

Overview

You will find the operation of Cashbook for Sage Accpac ERP simple and practical. More the way you think. Features like multiple years of history, online cheque and receipt printing, direct bank reconciliation, optional fields, full Tax Services integration, drill down from other Sage Accpac ERP modules, unlimited report writing, customization by user and seamless integration to other Sage Accpac ERP modules, increases the power of Cashbook making it a product that you will never outgrow.

Powerful lookup tables and search functions let you look up entries in a flash. Finding the history of a transaction is quick and easy. Reconciling your bank statement is the way it should be, visual and flexible. Cashbook uses one of the most popular report writers in the world, Crystal Reports.

Crystal adds many extra features to let you shape Cashbook the way you like it. All Cashbook reports can be modified using Crystal. Draw graphs in most shapes and sizes, do cash flow reporting with ease using Crystal's Report Expert and link Cashbook data with Sage Accpac ERP.

You will definitely be able to add that final edge that you require from an accounting system.

One Central Point for 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. One audit trail on all cash movement for easier analysis.

SAMLTD - C/B Batch Entry

File Settings Help

Batch: 000271 Bank: CCB CAD

No. Entries: 0 Open

Debit Total: 0.000

Credit Total: 0.000

Entry: 00001 Date: 2020/11/05 Year/Period: 2020-11

Ref/Cheque: 98230920 Type: Cashbook Tax Group: USD TAX Purchases

Misc. Code: 1500 Gould Manufacturing Ltd.

Currency: USD Type: SP Source: 1.5215000

Description: Gould Manufacturing Ltd.

Distribution:

Account	Account Description	Quantity	Receipt Amount	Payment Amount	Included Tax Amount	Allocated Tax
6580	Repairs and mainten...	0	100.00	0.00	7.62	7.62
1400	Prepaid insurance	0	0.00	823.34	-48.43	-63.93
1430	Prepaid rent	0	0.00	27 222.00	0.00	-2 245.82
1540	Buildings	0	0.00	2 882.00	0.00	-237.77

Tax Amount: -2 302.13 Entry: 3 -30 206.66

Add Delete Print Tax Optional Jobs... Close

Allocate Payments and Receipts

Entries need only to be entered once and Cashbook will automatically create the necessary entries for ACCPAC General Ledger, Accounts Receivable and Accounts Payable. One audit trail on all cash movement for easier analysis.

Apply Amounts

Batch: 000271 00002 Reference: 98230921 Entry Date: 2020/11/05
 Vendor: 1400 Coastal Heating of Ottawa Balance O/S: 739 025.01

Mode: Select Show: All Order: PO Number Starting PO Number: []

Apply?	Type	Document Number	Date	Amount Applied	Discount	Remaining Amount	Document Amount
Pend	Inv...	231-0054	2020/07/30	0.00	0.00	-17.70	990.15
No	Pre...	PREPY000000000000000029	2020/11/05	0.00	0.00	-28 820.00	-28 820.00
No	Pre...	PREPY000000000000000032	2020/11/05	0.00	0.00	-11.00	-11.00
No	Pre...	PREPY000000000000000043	2020/11/05	0.00	0.00	-18.00	-18.00
No	Pre...	PREPY000000000000000047	2020/11/05	0.00	0.00	-9.00	-9.00
No	Pre...	PREPY000000000000000052	2020/11/05	0.00	0.00	-10.00	-10.00
No	Pre...	PREPY000000000000000054	2020/11/05	0.00	0.00	-12.00	-12.00
Pend	Inv...	TRANC 002	2019/01/01	0.00	0.00	252 284.58	254 444.36
Yes	Inv...	TRANC 003.2	2019/01/12	1 881.00	0.00	2 836.20	5 331.34
No	Inv...	TRANC 005	2019/01/01	0.00	0.00	329 374.82	334 275.70
No	Inv...	TRANC 015	2019/01/22	0.00	0.00	180 550.26	195 949.40

Applied: 1 881.00 Discount: 0.00
 Unapplied: 0.00
 Amount: 1 881.00

Ref: []

Adjust... Add Close Jobs...

Bank Reconciliation Display

Checks and deposits for direct reconciliation. With the click of a mouse or a single keyboard stroke the transaction is reconciled instantly and the bank balance updated immediately.

The screenshot shows the SAMINC - C/B Bank Reconciliation window. At the top, the Bank Code is SEATAC and the bank name is Seattle Tacoma Bank. The current balance (BF) as of 01/10/2020 is -432.66, and the cleared balance (CF) as of 31/12/2020 is -88,875.86. The bank balance (BK) is 55,826.59.

M	* Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance
	348895	04/11/2020	Grant Office Supplies	-401.40		0.00	0.00
	348896	04/11/2020	Gould Manufacturing Ltd.	-1,194.12	X	-1,194.12	0.00
	348897	04/11/2020	Postage for newsletter	-2,150.70	X	-2,150.70	0.00
	348898	05/11/2020	Office Party	-1,000.00	X	-1,000.00	0.00
	348899	08/11/2020	Advertising	-7,100.00	X	-7,100.00	0.00
	348900	09/11/2020	Astral Construction Co Ltd.	-31,561.90	X	-31,561.90	0.00
	348902	10/11/2020	Teas and Cleaning	-1,091.99	E	-1,091.98	0.01
	348903	05/11/2020	Astral Construction Co Ltd.	-310.00		0.00	0.00
	348903	05/11/2020	Astral Construction Co Ltd.	-0.10	X	-0.10	0.00
	348905	05/11/2020	BP Garage	-97.49	X	-97.49	0.00
	348908	05/11/2020	Wood Designs	-341.27		0.00	0.00
	348909	12/11/2020	ABC Printers	0.00		0.00	0.00
	349132	15/11/2020	348901-4	0.00		0.00	0.00
	349133	16/11/2020	348904	-572.38		-572.38	0.00
	349134	26/11/2020	MULTIPAY	-7,688.52		-7,688.52	0.00
	348914A	19/10/2020	The Courtyard	655.00		655.00	0.00
	20090023	01/11/2020	Chloride Systems	-243.56		-243.56	0.00
	20091023	01/11/2020	Excide Industrial Batteries	-1,066.26		-1,066.26	0.00
	20093023	01/11/2020	Gould Manufacturing Ltd.	0.00		0.00	0.00
	ADJU00000001	19/11/2020	ADJUSTMENT	0.00		0.00	0.00
	BC0000000002	26/10/2020	Statement charges for Oc	-136.00		-136.00	0.00
	BCHG00000001	25/11/2020	BANK CHARGES	-158.00		-158.00	0.00
	DEPO00000002	16/10/2020	DEPOSIT	0.00		0.00	0.00
	DEPO00000003	16/10/2020	DEPOSIT	520.00		520.00	0.00
	DEPO00000004	16/10/2020	DEPOSIT	0.00		0.00	0.00
	DEPO00000005	16/10/2020	DEPOSIT	0.00		0.00	0.00
	DEPO00000006	07/11/2020	Mr. Ronald Black	4,286.35		4,286.35	0.00

A context menu is open over the row for 'ABC Printers' (348909), showing options: Reconcile, Unreconcile (checked), Reconcile in Error, Adjust..., Reverse..., Details..., Reconcile Range..., Search..., Sort, Date Range..., and Calculate... The menu also shows the corresponding amounts for each option.

At the bottom, the status bar indicates 'Cashbook - Sorted by: Ref/Chq Number' and buttons for 'Close Bank' and 'Close'.

Zoom Into Cheques and Deposits

To enquire on transaction details. Display all details pertaining to a transaction by clicking on the transaction in your bank reconciliation.

Detail - Seattle Tacoma Bank

Reference/ Cheque: 3771 Mr. Ronald Black Open

Date: 2020/11/02 Pd: 11-2020 Chq Date: 2020/11/02

Cust. Code: 1200 Mr. Ronald Black

Amount: 20.00

Audit Data

Batch	000158
Entry	00001
Posting Seq	77
Posting Entry	1
User ID	ADMIN
GL Batch	000303
GL Entry	1
AR Batch	82
AR Entry	1

Src	Description	Account Code	Account Description	Amount	Quantity	Comments
AR	Accounts Receivable Entries	6110	Bank charges and errors	20.00	0.00	

Customer/ Misc. Code	Name	Type	Date	Reference/Cheque	Document Number
1200	Mr. Ronald Black	IN	2020/07/01	3771	IN00000000000061

Rates Contracts Optional View GL View AR View CB Close

Data Date Driven

Your Cashbook is date driven, giving you running balances for your Cashbook for any period or date.

Date Range - Seattle Tacoma Bank

Starting Position

From 2020/11/01 To 2020/11/30

Direction

Year 2019 Period 11

Use Period Range

OK
Cancel

Tax Tracking

Complete Sage Accpac ERP Tax Services integration with the ability to do more than one tax calculation per entry detail line.

Tax Authority	Detail Tax Class	Tax Included	Tax Base	Tax Amount
State Tax	1	Yes	94.12	5.88
County Tax	1	No	94.12	1.88

Total Tax: 7.76

Close

User Definable Forms

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.

SAMLTD - C/B Cheque/Receipt/Deposit Forms

File Help

Cheques Receipts Deposits

Bank: SEATAC Seattle Tacoma Bank

Ranges: Batches 000001 To 999999

Options: Starting document # 2

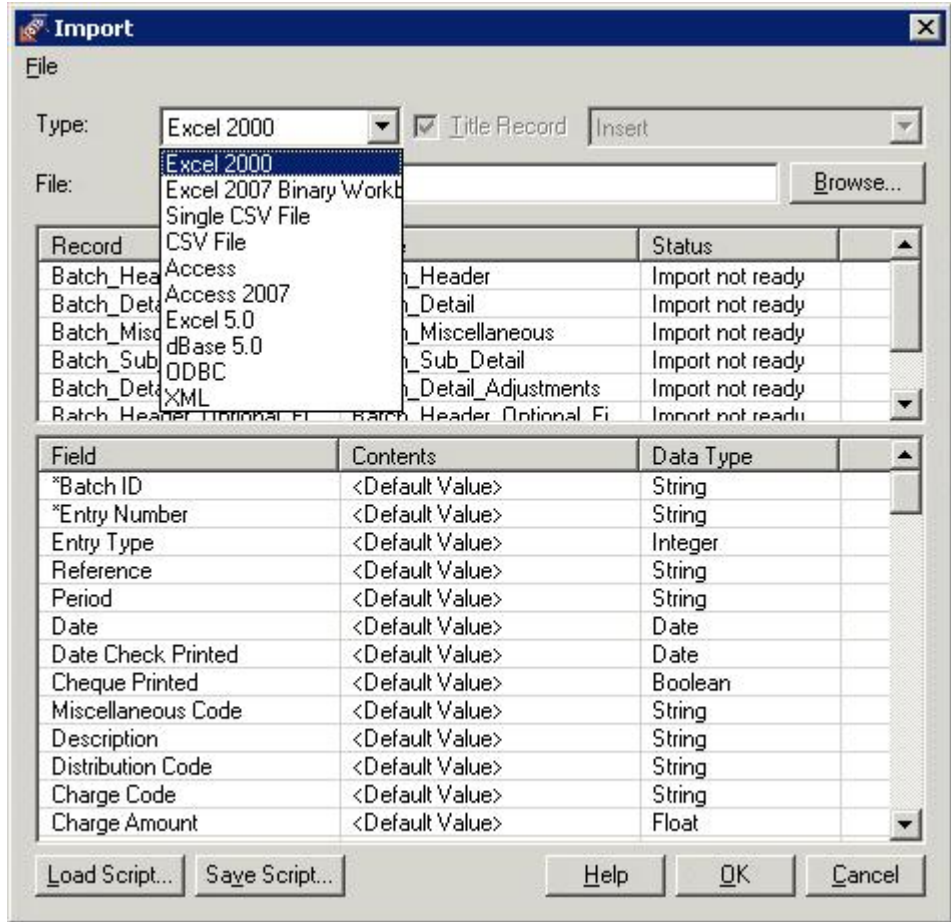
Location	Description	Next Cheque Number	Report Style	Report Format
APCK	AP Laser Check Sto...	2	Checks and Advices	Checks on Top

Void Cheques Source: VD

Print Align Close

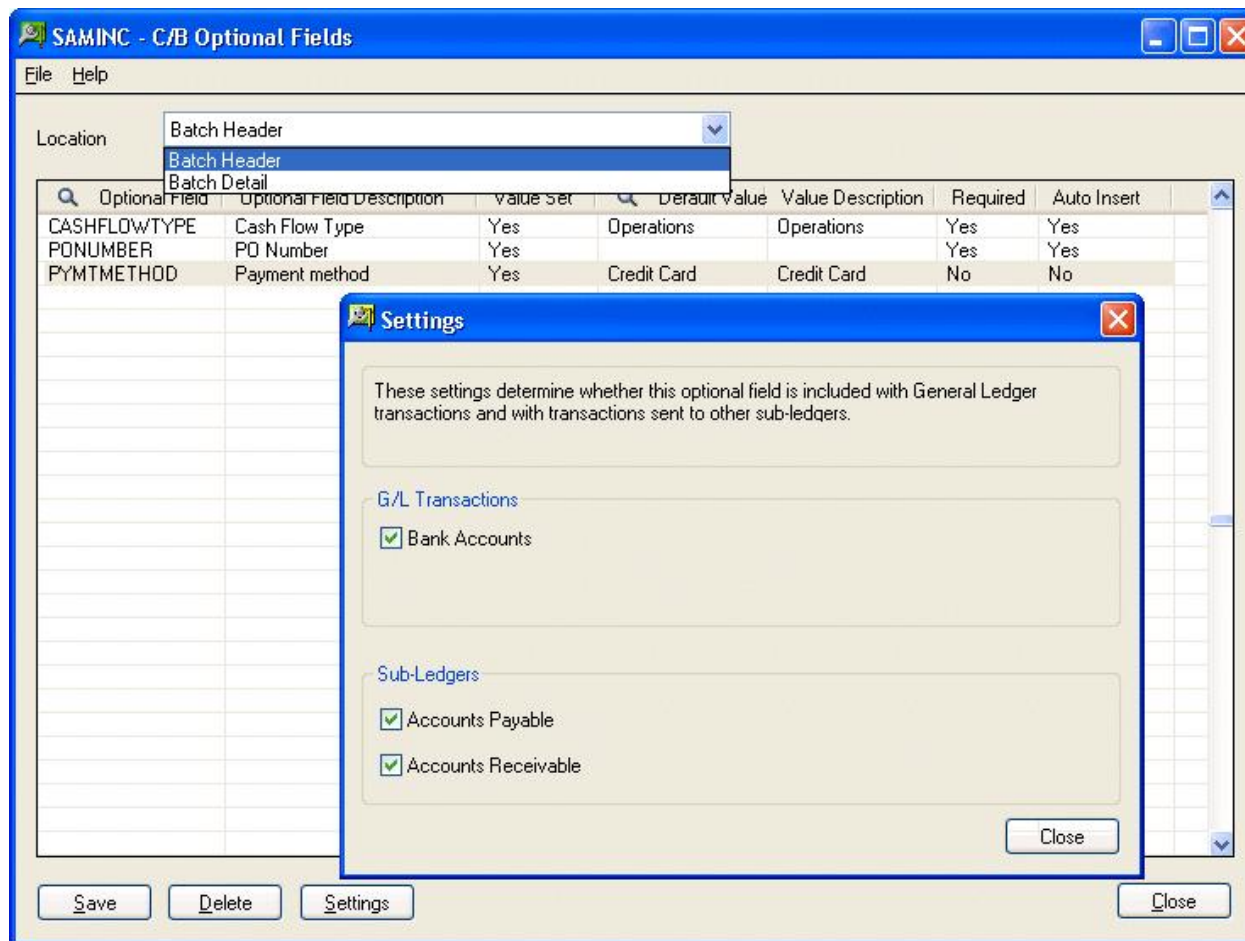
Accpac Features

Sage Accpac ERP Batch Import/Export functionality and formats



Optional Fields

Optional Fields in the Cashbook batch header and detail section which feeds through to the General Ledger bank and distribution accounts, Accounts Payable and Accounts Receivable.



Drill Down

Drill Down from General Ledger, Accounts Payable and Accounts Receivable batches to the Cashbook batch from which the entry originates.

The screenshot shows the 'SAMLTD - G/L Journal Entry' window. The 'Batch Number' is 000402 and the 'Batch Description' is 'GL-CB Batch Until Posting Sequence: 149'. The 'Entry Number' is 00001 and the 'Entry Description' is 'Cashbook Deposit'. The 'Date' is 2020/10/05 and the 'Year/Period' is 2020--10. The 'Source Code' is CB-CB, which is linked to 'Canadian Commercial Bank'. The 'Entry Mode' is set to 'Normal' and 'Auto Reverse' is unchecked. A summary box on the right shows: Entries: 1, Debits: 19 796.60, Credits: 19 796.60, Quantity: 0, Type: Subledger, Status: Open.

Lin...	Reference	Description	Account	Account Description
1	8372727	Deposit	9999	Suspense
2	8372727	Cashbook Deposit	1020	Bank account, operating

At the bottom, the summary shows: Debits 19 796.60, Credits 19 796.60, and Out of Balance By 0.00. Buttons for Save, Delete, Clear, Detail..., and Close are visible.

Customize Forms

Customize forms, hide fields and/or buttons in forms and dialog boxes for specific users or for all users assigned to a particular UI Profile.

