

Cash

1. Cash Module

The Cash Module is the module where you can monitor and list your cash operations. All cash transactions, which involve the entity, except for cash invoice operations should be processed in this section. The cash accounts that will be recorded in the Cash Module must be defined before the related operations are initiated. Cash records can be processed once the cash accounts are defined.

2. Record

The Record menu includes the Cash Records and Cash Definition sections.

2.1 Cash Records

You can select the relevant cash code with the lookup key in the related field when operating in multi-cash state. You can use the Cash Determination window to determine the cash and date of the transactions, which you will enter, then use the Cash Records section to record the cash operations.

2.1.1 Query

This is the section where you can enter some definitions for the cash transaction, before you begin to process the operations for the Cash Records.

Kasa Kayıtları

Query | Curr.Acc. | Invoice | Miscellaneous | Promissory Note | Check | Transfer | Bank

Cash Info

Cash Code: 02 EURO KASASI

Cash Transaction Info

Date: 02.03.2007

Income/Expense: Income Expense

Type:
 Curr.Acc.
 Invoice
 Miscellaneous
 Promissory Note
 Check
 Transfer
 Loan
 Bank

Cash Final State Info

+		0,00
-		100,00
=	Opening	-100,00

Cash Code

In this section, you can specify the cash account that you will process. In this field you should specify the relevant cash code.

Date

In this field you should enter the operation date of the cash transaction that you will record.

Income/Expense

In this field you should specify the cash transaction type either as Income or Expense. You should select the Income option when you wish to process a collection record for the cash account and the Expense option when you wish to process a payment record.

Type

In this field you should indicate the type of the cash transaction.

Total Income

In this field you can view the total income transactions of the related cash code.

Total Expense

In this field you can view the total expense transactions of the related cash code.

Opening

In this field you can view the difference amount between the total income and expense as the opening value.

2.1.2 Current Account

Cari-Already in multi-cash state... Cash Code: 02-EURO KASASI Cash Date : 02.03.2007 I...

Query Curr.Acc. Invoice Miscellaneous Promissory Note Check Transfer Bank

Curr.Acc.Code:

Account Balance: Dist./Prov.:

Tax Depart.: Tax Number:

Group Code: Code1/Code2:

Rcpt.No: FX.Val.: Amount: Cash Expl.: Curr.Acc.Explan.:

3 0,00 CASH COLLECTION(02)

Curr.Acc.Eff.Date: Quantity: CA.Rep: Current Account: Split Code: Project Code: Integration Explanation:

02.03.2007

Seq	Cash Code	Date	Rcpt.No	Income/Expe	Type	Cash Expl.	Amount	Curr.Acc.Cod	Cu
326	02	02.03.2007	2	G	C	.KODU: 00021	186,00	00021	

Total Collect 100,00 **Total Payme** 0,00 **Balance** 100,00

This is the section where you can record the collections you will receive from, and payments you will make to the customers and/or suppliers. The records you insert will be transferred to the income or expense section of the cash record, to the current account transaction records of the related customer or supplier, and to integration. If you wish to cancel the operation that you processed, you can double click on the relevant record and press the "Delete Record" key. It is not possible to modify a record.

Current Account Code

In this field you should enter the code of the current account for which you will process the collection or payment.

FX. Type, FX. Date Exchange Rate

When defining the cash account, in which the records are created, if the FX Usage field in the cash definitions and the FX. Usage field in the System Utilities/Company-Entity Parameter Definitions are selected, and you process the transaction records in foreign currencies, then the program will open a new window and query the FX type, exchange rate date and FX value after you enter the current account code in the collection/payment operations of the current account.

Account Balance

In this field you can monitor the balance information for the current account in process as recorded in the current account transaction records.

Tax Department /Tax Number

In these fields you can view the tax department and the tax number information as defined in the current account records of the current account in process.

Group Code/Code1/Code2

In these fields you can view the Group Code, Code1, Code2 information, which are defined in the current account records of the current account in process.

District/Province

In these fields you can view the District and Province information, which are defined in the current account records of the current account in process.

Voucher Number

You can view the document number of the collection/payment record, which you will process for the current account. The program automatically increases the numbers by one in the collection and payment records and inserts the subsequent number in the next record window.

FX. Value

The program will query the FX value of the related record in companies that select the "FX Usage" parameter in the Cash Definitions section. The FX value field will not be queried if this parameter is not selected and the program will move directly to the Amount field.

The FX Value field cannot be left blank for FX current accounts and FX cash. Additionally, if an FX type is defined in the current account master records, the records for the current account must be created in the same FX type.

Amount

If a company creates its transactions records in FX values and uses FX cash by selecting the "FX Usage" parameter in the System Utilities/Company-Entity Parameter Definitions, and the queried FX Type, FX Date, exchange rate and FX amount information are inserted during record entry, the program will multiply the indicated FX amount with the exchange rate to calculate the Turkish Lira value and insert this value in the amount field.

The Turkish Lira amount should be written in this field if the FX type and exchange rate information are not defined in the queries in the previous window.

Cash Explanation

The program automatically inserts the standard cash explanation when records are processed and allows users to modify this information. The explanation information recorded in this field can also be monitored in the cash transactions and cash journal.

Current Account Explanation

The program automatically inserts the standard explanation when records are processed and allows users to modify this information. The explanation information recorded in this field can also be monitored in the current account transaction records.

Current Account Effective Date

The effective date information recorded in this field can also be monitored in the Due Date field of the current account transaction records.

Quantity

This field will be queried for the related current account if the Current Account Module/Current Account Parameters/Quantity Entry on Transaction parameter

is selected. The quantity information recorded in this field can be monitored in the quantity field of the current account transaction records.

Current Account Report

This field will be queried for the related current account for reporting purposes if the Current Account Module/Current Account Parameters/Report Code Entry on Transaction parameter is selected. The information recorded in this field can be monitored in the Current Account Report field of the current account transaction records.

Current Account Report Code2

This field will be queried for the related current account for reporting purposes if the Current Account Module/Current Account Parameters/Report Code Entry on Transaction parameter is selected. The information recorded in this field can be monitored in the Current Account Report Code-2 field of the current account transaction records.

Salesman

The salesman code will be queried in companies that run their operation by selecting the "Enable Salesman Control" parameter in System Utilities/Company-Entity Parameter Definitions section. You can use the lookup key in the related field to get the lookup for the salesman codes.

Project Code

This field gains function when the "Enable Project Code" query in the System Utilities/Company-Entity Parameter Definitions section is selected. The project code must be entered in this field in order to process the relevant cash collection or payment. The indicated project codes will be transferred to the current accounts and integration.

Integration Explanation

The program automatically inserts the standard explanation when records are processed and allows users to modify this information. The explanation information recorded in this field can be monitored in the Explanation-1 field of the voucher records in the General Ledger Module.

2.1.3 Invoice

Fatura-Already in multi-cash state... Cash Code: 02-EURO KASASI Cash Date : 02.03.200...

Query Curr.Acc. Invoice Miscellaneous Promissory Note Check Transfer Bank

Corresponding Ac
 Single Multi
 Corresp.Acc.Code

770-01-001 GYG (BSMV) Quantity 1 Ref. Code 01

Invoice Number VAT Included Amount FX.incl.VAT % Taxable Amount FX.excl.VAT

2 0.00 0.00 0.00 0.00 0.00

FX.VAT VAT Amount VAT Account Code

0.00 0.00

Cash Expl. Project Code Withholding

FT NO: 2

Seq	Cash Code	Date	Rcpt.No	Income/Exp	Type	Cash Expl.	Amount	Account Cod	Account
>	327 02	02.03.2007	1	G	F	FT NO: 1	1.860,00	770-01-001	GYG (B

Total Collect 1.000,00 Total Payme 0,00 Balance 1.000,00

This section should be used to record the expense invoices, which are paid or collected in advance and are not related to the inventory, to the Cash and Ledger Modules. Because the document will be processed like an invoice, the program will calculate the VAT and insert into the relevant accounts for integration. Expense type invoices, which are not paid/collected in advance, in other words which are due to be recorded to Cash immediately, should be recorded in the Statement Module; inventory-related invoices, which are due to be paid/collected in advance and recorded to Cash immediately, should be recorded in the Invoice Module (with the Cash Invoice option).

Corresponding Account Code / Single/Multiple

The program will first query how many corresponding account codes there are in the ledger for the recorded invoices. If the processed invoice amount will be recorded in only one corresponding account then you should select the "Single" option in this field and enter the corresponding account code in the next field. You should select the "Multiple" option in this field if the invoice total must be integrated into several ledger account codes. Because the program will query the VAT account code separately, you should enter only the account codes for the invoice amount. In cases when the VAT amount will be split, you should record the VAT rate as 0 (zero) in the initial window, calculate the amounts according to the rates and enter these amounts in the VAT account codes in this section.

For example, let us assume that you received an expense invoice from the car repair service and this invoice involves 2 different expense accounts (car maintenance expense and fuel expense). When you record this invoice you should select the "Multiple" option for the corresponding account codes and enter the expense account codes and the amounts excluding VAT in the amount fields.

Two (2) expense accounts will be indicated in this section because the VAT amount will be split between the VAT account and the non-allowable charges accounts. In addition to these two expense accounts, there will be two VAT

accounts. Thus, you should enter 4 account codes in the corresponding account code field.

When you select the "Multiple" option in the Corresponding Account Code field, the program will open the "Cost Items" window.

Acc.Code	Acc.Desc.	Ref.Code	Ref.Desc.
770-01-001	GYG (BSMV)	01	ARABA
770-01-010	GENEL YÖNETİM GİDERL 01		ARABA

Quantity: 0 Amount: 46,50 FX.Amount: 25,00

Entered Record Count

This is the total number of the expense account codes, which you enter in the cost items window.

Expense Account Code & Description

This is the ledger account code of the expense you are processing. Only the subsidiary ledger account code can be entered. The Account Description is the name of the account indicated in the corresponding account code. The program inserts the information in this field.

Reference Code

When the "Use Reference Code in Expense Accounts" query is selected in the General Ledger Module/Parameters Entry section, the reference codes of the corresponding account codes will be queried in the records processed for the accounts linked to the ledger account codes. You can use the lookup key in the Reference Code field to access the reference lookup.

Project Code

This field gains function when the "Enable Project Code" query in the System Utilities/Company-Entity Parameter Definitions section is selected. The relevant project code must be entered in this field.

Quantity

The quantity should be recorded in this field for reporting purposes.

Amount

In this field you should enter the value of the corresponding account code or the reference code excluding VAT.

When you enter the expense accounts definitions and press the "OK" key, the program will save the Cost Items window and quit. You can then continue to process the relevant record entries in the invoice window.

Corresponding Account Code

In this field you should enter the relevant ledger expense account code when you select the corresponding account code as "Single."

Quantity

The quantity should be recorded in this field for reporting purposes.

Reference Code

When the "Use Reference Code in Expense Accounts" query is selected in the General Ledger Module/Parameters Entry section, the reference codes of the corresponding account codes will be queried in the records processed for the accounts linked to the ledger account codes. You can use the lookup key in the Reference Code field to access the reference lookup.

Invoice Number

You can view the document number of the invoice record in this field. The program automatically increases the numbers by one and inserts the subsequent number in the next record window.

VAT Included Amount

If you are recording several cost items, then the program will calculate and insert the total amount in this field. Once you indicate the VAT rate in the relevant field, the program will automatically add the VAT to the value in this field. If you are recording only one cost item, then you should enter the VAT included amount of the related invoice.

FX. Including VAT

If you are recording FX cash and enter several cost items, then the program will automatically insert in this field the FX amount, which you entered in the cost items. Once you indicate the VAT rate in the relevant field, the program will automatically add the VAT to the value in this field. If you are recording only one cost item, then you should enter the FX value of the VAT included amount of the related invoice.

VAT Rate (%)

In this field you should enter the VAT rate indicated on the invoice. The program will calculate the VAT according to the rate recorded in this field. In the case that the VAT has to be split or different VAT rates are applied to different items on the invoice, and if you have entered the relevant VAT account codes and amount/s in the corresponding account code window, then you should enter 0 (zero) in the VAT rate field, this is to say that you should not calculate the VAT.

Taxable Amount

The program will deduct the VAT amount from the VAT included amount and automatically insert the difference in this field.

FX. Excluding VAT

The program will automatically insert the FX value of the amount calculated by deducting the VAT amount from the VAT included amount.

FX. VAT

In this field, the program will calculate the FX VAT value according to the information recorded in the fields explained above.

VAT Amount

In this field, the program will calculate the FX amount according to the information recorded in the fields explained above.

VAT Account Code

In the VAT Account Code field you should indicate the account code into which the VAT of the invoice will be recorded in integration. The program will insert into this field the VAT account codes, which you enter in the Integration Module/Integration Codes/Invoice Codes section, and allow modifications.

Cash Explanation

In this field you should enter the explanation for the cash transaction, as it will be inserted to the cash journal and the journal voucher in integration. While the program will transfer the explanation of the records, which are integrated, users will be required to enter explanations in some of the records.

Project Code

This field gains function when the "Enable Project Code" query in the System Utilities/Company-Entity Parameter Definitions section is selected. The relevant project code must be entered in this field.

Salesman

The salesman code will be queried in companies that run their operation by selecting the "Enable Salesman Control" parameter in System Utilities/Company-Entity Parameter Definitions section. You can use the lookup key in the related field to get the lookup for the salesman codes. In this section you can also record the Self Employed Receipts, which are paid in cash.

Withholding

After you enter all of the information you will move to the Stoppage Entrance section where you will record the rates for the Withholding tax and Fund charges and the ledger account codes.

This section is used to enter and calculate the stoppage tax and Defense Industry Support Fund amounts indicated on the self employed receipts that are subject to Stoppage and DISF deductions as indicated in the Cash/Expense/Invoice type section.

Stoppage Rate

In this field you should enter the stoppage tax rate. The program will automatically insert this value into the relevant fields on other records and allow modification.

Stoppage Amount

The program will calculate the Stoppage Amount according to the indicated Stoppage Rate over the Taxable Amount. The information can be modified.

Stoppage Code

In this field you should enter the account code in which the Stoppage amount will be monitored in ledger.

Defense Industry Support Fund Rate

You should enter the rate that will be applied for the Defense Industry Support Fund in this field. The program will automatically insert this value into the other relevant records and allow modifications.

Defense Industry Support Fund Amount

The program calculates the DISF value according to the indicated percentage according to the information recorded in the DISF Rate field and automatically inserts the value in this field. The information can be modified.

Defense Industry Support Fund Code

In this field you should enter the account code in which the Defense Industry Support Fund amount will be monitored in ledger. The invoice record will be completed once you press the OK button to confirm the information you entered. You can monitor the invoice record in the grid at the lower part of the window. If you wish to delete the expense invoice you processed, you can double click on the relevant record and press the Delete Record key. The record cannot be modified.

2.1.4 Miscellaneous

This field gains function when the "Enable Project Code" query in the System Utilities/Company-Entity Parameter Definitions section is selected. The relevant project code must be entered in this field.

To delete a record, which you previously entered in the miscellaneous operation records, you should double click on the relevant record and press the Delete Record button. The records cannot be modified.

2.1.5 Promissory Note

The collection and payment of promissory notes which are recorded in the Promissory Note Module and which are in portfolio are processed in this window. The record place of customer promissory notes must be the portfolio. The cash accounts and general ledger linked records of Customer Promissory Note and Check collections and payments should be created in this section. The program marks the related promissory note record as "Paid" as a result of the inserted records and generates the related ledger records.

P. Note Number

In this field you should enter the number of the promissory note, which will be paid in cash. You can use the lookup to select the relevant promissory note number.

Salesman Code

The salesman code will be queried in companies that run their operation by selecting the "Enable Salesman Control" parameter in System Utilities/Company-Entity Parameter Definitions section.

Receipt Number

In this field you can view the document number of the record in process. The program automatically increases the record numbers by one and inserts the subsequent number in the next record window.

Cash Explanation

The program will insert the explanation for the promissory note number and copy the explanation into the cash and journal records. Users may modify the entry in this field.

In this window you can also monitor the information about the selected in the promissory note number field but cannot modify the information. Modifications should be entered in the Customer Promissory Notes Module.

2.1.5.1 Delete P. Note Collection Records

You must go to the Income section and enter the number of the Promissory Note that has been incorrectly recorded for collection into the "P.Note No" field. When you enter a Promissory Note number, which is already recorded for collection, the program will open a window and prompt the modification operation. If you wish to proceed with the modification you should reply "YES."

Once you enter the number of the incorrectly recorded Promissory Note, the program will reflect the amount of the related promissory note to the amount field displayed in the window and insert into the explanation field the explanation for the modification. When you confirm the modification record the program will copy the record to the Income section as a - (negative) record. Thus the income total of the cash will be calculated as 0 (zero).

2.1.5.2 Delete P. Note Payment Records

You must go to the Expense section and enter the number of the Promissory Note that has been incorrectly recorded for payment into the "P.Note No" field. When you enter a Promissory Note number, which is already recorded for payment, the program will open a window and prompt the modification operation. If you wish to proceed with the modification you should reply "YES."

Once you enter the number of the incorrectly recorded Promissory Note, the program will reflect the amount of the promissory note to the amount field displayed in the window and insert into the explanation field the explanation for the modification. When you confirm the modification record, the program will copy the record to the Expense section as a - (negative) record. Thus the expense total of the cash will be calculated as 0 (zero). The state code should be updated as "PENDING" for both the checks and the promissory notes.

Records, which will be created in Check or Promissory Note types in the Cash records Income section, are records which are inserted in the Customer Check/P.Note Modules as received from customers and involve the records for the cash collection of the check/p.notes that are in the portfolio.

Records, which will be created in Check or Promissory Note types in the Cash records Expense section, involve the records for the cash payment of the check/p.notes that are issued to suppliers in the Company Check/P.Note Modules.

2.1.6 Check

Çek-Already in multi-cash state... Cash Code: 02-EURO KASASI Cash Date : 02.03.2007 Income

Query Curr.Acc. Invoice Miscellaneous Promissory Note **Check** Transfer Bank

Check No	Recvd.From	Act.Deptor	Recvd.Date	Due Date
B00000000000107	00002 DOL PAZARLAMA	DUNYA PAZARLAMA	01.06.2006	08.09.2006
Issued To	Ch.No	Place/Bank	Ref.C.	
	896821	GARANTI		
Place	State	Sism.C.	CA.Rep	FX.Type
P	B			0
FX.Val.	Exch.Diff.			0,00
Receipt No.	TL.Amount	Project Code	Cash Expl.	
15	1.200,00		B00000000000107Numbered Customer Check Payment	

Seq.	Cash Code	Date	Rcpt.No	Income/Expt	Type	Cash Expl.	Amount	Curr.Acc.Doc	Curr.Acc.L

Total Collect 0,00 **Total Payme** 0,00 **Balance** 0,00

The collection and payment of the checks which are recorded in the Check Module and which are in portfolio are processed in this window. The record place of customer checks must be the portfolio. The cash accounts and general ledger linked records of Customer Promissory Note and Check collections and payments should be created in this section. The program marks the related check record as "Paid" as a result of the inserted records and generates the related ledger records.

Check Number

In this field you should enter the number of the check, which will be paid in cash. You can use the lookup to select the relevant check number.

Salesman Code

The salesman code will be queried in companies that run their operation by selecting the "Enable Salesman Control" parameter in System Utilities/Company-Entity Parameter Definitions section.

Receipt Number

You can view the document number of the record in this field. The program automatically increases the record numbers by one and inserts the subsequent number in the next record window.

Cash Explanation

The program will insert the explanation for the check number and copy the explanation into the cash and journal records. Users may modify the entry in this field.

In this window you can also monitor the information about the selected in the check number field but cannot modify the information. Modifications should be entered in the Customer Checks Module.

2.1.6.1 Delete Check Collection Records

You must go to the Income section and enter the number of the check that has been incorrectly recorded for collection into the "Check No" field. When you enter a Check number, which is already recorded for collection, the program will open a window and prompt the modification operation. If you wish to proceed with the modification you should reply "YES."

Once you enter the number of the incorrectly recorded Check, the program will reflect the amount of the related check to the amount field displayed in the window and insert into the explanation field the explanation for the modification. When you confirm the modification record the program will copy the record to the Income section as a - (negative) record. Thus the income total of the cash will be calculated as 0 (zero).

2.1.6.2 Delete Check Payment Records

You must go to the Expense section and enter the number of the Checks that has been incorrectly recorded for payment into the "Check No" field. When you enter a Check number, which is already recorded for payment, the program will open a window and prompt the modification operation. If you wish to proceed with the modification you should reply "YES."

Once you enter the number of the incorrectly recorded Check, the program will reflect the amount of the check to the amount field displayed in the window and insert into the explanation field the explanation for the modification. When you confirm the modification record, the program will copy the record to the Expense section as a - (negative) record. Thus the expense total of the cash will be calculated as 0 (zero). The state code should be updated as "PENDING" for both the checks and the promissory notes.

Records, which will be created in Check or Promissory Note types in the Cash records Income section, are records which are inserted in the Customer Check/P.Note Modules as received from customers and involve the records for the cash collection of the check/p.notes that are in the portfolio.

Records, which will be created in Check or Promissory Note types in the Cash records Expense section, involve the records for the cash payment of the check/p.notes that are issued to suppliers in the Company Check/P.Note Modules.

2.1.7 Transfer

The screenshot shows a software window titled "Transfer-Already in multi-cash state... Cash Code: 00-MERKEZ YTL KASASI Cash Date : 02...". The window contains a "Transfer Cash" form with the following fields and values:

- Transfer Cash Code: 1
- Receipt No.: 9
- Project Code: (empty)
- Amount: 0.00
- FX Value: 1.000
- Transfer Cash Expl.: MERKEZ YTL KASASITransfer
- Cash Code: 00
- Receipt No.: 9
- Project Code: (empty)
- Amount: (empty)
- Cash Expl.: DOLAR KASASI Transfer

Below the form is a table with the following columns: Seq, Cash Code, Date, Rcpt.No, Income/Expe, Type, Cash Expl., Amount, Curr.Acc./Le, and FX. The table is currently empty.

The bottom status bar shows the following values:

- Total Collect: 0.00
- Total Payme: 0.00
- Balance: 0.00

Amount transfers can be processed between the cash codes, which are created in multi-cash operations. If you selected Income Code when you inserted the record, then the program will record income to the current cash and expense to the cash to which the transfer is made. But if you selected Expense Code, then the program will record expense to the current cash and income to the other cash in process. The related records will be integrated into the ledger codes of the cash.

Transfer Between Branches

You should select this field if there are branches in the company in operation and the transfer operation between cash codes will be processed between these branches. When this field is selected the "Transfer Cash Code" lookup will display the cash codes of the branches.

Transfer Cash Code

In this field you should enter the other cash code to which the transfer will be made from the cash in operation. It is the code, which is defined in the Cash Definitions section.

Receipt Number

In this field you can view the number of the receipt used for the transfer. The program automatically increases the entered record numbers by one and inserts the subsequent number in the next record window.

Project Code

This field gains function when the "Enable Project Code" query in the System Utilities/Company-Entity Parameter Definitions section is selected. The relevant project code must be entered in this field.

Amount

This is the field where you should enter the amount to be transferred to the other cash.

FX. Value

This field will become active if the cash for which the transfer is processed is using FX. The amount should be entered in foreign currency. The program will multiply the indicated amount with the exchange rate and display the value in the Turkish Lira cash amount field.

Transfer Cash Explanation

This field is for the explanation about the cash for which the transfer record is created. The explanation recorded in this field will be inserted to the cash records of the transfer record and the journal explanation. The program will assign this field by reading the transfer cash code description. Users are allowed to make modifications.

The fields of the cash in process in the "Active Cash" section can be monitored for information purposes.

Cash Explanation

In this field you should enter the explanation for the cash in process, as it will be inserted to the cash records of the transfer record and the journal explanation in the general ledger. The program will assign this field by

reading the transfer cash code description. Users are allowed to make modifications.

2.1.7.1 Modifying Transfer Records

To delete the cash transfer records you should double click on the relevant record in the grid and retrieve the record, then press the "Delete Record" key on the upper part of the window.

You can process four different transfer operations:

- ⇒ Turkish Lira transfer between Cashes (companies who have not selected the FX. Usage field in the Cash Definitions)
- ⇒ Transfer from Turkish Lira Cash to FX Cash Records
- ⇒ Transfer from FX Cash to Turkish Lira Cash Records
- ⇒ Transfer between FX Cash Records

2.1.7.2 Turkish Lira Transfer between Cashes

This is the amount transfer processed between cashes that operate in Turkish Lira. Transfer operations from the Main Turkish Lira Cash to the Turkish Lira Cashes of a Branch or Branches constitute this type of records.

2.1.7.3 Transfer from Turkish Lira Cash to FX Cash Records

This is the type of transfer processed from Turkish Lira Cashes to FX Cashes. When you enter the code of an FX cash in the transfer cash code field, the program will open the FX Information window. In this window the program will display the foreign currency type, which is recorded in the Cash Definitions for the transfer cash code, and not allow any modifications. If the exchange rate applicable for the currency is already recorded the program will display this information and allow users to modify.

2.1.7.4 Transfer from FX Cash to Turkish Lira Cash Records

Transfer from FX Cash to Turkish Lira Cash records is not different from the above-explained Turkish Lira Transfer between Cashes records.

You can process the FX Cash to Turkish Lira Cash records, when you are in the FX Cash record.

When you enter the Transfer section from the FX Cash, the program will query the exchange rate date and the exchange rate value.

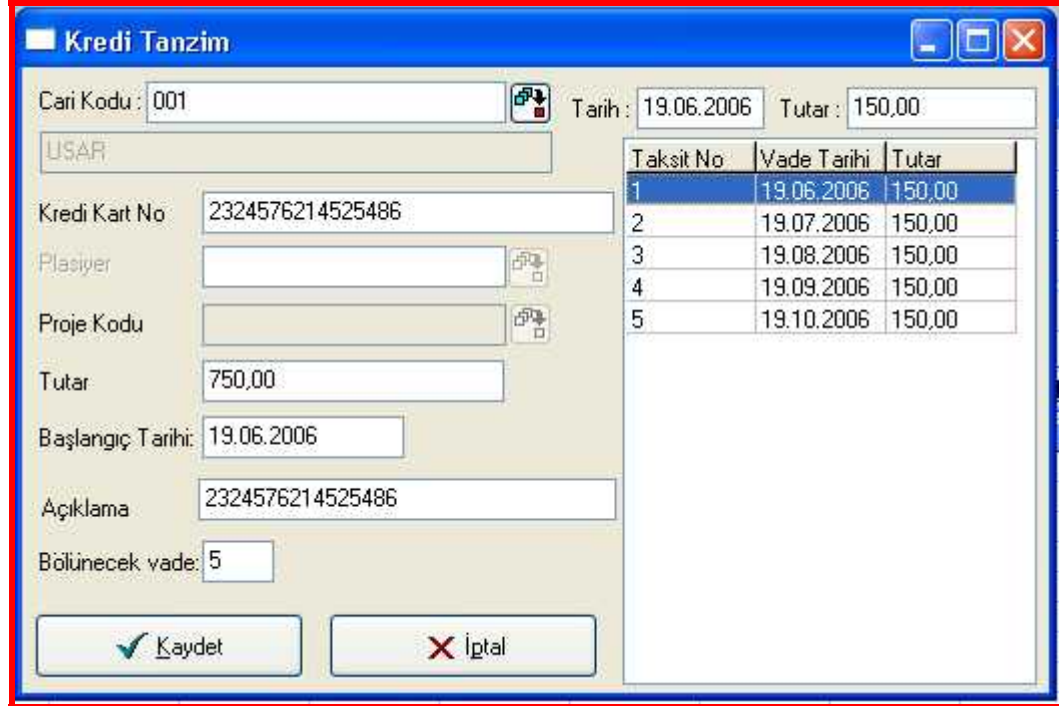
After the exchange rate, you should enter the FX Amount in the transfer amount field. The program will calculate the FX amount with the exchange rate and insert the result into the amount field.

In such cases only Turkish Lira records will be recorded to the Turkish Lira Cash.

2.1.7.5 Transfer between FX Cash Records

This is the transfer of FX amounts between FX Cashes. It is similar to the other cash transfer records. In this transfer, the program will first query the exchange rate applicable for the cash to which the transfer will be made and the FX amount, then for the active cashes. The program will calculate the transfer FX amount according to the exchange rate information you enter.

2.1.8 Loan



The screenshot shows a software window titled "Kredi Tanzim". It contains the following fields and a table:

- Cari Kodu: 001
- Tarih: 19.06.2006
- Tutar: 150,00
- USAR
- Kredi Kart No: 2324576214525486
- Plasiyer
- Proje Kodu
- Tutar: 750,00
- Başlangıç Tarihi: 19.06.2006
- Açıklama: 2324576214525486
- Böllünecek vade: 5

Taksit No	Vade Tarihi	Tutar
1	19.06.2006	150,00
2	19.07.2006	150,00
3	19.08.2006	150,00
4	19.09.2006	150,00
5	19.10.2006	150,00

Buttons: Kaydet (Save), İptal (Cancel)

This option can be used in credit card collection and payment operations. You can press the "Arrangement" key to activate the "Credit Arrangement" window.

Current Account Code

The field queries a current account code in relation to the customer credit card sales. When you enter the relevant current account code the program will display the current account description in the same way as in the current account option.

Credit Card Number

In this field you should enter the number of the credit card, which the customer uses for payment. The number must be exactly 16 characters. If the number of digits is less than 16, the program will display a warning message and return to this field.

Salesman

If the Salesman application is used, in this field the program will insert the salesman code on the current account card.

Amount

In this field you should enter the total payment amount.

Start Date

This is the first payment date. If the payment is by credit card installments, then the program will record this date as the first due date. If the total

amount will be paid with the credit card, then the program will again consider the date in this field.

Explanation

In this field you should enter the explanation information related to the record. The program will automatically insert the credit card number in this field. The field can be modified.

Term

This field queries the number of installments to be applied to the credit card payment. The program will divide the entered amount into the installment count indicated here and calculate the monthly installment amounts. After you enter the installment count the program will divide the indicated amount into the installment count and list the due dates and amounts on the right-hand side of the window.

If you wish to modify the listed information, you should double click on the relevant entry and bring the information to the top. Here you can modify the due date or the amount.

To record the loan information to the cash and current account transactions you must press the "Record" key.

To delete a record, which is created with the Loan option, you should first double click on the record and retrieve, and then press the "Delete Record" key.

The screenshot shows a software window with the following details:

- Title Bar:** Kredi-Already in multi-cash state... Cash Code: 00-MERKEZ YTL KASASI Cash Date : 02.03.2007 Income
- Navigation Tabs:** Query, Curr.Acc., Invoice, Miscellaneous, Promissory Note, Check, Transfer, **Loan**, Bank
- Input Fields:**
 - Curr.Acc.Code: [Empty]
 - Account Balance: [Empty]
 - Group Code: [Empty]
 - Start Date: 02.03.2007
 - Credit Card No.: [Empty]
 - Rcpt.No: [Empty]
 - Total Amount: [Empty]
 - Term: 1
 - Instalment Definitio: [Empty]
- Table:**

Seq	Cash Code	Date	Rcpt.No	Income/Expt	Type	Explanation	Amount	Curr.Acc.Cod
329	00	02.03.2007	KREDI	G	K	000000000000000000 02.03.2007 001T01	250,00	001
330	00	02.03.2007	KREDI	G	K	000000000000000000 02.04.2007 001T02	250,00	001
331	00	02.03.2007	KREDI	G	K	000000000000000000 02.05.2007 001T03	250,00	001
332	00	02.03.2007	KREDI	G	K	000000000000000000 02.06.2007 001T04	250,00	001
- Summary:**
 - Total Collect: 1.000,00
 - Total Payme: 0,00
 - Balance: 1.000,00

2.1.9 Bank

This section can be used to process cash withdrawal from bank or cash deposits to banks. But to process these operations the Bank Module must run in integration. The Bank Account Codes in the Demand Deposit account type must be defined.

Bank Account Code

In this field you should enter the bank account code of the bank to which the collection or payment operation will be processed. The bank account code must be previously defined in the Bank Module and the account type must be "Demand Deposit."

Bank Main Code /Bank Branch Code/Bank Account Code

When you enter the Bank Account Code in the relevant field the program will insert the Bank main Code, Bank Branch Code and the Bank Account Number.

Receipt Number

In this field you can view the document number of the collection/payment record that will be processed. The program automatically increases the collection and payment record numbers by one and inserts the subsequent number in the next record window.

FX. Value

The program will query the FX value of the related record in companies where the "FX Usage" parameter is selected in the Cash definitions section. If this parameter is not selected, the program will not query the FX Value field and directly move to the Amount field.

The FX Value field cannot be left blank in FX bank accounts and FX cashes. Additionally, if the FX Type is defined in the master records of the bank account, the same FX unit must be used in the records that are created for the bank account.

Amount

If a company creates its transactions records in FX values and uses FX cash by selecting the "FX Usage" parameter in the System Utilities/Company-Entity Parameter Definitions, and the queried FX Type, FX Date, exchange rate and FX amount information are inserted during record entry, the program will multiply the indicated FX amount with the exchange rate to calculate the Turkish Lira value and insert this value in the amount field. The Turkish Lira amount should be written in this field if the FX type and exchange rate information are not defined in the queries in the previous window.

Cash Explanation

In this field you can monitor the cash explanation, which will be inserted into the cash transactions. The explanation will be automatically inserted and can be modified.

Bank Explanation

In this field you can monitor the explanation, which will be inserted into the bank transactions. The explanation will be automatically inserted and can be modified.

Effective Date

This field is where the effective date of the record should be indicated. The date recorded in this field can be monitored in the Effective Date field of the bank transaction records.

Salesman

The salesman code will be queried in companies that run their operation by selecting the "Enable Salesman Control" parameter in System Utilities/Company-Entity Parameter Definitions section.

Project Code

This field gains function when the "Enable Project Code" query in the System Utilities/Company-Entity Parameter Definitions section is selected. The relevant project code must be entered in this field.

Integration Explanation

The program will automatically insert the standard explanation when the records are processed and allow users to modify the information. The explanation information in this field can be monitored in the Explanation-1 field of the journal voucher record in the General Ledger Module. To delete the record, which is inserted with the Bank option, you must double click on the relevant record and press the "Delete Record" key.

2.1.10 Function Keys

2.1.10.1 View Current Accounts

If you enter the customer or supplier current account code in the Cash Records/Current Account and Loan operation types and right click anywhere on the record window, a window will appear and you can select the "View Current Accounts" section in this window. In this section you can monitor the master information, which is inserted for the current account code. Record entry or modifications are not possible on this window. It is only for monitoring purposes.

2.1.10.2 View Current Account Transactions

If you enter the customer or supplier current account code in the Cash Records/Current Account and Loan operation types and right click anywhere on the record window, a window will appear and you can select the "View Current Account Transactions" section and monitor the transaction information, which is inserted for the current account code. Record entry or modifications are not possible on this window. It is only for monitoring purposes.

2.1.10.3 View Account Card

If you enter the corresponding account code in the Cash Records/Invoice and Miscellaneous operation types and right click anywhere on the record window, a window will appear and you can select the "View Account Card" section in this window. In this section you can monitor the master information, which is inserted for the current account code. Record entry or modifications are not possible on this window. It is only for monitoring purposes.

2.1.10.4 View Corresponding Record

If you select the record for which you want to view the corresponding account in the Cash Records/Invoice and Miscellaneous operation types and right click anywhere on the record window, a window will appear and you can select the "View Corresponding Record" section in this window. In this way, the VAT account, which the program records according to the ledger records inserted in the invoice record process, can be monitored together with the amounts of the related invoice. Record entry or modifications are not possible on this window. It is only for monitoring purposes.

2.1.10.5 Batch Voucher Printing

If you right click anywhere on the record window in the Cash Records/Invoice and Miscellaneous operation types, you can select the "Batch Voucher Printing" option in the new window. In the General Filters section of this window you should enter the number of the invoice, which you wish to print.

2.1.10.6 View P.Note/Check Transactions

With this key, you can view the promissory notes/checks transactions (issue to supplier, issue for collection/guarantee, payment, bounced or return) starting with their receipt or issue dates, chronologically according to their operation dates. This function can be used in all of the modules (Promissory Note/Check, Cash, Statement) where promissory notes/checks are processed. In the window that opens in this section, you can get information about the dates when the Check/P.Note was processed, the assigned codes, place, state and operation types processed on the given dates, respectively.

2.1.10.7 View Bank Account Master Records

If you enter the bank account code in the Cash Records/Bank option and right click anywhere on the record window, you can view the master information recorded for that bank account code in the "Bank Account Master Records" section that appears. Record entry or modifications are not possible on this window. It is only for monitoring purposes.

2.1.10.8 View Bank Account Transactions

If you enter the bank account code in the Cash Records/Bank option and right click anywhere on the record window, you can view the transaction information recorded for that bank account code in the "View Bank Account Transactions" section that appears. Record entry or modifications are not possible on this window. It is only for monitoring purposes.

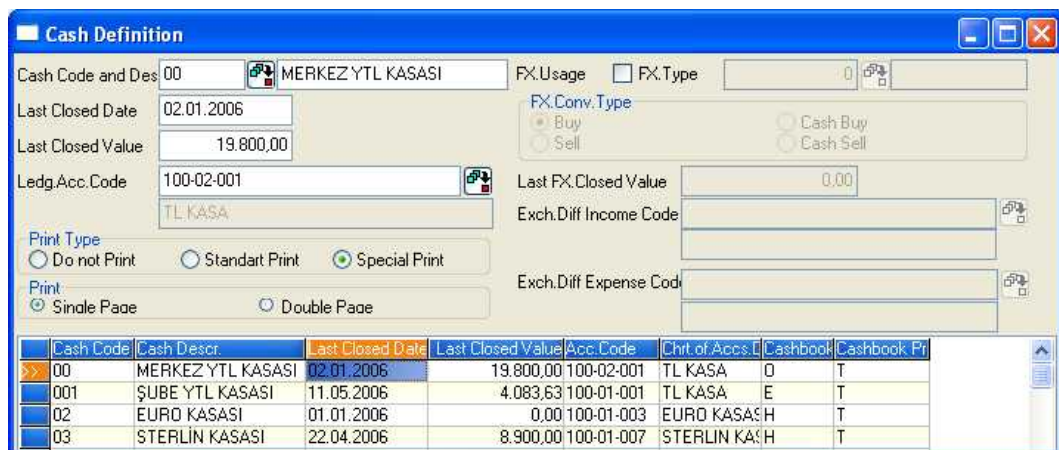
2.1.10.9 Print

When you are in the Cash/Current Account, Invoice, miscellaneous, Promissory Note, Check, Transfer, Loan, Bank operation types, you can right click on the related record and run the Print option to print the record.

2.1.10.10 Send

When you are in the Cash/Current Account, Invoice, miscellaneous, Promissory Note, Check, Transfer, Loan, Bank operation types, you can right click on the grid window and select the "Send" option to send the grid information to Excel, Word, calculator and Writer programs. [For details please see Introduction/Grid/Send.](#)

2.2 Cash Definition



The screenshot shows the 'Cash Definition' window with the following fields and values:

- Cash Code and Des: 00 MERKEZ YTL KASASI
- Last Closed Date: 02.01.2006
- Last Closed Value: 19.800,00
- Ledg.Acc.Code: 100-02-001 TL KASA
- Print Type: Do not Print, Standart Print, Special Print
- Print: Single Page, Double Page

Cash Code	Cash Descr.	Last Closed Date	Last Closed Value	Acc. Code	Chrt. of Accs. L	Cashbook	Cashbook Pr
>> 00	MERKEZ YTL KASASI	02.01.2006	19.800,00	100-02-001	TL KASA	O	T
001	ŞUBE YTL KASASI	11.05.2006	4.083,63	100-01-001	TL KASA	E	T
02	EURO KASASI	01.01.2006	0,00	100-01-003	EURO KASAŞH		T
03	STERLIN KASASI	22.04.2006	8.900,00	100-01-007	STERLIN KASAŞH		T

This module contains no cash definitions at start. Minimum one cash must be defined in order to run the module.

Cash Code

In this field you should indicate the code of the cash, which will be defined. When defining the cash codes, the same cash code cannot be repeated for different entity-branches in entity-branch applications.

Cash Description

Here you should define the 50-character long description and explanation of the cash; e.g., Main Cash, Branch Cash.

Last Closed Date

In this field you should enter the date of the day, which immediately precedes the day when you will begin to process the records for the defined cash. Example, if the date is 11/01/2001, the Last Closed Date of the cash must be 10/01/2001. It is important to enter the Last Closed Date correctly.

Last Closed Value

In this field you should record the balance amount valid on the opening day when you will begin to process the cash records. Example, if the date is 10/01/2003, the cash amount to be transferred to the next day (11/01/2003) must be entered in this field.

The Last Closed date and Last Closed Value fields will be automatically updated if you run the "Cash Determination" operation.

Ledger Account Code

Companies that select the "Enable Integration" parameter in the System Utilities/Company-Entity parameter Definitions section, thus operate in integration with General Ledger, must enter the Ledger Account Code. The field can be left blank if the operation is not integrated. Transactions related to this cash will be integrated into the account code indicated in this field.

Print Type

In this section you will indicate whether or not you will print the records of the defined cash.

Do Not Print

You should select the Do Not Print option if you do not wish to print the records of the defined cash.

Standard Print/Special Print

When you do not select the "Do Not Print" option, you should indicate whether the records will be printed as "Standard Print" or "Special Print." While the Standard Print option applies the standard print to all of the records, you can use the Special Print option to use the Design Module to print in any prepared form.

Single Page / Double Page

In this section you can select to print the daily cash journals on single page or double page. The field cannot be left blank. If you want to print the income/expense records together on a single page, then you should select the "Single Page" option, but if you want to print the income records and the expense records on separate pages, then you should select the "Double Page" option.

FX. Usage

You should select this field if you wish to use FX cash. You should select this parameter if you are using foreign currencies such as US Dollar and Euro and will run cashes in these currencies. You must not select this parameter for Turkish Lira Cashes. All records that are processed when this parameter is selected will be recorded in foreign currency and the TL values will be calculated over the FX values.

FX. Type

If you select the FX Usage field and enter FX Cash definitions, then in this field you should indicate the type of the foreign currency that will be used.

FX. Conversion Type (Buy, Sell, Cash Buy, Cash Sell)

In this section you can define the foreign exchange operation types for the FX Cash records. The information here is specified for information purposes. The program will insert the information recorded in this field into the operation type field in the FX window queried during the record processing and will allow modifications.

Last FX. Closed Value

In this field you can enter the FX closing value in terms of FX types for the FX Cashes in the Cash definitions. As the Last Closed Value, this field, too, will be automatically updated when you run the "Cash Determination" operation.

Exchange Difference Income Code

This field is for entering the ledger account code where the exchange difference incomes will be recorded for the FX Cashes. You can use the lookup key in this field to get the account code lookup.

Exchange Difference Expense Code

This field is for entering the ledger account code where the exchange difference expenses will be recorded for the FX Cashes. You can use the lookup key in this field to get the account code lookup.

When you enter all of the answers in the related fields in the Cash definitions window and press the Tab key, the program will transfer the all of the information about the defined cash to the grid at the bottom of the window.

3. Operations

This section is where you can run some operations for the cashes in process.

3.1 Cash Final State

Cash Final State	
Cash Code and Descr.	00-MERKEZ YTL KASA
Cash Date	02.03.2007
Last Closed Date	02.01.2006
Last Closed Value	19.800
Income	1.000
Expense	0
Daily Opening Amount	73.469.474.765.06

Ok

The Cash Final State section shows the final state of the cash in process and the general total of the daily records. You can view for information purposes the last closed date of the cash, the closing amount on that date, separately the TL and FX totals of the incomes and expenses related to the operations on that date and the FX and TL opening amounts carried forward to date. The information on this window cannot be modified.

3.2 Exchange Differences Calculation

Exchange Differences Calculation	
General Filters	
Cash Code	02 EURO KASASI
FX.Type	2
Cash Date	02.03.2007
Exch.Rate	1.86
Reference Code	
Project Subtotal	<input type="checkbox"/>
Project Code	
Record Exch. Diff.	<input checked="" type="checkbox"/>

Report

Read

Save

Help

Cancel

In FX cashes, this section is where you can calculate the exchange difference incomes and expenses generated by the daily changes and record in the cash transactions. The exchange differences calculation operation should be processed in the "Exchange Differences Calculation" section. Exchange

differences cannot be calculated unless this section is run. Therefore, if you wish to calculate the exchange differences on a daily basis you must run the Exchange Differences Calculation operation.

Cash Code

In this field you should indicate the cash code for which the exchange difference will be calculated.

FX. Type

In this field you should indicate the FX type of the cash for which the exchange difference will be calculated.

Cash Date

In this field the program will insert the date of the cash in process. Users are allowed to modify the information. The exchange difference value, which is generated as a result of the operation, will be inserted into the cash transactions and miscellaneous type operations processed on this date. If we assume that the last transaction of the cash is the receipt of \$100 over an exchange rate of 300.000 TL, if you enter the exchange rate of 400.000 TL in the exchange rate information queried in the Exchange Differences calculation window, the program will calculate a 10.000.000 TL exchange difference income for this transaction.

Exchange Rate

The program will insert in this field the exchange value, which is valid on the date indicated in the Cash date field. Users are allowed to modify the information. The program will consider this exchange rate when calculating the exchange difference.

Reference Code

When the "Use Reference Code in Expense Accounts" query is selected in the General Ledger Module/Parameters Entry section, the Reference Code field in the Exchange Difference Calculation window will be activated. In this field you should enter one of the reference codes, which are recorded in the General Ledger Module. In this case the program will run the Exchange Difference Calculation operation for those cash records, which are recorded only with the indicated reference code.

Project Subtotal

This field will be active when the "Project Code" application is selected in the System Utilities/Company-Entity Parameter definitions. You should select this field when you wish to process the Exchange Difference Calculation operation by subtotals according to project codes.

Project Code

The program will calculate exchange differences for the cash transactions that fall in the indicated project code range.

Record Exchange Difference

You should select this parameter if you want to record the exchange difference values, which generate as a result of the Exchange Difference Calculation operation, to the cash transactions. When you select this field, the program will record the calculated exchange difference value to the cash transactions with the date indicated as the cash date and with the

miscellaneous type operation. If you don't select this field, you will be able to view the exchange difference calculation as a list and the information will not be recorded to the cash transactions.

3.3 Cash Determination



Field	Value
Cash Code	00
Date	02.03.2007
Last Closed Date	02.01.2006
Last Closed Value	19.800,00
Last FX.Open.Amnt.	0,00

You can run the Cash Determination section when the cash operations and legal journal printing of a certain day are completed and there are definitely no more arrangements or record operations that should be processed. The points, which should be carefully considered in processing the Cash Determination section, are as follows:

- If there are any daily records, which date to days earlier than the closing date in operation, and which have not been carried forward, the program will display a warning message which informs that there are records which are not carried forward and list the dates they were recorded. These records should be processed for closing before the closing records of the current date are processed. If such records are records that should be included in the closing operation, you should use the Operations/Supplements/Cash Date/Code Update option to go to the related date and run the Cash Determination operation.
- You can only view all of the cash transactions on the related date when you run the Cash Determination operation. It will not be possible to delete, modify the cash transaction or add new records for the related date once the operation is processed.
- It will be possible to create as many cash records as desired for different dates before the Cash Determination operation is run. When cash records are inserted for several dates before the closing is processed, you will be able to monitor the last closed value as at an older date but not view the final state of the "Cash Final State." But you will be able to get the final state list of the cash in the reports.

3.4 Supplements

In this section some additional operation can be processed for the defined cashes.

3.4.1 Cash Date / Code Update

Cash Determination	
Cash Code	00 MERKEZ YTL KASASI
Date	02.03.2007
Last Closed Date	02.01.2006
Last Closed Value	19.800,00
Last FX.Open.Amnt.	0.00

The cash code and date of the records that will be processed are specified before the transactions entered in the Cash Module, thus records can be processed only for the specified cash code and date. This section can be used to change to another cash code or modify the cash date of the current cash code in order to process the records for another cash code or cash date when the records that are processed for the specified cash code or date are completed. The same window will be displayed when the Cash Module is launched and prompt the cash and date, which will be processed.

Cash Code

In this field you should enter the cash code of the cash, which you want, to process.

Date

In this field you should indicate the date that you wish to process for the cash which is indicated in the "Cash Code" field.

Last Closed Date / Last Closed Value / Last FX. Opening Amount

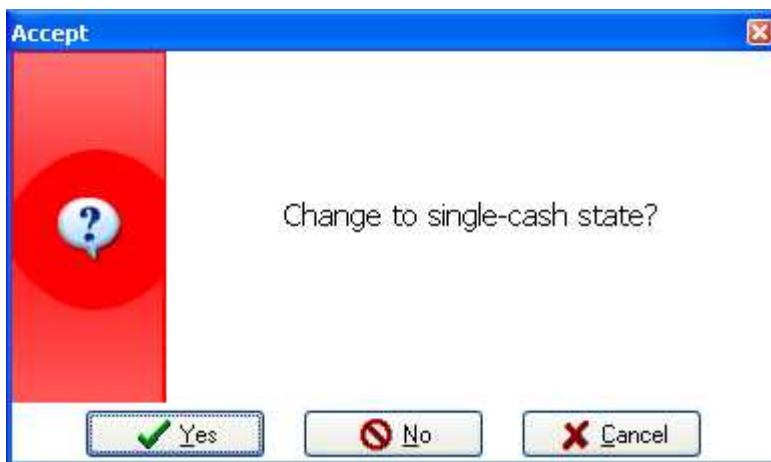
This field is where you can monitor the Last Closed Date, Last Closed Value and Last FX Opening Amount as defined in the Cash Code and Cash Date fields for information purposes.

3.4.2 Change to multi-cash state



The program always assumes that "Single Cash" will be processed when the Cash Module is launched. You must use the Operations/Additional Operations/Change to Multi-Cash State section to switch to the Multi Cash usage. In order to be able to define the FX Cashes and other cashes in addition to the Turkish Lira Cashes, you must confirm the "Change to multi-cash state?" query in this section.

3.4.3 Change to single-cash state



To switch to Single Cash when working in Multi Cash, you should run the Operations/Additional Operations/Change to Single-Cash State section. You can switch to Multi Cash after running the Single Cash option or switch back to Single Cash after entering multi cash codes or delete other cash codes. It is not possible to enter more than one cash code in the Single Cash option. If you create a transaction record in the cash code when you are in the Multi Cash type and then change to the Single Cash type, you will not be able to view the to-date records of the cashes other than the cash you are processing.

3.4.4 Multi-Cash Combining



The dialog box titled "Multi-Cash Combining" contains the following fields:

- Cash Code Range: 00 to 01
- Date Interval: 01.01.2007 to 10.01.2007
- Cash Code to Transfer: 02

Buttons: Ok, Cancel

This section can be used to combine several cashes under a single cash code. For example, this section can be used to batch print legal journals. You can transfer the transactions of several cashes, which have the same FX Type and the same Last Closed Dates, to a different cash when you run this operation. The Multi-Cash Combining operation will not delete the transactions recorded in the source cash.

Cash Code Range

In this field you should enter the cash codes of the cashes where the transactions to be combined are recorded. The FX Types and Last Closed Dates must be the same for the Cash Codes you indicate in this field.

Date Interval

In this field you should enter the date interval, which includes the cash transactions that you wish to combine.

Cash Code to Transfer

In this field you should enter the cash code of the cash where the cash transactions will be combined.

4. Reports

Reports related to the records processed in the Cash Module can be prepared in this section.

4.1 Cash Final State List



	A	B	C	D	E	F	G	H
	Cash Code	Cash Descr.	Last Closed Date	Last Closed Value	Income	Expense	Remainder	FXT
1	00	MERKEZ YTL KASASI	02.01.2006	19.800,00	73.469.607.066,06	152.101,00	73.469.474.765,06	0
2	001	ŞUBE YTL KASASI	11.05.2006	4.083,63	36.442,25	820,47	39.705,42	0
4	02	EURO KASASI	01.01.2006	0,00	2.232,00	252,00	1.980,00	2
5	03	STERLIN KASASI	22.04.2006	8.900,00	0,00	0,00	8.900,00	3
6	04	TL	23.04.2003	30,00	0,00	0,00	30,00	0

Completed. - Time 00:00:00

If you operate in Multi-Cash State, this is the section where you can Print or Screen-print the last closed date, last closed value, daily income/expense totals and remainders of all of the cashes created in the Cash Module. The final value at the end of all of the cashes list shows the total balance of all the cashes and the final cash state.

For the details of the fields in the Filter, Sort, Scaling and Printer Options sections and general usage of the reports, please see Introduction/Standard Report Usage.

4.2 Cash Report

The screenshot shows the 'Cash Report' window with the following details:

- Window Title: Cash Report
- Menu Bar: General Filters, Filter, Sort, Scaling, Printer Options
- Cash Code: 00 (with a lookup key icon) and MERKEZ YTL KASASI (dropdown menu)
- Date Interval: 02.03.2007 to 02.03.2007
- Print YTL Values:
- Print Curr.Acc./Led.Acc.Code:
- Right Panel Buttons: Rapor, Read, Save, Yardım, Iptal

Cash income/expense records that fall in the date interval that is indicated according to the cash code can be printed or screen-printed in this section.

Cash Code

In this field you should enter the cash code to be listed. Only one cash code can be indicated. You can use the lookup key in the field to view the cash code lookup.

Date Interval

In this section you should enter the date interval for the cash transactions list.

Print YTL Values

You should select this section if you wish to also include in the report the TL values in the Cash Report of FX cashes.

Print Current Account / Ledger Account Code

You should select this option if you wish to include in the report the current account codes or the ledger account codes, which are transacted by the Cash records values in the Cash Report of FX cashes.

	A	B	C	D	E	F
1	(02.03.2007 - 02.03.2007)					
2	Kasa	00 \ MERKEZ YTL KASASI				
3	Previous Open. (01.02.2007)				73.469.625.866,06	152.101,00
4	Previous Balance				73.469.473.765,06	
5						
6						
7	Date	Rcpt.No	Type	Explanation	Collection	Payment
8	02.03.2007	KREDI	K	000000000000000000 02.03.2007 001T01	250,00	0,00
9	02.03.2007	KREDI	K	000000000000000000 02.04.2007 001T02	250,00	0,00
10	02.03.2007	KREDI	K	000000000000000000 02.05.2007 001T03	250,00	0,00
11	02.03.2007	KREDI	K	000000000000000000 02.06.2007 001T04	250,00	0,00
12	Cash Account				1.000,00	0,00

For the details of the fields in the Filter, Sort, Scaling and Printer Options sections and general usage of the reports, please see Introduction/Standard Report Usage.

4.3 Cashbook Print

Cash transactions, which are created on a certain date for the cash, can be printed or screen-printed in this section. The list will be prepared according to the Single/Double page selection made in the Cash definitions, i.e., either the income/expense records together on single page or on separate pages. The daily legal journals can be printed in this option. In this section, the cash journal can be printed only for the currently running cash code and date.

	A	B	C	D	E	F	G
1	Cash Descr.	MERKEZ YTL KASASI					
2	Cash Date	02.03.2007					
3							
4	Rcpt.No	Type	Code	Desc.	Explanation	Collection	Payment
5	KREDI	K			000000000000000000 02.03.2007 001T01	250,00	0,00
6	KREDI	K			000000000000000000 02.04.2007 001T02	250,00	0,00
7	KREDI	K			000000000000000000 02.05.2007 001T03	250,00	0,00
8	KREDI	K			000000000000000000 02.06.2007 001T04	250,00	0,00

For the details of the fields in the Filter, Sort, Scaling and Printer Options sections and general usage of the reports, please see Introduction/Standard Report Usage.

4.4 Batch Cashbook Print



In the "Print Cash Journal" section, it is possible to print the cash journal only for the currently running cash code and date. The Batch Cashbook Print section enables users to print the records of a certain cash that were recorded between the defined dates.

When preparing this report the program will first display the Batch Cashbook Print query on the first window. When you confirm this query, the program will display the "Cash Determination" window if you have not already specified the cash code. It will query the Date Interval after you enter the definition in this section.

Date Interval

This is the section where you should specify between which dates the transactions that will be included in the journal printing are recorded.

For the details of the fields in the Filter, Sort, Scaling and Printer Options sections and general usage of the reports, please see Introduction/Standard Report Usage.