

User Guide

Cash Flow Management

422

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WELCOME TO EXACT GLOBE NEXT AND EXACT GLOBE+!

This guide provides the information you need to work effectively with Exact Globe Next and Exact Globe+. It is part of the series of user manuals for Exact Globe Next and Exact Globe+. The goal of this documentation is to help you to get quickly acquainted with the product and the possibilities it offers. It will help all users, especially those without much experience with our software, to get started with and benefit from the product straightaway.

Exact Globe Next and Exact Globe+ is an integrated software solution; its modules of related business processes function together in an integrated manner. Besides the user manuals, there are several information sources, related to the software, available to you. You can access online help documents on Exact Globe Next and Exact Globe+ features while working with the software by just pressing the F1 key. The list of help document also contains release notes related to the product. They inform you of the improvements and functional additions in the various releases of the product.

You can also access the help documents, release notes and other related documents online through the Exact Customer Portal on www.exact.com. The Customer Portal is a protected part of the Exact Software internet site, which has been specially developed to provide you with information and to help you get the maximum yield from your software. This portal informs you about our contacts, downloads, FAQs, and the latest product news. We invite you to use the portal as often as you wish!

Thank you for using Exact Globe Next and Exact Globe+ and this user manual!

Note:

This user manual contains information applicable to both Exact Globe and Exact Globe+. However, the screens displayed are Exact Globe screens.

1. INTRODUCTION

The health of an organization is measured by the liquidity of its assets. The ability to quickly convert its assets to cash ensures its survival in bad times. Being able to manage the organization's cash flow is an important factor in ensuring cash liquidity.

The **Cash Flow** module of Exact Globe Next and Exact Globe+ helps to effectively balance and reconcile an organization's bank statements as well as track the inflow and outflow of cash. This will help in determining the cash status of the organization at any point in time.

The advantages of **Cash Flow** are:

- **Making cash flow information available in real-time at one central location**
Payment commitments and conditions are recorded at the source of the action. For example, the entries of purchase orders, sales orders, rentals, and employee salary payments are registered together with the terms of payment and due dates. This gives a clear insight on incoming and outgoing payments at any time. The instant processing of transactions and payment details means reports will always reflect the current situation.
- **Powerful and flexible matching feature**
The task of matching an organization's cash movement with its invoices is a complex task. Cash Flow helps to make this task easier by providing automatic and manual matching of transactions. This way, an organization has the flexibility to determine the payments made or received for the relevant sales or purchase invoice.
- **Able to take into account payments in transit**
In order to further view cash movements accurately, an organization needs to take into account any payment made or received but not recorded by the bank yet. Cash Flow is able to record this information and make it readily available.

This user guide will cover the following chapters:

- Chapter 1: Introduction
- Chapter 2: Setting Up
- Chapter 3: Cash Flow Process
- Chapter 4: Cash Flow Management
- Chapter 5: Advanced Features

2. SETTING UP

2.1 SYSTEM SETTINGS

The following topics are relevant to this section:

- Bank settings
- Documents settings
- General ledger settings

2.1.1 Bank settings

The cash flow process generally includes cash and bank transactions. Exact Globe Next/Exact Globe+ allows you to pay and receive cash through electronic fund transfers (EFT) through the bank. You have to define the bank settings before you can properly use the **Cash Flow** module.

Bank settings

General

Limit foreign payments: 10,000.00 EUR

Import directory: C:\import

Export directory: C:\export

Deduction management: Extra matching

Advanced: Instrument handling

Payment date calculations (days from due date)

Collection Prior: 2 Days

Payroll Prior: 0 Days

Other Prior: 2 Days

Payments: Other

Journalise payments General journal: 94

Payments in transit Payment in transit account: 2900

Payments: Cash, Letter of credit, Cheque

Journalise payments General journal

Payments in transit Payment in transit account

Payment settings: Post dated cheque

Journalise payments GL account: Receipt

GL account: Payment

Payments: Void

Allow: Void

Payment specification

Print: Payment specification Print: Grouped payments only Enter Cheque/LOC number manually

Deposit number

Auto generate

Cash advance

General journal

To define bank settings:

1. Go to System → General → Settings.
2. Click **Bank settings**.
3. Under the **General** section at **Limit foreign payments**, type the amount in the default currency, which in this example is Euro, to set the amount limit to determine the bank format to be used in electronic banking. If the amount of foreign payment made is below the limit specified in this field, the domestic bank format will be used. Otherwise, the foreign bank format will be used. This is because for electronic banking, bank authorities have defined respective maximum limits where payments have to be electronically processed using the foreign payment format. For example, you set **Limit foreign payments** to “Euro 500,000” and the amount for that creditor's invoice is “Euro 550,000”. Hence, the amount will be settled through the foreign payments bank format.
4. At **Import directory** and **Export directory**, type or select the directory to import or export the electronic bank files. You use the import and export directories to import and export bank statements, payment orders, and collection orders from and to the third party electronic banking software. These two directories must be separate and the system will create an individual subdirectory for each bank of every country in both the import and export directories.
5. Select the **Deduction management** check box to use the deduction management function in the matching process through the **Advanced** button. The deduction management function will match invoices with a value that is different from the payment or receipt and write off the difference according to the selected type. By default, this check box is not selected, so you will not see the **Advanced** button during the matching process at Cash flow → Entries → Cash flow.
6. Select the **Extra matching** check box to improve the bank statement import by matching the lump sum payments or receipts for multiple invoices. By default, this check box is not selected. If the **Extra matching** check box is selected, the **Extra matching** button will be available at Cash flow → Cash instruments → Maintain under the **Settings** tab, and also at Cash flow → Entries → Import.
7. Select the **Advanced: Instrument handling** check box to use the advanced bill of exchange functionality. This provides you with an integrated handling and processing of invoice payments with the bank instruments, including the bill of exchange. It also provides the advanced features in handling cash inflow and outflow functions for cheques and letters of credit at Cash flow → Miscellaneous → Instrument status.
8. Under the **Payment date calculations (days from due date)** section at **Collection**, type the number of days prior to the due date to calculate the collection date.
9. At **Payroll**, type the number of days prior to the due date to calculate the payroll date.
10. At **Other**, type the number of days prior to the due date to calculate the payment date.
11. Select the **Journalize payments** check box under the **Payments: Other** section to create journal entries when the system processes a payment at Cash flow → Payments → Process (cash outflow) or Cash flow → Collections → Collection (cash inflow). These payment journal entries created are registered in the general journal that is defined at **General journal**.
12. At **General journal**, type or select the general journal number to be used in journalizing payments. This option is enabled only if the **Journalize payments** is selected.
13. Select the **Use bank/cash journal** check box to journalize all the transactions with other payment methods, which are linked to the cash instrument, into the bank/cash journal. This option is enabled only if you have selected the **Journalize payments** check box. However, if the **Journalize payments** check box is selected but the **Use bank/cash journal** check box is not selected, the transactions will be journalized in the general journal.
14. Select the **Payments in transit** check box to register the payment journal entries created in the payment in transit account (that you have defined at **Payment in transit account**) to allow matching with later imported payment installments or manual entries of payment installments.
15. Type or select the account number at **Payment in transit account**. This option is enabled only if you have selected the **Payments in transit** check box.
16. Under the **Payments: Cash**, **Payments: Letter of credit**, and **Payments: Bank/Cheque** sections, select the required option(s) to determine how you want the system to create the journal entries for payments made using cash, letters of credit, or bank/cheques. The settings in this section are similar to the settings defined under the **Payments: Other** section above.
17. Under the **Payment settings: Post-dated cheque** section, select the **Journalize payments** check box to create journal entries when the system processes a payment or receipt. These payment journal entries created are registered in the general journal that is defined at **General journal**.
18. At **General journal**, type or select the general journal number to be used in journalizing payments. This option is enabled only if you have selected the **Journalize payments** check box.

19. Select the **Use bank/cash journal** check box to journalize all the transactions with post dated cheque payment methods, which are linked to the cash instrument, into the bank/cash journal. This option is enabled only if you have selected the **Journalize payments** check box. However, if the **Journalize payments** check box is selected but the **Use bank/cash journal** check box is not selected, the transactions will be journalized in the general journal.
20. At **GL account: Receipt** and **GL account: Payment**, type or select the accounts receivable and accounts payable general ledger numbers. These options are enabled only if you have selected the **Journalize payments** check box.
21. Under the **Payments: Void** section, select the **Allow: Void** check box to display the **Void** button in the **Who processed** screen at Cash flow → Statistics → Who processed. You also need to clear the **Advanced: Instrument handling** check box under the **General section** and select the **Journalize payments** check box under the **Payments: Bank/Cheque** section to display the **Void** button. The **Void** button enables you to void cheque payments in the **Who processed** screen.
22. Select the **Print: Payment specification** check box under the **Payment specification** section to automatically print the payment specification when a payment installment is processed into an export file. In general, a payment specification is an overview of the payment details, such as the payment date, run number, name of the creditors/debtors involved in the payment transactions, payment reference, and payment amount.
23. Select the **Print: Grouped payments only** check box if you do not want to print the payment specifications when processing single payments.
24. Select the **Enter Cheque/LOC number manually** check box to retain the existing functionality, whereby you can define the cheque or letter of credit number manually. By default, this check box is selected.
25. Select the **Auto generate** check box under the **Deposit number** section to generate the deposit number automatically at Cash flow → Entries → Cash flow. The automatically-generated deposit number will be the last used deposit number +1. Even though you select this function, you can still manually type the deposit number. However, if you type a number that was used before, you will see the following message “Already used: Deposit number, Continue?”. Click **Yes** to continue using the same deposit number or **No** to change the deposit number.
26. Type or select a general journal number at **General journal** under the **Cash advance** section to create journal entries related to the cost transactions of the cash advance entry. Cash advance entries can be made at Cash flow → Entries → Cash advance.
27. Select the **Automatic: IBAN Calculation** check box under the **SEPA** section to calculate the IBAN automatically for the debtor and creditor bank accounts. Once the check box is selected, the message “IBAN values are calculated in accordance with European banking standards. Licensee is solely responsible for the validation and use of the calculated IBAN values. Exact is not liable for the correctness of the calculation and/or the results.” will be displayed. Click **Accept** to close the disclaimer screen and the check box will be selected. By default, this check box is selected for the Belgium legislation.
28. Select the **CAMT Import: Allocation rules** check box to display the **Allocation rules** button in the cash instruments maintenance screen at Cash flow → Cash instruments → Maintain. Once the check box is selected, you can create custom payment allocation rules for the CAMT bank statement import from external formats and systems. For more information, see *Customizing payment allocation rules for CAMT bank statement import (Document ID 26.499.979)* in Exact Synergy Enterprise. This feature is only applicable to SEPA CAMT bank statements.
29. Select how you want the requested collection date to be calculated at **Requested collection date calculations** under the **SEPA** section. **Due date** or **Payment date** can be selected. By default, **Due date** is displayed. If **Due date** is selected, the requested collection date will be based on the SEPA direct debit (SDD) file linked to the debtor's account. However, if **Payment date** is selected, the banks will have to process the collections on the next day if the requested collection date falls on a non-working day or public holiday. This field is only applicable to the banks in Germany, Austria, the Netherlands, and Belgium.
30. Click **Save** to save all the changes you have made in **Bank settings**.
31. Click **Close** to exit.

Examples of financial transactions based on the bank settings

The following provides examples of the financial transactions that are generated based on the bank settings.

Case 1: Journalize payments check box is cleared; Payments in transit check box is not available

When you	What happens	The system credits and debits as follows	
Process a payment	The system makes no journal entry.		
Import or manually enter a cash flow transaction data	Before the cash flow transaction is allocated to any debtor or creditor (unknown or not found by the system).	Inflow	Debit: Bank/cash G/L account Credit: Unallocated G/L account
		Outflow	Debit: Unallocated G/L account Credit: Bank/cash G/L account
Import or manually enter a cash flow transaction data	Before the cash flow transaction is allocated to any debtor or creditor (unknown or not found by the system).	Inflow	Debit: Bank/cash G/L account Credit: Debtors G/L account
		Outflow	Debit: Creditors G/L account Credit: Bank/cash G/L account
Match a cash flow transaction	The system makes no changes to the journal entry. The cash flow transaction matches the installment.		

Case 2: Journalize payments check box is selected; Payments in transit check box is cleared

When you	What the system does	
Process a payment	Inflow	Debit: Bank/cash G/L account Credit: Unallocated G/L account
	Outflow	Debit: Unallocated G/L account Credit: Bank/cash G/L account
Import or manually enter a cash flow transaction data	This step is not necessary because the system has generated all the necessary journal entries when you process payments.	

Case 3: Journalize payments check box is selected; Payments in transit check box is selected

When you	What the system does	
Process a payment	Inflow	Debit: Payments in transit G/L account Credit: Debtors G/L account
	Outflow	Debit: Creditors G/L account Credit: Payments in transit G/L account
Import or manually enter a cash flow transaction data	Inflow	Debit: Bank/cash G/L account Credit: Payments in transit G/L account
	Outflow	Debit: Payment in transit G/L account Credit: Bank/cash G/L account

Note:

When you have not matched a journal entry of a cash flow transaction with any invoices or installments, the system generates double-entries for the unallocated, or debtors or creditors general ledger account, instead of payments in transit general ledger account. Only after you have matched the journal entry with invoices or installments will the system transfer the entries to the payments in transit account.

Tip:

The following provides advice on the preferred setup of the cash flow management functionality. Take note that there are no standard settings for the cash flow management that apply to all legislations as each country has a different legislation on the cash flow requirements.

Cash flow transactions can be created in two different ways:

- by importing the cash flow transactions based on a file that is provided by your bank, or
- by registering the cash flow transactions directly when these occur. For example, when making a payment.

If your bank can supply you with a file containing the cash flow transactions that have been confirmed by them, then it is recommended to use the first scenario (provided your bank is supported), as you can then be assured that you have all the cash flow transactions in your cash flow system.

This also means that you cannot (and should not) register a cash flow transaction when for example, making a payment, as otherwise you would register the cash flow transaction twice.

You can still keep track of your payments that are in transit as all invoices or installments that have been paid are marked as being in transit, so they cannot be authorized and processed twice. Furthermore, the cash instruments balance list can also show you the correct balance amount based on the payments that are in transit.

2.1.2 Documents settings

In Exact Globe Next/Exact Globe+, you can set your preferred layouts for your documents. For this section, only documents under the **Cash flow** section will be described.

Documents settings

General

Store attachment as: HTML

PDF generator: Exact PDF

Covering letter (Format): Image

Financial

Reminder: Debiteur herinnering layout 1

Debtor labels: Debtor labels

Creditor labels: Creditor labels

Debtor statements: [empty]

Cash flow

Payment: [empty]

Payment specification: Payment specification

Receipt: [empty]

Deposit report: [empty]

SDD pre-notification: [empty]

CRM

Quotations: Quotation

Letter: [empty]

HRM

Payroll slips: HTML

Jaaropgaven: A4

Arbeidsovereenkomst: [empty]

People labels: Resource label

Letter: [empty]

Service

Service slips: Service order

Logistics

Item labels: Item labels

Purchase order: Purchase order form

Blanket SO: [empty]

Blanket PO: [empty]

Receipt: [empty]

Receipt labels: Purchase: Receipt label

Returns: Supplier: Return

Returns: Employee: Return

IBT delivery note: Interbranch Transfer Note

Confirmation: Confirmation

RMA order confirmation: Confirmation

Picking list: Pick list

Collective picking list: Collective pick list

Fulfillment: Fulfillment

Delivery note: Delivery Note

Invoice: Invoice

Direct invoice: Invoice

Credit note: [empty]

Direct credit note: [empty]

POS: POS

POS (Receipts): [empty]

Giro collection slips: Giro collection slip

Returns: Customer: Return

Production order: Production order

Receipt labels: Production: [empty]

Logbook Save Close

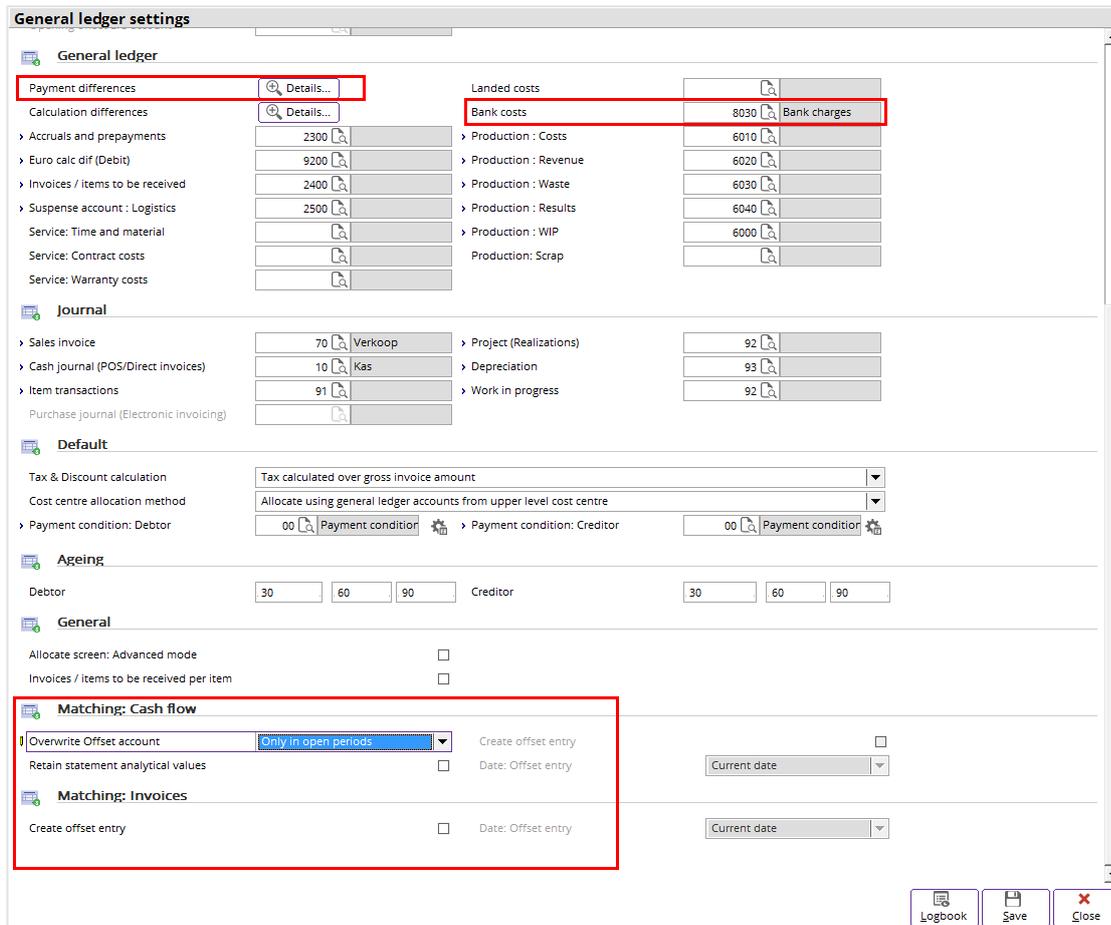
To define documents settings:

1. Go to System → General → Settings.
2. Select **Documents settings**.
3. Select the standard layout for your payments at **Payment** under the **Cash flow** section by clicking **Select**. This layout will be used for the payment process at Cash flow → Payments → Process. This is the cheque document.
4. At **Payment specification**, select the standard layout for payment specification by clicking **Select**. This layout is used to print the payment specification which is defined at Cash flow → Payments → Payment specification. Click **Link layouts to creditors** to link the payment specification layout to specific creditors.
5. Select the layout for receipts at **Receipt** by clicking **Select**. This layout is used at Cash flow → Entries → Cash flow.
6. Select the deposit report layout at **Deposit report** by clicking **Select**. This layout is used at Cash flow → Miscellaneous → Instrument status.

7. Select the layout for the SDD pre-notification letter at **SDD pre-notification** by clicking  **Select**. The layout is used when **Print** is clicked in the **SDD management** screen at Cash flow → Collections → SDD management. Click  **Link layouts to debtors** to link the payment specification layout to specific debtors. Note that you can only print the records that have been assigned.
8. Click **Save** to save all the changes you have made in **Documents settings**.
9. Click **Close** to exit.

2.1.3 General ledger settings

Before you start to record financial entries in Exact Globe Next/Exact Globe+, you need to set the general ledger settings. In this section, only **Payment differences** and **Bank costs** will be described.



The screenshot shows the 'General ledger settings' window with several sections. The 'General ledger' section is highlighted with a red box and contains the following data:

Payment differences		Landed costs	
Calculation differences	<input type="text" value="Details..."/>	Bank costs	8030 <input type="text" value="Bank charges"/>
Accruals and prepayments	2300 <input type="text"/>	Production : Costs	6010 <input type="text"/>
Euro calc dif (Debit)	9200 <input type="text"/>	Production : Revenue	6020 <input type="text"/>
Invoices / items to be received	2400 <input type="text"/>	Production : Waste	6030 <input type="text"/>
Suspense account : Logistics	2500 <input type="text"/>	Production : Results	6040 <input type="text"/>
Service: Time and material	<input type="text"/>	Production : WIP	6000 <input type="text"/>
Service: Contract costs	<input type="text"/>	Production: Scrap	<input type="text"/>
Service: Warranty costs	<input type="text"/>		

The 'Journal' section contains the following data:

Sales invoice	70 <input type="text"/>	Verkoop	Project (Realizations)	92 <input type="text"/>
Cash journal (POS/Direct invoices)	10 <input type="text"/>	Kas	Depreciation	93 <input type="text"/>
Item transactions	91 <input type="text"/>		Work in progress	92 <input type="text"/>
Purchase journal (Electronic invoicing)	<input type="text"/>			

The 'Default' section shows:

- Tax & Discount calculation: Tax calculated over gross invoice amount
- Cost centre allocation method: Allocate using general ledger accounts from upper level cost centre
- Payment condition: Debtor: 00 Payment condition; Creditor: 00 Payment condition

The 'Ageing' section shows:

Debtor	30 <input type="text"/>	60 <input type="text"/>	90 <input type="text"/>	Creditor	30 <input type="text"/>	60 <input type="text"/>	90 <input type="text"/>
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The 'General' section contains:

- Allocate screen: Advanced mode
- Invoices / items to be received per item

The 'Matching: Cash flow' section is highlighted with a red box and contains:

- Overwrite Offset account: Only in open periods Create offset entry
- Retain statement analytical values Date: Offset entry

The 'Matching: Invoices' section contains:

- Create offset entry Date: Offset entry

At the bottom right, there are buttons for Logbook, Save, and Close.

To define general ledger settings:

1. Go to System → General → Settings.
2. Select **General ledger settings**.
3. Under the **General ledger** section at **Payment differences**, click  **Details**. Type or select the general ledger accounts used to record discounts, payment differences, credit surcharges, and financial charges. For more information, see *Setting Up General Ledger Settings* in 2.3 *Chart of General Ledgers* of the **Financial** user guide.
4. At **Bank costs**, type or select the G/L account used to record the banking fees.

5. Under the **Matching: Cash flow** section at **Overwrite Offset account**, select **Never** if you never want to overwrite the original offset account, **Always** if you always want to overwrite the original offset account even if mismatching occurs in a closed period, and **Only in open periods** if you want to overwrite the offset account only when mismatching occurs in an open period. The original offset account refers to the debtor or creditor general ledger account of the invoice. This function determines how the system will handle the original offset general ledger account during the matching process. Based on this setting, the system will or will not overwrite the debtor's or creditor's general ledger account of the cash payment or receipt with the debtor's or creditor's general account of the invoice, if the debtor's or creditor's general ledger account is different in the cash payment or receipt and invoice.
6. If **Never** is selected at **Overwrite Offset account**, the **Create offset entry** check box will be enabled. Select the **Create offset entry** check box to create an additional offset entry line during the matching process (when the entries are matched using different debtor or creditor general ledger accounts). Therefore, the original general ledger account entry is not overwritten but an offset entry is generated (showing the amount deducted from the original general ledger account and booked to the corresponding general ledger account defined in the purchase journal). If the check box is enabled but not selected, the additional offset entry line will not be created.
7. Once the **Create offset entry** check box is selected, the **Date: Offset entry** field will be enabled. Select the **Current date** or **Last transaction date** option. If **Current date** is chosen, then the offset entries will be generated based on the current system date of the invoices, payments, or receipts. If you choose **Last transaction date**, then the offset entries will be generated based on the last transaction date of the invoices, payments, or receipts. The corresponding reporting date from the last transaction date will be copied over to the offset entries.
8. Select the **Retain statement analytical values** check box to retain the original analytical values of bank or cash entries after matching. During the matching of single invoices, the analytical values for the project, cost center, and cost unit will be copied to the new entry line of the bank or cash journal from the related invoices regardless of whether this check box is selected or not.
9. Select the **Create offset entry** check box under the **Matching: Invoices** section to create offset entries when matching invoices and credit notes (that are matched using different general ledger accounts).
10. If the **Create offset entry** check box is selected, the **Date: Offset entry** field will be enabled. Select **Current date** option at **Date: Offset entry** to generate the offset entries based on the current system date of the invoices, payments, or receipts. If you choose **Last transaction date**, then the offset entries will be generated based on the last transaction date of the invoices, payments, or receipts. The corresponding reporting date from the last transaction date will be copied over to the offset entries.
11. Click **Save** to save all the changes you have made in **General ledger settings**, or **Close** to exit.

Examples of matching based on the general ledger settings

The following provides examples of the matching that are generated based on the general ledger settings:

Case 1: Create offset entry check box under the Matching: Cash flow section is selected

When you	Financial transactions involved
Create a prepayment for debtor A	Debit: Bank 1,000
	Credit: Prepayment (debtor type) 1,000
Create a sales invoice for debtor A	Debit: Debtor 980
	Credit: Revenue 980
Additional entry when matching prepayment to sales invoice	Debit: Prepayment 980
	Credit: Debtor 980

Case 2: Create offset entry check box under the Matching: Invoices section is selected

When you	Financial transactions involved
Create a sales invoice for debtor A	Debit: Debtor G/L 1300 2380
	Credit: Revenue G/L 2000
	Credit: VAT to pay G/L 380
Create a sales credit note but using different debtor G/L account for debtor A	Debit: Revenue G/L 1000
	Debit: VAT to pay G/L 190
	Credit: Debtor G/L 1320 1190
Additional entry when matching sales invoice to sales credit note	Debit: Debtor G/L 1320 1190
	Credit: Debtor G/L 1300 1190

3. CASH FLOW PROCESS

In Exact Globe Next/Exact Globe+, the cash flow process means cash out from the company due to purchase, and cash in due to sales. This cash flow process is maintained through cash instruments.

3.1 CASH INSTRUMENTS

The following topics are relevant to this section:

- Types of cash instruments
- Creating, editing, deleting, recoding, viewing, and making a transfer balance to a cash instrument
- Linking cash instruments to journals and general ledger accounts

3.1.1 Types of cash instruments

Cash instruments are used to register cash flow transactions. Among the types of cash instruments are:

- **Bank accounts** – Bank accounts are commonly used in cash flow management. A bank keeps your money in a bank account in a specific currency. You have an agreement with the bank specifying under which conditions the bank account can be used.
- **Credit cards** – Credit cards are issued by a credit card company and serve as a payment method. Credit cards that are issued by a bank are called debit cards. The credit card is issued to a person and that person is authorized to pay with the card. The credit limit of the card can be restricted to a maximum amount.
- **Cash registers** – A cash register is a machine in a shop or business that records sales and in which money received is placed.
- **Petty cash** – Petty cash is a small amount of money kept in an office for buying inexpensive items.

The **Cash instruments** screen enables you to maintain the cash instruments. The screen stores information in the tabs described as follows:

- **Basics** – This tab displays the basic information of the cash instrument, such as the cash instrument number, G/L details, bank details, person responsible for the cash instrument, and other details.
- **Conditions** – This tab displays information on the cost and interests, such as the agreed debit or credit interest percentage, or rate per year for the cash instrument and the processing cost per payment or receipt transaction, and other details.
- **Settings** – This tab displays information pertaining to identification, such as the SWIFT and BIC codes, file directories, limited amount, cheques and letter of credit, bill of exchange, and other details.
- **Cash register** – This tab displays information regarding the cash register, such as the EFT terminal, card reader, cash count, cashier, debtor, and other details. The fields in this tab are activated only if **Cash register** is selected at **Type** under the **Basics** tab. This **Cash register** tab is also available if you have the **POS** module.
- **Documents** – This displays the imported bank files. The bank files are available only if you have imported them through Cash flow → Entries → Import.
- **Rights** – This tab displays the user rights relevant to the cash instrument. You will not be able to add user rights if **Cash register** is selected at **Type** under the **Basics** tab.

To create cash instruments:

1. Go to Cash flow → Cash instruments → Maintain.
2. Click **New**. The **Cash instruments** screen will be displayed.
3. At **Bank account** or **Instrument no.** under the **Basics** tab, type the bank account or instrument number that will be used by this new cash instrument. Changes from **Bank account** to **Instrument no.** and vice versa depends on your selection at **Type**.
4. Type or select the country code where the cash instrument is located in at **Country**. The selected country influences the list of supported banks at **Bank**.
5. Type or select the journal number at **Journal**, to which this cash instrument will be linked. Financial transactions that are generated after importing bank statements will be posted to this journal. If this journal does not exist when you save a new cash instrument, you will see a screen asking if you want to generate the journal. Next to the **Journal** field, you will see a **Currency** box. At **Currency**, type or select the currency of the cash instrument. The currency must be defined as **Active** at System → General → Countries → Currencies.
6. At **Bank**, type or select the bank name. This is activated only when **Bank** or **Credit card** has been selected at **Type**.
7. Select the type of cash instrument at **Type**. You can choose from **Bank**, **Cash**, **Cash register**, or **Credit card**. If **Cash** or **Cash register** is selected, the **Responsible** section will be displayed. If **Credit card** is selected, the **Credit card** section will be displayed.
8. Type important notes pertaining to this cash instrument at **Notes**.
9. Click  **Picture** to insert, delete, or save the logo of the **Bank**, **Cash**, **Cash register**, or **Credit card**.
10. Type or select the relevant account number at **G/L** under the **G/L** section. **G/L** is enabled only when a non-existent journal has been selected. Otherwise the **G/L** linked to the selected journal will be used. If the journal does not exist yet, any general ledger account can be defined here. If the selected general ledger account is not defined as a bank ledger type, the general ledger type will be automatically set to **Bank**. If a non-existent general ledger account number is filled in here and you save the changes, it will be generated automatically.
11. At **Unallocated**, type or select the offset general ledger account number that is used when cash flow transactions are manually entered or imported but are not allocated to a debtor or creditor.
12. Type or select the relevant creditor at **Creditor** under the **Bank** section if you have already filled in your creditor details at CRM → Accounts → Maintain accounts or Finance → Accounts payable → Maintain. Other creditor details, such as the contact, address, phone number, job title, and others will then be filled in automatically.
13. If you have not created any creditors, click **New** in the **Creditors** screen to create a creditor. Each cash instrument has to be linked to a creditor, which is usually the bank. For **Credit cards**, this is the credit card company and for type **Cash** and **Cash register**, this is usually your own company.
14. Under the **General** section at **Status**, you will see the status of the cash instrument.
15. Select the **Blocked** check box to temporarily block a cash instrument. When this is done, **Blocked** will be displayed at **Status**. If the check box is not selected, **Active** will be displayed.
16. Type or select the range of dates for which the cash instrument can be used at **Active from** and **to**. Cash instruments outside this range will be inactive.
17. At **Person** under the **Responsible** section (this section is available only if **Cash** or **Cash register** is selected at **Type**), type or select the person ID of the person who is responsible for the cash instrument.
18. At **Responsible** under the **Credit card** section (this section is available only if **Credit card** is selected at **Type**), type or select the person ID of the person who is responsible for the cash instrument.
19. Type or select the expiry date of the credit card at **Expiry date**.
20. Type or select the supplier of the credit card at **Supplier**. For example, the bank that supplies the VISA or MasterCard.
21. Type or select the cash instrument number to which the credit card is linked at **Cash instrument**. This is applicable if the supplier is a bank and not the credit card company.
22. At **Credit card Type**, click the applicable credit card.
23. Click **Save**.

Editing cash instruments

After creating a cash instrument, you may need to make changes, such as adding notes or blocking the cash instrument.

To edit cash instruments:

1. Go to Cash flow → Cash instruments → Maintain.
2. Select the cash instrument you want to edit.
3. Click **Open**.
4. Make the necessary changes to the cash instrument.
5. Click **Save**.

Recoding cash instruments

Once you have created a cash instrument, you may want to recode the cash instrument number. This function is useful if you prefer to use the present number for a different cash instrument.

To recode cash instruments:

1. Go to Cash flow → Cash instruments → Maintain.
2. Select the cash instrument to be recoded.
3. Click **Recode** and a message “This process may take some time. Continue?” will be displayed.
4. Click **Yes** to continue with the recoding process.
5. In the next screen at **New**, type the new cash instrument number.
6. Click **Recode**.

Deleting cash instruments

It is possible to delete a cash instrument. When you do this, the cash instrument is deleted and cannot be retrieved from the system.

To delete cash instruments:

1. Go to Cash flow → Cash instruments → Maintain.
2. Select the cash instrument to be deleted.
3. Click **Delete**, and a message “Delete: Cash instrument, 2324 - Bank?” will be displayed if the cash instrument is not in use. If the cash instrument is in use, a message “In use: Cash instrument: 2324 Delete?” will be displayed.
4. Click **Yes** to delete the selected cash instrument.

Transferring balances of cash instruments

You can transfer the balance of a cash instrument from its current general ledger to a new one.

To transfer balances of cash instruments:

1. Go to Cash flow → Cash instruments → Maintain.
2. Select the cash instrument you wish to make the transfer for.
3. Click **Transfer balance** and a message “This process may take some time. Continue?” will be displayed.
4. Click **Yes** to continue with the process of transferring the balance.
5. In the next screen at **New**, type or select the new general ledger account number.
6. Click **Transfer balance**.

Viewing the cash flows of cash instruments

Once a cash instrument is created and there are cash inflows and outflows relating to the cash instrument, you may want to view all those cash flows.

To view cash flows of cash instruments:

1. Go to Cash flow → Cash instruments → Maintain.
2. Select the cash instrument for which you want to view the cash flow.
3. Click **Cash flow** and you will see a screen with search criteria.
4. Define the search criteria.
5. Click **Refresh** to view all the relevant cash flow entries.
6. Click **Close** to exit.

Linking cash instruments to journals and general ledger accounts

After creating a cash instrument, the system will automatically create a general ledger account and a journal based on the value defined at **G/L** under the **Basics** tab. This is provided the general ledger account does not exist yet.

3.1.2 Financial journals

The following financial journals are involved in the cash flow process and can be created and/or maintained at System → Finance → Journals.

- For **Cash journal**, all cash flow transactions resulting from the petty cash or cash register will be posted in it. The same cash journal can be linked to a cash instrument and a cash general ledger can be linked to the cash journal. When creating a cash instrument of the **Cash** or **Cash register** type, a financial journal will be created automatically and linked to the new cash instrument.
- For **Bank journal**, all cash flow transactions using cash instruments of the **Bank** or **Credit card** type will be posted in it. The same bank journal can be linked to a cash instrument and a bank general ledger can be linked to the bank journal. Similar to cash journals, when creating a cash instrument of the **Bank** or **Credit card** type, a financial journal will be created automatically and linked to the new cash instrument.
- The **General journal** is only used for special entries like writing off payment differences that occur during matching, (bank) cost, and others. Depending on your bank settings, financial transactions for payments and collections will also be generated in the general journal.

3.1.3 General ledger accounts

The following general ledger accounts are involved in the cash flow process:

- **Cash ledger** is used to register all petty cash or cash register transactions. The cash ledger should be linked to a cash instrument and a cash journal. It can be created manually at Finance → General ledger → Maintain or automatically when defining a new cash instrument of the **Cash** type (by specifying a new journal) at Cash flow → Cash instruments → Maintain.
- **Bank ledger** is used to register all the financial transactions that occur to a bank account. Each bank ledger must be linked to a cash instrument and a bank journal.
- **Neutral ledger** is used for the **Unallocated** general ledger account of the cash instrument. Depending on the company's definitions of cost and revenue, the payment differences, discounts, and surcharges can also be registered as neutral ledgers.
- **Debtor/Creditor ledger** is used when allocating a cash flow transaction to a debtor or creditor. The moment the debtor or creditor is allocated and the cash flow transaction is saved, the related financial transaction is modified and the **Unallocated** general ledger account is replaced by the applicable debtor or creditor ledger.

3.2 PURCHASE FLOW (CASH OUTFLOW) PROCESS

This section describes the purchase cash outflow process, such as order entries, invoice entries, and others. It also shows how the cash outflow is affected by payment conditions in the purchase process. Payment conditions are the agreed upon payment terms between you and your creditors.

The following topics are relevant to this section:

- Purchase order entry - payment conditions
- Purchase invoice entry - payment conditions
- Printing of payment advice lists
- Authorizing payments
- Processing payments and exporting bank files
- Recreating exported bank files
- Controlling

3.2.1 Purchase order entry - payment conditions

In order to start the cash outflow process, the conditions and installments that are agreed upon between you and the supplier must first be registered. This can be done by creating a purchase order or a purchase invoice. A purchase order can be created only if you have the **Purchase** module.

001 Purchase order - Exact

Payment data

> Currency: EUR 1.000000

> Payment condition: 00 Payment condition 00 Prepayment

	Due date	Order number	Purchase invoice	%	Currency	Amount	Amount paid	Paid	Payment date
1	03/03/2011	50024		100.00	EUR	339.15	0.00	X	

Note

Good creditor

Purchase order data

Description 1:

Description 2:

Description 3:

Extra description:

Project code: 20029 Installatie - 1 machine

Confirm prices:

Acknowledge order:

Incoterm:

Incoterm code:

Purchase order confirmation:

Analytical group

> Cost centre: LOGIST

Selection code:

Customer code: Free fields

Freight data

Gross weight: 0.00

Net weight: 0.00

Packages: 0

Route:

Close

To create payment conditions in purchase orders:

1. Go to Purchase → Entries → Purchase orders.
2. Click **New** and the **Purchase order** screen will be displayed. After defining the purchase order details, the **Conditions** button will be enabled.
3. Click **Conditions**.
4. Type or select a currency at **Currency** under the **Payment data** section.
5. Click  at **Payment condition**. The **Payment conditions** screen will be displayed.
6. Click **New** to create a payment condition.
7. Type a unique code for the payment condition at **Payment condition**. This is mandatory.
8. Type the description of the payment condition at **Description**. For example, "2 terms of 50%".
9. Select the type of calculation to generate the due date at **Due date calculation type**.
10. At **Discount/Surcharge**, select **Settlement discount** if the payment condition involves giving a discount when payment is settled, or **Credit surcharge** if the payment condition involves a surcharge when payment is delayed.
11. Type the number of days after which a discount or credit surcharge is applicable at **Number of days**.
12. Type the applicable percentage of discount or credit surcharge at **Perc..**
13. Type or select the grouping of the items in the purchase order at **Item group**. Once all the criteria are defined, the payment terms/installments will be listed in the table below **Item group**.
14. Click **+ Add**,  **Edit**, or  **Delete** to add, edit, or delete the terms.
15. Click **Save** to save the terms.

The **Payment date** column is empty when the purchase order is defined because you have not received the purchase invoice that specifies when you have to pay. However, the **Due date** column is not empty. The initial due date is calculated based on the purchase order date and the number of days that are specified in the supplier's payment conditions. This due date can give you an indication as to when you have to pay. It can also be used in cash flow planning reports.

To create prepayment terms in purchase orders:

1. Go to Purchase → Entries → Purchase orders.
2. Click **New** and the **Purchase order** screen will be displayed. After defining the purchase order details, the **Conditions** button will be enabled.
3. Click **Conditions**.
4. Select the first term or installment under the **Payment data** section.
5. Click **Edit**.
6. Type or select the payment date at **Payment date**.
7. Type the percentage of the first term or installment at **%** if it is different from the installment amount.
8. Click **Save** to save the changes.

3.2.2 Purchase invoice entry - payment conditions

Installments are also created when creating a purchase invoice in the purchase journal.

Payment conditions. To be paid: EUR 238,452.20

Condition	Payment date	Due date	Term	Cur.	Amount	Type	Instrument	To: Bank account	Payment reference	Number	Beneficiary
01	02/04/2011	04/04/2011	25%	EUR	59613.05	Purchase invoice	0885210956	5180645379	machines hotels		Roode Pelikaan
	18/04/2011	20/04/2011	75%	EUR	178839.15	Purchase invoice	0885210956	5180645379	machines hotels		Roode Pelikaan

Total: EUR 38,072.20 Basis: EUR 200,380.00

VAT/Taxes

Code	Payment date	Due date	Amount	Basis	Our ref.	Method	Instrument	To: Bank account	Payment reference	Beneficiary
2	30/04/2011	30/04/2011	1,903.61	10,019.00	20000032	On credit	0118292161EUR	0445328096		Belasti
2	30/04/2011	30/04/2011	1,903.61	10,019.00	20000032	On credit	0118292161EUR	0445328096		Belasti
2	30/04/2011	30/04/2011	1,903.61	10,019.00	20000032	On credit	0118292161EUR	0445328096		Belasti
2	30/04/2011	30/04/2011	1,903.61	10,019.00	20000032	On credit	0118292161EUR	0445328096		Belasti

Total: EUR 0.00

Unmatched

Date	Cur.	Amount	Our ref.	Method	Instrument	To: Bank account	Payment reference	Beneficiary
15/12/2010	EUR	0.00		On credit	0118292161EUR	5180645379		Roode Pelikaan
15/12/2010		0.00		On credit	0885210956	5180645379		Roode Pelikaan
30/11/2010		0.00		On credit	0885210956	5180645379		Roode Pelikaan
16/10/2010		0.00		On credit	0885210956	5180645379		Roode Pelikaan

Total: EUR 0.00

Simple OK

When creating a purchase invoice, the payment condition in the purchase invoice is automatically copied from the payment condition created in the purchase order.

To edit payment conditions in purchase invoices:

1. Go to Finance → Entries → Purchase.
2. Select the journal with the invoice entry.
3. Click **Zoom**.
4. Select the required invoice entry.
5. Click **Open**. The **Make purchase entry** screen will be displayed.
6. Click **Edit** to enable the **Conditions** button.
7. Click **Conditions** and the **Payment conditions** screen will be displayed.
8. Click **Condition**.

9. Select a new payment condition. This will remove the existing installments and recreate them based on the new payment condition code. The **Unmatched** section displays all the unmatched cash flow transactions that are allocated to the current creditor. Based on this information, you can conclude if you have already prepaid a certain amount.
10. Click **OK** to save the changes.

3.2.3 Printing of payment advice lists

Usually the payment advice list is used to determine the payments you want to make before authorizing and processing them. However, this step is not obligatory and can be skipped if desired.

Advice list										Report 0000000050	
Company	001 Demo		Account	All	Payment method	All	Blocked	All			
User	hung296221		Type	Supplier	Payment date	All	Due date	All			
Account	Invoice date	Due date	Payment date	Our ref.	Entry no.	Payment reference	Bank account	Cur.	AmountBlocked		
60089	Belastingdienst	21/3/2011	21/3/2011	25/3/2011	10000632	11950027	3123456786101020	078.00.1.6912	EUR	2,489.39	No
60089	Belastingdienst	21/3/2011	21/3/2011	25/3/2011	10000632	11950027	3123456786101020	078.00.1.6912	EUR	796.22	No
60089	Belastingdienst	21/3/2011	21/3/2011	25/3/2011	10000632	11950027	3123456786101020	078.00.1.6912	EUR	835.26	No
60092	Aegon	21/3/2011	21/3/2011	21/3/2011	10000611	11950021	22335588	029.16.22.127	EUR	148.84	No
60120	Roodde Pelikaan	15/12/2010	14/1/2011	12/1/2011	20000017	10600020	XXPROD00010008XX	518.06.45.379	EUR	105.22	No
60120	Roodde Pelikaan	13/1/2011	12/2/2011	10/2/2011	20000022	11600004	BCL 3	518.06.45.379	EUR	11,922.61	No
60120	Roodde Pelikaan	28/1/2011	27/2/2011	25/2/2011	20000023	11600005	P20023	518.06.45.379	EUR	15,136.80	No
60120	Roodde Pelikaan	22/2/2011	24/3/2011	22/3/2011	20000028	11600010	MAC0019	518.06.45.379	EUR	4,510.10	No
60120	Roodde Pelikaan	28/2/2011	30/3/2011	28/3/2011	20000030	11600012	P20031	518.06.45.379	EUR	2,522.80	No
60120	Roodde Pelikaan	21/3/2011	4/4/2011	2/4/2011	20000032	11600014	machines hotels	518.06.45.379	EUR	59,613.05	No
60120	Roodde Pelikaan	21/3/2011	20/4/2011	18/4/2011	20000032	11600014	machines hotels	518.06.45.379	EUR	178,839.15	No
60121	Oranjinho Beans	29/10/2010	29/10/2010	29/10/2010	20000005	10900032		5104364534	EUR	-14,523.90	No
60121	Oranjinho Beans	4/2/2011	6/3/2011	4/3/2011	20000025	11600007	Blanket.55000	5104364534	BRL	8,820.000	No
60122	Bruinsma Horeca Groothandel	31/12/2010	31/12/2010	31/12/2010	20000015	10900036		045.89.47.954	EUR	-327.84	No
60122	Bruinsma Horeca Groothandel	28/2/2011	30/3/2011	28/3/2011	20000029	11600011	rg12884	045.89.47.954	EUR	3,066.63	No
60123	Telfort	7/1/2011	6/2/2011	4/2/2011	20000020	11600002	telefoonkosten decem	033.38.1.6862	EUR	498.59	No
60123	Telfort	10/2/2011	12/3/2011	10/3/2011	20000027	11600009	telefoonkosten janua	033.38.1.6862	EUR	447.32	No
60123	Telfort	10/3/2011	9/4/2011	7/4/2011	20000031	11600013	telefoonkosten febru	033.38.1.6862	EUR	424.71	No
60124	Berg Vastgoed	11/2/2011	13/3/2011	11/3/2011	20000026	11600008	huurkosten	343.54.35.232	EUR	2,388.87	No
60124	Berg Vastgoed	3/3/2011	2/4/2011	31/3/2011	20000019	11600001	huurkosten	343.54.35.232	EUR	2,388.87	No
60125	Aalbers Verpak B.V.	28/1/2011	27/2/2011	25/2/2011	20000024	11600006	PROD0010009	051.36.83.898	EUR	5.36	No
60126	Computershop PC Limburg	5/1/2011	4/2/2011	2/2/2011	20000021	11600003	201100003	090.72.26.175	EUR	699.00	No
									In (EUR)	14,851.74	
									Out (EUR)	290,562.82	
									Balance (EUR)	-275,711.08	

* Other discounts (Excluded from invoice total)

Demo license Globe Next

1 of 1

10/12/2015

Printer settings | Export | Print | Close

To print payment advice lists:

1. Go to Cash flow → Miscellaneous → Advice list.
2. Define the search criteria.
3. Click **Start** to generate the advice list.
4. In the **Advice list** screen, click **Print** to print the advice list. Click **Printer settings** if you want to define other criteria for printing.
5. Click **Close** to exit.

3.2.4 Authorizing payments

When the purchase invoice is entered and installments are defined, it is possible to pay your creditors. This can be done by authorizing, and then processing the payments.

Name	Payment date	Run number	Account type	Status:Account	Bank account	Our ref.	Your ref.	Payment reference	Cur.	Amount	Transaction type
Aalbers Verpak B.V.	25/2/2011		Supplier	Active	0513685898	20000024	PROD0010009	PROD0010009	EUR	5.36	Purchase invoice
Aegon	21/3/2011		Supplier	Active	0291622127	10000611	Y2011:3:1002:1	22335588	EUR	148.84	Payroll
Belastingdienst	25/3/2011		Supplier	Active	0780016912	10000632	123456782L01/110	3123456786101020	EUR	796.22	Payroll
Belastingdienst	25/3/2011		Supplier	Active	0780016912	10000632	123456782L01/110	3123456786101020	EUR	835.26	Payroll
Berg Vastgoed	31/3/2011		Supplier	Active	3435435232	20000019	huurkosten	huurkosten	EUR	2,388.87	Purchase invoice
Berg Vastgoed	11/3/2011		Supplier	Active	3435435232	20000026	huurkosten	huurkosten	EUR	2,388.87	Purchase invoice
Bruinsma Horeca Groot	28/3/2011		Supplier	Active	0458947954	20000029	rg12884	rg12884	EUR	3,066.63	Purchase invoice
Bruinsma Horeca Groot	31/12/2010		Supplier	Active	0458947954	20000015			EUR	-327.84	Revaluation
Computershop PC Limb	2/2/2011		Supplier	Active	0907226175	20000021	201100003	201100003	EUR	699.00	Purchase invoice
Oranjinho Beans	4/3/2011		Supplier	Active	5104364534	20000025	Blanket 55000	Blanket 55000	BRL	8,820.00	Purchase invoice
Oranjinho Beans	29/10/2010		Supplier	Active	5104364534	20000005			EUR	-14,523.90	Revaluation
Roode Pelikaan	10/2/2011		Supplier	Active	5180645379	20000022	BCL 3	BCL 3	EUR	11,922.61	Purchase invoice
Roode Pelikaan	28/3/2011		Supplier	Active	5180645379	20000030	P20031	P20031	EUR	2,522.80	Purchase invoice
Roode Pelikaan	22/3/2011		Supplier	Active	5180645379	20000028	MAC0019	MAC0019	EUR	4,510.10	Purchase invoice
Roode Pelikaan	12/1/2011		Supplier	Active	5180645379	20000017	PROD00010008	XXPROD00010008XX	EUR	105.22	Purchase invoice

Entered	Authorised	Processed	Rows	Prepayment	0.00
			20	To be authorised	258,084.89
4/1/11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Already authorised	0.00
				Payments in transit	0.00

To authorize payments:

1. Go to Cash flow → Payments → Authorise.
2. Define the search criteria.
3. Click **Display**. The **Authorise** screen will be displayed.
4. Select the **To be authorised** check box to display the payments that need to be authorized.
5. Select the payment that you want to authorize.
6. Click **Authorise**. To authorize all the payments, click **Select all**, and then click **Authorise**.
7. To remove the authorization for a specific installment, select the **Already authorised** check box to display the authorized payments. Select the payment and click the **Authorised** process in the purchase process flow to remove the authorization.
8. Click **Close** to exit.

Tip:

To be able to authorize payments, there should be rights granted for the cash instrument under the **Rights** tab when you click **Open** to open the selected cash instrument at Cash Flow → Cash instruments → Maintain.

3.2.5 Processing payments and exporting bank files

All authorized invoices and installments need to be processed after authorization.

The screenshot shows the '001 Process - Exact' window with a list of payments and a summary table at the bottom right.

Name	Payment date	Run number	Account type	Status:Account	Bank account	Our ref.	Your ref.	Payment reference	Cur.	Amount	Transaction type	Payment method	Block
Aalbers Verpak B.V.	25/2/2011		Supplier	Active	0513685898	20000024	PROD0010009	PROD0010009	EUR	5.36	Purchase invoice	On credit	
Aegon	21/3/2011		Supplier	Active	0291622127	10000611	Y2011:3:1002:1	22335588	EUR	148.84	Payroll	On credit	
Belastingdienst	25/3/2011		Supplier	Active	0780016912	10000632	123456782L01/110	3123456786101020	EUR	796.22	Payroll	On credit	
Belastingdienst	25/3/2011		Supplier	Active	0780016912	10000632	123456782L01/110	3123456786101020	EUR	835.26	Payroll	On credit	
Berg Vastgoed	31/3/2011		Supplier	Active	3435435232	20000019	huurkosten	huurkosten	EUR	2,388.87	Purchase invoice	On credit	
Berg Vastgoed	11/3/2011		Supplier	Active	3435435232	20000026	huurkosten	huurkosten	EUR	2,388.87	Purchase invoice	On credit	
Bruinsma Horeca Groot	28/3/2011		Supplier	Active	0458947954	20000029	rg12884	rg12884	EUR	3,066.63	Purchase invoice	On credit	
Bruinsma Horeca Groot	31/12/2010		Supplier	Active	0458947954	20000015			EUR	-327.84	Revaluation	On credit	
Computershop PC Limb	2/2/2011		Supplier	Active	0907226175	20000021	201100003	201100003	EUR	699.00	Purchase invoice	On credit	
Oranjinho Beans	4/3/2011		Supplier	Active	5104364534	20000025	Blancket 55000	Blancket 55000	BRL	8,820.00	Purchase invoice	On credit	
Oranjinho Beans	29/10/2010		Supplier	Active	5104364534	20000005			EUR	-14,523.90	Revaluation	On credit	
Roode Pelikaan	25/2/2011		Supplier	Active	5180645379	20000023	P20023	P20023	EUR	15,136.80	Purchase invoice	On credit	
Roode Pelikaan	10/2/2011		Supplier	Active	5180645379	20000022	BCL 3	BCL 3	EUR	11,922.61	Purchase invoice	On credit	
Roode Pelikaan	28/3/2011		Supplier	Active	5180645379	20000030	P20031	P20031	EUR	2,522.80	Purchase invoice	On credit	
Roode Pelikaan	22/3/2011		Supplier	Active	5180645379	20000028	MAC0019	MAC0019	EUR	4,510.10	Purchase invoice	On credit	
Roode Pelikaan	12/1/2011		Supplier	Active	5180645379	20000017	PROD00010008	XXPROD00010008X	EUR	105.22	Purchase invoice	On credit	
Roode Pelikaan	2/4/2011		Supplier	Active	5180645379	20000032	machines hotels	machines hotels	EUR	59,613.05	Purchase invoice	On credit	
Roode Pelikaan	18/4/2011		Supplier	Active	5180645379	20000032	machines hotels	machines hotels	EUR	178,839.15	Purchase invoice	On credit	
Telfort	4/2/2011		Supplier	Active	0333816862	20000020	telefoonkosten dec	telefoonkosten dec	EUR	498.59	Purchase invoice	On credit	
Telfort	10/3/2011		Supplier	Active	0333816862	20000027	telefoonkosten jan	telefoonkosten jan	EUR	447.32	Purchase invoice	On credit	
Telfort	7/4/2011		Supplier	Active	0333816862	20000031	telefoonkosten feb	telefoonkosten feb	EUR	424.71	Purchase invoice	On credit	

Entered	Authorised	Processed	Paid	Rows	21
<p>Prepayment: 0.00</p> <p>To be authorised: 258,084.89</p> <p>Already authorised: 15,136.80</p> <p>Payments in transit: 0.00</p> <p>Matched: 0.00</p>					

To process payments and export the bank files:

1. Go to Cash flow → Payments → Process.
2. Define the search criteria.
3. Click **Display**. The **Process** screen will be displayed.
4. Select the **Already authorised** check box to display the payments that are already authorized and need to be processed.
5. Select the payment to be processed.
6. Click **Process**. If you want to process all the payments, click **Select all**, and then click **Process**. The **Enter: Document number** screen will be displayed if cheque, letter of credit, or cash is used as the payment method. The **CLIEOPO3** screen will be displayed if EFT (available only if you have the **POS** module), on credit, or collection (applicable to installments in the sales flow and available only if you have the **Collection** module) is used as the payment method (and will result in an export of a file). The export file will be generated in the export directory that you have defined at System → General → Settings → Bank settings. The method of the file that will be sent to the bank will depend on the way electronic payment is handled within your organization. For example, by using third party electronic banking software from the bank or uploading it to the bank's web site.
7. Type the document number at **First: Document number** in the **Enter: Document number** screen (this is predefined but you can change the information).
8. Type or select the layout name at **Layout name** (this is predefined but you can change the information).
9. In both the **Enter: Document number** and **CLIEOPO3** screens, click **OK** to display the **Process** report.
10. Click **Close** to exit.

3.2.6 Recreating exported bank files

All exported bank files can be recreated. This is useful if the export file was accidentally deleted before being imported into your bank's electronic banking software.

Run number	Processed by	Date	Own account	Currency	Balance	Quantity	File name
21	1 - Dion Brands	10/12/2015	0118292161	EUR	-2,489.39	1	C:\export\NL\Rabobank\CLIEOP03.001
20	1016 - Anneke Diepstraeten	21/2/2011	0885210956	EUR	-353.16	31	C:\export\NL\VABN AMRO\CLIEOP03.010
19	1016 - Anneke Diepstraeten	25/1/2011	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.009
18	1016 - Anneke Diepstraeten	21/1/2011	0885210956	EUR	-353.16	27	C:\export\NL\Rabobank\CLIEOP03.000
17	1016 - Anneke Diepstraeten	24/12/2010	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.007
16	1016 - Anneke Diepstraeten	21/12/2010	0885210956	EUR	-498.82	42	C:\export\NL\VABN AMRO\CLIEOP03.006
15	1016 - Anneke Diepstraeten	25/11/2010	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.005
14	1016 - Anneke Diepstraeten	19/11/2010	0885210956	EUR	-294.50	6	C:\export\NL\VABN AMRO\CLIEOP03.004
13	1016 - Anneke Diepstraeten	19/11/2010	0885210956	EUR	-204.32	24	C:\export\NL\VABN AMRO\CLIEOP03.003
12	1016 - Anneke Diepstraeten	20/10/2010	0885210956	EUR	-144.50	3	C:\export\NL\VABN AMRO\CLIEOP03.002
11	1016 - Anneke Diepstraeten	20/10/2010	0885210956	EUR	-204.32	24	C:\export\NL\VABN AMRO\CLIEOP03.001
10	1002 - Hanneke Janssen	28/4/2011	0885210956	BRL	-582.03	3	C:\export\NL\VABN AMRO\A01BTL91.TXT
9	1002 - Hanneke Janssen	28/4/2011	0885210956	EUR	-12,268.74	17	C:\export\NL\VABN AMRO\CLIEOP03.012
8	1002 - Hanneke Janssen	28/4/2011	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.011
7	1002 - Hanneke Janssen	28/4/2011	0885210956	BRL	-9,202.06	6	C:\export\NL\VABN AMRO\A00BTL91.TXT
6	1002 - Hanneke Janssen	28/4/2011	0885210956	EUR	-18,997.28	9	C:\export\NL\VABN AMRO\CLIEOP03.010
5	1002 - Hanneke Janssen	28/4/2011	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.009
4	1002 - Hanneke Janssen	21/4/2011	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.008
3	1002 - Hanneke Janssen	21/4/2011	0885210956	EUR	-15,066.60	12	C:\export\NL\VABN AMRO\CLIEOP03.007
2	1002 - Hanneke Janssen	19/4/2011	0885210956	EUR	-21,871.28	3	C:\export\NL\VABN AMRO\CLIEOP03.006
1	1002 - Hanneke Janssen	19/4/2011	0885210956	EUR	0.00	2	C:\export\NL\VABN AMRO\CLIEOP03.005

To recreate exported bank files:

1. Go to Cash flow → Payments → Created bank files.
2. Define the search criteria.
3. Click **Start**. The **Created bank files** screen will be displayed.
4. Select the bank file you want to recreate.
5. Click **Recreate**. The **CLIEOP03** screen will be displayed if a non-SEPA bank file has been selected earlier. If the selected bank file is of the SEPA credit transfer (SCT) format, the **SEPA** screen will be displayed.
6. Select the check box(es) next to the information you want to be included in the bank file.
7. Click **OK** to display the **Process report**.
8. Click **Close** to exit.

Controlling

After you have processed the payment, the exported file can be imported into the third party electronic banking software and you can check if everything has been imported into the bank software correctly. For example, you can do this by comparing the total amount and quantity of the imported transactions from the summary report (that is printed for each exported run) with the data supplied by the third party electronic banking software. A run number is the batch serial number.

It is also important to verify that the payment you have made is still in process with the bank or have yet to be matched with a cash flow transaction. If that is the case, the payment is still in transit.

Payment date	Run number	Amount	To be received	To be paid	Balance	Own account	Payment method	Term
10/12/2015	21	2,489.39		2,489.39	-2,489.39	0118292161	On credit	1
28/10/2011	2	0.00	21,871.28	21,871.28	0.00	0885210956	On credit	2
28/4/2011	8	0.00	709.94	709.94	0.00	0885210956	Collection	2
28/4/2011	5	0.00	51.94	51.94	0.00	0885210956	Collection	2
21/4/2011	4	0.00	421.46	421.46	0.00	0885210956	Collection	2
19/4/2011	1	0.00	17,687.46	17,687.46	0.00	0885210956	Collection	2
21/2/2011	20	11,331.61		11,331.61	-11,331.61	0118292161	On credit	22
21/2/2011	20	353.16	11,682.20	12,035.36	-353.16	0885210956	On credit	31
25/1/2011	19	0.00	4,334.00	4,334.00	0.00	0885210956	On credit	2
23/1/2011	9	-105.22	105.22		105.22	0885210956	On credit	1
21/1/2011	18	7,344.99		7,344.99	-7,344.99	0118292161	On credit	16
21/1/2011	18	353.16	7,698.15	8,051.31	-353.16	0885210956	On credit	27
21/1/2011	9	0.00	9,371.25	9,371.25	0.00	0885210956	On credit	2
12/1/2011	9	0.00	2,430.11	2,430.11	0.00	0885210956	On credit	6
7/1/2011	10	0.00	582.03	582.03	0.00	0885210956	On credit	2
4/1/2011	9	0.00	467.38	467.38	0.00	0885210956	On credit	2
4/1/2011	8	-709.94	709.94		709.94	0118292161	On credit	1
31/12/2010	10	582.03		582.03	-582.03	0885210956	On credit	1
31/12/2010	6	436.77		436.77	-436.77	0885210956	On credit	1

Rows: 49

To be received (EUR): 164,753.59 To be paid (EUR): 263,533.52
Balance (EUR): 98,779.93

To validate total amounts of payment runs:

1. Go to Cash flow → Statistics → Who processed.
2. Define the search criteria.
3. Click **Display**. The **Who processed** screen will be displayed.
4. At **Group by**, select **Run number** to review the run specific information.
5. Select the **Payments in transit** check box. You can then compare the total amount in your banking software with the balance of the run number in the **Who processed** screen.
6. Click **Close** to exit.

Cash instruments	Name	Cur.	Amount	Amount (EUR)	Payment date	Run number	Type	Status Account	Bank account	Ledger account	Our ref.	Your ref.
088.52.10.956	Roode Pelikaan	EUR	-105.22	-105.22	23/1/2011	9	Supplier	Active	5180645379		20000017	PR
088.52.10.956	ABN AMRO	EUR	300.00	300.00	21/2/2011	20	Supplier	Active	0885210956		10000598	Y20
088.52.10.956	ABN AMRO	EUR	3,790.00	3,790.00	21/2/2011	20	Supplier	Active	0885210956		10000600	123
088.52.10.956	ABN AMRO	EUR	148.84	148.84	21/2/2011	20	Supplier	Active	0885210956		10000579	Y20
088.52.10.956	ABN AMRO	EUR	1,038.00	1,038.00	21/2/2011	20	Supplier	Active	0885210956		10000580	Y20
088.52.10.956	ABN AMRO	EUR	1,741.40	1,741.40	21/2/2011	20	Supplier	Active	0885210956		10000584	Y20
088.52.10.956	ABN AMRO	EUR	149.41	149.41	21/2/2011	20	Supplier	Active	0885210956		10000568	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956		10000582	Y20
088.52.10.956	ABN AMRO	EUR	1,602.34	1,602.34	21/2/2011	20	Supplier	Active	0885210956		10000588	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956		10000586	Y20
088.52.10.956	ABN AMRO	EUR	1,437.10	1,437.10	21/2/2011	20	Supplier	Active	0885210956		10000592	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956		10000590	Y20
088.52.10.956	ABN AMRO	EUR	1,270.79	1,270.79	21/2/2011	20	Supplier	Active	0885210956		10000596	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956		10000594	Y20
088.52.10.956	ABN AMRO	BRL	582.03	254.19	31/12/2010	10	Supplier	Active	0458947954		20000015	Bes
088.52.10.956	ABN AMRO	BRL	7,840.00	3,424.00	29/10/2010	7	Supplier	Active	5104364534		20000005	bes
088.52.10.956	ABN AMRO	BRL	1,362.06	594.86	29/10/2010	7	Supplier	Active	5104364534		20000009	ord

Entered Authorised Processed Rows 18

Total: EUR 18,339.42

21/2/2011 ✓ 21/2/2011 ✓ 21/2/2011 ✓

Refresh Summary Export Note Details Card Our ref. Your ref. Reverse auth. Close

To control payments in transit:

1. Go to Cash flow → Payments → Payment in transit. The **Payments in transit** screen will be displayed.
2. Select the required entry.
3. Click **Zoom** to view more information about the payment in transit.
4. Select the required entry.
5. Click **Reverse auth.** to reverse the authorization process. This does not remove the payment from the export file, so you have to delete it after you import the export file in the third party banking software.

Tip:

This procedure depends on your bank settings. If it is defined in the bank settings that you want financial transactions to be posted directly to the general ledger of the cash instrument when processing installments (in which case only the **Journalize payments** setting is enabled in the bank settings), this procedure does not apply as the payments are not considered to be in transit. You should use the reconciliation statement function at Cash flow → Entries → Reconciliation statement to keep track of the un-reconciled payments.

3.3 SALES FLOW (CASH INFLOW) PROCESS

This section describes the sales cash inflow process, such as quotations, order entries, invoice entries, and others. It also shows how the cash inflow is affected by payment conditions in the sales process. Payment conditions are the agreed upon payment terms between you and your debtors.

The following are the topics relevant to this section:

- Sales quotation entry - payment conditions
- Sales order entry - payment conditions
- Sales invoice entry - payment conditions
- Collection processing and generating export files for electronic collection
- Checking

3.3.1 Sales quotation entry - payment conditions

A sales quotation is generated when there is an enquiry from a company or person who is interested in your products or services. It describes the product, sales price, and the terms of the sale and payment. A sales quotation can only be created if you have the **Quotation** module.

001 Quotations - Exact

Payment data

> Currency: EUR 1.000000 Credit line

> Payment condition: 00 Payment condition 00 Match Prepayment

	Payment date	Due date	Our ref.	%	Amount	Amount paid	Paid
1		06/04/2011		100.00	2314.47	0.00	X

Create invoice Invoice schedules

Quotation data

Description 1: Partial delivery allowed:

Description 2: Apply: Linked charges:

Description 3: Invoice method: Time & material

Extra description: Sales employees

Analytical group

> Cost centre: VERKOOP Gross weight: 0.00 Free fields

Invoice code: Net weight: 0.00

Selection code: Route:

Project code: Packages: 0

Note (Customer)

Project Close

To create payment conditions in sales quotations:

1. Go to CRM → Entries → Quotations.
2. Click **New** and the **Quotations** screen will be displayed. After defining the sales quotation details, the **Conditions** button will be enabled.
3. Click **Conditions**.
4. Type or select the currency at **Currency** under the **Payment data** section.
5. Click  at **Payment condition** to display the **Payment conditions** screen.
6. Click **New** to create a payment condition.
7. Type a unique code for the payment condition at **Payment condition**. This is mandatory.
8. Type the description of the payment condition at **Description**. For example, "2 terms of 50%".
9. Select the type of calculation you want to use to generate the due date at **Due date calculation type**.
10. At **Discount/Surcharge**, select **Settlement discount** if the payment condition involves giving a discount when payment is settled, or **Credit surcharge** if the payment condition involves a surcharge when payment is delayed.
11. Type the number of days after which a discount or credit surcharge is applicable at **Number of days**.
12. Type the applicable percentage of discount or credit surcharge at **Perc..**
13. At **Item group**, type or select the grouping of the items in the purchase order. Once all the criteria are defined, the payment terms/installments will be listed in the table below **Item group**.
14. Click **+ Add**,  **Edit**, or  **Delete** the terms.
15. Click **Save** to save the terms.

The **Payment date** column is blank when the sales quotation is defined. This is because the sales invoice that will state when payment is due has not been received. However, the **Due date** column is not blank. The initial due date is calculated based on the sales quotation date and the number of days that are specified in the debtor's payment conditions. This due date can give you an indication as to when you will receive payment. It can also be used in cash flow planning reports.

To create prepayment terms in sales quotations:

1. Go to CRM → Entries → Quotations.
2. Click **New** and the **Quotations** screen will be displayed. After defining the sales quotation details, the **Conditions** button will be enabled.
3. Click **Conditions**.
4. Click **Prepayment** and the **Prepayment** screen will be displayed.
5. Type the amount to be prepaid at **Prepayment** or type the percentage to be prepaid at **Percentage**.
6. Type or select the payment date of the prepayment at **Payment date**.
7. Click **Save** to save the data. The message "Reason: All installment information will be lost. Continue?" will be displayed.
8. Click **Yes** to continue or **No** to stop the process.
9. Click **Close** to exit.

3.3.2 Sales order entry - payment conditions

To start the cash outflow process, the conditions and installments that are agreed upon between you and the supplier must be registered. This can be done by creating a sales order or sales invoice. A sales order can only be created if you have the **Order** module.

You can create payment conditions and create the prepayment terms in a sales order at Order → Entries → Sales orders and the processes are exactly the same as in *Sales quotation entry - payment conditions*.

3.3.3 Sales invoice entry - payment conditions

Installments are also created when creating a sales invoice. A sales invoice can be created if you have the **Invoice** module.

In the sales invoice, the creation of payment conditions and new payment conditions at Invoice → Entries → Invoices are exactly the same as in *Sales quotation entry - payment conditions*.

A sales invoice can also be created at Finance → Entries → Sales if you have the **Finance** module.

Payment conditions

Payment conditions. To be received: EUR 4,900.00

Condition 00 Payment condition 00

Payment date	Due date	Term	Cur.	Amount	Type	Instrument	To: Bank account	Payment reference	Number	Beneficial
24/12/2015	26/12/2015	60%	EUR	2940.00	Sales invoice	0118292161EUR	0630495262	XX060093/15750001XX		Cafe Hout
08/01/2016	10/01/2016	40%	EUR	1960.00	Sales invoice	0118292161EUR	0630495262	XX060093/15750001XX		Cafe Hout

VAT/Taxes

Code	Payment date	Due date	Amount	Basis	Our ref.	Method	Instrument	To: Bank account	Payment reference	Beneficial
1	31/01/2016	31/01/2016	277.36	4,622.64	15750001	On credit	0118292161EUR	0445328096		Belasting

Total: EUR 277.36 Basis: EUR 4,622.64

Unmatched

Date	Cur.	Amount	Our ref.	Method	Instrument	To: Bank account	Payment reference	Beneficiary
------	------	--------	----------	--------	------------	------------------	-------------------	-------------

Total: EUR 0.00

Simple OK

To edit payment conditions in sales invoices (in the Finance module):

When creating a sales invoice, the payment condition in the sales invoice is automatically copied from the payment condition created in the sales order.

1. Go to Finance → Entries → Sales.
2. Select the journal of the invoice entry.
3. Click **Zoom**.
4. Select the required invoice entry.
5. Click **Open**. The **Make sales entry** screen will be displayed.
6. Click **Edit** to enable the **Conditions** button.
7. Click **Conditions** and the **Payment conditions** screen will be displayed.
8. Click **Condition**.
9. Select a new payment condition. This will remove the existing installments and recreate them based on the new payment condition code. The **Unmatched** section displays all the unmatched cash flow transactions that are allocated to the current creditor. Based on this information, you can conclude if you have already prepaid a certain amount.
10. Click **OK** to save the changes.

Tip:

There is an important difference between the sales and purchase flow that will determine the payment date. In the purchase flow, the payment date (and due date) is determined the moment the purchase invoice is created. In the sales flow, this is the same when the sales invoice is created as a financial transaction in a sales journal at **Finance → Entries → Sales**.

However, when the sales invoice is created at **Invoice → Entries → Invoices** or generated from **Order → Entries → Sales orders** by fulfilling the sales order, the due date is already fixed but the payment date will be determined only when the final invoice is printed. The reason for this is that until the final invoice is printed and sent, the installments do not have to be paid yet (unless you require a prepayment).

3.3.4 Collection processing and generating export files for electronic collection

If you have the **Collection** module, it is possible to export electronic collection files. This is useful if you want to be in control of the payments that your customers have to make (depending on the conditions you have agreed upon with your customers).

Before generating the export files for electronic collection, you first need to create a sales order. In the **Sales orders** screen, click **Conditions**, and type or select the required payment condition at **Payment condition**. Then, edit the installment entry by clicking  **Edit**. The **Sales invoice** screen will be displayed. Type or select the date at **Payment date**, and choose **Collection** at **Method**, and then save the changes. You now need to authorize and confirm the sales order (if those steps are in your sales flow), and create a sales invoice. Lastly, authorize and process the sales invoice.

001 Collection - Exact

001 File Edit View Help

Collect Payments in transit Matched

Group by: Details
Transaction: All

Name	Payment date	Run number	Account type	Status:Account	Bank account	Our ref.	Your ref.	Payment reference	Cur.	Amount	Transaction type
ABN AMRO	28/10/2010	1	Supplier	Active	0885210956	10000007		XX060092/10000007:EUR		17,687.46	Payment
ABN AMRO	1/12/2010	4	Supplier	Active	0885210956	10000006	Bestel.: 20007	XX060102/10000006:EUR		421.46	Payment
ABN AMRO	24/12/2010	5	Supplier	Active	0885210956	10000011	Bestel.: 20011	XX060092/10000011:EUR		51.94	Payment
ABN AMRO	4/1/2011	8	Supplier	Active	0885210956	10000015	Bestel.: 20017	XX060102/10000015:EUR		709.94	Cash receipt
Cafe de Lantaarn	16/11/2010		Customer	Active	0685359980	10000001	Bestel.: 20001	XX060102/10000001:EUR		5,073.35	Sales invoice
Cafe de Lantaarn	11/11/2010		Customer	Active	0685359980	10000005	Service: 62	XX060102/10000005:EUR		225.60	Sales invoice
Cafe de Lantaarn	21/4/2011	4	Customer	Active	0685359980	10000006	Bestel.: 20007	XX060102/10000006:EUR		421.46	Sales invoice
Cafe de Lantaarn	21/4/2011	4	Customer	Active	0685359980	10000006	Bestel.: 20007	XX060102/10000006:EUR		-421.46	Cash receipt
Cafe de Lantaarn	28/4/2011	8	Customer	Active	0685359980	10000015	Bestel.: 20017	XX060102/10000015:EUR		709.94	Sales invoice
Cafe de Lantaarn	28/4/2011	8	Customer	Active	0685359980	10000015	Bestel.: 20017	XX060102/10000015:EUR		-709.94	Cash receipt
Cafe de Lantaarn	2/2/2011		Customer	Active	0685359980	11000004	Bestel.: 20028	XX060102/11000004:EUR		12,134.11	Sales invoice
Pizzeria Vesuvius	19/4/2011	1	Customer	Active	0145506886	10000007		XX060092/10000007:EUR		17,687.46	Sales invoice
Pizzeria Vesuvius	15/11/2010		Customer	Active	0145506886	10000003	Bestel.: 20000	XX060092/10000003:EUR		208.71	Sales invoice

Entered Processed Paid Rows: 16

Collect: 12,134.11
Payments in transit: 0.00
Matched: -13,363.14

28/4/11 ✓ 28/4/11 ✓

Summary Card +5 Days +10 Days Maintain Export Block

Simple Refresh Note Details Our ref. Your ref. PO/SO Process Match Assign Group Select all Close

To generate export files for electronic collection:

1. Go to Cash flow → Collections → Collection.
2. Define the search criteria.
3. Click **Display**. The **Collection** screen will be displayed.
4. Select the **Collect** check box to view the outstanding invoices or installments that use the collection payment method.
5. Select the entry that you want to process.
6. Click **Process**. The **Process** report will be generated.
7. Click **Print** to print the process report or **Close** to exit.

3.3.5 Checking

It is possible to check the invoice on the debtor card. Here, you can view the general information about the invoices that have been sent.

001 Debtor card - Exact : Cafe Hout

001 File Edit View Help

Debtor, Bank 60093/063.04.95.262 Date To All

Contact, Phone Brouw Display Card Receivables Invoice list All

Filter Search Previous Next 500 Rows Opening balance EUR 0.00

Filter starts with contains

Our ref. GL account Project

Your reference Creditor Cost centre

Order Journal Cost unit

Entry number Person Warehouse

Description Item Currency

Selection code Amount All

Date	Our ref.	Your reference	Description	Debit EUR	Credit EUR	Transaction: Subtype	Cur.	Revaluation cur.	FC amount	Revaluation rate	ItemDescription
7/12/2010	10000014	Bestel.: 20020	MX 3	4,864.48		Sales invoice	EUR	None	4,864.48		
4/1/2011	10000014	Bestel.: 20020	MX 3		4,864.48	Cash receipt	EUR	None	-4,864.48		
11/12/2015	15750001	556686	MX 3	4,900.00		Sales invoice	EUR	None	4,900.00		

Rows 3

Foreign currency

Display Debit 9,764.48 Credit 4,864.48 Balance 4,900.00 D

Closing balance EUR 4,900.00 D

Refresh Print Export Graph Note Attach... Ageing Details Maintain Match Invoice Change Entry Our ref. Your ref. Project Close

To check invoices:

1. Go to Finance → Accounts receivable → Cards.
2. Select the debtor whose invoice you want to check.
3. Click **Display**. The **Debtor card** screen will be displayed.
4. At **Display**, select **Receivables** to view the outstanding installments with the correct due dates or **Invoice list** to view the general information about the invoices sent. Select **All** if you have multiple installments and want an overview of all the installments pertaining to this invoice.
5. Click **Close** to exit.

3.4 CASH INFLOW AND CASH OUTFLOW PROCESSES

The following topics are relevant to this section:

- Importing bank statements
- Manual entry of bank/credit card statements, deposit of cheques or letters of credit, petty cash, and other cash flow transactions
- Booking bank costs
- Booking interbank transfer transactions
- Allocation of payments or receipts
- Matching of payments or receipts
- Reconciliation of bank statements

3.4.1 Importing bank statements

Payment or receipts that have been processed by the bank will be confirmed via a bank statement. If the bank can deliver this statement electronically and the format is supported by your software, it can be imported into Exact Globe Next/Exact Globe+. The bank statement file will be imported from the **Import directory** as specified at System → General → Settings → Bank settings.

To verify and repair imported bank statements:

1. Go to Cash flow → Entries → Import.
2. Define the search criteria, such as the **Statement date**, **Date import** and **Bank account**.
3. Click **Refresh** to display the imported bank statements.
4. Select the required bank statement.
5. Click **Analysis**. The **Import Analysis** screen will be displayed.
6. Select the statement to be repaired.
7. Click **Repair**. The **Repair** button will be enabled only if you have a statement to repair. For example, after importing a bank statement, delete a transaction that is related to it at Cash flow → Entries → Cash flow. This will enable the **Repair** button. Once you select the statement you wish to repair and click **Repair**, the deleted transaction will be available at Cash flow → Entries → Cash flow again.
8. Click **Close** to exit.

3.4.2 Manual entry of bank or credit card statements, deposit of cheques or letters of credit, petty cash, and other cash flow transactions

When you do not register the payments or receipts based on the bank statements (because the statements arrive only once a month and you want to register your receipts or payments sooner), you can enter them manually the moment the receipts or payments are received.

To create payments or receipts manually:

1. Go to Cash flow → Entries → Cash flow.
2. Click **New**. The **Entry** screen will be displayed.
3. At **To Cash instrument** under the **Receipt - Unallocated** section, type or select the bank account number that you want to make the receipt or payment to. This is mandatory.
4. At **Amount / Currency**, type the amount of the receipt or payment.
Select the corresponding currency. To define a payment, type a negative amount (for example, -90.00). To define a receipt, type a positive amount (for example, 90.00).
5. At **Date / Reporting date**, type or select the date and reporting date for the payment or receipt.
6. At **Fulfillment date**, type or select a fulfillment date for the payment or receipt.
7. At **Bank reference**, type a suitable reference, such as “receipt from company xxx”.
8. At **Statement number** under the **Statement** section, type or select the statement number of the payment or receipt.
9. At **Statement date**, type or select the statement date of the payment or receipt.
10. At **Type / Method**, select the way you want the payment or receipt to be made, method used, and number of the cash instrument used to make the payment or receipt.

Note:

The values at **Statement date**, **Statement number**, **Date**, **Type**, and **Method** will be remembered and pre-filled in the cash flow entry when an entry is created. This is applicable for single administration only, which means if a different administration is used, it will not remember the details from the previous administration.

11. At **Maturity date**, type or select the maturity date of the letter of credit. **Maturity date** is available only if **Bank statement** is selected at **Type** and **Letter of credit** or **Post dated cheque** is selected at **Method**.
12. Type or select the bank name used for making payment or receipts at **Instrument bank**. **Instrument bank** is available only if **Bank statement** or **Cash** is selected at **Type** and **Letter of credit**, **Cheque**, or **Post-dated cheque** is selected at **Method** and the **Advanced: Instrument handling** check box under the **General** section at System → General → Settings → Bank settings is selected.

13. Type or select the deposit number of the cheque, post-dated cheque, cash, or letter of credit at **Deposit number**. **Deposit number** is available only if you have selected **Bank statement**, **Cash**, or **Office** at **Type** and **Cheque**, **Post-dated cheque**, **Cash**, or **Letter of credit** at **Method**. **Deposit number** is only available when creating receipts.
14. At **Deposit date**, type or select the deposit date of the cheque, post-dated cheque, cash, or letter of credit. **Deposit date** is available only if you have selected **Bank statement**, **Cash**, or **Office** at **Type** and **Cheque**, **Post-dated cheque**, **Cash**, or **Letter of credit** at **Method**. **Deposit date** is only available when creating receipts.
15. At **Name** under the **Allocation** section, type or select the name of the person or company to whom you want the payment or receipt allocated to. The **Name** field changes to **Debtor** or **Creditor** according to your selected name. When the name is typed or selected, all the fields under the **Allocation** section will be pre-filled and **G/L** changes to **Creditor account** or **Debtor account** based on the selected name.
16. Under the **Detailed information** section, all the information are pre-filled except for **Attachment**.
17. At **Attachment**, click  to attach documents that are relevant to this entry.
18. If a foreign currency is used, then the **Foreign currency** section becomes available. To use foreign currencies, you first need to activate the currency at System → General → Countries → Currencies. Under the **Foreign currency** section, all fields will be pre-filled according to the earlier selections. However, at **Bank statement**, you can change the value at **XRate**. When the exchange rate changes, the amount in the default currency also changes accordingly.

Creating the payments or receipts manually will be completed at this stage but you can proceed with matching the payments or receipts to the relevant invoice(s). If you do not want to match the payments or receipts in the **Entry** screen, you can also do it at Cash flow → Entries → To be matched. For more information, see *Matching of payments or receipts*.

To match payment or receipt with invoices (from the Entry screen):

1. Click **Match to invoices** under the **Matching & Processing** section and the **Matching** screen will be displayed.
2. Select the correct data (line) from the **Cash/bank** section and the **Invoices** section.
3. Click **Match/Process** to perform the matching process.
4. If matching is for a VAT term and the VAT return has not been generated yet, you need to type a password before you are able to perform the match or process function. If the balance amount displayed at the top center of the **Cash/bank** and **Invoices** sections is zero, the selected transactions will be matched and removed from the screen. If there are differences to be settled with the invoice amount, the decision must be made on how to write off these differences. If there are differences to be settled, the **Process** screen will be displayed.
5. Select the relevant options, such as **Balance**, **Payment difference**, **Refund**, **Discount**, and other options.
6. Click **Process**.
7. Click **Close** in the **Matching** screen to exit.

To edit payments or receipts:

1. Go to Cash flow → Entries → Cash flow.
2. Select the cash flow entry to be edited.
3. Click **Edit**. The **Entry** screen will be displayed.
4. Make the necessary changes to the entry.
5. Click **Save**.
6. Click **Close** to exit.

To delete payments or receipts:

1. Go to Cash flow → Entries → Cash flow.
2. Select the cash flow entry to be deleted.
3. Click **Delete**, and a message “Delete the data selected?” will be displayed.
4. Click **Yes** to delete the selected cash flow entry.
5. Click **Close** to exit.

3.4.3 Booking bank costs

Bank cost comes about because banks will often charge you for keeping an account or as fees for the processing of transactions. There are several scenarios for the bank cost. The most common one is that the bank includes an additional line for bank cost on the bank statement. When creating, importing, and processing the bank statement, there is no invoice with which to settle the bank cost. This means that the cash flow transaction will initially be unallocated.

The screenshot shows the 'Book costs' dialog box with the following data:

G/L	Amount	Amount in DC	Tax	Tax amount	Project	Cost centre	Cost unit	Item cd.	Person
8030	Bank charges 6,283.20 CR	6,283.20 CR	0	0.00		ERKOOP			1
	0.00 CR	0.00 CR		0.00					
	0.00 CR	0.00 CR		0.00					
Total: 6,283.20 Entered:		6,283.20	Difference:	0.00					

To book bank costs:

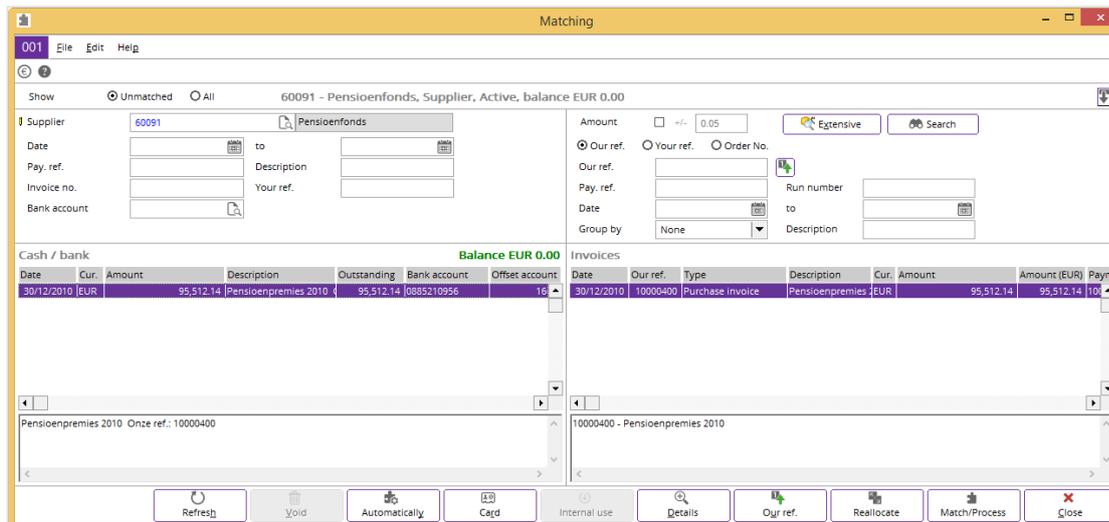
1. Go to Cash flow → Entries → Cash flow.
2. Click **New**, or select a cash flow entry and click **Edit**. The **Entry** screen will be displayed.
3. After defining the information (only if it is a new entry), click **Book costs** under the **Matching & Processing** section. The **Book costs** screen will be displayed.
4. Select Bank costs.
5. At **G/L**, type or select the general ledger account you want to book the bank cost to. By default, the general ledger account defined at **Bank costs** in System → General → Settings → General ledger settings will be displayed.
6. Type the bank cost amount at **Amount**. The amount can be divided over three different general ledger accounts. When you adjust the amount, the second line will allow you to specify to which general ledger account the remaining amount has to be booked. The sum of the amounts has to be equal to the amount of the cash flow transaction as you cannot leave a difference. The **Amount in DC box** will only be enabled if a foreign currency is used. When that happens, it will display the amount in the default currency.
7. At **Tax**, type or select the tax code that is relevant to this transaction. This field will be enabled only if a tax code of more than 0% is selected. It will also show the tax amount based on the tax code.
8. Click **Advanced** to display more criteria.
9. Type or select the values at **Project**, **Cost center**, **Cost unit**, **Item cd.** and **Person** which you want to allocate the bank cost to.
10. Click **OK** to process the defined information.

3.4.4 Booking interbank transfer transactions

The booking of interbank transfer transactions is used to automatically match the cash flow transactions with the processed transfers (from cash instrument A to cash instrument B) that are created at Cash flow → Payments → Prepayments & transfers.

After the bank has processed the transfers and you have registered or imported the bank statements for both cash instruments, you can proceed to do the matching.

Before you start, make sure the cash flow transactions are allocated to the default company account code (defined at System → General → Settings → Company data settings).



To book interbank transfer transactions:

1. Go to Cash flow → Entries → Cash flow.
2. Select the payment or receipt entry relating to the transfer.
3. Click **Edit**. The **Entry** screen will be displayed.
4. Click **Interbank** under the **Matching & Processing** section.
5. Under the **Cash/bank** section, the entries are automatically displayed.
6. Select either the payment entry (negative amount) or the receipt entry (positive amount).
7. Click **Automatically**. Both the payment and receipt entries that relate to the transfer will be matched and removed from the screen.
8. Click **Close** to exit.

3.4.5 Allocation of payments or receipts

Allocation of payments or receipts is the process in which you identify which creditor or debtor is responsible for the payments or receipts. Imported or manually created bank statements in which no debtor or creditor is registered are unallocated. If allocation is not done during bank import or during the manual creation of payments or receipts, you can do it at Cash flow → Entries → To be allocated.

Date	Own bank account	Payment reference	Statement no.	From/to bank account	Cur.	Cash in	Cash out	Allocated	Instrument no.	Account	Statement type
14/12/2015	POS	Our ref.: 20110003	15100001	0907226175	EUR	5,000.00		✓		Computershop PC Limburg	Bank statement
25/2/2011	0885210956		11200002	0145506886	EUR	5,000.00		✓		Pizzeria Vesuvius	Bank statement
25/2/2011	0885210956		11200002	0685359980	EUR	1,200.00		✓		Cafe de Lantaarn 1	Bank statement
25/2/2011	0885210956	Loonaangifte periode 1 On	11200002		EUR		3,790.00	✓			Bank statement
21/2/2011	0885210956	salarissen februari Onze ref	11200002	0885210956	EUR		7,892.20	✓		ABN AMRO	Bank statement
10/2/2011	POS	Contant	11100003		EUR	74.07		✓		Het Witte paard	Cash
7/2/2011	0118292161	afromen kas Onze ref.: 1001	11250001		EUR	5,000.00		✓		Unknown creditor	Bank statement
4/2/2011	POS	afromen kas Onze ref.: 1001	11100002		EUR		5,000.00	✓		Unknown creditor	Bank statement
27/1/2011	0885210956	P20018 - 15 Machines 60127	11200001	0251194639	EUR	16,539.44		✓		DSM Limburg	Bank statement
25/1/2011	0885210956	Loonaangifte periode 12 20	11200002	0885210956	EUR		4,334.00	✓		ABN AMRO	Bank statement
23/1/2011	0885210956	P20018 Onze ref.: 20000014	11200001	0885210956	EUR		9,371.25	✓		ABN AMRO	Bank statement
21/1/2011	0885210956	salarissen januari Onze ref.	11200001	0885210956	EUR		7,698.15	✓		ABN AMRO	Bank statement
14/1/2011	0885210956	best. dec. Onze ref.:	11200001	0885210956	EUR		2,535.33	✓		ABN AMRO	Bank statement
11/1/2011	0885210956	Service: 67 60103 Onze ref.:	11200001	4354627620	EUR	119.54		✓		Wok around de clock	Bank statement
6/1/2011	0885210956	telefoonkosten november	11200001	0885210956	EUR		467.38	✓		ABN AMRO	Bank statement
6/1/2011	0885210956	Raamcontract dec. Onze ref	11200001	0885210956	EUR	709.94		✓		ABN AMRO	Bank statement
6/1/2011	POS	Contant	11100001		EUR	75.75		✓		Contantdebiteur	Cash
4/1/2011	0885210956	MX 3 60093 Onze ref.: 10000	11200001	0630495262	EUR	4,864.48		✓		Cafe Hout	Bank statement
30/12/2010	0885210956	Pensioenpremies 2010 Onz	10200003		EUR		95,512.14	✓		Pensioenfond	Bank statement
30/12/2010	0885210956	Inzake P20008 Onze ref.: 20	10200003	0885210956	EUR		16,204.85	✓		ABN AMRO	Bank statement
30/12/2010	0885210956	XXGP181XXbest. 50005 Onz	10200003	0513685898	EUR		6,283.20	✓		Aalbers Verpak B.V.	Bank statement
26/12/2010	0885210956	Onze ref.: 10000011	10200003	0885210956	EUR	51.94		✓		ABN AMRO	Bank statement

Lines (All) 57 Lines (Open) 57 In 838,158.61 (EUR) Out 213,046.34 (EUR) Balance 625,112.27 (EUR)

To allocate payments or receipts:

1. Go to Cash flow → Entries → To be allocated.
2. Define the search criteria, such as **Date**, **Own bank account**, **Type**, **Statement**, and others.
3. Click **Refresh**. Cash flow entries that match the search criteria will be displayed.
4. Select the cash flow entry that you want to make allocation for.
5. Click **Edit**. The **Entry** screen will be displayed.
6. At **Name** under the **Allocation** section, type or select the debtor or creditor responsible for the payment or receipt.
7. Click **Close** to exit.

Note:

You can also create custom payment allocation rules for the CAMT bank statement import from external formats and systems. For more information, see *Customizing payment allocation rules for CAMT bank statement import (Document ID 26.499.979)* in Exact Synergy Enterprise.

3.4.6 Matching of payments or receipts

The matching process is the linking of the created or imported cash flow transactions to the invoices (or installments). Before a cash flow transaction can be matched, it must be allocated. If matching is not done during bank import or during the manual creation of payments or receipts, you can do it at Cash flow → Entries → To be matched.

Date	Own bank account	Payment reference	Statement no.	From/to bank account	Cur.	Cash in	Cash out	Allocated	Matched	Instrument no.	Account	Statement
14/12/2015	POS	Our ref.: 20110003	15100001	0907226175	EUR	5,000.00		✓			Computershop PC Limburg	Bank
25/2/2011	0885210956		11200002	0145506886	EUR	5,000.00		✓			Pizzeria Vesuvius	Bank
25/2/2011	0885210956		11200002	0685359980	EUR	1,200.00		✓			Cafe de Lantaarn 1	Bank
25/2/2011	0885210956	Loonaangifte periode 1 On	11200002		EUR		3,790.00	✓				Bank
21/2/2011	0885210956	salariissen februari Onze ref	11200002	0885210956	EUR		7,892.20	✓			ABN AMRO	Bank
10/2/2011	POS	Contant	11100003		EUR	74.07		✓			Het Witte paard	Cash
4/2/2011	POS	afromen kas Onze ref.: 100	11100002		EUR		5,000.00	✓			Unknown creditor	Bank
27/1/2011	0885210956	P20018 - 15 Machines 60127	11200001	0251194639	EUR	16,539.44		✓			DSM Limbug	Bank
25/1/2011	0885210956	Loonaangifte periode 12 20	11200002	0885210956	EUR		4,334.00	✓			ABN AMRO	Bank
23/1/2011	0885210956	P20018 Onze ref.: 20000014	11200001	0885210956	EUR		9,371.25	✓			ABN AMRO	Bank
21/1/2011	0885210956	salariissen januari Onze ref.	11200001	0885210956	EUR		7,698.15	✓			ABN AMRO	Bank
14/1/2011	0885210956	best. dec. Onze ref.:	11200001	0885210956	EUR		2,535.33	✓			ABN AMRO	Bank
11/1/2011	0885210956	Service: 67 60103 Onze ref.:	11200001	4354627620	EUR	119.54		✓			Wok around de clock	Bank
6/1/2011	0885210956	telefoonkosten november	11200001	0885210956	EUR		467.38	✓			ABN AMRO	Bank
6/1/2011	0885210956	Raamcontract dec. Onze ref	11200001	0885210956	EUR	709.94		✓			ABN AMRO	Bank
6/1/2011	POS	Contant	11100001		EUR	75.75		✓			Contantdebiteur	Cash
30/12/2010	0885210956	Pensioenpremies 2010 Onz	10200003		EUR		95,512.14	✓			Pensioenfonds	Bank
30/12/2010	0885210956	Inzake P20008 Onze ref.: 20	10200003	0885210956	EUR		16,204.85	✓			ABN AMRO	Bank
30/12/2010	0885210956	XXGP181X0best. 50005 Onz	10200003	0513685898	EUR		6,283.20	✓			Aalbers Verpak B.V.	Bank
26/12/2010	0885210956	Onze ref.: 10000011	10200003	0885210956	EUR	51.94		✓			ABN AMRO	Bank
24/12/2010	0885210956	loonaangifte november On	10200003	0885210956	EUR		3,707.00	✓			ABN AMRO	Bank
24/12/2010	0885210956	XXGP181X0best. 50011 Onz	10200003	0513685898	EUR		1,199.52	✓			Aalbers Verpak B.V.	Bank

Lines (All) 53 Lines (Open) 53 In 827,859.82 (EUR) Out 213,046.34 (EUR) Balance 614,813.48 (EUR)

Buttons: Refresh, Deposit ticket, Match, Zoom, Delete, Edit, Close

To match payments or receipts:

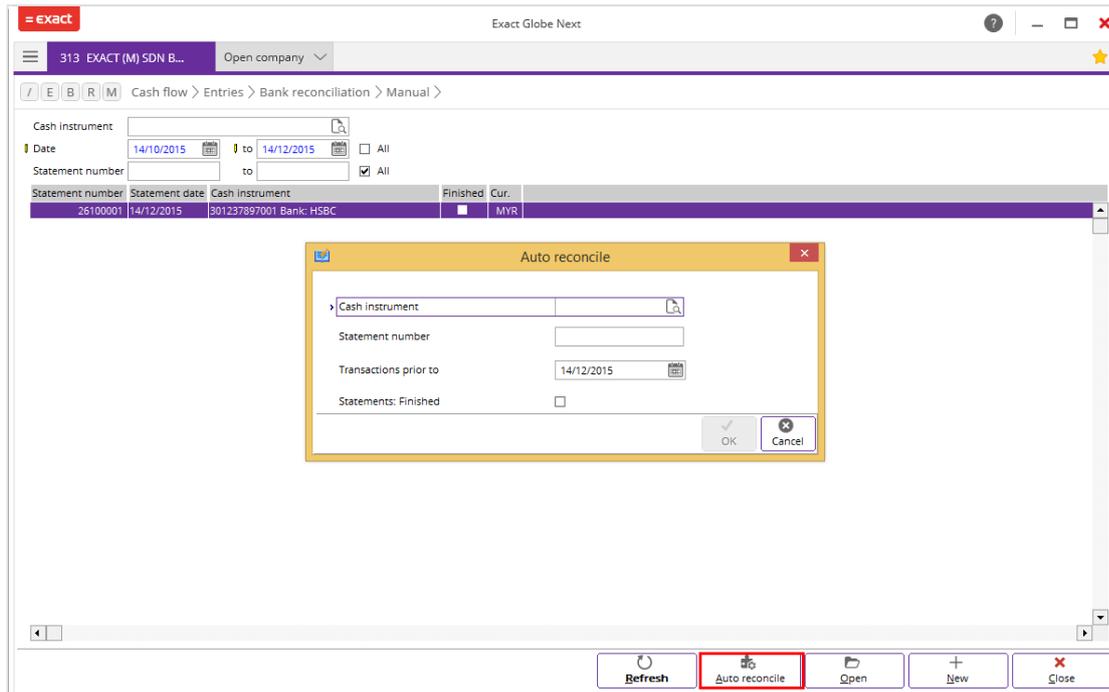
1. Go to Cash flow → Entries → To be matched.
2. Define the search criteria such as **Date**, **Own bank account**, **Type**, and others.
3. Click **Refresh**. Cash flow entries that match the search criteria will be displayed.
4. Select the cash flow entry to be matched.
5. Click **Match**. The **Matching** screen will be displayed.
6. Select the correct entry (line) from the **Cash / bank** and **Invoices** sections.
7. Click **Match/Process** to perform the matching process. If matching is for a VAT term and the VAT return has not been generated yet, you need to type a password before you are able to perform the match or process function. If the balance amount displayed at the top center of the **Cash / bank** and **Invoices** sections is zero, the selected transactions will be matched and removed from the screen. If there are differences to be settled with the invoice amount, the decision must be made on how to write off these differences. If there are differences to be settled, the **Process** screen will be displayed.
8. Select the relevant options, such as **Balance**, **Payment difference**, **Refund**, **Discount**, and others.
9. Click **Process**.
10. Click **Close** to exit.

3.4.7 Reconciliation of bank statements

Reconciling is necessary when your company's records show a difference between the balance of cash at bank and that in the bank statement. The aim of reconciliation is to ensure that discrepancies that occur are not due to timing but due to error(s).

To manually reconcile bank statements (excluding Dutch license):

1. Go to Cash flow → Entries → Bank reconciliation → Manual.
2. Define the search criteria, such as **Cash instrument**, **Date**, and **Statement number**.
3. Click **Refresh**. Statements that match the search criteria will be displayed.
4. Select the required statement.
5. Click **Open**. The **Bank account Reconciliation** screen will be displayed.
6. Under the **Transactions** tab, click any view (**Cash in**, **Cash out**, or **All**).
7. Under the **Reconciled** column, select the check box of the transaction you want to reconcile.
8. Click **Reconcile**. To undo the reconciliation of a particular transaction, select the check box of the transaction and click **Reconcile**.
9. Click **Finished** to complete the reconciliation process once all the deposits and payments have been reconciled.
10. If the statement is not fully reconciled, a message “Your statement is not fully reconciled. Do you still wish to finish?” will be displayed.
11. Click **Yes** to mark the statement as **Finished**. Click **No** to go to the **Balance** tab. You can make adjustments at **Opening balance** or **Closing balance** if there are errors. Alternatively, you can click **Finish later** to finish the reconciliation at a later time and to exit.

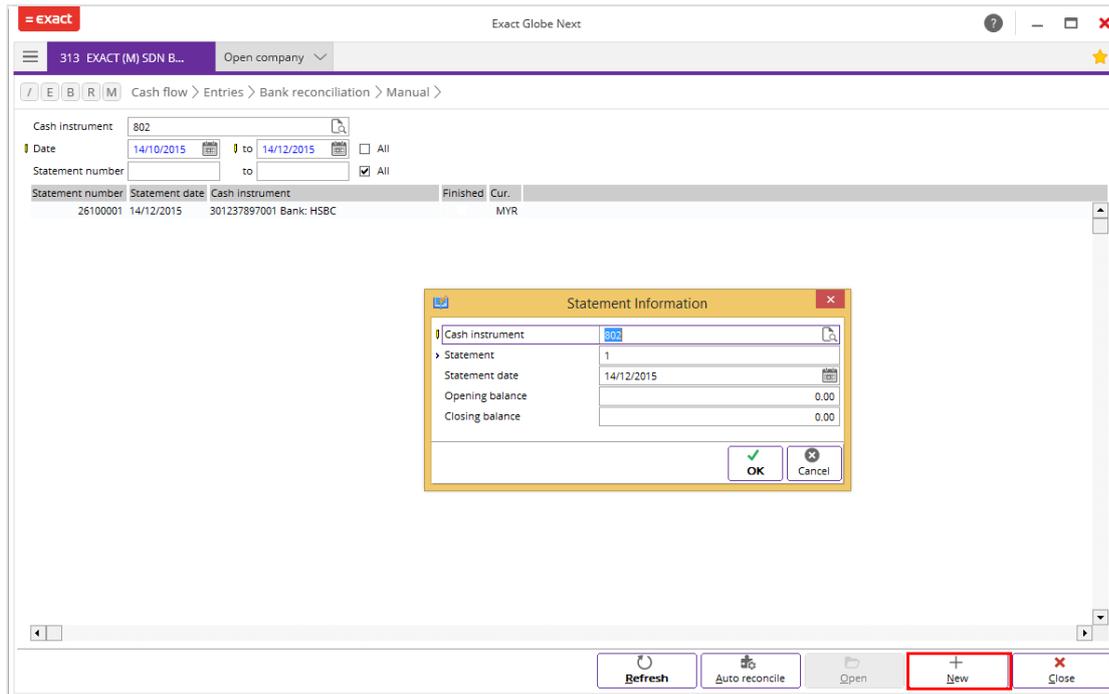


To automatically reconcile bank statements (excluding Dutch license) - Option 1:

1. Go to Cash flow → Entries → Bank reconciliation → Manual.
2. Define the search criteria, such as **Cash instrument**, **Date**, and **Statement number**.
3. Click **Refresh**. Statements that match the search criteria will be displayed.
4. Select the required statement.
5. Click **Auto reconcile**. The **Auto reconcile** screen will be displayed.
6. Type or select the cash instrument number at **Cash instrument**. This is mandatory.
7. Type the statement number at **Statement number** (to be used in the bank transaction table or the auto reconciled transactions).
8. Type or select a date at **Transactions prior to** (where all the transactions prior to it will be reconciled)
9. Select the **Statements: Finished** check box to include finished statements.
10. Click **OK** to finish the auto reconciliation process.

To automatically reconcile bank statements (excluding Dutch license): - Option 2:

1. Go to Cash flow → Entries → Bank reconciliation → Automatically or Cash flow → Entries → Import.
2. Select a transaction in the overview.
3. Click **Reconcile**.
4. In the **Bank reconciliation** screen, click **Search** to display the import folder.
5. Select the bank statement reconciliation file provided by the bank.
6. Once the file has been selected, the **Bank name** screen will be displayed where you have to select the bank that matches the bank statement reconciliation file.
7. If correctly matched, the message "Import file: Completed" will be displayed. Then, all the information from the bank statement file will be displayed in the **Bank reconciliation** screen.
8. Click **Auto reconcile** to automatically match and reconcile the entries.
9. You can also manually match transactions by selecting the correct bank statement under the **Bank statement** column and the correct bank entry under the **Cash / bank** column, and clicking **Reconcile**.
10. To undo the reconciled transactions, select the reconciled bank statement and entry, and click **Unreconciled**.



To create statements for reconciliation (excluding Dutch license):

1. Go to Cash flow → Entries → Bank reconciliation → Manual.
2. Click **New** and the **Statement Information** screen will be displayed.
3. Type or select the values at the **Cash instrument**, **Statement**, **Statement date**, **Opening balance**, and **Closing balance** fields.
4. Click **OK** to save the information.

To reconcile bank statements (Dutch license):

1. Go to Cash flow → Entries → Cash flow.
2. Define the search criteria, such as **Date**, **Own bank account**, **Type**, and others.
3. Click **Refresh**. The transactions that match the search criteria will be displayed.
4. Select the required transaction to be reconciled.
5. Click **Edit**. The **Entry** screen will be displayed.
6. Type or select the correct statement number and date at **Statement number** and **Statement date** for the selected transaction.
7. Click **Save** to save the information.
8. After saving the information, **Yes** will be displayed in the **Reconciled** and **Finished** boxes at the process flow (under the **Info** tab in the **Bank / Cash / 529** section).

Note:

Additional information on bank reconciliation is stored in the bank journal entries. You can repair any inconsistencies found in the database by using the diagnostic tool at System → Check → Diagnose (click **Start** to start the diagnostic process and click **Repair** to repair any inconsistencies) and still retain the information on the bank reconciliation.

4. CASH FLOW MANAGEMENT

Cash flow management requires you to manage, analyze, and adjust your business cash flows to ensure liquidity. This is why you need to carefully monitor and manage the cash inflows and cash outflows. In Exact Globe Next/Exact Globe+, this can be done through the accounts receivable or payable administration and cash flow reports.

4.1 ACCOUNTS RECEIVABLE OR PAYABLE ADMINISTRATION

The following topics are relevant to this section:

- Balance lists
- Managing accounts receivable or payable
- Accounts receivable or payable cards

4.1.1 Balance lists

The accounts receivable or payable balance list allows you to quickly check all the receivables or payables for payments in transit. It will also show you if there are any unmatched invoices or installments.

The screenshot shows a software window titled "Balance list" with a menu bar (File, Edit, View, Help) and a toolbar. The main area contains a table with the following columns: Our ref., Account, Name, Account type, Status:Account, Amount, Term, Relation number, To be received, To be paid, and Credit line. The table lists 31 rows of transactions from various customers like "Grand cafe de Zev", "Restaurant Enkhui", and "Kaffee und Kucher". At the bottom, there are buttons for Refresh, Card, Our ref., Maintain, Export, Match, and Close. The status bar shows "001 Demo", "Dion Brands (hung296221)", and "Monday, 14 December, 2015".

Our ref.	Account	Name	Account type	Status:Account	Amount	Term	Relation number	To be received	To be paid	Credit line
10000004	60100	Grand cafe de Zev	Customer	Active	-5,075.85	1	60100		5,075.85	0.00
10000005	60089	Restaurant Enkhui	Customer	Active	-956.28	1	60089		956.28	0.00
10000006	60091	Kaffee und Kucher	Customer	Active	-23,598.76	1	60091		23,598.76	0.00
10000006	60104	Het Witte paard	Customer	Active	-74.07	1	60104		74.07	0.00
10000007	60101	Chinees restaurant	Customer	Active	-1,094.58	1	60101		1,094.58	0.00
10000008	60094	Mevr. Vlemmiks	Customer	Active	-522.77	1	60094		522.77	0.00
10000008	60103	Wok around de clc	Customer	Active	-29,815.45	1	60103		29,815.45	0.00
10000009	60100	Grand cafe de Zev	Customer	Active	-60,237.83	2	60100		60,237.83	0.00
10000010	60091	Kaffee und Kucher	Customer	Active	-8,041.26	1	60091		8,041.26	0.00
10000010	60101	Chinees restaurant	Customer	Active	-54,834.54	1	60101		54,834.54	0.00
10000011	60103	Wok around de clc	Customer	Active	-20,668.99	1	60103		20,668.99	0.00
10000012	60090	Lunchroom de Ori	Customer	Active	-390.55	1	60090		390.55	0.00
10000013	60103	Wok around de clc	Customer	Active	-119.54	1	60103		119.54	0.00
10000016	60127	DSA Limburg	Customer	Active	-16,539.44	1	60127		16,539.44	0.00
10000772	60102	Cafe de Lantaarn 1	Customer	Active	-1,200.00	1	60102		1,200.00	0.00
10000792	60092	Pizzeria Vesuvius	Customer	Active	-5,000.00	1	60092		5,000.00	0.00

To generate balance lists:

1. Go to Finance → Accounts receivable → Balance list or Finance → Accounts payable → Balance list.
2. Under the **Group** section, select **To be invoiced** to display orders that have yet to be invoiced.
3. Click **Additional criteria** under the **Account** section.
4. Select **Including at Payments in transit** under the **Filter** section to include invoices and installments that are in transit, **Excluding** to exclude invoices and installments that are in transit, or **Payments in transit** to show only invoices and installments that are in transit.
5. Select the **To be matched** check box to display only invoices and installments that have yet to be matched. This is useful for verifying the accounts receivable or payable that consist of unmatched transactions. It also functions as a to-do list.
6. Define the additional search criteria if needed or click **Close** to exit the **Additional criteria** screen.
7. Define the rest of the search criteria where applicable.
8. Click **Display** to display the **Balance list** screen.
9. If the check box in the **Payments in transit** column is selected for the selected invoice, this means that the invoice has been received (for accounts receivable) or paid (for accounts payable) but not processed by the bank or matched with the cash flow transaction yet. If the check box is cleared, there is no payment in transit and all invoices and installments have been processed by the bank or matched with the cash flow transaction.
10. Click **Close** to exit.

4.1.2 Managing accounts receivable or payable

To manage your receivables or payables, you can print a report showing all the invoices or installments that have yet to be paid.

Outstanding items debtors

User: hung296221 Year: 2015 Date: 14/12/2015 Items: All Unprocessed: Yes Yes: All - DC
Company: 001 Demo Intermediary: Blocked Debtor code: All Currency rate: Original Currency: All - DC
Status: All Blocked: All Payment method: All Cost centre: All
Reporting date: Invoice date Scenario: All Cost unit: All
Account employee: All Project: All
Person: All

60086 Contantdebiteur (Active)

Type	Your reference	Entry no.	Our ref.	Description	Date	Due date	Age	PC	Amount Cur	XRate	Amount EUR
Cash flow	10000003	10100002	10000003	Contant	8/12/2010	8/12/2010	1,832		-165.78EUR	1.00000	-165.78
Unknown	10000003	10000003	10000003	Contant	8/12/2010	8/12/2010	1,832	00	165.78EUR	1.00000	165.78 *
Cash flow	10000004	11100001	10000004	Contant	6/1/2011	6/1/2011	1,803		-75.75EUR	1.00000	-75.75
Unknown	10000004	10000004	10000004	Contant	6/1/2011	6/1/2011	1,803	00	75.75EUR	1.00000	75.75 *
Total Contantdebiteur											0.00

60089 Restaurant Enkhuizen 1 (Active)

Type	Your reference	Entry no.	Our ref.	Description	Date	Due date	Age	PC	Amount Cur	XRate	Amount EUR
Cash flow	Bestel.: 20002	10200003	10000002	Order oktober 60089 Onze ref.: 10000002	2/12/2010		1,838		-554.80EUR	1.00000	-554.80
Sales invoice	Bestel.: 20002	10000002	10000002	Order oktober	18/10/2010	17/11/2010	1,883	00	554.80EUR	1.00000	554.80 *
Cash flow		10200001	10000005	Beginsaldo 60089 Onze ref.: 10000005	29/10/2010		1,872		-956.28EUR	1.00000	-956.28
Sales invoice		10900002	10000005	Beginsaldo	30/9/2010	30/10/2010	1,901	00	956.28EUR	1.00000	956.28 *
Total Restaurant Enkhuizen											0.00

60090 Lunchroom de Orka (Active)

Type	Your reference	Entry no.	Our ref.	Description	Date	Due date	Age	PC	Amount Cur	XRate	Amount EUR
------	----------------	-----------	----------	-------------	------	----------	-----	----	------------	-------	------------

Demo license Globe Next 1 of 6 14/12/2015

Printer settings Export Print Close

To manage accounts receivable or payable:

1. Go to Finance → Accounts receivable → Receivables → Report receivables or Finance → Accounts payable → Payables → Report payables.
2. At **Report** under the **Layout** section, select **List** to display the receivables or payables list or **Details** to display an extensive report that includes information about outstanding items and associated debtors or creditors. If there is a red asterisk (*) at the end of a line in the report, this means that a payment is in transit for that invoice or installment. If there is a blue asterisk (*) next to the **Our ref** number, it means that the invoice is blocked.
3. Define other search criteria.
4. Click **Start** to display the **Outstanding items debtors** report or **Outstanding items creditors** report.
5. Click **Print** to print the report or **Close** to exit.

4.1.3 Accounts receivable or payable cards

The accounts receivable or payable card is the central point that provides all the information about the receivables or payables status. From the card, you can also generate reports, view the transaction details, edit information, and search for transactions involving a creditor or debtor based on specific criteria.

Date	Our ref.	Your reference	Description	Debit EUR	Credit EUR	Transaction: Subtype	Cur.	Revaluation cur.	FC amount	Revaluation rate	ItemDescription
7/12/2010	10000014	Bestel.: 20020	MX 3	4,864.48		Sales invoice	EUR	None	4,864.48		
4/1/2011	10000014	Bestel.: 20020	MX 3		4,864.48	Cash receipt	EUR	None	-4,864.48		
11/12/2015	15750001	556686	MX 3	4,900.00		Sales invoice	EUR	None	4,900.00		

To manage accounts receivable or payable cards:

1. Go to Finance → Accounts receivable → Cards or Finance → Accounts payable → Cards.
2. Define the search criteria.
3. Click **Search**. Debtors or creditors that match the search criteria will be displayed.
4. Select the required debtor or creditor.
5. Click **Display** to display the **Debtor card** or **Creditor card** screen.
6. Click . At **Display**, select **Receivables** for debtors or **Payables** for creditors. The **Payments in transit** field will be displayed.
7. At **Payments in transit**, select **Including** to display only payment that is in transit, **Excluding** to display payment that is not in transit, and **Payments in transit** to display both the payment that is in transit and not in transit.
8. Click **Close** to exit.

4.2 CASH FLOW REPORTS

The following topics are relevant to this section:

- Cash instruments balance lists
- Cash flow statements
- Graphs of cash flow transactions
- Cash flow planning
- Reproducing bank statements
- Deposit ticket reports
- Pre-cheque writing reports

4.2.1 Cash instruments balance lists

The balance list displays the current and expected income or expenses. The balance list allows you to view information about the number of cash flow transactions, balance as a result of these cash flow transactions, average exchange rate (in case of foreign currency cash flow transactions), total amount of the payment that is in transit, and total balance amount including the payment in transit.

G/L	Transactions	Bank balance	Bank balance (EUR)	Avg. - Rate	Payments in transit	Payments in transit (EUR)	Total (EUR)
1000	8	6,825.22	6,825.22	1.0000			6,825.22
1100	47	313,719.53	313,719.53	1.0000	9,226.96	3,715.92	310,003.61
1150	2	49,287.72	49,287.72	1.0000	2,489.39	2,489.39	46,798.33
1200	1	255,310.45	255,310.45	1.0000			255,310.45

Rows	Bank balance	Payments in transit	Total	Totals :	Bank balance	Payments in transit	Total
	0.00	0.00	0.00		625,142.92	6,205.31	618,937.61

To view cash instruments balance lists:

1. Go to Cash flow → Reports → Balance list.
2. Define the search criteria.
3. Click **Display**. The **Cash balance** screen will be displayed.
4. At **Group by**, select the required option to display the cash instrument balance list. **Details**, **Currency code**, **Bank name**, **Type** and **General ledger** can be selected. You can view further information relating to the cash instrument balance list, such as the general ledger card, cash flow, bank statement, and payment in transit by clicking the relevant buttons.
5. Click **Close** to exit.

4.2.2 Cash flow statements

The cash flow statement provides an overview of all the payments and receipts for a certain period of time. Furthermore, the payments and receipts for a different period can be viewed and the two periods can be compared.

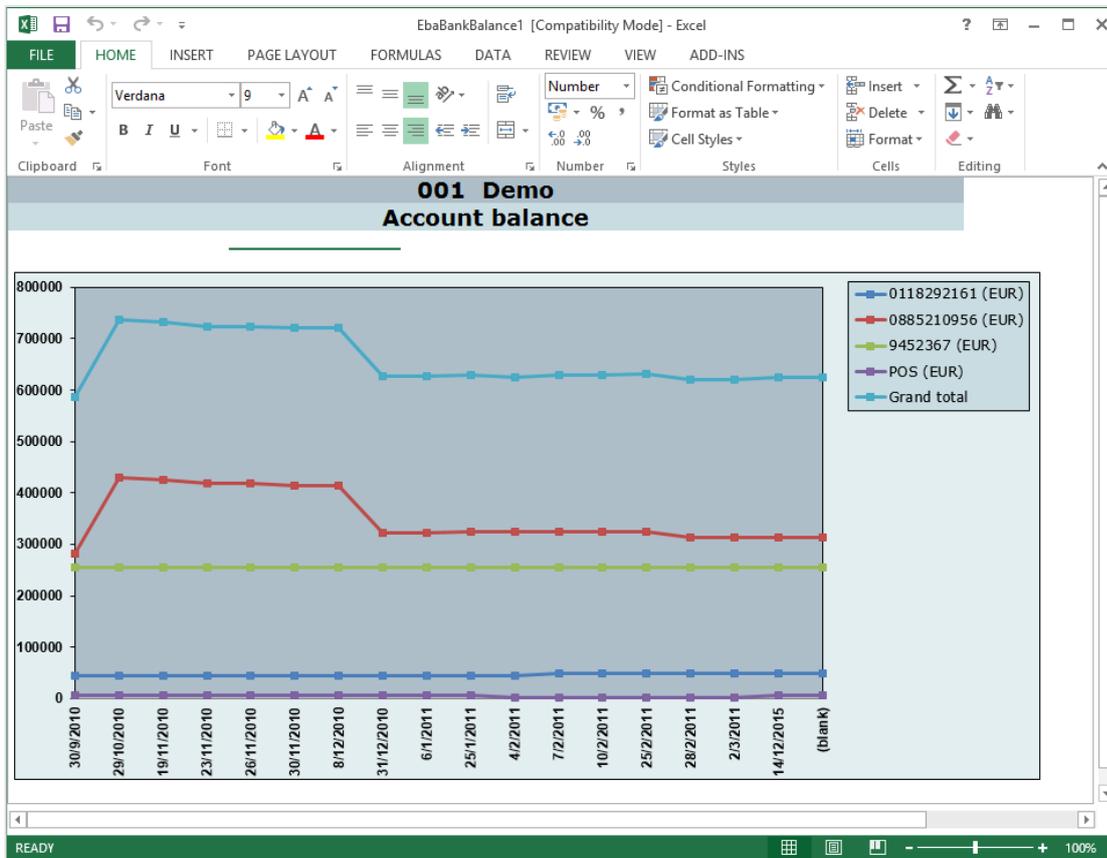
		Range 1	Range 2	Difference
1	Beginning cash balance	0.00	0.00	0.00
2				
3	Cash flow - In	799,575.39	833,189.26	-33,613.87
4	Sales	434.31	5,298.79	-4,864.48
5	Other	-0.00	5,000.00	-5,000.00
6	Unmatched	799,141.08	822,890.47	-23,749.39
7	Unallocated	0.00	0.00	0.00
8	Increase from borrowings	0.00	0.00	0.00
9	Increase from stock	0.00	0.00	0.00
10	Cash flow - Out	171,958.03	213,046.34	-41,088.31
11	Purchase	0.00	0.00	0.00
12	Salary	0.00	0.00	0.00
13	Assets	0.00	0.00	0.00
14	VAT	0.00	0.00	0.00
15	Other	0.00	0.00	0.00
16	Unmatched	171,958.03	209,256.34	-37,298.31
17	Unallocated	0.00	3,790.00	-3,790.00
18	Decrease from borrowings	0.00	0.00	0.00
19	Decrease from stock	0.00	0.00	0.00
20				
21	Cash from operations	627,617.36	620,142.92	7,474.44
22	Ending cash balance	627,617.36	620,142.92	7,474.44

To view cash flow statements:

1. Go to Cash flow → Reports → Cash flow statement. The **Cash flow** screen will be displayed.
2. Type or select the date range at **Date** under the **Range 1** section.
3. Under the **Range 2** section, select the **Use** check box to use the second range. This will enable the **Date** field.
4. Type or select the date range at **Date** under the **Range 2** section.
5. Click **Refresh** to view the cash flow statement.
6. Click **Details** to display the **Details** screen to view the breakdown of the selected cash flow. You can also edit the details on this screen.
7. Click **Configuration** to display the **Configuration** screen to assign the specific type of general ledger accounts for the general ledger codes with unknown types or change the type of the general ledger account.
8. Click **Close** to exit.

4.2.3 Graphs of cash flow transactions

It is possible to generate a graph of the developments (cash flow transaction history) for all cash instruments or one specific cash instrument.



To generate cash flow transaction graphs:

1. Go to Cash flow → Reports → Graph.
2. Define the search criteria.
3. Click **Start**. The cash flow transaction of the specific cash instrument or the account balance of all the cash instruments will be displayed in the graph generated.
4. Click **Close** to exit.

4.2.4 Cash flow planning

The cash flow planning provides an overview of your expected income (cash inflow) and expenditure (cash outflow). The planning can help you to predict possible deficits and/or temporary surpluses, and adapt to them.

Cash flow planning has its advantages. For example, with the information obtained, you can quickly identify a shortage or surplus on a specific cash instrument. This can help you to decide on making an interbank transfer to update the balance. A temporary surplus in the current bank account can be transferred to a savings account. You can also prevent a shortage on a cash instrument by doing an interbank transfer, so you do not have to pay interest. Another possibility is that you can decide to take out a new loan to cover the (temporary) shortage.

Bank account		Currency code	Current balance	Period Due	1 15/12/2015 14/2/2016	2 15/2/2016 14/4/2016	3 15/4/2016 14/6/2016	4 15/6/2016 14/8/2016	5 15/8/2016 14/10/2016	6 >14/10/2016
Inflow										
0118292161	BRL	-		5,723.83	0.00	0.00	0.00	0.00	0.00	0.00
0118292161	EUR	-		483,839.43	6,483.65	0.00	0.00	0.00	0.00	0.00
0885210956	BRL	-		4,273.05	0.00	0.00	0.00	0.00	0.00	0.00
0885210956	EUR	-		955,091.64	8,805.22	0.00	0.00	0.00	0.00	0.00
9452367	EUR	-		255,310.45	0.00	0.00	0.00	0.00	0.00	0.00
POS	EUR	-		11,928.43	0.00	0.00	0.00	0.00	0.00	0.00
				1,716,166.83	15,288.87	0.00	0.00	0.00	0.00	0.00
Outflow										
0118292161	BRL	-		2,644.68	0.00	0.00	0.00	0.00	0.00	0.00
0118292161	EUR	-		200,138.23	4,033.49	0.00	0.00	0.00	0.00	0.00
0885210956	BRL	-		33,696.53	0.00	0.00	0.00	0.00	0.00	0.00
0885210956	EUR	-		671,130.87	699.00	0.00	0.00	0.00	0.00	0.00
9452367	EUR	-		0.00	0.00	0.00	0.00	0.00	0.00	0.00
POS	EUR	-		5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
				912,610.31	4,732.49	0.00	0.00	0.00	0.00	0.00
Inflow-Outflow										
0118292161	BRL	-		3,079.15	0.00	0.00	0.00	0.00	0.00	0.00
0118292161	EUR	-		283,701.20	2,450.16	0.00	0.00	0.00	0.00	0.00
0885210956	BRL	-		(29,423.48)	0.00	0.00	0.00	0.00	0.00	0.00
0885210956	EUR	-		283,960.77	8,106.22	0.00	0.00	0.00	0.00	0.00
9452367	EUR	-		255,310.45	0.00	0.00	0.00	0.00	0.00	0.00
POS	EUR	-		6,928.43	0.00	0.00	0.00	0.00	0.00	0.00
				803,556.52	10,556.38	0.00	0.00	0.00	0.00	0.00
Balance										
0118292161	BRL	0.00		3,079.15	3,079.15	3,079.15	3,079.15	3,079.15	3,079.15	3,079.15
0118292161	EUR	49,287.72		332,988.92	335,439.08	335,439.08	335,439.08	335,439.08	335,439.08	335,439.08
0885210956	BRL	0.00		(29,423.48)	(29,423.48)	(29,423.48)	(29,423.48)	(29,423.48)	(29,423.48)	(29,423.48)
0885210956	EUR	313,719.53		597,680.30	605,786.52	605,786.52	605,786.52	605,786.52	605,786.52	605,786.52
9452367	EUR	255,310.45		510,620.90	510,620.90	510,620.90	510,620.90	510,620.90	510,620.90	510,620.90
POS	EUR	6,825.22		13,753.65	13,753.65	13,753.65	13,753.65	13,753.65	13,753.65	13,753.65
Total		625,142.92		1,428,699.44	1,439,255.82	1,439,255.82	1,439,255.82	1,439,255.82	1,439,255.82	1,439,255.82

To generate cash flow planning:

1. Go to Cash flow → Reports → Various → Planning.
2. Define the search criteria.
3. Click **Start**. The cash flow planning will be displayed. Negative balances are displayed in red. The expected inflows and outflows are displayed per cash instrument. In addition, the balance per cash instrument and the total expected balance are also displayed.
4. Click **Close** to exit.

4.2.5 Reproducing bank statements

Bank statements that have been imported can be reproduced. Importing of bank statements has been discussed in *3.4 Cash Inflow and Cash Outflow Processes*.

The screenshot shows a software window titled "001 Report - Exact" displaying an "Account statement" for ABN-AMRO. The window includes a navigation bar, a main report area with account details and a table, and a footer with "Printer settings", "Export", "Print", and "Close" buttons.

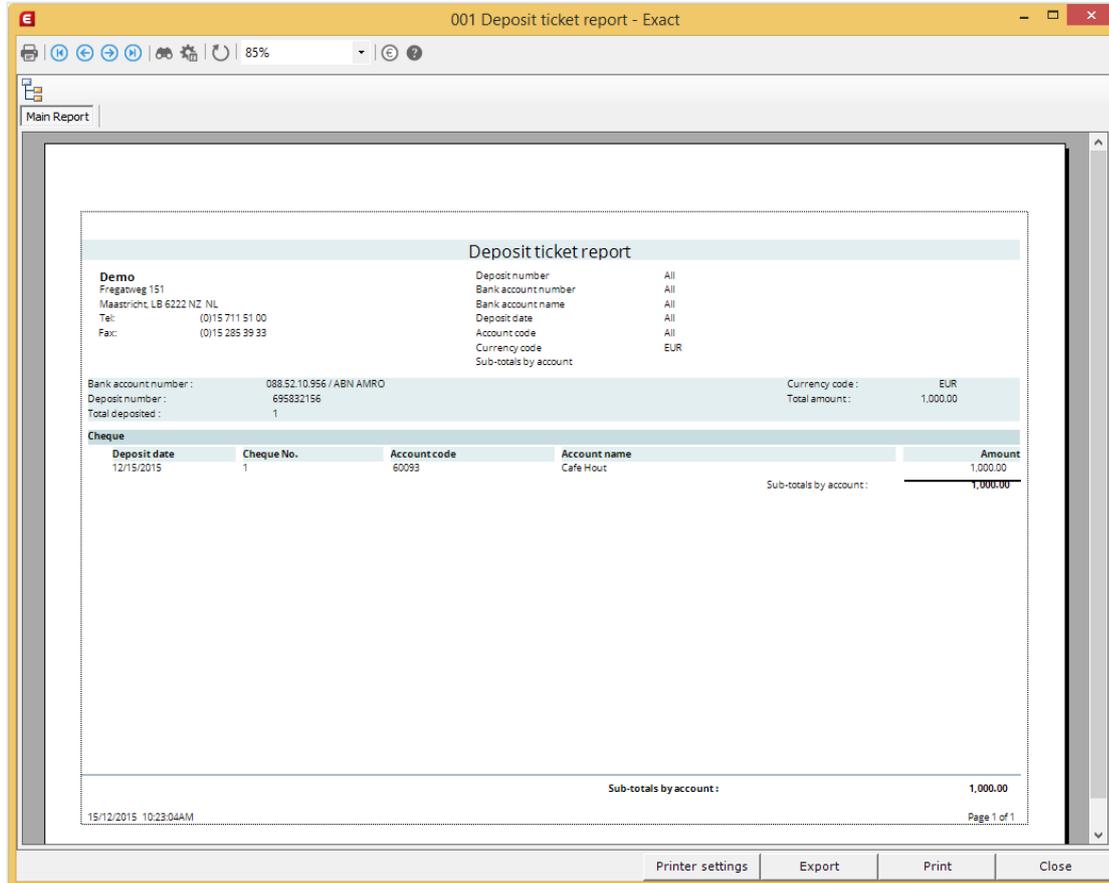
ABN-AMRO		Account statement		
ABN AMRO Postbus 669 1000EG Amsterdam		Demo Fregatweg 151 6222 NZ Maastricht		
Account type In (EUR)	Account number	Statement date	Pages	Page
Current	088.52.10.956	30/9/2010	1	1
Previous balance In (EUR)	New balance In (EUR)	Total debit amount	Total credit amount	
0.00	281,525.83	0.00	281,525.83	
Previous balance In (EUR)	New balance In (EUR)			
0.00	281,525.83			
Date	Description	Debit amount		Credit amount
30/9/2010	Beginsaldo	0.00		281,525.83

To reproduce bank statements:

1. Go to Cash flow → Cash instruments → Bank statement.
2. Define the search criteria.
3. Click **Start**. The **Report** screen will be displayed with the bank statement(s). You can click **Print** to print the bank statement or **Printer settings** to adjust the printer settings before printing.
4. Click **Close** to exit.

4.2.6 Deposit ticket reports

Deposit tickets are slips that depositors are required to make out showing the respective amounts of cash, cheques, and others received from customers, which are deposited. They are kept by the banks and, if any dispute arises as to the amounts deposited, these slips are of great value.



To generate deposit ticket reports:

1. Go to Cash flow → Reports → Deposit ticket report.
2. Define the search criteria.
3. Click **Start**. The deposit ticket report will be displayed. You can generate the report based on bank account number, deposit number, and deposit date. You can click **Print** to print the report or **Printer settings** to adjust the printer settings before printing.
4. Click **Close** to exit.

4.2.7 Pre-cheque writing reports

A Pre-cheque writing report is an invaluable document that is important for audit purposes and serves as a control measure to determine who will be paid prior to printing the cheques. Any selection can be edited prior to payment.

This report provides you with a quick overview of what the expected cash flow requirements are, per bank account, for the specific number of cheques to be printed, and subsequently signed.

The screenshot shows a software window titled "313 Pre-cheque writing report - Exact". The report content is as follows:

Pre-cheque writing report

User: hung296221 Company: 001 Demo
 Creditor: All Include Authorised
 Bank account number: 9452367 To 9452367 Include To be authorised
 Bank account name: Postbank To Postbank Sub-totals by creditor
 Bank account currency: EUR
 Due date: All
 Payment method: All

To be authorised								Not specified		
EXACT SOFTWARE										
Cheque										
Entry no.	Invoice no.	Invoice date	Due date	Invoice amount	Invoice currency	Applicable discount	Discount taken	Cheque amount		
17010013	73	04/15/2016	05/15/2016	11,000.00	EUR	0.00	0.00	11,000.00		
17010054	240	12/12/2016	01/11/2017	23,000.00	EUR	0.00	0.00	23,000.00		
17010058	244	12/16/2016	01/15/2017	16,500.00	EUR	0.00	0.00	16,500.00		
18010013	262	01/12/2017	02/11/2017	13,800.00	EUR	0.00	0.00	13,800.00		
18010021	270	01/24/2017	02/23/2017	4,800.00	EUR	0.00	0.00	4,800.00		
17010021	20000101	05/01/2016	05/31/2016	7,420.00	EUR	0.00	0.00	7,420.00		
17010023	20000103	05/03/2016	06/02/2016	18,020.00	EUR	0.00	0.00	18,020.00		
17010025	20000105	05/05/2016	06/04/2016	9,000.00	EUR	0.00	0.00	9,000.00		
Creditor totals				103,540.00		0.00	0.00	103,540.00		
Bank totals				103,540.00		0.00	0.00	103,540.00		
Selected for payment totals				103,540.00		0.00	0.00	103,540.00		
								Number of cheques to be printed		8

15/12/2015 12:16:38PM Page 1 of 1

Printer settings Export Print Close

To generate Pre-cheque writing reports:

1. Go to Cash flow → Reports → Pre-cheque writing report.
2. Define the search criteria.
3. Click **Start**. The Pre-cheque writing report will be displayed. You can click **Print** to print the report or **Printer settings** to adjust the printer settings before printing.
4. Click **Close** to exit.

5. ADVANCED FEATURES

This section explains a number of special scenarios that occur during the cash flow process. Some of the examples would be handling payment differences when receiving cash, correcting wrong or bounced payments, handling prepayments and inter-bank transfers, and others. These are not explained in the cash flow process because they occur only under certain circumstances.

5.1 HANDLING PAYMENT DIFFERENCES WHEN RECEIVING CASH

When customers settle invoices or installments, they might not pay the full amount. Sometimes, they deduct a settlement discount or do not include a credit surcharge for a late payment. This receipt can be registered similarly to other cash flow transactions by manually entering or importing it. However, when you match this cash flow transaction with the applicable invoices or installments, a difference can occur depending on the invoice registered. This difference needs to be processed.

The following topics are relevant to this section:

- Expected settlement discounts or credit surcharges
- Unexpected settlement discounts or credit surcharges

5.1.1 Expected settlement discounts or credit surcharges

When you agree on a settlement discount or credit surcharge with your debtor in advance, you first have to create this payment condition. Creating the payment condition has been explained in 3.2 *Purchase Flow (Cash Outflow) Process* and 3.3 *Sales Flow (Cash Inflow) Process*.

When customers are entitled to a discount or need to pay a surcharge, the amount they pay will not be equal with the created invoice. The receipt of the payment and the payment difference need to be registered and matched with the original invoice.

Cash / bank						Invoices						
Date	Cur.	Amount	Description	Outstanding	Bank account	Date	Cur.	Amount	Amount (EUR)	Payment reference	Matched	Payme
1/12/2010	EUR	33.92	Op rekening 60090 Onze	33.92	0885210	16/10/2010	EUR	33.92	33.92	60090/ 20005		
24/12/2010	EUR	390.55	60090 Onze ref.: 1000001	390.55	0885210	26/11/2010	EUR	390.55	390.55	XX060090/10000012		
25/2/2011	USD	35,000.00	20076	36,458.33	0118292	28/2/2011	EUR	-10.75	-10.75	XX060090/11000005		

To handle payment differences with expected settlement discounts or credit surcharges:

1. Create an invoice for a debtor that uses the agreed payment condition. For example, it uses the settlement discount of 10% if paid within 14 days. The entry application will then automatically generate two installments; one for the settlement discount and one for the invoice amount. Both installments will have the same due dates but the payment dates differ because to get the discount, you need to pay up within 14 days after the invoice date.
2. When the debtor pays the invoice and deducts the discount, create the receipt at Cash flow → Entries → Cash flow or import it through Cash flow → Entries → Import.
3. Go to the **Matching** screen by clicking **Match to invoices** under the **Matching & Processing** section (in the **Entry** screen at Cash flow → Entries → Cash flow). You can also match the receipt to the invoice at Cash flow → Entries → To be matched.
The **Entry** screen at Cash flow → Entries → Cash flow applies to all the legislations except for United States, which has a different cash flow entry screen to cater to local requirements.
4. Select the receipt and invoice (excluding discount) to be matched.
5. Click **Match/Process**. The **Write off: Discount** screen will be displayed.
6. Click **Write off** to write off the discount if the debtor has paid within the agreed payment date or **Cancel** to keep the discount installment if the debtor did not pay within the agreed payment date and to exit the **Write off: Discount** screen. The **Matching** screen will be displayed.
7. If the discount was written off, click **Close** in the **Matching** screen to exit but if the discount was not written off, select the discount installment and click **Match/Process**. The **Process** screen will be displayed.
8. You now need to decide what to do with the difference by selecting one of the options provided in the **Process** screen and clicking **Process** to process the difference.
 - **Balance/Compress** – Select this option to process the difference as balance that the debtor needs to pay.
 - **Payment difference** – Select this option to process the difference as a payment difference between what the debtor has to pay and what has been paid.

- **Discounts** – Select this option to write off the invoice amount to the general ledger account (if the debtor paid within the agreed payment date).
- **Exchange rate difference** – Select this option to write off the difference as an exchange rate difference. This option is available only for foreign currency transactions.
Note: You can predefine the tax code for the exchange rate difference general ledger. The system will derive the tax code and rate of the write-off entry automatically from the terms predefined for the exchange rate difference general ledger for tax reporting purposes.
- **Discounts (Including: Tax)** – There are two available options when this is selected. Select **Adjust: Revenue** to adjust the revenue and tax (the system will correct the tax as it reverses the financial transactions of the original invoice for the amount difference) or **Write off discount** to write off the discount to a specified general ledger account.
- **Bank charges** – Select this option to write off the remaining balances as the banking fees to the general ledger for the banking fees. This feature is not applicable when compressing invoice terms, including matching of invoices with multiple credit notes.

Note:

By default, the general ledger displayed next to the Bank charges option is the same as the general ledger defined at Bank costs under the General ledger section in General ledger settings (System → General → Settings → General ledger settings). For tax reporting purposes, the tax code and rate of the write-off entry are retrieved from the terms predefined for the bank costs general ledger, unless a different general ledger is selected at Bank charges. The tax amount displayed is always an inclusive amount, regardless of the tax type, excluding or including, used for the calculation. This amount will be booked to the bank creditor. If the Tax code field is left blank in the Extra tab of the selected general ledger, a zero VAT term will be created for the write-off entry automatically.

- **Other** – Select this option if the difference does not fall within any of the available options and click  to select a general ledger to allocate the invoice or installment.

Note:

If the debtor paid the full invoice amount and did not take the discount (although he paid within the agreed payment date), match the receipt with both the invoice and discount installments at the same time. You can also decide to keep the installments for the outstanding settlement discount without matching or writing them off if the debtor did not pay on time and is therefore not entitled to the discount.

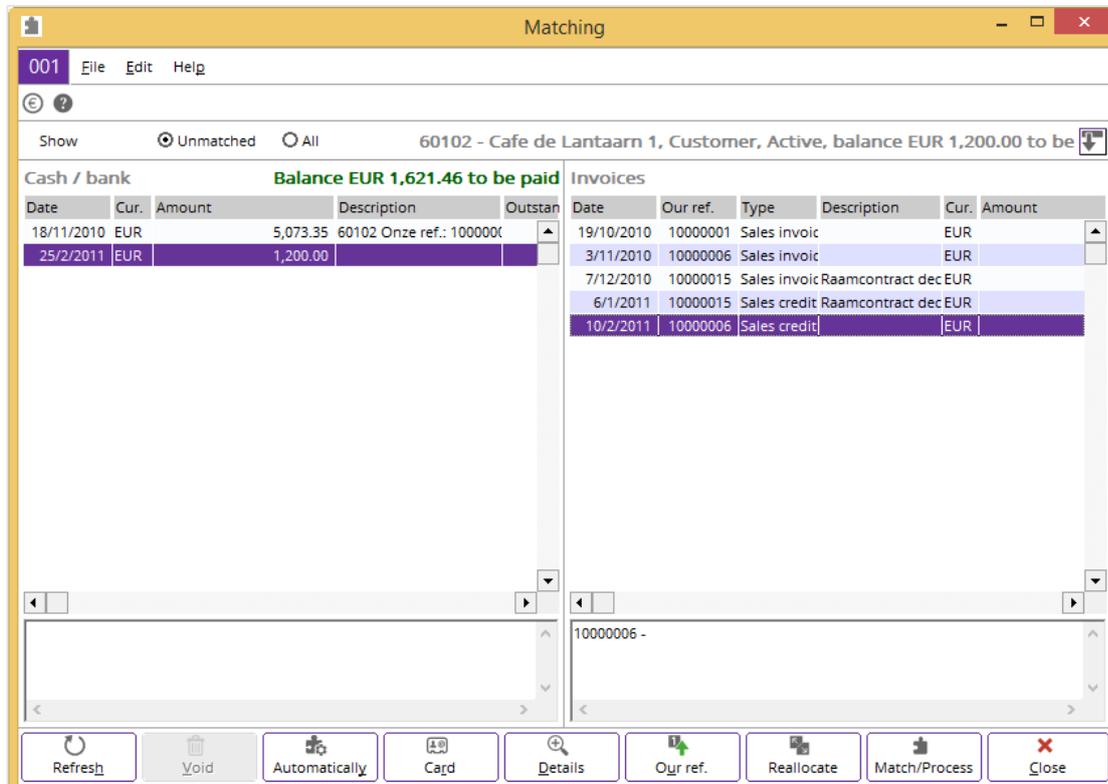
9. Click **Close** to exit.

Tip:

If you select **Payment difference**, **Discounts**, Exchange rate difference, **Discounts (Including: Tax)**, Bank charges, or **Other**, you can define or change the write-off date, reporting date, cost center, cost unit, and project code of the transaction under the **Transaction** section.

5.1.2 Unexpected settlement discounts or credit surcharges

Even if you did not agree on a payment condition with your debtors in advance that entitles them to a settlement discount or a credit surcharge, you still may not receive the full invoice amount. When a customer calculates an undeserved discount or forgets to add a surcharge, the amount you receive will not equal the amount you have invoiced and expected to be paid. These payment differences need to be booked or registered in a different manner.



To handle payment differences with unexpected settlement discounts credit surcharges:

1. Create an invoice for a debtor that does not use a payment condition with a settlement discount or credit surcharge.
2. When the debtor pays the invoice, create the receipt at Cash flow → Entries → Cash flow or import it at Cash flow → Entries → Import.
3. Go to the **Matching** screen by clicking **Match to invoices** under the **Matching & Processing** section (in the **Entry** screen at Cash flow → Entries → Cash flow). You can also match the receipt to the invoice at Cash flow → Entries → To be matched.
4. Select the receipt and invoice(s) to be matched.
5. Click **Match/Process**. The **Process** screen will be displayed.

If the balance amount is not zero, it can either be “balance to be paid”, “balance overpaid”, or “balance to claim”. In the **Process** screen, you need to decide what to do with the difference. For “balance overpaid”, you can choose to process the difference as **Balance**, **Payment difference**, **Exchange rate difference**, **Prepayment**, **Refund**, **Bank charges**, or **Other**.

 - **Balance** – Select this option to process the difference as a balance that the debtor needs to pay.
 - **Payment difference** – Select this option to process the difference as a payment difference between what the debtor has to pay and what has been paid.
 - **Exchange rate difference** – Select this option to write off the difference as an exchange rate difference. This option is available only for foreign currency transactions.

Note:

You can predefine the tax code for the exchange rate difference general ledger. The system will derive the tax code and rate of the write-off entry automatically from the terms predefined for the exchange rate difference general ledger for tax reporting purposes.

- **Prepayment** – Select this option to process the difference as a prepayment. You can proceed to do the matching once you receive the invoice from the debtor.
- **Refund** – Select this option to process the difference as a refund. In the **Matching** screen, the payment under the **Cash/bank** section will be removed and the invoice under the **Invoices** section will no longer display the full amount but the difference that needs to be refunded. You then go to Cash flow → Miscellaneous → Refund and define the search criteria. Click **Additional criteria** to define the additional criteria, and then click **Close** to close the **Additional criteria** screen. Click **Display** to display the transactions according to the search criteria. Select the **To be authorised** check box to display the transactions that need to be authorized. Select the required transaction and click the **Authorised** box on the left. Then, select the **Already authorised** check box to display the transactions that are authorized but not processed. Select the required transaction and click the **Processed** box on the left. You have now authorized and processed the refund. You can then go to Cash flow → Entries → Cash flow and make the refund (payment) to the debtor. This will create a payment under the **Cash/bank** section in the **Matching** screen. You can now automatically match the payment with the invoice (that displays the difference that needs to be refunded).
- **Bank charges** – Select this option to write off the remaining balances as the banking fees to the general ledger for the banking fees. This feature is not applicable when compressing invoice terms, including matching of invoices with multiple credit notes.

Note:

By default, the general ledger displayed next to the Bank charges option is the same as the general ledger defined at Bank costs under the General ledger section in General ledger settings (System → General → Settings → General ledger settings). For tax reporting purposes, the tax code and rate of the write-off entry are retrieved from the terms predefined for the bank costs general ledger, unless a different general ledger is selected at Bank charges. The tax amount displayed is always an inclusive amount, regardless of the tax type, excluding or including, used for the calculation. This amount will be booked to the bank creditor. If the Tax code field is left blank in the Extra tab of the selected general ledger, a zero VAT term will be created for the write-off entry automatically.

- **Other** – Select this option if the difference does not fall within any of the available options and click  to select a general ledger to allocate the invoice or installment.

For “balance to be paid” and “balance to claim”, you can choose to process the difference as **Balance/Compress, Payment difference, Discounts, Exchange rate difference, Discount (Including: Tax), Bank charges, or Other**. Select an option in the **Process** screen and click **Process** to process the difference or click **Cancel** to cancel the process and to exit the screen.

6. Click **Close** to exit.

5.2 CORRECTING WRONG OR BOUNCED PAYMENTS

In daily practice, mistakes can happen during a payment process. Before you send the payment to the bank (for example, electronically) or to your creditor (for example, by cheque) you may discover that you have made a mistake while processing the payment for a certain invoice or installment and want to process the payment again.

Another possibility is that after you have sent the payment to the bank or to your creditor, you found out that your payment has bounced and for a certain reason, the bank could not process your payment. Another incident could be that your creditor never got your payment by cheque. In this case, the payment must be cancelled. These “bounced” payments are not included in the bank statement.

Cash instruments	Name	Cur.	Amount	Amount (EUR)	Payment date	Run number	Type	Status	Account	Bank account	Ledger account	Our ref.	Your ref.
088.52.10.956	Roode Pelikaan	EUR	-105.22	-105.22	23/1/2011	9	Supplier	Active	5180645379			20000017	PR
088.52.10.956	ABN AMRO	EUR	300.00	300.00	21/2/2011	20	Supplier	Active	0885210956			10000598	Y20
088.52.10.956	ABN AMRO	EUR	3,790.00	3,790.00	21/2/2011	20	Supplier	Active	0885210956			10000600	123
088.52.10.956	ABN AMRO	EUR	148.84	148.84	21/2/2011	20	Supplier	Active	0885210956			10000579	Y20
088.52.10.956	ABN AMRO	EUR	1,038.00	1,038.00	21/2/2011	20	Supplier	Active	0885210956			10000580	Y20
088.52.10.956	ABN AMRO	EUR	1,741.40	1,741.40	21/2/2011	20	Supplier	Active	0885210956			10000584	Y20
088.52.10.956	ABN AMRO	EUR	149.41	149.41	21/2/2011	20	Supplier	Active	0885210956			10000568	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956			10000582	Y20
088.52.10.956	ABN AMRO	EUR	1,602.34	1,602.34	21/2/2011	20	Supplier	Active	0885210956			10000588	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956			10000586	Y20
088.52.10.956	ABN AMRO	EUR	1,437.10	1,437.10	21/2/2011	20	Supplier	Active	0885210956			10000592	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956			10000590	Y20
088.52.10.956	ABN AMRO	EUR	1,270.79	1,270.79	21/2/2011	20	Supplier	Active	0885210956			10000596	Y20
088.52.10.956	ABN AMRO	EUR	51.08	51.08	21/2/2011	20	Supplier	Active	0885210956			10000594	Y20
088.52.10.956	ABN AMRO	BRL	582.03	254.19	31/12/2010	10	Supplier	Active	0458947954			20000015	Bes
088.52.10.956	ABN AMRO	BRL	7,840.00	3,424.00	29/10/2010	7	Supplier	Active	5104364534			20000005	Bes
088.52.10.956	ABN AMRO	BRL	1,367.06	504.86	20/10/2010	7	Supplier	Active	5104364534			20000000	Bes

To correct wrong or bounced payments:

1. Go to Cash flow → Payments → Payment in transit. The **Payments in transit** screen will be displayed.
2. At **Group by**, select the required option to group the processed payment according to **Accounts**, **Cash instruments**, **Payment reference**, **Payment date**, **Run number**, or **Details**. If you group by **Accounts**, you will see an additional field called **Name** and a search button next to **Group by**. Here, you can type the account name at **Name** and click **Search** to display the relevant payment in transit.
3. Select the required payment to be corrected.
4. Click **Reverse auth.** to remove the payment from the **Payments in transit** screen. The selected payment will be undone and the invoices or installments that were paid will be reopened. These reopened invoices or installments can again be authorized and processed. The payment will also no longer be displayed in the run in which it was processed. Therefore, after resetting the status, everything is back to the stage before the payment is processed. If any financial transactions were generated during the processing of the payment, these will be voided if the final posting has already occurred.
5. Click **Close** to exit.

5.3 MATCHING CASH FLOW TRANSACTIONS TO OTHER DEBTOR OR CREDITOR INVOICES OR INSTALLMENTS

In various cases, it is possible that an invoice has been sent to or received from one debtor or creditor but payment is made to another. An example is a head office of a corporation paying for an invoice that you have sent to their subsidiary.

The following topic is relevant to this section:

- Reallocation of debtors or creditors

5.3.1 Reallocation of debtors or creditors

When you receive money from one company but have invoiced another, reallocation of the debtor or creditor is necessary because cash flows can only be matched to invoices or installments listed to the same debtor or creditor.

Name	Payment date	Type	Bank account	Our ref.	Your ref.	Payment reference	Cur.	Amount	Amount (EUR)	Transaction type
Roode Pelikaan	18/4/2011		5180645379	20000032	machines hotels	machines hotels	EUR	-178,839.15	-178,839.15	Purchase invoice
Roode Pelikaan	2/4/2011		5180645379	20000032	machines hotels	machines hotels	EUR	-59,613.05	-59,613.05	Purchase invoice
Roode Pelikaan	25/2/2011		5180645379	20000023	P20023	P20023	EUR	-15,136.80	-15,136.80	Purchase invoice
Roode Pelikaan	10/2/2011		5180645379	20000022	BCL 3	BCL 3	EUR	-11,922.61	-11,922.61	Purchase invoice
Roode Pelikaan	22/3/2011		5180645379	20000028	MAC0019	MAC0019	EUR	-4,510.10	-4,510.10	Purchase invoice
Roode Pelikaan	28/3/2011		5180645379	20000030	P20031	P20031	EUR	-2,522.80	-2,522.80	Purchase invoice
Roode Pelikaan	12/1/2011		5180645379	20000017	PROD00010008	XXPROD00010008XX	EUR	-105.22	-105.22	Purchase invoice
Roode Pelikaan	23/1/2011		5180645379	20000017	PROD00010008	XXPROD00010008XX	EUR	105.22	105.22	Purchase credit

To reallocate debtors or creditors:

1. Go to Finance → Accounts receivable → Cards or Finance → Accounts payable → Cards.
2. Define the search criteria.
3. Click **Search**. A list of debtors or creditors that match the search criteria will be displayed.
4. Select the debtor or creditor to reallocate the invoice or installment.
5. Click **Display**. The **Debtor card** or **Creditor card** screen will be displayed with information, such as the general ledger number, general ledger description, debit amount, credit amount, and balance amount.
6. Select the required general ledger.
7. Click **Match**. The **Matching** screen will be displayed.
8. Click **Reallocate** to display the **Reallocate** screen.
9. In the **Reallocate** screen, all information under the **To** section will be pre-filled (depending on the debtor or creditor selected) except **Suspense account**.
10. At **Suspense account**, type or select the suspense general ledger account. The suspense account is used to transfer the invoice or installment from one debtor or creditor to the other.
11. Type or select the debtor or creditor account from which reallocation is to be made at **Account** under the **From** section. **Account** will then change to **Debtor** or **Creditor** according to your selection and all invoices or installments related to that account will be displayed.
12. Select the required invoice or installment.
13. Click **Process**. The invoice or installment will be displayed in the **Matching** screen.
14. In the **Matching** screen, select the invoice or installment.
15. Click **Match/Process**. The **Process** screen will be displayed.
16. In the **Process** screen, select **Other**.
17. Click  to select the correct general ledger account. The invoice or installment will be removed from the **Matching** screen.
18. Click **Close** to exit.

5.4 HANDLING PREPAYMENTS AND INTERBANK TRANSFERS

The following topics are relevant to this section:

- Handling prepayments
- Handling interbank transfers

5.4.1 Handling prepayments

A prepayment involves creating and making a payment prior to receiving or sending the purchase or sales invoice. The prepaid term then needs to be authorized and processed. A prepayment is created in the purchase or sales orders. It can also be created in the cash flow module.

To create prepayments:

1. Go to Cash flow → Payments → Prepayments & transfers.
2. Click **New** to display the **Prepayment** screen. This is the default screen.
3. Define the information about the prepayment, such as the cash instrument from which payment is made, amount, currency, payment reference, purchase order number, and others.
4. Click **Save** to save the information.
5. Click **Close** to exit.

To authorize prepayments:

1. Go to Cash flow → Payments → Authorise.
2. Define the search criteria. Click **Additional criteria** to define more criteria, and then **Close** to close the **Additional criteria** screen.
3. Click **Display** to display the transactions according to the search criteria defined.
4. Select the **Prepayment** check box to view prepayment transactions.
5. Select the required transaction.
6. Click **Authorise**.
7. Click **Close** to exit.

To process prepayments:

1. Go to Cash flow → Payments → Process.
2. Define the search criteria. Click **Additional criteria** to define more criteria, and then **Close** to close the **Additional criteria** screen.
3. Click **Display** to display the transactions according to the search criteria defined.
4. Select the **Prepayment** check box to view prepayment transactions.
5. Select the required transaction.
6. Click **Process**.
7. Click **Close** to exit.

After the bank has processed the prepayment and you have manually registered the entry or imported the bank statement, you can proceed to do the matching.

To match prepayments:

1. Go to Cash flow → Payments → Authorise or Cash flow → Payments → Process.
2. Click **Display** to display the **Authorise** or **Process** screens respectively.
3. Select the **Prepayment** check box to display the prepayments.
4. Select the required transaction.
5. Click **Match**. The **Matching** screen will be displayed.
6. Click **Automatically** to match the transactions automatically. The transactions will be removed from the **Matching** screen.
7. Click **Close** to exit.

5.4.2 Handling interbank transfers

Transfers refer to Electronic Funds Transfer (EFT). EFT enables corporations and individuals to provide secure direct payments electronically without issuing paper cheques or moving cash monies.

001 Transfer - Exact

001 File Edit Help

Basics Created by: Dion Brands , 14/12/2015 Modified by: Dion Brands, 14/12/2015

Entry Prepayment Transfer

Transfer; In / Out

From - Cash instrument: 0885210956 ABN AMRO Bank 0885210956 G/L: 1100 Bank

Amount / Date: 5,000.00 EUR Payment 14/12/2015 Amount, XRate: 5,000.00 EUR 1.00000

Payment reference: [Empty field]

Notes: [Empty field]

Type / Method: Bank statement Regular

Our ref.: 15940005

Receipt

To - Cash instrument: 0118292161EUR Rabobank G/L: 1150

Date	G/L	General ledger account description	Description	Our ref.	Cur.	Debit	Credit	Creditor	Type	Person
14/12/2015	1600			15940005	EUR	5,000.00		60099	Prepayment	1 - Dic
14/12/2015	1600			15940005	EUR		5,000.00	60106	Prepayment	1 - Dic

Card New Save Close

To create interbank transfers:

1. Go to Cash flow → Payments → Prepayments & transfers.
2. Click **New** to display the **Prepayment** screen.
3. At **Entry**, select **Transfer**.
4. Define the relevant information about the transfer, such as the cash instrument from which payment is to be made, cash instrument to which payment is to be received, amount, currency, date of transfer, payment reference, and others.
5. Click **Save** to save the information.
6. Click **Close** to exit.

To authorize interbank transfers:

1. Go to Cash flow → Payments → Authorise.
2. Define the search criteria. Click **Additional criteria** to define more criteria, and then click **Close** to close the **Additional criteria** screen.
3. Click **Display** to display the transactions according to the search criteria defined.
4. Select the **To be authorised** check box to view transactions that need to be authorized.
5. Select the required transaction.
6. Click **Authorise**.
7. Click **Close** to exit.

To process interbank transfers:

1. Go to Cash flow → Payments → Process.
2. Define the search criteria. Click **Additional criteria** to define more criteria, and then click **Close** to close the **Additional criteria** screen.
3. Click **Display** to display the transactions according to the search criteria defined.
4. Select the **Already authorised** check box to view transactions that are already authorized but need to be processed.
5. Select the required transaction.
6. Click **Process**.
7. Click **Close** to exit.

After the bank has processed the transfer and you have manually registered the entry or imported the bank statements for both cash instruments, you can proceed to do the matching. Before matching, make sure both the cash flow transactions (payment and receipt) are allocated to the default company account code at System → General → Settings → Company data settings.

To match interbank transfers:

1. Go to Cash flow → Entries → Cash flow.
2. Define the search criteria.
3. Click **Refresh** to view the transfer transactions.
4. Select the required transfer to match.
5. Click **Edit**. The **Entry** screen will be displayed.
6. Under the **Matching & Processing** section, click **Interbank**. The **Matching** screen will be displayed.
7. Click **Automatically** so both the payment and receipt will be automatically matched and removed from the **Matching** screen.
8. Click **Close** to exit.

5.5 ADVANCED MANAGEMENT OF LETTERS OF CREDIT, CHEQUES, AND POST DATED CHEQUES

It is possible to generate an overview of all cheques, post-dated cheques, or letters of credit in your administration that have been used to make or receive payments. This enables you to quickly see the outgoing and incoming cash flows through the payment instruments. You can also manage letters of credit, cheques, and post-dated cheques at an advanced level. such as authorizing, matching, processing payments to creditors or receiving, depositing, settling payments from debtors.

For advance management of instruments, select the **Advanced: Instrument handling** check box at System → General → Settings → Bank settings under the **General** section.

The screenshot shows the '313 Instrument status - Exact' window. The 'Range' section is set to 'Cheque' and 'Cash out'. The 'Filter' section is active, showing search criteria for Instrument no., Amount, and Invoice date. The table below displays the following data:

Payment date	Name	Instrument status	Invoice date	Run number	Type	Status	Bank account	Our ref.	Your ref.	Payment reference	Cur.	Amount	Transaction
10/6/2016	COMPARTS SDN E Invoices		13/5/2016		Supplier	Active		20000113	093	093	EUR	9,500.00	Purchase
11/6/2016	AIR CARE TECHN Invoices		14/5/2016		Supplier	Active		20000114	094	094	EUR	8,000.00	Purchase
14/6/2016	AIR CARE TECHN Invoices		17/5/2016		Supplier	Active		20000117	097	097	EUR	1,060.00	Purchase
14/6/2016	CHEMIBOND ENTI Invoices		17/4/2016		Supplier	Active		75	SO075	SO075	EUR	4,770.00	Purchase

Summary: Selected 8,000.00 (EUR), Selected lines 1, Total 4,622,415.60 (EUR), Lines 252.

To authorize payments:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit, Cheque** or **Post dated cheque**.
3. At **Show**, select **Cash out**.
4. Select **Prepayment** or **Invoices** below **Show**.
5. Define the other search criteria.
6. Click **Advanced** to display the **Filter** section. Define the search criteria.
7. Select the required transaction to be authorized.
8. Click **Authorise**. The authorized transaction will be displayed if **Authorised** is selected. If you have authorized the wrong transaction, you can undo the mistake by selecting the wrongly authorized transaction and clicking **Reverse auth..** The transaction will be displayed again if **Prepayment** or **Invoices** is selected.
9. Click **Close** to exit.

To match payments:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit, Cheque** or **Post dated cheque**.
3. At **Show**, select **Cash out**.
4. Select **Prepayment, Invoices, Authorised, Printed**, or **Payment in transit** below **Show**.
5. Define the other search criteria.
6. Click **Advanced** to display the **Filter** section. Define the search criteria.
7. Select the required transaction to match.
8. Click **Match**. The **Matching** screen will be displayed.
9. Click **Automatically** to automatically match the payment and invoice(s) or click **Match/Process** to manually perform the matching process. If matching is for a VAT term and the VAT return has not been generated, you need to type a password before you are able to perform the match or process function. If the balance amount displayed at the top center of the **Cash/bank** and **Invoices** sections is zero, the selected transactions will be matched and removed from the screen. If there are differences to be settled with the invoice amount, the decision must be made on how to write off these differences. If there are differences to be settled, the **Process** screen will be displayed.
10. Select the relevant options, such as **Balance, Payment difference, Refund, Discount** and more.
11. Click **Process**.
12. Click **Close** to exit.

To process payments:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit, Cheque** or **Post dated cheque**.
3. At **Show**, select **Cash out**.
4. Select **Authorised** below **Show**.
5. Define the other search criteria.
6. Click **Advanced** to display the **Filter** section. Define the search criteria.
7. Select the required transaction in the overview.
8. Click **Process**. The **Enter: Instrument number** screen or the **Earned discount/Write off: Credit surcharge** screen (applicable for invoices with discounts or credit surcharges) will be displayed. In the **Earned discount/Write off: Credit surcharge** screen, click **OK** to proceed or **Cancel** to exit. If you proceed, the **Enter: Instrument number** screen will be displayed.
9. At **First: Instrument number** and **Layout name**, you can edit the pre-filled options.
10. Click **OK** to proceed or **Cancel** to exit.
11. If you choose to proceed, the **Instrument status** screen will be displayed with the message "Trial print?" Click **Yes** for a trial print, **No** for an actual print, or **Cancel** to exit.
12. The **Instrument status** screen will be displayed with the message "Print job successful?" Click **Yes** if printing was successful or **No** to reprint. If you choose to reprint, the **Reprint** screen will be displayed. You have the option to reprint, delete, or void the document. Once the document has been printed, it will be displayed if **Printed** is selected. If you have accidentally processed the wrong document, you can undo the mistake by selecting the processed document and clicking **Reverse auth..** The document will be displayed again if **Invoices** or **Prepayment** is selected. You can also void the processed document by selecting the processed document and clicking **Void**. Once the document has been voided, it will be displayed if **Voided** is selected.
13. Click **Close** to exit.

To receive payments:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit**, **Cheque** or **Post dated cheque**.
3. At **Show**, select **Cash in**.
4. Select **Invoices** or **Printed** below **Show**. Define the other search criteria.
5. Click **Advanced** to display the **Filter** section. Define the search criteria.
6. Select the required transaction in the overview.
7. Click **Receive**. The **Received: Bill of exchange** screen will be displayed for letters of credit, **Received: Cheque** screen will be displayed for cheques, and **Received: Post dated cheque** screen will be displayed for post-dated cheques.
8. Make sure the information on the screen is correct (some of the information can be edited).
9. Click **OK** to receive the payment or **Cancel** to exit. The payment that has been received will now be displayed if **Received** is selected. If you received the wrong payment and want to undo the mistake, select the received payment and click **Delete**. The payment will be displayed again if **Invoices** is selected.
10. Click **Close** to exit.

Note:

It is possible to receive, deposit, and settle a letter of credit. However, after a deposit, the letter of credit may bounce. This can be due to several reasons, such as the documents presented by the seller do not conform to the documents needed under the letter of credit or the documents are not presented within the required time frame. In this case, a new letter of credit will be provided. When receiving the new letter of credit, a pop-up screen will be displayed. You can select **Continue** and click **Yes** to receive the letter of credit using the same number as the bounced letter of credit, select **Use next available number** and click **Yes** to receive the letter of credit using the next number, or click **No** to exit and manually specify a new letter of credit number.

To deposit payments:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit**, **Cheque** or **Post dated cheque**.
3. At **Show**, select **Cash in**.
4. Select **Received** below **Show**. Define the other search criteria.
5. Click **Advanced** to display the **Filter** section. Define the search criteria.
6. Select the required transaction in the overview.
7. Click **Deposit**. The **Deposit: Bill of exchange** screen will be displayed for letters of credit, **Deposit: Cheque** screen will be displayed for cheques, and **Deposit: Post dated cheque** screen will be displayed for post-dated cheques.
8. At **Deposit For** under the **Deposit** section (only enabled for letters of credit), select **Collection** or **Discount**.
9. At **To cash instrument**, type or select the cash instrument number.
10. Click **Deposit** to deposit the payment or **Cancel** to exit. The **Bill settlement: Cash instrument** screen will be displayed if **Deposit** is clicked.
11. Type or select the **Cash instrument** number.
12. Click **OK** to proceed or **Cancel** to exit. The payment that has been deposited will now be displayed if **To be discounted** (this is only applicable for letters of credit that have been used for discounted payments) or **To be collected** is selected. When **To be collected** is selected, you can reverse the deposited date by selecting the payment and clicking **Reverse**. The **Reverse Date** screen will be displayed. At **Reverse Date**, type or select the new date. Click **OK** to proceed or **Cancel** to exit. The payment with the reversed date will be displayed again if **Received** is selected.
13. Click **Close** to exit.

To settle records of payments that have been collected:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. Under the **Range** section at **Type**, select **Letter of credit**, **Cheque** or **Post-dated cheque**.
3. At **Show**, select **Cash in**.
4. Select **To be collected** or **Bank statement** below **Show**. Define the other search criteria.
5. Click **Advanced** to display the **Filter** section. Define the search criteria.
6. Select the transaction in the overview.
7. Click **Settle**. The **Settle: Bill of exchange** screen will be displayed for letters of credit, **Settle: Cheque** screen will be displayed for cheques, and **Settle: Post-dated cheque** screen will be displayed for post-dated cheques.
8. Make sure the information on the screen is correct (some of the information can be edited) and click **Settle** to settle the payment or **Cancel** to exit. The payment that has been settled will still be displayed if **To be collected** is selected. You can reverse the settlement by selecting the settled payment and clicking **Unsettle**.
9. Click **Close** to exit.

To bounce payments:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit**, **Cheque** or **Post-dated cheque**.
3. At **Show**, select **Cash in**.
4. Select **To be collected** or **To be discounted** (only applicable for letters of credit with discounts or credit surcharge) below **Show**. Define the other search criteria.
5. Click **Advanced** to display the **Filter** section. Define the search criteria.
6. Select the required transaction in the overview.
7. Click **Bounce**. The **Bounce: Bill of exchange** screen will be displayed for letters of credit, **Bounce: Cheque** screen will be displayed for cheques, and **Bounce: Post dated cheque** screen will be displayed for post-dated cheques.
8. Make sure the information on the screen is correct (some of the information can be edited) and click **Bounce** to bounce the payment or **Cancel** to exit. The payment that has been bounced will be displayed if **Bounced** is selected.
9. Click **Close** to exit.

To confirm letters of credit that need to be discounted:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit**.
3. At **Show**, select **Cash in**.
4. Select **To be discounted** below **Show**. Define the other search criteria.
5. Click **Advanced** to display the **Filter** section. Define the search criteria.
6. Select the required transaction in the overview.
7. Click **Confirm**. The **Finance: Bill of exchange** screen will be displayed.
8. Fill in the information, such as **Discount %/Amount** and **Bank costs/VAT** if applicable.
9. Click **Accept** to accept the discounted letter of credit or **Reject** to reject the letter of credit. Rejected letters of credit will be displayed if **Received** is selected.
10. Click **Close** to exit.

To print payment invoices using letters of credit:

1. Go to Cash flow → Miscellaneous → Instrument status.
2. At **Type** under the **Range** section, select **Letter of credit**.
3. At **Show**, select **Cash in**.
4. Select **Invoices** below **Show**.
5. Define the other search criteria.
6. Click **Advanced** to display the **Filter** section. Define the search criteria.
7. Select the required transaction in the overview.
8. Click **Print**. The **Enter: Instrument number** screen or **Earned discount/Write off: Credit surcharge** screen (applicable for invoices with discounts or credit surcharges) will be displayed. In the **Earned discount/Write off: Credit surcharge** screen, click **OK** to proceed or **Cancel** to exit. If you choose to proceed, the **Enter:Instrument number** screen will be displayed.
9. At **First: Instrument number** and **Layout name**, edit the pre-filled options.
10. Click **OK** to proceed or **Cancel** to exit.
11. If you choose to proceed, the **Instrument status** screen will be displayed with the message “Trial print?”. Click **Yes** for a trial print, **No** for an actual print, or **Cancel** to exit.
12. The **Instrument status** screen will be displayed with the message “Print job successful?”. Click **Yes** if printing was successful or **No** to reprint. If you choose to reprint, the **Reprint** screen will be displayed. You have the option to reprint, delete, or void the document. Once the document has been printed, it will be displayed again if **Printed** is selected. If you have accidentally printed the wrong document, you can undo the mistake by selecting the printed document and clicking **Delete**. The document will now be displayed again if **Invoices** is selected.
13. Click **Close** to exit.

5.6 USING EXTERNAL NUMBERING

External numbering is a functionality offered by Exact Globe Next/Exact Globe+ that provides you with the flexibility to use the external numbers in your business documents apart from the standard numbering system based on the numbers at **Entry**, **Our reference**, and **Your reference**.

In addition, the external numbering functionality caters to users in some countries where the legislation requires businesses to use a numbering system, in which documents generated from different business transaction types are to use different sets of numbers. In certain countries, these numbers must meet specific format requirements, such as to include prefixes and masks. For these reasons, you can now choose to enable the external numbering functionality in your system to cater to the additional needs of your business.

In line with the external numbering functionality, you can define the numbering rules and the number ranges for the external numbers. The system will then assign external numbers for the specific business transactions based on the defined numbering rules and number ranges. Meanwhile, the external numbers will be printed on the final printed documents if you have added the external number field in the document layouts.

5.6.1 Setting up external numbering functionality

Before you can use the external numbering functionality, you need to enable this functionality in Exact Globe Next/Exact Globe+. After you have enabled the functionality, you will then be able to see two new menu paths, which include System → Logistics → External numbering → Numbering rules and System → Logistics → External numbering → External numbers.

Numbers settings

General

Use external numbering

Financial

	First	Free	Last	Qty. free
General/Cash/Bank journal	1	10000801	10010001	9201
Purchase journal	20000001	20000033	20010001	9969

Accounts

Range: Start

Range: End

Logistics

Quotation number	40007		<input type="checkbox"/> Order number
Sales order number	20078		
Recurring sales order number	29001		
Delivery note number	10034		
Interbranch transfer number	15002		<input type="checkbox"/> Delivery note number
Invoice number	1		
Purchase order number	50036		
Blanket purchase order number	55001		
Blanket sales order number	25001		
Production order number	PROD	10013	
Kanban order number	KANB	1	
RMA order number	22002		
RTV order number	52003		
Group internal use number	27000		
Allow change entry number			<input checked="" type="checkbox"/>

Logbook Save Close

To set up the external number functionality:

1. Go to System → General → Settings.
2. Click **Numbers settings** under the **Settings** section.
3. Under the **General** section, select the **Use external numbering** check box.
4. Click **Save**, and the message “Changes will only take effect after restarting the software” will be displayed.
5. Click **OK**.
6. Click **Close** on the main menu to exit the software, and then restart the software. You will see two new menu paths, which include System → Logistics → External numbering → Numbering rules and System → Logistics → External numbering → External numbers.

5.6.2 Creating numbering rules

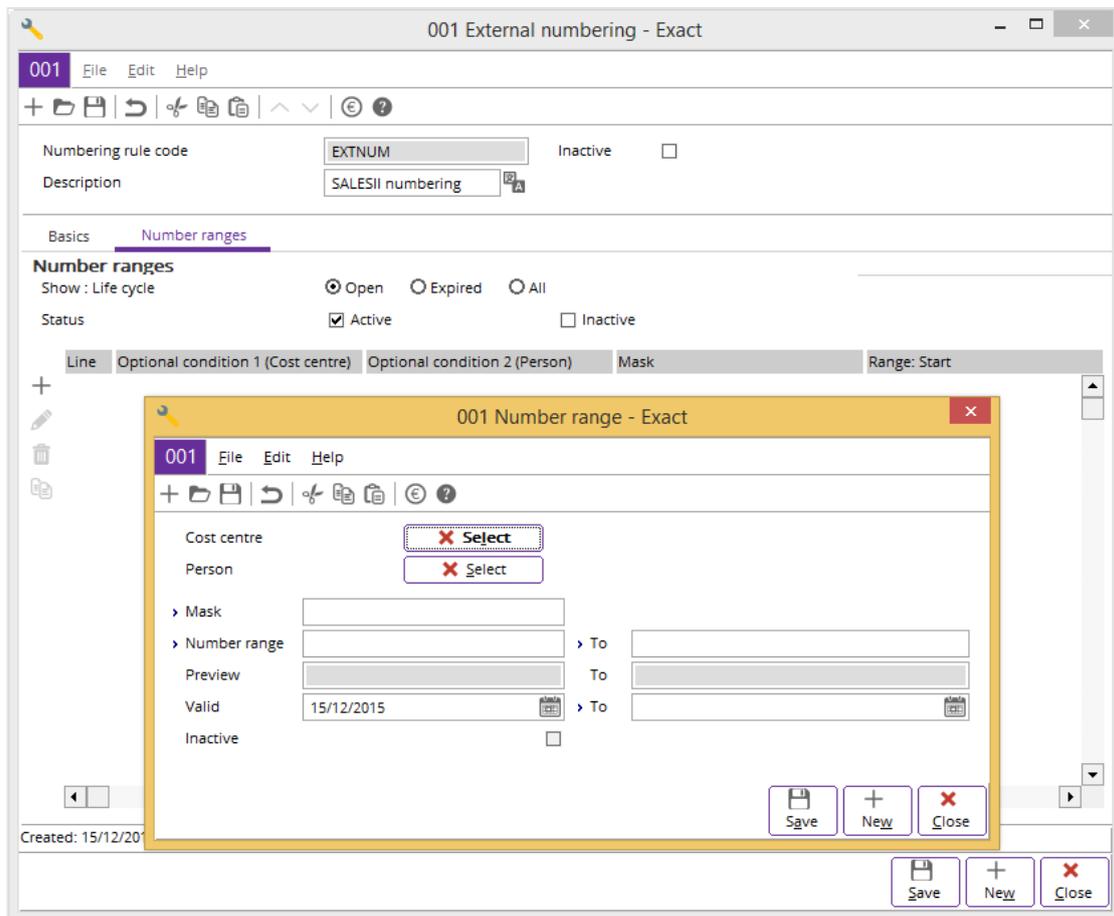
After you have enabled the external numbering setting you can create the numbering rules which will determine the external numbers to be generated. By creating the numbering rules, you can define the transaction types, optional conditions, and number ranges to be used to generate the external numbers. The system will refer to these criteria when assigning the external numbers to your business documents.

The screenshot displays the '001 External numbering - Exact' configuration window. At the top, the 'Numbering rule code' is 'EXTNUM' and the 'Description' is 'SALESII numbering'. The 'Inactive' checkbox is unchecked. The 'Basics' tab is active, showing the 'Transactions' section with a list of available transaction types on the left and a 'Selected' box containing 'Sales invoice'. The 'Optional conditions' section shows 'Number of optional conditions' set to 'two', with 'Optional condition 1' set to 'Cost centre' and 'Optional condition 2' set to 'Person'. The window footer shows 'Created: 15/12/2015 7:51:25 PM' and buttons for 'Save', 'New', and 'Close'.

To create numbering rules:

1. Go to System → Logistics → External numbering → Numbering rules.
2. Click **New**.
3. Type a code for the new numbering rule at **Numbering rule code**. This is mandatory.
4. At **Description**, type a description for the new numbering rule. This is mandatory. Click  to type the description in foreign languages which have been defined in the **Descriptions in list boxes** section at **General settings**. For more information, see *Setting up general settings* in 2.1 System Settings.
5. Under the **Basics** tab under the **Transactions** section, the **Available** box lists all the available transaction types which you can select for use in the numbering rule. Select the transaction type(s), and then click  to move the selected transaction type(s) to the **Selected** box. By doing this, you are selecting the transaction type(s) to be used in the numbering rule. If you want to move any of the transaction types from the **Selected** box to the **Available** box, select the transaction type(s) in the **Selected** box, and then click . By doing this, you can delete the transaction type(s) selected earlier to be used in the numbering rule.
6. At **Number of optional conditions** under the **Optional conditions** section, select **None**, **one**, or **two** to define the number of optional conditions you want to use in the numbering rule. Optional conditions are used if you want to further define the conditions of every numbering rule. These optional conditions are important when generating the external numbers within a number range and at the same time, help to speed up data retrieval in the reports.

7. Based on the **Number of optional conditions** defined, select the optional conditions to be used at **Optional condition 1** and **Optional condition 2**. If **None** is selected at **Number of optional conditions**, the **Optional condition 1** and **Optional condition 2** fields will be disabled. If **one** is selected, you can select **Cost center**, **Person**, or **Warehouse** at **Optional condition 1** while the **Optional condition 2** field will be disabled. If **two** is selected at **Number of optional conditions**, you can select two optional conditions to be used with the available options of **Cost center**, **Person**, and **Warehouse**. However, the optional condition selected at **Optional condition 1** and **Optional condition 2** must be different. For an existing numbering rule which is linked to number ranges, the **Optional conditions** section will be disabled for editing.
8. Click **Save** to save the numbering rule. By default, a newly created numbering rule will be activated. As such, when you are creating a numbering rule, the **Inactive** check box will be disabled. The check box will be enabled only after you have clicked **Save** to save the new numbering rule.
9. Under the **Number ranges** tab, click  **New** to create number ranges for the numbering rule. The **Number range** screen will be displayed.



10. **Optional condition 1** and **Optional condition 2** will be disabled if you have selected **None** at **Number of optional conditions** under the **Optional conditions** section. If you have defined to use one or two optional conditions and selected the optional conditions under the **Optional conditions** section, the label of the **Optional condition 1** and **Optional condition 2** fields as shown in the preceding image will display the optional conditions you have selected. For example, if you have selected **Cost center** as the optional condition 1 and **Person** as the optional condition 2 under the **Optional conditions** section, the **Optional condition 1** field will be displayed as **Cost center**, while the **Optional condition 2** field will be displayed as **Person** in the **Number range** screen.

11. Next, click  to select the optional condition values to be used to generate the external numbers if you are using the optional conditions. For example, if you have selected to use **Cost center** as the optional condition 1, click **Select** to select the cost center(s) to use the number ranges for the transactions involving the selected cost center(s). In this example, you will see the **Optional condition** box displaying all the active cost centers in the system. Select the cost center(s) and click **Select** to select the cost center(s) that the number ranges will be created for. Alternatively, double-click a cost center to select the cost center. A green check mark will be displayed under the **Select** column to indicate that the cost center(s) has been selected. Click **Deselect all** to clear the selection of all the selected cost centers. To clear the selection of a specific selected cost center, double-click the selected cost center or click **Select** again. Click **Close** to exit. By doing this, you can create different number ranges for transactions involving different cost centers or one number range for use by multiple cost centers.
12. At **Mask**, type the mask for the number range. This information is mandatory. You can type up to 30 characters in this field. The mask is case-sensitive and it can contain a separator as well as any symbol, except “#” and “↵” (ENTER key on the keyboard) when you define a prefix for the mask. A <space> is allowed in between the mask. However, it cannot be placed before or after the mask as all spaces will be trimmed by the system during the numbers generation. In addition, the mask must represent the running number format which is indicated by the “#” symbol. For example, if you want to create a mask with prefix “ABC” and the running number to contain three digits, you can type “SALEINVOICE-###” at **Mask**. You should type at least one “#” at **Mask** to represent the running number format in the number range.
13. Type the start and end numbers for the number range at **Number range > To**. This information is mandatory. The maximum number of digits allowed will depend on the mask you have defined. For example, if you have typed “SALEINVOICE-###” at **Mask**, the maximum number of digits that you can type as the start and end numbers in the number range will be three as indicated by the three “#” symbols in the mask. The start and end numbers must not be equal to “0” and the start number must be a smaller number than the end number in the number range. For example, you type “1” in **Number range** and “999” at **To**. The resulting number range will start from SALEINVOICE-001 to SALEINVOICE- 999 as shown at **Preview**.
14. At **Valid > To**, type or select the validity date range for the number range. This determines the life cycle of the number range. By default, the start date of the validity period will show the current date when you create a number range. The start date is mandatory. However, you can leave the **To** field empty. You may want to do this if you want to use the number range for as long as you desire, and will only enter an end date when your business requires so. Once an external number from the number range has been used, you cannot change the start date of the number range. In addition, the validity period of the number range cannot overlap with the validity period of other existing number ranges in the numbering rule. For example, you have an existing number range with the validity period from 01-01-2012 to 31-12-2012. If you create a number range now with a validity period from 01- 06-2012 to an undefined end date, you will see this message “This range is overlapping with one of the existing number range’s criteria: Life cycle” once you click **Save** to save the new number range. Click **OK** to close the message, and then change the start date so that it will not overlap with the existing number range.
15. Click **Save** to save the number range.

Note:

When you create a number range, by default, the **Inactive** check box is disabled. This means, the status of a new number range is automatically set to **Active**. The check box will be enabled only when you edit an existing active number range. Select the check box to deactivate the number range. Once you have selected the check box, the message “Set to inactive?” will be displayed. Click **Yes** to deactivate the number range, and then type the reason for deactivating the number range in the **Note** box. Click **Save** to save the note. Once you have deactivated a number range, you are not allowed to reactivate the number range. The system will delete all the unused external numbers in the number range and update the end number of the number range to equal to the last assigned number. If the number range has not been used, the deactivation process will reset the start and end numbers of the number range to “0”.

When you are using the external numbering functionality in the system, you can define the external number as criteria to generate certain financial reports as well as view the external numbers used in the various transactions. The following list displays the menu paths where external numbers are used:

- Cash flow → Entries → Cash flow
- Cash flow → Entries → Cash flow
- Cash flow → Cash instruments → Select / Search
- Cash flow → Miscellaneous → Terms
- Cash flow → Miscellaneous → Instrument status
- Cash flow → Miscellaneous → Refund
- Cash flow → Collections → Collection
- Cash flow → Payments → Prepayments & transfers
- Cash flow → Payments → Process

APPENDIX 1: PRODUCT UPDATE CHANGES

Product Update	Chapter
404	All chapters
407	1.1.2, 2.4.2
410	1.1.1, 2.4.5, 3.1.2,
411	All chapters