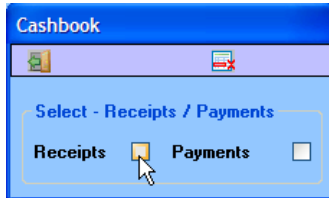
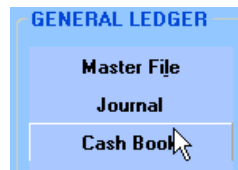


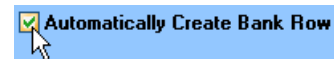
Process Cashbook or Journal

On the Main Menu select Cash Book or Journal.



If you selected Cash Book you get to choose Receipts or Payments.

If you selected Receipts, there is the option of Automatically Create Bank Row, this will automatically insert a bank row for your system defined default bank to match the other entry.



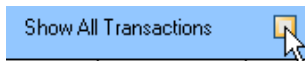
If you chose Journal you will have the option of Use System Journal. This will provide a sequential system generated journal reference.

Matching Transactions

If you process a transaction against accounts Payable or accounts Receivable you will be prompted with the matching screen.

	Current	30 Days	60 Days	90 Days	120 Days
Payment Aging	0.00	0.00	0.00	0.00	0.00
Current Aging	0.00	0.00	0.00	0.00	300.00
	Discount		Total Payment		To Allocate
			R 1,500.00		R 1,500.00

There is a tick box in the top right that enables you to view all transactions for a selected Customer or Supplier. (This may take a long time if selected). The system will ordinarily only show transactions that have not been matched yet.



In the grid you can double click on a line to make an allocation or you can select the line and enter

Type	Amount	Description	Pd To date	Allocate	O/S Before
CB	300.00	Payment 12	0.00	0.00	300.00
JN	927.53	Correct balance	0.00	0.00	927.53
PD	-2150.72	Indent 28869	2150.12	0.00	-0.60
PD	-1500.00	Indent 24290	300.00	0.00	-1200.00
PD	-1500.00	Indent 24289	0.00	0.00	-1500.00
PD	-596.90	Indent 15787	921.89	0.00	324.99
CI	-2505.82	ACCIDENT DAMAGE	0.00	0.00	-2505.82
CC	2505.82	ACCIDENT DAMAGE	0.00	0.00	2505.82
CI	-1500.00	EXCESS ON INSURANCE	0.00	0.00	-1500.00
CI	-1500.00	EXCESS ON INSURANCE	0.00	1500.00	-1500.00
CC	1500.00	EXCESS ON INSURANCE CLAIM	0.00	0.00	1500.00

your allocation. The To Allocate should = 0 to continue. If you have completed your allocations and there is just a discount value remaining, double click in the discount to allocate the entire "To Allocate" remainder to "Discount".

Saving and Retrieving Batches / Templates

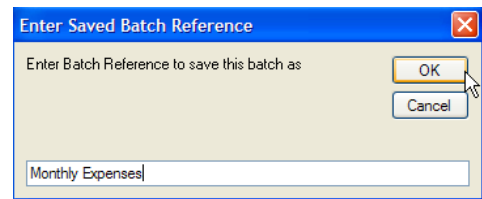
In the menu bar there are two new icons.



The one with the disk is save.

When selecting save you are prompted to name the batch you would like to save.

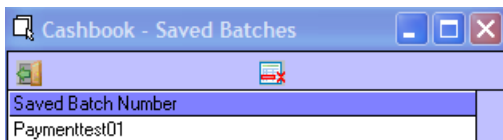
NOTE: If an existing name is entered it will prompt you to overwrite the batch.



The icon with the green arrow is to retrieve the batch.

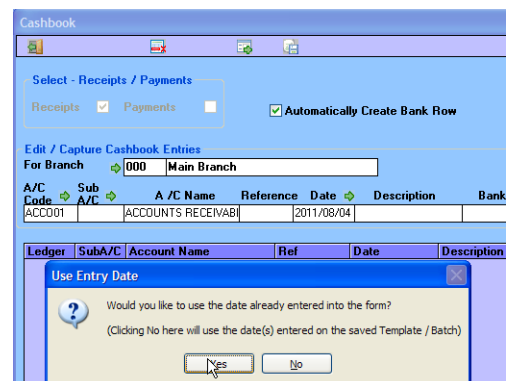
There are a few things to consider for retrieving batches:

1. You can select the date you would like this transaction to be for. This will give you the option of setting the batch to get assigned the new date or you can use its original date.
2. When retrieving a cashbook this will retrieve the batch with the reference numbers it was originally saved with.



Select Batch to retrieve. (You can also delete batches from here by selecting Delete batch or right clicking and selecting Delete Batch.)

Choose which date to use.



Then Edit the Batch and or just process it.

This solution works with the Cost Ledger and stores Cost Ledger and Matching information on saving a batch. Please remember this on creating templates as this information should not be set on saving templates.