



Deposit and Single Reference Batches

Products: Cashbook Web UI's

Deposit Batch

- Combine Receipts and AR entries under one reference number in a batch
- Ability to reconcile the total amount for the batch as one reference in the Bank Reconciliation
- Reverse detail entries individually if part of a deposit is not cleared
- Print deposit slips

Single Reference Batch

- Combine any entries under one reference number in a batch
- Has the identical features as a deposit batch but can also contain negative and positive entries

Slide Index

- Batch List – Deposit and Single Reference Columns
- Batch Entry – Expand Batch Control to Toggle On or Off Deposit or Single Reference Batch Types
- Bank Reconciliation – Deposit Reference
- Transaction Details
- Reverse Deposit Batch
- Print Deposit Slip

Batch List

sage 300 Session Date: Aug 11, 2020 Administrator SAMLTD Search Help Tools

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

Batch List

Batch Number: 000014 Direction: Descending Bank Code: SEATAC ☒ Show Posted and Deleted Batches ☐ Show This Bank Only

[Edit Columns](#)

Batch Number	Bank	Ready To Post	Description	Batch Type	Status	Entry Type	Single Reference	Deposit Batch	Total Debit	Total Credit	No. of Entries	Posting Sequence	Number of Errors	Date Created
000014	SEATAC	No	Batch Number 000014	Normal Entries	Open	Entered	No	No	0.000	0.000	0	0	0	12/31/2020
000013	SEATAC	No	Batch Number 000013	Transfer	Open	Imported	No	No	0.000	18,373.420	1	0	0	1/31/2020
000012	SEATAC	No	Batch Number 000012	Normal Entries	Open	Imported	No	No	8,374.800	15,895.760	7	0	0	1/31/2020
000011	SEATAC	No	Partially Posted Cheques	Normal Entries	Open	Imported	No	No	0.000	6,981,502.020	8	0	0	1/31/2020
000010	SEATAC	No	Deposit Batch	Normal Entries	Open	Imported	No	Yes	2,765,357.630	0.000	2	0	0	1/31/2020
000009	SEATAC	No	Single Reference Batch	Normal Entries	Open	Imported	Yes	No	0.000	87,400.090	2	0	0	1/31/2020
000008	CCB	No	Tax On Bank & Func Cur S...	Normal Entries	Open	Imported	No	No	6,266.140	114,706.140	14	0	0	1/31/2020
000007	PRBANK	Yes	Single Currency Bank	Normal Entries	Ready To Post	Imported	No	No	4,494.600	178,749.210	10	0	0	1/31/2020
000006	SEATAC		Batch Number 000006	Normal Entries	Posted	Imported	No	No	115.240	128.210	2	1	0	1/31/2020
000005	SEATAC		Batch Number 000005	Normal Entries	Posted	Imported	No	No	140,123.400	59,120.980	20	1	0	1/31/2020

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Batch Entry

The image is a composite of three screenshots from the Sage 300 software interface, illustrating the steps to create a deposit batch. The screenshots are arranged in a collage, with callout boxes and arrows pointing to specific fields and buttons.

Top Left Screenshot: C/B Batch Entry

- Batch Control Details:** A callout box points to the 'Batch Number' field (000049), 'Status' (Open), 'Source Ledger' (CB), 'Date Created' (8/15/2020), and 'Date Edited' (8/15/2020).
- Entry Description in Bank Reconciliation:** A callout box points to the 'Description' field (Deposits August 1 - 15) and the 'Bank Code' (SEATAC).
- Expand to toggle on Print Deposit:** A callout box points to the 'Print Deposit' checkbox, which is checked.
- Next Deposit Number:** A callout box points to the 'Next Deposit Number' field (000000000006) and the 'Deposit Prefix' (DP).

Top Right Screenshot: C/B Bank Reconciliation

- Bank Totals:** A callout box points to the 'Bank Totals' section, showing a balance of 2,762,095.49.
- Transaction List:** A callout box points to the 'Transaction List' table, which shows a list of transactions with columns for Date, Description, Amount, and Status.

Bottom Screenshot: C/B Bank Accounts

- Next Deposit Number:** A callout box points to the 'Next Deposit Number' field (000000000006) and the 'Deposit Prefix' (DP).

Bank Reconciliation – Deposit Reference

sage 300 Session Date: Aug 15, 2020 Administrator SAMLTD Search Help Tools

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

C/B Bank Reconciliation

Bank Code: SEATAC Bank Name: Seattle Tacoma Bank

Sort/Search By: Date Direction: Asc All

Bank Totals

BF	8/1/2020	2,765,098.40
CF	10/31/2020	2,752,354.49
BK		0.00

Options

DP0000000006 8/15/2020 Deposits August 1 - 15 15,767.07 0.00 0.00 Unreconciled

M.	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	TR000987	8/13/2020	Transfer from SEATAC to EUROBA...	-100.00		0.00	0.00	Unreconciled		
	112921	8/14/2020	Leon Industries	-304.02		0.00	0.00	Unreconciled		
	DP0000000006	8/15/2020	Deposits August 1 - 15	15,767.07		0.00	0.00	Unreconciled		
	O/BAL	9/30/2020	Cashbook Opening Balance	-2,108.70		0.00	0.00	Unreconciled		
	INT0000000002	10/15/2020	Interest received	197.50		0.00	0.00	Unreconciled		
	348883	10/16/2020	Coastal Heating of Ottawa	-150.00		0.00	0.00	Unreconciled		
	348887	10/16/2020	Computer Weekly News	-55.00		0.00	0.00	Unreconciled		
	DP0016102010	10/16/2020	Daily deposits	8,520.00		0.00	0.00	Unreconciled		
	348884	10/17/2020	ABC Stationers	-364.00		0.00	0.00	Unreconciled		
	348885	10/18/2020	Telephone Company	-272.55		0.00	0.00	Unreconciled		

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☒ Cashbook ☐ Bank Statement ☐ History

Print Close Bank Close

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Posts as a **single entry** to the **Bank Reconciliation**

Transaction Details

C/B View Transaction Detail

Bank Code: SEATAC Seattle Tacoma Bank Description: Deposits August 1 - 15

Deposit Number: DP0000000006 Cashbook Unreconciled

Date: 8/15/2020 Period: 2020 - 08

Amount: 16,175.47

Ref.No: RC0000111 Entry Amount: 415.65

Audit Data

Batch:	000049
Entry:	00001
Posting Seq.:	24
Posting Entry:	4
User ID:	ADMIN
GL Batch:	000213
GL Entry:	1
AR Batch:	69
AR Entry:	1

Transaction Details

Source	Description	Account Code	Account Description	Amount	Qua...	Comments	Cus...
AR	CanAm	1080	Accounts Receivable Bank Cl...	7.25	0.00		720
CS	Cash	1000	Petty cash	263.77	0.00	Cash from client	720
BC	Bank Charges	6110	Bank charges and errors	-1.45	0.00	Receipt Charge	720
RV	Reversal of refund	4100	Sales returns and allowances	14.21	0.00		720
GE	General Entries	9999	Suspense	131.87	0.00	Deposit held	720

Transaction Sub-Details

Customer/ Mis...	Name	Type	Date	Reference/Cheque	Document Number	Payment Number
7200	CanAm Industries	IN	6/18/2020	DP0000000006	INVCORP007	1

Bank Totals

BF	8/1/2020	2,765,098.40
CF	10/31/2020	2,752,354.49
BK		0.00

Drill down to batches created by Cashbook

Finder to show separate detail lines

View AR View GL View CB

Reverse Deposit Batch

sage 300 Session Date: Aug 11, 2020 Administrator SAMLTD Search Help Tools

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

Reverse Entry - Seattle Tacoma Bank

Reference: DP0000000003 Date: 11/5/2020 Fiscal Year/FiscalPeriod: 2020 - 11

Reversal Date: 11/5/2020 Year/Period: 2020 - 11

Reversal Reason: The Courtyard Returned

Total Reversal Amount: 21,790.00 Total Amount: 118,451.57

☐ Select All ☒ Clear All

Reverse	Customer Number	Customer Name	Reference	Receipt Reference No	Customer Cheque Number	Amount	Reversal Reason
<input type="checkbox"/>	1200	Mr. Ronald Black	DP0000000003	DP00000000001	DP00000000001	341.87	
<input type="checkbox"/>	1210	ACME Plumbing	DP0000000003	DP00000000002	DP00000000002	3,179.70	
<input checked="" type="checkbox"/>	1240	The Courtyard	DP0000000003	DP00000000003	DP00000000003	21,790.00	
<input type="checkbox"/>	1500	Custom Comfort	DP0000000003	DP00000000004	DP00000000004	93,140.00	

Reverse Individual Deposit or Single Reference details

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Reverse View Entry Close

[Print Deposit Slip](#)

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