

# **Smoothflow**

## **CASH MANAGEMENT SYSTEM**

### **USER GUIDE**

# BACKUPS

## How are backups done ?

Backup or Restore can be run at any time by selecting either the Backup Data Files or Restore Data Files items from the Utilities popup menu. Backups of the Data can be done when exiting the system, or by selecting the Backup Option from the End Period / Close.

## Why should you have 5 sets ?

You may not know that the file is corrupted or a backup disk could be faulty, so the more sets you have the better. Our recommendation is one backup set for each day of the week, or if you are not using the system that often, 5 sets taken in sequence and rotated.

If the Backup uses more than one disk, label each disk in the set:  
i.e. Set A

Each disk, within the set should also be numbered.  
i.e. Set A Disk 1, Set A Disk 2, etc.

Pencil the date the backup was done on the label.

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When you enter a transaction against an account code the system checks to see if this applies to:

**One Project Only** and will automatically allocate this transaction to the **Selected Project**.

Or

**Multiple Projects** and will display a browse list from which you must **Choose The Project**.

You can then run reports which show these transactions by Project Group.

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**This is the Single Licence Version of the**

**Smoothflow** <sup>TM</sup>  
**Cash Management System ( CMS ) for Windows**

**System Design**

This System has been designed and written to support the following:

**Real Time Cash Management**

**Cash Forecasting**

**Cash Budgeting**

**Statement Of Cash Flow Reporting**

**Cash Analysis and Management Reporting**

**Asset Cash Tracking & Reporting**

**Project Cash Tracking & Reporting**

**Sales Tax Reporting**

**Export of Cash Data to other Applications**

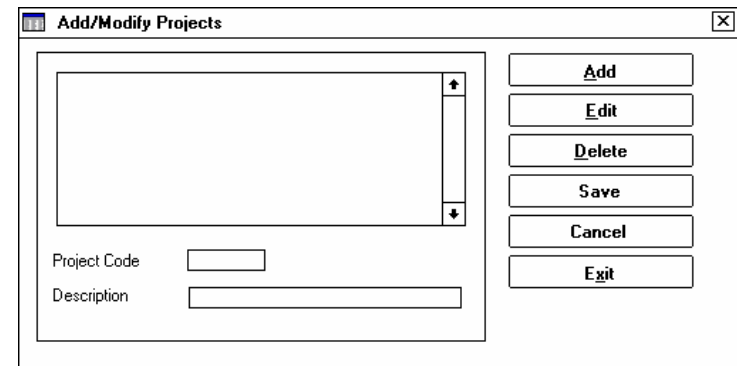
**Import of Cash Data from other Applications**

**Electronic Banking interface**

# Project Groups

Project Groups allow you to group transactions together for reporting purposes. You can create as many projects as required and link these to account codes via the Chart Of Accounts maintenance program. Transactions entered via the Inwards or Outwards Cash options can be recorded against one or more projects.

Select the **Project Groups** option from the Code File Maintenance section of the File Maintenance menu to add, edit or delete groups as required.



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## Reports on Project Groups

Project Listing ( Code File )  
Transactions By Project  
Chart of Accounts

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## How the Prompt Works

During transaction input for account codes which have the Project Prompt set to Multiple you will be presented with a browse list of existing project groups, from which you can select the group to which this transaction applies. ( cont )

## How the Prompt Works

A method of recording asset cash movements within CMS.

During transaction input for account codes which have the Asset Prompt set On, you will be presented with a browse list of existing asset items, from which you can select the asset to which this transaction applies. Quantity entry is also provided so you can record quantities of an asset item, either bought or sold.

Asset Items are grouped together within Asset Groups, to provide an extra level of reporting.

You can create as many asset items as required, and turn the Asset Prompt either On or Off, via the Chart Of Accounts maintenance program.

You do not have to use this recording method if your business does not require this level of analysis. The Default Setting is Off for all existing accounts within CMS.

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# Asset Groups

Select the **Asset Groups** option from the Code File Maintenance section of the File Maintenance menu to maintain the file of Asset Group titles.

The screenshot shows a dialog box titled "Assets Group Titles". It features a "Record Selector" list with one entry: "1 Truck Sales/Truck Purchases". To the right of the list are buttons for "Add", "Edit", "Delete", and "Exit". Below the list, there are input fields for "Group #" (containing "1"), "Income title" (containing "Truck Sales"), and "Expenses title" (containing "Truck Purchases"). To the right of these fields are "Save" and "Cancel" buttons.

# Asset Items

Select the **Asset Items** option from the Code File Maintenance section of the File Maintenance menu to maintain the file of Asset titles.

The screenshot shows a dialog box titled "Add/Modify Asset/Cost Centres". It features a list with two entries: "KENWORTH Kenworth Truck" and "VOLVO Volvo Truck". To the right of the list are buttons for "Add", "Edit", "Delete", "Save", "Cancel", and "Exit". Below the list, there are input fields for "Asset Cost Centre Code" (containing "VOLVO"), "Description" (containing "Volvo Truck"), and "Asset / Cost Centre Group" (containing "1").

## Reports on Asset Groups / Items

Statement Of Cash Proceeds



# Starting CMS / Security Options

## CMS System Security

The Security Setup option allows you to turn the CMS System Security on or off and set a startup password which must be entered at Startup to access CMS. This can be done during the Add New Business process, or at any time via the Setup option.

## CMS Messaging system

Each time you start CMS the Startup Message system will display messages telling you if GST Returns or Automatic Payments are due and if you have appointments in your Diary for that day.

## Sample Business

The first time you start CMS you are placed in a Sample business. Once you have set up your own business you can switch to the Sample business at any time to run reports or see how things work.

## Budgets & Forecasts Security - Individual Account

This option allows you to set a password for an individual account via the Chart of Accounts maintenance screen.

This controls the maintenance of budget and forecast amounts within the Budget and Forecasts maintenance options.

## Budgets & Forecasts Security - Global

This option allows you to turn global budget and forecast security on or off and set a password via the Setup option.

This password must be entered to access either the Budgets or Forecasts options from the CMS Control Centre.

If this option is turned on, the Global security system will override the Individual Account security system for Budgets and Forecasts. The global password will also override existing Individual Account passwords in the Chart of Accounts maintenance screen.

# Statement of Cash Flow Design

The Statement Of Cash Flows report supplied is a consolidated report which looks at your overall business. This report can be customised as required to suit your reporting needs.

All charts of accounts supplied have codes allocated, but you can add or change these as required from within the Chart Of Accounts maintenance option.

Select the **Statement Of Cash Flow Design** option to customise the report as required to suit your reporting needs. You can add, change or delete codes as required and change the position of codes on the report using this option.

The image shows two overlapping software windows. The top window, titled 'Statement of Cash Flows Report Layout', contains a list of report items under the heading 'Report layout'. The items are: 'Cash flows from operating activities' (selected), 'Cash was provided from:', 'Receipts from customers', 'Taxes received', 'Cash was disbursed to:', 'Payments to suppliers and employees', and 'Taxes paid'. To the right of this list are four buttons: 'Add', 'Edit', 'Delete', and 'Save'. The bottom window, titled 'Change Cashflow Statement Line', has a dropdown menu set to 'Heading'. Below it are fields for 'Statement Code', 'Line Text' (containing 'Cash flows from operating activities'), 'Text Indent' (0), 'Blank Lines' (1), and a checkbox for 'Spots'. There is an 'Underline' section with six checkboxes, each with a code '2180.T3'. At the bottom, there are 'Current Amount' and 'Comparison' fields, both set to '0.00', and 'Save' and 'Cancel' buttons.

## Reports on Statement Of Cash Flows Items

Statement Of Cash Flows  
Sample Statement Of Cash Flows

# The Control Centre

The Control Centre menu is divided into distinct user areas.

## **Transactions Section**

This section contains transaction entry, a reconciliation option and access to End Period Close.

## **Adjustments Section**

Contains options to adjust transactions entered and cancel stale cheques.

## **Utilities Section**

The Utilities section provides access to the Phone/Address database, Budget and Forecast entry options, and access to the File Maintenance menu.

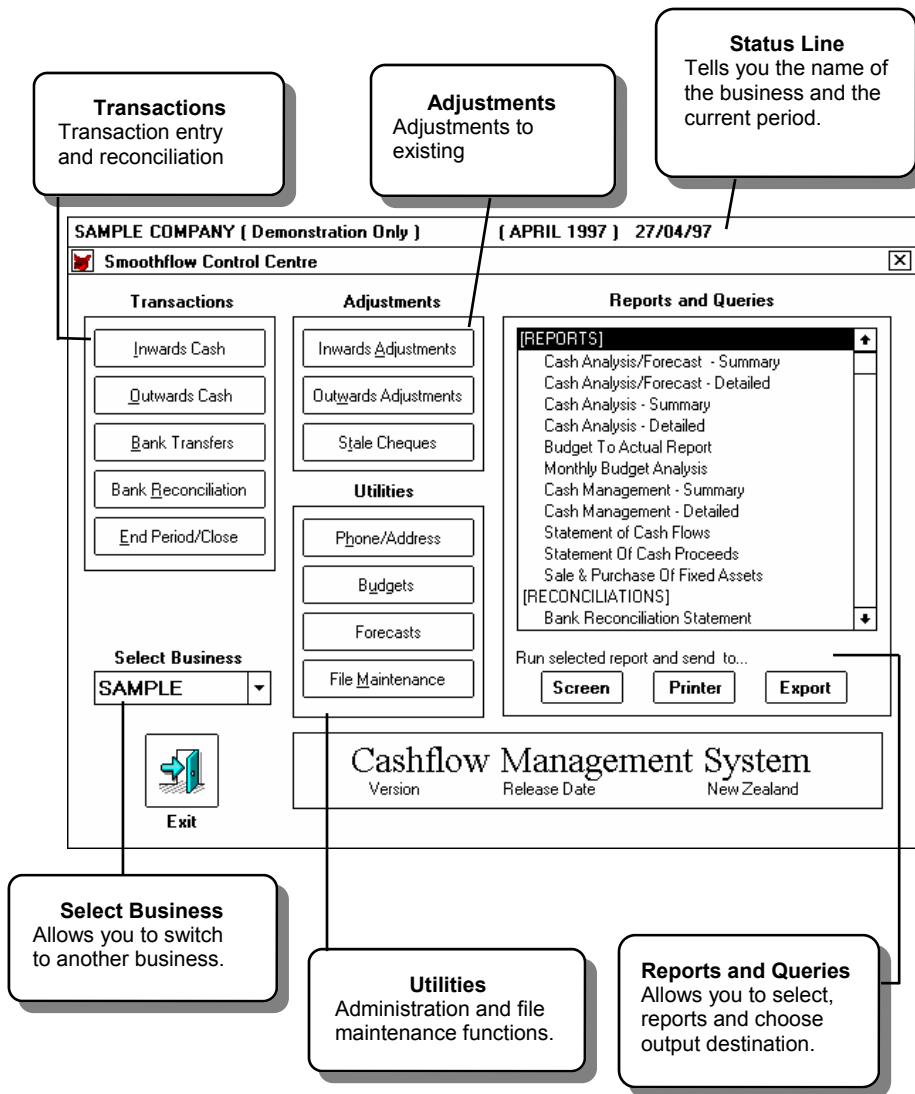
## **Reports and Queries Section**

The Reports and Queries section allows you to select reports and choose output destinations.

## **Select Business**

This window allows you to switch between your own business and the sample business by selecting the required business name from the list.

# SPECIAL REPORTING FEATURES



This section describes the **Special Reporting Features** of CMS. These can be customised to suit your business needs. Before you undertake any changes you should first get to know the existing structure. Read the following pages and then decide what changes are necessary to customise the structure to your particular business needs.

The Sample Business in CMS is set up so you can see what the structure is like.

# Check / Reindex Files

This should be run on a regular basis, at least once a month, to guard against potential problems, correct file access problems and clean up your system. The following section describes in detail each step that Check / Reindex Files takes and what you may expect to see if a problem is found.

Select the **Check / Reindex Files** option from the System Maintenance section of the File Maintenance menu to check and reindex your files.

## What Check / Reindex Files Does

- 1). **Rebuilds Indices**  
For a number of reasons database indices may become corrupt or out of sync with the structure of the file. Check / Reindex will re-index the database files.
  - 2). **Reduces And Packs**  
A deleted record does not get removed from the system until the files are packed. Check / Reindex physically removes these deleted records and packs the files.
  - 3). **Checks The Balances Of Each Transaction Set**  
Check / Reindex checks the balance of each transaction set in the system to guard against loss of integrity.
  - 4). **Checks for Lost Account codes**  
Check / Reindex compares account codes for transactions entered against the chart of accounts to ensure that all codes are valid.
- 

## Status Line ( Period Controls )

The Current Period is displayed at all times on the Status Line so you can tell what period the system is working in. This displays in brackets. e.g. [ JUNE 1996 ]

Once a Period has been closed off you can no longer post transactions to that period. You can decide during setup how many periods ahead you wish to be able to post ( refer Setup ).

The Status Line also displays the name of the business you are working in and todays date and time.

When you switch between your own business and the sample business provided, the name and current period of the selected business will be displayed.

## Exiting the Control Centre ( Closing CMS )

To exit the Control Centre and Close the Cashflow Management System you may:

Press the **Escape** key on your keyboard.

Double Click on the window **Control-menu** box.

Click on the **Exit** button with your mouse.

---

# The File Maintenance menu

The File Maintenance menu is also divided into distinct user areas.

## Account Maintenance Section

This section provides options for maintenance of account codes within the chart of accounts. Individual accounts may be added or edited. Existing accounts may be copied from the header file supplied with CMS.

## Bank Section

This section provides an option that allows you to add or edit opening balances for bank accounts within CMS.

## Transaction Maintenance Section

This section provides an option to maintain the transaction file via a browse window. This allows you to view all transactions, delete transaction sets, and modify certain transaction details.

## Code File Maintenance Section

This section provides options to change configuration settings within CMS, add a new business and maintain the special reporting features.

## System Maintenance Section

This section provides an option to check/reindex files within the CMS database. This is designed to check and clean up your system.

# Automatic Payments

Select the **Automatic Payments** option from the Schedules section of the Reports and Queries list to enter details for automatic payments, view payments due or post payments when due. The system will remind you when payments or deposits are due and post them as transactions when you are ready.

Whether a transaction is posted as a Debit or Credit depends on the account code you choose; an expense account will be deducted from the bank and an income account will be added to the bank.

## Reports on Automatic Payments

Schedule of Automatic Payments  
Automatic Payment Transactions

# GST Return System

## NOTE: This Return System Only Handles GST On A Cash Basis.

The system is controlled by the GST Return Period indicated in Setup and from the first date you do a return. If your return period is monthly and you do your first return on the 10th of May ( being the April GST Period ) CMS will remind you at startup on the 10th of June (or after) that you should do your next GST Return. If you don't do your GST return until the 15th CMS will remind you on the 15th of the following month and so on.

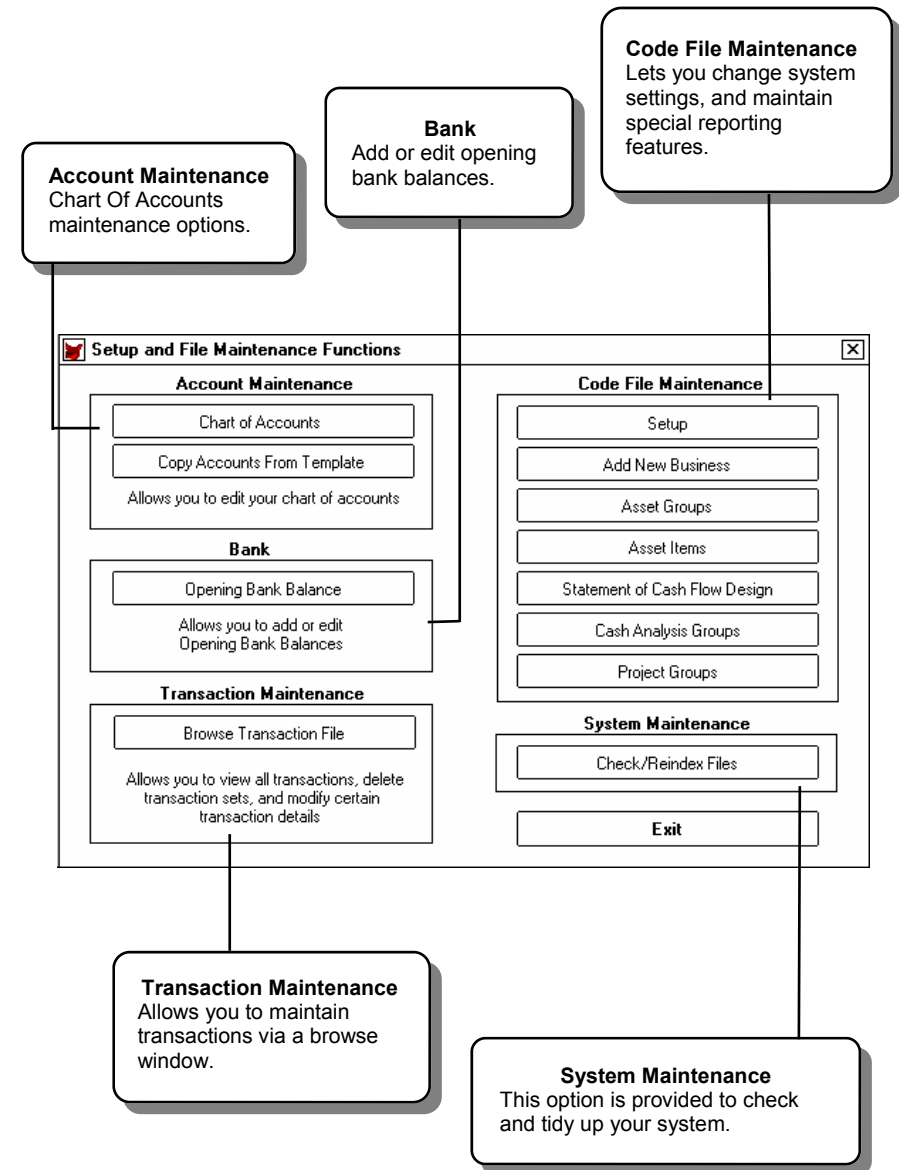
The GST Return system runs in sequence so you cannot process a return for a period unless all preceding returns have been completed. Also, you must complete your End Period /Close before the system will allow you to run your GST Returns.

To print your GST Return reports select the **GST Return** option from the Schedules section on the Reports and Queries list.

Please use the GST Guide to help you. Detailed GST Supporting Schedules (audit trails) may be produced at any time from the reports menu.		<b>Print</b>
		<b>Edit control</b>
		<b>Cancel</b>
<b>Goods and services tax on your sales and income</b>	Total sales and income for the period (incl GST)	557470.98
	Zero rated supplies included above	
	Liabie income	557470.98
	GST collected	61941.22
	Adjustments for fringe benefits	
	Adjustments from your calculation sheet	
	Total GST collected on sales and invoice	61941.22
<b>Goods and services tax on your purchases and expenses</b>	Total purchases and expenses (incl GST)	89128.08
	GST paid	9903.12
	Credit adjustments from your calculation sheet	
	Total GST credit for purchases and expenses	9903.12
01/11/96 to 30/11/96	<b>GST to pay</b>	52038.10
GST is OK to do for the current GST Period		

**Edit Control** allows you to enter your GST number and edit the business details which appear on your return reports. You can also re-print previous returns using this option.

**Return Status Line** tells you when you can process a return.



## Reports on the GST Return System

- GST Summary Report
- GST Audit Reports on Expenses / Income

# The Top Menu Bar

The Top Menu Bar of CMS provides extra functions designed to help you with your day to day work. You can access the menu bar from any screen in CMS by clicking on a menu pad and selecting an option from the popup menu, or by pressing **Alt** and the **Hot Key** ( underlined letter ) of the menu pad option.

The **View Menu Pad** provides quick views for easy access to information, without the need to print a report.

The **Utilities Menu Pad** provides access to the Calculator, Diary and Phone / Address database so you can use the calculator, or add / maintain appointment or customer / supplier information at any time.

**Note:** You can add or maintain customers / suppliers using this method during transaction entry.

Menu Pad options with underlined Hot Keys

<u>F</u> ile	<u>E</u> dit	<u>W</u> indow	<u>H</u> elp	<u>V</u> iew	<u>U</u> tilities
					<b>D</b> iary/Calendar <b>C</b> alculator <b>P</b> hone Address Book <b>G</b> et Me Out Safely <b>B</b> ackup Data Files <b>R</b> estore Data Files

Popup Menu options with underlined Hot Keys

# End Period / Close

Once you have reconciled all transactions for a period with your Bank Statements, select the End Period / Close option from the Control Centre to run a period end. These run in sequence so you cannot close a period unless all preceding periods have first been closed.

**Close Off Period**

**Close Off For Period APRIL 1997**

When the Variance equals zero, the Close Period button will be activated and you may close off the period. If it does not equal zero, your system contains unbalanced transactions which should be deleted ( and re-entered if required )

WARNING !! Once closed you will not be able to post transactions to this period.

Close Off This Period

**EXIT**

**Period Balances**

Opening Cash Book Balance	334456.71
Plus Cash Receipts	0.00
Less Cash Payments	0.00
<b>Closing Cash Book Balance</b>	<b>334456.71</b>
Less Unpresented Deposits	46311.00
Plus Unpresented Cheques	0.00
<b>Bank Statement Closing Balance</b>	<b>288145.71</b>
Your Bank Statement Closing	288145.71
Variance ( Should equal Zero )	0.00

Period can be closed

A summary of the period balances will be displayed. When the variance equals zero, the Close Off This Period button will be activated and you may close off the period.

**NOTE:** Once closed you cannot post transactions or bank reconciliations into this period.

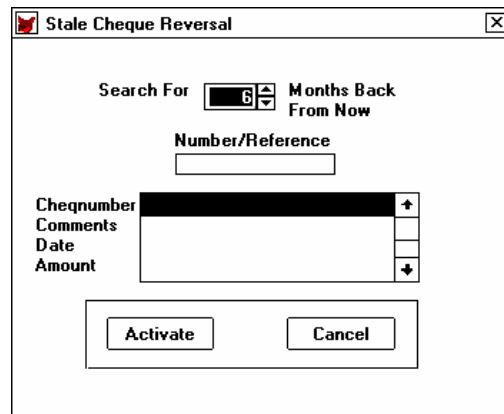
## Reports printed by End of Period Close

# Stale Cheques

Select the **Stale Cheques** option from the Control Centre to cancel stale cheques that are unrepresented in the bank reconciliation.

Use the search filter to find the cheque transaction.  
If the desired transaction is selected, full details are displayed.

You may then select **Activate** and the system will automatically create the reversing entry for you.



## Reports on Stale Cheques

- Outwards Cash Journals
- Transactions By Account Listing
- Outwards Cash Adjustments

# Top Menu Bar Shortcut Keys

CMS provides shortcut keys for choosing menu bar options, these are called **Hot** keys and **Control** keys.

You can use hot keys to choose a menu option once the appropriate menu popup is displayed. A hot key is a letter that is underlined.

First, press **Alt** then press the **Hot** key in the menu pad name to display the menu popup.

Each available menu item contains a hot key. Instead of using the arrow keys to choose an option, press the appropriate hot key.

# Control Centre Shortcut Keys

CMS also provides **Shortcut Keys** for choosing Control Centre options.

A **Shortcut Key** is a letter in the option name that is underlined. Instead of using the arrow keys or mouse to choose an option, press the appropriate shortcut key.

## Transactions

- Inwards Cash
- Otwards Cash
- Bank Transfers
- Bank Reconciliation
- End Period/Close

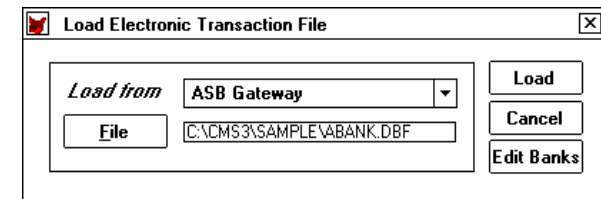
# Function Keys

- F1** Online Help in all parts of the system
- F2** Search in database fields in all parts of the system
- F3** Delete record in Phone / Address database
- F4** Change record in Phone / Address database
- F5** Add record in Phone / Address database  
Add transactions in Reconciliation  
Quick fill in Electronic Bank Transactions Import
- F6** Ignore Line in Electronic Bank Transactions Import
- F7** Match Line in Electronic Bank Transactions Import
- F10** File in Reconciliation

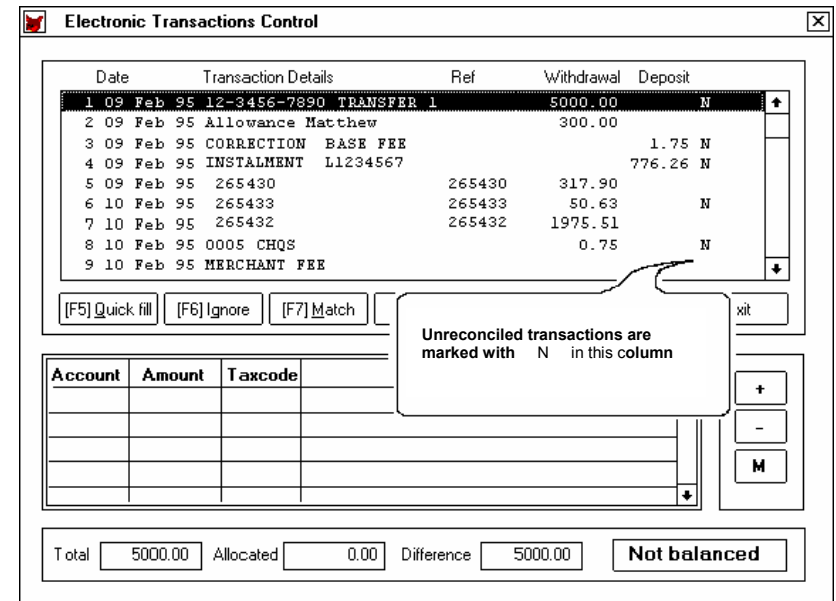
# Bank Reconciliation Electronic

This option allows you to import bank statements from a range of banking software. Once an export file has been created via the banking software you can import this file and analyse the transactions it contains to selected accounts.

Select the **Electronic Bank Transactions Import** option from the Schedules section of the Reports and Queries list to import a bank statement.



Once a file has been successfully imported, you can analyse the transactions it



# Bank Reconciliation Manual

Select the **Reconciliation** option from the Control Centre to manually reconcile your cheques and deposits against Bank Statements received.

When you enter statement information you will be presented with a list of all uncleared transactions to tick off. If you find a transaction on the bank statement that has not been entered ( i.e. bank charges ) you may add these by pressing **F5**.

**Mark Bank Reconciliation Entries**

Bank account: 7010 Bank Account No. 1 Page: 1

Select item, then press SPACE or Right Mouse button to mark

Date	Comments	Reference	Mark	Withdrawal	Deposit	
14/12/1995	Advertising Company				222.00	
16/12/1995	General Sales		Y		400.00	
18/12/1995	Power Company	365040	Y	150.00		
19/12/1995	PVL Ltd		Y		250.00	
19/12/1995	Phone Company	365041	Y	80.00		
20/12/1995	General Sales		Y		600.00	
22/12/1995	Matts Garden Shop	365042	Y	20.00		
25/12/1995	Advertising Company	364044		250.00		

Statement opening balance: 325.00  
 Current closing balance: 1297.00  
 Statement closing balance: 4225.00  
 Out of balance by: 2928.00

Buttons: Add transaction [F5], Print reconciled items, Save work in progress, Post reconciliation, Cancel reconciliation

## Reports on Bank Reconciliation

- Bank Reconciliation Statement
- Bank Accounts Reconciliation Listing
- Bank Statement
- Bank Statement Summary

# SETTING UP YOUR BUSINESS

The following section is a guide to setting up your business in the Cashflow Management System.

This section describes:

**Adding your Business**

**Customising the Cash Analysis & Forecast Reporting Groups**

**Customising the Chart of Accounts**

**Open Bank Balance**

**Cash Budgets**

**Cash Forecasts**

**Quick Fill for Customers / Suppliers**

# Adding Your Business

Once you have completed installation and the Getting Started section you are ready to add your business to CMS.

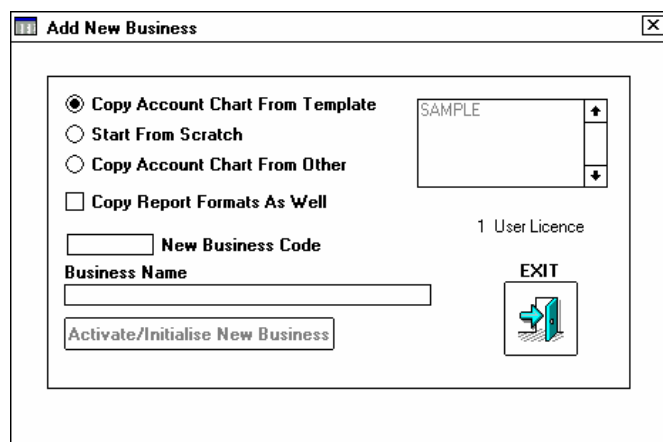
Select the **File Maintenance** option from the Utilities section of the Control Centre.

Select the **Add New Business** option from the Code File Maintenance section.

You will be asked for your:

**Business Code:** This will appear in the Select Business list.

**Business Name:** This name will appear on all reports.

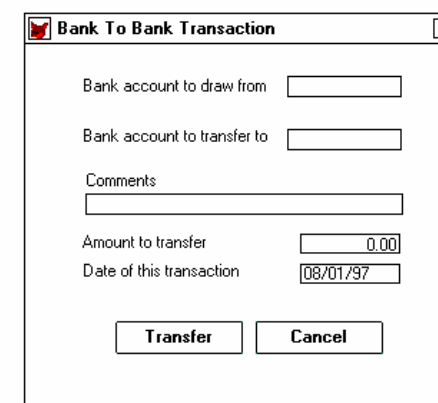


## Selecting a Chart Of Accounts

# Bank Transfers

Select the **Bank Transfers** option from the Control Centre to transfer funds between bank accounts.

In any business which runs more than one bank account it is sometimes necessary to transfer funds between accounts. You can record these transfers using this option. This ensures that your cash balance is kept in line with your actual bank balance.



## Reports on Bank Transfers

Bank Reconciliation Statement

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## Transaction Sets Explained

The following example shows two typical manual cash entries, one dissected to Purchases (with GST) and one to Drawings (without GST). These would appear in the transaction file as:

7010	Bank	-112.50	224
7320	GST On Purchases	12.50	224
3010	General Purchases	100.00	224
7010	Bank	-100.00	225
4210	Shareholders Drawings	100.00	225

The third example shows a multiple dissection entry (with GST), but dividing the cheque between Purchases and Electricity. This would appear in the transaction file as:

7010	Bank	-112.50	226
7320	GST On Purchases	12.50	226
3010	General Purchases	50.00	226
3034	Electricity	50.00	226

Each of these groupings are referred to as a **Transaction Set** and as such share a common transaction number. The bank amount is negative and deducted from the bank account. If you add the transactions in each set together you will get zero, meaning that the transaction set is in balance.

## Transaction Sets Out Of Balance

The following shows a previous example where one of the dissected legs is out of balance.

7010	Bank	-112.50	224
7320	GST On Purchases	12.50	224
3010	General Purchases	10.00	224

As you can see, if you add the transaction set together your answer is not zero. This means that the transaction set is out of balance.

You will be asked to select a chart of accounts from those supplied for the business you are setting up.

A full range of accounts for each business type is supplied. Once you have selected the appropriate Chart of Accounts and completed setting up your business you should then print the Chart of Accounts reports.

You must also select your most often used bank account.

Cbcode		Cbdesc
7010		ANZ Bank Account No. 1
7020		ANZ Bank Account No. 2
7030		National Bank Account No. 1
7040		National Bank Account No. 2
7050		Trust Bank Account No. 1
7060		Trust Bank Account No. 2
7070		Westpac Account No. 1
7080		Westpac Account No. 2
7090		BNZ Bank Account No. 1
7100		BNZ Bank Account No. 2

**NOTE:** If a particular bank account name does not appear you can select an existing account and change the account name later via the Chart Of Accounts option.

# System Settings

Once you have added your business you must configure the system for GST rates and frequency of Returns and also set a startup password if required. In addition you must supply some miscellaneous settings and tell the system when your financial year starts.

You can change the system setup at any time after completing setting up your business by accessing the **Setup** option from the File Maintenance menu.

# Print the Chart of Accounts

Once you have completed setting up your business you will be returned to the File Maintenance menu. Exit to the Control Centre and print the Chart of Accounts report before proceeding to the next section.

# Browse Transaction File

Select the **Browse Transaction File** option from the File Maintenance menu to edit the raw transaction file. Records may be added, edited or deleted via the browse screen.

A safe transaction delete option is provided to ensure that all legs of a transaction set are removed. Access to the Browse popup from the menu bar is provided to enable you to query the database using goto and seek options. Before making changes you should read about Transaction Sets ( next page ) to understand how transactions are created in the Cash Management System.

**F3 Delete Transaction Set**

Select any leg of the transaction set you wish to delete. Press **F3** and the whole transaction set will be deleted.

**NOTE:** You cannot delete transactions from Closed

Transaction File F3 Delete Transaction Set						
Trans #	Cbcode	Bank	Type	Date	Reference	
1	7010	Y	OPN	31/03/96	OPEN BANK	
2	7010	Y	INC	01/04/96	23356	
2	7320	N	INC	01/04/96	23356	
2	1030	N	INC	01/04/96	23356	
3	7010	Y	EXP	05/04/96	566894	
3	6960	N	EXP	05/04/96	566894	
4	7010	Y	EXP	05/04/96	566895	
4	6970	N	EXP	05/04/96	566895	

To close the Browse Transaction window double click on the window control box.

**NOTE:** Any changes you have made will be automatically saved on exit.

# Outwards Cash

Select the **Outwards Cash** option from the Control Centre to enter outwards cash ( payments ). Your most often used bank account will be automatically selected.

If you use more than one Bank Account check to ensure the correct account has been selected.

Enter the payment amount, select which accounts it should be allocated to and whether or not GST is included.

**Quickfill:** When you select a supplier during Step 1, the system checks to see if you have ~~loaded an account~~ code against this supplier. If an account code is found the Quick Fill button will become active. Select this button and the system will fill out all the posting details in Step 2 for you.

# Outwards Adjustments

Select the **Outwards Adjustment** option from the Control to reverse any incorrect posting transactions you have you have created during outwards cash entry.

Select the transaction you wish to reverse from a browse list and the system creates the reversal transactions. This means that your reversal will always match the original outwards cash entry.

Once this is done you can then enter the correct posting transactions in exactly the same way as you would when entering an outwards cash transaction.

If you are adjusting an unreconciled transaction you may change all values, including the bank amount. If however, you are adjusting a reconciled transaction, you cannot change the bank amount. In this case the posting total must match the original bank amount.

## Reports on Outwards Cash & Adjustments

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# Customising the Cash Analysis and Forecast Activity Groups

The **Cash Analysis** and **Cash Management** reports supplied with CMS, enable you to monitor a range of activities within your business and analyse the performance of each activity, compared to budget or forecast. Also shown are Consolidated GST and Capital Input / Output for your Business.

These reports can be customised as required to suit your reporting needs. All charts of accounts supplied with CMS have codes allocated to individual accounts, but you can change these as required, from within the **Chart Of Accounts** maintenance option.

## Reports on Cash Analysis Groups

Cash Analysis / Forecast - Summary & Detailed

Cash Management - Summary & Detailed

Cash Analysis Codes File Listing  
( Shows which accounts are allocated to each Code )

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## How the Report Works - Income / Expense Codes

Income or Expense type accounts within the chart of accounts have one cash analysis group code allocated to each of them. You can use the same cash analysis group code for as many account codes as required.

i.e. Income and Expense accounts can be grouped together under One Activity Code.

When you run the report, the transactions entered against these account codes will be grouped together within the selected Activity.

i.e.

If Income Accounts: 1010 Operating Sales  
& 1030 Consultancy

And Expense Accounts: 3010 Purchases  
& 3030 Freight - In

all belong to the same Cash Analysis Group.

### Group: 02 = Activity Income / Activity Expense.

Transactions entered against these accounts, will appear in Group 02 on the cash analysis and cash management reports.

e.g.

1010	Operating Sales	\$ 678.00
1030	Consultancy Income	\$ 200.00
3010	Purchases	\$ 189.00
3030	Freight - In	\$ 300.00

## Inwards Cash

Select the **Inwards Cash** option from the Control Centre to enter inwards cash ( deposits ). Your most often used bank account will be automatically selected.

If you use more than one Bank Account check to ensure the correct account has been selected.

Enter the deposit amount, select which accounts it should be allocated to and whether or not GST is included.

**Quick fill:** When you select a customer during Step 1, the system checks to see if you have loaded an account code against this customer. If an account code is found the Quick Fill button will become active. Select this button and the system will fill out all the posting details in Step 2 for you.

## Inwards Adjustments

Select the **Inwards Adjustment** option from the Control Centre to reverse any incorrect posting transactions you have created during inwards cash entry.

Select the transaction you wish to reverse from a browse list and the system creates the reversal transactions. This means that the reversal will always match the original inwards cash entry.

Once this is done you can then enter the correct posting transactions in exactly the same way as you would when entering an inwards cash transaction.

If you are adjusting an unreconciled transaction you may change all values, including the bank amount. If however, you are adjusting a reconciled transaction, you cannot change the bank amount. In this case the posting total must always match the original bank amount.

### Reports on Inwards Cash & Adjustments

Inwards Cash Journals  
Transactions By Account Listing  
Inwards Cash Adjustments

# The Transaction Entry Screens

## Step 1

Deals with selecting your bank account, entering the transaction amount, accessing the Phone/Address database to retrieve names, or entering comments as required.

Once you have chosen your bank account and entered the amount, your current bank balance is displayed.

## Step 2

Deals with the posting of the transaction amount to the appropriate account codes. Amounts may be posted to one or many account codes, up to the transaction amount as entered in Step 1.

## Using Quick Fill

If you select a customer or supplier during Step 1 the system checks to see if you have loaded an account code against this customer / supplier. If an account code is found the Quick Fill button will become active. Press **enter** and the system will fill out all the posting details in **Step 2** for you.

## Balance Indicator

Tells you how much you have entered so far and when the transaction is in Balance.

## Transaction Details

Shows details of the Posting Transactions you have entered.

The **Cash Analysis** and **Cash Management** reports will show:

Income Accounts within **Group 2**

	TOTAL	APR
<b>ACTIVITY INCOME</b>		
Operating Sales	678	678
Consultancy Income	200	200
<b>Total</b>	<b>878</b>	<b>878</b>
<b>ACTIVITY EXPENSE S</b>		
Purchases	-189	-189
Freight - In	-300	-300
<b>Total</b>	<b>-489</b>	<b>-489</b>
<b>NET MOVEMENT</b>	<b>389</b>	<b>389</b>

Existing headings e.g. **Activity** can be renamed to suit your business e.g. **Practice Income**

## How the Report Works - Bank Accounts

The cash analysis and management reports are a summary of the **Bank** leg of transactions designed to give cash information for managerial analysis and evaluation.

# Cash Analysis Groups

Select the **Cash Analysis Groups** option from the Code File Maintenance section of the File Maintenance menu to add, edit or delete activity groups as required.

**Cash Analysis Group Titles**

**Record Selector**

- 1 GST CASHBOOK/GST INLAND REVENUE DEPARTMENT
- 2 ACTIVITY INCOME/ACTIVITY EXPENSES
- 99 CAPITAL INPUT/CAPITAL OUTPUT

Buttons: Add, Edit, Delete, Exit

Group #  Save

Income title  Cancel

Expenses title

Two **Special Activity Groups** exist:

Group 1 GST Cash Transactions / GST Inland Revenue Department Transactions.

Group 99 Capital Input / Capital Output.

**These Groups Should Not Be Changed Or Deleted.**

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# TRANSACTION ENTRY / PROCESSING

## General Administration & Controls

### Period Controls

Once a period has been closed off you can no longer post transactions or enter bank reconciliations in that period.

### Status Line

The current period is displayed at all times on the status line so you can tell what period the system is working in. e.g. [ JUNE 1994 ]

### Bank Reconciliations

Before you run an End Period / Close you should ensure that you have reconciled transactions entered for this period with your bank statements, using one of the bank reconciliation options.

### End Period / Close

Once you have reconciled to your bank statements you should run an End Period / Close. This can be done at any time after the period is completed. Once a period is closed you cannot post transactions or enter bank reconciliations for that period.

### GST Returns

You cannot process a GST Return until you have run End Period / Close for all periods covered by the return.

### Export Options

Some export options will only allow you to export transactions for completed periods. For these options you must run End Period / Close before an export batch becomes available to export.

### Check / Reindex Files

Run Check / Reindex Files at least once a month to ensure no problems have occurred with your data. You should also run Check / Reindex Files if you experience problems with file access.

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# Chart of Accounts Structure

Firstly we will look at the account code structure without **Totals** or **Headers**.

CODE	DESCRIPTION	TYPE	GST
1010	Operating Sales	Receipt	GST at 12.5
1040	Contracting Receipts	Receipt	GST at 12.5
2240	Rent Received	Receipt	GST at 12.5
2380	Interest Received	Receipt	GST at 12.5
3010	Purchases	Payment	GST at 12.5
3060	Wages	Payment	No GST
3120	Advertising	Payment	GST at 12.5
3034	Electricity	Payment	GST at 12.5
5140	Vehicle Expenses	Payment	GST at 12.5
7010	Bank Account	Bank	No GST
7310	GST Received	Receipt	GST CONTROL
7320	GST Paid	Payment	GST CONTROL
7330	GST IRD Payments	Receipt	No GST
7340	GST IRD Refunds	Payment	No GST

The above shows how each type of account is dealt with using:

**Receipt** or **Payment** to indicate whether it is Income ( Inwards Cash ) or Expense ( Outwards Cash ). A default GST rate can be set up for each account.

**GST Control** accounts are used by the system to record the GST leg of a transaction set. You cannot post directly to a GST Control account.

**Bank** accounts are used in the system to record the bank leg of a transaction set. You cannot post directly to a bank account and they do not appear on any reports, except reconciliations.

## Headers and the Addto Structure

The following example illustrates the use of **Header** and **Total** accounts. These allow you to group income and expense accounts for presentation and reporting.

The **Addto** structure allows you to produce totals for each account grouping. Every income or expense account must have an addto code.

CODE	DESCRIPTION	TYPE	GST	ADDTO
1000	OPERATING INCOME	Heading	No GST	
1010	Operating Sales	Receipt		GST at 12.5
1030	Consultancy Income		1990	
1040	Contracting Receipts	Receipt	GST at 12.5	1990
1990	Total Operating Income	Receipt	GST at 12.5	1990
		Total	No GST	
2100	OTHER INCOME			
2240	Rent Received	Heading	No GST	
2380	Interest Received	Receipt	GST at 12.5	2990
2990	Total Other Income	Receipt	GST at 12.5	2990
		Total	No GST	
3000	COST OF GOODS SOLD			
3010	Purchases	Heading	No GST	
3030	Freight	Payment	GST at 12.5	3090
3060	Wages	Payment	GST at 12.5	3090
3090	Total Cost Of Goods Sold	Payment	No GST	3090
		Total	No GST	
3100	OPERATING EXPENSES			
3120	Advertising	Heading	No GST	
3034	Electricity	Payment	GST at 12.5	5990
4950	Plant Hire	Payment	GST at 12.5	5990
5140	Vehicle Expenses	Payment	GST at 12.5	5990
5990	Total Operating Expenses	Payment	GST at 12.5	5990
		Total	No GST	
7010	Bank Account	Bank	No GST	
7300	GOODS & SERVICES TAX			
7310	GST Received	Heading	No GST	
7320	GST Paid	Receipt	GST CONTROL	7390
7330	GST IRD Payments	Payment	GST CONTROL	7390
7340	GST IRD Refunds	Receipt	No GST	7390
7390	Total GST	Payment	No GST	7390
		Total	No GST	

## Loading Quick fill for Customers/Suppliers

Select the **Phone / Address** option from the CMS Control Centre to access a database filing system used to hold information about customers, suppliers, prospects or friends.

### Quick fill

Quick fill speeds up your entry by reducing the number of keystrokes required when inputting transactions. The Phone/Address database records the account code and comments used when posting with **Quick Fill** in Inwards or Outwards Cash. When you choose a customer or supplier the system uses this account and comment when you select the **Quick Fill** button.

### Reports on Phone Address Database

- Phone Address Database Report
  - Print Report
  - Print Labels

# Forecasts

By entering daily forecast amounts for an account within CMS you can monitor the progress of your business against your estimates. The **Cash Analysis** and **Cash Management** reports are used to show you this information.

To enter forecasts select the **Forecast** option from the Utilities section of the Control Centre.

## Reports on Forecasts

Cash Analysis & Forecast Reports  
Cash Management Reports

## Account Code Lengths

When deciding on account codes try to keep them all the same length, as in the previous examples. If you must mix lengths, say from tens to hundreds, put a zero in front of the tens, eg: 010, 020, 030, 100. This will ensure they sort correctly.

You do not have to build your chart of accounts in the order shown. The order is of no importance to the system and should suit your own presentation requirements.

## Account Code Types

### Standard Account Types

All types of account except those used for GST Control.

- Expense (Called **Payment** on Chart Of Accounts Report)
- Income (Called **Receipt** on Chart Of Accounts Report)
- Header
- Total
- Bank

### GST Account Types

Only 2 accounts of this type can exist and these can only be income or expense. These 2 accounts are used for **GST Control**.

- GST Expense
- GST Income

## The Chart of Accounts Maintenance Screen

Enter account name, type and default GST rate.

Turn the Asset Register prompt On / Off and set Project Tracking options.

Set security password for budgets

# Budgets

By entering monthly budget amounts for an account within CMS you can monitor the progress of your business against your estimates.

The **Cash Analysis** and **Cash Management** reports are used to show you this information.

To enter budgets select the **Budgets** option from the Utilities section of the Control Centre.

## Reports on Budgets

Cash Analysis & Forecast Reports  
Cash Management Reports

Budget Schedule  
Budget to Actual Report

bank at all times. ( cont )

**NOTE:** Before you load opening bank balances for an account into CMS, you should first complete a bank reconciliation. Establish your bank balance, unrepresented cheques or deposits and arrive at a **Cash Balance** for this account.

After you have loaded your opening balance and unrepresented items, you should run a **Bank Reconciliation** report and compare the cash balance for this account with your bank reconciliation to ensure it is correct.

## Chart Of Accounts Maintenance

Select the **Chart Of Accounts** maintenance option from the Account Maintenance section of the File Maintenance menu. This option allows you to add, edit or delete individual account codes.

### Reports on the Chart Of Accounts

Reports supplied with CMS to report by Chart Of Accounts or Account Codes are:

Chart Of Accounts

Transactions by Account Listing

Cash Analysis Codes File Listing ( Detail )

Statement Of Cash Flows File Listing ( Detail )

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## Copy Accounts from Template

Select the **Copy Accounts From Template** option from the Accountant Maintenance section of the File Maintenance menu. This option allows you to add new account codes as your business grows. When copying individual account codes the system will not allow you to copy over an existing account.

You can also copy a complete chart of accounts from the template ( provided no transactions have been entered ).

# Opening Bank Balances at Setup

Select the **Open Bank Balance** option from the Bank section of the File Maintenance menu to add or edit the opening balance of bank accounts for your business.

This option is used

The image shows two overlapping windows from a software application. The top window, titled 'Bank Opening', has a close button (X) in the top right corner. It contains a section 'Choose Bank Account And Press Enter' with a list of three items: '7030 Bank Account No. 1', '7040 National Bank Account N', and '7050 Trust Bank Account No.'. Below this is a section 'Bank Account No. 1' with a sub-section 'Open Bank At Beginning Of' containing a list with 'April 1996' selected, 'May 1996', and 'June 1996'. To the right of this list is the text 'The Bank Will Be Opened At Start Of The Chosen Period'. At the bottom of this window is a field labeled 'Enter Opening Balance' with the value '49663.00'.

The bottom window, titled 'Edit Opening Unpresented Transactions', has a close button (X) in the top right corner. It features a text box containing '7030 Bank Account No. 1' and two buttons: 'Save' and 'Cancel'. Below this is a table with the following columns: 'Date', 'Reference', 'Transaction Details', 'Withdrawal', and 'Deposit'. The first row of the table contains slashes ('/ /'). At the bottom of the window, there is a 'Totals' section with two input fields, both containing the value '0.00'.

during Setup to load your opening bank balances. Balance details can be subsequently edited, providing the Period for which the balance was loaded is still open.

This allows you to reconcile your cashbook with the bank. Once this is done CMS will keep track of unpresented cheques and inwards cash, and tell you exactly how much money you have left in the