

Product Training

Cash and Cash Management

Where "Lean" principles are considered common sense and are implemented with a passion!



1

Cash

Cash Received



Cash



Cash Paid

There are 3 types of cash transactions that can take place in WinMan

- Cash Receipts from Customers
- GL payment/GL receipt
- Payment to a Supplier

Cash transactions are recorded against a Bank which can be found in the header of the transaction. Cash transactions can have multiple line items.

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Cash Receipts

- The only place in the system where cash receipts can be completed is the cash program.
- Cash be received against an invoice, or when no invoice exists, an unallocated cash receipt can be completed.
- A single cash receipt transaction in WinMan can have receipts from multiple customers and can combine receipts against invoices and unallocated receipts.
- To enter a cash receipt select the action New Transaction.

SYSTEM SETTING:

Cash Receipt transactions will have a transaction number that by default has a prefix of "R". This prefix can be changed using the Cash option **Receipt Prefix**. Enable this option and set the value as the required prefix.

SYSTEM SETTING:

Cash Receipt transactions will have a description that by default is Receipt – {Date} where {Date} represents the date of the transaction. The default description can be changed using the Cash option **Default Receipt Description**. Enable the option and set the value to the required default description. Use {0} for the current date with time or use {1} for the current date with no time if having the current date in the description is desired.

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Cash Receipts

General Tab

- Transaction Type** – Select Receipt.
- Description** – The description will default to the transaction type and the date. This can be amended by the user if desired.
- Value** – The value of the transaction in the system default currency. This is a calculated field that can not be amended by the user. If is calculated by taking the bank value/standard rate of the currency for the selected bank.

Note: If only 1 currency is used, or the currency of the bank is the same as the system default currency, these values will be equal.

- Bank Value** – The value of the transaction in the currency of the selected bank.
- Bank** – The bank that this cash is to be received to.
- Effective Date** – The date that the transaction will post to the GL.

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Cash Receipts

General Tab

- Check Number** – Not used with Cash receipts.
- Pay By Bacs** – Not used with Cash Receipts.
- Reconciled** – Not used when entering cash receipts.
- Exchange Rate** – The exchange rate can be used with Banks that are set up with a currency that is different to the system default. It will default to the Standard Rate of the currency but can be changed. When the rate entered, it will be applied to all line items added to the Cash Receipt transaction. The exchange rate will be set to 1 and is read only for banks with the same currency as the system default.
- Bank Currency** – The currency of the bank selected. This can not be changed by the user.
- Payment Run** – Not used with Cash Receipts.

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Cash Receipts

Accounts Tab

- GL account** – The cash account used for the transaction. This is the account for the bank selected for the transaction.
- GL Year Period** – The posting period for the transaction based on the selected effective date.

The screenshot shows a software window titled "Cash" with four tabs: "General", "Process Schedule", "Accounts", and "Other". The "Accounts" tab is active. It contains the following fields:

- Transaction Type: Receipt (dropdown menu)
- Transaction: (empty text field)
- Description: Receipt - March 3, 2008 (text field)
- Value: USD 0.00 (text field with currency symbol and decimal)
- Bank Value: 0.00 (text field with decimal)
- GL Account Information section:
 - GL Account: 01.111111.00 (dropdown menu)
 - GL Year Period: 200803 (text field)

At the bottom of the window are "Save" and "Cancel" buttons.

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Cash Receipts Items

Multiple cash receipt items can be added to a single cash receipt. Cash receipt items are added to a cash receipt by selecting the action Add Item. The same receipt can have line items from multiple customers.



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Cash Receipts Items

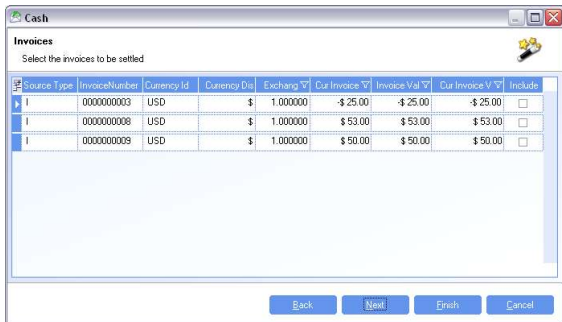
Adding an item

The screenshot shows a software window titled "Cash" with a sub-header "Customer". Below the sub-header is the instruction "Select the customer to receive from". There are two input fields: "Customer Reference" with a search icon and "Cheque Number" with a dropdown arrow. At the bottom, there are four buttons: "Back", "Next", "Finish", and "Cancel".

- Adding an item is used when the cash receipt relates to an existing invoice
- Select the customer that cash is to be received from
- If a check was sent, the check number can also be recorded for reference

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Cash Receipts Items



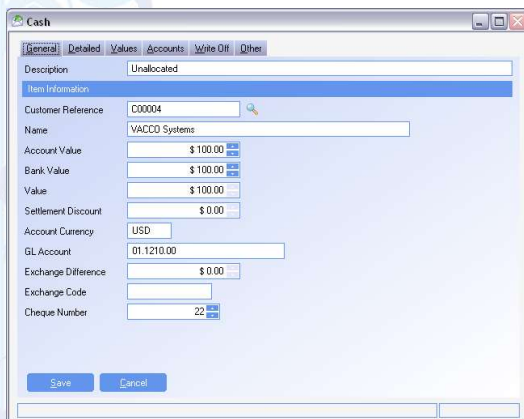
- All open invoices for the customer will be displayed.
- Invoices are selected by checking the Include column for the invoice that cash is to be received.

Note: If there is a difference in the value of the check and the invoice, finish with the wizard, making sure to include the invoice with the different value. Right click on the line item and select Modify. Change either the Account value or the Bank value to reflect the value of cash that is actually being received, and then save the changes.

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Cash Receipts Items

Adding Unallocated Item



- Adding unallocated cash is used when the cash receipt has no related invoice.
- Select the customer that cash is to be received from.
- Enter the value of the cash receipt.
- If a cheque was sent, the cheque number can also be recorded for reference.

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Cash Receipts Items

Modifying a line

The screenshot shows a 'Cash' window with the following fields and values:

- Description: 000000008
- Customer Reference: C00004-0000
- Name: VACCO Systems
- Account Value: \$ 53.00
- Bank Value: \$ 53.00
- Value: \$ 53.00
- Settlement Discount: \$ 0.00
- Account Currency: USD
- GL Account: 01.1210.00
- Exchange Difference: \$ 0.00
- Exchange Code: (empty)
- Cheque Number: (empty)

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Cash Receipts Items

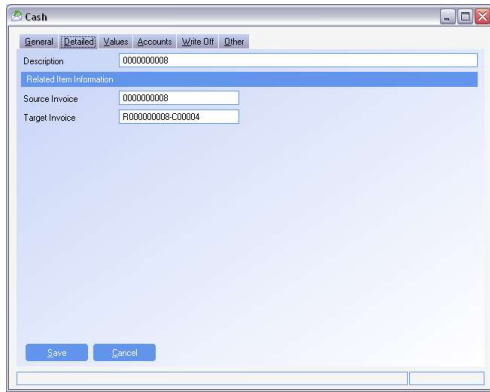
General Tab

- Customer Reference** – The customer that the cash is being received from.
- Account Value** – The value of the receipt in the default system currency. If entered by the user, the Bank value will automatically be calculated by multiplying the Account value by they exchange rate in the Receipt header. The Account value is the value that will be applied to the customer account.
- Bank Value** – The value of the receipt in the bank currency. If entered by the user, the Account value will automatically be calculated by dividing the Bank value by the exchange rate in the Receipt header.
- Value** – The cash value of the line. This is read-only and cannot be amended by the user. The value is the value that will be posting to the GL.
- Settlement Discount** – Not used with Unallocated cash receipts. When receiving cash against an invoice, if the effective date for the cash transaction minus the number of days for settlement for the settlement term of the invoice is less than the invoice date the settlement discount will be taken.
- Account Currency** – The currency of the customer.
- GL Account** – The AR account for the cash receipt. This is the AR account from the customer master and cannot be amended.
- Exchange Difference** – Not used with Unallocated cash receipts. The exchange difference is the value, in the system currency, of the transaction using the cash receipt exchange rate being received vs the value of the transaction at the rate it was invoiced at.
- Exchange Code** – Not used with Unallocated cash receipts. When an exchange difference value does exist, the Exchange difference code will determine what account the difference will post to.
- Check Number** – The customer's check number for the cash receipt.

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Cash Receipts Items

Modifying a line



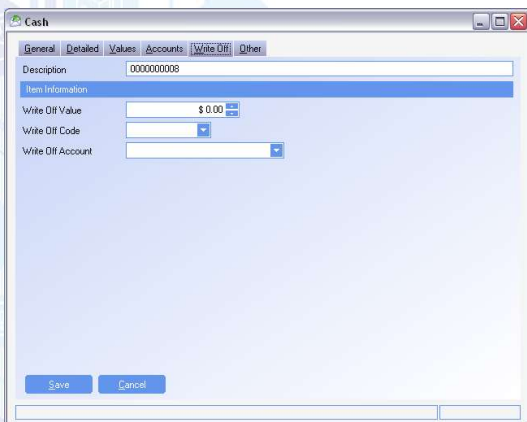
Source Invoice – The invoice that the cash is received against. Not used with Unallocated cash receipts.

Target Invoice – Read only field. Populated with the receipt number - customer number to identify the receipt in customer review.

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Cash Receipts Items

Modifying a line



Write offs are used to remove values from invoices that will not be collected

Write Off value – The value of the write off in the currency of the bank. If a write off value is to be applied to an invoice, the write off value should be added to the cash receipt line for the desired invoice.

Note: Using the Action Add Write Off will not affect invoice values.

Write off Code – The write off code used to determine the GL account for the write off.

Write Off account – The GL account for the write off. User can select the division and department for the account from the write off code.

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Cash Receipt Actions

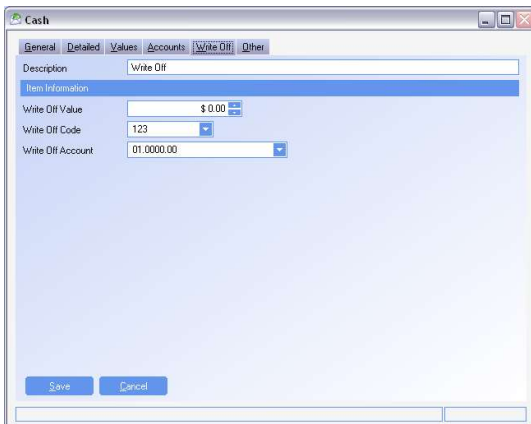
Finalise

- ❑ The finalise action will set the cash receipt ready to post to the GL
- ❑ No amendments can be made once the cash receipt has been finalised.
- ❑ If the value specified in the header is greater than zero and does not match the total of the line items, the user will be alerted to the difference. Line items can then be amended to match the header, or the header can be updated automatically to match the lines if Continue is selected.

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Cash Receipts Actions

Add Write Off



- ❑ Using the Action add write off will decrease the bank balance and offset to the write off account.
- ❑ Adding a write-off will not affect invoice values or customer balances. If a write off is desired for an uncollectible amount, right click on the invoice line, select Modify, and adjust the write off for the invoice using the Write Off tab.
- ❑ The action to 'Add Write off' is the equivalent of using a GL transaction from within a receipt and not having to complete a second transaction.

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Cash

Cash General Ledger

- ❑ GL payments and GL receipts are used to receive or pay cash from a bank where no supplier or customer exists. This could be a employee re-payment, bank charge or any other event that would affect the balance of a bank account.

NOTE: When the balance of a bank is affected, a journal entry should never be used. A journal entry will affect the balances of the cash account and the other distribution account. However, it will NOT affect the balance of the bank. The bank should match the GL, and to maintain this, a GL payment or GL receipt should be completed to affect GL accounts and the bank balance.

- ❑ To enter a GL transaction select the action New Transaction.

SYSTEM SETTING:

Cash General Ledger transactions will have a transaction number that by default has a prefix of "G". This prefix can be changed using the Cash option **GL Prefix**. Enable this option and set the value as the required prefix.

SYSTEM SETTING:

Cash GL transactions will have a description that by default is GL Transaction – {Date} where {Date} represents the date of the transaction. The default description can be changed using the Cash option **Default GL Transaction Description**. Enable the option and set the value to the required default description. Use {0} for the current date with time or use {1} for the current date with no time if having the current date in the description is desired.

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Cash Receipts Header

General Tab

The screenshot shows a software window titled "Cash" with a "General" tab selected. The window contains the following fields and values:

- Transaction Type: GL Transaction
- Transaction: (empty)
- Description: Receipt - March 3, 2008
- Value: USD 0.00
- Bank Value: USD 0.00
- General Cash Information section:
 - Bank Account: Default Bank
 - Effective Date: 3 Mar 2008
 - Cheque Number: (empty)
 - Pay by BACS: (empty)
 - Reconciled: (empty)
 - Exchange Rate: 1.00
 - Bank Currency: USD
 - Payment Plan: (empty)

At the bottom of the window are "Save" and "Cancel" buttons.

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Cash GL Header

- Transaction Type** – Select GL Transaction.
- Description** – The description will default to the transaction type and the date. This can be amended by the user if desired.
- Value** – The cash value of the transaction. This is a read only field that is calculated based on the exchange rate of the transaction divided by the value entered in bank value.

Note – If only 1 currency is used, or the currency of the bank is the same as the system default currency, these values will be equal.

- Bank Value** – The value of the transaction in the currency of the selected bank. Negative value reflect GL payments and positive values reflect GL receipts.
- Bank** – The bank that the transaction will affect.
- Effective Date** – The date that the transaction will post to the GL.

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Cash GL Header

- Check Number** – This field defaults to blank and will not use the next check number. If a check number is required (manual check is being used), uncheck the Pay by BACS field and the next check number will be consumed.
- Pay By Bacs** – This option is automatically selected when creating GL transactions. This indicates to WinMan that no check number is to be used in the transaction. If a check number is required, (using the next check in the series used for payments to Vendors) uncheck this field and the check number will be used.
- Reconciled** – Not used when entering cash receipts.
- Exchange Rate** – The exchange rate can be used with Banks that are set up with a currency that is different than the system default. The exchange rate will default to the Standard Rate of the currency but can be changed. The exchange rate entered, will be applied to all line items added to the Cash Receipt transaction. The exchange rate will be set to 1 and is read only for banks with the same currency as the system default.
- Bank Currency** – The currency of the bank selected. This can not be changed by the user.
- Payment Run** – Not used with Cash GL.

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Cash GL Header

Process Schedule Tab

The screenshot shows a software window titled "Cash" with a "Process Schedule Information" tab selected. The "General" tab contains the following fields: Transaction Type (GL Transaction), Transaction (empty), Description (GL Transaction - March 3, 2009), Value (USD 0.00), and Bank Value (USD 0.00). The "Process Schedule Information" tab contains: Enable (checked), Description (empty), Active (unchecked), Period (1 and Month), Last Processed Date (empty), and Process Day (1). There are "Save" and "Cancel" buttons at the bottom.

The process schedule Tab is used to set up recurring GL transaction. The value of the transactions will remain the same for all transactions. The Fields on the Process schedule will set up the recurring transaction.

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Cash GL Header

- Enable** – Check this box if the process schedule is to be set up.
- Description** – A description for the schedule. Can include why it is a recurring entry.
- Active** – If the Process schedule will be processed. A process schedule can be enabled, but if it is not active, no posting will occur.
- Period** – These 2 fields determine the frequency of the posting. The first field increments the process schedule while they second field determines the length of time, which can be days, months or years. If a cash GL is to post every 10 days, the first field will be 10 and the second would be Days.
- Last Processed Date** – The last date that the process schedule was completed. The next posting is determined by adding the period to the last processed date.
- Process Day** – Used with time frames of Months and Years. This is the day of the month that the process schedule will post at.

Note: If you enter a process day of 31, in months where there are less than 31 days, the last day of the month will be used for processing.

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Cash GL Header

Accounts Tab

The screenshot shows a software window titled "Cash" with several tabs: "General", "Process Schedule", "Accounts", and "Other". The "Accounts" tab is active. It contains the following fields:

- Transaction Type: Receipt
- Transaction: (empty)
- Description: Receipt - March 3, 2006
- Value: USD 0.00
- Bank Value: 0.00
- GL Account Information section:
 - GL Account: 01.111111.00
 - GL Year Period: 200803

At the bottom of the window are "Save" and "Cancel" buttons.

- ❑ **GL account** – The cash account used for the transaction. This is the account for the bank selected for the transaction
- ❑ **GL Year Period** – The posting period for the transaction based on the selected effective date

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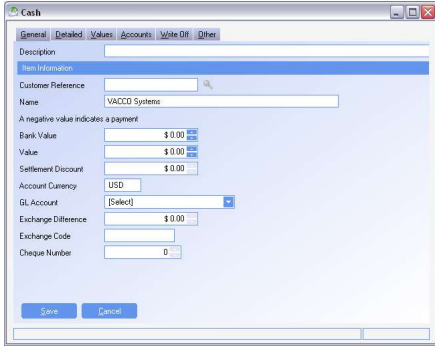
Cash GL Items

Multiple Cash GL items can be added to a single Cash GL transaction. Cash GL items are added to a Cash GL Header by selecting the action Add Item. Cash GL items can not be added using the Add Write Off action or Add Unallocated item action.

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Cash GL Items

Adding an item



- Add a description for the Line item being added.
- Enter the value of the line in the bank currency or local currency. Make sure to put payments as negative and receipts as positive values.
- Select the GL account that the transaction affects.

Note: The account selected for cash GL lines should not be the cash account as this is already specified in the header.

SYSTEM SETTING:

The description for a Cash GL line item will default to the description of the GL account selected. A system option exists to use description last used for a cash GL line item during the current session of WinMan instead of the GL account description. Use the system setting Default Cash Description to use to activate this setting. Enable the profile and select the value "L" for last description. The value "G" will be the same as the system default.

Cash GL Actions

Finalise

- The finalise action will set the Cash GL ready to post to the GL.
- No amendments can be made once the cash transaction has been finalised.
- If the value specified in the header is greater than zero and does not match the total of the line items, the user will be alerted to the difference. Line items can then be amended to match the header, or the header can be updated automatically to match the lines if Continue is selected.

Cash

Cash Payments

Payments to suppliers can be completed in the Cash program or the Payment Runs program.

The Cash program should be used for payments to a supplier when a partial amount is to be paid or any amendments need to be made.

The Payment Runs program is used to mass process payments for suppliers. The Payment runs program is designed to pay multiple suppliers at one time. The program uses defaults where necessary but does not allow for exceptions.

For example – No partial payments are allowed, and calculated settlement discounts may not be amended. If exceptions do exist, the Cash program should be used to generate the payment.

SYSTEM SETTING:

Cash Payment transactions will have a transaction number that by default has a prefix of "P". This prefix can be changed using the Cash option **Payment Prefix**. Enable this option and set the value as the required prefix.

SYSTEM SETTING:

Cash Payment transactions will have a description that by default is Payment – {Date} where {Date} represents the date of the transaction. The default description can be changed using the Cash option **Default Payment Description**. Enable the option and set the value to the required default description. Use {0} for the current date with time or use {1} for the current date with no time if having the current date in the description is desired.

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Cash Payments Header

General Tab

The screenshot shows the 'Cash' window with the 'General' tab selected. The form contains the following fields and values:

- Transaction Type: Payment
- Transaction:
- Description: GL Transaction - March 3, 2008
- Value: USD 0.00
- Bank Value: USD 0.00
- General Cash Information section:
 - Bank Account: Default Bank
 - Effective Date: 3 Mar 2008
 - Cheque Number: 1003
 - Pay by BACS:
 - Reconciled:
 - Exchange Rate: 1.00
 - Bank Currency: USD
 - Payment Run:

Buttons for 'Save' and 'Cancel' are visible at the bottom of the form.

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Cash Payments Header

- Transaction Type** – Select Payment.
- Description** – The description will default to Payment and have the date of the transaction appended. This can be amended by the user if desired.
- Value/Bank Value** – Are read only and will automatically calculate based on the line items added to the payment.
- Bank Account** – The bank that the payment will be made from.
- Effective date** – The date the transaction will post to the GL.
- Check Number** – The next sequential check number for the bank selected will default in.
- Pay By BACS** – If the payment is to be electronic and no check is required, the Pay by BACS should be checked. This will disable the check number field above and not use a check number.
- Exchange Rate** – If the bank selected for the payment is a foreign currency bank, the standard exchange rate will be used. Users can amend this exchange rate for an individual payment.

SYSTEM SETTING:

Cash Payment transactions will have the Pay By BACS field automatically checked for electronic payment. If checks are used more frequently, the Pay By BACS field can automatically not be checked. Use the Cash setting **Pay by cheque as default** setting, enable the setting and set the value to Y to pay by check by default.

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Cash Payments Header

Accounts Tab

The screenshot shows a software window titled "Cash" with four tabs: "General", "Process Schedule", "Accounts", and "Other". The "Accounts" tab is selected. The fields are as follows:

- Transaction Type: Receipt
- Description: Receipt - March 3, 2008
- Value: USD 0.00
- Bank Value: 0.00
- GL Account Information section:
 - GL Account: 01.111111.00
 - GL Year Period: 200803

At the bottom of the window, there are "Save" and "Cancel" buttons.

- GL account** – The cash account used for the transaction. This is the account for the bank selected for the transaction.
- GL Year Period** – The posting period for the transaction based on the selected effective date.

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Cash Payments Items

Multiple cash payment items can be added to a single cash payment. Cash payment items are added to a cash payment by selecting the action Add Item. Only items from the specified supplier can be added to the cash payment.

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Cash Payments Items

Adding an Item

Cash
Supplier
Select the supplier to be paid

Supplier Reference S00007

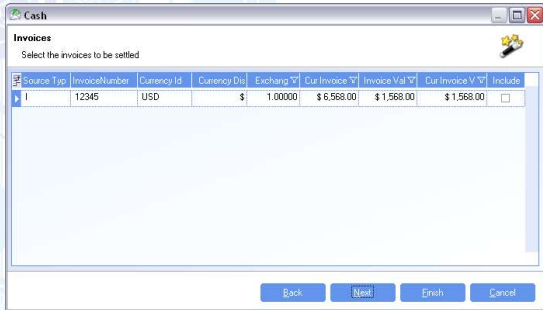
APEX

Back Next Finish Cancel

- ❑ Adding an item is used when the cash payment relates to an existing invoice.
- ❑ Select the supplier that cash is to be paid to.

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Cash Payments Items



- All open invoices for the supplier will be displayed.
- Invoices are selected by checking the **Include** column for the invoice that is to be paid.

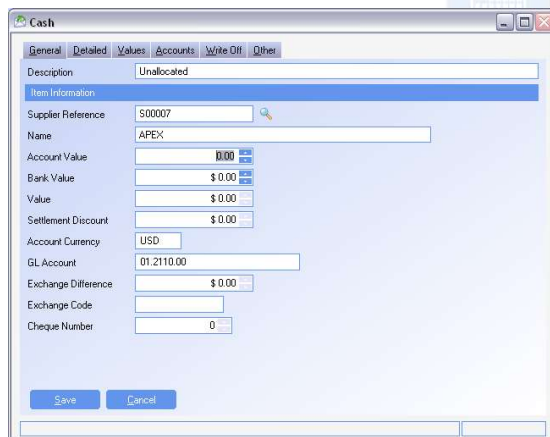
Note: If there is a difference in the value of the check and the invoice, finish with the wizard, making sure to include the invoice with the different value. Right click on the line item and select **Modify**. Change either the **Account** value or the **Bank** value to reflect the value of cash that is actually being received, and then save the changes.

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Adding Unallocated Item

Adding Unallocated Item

- Adding unallocated cash is used when the cash to be paid has no related invoice.
- Select the supplier that cash is to be paid to.
- Enter the value of the cash receipt.



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Cash Payments Item

Modifying a line

The screenshot shows a software window titled "Cash" with a "General" tab selected. The window contains the following fields and values:

- Description: 77899
- Item Information: (highlighted)
- Supplier Reference: S00007-0000
- Name: APEX
- Account Value: \$ 380.00
- Bank Value: \$ 380.00
- Value: \$ 380.00
- Settlement Discount: \$ 0.00
- Account Currency: USD
- GL Account: 01.2110.00
- Exchange Difference: \$ 0.00
- Exchange Code: (empty)
- Check Number: (empty)

Buttons for "Save" and "Cancel" are visible at the bottom of the window.

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Cash Payments Items

General Tab

- Account Value** – The value in the supplier currency that will be applied to the invoice. If the account value is amended, the difference between the full invoice amount, and the new value, will be the value outstanding on the invoice.
- Bank Value** – The total value of the transaction including settlement terms and exchange gain/loss.
- Value** – The calculated total value of the transaction. This is a calculated value based on the exchange rate of the Payment. The value is calculated by taking the bank value and dividing by the exchange rate.
- Settlement Discount** – The discount value in the currency of the supplier.

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Cash Payments Actions

Finalise

- ❑ The finalise action will set the cash receipt ready to post to the GL.
- ❑ No amendments can be made once the cash receipt has been finalised.
- ❑ If the value specified in the header is greater than zero and does not match the total of the line items, the user will be alerted to the difference. Line items can then be amended to match the header, or the header can be updated automatically to match the lines if Continue is selected.

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Cash Payments Actions

Add Write Off

The screenshot shows a software window titled 'Cash' with several tabs: 'General', 'Detailed', 'Values', 'Accounts', 'Write Off', and 'Other'. The 'Write Off' tab is selected. The window contains the following fields:

- Description: Write Off
- Write Off Value: \$ 0.00
- Write Off Code: 123
- Write Off Account: 01.0000.00

At the bottom of the window, there are 'Save' and 'Cancel' buttons.

- ❑ Using the Action add write off will decrease the bank balance and offset to the write off account.
- ❑ Adding a write-off will not affect invoice values or supplier balances.
- ❑ The action to Add Write off is the equivalent of using a GL transaction from within a payment and not having to complete a second transaction. It can be used for bank charges or fees

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Payment Runs Header

Run Type

Payment Runs

Run Type

Choose a BACS or cheque run

Payment Method

Cheque
 BACS

Item Selection

Select all items for payment
 Select no items for payment
 Select items by due date

Back Next Finish Cancel

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Payment Runs Header

Run Type

- To start a Payment run select the Action → New Run
- Payment Method**
 - Check** – A check number will be assigned for each supplier payment.
 - BACS** – Used with electronic payments, no check numbers are assigned.
- Item Selection**
 - Select All items for Payment** – Will default all invoices to be paid.
 - Select No items for Payment** – Will default no invoices to be paid.
 - Select items by Due Date** – All invoices up to a specified date will be selected.

NOTE: Item selection will set the default value for the invoice to be paid. These settings can be overridden, and invoices can be either added or removed for payment.

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Payment Runs Header

Bank

Payment Runs

Bank

Choose the bank for the run

Bank: Default Bank

Due Date: 4 Mar 2008

Back Next Finish Cancel

- ❑ **Bank** – The bank that the payment is to come from. Only invoices from suppliers that have the selected bank set the supplier bank can be selected.
- ❑ **Due Date** – When using the item selection to select items by due date, all invoices with a due date less than the specified due date will be defaulted to be selected for payment.

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Payment Runs Header

Description

Payment Runs

Description

Set the description of the run

Identifier: 2008-03-04

Description: Default Bank

Back Next Finish Cancel

- ❑ **Identifier** – The identifier of the payment run. The default is the date that the run is created on. This can be amended by the user.
- ❑ **Description** – A description for the payment run. The default is the bank name but can be amended by the user.

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Payment Runs Items

Multiple Supplier Invoices can be added to a Payment run. All invoices for a supplier will be included on a single payment for the supplier.

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Payment Runs Items

Adding an item

Supplier	Purchase Inv	Due Date	Cur Ex	Cur Settlement D	Cur Amount	Includ	Cur Invoice	Cur Invoice V	Source	Cur Settlement D	Cur Ex	Cur Amount	Cur Tax Val
A101000	123	08/30/200	0	0	200	<input checked="" type="checkbox"/>	\$ 200.00	\$ 200.00	Invoice	\$ 0.00	\$ 0.00	\$ 200.00	\$ 0.00
A101000	SB1000000	08/30/200	0	0	300	<input checked="" type="checkbox"/>	\$ 300.00	\$ 300.00	Invoice	\$ 0.00	\$ 0.00	\$ 300.00	\$ 0.00

- A listing of all invoices for suppliers that have the selected bank set-up as the supplier bank will be displayed. Use the include column to amend the default setting if an invoice should be included in the payment run.
- Once invoices have been selected, use the action Process Payments to create payments.

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Payment Runs Actions

Process Payments

The image displays two overlapping screenshots of a software interface for processing payments. The first screenshot, titled 'Payment Runs', shows the 'Effective Date' selection screen. It includes the instruction 'Choose the date for these payments' and a date picker set to '3 Mar 2008'. At the bottom are 'Back' and 'Next' buttons. The second screenshot, also titled 'Payment Runs', shows the 'Cheque Number' selection screen. It includes the instruction 'Choose the cheque number to start the run' and a text input field containing '1000'. At the bottom are 'Back', 'Next', 'Finish', and 'Cancel' buttons.

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Payment Runs Actions

Process Payments

- ❑ **Effective Date** – The date of the transaction and the date that is used to determine what accounting period the transaction will post to.
- ❑ **Check number** – The starting check number for the run. WinMan will determine the last check number used for the bank and suggest the next number.
- ❑ The process payments action will set the payment run ready to post to the GL.
- ❑ No amendments can be made once the payment run has been finalised.

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Payment Runs Actions

Remittances

The screenshot shows a 'Print Batch' dialog box with the following content:

- Mass printing** (with a printer icon)
- Select the options for remittance advice printing
- Select the process required:
 - All Unprinted
 - Range
 - Payment Run
- Payment Run: [Dropdown menu]
- Cheques only:
- Buttons: Back, Next, Finish, Cancel

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Payment Runs Actions

Remittances

- ❑ Checks can be printed by selecting a range, using the All unprinted option or selecting the Payment run most recently completed. Using the All Unprinted option assumes that all checks have been printed from WinMan and that the only checks to be printed are the ones from the most recent payment run.

Note: When using the cash program to create a payment or a GL payment, and consuming a check number, make sure to print the check from WinMan. This will ensure that the check numbers from WinMan will match the check stock being printed. If a manual check is created, print the check to a blank piece of paper to ensure future correct check printing.

Note 2: Use the “Checks only” check box to ensure only checks are printed. In runs that use electronic payment, and paperwork is required, ensure the “Checks only” check box is not selected, and a non-numbered check will print.

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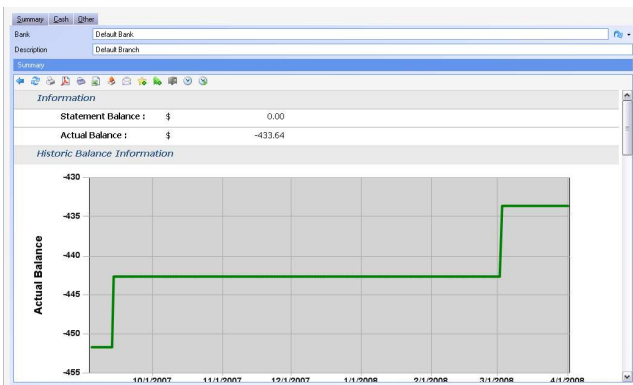
Payment Runs Actions

Bank Review

The bank review program may be used to review all transactions for a bank. It is also used to reconcile the bank, complete transfers of funds between banks, and complete bank contras.

Bank Review Header

Summary Tab



- ❑ **Statement Balance** – The bank balance as it appears in the bank table. This will be the total of all reconciled transactions. As transactions are reconciled, the value of the transactions will be added to the statement balance.
- ❑ **Actual Balance** – The value of all transaction for the bank.

Bank Review Header

Cash Tab

Cash ID	Cash Receipt	Cash Val	Bank Val	Effective D	Reconciled	Record ID	GL Chart ID	Item Type	System Type	Item Type
P00000000	Receipt - Tue	\$ 206.00	\$ 206.00	16/08/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000000	Payment - Mon	\$ 500.00	\$ 500.00	16/07/2007	<input type="checkbox"/>	05.111111.00	P	Finalized Transaction	Payment	Payment
P00000001	Receipt - Mon	\$ 51.00	\$ 51.00	23/07/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000002	Receipt - Tue	\$ 100.00	\$ 100.00	25/07/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000003	Receipt - Tue	\$ 0.00	\$ 0.00	25/07/2007	<input type="checkbox"/>	05.111111.00	R	Open Transaction	Receipt	Receipt
P00000004	Payment - Mon	\$ 304.00	\$ 304.00	25/07/2007	<input type="checkbox"/>	05.111111.00	P	Finalized Transaction	Payment	Payment
P00000004	Receipt - Tue	\$ 12.00	\$ 12.00	15/08/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000005	Payment - Mon	\$ 454.4	\$ 454.4	15/08/2007	<input type="checkbox"/>	05.111111.00	P	Finalized Transaction	Payment	Payment
P00000005	Receipt - Thu	\$ 20.00	\$ 20.00	16/08/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000006	Receipt - Tue	\$ 10.00	\$ 10.00	21/08/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000007	Receipt - Tue	\$ 0.00	\$ 0.00	16/09/2007	<input type="checkbox"/>	05.111111.00	R	Finalized Transaction	Receipt	Receipt
P00000008	Receipt - Mon	\$ 0.00	\$ 0.00	03/03/2008	<input type="checkbox"/>	05.111111.00	R	Open Transaction	Receipt	Receipt
P00000009	Payment - Mon	\$ 0.00	\$ 0.00	03/03/2008	<input type="checkbox"/>	05.111111.00	P	Open Transaction	Payment	Payment

SYSTEM SETTING:
 The cash tab will display all transactions that have not been reconciled or are less than 60 days old. 60 Days is a WinMan default and can be amended using the Bank Review setting **Days to look back for Bank Review**. Enable this option and set the value to the number of days to be included.

TIP: Use the Funnel icon just above the grid and on the far right of the page to manually override the 60 days a single instance. If the funnel is used repeatedly, use the system setting.

Bank Review Actions

Reconcile

- Use the cash view to view all transactions and make sure the Reconciled column is visible. Check the items that are to be reconciled. Once complete use the **action** → **Reconcile** to complete the reconciliation. This will indicate the date of the reconciliation as well as update the statement balance of the bank.

Note: All reconciled transactions that are older than 60 days will automatically be filtered from the screen. This setting can be altered by;

Administration → **System Option** → **Options** → **Bank Review** → **Days to look back for Bank Review**

A manual override can also be done by selecting the Filter icon beside the grid label "Cash Information" and entering a new date range.

Bank Review Actions

Transfers

Bank Transfer
Select the source and target bank accounts for the transfer

Source Bank: []
Target Bank: []
Default Bank: []

Bank Transfer
Values
Enter the value to be transferred and to be received

Value Transferred: 0.00 \$
Value Received: 0.00 \$

[Back] [Next] [Finish] [Cancel]

- ❑ Transfers are used to transfer funds between banks. Use the action → Transfer and select the bank where the funds are being transferred to as well as the bank where the funds are to be transferred from.
- ❑ Select the value of the transfer. In cases where the 2 banks have different currencies, the value to be transferred will have to be entered as well as the value to be received. Select a description for the transfer and the date that the transaction will use for posting.

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Bank Review Actions

Bank Contras

Bank Contras
Options
Select one of the options

Make Payment To Customer
 Receive Payment From Supplier

[Back] [Next] [Finish] [Cancel]

- ❑ Bank Contras are used to pay customers and receive cash from suppliers. These types of transactions are opposite of the typical transactions. Cash is typically received from customers and paid to suppliers.

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Bank Review Actions

Make Payment to Customers

When paying a customer;

- Select the customer
- Enter the value of the payment
- Enter a description for the payment
- Enter the bank that the cash is to be paid from
- Enter the check number
- Enter the date of the transaction for posting
- Print the check using the report "Remittance Advice – Customers"

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Bank Review Actions

Receive Cash from Suppliers

When receiving cash from a supplier;

- Enter the supplier
- Enter the value of the receipt
- Enter the description for the receipt
- Enter the bank that the cash is to be received to
- Enter the date of the transaction for posting

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Bank Reviews Actions

Tools – Renumber checks

- Select the bank for the checks that need to be re-numbered.
- Select the starting check number.
- Select the ending check number.
- Select the starting check number used for re-numbering.

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Bank Review Actions

Reversing Transactions

Cash Id	Cash Description	Cash Value	Bank Value	Effective Date	Recorded	Recorded Date	GL Chart Id	Item Type	System Type	Item Type
R00000000	Receipt - Tue	\$ 200.00	\$ 200.00	16/06/2007	✓	04/03/2008	01.111111.00	R	Finalized Transaction	Receipt
P00000000	A10100-0000	\$ 500.00	\$ 500.00	16/07/2007			01.111111.00	P	Finalized Transaction	Payment
R000000001	Receipt - Mon	\$ 51.00	\$ 51.00	23/07/2007			01.111111.00	R	Finalized Transaction	Receipt
R00000000		\$ 100.00	\$ 100.00	25/07/2007			01.111111.00	R	Finalized Transaction	Receipt
R00000000		\$ 0.00	\$ 0.00	25/07/2007			01.111111.00	R	Open Transaction	Payment
P00000000	Reverse Payment	\$ 304.00	\$ 304.00	25/07/2007			01.111111.00	P	Finalized Transaction	Payment
R00000000		\$ 12.00	\$ 12.00	15/06/2007			01.111111.00	R	Finalized Transaction	Receipt
R00000000	Grid Settings	\$ 40.64	\$ 40.64	15/06/2007			01.111111.00	P	Finalized Transaction	Payment
R00000000		\$ 20.00	\$ 20.00	16/06/2007			01.111111.00	R	Finalized Transaction	Receipt
R00000000	Documents	\$ 10.00	\$ 10.00	21/06/2007			01.111111.00	R	Finalized Transaction	Receipt
R00000000		\$ 9.00	\$ 9.00	14/05/2007			01.111111.00	R	Finalized Transaction	Receipt
R00000000	Add to Note	\$ 9.00	\$ 9.00	03/03/2008			01.111111.00	R	Open Transaction	Receipt
P000000000	Payment - Ma	\$ 0.00	\$ 0.00	03/03/2008			01.111111.00	P	Open Transaction	Payment

- To reverse a payment or a receipt right click on the transaction to be reversed.
- For receipts select the option to Reverse Receipt and for payments select the option to Reverse Receipt.

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