Cashbook Posting

Dear user,

You must make sure that you have read "Navigating the System" first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read *Navigating the System*:
https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

In addition to *Navigating the System*, the *Nominal Transactions* guide works in conjunction with this Cashbook Posting guide, and should be used as a reference for Nominal transaction entry.
https://dataflow.co.uk/images/uploads/release_notes/Nominal_Transactions.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd

The Cashbook Posting routine allows a balance posting to the Nominal Ledger with the inclusion of VAT. This routine is useful for the likes of petty cash purchases where VAT needs to be analysed but there's no associated supplier account setup within the Purchase Ledger. The Vat element will be automatically posted to the VAT Nominal control account that's linked to the chosen Vat code on the transaction line, and therefore included for VAT analysis within the VAT 100.
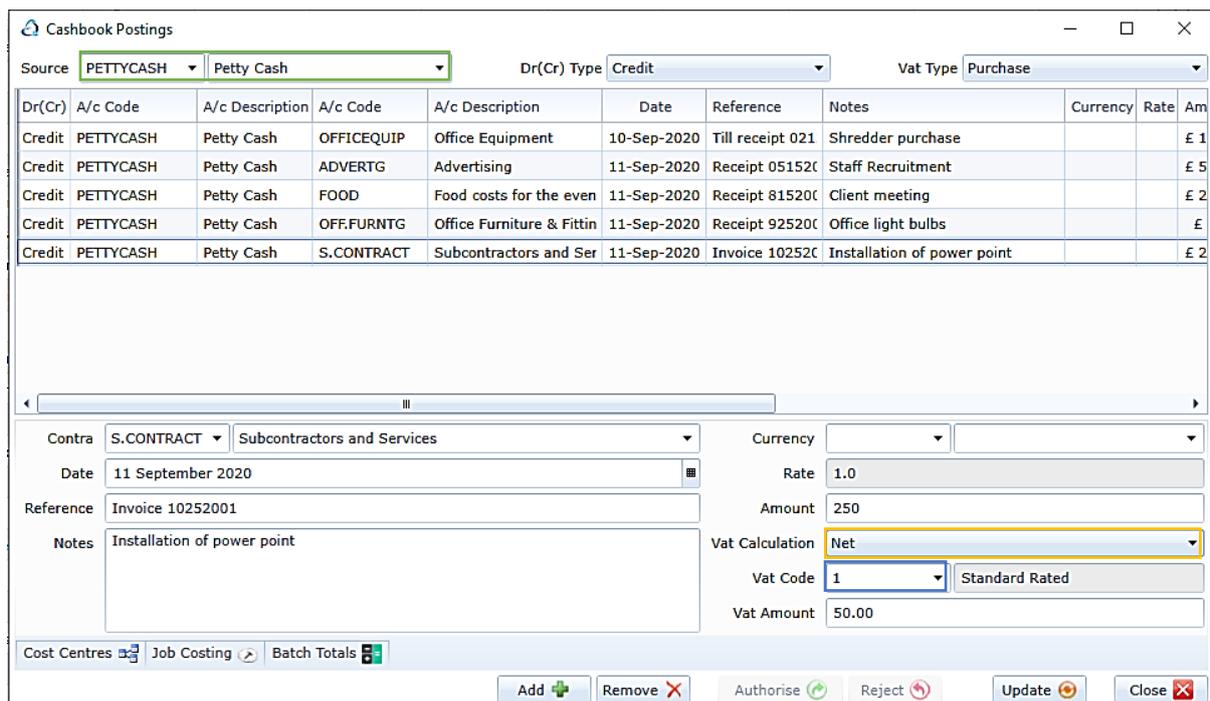
The Cashbook Posting will be posted to the Nominal period that corresponds to the transaction date entered. Should corresponding period be closed Clarity will post the transaction to the next open Nominal period.

There's also a *Cashbook Adjustments* routine. This routine's input process is identical to the standard *Cashbook Posting*. The only difference is the *Cashbook Adjustments* routine will post the balances to the corresponding Nominal period regardless of whether that period is closed, this saves having to open the period(s) to make adjustments.

The *Cashbook Adjustments* will also allow postings over a single closed Year End. **Note – the adjustment Vat element will not be posted to a closed Vat period.**

To enable the *Vat Code* selection (highlighted in blue below) the selected *Source* Nominal Code must be set as a Gross Amount. The Source account selection is highlighted in green below.

Enabling the *Vat Code* selection also enables the *Vat Calculation* selection field (highlighted in yellow below). This field includes the option to specify how the Vat element is to be calculated (*Net*, Gross or *Inclusive*).

A *Credit* posting type will post a negative value to the selected *Source* Nominal account and positive value to the selected *Contra* Nominal account.

A *Debit* posting type will post a positive value to the selected *Source* Nominal account and negative value to the selected *Contra* Nominal account.

The posting *Dr(Cr) Type* selection is highlighted in yellow below.

The *Vat Type* selection field determines how the Vat is to be reported in the VAT 100. The *Vat Type* field is highlighted in blue below).

Selecting a *Vat Type* Purchase the VAT element will be included within section four of the VAT 100 as an Input.

Selecting a *Vat Type* Sales the VAT element will be included within section one of the VAT 100 as an Output.