



Global 3000 Enhancement Note Close Cash Book

Author	Rick Robinson	
Project	ZC60_000071.doc	
Version	1.0	1 of 5

INTRODUCTION

The enhancement is to allow cash books to be permanently closed.

This enhancement introduces a new function within cash book maintenance. The new function allows a cash book to be permanently closed. A new status field which shows whether the cash book is 'Open' or 'Closed' has also been added.

When a cash book is closed the system prompts for a replacement cash book to which any balance (for the cash book being closed) is to be transferred and to which any subsequent postings from other modules are to be redirected.

Closed Cash Books cannot be chosen as the currently selected cash book. In addition they are excluded from transaction entry, searches, enquiries, reports (with the exception of the Cash Book Report) and revaluation. However, enquiries do provide the option to include closed cash books).

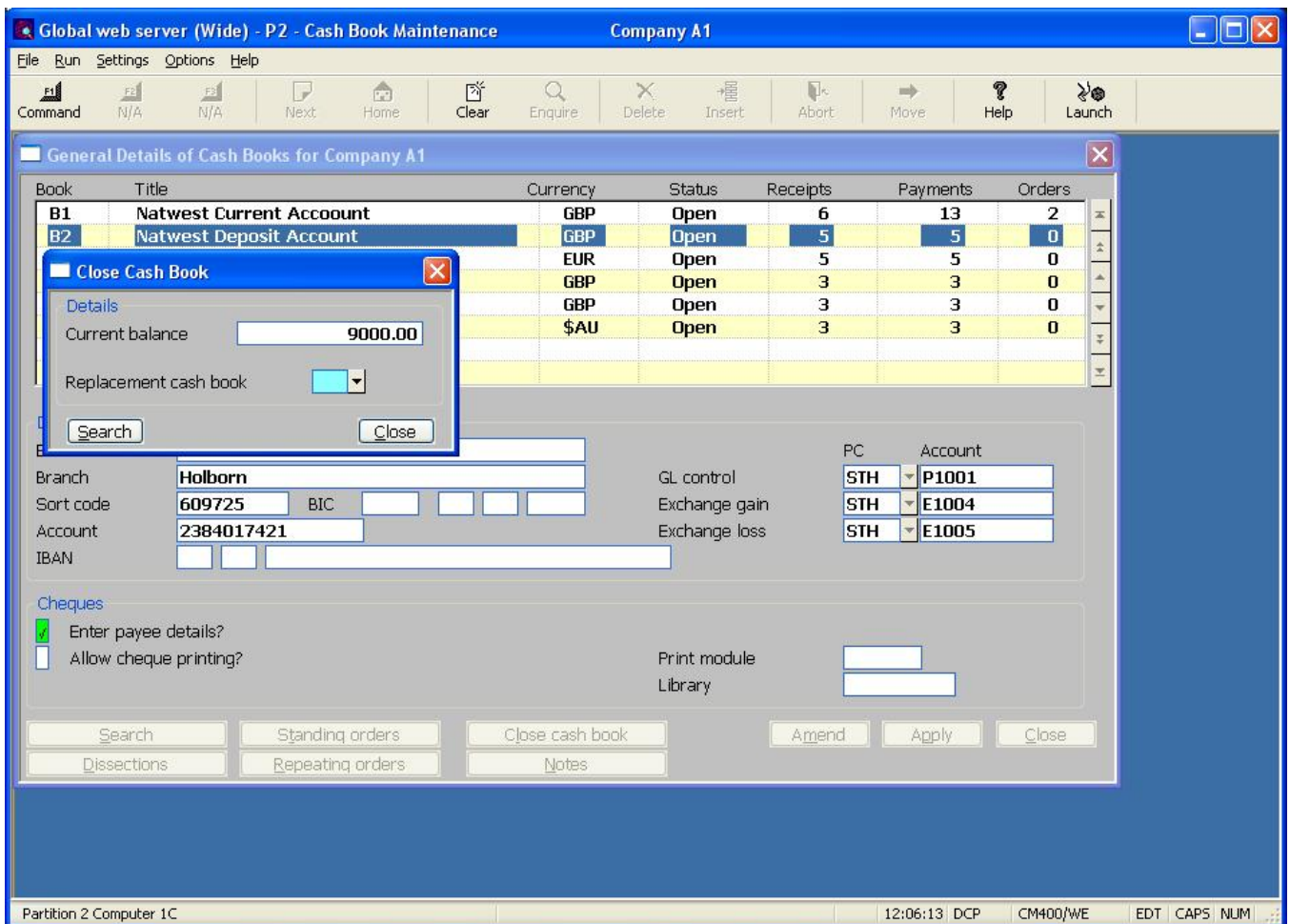
It should be noted that a cash book cannot be closed if:-

- It has open batches,
- It has an open bank reconciliation,
- It has unpresented items,
- It has a debit balance,
- A batch is currently being posted or has failed to post.

Please note, if you wish to close a cash book which has a debit balance you must first transfer sufficient funds into it to fully cover the debit balance.

Author	Rick Robinson	
Project	ZC60_000071.doc	
Version	1.0	2 of 5

DOCUMENTATION CHANGES



Cash Book Maintenance – General Details

Status (*Display only*) The cash book's status. Set to one of the following:

- **Open.** This is the default.
- **Closed.** Closed Cash Books cannot be chosen as the currently selected cash book. In addition they are excluded from transaction entry, searches, enquiries, reports and revaluation. Enquiries do provide the option to include closed cash books.

Note Closed cash books cannot be specified when entering Debtors and Creditors Ledger batches or within a Creditors Ledger auto-payment run. If a closed cash book is specified you will be offered its replacement cash book as an alternative.

Close Cash Book Selecting this allows you to permanently close the cash book. This option is only available if the cash book has no open batches, no open bank reconciliations and no unrepresented items.

Author	Rick Robinson
Project	ZC60_000071.doc
Version	1.0
	3 of 5

Note A cash book cannot be closed if:

- It has open batches,
- It has an open bank reconciliation,
- It has unrepresented items,
- It has a debit balance,
- A batch is currently being posted or has failed to post.

Please note, if you wish to close a cash book which has a debit balance you must first transfer sufficient funds into it to fully cover the debit balance.

Cash Book Maintenance – Close Cash Book

This window appears when you select the ‘Close Cash Book’ option within the General Details window.

Purpose This window is used to specify the cash book to which the balance of the cash book being closed is to be transferred and to which any subsequent transactions received via auto-transfer are to be posted.

The prompts are:

Current Balance *(Display only)* The current balance of the cash book being closed.

Replacement Cash Book Select the cash book to be used as a replacement for the cash book being closed. If the cash book being closed has a credit balance this will be automatically transferred to the replacement cash book. Any subsequent transactions for the cash book being closed received via auto-transfer will be automatically redirected to the replacement cash book.

Please note The replacement cash book must be for the same company and currency as the cash book being closed.

Please also note If a transaction is received for a closed cash book and is redirected to the replacement cash book, it may be necessary to set up dissection details for it. This will be necessary in cases where the dissections defined for the replacement cash book do not match those for the closed cash book.

Author	Rick Robinson	
Project	ZC60_000071.doc	
Version	1.0	4 of 5

Cash Book Enquiries – General Details

Status *(Display only)* The cash book's status. Set to one of the following:

- Open.
- Closed.

Include/Exclude Closed Select this to either include or exclude closed cash books.

Batch Enquiries – General Details

Include/Exclude Closed Cash Books Select this to either include or exclude batches for closed cash books.

REPORT LAYOUT CHANGES

None.

Author	Rick Robinson	
Project	ZC60_000071.doc	
Version	1.0	5 of 5