

CrossCheck Travel Enterprise

General Bank Account Entries



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Revision History

Revision	Status	Date	Update Summary
1.0	Original Release	09 Oct 2006	
1.1	Rebranded	14 Feb 07	Rebranding only

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Introduction

Document Purpose

To advise CrossCheck Travel Enterprise (CCT Enterprise) users of the recommended methods of transaction entry when using the system for General Bank accounting. The basis of this is treating the General Bank Account as a separate branch. This is to maintain report integrity and accuracy. Please refer to your accounting professional for further advice as to if and when this document should be used in your agency.

Intended Audience

High level Security users/those responsible for General Bank account entries in CCT Enterprise

Assumptions

This document is designed for the day to day use of the General Bank Account in CCT Enterprise.

There is only one General Bank Account in the database.

If the General Bank Account has been introduced to the database as part of the upgrade, the **Balance to Zero: How to Retire a Branch** document should be referred to in conjunction with these instructions.

General Bank Branch Setup

Where the General Bank Account is incorporated in CCT Enterprise it is recommended that a 'General' branch is set up. The benefits of this setup are

- Every transaction made to the General Bank must be coded to a branch in the database. If this branch is not set up then each transaction must be apportioned amongst the existing branches.
- Reporting General Bank Account balances separately is then possible, including separate Balance Sheet and Profit and Loss Statements.

Travel Account (including Trip, Debtor and Creditor) transactions should **NOT** be coded to this branch. Therefore only users who need to enter or report on General Bank Account figures need full access to the 'General' branch. All other user settings should be 'No Role'.

General Bank Account Transactions

General Bank Account related transactions may only be entered via the Cashbook module.

There are four types of transaction which can be entered in a Cashbook file:

- Miscellaneous Receipt
- Miscellaneous Payment
- Dishonoured Cheque
- Adjustment

The fundamental rule when dealing with the General Bank or related Cashbook accounts is to code all transactions to the 'General' branch.

Example

Analogue Travel has two operating branches – Brisbane and Adelaide. It also accounts for the General Bank Account in CCT Enterprise, and have set up a branch - 'General'.

Total Per Selected Branches General, Adelaide, Brisbane.							
A/C #	Account Description	A/C Name	A/C Alias	A/C Type	Branch	Debit	Credit
10010	Sales Control	SALES	10010	P/L	Adelaide		1,000.00
10010	Sales Control	SALES	10010	P/L	Brisbane		4,000.00
20020	Cost of Sales	COS	20020	P/L	Adelaide	900.00	
20020	Cost of Sales	COS	20020	P/L	Brisbane	3,640.00	
40050	Travel Account	TRAVEL	40050	Balance	Adelaide	33,000.00	
40050	Travel Account	TRAVEL	40050	Balance	Brisbane	11,500.00	
41000	General ANZ Bank Account	GENERAL	41000	Balance	General	21,663.96	
41020	Furniture and Fittings	FURNFIT	41020	Balance	General	10,000.00	
50010	Trip Control	TRIP	50010	Balance	Adelaide		32,000.00
50010	Trip Control	TRIP	50010	Balance	Brisbane		7,500.00
50030	Creditor Control	CREDITOR	50030	Balance	Adelaide		900.00
50030	Creditor Control	CREDITOR	50030	Balance	Brisbane		3,640.00
40101	Transferred Commission to General	COMMGEN	40101	Balance	General		32,479.42
90000	Unappropriated Profit	UNAPPROFIT	90000	Balance	General	815.46	
90100	Owners Shareholder Capital	OWNERSCAP	90100	Balance	General		50,000.00
90200	Owners Shareholders Drawings	DRAWINGS	90200	Balance	General	50,000.00	

How do I enter a Miscellaneous Receipt or Payment?

ALL receipts and payments made from the General Bank Account will be entered as Miscellaneous Receipts or Miscellaneous Payments.

When entering the transaction, selection of a branch is required. The branch will default to the users' Home. This **MUST** be changed to 'General'.

The receipt/payment details can then be filled in as normal, with the user selecting the appropriate cashbook account(s).

GST Refund/Payment

The GST accumulated/owed to the General Bank Account should be entered as per the CCT Enterprise GST Instructions, with the transaction coded to the 'General' branch.

Receipt of Commission Transfers

When commission is received from the Trust Account, the entry should be a Miscellaneous Receipt coded to the 'General' branch, regardless of which branch the originating commission came from.

Example

Commission has been transferred (in a single transaction) for the following branches:

Adelaide	\$100.00
Brisbane	\$360.00
Commission Transferred	\$460.00

The cashbook account(s) selected as part of the receipt will depend on the agency reporting requirements. Two methods are listed below:

1. Coding to a single Commission Received account

This method would be used if one 'Transferred Commission to General' account has been set up.

Miscellaneous Receipt - General

Receipt Details

Consultant: karenh Date: 4/10/2006

Printed Remarks: Commission Transferred from Brisbane and Adelaide

Amount: \$460.00 Account: GENERAL

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
40101	COMMGEN		460.00	0.00	460.00
Total			460.00	0.00	460.00

Form(s) of payment (1 of 1)

Type: Direct Deposit

Payer: Trust Bank Account

Amount: 460.00

Nbr: Bank: Branch:

Buttons: Reverse, Print, OK, Cancel

This entry will show the Commission received into the General account as one amount coded to the 'General' branch.

40100	Transfer Commission from Travel	TRNSFCOMM	40100	Balance Brisbane	360.00	
40100	Transfer Commission from Travel	TRNSFCOMM	40100	Balance Adelaide	100.00	
40101	Transferred Commission to General	COMMGEN	40101	Balance General		460.00

2. Coding to multiple Commission Received accounts

This method would be used if a transferred Commission account has been set up per trading branch - i.e. 'Commission Received from Brisbane' and 'Commission Received from Adelaide'.

New Cashbook Account Transaction

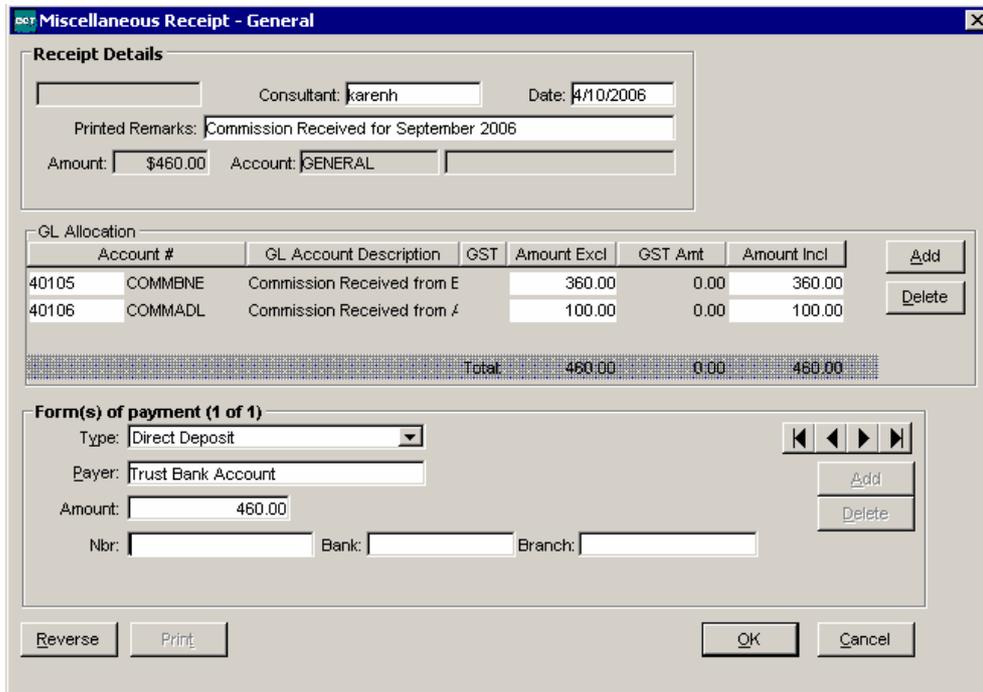
Select

Transaction: Miscellaneous Receipt

Agency: General

Buttons: OK, Cancel

The coding to cashbook accounts would be split between the two branches:



Miscellaneous Receipt - General

Receipt Details

Consultant: karenh Date: 4/10/2006

Printed Remarks: Commission Received for September 2006

Amount: \$460.00 Account: GENERAL

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
40105	COMMBNE Commission Received from E		360.00	0.00	360.00	Add
40106	COMMADL Commission Received from A		100.00	0.00	100.00	Delete
Total:			460.00	0.00	460.00	

Form(s) of payment (1 of 1)

Type: Direct Deposit

Payer: Trust Bank Account

Amount: 460.00

Nbr: Bank: Branch:

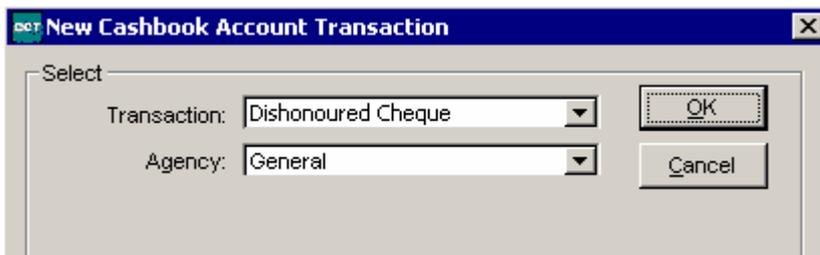
Reverse Print OK Cancel

This entry will show the Commission received into the General account as two amounts (one per branch) coded to the 'General' branch.

40100	Transfer Commission from Travel	TRNSFCOMM	40100	Balance Brisbane	360.00	
40100	Transfer Commission from Travel	TRNSFCOMM	40100	Balance Adelaide	100.00	
40105	Commission Received from Brisbane	COMMBNE	40105	Balance General		360.00
40106	Commission Received from Adelaide	COMMADL	40106	Balance General		100.00

How do I enter a Dishonoured Cheque?

Cheques received into the General account will be entered as Miscellaneous Receipts, coded to the 'General' branch. When a cheque is dishonoured, a Dishonoured Cheque entry can be used in the General Bank Account. When entering the transaction, selection of a branch is required. The branch will default to the users' Home. This **MUST** be changed to 'General'.



New Cashbook Account Transaction

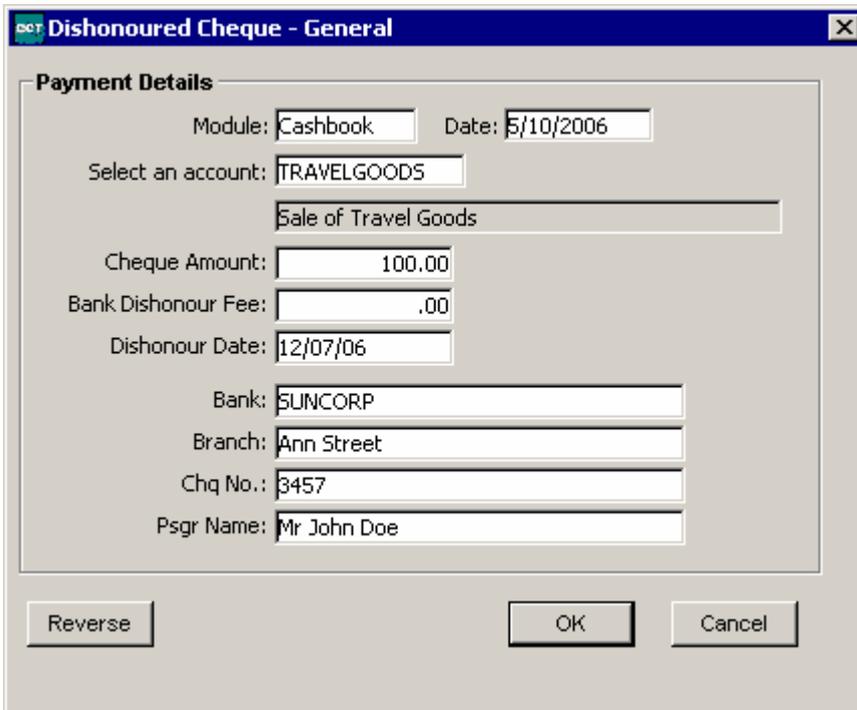
Select

Transaction: Dishonoured Cheque

Agency: General

OK Cancel

The module selected is Cashbook. The account should be the one selected on the original receipt.



Dishonoured Cheque - General

Payment Details

Module: Date:

Select an account:

Cheque Amount:

Bank Dishonour Fee:

Dishonour Date:

Bank:

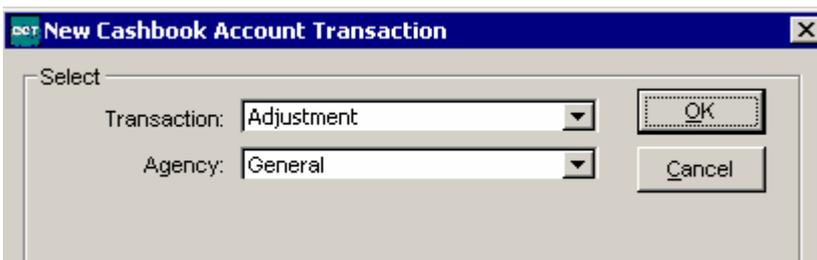
Branch:

Chq No.:

Psgr Name:

How do I enter a Cashbook Adjustment?

Adjustments made between General Bank related accounts should also be coded to the 'General' branch. When entering the transaction, selection of a branch is required. The branch will default to the users' Home. This **MUST** be changed to 'General'



New Cashbook Account Transaction

Select

Transaction:

Agency:

The adjustment details can then be filled in as normal, with the user selecting the appropriate cashbook account(s).

GST Out and GST In

Adjustments coded to the 'General' branch will be necessary in these accounts when transferring GST receivable/payable figures relating to the General Bank Account.

Income and Expense Accounts

Income and Expense accounts should retain their balances until the next End of Year is run in the system. End of year adjustments relating to General Account Income and Expense items will automatically clear the accounts to Unappropriated Profits, coding them to the 'General' branch.

Transferred Commission and Unappropriated Profit Accounts

When end of year has been run, the trust profits (i.e. commission) for that period will be displayed in three accounts in CCT Enterprise, being Transfer Commission from Travel, Commission Received from (Branch) and Unappropriated Profits.

Advice from your accounting professional should be sought prior to clearing these accounts, however the appropriate branch coding must be followed when transferring or clearing funds from these accounts.