



# Global 3000 Service Pack Note

## Re-Open Closed Cash Book

|                |                 |        |
|----------------|-----------------|--------|
| <b>Author</b>  | DCP             |        |
| <b>Project</b> | ZC60_000153.doc |        |
| <b>Version</b> | 1.0             | 1 of 2 |

## 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

| Book | Title                   | Currency | Status | Receipts | Payments | Orders |
|------|-------------------------|----------|--------|----------|----------|--------|
| B1   | Natwest Current Account | GBP      | Open   | 5        | 13       | 2      |
| B2   | Natwest Deposit Account | GBP      | Open   | 5        | 5        | 0      |
| B3   | Natwest Euro Account    | EUR      | Open   | 5        | 5        | 0      |
| CA   | Westpac Banking         | \$AU     | Closed | 3        | 3        | 0      |

**Details**

Bank name: WESTPAC BANKING CORPORATION  
 Branch: SYDNEY BRANCH  
 Sort code: 224466 BIC: [ ] [ ] [ ] [ ]  
 Account: 896543211  
 IBAN: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

GL control: STH  
 Exchange gain: STH  
 Exchange loss: STH

PC: STH  
 Account: P1003  
 STH  
 E1004  
 STH  
 E1005

**Cheques**

Enter payee details?  
 Allow cheque printing?

Print module: [ ]  
 Library: [ ]

Buttons: Search, Standing orders, Re-open Cash Book, Amend, Apply, Close, Analysis Codes, Repeating orders, Notes

### 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 unrepresented items.

**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 in to it to fully cover the debit balance.

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