



Cash Manager

OneOffice 3000 Cash Manager builds on the extensive functionality of the OneOffice 3000 ledger suite to offer you a modern, productive tool for analysing, controlling and managing your bank accounts.

Key Features at a Glance

- Multiple Cashbooks
- Multi-currency
- Multi-company
- Manages Petty Cash
- Handles Standing Orders

When you're dealing with significant volumes of bank transactions, integration is a must to cut down on keying time and errors.

OneOffice 3000 Cash Manager can handle any number of cash books, each with a different company/currency combination. Postings are carefully audited, with optional batch control handling, and the system includes powerful and flexible nominal analysis techniques.

The bank reconciliation facility allows the entry of 'statement direct' transactions (for items such as bank charges), and there is efficient processing of standing orders.

Enquiry and reporting options include drill-down analysis to transaction level and a wide range of reports.

There are facilities for printing cheques for payments if this has been enabled for a given cash book, including stationery line-up patterns and the option to hold or release individual cheques.

Whatever type of industry you're involved in, security, functionality and usability are what you need in a cash book system

Benefits

- On-screen reconciliation of bank statements saves time expended on manual reconciliation
- Once established, standing orders are processed automatically eliminating time wasted in manual administration
- Saves cost of manual tracking and management of banking

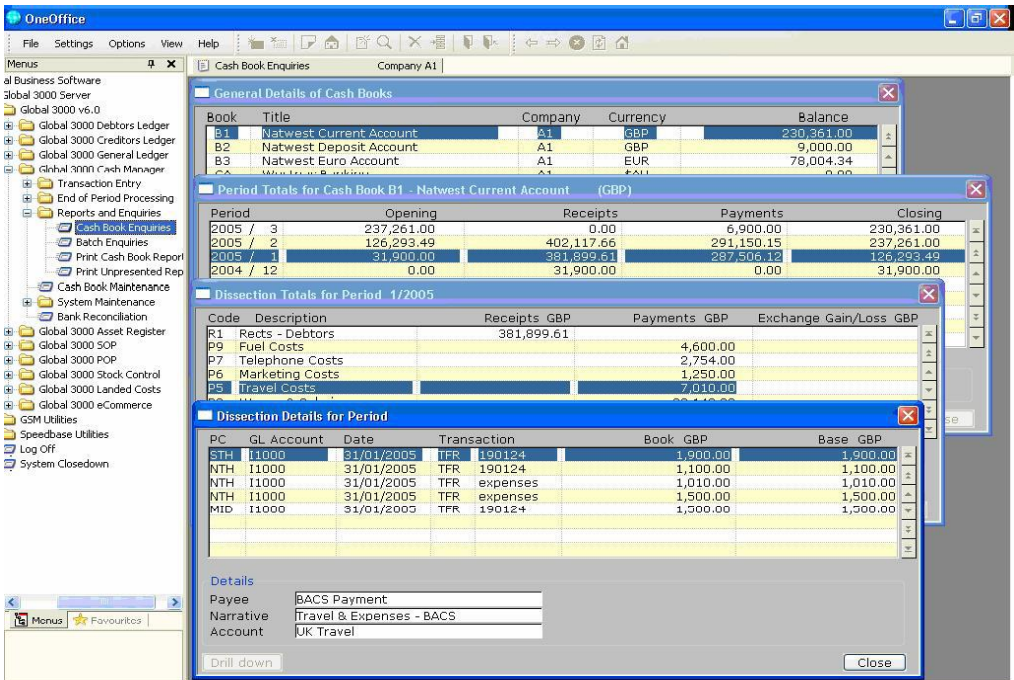


Figure 1. Cashbook Enquiry – In this example we are enquiring on the cashbook for the current account. Having selected period one for 2005 the cashbook dissections for that period are displayed. Further selection of the travel costs dissection code allows the user to view all of the transactions posted during the period selected.



Specification

OneOffice 3000 Cash Manager is seamlessly integrated with the OneOffice 3000 General Ledger, Creditors and Debtors as well as accepting automatic postings from third party systems.

Cash Books

Cash Manager can operate any number of cash books. Each cash book operates in a single currency and for a specific company. Multiple cash books can be operated for any company/currency combination. The following may be defined for

each cash book:

- Description (30 characters)
- General ledger profit centre and control account
- Standard bank details (account number, bank name, branch, sort code)
- Whether cheque printing is allowed and, if so, optionally a maximum permitted value for cheques
- A set of analysis codes
- Free format notes
- A list of standing orders

Transaction Types

A transaction type is defined for each type of document (e.g. cheque, bank transfer) to be used.

This determines:

- Whether it is for payments or receipts only
- The associated (default or fixed) analysis code
- Whether transactions of this type may be held (i.e. temporarily excluded from reconciliation)
- Whether a reference number is required
- Whether or not the type can be used for statement direct transactions (i.e. transactions entered during reconciliation).

Cashbook Analysis Codes

Separate sets of analysis codes can be defined for each cash book, for use in the analysis and general ledger posting of transactions. A transaction can be split across one or more analysis codes. Each analysis code may be for either payments or receipts and indicates the (default or fixed) profit centre and account to be posted and whether or not postings are to be consolidated. Analysis codes may individually be suppressed from pop-up search windows. Analysis appears on cash book reports.

Transaction Entry

Transactions can be received automatically from OneOffice 3000 Debtors Ledger and Creditors Ledger or entered manually.

Manually entered transactions (other than statement direct transactions) are input in batches.

A batch normally contains either payments or receipts for a single cash book and currency and for either the current period or the next period. Funds Transfer transactions enable cash to be transferred between cash books (e.g. from a bank account to petty cash). If a control total is entered, the batch cannot be closed until the transactions match the control total. Batches have a six digit batch number and optional title of up to 22 characters. Each transaction in a batch must have a transaction type, a reference of up to 10 characters, the date, a narrative of up to thirty characters and an amount. A transaction can be analysed across one or more analysis codes. The cash book balance is updated as each transaction is entered. A batch can be printed, reviewed and amended and cheques can be printed (if allowed for the specified cash book) until it is closed.



General Ledger Interface

Cash Manager may optionally be linked to OneOffice 3000 General Ledger, to allow on-line, on request or periodic posting to the General Ledger. Postings can be in summary or detail. Each transaction can be analysed across multiple analysis codes and hence general ledger accounts.

Accounts can be posted can be fixed for each analysis code or selected during transaction entry. Correction transactions can optionally generate 'red-ink' transactions (negative debits & credits) in General Ledger, in line with Eastern European accounting practice.

Bank Reconciliation

Existing cash book transactions may be matched with bank statements.

Transactions to be marked as reconciled can be selected by type, reference number or date. If the bank statement includes items (e.g. bank charges) which have not yet been entered into Cash Manager, these can be added as part of the reconciliation process.

Standing Orders

Standing orders can be set up for a cash book and processed at end of period. Standing orders may be for payments or receipts, and have an associated start date, frequency, number of repetitions and amount. A standing order may be analysed across one or more analysis codes.

Enquiries

OneOffice 3000 Cash Manager provides the following drill-around enquiry facilities:

- Enquiries into batches, transactions in batches, and analysis within transactions
- Enquiries into selected cash books by analysis codes, periods, payees or transaction down to transaction analysis level.

Additional user-defined enquiries may be developed using a range of tools.

Reports

OneOffice 3000 Cash Manager provides the following standard reports:

- Batch print
- Daybook print
- Trial balance by cashbook analysis code
- Trail balance by general ledger account (summary or detailed)
- General Ledger transfer report (for all or selected companies)
- Cash book report
- Unpresented items report
- Reconciled items
- Statement direct items.

Additional reports may be defined using Global Reporter and added to standard menus within the software. These reports can be parameterised and may include simple or complex calculations and table look-ups.



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