

CASHBOOK

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Australia

CASHBOOK

Cashbook is a powerful easy to use program designed to run your Cashbook, the most important bookkeeping function of any small business. It can run several accounts simultaneously and be used over several years. Cashbook will produce printed copy of your cashbook each month as well as storing data on disk for recall. Cashbook has been designed to incorporate graphic displays, error checking and failsafe routines to make it simple and productive for anyone to use.

SYSTEM REQUIREMENTS

Cashbook requires your Amstrad computer, one disk drive and a printer.

LOADING

Insert side 1 of your disk in drive. Type RUN "CASHBOOK" and press ENTER. Cashbook will load and auto start.

GENERAL NOTES

Efficient operation depends on accurate data entry. Cashbook incorporates error checking routines, two chances to re-enter data and a full data editing facility to ensure correct data. Data is entered as alpha or numeric, with the appropriate type only being accepted. Dates are accepted as 1-31 within the appropriate month range. Month names are based on the first three letters. Amounts may be entered as 50, 50.8 or 50.86 for speed with adjustments being made within the program.

As Cashbook may be used over several years with different accounts, label all disks as shown in the graphic displays. Each year or different account will require a separate disk. We strongly suggest back up of all data disks for data integrity.

Cashbook consists of two separate parts. On starting you will be prompted to select either the SETUP or the WORK section. Select by number.

SETUP PROGRAM

This section is used to create information for your WORK program when starting a set of records for a new year or another account. It is also used to convert a manual cashbook to computer operation.

Enter data as requested accurately to ensure correct operation of your Cashbook.

- 1 Enter the month to start your Cashbook. Enter JULY to start a new financial year or the month you wish to start from if during the year.
- 2 Enter financial year. Follow screen prompts.
- 3 Number and name cheque categories. Up to 30 cheque categories may be nominated and named.

- 4 Number and name deposit categories. Up to 10 deposit categories may be nominated and named.
- 5 Enter cheque and deposit totals. If starting a new year enter 0. If converting a cashbook, enter category totals from your manual cashbook.
- 6 Enter Sundry Codes. Sundry codes cover all areas of account deductions other than cheques. Up to 20 codes may be entered, the first always being Bank Fees. Enter number, names and amounts.
- 7 Enter Unpresented cheques. Enter cheque numbers and amounts of all cheques written but not presented to the bank. Press ENTER only to exit.
- 8 Cashbook balance. Enter cashbook start balance and your cashbook figures will be calculated. If this tallies with your figure and bank balance then continue otherwise locate your error and enter information again. If correct insert the appropriate data disk and a data file will be created for use with the WORK section.

WORK PROGRAM

On starting enter the financial year and month required as prompted. Insert the appropriate data disk as shown on the graphic display and load the SETUP information. Cashbook requires that each month is completed and balanced before proceeding to the next month. When each month is balanced, a data file is created for the next month. The month to enter is the current working month or if balanced the following month. A list of selections is then displayed.

1 ENTER CHEQUES

Up to 100 cheques can be entered each month with a maximum cheque value of \$99999.99. Auto cheque numbering is available. Enter the starting cheque number if required. Your cheque entry screen will display all the categories nominated and the current totals, number of cheques entered and total amount entered. Enter details as prompted. Each cheque is applied to a category. If you wish to split a cheque between categories press ENTER at Category and enter up to three split amounts. A comment may be entered for each cheque if required. After data entry you are prompted if all is correct and if there are more entries. Select as appropriate. This section may be exited by pressing ENTER before data entry.

2 ENTER DEPOSITS

Up to 30 deposits can be entered each month. Deposit entry screen shows all deposit categories and current amounts, total number and amount of deposits entered. Enter

deposit as prompted. A deposit can be split into as many categories as needed as long as the splits equal the total deposit. This is checked within the program. Follow prompts for correct data or anymore entries. This section can be exited by pressing ENTER before data entry.

3 LOAD DATA/SAVE DATA

These sections load or save data entered for any month. They are used for monthly data entry over several sessions. On loading, the last cheque and deposit entered are displayed.

5 MONTHLY BALANCE

All cheque and deposit data must be entered before selecting this option. It is described fully later.

6 END SESSION

Will end session but prompts you to save your data first.

7 START NEW MONTH

If several months are being done in one session, this option clears out old data and loads data for the new month.

MONTH END BALANCE

Several options are displayed. It is important that each step is worked through in order.

1 ENTER FEES AND SUNDRIES

Enter all sundries from your bank statement such as bank fees, periodical payments etc. A list of sundry codes is shown and new codes may be named by entering a sundry code higher than the last named. A maximum of 20 codes can be used.

2 BANK RECONCILIATION

Use your bank statement and enter cheque numbers of all cheques appearing there. When entered the appropriate amount will also be displayed. Enter "000000" to end this section.

3 BALANCE CALCULATION

Cashbook and Bank balances are now calculated. If the reconciliation agrees with your Bank Statement, new data is created for use next month. If not correct proceed with the error locate section. It is very important not to proceed if the bank reconciliation is not correct!

4 ERROR LOCATE

All cheques, deposits and sundries entered may be displayed and edited if incorrect.

Make any changes and select Balance Calculation again.

5 PRINT RECORDS

A full printout of all monthly transactions will be produced. This option may be selected as many times as required.

6 UPDATE FILES

This option must only be selected if your balance is correct. It creates a data file to be used with the next month. Insert the correct disk as shown in the graphic display.

NOTES ON ERRORS

It is possible for a compensating error to exist in a previous month and not be found till a later date. In this situation reload and redo the previous and following months by loading the monthly data (option 3) and re-entering the appropriate month end balance data.

CASHBOOK is part of a range of SMALL BUSINESS SYSTEMS produced by SOFTGOLD.

For further details send your name and address for a catalogue.

All SOFTGOLD products are warranted to load and run. If defective, return original media within 30 days for free replacement.

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