



**Course Aim**

The aim of the Cash Book Maintenance course is to provide the attendee with the ability to set up the Cash Book to include multiple account types, user-defined postings and security access for all users.

**Pre-requisites**

The attendee should have attended both the Desktop Navigation and be aware of the Business Needs Analysis consultancy day which is available. They should also have a clear understanding of how the Cash Book interacts with other modules such as Accounts Payable, Accounts Receivable and the General Ledger.

**Suggested Attendees**

This course is intended for the management responsible for ensuring that the Cash Book is set up efficiently and with sufficient security incorporated.

**Course Content**

- **Introduction to the Cash Book**  
A description of the basic concepts of the Cash Book.
- **Bank Accounts**  
Explanation of the multiple types of bank accounts allowed within Agresso QL, such as current, deposit, petty cash, tills, etc. and a demonstration of how to set up such bank account details and links to the General Ledger.  
**Reconciliation** – Reconciliation maintenance for bank accounts will be discussed and reconciliation flags set to manual, automatic or none of the above.
- **User-defined Journals**  
This subject takes up the majority of the day, ensuring that the attendees have a clear understanding of all journal types in the Cash Book and the importance of defining them clearly. This will indicate the way the Cash Book links to both the Accounts Payable (suggested payments & manual cheques) & Accounts Receivable (sales receipts) modules, as well as how the Cash Book deals with transfers and Interest/charges. The links with the General Ledger are also enforced in addition to cheque/remittance/receipt printing.  
**Standing/Regular Journals** – Preparation of any standing or regular Cash Book journals will be demonstrated and discussed.  
**Cash Desk Journal Types** – Optional for those attendees interested in simulating a till or cash desk operation. These special journal types will be set together with discussions about workgroup access.  
**Credit Card Maintenance** – Covers the setting up of different credit card types for credit card transactions in the Cash Book.

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| <b>Course Objectives</b><br>The attendee will gain an understanding of how the Cash Book operates from utilising enquiries and reports as well as the bank account reconciliation functions. |   | <b>Methodology</b><br>The theoretical aspects of management statistics will be explained followed by “hands on” tasks provided by the Seminar Leader to reinforce the aspects of the course. |
| <b>Duration</b><br>1 day<br>From 10.00 a.m. - 16.30 p.m.   | <b>Location</b><br>Agresso's Swansea Training Centre or customer site | <b>Cost</b><br>POA - dependant on location.  |