Cash Management Usability

Description		How To
		Make sure that user dashboard role from User Security screen is administrator.
1. Add a Bank		Go to **Cash Management** > **Banks**
		Add new Bank and save.
2. Add Bank Accounts		Go to **Cash Management** > **Bank Accounts**
		Add new Bank Account. Select newly added Bank Name. Enter Account No. Select GL Account (make sure that there's still Cash Account that has not been used by other Bank Accounts).
		GL Account: Select GL Account (make sure that there's still Cash Account that has not been used by other Bank Accounts).
		Check Number Range: Enter Starting Check No, Ending Check No and Next Check No. Click Create button to generate check numbers.
		Origin Tab: Enter checkbook.
		Click Save button.
3. Add Bank Deposit		Go to **Cash Management** > **Bank Deposits**
		Create Bank Deposits. Select newly created Bank Account. In the grid area, select a Revenue Account and amount of 1000. Click Post button. Cash Account Balance = 1000
4. Add Bank Transactions		Go to **Cash Management** > **Bank Transactions**
		Create Bank Transactions. Select newly created Bank Account. In the grid area, select an *Expense Account.* Enter amount in Debit field (100) Click Post button. Cash Account Balance = 900
5. Add Bank Transfers		Go to **Cash Management** > **Bank Transfers**
		Create Bank Transfer. Enter amount in Amount field (50) On Transfer From, select the newly created Bank Account. On Transfer To, select the existing Bank Account. Click Post button. Cash Account Balance = 850
6. Add Miscellaneous Checks		Go to **Cash Management** > **Miscellaneous Checks**

		Create Miscellaneous Checks.
		Select newly created Bank Account.
		In the grid area, select an *Expense Account* amounting to 100
		Click Post button then print.
		On Print Check screen, click Print button.
		On Print Check Verification screen, click Commit button and select Yes on warning message.
		Cash Account Balance = 750
7. Check Added transactions on Bank Account Register		Go to **Cash Management** > **Bank Account Register**
		Select newly created Bank Account and check the transactions on the Grid.
		Balance should display 750
8. Bank Reconciliation		Go to **Cash Management** > **Bank Reconciliation**
		Select newly created Bank Account and check the transactions on the Grid.
		GL Balance should show 750.
		On Bank Reconciliation screen, select the 3 Payment and Debits. On the Deposits and Credits side, select the deposit transaction.
		Enter 750 on Bank Statement Ending Balance to give 0 Difference. Bank and G/L Balance Difference should be 0.
		Click Reconcile button and select Yes on warning message.
		Click Yes to print a Bank Reconciliation report.