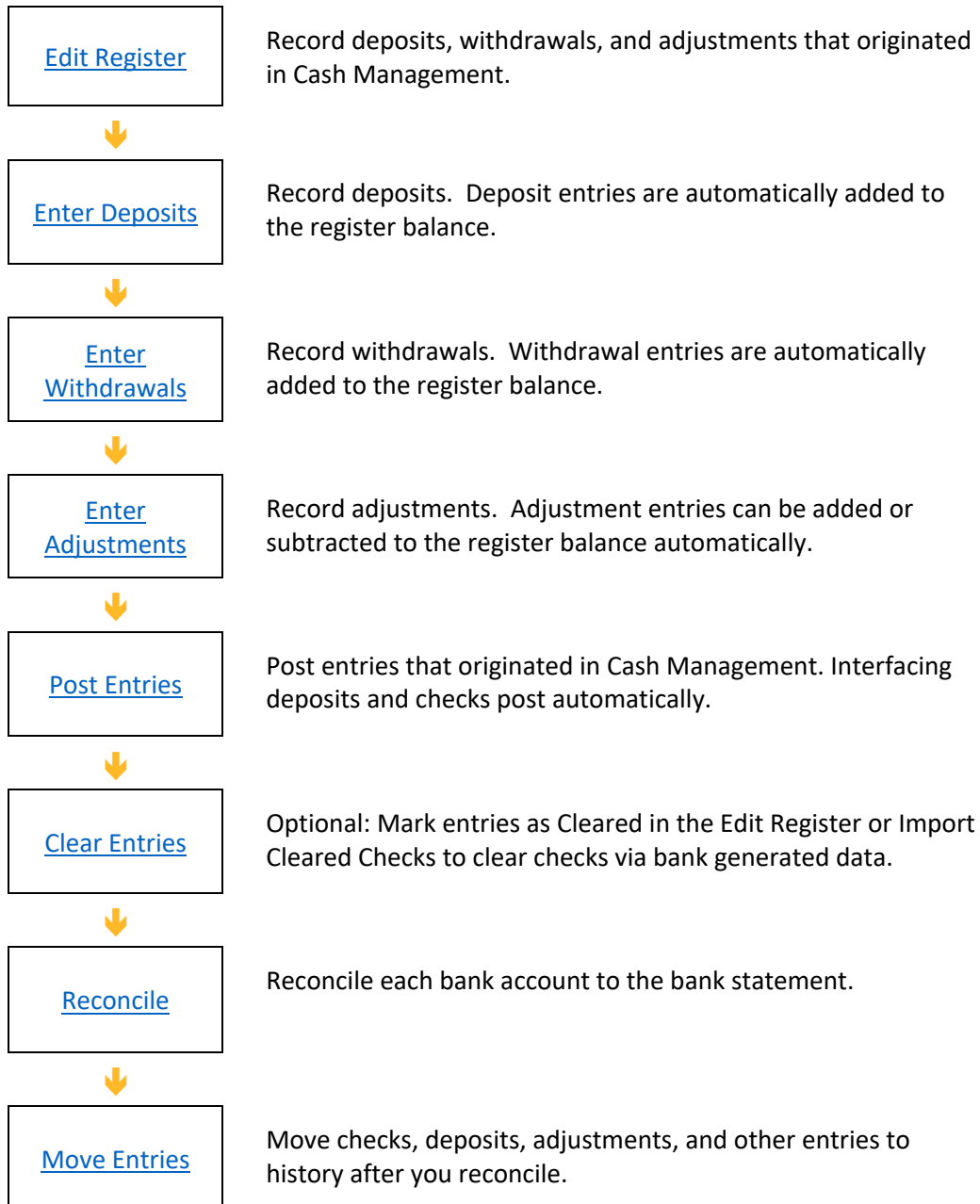# Cash Management

Workflow Overview

The diagram below identifies the typical processes and reports for this task. For the most current and detailed information, refer to Help.

Edit Register	Record deposits, withdrawals, and adjustments that originated in Cash Management.
Enter Deposits	Record deposits. Deposit entries are automatically added to the register balance.
Enter Withdrawals	Record withdrawals. Withdrawal entries are automatically added to the register balance.
Enter Adjustments	Record adjustments. Adjustment entries can be added or subtracted to the register balance automatically.
Post Entries	Post entries that originated in Cash Management. Interfacing deposits and checks post automatically.
Clear Entries	Optional: Mark entries as Cleared in the Edit Register or Import Cleared Checks to clear checks via bank generated data.
Reconcile	Reconcile each bank account to the bank statement.
Move Entries	Move checks, deposits, adjustments, and other entries to history after you reconcile.

Edit Register

Most cash transactions originate in other applications; though some entries are made directly in Cash Management.

With Edit Register you enter, edit, and view Cash Management transactions. The window resembles a checkbook register and allows you to:

- Enter bank deposits, withdrawals, and adjustments that are not related to an interfacing application.

- Distribute a deposit item among several credit accounts.

- Edit or delete transactions that were entered directly in Cash Management.

- Change transaction status from open to cleared.

- Enter stopped check information.

- Print an entry or posting report that details the transactions entered and the effect on General Ledger.

Enter Deposits

Deposit entries are automatically added to the register balance. Types of deposits include teller, ATM transactions, and electronic transactions, such as electronic fund transfers between accounts. For the most current and detailed information, refer to Help, specifically the "Entering deposits" topic.

1. From the **Tasks** menu, select **Edit Register**.

2. If you have only one bank account, the register grid opens automatically. If you have more than one bank account, highlight the bank account for which you want to enter deposits. Press ENTER.

3. Accept the prefilled date or enter a new reference date. Press ENTER to move to the **Type** column.

4. Enter a <u>D</u> for deposit, or use the left/right arrows on your keyboard to select **Deposit**. Press ENTER.

5. The **Description** field prefills with **Deposit**, which you can edit. Press ENTER.

6. Enter the deposit amount in the **Addition** column. Press ENTER.

7. In the **Deposit** window, enter the deposit ID if you have multiple deposits for this bank account on this day. Otherwise, press ENTER.

8. The **GL Debit** field prefills with your general cash account from the bank account record.

   If your **CM Settings** (**General** tab) and your **Bank Account Setup** (**Cash Accounts** tab) allow you to use separate cash accounts per application, you can edit this credit account.

Otherwise, accept or change the debit account and press ENTER.

9. In the **Type** field, use the arrows on your keyboard to view and select the deposit type. If none is applicable, select **Does Not Apply**. Press ENTER.

10. Enter the check number, if applicable. Otherwise, leave the field blank. Press ENTER.

11. To disperse this deposit over two or more General Ledger accounts, leave the **GL Credit** field blank and press ENTER or click **Split** to open the **Deposit Item** window.

12. To credit a single General Ledger account for the entire deposit, enter the credit account or use the down arrow on your keyboard to select from a list. Press ENTER. If this is the only account you want to credit, go to step 15.

13. In the **Deposit Item** window, enter each item that makes up the deposit.

14. When finished, press ENTER to return to the **Deposit** window.

15. Press ENTER to close the **Deposit** window and return to the register grid.

16. Enter your next transaction, or if you are done with this session, click **[Finish]**. Select the check box on the print selection window if you want to post your entries now.

17. Click **[Start]**. Review the printout.

Enter Withdrawals

Withdrawal entries are automatically subtracted from the register balance. Types of withdrawals include teller, ATM transactions, and electronic transactions such as automatic payments. For the most current and detailed information, refer to Help, specifically the "Entering withdrawals" topic.

1. From the **Tasks** menu, select **Edit Register**.

2. If you have only one bank account, the register grid opens automatically. If you have more than one bank account, highlight the bank account for which you want to enter withdrawal entries. Press ENTER.

3. Accept the prefilled date or enter a new reference date. Press ENTER to move to the **Type** column.

4. Enter a W for withdrawal, or use the left/right arrows on your keyboard to select **Withdrawal**. Press ENTER.

5. The **Description** field prefills with Withdrawal, but can be changed. Press ENTER.

6. Enter the withdrawal amount in the **Subtraction** column. Press ENTER.

7. When the **Withdrawal** window opens, the cursor defaults to the **Type** field. Verify that the field above contains the correct General Ledger credit account, which prefills with the general cash account from the bank account record. If your **CM Settings** (**General** tab) and your **Bank account setup** (**GL Cash Accounts** tab) allow you to use separate cash accounts per application, you can edit this credit account.

    If you do not use separate cash accounts per application, the prefilled account number cannot be changed.

8. In the **Type** field, use the directional arrows on your keyboard to view to select the withdrawal type. If none of the types are applicable, select **Does Not Apply**. Press ENTER.

9. To disperse this withdrawal over two or more General Ledger accounts, leave the **GL Debit** field blank and press ENTER, or click **Split** to open the **Withdrawal Item** window.

    To debit a single General Ledger account, enter the debit account, or use the down arrow on your keyboard to select an account from the list. Press ENTER. If this is the only account you want to debit, go to step 12.

10. In the **Withdrawal Item** window, enter each item that makes up the withdrawal. The total of the withdrawal detail must equal the total amount of the withdrawal.

11. When finished, press ENTER to return to the **Withdrawal** window.

12. Press ENTER to close the **Withdrawal** window and return to the register grid.

13. Enter your next transaction, or if you are done with this session, click [**Finish**]. Select the check box on the print selection window if you want to post your entries now.

14. Click [**Start**]. Review the printout.

Enter Adjustments

Adjustments can be added or subtracted from the register balance. Types of adjustments could include bank and surcharge fees. For the most current and detailed information, refer to Help, specifically the "Entering positive adjustments" and "Entering negative adjustments" topics.

1. From the **Tasks** menu, select **Edit Register**.

2. If you have only one bank account, the register grid opens automatically. If you have more than one bank account, select the bank account for which you want to make an adjustment. Press ENTER.

3. Accept the prefilled date or enter a new date. Press ENTER to move to the **Type** column.

4. Enter an <u>A</u> for adjustment, or use the directional arrows on your keyboard to select **Adjustment**. Press ENTER.

5. The **Description** field prefills with **Adjustment**, but can be changed. Press ENTER.

6. Enter the adjustment amount. Use the **Addition** column for positive adjustments; use the **Subtraction** column for negative adjustments. Press ENTER.

7. When the **Adjustment** window opens, the cursor automatically moves to the **GL Credit** or **Debit** field, depending on whether this is a positive or negative adjustment. Verify that the field contains the correct General Ledger credit or debit account. If your **CM Settings** (**General** tab) and your **Bank account setup** (**GL Cash Accounts** tab) allow you to use separate cash accounts per application, you can edit this account. Otherwise, the prefilled account number cannot be changed.

8. In the **Type** field, use the arrows on your keyboard to view and select the deposit type. If none is applicable, select **Does Not Apply**. Press ENTER.

9. Press ENTER to close the **Adjustment** window and return to the register grid.

10. Enter your next transaction, or if you are done with this session, click [**Finish**]. Select the check box on the print selection window if you want to post your entries now.

11. Click [**Start**]. Review the printout.

Post Entries

Withdrawals, deposits, adjustments, and checks created in Cash Management must be posted. When you post Cash Management entries:

- Entries are created in General Ledger.

- Totals in the bank account record are updated.

- Cash detail records are created to help you reconcile General Ledger to Cash Management.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the "Posting entries" topic.

1. Back up your data files.

2. Verify that all your transactions are entered in **Edit Register**.

3. From the **Tasks** menu, select **Post Entries**.

4. Click [**Printer setup**] and select a printer or print the file name.

5. Click [**Ranges**] to select a range of batches. If you do not select a range of batches, all eligible entries will post.

6. Click [**Start**] to begin the posting process.

7. Print and review the Cash Management Post Entries journal. The Post Entries report is generated automatically.

   Use this journal to verify that entries successfully posted to Cash Management and that the entries are created in General Ledger.

Clear Entries

Since entries are automatically cleared when you reconcile them, Timberline recommends you use **Tasks > Reconcile** each month when you receive your bank statement.

If you want to track the bank balance based on what clears the bank between bank statements, use **Edit Register** to change the reconciliation status of an entry from **Open** to **Cleared** once it has cleared the bank. For the most current and detailed information, refer to Help, specifically the "Clearing entries" topic.

1. From the **Tasks** menu, select **Edit Register**.

2. If you have only one bank account, the register grid opens automatically. If you have more than one bank account, highlight the bank account for which you want to clear entries. Press ENTER.

3. Click [**Clear Checks**] to open the **Clear Checks** window.

4. In the **From Check** field, enter the first check number to include in the first range of checks. Press ENTER.

5. In the **To Check** field, enter the last check number to be included in the first range of checks. Press ENTER.

6. The **Cleared Date** field prefills with the system date. Accept the prefilled date or click the calendar to the right of the field to select a new date. If you change the date, the new date prefills when you enter subsequent check ranges.

7. Enter the next range of checks or click [**OK**] to finish.

8. When you finish working in the **Edit Register**, click [**Finish**] to end the session.

Reconcile

On a regular basis, usually monthly, you should reconcile to your bank statement each bank account in Cash Management.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the "Reconciling" topic.

1. From the **Tasks** menu, select **Reconcile**.

2. Enter the bank account for which you want to reconcile a bank statement. You can click the arrow to the right to select from a list of bank accounts.

3. Verify the amount in the **Opening balance** field. This amount prefills from the amount of the last completed reconciliation. This field can be edited only if the **Override opening balance in Reconcile** check box is selected in **CM Settings** (**General** tab). If necessary and if your **CM Settings** permit it, adjust this amount.

4. Enter the **Statement ending date** and the **Statement ending balance** from the statement received from your bank. Click [**OK**] to open the **Reconcile** window.

5. Click the appropriate tab to specify your transaction view. Choose the one that is most similar in appearance to your bank statement.

6. To reconcile a particular entry, select the check box in the check mark column. If you clear the check box, the entry's status returns to the status it had prior to when you selected the check box.

   For example, if you select a cleared entry, the status changes to reconciled. If you clear the check box, the entry returns to its cleared status.

8. Continue to select entries as reconciled according to your bank statement. You can use [**Quick Select**], [**Find**], or [**Conditions**] for easy selection.

9. Click [**Finish**] when all necessary transactions are reconciled. Print and review the journal. The Reconciliation Journal is generated automatically.

10. If the value in the **Difference** field exceeds your maximum reconcile discrepancy amount as specified in **CM Settings** (**General** tab), you are notified and given the option to finish later.

Move Entries

On a regular basis, usually monthly, you should move old entries to a history file.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the "Move entries" and "About moving entries" topics.

1. Back up your data files.

2. Enter the ending statement date. If you are unsure what date to use, click **[List]** to display a list of available statement dates. A beginning statement date is optional. Use **[Conditions]** or **[Ranges]** to limit what transactions are moved.

Warning: If you do not enter a beginning statement date, all entries prior to the ending statement date are moved to the history file.

4. Click **[Start]**.

5. Print and review the Move Entries report to verify that the transactions were moved successfully. The Move Entries report is generated automatically.