



## Cash Management

The Cash Management module for Sage BusinessWorks Accounting provides superior management capabilities for your company's transaction processing and reconciliation needs. This module fully integrates with the Accounts Payable, Accounts Receivable, Payroll, and General Ledger modules to offer a comprehensive accounting software solution. Additionally, Cash Management integrates with Sage Payroll Services for businesses that choose to outsource their payroll.

Among the most important timesaving features of the Cash Management module is its full bank reconciliation capabilities. This includes the ability to reconcile bank transactions to the General Ledger from the Accounts Receivable, Payroll, and Accounts Payable applications with your organization's bank statements. Cash Management is also capable of generating checks to payees not defined in Accounts Payable or Payroll.

Increased profit is a paramount goal for businesses of any size. Achieving that goal means making more informed decisions and managing your company's finances more effectively. The Cash Management module provides current balances and calculated future balances for all cash accounts through a variety of customizable detailed reports. Reconciliation reports include summary information for deposits, consolidation of all check register information, and general ledger distribution bank transaction information. With the Sage BusinessWorks Cash Management module, you can make better business decisions and drive your company to increased profit.

### SPECIFICATION (MAXIMUM LIMITS)

- Number of months to keep history 60
- General ledger distribution accounts per transaction 20
- Number of cash accounts 9
- Number of digits for a check number 6
- Number of general ledger distribution accounts on an Instant Check 20
- Maximum amount per check \$9,999,999.99

### REPORTS

- Bank Deposits Report
- Bank Transaction Report
- Check Register
- Bank Transaction, General Ledger Distribution Report
- Instant Checks, General Ledger Distribution Report
- Reconciliation Report
- Consolidated Cash Flow Report

Invoice No.	Date	In/Dr Date	Ending 07/28/10	Ending 08/04/10	Ending 08/11/10	Ending 08/18/10	After 08/18/10
Report Total			13684.64	599.82	0.00	0.00	893.88
Cumulative			14284.76	14284.76	14284.76	14284.76	15178.64
*** TOTALS ***							
Total AR per period			28475.40	3254.50	0.00	1183.00	598.80
Total AP per period			13684.64	599.82	0.00	0.00	893.88
Per period excess/short			24790.46	3354.68	0.00	1183.00	-295.08
Net Cumulative excess/short			24790.46	28145.14	28145.14	29327.05	29081.97
Net Anticipated Cash from transactions							29081.97
Less AR Open Credits							-90.00
Plus AR Finance Charges							94.88
Total Anticipated Cash from transactions							29086.85
*** O/L Cash Accounts ***							
Account #	Description		Balance				
1102-000	Party Cash		200.00				
1150-000	Cash on Checking		3844.95				
1150-000	Cash in Savings		40000.00				
Total Cash on hand			44044.95				
Total Anticipated Cash from transactions			29086.85				
Total Anticipated Cash Available Required			73081.60				

### General Features

- Maintains complete audit trails of all transactions and adjustments for better financial control.
- Provides current and future calculated balances for all cash accounts.
- Provides extensive inquiry capabilities, including drill downs to the source of original transactions and Instant Check information.
- Exports account information, including checks, charges, credits, and deposits into other programs for analysis, forecasting, presentations, reports, and more.

### Maintenance Features

- Maintains transaction information for up to nine cash accounts used by Cash Management, Accounts Receivable, Accounts Payable, and Payroll when generating checks and recording deposits and bank transactions.
- Posting accounts can be individually defined for each cash account.
- Provides the flexibility to choose, on a transaction-by-transaction basis, whether to post deposits and other bank transactions to the General Ledger.
- A default cash account can be defined, improving the speed and accuracy of data entry.

### Bank Reconciliation

- Provides full bank reconciliation, which saves you time by including the convenient ability to clear a range of checks.
- Lets you reconcile all cash accounts maintained in the Cash Management module.
- Maintains information about accounts receivable deposits for bank reconciliation.
- Supports the following transaction types: deposits, charge, credit, withdrawal, and transfers.

### Check Features

- Allows entry of handwritten checks (non-printed checks) for faster, more accurate record keeping.
- Permits check printing for payees that do not require an invoice.
- Gives you peace of mind with a complete audit trail tracking voided, damaged, or nonprocessed checks.
- Allows checks to be voided individually or as part of a range.

### Reporting Capabilities

*“Our deposits are entered into the Cash Management module. All of our bank statements are reconciled through the module, saving us at least eight hours every month.”*

Shelley Rappaport, Controller  
Cyprian Keyes Golf Club

- Available in both a detailed and summary format, the Consolidated Cash Flow report helps you forecast and better manage your company's cash. This report combines inflow from receivables, outflow from payables, and the current cash balances in the General Ledger to better analyze cash needs and determine whether a surplus or shortage exists. It also provides an early warning indicator when expenditures exceed projected receivables.
- Allows you to specify the cash account you want included in a report for specific cash analysis.
- Provides information for bank transactions—entered in the Accounts Receivable, Accounts Payable, and Payroll modules as well as Sage Payroll Services—to help you reconcile your bank statements more efficiently.
- Gives information on bank transactions and checks entered in the Cash Management module to help you reconcile the General Ledger module.
- Sends Instant Check amounts for vendors to Accounts Payable for 1099 reporting.



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