

Banking Cash and Cheques

The **Receiving Payments** process allows individual receipts to be recorded in the bank account. It may be, however, be your practice to bank several cheques at the same time. In this case the bank statement will show the aggregate amount. In order to have the same aggregate amount appear in the system bank reconciliation screen, deposit the receipt to **Un-deposited funds** account (select from the dropdown). Then use the **Bank Cash/Cheque Income** transaction to record the details from the actual bank paying slip of the multiple cheques and cash actually deposited to the bank. This value will then appear in the reconciliation screen and will match the item shown on the bank statement.

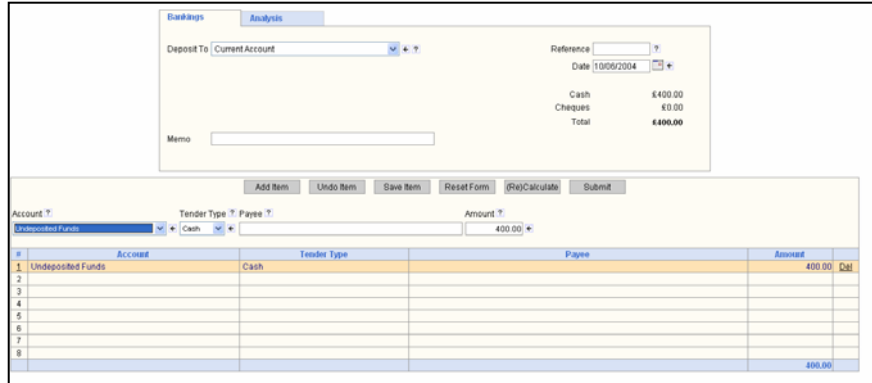
Additionally if the business is cash based business, there will be cash and cheques to be banked regularly, see **Cash Based Business** user guide for full information on using the system for cash based businesses.

Banking Cash and Cheques

When cash and cheques are physically deposited at the bank, use the **Bank Cash/Cheque Income** screen to record the deposit. This accessed via the **ACTIVITIES** menu.

ACTIVITIES → BANK CASH/CHEQUE INCOME

- ◆ Select the appropriate bank account from the **Deposit to** dropdown.
- ◆ Enter a **Reference** if required, and the **Date**.
- ◆ **ADD ITEM** and select **Un-deposited Funds** for the **Account**.



Account	Tender Type	Payee	Amount
1 Un-deposited Funds	Cash		400.00
2			
3			
4			
5			
6			
7			
8			
			400.00

- ◆ Select the **Tender Type** being deposited. Note that if desired each cheque can be entered individually together with a **Payee** description, but this is not required.
- ◆ Enter the **Amount** and **SAVE EDIT** confirms the entry. Further Line items can be entered by clicking on **ADD ITEM** on each occasion. **UNDO EDIT** cancels the current line item data. **UNDO ALL EDITS** cancels all line item inputs.
- ◆ When all line items have been entered, clicking on **(RE)Calculate** ensures that all value extensions are correct. When the data is complete clicking **SUBMIT** saves and confirms the transaction.
- ◆ Inspect the residual balance in the **Un-deposited Funds** account

ACCOUNTS → UNDEPOSITED FUNDS → VIEW

The balance should represent Cash and Cheques still on hand.

Editing a Banking Cash and Cheques Transaction

After a Banking Cash and Cheques transaction has been created it may be edited provided it has not been reconciled or dated in a closed financial year.

It is easiest to locate a particular transaction by listing the relevant Bank Account transactions

ACCOUNTS → BANK/CREDIT ACCOUNTS → VIEW

- ◆ Locate the relevant transaction and click on **EDIT**
- ◆ The full **Banking Cash and Cheques Transaction** screen (see above) is displayed with the current data.
- ◆ Edit the data as necessary
- ◆ When editing line item entries, highlight the appropriate line by clicking on it. The information appears in the edit line. Amend as necessary and **SAVE EDIT** to complete.
- ◆ When all changes have been made, clicking on **(RE)CALCULATE** ensures that all value extensions are correct. Clicking **SUBMIT** saves and confirms the transaction.