



CASHBOOK MANUAL

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CASHBOOK OVERVIEW

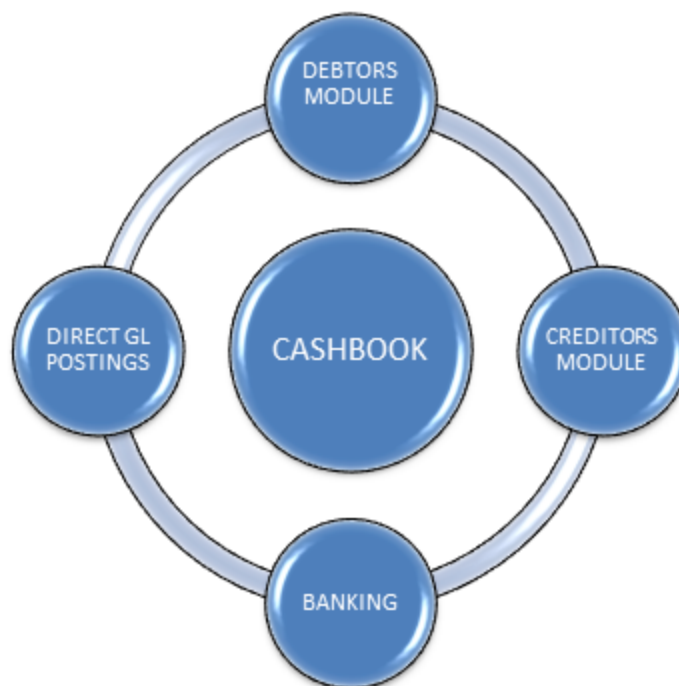
The Accrivia **CASHBOOK** is a sub-module of the General Ledger, however is also available as a stand-alone option. The cashbook incorporates the POST option from the GL for direct input, together with the **BANK** and **PRESENT** options for all banking needs. Specific instructions are detailed for the following standard procedures.

- Enter banking runs and banking reversals
- Complete bank statement reconciliation's, and update a statement date.
- Enter direct cashbook postings, such as bank fees and petty cash transactions.
- Full Reporting for Cashbook & General Ledger
- Assistance with Cashbook Balancing

Bank Statement Reconciliation's are available for manual entry or Electronic updates.

Multiple Cashbooks are accepted with full reporting for each Cashbook.

Users should be familiar with their organisation's cashbook procedures, including their banking, and statement reconciliation requirements.



CASHBOOK SET UP

Each new database running the full General Ledger module will need to set up a Cashbook. Detailed instructions for this can be found in the General Ledger Training Manual. Clients using a stand-alone Cashbook without General Ledger, will need the assistance of the Accrivia Support team to set up a modified General Ledger and therefore can ignore the initial Cashbook Setup section.


For non General Ledger operators, any new GL codes will need to be added by Your Accrivia Support Team

** Clients using stand-alone Cashbook without General Ledger will notice screen captures and instructions will differ from those who are using Cashbook in conjunction with the General Ledger module.

Related Topics:

Detailed instructions on how to set up a Cashbook are explained in the General Ledger Manual

CASHBOOK SETTINGS / REQUIREMENTS

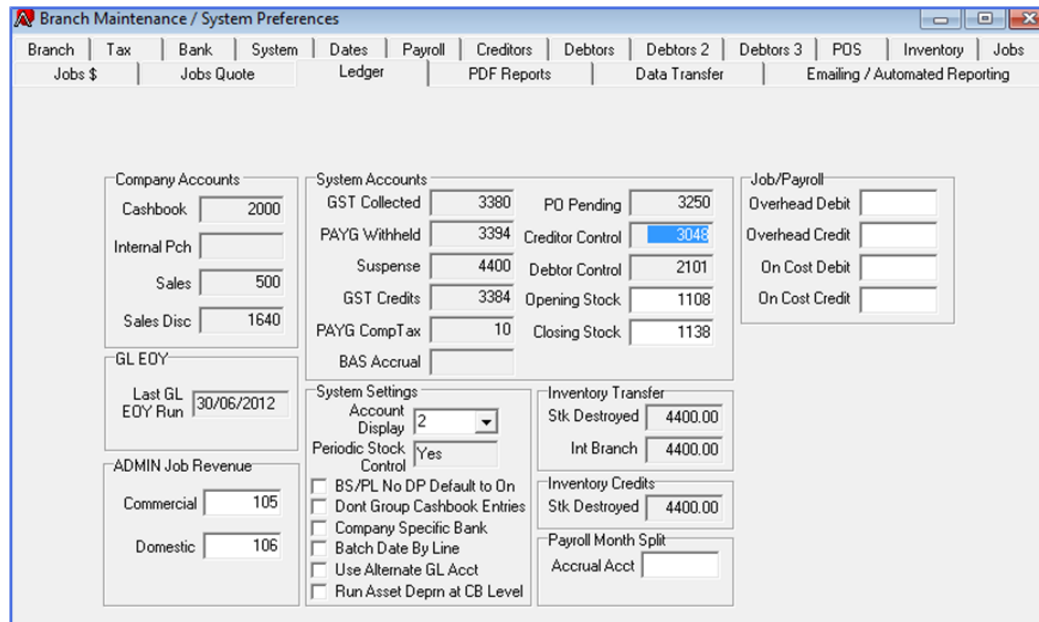
Menu option: **FILE -** System  Settings

In order for the Cashbook programme to work correctly a General Ledger Account Listing must be set up. Account codes can be used across multiple Entities (eg Branch/Company/Store/Division), with reports for each by selecting a specific Cashbook.

Clients not using the full General Ledger module will require only a modified Accounts listing, Your Accrivia Support Team will assist with this.

Cashbook numbers are required in each of the following module tabs:

1. Set up a separate account for each Entity within your database – Your Accrivia Support Team will assist with this.
2. **Bank Tab** – enter appropriate bank details for this company as well as the relevant Cashbook number and balancing accounts.
3. **Ledger Tab** - this tab allows you to enter not only the correct Cashbook number for this Entity but also all main General Ledger codes for the major systems accounts.



Company Accounts		System Accounts		Job/Payroll	
Cashbook	2000	GST Collected	3380	PD Pending	3250
Internal Pch		PAYG Withheld	3394	Creditor Control	3048
Sales	500	Suspense	4400	Debtor Control	2101
Sales Disc	1640	GST Credits	3384	Opening Stock	1108
		PAYG CompTax	10	Closing Stock	1138
		BAS Accrual			

GL EOY		System Settings		Inventory Transfer	
Last GL EOY Run	30/06/2012	Account Display	2	Stk Destroyed	4400.00
		Periodic Stock Control	Yes	Int Branch	4400.00
				Inventory Credits	Stk Destroyed 4400.00

ADMIN Job Revenue		Payroll Month Split	
Commercial	105	Accrual Acct	
Domestic	106		

CASHBOOK OPENING BALANCES

Menu option: **CASHBOOK** -  **Present**

When the Cashbook module is set up, it requires all of the relevant data history in order to produce accurate reports going forward. This is a once off operation.

1. You will need a copy of your last bank statement, (or the statement you wish to back date to).
2. Select **CASHBOOK | PRESENT**
3. This screen will list all payments and deposits you have made in the system.
4. If you are starting from scratch, there will be no entries in this screen.
5. The Opening Balance field should be “zero”.
6. If there are any payments or receipts in the system that do not appear on your opening bank statement because they were included on previous statements, double click in the “presented” column or use the space bar to mark these entries as presented.
7. Take care not to select any un-presented payments and receipts.
8. The sum of all payments you present will appear in the “Debits Presented” field.
9. The sum of all deposits you present will appear in the “Credits Presented” field.

You will need to post an adjustment to your cashbook to account for these transactions that have already been presented

Adjust for Debit Presented Transactions

If you had an amount at Step 5, you must now enter an adjustment to your account for this.

1. In the Reference field type “Debit Adjustment”
2. Enter an amount equal to the amount in the “Debit Presented” field (this should be a positive amount).
3. The “Tran Type” is a reference that appears in your Cashbook. Enter “Adj O/B” as the reference here.
4. Click **[POST]** to update this entry.

Adjust for Credit Presented Transactions

If you had an amount at step 6, you must also enter an adjustment to the account for this.

1. In the Reference field type "Credit Adjustment".
2. Enter an amount equal to the amount in the "Credit Presented" field (this should be a negative amount).
3. Enter "Adj O/B" as the "Tran Type" reference.
4. Click **[POST]** to update this entry.

Present Adjustment Entries

Close the screen and return to the **CASHBOOK | PRESENT** screen

1. Locate the Adjustment entries you have just made and mark them as presented.
2. The total "Credit Presented" should now equal the total "Debit's Presented" and will have zero effect on your opening balance.

Enter Opening Balance

Click **[NEW]** to access the Cashbook Posting screen to enter your opening balance.

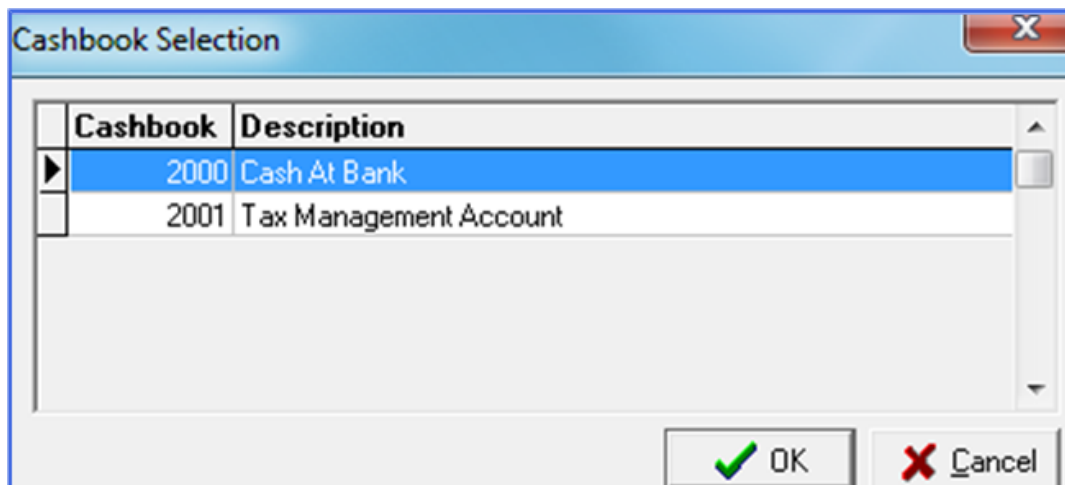
1. Enter the starting date on your statement.
2. In the Reference field type "Opening Balance"
3. Enter your Opening Balance from your bank statement in the Amount field.
4. Enter "O/B" as the reference here.
5. Click **[POST]** to update this entry.
6. Close the screen and return to the **CASHBOOK | PRESENT** screen.
7. Locate the Opening Balance entry you have just made and mark it as presented.
8. Click **[APPLY]** to update these cashbook entries.
9. When you re-open the **CASHBOOK | PRESENT** screen your Opening Balance should reflect the same figures as your bank statement and you will be ready to begin reconciling your statement.

BANK DEPOSIT PROCESSING

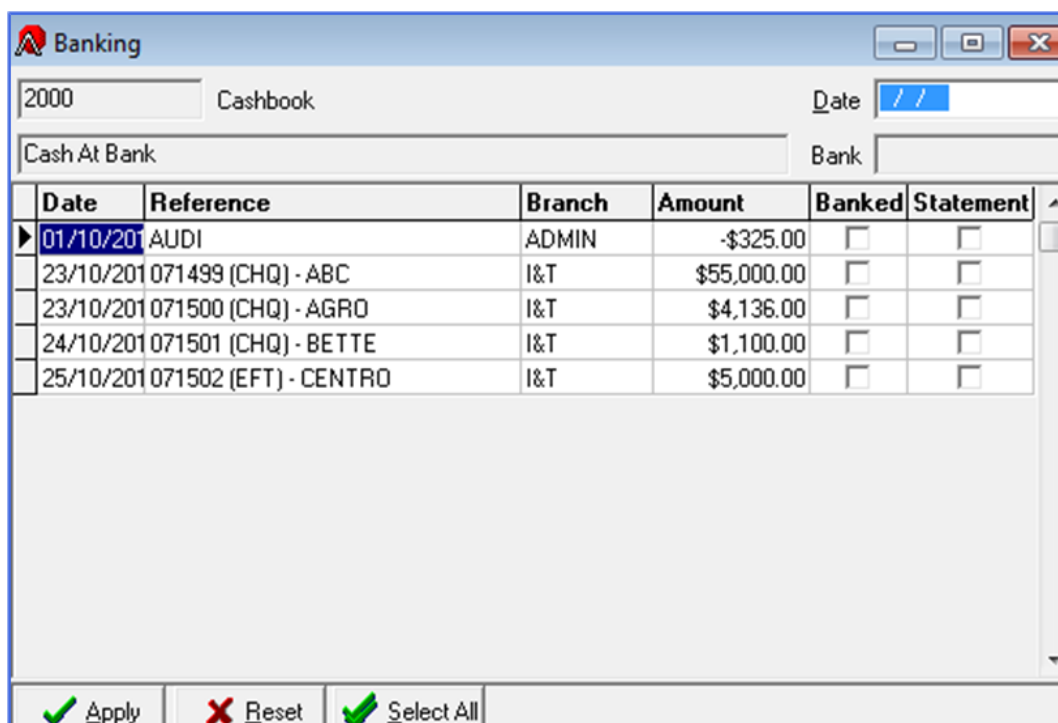
Menu option: **CASHBOOK** -  **Bank**

All payments entered into the system are recorded and stored in the Cashbook Banking module for future reconciliation. The Bank Deposit function allows entries to be cross checked and accepted into the Cashbook, which then flows through to the Bank Reconciliation function, by ticking either the Banked or Statement field. (See "Bank Reconciliation's" on page 13)

Open the Banking screen and select the relevant Cashbook that relates to the banking you are processing from the Cashbook Selection screen and click the **[OK]** button.



The correct Cashbook Banking screen will now appear with a list of all un-banked and un-presented payments displayed. This screen, once applied, can be used to produce a Bank Deposit slip for any Cheque or Cash deposits.



Date	Reference	Branch	Amount	Banked	Statement
01/10/201	AUDI	ADMIN	-\$325.00	<input type="checkbox"/>	<input type="checkbox"/>
23/10/201	071499 (CHQ) - ABC	I&T	\$55,000.00	<input type="checkbox"/>	<input type="checkbox"/>
23/10/201	071500 (CHQ) - AGRO	I&T	\$4,136.00	<input type="checkbox"/>	<input type="checkbox"/>
24/10/201	071501 (CHQ) - BETTE	I&T	\$1,100.00	<input type="checkbox"/>	<input type="checkbox"/>
25/10/201	071502 (EFT) - CENTRO	I&T	\$5,000.00	<input type="checkbox"/>	<input type="checkbox"/>

☒ Apply
 ☒ Reset
 ☒ Select All

1. Enter the date the deposits were **actually banked** in the top right corner of the screen (not always necessarily the date you do this entry)
2. If a payment is to be part of a banking process, mark them as banked by double clicking (or pressing the space bar) in the BANKED column.
3. The total amount of the selected postings will appear in the BANK field at the top right of the screen. This amount will appear as a single total deposit in your Cashbook.
4. Click on the **[APPLY]** button to post the changes to the Cashbook.

Take care to tick the correct field which will be determined by whether you are actually presenting an amount that will be taken (or banked) as a Deposit - this would include Cheques & Cash which should have a tick in the **[BANKED]** column.

For amounts banked for you direct to your account such as EFT, BPAY or Merchant Credit Card payments, these have already been received into your bank account and will appear on your bank statement. For these entries place a tick in the **[STATEMENT]** field to see them flow through to your cashbook account for reconciliation.

Click the **[RESET]** button to abandon all changes - click **[OK]** to start again.

Use the [SELECT ALL] button to select all postings listed in this screen in the Banking column.
(You can double click in the banked column to deselect one at a time, if necessary.)

A Report Output screen will be displayed once you click Apply. Click on the **[PRINT]** or **[PREVIEW]** buttons to see the banked postings. A bank deposit slip can be printed from this screen and included with your deposit to the bank although it is not compulsory.

Cashbook Banking			Accrivia
			1:25:40PM 28/11/2012
Cashbook :	2,000.00 - Cash At Bank		
Date Banked :	25/10/2012		25,988
Reference	Bank	Branch	Amount
CLIENT X (CLIENT - BETTE)			\$765.00
CHQ Total :			\$765.00
CENTRO (071502 - CENTRO)			\$5,000.00
EFT Total :			\$5,000.00
Total Banked :			\$5,765.00

Bank deposit slips can be reprinted through the Report Selection screen at any time. See "Cashbook Reporting" on page 29

Bank Deposit Reversals

Menu option: **CASHBOOK -** Bank Deposit Reversal

Bank deposits that have not yet been presented on a statement can be reversed through the Bank Deposit Reversal screen. Launch the Reversal screen then:

1. Select the appropriate bank account and click **[OK]**. You can change your selection once in the reversal screen by clicking the **[SELECT ACCOUNT]** button.
2. The Bank Deposit Reversal screen will load, displaying a list of all banking runs that are available to be reversed.

3. If multiple entries are available you can sort the list by Entry No or Date by using the SORTING field if required, and then Click on the deposit you want to remove and click the **[REVERSE]** button.
4. You will prompted to confirm that you wish to Reverse your selected Entry – click **[YES]**
5. Once complete all details relating to that Entry will be reinstated in the Banking screen and will need to be reallocated.

Entry No	Date	Reference	Company	Amount
25978	25/10/2012	DEPOSIT	I&T	\$500.00

Confirmation that the Reversal has been processed correctly can be seen by either opening the **LEDGER | BANK** screen and confirming the entries are active again or run a report for the relevant date concerned in **REPORTS | Cashbook – Banking**. This report should be blank after the reversal.

Related Topics:

See "Cashbook Posting (with GL Module)" on page 23

See "Reallocate bank entries" on page 21

Refer to the Debtors Manual for full details on Receipting Payments

BANK RECONCILIATION'S

Menu option: **CASHBOOK** -  **Present**

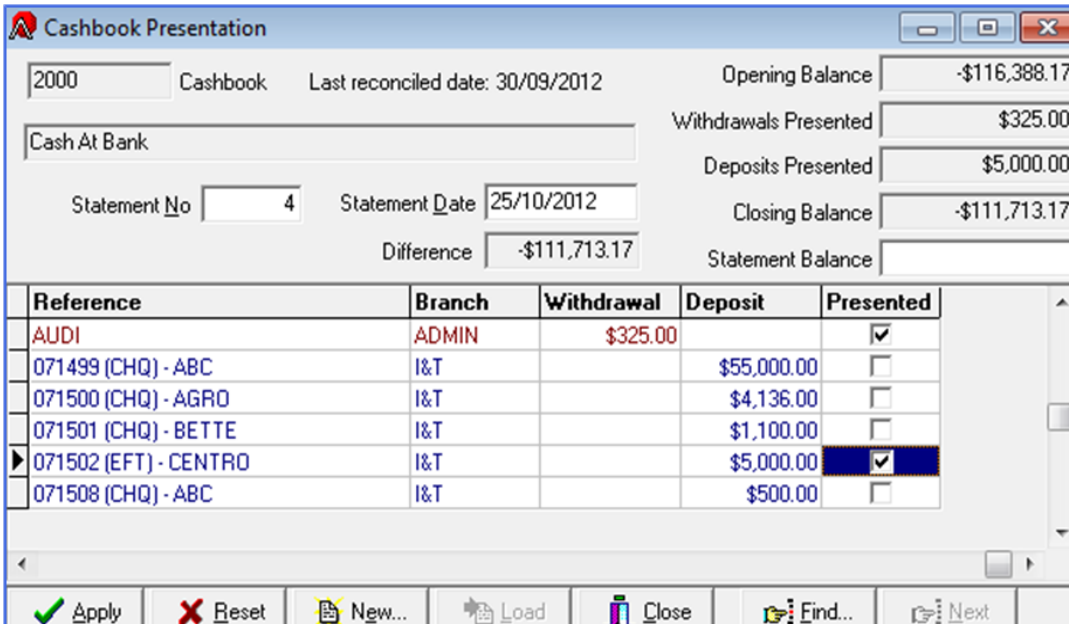
Reconcile A Bank Statement

The Cashbook Present screen is used to reconcile cashbook transactions within Accrivia to your bank statements, either manually or using electronic copies of your bank statement to automatically reconcile.

It is assumed that all Creditor payments have been entered and posted - refer to the various Payment option instructions within the Creditor Module.

Bank Deposits should also have been processed, before commencing a Reconciliation. See ["Bank Deposit Processing "](#) on page 9

Open the Presentation screen then select the bank account you want to reconcile and click **[OK]** - the following screen will be displayed. The basic details will need to be added first into the top section of the screen (the header) and then proceed as per instructions depending on which option you have chosen.



The screenshot shows the 'Cashbook Presentation' window. The header section includes fields for '2000 Cashbook', 'Last reconciled date: 30/09/2012', 'Opening Balance' of -\$116,388.17, 'Withdrawals Presented' of \$325.00, 'Deposits Presented' of \$5,000.00, 'Closing Balance' of -\$111,713.17, and 'Statement Balance'. The 'Cash At Bank' section shows 'Statement No' 4, 'Statement Date' 25/10/2012, and 'Difference' of -\$111,713.17. Below this is a table with columns: Reference, Branch, Withdrawal, Deposit, and Presented. The table lists several transactions, with the one for '071502 (EFT) - CENTRO' highlighted and marked as 'Presented'. The bottom of the window features a toolbar with buttons: Apply, Reset, New..., Load, Close, Find..., and Next.

Reference	Branch	Withdrawal	Deposit	Presented
AUDI	ADMIN	\$325.00		<input checked="" type="checkbox"/>
071499 (CHQ) - ABC	I&T		\$55,000.00	<input type="checkbox"/>
071500 (CHQ) - AGRO	I&T		\$4,136.00	<input type="checkbox"/>
071501 (CHQ) - BETTE	I&T		\$1,100.00	<input type="checkbox"/>
071502 (EFT) - CENTRO	I&T		\$5,000.00	<input checked="" type="checkbox"/>
071508 (CHQ) - ABC	I&T		\$500.00	<input type="checkbox"/>

1. Enter the information into the header with details of the statement you are reconciling:

- Statement No
- Statement Date, and

- Statement Balance

2. The fields in the top right hand side show the following information:

FIELD	DESCRIPTION
Opening Balance	This is the calculated total, based on the closing balance of your last presented statement.
Withdrawals Presented	A running total of all withdrawals that you have ticked as Presented in the grid.
Deposits Presented	A running total of all deposits you have ticked as Presented in the grid.
Closing Balance	A running total of your Opening Balance – Withdrawals + Deposits.
Statement Balance	The statement's closing balance (entered by you, from your bank's statement)
Difference	The calculated difference between the Closing Balance and the actual Statement Balance. *** Note this must be \$0.00 in order to Apply the Presentation

3. Reconcile system transactions with items on your bank statement either manually or from a file, by placing a tick in Presented field against the matching transaction.
4. Continue until all transaction on your bank statement are matched to an entry in Accrivia, when complete - click on **[APPLY]** to post this Reconciliation.

More detailed instructions are listed below, depending on how you choose to reconcile your accounts.

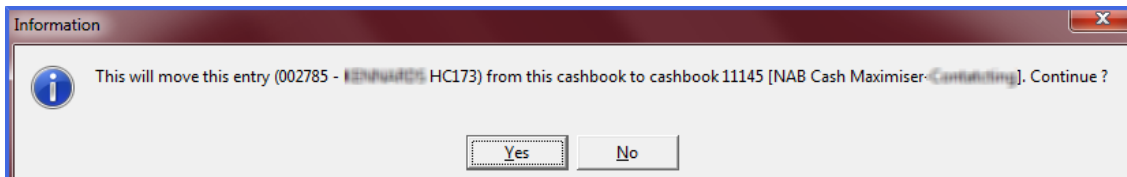
It is recommended that a Balance Summary report is run at the completion of a Bank Reconciliation – See "Cashbook Reporting" on page 29 for details

Moving a Posted Transaction

Once you have commenced a Bank Presentation, should you discover that an entry has been made against the wrong Cashbook, you can simply move the transaction into the correct account.

Note - this can only be done to an entry that has not yet been presented, and you can only move it to a valid company Cashbook

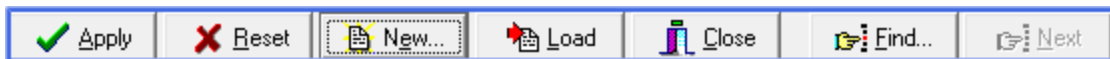
1. Highlight the entry line you wish to move
2. Right click on the line and choose **[MOVE]**
3. Select the correct Cashbook from the valid choices provided (if there is only one other account it will transfer automatically to that one)
4. You will get the message shown below.
5. Click **[YES]**, you will the transaction line then disappears from this reconciliation.



*** You cannot move to a Cashbook that is currently already open for a Presentation.

Screen Buttons

The button selections at the bottom of the Cashbook Presentation screen dictate how to proceed.



1. **[APPLY]** – should only be ticked when ready to complete the Reconciliation. After all entries are made, the Closing Balance should match the Statement Balance which means the Difference field would be \$0.00. System will not allow you to Apply the Reconciliation until this is achieved.
2. **[RESET]** – clicking this button will reset all entries processed in the grid, removing all ticks in the Presented fields, while retaining the Statement number and Date. Choosing this button will mean all previous work is lost and will need to be re-entered if required.
3. **[NEW]** – Directs you to the Cashbook Posting screen to enable you to enter **NEW** items that appear in your Bank Statement such as Bank Fees etc. **** Note different styles of Posting screens appear depending on whether you are linked to the General Ledger module or not.** See "Cashbook Posting (with GL Module)" on page 23
4. **[LOAD]** - Used exclusively for clients uploading electronic files directly from the bank.
5. **[CLOSE]** – Use this button to close a presentation that is still in progress. All data entered up to that point will be saved (but not updated) and can be finished at a later time.

6. **[FIND]** – This is a quick search function to locate specific amounts or Cheque numbers etc. Ensure you click inside the correct column (eg Reference is searching for a cheque number so type all 6 digits of the cheque number you are searching for, or click in the Withdrawal/Deposit column if you are looking for a specific amount and type in the exact \$\$ figure).
7. **[NEXT]** – To be used in conjunction with the **[FIND]** button, more specifically used to search for \$ values which can quite commonly be repeated for multiple entries. Continue to click the **[NEXT]** button to move through the presentation screen until you locate the entry required.

Reconcile A Bank Statement - Manually:

1. After entering the initial data - work through each transaction shown on your bank statement, and identify the matching item in the grid on the screen. Double click in the items 'Presented' column (a tick should appear).
2. For transactions on your bank statement that are not yet recorded in Accrivia, you can add these by clicking the **[NEW]** button on the screen (the Cashbook Postings screen will be launched).
3. Enter all the data of the NEW items into the Posting screen as per instructions -See "Cashbook Posting (with GL Module)" on page 23
4. When complete click **[POST]** then continue with your reconciliation

5. Continue cross checking your bank statement using the **[FIND]** & **[NEXT]** buttons to quickly search for amounts.
6. Once you have matched or added all entries between your statement and the system, the Closing Balance and the Statement Balance should be the same and there should be \$0.00 in the difference field.
7. Click the **[APPLY]** button to record this Reconciliation.

The System will not allow you to Apply the Reconciliation if it does not balance

Reconcile A Bank Statement - From An Electronic File:

Accrivia allows for the uploading of an Electronic version of your statement. Once loaded you can automatically allocate matching transactions and Add new entries.

After entering the initial data in the header - Click on the **[LOAD]** button, select the bank file name that you wish to load and click **[OPEN]**

Bank Statement Import

Assign | Add | Instructions

Unmatched Statement Entries: Selected \$0.00

Date	Reference	Amount
01/10/2012	DEPOSIT Client X	\$765.00
01/10/2012	DEPOSIT Client Y	\$10,000.00
01/10/2012	DEPOSIT VIC	\$3,038.83
01/10/2012	MONTHLY PLAN FEE	-\$15.00
10/10/2012	WITHDRAWAL - INT ONLINE 10000 PAYMENT Mowing 10-OCT	-\$70.00
10/10/2012	WITHDRAWAL - INT ONLINE 109995 PAYMENT Cleaning 10-OCT	-\$600.00
10/10/2012	WITHDRAWAL - INT ONLINE 1512799 PAYMENT Freight 10-OCT	-\$28.60
12/10/2012	DEPOSIT BRANCH VIC	\$426.53

Reference	Date	Deposit	Withdrawal
AUDI	01/10/2012		\$325.00
071502 (EFT) - CENTRO	25/10/2012	\$5,000.00	
DEPOSIT	25/10/2012	\$60,736.00	
Purchase of Audi	05/11/2012		\$49,500.00

☐ The difference between the statement and the cashbook entry
 ☐ Deposits
 ☐ Withdrawals

Remove Refresh Find... Next

Assign entries already in the Cashbook

The system will review the file and compare it to entries already in the Cashbook. All entries where the reference and amount match will be marked as presented and a tick will automatically be added to the presentation screen. The remaining entries must now be manually assigned using the Assign Tab.

A list of all unmatched entries will be displayed. It is important to inspect each entry to determine how to proceed.

- All Debtor receipts not yet entered into the Debtor module will need to be entered as normal
- All Creditor payments not yet entered should be processed through the Creditor module as normal.

Process all Creditor & Debtor entries then click the **[REFRESH]** button on the bottom of the Bank Statement Import screen (you should see now that all the CR & DR entries no longer appear in the Import screen and that they will now have a tick in the Presented column of the Presentation screen.

The balance of entries remaining in the Import should only be items that were unexpected, eg: common monthly charges like bank fees etc that are traditionally not entered in advance.

Adding entries not already present in the Cashbook

Date	Reference	Withdrawal	Deposit	GST Amount	Branch	GL Account	GL Description
01/10/2012	DEPOSIT Client X		\$765.00				
01/10/2012	DEPOSIT Client Y		\$10,000.00				
01/10/2012	DEPOSIT VIC		\$3,038.83				
01/10/2012	MONTHLY PLAN FEE	\$15.00					
10/10/2012	WITHDRAWAL - INT ONLINE 10000 PAYMENT Mowing 10-OCT	\$70.00					
10/10/2012	WITHDRAWAL - INT ONLINE 109995 PAYMENT Clearing 10-OCT	\$600.00					
10/10/2012	WITHDRAWAL - INT ONLINE 1512799 PAYMENT Freight 10-OCT	\$28.60					
12/10/2012	DEPOSIT BRANCH VIC		\$426.53				

Buttons at the bottom: **Update**, **Branch**, **Fill GL**

1. The remaining entries must be inserted into the General Ledger. One side of the transaction is already known because we are processing the Cashbook as selected in the presentation. The other side must now be specified by stating the Branch and a General Ledger account code.
2. This is done by processing each line, select the Branch and GL Account codes, by double clicking in the appropriate columns, then choose the correct code from the selection screen. To save time - if all entries will have the same Branch or GL Account - auto fill quickly by clicking the **[BRANCH]** and/or **[FILL GL]** buttons at the bottom of the screen. Select the relevant codes and these will be inserted into every line on the form for you.
3. When every line has Branch and GL Account numbers entered – click **[UPDATE]**.

You must complete every line in this screen before the Update button is activated

Removing “in/out” entries

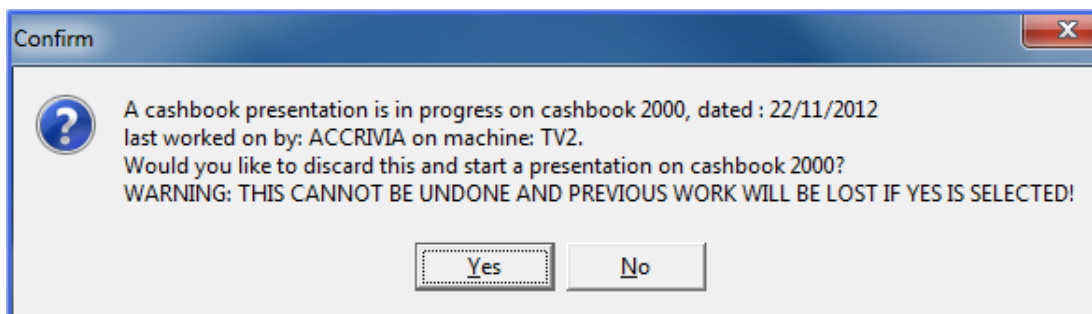
1. If an item on the bank statement is an entry that has a reversal entry, you can select both entries (and multiple entries) and provided the balance is zero, press the **[REMOVE]** button at the bottom of the form.
2. Once the **[UPDATE]** button is clicked all journals are then entered behind the scenes and the items will appear with a Presented tick on the Presentation screen.

Reconcile A Bank Statement Progressively

It is not always possible to complete a Bank Reconciliation in full once started, office issues, meetings, entry queries or sheer size are all reasons for this. Accrivia allows you to process a Reconciliation over a period of time, saving the entered data each time.

Once you have started making entries – but do not wish to finish, click on the **[CLOSE]** button, which will save all data entered up to that point. Next time you open this programme you will be presented with a message advising that a Reconciliation is already in progress (see below).

This gives you the option to discard your previous work if necessary and start a new presentation. Ensure the right selection is made at this point as once discarded, previous work cannot be reinstated. Read the message carefully - you will need to Click **[NO]** to continue with previous work.



It should be noted that a Progressive reconciliation is based on the assumption that you are working on a completed bank statement eg:either weekly or monthly.

Electronic Bank Files

For clients who like to reconcile on a daily basis and who load electronic versions of their bank statements - be aware that once loaded the bank file needs to be fully completed and applied each time. You cannot assign some files then close off and complete later. This does mean that it would be expected that if a reconciliation is done every day that you will ensure your Deposits and Payments are accurate and up to date each day also prior to starting your reconciliation in which case there should be no issue completing and finalising in one session.

REALLOCATE BANK ENTRIES

Human error is a known fact, and there may be times when you have accidentally processed a payment and allocated it through your Bank deposit screen and it is now showing in your Present - bank reconciliation screen. This features allows you to correct entries that were ticked as a Statement item incorrectly.

Example

A payment was received from a Debtor by CHQ, and the details were entered in the receipt screen but were incorrectly entered as a EFT. Before this error is detected the Bank Deposit for the day is produced and ticked as a Statement entry, and the entry now appears in your Bank Reconciliation screen, the error is not noticed until you start your next bank reconciliation.

If the error is noticed immediately then you could perform a Bank Reversal, however this means re-entering all the other entries again for that day.

As a quicker option you can now make a change in the **[PRESENT]** screen, by locating the entry and right clicking. You will see an option to [show in banking screen]. This will then add this entry back into the Bank Deposit screen an allow you to produce a correct bank deposit.

You will then notice that the entry has been adjusted and now appears correctly in the present screen ready to complete as normal.

Related Topics:

See "Bank Deposit Processing " on page 9

Change Statement Date Or Number

Menu option: **CASHBOOK** -  **Change Statement Date**

If a Statement Date or Statement No. is recorded incorrectly when reconciling your bank statement, you can correct this using the Statement Change screen.

1. Open the Change date screen
2. Select the correct Cashbook from the drop down menu.
3. From the list of statements shown in the grid, click on the one that you want to modify (confirm this by verifying that the statement number is the one you want to modify and the line is highlighted).

4. If the date was wrong - enter the date that you want to change the statement to in the New Statement Date field.
5. If the Statement No. was wrong - enter the new number that you want to change the statement to in the New Statement Date field.
6. Click **[OK]**.

Statement Change

Cashbook: 2000 - [Cash At Bank]

Statement No: 1

Number	Date
1	30/06/2006
2	30/06/2012
3	30/09/2012
4	31/10/2012

New Statement No: 1 New Statement Date: 30/06/2006

OK Cancel

Note this function needs to be activated within User Access if required

Related Topics:

Full details on the User Access function can be found in the Accrivia System Manual

CASHBOOK POSTING (WITH GL MODULE)

Menu option: **CASHBOOK** -  **Post**

There are two different cashbook screens – one for clients who have the General Ledger module turned on, and the other for clients who have Cashbook as a stand-alone system without General Ledger. Processes are slightly different depending on your particular settings.

Enter Cashbook postings, such as bank fees or petty cash transactions through the Post screen.

1. To process a cashbook posting enter the general details about the posting into the header section on the top right of screen, including:
 - **Cashbook** – select the cashbook to be posted to from the list
 - **Date** - that the posting will be recorded (today's date is the default)
 - **Reference** - these details will show in reports
 - **Amount**
 - **Post Type** – select either Deposit or Withdrawal
 - **Transaction Type** – select a transaction type (e.g. EFT or CHQ etc if applicable)
 - **Cheque Drawer** - If posting a cheque you can also enter details
 - **Bank / Branch** - as per cheque

Cashbook Posting

Select a Cashbook: 2000 Cash At Bank

Date: 25/10/2012

Reference: BANK FEES

Branch: ADMIN

Amount: \$28.00

Post Type: WITHDRAWAL

Transaction Type: EFT

Cheque Drawer:

Bank/Branch:

Start Date: 01/10/2012

End Date: 25/10/2012

Refresh

Opening Balance: (116,388.17)

Payments: 325.00

Cancelled Payments: 0.00

Receipts: 65,736.00

Dishonoured: 0.00

Transfers In: 0.00

Transfers Out: 0.00

Closing Balance As At: (50,977.17)

Account No	Branch	Description	Amount	GST	BAS Type	J
1545	ADMIN	Bank Fees And Charges	\$7.50			
1685	ADMIN	Filing Fees	\$20.50			

Allocated Total : \$28.00 Unallocated Total : \$0.00

Post Cancel

- Now enter the specific details of the posting, by inserting a line in the bottom grid for each account that is to be posted to. Multiple lines can be entered with different GL Account numbers as long as the total matches the original value entered in the top header. Details include:
 - Account No** – select the ledger account number for the other side of the posting (e.g. petty cash, bank fees etc).
 - Company / Division / Branch** - as applicable
 - Description** - this will auto fill from the Account No. data
 - Amount** – this may be the full cashbook posting amount, or the portion that is to be allocated to the ledger account number selected
 - GST** – if GST is applicable for this transaction (e.g. the purchase of stationery), enter the GST component for this line.
 - BAS Type** – if this posting is to affect your BAS, select the BAS component it relates to here.
 - Job No / Section No** – if this posting is for a particular job within your system then enter a Job No and Section No. (only applicable if you run the Accrivia Jobs Module).

3. Once the details of the posting balance with the total amount specified in the header, the **[POST]** button will be enabled. Click the button to finalise the transaction

The **[POST]** button will not activate if the totals do not balance

If you hold down the Ctrl Key when pressing **[POST]**, all values on the screen will be retained, except the \$ amount. This is handy when posting several similar entries.

*** Note – don't forget to change the reference details

Summary Header

To assist in determining your cashbook position at a given time based on your Start/End date selection, a summary grid is shown at the top right hand side of the screen which by default shows information for the current month to date. You can, however enter a different start / end date if required which can assist with your Cashbook predictions.

The figures supplied take into account Transactions that have occurred or will occur in the future (within the scope of your date selections) based on Postings already entered. For example – GL Standing Journals pre-entered to occur on set dates through the month – like Rent or Leasing Agreements.

It should be noted that this summary is an estimate only, as the data relies only on Postings entered and cannot determine receipts or unexpected postings that may occur in the future.

The information shown in the Summary is:

FIELD	DESCRIPTION
Start / End Date	This is defaulted to the first of the current month for the start date and the current date for the end date. This can be changed (and the Refresh button clicked) All further data is produced based on this date span.
Opening Balance	The calculated opening balance of the selected cashbook for the Start Date specified
Payments	Withdrawals (not debtors module, not cashbook transfers, not bank deposits)
Cancelled Payments	Total of credits processed within the creditors module (eg EFT-)
Receipts	Total of receipted money for the selected cashbook
Dishonoured	Total of the amount of Debit Transactions from Debtors Module (eg EFT-)
Transfers In	Total of cashbook transfers into the selected cashbook (eg from another Cashbook)
Transfers Out	Total of cashbook transfers out of the selected cashbook (eg from another Cashbook)
Closing Balance As At	Closing Balance (As At the End Date selected) calculated as: Opening Balance – Payments + Cancelled Payments + Receipts + Dishonoured Payments + Transfers In – Transfers Out

CASHBOOK POSTING (WITHOUT GL MODULE)

Without the General Ledger module, posting into Cashbook is quick and is entered in a simplified screen as seen below.

1. To process a cashbook posting enter the general details about the posting including the following, then click **[POST]**
 - **Cashbook** – select the cashbook to be posted to from the list
 - **Date** - that the posting will be recorded (today's date is the default)
 - **Reference** - these details will show in reports
 - **Inc/Dec Acct Balance** - Decrease = Withdrawal & Increase = Deposit
 - **Amount**
 - **Transaction Type** - select a transaction type (e.g. EFT or CHQ etc if applicable)
 - **Cheque Drawer** - If posting a cheque you can also enter details
 - **Bank / Branch** - as per cheque

Cashbook Posting

Cashbook

Date

Reference

Inc/Dec Acct Balance

Amount

Tran Type

Cheque Drawer

Bank

Branch

Post

For Clients not running the full GL Module , contact Your Accrivia Support Team in order to set up any new codes

CASHBOOK REPORTING

Menu option: **FILE** -  **Reports**

A variety of Reports can be produced in both Summary and Detailed versions. Most are date driven so can be produced whenever required. Go to the [Cashbook -Cbook tab](#).

1. **Cashbook – Summary**, a summarised report of all transactions logged against the chosen Cashbook and date selection. Details include an Opening and Closing balance
2. **Cashbook – Detailed**, a more detailed version of the above report showing individual entry details, Cheque reference numbers, along with all reference data as entered in the Posting screen.
3. **Unpresented Transactions** - provides a report on all unpresented transactions in the system at the time of running the report – no date selection is available for this item.
4. **Direct Entries** -provides a report of all transactions entered directly into the Posting screen for the selected dates.
5. **Withdrawal Entries** - a complete list of all Withdrawals from the chosen Cashbook and date selection.
6. **Balance Summary** - this report is a Cashbook Balance Summary and should be run at the completion of every Bank Reconciliation.

Cashbook Balance Summary	
Selection Criteria: Account No = 2000 .	
Account : 2000.00 Cash At Bank	
Opening Cashbook Balance at 1/07/1998 :	\$0.00
+ Deposits :	\$67,561.80
- Receipts from Prev period Deposited this Period* :	\$0.00
- Withdrawals (Chqs) :	-\$3,500.00
- Withdrawals (Direct) :	-\$180,774.97
+ Undeposited Receipts (This Period) :	\$65,736.00
Closing Cashbook Balance at 25/10/2012 :	-\$50,977.17
- Unpresented Deposits :	\$0.00
+ Unpresented Withdrawals :	-\$325.00
- Undeposited Receipts :	\$65,736.00
Calculated Bank Balance at 25/10/2012 :	-\$116,388.17
* = Receipts banked from previous period are included in O/B and Deposits	

7. **Bank Statement Summary** - gives a list of the summarised movement against each bank statement number – you must choose a Cashbook and statement number.

Cashbook - Bank Statement - Summary					Accrivia
Selection Criteria: Account No = 2000 and Statement No >= 1 and Statement No <= 3 .					11:22:15AM 25/10/2012
Statement No	Statement Date	Withdrawal	Deposit	Movement	Bank Bal.
1	30/06/2006	\$3,500.00	\$24,200.00	\$20,700.00	\$20,700.00
2	30/06/2012	\$55,776.94	\$42,500.00	-\$13,276.94	\$7,423.06
3	30/09/2012	\$124,673.03	\$861.80	-\$123,811.23	-\$116,388.17

8. **Bank Statement Detailed** - provides an itemised listing from the above selection
9. **Banking** - this report allows you to re-print the bank deposit report for a given date range
10. **Receipts by Company** - provides a summary total of all receipts for each company for the given date range – specific company selection is not available on this report.

Related Topics:

For further details on the Reports function - please refer to the Accrivia Features Manual

For further details on the User Access function - please refer to the Accrivia System Manual

CASHBOOK BALANCING

A helpful worksheet has been set up to assist if you are having trouble balancing your Cashbook. It is often easier to see where issues are when all the figures are captured together. This worksheet captures all the relevant information from various reports that are needed to get an accurate overview.

To check your cashbook is balanced, run the following reports and note down the balance results in the Worksheet table. See "Printable Cashbook Worksheet" on page 33

Reports are run from [REPORTS – Cashbook or GLedger](#) and listed below are the reports that are required, along with helpful hints for each:

First, run the Cashbook Detailed with Today's date as the starting date, and project the ending date to a future period eg 01/07/2020 (this ensures you capture any entries dated incorrectly as well). Make a note of the last date on the last page on this report and use this "Highest" date as the closing balance for all of the reports in the worksheet

1. **Cashbook - Summary - Report 1** - Quick cheat to get the total balance without all of the history clogging the report - when running this report and use "tomorrows" date as the start date, and project to a future date as the end date. The report will show there are no transactions but it will give you an opening total to work with. Enter the specific Cashbook and the correct dates. Find the **Closing Balance** and add to the Worksheet.
2. **Cashbook - Detailed** - Enter the specific Cashbook and the correct dates. Find the **Closing Balance** and add to the Worksheet.
3. **GLedger - Trial Balance for Bank** - Before running this get the correct dates by running the G/Ledger report Balance Sheet/P&Loss - use the start date for the year as your start date in #3 and the end date as today's date. Enter the specific Cashbook and the correct dates. Enter the final figure into the Worksheet
4. **Cashbook - Balance Summary** Enter the specific Cashbook and the correct dates. find the value shown on this report called "Closing Cashbook Balance at " (appears in the middle of the summary at the top of the first page. Enter this figure into the Worksheet.
5. **Cashbook - Unpresented Transactions** - Enter the correct Cashbook. Take note of the Closing Balance of this report and enter into the Worksheet.
6. **Cashbook - Unpresented Transactions** - Enter the correct Cashbook. Take note of the Opening Balance of this report and enter into the Worksheet. Note: If the opening balance of the

Cashbook Unpresented (*report 6*) equals the balance of your last Bank Statement reconciled, and all entries listed as Unpresented are correct, then the closing balance of *Report 3* is your “True” cashbook balance according to the system. If necessary adjustments will need to be made to make the other reports balance.

7. **Cashbook - Bank Statement Summary** - Enter the correct Cashbook, you can leave the page numbers blank then just scroll to the last page of the report to get the final balance and enter this into the Worksheet. If Bank Statements have been reconciled correctly, then the Bank Statement Summary (*report 7*) should show each statement number and its corresponding balance exactly as they appear on your Bank Statement.

PRINTABLE CASHBOOK WORKSHEET

Must enter Start/End dates for each report & choose the appropriate Cashbook.

NUMBER	REPORT NAME	DETAILS	BALANCE
1	CASHBOOK Cashbook Summary	calculates using the presented entries and deposits etc	Closing balance = \$
2	CASHBOOK Cashbook Detailed	calculates using the individual entries	Closing balance = \$
3	GLEDGER Trial Balance for Bank	From last EOY to date Starting date is the date the last Ledger EOY was performed	Balance = \$
4	CASHBOOK Balance Summary	provides details of your Opening Balance, transactions and Closing Balance for the date period selected	Closing balance = \$
5	CASHBOOK Unpresented Transactions	calculates using the ledger bank account balance + unpresented entries - take note of the Closing total	Closing balance = \$
6	CASHBOOK Unpresented Transactions	calculates using the ledger bank account balance + unpresented entries - take note of the Opening total	Opening balance = \$
7	CASHBOOK Bank Statement Summary	All pages – calculates using the ledger bank account balance	Closing balance = \$

For extra helpful hints - See "Cashbook Balancing" on page 31

Once all the reports have been run and your balances are noted the following comparisons should be made.

Totals of reports 1, 2, 3, 4 and 5 should all be the same

Totals of reports 6 and 7 should be the same

If these report comparisons do not match, please email/fax your results to Your Accrivia Support Team at support@accrivia.com.au for assistance.