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CASH BOOK PROCEDURES

Below is a brief outline of the regular monthly procedure for the Natsoft Cashbook system.

1. TRANSACTION ENTRY

JOB 5 TRANSACTION ENTRY

- ENTER CHEQUES, DEBITS & CREDITS.

2. BANK STATEMENT ENTRY

JOB 6 BANK STATEMENT ENTRY

- PRESENTING CHEQUES, SELECT 'Q'.
- DEBIT ENTRY (ie DIRECT PAYMENT, BANK CHARGES) SELECT 'D'.
- CREDIT ENTRY (PRESENTING DEPOSITS etc.)

This job is used to present the transactions that have appeared on your bank statement for the month. You can also enter the transactions from the statement that you have not entered through transaction entry ie bank charges, fees & interest.

3. REPORTING

- BANK RECONCILIATION

JOB 7 CASH BOOK REPORTS

JOB 1 BANK RECONCILIATION

This report should reflect the relationship between your cash book and bank statement, the bank statement balance on this report should correspond to the balance on your bank statement.

- CASH BOOK REPORT

JOB 7 CASH BOOK REPORTS

JOB 2 CASH BOOK REPORT

This report will give you a hard record of the transactions you have entered for the period.

- EXPENSE/RECEIPT ANALYSIS REPORT

JOB 7 CASH BOOK REPORTS

JOB 3 EXPENSE/RECEIPT ANALYSIS REPORT

This report will give you a summary of where you expenses/receipts have been, a useful tool for analysis of spending patterns.

4. END OF PERIOD UPDATE

JOB 8 END OF PERIOD UPDATE

JOB 1 PERIOD UPDATE (JOB 2 IF END OF YEAR)