



Cash Management

Cash Management is an easy-to-use tool that lets you view and track cash transactions generated in Timberline® Office Accounts Payable, Payroll, Accounts Receivable, Job Cost, and Property Management applications, and 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 set-up process and confirms that accounts balance before you begin posting transactions.

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 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 Timberline Office Inquiry Designer application.

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 Timberline Office Report Designer.

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 Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.