NATSOFT USER MANUAL

CASH BOOK SYSTEM

VERSION 3.00

SYSTEM PROCEDURE

To run the system, key in CASSYS at the operating system prompt, or select the Cash Book System option from the system menu. The system will detect whether the data files CASH*.* are present. If they are not present they are created and the Service Control File job is run (option 1 on the cash book menu), to allow the system parametres to be keyed in.

Initial Setup

(1) A branch record is loaded for each cash book branch to be used on the system by the use of job 2 from the menu. Each cash book branch operates as an individual cash book. The parametres of the cash book are entered during this procedure.

(2) The bank account master files are loaded by the use of job 3 from the menu. The period and year general ledger opening balances are entered. A current bank reconciliation is needed BEFORE a bank is loaded.

(3) The expense/receipt analysis files are loaded by the use of job number 4 from the menu.

(4) The unpresented cheques, debits and credits are loaded by the use of job 5 from the menu. The unpresented transaction posting option is selected upon entry to job 5.

(5) A bank reconciliation is printed by the use of job 7, and is compared to the manual bank reconciliation. If the bank account balances then the cash book system is ready for period to period operation, otherwise go back to step 4.

(6) If remittance advice/cheque printing is to be utilized the creditors master files are loaded using job 11 from the main menu.

Period Cycle

(1a) The cheques are entered into the system as they are written. If cash book integration has been selected in the creditors module, then the cheques raised by the creditors module will be placed into the cash book by the creditors module. If remittance advice/cheque printing is to be utilized refer step 1b.

(1b) The creditors transactions to be paid are entered in creditor transaction posting job 12 from the main menu. When ready for payment the creditors reports (job 13) are run, particularly the detailed trial balance. The remittance advices/cheques are then printed (job 14) and the posting of cheques to the cash book is automatically performed.

(2) Bankings or credits are entered into the cash book as they are performed.

(3) Bank statements are entered into the cash book as they are received. A bank reconciliation is printed after each bank statement is entered to ensure that the bank account balances. Several bank statements can be entered, and several bank reconciliations can be printed during a period.

(4) Any report may be printed at any time during the period.

(5) Future postings can be performed (postings for the next period). This is activated by the setting of the future posting flag in service branch control file.

(6) The cash book report, and the expense/receipt analysis reports are produced. The reports may be produced in any order.

(7) The end of period update is performed. If it is the end of year then the end of period and year update is performed. Future postings are transferred to current when the period update is run. The end of period update performs the general ledger integration if it was selected.

(8) The system is now ready for another periods operation.

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DATA BACKUP & INTEGRITY

The data files should be backed up or copied periodically. The backup should be made at least at the end of each day that the system is used. Backups should be performed before the end of period reporting and updates, or any program that operates on data without operator intervention.

The integrity of the data cannot be guaranteed if there is a power failure, or if the computer is turned off while it is in the middle of running the system, and therefore the data should be restored from the last backup. If the system has been returned to the main menu, or has been terminated, then a power failure will cause no harm. No harm will be caused in jobs that do not alter the data files, ie reports.

It is important that the computer is not left in the middle of programs that alter the data files, because if the power goes off you will not remember that you left the system in the middle of a job that updates files, and therefore you could risk data corruption. If you wish to leave the computer unattended then return the system to the main menu. If you are not sure of the integrity of your data after a power failure then restore the data from the last backup.

Power failures can cause uncorrectable data file corruption which can be avoided by restoring the data from the last backup.

At least 5 sets of backups should be kept. The backups are either named with the day for which they are used or numbered, they should be alternated each time a backup is performed. It is wise to keep a log detailing when each backup was done, and onto which media the backup was made. Keeping the backup media off the premises or in a secure and safe location is highly recommended, in the unfortunate but possible advent of fire or hazard the data can then be preserved.

All Natsoft data files should be included on the same backup, when all data files are backed up together it will contribute to a reliable backup should the data need to be restored.

Instructions for the backup up of your data will be provided by your software supplier, these will vary depending on your computer and operating system. If you require to restore a backup you should contact your software supplier for assistance.

Where integration is performed with other modules then all modules data should be backed up and restored at the same time.
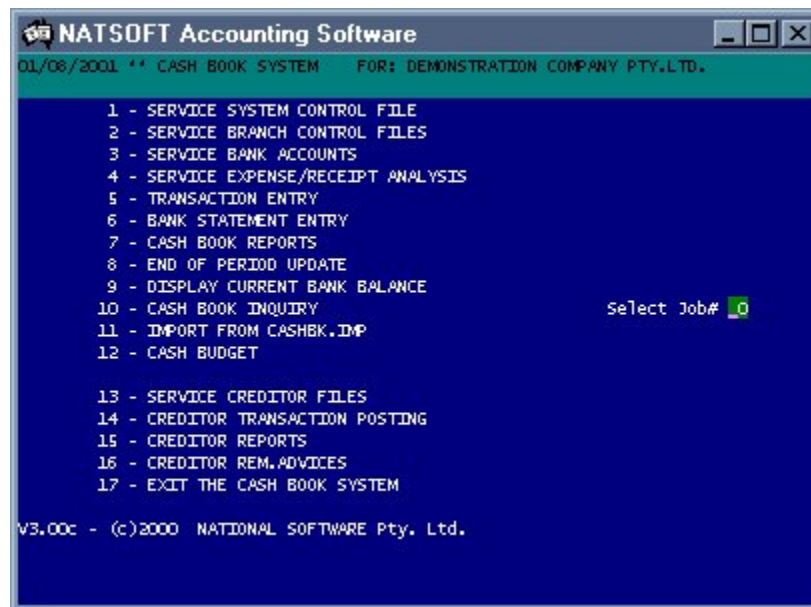
SYSTEM MENU (JOB LIST)

The job menu is used to select which job is to be run. The job is selected from the menu by entering the job number. The following sections explain each job.

Job 1 - SERVICE SYSTEM CONTROL FILE

This job is used to define and maintain control information about the cash book system.

Firmname

Enter the name of the firm for which the cash book system is registered. A maximum of 40 characters can be entered.

Code

Enter the code number that relates to the firmname, this number is obtained from the supplier of the cash book system. The system will not accept a firmname unless the correct code is entered.

Password

A password may be entered to preserve the internal control of the system. Once a password has been entered, it must be keyed in when selecting any job from the main system menu. To remove a password, you must first get to this entry and press the spacebar followed by the enter key.

Last Used Batch Number

Posting batches are allocated consecutive batch numbers by the cash book system. This is the last used batch number that was used. This number should not be altered at any time.

Audit Trail Printer#

Each of the printers on the computer system is assigned a number. You may specify which printer is to receive audit trails. Where there is only one printer this printer is number 0.

S/Chart File Name

The file name of the general ledger standard chart of accounts is entered. If there is no standard chart of accounts then enter nothing. A full pathname to a file can be entered. The standard chart cannot be accessed until the cash book system is terminated and re-run. The service expense/receipt analysis job accesses the standard chart of accounts. If you load a code that exists within the standard chart of accounts then the system will take the details from the standard chart and load the account without you having to enter the details of the account.

Label Margin Indent, #Labels Across Page, #Characters Per Label, #Lines Per Label

The creditors system will print creditor name and address labels. The label parametres are keyed in here.

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Job 2 - SERVICE BRANCH CONTROL FILE

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.

This job is used to load, change and delete branch control files. A branch control record is loaded for each cash book ledger in the system. The branch control record holds the parametres and options of the cash book ledger.

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1 - LOAD/CHANGE BRANCHES

When this option is run two screens are displayed for entry. The following screen is the first screen displayed for entry.

```
NATSOFT Accounting Software                              _□×
01/08/2001 ** LOAD/CHANGE BRANCH  FOR: DEMONSTRATION COMPANY PTY.LTD.

Branch Code  : DEM                           **CHANGE**

Name         : DEMONSTRATION COMPANY
Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
Period Desc  : Month              Cheque# On Rem.Adv Y/N: Y
#Periods/Year : 12               #Lines To Insert R.Adv: O
Current Period:  2               Standard Cheque    Y/N: Y
Current Year  : 2001             #Extra Lines In Cheque: O
Per. End Flag : N                Cheque Has Heading Y/N: Y
Report Printer:  O
R.Adv. Printer:  O               Future Post After Date: 00/00/0000
Million.On.Chq: Y Quantities YN: Y  Condensed Bank Rec Y/N: N
Allow No Disect. In Posting Y/N: N  BAS Code            : DEM
Enter Chq.Amt During Presenting: N  BAS Current Month 1-12:  2
Integrate To G/Ledger   Y/N/Cds: Y  BAS Future Month  O-13:  3
General Ledger Branch        : DEM  BAS Current Year     : 2001
Post Payee or Details To G/L  : D   BAS GST On Rec GL Code: 928
Purge Date On Update       Y/N: N   BAS GST On Pay GL Code: 928
```

Branch Code
Enter the three character branch code.

Name, Address Line 1,2,3,4
These five lines are provided for you to enter the name & address of the cash book ledger. Note that this area can be used for comments and phone numbers.

Period Desc, #Periods/Year

Enter the description of the period, ie MONTH or YEAR, and the number of periods that exist within one year.

Current Period, Current Year

Enter the current period and year. If a month period is being used enter the calendar month number. If any other period is being used enter the period number within the financial year.

Per. End Flag

This facility has been superseded by the future post after date.

Report Printer

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Enter the printer number for the printer that the reports are to print on. When there is only one printer on a system this printer is usually number 0.

R.Adv.Printer

Enter the printer number of the printer that the remittance advices are to print on. When there is only one printer on a system this printer is usually number 0.

Million.On.Chq Y/N

If the system is to print on cheque forms and the cheque forms have facility for millions then Y is entered, otherwise N is entered.

Allow No Disect. In Posting Y/N

This flag is used to control whether postings into the cash book need to be dissected at the time of posting. If this flag is set to Y, then the system will allow cheques, debits and credits to be posted without being allocated to the expense and receipt analysis. The dissections are made at a later time. This allows a bank statement to be entered, and for the dissections to be made at a later time.

Enter Chq.Amt During Presenting

If it is required that the cheque amount be re-entered during the cheque presenting procedure, as to enable the system to check the amount enter a Y, otherwise enter a N to enable a visual check only.

Integrate To General Ledger Y/N, General Ledger Branch

If general ledger integration is required then enter Y and the general ledger branch that is to receive the cash book postings. The integration is performed by the end of period update.

Post Details or Payee To G/L

Enter P to use the payee or description as the general ledger detail during integration, or enter D to use the posting details as the general ledger detail.

Purge Date on Update Y/N

Defaults to no, if 'Y' entered then the system will prompt for a date to be entered when performing the end of month update, the system will then delete transactions upto the purge date entered.

Cheque# On Rem.Adv Y/N

If the cheque number is to print on the remittance advice enter Y, else enter N.

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#Lines To Insert R.Adv

Enter the number of lines to insert the remittance advice so that it lines up.

Standard Cheque Y/N

Defaults to Y, if N is selected the following additional options will appear beneath this field in relation to cheque printing.

#Extra Lines in Cheque (if Standard Cheque 'N')

Number entered here represents the number of lines to insert on in the cheque printing.

Cheque Has Heading Y/N

If N the system will print the heading otherwise if Y it will not.

Words On Cheque Y/N

If the amount of the cheque is to print in words on the cheque enter Y, else enter N.

New Cheque Layout Y/N

If the new cheque layout is being used enter Y, else enter N.

Future Post After Date

If transactions for the next month are wanting to be entered when the previous month has not been closed off, enter the previous month's period end date here. This will then allow transactions with a date after this entry to be posted into future.

Condensed Bank Rec Y/N

If bank reconciliation needs to be condensed enter Y, else enter N.

BAS Code

The Code entered here tells the cash book system where it is to send the GST transaction information to.

BAS Current Month 0-12

The number entered here tells the cash book system into which period it is to send the GST transaction information to.

BAS Future Month 0-13

The number entered here tells the cash book system into which period it is to send the GST future transaction information to. Future period 13 represents period 1 in the new year when the current period is 12.

BAS Year

The BAS year into which the transaction information will post.

The second screen for this section is where the cash budget information can be entered. This is not used unless the option 'Cash Budget Y/N' is set to 'Y', otherwise its default setting is 'N'.

2 - DELETE BRANCHES

This job is used to delete cash book branches or ledgers. The branch cannot be deleted unless there are no master files, or postings present. After entering the branch code enter Y to confirm the deletion.

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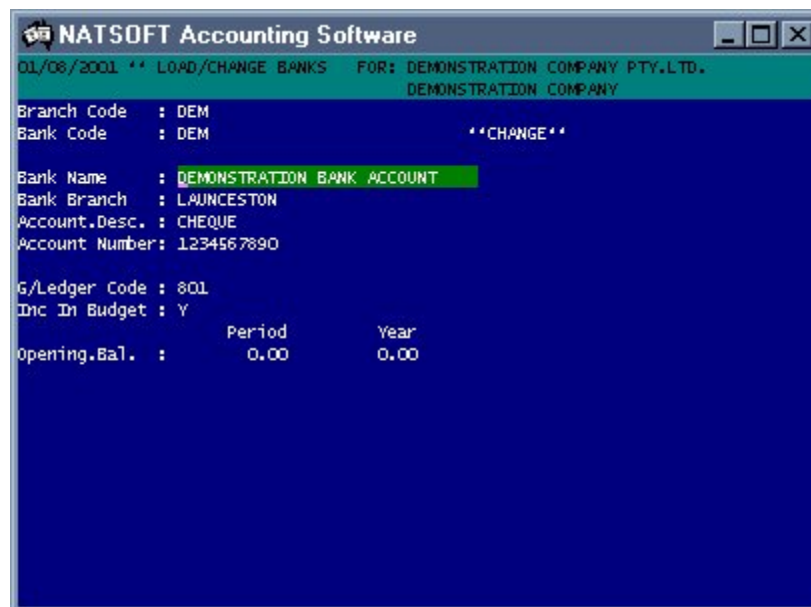Facsimile (03) 6331 4824
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Job 3 - SERVICE BANK ACCOUNTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number. This job is used to load, change and delete bank account master files.
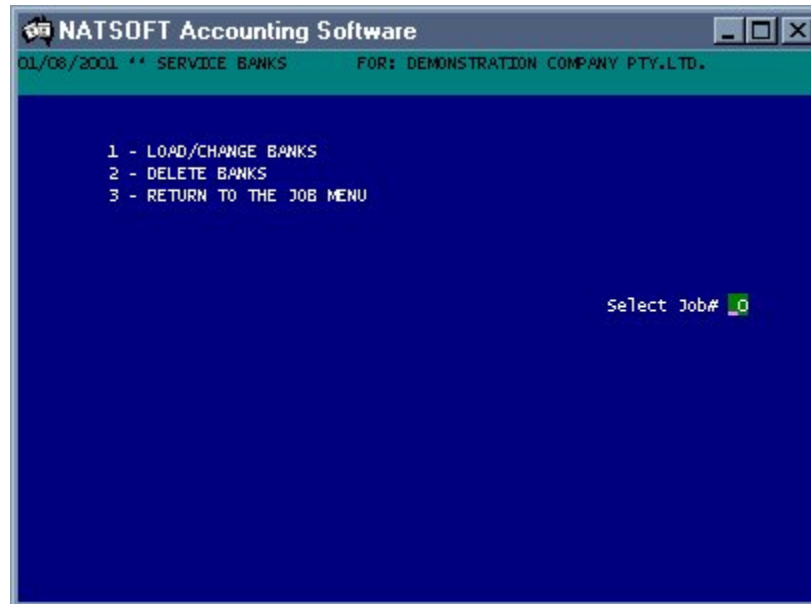
1 - LOAD/CHANGE BANKS

When this option is run the following screen is displayed for entry.

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Branch Code

Enter the 3 character branch code.

Bank Code

Enter the 6 character bank code.

Bank Name, Bank Branch

Enter the 30 character bank name and the 30 character bank branch.

Account.Desc

Enter the 30 character account description.

Account Number

Enter the account number of the bank account. Twenty characters are available here.

G/Ledger Code

Enter the general ledger code that relates to this bank account in the general ledger. This code is only necessary if general ledger integration is required.

Opening Bal. Period & Year

Enter the opening balance of the bank account for the period and year. When initially setting up the bank account both the period and year balances will be the same. A debit balance is entered for an overdraft situation. A credit balance is entered where there is money in the bank. The opening balance is the general ledger balance, not the bank statement balance. This balance is obtained from your last bank reconciliation.

2 - DELETE BANKS

This job is used to delete bank master files. A bank cannot be deleted if there is a balance on file or if there are any transactions on file. To delete a bank enter the account code and enter Y to the confirmation.

Job 4 - SERVICE EXPENSE/RECEIPT ANALYSIS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.
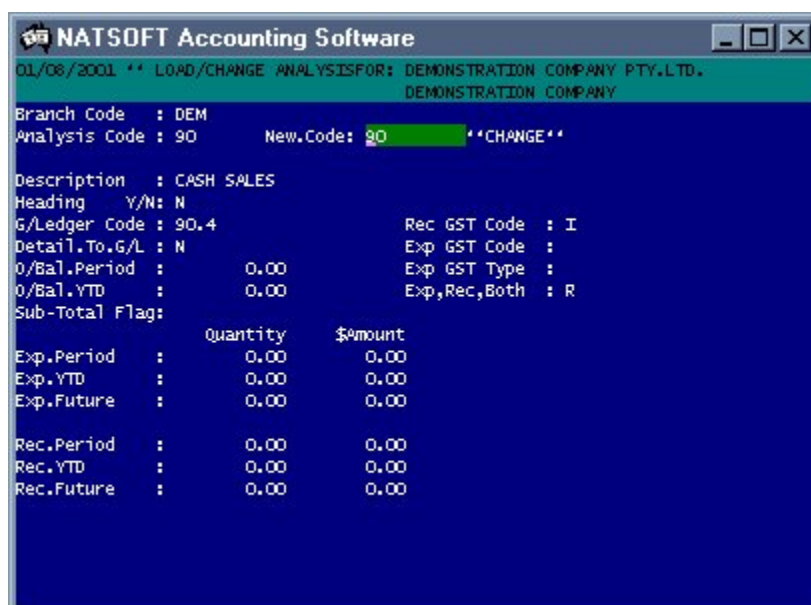
This job is used to load, change and delete expense/receipt analysis files. An expense/receipt analysis inquiry is obtained by entering the account code followed by F3 instead of Enter.

1 - LOAD/CHANGE ANALYSIS

When this option is run the following screen is displayed for entry.

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Branch Code

Enter the 3 character branch code.

Analysis Code

Enter the 10 character analysis code. Press F3 instead of Enter for a screen inquiry.

New.Code

If the analysis code is to be changed then the new code is entered.

Description

Enter the 30 character description.

Heading Y/N

If the account is to be a heading enter a Y else enter a N. Heading accounts cannot contain a balance, they are used to produce sub-totals in the analysis report. Whenever the analysis report strikes a heading account a sub-total to the previous heading is printed and the new heading is printed on the report.

G/Ledger Code, Detail To G/L

The 10 character general ledger code is entered. This code is printed on the analysis report which can be used as a posting medium for the general ledger. If general ledger integration has been selected, then the general ledger code must be entered here. To post each transaction on the analysis to the general ledger enter Y to 'Detail To G/L'.

O/Bal.Period & YTD

The expense/receipt analysis will maintain an account balance for each analysis. The feature is used where a fund is allocated to an analysis to control the balance of the fund. If this feature is required then enter the opening account balance for the period and year. The balance is entered as negative if there is money left in the analysis.

Sub Total Flag

Used for defining sub total groups, the sub total can then be shown on the Expense / Receipt analysis reports.

Rec GST Code

The default GST code when this analysis code is processed as a receipt, Credit posting.

Exp GST Code

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The default GST code when this analysis code is processed as an expense, Cheque or Debit posting.

Exp GST Type

Purchase or expense transactions need to not only define the tax code above, but also the type of transaction that is was. This can either be 'O' for Other or 'C' for a capital item.

Exp,Rec,Both

Using this field an analysis code can be defined as always a receipt or always an expense, posting to the respective side of the BAS whether processed as a Credit, Cheque or Debit. If an item is flagged as both and a transaction to it is processed as a Credit it will post to the Supplies side of the BAS and show on the Receipt Analysis Report. When a transaction is processed as a Cheque or Debit it will post to the Acquisitions side of the BAS and show on the Expense Analysis Report.

Exp.YTD, Rec.YTD

Enter the YTD balances for expenditure and receipts. The receipts balance must be entered as a negative amount.

2 - DELETE ANALYSIS

This job is used to delete analysis master files. A analysis file that contains a balance cannot be deleted. To delete a analysis file enter the account code and enter Y to the confirmation.

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Job 5 - TRANSACTION ENTRY

This job is used to enter cheques, debits and deposits into the system, and to enter the existing unpresented cheques, debits or credits when the system is first set-up. All entries made via this program will be deemed as being not presented on the bank statement. To enter transactions that are to deemed as being presented then use the 'BANK STATEMENT ENTRY' job. If a bank account is selected that has not had any transaction postings then the following screen will be presented.

To enter the existing unpresented cheques, debits and credits enter Y, otherwise enter N for the normal posting mode. Once normal postings are made to a bank account this option is not presented again. The bank account, and expense/receipt analysis balances are not altered in any way by unpresented cheque entry. Once the unpresented cheques, debits and credits are entered the bank reconciliation is printed to ensure that no errors were made. If an error is found then the unpresented cheque entry may be run again to correct the mistake.

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CHEQUE ENTRY

The following screen will be presented for entry when entering cheques, or when entering existing unpresented cheques.

Branch Code, Bank Code

The 3 character branch code and the 6 character bank code are keyed in. If the bank has not received any postings then the system will ask whether unpresented cheque entry is required. The bank details are displayed. The bank account balance is displayed as negative if there is money in the bank.

cheQue,Deb,Crd

Cheques, debits and credits may be entered in the one posting run. Enter Q to indicate to the system that cheque entry is required. To obtain a list of all cheques currently in the system on the screen and enter inquiry mode, enter Q followed by F3 instead of Enter. To return to bank code entry press AU.

Cheque#

Enter the cheque number. It is recommended that the full cheque number is used. To display a screen inquiry press F3 instead of Enter.

Sequence# (Deleting A Cheque)

If the cheque number does not exist in the system then the system will allocate sequence number 1 to the cheque and by-pass this entry, otherwise a list of all cheques with the cheque number will be displayed down the screen. Select the desired cheque by entering it's sequence number, or create a new cheque with the cheque number by pressing AD. Normally only one cheque for each cheque number will exist within the system.

If the selected cheque was posted within the current period the system will ask whether the cheque is to be deleted. To delete the cheque enter Y. The deletion option is not allowed if the cheque was not posted in the current period. If the

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cheque is not deleted the system will allow the alteration of the details on the cheque, including the cheque amount and expense dissections. To cancel the cheque the amount is changed to zero. Cancellation of cheques should be performed in 'BANK STATEMENT ENTRY' so that the cheque is deemed as being presented.

Date

Enter the cheque date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

Cheque#

This field is filled by the system.

Payee

Enter the 30 character payee.

Future

An option exists that allows the cheque to be posted to the next or future period. To post to the future period enter Y, otherwise enter N. Any cheques posted to future will be transferred to current when the end of period update is run.

Stat

No entry is made here. This indicates whether the cheque is deemed to be presented, or has been shown on a bank statement. Y indicates that the cheque is presented.

Amount

Enter to total value of the cheque.

Cheque Dissections

The cheque is now dissected among expense analysis items, quantities and amounts. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the dissections. If the total of the dissections does not agree with the 'Amount' then an error will be produced, and the dissections can be edited.

Expense

Enter the expense analysis code.

Details

This entry is the 30 character detail that will be placed on the transaction.

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Quantity, Amount

Enter the quantity and amount.

T

The GST code for the transaction, i.e. 'G' to add 10%, 'I' to calculate tax included, 'E' if exempt, 'A' if accounted for, 'P' for personal, 'T' for input taxed, 'Q' for exports, 'R' for related company transactions.

C

The type must be entered here, either 'O' for other or 'C' for capital purchases.

Tax

Displays the Tax amount included in this transaction, if any.

DEBIT & CREDIT ENTRY

The following screen will be presented for entry when entering debits or credits, or when entering existing unpresented debits or credits.

Branch Code, Bank Code

The 3 character branch code and the 6 character bank code are keyed in. If the bank has not received any postings then the system will ask whether unpresented cheque entry is required. The bank details are displayed. The bank account balance is displayed as negative if there is money in the bank.

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cheQue,Deb,Crd

Cheques, debits and credits may be entered in the one posting run. To enter a debit enter D, or to enter a credit enter C. To obtain a list of all debits or credits currently in the system on the screen and enter inquiry mode, enter the D or C followed by F3 instead of Enter. To return to bank code entry press AU.

Amount

Enter the amount. Note that both debits and credits are entered as a positive amount. To display a screen inquiry press F3 instead of Enter.

Sequence#

If the amount does not exist in the system then the system will allocate sequence number 1 to the amount and by-pass this entry, otherwise a list of all transactions with the amount will be displayed down the screen. Select the desired transaction by entering it's sequence number, or create a new transaction with the amount by pressing AD.

If the selected transaction was posted within the current period the system will ask whether the transaction is to be deleted. To delete the transaction enter Y. The deletion option is not allowed if the transaction was not posted in the current period. If the transaction is not deleted the system will allow the alteration of the details on the transaction, including the dissections. The amount cannot be altered. To alter the amount, the transaction has to be deleted and re-entered. If the transaction is not a current month transaction and cannot be deleted, then a new transaction is posted that reverses the first one, and both transactions are presented. 'BANK STATEMENT ENTRY' is used here so that the entries are deemed as being presented.

Date

Enter the transaction date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

Reference

Enter the 8 character reference number of the transaction.

Description

Enter the 30 character description.

Future

An option exists that allows the transaction to be posted to the next or future period. To post to the future period enter Y, otherwise enter N. Any transactions posted to future will be transferred to current when the end of period update is run.

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Stat

No entry is made here. This indicates whether the transaction is deemed to be presented, or has been shown on a bank statement. Y indicates that the transaction is presented.

Amount

No entry is made here. The amount is filled by the system.

Debit or Credit Dissections

The transaction is now dissected among analysis items, quantities and amounts. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the dissections. If the total of the dissections does not agree with the 'Amount' then an error will be produced, and the dissections can be edited.

Expense or Receipt

Enter the expense or receipt analysis code.

Details

This entry is the 30 character detail that will be placed on the transaction.

Quantity, Amount

Enter the quantity and amount.

T

The GST code for the transaction, i.e. 'G' to add 10%, 'I' to calculate tax included, 'E' if exempt, 'A' if accounted for, 'P' for personal, 'T' for input taxed, 'Q' for exports, 'R' for related company transactions.

C

The type must be entered here, either 'O' for other or 'C' for capital purchases (Debits).

Tax

Displays the Tax amount included in this transaction, if any.

Job 6 - BANK STATEMENT ENTRY

This job is used to enter the bank statement into the system. All cheques, debits and credits entered via this program are deemed as being presented on the bank statement and therefore will not show on a bank reconciliation. New transactions that appear on the bank statements, such as bank fees and periodic debits and credits, can be posted by the use of this job.

This job functions in the same way as the 'TRANSACTION ENTRY' job. If you wish a transaction to be deemed as being presented then use this job to deem it as being presented, or if it has not yet been posted then post it into the system by the use of this program instead of 'TRANSACTION ENTRY'.

This job may be used to deem a transaction that is presented as being not presented. This facility is used where cheques bounce.

This job is used to cancel cheques. Simply alter the cheque amount to zero. The cheque will be deemed as being presented at the same time.

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PRESENTING CHEQUES

The following screen will be presented for entry when presenting cheques.

Branch Code, Bank Code

The 3 character branch code and the 6 character bank code are keyed in. If the bank has not received any postings then the system will ask whether unpresented cheque entry is required. The bank details are displayed. The bank account balance is displayed as negative if there is money in the bank.

cheQue,Deb,Crd

Cheques, debits and credits may be entered, or presented in the one posting run. Enter Q to indicate to the system that cheque presentation is required. To obtain a list of all cheques currently in the system on the screen and enter inquiry mode, enter Q followed by F3 instead of Enter. To return to bank code entry press AU.

Cheque#

Enter the cheque number. It is recommended that the full cheque number is used. To display a screen inquiry press F3 instead of Enter.

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Sequence#

If the cheque number does not exist in the system then the system will allocate sequence number 1. Otherwise, select the desired cheque by entering it's sequence number, or create a new cheque with the cheque number by pressing AD (refer to 'TRANSACTION POSTING' for the entry procedure). Normally only one cheque for each cheque number will exist within the system. To delete a cheque or to amend or cancel a cheque then the sequence number of that cheque is entered as negative (refer to 'TRANSACTION ENTRY' for the entry procedure).

If the cheque is unpresented then the system will present the cheque. The system will ask for the cheque amount to be re-entered, before the cheque is presented, this will only occur if it has been requested in the service branch control file.

If the cheque is presented then the system will ask whether to deem the cheque as unpresented. Enter Y to deem the cheque as unpresented.

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PRESENTING DEBITS & CREDITS

The following screen will be presented for entry when presenting debits or credits.

Branch Code, Bank Code

The 3 character branch code and the 6 character bank code are keyed in. If the bank has not received any postings then the system will ask whether unpresented cheque entry is required. The bank details are displayed. The bank account balance is displayed as negative if there is money in the bank.

cheQue,Deb,Crd

Cheques, debits and credits may be entered, or presented in the one posting run. To present or enter a debit enter D, or to present or enter a credit enter C. To obtain a list of all debits or credits currently in the system on the screen and enter inquiry mode, enter the D or C followed by F3 instead of Enter. To return to bank code entry press AU.

Amount

Enter the amount. Note that both debits and credits are entered as a positive amount. To display a screen inquiry press F3 instead of Enter.

Sequence#

If the amount does not exist in the system then the system will allocate sequence number 1, otherwise a list of all transactions with the amount will be displayed down the screen. Select the desired transaction by entering it's sequence number, or create a new transaction with the amount by pressing AD (refer to 'TRANSACTION POSTING' for the entry procedure). To delete or amend a transaction then the sequence number of that transaction is entered as negative (refer to 'TRANSACTION POSTING' for the entry procedure).

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If the transaction is unpresented then the system will present the transaction.

If the transaction is presented then the system will ask whether to deem the transaction as unpresented. Enter Y to deem the transaction as unpresented.
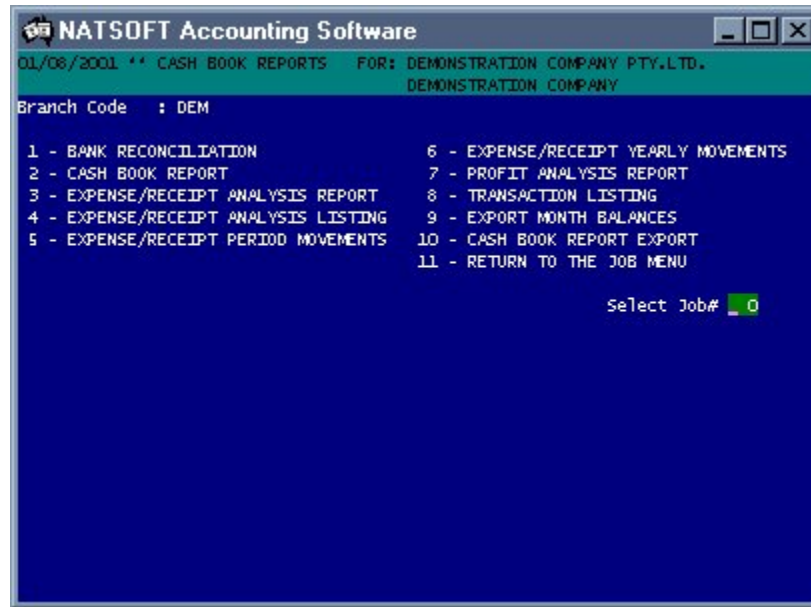
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Job 7 - CASH BOOK REPORTS

When this job is run the following sub-menu is displayed. The required report option is selected by entering the job number after entering the branch code.

```
NATSOFT Accounting Software                       _ □ X
01/08/2001 ** CASH BOOK REPORTS    FOR: DEMONSTRATION COMPANY PTY.LTD.
                                        DEMONSTRATION COMPANY

Branch Code   : DEM

1 - BANK RECONCILIATION              6 - EXPENSE/RECEIPT YEARLY MOVEMENTS
2 - CASH BOOK REPORT                 7 - PROFIT ANALYSIS REPORT
3 - EXPENSE/RECEIPT ANALYSIS REPORT  8 - TRANSACTION LISTING
4 - EXPENSE/RECEIPT ANALYSIS LISTING 9 - EXPORT MONTH BALANCES
5 - EXPENSE/RECEIPT PERIOD MOVEMENTS 10 - CASH BOOK REPORT EXPORT
                                     11 - RETURN TO THE JOB MENU

                                             Select Job#   0
```

PRINTING OPTIONS

Printer #

Select the printer that the report is to print out on.

Bank Account AD=All

Select for which bank account the information is to print, if for all press arrow down.

Headings New Page Y/N

If headings are to print on a new page enter Y, else enter N.

Trans - YTD, Period, No

If transactions are required enter either Y for year to date transactions, or P for period transactions, or if transactions are not required enter N.

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1 - BANK RECONCILIATION

The bank reconciliation shows the following information:-

* opening bank balance

* total cheques for period & ytd

* total debits for period & ytd

* total credits for period & ytd

* closing bank balance

* unpresented transactions

2 - CASH BOOK REPORT

The cash book report shows all of the transactions for the period as well as the following information about those transactions:-

* date

* reference

* analysis brake-up

* payee

* analysis description

* bank status

* details

* quantity

* cheque

* totals

* debit totals

* credit totals

3 - EXPENSE/RECEIPT ANALYSIS REPORT

The expense/receipt analysis report gives the analysis totals for the period and year, and optionally the transactions for the period on each of the analysis. A separate report is given for the expense and receipt portions of each analysis. Other information that is shown is as follows:-

* analysis code & description

* transaction date & reference

* payee

* qty & $ figures for period

* qty & $ figures for year

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4 - EXPENSE/RECEIPT ANALYSIS LISTING

This report will produce an expense/receipt analysis listing giving the analysis codes and descriptions.

5 - EXPENSE/RECEIPT PERIOD MOVEMENTS

The expense/receipt period movement report shows the following information:-

* analysis code & description

* general ledger integration code

* opening balance for period

* receipt

* expense

* closing balance for period

6 - EXPENSE/RECEIPT YEARLY MOVEMENTS

The expense/receipt year movement report shows the following information:-

* analysis code & description

* general ledger integration code

* opening balance for year

* receipt

* expense

* closing balance for year

7 - PROFIT ANALYSIS REPORT

The profit analysis report shows the following information:-

* analysis code & description

* receipts for month

* expense for month

* profit for month

* receipt for year

* expense for year

* profit for year

8 - TRANSACTION LISTING

The transaction listing report shows the following information:-

* date

* reference

* description/payee

* analysis code

* bank statement status

* cash book quantity

* cheque, debit, credit amount

* totals

9 - EXPORT MONTH BALANCES
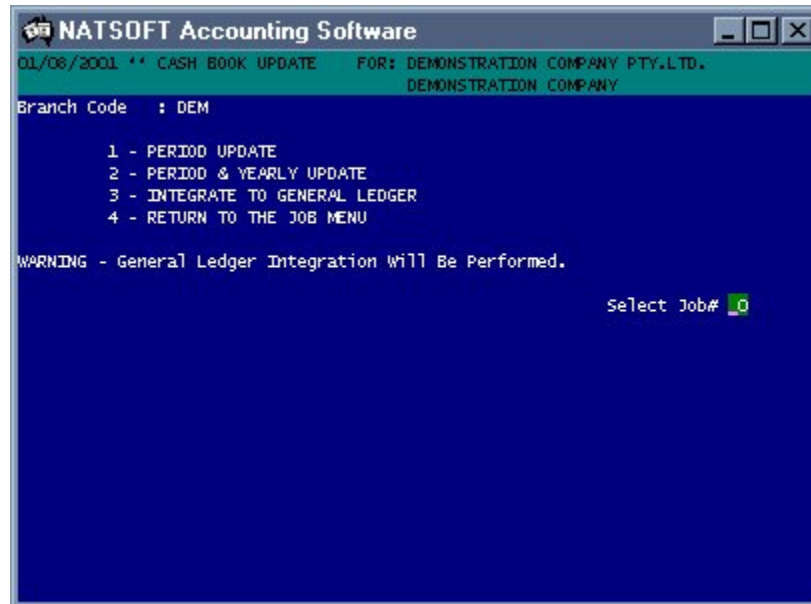
Used to export expence/receipt analysis totals to a file.

10 - CASH BOOK REPORT EXPORT

Exports transactions with detail to a file.

Job 8 - END OF PERIOD UPDATE

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.
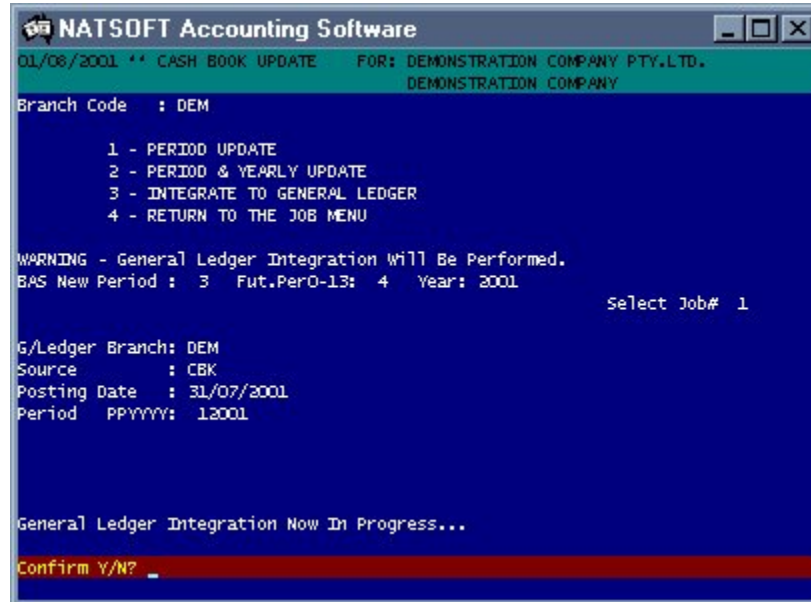

The end of period update prepares the cash book for a new period and performs the general ledger integration. It clears period and/or year balances, and removes the presented transactions from the system. Cheques are kept for 1 period after they are presented before they are cleared incase they bounce. The update must be run at the end of each period. If it is the end of the year then option 2 is run, otherwise option 1 is run. Note that the yearly update also performs a period update. The update will clear the future posting flag on the branch control file.

General Ledger Integration

The period update will perform the general ledger integration if it is selected in the branch control file, the following screen will be displayed for entry.

```
NATSOFT Accounting Software                        _ □ ×
01/08/2001 ** CASH BOOK UPDATE    FOR: DEMONSTRATION COMPANY PTY.LTD.
                                       DEMONSTRATION COMPANY
Branch Code  : DEM

         1 - PERIOD UPDATE
         2 - PERIOD & YEARLY UPDATE
         3 - INTEGRATE TO GENERAL LEDGER
         4 - RETURN TO THE JOB MENU

WARNING - General Ledger Integration Will Be Performed.
BAS New Period : 3   Fut.Per0-13: 4   Year: 2001
                                                  Select Job# 1

G/Ledger Branch: DEM
Source        : CBK
Posting Date  : 31/07/2001
Period   PPYYYY: 12001




General Ledger Integration Now In Progress...
Confirm Y/N? _
```

A cash book general ledger posting batch is selected (refer to the general ledger manual). The general ledger branch, source, posting date and period are selected.

The system will attempt to perform the general ledger postings. If a general ledger account is not found then the system will display the error and will abort the general ledger posting and the period update. You should then correct the error and attempt the integration and update again. Note that the period update is not performed unless the general ledger integration has been successful.

The system will ask whether to print the general ledger posting audit trail. If the audit trail is not printed it will remain on the system until it is printed, and may be printed by entering general ledger posting in the general ledger module.

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Job 9 - DISPLAY CURRENT BANK BALANCE

This job is used to display a the current bank balance. The following screen is displayed after the branch code and bank code have been keyed in.

```
NATSOFT Accounting Software                              _ □ ✕

01/08/2001 ** BANK INQUIRY          FOR: DEMONSTRATION COMPANY PTY.LTD.
                                         DEMONSTRATION COMPANY
Branch Code   : DEM
Bank Code     : DEM

Bank Name     : DEMONSTRATION BANK ACCOUNT
Bank Branch   : LAUNCESTON
Account.Desc. : CHEQUE
Account Number: 1234567890

G/Ledger Code : 801
Inc In Budget : Y
                    Period         Year         Future
Opening.Bal.  :       0.00         0.00
Cheques       :     500.00       500.00           0.00
Debits        :       0.00         0.00           0.00
Credits       :    1000.00-     1000.00-          0.00
                 ------------  ------------
Closing.Bal.  :     500.00-      500.00-

B/Stat Balance:       0.00                        0.00

Press <RETURN> To Continue: _
```
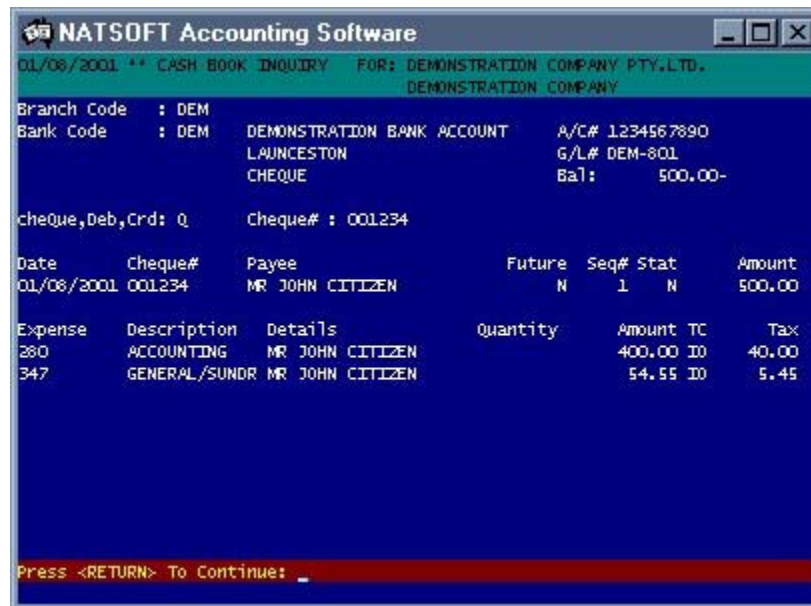
Job 10 - CASH BOOK INQUIRY

This job is used to display a cash book inquiry. Following is a sample of a cash book cheque inquiry.

Branch Code, Bank Code

The 3 character branch code and the 6 character bank code are keyed in. The bank account balance is displayed as negative if there is money in the bank.

cheQue,Deb,Crd

Cheques, debits and credits may be inquired upon. To make an inquiry on a cheque enter 'Q', to make an inquiry on a debit enter 'D', to make an inquiry on a a credit enter 'C'. To obtain a list to the screen of all cheques, debits or credits currently in the system, enter the Q, D or C followed by F3. Press AU to escape the inquiry.

Cheque# or Amount

Enter the cheque number or amount. Note that both debits and credits are entered as a positive amount.

Sequence#

A list of all transactions with the cheque number or amount will be displayed down the screen. Select the desired transaction by entering it's sequence number.

Job 11 - IMPORT FROM CASHBK.IMP

This job is used to import data into the cashbook system, see dealer for more information regarding the format of the file.
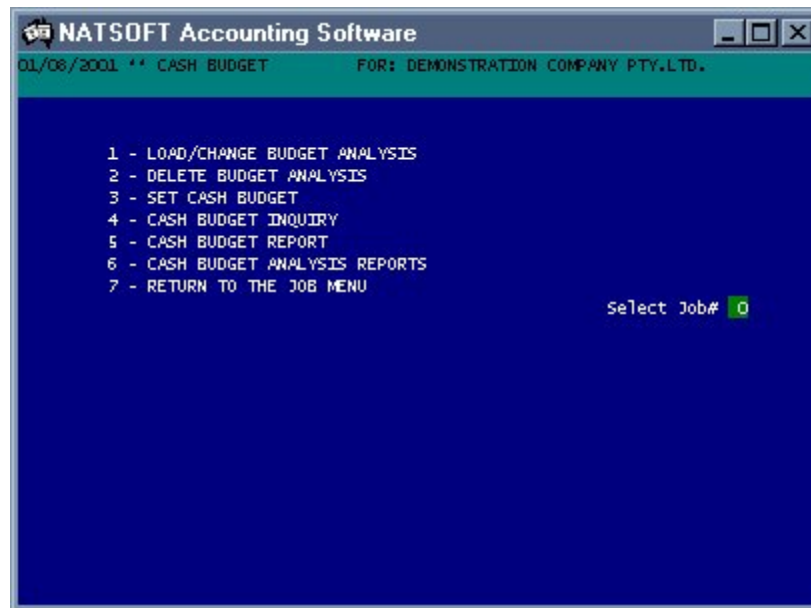
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Job 12 - CASH BUDGET

This job option allows for entering and reporting of cash budget figures.

```
NATSOFT Accounting Software                    _ □ X
01/08/2001 ** CASH BUDGET        FOR: DEMONSTRATION COMPANY PTY.LTD.


      1 - LOAD/CHANGE BUDGET ANALYSIS
      2 - DELETE BUDGET ANALYSIS
      3 - SET CASH BUDGET
      4 - CASH BUDGET INQUIRY
      5 - CASH BUDGET REPORT
      6 - CASH BUDGET ANALYSIS REPORTS
      7 - RETURN TO THE JOB MENU

                                   Select Job#  0
```

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Job 13 - SERVICE CREDITOR FILES

The required option is selected by entering the job number. This job is used to load, change and delete creditor master files.

1 - LOAD/CHANGE CREDITORS

When this option is run the following screen is displayed for entry.

Branch Code

Enter the 3 character branch code.

Creditor Code

Enter the 7 character creditor code.

New.Code

If the creditor code is to be changed then the new code is entered.

Rep.Sequence

The creditors are ordered on reports in the report sequence order. Creditors can therefore have numeric codes and be printed out on reports in alphabetical order. When alpha creditor codes are used the report sequence is usually the creditor code.

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Name, Address Line 1,2 & 3, Post Code

These 4 lines of 30 characters are provided for you to enter the name and address of the creditor. These lines will appear on remittance advices. Note that there is a 4 character post code field.

Account Type

Each creditor can be assigned a 2 character account type. All reports can be printed for a certain account type. For example remittance advices can be printed for account type "TR" or trade creditors.

2 - DELETE CREDITORS

This job is used to delete creditors master files. A creditor cannot be deleted if there is a balance on file or if there are any transactions on file. To delete a creditor enter the account code and enter Y to the confirmation.
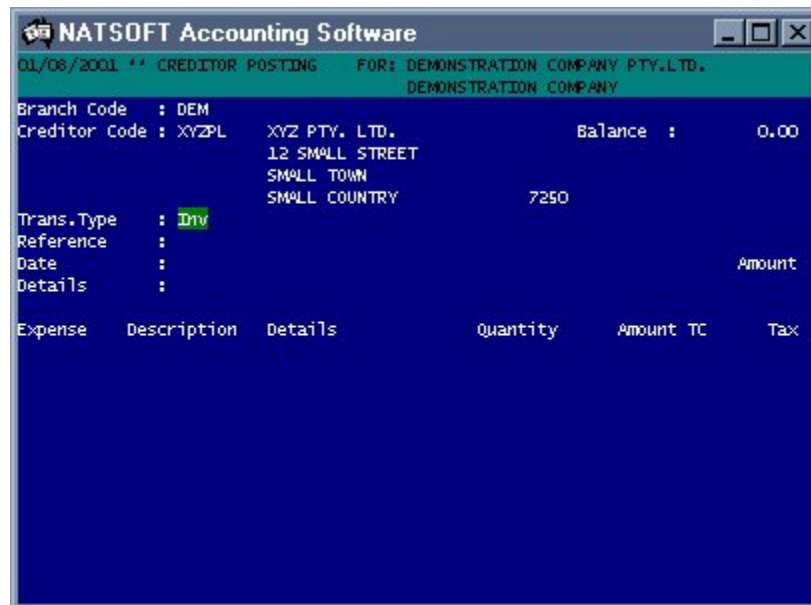
Job 13 - CREDITOR TRANSACTION POSTING

This job is used to perform transaction posting for the generation of remittance advices. Transaction postings are kept by posting batches. Each posting batch is given a consecutive batch number. The last batch number is on the system control file. A posting batch or audit trail is not removed from the system until it is printed on a printer. If there are any outstanding posting batches then these will be displayed for your selection, otherwise a new batch will be created.

To create a new batch enter zero .

To attach to an existing batch, enter the batch number.

POSTING A TRANSACTION

The following screen is displayed for transaction entry.

Branch Code, Creditor Code

The 3 character branch code and the 7 character creditor code are keyed in.

Trans.Type, Reference

A three character entry has been provided to enter a transaction type, this defaults to Inv. The transaction reference is then entered, this reference is usually the invoice number. A transaction can be recalled by entering it's reference.

If the transaction is to be deleted then Y is entered otherwise N is entered and the transaction can be modified.

Date

Enter the transaction date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

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Details

Details of up to 30 characters can be entered here, these details will show on the remittance advices.

Amount

The total value of the transaction is entered here.

Transaction Dissections

The transaction is now dissected among expense analysis items, quantities and amounts. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the dissections. If the total of the dissections does not agree with the 'Amount' then an error will be produced, and the dissections can be edited.

Expense

Enter the expense analysis code, it is important to note that the amount is not allocated to the expense until the remittance advices and/or cheques have been produced.

Details

This entry is the 30 character detail that will be placed on the transaction.

Quantity, Amount

Enter the quantity and amount to be allocated to the expense code.

T

The GST code for the transaction, i.e. 'G' to add 10%, 'I' to calculate tax included, 'E' if exempt, 'A' if accounted for, 'P' for personal, 'T' for input taxed, 'Q' for exports, 'R' for related company transactions.

C

The type must be entered here, either 'O' for other or 'C' for capital purchases.

Tax

Displays the Tax amount included in this transaction, if any.

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```
NATSOFT Accounting Software                              _ □ ×
01/08/2001 ** CREDITOR POSTING     FOR: DEMONSTRATION COMPANY PTY.LTD.
                                         DEMONSTRATION COMPANY
Branch Code   : DEM
Creditor Code : XYZPL    XYZ PTY. LTD.           Balance  :      0.00
                         12 SMALL STREET
                         SMALL TOWN
                         SMALL COUNTRY            7250
Trans.Type    : Inv
Reference     : 23309                            ***LOAD***
Date          : 30/07/2001                                     Amount
Details       :                                               100.00
                                                              100.00
Expense    Description  Details       Quantity    Amount TC      Tax
111.1      PURCHASEs - I                  0.00      60.00 I0     5.45
111.2      PURCHASES - I                  0.00      40.00 I0     3.64
```
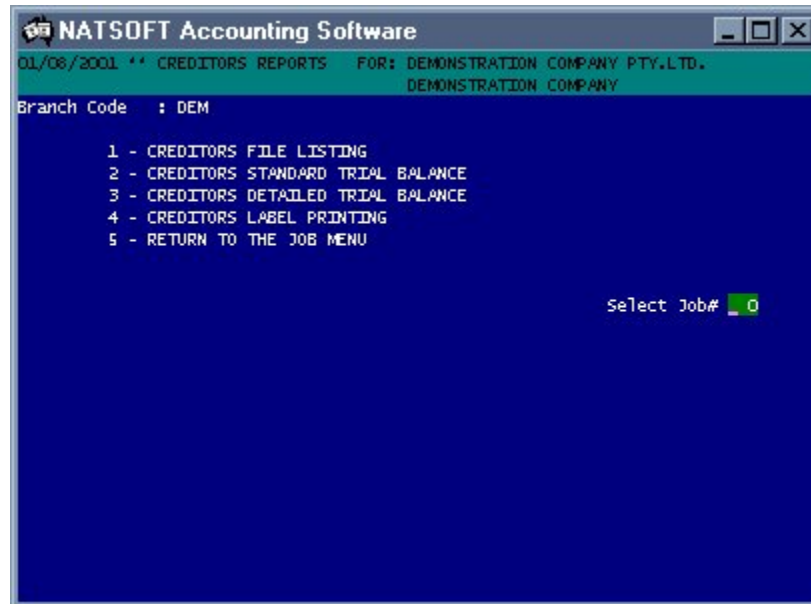
Job 14 - CREDITORS REPORTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.

COMMON PRINT OPTIONS

Printer #

Select the printer that the listing is to print on.

Account Type <RETURN>=All

Select the account type or press AD for all creditors.

Individual Creditor Y/N

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

Nil Balances Req. Y/T/N

Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances.

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Start Creditor (AD=First)

Enter the start creditor code or ARROW DOWN for the first creditor.

Align the labels on the printer and press Enter, to print a test pattern enter T.

1 - CREDITORS FILE LISTING

This report will produce a creditors file listing.

2 - CREDITORS STANDARD TRIAL BALANCE

This report will produce a creditors standard trial balance.

3 - CREDITORS DETAILED TRIAL BALANCE

This report will produce a creditors detailed trial balance. This report shows the transactions and takes the place of copy remittance advices.

4 - CREDITORS LABEL PRINTING

This report will produce sticky name and address labels.

Align The Page On The Printer - T=Test

If T is entered then a test pattern will be printed on the labels to align them. If the labels have already been aligned then enter will continue printing.
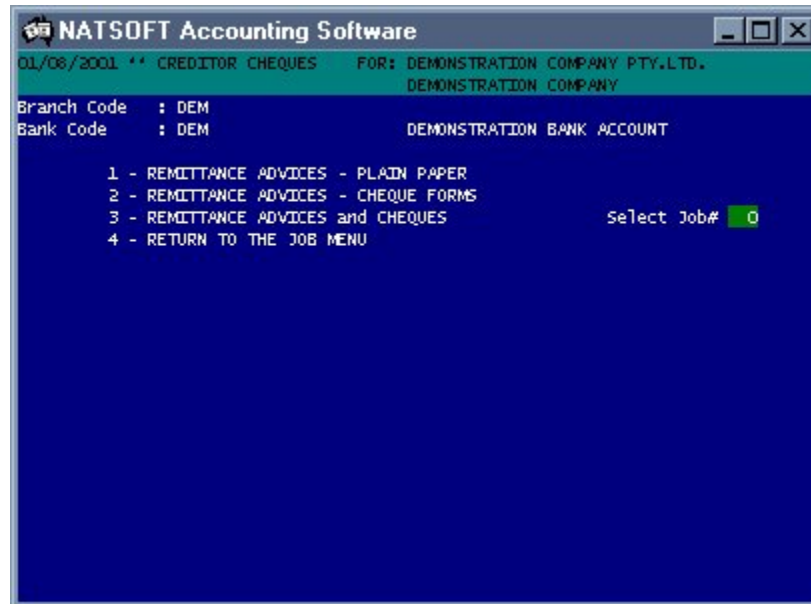
Job 15- CREDITORS REMITTANCE ADVICES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.

These three jobs produce the remittance advices and cheques, and post the cheques to the cash book. After entering the branch and bank codes the following screen is displayed for entry.

Select the printer that the remittance advices are to print on.

If there are creditors posting batches in the system that have not been printed, then you will have to select a creditors remittance advice posting batch, otherwise the system will assign the next available batch. If you attach to an existing remittance advice batch, the system will ask whether to clear the previous remittance advice run. After the remittance advices are run the remittance advice posting batch becomes a cash payment posting batch. A batch will only remain as a remittance advice batch if the remittance advices are stopped by the operator. If you intend starting from where you stopped then do not clear the previous remittance advice run.

Account Type <RETURN>=All

Select the account type or press AD for all creditors.

Individual Creditor

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

Remittance Advice Date

Enter the remittance advice date.

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Message (2 Lines)

Enter the two lines of remittance advice message, if required.
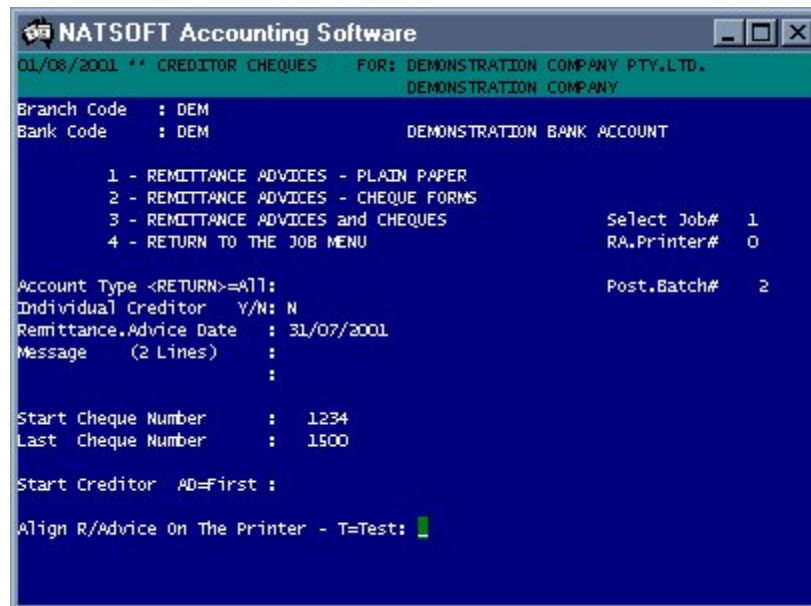
Start & Last Cheque Numbers

Enter the start, being the next useable cheque in the book, and last cheque numbers in the cheque book. When the system runs out of cheque numbers the system will pause and ask for a new sequence of cheque numbers, or for more cheque forms to be loaded into the printer. This means that there does not have to be enough cheques in one cheque book, or computer cheque forms in one lot, to fulfil the remittance advice run.

Start Creditor AD=First

Enter the start creditor code or AD for the first creditor.

Align R/Advice on the Printer

This is only required if printing on continuous paper and serves to align the page on the printer. To check the alignment enter T. If separate remittance advice and cheque forms are being used then the remittance advices are aligned first and then the cheque forms.

```
NATSOFT Accounting Software                              _ □ ×

01/08/2001 ** CREDITOR CHEQUES     FOR: DEMONSTRATION COMPANY PTY.LTD.
                                        DEMONSTRATION COMPANY
Branch Code   : DEM
Bank Code     : DEM                 DEMONSTRATION BANK ACCOUNT

       1 - REMITTANCE ADVICES - PLAIN PAPER
       2 - REMITTANCE ADVICES - CHEQUE FORMS
       3 - REMITTANCE ADVICES and CHEQUES         Select Job#   1
       4 - RETURN TO THE JOB MENU                 RA.Printer#   0

Account Type <RETURN>=All:                        Post.Batch#   2
Individual Creditor   Y/N: N
Remittance.Advice Date  : 31/07/2001
Message    (2 Lines)    :
                        :

Start Cheque Number     :   1234
Last  Cheque Number     :   1500

Start Creditor  AD=First :

Align R/Advice On The Printer - T=Test: ▌
```

After the remittance advices are printed the system will ask whether they are OK. If they are OK enter Y, otherwise enter N to abort the procedure, correct the mistake and start the remittance advice run again.

The system will post the cheques to the cash book and remove the transactions from the creditors accounts ready for more invoices to be posted.

Job 16 - EXIT THE CASH BOOK SYSTEM

This job is used to exit the cash book system and return to operating system level, (Ready to perform a backup).