

## Tips & Tricks

### Finding A Debtors Clearing Account Balance

The Debtors Clearing Account in the GL is a Code for AR Receipts and their corresponding CB Deposits to be analysed to, so that the net effect of banked receipts in the GL will be debit Bank Account and credit Debtors Control Account.




Receipts from AR debit the Debtors Clearing Account, while (AR sourced) deposits from CB credit the Debtors Clearing Account.

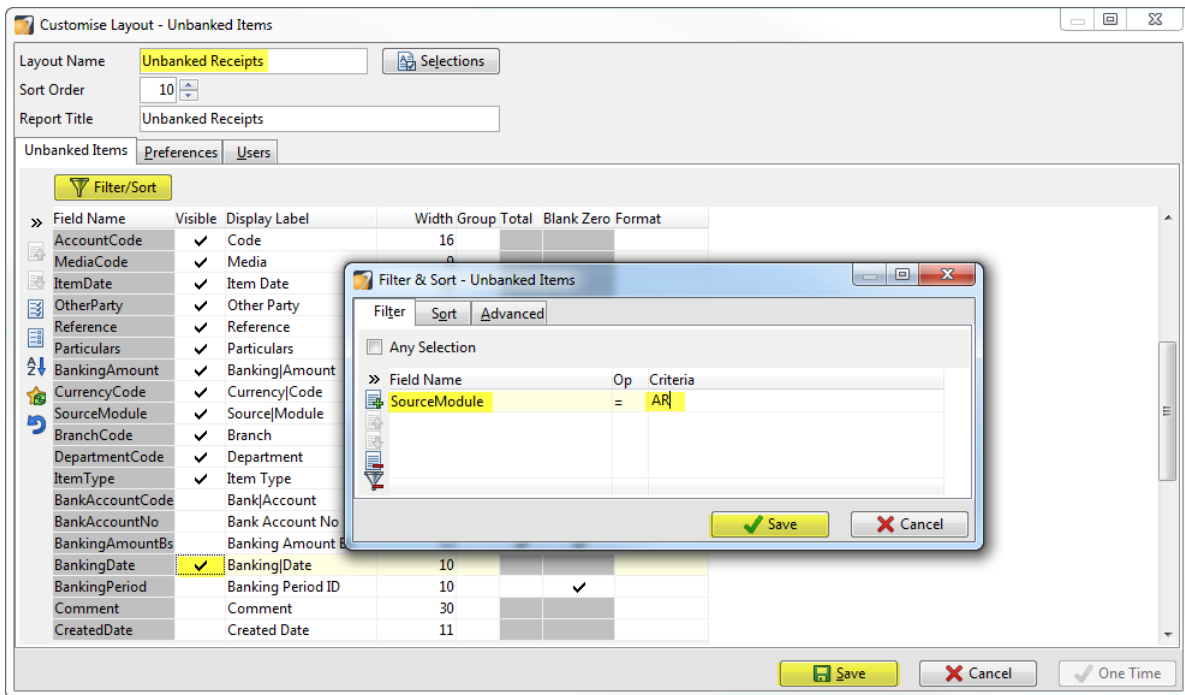
This means that so long as you bank the AR Receipts in CB in the same period in which they were entered in AR, after batches from both modules are posted, your Debtors Clearing Account will be zero.

So any balance in the Debtors Clearing Account should just represent Unbanked Receipts.

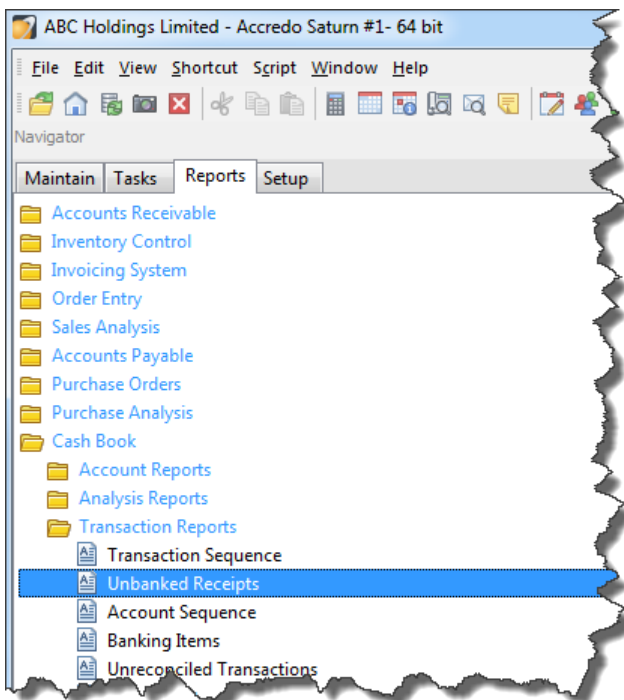
The easiest way to find these receipts is to run an Unbanked Items Report from CB. You can run this report to find out what was Unbanked as at any Period.


To add the Report, go to Navigator > Reports > Cashbook > Transaction Reports > Add Layout > Unbanked Items.

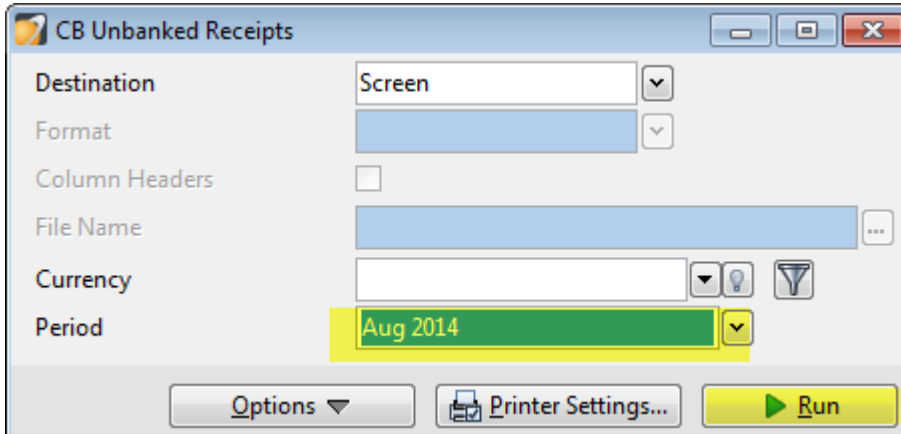
- 1 Change the LAYOUT NAME to **Unbanked Receipts**.
- 2 Tick the VISIBLE field next to the **Banking Date** field.
- 3 Click the  **Filter/Sort** (Ctrl+F2) button and apply the filter **SourceModule = AR**, then click  **Save** (F9).
- 4 Click  **Save** (F9) to save the Layout.



The Report will appear in the navigator.



Click the **Unbanked Receipts** Report and select the PERIOD you want to report on Unbanked Receipts. Click  **Run** (F9).



Any Unbanked AR receipts will be reported. If the Receipts have since been banked (as in this example), then the BANKING DATE will display the date they were banked.

Cash Book - Unbanked Receipts  
ABC Holdings Limited




Unbanked Items Filtered By: (SourceModule="AR")  
Period: Aug 2014

Code	Media	Item Date	Other Party	Reference	Particulars	Banking Amount	Currency Code	Source Module	Branch	Department	Item Type	Banking Date
ASHENG	DC	31/08/2014	Asheng Engineering Ltd		ASHENG	\$3,888.87	NZD	AR	HO	SAL	Deposit	30/09/2014
						\$3,888.87						

End Of Report - 1 Record Printed

You can also create a report from the same layout to find Unbanked AP Payments.

Go to Navigator > Reports > Cashbook > Transaction Reports > Add Layout > Unbanked Items.

- 1 Change the LAYOUT NAME to **Unbanked Payments**.
- 2 Tick the VISIBLE field next to the **Banking Date** field.
- 3 Click the  **Filter/Sort** (Ctrl+F2) button and apply the filter **SourceModule = AP**, then click  **Save** (F9).
- 4 Click  **Save** (F9) to save the Layout.