

Cashbook Register

TEMPLACMS

Version: v6.1.0



COMMERCIAL STATEMENT

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INTRODUCTION

These training session notes have been created with the intention of providing background information and useful hands on experience of using the Cashbook Register module in **TemplaCMS**, through to processing in **Access Dimensions**.

They are designed to complement the training and assist when away from the training environment.

CASHBOOK REGISTER

The *Cashbook register* in **TemplaCMS** should be used for miscellaneous cash receipts and payments, i.e. where customer or supplier have been setup and where the cash relates to a site for example:

- a) Pay for cleaning products for a specific site in cash (e.g. out of Petty Cash) but buy them from a supermarket rather than the normal supplier.
- b) Sell-off a fully-depreciated piece of machinery used at a specific site to a third party, i.e. to someone who is not a customer.

TRANSACTION ENTRY

Batch generation

Cashbook register payments and receipts are controlled by a group or 'batch' of transactions.

A new batch can be created from the Transaction Register > Cashbook batches menu by clicking on New and completing the Cashbook Batch Details screen. Once completed click on Save.

The screenshot shows the 'Cashbook Batch Details' window. The 'General' tab is selected. The 'Batch number' is 'new batch'. The 'Description' is 'Misc payments and receipts - August 2018'. The 'Accounts system' is 'Accounts'. The 'Batch date' is '23/08/2018'. A red note box says 'Note, to post or delete this batch you must first apply the lock'. The 'Financial period' is '2018 / 5'. The 'Batch totals' section shows 'Net', 'VAT', and 'Gross' all set to '£0.00'. The bottom of the window shows 'CashbookBatchDetail' and '© 2017 Templa Computer Systems Ltd'.

Batch number – this will be automatically generated by the system.

Description – enter a description relevant to the transactions that will be entered.

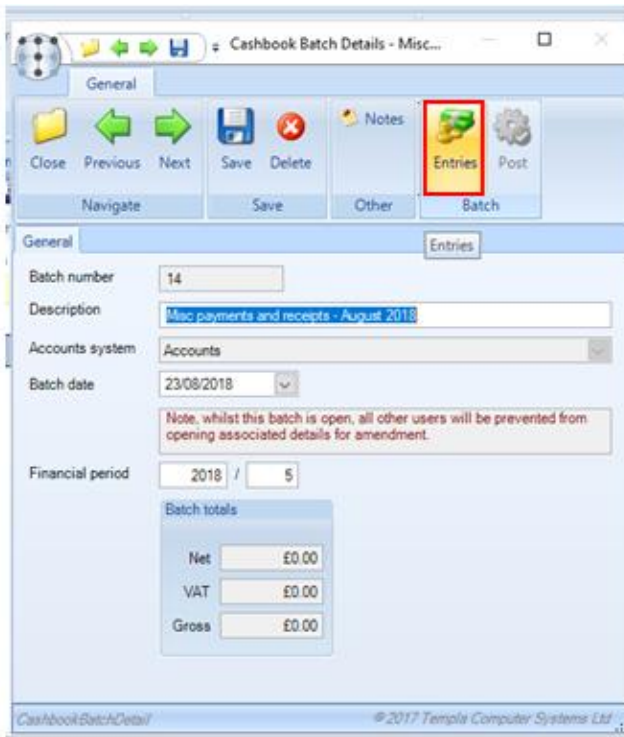
Accounts system – where **TemplaCMS** is linked to only one accounts datasource this will default, alternatively the user will be able to select the relevant accounts datasource.

Batch date – this should be the date up to which points the Cashbook register transactions will be entered.

Financial period – where the accounts datasource is linked to *Access Dimensions* this will default to the current open Sales Ledger period in *Access Dimensions*.

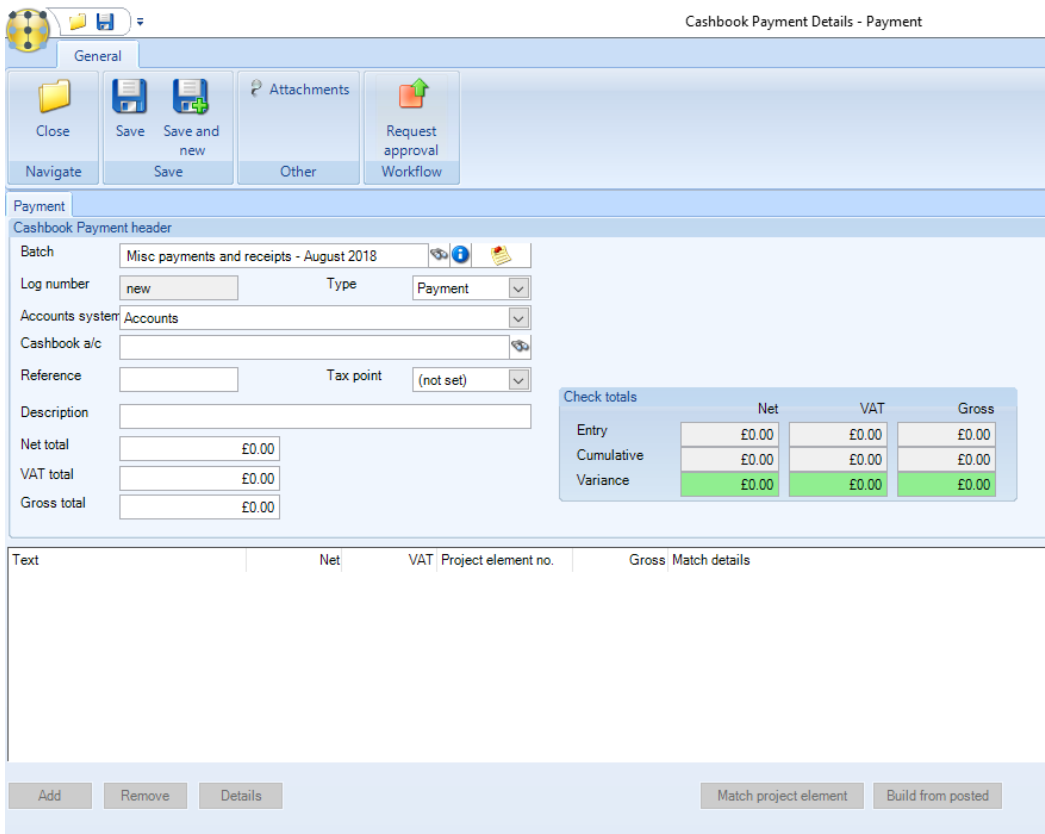
Adding transactions

Cashbook entries (i.e. payments or receipts) can be entered directly from the batch via clicking on the Entries button.



It is also possible to create new entries and assign them to a batch from the Cashbook Register option accessible from the Transaction Register menu.

Click on New and complete the Cashbook Payment Details screen:



Batch – if entered from the batch this will default to the current batch description. If entered from the *Cashbook register* the user should select a batch that the entry will be added to.

Log number – this will be automatically generated by the system.

Type – select whether this entry is a *Payment* or *Receipt*.

Accounts system – where **TemplaCMS** is linked to only one accounts datasource this will default, alternatively the user will be able to select the relevant accounts datasource.

Cashbook a/c – select the relevant cashbook account. This will display a list of the bank and petty cash accounts available in *Access Dimensions*.

Reference – enter a reference for example a **receipt reference or cheque number**.

Tax point – enter the tax point date.

Description – enter a relevant description.

Net total – enter the Net total for the payment or receipt. On entering the Net total and moving away from the field the VAT and Gross totals will be automatically calculated.

VAT total – override the calculated VAT total if needed.

Gross total – override the calculated Gross total if needed.

The above completes the entry of the *header* information for the payment or receipt.

The Check totals box gives a quick overview of the details entered so far, along with any variances that need to be rectified before the entries can be posted to Access Dimensions. If the 'Check totals' box is green, the entry is ready to post; if it is red (as below) it is not ready to post, i.e. the line details do not substantiate the total value entered on the header screen.

The screenshot shows the 'Cashbook Payment Details' window. The 'Check totals' section contains the following table:

	Net	VAT	Gross
Entry	£200.00	£40.00	£240.00
Cumulative	£0.00	£0.00	£0.00
Variance	£200.00	£40.00	£240.00

The variance row is highlighted in red, indicating a discrepancy. The main form fields include: Batch (Misc payments and receipts - August 2018), Log number (new), Type (Payment), Accounts system (Accounts), Cashbook a/c (1150 -- Petty Cash), Reference (demo CB payme), Tax point (not set), and Description (Tesco - cleaning products). The Net total is £200.00, VAT total is £40.00, and Gross total is £240.00.

Click on Add to enter the line detail:

Payment for 1150 -- Petty Cash dated 01/01/0001 - (new)

General

Close Accept Accept and new

Navigate Save

Payment item

Payment details

Washing up liquid - Fairy

Net value £200.00 VAT code Standard Rate

VAT value £40.00

Gross value £240.00

Matching type

Un-matched cost

Un-matched revenue

Site cost

Site revenue

Project element

Match to site

Client AAWS

Site AAWS 2ND

Task type Inst. Residential

Accounts details

Purchase analysis 5100 -- Re-chargeable Goods

Check totals

	Net	VAT	Gross
Entry	£200.00	£40.00	£240.00
Cumulative	£200.00	£40.00	£240.00
Variance	£0.00	£0.00	£0.00

Cashbook/ItemDetail

Payment details – enter details of the payment or receipt.

Net value – enter the Net value for the payment or receipt. On entering the Net total and moving away from the field the VAT and Gross totals will be automatically calculated

VAT value – override the calculated VAT total if needed.

Gross value – override the calculated Gross total if needed.

Matching type – select the appropriate matching type. If the entry is not to be matched select the relevant ‘un-matched’ option. If match to a site or project the user will need to complete further details relating to the site or project.

Purchase analysis – this will default based on a combination of the site’s business analysis and the cost type selected, providing the latter has been set-up with the relevant business analysis overrides. Alternatively, the appropriate Purchase Analysis can be selected, as it always needs to be when one of the ‘un-matched’ options are chosen.

Check totals – as on the header the Check totals box on the lines gives a quick overview of the details entered so far.

When the entry is completed click on *Accept* to add it to the header details.

Cashbook Payment Details

General

Close Save Save and new Attachments Request approval

Navigate Save Other Workflow

Payment

Cashbook Payment header

Batch Misc payments and receipts - August 2018

Log number new Type Payment

Accounts system Accounts

Cashbook a/c 1150 -- Petty Cash

Reference demo CB payme Tax point (not set)

Description Tesco - cleaning products

Net total £250.00

VAT total £50.00

Gross total £300.00

Check totals

	Net	VAT	Gross
Entry	£250.00	£50.00	£300.00
Cumulative	£250.00	£50.00	£300.00
Variance	£0.00	£0.00	£0.00

Text	Net	VAT	Project element no.	Gross	Match details
Washing up liquid - Fairy	£200.00	£40.00	0	£240.00	Site cost: AAWS 2ND
Floor cleaner - Fairy	£50.00	£10.00	0	£60.00	Site cost: AAWS 2ND

Add Remove Details Match project element Build from posted

Remove – select a line and click on *Remove* to remove it from the payment or receipt.

Details – this will display the detail screen for the selected entry.

Match project element – this will allow the user to match the selected line to a project element.

Build from posted – instead of manually adding the line details the *Build from posted* option can be used to retrieve the details from previously posted transactions.

Workflow

If a cashbook workflow path exists all cashbook entries can be sent for approval to the appropriate user via clicking on the Request approval button.

The screenshot shows the 'Cashbook Payment Details' interface. At the top, there is a 'Request approval' button highlighted with a red box. Below this, the 'Payment' section contains a 'Request approval' button. The 'Cashbook Payment header' section includes fields for Batch, Log number, Accounts system, Cashbook a/c, Reference, and Tax point. A 'Check totals' table is also present, showing Net, VAT, and Gross values for Entry, Cumulative, and Variance. At the bottom, there is a table with columns for Text, Net, VAT, Project element no., Gross, and Match details. The table contains two rows of data. At the very bottom, there are buttons for 'Add', 'Remove', 'Details', 'Match project element', and 'Build from posted'.

Text	Net	VAT	Project element no.	Gross	Match details
Washing up liquid - Fairy	£200.00	£40.00	0	£240.00	Site cost: A4InS 2ND
Floor cleaner - Fairy	£50.00	£10.00	0	£60.00	Site cost: A4InS 2ND

ALL cashbook entries need to be sent to workflow via clicking on the *Request approval* button even if no workflow path for the approval process have been defined. This is needed to move the entry on to the next stage of processing.

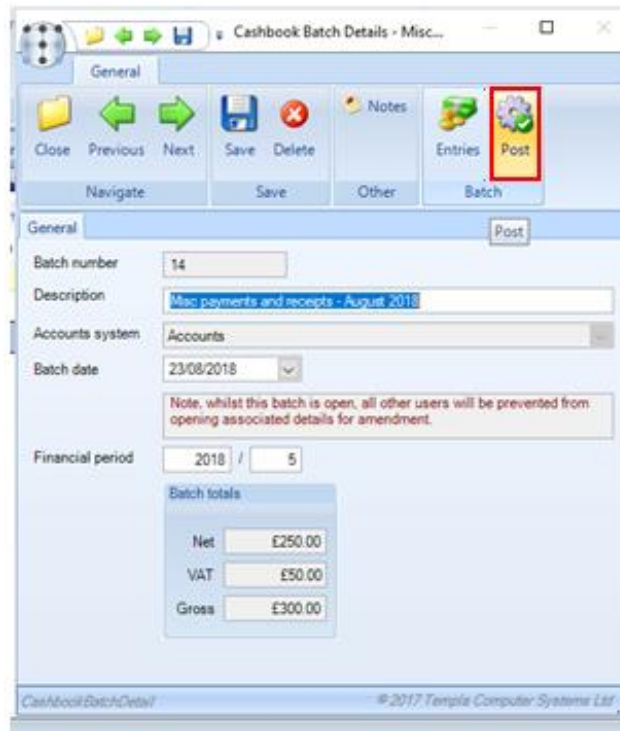
POSTING

It is not possible to post the batch until all cashbook entries have been approved.

Posting a Cashbook Register batch

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Once all the cashbook entries have been approved, the Post button will become enabled on the Cashbook Batch Details screen:

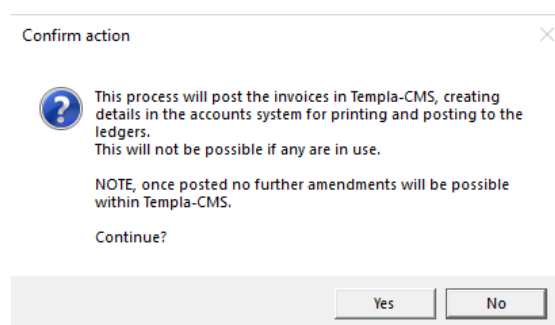


The front screen will give a summary of the *batch totals*. From the *Entries* option changes can be made to payments or receipts before posting the batch.

Entries can also be *deleted* from the batch, or removed so that they can be added to a different batch at a later stage if required:



On clicking on *Post* the user will be prompted with the following screen:



Click on *Yes* to continue. On posting the batch the cashbook entries will be sent to Access Dimensions (please see below section for further information on this).

ACCESS DIMENSIONS

In **TemplaCMS**, make a note of the Batch number when posting the *Cashbook Register* batch.

In *Access Dimensions* the posted batch will appear in the *Journal* option accessible from the *Financials > Post Batch* menu.

On the batch selection screen enter the batch reference no as CMSCB#, where # is the batch number as noted above. Click on *Display* to view all the entries posted from **TemplaCMS** with this batch number.

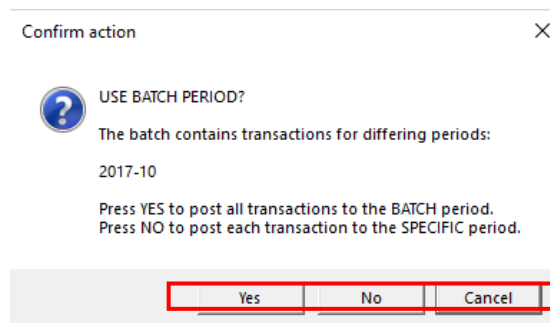
Toggle all the entries to *Yes*, then click on the *Green tick* and *Yes* to post the entries to the accounts.

Batch period control

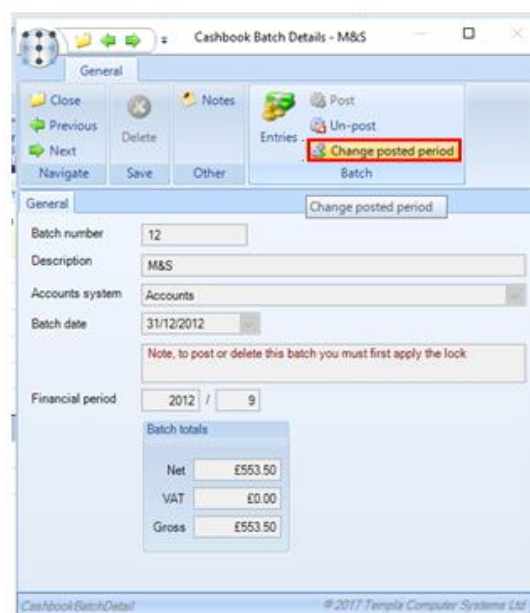
When the cashbook batch is created in **TemplaCMS**, the nominal ledger year and period are automatically retrieved based on the batch end date where the period is not already closed, or the current period if it is. Manual override is allowed by users with the *CashbookBatch.PeriodAmend* function who are then presented with a warning that the period is out of line.

Cashbook batches may contain entries with a mixture of dates that could be posted into separate periods within *Access Dimensions*. At posting time, the possible period of each cashbook entry is determined, and where more than one period may be targeted and is open, the user will be warned of this and presented with the following options:

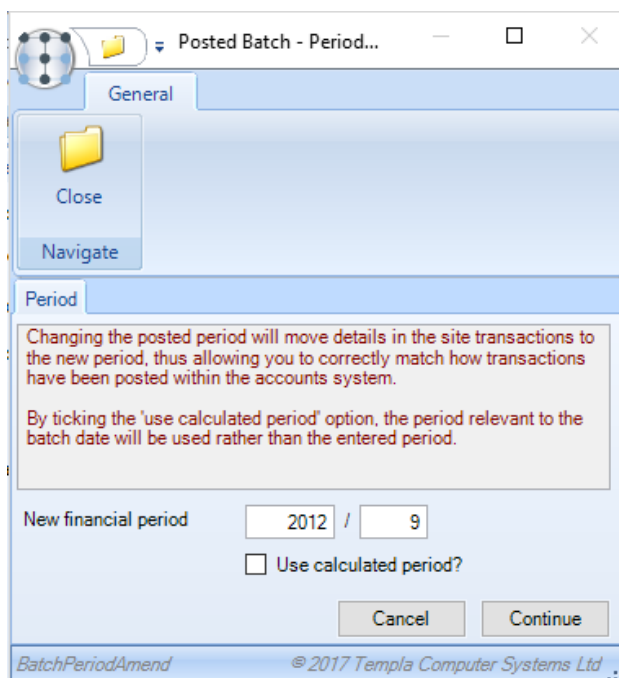
- Apply the batch period to **all** invoices – *Yes* on the confirm action screen
- Apply the determined period to **each** invoice – *No* on the confirm action screen



A user with the '**CashbookBatch.PeriodAmend**' function will also be able to amend the year and period of an already posted invoice batch via the *Change posted period* button.

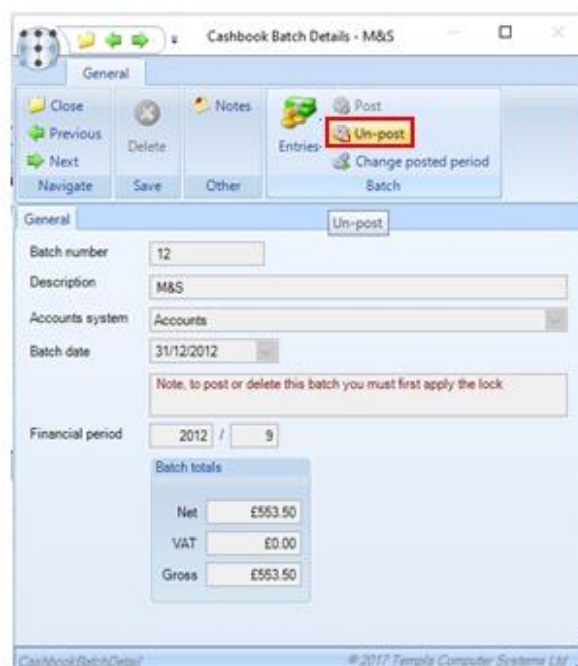


The below *Period amend* screen will appear, this explains the procedure and allows the calculated period to be used. On selecting *Continue* this will update all entries in the batch:

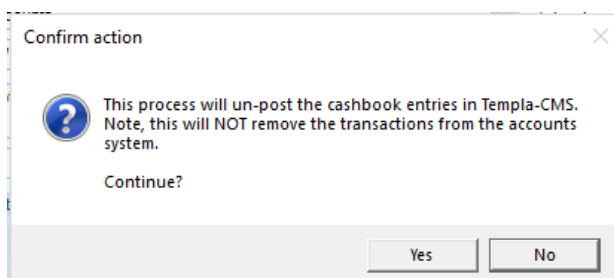


Un-posting a batch or individual entries

Authorised users are able to un-post a cashbook batch from within TemplaCMS via the Un-post button:



The following warning message will appear:



This will only un-post the cashbook entries in TemplaCMS and will not remove them from the accounts system.

TRACEABILITY

Transaction reconciliation enquiry

A *Transaction Reconciliation* report can be accessed from the *Reports > Contracts and Sites* menu:

When selected this will present a selection criteria window allowing the following options:

- Accounts data source
- **TemplaCMS** financial year and period
- **TemplaCMS** transaction type and number
- Accounts financial year and period
- Accounts transaction type and number

This report can be used for reconciling the company for an entire period, or as a method of locating a single **TemplaCMS** invoice based on the *Access Dimensions* invoice number.

Once the relevant selections have been entered clicking on the *Details* tab will retrieve the information and display it as follows:

Status	Datasource	Transaction type	Transaction number	Date	Financial year	Financial period	Account	Value	Cost type	Transaction ID
Exceptions	Accounts	Sales invoice	14140/44686	01/09/2012 00:0	2012	6	DBCH	£1,165.60	Sub-Contracted Window Cleaning	89397
Exceptions	Accounts	Sales invoice	14140/44687	01/09/2012 00:0	2012	6	DBCH	£443.46	Washroom Services	89397
Exceptions	Accounts	Sales invoice	14140/44688	01/09/2012 00:0	2012	6	DBCH	£992.00	Sub-Contracted Periodics	89397
Not matched	Accounts	Sales invoice	14140/44689	01/09/2012 00:0	2012	6	DBCH	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14140/44690	01/09/2012 00:0	2012	6	DBCH	£123.43	Washroom Services	89397
Not matched	Accounts	Sales invoice	14141/44691	01/09/2012 00:0	2012	6	CSB/W	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14141/44692	01/09/2012 00:0	2012	6	CSB/W	£624.00	DOC revenue	89696
Exceptions	Accounts	Sales invoice	14141/44693	01/09/2012 00:0	2012	6	CSB/W	£109.20	Waste - All Suppliers	89696
Exceptions	Accounts	Sales invoice	14144/44703	01/09/2012 00:0	2012	6	CEFS	£590.51	DOC revenue	89406
Not matched	Accounts	Sales invoice	14145/44704	01/09/2012 00:0	2012	6	CJRD	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14145/44705	01/09/2012 00:0	2012	6	CJRD	£590.59	DOC revenue	89428
Exceptions	Accounts	Sales invoice	14145/44706	01/09/2012 00:0	2012	6	CJRD	£30.00	In House Periodics	89428

Any discrepancies found between the **TemplaCMS** and *Access Dimensions* details will be highlighted, and the row marked as an exception. The status column allows users to filter on *Exceptions*, *Not matched* and *Matched* transactions.

Standard grid sorting, grouping (and therefore sub-totalling), printing and export to MS/excel options is available. Additionally, double clicking on a selected row will display further details as well as allow drill down to the source transaction.

The transaction reconciliation details can also be viewed for a single *TemplaCMS* transaction audit number for example from clicking in the *Transaction reconciliation* button from a posted line.

Match now - if the transaction is currently 'not matched' (i.e. the *Access Dimensions* details were not posted the last time a matching took place), the *Match now* button allow the user to process matching for just this transaction.

Source transaction - when pressed this allow the user to view the transaction source.

To complete the loop, from any one of these windows (however they were accessed), the *Transaction reconciliation* button allow access to the *Transaction reconciliation details* screen. In this way a user could start with a **TemplaCMS** entry, and find the associated *Access Dimensions* details, or start with an *Access Dimensions* invoice number, and find the **TemplaCMS** details.



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