Title of document	How to use the Sundry Cash Ledger
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Date Created	3rd November 2022

Purpose

This procedure explains where to find the Sundry Cash Ledger, how the data is displayed and transactions can be searched, and explains how to add new entries to the company Cash Book and transfer to and from the Petty Cash Account.

Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at the admin users, who will be operating the SQLWorks client.

Change History:

Date	Version	Created by	Description of change	Approved by
03.11.22	1	Naomi Joachim		WA
04.11.22	2	Will Adkin	Reviewed with minor changes	

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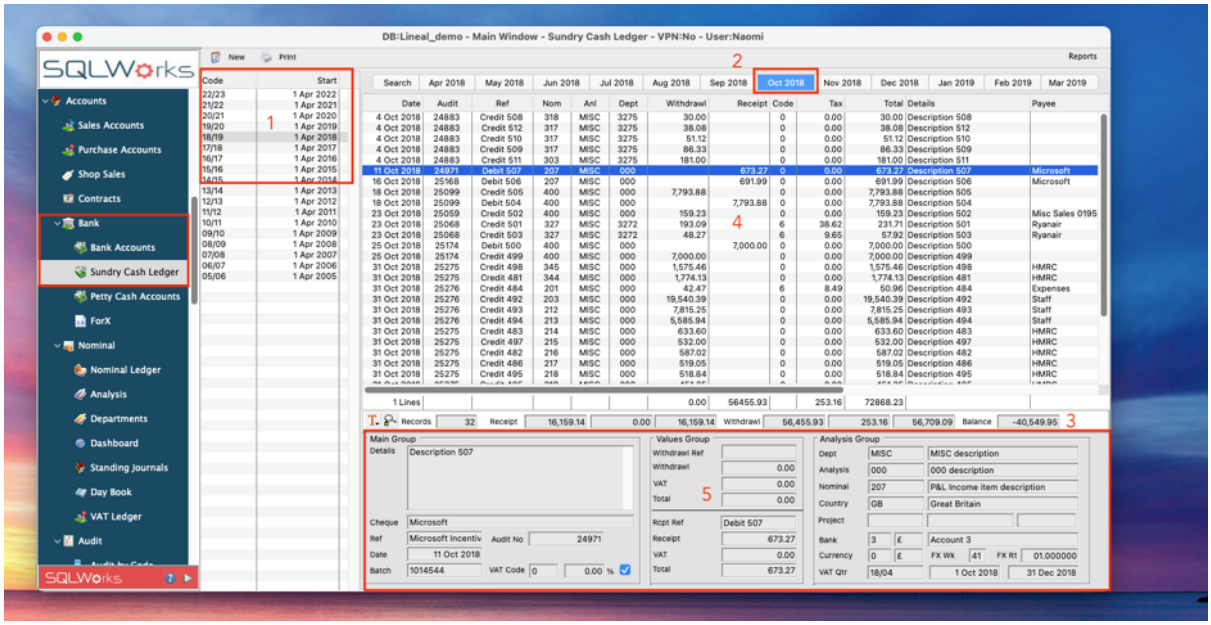
Where is the Sundry Cash Ledger

The Sundry Cash Ledger module can be found in the 'Accounts' Master Menu under 'Bank', in the Nav bar. Also known as a cash book the Sundry Cash Ledger is used for any transactions associated with accounts but that do not have any credit terms, so they are not in the Sales or Purchase Ledgers. The Sundry Cash Ledger (SCL) can be used for recording miscellaneous payments in and out of any bank account and allows for a full break down of each transaction by nominal code. It can also be used to make move money to and from the Petty Cash account.



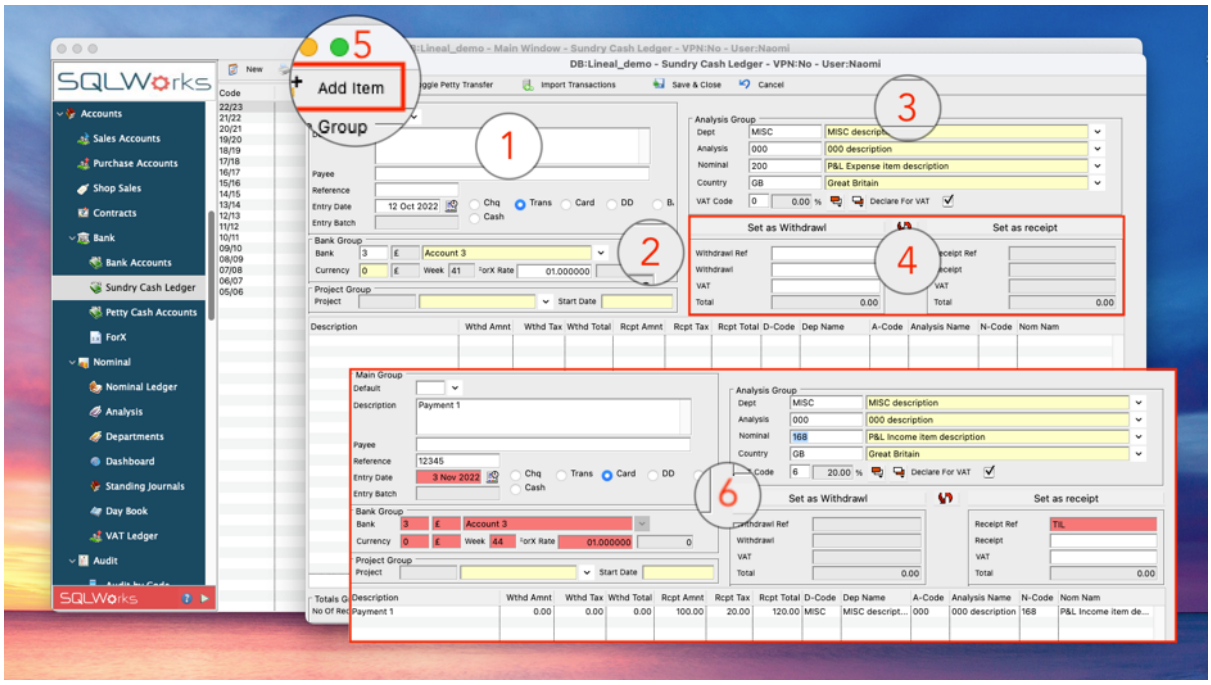
1. The table on the left is all your financial years
2. For each financial year you have a month-by-month view of all debits and credits made in that year.

   There is also a Search tab to look up transactions that can be filtered by nominal code, audit number or reference and organised by date. To show data click the green load all transactions button on the right
3. The totals and number of records can be seen at the bottom of this table
4. You get a line-by-line list of all records in that month - If you select a specific transaction line from the table; -
5. You will get a further analysis of that transaction in the table at the bottom of the window. You can see the reference numbers of that transaction, the nominal details, as well as the bank account it has been posted against.

Using the buttons on the toolbar or via a right click there are options to add a New cash book item to the selected month, Copy an item to use as a template, Reverse the entry from a payment to a receipt or vice versa, or Edit an entry. From the Reports tab in the top right, you can print a filtered list of SCL Transactions for analysis.

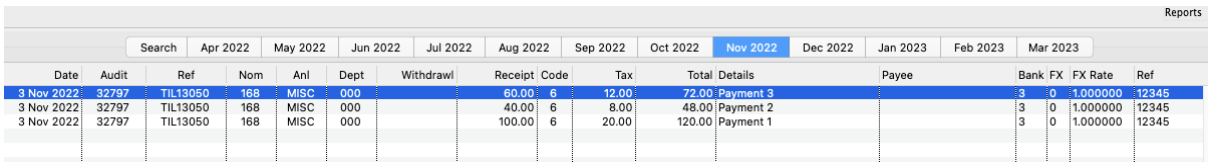
Adding a new entry

To add a new cash book entry either right click as mentioned above or click the New button above the financial years table.



1. Enter a description of the transaction, and Entry date of the payment/receipt, Payee and Reference are optional.
2. Choose the bank that the entry relates to.
3. Select the Dept, Analysis code, Nominal code and change the country or currency and VAT rates.
4. There are options to make your entry an Income or an Expense. The toggle arrows in the centre switch between Withdrawal and Receipt if needed.
5. Once you have entered the details of the transaction click on "Add Item" at the top of the Sundry Cash Ledger dialogue box.
6. The entry will be added to the table below where you can continue to add further items if you wish. If set to Single on the Bank Entry Creation, some of the boxes become red and remain unchanged as all relating items link to the same entry. Additional items added to this entry therefore have some information prefilled.

   Once all lines are added - click Save & Close and confirm all lines are to be shown as a single entry in the Bank.



Date	Audit	Ref	Nom	Anl	Dept	Withdrawl	Receipt	Code	Tax	Total	Details	Payee	Bank	FX	FX Rate	Ref
3 Nov 2022	32797	TIL13050	168	MISC	000		60.00	6	12.00	72.00	Payment 3		3	0	1.000000	12345
3 Nov 2022	32797	TIL13050	168	MISC	000		40.00	6	8.00	48.00	Payment 2		3	0	1.000000	12345
3 Nov 2022	32797	TIL13050	168	MISC	000		100.00	6	20.00	120.00	Payment 1		3	0	1.000000	12345

   The lines will appear as single entries on the SCL in the relevant month that the entry was dated.

Bank Entry Creation options

When saving a multi-line transaction there are 3 posting options to consider: Single, Multiple and Reduced, these are selected in the Bank Entry Creation section at the bottom right of the Sundry Cash Ledger window.

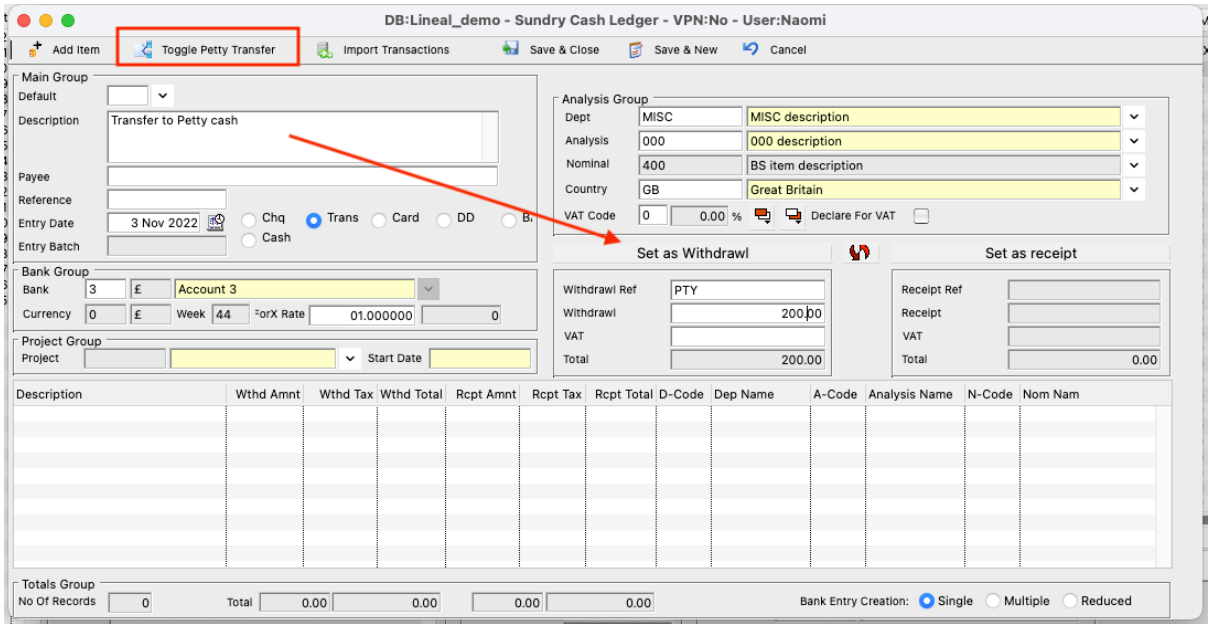
Single is usually set by default as most transactions represent a single payment or receipt to the bank account but contain items that need to be posted against different nominals/analysis codes. When saving a multi-line transaction in Single mode all lines shown in the save list will appear as individual lines within the SCL but will be grouped as a single entry when seen from the bank ledger (showing the total value). Fields that apply to the single bank ledger entry become red (locked) indicating they cannot be changed i.e., their must be a single shared value for each line.

If Multiple is selected each line on the cash book entry will appear as its own line from the bank ledger. If multiple is selected, then the boxes do not turn red as shown above as several entries can be added at once and each line in the save list is essentially its own independent transaction.

The final option is Reduced - In this instance multiple bank creations are made for each line just like the multiple option, but all the items listed will be condensed down to one line on the SCL per dept/nominal/analysis code and date. This option is quite often used to hide sensitive information such as salaries where many staff have access to the SCL for data entry purposes.

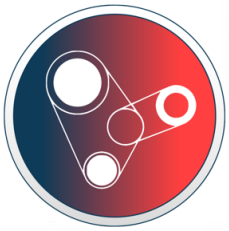
Petty Cash transfer

From the Sundry Cash Ledger petty cash transfers can be made quickly and easily using the Toggle Petty Transfer button found at the top of the cash book window.



Pressing the button once will prefill the description box to transfer 'To' Petty cash, and a withdrawal amount can be added. Pressing the button twice will change the description to 'From' and enable the withdrawal fields. The nominal code and bank will also be set by default.

To add a line, follow the same process as above, if more than one line is added in error, there is also an option to remove the line via a right click before saving if needed.



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