

Chapter 6

Cash Control

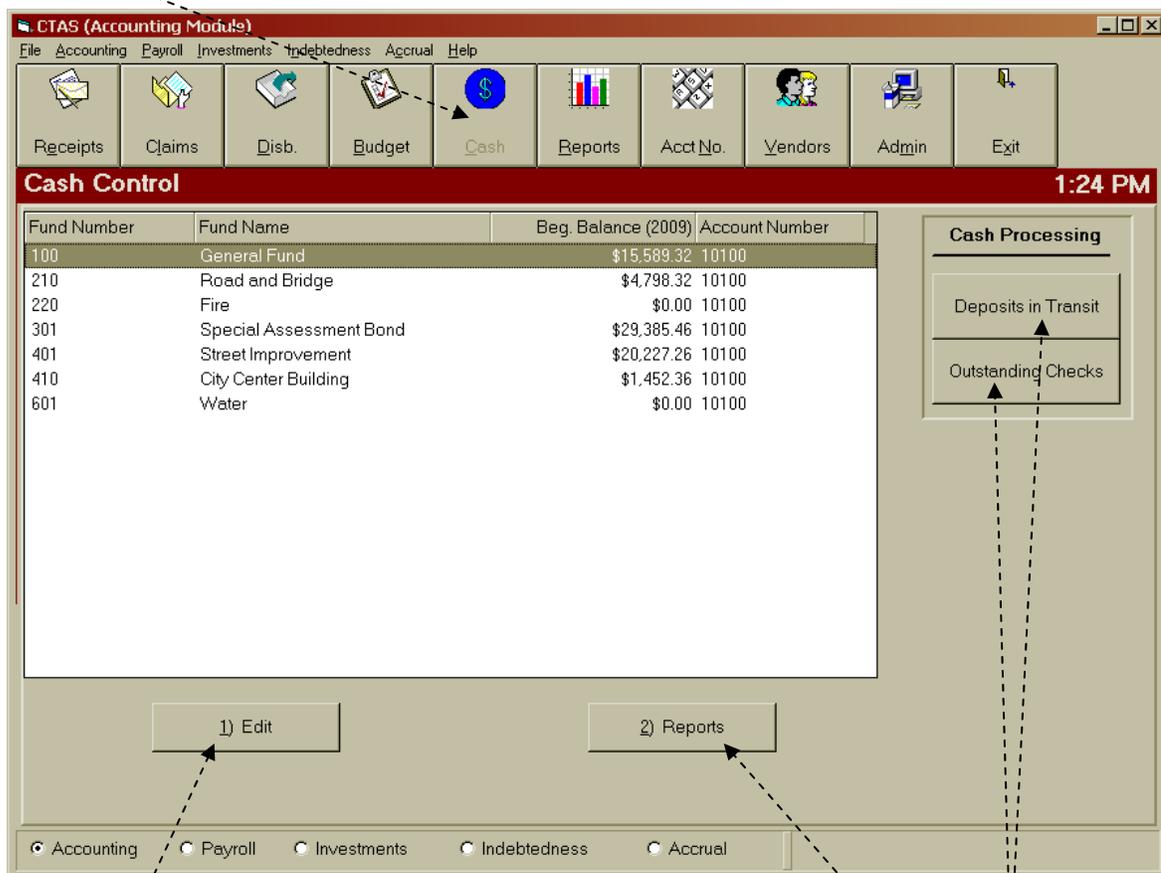
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Cash Control: Introduction

The Cash Control section allows you to enter the beginning balances for the fiscal year. In addition, you can reconcile your CTAS system to your bank statement in the Cash Control section.

Accessing the Cash Control Section

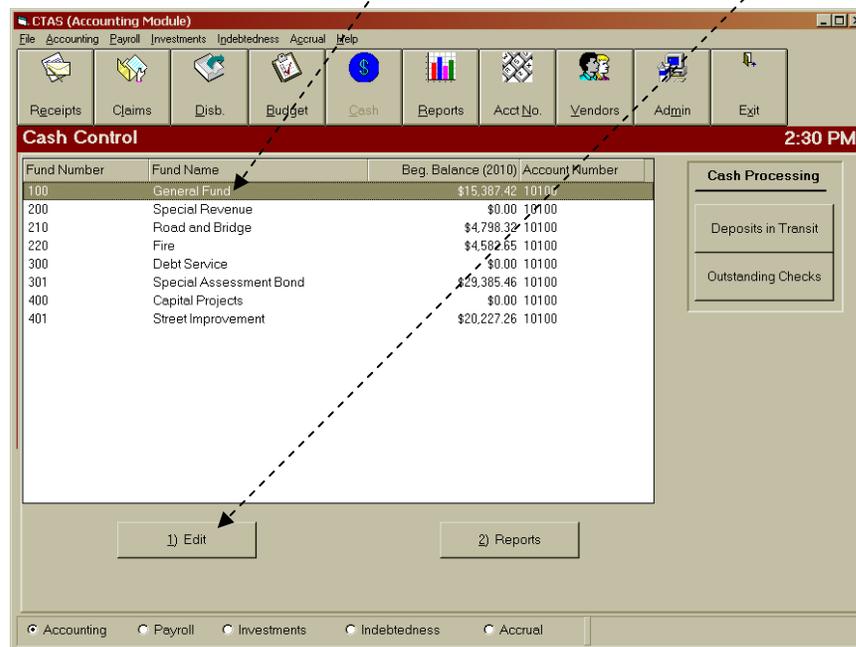
To access the Cash Control section from within the Accounting Module of CTAS, click on the Cash icon. The Cash Control screen, as shown below, will appear.



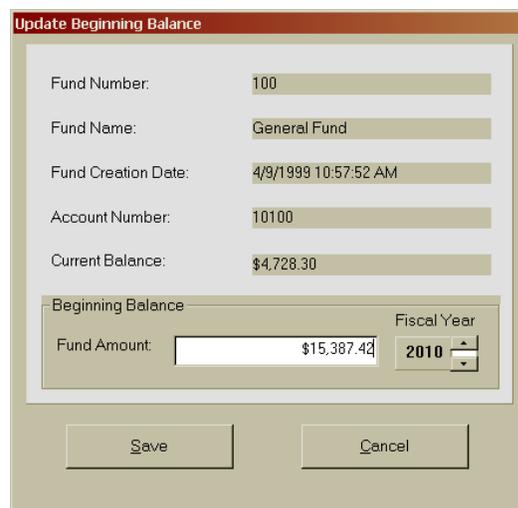
The Edit button allows you to enter the beginning balances. The Cash Processing buttons are used when reconciling the bank statement. In addition, by clicking on the Reports button you can print a Cash Balance Report, Cash Control Statement, or a List of Outstanding Checks and Deposits. Instructions for using these buttons are found in this chapter.

Cash Control: Entering the Beginning Balances

To begin entering beginning balances, highlight the fund and click the Edit button.



After clicking the Edit button, the Update Beginning Balance screen will appear:



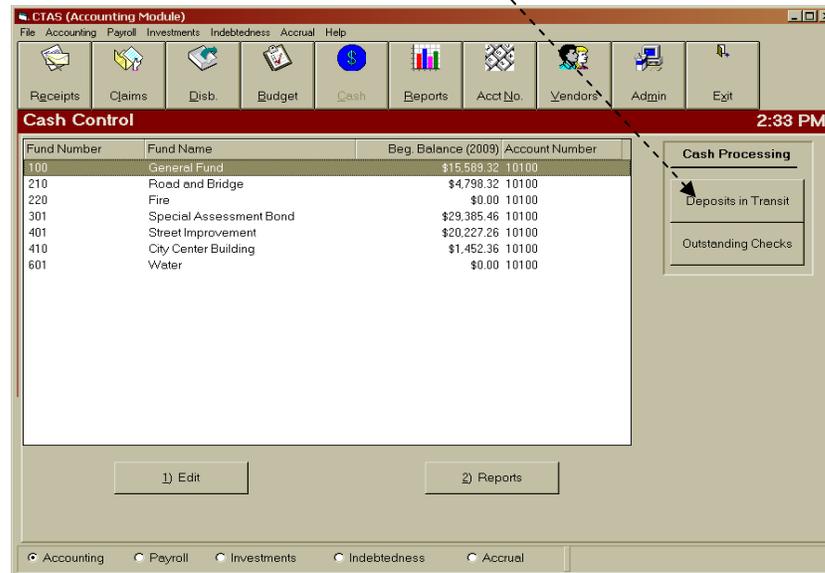
When the Update Beginning Balance screen appears, complete the following steps:

- Enter the beginning balance for each fund in the Fund Amount box.
- Click the Save button.

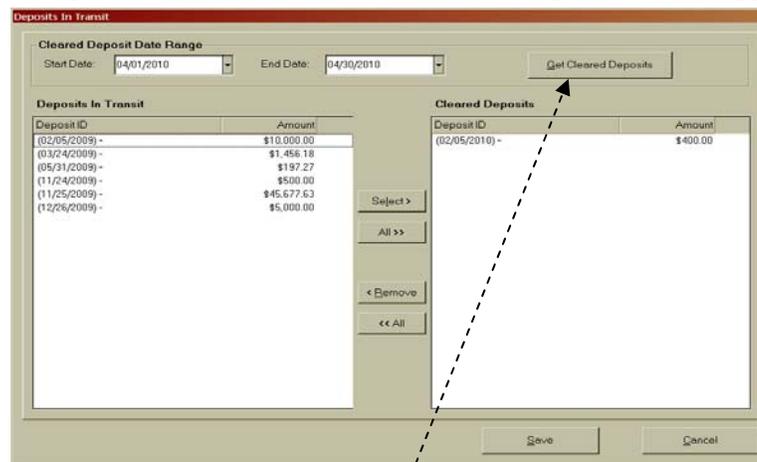
Note: In CTAS, changes made to transactions in prior years will not affect the beginning balances. You will need to edit the beginning balances if the changes to prior year transactions would increase or decrease the beginning balances for the current fiscal year.

Cash Control: Reconciling the Bank Statement

To reconcile the bank statement, click the “Deposits in Transit” button on the Cash Control screen.



After clicking the “Deposits in Transit” button, the following screen will appear:



On the Deposits In Transit screen:

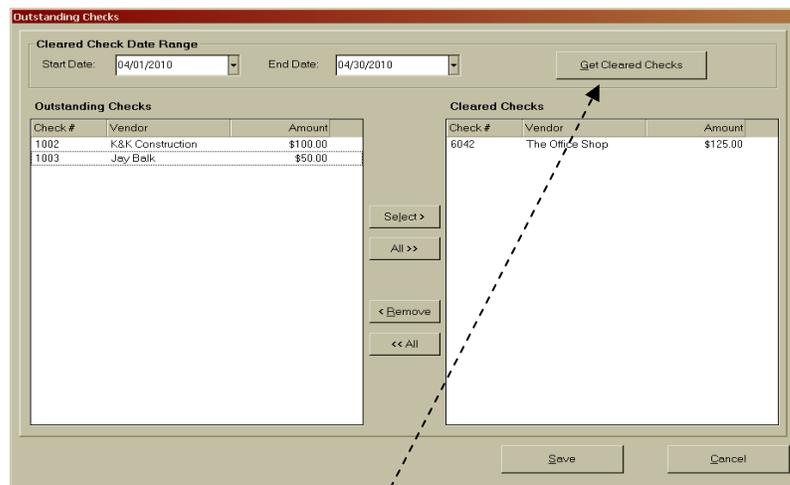
- Select and move all of the deposits that have cleared the bank from the Deposits in Transit box to the Cleared Deposits box. The “Select >” button will move the individually-highlighted deposit(s); the “All >>” button will move all deposits. You can also move an individual deposit by double-clicking on the deposit. The “<Remove” and “<<All” buttons allow you to move deposits out of the Cleared Deposits box. Click the Save button when all of the deposits that have cleared the bank have been moved to the Cleared Deposits box.
- Note: The “Get Cleared Deposits” button is a search feature that allows you to select a range of dates, then display all deposits in that range that have been cleared within the date range selected.

Cash Control: Reconciling the Bank Statement (continued)

After you are finished with the deposits in transit, click on the “Outstanding Checks” button on the Cash Control screen.



The following screen will appear:



On the Outstanding Checks screen:

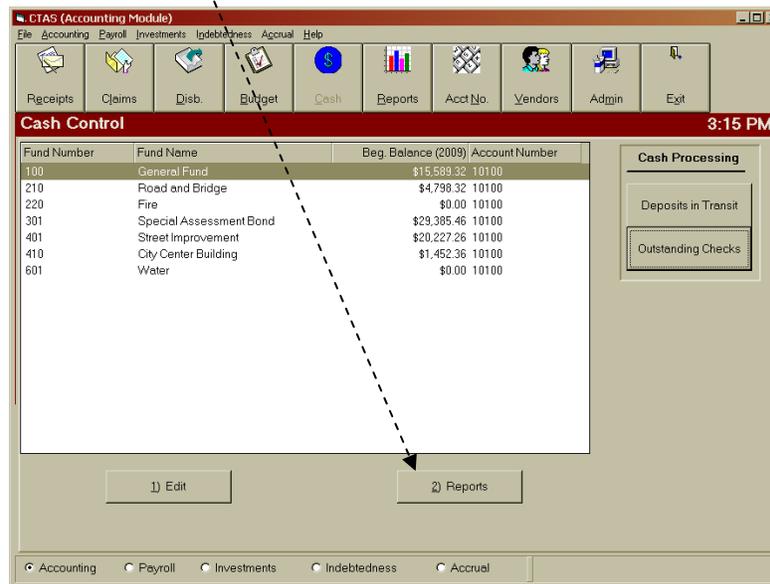
- Select and move all of the checks that have cleared the bank from the Outstanding Checks box to the Cleared Checks box. The “Select>” button will move the individually-highlighted check(s); the “All >>” button will move all checks. You can also move an individual check by double-clicking on the check. The “<Remove” and “<<All” buttons allow you to move checks out of the Cleared Checks box. Click the Save button when all of the checks that have cleared the bank have been moved to the Cleared Checks box.
- Note: The “Get Cleared Checks” button is a search feature that allows you to select a range of dates, then display all deposits in that range that have been cleared within the date range selected.

Cash Control: Reconciling the Bank Statement (continued)

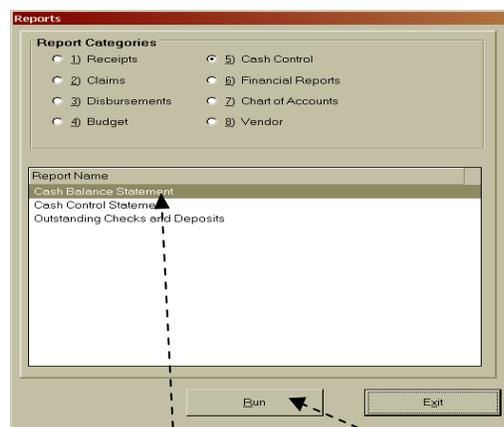
Printing a Cash Control Statement

The Cash Control Statement is used to reconcile your CTAS account records with the bank statement. When the bank statement is reconciled, the amount in the “Total Per Bank Statement” column will match the ending balance on your bank statement.

After the deposits and checks have been marked as cleared, print a Cash Control Statement to compare your balance with the balance on your bank statement. To print a Cash Control Statement, click on the Reports button at the bottom of the Cash Control screen.



A Reports screen will appear, listing the three Cash Control reports:



To run the Cash Control Statement, highlight the report and click the Run button. The following pages illustrate how to print the report.

Cash Control: Reconciling the Bank Statement (continued)

Printing a Cash Control Statement (continued)

Once you have highlighted Cash Control Statement and clicked the Run button on the Reports screen (see previous page), the Cash Control Statement screen will appear:

On the Cash Control Statement screen:

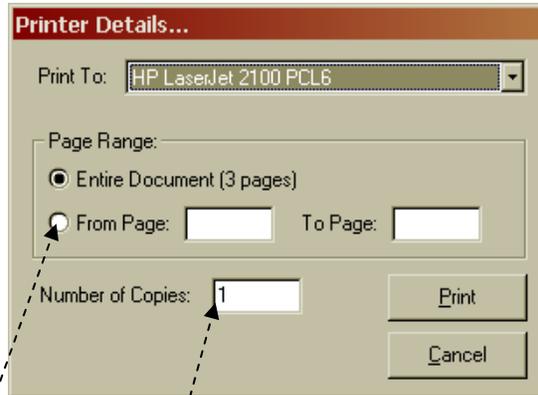
- Enter the beginning date of the bank statement in the Start Date field.
- Enter the ending date of the bank statement in the End Date field.
- Click the Print Preview button. The print preview (System Reports screen) appears, as shown below.
- After reviewing the report, click on the Printer icon to begin the printing of the report. By clicking the red “X” button, you can close the print preview (System Reports screen).

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$16,205.80	\$0.00	\$0.00	\$16,205.80			
Road and Bridge	\$16,407.59	\$0.00	\$0.00	\$16,407.59			
Fire	\$0.00	\$0.00	\$0.00	\$0.00			
Special Assessment Bond	\$40,506.53	\$0.00	\$0.00	\$40,506.53			
Street Improvement	\$16,616.30	\$0.00	\$0.00	\$16,616.30			
City Center Building	\$1,452.36	\$0.00	\$0.00	\$1,452.36			
Water	\$0.00	\$0.00	\$0.00	\$0.00			
Total	\$91,268.58	\$0.00	\$0.00	\$91,268.58	\$2,831.00	\$150.00	\$20,587.50

Cash Control: Reconciling the Bank Statement (continued)

Printing a Cash Control Statement (continued)

- After clicking on the Printer icon, the Printer Details screen appears:



By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. A sample of the report is shown below.

To close the printing of the report:

- Click the Red “X” icon on the System Reports screen.
- Click the Close button on the Cash Control Statement screen.
- Click the Exit button on the Reports screen.

Sample Cash Control Statement

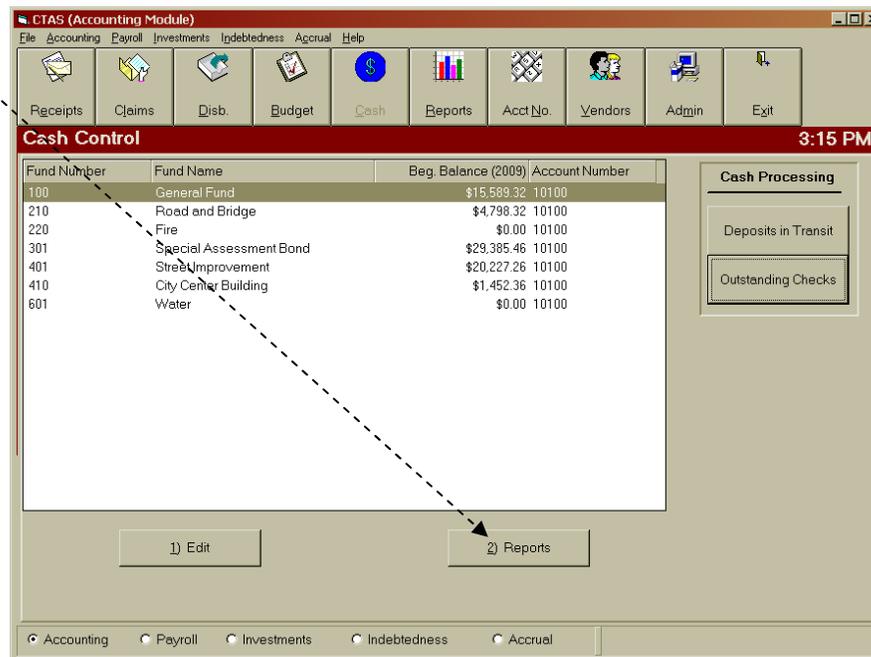
Town of Grand Slam		Cash Control Statement				05/17/2010	
For the Period 04/17/2010 to 05/17/2010							
Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$16,205.80	\$0.00	\$0.00	\$16,205.80			
Road and Bridge	\$16,487.59	\$0.00	\$0.00	\$16,487.59			
Fire	\$0.00	\$0.00	\$0.00	\$0.00			
Special Assessment Bond	\$40,508.53	\$0.00	\$0.00	\$40,508.53			
Street Improvement	\$16,616.30	\$0.00	\$0.00	\$16,616.30			
City Center Building	\$1,452.36	\$0.00	\$0.00	\$1,452.36			
Water	\$0.00	\$0.00	\$0.00	\$0.00			
Total	\$91,268.58	\$0.00	\$0.00	\$91,268.58	\$62,831.08	\$150.00	\$28,587.50

Page 1

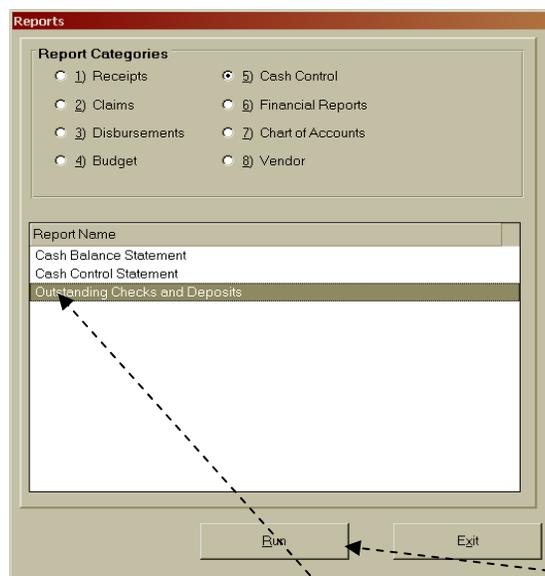
Cash Control: Reconciling the Bank Statement (continued)

Printing an Outstanding Checks and Deposits Report

In addition to the Cash Control Statement, a report listing the outstanding deposits and checks can be printed. To print the Outstanding Checks and Deposits report, click on the Reports button at the bottom of the Cash Control screen.



A Reports screen will appear, listing the three Cash Control reports:

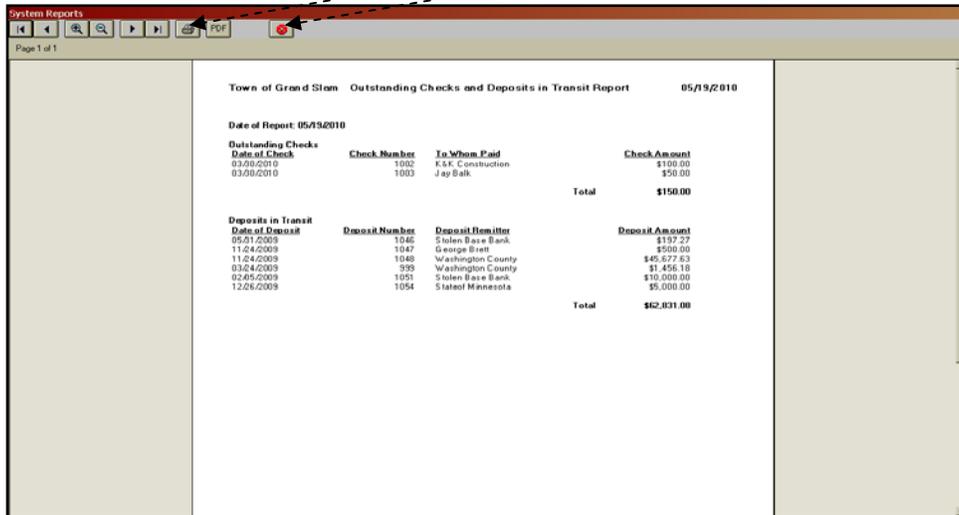


To run the Outstanding Checks and Deposits report, highlight the report and click the Run button. The following pages illustrate how to print the Outstanding Checks and Deposits report.

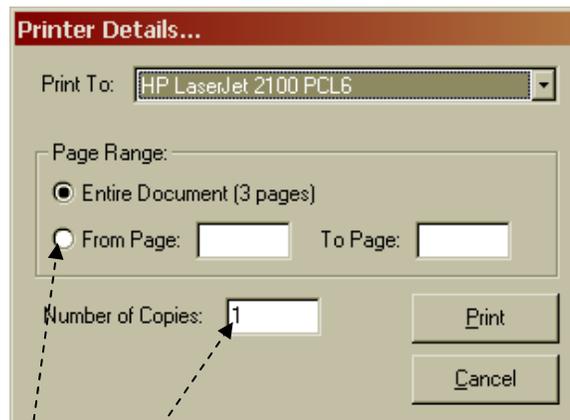
Cash Control: Reconciling the Bank Statement (continued)

Printing an Outstanding Checks and Deposits report (continued)

Once you have highlighted Outstanding Checks and Deposits and clicked the Run button on the Reports screen (see [previous page](#)), the print preview (System Reports screen) appears, as shown below. After reviewing the preview, click on the Printer icon to begin the printing of the report. By clicking the red "X" you can close the print preview (System Reports screen).



After clicking on the Printer icon, the Printer Details screen appears:



By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the Red "X" icon on the System Reports screen.
- Click the Exit button on the Reports screen.

Cash Control: Reconciling the Bank Statement (continued)

Sample Outstanding Checks and Deposits Report

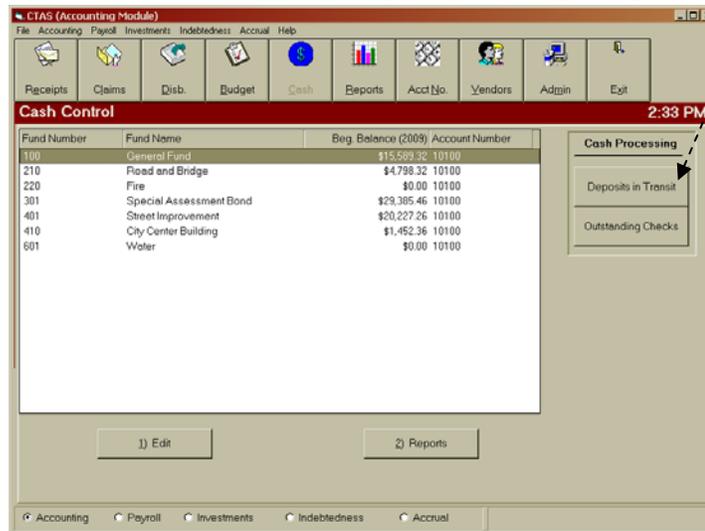
Town of Grand Slam		Outstanding Checks and Deposits in Transit Report		03/30/2005
Date of Report: 03/30/2005				
Outstanding Checks				
<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>		<u>Check Amount</u>
05/23/2004	5038	Daniel Zitske		\$11.22
05/23/2004	6035	Payroll Period Ending 05/23/2001		\$233.87
			Total	\$245.09
Deposits in Transit				
<u>Date of Deposit</u>	<u>Deposit Number</u>	<u>Deposit Remitter</u>		<u>Deposit Amount</u>
05/31/2004	1046	Stolen Base Bank		\$197.27
			Total	\$197.27

Cash Control: Reconciling the Bank Statement (continued)

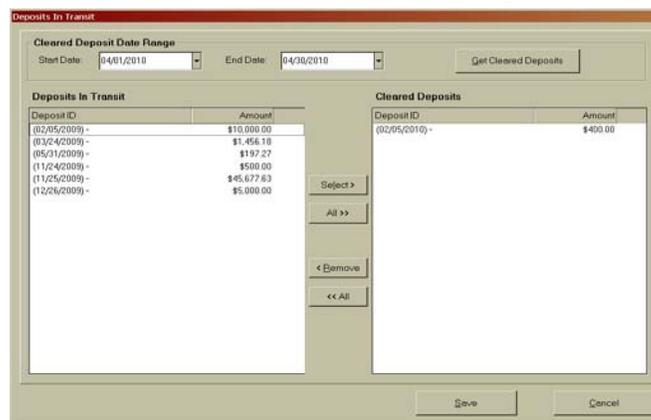
Changing the Amount for a Cleared Receipt

There may be times when you need to change the total amount of a deposit to reconcile with the bank statement. The following pages will describe how to unclear a receipt and change the total amount.

There are two options for changing the receipt to indicate it has not cleared the bank. The first option is in the Cash Control section. Begin by clicking “Deposits in Transit” button.



After clicking the “Deposits in Transit” button, the Deposits In Transit screen will appear:



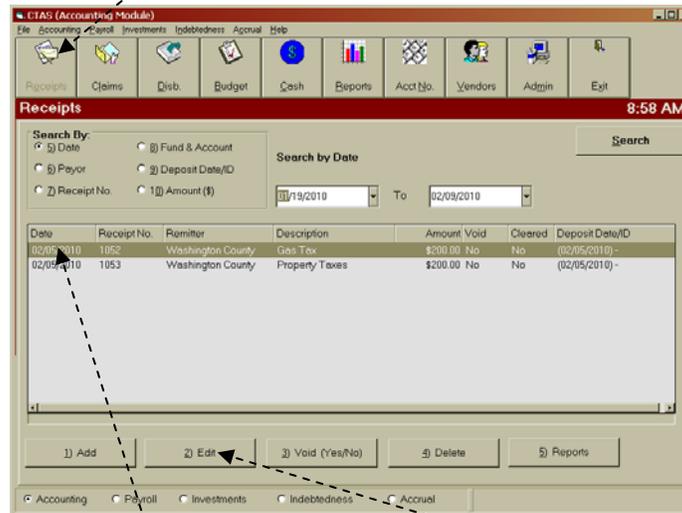
On the Deposits In Transit screen:

- Select and move the deposit(s) to be changed from the Cleared Deposits box (on the right) to the Deposits in Transit box (on the left). The “<Remove” button will move the individually-highlighted deposit(s); the “<<All” button will move all deposits. You can move an individual deposit by double-clicking on the deposit.
- Click the Save button to accept the changes.
- Follow the instructions for changing a receipt, as shown on the next page.

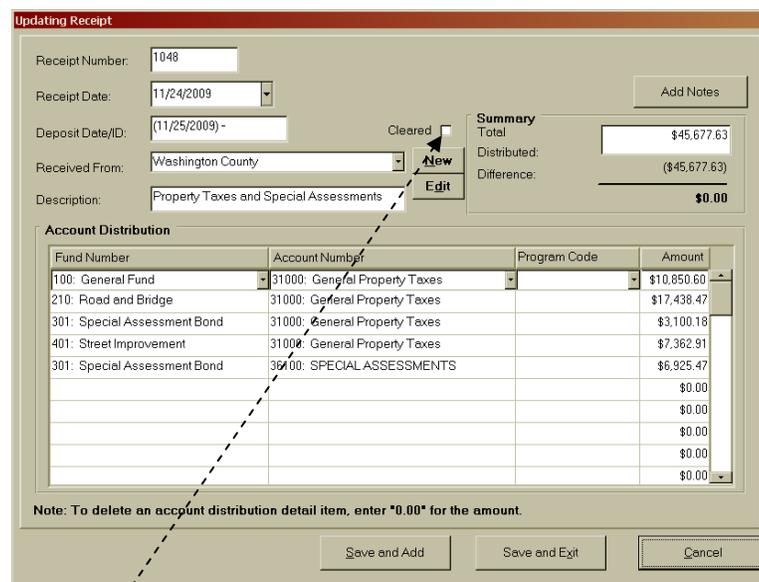
Cash Control: Reconciling the Bank Statement (continued)

Changing the Amount for a Cleared Receipt (continued)

The second option for changing the receipt is to use the Receipts module. To go to that module, click on the Receipts icon at the top of the screen.



To change a receipt, highlight the receipt and click the Edit button. The Updating Receipt screen will appear:



On the Updating Receipt screen:

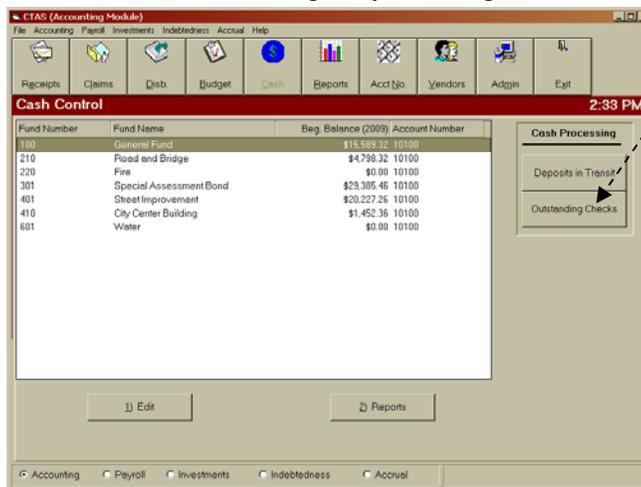
- Click the Cleared box to remove the “x”.
- Click the “Save and Exit” button. You will return to the Receipts screen.
- Click the Edit button again; the Updating Receipt screen will appear again.
- Make your changes to the receipt. This can include checking the Cleared box to show the receipt has cleared the bank.
- Click the “Save and Exit” button.

Cash Control: Reconciling the Bank Statement (continued)

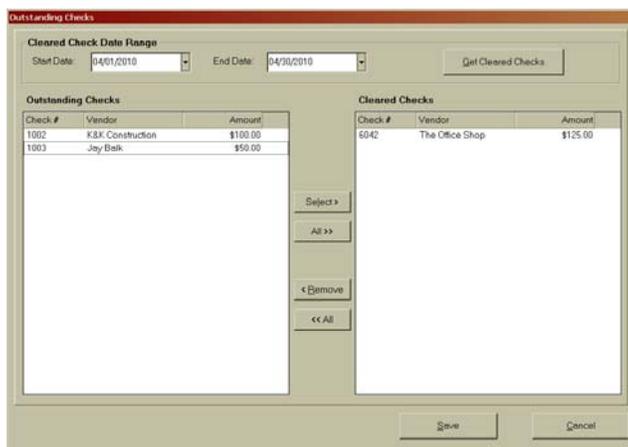
Changing the Amount for a Cleared Check

There may be times when you need to change the total amount of a check to reconcile with the bank statement. The following pages will describe how to unclear a disbursement (check) and change the total amount.

There are two options for changing a check to indicate it has not cleared the bank. The first option is in the Cash Control section. Begin by clicking “Outstanding Checks” button.



After clicking the “Outstanding Checks” button, the following screen will appear:



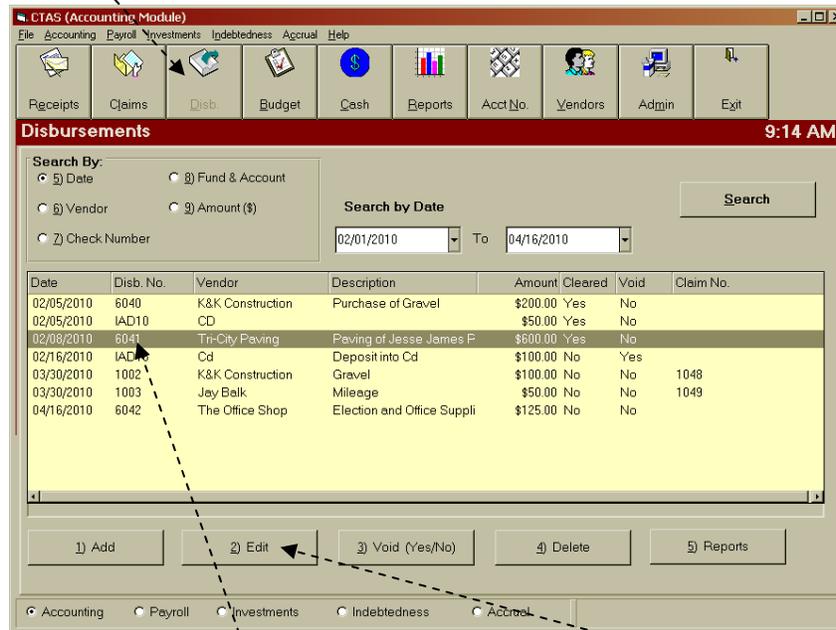
On the Outstanding Checks screen:

- Select and move the check(s) to be changed from the Cleared Checks box (on the right) to the Outstanding Checks box (on the left). The “<Remove” button will move the individually- highlighted check(s); the “<<All” button will move all checks. You can also move an individual check by double-clicking on the check.
- Click the Save button to accept the changes.
- Follow the instructions for changing a disbursement (check), as shown on the next page.

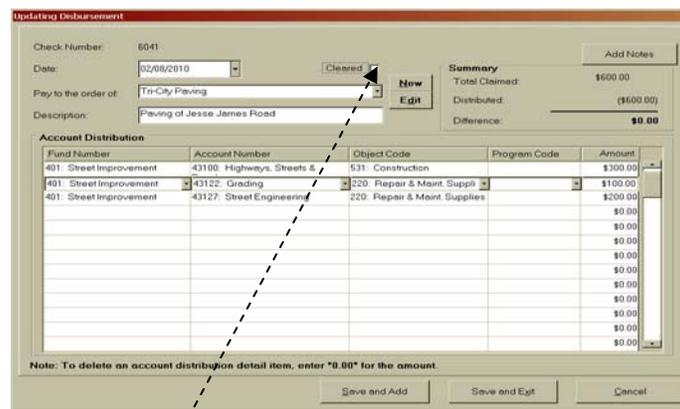
Cash Control: Reconciling the Bank Statement (continued)

Changing the Amount for a Cleared Check (continued)

The second option for changing is to use the Disbursements module. To go to that module, click on the Disb. icon at the top of the screen.



To change a check, highlight the check and click the Edit button. The Updating Disbursement screen will appear:

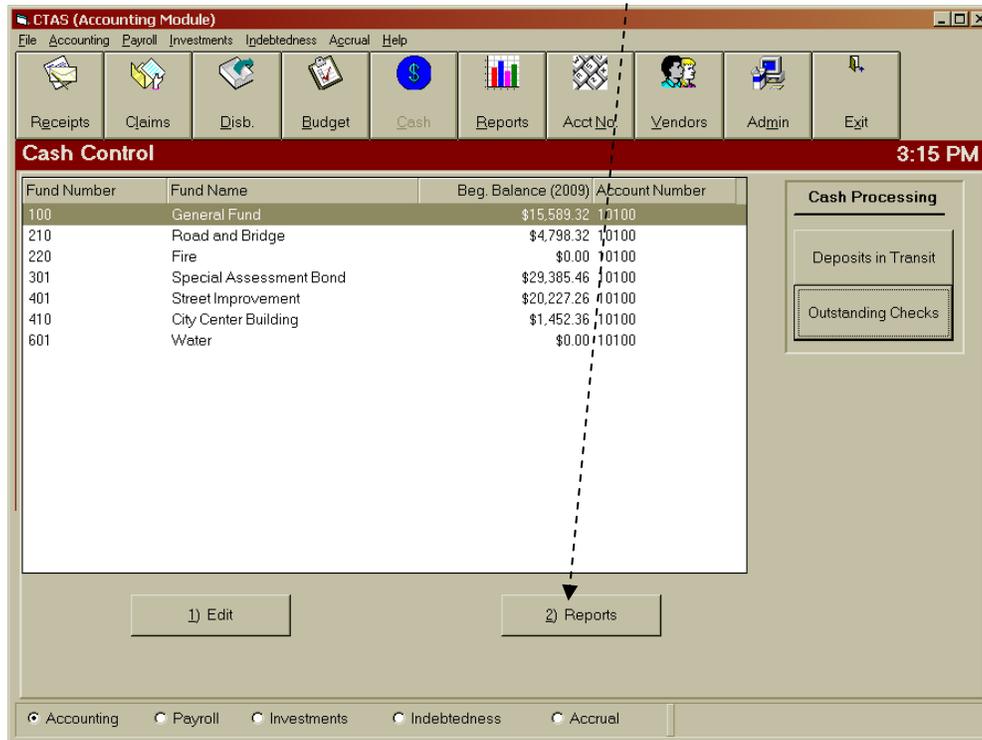


On the Updating Disbursement screen:

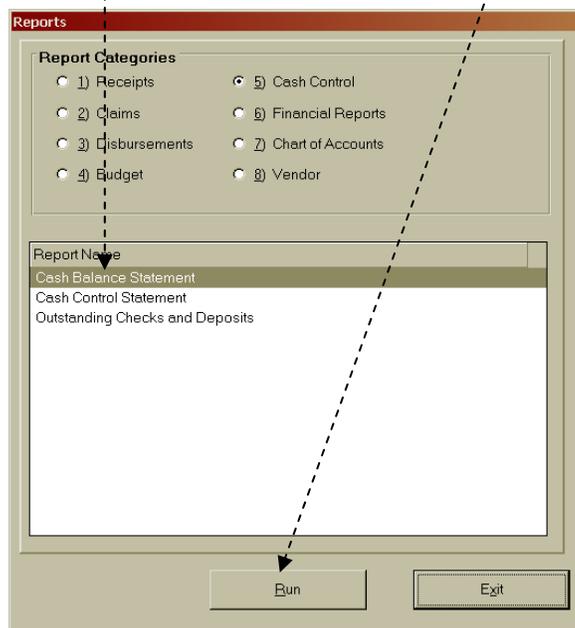
- Click the Cleared box to remove the “x”
- Click the “Save and Exit” button. You will return to the Disbursements screen.
- Click the Edit button again; the Updating Disbursement screen will appear again.
- Make your changes to the check. This can include checking the Cleared box to show the receipt has cleared the bank.
- Click the “Save and Exit” button.

Cash Control: Printing a Cash Balance Statement

A Cash Balance Statement will print the cash balances for each fund as of the current date. To print a Cash Balance Statement, click on the Reports button at the bottom of the Cash Control screen.



A Reports screen will appear, listing the three Cash Control reports. To run the Cash Balance Statement, highlight the report and click the Run button. The following pages describe the Cash Balance Statement and illustrate how to print the report.



Cash Control: Printing a Cash Balance Statement (continued)

Once you have highlighted Cash Balance Statement and clicked the Run button on the Reports screen (see [previous page](#)), the print preview (System Reports screen) appears, as shown below. After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the print preview (System Reports screen) by clicking the red “X”.

Town of Grand Slam		Cash Balance Statement			05/19/2010
As of 05/19/2010					
Fiscal Year: 2009					
Name of Fund	Beginning Balance	Total Receipts	Total Disbursements	Ending Balance	
General Fund	\$15,589.32	\$32,863.95	\$28,576.37	\$19,880.80	
Road and Bridge	\$4,798.32	\$21,800.10	\$10,110.83	\$16,287.59	
Fire	\$0.00	\$0.00	\$0.00	\$0.00	
Special Assessment Bond	\$29,385.46	\$11,121.07	\$0.00	\$40,506.53	
Street Improvement	\$25,227.25	\$9,445.04	\$12,455.00	\$17,217.29	
City Center Building	\$1,452.36	\$0.00	\$0.00	\$1,452.36	
Water	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$71,452.72	\$75,036.06	\$51,145.20	\$95,343.58	

After clicking on the Printer icon, the Printer Details screen appears:

By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the Red “X” icon on the System Reports screen.
- Click the Exit button on the Reports screen.

Cash Control: Printing a Cash Balance Statement (continued)

Sample Cash Balance Statement

Town of Grand Slam		Cash Balance Statement			05/19/2010
As of 05/19/2010					
Fiscal Year:2010					
Name of Fund	Beginning Balance	Total Receipts	Total Disbursements	Ending Balance	
General Fund	\$15,589.32	\$32,869.85	\$28,578.37	\$19,880.80	
Road and Bridge	\$4,798.32	\$21,600.10	\$10,110.83	\$16,287.59	
Fire	\$0.00	\$0.00	\$0.00	\$0.00	
Special Assessment Bond	\$29,385.46	\$11,121.07	\$0.00	\$40,506.53	
Street Improvement	\$20,227.26	\$9,445.04	\$12,456.00	\$17,216.30	
City Center Building	\$1,452.36	\$0.00	\$0.00	\$1,452.36	
Water	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$71,452.72	\$75,036.06	\$51,145.20	\$95,343.58	