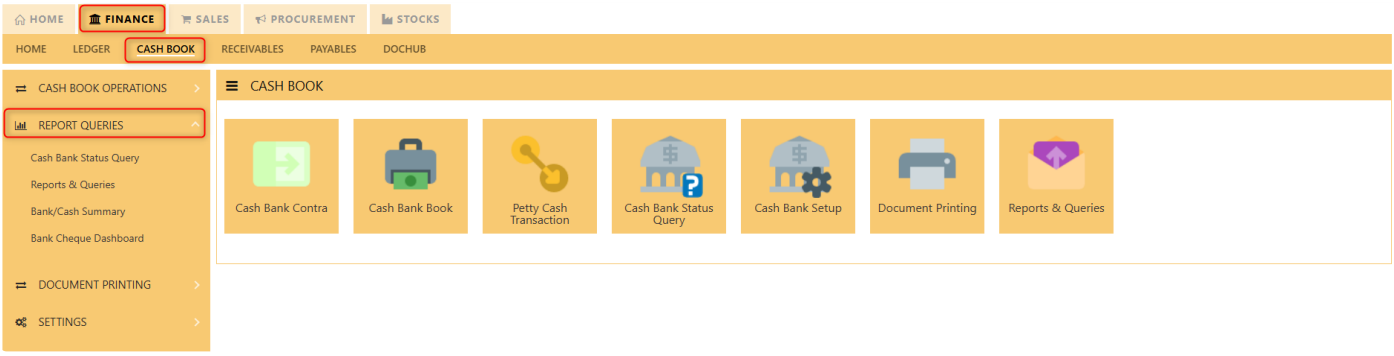
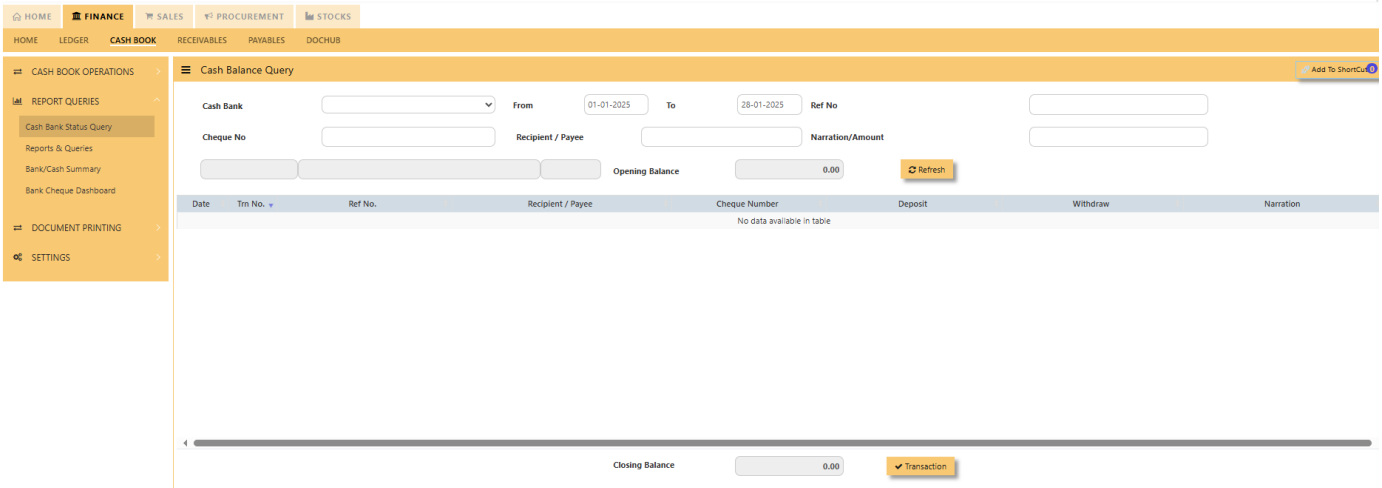
Reports & Queries

This is where all the bank/cash reports such as the cash bank status query, bank/cash summary and bank cheque dashboard. The available reports in the Reports/Queries also have the capability to be exported to Microsoft Word, Excel and PDF. Users can filter the reports according to whether it is a bank or cash and their preferred time period.



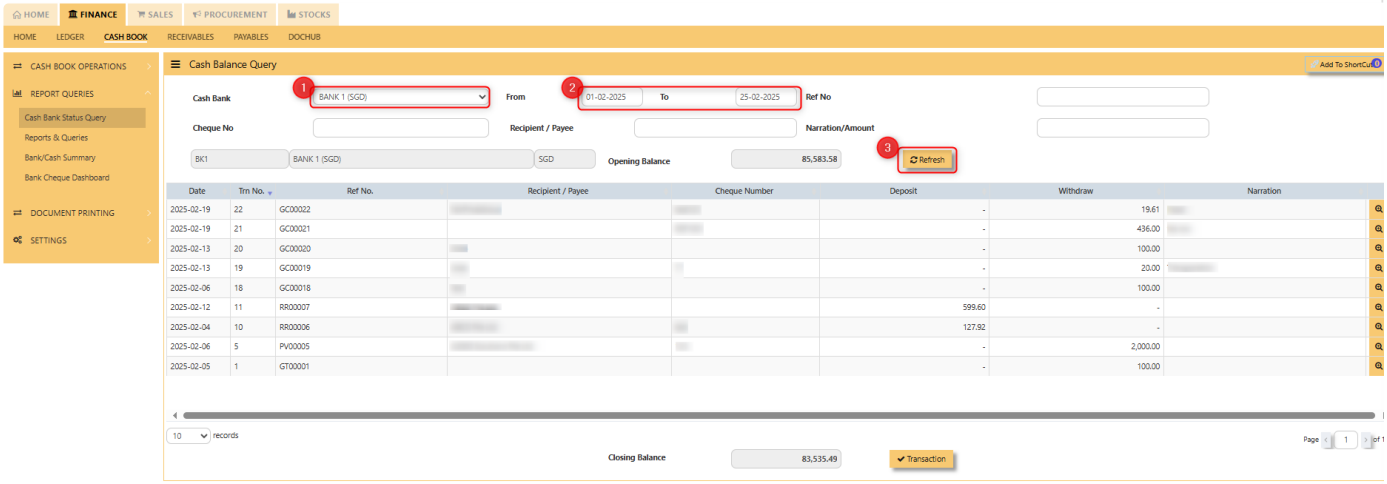
Cash Bank Status Query

Click on **Cash Bank Book – Report & Queries – Cash Bank Status Query** icon for the following screen.



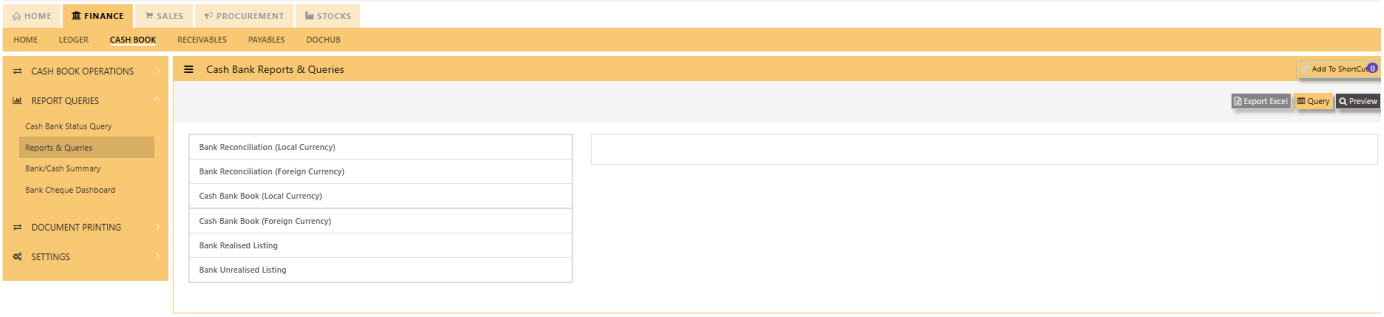
To use the bank status query:
1. Choose the respective Cash Bank Code from the dropdown.
2. Select the inclusive dates of transactions.

3. Once you hit "**REFRESH**", the transaction for the cash bank code will appear. This dashboard will show you all the individual cash or bank code, from the dates inclusive in the from and to dates as well as the opening balance as shown below.



Reports & Queries

Click on **Cash Bank Book – Reports & Queries – Reports & Queries** icon for the following screen.

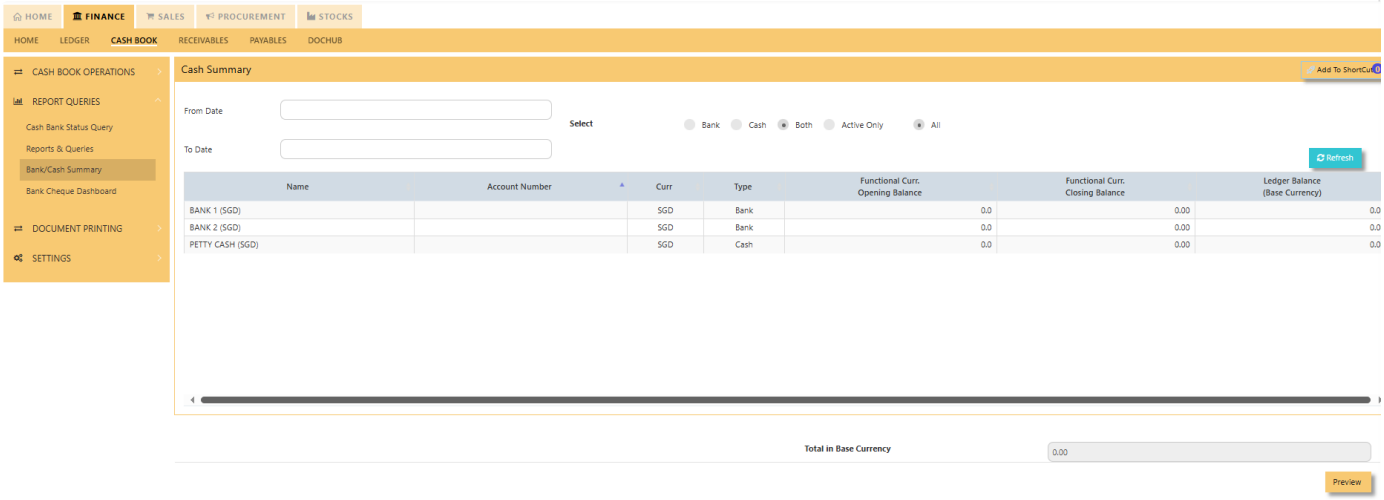


These reports may be sent to a previewed to print, click on to Preview. You may seek an individual report, and the following data can in turn be drilled down to transaction level.

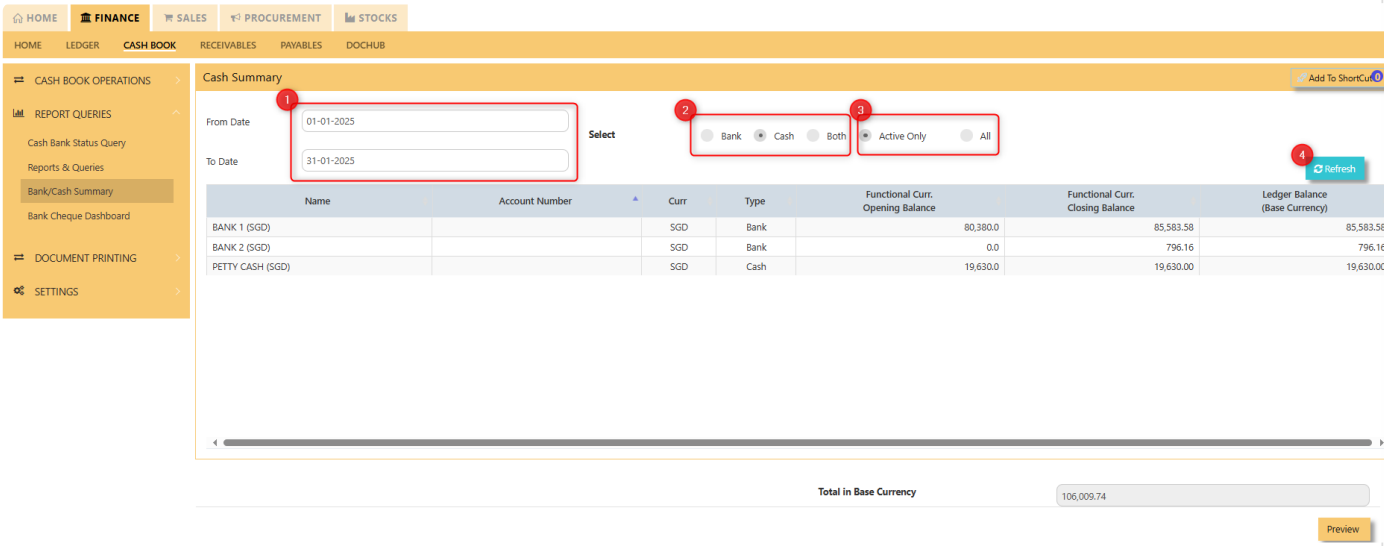
- Mater Listing – Currency Rates
- Bank Reconciliation (Local Currency)
- Bank Reconciliation (Foreign Currency)
- Cash Bank Book (Local Currency)
- Cash Bank Book (Foreign Currency)
- Bank Realized Listing
- Bank Unrealized listing
- Cheque Deposit listing

Bank/Cash Summary

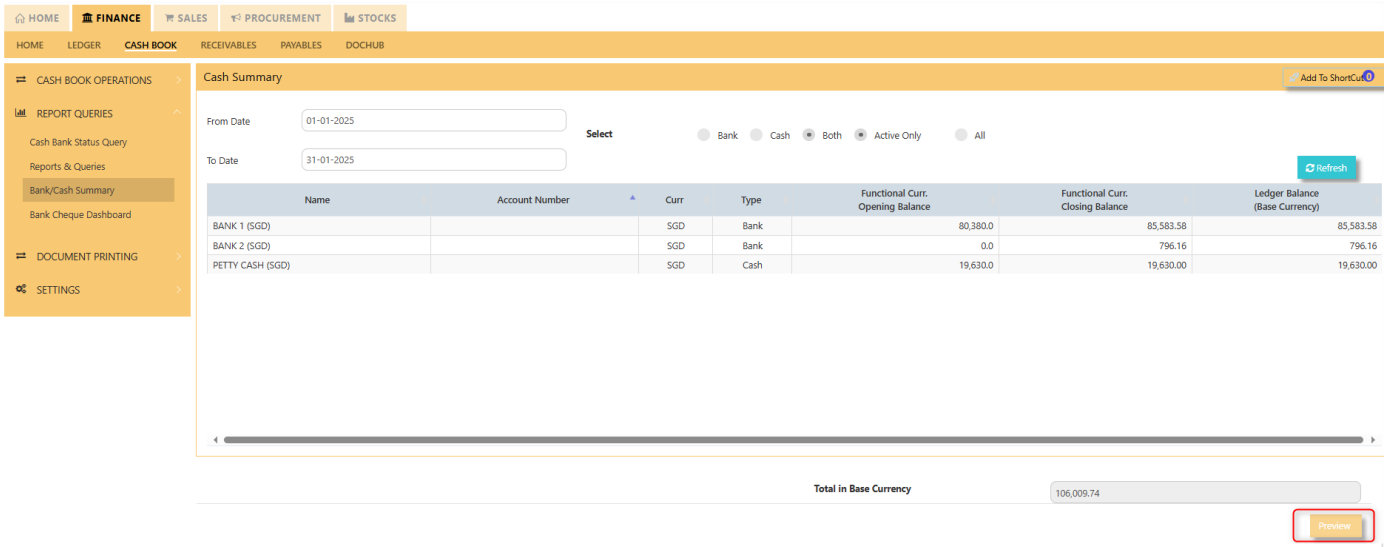
Click on **Cash Bank Book – Reports & Queries – Bank/Cash Summary** for the following screen.



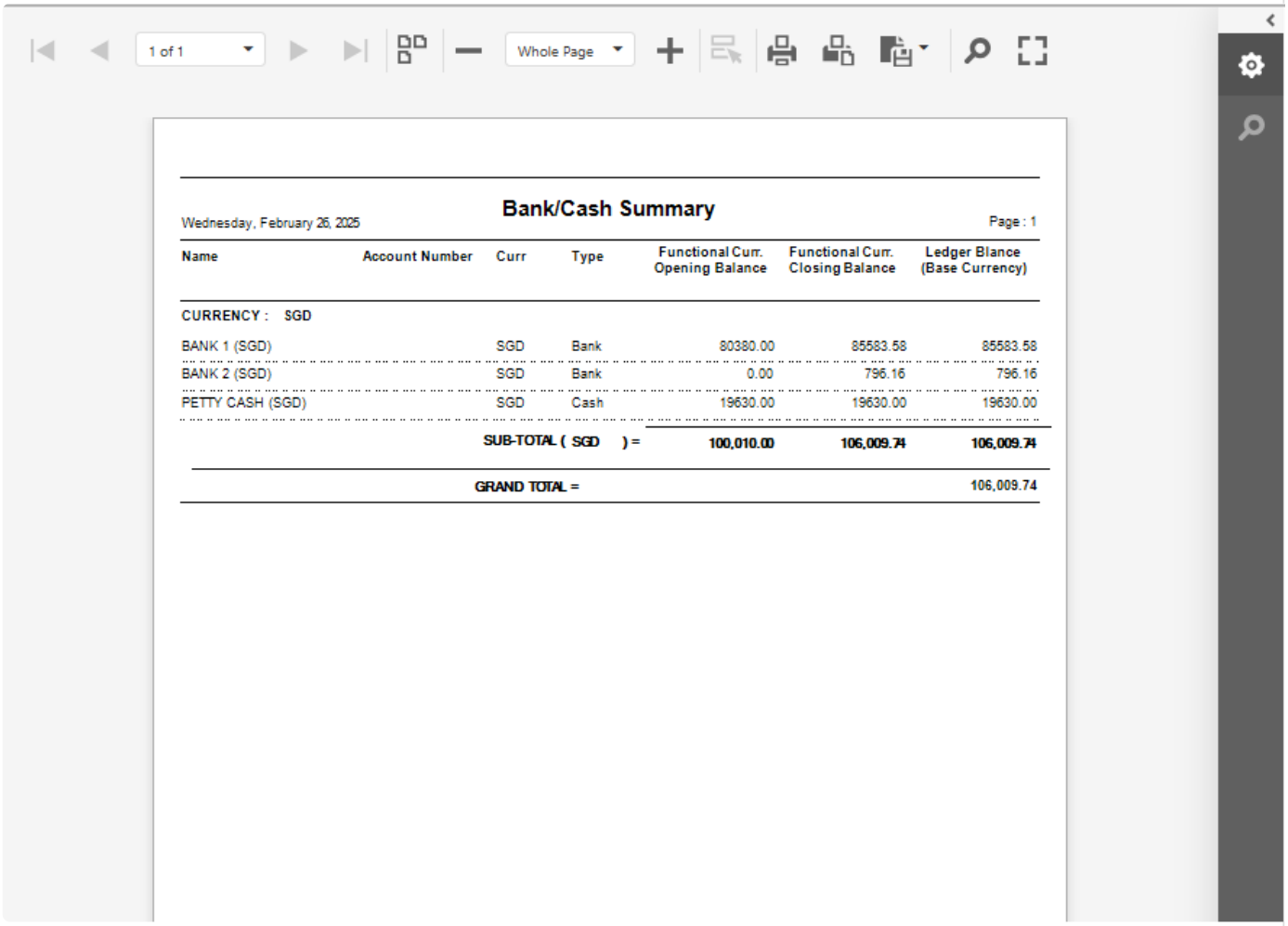
A Bank/Cash Summary provides an overview of a company's cash opening, closing and ledger balance during a specific period. It helps track the movement of funds and provides a clear snapshot of liquidity and available cash. This summary is essential for ensuring that a company can meet its financial obligations, manage working capital effectively, and reconcile its records with bank statements to ensure accuracy and avoid discrepancies.



1. Select the "**FROM**" and "**TO**" dates.
2. Select the type whether it is **bank**, **cash** and/or **both.**
3. Select the status whether "**ACTIVE ONLY**" or "**ALL**"
4. Hit "**REFRESH**" for all transactions to appear in the dashboard.

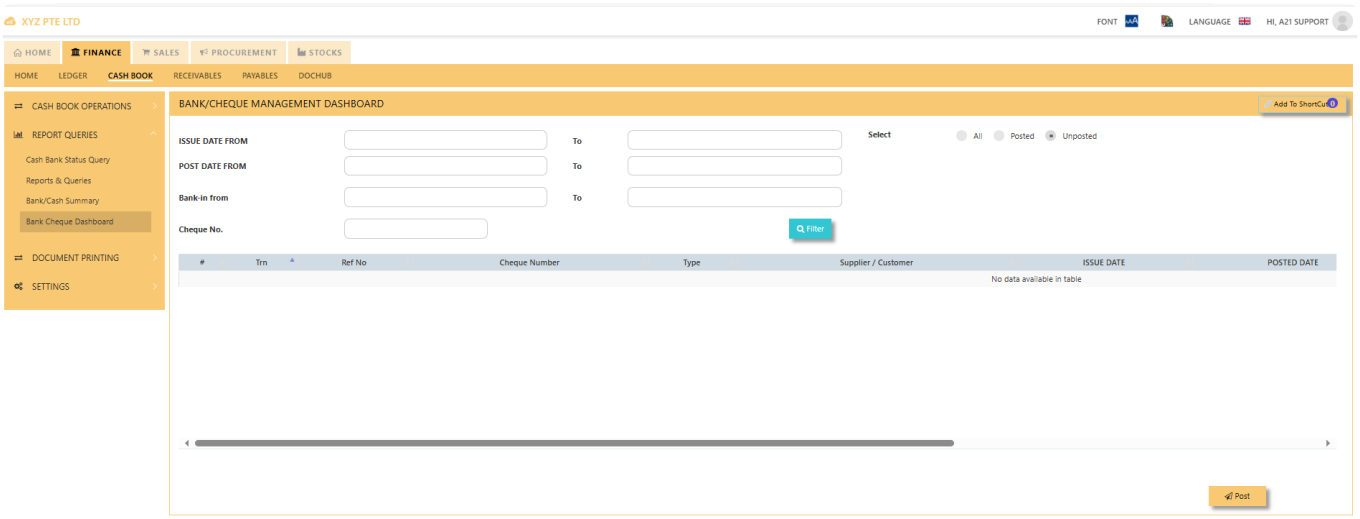


Click "**PREVIEW**" in the lower right portion of your screen to export Bank/Cash Summary in printable format.



Bank Cheque Dashboard

Click on **Cash Bank Book – Report & Queries – Cash Bank Status Query**



A Bank/Cheque Management Dashboard shows bank/cheque-related transactions for a business or organization. It consolidates essential data such as Trn, Ref No, Cheque Number, Type, Supplier/Customer, issue date, posted date, bank in/collected date. The dashboard can filter the status of cheque to posted, unposted or both. Filter is also applicable to the issue date, post date, Bank-in from and Cheque No to pull up a transaction.

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Updated 1 April 2025 10:00:21 by Agatha