Synergy Acc2026 - Cash Book: Printing Receipts, Vouchers and Cheques, and Report Options

This guide shows how to print Cash Book official receipts, payment vouchers and cheques with the right filter, how to fill in the Cash Book report options, and how to see which documents a posted transaction was applied to.

Before you start

- The printout only includes records prepared for your own user login.
- The signature wording and the terms and conditions on the printout come from the Cash Book system settings (Cash Management System > Settings > System Settings), not from the print filter screen.

Steps

1. Open the print filter

In the Cash Management System, open Reports and choose Official Receipt, Payment Voucher or Print Cheques. The Filter screen opens.

2. Limit by reference number and date

Enter a From and To range for Ref. No. to print only those documents. Under Ref. Date, set a From and To date. Each date has a tick box, and a date that is not ticked is ignored.

3. Choose the debtor or creditor

In the Creditor box (payment documents) or Debtor box (receipts), type a code or use the button in the box to open a list and pick one. Click Clear to empty both boxes.

4. Enter the cheque range

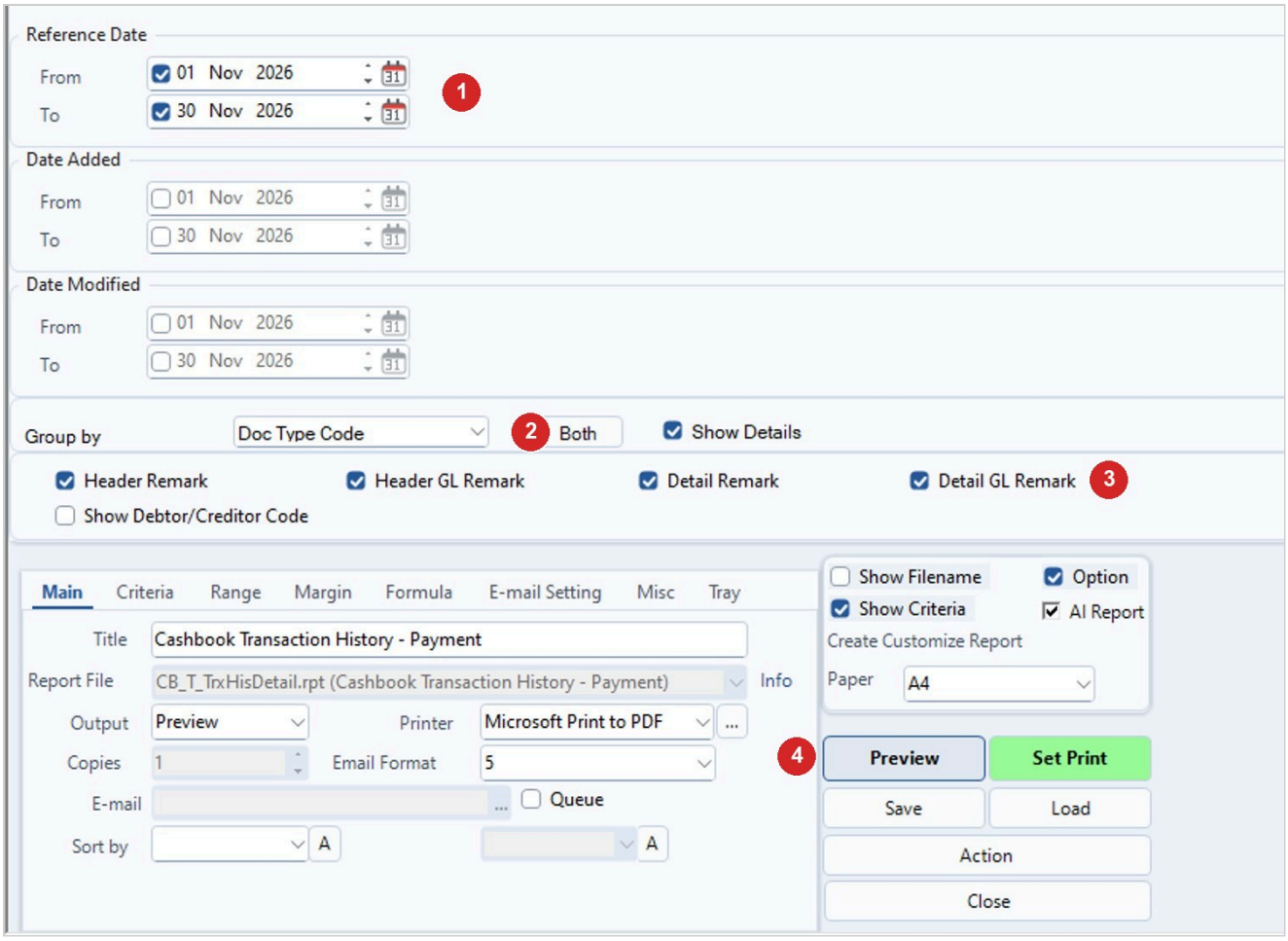
If the Cheque No. boxes are showing, enter a From and To range. They appear only when you are printing cheques.

5. Choose what to show and print

Tick or untick Show Invoice Offset Details and Show Creditor's Invoice No., then run the print.

6. Fill in a Cash Book report's options

Open a report such as Cash Management System > Reports > Transaction Listing > Cashbook Transaction History - Payment. Fill in the boxes that appear, such as the ones below, or Group By or Account, then continue to run the report. Each report shows only the boxes it needs.



Step	What to do
1	Reference Date, Date Added and Date Modified: tick From and To for each date you want to apply.
2	Group by and Show Details.
3	Header Remark, Detail Remark, GL remarks and Show Debtor/Creditor Code.
4	Click Preview.

7. Tick the dates you want to apply

In the Reference Date, Date Added and Date Modified boxes, tick From and To for each date you want to apply. A date that is not ticked is not used.

8. Choose the bank account and comparison columns

If the Account box is shown, pick a bank account from the list or with the button beside it. If Column To Print is shown, choose 1, 2 or 3 columns, then edit the From, To and Header of each column.

9. See which documents a transaction was applied to

Open a posted Cash Book transaction and click Apply. The Applied list shows each applied document, grouped by debtor. Click the button in the Ref. No. column of a row to open the document.

Tips

- Show Creditor's Invoice No. only works for payment documents. On receipts it is always off.

- The screen remembers your last tick-box choices for each user. If you have never set them, Show Invoice Offset Details starts ticked, and Show Creditor's Invoice No. starts ticked only for payment documents.
- With no saved date range, the dates default to the first and last day of the system date's month, but they are unticked. Clear next to the dates unticks both.
- Payment vouchers show Received By on the left and Authorised By on the right unless you set other wording. Receipts show nothing on the left and Authorised By on the right.
- When you change Column To Print, the dates and headers are refilled with one month per column, ending with the current month, for example Mar-2024. Set the number first, then edit the dates and headers.
- On a transaction that is not posted yet, Apply is the offset function instead and does not open the Applied list.

Common problems

The printout shows no creditor's invoice number.

Check that you are printing a payment document and that Show Creditor's Invoice No. is ticked.

The date range seems ignored.

Tick the dates. Clear unticks them, which removes the date limit.

The Cheque No. boxes are missing.

They appear only when printing cheques. This is normal on other print screens.

The signature or terms wording is wrong.

Change it in the Cash Book system settings, not on the print filter screen.

The Debtor or Creditor filter finds nothing.

Only documents whose code falls between the From and To codes are printed. Check the range, or click Clear.

[Account Code] is required.

No bank account is chosen in the Account box. Pick one, then continue.

My column dates and headers changed by themselves.

Changing Column To Print resets them. Set the number first, then edit the dates and headers. Saved column dates may not come back as entered, so check them before running the report.

I cannot see Date Added, Group By or Account.

That report does not use them. This is normal.

Nothing happens when I click a row in the Applied list.

Click the button in the Ref. No. column of the row.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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