

MDS Quick Tip

Tying Out Daily/Monthly Cash to the GL Detail Report

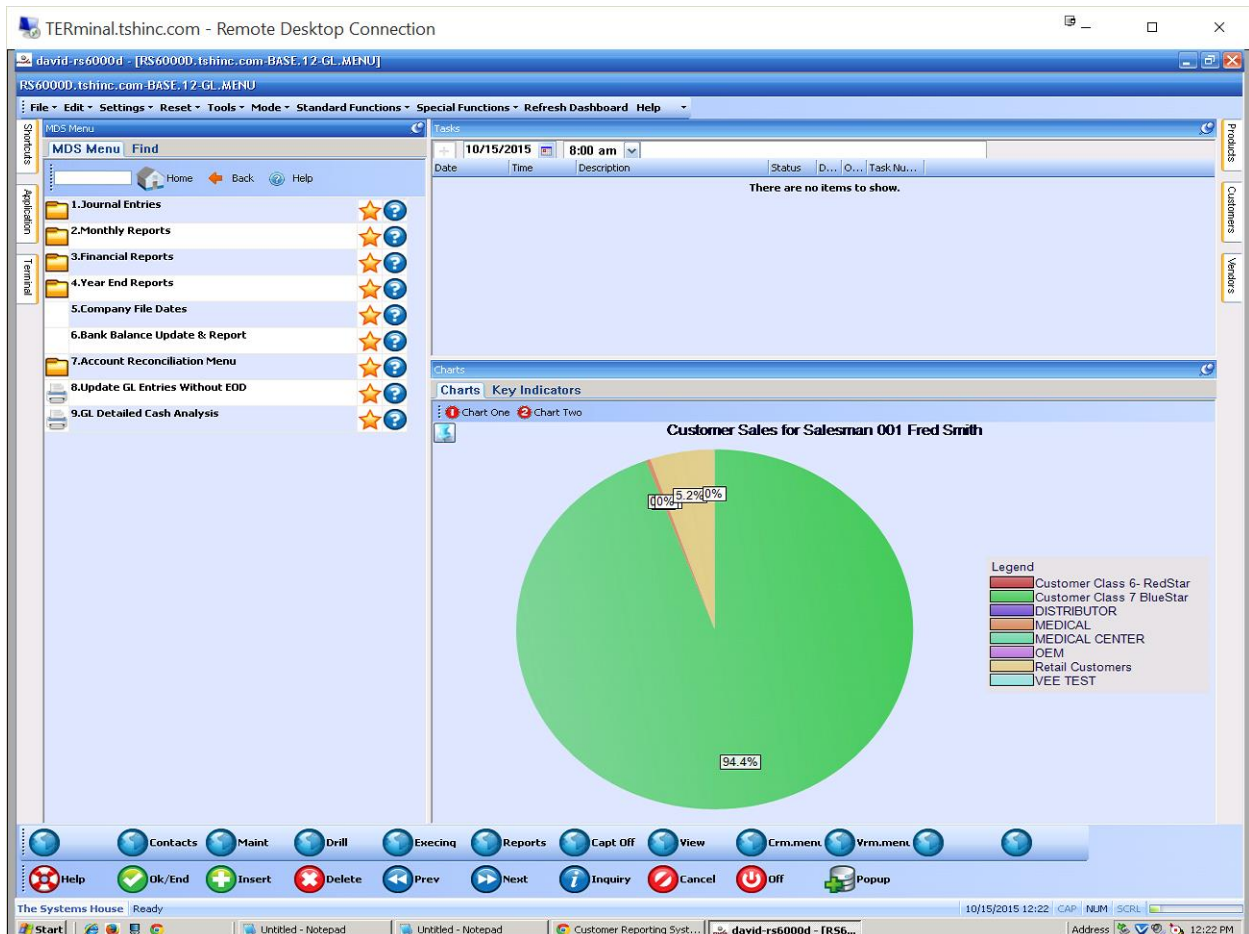
Overview:

This quick tip will show you how to easily tie out the daily/monthly cash to the GL detail Report. Using the Detailed G/L Cash Analysis.

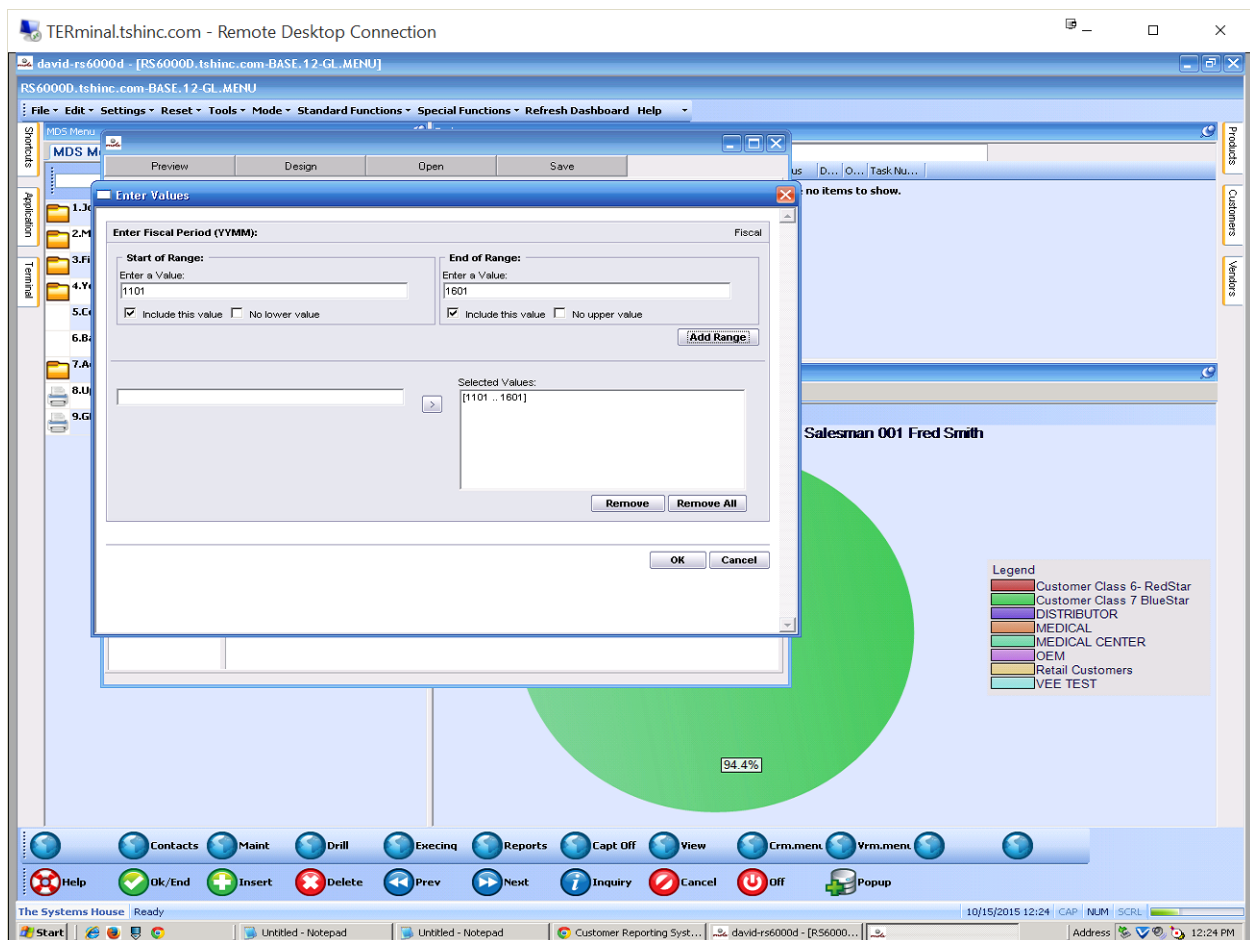
Often a cash batch or credit card batch doesn't match up to the deposits at your bank and you need to be able to see what checks made it up as well as what dates the transactions were entered into MDS and Updated to the MDS General Ledger.

To run the report

Accounting Menu → General Ledger → GL Detailed Cash Analysis , or just search for detailed cash



When prompted enter your Fiscal Period - if you are unsure of the fiscal period the cash was entered you can just put a large range in – example 1101 – 1601



Then review and export the report to your desired format or drill down to a specific GL Date

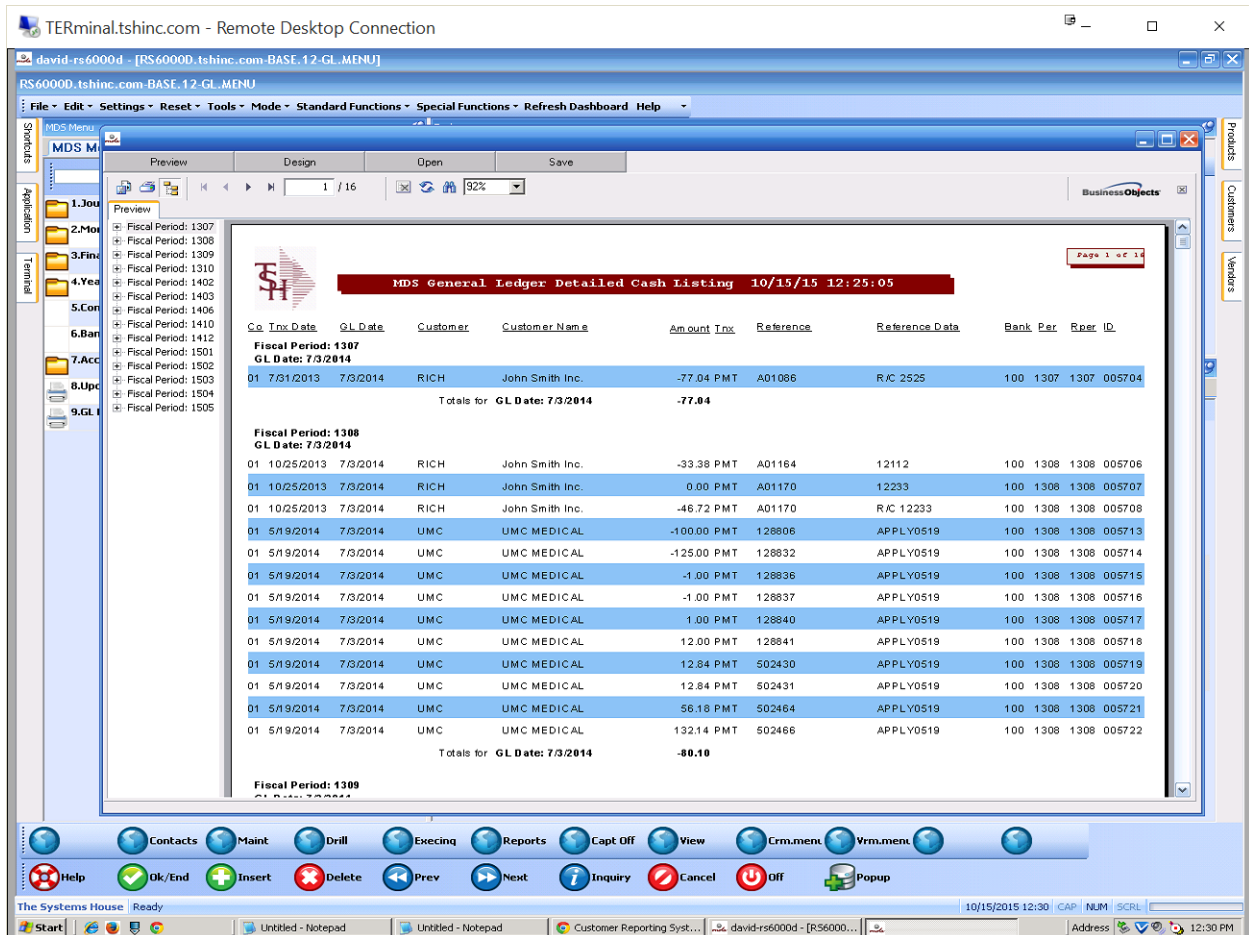
As an example if you export to excel

Once in excel you will see there is a transaction date and the date it updates the GL – that is the column called GL Date. The Tnx Date is the date the transaction was entered into the system

This will let you tie out the transactions to the GL update/batches for the date in question

The report asl has subtotals by GL date. And allows you to drill down by clicking on a specific date

Since all the cash transactions are currently updated in summary to the GL this will allow you to see the details behind the transactions in the GL and the date they were updated.



If you were looking to tie out the details of a specific batch for an example in the Bank Reconciliation screen where we do show batch totals –
You can use the Cash Register

Accounting Menu → Accounts Receivable → Daily Reports → Cash Register (Current and History)
Or just search for Cash Register

When prompted enter your date range

Enter Values Batch Date

Please enter Date in format "yyyy-mm-dd".

Start of Range: Enter a Value: 2014-5-1 Include this value No lower value

End of Range: Enter a Value: 2014-6-14 Include this value No upper value

Add Range

Selected Values:

[2014-5-1 .. 2014-6-14]

Remove **Remove All**

OK **Cancel**

Then review and export the report to your desired format -
Once in excel you will see again there is a transaction date and the date it updates the GL – that is the column called GL Date.

This will let you tie out the transactions to the GL update/batches for the date in question

The screenshot shows a BusinessObjects report viewer window with the following data:

Batch Type	Date	Batch #	Group #2 Name (String)	Amount	Other	Batch #	Account #
CCE-AMEX	5/2014	100036	GROUP #2 NAME (STRING)	1,385.30	O/A	01350139	6150017824
CCE-AMEX	15/2014	100065	SUSAN H WEINKLE M.I	322.00	O/A	01350146	6174288057
CCE-M/C	16/2014	100157	SARASOTA ORTHOPEL	9,401.22	O/A	01350149	6180540029
CCE-AMEX	16/2014	100255	IDEAL IMAGE	589.55	O/A	01350150	6180602713
CCIU-M/C	30/2014	100046	MEDWELL REHAB	105.47	O/A	01350153	6214653056
CCIU-M/C	30/2014	100065	SUSAN H WEINKLE M.I	128.33	O/A	01350155	6214963075
CCIU-M/C	12/2014	100067	PAIN MEDICINE INSTIT	127.47	O/A	01350157	6247787352
CCIU-M/C	12/2014	100157	SARASOTA ORTHOPEL	11,439.68	O/A	01350160	6251192609
Totals for Batch CCE-AMEX				23,499.02			
CCE-M/C	16/2014	100174	SWFL CHIROPRACTIC	199.58	O/A	01350148	6179948450
CCE-M/C	4/2014	100099	WELLNESS HEALTH IN	526.68	O/A	01350156	6229269139
Totals for Batch CCE-M/C				726.26			
CCE-VISA	9/2014	100085	ROGER N. DANZIGER I	355.30	O/A	01350141	6158818671
CCE-VISA	15/2014	100067	PAIN MEDICINE INSTIT	12.90	O/A	01350145	6174284020

Please contact Support@tshinc.com
With any questions.