

# Global 3000 Service Pack Note Re-Open Closed Cash Book

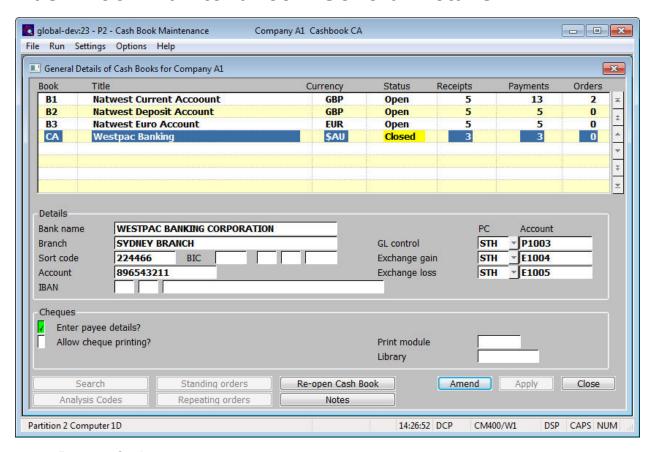
| Author  | DCP             |        |
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| Project | ZC60_000153.doc |        |
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### INTRODUCTION

The changes provide a new option within Cash Book Maintenance which allows closed cash books to be re-opened.

### **DOCUMENTATION CHANGES**

# **Cash Book Maintenance – General Details**



## Re-open Cash Book/Close Cash Book

If the cash book is currently closed, selecting this will re-open it.

If the cash book is currently open, 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 unpresented items.

Note

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 in to it to fully cover the debit balance.

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