

CAPITAL V8

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Capital Business Software Tutorial Series

Cash Management  
Using Capital Business  
Manager V8 1.0

CAPITAL OFFICE BUSINESS SOFTWARE

# Capital Business Software Tutorial Series

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## Basic Navigation

*Various Techniques You Can Use To Navigate Through Cash Manager*

To save time in the future, print a copy of this document. Click **Print** on the FILE menu. With the printed document in hand, position yourself in front of the software and work through the following exercises.

**Begin by launching the software** and then return to this tutorial.

### The Explorer Bar

Use the Explorer Bar to open new areas of the software. Such as the cash manager, stock area, general ledger, and the various transactions found in the system. The Explorer Bar is found on the left of the application's main work area. To open a new area click on the applicable icon.

The Explorer Bar is divided into a series of bands. The standard band titles include:


**Manager**  
**Transactions**  
**Products**  
**Reports**  
**Service**  
**Maintenance**

To view the grouping of functions associated with each band, click on the band name with your mouse.

## NAVIGATION BASICS



The Cash Manager is found on the **Manager** band which is open when the software first starts.

To move to the Cash Manager click on the **Cash Manager**  icon.

(If this icon is not visible, click on the word **Manager** first.)

Select a bank account from the bank account list and press the **Open** button.

The Explorer Bar remains to the left of the application even when the Cash Manager area opens. You can open other areas of the software by clicking again on the Explorer Bar. For example, click on the **Suppliers** icon to open the supplier area as well.



You now have two different areas of the software open at the same time. To return to the Cash Manager press the **green** go back button on the tool bar above the Cash Manager list.

## NAVIGATION BASICS

Continue to press the go back and go forward area buttons to toggle through all open areas in the software. You can also view the list of all open areas by selecting WINDOW from the menu at the top of the application.

To open the same area more than once hold down the SHIFT key and click on the area with your mouse. For example, to open the Cash Manager twice, click on the **Cash Manager** icon while holding down the SHIFT key. (If you don't hold down the SHIFT key, clicking on the icon will just return you to whatever area is already open that is represented by that icon.)



To close an area, locate the **blue** arrow close button in the top left hand corner of the application and click on it. To close all open areas select CLOSE ALL from the WINDOW menu at the top right of the application. To then close the application locate the **blue** arrow close button in the top left hand corner of the application and click on it.

Using the keyboard you can also press ALT+F4 to close the application.

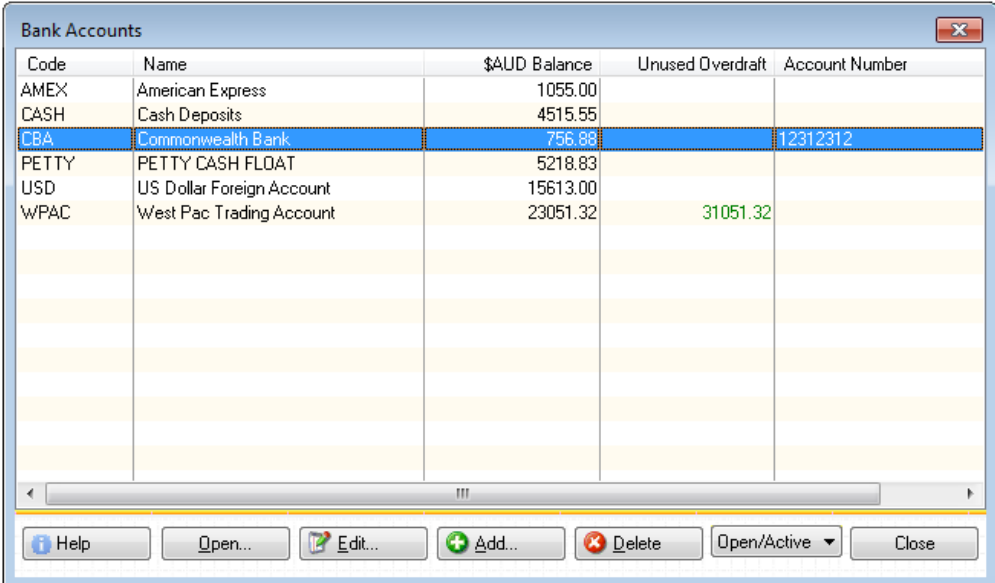
## Banks & Transaction Lists

### How To Search, Navigate & Alter Your Chart Of Accounts

The Cash Manager area allows you to view all cash transactions (or equivalents) and their holding accounts, and add, edit or 'reconcile' these entries.

When a transaction affects a bank balance an entry for it will appear within the Cash Manager. The transaction may have originally been entered from within the Cash Manager, or it may have been entered from another area such as Customers or Suppliers.

When you first open the Cash Manager, your list of 'cash books' is displayed:



Code	Name	\$AUD Balance	Unused Overdraft	Account Number
AMEX	American Express	1055.00		
CASH	Cash Deposits	4515.55		
CBA	Commonwealth Bank	756.88		12312312
PETTY	PETTY CASH FLOAT	5218.83		
USD	US Dollar Foreign Account	15613.00		
WPAC	West Pac Trading Account	23051.32	31051.32	

While the term 'bank balance' is used in this tutorial, strictly speaking, we are referring to the balance of a particular 'cash book'. Cash books can typically represent:

- Local bank accounts or term deposits used by your business
- Foreign bank accounts in use in your business
- Petty cash floats
- Clearing accounts
- Credit cards

## VIEWING & FINDING TRANSACTIONS

- Point of Sale tills
- Voucher receipts

Broadly speaking, the Cash Manager lets you track the money in your bank accounts and other financial ‘instruments’ and enables you to cross check your entries against external statements of activity, such as bank statements.

Therefore a ‘cash book’ is typically used to represent a bank account, credit card, term deposit and so on. However, you can also create ‘nominal’ accounts that can act as clearing or holding accounts. These ‘nominal’ accounts are useful because they let you cross check your entries in one central place before moving funds to where they need to go.



For example, if your business handles cash transactions, your software can be setup to deposit these balances in a ‘cash clearing account’ (designated by a cash book). You could then count and confirm the funds you have, and transfer them in bulk as a lump sum to your bank account.

Clearing accounts are handy because they allow you to separate what you have checked from what still needs to be checked.

To open a particular cash book, select it on the **Bank Accounts** list and double-click with your mouse, or press the **Open** button.

The screenshot displays the 'CAPITAL Business Manager - [Cash Management]' window. The main area shows a list of transactions for a bank account (CBA BANK) with a balance of AUD\$ 756.88. The transactions are listed in a table with columns for Number, Date, Transaction, Reference, Amount, R, and D. The transactions include various entries such as 'Supp. payment', 'Direct entry', and 'Cust. payment'.

Number	Date	Transaction	Reference	Amount	R	D
PS19	21/07/06	Supp. payment		-200.00		
CBA7	13/08/06	Direct entry		100.00		
CBA8	13/08/06	Direct entry		100.00		
CBA9	13/08/06	Direct entry		100.00		
PS20	22/08/06	Supp. payment		-100.00		
CBA10	23/08/06	Direct entry		100.00		
P36	23/08/06	Cust. payment		61.00		
1068	27/08/06	Direct entry		-100.00		
1069	11/12/06	Direct entry	Q131331	5000.00		
PS14	18/02/07	Supp. payment	2	-44.00		
1074	31/07/07	Direct entry	12873731	55.31		
CBA1075	13/08/07	Direct entry	56231511	103.55		
P37	26/01/08	Cust. payment	273187	2500.00		
1070	26/01/08	Direct entry	31313	10000.00		
PS24	26/01/08	Supp. payment		-15000.00		
P49	04/11/10	Cust. payment		368.44		
P48	05/12/10	Cust. payment	2746413	4000.00		
P43	05/03/11	Cust. payment	3133674	64.26		
P42	01/05/11	Cust. payment	24545435	1810.07		
P41	05/05/11	Cust. payment	32424	341.72		
PS17	02/07/11	Supp. payment		-20.00		
PS25	05/07/11	Supp. payment		-9950.00		
P40	05/07/11	Cust. payment	4114	4000.00		
PS27	05/08/11	Supp. payment		-14.00		
P39	05/08/11	Cust. payment	11231313	2144.87		
P46	05/08/11	Cust. payment		477.01		
CBA1076	02/09/11	Transfer	Wages	-2500.00		
PS26	05/09/11	Supp. payment		-3640.56		
P38	03/10/11	Cust. payment	3811	757.00		
PS0	18/04/12	Cust. payment		500.00		
PS28	18/04/12	Supp. payment		-3.00		

The interface includes a sidebar with navigation options like Manager, Favourites, Dashboard, Stock Control, Customers, Suppliers, Cash Manager, General Ledger, and Job Cards. A right-hand panel contains action buttons such as Open, Add, Edit, Transfer, Delete, Find, Reconcile, Deposit, Consolidate, Up, Down, Email, Fax, Print, and Help. The status bar at the bottom shows 'Fabio Sample'.

## VIEWING & FINDING TRANSACTIONS

This will open the transaction list of the cash book you have selected.

To navigate through the list, use the up and down arrow keys or the PGUP and PGDN keys to move pages at a time. You can also press the HOME key to move to the top of the list and the END key to move to the bottom.

By default the transaction list (also referred to as the “record list”) is sorted by date with earlier transactions at the top and the latest transactions at the bottom. However, you can also sort the list by transaction number by clicking on the **Number** heading using your mouse or by amount by clicking on the **Amount** column. (Sorting by amount is handy when you need to search for an exact amount. This is explained in more detail below.)

### Ways To Sort a Record List

The sorting of the record list can be changed by clicking on the column heading of the column you wish to sort the list by. The column heading must have a red/green block



Number	Date	Transaction	Reference
CBA8	13/08/06	Direct entry	
CBA9	13/08/06	Direct entry	
PS20	22/08/06	Supp. payment	

next to the column heading name for it to be sortable.

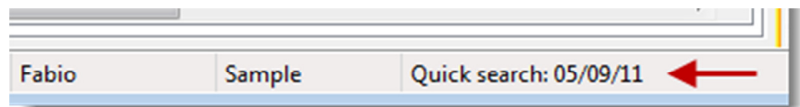
When the bottom block turns a solid green the list is sorted by that column in ascending sequence. Click on the column heading again to reverse the sorting. The top block will turn a solid red and the record list will be sorted in descending sequence.

You can also change the sorting of the record list by using the keyboard. Press SHIFT+F10 and then select the applicable “Sort by” method from the pop-up menu.

### Quick Search

Rather than use the arrow and PGUP and PGDN keys to scroll through the record list, there is a faster way to find what you are looking for: Just begin to type. The information that most closely matches what you have typed will come into view. But it’s important to remember that information is searched for based on the currently sorted column. If your column is sorted by date, then as you type, the software will try to find the transaction by searching for a match under the date column.

For example, if you typed ‘05/09/11’ using your keyboard the Quick Search feature would display these characters below the record list.



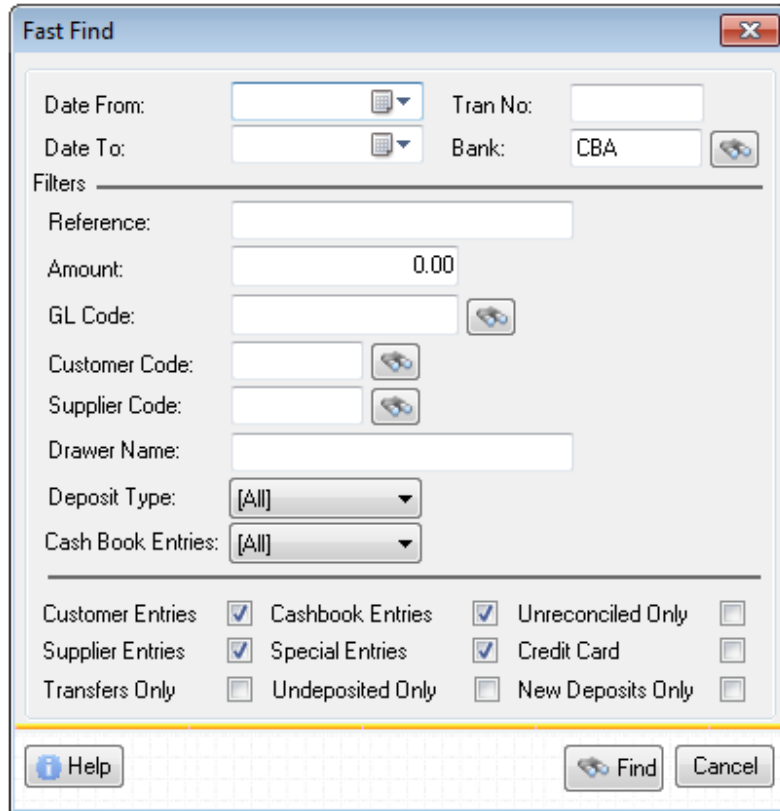
To erase what you have typed and re-start the Quick Search, hold down the CTRL key and press BACKSPACE. Then redo your search by typing again.

### Fast Find Window

If the information you are looking for cannot be found in a specific column on the record list, you can press the **Find** button on the right side of the list. The **Find** button can be used to search by other more specific criteria.

## VIEWING & FINDING TRANSACTIONS

The *Fast Find* window:



The screenshot shows the 'Fast Find' dialog box with the following fields and options:

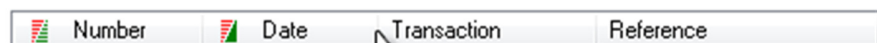
- Date From: [ ]
- Date To: [ ]
- Tran No: [ ]
- Bank: CBA
- Filters section:
  - Reference: [ ]
  - Amount: 0.00
  - GL Code: [ ]
  - Customer Code: [ ]
  - Supplier Code: [ ]
  - Drawer Name: [ ]
  - Deposit Type: [All]
  - Cash Book Entries: [All]
- Checkboxes for search criteria:
  - Customer Entries
  - Supplier Entries
  - Transfers Only
  - Cashbook Entries
  - Special Entries
  - Undeposited Only
  - Unreconciled Only
  - Credit Card
  - New Deposits Only
- Buttons: Help, Find, Cancel

Use *Fast Find* to search for transactions between a particular date range, transaction reference, type of deposit and so on. Then press **Find** again to execute your search.

### Column Properties Manager

The columns found on your transaction lists need not be static. You can re-arrange the columns, add more that you may need or remove those that you don't, or change any of their widths.

To change the width of a column move your mouse *between* any two column headings until the mouse pointer changes into a "double arrow" symbol. Hold down your left mouse button and then drag the mouse left or right to resize the column.



To move a column into a new position, your mouse and hold your mouse button

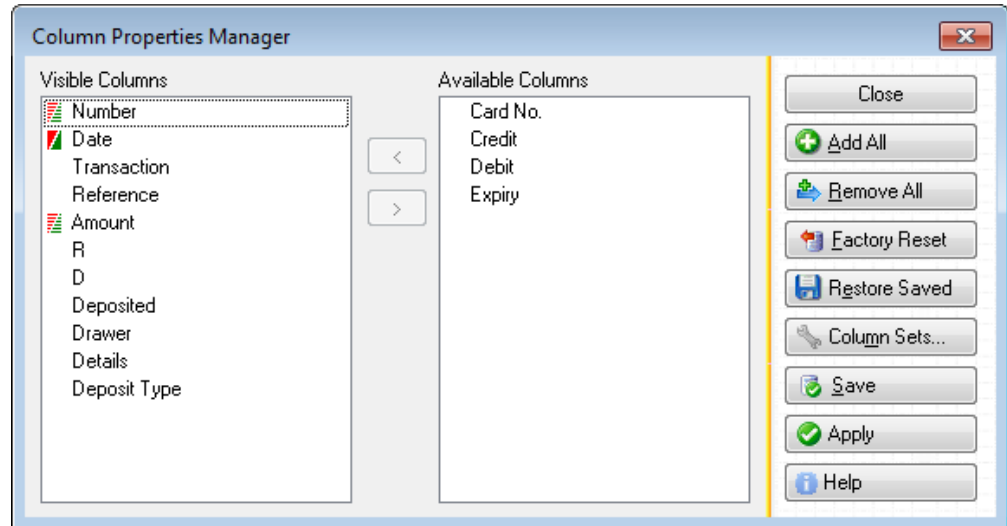
click on the column heading using down. Next drag the whole column left or right as applicable.

## VIEWING & FINDING TRANSACTIONS

Adding and removing columns involves a few additional steps:

1. Begin by clicking on the grid using your right mouse button.
2. A pop-up menu will appear. Click on **Column Properties**

The following window will open:



This window presents all the columns currently visible in the left panel and all the columns available to you (the “column library”) in the right panel.

To add a column to the transaction list, click on a column that appears in the right panel, and then press the < button to move it into the left panel.

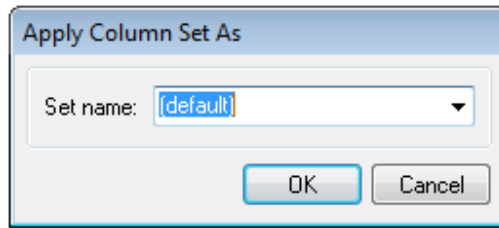
In a like manner, use the same technique to remove a column from the transaction list. Click on a column in the left panel and then press the > button to move it into the right panel.

If you are satisfied with the changes you have made, you can press the **Apply** button to temporarily update your transaction list or press the **Save** button to “permanently” update your transaction list.

The main difference between **Apply** and **Save** is that if you press **Apply**, the changes you have made will be forgotten the next time you close and restart the software. If you press **Save**, your changes will be remembered until such time as you decide to change your column arrangements again.

When you go to either apply or save your changes the software will prompt you with an additional question:

## VIEWING & FINDING TRANSACTIONS



When this window appears, simply press **OK** to save your column arrangements.



*What is a Column Set?* Column sets are useful when you wish to create multiple *sets* of lists and quickly toggle between them. For example, you might create one list of columns focused on drawer details and another focused on amounts. Since this feature is more advanced, it will not be discussed further here. However, you can find out more by reading the *Capital Office Reference Guide*.

### Fixing Mistakes



If you want to go back to the way the software's column arrangements were originally set, then a simple way to do this is to press the **Factory Reset** button. This is also an easy way to recover if you have made mistakes and want to restore things back to the way they were originally. But don't forget to press **Save** afterwards.

When you add and remove columns, the columns may not always appear automatically in the positions you want them in. To move columns to the positions you desire while still inside the *Column Properties Manager*, click on the column you wish to move (be sure you are clicking in the left panel) and while still holding the mouse down, "drag" the column to its new position.

Keep repeating this process until the columns have the ordering you want, before pressing **Apply** or **Save**.



Remember that if you rearrange your transaction list, those changes will be forgotten the next time you restart the software or log back in using your password, unless you save them first.

To save your column arrangements:

1. Click on the grid using your right mouse button.
2. From the pop-up menu select **Column Properties**
3. Press **Save** and then **OK**
4. Press **Close** to close the *Column Properties Manager*.

## **VIEWING & FINDING TRANSACTIONS**

Column arrangements are linked to your password. So even if you work from a different computer, your preferred column arrangements will still appear after you log back in.

**Section**  
**3**

**How To Enter A Bank Charge**

**How To Record Fees, Charges & Interest On Your Bank Accounts**

This section takes you step by step through the process of entering a bank charge. Following the same procedure will also give you the information you need to enter other types of fees as well as bank interest.

**Adding a Transaction**

Begin by selecting the bank account you want to enter a bank charge for. See the previous section for detailed steps on how to open and view the transaction list of a particular bank (or 'cash book').

Once the transaction list is open, press the  button found on the right side of the transaction list.

The **Add Transaction** window will open.

The screenshot shows the 'Add Transaction' dialog box with the following fields and values:

- Bank Account: CBA
- Tran No: CBA1077
- Statement Page: None
- Transaction: 1 - Direct entry
- Date: 17/04/2012
- Deposit/Draw As: 0 - Cash
- Reference: (empty)
- Details: (empty)
- Bank: (empty)
- Branch: (empty)
- Drawer: (empty)
- Exchange From: 1.000000
- Amount \$AUD: 0.00
- Amount: 0.00

## FEES, CHARGES & INTEREST

Begin by selecting from the **Transaction** list the entry “5 – Bank Charge”.

*Note: This step is optional. Your software will not care if you change the entry from “1 – Direct Deposit” to “5- Bank Charge” but it may help humans identify the purpose of the transaction by doing so.*

### Entering Dates

Next press the TAB key to move to the **Date** field and enter the date of the bank charge as it appears on your bank statement.

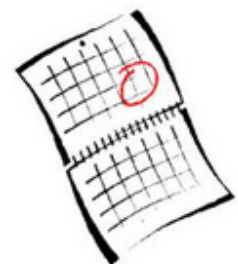


Since your software is rather strict about the way dates are entered into the system, it is worthwhile to spend a few minutes to point out some things about entering dates.

Firstly, you can clear a date and start over by pressing the DEL key. This will erase what you have typed so you can type a new date from scratch. To paste today’s date back into a date field press F2.

When entering dates you must enter them in DD / MM / YY format if you are in the Australian region. For example, if you were entering the 2<sup>nd</sup> of March 2013, you would enter on your keyboard 2 followed by slash (/) followed by 3 followed by slash (/) followed by 13.

If you made a typing mistake press the up and down arrow keys to increment or decrement the number. For example, if you typed 12 instead of 13, press the up arrow key to increment the year by 1.



You can also use the left and right arrow keys to move between segments of the date. If the day is selected, pressing the right arrow key will move you to the month, and pressing right arrow again will move you to the year. Pressing left arrow will move you in the opposite direction.

When you are finished with the date, press the TAB key to complete the entry.

And of course, you can click on the calendar symbol next to the date to open the calendar. From the calendar you can click on the day you want or use the arrow keys to navigate around the calendar. Another quick way to open the calendar from within a date is to press F12.

### Reference Fields & Amounts

Now that you’ve finished entering a date, press the TAB key again and the **Deposit/Draw** field will be selected. You can change this to “4 – Direct Deposit” if you wish.

*Note: This step is also optional. Your software will not care if you change the entry but it may help humans identify the type of cash transaction involved.*

## FEES, CHARGES & INTEREST

Now continue by pressing the TAB key until the **Reference** field is selected. You need not supply a reference, but if you do, it should ideally match whatever message appears on the corresponding transaction on your bank statement.



The **Reference** field is one of the key fields used in assisting you to perform a *bank reconciliation*. (This topic is covered in a section that follows.) Other key fields include the **Date** and **Amount**.

After entering (or leaving blank) the **Reference**, press TAB until the **Amount** or **Amount \$AUD** field is selected. (The currency symbol may be different if your base currency is not in Australian dollars.)

Enter the amount of the bank fee as a *negative number*. For example, if the bank charge was for \$5, then you would place a - in front of the number by entering -5 here.



In your software an important principle to keep in mind is that a positive number always *increases* the balance of an account and a negative number always *decreases* the balance. So by entering a negative number, you are decreasing the running balance of your bank account.

The resulting transaction entry should look similar to the following:

The screenshot shows a dialog box titled "Add Transaction". It contains the following fields and controls:

- Bank Account: CBA (with a currency icon)
- Tran No: CBA1077
- Statement Page: None
- Transaction: 5 - Bank charge (dropdown menu)
- Department: (empty field)
- Date: 17/04/2012 (dropdown menu)
- Deposit/Draw As: 4 - Direct deposit (dropdown menu)
- Transfer To: (empty field)
- Deposited On: (empty field)
- Reference: (empty text field)
- Details: (empty text area)
- Bank: (empty field)
- Branch: (empty field)
- Drawer: (empty field)
- Exchange From: 1.000000
- To: 0.000000
- Amount \$AUD: -5.00 (highlighted in blue)
- Amount: -5.00
- To: 0.00

Buttons: Next >, Cancel, and Help.

Press the **Next>** button to continue. This will open the **Cash Management Transaction Allocation** window.





## FEES, CHARGES & INTEREST

### *INP*

The entry is 'input taxed.'

You can discover the full list of available tax codes by clicking on the **Tax** column heading with your mouse.



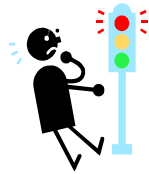
Financial transactions such as bank fees and charges and interest received, typically fall under the category of 'input taxed'. This means that they are transactions that do not directly generate further taxes that need to be tracked.

After entering your account code the **Tax code** may pre-fill for you automatically. That is to say, you will see INP appear automatically at the end of the line. If that doesn't happen, you will need to enter it manually. You can do this by moving under the **Tax** column and typing INP onto the grid.

Once you have entered one or more amounts that *balance* your entry, and you have ensured that all the tax codes have been filled in, the transaction can be saved.

Press the **Save** button to save your transaction.

The entry of your bank charge is complete!



Remember, the **Balance** amount found at the bottom right hand corner of the **Cash Management Transaction** window must be zero before you can save your transaction, and any missing tax codes must be assigned to each expense or general ledger entry you make.

**Section**  
**4**

**Transferring Funds**

*On How To Create A Cash Book Transfer*

**How To Move Money From One Bank Account To Another**

**M**oving money between cash books or bank accounts is quite straightforward. You begin by selecting a bank account to transfer funds *from*.

Consult Section 2 for detailed steps on how to open the transaction list of a bank or 'cash book'.

Once you have the desired bank or cash book open and its transaction list in front of you, press the **Transfer** button to record a fund transfer. The **Add Transaction** window will open.



**Add Transaction** ✕

Bank Account:  Tran No:  Next >

Statement Page: None Cancel

---

Transaction:  Department:

Date:

Deposit/Draw As:  Transfer To:

Deposited On:

Reference:

Details:

Bank:

Branch:

Drawer:

---

Exchange From:  To:

Amount \$AUD:

Amount:  To:  Help

## FUND TRANSFERS

Press the TAB key until the **Date** field is selected. Confirm that the date is correct but if it is not, change it before proceeding.

Next, press the TAB key until the **Transfer To** field is selected. Enter the bank or cash book code to transfer funds *into*. If you're unsure of what the destination code is, press the F12 key to open a list of your cash books or bank accounts to select from. Or you can click on the button next to the field.

Once you have selected an acceptable destination bank or cash book code, press the TAB key to move to the **Reference** field. If you are recording a fund transfer between two bank accounts, i.e., this could be a funds transfer from a regular business bank account to, say, an investment account, then the transfer may have a receipt number which should be visible on your bank statement.



The **Reference** field is one of the key fields used in assisting you to perform a *bank reconciliation*. (This topic is covered in a section that follows.) Other key fields include the **Date** and **Amount**.

After entering (or leaving blank) the **Reference**, press TAB until the **Amount** or **Amount \$AUD** field is selected. (The currency symbol may be different if your base currency is not in Australian dollars.)

Enter the amount of the transfer as a *negative number*. This is because you will be reducing the balance of the account you currently have open. For example, if you are transferring \$5000, then you would place a - in front of the number and enter the amount as -5000.



If you were to enter the amount as a *positive* number, you would in effect be performing a transfer in the opposite direction. This is fine if that's what you intended, but it is normally less confusing to select the bank that the transfer originates *from*.

After you have entered the amount to transfer press the **Next>** button.

Your fund transfer is complete!



It is worth noting that in the *destination* account a transaction will also be automatically created, indicating that the funds 'arrived' into that account on the date you specified.

**Section**  
**5**

**Bank Reconciliations**

*On How To Balance Your Banking*

**How To Verify  
The Accuracy Of  
Your Banking  
Entries**

The purpose of a 'bank reconciliation' is to verify that the entries found in your bank accounts have been accurately managed.

This section describes how to perform a 'manual' reconciliation of your cash related transactions. Begin by selecting the bank account you wish to reconcile. Consult Section 2 for detailed steps on how to open and view the transaction list of a particular bank (or 'cash book').



To begin a reconciliation press the *Bank Statement* tabbed button found at the top of the transaction list.

The first time you do this, the following window will open:

Bank Reconciliation: CBA			
<b>Previous Reconciliation</b>			
Statement End Date:			
Closing Balance:	0.00		
Out of Balance So Far:	0.00		
<b>Cash Book Status</b>			
Unpresented Cheques:	32534.48	Count	19
Uncleared Receipts:	33441.36	Count	27
Statement Deposits:	0.00	Count	0
Statement Withdrawals:	0.00	Count	0
<b>Current Reconciliation</b>			
Page No:	1		
Statement Start Date:			
Statement End Date:			
Statement Start Balance:	0.00		
Statement End Balance:	0.00		

## BANK RECONCILIATIONS

Enter the statement page number of your bank statement into the **Page No** field. If there is no statement page number, you can assign your own number. For example, the first credit card statement you wish to reconcile, can be numbered “1” and you can move forward from there.

Next note the period covered by the statement. Enter its start and end dates into the **Statement Start Date** and **Statement End Date** fields.

Finally, enter the opening balance that appears on your statement into the **Statement Start Balance** field and the closing balance into the **Statement End Balance** field.

Your objective from this point forward will be to get your cash transactions to agree with your bank statement. Press the **OK** button to proceed.

### The Bank Statement List

When you start a new bank reconciliation you are presented with a blank bank statement list. Click back on the **Transactions** tab button to return to your cash management transaction list.

The screenshot shows a software window with two tabs: 'Transactions' and 'Bank Statement'. The 'Bank Statement' tab is selected. At the top, there are fields for 'Account No: 12312312', 'Statement Starts', 'Statement Ends', and 'Page No: 1'. To the right, there are fields for 'Statement Start Balance: 0.00', 'Statement End Balance: 0.00', 'Out of Balance Amount: 0.00', and 'Reconciled Balance: 0.00'. Below these fields is a table with the following columns: T, Type, Date, Reference, Amount, Balance, and R. The table is currently empty. On the right side of the window, there is a vertical toolbar with buttons for 'Open...', 'Add...', 'Edit...', 'Transfer...', 'Delete', 'End...', 'Reconcile', 'Deposit', 'Consolidate', 'Up', 'Down', 'Email...', 'Fax...', 'Print...', and 'Help'.

*A New Blank Reconciliation Page*

When you return to the cash management transaction list, you will notice an **R** column on the list. This stands for “reconciled”. (If you don’t see this column you may need to enlarge the size of your window.)

Now scroll through the transaction list until you have located the transactions that have approximately the same dates as those of your bank statement.

## BANK RECONCILIATIONS

Next, identify a transaction on your cash management list that appears on your bank statement. Once you have positively identified it, click on the 'box' under the **R** column alongside it. A green tick will appear inside the box.



Repeat this process for each transaction you can identify as appearing on your bank statement. Once you are satisfied that you have found everything you can, press the **Bank Statement** tab button to return to your "bank statement" view.

You will now find a series of transactions that you have ticked, appearing in "bank statement" view.

T	Type	Date	Reference	Amount	Balance	R
<input checked="" type="checkbox"/>	Direct Entry	31/07/07	12873731	55.31CR	1575.31	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Supplier Payment	05/08/11		14.00DR	1561.31	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/08/11	11231313	2144.87CR	3706.18	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/03/11	3133674	64.26CR	3770.44	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	26/01/08	31313	10000.00CR	13770.44	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bank Charge	17/04/12		5.00DR	13765.44	<input checked="" type="checkbox"/>

Summary of Statement Balances:

Account No:	12312312	Statement Start Balance:	1520.00
Statement Starts:	17/03/12	Statement End Balance:	31155.00
Statement Ends:	17/04/12	Out of Balance Amount:	17389.56
Page No:	1	Reconciled Balance:	13765.44

Toolbar buttons: Open..., Add..., Edit..., Transfer..., Delete, Find..., Reconcile, Deposit, Consolidate, Up, Down, Email..., Fax..., Print..., Help

At this stage it is possible (although usually not the case!) that your "bank statement view" will balance with your actual bank statement. But it is more likely that there are still transactions to find, so the **Reconciled Balance** amount appearing at the top of the window will remain highlighted in red.

### Correcting Mistakes

If you have made a mistake by selecting the wrong transaction, it is very easy to fix this by simply clicking on the "box" under the **R** column for the transaction that should not be there. This action will remove the transaction from the bank statement you are currently working on.

To aid you in reconciling your statement you will also notice that under the **Type** column the colour of the descriptive entry is coded by "origin". **Green** entries are from your customers, **magenta** from your suppliers, and so on.

## BANK RECONCILIATIONS

At this point you may also have noticed that some transactions such as bank fees and charges and interest received, may not yet appear in your cash book.

These missing entries can be added now by pressing the **Add**  button.



Step by step instructions on how to enter charges such as bank fees are explained in Section 3 of this tutorial.

Once you have “ticked” all the transactions you could find, and have entered any (such as bank fees, charges and interest) that may have been missing, and *then* “ticked” those too, your entries in your “bank statement view” should (ideally) balance. Click on the **Bank Statement** tab button to see if this has occurred.

Transactions		Bank Statement	
Account No:	12312312	Statement Start Balance:	1520.00
Statement Starts	17/03/12	Statement End Balance:	31155.00
Statement Ends	17/04/12	Out of Balance Amount:	0.00
Page No	1	Reconciled Balance:	<b>31155.00</b>

T	Type	Date	Reference	Amount	Balance	R
<input checked="" type="checkbox"/>	Customer Payment	28/05/06		500.00CR	2020.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	17/05/12		2721.44CR	4741.44	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	02/06/06	Paid on invoice	0.70CR	4742.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	02/06/06	Paid on invoice	11.00CR	4753.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	20/07/06		20.00CR	4773.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	13/08/06		100.00CR	4873.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	13/08/06		100.00CR	4973.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	13/08/06		100.00CR	5073.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	23/08/06		61.00CR	5134.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	26/01/08	273187	2500.00CR	7634.14	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/05/11	32424	341.72CR	7975.86	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/08/11		477.01CR	8452.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	03/10/11	3811	757.00CR	9209.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Entry	11/12/06	Q131331	5000.00CR	14209.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	18/04/12		500.00CR	14709.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	10/05/12		200.00CR	14909.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cash Payment	11/05/12		55.00CR	14964.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/07/11	4114	4000.00CR	18964.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Supplier Payment	05/08/11		14.00DR	18950.87	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/08/11	11231313	2144.87CR	21095.74	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Payment	05/03/11	3133674	64.26CR	21160.00	<input checked="" type="checkbox"/>

If your bank reconciliation has been completed then your **Reconciled Balance** value will be highlighted in **green**. At this point there is nothing more you need do, and you can move onto the next statement to process.

### Balancing Tips & Tricks

Unfortunately, it is not always so straightforward to reconcile your bank statement. Common reasons why you may not be able to balance include:

## BANK RECONCILIATIONS

- The customer (debtor) or supplier (creditor) payment may not have been entered yet.
- The payment exists but has been entered with the wrong date. This tends to occur more at the end or beginning of the month, but sometimes the date of an entry can be completely wrong!
- The amount of the entry has been mis-entered. For example, the number may have been transposed.
- The entry for the same or similar amount may have been incorrectly placed onto a different bank reconciliation. (If this occurs, typically the date will be wrong also.)
- The entry was placed against the wrong bank account.

In these situations the **Find** feature will come in handy. Press the **Find** button and enter the transaction's reference if you have one, in the **Reference** field. Another useful search is to enter the amount you are looking for in the **Amount** field.



Remember that amounts that increase your bank balance (i.e., customer payments) should be entered as *positive* numbers, and those that decrease your bank balance (such as payments to suppliers) entered as *negatives*.

If you only want to view transactions that remain reconciled, that is to say, don't yet appear on any bank statement, you can also select from the menu above the transaction list, RECONCILE | VIEW UNRECONCILED TRANSACTIONS ONLY.

To return to the full list of transactions, select from the menu again RECONCILE | ALL TRANSACTIONS (REMOVE FILTER).

You may find it easier to hunt down a discrepancy if the order of the transactions on your screen match those of your physical or electronic bank statement. (Or at least are perhaps more closely aligned.) To change the position of a transaction, press the **Up** or **Down** buttons found to the right of the transaction list.

### Wrapping Up

After you have managed to reconcile, you may choose to print a reconciliation report from the reporting menu, or start on your next statement to reconcile.

To start reconciling a new statement, select from the Cash Manager menu, RECONCILE | NEW BANK STATEMENT. And now you will be ready to begin again.

## Bank Deposit Lists

### *Banking & Transferring Reconciled Funds*

#### **Bank Deposit Lists For Banking & Moving Cleared Funds**

**B**ank deposit lists are groups of transactions that have been selected for the purpose of depositing them into a new account.

The new account may be an actual physical bank, or it may involve the moving of funds into another cash book.

Creating a bank deposit list will save you time if you need to present a deposit list to your bank when depositing cash amounts, cheques and other transactions such as telephone or mail order credit card vouchers.

(If you seldom deal in any of these types of transactions then you are lucky and probably have no need to produce and print bank deposit lists.)

The second useful purpose of producing a bank deposit list is to allow you to verify (also called ‘reconcile’) multiple transactions that may ultimately appear as a single entry on your bank statement.

For example, let’s say you receive numerous vouchers, cheques and some cash amounts on a daily basis, which you intend to deposit every few days. Your bank will typically show your cash sales as a single lump sum, but will usually split your cheques and other types of vouchers into individual entries.

For the purpose of checking these amounts a “cash sale clearing account” may have been set-up for you. This is simply a cash book where all these types of deposits received are placed inside your Cash Management system.

Entries that appear in your “cash sale clearing account” may need to be checked (counted) and then moved (once confirmed) into your actual bank account.

#### **Producing A Deposit List**

Initially, let’s assume you need to produce a bank deposit list for your bank. Your system may be set-up to automatically ‘tag’ for deposit any cash entries that are placed in your bank account by other parts of the system. If this is the case, all you will need to do is double check that the entries are correct, and



## BANK DEPOSIT LISTS

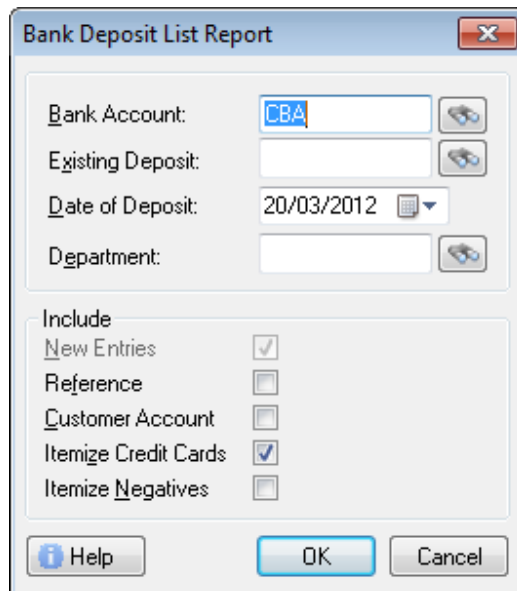
print a bank deposit list.

Entries that appear on your deposit list will have a green “tick” next to them under the **D** column. (The “D” stands for “deposits”.)

To remove an entry from your deposit list, tick the “box” again to remove the green tick.

To print a bank deposit list, click on **Reports** found on the left side of the cash management transaction window. Then click on the report symbol that displays **Cash Manager** below it. The list of cash management related reports will be displayed.

The very first report that appears on your list is titled: **Bank Deposit List**. Double click on this report to execute it.



Next change the **Bank Account** code if you wish to produce a bank deposit list for a different cash book. Otherwise, confirm the date of the deposit and press **OK**.

### Preview versus Print

At this point you will be advised that if you print the deposit list, or export the list to a spreadsheet, the bank deposit list will be “finalized”. This means that the entries will be marked as having been deposited and will not appear on any subsequent deposit lists.

However, you may also want to check the deposit list for mistakes first. To do this, press the **Preview** button when prompted. A preview of the bank deposit list will appear on-screen.

At this point you may still print a physical copy of the bank deposit list. To do so click on the “print



## BANK DEPOSIT LISTS

icon” found at the top of the print preview window.

This action will allow you to print a Bank Deposit List but will not *finalize* those entries as having been deposited.

Amount	R	D	Deposited
-75.00	<input type="checkbox"/>	<input type="checkbox"/>	
-413.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20/03/12

When entries have been marked as deposited, the “box” next to the entry will appear grayed out under the **D** column.



Once a transaction has been marked as deposited, clicking on the “box” under the **D** column will remove it from that previous deposit list and make it available to your next upcoming deposit. Do not “tick” this “box” unless it is your intention to do this.

### Moving Funds

Deposit Lists can also be used to mark funds as having been moved from one cash book account to another.

In this situation you would check all the transactions that have appeared in this account, mark the applicable ones as “deposited” and then move the resulting balance of their entries into your destination bank account.

The way to do this in the cash management system is as follows:

1. Begin by opening the bank account you wish to move funds from.
2. Once open, from the menu select DEPOSIT | CREATE DEPOSIT LIST / TRANSFER FUNDS.

The following window will appear:

The screenshot shows a dialog box titled "Create Deposit List". It has a close button (X) in the top right corner. The dialog contains the following fields and controls:

- "Existing Deposit": A text input field with a currency icon on the right.
- "Date of Deposit": A date picker field showing "20/03/2012" with a calendar icon on the right.
- "Department": A text input field with a currency icon on the right.
- "Transfer Funds": A checkbox that is currently unchecked.
- At the bottom, there are three buttons: "Help" (with an information icon), "Create", and "Cancel".

3. Next, tick **Transfer Funds** and press **Create**.

## **BANK DEPOSIT LISTS**

Several things will occur at this point. The transactions you have “tagged” for deposit will be marked as having been deposited. (This literally means that these entries have been grouped together and now appear on a “deposit list”.)

Finally, you will be prompted to fill in a bank transfer transaction in order to move your funds into a destination bank account.

Information on how to perform a transfer is covered in Section 3 of this tutorial. Please review that section if you are unsure on how to complete that step.

Section  
7

## Quick Review

### *Important Points To Remember*

- When clicking on the Explorer Bar hold down the SHIFT key to open the same area more than once.
- When using Quick Search, press CTRL+BACKSPACE to clear what you have typed and start the search over.
- Pressing F12 will open a look-up list or calendar when available.
- The HOME key moves you to the top of a list and the END key to the bottom.
- You can change the column arrangement of a list by clicking on it with the right mouse button and then selecting **Column Properties**.
- The quickest way to close the whole application is to press ALT+F4



## QUICK REVIEW

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