

# Creating cash/bank reports

Cash and bank reports are the summaries of all cash and bank transactions made throughout a given period.

## List of cash/bank reports

The list of cash/bank reports may be accessed in the menu *Finances* after selecting the button **[Cash]/[Bank]** in the button group *C/B Reports*.

Apart from the standard system buttons, the list contains the following buttons:

- **[Open Report]** – it is only active for closed reports; it allows the user to open a report selected on the list and to open reports entered to the same account with a later date
- **[Renumber Reports]** – it may be used to correctly renumber reports if there are gaps in the numbering
- **[Post Through Contra Account]** – it may be used to automatically post a closed report with the use of an account, ledger, and contra accounts selected in relevant transactions

The list only displays those reports which have been issued within accounts available to a given center.

Number	Reference ...	Cash Register / ...	Opening Date	Closing Date	Opening Bala...	Revenues	Expenses	Ending Balance	Curren...	Status	
00001/CBA/CAC...		CashAccountCB...	01-Mar-20 0:00:00	31-Mar-20 23:59:59	18.46	0.00	0.00	18.46	EUR	Open	
00001/CBA/CAC...		CashAccountCB...	01-Mar-20 0:00:00	31-Mar-20 23:59:59	99.95	0.00	0.00	99.95	EUR	Open	
00001/CBA/CACI...		CAClothes&Bea...	01-Mar-20 0:00:00	31-Mar-20 23:59:59	0.00	0.00	0.00	0.00	EUR	Closed	
00001/CBA/Cash ...		Cash Register	20-Mar-20 15:24:05	31-Mar-20 23:59:59	0.00	10.00	0.00	10.00	EUR	Closed	
								0.00	0.00	0.00	0.00

List of cash reports

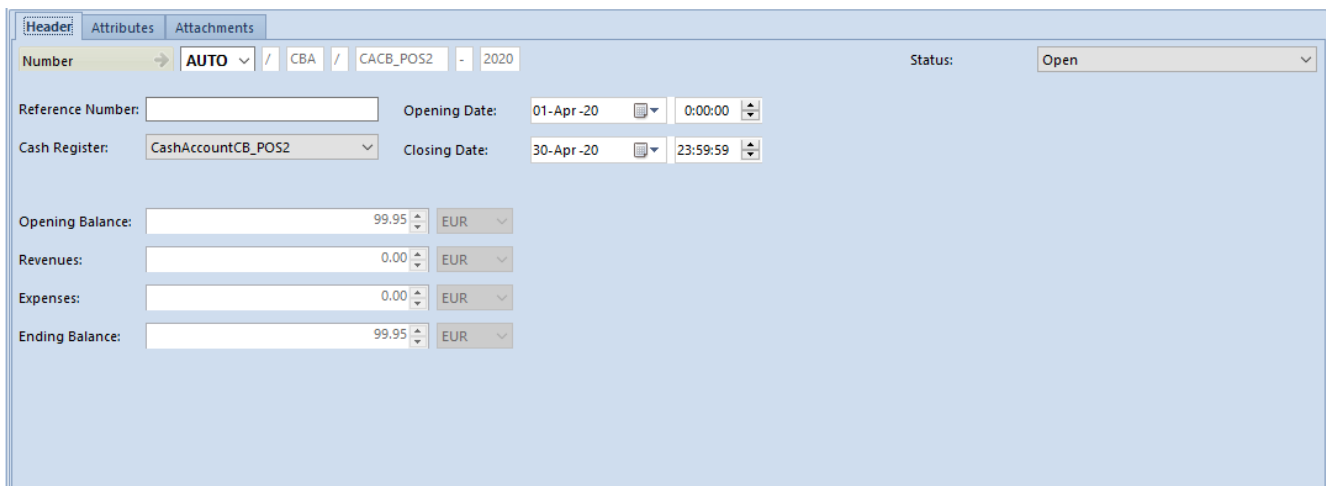
The list of reports contains the following columns:

- **Number** – it is automatically filled in by the system according to the numerator's definition
- **Reference Number** – it is a reference number for a cash report and a statement number for a bank report
- **Cash Register/Bank Account** – it displays an account to which a given report belongs
- **Opening Date** – a report's opening date and time
- **Closing Date** – a report's closing date and time
- **Opening Balance**
- **Revenues**
- **Expenses**
- **Ending Balance**
- **Currency**
- **Status** – it may be specified as *Open*, *Closed*, or *Posted*
- **System Currency** (hidden by default)

# Adding a cash/bank report

Both cash and bank report forms can be filled in in the same way.

In order to add a new report, it is necessary to select the button **[Add]** in the button group *List*.



The screenshot displays a software interface for adding a new report. The interface is divided into tabs: 'Header', 'Attributes', and 'Attachments'. The 'Header' tab is active, showing the following fields:

- Number:** A dropdown menu set to 'AUTO', followed by slashes and text: '/ CBA / CACB\_POS2 - 2020'. To the right, there is a 'Status:' dropdown menu set to 'Open'.
- Reference Number:** An empty text input field.
- Opening Date:** A date and time selector set to '01-Apr -20' and '0:00:00'.
- Cash Register:** A dropdown menu set to 'CashAccountCB\_POS2'.
- Closing Date:** A date and time selector set to '30-Apr -20' and '23:59:59'.
- Opening Balance:** A text input field containing '99.95' and a currency dropdown set to 'EUR'.
- Revenues:** A text input field containing '0.00' and a currency dropdown set to 'EUR'.
- Expenses:** A text input field containing '0.00' and a currency dropdown set to 'EUR'.
- Ending Balance:** A text input field containing '99.95' and a currency dropdown set to 'EUR'.

Cash report form

The report form consists of the following elements:

## Header tab

- **Reference Number/Statement Number** – it allows the user to enter any kind of record number. For cash reports, it is a reference number, for bank reports – a statement number.
- **Cash Register/Bank Account** – it is an account to which a given report belongs. For cash reports, the system only suggests accounts of the *Cash Register* type, for bank reports – of the *Bank* type. The list is narrowed down to accounts which the user may access within a given company structure center.
- **Opening Balance** – it is a report's opening balance. In the case of the first (oldest) report within a given account, the field is active and the user may enter an opening balance amount. In the first report, the *Opening*

*Balance* amount may also be specified by selecting *Add-ons* → *Special Features* → *Cash Balance Reconstruction*. While adding subsequent reports, the field *Opening Balance* is grayed-out – the amount of a report's opening balance is automatically filled in on the basis of the closing amount of the previous report within the same account, and cannot be edited. In the case of reports defined in a currency different than the system currency, a change of balance value for the first report is recalculated to a system value based on an exchange rate given on the form. If there are balance discrepancies, the user may correct them with the function *Cash Balance Reconstruction*.

- **Revenues** – it displays the amount of revenues in a report
- **Expenses** – it displays the amount of expenses in a report
- **Opening Date** – it displays the date and time of report opening
- **Closing Date** – it displays the date and time of report closing
- **Status** – it presents a report's status as either *Open* or *Closed*

#### Note

It is possible to introduce several reports on the same day within the same account, provided that their opening and closing dates do not overlap. Additionally, the system does not require date continuity.

#### Example

The user entered daily reports with the following dates:

- 1 January 2019 (Monday)
- 2 January 2019 (Tuesday)
- 3 January 2019 (Wednesday)
- 4 January 2019 (Thursday)
- 5 January 2019 (Friday)

- 8 January 2019 (Monday)
- 9 January 2019 (Tuesday)

The system does not enforce the user to enter reports for 6 and 7 January.

A report period depends on settings in a given account's definition. Reports may be created as daily, weekly, monthly, or freely defined.

#### Example

The current system date is 23 January 2019. The report period in the account definition is set as *Month*.

There are no reports in the account. The user adds a new report, and its dates are suggested as follows:

- Opening date: 1 January 2019
- Closing date: 31 January 2019

The user changes the account's report period to *Week* and adds another report; its dates are suggested as follows:

- Opening date: 1 February 2019 (Friday)
- Closing date: 3 February 2019 (Sunday)

The user adds yet another report; its dates are suggested as follows:

- Opening date: 4 February 2019 (Monday)
- Closing date: 10 February 2019 (Sunday)

Next, the user changes the account's report period to *Month* again. As the user adds another report, its dates are suggested as follows:

- Opening date: 11 February 2019
- Closing date: 28 February 2019

#### Example

The report period in the account definition is set as *Month*. A monthly report is entered in the account with the following dates specified:

- Opening date: 1 October 2018
- Closing date: 31 October 2018

The user adds a new report; its dates are suggested as follows:

- Opening date: 1 November 2018
- Closing date: 30 November 2018

#### Example

The report period in the account definition is set as *Month*. A monthly report is entered in the account with the following dates specified:

- Opening date: 1 January 2019
- Closing date: 14 January 2019

The user adds a new report; its dates are suggested as follows:

- Opening date: 15 January 2019
- Closing date: 31 January 2019

#### Note

In the case of reports including transactions from more than one day, it is recommended to post single transactions and not the entire reports to make sure that clearing dates are correct. Otherwise, discrepancies between payments and clearings may occur.

For a report belonging to an account created in a currency different than the system currency, the report form displays additional amount fields: *Opening Balance*, *Revenues*, *Expenses*, and *Ending Balance*, presenting values recalculated to the system currency.

Cash Report: New x

Header | Attributes | Attachments

Number: AUTO / CBA / CAFood\_USD - 2020      Status: Open

Reference Number:       Opening Date: 01-Mar-20 0:00:00

Cash Register: CAFood\_USD      Closing Date: 31-Mar-20 23:59:59

Opening Balance:  92.46 USD  92.46 EUR

Revenues:  0.00 USD  0.00 EUR

Expenses:  0.00 USD  0.00 EUR

Ending Balance:  92.46 USD  92.46 EUR

Additional fields displayed for a report belonging to a currency report

### Note

If a company report is defined in the company's system currency, additional fields related to a currency are not displayed, regardless of the system currency of a company at which the report is displayed.

Recalculating values from an account's currency to the system currency is not possible if there is no exchange rate specified for a report's opening date. While changing an exchange rate type, the user is informed that a given exchange rate is missing and the system makes it possible to define the exchange rate value of the account's currency for the report's opening date. The user may define an exchange rate for both sales and purchase exchange rate types.

## ***Transactions* tab**

On the *Transactions* tab, it is possible to add transactions directly to a given report, according to conditions described in the article *Adding cash/bank transactions*.

No.	Report Number	Document Num...	Document Date	Entity Code	Entity Name	Revenue	Expense	Currency	Payment Status	To Send	For	Contra Account
1	00001/CBA/CA...	CD/2020/CACB...	24-Mar-20			46.00	0.00	EUR	NS	46.00		
2	00001/CBA/CA...	CD/2020/CACB...	24-Mar-20	COMARCH	Comarch S.A.	345.00	0.00	EUR	U	345.00		COMARCH
3	00001/CBA/CA...	CW/2020/CACB...	24-Mar-20	COMARCH	Comarch S.A.	0.00	3.01	EUR	U	3.01		COMARCH

Summary: 0.00 | 3.01 | 3.01

Filter section includes: Owner: All available objects; General: Document Number, Customer/Vendor; Amount: From, To, Currency; Date: Range of Dates (01-Mar-20 to 31-Mar-20).

## Transactions tab

### Note

While some column values are hidden for transactions unavailable within a given center, the opening and closing balance, revenues, and expenses are always calculated including all transactions – both available and unavailable within a given center.

Data in the following columns is hidden for transactions unavailable within a given center:

- Document Number
- Entity Code
- Entity Name
- Availability
- Owner
- For
- Contra Account
- Payment Form
- Reference No.
- Description
- Voucher Sort



- Voucher Number

## ***Attributes, Change History, and Attachments tabs***

A detailed description of these tabs may be found in the article *Tabs Discount Codes, Analytical Description, Attributes, Attachments, and Change History*.

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## **Closing and opening a cash/bank report**

In order to close a cash/bank report, it is necessary to edit it and select the option *Closed* from the drop-down list available in the field *Status*.

The user may decide whether to close/open only a single report or all later/previous reports within the same account as well.

Upon closing a report, the system displays the notification: *"Would you like to close all the previous reports?"*. Answering *Yes* closes all previous reports belonging to a given account. Answering *No* closes the selected report only.

Upon opening a report, the system displays the notification: *"Would you like to open all the reports with a later date?"*. Answering *Yes* opens all the subsequent reports within a given account. Answering *No* opens the selected report only.

The user may edit the following data on the form of a cash/bank transaction added to a closed but not posted

cash/bank report:

- *Payment Status* field
- *Balance* field
- *Account* field
- *Create account* parameter
- *For* field
- *Description* field
- *Bank Account* field
- Data on the *Analytical Description* tab
- Data on the *Attributes* tab

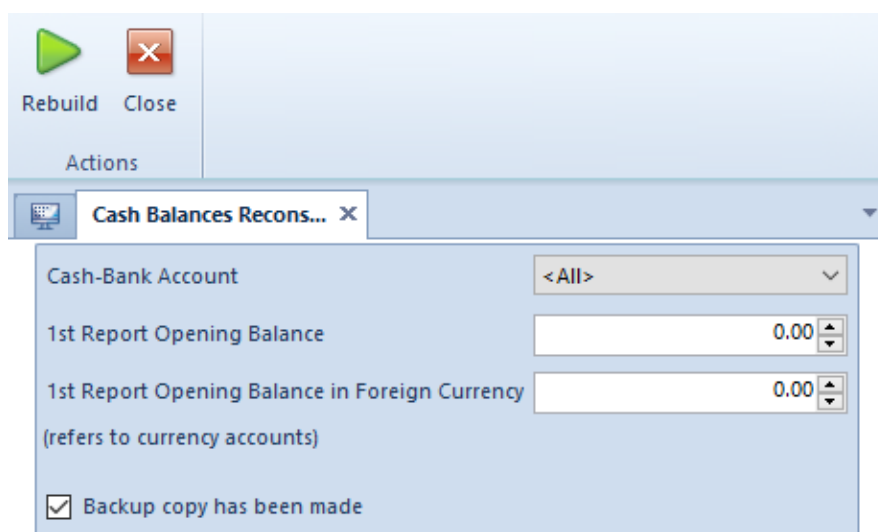
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# Cash balance reconstruction

The *Add-ons* menu contains the option [**Cash Balance Reconstruction**], allowing the user to correct opening and closing balances for reports within a given account.

## Note

The button [**Cash Balance Reconstruction**] is only available if all tabs in the system are closed.



The screenshot shows a dialog box titled "Cash Balances Recons...". At the top left, there are two buttons: "Rebuild" (with a green play icon) and "Close" (with a red X icon). Below these is an "Actions" section. The main area of the dialog contains the following fields:

- "Cash-Bank Account" with a dropdown menu set to "<All>".
- "1st Report Opening Balance" with a text input field containing "0.00" and a spinner control.
- "1st Report Opening Balance in Foreign Currency" with a text input field containing "0.00" and a spinner control.
- A note below the second field: "(refers to currency accounts)".
- A checked checkbox labeled "Backup copy has been made".

Cash balance reconstruction parameters

Before performing a reconstruction, it is necessary to adjust the following parameters:

- **Cash-Bank Account** – it defines an account for which the reconstruction procedure is to be performed; it is possible to select either a single account or all defined accounts
- **1<sup>st</sup> Report Opening Balance** – a balance amount is automatically retrieved from the first report, with a possibility to change it by the user
- **1<sup>st</sup> Report Opening Balance in Foreign Currency** – this parameter is only visible if a currency account has been selected for reconstruction. A balance amount is automatically retrieved from the first currency account, with a possibility to change it by the user.
- **Backup copy has been made** – in order to perform the procedure, it is required to confirm that a database backup copy has been created. Selecting this parameter does not create a physical copy – it is necessary to create one using the database manager.

After adjusting the parameters, it is necessary to select the button [**Rebuild**] in the button group *Actions*, thus initiating the procedure.