

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

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Integration with Other Systems

Sage | 300

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C/B Setup : Options Bank Accounts Source Codes Distribution Sets Miscellaneous C... More

C/B Options

General Options Integration With Other Systems Retrieve From Other Systems

G/L Integration

☒ During Posting ☐ On Request Using Create G/L Batch Icon

☐ Consolidate G/L Transactions On Transfer

☐ Append G/L Transactions To Existing Batch

☒ Post Batches Separately

Send To G/L Description

Example CB-GL: ZZZZZZZZZZ-999999

| Description | First Segment | Separator | Specify | Second Segment | Separator | Specify | Third Segment |
|-------------|---------------|-----------|---------|----------------|-----------|---------|---------------|
| CB-GL: | Bank Code | - Hyphen | | | | | |

Post Batches Automatically In

☒ General Ledger ☒ Accounts Payable ☒ Accounts Receivable ☐ Job Costing

If you want to automate the posting, the User can select to [Post Batches Automatically](#) in GL, AP, and/or AR.
If the User selects this option the batch will be posted as soon as the Cashbook batch has been posted.

Note: If these options are not selected the User will have to go to AP and/or AR to post the batches manually

C/B Batch List

| Index | Priority | Description |
|-------|----------|--|
| 1 | Message | Payment posting sequence 17 completed. |
| 2 | Message | G/L transaction creation completed. |
| 3 | Message | 1 batch was posted for posting sequence 4. |

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Retrieve From Other Systems

Sage | 300 Session Date

C/B Setup : Options Bank Accounts Source Codes Distribution Sets Miscellaneous C... More ▾

C/B Options

General Options Integration With Other Systems **Retrieve From Other Systems**

Retrieve From

AP Source Code

AR Source Code

Other Source Application

Payroll Source Code

☒ Accounts Payable
☒ Accounts Receivable
☒ Other
☒ Order Entry

A/P Options

☒ Create Single Reference Batch ☒ Exclude Void Cheques ☒ Exclude Alignment Cheques ☒ Set AP Ready To Post

A/R Options

☒ Create Deposit Batch ☒ Set AR Ready to Post ☒ Refunds as EFT Batch

Send To Fields

Program

Send To Cashbook

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Accounts Payable: Select this option to automatically retrieve Accounts Payable Payment batches.

Select a Source Code for Accounts Payable entries to be assigned in the Cashbook batch.

Accounts Receivable: Select this option to automatically retrieve Accounts Receivable Receipt and Refund batches.

Select a Source Code for Accounts Receivable to assign to entries that are added in the Cashbook batch.

Order Entry: Select this option to retrieve Prepayments from Accounts Receivable receipt batches that originated in Order Entry.

Other: Select this option to retrieve Accounts Receivable receipt batches that originated from Third Party applications.

e.g. Enter RM to retrieve entries that came from Retail Manager.

Payroll: Select this option to automatically retrieve US and Canadian Payroll batches.

Select a Payroll Source Code to assign to the entries when they are added in the Cashbook batch.

Print

Save

Close

Retrieve From Other Systems – A/P Options

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C/B Setup :
C/B Opti

General Options

Retrieve From

AP Source Code
AP

AR Source Code
AR

Other Source Ap
RM

Payroll Source C
PR

A/P Options

☒ Create Single Reference Batch

☒ Exclude Void Cheques

☒ Exclude Alignment Cheques

☒ Set AP Ready To Post

☒ EFT Batch

☒ Append EFT Batches?

A/R Options

☒ Create Deposit Batch

☒ Set AR Ready to Post

☒ Refunds as EFT Batch

Send To Fields

Note: If you want the payments to post to Cashbook with their individual Reference Numbers you must not select the 'Create Single Reference Batch' option.

Print

Save

Close

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Create Single Reference Batch: If you want all your AP entries to be combined under one reference you can select Create Single Reference batch. A Single Reference batch allows debits and credits as opposed to deposits.

Exclude Void Cheques: If selected the batch generated in CB when an AP payment batch is posted will exclude all void cheques processed in AP.

Exclude Alignment Cheques: If selected the batch generated in CB when an AP payment batch is posted will exclude all alignment cheques processed in AP .

Set AP Ready To Post: If selected retrieved AP payment batches are automatically set as Ready to Post.

EFT Batch: if selected retrieved AP batches are automatically flagged as EFT batches.

Append EFT Batches?: If selected AP batches flagged as EFT batches are appended to the last open EFT batch in CB.

Retrieve From Other Systems – A/R Options

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C/B Setup : OptionsBank AccountsSource CodesDistribution SetsMiscellaneous C...More

C/B Options

General OptionsIntegration With Other SystemsRetrieve From Other Systems

Retrieve From

AP Source CodeAPAP

AR Source CodeARAR

Other Source ApplicationRMRM

Payroll Source CodePRPR

☒Accounts Payable

☒Accounts Receivable

☒Other

☒Order Entry

A/P Options

☒Create Single Reference Batch☒Exclude Void Cheques☒Exclude Alignment Cheques☒Set AP Ready To Post☒EFT Batch☒Append EFT Batches?

A/R Options

☒Create Deposit Batch☒Set AR Ready to Post☒Refunds as EFT Batch

Send To Fields

Note: If you want the receipts to post to Cashbook with their individual Reference Numbers you must not select the 'Create Deposit Batch' option.

PrintSaveClose

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Create Deposit Batch: If selected the batch generated in Cashbook when an Accounts Receivable receipt batch is posted will automatically be flagged as a Deposit batch.

Set AR Ready to Post: If selected retrieved Accounts Payable payment batches are automatically set as Ready to Post.

Refunds as EFT Batch: If selected retrieved Accounts Receivable refund batches are automatically flagged as EFT batches.

Send To Fields

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Setup : Options Bank Accounts Source Codes Distribution Sets Miscellaneous C... More ▾

C/B Options

General Options Integration With Other Systems **Retrieve From Other Systems**

Retrieve From

AP Source Code ☒ Accounts Payable ☒ Accounts Receivable ☒ Other ☒ Order Entry

AR Source Code

Other Source Application

Payroll Source Code

A/P Options

☒ Create Single Reference Batch ☒ Exclude Void Cheques ☒ Exclude Alignment Cheques ☒ Set AP Ready To Post ☒ EFT Batch

A/R Options

☒ Create Deposit Batch ☒ Set AR Ready to Post ☒ Refunds as EFT Batch

Send To Fields

Program

Send To Cashbook

Accounts Payable

Accounts Payable

Accounts Receivable

Accounts Receivable Refunds

Remittance ID

Transaction Reference

Payment Code

Print Save Close

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Choose which fields you want to put into your Cashbook description reference that you want to retrieve from AP, AR or AR Refunds to be used as the Cashbook Batch Entry reference.

The following Send To Fields are available:

- Remittance ID (Check Number)
- Transaction Reference (Reference)
- Payment Code
- Source Document (For AR Refunds Only)

C/B Bank Accounts – Bank Options

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Setup : Options Bank Accounts Source Codes Distribution Sets Miscellaneous C... More ▾

C/B Bank Accounts

Options ⚙️ [Create New](#)

Bank Code * Bank Name * Required

SEATAC Seattle Tacoma Bank ☐ Inactive

Address Bank **Options** Accounts Forms Security

☐ Duplicate Cheque/Reference Numbers ☒ Duplicate Receipt Numbers

☐ Tax Tracking

Default Clearing Range

History Transactions for Days

AR/AP Interface

☒ Allow Auto Allocation ☒ Include Discounts ☒ Keep Allocations

[Print](#) [Save](#) [Delete](#) [Close](#)

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- **Allow Auto Allocation** – for quick allocation to invoices.
- **Include Discounts** – when allocating, allow it to take off the discount amount at the same time.
- **Keep Allocations** – select this option to keep the history of allocated invoices (we recommend you switch this on).

C/B Bank Accounts – AP/AR Clearing Accounts

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Setup : Options Bank Accounts Source Codes Distribution Sets Miscellaneous C... More ▾

C/B Bank Accounts

Options ⚙️ [Create New](#)

* Required

Bank Code * Bank Name

SEATAC Seattle Tacoma Bank ☐ Inactive

Address Bank Options Accounts Forms Security

Bank

1020 Bank account, operating

Void Cheques

6110 Bank charges and errors

☒ Use Clearing Accounts

Bank Transfers

1070 Bank Transfers Clearing Account

AR Clearing Account

1080 Accounts Receivable Bank Clearing Account

AP Clearing Account

1090 Accounts Payable Bank Clearing Account

Payroll

1095 Payroll Bank Clearing Account

☐ Use Clearing Account for Project and Job Costing

Print Save Delete Close

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Note: User must ensure to check the checkbox “Use Clearing Accounts” for the clearing accounts to show

It is important that you set up a Clearing Account to avoid double posting to these clearing accounts when transactions are passed through both the Cashbook, AR/AP and then posted to the G/L.

The Cashbook will credit/debit this Clearing Account when a receipt/payment is made and AR or AP will debit/credit it, instead of the bank account when you post transactions to the General Ledger.

This brings the net balance of the Clearing Accounts to zero.

Bank Account Setup in Bank Services and Cashbook

Sage | 300

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Bank Setup : Banks Options Distribution Codes Distribution Sets Credit Card Types G/L Integration

Banks

Options Create New

Bank Code Bank Description

SEATAC Seattle Tacoma Bank

Profile Account Address Check Stocks Currency Taxes Balance

Bank Account Account Description

1090 Cashbook Clearing SEATAC

Write-Off Account Account Description

1020 Bank account, operating

Charges Account Account Description

1020 Bank account, operating

The bank account code used in Bank Services must correspond to the Clearing Accounts set up in the Cashbook.

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C/B Setup : Options Bank Accounts Source Codes Distribution Sets Miscellaneous C... More

C/B Bank Accounts

Options Create New

Bank Code Bank Name

SEATAC Seattle Tacoma Bank ☐ Inactive

Address Bank Options Accounts Forms Security

Bank

1020 Bank account, operating

Void Cheques

6110 Bank charges and errors

☒ Use Clearing Accounts

Bank Transfers

1070 Bank Transfers Clearing Account

AR Clearing Account

1090 Cashbook Clearing SEATAC

AP Clearing Account

1090 Cashbook Clearing SEATAC

Payroll

1095 Payroll Bank Clearing Account

☐ Use Clearing Account for Project and Job Costing

C/B Batch Entry – Entering an AP Transaction

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C/B Transactions : Batch List Batch Entry Post Batches Cheque/Receipt/... Retrieve From Ot...

C/B Batch Entry

Options **Create New Entry** **Create New Batch**

Batch Number: 000007 Bank Code: SEATAC Entered By: ADMIN

Entry Number: 00001 Date: 11/30/2030 Year/Period: 2030 - 11

Ref/Cheque: 70001 Entry Type: Accounts Payable Vendor: 1200 Chloride Systems

Currency: USD Type: SP

Description: Chloride Systems

+ Add Line **Delete Line** **Edit Columns** Normal Mode Quick Mode

| Src | Description | Account | Account Description | Quantity | Receipt Amount | Payment Amount | G/L Amount | Job Related | Alloc |
|-----|------------------|---------|--|----------|----------------|----------------|------------|-------------|-------|
| AP | Accounts Payable | 1090 | Accounts Payable Bank Clearing Account | 0 | 0.00 | 187.23 | -286.84 | No | |
| GE | General Entries | 9999 | Suspense | 0 | 1,862.19 | 0.00 | 2,852.88 | Yes | |

Page 1 of 1

New Entry **Print** **Optional** **Allocate** **Jobs** **Delete** **Post** **Save** **Close**

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Batch Totals

| Status | Open | No. Entries | |
|---------|------|-------------|-------|
| Debits | | 0 | 0.000 |
| Credits | | 0 | 0.000 |

Select Entry Type 'Accounts Payable' and enter the Customer or Vendor number

Add a line and Allocate the amount entered to Invoices/Credit Notes or Debit Notes using the Allocate Button or the pencil. Once selected the Apply Amounts UI will open

If the entry is Job Related and you have selected 'Yes', the Jobs button will be enabled for the User to allocate a project to the entry

Entering an AP Transaction – Apply Amounts

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Transactions : Batch List Batch Entry Post Batches Cheque/Receipt/... Retrieve From Ot...

C/B Batch Entry

Batch Number 000007 Entry Number 00001

Ref/Cheque 70001 Currency USD Type SP Description Chloride Systems

+ Add Line - Delete Line

| Src | Description |
|-----|------------------|
| AP | Accounts Payable |
| GE | General Entries |

Page 1 of 1

Apply Amounts - AP - Chloride Systems (Bal OS:8,264.61)

Mode: Select Show: All Order: Document Starting Document:

Edit Columns

| Line No | Apply? | Status | Type | Docum... | Date | Amount Applied | Discount | Remaining Amount |
|---------|-------------------------------------|--------|---------|----------|-----------|----------------|----------|------------------|
| 1 | <input type="checkbox"/> | | Invoice | 100-01 | 5/1/2030 | 0.00 | 0.00 | 8.13 |
| 2 | <input type="checkbox"/> | | Invoice | 12345 | 6/30/2030 | 0.00 | 0.00 | 108.25 |
| 3 | <input checked="" type="checkbox"/> | | Invoice | IN120111 | 5/5/2030 | 187.23 | 0.00 | 15.74 |
| 4 | <input type="checkbox"/> | | Invoice | IN120121 | 5/10/2030 | 0.00 | 0.00 | 304.46 |
| 5 | <input type="checkbox"/> | | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 152.23 |
| 6 | <input type="checkbox"/> | | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 91.34 |
| 7 | <input type="checkbox"/> | | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 60.89 |
| 8 | <input type="checkbox"/> | | Invoice | IN120141 | 6/30/2030 | 0.00 | 0.00 | 243.56 |
| 9 | <input type="checkbox"/> | | Invoice | IN120151 | 6/30/2030 | 0.00 | 0.00 | 315.28 |
| 10 | <input type="checkbox"/> | | Invoice | INV100 | 7/1/2030 | 0.00 | 0.00 | 1,082.50 |

Page 1 of 2 1 - 10 of 12 items

Close Adjust Save

Applied: 187.23 0.00
Unapplied: 0.00
Amount: 187.23

Options Create New Entry Create New Batch

Select the checkbox to apply the amount to an invoice or enter the amount in the Amount Applied column

Select the Save button to save the entry. Once the entry has been saved the User can now post

Note: When posting these transactions Cashbook will create the necessary batches in A/P and A/R

| Amount | G/L Amount | Job Related | Alloc |
|--------|------------|-------------|-------|
| 187.23 | | | |
| 0.00 | | | |

Entry 2 1,674.96

New Entry Print Optional Allocate Jobs Delete Post Save Close

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C/B Batch Entry – Entering an AR Transaction

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Batch Entry

Options **Create New Entry** **Create New Batch**

Batch Number * 000008 Bank Code * SEATAC USD Entered By ADMIN

Entry Number 00001 Date 11/30/2030 Year/Period 2030 - 11 Print

Batch Totals

| | | | |
|---------|------|-------------|-------|
| Status | Open | No. Entries | 0 |
| Debits | | | 0.000 |
| Credits | | | 0.000 |

Ref/Cheque 80001 Entry Type Accounts Receivable Customer 1200 Mr. Ronald Black

Currency USD Type SP Description Mr. Ronald Black

+ Add Line Delete Line Edit Columns Normal Mode Quick Mode

| Line No | Size | Description | Account | Account Description | Qua... | Receipt Amount | Payment Amount | G/L Amount | Job Related | Alloc |
|---------|------|---------------------|---------|-----------------------|--------|----------------|----------------|------------|-------------|-------|
| 1 | AR | Accounts Receivable | 1080 | Accounts Receivabl... | 0 | 55.23 | 0.00 | 84.81 | No | |
| 2 | GE | General Entries | 9999 | Suspense | 0 | 1,862.19 | 0.00 | 2,852.88 | Yes | |

Page 1

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New Entry Print Optional **Allocate** **Jobs** Delete Post Save Close

Select Entry Type 'Accounts Receivable' and enter the Customer or Vendor number

Add a line and Allocate the amount entered to Invoices/Credit Notes or Debit Notes using the Allocate Button or the pencil. Once selected the Apply Amounts UI will open

If the entry is Job Related and you have selected 'Yes', the Jobs button will be enabled for the User to allocate a project to the entry

Entering an AR Transaction – Apply Amounts

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Batch Entry

Options Create New Entry Create New Batch

Batch Number * 000008

Entry Number 00001

Ref/Cheque 80001

Currency USD Type SP

Description Mr. Ronald Black

+ Add Line - Delete Line

| Line No | Apply? | Status | Type | Document Number | Amount Applied | Discount | Remaining Amount | Document Amount | Adjustment Amount |
|---------|-------------------------------------|--------|-------------|------------------------|----------------|----------|------------------|-----------------|-------------------|
| 1 | <input type="checkbox"/> | | Credit Note | CN0000000000000001 | 0.00 | 0.00 | -129.88 | -129.88 | 0.00 |
| 2 | <input type="checkbox"/> | | Credit Note | CR000000000000000002 | 0.00 | 0.00 | -43.30 | -43.30 | 0.00 |
| 3 | <input checked="" type="checkbox"/> | | Invoice | IN000000000000000003 | 55.23 | 0.00 | 1,513.29 | 1,523.75 | 0.00 |
| 4 | <input type="checkbox"/> | | Invoice | IN000000000000000006 | 0.00 | 0.00 | 406.27 | 406.27 | 0.00 |
| 5 | <input type="checkbox"/> | | Invoice | IN000000000000000051 | 0.00 | 0.00 | 2,338.04 | 2,338.04 | 0.00 |
| 6 | <input type="checkbox"/> | | Invoice | IN1532 | 0.00 | 0.00 | 403.77 | 403.77 | 0.00 |
| 7 | <input type="checkbox"/> | | Prepayment | PP00000000000000000001 | 0.00 | 0.00 | -50.00 | -50.00 | 0.00 |
| 8 | <input type="checkbox"/> | | Receipt | PR00000000000000000032 | 0.00 | 0.00 | -212.10 | -212.10 | 0.00 |
| 9 | <input type="checkbox"/> | | Receipt | PR00000000000000000049 | 0.00 | 0.00 | -621.99 | -2,245.47 | 0.00 |
| 10 | <input type="checkbox"/> | | Invoice | TR-CRE-006 | 0.00 | 0.00 | 264.61 | 264.61 | 0.00 |

Page 1 of 2

Close Adjust Save

Applied 55.23 0.00

Unapplied 0.00

Amount 55.23

Line No 1 AR

2 GE

Page 1 of 1

Entry 2 1,917.42

New Entry Print Optional Allocate Jobs Delete Post Save Close

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Select the checkbox to apply the amount to an invoice or enter the amount in the Amount Applied column

Select the Save button to save the entry.
Once the entry has been saved the User can now post

Note: When posting these transactions Cashbook will create the necessary batches in the A/P and A/R

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

Apply Amounts - AP - Chloride Systems (Bal OS:8,264.61)

Mode: **Select** | Show: All | Order: Document | Starting Document:

| | Status | Type | Docum... | Date | Amount Applied | Discount | Remaining Amount |
|----|-------------------------------------|---------|----------|-----------|----------------|----------|------------------|
| 1 | <input type="checkbox"/> | Invoice | 100-01 | 5/1/2030 | 0.00 | 0.00 | 0.13 |
| 2 | <input type="checkbox"/> | Invoice | 12345 | 6/30/2030 | 0.00 | 0.00 | 108.25 |
| 3 | <input checked="" type="checkbox"/> | Invoice | IN120111 | 5/5/2030 | 187.23 | 0.00 | 15.74 |
| 4 | <input type="checkbox"/> | Invoice | IN120121 | 5/10/2030 | 0.00 | 0.00 | 304.46 |
| 5 | <input type="checkbox"/> | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 152.23 |
| 6 | <input type="checkbox"/> | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 91.34 |
| 7 | <input type="checkbox"/> | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 60.89 |
| 8 | <input type="checkbox"/> | Invoice | IN120141 | 6/30/2030 | 0.00 | 0.00 | 243.56 |
| 9 | <input type="checkbox"/> | Invoice | IN120151 | 6/30/2030 | 0.00 | 0.00 | 315.28 |
| 10 | <input type="checkbox"/> | Invoice | INV100 | 7/1/2030 | 0.00 | 0.00 | 1,082.50 |

Page 1 of 2 | 1 - 10 of 12 items

Applied: 187.23 | Unapplied: 0.00 | Amount: 187.23

Buttons: Close, Adjust, Save

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

Apply Amounts - AR - Mr. Ronald Black (Bal OS:109,946.82)

Mode: **Select** | Show: All | Order: Document | Starting Document:

| | Status | Type | Document Number | Amount Applied | Discount | Remaining Amount | Document Amount |
|----|-------------------------------------|-------------|--------------------|----------------|----------|------------------|-----------------|
| 1 | <input type="checkbox"/> | Credit N... | CN0000000000000001 | 0.00 | 0.00 | -129.88 | -129.88 |
| 2 | <input type="checkbox"/> | Credit N... | CR0000000000000002 | 0.00 | 0.00 | -43.30 | -43.30 |
| 3 | <input checked="" type="checkbox"/> | Invoice | IN0000000000000003 | 55.23 | 0.00 | 1,568.52 | 1,623.75 |
| 4 | <input type="checkbox"/> | Invoice | IN0000000000000006 | 0.00 | 0.00 | 406.27 | 406.27 |
| 5 | <input type="checkbox"/> | Invoice | IN0000000000000061 | 0.00 | 0.00 | 2,338.04 | 2,338.04 |
| 6 | <input type="checkbox"/> | Invoice | IN1832 | 0.00 | 0.00 | 403.77 | 403.77 |
| 7 | <input type="checkbox"/> | Prepay... | PP0000000000000001 | 0.00 | 0.00 | -50.00 | -50.00 |
| 8 | <input type="checkbox"/> | Receipt | PY0000000000000032 | 0.00 | 0.00 | -212.10 | -2,171.08 |
| 9 | <input type="checkbox"/> | Receipt | PY0000000000000049 | 0.00 | 0.00 | -621.99 | -2,245.47 |
| 10 | <input type="checkbox"/> | Invoice | TR-CRE-006 | 0.00 | 0.00 | 264.61 | 264.61 |

Page 1 of 2 | 1 - 10 of 11 items

Applied: 55.23 | Unapplied: 0.00

Buttons: Close, Adjust, Save

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

Apply Amounts - AP - Chloride Systems (Bal OS:8,264.61)

Mode: Select Show: All Order: Document Starting Document: [Search] [Next]

III Edit Columns

| Line No | Apply? | Document | Date | Amount Applied | Discount | Remaining Amount |
|---------|-------------------------------------|------------------|-----------|----------------|----------|------------------|
| 1 | <input type="checkbox"/> | | 5/1/2030 | 0.00 | 0.00 | 0.13 |
| 2 | <input type="checkbox"/> | Invoice 12345 | 6/30/2030 | 0.00 | 0.00 | 108.25 |
| 3 | <input checked="" type="checkbox"/> | Invoice IN120111 | 5/5/2030 | 187.23 | 0.00 | 15.74 |
| 4 | <input type="checkbox"/> | Invoice IN120121 | 5/10/2030 | 0.00 | 0.00 | 304.46 |
| 5 | <input type="checkbox"/> | Invoice IN120131 | 6/23/2030 | 0.00 | 0.00 | 152.23 |
| 6 | <input type="checkbox"/> | Invoice IN120131 | 6/23/2030 | 0.00 | 0.00 | 91.34 |
| 7 | <input type="checkbox"/> | Invoice IN120131 | 6/23/2030 | 0.00 | 0.00 | 60.89 |
| 8 | <input type="checkbox"/> | Invoice IN120141 | 6/30/2030 | 0.00 | 0.00 | 243.56 |
| 9 | <input type="checkbox"/> | Invoice IN120151 | 6/30/2030 | 0.00 | 0.00 | 315.28 |
| 10 | <input type="checkbox"/> | Invoice INV100 | 7/1/2030 | 0.00 | 0.00 | 1,082.50 |

Page 1 of 2 1 - 10 of 12 items

Close Adjust Save

Applied: 187.23 0.00

Unapplied: 0.00

Amount: 187.23

Apply Amounts - AR - Mr. Ronald Black (Bal OS:109,946.82)

Mode: Select Show: All Order: Document Starting Document: [Search] [Next]

III Edit Columns

| Line No | Apply? | Document Number | Amount Applied | Discount | Remaining Amount | Document Amount |
|---------|-------------------------------------|------------------------------------|----------------|----------|------------------|-----------------|
| 1 | <input type="checkbox"/> | 00000000000000000001 | 0.00 | 0.00 | -129.88 | -129.88 |
| 2 | <input type="checkbox"/> | Credit N... CR00000000000000000002 | 0.00 | 0.00 | -43.30 | -43.30 |
| 3 | <input checked="" type="checkbox"/> | Invoice IN00000000000000000003 | 55.23 | 0.00 | 1,568.52 | 1,623.75 |
| 4 | <input type="checkbox"/> | Invoice IN00000000000000000006 | 0.00 | 0.00 | 406.27 | 406.27 |
| 5 | <input type="checkbox"/> | Invoice IN00000000000000000061 | 0.00 | 0.00 | 2,338.04 | 2,338.04 |
| 6 | <input type="checkbox"/> | Invoice IN1832 | 0.00 | 0.00 | 403.77 | 403.77 |
| 7 | <input type="checkbox"/> | Prepay... PP0000000000000000000001 | 0.00 | 0.00 | -50.00 | -50.00 |
| 8 | <input type="checkbox"/> | Receipt PY0000000000000000000032 | 0.00 | 0.00 | -212.10 | -2,171.08 |
| 9 | <input type="checkbox"/> | Receipt PY0000000000000000000049 | 0.00 | 0.00 | -621.99 | -2,245.47 |
| 10 | <input type="checkbox"/> | Invoice TR-CRE-006 | 0.00 | 0.00 | 264.61 | 264.61 |

Page 1 of 2 1 - 10 of 11 items

Close Adjust Save

Applied: 55.23 0.00

Choose the type of transactions you wish to view:

- All
- Invoices
- Debit Notes
- Credit Notes

Apply Amounts - Order

Apply Amounts - AP - Chloride Systems (Bal OS:8,264.61)

Mode: Select Show: All Order: Document Starting Document:

Document
PO Number
Due Date
Order Number
Document Date
Balance Due

| Line No | Apply? | Status | Type | Doc | Due Date | Amount Applied | Discount | Remaining Amount |
|---------|-------------------------------------|--------|---------|----------|-----------|----------------|----------|------------------|
| 1 | <input type="checkbox"/> | | Invoice | 100- | | 0.00 | 0.00 | 0.13 |
| 2 | <input type="checkbox"/> | | Invoice | 1234 | | 0.00 | 0.00 | 108.25 |
| 3 | <input checked="" type="checkbox"/> | | Invoice | IN12 | | 187.23 | 0.00 | 15.74 |
| 4 | <input type="checkbox"/> | | Invoice | IN120121 | 5/10/2030 | 0.00 | 0.00 | 304.46 |
| 5 | <input type="checkbox"/> | | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 152.23 |
| 6 | <input type="checkbox"/> | | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 91.34 |
| 7 | <input type="checkbox"/> | | Invoice | IN120131 | 6/23/2030 | 0.00 | 0.00 | 60.89 |
| 8 | <input type="checkbox"/> | | Invoice | IN120141 | 6/30/2030 | 0.00 | 0.00 | 243.56 |
| 9 | <input type="checkbox"/> | | Invoice | IN120151 | 6/30/2030 | 0.00 | 0.00 | 315.28 |
| 10 | <input type="checkbox"/> | | Invoice | INV100 | 7/1/2030 | 0.00 | 0.00 | 1,082.50 |

Page 1 of 2 1 - 10 of 12 items

Applied: 187.23 0.00
Unapplied: 0.00
Amount: 187.23

Close Adjust Save

Apply Amounts - AR - Mr. Ronald Black (Bal OS:109,946.82)

Mode: Select Show: All Order: Document Starting Document:

Document
PO Number
Due Date
Order Number
Document Date
Balance Due
Shipment Number

| Line No | Apply? | Status | Type | Doc | Due Date | Amount Applied | Discount | Remaining Amount | Document Amount |
|---------|-------------------------------------|--------|-------------|-------------------------|----------|----------------|----------|------------------|-----------------|
| 1 | <input type="checkbox"/> | | Credit N... | CN0 | | 0.00 | 0.00 | -129.88 | -129.88 |
| 2 | <input type="checkbox"/> | | Credit N... | CR0 | | 0.00 | 0.00 | -43.30 | -43.30 |
| 3 | <input checked="" type="checkbox"/> | | Invoice | IN00 | | 55.23 | 0.00 | 1,568.52 | 1,623.75 |
| 4 | <input type="checkbox"/> | | Invoice | IN00 | | 0.00 | 0.00 | 406.27 | 406.27 |
| 5 | <input type="checkbox"/> | | Invoice | IN0000000000000061 | | 0.00 | 0.00 | 2,338.04 | 2,338.04 |
| 6 | <input type="checkbox"/> | | Invoice | IN1832 | | 0.00 | 0.00 | 403.77 | 403.77 |
| 7 | <input type="checkbox"/> | | Prepay... | PP00000000000000000001 | | 0.00 | 0.00 | -50.00 | -50.00 |
| 8 | <input type="checkbox"/> | | Receipt | PY000000000000000000032 | | 0.00 | 0.00 | -212.10 | -2,171.08 |
| 9 | <input type="checkbox"/> | | Receipt | PY000000000000000000049 | | 0.00 | 0.00 | -621.99 | -2,245.47 |
| 10 | <input type="checkbox"/> | | Invoice | TR-CRZ-006 | | 0.00 | 0.00 | 264.61 | 264.61 |

Page 1 of 2 1 - 10 of 11 items

Applied: 55.23 0.00

Close Adjust Save

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

Apply Amounts - AP - Chloride Systems (Bal OS:8,264.61)

Mode: Select Show: All Order: Document Starting Document: [] [Q] [»]

Select Cashbook AP Transactions

Show all records: [v] Starts with: [v] [] Search: []

III Edit Columns

| Document Number | Payment Number | Check Number | Document Type |
|-----------------|----------------|--------------|----------------|
| 100-01 | | 1 | Invoice |
| 12345 | | 1 | Invoice |
| IN120111 | 1 | | Invoice |
| IN120121 | 1 | | Invoice |
| IN120131 | 1 | | Invoice |

Cancel Select

Apply Amounts - AR - Mr. Ronald Black (Bal OS:109,946.82)

Mode: Select Show: All Order: Document Starting Document: [] [Q] [»]

Select Cashbook AR Transactions

Show all records: [v] Starts with: [v] [] Search: []

III Edit Columns

| Document Number | Payment Number | Receipt Number | Document Type |
|-------------------------------------|----------------|----------------|----------------|
| IN00000000000000000000000003 | 1 | | Invoice |
| IN00000000000000000000000006 | 1 | | Invoice |
| IN00000000000000000000000061 | 1 | | Invoice |
| IN1832 | 1 | | Invoice |
| PP00000000000000000000000001 | 1 | 2501 | Prepayment |

Cancel Select

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

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Transactions : Batch List Batch Entry Post Batches Cheque/Receipt/... Retrieve From Ot...

C/B Batch List

Batch Number: 000007

C/B Batch Entry

Batch Number: 000007 Bank Code: SEATAC Entry Number: 00001 Date: 11/30/2030 Year/Period: 2030

C/B Batch Entry

Batch Number: 000007 Bank Code: SEATAC Entered By: ADMIN USD

Batch Totals:

| Status | Posted | No. Entries |
|---------|--------|-------------|
| Debits | | 0.000 |
| Credits | | 187.230 |

Total Credit

| |
|------------|
| 187.230 |
| 128.210 |
| 59,120.980 |
| 0.000 |
| 0.000 |

Select the Open button in C/B Batch List to view your AP/AR posted entry

Page 1 of 1

1 - 7 of 7 items

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Create New Open Print Delete Post Post Form Generate EFT Close

A/P Payment Batch List

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

A/P Transactions : Invoice Batch List Invoice Entry

A/P Payment Batch List

Batch Number 57 Show

| Batch Number | Batch Date | Batch Description |
|--------------|------------|-------------------|
| 57 | 11/30/2030 | Generated by CB |
| 56 | 1/31/2030 | Generated by CB |
| 55 | 7/31/2030 | July 2030 |
| 54 | 7/12/2030 | Cash invoice |
| 53 | 7/24/2030 | Cash invoice |
| 52 | 7/30/2030 | Visa payment |
| 51 | 7/30/2030 | Visa payment |
| 50 | 7/25/2030 | July 2030 |
| 49 | 7/25/2030 | July 2030 |
| 48 | 6/30/2030 | June 2030 |

A/P Payment Entry

Options Create New Entry Create New Batch

Batch Number 57 Batch Description Generated by CB

Batch Date 11/30/2030 Bank SEATAC Currency USD

Entry Number 1 Entry Description Chloride Systems Entered By ADMIN

Vendor Number 1200 Vendor Name Chloride Systems Vendor Currency USD Account Set USA

Payment Transaction Type Payment Payment Date 11/30/2030 Posting Date 11/30/2030 Fiscal Year - Period 2030 - 11

Document Number PY00000000000000000082 Entry Reference Retrieved from 000007-00001

Vendor Amount 187.23 USD Payment Amount 187.23 USD Advance Credit 0.00 USD

> Remittance and Payment ***

Document Type All Order By Document Number Starting Document Number

| Document Number | Payment Number | Current Balance | Net Balance | Discount Available | Applied Amount | Discount Taken |
|-----------------|----------------|-----------------|-------------|--------------------|----------------|----------------|
| IN120111 | 1 | 202.97 | -110.69 | 0.00 | 187.23 | |

Tax Withheld Adjust... History... Rates... Void Check Print Check Post Delete Save

Select the Open button to view the details of the AP Payment batch that was generated by Cashbook.

1 - 10 of 57 items

Create New Open Print Delete Post All Post

A/P Payment Batch List – Zoom into Batch Information

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

A/P Transaction **A/P Payment Entry** **Batch Number** **Batch Information**

Select the hamburger menu to Zoom into the Batch Information

Batch Information

| Field | Value |
|--------------------------|---------------------|
| Batch Number | 57 |
| Batch Description | Generated by CB |
| Batch Date | 11/30/2030 |
| Batch Type | Entered |
| Batch Status | Posted |
| Batch Printed | No |
| Last Edited | 11/16/2022 |
| Source Application | CB |
| Number of Entries | 1 |
| Total Amount | 187.23 |
| Bank | SEATAC |
| Bank Description | Seattle Tacoma Bank |
| Number of Checks Printed | 1 |
| Posting Sequence | 17 |
| Number of Errors | 0 |
| Currency | USD |
| Currency Description | U.S. Dollars |
| Rate Type | SP |
| Rate Type Description | Daily spot rate |
| Bank Rate Date | 11/30/2030 |
| Bank Exchange Rate | 1.5320000 |

Page 1 of 6

Create New Open Print Delete Post All Post

A/R Receipt Batch List

300

A/R Receipt Batch List

Batch Number

68

Show Posted and Archived

Edit Columns

| Batch Number | Batch Date | Description |
|--------------|------------|-------------------------|
| 68 | 11/30/2030 | Generated by CB |
| 67 | 11/30/2030 | Generated by CB |
| 66 | 1/31/2030 | Generated by CB |
| 65 | 6/30/2030 | |
| 64 | 6/30/2030 | |
| 63 | 8/12/2030 | Misc. Payment |
| 62 | 7/31/2030 | July 2030, Corporate Re |
| 61 | 7/12/2030 | Prepayment for the next |
| 60 | 7/30/2030 | Misc. Payment |
| 59 | 7/28/2030 | July 2030 Receipt |

Page 1 of 7

Create New

Open

Print

Delete

Post All

Post

Session Date: Nov 30, 2030

Administrator

SAMLTD

Search

Help

Settings

Tools

A/R Receipt Entry

Options

Create New Entry

Create New Batch

Batch Number

Batch Description

Batch Summary

Batch Date

Bank

Default Currency

Deposit Number

Deposit Date

Entry Number

Entry Description

Entered By

Customer Number

Customer Description

Customer Currency

Account Set

Transaction Type

Receipt Date

Posting Date

Fiscal Year/Period

Document Number

Reference

Receipt Amount

Customer Amount

Receipt Unapplied

Customer Unapplied

Advance Credit

Apply Method

Advance Credit

Apply Method

Receipt Information

Filter Documents

Document Type

Order By

Starting Customer Number

Starting Document Number

Customer Number

Document Number

Payment Number

Current Balance

Net Balance

Discount Available

Page 1 of 1

1 - 1 of 1 items

Tax Withheld

Interest

Other

History

Rates

Print Receipt

Print

Cancel

Save

Post

Type

Status

Source Application

Entered

Posted

CB

Entered

Posted

CB

Entered

Entered

Entered

Entered

Posted

AR

Entered

Posted

AR

Entered

Posted

AR

Entered

Posted

AR

1 - 10 of 68 items

Select the Open button to view the A/R Receipt batch that generated by Cashbook

A/R Receipt Batch List – Zoom into Batch Information

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

A/R Transaction A/R Receipt Batch Number

A/R Receipt Entry

Batch Number: 68 Batch Description: Generated by CB

Batch Date: 11/30/2030 Bank: SEATAC Default Currency: USD

Deposit Number: 6 Deposit Date: 11/30/2030

Entry Number: 1 Entry Description: Mr. Ronald Black Entered By: ADMIN

Customer Number: 1200 Customer Description: 80001 Customer Currency: USD

Transaction Type: Receipt Posting Date: 11/30/2030 Fiscal Year/Period: 2030-11

Document Number: PY0000000000000000000095 Reference: Retrieved from 000000-00001

Receipt Amount: 55.23 USD Customer Amount: 55.23 USD

Receipt Unapplied: 0.00 USD Customer Unapplied: 0.00 USD

Advance Credit: 0.00 USD Apply Method: Prorate By Amount

> Receipt Information

Filter Documents: Document Type: Order By: Starting Customer Number: Starting Date:

Auto Apply: All Document Number

Customer Number: 1200 Document Number: IN000000000000000000000003 Payment Number: 1 Current Balance: 1,513.29

Page 1 of 1

Tax Withheld Adjust Print Receipt

Batch Information

Batch Number: 68 Batch Description: Generated by CB

Batch Date: 11/30/2030 Batch Type: Entered Batch Status: Posted Batch Printed: No

Last Edited: 12/5/2022 Source Application: CB Number of Entries: 1 Total Amount: 55.230

Bank: SEATAC Bank Description: Seattle Tacoma Bank

Deposit Number: 6 Deposit Description: Generated by CB Deposit Date: 11/30/2030

Deposit Slip Printed: No

Currency: USD Currency Description: U.S. Dollars

Rate Type: SP Rate Type Description: Daily spot rate Rate Date: 11/30/2030

Exchange Rate: 1.5320000

68 items

Create New Open Print Delete Post All Post

Select the hamburger menu to Zoom into the Batch Information.

G/L Batch List

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

G/L Transactions : Batch List Journal Entry Post Batches

G/L Batch List

Batch Number Source Ledger

000194 Show Posted and Deleted Batches

Edit Columns

| Batch Number | Batch Description | Source Ledger | Edited | Ready To Post | Type | Status | Printed |
|--------------|--------------------------|---------------|-----------|---------------|-----------|---------------|---------|
| 000196 | CLOSING ENTRIES for 2020 | GL | 1/8/2021 | | Generated | Posted | Yes |
| 000195 | SAMLTD AP - 6/30/2020 | AP | 8/18/2030 | Yes | Subledger | Ready To Post | No |
| 000194 | SAMLTD AR - 7/ 1/2020 | AR | 8/18/2030 | Yes | Subledger | Ready To Post | No |
| 000193 | Retrieved From I/C | IC | 8/18/2030 | | Subledger | Posted | No |
| 000192 | Retrieved From | | | | | | No |
| 000191 | O/E Generated | | | | | | No |
| 000190 | Retrieved From | | | | | | No |
| 000189 | Retrieved From | | | | | | No |
| 000188 | Retrieved From | | | | | | No |
| 000187 | SAMLTD AP - 7/ 1/2020 | AP | 8/18/2030 | | Subledger | Posted | No |

Page 1 of 20 1 - 10 of 196 items

Create New Open Print Delete Provisional Post Post All Post

In C/B Options, if the User has not selected 'Post Batches Automatically' in C/B Options then the User must manually post the AP/AR Batch to generate a G/L Batch

Post Journal Entries

Information
Posting Sequence 52 completed.

Works with sage 300cloud

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cloud

C/B Transaction Enquiry

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Help Settings Tools

C/B Transaction Enquiry

Bank Code: SEATAC Seattle Tacoma Bank
Reference/Cheque: 70001 Cashbook Unreconciled
Date: 11/30/2030 Period: 2030 - 11
Vendor Code: 1200 Chloride Systems
Amount: -187.23

Current Transactions

| Ref/Chq Number | Date |
|----------------|------------|
| 70001 | 11/30/2030 |
| 80001 | 11/30/2030 |
| O/BAL | 9/30/2030 |
| 120001 | 11/30/2030 |
| 152153 | 11/19/2030 |
| 180001 | 11/30/2030 |
| 348883 | 10/16/2030 |
| 348884 | 10/17/2030 |
| 348885 | 10/18/2030 |
| 348886 | 10/29/2030 |

Page 1 of 6

C/B View Transaction Detail

Bank Code: SEATAC Seattle Tacoma Bank
Reference/Cheque: 80001 Cashbook Unreconciled
Date: 11/30/2030 Period: 2030 - 11
Cust. Code: 1200 Mr. Ronald Black
Amount: 1,917.42

Transaction Details

| Source ... | Description | Account Code | Account Description | Amount | Qua... | Comments |
|------------|---------------------|--------------|-------------------------------|----------|--------|----------|
| AR | Accounts Receivable | 1080 | Accounts Receivable Bank C... | 55.23 | 0.00 | |
| GE | General Entries | 9999 | Suspense | 1,862.19 | 0.00 | Comments |

Page 1 of 1

Transaction Sub-Details

Print Rates Tax Optional View AP View AR View GL View CB

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Audit Data

| | |
|----------------|--------|
| Batch: | 000008 |
| Entry: | 00001 |
| Posting Seq.: | 3 |
| Posting Entry: | 1 |
| User ID: | ADMIN |
| AR Batch: | 68 |
| AR Entry: | 1 |

The User can double click or use the pencil in the Detail column to view the Transaction Details. From the details the User can view the AP/AR and G/L transactions once these batches have been created

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 '**CBBTHDVW**' 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.



Thank You for Your Support
For more visit www.peresoft.com