

# Training Document – Cashbook



In this lesson you will learn about using the Accredo system.

After completing this lesson you will:

- Understand the Cashbook Module

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# Cashbook

## Maintenance

### Setting up Bank Accounts

- Maintain\_Cashbook\_Bank Accounts

ABC Holdings Limited - Accredo Saturn #44- 64 bit

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Navigator

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Accounts Receivable  
Inventory Control  
Invoicing System  
Order Entry  
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Job Costing  
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Company  
Goods and Services Tax  
Foreign Exchange

CB Bank Account Maintenance - CHQ - ABC GROUP LTD

Select Bank Account CHQ ABC GROUP LTD NZD

Account Details Statements Links Memos Balances Graph Transactions

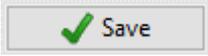
Bank Code CHQ  
Account Name ABC GROUP LTD  
Account No 00-0000-0123456-00  
Currency Code NZD  
Alternate Account  
Web Address  
Comment  
G/L Account 9120.000  
Branch HO  
Department ADM

Default Analysis Codes  
Income Code  
Expense Code  
Next Deposit No 54  
Next Cheque No 157873  
Category 1  
Category 2  
Inactive  
Statement Date 31/07/2013

Opening Balance	\$306,789.04	Statement Balance	\$294,251.85
+ Deposits	\$200.00	+ Unreconciled Deposits	\$98,827.58
- Withdrawals	-\$4,079.62	- Unreconciled Withdrawals	-\$90,170.01
= Closing Balance	\$302,909.42	= Cash Book Balance	\$302,909.42

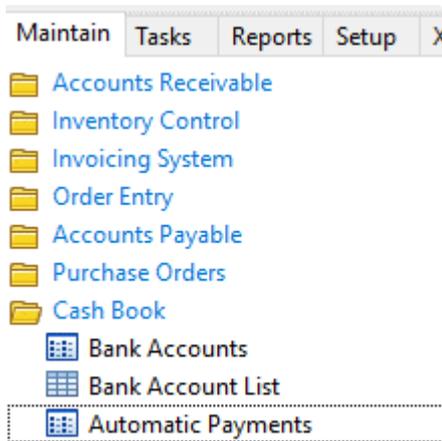
Save Cancel

Created by ACCREDO on 18/09/2013 1:30:37 PM Modified by ACCREDO on 18/09/2013 1:30:37 PM

- 'Insert' (F4) 
  - **Note:**
  - Click 'Duplicate' (Shift + F4)  to insert a new account based on an existing accounts details
  - An existing Bank Accounts details can be changed by clicking 'Edit Details' (F11) 
- Enter the Bank Account number and name
- The G/L Account number refers to this bank account General Ledger account number
- 'Save' (F9) 

# Setting up Automatic Payments

- Maintain\_Cashbook\_Automatic Payments

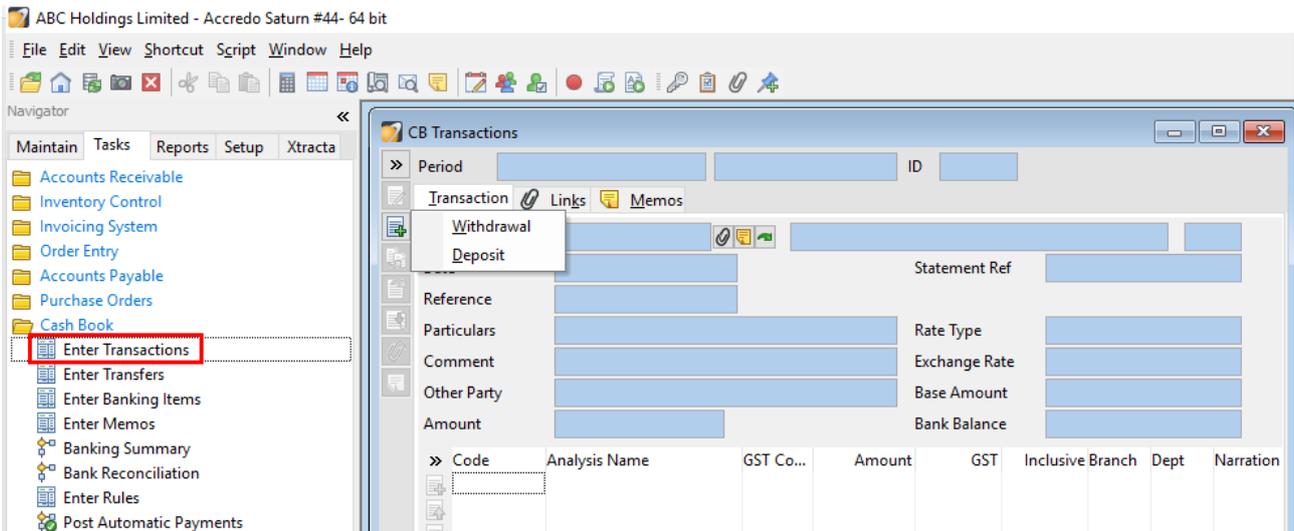


- 'Insert' (F4) 
  - Click 'Duplicate' (Shift + F4)  to insert a new Automatic Payment (AP) based on an existing Payments details
  - An existing AP's details can be changed by clicking 'Edit Details' (F11) 
- Enter the relevant details in the top panel
  - **Note:**
  - The 'Frequency' and 'Days or Months' fields control the dates of Payments (For example: An AP lodged every week would have 7 in the 'Frequency' field and Days in the 'Days or Months' field.
  - 'Next Payment Date' refers to the date the next payment is due. Editing this date can be useful if for example you wish to miss a payment
  - 'End date' is used to specify the date for the final payment of this AP (This field can be left blank for open ended AP's with no termination date)
- The analysis grid at the bottom of the AP screen contains the lines for the AP. Typically at least one line will be used for the Amount and another any Bank Charges if applicable

## Tasks

Entering transactions

- Tasks\_Cashbook\_Enter Transactions



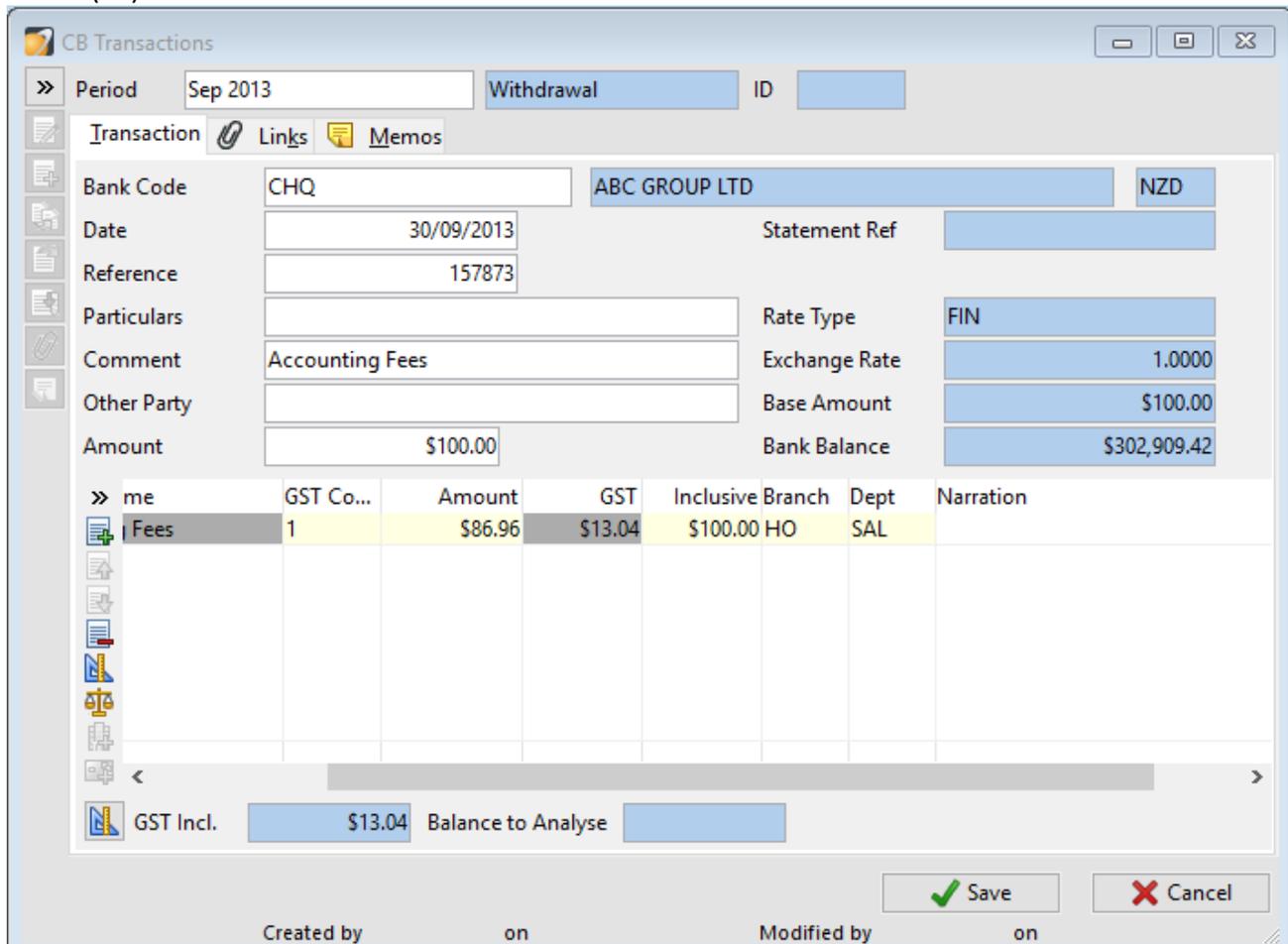
Select Withdrawal or Deposit

**Note:** Entry requirements are very similar for all selections

Enter the relevant details into the top panel

The analysis grid at the bottom of the screen contains the lines for the transaction. Lines entered in this grid must add up to the amount entered in the top panel. (Balance to Analyse must be zero)

'Save' (F9)  Save

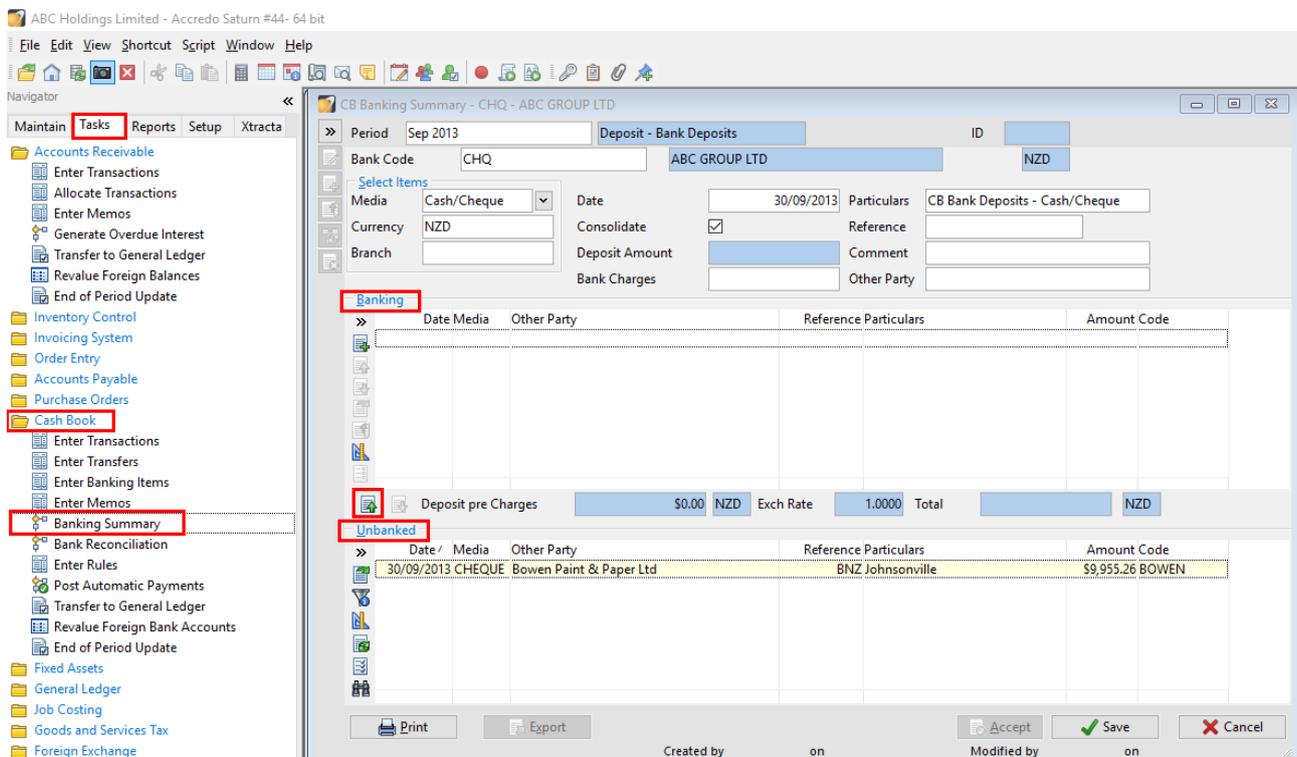


# Banking Summary

This allows you to produce a report detailing all deposits for a banking based on the receipts entered into Accounts Receivable.

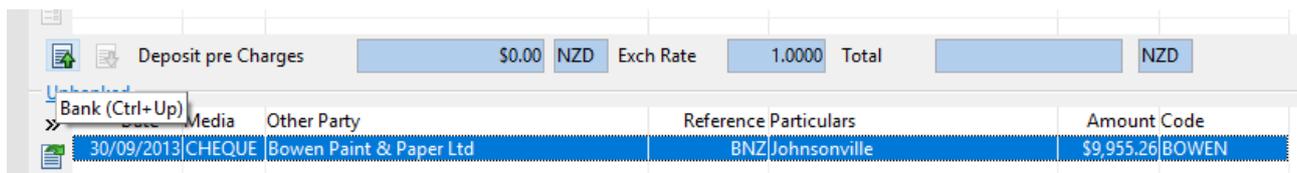
- Tasks\_ Cashbook\_ Banking Summary

The lower half of the Banking Summary Screen – the Unbanked section - will contain any receipts that have been processed and not marked as bank through at the time of receipt



To select each receipt to be included in the banking click on the line and use the  Bank (Ctrl+UP) button to move the receipt to the top section for Banking

If you want to unselect a receipt item use the  Unbank (Ctrl+Down)



When you have selected all items for banking click on Save and Accept to confirm and print the reports for the office and bank.

CB Banking Summary - CHQ - ABC GROUP LTD

Period: Sep 2013    Deposit - Bank Deposits    ID: [ ]

Bank Code: CHQ    ABC GROUP LTD    NZD

Select Items

Media: Cash/Cheque    Date: 30/09/2013    Particulars: CB Bank Deposits - Cash/Cheque

Currency: NZD    Consolidate:     Reference: [ ]

Branch: [ ]    Deposit Amount: \$9,955.26    Comment: [ ]

Bank Charges: [ ]    Other Party: [ ]

Banking

Date	Media	Other Party	Reference Particulars	Amount Code
30/09/2013	CHEQUE	Bowen Paint & Paper Ltd	BNZ Johnsonville	\$9,955.26 BOWEN

Deposit pre Charges: \$9,955.26 NZD    Exch Rate: 1.0000    Total: \$9,955.26 NZD

Unbanked

Date	Media	Other Party	Reference Particulars	Amount Code
------	-------	-------------	-----------------------	-------------

Print    Export    Accept    Save    Cancel

Created by: [ ] on [ ]    Modified by: [ ] on [ ]

Two copies of the summary (Bank and Office copy) are available by clicking the print button. This summary will then appear in the bank reconciliation as one amount

## Banking Reconciliation

- Tasks\_ Cashbook\_ Banking Reconciliation

CB Bank Statements

Select Bank Account: CHQ    ABC GROUP LTD    NZD

Period Selection: Range of Periods    From: Sep 2013    To: Nov 2013

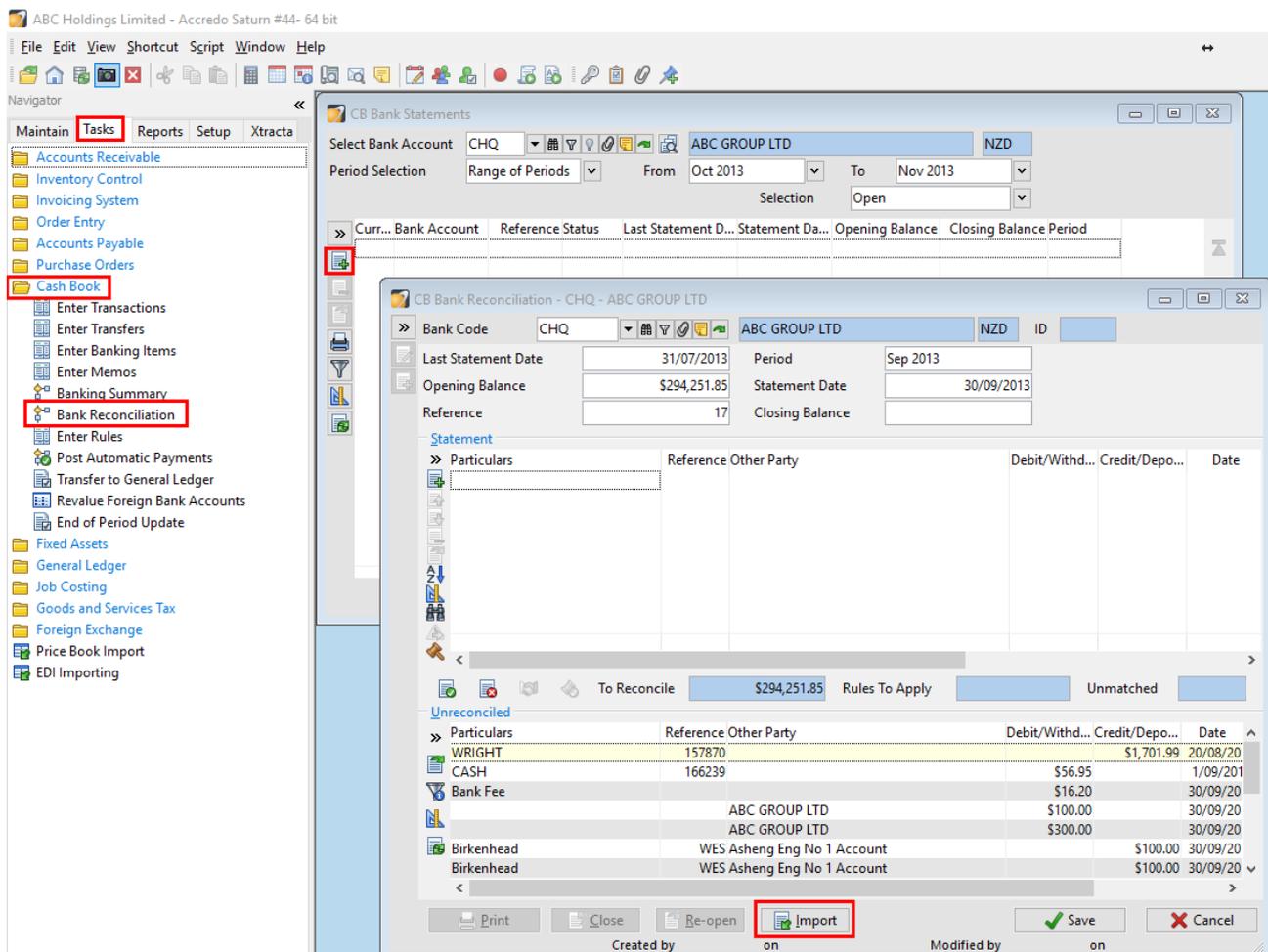
Selection: All Statements

Curr...	Bank Account	Reference Status	Last Statement D...	Statement Da...	Opening Balance	Closing Balance Period
NZD	CHQ	17 Open	31/07/2013	30/09/2013	\$294,251.85	\$0.00 Sep 2013

The selection screen allows you to view all previous bank statements entered in Accredo  
 You can click on the 'Selection' option to view historic statements (Closed) or current statements (open)

'Select Bank Account' (from top of screen) to reconcile

Click Insert (F4) 



- Click 'Edit details' (F11) 
- The screen is split in three

**The top panel:** shows bank statement details. The left side of the screen shows the last bank reconciliation. The right side requires details of the current reconciliation to be added.

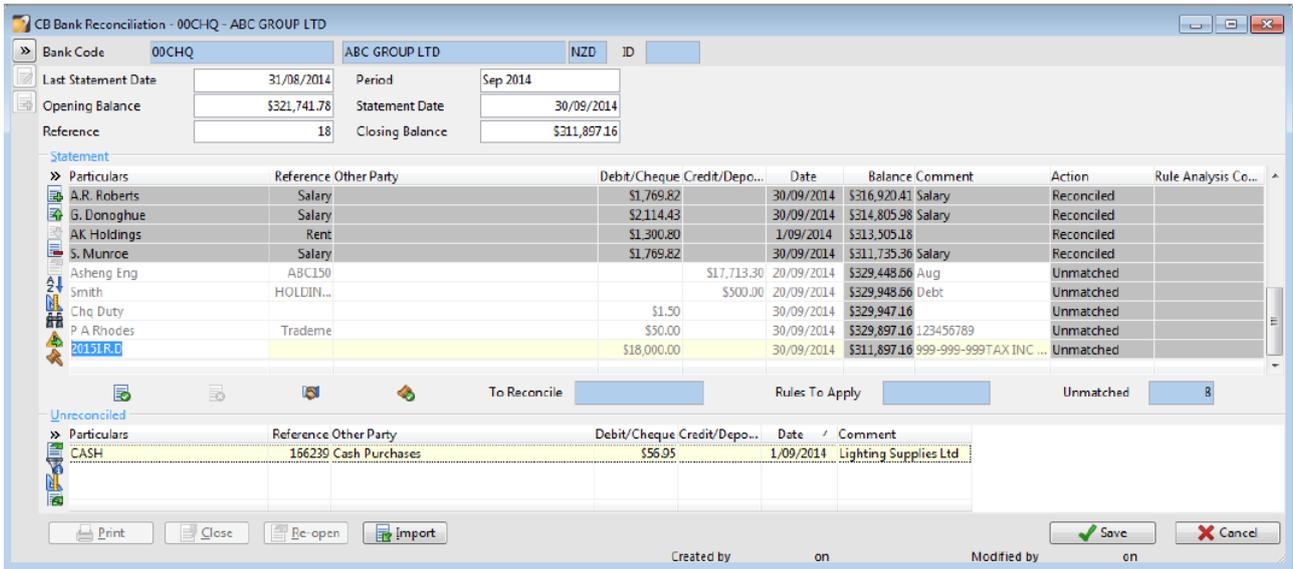
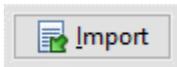
**The middle grid:** shows details of the pending reconciled items. Following the reconciliation process this grid must equal the bank statement details (For example: 'Balance to reconcile' should equal zero)

**The bottom grid:** contains all unreconciled transaction

# Importing & Reconciling

## - Import Bank Statements

Click on the import button to Import the bank statement previously downloaded from your bank



Reconciliation consists of moving transactions from the bottom grid to the top grid until they agree with the details in the top panel

Match (Ctrl+Up)

Match All (Ctrl+M)

Apply Rules(Ctrl+A)



Use Unmatch (Ctrl+Down)



to unreconciled any items previously pushed up into the top screen

**Automatically Match All:** Accredo will reconcile transaction from Bank import to current transaction in Accredo. (Help has conditions on this matching process)

**Match with Current Transaction:** To manually match Transaction, By selecting transaction in Middle Grid and selecting the matching in Bottom Grid and then pressing button

**Reconcile:** Select a transaction in the bottom grid and click button (Ctrl + Up) to move it to the top screen.

**Unreconcile:** Similarly, transactions can be un-reconciled from the top screen by clicking button  (Shift + Down)

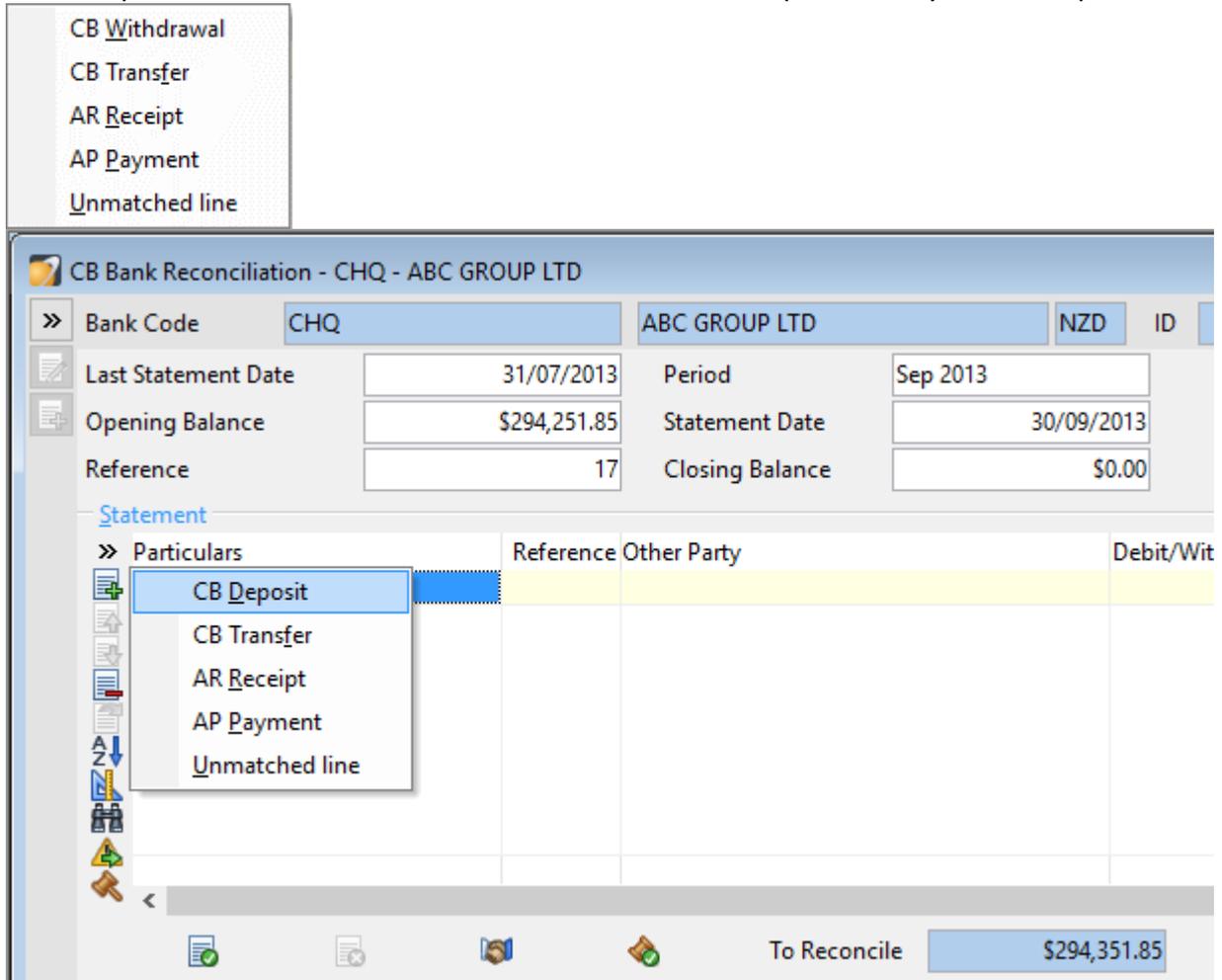
This is used if “**Automatically Match All**” has mismatched transactions

**Note:** To view a transactions details select the transaction and click ‘Open Details’ (F12) 

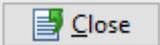
For entries on the bank statement but not included in the system (such as bank fees and interest) click ‘Insert’ (F4)  and enter the transaction via CB Deposit or Withdrawal

You can also add an Unmatched Line to manually enter amounts and data if required.

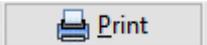
Other deposits and withdrawals can be entered via AR Receipt or AP Payment if required



**Note:** Click ‘Save’  (alt + F9) to save the progress of a bank reconciliation to review at a later date.

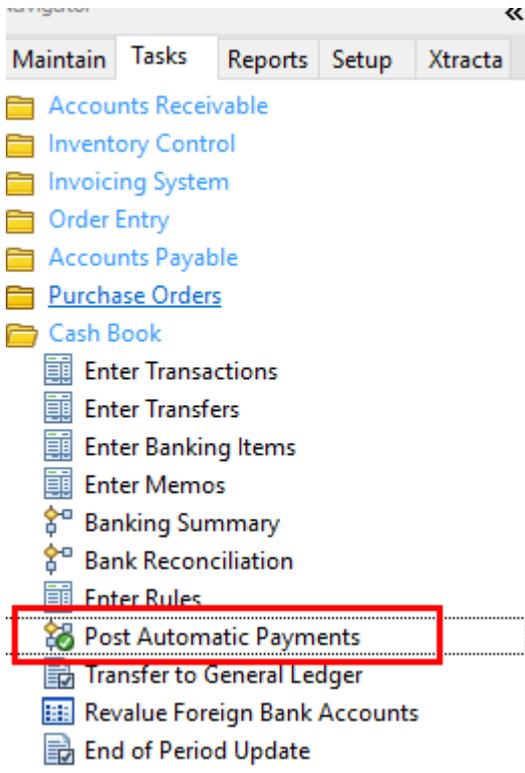
When a bank statement has been completed it can be closed. ‘Close bank statement’ 

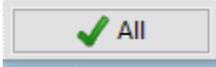
(Available when the ‘To Reconcile’ field is zero)

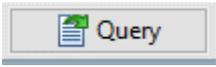
The ‘Print’  button prints a report of the currently constructed bank statement. (Alternative reports are available in the Reports Tab)

# Post Automatic Payment

- Tasks\_ Cashbook\_ Post Automatic Payments



Click 'All' (F9)  to automatically post all automatic payments due on or before the current system date

Click 'Query' (F12)  to be asked before posting each automatic payment  
Each individual transaction will be displayed in a new window

Click 'Post' (F9) to accept the transaction or;

Click 'Skip' (Escape)

# Contact

For further information or for assistance with Accredo please do get in touch with us.

## *Offices*

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