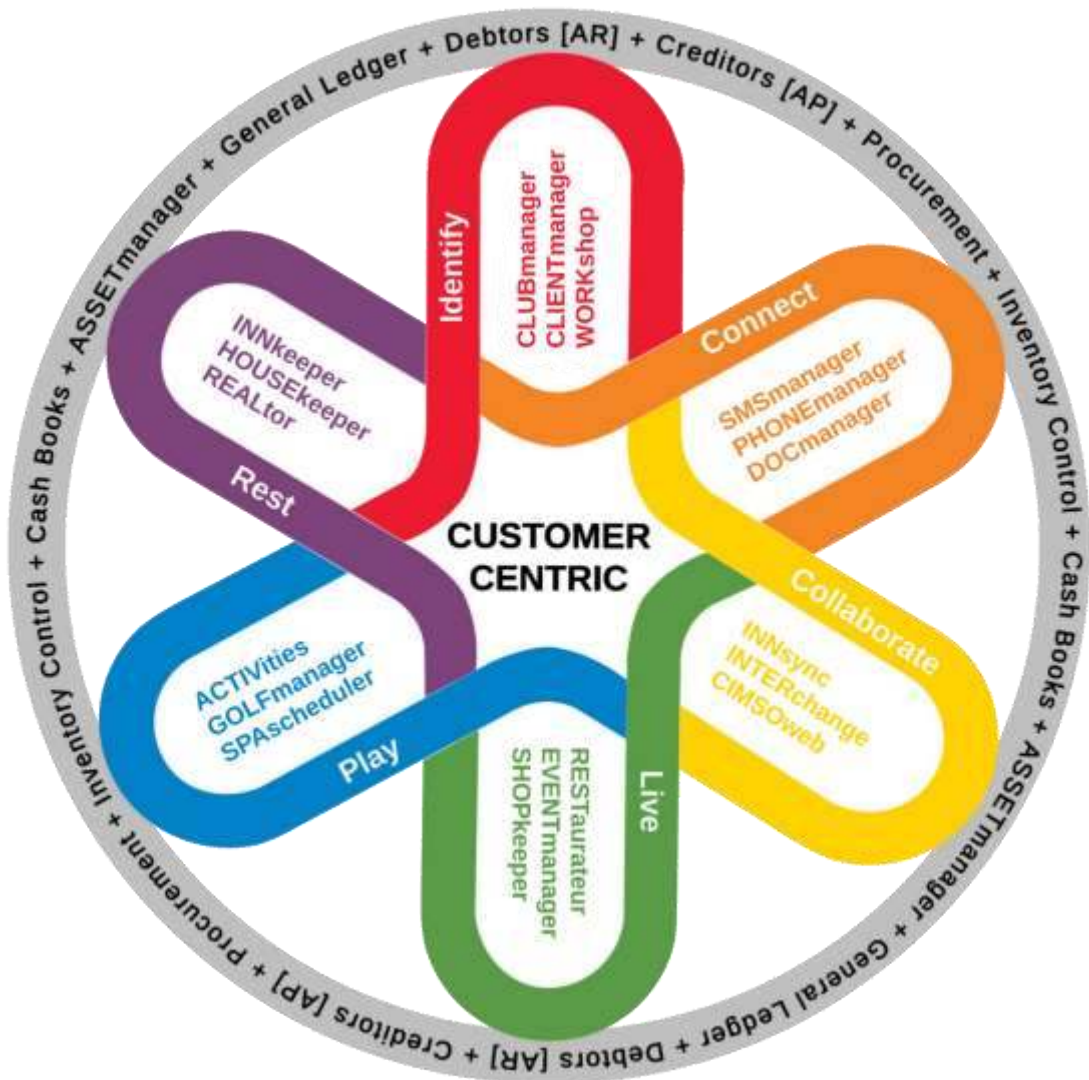


The Cash Book Process Manual

What Is A Cash book?

A cash book is a account ledger used to record transactions from specific accounts. Usually cash books are associated with Petty Cash transactions and sundry expenses that are not seen but are always there.



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

- Menu
- Administration
- Golfer
- ActivityScheduler
- SpaScheduler
- Restaurateur
- ShopKeeper
- AssetManager
- WebRes
- InnSync
- Fax Server
- Phoneman
- TimeKeeper
- Configuration
- EXEUP
- Close Menu
- Exit Menu

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Language: English (United Kingdom)

Database: CIMSODemo_V417 on vmserver

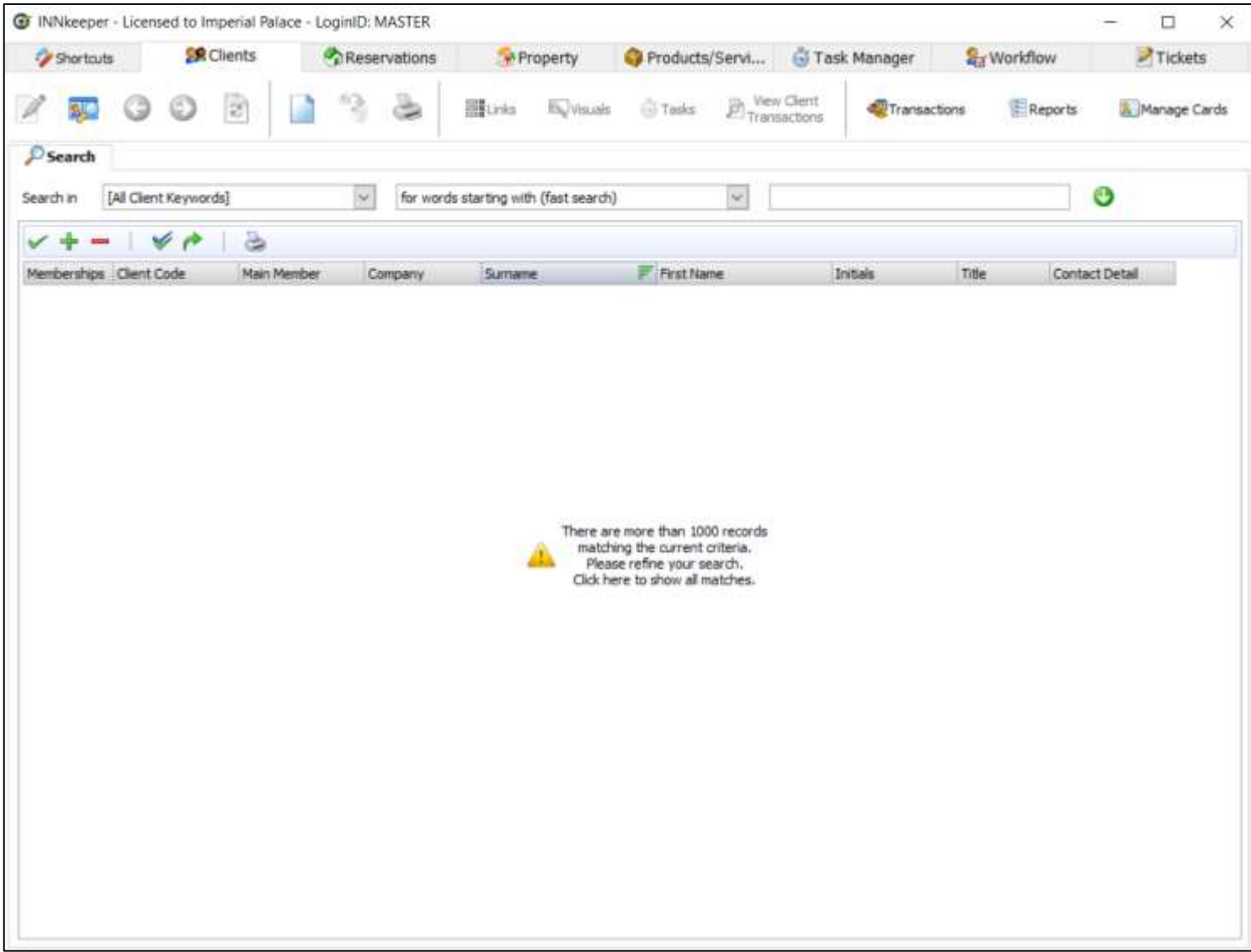
Location: MAIN Imperial Palace Rooms

Login ID: master

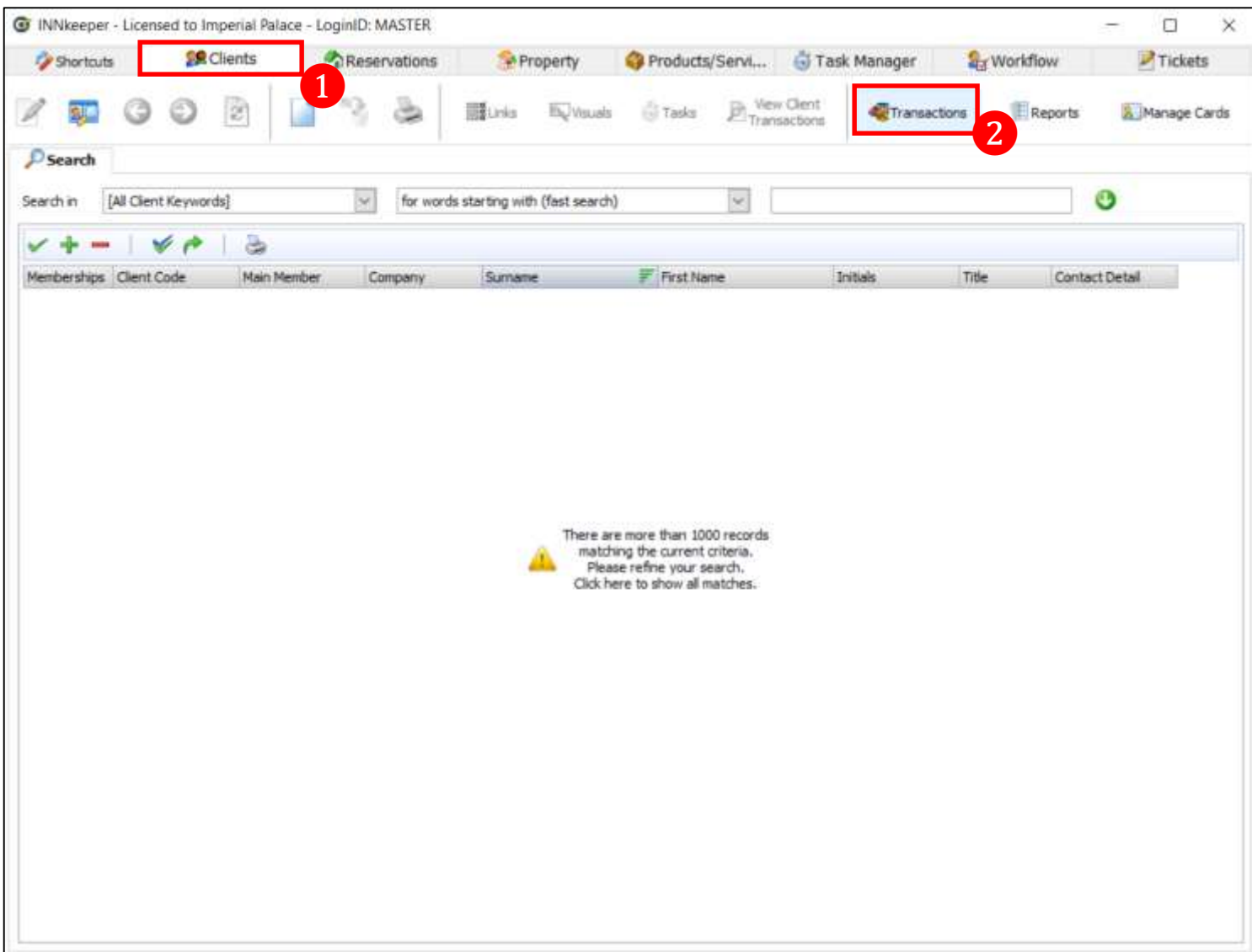
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

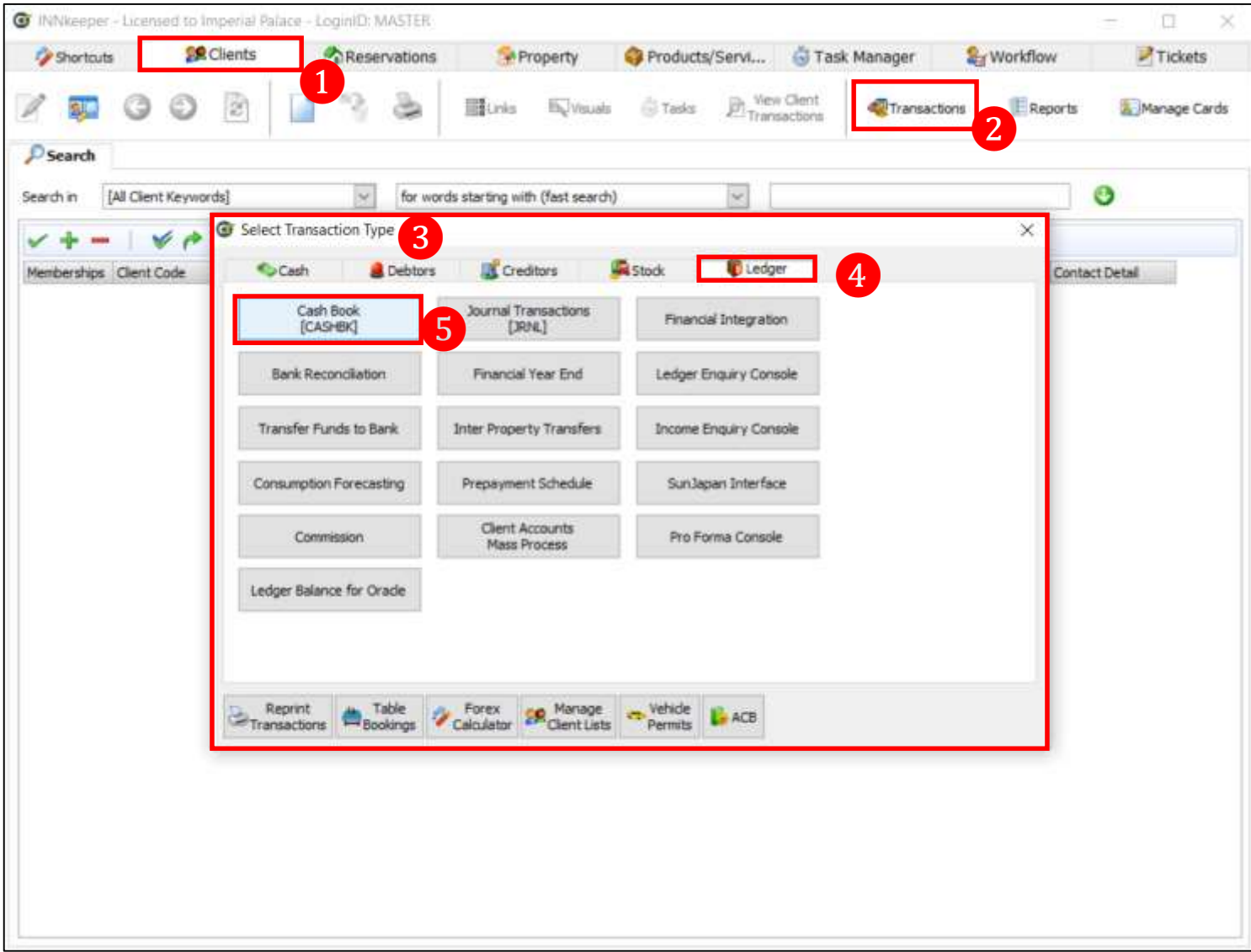


Once logged into Administration, you are able to navigate through the database



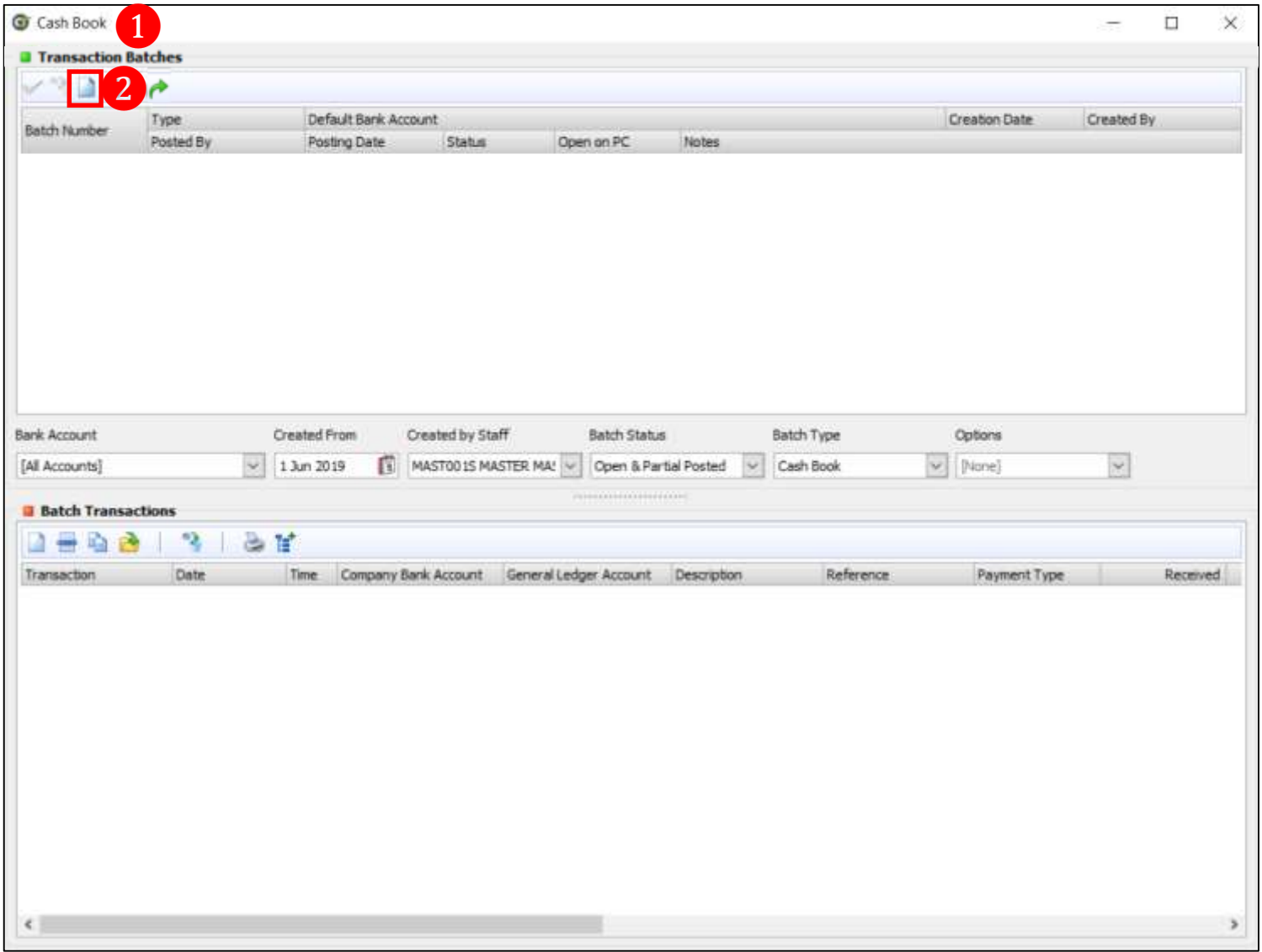
Navigation: The Cash Book [CASHBK] Process

- 1 Clients tab
- 2 Select the Transactions button



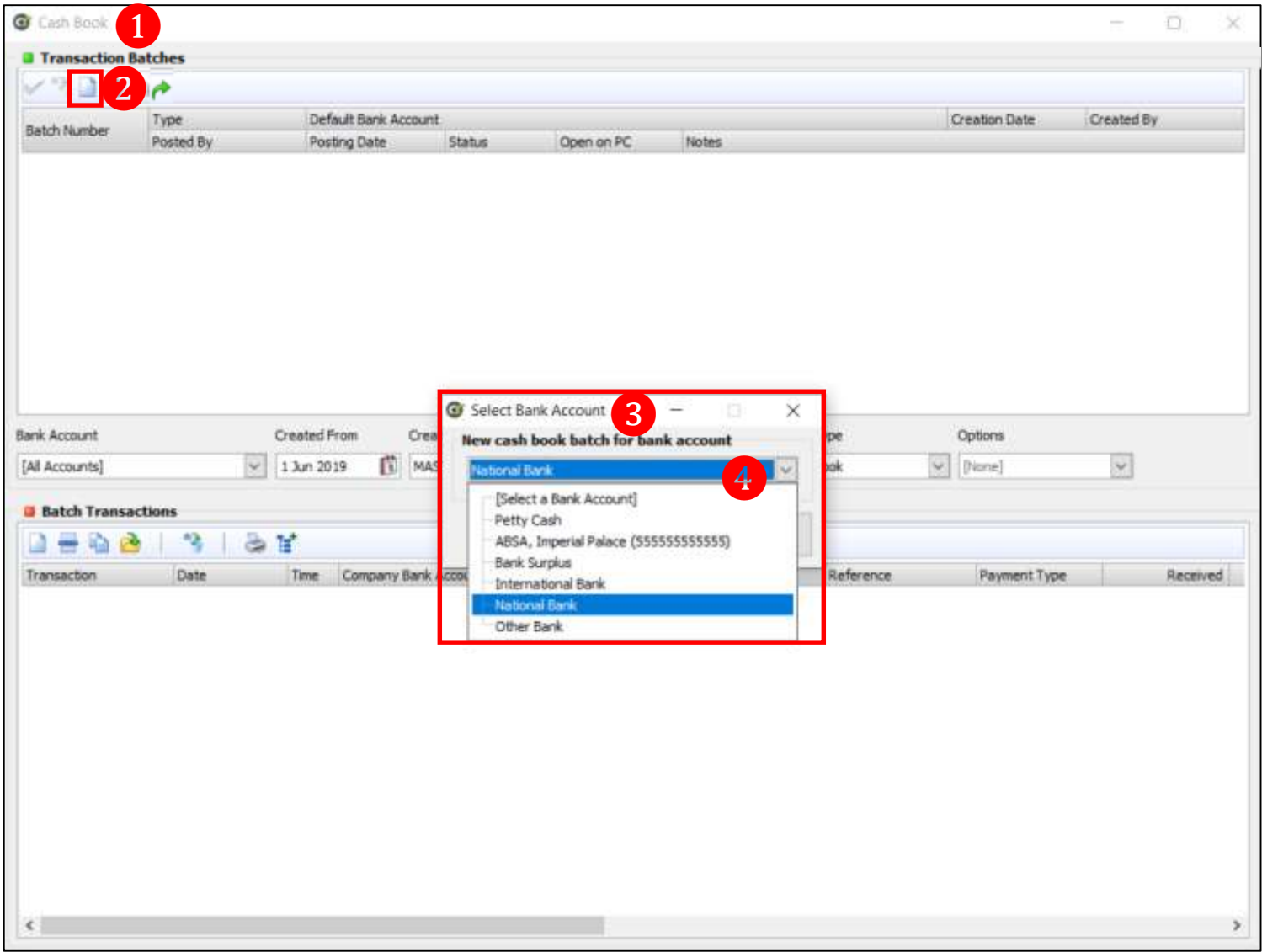
Navigation: The Cash Book [CASHBK] Process

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Ledger tab
- 5 Select the Cash Book [CASHBK] button



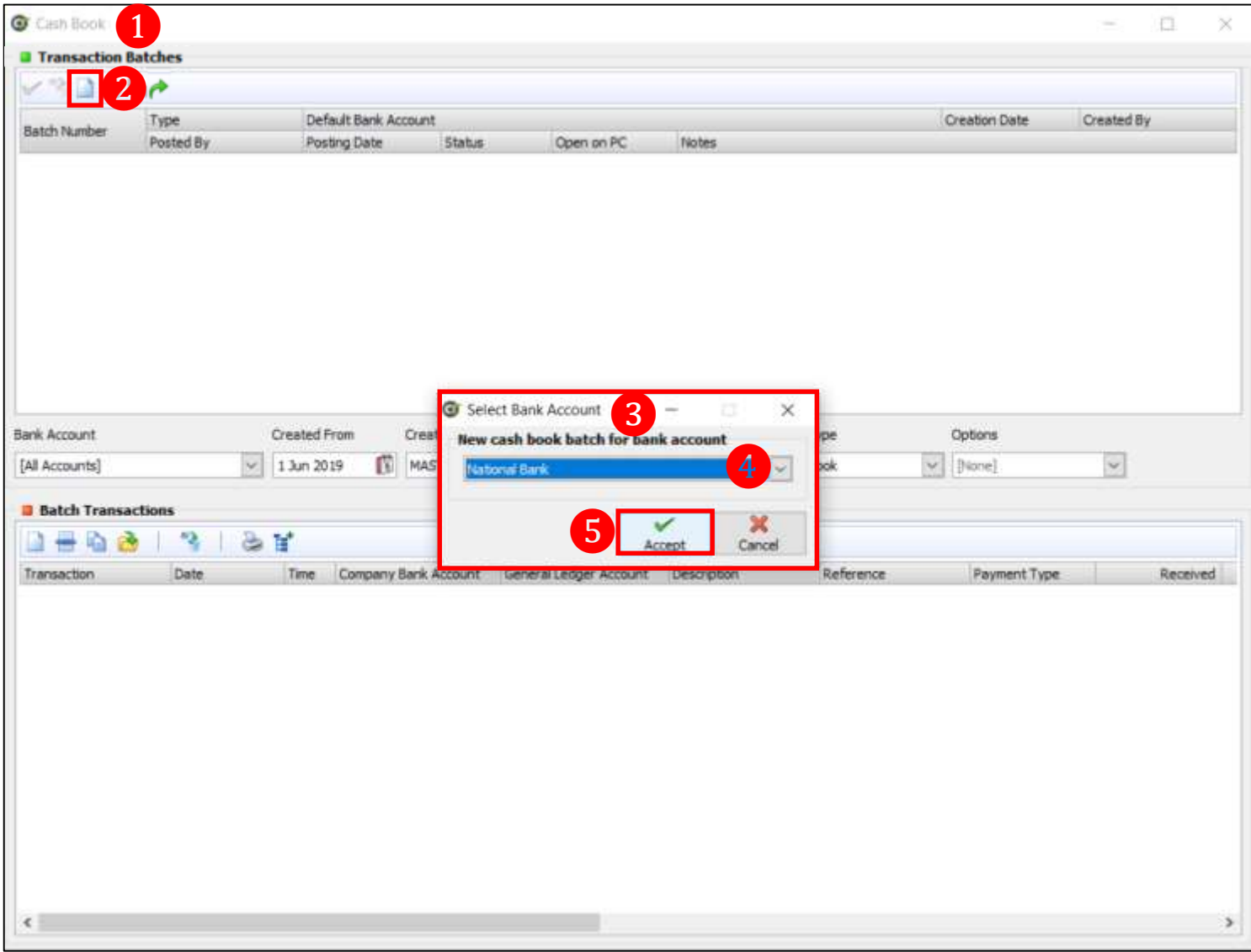
The Cash Book [CASHBK] Process:

- 1 Cash Book window
- 2 Select the **Create New Batch** (page glyph)



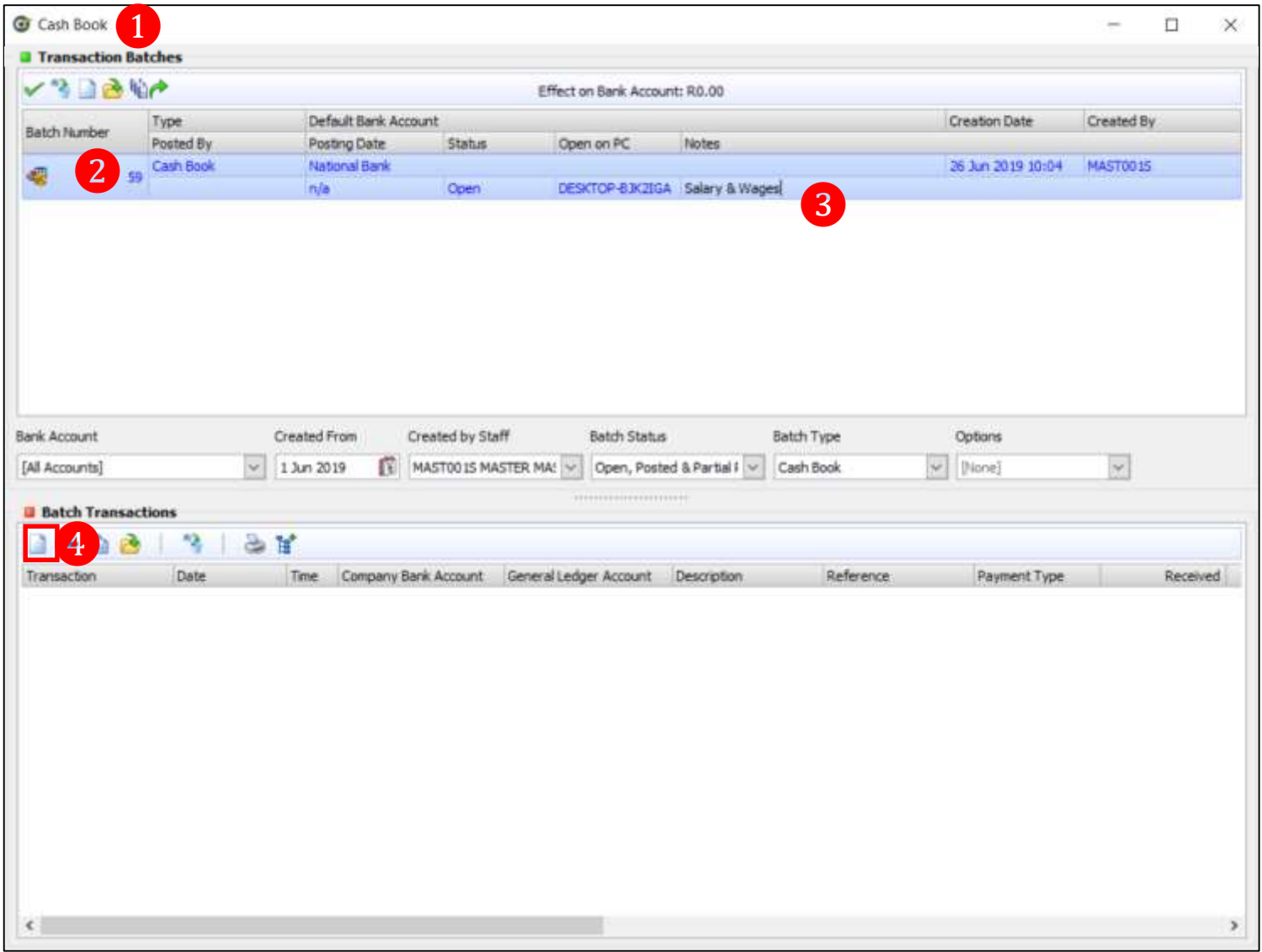
The Cash Book [CASHBK] Process:

- 1 Cash Book window
- 2 Select the **Create New Batch** (page glyph)
- 3 Select **Bank Account** window
- 4 **New Cash Book Batch For Bank Account:** use the drop down to access the list of options
- 5 Select the **Cash Book [CASHBK]** button



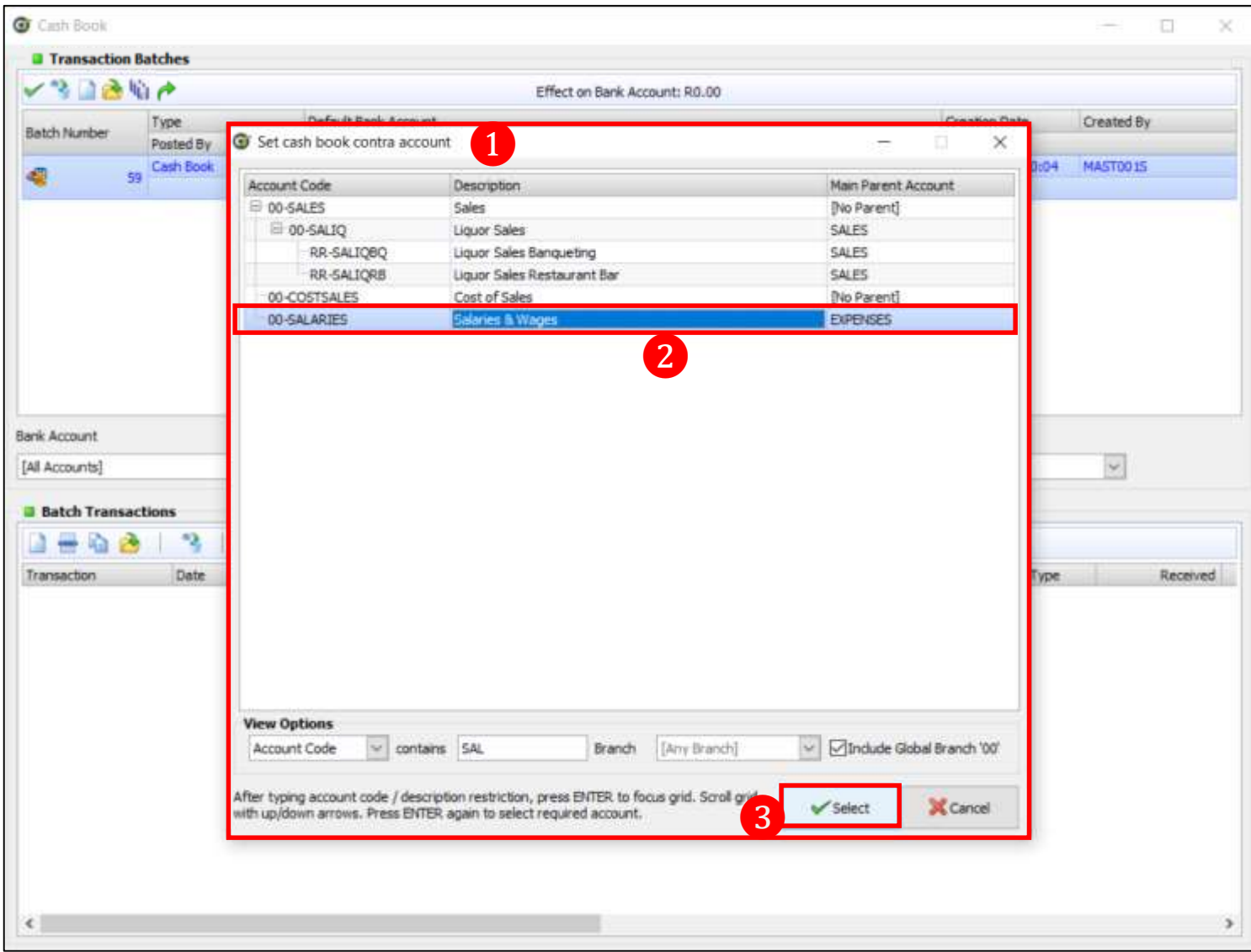
The Cash Book [CASHBK] Process:

- 1 Cash Book window
- 2 Select the **Create New Batch** (page glyph)
- 3 Select **Bank Account** window
- 4 **New Cash Book Batch For Bank Account**: use the drop down to access the list of options
- 5 Select the **Accept** button



The Cash Book [CASHBK] Process:

- 1 **Cash Book** window
- 2 The Created Batch
- 3 **Notes** column: type in the Notes for the cash book transaction
- 4 Select the **New Batch Transaction** (page glyph)



The Cash Book [CASHBK] Process:

- 1 Set Cash Book Contra Account window
- 2 Locate & Select: select to highlight the required account
- 3 Select the **Select** button

1 Cash Book window

2 The Created Batch

3 **Notes** column: type in the Notes for the cash book transaction

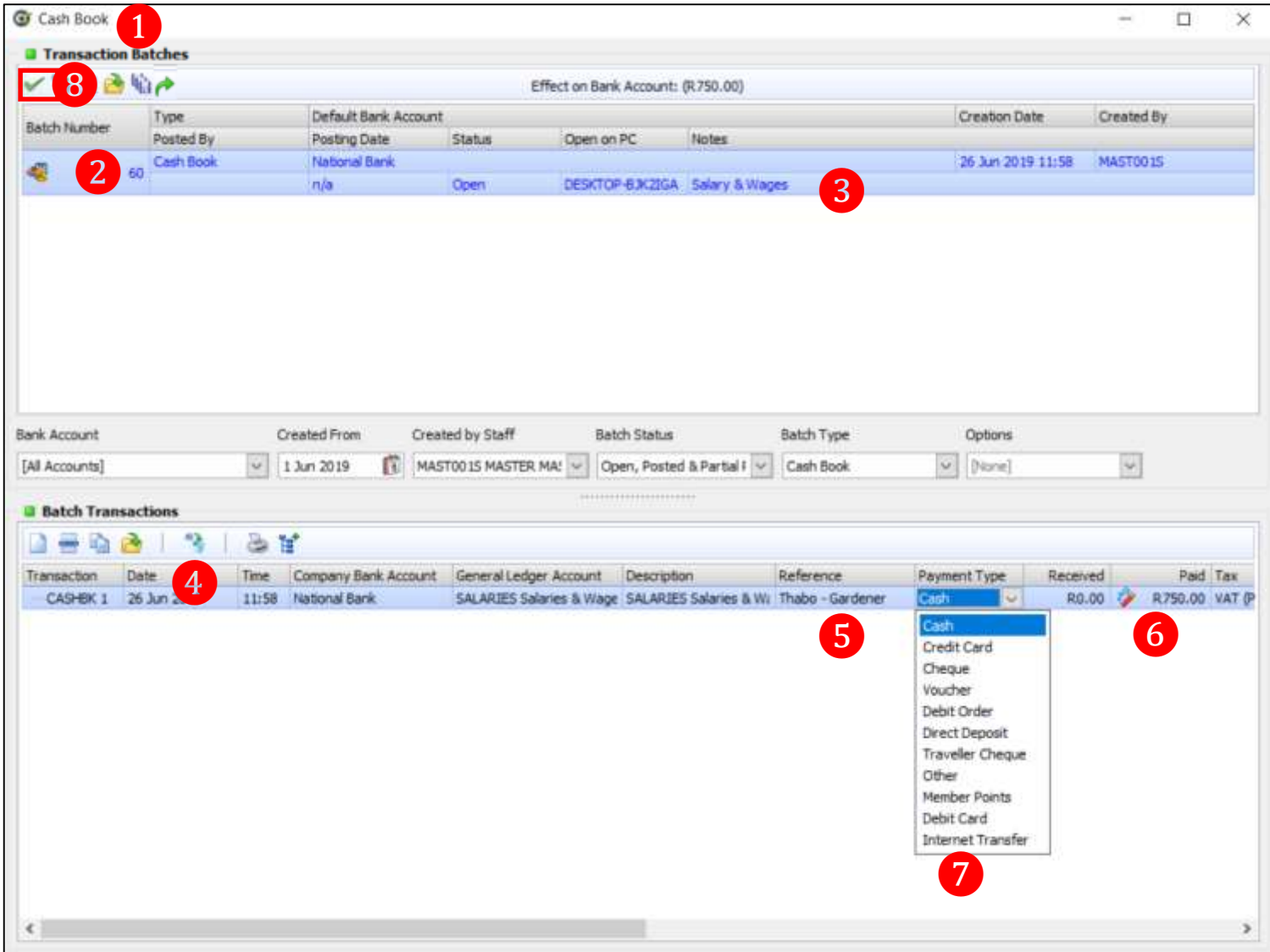
4 The Created Batch Transaction

5 **Reference** column: type in the reference for the Cash Book Transaction

6 **Paid** column: type in the amount

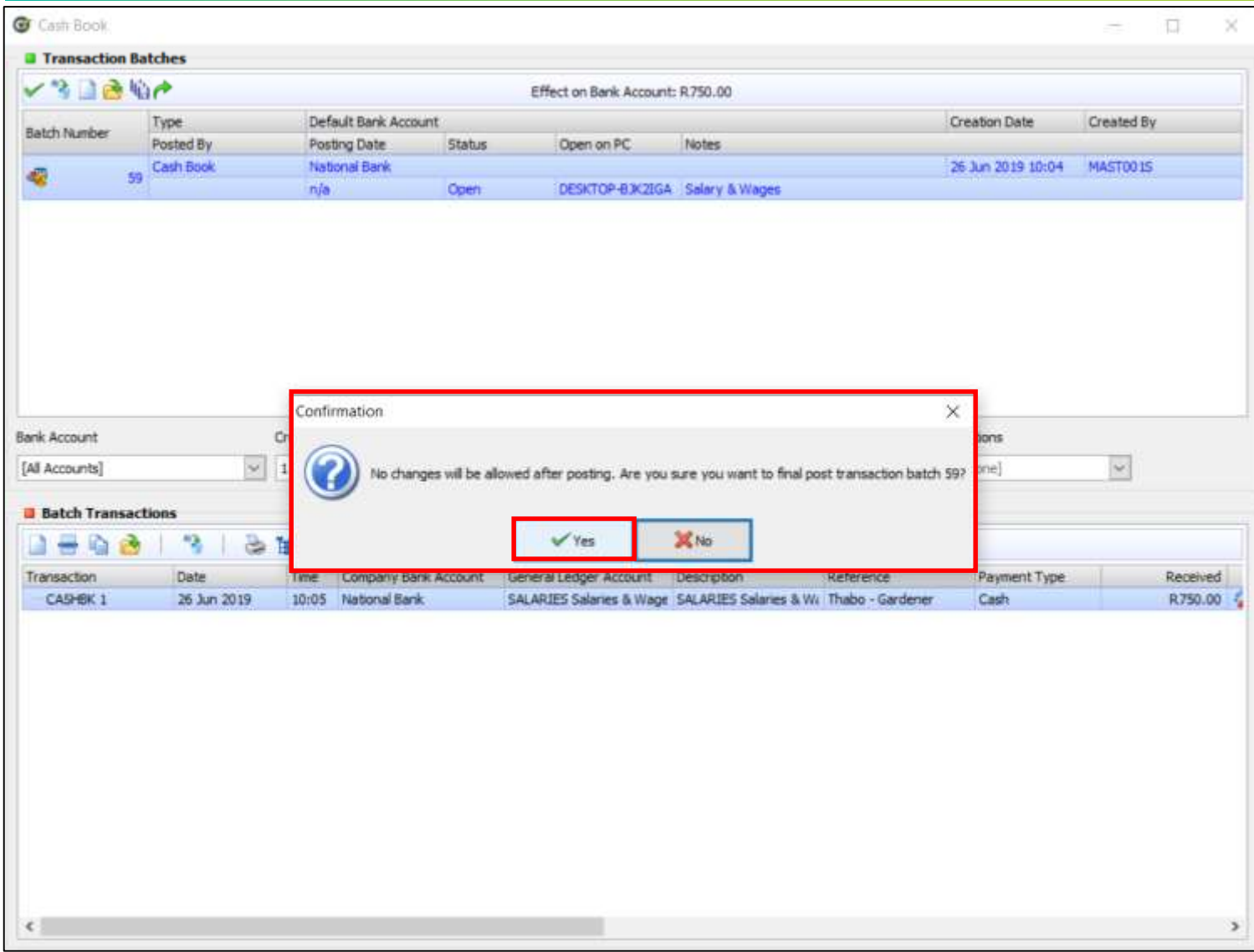
The Cash Book [CASHBK] Process:

- 1** Cash Book window
- 2** The Created Batch
- 3** **Notes** column: type in the Notes for the cash book transaction
- 4** The Created Batch Transaction
- 5** **Reference** column: type in the reference for the Cash Book Transaction
- 6** **Paid** column: type in the amount

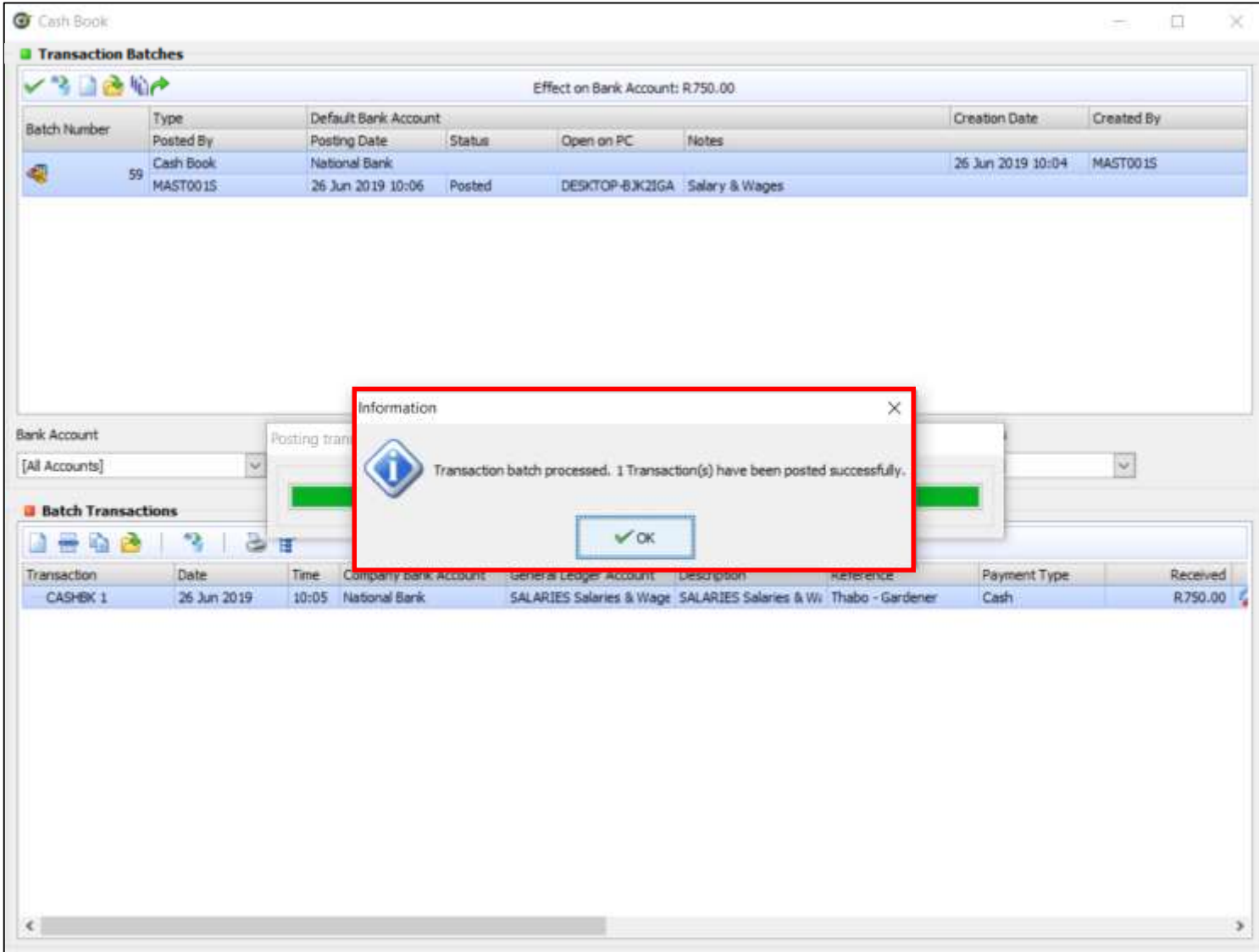


The Cash Book [CASHBK] Process:

- 1 **Cash Book** window
- 2 The Created Batch
- 3 **Notes** column: type in the Notes for the cash book transaction
- 4 The Created Batch Transaction
- 5 **Reference** column: type in the reference for the Cash Book Transaction
- 6 **Paid** column: type in the amount
- 7 **Payment Type**: use the drop down to access the list of options
- 8 Select the **Final Post Selected Batch** (green tick glyph)

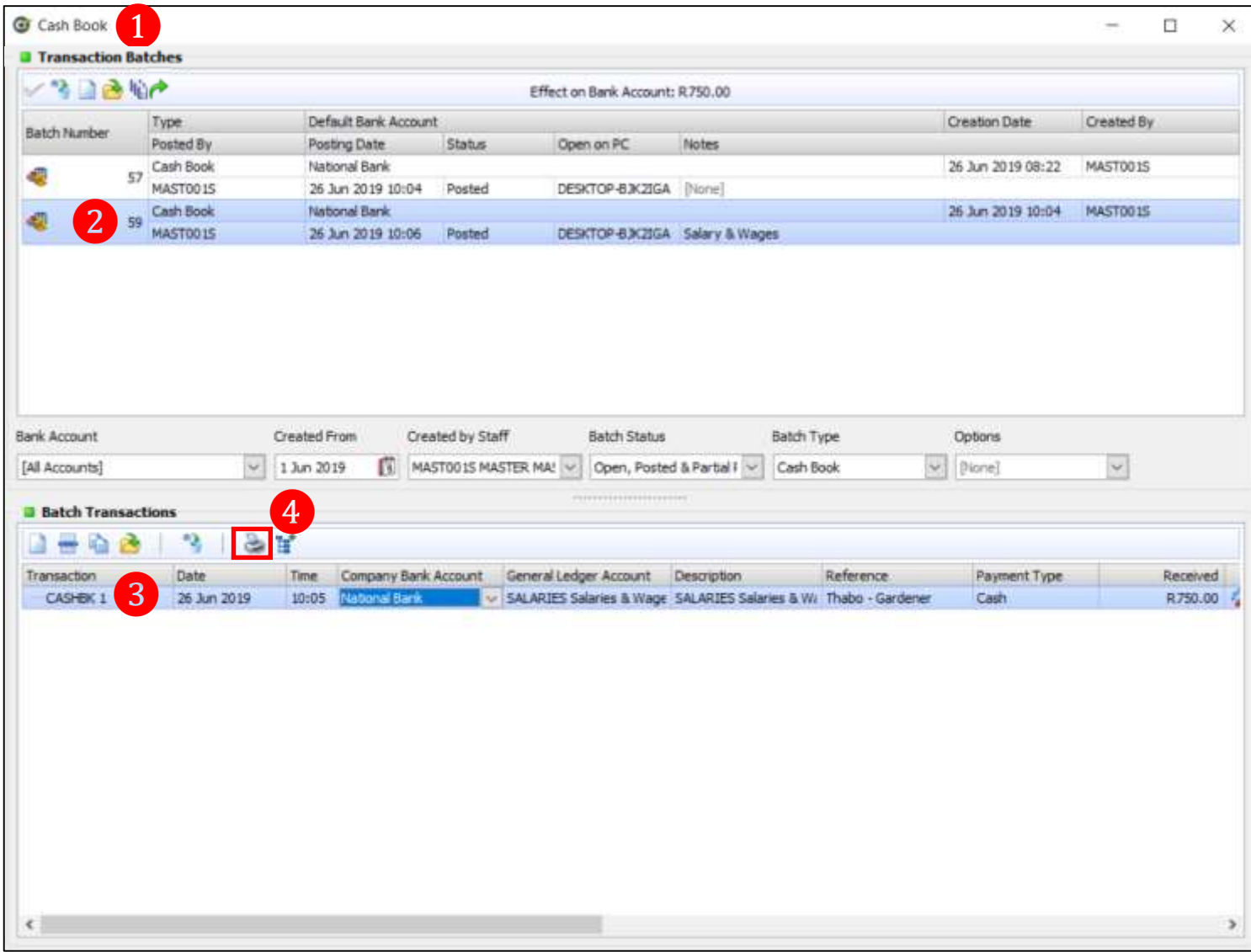


The **Confirmation** window, confirming no changes can be made once processed. Select **Yes** to proceed



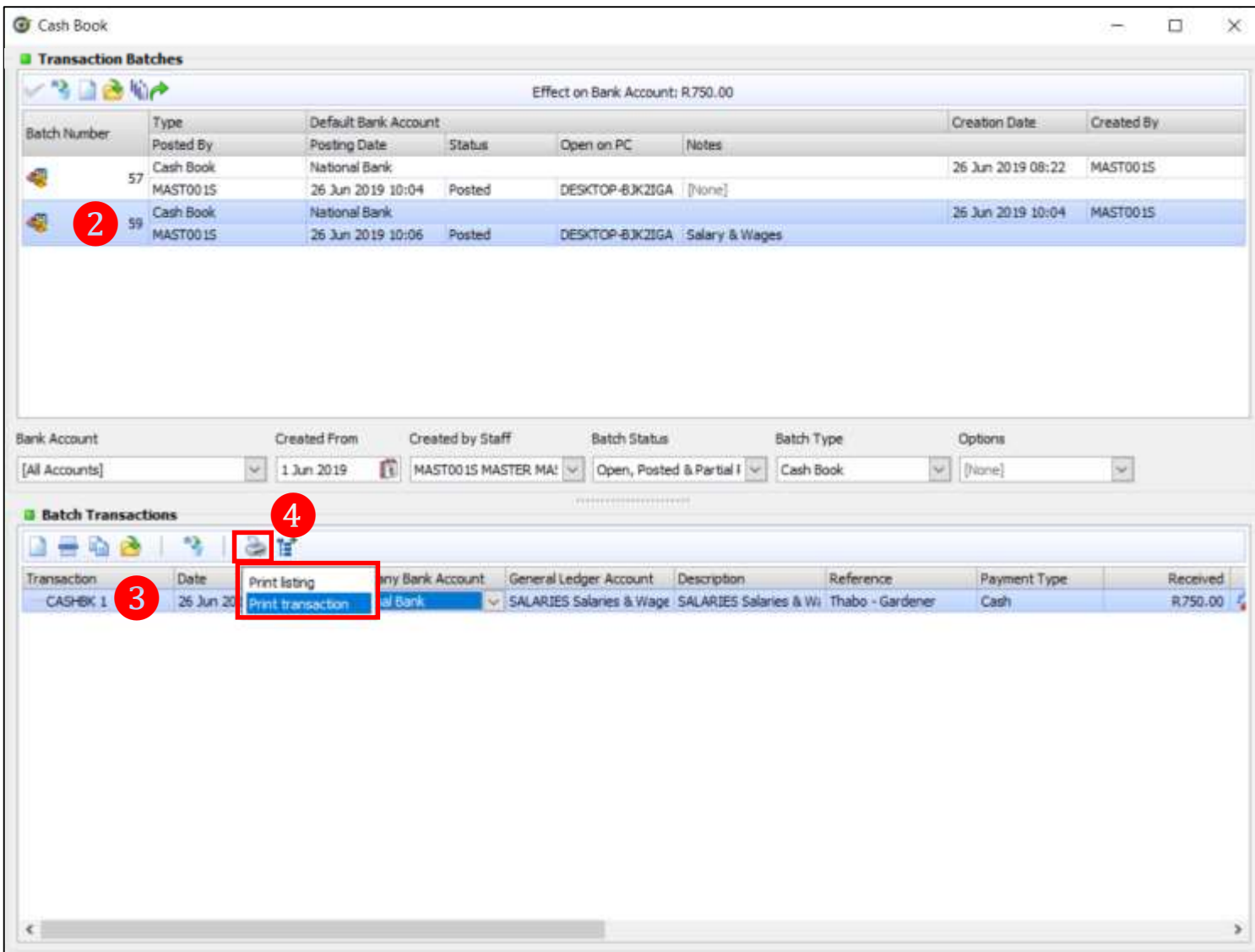
The **Information** window, confirming the Transaction Batch has been processed

Printing the Cash Book Transaction



The Cash Book [CASHBK] Process:
Printing the Transaction

- 1 Cash Book window
- 2 Locate & Select: select to highlight the required Batch
- 3 Locate & Select: select to highlight the required Batch Transaction
- 4 Select the **Print** (printer glyph)

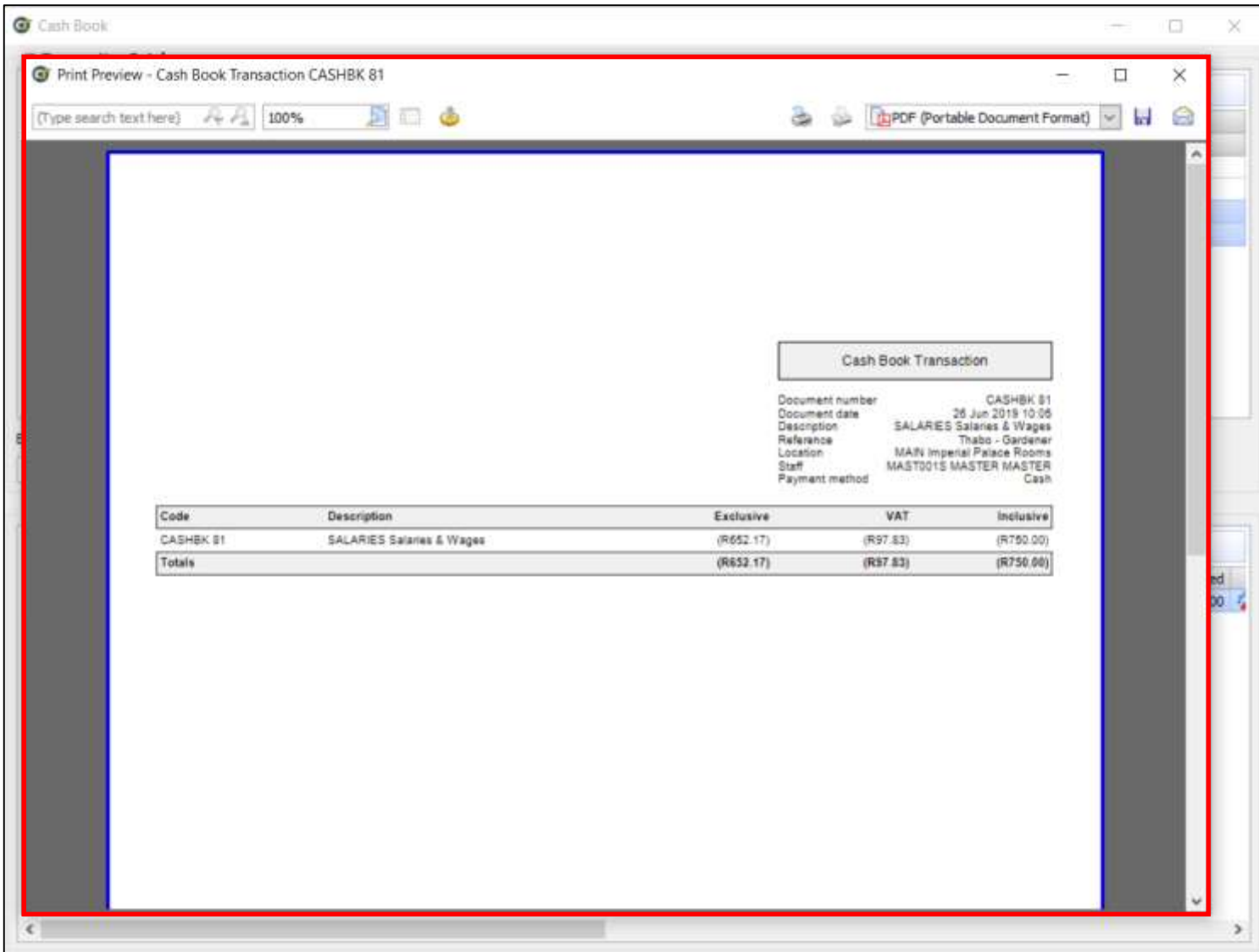


The Cash Book [CASHBK] Process:
Printing the Transaction

- 1 **Cash Book** window
- 2 **Locate & Select:** select to highlight the required Batch
- 3 **Locate & Select:** select to highlight the required Batch Transaction
- 4 Select the **Print** (printer glyph)
- 5 **Right-Click** to access the hidden printer list, select the Print Transaction option

Note:

- **Print listing:** prints all available transactions
- **Print transaction:** prints only the selected (highlighted) transaction



The **Print Preview**, you are able to **Print, Save, Fax or Email** the report

Thank you!