

Tips & Tricks

Reconciling your Cash Flow Report

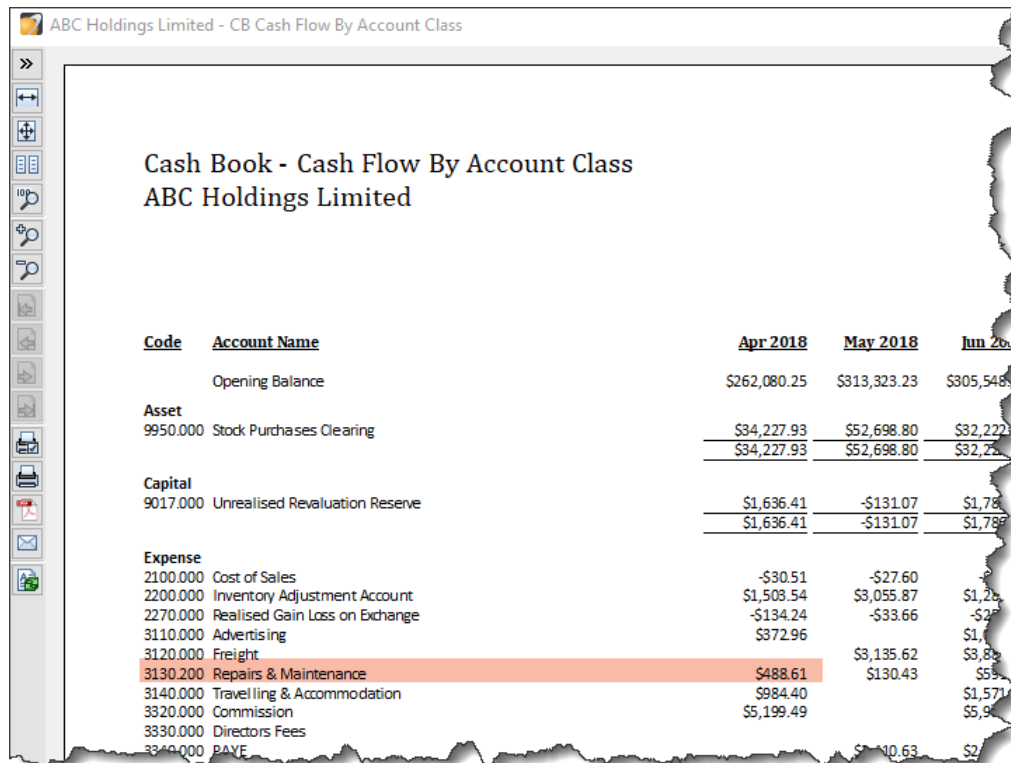
There is now an easy way to reconcile your Cash Flow Report.

If we look at the Cash Flow by Account Class report, we can reconcile this using the Cash Analysis Sequence Report. This reports Cash based Dissections and can be setup up in the same way as the Cashflow report to make it easy to compare to.

Run the Cash Flow By Account Class report:

Go to Navigator > Reports > Cashbook > Analysis Reports > Cash Flow By Account Class

If the report does not exist in your report list you will need to add the Layout. Go to: Navigator > Reports > Cashbook > Analysis Reports > Add Layout > Cash Flow by Account Class, then save the Layout.



ABC Holdings Limited - CB Cash Flow By Account Class

Cash Book - Cash Flow By Account Class ABC Holdings Limited

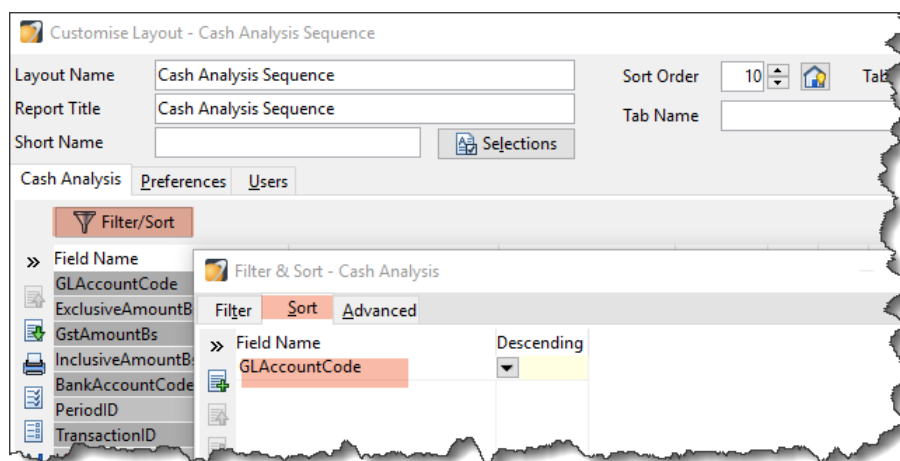
<u>Code</u>	<u>Account Name</u>	<u>Apr 2018</u>	<u>May 2018</u>	<u>Jun 2018</u>
	Opening Balance	\$262,080.25	\$313,323.23	\$305,548.80
Asset				
9950.000	Stock Purchases Clearing	\$34,227.93	\$52,698.80	\$32,222.10
		<u>\$34,227.93</u>	<u>\$52,698.80</u>	<u>\$32,222.10</u>
Capital				
9017.000	Unrealised Revaluation Reserve	\$1,636.41	-\$131.07	\$1,787.48
		<u>\$1,636.41</u>	<u>-\$131.07</u>	<u>\$1,787.48</u>
Expense				
2100.000	Cost of Sales	-\$30.51	-\$27.60	
2200.000	Inventory Adjustment Account	\$1,508.54	\$3,055.87	\$1,234.56
2270.000	Realised Gain Loss on Exchange	-\$134.24	-\$33.66	-\$23.45
3110.000	Advertising		\$372.96	\$1,234.56
3120.000	Freight		\$3,135.62	\$3,876.54
3130.200	Repairs & Maintenance	\$488.61	\$130.43	\$5,432.10
3140.000	Travelling & Accommodation		\$984.40	\$1,571.23
3320.000	Commission	\$5,199.49		\$5,987.65
3330.000	Directors Fees			
3340.000	PAYE		\$1,410.63	\$2,345.67

Let's say we want to analyse which Transactions make up the \$488.61 for 3130.200 Repairs and Maintenance for April 2018.

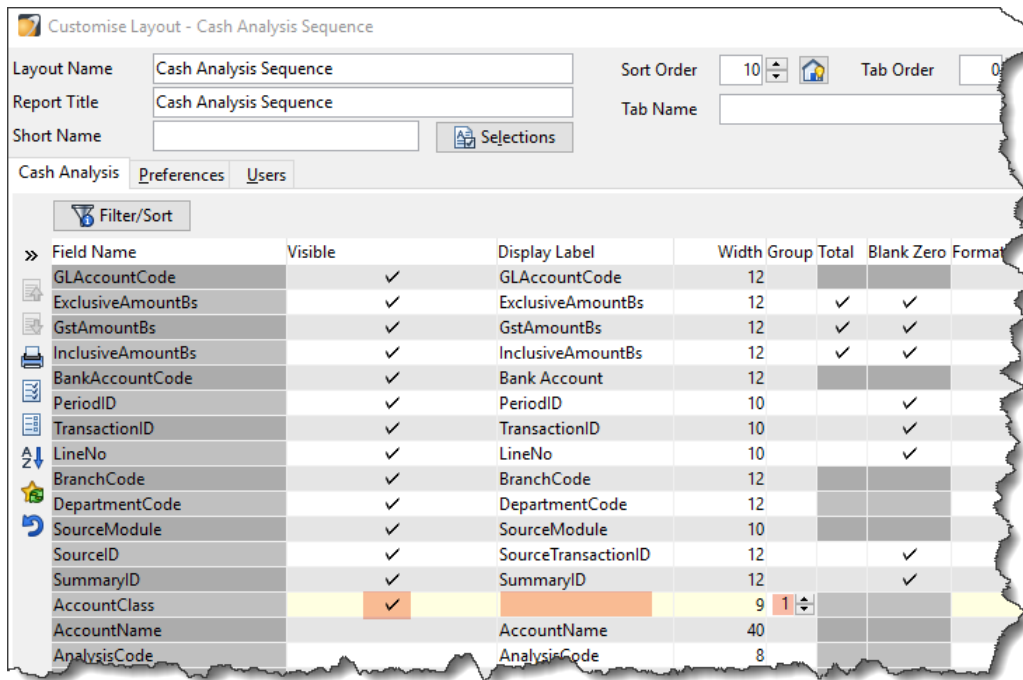
First, we need to add a Cash Analysis Sequence Layout and set it up to match the Cash Flow by Account Sequence Report display.


Go to Navigator > Reports > Cashbook > Analysis Reports > Add Layout > Cash Analysis Sequence.

Click the **Filter/Sort** button, then go to the Sort Tab. Select the **GLAccountCode** field, then **Save** the filter.



Select the **VISIBLE** field beside **Account Class**, remove the **DISPLAY LABEL** and enter **1** in the **GROUP** field to group this report by Account Class.

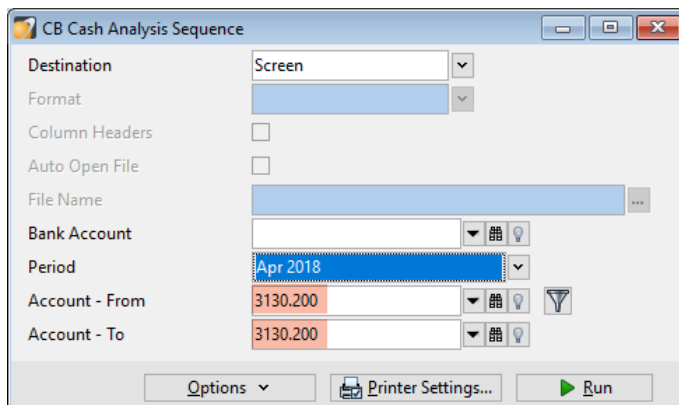


Click  **Save** (F9) to save the Layout.

Go to Navigator > Reports > Cashbook > Analysis Reports > Cash Analysis Sequence to run the Cash Analysis Sequence Report.

Select the Period to report on. In this example, we will select the GL Account Number we are reconciling in the ACCOUNT - FROM and ACCOUNT - TO fields.

Click  **Run** (F9).



The report displays the Dissections for the GL Account selection.

Cash Book - Cash Analysis Sequence
ABC Holdings Limited

Period: Apr 2018

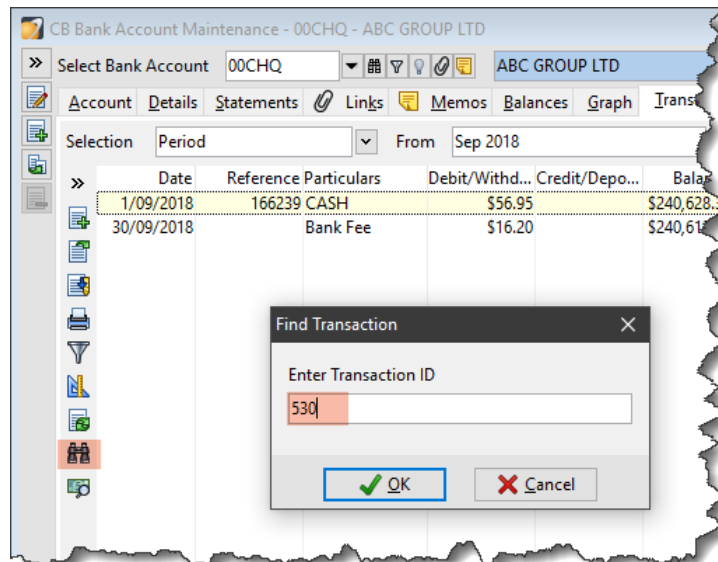
Account From: 3130.200 - Repairs & Maintenance To: 3130.200


GLAccountCode	Exclusive		Inclusive		Bank Account	PeriodID	TransactionID	Line
	AmountBs	GstAmountBs	AmountBs	AmountBs				
Expense								
3130.200	-\$185.13	-\$27.77	-\$212.90	00CHQ	301	530		
3130.200	-\$87.99	-\$13.20	-\$101.19	00CHQ	301	534		
3130.200	-\$34.80	-\$5.22	-\$40.02	00CHQ	301	535		
3130.200	-\$95.68	-\$14.35	-\$110.03	00CHQ	301	536		
3130.200	-\$85.01	-\$12.75	-\$97.76	00CHQ	301	537		
	<u>-\$488.61</u>	<u>-\$73.29</u>	<u>-\$561.90</u>					

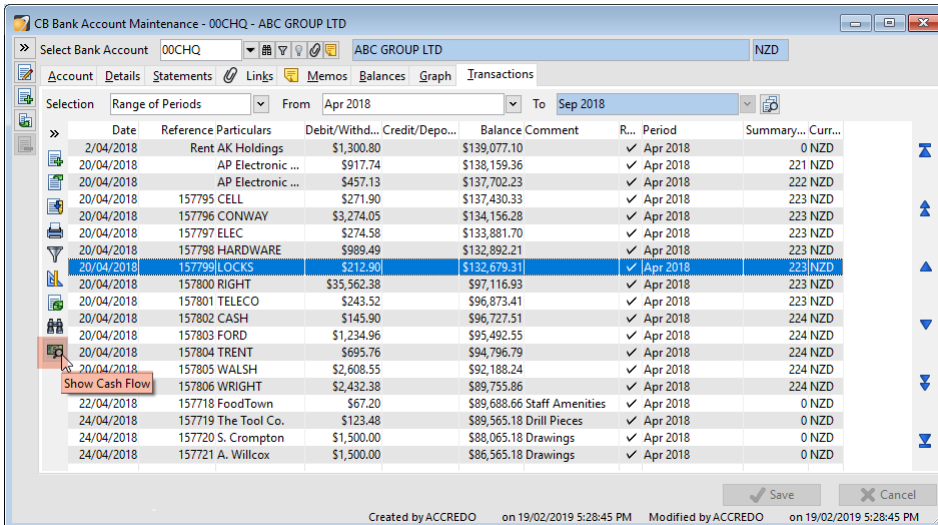
End Of Report - 5 Records Printed

You can then find the Cashbook Transaction from the Bank Account and TransactionID. Go to Navigator > Maintain > Cashbook > [Select Bank Account] > Transactions Tab.


Click the **Find** button and enter the Transaction ID.

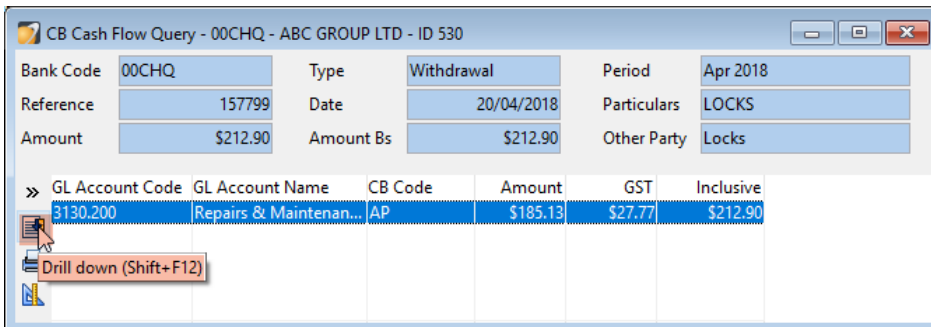


The Transaction displays. From here you can click the  **Show Cash Flow** button.



Date	Reference	Particulars	Debit/Withd...	Credit/Depo...	Balance	Comment	R...	Period	Summary... Curr...
2/04/2018		Rent AK Holdings	\$1,300.80		\$139,077.10		✓	Apr 2018	0 NZD
20/04/2018		AP Electronic ...	\$917.74		\$138,159.36		✓	Apr 2018	221 NZD
20/04/2018		AP Electronic ...	\$457.13		\$137,702.23		✓	Apr 2018	222 NZD
20/04/2018	157795	CELL	\$271.90		\$137,430.33		✓	Apr 2018	223 NZD
20/04/2018	157796	CONWAY	\$3,274.05		\$134,156.28		✓	Apr 2018	223 NZD
20/04/2018	157797	ELEC	\$274.58		\$133,881.70		✓	Apr 2018	223 NZD
20/04/2018	157798	HARDWARE	\$989.49		\$132,892.21		✓	Apr 2018	223 NZD
20/04/2018	157799	LOCKS	\$212.90		\$132,679.31		✓	Apr 2018	223 NZD
20/04/2018	157800	RIGHT	\$35,562.38		\$97,116.93		✓	Apr 2018	223 NZD
20/04/2018	157801	TELECO	\$243.52		\$96,873.41		✓	Apr 2018	223 NZD
20/04/2018	157802	CASH	\$145.90		\$96,727.51		✓	Apr 2018	224 NZD
20/04/2018	157803	FORD	\$1,234.96		\$95,492.55		✓	Apr 2018	224 NZD
20/04/2018	157804	TRENT	\$695.76		\$94,796.79		✓	Apr 2018	224 NZD
20/04/2018	157805	WALSH	\$2,608.55		\$92,188.24		✓	Apr 2018	224 NZD
20/04/2018	157806	WRIGHT	\$2,432.38		\$89,755.86		✓	Apr 2018	224 NZD
22/04/2018	157718	FoodTown	\$67.20		\$89,688.66	Staff Amenities	✓	Apr 2018	0 NZD
24/04/2018	157719	The Tool Co.	\$123.48		\$89,565.18	Drill Pieces	✓	Apr 2018	0 NZD
24/04/2018	157720	S. Crompton	\$1,500.00		\$88,065.18	Drawings	✓	Apr 2018	0 NZD
24/04/2018	157721	A. Willcox	\$1,500.00		\$86,565.18	Drawings	✓	Apr 2018	0 NZD

The Cash Flow Query Window will open. Click the  **Drill Down** (Shift+F12) button to view the Source Transaction .



Bank Code	00CHQ	Type	Withdrawal	Period	Apr 2018
Reference	157799	Date	20/04/2018	Particulars	LOCKS
Amount	\$212.90	Amount Bs	\$212.90	Other Party	Locks

GL Account Code	GL Account Name	CB Code	Amount	GST	Inclusive
3130.200	Repairs & Maintenan...	AP	\$185.13	\$27.77	\$212.90

Drill down (Shift+F12)

The Source Transaction is displayed.

AP Transactions - LOCKS - Locks Garage & Workshop Ltd

Period: Apr 2018 | Payment | ID: 785

Transaction Links Memos

Creditor Code: LOCKS | Locks Garage & Workshop Ltd | NZD | Regime: NZ

Date: 20/04/2018

Reference: 157799

Comment: 912

Rate Type: BUY | Branch: HO | Department: ADM

Exchange Rate: 1.0000

Auto Allocate: None | NZD

Gross: \$212.90

Discount: \$212.90

Payment Amount: \$212.90 | Bill From: LOCKS

Payment Method: Remittance

Payment Ref: 157799

	NZD	NZD
3 Periods		
2 Periods		
1 Period		\$310.01
Current		\$228.50
Future		
Total		\$538.51
Pending Total		\$538.51

Bank Through:

Bank Account: 00CHQ | Currency: NZD

Banking Amount: \$212.90 | Rate Type: BUY

+ Bank Charges: \$0.00 | Exchange Rate: 1.0000

Payee Name: Locks

Created by ACCREDO on 19/02/2019 5:41:37 PM | Modified by ACCREDO on 19/02/2019 5:41:37 PM

Save Cancel