



# **Global 3000 Service Pack Note**

## **Cash Manager - Key Cash Books**

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<b>Project</b>	ZC60_000211.docx		
<b>Version</b>	1.0		1 of 3

## INTRODUCTION

This service pack provides the ability to mark a cash book as a key cash book.

The changes introduce a new setting within cash book maintenance. The new setting (labelled 'Key cash book') allows a cash book to be marked as a key cash book.

Cash book enquiries has been updated to show an overall balance of 'key' cash books along with the balance of all cash books.

Please note, by default all existing cash books are deemed 'key' cash books.

## DOCUMENTATION CHANGES

### Cash Book Maintenance – General Details Window

The screenshot shows the 'General Details of Cash Books for Company A1' window. It features a table with the following data:

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	Open	3	3	0

Below the table, there are sections for 'Details' (Bank name: National Westminster Bank, Branch: Holborn, Sort code: 609725, Account: 0912484343), 'Cheques' (checkboxes for 'Enter payee details?' and 'Allow cheque printing?'), and 'Options' (checkbox for 'Key cash book?').

The 'GL Accounts' section includes dropdowns for GL control, Exchange gain, Exchange loss, Settlement discount given, Settlement discount taken, Tax adjustment for settlement disc on sales, and Tax adjustment for settlement disc on purchases.

Buttons at the bottom include Search, Standing Orders, Close Cash Book, Amend, Apply, Close, Payment Analysis, Repeating Orders, and Notes.

**Key cash book** Set this to mark the cash book as a key cash book. Cash book enquiries shows an overall balance of all key cash books.

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# Cash Book Enquiries – General Details Window

The screenshot shows a software window titled 'global-dev:23 - P2 - Cash Book Enquiries' for 'Company A1'. The main area is titled 'General Details of Cash Books' and contains a table with the following data:

Book	Title	Co	Current Bal (GBP)	Currency	Current Balance	Future Balance
B1	Natwest Current Account	A1	246,369.48	GBP	246,369.48	246,369.48
B2	Natwest Deposit Account	A1	9,000.00	GBP	9,000.00	9,000.00
B3	Natwest Euro Account	A1	55,003.10	EUR	77,004.34	77,004.34
CA	Westpac Banking	A1	0.00	\$AU	0.00	0.00

Below the table is a 'Details' section for the selected book (B2). It includes the following information:

- Status: **Open**
- GL account: **STH P1001**
- Bank name: **National Westminster Bank**
- Branch: **Holborn**
- Sort code: **609725**
- Account: **2384017421**
- Key cash book?

The 'Balances' section shows:

- Current balance: GBP **9,000.00** as at **10/01/2018**
- Future receipts: GBP **0.00**
- Future payments: GBP **0.00**
- Future balance: GBP **9,000.00**
- High balance: GBP **9,000.00** on **24/06/2005**
- Low balance: GBP **0.00** on
- Held: GBP **0.00DR**

The 'Overall Balance' section shows:

- Balance of all cash books: GBP **310,372.58**
- Balance of key cash books: GBP **301,372.58**

At the bottom, there are buttons for 'Analysis Codes', 'Period totals', 'All Items by date', 'Past Items', 'Include closed', 'Notes', 'All Items by name', 'Future Items', and 'Close'.

**Key cash book** This indicates whether the cash book is marked as a key cash book.

**Balance of key cash books** This is the overall balance (in the systems default base currency) of all key cash books.

**Note** The balance of key cash books does not include the balance of any closed cash books. It is only shown when more than one cash book is defined and valid exchange rates (for the current date) exist between each individual cash books currency and the default base currency (specified within administration system parameters).

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