



## Cash Management

Cash Management is an easy-to-use tool that lets you view and track cash transactions generated in Sage Timberline Office applications such as Accounts Payable, Payroll, Accounts Receivable, Job Cost, and Property Management and then reconcile them with your company's bank statements and general ledger.

What's more, Cash Management also simultaneously tracks your register and bank balances, giving you a simple way to stay on top of your cash flow and ensure that accounts are funded at optimum levels.

Cash Management also contains a number of features designed to help you maintain the integrity of your books. For example, you can enter new transactions, such as deposits, withdrawals, and adjustments directly into Cash Management and create corresponding general ledger transactions at the same time. Unposted transactions entered into Cash Management can be easily edited. Transactions created elsewhere are edited at their originating source, which ensures reconciliation across applications. Finally, you can limit which applications have access to specific accounts, which helps prevent the accidental misuse of accounts.

Cash Management allows for intercompany and central bank accounting, and can also receive cleared check information from banks electronically. For added convenience, it's possible to suspend a reconciliation in progress and save your work, so that you can go do something else, and then return to the task later without having to start from scratch. To make things even easier, the application features a spreadsheet-style grid and a

Setup Assistant, which walks you through the bank account setup process and confirms that accounts balance before you begin posting transactions.

You can also get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Whether you require the customization of the Cash Management Setup Assistant or utilize the Setup Wizard, Sage Timberline Office offers the flexibility necessary to meet your business requirements.

Following is a detailed list of features Cash Management offers that will help you keep your company's books accurate and balanced.

### Setup

- Control which bank accounts and cash accounts can be used by each interfacing application to eliminate posting errors.
- Limit maximum check amount per bank account.
- Establish multiple GL cash accounts per bank.

### Cash transaction management

- Keep track of all checks generated in Accounts Payable and Payroll, and all deposits entered into Accounts Receivable, Job Cost, and Property Management through an

easy-to-read register on the screen.

- Track the status of each transaction (open, cleared, or reconciled).
- Enter deposits, withdrawals, adjustments, interest, and miscellaneous charges directly into Cash Management and automatically create corresponding entries in General Ledger.
- Easily edit unposted transactions entered into Cash Management, or go to the source to edit transactions originating from other Sage Timberline Office applications.

### Bank reconciliation

- Instantly update difference between reconciled balance and statement balance for tracking your progress as you reconcile.
- Easily mark individual transactions "reconciled" as reflected in your bank statement, or select a range of transactions to reconcile.
- Reconcile Cash Management bank accounts with your bank statement.
- Suspend the reconciliation process in progress, then pick up where you left off when you return.

### Inquiry

- Choose from a number of pre-designed inquiries (such as bank balance, cash balance, and bank register).
- Drill down on summary information to view

supporting detail.

- › Apply conditions to filter information that you don't want to see.
- › View and insert electronic notes and file attachments.
- › Insert additional columns of information on-the-fly for quick access to the data you need most.
- › Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer, a Sage Timberline Office product.

### Reporting

- › Choose from a number of pre-designed reports (such as Balance by Batch, Cash Totals to General Ledger, and Check Register).
- › Apply conditions and ranges so that only the specific information you want to report prints.
- › Modify nearly all of the more than 500 reports, or create new reports using Report Designer, a Sage Timberline Office product.

### Setup Wizard

- › Use a ready-made list of bank accounts or set up your own.
- › Keep on the right track with built-in Tips and Tricks.
- › Enter Beginning Balances and tie back to the GL.
- › Automatically back up your data..

### Workflow Center

- › Quickly access frequently performed tasks in an intuitive workflow layout.
- › Easily view commonly used reports and inquiries.
- › Perform quick and easy reconciliation to the General Ledger.
- › Instantly access assistance and help topics

with a click of the mouse.

### Additional features

- › Electronically import cleared check information from banks.
- › Process intercompany accounting transactions.
- › Process cash and accrual accounting transactions simultaneously.
- › Add up to 250 custom fields to the bank account record for additional information tracking.
- › Attach notes and files to individual transactions.

**Cash Management** is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.



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