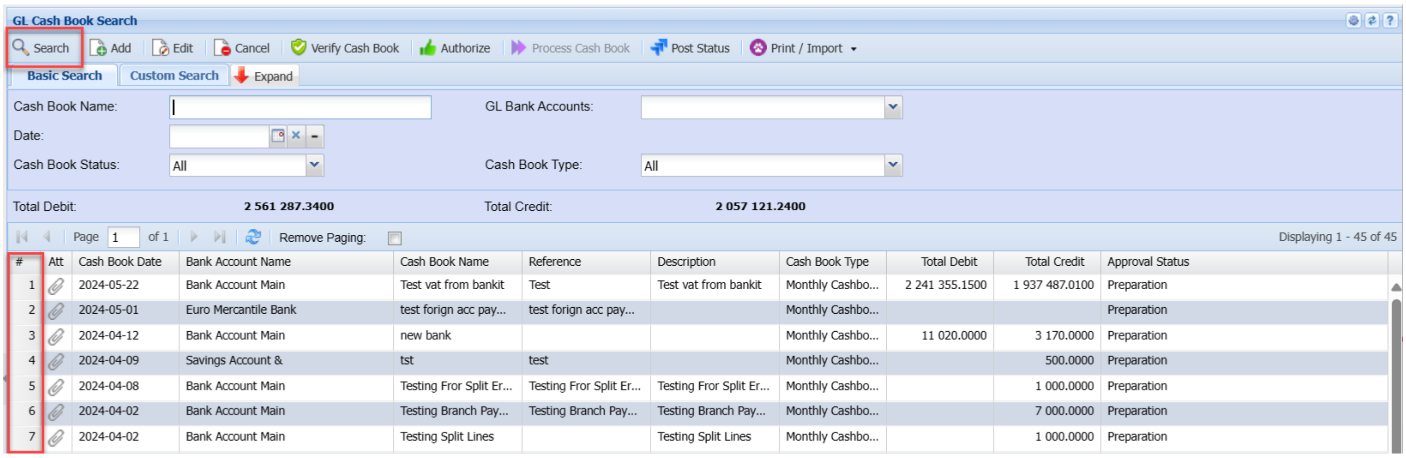
Add GL Cashbook

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

Click on the Search button to check for any open cashbooks

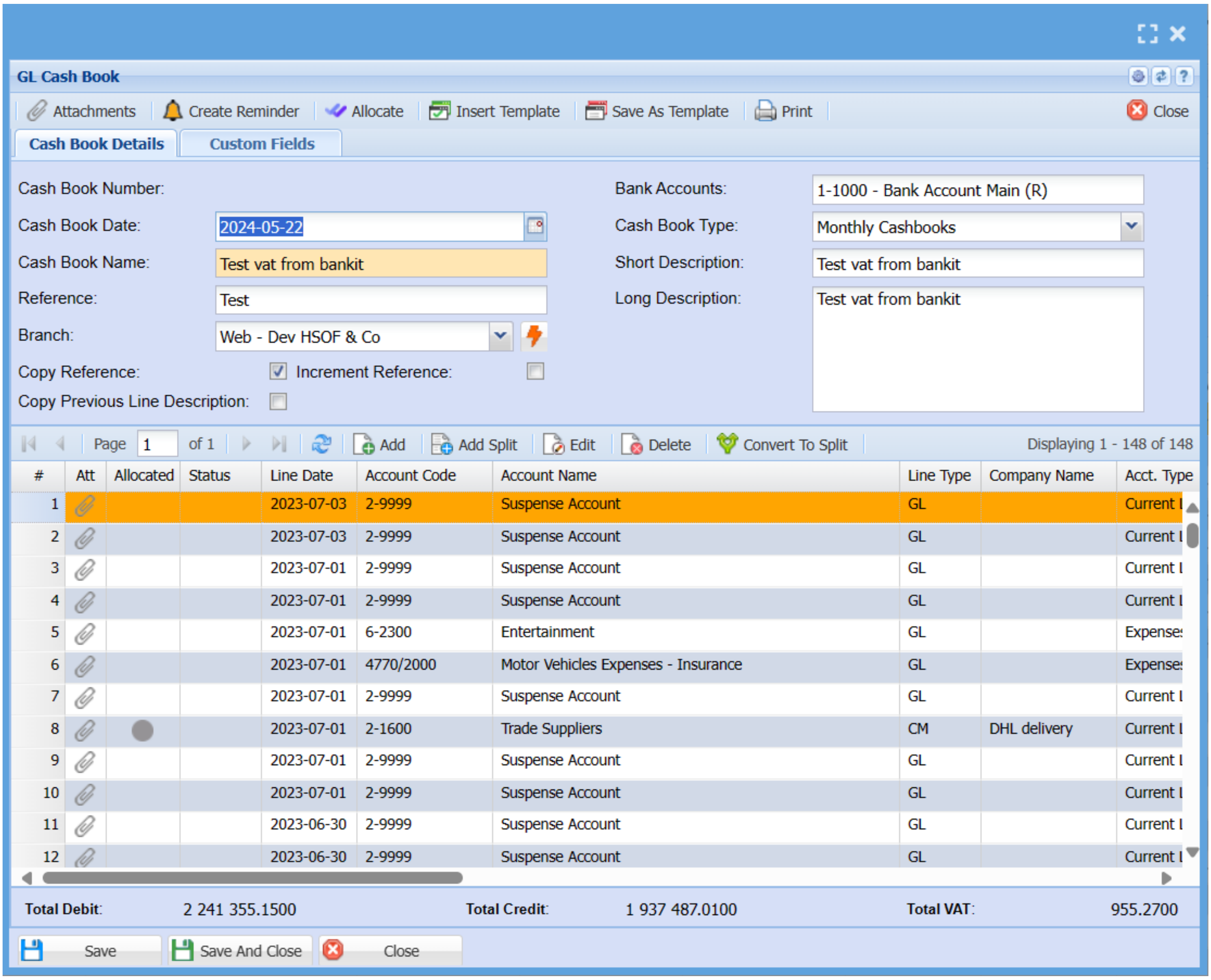


Creating a new cashbook, click on the Add button.

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).

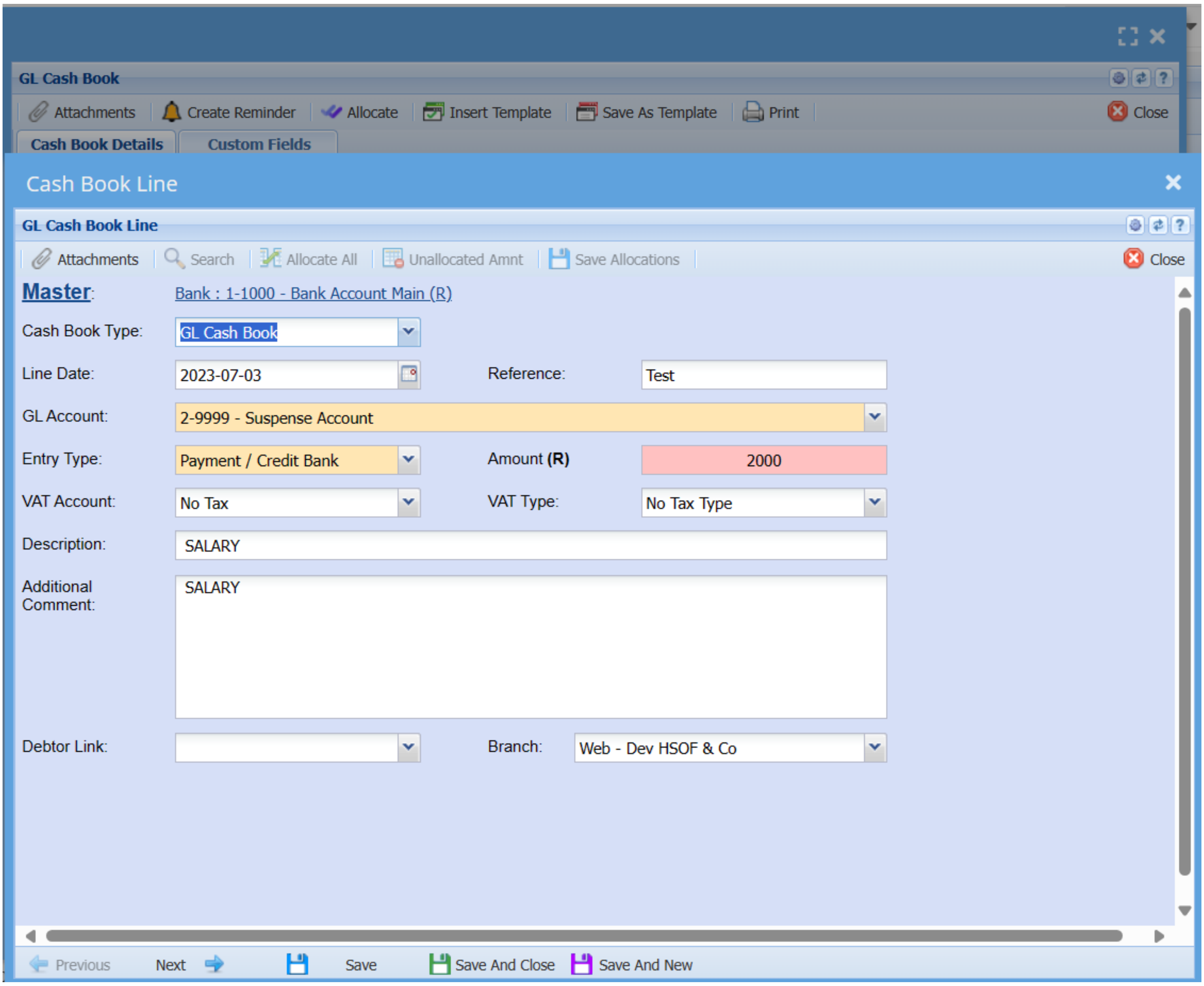
Select the account.

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

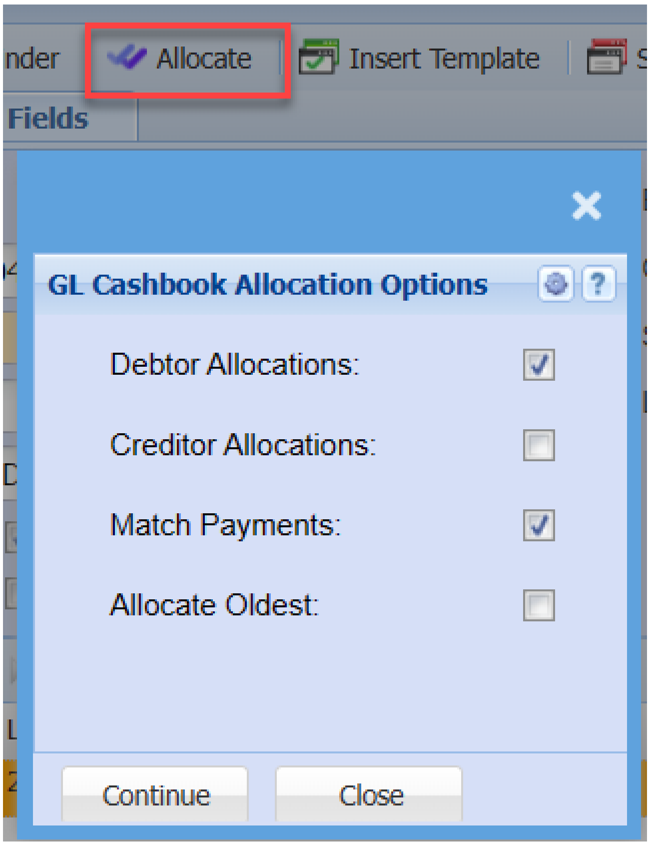
Entry Amount	enter the amount including VAT that affects the bank.
Tax Account	you will notice that if one selects the Payment entry type the VAT control ledger account comes up with the Tax Type being 4 Cashbook VAT. If one selects the Deposit entry type the VAT control ledger comes up with No Tax,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

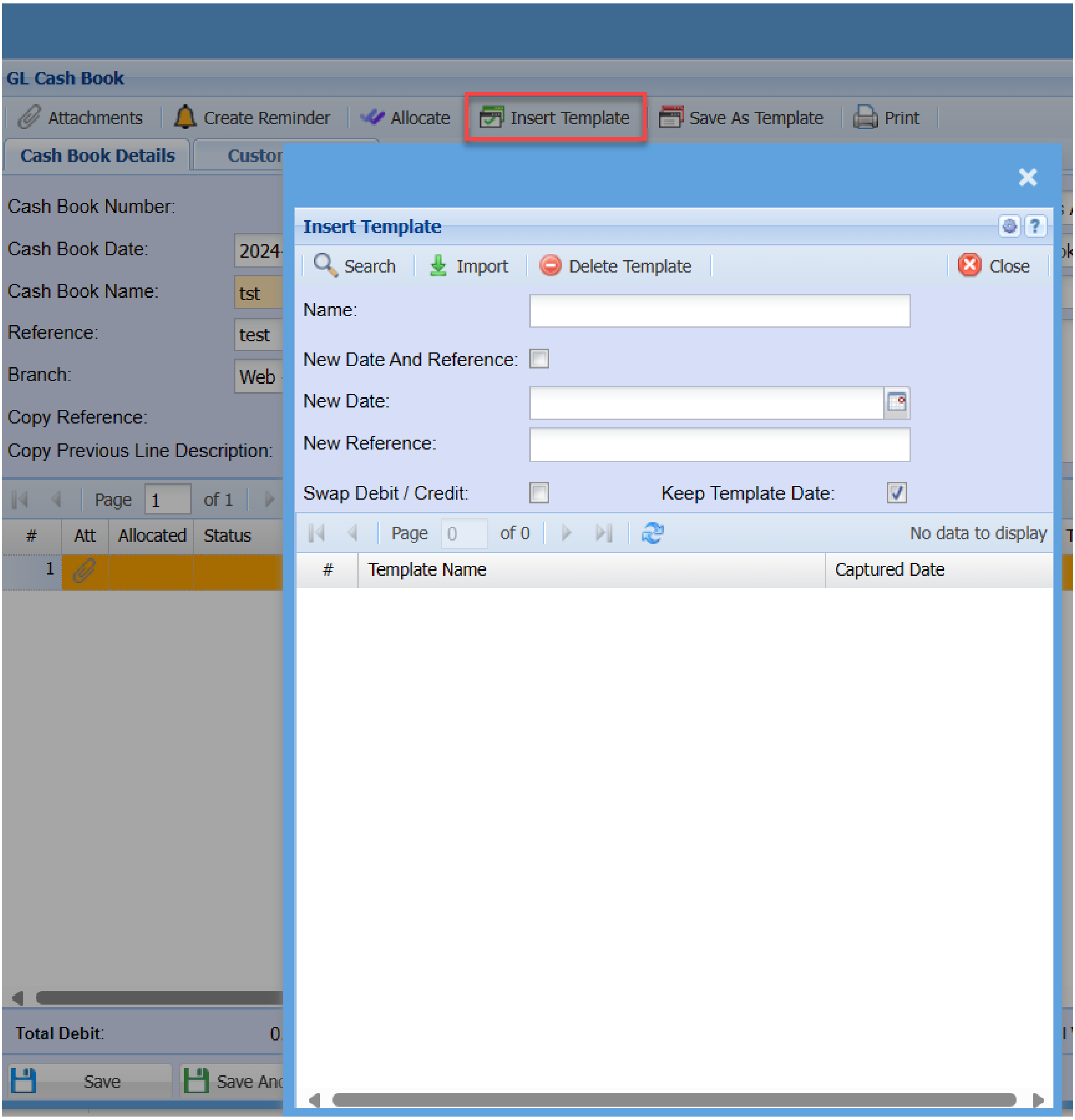
Insert Template

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.

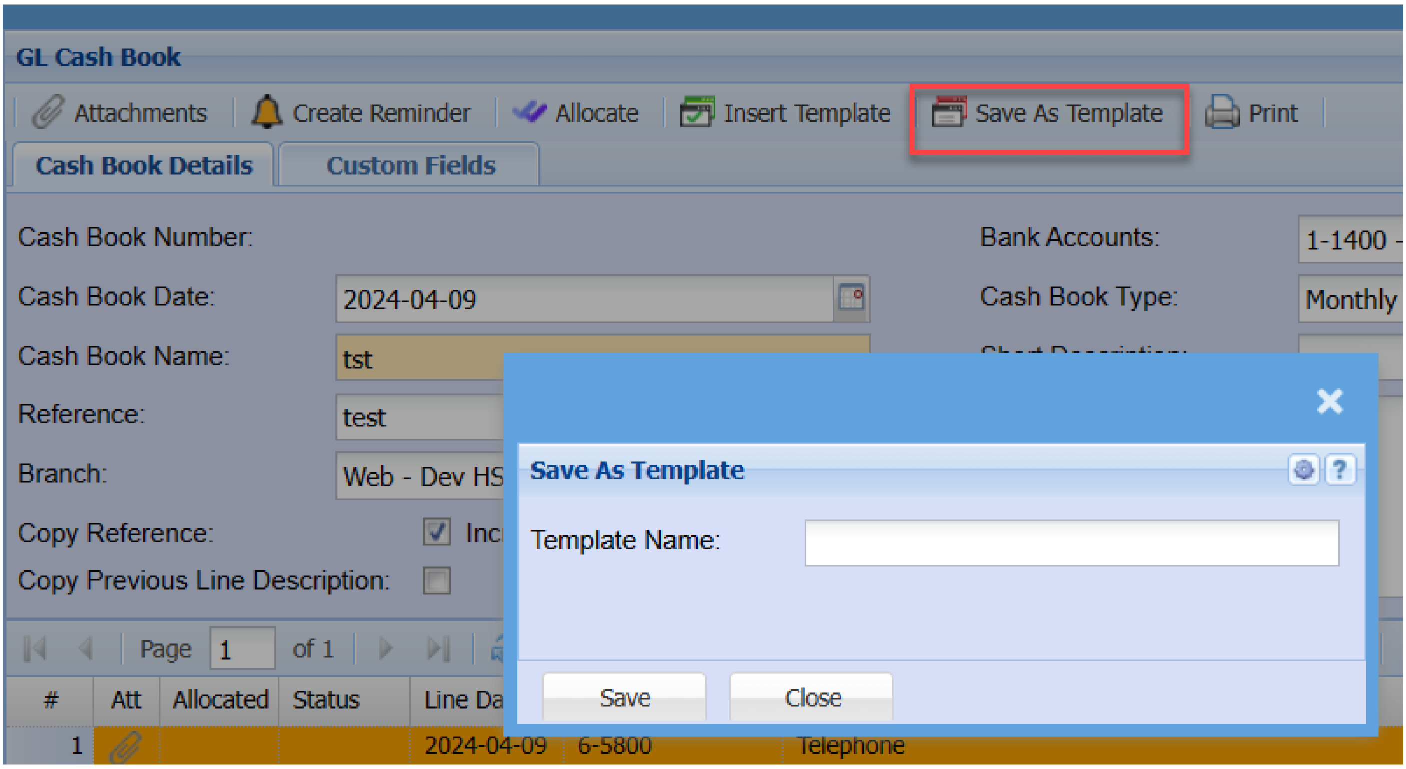
Insert Template



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	

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