

## Tips & Tricks

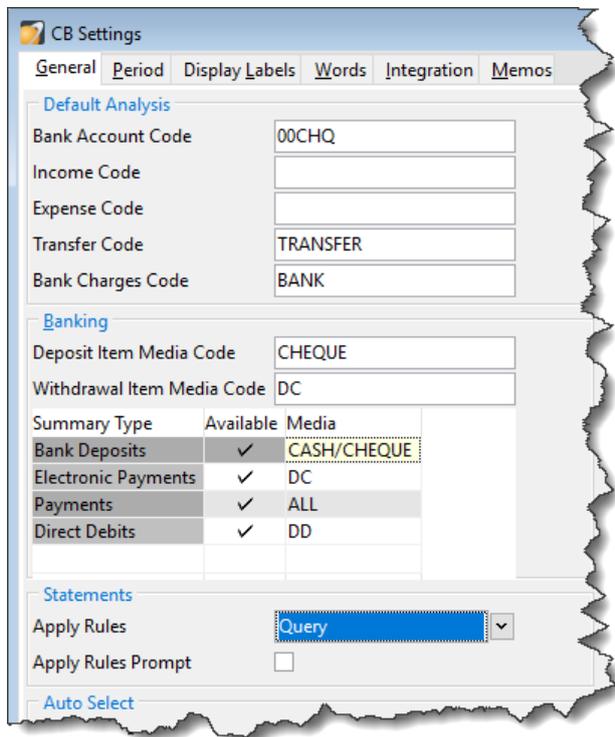
### More control and functionality with Cashbook Rules

If you are using Rules in Cashbook to automatically create Transactions from your Bank Statement, you may not know that there is now a Query Option which allows you to preview each Transaction before it is created.

Previewing Transactions allows you to see Customer and Creditor Balances, apply Discounts taken, turn off Stop Credit, Auto Allocate Receipts and Payments, as well as giving you the option to Skip the creation of any Transactions where you may need to edit the Rule and then reapply it.

To turn this setting on, go to Navigator > Setup > Cashbook > Settings. Click  EDIT (F11) and set the APPLY RULES to **Query**.

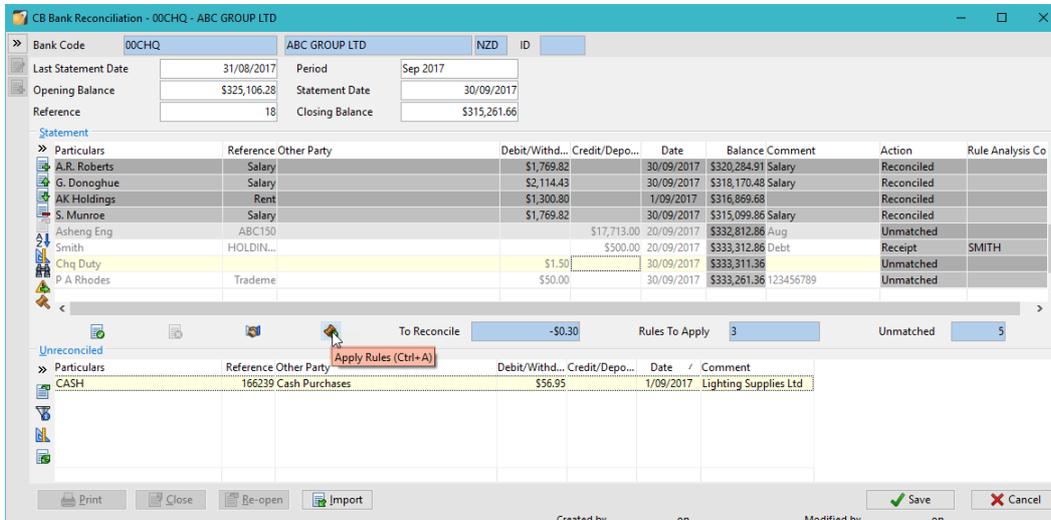
There is also an APPLY RULES PROMPT you can **Select** if you want to choose between Automatic and Query each time Rules are applied.



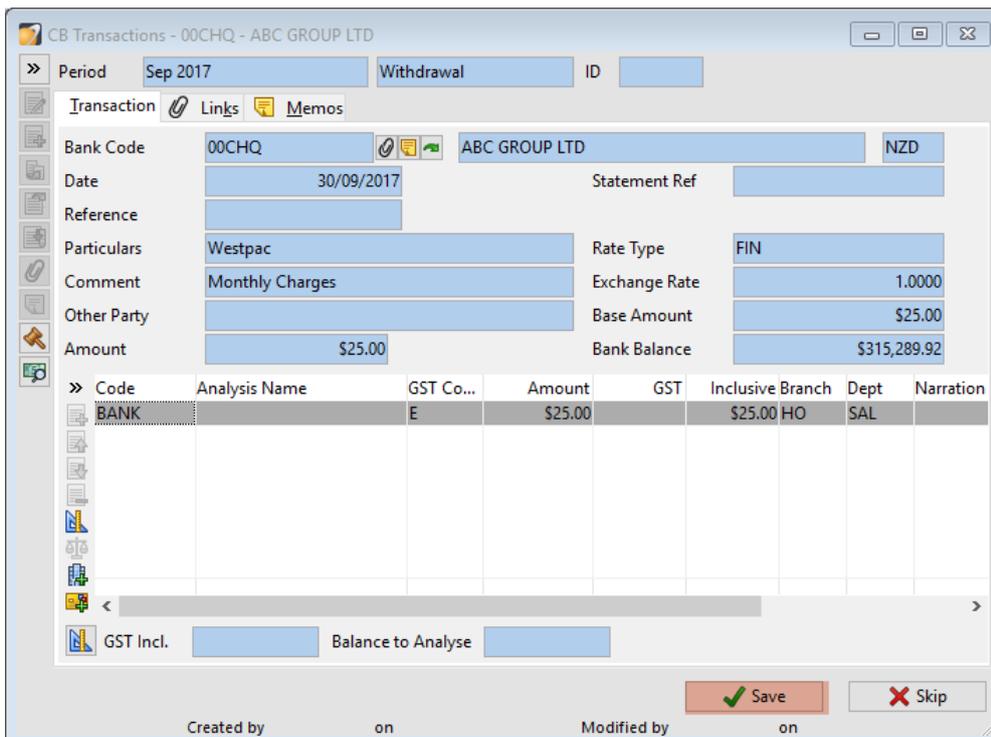
The screenshot shows the 'CB Settings' dialog box with the following sections and fields:

- Default Analysis**
  - Bank Account Code: 00CHQ
  - Income Code: [Empty]
  - Expense Code: [Empty]
  - Transfer Code: TRANSFER
  - Bank Charges Code: BANK
- Banking**
  - Deposit Item Media Code: CHEQUE
  - Withdrawal Item Media Code: DC
  - Summary Type | Available | Media
    - Bank Deposits | ✓ | CASH/CHEQUE
    - Electronic Payments | ✓ | DC
    - Payments | ✓ | ALL
    - Direct Debits | ✓ | DD
- Statements**
  - Apply Rules: Query (dropdown menu)
  - Apply Rules Prompt:
- Auto Select**:

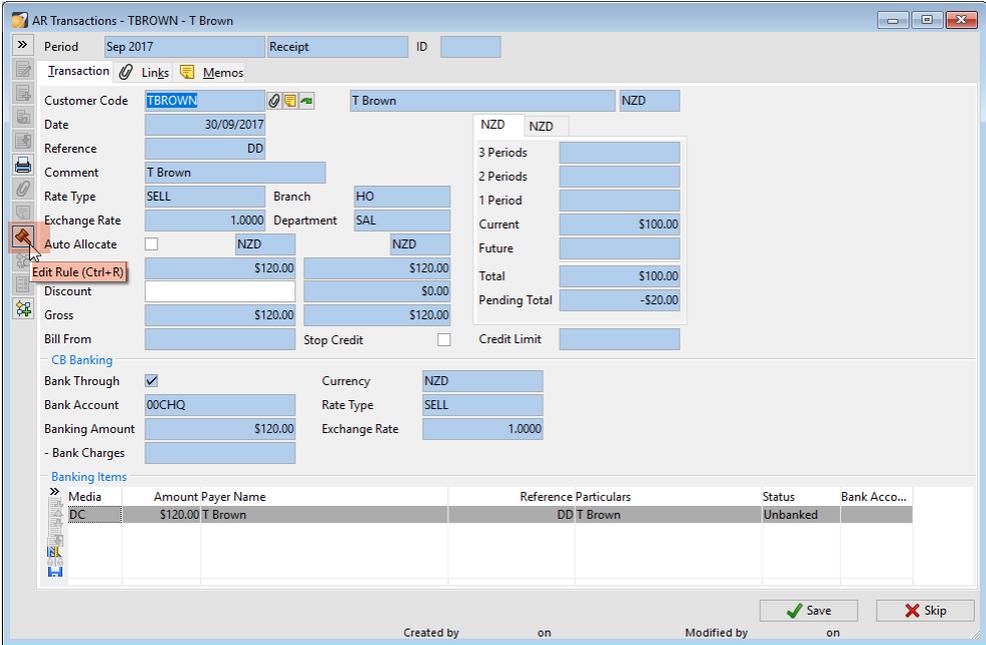
The next time you are reconciling your Statement where there are Rules to apply, click  **Apply Rules** (Ctrl+A).



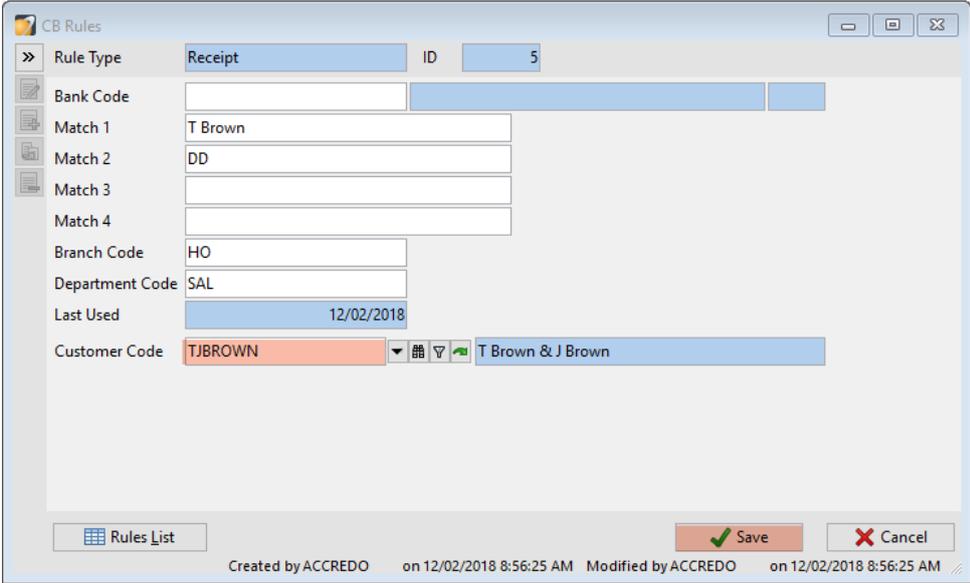
You will be presented with the first Transaction to be created from a Rule. You can click **Save** to create the Transaction or **Skip** to cancel and move to the next one.



Then the next Transaction to be created is shown. If it is incorrect, such as if the wrong Customer has been picked for a Receipt transaction, you can click the EDIT RULE (Ctrl+R) button.



Make the necessary changes to the Rule then click **Save** (F9) .



Then click **Skip** for that Transaction, as it was created from the pre-edited Rule.

The next time **Apply Rules** is clicked, the new Transaction to be created will be sourced from the updated Rule if it matches.

## Applying Discounts to Receipts

For any AR Receipt Transactions that come up, you can key in the Discount where applicable, so that you can Allocate the Gross Amount (Undiscounted Amount) against an outstanding Invoice or Invoices.

AR Transactions - SMITH - Smith & Son

Period: Sep 2017    Receipt    ID

Transaction    Links    Memos

Customer Code: SMITH    Smith & Son    NZD

Date: 20/09/2017    NZD    NZD

Reference: HOLDINGSABC

Comment: Debt Smith

Rate Type: SELL    Branch: HO

Exchange Rate: 1.0000    Department: SAL

Auto Allocate:     NZD    NZD

Net Receipt: \$500.00    \$500.00

Discount: 20.00    \$20.00

Gross: \$520.00    \$520.00

Bill From:    Stop Credit:     Credit Limit:   

CB Banking

Bank Through:     Currency: NZD

Bank Account: 00CHQ    Rate Type: SELL

Banking Amount: \$500.00    Exchange Rate: 1.0000

- Bank Charges:   

Banking Items

Media	Amount	Payer Name	Reference	Particulars	Status	Bank Acco...
DC	\$500.00	Smith & Son	HOLDINGSABC	Smith	Unbanked	

Created by    on    Modified by    on

Save    Skip

For more information about Cashbook Rules, see Help > Contents > Cashbook > Tasks > CB Rules, or talk to your QSP or Accredo Support.