exchange Rate: 1 Bank Currency: 0

Exchange Rate: 1.00 Local Currency: 0.00

Doc. Currency: Document Amount: 0

Previous Next Save Save & Close Save & New

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

You 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

DM Cash Book

Attachments

Create Reminder

Allocate

Insert Template

Save As Template

Print

Close

Cash Book Details

Custom Fields

Cash Book Number:

Cash Book Date: 2023-11-30

Cash Book Name: Nov 2023

Reference: Nov 2023

Branch: Web - Dev HSOF & Co

Copy Reference: ☒

Increment Reference: ☐

Copy Previous Line Description: ☐

Bank Accounts: 1-1000 - Bank Account Main & (R)

Cash Book Type: Monthly Cashbooks

Short Description: Nov 2023

Long Description: November 2023

Page 1 of 1

Add

Add Split

Edit

Delete

Convert To Split

Displaying 1 - 3 of 3

#	Att	Allocated	Line Date	Account Code	Account Name	Line Type	Company Name	Acct. Type	Refer
1			2023-11-30	1-1600	Trade Customers	DM	ABD Company	Current Assets	Nov 2
2			2023-11-30	1-1600	Trade Customers	DM	Otsile	Current Assets	Nov 2
3			2023-11-30	1-1600	Trade Customers	DM	Tsile Test	Current Assets	Nov 2

Total Debit: 27 000.0000

Total Credit: 15 000.0000

Total VAT: 0.0000

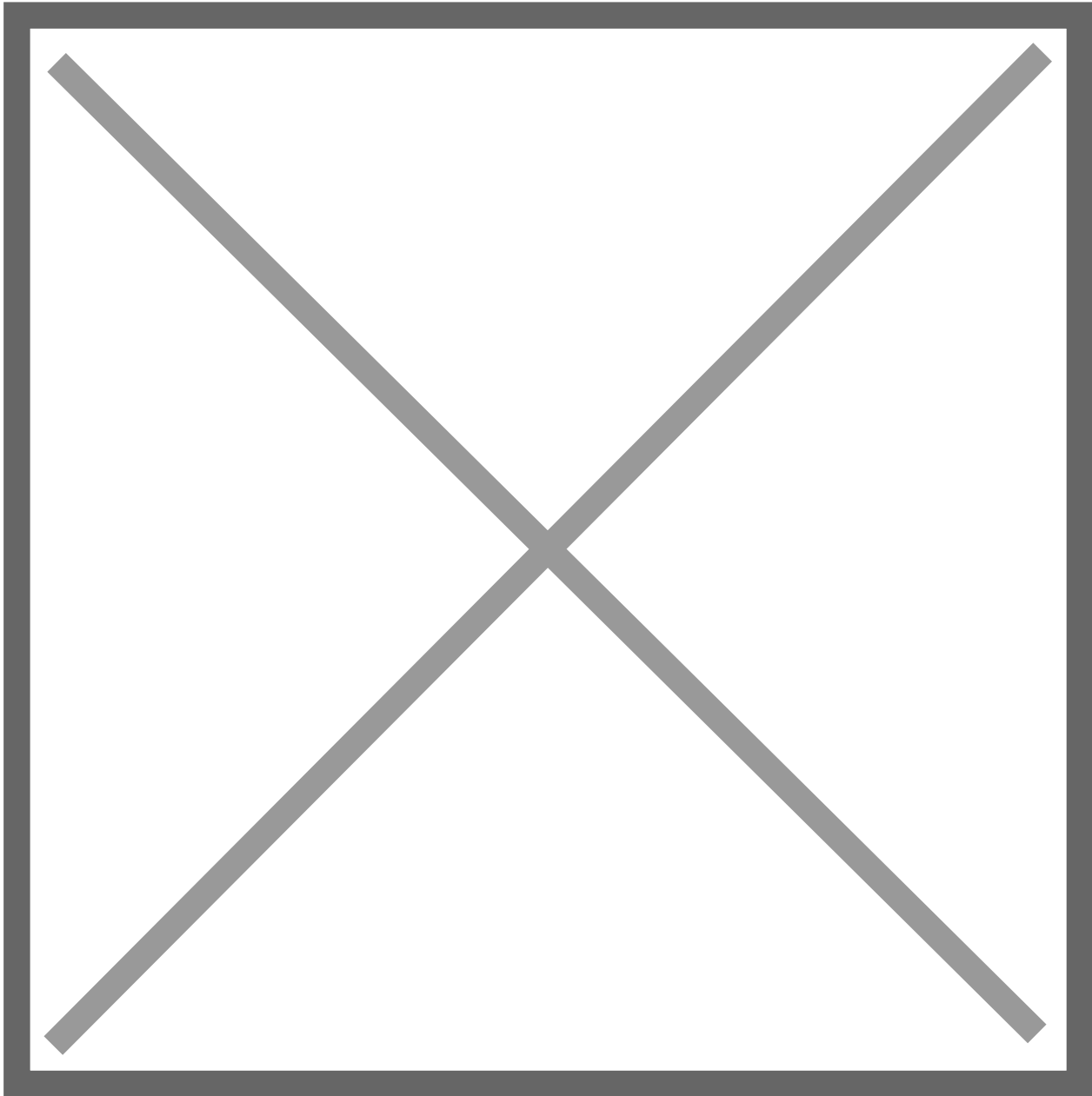
Save

Save And Close

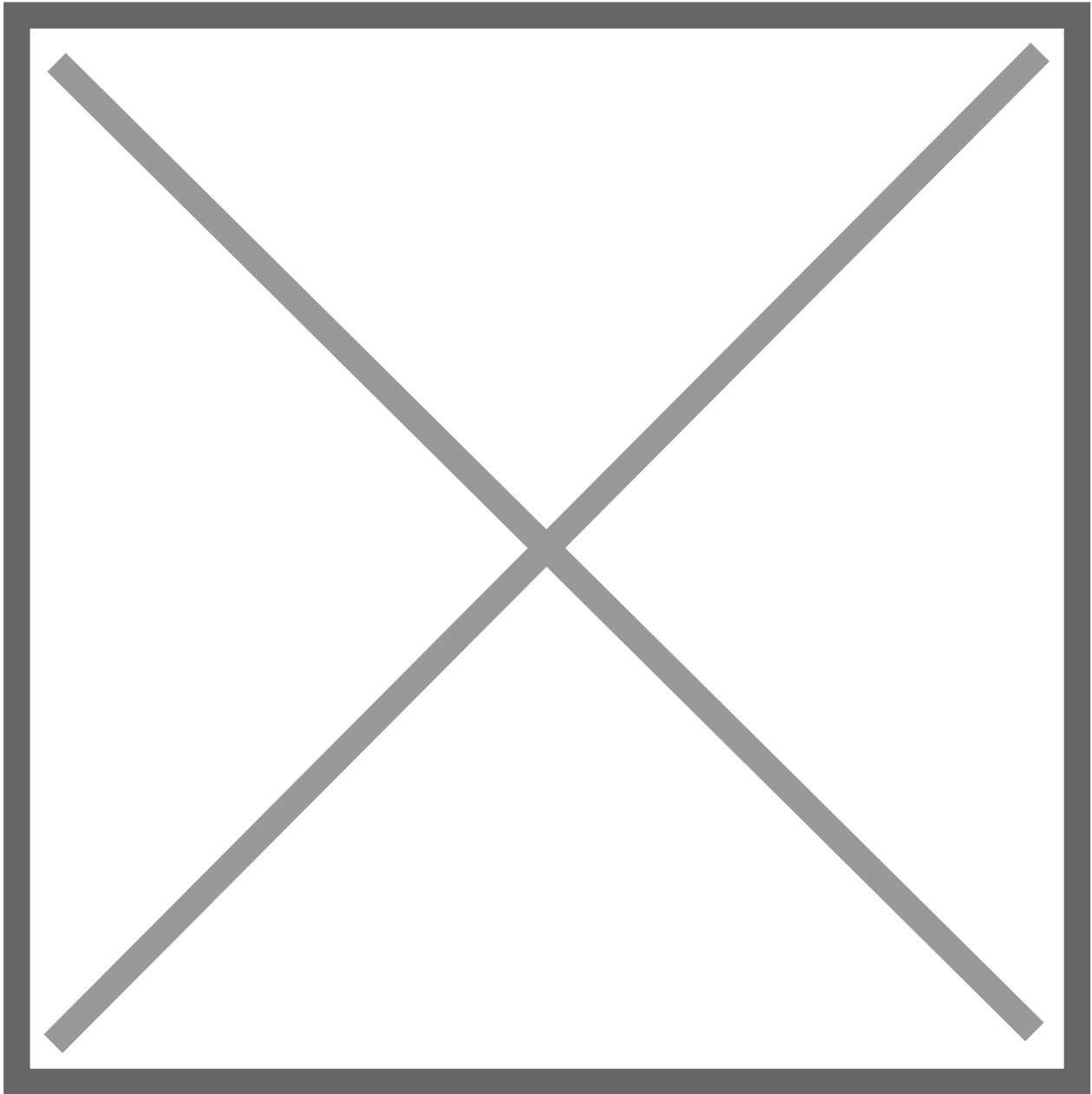
Close

The Cashbook can then be authorized and processed

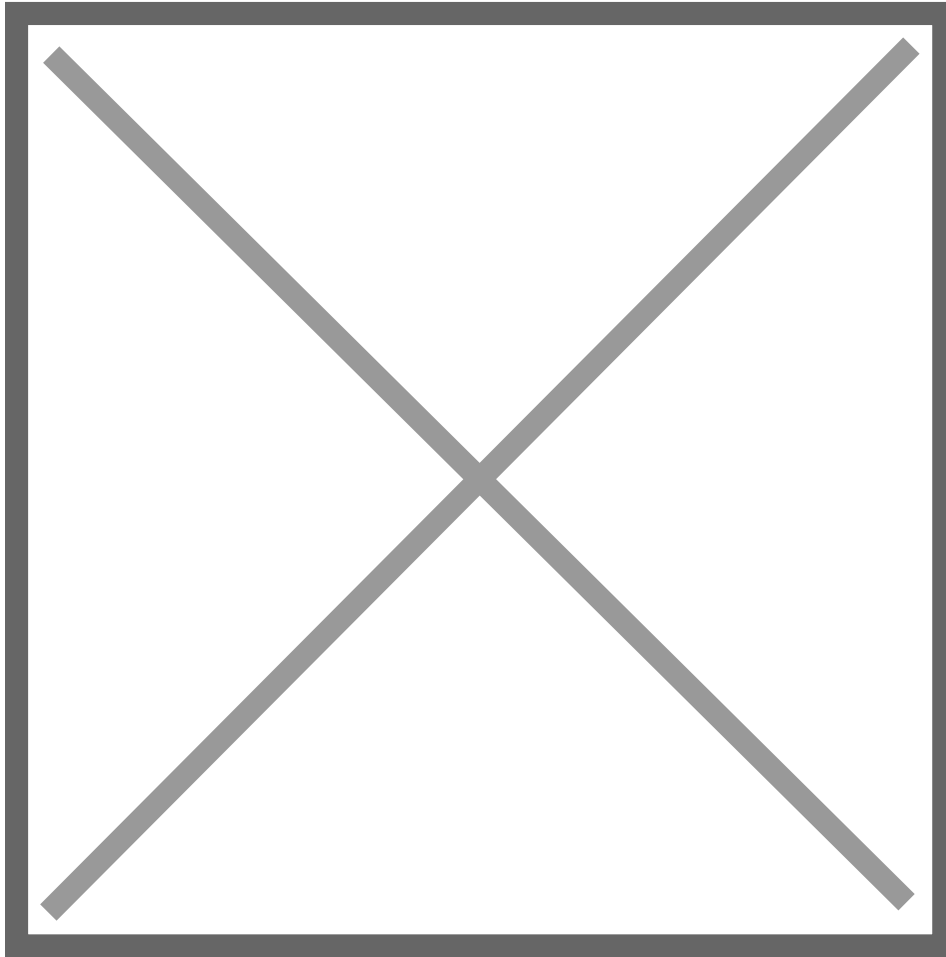
Click on the Authorize button, the message below will show click ok



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.

Revision #9

Created 19 July 2023 21:36:48 by Paige

Updated 18 December 2024 00:08:15 by Pamela