

# Quick Trial Balance - Cash Disbursements

## Cash Disbursements - Listing Tab

This option, in conjunction with the Cash Receipts option, allow you to enter cash transactions in order to obtain a general ledger showing all activity during the year. If you have a client that brings in their bank statements and you need to prepare a tax return or financial statement from this data, then these options makes this process much easier.

Before you can enter cash transactions, you must setup a journal code using the Manage Journals option in the File menu. You will need to identify the account number that corresponds to the cash account that will be credited when you use that journal code to enter cash transactions.

When the Cash Disbursements (Checks) screen is first displayed, you will be on the listing tab. Here you can search for an existing cash disbursement to view, edit or delete as well as add a new cash disbursement.

To search, simply type in all or part of the reference number, description, or payer and all matching items will highlight in the grid.

Quick Trial Balance Pro - Cash Disbursements

File Edit Help

Add Edit Delete Previous Next Print Home

Listings Tab

Listing

03 - CASH DISBURSEMENTS

Journal code

Search Cash Disbursements

| Reference # | Description      | Payee          | Date       |
|-------------|------------------|----------------|------------|
| 1235        | New Copy Machine | Copy Solutions | 12/31/2009 |

Search and view existing cash disbursements

1 accounts of 1

Double click cash disbursement to view details.

Created Last Modified

How To...?

## Cash Disbursements - Details Tab

When you add or edit a cash disbursement, you will automatically be brought to the details listing of the Cash Disbursements screen. As the name suggests, here you can see and enter all the details for the cash disbursement.

In the top half of the detail screen, enter the main cash disbursement information such as the payee, date, amount, etc. On the bottom, you can enter the account numbers and the amount to debited. New lines will automatically be added for accounts until the cash disbursement matches the amount entered in the top section.

As long as you have the 'Post Entry?' checkbox checked, the cash disbursement will automatically post to the selected books when you hit 'Save'.

Quick Trial Balance Pro - Cash Disbursements

File Edit Help

Save Edit Delete Previous Next Print Cancel

Listing Details

Reference No 1236

Date 12/31/2009

Payee

Memo

CASH ACCT CREDITED: 101 - Cash - Che

Post to All Cash Balance

TX 0.00

BK 0.00

Cash Disbursements Account Distribution

| Account No | Account Name | Memo |
|------------|--------------|------|
|            |              |      |

Lookup

Add Row

Delete Row

Entry accounts that needed to be debited by the cash disbursement.

Entries without an amount will NOT be saved.

Total 0.00

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