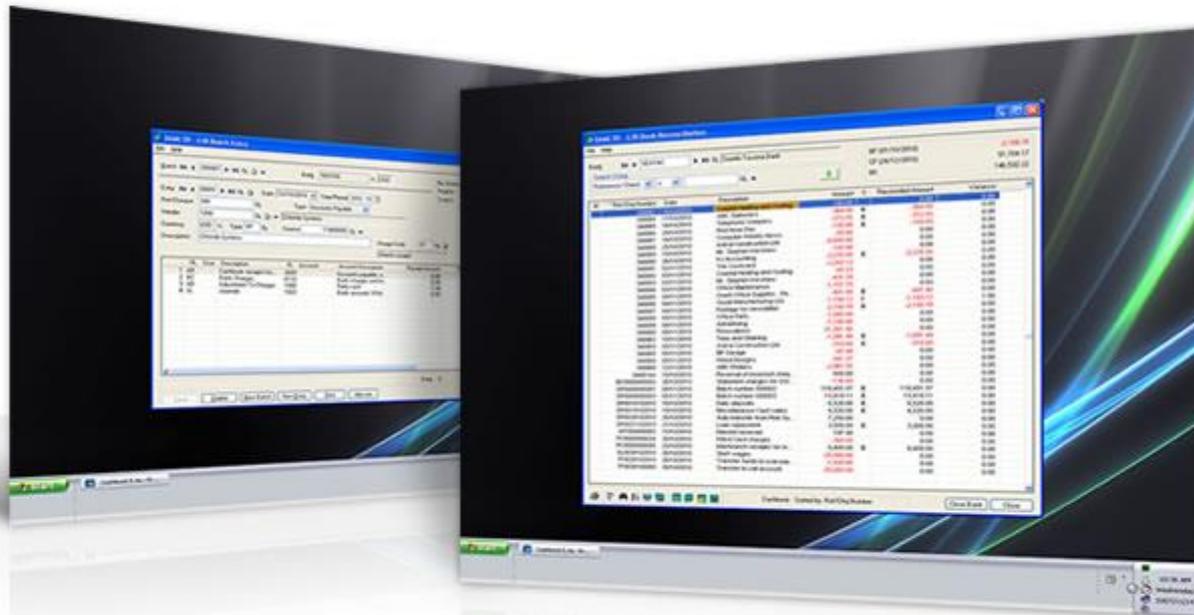


CASHBOOK

"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

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...	PREPY000000000000000029	2020/11/05	0.00	0.00	-28 820.00	-28 820.00
No	Pre...	PREPY000000000000000032	2020/11/05	0.00	0.00	-11.00	-11.00
No	Pre...	PREPY000000000000000043	2020/11/05	0.00	0.00	-18.00	-18.00
No	Pre...	PREPY000000000000000047	2020/11/05	0.00	0.00	-9.00	-9.00
No	Pre...	PREPY000000000000000052	2020/11/05	0.00	0.00	-10.00	-10.00
No	Pre...	PREPY000000000000000054	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 0.00 Ref:

Unapplied: 0.00

Amount: 1 881.00

Buttons: 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.

SAMINC - C/B Bank Reconciliation

File Help

Bank Code: SEATAC Seattle Tacoma Bank

BF (01/10/2020) -432.66
 CF (31/12/2020) -88,875.86
 BK 55,826.59

Search Using: Reference =

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	2,981.55		0.00	0.00
	349132	15/11/2020	348901-4			0.00	0.00
	349133	16/11/2020	348904			-572.38	0.00
	349134	26/11/2020	MULTIPAY			-7,688.52	0.00
	348914A	19/10/2020	The Courtyard			655.00	0.00
	20090023	01/11/2020	Chloride Systems			-243.56	0.00
	20091023	01/11/2020	Excide Industrial Batteries			-1,066.26	0.00
	20093023	01/11/2020	Gould Manufacturing Ltd.			0.00	0.00
	ADJU00000001	19/11/2020	ADJUSTMENT			0.00	0.00
	BC0000000002	26/10/2020	Statement charges for Oc			-136.00	0.00
	BCHG00000001	25/11/2020	BANK CHARGES			-158.00	0.00
	DEPO00000002	16/10/2020	DEPOSIT			0.00	0.00
	DEPO00000003	16/10/2020	DEPOSIT			520.00	0.00
	DEPO00000004	16/10/2020	DEPOSIT			0.00	0.00
	DEPO00000005	16/10/2020	DEPOSIT			0.00	0.00
	DEPO00000006	07/11/2020	Mr. Ronald Black			4,286.35	0.00

Cashbook - Sorted by: Ref/Chq Number

Close Bank Close

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 several input fields: "Date" (2020/11/02), "Pd" (11-2020), "Chq Date" (2020/11/02), "Cust. Code" (1200), and "Amount" (20.00). To the right, an "Audit Data" section lists various identifiers: 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 are two tables. The first table has columns: Src, Description, Account Code, Account Description, Amount, Quantity, and Comments. It contains one row: AR, Accounts Receivable Entries, 6110, Bank charges and errors, 20.00, 0.00. The second table has columns: Customer/ Misc. Code, Name, Type, Date, Reference/Cheque, and Document Number. It contains one row: 1200, Mr. Ronald Black, IN, 2020/07/01, 3771, IN0000000000061. At the bottom, there are several buttons: 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

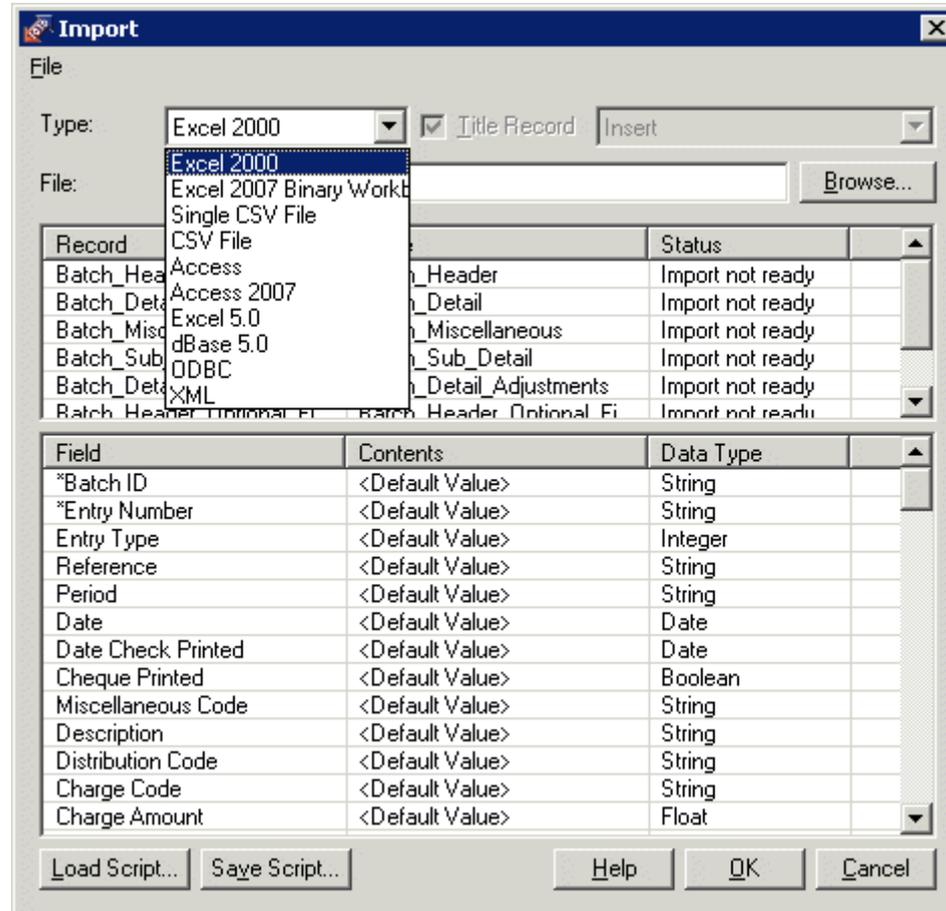
Location	Description	Next Cheque Number	Report Style	Report Format
APCK	AP Laser Check Sto...	2	Checks and Advices	Checks on Top

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.

The screenshot shows the 'SAMINC - C/B Optional Fields' window. At the top, there is a 'Location' dropdown menu with 'Batch Header' selected. Below it is a table with columns: Optional Field, Optional Field Description, Value Set, Default Value, Value Description, Required, and Auto Insert. The table contains three rows: CASHFLOWTYPE (Cash Flow Type, Yes, Operations, Operations, Yes, Yes), PONUMBER (PO Number, Yes, Credit Card, Credit Card, Yes, Yes), and PYMTMETHOD (Payment method, Yes, Credit Card, Credit Card, No, No). A 'Settings' dialog box is open in the foreground, containing text: 'These settings determine whether this optional field is included with General Ledger transactions and with transactions sent to other sub-ledgers.' It has two sections: 'G/L Transactions' with a checked checkbox for 'Bank Accounts', and 'Sub-Ledgers' with checked checkboxes for 'Accounts Payable' and 'Accounts Receivable'. A 'Close' button is at the bottom right of the dialog. At the bottom of the main window are buttons for 'Save', 'Delete', 'Settings', and 'Close'.

Optional Field	Optional Field Description	Value Set	Default Value	Value Description	Required	Auto Insert
CASHFLOWTYPE	Cash Flow Type	Yes	Operations	Operations	Yes	Yes
PONUMBER	PO Number	Yes	Credit Card	Credit Card	Yes	Yes
PYMTMETHOD	Payment method	Yes	Credit Card	Credit Card	No	No

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 interface includes a menu bar (File, Settings, Help) and several input fields for entry details. 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, and the bank is 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. Below these fields is a table with columns: Lin..., Reference, Description, Account, and Account Description. The table contains two rows: Row 1: Lin... 1, Reference 8372727, Description Deposit, Account 9999, Account Description Suspense; Row 2: Lin... 2, Reference 8372727, Description Cashbook Deposit, Account 1020, Account Description Bank account, operating. At the bottom, there are summary fields: Debits 19 796.60, Credits 19 796.60, and Out of Balance By 0.00. Buttons for Save, Delete, Clear, Detail..., and Close are located at the bottom of the window.

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

Debits: 19 796.60 Credits: 19 796.60 Out of Balance By: 0.00

Buttons: Save, Delete, Clear, Detail..., Close

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