SQLW¢rks

Title of document	How to use the Sundry Cash Ledger
Author	Naomi Joachim
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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.

	😰 New	i Print								2						Reports
	Code	Start	Search	Apr 2018	May 2018	Jun 2018	B Ju	1 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 20	018 Jan 2019	Feb 2019	Mar 2019
Accounts	22/23 21/22	1 Apr 2022 1 Apr 2021	Date	Audit	Ref	Nom	Anl	Dept	Withdrawl	Receipt	Code	Tax	Total	Details	1	Payee
	20/21	1 Apr 2020	4 Oct 2018	24883	Credit 508	318	MISC	3275	30.00		0	0.00	30.00	Description 508		
as Sales Accounts	19/20	1 Apr 2019	4 Oct 2018	24883	Credit 512	317	MISC	3275	38.08		0	0.00	38.08	Description 512		
a Burchara Accounts	18/19	1 Apr 2018	4 Oct 2018	24883	Credit 510	317	MISC	3275	51.12		0	0.00	51.12	Description 510		
A Purchase Accounts	16/17	1 Apr 2016	4 Oct 2018	24883	Credit 509	303	MISC	3275	181.00		0	0.00	181.00	Description 511		
Af Shop Sales	15/16	1 Apr 2015	11 Oct 2018	24971	Debit 507	207	MISC	000		673.27	0	0.00	673.27	Description 507	j.	Microsoft
- Shop Sales	14/15	1 Apr 2014	16 Oct 2018	25168	Debit 506	207	MISC	000		691.99	0	0.00	691.99	Description 506		Microsoft
Contracts	13/14	1 Apr 2013	18 Oct 2018	25099	Credit 505	400	MISC	000	7,793.88		0	0.00	7,793.88	Description 505		
	12/13	1 Apr 2012	18 Oct 2018	25099	Debit 504	400	MISC	000	450.00	7,793.88	0	0.00	7,793.88	Description 504		Key Balan MAR
v 🛱 Bank	10/11	1 Apr 2010	23 Oct 2018	25059	Credit 502	400	MISC	2272	159.23	1	0	28.62	159.23	Description 502		Misc Sales 0195
- Jig same	09/10	1 Apr 2009	23 Oct 2018	25068	Credit 503	327	MISC	3272	48.27	-	6	9.65	5792	Description 503		Ryanair
All Bank Assessments	08/09	1 Apr 2008	25 Oct 2018	25174	Debit 500	400	MISC	000	40.27	7 000 00	0	0.00	7000.00	Description 500		- yunan
Sank Accounts	07/08	1 Apr 2007	25 Oct 2018	25174	Credit 499	400	MISC	000	7.000.00	1,000.00	0	0.00	7.000.00	Description 499		
20 Card and a charles to do an	06/07	1 Apr 2006	31 Oct 2018	25275	Credit 498	345	MISC	000	1,575.46		0	0.00	1.575.46	Description 498		HMRC
Sundry Cash Ledger	05/06	1 Apr 2005	31 Oct 2018	25275	Credit 481	344	MISC	000	1,774.13		0	0.00	1,774.13	Description 481		HMRC
			31 Oct 2018	25276	Credit 484	201	MISC	000	42.47		6	8.49	50.96	Description 484	1	Expenses
🥵 Petty Cash Accounts			31 Oct 2018	25276	Credit 492	203	MISC	000	19,540.39		0	0.00	19,540.39	Description 492	1	Staff
_			31 Oct 2018	25276	Credit 493	212	MISC	000	7,815.25		0	0.00	7,815.25	Description 493	1	Staff
💀 ForX			31 Oct 2018	25276	Credit 494	213	MISC	000	5,585.94		0	0.00	5,585.94	Description 494	1	Staff
_			31 Oct 2018	25275	Credit 483	214	MISC	000	633.60		0	0.00	633.60	Description 483		HMRC
v 🙀 Nominal			31 Oct 2018	25275	Credit 497	215	MISC	000	532.00		0	0.00	532.00	Description 497		HMRC
-	_		31 Oct 2018	25275	Credit 482	216	MISC	000	587.02		0	0.00	587.02	Description 482		HMRC
legen Nominal Ledger			31 Oct 2018	25275	Credit 486	217	MISC	000	519.05		0	0.00	519.05	Description 486		HMRC
	_		31 Oct 2018	252/5	Credit 495	218	MISC	000	518.84		0	0.00	518.84	Description 495		HMRC
🛷 Analysis																
			1 Lines						0.00	56455.93		253.16	72868.23			
🎸 Departments			T. P. Recor	ds 3	2 Receipt	16,159.	14	0.0	0 16,159.14	Withdrawi	56,455	5.93	253.16	56,709.09 Bala	nce -40,5	49.95 3
Dashboard			Main Group						Values Group			Analysis G	iroup			
			Details Des	scription 50	7				Withdrawl Ref			Dept	MISC	MISC descri	iption	
🐓 Standing Journals									Withdrawi		0.00	Analysis	000	000 descrip	ition	
ar Day Book	_								VAT		0.00	Nominal	207	P&L Income	item descript	ion
									Total J		0.00	Country	GB	Great Britain	n	
🚜 VAT Ledger			Cheque Mic	rosoft					Ropt Ref	Debit 507		Project				
🗸 🚺 Audit			Ref Mic	rosoft Incer	tiv Audit No		24971		Receipt		673.27	Bank	3 £	Account 3		
			Date	11 Oct 20	18				VAT		0.00	Currency	0 E	FX Wk 4	1 FX Rt	01.000000
			Batch 101	4544	VAT Code	0	0.00	% 🔽	Total		673.27	VAT Qtr	18/04	1.0ct	2018 3	1 Dec 2018
SLILVVOrks 🛛 👔 🕨								_					1.41.014	1000		

- 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.

New New	DB:Lineal_demo - Sundry Cash Ledger - VPN:No - User:Naomi	
SQLWOrks code	+ Add Item gale Petty Transfer 😸 Import Transactions 🖦 Save & Close 🧐 Cancel	
Accounts 22/23 21/22	Analysis Group (3)	
A Sales Accounts 19/20	Group 1 Deer MSC MSC descript	
A Purchase Accounts 17/18	Normal 200 PBL Spanse Item description v	
J5/16 15/16	Reference Country 08 Great Britain V	
Contracts	Entry Date 12 Oct 2022 20 Chq Orans Card DD B. VAT Code 0 0.00 % C G Declare For VAT	
√ 11/12 √ 10/11	Bank Group Set as Withdrawi Set as receipt	
Bank Accounts 08/09	Bank 3 E Account 3 v Z Withdrawi Ref	
Sundry Cash Ledger	Currency (p) (z) week (41 **** X Hade 01.00000) Withorstein (2000) Wit	
Retty Cash Accounts	Prsject v Start Date Dotal 0.00 Total 0.00	
ForX	Description Withd Amnt Withd Tax Withd Total Rcpt Amnt Rcpt Tax Rcpt Total D-Code Dep Name A-Code Analysis Name N-Code Nom Nam	
× Nominal		
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di Anaberia	Description Payment 1 Det MSC MISC description	×
Constitutesta	Analysis 000 000 description	~
Departments	Payee Pater County GB Creat Brian	÷
Dashboard	ramento 122490 Store 2000 Store 2	
Y Standing Journals	Entry Batch Cash (6) Set as Withdrawi Set as receipt	
ay Book	Bank Group Bank 3 K Account 3 V portformal Ref Receipt Ref TK	
🙏 VAT Ledger	Currency 0 E Week 44 YorX Rate 01.000000 0 Withstrawl Receipt	_
V 🔝 Audit	Project Group VAT VAT VAT Total 0.00 Total	0.0
SOI Works	Totals G Description Withd Amnt Withd Tax Withd Total Rcpt Amnt Rcpt Tax Rcpt Total D-Code Dep Name A-Code Analysis Name N-Code Nom Nam	
		da

- 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.

																			Reports
		Search	Apr 2022	May 2022	2 Jun	2022 .	Jul 2022	Aug 202	22	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Ma	r 20	23	
Date	Audit	R	ef Non	n Anl	Dept	Witho	drawl	Receipt	Code	Tax	Total	Details		Payee		Bank	FX	FX Rate	Ref
3 Nov 2022	32797	TIL13	168 168	MISC	000			60.00	6	12.00	72.00	Payment 3				3	0	1.000000	12345
3 Nov 2022	32797	TIL13	050 168	MISC	000			40.00	6	8.00	48.00	Payment 2				3	0	1.000000	12345
3 Nov 2022	32797	TIL13	050 168	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.

•••			DB:Lineal_dem	o - Sun	dry Cash L	edger - VPN	No - User:Naor	ni				
📩 Add Item	🔏 Toggle Petty Tran	nsfer 🛃 Impo	ort Transactions	ᇷ Sa	ave & Close	🧊 Save & N	ew 🍤 Cancel					
Main Group — Default					r Analysis G							
Description	Transfer to Petty cash			- I	Dept	MISC	MISC desc	ription				~
					Analysis	000	000 descri	ption				~
Paveo				-	Nominal	400	BS item de	scription				~
Reference					Country	GB	Great Brita	in				~
Entry Date	3 Nov 2022	Chq 🔾 Trans	O Card O DD	О В,	VAT Code	0 (0.00 % 🖳 📮	Declare For VA	AT 📃			
Entry Batch		Cash				Set as Wit	hdrawl	S		Set a	s receipt	
Bank Group 3	£ Account 3		~		Withdrawi	Ref PTY		-	Receipt Ref	Г		
Currency 0	£ Week 44	ForX Rate 01.	000000	0	Withdrawl		200.0	0	Receipt	Ē		
Project Group					VAT				VAT			
Project		~	Start Date		Total		200.0	0	Total			0.00
Description	Wt	hd Amnt Wthd Ta	x Wthd Total Rcpt A	mnt R	cpt Tax Rcp	Total D-Code	Dep Name	A-Code Ana	alysis Name	N-Code	Nom Nam	
Totals Group -			· · ·									
lo Of Records	0 Total	0.00	0.00	0.00		0.00	Ba	nk Entry Creat	tion: 🧿 Singl	e 🔿 Mu	ultiple Red	uced

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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