

Cash and Ledger Balance

[See previous W5 version 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.

Actual Cash

Acct Cntr* Ccy* VDate*

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

0-0 of 0 records << < > >>

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* Ccy* VDate*

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

1-5 of 5 records << < **1** > >>

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

✕ Cancel ↓ 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 saved file and enter the values required.





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

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

AutoSave ☐ Off   

Load_ActualCash_T

FileHomeInsertPage LayoutFormulasDataRevi

A1  :    VDate*

	A	B	C	D	E
1	VDate*	SSI*	Amount	Ledger	
2	4-Jul-17	TF-CI-SGD	3,426,908.46	3,084,217.61	
3	4-Jul-17	TF-DB-SGD	5,000,000.00	4,900,000.00	
4	4-Jul-17	TF-DB-SGD-OPS	4,102,151.18	4,102,151.18	
5	4-Jul-17	TF-SC-SGD	1,508,058.04	1,357,252.24	
6					

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

Import Actual Cash

Cancel
Template
Read File ☒

File

Read File
Choose File
Load_ActualCash_Template.xls

ID	VDate	SSI	Amount	Ledger
No records found.				

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.

Import Actual Cash

✕ Cancel

📄 Load

📄 Template

Read File

☐

ID	VDate	SSI	Amount	Ledger
1	4 Jul 2017	TF-CI-SGD	3,426,908.46	3,084,217.61
2	4 Jul 2017	TF-DB-SGD	5,000,000.00	4,900,000.00
3	4 Jul 2017	TF-DB-SGD-OPS	4,102,151.18	4,102,151.18
4	4 Jul 2017	TF-SC-SGD	1,508,058.04	1,357,252.24

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

Import Actual Cash

✕ Cancel

📄 Template

Read File

☐

The actual cash balance has been successfully loaded.

ID	VDate	SSI	Amount	Ledger
1	4 Jul 2017	TF-CI-SGD	3,426,908.46	3,084,217.61
2	4 Jul 2017	TF-DB-SGD	5,000,000.00	4,900,000.00
3	4 Jul 2017	TF-DB-SGD-OPS	4,102,151.18	4,102,151.18
4	4 Jul 2017	TF-SC-SGD	1,508,058.04	1,357,252.24

15. Click on Cancel button to return 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.

Actual Cash

Acct Cntr*

TFS-SG

Ccy*

SGD

VDate*

04/07/2017

Refresh

Save Balance

Save Ledger

Import

E-Stmt

History

Action

Search

Columns

SSI	VDate	Balance	Last Update	Ledger	Last Update	Remarks
TF-CI-SGD	4 Jul 2017	<div>3,426,908.46</div>	4 Jul 2017	<div>3,084,217.61</div>	4 Jul 2017	
TF-DB-SGD	4 Jul 2017	<div>5,000,000.00</div>	4 Jul 2017	<div>4,900,000.00</div>	4 Jul 2017	
TF-DB-SGD-567	4 Jul 2017	<div></div>		<div></div>		
TF-DB-SGD-OPS	4 Jul 2017	<div>4,102,151.18</div>	4 Jul 2017	<div>4,102,151.18</div>	4 Jul 2017	
TF-SC-SGD	4 Jul 2017	<div>1,508,058.04</div>	4 Jul 2017	<div>1,357,252.24</div>	4 Jul 2017	

1-5 of 5 records

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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	Rewritten. Reformatted.
14-Jun-2016	Richard	Proofread.
21-Nov-2019	Lyra	Updated screenshots.
25-Jan-2021	Lyra	Updated screenshots for step 1 and step 3. Enhancement to rename MT940 button to E-Stmt.
8-Jun-2023	TS	Updated to W6 instructions and screenshots.