

Bank/Checking/Cash Accounts

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Management Windows

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Chart of Accounts, Financials, Trial Balance, Transaction

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Bank, Checking, or 'Cash' Accounts are set up by marking them as Cash Accounts on your Chart of Accounts. Any account marked as a 'Cash' account on your chart of accounts will be available for selection when posting checks or deposits. See the Help Document about setting up accounts on your Chart of Accounts for more information. This Help Document will be a brief description of adding accounts as 'Cash Accounts' and reviewing them on a Management window.

To open the window to set up accounts on your Chart of Accounts, use the '**Accounting**' link on the Navigation/Home window.

The first window to open is for entering a date to use for displaying the balances for each account on the Chart of Accounts as of that date. When setting up, just click the Continue button.

Enter cutoff date to display account balances on Chart of Accounts window.

Date

Continue

Notice that the window below displays the word 'Yes' in the 'Cash or Bank Acct' column for some of the accounts on the Chart of Accounts. Continue to the next page for information on marking accounts as Cash Accounts.

Chart of Accounts Management		Add/Edit Headings		Balance As Of		Balance Forward		Cash or Bank Acct	Cr Card Acct
Find Number->	Find Name->	Profit and Loss Methods	Current Period for Data Entry	31-Oct-08	Debit	Credit	31-Dec-01		
Select Task (Try F4 Key)	General Ledger (G/L) Account Number			Debit (Credit)	Debit	Credit	Debit (Credit)		
		CURRENT ASSETS							
		CASH							
Select Task	1000	CASH-OPERATING CHECKING		\$6,882.49	6,882.49	0.00	\$0.00	Yes	
Select Task	1020	CASH-CONSTRUCTION CHECKING		\$160,795.04	160,795.04	0.00	\$101,913.99	Yes	
Select Task	1030	CASH-PAYROLL CHECKING		\$0.00	0.00	0.00	\$0.00	Yes	
Select Task	1090	Prior Period Cash Account		\$0.00	0.00	0.00	\$0.00	Yes	
Select Task	1098	CASH - VOUCHER CLEARING ACCOUN		\$0.00	0.00	0.00	\$0.00	Yes	

Adding a New Cash Account

To add a new Bank or Cash account to your Chart of Accounts, use the button labeled 'Add New Account / Or Edit' on the Chart of Accounts Management window.

Chart of Accounts Management			Load a Chart of Accounts	Setup Control Accounts				
Find Number->			Profit and Loss Methods		Current Period for Data Entry			
Find Name->			Double click on an account number or name to edit account info or post balances forward. Double click on amounts to drill down to transactions detail.					
Select Task (Try F4 Key)	General Ledger (G/L) Account Number	Add/Edit Headings	Balance As Of 31-Oct-08	Debit	Credit	Balance Forward Entries 31-Dec-01	Cash or Bank Acct	Cr Card Acct
		Add New Account / Or Edit	Debit (Credit)			Debit (Credit)		
Select Task		CURRENT ASSETS						
Select Task		CASH						
Select Task	1000	CASH-OPERATING CHECKING	\$6,882.49	6,882.49	0.00	\$0.00	Yes	
Select Task	1020	CASH-CONSTRUCTION CHECKING	\$160,795.04	160,795.04	0.00	\$101,913.99	Yes	

The 'Add or Edit Chart of Accounts' window shown to the right is explained in more detail in the Help Document about setting up your Chart of Accounts.

Usually, Cash accounts are located at the first of your Chart of Accounts list and are given a 'Group Heading' like "Cash" in the Financials Section of Current Assets. To mark the account as a 'cash' account to make the account available for posting deposits or checks, select 'Yes' in the 'Bank/Cash Account?' field.

Add or Edit Chart of Accounts						
Also referred to as "General Ledger" (or GL) Account Numbers						
Find->	1030		Add a New Account (Alt + N)			
Account Number	1030	Change Acct Num				
Account Name	CASH-PAYROLL CHECKING					
Group Heading	CASH					Hint About Posting Prior Period Revenues and Job Costs Detail
Financials Section	CURRENT ASSETS					
Bank/Cash Account?	Yes	<i>Checking, Savings, etc.</i>				
Cr Card Acct? (Space Bar)	<input type="checkbox"/>	Cr Card Vendor	Z			

Continue to the next page.

Chart of Accounts Management			Load a Chart of Accounts	Setup Control Accounts				
Find Number->			Profit and Loss Methods		Current Period for Data Entry			
Find Name->			Double click on an account number or name to edit account info or post balances forward. Double click on amounts to drill down to transactions detail.					
Select Task (Try F4 Key)	General Ledger (G/L) Account Number	Add/Edit Headings	Balance As Of 31-Oct-08	Debit	Credit	Balance Forward Entries 31-Dec-01	Cash or Bank Acct	Cr Card Acct
		Add New Account / Or Edit	Debit (Credit)			Debit (Credit)		
Select Task		CURRENT ASSETS						
Select Task		CASH						
Select Task	1000	CASH-OPERATING CHECKING	\$6,882.49	6,882.49	0.00	\$0.00	Yes	
Select Task	1020	CASH-CONSTRUCTION CHECKING	\$160,795.04	160,795.04	0.00	\$101,913.99	Yes	
Select Task	1030	CASH-PAYROLL CHECKING	\$0.00	0.00	0.00	\$0.00	Yes	
Select Task	1090	Prior Period Cash Account	\$0.00	0.00	0.00	\$0.00	Yes	
Select Task	1098	CASH - VOUCHER CLEARING ACCOUN	\$0.00	0.00	0.00	\$0.00	Yes	

Cash Accounts Available For Deposits and Checks

The accounts marked as 'Cash' accounts will be the ones that are available for selection in a 'drop-down' list when posting a deposit. See Help Documents about posting deposits.

ADD or EDIT DEPOSITS Add New Deposit

FIND DEPOSIT

CASH (BANK) ACCOUNT	DATE
1000 - CASH-OPERATING CHECKING	01/09/09
1020 - CASH-CONSTRUCTION CHECKING	
1030 - CASH-PAYROLL CHECKING	

posit

The accounts marked as 'Cash' accounts will also be the ones that are available for selection in a 'drop-down' list when asked for a Bank/Cash Account to use for printing checks. See Help Documents about printing and posting checks.

SELECT BANK/CASH ACCOUNT

Cash Account - >

The cash accounts available are ones marked as "Yes" for Cash Account? when setting up the Chart of Accounts.

Back

Account as the "default" cash account. Then CHS will supply that cash account each time this window opens.

Continue to the next page.

Deleting A Cash Account

Since Cash Accounts are set up on your Chart of Accounts, the method to delete a Cash Account is the same as the method to delete an account on your Chart of Accounts. See the Help Document about Deleting An Account on the Chart of Accounts.

Continue to the next page.

Bank/Cash Accounts Management Window

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[CUSTOMERS / PAYORS and RECEIVABL](#)
Payors or Customers, Lists, Receivables Transacti

[BANKING Management Window \(BA\)](#)
Bank Account Balances, Reconciliations, Bank Ledc

The accounts that have been marked as 'Cash' accounts on your Chart of Accounts can be quickly reviewed by using the link labeled **'Banking'** on the Navigation/Home window.

The 'Bank/Cash Accounts Management' window shown below will list all accounts that have been marked as Cash accounts. The window will display the balances in the Cash accounts. There are also fields on the window to enter more information about the bank accounts, if needed.

Also notice that you can use the **'Select Task'** field to the left of each Cash account to open features like 'Bank Reconciliation', 'Register/Ledgers', and so on for the Cash Account on the line. See Help Documents on the windows that open when selecting those tasks.

Bank/Cash Accounts Management

Find Number-> 1030 - CASH-PAYROLL CHECKING

Find Name-> CASH-PAYROLL CHECKING-1030

Add New Bank/Cash Accounts or Edit the Account Number and Title by closing this window and using the Accounting button on the Navigation screen. The accounts shown here are ones marked as Yes for Cash Account.

Balance As Of 31-Oct-08 <-The Date shown is the latest date found in your accounting records.

Select Task (Try F4 Key)	Account #		Balance As Of 31-Oct-08 Debit (Credit)	Name on Bank Account	Bank Name	Bank Account Number	ABA Check Routing Number	ACH Routing/ Transit #
Select Task	1000	CASH-OPERATING CHECKING	\$6,882.49	Fantastic Builders, Inc.	Bank of America	123456789	123456789	123456789
Select Task	1020	CASH-CONSTRUCTION CHECKING	\$160,795.04	Fantastic Builders, Inc.	Compass Bank	0	0	0
Select Task	1030	CASH-PAYROLL CHECKING	\$0.00	Fantastic Builders, Inc.	Bank of America	0	0	0
		Prior Period Cash Account	\$0.00	None	None	0	0	0
		CASH - VOUCHER CLEARING ACCOUN	\$0.00	None	None	0	0	0

Bank Reconciliation Documents
List of Checks
List of Deposits
Register/Ledger
Transactions - Accounting

The toolbar at the top of the window also contains buttons that will open windows for features related to Cash accounts. See Help documents available on the windows that will open.

|Bank Reconciliations |Cash Balances |Cash Transfers |Deposits |Checks |Void Checks |Transaction Reports

Bank/Cash Accounts Management

Find Number-> 1030 - CASH-PAYROLL CHECKING

Find Name-> CASH-PAYROLL CHECKING-1030