

cash·book

Deposit and Single Reference Batches

Products: Cashbook Web UI's

Deposit Batch

- Combine Receipts and AR entries under one reference number in a batch
- Ability to reconcile the total amount for the batch as one reference in the Bank Reconciliation
- Reverse detail entries individually if part of a deposit is not cleared
- Print deposit slips

Single Reference Batch

- Combine any entries under one reference number in a batch
- Has the identical features as a deposit batch but can also contain negative and positive entries

Slide Index

- Batch List – Deposit and Single Reference Columns
- Batch Entry – Expand Batch Control to Toggle On or Off Deposit or Single Reference Batch Types
- Bank Reconciliation – Deposit Reference
- Transaction Details
- Reverse Deposit Batch
- Print Deposit Slip

Batch List

sage 300 Session Date: Aug 11, 2020 Administrator SAMLTD Search Help Tools

C/B Transactions : Batch List Batch Entry Post Batches Cheque/Receipt/... Retrieve From Ot...

Batch List

Batch Number: 000014 Direction: Descending Bank Code: SEATAC Show Posted and Deleted Batches Show This Bank Only

[Edit Columns](#)

Batch Number	Bank	Ready To Post	Description	Batch Type	Status	Entry Type	Single Reference	Deposit Batch	Total Debit	Total Credit	No. of Entries	Posting Sequence	Number of Errors	Date Created
000014	SEATAC	No	Batch Number 000014	Normal Entries	Open	Entered	No	No	0.000	0.000	0	0	0	12/31/2020
000013	SEATAC	No	Batch Number 000013	Transfer	Open	Imported	No	No	0.000	18,373.420	1	0	0	1/31/2020
000012	SEATAC	No	Batch Number 000012	Normal Entries	Open	Imported	No	No	8,374.800	15,895.760	7	0	0	1/31/2020
000011	SEATAC	No	Partially Posted Cheques	Normal Entries	Open	Imported	No	No	0.000	6,981,502.020	8	0	0	1/31/2020
000010	SEATAC	No	Deposit Batch	Normal Entries	Open	Imported	No	Yes	2,765,357.630	0.000	2	0	0	1/31/2020
000009	SEATAC	No	Single Reference Batch	Normal Entries	Open	Imported	Yes	No	0.000	87,400.090	2	0	0	1/31/2020
000008	CCB	No	Tax On Bank & Func Cur S...	Normal Entries	Open	Imported	No	No	6,266.140	114,706.140	14	0	0	1/31/2020
000007	PRBANK	Yes	Single Currency Bank	Normal Entries	Ready To Post	Imported	No	No	4,494.600	178,749.210	10	0	0	1/31/2020
000006	SEATAC		Batch Number 000006	Normal Entries	Posted	Imported	No	No	115.240	128.210	2	1	0	1/31/2020
000005	SEATAC		Batch Number 000005	Normal Entries	Posted	Imported	No	No	140,123.400	59,120.980	20	1	0	1/31/2020

Page 4 of 5 31 - 40 of 44 items

Copyright © 2020 Peresoft Software v1.01

[Create New](#) [Open](#) [Print](#) [Delete](#) [Post](#) [Post Form](#) [Generate EFT](#) [Close](#)

sage Copyright/Trademarks | Privacy Policy | Contact Us | © 2020, The Sage Group plc or its licensors. All rights reserved.

Single Reference Batch

Deposit Batch

Batch Entry

The screenshot displays the Sage 300 C/B Batch Entry interface. A callout box titled "Batch Control Details" is open, showing the following information:

- Batch Number: 000049
- Status: Open
- Source Ledger: CB
- Date Created: 8/15/2020
- Date Edited: 8/15/2020
- Description: Deposits August 1 - 15
- Bank Code: SEATAC
- Bank Name: Seattle Tacoma Bank
- Batch Type: Normal Entries
- Print Deposit:
- Deposit Number: 000000000006
- Deposit Prefix: DP

Another callout box titled "Entry Description in Bank Reconciliation" points to the description field in the "Batch Control Details" window and the corresponding entry in the "C/B Bank Reconciliation" table below:

Batch Number	Date	Description	Amount	Reconciled Amount	Variance	Status	Description	Details
TR000087	8/13/2020	Transfer from SEATAC to EUROBAL.	-150.00	0.00	0.00	Unreconciled		/
DP00000006	8/15/2020	Deposits August 1 - 15	15,994.07	0.00	0.00	Unreconciled		/
HT00000002	10/15/2020	Interest received	187.50	0.00	0.00	Unreconciled		/
348883	10/16/2020	Coastal Hearing of Omeva	-150.00	0.00	0.00	Unreconciled		/
348887	10/16/2020	Computer Weekly News	-55.00	0.00	0.00	Unreconciled		/
DP018102010	10/16/2020	Daily deposits	8,520.00	0.00	0.00	Unreconciled		/
348884	10/17/2020	ABC Stations	-964.00	0.00	0.00	Unreconciled		/
348885	10/18/2020	Telephone Company	-275.55	0.00	0.00	Unreconciled		/

A third callout box titled "Next Deposit Number" points to the "Next Deposit Number" field in the "C/B Bank Accounts" window, which is set to 6. The text explains: "Next Deposit Number will be retrieved from Bank Accounts and will be used for the Transaction reference number in Cashbook".

Other callouts include:

- "Expand to toggle on Print Deposit" pointing to the "Print Deposit" checkbox in the "Batch Control Details" window.
- "Entry Description in Bank Reconciliation" pointing to the description field in the "Batch Control Details" window and the corresponding entry in the "C/B Bank Reconciliation" table.

Bank Reconciliation – Deposit Reference

sage 300 Session Date: Aug 15, 2020 Administrator SAMLTD Search Help Tools

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

C/B Bank Reconciliation

Bank Code: SEATAC Bank Name: Seattle Tacoma Bank

Sort/Search By: Date Direction: Asc All

Bank Totals

BF	8/1/2020	2,765,098.40
CF	10/31/2020	2,752,354.49
BK		0.00

M.	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	TR000987	8/13/2020	Transfer from SEATAC to EUROBA...	-100.00		0.00	0.00	Unreconciled		
	112921	8/14/2020	Leon Industries	-304.02		0.00	0.00	Unreconciled		
	DP0000000006	8/15/2020	Deposits August 1 - 15	15,767.07		0.00	0.00	Unreconciled		
	O/BAL	9/30/2020	Cashbook Opening Balance	-2,108.70		0.00	0.00	Unreconciled		
	INT0000000002	10/15/2020	Interest received	197.50		0.00	0.00	Unreconciled		
	348883	10/16/2020	Coastal Heating of Ottawa	-150.00		0.00	0.00	Unreconciled		
	348887	10/16/2020	Computer Weekly News	-55.00		0.00	0.00	Unreconciled		
	DP0016102010	10/16/2020	Daily deposits	8,520.00		0.00	0.00	Unreconciled		
	348884	10/17/2020	ABC Stationers	-364.00		0.00	0.00	Unreconciled		
	348885	10/18/2020	Telephone Company	-272.55		0.00	0.00	Unreconciled		

Page 1 of 3 1 - 10 of 24 items

Cashbook Bank Statement History

Print Close Bank Close

Copyright © 2020 Peresoft Software v1.01

Posts as a **single entry** to the **Bank Reconciliation**



Reverse Deposit Batch

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

Reverse Entry - Seattle Tacoma Bank

Reference: DP0000000003 Date: 11/5/2020 Fiscal Year/FiscalPeriod: 2020 - 11

Reversal Date: 11/5/2020 Year/Period: 2020 - 11

Reversal Reason: The Courtyard Returned

Total Reversal Amount: 21,790.00 Total Amount: 118,451.57

Select All Clear All

Reverse	Customer Number	Customer Name	Reference	Receipt Reference No	Customer Cheque Number	Amount	Reversal Reason
<input type="checkbox"/>	1200	Mr. Ronald Black	DP0000000003	DP0000000001	DP0000000001	341.87	
<input type="checkbox"/>	1210	ACME Plumbing	DP0000000003	DP0000000002	DP0000000002	3,179.70	
<input checked="" type="checkbox"/>	1240	The Courtyard	DP0000000003	DP0000000003	DP0000000003	21,790.00	
<input type="checkbox"/>	1500	Custom Comfort	DP0000000003	DP0000000004	DP0000000004	93,140.00	

Reverse Individual Deposit or Single Reference details

Page 1 of 1 1 - 4 of 4 items

Reverse View Entry Close

Print Deposit Slip

The screenshot displays the Sage 300 interface with a report titled 'Print Deposit Slip'. The report header includes the Seattle Tacoma Bank logo and the report ID 'DP000000003'. Below the header is a table with the following data:

Company Name:	Sample Company Limited
Date:	11/5/2020
Page:	1
Account #:	902-758801
Our Ref.:	000003: 00001

Name Of Drawer	Customer Bank	Customer Bank Acct #	Deposit Amount
Mr Ronald Black			341.87
ACME Plumbing			3,179.70
The Courtvard			21,790.00
Custom Comfort			93,140.00

Print Deposit Slips
Print the Deposit Slips using our predefined report or create your own using Crystal Reports

Total Cash:		0.00
Total:		118,451.57

The interface also shows the Sage 300 logo, session date (Aug 11, 2020), user (Administrator), and various navigation icons.

cash·book

Thank You for Your Support

For more visit www.peresoft.com