

Dynamics 365 Business Central

Cash book and cash orders

FTS Bulgaria

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1. Summary

The Cash Report package is an addition to the Microsoft Dynamics 365 Business Central product. It was developed by FTS for the needs of users and companies operating in Bulgaria and using D365 Business Central.

The Cash Report package complies with the requirements of the legislation in the country and covers the necessary regulatory requirements.

2. Cash Report and cash orders

2.1. Cash report

The cash book is accessible both through the Search button in the Navigation Bar and through the Cash Desk:

Cash Desk Card

CASHDESK_004 · Cash Desk

New Cash Reports Receivables-Payables Actions Related Automate Fewer options

General

No.	CASHDESK_004	Country/Region Code	
Cashier No.	PETER	Contact	
Name	Cash Desk	Post Code	
Name 2		Search Name	CASH DESK
Address		Balance	0,00
Address 2		Balance (LCY)	0,00
City		Blocked	<input type="checkbox"/>
		Last Date Modified	

From the cash desk a new cash book is created by pressing Cash Reports button:

Cash Report



CASHDESK_004

Close Suggest Lines Reopen Print Denomination More options

General

Cash Desk No.	CASHDESK_004	Net Change	0,00	Opening Date	
No.		Net Change (LCY)	0,00	Currency Code	
Starting Balance	0,00	Ending Balance	0,00	Status	Open
		Amount Denomination ..	0,00		

Cash Report Subform New Line Delete Line

Cash Order Type	Cash Order No.	Pay-to/Receive-from Name	Posting Date	Amount	Amount (LCY)	Correct...	Status
(There is nothing to show in this view)							

The following data could be populated in Cash Report:

Tab General

- **Cashier No.** - code of the cashier, to which a cash report is created;
- **No** - the system automatically gives a cash report number, according to the number series that is set in the cashier card;
- **Currency code** – the currency code is copied from the cashier card;
- **Opening Date** - the system fills in the working date with which the user works;
- **Starting balance** – shows the balance at the cash desk at the time of opening the cash report in the relevant currency of the cashier. The field is locked for editing;
- **Net Change/Net Change (LCY)** – indicates daily cashier turnover while the report was open. Fields are locked for editing;
- **Ending Balance** – the field shows the final balance (sum of the opening balance and net changes) in the cashier. The field is locked for editing;
- **Amount Denomination** - the user enters a denomination of the amount by clicking the Denomination button in the menu. The aim is to specify the physical quantity of coins and banknotes that were present in the cashier at the time of closing the cash report. The system displays a page with the monetary denominators, which are filled in for this currency code. The user fills in the quantities by automatically recalculating them. After the user clicks OK, the system updates the Amount Denomination field on the cash statement card;

***IMPORTANT** – The system will check the Ending Balance and the Denominated Amount and will display a discrepancy message in case of incomparison.

Tab **Cash Report Lines** – rows cannot be edited.

Cash statement lines are filled in depending on the posting level setup from the cashier card :

- **Cash Order Posting Level** – the system fills the cash statement lines with title information of the Posted Cash Orders;

- Cash statement posting level – the system fills the cash report lines with header information of the Issued Cash Orders;

Closing the cash report at the end of each business day is done by selecting the **Close** button from the menu. Depending on the posting level, different actions will be applied when closing a Cash Report:

- Cash posting level Cash order – the system changes the status of the Cash Report and locks it for editing. No further action is needed as cash orders have already been posted;
- Cash posting level Cash Desk Report – the system publishes all issued cash orders that appear as Cash Desk Report lines and then changes the status of Cash Desk Report and locks it for editing;

If a correction is needed to be made to the already closed cash report, the user can reopen it by selecting the **Reopen** button. This will allow the user to publish additional cash orders for that day.

NOTE: Since there can only be one cash report open for the respective cashier, reopening can happen, but only if there is no next cash report open for that cashier.

The Cash report could be printed using the **Print** button.

2.2. Cash receipt / Cash withdrawal

From the list with the Cash Desk accounts user should choose the one for the transactions:

Cash Desk Account List			
Search	Analyze	+ New	Manage Home Reports
Statistics	Balance		
No. ↑	Name	Phone No.	Contact
CASH_004	Cash Desk		

There is an opportunity to create a new cash book for the day, if one has not already been created. After the creation of the cash book, the creation of Cash Receipt and Cash Withdrawal is started, which is done from the cashier card

Cash Desk Card

CASH_004 · Cash Desk

New Cash Reports Receivables-Payables Actions Related Automate Fewer options

Cash Withdrawal Cash Receipt Cash Report

No.	CASH_004	Address 2		Search Name	CASH DESK
Cashier No.	PETER	City		Balance	0,00
Name	Cash Desk	Country/Region Code		Balance (LCY)	0,00
Name 2		Contact		Blocked	<input type="checkbox"/>
Address		Post Code		Last Date Modified	9.5.2024 r.

- a) **Cash Withdrawal** – The system loads a number from the number series, which is selected in Cash Desk Card. Cash withdrawal card can be created for payment on an invoice to a supplier, account expense, transfer of funds to a bank, cashier, accountable person, etc.

Cash Withdrawal



CASH_004 · Withdrawal

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General

Cash Desk No.	CASH_004	Description		VAT Date	
No.		Currency Code		Correction	<input type="checkbox"/>
Pay-to/Receive-from ...		Posting Date		Status	Open
Pay-to/Receive-from ...		Document Date		Cash Desk Report No. ...	
				No. Printed	0

Cash Withdrawal Subform [Manage](#) [Functions](#) [Line](#)

[New Line](#) [Delete Line](#)

Account Type	Account No.	Document Type	Applies-To Doc. Type	Applies-To Doc. No.	Description	Dimension Set ID	Amount	Amount (LCY)	On Hold
→ G/L Account						0			

b) Cash Receipt

Cash Receipt



CASH_004 · Receipt

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General

Cash Desk No.	CASH_004	Description		VAT Date	
No.		Currency Code		Correction	<input type="checkbox"/>
Pay-to/Receive-from ...		Posting Date		Status	Open
Pay-to/Receive-from ...		Document Date		Cash Desk Report No. ...	
				No. Printed	0

Cash Receipt Subform [Manage](#) [Functions](#) [Line](#)

[New Line](#) [Delete Line](#)

Account Type	Account No.	Document Type	Applies-To Doc. Type	Applies-To Doc. No.	Description	Amount	Amount (LCY)	Dimension Set ID	On Hold
→ G/L Account								0	

Tab **General** (The fields are similar between the two types of documents)

- **Cash desk No** - code of the cashier to which the cash order is created;
- **No** - the system automatically assigns an order number (Cash Withdrawal or Cash Receipt), according to the number series that is set in the cashier card (bank account);
- **Pay-to / Receive-from Name** – the user enters the name of the person/company from whom cash is received or paid;
- **Description** - the user enters a short description;

- **Currency code** - the currency code is copied from the cashier card;
- **Posting date** - the system fills in the working date with which the user works;
- **Correction** - the user checks this box to mark this cash order as a correction. This setting will result in reverse posting on the posted amount;
- **Status** – shows the status of this order
- **Cash Report No** - the user can leave this field blank if the Required Report option at the checkout in the GL setting is turned off. Otherwise, the system will require to have an open cash report for this cash desk before creating new cash orders. The system will automatically fill in the open Cash Report No.

Tab **Cash Receipt Subform**

The fields are identical for both types of order and are as follows:

- **Document Type** – one of the standard types of documents is filled in: Blank, Payment or Refunded;
- **Account Type/Account No** – the user selects one of the available standard account types:
 - GL account – the user can enter one or multiple lines containing G/L accounts.
 - Customer – the user can enter only one line for a cash order containing an account type Customer. In the Account No. field, the user must select a customer number from which they will receive cash;
 - Vendor – the user can enter only one cash order line containing a Vendor account type. In the Account No. field, the user must select a vendor number to which they will pay in cash;
 - Bank account – the user must enter an account type Bank account to transfer of funds from a cash desk account to a cash desk account / From a cash desk account to a bank account / From a bank account to a cash desk account
- **Applies-to Doc.Type/Applies-to Doc. No** – the user can use these two fields to perform the standard record linking functionality if the account type is set to Customer/Vendor. The user can also link multiple records for a customer/vendor by selecting Functions – Apply Entries and using the standard functionality to link multiple records.
- **Amount/Amount (LCY)** – The amount is filled in automatically when you apply an entry (entries) or is entered manually.
- **Dimensions** – The user can display on the lines, through Personalization, all the dimensions included in the General Ledger Setup.

After filling in the header and lines, the user should post this order.

This is done by selecting the **Post/Post and Print** button. The system requests confirmation for posting this cash order by making the necessary checks for set checkout limits, minimum and maximum balances.

- **Print before Posting** – If the Print option is selected before the order is posted, the system will change its status to Issued and then print it. Orders in Issued status are not subject to change and/or deletion. If you still want to make changes to the Order, you need to change the status of the order. This is done through the Reopen button.

Cash Withdrawal



CASH_004 · Withdrawal

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General

Cash Desk No.	CASH_004	Description		VAT Date	
No.		Currency Code		Correction	<input type="checkbox"/>
Pay-to/Receive-from ...		Posting Date		Status	Open
Pay-to/Receive-from ...		Document Date		Cash Desk Report No.	
				No. Printed	0

- **Open and Issued orders** – The system supports two independent lists of unposted Orders:
 - o Open
 - o Issued

Cash Desk Card



CASH_004 · Cash Desk

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General

No.	CASH_004	Address 2		Search Name	CASH DESK
Cashier No.	PETER	City		Balance	0,00
Name	Cash Desk	Country/Region Code		Balance (LCY)	0,00
Name 2		Contact		Blocked	<input type="checkbox"/>
Address		Post Code		Last Date Modified	9.5.2024 r.

- **Posted Orders** – Posted orders could be seen through the Search button and Posted Cash Receipts (or Posted Cash Withdrawal) or from the Cash Desk Card:

Cash Desk Card



CASH_004 · Cash Desk

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General

No.	CASH_004	Address 2		Search Name	CASH DESK
Cashier No.	PETER	City		Balance	0,00
Name	Cash Desk	Country/Region Code		Balance (LCY)	0,00
Name 2		Contact		Blocked	<input type="checkbox"/>
Address		Post Code		Last Date Modified	9.5.2024 r.