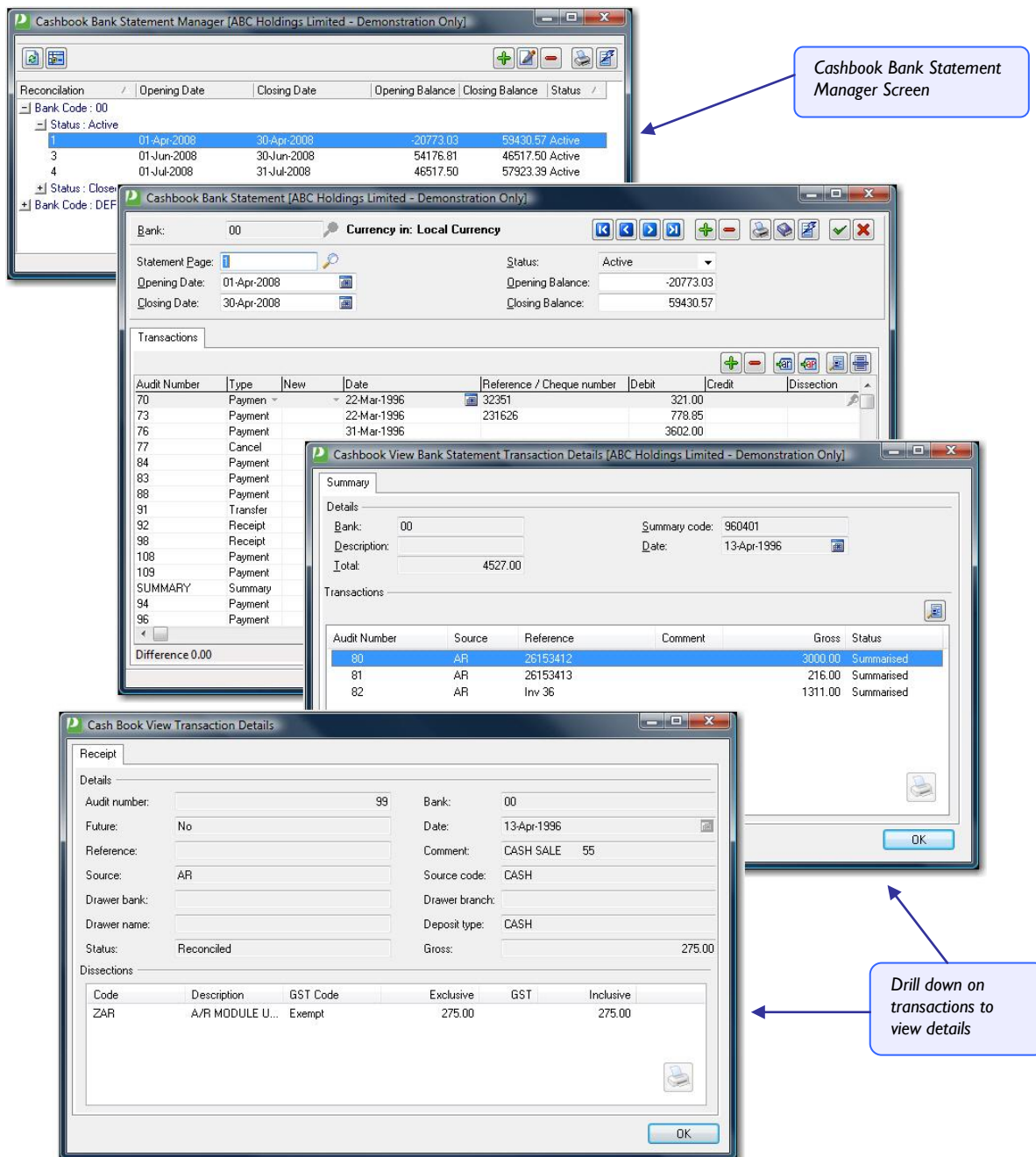


# Cashbook

Attaché PRO's Cashbook module has been designed to help you easily manage and report on the cash in your business. Forecasting helps you to plan your cash requirements and to avoid unexpected shortages. The bank account(s) are kept up-to-date, allowing for the best use of available funds.

Attaché PRO's Cashbook module offers almost limitless dissections of both inward and outwards cash. Automatic debits, credits and transfers are supported by the system.



*Cashbook Bank Statement Manager Screen*

Reconciliation	Opening Date	Closing Date	Opening Balance	Closing Balance	Status
Bank Code: 00					
Status: Active					
1	01-Apr-2008	30-Apr-2008	-20773.03	59430.57	Active
3	01-Jun-2008	30-Jun-2008	54176.81	46517.50	Active
4	01-Jul-2008	31-Jul-2008	46517.50	57923.39	Active
Status: Closed					
Bank Code: DEF					

*Cashbook Bank Statement [ABC Holdings Limited - Demonstration Only]*

Bank: 00    Currency in: Local Currency    Status: Active

Statement Page: 1    Opening Date: 01-Apr-2008    Closing Date: 30-Apr-2008    Opening Balance: -20773.03    Closing Balance: 59430.57

Audit Number	Type	New	Date	Reference / Cheque number	Debit	Credit	Dissection
70	Payment		22-Mar-1996	32351		321.00	
73	Payment		22-Mar-1996	231626		778.85	
76	Payment		31-Mar-1996			3602.00	
77	Cancel						
84	Payment						
83	Payment						
88	Payment						
91	Transfer						
92	Receipt						
98	Receipt						
108	Payment						
109	Payment						
SUMMARY	Summary						
94	Payment						
96	Payment						
Difference 0.00							

*Cashbook View Bank Statement Transaction Details [ABC Holdings Limited - Demonstration Only]*

Summary

Details

Bank: 00    Summary code: 960401

Description:    Date: 13-Apr-1996

Total: 4527.00

Audit Number	Source	Reference	Comment	Gross	Status
80	AR	26153412		3000.00	Summarised
81	AR	26153413		216.00	Summarised
82	AR	Inv 36		1311.00	Summarised

*Cash Book View Transaction Details*

Receipt

Details

Audit number: 99    Bank: 00

Future: No    Date: 13-Apr-1996

Reference:    Comment: CASH SALE 55

Source: AR    Source code: CASH

Drawer bank:    Drawer branch:    Deposit type: CASH

Drawer name:    Status: Reconciled    Gross: 275.00

Code	Description	GST Code	Exclusive	GST	Inclusive
ZAR	A/R MODULE U...	Exempt	275.00		275.00

*Drill down on transactions to view details*

## Drill Down Enquiries

Drill down enquiries, are available throughout Cashbook. The Cashbook Bank Statement Manager (as shown overleaf) allows you to group reconciliation statements whichever way you wish – you simply drag and drop any columns into the grouping section.

## Bank Statement Importing

Attaché PRO's bank statement importing feature allows users to import bank statements from all major banks, including ANZ, ASB, BNZ, National Bank, Westpac and HSBC. Bank statement information generated by bank software, can be imported into Attaché PRO Cashbook on a daily basis and matched to the existing transactions. This ensures the most up-to-date balances are always available.

## Banking Summary

Cashbook has the facility to allow grouping of receipt transactions onto a summary, which can be printed and taken to the bank. There is also a payment summary option which creates one transaction for a group of payments. This is useful when direct crediting payments which are displayed as one transaction on a bank statement.

## Bank Reconciliations

Cashbook has advanced filtering to aid when matching transactions on bank reconciliations, including the use of selection expressions.

## Direct Transactions

This is a facility for loading standard transactions. It allows rapid generation of repeating transactions, debits, credits or transfers.

## Cashbook Standard Lists and Reports

Inward/outward dissection; Deposit type listing; Bank account listing

## Features

- Drill-down enquiries
- Multiple bank accounts
- Easy management of reconciliations
- Budget forecasting
- Receipt fees
- Management of dishonoured cheques
- Automatic tax dissection
- Banking summary
- Bank statement importing
- Bank deposit summary
- Control of petty cash
- Transaction history

General Ledger  
Cashbook  
Accounts Receivable  
Accounts Payable  
Inventory Control  
Special Pricing  
Fixed Assets  
Bill of Materials  
Sales Order Entry  
Sales Analysis  
Purchase Ordering  
Purchase Analysis  
Foreign Currency  
Payroll  
Alex  
Report Designer  
Data Transfer  
FlexiData  
ODBC  
OLE DB  
Archiver  
Scheduling

# Attaché

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## Module Integration

The Cashbook module integrates to the Accounts Receivable, Accounts Payable, General Ledger and Payroll interface. Cash sales generated by the Sales Order Entry module also update the Cashbook module.