

## Cash Disbursement Journal

Listed in the *Figure 1* are the Cash Disbursement Entries Posted in the Accounting System. The **Cash Disbursement** is the master journal to where all the company expenses are recorded such as *Electric and Water Consumption, Professional Fees, Salaries and Wages, Payment to Suppliers, Legal Expenses, and other expense transactions of the Company.*

Figure 1

Cash Disbursement Journal

+ New Disbursement Journal

From :

10/01/2018

To :

07/24/2019

Search :

Txn #	Voucher #	Particular	Method	Txn Date	Posted	Status	Action
+ TXN-20190218-62	024	JDEV OFFICE SOLUTION INC	Cash	02/18/2019	System Administrator	✓	<div></div>
+ TXN-20181218-48	022	JDEV OFFICE SOLUTION INC	Check	12/18/2018	System Administrator	✓	<div>Print Check</div>
+ TXN-20181218-47	021	JDEV OFFICE SOLUTION INC	Cash	12/18/2018	System Administrator	✓	<div></div>
+ TXN-20181217-45	020	JDEV OFFICE SOLUTION INC	Cash	12/17/2018	System Administrator	✓	<div></div>
+ TXN-20181025-38	019	JDEV OFFICE SOLUTION INC	Cash	10/25/2018	System Administrator	✓	<div></div>
+ TXN-20181016-36	018	JDEV OFFICE SOLUTION INC	Check	10/16/2018	System Administrator	✓	<div>Print Check</div>
+ TXN-20181016-35	017	JDEV OFFICE SOLUTION INC	Check	10/16/2018	System Administrator	✓	<div>Print Check</div>
+ TXN-20181016-34	016	JDEV OFFICE SOLUTION INC	Check	10/16/2018	System Administrator	✓	<div>Print Check</div>
+ TXN-20181016-32	015	JDEV OFFICE SOLUTION INC	Cash	10/16/2018	System Administrator	✗	<div></div>
+ TXN-20181016-31	014	JDEV OFFICE SOLUTION INC	Cash	10/16/2018	System Administrator	✗	<div></div>

Showing 1 to 10 of 23 entries

< Previous

1

2

3

Next >

Change the **Date Range** (from and to) to your preference to filter the shown Journal Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **X Button** will mark the Journal either cancelled or active. Click the **New Disbursement Journal Button** to create. Fill the form (*Figure 2*) then click **Save and Post Button** to save.

Figure 2

### Cash Disbursement Journal

Browse Recurring Template

Txn # :

Date :

☐ Apply 2307 Form

Method of Payment :

Reference type :

Reference # :

ATC :

Bank :

Supplier :

Department :

Remarks :

Check Date :

Check # :

Amount :

Journal Entries

Account	Memo	Dr	Cr	Action
<input type="text" value="Please select account."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="✕"/>
<input type="text" value="Please select account."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="✕"/>
Total		0.00	0.00	

Remarks :

☐ Save as Template

Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2*. The voucher can be printed.

**Figure 2**

TXN-20181016-35      017      JDEV OFFICE SOLUTION INC      Check      10/16/2018      System Administrator      **Print Check**

DATE : 10/16/2018      REF # : 017  
CHECK # : 0000000006      CHECK DATE : 10/17/2018  
TXN # : TXN-20181016-35      AMOUNT : 350.00  
PARTICULAR : JDEV OFFICE SOLUTION INC      PAYMENT METHOD : Check

Account #	Account	Memo	Debit	Credit
5100	Miscellaneous Expense		350.00	0.00
1100	Cash in Bank - GRB		0.00	350.00
Remarks :			Total :	350.00      350.00

**Print**

Clicking the **Print Check Button** will show a list of available check layouts (*Figure 3*). Choose a layout then click the **Preview Check Button** to Print (*Figure 4 and 5*).

**Figure 3**

Select Check Layout

Bank of Commerce

Security Bank

Land Bank of the Philippines

Bank of Commerce

Banco de Oro

Bank of the Philippine Islands

Metrobank

**Figure 4**

Select Check Layout

Bank of Commerce

**Preview Check**      Cancel

**Figure 5**

Print

Total: 1 sheet of paper

**Print**      Cancel

Destination: HP DeskJet 5810 se

Pages: All

Copies: 1

Oct 17, 2018

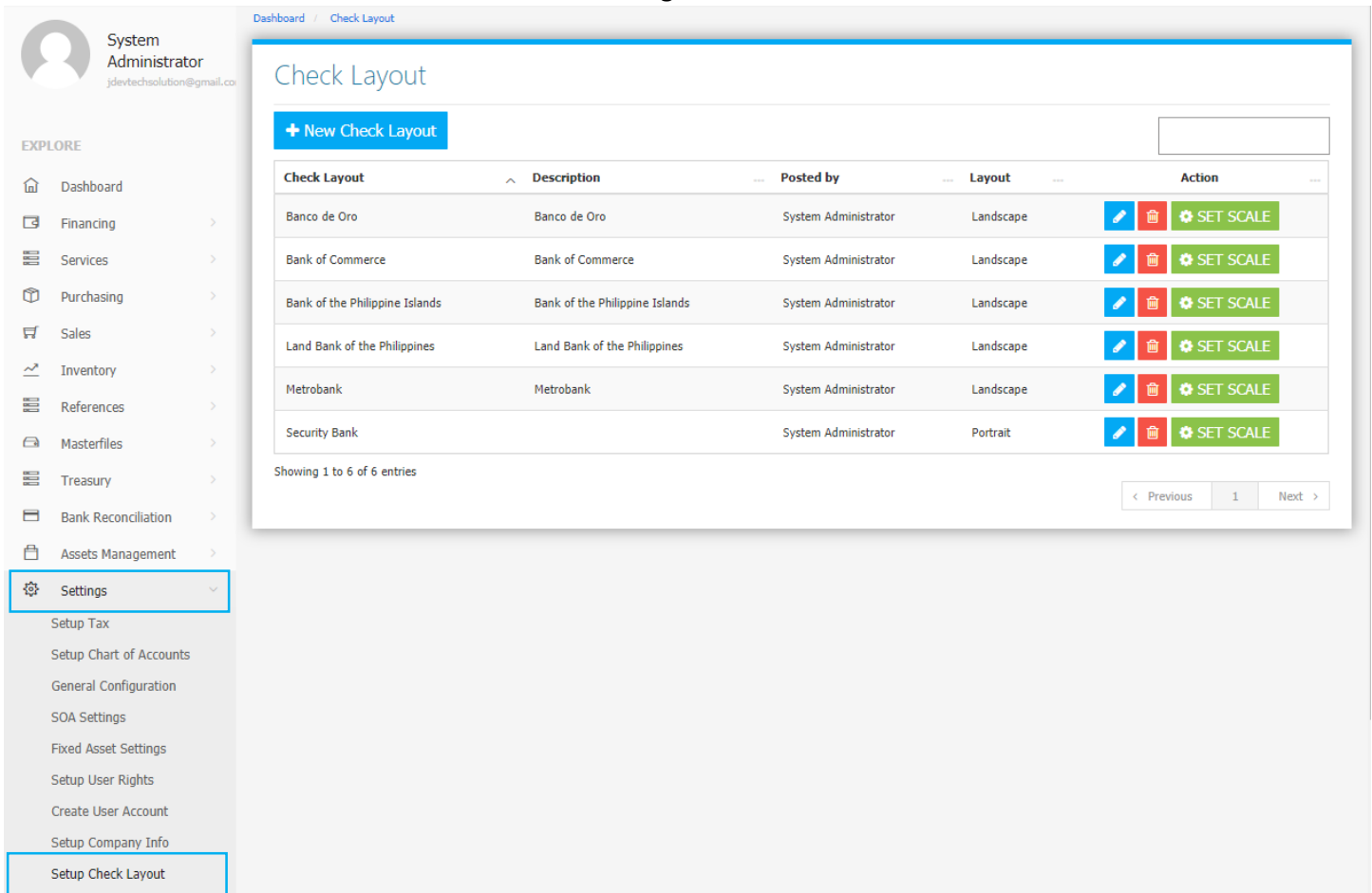
350.00

\*\*\*JDEV OFFICE SOLUTION INC\*\*\*

\*\*\* Three Hundred Fifty Pesos Only\*\*\*

The List of Check Layouts (*Figure 6*) can be found in the **Settings Menu -> Setup Check Layout**.

Figure 6



Use the **Search Field** to search for the information from inside the table. Click the **Pencil Button** to edit the layout information, and **Trash Button** to delete the layout. Click the **New Check Layout Button** to create a new layout (Figure 7). Fill the required fields then click the **Save Check Layout Button** to save.

Figure 7

New Check Layout

Check Layout \* :

Bank of Commerce

Description :

2019 New Layout

☐ Landscape (11in x 8.5in)
 ☒ Portrait (8.5in x 11in)

Save Check Layout

Cancel

Click the **Set Scale Button** to show the current check layout positions (Figure 8). Reposition (*Drag and Drop*) the check details such as Particular, Date, Amount in Words, and the Amount to your preference. Click the **X Button** at the top right corner to save and exit.

Figure 8

[illegible]

## RECURRING TEMPLATES

Certain Transactions repeat themselves on a regular basis. You can create or use templates for such recurring transactions. The template contains the *Particular*, *Debit* and *Credit Accounts* together with the *amounts*, and *Remarks*. To create a recurring template **inside** the **Cash Disbursement Module**, click (put a check mark) on the **Save as Template Check Box** before saving to also save the current filled form as a new template (*Figure 9*).

### Figure 9

# Cash Disbursement Journal

[Browse Recurring Template](#)

\* Txn # :

</>

TXN-YYYYMMDD-XXX

\* Reference type :

CV

x ▾

\* Supplier :

Water District

x ▾

\* Department :

Admin

x ▾

\* Date :

07/29/2019

\* Reference # :

</>

☐ Apply 2307 Form

ATC :

</>

Remarks :

\* Method of Payment :

Cash

x ▾

Bank :

Please Select Bank

▾

Check Date :

Check # :

\* Amount :

600.00

Journal Entries

Account	Memo	Dr	Cr	Action
Water Consumption ▾		600.00	0.00	<div>+</div> <div>×</div>
Cash on Hand ▾		0.00	600.00	<div>+</div> <div>×</div>
Total		600.00	600.00	

Remarks :

Payment for Water for the Month of June

☒ Save as Template

Save And Post

Cancel

To use an existing template, click **Browse Recurring Template Button** upon creating a new Cash Disbursement (Figure 9).

Figure 9

**Cash Disbursement Journal**

[Browse Recurring Template](#)

\* Txn # :  \* Date :  ☐ Apply 2307 Form

\* Reference type :  \* Reference # :  ATC :

\* Supplier :  Remarks :

\* Department :  \* Method of Payment :  Bank :

\* Amount :

**Journal Entries**

Account	Memo	Dr	Cr	Action
<input type="text" value="Please select account."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>
<input type="text" value="Please select account."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	

Remarks :

☐ Save as Template

Upon clicking, it will show a list of existing Templates (Figure 10). To use, click the **Check Button**, and the details of the template will automatically fill the form (Figure 11).

Figure 10

**Browse Recurring Templates**

Template Code	Template Description	Payee / Particular	Action
Balibago Waterworks System, INC		Water District	<input checked="" type="checkbox"/>
Converge ICT Solutions INC.		Converge ICT Solutions INC.	<input checked="" type="checkbox"/>
FedEx		FedEx	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Figure 11

### Cash Disbursement Journal

[Browse Recurring Template](#)

**\* Txn # :**

**\* Date :**

☐ **Apply 2307 Form**

**\* Method of Payment :**

**\* Reference type :**

**\* Reference # :**

**ATC :**

**Bank :**

**\* Supplier :**

**\* Department :**

**Check Date :**

**Check # :**

**\* Amount :**

**Remarks :**

#### Journal Entries

Account	Memo	Dr	Cr	Action
Telephone and Communication and Internet		5,250.00	0.00	<input type="button" value="+"/> <input type="button" value="x"/>
Cash on Hand		0.00	5,250.00	<input type="button" value="+"/> <input type="button" value="x"/>
<b>Total</b>		<b>5,250.00</b>	<b>5,250.00</b>	

**Remarks :**

☐ **Save as Template**

[Save And Post](#) [Cancel](#)

The list of **Recurring Templates** (Figure 8) can be found in **Settings -> Recurring Templates**.

Figure 8

**System Administrator**  
j@techtosolution@gmail.co

EXPLORE

- Dashboard
- Financing
- Services
- Purchasing
- Sales
- Inventory
- References
- Masterfiles
- Treasury
- Bank Reconciliation
- Assets Management
- Settings**
  - Setup Tax
  - Setup Chart of Accounts
  - General Configuration
  - SOA Settings
  - Fixed Asset Settings
  - Setup User Rights
  - Create User Account
  - Setup Company Info
  - Setup Check Layout
  - Recurring Template**

Dashboard / Recurring Template

### Recurring Template

[+ Create New Template](#)

Book Type	Template Code	Template Description	Payee / Particular	Action
CDJ	FedEx		FedEx	<input type="button" value="edit"/> <input type="button" value="delete"/>
CDJ	Balibago Waterworks System, INC		Water District	<input type="button" value="edit"/> <input type="button" value="delete"/>
CDJ	Converge ICT Solutions INC.		Converge ICT Solutions INC.	<input type="button" value="edit"/> <input type="button" value="delete"/>
GJE	TEMP_GEN_01	Owner Withdrawal	Owners	<input type="button" value="edit"/> <input type="button" value="delete"/>
GJE	TEMP_GEN_01	Addition of Equity	Owners	<input type="button" value="edit"/> <input type="button" value="delete"/>

Showing 1 to 5 of 5 entries

< Previous 1 Next >

Use the **Search Field** to search for the information from inside the table. Click the **Pencil Button** to edit the template information, and **Trash Button** to delete the template. Click the **Create New Template Button** to create a new template. Select a Book Type and Accept (Figure 9), fill the form (Figure 10) then click the **Save Changes Button** to save.

Figure 9

Please Select Book Type

Book Type :

Please Select Book Type

General Journal

Cash Disbursement Journal





Figure 10

Recurring Template

\* Template Code : TEMP\_GEN\_03

\* Template Description : Bank Deposit

\* Particular : Owners

Account	Memo	Dr	Cr	Action
Cash on Hand		30,000.00	0.00	 
Cash in Bank - GRB		0.00	30,000.00	 
Total		30,000.00	30,000.00	

Remarks :  
To Deposit Cash on GRB

Save Changes Cancel

Purchasing Flowchart

