cash-book

Accounts Payable and Accounts Receivable

Products: Cashbook Web UIs



Overview

- Setting up AP and AR Options in C/B Options
- Setting up AP and AR Clearing Accounts
- Entering AP and AR Transactions in Cashbook
- Allocating an entry amount to invoices entered in AP and AR
- Zooming into your AP and AR Transaction Details
- Tracing your AP and AR Transactions through to G/L

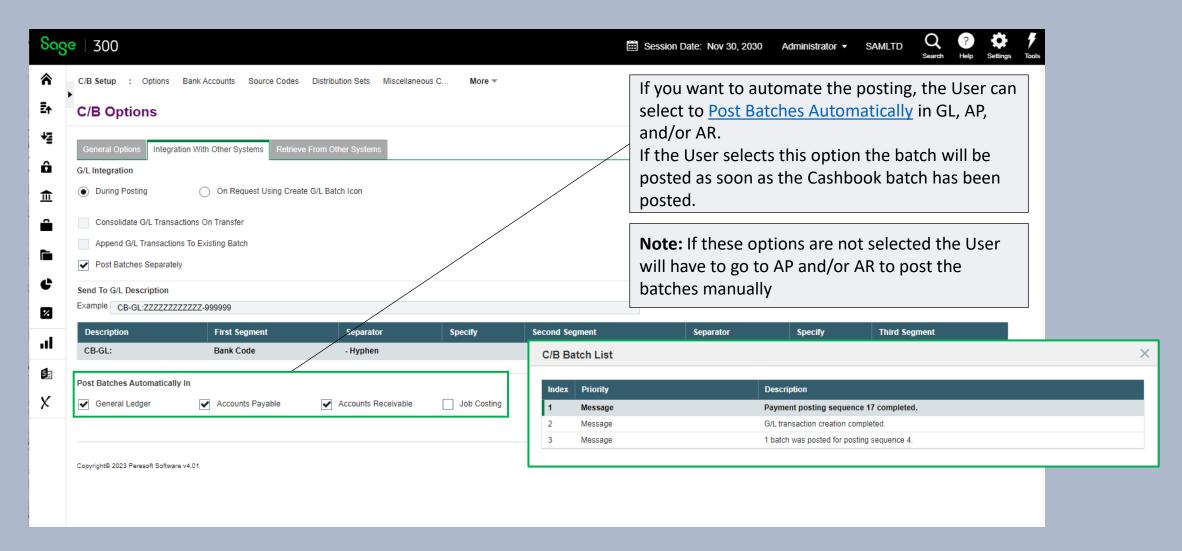


Slide Index

- <u>Setting up C/B Options</u>
- <u>C/B Bank Accounts</u>
- <u>Clearing Accounts</u>
- Entering an AP/AR Transaction
- G/L Batch List
- <u>C/B Transaction Enquiry</u>
- <u>A/P and A/R Payment Batch List</u>
- <u>Errors in Retrievals Audit List</u>
- AP Frequently Asked Questions

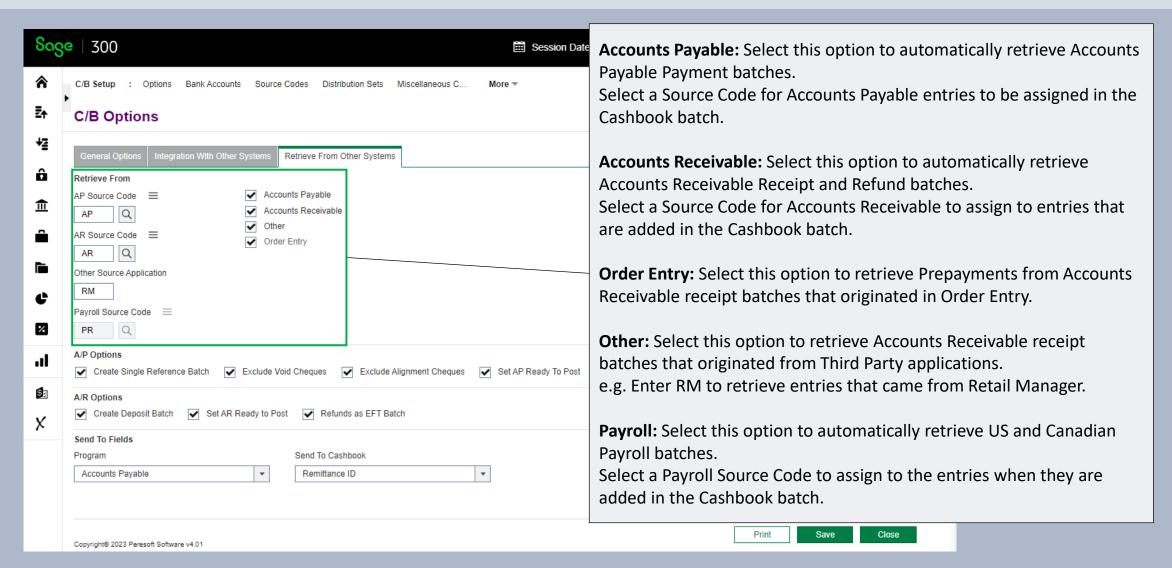


Integration with Other Systems



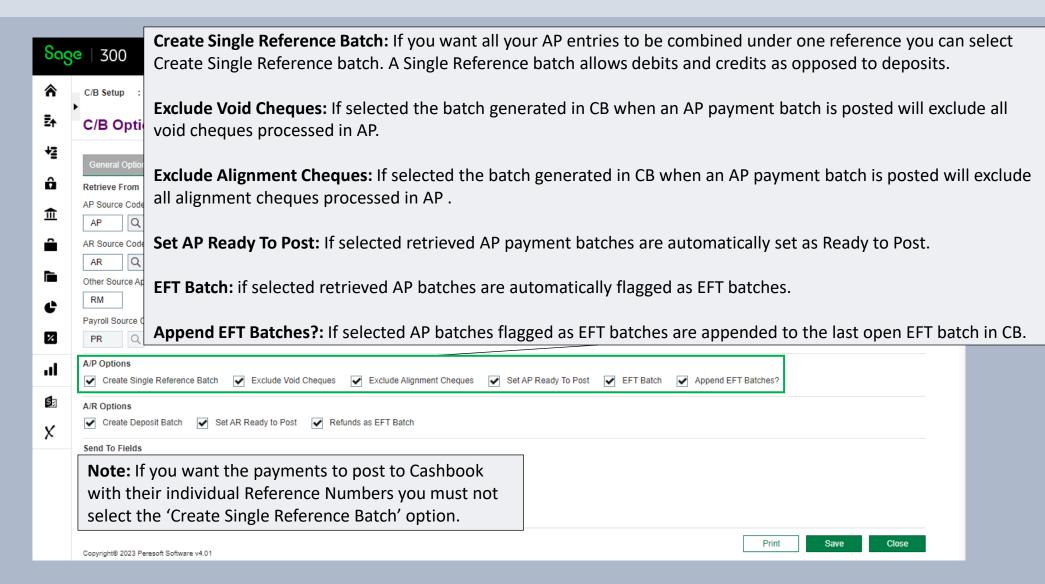


Retrieve From Other Systems



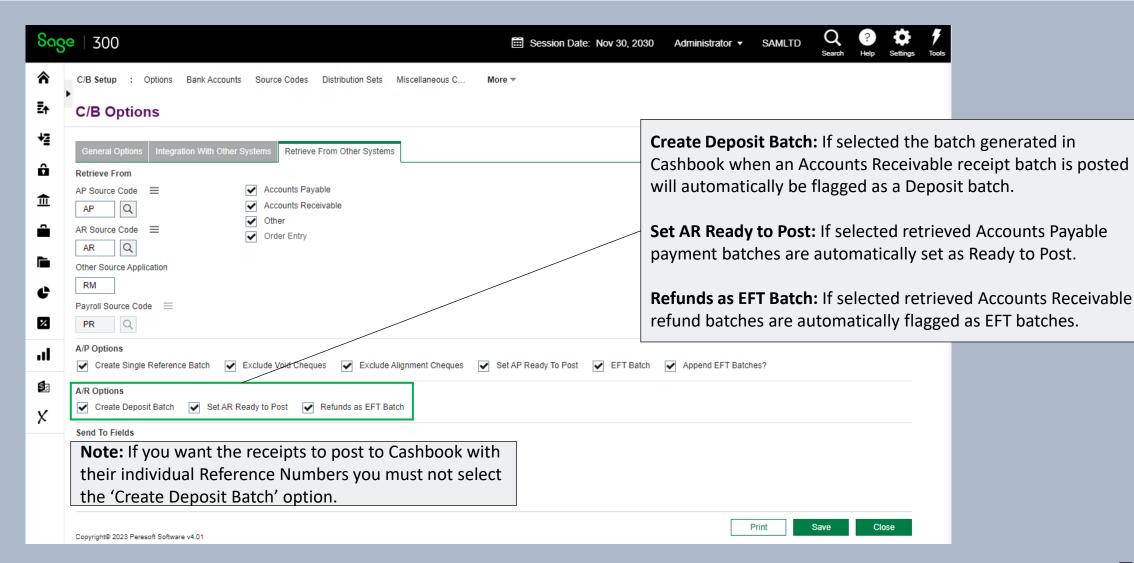


Retrieve From Other Systems – A/P Options



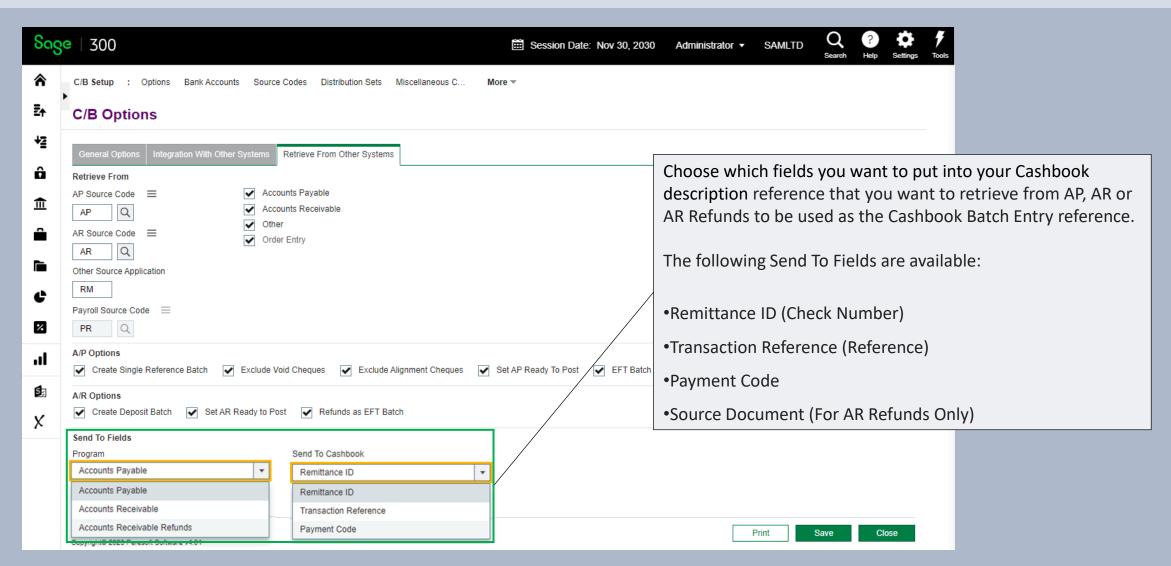


Retrieve From Other Systems – A/R Options



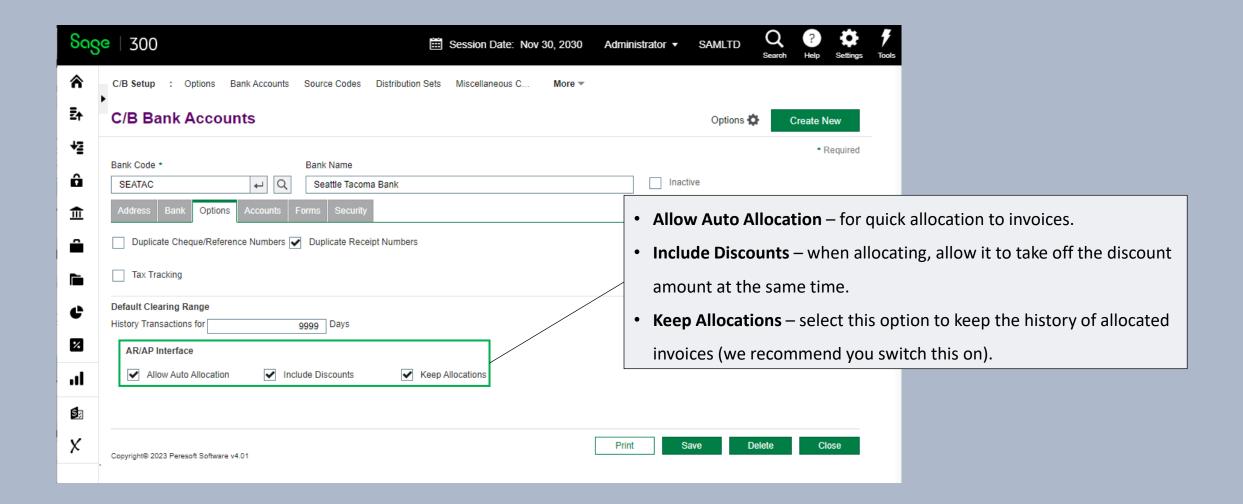


Send To Fields



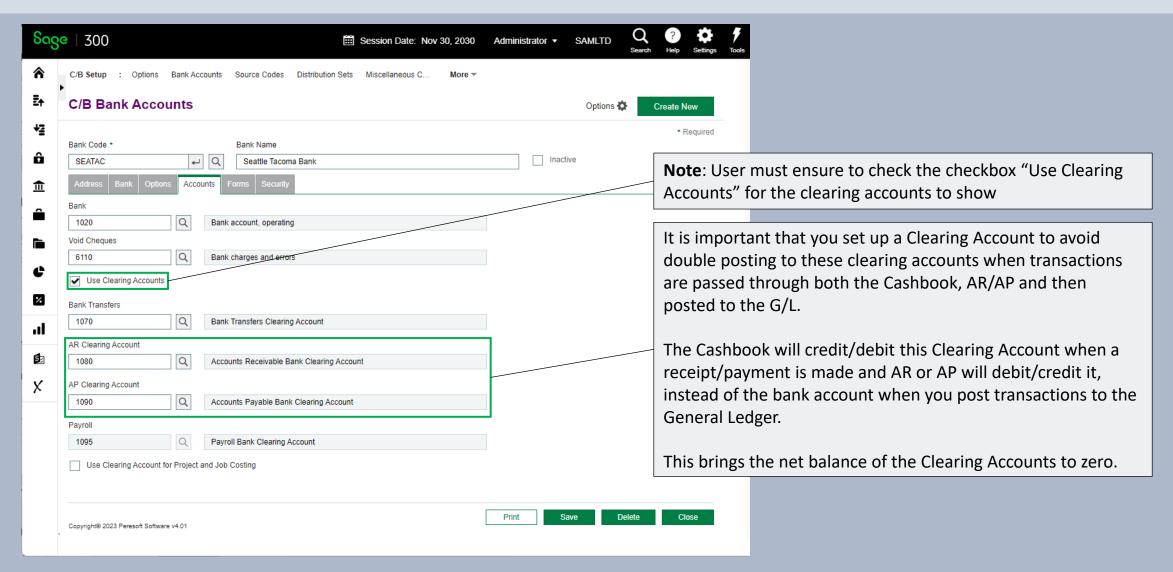


C/B Bank Accounts – Bank Options



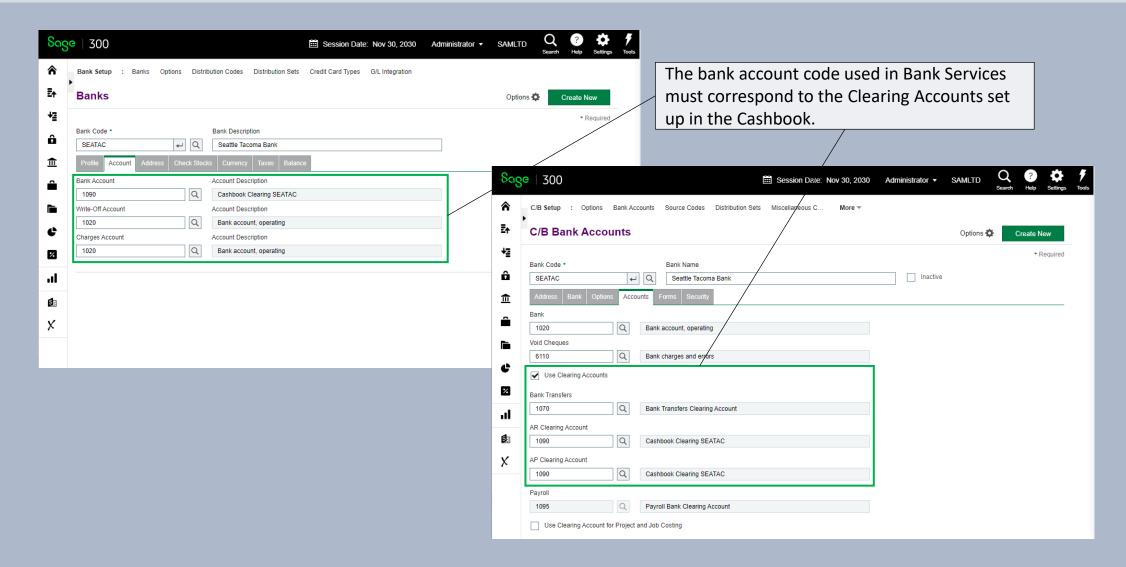


C/B Bank Accounts – AP/AR Clearing Accounts



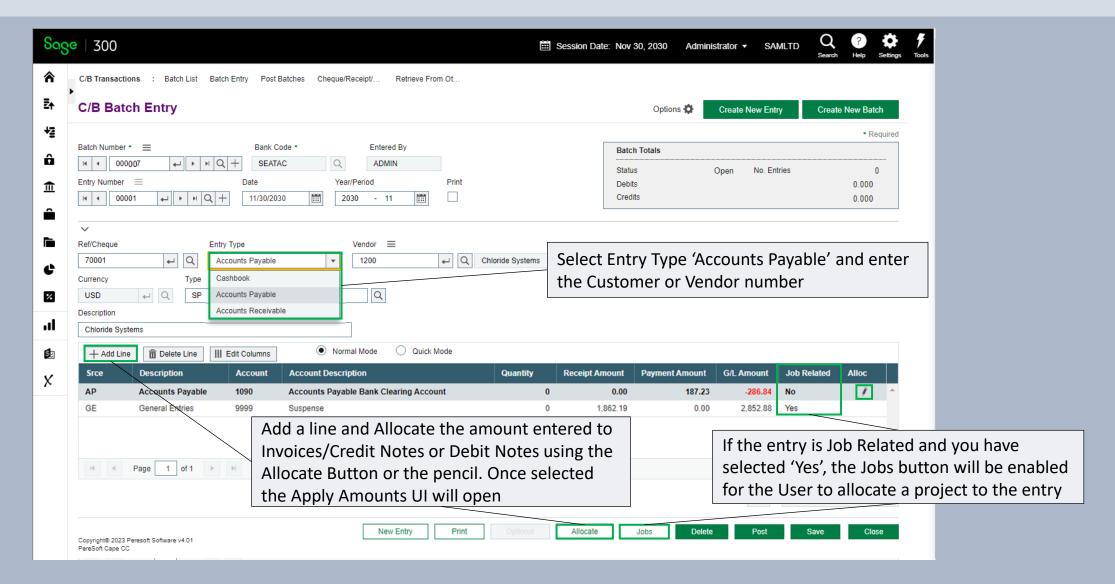


Bank Account Setup in Bank Services and Cashbook



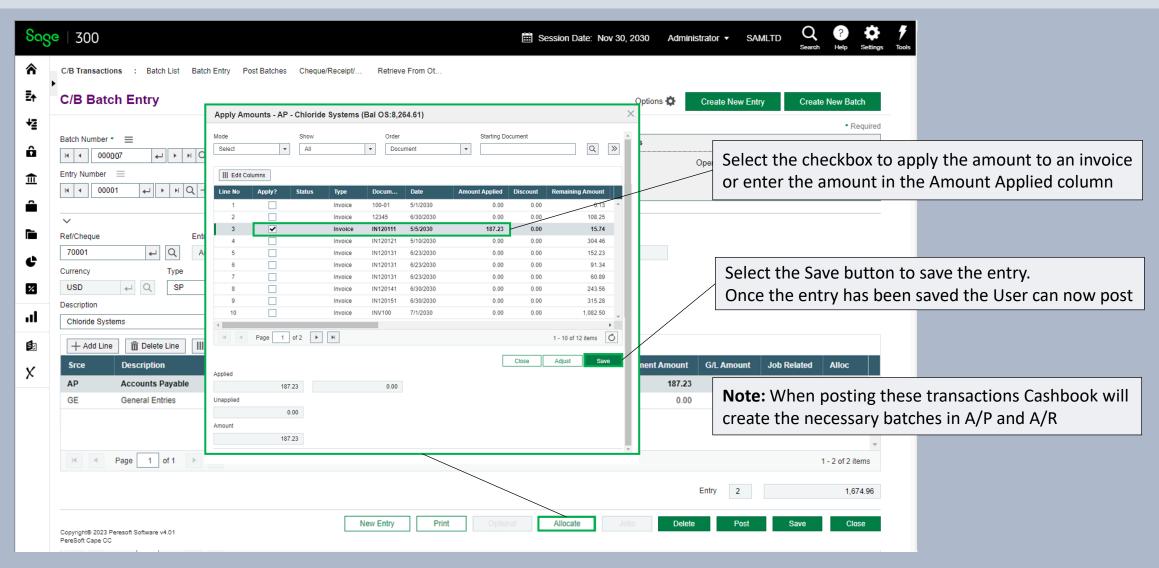


C/B Batch Entry – Entering an AP Transaction



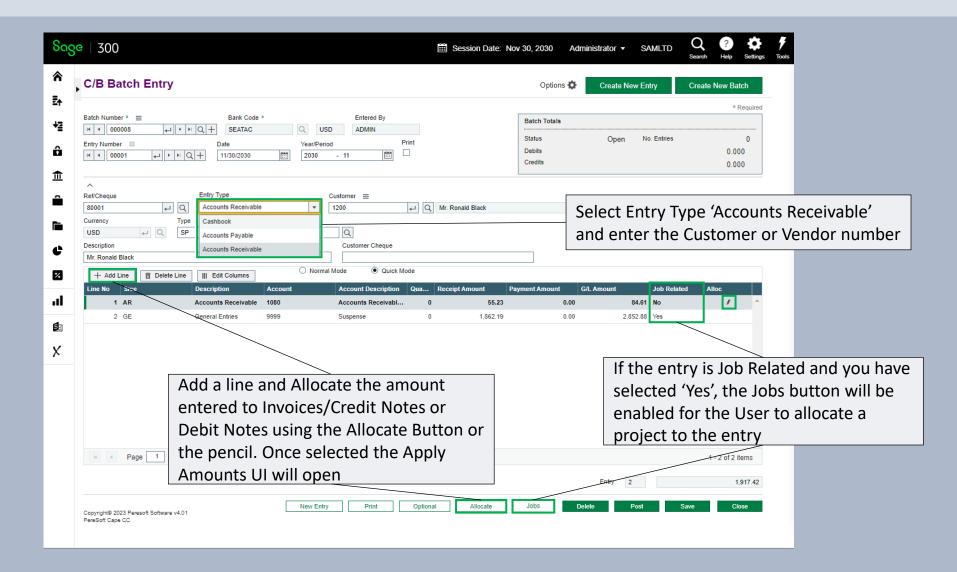


Entering an AP Transaction – Apply Amounts



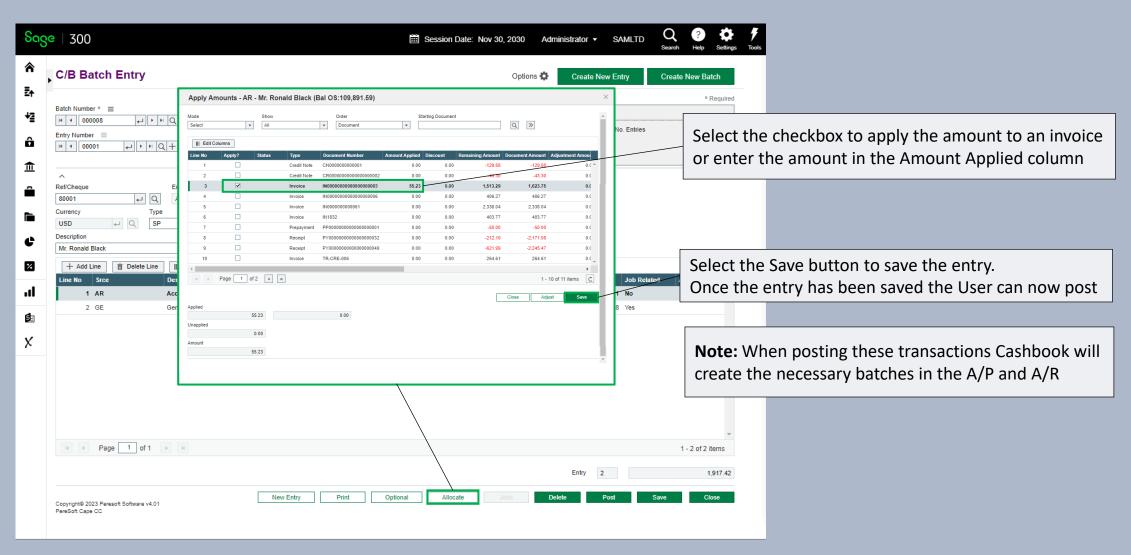


C/B Batch Entry – Entering an AR Transaction





Entering an AR Transaction – Apply Amounts



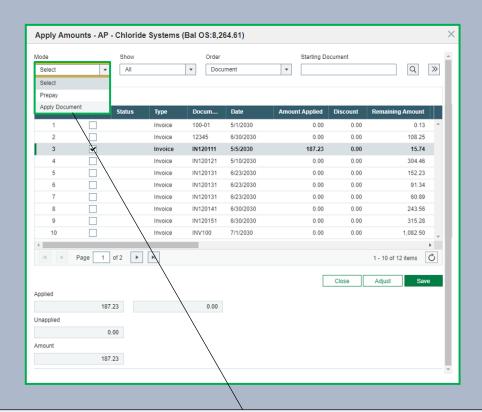


Tips for Entering and Allocating an Invoice/Payment

- If you leave the amount entered as 0, the amount will be automatically accumulated as you allocate
- If you are entering multiple detail lines, only the top line is used for the AP allocation
- All other detail lines are Cashbook entry types
- If you want to allocate a detail line to Job Costing, select 'Yes' in the Job Related column to enable to Jobs button (This only applies for AP)

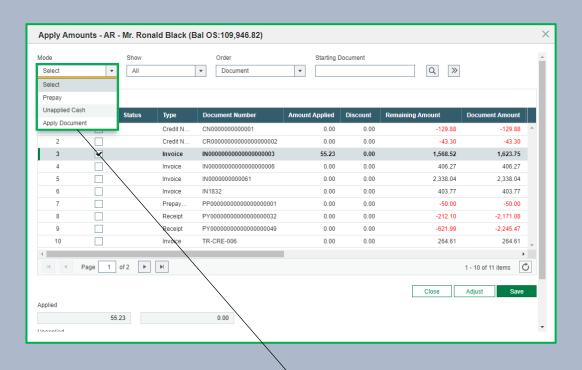


Apply Amounts – Mode



There are three modes with which you can allocate transactions:

- **Select** selecting the invoices from a list
- **Prepayment** paying an invoice that has not been posted yet
- Apply Document if you wish to apply a prepay, unapplied cash or credit note to existing invoices

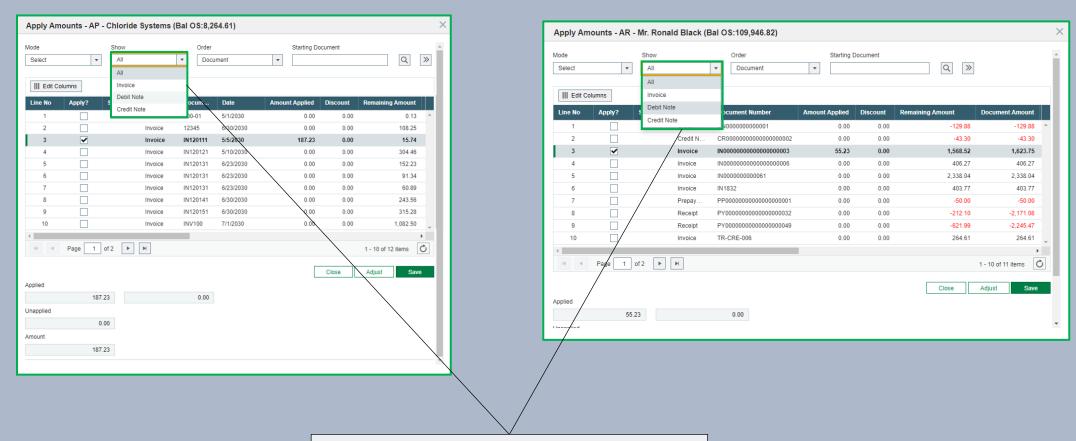


There are four modes with which you can allocate transactions:

- Select selecting the invoices from a list
- Prepayment paying an invoice that has not been posted yet.
- **Unapplied Cash** only for Accounts Receivable, if you do not want to allocate to any invoices
- Apply Document if you wish to apply a prepay, unapplied cash or credit note to existing invoices



Apply Amounts – Show

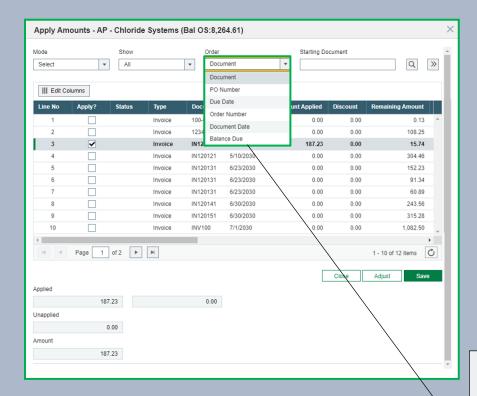


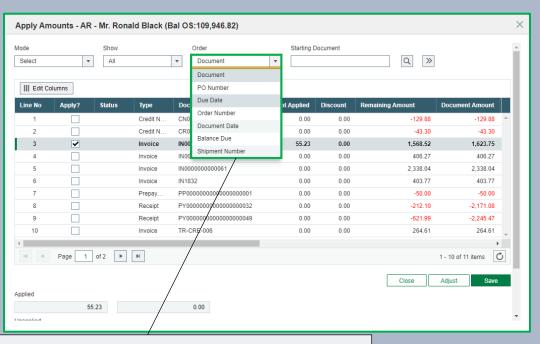
Choose the type of transactions you wish to view:

- All
- Invoices
- Debit Notes
- Credit Notes



Apply Amounts - Order



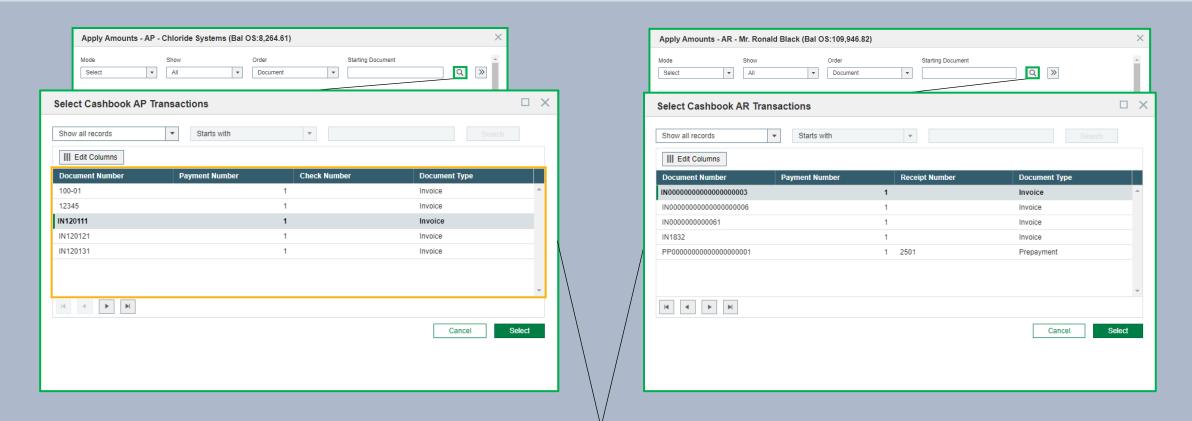


Choose the display order of the transactions:

- Document
- PO Number
- Due Date
- Order Number
- Document Date
- Balance Due
- Shipment Number (AR Only)



Apply Amounts – Starting Document

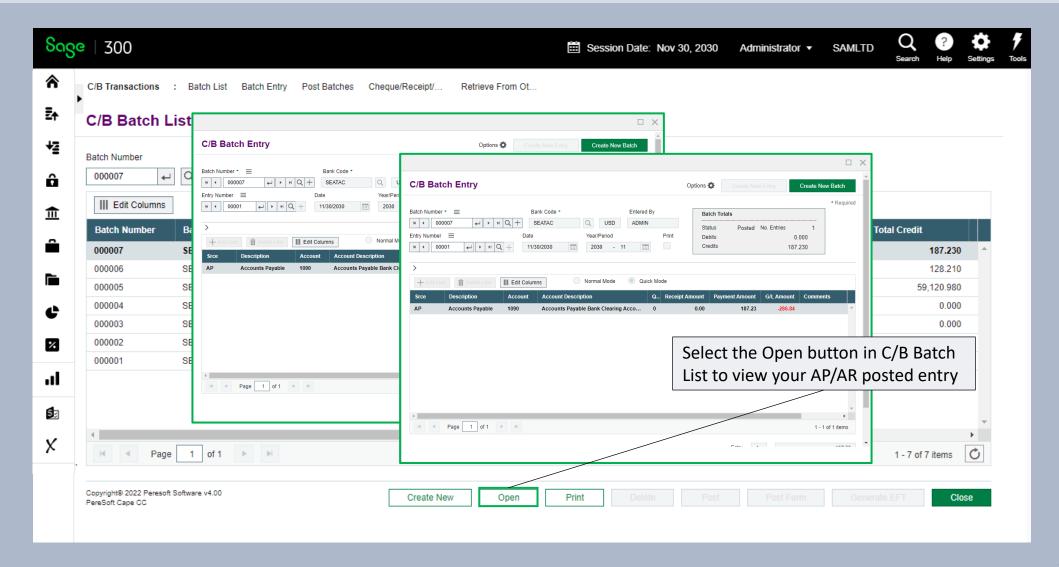


Select the finder to view the list of Cashbook AP/AR Transactions.

To select the transaction the User can double click on the transaction or use the Select button.

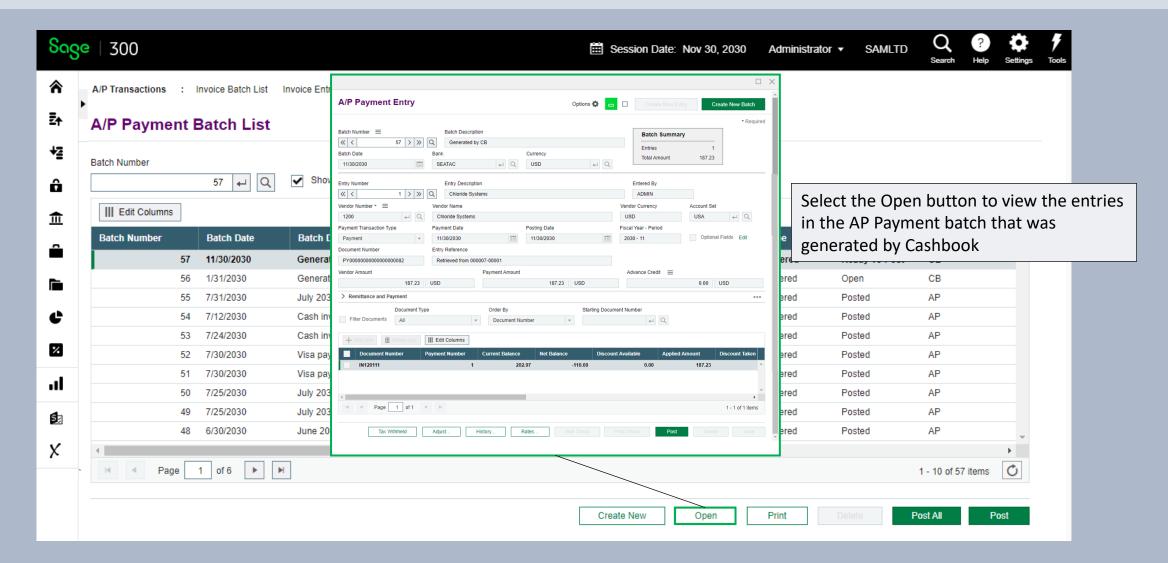


C/B Batch List



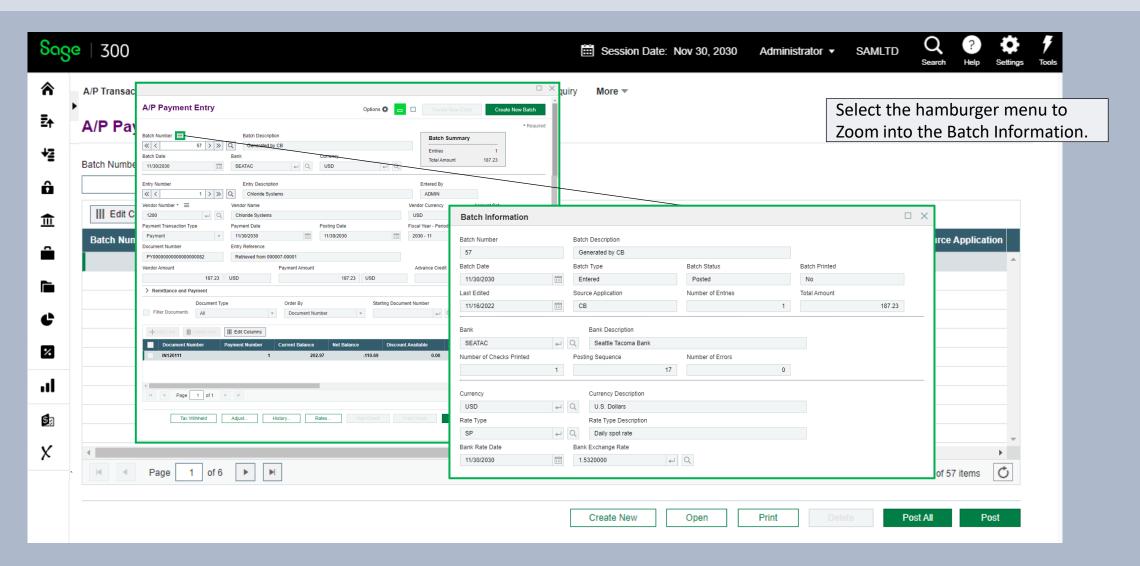


A/P Payment Batch List



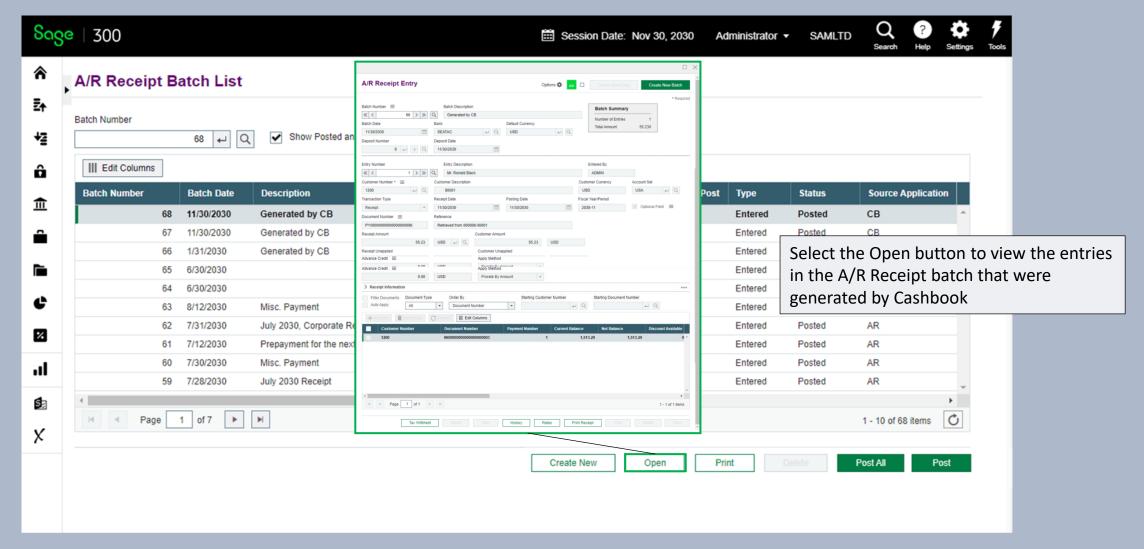


A/P Payment Batch List – Zoom into Batch Information



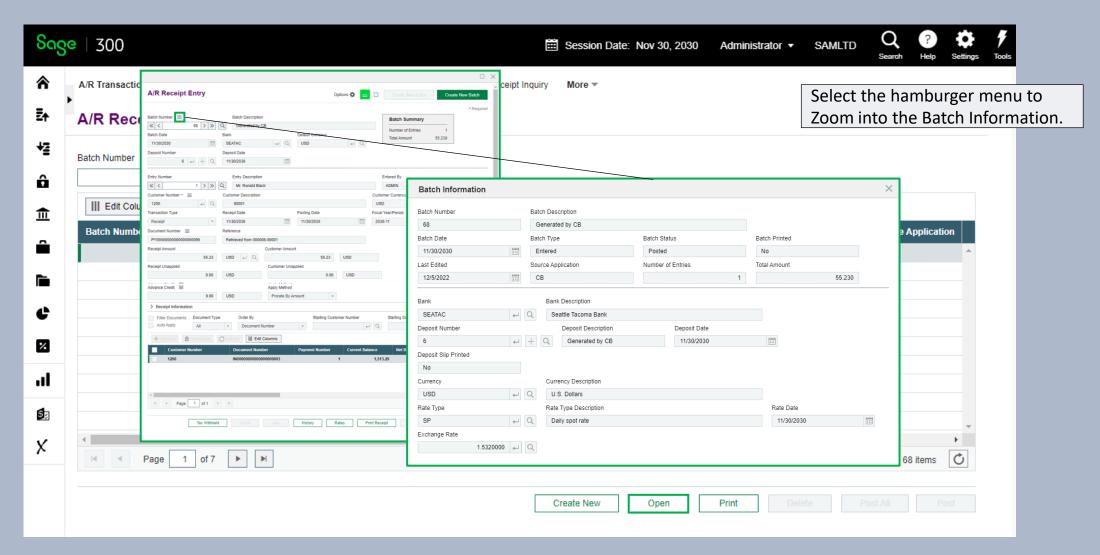


A/R Receipt Batch List



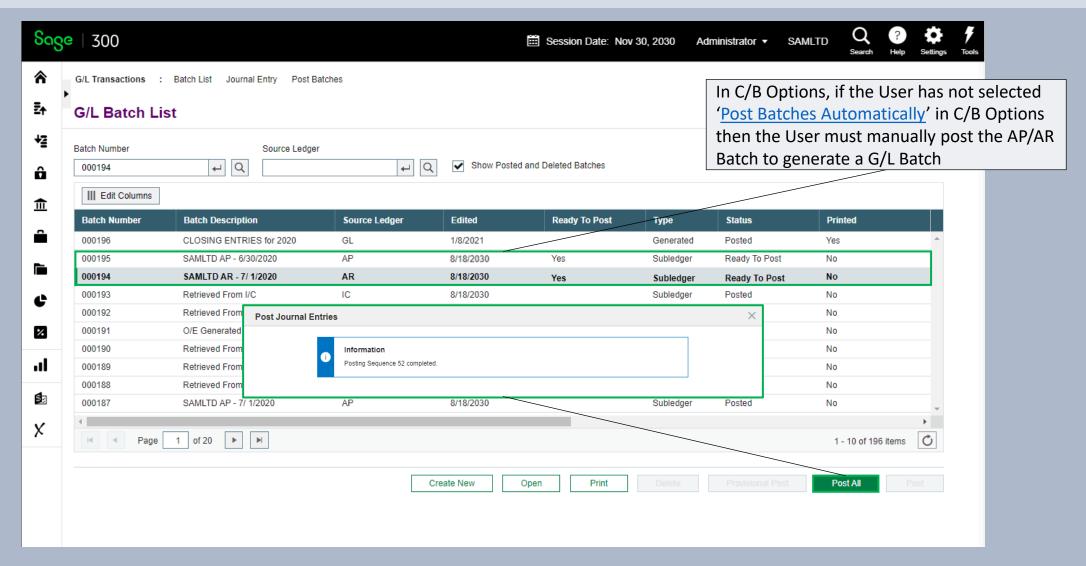


A/R Receipt Batch List – Zoom into Batch Information



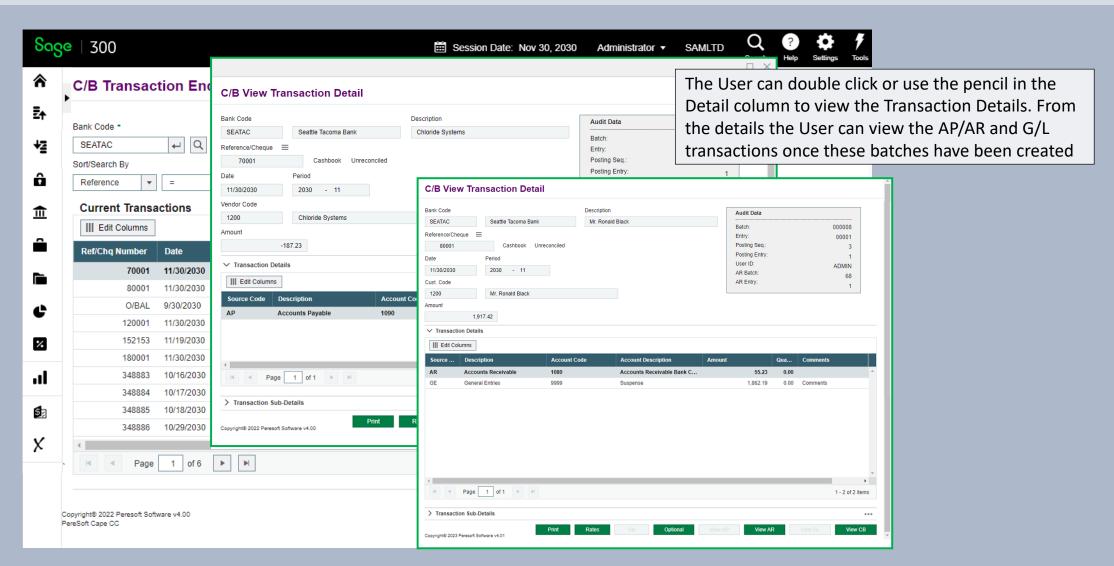


G/L Batch List





C/B Transaction Enquiry





Errors in Retrievals Audit List

| Error | Solution |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Unable to update Cashbook with serial number." | During the retrieval process, if the transaction originates from Cashbook, the serial number is updated in the Cashbook Transaction Detail table. If the transaction is not found to update, this error occurs. The issue would occur if the transactions have been cleared or the data is corrupt. |
| "Error inserting record into Batch Control." | The data is either corrupt or there is a duplicate transaction. Verify the Data in Database Setup. Run a Data Integrity Check with 'Fix Minor Errors' selected. |
| "Error inserting into CB Batch Header." | |
| "Error inserting into CB Batch Detail." | |
| "Could not open files." | Verify the Data in Database Setup. Run a Data Integrity Check with 'Fix Minor Errors'. |
| "Unable to locate transaction in Bank Services (BKTRAND)." | Run CB Transactions Retrieve from Other Systems. |

Note: If none of the above solutions resolve your issues, restore from a backup or contact your Dealer.



AP and AR Frequently Asked Questions

Allocation Button Error

Question:

When capturing an AP payment, when select Allocate a list of errors appears: Error: Field 'CBBTHDRVH' is not a valid field name Field 'CBBTDTRVH' is not a valid field name etc.

Solution:

The reason you are experiencing the issue is because the three Cashbook subclass records for AP, AR and BK have been removed from the CSAPP table. To address the issue please add these three records back into the CSAPP table.



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