User Manual

for

Portal Cash Book Sub System

Author: R Bird
Date: 9th February 2006
Version: 1.00
Date: 9th April 2006
Version: 1.01

ACCEPTANCE OF CONTENTS

The undersigned hereby accept the contents of this document as defining the Trial Balance Ledger module.

REPRESENTATIVE	ORGANISATION	DATE	SIGNATURE
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DOCUMENT HISTORY

Version	Date	Author	Description
1.00	9th February 2006	RCB	Original
1.01	9th April 2006	JTF	Reformat/Spelling

DOCUMENT CONTROL

File name	WEB-IS-300-10092006
Author	R Bird
Version	1.00
Creation date	10/11/2005
Last Saved on	09/04/2006

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CASHBOOK SUB-SYSTEM

1 PREFACE

1.1 Scope of this document

This document explains the functionality and setup of the Cash book sub system on the portal.

1.2 Audience

This document is intended for:

- The AMC CIT business personnel for approval.
- Portal Users

1.3 Related documents

WEB-IS-300-10082005.

1.4 Definitions

- Ledger Number: Reference defined by the User / Company to hold totals
- Account Number : Reference to bank or other account
- Creditors – may also be known as suppliers
- Debtors – Portal payment of debtors
- PC or notebook that will interface via a browser
- POS - Point Of Sale System

2 OVERVIEW

2.1 General overview

The Cash Book sub system allows reconciliation between external accounts and portal transactions. The user may select to report by Day, Week, Month, Quarter, Half Year, Year or Financial Year.

The portal will include non-editable data, such as POS tenders, Creditor payments, Debtor payments, bank fees, along with data manually entered (Editable) by the user. Data is stored until either the portal purges it *(according to business rules set at company level)*.

It is expected that the portal (non editable totals) will not be purged for at least 7 years.

2.1.1 Security

User access to the reports is controlled via the normal Portal access methods. A user may be entitled to view or edit the Cash Book records. The Company administrator sets the required privileges via the Portal user maintenance screens.

2.1.2 Hardware used

Hardware may be a normal PC or laptop running any standard Internet browser. If using Internet Explorer it must be version 6 or greater. In the case of Firefox it must be version 1.1 or greater.

2.1.3 User interface

Standard portal navigation and login is used.

3 Business process

The portal will assign standard Ledger numbers by default and the user must create accounts numbers. These may be changed at any time via the company options edit screens, the Account edit screens , and the Ledger edit screens. Please note, the default Ledgers must exist and if the Portal finds them missing at time of use, it will create them on the 'automatically'. Refer to 'Editing Ledgers' (see WEB-IS-300-10082005)

The system will allow Ledger numbers to be of the following type

1. Income
2. Purchases
3. Freight
4. Expenses
5. Banking

The Ledger report assumes Income is assigned to the Debit side and all others assigned to the credit side.

The portal assigns totals obtained from Stock Receipts to the default purchases ledger, and Sales related data to the default sales ledger. Sales components are broken into their known sections again using the default ledger numbers.

These include

1. Sales
2. Discounts
3. Redemptions (Loyalty)
4. Cashup Unders / Overs – *may be optionally excluded from reports*
5. Gift Voucher Sales
6. Gift Voucher Redemptions
7. Lay By Deposits
8. Lay By Fees
9. Customer Order Deposits
10. Home Delivery Fees
11. Cost Of Goods – from receipts
12. Stock Receipt Discount
13. Stock Receipt freight
14. Stock Receipt Fees
15. Petty Cash
16. General Purchases
17. General Freight
18. Expenses
19. Bank Fees
20. Bank Interest (payable)

21. Bank Interest (Collectable)
22. Bank Government Charges

The system default ledger numbers may be changed and other Ledgers may be added as required. Accounts may also be changed, added and deleted at any time.

4 Reports

4.1 Purpose

To reconcile an external account with Portal data.

4.1.1 Type of reports

There are three types of reports available.

1. Balance Report - this report enables a user to report all currently configured accounts
2. Audit Report – This provides a report on entries of any given account, or all accounts during any selected period of time
3. Statement Report – This provides a report on a statement details after reconciliation

5 Maintenance

5.1 Purpose

To allow user updates, add or delete Accounts as well as to add reconcile accounts.

5.2 Maintenance Sections

The user may find the Ledger edit maintenance screens and the account maintenance screens under the Ledger menu. The default Ledger numbers are edited via the Company Options edit screen. The portal will create all required defaults the first time a user uses the edit facility. The user may then select the ledger section and change any of the defaults to match their company requirements. The accounts must be manually set up and must exist before reports or edit screens are accessed.

6 Navigation

6.1 Selecting Multiple Rows

Multiple row selections may be done via the standard 'Windows' selection sort cuts.

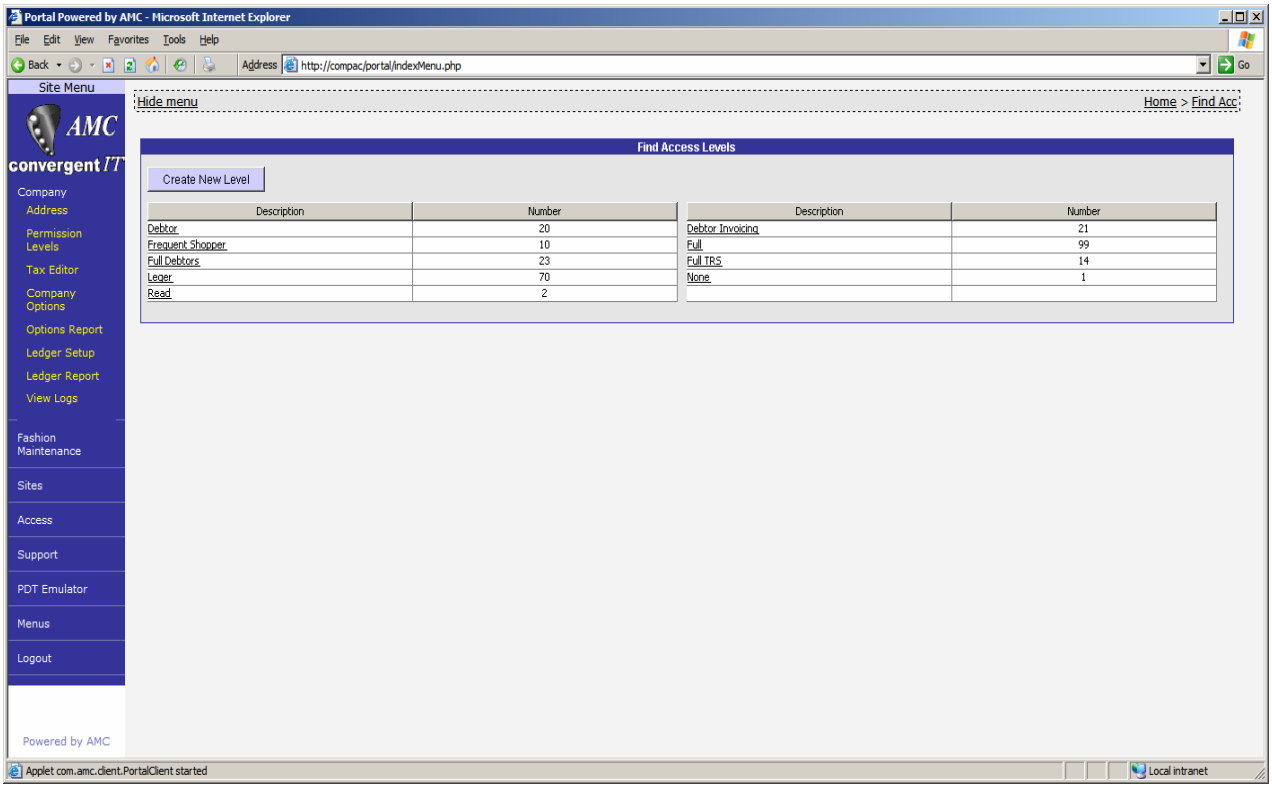
Multiple selections

1. Click first required line, then with shift key down click last. All lines between will be selected.
   Or
2. Click each line required with control key pressed. This selects each line clicked.
   Or
3. A combination of both shift and control keys will select a group between the clicks

6.2 Security

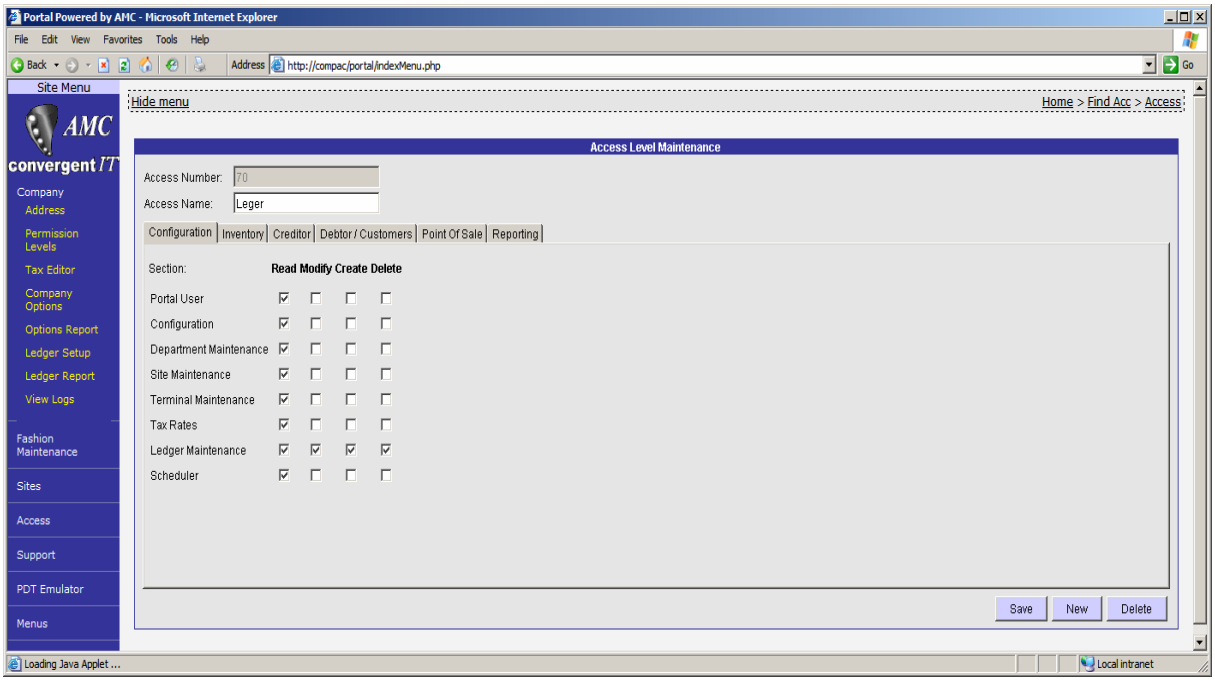
Select the Site Menu via the side menu. Note, the name of the menu may be some other description as this is a soft option within the portal. Examples are Store Menu, Branch Menu etc. The accounts maintenance is controlled by the Ledger maintenance settings.

Click on ‘Permission Levels’



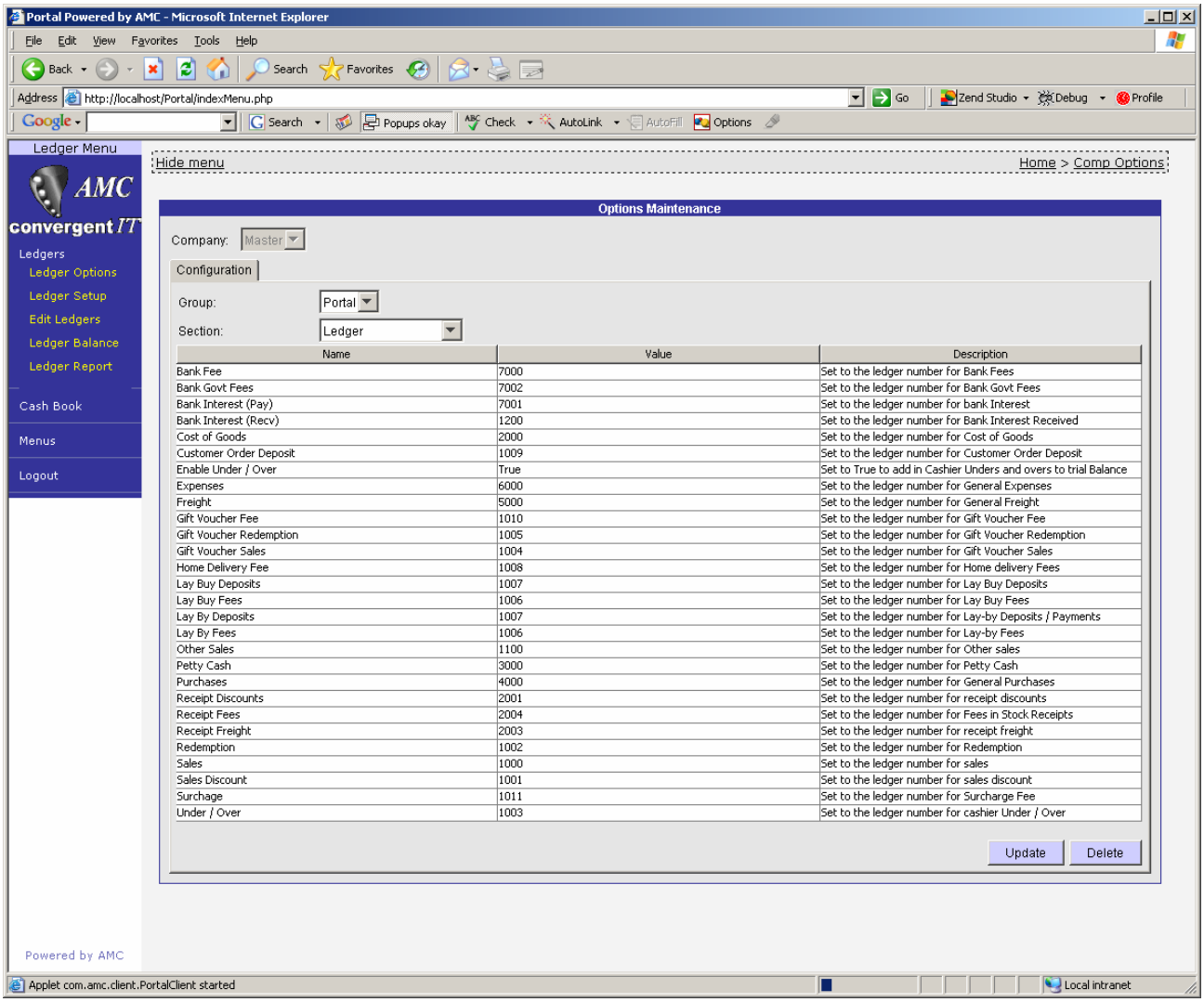
If a Ledger Level exists, then *click* on it, else click on ‘Create New Level’ and create the required permissions level.

The result of setting the Ledger level up correctly is shown in the next image.



The user is required to have at least read permissions to run the reports and edit permission to change any of the settings or to add new transactions to the ledgers.

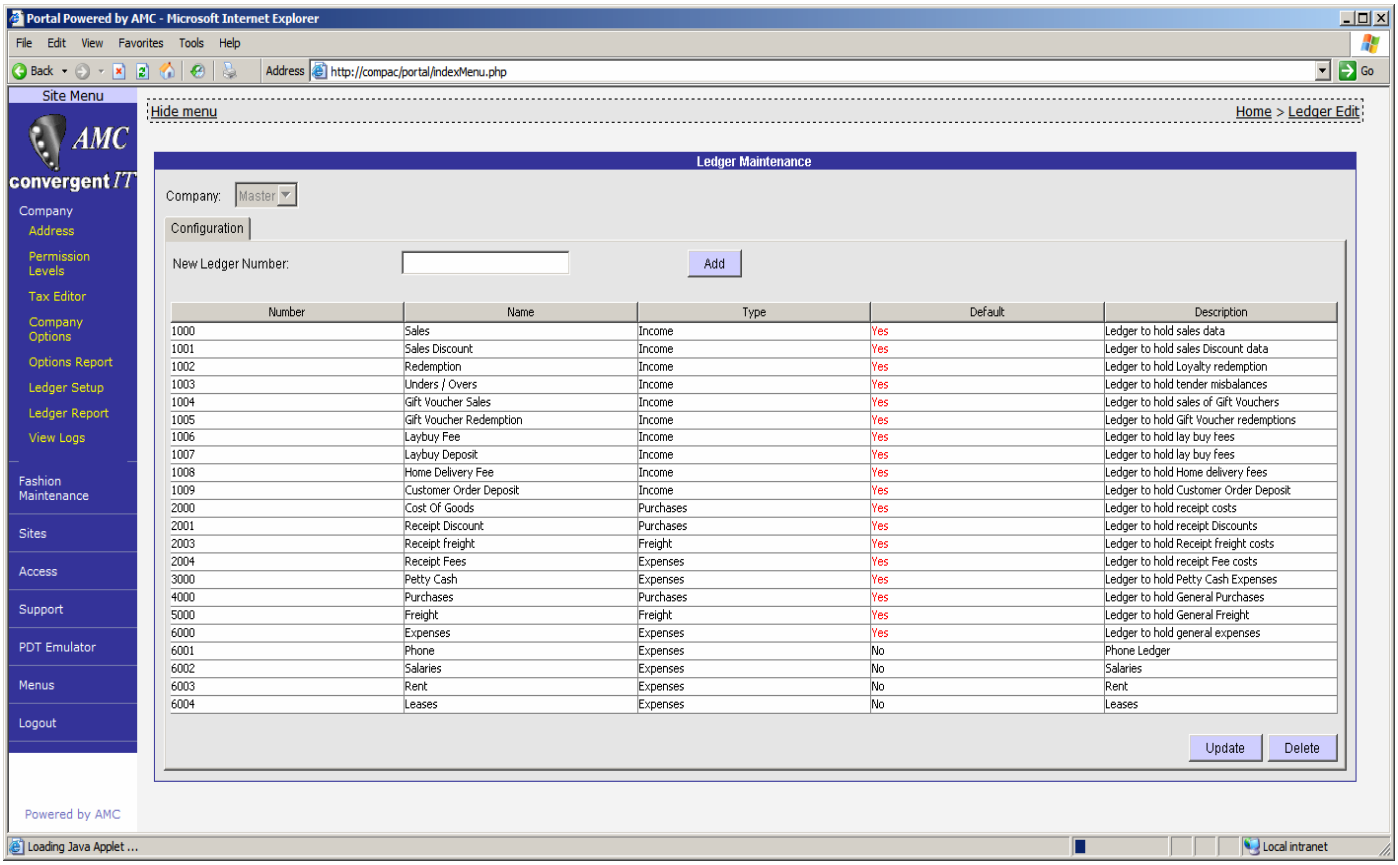
6.3 Edit of Ledger defaults



Within the menu select ‘Company’ to drop down the selections. Then click on ‘Company Options’. Once the edit screen has opened, change the section to ‘Ledger’.

Change any of the ledger numbers to the company preferred and click ‘Update’. You may restore back to the Portal defaults by selecting all and clicking ‘Delete’. To refresh the defaults after the deletion, click the ‘cookie’ trail ‘Comp Option’ which will then refresh the screen and re load the missing default options.

6.4 Edit of Ledger Numbers and Descriptions

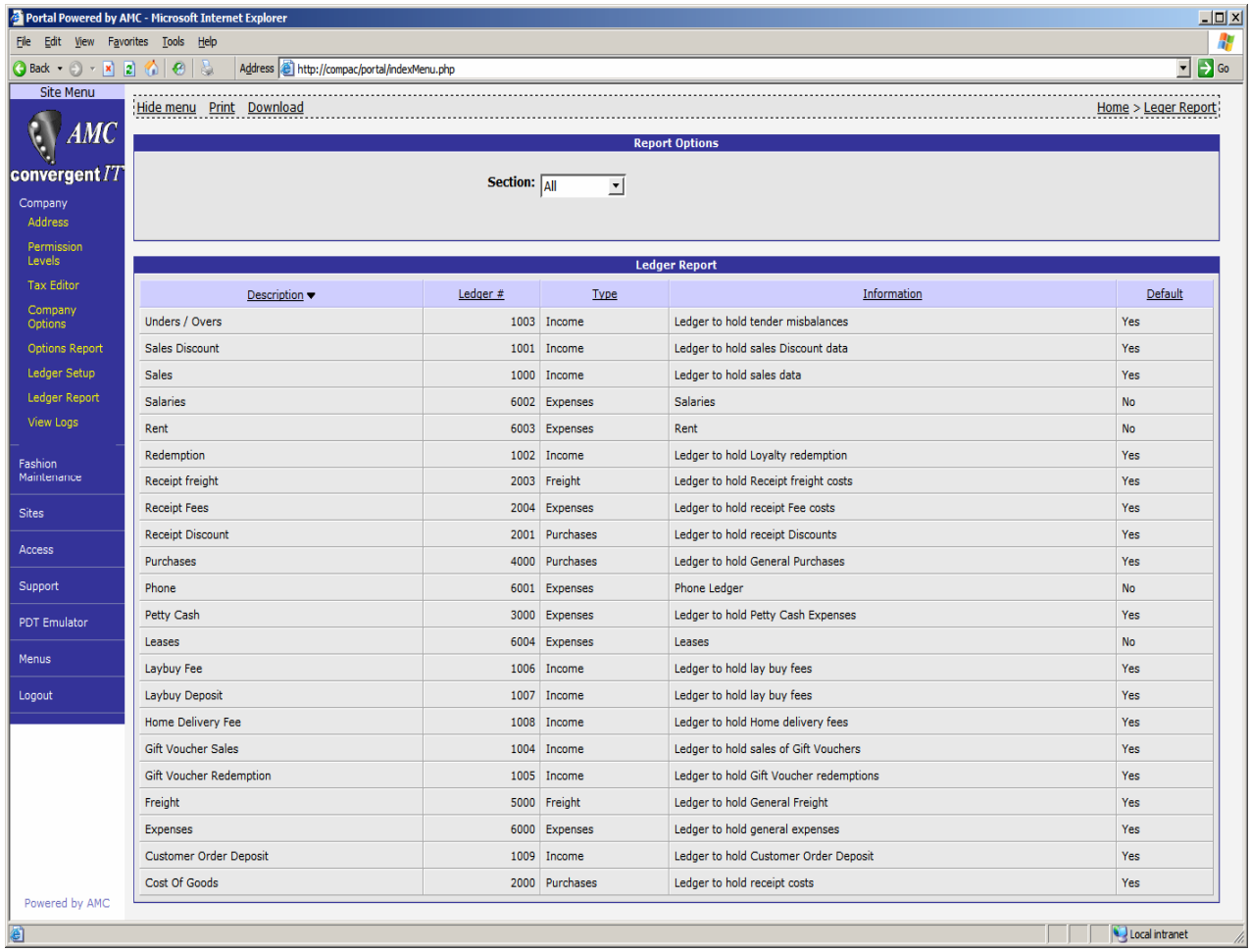


Within the menu select ‘Company’ to drop down the selections. Then click on ‘Ledger Setup’.

This will load the edit screen and create any missing default ledgers ready for editing. The default column shown ‘Yes’ will identify ledgers that have been created by the portal.

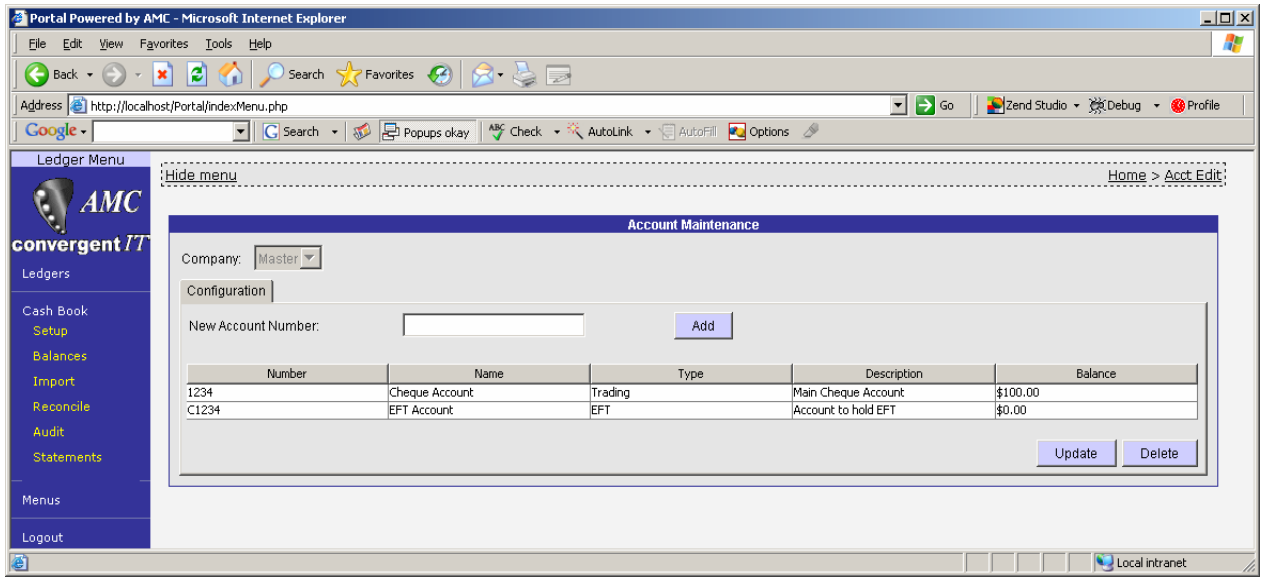
After editing all the required ledgers, you may now print them. Click on ‘Ledger Report’.

The next image shows the ‘Ledger Report’.



6.5 Edit of Account Numbers

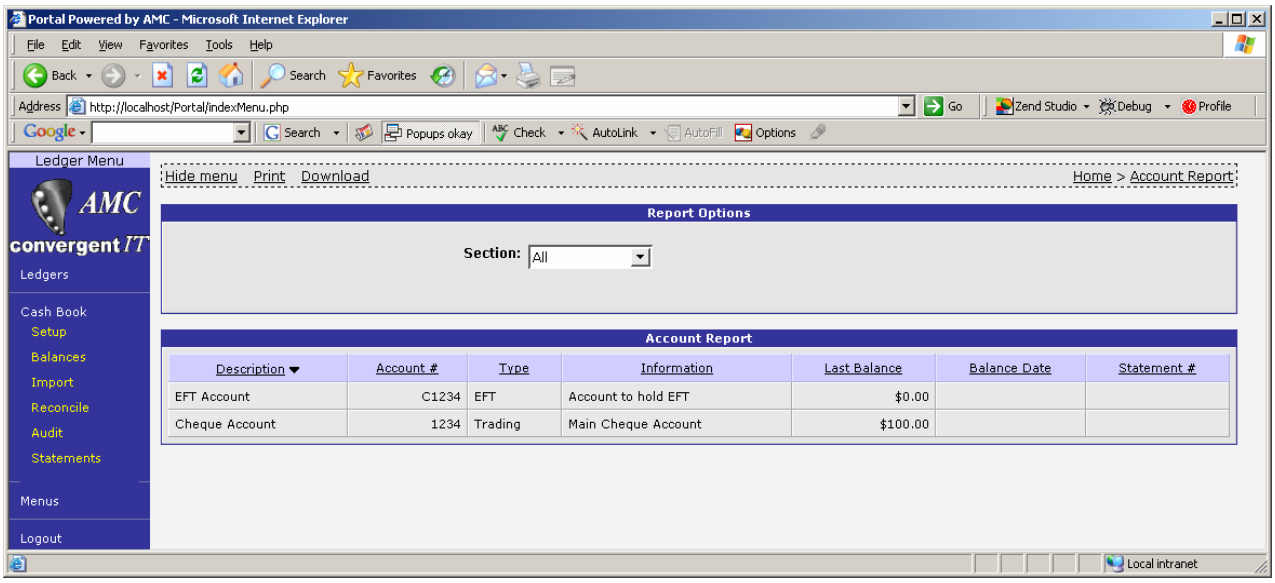
Accounts may be added, changed or deleted via the account maintenance screen. Navigate to the Ledgers Sub Menu the open up the Cash Book section. Clicking on 'Setup' will allow the current accounts to be viewed and edited or new ones added. There is no logical limit to the number of accounts.



The account number may be up to 30 alphanumeric digits. The name of the account may be up to 150 characters and the description up to 250 characters. The name of the account is displayed on all screens where the account is selected. The description is only used in this screen and its respective report as a 'memo' indicator. The edit screen shows the current balance. A Company Administrator may only edit the balance.

6.6 Account Balance Report

The Balance report also shows the last statement number and the last statement date if the account has been reconciled. If the account has never been reconciled, the date and statement number will be blank.



7 Account Transaction Data Entry

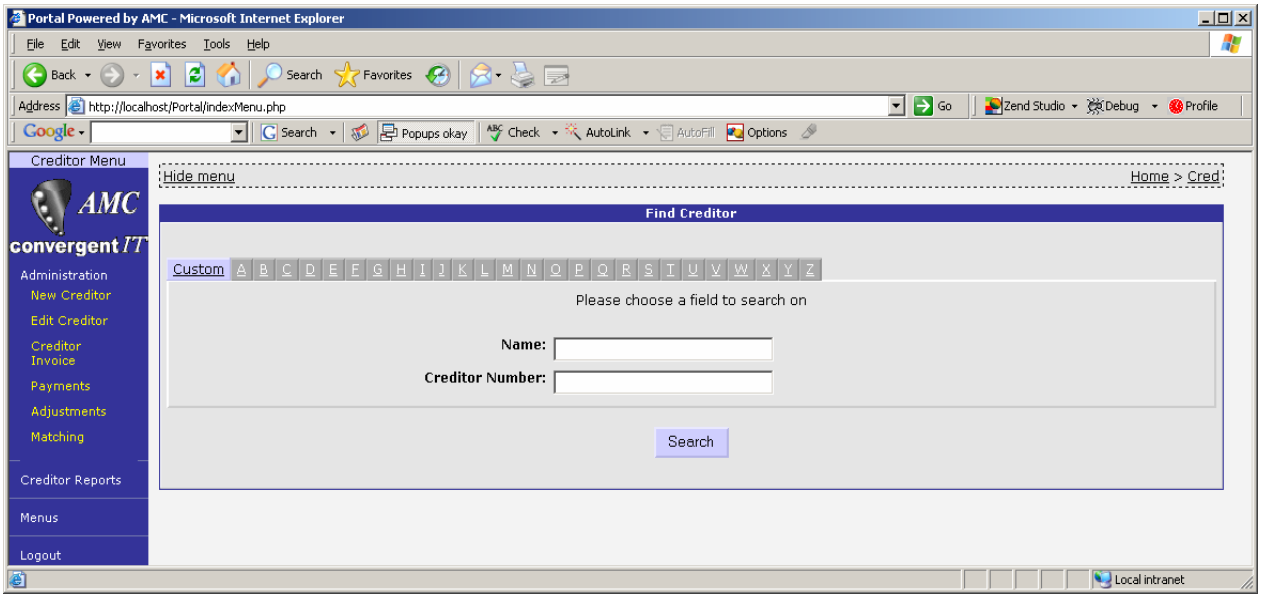
Manual data entry may be done either via the Creditor Payment screen, the Debtor Payment screen, or the Import account transaction screen. Only Bank Fee, Interest payable and collectable and Government Charges may be added via the reconciliation screens. All others must be via the POS, Debtor or Creditor sub systems. Bank Fees, Interest Payable and Collectable and Government Charges will also update the Ledger system are added via the reconciliation edit screen.

7.1 Creditor Payments

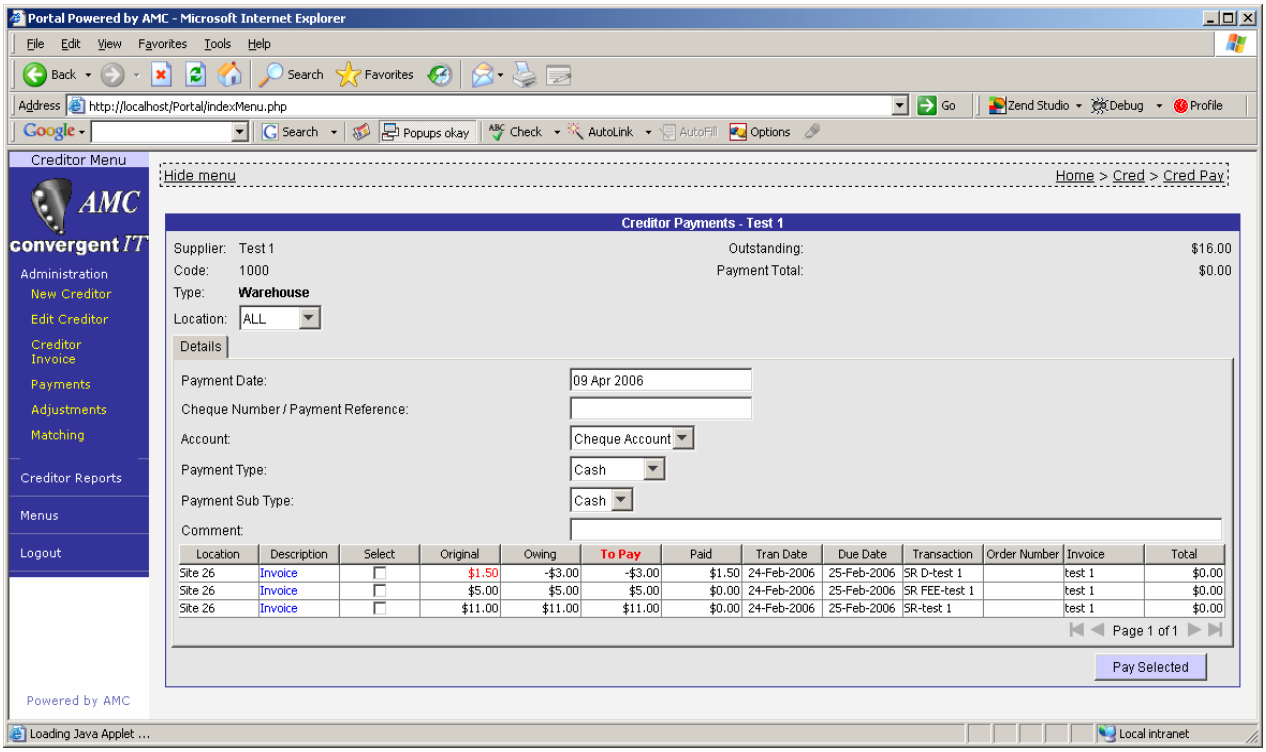
Select the Creditors Menu via the side menu.

Click on 'Administration' to open up the menu options.

Whenever a payment is made to a creditor, the system captures the details as part of the cash book sub system.



Select the required Creditor to pay

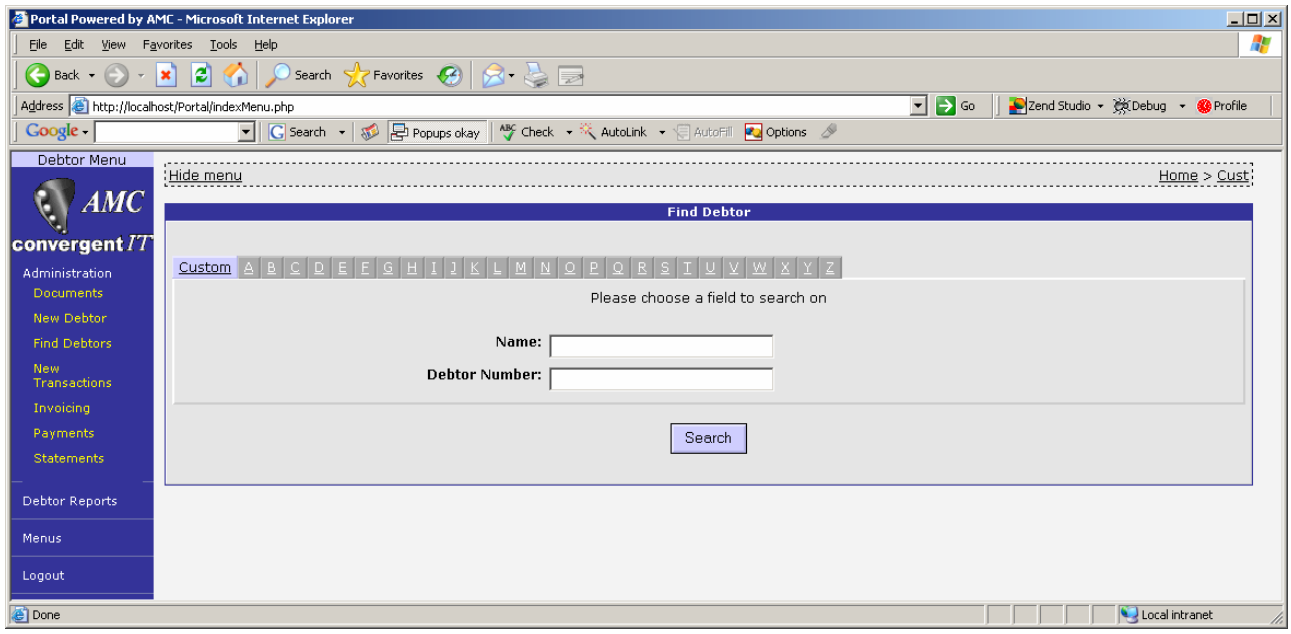


The user is prompted with the available accounts to assign the cheque to. It may be left blank by selecting the blank entry. Blank entries may be corrected during reconciliation.

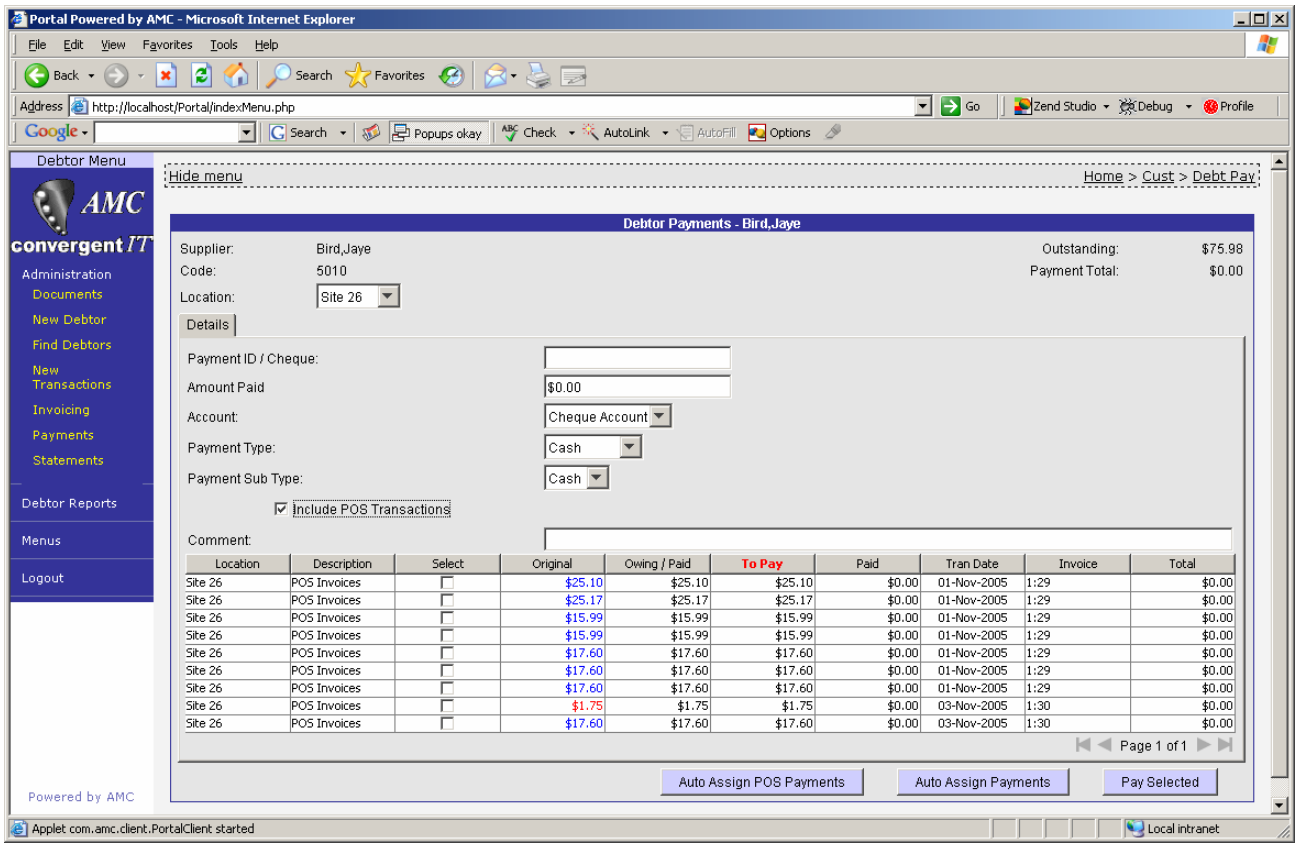
When the respective invoices are paid, a single entry as per the cheque number and the account number is transferred to the accounts transaction database for later reconciliation.

7.2 Debtor Payments

Select the Debtors Menu via the side menu.
Click on 'Administration' to open up the menu options.
Whenever a payment is made to a Debtor, the system captures the details as part of the cash book sub system.



Select the required Debtor



As per the Creditor payment system, the Debtor payment allows the user to assign the payment to a known account. The amount paid (not the line details) is transferred on payment to the account transaction database.

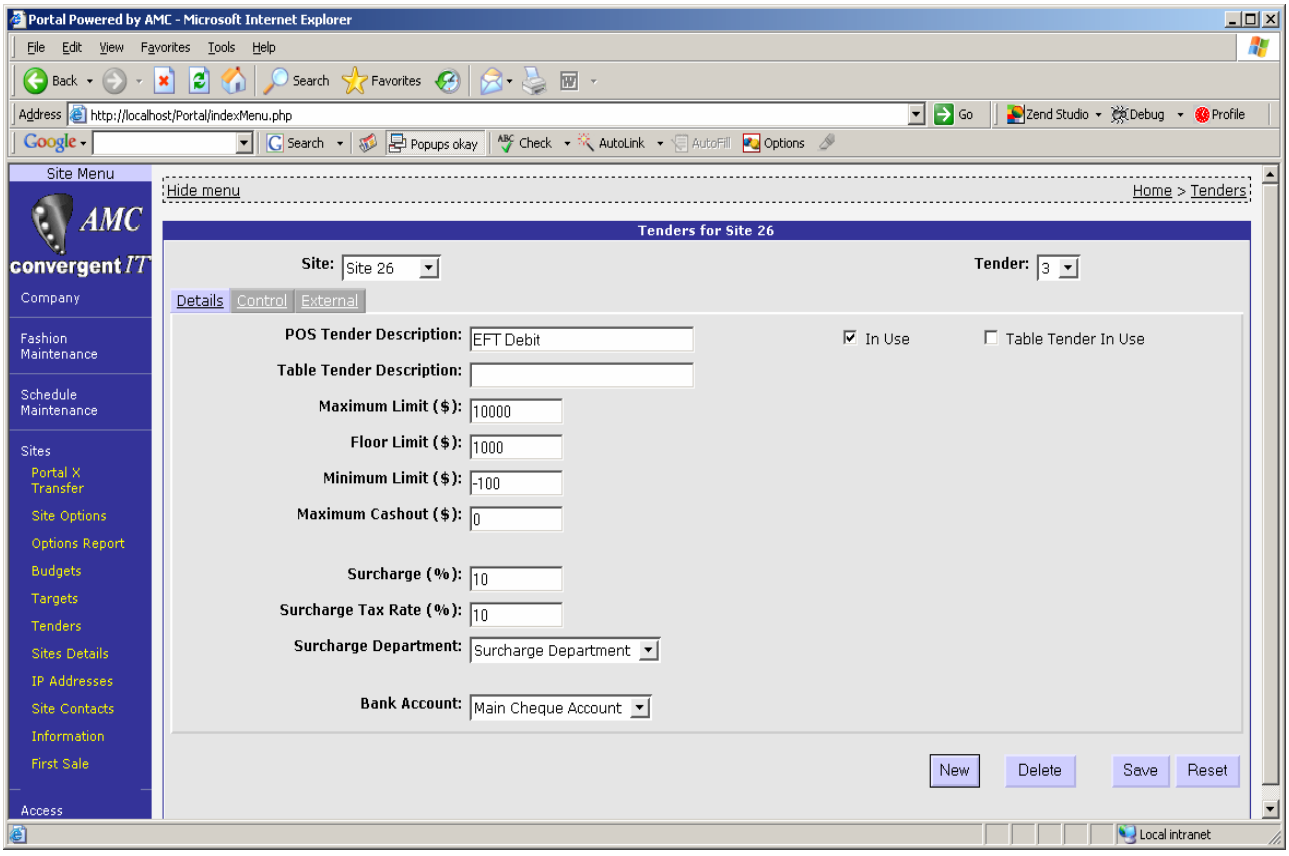
8 Importing Transactions

The cash book sub system is aware of POS cashup procedures. Those tenders assign to an account may be imported in to the account transaction database any time after a completed cashup. The Cash tender is not used even though it's assigned to an account, instead the banking figure is used in its place. This is because it is very rare for full takings to be banked on any day.

8.1 Cashup data entry

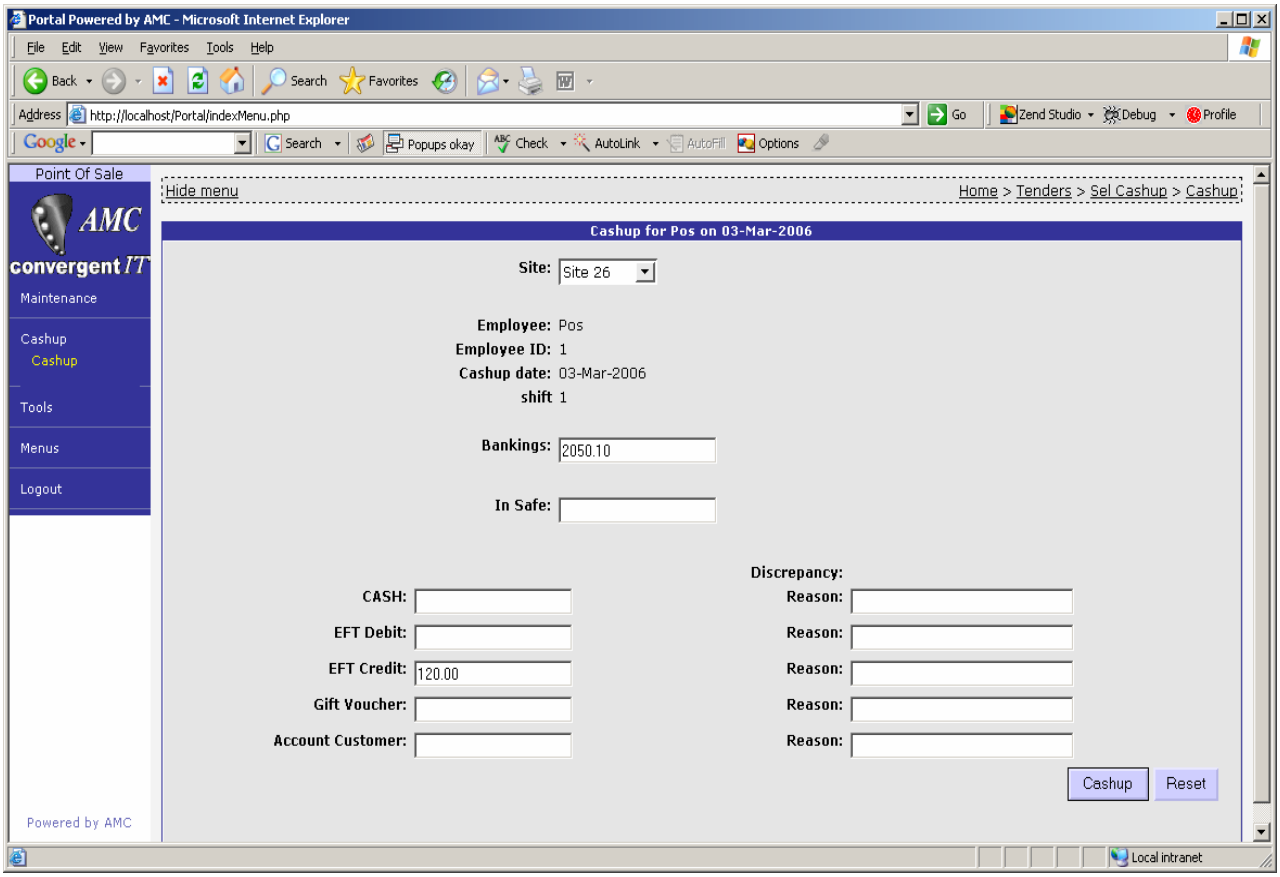
Cashup is completed as normal, allowing the operator to specify the amount of cash banked. Other tenders are linked to accounts as required.

Setup of the cashup is via the Tender Setup. Navigation is via the POS Menu or the Sites menu.



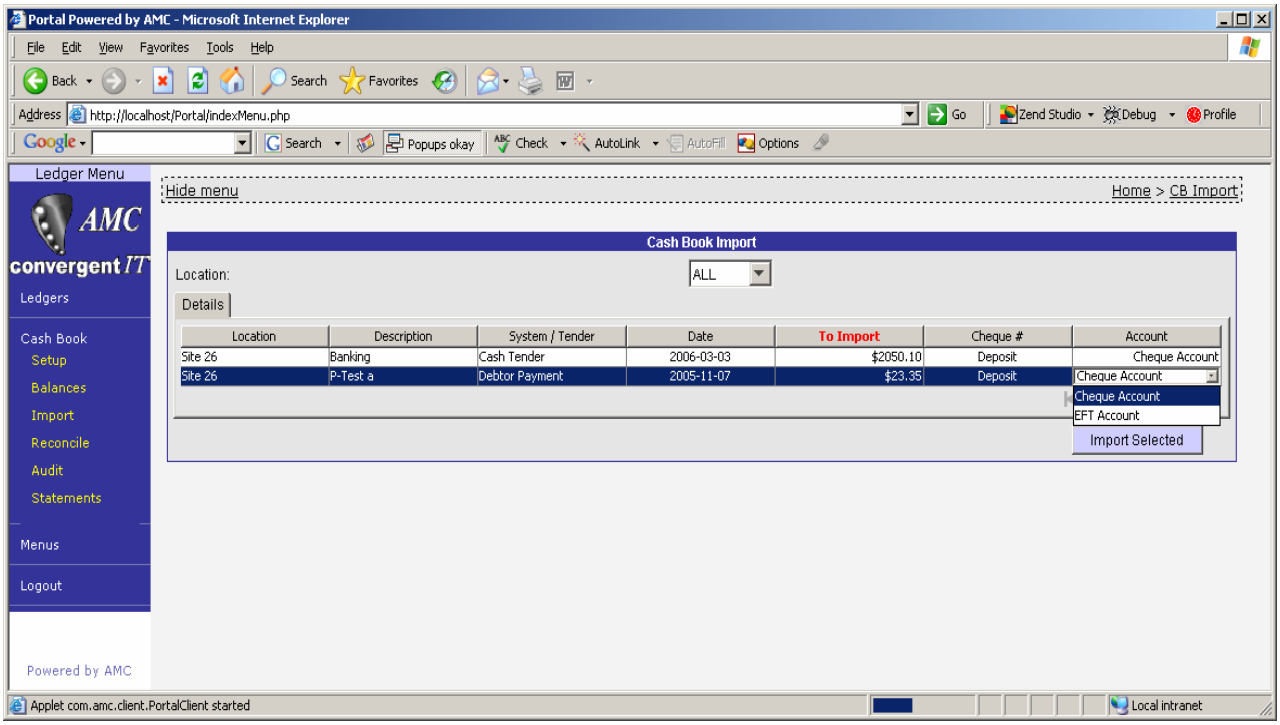
If the Tender does not have an account assigned to it, then it will not be visible in the import screens.

Within the cashup routine, the cash component is declared as banking.



8.2 Importing data

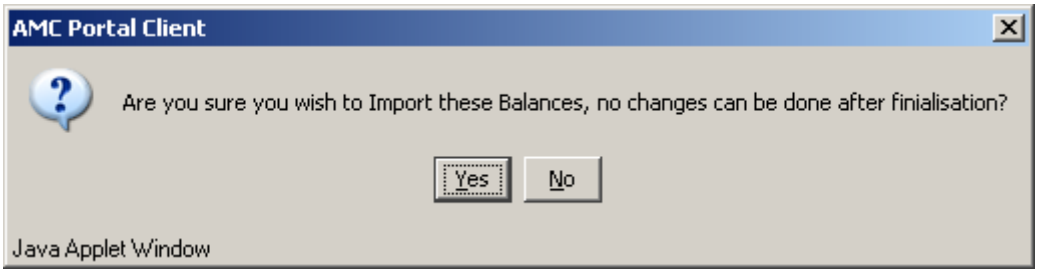
To open up the import procedure, navigate to the Ledger Menu. Select the Cash Book option and then the Import Option.



Any Cashup record not imported that has an associated account, or Debtor / Creditor payment that was done previous to enabling the cash book system will be shown.

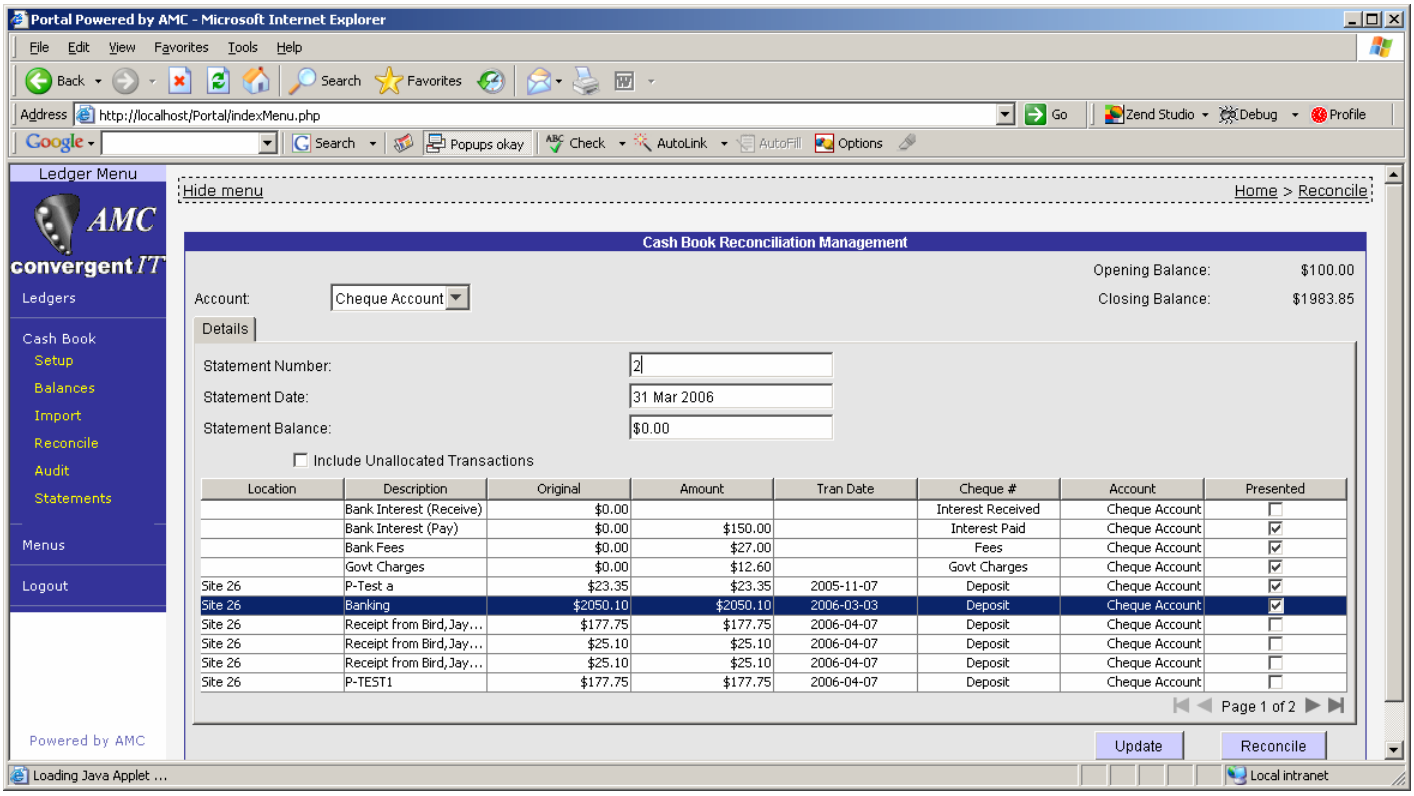
Assign an account to any records that have yet to assigned via a drop down list. Select all records that are required to import and click 'Import Selected'.

The portal will prompt for confirmation



9 Reconciliation

It is during this process that the Portal and the account(s) is/are reconciled. Via the Cash Book menu, select the reconcile option.



Four entries are loaded by default to allow ease of data entry. They can be ignored if not required by not selecting as being presented. These four are

- Bank Fees
- Bank Interest Charges (payments)
- Bank Interest Deposit (receipts)
- Bank Government Charges

The deposit is classed as income, and the other three classed as outgoings. These four entries will also trigger an update in the Ledgers on reconciliation. (See Ledger setup for Ledger numbers). The statement date will be used for their transaction date.

Select the account to reconcile. Enter in the statement number. Then enter the statement date, followed by the amount on the statement. On entering the Statement date, the system will 'pop up' a calendar to select appropriate date.

The amount may be edited, and the account changed. All other fields are read only. On Update, the records will become invisible if the account allocation was changed.

Clicking the 'Unallocated Accounts' checkbox, will also make visible entries that have not been assigned to an account. As the presented checkbox is selected, the amount is added to subtracted from the running total. The system will only allow the account to reconciled when the

running total is the same as the entered total and the statement date is less than the current date.

During the checking process, any records marked as presented but not allocated to an account, will have the presented status reset. If the totals are not equal after that, then the reconciliation will abort.

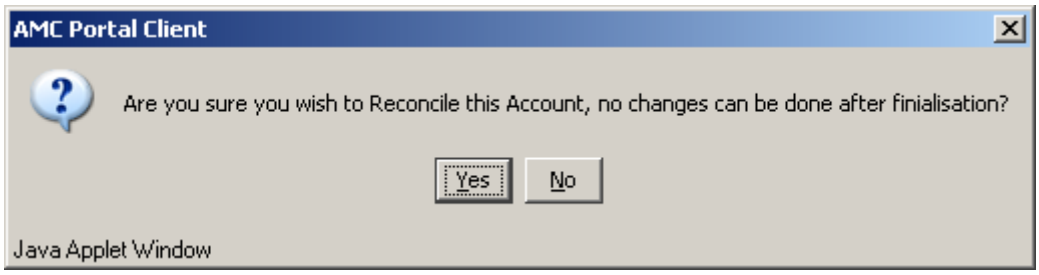
Once the account has been reconciled with the presented records, those records will become invisible, a history of the statement will be created, and the user made ready to reconcile another account.

The Portal will reject the user using the same statement number for an account or a statement date in the future.

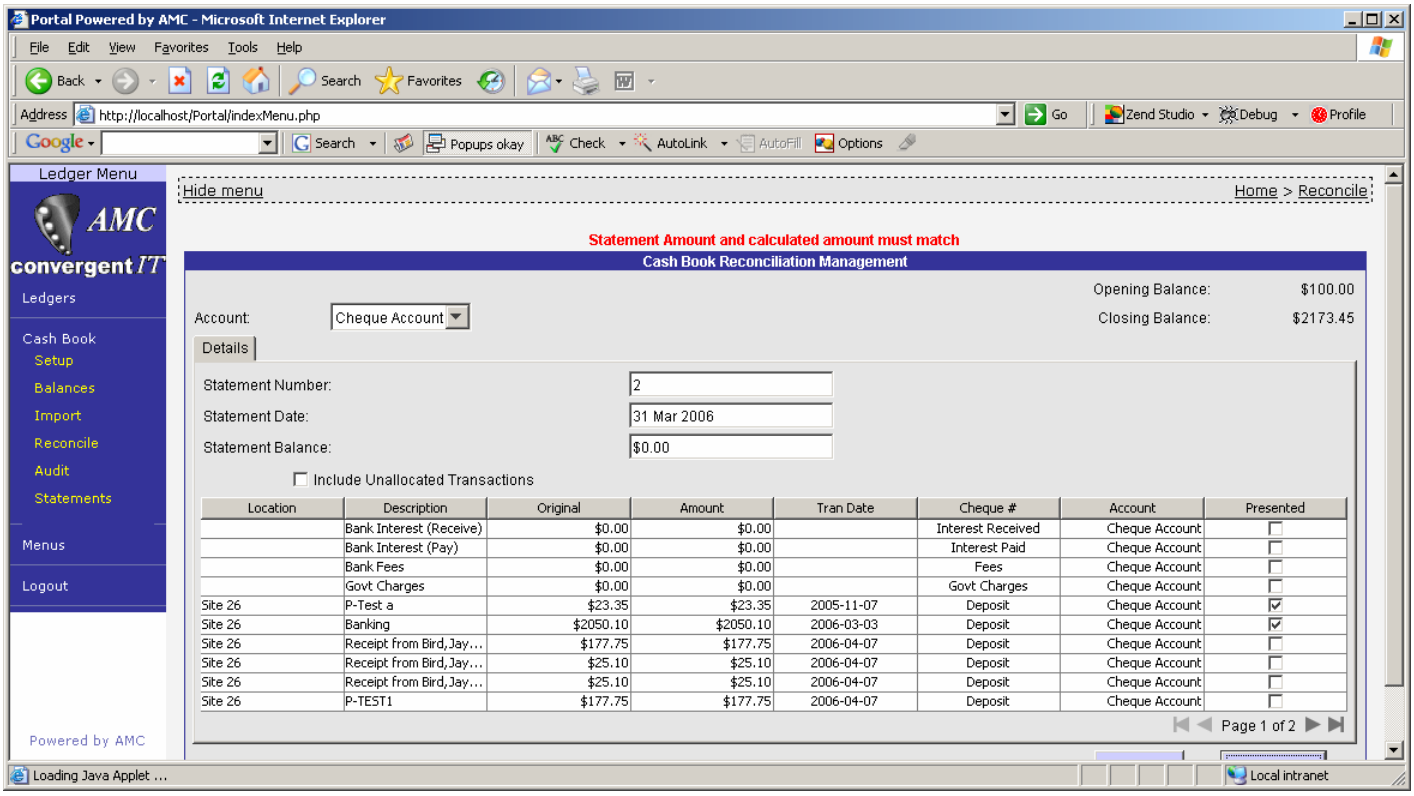
Warning:

The system allows free selection of statement numbers. They must be numeric and it is up to the user to ensure that they are reconciled in correct order. There is no support to be able to reconcile a previous statement.

On clicking the Reconcile button, the portal will prompt the user for confirmation.



Clicking yes will result in the Portal validating the reconciliation

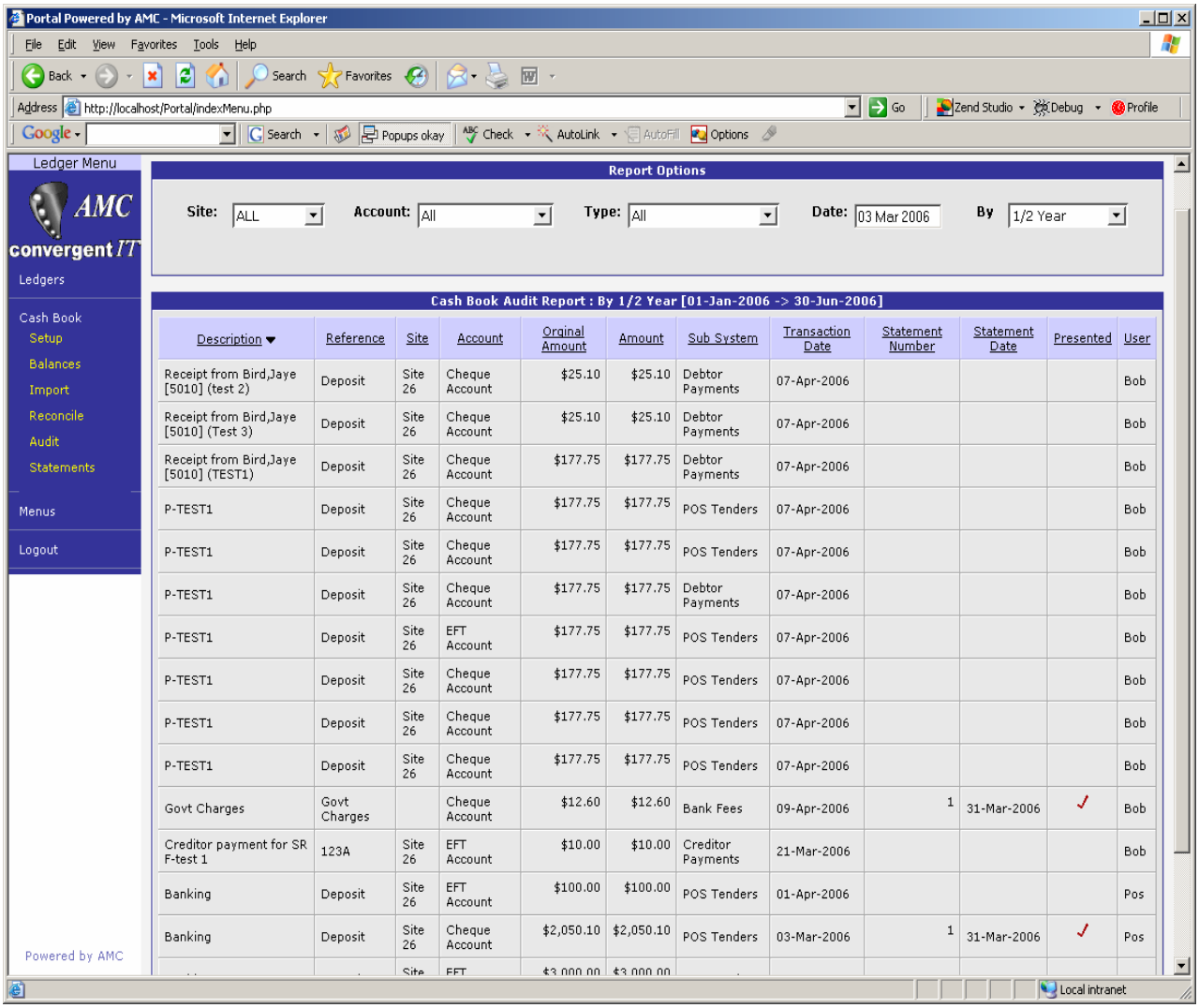


An error message will appear if the validation fails.

10 Audit Trail and Statement Reports

10.1 Audit Trail

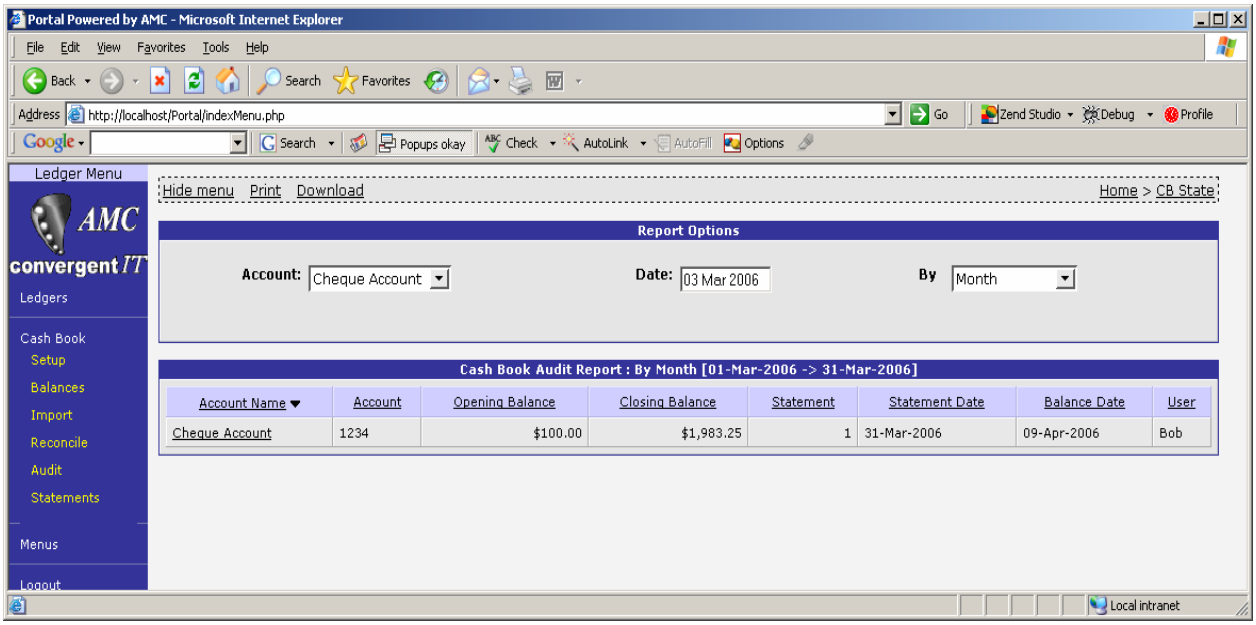
The full account transaction file may be reported or downloaded. Filters are provided to allow section to be singled out. Time reference is Day, Week, Month, Year, Quarter, ½ year and financial year.

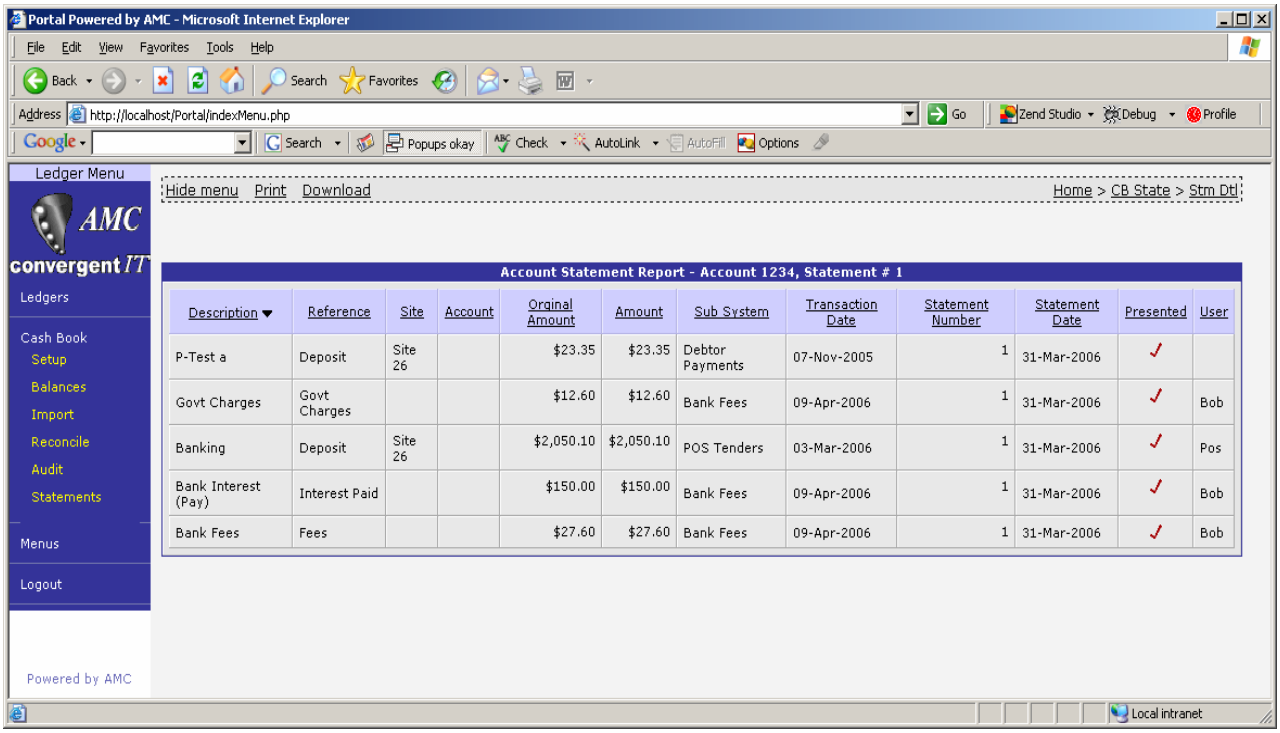


Description	Reference	Site	Account	Orginal Amount	Amount	Sub System	Transaction Date	Statement Number	Statement Date	Presented	User
Receipt from Bird,Jaye [5010] (test 2)	Deposit	Site 26	Cheque Account	$25.10	$25.10	Debtor Payments	07-Apr-2006				Bob
Receipt from Bird,Jaye [5010] (Test 3)	Deposit	Site 26	Cheque Account	$25.10	$25.10	Debtor Payments	07-Apr-2006				Bob
Receipt from Bird,Jaye [5010] (TEST1)	Deposit	Site 26	Cheque Account	$177.75	$177.75	Debtor Payments	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	Cheque Account	$177.75	$177.75	POS Tenders	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	Cheque Account	$177.75	$177.75	POS Tenders	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	Cheque Account	$177.75	$177.75	Debtor Payments	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	EFT Account	$177.75	$177.75	POS Tenders	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	Cheque Account	$177.75	$177.75	POS Tenders	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	Cheque Account	$177.75	$177.75	POS Tenders	07-Apr-2006				Bob
P-TEST1	Deposit	Site 26	Cheque Account	$177.75	$177.75	POS Tenders	07-Apr-2006				Bob
Govt Charges	Govt Charges		Cheque Account	$12.60	$12.60	Bank Fees	09-Apr-2006	1	31-Mar-2006	✓	Bob
Creditor payment for SR F-test 1	123A	Site 26	EFT Account	$10.00	$10.00	Creditor Payments	21-Mar-2006				Bob
Banking	Deposit	Site 26	EFT Account	$100.00	$100.00	POS Tenders	01-Apr-2006				Pos
Banking	Deposit	Site 26	Cheque Account	$2,050.10	$2,050.10	POS Tenders	03-Mar-2006	1	31-Mar-2006	✓	Pos

10.2 Statement Report

Statement summary along with its drill down, allow the system to report and download each of the statements.





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