

Cash and Ledger Balance (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the procedures on viewing, maintaining, and importing cash and ledger balance.

WHY IS THIS IMPORTANT?

Cash balances are required in order for a user to have an overview of cash flow projection for one entity or the whole group. Without the opening cash, the projection will not be accurate.

The ledger balance is used as a reference to compare the balance amount between the actual cash account and in the ledger.

PROCEDURE



1. Select Cash Management > Actual > Cash Balance. The Actual Cash screen displays.

A screenshot of a web application interface titled "Actual Cash". It features a header with filters: "Acct Cntr*" set to "TFS-SG", "Ccy*" set to "SGD", and "VDate*" set to "30/06/2017". Below the filters is a row of buttons: "Refresh", "Save Balance", "Save Ledger", "Import", "E-Stmt", "History", and three icons (download, star, and a document). A table with columns "SSI", "VDate", "Balance", "Last Update", "Ledger", "Last Update", and "Remarks" is shown below the buttons. The table contains the text "No records found." and a pagination bar at the bottom with "1-0", "<-0", "0-1", "0-1", and a dropdown menu set to "50".

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
No records found.						

2. Choose the accounting centre to view. Then select the currency and input the

value date.

3. Click Refresh. The screen below appears. It lists all bank accounts of a specific currency under the accounting centre chosen.

Actual Cash

Acct Cntr* TFS-SG Ccy* SGD VDate* 30/06/2017

Refresh Save Balance Save Ledger Import E-Stmt History

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-SGD	30 Jun 2017	3,426,908.46	30 Jun 2017	3,084,217.61	30 Jun 2017	
TF-DB-SGD	30 Jun 2017	5,000,000.00	30 Jun 2017	4,900,000.00	30 Jun 2017	
TF-DB-SGD-567	30 Jun 2017					
TF-DB-SGD-OPS	30 Jun 2017	200,000.00	30 Jun 2017	195,000.00	30 Jun 2017	
TF-SC-SGD	30 Jun 2017	1,508,058.04	30 Jun 2017	1,357,252.24	30 Jun 2017	

1 50

4. To maintain cash balance, enter the closing cash balance amount at the Balance column for each bank account and click on Save Balance.

5. To maintain ledger balance, enter the closing ledger balance at the Ledger column for each bank account and click on Save Ledger.

6. If you have many cash balances and ledger balances to upload on the system, the import function is to be used.

7. To start import, get the CS Lucas solution standard template by clicking on Import. The Import Actual Cash screen displays.

Import Actual Cash

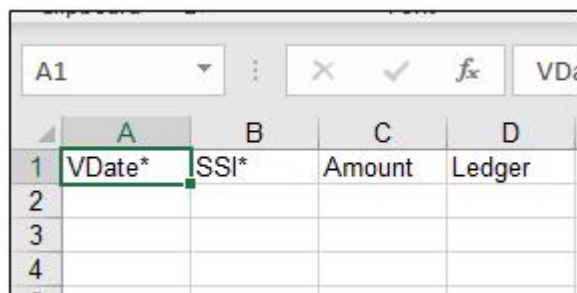
← Template Read File

ID	VDate	SSI	Amount	Ledger
No records found.				

8. Click on the Template button. The system will prompt a download of the template file in Microsoft Excel format. Click Save.

9. Open the file and enter the values required. Column headings with asterisks are mandatory. Do not leave rows empty and do not add any columns. The closing

balances should be entered in the Amount column.



	A	B	C	D
1	VDate*	SSI*	Amount	Ledger
2				
3				
4				

10. If importing ledger balance, enter values in the Ledger column.

11. To import back to the system, in the Import Actual Cash screen, tick on Read file.

12. Browse to the location where the file is saved and click Read File. If successful, the values appear on the screen. If there is an error, the system will indicate the row number and the nature of the error.

13. If errors are made, make the necessary corrections and read the file again. When there are no errors, click Load.

14. Once done, the screen will display that the system has successfully imported the cash or ledger balance.

15. Click on Back Button to go back to the Actual Cash screen and view the imported balances. If it does not appear, check the filters and see if they are the correct ones.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[E-Statement](#)

[Statement Import](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
23-Dec-2015	Clarissa	Reformatted. Rewritten.
14-Jun-2016	Richard	Proofread
21-Nov-2019	Lyra	Updated Screenshots.
25-Jan-2021	Lyra	Updated Screenshots for step 1 and 3. Enhancement to rename MT940 button to E-Stmt.