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Introduction

Cash Manager Overview

The Cash Manager module in Microsoft Dynamics® SL provides a powerful tool to manage cash and reconcile banking accounts. Three major functions are provided by this module:

- A consolidated point of bank reconciliation. Cash Manager integrates with Accounts Payable, Accounts Receivable and Order Processing to allow all reconciliation to be centralized into one location.

- A daily up-to-date cash balance. The cash balance of each bank account is updated as each batch generated from a related Microsoft Dynamics SL module is released (see “Cash Manager Interaction” for information about module integration). With this function, you can get a summary of all accounts for a total cash position, or drill down to individual entries that make up a balance for a particular day.

- Powerful cash management reporting. Three different options are available under the Float Analysis (20.640.00) report: Payee Summary (average days to clear by vendor), Bank Summary (average days to clear by bank account), and Bank Detail (an “aging” report of all outstanding checks by bank account). In addition, the Cash Flow Projection (20.650.00) report is available and can be reported over different time frames and by a variety of payment assumptions.

The Cash Manager module also provides screens for entering transactions which affect cash, such as bank service charges and wire transfers.
Cash Manager Interaction

Figure 1: Cash Manager Interaction
User’s Guide Overview
This user’s guide provides information regarding the setup and use of the Cash Manager module. Reviewing the user’s guide can help you make informed decisions regarding the implementation of the Cash Manager module in your business.

What is Covered in the User’s Guide?
The user’s guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the Cash Manager module. The user’s guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other user’s guides.

Who Should Use the User’s Guide?
The user’s guide is designed for readers who are new to Microsoft Dynamics SL. The guide provides the information necessary for making decisions regarding how to use the Cash Manager module in order to get the most from your system.

How to Use the User’s Guide
Read the appropriate section of the user’s guide before proceeding with any system customizations. The user’s guide presents the procedures and steps required for completing the various cash manager processes. To assist you in locating information, the user’s guide contains:
• A Table of Contents of logically organized activities and tasks
• An alphabetized Quick Reference Task List of commonly performed tasks
• An alphabetized Index of the information provided in the user’s guide
Task Guidelines

Quick Reference Task List
This list contains tasks that are commonly performed with the Cash Manager module. Each task is cross-referenced to a specific page in the user's guide.

How Do I...?
- Check Cash Balances — see “Cash Balance Inquiry” on page 23
- Consolidate Cash Manager Activity — see “Consolidating Cash Manager Activity” on page 32
- Forecast Cash — see “Forecasting Cash Flow” on page 24
- Reconcile Bank Statements — see “Reconciling Bank Statements” on page 21
- Report Cash Manager Information — see “Reporting Cash Manager Information” on page 34

How Do I Close...?
- Cash Manager module — see “Closing the Cash Manager Module” on page 30

How Do I Define...?
- Bank Accounts — see “Establishing Bank Accounts” on page 10
- Bank Accounts with Foreign Currency — see “Establishing Bank Accounts with Foreign Currencies” on page 11
- Valid Entry Types — see “Establishing Valid Entry Types” on page 12

How Do I Set Up...?
- Cash Accounts — see “Setting Up Cash Accounts” on page 13
- Cash Manager — see “Setting up the Cash Manager Module” on page 7
Setting Up the Cash Manager Module

This section provides information and procedures for managing cash and reconciling bank accounts. These basic tasks include:

- Setting up the Cash Manager Module
- Establishing Bank Accounts
- Establishing Bank Accounts with Foreign Currencies
- Establishing Valid Entry Types
- Setting Up Cash Accounts

Setting up the Cash Manager Module

Once you have established your company's bank account information and transaction entry types, you can set up the Cash Manager module for regular operations. This involves defining the cash management parameters of your company and entering the beginning balances of your cash accounts.

Note:

- The cash account to be used needs to be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00) as an asset account and it has to be denominated, either in base currency or a foreign currency if currency manager module is activated.
- The AR Holding account must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00) as an asset account.

To set up the Cash Manager module:

1. Open CA Setup (20.950.00).

2. Enter the Accept Transactions Start Date as the date you want the other modules' transactions to start flowing over to Cash Manager.

3. Check the Update Cash Accounts used in GL Transactions if you want journal entries from General Ledger to flow over to Cash Manager.
4. Set up the cash account in *Cash Account Maintenance* (20.250.00). Click **New** on the toolbar and enter all requested account information in the appropriate fields.

5. Check **Accept Updates from GL transactions** if General Ledger transactions are supposed to flow over to Cash Manager.

   **Note:** Both *CA Setup* (20.950.00) and *Cash Account Maintenance* (20.250.00) must be checked in order for the General Ledger transactions to flow over to Cash Manager. Enter the information of any outstanding Accounts Payable or Accounts Receivable module transactions using *Cash Account Transactions* (20.010.00).

6. If you are entering new transactions in your database to get the cash account balances started, the accounts payable checks or electronic payments, payroll checks, accounts receivable payments and journal transactions in your database are going to update Cash Manager only when the following criteria is met: accounts receivable payment batch deposit dates, accounts payable check dates, payroll check dates or general ledger transaction dates are >= the **Accept Transactions Start Date** in *CA Setup* (20.950.00).

   **Note:** All transactions entered in *Cash Account Transactions* (20.010.00) will immediately update Cash Manager regardless of the entry type and regardless of the **Accept Transactions Start Date** in *CA Setup* (20.950.00).

7. Locate the bank statement for this cash account. On the bank statement, locate the beginning and ending statement balances. Make note of these balance amounts.

8. Open *Bank Reconciliation* (20.210.00). Enter the account and subaccount numbers for the Cash Account in **Bank Acct** and **Bank Sub**. In the grid area, enter data in the following fields:

   - **Statement Date** and **Reconciliation Date** — The beginning and ending date from the latest bank statement. For example, March bank reconciliation would have a statement date of 03/01/2002 and a reconciliation date of 03/31/2002, or a statement date of 03/31/2002 and a reconciliation date of 03/31/2002.

   - **Statement Balance** — The amount of the beginning balance on your bank statement.

9. Click **Save** on the toolbar. Select **Outstanding** in the Load Detail section.

10. Click **Reconcile Deposits** and clear all outstanding deposits identified on the latest bank statement. To clear a deposit, check **Cleared Deposit** on the transaction line. Enter the clear amount UNLESS you have the **Provide Reconciliation** amount checked in *CA Setup* (20.950.00).

11. Click **OK** when finished.

12. Click **Reconcile Checks** and clear all outstanding checks and electronic payments identified on the latest bank statement. To clear a check or electronic payment, select **Cleared Check** on the transaction line. Enter the clear amount UNLESS you have the **Provide Reconciliation** amount checked in *CA Setup* (20.950.00).

13. Click **OK** when finished.

14. Click **Save** on the toolbar.

15. The adjusted balance should be the ending balance on your bank statement. (\(\text{Beginning Balance} + \text{Deposits In Transit} - \text{(Outstanding Checks} + \text{Electronic Payments}) = \text{Adjusted Balance}\)) The adjusted balance should equal the **CA Balance**.

   **Note:** If **CA out of Balance** is not equal to zero, then verify that the cleared checks, electronic payments or deposits from the bank statement items were checked as cleared, and verify that the statement balance has been entered correctly. There may be some cleared transactions that did not meet the **Accept Transactions Start Date** defined in *CA Setup* (20.950.00) in which case they did not update Cash Manager. You will need to do the following in order to the Cash Manager balance started correctly.

16. Enter the **CA out of Balance** amount as an O entry type in *Cash Account Transaction* (20.010.00). Checks, electronic payments and deposits cannot be entered in the same batch.

   Enter data in the following fields:
• **Batch Handling**: Release Now
• **Bank Account**: Bank account number
• **Bank Sub**: Bank subaccount number
• **Entry Type**: OD entry type if the CA out of balance is negative; OM entry type if the CA out of balance is positive
• **RefNbr**: Numeric or Alphanumeric
• **Date**: Date that falls within the reconciliation date and statement date
• **Reconcil Status**: Cleared
• **Cleared Date**: Date that falls within the reconciliation date and statement date

17. Click **Finish** on the toolbar.

18. The **CA out of Balance** should now display as 0.00 and the bank reconciliation can be checked as reconciled.
Establishing Bank Accounts

Enter the information of your company's bank accounts (account name, account number, address, transit number, etc.) on Cash Account Maintenance (20.250.00). General ledger account (and subaccount) numbers (see the General Ledger Help or user's guide) are used to uniquely identify each bank account you define in Cash Account Maintenance (20.250.00).

You normally define the information of all bank accounts before beginning any regular Cash Manager module operations. However, note that you can enter the information of a new account “on the fly,” using Quick Maintenance feature (see the System Manager Help or user’s guide).

To set up your company's bank accounts:

1. Develop an account coding scheme that will help you accurately identify multiple bank accounts. You can do this several ways:
   - Set up a separate general ledger account for each cash account and use a prescribed subaccount structure.
   - Identify each cash account with a unique account and subaccount number.

2. Obtain a list of your company's current bank accounts and assign account (and subaccount) numbers to the accounts in accordance with the bank account coding scheme developed in step 1.

3. Determine how to handle any bank names that may sort differently than desired on reports. By default, the software sorts names according to the first word in each name. For example, the software sorts such names as “The First National Bank” and “The Citizens Bank” by the word *The*. The “at” sign (@) can be used to designate the primary sort word in a bank name (the word that the software should use for alphabetizing the name). For example, entering The @First National Bank and The @Citizens Bank causes the software to sort these bank names by the words First and Citizens rather than the word The. On reports and lists, these names would appear in the order: The Citizens Bank and The First National Bank.

4. Edit your chart of accounts to include your company's bank accounts. Use the General Ledger module's Chart of Accounts Maintenance (01.260.00) to define bank account information.

5. Enter the information of each bank account into Cash Account Maintenance (20.250.00). Generate Cash Accounts List (20.680.00) and review its information for accuracy. If there are errors in the bank account information displayed on the Cash Accounts List (20.680.00), continue with step 6.

6. Edit the information of any bank accounts in error, using Cash Account Maintenance (20.250.00).
Establishing Bank Accounts with Foreign Currencies

If you are also using the Currency Manager module, you can maintain bank accounts that use currencies different from your company’s base currency. However, note that you cannot have bank accounts with different currencies using the same general ledger account number. This is because currency is designated at the account level. For example, if you have three bank accounts with three different currencies, you cannot assign the same general ledger account to all three and differentiate them with subaccounts.

Below is an example of how you can set up multiple accounts with differing currencies by altering the subaccount code:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Subaccount</th>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030</td>
<td>Checking — USA</td>
<td>XXXX-01</td>
<td>Bank of New York</td>
</tr>
<tr>
<td>1030</td>
<td>Checking — USA</td>
<td>XXXX-02</td>
<td>Bank of Boston</td>
</tr>
<tr>
<td>1031</td>
<td>Checking — UK</td>
<td>XXXX-03</td>
<td>Bank of London</td>
</tr>
<tr>
<td>1032</td>
<td>Checking — Germany</td>
<td>XXXX-04</td>
<td>Bank of Munich</td>
</tr>
<tr>
<td>1032</td>
<td>Checking — Germany</td>
<td>XXXX-05</td>
<td>Bank of Heidelberg</td>
</tr>
</tbody>
</table>

In the above example, accounts 1030 and 1032 have multiple subaccounts. However, both subaccounts use the same currency. If you do not want to affect bank accounts at the subaccount level, assign each bank account a separate account number:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Subaccount</th>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030001</td>
<td>Checking — USA</td>
<td>XXXXXXXX</td>
<td>Bank of New York</td>
</tr>
<tr>
<td>1030002</td>
<td>Checking — USA</td>
<td>XXXXXXXX</td>
<td>Bank of Boston</td>
</tr>
<tr>
<td>1031001</td>
<td>Checking — UK</td>
<td>XXXXXXXX</td>
<td>Bank of London</td>
</tr>
<tr>
<td>1032001</td>
<td>Checking — Germany</td>
<td>XXXXXXXX</td>
<td>Bank of Munich</td>
</tr>
<tr>
<td>1032002</td>
<td>Checking — Germany</td>
<td>XXXXXXXX</td>
<td>Bank of Heidelberg</td>
</tr>
</tbody>
</table>
Establishing Valid Entry Types

Each transaction entered in the Cash Manager module is associated with a record identifier known as an "entry type." This ID specifies the type of transaction entered. The following entry types are predefined in the software:

- CK — AP Checks
- OA — Outstanding AP Checks/Electronic payments
- OD — Outstanding Deposits
- OM — Outstanding Misc. Disbursements
- OP — Outstanding PR Checks
- PA — AR Deposits
- UC — Unused Checks
- ZZ — Offsetting Entry

To set up entry IDs:

1. Review your past cash management transactions to determine the types of cash management transactions you normally generate: service charges, wire transfers, outstanding AP checks, AR deposits, etc.
2. Assign an appropriate description and two-character abbreviation to each type of transaction identified in step 1. These are your cash management transaction entry types.
3. Determine the information of each entry type. This includes each entry type’s general ledger account (and subaccount), whether it is used for receipts or disbursements, whether or not the software should include its transactions in average days to clear calculations, whether or not the software should create unapplied deposits in Accounts Receivable module records (receipt entry types), and whether or not the entry should be active (currently available to be assigned to transactions).
4. Enter the information from steps 2 and 3 on Entry Type Maintenance (20.260.00).
5. Generate the Entry Type List (20.690.00) and review its information for accuracy. If there are errors in the entry type information displayed on the Entry Type List (20.690.00), continue with step 6.
6. As necessary, edit the information of any entry types in error, using Entry Type Maintenance (20.260.00).
Setting Up Cash Accounts

Setting up cash accounts in Cash Manager can be a complicated process. The setup process depends mainly on when you added Cash Manager to your system. The following questions relate to a specific setup scenario. Please read the questions carefully before deciding which setup procedure to follow.

- I have just recently installed my system which includes the Cash Manager module. How do I set up my cash accounts in Cash Manager?
- I just added Cash Manager to my existing system. How do I set up my existing cash accounts from the General Ledger chart of accounts in Cash Manager?
- How do I set up a new Cash Account in Cash Manager?

Setting Up Cash Accounts in a New Installation

To create a new cash account and set the starting balance:

1. In Cash Account Maintenance (20.250.00), create the new cash account. Click New on the toolbar and enter all requested account information in the appropriate fields. Click Save and close the screen.

2. Locate the latest bank statement for this cash account. On the bank statement, locate the beginning statement balance and ending statement balance. Make note of these two balances.

   Beginning Statement Balance: __________
   Ending Statement Balance: __________

3. Open Cash Account Transactions (20.010.00). Enter data in the following fields to load the beginning statement balance into the cash account:
   - Batch Handling — Release Now
   - Batch Control — Beginning statement balance from step 2
   - Bank Account — Bank account created in step 1
   - Bank Subaccount — Bank subaccount created in step 1
   - Entry Type — OD
   - Reference Number (optional)
   - Date — Date from previous bank statement
   - Credit Amount — Beginning statement balance from step 2
   - Reconciliation Status — Cleared
   - Clear Date — Date from previous bank statement

4. Click Finish on the toolbar to release the batch.

To enter cleared checks, electronic payments or deposits:

On the bank statement, if there are any cleared checks, electronic payments or deposits listed, use the procedure below to enter these into Cash Manager:

1. Open Cash Account Transactions (20.010.00).

2. Use the following entry types for these cleared transactions:
   - OD — Outstanding Deposit
   - OA — Outstanding AP Check/Electronic Payment
   - OP — Outstanding PR Check
   - — — Outstanding miscellaneous disbursement

3. To enter an item, use the following fields:
   - Batch Handling — Release Now
- **Batch Control** — Deposit/check/electronic payment amount
- **Bank Account** — Bank account created in step 1
- **Bank Subaccount** — Bank subaccount created in step 1
- **Entry Type** — See above list**
- **Reference Number** (optional)
- **Date** — Deposit/check/electronic payment date
- **Debit or Credit Amount** — Deposit/check/electronic payment amount
- **Reconciliation Status** — Outstanding (if value is changeable)

4. Click **Finish** in the toolbar to release the batch.

5. Open **Bank Reconciliation** (20.210.00).

6. Enter the account and subaccount numbers for the Cash Account in the **Bank Account** and **Bank Subaccount** fields. Now in the grid area, enter data in the following fields:
   - **Statement Date** — Date from the latest bank statement
   - **Statement Balance** — Ending Statement balance from step 2

7. Click **Save** on the toolbar.

8. Click **Load Detail** on the screen. Select **Both** and click **OK**.

9. After loading is complete, click **Reconcile Deposits**. Now clear all outstanding deposits identified on the latest bank statement. To clear a deposit, change the value of the clear drop-down list box on the transaction’s line from **No** to **Yes**.

10. Click **OK** when finished.

11. Click **Reconcile Checks**. Now clear all outstanding checks or electronic payments identified on the latest bank statement. To clear a check or electronic payment, change the value of the clear drop-down box list box on the transaction’s line from **No** to **Yes**.

12. Click **OK** when finished.

13. Click **Save** on the toolbar.

Now **CA Out of Balance** should show zero. Also the following fields should contain the ending statement balance on this screen: **CA Balance**, **Statement Balance**, and **Adjusted Balance**.

**Note:** If **CA Out of Balance** is not equal to zero at this point, verify the following items:

- **Beginning Statement balance** — Verify it was entered correctly and released without error as described in step 3 of “Create a New Cash Account and Set the Starting Balance.”
- **Ending Statement balance** — Verify the correct number was entered into the **Statement Balance** field in **Bank Reconciliation** (20.210.00) as described above in step 6.
- **Cleared Checks or Deposits** — Verify all cleared items from the bank statement were entered as described above. Also verify that all of these items were cleared as described above.
Setting Up Existing GL Cash Accounts in Cash Manager

To reconcile Accounts Payable checks, electronic payments and Payroll checks:

Before completing CA Setup (20.950.00), verify all cleared checks and electronic payments written against Cash Accounts, which is set up in General Ledger, show a cleared status. These would be checks and electronic payments entered into Accounts Payable and/or Payroll (if part of your current installation). For information on clearing Accounts Payable (AP) checks and electronic payments, see the Reconciling Checks section in the Accounts Payable Help or user’s guide. For information on clearing Payroll (PR) checks, see the Payroll Check Reconciliation (02.050.00) screen reference in the Payroll Help or user’s guide.

To set up existing cash accounts in Cash Manager:

1. Complete CA Setup (20.950.00).

   ![Figure 3: CA Setup (20.950.00)](image)

   Make sure the Start Accepting Transactions from Other Modules on date is set to the actual date you plan on implementing Cash Manager. The date will probably be the middle of the next period. This date can be changed later so it is better to overestimate initially. Also select the Provide Reconcilement Amount box in the Options section.

   Click Save on the toolbar and close the screen.

2. Create the cash account in Cash Manager. In Cash Account Maintenance (20.250.00), Click New on the toolbar and enter all requested account information in the appropriate fields. Click Save on the toolbar and close the screen.

3. Locate the latest bank statement for this cash account. On the bank statement, locate the ending statement balance. Make note of this balance.

   Bank Account:____________ Bank SubAccount:___________
   Ending Statement Balance:____________

4. If the Accounts Receivable module is part of your system, all outstanding AR deposits for each cash account will need to be identified. All Accounts Receivable deposits will load into Cash Manager as outstanding. It will be necessary to distinguish those that have cleared the bank from those that have not.

   To find a list of deposits, run the Cash Transactions History (20.720.00) report available on the Cash Manager report menu. Be sure to include all accounting periods.

   On this report, AR deposit-related transactions are identified by transaction type (Tn Tp): PA, Payment; PP, Pre-Payment; CS, Cash Sale; RP, Payment Reversal; or NS, NSF Check Reversal. Use
all bank statements prior to the most current one for this cash account to identify which transactions have been cleared by the bank. Finally, these items will need to be cleared in step 5 of “Enter Cleared Checks or Deposits,” next.

5. Open CA Integrity Check (20.990.00) and run the integrity check for each cash account. It is very important to select the correct starting period before running integrity check. This starting period is usually the first accounting period in which Microsoft Dynamics SL was ever used. This is needed to select all cash transactions from AR, AP, and Payroll (PR), if any of these modules are part of your system.

To enter cleared checks, electronic payments, or deposits:
In Bank Reconciliation (20.210.00), the following procedure will need to be performed on each Cash Account:

1. Enter the account and subaccount numbers for the Cash Account in the Bank Account and Bank Subaccount fields. Now in the grid area, enter data in the following fields:
   - Statement Date — Date from most current bank statement.
2. Click Save on the toolbar.
3. Click Load Detail on the screen.
4. Select the Outstanding option and click OK.
5. After the loading is complete, click Reconcile Deposits. Now clear all deposits identified in step 4 of “Set Up Existing Cash Accounts in Cash Manager” (if any) and any on the current bank statement. To clear a deposit, change the value of the clear drop-down list box on the transaction’s line from No to Yes.
6. Click OK when finished.
7. Click Reconcile Checks. Now clear all outstanding checks and electronic payments identified on the current bank statement. To clear a check or electronic payment, change the value of the clear drop down box on the transaction’s line from No to Yes.
8. Click OK when finished.
9. Click Save on the toolbar.

Now your CA Out of Balance field should show zero and CA Balance should contain your current cash account balance.

Note: If CA Out of Balance is not equal to zero at this point, verify the following items:

- Ending Statement balance — Correct number is entered in the Statement Balance field on Bank Reconciliation (20.210.00) as described in step 1.
- Cleared Checks or Deposits — All cleared items from the bank statement are cleared as described above.
Setting Up a New Cash Account in Cash Manager

1. To create the new cash account, open Cash Account Maintenance (20.250.00). Click New on the toolbar and enter all requested account information in the appropriate fields. If this new account has a balance of zero, you are finished. Otherwise, you need to set the beginning account balance starting with step 2.

2. To set the beginning account balance, you need to know how this money was placed into the account. If a deposit was made into the account, go to step 3. If money was transferred into this new cash account from another cash account, go to step 5.

3. If a deposit was made into the account, open Cash Account Transactions (20.010.00) and enter data in the following fields:
   - Batch Handling — Release Now
   - Batch Control — Amount of the deposit
   - Bank Account — Bank account used in step 1
   - Bank Subaccount — Bank subaccount used in step 1
   - Entry Type — PA*
   - Reference Number (optional)
   - Date — Date of the deposit
   - Credit Amount — Amount of the deposit
   - Reconciliation Status — Outstanding
   4. Click Finish on the toolbar to release the batch.

   Note: If this payment will be entered in Accounts Receivable, then no transaction entry is needed in Cash Account Transactions (20.010.00).

5. If money was transferred into this new cash account from another cash account, open Cash Account Transfers (20.020.00) and enter data in the following fields:
   - Batch Handling — Release Now
   - Batch Control — Amount of money transferred
   - Bank Account (Source area) — Account number money is coming from
   - Bank Subaccount (Source area) — Subaccount number money is coming from
   - Bank Account (Destination area) — Account number of new cash account
   - Bank Subaccount (Destination area) — Subaccount number of new cash account
   - Reference Number (not optional)
   - Date — Date of transfer
   - Transaction Description (optional)
   - Amount — Amount of money transferred
   6. Click Finish on the toolbar to release the batch.
The Processing Cash Manager Transactions section provides information and procedures for managing cash and reconciling bank accounts. These basic tasks include:

- Reconciling Bank Statements
- Cash Balance Inquiry
- Forecasting Cash Flow
- Setting Up the Clear Check/Deposit Import Process
- Importing Clear Check/Deposit Data
- Clearing Checks/Deposits
- Closing the Cash Manager Module
- Deleting Cash Manager Detail
- Consolidating Cash Manager Activity
- Reporting Cash Manager Information
Figure 4: Cash Manager Transaction Flow
Reconciling Bank Statements

The Cash Manager module features quick, efficient bank statement reconciliations. All reconciliation activity is coordinated through Bank Reconciliation (20.210.00) in the Cash Manager module.

- Use Bank Reconciliation (20.210.00) to obtain the records of transactions entered in the Accounts Payable and Accounts Receivable modules for the specified banking period.
- The software calculates an adjusted bank-to-book total and compares this total to the balance of the cash account.
- Use Reconcile Checks (20.210.01) and Reconcile Deposits (20.210.03) to select outstanding checks, electronic payments, and deposits to be cleared.

Though most reconciling periods are monthly, the Cash Manager module can handle any time period up to a daily reconciliation, if needed.

To reconcile bank statements:

1. Access Bank Reconciliation (20.210.00) and enter the following information, using the bank statement for reference: bank account (and subaccount) number, statement date, reconciliation cut-off date, general ledger reconciliation period, and statement balance.

![Bank Reconciliation (20.210.00)](image)

*Figure 5: Bank Reconciliation (20.210.00)*

2. Select the amount of information to “load” (display) in Bank Reconciliation (20.210.00) in the Load Detail section.

   You can load outstanding items only, cleared items only, or both cleared and outstanding items.

3. Click Reconcile Checks to access Reconcile Checks (20.210.01). The software loads detail for checks and electronic payments according to the option selected under Load Detail.

4. Select the checks and electronic payments to clear. You can either clear each check or electronic payment one at a time or select a range of checks/electronic payments to clear.

   **Note:** If you have selected Provide Reconciliation Amt in CA Setup (20.950.00), the software automatically displays the amount of each check/electronic payment selected as its cleared amount.

5. Click OK to clear the selected checks/electronic payments. Bank Reconciliation (20.210.00) automatically returns to the display with the outstanding check, adjusted, and out-of-balance totals changed to reflect the checks/electronic payments cleared.
6. Click **Reconcile Deposits** to access **Reconcile Deposits** (20.210.03). The software loads detail for deposits according to the option selected under **Load Detail**.

7. Select the deposit(s) to clear. You can either clear each deposit one at a time or select a range of deposits to clear.

   **Note:** If you have selected **Provide Reconcilement Amt** in **CA Setup** (20.950.00), the software automatically displays the deposit amount of each deposit selected as its cleared amount.

8. Click **OK** to clear the selected deposits. **Bank Reconciliation** (20.210.00) automatically returns to the display with the appropriate totals changed to reflect the deposits cleared.

9. Make any adjusting entries on **Cash Account Transactions** (20.010.00). Click **Cash Account Transactions** to access **Cash Account Transactions** (20.010.00).

   **Note:** You can also use **Cash Account Transfers** (20.020.00) to move cash more efficiently from one cash account to another, using a single-entry transfer approach rather than the double-sided transfer entries used in **Cash Account Transactions** (20.010.00).

   After entering any adjusting transactions, select Release Now at **Batch Handling** and exit the batch of adjusting transactions. The batch is immediately released for posting. **Bank Reconciliation** (20.210.00) returns to the display with the appropriate totals changed to reflect the adjustments. All transactions must be cleared for balances to be updated. Repeat steps 3 through 8 as needed. If an out-of-balance condition occurs, it must be resolved prior to the next reconciliation.

10. Click **New** to perform subsequent reconciliations to the same company ID, bank account, and subaccount.

    Review the summary or detail information of the bank reconciliation(s), as necessary (at this point in the reconciliation process, you may want to take a closer look at certain reconciliation details).

    - Use the arrow buttons on the toolbar to navigate between the summary information of different bank statement reconciliations.

    - Use **Load Detail** to review the details of selected statement reconciliation items (cleared items, outstanding items).

11. Generate **Check/Deposit Reconciliation** (20.620.00) and **Bank Reconciliation** (20.630.00) to support all reconciliation activity just performed.
Cash Balance Inquiry

One of the most important functions of the Cash Manager module is to provide your company with up-to-date cash balance information. This information is always readily available in Daily Cash Balances (20.200.00), which lists the current cash balance for each cash account and the combined balance of all cash accounts. This combined cash balance is always as current as the last batch released by these modules:

- Accounts Payable
- Accounts Receivable
- Cash Manager
- General Ledger (if it is set up to update Cash Manager)

With the Cash Manager module, you do not have to wait for this combined cash balance to post to the general ledger. You can also drill down to the detail transactions making up the cash balance.

To analyze your current cash position:

1. Access Daily Cash Balances (20.200.00).

![Daily Cash Balances (20.200.00)](image)

Figure 6: Daily Cash Balances (20.200.00)

2. Highlight the detail line of a bank account with information you want to review in more detail; then, click the Balances by Period or Balances by Date button.

   **Note:** This accesses either Cash Account Balances Sorted By Period (20.200.01) or Cash Account Balances Sorted By Date (20.200.04). These screens summarize, by period or by transaction date, the account’s receipts, disbursements, and closing cash balance. The most recent bank reconciliation is displayed first.

3. Highlight the detail line of a specific day with transaction details you want to review; then, click the Detail button.

   **Note:** This accesses Cash Account Balance Detail (20.200.02), which lists all transactions that affected the cash balance for the day selected.

If you are also using the Currency Manager module, you can view account balances in their foreign denominated currency as well as your company’s base currency by clicking Currency View on the toolbar.
Forecasting Cash Flow

The Cash Manager module provides a powerful set of tools to help you forecast cash flow quickly and accurately:

- **Cash Flow Projection** (20.650.00) report forecasts cash flow over seven user-defined time periods and includes items maintained by the Accounts Payable, Purchase Order, and Accounts Receivable modules.

- **Cash Flow Maintenance** (20.280.00) can be used to add a range of anticipated receipts and disbursements items that allow you to see the results of many different cash flow scenarios.

**To generate cash forecasts:**

1. Enter the information of various anticipated receipts or disbursements (for example, litigation settlements, the sale of plant assets, etc.) on **Cash Flow Maintenance** (20.280.00).

![Cash Flow Maintenance (20.280.00)](image)

*Figure 7: Cash Flow Maintenance (20.280.00)*

2. Generate **Cash Flow Projection** (20.650.00) report, using the appropriate combination of report format options to meet your specific cash forecasting informational needs:
   - **Period Frequency** — Choose the time period you want the forecast to cover. The time periods can be daily, weekly, semi-monthly, bi-monthly, or monthly. The report includes seven time periods.
   - **AP Payment Options** — Modify your forecast to assume that payments will be made on the invoice date, due date, or pay date.
   - **AR Payment Options** — Select whether receivables are collected on their invoice date, due date, or the average days to pay.
   - **Include Purchase Orders** — Specify whether or not to include open purchase orders in your forecast (the payment options assume the Accounts Payable option chosen).
   - **Case Number** — On **Cash Flow Maintenance** (20.280.00), set up multiple “what if” anticipated cash receipts or disbursements scenarios by assigning a scenario case number to each anticipated item. Then, select the number of the case you want to use when generating the **Cash Flow Projection** (20.650.00) report.

3. Generate the **Cash Flow Projection** (20.650.00) report as often as is necessary to address the multiple “what if” scenarios you want to review.
Setting Up the Clear Check/Deposit Import Process

Cash Manager now provides a mechanism to quickly clear checks, electronic payments and deposits based on electronically transmitted data from a financial institution. This is accomplished by importing a delimited, ASCII file provided by your bank for a particular cash account.

To map the provided cleared check, electronic payment, or deposit data from the bank into Cash Manager:

1. Open Clear Check/Deposit Import Setup (20.970.00). Select the first empty row in the grid or New on the toolbar.
2. Enter an Import Setup ID that will uniquely identify this file layout mapping.
3. Enter the Company ID, Bank Account, and Bank Subaccount information in their corresponding fields that this import file is for.
4. Review the file layout provided with the electronic file the bank has provided. This file layout should explain what each field represents within the file.
5. Enter the field number that holds the check, electronic payment, or deposit indicator in the Check/Deposit Indicator Field. Enter the code the bank uses to identify an item as a check or electronic payment in the Check Indicator field. Enter the code the bank uses to identify an item as a deposit in the Deposit Indicator field. Note that these fields are optional and are not required for the import to be successful.
6. Enter the field number that holds the check, electronic payment, or deposit number in the Check/Deposit Number Field.
7. Enter the field number that holds the check, electronic payment, or deposit amount in the Check/Deposit Amount Field.
8. If the amount has assumed decimal places, mark the Assume Decimal Places box and then enter the number of decimal places in the Number of Decimal Places field. When the file is processed, a
decimal point will be inserted into the amounts based on the number of decimal places you specified.

9. Enter the field number that holds the clear date in the **Clear Date Field**.

   **Note:** Clear dates must be in the format of MMDDYYYY or MM/DD/YYYY to be interpreted correctly.

10. Change the **Starting Line Number** field to the line number that holds the first record with actual check, electronic payment, or deposit clear data. This is a useful option if the file you receive from your bank contains header information.

11. Sometimes when importing data from your bank, a record may have data that does not match the standard record layout, causing an import error. To allow the import to continue processing, an option was set up to let you decide how many bad data records you will allow the import process to encounter before quitting. Enter this number in the **Stop Importing After # Errors** field. If you would like the import to stop after the first error is found, enter a 1 in this field.

12. In the **Field Delimiter** field, enter the character that is being used to separate the data fields on the data record.

13. After you have entered all of the above data, save the information and exit **Clear Check/Deposit Import Setup** (20.970.00).
Importing Clear Check/Deposit Data

Use to import delimited, ASCII files of cleared checks, electronic payments, and deposit data provided by a financial institution. An Import Setup ID is a required field and is defined on Clear Check/Deposit Import Setup (20.970.00).

To import the cleared check, electronic payment, or deposit data:

1. Open Clear Check/Deposit Data Import (20.420.00).
2. From the Setup ID field, enter the import setup ID for the import setup record created in Clear Check/Deposit Import Setup (20.970.00).
3. Enter the fully qualified path and file name of the bank file you wish to import in the Import File Name field. You can also click on the Folder icon to select the file through a standard Windows file selection dialogue.
4. Enter a unique import reference number in the Import Reference field. This will place this reference number on all items imported from this file into Cash Manager. This is useful in keeping track of how this cleared check, electronic payment or deposit data became available and for recovering from some external failure in the import process like a power failure or computer problems.
5. Click on Begin Processing to start the data import.

Note: If the import process is interrupted due to power failure or computer problems (client or server), the data can be re-imported. If an Import Reference was used when the failure happened, you can re-use the same one and Cash Manager will remove any items previously imported under this Import Reference before processing the file again. This is done to eliminate duplicate items caused by the previous import failure.
Clearing Checks/Deposits

Use to enter all checks, electronic payments, or deposits to be cleared. No editing or look up of check numbers is done at data entry. Once data is entered, the Begin Processing button is pressed and the checks/electronic payments are then matched up to the original check/electronic payment documents and cleared. Any checks, electronic payments, or deposits that could not be found are returned to the grid once the process is complete. You can then make an adjustment and start the process again.

Figure 10: Clear Checks/Deposits (20.440.00)

To clear Checks, Electronic Payments, or Deposits from the imported data:

1. Open Clear Checks/Deposits (20.440.00).
2. Enter the company ID, bank account, and bank subaccount for the cash account you imported data for Clear Check/Deposit Data Import (20.420.00). When you tab off the Bank Subaccount field, any imported cleared check, electronic payment, or deposit data will appear in the grid.
3. Click Preview Results. This starts the process of Cash Manager attempting to find matches in AP, AR, PR, and cash manager for all the selected items in the grid. If a match is found, data will be displayed in the Matching Module, Matching Reference Number, Matching Amount, Matching Transaction Date, and Matching Description fields. If a match is not found, the Matching fields for that item’s row will stay blank.
4. If you are satisfied with the matching results, click Commit Results and these items will be marked as cleared and removed from the grid. Any items that did not have any matching information will remain in the grid.
5. If you are not happy with the match that was provided by Cash Manager or no match was found for an item, you can manually search for a match by using the following steps:
   - Select the row in the grid that is not properly matched, and then click Find Match. This will cause Find Match (20.440.01) to appear. This screen is designed to help you find the match for the row item you selected.
   - Within the Optional Selection Criteria frame, enter as much information that will help track down the matching item. After you have entered all the selection information, click Find.
Transactions. This starts a process that searches for all transactions that meet your selection criteria.

- When the find process has ended, all matches will be displayed in the grid. If no matches are found, a message will be displayed saying “no matches were found using the current selection criteria.” If one of the items within the grid is the correct match, select that grid item and click Accept. This will copy that “match” information back to original item’s row on Clear Checks/Deposits (20.440.00).

6. This process can be repeated for as many items as needed.

Note: Every time the Commit Results button is clicked, all selected items with matches will be marked as “cleared” and removed from the grid. Only the unselected, unmatched items, if any, will remain in the grid after a Commit Results has been performed. When working with a large number of items, performing a Commit Results on smaller groups is useful in reducing the number of items within the grid to a manageable level.
Closing the Cash Manager Module

This procedure explains how to close the Cash Manager module for an accounting period. Closing facilitates balancing cash accounts to the appropriate General Ledger accounts. It also performs “housekeeping” functions that include:

- Deleting unnecessary detail. You can delete unnecessary detail at any time using Delete CA Detail (20.530.00) or the General Ledger module’s Closing Process (01.560.00).

  Note: You do not have to delete Cash Manager detail at the same time you close the Cash Manager module.

- Storing the period’s ending balance for each bank account.

To close the Cash Manager module:

1. Review open cash manager files to ensure that all transactions for the period have been entered. Generate the CA Edit (20.810.00) report to check for un-released transaction batches.
2. Complete and release any open batches identified in step 1.
3. Log out and back up the database.
4. Log on to Microsoft Dynamics SL and use Closing Process (01.560.00) in the General Ledger module to close the Cash Manager module.
5. To delete Cash Manager detail while closing, select the Delete Detail check box. It will delete detail based on the Retention settings on CA Setup (20.950.00) if the Retention settings are for a longer period of time than the Retention settings on GL Setup (01.950.00). If the General Ledger Retention settings are for a longer period of time than the Cash Manager Retention settings, the General Ledger Retention settings are used.
Deleting Cash Manager Detail

Use to remove from cash activity details and balances that are no longer required for operations. Cash activity details include transactions entered directly using Cash Account Transactions (20.010.00) and Cash Account Transfers (20.020.00), recurring items that have been generated for their maximum number of cycles, and consolidation file entries. Balances include daily cash account balances and monthly average days to clear information.

Figure 11: Delete CA Detail (20.530.00)

To delete obsolete cash activity:

1. Specify on CA Setup (20.950.00) how long the software should retain prior Cash Manager information. This includes the maximum periods prior to the current one for cash account balances and Cash Manager transactions. If the Retention settings on CA Setup (20.950.00) are for a longer period of time than the Retention settings on GL Setup (01.950.00), the Cash Manager Retention settings are used. If the General Ledger Retention settings are for a longer period of time, the General Ledger Retention settings are used.

2. Complete the Delete CA Detail (20.530.00) process. The software deletes all cash account activity and balances from any accounting period that exceeds the maximum retention values specified in CA Setup (20.950.00).
Consolidating Cash Manager Activity

The software can summarize the Cash Manager activity of one or more databases and transfer the summary (summaries) to another database through a process called consolidation. Consolidation is normally used by companies with subsidiaries or divisions that maintain their own financial records in a separate company. Consolidation allows a parent company to store the summarized financial data of all its subsidiaries in one central database. Once the parent has finished consolidating all subsidiary databases it can generate consolidated reports that show the cash position of the entire company.

Note: Do not confuse this consolidation process with the consolidation process performed by the General Ledger module. The purpose of the Cash Manager module’s consolidation function is solely to transfer cash activity to arrive at a consolidated cash position. It does not post information to the General Ledger. Also, while General Ledger consolidations are typically performed only at the end of an accounting period, Cash Manager consolidations can be performed as often as is necessary to get an accurate picture of current consolidated cash position.

Consolidation of Cash Manager activity is basically a two-step process. First, all subsidiaries create consolidation files of their individual Cash Manager activity for a specified time period. Each consolidation file contains a summary of its associated subsidiary’s Cash Manager activity for each bank account and transaction date. Consolidation files are created using Generate Consolidation File (20.510.00). Once created, all subsidiary consolidation files are submitted to the parent company.

Next, the information in the consolidation files of all subsidiaries is read (imported) into the parent company’s database (this company could be on the same or a different computer than the companies of subsidiaries) using Read Consolidation File (20.520.00).

Subsidiaries can be located in different geographic areas. In addition, each subsidiary can use a different chart of accounts than the one used by the parent company.

To consolidate one or more subsidiary databases into the parent-company database:

1. Make sure the parent company’s Cash Manager module records contain the information of each subsidiary’s bank account (and subaccount) as defined in Cash Account Maintenance (20.250.00).

2. If the parent company’s chart of accounts is different from its subsidiaries’, the parent company must add the Cash Manager consolidation account (and subaccount) to its database; see Chart of Accounts Maintenance (01.260.00) in the General Ledger Help or user’s guide.

3. Back up the source consolidation database(s) (the subsidiary database(s) used to generate consolidation files).

4. Create a consolidation file from each source database, using Generate Consolidation File (20.510.00); for up-to-the-minute cash account balances, this should be done at least once a day.

5. Read the consolidation files into the target (parent/company) database, using Read Consolidation File (20.520.00).

6. Review the consolidation event log generated by the consolidation process (step 5) for any consolidation errors.

7. Revise the consolidation batches created in the parent database, using Cash Account Transactions (20.010.00) and release for posting.

Note: These released transactions do not update General Ledger information.

Consider the following when completing the consolidation process:

- The account number of each transaction is the same as the one at Consol Account in the General Ledger module’s Chart of Accounts Maintenance (01.260.00).

- The subaccount number of each transaction is the same as the Consol Subaccount in the General Ledger module’s Subaccount Maintenance (01.270.00).

- The consolidation process uses the value at Company ID in the General Ledger module’s Company Information (01.950.01) to identify each consolidation file.
• You can generate consolidation files as often as necessary. Accounts are marked during the consolidation process so that the next time you complete a consolidation, the resulting file contains only the net activity posted to the accounts since the last time you completed the consolidation.

• The transactions in a consolidation file have a CO (consolidation) journal type and a CE (consolidation entry) transaction type. The software automatically enters both designations.

• Make a backup copy of the database before beginning the consolidation process. You can use the backup to repeat the consolidation process should something happen to the original database.
Reporting Cash Manager Information

With the Cash Manager module, you can generate a variety of useful reports to supplement your cash management information needs. The Cash Manager module has four main report categories:

- **Transaction Listings**
  - PTD Transaction List (20.660.00)
  - PTD Distribution List (20.670.00)
  - Cash Transactions History (20.720.00)
  - Cash Manager Batch Register (20.800.00)
  - CA Edit (20.810.00)

- **Cash Management Reports**
  - Daily Cash Balance (20.610.00)
  - Float Analysis (20.640.00)
  - Cash Flow Projection (20.650.00)

- **Reconciliation Reports**
  - Check Register (20.600.00)
  - Check/Deposit Reconciliation (20.620.00)
  - Bank Reconciliation (20.630.00)

- **Maintenance Reports**
  - Cash Accounts List (20.680.00)
  - Entry Type List (20.690.00)
  - Recurring Item List (20.700.00)
  - Cash Flow Items List (20.710.00)

Any of the standard reports can be printed, sent to a file, or viewed on screen. Although each report is different, the screens used to generate the report are similar. All screens have sort and select functions that permit you to specify certain criteria to control the contents of the final reports. Click **Sort** and **Select** to access each screen’s sort and select functions.

**Sort** and **Select** contains a list of report fields that can serve as the basis for a report’s selection criteria. Double-click the right mouse button to obtain a listing of report field names available for entry at **Sort** and **Select**. A partial list of fields includes:

- **ACCOUNT.ACCT** (account)
- **ACCOUNT.ACTIVE** (active)
- **ACCOUNT.SUMMPOST** (summary posting)
- **GLTRAN.PERPOST** (period to post)
- **GLTRAN.TRANDESC** (description)

Note that the actual list of fields available varies by report.

**Operator** contains a specified list of operators including:

- Begins with
- Less than
- Between
- Less than or equal to
- Contains
- Not between
- Equal
- Not Contains
- Greater than
- Not equal
• Greater than or equal to
• Not in
• In
• Is not NULL
• Is NULL
• <None> (this is the default)

**Value** allows you to input a value that is part of your selection criteria.

Other report options allow you to specify preferences on sort orders, total breaks, and page breaks (see the System Manager Help or user’s guide for more information).
Data Entry Screens

Cash Account Transactions (20.010.00)

Use to enter miscellaneous cash transactions not entered in other modules (Accounts Payable, Accounts Receivable, etc.). A bank service charge is an example of this type of miscellaneous cash transaction. Once you release transactions entered in this screen, the Cash Manager module updates the appropriate cash account balances and prepares the transactions for posting to the General Ledger.

![Cash Account Transactions (20.010.00)](image)

**Figure 12: Cash Account Transactions (20.010.00)**

**Batch Area**

Use the Batch area to identify the batch to update.

**Number**

Numeric code assigned to a transaction batch that uniquely identifies the batch. Otherwise, it will be blank if adding a new batch.

**Period to Post**

Fiscal period and year to which the transaction batch should be posted in both the Cash Manager and General Ledger module records. Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in General Ledger module’s GL Setup (01.950.00). You can verify the current fiscal period and year by viewing the Detail General Ledger (01.620.00) report.
**Type**
Specific kind of Cash Manager transaction (one-time transactions, transactions that occur regularly, etc).

- **Recurring** — A transaction that occurs regularly for a fixed amount each time. Create recurring transactions in *Recurring Item Maintenance* (20.270.00). Generate Recurring Transactions (20.500.00) creates the recurring transactions that can then be edited using *Cash Account Transactions* (20.010.00).
- **Consolidation** — A transaction batch created by the Cash Manager module’s *Read Consolidation File* (20.520.00) process.
- **Revaluation** — A transaction batch type that is valid only if you are using the Currency Manager module and Currency Manager is set to identify currency revaluation entries created by *General Ledger Revaluation* (24.500.00) process in the Currency Manager module.

**Reconciliation Mode**
Specifies how to display and reconcile the detail of a transaction in other screens and on reports (for example, *Daily Cash Balances* (20.200.00) or *Daily Cash Balance* (20.610.00) report). This enables you to reconcile items at the net deposit or disbursement level. The reconciliation mode options are:

- **By Detail** — Display each detail line of a transaction in other screens and on reports.
- **By Batch** — Display only the final debit and credit total of a transaction in other screens and on reports (labeled with “Reference Number”). You can still view the details of a transaction in *Cash Account Transactions* (20.010.00).

**Date**
Calendar date (usually the date of batch creation) associated with the transaction batch.

**Reference Number**
Identifying code assigned to the transaction that distinguishes it from all other transactions in the database. You can use reference numbers to link transactions to source documents such as purchase orders, checks, invoices, etc. Reference number identification of transactions is useful for reporting purposes. Entry of a reference number here is required when using “By Batch” reconciliation mode.

**Status**
Indicates the current condition of the batch in the system:

- **On Hold** — Not to be released.
- **Balanced** — Ready for release.
- **Partially Released** — Could not be completely released due to an out-of-balance condition or other problem.
- **Partially Voided** — Void was interrupted and must be completed.
- **Unposted** — Released for posting but not yet posted.
- **Posted** — Released and posted.
- **Complete** — Released but not to be posted to General Ledger.

A batch’s status only changes as a result of changing its batch **Handling** value prior to finishing the batch. In the case of a balanced or partially released batch, the status changes automatically when you use *Release CA Batches* (20.400.00).

**Handling**
Controls the batch management function performed when you complete a batch entry. The batch handling options are:
• Hold — Save the batch for future editing. Obtain the details of a batch on hold by generating the CA Edit (20.810.00) report.

• Release Later — Set the batch’s status to Balanced to prepare for later release for posting in Release CA Batches (20.400.00).

• Release Now — Release the batch for posting on completing the batch. A warning message appears if you attempt to release a manual transaction batch that has already been released for posting to the same period.

• No Action — Leave the current batch status unchanged (see Status).

Control
The net effect of all the batch’s debits and credits on the cash account. For example, a batch with debits of $1,000 and credits of $1,000 has a batch total of $0.00. This should be the same as the amount in the offset column. If a batch’s control amount does not equal its batch totals, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a status of On Hold and save it for future editing, or void the batch.

Cash Account Area
Use the Cash Account area to specify the company and bank account to be debited and/or credited.

Company ID
Identification code of the company.

Bank Account
Specifies the bank account to be debited or credited.

Bank Subaccount
Specifies the subaccount to be debited or credited.

Debits Entered
Debit amount entered to the Cash account.

Debits Offset
Debit amount automatically charged to the Cash account.

Debits Total
Running total of all debit amounts in the batch. As you enter the debit portion of a transaction, the value at Total Debits increments by the debit amount entered.

Credits Entered
Credit amount entered to the Cash account.

Credits Offset
Credit amount automatically charged to the Cash account.

Credits Total
Running total of all credit amounts in the batch. As you enter the credit portion of a transaction, the value at Total Credits increments by the credit amount entered.

Detail Area
Use the Detail area to enter information about the transaction.
Company ID
Identification code of the company at the transaction level.

Entry Type
Two-character code that identifies the type of transaction being entered (SC for service charge, etc.).
The entry type ID you enter here must be set up in Entry Type Maintenance (20.260.00).

Account
General Ledger account to be updated by the amount of the transaction detail line. A default account
is typically defined for each entry type. The account you enter here must be set up in the General
Ledger module’s Chart of Accounts Maintenance (01.260.00).

Project
The identifier associated with a specific project set up in Project Controller Project Maintenance
(PA.PPJ.00). A project can also be entered using the Quick Maintenance feature (see the System
Manager Help or user’s guide). If you enter a value in Project that is not equal to the Non Post Project
specified on the PC Options and Setup tab of Project Controller Setup (PA.SET.00), in the Project
Controller module, you must also enter a value in Task.

Project is available only if the following conditions are met:
- The value in the transaction’s Account field is associated with an account category (see “Chart of
  Accounts Maintenance (01.260.00)” in the General Ledger Help or user’s guide).
- The Entry Type selected must update General Ledger. It cannot be an entry type of OA, OD, OM, or
  OP (for example, a reconciliation entry such as Outstanding Check/Deposit).
- In Entry Type Maintenance (20.260.00), the Update Accounts Receivable check box must not be
  selected. If the check box is selected, transactions for the entry type will update Accounts
  Receivable as unapplied receipt batches. They will update Project Management and Accounting
  when payments are applied to an invoice.
- The Company ID specified must exist in the current application database.
- The Project Controller module must be installed.

Task
The identifier associated with a specific task set up in Project Controller Project Maintenance
(PA.PPJ.00). If you entered a value in Project that is not equal to the Non Post Project specified on the
PC Options and Setup tab of Project Controller Setup (PA.SET.00), in the Project Controller module,
you must also enter a value in Task.

Task is available only if:
- A Project that is not equal to the Non Post Project specified on the PC Options and Setup tab of
  Project Controller Setup (PA.SET.00), in the Project Controller module has been entered.
- The value in the transaction’s Account field is associated with an account category (see “Chart of
  Accounts Maintenance (01.260.00)” in the General Ledger Help or user’s guide).
- The Project Controller module is installed.

Subaccount
Optional subaccount to be updated by the amount of the transaction detail line. A default subaccount
is typically defined for each entry type. The subaccount you enter here must be set up in the Shared
Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00),
and the General Ledger module’s Subaccount Maintenance (01.270.00).
Description
Explains the purpose of the transaction. Transaction descriptions appear on many reports. Note that if the transaction is associated with a vendor or customer, the vendor or customer name also appears here.

Ref Nbr
The reference number or identifying code assigned to the transaction that distinguishes it from all other transactions in the database. You can use reference numbers to link transactions to source documents such as purchase orders, checks, invoices, etc. Reference number identification of transactions is useful for reporting purposes.

Customer ID
Specifies an Accounts Receivable transaction's associated customer. The customer ID you enter must be set up in Accounts Receivable Customer Maintenance (08.250.00). You can also enter a new customer's ID using the Quick Maintenance feature (refer to the System Manager Help or user's guide for more information). When you are in Initialize mode and entering your beginning Cash Manager records, customer IDs are entered in association with customers' outstanding receivable balances.

Vendor ID
Specifies an Accounts Payable transaction's associated vendor. The vendor ID you enter must be set up in Accounts Payable Vendor Maintenance (03.270.00). You can also enter a new vendor's ID using the Quick Maintenance feature (see the System Manager Help or user's guide).

Date
Typically, the date of the transaction's occurrence as listed on its source document. The default date is the current date.

Employee ID
Enter an employee ID if the transaction is employee-related. Employee IDs are maintained in Project Controller Employee Maintenance (PA.EMP.00). The employee ID appears in many Project Controller transaction detail inquiries and reports. Employee ID is a required field if in General Ledger Chart of Accounts Maintenance (01.260.00), Project Controller Options, the associated account's Require Employee ID check box is selected. Employee ID is unavailable if Project Controller is not installed.

Labor Class
Enter an optional labor class if the transaction is labor-related. Labor class entries are maintained in Project Controller Code File Maintenance (PA.CFM.00). The labor class can be listed on invoices generated in the Flexible Billings module and for reporting purposes. Labor Class is unavailable if Project Controller is not installed.

Billable
Billable specifies whether to mark up, include, or exclude the transaction from revenue recognition and invoicing in Project Management and Accounting modules. Billable is unavailable if Project Controller is not installed.

Quantity
Displayed for information purposes only. Quantity is a required field if in General Ledger Chart of Accounts Maintenance (01.260.00), Project Controller Options, the associated account's Require Units check box is selected. Quantity is unavailable if Project Controller is not installed.

Debit Amount
Specifies the amount to debit the transaction's associated account (and subaccount).
Credit Amount
Specifies the amount to credit the transaction’s associated account (and subaccount).

Rec Status
Indicates whether or not the transaction has cleared the bank. Reconciliation status options are:
- Cleared — The transaction has cleared the bank.
- Outstanding — The transaction is still outstanding.
Note that some transactions have already cleared the bank before their records are ever entered. You can clear these transactions in this screen rather than on Bank Reconciliation (20.210.00).

Clear Date
Date when the transaction cleared the bank. You must enter a clear date if the transaction’s reconcile status is Cleared.
Cash Account Transfers (20.020.00)

Use to move cash more efficiently from one cash account to another. Cash Account Transfers (20.020.00) uses a single-entry transfer approach, as opposed to the double-sided transfer entries used in Cash Account Transactions (20.010.00). This can reduce the time required to complete cash transfer transactions. In Cash Account Transfers (20.020.00), a single credit entry transfers the specified cash amount out of its “transfer from” bank account. When you use Release CA Batches (20.400.00), the software automatically generates the offsetting debit entry needed to transfer the cash to the appropriate “receiving” bank account.

![Cash Account Transfers (20.020.00)](image)

Figure 13: Cash Account Transfers (20.020.00)

After you release a transaction batch, the software can generate a batch control report listing all transactions entered. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00).

Batch Area

Use the Batch area to identify which account to use for transfer.

Number (Batch)

Numeric code assigned to a transaction batch that uniquely identifies the batch. The software automatically assigns a different batch number to each new transaction batch created according to the batch number format you establish in CA Setup (20.950.00). This number increments by one (002311, 002312, etc.) for each new batch created and cannot be changed. Because batch number identification is important for reporting purposes, transactions have their associated batch number listed beside them on many reports.

To edit a batch, select its batch number. To delete a batch, select its batch number then select the Delete function. The software prompts you for the correct action:

- Yes — Delete the batch (all batch information is removed from the database and the batch is voided).
- No — Stop the delete operation (all batch information is retained in the database).
Period to Post (Batch)

Fiscal period and year to which the transaction batch should be posted in both the Cash Manager and General Ledger records. For example, 08-1998 causes transactions to be posted to the eighth period of fiscal year 1998. The default is the current fiscal period-year. The period number entered must belong to a valid fiscal period as defined in GL Setup (01.950.00). It applies to the entire batch.

Note: You can verify the current fiscal period by viewing the Detail General Ledger (01.620.00) report.

Status (Batch)

Current condition of the batch:

- On Hold — Not to be released.
- Balanced — Ready for release.
- Partially Released — Could not be completely released due to an out-of-balance condition or other problem.
- Partially Voided — Void was interrupted and must be completed.
- Unposted — Released for posting but not yet posted.
- Posted — Released and posted.
- Complete — Released but not to be posted to general ledger records.

A batch’s status only changes as a result of changing its Handling value prior to finishing the batch. In the case of a balanced or partially released batch, the status changes automatically when you use Release CA Batches (20.400.00).
Handling (Batch)
Controls the batch management function performed when you complete a batch entry. The batch handling options are:

- **Hold** — Save the batch for future editing. Obtain the details of a batch on hold by generating the CA Edit (20.810.00) report.
- **Release Later** — Set the batch’s status to Balanced to prepare for later release for posting in Release CA Batches (20.400.00).
- **Release Now** — Release the batch for posting on completing the batch. A warning message appears if you attempt to release a manual transaction batch that has already been released for posting to the same period.
- **No Action** — Leave the current batch status unchanged.

Control (Batch)
Total amount of the batch. For example, a batch with transactions totaling $2,000 has a batch total of $2,000. If a batch’s control amount does not equal its batch total, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts or give the batch an On Hold status and save it for future editing, or void the batch.

Total (Batch)
Total cash amount of transfer.

Detail Area
Use the Source area to define the company and cash account from which to transfer funds.
Use the Destination area to define the company and cash account from which to transfer funds.

Source Company ID
Identification code of the company.

Source Bank Account
Specifies the bank account from which funds are being transferred. The account you enter here must be set up in the General Ledger module’s Chart of Accounts Maintenance (01.260.00) and entered in Cash Account Maintenance (20.250.00).

Note: If you are also using the Currency Manager module and you are transferring funds of different foreign currencies between banks, the software stores the initial transfer entry in the currency of the “transfer from” cash account. Then, when you use Release CA Batches (20.400.00), the offsetting entry uses the base currency amount of the “transfer from” entry and converts it to the foreign currency amount of the “transfer to” cash account.

Source Bank Subaccount
Specifies the subaccount from which funds are being transferred. The subaccount you enter here must be set up in Shared Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and the General Ledger module’s Subaccount Maintenance (01.270.00). It must also be entered in Cash Account Maintenance (20.250.00).

Destination Company ID
Identification code of the company.
**Destination Bank Account**
Specifies the bank account to which funds are being transferred. The account you enter here must be set up in the General Ledger module’s *Chart of Accounts Maintenance* (01.260.00) and entered in *Cash Account Maintenance* (20.250.00).

**Note:** If you are also using the Currency Manager module and you are transferring funds of different foreign currencies between banks, the software stores the initial transfer entry in the currency of the “transfer from” cash account. Then, when you use *Release CA Batches* (20.400.00), the offsetting entry uses the base currency amount of the “transfer from” entry and converts it to the foreign currency amount of the “transfer to” cash account.

**Destination Bank Subaccount**
Specifies the subaccount to which funds are being transferred. The subaccount you enter here must be set up in Shared Information module’s *Flexkey Definition* (21.320.00) and *Flexkey Table Maintenance* (21.330.00), and General Ledger module’s *Subaccount Maintenance* (01.270.00). It must also be entered in *Cash Account Maintenance* (20.250.00).

**Reference Number (Document)**
Identifying code assigned to the transaction that distinguishes it from all other transactions in the database. Reference number identification of transactions is useful for reporting purposes.

**Date (Document)**
Date of the transfer’s occurrence as listed on the source document. The default date is the current date.

**Transaction Description (Document)**
Explanation of the transaction.

**Amount (Document)**
Total amount of the transfer transaction.
Daily Cash Balances (20.200.00)

Use to obtain an up-to-date review of your company’s total cash position. Daily Cash Balances (20.200.00) displays each of your company’s cash accounts and its current balance (the value at Currency ID specifies the currency used to denominate each account balance). For each account displayed, its balance is as current as the last transaction batch released in these modules: Accounts Payable, Accounts Receivable, and Cash Manager.

![Image of Daily Cash Balances (20.200.00)]

Figure 14: Daily Cash Balances (20.200.00)

Note: This allows you to drill down to the receipts and disbursements, as well as the individual transactions, making up each cash account balance. It also allows you to display the account balances of selected currencies for more efficient account reviews.

Note: If you are also using the Currency Manager module, you can review each cash account’s balance in both your company’s base currency and an equivalent foreign denominated currency associated with the account. To toggle between an account’s base and foreign currency balances, click the Currency Manager module’s Currency View.

Select Company Area

Use the Select Company area to specify which companies cash accounts to display.

Specific (Company)
Selects a specific category.

All (Company)
Selects all available companies.

Company ID (Company)
Identification code of the company.

Select Currency Area

Use the Select Currency area to specify the currency of the cash accounts displayed.
Specific (Currency)
Selects a specific currency.

All (Currency)
Selects all available currencies.

Currency ID (Currency)
Three-character currency ID abbreviation.

Total Cash in BAS Currency
Sum of all cash account balances.

Detail Area
Use the Detail section to review account information.

Company ID (Detail)
Identification code of the company.

Account (Detail)
General Ledger account number associated with each cash account name listed under Cash Account Name. The account numbers are defined in Cash Account Maintenance (20.250.00).

Subaccount (Detail)
Subaccount number associated with each cash account name listed under Cash Account Name. The subaccount numbers are defined in Cash Account Maintenance (20.250.00).

Current Balance
Current cash balance of each cash account listed under Cash Account Name.

Currency ID (Detail)
Three-character currency ID abbreviation (for example, USD for US Dollars, etc.) associated with each cash account listed under Cash Account Name.

Bank Account Number
Specifies the bank-assigned account number (the bank’s number for the account) for each account name listed under Cash Account Name.

Cash Account Name
Specifies the account name for each cash account.

Balances by Period (button)
Accesses Cash Account Balances Sorted By Period (20.200.01), which is a subscreen of Daily Cash Balances (20.200.00) used to view a by-period summary of the total receipts, disbursements, and closing balance of a selected cash account.

Balances by Date (button)
Accesses Cash Account Balances Sorted By Date (20.200.04), which is a subscreen of Daily Cash Balances (20.200.00), used to view a by-transaction date summary of the total receipts, disbursements, and closing balance of a selected cash account.
**Cash Account Balances Sorted By Period (20.200.01)**

Use to review the receipts and disbursements making up a cash account balance displayed in *Daily Cash Balances (20.200.00)*. For the cash account selected, *Cash Account Balances Sorted By Period (20.200.01)* displays a by-period summary of the account’s total receipts, total disbursements, and its closing balance. All activity is listed in descending date order (most recent activity listed first).

**Note:** *Cash Account Balances Sorted By Period (20.200.01)* allows you to drill down to the individual transactions making up an account’s receipts, disbursements, and closing balance on any given period. To obtain this level of detail, highlight the information of the transaction detail line you want to review and click **Detail**.

![Figure 15: Cash Account Balances Sorted By Period (20.200.01)](image)

### Cash Account Name
Name of the cash account whose receipt and disbursement totals, and ending balance you are reviewing; this is the account you selected in *Daily Cash Balances (20.200.00)*.

### Period Number
Fiscal period and year in which the transaction batch you are reviewing is or is to be posted in both the Cash Manager and General Ledger module records. Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in GL Setup (01.950.00).

### Transaction Date
Date when the transaction activity (receipts and disbursements) occurred.

### Receipts
Total amount of all receipts for the account on the date specified at **Transaction Date**.

### Disbursements
The total amount of all disbursements against the account on the date specified at **Transaction Date**.
Closing Balance
Day-ending balance of the account (total receipts minus total disbursements) on the date specified at Transaction Date.

Detail (button)
Accesses Cash Account Balance Detail (20.200.02), which is a subscreen of Daily Cash Balances (20.200.00), used to view the individual transactions that make up a cash account’s receipt and disbursement totals on a given date.

Close (button)
Closes screen and returns Daily Cash Balances (20.200.00) to the display.
Cash Account Balance Detail (20.200.02)

Use to review individual transactions making up the day-by-day cash account receipt and disbursement totals displayed in Cash Account Balances Sorted By Period (20.200.01) and Cash Account Balances Sorted By Date (20.200.04). Reviewing individual cash account transactions is the finest level of detail available when you are reviewing the daily balances of your company's cash accounts. Note that transaction details appearing in this screen are those of transactions originally entered in the following modules: Accounts Payable, Accounts Receivable, and Cash Manager.

![Cash Account Balance Detail (20.200.02)](image)

**Figure 16: Cash Account Balance Detail (20.200.02)**

**Cash Account Name**

Name of the cash account whose receipt and disbursement details you are reviewing; this is the account you selected in Daily Cash Balances 20.200.00).

**Transaction Date**

Date when the transaction activity (receipt or disbursement) occurred.

**Total Receipts**

Sum of all receipt transactions listed in Cash Account Balance Detail (20.200.02).

**Total Disbursements**

Sum of all disbursement transactions listed in Cash Account Balance Detail (20.200.02).

**Batch Number**

Batch number specifies the unique identifying code of the batch under which the transaction was entered.

**Reference Number**

Specifies the unique identifying code assigned to the transaction that distinguishes it from all other transactions in the database. Reference number identification is useful for reporting purposes.
Journal Type
Two-character abbreviation that specifies the transaction’s book of original entry (the source of the transaction). Typical journal types displayed here are AP (Accounts Payable journal), AR (Accounts Receivable journal), and CA (Cash Manager journal).

Transaction Type
Two-character code that identifies the transaction’s entry type. Transaction entry types are defined in Entry Type Maintenance (20.260.00).

Payee ID
Identification code of a vendor who has been issued a check or electronic payment associated with the transaction. A value appears here only if the transaction is an Accounts Payable transaction involving a check or electronic payment.

Receipts
Total amount received, if the transaction is a receipt transaction.

Disbursements
Total amount disbursed, if the transaction is a disbursement transaction.

Transaction Description
Explanation of the transaction.

Detail (button)
Accesses the batch entry screen (for example, Cash Account Transfers (20.020.00), the Accounts Payable module’s Manual Check Entry (03.030.00), etc.) used to create the currently highlighted transaction. Allows you to review the information of the batch under which the transaction was originally entered.

Close (button)
Returns Cash Account Balances Sorted By Period (20.200.01) or Cash Account Balances Sorted By Date (20.200.04) to the display.
Cash Account Balances Sorted By Date (20.200.04)

Use to review the receipts and disbursements making up a cash account balance displayed in Daily Cash Balances (20.200.00). For the cash account selected, Cash Account Balances Sorted By Date (20.200.04) displays a by-transaction date summary of the account’s total receipts, total disbursements, and its closing balance. All activity is listed in descending date order (most recent activity listed first).

Note: This allows you to drill down to the individual transactions making up an account’s receipts, disbursements, and closing balance on any given period. To obtain this level of detail, highlight the information of the transaction detail line you want to review and click Detail.

Figure 17: Cash Account Balances Sorted By Date (20.200.04)

Cash Account Name
Name of the cash account whose receipt and disbursement totals, and ending balance you are reviewing (the account you selected in Daily Cash Balances (20.200.00)).

Period Number
Fiscal period and year in which the transaction batch you are reviewing is or is to be posted in both the Cash Manager and General Ledger module records. Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in GL Setup (01.950.00).

Transaction Date
Date when the transaction activity (receipts and disbursements) occurred.

Receipts
Total amount of all receipts for the account on the date specified at Transaction Date.

Disbursements
Total amount of all disbursements against the account on the date specified at Transaction Date.
Closing Balance
Day-ending balance of the account (total receipts minus total disbursements) on the date specified at Transaction Date.

Detail (button)
Accesses Cash Account Balance Detail (20.200.02), which is a subscreen of Daily Cash Balances (20.200.00), used to view the individual transactions that make up a cash account’s receipt and disbursement totals on a given date.

Close (button)
Closes the screen and returns Daily Cash Balances (20.200.00) to the display.
Bank Reconciliation (20.210.00)

Use to compare and reconcile checks, electronic payments, and deposits that have been cleared by the bank with the original amounts of these documents, as this information is recorded. In Bank Reconciliation (20.210.00) you can adjust a cash account’s current bank statement balance for outstanding deposits, checks and electronic payments and compare this adjusted balance to the book cash balance. You can then reconcile checks, electronic payments, or deposits and make any necessary adjusting entries. Once these operations are completed for a cash account, its balance and detail line totals reflect the changes or additions made. For information on how to reconcile your bank account, see “Reconciling Bank Statements” on page 21.

**Figure 18: Bank Reconciliation (20.210.00)**

**Document Area**

Use the Document area to specify the accounts to reconcile.

**Company ID**

Identification code of the company.

**Cash Account**

Cash account for which you are performing the reconciliation. The account you enter here must be set up in the General Ledger module’s Chart of Accounts Maintenance (01.260.00).

**Cash Subaccount**

Cash subaccount for which you are performing the reconciliation. The subaccount you enter here must be set up in the Shared Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and the General Ledger module’s Subaccount Maintenance (01.270.00).

**Load Detail Area**

Use the Load Detail area to specify the cash account information the software should “load” (display) in the detail lines of Bank Reconciliation (20.210.00) when Reconcile Deposits or Reconcile Checks is clicked. For each cash account, this information can include outstanding check, electronic payment, and deposit information only, cleared check, electronic payment, and deposit information only, or both outstanding and cleared check, electronic payment, and deposit information.
Outstanding
Specifies that the software should load the information of the cash account’s *outstanding* checks, electronic payments, and deposits only. This is the default option.

Cleared
Specifies that the software should load the information of the cash account’s *cleared* checks, electronic payments, and deposits only.

Both
Specifies that the software should load the information of *both* the cleared and outstanding checks, electronic payments, and deposits for the cash account.

Adjusting Entries Area
Use the Adjusting Entries area to select transactions or transfers.

Cash Account Transactions (button)
Click to select *Cash Account Transactions* (20.010.00).

Cash Account Transfers (button)
Click to select *Cash Account Transfers* (20.020.00).

Detail Area
Use the Detail section to review bank statement information.

Reconciled (check box)
Select the check box to indicate this statement is reconciled. It can only be selected if CA Out of Balance is equal to zero.

Statement Date
Date the bank used to record the account’s closing balance for the statement period, as reported on the bank statement.

Reconciliation Date
Cutoff date used when reconciling the account’s activity for the statement period. Any account activity entered after this date is excluded automatically from the current reconciliation process.

Statement Balance
Current balance of the account, as maintained by the bank.

Plus: Deposits In Transit
Total amount of the cash account’s deposits that are currently in transit.

Less: Outstanding Checks
Total amount of the cash account’s checks, electronic payments, or disbursements that are currently outstanding.

Adjusted Balance
Cash account’s current adjusted cash balance. The software automatically calculates this balance as follows:

\[
\text{Bank Statement Balance} + \text{Dep In Transit} - (\text{O/S Checks and O/S Electronic Payments}) = \text{Adjusted Balance}
\]
CA Balance
Account’s current cash balance as of the reconciliation date. The software automatically calculates this balance as follows:

\[
\text{Prior bank reconciliation’s (Bank Statement Balance + Dep In Transit} - (O/S \text{ Checks and O/S Electronic Payments}) + \text{Current bank reconciliation’s (Receipts – Disbursements)} = \text{CA Balance}
\]

CA Out Of Balance
Difference between the cash account’s adjusted balance and its cash balance, as calculated by the software.

GL Period
The accounting period the software uses to determine which of the cash account’s General Ledger balances it should retrieve for reconciliation with the account’s bank statement balance.

GL Balance
Account’s current cash balance for the specified General Ledger period, as calculated by the software.

GL Out Of Balance
Difference between the cash account’s adjusted balance and its General Ledger balance, as calculated by the software.

Reconcile Deposits (button)
Accesses Reconcile Deposits (20.210.03), which is subscreen of Bank Reconciliation (20.210.00), used to quickly clear one or more of the cash account’s outstanding deposits.

Reconcile Checks (button)
Accesses Reconcile Checks (20.210.01), which is a subscreen of Bank Reconciliation (20.210.00), used to quickly clear the information of one or more of the account’s outstanding checks, electronic payments, and disbursements.
Reconcile Checks (20.210.01)

Use to quickly clear outstanding checks, electronic payments, and disbursements. You can clear checks/electronic payments a line at a time, or you can clear a range of check/electronic payment lines using the Clear Range button, which accesses Select Checks to be Reconciled (20.210.02). You can also clear a range of checks/electronic payments by highlighting the detail lines of the checks/electronic payments to clear and using the Copy and Paste functions under the Edit menu.

If you select Provide Reconcilement Amount in CA Setup (20.950.00), the software automatically enters the check amount as the cleared amount in this screen. If you do not select Provide Reconcilement Amount, you must enter the cleared amount of each check/electronic payment. The software displays a warning message if the check amount is different from the cleared amount entered.

Figure 19: Reconcile Checks (20.210.01)

Cleared Check
Controls, by check/electronic payment, whether or not the software clears the check/electronic payment when you complete the check reconciliation process (click OK in Reconcile Checks (20.210.01)). Clear options are:

- Checked — Clear the check or electronic payment
- Unchecked — Do not clear the check or electronic payment

Check Number
Lists the numbers of each check, electronic payment, or disbursement available to be cleared.

Cleared Amount
The cleared dollar amount (the amount that clears the bank) of each check or electronic payment available to be cleared. If you select Provide Reconcilement Amount in CA Setup (20.950.00), the software automatically displays the original check amount as the cleared amount. If you do not select Provide Reconcilement Amount, you must enter the cleared amount of each check manually.

Check Amount
Lists the total dollar amount of each check or electronic payment issued.

Clear Date
Date on which each check or electronic payment available to be cleared is considered to have cleared the bank. If you select Provide Reconcilement Amount in CA Setup (20.950.00), the software automatically displays the reconciliation date as the clear date. If you do not select Provide Reconcilement Amount, you must enter the clear date of each check manually. Note that the correct
clear date for all checks/electronic payments is key to performing accurate average days to clear calculations which appear on the *Float Analysis* (20.640.00) report.

**Status**
Status of the check or electronic payment.

**Check Date**
List the date when each check or electronic payment was originally written.

**Vendor ID**
Lists the identification code of the vendor to whom each check or electronic payment is issued.

**Vendor Name**
Lists the name of the vendor to whom each Accounts Payable check or electronic payment is issued. If the transaction is strictly a Cash Manager transaction, *Vendor Name* displays an explanation of the transaction.

**Module**
Two-character abbreviation of the module where each transaction originated: AP (Accounts Payable module), CA (Cash Manager module).

**Entry Type**
Two-character code that identifies the transaction entry type (SC for service charge, etc.) used to enter the transaction. Entry type IDs are defined in *Entry Type Maintenance* (20.260.00).

**Clear Range (button)**
Accesses *Select Checks to be Reconciled* (20.210.02), which is a subscreen of *Reconcile Checks* (20.210.01), used to specify a range of checks or electronic payments to be cleared at the same time.

**Detail (button)**
Displays the transaction entry screen where the batch was originally entered.
Select Checks to be Reconciled (20.210.02)

Use to specify a range of checks/electronic payments to be cleared at the same time. The check numbers you enter here highlight the appropriate range of checks/electronic payments listed in Reconcile Checks (20.210.01). Then, when you click OK in Reconcile Checks (20.210.01), the software automatically clears all checks/electronic payments in the range specified.

![Select Checks to be Reconciled (20.210.02)](image)

Figure 20: Select Checks to be Reconciled (20.210.02)

Starting Check Number

Specifies the first check number in a range of checks/electronic payments the software should clear at the same time. When you complete the check reconciliation process, the software automatically clears the checks/electronic payments associated with the starting and ending check numbers and all checks/electronic payments in between the two.

Ending Check Number

Specifies the last check number in a range of checks/electronic payments that should clear at the same time. When you complete the check reconciliation process, the software automatically clears the checks/electronic payments associated with the starting and ending check numbers and all checks/electronic payments in between the two.
Reconcile Deposits (20.210.03)

Use to quickly clear the information of deposits that are in transit. You can clear deposits a line at a time, or you can clear a range of deposit lines using the Clear Range button, which accesses Select Deposits to be Reconciled (20.210.04). You can also clear a range of deposits by highlighting the detail lines of the deposits to clear and using the Copy and Paste functions under the Edit menu.

If you select Provide Reconciliation Amount in CA Setup (20.950.00), the software automatically enters the deposit amount as the cleared amount in this screen. If you do not select Provide Reconciliation Amount, you must enter the cleared amount of each deposit. A warning message displays if the deposit amount is different from the cleared amount.

Figure 21: Reconcile Deposits (20.210.03)

**Cleared Deposit**

Controls, by deposit, whether or not the deposit clears when you complete the Deposit reconciliation process (click **OK** in Reconcile Deposits (20.210.03)). Clear options are:
- Checked — Clear the deposit
- Unchecked — Do not clear the deposit

**Batch Number**

Lists the unique identifying code of the batch to which the deposit belongs.

**Reference Number**

Lists the reference (deposit ticket) number of each deposit available to be cleared.

**Cleared Amount**

The cleared dollar amount (the amount that clears the bank) of each deposit available to be cleared. If you select Provide Reconciliation Amount in CA Setup (20.950.00), the software automatically displays the original deposit amount as the cleared amount. If you do not select Provide Reconciliation Amount, you must enter the cleared amount of each deposit manually.

**Deposit Amount**

Lists the total dollar amount of each deposit made.
Payee ID
Lists the identification code of each customer from whom an Accounts Receivable deposit has been received.

Payee Name
Lists the name each customer from whom an Accounts Receivable deposit has been received.

Module
Two-character abbreviation of the module where each deposit originated (typically AR for the Accounts Receivable module).

Entry Type
Two-character code that identifies the transaction entry type (TR for transfer, etc.) used to enter the transaction. Entry type IDs are defined in Entry Type Maintenance (20.260.00).

Clear Date
Date on which each deposit available to be cleared is considered to have cleared the bank. If you select Provide Reconciliation Amt in CA Setup (20.950.00), the software automatically displays the reconciliation date as the clear date. If you do not select Provide Reconciliation Amt, you must enter the clear date of each deposit manually. Note that the correct clear date for all deposits is key to performing accurate average days to clear calculations which appear on the Float Analysis (20.640.00) report.

Deposit Date
Lists the date when each deposit was submitted to the bank.

Clear Range (button)
Accesses Select Deposits to be Reconciled (20.210.04), which is a subscreen of Reconcile Checks (20.210.01), used to specify a range of deposits to be cleared at the same time.

Detail (button)
Displays the transaction entry screen where the batch was originally entered.
Select Deposits to be Reconciled (20.210.04)

Use to specify a range of deposits in transit to be cleared at the same time. The deposit numbers you enter here highlights the appropriate range of deposits listed in Reconcile Deposits (20.210.03). Then, when you click OK in Reconcile Deposits (20.210.03), the software automatically clears all deposits in the range of deposits specified.

![Select Deposits to be Reconciled (20.210.04)](image)

Figure 22: Select Deposits to be Reconciled (20.210.04)

Select Deposits based on

Specifies how deposit ranges will be selected when clearing a range of deposits. Options are:

- Reference Number — select a deposit range based on the reference number of the deposits
- Batch Number — select a deposit range based on the batch number of the deposits

Starting Reference “Deposit” Number

Specifies the first deposit number in a range of deposits the software should clear at the same time. When you complete the deposit reconciliation process, the software automatically clears the deposits associated with the starting and ending deposit numbers and all deposits in between the two.

Ending Reference “Deposit” Number

Specifies the last deposit number in a range of deposits the software should clear at the same time. When you complete the deposit reconciliation process, the software automatically clears the deposits associated with the starting and ending deposit numbers and all deposits in between the two.
Maintenance Screens

Cash Account Maintenance (20.250.00)

Use to define the bank accounts (and subaccounts) used by the Cash Manager module. Note that you cannot enter a transaction affecting Cash Manager until you first define the necessary cash accounts (and subaccounts) in this screen. The Accounts Payable, Order Processing, and Accounts Receivable modules all validate the checking accounts (and subaccounts) they use to those defined for the Cash Manager module.

![Cash Account Maintenance (20.250.00) - Contoso, Ltd:Demo](image)

**Figure 23: Cash Account Maintenance (20.250.00)**

**Company ID**

The identification code for the company.

**Bank Account**

The cash account’s General Ledger account number. The account you enter here must be set up in the General ledger module’s Chart of Accounts Maintenance (01.260.00).

**Bank Subaccount**

The cash account’s General Ledger subaccount number. The subaccount you enter here must be set up in the Shared Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and the General Ledger module’s Subaccount Maintenance (01.270.00).

**Current Balance**

Current balance of the account, as maintained by the software (but not the bank account balance).
**Currency ID**
The identification code of the currency (U.S. dollars, Canadian dollars, etc.) used to maintain the cash account’s monetary balance. **Currency ID** appears if the Currency Manager module has been activated.

**Cash Account Name**
Identifies the name of the cash account associated with the account (and subaccount) number.

**Bank Account Number**
 Specifies the bank-assigned account number (the bank’s number for the account).

**Transit Number**
The bank’s routing number. The banking system uses the routing number to identify the bank and the Federal Banking district to which it belongs.

**Address ID**
Unique identifying code that associates the cash account with a specific bank name and address (the bank maintaining the cash account). The bank address ID you enter here must be defined in the Shared Information module’s Address Maintenance (21.250.00). Note, however, that you can enter the address information of a new bank “on the fly” here using the Quick Maintenance feature (see the System Manager Help or user’s guide).

**Name**
Bank name associated with the bank address ID.

**Last Recon Date**
Date when the cash account’s activity was last reconciled with the cash account activity as recorded on the bank statement.

**Last Recon Balance**
Account’s balance as of the last time the account’s activity was reconciled with the activity for the account, as recorded on the bank statement.

**Account Status**
Specifies whether or not the cash account is active. Active options are:
- Active — The account is active.
- Inactive — The account is not active.
Note that you cannot enter transactions for inactive cash accounts.

**Accept Updates from GL Transactions**
Allows cash account updates from GL Transactions to update the Cash Account balance. The **Update Cash Accounts used in GL Transactions** option must also be checked on the CA Setup (20.950.00).
Entry Type Maintenance (20.260.00)

Use to define the types of cash transactions that can be entered in the Cash Manager module: SC (service charges), CK (checks), PA (AR deposits), etc. For each entry type, you must define its information before you can enter Cash Manager transactions that use the entry type. However, note that you can use the Quick Maintenance feature to define an entry type “on the fly” when performing a possible values lookup at an Entry Type field.

![Entry Type Maintenance (20.260.00)](image)

**Figure 24: Entry Type Maintenance (20.260.00)**

**Entry Type**

Two-character code you assign to a transaction entry type: SC for service charge, etc. The entry type ID can be alphanumeric code.

The Cash Manager module comes with eight predefined transaction entry types that are permanently recorded in the system (cannot be deleted). The first four entry types are:

- CK — Used for Accounts Payable checks and electronic payments.
- PA — Used for Accounts Receivable payments.
- UC — Used to identify Accounts Payable checks that are unused.
- ZZ — Used to identify Cash Manager offsetting entries.

Four of the eight types are needed only if you do not have the accounting modules corresponding to specific transactions but would like to enter outstanding items for reconcilement. Transactions using these types do not generate transactions for the General Ledger. The four transactions entry types are:

- OA — Used for entering outstanding Accounts Payable checks and electronic payments.
- OP — Used for entering outstanding Payroll checks.
- OD — Used for entering outstanding deposits.
- OM — Used for entering outstanding miscellaneous cash transactions.

**Note:** The TR (transfer) entry type is reserved exclusively for use in Cash Account Transfers (20.020.00). Because of the TR entry type’s special meaning, you cannot define this entry type in Entry Type Maintenance (20.260.00). CO and CE entry types are reserved for use by Cash Account Transactions (20.010.00) for Consolidation Batches.

**Description**

Explanation of the entry type ID.
Default Account
Specifies the default offset account to be updated for transactions of this entry type entered in Cash Account Transactions (20.010.00). The account you enter here must be set up in the General Ledger module’s Chart of Accounts Maintenance (01.260.00). Note that you can override a default offset account when entering transactions in Cash Account Transactions (20.010.00).

Default Subaccount
Specifies the optional default offset subaccount to be updated for transactions of this entry type entered in Cash Account Transactions (20.010.00). The subaccount you enter here must be set up in the Shared Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and the General Ledger module’s Subaccount Maintenance (01.270.00). Note that you can override a default offset subaccount when entering transactions in the Cash Account Transactions (20.010.00).

Receipt/Disbursement
Identifies the entry type as either a receipt or a disbursement entry type.

Entry Type Status
Identifies the active status of the entry type.

Calculate Average Days to Clear
Specifies whether or not the software should include the transaction type in the average days to clear calculations it performs after bank reconciliations when it generates the Float Analysis (20.640.00) report. Average days options are:
- Checked — Include the entry type in average days to clear calculations.
- Unchecked — Do not include the entry type in average days to clear calculations.

Update Accounts Receivable
Controls whether or not the software creates unapplied deposits in Accounts Receivable records. The Cash Manager module allows you to book cash receipts in Cash Manager records first (in order to keep your cash balance current) before passing these deposits on to the Accounts Receivable module for application. Selecting Update AR helps the software identify and properly manage those types of transactions. Update options are:
- Checked — Create unapplied deposit batches in Accounts Receivable records (book cash receipts to Cash Manager records before passing them on to the Accounts Receivable module).
- Unchecked — Do not create unapplied deposits in Accounts Receivable records.
Recurring Item Maintenance (20.270.00)

Use to define the information for transactions that occur regularly for a fixed amount each time they occur: monthly rent payments, quarterly service fees, etc. Once created, a recurring item is saved in the database and processed automatically whenever you use Generate Recurring Transactions (20.500.00). Generating regular items (transactions) from recurring items causes the software to update the cash information maintained by both the Cash Manager and General Ledger modules for the amount of the regular items.

For each recurring item, the values at Frequency, Cycle, and Number of Cycles control the frequency of generation (every month, every quarter, etc.) and the life of the recurring item (the number of times it generates a regular cash item). After you have generated a recurring item for its specified number of cycles, the software deletes the recurring item from the database.

Document Area

Use the Document area to identify the type of item on which to perform maintenance.

**Company ID**

Identification code of the company.

**Recurring ID**

Unique identifying code assigned to the recurring item (transaction). The recurring item ID can be any alphanumeric code (for example, an abbreviated version of the recurring transaction description or a letter-number combination).

**Bank Account**

Specifies the bank account to which regular transactions generated from the recurring item (transaction) should be posted. The account you enter here must be set up in the General Ledger.
module’s *Chart of Accounts Maintenance* (01.260.00) and entered in *Cash Account Maintenance* (20.250.00).

**Bank Subaccount**

Specifies the subaccount to which regular transactions generated from the recurring item (transaction) should be posted. The subaccount you enter here must be set up in the Shared Information module’s *Flexkey Definition* (21.320.00) and *Flexkey Table Maintenance* (21.330.00), and the General Ledger module’s *Subaccount Maintenance* (01.270.00). It must also be entered in the *Cash Account Maintenance* (20.250.00).

**Next Generation Date**

Shows the next date when the software should generate a regular transaction from the recurring item (transaction). For a new recurring item, the default next generation date is either the current date or the 28th day of the month, whichever comes first. After the first regular transaction has been generated, the software automatically increments the next generation date to the date when the next regular transaction should be generated. The software increments the next generation date by month rather than day to account for the different number of days in a month.

**Frequency**

Specifies how often the software should generate a regular transaction from the recurring item (transaction). Frequency options are: *Bi-weekly, Monthly, Semi-monthly, Weekly.*

**Cycle**

Specifies the number of months between generations of regular transactions from the recurring item (transaction). For example, 01 means that the software generates the regular transaction every month, 03 means the software generates it every quarter, etc. The maximum cycle allowed is 99. Note that cycle is available only if the value at Frequency is *Monthly.*

**Number of Cycles**

Number of times the software should generate a regular transaction from the recurring item (transaction). For example, 04 means the software should generate a regular transaction four times. Each time you generate a regular transaction, using *Generate Recurring Transactions* (20.500.00), the software reduces the value displayed here by one. The maximum number of cycles allowed is 99.

**Amount**

Total dollar amount of the transaction detail line (the amount that updates the detail line’s associated account/subaccount).

**Total**

Running total of all transaction detail lines entered for the recurring item (transaction). As you enter detail lines, the value at Total increments by the detail line amounts entered.

**Detail Area**

Use the Detail area to review recurring item information.

**Company ID**

Identification code for the company.

**Entry Type**

Two-character code that identifies the recurring item’s (transaction’s) transaction entry type (SC for service charge, etc.). The software enters this entry type automatically for each regular transaction generated from the recurring item. The entry type ID you enter here must be set up in *Entry Type Maintenance* (20.260.00).
Account
Account to be updated by the amount of the transaction detail line when a regular transaction is generated from the recurring item (transaction). A default account is typically defined for each entry type in Entry Type Maintenance (20.260.00). The account you enter here must be set up in the General Ledger module’s Chart of Accounts Maintenance (01.260.00).

Subaccount
Optional subaccount to be updated by the amount of the transaction detail line when a regular transaction is generated from the recurring item (transaction). A default subaccount is typically defined for each entry type in Entry Type Maintenance (20.260.00). The subaccount you enter here must be set up in the Shared Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and the General Ledger module’s Subaccount Maintenance (01.270.00).

Reference Number
Identifying code assigned to the transaction detail line that distinguishes it from all other detail lines in the database. You can use reference numbers to link transaction detail lines to source documents such as purchase orders, checks, invoices, etc. Reference number identification of transaction detail lines is useful for reporting purposes.

Description
Description is an explanation of the transaction detail line. Detail line descriptions appear on many reports. Note that if the detail line is associated with a vendor or customer, the vendor or customer name also appears here.

Amount
Total of the next regular transaction created from the recurring item (transaction). Note that the document amount and the total of all transaction detail lines must be equal before you can generate a regular transaction from the recurring item.

Debit/Credit
Specifies whether the amount at Amount is a debit or a credit amount. Whether Debit/Credit displays Debit or Credit depends on the entry type ID entered at Entry Type.
Cash Flow Maintenance (20.280.00)

Use to enter anticipated items: anticipated cash receipts or anticipated cash disbursements. These anticipated items help to project cash flow. Note that you can set up multiple “what if” anticipated item scenarios by assigning a scenario case number to each different anticipated item. Examples of anticipated items are:

- Sale of plant assets
- Refunds from litigation

The Cash Flow Projection (20.650.00) report looks at the date entered for these anticipated items and places them in the proper forecasted period. These items remain on the screen until they are manually deleted or deleted in Delete CA Detail (20.530.00).

**Note:** Item Status should be set to Inactive for completed items. Otherwise, if the Cash Flow Projection (20.650.00) report is printed with Include Overdue Documents selected and an appropriate Case Number entered, the completed items will be included in the Overdue Documents column of the report.

*Figure 26: Cash Flow Maintenance (20.280.00)*

**Case Number**

Unique identifying code assigned to an anticipated item. The software uses case numbers to distinguish between the different “what if” anticipated item scenarios you establish. For example, suppose you establish one scenario assuming 8% interest income rates and another assuming 7% rates. Each scenario would have a different case number.

**Date**

Beginning point for calculating the effects of the anticipated item scenario on cash flow (for example, 08/01/98 might specify that the software should use August 1 as the beginning point for calculating 7% interest income rates on available cash).

**Description**

Explanation of the anticipated item ID entered at Case Number.
**Company ID**
Identification code of the company.

**Bank Account**
Specifies the bank account associated with the anticipated item (the account that would be affected if the anticipated item’s scenario became a reality). The account you enter here must be set up in the General Ledger module’s *Chart of Accounts Maintenance (01.260.00)*.

**Bank Subaccount**
Specifies the subaccount associated with the anticipated item (the subaccount that would be affected if the anticipated item’s scenario became a reality). The subaccount you enter here must be set up in the Shared Information module’s *Flexkey Definition (21.320.00)* and *Flexkey Table Maintenance (21.330.00)*, and the General Ledger module’s *Subaccount Maintenance (01.270.00)*.

**Anticipated Receipt**
Anticipated item’s receipt amount (if the item is a receipt item).

**Anticipated Disbursement**
Anticipated item’s disbursement amount (if the item is a disbursement item).

**Item Status**
Specifies whether or not the anticipated item is currently available for use. Active options are:
- **Active** — The software can use the anticipated item to calculate the effects of its parameters on possible cash flow.
- **Inactive** — The software cannot use the anticipate item to calculate possible cash flow (the item is unavailable).
Release CA Batches (20.400.00)

Use to release all balanced, unposted Cash Manager transaction batches for posting to General Ledger accounts. A transaction batch must have a balanced status before it can be released for posting. Transactions are posted in the General Ledger module’s Post Transactions (01.520.00). In addition to releasing batches for posting, the Release Cash Manager Batches process also updates the Cash Manager module cash balance and transfers unapplied cash receipts to the Accounts Receivable module.

**Note:** If Automatic Financial Transaction Transfer is selected on the PC Options and Setup tab of Project Controller Setup (PA.SET.00), project-related cash account transactions posted to the General Ledger will be processed automatically by Financial Transaction Transfer (PA.TRN.00). If the option is not selected, the project-related cash transactions will be processed when Financial Transaction Transfer (PA.TRN.00) is run for the General Ledger module.

![Release CA Batches (20.400.00)](image)

**Figure 27: Release CA Batches (20.400.00)**

If you select Automatic Batch Reports in GL Setup (01.950.00), Release CA Batches (20.400.00) generates a batch control report of all batches released during processing.

Use the Select Company area to specify which company batches will be released.

**Specific**
Specifies a specific company.

**All**
Selects all available companies.

**Company ID (Select Company)**
Identification number of the company.
Selected
 Specifies by batch whether or not a balanced, unposted transaction batch should be released for posting to the General Ledger. Batch release options are:

- Checked — Release the batch for posting. This is the default option.
- Unchecked — Do not release the batch for posting.

Batch Number
 Specifies by batch the unique identifying code of each batch that can potentially be released for posting.

Company ID (Detail)
 Identification number of the company.

Screen Number
 Specifies by batch the Cash Manager module screen used to enter the batch into the software; for example, 20010 specifies Cash Account Transactions (20.010.00).

Status
 Indicates by batch the current condition of each batch in the system:

- On Hold — Not to be released.
- Balanced — Ready to be released.
- Partially Released — Could not be released due to an out-of-balance condition or some other problem.
- Partially Voided — Void was interrupted and must be completed.

Journal Type
 Specifies by batch the identifying code of each batch’s book of original entry (for example, CA specifies the Cash Manager journal). The software uses journal types to group batches together for more efficient General Ledger reporting.

Batch Control
 Specifies by batch the total amount of all transactions in each batch.

Select All (button)
 Selects all unposted batches for release for posting. When you want to release all unposted transactions, the Select All button is a quick way to select every possible batch.

Clear Selections (button)
 Deselects all batches (prevents all unposted batches from being released for posting). This helps ensure that any batches not to be released are not accidentally selected and released. After clicking the Clear Selections button, you can use Selected to specify only those batches you definitely want to release.

Begin Processing (button)
 Starts the release for posting process.
Clear Check/Deposit Data Import (20.420.00)

Use to import delimited, ASCII files of cleared checks, electronic payments, and deposit data provided by a financial institution. An **Import Setup ID** is a required field and is defined on **Clear Check/Deposit Import Setup** (20.970.00).

![Clear Check/Deposit Data Import (20.420.00)](image)

**Figure 28: Clear Check/Deposit Data Import (20.420.00)**

Use the File Import Settings area to display the settings for the selected import setup ID for importing files.

**Setup ID**
Identifier of an import file mapping created on **Clear Check/Deposit Import Setup** (20.970.00).

**Company ID**
Identification number of the company.

**Bank Account**
Specifies the bank account associated with this import setup record; must be defined on **Cash Account Maintenance** (20.250.00).

**Bank Subaccount**
Specifies the bank subaccount associated with this import setup record; must be defined with the Bank Account on **Cash Account Maintenance** (20.250.00).

**Check/Deposit Indicator Field**
Specifies the field in each record of the bank-provided cleared check/deposit data file that contains a code to determine whether the record is a check, an electronic payment, or a deposit. For example, your bank indicates that field 3 of each record within the file contains a code to determine whether the record is a check, electronic payment, or deposit.
Check Indicator
Indicates the code the bank uses to identify a record in the bank-provided cleared check/deposit data file as a check. For example, your bank specifies that a check record will have a “C” in field 3 of each record within the file.

Deposit Indicator
Indicates the code the bank uses to identify a record in the bank-provided cleared check/deposit data file as a deposit. For example, your bank specifies that a deposit record will have a “D” in field 3 of each record within the file.

Check/Deposit Number Field
Specifies what field in a record in the bank-provided cleared check/deposit data file that contains the check/deposit number.

Check Deposit Amount Field
Specifies what field in a record in the bank-provided cleared check/deposit data file that contains the check, electronic payment or deposit amount.

Assume Decimal Places
When checked, specifies the amount fields will have a decimal point inserted into them.

Number of Decimal Places
Specifies where to insert the decimal point when “Assume Decimal Places” is checked.

Clear Date Field
Specifies what field on a record in the bank-provided cleared check/deposit data file that contains the clear date.

Starting Line Number
Specifies what record in the bank-provided cleared check/deposit data file holds the first data record. This setting is useful if the first few lines of the file are not records that hold cleared check, electronic payment, or deposit data.

Stop Importing After # Errors
Specifies how many import data errors the import process can encounter before it will stop; zero means it will stop when one error is encountered.

Field Delimiter
Specifies what character is used to separate the fields in the records in the bank-provided cleared check/deposit data file.

Import File Name
Holds the fully qualified path and file name of the bank-provided cleared check/deposit data file.

Import Reference
Specifies a unique reference that can be used to later identify all data that was imported from the supplied file.

Log Errors Only
When checked, specifies that only errors will be written to the process log file. If unchecked, all process messages will be written to the log file.
Begin Processing (button)
Starts the file import process.
Clear Checks/Deposits (20.440.00)

Use to clear checks, electronic payments, and deposits from the imported clear check, electronic payment, or deposit data provided by a bank.

**Figure 29: Clear Checks/Deposits (20.440.00)**

**Document Area**

Use the Document area to enter company and cash account information.

**Company ID**

Identification number of the company.

**Bank Account**

Specifies the bank account associated with this cash account; must be defined on Cash Account Maintenance (20.250.00).

**Bank Subaccount**

Specifies the bank subaccount associated with this cash account; must be defined with the Bank Account on Cash Account Maintenance (20.250.00).

**Log Errors Only**

When checked, specifies that only errors will be written to the process log file. If unchecked, all process messages will be written to the log file.

**Preview Results**

Performs a system search for transaction matches and returns the results to the grid but does NOT make any updates to the database.
Commit Results
Updates the matches of imported transactions as cleared within the database. Note that although this button can be used without previewing the matched results first, it is not recommended.

Detail Area
Use the Detail area to review check, electronic payment, and deposit information.

Selected
Indicates that this item should be processed when the Preview Results or Commit Results button is clicked.

Check/Deposit Indicator
Indicates whether the item in this grid row is a check, electronic payment, deposit, or unknown. This item was imported from the clear check, electronic payment, or deposit data file from the bank.

Check/Deposit Number
Indicates the check, electronic payment, or deposit number of the item in this grid row. This item was imported from the clear check, electronic payment, or deposit data file from the bank.

Check/Deposit Amount
Indicates the check, electronic payment, or deposit amount of the item in this grid row. This item was imported from the clear check/deposit data file from the bank.

Date Cleared
Indicates the date the check, electronic payment or deposit was cleared by the bank. This item was imported from the clear check/deposit data file from the bank.

Import Reference
Import Reference that was used when the data was imported using Clear Check/Deposit Data Import (20.420.00).

Matching Module
Indicates the module the matching transaction was found in for this item; field is populated only by the Preview Results button or the results returned from Find Match (20.440.01).

Matching Reference Number
Indicates the reference number of the matching transaction for this item; field is populated only by the Preview Results button or the results returned from Find Match (20.440.01).

Matching Amount
Indicates the amount of the matching transaction for this item; field is populated only by the Preview Results button or the results returned from Find Match (20.440.01).

Matching Transaction Date
Indicates the transaction date of the matching transaction for this item; field is populated only by the Preview Results button or the results returned from Find Match (20.440.01).

Matching Description
Indicates the description from the matching transaction for this item; field is populated only by the Preview Results button or the results returned from Find Match (20.440.01).
Select All (button)
Use this button to “check” the Selected check box for all items within the grid.

Clear All (button)
Use this button to “uncheck” the Selected check box for all items within the grid.

Create Transaction (button)
Enter a new batch from Cash Account Transactions (20.010.00).

Remove Match (button)
Use this button to remove the matching transaction information from the selected row in the grid.

Find Match (button)
Use this button to open Find Match (20.440.01), to find the matching transaction for the selected row in the grid.
Find Match (20.440.01)

This subscreen of Clear Checks/Deposits (20.440.00) is used to help find transaction matches that the Preview Results button process was unable to determine or correct matches that it made before they are committed to the database.

![Find Match (20.440.01) Subscreen]

**Company ID**
Identification number of the company.

**Bank Account**
Specifies the bank account associated with this cash account; must be defined on Cash Account Maintenance (20.250.00).

**Bank Subaccount**
Specifies the bank subaccount associated with this cash account; must be defined with the Bank Account on Cash Account Maintenance (20.250.00).
Indicator
Indicates whether the selected item in the grid row on Clear Checks/Deposits (20.440.00) is a check, electronic payment, deposit, or unknown. This item was imported from the clear check/deposit data file from the bank.

Number
Indicates the selected check, electronic payment, or deposit number of the item in the grid row on Clear Checks/Deposits (20.440.00). This item was imported from the clear check/deposit data file from the bank.

Amount
Indicates the selected check, electronic payment, or deposit amount of the item in the grid row on Clear Checks/Deposits (20.440.00). This item was imported from the clear check/deposit data file from the bank.

Module
Used to restrict what module (AP, AR, CA, PR) to search for a transaction match.

Beginning Document Date
Used to restrict the oldest transaction date to be used to find a transaction match. This date can be used with the Ending Document Date field to establish a transaction date range.

Ending Document Date
Used to restrict the most current transaction date to be used to find a transaction match. This date can be used with the Beginning Document Date field to establish a transaction date range.

Check/Deposit Indicator
Used to restrict what type (check, electronic payment, or deposit) of transaction to look for.

Check/Deposit Number (Selection Criteria)
Used to restrict the transaction search to items with a specific reference number.

Check/Deposit Amount (Selection Criteria)
Used to restrict the transaction search to items with this specific transaction amount.

Find Transactions (button)
Use to start the transaction search process using all of the entered Optional Selection Criteria. All results from the search will be displayed in the grid.

Module
Indicates the module where the matched transaction was found.

Check/Deposit Number (Detail)
Indicates the check, electronic payment, or deposit number of the matched transaction.

Check/Deposit Amount (Detail)
Indicates the transaction amount of the matched transaction.

Transaction Date
Indicates the transaction date of the matched transaction.
Description
Indicates the transaction description of the matched transaction.

Accept (button)
Moves the contents of the selected item in the grid to the “matching” information fields for the select item in the grid on Clear Checks/Deposits (20.440.00).

Cancel (button)
Closes the screen and returns to Clear Checks/Deposits (20.440.00).
Generate Recurring Transactions (20.500.00)

Use to produce regular items (transactions) from recurring items you enter on Recurring Item Maintenance (20.270.00).

A recurring transaction is an item (transaction) that occurs regularly for a fixed amount each time. Typical uses of recurring items include monthly rent payments and quarterly service fees. Once you create a recurring item the software saves its information in the database and processes a regular transaction item from the recurring item whenever you use this screen. Generating recurring transactions creates an unreleased transaction batch that must be released for posting. Release batches for posting on Release CA Batches (20.400.00).

For each recurring item, the values at Frequency, Cycle, and Number of Cycles in Recurring Item Maintenance (20.270.00) control the frequency of generation (every month, every quarter, etc.) and the life of the recurring item (the number of times it generates a regular cash item). After you have generated a recurring item for its specified number of cycles, the software deletes the recurring item from the database.

Company ID
Identification code for the company.

Generation Date
Date when the software should next generate regular transactions from recurring items (transactions). When you complete the Generate Recurring Transactions process, the software creates regular transactions from recurring items with next generation dates prior or equal to the generation date entered here. The default date is the current date.

For each regular transaction generated, the software automatically updates the value at Next Generation Date in Recurring Item Maintenance (20.270.00) to the next applicable month based on the values entered at Frequency and Cycle. If the recurring item’s new next generation date is still prior or equal to the generation date shown in Generate Recurring Transactions (20.500.00), the software processes the recurring transactions again. This updates any recurring transaction records that have fallen behind because you have not generated recurring transactions as often as you originally scheduled.

Period to Post
Specifies the Cash Manager and General Ledger fiscal period and year to which the regular transactions generated from recurring items (transactions) should be posted. For example, 08-1998 posts regular transactions to the eighth period of fiscal year 1998. The default is the current fiscal
period-year. The period to post must belong to a valid fiscal period as specified in GL Setup (01.950.00). It applies to the entire batch.

Note: You can verify the current fiscal period by viewing the Detail General Ledger (01.620.00) report.

Auto Release Batch When Generated
Controls whether or not the software automatically releases for posting regular transactions created from recurring items (transactions). The default option is selected (release regular transactions automatically) for all recurring items. Note that you can use Cash Account Transactions (20.010.00) to review and edit all regular transactions not automatically released for posting.

Begin Processing (button)
Starts the transaction generation process.
Generate Consolidation File (20.510.00)

Use to produce a file that consolidates (summarizes) the cash account activity occurring in the database for a specific period of time. This “consolidation” file is later used to transfer cash account activity of its originating database into another database. The process of transferring summarized cash account activity from one database to another is called consolidation.

Consolidation is typically performed by multi-subsidiary (divisions, etc.) companies in which each subsidiary maintains its own financial records in a separate database. At designated time intervals, each subsidiary produces a “consolidation” file of its cash account activity. The parent company then “reads” (transfers) the consolidated records of all subsidiaries into the corporate-level database to update its cash account activity and, thus, provide a consolidated corporate-wide picture of current cash status.

When you generate a consolidation file, the software creates one transaction per bank account, per transaction date. Each transaction’s consolidation account (the account into which it should be placed in the corporate-level database) is determined by the account number entered at Consol Account in the General Ledger module’s Chart of Accounts Maintenance (01.260.00). Each transaction’s consolidation subaccount is determined by the subaccount number entered at Consol Subaccount in Subaccount Maintenance (01.270.00).

Consolidation accounts (and subaccounts) allow subsidiary databases to have different account (and subaccount) numbers than the corporate database, yet still record financial data accurately. Note that the parent company cannot process consolidated cash transactions from its subsidiaries until the consolidated account (and subaccount) is defined in Cash Account Maintenance (20.250.00) of the parent company’s Cash Manager module.

Also note that consolidated cash account transactions do not have any effect on General Ledger records. This is done strictly so the Cash Manager module is always able to have a current picture of its consolidated cash position. You can complete the Generate Consolidation as often as is necessary to help the corporate database maintain an up-to-the-minute picture your company’s current cash position.

Each consolidation transaction is comprised of the following:

- Bank account number.
- Bank subaccount number.
- Transaction date in the format MMDDYYYY.
- Transaction description, amount, and designation: DR (debit), CR (credit).

The consolidation file is a standard ASCII file that uses this format:
• Single quotation marks delimiting each data item.
• A blank space separating each data item from the next one.
• Sets of double quotation marks designating the end of each line.
• The “at” sign (@) marking the end of a file.

After the software has generated the consolidation file, it can be read into the consolidation database using Read Consolidation File (20.520.00).

Use the select company area to specify the company to use for file consolidation.

**Specific**

Identifies a specific company.

**All**

Selects all available companies.

**Company ID**

Identification code for the company.

**Name of File to Generate**

Specifies the name of the consolidation file. The file name is actually comprised of a fully qualified path (including disk drive location) and file name. The software automatically displays a default consolidation file name showing the fully qualified path and using the name format IIIIPPYY.999.

- IIII represents the subsidiary company ID, entered at Company ID in GL Setup (01.950.00).
- PP represents the fiscal period.
- YY represents the fiscal year.
- 999 represents the last three digits of the database access number in use during file creation.

**Browse**

**Browse** accesses Consolidation File to Generate, which is a subscreen of Generate Consolidation File (20.510.00), used to control the default fully qualified path and file name of the consolidation file being generated.

**Begin Processing (button)**

Starts the generate consolidation file process. The time it takes to generate a consolidation file varies, depending on the number of accounts in the database.
Read Consolidation File (20.520.00)

Use to “read” (transfer) the contents of a cash account consolidation file into a database. A consolidation file contains a series of transactions that summarizes (consolidates) the cash activity occurring in a database for a specific period of time. This consolidation file is later used to transfer the cash account activity of its originating database into another database, using Read Consolidation File (20.520.00).

Consolidation is typically performed by multi-subsidiary (divisions, etc.) companies in which each subsidiary maintains its own financial records in a separate database. At designated time intervals, each subsidiary produces a “consolidation” file of its cash account activity. The parent company then “reads” (transfers) the consolidated records of all subsidiaries into the corporate-level database to update its cash account activity and, thus, provide a consolidated corporate-wide picture of current cash status.

Use the select company area to specify the company to use for file consolidation.

**Specific**
Identifies a specific company.

**All**
Selects all available companies.

**Company ID**
Identification code for the company.
Name of File to be Read

Specifies the name of the consolidation file to read into the database. The file “name” is actually comprised of a fully qualified path (including disk drive location) and file name. When entering the consolidation file name, use the file name format IIIIPYY.999 in which:

- IIII represents the subsidiary company ID, entered at Company ID in GL Setup (01.950.00).
- PP represents the fiscal period.
- YY represents the fiscal year.
- 999 represents the last three digits of the database access number in use during file creation.

Browse

Browse accesses Consolidation File to Read, which is subscreen of Read Consolidation File (20.520.00), used to select the default fully qualified path and file name of the consolidation file to be read.

Begin Processing (button)

Starts the read consolidation file process. The time it takes to read a consolidation file varies, depending on the number of accounts in the database. If you interrupt the reading process prior to completion, the software does not create a consolidation transaction batch.

The software automatically assigns a batch number to each new consolidation batch created. You can use the batch number to review or edit the consolidation batch prior to posting it to the General Ledger. The batch may require editing because of certain errors that can occur during processing.

Consolidation errors occur most often when you are using a consolidation file created outside of Microsoft Dynamics SL (you did not use Generate Consolidation File (20.510.00) to create the consolidation file). The error occurs because the transactions in the file are incorrectly formatted (see the discussion on transaction detail and format earlier in this section), and the software will not read such transactions into the database. The process log that is generated at the end of this process lists the batch number and details of any incorrect consolidation transactions. Possible error messages are:

- Invalid Input — The input for a field or fields does not follow the correct data entry format: alphabetic, numeric, alphanumeric.
- Invalid Bank Account — A transaction’s bank account number in the parent-company database is not the same as the one used for the transaction in the subsidiary database.
Delete CA Detail (20.530.00)

Use Delete CA Detail (20.530.00) to remove cash activity details and balances that are no longer required for operations. Cash activity details include transactions entered directly using Cash Account Transactions (20.010.00) and Cash Account Transfers (20.020.00), recurring items that have been generated for their maximum number of cycles, and consolidation file entries. Balances include daily cash account balances and monthly average days to clear information.

To delete obsolete cash activity, first specify in CA Setup (20.950.00) how long the software should retain prior Cash Manager information. This includes the maximum periods prior to the current one for cash account balances and Cash Manager transactions. Then, complete the Delete CA Detail (20.530.00) process. The software deletes all cash account activity and balances from any accounting period that exceeds the maximum retention values specified in CA Setup (20.950.00).

![Delete CA Detail (20.530.00)](Figure 34: Delete CA Detail (20.530.00))

Current CA Fiscal Period

Fiscal period number controls which fiscal period and year should serve as the reference point for Cash Manager detail deletion. For example, suppose the software is to retain Cash Manager balances and transactions for 12 periods prior to the current fiscal period. If 08-1998 is the current fiscal period, the software deletes the activity (transactions, average days to clear, and balances) of period 07-1997—plus any periods prior to this that still have any Cash Manager detail—when you complete the Delete CA Detail (20.530.00) process.

Note: Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in GL Setup (01.950.00). You can verify the current fiscal period by viewing the Detail General Ledger (01.620.00) report.

Delete Detail From

Specifies the fiscal period and year when the software should begin deleting Cash Manager transactions. The software deletes all transaction details from this period and all periods prior to this one that still retain details. The period number here is controlled by the value of Periods to Retain Trans in CA Setup (20.950.00) if the Retention settings are for a longer period of time than the Retention settings on GL Setup (01.950.00). If the General Ledger Retention settings are for a longer period of time than the Cash Manager Retention settings, the General Ledger Retention settings are used.
Delete Balances From
Specifies the fiscal period and year when the software should begin deleting Cash Manager account balances. The software deletes all account balances and bank reconciliation summary records from this period and all periods prior to this one that still retain balances. The period number here is controlled by the value of Periods to Retain Balances in CA Setup (20.950.00) if the Retention settings are for a longer period of time than the Retention settings on GL Setup (01.950.00). If the General Ledger Retention settings are for a longer period of time than the Cash Manager Retention settings, the General Ledger Retention settings are used.

Begin Processing (button)
Starts the Cash Manager detail deletion process.
Setup and Integrity Screens

CA Setup (20.950.00)

Use to adapt the Cash Manager module to the structure of your business. You normally use this screen when you first install the Cash Manager module but seldom after that. Note that you must complete GL Setup (01.950.00) before you can complete CA Setup (20.950.00). Also note that you must complete CA Setup (20.950.00) before you can use other Cash Manager module screens for regular operations.

Figure 35: CA Setup (20.950.00)

Retention Area

Periods to Retain Balances

Controls the maximum number of periods prior to the current one to retain cash account balances. For example, 02 indicates that cash account balances should be retained for two periods prior to the current period. Once an accounting period’s account balances have been retained for a period exceeding the number specified, the account balances for that period can be deleted using Delete CA Detail (20.530.00).

To retain year-to-date cash account balances, enter a number larger than the total number of periods in the fiscal year. Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in GL Setup (01.950.00). For more information, see “Defining Fiscal Periods” in the General Ledger Help or user’s guide.

Note: Database storage requirements increase in proportion to the number of periods that cash account balances are retained. This affects the amount of hard disk free space needed.

Periods in Average Days to Clear

Controls the number of periods of average days to clear information that the software should include when it generates Float Analysis (20.640.00). As you clear checks, electronic payments, and deposits in Bank Reconciliation (20.210.00), information is accumulated for the number of checks, electronic payments, and deposits cleared, number of days to clear, and total amount to clear. This information is summarized by period. When you generate Float Analysis reports, the software uses the value at Periods in Average Days to Clear to determine how many periods to include in the calculations.
**Periods to Retain CA Transactions**

Controls the maximum number of periods prior to the current one to retain Cash Manager transactions. For example, 02 indicates Cash Manager transactions should be retained for two periods prior to the current period. Once an accounting period’s Cash Manager transactions have been retained for a period exceeding the number specified, the Cash Manager transactions for that period can be deleted using *Delete CA Detail* (20.530.00).

To retain year-to-date Cash Manager transactions, enter a number larger than the total number of periods in the fiscal year. Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in General Ledger module’s *GL Setup* (01.950.00). For more information, see “Defining Fiscal Periods” in the General Ledger Help or user’s guide.

**Note:** Database storage requirements increase in proportion to the number of periods Cash Manager transactions are retained. This affects the amount of hard disk free space needed.

**Current Period Number**

Initially, the current period number is the period when you want to initialize the Cash Manager module (enter opening account balances and outstanding checks/electronic payments). This should be the period before the one in which you plan to begin regular Cash Manager module operations. For example, if you plan to begin regular operations in period 09, enter 08 as the current fiscal period.

Do not confuse fiscal period number with month number. For example, if the fiscal year-end for your company is March 31 and April is the first period of the new fiscal year, enter 01 to initialize the Cash Manager module in April. Also, the number of the fiscal year is the calendar year in which the fiscal year begins. For example, if the fiscal year begins August 1, 1998, and runs through July 31, 1997, and you plan to initialize sometime after the end of calendar year 1998 (for example, February, 1997), 1998 is still the fiscal year you should use for initialization.

The current fiscal period number increments by one at each period closing (see “Closing Process (01.560.00)” in the General Ledger Help or user’s guide). After the first period closing, the value at *Current Period Number* is always the number of the current Cash Manager module accounting period. The current fiscal year increments by one at each yearly closing.

**Note:** Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in General Ledger module’s *GL Setup* (01.950.00). For more information, see “Defining Fiscal Periods” in the General Ledger Help or user’s guide.

**Last Batch Number**

Unique numeric code assigned to a transaction batch that distinguishes the batch from all other batches in the database. The software automatically assigns a different batch number to each new transaction batch created. This number increments by one (000242, 000243, etc.) for each new batch created and cannot be changed.

During Cash Manager module setup, use *Last Batch Number* to establish your batch number format. The typical format is 000000, which assigns the lowest possible positive number (000001) to the first transaction batch. However, other batch number formats are possible. For example, 100000 specifies that batch numbering should begin with batch number 100001 (100001, 100002, etc.). After you begin entering batches, *Last Batch Number* displays the number of the transaction batch most recently created.

**Accept Transaction Start Date**

Date used by Cash Manager that specifies when it will start accepting transactions against cash accounts from other modules like AR or AP.

**AR Holding Area**

The account and subaccount you enter here will be credited for entry type PA deposit amounts. PA is the entry type assigned to Accounts Receivable payments. The only entry that uses *AR Holding* is PA.
Account and Subaccount must be the same as the account and subaccount entered for Entry Type of PA on Entry Type Maintenance (20.260.00).

Account
General Ledger account that is updated by the amount of Accounts Receivable payment transaction detail lines (entry type PA). The account you enter here must be set up in the General Ledger module’s Chart of Accounts Maintenance (01.260.00).

Subaccount
Optional subaccount that is updated by the amount of Accounts Receivable payment transaction detail lines (entry type PA). The subaccount you enter here must be set up in the Shared Information module’s Flexkey Definition (21.320.00) and Flexkey Table Maintenance (21.330.00), and the General Ledger module’s Subaccount Maintenance (01.270.00).

Options Area
Provide Reconciliation Amount
Controls whether or not the software automatically displays original check, electronic payment, and deposit amounts at Cleared Amount in Reconcile Checks (20.210.01) and Reconcile Deposits (20.210.03). If you do not select Provide Reconciliation Amount, you must enter the cleared amount of each check, electronic payment, or deposit manually and you must also manually enter the appropriate clear date at Clear Date in Cash Account Transactions (20.210.00). A warning message appears if the deposit amount is different from the cleared amount.

If it is important for you to verify the accuracy of every cleared amount, do not select Provide Reconciliation Amount. However, if you only occasionally encounter minor problems with bank statement check, electronic payment, and deposit amounts, selecting Provide Reconciliation Amount can save you data entry time during reconciliations.

Show GL Bank Reconciliation Information
Specifies whether or not general ledger bank reconciliation information appears along with other types of bank reconciliation information in various Cash Manager module screens and reports.

Generate GL Detail Transactions
Allow reporting of detail entries to a cash account to be visible in the General Ledger using a one-to-one relationship for the opposite debit/credit amount. This option pertains to cash transactions entered using Cash Account Transactions (20.010.00) or cash transfers entered using Cash Account Transfers (20.020.00).

Update Cash Accounts used in GL Transactions
Allows transactions generated in GL against cash accounts to update the cash account balance. The Accept Updates from GL Transactions must also be checked for each cash account on Cash Account Maintenance (20.250.00).

GL Posting Option Area
GL Posting Option controls how the software posts Cash Manager activity to General Ledger accounts. Note that on General Ledger reports, the standard description for summarized Cash Manager postings is “Summarized by Batch.” If you choose to post activity in summary, make sure you retain all related batch control reports and generate up-to-date transaction lists. This helps you maintain a detailed Cash Manager history for auditing purposes.

Detail
For each batch, include the related details of each transaction making up the batch.

Summary
For each batch, summarize, by account, the transactions in the batch and post only these results.
Bank Reconciliations Area

Bank Reconciliation controls the display of bank reconciliation information.

Show All
Displays all bank reconciliations.

Show Last
Displays the last bank reconciliation.

Quick Print (printer icon)
Click the printer icon to print the CA Setup report. This report shows all information that has been entered into the CA Setup record. This can be used as a record to review CA Setup (20.950.00) options.
Clear Check/Deposit Import Setup (20.970.00)

Use to map the field position of the required data fields in the bank-provided clear check/deposit data file that is imported into Cash Manager.

**Import Setup ID**
Identifier of an import file mapping created on Clear Check/Deposit Import Setup (20.970.00).

**Company ID**
Identification number of the company.

**Bank Account**
Specifies the bank account associated with this import setup record; must be defined on Cash Account Maintenance (20.250.00).

**Bank Subaccount**
Specifies the bank subaccount associated with this import setup record; must be defined with the Bank Account on Cash Account Maintenance (20.250.00).

**Check/Deposit Indicator Field**
Indicates the field in each record in the bank-provided cleared check/deposit data file that contains a code to determine whether the record is a check, electronic payment, or deposit. For example, your bank specifies that field 3 of each record within the file contains a code to determine whether the record is a check, an electronic payment, or a deposit.
Check Indicator
Indicates the code the bank uses to identify a record in the bank-provided cleared check/deposit data file as a check or electronic payment. For example, your bank specifies that a check record will have a “C” in field 3 of each record within the file.

Deposit Indicator
Indicates the code the bank uses to identify a record in the bank-provided cleared check/deposit data file as a deposit. For example, your bank specifies that a deposit record will have a “D” in field 3 of each record within the file.

Check/Deposit Number Field
Specifies what field in a record in the bank-provided cleared check/deposit data file that contains the check/deposit number.

Check/Deposit Amount Field
Specifies what field in a record in the bank-provided cleared check/deposit data file that contains the check, electronic payment or deposit amount.

Assume Decimal Places
When checked, specifies the amount fields will have a decimal point inserted into them.

Number of Decimal Places
Specifies where to insert the decimal point when Assume Decimal Places is checked.

Clear Date Field
Specifies what field on a record in the bank-provided cleared check/deposit data file that contains the clear date.

Starting Line Number
Specifies what record in the in the bank-provided cleared check/deposit data file holds the first data record. This setting is useful if the first few lines of the file are not records that hold cleared check/deposit data.

Stop Importing After # Errors
Specifies how many import data errors the import process can encounter before it will stop. A setting of zero means it will stop when one error is encountered.

Field Delimiter
Specifies what character is used to separate the fields in the records in the bank-provided cleared check/deposit data file.
CA Integrity Check (20.990.00)

Use to check the integrity of cash management totals against the transaction details making up those totals and to rebuild cash management data to correct totals as necessary.

![Image of CA Integrity Check (20.990.00)](image)

**Starting Date**
The starting date associated with the cash account transactions to be checked. The integrity checking process uses this date as the beginning point for verifying and rebuilding Cash Manager data. This entry is required.

**Ending Date**
The ending date associated with the cash account transactions to be checked. The integrity checking process uses this date as the ending point for verifying and rebuilding Cash Manager data. This entry is required.

**Fiscal Year**
Current Fiscal year. This entry is required. Fiscal year information, such as the number of periods in your fiscal year, the calendar year in which your fiscal year begins or ends, and each fiscal period’s ending date, is configured in General Ledger module’s GL Setup (01.950.00). For more information, see “Defining Fiscal Periods” in the General Ledger Help or user’s guide.

**Company ID**
Identification code for the company. This entry is optional.

**Bank Account**
Cash bank account the integrity checking process uses for verifying and rebuilding Cash Manager data. An entry at Bank Account is optional; however, specifying a cash account here reduces integrity checking time but narrowing the amount of data the integrity checking process has to review.
Bank Subaccount
Cash bank subaccount the integrity checking process uses for verifying and rebuilding Cash Manager data. An entry at Bank Subaccount is optional; however, specifying a cash subaccount here reduces integrity checking time but narrowing the amount of data the integrity checking process has to review.

Begin Processing
Starts the Cash Manager integrity checking process.
Reports

Check Register (20.600.00)

The Check Register (20.600.00) report lists the information of all previously processed checks and electronic payments generated by the Accounts Payable module. Checks and electronic payments are listed in ascending check number order. Note the following:

- **JI Tp** specifies whether the check/electronic payment is an Accounts Payable or Cash Manager check/electronic payment.
- **Tn Tp** specifies the check’s check type: MC (mask check), CK (regular check), EP (electronic payment), VC (void check), HC (hand-prepared check), SC (stub check), and ZC (zero check).
- **Payee ID** lists the ID of the vendor to whom the check/electronic payment is issued.
- **Clear Date** specifies the fiscal period (mm/dd/yy) when the check/electronic payment was cleared.

The Check Register (20.600.00) report lists only selected cash account balance information, including the transaction date, beginning balance, receipts, disbursements, and ending balance.

![Check Register (20.600.00) report]

**Figure 38: Check Register (20.600.00) report**

**Beg/End Period**

Specifies the beginning and ending period numbers of a range of accounting periods with Cash Manager activity to report. On the Daily Cash Balance, all transactions are listed from the beginning and ending periods, plus all periods in between the two.
Daily Cash Balance (20.610.00)

Use the *Daily Cash Balance* (20.610.00) report to help manage your cash accounts. You can generate the report in either summary or detail format.

**Report Format**

The report format specifies the type of report to generate. Report format options are:
Summary — Generate the report in an encapsulated format that includes only selected cash account balance information: transaction date, beginning balance, receipts, disbursements, ending balance.

Detail — Generate the report in an in depth format that includes all account summary information plus the transaction-level information that produced the current balance displayed: transaction date, reference number, journal type, transaction description, period posted, etc. Information on this report is available for review or editing in the Accounts Payable and Accounts Receivable modules, as well as the Cash Manager module.

On the detail version, note the following for each cash account:

- **J Tp** identifies the module (Accounts Payable, Accounts Receivable, or Cash Manager for example) where each cash account transaction originated.
- **Tn Tp** specifies each transaction's transaction type (for example, TR for transfer, SC for service charge).
- **Payee ID** lists the ID of vendors to whom checks/electronic payments listed are issued.

**Beg/End Period**

Specifies the beginning and ending period numbers of a range of accounting periods with Cash Manager activity to report. On the Daily Cash Balance, all transactions are listed from the beginning and ending periods, plus all periods in between the two.

**Date Range Entry (20.610.01)**

When you select either the summary or detail format of the Daily Cash Balance (20.610.00) report, Date Range Entry (20.610.01) appears, asking you to enter a date range and optional cash account selection criteria.

![Figure 41: Date Range Entry (20.610.01)](image)

**Starting Date**

Start date of the range used when selecting transactions for the report.

**Ending Date**

End date of the range used when selecting transactions for the report.

**Bank Account**

Optional field that tells the report to only select transactions for this bank account.

**Bank Sub Account**

Optional field that tells the report to only select transactions for this bank subaccount.
Check/Deposit Reconciliation (20.620.00)

The Check/Deposit Reconciliation (20.620.00) report lists, by bank account, all outstanding and cleared checks, electronic payments, and deposits. On the report, checks and electronic payments are listed first in ascending check number order. Deposits are listed next in ascending reference number order. Use the Check/Deposit Reconciliation (20.620.00) report to assist in reconciling bank statements with cash account balance information maintained by the software (for more on bank reconciliations, see “Reconciling Bank Statements” on page 21.).

On the Check/Deposit Reconciliation (20.620.00) report, note the following:

- **Cleared Amount** lists the amount of each cleared check, electronic payment, or deposit as it appears on the bank statement. This amount is entered in Bank Reconciliation (20.210.00).
- **Difference** lists any differences between a check, electronic payment, or deposit's outstanding and cleared amounts (the outstanding amount minus the cleared amount).
- **Stat** indicates the status of each check, electronic payment, or deposit: O (outstanding), C (cleared).

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**Figure 42: Check/Deposit Reconciliation (20.620.00) report**
Date Range Entry (20.620.01)

The Check/Deposit Reconciliation (20.620.00) report displays a subscreen Date Range Entry (20.620.01) that asks for a date range and optional cash account selection criteria.

**Starting Date**
Start date of the range used when selecting transactions for the report.

**Ending Date**
End date of the range used when selecting transactions for the report.

**Bank Account**
Optional field that tells the report to only select transactions for this bank account.

**Bank Sub Account**
Optional field that tells the report to only select transactions for this bank subaccount.
Unmatched Item List (20.625.00)

The Unmatched Item List (20.625.00) report lists all items that were imported using Clear Check/Deposit Data Import (20.420.00) but have not been processed by Clear Checks/Deposits (20.440.00).

The items in the report are sorted in the following order:

- Company
- Cash Account – account and subaccount number
- Item Indicator – check/electronic payment, deposit, or unknown
- Check/Deposit Number

A subtotal is displayed for the check, electronic payment, and deposit amount of all items with the same indicator (check, electronic payment, deposit, or unknown) for each cash account.

![Figure 44: Unmatched Item List (20.625.00) report]

**Report Format**

Report Format specifies the type of report to generate. The format of this report is:

Standard — Generate the report in the standard Unmatched Item List format.
Bank Reconciliation (20.630.00)

The Bank Reconciliation (20.630.00) report lists for a specific accounting period the statement balances, outstanding checks, electronic payments, and deposits, and adjusted statement balances of cash accounts. It also provides a comparison of the adjusted statement balances to the account balances maintained by the Cash Manager module. Information displayed on the Bank Reconciliation (20.630.00) report is similar to that maintained by Bank Reconciliation (20.210.00).

You can generate the Bank Reconciliation (20.630.00) report in both summary and detail format. On the detail version, note the following for each cash account:

- **Ref Nbr** represents either a check/electronic payment number or deposit slip number.
- **Create Date** generally identifies the release date of a transaction and the update date of a daily cash balance. General Ledger posting could occur on or after this date.
- **Tran Date** identifies the date of the transaction record and equates to the transaction date of a daily cash balance.
- **Pd to Post** is the financial period to post of the transaction record and equates to the period number of a daily cash balance.
- **Jl Tp** identifies the module (Accounts Payable, etc.) where each cash account transaction originated (for example, CA specifies that the transaction originated in the Cash Manager module).
- **Tn Tp** specifies each transaction’s transaction type (for example, CK for regular check, SC for service charge).
- **Amount** lists the amount of each check, electronic payment, or deposit.

Statement to General Ledger balance exception transactions will be reported after Out of Balance in a subreport with the heading Statement to GL Exceptions. This section will only be printed when the Out of Balance amount is not equal to zero. Transactions in this section will display the same information as those for Deposits in Transit and Outstanding Checks/Electronic Payments unless no exceptions are found; when no exceptions are found the message “No Statement to GL Exceptions Found” will be displayed.
Once you complete the bank reconciliation for all or selected cash accounts, it is good practice to generate a new Bank Reconciliation (20.630.00) report and file it with your monthly bank statement in support of the reconciliation.
Report Format

The report format specifies the type of report to generate. Report format options are:

- **Summary** — Generate the report in a summarized format that includes only selected account-level balance information: statement and General Ledger balances, adjustments to these balances, Cash Manager balances and any out-of-balance amounts with statement and General Ledger balances, ending General Ledger balance and out-of-balance amount (if any).

- **Detail** — Generate the report in a detailed format that includes all account summary information plus the transaction-level information that produced the current balances displayed: transaction date, reference number, journal type, transaction description, transaction amount, etc. This format also includes an audit trail of transactions that cause out-of-balance conditions.
Date Range Entry (20.630.01)

The Bank Reconciliation (20.630.00) report displays a subscreen Date Range Entry (20.630.01) that asks for a date range and optional cash account selection criteria.

![Date Range Entry (20.630.01)](image)

**Figure 47: Date Range Entry (20.630.01)**

**Starting Date**
Start date of the range used when selecting transactions for the report.

**Ending Date**
End date of the range used when selecting transactions for the report.

**Bank Account**
Optional field that tells the report to only select transactions for this bank account.

**Bank Sub Account**
Optional field that tells the report to only select transactions for this bank subaccount.
**Float Analysis (20.640.00)**

The *Float Analysis* (20.640.00) report lists statistical information that can help you accurately analyze your daily cash "float" capabilities. This report can be generated in three different formats:

- **Bank summary** — a by-account summary showing the average time it takes for checks, electronic payments, and deposits to clear the bank. Information listed on this version of the report is based on the value entered at *Periods in Average Days to Clear* in CA Setup (20.950.00).

  When the software generates a bank summary *Float Analysis* (20.640.00) report, it determines the number of days needed for each check, electronic payment, or deposit entered within the specified prior-period time frame (determined by the *Periods in Average Days to Clear* value) to clear the bank. It then calculates the total number of days needed for all checks, electronic payments, and deposits to clear the bank and the total dollar amount of all checks, electronic payments, and deposits. Finally, it divides the total number of days and total dollar amounts by the total number of checks, electronic payments, and deposits to arrive at the average time it takes a check, electronic payment, or deposit to clear the bank account.

- **Bank detail** — a by-account, by-day listing of all outstanding checks, electronic payments, and deposits and their total amounts. This version of the report identifies which checks and electronic payments are still in a "float" condition.

- **Payee summary** — a by-payee summary showing the average time it takes for payee checks to clear the bank. Information listed on this version of the report is based on the value entered at *Periods in Average Days to Clear* in CA Setup (20.950.00).

  When the software generates a payee summary *Float Analysis* (20.640.00) report, it determines average days to clear based on all Accounts Payable checks/electronic payments cleared within the specified prior-period time frame (determined by the *Periods in Average Days to Clear* value).

  On the payee summary *Float Analysis* (20.640.00) report, *No of Checks* lists for each payee the total number of checks/electronic payments used in the calculation, *Avg Days to Clear* lists the average number of days it takes for the payee’s checks/electronic payments to clear, and *Average Amount* average amount of each of the payee’s checks/electronic payments.

---

**Figure 48: Float Analysis-Bank Summary (20.640.00S) report**

<table>
<thead>
<tr>
<th>Bank Account Name</th>
<th>Acct</th>
<th>Sub</th>
<th>Avg Days to Cle</th>
<th>Checks</th>
<th>Avg Amount</th>
<th>Avg Days to Cle</th>
<th>Deposits</th>
<th>Avg Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Account</td>
<td>1000</td>
<td>01-100-XX-00-00</td>
<td>0.00</td>
<td>200116-04</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Checking</td>
<td>1070</td>
<td>02-000-00-00-00</td>
<td>0.00</td>
<td>1962-47</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Figure 49: Float Analysis-Bank Detail (20.640.00D) report**
Report Format
The report format specifies the type of report to generate. Report format options are:

- Bank Summary — Generate the report in a bank summary format.
- Bank Detail — Generate the report in a bank detail format.
- Payee Summary — Generate the report in a payee summary format.
- Bank Summary (MC) — Generate the report in a bank summary format that includes multiple-currency information (if such information is available from the Currency Manager module).
- Bank Detail (MC) — Generate the report in a bank detail format that includes multiple-currency information.
- Payee Summary (MC) — Generate the report in a payee summary format that includes multiple-currency information.
Reports

Cash Flow Projection (20.650.00)

The Cash Flow Projection (20.650.00) report displays cash flow forecasts for a range of time periods, under various cash receipts and disbursements scenarios. It is a versatile cash management tool that helps your company more adequately plan for future cash requirements. The software obtains the information displayed on the report from Accounts Payable, Purchase Order, and Accounts Receivable records, as well as anticipated transactions entered in Cash Flow Maintenance (20.280.00). The Cash Flow Projection (20.650.00) report is divided into four sections:

- Cash Account Balance — Shows the opening cash balance for each reporting period. The first period displays the opening balance for each bank account.
- Anticipated Cash Receipts — Summarizes anticipated receivables for the reporting periods and individually lists any anticipated receipts entered in Cash Flow Maintenance (20.280.00). The last line displays the total cash available for each period.
- Anticipated Cash Disbursements — Summarizes anticipated payables (and open purchase orders) for the reporting periods and individually lists anticipated disbursements entered in Cash Flow Maintenance (20.280.00).
- Ending Cash Balance — Lists the closing cash balance of each forecasted period.

Figure 50: Cash Flow Projection (20.650.00) report

Report Format

The report format specifies the type of report to generate. Report format options are:

- Summary by Account — Generate the report in the standard Cash Flow Projection format.
- Summary by Customer — Generate the report that includes expected cash receipts and disbursements in an encapsulated format.
- Detail by Customer — Generate the report in a format that includes expected cash receipts and disbursements and also multiple-currency information, if such information is available from the Currency Manager module.
Note that during report processing, the software displays a Cash Flow Projection (20.650.00) subscreen that prompts you for how to generate the finished Cash Flow Projection (20.650.00) report. Format options include the cash flow frequency time period (days, weeks, etc.), payables payment assumptions (discount date, due date, etc.), receivables receipt assumptions (due date, invoice date, etc.), case number, and whether or not to include open purchase orders in the cash flow calculation.

**Cash Flow Frequency**

Specifies the time period the software should use for the seven projection periods on the Cash Flow Projection (20.650.00) report. Frequency options are: Daily, Weekly, Bi-weekly, Semi-monthly, Monthly.

**AP Payment Options**

Specifies the payables assumption the software should make when calculating the Cash Flow Projection (20.650.00) report (in other words, when payables are to be paid). Payment options are: Discount Date, Due Date, Pay Date.

**AR Payment Options**

Specifies the receivables assumption the software should make when calculating the Cash Flow Projection (20.650.00) report (in other words, when receivables are to be received). Payment options are: Due Date, Invoice Date, Average Days (invoice date plus the average days to pay in the customer master record).

**Case Number**

Specifies the number of the what-if scenario the software should use when calculating the Cash Flow Projection (20.650.00) report. The software allows you to set up multiple “what if” anticipated cash receipts or disbursements scenarios. See “Cash Flow Maintenance (20.280.00)” and use these scenarios when calculating projected cash flow to see how they affect cash flow. Each different scenario receives a unique case number, which can be entered here when you generate the Cash Flow Projection (20.650.00) report.

**Include Purchase Orders (check box)**

Controls whether or not open purchase orders are included in the cash flow calculation. The software treats the promise date as the invoice date and then determines the assumed pay date using the Accounts Payable option selected at AP Payment Options. Do not select Include Purchase Orders if you do not want to include open purchase orders in the cash flow forecast.

**Include Overdue Documents (check box)**

With Include Overdue Documents selected and an appropriate case number entered, past due items from the Accounts Receivable, Accounts Payable, and Purchasing modules will be included in the Overdue Documents column of the report.
Begin Processing
The **Begin Processing** button starts the report generation process (the report is printed, sent to a file, or displayed on screen).
PTD Transaction List (20.660.00)

The PTD Transaction List (20.660.00) displays the information of all transactions entered or generated in these Cash Manager module screens:

- **Cash Account Transactions (20.010.00)**
- **Cash Account Transfers (20.020.00)**
- **Generate Recurring Transactions (20.500.00)**
- **Generate Consolidation File (20.510.00)**

This report is a reference tool that can list transactions in either batch number or transaction type order to help you quickly locate and review the details of individual Cash Manager transactions.

![Figure 52: PTD Transaction List (20.660.00) report](image)

Note that the PTD Transaction List (20.660.00) has the following variations and/or additions to the standard extended report options.

**Report Format**

The report format specifies the type of report to generate. Report format options are:

- **Batch Number** — Generate the report in ascending batch number order and include transaction subtotals by batch.
- **Tran Type** — Generate the report alphabetically by transaction type (SC, TR, TX, etc.) and include transaction subtotals by transaction type.
- **Batch Number - MC** — Generate the report in ascending batch number order, and include transaction subtotals by batch and multi-currency information.
- **Tran Type - MC** — Generate the report alphabetically by transaction type (SC, TR, TX, etc.), and include transaction subtotals by transaction type and multi-currency information.
PTD Distribution List (20.670.00)

The PTD Distribution List (20.670.00) report displays, by account, all Cash Manager module transactions entered or generated in these Cash Manager module screens:

- Cash Account Transactions (20.010.00)
- Cash Account Transfers (20.020.00)
- Generate Recurring Transactions (20.500.00)
- Generate Consolidation File (20.510.00)

This report is a reference tool that can help you quickly locate and review the individual Cash Manager transactions of your cash accounts.

**Figure 53: PTD Distribution List (20.670.00) report**

Note that the PTD Distribution List (20.670.00) report has the following variations and/or additions to the standard extended report options.

**Report Format**

The report format specifies the type of report to generate. Report format options are:

- Standard — Generate the report in the standard PTD Distribution List format.
- Multi-Currency — Generate the report in a format that includes multiple-currency information (if such information is available from the Currency Manager module).
Cash Accounts List (20.680.00)

The Cash Accounts List (20.680.00) displays the information (account name and number, bank name, current balance, etc.) of each of your cash accounts. You can generate the Cash Accounts List in two different formats to meet different levels of informational needs.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Currency ID</th>
<th>GL Account Number</th>
<th>GL Sub Account</th>
<th>Status</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Account</td>
<td>BAS</td>
<td>1030</td>
<td>01-102-44-00-00-0-1</td>
<td>Active</td>
<td>363,544.67</td>
</tr>
<tr>
<td>Payroll Checking</td>
<td>BAS</td>
<td>1070</td>
<td>00-000-00-00-00-0-0-0-0</td>
<td>Active</td>
<td>61,026.91</td>
</tr>
</tbody>
</table>

**Figure 54: Cash Accounts List-Summary (20.680.00S) report**

<table>
<thead>
<tr>
<th>Name</th>
<th>GL Account Number</th>
<th>GL Sub Account</th>
<th>Status</th>
<th>Account Number</th>
<th>Currency ID</th>
<th>Account Update from GL</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Account</td>
<td>01-102-44-00-00-0-1</td>
<td></td>
<td>Active</td>
<td>000000000000</td>
<td>BAS</td>
<td>Yes</td>
<td>363,544.67</td>
</tr>
<tr>
<td>Payroll Checking</td>
<td>00-000-00-00-00-0-0-0-0-0</td>
<td></td>
<td>Active</td>
<td>00000000001</td>
<td>BAS</td>
<td>Yes</td>
<td>61,026.91</td>
</tr>
</tbody>
</table>

**Figure 55: Cash Accounts List-Detail (20.680.00D) report**

Note that the Cash Accounts List has the following variations and/or additions to the standard extended report options.

**Report Format**

The report format specifies the type of report to generate. Report format options are:

- **Summary** — Generate the report in a summarized format that includes only selected cash account information: account name, account number, bank name, currency ID, General Ledger account (and subaccount), status, transit number, current balance.

- **Detail** — Generate the report in a detailed format that includes all account summary information plus bank address, telephone and fax number, and key contact information.
Entry Type List (20.690.00)

The Entry Type List (20.690.00) displays the information of all Cash Manager module transaction entry types defined in Entry Type Maintenance (20.260.00). Entry types are used to classify Cash Manager transactions. Typical entry types are SC (service charges), CK (checks), TR (transfers), etc.

<table>
<thead>
<tr>
<th>Entry ID</th>
<th>Description</th>
<th>Rule</th>
<th>Default Account</th>
<th>Default SubAccount</th>
<th>Stmt</th>
<th>Payable To Clear</th>
<th>Updated AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CK</td>
<td>AP Checks - TDS</td>
<td>D</td>
<td>0510</td>
<td>00-000-00-00-00-00-0</td>
<td>A</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>OA</td>
<td>Outstanding AP Checks</td>
<td>D</td>
<td></td>
<td></td>
<td>A</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>OD</td>
<td>Outstanding Deposits</td>
<td>R</td>
<td></td>
<td></td>
<td>A</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>OM</td>
<td>Outstanding Misc. Disbursements</td>
<td>D</td>
<td></td>
<td></td>
<td>A</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>OP</td>
<td>Outstanding PR Checks</td>
<td>D</td>
<td></td>
<td></td>
<td>A</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>PA</td>
<td>AR Deposits</td>
<td>R</td>
<td>1100</td>
<td>00-000-00-00-00-00-0</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>UC</td>
<td>Unused Checks</td>
<td>D</td>
<td></td>
<td></td>
<td>A</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>ZZ</td>
<td>Offsetting Entry</td>
<td>D</td>
<td></td>
<td></td>
<td>A</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

Figure 56: Entry Type List (20.690.00) report
Recurring Item List (20.700.00)

The *Recurring Item List* (20.700.00) displays the information of all recurring items (transactions) defined in the *Recurring Item Maintenance* (20.270.00). Recurring items are transactions that occur regularly for a fixed amount each time they occur: monthly rent payments, quarterly service fees, etc. Once created, a recurring item is saved in the database and processed automatically whenever you use *Generate Recurring Transactions* (20.500.00). This creates a regular cash transaction from the recurring item.

![Recurring Item List (20.700.00) report]

**Report Format**

The report format specifies the type of report to generate. Report format options are:

- **Standard** — Generate the report in the standard Recurring Item List format.
- **Multi-Currency** — Generate the report in a format that includes multiple-currency information (if such information is available from the Currency Manager module).
Cash Flow Items List (20.710.00)

The Cash Flow Items List (20.710.00) displays the information of all anticipated items (anticipated cash receipts or anticipated cash disbursements) defined in Cash Flow Maintenance (20.280.00). Anticipated items help you project cash flow. The software can use the anticipated items you define when it generates the Cash Flow Projection (20.650.00) report to show the effects certain “what if” scenarios would have on your company’s cash flow (see “Cash Flow Maintenance (20.280.00)” for more information).

**Figure 58: Cash Flow Items List (20.710.00) report**

**Report Format**

The report format specifies the type of report to generate. Report format options are:

- **Standard** — Generate the report in the standard Cash Flow Items List format.
- **Multi-Currency** — Generate the report in a format that includes multiple-currency information (if such information is available from the Currency Manager module).
Cash Transactions History (20.720.00)

The Cash Transactions History (20.720.00) report displays, by bank account, the information of all Cash Manager transactions maintained. Cash Manager transactions can be reported for the current fiscal period or any number of prior fiscal periods, depending on the option selected at **Periods to Retain CA Trans** in CA Setup (20.950.00). Prior-period Cash Manager transactions are typically retained for audit trail purposes.

---

**Figure 59: Cash Transactions History (20.720.00) report**

**Report Format**

The report format specifies the type of report to generate. Report format options are:

- **Standard** — Generate the report in the standard Cash Transactions History (20.720.00) report format.
- **Multi-Currency** — Generate the report in a format that includes multiple-currency information (if such information is available from the Currency Manager module).

**Beg/End Period**

**Beg/End Period** specifies the beginning and ending period numbers of a range of accounting periods with transaction history to report. On the Cash Transactions History (20.720.00) report, all history is listed from the beginning and ending periods, plus all periods in between the two.
Cash Manager Batch Register (20.800.00)

The Cash Manager Batch Register (20.800.00) is an audit trail tool for monitoring Cash Manager batch numbers used during the current accounting period. As a further auditing aid, it also lists both batch and account distributions. If you have set up the software to generate batch control reports automatically (see “General Ledger Setup (01.950.00)” in the General Ledger Help or user’s guide), Cash Manager Batch Register (20.800.00) can serve as a summary batch control report should any of the original batch control reports be lost.

Although complete (C status) batches show account distribution amounts, the software does not post these batches to General Ledger accounts. Void (V status) and deleted (D status) batches do not show account distribution amounts because they do not update the General Ledger.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Thursday, July 20, 2007</th>
<th>Page:  1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>SYSADM01</td>
<td>Company:</td>
</tr>
<tr>
<td>Cash Manager Batch Register - Summary</td>
<td>Page: 1 of 1</td>
<td>Company: 0020</td>
</tr>
<tr>
<td>Periods: 01-04 through 12-04 as of 07/20/07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch Number</td>
<td>Company ID</td>
<td>Status</td>
</tr>
<tr>
<td>000001</td>
<td>D030</td>
<td>P</td>
</tr>
<tr>
<td>000002</td>
<td>D030</td>
<td>P</td>
</tr>
<tr>
<td>000003</td>
<td>D030</td>
<td>C</td>
</tr>
<tr>
<td>000004</td>
<td>D030</td>
<td>U</td>
</tr>
</tbody>
</table>

Figure 60: Cash Manager Batch Register-Summary (20.800.00S) report

<table>
<thead>
<tr>
<th>Date:</th>
<th>Thursday, July 20, 2007</th>
<th>Page:  1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>User:</td>
<td>SYSADM01</td>
<td>Company:</td>
</tr>
<tr>
<td>Cash Manager Batch Register - Detail</td>
<td>Page: 1 of 1</td>
<td>Company: 0020</td>
</tr>
<tr>
<td>Periods: 01-04 through 12-04 as of 07/20/07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch Number</td>
<td>Company ID</td>
<td>Subaccount</td>
</tr>
<tr>
<td>000001</td>
<td>P</td>
<td>CA</td>
</tr>
<tr>
<td>000002</td>
<td>P</td>
<td>CA</td>
</tr>
<tr>
<td>000003</td>
<td>P</td>
<td>CA</td>
</tr>
<tr>
<td>000004</td>
<td>P</td>
<td>CA</td>
</tr>
</tbody>
</table>

Figure 61: Cash Manager Batch Register-Detail (20.800.00D) report

Report Format

The report format specifies the type of report to generate. Report format options are:

- **Summary** — Generate the report in a summarized format that includes the selected information of each batch: batch number, status, journal type, periods entered and posted, data entry screen number, batch control amount.
- **Detail** — Generate the report in a header-detail format that includes all batch summary information plus account (subaccount) numbers, account descriptions, transaction amounts, etc.
- **Summary - MC** — Generate the report in a summarized format that includes the multiple-currency information (if such information is available from the Currency Manager module).
• Detail - MC — Generate the report in a detailed format that includes multiple-currency information.
CA Edit (20.810.00)

The CA Edit (20.810.00) report lists the information of Cash Manager transaction batches entered in Cash Account Transactions (20.010.00), Cash Account Transfers (20.020.00), and Generate Recurring Transactions (20.500.00). This report is useful when you are editing batches before posting batch transaction amounts to General Ledger accounts. You can also use this report as a record of the transactions in a batch released for posting.

Figure 62: CA Edit (20.810.00) report

Report Format

The report format specifies the type of report to generate. Report format options are:

- Standard — Generate the report in the standard CA Edit (20.810.00) report format.
- Multi-Currency — Generate the report in a format that includes multiple-currency information (if such information is available from the Currency Manager module).
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