

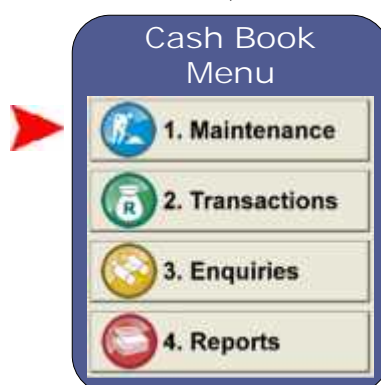


# 5. Cash Book





# Cash Book - Maintenance





# 1. Income Categories

## Income Category Maintenance Options:

- ☞ Creating New Categories
- ☞ Modifying Existing Categories
- ☞ Deleting Existing Categories





When inserting a new category it is advisable to refer to the standard Accpik Xcellence Chart of Accounts. This is a numbering system that conforms to the setup requirements of the Accpik General Ledger.

Here is a typical, very general, numbering system:

8500	Cash Control (Daily Banking)
8501	Speedpoint (Daily Banking)
3020	Interest Received from Bank
1300	Rebates Received
1500	Product Bonus Received



## Creating a New Income Category

- (a) At the CASH BOOK MAINTENANCE MENU, select 1. Income Categories.
- (b) Use the search facility to view your current Income category listing. Select a new Income category number. Press [Escape] to return to the Income Category File Maintenance Screen.
- (c) At the Category Number prompt, enter the new Income category number. Press [Enter].
- (d) At the Category Name prompt, enter the new category name. Press [Enter].
- (e) At the Save Category prompt, click on .
- (f) Click on  and return to the Main Cash Book Menu.





## 1. Income Categories

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### Modifying an Existing Income Category

- (a) At the CASH BOOK MAINTENANCE MENU, select Income Categories.
- (b) At the Category Number prompt, enter the Income category's number or use the search facility to view and select from your current Income category listing.
- (c) At the Category Name prompt, edit the category name. Press [Enter].
- (d) At the Save Category prompt, click on .
- (e) Click on  and return to the Main Menu.



### Deleting an Existing Income Category

- (a) At the CASH BOOK MAINTENANCE MENU, select Income Categories.
- (b) At the Category Number prompt, enter the income category's number or use the search facility to view and select from your current Income category listing
- (c) Click on  or press the [Page Down] key.
- (d) At the Confirm Deletion prompt, click on .
- (e) Click on  and return to the Main Menu.



Note: An Income category cannot be deleted if there have been income transactions recorded against this category.



## 2. Expense Categories

Expense Category Maintenance Options:

- 🔗 Creating New Categories
- 🔗 Modifying Existing Categories
- 🔗 Deleting Existing Categories



When inserting a new category it is advisable to refer to the standard Accpik Xcellence Chart of Accounts. This is a numbering system that conforms to the setup requirements of the Accpik General Ledger.

Here is a typical, very general, numbering system:

4010	Advertising
4050	Bank Charges
4120	Electricity and Water
4160	Insurance
4540	Rent
4600	Salaries
4605	Salaries – Medical Aid
4615	Salaries – Skills Development
4620	Salaries - UIF
4630	Salaries - PAYE
4750	Telephones
4755	Telephones - Cell
4950	Wages





## 2. Expense Categories

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### Creating a New Expense Category



- (a) At the CASH BOOK MAINTENANCE MENU, select Expense Categories.
- (b) Use the search facility to view your current Expense category listing. Select a new Expense category number. Press [Escape] to return to the Expense Category File Maintenance Screen.
- (c) At the Category Number prompt, enter the new Expense category number. Press [Enter].
- (d) At the Category Name prompt, enter the new category name. Press [Enter].
- (e) At the Save Category prompt, click on .
- (f) Click on  and return to the Main Menu.



Note: At the time of installation, you may be issued with Expense Categories for the Creditors' Module and the Cash Book module. Common expenses will reflect the same category number. Further Expense Categories which are added at a later stage in one module, (e.g. Creditors) and are common to another module, (e.g. Cash Book) must be created separately in each module using the SAME category number.






### Modifying an Existing Expense Category

- (a) At the CASH BOOK MAINTENANCE MENU, select Expense Categories.
- (b) At the Category Number prompt, enter the Expense category's number or use the search facility to view and select from your current Expense category listing.
- (c) At the Category Name prompt, edit the category name. Press [Enter].
- (d) At the Save Category prompt, click on .
- (e) Click on  and return to the Main Menu.



### Deleting an Existing Expense Category

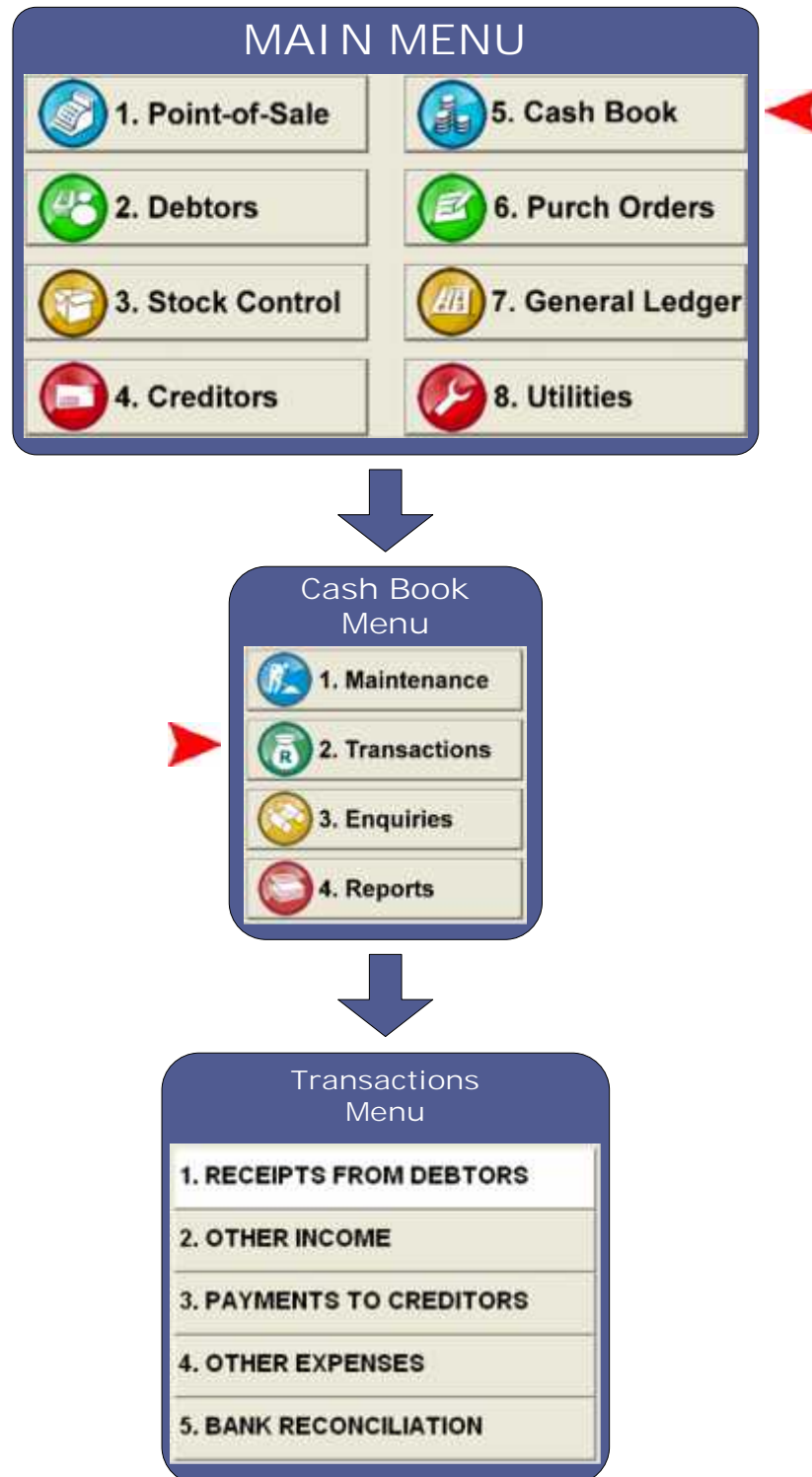
- (a) At the CASH BOOK MAINTENANCE Menu select Expense Categories.
- (b) At the Category Number prompt, enter the expense category's number or use the search facility to view and select from your current Expense category listing.
- (c) Click on  or press the [Page Down] key.
- (d) At the Confirm Deletion prompt, click on .
- (e) Click on  and return to the Main Menu.



Note: An Expense category cannot be deleted if there have been expenses recorded against it.



# Cash Book - Transactions







# 1. Receipts from Debtors

(Updates Debtors and Cash book)

## Receipts from Debtors Options:

- ☞ Receipts from Balance Brought Forward Debtors
- ☞ Receipts from Open Item Debtors
- ☞ Unallocated Payments on Open Item Debtor
- ☞ Capturing Post Dated Cheques
- ☞ Posting RD Cheques on an Open Item Debtor
- ☞ "Offsetting" transactions on an Open Item Debtor

Note: The Receipt Screen for Balance Brought Forward Debtors and Open Item Debtors will automatically be displayed according to the account category that was selected on the Debtor's Details Maintenance Menu.






## Receipts from Balance Brought Forward Debtors

- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.
- (b) At the Account Options prompt, confirm the Debtor's details by clicking on [Yes Correct]
- (c) At the Date prompt, enter the date or press [Enter] to accept the default date.
- (d) At the Payment Allocation Screen, enter the amount due. Press [Enter].
- (e) At the Amount Tendered prompt, enter the actual amount received. Press [Enter].
- (f) Accpick will automatically calculate the settlement discount amount. This is the difference between the amount due and the amount tendered. Press [Enter] to accept this amount.



## 1. Receipts from Debtors

- (g) Accpick will then automatically calculate the settlement discount percentage. Press [Enter] to accept the percentage.
- (h) At the Additional Reference prompt, enter payment information of not more than 20 characters. e.g. EFT, Cheque payment information or June Invoice / July Invoice. This information will print on the Transaction Report. When the System Parameter is set to Print Order Number on Statement, the Additional Reference will print as a reference against the receipt.
- (i) Allocate the payment to the correct ageing periods.
- (j) At the Ok to Update prompt, click on .
- (k) The Cash Book Payment Posting screen is once again displayed.
- (l) Continue entering all the individual receipts which make up a single deposit.
- (m) When all receipts making up the deposit have been entered, click on .
- (n) At the Confirmation prompt, check the total amount received (Batch Total) is correct.
- (o) Click on  to end this batch and return to the Cash Book Transaction Menu.






### Receipts from Open Item Debtors

- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.
- (b) At the Account Options prompt, confirm the Debtor's details by clicking on [Yes Correct]

Open Item Receipt	
Total Due	8717.15
Date	/ /
Amount Paid	0.00
Receipt No.	6

## 1. Receipts from Debtors



- (c) At the Open Item Receipt prompt, the amount due will automatically be displayed. Enter the Date, Amount Paid and Receipt Number or press [Enter] to accept the default information.
- (d) Confirm the Open Item allocation by clicking on [OK].
- (e) To allocate the payment, use the  and  [↑] and [↓] arrows keys to move each of the transactions to be paid / allocated to the top of the transaction listing.
- (f) When the selected transaction is at the top of the listing, click  to allocate the payment against the transaction.
- (g) At the Amount Paid prompt, enter the amount paid. Press [Enter].
- (h) At the Settlement Discount prompt, enter the Settlement Discount Amount. Press [Enter].

### Note: Full Payment [\*] vs Part Payment:

If the Balance due is being paid in FULL: Note that after you have entered the amount paid and the settlement discount amount, a \* is displayed alongside the entry indicating that this has been settled in full. This entry will cease to appear in subsequent payment allocations leaving only the unallocated entries in the allocation screen.

If only part of the Balance due is being paid: Enter the value of the part payment being paid in the Amount Paid field, press enter through the Settlement Discount field. (No settlement Discount on part payments). Note, no \* appears alongside the entry and the entry will reappear in subsequent allocation screens.

### Note: Settlement Discount:

Where settlement discount is taken, we suggest that the invoice with the greatest value be allocated last, and that the total value of the settlement discount be allocated to this invoice



# 1. Receipts from Debtors



Unallocated - Open Item Receipt	
Open Item Receipt	
Total Due	0.00
Date	02/09/2005
Amount Paid	0.00
Receipt No.	8

- (b) At the Unallocated - Open Item Receipt prompt, enter the Date and amount paid
- (c) At the Post as Unallocated Payment prompt, click on .
- (d) Accpik will update the transaction and return to the Cash Book Payment Posting Received Menu.



## Capturing Post Dated Cheques (PDC's)

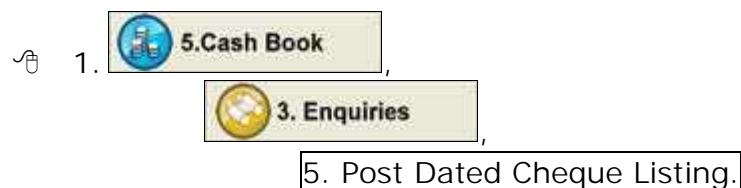
To process Post Dated Cheques

- (a) At the date request, press the [Page Down] key. The Post Dated Cheque Entry screen will be displayed.
- (b) At the Cheque Date and Amount prompt, enter the cheque details. Press [Enter].
- (c) At the Ok to Post prompt, click [Yes].

NOTE: This facility is for information purposes only.







Post dated cheques for banking tomorrow will print on today's final Day End report and clear. Post dated cheques will NOT automatically be updated to Debtors/Cash Book on due date. They are to be processed as a normal receipt on due date.

To View and Print Post Dated Cheque Listing:





## 1. Receipts from Debtors

2.  2. Debtors ,  
 3. Enquiries ,  
7. Post Dated Cheque Listing.
3.  2. Debtors ,  
 3. Enquiries ,  
1. Individual Account Enquiry,  
Select P to view Post Dated Cheques.
4.  2. Debtors ,  
 4. Reports ,  
B. Age Analysis  
2. Monthly  
Enter Y to include any Post Dated Cheques.

### Posting Returned (RD) Cheques on an Open Item Debtor.

Capture this receipt as an unallocated payment with a negative (minus) value. In other words, follow the same procedure as above but enter a negative value.

### “Offsetting” transactions on an Open Item Debtor.

i.e. contra transactions against each other.

This may be done within a payment allocation or alternatively, in Cash Book receipting.

Process the transaction as a payment where the Amount Paid is Nil. The Open Item allocation screen is displayed; contra the required items making sure that the Balance to be allocated is finally Nil before attempting to update.







## 2. Other Income

These are income receipts in the Cash Book which do not update in the Debtors Module.

Examples of Other Income transactions include:

- ☞ Interest Received
- ☞ Rent Received
- ☞ Staff Loans Repaid
- ☞ Rebate Cheques / Product Bonuses Received







- (a) At the Transaction Date prompt, enter the date or press [Enter] to accept the default date.
- (b) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions Inclusive or Exclusive of Vat. Press [Enter] to accept default selection.
- (c) At the Transaction Reference and the Additional Reference prompt, enter the reference information. E.g. Deposit number and details of the depositor i.e. from whom received.
- (d) Click on  to display Income Received entry screen.
- (e) Click on  to insert a transaction line.
- (f) Click on  to display the Income Category Listing and select an Income Category or at the Income Category prompt, enter the Income category number. Press [Enter].
- (g) Enter the amount received. Press [Enter].
- (h) Enter the tax status. Code 1 - 14%, Code 2 - 0%. Press [Enter]. The extended amounts are automatically displayed.
- (i) If necessary, click on  to continue inserting additional transaction lines to complete the deposit.






## 2. Other Income

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NOTE: To Edit or Delete a transaction line:

- ✓ Use  and  to move the required transaction to the top of the transaction listing.
- ✓ Click on  to change the transaction line information
- ✓ Click on  to remove the transaction line.

- (j) When completed, click on .
- (k) At the Post and Update prompt, click on .
- (l) Accpick will automatically update the transaction and return to the Income Received Screen.
- (m) Click on  to return to the Cash Book Transaction Menu.





## 3. Payments to Creditors

### Payments to Creditors Options:

- ☞ - Payments to Balance Brought Forward Creditors
- ☞ - Payments to Open Item Creditors
- ☞ - Unallocated Payments to Open Item Creditors

Note: The Payment Screen for Balance Brought Forward Creditors and Open Item Creditors will automatically be displayed according to the account category that was selected on the Creditors Details Maintenance Menu.






### Payments to Balance Brought Forward Creditors

- (a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the search facility to view and select from the current Supplier listing. The Supplier's details will be displayed.
- (b) At the Account Options prompt, confirm the Supplier's details by clicking on [Yes Correct].
- (c) At the Payment Date prompt, enter the payment date or press [Enter] to accept the default date.
- (d) At the Transaction Reference and the Additional Reference prompt, enter the payment reference information.
- (e) In the Payment Details Screen, enter the amount due at the Amount Due prompt. Press [Enter].
- (f) At the Amount Tendered prompt, enter the actual amount paid. Press [Enter].
- (g) Accpick will automatically calculate the settlement discount amount. This is the difference between the amount due and the amount paid. Press [Enter] to accept this amount.
- (h) Accpick also automatically calculates the settlement discount percentage. Press [Enter] to accept the percentage.




### 3. Payments to Creditors

- (i) At the Total to Post prompt, press [Enter] to accept total amount to post.
- (j) Allocate the payment to the correct ageing periods. Press [Enter].
- (k) At the Ok to Update prompt, click on .
- (l) Accpick will automatically update the transaction and return to the Payments to Suppliers entry screen.
- (m) Continue entering further payments by clicking on  to select a Creditor from the Creditor Listing.
- (n) When all payments have been entered, click on  to return to the Cash Book Transaction Menu.



### Payments to Open Item Creditors




- (a) At the Cash Book Payments to Suppliers Screen, click on  to view Creditor Listing.
- (b) Select Creditor.
- (c) Confirm the Creditor's details by clicking on [Yes Correct] at the Account Options prompt.
- (d) The Payment Screen will be displayed showing Open Item Payment and the Total Due on the top right hand corner.

Open Item Payment	Total Due	1354.96
<b>Payments to Supplier</b>		
Payment Date		<input type="text" value="05/09/2005"/>
Amount Paid		<input type="text" value="0.00"/>
Payment Ref		<input type="text" value="0"/>
Additional Ref		<input type="text"/>

- (e) At the Open Item Payment Screen, enter the Payment Date, Amount Paid, Payment Reference and Additional Reference information. The Amount Paid amount is the actual amount paid net of any settlement discount.
- (f) The Open Item Allocation Screen is displayed, listing all unallocated transaction types making up the Total Due.

### 3. Payments to Creditors



- (g) To allocate the payment, use the  and  arrows keys to move each of the transactions to be paid / allocated to the top of the transaction listing.
- (h) When the selected transaction is at the top of the transaction listing, click on  to allocate the payment against the transaction.
- (i) At the Amount Paid prompt, enter the amount paid. Press [Enter].
- (j) At the Settlement Discount prompt, enter the Settlement Discount Amount. Press [Enter].

Note: Full Payment [X] vs Part payment:

If the Balance due is being paid in FULL: Note that after you have entered the amount paid and the settlement discount a [X] is displayed alongside the entry indicating that this has been settled in full. This entry will cease to appear in subsequent payment allocations leaving only the unallocated entries in the allocation screen.

If only part of the Balance due is being paid: Enter the value of the part payment being paid in the Amount Paid field, press enter through the Settlement Discount field. (No settlement Discount on part payments). Note, no [X ] will appear alongside the entry and the entry will reappear in subsequent allocation screens.

Settlement Discount Note:

Where settlement discount is taken, we suggest that the invoice with the greatest value be allocated last, and that the total value of the settlement discount be allocated against this invoice.

See example screen below.



### 3. Payments to Creditors


TEST SYSTEM ONLY!		Open Item Payment	Total Due	1021.02
Supplier	*	Payments to Supplier		
Supplier Name	BOSAL AFRICA (PT)-LTD	Payment Date	01/12/2005	
Invoice Number		Amount Paid	990.00	
		Allocated	990.00	
		Balance	0.00	

Type Trans	Date	Transaction Total	Balance Due	Amount Paid	G/Disc
IN 000001	07/06/2005	4100.00	4100.00	4100.00	0.00 ✓
IN 0254030	02/11/2005	6560.91	6560.91	5662.79	256.12

(k) When payment allocation is completed, click on



(l) At the Allocation prompt, click on 

(m) Accpick will automatically update the transaction and return to the Payments to Supplier Screen.

(n) Select another Creditor to continue processing payments.

(o) When all payments have been processed, click on



and return to the Cash Book Transaction Menu.



### Unallocated Payments to Open Item Creditors.

#### What is an Unallocated Payment?

An unallocated payment is a payment to a creditor which has no transaction entry to which the payment can be allocated.


- e.g. a payment for an item not yet invoiced
- a payment made which is NOT to be apportioned to any of the unallocated entries.

(a) At the date request, press [Page Up] key to display the "Unallocated – Open Item Payment" screen".

### 3. Payments to Creditors



Unallocated - Open Item Payment	
Open Item Payment	Total Due 10751.70
<b>Payments to Supplier</b>	
Payment Date	05/09/2005
Amount Paid	0.00
Payment Ref	0
Additional Ref	

- (b) At the Unallocated - Open Item Payment screen, enter the Payment Date, Amount Paid, Payment Reference and Additional Reference information. Press [Enter] through each selection.
- (c) At the Post as Unallocated Payment prompt, click on [Yes].
- (d) Accpik will automatically update the transaction and return to the Payments to Supplier Screen.
- (e) Click on  to return to the Cash Book Transaction Menu.



## 4. Other Expenses






These are expenses incurred via the Cash Book which do not update the Creditors Module.

Examples of Other Expenses include

- ☞ Bank Charges,
- ☞ Electricity,
- ☞ Telephone,
- ☞ Salaries and Wages.







- (a) At the Payment Date prompt, enter the payment date or press [Enter] to accept the default date.
- (b) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions Inclusive or Exclusive of Vat. Press [Enter] to accept default selection.
- (c) At the Payment Reference and the Additional Reference prompt, enter the payment reference information. E.g. EFT No. / Cheque Number and name of payee.
- (d) Click on  to insert a transaction line.
- (e) Click on  to display the Expense Category Listing and select an Expense Category or at the Expense Category prompt, enter the Expense category number. Press [Enter].
- (f) Enter the amount. Press [Enter].
- (g) Enter the tax status. Code 1 - 14%, Code 2 - 0%. Press [Enter]. The extended amounts are automatically displayed.
- (h) If required, click on  to continue inserting transaction lines until the payment is fully allocated.






## 4. Other Expenses

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NOTE: To edit or delete a transaction line:

- ✓ Use  and  to move the required transaction to the top of the transaction list.
- ✓ Click on  to change the transaction line information.
- ✓ Click on  to remove the transaction line.

- (i) When payment is completed, click on .
- (j) At the Post and Update prompt, click on .
- (k) Accpik will automatically update the transaction and return to the Payment of Expense Category Screen.
- (l) Click on  to return to the Cash Book Transaction Menu.





## 5. Bank Reconciliation



This is the bank reconciliation facility which allows the “tagging” of items which are common to both the Cash Book and the Bank Statement. Where a new Cash Book is captured, a facility exists for capturing unpresented cheques at take-on and thereby arriving at a reconciled bank balance.





(a) At the Balance as per Statement prompt, enter the balance as per the Bank Statement. If in overdraft capture the bank balance with a minus (-) before the value.


(b) Click on the , , Page Up or Page Down keys to move the selected transaction to the top of the transaction listing.

(c) Alternatively, click on  Locate(\) for speedy location of an item by selecting one of the following search criteria:

Date
Transaction No
Reference Det.
Return

(d) When the required line item is at the top of the listing, click on  Tag Matching Items(+) to tag the line item or double click the line item common to both the Cash Book and the Bank Statement.

To “Untag” an item click on  Tag Matching Items(+) again to remove the tag.

(e) When all the required entries have been tagged, click on  End(ESC).

(f) Result: The Bank Reconciliation Summary window is displayed. The Bank Balance reconciled amounts should agree with the Cash Book Balance amounts.





## 5. Bank Reconciliation

The Balances must agree with the Bank Balance reconciled as per the Cash Book.

Date	Trans	Additional Reference	Debit	Credit	Balance	
01/ 05/ 2005		OPENING BALANCE			0.00	✓
02/ 05/ 2005	1001	DEPOSIT	13500.00		13500.00	✓
02/ 05/ 2005	488	SALARY # 477		342.00	13158.00	✓
03/ 05/ 2005	502	OT MOTORS		975.00	12183.00	✓
03/ 05/ 2005	1002	DEPOSIT	2500.00		14683.00	✓
04/ 05/ 2005	603	MAHO		688.00	13995.00	✓
04/ 05/ 2005	604	TRADE CENTRE		210.00	13785.00	✓
04/ 05/ 2005	1003	DEPOSIT	7850.00		21635.00	✓
04/ 05/ 2005	1004	DEPOSIT	4000.00		25635.00	✓
05				228.00	25907.00	✓
06		Balance as per Statement	19864.55	3653.00	23954.00	
07		Unpresented Cheques	-663.00		24047.05	✓
07		Outstanding Deposits	7200.00		24917.05	✓
07				1925.00	22992.05	✓
07		Balance as per C/Book		4000.00	18992.05	✓

Update Files      Abandon      Continue

(g) If they agree, click on Update Files. This will save all "tagging" until a further Bank Reconciliation or a Month End is processed.

If they do not agree, click on Continue to return to the current Bank Reconciliation to make the correcting adjustments.

To Ignore all "tagging" and discontinue the current Bank Reconciliation, click on abandon.

Note: To account for unpresented cheques from previous month(s) reconciliations(s):

For New Cash Book:

Click on **Cheques not presented(-)** and enter cheque details.

For Subsequent Cash Books:

Where unpresented cheques from previous months are presented in reconciliations during the current month, "tag" these cheques and they will cease to be displayed.

Prior to Cash Book Month End:

Print the final bank reconciliation. This cannot be printed from an archive.

## 5. Bank Reconciliation

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- ✓ The Month End for the Cash Book will clear all “tagged” transactions and carry forward the closing balance as well as all cheques listed as outstanding from previous month(s).

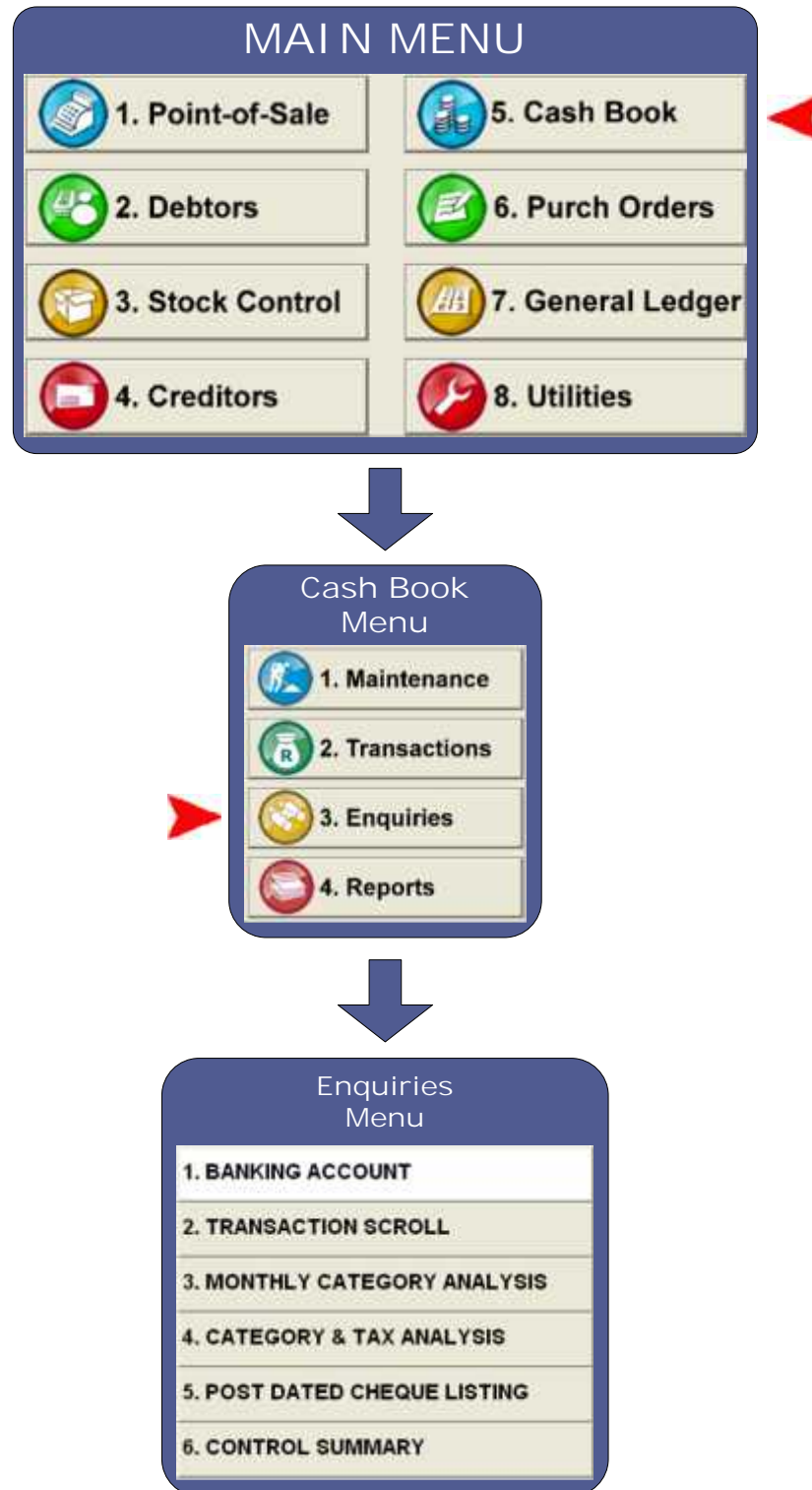
### Bank Reconciliation Recommendation.

It is advisable to process the Bank Reconciliation on a daily or weekly basis. This increases efficiency and reduces the volume of transactions to be tagged.

The tagged transactions will be displayed until a month end is processed.



# Cash Book - Enquiries

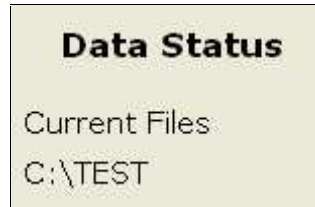




# 1. Banking Account

On the Cash Book Enquiry Menu, the Data Status Window will indicate from which directory the reports will be extracted.

The default directory is the current directory.



- Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

At this Enquiry Menu, the Bank Account is displayed in chronological (date) order. The closing balance is displayed on the top left hand side of all screens i.e. it is not necessary to page down through to the last transaction in order to view the final balance.



Closing Balance		ACCPICK - Xcellence			
20201.55		Bank Account - Enquiry			
Date	Trans. #	Details	Debit	Credit	Balance
01/08/2005		OPENING BALANCE		0.00	0.00
02/08/2005	1001	DEPOSIT	15500.00	0.00	15500.00
03/08/2005	1002	DEPOSIT	2500.00	0.00	18000.00
04/08/2005	1003	DEPOSIT	7850.00	0.00	25850.00
04/08/2005	57490	STEEPS POINT	4200.00	0.00	21650.00
07/08/2005	604	DEPOSIT	7000.00	0.00	28650.00
07/08/2005	601	TELKOM		1025.00	27625.00
07/08/2005	602	GT MOTORS		975.00	26650.00
04/08/2005	603	MAKRO		805.00	25845.00
07/08/2005	604	TRADING CENTRE		210.00	25635.00
07/08/2005	606	DUNLOP TYRES (INCL. IN.DIA)		4000.00	21635.00
07/08/2005	607	MESSAGE		50.00	21585.00
05/08/2005	608	TRIP STAR		1053.00	20532.00
07/08/2005	610	CITY COUNCIL		940.50	19591.50
05/08/2005	475	BE ALARMS		328.00	19263.50
02/08/2005	4400	SANLAM # 477		342.00	18921.50



## 1. Banking Account

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To display detailed information with regard to Debtors, Deposits, Other Income and Other Payments:

- (a) Highlight the selected entry.
- (b) Click on . A detailed listing of all the line items making up the one transaction on the Bank Account will be displayed.
- (c) Press [Escape] to return to the Bank Account Enquiry.
- (d) Click on  to return to the Cash Book Enquiry Menu.



## 2. Transaction Scroll

- (a) At the Start and End Date prompts, insert the required dates or press [Enter] to accept the default dates. The system will default to the earliest and the latest dates for which there are transactions in the current period.
- (b) At the Scroll / Totals prompt, select Scroll to view the entire transaction listing or select Totals to view a summary total all the transactions. Press [Enter].
- (c) Select the Transaction Type or click on **5. All of the Above** to include all transaction types.

ACCPICK - Xcellence						
Cash Book Transaction Enquiry						
All Transactions from 01/08/2003 to 07/08/2003						
Type	Trans N°	Date	Acct-Details	Net Am't	Dr	Credit Amt.
QVI	001	01/08/2003	DEPOSIT	1000.00	0.00	1000.00
QVI	1001	02/08/2003	DEPOSIT	500.00	0.00	500.00
QVE	100	02/08/2003	SUNLAV 0.477	50.00	2.00	3.21.00
QVI	1002	03/08/2003	DEPOSIT	250.00	0.00	250.00
QVI	602	03/08/2003	GI MOTORS	605.96	90.04	725.00
QVE	602	03/08/2003	GI MOTORS	250.00	0.00	250.00
QVI	1003	04/08/2003	DEPOSIT	7850.00	0.00	7850.00
QVI	2749	04/08/2003	SP DISBND	4000.00	0.00	4000.00
QVI	603	04/08/2003	BANKO	21.71	10.00	350.00
QVE	603	04/08/2003	BANKO	175.11	24.56	200.00
QVI	603	04/08/2003	BANKO	115.67	16.33	170.00
QVI	604	04/08/2003	TRAD. CLINIK	105.96	10.04	150.00
QVE	601	04/08/2003	TRADE CENTRE	0.23	6.75	50.00
QVE	606	05/08/2003	THE STAP	1450.00	205.00	1250.00

- (d) Use the Scroll Bar or Arrow [↓, ↑] keys to up or down the screen.
- (e) **Σ Totals(=)** to view totals.
- (f) **Toggle Display(Tab)** to sort display by Transaction Details, Transaction Type, Transaction Number or Transaction Date.
- (g) Press **Exit** to return to the Cash Book Enquiry Menu.




### 3. Monthly Category Analysis

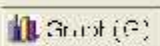
The Monthly Category Analysis will display on the screen a year-to-date calendar analysis of Income or Expenses.


(a) Select Category type:


1. Income
2. Expenses

(b) The Income / Expenses Category Enquiry Screen will be displayed.

(c) Click on  to select an Income or Expense Category Number.

Expense Category Enquiry		
Category Number	4010	
Category Name	ADVERTISING	
Monthly Values		
January	1450.00	22.50 %
February	0.00	0.00 %
March	1600.00	24.83 %
Apr	0.00	0.00 %
May	0.00	0.00 %
June	2400.00	37.21 %
July	0.00	0.00 %
August	0.00	0.00 %
September	995.00	15.44 %
October	0.00	0.00 %
November	0.00	0.00 %
December	0.00	0.00 %
Total Year to Date	5445.00	

(d) Click on  to display figures graphically.

(e) Click on  to return to the Cash Book Enquiry Menu.





## 4. Category & Tax Analysis

Category and Tax Analysis will display the Current Month's Income / Expense details and the VAT thereon.

(a) Select Category type:

1. Income
2. Expenses

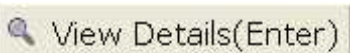
Result: The Income / Expense Totals plus Vat are displayed.


Total Exp	6137.28
Tax	824.22
Total Incl.	6961.50

(b) Click on  to the Totals per Income / Expense Category.

Category	Name	Mid Value	Tax Value
4000	ACCOUNTING FEE	0.00	0.00
4010	ADVERTISING	1450.00	203.00
4050	BANK CHARGES	0.00	0.00
2018	CARTAGE	0.00	0.00
4090	COMMISSIONS PAID	0.00	0.00
4092	COMPUTER CONSUMABLES	0.00	0.00
4093	DONATIONS	0.00	0.00
4095	ELECTRICITY	825.00	115.50

(c) Select a specific category by clicking on the category to highlight the category.

(d) Click on  to display a detailed breakdown of all entries making up the total of the selected category.

(e) Click on  to return to the Cash Book Enquiry Menu.





## 5. Post Dated Cheque Listing

(a) Select Order of Listing:

Account
Date


(b) Result: The Post Dated Cheque Listing will be displayed.

Post Dated cheque listing			
Cheque Date	Account	Details	Cheque Amount
08/08/2003	1000	SEVEN HILLS HOTEL	1000.00
17/09/2003	1079	SEVEN HILLS HOTEL	1200.00

Items: 2      Total: 2200.00

(c) Use the  and  keys to navigate through the Listing.

(d) Click on  Print(\*) to Print Listing.


(e) Click on  Exit(Esc) to return to the Cash Book Enquiry Menu.




## 6. Control Summary

The Control Summary will be displayed as follows:

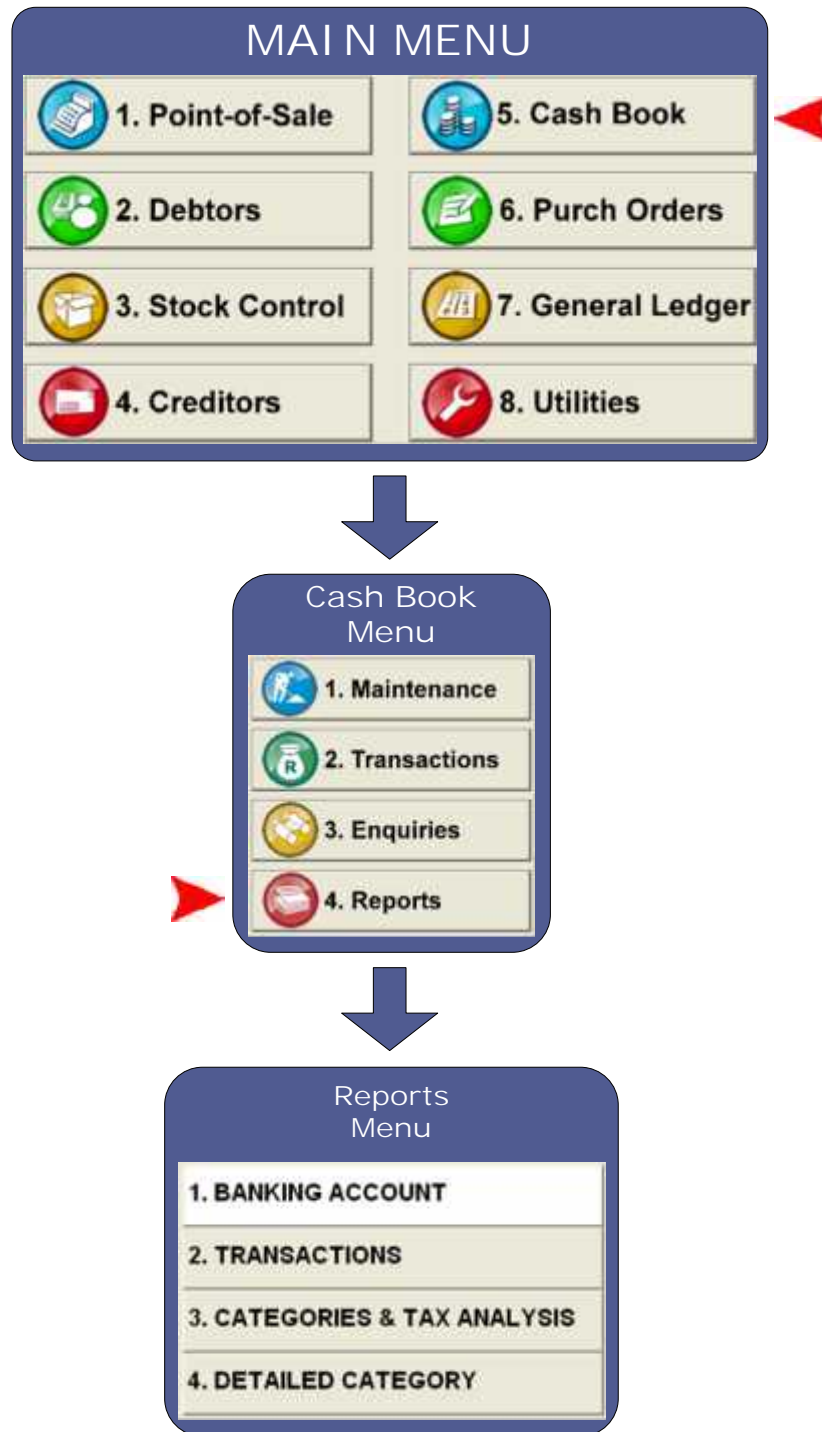
		Frtra
Opening Balance	0.00	
- Receipt from Debtors	450.00	0
Other Income	35250.00	8
- Payments to Creditors	9050.00	0
- Expenses	6551.50	12
= New Control Balance	31608.50	

(a) Click on  Print(\*) to print Control Summary.

(b) Click on  Exit(Esc) to return to the Cash Book Enquiry Menu.



# Cash Book - Reports

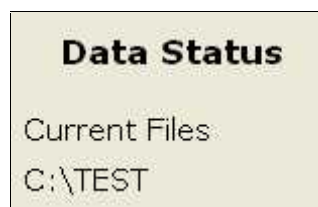




## Reports

On the Cash Book Reports Menu, the Data Status Window will indicate from which directory the reports will be extracted.

The default directory is the current directory.



- Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

The following reports are available for printing:

Reports	Report Options	Report Information
1. Banking Account	Detailed or Consolidated	Detailed Report lists each debtor's receipts within a deposit, each category allocation for Other income and Other Expenses.  The Consolidated Report merges all details to display a single total per deposit and payment.
2. Transactions	Specific Date Range Specific Transaction Type Detailed or Totals Only	Lists all transactions according to the selected options.



Reports	Report Options	Report Information
3. Categories and Tax Analysis	<ol style="list-style-type: none"><li>1. Income</li><li>2. Expenses</li><li>3. Cash Book Income and Tax</li><li>4. Cash Book Expenses and Tax</li><li>5. Historical Category</li></ol>	Monthly Values Monthly Values Current Values Current Values Archive
4. Detailed Category Report	Date Order or, Category Order	Detailed break down of selected details for Income / Expenditure Categories for selected date range.