Cashbook Batch Processing

Batch Entries

Use the Batch Processing form to post batches of receipts and payments to one bank account. You might find this useful if you have already banked a collection of receipts and want to enter them in the cashbook from a manually written paying-in slip. When a batch is complete, you can mark it as complete so you can create a new batch, however, you can reopen completed batches for editing, for example to add a missing transaction. Note that if more than one sales or purchase ledger is linked to this Cashbook module, you must select the company from which the corresponding customer or supplier accounts will be read for processing.

You must have at least one cashbook type record set up with the Batched option selected. Cashbook types are defined using the Cashbook Types command on the Maintenance menu. If you want to maintain a paying in slip, the cashbook type record must also have the Paying In Slip option selected.

Actions

When the list of existing batches is displayed, the following commands are available from the Action menu. Click to select a batch in the list before you select the command:

(Un)Complete

Mark the selected batch as complete. If a batch is already marked as complete you can reopen it for further changes only if it has not been reconciled to a bank statement.

Batches are automatically completed when you use the Paying in Slip command on the Reports menu.

View

Display the details of the selected batch.

Removing a Batch

Batches cannot be deleted from the Batch Processing form, but they can be marked for removal from the Cashbook using the Matching command if the batches have been marked as completed.

1. Mark the batch as completed.

2. Use the Cashbook- Processing - N/L Posting form to post a correcting balancing transaction (for example to remove a payment of £100.00, post a receipt of £100.00).

3. Use the Cashbook- Processing - Matching form to match the incorrect transaction with the correcting balancing transaction.

4. Run the Cashbook- Utilities - Reorganise command to remove it from the database.

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Batch Entries

Input By
The name of the person maintaining the batch record. The username as defined on the User Profiles form in the System module is used as a default entry. You can select a different username from the list.

Posting Date
The date for the opening balance. The system date is displayed but you can change if the transactions are for a different date.

Reference
A reference for the transaction.

Source
An option that determines the ledger source for the transaction. You can select one of 'Nominal', 'Sales' or 'Purchase' from a list.

Type
An option that determines the transaction type you want to enter which is dependent on the selection you made in the Source list. You can select one of 'Payment', 'Receipt' or 'Refund' from a list.

Cashbook Type
A reference that identifies the cashbook transaction type. You can select from a list. Cashbook types are maintained using the Cashbook Types command on the Maintenance submenu in the Cashbook module. This must be a type that has the Batched option selected.

Posting Value
The amount of the transaction.

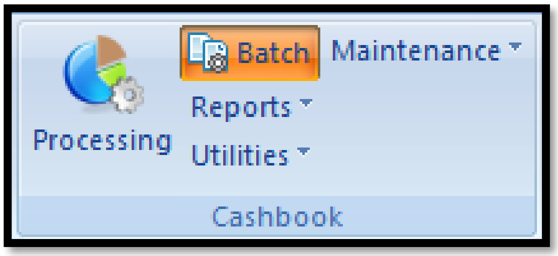
Paying In Slip
A number for the paying in slip. This applies to cashbook types that have the Paying In Slip option selected.

Comment
A memorandum or note concerning the nature of the transaction.

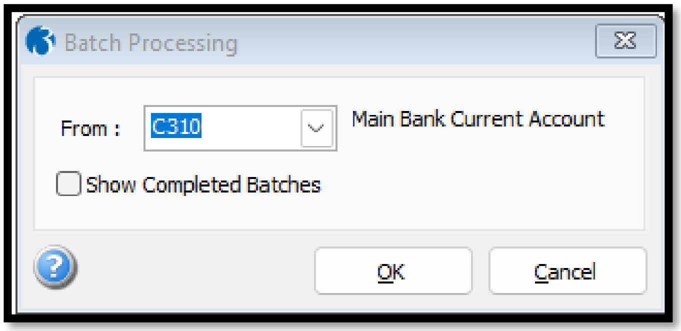
Batch Total
The running total of transactions entered in the batch.

To Enter Batches of Cashbook Transactions

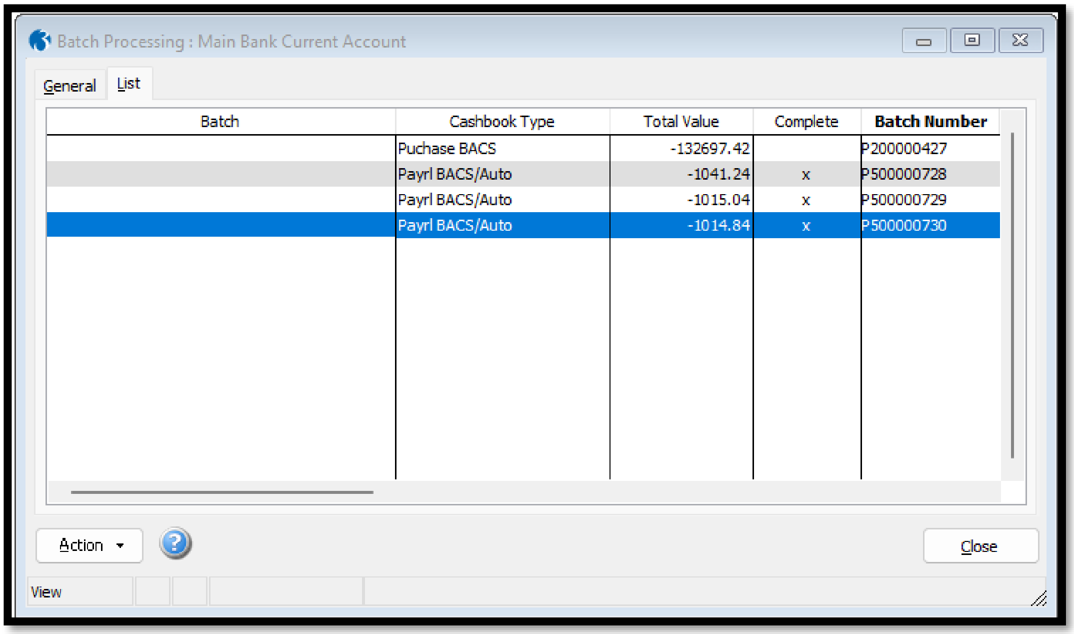
1. Open the Cashbook folder or click the **Financials** tab on the Ribbon Bar and then click Cashbook.
2. Click Batch Processing. The Batch Processing selection criteria form is displayed.



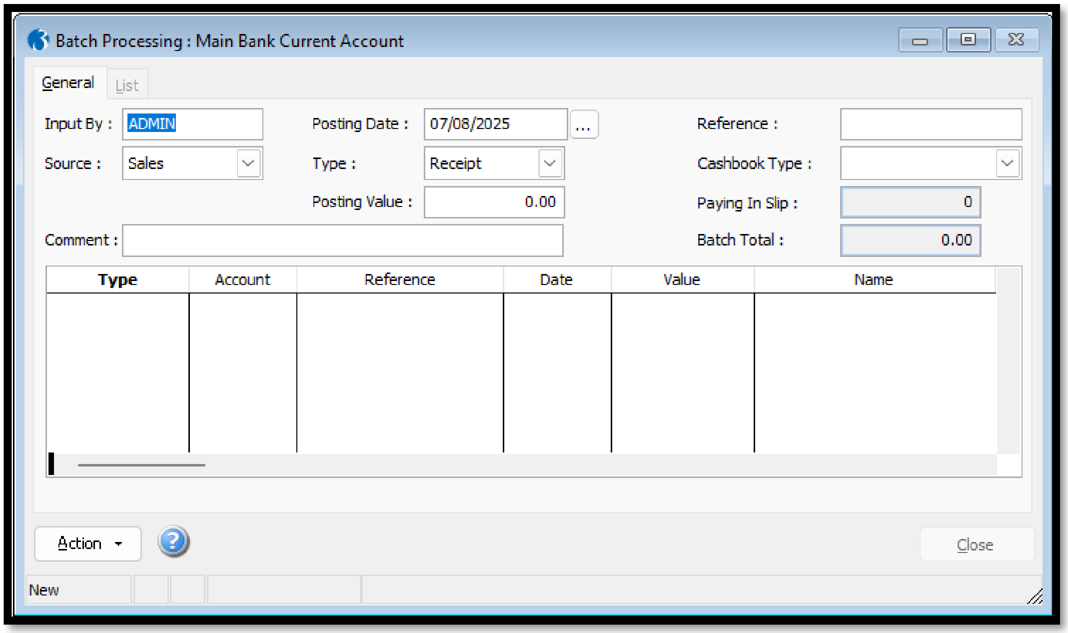
3. In the From list, click to select the cashbook account record you want to use for batched transaction entries.
4. If you want completed batches listed so that you can reopen them to make changes, select the Show Completed Batches option.



5. Click OK. The Batch Processing form appears listing existing batches.



6. Do one of the following:
   - To create a new record, click the icon on the toolbar or press CTRL+N.
   - To mark a batch as complete, click to select the batch in the list and then press the spacebar or F7.
   - To view the details of an existing batch, click to select the batch and then click Action. Click View on the Action menu.
7. If you have chosen to add a new batch, a form appears for entry of the batch details. In the boxes provided, complete the details of the transactions that comprise the batch.



8. To store the batch details, click OK.

Batches are also completed automatically when you print the Paying In Slip report on the Reports menu.

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