GENERAL LEDGER

CASHBOOK ENTRIES

Chreos

Application	Chreos Client
Module	General ledger
Access	"General ledger | Cashbook entries"
Minimum service pack	SP44
This document	General Ledger Cashbook Entries Ref 6.2 Release 2 Published August 2009

Overview

"General ledger cashbook entries" allows transactions for inwards or outwards movement of funds which cannot be processed through Client Receipts or Pay Creditors to be entered. Cashbook entries are only possible to "Local currency" accounts. Multiple entries with different dates can be entered as a batch. The individual amounts will show separately both in the selected bank account and in the other General ledger account.

Common Details

- **Account Code & Name Search**. Select the required account. Refer to "Account search (1.6)".This should be the General ledger bank account that the funds have been deposited in or withdrawn from.
- **Default Detail**. Enter any detail/explanation associated with the batch of transactions.
- **Opening Balance & Closing Balance**. Enter the opening and closing balance of the account. These are optional and can be used in two different ways:
  - If you know the total of all of the transactions that are going to be entered enter '0' in 'Opening balance' enter the total in 'Closing balance'.
  - If you know that opening and closing balances for the selected account (for example, from a bank statement), enter them in these entry fields. You will not be able to process the entries unless the closing balance in the grid matches the 'Closing balance'.

  If you use these fields (using either option) the [Process] button will not be activated until the balance of the entries match the difference between the 'Opening balance' and the 'Closing balance'.

Transaction Details

- **Account Code & Name Search**. Select the required account. Refer to "Account search (1.6)".

- **Date**. Enter the date of the transaction.

- **Reference #**. Enter the reference number of the transaction.

- **Detail**. Enter any detail or explanation associated with the batch of transactions. If you have entered detail in 'Default detail' this will also appear here. This can be edited.

- **Amount**. The amount of the entry. Each amount that is entered here will appear as a separate transaction both in the bank account and in the other General ledger account selected above. Note: Pressing the <Ctrl> and <B> keys will enter the amount necessary to balance the current transaction.

- **Type** Whether the transaction is a 'Dr' or 'Cr'. This will be assigned automatically based on the default setting for the 'Type' of the selected account. This can be seen on the 'Account details' tab page of "General ledger management (6.1)". Account types are created and setup in "General ledger account maintenance (6.7)". The setting for this transaction line can be changed either by selecting the alternative radio button or by entering the amount as a negative.

- **Tax Type**. The tax type of the transaction. This will default to the tax type set up for the selected account on the 'Account details' tab page of "General ledger management (6.1)".

- **Tax Rate**. The tax rate of the transaction. This will default to the tax rate set up for the selected account on the 'Account details' tab page of "General ledger management (6.1)".

- The grid will display the 'Acc code', 'Acc name', 'Ref', 'Account type' and 'Dr'/'Cr' for each transaction as they are entered.

- **Balance**. The current balance of the account based on the 'Opening balance' and the 'Closing balance' and any entries made. This will only be visible if the 'Opening balance' and 'Closing balance' is used.

- **Totals**. The 'Dr' and 'Cr' totals for all of the transactions will be displayed if 'Opening balance' and 'Closing balance' are not used.

To Add a Cashbook Entry

- Enter the common details.
- Click the [Add] button.
- Enter the transaction details.
- Click the [Save] button.

To Process the cashbook Entries

- Once all of the transactions have been entered click the [Process] button.
- Once they are processed they can not be edited.
- If you have entered an 'Opening balance' and a 'Closing balance' and the total balance does not match up a confirmation message will appear telling you that the closing balance does not match the actual closing balance and that you will need to verify that your transactions are correct or change the closing balance entered. Click the [OK] button and make the required checks and changes.

To Edit Cashbook Entries

- Select the required transaction.
- Click the [Edit] button.
- Make the required changes.
- Click the [Save] button.
- Note, you can only edit the details before they have been processed.

When to Use the Cashbook

- When funds have been received from someone who is not a Client or paid to someone who is not a Creditor and the funds are going to a single General Ledger account. Where the funds need to be split between multiple General Ledger accounts it may be easier to enter the transaction using a General Ledger Journal. See General Ledger Journals (6.3).

When Not to Use the Cashbook

- When the funds received are from a Client or the funds paid out are to a Creditor.
- When the funds are in a foreign currency.