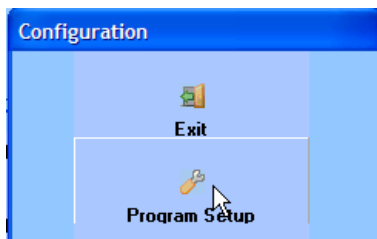


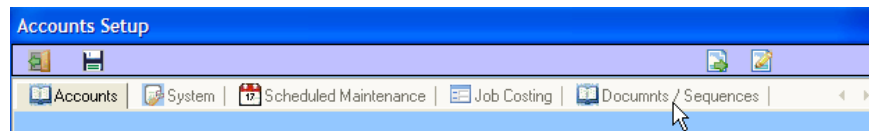
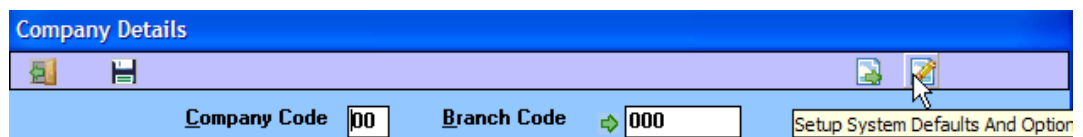
New Payments Auto Referencing

In order to use Auto referencing in the new payments screen there is some setup needed. Select setup by clicking on the spanner.



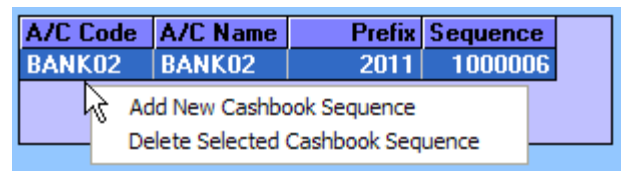
Select Program Setup

This needs to be done per branch so select your branch and then select setup system defaults.



Select the Documents/Sequences tab

In the bottom right corner is a grid to add a bank account. To use auto sequencing right click and select Add New Cashbook Sequence. Enter the Bank's Account Code and a Descriptive name for that Bank account.



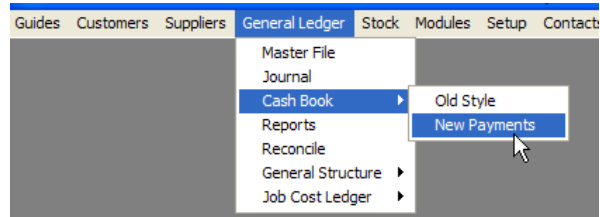
The prefix can be alpha or numeric but is limited to 5 characters.

E.g. you could use ABSA for your ABSA Bank and STAND for Standard Bank and Petty for petty cash.

The sequence must be numeric but can be a large number. For ease of use we recommend you put a one in the sequence followed by some zeros as this will auto increment i.e. 100000001, then it will use 100000002.

Using the GL Cash Book New Payments

From the Menu at the top of the screen select General Ledger – Cash Book – New Payments.



The screenshot shows the 'Payment' form. At the top, there are tabs for 'Branch' and 'Cashbook Bank'. Below these are input fields for 'Code', 'Name', 'Code', 'Name', 'Date', 'Batch / Line', and 'Description'. A large blue box with the text 'Select a Cashbook to proceed' is overlaid on the form.

By selecting a branch you will limit the banks to those in that branch.

For most users you can directly select the bank by selecting the green arrow for cashbook bank.

Now you can capture line items.

The date will be copied from one line to the line below, allowing you to process a whole day's transactions then editing the date once and doing the next date.

The reference will automatically increment.

The description will be copied. By just typing in this cell you will overwrite the entry, however if you press the space bar when on this cell it will enable editing so that you can edit the previous entry.

If you put a number in Creditors it will request the creditor details and allow matching
NOTE: Items matched earlier in the same capture will not be shown as matched. So be careful not to match the same items twice in a single capture.

If you enter a value in other you select "alt V", it will reduce the value in other and calculate the value for VAT.

You will then be prompted for a GL Code to which this expense should be allocated.

The screenshot shows the 'Payment' form with data entered. The 'Branch' section has '000' in the Code field and 'Main Branch' in the Name field. The 'Cashbook Bank' section has 'BANK02' in the Code field and 'BANK' in the Name field. The 'Transaction' section has '2011/07/26' in the Date field, '2011' in the Batch field, and '1000007' in the Line field. Below the form is a table with the following data:

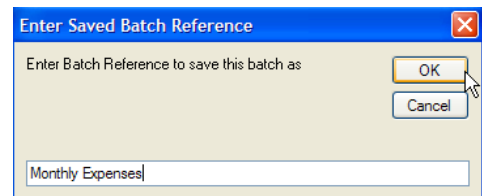
Date	Reference	Description	Creditors	Discount	VAT	Other	A/C Code	Total
2011/07/26	20111000007							

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.



Enter Saved Batch Reference

Enter Batch Reference to save this batch as

Monthly Expenses

OK Cancel

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 bank, then select retrieve batch. This will cause the batch to get the new reference numbers based on all transactions processed to date.
2. You can just retrieve the batch. This will retrieve the batch with the reference numbers it was originally saved with.
3. If there is a valid date in the transaction date box on the form, you will be prompted to use the existing date with which it was saved or update the date to use the date on the form.



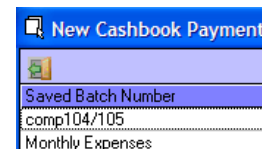
Payment

Branch: Cashbook Bank

Code: 000 Name: Main Branch Code: BANK02 Name: BANK Date: 2011/07/26 Batch / Line: 2011 1000007

Date	Reference	Description	Creditors	Discount	VAT	Other	A/C Code	Total
2011/07/26	20111000007							

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



New Cashbook Payment

Saved Batch Number

comp104/105

Monthly Expenses