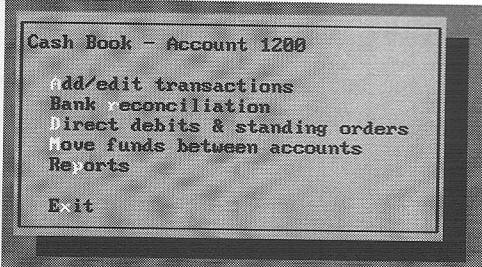


# Cash Book



- Enter bank transactions
- Reconcile bank account & print bank reconciliation
- Set up/edit standing orders and fixed value direct debits
- Transfer money between bank accounts
- Cashbook reports

## ADD/EDIT TRANSACTIONS

The cashbook is used to record transactions from the sales and purchase ledgers and for direct postings to the bank account.

Sales ledger and purchase ledger transactions are posted within their modules with the resulting posting automatically updating the cashbook.

To add a cashbook transaction - payment or receipt - select the *Add* option and then enter the details as prompted. To switch between a **payment** and a **receipt**

either press the space bar, P for payment or R for receipt. The date will default to the previously entered line and can be changed as required (subject to date limits as set in the *Utilities/Default settings/Date limits*). Fill in the reference with the cheque number or paying in reference, then enter the nominal code for the transaction. For entries that are split over multiple codes leave the nominal code blank and a box will pop up allowing the transaction to be split into up to 12 lines. If you are unsure as to the code number, enter either the beginning of the nominal code or the nominal account and a list of matching accounts will appear from which to choose. Entries can be made either inclusive or exclusive of VAT with the system making the appropriate calculations.

Bank payments and receipts can be changed/deleted until such time that the entry is marked as reconciled or the posting has been transferred to the nominal ledger. Purchase ledger entries cannot be changed at any time within the cash book.

Sales ledger entries cannot themselves be changed, but attachments can be made to the overall total of the receipt by

THIS LINE SECURITY		TAGGING				
Account	Ref.	Total	Cash	Cheque	Card	BACS
A1	7411.07	7411.07				
A2	70.00	70.00				
A3	37.59	37.59				
A4	5.83	5.83				
C1	144.00	144.00				
C2	80.00	80.00				
<b>Totals</b>	<b>7748.49</b>	<b>144.00</b>	<b>7524.49</b>	<b>80.00</b>		<b>TOTAL</b> 7748.49

tagging an additional receipt, a payment or a transfer to the sale ledger deposit. This may be required if any of the money from sales ledger receipts is spent.

Account Transfer		S/L Receipt				
N/Code	Details	Nett Amnt	TC	VAT Amnt	Total	Attachments
1230	R. Peuden	100.00	T9	0.00	100.00	Receipts 0.00
						Payments 0.00
						Transfer 0.00
						<b>TOTAL</b> 7648.49

If a transfer is made to another account (eg the petty cash account) once the adjustment is saved it cannot be subsequently altered.

When viewing transactions in the cash book, by pressing the F8 key the displays switches between the two display

Type	Date	Ref.	Account	Nett Amnt	TC	VAT Amnt	Debit	Credit
BK Pmt	20/01/1999	100007	6900	25.00	T1	4.37	29.37	

Entries can be searched via the J F5 key. A note can be added to any transaction line by pressing the F7 key - if a note exists on any line then a + symbol will appear in the left hand column.

## BANK RECONCILIATION

To reconcile an account, enter the opening balance per the bank statement together with the statement. The screen will show the current balances together with the value to agree. The object is to agree the bank cash book balances. To mark an entry as cleared press the F12 key to clear the F11 key. Various display filters are available together with a search option.

Display order  
Date reference  
Details  
Total uncleared

Date	Ref.	Payments	Receipts	?	Details	Colour	Code
						Credit	Overdrawn
04/01/1999	43470		63.44		Payment		
04/01/1999	8		612.48		Receipts		
05/01/1999	w5528		58.74		Payment		
05/01/1999	s75865		108.93		Payment		
05/01/1999	J42298		40.32		Payment		
05/01/1999	w5711		23.06		Payment		
06/01/1999	a841		246.57		Payment		
06/01/1999	100004	375.85			Payment		
06/01/1999	100005	3380.01			Payment		
06/01/1999	100006	158.86			Payment		
08/01/1999	000089		139.98		Receipts		
11/01/1999	4364		116.44		Payment		
11/01/1999			1316.00		Payment		
13/01/1999	10		394.40		Receipts		
20/01/1999	11		64.68		Payment		
20/01/1999	bacs		23.06		Payment		
20/01/1999	100007	29.37			CEREBRAL PALSY		
20/01/1999	100008	250.00			ORPINGTON COLTS		
20/01/1999	100009	60.00			RE-DIRECTION		

F5 Full transaction details      F6 Display order      F7 Find

Move  
↑ Arrows ↓ &  
Page Up      Page Down  
Mark as  
F12      F11  
Clear      Not Clear  
( = cleared)  
Complete  
Press the Esc key

## STANDING ORDERS & D/D's

The initial screen shows any currently set up mandates together with information such as the next payment date and the number of remaining payments.

Standing entries can be put on hold by adjusting the status of the entry using the F12 key.

When setting up a new standing order, you may set up different first last payments, as well as a regular payment. If all payments are the same then only the standard payment box needs to be filled in. Values may be split upto 12 nominal codes - to achieve this press the enter key on the nominal code (leaving it blank) and a split analysis box will appear.

Details	Due	Standing orders & Direct Debits			Previous	Status
		Payments	Receipts	O/S		
Truck (Chislehurst	19/06/1998	376.00			2	20/05/1998 Held
Bankline Charge	24/04/2000	10.00			956	24/03/2000 Live
Riso Printer	21/04/2000	656.70			4	21/01/2000 Live
PPP	15/05/2000	76.44			866	14/04/2000 Live
MVI FIN. SERVICES	15/06/1999	235.87			-	14/05/1999 Complete
THOMSON	14/08/1998	102.81			-	15/07/1998 Complete
PENSION	04/05/2000	200.00			973	04/04/2000 Live
INFOCHECK	26/04/2000	29.38			974	24/03/2000 Live
L.B. Barnet	05/02/1999	618.00			-	06/01/1999 Complete
L.B. Bromley	15/02/1999	30.00			-	15/01/1999 Complete
L.B. Bromley	16/02/1999	512.00			-	15/01/1999 Complete
Truck	19/05/2000	436.88			9	20/04/2000 Live
VEHICLE INSURANCE	06/08/1999	320.19			-	06/07/1999 Complete
Advertising	01/05/2000	99.88			10	31/03/2000 Live

Enter=Details      Ins>New      Del=Delete      F12=Status      Esc=Exit

Account 1200 BANK CURRENT ACCOUNT		Payments	
Details		Frequency	Monthly
Type	Bank Payment	Made	0
Reference	S/0	Remaining	12 1209.13
Details	Advertising	Next Due	01/03/00 123.38
Payee	G.T. Heath	Process	3 days in advance
F7 Notes			
First Payment	F8	Standard Payment	F9
Account	=Split=	Account	6201
Nett	105.00	ADVERTISING	ADVERTISING
Tax Code		Nett	85.00
VAT	18.38	Tax Code	I1
Gross	123.38	UAT	14.88
		Gross	99.88
Final Payment	F10		
Account	6201	Nett	74.00
		Tax Code	I1
		UAT	12.95
		Gross	86.95

Transfer from account 1200	
BANK CURRENT ACCOUNT	
Date of transfer	14/04/2000
Reference	234000
Amount to transfer	500.00
Choose an account to receive transfer:	
1201	BANK LOAN A/C 1
1204	BANK ACCOUNT (Deposit)
1230	PETTY CASH
Enter to select	Esc to cancel

Account 1200	
Full Cashbook	
Payments	
Receipts	
One Account	
UAT	
Exit	

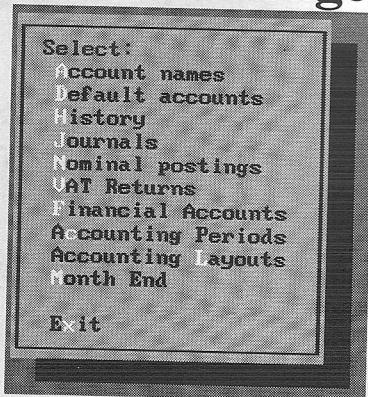
## MOVE FUNDS BETWEEN ACCOUNTS

To move money from one cashbook account to another, select the account money is to come from, then choose the *Move funds between accounts* option. Specify the date of the transfer, a reference and the value to transfer. You will then be presented with a list of available accounts to transfer to. Money transfers can only be processed in this manner - you will not be able to post a direct payment or receipt to another bank account from within the *Add transactions* screen.

## REPORTS

A number of reports are available both in detail and a summary as listed.

# Nominal Ledger



- Add/Edit nominal accounts / Print a list
- Default nominal posting accounts
- Nominal account history - Single & Multiple accounts
- Journals
- Makes postings from the sales ledger, purchase ledger & cashbook
- Journals
- Print trial balance, profit & loss and balance sheet
- Define/close accounting periods
- Create/edit accounting layouts for profit & loss and balance sheet
- Depreciation & stock value postings

## ACCOUNT NAMES

From within this option you can print a list of nominal codes by type, number or alphabetically.

The main screen displays a list of nominal codes with their descriptions. A context menu is open over code 4000, showing the option "Group". A modal dialog box titled "Group" is displayed, listing categories for grouping accounts:

- Capital & Reserves
- Profit & Loss
- Sales
- Purchases
- Direct Expenses
- Overheads
- Balance Sheet
- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Unassigned

At the bottom of the screen, there are keyboard shortcuts: Ins Add • F10 Edit • F11 Type • F12 Group • Del Remove • Esc Exit.

Once accounts are created they should be assigned to the appropriate group for balance sheet/profit & loss reporting.

Any nominal account may be deleted providing that it is not a default account and there are no nominal ledger postings.

## DEFAULT ACCOUNTS

Default nominal codes are required before you can use the system. Multiple bank accounts and a cash debtors account are optional - all the other accounts are mandatory.

Default Nominal Codes		
Hire	4001	Bank Account 1 1200
Cross Hire	4002	Bank Account 2 1201
Sales	4000	Bank Account 3 1204
Labour	4003	Bank Account 4 1230
Test	4004	Bank Account 5 1230
Transport	4005	Bank Account 6
Damage Waiver	4006	Bank Account 7
T/F to Sale	4200	Bank Account 8
Surcharge	4009	Bank Account 9
Debtors Control	1100	
Creditors Control	2100	Cash Debtors
Sales VAT Account	2200	
Settlement Discount	4009	Reserves 3200
Purchase Discount	5009	
Purchase VAT Acc.	2199	Suspense Acc. 9999

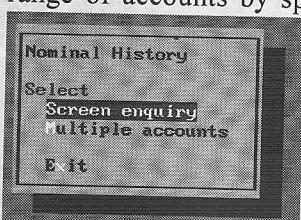
Default nominal accounts	
Depreciation	Hire Fleet
Balance Sheet 0201	Profit & Loss 8001
Sales Stock Value	
Balance Sheet 1001	Profit & Loss
Opening Value 5200	Closing Value 5201

The month end default nominal codes are required if you wish to use the month end routine to make automated journal postings for monthly hire fleet and fixed asset depreciation and sales stock valuation.

## HISTORY

Nominal ledger history for any one account or a range of accounts by specifying the account

number(s) and the date range.

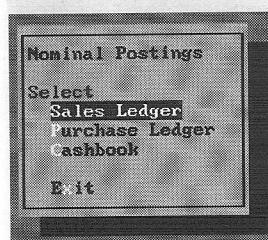


1200 BANK CURRENT ACCOUNT					
Date	Ref.	Details	Debit	Credit	
01/08/1996	CH	SL C2 Ac .Zc	45.70		
01/08/1996	CH	SL C0 Ac .Zc	22.81		
01/08/1996	Chabc	SL C1 Ac .1c	5.33		
01/08/1996	123	CP 1200 1001		5.29	
25/12/1996	CH	SL C1 Ac .1c		22.17	
25/12/1996	CH	SL C1 Ac .1c		22.17	
18/03/1997	CH	SL C0 Ac .Zc	0.95		
18/03/1997	CH	SL C0 Ac .Zc	0.95		
26/04/1997	CH	SL C1 Ac .1c	5.42		
26/04/1997	CH	SL C1 Ac .1c	5.42		
			5485.78	5.29	
				5486.49	

## JOURNALS

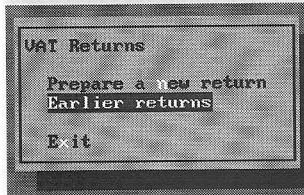
Journals can be created at any time and saved prior to being posted. In order to post a journal the debit and credit entries must be in balance. The system records who created a particular journal and the last date on which it was posted. To post a journal enter the account and value details, accounts can be searched using either the first part of the account number or name, then press the *Esc* key, you will be able to save the journal without posting it to the nominal ledger, make a standard posting or post the journal in reverse.

## NOMINAL POSTINGS



This option is used to bring data from the other core ledgers - the sales ledger, the purchase ledger and the cashbook - into the nominal ledger. A cut off date for data postings is specified and only entries on or earlier than that date are posted. Any entries that relate to an earlier closed accounting period are posted into the next open accounting period and marked as a late posting. Late postings will always be dated on the first day of the next open period.

## VAT RETURNS



New VAT returns can be prepared and earlier completed returns reviewed. Once a return has been saved all the corresponding entries are marked with the period of that return.

By pressing the *Enter* key transactions can be displayed in detail back to the source document.

VAT Return - 01/10/1997 to 31/12/1997		Total
Box Details		
1 VAT due in this period on sales		2120.35
2 VAT due in this period on EC acquisitions		0.00
3 Total of VAT due (sum of boxes 1 and 2)		2120.35
4 VAT reclaimed in this period on purchases		0.00
5 Net VAT to be paid to Customs or reclaimed		2120.35
6 Total value of sales, excluding VAT		11946.30
7 Total value of purchases, excluding VAT		0.00
8 Total value of EC sales, excluding VAT		0.00
9 Total value of EC purchases, excluding VAT		0.00

Press Enter to show details      F10 Print

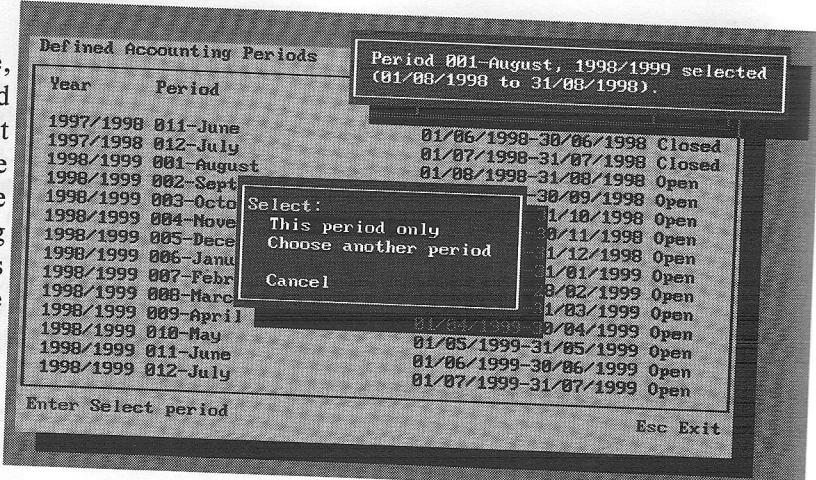
VAT due in this period on sales						
Code	SL Invoices	SL Credits	CB Receipts	NL Receipts		
T1	2140.88	20.53	0.00	0.00		
VAT due in this period on sales						
Ref.	Date	Details			VAT	
CH1	24/12/1996	Ac.1a.2	A1		6.50	
CH2	24/12/1996	Ac.1a.4	A1		1.30	
Paid 19 October 1997						
Date 24 December 1996			Contract No. CH2 (Damage waiver)		2.17	
Credit A/C 1					3.29	
THISTLE SECURITY					1.64	
THISTLE HOUSE					3.41	
27/35 THISTLE ROAD					3.38	
LONDON					7.40	
SU30 5JT					10.79	
24 December 1996					11.67	
Qty Description	Line 11 of 11	Rate Per	Invoice No. CH/1			
1 ORBITAL SANDER	23/02-23/02	10.80 week	1d 25.00		1.14	
1 Rigger Gloves		1.92	10.00		1.73	
1 High Impact Goggles		3.30	10.00		2.97	
1 Ear Plugs (Pair) 110dB		0.43	10.00		0.39	THISTLE SECURITY
1 Mask BS6016 Type Z		1.66	10.00		1.49	
10 1/64 HSS Drill Bits		10.73	10.00		12.17	
10 1/16 HSS Drill Bits		7.17	10.00		35.00	4.66
10 5/64 HSS Drill Bits		7.92	10.00		35.00	5.15
10 3/32 HSS Drill Bits		6.42	10.00		35.00	4.17
1 PALM SANDER 2400	24/02-23/02	7.00 week	1d 25.00		0.38	
10.00% Damage waiver charge on hire value (4.01)					0.40	
Move:			Sub Total	37.15		
Page Up	Page Down ↑↓	Split F9	Print F10	Exit ESC	U.A.T. 6.51	Invoice 43.66

## FINANCIAL ACCOUNTS

01/08/1998 to 31/08/1998

Select:  
 Trial Balance  
 Profit/Loss  
 Balance Sheet  
 Exit

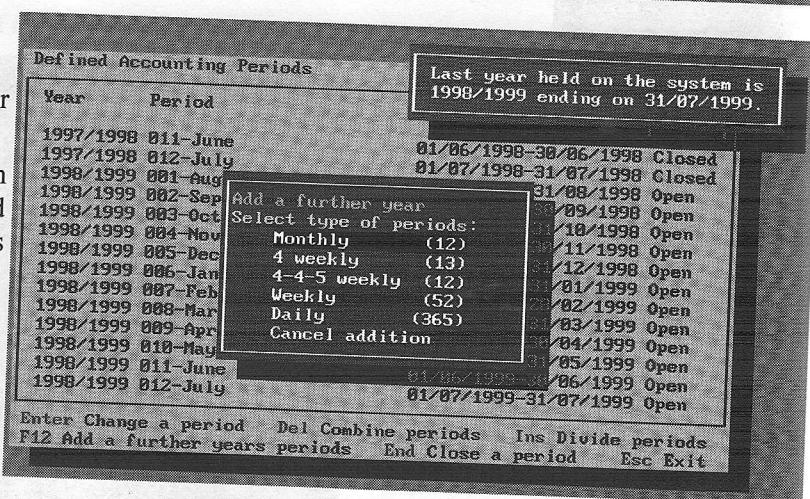
Trial balance, profit & loss and balance sheet reports can be run either for one accounting period or a range of accounting periods within the same financial year. Press the *Enter* key on the required period to select.



## ACCOUNTING PERIODS

The accounting periods must be set up prior to making any nominal ledger postings.

A range of different accounting periods can be defined with periods combined and divided by following the instructions displayed on the screen.



## ACCOUNTING LAYOUTS

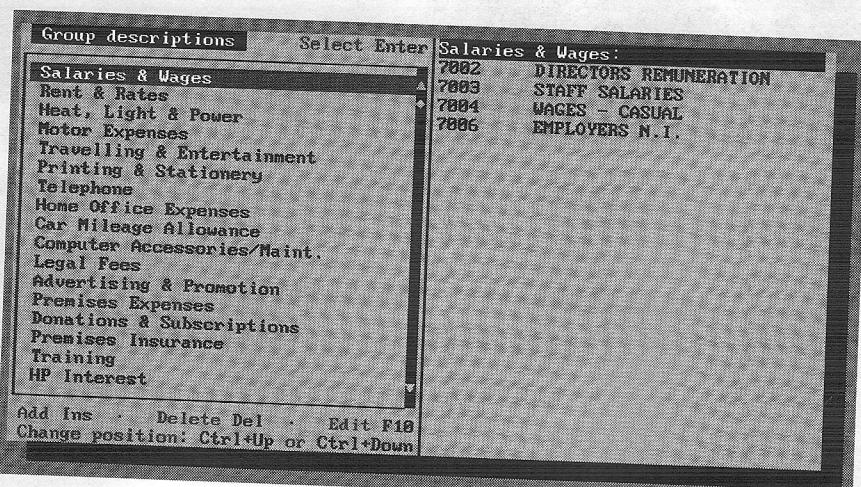
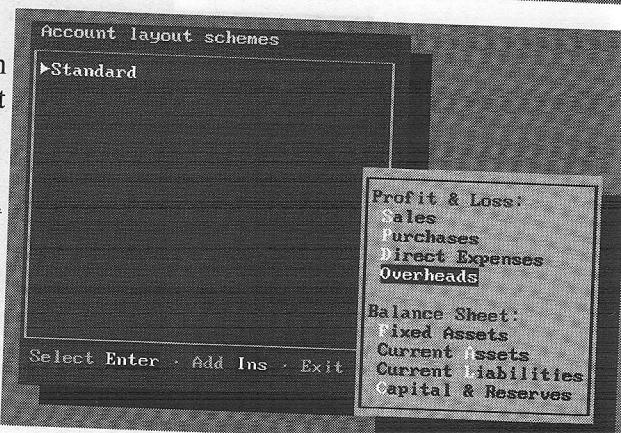
The accounting layouts determine how financial information is presented for both the profit & loss and balance sheet reports.

Multiple accounting layouts (schemes) may be defined.

Nominal codes are categorized by group (see the *Account names* section) to determine the type of nominal code.

Ranges of nominal codes may be linked together into "Group descriptions". These groups can be added/deleted and moved.

Please note that the balance sheet will not balance if any active nominal accounts (that is accounts with postings) are not categorized and included within a group.

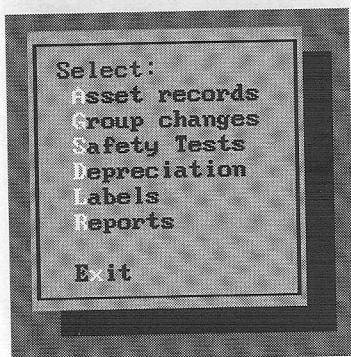


## MONTH END

Used to make postings for depreciation and sales stock value. The stock value option can only be run on the last day of the accounting period.

Monthly depreciation (for the hire fleet and fixed assets) can be run at any time providing the accounting period is open.

# Fixed Assets



- Enter asset details
- Define types of fixed assets
- Set up types of safety tests
- Depreciation calculator - to any point in time
- Cashbook reports
- Reports for safety tests due etc.

## ASSET RECORDS

Used to record information concerning an individual asset (not to be used for hire fleet items - these are dealt with under their own section).

Asset numbers must be unique and can be any combination of upto 15 alpha numeric characters.

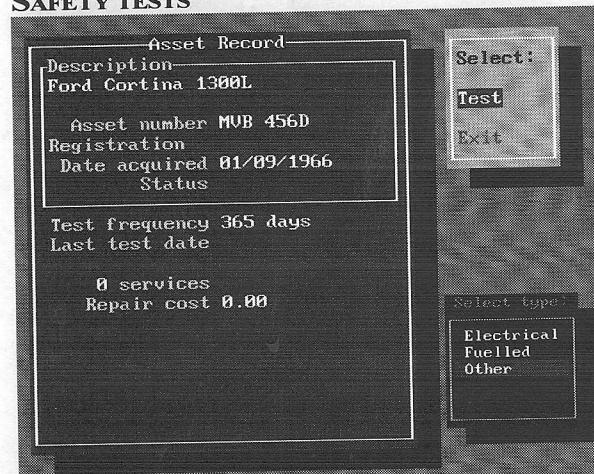
Individual assets can specify the posting accounts for balance sheet and profit & loss depreciation postings - any assets where these fields are left blank will be posted to the default accounts (see section in the nominal ledger).

A test frequency may be defined and periodic test results logged by using the *Test* option.

## GROUP CHANGES

See the similarly headed section in the Hire Fleet for details on how to add or delete groups.

## SAFETY TESTS



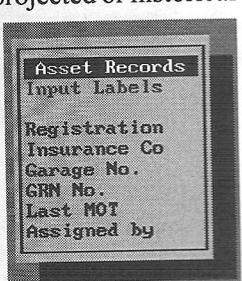
For logging the results of safety tests. If the standard test questions are inadequate, further safety tests can be defined within the *Utilities* section.

## DEPRECIATION

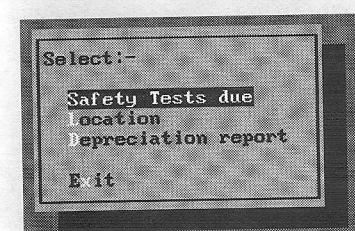
By inputting any month and year obtain a projected or historical asset valuation report

## LABELS

Define the input label tags that are used within the asset record input screen. If no labels are assigned the system will use Serial Number for the first label, then Reference 2, 3, 4, 5 and 6. Labels can be changed at any time.



## REPORTS



A list of safety tests that fall due within a given number of days, a location listing and a depreciation report (based on the date set under *Depreciation* above) are available.

## Holiday Schemes.

Set Holiday scheme dates.

Add to customers + fleet.

Apply Holiday Update to all existing contracts through utilities.

B4 ANY INVOICES RAISED

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## PIL Refund.

PIL