



Cashbook

Duration: ½ day

Who Should Attend

Any delegates who have interaction with debtors or creditors e.g. Debtors receipts or Creditors payments, rebate processing, group stores or database management, bank reconciliation and reporting.

Entrance Requirements

Computer literacy and Bookkeeping Knowledge.

Course Content:

Transactions	Reports
<ul style="list-style-type: none"> • Receipts and Payments for Cashbook • Receipts for Debtors • Payments for Creditors • Deposit Slips • Different styles of reference numbers 	<p>Batches</p> <ul style="list-style-type: none"> • Batch Control • Batch Entries <p>Audit Lists</p> <ul style="list-style-type: none"> • Batch Posting Journal • Registers • Missing Cheques • G/L Transactions • Tax Tracking <p>Analysis</p> <ul style="list-style-type: none"> • Cashbook • History • Cashflow • Source Journals • Bank Reconciliations
Bank Reconciliation	
<ul style="list-style-type: none"> • Understanding the Reconciliation Process • Reconcile / Unreconciled Transactions • Reverse Transaction • Understanding the implications • Basic Introduction to Rec-x-press 	