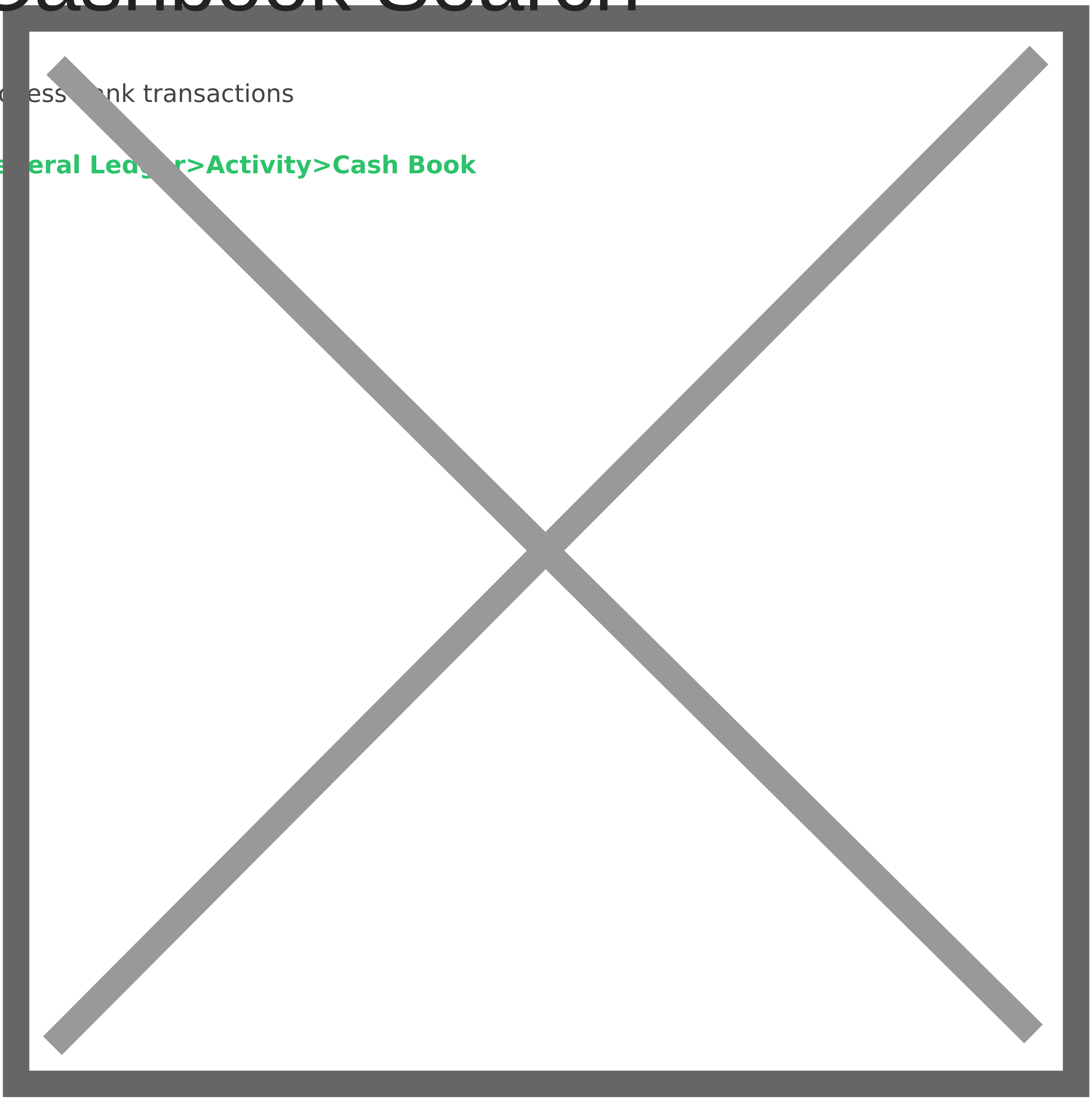
GL Cashbook Menu

Cashbook Search

Process bank transactions

General Ledger>Activity>Cash Book



Buttons

Search	This Button will allow the user to find information relating to the cashbook
Add	Is used to add a new Cash book

Edit	Allows The user to edit the Cashbook lines.
Cancel	This button will allow the user to cancel a cashbook
Verify Cash Book	when a user needs to eliminate errors, she or he can first verify the cashbook by using this button, and the report generated will show if there are any existing errors that requires rectifying before processing.
Authorise	Cashbook needs to be Authorised before processing.
Process Cash Book	when this button is selected the cashbook will be Processed and a GL number will be generated.
Post Status	The Post status will let the user know if the Cashbook was successfully processed
Print/Import	The Drop down has three functions

The User Can Print the general ledger cash book report or upload a cashbook saved in A CSV format and then import the uploaded file into the system.

Basic Search tab:

Cash Book Name	Search using Cash Book name
Date	Search using date Criteria
GL Bank Accounts	Search using GL Bank Account
Cash Book Status	Search Using Cash Book status
Cash Book Type	Search using Cash Book type
Custom Search	This will be a customised search according to how the company has set up their custom fields.
Expand	Allows the user to see more available search criteria's.

Cashbook status

There are a couple of statuses a General Ledger Cashbook goes through.

1	Preparation
2	Authorized
3	Post Status – Processing section
4	Posted or completed

Preparation

Cashbooks that are in Preparation and Authorized exist under the **General Ledger Module> Activity> Cashbooks**

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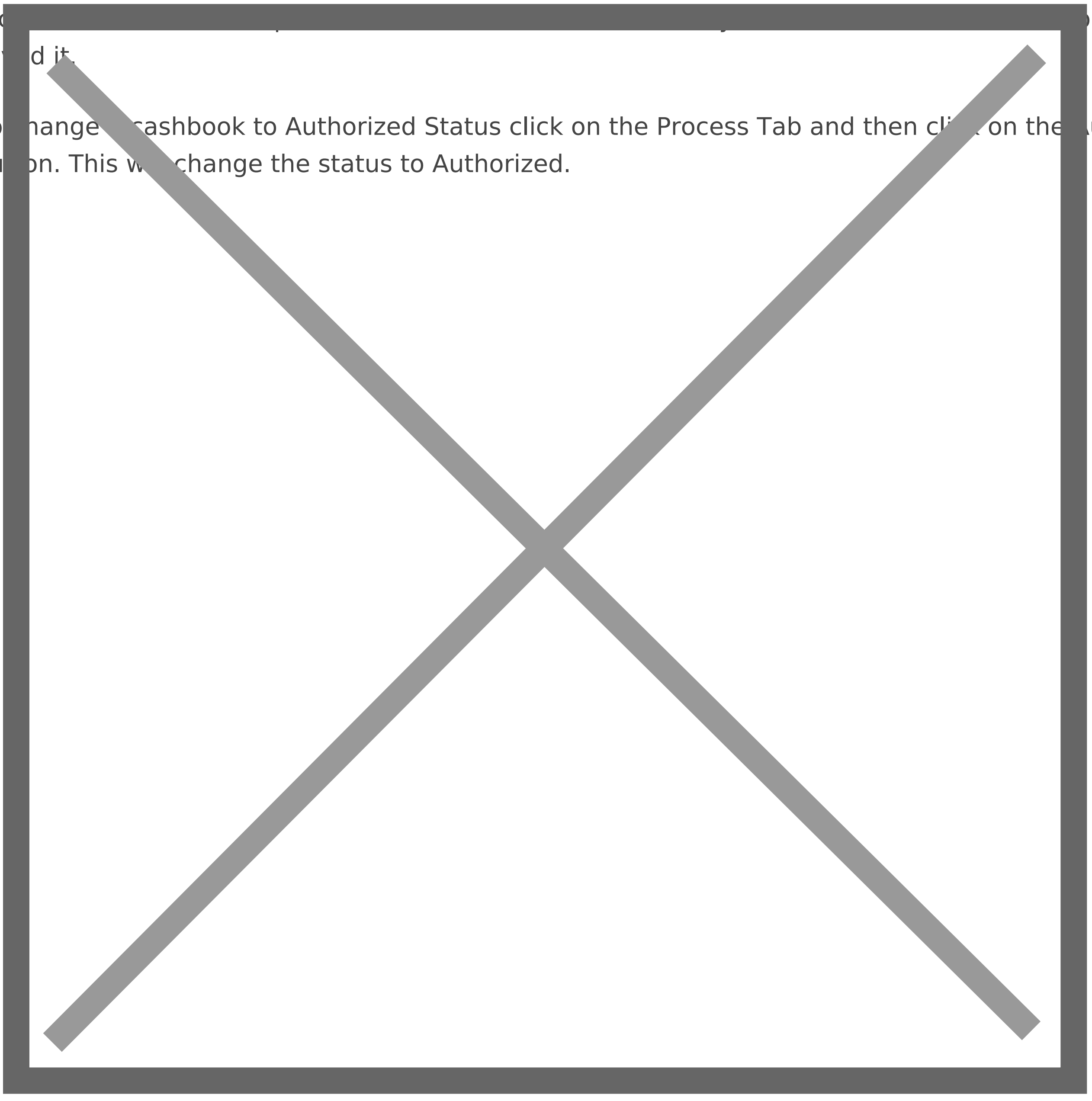


To [illegible]hange [illegible] cashbook to Authorized Status click on the Process Tab and then cl[illegible] on the [illegible]uthorize bu[illegible]on. This w[illegible] change the status to Authorized.

Authorized

Cashbooks that are Authorized exist under the **General Ledger Module> Activity> Cashbooks**

A cashbook that is in Authorized Status is in this state just before processing into the books.

To change a cashbook to Processing Status click on the Process Tab and then click on the Process button. This will change the status to Processing Status.

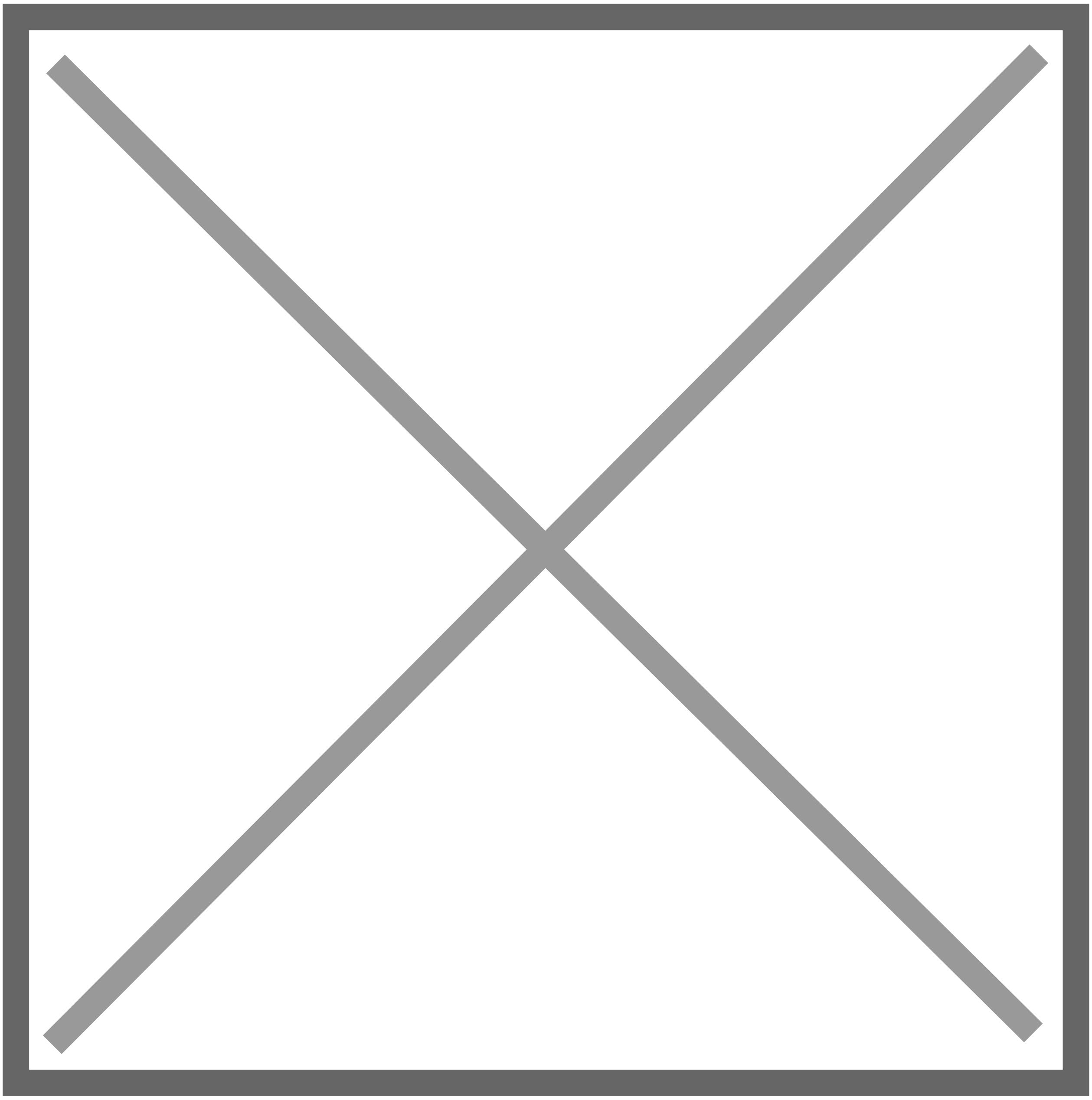
Processing Status

To check whether a Cashbook has been successful posted to the books one will click on the Post Status button under the

General Ledger Module> Activity> Cashbooks> Process Tab.

This will open a new window to check whether the Cashbook has been successfully posted. Check the column that says “Posted”, if there is a Yes then the Cashbook was successfully posted into the books. However, if there is a No, check the button with the three dots “…” as to why it was not posted.

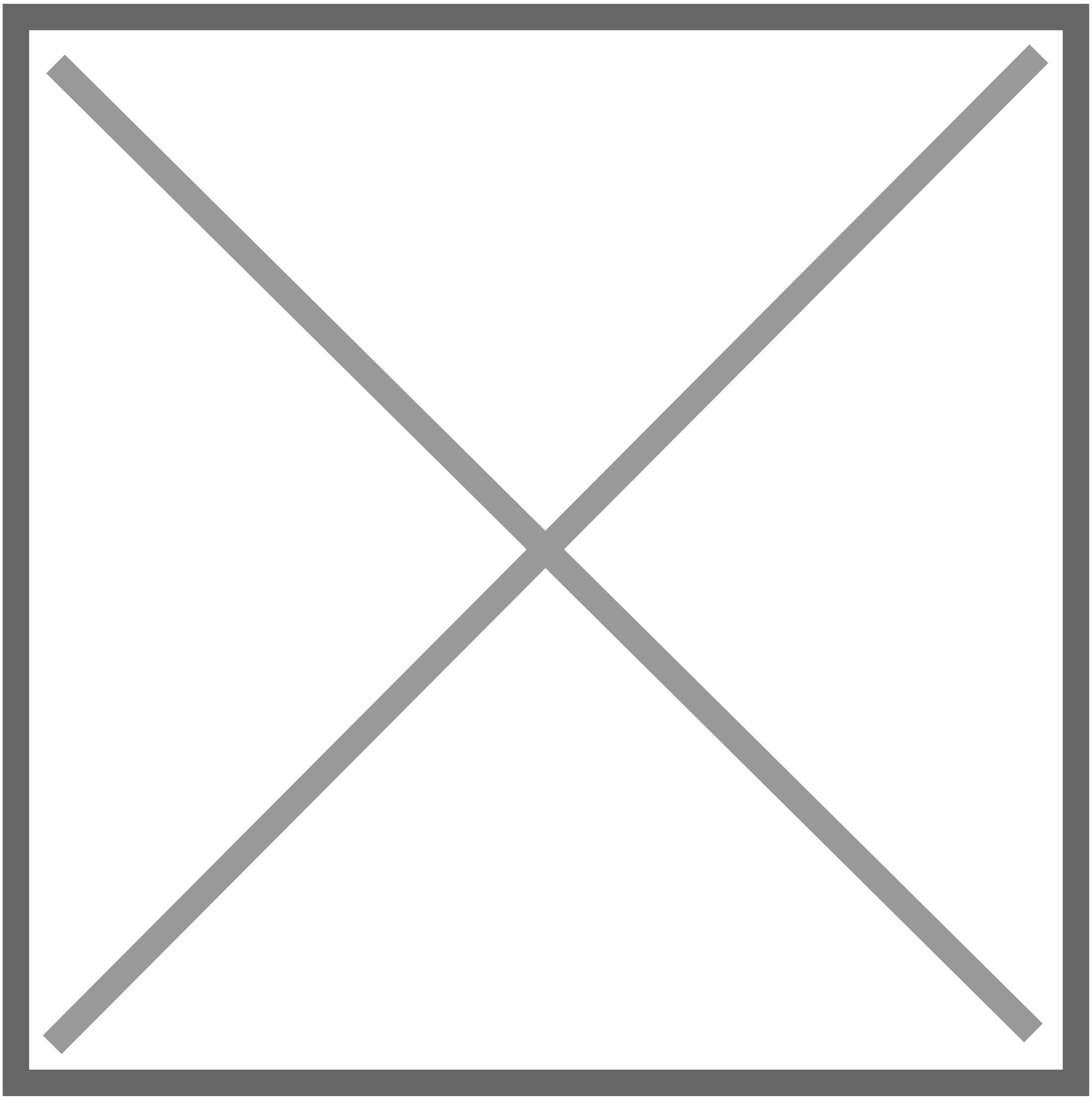
You can then “Reset the Item” under the tab called Queued and a button called Reset Item. This will remove the Cashbook book from this status and put it back into authorized status. You can then correct the problem and try and repost.



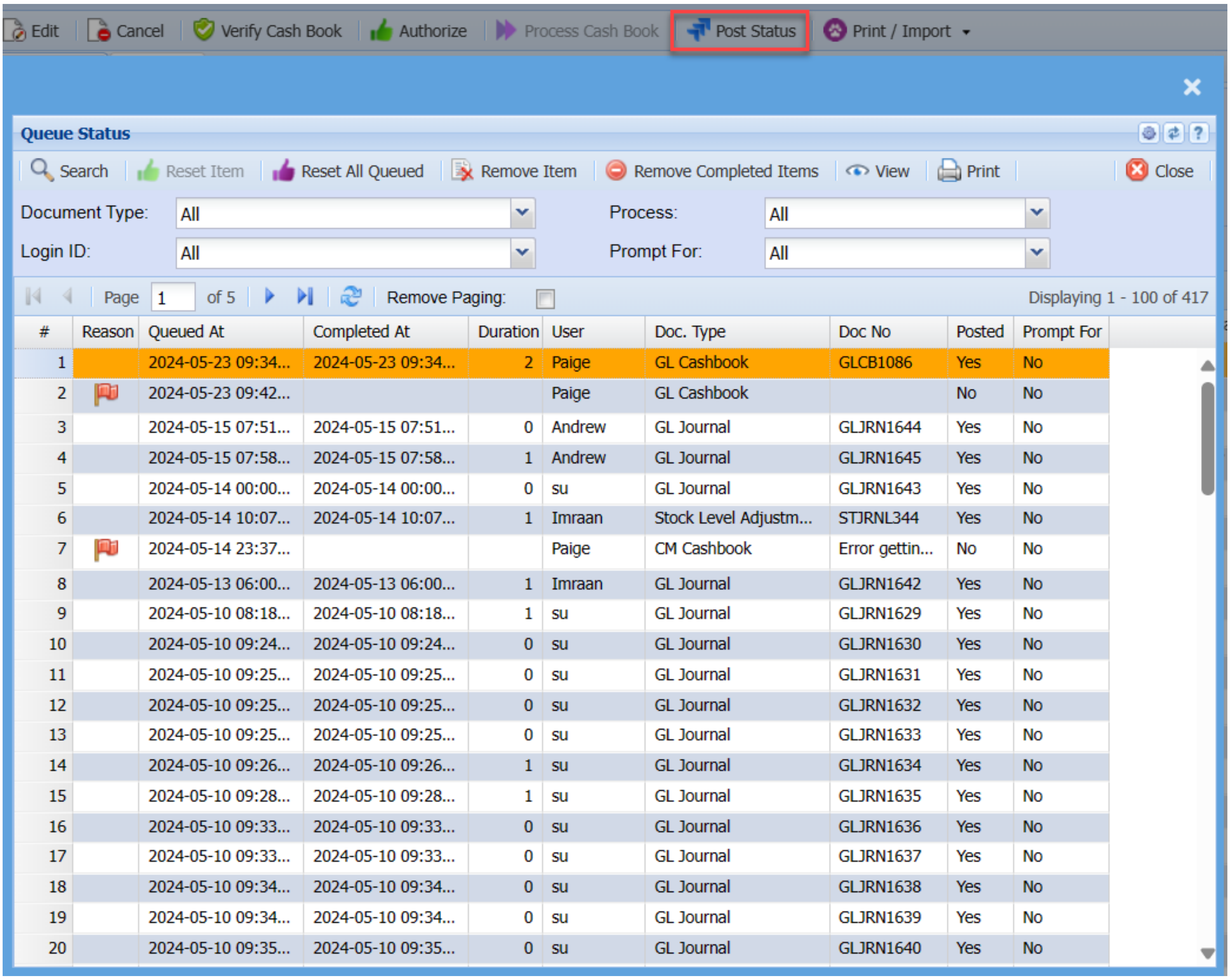
Posted or Completed Status

To check whether a Cashbook has been successful posted to the books one will click on the Post Status button under the

General Ledger Module> Analysis> Cashbooks History.



Post Status

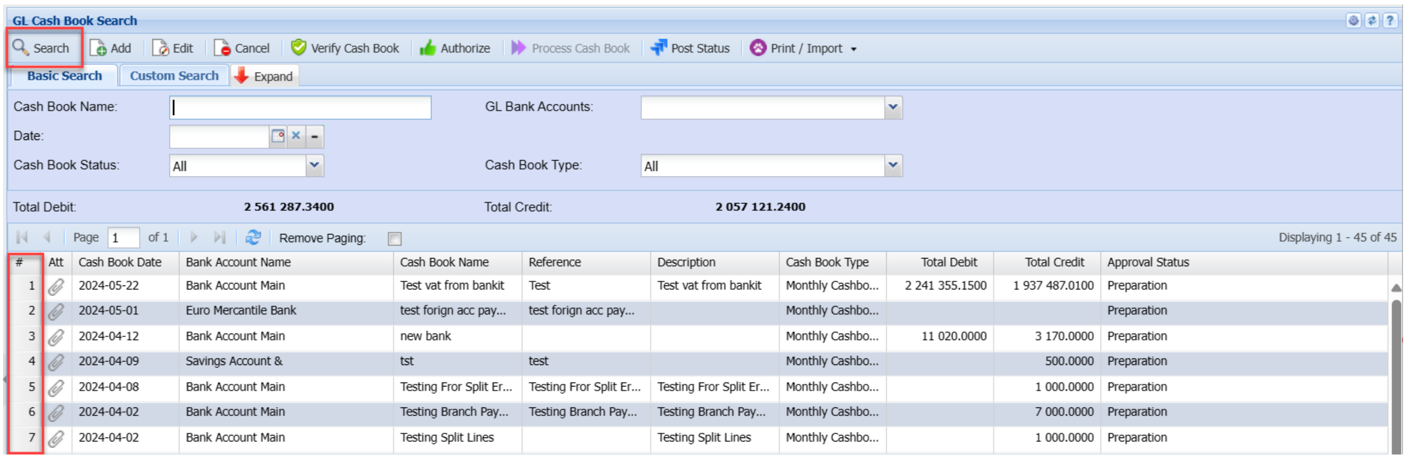


#	Reason	Queued At	Completed At	Duration	User	Doc. Type	Doc No	Posted	Prompt For
1		2024-05-23 09:34...	2024-05-23 09:34...	2	Paige	GL Cashbook	GLCB1086	Yes	No
2		2024-05-23 09:42...			Paige	GL Cashbook		No	No
3		2024-05-15 07:51...	2024-05-15 07:51...	0	Andrew	GL Journal	GLJRN1644	Yes	No
4		2024-05-15 07:58...	2024-05-15 07:58...	1	Andrew	GL Journal	GLJRN1645	Yes	No
5		2024-05-14 00:00...	2024-05-14 00:00...	0	su	GL Journal	GLJRN1643	Yes	No
6		2024-05-14 10:07...	2024-05-14 10:07...	1	Imraan	Stock Level Adjustm...	STJRNL344	Yes	No
7		2024-05-14 23:37...			Paige	CM Cashbook	Error gettin...	No	No
8		2024-05-13 06:00...	2024-05-13 06:00...	1	Imraan	GL Journal	GLJRN1642	Yes	No
9		2024-05-10 08:18...	2024-05-10 08:18...	1	su	GL Journal	GLJRN1629	Yes	No
10		2024-05-10 09:24...	2024-05-10 09:24...	0	su	GL Journal	GLJRN1630	Yes	No
11		2024-05-10 09:25...	2024-05-10 09:25...	0	su	GL Journal	GLJRN1631	Yes	No
12		2024-05-10 09:25...	2024-05-10 09:25...	0	su	GL Journal	GLJRN1632	Yes	No
13		2024-05-10 09:25...	2024-05-10 09:25...	0	su	GL Journal	GLJRN1633	Yes	No
14		2024-05-10 09:26...	2024-05-10 09:26...	1	su	GL Journal	GLJRN1634	Yes	No
15		2024-05-10 09:28...	2024-05-10 09:28...	1	su	GL Journal	GLJRN1635	Yes	No
16		2024-05-10 09:33...	2024-05-10 09:33...	0	su	GL Journal	GLJRN1636	Yes	No
17		2024-05-10 09:33...	2024-05-10 09:33...	0	su	GL Journal	GLJRN1637	Yes	No
18		2024-05-10 09:34...	2024-05-10 09:34...	0	su	GL Journal	GLJRN1638	Yes	No
19		2024-05-10 09:34...	2024-05-10 09:34...	0	su	GL Journal	GLJRN1639	Yes	No
20		2024-05-10 09:35...	2024-05-10 09:35...	0	su	GL Journal	GLJRN1640	Yes	No

Add GL Cashbook

Go to **General Ledger Module > Activity > Cashbooks**

Click on the Search button to check for any open cashbooks

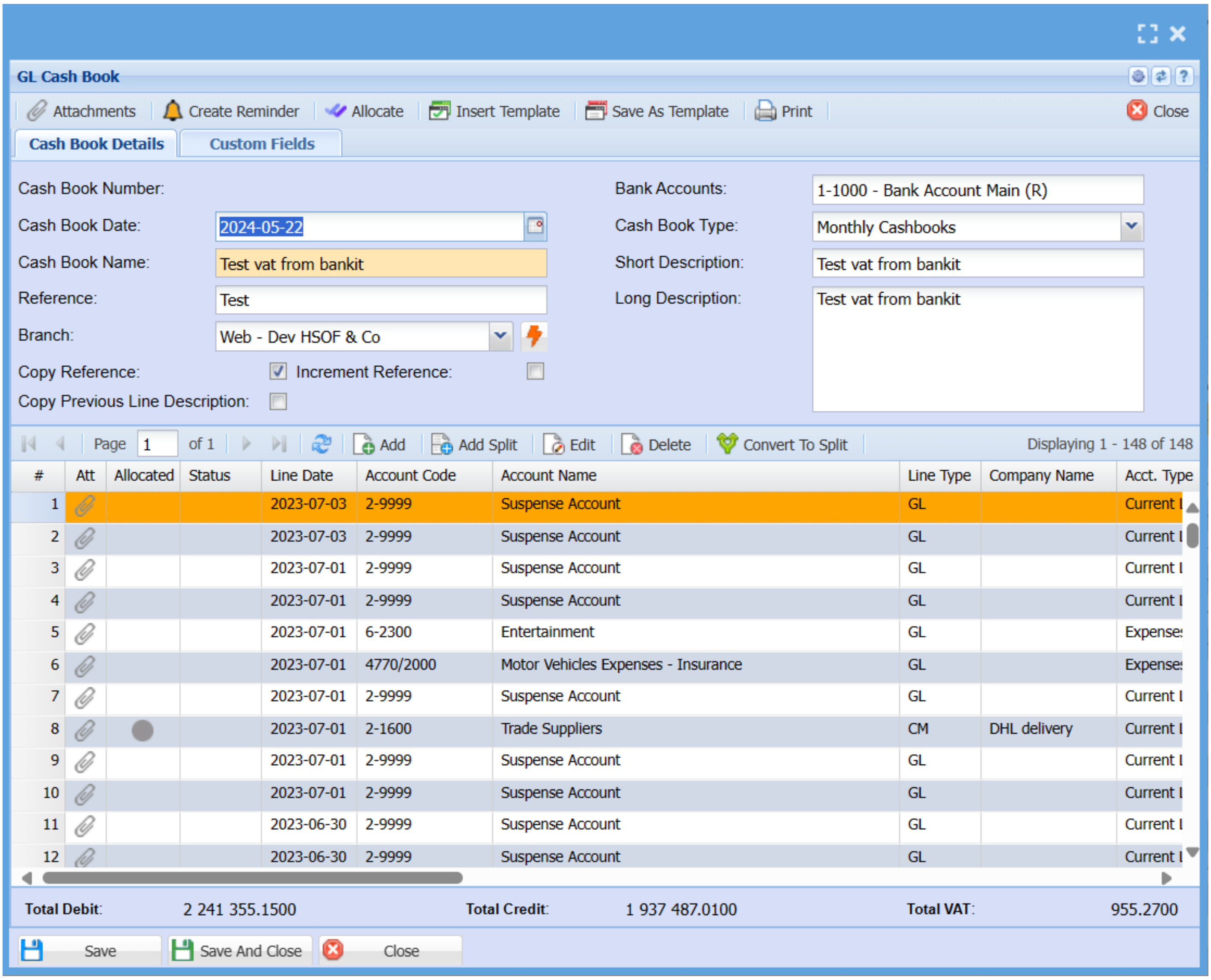


Creating a new cashbook, click on the Add button.

Select the bank account which is going to affect this batch.

Enter a Cashbook Name	As per your company preference
Enter Reference field	As per your company preference

Click on Save-to-save changes to your header batch details. These details filled in are only relevant to search and find the actual cashbook.



Your cashbook lines contain the actual data seen on documents.

After saving one will notice the Insert, Amend and Delete buttons become available.

Click on the Add button to, Add cashbook transaction line.

There are three ways to enter a line – General Ledger is the default.

General Ledger	This searches ledger accounts and affects the bank and ledger account selected.
Debtors	This searches customer accounts and affects the bank and the customer account selected.
Creditors	This searches supplier accounts and affects the bank and the supplier account selected.

Cashbook Type: General Ledger type selected

Select the date of the transaction that is per the bank statement date.

One will notice the reference is copied from your batch header, you can change it if you want.

(to increment reference put a tick on Increment Reference on the Batch header).

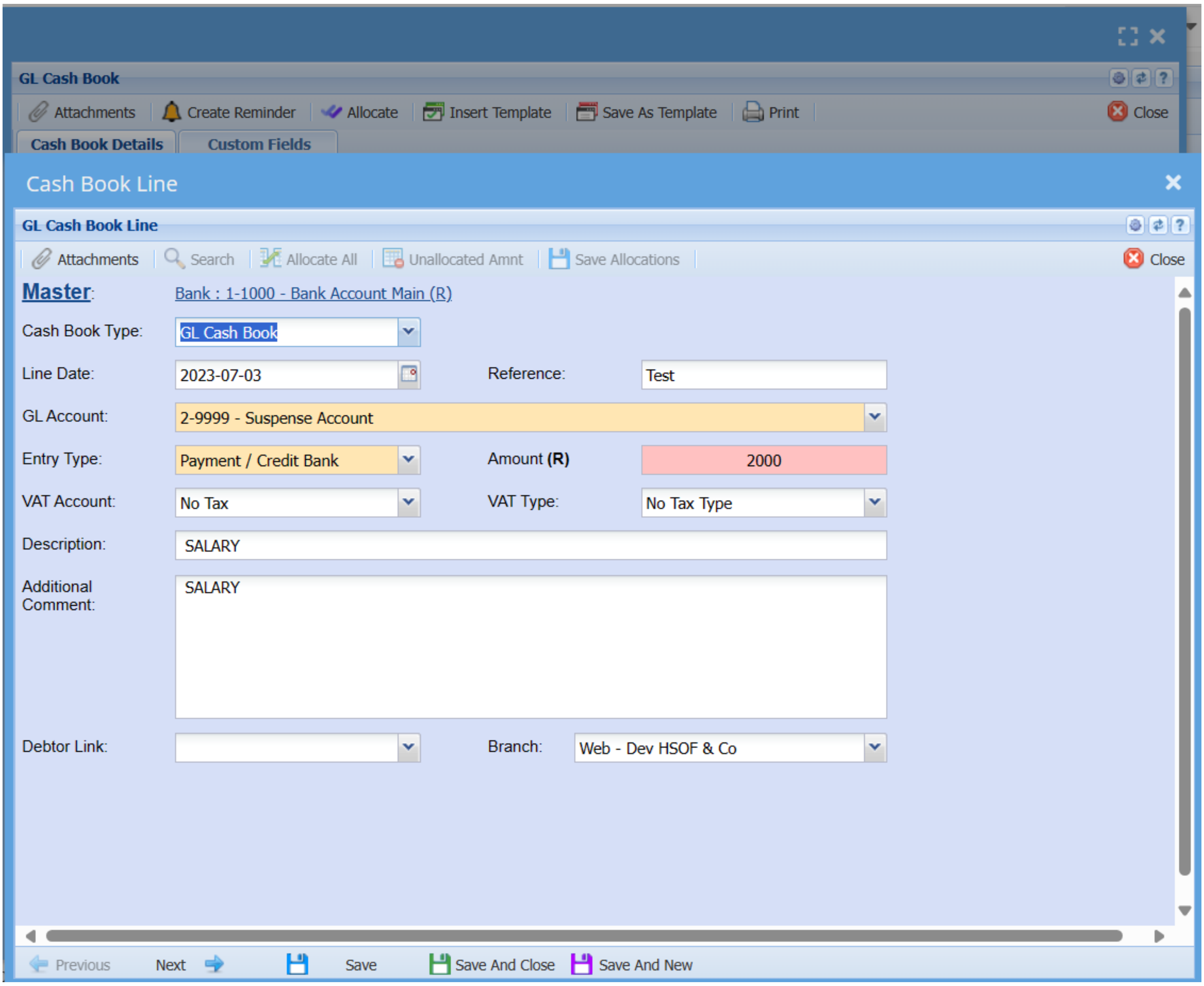
Select the account.

There are three ways to search for an account:

a.	Short Search	just type in part of the code or name and hit enter on the keyboard and select the account.
b.	Tree Search	Clicking on the square with three dots allows you to find the account via the Tree view.
c.	Long Search	Clicking on the Arrow button opens a new window where you can search on the code or name.

Select the entry type:

a. Payment / Credit



This is when one is paying money out of the bank account

Debit – Bank and Credit – Ledger account

b. Deposit / Debit

This is when one is depositing money into the bank account

Credit – Bank and Debit – Ledger account

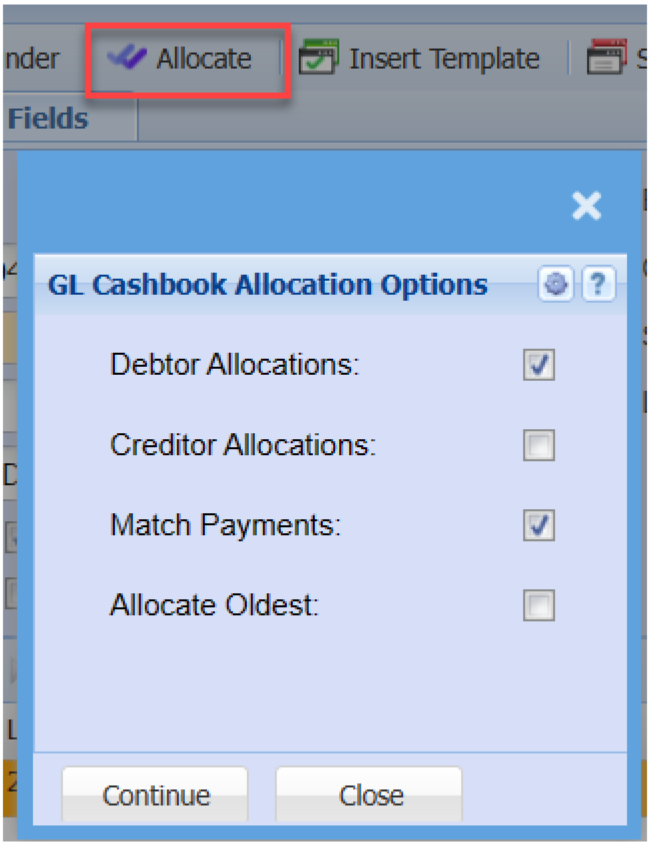
Entry Amount	enter the amount including VAT that affects the bank.
Tax Account	you will notice that if one selects the Payment entry type the VAT control ledger account comes up with the Tax Type being 4 Cashbook VAT. If one selects the Deposit entry type the VAT control ledger comes up with No Tax, therefore not allocating to the VAT control account.

Description	Enter the name of the company you are paying or deposited from.
Additional Comments	Enter comments for later information needed.
Job	assign this cost to a Job
Projects	assign this cost to a Project

Click on Save and Close

OR Click on Save and New to enter another entry.

Allocate



Debtor Allocations	
Creditor Allocations	
Match Payments	
Allocate Oldest	

Template tab

Templates are good to use when one has the same transactions every month eg. Monthly debit orders or monthly salary payments.

There are two options

a.	Insert Template
b.	Save as Template

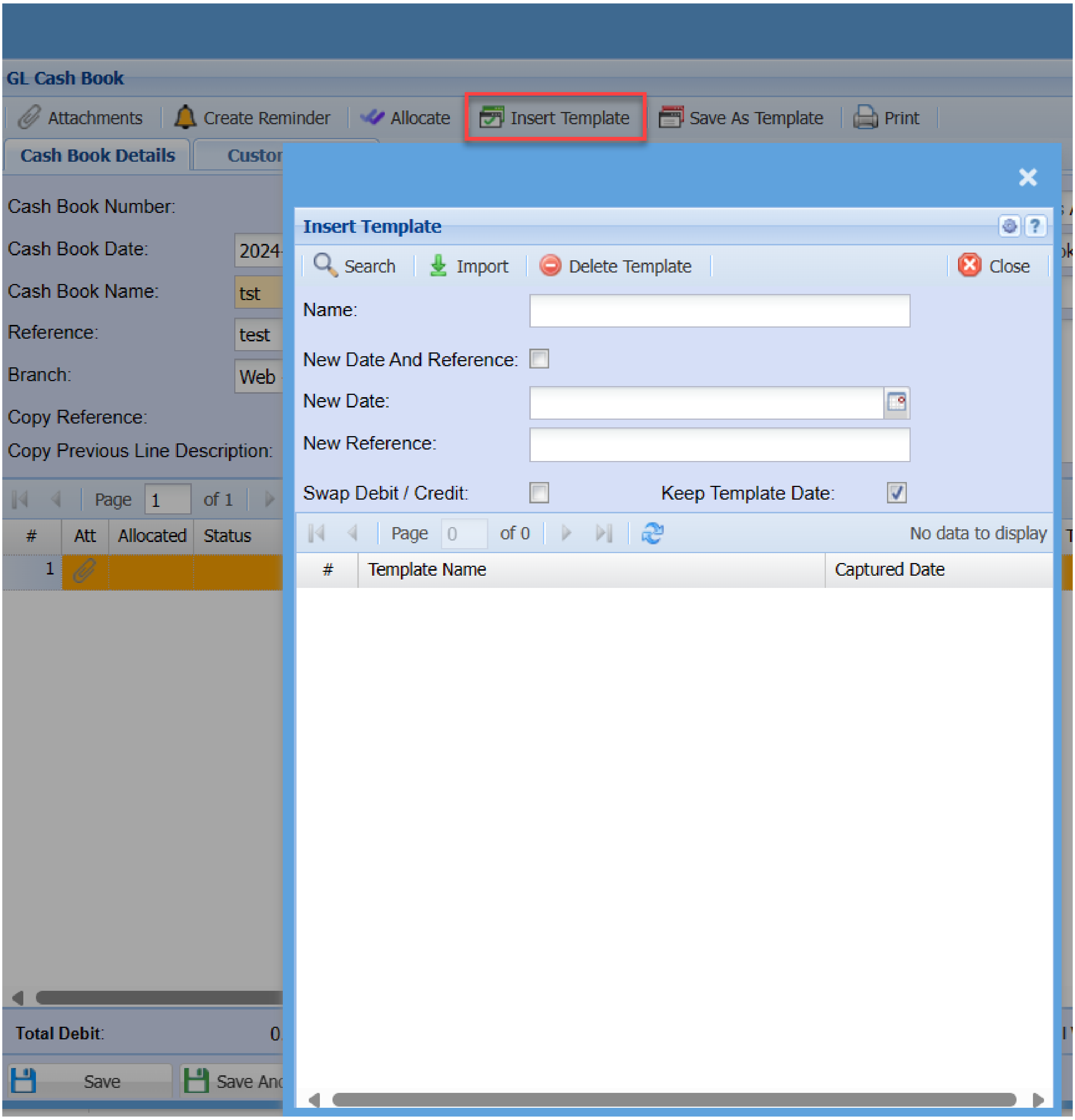
Insert Template

Once you have saved a template from a previously captured cashbook, you can insert this into the cashbook.

Save as Template

Allows you to save this cashbook lines as a template for further use.

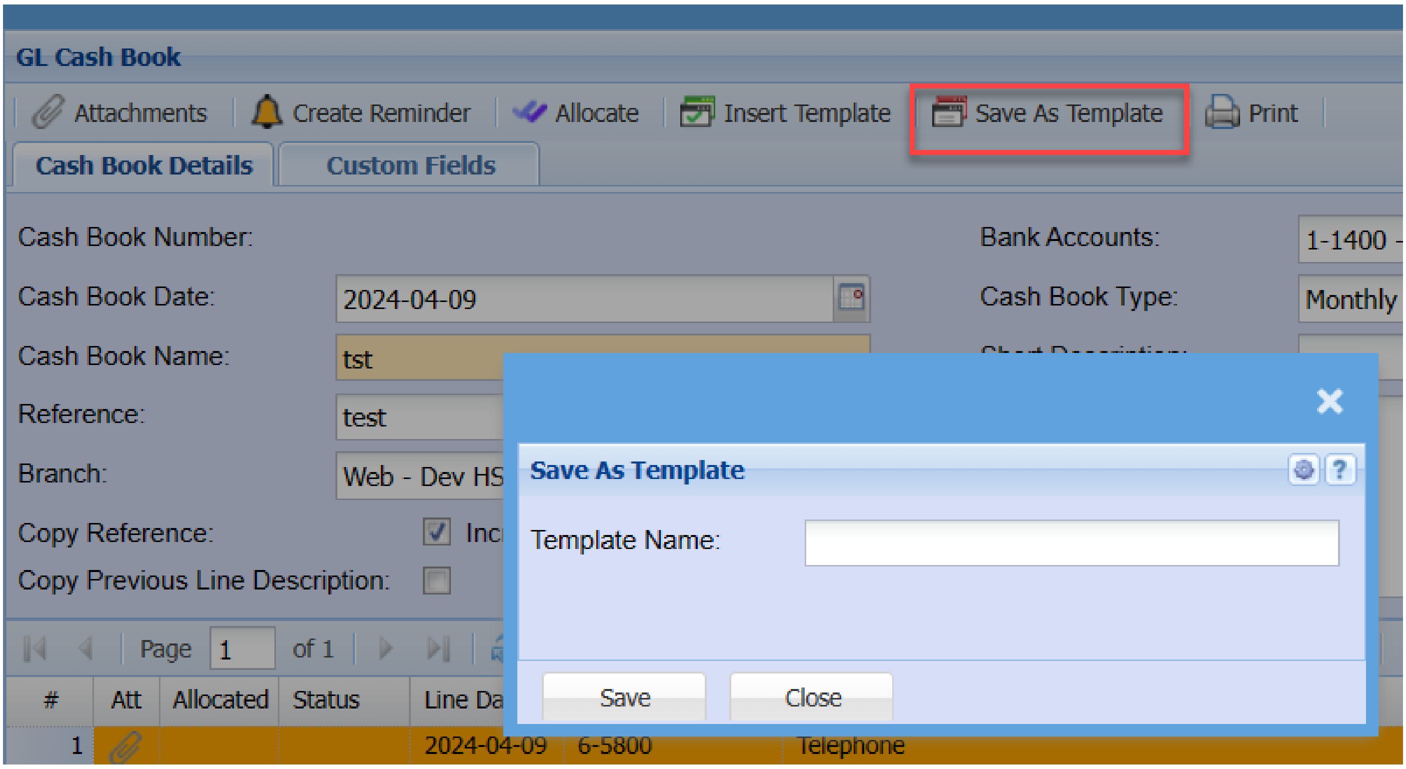
Insert Template



Search	
Import	
Delete Template	
Name	
New Date and Reference Tick	
New Date	
New Reference	
Swap Debit / Credit Tick	

Keep Template Date Tick	

Save As Template



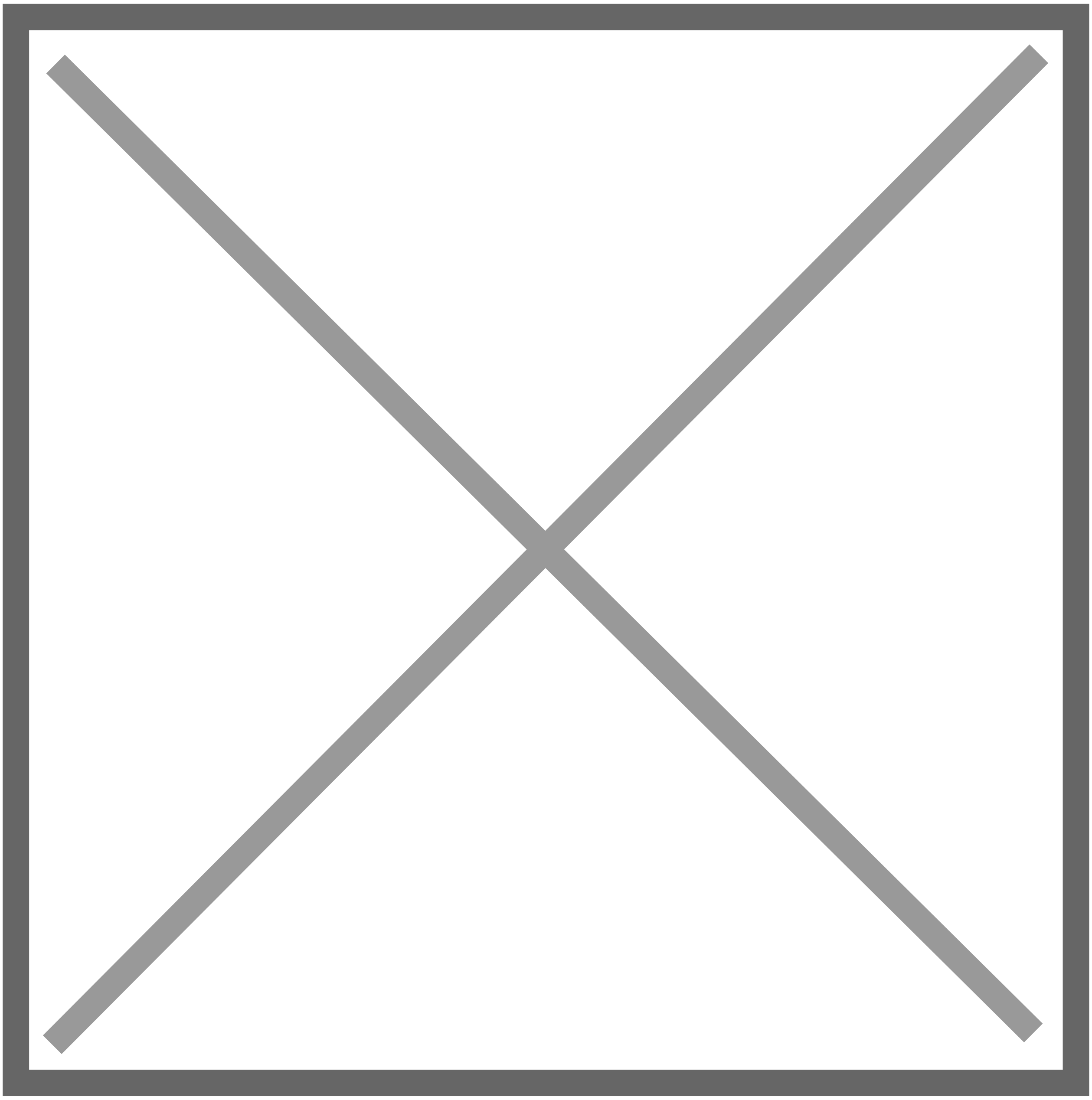
Template Name	

Cashbook Branch Lines

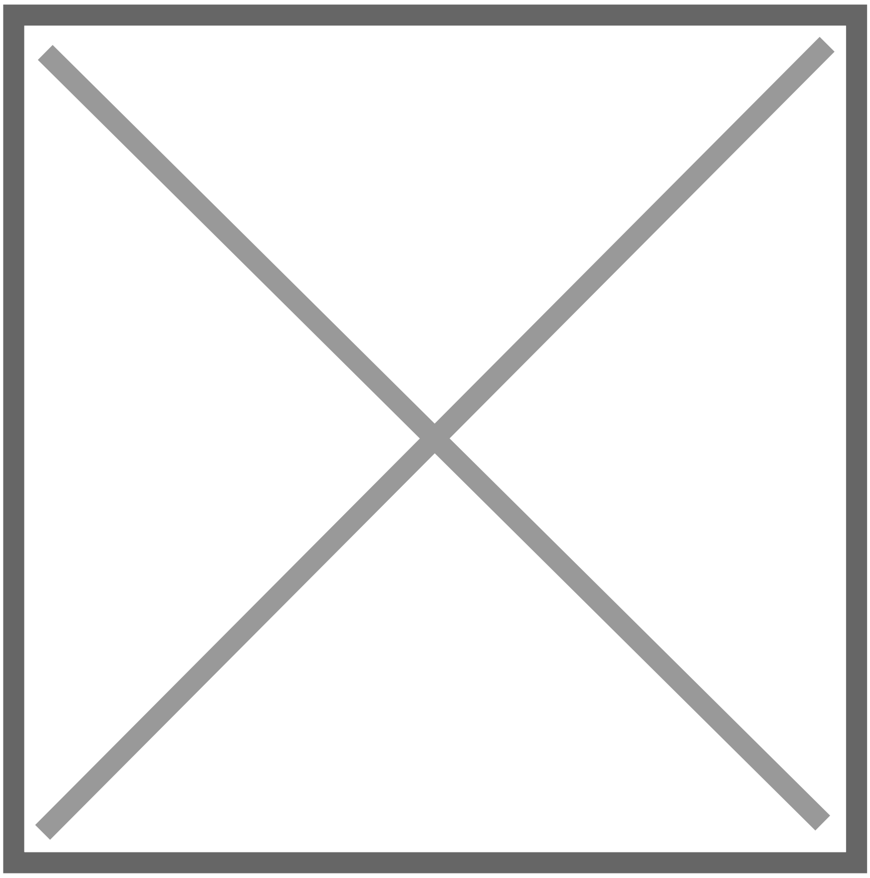
The cashbooks have been enhanced to include the branch per line.

The line will automatically takes the branch at the header, but the user can change this branch.

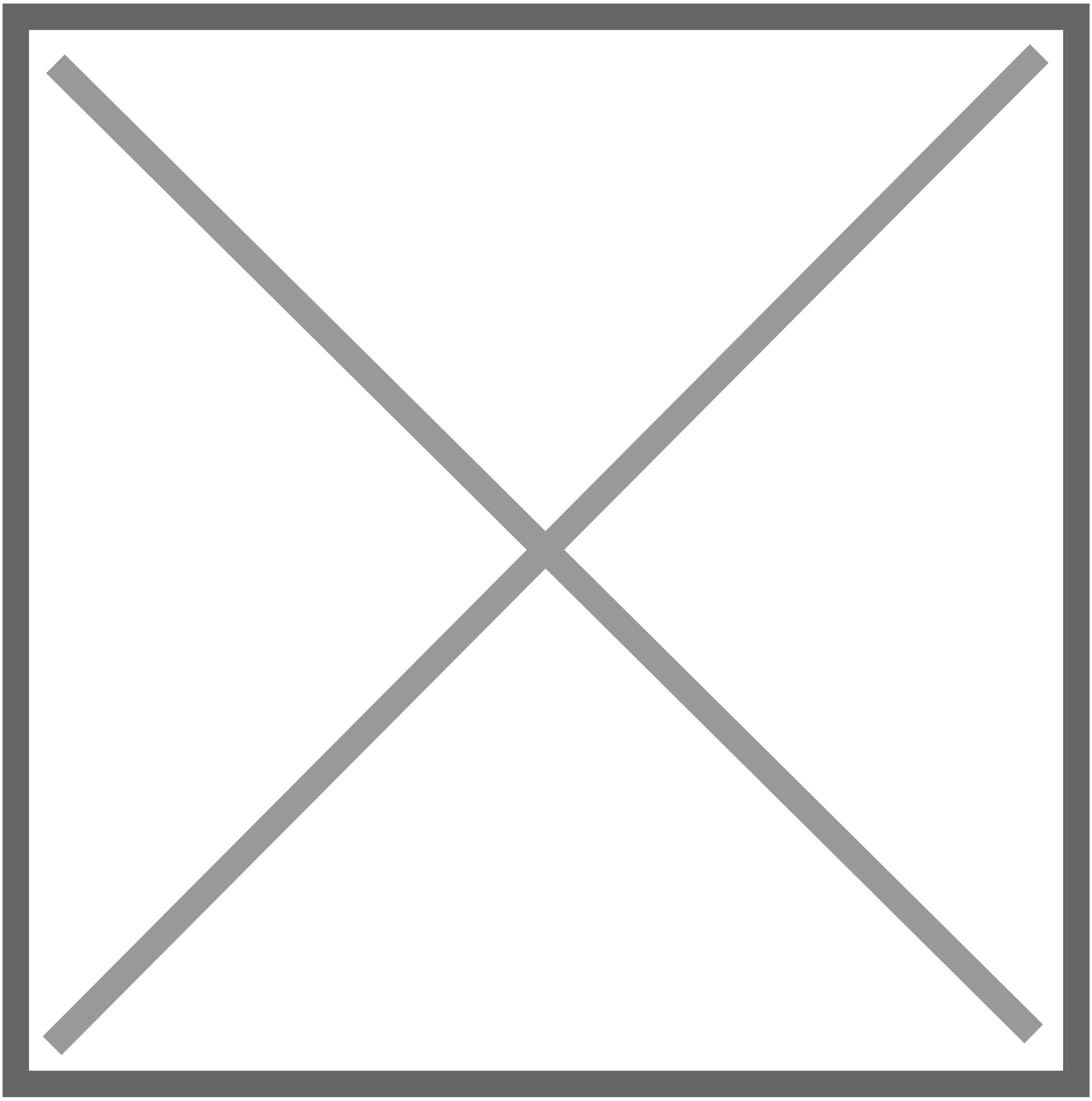
If you have an old cashbook that has not logged the branch, then one needs to update the lines.



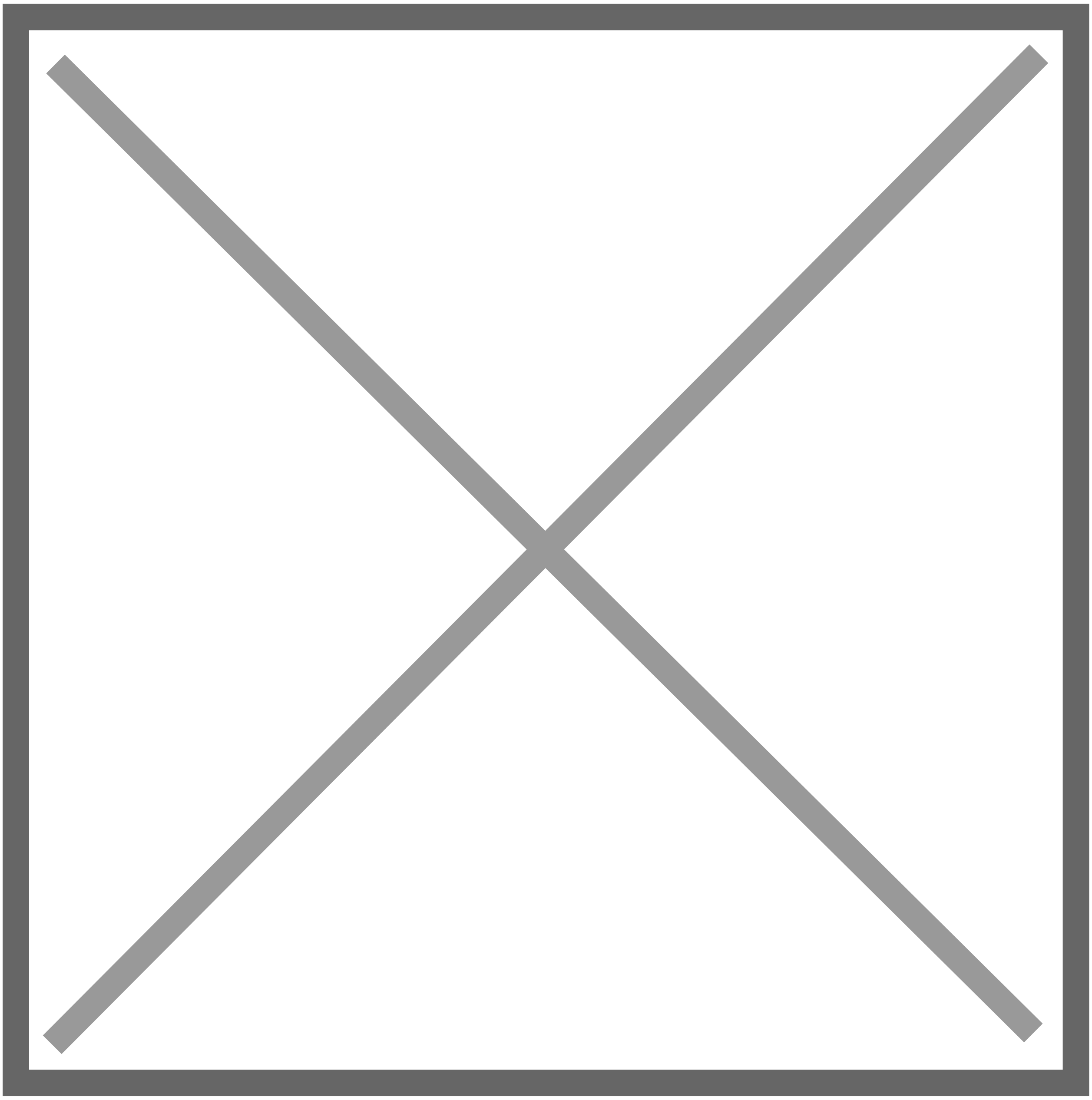
Error occurs when trying to process an old cashbook



Reset the cashbook out of the post status screen



Update all lines with the new branch.

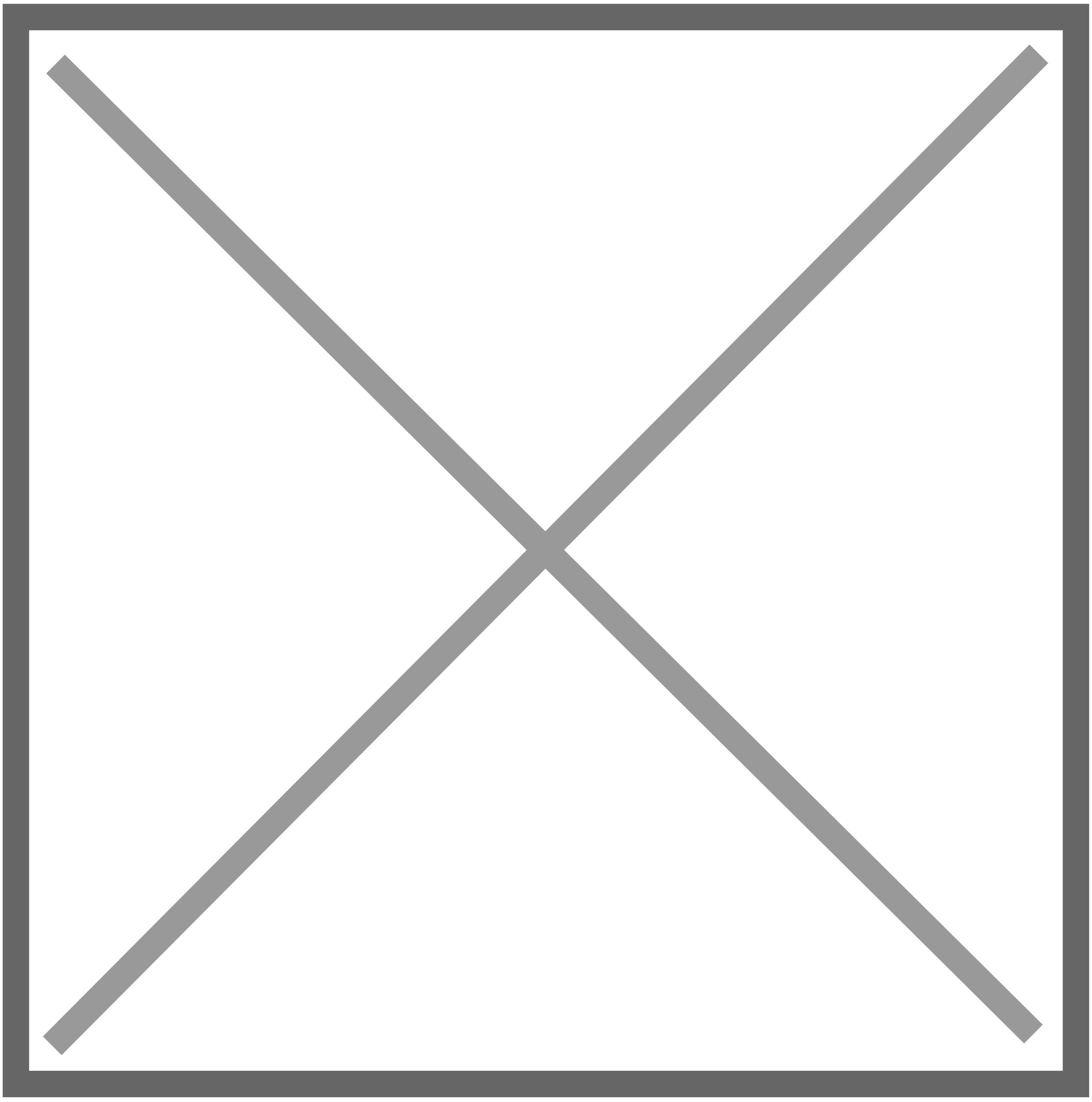


Cashbook Split Line

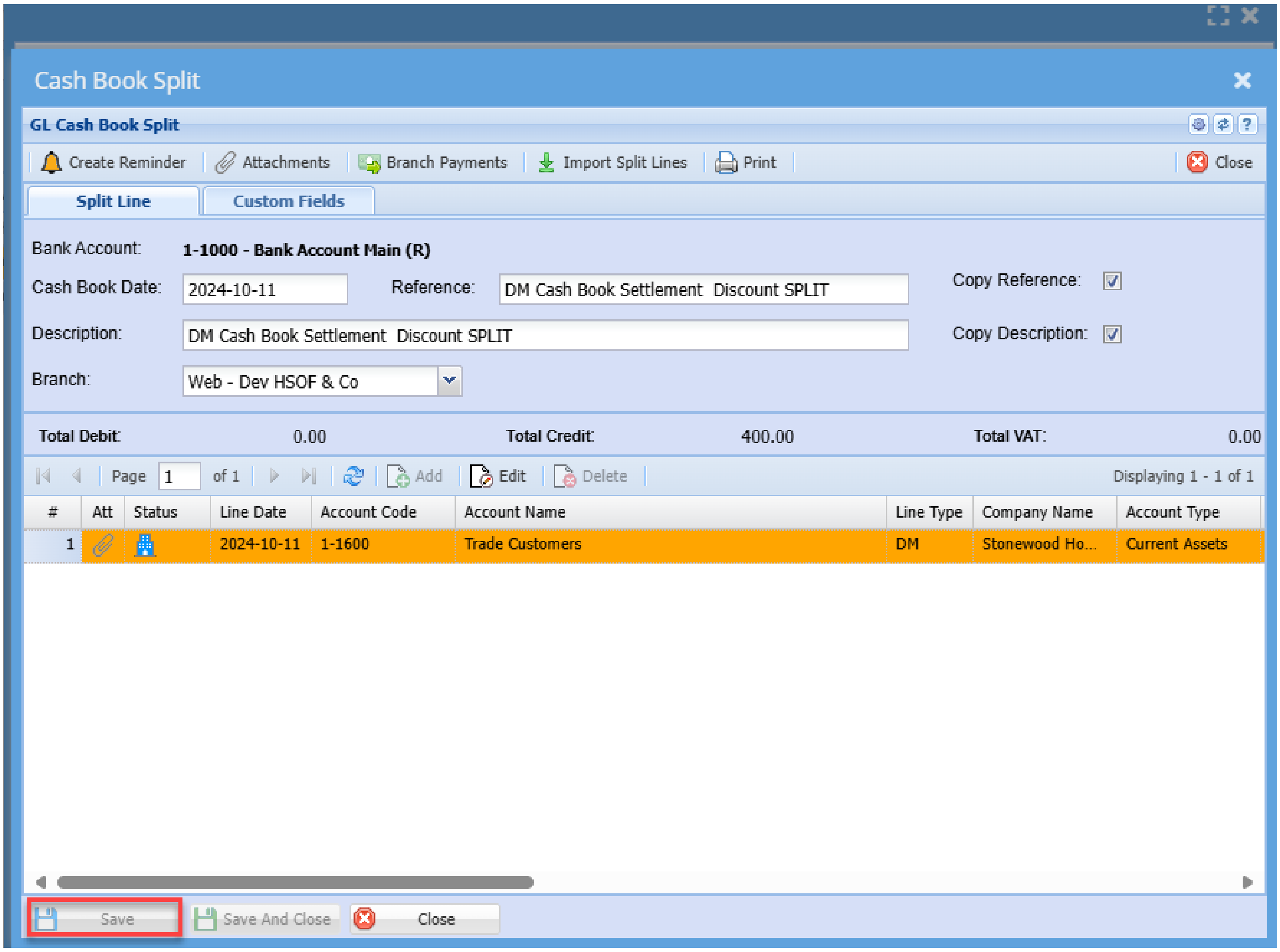
Inserting a split line

Split Transactions are used to show a series of costs as one entry in the cashbook

Click on the Add Split button as shown below



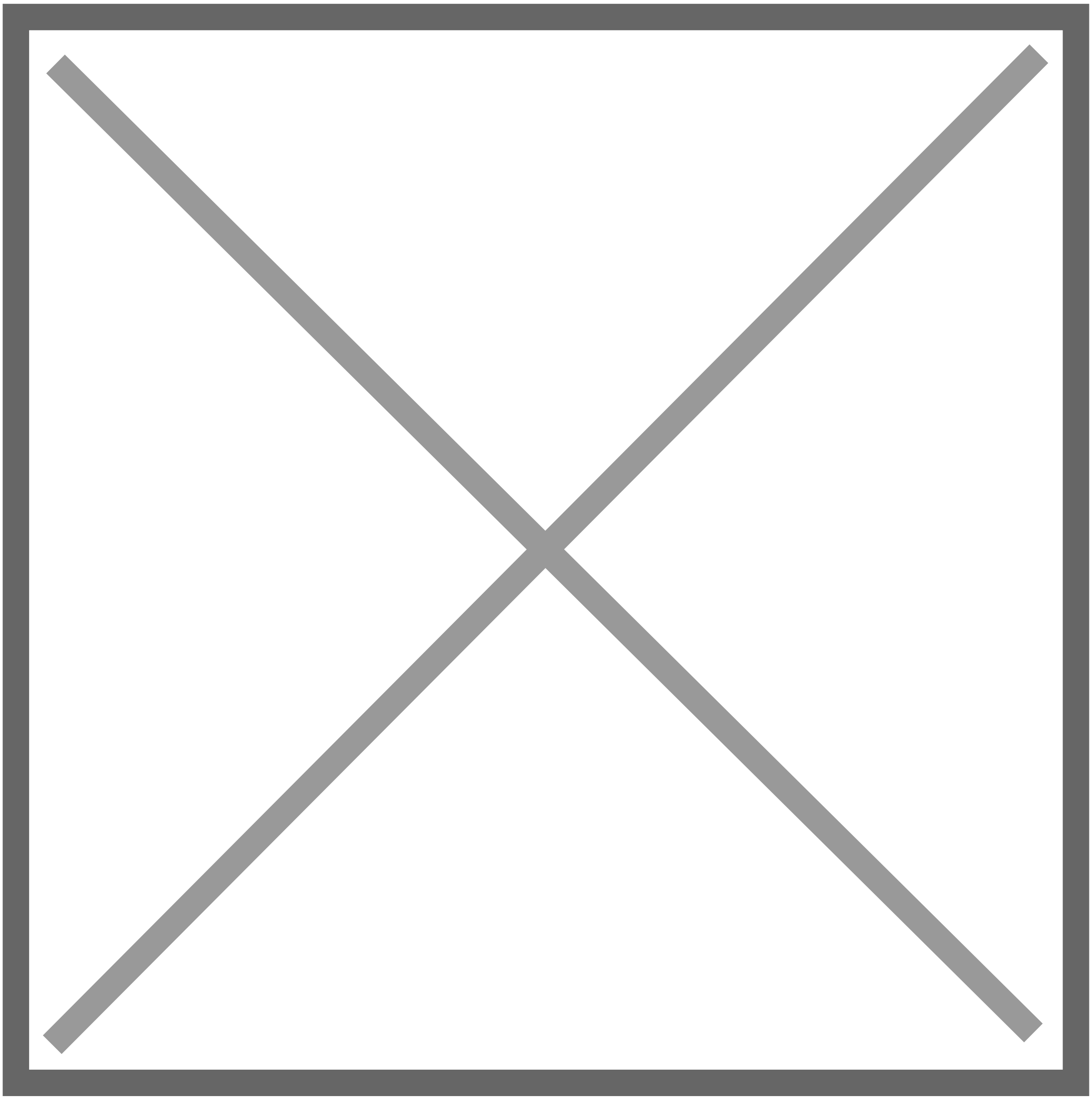
Enter a description for your split transaction and save



You will now have access to add the split transaction lines

Enter all the transactions relating to this payment or deposit (see explanation of each type below)

when you close and save, the totals will be shown on the cashbook line.



Select the entry type:

a. Payment / Credit

This is when one is paying money out of the bank account

Debit – Bank and Credit – Ledger Account

b. Deposit / Debit

This is when one is depositing money into the bank account

Credit – Bank and Debit – Ledger account

Description	Enter the name of the company you are paying or deposited from.

Click on save

After saving one will notice the Add, Amend and Delete buttons become available.

In the split line the Date, Entry Type is disabled as they need to match the full entry.

Select the Account

There are three ways to search for an account:

a.	Short Search	just type in part of the code or name and hit enter on the keyboard and select the account.
b.	Tree Search	Clicking on the square with three dots allows you to find the account via the Tree view.
c.	Long Search	Clicking on the Arrow button opens a new window where you can search on the code or name.

Entry Amount	enter the amount including VAT that affects the bank.
Tax Account	you will notice that if one selects the Payment entry type the VAT control ledger account comes up with the Tax Type being 4 Cashbook VAT. If one selects the Deposit entry type the VAT control ledger comes up with No Tax, therefore not allocating to Vat control account.
Description	Enter the name of the company you are paying or deposited from.
Additional Comments	Enter comments for later information needed.
Job	assign this cost to a Job
Projects	assign this cost to a Project

Click on Save and Close

OR Click on Save and New to enter another entry.

Click on Close and you will be brought back to the main batch

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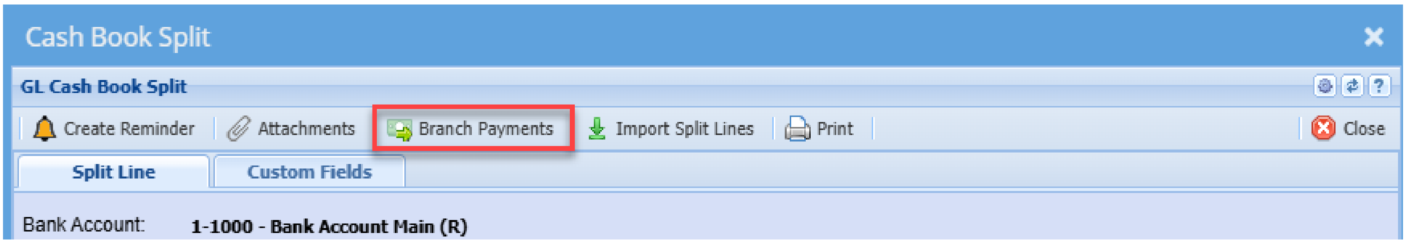
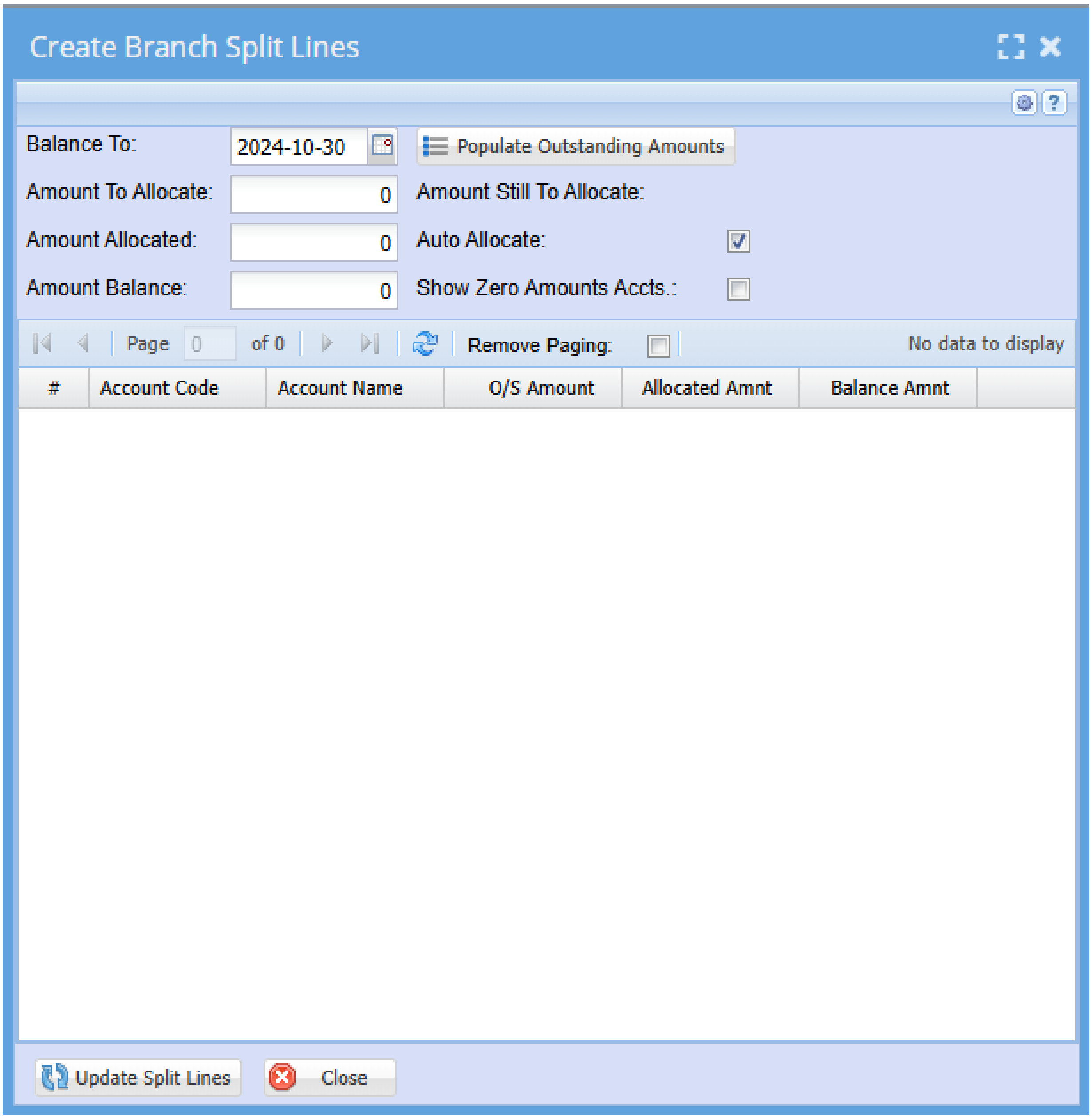
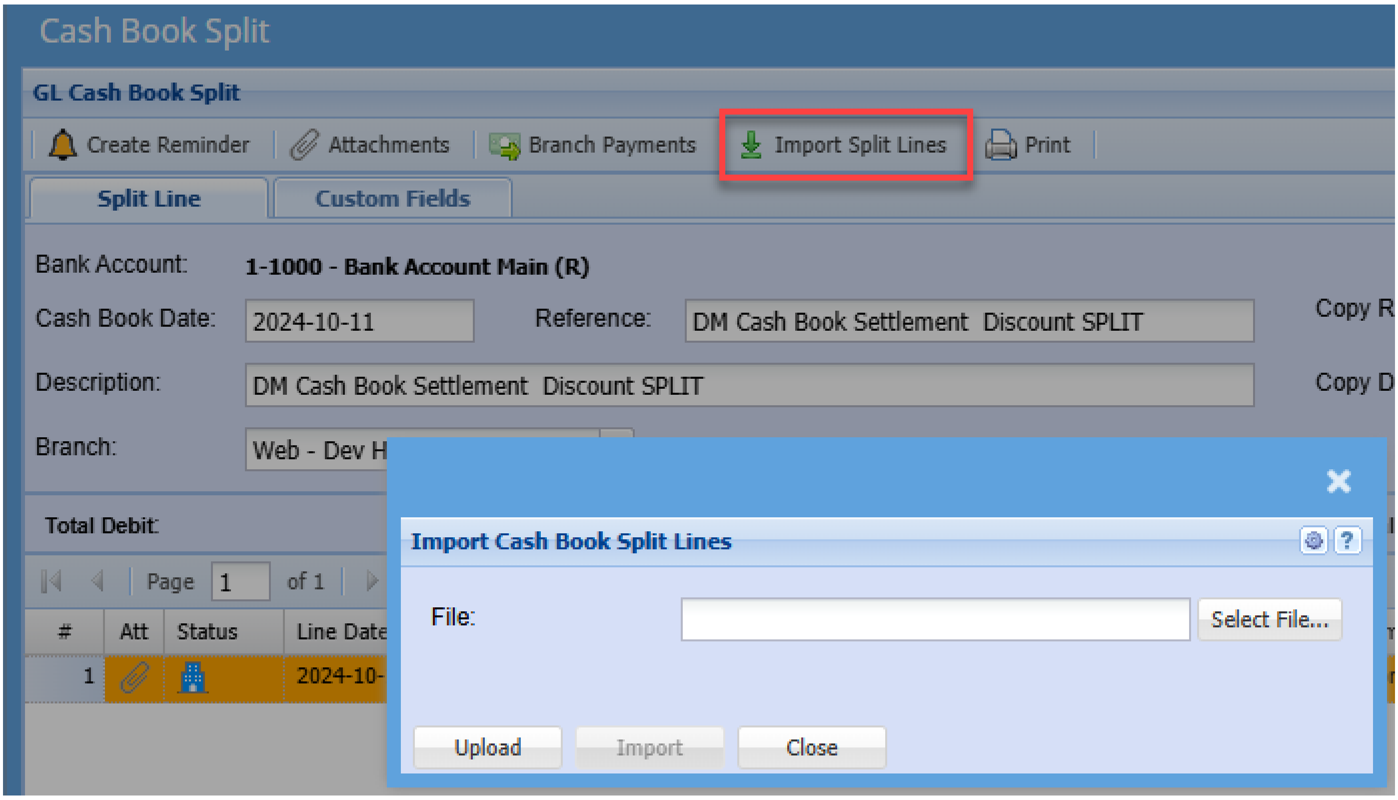
Branch Payments





Import Split Lines

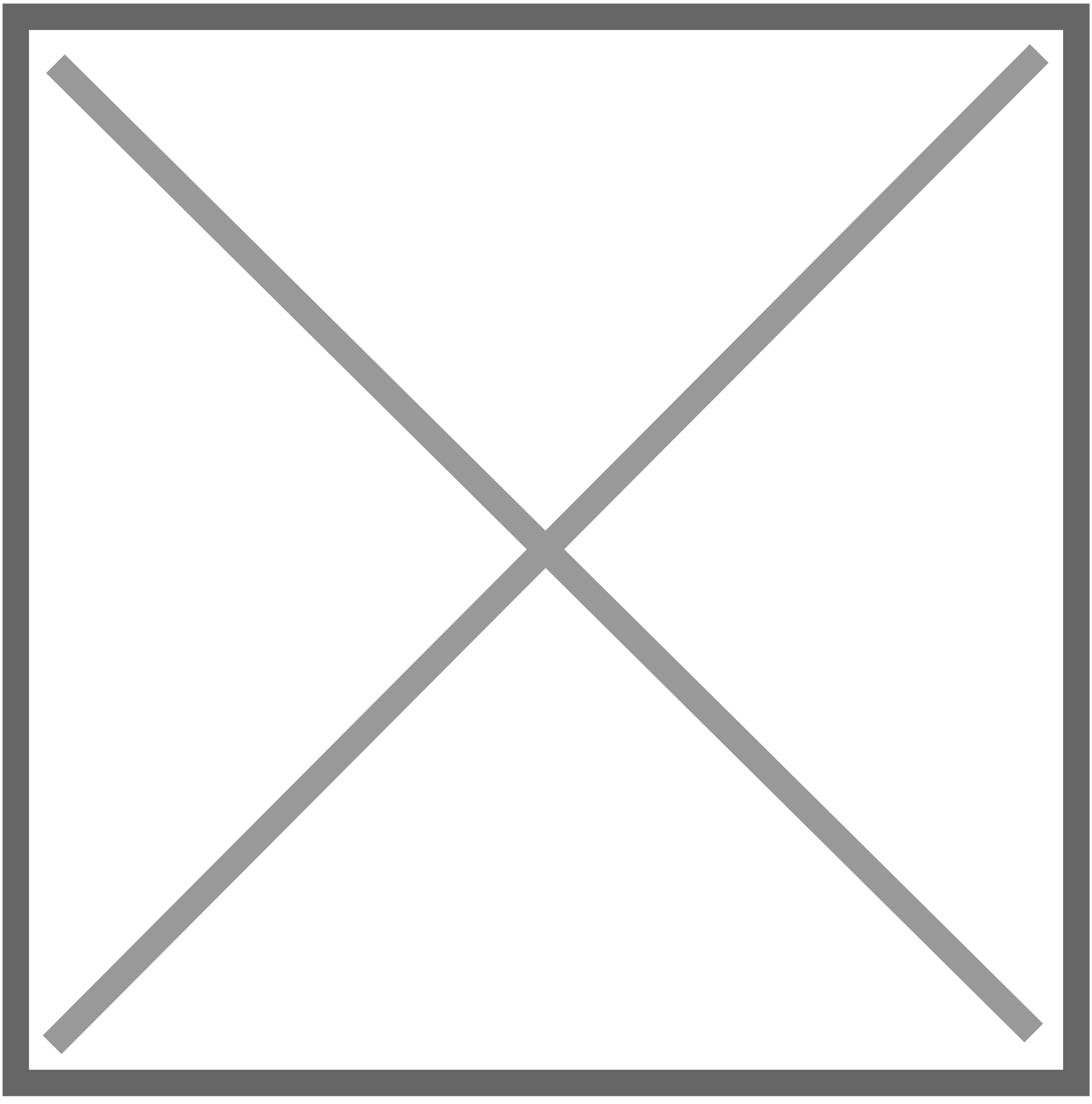

Cash Book Split
GL Cash Book Split
Create Reminder
Attachments
Branch Payments
Import Split Lines
Print
Split Line
Custom Fields
Bank Account:
1-1000 - Bank Account Main (R)
Cash Book Date:
2024-10-11
Reference:
DM Cash Book Settlement Discount SPLIT
Description:
DM Cash Book Settlement Discount SPLIT
Branch:
Total Debit:
Page
1
of 1
#
Att
Status
Line Date
Import Cash Book Split Lines
File:
Select File...
Upload
Import
Close

Cashbook Line Allocations

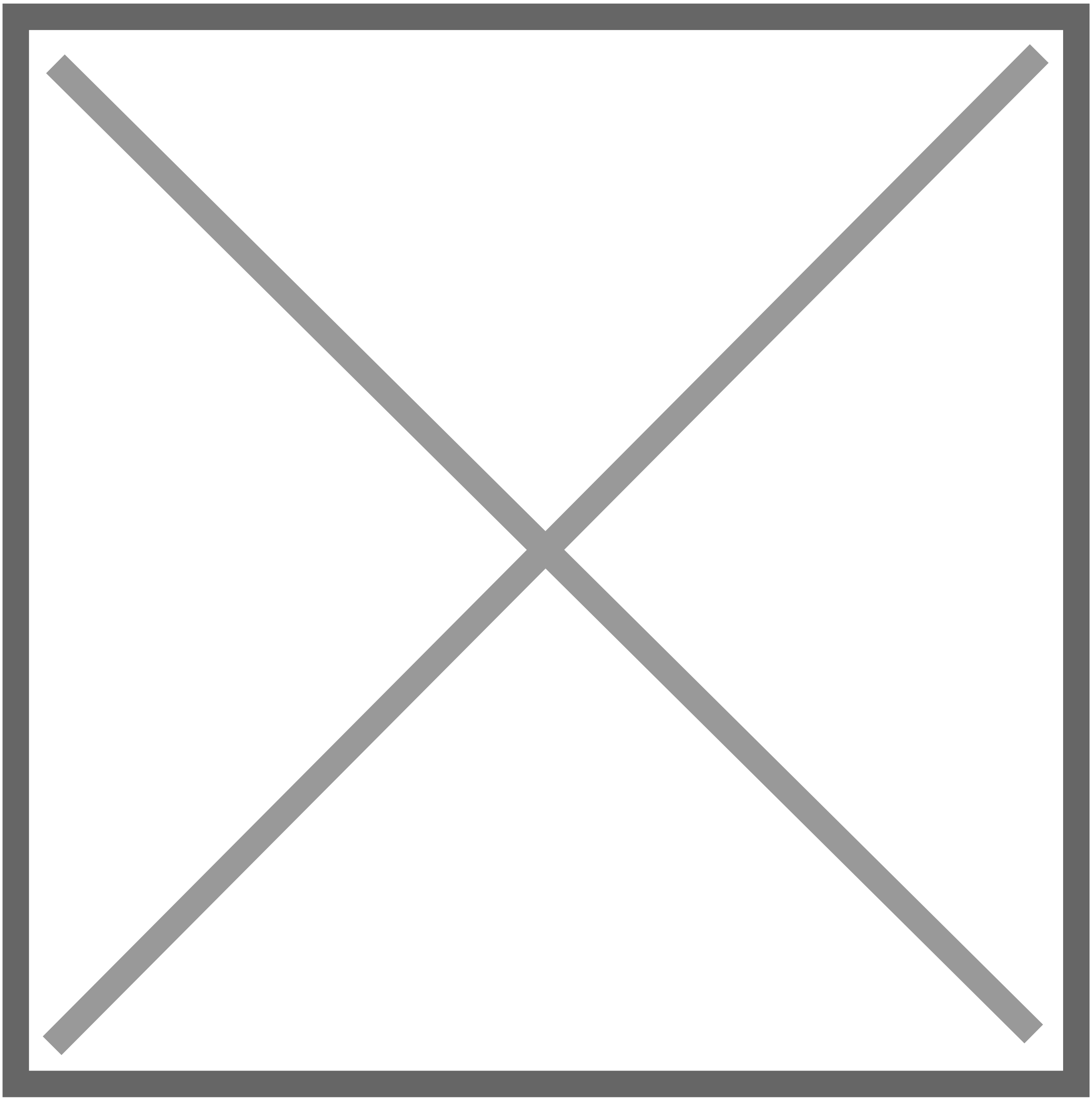
A payment can be allocated as and when it's been captured on the cashbook

for example

A deposit from debtor Account has been captured as per below screen



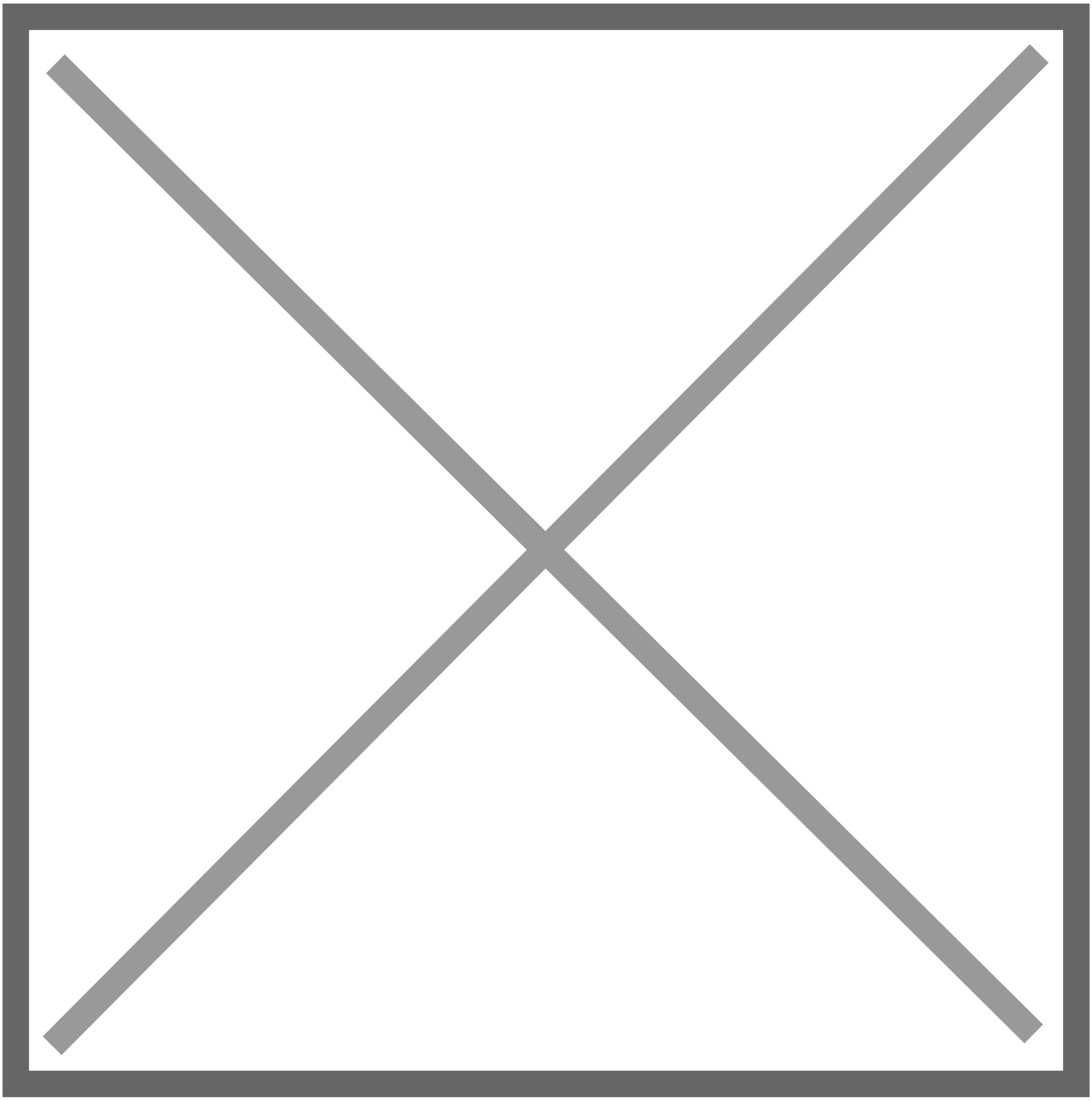
click save and click next until you reach the allocations screen you will see in the allocations screen transaction list that has not been allocated against this debtor



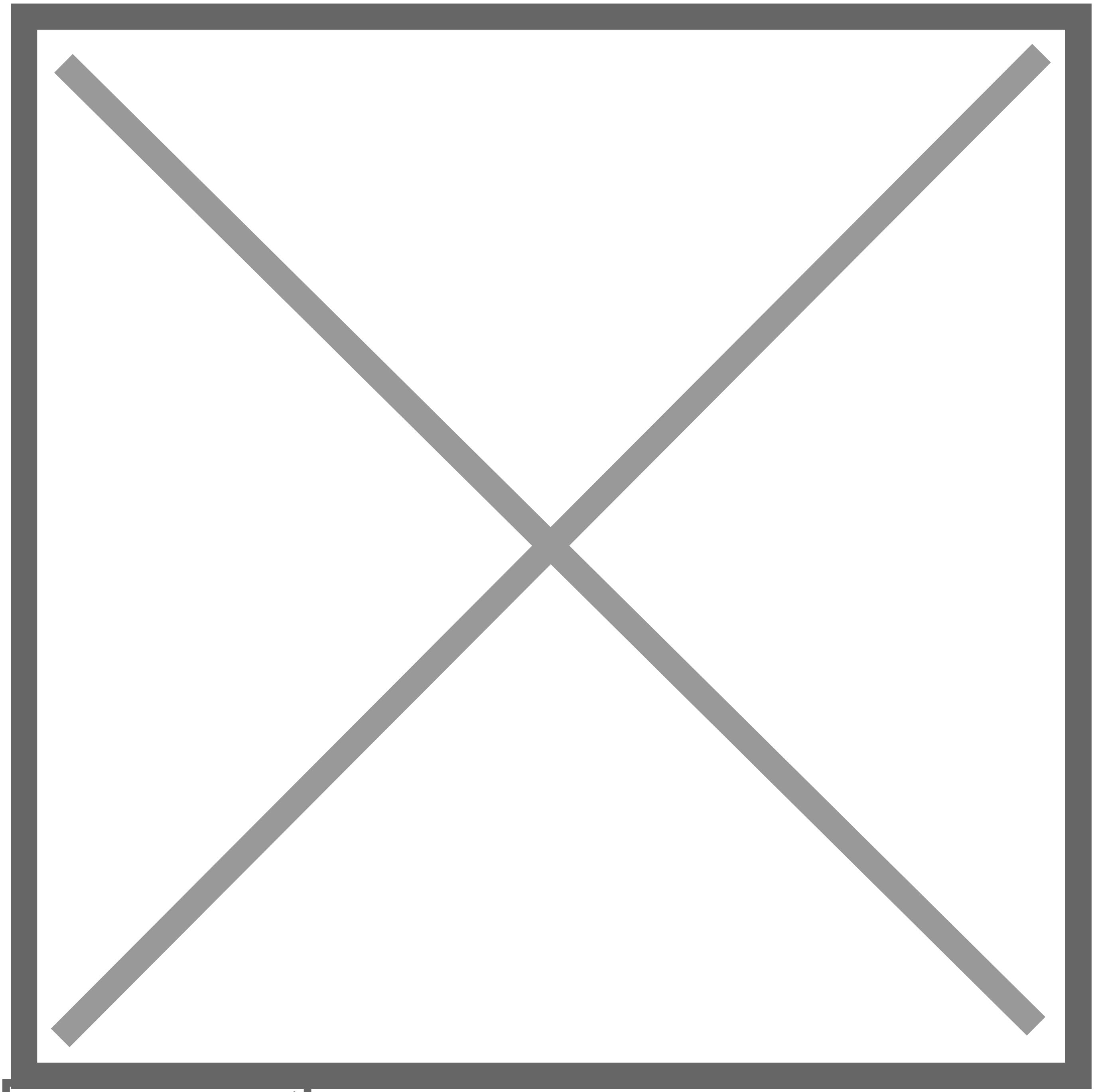
Allocate the amount by double clicking anywhere on the selected line except the allocate amount field

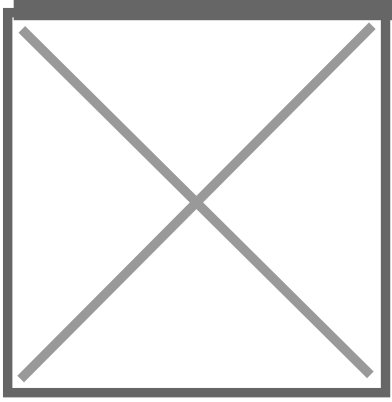
this only allows a user to enter the amount to be allocated manually .

the line allocated will have the allocated status line showing in green and the total amount allocated will be shown on the grid

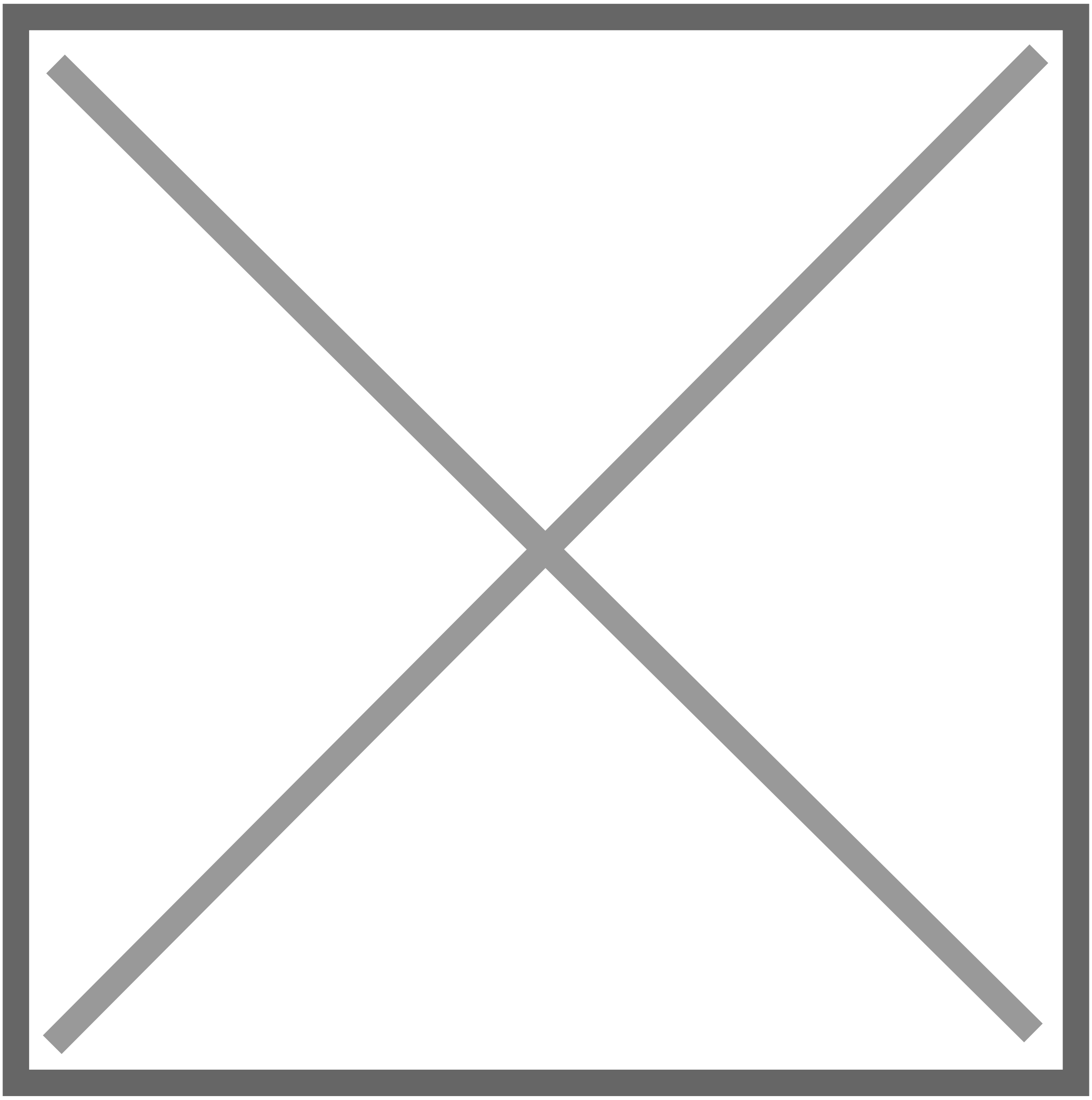


the user still needs to save the allocations



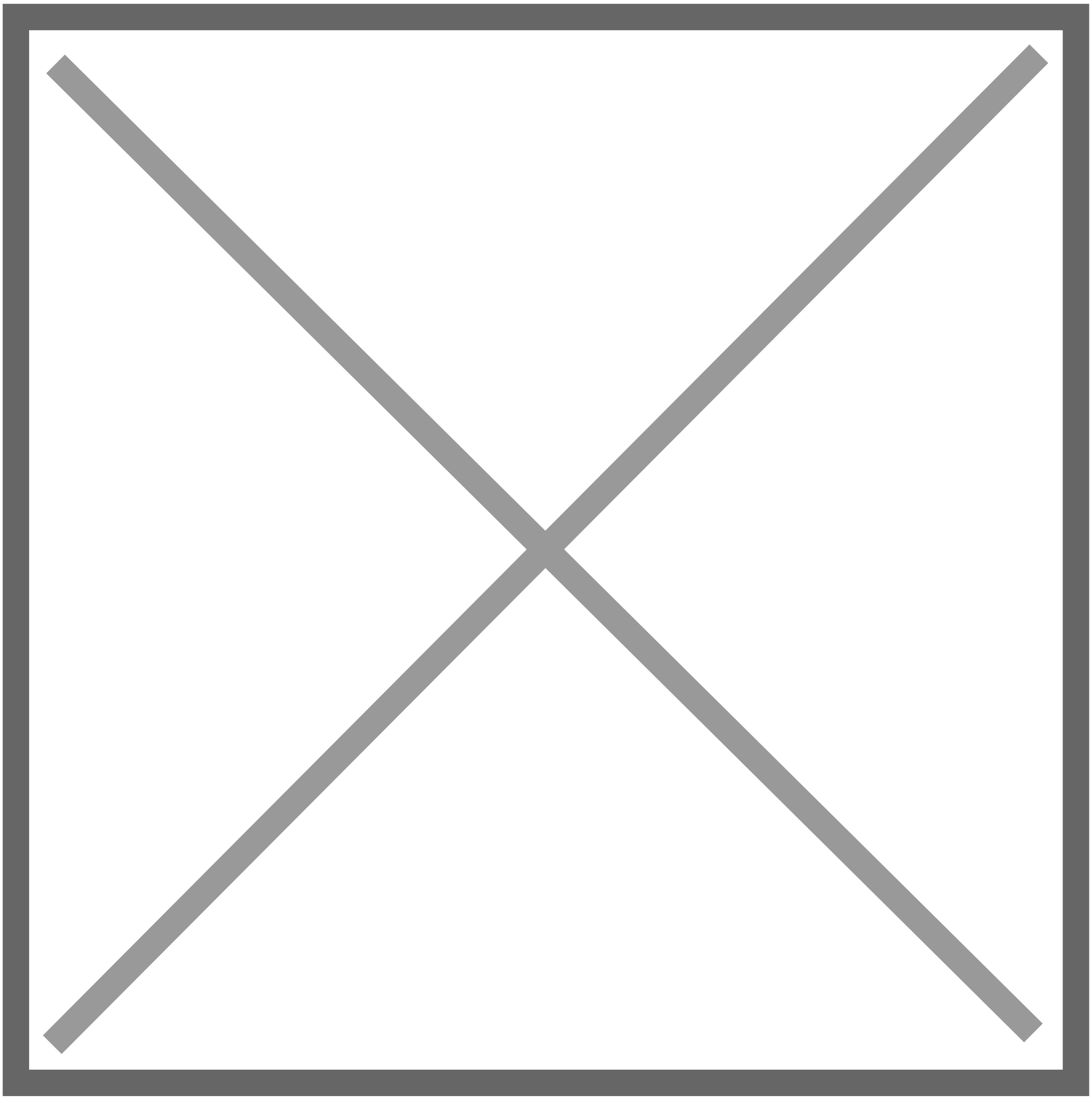


The allocated status will show on the cashbook line



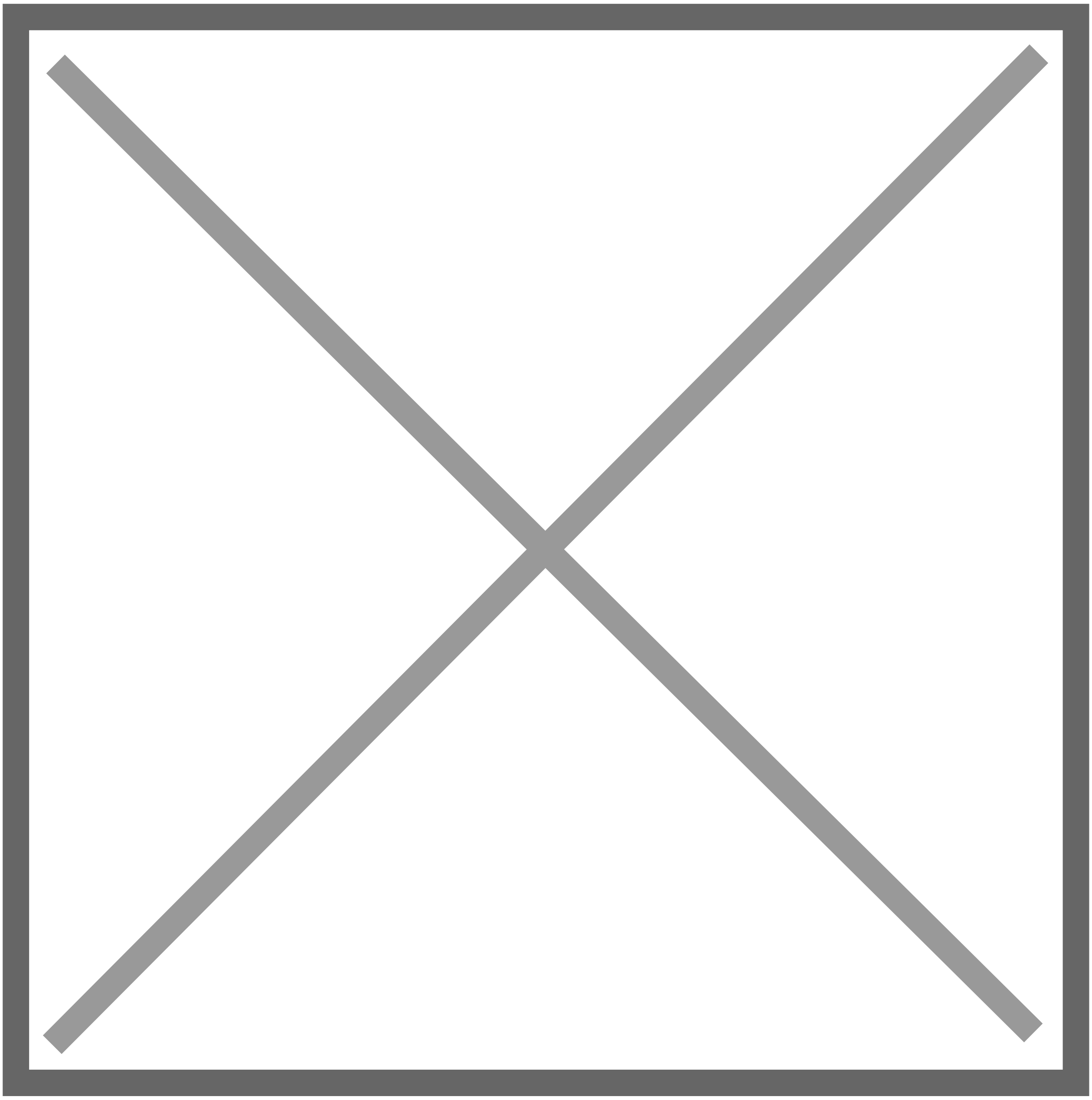
Attachments can be added against each line or overall cashbook

on the cashbook you can click on the attachment icon it will open an option to add it could be an invoice that was paid

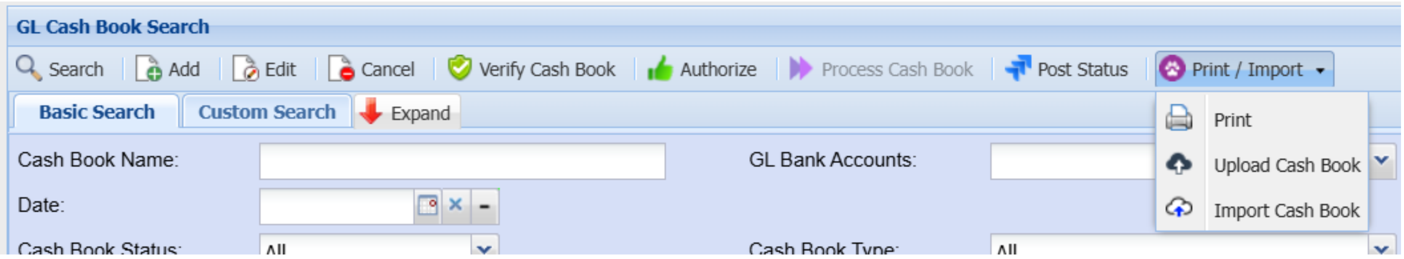


When there is an attachment added the icon will display in Red

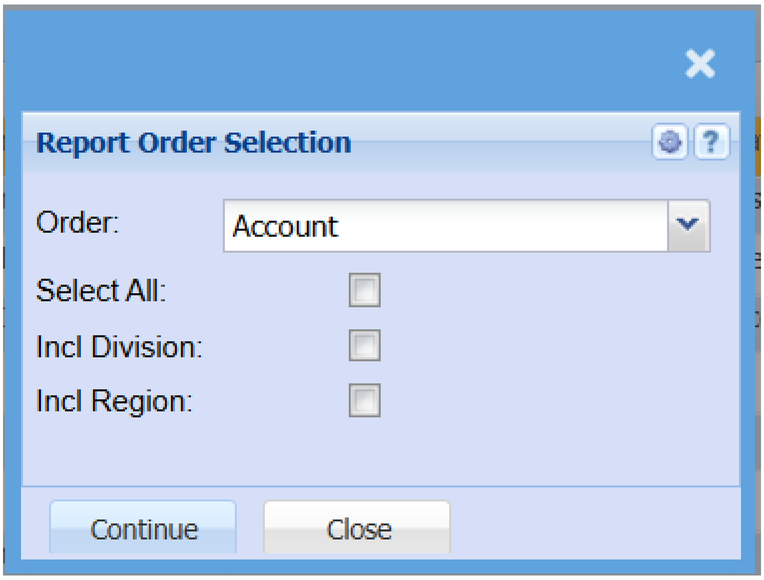
> this is helpful in keeping all documents you might need later for audit purposes.



Print/Import Drop Down



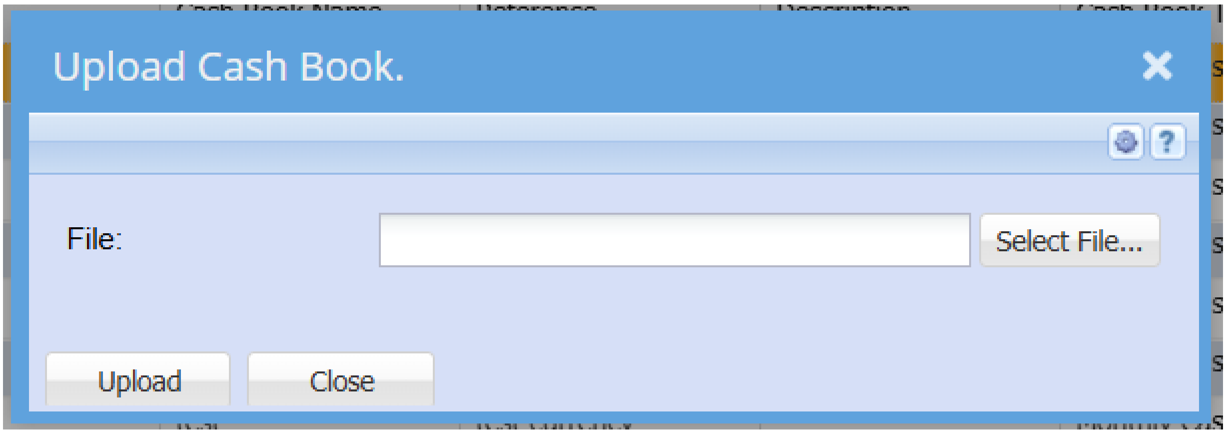
Print Button



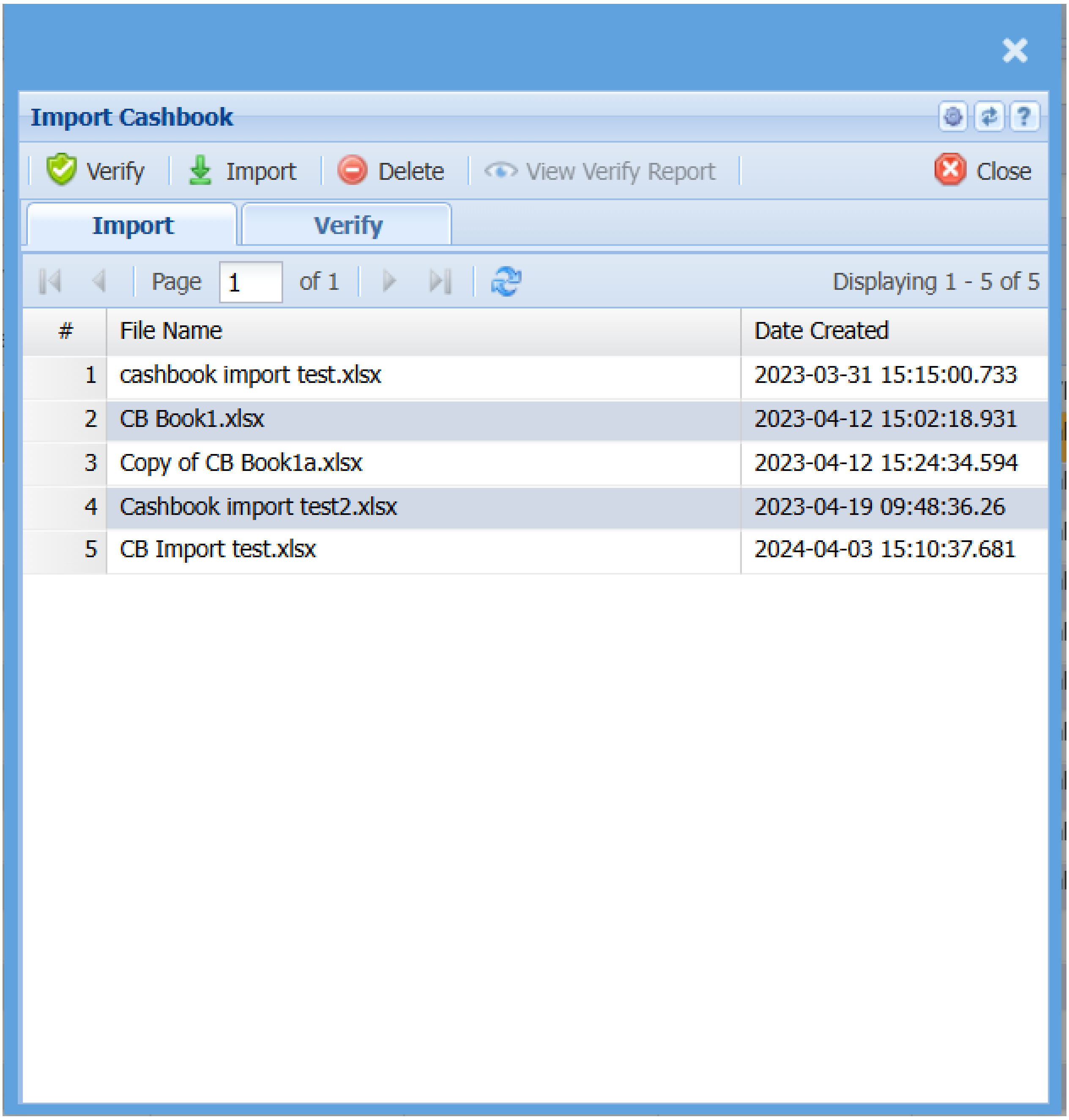
Order	
Select All	
Incl Division	
Incl Region	

Upload Cash Book

Select File you wish to upload then click upload



Import Cash Book



Verify	
Import	
Delete	
View Verify Report	

Cashbook Receipt - Foreign Debtor

If you trade in multicurrency and have foreign debtors, these debtors will likely pay in the respective foreign currency.

Using multicurrency will typically imply that you may have debtors that are invoiced in the USD as an example

As such the debtor, when making payment will pay their account in USD. This receipt can be entered into a Foreign currency bank account or a ZAR bank account.

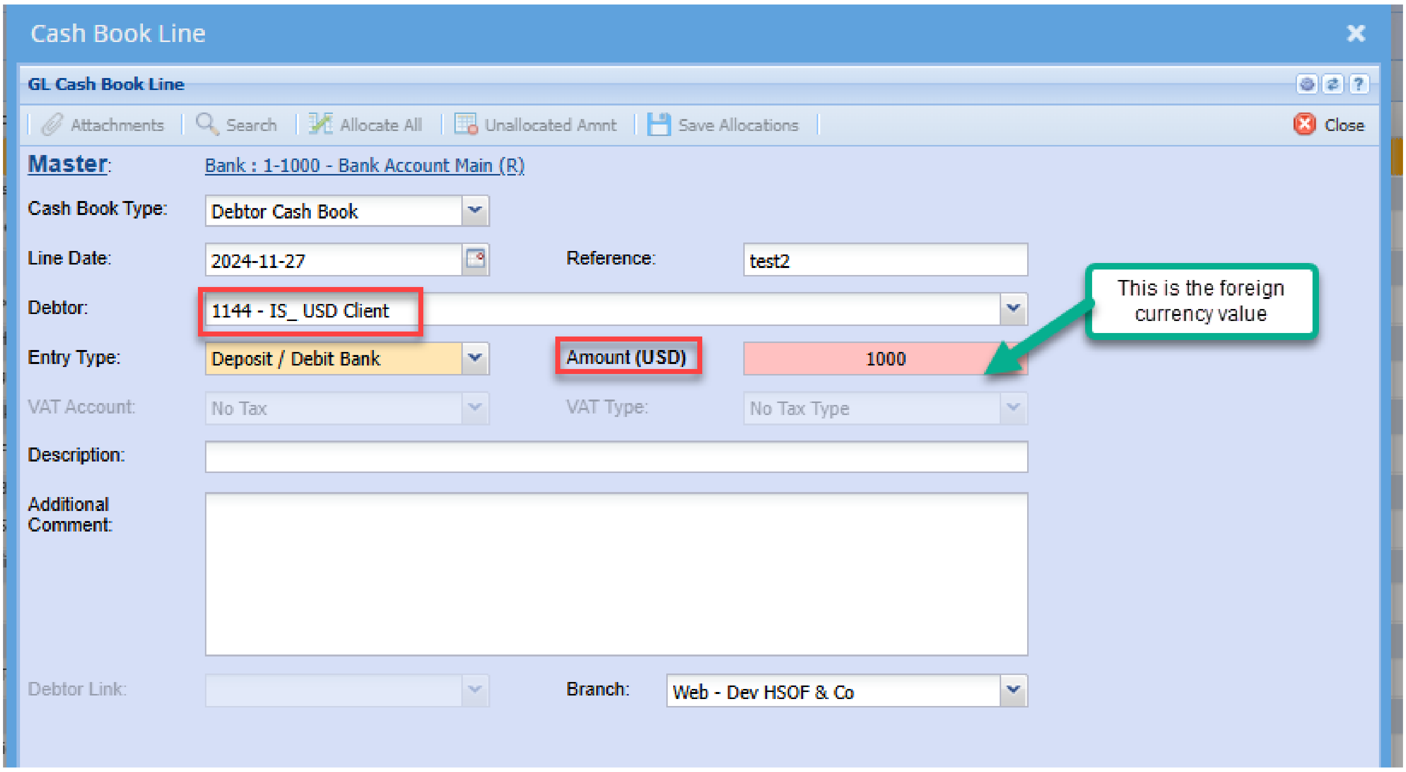
Receipts into a ZAR bank account:

Create a cashbook as normal for the local (ZAR) bank account the money was paid into

When entering the receipt, select the respective debtor

you will note the currency indicated will display USD

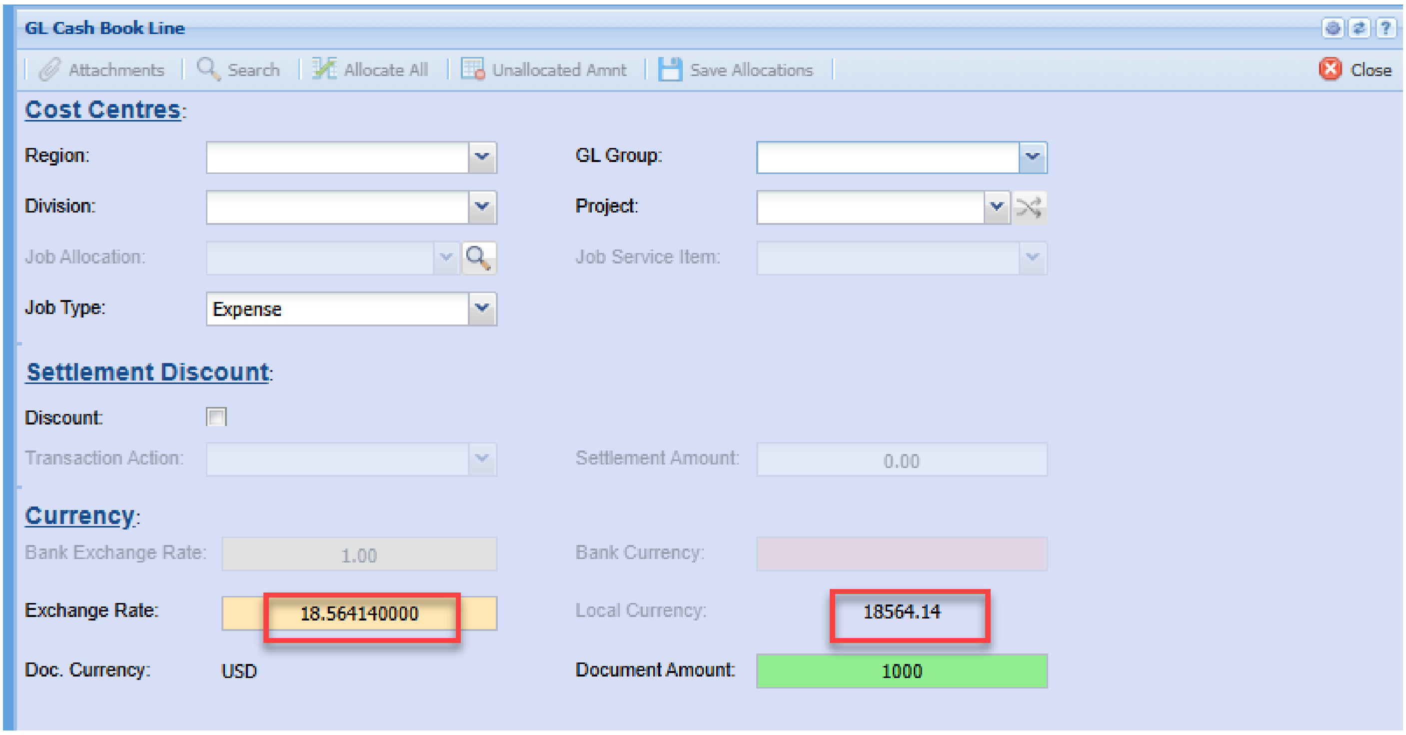
Enter the USD amount paid



Click Next

Enter the applicable exchange rate

note: The Rand equivalent value is populated



Proceed with the cashbook as normal

Save and Close

Process the cashbook

Allocation of the receipt

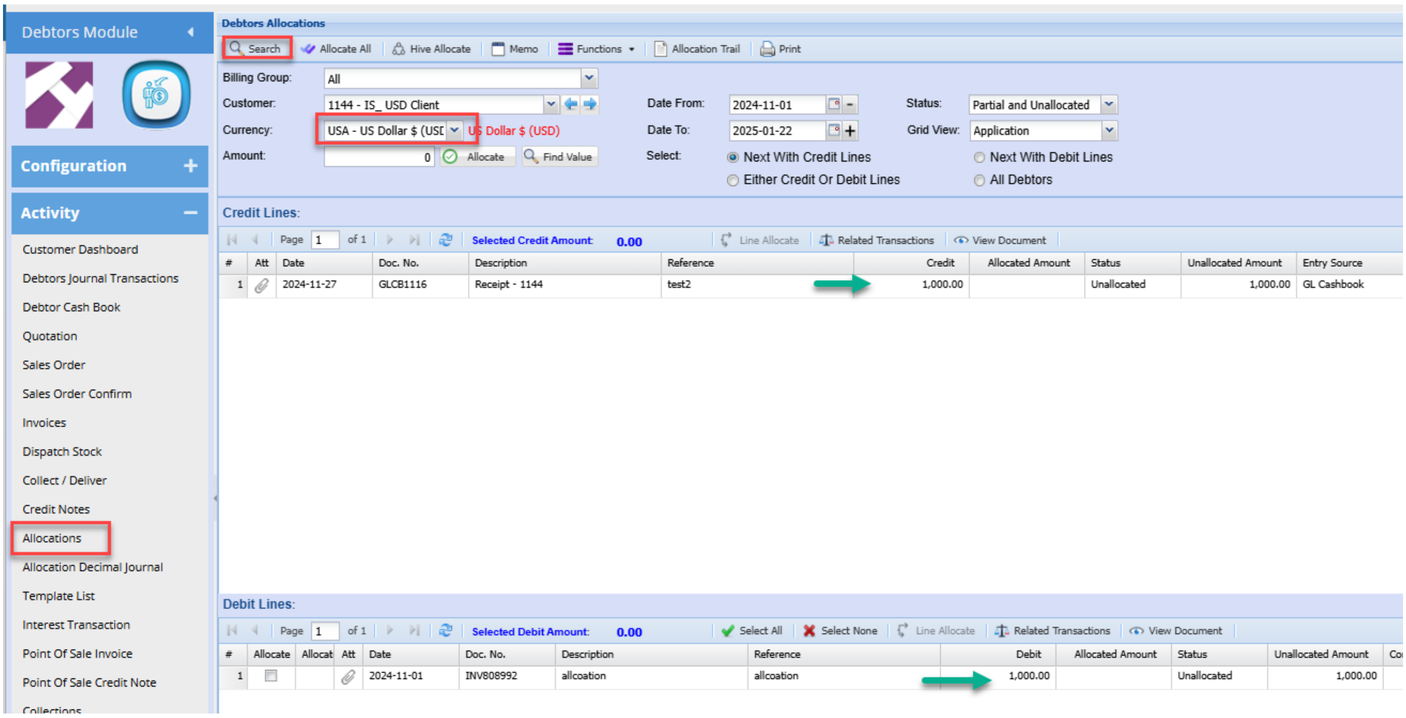
Allocation of receipts from foreign debtors must be done in both the foreign currency as well as Rand

go to: Activity>Allocation

search the debtor as normal

Change the currency

Click search

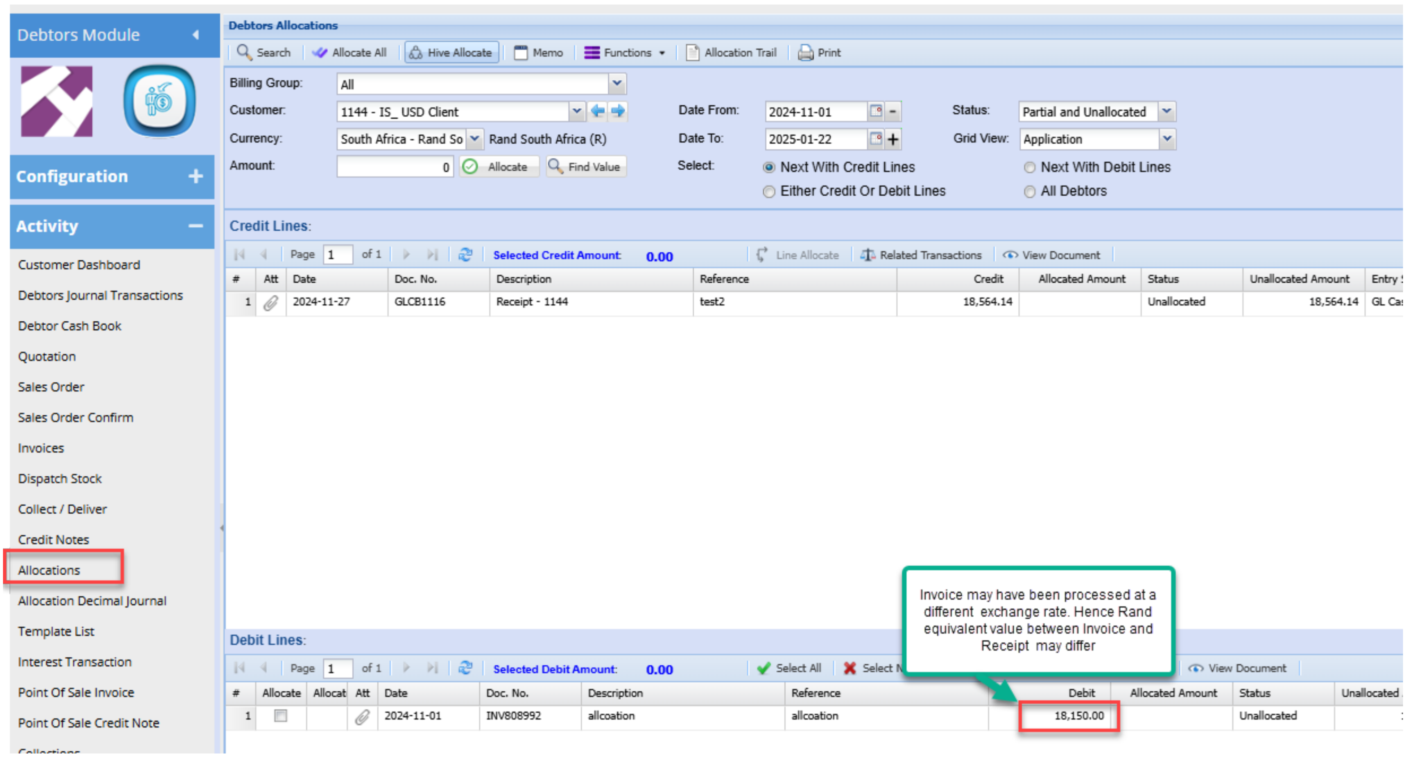


note the values will be displayed in the foreign currency

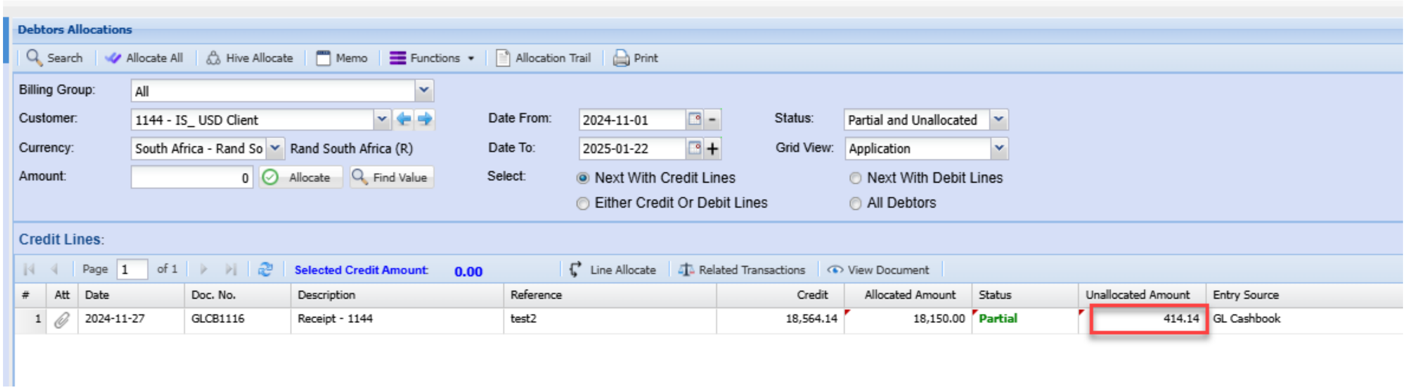
The Invoice and receipt values will typically match. and you can allocate as normal

Change the currency to Rand and search

Note: the values may differ because the invoice would have been done at a different exchange rate to the receipt



You can allocate these entries and you will note an exchange gain / loss difference remaining on the allocations



This amount will need to be cleared with a Rand debtors journal on the debtor account

refer to Debtors gain / loss journal manual to create the journal

[Debtors Gain / Loss journal]