

Add GL Cashbook

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

Click on the Search button to check for any open cashbooks

GL 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:

2 561 287.3400

Total Credit:

2 057 121.2400

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Remove Paging:

Displaying 1 - 45 of 45

#	Att	Cash Book Date	Bank Account Name	Cash Book Name	Reference	Description	Cash Book Type	Total Debit	Total Credit	Approval Status
1		2024-05-22	Bank Account Main	Test vat from bankit	Test	Test vat from bankit	Monthly Cashbo...	2 241 355.1500	1 937 487.0100	Preparation
2		2024-05-01	Euro Mercantile Bank	test forign acc pay...	test forign acc pay...		Monthly Cashbo...			Preparation
3		2024-04-12	Bank Account Main	new bank			Monthly Cashbo...	11 020.0000	3 170.0000	Preparation
4		2024-04-09	Savings Account &	tst	test		Monthly Cashbo...		500.0000	Preparation
5		2024-04-08	Bank Account Main	Testing Fror Split Er...	Testing Fror Split Er...	Testing Fror Split Er...	Monthly Cashbo...		1 000.0000	Preparation
6		2024-04-02	Bank Account Main	Testing Branch Pay...	Testing Branch Pay...	Testing Branch Pay...	Monthly Cashbo...		7 000.0000	Preparation
7		2024-04-02	Bank Account Main	Testing Split Lines		Testing Split Lines	Monthly Cashbo...		1 000.0000	Preparation

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.

GL Cash Book

Attachments

Create Reminder

Allocate

Insert Template

Save As Template

Print

Close

Cash Book Details

Custom Fields

Cash Book Number:

Cash Book Date: 2024-05-22

Cash Book Name: Test vat from bankit

Reference: Test

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: Test vat from bankit

Long Description: Test vat from bankit

Page 1 of 1

Add

Add Split

Edit

Delete

Convert To Split

Displaying 1 - 148 of 148

#	Att	Allocated	Status	Line Date	Account Code	Account Name	Line Type	Company Name	Acct. Type
1				2023-07-03	2-9999	Suspense Account	GL		Current I
2				2023-07-03	2-9999	Suspense Account	GL		Current I
3				2023-07-01	2-9999	Suspense Account	GL		Current I
4				2023-07-01	2-9999	Suspense Account	GL		Current I
5				2023-07-01	6-2300	Entertainment	GL		Expense:
6				2023-07-01	4770/2000	Motor Vehicles Expenses - Insurance	GL		Expense:
7				2023-07-01	2-9999	Suspense Account	GL		Current I
8				2023-07-01	2-1600	Trade Suppliers	CM	DHL delivery	Current I
9				2023-07-01	2-9999	Suspense Account	GL		Current I
10				2023-07-01	2-9999	Suspense Account	GL		Current I
11				2023-06-30	2-9999	Suspense Account	GL		Current I
12				2023-06-30	2-9999	Suspense Account	GL		Current I

Total Debit: 2 241 355.1500

Total Credit: 1 937 487.0100

Total VAT: 955.2700

Save

Save And Close

Close

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

GL Cash Book

Attachments | Create Reminder | Allocate | Insert Template | Save As Template | Print | Close

Cash Book Details | Custom Fields

Cash Book Line

GL Cash Book Line

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

Master: Bank : 1-1000 - Bank Account Main (R)

Cash Book Type: GL Cash Book

Line Date: 2023-07-03 | Reference: Test

GL Account: 2-9999 - Suspense Account

Entry Type: Payment / Credit Bank | Amount (R): 2000

VAT Account: No Tax | VAT Type: No Tax Type

Description: SALARY

Additional Comment: SALARY

Debtor Link: | Branch: Web - Dev HSOF & Co

Previous | Next | Save | Save And Close | Save And New

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

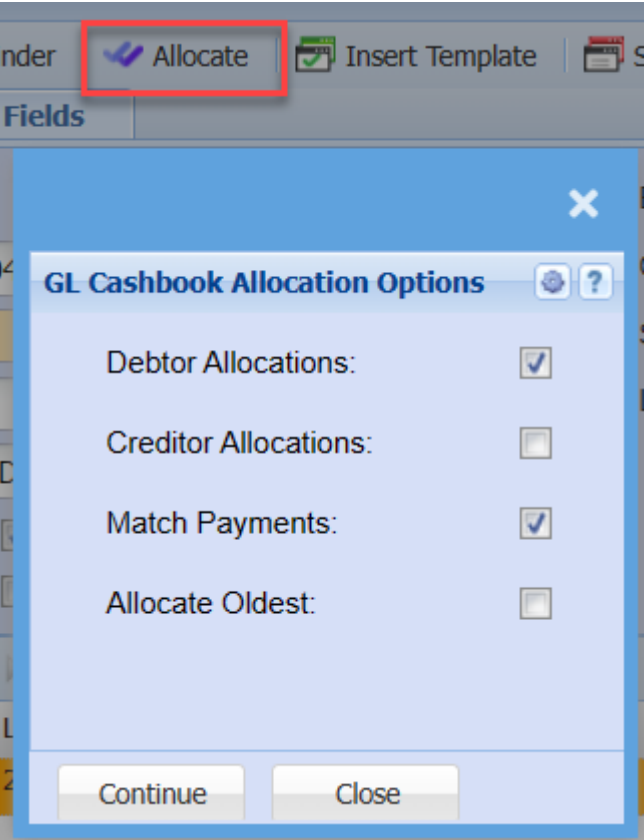
Entry Amount	enter the amount including VAT that affects the bank.
Tax Account	you will notice that if one selects the Payment entry type the VAT control ledger account comes up with the Tax Type being 4 Cashbook VAT. If one selects the Deposit entry type the VAT control ledger comes up with No Tax, 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

GL Cash Book

Attachments Create Reminder Allocate Insert Template Save As Template Print

Cash Book Details Custom

Cash Book Number:
Cash Book Date: 2024
Cash Book Name: tst
Reference: test
Branch: Web
Copy Reference:
Copy Previous Line Description:

Page 1 of 1

#	Att	Allocated	Status
1			

Total Debit: 0

Save Save As

Insert Template

Search Import Delete Template Close

Name:

New Date And Reference:

☐

New Date:

New Reference:

Swap Debit / Credit:

☐

Keep Template Date:

☒

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No data to display

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

Save As Template

GL Cash Book

Attachments

Create Reminder

Allocate

Insert Template

Save As Template

Print

Cash Book Details

Custom Fields

Cash Book Number:

Cash Book Date:2024-04-09

Cash Book Name:tst

Reference:test

Branch:Web - Dev HS

Copy Reference:☒ Inc

Copy Previous Line Description:☐

Bank Accounts:1-1400 -

Cash Book Type:Monthly

Chart Description:

Page1of1

#	Att	Allocated	Status	Line Da
1				2024-04-09 6-5800 Telephone

Save As Template

Template Name:

Save

Close

Template Name