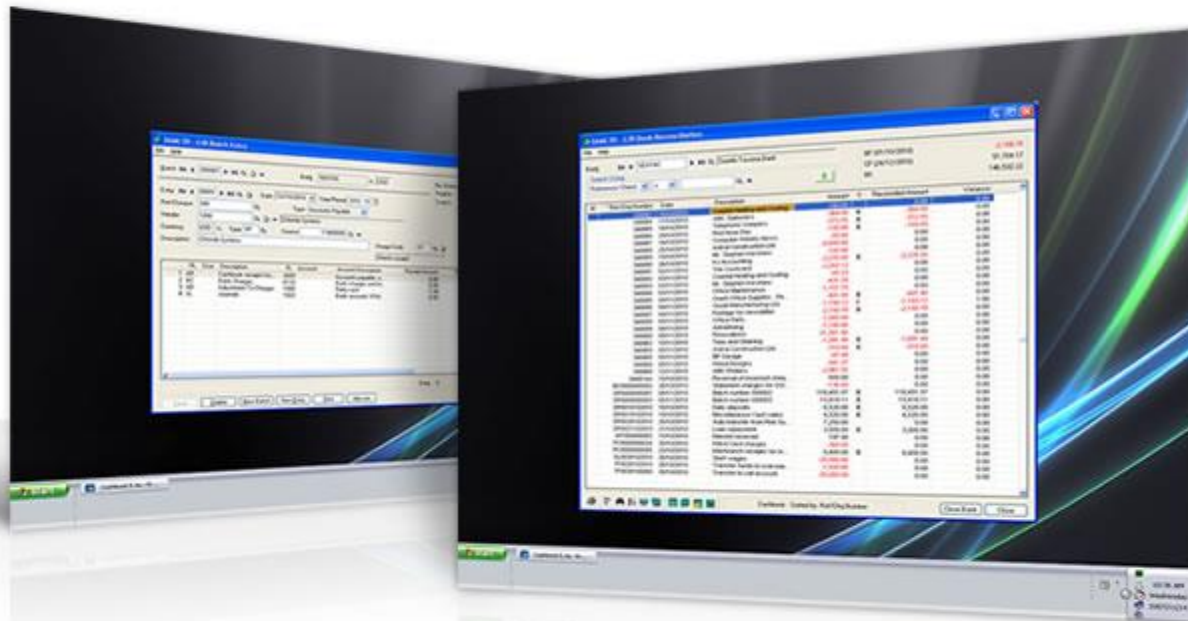


# CASHBOOK

*"The streamlined business tool that maintains your bank account and organises your cashflow."*



# Overview

You will find the operation of Cashbook for Sage Accpac ERP simple and practical. More the way you think. Features like multiple years of history, online cheque and receipt printing, direct bank reconciliation, optional fields, full Tax Services integration, drill down from other Sage Accpac ERP modules, unlimited report writing, customization by user and seamless integration to other Sage Accpac ERP modules, increases the power of Cashbook making it a product that you will never outgrow.

Powerful lookup tables and search functions let you look up entries in a flash. Finding the history of a transaction is quick and easy. Reconciling your bank statement is the way it should be, visual and flexible. Cashbook uses one of the most popular report writers in the world, Crystal Reports.

Crystal adds many extra features to let you shape Cashbook the way you like it. All Cashbook reports can be modified using Crystal. Draw graphs in most shapes and sizes, do cash flow reporting with ease using Crystal's Report Expert and link Cashbook data with Sage Accpac ERP.

You will definitely be able to add that final edge that you require from an accounting system.

# One Central Point for Cash Processing

Entries need only to be entered once and Cashbook will automatically create the necessary entries for ACCPAC General Ledger, Accounts Receivable and Accounts Payable. One audit trail on all cash movement for easier analysis.

**SAMLTD - C/B Batch Entry**

File Settings Help

Batch: 000271 Bank: CCB CAD

No. Entries: 0 Open  
Debit Total: 0.000  
Credit Total: 0.000

Entry: 00001 Date: 2020/11/05 Year/Period: 2020-11

Ref/Cheque: 98230920 Type: Cashbook Tax Group: USD TAX Purchases

Misc. Code: 1500 Gould Manufacturing Ltd.

Currency: USD Type: SP Source: 1.5215000

Description: Gould Manufacturing Ltd.

Distribution:

Account	Account Description	Quantity	Receipt Amount	Payment Amount	Included Tax Amount	Allocated Tax
6580	Repairs and mainten...	0	100.00	0.00	7.62	7.62
1400	Prepaid insurance	0	0.00	823.34	-48.43	-63.93
1430	Prepaid rent	0	0.00	27 222.00	0.00	-2 245.82
1540	Buildings	0	0.00	2 882.00	0.00	-237.77

Tax Amount: -2 302.13 Entry: 3 -30 206.66

Add Delete Print Tax Optional Jobs... Close

# Allocate Payments and Receipts

Entries need only to be entered once and Cashbook will automatically create the necessary entries for ACCPAC General Ledger, Accounts Receivable and Accounts Payable. One audit trail on all cash movement for easier analysis.

**Apply Amounts**

Batch: 000271 00002 Reference: 98230921 Entry Date: 2020/11/05  
 Vendor: 1400 Coastal Heating of Ottawa Balance O/S: 739 025.01

Mode: Select Show: All Order: PO Number Starting PO Number: [ ]

Apply?	Type	Document Number	Date	Amount Applied	Discount	Remaining Amount	Document Amount
Pend	Inv...	231-0054	2020/07/30	0.00	0.00	-17.70	990.15
No	Pre...	PREPY00000000000000029	2020/11/05	0.00	0.00	-28 820.00	-28 820.00
No	Pre...	PREPY00000000000000032	2020/11/05	0.00	0.00	-11.00	-11.00
No	Pre...	PREPY00000000000000043	2020/11/05	0.00	0.00	-18.00	-18.00
No	Pre...	PREPY00000000000000047	2020/11/05	0.00	0.00	-9.00	-9.00
No	Pre...	PREPY00000000000000052	2020/11/05	0.00	0.00	-10.00	-10.00
No	Pre...	PREPY00000000000000054	2020/11/05	0.00	0.00	-12.00	-12.00
Pend	Inv...	TRANC 002	2019/01/01	0.00	0.00	252 284.58	254 444.36
Yes	Inv...	TRANC 003.2	2019/01/12	1 881.00	0.00	2 836.20	5 331.34
No	Inv...	TRANC 005	2019/01/01	0.00	0.00	329 374.82	334 275.70
No	Inv...	TRANC 015	2019/01/22	0.00	0.00	180 550.26	195 949.40

Applied: 1 881.00 Discount: 0.00  
 Unapplied: 0.00  
 Amount: 1 881.00

Ref: [ ]

Adjust... Add Close Jobs...

# Bank Reconciliation Display

Checks and deposits for direct reconciliation. With the click of a mouse or a single keyboard stroke the transaction is reconciled instantly and the bank balance updated immediately.

The screenshot displays the SAMINC - C/B Bank Reconciliation window. At the top, the Bank Code is SEATAC and the bank name is Seattle Tacoma Bank. The current balance forward (BF) is -432.66 as of 01/10/2020, and the current balance forward (CF) is -88,875.86 as of 31/12/2020. The bank balance (BK) is 55,826.59.

The main table lists transactions with columns for Month (M), Reference/Check Number (\* Ref/Chq Number), Date, Description, Amount, Status (S), Reconciled Amount, and Variance. A context menu is open over the row for ABC Printers (Ref/Chq Number 348909, Date 12/11/2020, Amount 0.00, Variance 0.00). The menu options are:

- Reconcile
- Unreconcile (checked)
- Reconcile in Error
- Adjust...
- Reverse...
- Details...
- Reconcile Range...
- Search...
- Sort
- Date Range...
- Calculate...

The status column (S) shows 'X' for reconciled items and 'E' for items in error. The bottom status bar indicates 'Cashbook - Sorted by: Ref/Chq Number' and includes 'Close Bank' and 'Close' buttons.

M	* Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance
	348895	04/11/2020	Grant Office Supplies	-401.40		0.00	0.00
	348896	04/11/2020	Gould Manufacturing Ltd.	-1,194.12	X	-1,194.12	0.00
	348897	04/11/2020	Postage for newsletter	-2,150.70	X	-2,150.70	0.00
	348898	05/11/2020	Office Party	-1,000.00	X	-1,000.00	0.00
	348899	08/11/2020	Advertising	-7,100.00	X	-7,100.00	0.00
	348900	09/11/2020	Astral Construction Co Ltd.	-31,561.90	X	-31,561.90	0.00
	348902	10/11/2020	Teas and Cleaning	-1,091.99	E	-1,091.98	0.01
	348903	05/11/2020	Astral Construction Co Ltd.	-310.00		0.00	0.00
	348903	05/11/2020	Astral Construction Co Ltd.	-0.10	X	-0.10	0.00
	348905	05/11/2020	BP Garage	-97.49	X	-97.49	0.00
	348908	05/11/2020	Wood Designs	-341.27		0.00	0.00
	348909	12/11/2020	ABC Printers	0.00		0.00	0.00
	349132	15/11/2020	348901-4	0.00		0.00	0.00
	349133	16/11/2020	348904	-572.38		-572.38	0.00
	349134	26/11/2020	MULTIPAY	-7,688.52		-7,688.52	0.00
	348914A	19/10/2020	The Courtyard	655.00		655.00	0.00
	20090023	01/11/2020	Chloride Systems	-243.56		-243.56	0.00
	20091023	01/11/2020	Excide Industrial Batteries	-1,066.26		-1,066.26	0.00
	20093023	01/11/2020	Gould Manufacturing Ltd.	0.00		0.00	0.00
	ADJU00000001	19/11/2020	ADJUSTMENT	0.00		0.00	0.00
	BC0000000002	26/10/2020	Statement charges for Oc	-136.00		-136.00	0.00
	BCHG00000001	25/11/2020	BANK CHARGES	-158.00		-158.00	0.00
	DEPO00000002	16/10/2020	DEPOSIT	520.00		520.00	0.00
	DEPO00000003	16/10/2020	DEPOSIT	0.00		0.00	0.00
	DEPO00000004	16/10/2020	DEPOSIT	0.00		0.00	0.00
	DEPO00000005	16/10/2020	DEPOSIT	0.00		0.00	0.00
	DEPO00000006	07/11/2020	Mr. Ronald Black	4,286.35		4,286.35	0.00

# Zoom Into Cheques and Deposits

To enquire on transaction details. Display all details pertaining to a transaction by clicking on the transaction in your bank reconciliation.

The screenshot shows a software window titled "Detail - Seattle Tacoma Bank". At the top, there is a search bar for "Reference/ Cheque" with the value "3771" and a dropdown menu for "Mr. Ronald Black" with an "Open" button. Below this, there are input fields for "Date" (2020/11/02), "Pd" (11-2020), and "Chq Date" (2020/11/02). To the right, an "Audit Data" section lists: Batch (000158), Entry (00001), Posting Seq (77), Posting Entry (1), User ID (ADMIN), GL Batch (000303), GL Entry (1), AR Batch (82), and AR Entry (1). Below the input fields is a table with columns: Src, Description, Account Code, Account Description, Amount, Quantity, and Comments. The first row shows: AR, Accounts Receivable Entries, 6110, Bank charges and errors, 20.00, 0.00. At the bottom, there is another table with columns: Customer/ Misc. Code, Name, Type, Date, Reference/Cheque, and Document Number. The first row is highlighted and shows: 1200, Mr. Ronald Black, IN, 2020/07/01, 3771, IN0000000000061. At the very bottom, there are buttons for "Rates", "Contracts", "Optional", "View GL", "View AR", "View CB", and "Close".

Src	Description	Account Code	Account Description	Amount	Quantity	Comments
AR	Accounts Receivable Entries	6110	Bank charges and errors	20.00	0.00	

Customer/ Misc. Code	Name	Type	Date	Reference/Cheque	Document Number
1200	Mr. Ronald Black	IN	2020/07/01	3771	IN0000000000061

# Data Date Driven

Your Cashbook is date driven, giving you running balances for your Cashbook for any period or date.

**Date Range - Seattle Tacoma Bank**

Starting Position

From 2020/11/01 To 2020/11/30

Direction

Year 2019 Period 11

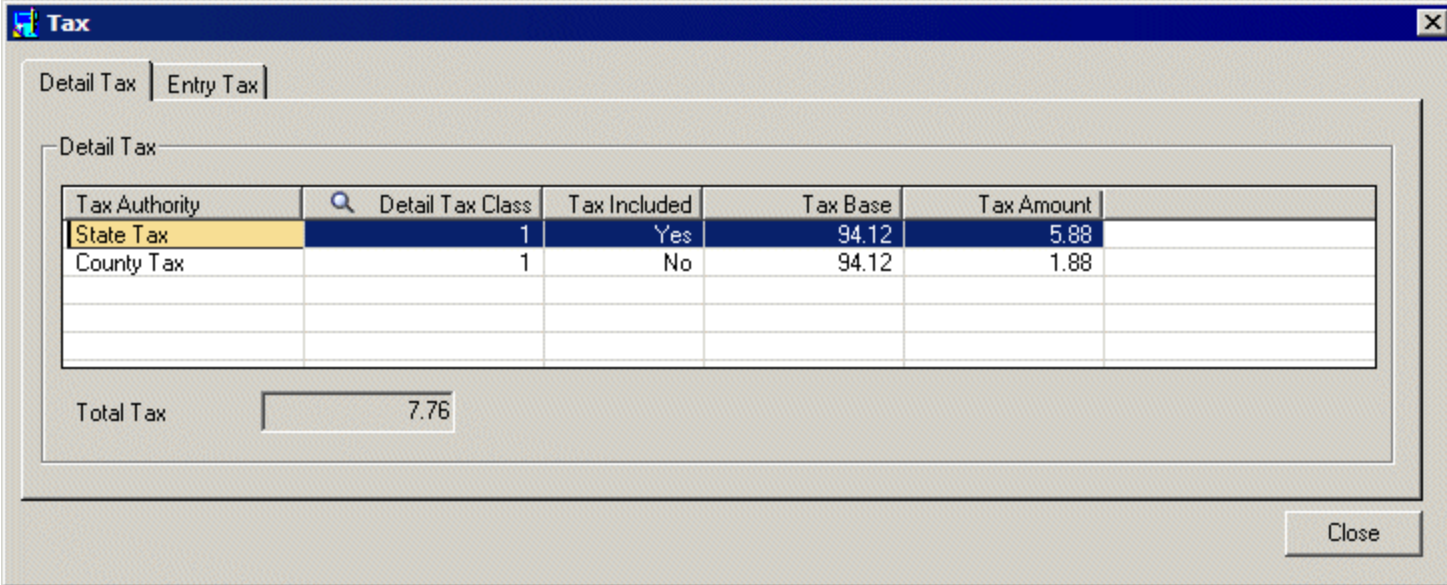
Use Period Range

OK

Cancel

# Tax Tracking

Complete Sage Accpac ERP Tax Services integration with the ability to do more than one tax calculation per entry detail line.



The screenshot shows a software window titled "Tax" with two tabs: "Detail Tax" (selected) and "Entry Tax". The "Detail Tax" tab contains a table with the following data:

Tax Authority	Detail Tax Class	Tax Included	Tax Base	Tax Amount
State Tax	1	Yes	94.12	5.88
County Tax	1	No	94.12	1.88

Below the table, the "Total Tax" is displayed as 7.76. A "Close" button is located in the bottom right corner of the window.



# User Definable Forms

On-line cheques and advices as well as receipts and deposit slips are produced using the batch entry window. After each entry is saved you have the option to print the information immediately. Multiple cheques/advices, receipts and deposit slips can be printed in one operation. Cashbook's automatic numbering facility allows you to have up to 20 different numbering sequences for your cheques and receipts.

SAMLTD - C/B Cheque/Receipt/Deposit Forms

File Help

Cheques  Receipts  Deposits

Bank SEATAC Seattle Tacoma Bank

Ranges

Batches 000001 To 999999

Options

Starting document # 2

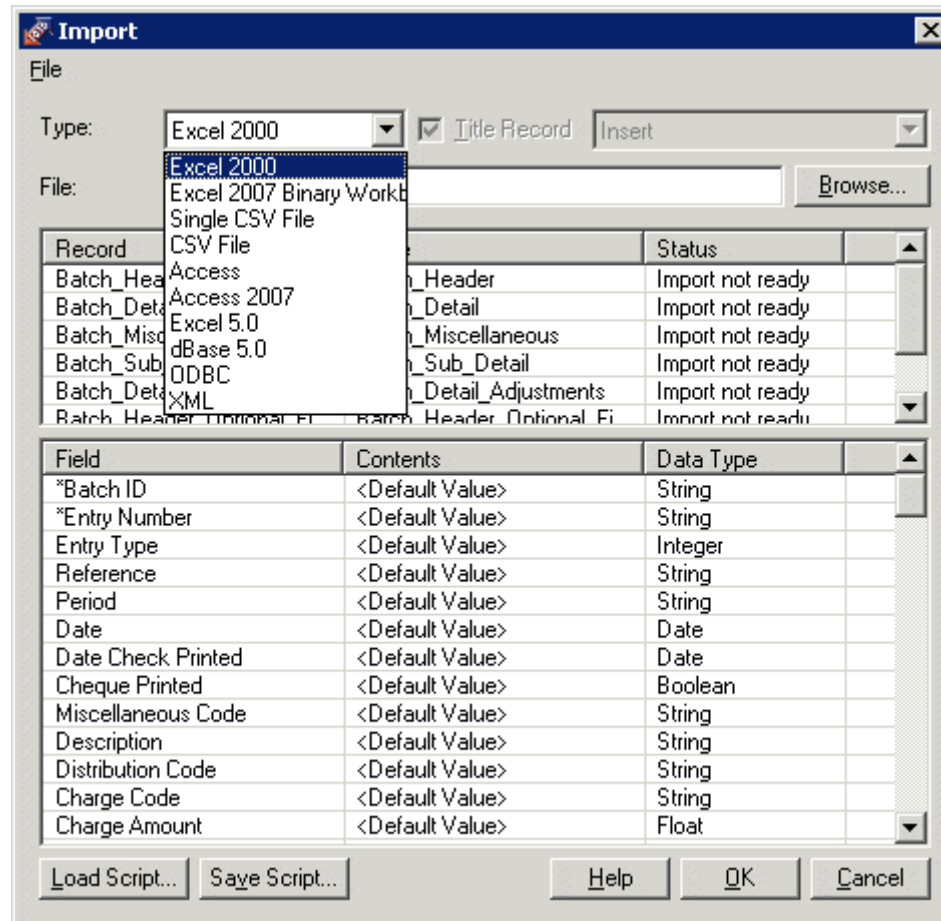
Location	Description	Next Cheque Number	Report Style	Report Format
APCK	AP Laser Check Sto...	2	Checks and Advices	Checks on Top

Void Cheques Source VD

Print Align Close

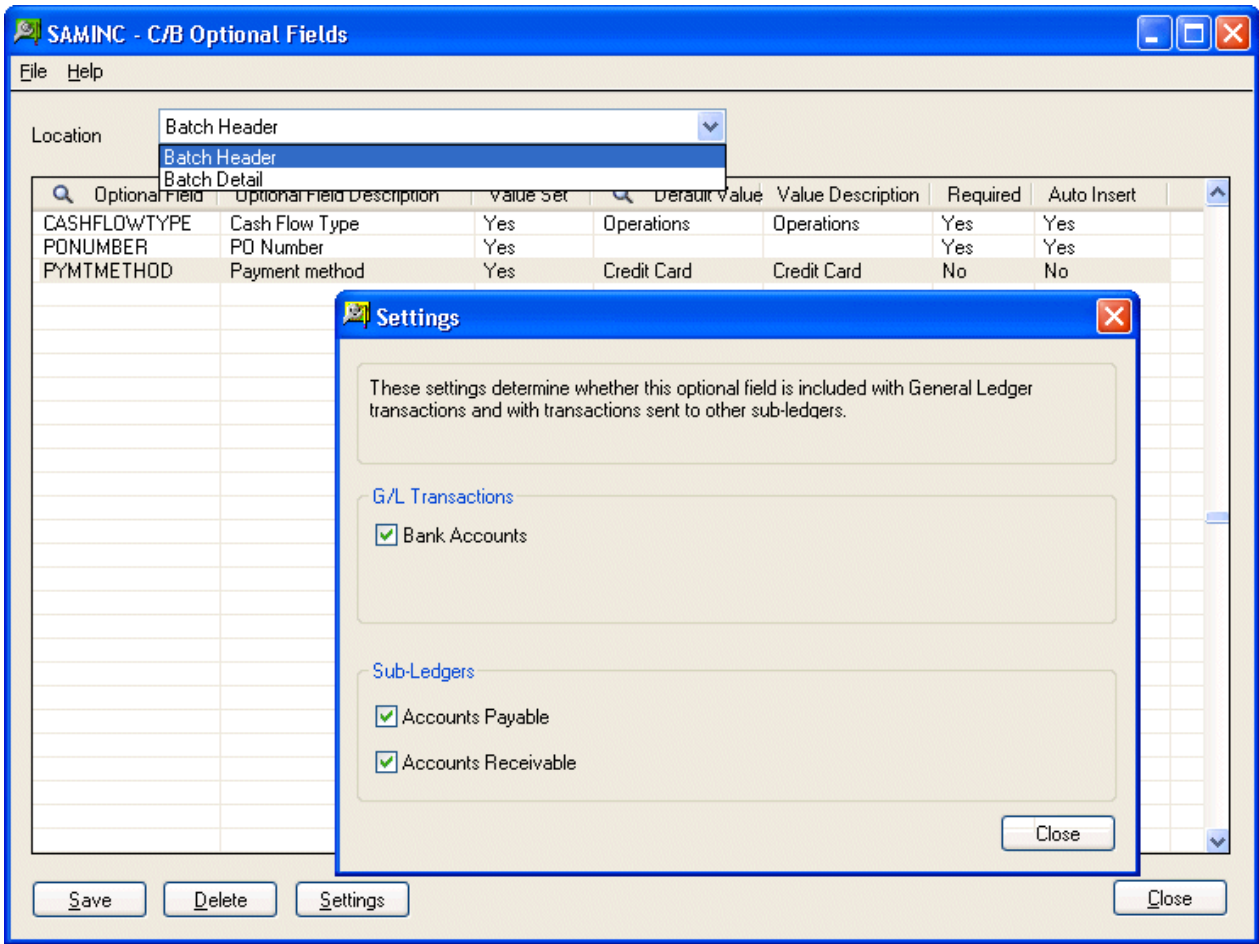
# Accpac Features

Sage Accpac ERP Batch Import/Export functionality and formats



# Optional Fields

Optional Fields in the Cashbook batch header and detail section which feeds through to the General Ledger bank and distribution accounts, Accounts Payable and Accounts Receivable.



# Drill Down

Drill Down from General Ledger, Accounts Payable and Accounts Receivable batches to the Cashbook batch from which the entry originates.

The screenshot shows the 'SAMLTD - G/L Journal Entry' window. The 'Batch Number' is 000402 and the 'Batch Description' is 'GL-CB Batch Until Posting Sequence: 149'. The 'Entry Number' is 00001 and the 'Entry Description' is 'Cashbook Deposit'. The 'Date' is 2020/10/05 and the 'Year/Period' is 2020--10. The 'Source Code' is CB-CB, corresponding to 'Canadian Commercial Bank'. The 'Entry Mode' is set to 'Normal' and 'Auto Reverse' is unchecked. A summary box on the right shows: Entries: 1, Debits: 19 796.60, Credits: 19 796.60, Quantity: 0, Type: Subledger, Status: Open.

Lin...	Reference	Description	Account	Account Description
1	8372727	Deposit	9999	Suspense
2	8372727	Cashbook Deposit	1020	Bank account, operating

At the bottom, the summary shows: Debits 19 796.60, Credits 19 796.60, and Out of Balance By 0.00. Buttons for Save, Delete, Clear, Detail..., and Close are visible.

# Customize Forms

Customize forms, hide fields and/or buttons in forms and dialog boxes for specific users or for all users assigned to a particular UI Profile.

**Customize**

Working Profile: CASHBOOKBATCHENTRY

Description: Cashbook Batch Entry

Show these controls on the form

- [frameBankCurrency] ""
- [lblBankCurrency] ""
- [APP\_Optional\_Button] "%Optional"
- [APP\_Tax\_Button] "%Tax"
- [APP\_Jobs\_Button] "%Jobs..."
- [APP\_Allocate\_Button] "A&llocate"
- [APP\_Print\_Button] "%Print"
- [APP\_Save\_Button] "%Save"
- [APP\_Delete\_Button] "%Delete"
- [fecCBBTHD\_YEARPERIOD] "Year/Period"
- [avlCBBTDT] ""
- [panelBtch] ""
- [lblMISCCODE\_DESC] "Name"

Apply this customization to the other selected profiles

OK Cancel Save