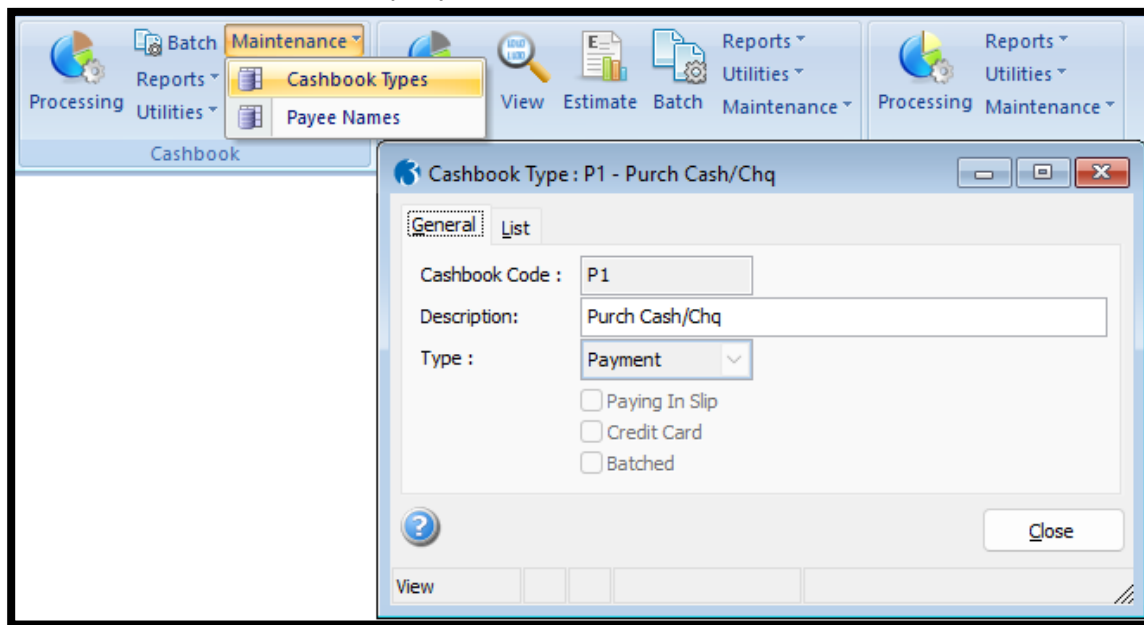


Cashbook Types

Use the Cashbook Types command to maintain a file of transaction descriptions for recall when postings are made that affect the cashbook bank or petty cash accounts.



Example:

You receive money by cash, cheques and credit cards for goods sold by mail order, and you pay in the cash and cheques at your local bank. Credit card transaction slips are forwarded to the credit card company. You set up two receipt cashbook types. One is for cash (including cheques) which is included on paying in slips. The other is for credit cards. When you post receipts to your bank account using the receipt posting commands, you select the appropriate cashbook type from the Cashbook Type list box on the posting form. Cash and cheques are shown on the Paying In Slip report and credit card transactions on the Credit Card List, both available from the Reports menu in the Cashbook module.

Cashbook Type Entries

Cashbook Code

A unique reference of one or two characters that identifies the cashbook type record.

Description

A description of up to 15 characters. This is associated with the cashbook type code to help you identify it. It is printed on reports and is displayed at the time of posting a transaction to the Cashbook module. It can be changed at any time.

Type

- An option that determines the cashbook type. You can select one of the following from a list:
- Payment (which results in a decrease in the bank balance).
- Receipt (which increases the bank balance).
- Transfer (for inter-bank transfers where the source bank account's balance is reduced and the destination bank balance increased). If you select Transfer no further details are needed for this record.

Paying In Slip

Caution: Don't select this option if the Cashbook Type has already been used for receipts. Instead create a new Cashbook Type and select this option on the new record.

An option that determines whether transactions appear on the paying in slip report, which can be used as a paying in slip. This is only applicable for Cashbook Types you use for cash or cheque receipts.

This does not apply to credit card receipts, which are listed separately on a credit card list. If you select this option, the Credit Card option is unavailable.




Credit Card

An option that determines whether a credit card number, name and expiry details are required when posting transactions. This is only applicable if you have selected Receipt in the Type list and provided you have not selected the Paying In Slip option. Credit card transactions appear on the credit card list instead.

Batched

An option that determines whether transactions are grouped together to appear as one entry on the bank reconciliation screen. Batched transactions are also be included in the one batch total of the transaction view screen displayed using the View command on the Action menu of the Bank Account form. Typical batch types include credit card, cash and cheque receipts.

To Define Cashbook Types

1. Open the Cashbook folder or click the Financials tab on the  Ribbon Bar and then click Cashbook.
2. Click Maintenance and then click Cashbook Types.
3. To create a new record, click the  icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter a code and description for the type and then choose the type and options applicable.
5. To save the record, click the  icon on the toolbar or press CTRL+S.

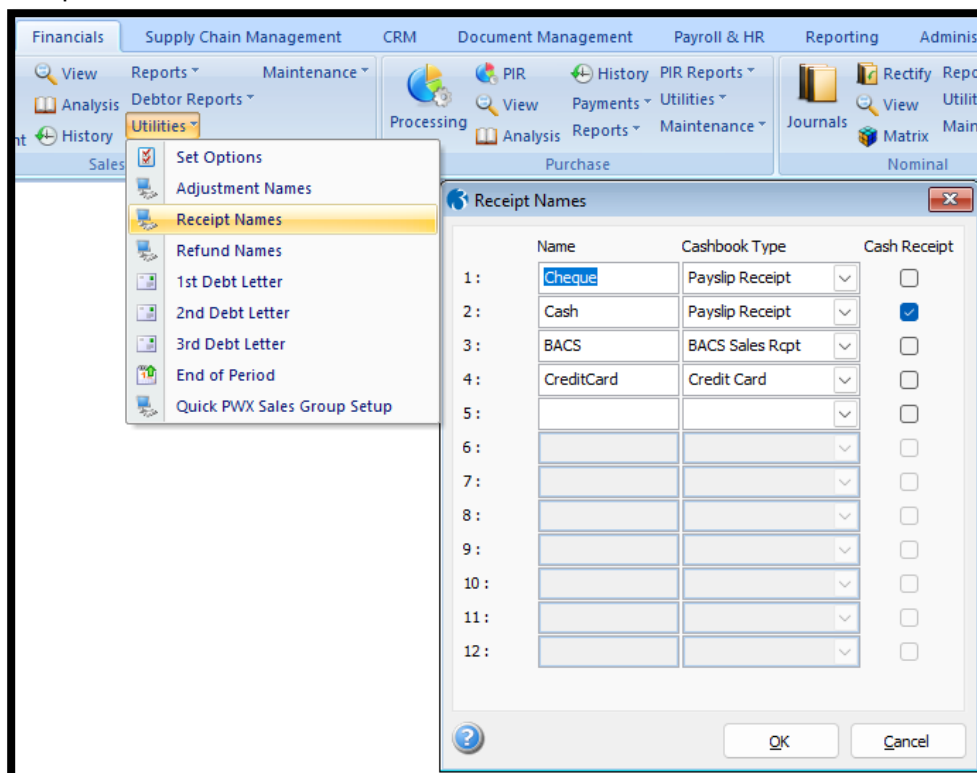
Tip: Use the two characters of the code to help you identify the ledger and/or transaction. For example, a code of SC for Sales cash, SD for Sales Debit Cards, SQ for Sales Cheques, PP for Purchase Payment and so on.

Code	Description
P1	Purch Cash/Cheq
P2	Purchase BACS
P3	NL Payment
P4	Payroll Cheq/Cash
P5	Payroll BACS/Auto
P6	Sales Refund
P7	Cancelled Rcpt
P8	Petty Cash
R1	Payslip Receipt
R2	BACS Sales Rcpt
R3	Credit Card
R4	Cancelled Pmt
R5	Nominal Receipt
T1	Bank Transfer
T2	P/C Funding

Link to other modules

Sales Ledger

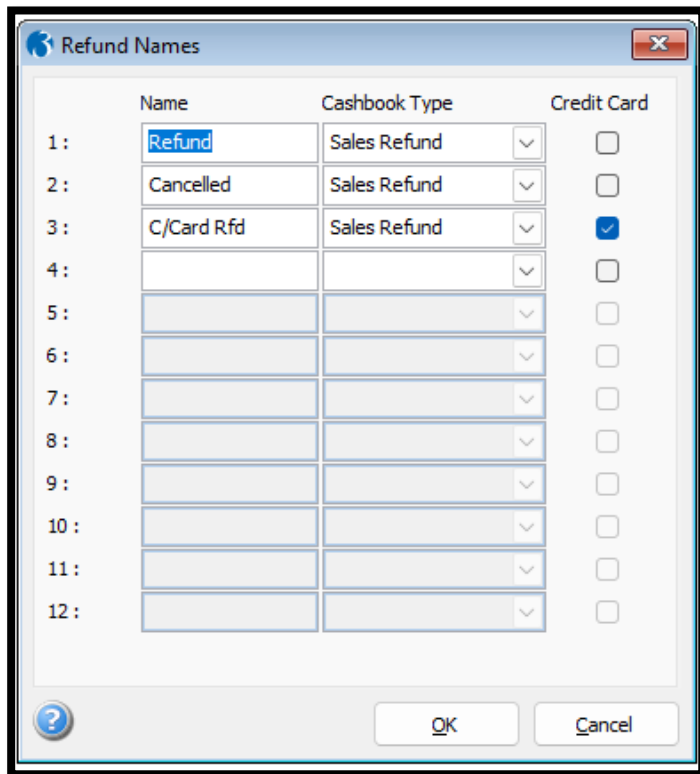
Receipt Names



	Name	Cashbook Type	Cash Receipt
1 :	Cheque	Payslip Receipt	<input type="checkbox"/>
2 :	Cash	Payslip Receipt	<input checked="" type="checkbox"/>
3 :	BACS	BACS Sales Rcpt	<input type="checkbox"/>
4 :	CreditCard	Credit Card	<input type="checkbox"/>
5 :			<input type="checkbox"/>
6 :			<input type="checkbox"/>
7 :			<input type="checkbox"/>
8 :			<input type="checkbox"/>
9 :			<input type="checkbox"/>
10 :			<input type="checkbox"/>
11 :			<input type="checkbox"/>
12 :			<input type="checkbox"/>

When you post sales receipts using the Receipt command on the Action menu associated with the Customer form, you can enter two references. The second of these must be one you have predefined on the Receipt Names form. Using the Receipt Names command, you can maintain a table of up to 12 names, the first of which will be the default for the Ref 2 box on the Post Customer Receipt form. If you have the Cashbook application, each receipt name must have a cashbook type assigned. Care should be taken when creating these receipt names. If using the Cashbook and a receipt name is linked to a cashbook type with the Batched option selected, we recommend you try to indicate this within the receipt name, so you ensure you select the right cashbook type when posting batched and non-batched receipts. Cashbook types are defined using the Cashbook Types command on the Maintenance menu in the Cashbook application.

Refund Names



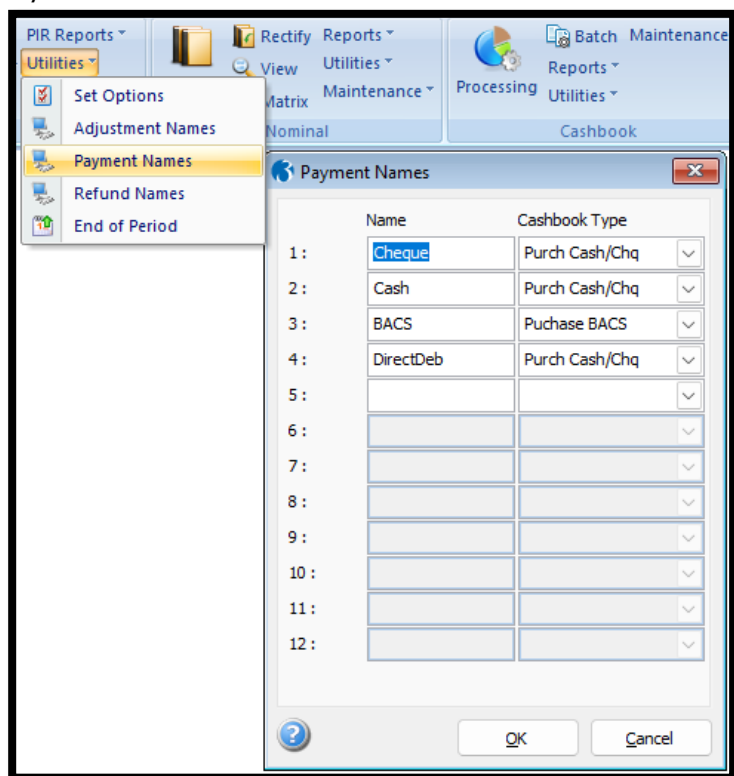
The dialog box titled "Refund Names" contains a table with 12 rows. Each row has three columns: "Name", "Cashbook Type", and "Credit Card". The first three rows are pre-filled with "Refund", "Cancelled", and "C/Card Rfd" respectively, all with "Sales Refund" as the Cashbook Type. The "Credit Card" column has checkboxes, with the third row (C/Card Rfd) checked. The remaining rows are empty. At the bottom are "OK" and "Cancel" buttons.

	Name	Cashbook Type	Credit Card
1 :	Refund	Sales Refund	<input type="checkbox"/>
2 :	Cancelled	Sales Refund	<input type="checkbox"/>
3 :	C/Card Rfd	Sales Refund	<input checked="" type="checkbox"/>
4 :			<input type="checkbox"/>
5 :			<input type="checkbox"/>
6 :			<input type="checkbox"/>
7 :			<input type="checkbox"/>
8 :			<input type="checkbox"/>
9 :			<input type="checkbox"/>
10 :			<input type="checkbox"/>
11 :			<input type="checkbox"/>
12 :			<input type="checkbox"/>

When you post sales refunds using the Refund command on the Action menu associated with the Customer form, you can enter two references. The second of these must be one you have predefined on the Refund Names form. Using the Refund Names command, you can maintain a table of up to 12 names, the first of which will be the default for the Ref 2 box on the Post Customer Refund form. If you have the Cashbook application, each refund name must have a cashbook type assigned. Care should be taken when creating these refund names. If using the Cashbook and a refund name is linked to a cashbook type with the Batched option selected, we recommend you try to indicate this within the refund name, so you ensure you select the right cashbook type when posting batched and non-batched refunds. Cashbook types are defined using the Cashbook Types command on the Maintenance menu in the Cashbook application. For refunds linked to a cashbook type with the Credit Card option selected, you can enter the credit card details when you post them.

Purchase Ledger

Payment Names



	Name	Cashbook Type
1 :	Cheque	Purch Cash/Chq
2 :	Cash	Purch Cash/Chq
3 :	BACS	Puchase BACS
4 :	DirectDeb	Purch Cash/Chq
5 :		
6 :		
7 :		
8 :		
9 :		
10 :		
11 :		
12 :		

When you post purchase payments using the Payment command on the Action menu associated with the Supplier form, you can enter two references. The second of these must be one you have predefined on the Payment Names form.

Using the Payment Names command, you can maintain a table of up to 12 names, the first of which will be the default for the Ref 2 box when you use the Payment command on the Action button on the Processing form in the Purchase Ledger.

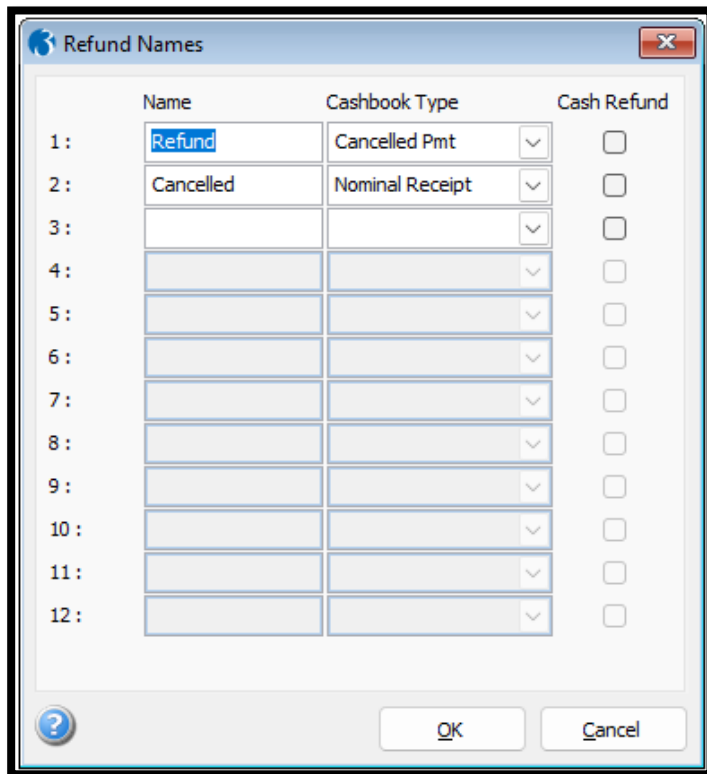
You can also select payment names in the following commands:

- Purchase - Payments - Authorise Cheques. These payment names must include "cheq" (upper or lower case) in the description.
- Purchase - Payments - Authorise BACS. These payment names must include "bacs" (upper or lower case) in the description.

If you have the Cashbook module installed and activated, each payment name must have a cashbook type assigned. Care should be taken when creating these payment names. If using the Cashbook and a payment name is linked to a cashbook type with the Batched option selected, we recommend you try to indicate this within the payment name, so you ensure you select the right cashbook type when posting batched and non-batched payments.

Cashbook types are defined using the Cashbook - Maintenance - Types command in the Cashbook module.

Refund Names



The screenshot shows a dialog box titled "Refund Names" with a close button (X) in the top right corner. It contains a table with 12 rows, each with a number (1: to 12:), a "Name" field, a "Cashbook Type" dropdown menu, and a "Cash Refund" checkbox. The first row has "Refund" in the Name field and "Cancelled Pmt" in the Cashbook Type dropdown. The second row has "Cancelled" in the Name field and "Nominal Receipt" in the Cashbook Type dropdown. The remaining rows have empty Name fields and empty Cashbook Type dropdowns. At the bottom of the dialog box, there is a help icon (question mark) and two buttons: "OK" and "Cancel".

	Name	Cashbook Type	Cash Refund
1:	Refund	Cancelled Pmt	<input type="checkbox"/>
2:	Cancelled	Nominal Receipt	<input type="checkbox"/>
3:			<input type="checkbox"/>
4:			<input type="checkbox"/>
5:			<input type="checkbox"/>
6:			<input type="checkbox"/>
7:			<input type="checkbox"/>
8:			<input type="checkbox"/>
9:			<input type="checkbox"/>
10:			<input type="checkbox"/>
11:			<input type="checkbox"/>
12:			<input type="checkbox"/>

When you post purchase refunds using the Refund command on the Action menu associated with the Supplier form, you can enter two references. The second of these must be one you have predefined on the Refund Names form. Using the Refund Names command, you can maintain a table of up to 12 names, the first of which will be the default for the Ref 2 box on the Post Supplier Refund form. If you have the Cashbook module installed and activated, each refund name must have a cashbook type assigned. Care should be taken when creating these refund names. If using the Cashbook and a refund name is linked to a cashbook type with the Batched option selected, we recommend you try to indicate this within the refund name, so you ensure you select the right cashbook type when posting batched and non-batched refunds. Cashbook types are defined using the Cashbook Types command on the Maintenance menu in the Cashbook module.