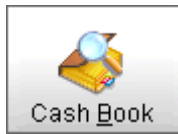


Using the Cash Book (Petty Cash)



Optomate Premier allows you to track your petty cash expenses via the Cash Book section, which can be accessed from the Cash Book icon at the bottom right of the main screen. If you have items such as telephone bills, food expenses or advertising expenses that you want to track using Optomate, then the Cash Book is for you.

The Cash Book can also be used to track any income for the business that is not Optical, such as handbags for example, that you may sell in your practice.

Each Cash Book Entry can also be included on the Optomate Banking Sheet, allowing you to transfer these transactions into your MYOB Accounting Package.

Cash Book Item	Description
AMEN	Employee Amenities
CLEAN	Cleaning
DON	Donations
POST	Postage
REP	Repairs & Maintenance
RT	Rent
STAT	Stationery
SUND	Sundry Expenses

Setting up the Cash Book

Each Cash Book item that you want to process as an expense or income will need to be entered in the 'Cash Book Items' section. Click on the [▼] next to the 'New' button and choose 'Cash Book Item'.

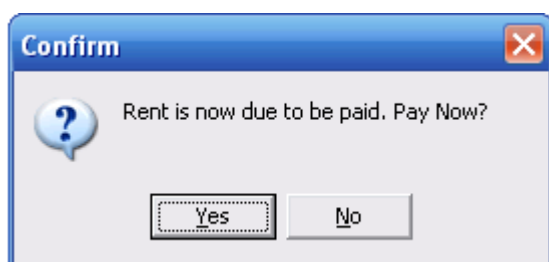
► Enter a Code, Description and a Default Amount if it will be the same each time you enter this item in the cash book. For example, you might want to track Milk that is purchased each week, and the price is always \$2.50. Therefore you would enter \$2.50 as the 'Default Amount'.

You will need to select the item type as either an 'Income' or 'Expense', 'GST' or 'GST Free' Item and if it is a 'Dispensing' or 'Consulting' item. This is the minimum amount of information that you need to enter to save the item.

► If you would like to see the item recur each week or month, then tick the 'Recurring Item?' check box and select the recurring period. You can choose to select a recurring amount on the right side and the day or week or month that you would like to be notified on. For example, if you purchase Milk every Monday for \$2.50 then you would tick the 'Recurring Item?' check box and then select the 'Week' radio button from the 'Recur Every' option. Since it will be recurring every week you will need to select the day of the week that you would like to be notified. You can then choose to enter \$2.50 in the 'Recurring Amount' field which will automatically update the item in the Cash Book with that price. Once you are satisfied with the setup of the item, select 'Save'.

Adding a Cash Book Entry

Click on the [▼] next to the 'New' button and choose 'Cash Book Entry'.



► If you have setup a recurring item from the Cash Book Item screen for the day that you are entering in a cash book item, then you will be prompted to enter the item, since it is due.

If you click 'Yes' then the item will automatically be entered into the Cash Book. You can then enter a 'Reference No#' and select the Payment Type.

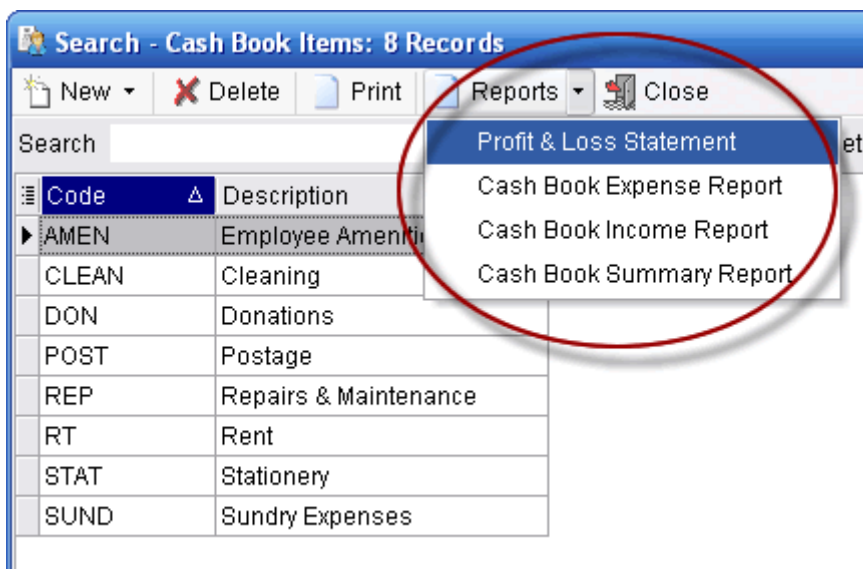
Non-recurring items in the cash book are entered manually:

- ▶ Enter a Reference number for your own records, if required.
- ▶ Select a payment type from the drop down list, and enter the 'Amount'.
- ▶ Click in the 'Item' column and select the required item code from the drop down menu.
- ▶ Tab across and enter the amount in the 'Amount Inc GST' column.
- ▶ Tab across to the next line to update the 'Sub Total' field. Be sure to have the same amount in the 'Amount' field and the 'Sub Total' Amount field from the bottom right. If these figures don't match, then Optomate won't let you process the payment.
- ▶ Once you click the 'Save' button, you will be prompted to 'Update Banking' which will include it on the days Banking Sheet. The expense item will appear on the second page of the Banking Sheet Summary, with the 'Cash Book Entry – (Description of item)' and the amount.

Once the item has been included on the banking and the Banking Sheet has been cleared, the 'Banked' tick option from the top right hand side of the Cash Book window will be ticked.

Reporting with the Cash Book

The 'Cash Book Report' option on the Cash Book main screen informs you which cash book entries have been entered and which of those have been banked.



The Cash Book also has four basic reports that can be found on the Cash Book main menu, as shown.

Profit & Loss Statement

This identifies the Revenue generated from 'Patient Receipts', 'Cash Sales', 'Institution Receipts' and 'Cash Book Income' items within the specified date range. It will also show the expenses generated from 'Supplier Payments' and 'Cash Book' expenses.

Cash Book Expenses Report

Includes a summary of Expenses put through the Cash Book within the specified date range.

Cash Book Income Report

Includes a summary of any Income put through the Cash Book within a specified date range.

Cash Book Summary Report

Shows a Summary of every Cash Book item, as well as a breakdown of the payment types.