Cash Book Entry Inbox

Module Guide: Cash Book Entry Inbox

Module Location

Finance > Cash Book Entry > Cash Book Entry Inbox

Module Objective

The **Cash/Bank Inflow Inbox** module serves as the approval center for all cash and bank inflow transactions that have been input. This module is used by a superior or manager to conduct a review and provide approval before the inflow transaction can be processed further to the booking stage.

1. Main View (Inflow List)

The main page of this module is an "inbox" that displays all cash/bank inflow documents requiring your action.



View Explanation & Filters

This page provides a summary of all inflow transactions that are awaiting approval.

- **Filters**: You can search for a specific transaction by **Cash Book Type**, **Doc. Number**, a **Date** range, or a **Bank Filter**.

- **Request List**: The table below will display all transactions awaiting action, with columns such as **Archive Number**, **Payer**, **Date**, **Account**, and **Bank Receipt**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Cash/Bank Inflow Inbox** module to see the list of transactions that require approval.

Step 2: Review the Inflow Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the amount, the payer, and the allocation to invoices.

Step 3: Provide Approval

After you open and review the transaction details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., an AR staff or cashier) creates a document in the **Bank Receipt** or **Cash Receipt** module and clicks **[Confirm]**.

2. **Entering the Queue**: The confirmed transaction automatically enters the queue in this **Cash/Bank Inflow Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Ready for Posting**: After approval, the transaction will appear in the **Cash/Bank Inflow List** and will be ready to be **posted to the General Ledger** using the **[Post This Document]** button.

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