Synergy Web - Recording Bank and Petty Cash Receipts and Payments

The Cash Book page records bank and petty cash receipts and payments, with bank charges, currency and the invoices a payment is applied to. This guide shows how to enter a transaction, apply it to invoices, save and print it.

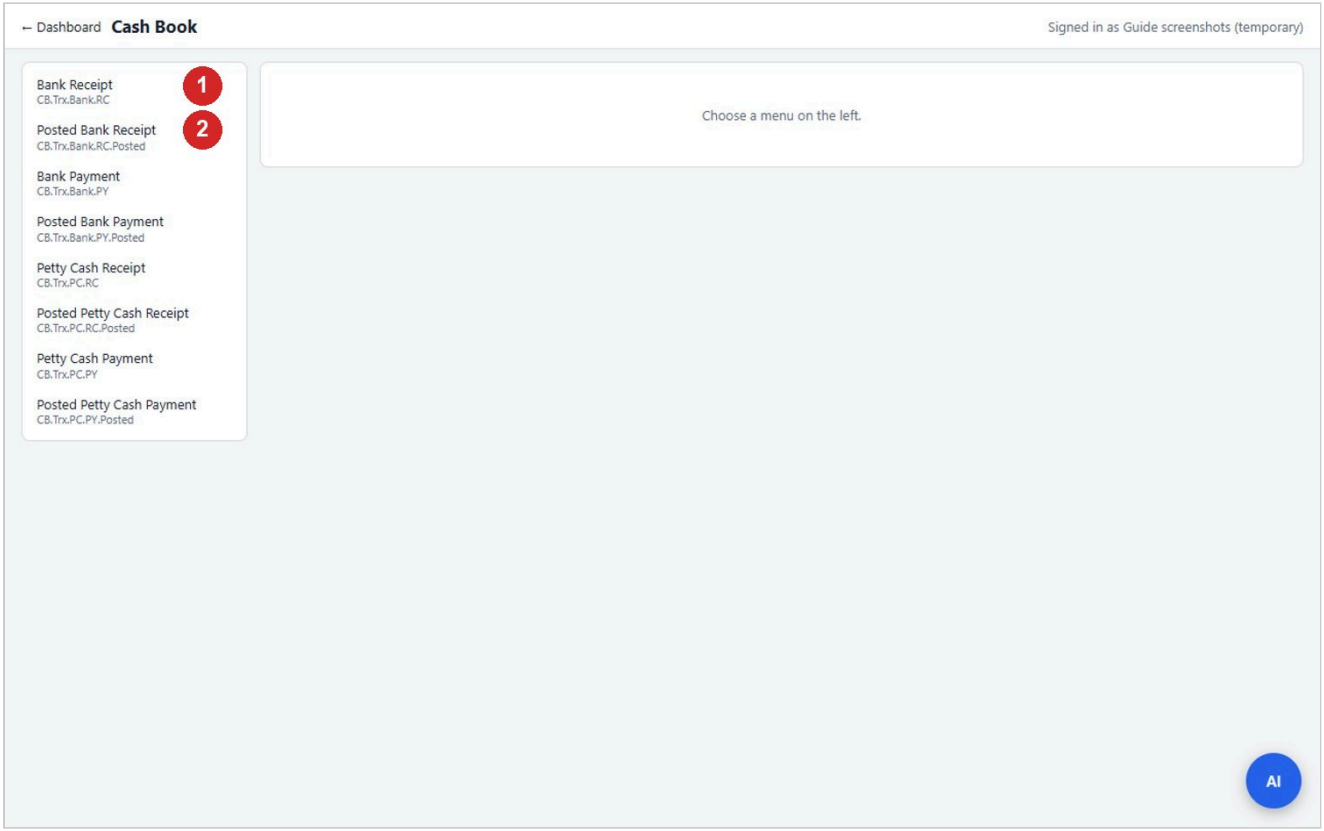
Before you start

- Sign in to Synergy Web Access as a user who may use Cash Book (under the Receipt & Payment tab).
- Permission to add transactions in the cash book menu you need.

Steps

1. Open the Cash Book page

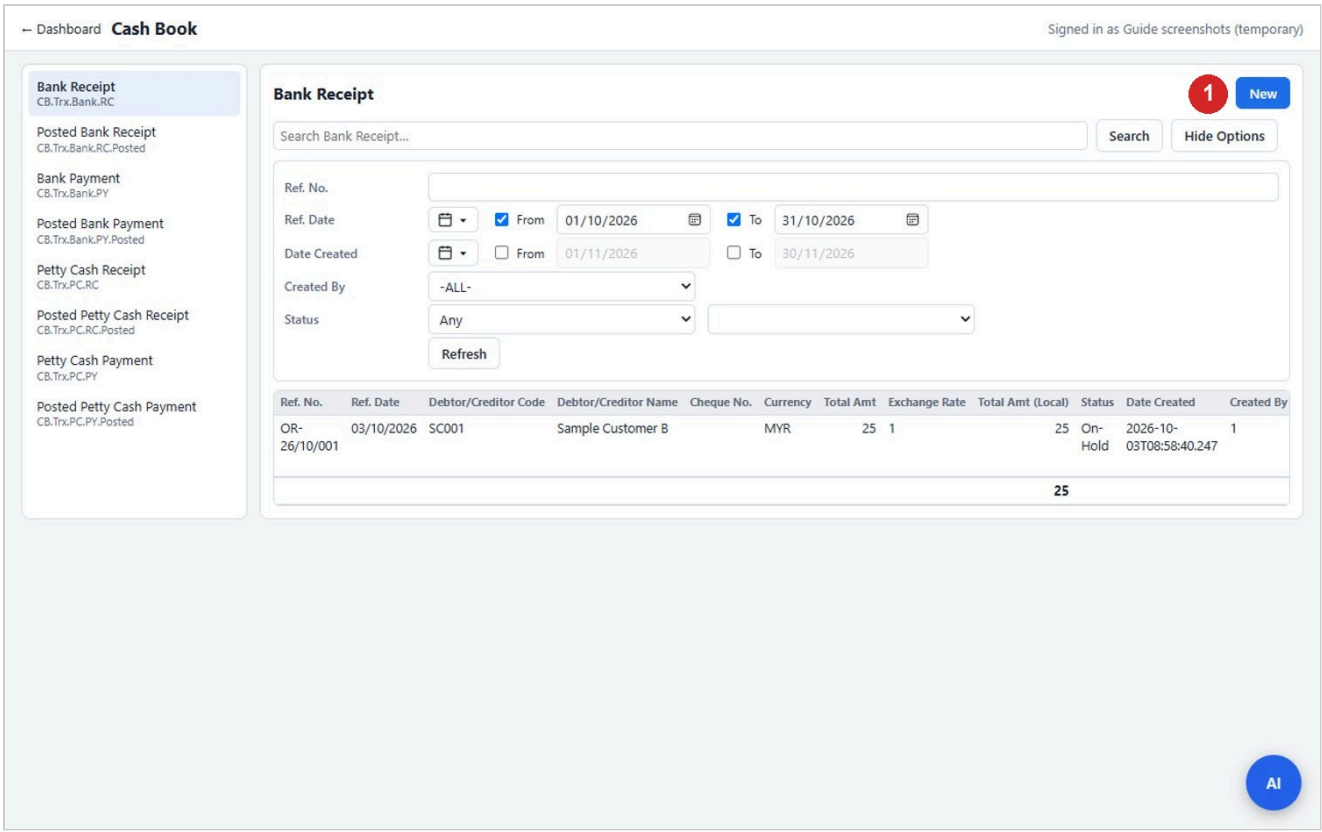
On the dashboard, open the Receipt & Payment tab and click Cash Book.



Step	What to do
1	Choose a menu on the left, for example a bank or petty cash receipt or payment.
2	The menus that end in Posted list the transactions already posted.

2. Start a transaction

The header has the Numbering, Ref. No., Date and Status. Choose a Numbering to have the Ref. No. filled in, or choose Manual and type it yourself.



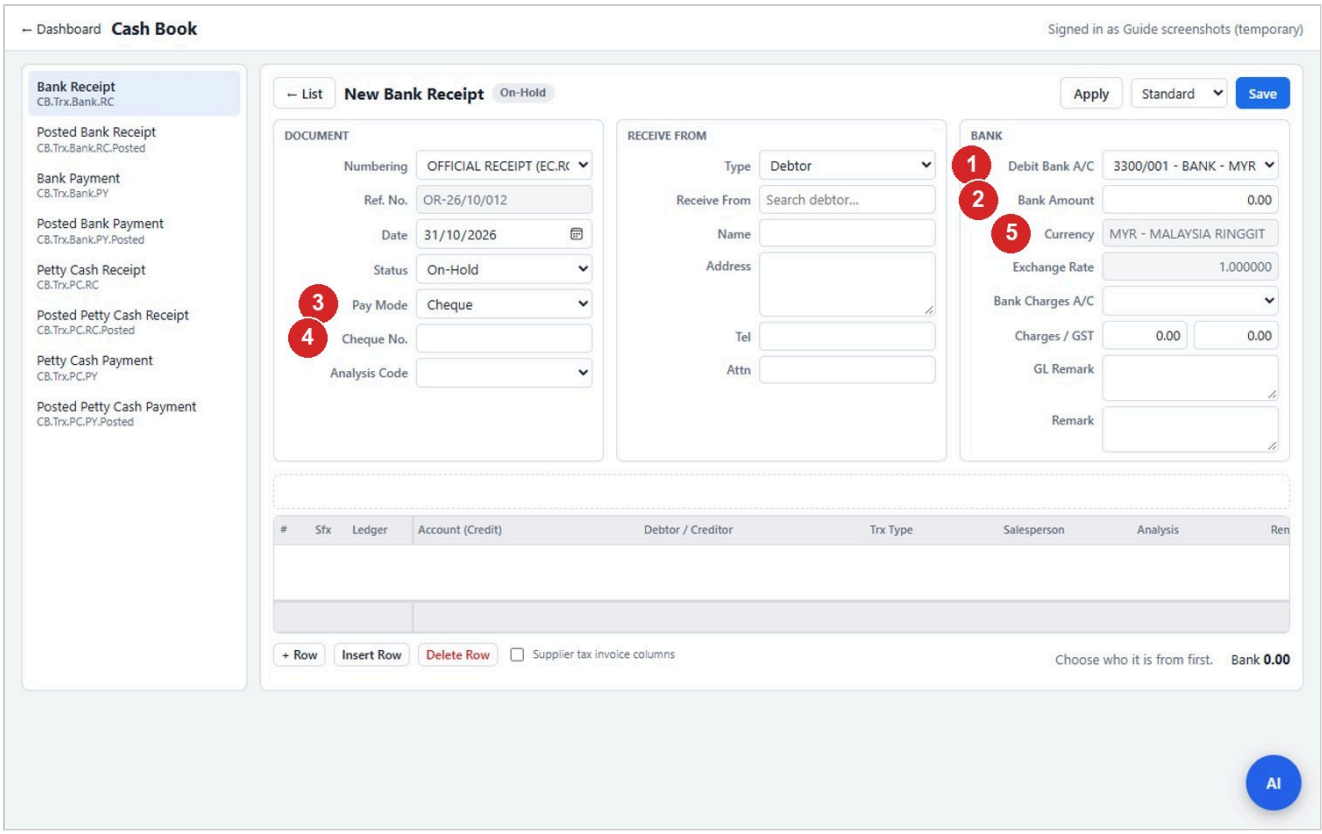
Step	What to do
1	Click New.

3. Say who it is for

Choose the Type: Debtor, Creditor or Other. Search for the Debtor or Creditor, then check the Name, Address, Tel and Attn.

4. Fill in the bank side

For petty cash, choose the account instead of the Bank, and type just the Amount instead of the Bank Amount.



Step	What to do
1	Choose the Bank.
2	Type the Bank Amount.
3	For a bank payment choose the Pay Mode.
4	Fill in the Cheque No. if needed.
5	For a foreign currency, check the Currency and Exchange Rate.

5. Add bank charges

Choose the Bank Charges A/C and type the Charges / GST. Tick Charges follow the bank amount if the charges should be recalculated from the bank amount.

6. Add the rows

Use + Row, Insert Row and Delete Row to work on the rows of the transaction, and type the Remark and GL Remark.

7. Apply to invoices

Click Offset/Knock-Off Invoice. Under Outstanding, double-click an invoice to add it to To apply; double-click again in To apply to remove it. You can change the amounts to apply. Click Apply when the Payment amount allocated is right.

8. Save

Click Save. The page says Saved with the Ref. No.

9. Print

Click Print to get the voucher as a PDF. Print Cheque is for payments that have a cheque.

Tips

- The page follows the Synergy cash book rules, so a posted transaction cannot be deleted. Change its status first.
- If a Cheque No. is already used the page tells you.
- Layout lets you choose which columns show in the rows. Supplier tax invoice columns are shown for payments that need them.
- Posting and reversing many transactions in one go is done on the Cash Book Posting page.

Common problems

You do not have access to any cash book menu.

Your Synergy user has no cash book permission. Ask your administrator.

[Ref. No.] is required.

Choose a Numbering or type the Ref. No. when the numbering is Manual.

You are not allowed to add these transactions.

Ask your administrator to give your user the Add permission for this menu.

A supervisor permission box appears.

The action needs a supervisor. Enter the supervisor's user name and password.

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

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