



Bank Reconciliation User's Guide

Version 8.0

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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CONTENTS

Chapter 1	Introduction	1-1
	The Bank Reconciliation System	1-3
	Starting OSAS	1-9
	Navigating OSAS	1-13
	Reports	1-27
Chapter 2	Installation and Conversion	2-1
	Conversion	2-3
Chapter 3	Setup	3-1
	Setup Checklist and Functions	3-5
Chapter 4	Transactions	4-1
	Transactions	4-3
	Void and Stop Payments	4-13
	BR Journal	4-19
	Bank Account Register	4-21
	Post Transactions	4-25
Chapter 5	Reconciliation	5-1
	Cleared Transactions	5-3
	Reconciliation Report	5-15
	Change Cleared Transaction Status	5-21
	Purge Reconciled Transactions	5-23
Chapter 6	File Maintenance	6-1
	Codes	6-3
	Recurring Adjustments	6-5
	Reconciliation Import	6-11
	Positive Pay Export Definitions	6-15
	Positive Pay Fields	6-23

CONTENTS

Tables	6-25
Chapter 7 Master File Lists	7-1
Codes List	7-3
Recurring Adjustments List	7-5
Positive Pay List	7-7
Positive Pay Fields List	7-9
Tables List	7-11
GL Account Audit Report	7-13

CHAPTER 1

1

Welcome to OSAS	1-1
The Bank Reconciliation System	1-3
Starting OSAS	1-9
Navigating OSAS	1-13
Reports	1-27

Introduction

Welcome to OSAS

Welcome to the Bank Reconciliation application for OPEN SYSTEMS Accounting Software® (OSAS®). Bank Reconciliation helps you enter and track bank and credit card transactions (deposits, disbursements, transfers, and adjustments) and reconcile your bank and credit card account balances with the statement balance you receive from your bank. You can also void checks or stop payment on checks entered into the system through Bank Reconciliation or through other OSAS applications.

Bank Reconciliation plugs into Resource Manager, the foundation of OSAS. Consult the [Resource Manager Guide](#) for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

About This Guide

This guide describes the functions that make up the Bank Reconciliation application and gives details on how Bank Reconciliation fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Bank Reconciliation application, and describes the basics of the Bank Reconciliation system and how to navigate around OSAS.

- Chapter 2, Installation and Conversion, details how to install Bank Reconciliation using Resource Manager and how to create or convert the data files it requires.
- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Bank Reconciliation.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Bank Reconciliation menu.
- The Appendixes contain supplementary material not directly related to Bank Reconciliation functionality.
- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

Conventions

This guide uses the following conventions to present information.



When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-20 and page 1-24 for more information on these commands.

When you see the phrase “use the **Proceed (OK)** command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.



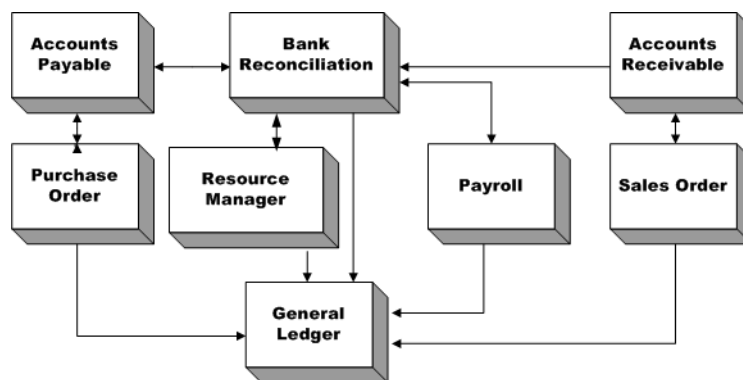
If a function or feature is only available if the Banking application is installed, this banking flag appears in the margin.

The Bank Reconciliation System

Use the Bank Reconciliation system to enter and track bank transactions (deposits, disbursements, transfers, and adjustments) and to reconcile your bank account balance with the bank statement balance you receive from your bank. You can also void checks or stop payment on checks entered into the system through Bank Reconciliation or an interfaced application.

Application Interaction

Bank Reconciliation can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications, reducing data entry time and errors.

For information about application interfaces, see page 3-5.

Menu Structure

The Bank Reconciliation menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your transaction codes, and recurring adjustments to your accounts. For example, use the **Recurring Adjustments** function to establish and maintain transactions that happen on a periodic basis.

Transactions

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Transactions functions to enter transactions (deposits, disbursements, transfers, and adjustments), to void checks or stop payment on a check, and then to post your transactions.

Reconciliation

When you receive a bank statement, you must specify which transactions have cleared in order to reconcile your bank account balance (that is, the balance stored in the system) with the bank statement balance. Use the **Cleared Transactions** function to designate transactions as cleared. You can periodically purge the system of cleared transactions to keep the clearing process simple.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about transaction codes, recurring adjustments, and tables.

File Information

The information you enter in Bank Reconciliation functions is stored in these files:

The **BRCDxxx** (Codes) file stores default descriptions for transaction references and recurring adjustment entries, entered through the **Codes** function.

The **BRJRxxx** (Journal) file stores transactions entered through the **Transactions** function. It is a temporary file: transactions stay here until you post them, at which time the file is erased (it is automatically re-created whenever you enter more transactions).

The **BRRxxx** (Recurring Adjustments) file stores adjustment transaction information entered through the **Recurring Adjustments** function: bank account ID, adjustment ID, amount of the adjustment, transaction description and reference, and distribution information for the adjustment. This information can be copied to the **BRJRxxx** file through the **Transactions** function.

The **BRTRxxx** (Transactions) file stores transactions posted from Bank Reconciliation and, optionally, interfaced applications (Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and Payroll).

File Interaction

Bank Reconciliation file interaction is based on the Bank Reconciliation work cycle, which consists of daily work and reconciliation.

Daily Work

Daily work begins with entering transactions, which are stored in the **BRJRxxx** file (the system creates it automatically). When entering transactions, you must enter a bank or credit card account ID (from the **RMBxxx** file). Transaction descriptions and references come from the **BRCDxxx** file. If you enter a recurring adjustment, the transaction information comes from the **BRRxxx** file.

After you enter transactions, produce the BR Journal to check for errors.

When you post transactions, several files are effected:

- The transactions are moved from the **BRJRxxx** file to the **BTRxxx** file.
- If Bank Reconciliation interfaces with General Ledger, the offsetting entries are created in the **GLJRxxx** (General Ledger Journal) file. In addition, when you post the **GLJRxxx** file to the **GLMxxx** (General Ledger Master) file, the general ledger account balances are updated in the **RMBxxx** file.
- If Bank Reconciliation does not interface with General Ledger, the general ledger account balances in the **RMBxxx** file are updated.
- The **BRJRxxx** file is erased.

Reconciliation

Reconciliation also begins with entering transactions—usually recurring adjustments (such as finance charges and service charges) listed on your bank or credit card statement. After these transactions are entered, verified, and posted to the **BTRxxx** file, you can begin clearing transactions.

When you use the **Cleared Transactions** function, you must enter the statement balance and statement date. This information updates the bank account record in the **RMBxxx** file.

You can clear only transactions posted to the **BRTRxxx** file. Cleared transactions remain in the file until you remove them through the **Purge Cleared Transactions** function. You should purge cleared transactions after you reconcile the bank or credit card account.

Productivity Reports

Bank Reconciliation includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS 8.0) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.

Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

In Windows To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

In Other Operating Systems To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

Using Parameters You can use the -u, -c, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, and company ID to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

```
C:\basis\bin\bby.exe osasstrt.txt -q -tT00 -cD:\osas80\progrm\config.bbx - -  
uSam -cH
```

Note: In Windows, the **-u** and **-c** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

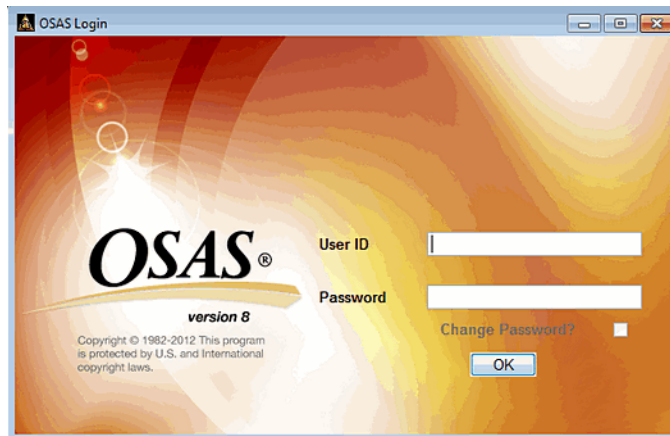
```
osas -t T2 -c B
```

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t** or **-c**) and the parameter itself.

Refer to the [Resource Manager Guide](#) for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.



To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Password**. If you want to save your password so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. This check box appears only if the **Remember Password?** option is selected for your user ID in the **Users** function in Resource Manager.

Check the **Change Password?** box to change your password upon logging in. You will be prompted to enter and confirm your new password.

Finally, press **Enter** or click **OK** to log in.

This screen appears only after you have set up the system, including setting up users. See the *Resource Manager Guide* for information on setting up users and roles.

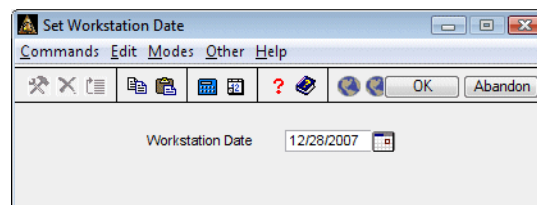
Roles

Roles limit use of the system and protect sensitive information. Each role allows access to specific applications, menus, and functions. If you cannot select a menu or function, your assigned role is not authorized for it. Use the **Roles** function in Resource Manager to set up roles.

Workstation Date



To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.



When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens independently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

Graphical Mode

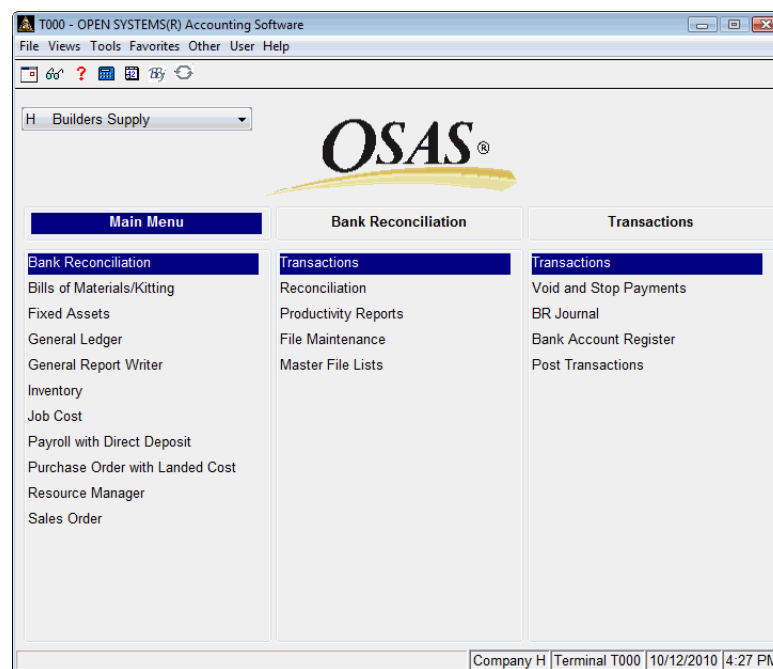
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

The main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5** or select the **Menu Style** to use on the Preferences screen. See the [Resource Manager Guide](#) for additional information.

Graphical Main Menu

The graphical main menu is shown below.

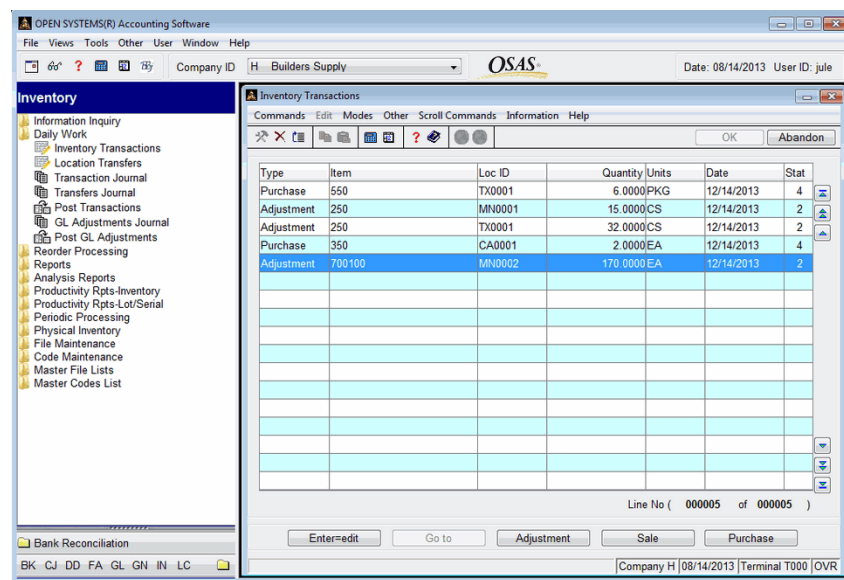


You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.
- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.
- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.



You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.
- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.
- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	6.500	6.500	1307.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				1307.00	.00
Calculated				1307.01	.00
Over/Short				-.01	.00

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **Page Down** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the [Resource Manager Guide](#) for more information on the menus available in OSAS and their commands.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult the [Resource Manager Guide](#) for more information on the commands available on the **Other Commands** menu.

Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult the [Resource Manager Guide](#) for more information on how to use the functions on the **Information** menu.

Favorites Menu

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

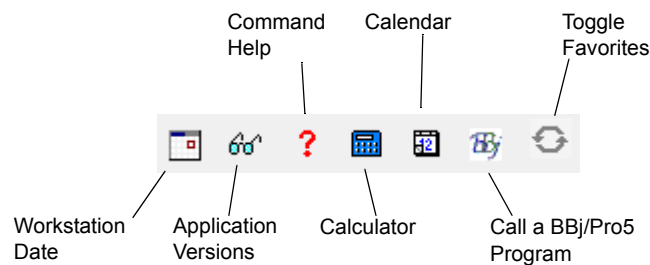
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

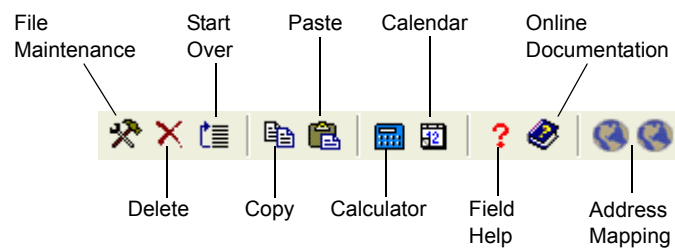
Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.



Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.



Date Fields



If you use graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Browse



If you use graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry



The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance



The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Address Mapping



When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

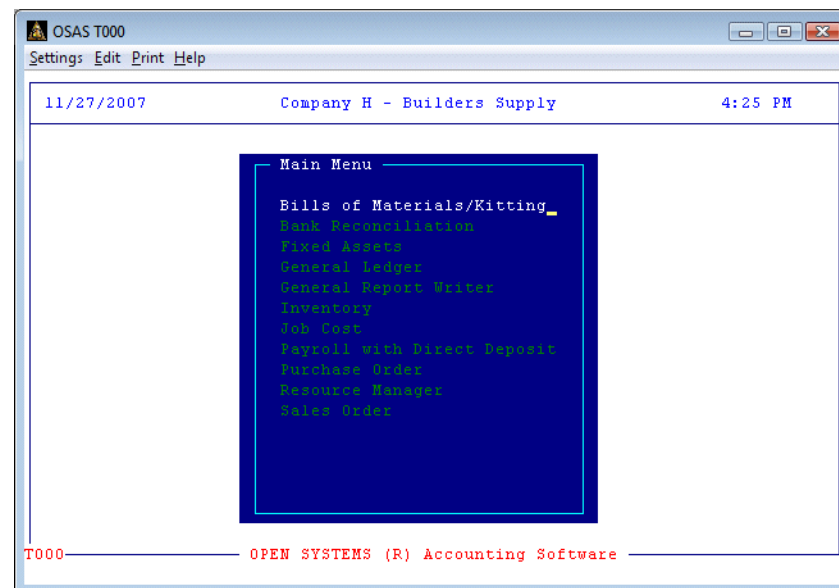
Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.



When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.
- Use the mouse to click an application to view that application's menu.
- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.
- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.
- To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.

The screenshot shows the OSAS T000 Orders screen. The window title is "OSAS T000" and the menu bar includes "Settings", "Edit", "Print", and "Help". The screen is titled "Orders" and has a "Header Information" section. The data displayed is as follows:

Header Information			
Batch ID	000002	Date	11/27/2007
Our Order No		Status	New
Loc ID	MN0001		

Below the header information, there is a "Sold to:" section and a "Transaction Type" menu. The "Transaction Type" menu is a list of options with a cursor pointing to the first option, "1. New Order".

Transaction Type	
1. New Order	
2. Shipped Order	
3. Change Order	
4. Verify Order	
5. Miscellaneous Credits	
6. Price Quote	
7. Blanket Order	

At the bottom of the screen, there is a "Company H" field and a "Verify" button.

You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.
- To use a command that is listed in the command bar, press the highlighted letter.
- Use hot key commands to access information screens or to toggle commands on and off. Refer to the *Resource Manager Guide* for more information on these commands and their corresponding hot keys.
- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.
- To exit the screen and return to the menu, press **F7**.

Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to the *Resource Manager Guide* for full details about the menus available in OSAS.

Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-17 for more information on this menu.

Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-17 for more information.

Favorites Menu

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-18 for more information on this menu.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to the [Resource Manager Guide](#) for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.
- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-17 for more information on this menu.

Maint

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one “on the fly.” When you finish, press **F7** to return to the function you were using.

Inquiry

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.
- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed (OK)** command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

Enter = edit, Append, Header, Totals, View, Online, Next trans

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

Verification Press <PgDn> to proceed

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Reports

OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate application guide.

Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.
- You can also choose a non-contiguous list of values for inclusion in the report using the **Inquiry (F2)** command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3, . . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3–9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.

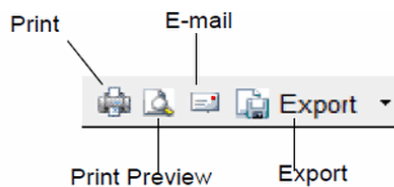
Outputting Reports

You can output reports in a variety of ways, including printing, previewing the report on the screen, emailing the document to a recipient of your choosing, or exporting the report or form to certain file formats. The screen mode you use, either graphical or text-based, controls which output options are available to you.

Choosing Output Types

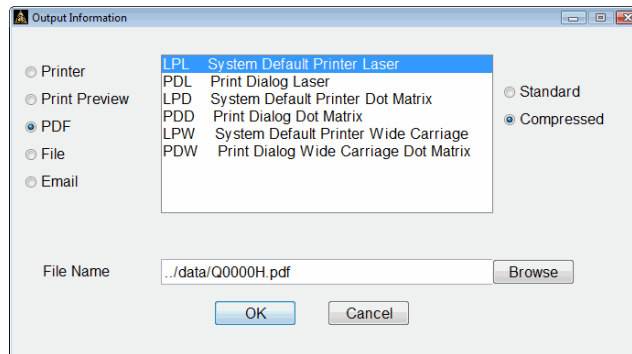
The type of report output available depends on whether you are generating a report, or a form such as an invoice, purchase order, packing slip, etc.

- If you use graphical screens to generate a report (as opposed to a form), the reports toolbar appears on the report criteria screen.



Once you finish making your selections on the report criteria screen, click your desired output option to begin generating the report. Alternatively, you can output to your default method based on your user preference settings.

- If you use graphical screens, and you are printing a form (such as an invoice, purchase order, packing slip, and so on), the Output Information dialog box appears after you select the range of information to include in the report.



Select the radio button next to the type of output you want. Select a printer from the list, and specify a file name if necessary. Click **OK** to complete the process.

- If you use text screens, the options available to you appear at the bottom of the screen after you select what to include in the report and how to organize it.

```
Output: (P)rinter p(R)eview (F)ile (S)creen e(M)ail (E)nd
```

The options available to you may vary depending on the specific report or form you are producing. Press the letter corresponding to your output choice, then press **Enter** to generate the report.

Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function in Resource Manager to add printers to the terminal for certain forms, or use your operating system to set up printer connections for reports.

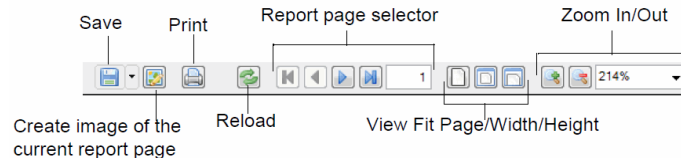
3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. Click **OK** or press **Enter** to continue.

Preview the Report

The Print Preview option is available only on workstations with graphical display capabilities.

To view a report using Print Preview, click the **Print Preview** icon (in graphical screens) or enter **R** (in text screens).

The preview displays the report in a JasperReports print preview window. This window has its own toolbar.



The **Save** command pull-down offers these options:

- The **Save** and the **Save As...** commands will open the operating system save file dialog box. Navigate to the desired location for the saved file. Change the report name from the system-generated default, if desired, in the file name field. By default, the report will be saved in PDF format. To change the file type, use the **Files of Type** pull-down to select a different file type from the list. Click the **Save** button to save the report file.
- The **Save as Google Document...** command will open a Google Login dialog box. Enter your Google Docs e-mail address and password. A Save Google Document screen will open, and you can select the Google folder in which to store the file, and set the name and type of file. Click the **Save** button to save the report to your Google Drive.

The **Create image of the current report page** command allows you to save the displayed report page as a PNG (Portable Network Graphics) image.

The **Print** command opens a print dialog box to allow you to print the report to the selected printer.

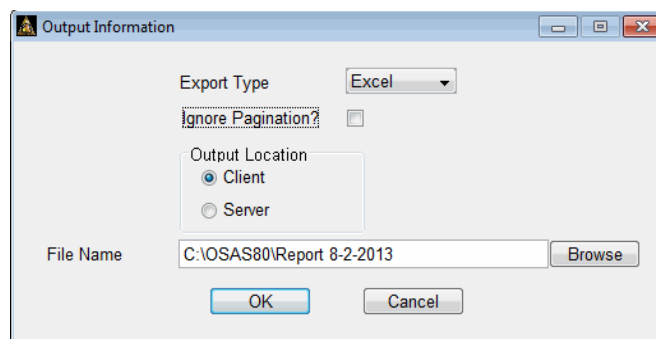
The **Reload** command reloads the report in the print preview window.

To navigate through the report, use the **Report page selector**. To adjust the view of the report in the preview window, use the **View** or the **Zoom** options.

Export the Report

To export the report to one of the available file types, select the type from the pull-down **Export** list on the report toolbar on graphical screens, or enter **X** on text screens, then enter the letter for the desired format.

The **Export** command will open an Output Information dialog box. The **Export Type** pull-down allows you to select the type of file to export. The **Ignore Pagination?** check box, if marked, will result in one continuous report without page breaks. The **Output Location** option determines where the exported file will be stored. Use the **Browse** button to navigate to the location where the report file will be saved. Enter the desired file name in the **File Name** field. Click **OK**. The report file will be saved in the selected location.



In text mode, you will have the same types of prompts. Follow the on-screen instructions to export the report in the desired format and location.

E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**. The **E-Mail Information** screen appears.

E-Mail Information

Commands Edit Modes Other Scroll Commands Help

OK Abandon

E-Mail From: samd@builders_supply.com

To: Customer ACE001 [Search] [Email Address Field]
bhumphrey@aceplumbingsupply.com;garrydeacon@bigmail.com

CC: Employee BOU001 [Search] [Email Address Field]
lbourne@builders_supply.com

BCC: Employee STO001 [Search] [Email Address Field]
asotckard@builders_supply.com

Subject: AR Analysis Report

Attachment Type: YES

Attachment File

C:/OSAS76/data/0npqq79x005.TXT	[Up] [Down] [Delete] [Add]

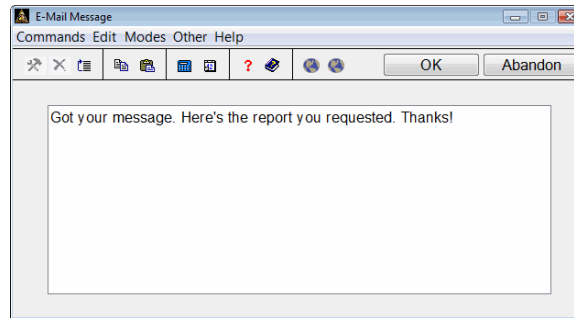
Enter = Edit Append Go to Header Done

Company H | 10/26/2010 | Terminal T000 | OVR

2. The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one set up in the **E-Mail Setup** function in Resource Manager.

Inquiry

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).
4. The name of the report appears in the **Subject** field. Change the subject line, if necessary.
5. Select **Yes** in the **Attachment** field to send the report as a text file attachment to the e-mail message, select **No** to send the report in the body of the e-mail, or select **PDF** to attach the report as a PDF file.
6. The E-Mail Message dialog box appears.



Enter the message you would like included in the body of the e-mail, and use the **Proceed (OK)** command. You are returned to the E-Mail Information Screen.

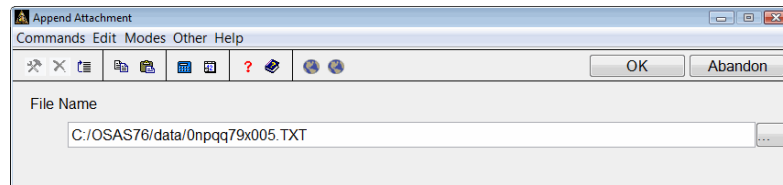
7. Use one of the following commands in the Attachment File scroll region:
 - Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-35).
 - Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-35).


- Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).
 - Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.
 - Press **D** when done entering the e-mail information, and you are ready to process the e-mail.
8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces, the e-mail will be held in the E-Mail Queue for processing. Consult the *Resource Manager Guide* for more information. Otherwise, the e-mail will be sent immediately.

Note: To preserve formatting, view e-mailed reports (or e-mail attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press Enter or A in the Attachment File scroll region of the E-Mail Information screen.



1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button () to navigate to the file.
2. Use the **Proceed (OK)** command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

View the Report on Screen (Text Screens Only)

If you use text screens without any graphical display capability, you can view selected reports directly on the OSAS screen.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.
3. When the report appears, press the **Up**, **Down**, **PgUp**, **PgDn**, **Home**, and **End** keys to navigate through the report.

Form Preview Commands

Use the following commands when a form appears on the screen (these commands do not apply to the JasperReports-generated reports):

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Loading and Saving Report Criteria

You can save the pick criteria from any report screen to make it easier to run reports without redefining the criteria each time.

You must set the Resource Manager option **Use Report Defaults?** to **Yes** to use this functionality.

After you choose to generate a report, the Save Report Criteria screen appears.

Save Report Criteria

Commands Edit Modes Other Help

Save as Personal Report Picks? ☒

Save as Global Report Picks? ☒

Description: Northeast Region Requisition Report

Set as Personal Default? ☒

Set as Global Default? ☐

Status Bar: Company H 10/20/2010 Terminal T000 OVR

- In the **Save as Personal Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use at a later time on your workstation, or uncheck the box (or enter **N** in text mode) to skip saving the criteria.
- In the **Save as Global Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use by anyone in your organization who has access to this report, or uncheck the box (or enter **N** in text mode) to keep the criteria private.
- Enter a **Description** for these report defaults for identification.
- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen the next time you run the report from the menu.
- If you check the **Set as Global Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved for a report by clicking in any field on the selection criteria screen, pressing **Shift+F3**, and then choosing the description you want to use.

Consult the [Resource Manager Guide](#) for more information about reports.

CHAPTER 2

2

Installation	2-1
Conversion	2-3

Installation and Conversion

Installation

Before You Install Bank Reconciliation

Make sure your system meets these minimum requirements before you install Bank Reconciliation.

The Bank Reconciliation system needs a minimum of 3 megabytes (3 MB) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Bank Reconciliation

Use the **Install Applications** function in Resource Manager (see the [Resource Manager Guide](#)) to install Bank Reconciliation.

Setting up Bank Reconciliation

Once you install Bank Reconciliation on your system, you must prepare your data files for everyday use.

You can prepare files for use with Bank Reconciliation in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the [Resource Manager Guide](#)). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger with Bank Reconciliation, you must install and set up GL before you set up Bank Reconciliation. If you plan to use Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, or Payroll with Bank Reconciliation, set up those applications after you set up Bank Reconciliation.

Conversion

If you use an earlier version of OSAS Bank Reconciliation, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the [Resource Manager Guide](#)) to upgrade Bank Reconciliation data files. You can upgrade from version 4.xx, 5.xx, 6.xx, or 7.xx.

Follow these guideline to convert your files to version 8.0:

- You must install the new version of Bank Reconciliation before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.
- Before you convert an application's files, make note of the version number of the application from which you are converting. The **Data File Conversion** function has no way of determining the information from within the function.
- Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Bank Reconciliation, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your software provider.

Converting to Version 8.0

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The function screen appears.

Select directory on which to create files.

© ../data/

Enter directory that contains the files to be converted.

c:\osas65\data

Do you want source files erased after conversion? ☐

Do you want conversion to pause if a problem is found? ☒

Appl	Description	Version
GL	General Ledger	6.50
SO	Sales Order	6.50
AR	Accounts Receivable	6.50
FA	Fixed Assets	6.50
IN	Inventory	6.50
BR	Bank Reconciliation	6.50

Company H 11/08/2007 Terminal T000 OVR

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.
5. Enter **BR** in the **Appl** column; *Bank Reconciliation* appears.
6. Enter your earlier version number of Bank Reconciliation, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode).
7. If data files already exist for Bank Reconciliation in the intended destination path, the **BR data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
8. To convert, use the **Proceed (OK)** command.
9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Bank Reconciliation files, your answer to this prompt makes no difference.
10. Answer the questions that appear relating to the conversion of the employee history and last-year files.
11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the main menu—with Bank Reconciliation added—appears.

Setup Considerations 3-1
Setup Checklist and Functions 3-5

Setup

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

- 0
- 1
- Z
- a
- 0 1
- a-----
- 0 0 0 0 0
- 0 0 0 0 1
- 1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:
 - blank spaces
 - characters (-, *, /, and so forth)
 - numbers (0–9)
 - uppercase letters (A–Z)
 - lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, FNB001 and SNB002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize bank accounts by name, put the first characters of the name of the bank in the bank account ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of FNB001 and FNB005 leaves room for three bank accounts in between.

Setup Checklist and Functions

Follow the steps below to set up the Bank Reconciliation system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the **RMBxxx** (Bank Accounts) file.
3. Enter initial balances.
4. Set up roles.
5. Set up a backup schedule.

NOTE: Bank Reconciliation has no tables to set up. The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Bank Reconciliation can be interfaced with General Ledger, Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll.

General Ledger

When Bank Reconciliation interfaces with General Ledger, you can use the **Inquiry (F2)** command to look up and select general ledger account numbers when you enter bank accounts. In addition, posting bank reconciliation transactions makes offsetting entries that update the **GLJRxxx** (General Ledger Journal) file. Finally, the general ledger accounts assigned to the bank account records use the balances in the **GLMAxxx** (General Ledger Master) file.

Accounts Payable/Purchase Order

When Bank Reconciliation interfaces with Accounts Payable/Purchase Order, you can specify the ID of the bank account the checks are paid from when you post payments. Summary entries of the checks are created in the **BRTRxxx** (Transactions) file for that bank account.

Accounts Receivable/Sales Order

When Bank Reconciliation interfaces with Accounts Receivable/Sales Order, posting accounts receivable transactions updates the **BRTRxxx** file with deposits for cash sales and cash receipts in the bank accounts specified.

Payroll

When Bank Reconciliation interfaces with Payroll, you can specify the ID of the bank account the checks are paid from when you post checks. Summary entries of the checks are created in the **BRTRxxx** file for that bank account.

Options and Interfaces

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is *shared* or *owned*. (See the [Resource Manager Guide](#) for information about Options tables.) Then enter **BR** as the application ID. The Bank Reconciliation Options screen appears.

[illegible]

For Bank Reconciliation, there is only one option: whether or not you want to interface Bank Reconciliation with General Ledger. This interface option depends on whether or not General Ledger is installed. Do not try to interface Bank Reconciliation with General Ledger if General Ledger is not installed.

Set up the interface between Bank Reconciliation and Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll in those applications, not in Bank Reconciliation. See the **Setup** section in each application's user's manual for more information.

Press **Enter** to interface Bank Reconciliation with General Ledger. When you finish, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager **Company Setup** menu.

Bank Accounts

The Resource Manager file **RMBAXxx** (Bank Accounts) file stores information about your company's checking and savings and credit card accounts that you will reconcile. If you are installing Bank Reconciliation for the first time, collect the up-to-date information about your bank and credit card accounts and enter the information into the **RMBAXxx** file before you begin operations. Use the **Bank Accounts** function in Resource Manager to set up and update bank and credit card account information.

Each account record must have a unique ID. In each record you record such things as the bank account or credit card number and description, the contact at the bank, the account's general ledger account number, and the last statement date and balance. If Resource Manager does not interface with General Ledger, you can also enter the balance of the general ledger bank account.

Initial Balances

After you have set up your bank accounts, set up the initial balances of your bank accounts. Follow these steps:

1. In the Resource Manager Bank Accounts function, enter the last statement balance and date of each bank account. If Resource Manager does not interface with General Ledger, enter the balance of the general ledger account assigned to each bank account record.
2. Turn off the interface between Bank Reconciliation and General Ledger (see **Options and Interfaces** above).
3. In Bank Reconciliation, enter, verify, and post the outstanding transactions since your last bank statement (see Chapter 4).

After you post the outstanding transactions, turn on the interface between Bank Reconciliation and General Ledger.

Note: If Bank Reconciliation interfaces with General Ledger, Accounts Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll, see the **Setup** sections in those user's manuals before you begin processing in the Bank Reconciliation system. If those systems are not properly set up, errors can result in your data.

Roles

To safeguard your system, you'll need to prevent access by unauthorized people. Use the Resource Manager **Roles** function to set up roles on your system. You can set up roles for the Accounts Payable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an roles for each user or group of users that performs the same functions.

Different Roles for Each Company

Roles are company-specific. When you set up a role, the role is assigned the company you are in.

Because the roles are company-specific, you must set up roles for each company a user needs to access.

What Should Be Protected

Because of the sensitive nature of some of the information in the Bank Reconciliation data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Bank Reconciliation application itself, each of the Bank Reconciliation menus, and the individual functions.

For more information about roles, see the [Resource Manager Guide](#).

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Bank Reconciliation data files whenever they change—every day or every week—and before you run the **Post Transactions** and **Purge Cleared Transactions** functions.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note: You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

CHAPTER 4

4

Transactions	4-3
Void and Stop Payments	4-13
BR Journal	4-19
Bank Account Register	4-21
Post Transactions	4-25

Transactions

Introduction

The functions explained in this chapter constitute the daily work portion of Bank Reconciliation. With the Bank Reconciliation system, you might or might not perform transaction work daily. You might choose to enter transactions daily or weekly and perform your reconciliation monthly, after you receive your bank or credit card statements.

Transactions

Use the **Transactions** function to enter deposits, disbursements (checks and withdrawals), adjustments (for example, finance charges and service charges to your bank accounts), and transfers that have not been created through other applications. Transactions entered through this function remain in the **BRJRxxx** (Journal) file until you post them to the **BTRxxx** (Transactions). Once you post a transaction, you can tag it as cleared using the **Cleared Transactions** function (see on page 5-3).

You can enter only adjustment type transactions for credit card accounts. You can enter any of the transaction types for normal bank accounts.

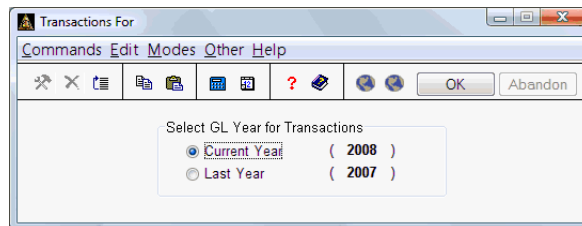
You must enter transactions in two stages. First enter the transaction. Then enter the offsetting entries, which include the general ledger account numbers.

If Bank Reconciliation interfaces with Accounts Receivable/Sales Order, enter deposits through those applications. See the [Accounts Receivable User's Guide](#) and the [Sales Order User's Guide](#) for information.

If Bank Reconciliation interfaces with Accounts Payable/Purchase Order and Payroll, enter disbursements through those applications. See the information on posting payments in the [Accounts Payable User's Guide](#) and the section on posting checks in the [Payroll User's Guide](#) for information.

Select **Transactions** from the **Transactions** menu. The Transactions screen appears.

Note: If you are entering a new set of transactions after posting, you store last year's GL files on your system, and Bank Reconciliation interfaces with General Ledger, this prompt appears asking you to select the GL year for which to enter transactions. If Bank Reconciliation does not interface with General Ledger, or if last year's GL files are not stored on your system, the prompt does not appear.



Select the year you want to work with and use the **Proceed (OK)** command to continue. The Transaction screen appears.

Check	Tran Date	Pd/Year	Amount	Description	Ref	Void?
W/D	12/10/2010	12/2010	150.00	Cash Withdrawal		<input type="checkbox"/>
W/D	12/11/2010	12/2010	110.00	Cash Withdrawal		<input type="checkbox"/>
0001992	12/05/2010	12/2010	1000.00	Lawn Maintenance		<input type="checkbox"/>
0001995	12/12/2010	12/2010	540.00	Cash Advance		<input type="checkbox"/>

GL Account	Debit	Credit	Description	Ref

Balance

Enter = edit Append Done

Company H | 06/20/2011 | Terminal T000 | OVR

Inquiry

1. Enter the bank account for which you want to enter or edit transactions.
2. If you specified a bank account, enter the number corresponding to the kind of transaction you want to enter or edit. The transaction types appear at the bottom of the screen. After you enter the transaction type, you are taken to the transactions scroll region. If no transactions are on file, you go directly into append mode.

Transactions Scroll Region

Select a command:

- Press **Enter** to edit the selected transaction. The Edit Transactions dialog box appears.
- Press **A** to add a transaction for the bank account. The Append Transactions dialog box appears.
- Press **H** to return to the **Bank Account ID** field.
- To delete the selected transaction, use the **Delete (F3)** command. (You cannot delete transactions posted from an interfaced application.) When you delete offsetting entries for deposits, disbursements, voided checks, or adjustments, the associated entries are also deleted. Print the BR Journal (see on page 4-19) before and after you delete a transaction so that you maintain an accurate audit trail.

Append/Edit Transactions

The fields that appear in the upper scroll region of the Transactions screen as well as the Append/Edit Transactions dialog box vary slightly, depending on the type of transaction you selected. Fields that are transaction-specific are designated as such; if a field does not have a transaction-specific designation, it is available regardless of transaction type.

1. The **Deposit** box appears only when you are working with deposits. Enter the slip number of the deposit.

The **Check** box appears only when you are working with disbursements and adjustments.

For a check disbursement, enter the check number. For a cash withdrawal, enter **W**. The description **W/D** appears.

For a one-time adjustment, press **Enter** to skip this field.

For a recurring adjustment, enter an asterisk (*) and then the adjustment ID (for more information, see page 6-5). For example, if you have set up a recurring adjustment with an ID of SVCCHG, enter ***SVCCHG**. The recurring adjustment information appears in the upper scroll region, and the following prompt appears at the bottom of the screen: **Copy this recurring adjustment**. If you want to copy the recurring adjustment, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Inquiry

The **To Bank** box appears only when you are working with transfers.

Enter the ID of the bank account you are transferring money to (it cannot be the ID of the bank you entered in the **Bank Account ID** box above). The description of the bank account appears at the bottom of the screen for verification.

2. If you are adding a transaction, the date you are entering the transaction appears in the **Tran Date** box. If you are editing a transaction, the date you entered the transaction appears. Accept the current date, or change it.
3. If you are adding a transaction, the general ledger period and year for which you are entering the transaction appears in the **Period/Year** box. If you are editing a transaction, the period and year for which you entered the transaction appears. Accept the current period and year, or change it.
4. Enter the amount of the transaction in the **Amount** box.
5. If you are adding a transaction, the default description (from the **BRC Dxxx** file) appears in the **Description** box. Accept the default description, or enter a different description.
6. Enter a reference for the adjustment in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

If you are entering a recurring adjustment, the reference you entered for the recurring adjustment (see page 6-5) appears.

7. The **Void?** check box appears only when you are working with disbursements.

If you do not want to void the check (that is, if you are entering a new check or editing a check), clear the check box (or **N** in text mode). If you want to void a check, select the box (or enter **Y** in text mode). You can void checks generated from Accounts Payable or Payroll (if Bank Reconciliation interfaces with those applications), void zero-balance checks to account for checks lost to alignment, and so on.

When finished, one of the following steps may occur:

- If you are adding a deposit, a disbursement, or an adjustment, you are taken to the distributions portion of the screen after you enter the reference.
- If you are editing a deposit, a disbursement, or an adjustment, select **Yes** (or enter **Y** in text mode) at the **Edit Distributions?** prompt that appears after you enter the reference to move to the **Distributions** portion of the screen, or select **No** (or enter **N** in text mode) to return to the transactions scroll region if you are finished editing the transaction and do not need to edit the distributions.
- If you are adding or editing a transfer, you are returned to the scroll region.
- When you are finished entering transactions, exit to the **Transactions** menu.

Distributions Scroll Region

Deposits, disbursements, and adjustments must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the transaction. (For example, if you enter a deposit of 100 dollars, 40 of it may be charged against one account and 60 against another.) You cannot exit from the distributions portion of the screen until you have accounted for the amount of the transaction in terms of both debits and credits (that is, the balance reaches zero).

Check	Tran Date	Per	Amount	Description	Ref	Void?
W/D	12/04/2007	12	300.00	BR DISBURSEMENT	EXPENSE	<input type="checkbox"/>
W/D	12/04/2007	12	2500.00	BR DISBURSEMENT	COMPUTER	<input type="checkbox"/>
0001054	12/04/2007	12	246.00	TAXES	PREPAID	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

(000001 of 000003)

GL Account	Debit	Credit Description	Ref
100000		300.00 BR DISBURSEMENT	EXPENSE
105000	300.00	BR DISBURSEMENT	EXPENSE

Balance .00 (01 of 02)

Enter = edit Append Done

Company H 11/16/2007 Terminal T000 OVR

Select a command:

- Press **Enter** to edit the current distribution. (You cannot edit the first line of a transaction; the first line is the transaction itself. If you want to edit the transaction, you must edit it in the transaction scroll region.)
- Press **A** to add a distribution for the transaction.

- Press **D** to return to the transactions scroll region. (This command appears only when offsetting entries equal the transaction.)

Append/Edit Disbursements

Use the Append/Edit Distributions dialog box to add a distribution to the transaction or edit the selected distribution.

Inquiry

Maint

1. Enter the general ledger account number for the credit or debit in the **GL Account** box. (The **Inquiry (F2)** and **Maintenance (F6)** commands are available if Bank Reconciliation interfaces with General Ledger.) You cannot enter the number of a general ledger account that has been assigned to a bank account record.
2. If the transaction you are offsetting was a credit, the amount of the transaction remaining to be counterbalanced appears in the **Debit** box. Enter the amount of the offsetting debits related to the transaction.
3. If the transaction you are offsetting was a debit, the amount of the transaction remaining to be counterbalanced appears in the **Credit** box. Enter the amount of the offsetting credits related to the transaction.
4. Accept the default **Description**, or enter a different description.
5. Enter a reference for the offsetting entry in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

If you have not entered enough credits or debits to offset the amount of the transaction, the amount remaining to compensate for appears in the **Balance** section of the dialog box.

After you enter the reference, edit or append an offsetting entry, or press **D** to return to the transactions scroll region.

Incorrect Entries

If you save an incorrect entry, you can do one of these things:

- If you have not posted the transaction to the **BRTRxxx** file, enter a negative transaction for the incorrect amount.
- If the incorrect entry is a check (disbursement) and you have not posted it to the **BRTRxxx** file, void the check (see on page 4-13).
- If you have posted the transaction to the **BRTRxxx** file, enter a negative transaction for the entire amount, enter the correct transaction, post the entries (see on page 4-25), and tag the incorrect and the negative deposits as cleared (see on page 5-3). The next time you purge cleared transactions, the incorrect and the negative deposits are deleted from the **BRTRxxx** file.

Void and Stop Payments

Use the **Void** and **Stop Payments** function to void a check before it is sent or to stop the payment of a check before it is cashed.

You can void any check after it is posted to the **BRTRxxx** (Transactions) file. The check might have been entered through Bank Reconciliation or through Payroll or Accounts Payable/Purchase Order (if these applications interface with Bank Reconciliation). You can also void Bank Reconciliation checks in those interfaced applications.

You can stop the payment of any check, even if you posted it from an interfaced application (Accounts Payable/Purchase Order or Payroll). In addition, you must do one of these things:

- If you posted the check from an interfaced application, enter a transaction to reverse the check. Then enter the correct check (if necessary) and post the transactions. See the appropriate user's manual for more information.
- If you entered the check through the **Transactions** function, reverse the check. Then enter the correct check (if appropriate), and post the transactions.

When you post a voided check, these things happen to the original disbursement:

- The status is changed to *void*.
- The amount is set to zero.
- The check is tagged as cleared.

When you post a stop payment, the status of the original disbursement is unchanged, but it is flagged as a *stop payment*, which you must manually tag as cleared.

Void and Stop Payments

Select **Void and Stop Payments** from the **Transactions** menu. The Void and Stop Payments screen appears.

Check	Tp	Tran Date	Pd/Year	Amount Description	Ref	Src
0000000		12/21/2010	12/2010	-40232.30 EDDY APPLIANCE CO	EDD001	AP
0000000		12/21/2010	12/2010	-115277.01 THOMPSON HEATING &	THO001	AP
0001019	S	12/03/2010	12/2010	250.00 UTILITY EXPENSE		BR
0001054		12/04/2010	12/2010	246.00 TAXES	PREPAID	BR
0004001		12/02/2010	12/2010	114060.18 ACE PLUMBING SUPPLY C	ACE001	AP
0004002		12/02/2010	12/2010	212.00 ATLANTIS TELEPHONE CO	ATT001	AP

GL Account	Debit	Credit Description	Ref

Inquiry

Enter the bank account for which you want to void checks or stop payments.

After you enter the bank account ID, you are taken to the transactions scroll region of the screen.

Transactions Scroll Region

The posted disbursements for the bank account you selected appear:

- In the first column, for a check disbursement, the check number appears. For cash withdrawal, **W/D** appears.
- In the **Type** column, if **Void** appears, the transaction has been voided. If **Stop** appears, payment of the check has been stopped.
- The date you entered the transaction, the amount of the transaction, and the transaction description and reference appear.
- The abbreviation of the application where the transaction was created appears in the **Src** column. For example, if the check was posted to Bank Reconciliation from Payroll, **PA** appears.

Select a command:

- Press **C** to leave the transactions scroll region and return to the **Bank Account ID** field.
- Press **V** to toggle the *void* status for the check currently selected. If you are voiding a check that you entered in Bank Reconciliation, you are taken to the distributions portion of the screen.

If you are voiding a check that was posted from Accounts Payable or Payroll, several prompts appear. See the [Accounts Payable User's Guide](#) or the [Payroll User's Guide](#) for more information.

If you are restoring a voided check, this prompt appears: **Press F3 to delete this voided transaction.** Use the **Delete (F3)** command to restore the check to *active* status.

- Press **S** to toggle the *stop payment* status for the check currently selected. If you are restoring a check on which you have stopped payment, this prompt appears: **Press F3 to delete this stopped transaction.** Use the **Delete (F3)** command to restore the check to *active* status.

Distributions Scroll Region

When you entered the original disbursement of the check, you made offsetting entries. If you are voiding a check, you must also void the offsetting entries; otherwise, the ledger will not balance.

You must account for both the debits and credits in the transaction. The debit for the amount of the void appears; you must enter credits to offset the debit. You cannot exit from the distributions section until you balance the transaction.

The screenshot shows the 'Void and Stop Payments' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The 'Bank Account ID' is set to 'FNB001' and the bank is '1st National Bank'. A list of checks is displayed with columns: Check, Tp, Tran Date, Pd/Year, Amount, Description, Ref, and Src. The checks include EDDY APPLIANCE CO, THOMPSON HEATING &, UTILITY EXPENSE, TAXES, ACE PLUMBING SUPPLY C, and ATLANTIS TELEPHONE CO. Below the checks, the 'Distributions' section is active, showing a table with columns: GL Account, Debit, Credit, Description, and Ref. The table shows a debit of 250.00 to UTILITY EXPENSE and a credit of 250.00 to UTILITY EXPENSE. The balance is .00. At the bottom, there are buttons for 'Enter = edit', 'Append', and 'Done'. The status bar at the bottom right shows 'Company H | 06/20/2011 | Terminal T000 | OVR'.

Check	Tp	Tran Date	Pd/Year	Amount	Description	Ref	Src
0000000	S	12/21/2010	06/2011	-40232.30	EDDY APPLIANCE CO	EDD001	AP
0000000		12/21/2010	12/2010	-115277.01	THOMPSON HEATING &	THO001	AP
0001019	S	12/03/2010	12/2010	250.00	UTILITY EXPENSE		BR
0001054		12/04/2010	12/2010	246.00	TAXES	PREPAID	BR
0004001		12/02/2010	12/2010	114060.18	ACE PLUMBING SUPPLY C	ACE001	AP
0004002		12/02/2010	12/2010	212.00	ATLANTIS TELEPHONE CO	ATT001	AP

GL Account	Debit	Credit	Description	Ref
100000	250.00		UTILITY EXPENSE	
100500		250.00	UTILITY EXPENSE	
Balance	.00			

Select a command:

- To edit the selected distribution, press **Enter**. (You cannot edit the first line of a transaction; the first line is the transaction itself. If you want to edit the transaction, you must edit it in the transactions scroll region of the screen.)
- Press **A** to add a distribution for the transaction.
- Press **D** to return to the transactions scroll region of the screen. (This command appears only when offsetting entries equal the transaction.)

Append/Edit Distributions

GL Account	100500
Debit	.00
Credit	100.00
Description	TRANSFER TO PETTY CASH
Ref	

Use the Append/Edit Distributions dialog box to add a distribution to the transaction or edit the selected distribution.

Inquiry

Maint

1. Enter the general ledger account number for the credit or debit. (The **Inquiry** command is available if Bank Reconciliation interfaces with General Ledger.) You cannot enter the number of a general ledger account that has been assigned to a bank account record.
2. In the **Debits** box, enter the amount of the offsetting debits related to the transaction.
3. In the **Credits** box, enter the amount of the offsetting credits related to the transaction.
4. Accept the default **Description** (from the **BRCDxxx** file), or enter a different description.
5. Enter a reference for the offsetting entry in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

If you have not entered enough credits or debits to offset the amount of the transaction, the amount remaining to compensate for appears in the **Balance** section of the dialog box.

6. After you enter the reference, edit or append an offsetting entry, or press **D** to return to the transactions scroll region of the screen.

Incorrect Entries

If you save an incorrect entry, you can do one of these things:

- If you have not posted the disbursement to the **BRTRxxx** file, enter a reversing entry with the reference *void*, or delete the entry and reenter it correctly.
- If you have posted the disbursement to the **BRTRxxx** file, reenter the transaction (see on page 4-3).

BR Journal

After you have entered the day's transactions, print the **BR Journal** to check for errors and omissions and to use as an audit trail of Bank Reconciliation transactions. Only unposted transactions appear in the journal.

Print the **BR Journal** before and after you delete a transaction, void a check, or stop payment on a check so that you maintain an accurate audit trail.

Select **BR Journal** from the **Transactions** menu. The BR Journal screen appears.

BR Journal

Commands Edit Modes Other Help

Export Archive Abandon

Bank Account ID From FNB001 Thru SNB002

Check Number From Thru

Deposit Number From Thru

Print by:

- ☒ Transaction Number
- ☐ GL Period/Account
- ☐ Bank Account/Transaction Type

Print:

- ☐ Deposits
- ☐ Disbursements
- ☐ Adjustments
- ☐ Transfers
- ☐ Void Payments
- ☒ All Transactions

Company H 08/07/2013 Terminal T000 OVR

Inquiry

1. Enter the range of bank account IDs, check numbers, and deposit numbers you want in the journal, or leave the boxes blank to include all.
2. Select the type of transactions you want to print in the journal.
3. Select the order in which you want to organize the journal.

4. Select the output device. Select the output device to begin printing the report. See “Reports” on page 1-27 for more information. After the journal is produced, the **Transactions** menu appears.

BR Journal

Builders Supply

BR Journal

By Transaction Number

Page 1 of 1

Trans.	Seq.	Bank Acct.		Tran	Chk/Dep.	Description	Ref.	GL Account	Per.	Entry Date	Debit Amount	Credit Amount
		Type	ID	Type								
000001	01	BkAcct	FNB001	DEP	023874	Line of Credit		100000	12	12/12/2013	14500.00	
000001	02	BkAcct	FNB001	DEP	023874	Line of Credit		252000	12	12/12/2013		14500.00
000002	01	BkAcct	FNB001	DEP	023875	BR Deposit		100000	12	12/12/2013	12.00	
000002	02	BkAcct	FNB001	DEP	023875	BR Deposit		402000	12	12/12/2013		12.00
000003	01	BkAcct	FNB001	DISB	W/D	Cash Withdrawal		100000	12	12/10/2013		150.00
000003	02	BkAcct	FNB001	DISB	W/D	Cash Withdrawal		100500	12	12/10/2013	150.00	
000004	01	BkAcct	FNB001	DISB	W/D	Cash Withdrawal		100000	12	12/11/2013		110.00
000004	02	BkAcct	FNB001	DISB	W/D	Cash Withdrawal		100500	12	12/11/2013	110.00	
000005	01	BkAcct	FNB001	DISB	0001992	Lawn Maintenance		100000	12	12/05/2013		1000.00
000005	02	BkAcct	FNB001	DISB	0001992	Lawn Maintenance		522000	12	12/05/2013	1000.00	
000006	01	BkAcct	FNB001	DISB	0001995	Cash Advance		100000	12	12/12/2013		540.00
000006	02	BkAcct	FNB001	DISB	0001995	Cash Advance		101000	12	12/12/2013	540.00	
000007	01	BkAcct	FNB001	ADJ	BKCHG	Bank Charges		100000	12	12/12/2013	17.50	
000007	02	BkAcct	FNB001	ADJ	BKCHG	Bank Charges		532001	12	12/12/2013		17.50
000008	01	BkAcct	FNB001	TSFR	BK TSFR	Transfer to Bank SNB001	TRANSFER	100000	12	12/12/2013		1000.00
000008	02	BkAcct	SNB001	TSFR	BK TSFR	Transfer from Bank FNB001	TRANSFER	100100	12	12/12/2013	1000.00	
GRAND TOTAL :											17329.50	17329.50
Notes												
* = Inactive Bank Account ID												

Bank Account Register

The Bank Account Register is similar to a check register. It lists all the transactions in the **BRJRxxx** (Journal) file and the **BRTRxxx** (Transactions) file. The register is organized by bank account ID and then by transaction date.

Select **Bank Account Register** from the **Transactions** menu. The Bank Account Register screen appears.

Bank Account Register

Commands Edit Modes Other Help

Bank Account ID From FNB001 Thru SNB002

Transaction Pd./Yr. From 01/2012 Thru 12/2012

Include:

Uncleared Transactions? ☒

Cleared Transactions? ☒

Reconciled Transactions? ☒

Include Unposted GL Journal Entries in Balance? ☐

Company H | 09/18/2013 | Terminal T000 | OVR

Inquiry

1. Enter the range of bank account IDs you want in the register. If you elect to list a range of bank accounts, bank accounts without activity are included in the register. Leave the boxes blank to include all IDs.
2. Enter the range of GL periods and years you want in the register. You cannot enter a year that is earlier the prior GL year if Bank Reconciliation interfaces with GL and you are keeping last year's GL data files.

3. Select which transactions you want to include:

- Uncleared transactions
- Cleared transactions
- Reconciled transactions

Note: If you chose to print reconciled transactions and Bank Reconciliation interfaces with General Ledger, no balances print on the report.

4. If Bank Reconciliation interfaces with General Ledger, this function uses the most recent general ledger account balance from the **GLMAxxx** (GL Master) file. If you want unposted GL Journal entries to be included in the balance, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without first posting General Ledger transactions.
5. Select the output device. Select the output device to begin printing the report. See “Reports” on page 1-27 for more information. After the register is produced, the **Transactions** menu appears.

Bank Account Register

Builders Supply											Page 4 of 5
Bank Account Register											
Bank ID	Check	Date	Type	Description	Ref.	Src.	Clr.	Post	Addition	Deduction	Balance
SNB001	Bank Account		2nd National Bank						Balance Forward		600.00
	0001056	12/03/2013	VOID	BR DISBURSEMENT	EXPENSE	BR	C	Y	.00		600.00
	0001045	12/04/2013	DISB	BR DISBURSEMENT	PREPAID	BR		Y		200.00	400.00
	000121	12/04/2013	DEP	BR DEPOSIT		BR		Y	2000.00		2400.00
	000130	12/04/2013	DEP	BR DEPOSIT	OT INC.	BR		Y	2500.00		4900.00
	001001	12/04/2013	DEP	Transfer of Funds	TRSFRR	BR		Y	500.00		5400.00
	BK TSFR	12/04/2013	TSFR	Transfer to Bank FNB001	LOAN	BR		Y		300.00	5100.00
	MISC	12/04/2013	ADJ	BR ADJUSTMENT	BANK MIS	BR		Y		200.00	4900.00
	W/D	12/04/2013	DISB	BR DISBURSEMENT	PHONE	BR		Y		256.87	4643.13
	BK TSFR	12/12/2013	TSFR	Transfer from Bank FNB001	TRANSFER	BR		N	1000.00		5643.13
									Ending Balance		5643.13
									Current GL Balance		100.00

Post Transactions

Use the **Post Transactions** function to move the entries in the **BRJRxxx** (Journal) file to the **BRTRxxx** (Transactions) file, and if Bank Reconciliation interfaces with General Ledger, to create offsetting entries in the **GLJRxxx** (Journal) file for Bank Reconciliation transactions.

When you post transactions, these things happen in the Bank Reconciliation system:

- The transactions in the **BRJRxxx** file are moved to the **BRTRxxx** file.
- If Bank Reconciliation does not interface with General Ledger, the general ledger account balances are updated in the **RMBAXxx** (Bank Accounts) file.
- The **BRJRxxx** file is erased to make room for the next set of transactions.
- If Bank Reconciliation interfaces with General Ledger, entries are created in the **GLJRxxx** file for the offsetting entries that you entered for deposit, disbursement, void check, and adjustment transactions.

Deposits

When you post deposits, entries are made to these accounts:

Bank Account		Offsetting Account	Additional Offsetting Accounts	
DB			DB	CR

The bank account comes from the bank account record. Offsetting accounts are specified when deposits are entered. If the deposit was offset to only one account, that account is credited. If the deposit was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a deposit is reversed, the bank account is credited and the offsetting account is debited. If the deposit is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Disbursements

When you post disbursements, entries are made to these accounts:

Bank Account	Offsetting Account	Additional Offsetting Accounts
CR	DB	DB CR

The bank account comes from the bank account record. Offsetting accounts are specified when disbursements are entered. If the disbursement was offset to only one account, that account is debited. If the disbursement was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a disbursement is reversed, the bank account is debited and the offsetting account is credited. If the disbursement is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Voided Checks

When you post voided checks, entries are made to these accounts:

Bank Account	Offsetting Account	Additional Offsetting Accounts
DB	CR	DB CR

The bank account comes from the bank account record. Offsetting accounts are specified when voided checks are entered. If the voided check was offset to only one account, that account is credited. If the voided check was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a voided check is reversed, the bank account is credited and the offsetting account is debited. If the voided check is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Positive Adjustments

When you post positive (or debit) adjustments, entries are made to these accounts:

Bank Account	Offsetting Account	Additional Offsetting Accounts
DB	CR	DB CR

The bank account comes from the bank account record. Offsetting accounts are specified when adjustments are entered. If the positive adjustment was offset to only one account, that account is credited. If the adjustment was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

Negative Adjustments

When you post negative adjustments, entries are made to these accounts:

Bank Account	Offsetting Account	Additional Offsetting Accounts
CR	DB	DB CR

The bank account comes from the bank account record. Offsetting accounts are specified when adjustments are entered. If the negative adjustment was offset to only one account, that account is debited. If the adjustment was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

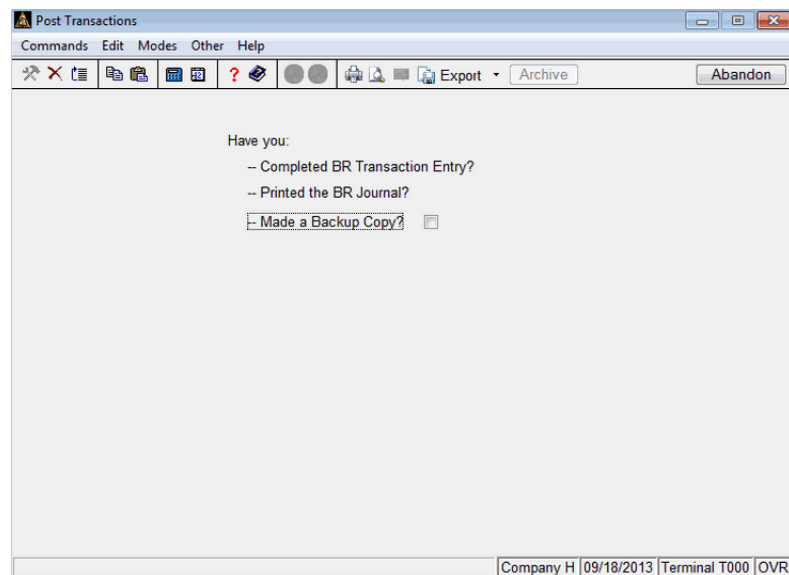
Before Posting

Before you post transactions, complete these tasks:

- Enter and verify all Bank Reconciliation transactions.
- Print the BR Journal.
- Back up your data files.

Posting

Select **Post Transactions** from the **Transactions** menu. The Post Transactions screen appears.



If you have completed transaction entry, printed the BR Journal, and backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N**), return to the **Transactions** menu, and do so before posting. The transactions will be posted to the period and year currently open in General Ledger. After posting completes and the log is produced, the **Transactions** menu appears.

Posting Log

Builders Supply				Page 1 of 2
Post BR Transactions				
Post Code 00000001				
		Debits	Credits	
Posted to GL:				
	GL Pd/Year 12/2013	17329.50	17329.50	
Total Posted to GL		17329.50	17329.50	
Total Number of GL Transactions Posted		16		

Posted to BR:				
	Deposits	14512.00		
	Disbursements	1800.00		
	Transfers	1000.00		
	Voids	.00		
	Adjustments	17.50		
Total Number of BR Transactions Posted		9		

Check Number 0004001				Page 2 of 2
Vendor ACE001				
Post to GL Period / Year 12 / 2013				
Description	GL Account	Debit	Credit	
AP	200000		114060.18	
Discounts	804000		.00	
Check	100000	114060.18		
	Balance	114060.18	114060.18	
Posted to Bank Account FNB001				114060.18

CHAPTER 5

5

Cleared Transactions	5-3
Reconciliation Report	5-15
Change Cleared Transaction Status	5-21
Purge Reconciled Transactions	5-23

Reconciliation



Cleared Transactions

When you receive a statement for one of your bank or credit card accounts, use the **Cleared Transactions** function to indicate which transactions have cleared the bank or been recorded against your card. Cleared transactions update bank account records, are included in the **Reconciliation Report** (see page 5-15), and are purged when you run the **Purge Cleared Transactions** function (see page 5-23).

If Bank Reconciliation interfaces with General Ledger, you may want to post the **GLJRxxx** (Journal) file to the **GLMAxxx** (Master) file before you clear transactions so that the general ledger account assigned to each bank account record reflects the most recent balance.

To clear transactions for a bank account, see “Cleared Transactions for Bank Accounts (Screen One)” on page 5-4. To clear transactions for a credit card account, see “Cleared Transactions for Credit Cards (Screen One)” on page 5-6.

Cleared Transactions for Bank Accounts (Screen One)

Use the first Cleared Transactions screen to identify the bank or credit card account you want to work with and the current bank or credit card statement balance and date. The information below covers bank accounts. See “Cleared Transactions for Credit Cards (Screen One)” on page 5-6 for credit card accounts.

Select **Cleared Transactions** from the **Reconciliation** menu. The first function screen appears.

1. If Bank Reconciliation does not interface with General Ledger, the **Include Unposted GL Journal Entries in Balance?** field does not appear. You can use the Bank Accounts function in Resource Manager to make sure that the general ledger account balances are correct.

If Bank Reconciliation interfaces with General Ledger, the **Cleared Transactions** function uses the most recent general ledger account balances assigned in the bank or credit card account records. If you want unposted GL Journal entries to be included in the balance, select the check box (or enter Y in text mode); if not, clear the box (or enter N in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without having to post General Ledger transactions first.

Inquiry**Maint**

2. Enter the ID of the bank account with which you want to work.
3. If Bank Reconciliation interfaces with General Ledger, the GL account balance (with or without unposted entries included) associated with the bank account record appears.
4. Accept the last statement balance, or enter the balance from the bank statement.
5. Select what statement type you want: **Date** or **Period**.
6. Accept the last statement date, or enter the date from the bank statement.

When you save your entries on the first screen, the **Last Statement Balance** and **Last Statement Date** fields in the **RMBAXxx** file are updated, and the system computes the total of the outstanding transactions. The second Cleared Transactions screen appears.

7. Proceed to “Cleared Transactions (Screen Two)” on page 5-8.

Cleared Transactions for Credit Cards (Screen One)

Select **Cleared Transactions** from the **Reconciliation** menu. The first function screen appears.

1. If Bank Reconciliation does not interface with General Ledger, the **Include Unposted GL Journal Entries in Balance?** field does not appear. You can use the Bank Accounts function in Resource Manager to make sure that the general ledger account balances are correct.

If Bank Reconciliation interfaces with General Ledger, the Cleared Transactions function uses the most recent general ledger account balances assigned in the bank or credit card account records. If you want unposted GL Journal entries to be included in the balance, select the check box (or enter Y in text mode); if not, clear the box (or enter N in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without having to post General Ledger transactions first.

Inquiry

Maint

2. Enter the ID of the credit card account with which you want to work.

3. If Bank Reconciliation does not interface with General Ledger, the balance from the bank account record appears.

If Bank Reconciliation interfaces with General Ledger, the GL account balance (with or without unposted entries included) associated with the bank account record appears.

4. Accept the last statement balance, or enter the balance from the bank statement.
5. Select what statement type you want: **Date** or **Period**.
6. Accept the last statement date, or enter the date from the bank statement.
7. Enter the **Payment Amount** for the next credit card payment.
8. Enter the **Invoice Date** for the next credit card payment.
9. Enter the **Invoice Number** for the next credit card payment.
10. Check the **Create Invoice?** box to automatically create an accounts payable or purchase order transaction for the next credit card payment amount (if Bank Reconciliation is interfaced with Accounts Payable or Purchase Order). If you choose to create an invoice, you will be prompted to choose an AR/PO batch in which to create it.
11. When you save your entries on the first screen, the **Last Statement Balance** and **Last Statement Date** fields in the **RMBAXxx** file are updated, and the system computes the total of the outstanding transactions. The second Cleared Transactions screen appears. Proceed to “Cleared Transactions (Screen Two)” on page 5-8.

Cleared Transactions (Screen Two)

Use the second Cleared Transactions screen to select the type of transaction you want to work with, the range of transaction types, and whether you want to tag or untag cleared items.

You can clear only one type of transaction at a time: deposits (payments), disbursements (charges), transfers, or adjustments.

Cleared Transactions (Screen Two)

Commands Edit Modes Other Scroll Commands Help

Bank Account FNB001 - 1st National Bank

Clear Type: 1=Deposits Transaction Date: From: Thru:

Tag Status: 3=Both Tagged and Untagged

Tag	Tran Date	Chk/Dep	Description	Reference	Amount
<input checked="" type="checkbox"/>	12/12/2010	000001	AR DEPOSIT		333602.55
<input type="checkbox"/>	12/04/2010	000135	BR DEPOSIT	OT INC.	3000.00
<input type="checkbox"/>	12/03/2010	001002	CASH SALES	A/R	12388.25
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

(000001 of 000003)

Balances:

Bank Acct	Outstanding	Adjusted	Statement
95929.06	90804.18	5124.88	5139.38

Enter=tag/untag Tag all Untag all Reverse all Specific

Header Import data Balances

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Selecting Transaction Types and Ranges

1. In the **Clear Type** box, select the type of transaction with which you want to work: deposits (payments), disbursements (charges), transfers, or adjustments. (The options appear at the bottom of the screen.)

Note: Transactions with a status of **Reconciled** do not appear on the report.

Disbursements and charges include withdrawals and checks that have stop-payment flags. Voided checks are not shown because they are automatically tagged as cleared. To look at voided checks, print the **Reconciliation Report** (see page 5-15).

2. In the **Tag Status** box, select the tag status with which you want to work: tagged, untagged, or both tagged and untagged transactions. (The options appear at the bottom of the screen.)
3. If you are working with deposits, payments, transfers, or adjustments, the **Transaction Date From/Thru** fields appear. Enter a range of transaction dates.
4. If you are working with disbursements or charges, the **Check Number From/Thru** fields appear. Enter a range of check numbers.

If no transactions match the range you enter, the message **No transactions** appears.

If there are transactions within the specified range, the first screen of transactions appears, and the prompt is at the first transaction.

Tagging Transactions

Tagging transactions identifies which transactions have cleared your company's bank accounts.

1. If a transaction is tagged as cleared, the **Tag** check box is selected (or **Yes** appears in text mode).
2. The **Chk Num** field appears only if you are working with disbursements or charges.

The check number appears. If payment of a check has been stopped, **S** appears after the check number.

If the transaction is a withdrawal, **W/D** appears.

The following information appears:

- The transaction date
- The check number or deposit slip number

Note: The **Chk/Dep** field appears only if you are working with deposits, payments, transfers, or adjustments.

- The transaction description, reference, and amount of the transaction appear

3. Select a command:

- Press **Enter** to tag or untag a transaction, move to the transaction you want to tag or untag, and press Enter.
- Press **T** to tag all transactions that appear on the screen.
- Press **U** to untag all transactions that appear on the screen.
- Press **R** to reverse the tag status of the current transaction and all the transactions that appear on the screen below it.

If only one or two of the transactions have not cleared the bank, you can press **T** to tag the entire screen. Then move to the transactions that have not cleared, and press **Enter** to untag them.

- Press **S** to work with a particular transaction. In the screen that appears, enter the number of the transaction you want to process and press **Enter**. The transaction appears.
- To see a breakdown of the outstanding balances by transaction type and the amount to reconcile, press **B** at any time. The Outstanding Balances screen appears.
- Press **H** to return to the **Clear Type** field on the second screen.

Totals Information

These totals appear at the bottom of the second Cleared Transactions screen:

- The balance of the general ledger account from the bank account record
- The outstanding balance, which is updated as you tag and untag transactions
- The adjusted balance (the bank account balance minus the outstanding balance), which is updated as you tag and untag transactions
- The statement balance you entered on the first screen

When your bank or credit card account and the statement balances are reconciled, the account balance equals the statement balance and the reconciliation amount is zero.

When you are finished tagging and untagging the type of transactions you are working with, use the **Header** command to save your changes and go to the **Clear Type** field. Select the next type of transactions to work with, or exit to save your changes and return to the **Reconciliation** menu.

After you have tagged all the items that have cleared the current bank statement, print the **Reconciliation Report** (see page 5-15) to check for errors or omissions, to ensure that the statement balance and your bank or credit card account balance are reconciled, and as a record of the reconciliation.



Import Reconciliation Data

Use the Import Reconciliation Data function to import data from ASCII files into Bank Reconciliation based on the reconciliation import layout established in the Reconciliation Import function (see “Reconciliation Import” on page 6-11).

Press **I** on the second Cleared Transactions screen to open the Import Reconciliation Data screen.

[illegible]

- Press **I** to import new data through the Import New Data dialog box (see “Import New Data Dialog Box” on page 5-13).
- To manually synchronize an imported transaction with a transaction on file, highlight the imported transaction and press **Enter**. The Sync Transaction dialog box opens, allowing you to match the imported transaction data with a transaction on file (see “Sync Transaction Dialog Box” on page 5-14).
- To automatically synchronize the imported transactions with transactions on file, press **A**. OSAS will attempt to match the imported transaction information with transactions on file.
- To toggle between views of synchronized transactions, unsynchronized transactions, or all imported transaction data, press **S**.

- To undo all synchronizations between imported transactions and transactions on file, press **U**.
- To create a transaction to coincide with imported transaction information, highlight the imported transaction and press **C**. The bank reconciliation Transactions function opens (see “Transactions” on page 4-3).
- When you are done importing and synchronizing import reconciliation data, press **D** to remove imported transactions from the transaction list.

Import New Data Dialog Box

The Import New Data dialog box opens when you press **I** while in the Import Reconciliation Data function. It allows you to choose a layout ID and a reconciliation file for import.

Tran Date	Chk/Dep	Description	Reference	Amount
04/27/2008	52796	Deposit Transactions	BR	1000.00
04/27/2008	1000001	Disbursement Transactions	BR	50.00
04/27/2008	1001	Disbursement Transactions	BR	5.30
04/27/2008	FNB001	Transfer From Transaction	BR	60.00
04/27/2008	1002	Advanced Circuit Boards P	AP	884.07
04/27/2008	1009	Ace Builders	AR	984.07
04/27/2008	1054	Linda Bourne	PA	1084.07

Inquiry

1. Enter the **Layout ID**.
2. The description of the Layout ID is displayed, as well as the **File Type**.

3. The default **File Name** is displayed. If necessary, change the path or use the browse function to locate the file on your computer or network, then press **Enter**.
4. The file information appears. Press **G** to go to a specific line of the file, or press **W** to write the changes to the Import Reconciliation screen. See “Import Reconciliation Data” on page 5-11 for more information about processing and editing the entries after import.

Sync Transaction Dialog Box

Use the Sync Transaction dialog box to manually synchronize an imported transaction with a transaction on file. The Sync Transaction dialog box appears when you highlight an entry on the Import Reconciliation Data screen and press **Enter**.

Transaction	000012
Trans Date	12/03/2007
Check/Dep	001002
Description	CASH SALES
Reference	A/R
Source	A
Amount	12388.25
Stop Pay Flag	0

1. The screen displays the transaction data for the imported transaction. Enter the **Transaction** number you would like to match the imported data with, or press **F2** to choose a transaction from the OSAS system.
2. The system will not allow you to choose a previously cleared transaction. If the transaction you choose has not previously been cleared, press **Enter**.
3. The transaction number will be matched with the imported data on the Import Reconciliation Data screen. See “Import Reconciliation Data” on page 5-11 for more information about processing transactions after matching them.



Reconciliation Report

After you have tagged the transactions that have cleared a bank or credit card account for the most recent statement, produce the **Reconciliation Report** to check for errors and omissions, to make sure that the statement balance and the bank or credit card account balance are reconciled, and to use as an audit trail of the cleared entries.

The Reconciliation Report lists the items that are tagged as cleared. It contains these sections:

Note: Transactions with a status of **Reconciled** are not shown on the report.

- The cleared transactions section shows a summary of each transaction that has cleared and is organized by transaction type. The original void amount of the check is also included. This section is optional.
- The outstanding transactions section shows a summary of each outstanding transaction, and is organized by transaction type. This section is optional.
- The reconciliation section consists of bank-to-book reconciliation and book-to-bank reconciliation. This section is always produced.
- The void transactions section shows a summary of each voided transaction and is organized by transaction type. This section is always produced.

Select **Reconciliation Report** from the **Reconciliation** menu. This screen appears.

Reconciliation Report

Commands Edit Modes Other Help

Export Archive Abandon

Bank Account ID: FNB001

Type: Bank Account

Print For: Period

Include Transactions Thru: 11/2013

Summary or Detail

☐ Summary

☒ Detail

Print:

☒ Cleared

☐ Outstanding

☐ Both

Company H | 08/07/2013 | Terminal T000 | OVR

Inquiry

1. Enter the bank account ID for which you want to produce the report.
2. Select whether you want to print the report for a range of transaction dates (**Date**) or for a transaction period and year (**Period**).
3. If you selected **Period**, the **Include Transactions Thru** box appears. Enter the transaction period and year. All transactions up to and including the selected period/year print. The GL Balance, if included, is also calculated up to and including the selected period/year.

Note: When a voided transaction is encountered, the void period/year is checked to make sure that the void happened in the same or earlier GL period/year as entered. If not, the disbursement information is included as if the void never happened, since when you print for a prior period, that check would still have been issued and not yet voided.

If you selected **Date**, the **Transaction Date** boxes appear. Enter the range of transaction dates you want the report to cover. The dates you enter pertain only to the transactions in the **BRTRxxx** (Transactions) file. Transactions stored in the **GLJRxxx** (Journal) file are not included in the report.

4. If Bank Reconciliation interfaces with General Ledger, this function uses the most recent general ledger account balance from the **GLMAxxx** (GL Master) file. If you want to include unposted GL Journal entries in the balance, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without having to post General Ledger transactions first.
5. Select the amount of detail you want: **Summary** (print only the reconciliation section) or **Detail** (print the cleared transactions, outstanding transactions, and reconciliation sections).

Note: Transactions with a status of **Reconciled** are not shown on the report.

6. If you elected to produce a detailed report, select the sections you want to produce: **Cleared**, **Outstanding**, or **Both**.
7. Select the output device to begin printing the report. See “Reports” on page 1-27 for more information. After you produce the list, the **Reconciliation** menu appears.

Reconciliation Report (Cleared Transactions)

Builders Supply							Page 2 of 4
Reconciliation Report							
For Bank Account FNB001 1st National Bank as of 12/2013							
Cleared Transactions							
Check	Date	Type	Description	Ref.	Src.	Clr.	Trans. Amt.
Adjustments							
ADJ	12/04/2013	ADJ	Stop Payment Charge	ADJ	BR	Y	7.50-
BKCHG	12/12/2013	ADJ	Bank Charges		BR	Y	17.50
CK CHG	12/04/2013	ADJ	BR ADJUSTMENT	CHECKCHG	BR	Y	25.50
TOTAL ADJUSTMENTS							35.50

Reconciliation Report (Outstanding Transactions)

Builders Supply							Page 3 of 4
Reconciliation Report							
For Bank Account FNB001 1st National Bank as of 12/2013							
Outstanding Transactions							
Check	Date	Type	Description	Ref.	Src.	Clr.	Trans. Amt.
Disbursements							
0000000	12/21/2013	DISB	EDDY APPLIANCE CO	EDD001	AP	N	40232.30
0000000	12/21/2013	DISB	THOMPSON HEATING &	THO001	AP	N	115277.01
0001019	12/03/2013	STOP	UTILITY EXPENSE		BR	N	250.00-
0001054	12/04/2013	DISB	TAXES	PREPAID	BR	N	246.00-
0001992	12/05/2013	DISB	Lawn Maintenance		BR	N	1000.00-
0001995	12/12/2013	DISB	Cash Advance		BR	N	540.00-
0004001	12/02/2013	DISB	ACE PLUMBING SUPPLY COMPA	ACE001	AP	N	114060.18-
0004003	12/02/2013	DISB	CLEVELAND INTERIORS INC	CLE001	AP	N	61200.00-
0004004	12/02/2013	DISB	EDDY APPLIANCE CO	EDD001	AP	N	1060.00-
0004005	12/02/2013	DISB	ELLIS ELECTRICAL SUPPLY	ELL001	AP	N	75418.36-
0004006	12/02/2013	DISB	HENNEPIN MUNICIPAL UTILIT	HEN001	AP	N	530.00-

Reconciliation Report (Reconciliation)

Builders Supply		Page 1
Reconciliation Report		
For Bank Account FNB001 1st National Bank as of 11/2013		
Reconciliation		
Bank - to - Book		
Statement Balance	5139.38	
Outstanding Transactions		
Deposits	.00	
Disbursements	.00	
Transfers	.00	
Adjustments	.00	
ACCUMULATED BALANCE	5139.38	
ACTUAL BOOK BALANCE	95649.56	
UNRECONCILED AMOUNT	90510.18-	
Book - to - Bank		
Book Balance	95649.56	
Outstanding Transactions		
Deposits	.00-	
Disbursements	.00-	
Transfers	.00-	
Adjustments	.00-	
ACCUMULATED BALANCE	95649.56	
STATEMENT BALANCE	5139.38	
UNRECONCILED AMOUNT	90510.18	

Change Cleared Transaction Status

Use this function to change the status of all cleared transactions to a status of reconciled.

Before Changing the Status

Before you change the status of all cleared transactions to a status of reconciled, make sure that you have completed these tasks:

- Cleared all the applicable transactions (see page 5-3)
- Printed and verified the Reconciliation Report (see page 5-15)
- Backed up your data files.

Select **Change Cleared Transaction Status** from the **Reconciliation** menu. The Change Cleared Transaction Status screen appears.

Change Cleared Transaction Status

Commands Edit Modes Other Help

Have you:

- Backed Up Your Data Files?
- Completed Reconciliation?
- Printed the Reconciliation Report? ☒

Bank Account ID: FNB001

This function will change all transactions with a status of 'Cleared' to a status of 'Reconciled'.

OK Abandon

Company H 11/18/2007 Terminal T000 OVR

1. If you have completed reconciliation and backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), and return to the **Reconciliation** menu to complete these tasks.

Inquiry

2. Select the bank account ID for which you want to change the status.
3. To change the status, use the **Proceed (OK)** command. After the transaction status changes, the **Reconciliation** menu appears.



Purge Reconciled Transactions

After you have reconciled a bank or credit card account with a statement, use the **Purge Reconciled Transactions** function to delete the reconciled transactions from the **BRTRxxx** (Transactions) file.

You can purge the transactions for one bank account or for a range of bank accounts.

This function purges only reconciled transactions.

Before Purging Reconciled Transactions

Before you purge reconciled transactions, make sure that you have completed these tasks:

- Cleared all the applicable transactions (see page 5-3).
- Printed and verified the Reconciliation Report (see page 5-15).
- Backed up your data files.

Select **Purge Reconciled Transactions** from the **Reconciliation** menu. The Purge Reconciled Transactions screen appears.

1. If you have completed reconciliation and backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Reconciliation** menu, and do so now.
2. Enter the range of bank account IDs for which you want to purge reconciled transactions, or leave the boxes blank to include all bank account IDs.
3. Select how you want to purge the information: by transaction date (**Date**) or transaction period and year (**Period**).
4. If you selected **Period**, enter the transaction period and year in the **Purge Transactions On or Before** text box. All transactions up to and including the period/year you enter are purged.

If you selected **Date**, enter the transaction date up to which you want to purge transactions. All transactions up to and including the date you enter are purged.

Inquiry

5. To begin purging transactions, use the **Proceed (OK)** command.

After you purge the reconciled transactions, the **Reconciliation** menu appears.

CHAPTER 6

6

Codes	6-3
Recurring Adjustments	6-5
Reconciliation Import	6-11
Positive Pay Export Definitions	6-15
Positive Pay Fields	6-23
Tables	6-25

File Maintenance

Codes

Use the **Codes** function to set up and maintain default descriptions and references for transactions (deposits/payments, disbursements/charges, and transfers) and recurring adjustments. The descriptions you assign to transactions and recurring adjustments are stored in the **BRCDxxx** (Codes) file and appear when you enter or edit transactions through the **Transactions** function and in the Bank Account Register, among other places.

Select **Codes** from the **File Maintenance** menu. The Codes screen appears.

Transaction Type	Description
Deposits	BR Deposit
Disbursements	BR Disbursement
Adjustments	BR Adjustment
Transfer	
From Trans	Transfer to Bank
To Trans	Transfer from Bank

1. Enter the default description you want to appear for bank deposits and credit card payments.
2. Enter the default description you want to appear for bank disbursements and credit card charges.

3. Enter the default description you want to appear for adjustments.
4. Enter the default description you want to appear for the **From Trans** portion of the transfer transaction — the transaction that records the reduction to the bank account you entered in the **Bank Account ID** field on the Transactions screen.

If you enter fewer than 20 characters in this field, the **To Trans** bank account ID is appended to the description.

5. Enter the default description you want to appear for the **To Trans** portion of the transfer transaction — the transaction that records the addition to the bank account specified in the **To Bank** field in the scroll region of the Transactions screen.

If you enter fewer than 20 characters in this field, the **From Trans** bank account ID is appended to the description.

After you save your entries, enter descriptions again, or exit to the **File Maintenance** menu.

Recurring Adjustments

Recurring adjustments are routine service charges applied to bank or credit card accounts by a bank. For example, banks commonly charge an overdraft fee for bounced checks or levy an annual fee for some credit cards.

Use the **Recurring Adjustments** function to set up and maintain recurring adjustments you regularly make to your accounts. Recurring adjustments are stored in the **BRRAxXX** (Recurring Adjustments) file.

You must also set up the offsetting entries for the adjustments.

Select **Recurring Adjustments** from the **File Maintenance** menu. The Recurring Adjustments screen appears.

Recurring Adjustments

Commands Edit Modes Other Scroll Commands Help

Bank Account ID: FNB001 1st National Bank Type: Bank Account

Adj ID	Tran Date	Period	Amount	Description	Ref
ODCHG	06/29/2007	06	-18.00	Overdraft Charge	
SVCCHG	06/24/2007	06	-10.00	Service Charge	

(000001 of 000002

GL Account	Debit	Credit	Description	Ref

Enter = edit Append Header

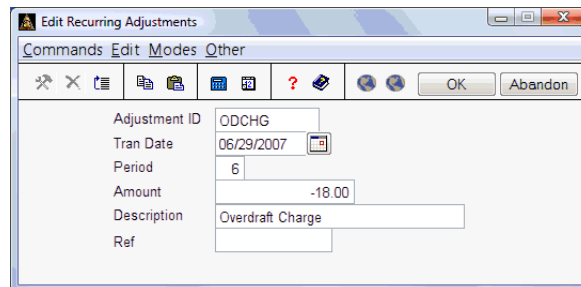
Company H 11/18/2007 Terminal T000 OVR

Inquiry

1. Enter the bank account for which you want to set up or maintain recurring adjustments.
2. After you enter the bank account ID, select a command in the adjustments portion of the screen.
 - Press **Enter** to edit the adjustment the prompt is at.
 - Press **A** to add an adjustment for the bank account.
 - Press **H** to return to the **Bank Account ID** field.

Append/Edit Recurring Adjustments

When you press **Enter** to edit the adjustment or **A** to add an adjustment, the Append/Edit Recurring Adjustments screen appears.



1. Enter an adjustment ID in the **Adjustment ID** box. The ID is unique only to the bank account—that is, you can set up adjustment SVCCHG for bank account FNB001 and adjustment SVCCHG for bank account SNB001. That way, you have to remember only one ID for similar types of adjustments.
2. In the **Trans Date** box, if you are adding an adjustment, the workstation date appears. If you are editing an adjustment, the date you entered the adjustment appears.

Accept the default date, or change it.

3. If you are adding an adjustment, the general ledger period corresponding to the **Tran Date** you entered appears in the **Period** box. If you are editing an adjustment, the period you entered the adjustment appears.

Accept the default period, or change it.

4. Enter the amount of the recurring adjustment.
5. If you are adding an adjustment, accept the current description (from the **BRCDxxx** file), or enter a different description.
6. Enter a reference for the adjustment in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.
7. When you save an adjustment, the **Edit Distributions?** prompt appears.

If you are editing an adjustment, select **Yes** (or enter **Y** in text mode) at the prompt to move to the distributions portion of the screen, or select **No** (or enter **N** in text mode) to return to the adjustments scroll region if you are finished editing the adjustment and do not need to edit the distributions.

When you finish entering adjustments, exit to the **File Maintenance** menu.

Distributions

Each adjustment must have both the debit and the credit side of the transaction accounted for. You can offset the adjustment with as many credits/debits as necessary. You cannot exit from the distributions portion of the screen until you have accounted for the amount of the adjustment in terms of both debits and credits.

Recurring Adjustments

Commands Edit Modes Other Scroll Commands Help

Bank Account ID: FNB001 1st National Bank Type: Bank Account

Adj ID	Tran Date	Period	Amount	Description	Ref
ODCHG	06/29/2007	06	-18.00	Overdraft Charge	
SVCCHG	06/24/2007	06	-10.00	Service Charge	

(000001 of 000002)

GL Account	Debit	Credit	Description	Ref
100000		18.00	Overdraft Charge	
532000	18.00		Overdraft Charge	

Balance .00 (02 of 02)

Enter = edit Append Done

Company H 11/18/2007 Terminal T000 OVR

1. Press **Enter** to edit the distribution the prompt is at. (You cannot edit the first line of a distribution; the first line is the adjustment itself. If you want to edit the adjustment, you must edit it in the adjustments portion of the screen.)
2. Press **A** to add a distribution for the adjustment.
3. Press **D** to return to the adjustments portion of the screen. (This command appears only when credits equal debits—that is, the balance is zero.)

Append/Edit Distributions

When you press **Enter** to edit the distribution or **A** to add a distribution, the Append/Edit Distributions dialog box appears.

GL Account	532000
Debit	18.00
Credit	.00
Description	Overdraft Charge
Ref	

Inquiry

Maint

1. In the **GL Account** box, enter or select the General Ledger account number for the credit or debit. (The **Inquiry (F2)** and **Maintenance (F6)** commands are available if Bank Reconciliation interfaces with General Ledger.)
2. In the **Debit** box, enter the amount of the debits related to the adjustment.
3. In the **Credit** box, enter the amount of the credits related to the adjustment.
4. In the **Description** box, accept the default description (from the **BRCDxxx** file), or enter a different description.
5. In the **Ref** box, enter a reference for the offsetting entry. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.
6. After you enter the reference, edit or append another offsetting entry, or press **D** to return to the adjustments portion of the screen.

Reconciliation Import



If you use the Banking application, you can use the **Reconciliation Import** function to create an import layout format for importing reconciliation data from a file created by another system into Bank Reconciliation. This format tells the OSAS system where information is located in the file, whether default values should be used when null or empty fields are encountered, and how to place the imported data into Bank Reconciliation tables.

This function is available only if you have the Banking application installed.

The files from which you are importing data must be ASCII files in one of the following comma-delimited or flat file formats:

- **Comma Delimited:** Use this format when the fields in the file from which you are importing data are separated by commas. This is the format used when saving an Excel spreadsheet as a .csv format file.
- **Comma-Quote Delimited:** Use this format when fields are separated by commas and each field is also enclosed by quotation marks to allow for commas within the field's contents.
- **Fixed Length Field:** Use this format when records are separated by a return character and the fields within the record are all the same width.
- **Fixed Length Record:** Use this format when all records in the file are the same width and the fields within records are the same width.

To set up **Reconciliation Import** files, follow these steps:

1. Select **Reconciliation Import** from the **File Maintenance** menu. The **Reconciliation Import** screen appears.


Field Name	Type	Field	Start	Length	Default	Force?	Translate?
Amount	Number	0	1	0	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank ID	Text	5	1	0	FNB001	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check Date	Date	2	1	2		<input type="checkbox"/>	<input type="checkbox"/>
Check/Deposit No.	Text	6	1	5		<input type="checkbox"/>	<input type="checkbox"/>
Description	Text	1	1	24		<input type="checkbox"/>	<input type="checkbox"/>
Reference	Text	3	1	2		<input type="checkbox"/>	<input type="checkbox"/>
Source ID	Text	2	1	10		<input type="checkbox"/>	<input type="checkbox"/>
Stop Payment Flag	Boolean	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>
Transaction Day	Date	2	1	2		<input type="checkbox"/>	<input type="checkbox"/>
Transaction Month	Number	2	4	2		<input type="checkbox"/>	<input type="checkbox"/>
Transaction Year	Number	2	7	0		<input type="checkbox"/>	<input type="checkbox"/>

Line No (000001 of 000011)

Enter = edit Layout ID Delete layout

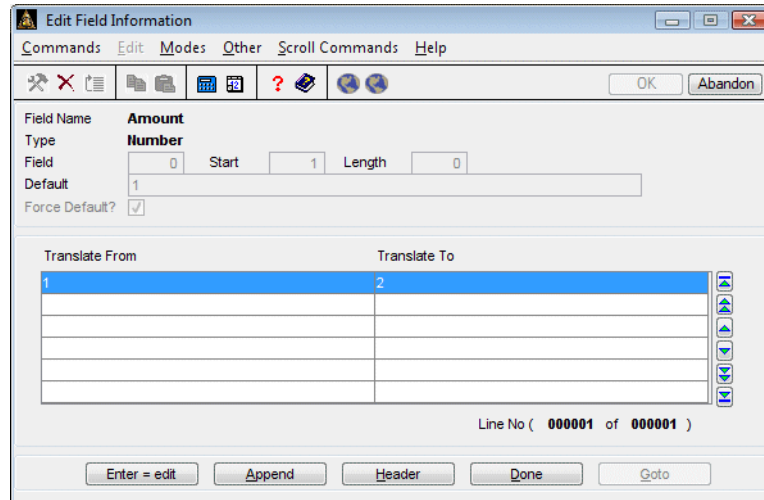
Company H 04/30/2008 Terminal T000 OVR

2. Enter a unique ID in the **Layout ID** field, or select the **Layout ID** you want to edit.
3. Select a layout ID in the **Copy From** field to copy information from an existing layout. This field appears only for new layouts.
4. Enter a **Description** for the layout you are creating or edit the existing one, if necessary.
5. In the **Field Type** field, select the record format of the ASCII file from which you are importing information: **Comma Delimited**, **Quote-Comma Delimited**, **Field Fixed Width**, or **Record Fixed Width**.
6. If you selected **Fixed Length Record**, enter the record length in the **Record Length** field.

7. In the **File Name** field, enter the location and name of the file you want to import, or use the browse  command to locate the file.
8. The field names appear in the lower half of the screen. Your import file may not use the same field names or these fields may not exist at all in the ASCII file. Scroll through the field names and set up your import parameters. Press **Enter** to open the **Edit Field Information** dialog box.

Edit Field Information Dialog Box

Use the Edit Field Information dialog box to change the record information for a field name and to enter translation values.



- If you select **Comma Delimited** or **Comma-Quote Delimited** as the file type, enter the field number in the **Field** field. The system takes data from the field you specify here and places it in the specified field in the OSAS tables.
- If you select **Fixed Length Field** or **Fixed Length Record** as the file type, enter the starting position in the **Start** field and the length of the respective field in the **Length** field. The system scans the file, takes data from the file based on the information you specify here, and places it in the specified field in the OSAS tables.

- To place a value into a field that exists in the ASCII file but may be null or blank in some of the records, enter that value into the **Default** field.
 - To assign the value **<null>** or **<blank>** to a field, select it in the **Default** field; otherwise, enter the appropriate value.
 - To force a value into a field that exists within OSAS when the ASCII file does not contain that field, enter that value into the **Default** field, then check the **Force Default** check box (or enter **Y** in text mode).
 - To translate data contained in fields in the import file into values recognized by OSAS (for example, to map account numbers contained in the import file field to OSAS Bank IDs or to translate codes), press **A**. To edit the translation values, highlight the line you want to change and press **Enter**.
 - When the **Enter/Append Transactions** translation dialog box appears, enter the value the field in the import file contains in the **Translate From** field and the OSAS value to which to translate the value in the **Translate To** field.
9. Close the screen to save your changes and return to the main menu.

Positive Pay Export Definitions



If you use the Banking application, you can use the **Positive Pay Export Definition** function to build a positive pay ASCII file that you can transmit to your bank for check payment authorization.

To set up a **Positive Pay Export Definition**, follow these steps:

1. Select **Positive Pay Export Definition** from the **File Maintenance** menu. The **Positive Pay Export Definition** screen appears.

A screenshot of the 'Positive Pay Export Definitions' window. The window has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains fields for 'Export ID' (FNBPosPay), 'Description' (First National Positive Pay Export), 'File Type' (Delimited), 'Delimiter' (comma), 'Quotes?' (checked), 'Block Factor' (0), 'File Name' (C:\OSAS\data\FNBPosPay.txt), 'Criteria' (BAPA.TRANSMIT_DATE=PROCESSDATE AND BAPA.TRANSMIT_TIMES=PROCE), and 'Sort By' (BAPA.PAYEE_NAME\$). Below these fields is a table with columns 'Record Type' and 'Description'. At the bottom of the window are buttons for 'Enter = edit', 'Append record', 'Delete export ID', 'Export ID', and 'Go to'. The status bar at the very bottom shows 'Company H', '05/09/2008', 'Terminal T000', and 'OVR'.

2. Enter the **Export ID** you want to create or edit for this export definition file.
3. Select an export ID to **Copy From** if you have want to use a similar setup to an already established positive pay export definition.

4. Enter or edit the **Description** for the export ID.
5. Select the **File Type** to which you want to export the file. The files to which you are exporting data must be ASCII files in one of the following comma-delimited or flat file formats:
 - **Delimited:** Use this format when you want the fields in the file you are exporting data to be separated by a delimiting character. Use the **Delimiter** field to define the character by which the fields will be separated.
 - **Field Fixed Width:** Use this format when you want records to be separated by a return character and the fields within the record are all the same width.
 - **Record Fixed Width:** Use this format when you want all the records in the file are the same width and the fields within records are the same width.
 - **XML:** Short for Extensible Markup Language, designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations. Note:
 - **Block:** Use this format if you want to have your file set up similar to the standard ACH file. Each record consists of blocks of data that are 94 characters long. Each block of data will consist of a specified number of records in a block.
6. If you selected **Delimited** as your file type, enter the character by which the fields will be separated in the **Delimiter** field. For a 'tab' delimited file, enter a capital **T** in the field.
7. Check the **Quotes?** box if you intend to enclose each field with quotation marks to allow for commas (or other delimiting character) within the field's contents.

8. If you selected **Block** as your file type, enter the **Block Factor**. This is how many records you want in each block of data in the file. If you have fewer records than the amount that will fill the blocking factor, record lines will be added with the fill character you enter when setting up your block fields. Typically this fill character is a 9.
9. Enter the path and **File Name** you want to use when you export the positive pay file.
10. Enter the **Criteria** by which the export definition will be generated. The minimum required information is the transmission date and the transmission time. The current date and time is automatically entered with the following commands: **BAPA.TRANSMIT_DATE=PROCESSDATE AND BAPA.TRANSMIT_TIME\$=PROCESSTIME\$**
11. Enter the **Sort By** field by which the export file will be sorted.
12. When you have finished entering the Export ID information, use the **Proceed (OK)** command to enter or edit records. Use the following commands in the records section of the screen.
 - **Enter** - press Enter to edit a highlighted record
 - **A** - press A to append a record (see “Edit/Append Record Information” on page 6-18)
 - **D** - press D to delete the highlighted record
 - **G** - press G to go to a specific record

Edit/Append Record Information

When you press **Enter** to edit the record or **A** to add a record, the **Append/Edit Record** dialog box appears.

Sequence	Field ID	Description
000001	BAPA_ADDRESS_1	BAPA Address 1

1. Select the **Record Type** you want to use for each field in the output file. The record types are:
 - **Block:** You must set up one block record when you are setting up a block file. This record is used to fill the remainder of the records in the Blocking Factor number of records. When setting up the block record fields you will leave the field values blank and just fill in the Fill Length and Fill Character. Typically the fill length will be 94 and the fill character will be 9. This will add records of 94 characters of 9s for the remaining number of records to fill the blocking factor.
 - **Detail:** Use the detail record type selection for the detail section of your file. This usually is where you will have the majority of the information. You typically will have all the columns you are going to have in your output file in the detail record type.

- **Header:** Use the header record type when you want to group your records into specific groups and have sorting by columns in these groups.
 - **Footer:** Use the footer record type when you want to group your footer total records by a specific field from your detail section. Enter or edit the **Description** for the record type field.
2. Enter the **Description** of the field.
 3. Enter or edit the **Header/Tag**. This is used for the XML file output type to enter a header tag into the output file of your record. A typical header/tag would look like this: **<BankID>**. You must include opening and closing **<** and **>** characters in these fields. This will start the header section of the file.
 4. Enter or edit the **Footer/Tag**. This is used for the XML file output type to enter a footer tag into the output file of your record. A typical footer/tag would look like this: **<CheckTotal>**. You must include opening and closing **<** and **>** characters in these fields. This will start the footer section of the file.
 5. Press **A** to append a field to the record, or highlight a field and press **Enter** to edit it. In either case, the **Append/Edit Field Information** dialog box opens (see “Append/Edit Field Information” on page 6-20).
 6. Press **D** to return to the **Positive Pay Export Definitions** screen.

Append/Edit Field Information

Once records are set up you will then need to set up your fields. Typically you will have header, detail, and footer records with multiple fields within the records. Each field you set up will be a column in your output file. Enter the fields in the order you want your output file to be set up.

To enter the detail of each field, put your cursor into the record and field you want to add or edit and follow these steps:

Inquiry

1. Select the **Field ID** you want for the field you have selected.
2. Enter the **Description** of the field.
3. Enter the **Multiplier** value you want the field value to be multiplied by to assure the correct formatting. A block type file will by default assume that you have multiplied all values by 100. There are no decimal places in a block file, and it is assumed when you are using this type of file that you have two decimal places in all numbers.
4. Enter the **Format Mask** in which you want the field value to be displayed.

5. Choose how you want to **Justify** the records in this field (Left or Right).
6. Enter the number of characters you want as a **Fill Length** for a Block type file. This will be the number of characters this field will use when filling the block type record. For the Block record you will need to fill in 94 into this field.
7. Enter the **Fill Character** to use to fill in any blank characters in a block type file. This typically will be 9. If you have a record that does not use all the characters in the field the rest of the field will be filled in with 9s. The Block record that will fill in the remaining blocking factor records will be records filled in with 9s.
8. Enter or edit the **Header/Tag**. This is used for the XML file output type to have a header tag entered into the output file for the header of your record. A typical header/tag would look like this **<BankID>**. You must include opening and closing **<** and **>** characters in these fields. This will start the header section of the file.
9. Enter or edit the **Footer/Tag**. This is used for the XML file output type to have a footer tag entered into the output file for the footer of your record. A typical footer/tag would look like this **<CheckTotal>**. You must include opening and closing **<** and **>** characters in these fields. This will start the footer section of the file.
10. To translate field values from your data to a different value in the final output, enter the original value in the **Translate From** field and the output value to which to translate the original value in the **Translate To** field.
11. Press **F** to edit to the Field ID information at the top of the screen, or **D** to return to the Append Record Information screen. Press **G** to go to a specific translation value.

Positive Pay Fields



If you use the Banking application, you can use the Positive Pay Fields function to add new fields as needed for use in positive pay files. Fields that are required for minimal positive pay files are included, and you can edit them in this function.

Select **Positive Pay Fields** from the **File Maintenance** menu. The Positive Pay Fields screen appears.

A screenshot of the 'Positive Pay Fields' software window. The window has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu is a toolbar with various icons. The main area contains several input fields: 'Field ID' with the value 'BAPA_ADDRESS_1', 'Description' with 'BAPA Address 1', and 'Field Type' with a dropdown menu set to 'Cross Reference'. There is a section for 'Central File Information' with fields for 'File ID' (BAPA), 'Field ID 1' (PAYEE_ADDRESS_1), 'Field ID 2', and 'Field ID 3'. Below that is a 'Cross Reference File' section with 'File ID' and 'Field ID' fields. At the bottom right, there are status fields for 'Company H', '05/20/2008', 'Terminal T000', and 'OVR'. 'OK' and 'Abandon' buttons are in the top right corner.

Inquiry

1. Enter an ID in the **Field ID** field.
2. If you are adding a new field, select a field ID in the **Copy From** box to copy information from an existing field.
3. Enter a **Description** for the field.
4. Select the **Field Type**:

- File
 - Cross Reference
 - Value
 - Global Variable
5. Depending on the Field Type you choose, you will be able to edit the following information:
- **Field ID** - Fields from the OSEV file can be selected via the F2 function. Only valid fields are allowed.
 - **Description** - Defaults from the OSEV file, can be changed by the user.
 - **Multiplier** - If the field is numeric from the OSEVx file, this field will be available. The numeric value will be multiplied by the value entered. This will allow users to remove decimal points by entering a value in this field.
 - **Format** - A numeric masking format will be allowed in this field if the field value is a numeric field.
 - **Justify** - Options are **Left** or **Right**.
 - **Fill Length** - This will allow a field to be filled to a specific length if needed. If the field is numeric, this will be calculated based from the format field.
 - **Fill Character** - The character used to fill a particular field. This will only be available on non-numeric fields.
 - **From/To Values** - This region is a scroll region that the user can enter translations values to.
6. When you finish entering adjustments, use the **Menu (F7)** command to exit to the **File Maintenance** menu.

Tables

Use the **Tables** function to set up and maintain the Bank Reconciliation tables. Tables can store information about the system, data, options, and default settings for other applications.

The **OPTxxx** table is the only table related to Bank Reconciliation at this time.

Note: The **OPTxxx** (Options) tables store options and interfaces settings. Maintain the information stored in this table through Resource Manager **Options and Interfaces** function, not through the table itself.

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.

The screenshot shows a software window titled "BRTB". The menu bar contains "Commands", "Edit", "Modes", "Other", and "Help". The toolbar includes icons for file operations (new, open, save, print, delete, copy, paste), a help icon, and a globe icon. The main area has input fields for "Table ID", "Description", "Number of Cols" (set to 0), "Column Length" (set to 0), and "Type" (a dropdown menu). Below these fields is a large empty text area. At the bottom right, there is a status bar with fields for "Company H", "11/18/2007", "Terminal T000", and "OVR". Buttons for "OK" and "Abandon" are located in the top right corner.

Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

Inquiry

2. If you entered a new table ID, the **Copy From** field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Accept the default table description, or enter a different description.

The number of columns, their length, and the type of data you can enter—alphanumeric (**A**), numeric with two decimals (**N**), numeric with three decimals (**3**), or numeric with four decimals (**4**)—appear.

CHAPTER 7

7

Printing a Master File List	7-1
Codes List	7-3
Recurring Adjustments List	7-5
Positive Pay List	7-7
Positive Pay Fields List	7-9
Tables List	7-11
GL Account Audit Report	7-13

Master File Lists

Printing a Master File List

All master file lists are produced in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Tables List screen is shown below as an example.

Inquiry

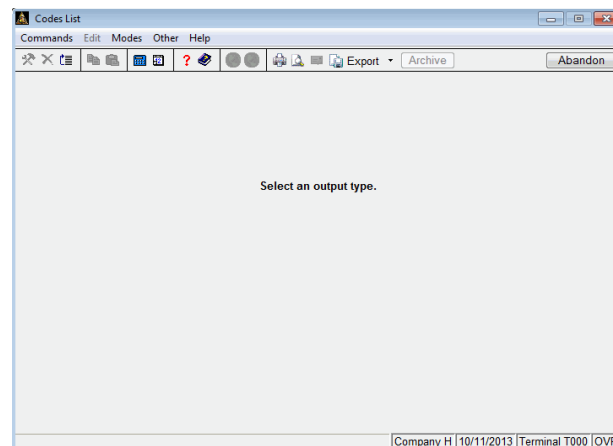
2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry (F2)** command is usually available for these list boxes.
3. If the screen contains selection options (for example, **Print By** options to sort the report), select the option to use when printing the list. You can select only one option.
4. If the screen has check boxes (as in the lower portion of the example screen), select the check box (or enter **Y** in text mode) to print that type of information in the list. Clear the check box (or enter **N** in text mode) if you do not want to print that type of information in the list.
5. Select the output device to begin printing the report. See “Reports” on page 1-27 for more information. After the list is produced, the **Master File Lists** menu appears.

Codes List

Use the **Codes List** function to produce a list of the information in the codes records you have on file. Use the **Codes** function to enter code information. The code information is stored in the **BRCDxxx** (Codes) file.

Use this list as a reference when you enter bank reconciliation transactions or to check your work.

To begin printing the list, select an output type..



Sample List

Builders Supply Codes List		Page 1 of 1
Trans. Type	Default Description	
Deposits	BR Deposit	
Disbursements	BR Disbursement	
Adjustments	BR Adjustment	
Transfers From	Transfer to Bank	
Transfers To	Transfer from Bank	

Recurring Adjustments List

Use the **Recurring Adjustments List** function to produce a list of the recurring adjustment information you have on file. Enter recurring adjustments using the **Recurring Adjustments** function. The adjustments are stored in the **BRRAXxx** (Recurring Adjustments) file.

Use this list as a reference when you enter bank reconciliation transactions or to check your work.

Sample List

Builders Supply										
Recurring Adjustments List										
By Bank Account										
Trans.	Seq.	Bank ID	Type	Adj. ID	Description	Ref.	GL Account	Per	Entry Date	Credit Amonut
000004	01	FNB001	ADJ	ODCHG	Overdraft Charge		100000	06	06/29/2013	18.00
000004	02	FNB001	ADJ	ODCHG	Overdraft Charge		532000	00		18.00
000001	01	FNB001	ADJ	SVCCHG	Service Charge		100000	06	06/24/2013	10.00
000001	02	FNB001	ADJ	SVCCHG	Service Charge		532000	00		10.00
TOTAL FOR BANK ID FNB001										28.00
000003	01	SNB001	ADJ	ODCHG	Overdraft Charge		100100	06	06/29/2013	21.00
000003	02	SNB001	ADJ	ODCHG	Overdraft Charge		532000	00		21.00
000002	01	SNB001	ADJ	SVCCHG	Service Charge		100100	06	06/29/2013	15.00
000002	02	SNB001	ADJ	SVCCHG	Service Charge		532000	00		15.00
TOTAL FOR BANK ID SNB001										36.00
GRAND TOTAL										64.00

Positive Pay List



If you use the Banking application, you can print the **Positive Pay List** to produce a list of the positive pay export definitions you have on file.

Sample List

Builders Supply

Positive Pay List

By Export ID

Page 1 of 2

Export ID	Type	Field	Use	Block	File Name
Description		Delimiter	Quotes?	Factor	Criteria
BOA_AP	Field Fixed Width		No	0	../data/BOA.TXT
Bank Of America - Payables					Axx.TRANSMIT_DATE=PROCESSDATE AND BAxx.TRANSMIT_TIME\$=PROCE STIMES\$
Record/Field Information					
Type	ID/Description				Tags
Detail	Detail Line				
X-Ref	RMBN Account Number		RMBN_ACCTNO_AP		
Source File	BAAP		Source Fields	BANK_ID	
Cross Ref File	RMBN		Cross Ref Field	COMP_ACCT_NO	
Multiplier	0		Format Mask		
Justification	Left	Fill Length	17	Fill Character	
Header/Tag					
Footer/Tag					
File	AP Void Indicator		BAAP_VOID_INDICATOR		
Source File	BAAP		Source Fields	VOID_FLAG	
Multiplier	0		Format Mask		
Justification	Left	Fill Length	1	Fill Character	0
Header/Tag					
Footer/Tag					

Positive Pay Fields List



If you use the Banking application, you can print the **Positive Pay Fields List** to produce a list of the positive pay fields within your positive pay export definition files.

Sample List

Builders Supply					Page 1 of 1
Positive Pay Field List					
Field ID	Type	Source		Cross Reference	
		File	Field	File	Field
Description					
BAAP_CHECK_NUMBER	File	BAAP	CHECK_NUMBER		
AP Check Number					
Field Format					
Justification	Left	Fill Length	7	Fill Character	
Program Name					
Field Value					
BAAP_VOID_INDICATOR	File	BAAP	VOID_FLAG		
AP Void Indicator					
Field Format					
Justification	Left	Fill Length	1	Fill Character	
Program Name					
Field Value					
BAPA_ADDITIONAL_DATA	File	BAPA	PAYEE_NAME		
PA Additional Data					
Field Format					
Justification	Left	Fill Length	40	Fill Character	
Program Name					
Field Value					

Tables List

The **Tables List** shows the number of columns, column length and type, and data for any or all Bank Reconciliation tables.

Use this list to keep records and verify contents of the Bank Reconciliation tables you are using.

Sample List

Builders Supply						Page 1 of 1
Tables List						
Bank Reconciliation						
Table ID	OPT	Description	Options Table			
No. of Columns	1	Column Length	50	Type	A	
Option Settings						
Table ID	TLASTH	Description				
No. of Columns	1	Column Length	70	Type	A	
0						

GL Account Audit Report

The **GL Account Audit Report** List shows Bank Reconciliation tables and data files with invalid or missing GL account numbers.

Sample List

Builders Supply GL Account Audit Report			Page 1 of 1
Application	Description	Interfaced to GL?	
BR	Bank Reconciliation	No	
No Errors Found in GL Accounts for Bank Reconciliation			



APPENDIX A

A

System Messages

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

An error occurred while converting files. Conversion aborted.

An error occurred while creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the Resource Manager Data File Conversion and Data File Creation screens to inform you that the process has been aborted. Correct the problem described in the first message and try again.

Basic Error = {error} Host Error = {error} Line = {line} Program = {program}

Basic Error = {error} Line = {line} Program = {program}

A serious error has occurred. Write down the information that appears and get help from a support technician.

{check number} is not on file.

1. The number of the check you are trying to void or stop the payment of is not on file.
2. You cannot void or stop payment of a check that is tagged as cleared.

Could not find any valid source files for this application.

The source directory you specified does not have files for the application you are converting. Make sure that you entered the correct source directory and application ID.

Current journal entries do not balance.

The total of the debit entries does not equal the total of the credit entries for the transaction. You cannot exit from the function until these two balances are equal.

File unavailable {file}.

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files intact.

- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company (F5)** command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account {account number} belongs to account AAAAAA.

When entering the distributions portion of a Bank Reconciliation transaction, you cannot enter the number of a general ledger account that has been assigned to a bank account record.

GL account {account number} is a memo account.

You cannot assign memo accounts to bank account records or Bank Reconciliation transactions.

Invalid date in {directory/file name}.

You must convert the old data files before you switch to European-format dates. Use the **Company Information** function on the Resource Manager **Company Setup** menu to switch back to the American-format dates, and reconvert the data.

Unable to execute program {program}.

The system cannot run the program you selected from the menu. Make sure that the displayed program is in the application's program directory, and select the function again.

Unable to load menu record {menu} from file {file}.

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

APPENDIX B

B

Common Questions

Use the answers to these commonly asked questions about the Bank Reconciliation system as a quick reference to common problems.

How can I exit from the Transactions function if my entries are out of balance?

You cannot exit from the distributions portion of the Transactions screen unless the entries are balanced (or offset). If you realize that you made a mistake in the transaction or if you want to delete the transaction, you must complete the distributions portion of the screen. Then return to the upper scroll region of the Transactions screen and either edit the transaction or use the **Delete (F3)** command to delete it.

How can I void an unposted check?

If the check was posted from an interfaced application (Payroll or Accounts Payable/Purchase Order), see the appropriate user's manual for instructions on how to enter a reversing transaction.

If the check was entered through the **Transactions** function, you can use one of the following methods to void an unposted check:

APPENDIX B • Common Questions

- Delete the transaction in the **Transactions** function by selecting the transaction you want to delete, then use the **Delete (F3)** command. Do not use this method if you want an audit trail of the transaction.
- Post the check to the **BRTRxxx** (Transactions) file. Then use the **Void and Stop Payments** function (on page 4-13) to void it.
- When you post the voided check, the status of the original disbursement will be set to **Void** and the amount will be set to zero.
- Enter a reversing disbursement transaction. In the **Ref** field, enter **VOID** or some other reference which indicates that the transaction will void the original disbursement.
- When you post transactions, both the original disbursement and the reversing entry will be moved to the **BRTRxxx** file.

APPENDIX C

C

Glossary

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

adjustment

Charges made to your bank account, often by the bank: service charges, finance charges, fees paid for bounced checks, and so on. *See also* **transaction**.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

Bank Reconciliation is one application; applications that interface with Bank Reconciliation are General Ledger, Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll.

back up

To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

APPENDIX C • Glossary

company	In OSAS, a business record associated with its own files, tables, and menu of applications.
conversion	The process of updating existing files, programs, or applications to the current version. <i>See also</i> installation .
data file	<i>See</i> file .
deposit	Money added to a bank account. <i>See also</i> transaction .
disbursements	Money extracted from a bank account. In Bank Reconciliation, disbursements take the form of checks and withdrawals. <i>See also</i> transaction .
distributions	Offsetting debits and credits that account for the total amount of the transaction.
field	A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.
file	A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. <i>See also</i> table .
function	A menu item that leads to a full screen. Most functions have a corresponding program. <i>See also</i> program .
general ledger	A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.
installation	The process of adding an application to an existing system. <i>See also</i> conversion .
interface	To join to another application for the purpose of having information entered in one application update information in another application's files.
journal	A chronological record of transactions.
journal entries	Transactions recorded in a journal.

menu	A list of applications, functions, options, or other menus.
offsetting entries	<i>See</i> distributions .
post	To transfer information from one place to another, usually at the end of the day or at a distinct break in business.
program	A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. <i>See also</i> function .
purge	To remove from the system. <i>See also</i> restore .
reconcile	To check a financial account against another for accuracy. In the Bank Reconciliation application, this process involves using the Cleared Transactions function to indicate which transactions have cleared your company's bank.
reconciliation	<i>See</i> reconcile .
record	A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.
recurring adjustments	Adjustments made regularly to your account. For example, some banks extract a monthly service charge on some types of accounts. <i>See also</i> adjustment and transaction .
reference	An additional description attached to a transaction. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.
restore	To bring information back to its original place and condition. <i>See also</i> purge .
table	A grid that holds records and is visible. <i>See also</i> file .
transfer	To shift a sum of money from one bank account to another. <i>See also</i> transaction .

APPENDIX C • Glossary

transaction An exchange or transfer of funds involving two or more bank accounts: adjustments, deposits, disbursements, and transfers. *See also* **adjustment, deposit, disbursements, and transfer.**

**transaction
reference** *See* **reference.**

INDEX

IX

A

- Accounts Payable
 - interfaced with Bank Reconciliation, 3-6, 3-9, 4-7
- Accounts Receivable
 - interfaced with Bank Reconciliation, 3-6, 3-9
- Address Lookup, 1-20, 1-25
- address mapping, 1-20, 1-25
- addresses, 1-20, 1-25
- adjustments
 - clearing, 5-8
 - distributions, 6-8
 - editing, 6-6
 - posting, 4-27
 - recurring adjustments, 6-5
- alphabetical sorting, 3-2
- ASCII files
 - layouts for importing, 6-11

B

- back up schedule
 - for data files, 3-10
- backup schedule
 - for programs, 3-10
- setting up, 3-9
- Bank Account Register
 - function, 4-21, 6-3
 - sample, 4-23
- Bank Accounts
 - file
 - setting up, 3-8
 - unique IDs, 3-8
- Bank Reconciliation
 - before converting, 2-3
 - before you install, 2-1

- converting to version 7.0, 2-4
- description, 1-1, 1-3
- files, 1-4
- installation, 2-1
- installing new version before converting, 2-3
- interfaced with Accounts Payable, 4-7
- interfaced with General Ledger, 4-25
- interfaced with Payroll, 4-7
- interfaces, 1-3, 3-5
 - Accounts Payable, 3-6
 - Accounts Receivable, 3-6, 3-9
 - General Ledger, 3-5, 3-7, 3-9
 - Payroll, 3-6, 3-9
 - Purchase Order, 3-6, 3-9
 - Sales Order, 3-6, 3-9
 - with General Ledger, 1-6
- menu structure, 1-4
- Options screen, 3-7
- posting transactions, 4-25
- setting up, 3-1
- setup considerations, 2-4
- system requirements, 2-1
- tables, 7-11
- bank-to-book reconciliation, 5-15
- book-to-bank reconciliation, 5-15
- BR Journal
 - function, 4-19
 - sample, 4-20
- BRCDxxx file
 - description, 1-5
 - setting up, 6-3
- BRJRxxx file, 1-5, 1-6
- Browse, 1-20
- BRRAXxx file, 1-5

INDEX

BRTRxxx file, 1-5, 3-6

C

change

- status of stopped payment, 4-15
- status of voided check, 4-15

Change Cleared Transactions Status
before you purge, 5-21

Cleared Transactions
after clearing, 5-11
function, 5-3
totals information, 5-11

cloud, 1-31

Codes

- file
 - description, 1-5
 - setting up, 6-3
- format, 3-2
- function, 6-3
- setting up, 3-1
- sorting, 3-1

codes

- sorting, 1-28

Codes List

- function, 7-3
- sample, 7-4

commands

- flags, 1-24
- hot keys, 1-24
- Proceed (OK), 1-2

company

- assigning roles, 3-9

conversion

- before converting, 2-3
- setup considerations, 2-4

converting to OSAS version 7.0, 2-4

D

data dictionaries, 2-1

Data File Conversion

- function, 2-3, 2-4

Data File Creation

- function, 2-2

data files

- backing up, 3-10

date fields, 1-19

debits

- posting, 4-27

default descriptions for transactions, 6-3

deposits

- clearing, 5-8
- posting, 4-25

disbursements

- clearing, 5-8
- posting, 4-26

distributions

- for transactions, 4-9
- for voided checks, 4-16

E

e-mail

- e-mailing reports, 1-33

F

F2 Inquiry

- button, 1-20
- flag, 1-25

F6 Maintenance

- flag, 1-25
- icon, 1-20

file information, 1-4

File Maintenance menu structure, 1-4

files

- backing up, 3-10, 5-21, 5-23
- BRCDxxx, 1-5
- BRCDxxx file, 6-3
- BRJRxxx, 1-5
- BRRAXxx, 1-5
- BRRAXxx file, 6-5
- BRTRxxx, 1-5

flags, in text mode, 1-24

flat files

- layouts for importing, 6-11

from/thru ranges, 1-27

G

General Ledger
 interfaced with Bank Reconciliation, 3-5, 3-9,
 4-22, 4-25, 5-3, 5-5, 5-6, 5-17
 references, 4-7, 4-10, 4-15, 4-17, 6-7, 6-9
 GL Account Audit Report, 7-13
 GLJRxxx file, 1-6, 3-5, 4-25, 5-3, 5-17
 GLMAxxx file, 1-6, 3-5, 5-3
 Google Docs, 1-31
 graphical mode
 drop-down menus, 1-17
 function screens, 1-16
 graphical main menu, 1-14
 Inquiry button, 1-20
 Maintenance icon, 1-20
 MDI menu, 1-15
 shortcut menu, 1-17
 toolbars, 1-19

H

hot keys, 1-24

I

IDs
 establishing a format, 3-2
 setting up, 3-1
 sorting, 3-1
 importing transactions
 layouts, 6-11
 Incorrect Entries
 transactions, 4-11
 incorrect entries
 stopped payments, 4-18
 transactions, 4-11
 voided checks, 4-18
 initial balances, 3-8
 Inquiry (F2)
 button, 1-20
 flag, 1-25
 Install Applications
 function, 2-1, 2-3
 installing Bank Reconciliation, 2-1, 3-8

J

Journal file, 1-5

L

launching
 OSAS in other operating systems, 1-9
 OSAS in Windows, 1-9
 Lists
 printing, 7-1

M

main menu
 graphical, 1-14
 MDI, 1-15
 navigating graphical, 1-14
 navigating MDI, 1-15
 navigating text, 1-21
 text, 1-21
 toolbars, 1-19
 Maintenance (F6)
 flag, 1-25
 icon, 1-20
 mapping, 1-20, 1-25
 Master File Lists menu structure, 1-4
 Master Lists
 printing, 7-1
 menu structure in Bank Reconciliation, 1-4
 menus
 drop-down menus, 1-17
 graphical main menu, 1-14
 MDI, 1-15
 shortcut, 1-17
 text main menu, 1-21
 messages
 in text mode, 1-25
 modes
 graphical, 1-13
 text, 1-21

N

navigating

INDEX

- graphical function screens, 1-16
- graphical main menu, 1-14
- MDI menu, 1-15
- text function screens, 1-23
- text main menu, 1-21
- to directories and files, 1-20

negative adjustments

- posting, 4-27

numbers

- alphabetical sorting, 3-2

O

offsetting entries

- in the GLJRxxx file, 4-25
- voiding checks, 4-16

Options

- table, 6-25

Options and Interfaces

- function, 3-5, 3-7
- screen, 3-7

OPTxxx table, 6-25

OSAS

- MDI menu, 1-15
- modes, 1-13
 - graphical, 1-13
 - text, 1-21
- setup considerations, 2-4
- starting in other operating systems, 1-9
- starting in Windows, 1-9

output device

- e-mail, 1-33
- preview, 1-30
- printer, 1-30
- screen, 1-35

Outstanding Balances window, 5-10

outstanding transactions

- in Reconciliation Report, 5-15

P

Payroll

- interfaced with Bank Reconciliation, 3-6, 3-9, 4-7

positive adjustments

posting, 4-27

Post Transactions

- Deposits T accounts, 4-25
- Disbursements T accounts, 4-26
- function, 4-25
- Negative Adjustments T accounts, 4-27
- Positive adjustments T accounts, 4-27
- posting log, 4-30
- Voided checks T accounts, 4-26

posting

- before you post, 4-28
- debits, 4-27
- deposits, 4-25
- disbursements, 4-26
- negative adjustments, 4-27
- positive adjustments, 4-27
- stop payments, 4-13
- transactions, 4-25
- voided checks, 4-26
- voids, 4-13

Proceed (OK) command, 1-2

programs

- backing up, 3-10

Purchase Order

- interfaced with Bank Reconciliation, 3-6, 3-9

Purge Cleared Transactions

- before you purge, 5-23
- function, 1-7, 5-3

Purge Reconciled Transactions

- function, 5-23

R

ranges

- in reports, 1-27

Reconciliation

- menu structure, 1-4

reconciliation, 5-15

Reconciliation explained, 1-6

Reconciliation Report

- Cleared Transactions report, 5-18
- function, 5-3, 5-9, 5-15
- Outstanding Transactions report, 5-18
- produce after clearing transactions, 5-11
- produce before changing cleared transaction sta-

- tus, 5-21
 - produce before purging reconciled transactions, 5-23
 - Reconciliation report, 5-19
- Recurring Adjustments
 - distributions, 6-8
 - file, 1-5
 - function, 6-5, 7-5
- recurring adjustments
 - adding distributions, 6-8
 - distributions, 6-8
 - entering transactions, 4-6
- Recurring Adjustments List
 - list, 7-5
- Recurring Entries List
 - function, 7-5
- references, 4-7, 4-10, 4-15, 4-17, 5-10, 6-7, 6-9
- reports
 - e-mailing, 1-33
 - formatting, 1-35
 - including information, 1-27
 - previewing, 1-30
 - printing, 1-30
 - ranges, 1-27
 - selecting information, 1-27
 - sorting information, 1-28
 - viewing on screen, 1-35
- Resource Manager
 - Data File Conversion function, 2-3, 2-4
 - Data File Creation function, 2-2
 - Install Applications function, 2-1, 2-3
 - Options and Interfaces function, 3-7
- restoring a check that has been stopped, 4-15
- restoring a voided check, 4-15
- reversing tag status of a transaction, 5-10
- right-click menu *See* shortcut menu, 1-17
- RMBxxxx file
 - setting up, 3-8
- Roles
 - setting up, 3-9
- roles
 - company-specific information, 3-9
 - what to protect, 3-9

S

- Sales Order
 - interfaced with Bank Reconciliation, 3-6, 3-9
- save online, 1-31
- screens
 - graphical function, 1-16
 - graphical main menu, 1-14
 - navigating graphical, 1-16
 - navigating text function, 1-23
 - OSAS MDI menu, 1-15
 - text function, 1-22
 - text main menu, 1-21
- Select, 2-4
- setting up Bank Reconciliation
 - roles, 3-9
- setup
 - checklist, 3-5
- shortcut menu, 1-17
- sorting
 - alphabetical, 3-2
 - codes and IDs, 3-1
 - principles of, 3-1, 3-2
- Specific Item window, 5-10
- starting
 - OSAS
 - in other operating systems, 1-9
 - in Windows, 1-9
- stop payments
 - manually tagging as cleared, 4-13
- stopped payments
 - incorrect entries, 4-18
- stopping the payment of a check, 4-13

T

- Tables
 - function, 6-25
 - use of, 6-25
- tables, 7-11
- Tables List
 - function, 7-11
- tagging transactions, 5-9, 5-10
- text mode
 - command line, 1-25

INDEX

- commands, 1-24
- flags, 1-24
- function screens, 1-22
- main menu, 1-21
- messages, 1-25
- toolbars, 1-19
 - function screens, 1-19
 - main menu, 1-19
- totals information, 5-11
- Transaction Import function, 6-11
- Transactions
 - exiting from function when out of balance, B-1
 - file, 1-5
 - function, 4-3, 4-13
 - import layouts, 6-11
 - menu structure, 1-4
 - screen, 4-4
- transactions
 - after clearing, 5-11
 - appending, 4-6
 - before you change cleared transaction status, 5-21
 - before you clear, 5-3
 - before you purge reconciled transactions, 5-23
 - clearing, 5-3
 - default descriptions for, 6-3
 - distributions, 4-9
 - editing, 4-6
 - incorrect entries, 4-11
 - list of cleared items, 5-15
 - out of balance, B-1
 - purging reconciled transactions, 5-23
 - reversing tag status, 5-10
 - tag status, 5-9
 - tagging, 5-9
 - totals information, 5-11
- Transactions function, 6-3
- transfers
 - clearing, 5-8

U

- unposted checks
 - voiding, B-1
- untagging transactions, 5-10

V

- Void and Stop Payments
 - function, 4-13
 - screen, 4-14
- Void Checks and Stop Payments
 - function, B-2
- voided checks
 - incorrect entries, 4-18
 - posting, 4-26
- voiding checks, 4-13
 - from Accounts Payable, 4-7
 - from Payroll, 4-7
- voiding unposted checks, B-1

W

- workstation date, 1-11