

CASHBOOK

for Sage Accpac ERP

Integrates with Sage Accpac ERP General Ledger, Accounts Payable, Accounts Receivable and Project & Job Costing

Navigate through your bank reconciliation easily

Your Bank Reconciliation Made Simple

Cashbook's versatile bank reconciliation function offers the user many different ways of processing their bank reconciliation. In the bank reconciliation function the user is also able to reverse transactions, do an adjustment on the fly and enquire on all transaction information entered in Cashbook.

Tick Off Entries in Bank Reconciliation Display

Cashbook displays cheques and deposits for direct reconciliation. With the click of a mouse or a single keyboard stroke the line is reconciled instantly and the bank balance updated immediately. You can display all details pertaining to a transaction posted to Cashbook, by double clicking on the row you wish to display.

Reconcile by Field Criteria and Range

The user is able to select a range of transactions to reconcile using specific field criteria which include Reference/Cheque, Date or Description.



Special Features

By a mere right click of the mouse in your bank reconciliation screen, you can do a quick and easy adjustment to take care of variances between Cashbook and bank statement amounts.

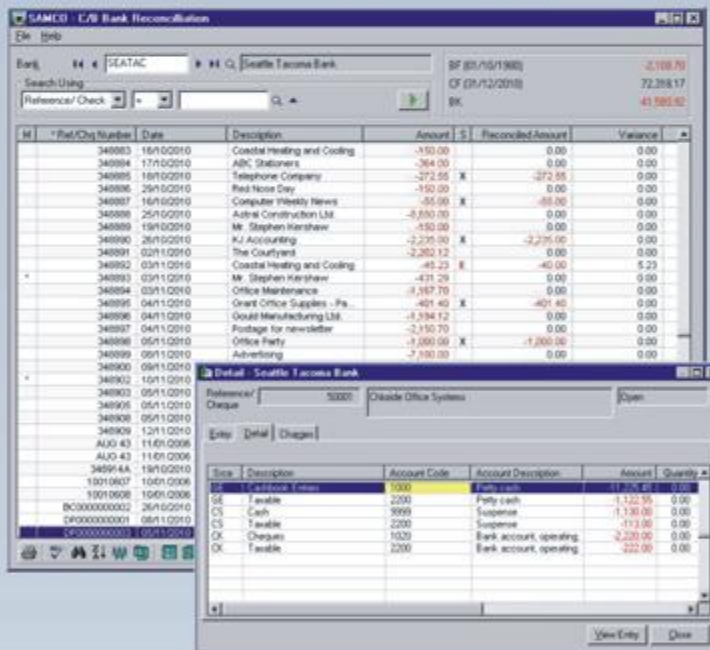
Cashbook allows the reversing of transactions while performing a bank reconciliation. When a reversal is performed Cashbook will find the entry in Bank Services to reverse the transaction in Accounts Payable and Accounts Receivable as well.

Calculate a range of Cashbook entries by selecting the entries and clicking on the calculator icon.

Date Driven - Cashbook is date driven giving you running balances.

ZOOM into Cheques and Deposits to Enquire on Transaction Details.

You can display all details pertaining to a transaction posted to Cashbook by clicking on the transaction in your bank reconciliation screen. Determine the exact batch entry, posting, reversal and adjustment details of any transaction in your bank reconciliation.



Reconcile Using Quick Search

The search facility can be used to search for a Cashbook transaction using selected field criteria. You can search for a transaction by Reference/Cheque, Date, Description or Amount.



CENTRAL CASH ENTRY POINT

Enter, Import or Retrieve your Entries and Print Cheques, Receipts and Deposit Slips

Print your cheques for vendors and customer refunds/receipts and deposit slips on-line or by batch.

On-line cheques and advices as well as receipts and deposit slips are produced using the batch entry window. After each entry is saved you have the option to print the information immediately. Multiple cheques/advices, receipts and deposit slips can be printed in one operation. Cashbook's automatic numbering facility allows you to have up to 20 different numbering sequences for your cheques and receipts.

SAMCO - C/B Cheques/Receipts

File Help

Cheque

Standex Charter International Cheque # 00000005006

Batch: 000040-00001 20/02/2010

Description: Chloride Office Systems 100.00

Name: Chloride Office Systems

Location	Description	Next Cheque Number	Report Style	Report Format
HEADC	Head office	5006	Checks Only	Checks on Top
HEADR	Remittances	8000	Checks and Adv.	Checks on Top

Alignment Source: VD

Print Align Close

Archive/Retrieve Batches for Recurring Entries

Archive batches of transactions that re-occur on a regular basis then recall the batches by retrieving. On retrieval you have the option to assign a new transaction date and fiscal period to the transactions.

SAMCO - C/B Archive/Retrieve Batches

File Help

Archive Retrieve

Path: C:\PROGRAM FILES\ACCPAC\CB53A Browse

Archive Name: LEASE

Comments: Leases to be retrieved at the end of the month. Do not forget to change the date, fiscal period and bank code.

Change Entry Date New Date: 20/12/2010

Change Fiscal Period New Year/Period: 2010 - 12

Change Bank Code New Bank Code: SEATAC

Retrieve Delete Close

Powerful Import/Export Facility

Cashbook allows for the import of data from external systems as well as the export of Cashbook data to other systems. The batch import facility does not only allow for the import of transaction header and detail information, but also the allocations against outstanding documents in Accounts Receivable and Accounts Payable.

One Central Entry Point for All your Cash Processing

Entries need only to be entered once, and Cashbook will automatically create the necessary entries for ACCPAC General Ledger, Accounts Receivable and Accounts Payable. All cash movement is captured at one entry point, producing one audit trail for easier analysis.

SAMCO - Apply Amounts

File Help

Batch: 000005 00002 Ref Cheque: 12215 Entry Date: 19/10/2010

Vendor: 1200 Chloride Systems Balance O/S: 26,815.75

Mode: Show Order Starting Document

Apply	Type	Document Number	Date	Account Applied	Account	Remaining Amount	Document Amount	Adjustment
IN	IN	3188	2/7/2005	2,980.00	0.00	17,283.15	18,887.86	
PN	IN	963	5/7/2005	0.00	0.00	9,935.60	10,000.00	
PP	PP	PPREP100000001	6/23/2010	0.00	0.00	-180.75	-150.75	

Apply Unapplied Amount: 2,000.00

Reports

Cashbook allows full and comprehensive reporting, including:

- Cashbook
- Bank Reconciliation
- Cashflow Report
- Cheque/Receipt Register
- Missing Cheque Register
- Reversals Register
- History Transactions
- Tax Analysis
- G/L Transactions
- Source Journals
- Cheques/Receipts/Deposit Slips
- Bank/Interest Charges
- and many more...

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