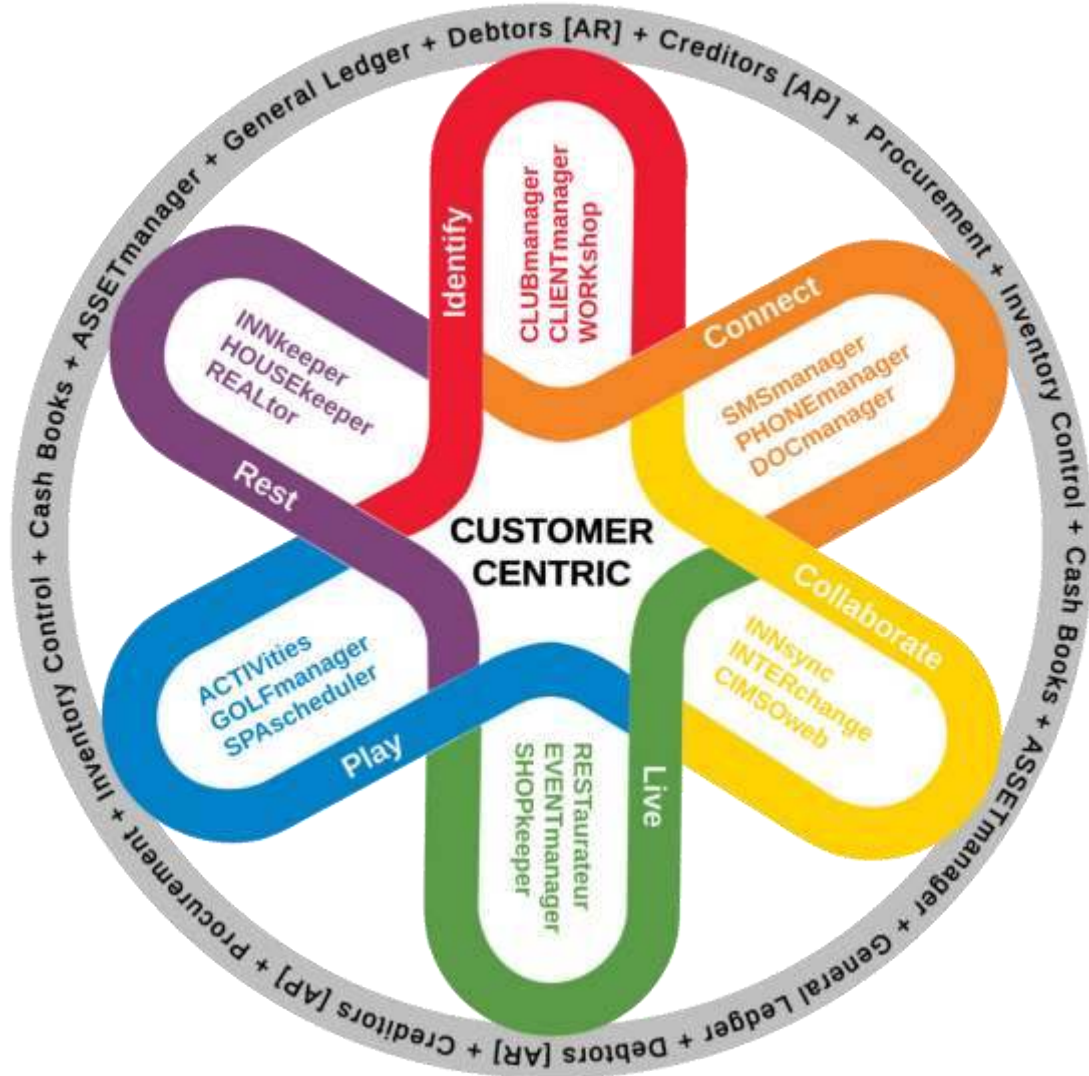


# The Cash Book Process Manual

## 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

V4.1.7b11143 8d647da

Language: English (United Kingdom)

Database: CIMSODemo\_V417 on vmserver

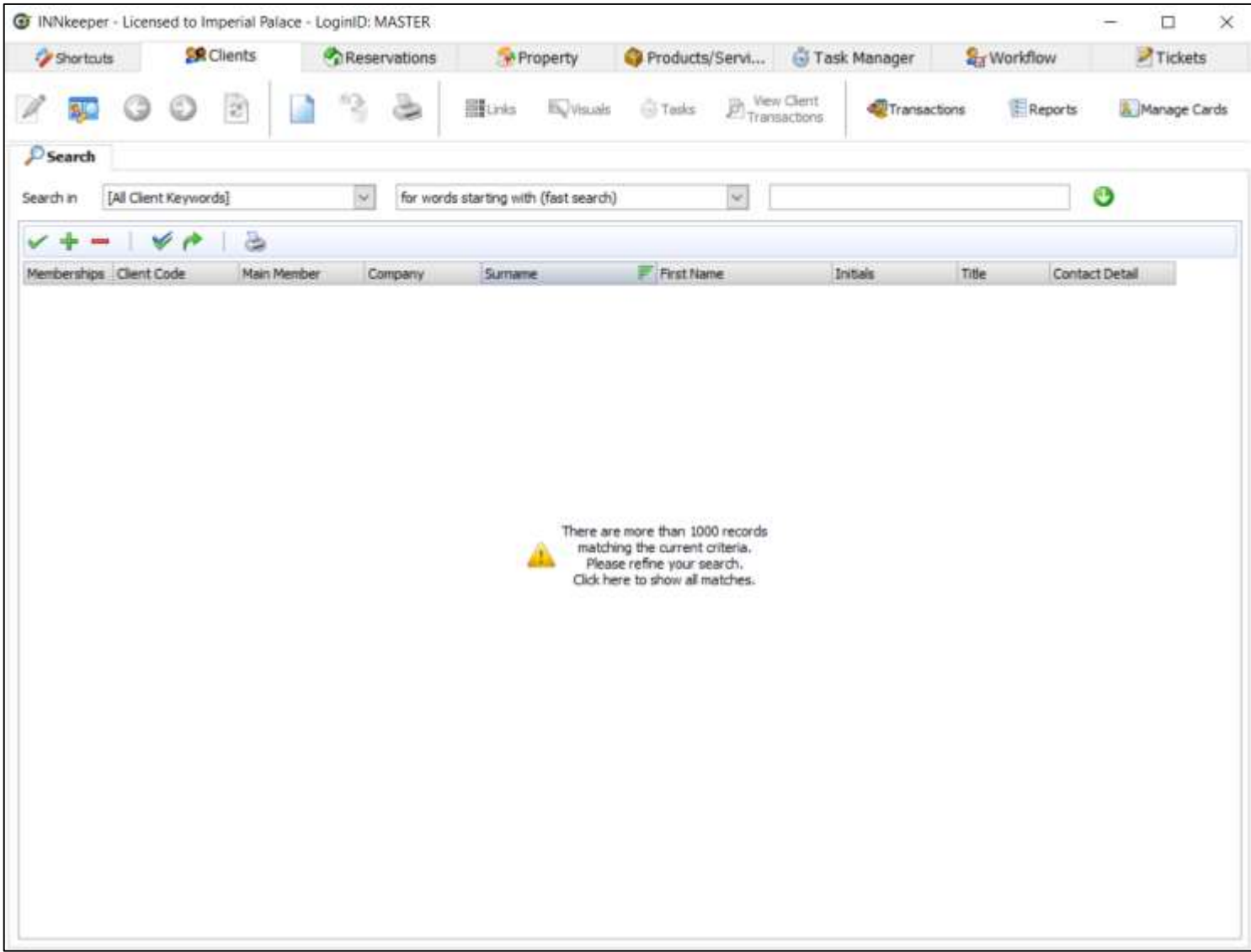
Location: MAIN Imperial Palace Rooms

Login ID: master

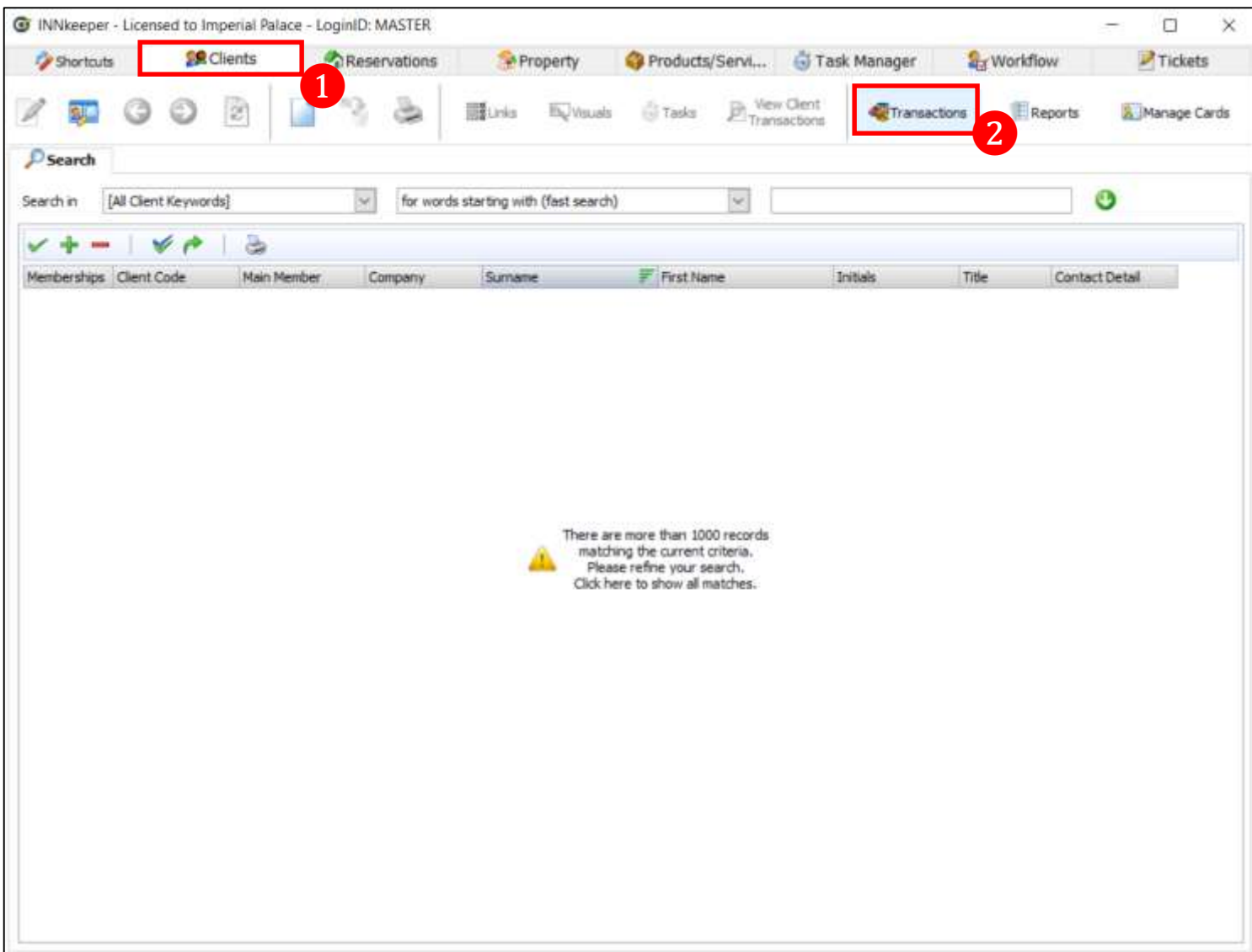
Password: [ ]

Identification Password Log In

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



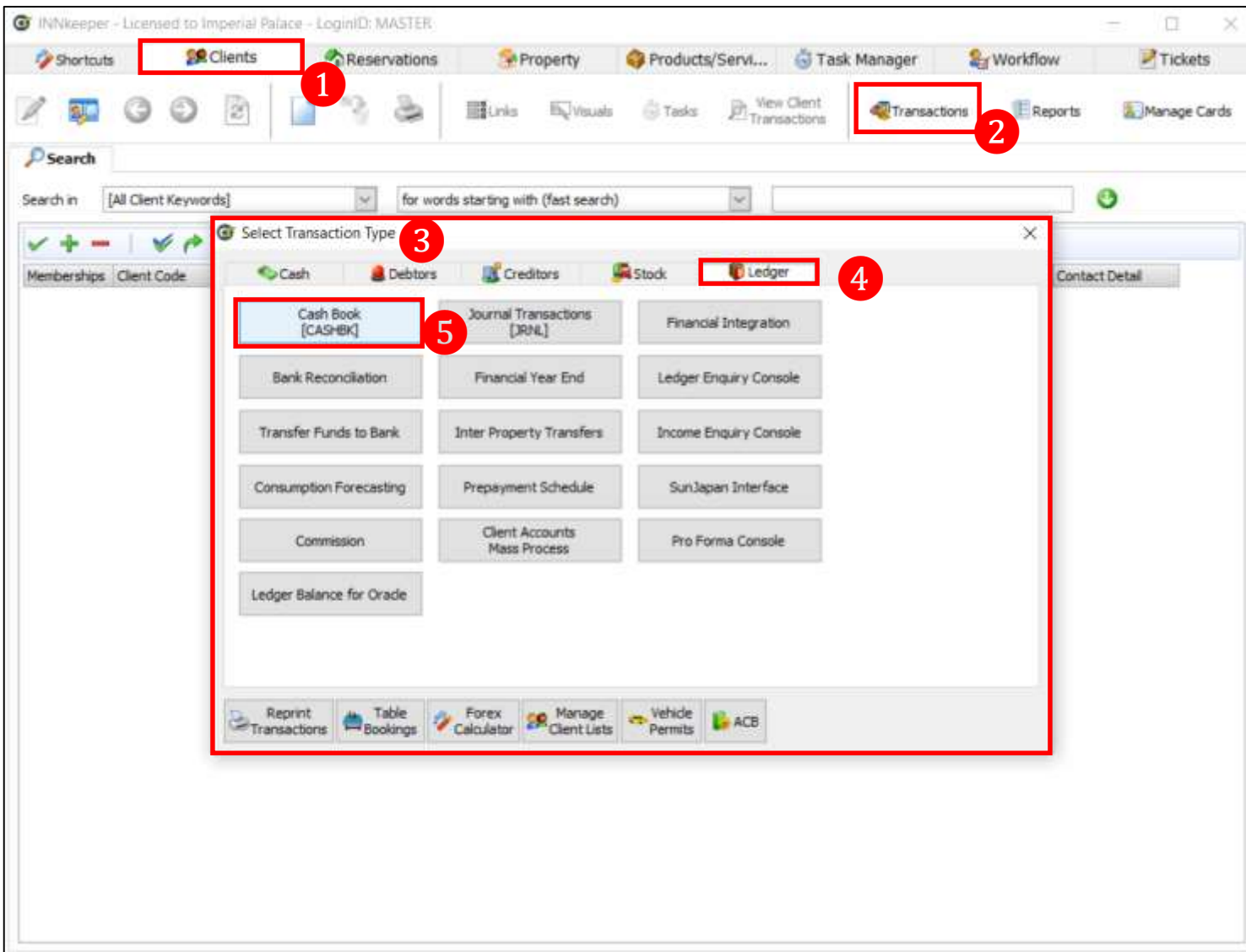
Once logged into Administration, you are able to navigate through the database



Navigation: The Cash Book [CASHBK] Process

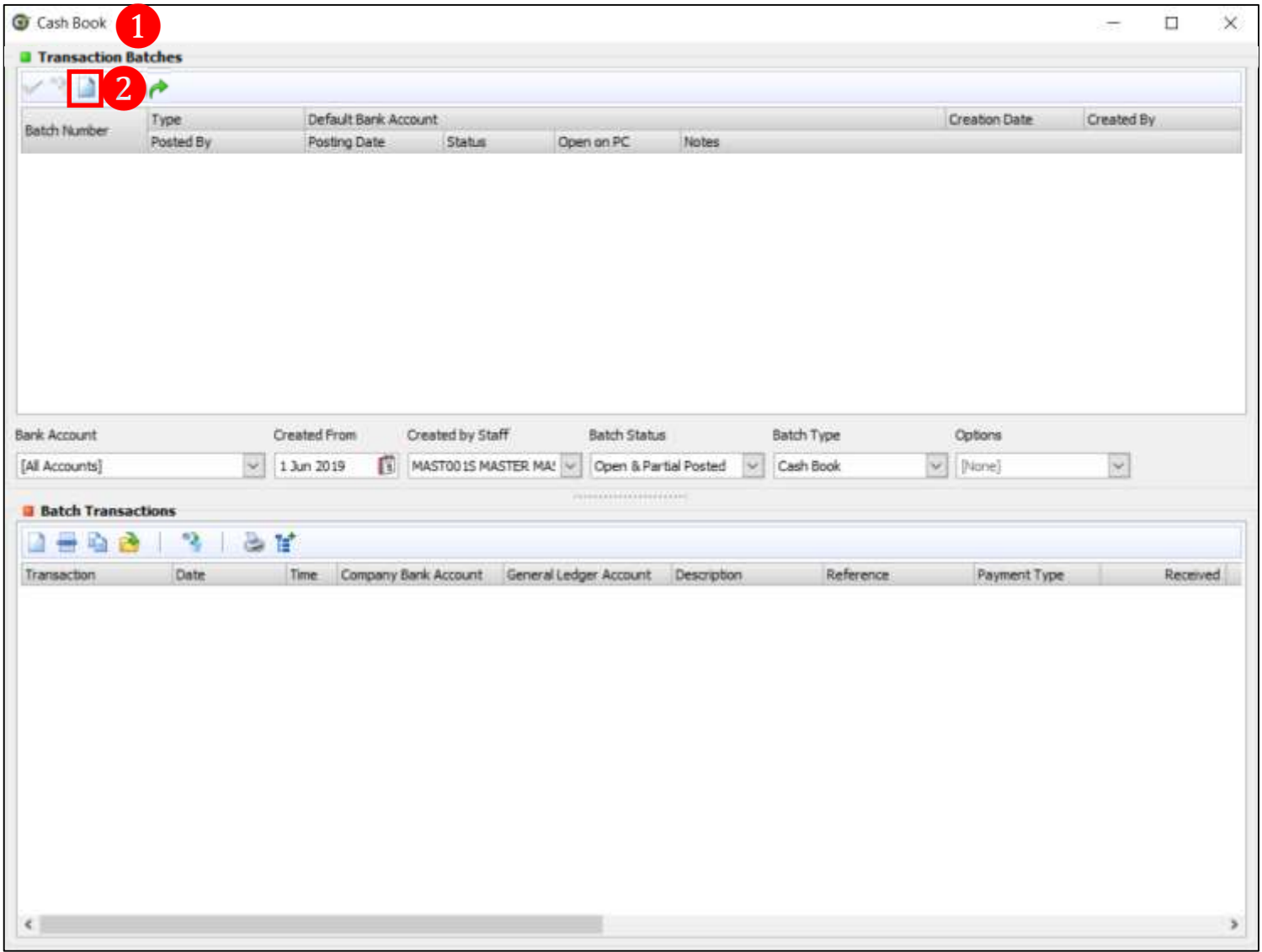
- 1 Clients tab
- 2 Select the **Transactions** button





Navigation: The Cash Book [CASHBK] Process

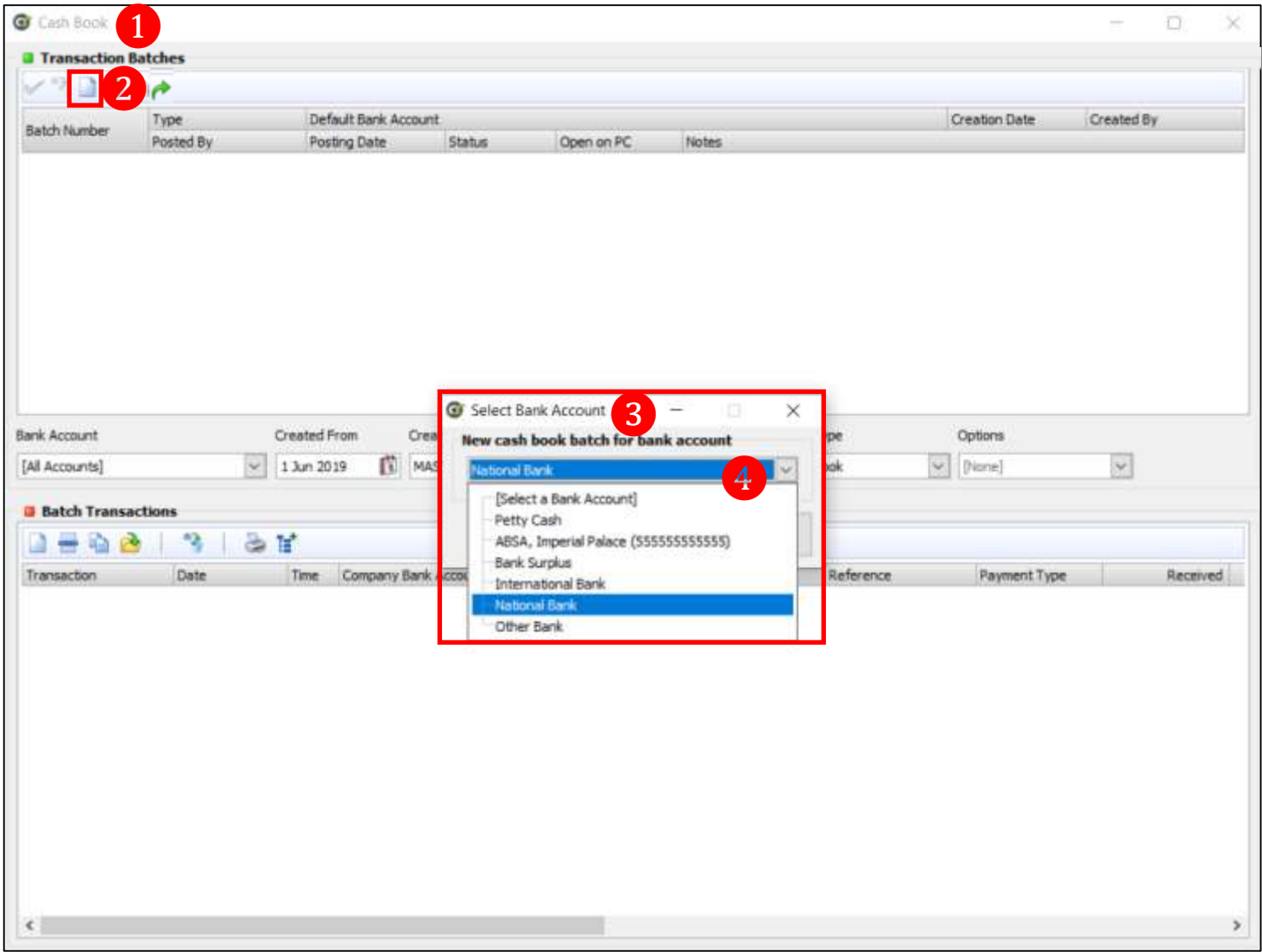
- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Ledger tab
- 5 Select the Cash Book [CASHBK] button



The Cash Book [CASHBK] Process:

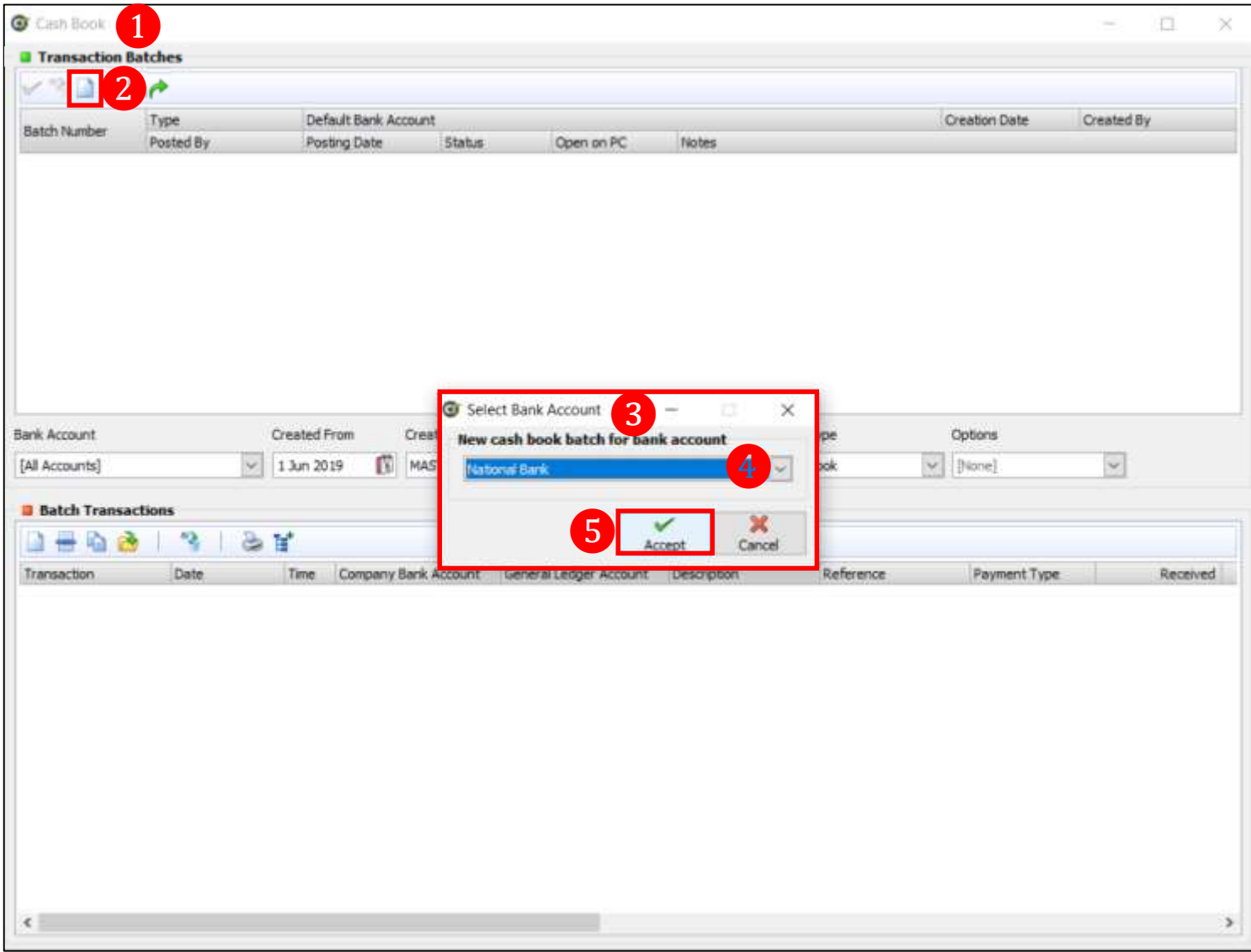
- 1 **Cash Book** window
- 2 Select the **Create New Batch** (page glyph)





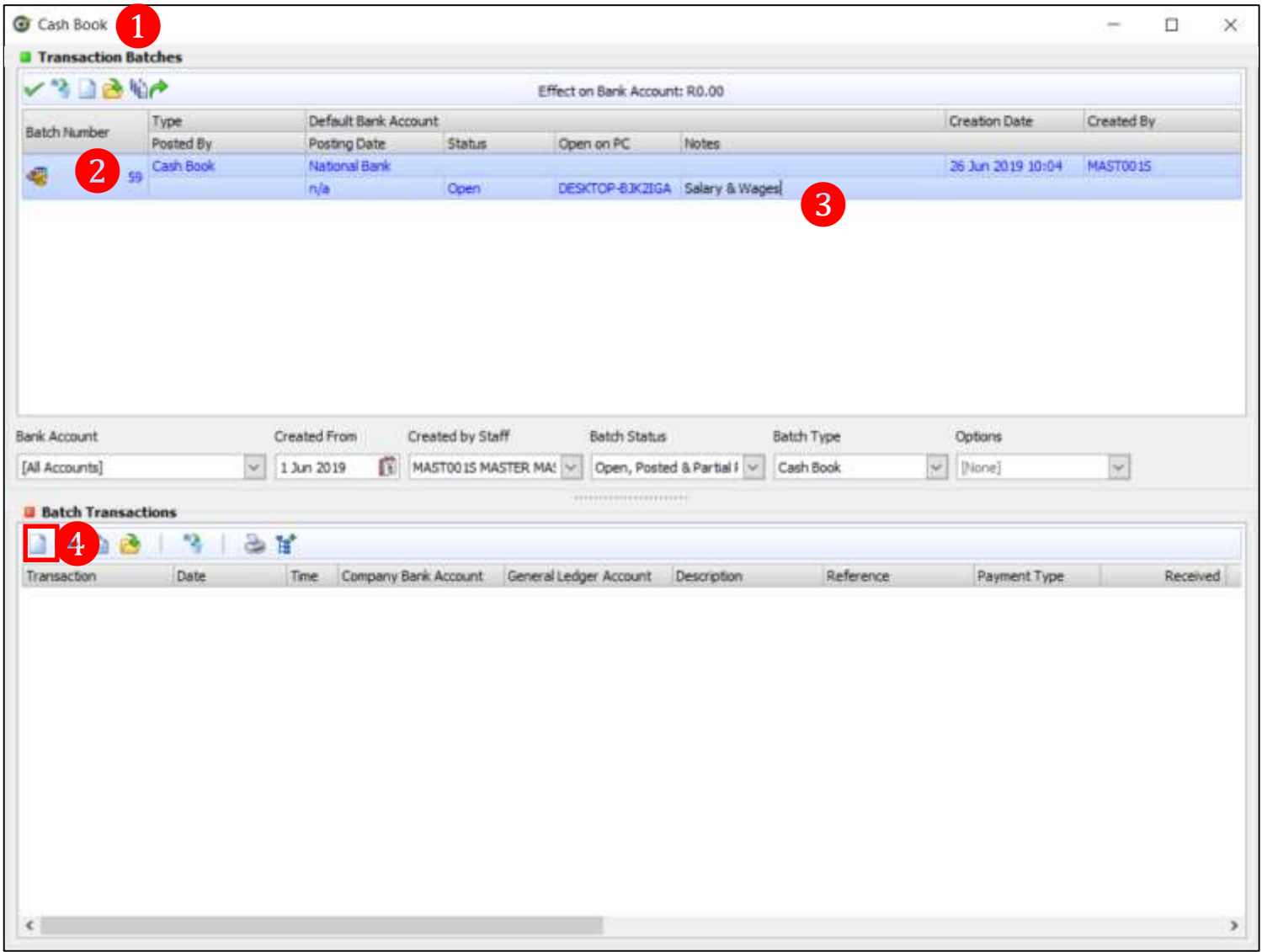
The Cash Book [CASHBK] Process:

- 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



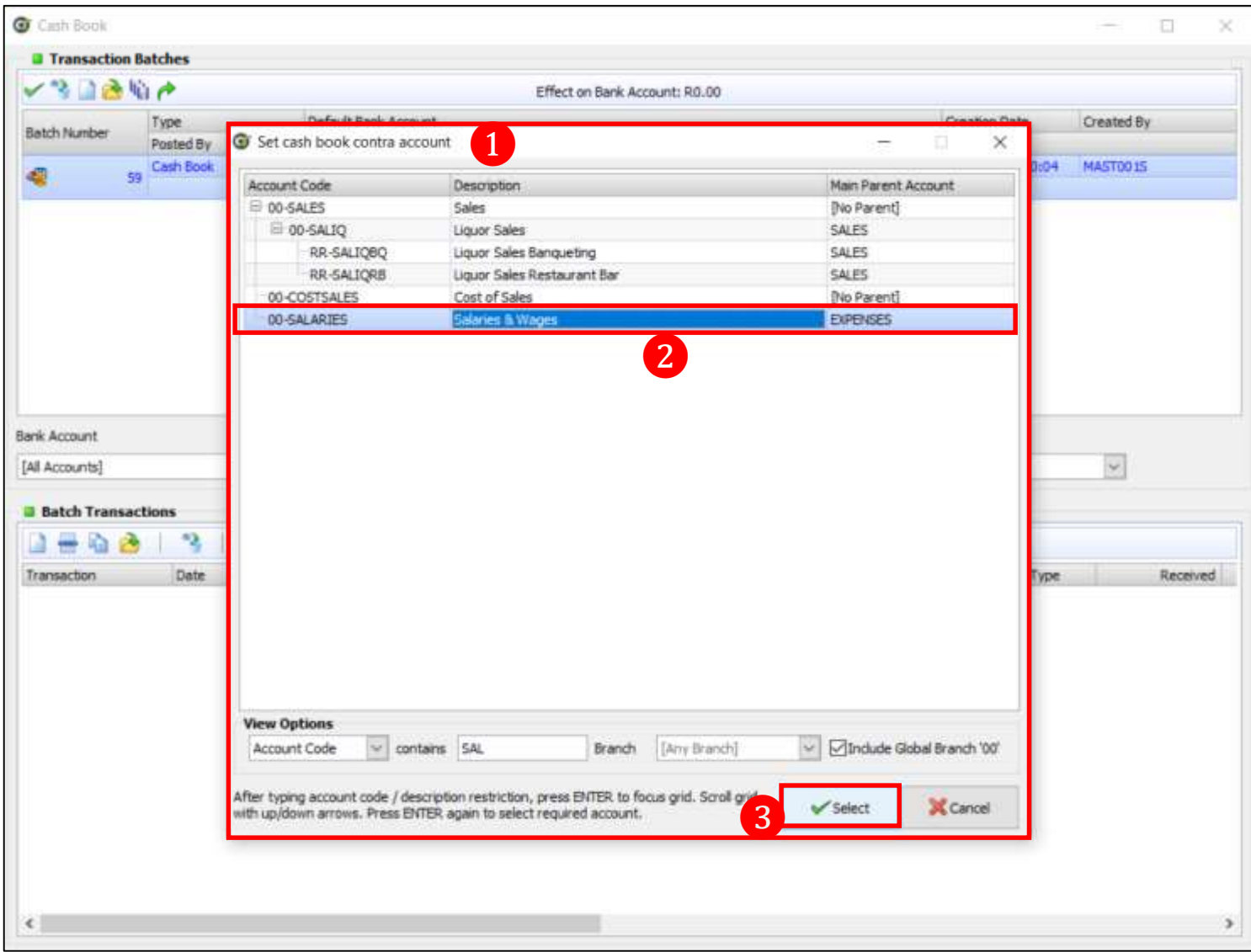
The Cash Book [CASHBK] Process:

- 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

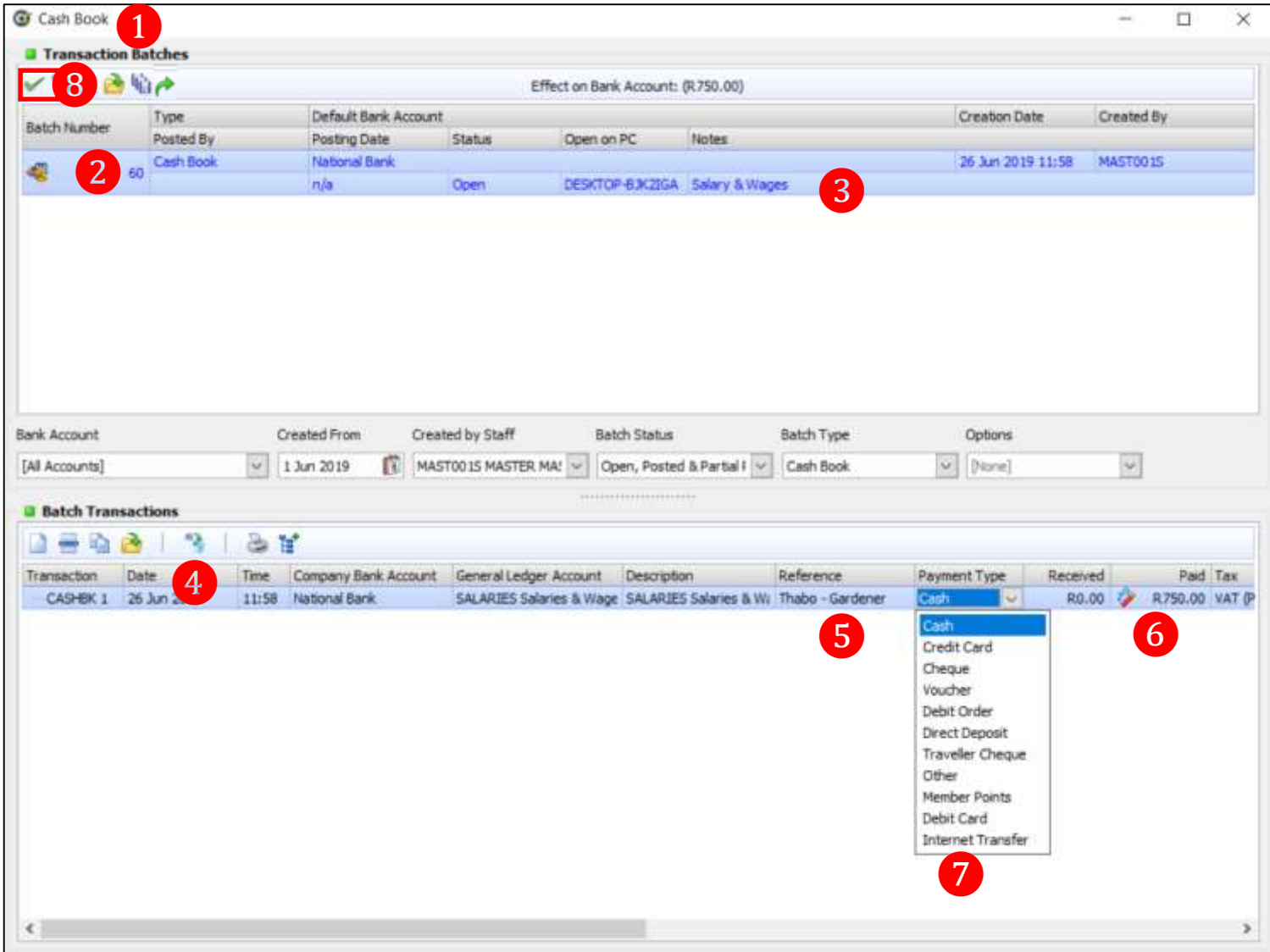
**4** The Created Batch Transaction

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

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

The Cash Book [CASHBK] Process:

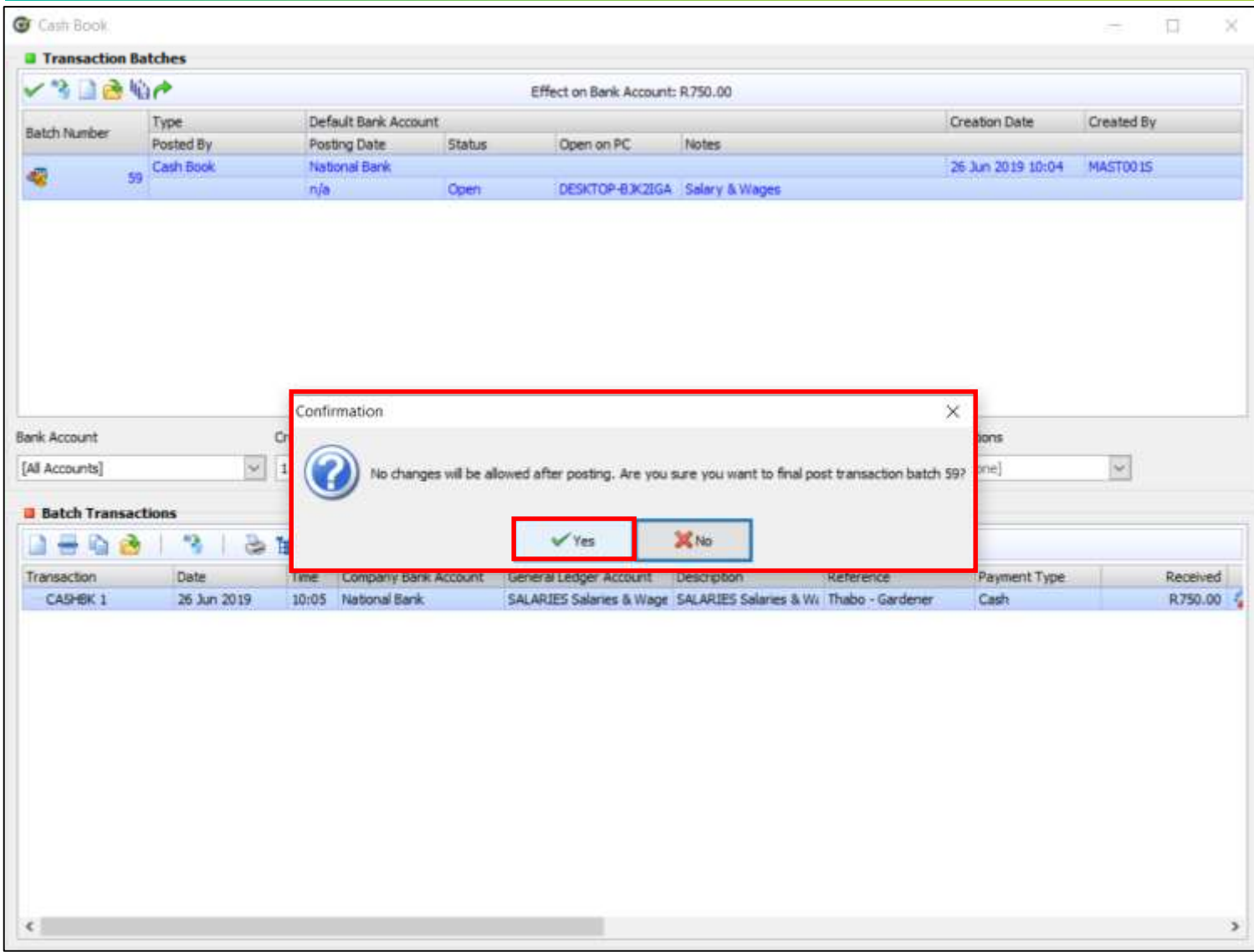
- 1** Cash Book window
- 2** The Created Batch
- 3** **Notes** column: type in the Notes for the cash book transaction
- 4** The Created Batch Transaction
- 5** **Reference** column: type in the reference for the Cash Book Transaction
- 6** **Paid** column: type in the amount



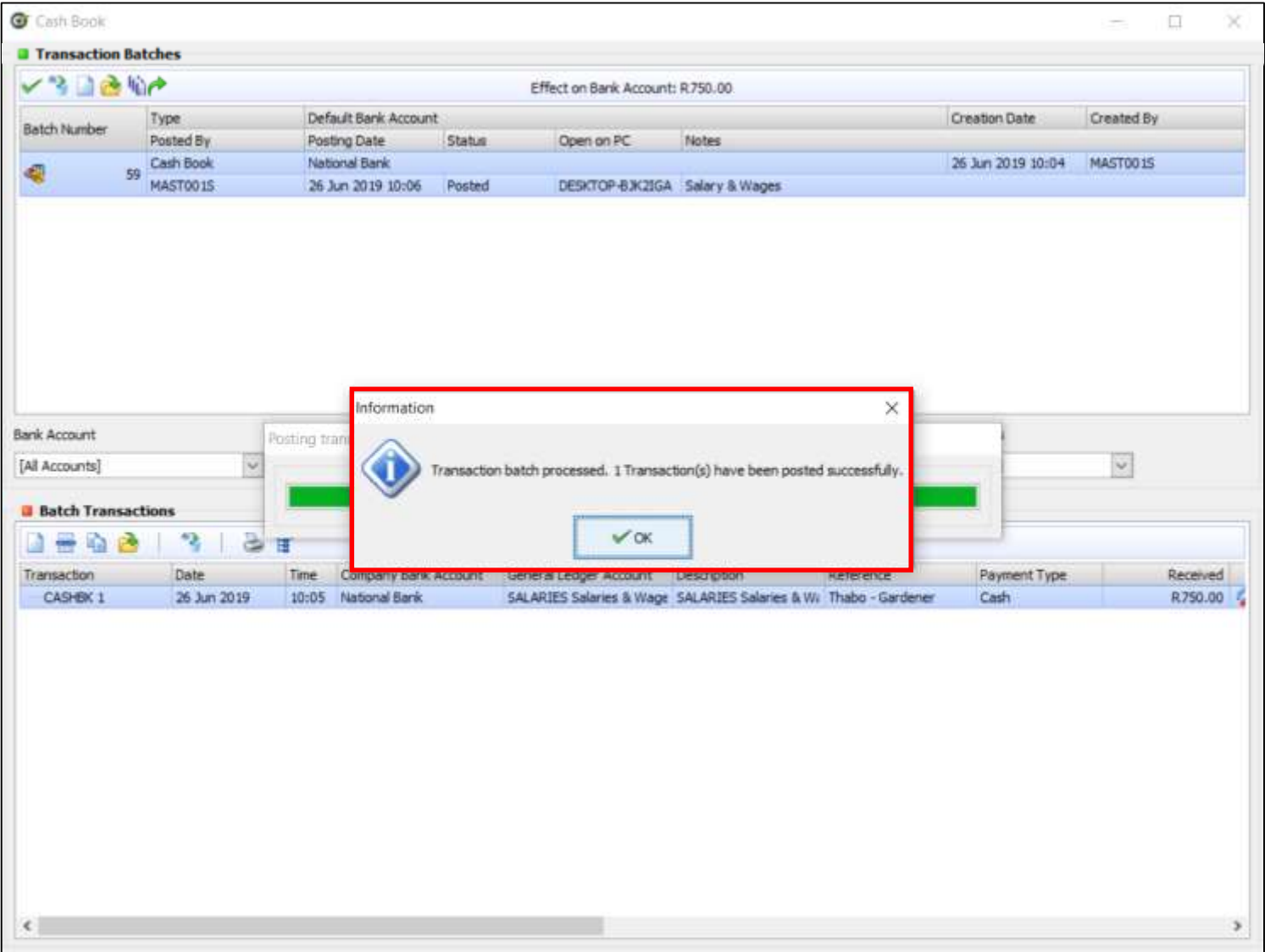
The Cash Book [CASHBK] Process:

- 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

**1** Cash Book window

Batch Number	Type	Default Bank Account	Creation Date	Created By
57	Cash Book	National Bank	26 Jun 2019 08:22	MAST0015
59	Cash Book	National Bank	26 Jun 2019 10:04	MAST0015

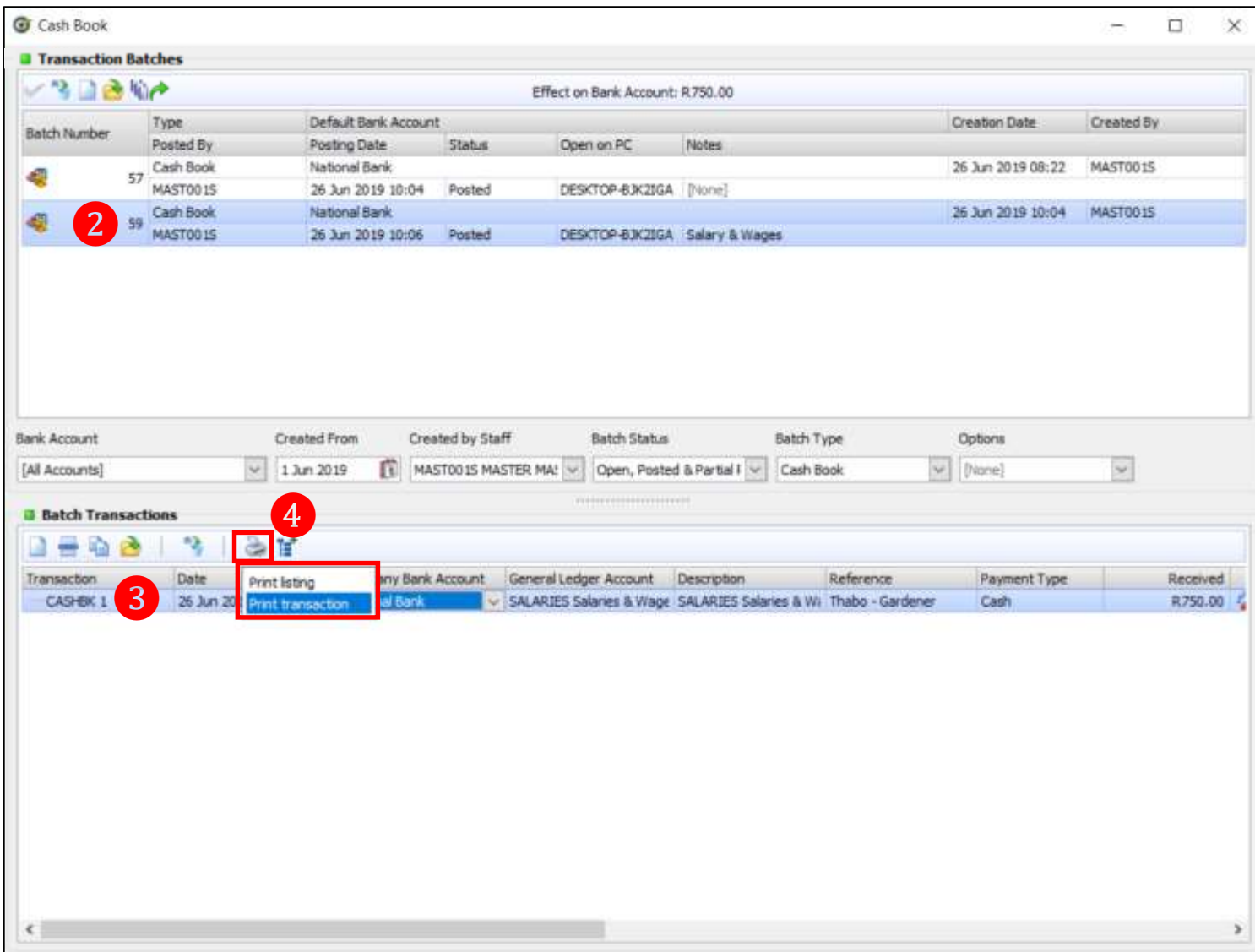
Effect on Bank Account: R750.00

Bank Account: [All Accounts] Created From: 1 Jun 2019 Created by Staff: MAST0015 MASTER MA Batch Status: Open, Posted & Partial Batch Type: Cash Book Options: [None]

Transaction	Date	Time	Company Bank Account	General Ledger Account	Description	Reference	Payment Type	Received
CASHBK 1	26 Jun 2019	10:05	National Bank	SALARIES Salaries & Wage	SALARIES Salaries & W	Thabo - Gardener	Cash	R,750.00

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)

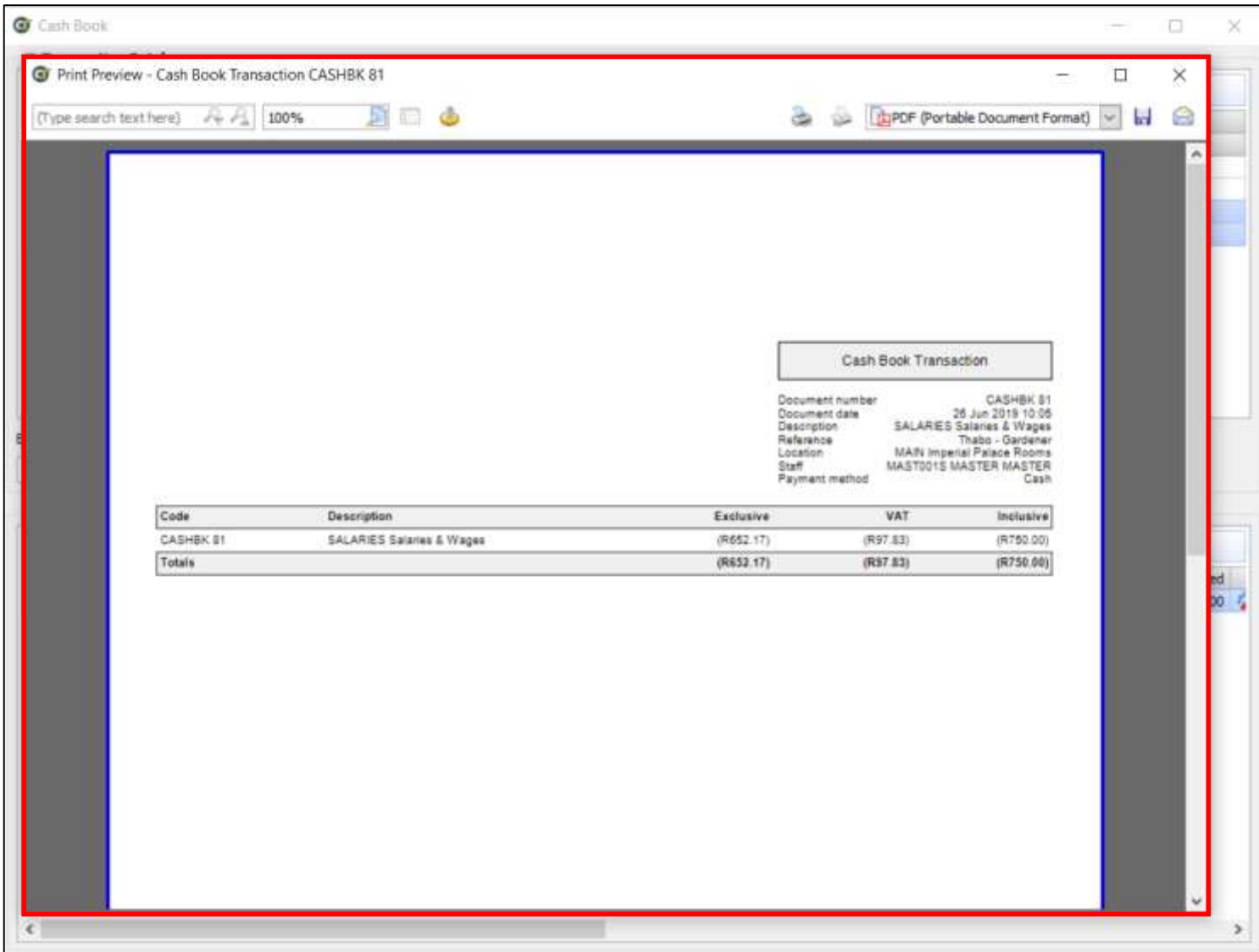


The Cash Book [CASHBK] Process:  
Printing the Transaction

- 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!