CASHBOOK   A component part of Intech's ACCOUNTS suite

Overview

The Intech ACCOUNTS Suite of Software consists of a number of compatible modules that integrate together. They can also operate independently of each other as required by individual application users.

Intech's CASHBOOK is a simple but comprehensive package that has been written to perform a variety of functions. It can be configured to suit a range of operational environments applicable to a broad cross-section of users ranging from sole traders and small businesses through to large Corporates. In its simplest form the application can function on a stand-a-lone basis to provide basis cash book and GST summaries. When integrated with other Intech applications CASHBOOK can provide complex Cash Flow reporting. CASHBOOK has automatic restart capabilities which preserves the integrity of data and enable data files to be automatically rebuilt in the event of corruptions caused by machine failure.

Environment

CASHBOOK can be configured to function in any one of three different operational environments:

Standalone: In standalone mode CASHBOOK can be configured to run quite differently from all other Intech applications.

Interface to Intech Private Ledger: A two way interchange of data is possible when CASHBOOK is interfaced with Intech's Private Ledger package. Account codes within the two applications do, of course, need to be structured on a compatible basis. An import facility allows accounts code descriptions and details to be electronically transferred from a Private Ledger. An export utility enables transactions to be exported back to a host Private Ledger. These interface features are particularly valuable for Chartered Accountants. Clients are able to enter routine monthly transactions and generate basic reports in-house. A transaction file can be generated and electronically transferred to the host Private Ledger system. Adjustments and closing entries may then be entered directly into the Private Ledger in order to produce more comprehensive financial reports or final accounts.

Integrated to Creditors / General Ledger: CASHBOOK can be integrated with Intech's Creditors / General Ledger (CGL) application via the TRANSACTION ENTRY module. The application can provide Cash Flow reporting with options within CGL to enable the CASHBOOK account code to be selectively structured based upon elements of the larger CGL account code (ie the CASHBOOK account code structure can be based on digits from selected column positions within the CGL code.
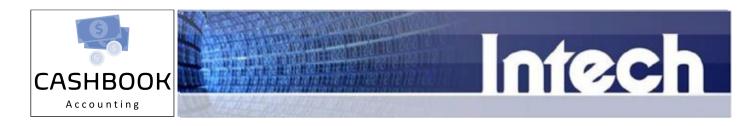
Application Options

The application can be personalised by setting a series of options when the ledger is first created. These include:

Transaction Method: Whether transactions are manually keyed or extracted from the transaction well.

Calendar Month of First Period: Month description arrays will commence with the first month entered.

Number of periods in GST cycle: Required for GST reporting purposes.

Application Options

GST Keying and export methods: Transactions are defined as being either GST exempt, GST exclusive or GST inclusive. If exported to the Private Ledger system, transactions can be defined as being either split or inclusive.

GST accounts: Default accounts are nominated for GST debits, credits and suspense.

Bank Account: The bank account number is entered in the standard format if the Databank import facility is to be used.

Bank Entry default: If the system is integrated to CGL a default account code for bank charges can be established or other transactions with specific bank transaction codes presented.

Transaction Data

When operating in stand alone mode or as a front end to Intech's Private Ledger package data is keyed directly into the system in batch mode. Batches can be pre-allocated with a batch number and date. Transactions should also be grouped by like source type – the choices are cheque, deposits and bank statement. Both document and batch totals controls are included. Information includes date, account code, reference, value and an optional alpha narration of up to 28 characters. Total checks are performed at both a document and batch level. If the system is integrated with CGL input is extracted from the TRANSACTION ENTRY well. There is also a Direct Bank Import facility.

Reports Available:

Cash Flow: This report shows values, GST and budgets for both the current month and year to date. It can be produced for either the current financial or GST period.

Detailed Analysis: The detailed analysis is available for the current financial or GST period as well as the current or previous year. It can be produced for all or nominated accounts and lists each transaction showing the period, date, reference, value, GST amount, alpha narration and batch number.

Bank Statement: Again, this report can be printed for the current financial or GST period as well as the current or previous year. The report shows an opening bank balance and then lists transactions in account sequence within date. A closing balance is also printed. The transaction lines show the account number and description, batch particulars (or alpha narration) reference, debit, credit value and date.

Columnar CashBook: The columnar cashbook report summarises individual transactions within each of the none available revenue or expense categories. The format has a separate column for each category and transactions show date, reference, account code and narration as well as value. The usual period selection options apply at print time.

Year Profile: The Year Profile can be printed for the current or previous year or on a rolling 12 month basis. Each of the 12 months is shown across the report along with an annual total. Accounts are listed within revenue and expense grouping.

Reconciliation: Business transactions which are yet to be matched with bank statement transactions together with transactions that have appeared on a bank statement but are yet to be matched with a business transaction.

Inquiry

A comprehensive step down inquiry facility is provided. The master selector displays values and GST for each month of the current and previous year. Budgets and commitments are also shown. Individual transactions can be displayed.

Contact Details

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