



**Course Aim**

The aim of the Cash Book Operational course is to provide the attendee with the ability to enter and post Cash Book journals that post to the Accounts Payable, Receivable and the General Ledger.

**Pre-requisites**

The attendee should have attended both the Desktop Navigation and Cash Book Maintenance courses.

**Suggested Attendees**

This course is intended for the end users of the Cash Book that regularly make entries into the bank accounts.

**Course Content**

- **Introduction to the Cash Book**  
A description of the basic concepts of the Cash Book.
- **Enquiries**  
Understanding the full drill-down from account balance or all balances of all accounts to account summary by category of receipt or payment. Also the ability to drill-down on individual transactions to the Accounts Payable, Accounts Receivable and the General Ledger.
- **Reports**  
Reporting can be carried out in AGRESSO QL on the same basis as the enquiry system. Bank reconciliation statements are covered as well as bank account analysis reports.
- **Cash Book Journal Entry**  
A demonstration of the different journals previously set up and explanations of their effect on related modules. The types of journals will be explained and the data actions required by the journals demonstrated. Batch posting is also explained as well as allocation to Sales and Purchase accounts.  
**Journal Posting** – The difference between normal journals and standing/regular explained and the process of automating payments via the scheduler. Cheque printing will also be demonstrated.  
**Cheque Cancellation** – The cheque cancellation facility in AGRESSO QL is explained in detail and the process of cancellation and re-issuing of cheques will be carried out.  
**Manual Bank Reconciliation** – This type of reconciliation is covered along with bank charges and interest to tally with the bank statement.  
**Cash Desk Journal Types** – Optional for those attendees who are interested in simulating a till or cash desk operation. Such special journal types will be demonstrated along with receipt printing.

<b>Course Objectives</b> The attendee will gain an understanding of how the Cash Book operates from utilising enquiries and reports as well as how bank account reconciliation functions.		<b>Methodology</b> 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> 1 day From 10.00 a.m. - 16.30 p.m.	<b>Location</b> Agresso's Swansea Training Centre or customer site	<b>Cost</b> POA - dependant on location.