# TROUBLESHOOTER: Branch Banking

## Introduction

This document outlines important details for branch cash banking and is supplementary to PRT\_2.4(SOP) Reconcile Daily Banking

Dated: 28 September 2015

## Contents

[Branch Banking 2](#_Toc432086079)

## STEPS

|  |  |
| --- | --- |
| Branch Banking | |
| **BACKGROUND and SETUP**  Each branch is responsible for processing the cash and cheques that are received at the branch.  The NAXT system creates a payment journal for cash and cheques for each branch. All cash sale payments are automatically added to the journals, but other money received must be manually added.  *(Currently banking journals are separate for Equipment and TWL branches which operate from the same location, but at a point in the future the step will be taken to combine cash registers/cash boxes and EFTPOS machines. The treasury team in shared services will be responsible for this step and will fully communicate the process).* | |
|  | **Automated Functionality:**  When payments are processed using the Parts cash sale functionality per **PRT\_2.1 (SOP) Invoice a Cash Sales Order**, they will automatically be processed to an existing branch cash sale journal, or if a branch cash sale journal does not exist, the process will open a new journal. |
|  | **Manual Functionality:**  Where payments are taken over the branch counter that do not relate to parts cash sales, these need to be manually added to the branch journal. Payments that are made at the counter for Prepayment invoices also need to be manually added to the journal. See Box 6 for further details:  **FAR\_2.9 (SOP) Apply Customer Prepayment** Steps 26 – 31 also show how to manually add a payment line to a branch journal |
|  | The **Journal names** for branch banking are:  ARCSV – Accounts Receivable cash sale – **EFTPOS – including Visa and Mastercard**  ARCSC – Accounts Receivable cash sale – **Cash and Cheque**  The system automatically creates an **ARCSV journal each day for each branch’s eftpos machine,** the aim of this is to match the transactions that are processed through the branch Eftpos machine each day. EFTPOS machines are settled daily and the total of the days transactions are paid into the Gough bank statement at midnight.  The system creates an **ARCSC** journal when the first **cash sale cash payment or cheque** payment transaction occurs at the branch. This journal remains open until the branch reconciles the cash and cheque amounts in their cash register/cash box, posts the cash and cheque journal, and prints a deposit slip from NAXT which is sent with the cash and cheques to the bank for processing. |
|  | **Branch Journal descriptions**  All branch journal descriptions begin with the Journal name ARCSC, ARSCV, this is then linked to the branch cash sale user group reference to create the full journal description.  The branch cash sale user group reference has the format 1\_C\_LLW –where “**LL**” stands for branch number and “**W**” is the relevant Parts warehouse. CAT branches will have the location number and a “A”, TWL branches will have the location number and an “C”, TSL a “D” and Palfinger a “F”.  For example    Note: full warehouse listings are available in the Quick Reference Guide area of the SOPs “WarehouseCodes”.  The ARCSV journals have a date, as they are created daily for the EFTPOS machine. |
|  | **Locating specific branch journals:**  Branch Payment journals are located in:  **Accounts Receivable>Journals>Payment>Payment Journals:**   |  |  | | --- | --- | |  |  | |  |   The information in step 3 and 4 allows branch journals to be located using filters:  Main NAXT Filters:    The payment journal screen will open and it will show all “open” journals:    With the first line of the payment journal high-lighted dark blue, click on Ctrl\_G to place the grid filter on, if one is not already on.  Once the grid filter is on, various selections in either the **Name** or **Description** area can be used to locate the branch journals.  Fields with drop down menu’s in them, in the first line, indicate that the filter is on:  All open journals for branch 21 A – Rotorua equipment reference - **\*21A\*** |
|  | **Manually add payments to Branch Journals:**  Where payments are taken over the branch counter that do not relate to parts cash sales, these need to be manually added to the relevant branch journal. This may be **cash or cheque payment** for a Prepayment Invoice\* or cheques for account balances or machine purchases. These payments are added to the **ARCSC** journal.  Additionally Prepayment Invoice payments or account payments may be made using **Eftpos cards**, and if this occurs these must be added to the branch ARCSV journal, so the total of the journal for the day, matches the transactions that were processed through the EFTPOS machine. These payments are added to the **ARCSV** journal.  \*Prepayment Invoices are covered in **FAR\_2.9 (SOP) Apply Customer Prepayment** |

|  |  |
| --- | --- |
|  | The steps add a manual payment line to the relevant branch journal are:   1. Locate the relevant branch journal:      1. Click Lines   C:\Users\johi\AppData\Local\Temp\SNAGHTML662f2c.PNG   1. The Journal voucher window will display, showing the lines currently in the journal   Click **New**  C:\Users\johi\AppData\Local\Temp\SNAGHTML66d2ab.PNG  A new line will be added with the date automatically set to today  Complete the following fields   * **Account** – Customer account number * **Tax Invoice** – Enter if payment is from one invoice only – if statement payment leave blank *(But notify credit controller you have taken payment, and send them copy of remittance if you received it)* * **Description** – enter reason for payment – “Account balance”, “Pmt of Stmt for Sept 15”; “Machine XYZ deposit” etc. * **Amount** – if invoice number is entered this will automatically appear, otherwise enter the amount in the credit column. * **Use Deposit Slip** – tick the box * **Method of payment** – Cash, Cheque in ARCSC / EFTPOS in ARCSV * **Payment reference** – this must not be blank **–** enter a reference * **Approval cheque number** – complete if customer is paying by cheque * **Drawer name** - complete if customer is paying by cheque – type in name from cheque * **Drawer bank branch** - complete if customer is paying by cheque – type in bank and branch from cheque   Example:      Once you have completed all of the required information, click **Close** – bottom right corner. |
|  | **Responsibility for Posting Journals:**  **Treasury** will post the **ARCSV** - Eftpos payment journals, they will contact the branch is they have any queries  The **Branch** is responsible for reconciling their cash box/cash register to the lines in the ARCSC – Cash and cheque payment journal, posting the journal, printing a deposit slip from NAXT and arranging for the deposit to be taken to the bank. |
|  | **SOP PRT\_2.4 Reconcile Daily Branch Banking** explains in detail how to do the branch banking. In summary the steps are:   * Locate payment journal in NAXT journal and open lines, work out how much cash is in the journal and how many cheques are in the journal, record amounts; * Count funds in cash box / cash register – total cheques should match those in journal, total cash (less float), should be the amount of cash in the journal; * Ensure that the cheque details in the journal match the those on the cheques – cheque name and bank and branch. (Staff should be recording these correctly when they process the cash sale); * Post journal; * Print deposit slip; * Send banking to local ANZ; * Contact Treasury if you have any issues.   Branch banking must be done at least weekly, and daily if the amounts held require so. |
|  | **Reviewing posted journals**  For time to time you may wish to review a journal from the branch that has already been posted.  The **[Open]** “show” setting in Box 5 can be changed to **[Posted]** to see the posted journals for a branch, or **[All]** to see both posed and unposted.    Posted journals also have a posted tick and a date. In the screen shot below the unposted journals have the yellow high-lights:  The example shows a filter for all journals for EQU Rotorua, ie: 21A |