# Chapter 6

# Cash Control

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## Cash Control:  Introduction

The Cash Control section allows you to enter the beginning balances for the fiscal year.  This section also allows you to reconcile your CTAS system to your bank statement.
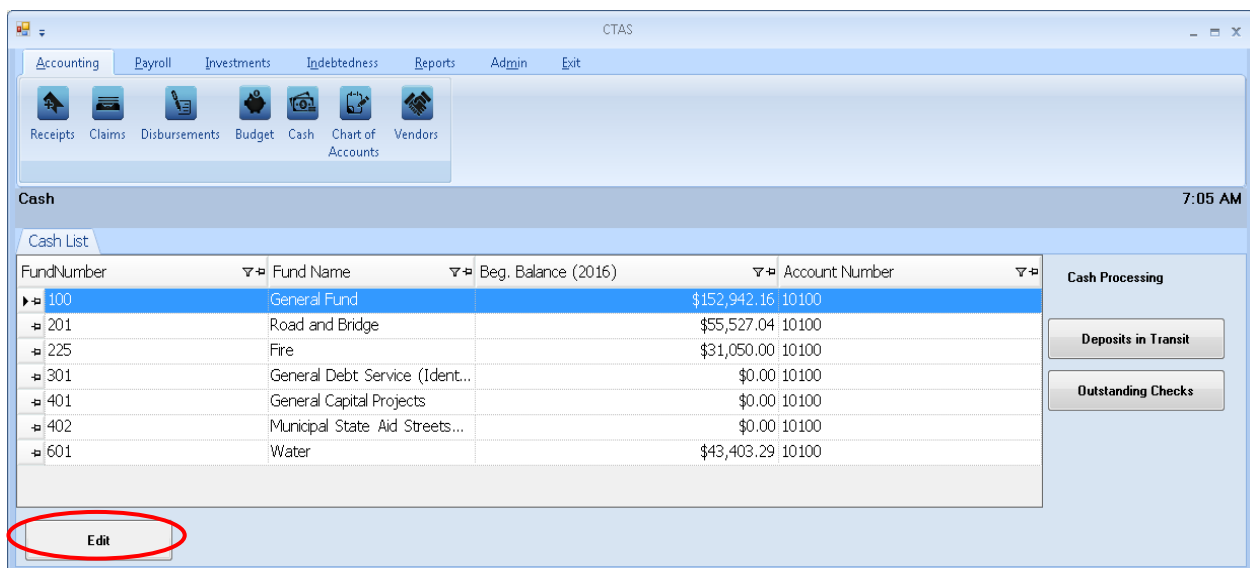
## Accessing the Cash Control Section

To open the Cash Control section, select the Accounting tab (circled) in the Task Bar, then click on the Cash icon (boxed).  The Cash screen will appear.
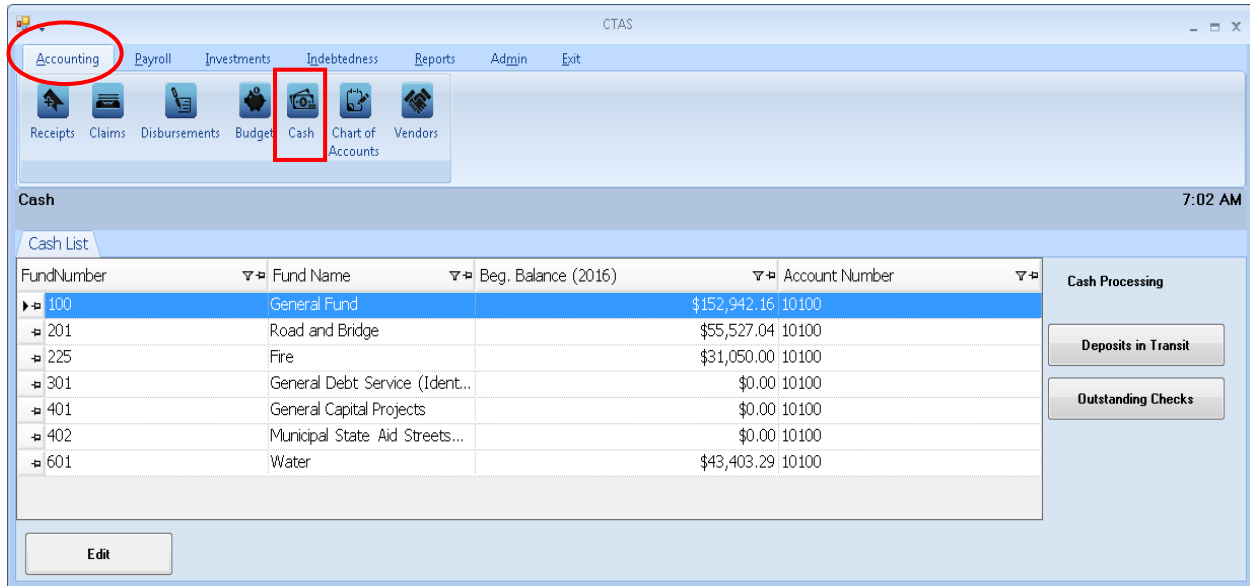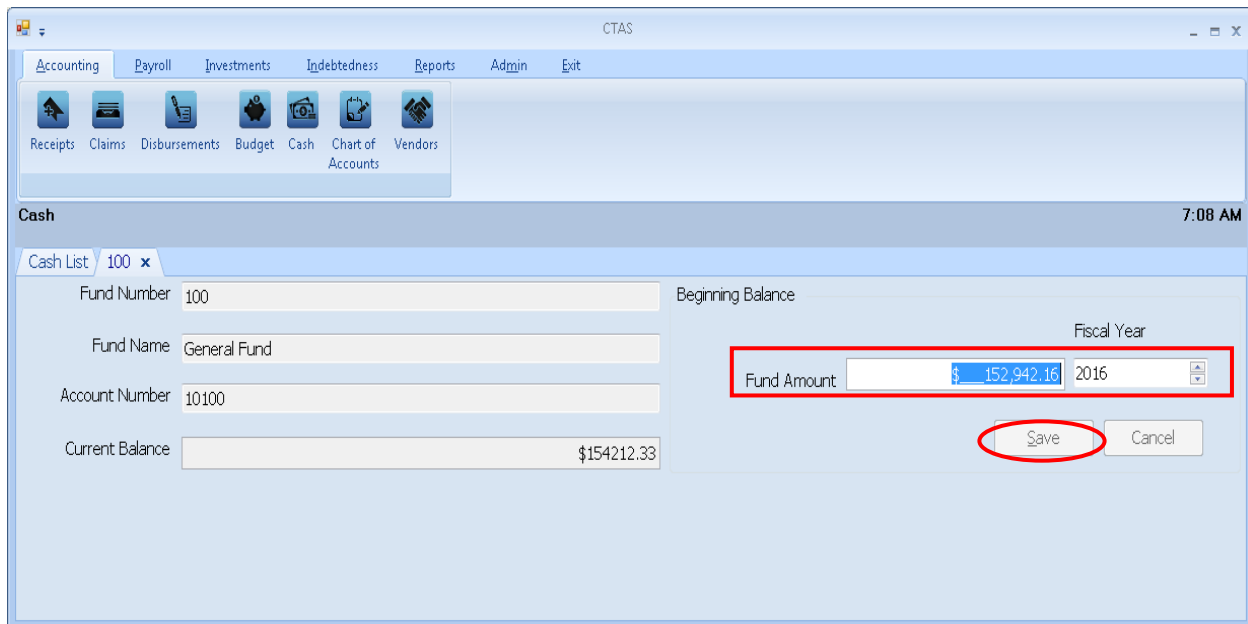


## Cash Control:  Entering the Beginning Balances

To enter beginning balances, highlight the fund and click the Edit button (circled).  For this example, we will open the General Fund (100).

## Cash Control: Entering the Beginning Balances (continued)

After clicking the Edit button, a new tab will open labeled with the number of the selected fund.



When the fund tab opens:

- Enter the beginning balance in the Fund Amount box (boxed). In the adjacent field, use the up-down arrows to select the Fiscal Year for the beginning balance.

- Click the Save button (circled).

**Note: Changes made to transactions in a prior fiscal year will not recalculate the current fiscal year beginning balances. If a change is made in the previous year, which would affect the beginning cash balance, navigate to the Admin section and click on the Edit System Information tab. Move the Current Fiscal Year back to the previous year and click Save. Then click on the Year-end Processing tab and Proceed with Year-end Processing. This will recalculate the cash balance to include the change that was made.**

## Cash Control:  Reconciling the Bank Statement

### Deposits in Transit

You can reconcile your bank statement in the Cash Control section.  To begin, navigate to the Cash section of the Accounting Module (see page 6-1 for instructions).  The Cash List screen will open.
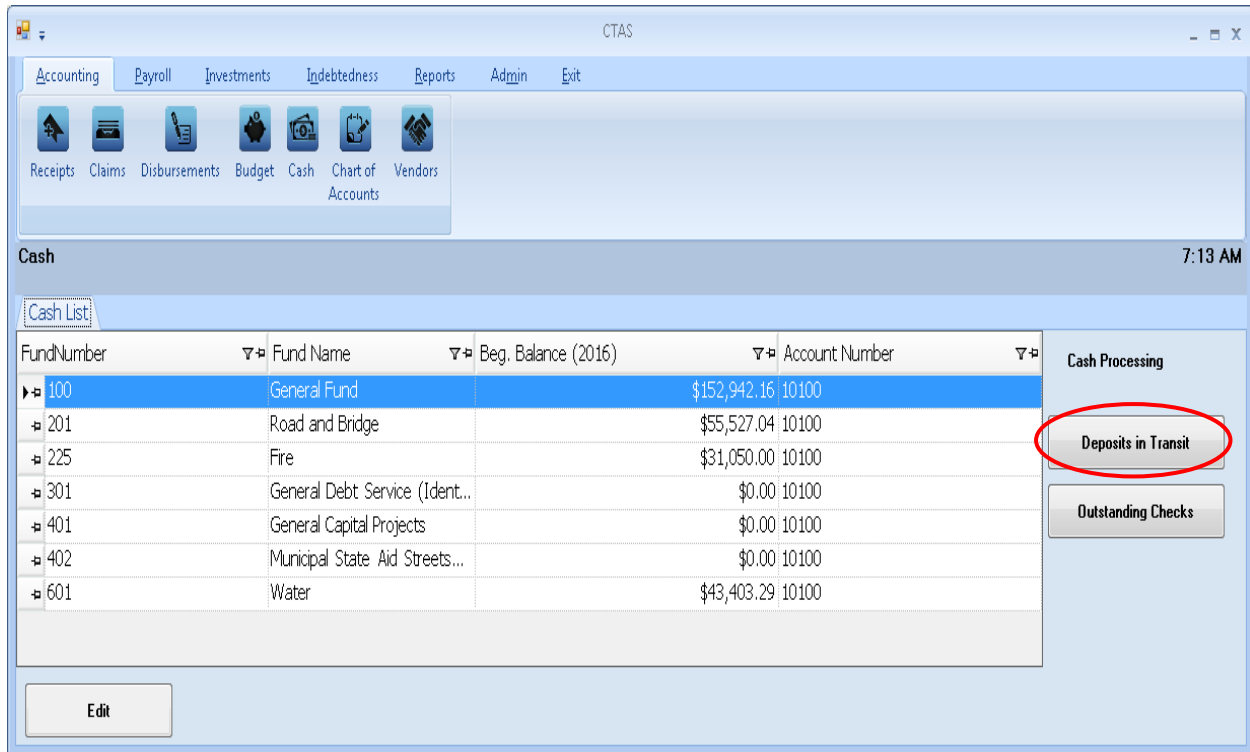


To begin the reconciliation, click the Deposits in Transit button (circled) on the Cash List screen.

## Cash Control:  Reconciling the Bank Statement (continued)

### Deposits in Transit (continued)

After clicking the Deposits in Transit button, the following screen appears.



On the Deposit in Transit screen:

- Select the start and end date to display all deposits that have cleared the bank within the date range selected then click the Get Cleared Deposits button (circled).  All deposits in that range selected will be listed in the Deposits in Transit box.

- You can clear deposits from the Deposits in Transit list by selecting the deposits that have cleared the bank and moving them to the Cleared Deposits box.  The "\>>" button will move all the deposits; the "\>" button will move individually-highlighted deposits. You can also move an individual deposit by double-clicking on the deposit line.  The "<" and "<<" buttons allow you to remove deposits from the Cleared Deposits box.

- Click the Save button at the bottom of the screen when all of the deposits that have cleared the bank have been moved to the Cleared Deposits box.  Once you click on save, click on Close to exit the Deposit in Transit screen.  *CTAS has recorded the deposits as cleared.*

## Cash Control:  Reconciling the Bank Statement (continued)

### Outstanding Checks

After you are finished with the Deposits in Transit, click on the Outstanding Checks button (circled) on the Cash List screen.
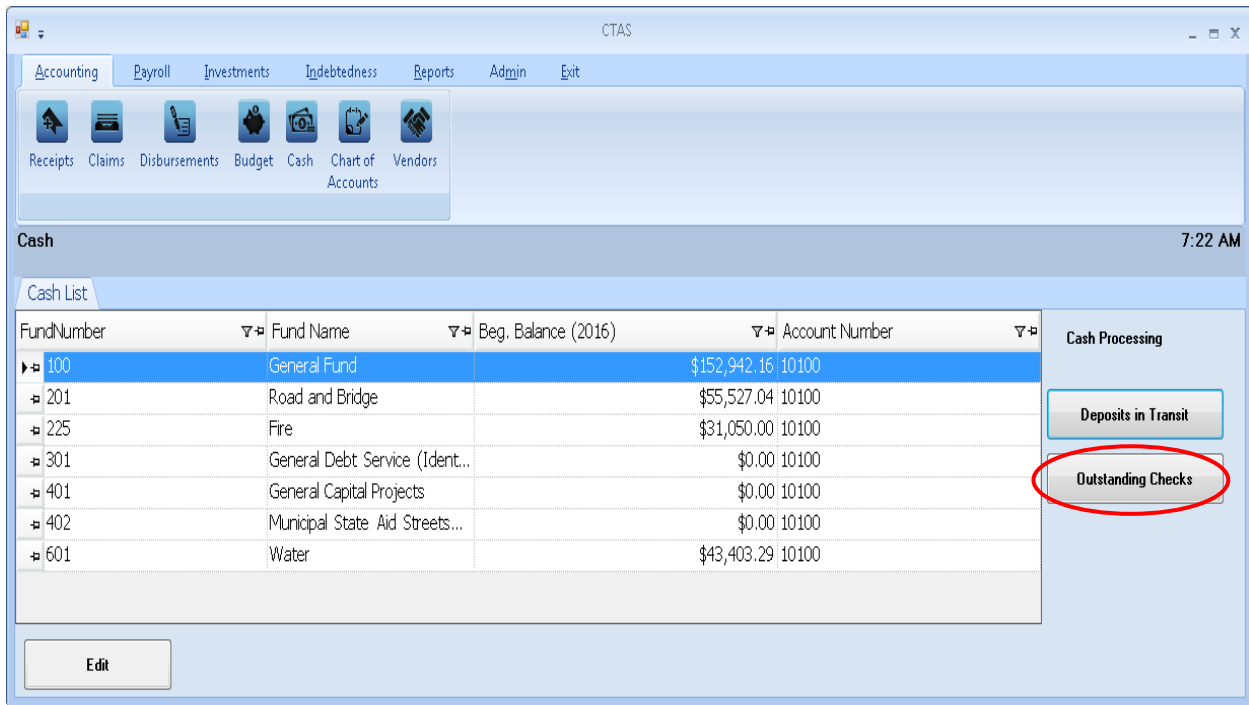
## Cash Control:  Reconciling the Bank Statement (continued)

### Outstanding Checks (continued)

After clicking on the Outstanding Checks button on the cash screen, the Outstanding Checks screen opens.



On the Outstanding Checks screen:

- Select the start and end date to display all checks that have cleared the bank within the date range selected then click the Get Cleared Checks button (circled).  All checks in that range selected will be listed in the Outstanding Checks box.

- You can clear checks from the Outstanding Checks list by selecting the checks that have cleared the bank and moving them to the Cleared Checks box.  The ">>" button will move all the checks; the ">" button will move individually-highlighted checks.  You can also move an individual check by double-clicking on the check number.  The "<" and "<<" buttons allow you to remove checks from the Cleared Checks box.

- Click the Save button at the bottom of the screen when all of the checks that have cleared the bank have been moved to the Cleared Checks box.  Once you click on save, click on Close to exit the Outstanding Checks screen.  *CTAS has recorded the checks as cleared.*

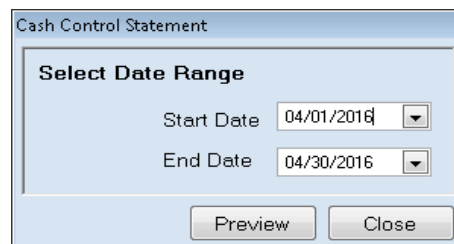## Cash Control:  Reconciling the Bank Statement (continued)

### Printing a Cash Control Statement

After the deposits and checks have been marked as cleared, you can print a Cash Control Statement to compare your balance with the balance on your bank statement.

To print a Cash Control Statement, click on the Reports tab (circled) from the Task Bar, then select the Cash icon (boxed).  The Cash screen will open, as shown below.
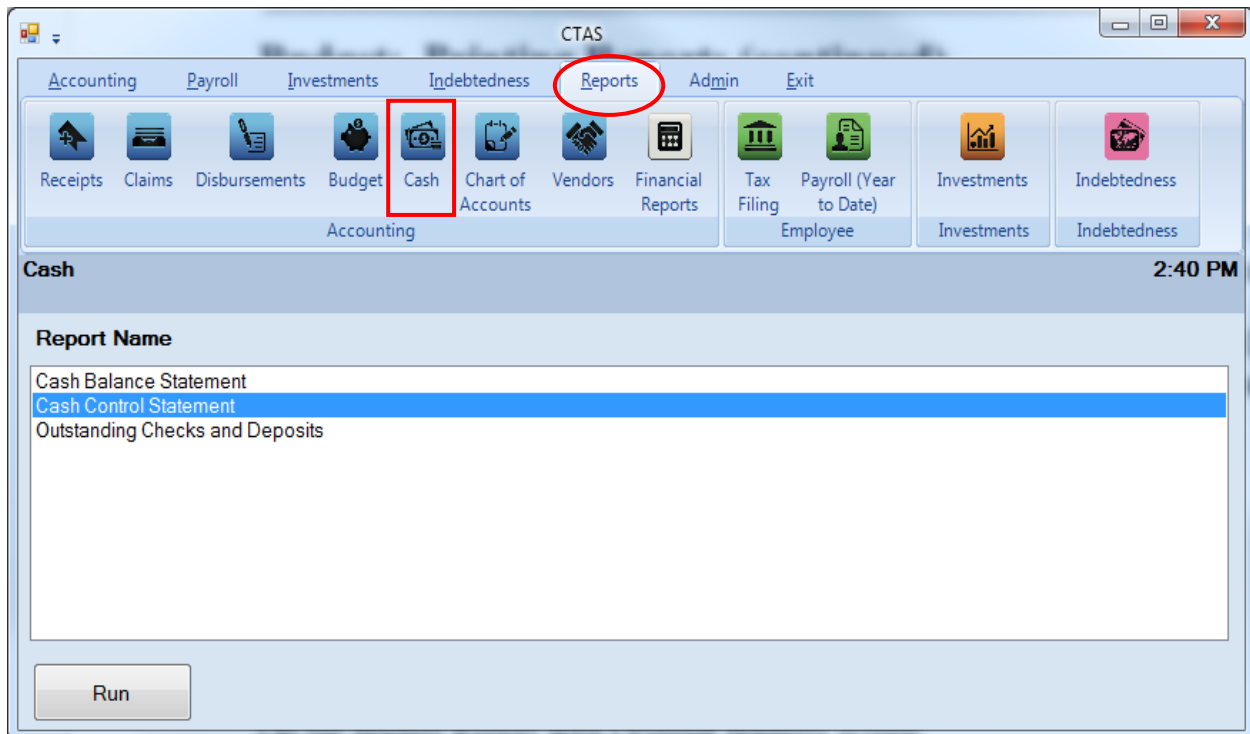


To run the Cash Control Statement, highlight the report and click the Run button at the bottom of the screen.  The Cash Control Statement box will appear.



On the Cash Control Statement screen:

- Enter the beginning date of the bank statement in the Start Date field.

- Enter the ending date of the bank statement in the End Date field.

- Click the Preview button.  The print preview (Report Viewer) screen appears.

## Cash Control:  Reconciling the Bank Statement (continued)

### Printing a Cash Control Statement (continued)

When the bank statement has been successfully reconciled in CTAS, the amount in the "Total Per Bank Statement" column (boxed) will match the ending balance on your bank statement.



After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report.  By clicking the red "X" (circled, right) you can close the Report Viewer screen.

## Cash Control:  Reconciling the Bank Statement (continued)

**Printing a Cash Control Statement (continued)**

After clicking on the Printer icon, the Print screen appears.
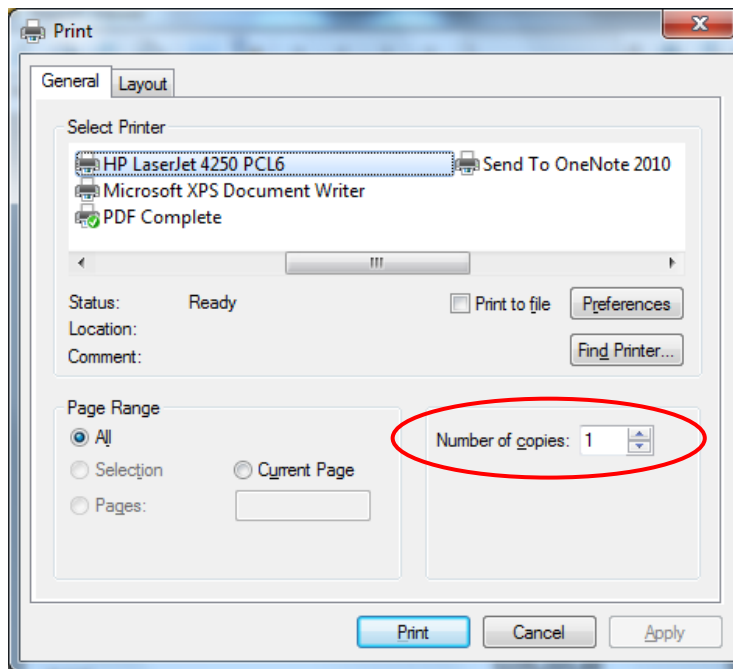


The Number of copies box (circled) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report.  The following page has a sample of the report.

To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Close button on the Cash Control Statement screen.

## Cash Control:  Reconciling the Bank Statement (continued)

### Printing a Cash Control Statement (continued)
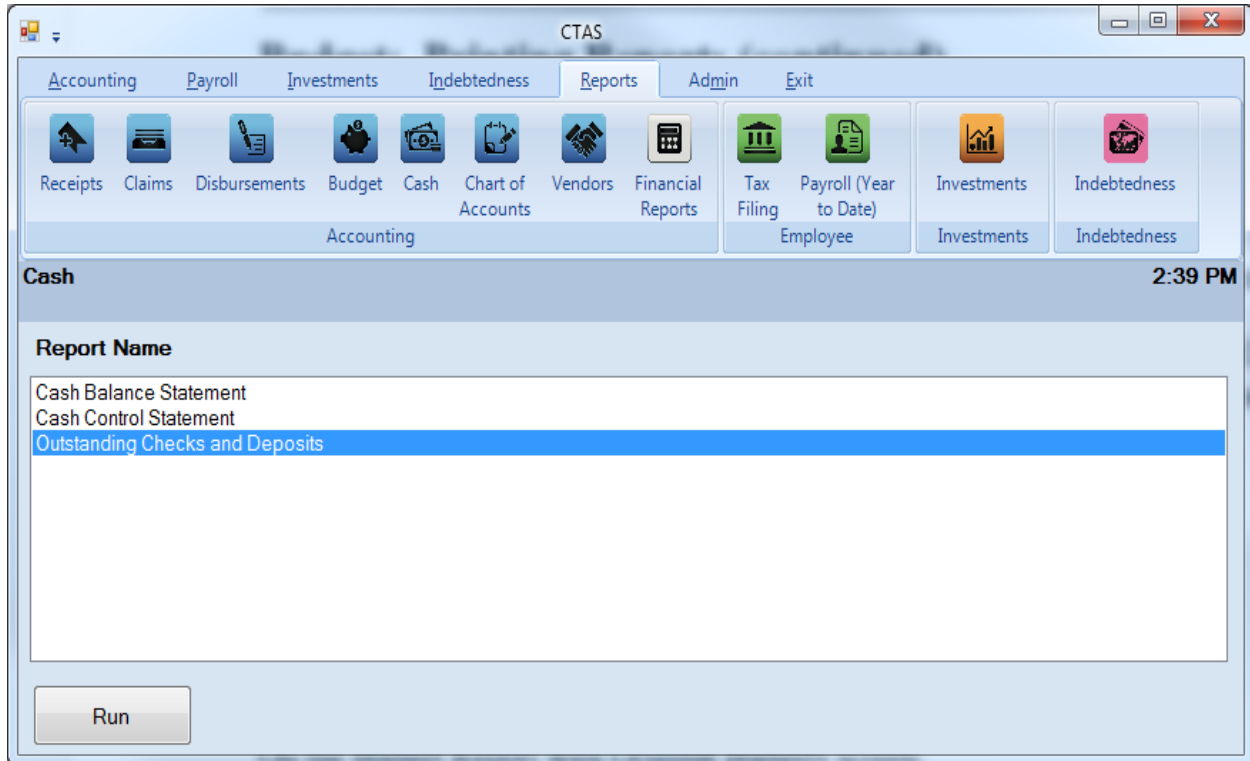
### Sample Cash Control Statement

| New Township | | Cash Control Statement | | | | | 5/18/2016 |
|---|---|---|---|---|---|---|---|
| For the Period : 4/1/2016 To 4/30/2016 | | | | | | | |
| Name of Fund | Beginning Balance | Total Receipts | Total Disbursed | Ending Balance | Less Deposits In Transit | Plus Outstanding Checks | Total Per Bank Statement |
| General Fund | $152,812.33 | $0.00 | $0.00 | $152,812.33 | $3,250.00 | $3,379.83 | $152,942.16 |
| Road and Bridge | $44,020.60 | $0.00 | $0.00 | $44,020.60 | $0.00 | $11,506.44 | $55,527.04 |
| Fire | $36,750.00 | $0.00 | $0.00 | $36,750.00 | $5,700.00 | $0.00 | $31,050.00 |
| General Debt Service (Identify) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| General Capital Projects | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Municipal State Aid Streets - Construction | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Water | $40,334.89 | $0.00 | $0.00 | $40,334.89 | $0.00 | $3,068.40 | $43,403.29 |
| Total | $273,917.82 | $0.00 | $0.00 | $273,917.82 | $8,950.00 | $17,954.67 | $282,922.49 |

## Cash Control:  Reconciling the Bank Statement (continued)

### Printing an Outstanding Checks and Deposits Report

In addition to the Cash Control Statement, a report listing the outstanding deposits and checks can be printed.
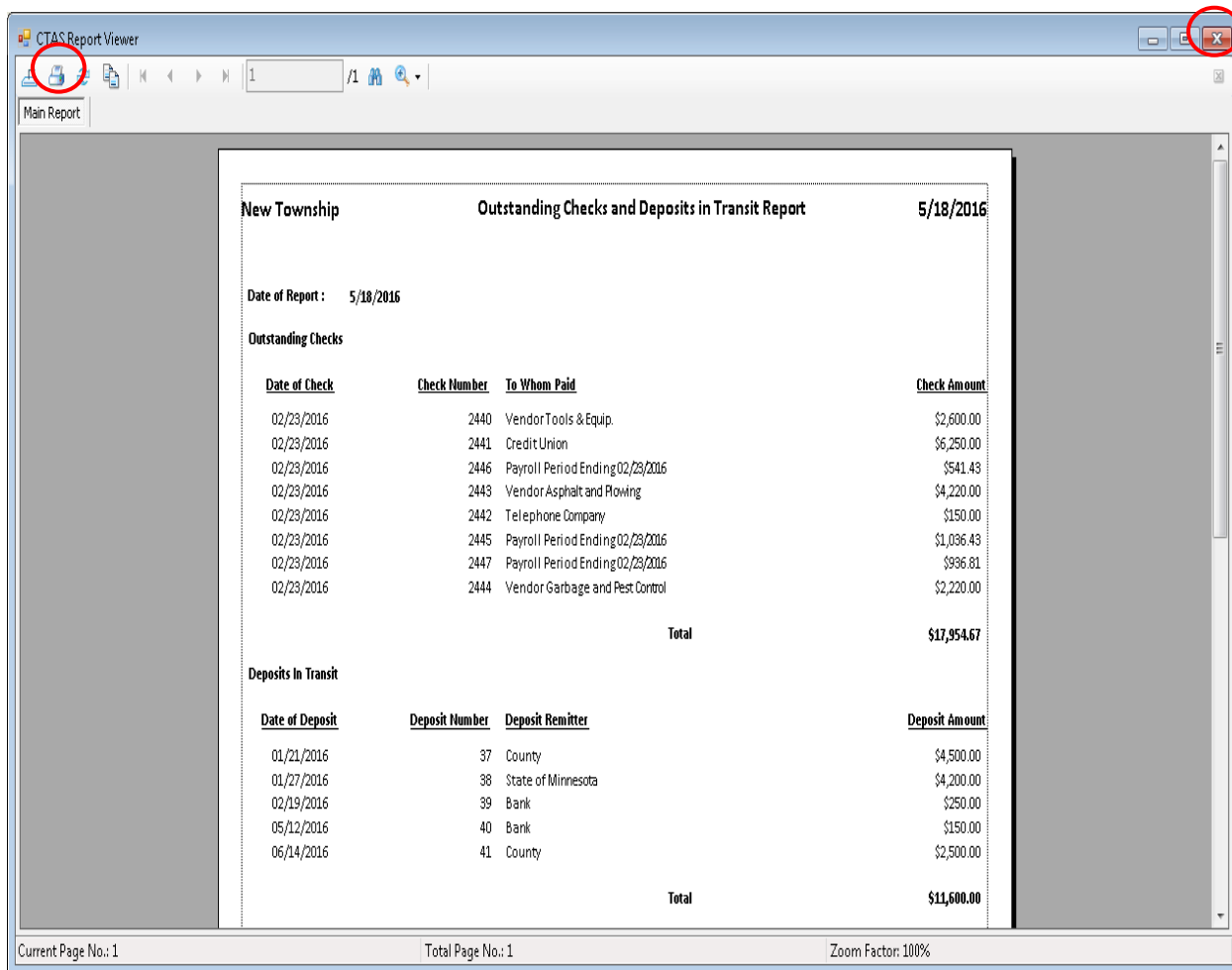
To print the Outstanding Checks and Deposits report, highlight the report and click the Run button

**Printing an Outstanding Checks and Deposits Report (continued)**

Once you have highlighted Outstanding Checks and Deposits and clicked the Run button on the Reports screen, the print preview (Report Viewer screen) appears, as shown below.



After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 6-9 for printing instructions)

To close the printing of the report:

- Click the red "X" icon (circled right) on the Report Viewer screen.
- Click the Close button on the Outstanding Checks and Deposits Reports screen.

## Cash Control:  Reconciling the Bank Statement (continued)

### Sample Outstanding Checks and Deposits Report

| New Township | | Outstanding Checks and Deposits in Transit Report | | 5/18/2016 |
|---|---|---|---|---|

**Date of Report :** 5/18/2016

**Outstanding Checks**

| Date of Check | Check Number | To Whom Paid | Check Amount |
|---|---|---|---|
| 02/23/2016 | 2440 | Vendor Tools & Equip. | $2,600.00 |
| 02/23/2016 | 2441 | Credit Union | $6,250.00 |
| 02/23/2016 | 2446 | Payroll Period Ending 02/23/2016 | $541.43 |
| 02/23/2016 | 2443 | Vendor Asphalt and Plowing | $4,220.00 |
| 02/23/2016 | 2442 | Telephone Company | $150.00 |
| 02/23/2016 | 2445 | Payroll Period Ending 02/23/2016 | $1,036.43 |
| 02/23/2016 | 2447 | Payroll Period Ending 02/23/2016 | $936.81 |
| 02/23/2016 | 2444 | Vendor Garbage and Pest Control | $2,220.00 |
| | | **Total** | **$17,954.67** |

**Deposits In Transit**

| Date of Deposit | Deposit Number | Deposit Remitter | Deposit Amount |
|---|---|---|---|
| 01/21/2016 | 37 | County | $4,500.00 |
| 01/27/2016 | 38 | State of Minnesota | $4,200.00 |
| 02/19/2016 | 39 | Bank | $250.00 |
| 05/12/2016 | 40 | Bank | $150.00 |
| 06/14/2016 | 41 | County | $2,500.00 |
| | | **Total** | **$11,600.00** |

## Cash Control:  Editing a Cleared Receipt

If a cleared receipt needs to be edited, in order to reconcile with the bank statement, go to the Receipts List (see page 2-1 for instructions).  To narrow the choices on the Receipts List, you can use the Search Feature (See page 2-16 for instructions).  Highlight the receipt you wish to work with and click the View\Edit button (circled) or double click on the receipt.

## Cash Control:  Editing a Cleared Receipt (continued)

The selected receipt will open in a new tab labeled with the receipt number (boxed).
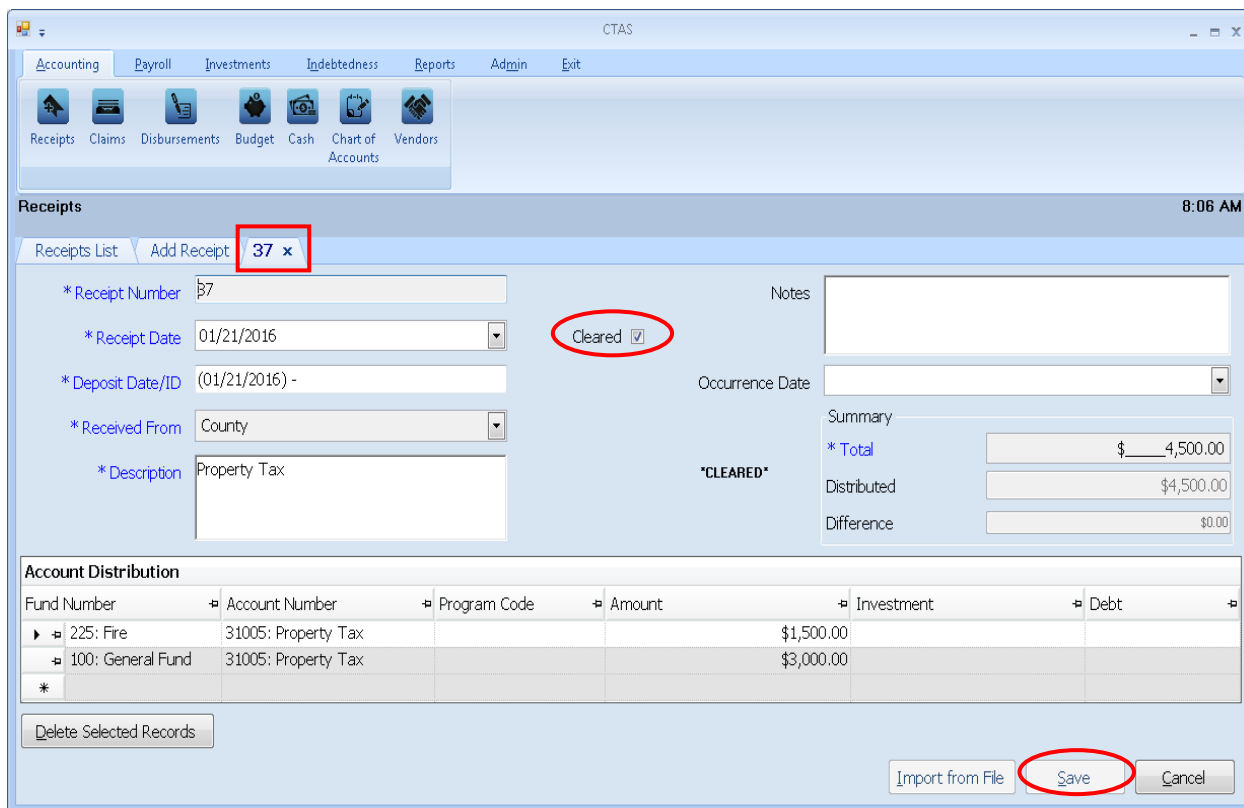


To edit the amount for a cleared receipt:

- Click the Cleared box (circled, center) to remove the "✓" and click the Save button (circled, bottom).

- Close the individual receipt tab (boxed) by clicking the "X" on the tab's label, next to the tab number.

- In the Receipts List, re-open the uncleared receipt from the previous step.

- Make your edit(s) to the receipt, then recheck the Cleared box to show the receipt has cleared the bank.

- As before, click the Save button, then click the "X" (circled, top) on the tab's label to close the receipt tab.

## Cash Control:  Editing a Cleared Check

If a cleared check needs to be edited, in order to reconcile with the bank statement, go to the Disbursements List (see page 4-1 for instructions).  To narrow the choices on the Disbursements List, you can use the Search Feature (See page 4-14 for instructions).  Highlight the disbursement you wish to work with and click the View\Edit button (circled) or double click on the disbursement.

## Cash Control:  Editing a Cleared Check (continued)

The disbursement will open in a new tab, labeled with the check's number (boxed).



To edit the amount for a cleared disbursement (check):

- Click the Cleared box (circled, center) to remove the "✓" and click the Save button (circled, bottom).

- Close the individual disbursement tab (boxed) by clicking the "X" on the tab's label, next to the tab number.

- In the Disbursements List, re-open the uncleared disbursement from the previous step.

- Make your edit(s) to the disbursement, then recheck the Cleared box to show the disbursement (check) has cleared the bank.

- As before, click the Save button, then click the "X" on the tab's label to close the disbursement tab.

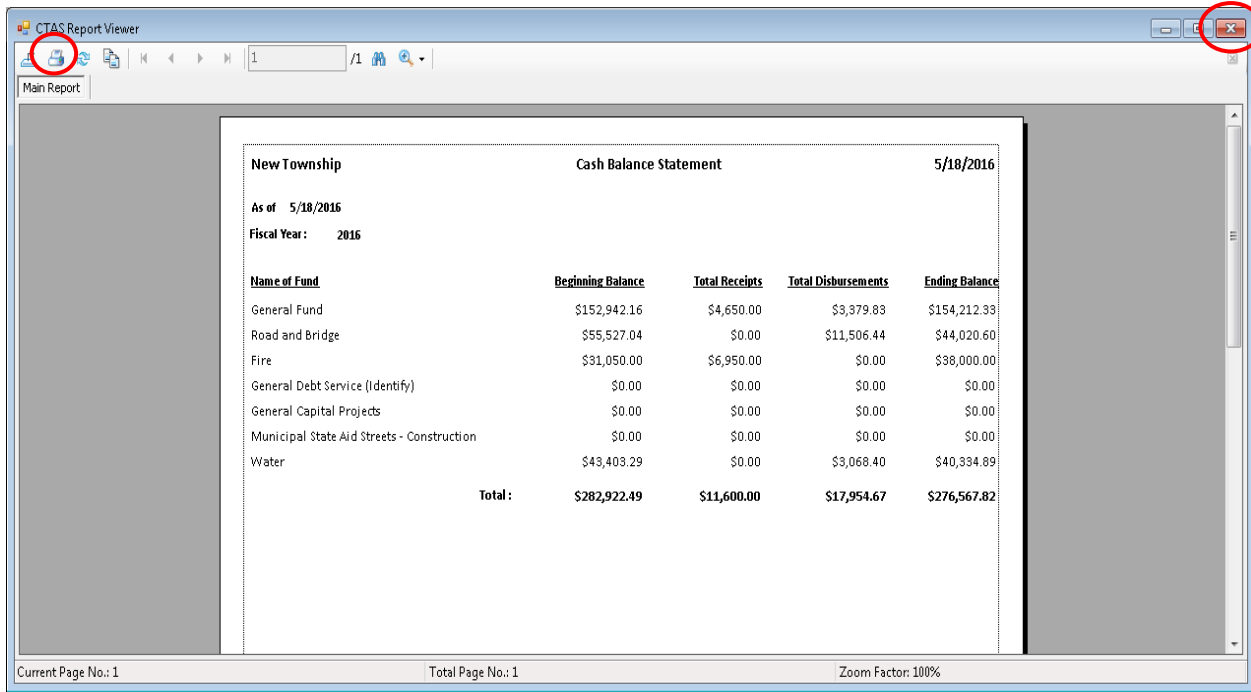## Cash Control:  Printing a Cash Balance Statement

A Cash Balance Statement will print the cash balances for each fund as of the current date.

To print the Cash Balance Statement, highlight the report and click the Run button (see page 6-7 for instructions).
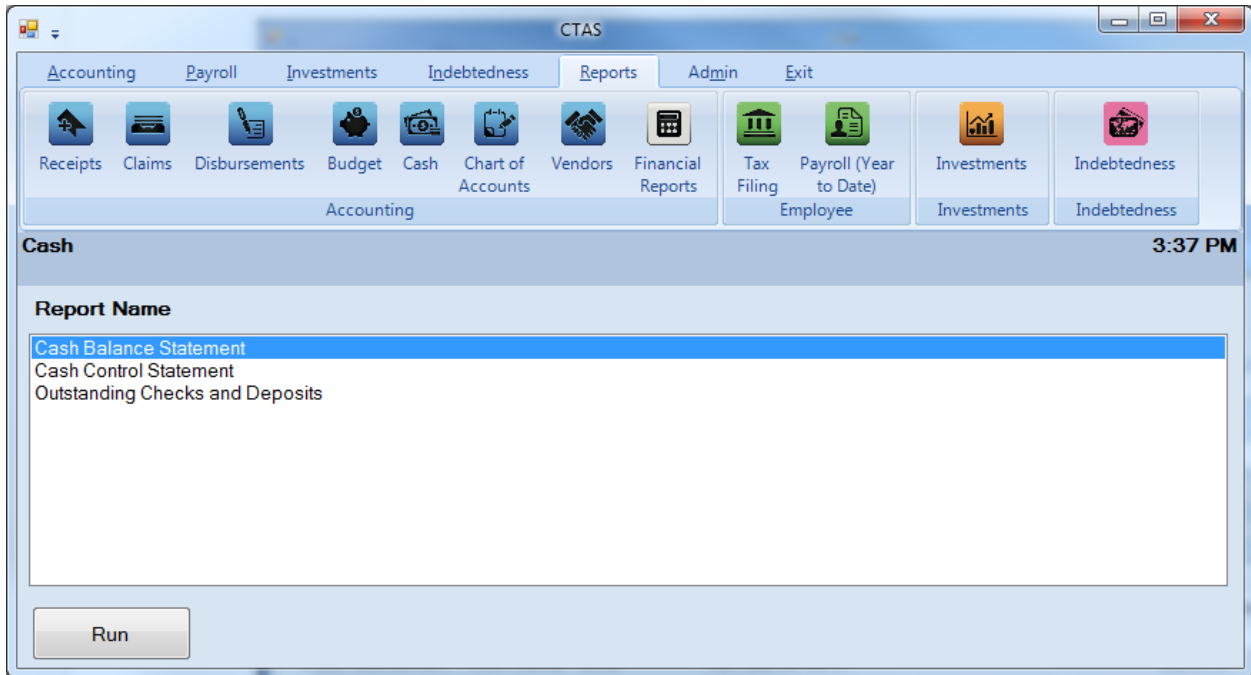


After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 6-9 for printing instructions)

## Cash Control:  Printing a Cash Balance Statement (continued)

To close the printing of the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen (previous page).
- Click the Close button on the Cash Balance Statement screen.

### Sample Cash Balance Statement

| New Township | Cash Balance Statement | | | 5/18/2016 |
|---|---|---|---|---|
| **As of** 5/18/2016 | | | | |
| **Fiscal Year :** 2016 | | | | |
| | | | | |
| **Name of Fund** | **Beginning Balance** | **Total Receipts** | **Total Disbursements** | **Ending Balance** |
| General Fund | $152,942.16 | $4,650.00 | $3,379.83 | $154,212.33 |
| Road and Bridge | $55,527.04 | $0.00 | $11,506.44 | $44,020.60 |
| Fire | $31,050.00 | $6,950.00 | $0.00 | $38,000.00 |
| General Debt Service (Identify) | $0.00 | $0.00 | $0.00 | $0.00 |
| General Capital Projects | $0.00 | $0.00 | $0.00 | $0.00 |
| Municipal State Aid Streets - Construction | $0.00 | $0.00 | $0.00 | $0.00 |
| Water | $43,403.29 | $0.00 | $3,068.40 | $40,334.89 |
| **Total :** | **$282,922.49** | **$11,600.00** | **$17,954.67** | **$276,567.82** |