Contents

Overview 1

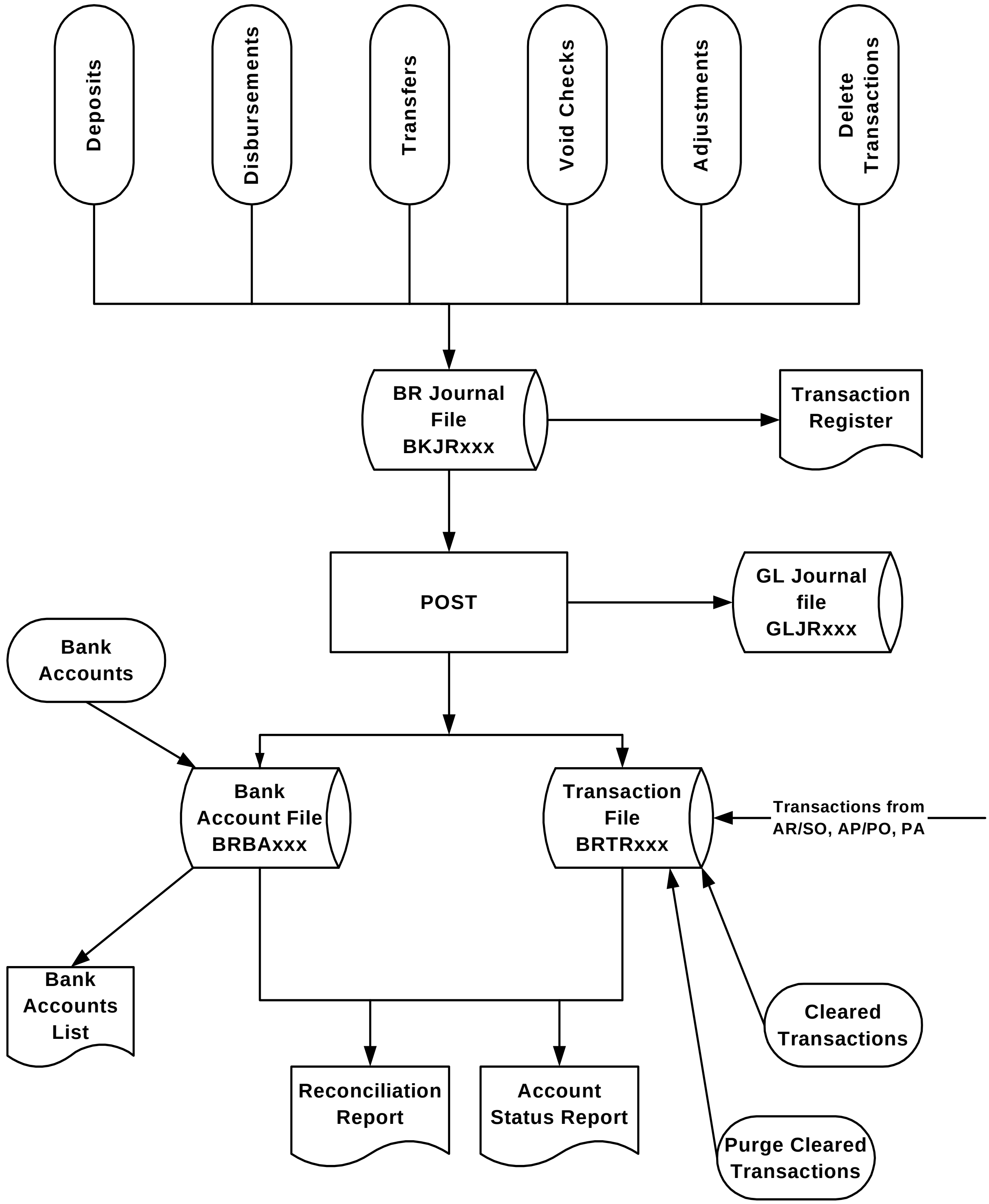
Use Bank Reconciliation to help keep control of your cash by simplifying the reconciliation of bank statements with your General Ledger bank accounts. It allows you to track which transactions have cleared the bank, which are still outstanding, and what the balances of your bank accounts are.

You can also use Bank Reconciliation as an independent application, or it can be interfaced with General Ledger for better cash control. You can post transactions that you enter in Accounts Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll to multiple cash accounts if those applications are interfaced with Bank Reconciliation.

Bank Reconciliation operations begin with the initial setup of bank accounts and beginning balances. The Daily work functions include entering various types of transactions and printing transaction reports.

The Reconciliation section is where you tell the system which transactions have cleared the bank and which are outstanding. Also available is the Reconciliation report, which allows you to cross reference for accuracy.

System Flowchart



Setup Checklist

1. Read the *Bank Reconciliation User’s Guide*
2. Set all Options and Interfaces
3. Set up the Bank Accounts
4. Turn off the interface to General Ledger
5. Enter any outstanding transactions
6. Print the BR Journal to check the transactions for accuracy
7. Post the outstanding transactions to the transaction file
8. Turn the interface back on to General Ledger

Data Files

These are the files used with the Bank Reconciliation module: Where xx**x** at the end of a file name represents your company ID.

BRTB - Bank Reconciliation Tables File

Each application has its own copy of the General Table file to hold the tables needed by its programs.

BRBAxxx - Bank Reconciliation Bank Accounts File

The Bank Accounts file stores General bank account information and GL balance information if General Ledger is not interfaced. One record is maintained for each bank account

BRJRxxx - Bank Reconciliation Journal File

The Bank Reconciliation Journal file stores unposted transactions that were entered through Bank Reconciliation functions. Information from this file appears in the BR Journal.

BRTRxxx - Bank Reconciliation Transactions File

The Bank Reconciliation Transactions file stores transactions posted to Bank Reconciliation from other applications and those posted from within the BR application. Transactions remain in the Transactions file until they are cleared and purged.

BRCDxxx - Bank Reconciliation Codes File

The Bank Reconciliation Codes file stores the default descriptions and references for transaction and recurring adjustment entries.

BRRAxxx - Recurring Adjustments File

The Recurring Adjustments file stores adjustment transaction that can be copied to the Journal file when adjustments are entered.

Bank Reconciliation Cycle

Setup

- Set up each bank account, with each assigned to a different General Ledger Account.
- Enter outstanding transactions.
- Set options and interfaces in Resource Manager.

Daily Work

- Enter deposits directly through Bank Reconciliation, through a prepaid transaction or a cash receipt entered through Accounts Receivable/Sales Order.
- Enter disbursements directly through Bank Reconciliation or post checks from Payroll and/or Accounts Payable/Purchase Order.
- Enter withdrawals through the Disbursements function on Bank Reconciliation.
- Make transfers from one bank account to another.
- Void a check or stop payment on a check.
- Enter adjustments such as interest earned or service charges.
- Print the BR Journal and the Bank Account Register.
- Delete invalid transactions.
- Post transactions to update the Bank Reconciliation Transactions file (BRTRxxx) and the General Ledger Journal file (GLJRxxx) if GL is interfaced.

Reconciliation

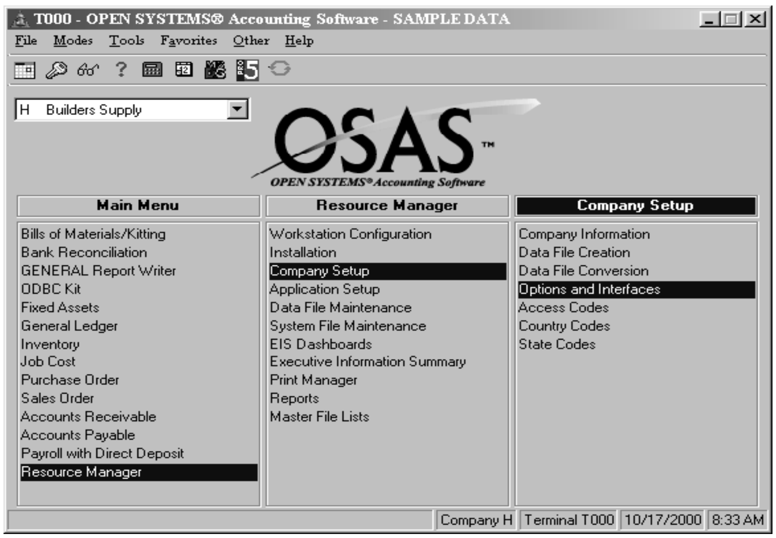
- Compare transactions from a bank statement with those in the system, and tell the system which transactions have cleared the bank for each account.
- Print a Reconciliation Report. It will list cleared transactions, outstanding transactions and the actual reconciliation. There is a Bank-to-Book Reconciliation and a Book-to-Bank Reconciliation.
- Purge cleared transactions from the Bank Reconciliation Transactions File.

Implementing Bank Reconciliation

Resource Manager Setup

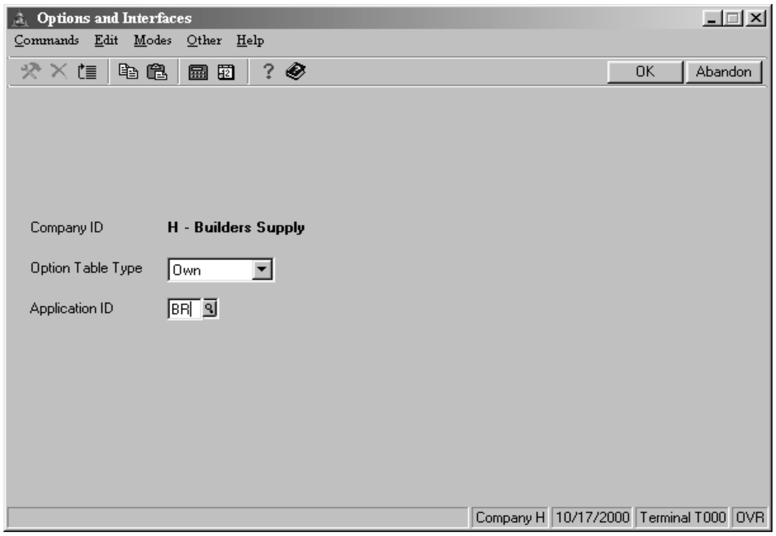
To implement Bank Reconciliation, you must first set up all the options and interfaces, build the necessary tables, and set up the bank accounts.

Company Setup Menu



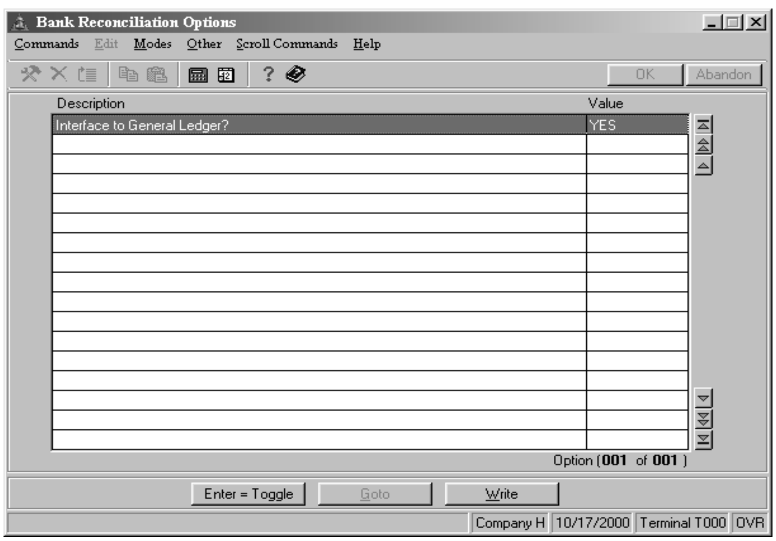
Select **Options and Interfaces** from the Company Setup menu in Resource Manager to set the options and interfaces for Bank Reconciliation.

Options and Interfaces Selection Screen



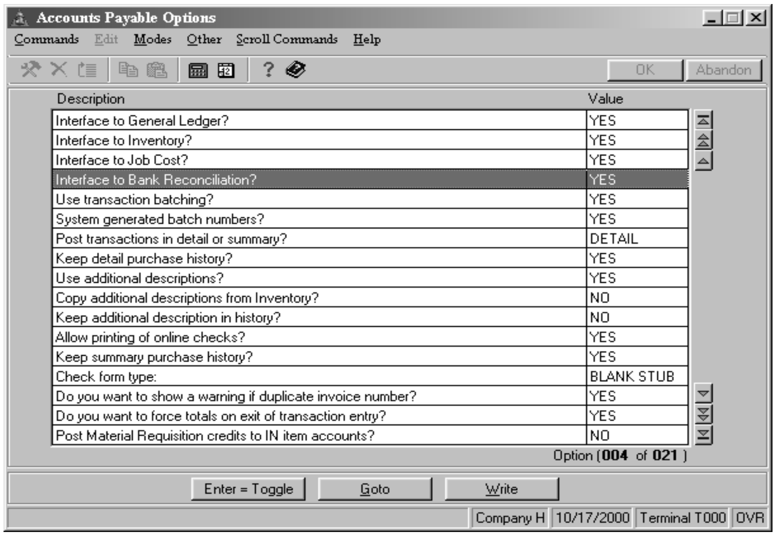
Enter **SHARE** in the Option Table Type field if you want all your companies within OSAS to share the same options and interfaces, or enter **OWN** if you want separate options and interfaces for each company. Then enter the two-letter Application ID for the module whose options you want to change, BR.

Bank Reconciliation Options

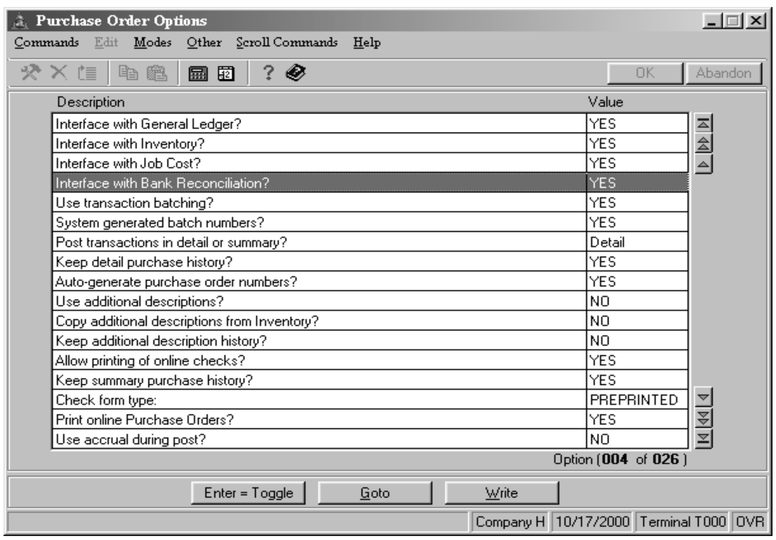


There's only one option for Bank Reconciliation, it allows you to interface Bank Reconciliation with General Ledger. So when you post the transaction they will update the GLJRxxx.

Accounts Payable Options Screen

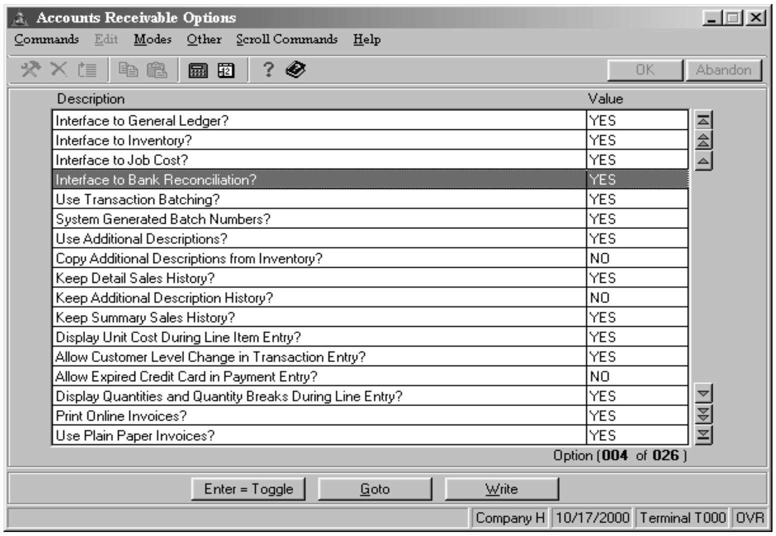


Purchase Order Options Screen

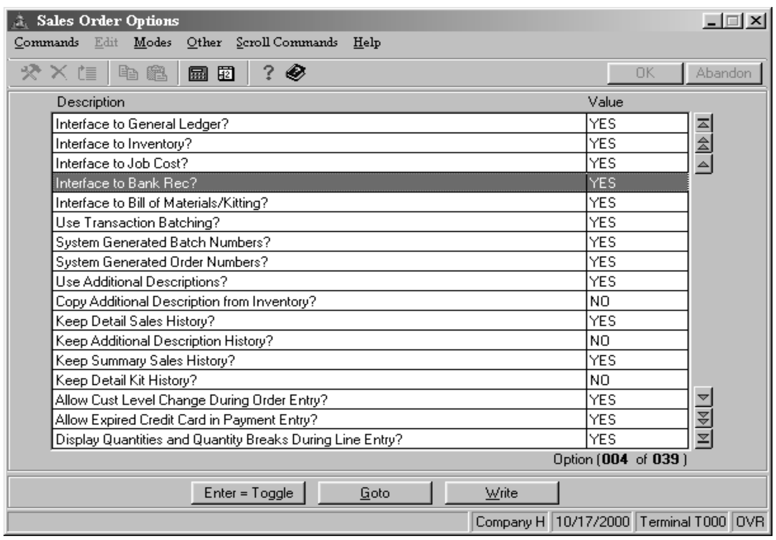


You can interface Accounts Payable/Purchase Order with Bank Reconciliation. If you have both Purchase Order and Accounts Payable, you change all your options through Purchase Order.

Accounts Receivable Options Screen

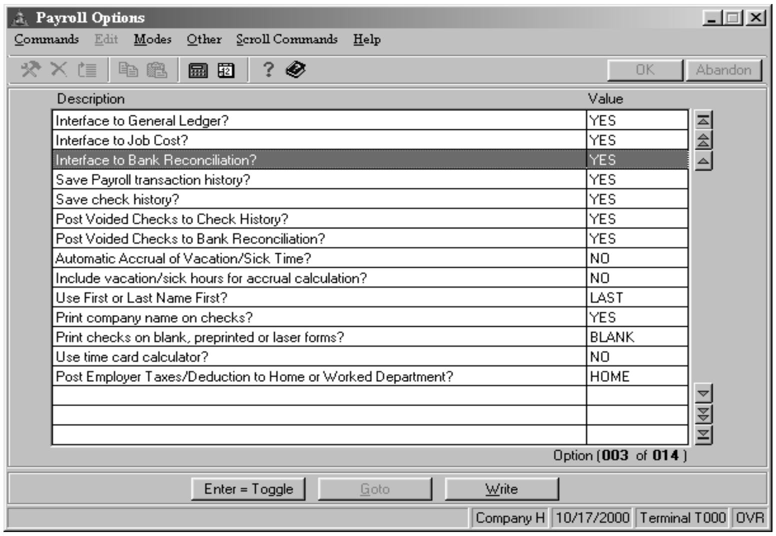


Sales Order Options Screen



You can interface Accounts Receivable/Sales Order with Bank Reconciliation. If you have both Accounts Receivable and Sales Order, set all the options through Sales Order.

Payroll Options Screen



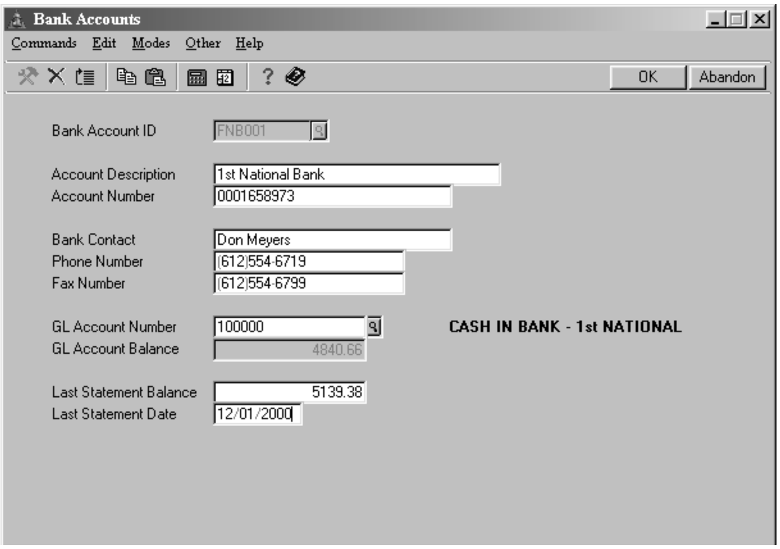
You can interface Payroll with Bank Reconciliation.

File Maintenance 2

Bank Accounts

Select Bank Accounts from the File Maintenance menu to add, edit, or delete bank accounts.

Bank Accounts Selection Screen



Enter the following information for each account:

Field	Description
Bank Account ID	Enter an ID of up to 6 characters in length. This ID is used to refer to this account in applications interfaced to Bank Reconciliation.
Account Description	Enter in a description for this account, up to 30 characters in length.
Bank Contact	Enter in the name of the contact at this financial institution.
Bank Phone Number	Enter in the phone number of this bank account.
Bank Fax Number	Enter in the fax number of this bank account.
GL Account Number	Enter in the GL Account number associated to this Bank Account ID.
GL Account Balance	If Interfaced to GL the current balance for this account will default in this field and you cannot change it. It is updated when you post transactions in GL to this account. If BR is not interfaced with GL, enter the balance of the account you specified. It is updated when you post transactions in BR and its interfaced applications. You should not change the balance on the screen after you begin processing transactions.
Last Statement Balance	Enter the balance of the last statement you received for this bank account. This field is updated when you use the Cleared Transactions function.
Last Statement Date	Enter the date of the last statement you received for this bank account. This field is updated when you use the Cleared Transactions function.

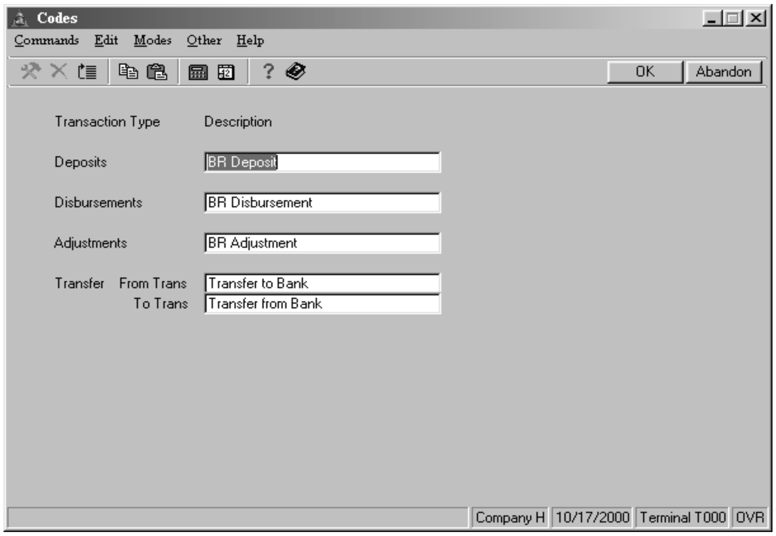
Note

Make sure to use a different GL Account Number for each Bank Account that is set up.

Codes

Select Codes from the File Maintenance menu to change the default descriptions that will be used when entering in transactions through bank reconciliation.

Codes Screen



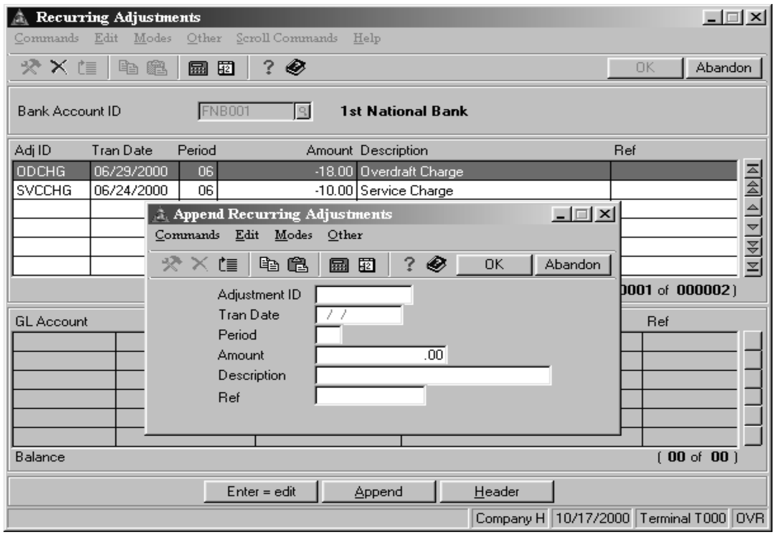
Enter the following information:

Field	Description
Deposits	Enter the default description that will appear when you enter a new deposit transaction.
Disbursements	Enter the default description that will appear when you enter a new disbursement transaction.
Adjustments	Enter the default description that will appear when you enter a new adjustment transaction.
Transfer From Trans	Enter the default description that will appear when you enter a new transfer transaction. This description will appear in the "From" transaction. If you enter less than 20 characters in this field the "To" bank account ID will be appended to the description.
Transfer To Trans	Enter the default description that will appear when you enter a new transfer transaction. This description will appear in the "To" transaction. If you enter less than 20 characters in this field the "From" bank account ID will be appended to the description.

Recurring Adjustments

Enter in any Recurring Adjustment that may be used for the specified Bank Account ID. Select the Bank Account to which you want to add the Recurring Adjustments.

Recurring Adjustments Screen



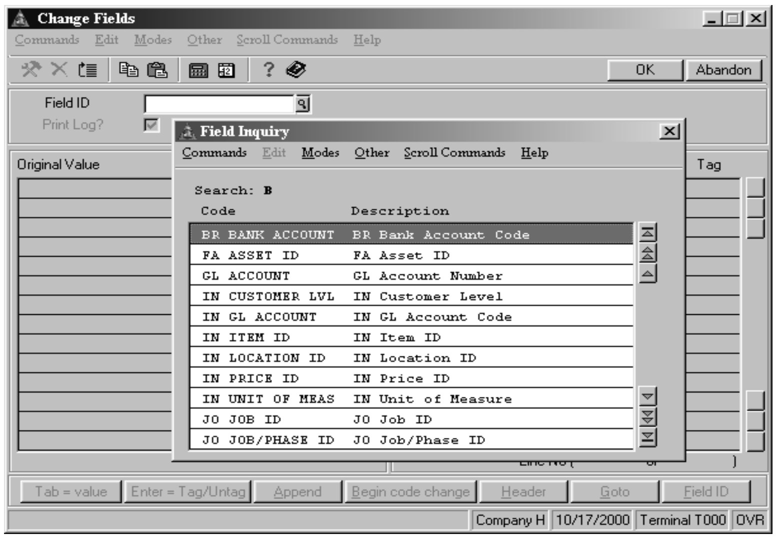
Use the Append function and enter in the following information:

Field	Description
Adjustment ID	Enter a check number or any other descriptive ID to identify this recurring adjustment. The ID you enter must be unique to this account. In Transactions, when you enter an adjustment transaction, enter an asterisk (*) followed by this recurring adjustment ID to copy the recurring adjustment into the BR Journal file.
Trans Date	The workstation date defaults. Press Enter to accept it, or enter the date you entered this recurring adjustment. When you copy the recurring adjustment, the system will change the transaction date to the current workstation date.
Period	The period that corresponds to the transaction date will default. Press Enter to accept it, or enter in the period you entered this recurring adjustment. When you copy the recurring adjustment, the system will change this period to correspond to the new transaction date.
Amount	Enter the amount of the adjustment. Positive numbers represent increases to your bank balance. To decrease you bank balance, enter a negative number.
Description	Press **Enter** to accept the description displayed, or enter a different description for this adjustment.
Ref	Enter a reference for the adjustment.

Change Fields

Use the Change Field function in Bank Reconciliation to change a Bank Account ID that is on file.

Change Fields Selection Screen



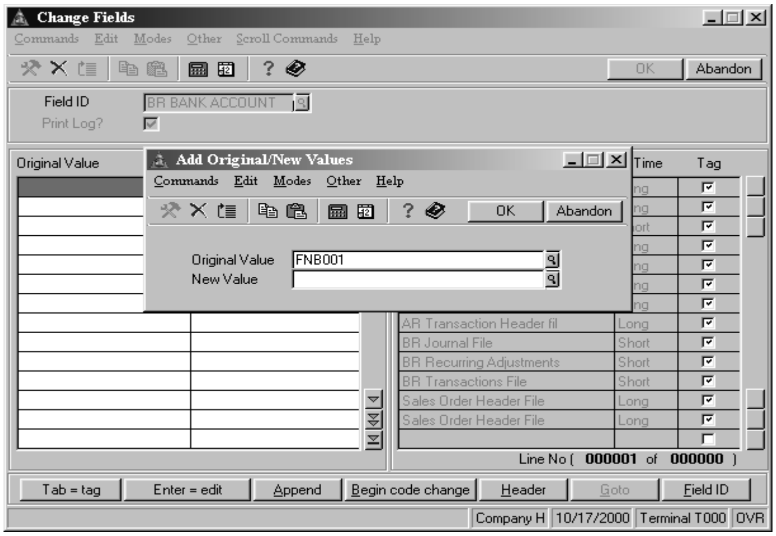
Use the **Inquiry** (F2) function to pull up a list of field ID's you are able to change. There is only one Field ID for Bank Reconciliation, Bank Account Code.

If you decide to change an existing Bank Account you will want to verify with the other applications that they are referring to the new Bank Account ID.

Note

You can only change the data files for the application you are accessing Change Fields from.

Change Fields

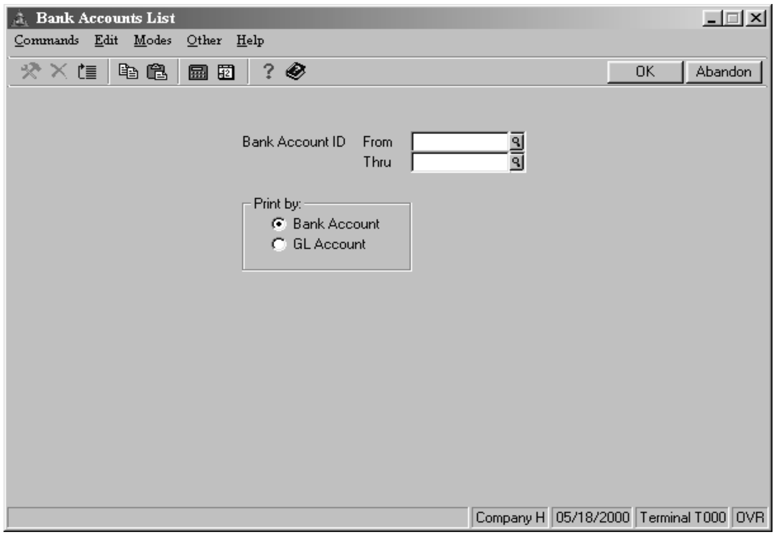


Master File Lists 3

Bank Accounts List

To see a list of the bank accounts you have set up, select Bank Accounts List from the File Maintenance menu.

Bank Accounts Selection Screen



Select the following:

Selection	Description
Bank Account ID From/Thru	Enter a range of Bank Account ID's to include on the report, or **Enter** through to include all accounts.
Bank Account/ GL Account	Select the order in which you want to print the list. You can organize it by Bank Account ID or by General Ledger account number.

Select the output device you want to use:

(**P**)rinter - to send the report to a printer.

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file.

(**S**)creen - to print the report to the screen.

(**E**)nd - to exit from the selection screen without printing the report.

Bank Accounts List

05/18/2000 Builders Supply Page 1
2:58 PM Bank Accounts List
By Bank Account

Bank ID	Bank Account Number Bank Account Description	Phone Number Fax Number	GL Account Last Stmt.	GL Account Description Contact	Last Stmt. Bal.	Curr. GL Bal.
FNB001	0001658973 1st National Bank	(612)554-6719 (612)554-6799	100000 05/18/2000	CASH IN BANK - 1st NATIONAL Don Meyers	5139.38	4840.66
SNB001	0002653978 2nd National Bank	(612)827-0055 (612)827-0011	100100 12/01/2000	CASH IN BANK - 2nd NATIONAL Lisa Jungles	600.00	100.00
2 BANK ACCOUNTS LISTED				TOTAL	5739.38	4940.66

End of Report

Codes List

To print a list of the codes used in Bank Reconciliation and their values, select Master File Lists on the Bank Reconciliation menu. You will be immediately asked to select the output device. There is no selection screen needed for the Codes List.

Select the output device you want to use:

(**P**)rinter - to send the report to a printer.

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file.

(**S**)creen - to print the report to the screen.

(**E**)nd - to exit from the selection screen without printing the report.

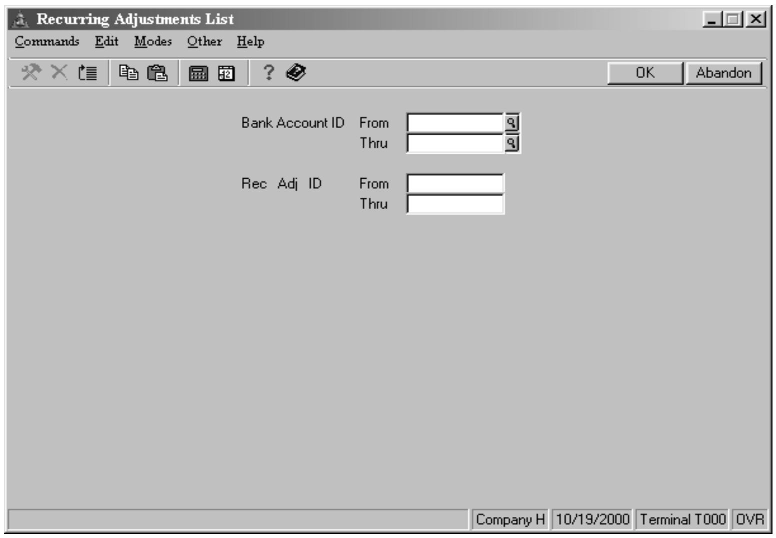
Codes List

```
10/19/2000       Builders Supply        Page    1
8:28 AM            Codes List

Trans. Type                Default Description
----------------------------------------------------

Deposits                   BR Deposit
Disbursements              BR Disbursement
Adjustments                BR Adjustment
Transfers From             Transfer to Bank
Transfers To               Transfer from Bank


End of Report
```

Recurring Adjustments List

After setting up Recurring Adjustments print out the Recurring Adjustment List from the Master File Lists. This will allow you to make any edits or changes to the Recurring Adjustments as needed.

Recurring Adjustments Selection Screen



Select the following:

Selection	Description
Bank Account ID From/Thru	Enter a range of Bank Account ID's to include on the report, or **Enter** through to include all accounts.
Rec Adj ID	Enter the ID of the first recurring adjustment you want to list, or press **Enter** to begin with the first recurring adjustment in the file.

Select the output device you want to use:

(**P**)rinter - to send the report to a printer.

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file.

(**S**)creen - to print the report to the screen.

(**E**)nd - to exit from the selection screen without printing the report.

Recurring Adjustments List

10/19/2000 Builders Supply Page 1
8:47 AM Recurring Adjustments List
By Bank Account

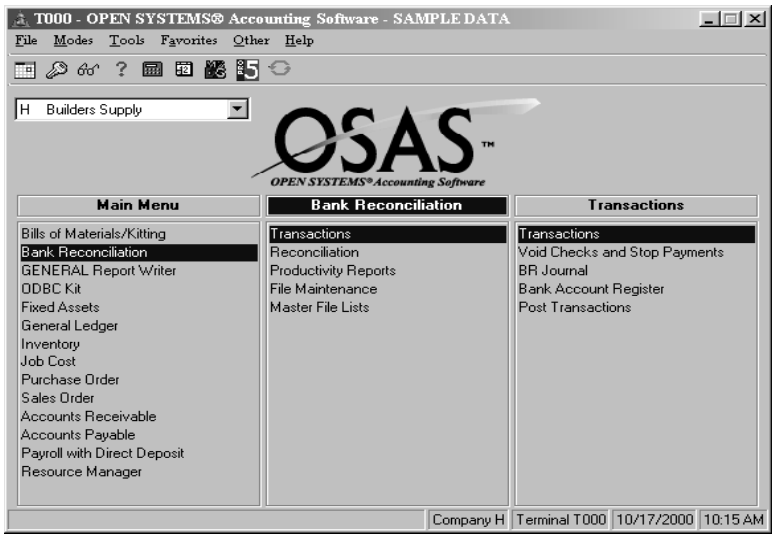
Trans.	Seq.	Bank ID	Type	Adj. ID	Description	Ref.	GL Account	Per	Entry Date	Debit Amount	Credit Amount
000004	01	FNB001	ADJ	ODCHG	Overdraft Charge		100000	6	06/29/2000		18.00
000004	02	FNB001	ADJ	ODCHG	Overdraft Charge		532000			18.00	
000001	01	FNB001	ADJ	SVCCHG	Service Charge		100000	6	06/24/2000		10.00
000001	02	FNB001	ADJ	SVCCHG	Service Charge		532000			10.00	
						TOTAL FOR BANK ID FNB001				28.00	28.00
000003	01	SNB001	ADJ	ODCHG	Overdraft Charge		100100	6	06/29/2000		21.00
000003	02	SNB001	ADJ	ODCHG	Overdraft Charge		532000			21.00	
000002	01	SNB001	ADJ	SVCCHG	Service Charge		100100	6	06/29/2000		15.00
000002	02	SNB001	ADJ	SVCCHG	Service Charge		532000			15.00	
						TOTAL FOR BANK ID SNB001				36.00	36.00
000005	01	TEST	ADJ	RE1	BR Adjustment	JLR	100200	9	09/13/2000	150.00	
000005	02	TEST	ADJ	RE1	BR Adjustment	JLR	105000		10/19/2000		150.00
000006	01	TEST	ADJ	RE2	BR Adjustment	JLR	100200	9	09/13/2000	50.00	
000006	02	TEST	ADJ	RE2	BR Adjustment	JLR	151000		10/19/2000		50.00
						TOTAL FOR BANK ID TEST				200.00	200.00
						GRAND TOTAL				264.00	264.00

End of Report

Transactions 4

Use the Transactions Menu for Daily Work functions that you would perform through Bank Reconciliation. You will enter in transactions, Void or stop payments, print out your Bank Reconciliation Journal and Bank Account Register, as well as Post Transactions.

Transactions Menu



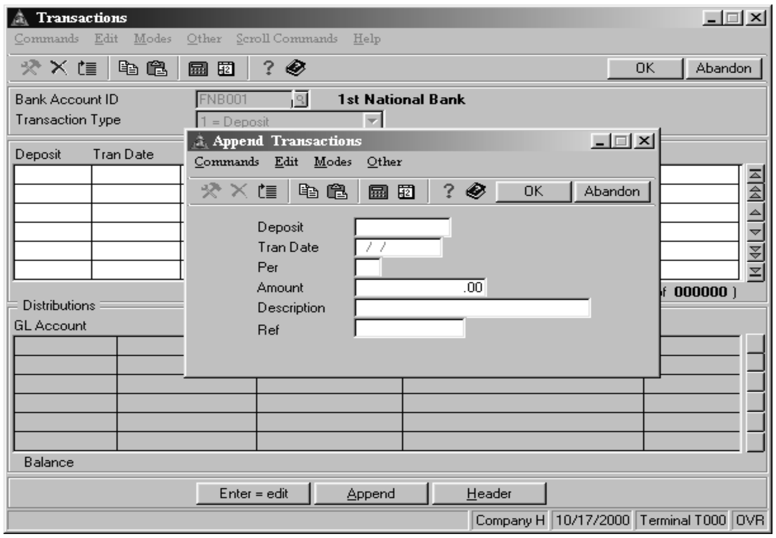
Transactions

1. Deposits

To enter in a Deposit Transaction you would select ***Deposit*** after verifying that the correct Bank Account ID has defaulted in, or by using the **Inquiry** (F2) function to choose a different bank account from a list of Bank Account ID's.

Once you have selected to enter in Deposit Transactions, use the **A**ppend option to enter a new Transaction, or **Enter** on an existing transaction to edit.

Deposit Append Screen

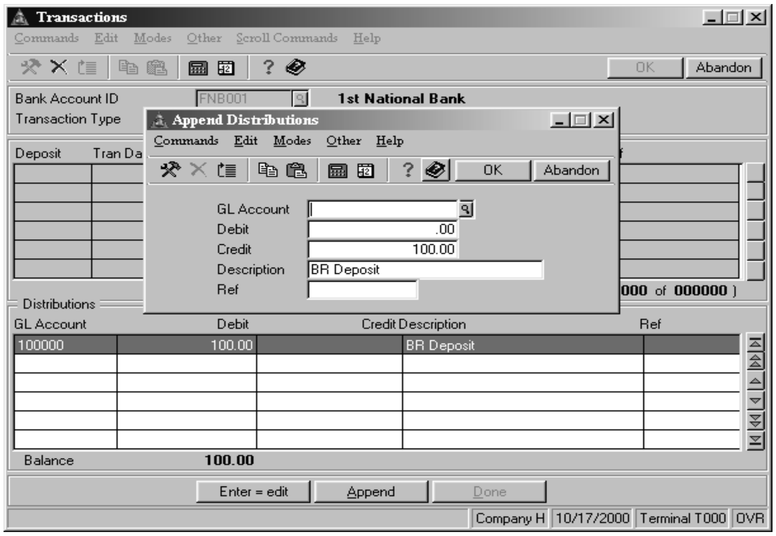


Enter the following information on the Append screen:

Field	**Description**
Deposit	Enter the slip number of the deposit.
Trans Date	The workstation date defaults. Press **Enter** to accept it, or enter the date of the transaction.
Per	The period that corresponds to the transaction date will default. Press **Enter** to accept it, or enter in a new period to post the deposit to.
Amount	Enter the amount of the transaction. Positive numbers represent increases to your bank balance in Deposits and Adjustments and reduces you bank balance in Disbursements and Transfers. You can reverse this effect by entering a negative number.
Description	Press **Enter** to accept the description displayed, or enter a different description for this transaction.
Ref	Enter a reference for the adjustment.

Use the **Proceed** (PgDn) command to save this entry.

Offsetting Entry Append Screen



Now enter the information for the offsetting entry.

The cursor returns to the GL Account field. Then enter the account that will offset this deposit. If you want to change the description or the reference, move the cursor to those fields and make the necessary changes.

Note

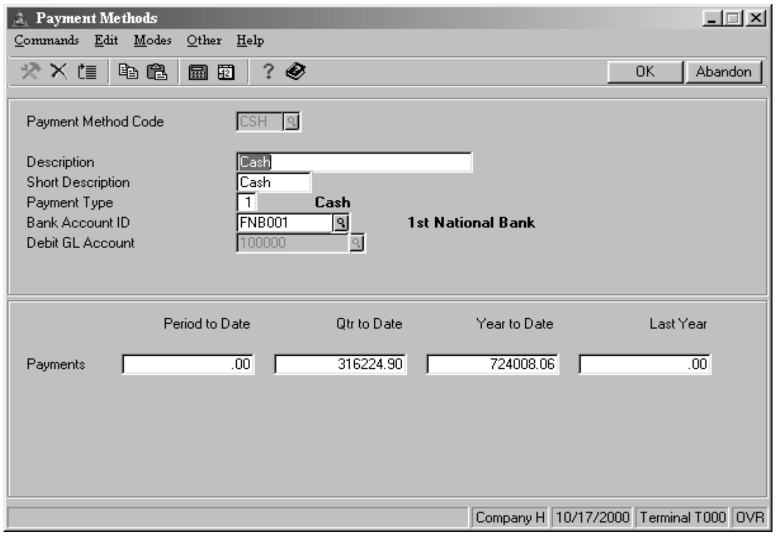
You cannot enter a general ledger account number that has been assigned to a Bank Account in the Bank Accounts file.

To help keep the system in balance, the offsetting amount (which you can change) is displayed in the appropriate Debit/Credit column. A running balance of your entries is also displayed. You can override the offsetting amount but not the running balance. You cannot exit from the Deposit function in an out-of-balance condition.

When the balance is.00, the system will ask if the transaction is complete. To continue with this deposit, enter **No**; otherwise enter **Y**es.

You can also enter deposits through Accounts Receivable/Sales Order when you enter a prepaid transaction or cash receipt for a cash or check type payment method code.

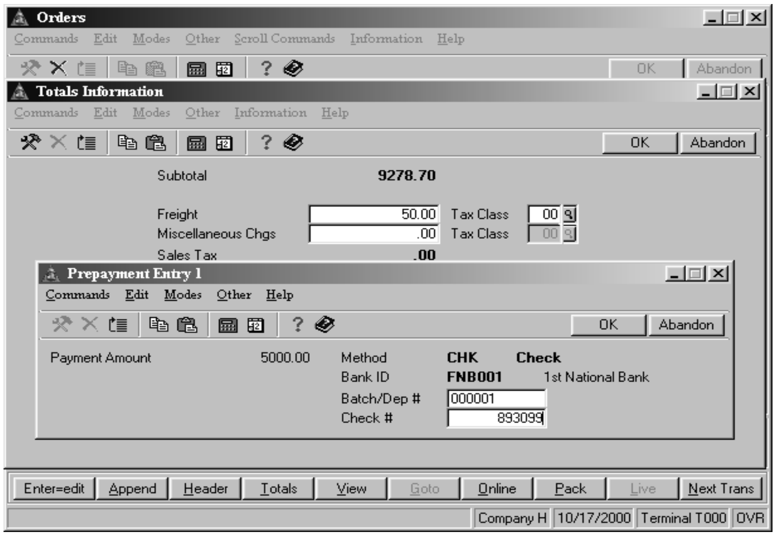
Payment Methods Screen



Use the **Payment Methods** function to add or change the codes used to categorize customer payments or to set up different types of payments for each payment method (cash, check, credit card, write-offs, or other methods). For example, you can set up codes to designate personal checks, company checks, bad debt write-offs, promotional write-offs, and so forth.

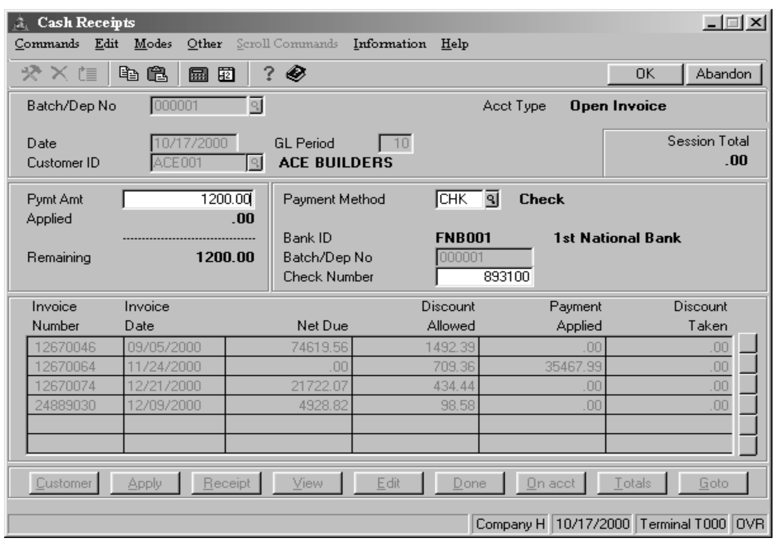
The Bank Account ID filed appears if you entered 1 for cash or 2 for check in the Payment Type field. This bank account will be updated during the post. If you have multiple banks, you must set up at least one payment method for each bank account.

Invoice Prepayment Screen



If you enter a cash or check type payment method for a prepaid invoice, the Bank ID is displayed from the Payment Methods file. Enter the deposit number. If this is a check type payment method, enter the check number. If this is a cash type payment method, CASH is displayed for the Check #.

Cash Receipts Screen



You can also enter deposit information through the Cash Receipts function in Accounts Receivable/ Sales Order. The information is transferred to the Bank Reconciliation Transactions file when you post cash receipts.

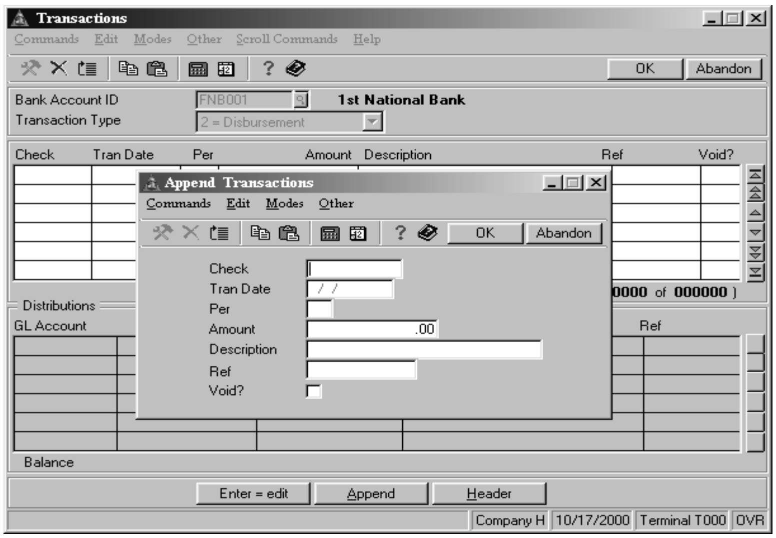
2. Disbursements

Use Disbursements to record disbursements and withdrawals from your bank accounts that you have not recorded in Accounts Payable or Payroll.

To enter in a Disbursement Transaction you would select ***Disbursement*** after verifying that the correct Bank Account ID has defaulted in, or by using the **Inquiry** (F2) function to choose from a list of Bank Account ID’s.

Once you have selected to enter in Disbursement Transactions, use the **A**ppend option to enter a new Transaction, or **Enter** on an existing transaction to edit.

Deposit Append Screen

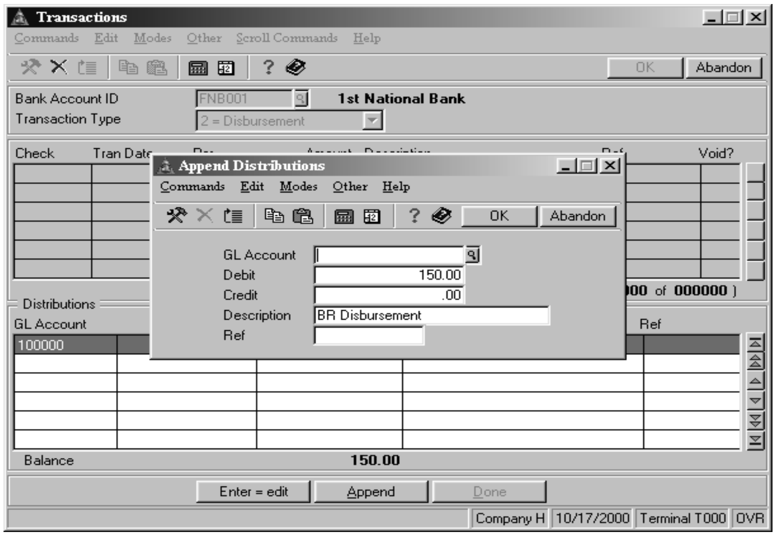


Enter the following information on the Append screen:

Field	Description
Check	Enter the check number used for the disbursement, or enter **W** if this is a withdrawal.
Trans Date	The workstation date defaults. Press **Enter** to accept it, or enter the date of the transaction.
Per	The period that corresponds to the transaction date will default. Press **Enter** to accept it, or enter in the period to post the deposit to.
Amount	Enter the amount of the transaction. Positive numbers represent increases to your bank balance in Deposits and Adjustments and reduces you bank balance in Disbursements and Transfers. You can reverse this effect by entering a negative number.
Description	Press **Enter** to accept the description displayed, or enter a different description for this transaction.
Ref	Enter a reference for the adjustment.
Void	If this is a voided check, check the box or enter **YES**, if not enter **NO**. If you mark the check as voided, the amount will change to **0**.

Use the **Proceed** (PgDn) command to save this entry.

Offsetting Entry Append Screen



Now enter the information for the offsetting entry.

The cursor returns to the GL Account field. Then enter the account that will offset this disbursement. If you want to change the description or the reference, move the cursor to those fields and make the necessary changes.

Note

You cannot enter a general ledger account number that has been assigned to a Bank Account in the Bank Accounts file.

To help keep the system in balance, the offsetting amount (which you can change) is displayed in the appropriate Debit/Credit column. A running balance of your entries is also displayed. You can override the offsetting amount but not the running balance. You cannot exit from the Deposit function in an out-of-balance condition.

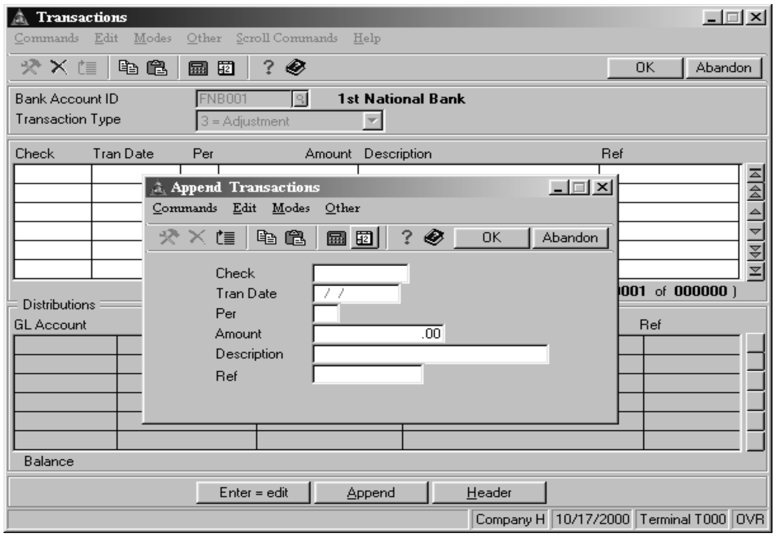
When the balance is .00, the system will ask if the transaction is complete. To continue with this deposit, enter **No**; otherwise enter **Yes**.

3. Adjustments

Select Adjustments from the Bank Reconciliation Transactions menu to enter service charges, finance charges, interest earned on your account, or any other adjustments.

Once you have selected to enter in Adjusting Transactions, use the **A**ppend option to enter a new Transaction, or **Enter** on an existing transaction to edit.

Deposit Append Screen

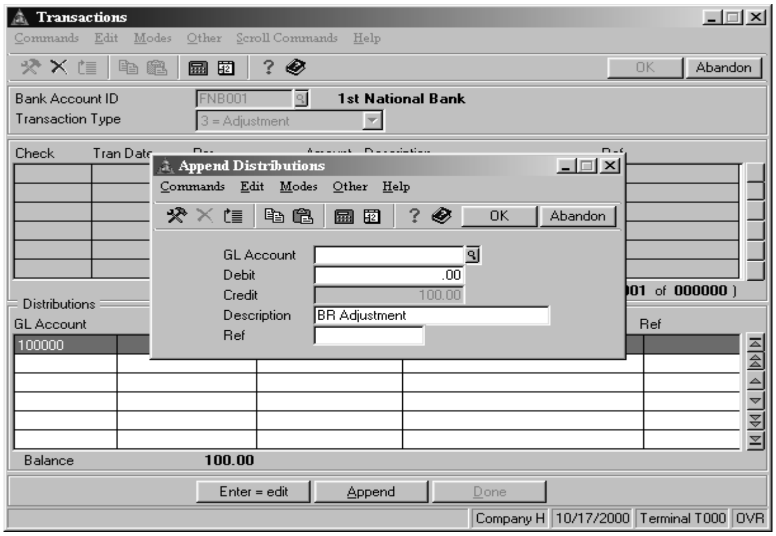


Enter the following information on the Append screen:

Field	Description
Check	Enter the check number used for the disbursement, or enter **W** if this is a withdrawal.
Trans Date	The workstation date defaults. Press **Enter** to accept it, or enter the date of the transaction.
Per	The period that corresponds to the transaction date will default. Press **Enter** to accept it, or enter in the period to post the deposit to.
Amount	Enter the amount of the transaction. Positive numbers represent increases to your bank balance in Deposits and Adjustments and reduces you bank balance in Disbursements and Transfers. You can reverse this effect by entering a negative number.
Description	Press **Enter** to accept the description displayed, or enter a different description for this transaction.
Ref	Enter a reference for the adjustment.

Use the **Proceed** (PgDn) command to save this entry.

Offsetting Entry Append Screen



Now enter the information for the offsetting entry.

The cursor returns to the GL Account field. Then enter the account that will offset this adjustment. If you want to change the description or the reference, move the cursor to those fields and make the necessary changes.

Note

You cannot enter a general ledger account number that has been assigned to a Bank Account in the Bank Accounts file.

To help keep the system in balance, the offsetting amount (which you can change) is displayed in the appropriate Debit/Credit column. A running balance of your entries is also displayed. You can override the offsetting amount but not the running balance. You cannot exit from the Deposit function in an out-of-balance condition.

When the balance is.00, the system will ask if the transaction is complete. To continue with this deposit, enter **No**; otherwise enter **Yes**.

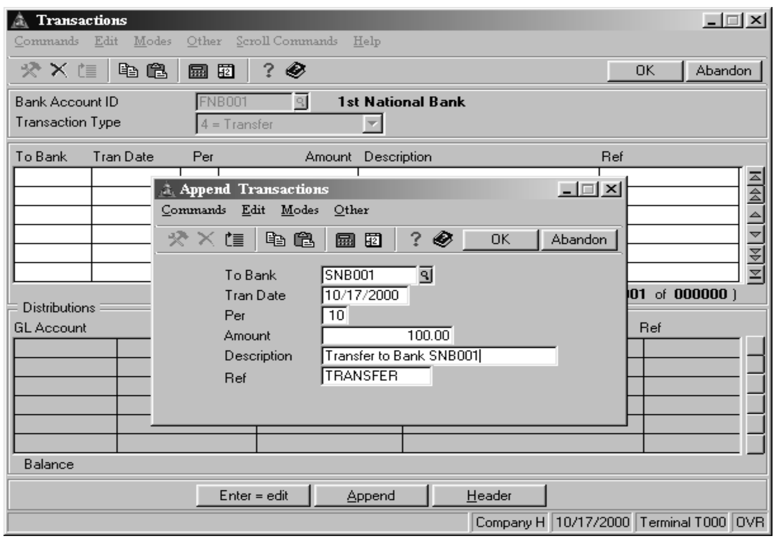
4. Transfers

Select Transfers from the Bank Reconciliation Transactions menu to transfer money between bank accounts.Once you have selected to enter in Transfer Transactions, use the **A**ppend option to enter a new Transaction, or **Enter** on an existing transaction to edit.

Note

When you enter a transfer, the debit side of the transaction is changed to a deposit and the credit side of the transaction remains a transfer

Transfer Append Screen



Enter the following information on the **A**ppend screen:

Field	Description
To Bank	Enter the ID of the bank account you're transferring funds to, or use the **Inquiry** (F2) command to look up and select the ID from the list that appears.
Trans Date	The workstation date defaults. Press **Enter** to accept it, or enter the date of the transaction.
Per	The period that corresponds to the transaction date will default.
Amount	Enter the amount of the transaction. Positive numbers represent increases to your bank balance in Deposits and Adjustments and reduces you bank balance in Disbursements and Transfers. You can reverse this effect by entering a negative number.
Description	Press **Enter** to accept the description displayed, or enter a different description.
Ref	Enter a reference for the adjustment.

Use the **Proceed** (PgDn) command to save this entry.

Void Checks/Stop Payments

Voiding a check

In Bank Reconciliation, you can void only checks entered through the Disbursements function in Bank Reconciliation, and only after they have been posted to the Bank Reconciliation Transaction File.

You cannot void withdrawals. Enter a negative withdrawal to reverse them and tag them as cleared after you post them.

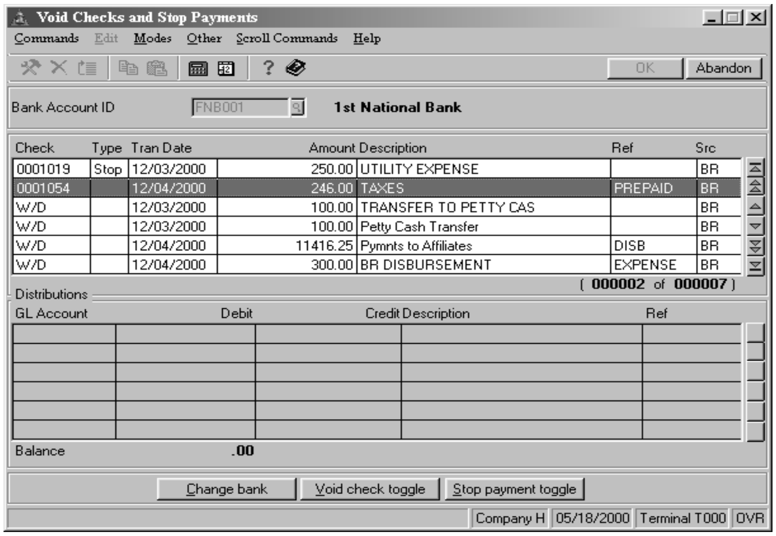
When you post a voided check, the status of the original disbursement is changed to *void,* the amount is changed to zero, and it is tagged as cleared.

If you need to void a check from Accounts Payable/Purchase Order or Payroll, it is recommended to void it through that application.

Stopping Payment on a Check

You can stop payment on any check, whether it was entered through the Disbursements function in Bank Reconciliation or posted from Accounts Payable/Purchase Order or Payroll. In either case, you must enter a transaction to reverse the original check. If you entered the disbursement in Bank Reconciliation, enter a negative disbursement. If you entered the check in Accounts Payable/Purchase Order, enter a prepaid miscellaneous debit and post it. If you entered the check in Payroll, enter a negative manual check and post it. Then tag both the original check and the reversing check as cleared through Bank Reconciliation. When you post a stop payment transaction, the status of the original disbursement is changed to STOP, but the amount remains in the file.

Void Checks/Stop Payments

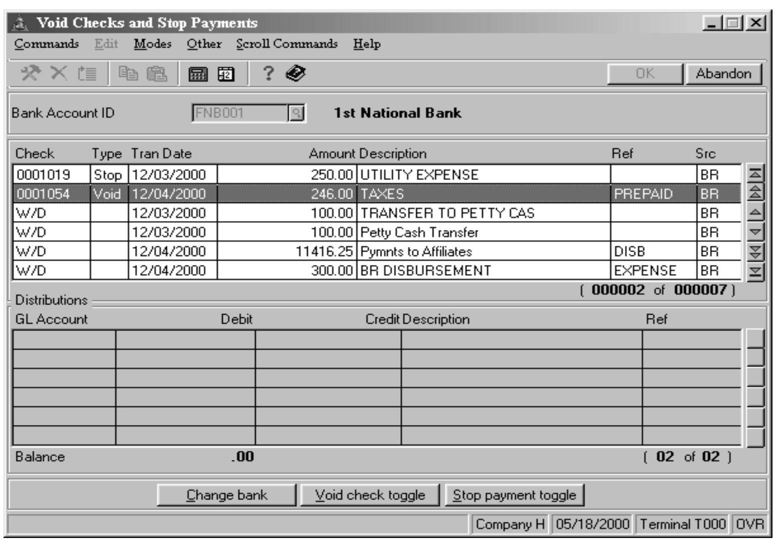


Enter the bank account ID.

Enter **V** to void a check, or **S** to stop payment.

Enter the check number. The first transaction with this check number is displayed, and the system asks if this is the correct transaction. Enter **Yes** if it is correct or **No**, and the next transaction will be displayed. The message **No More Transactions** appears when all of the transactions have been displayed for this check number.

Voided Check

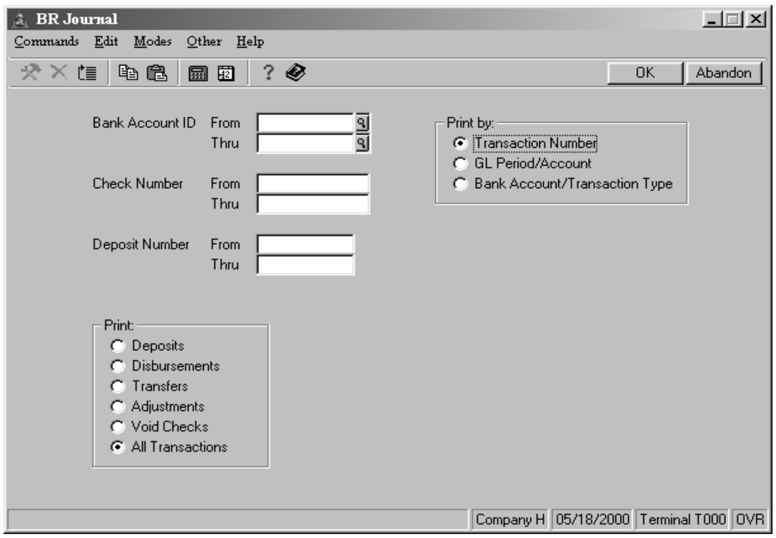


Use the **Proceed** (PgDn) command to void this check or stop the payment. The transaction type is changed to *Void* or *Stop* and is shown on the Bank Account Register.

BR Journal

Before you post transactions, select **BR Journal** from the Bank Reconciliation Transactions menu to check for inconsistencies. Only unposted transactions entered through Bank Reconciliation appear in the journal. If you find any errors, use the Transactions function to edit or delete the incorrect transactions.

BR Journal Selection Screen



Selection	Description
Bank Account ID From/Thru	Enter the range of Account ID's you want to appear on the journal. Use the **Inquiry** (F2) command to select from a list. Leave blank to include all.
Check Numbers From/Thru	Enter in the Check Numbers you want included on the journal, leave blank to include all checks.
Deposit Number From/Thru	Enter in the Deposit Numbers you want to include on the journal, leave blank to include all deposits.
Print	
1. Deposit	Select **1** to print only the **deposit** transactions.
2. Disbursement	Select **2** to print only the **disbursement** transactions.
3. Transfer	Select **3** to print only the **transfer** transactions.
4. Adjustment	Select **4** to print only the **adjustment** transactions.
5. Void Checks	Select **5** to print only the **voided** checks.
6. All Transactions	Select **6** to include **all** transactions, regardless of type, on the journal.
Print by:	
1. Transaction Number	Select 1 to list the transactions on the journal by their transaction number.
2. GL Period/Account	Select 2 to group together the transactions based on the GL period assigned to the transaction as well as the GL Account number.
3. Bank Account/ Transaction Type	Select 3 to group together the transactions based on the Bank Account assigned to the transaction as well as the Transaction Type.

BR Journal

05/18/2000 Builders Supply Page 1
9:09 AM BR Journal
By Transaction Number

Trans.	Seq.	Bank ID	Type	Ck/Dep.	Description	Ref.	GL Account	Per	Entry Date	Debit Amount	Credit Amount
000001	01	FNB001	DEP	123456	BR Deposit		100000	10	10/17/2000	100.00	
000001	02	FNB001	DEP	123456	BR Deposit		100100	10	10/17/2000		100.00
000002	01	FNB001	DISB	0123456	BR Disbursement		100000	10	10/17/2000		150.00
000002	02	FNB001	DISB	0123456	BR Disbursement		152000	10	10/17/2000	150.00	
000003	01	FNB001	ADJ	0151515	BR Adjustment		100000	10	10/17/2000	100.00	
000003	02	FNB001	ADJ	0151515	BR Adjustment		203400	10	10/17/2000		100.00
000004	01	FNB001	TSFR	BK TSFR	Transfer to Bank SNB001	TRANSFER	100000	10	10/17/2000		100.00
000004	02	SNB001	TSFR	BK TSFR	Transfer from Bank FNB001	TRANSFER	100100	10	10/17/2000	100.00	
						GRAND TOTAL:				450.00	450.00

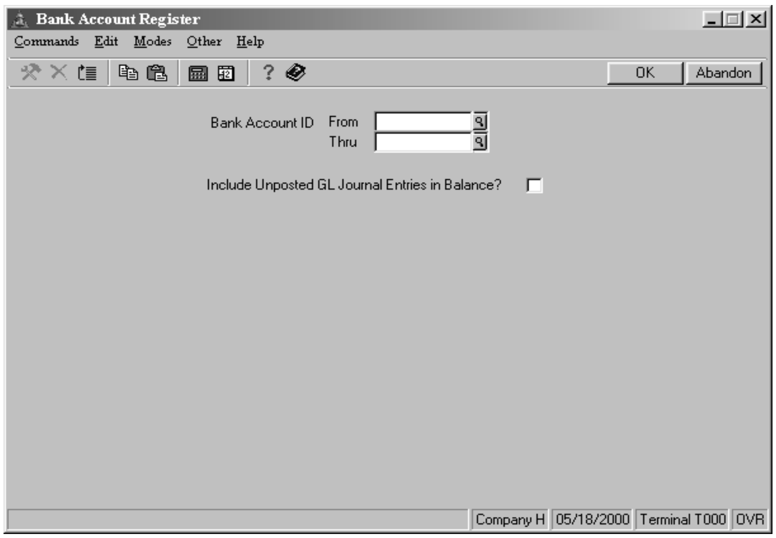
End of Report

Bank Account Register

The Bank Account Register includes information from the BR Journal File and the BR Transactions File. It shows transactions entered directly through Bank Reconciliation, and those posted from interfaced applications. It is sorted by bank account ID and then by transaction date. It also includes a running total of the transactions, the ending balance, and the current balance of the general ledger account assigned in the bank account record.

Select Bank Account Register from the Bank Reconciliation Transactions menu.

Bank Account Register Selection Screen



Selection	Description
Bank Account ID From/Thru	Enter a range of Bank Account ID’s to include on the report, or **Enter** through to include all accounts.
Include Unposted Entries in Balance?	To include any unposted journal entries from General Ledger in the calculated bank balance enter **YES**, otherwise enter **NO** to exclude unposted entries.

Bank Account Register

```
05/18/2000                                              Builders Supply                                              Page    1
9:41 AM                                               Bank Account Register


Bank ID  Ck./Dep. Date       Type Description               Ref.      Src. Clr. Post      Addition       Deduction         Balance
--------------------------------------------------------------------------------------------------------------------------------

FNB001  1st National Bank                                                      Balance Forward                             5139.38

         0123456  10/17/2000 DISB BR Disbursement                      BR       N                          150.00          4989.38
         0151515  10/17/2000 ADJ  BR Adjustment                        BR       N              100.00                      5089.38
         123456   10/17/2000 DEP  BR Deposit                           BR       N              100.00                      5189.38
         BK TSFR  10/17/2000 TSFR Transfer to Bank SNB001   TRANSFER   BR       N                          100.00          5089.38
         0001019  12/03/2000 STOP UTILITY EXPENSE                      BR       Y                          250.00          4839.38
         001002   12/03/2000 DEP  CASH SALES                A/R        BR       Y            12388.25                     17227.63
         W/D      12/03/2000 DISB TRANSFER TO PETTY CASH               BR       Y                          100.00         17127.63
         W/D      12/03/2000 DISB Petty Cash Transfer                  BR       Y                          100.00         17027.63
         0001054  12/04/2000 DISB TAXES                     PREPAID    BR       Y                          246.00         16781.63
         000135   12/04/2000 DEP  BR DEPOSIT                OT INC.    BR       Y             3000.00                     19781.63
         ADJ      12/04/2000 ADJ  Stop Payment Charge       ADJ        BR       Y                            7.50         19774.13
         BK TSFR  12/04/2000 TSFR Transfer of Funds         TRSFR      BR       Y                          500.00         19274.13
         BK TSFR  12/04/2000 TSFR Transfer from Bank SNB001 LOAN       BR       Y              300.00                     19574.13
         CK CHG   12/04/2000 ADJ  BR ADJUSTMENT             CHECKCHG   BR       Y               25.50                     19599.63
         W/D      12/04/2000 DISB Pymnts to Affiliates      DISB       BR       Y                        11416.25          8183.38
         W/D      12/04/2000 DISB BR DISBURSEMENT           EXPENSE    BR       Y                          300.00          7883.38
         W/D      12/04/2000 DISB BR DISBURSEMENT           COMPUTER   BR       Y                         2500.00          5383.38
                                                                                                                     -------------
                                                                               Ending Balance                              5383.38
                                                                               Current GL Balance                          5418.88

SNB001  2nd National Bank                                                      Balance Forward                              600.00

         BK TSFR  09/13/2000 TSFR Transfer from Bank TEST   TRANSFER   BR       Y               50.00                       650.00
         BK TSFR  10/17/2000 TSFR Transfer from Bank FNB001 TRANSFER   BR       N              100.00                       750.00
         0001045  12/04/2000 DISB BR DISBURSEMENT           PREPAID    BR       Y                          200.00           550.00
         000121   12/04/2000 DEP  BR DEPOSIT                           BR       Y             2000.00                      2550.00
         000130   12/04/2000 DEP  BR DEPOSIT                OT INC.    BR       Y             2500.00                      5050.00
         001001   12/04/2000 DEP  Transfer of Funds         TRSFR      BR       Y              500.00                      5550.00
         BK TSFR  12/04/2000 TSFR Transfer to Bank FNB001   LOAN       BR       Y                          300.00          5250.00
         MISC     12/04/2000 ADJ  BR ADJUSTMENT             BANK MIS   BR       Y                          200.00          5050.00
         W/D      12/04/2000 DISB BR DISBURSEMENT           PHONE      BR       Y                          256.87          4793.13
                                                                                                                     -------------
                                                                               Ending Balance                              4793.13
                                                                               Current GL Balance                          4493.13

End of Report
```

The beginning balance is the last statement balance from the Bank Accounts file.

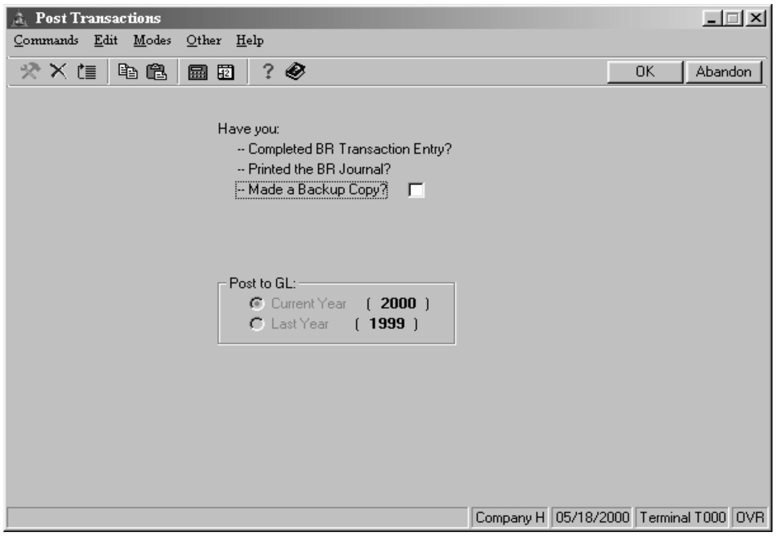
The ending balance is the beginning balance plus or minus the transaction amounts.

If the Bank Reconciliation is interfaced with General Ledger, the current GL balance is displayed from the General Ledger Master file; otherwise it is displayed from the Bank Accounts file. If Bank Reconciliation is interfaced with General Ledger and the ending balance does not equal the current GL balance, make sure that all transactions have been posted to the Master file in General Ledger.

Post Transactions

Select Post Transactions from the Transactions menu to transfer transactions from the BR Journal file to the BR Transaction file.

Post Transactions Selection Screen



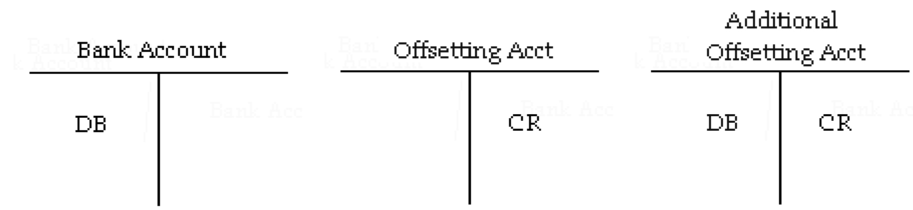
After you have entered and verified all bank reconciliation transactions and made a backup copy of your data files, post transactions.

If last year files exist, you can post to either the current year or the last year.

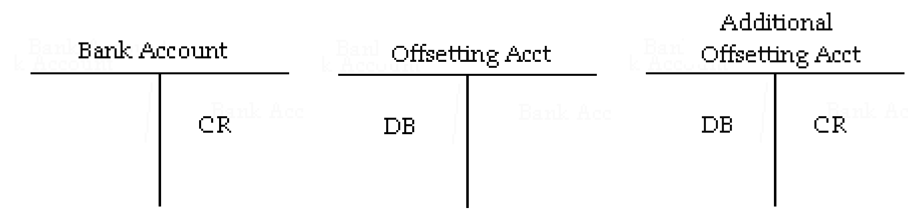
When you post transactions in Bank Reconciliation, the transactions are moved from the Bank Reconciliation Journal file to Bank Reconciliation Transactions file. The are also posted to General Ledger, along with the offsetting entries.

When you post transactions, the GL account that you entered in the bank account record and the offsetting account that you entered during transaction entry are updated.

When you post deposits, voided checks, or positive adjustments; the following GL entries are made:



When you post disbursements or negative adjustments; the following entries are made:



Here is a sample posting log:

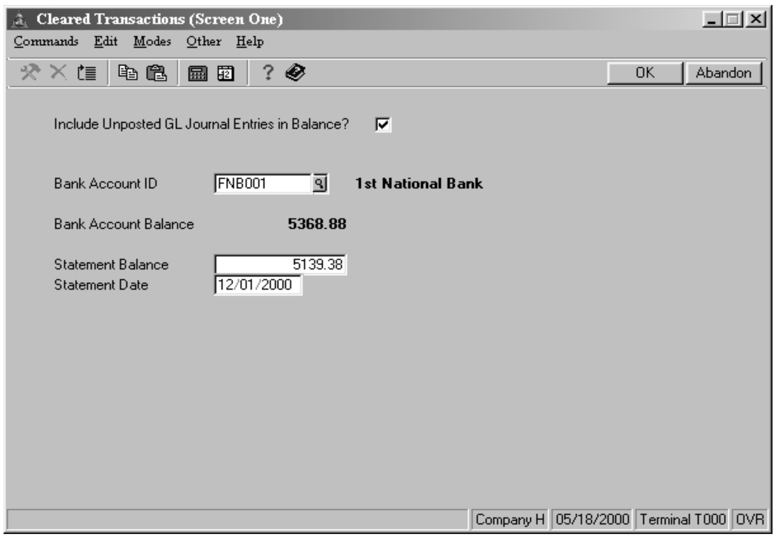
```
05/18/2000                                        Builders Supply                              Page    1
9:48 AM                                          Post BR Transactions

                                     Debits        Credits

Posted to GL:   Period 10           450.00         450.00

Total Posted to GL                  450.00         450.00

Total Number of GL Transactions Posted   8


          * * * * * * * * * * * * * * *


Posted to BR:   Deposits            100.00
                Disbursements       150.00
                Transfers           100.00
                Voids                  .00
                Adjustments         100.00

Total Number of BR Transactions Posted   5

End of Report
```

Reconciliation 5

Cleared Transactions

Select Cleared Transactions from the Reconciliation menu to tell the system which transactions have cleared the bank. You must post transactions in Bank Reconciliation and General Ledger before you reconcile your checkbook.

Cleared Transactions Selection Screen 1



Selection	Description
Include Unposted GL Journal Entries in Balance?	To include any unposted journal entries from General Ledger in the calculated bank balance enter **YES**, otherwise enter **NO** to exclude unposted entries.
Bank Account ID	Enter the ID of the bank account you want to clear transaction for, or use the **Inquiry** (F2) command to look up and select the ID from the list that appears.
Bank Account Balance	The Balance of the account you chose will default in.
Statement Balance	The last statement balance from the bank account record is displayed. Press **Enter** to accept it, or enter the balance of the bank statement you are reconciling.
Statement Date	The last statement date from the bank account record is displayed. Press Enter to accept it, or enter the date from the bank statement you are reconciling.

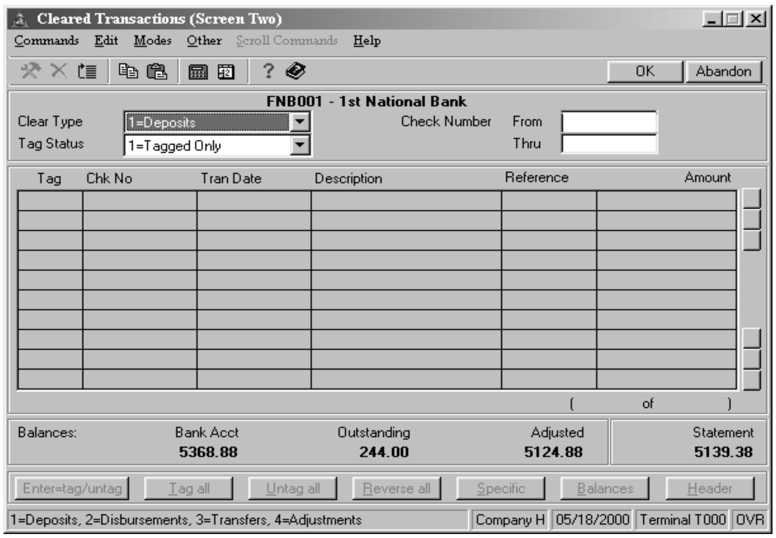
Screen 2 of the Cleared Transactions function contains the reconciliation information. The Balance information is displayed on the bottom section of the screen. The bank account balance and statement balance from Screen 1 are displayed.

The outstanding amount is the sum of untagged transactions. This amount is updated automatically as you tag and untag transactions. This amount is negative if the total of the outstanding checks is greater than the total of the outstanding deposits.

The adjusted balance is the bank account balance minus the outstanding amount.

When you bank account is reconciled, the adjusted balance equals the statement balance.

Cleared Transaction Screen 2

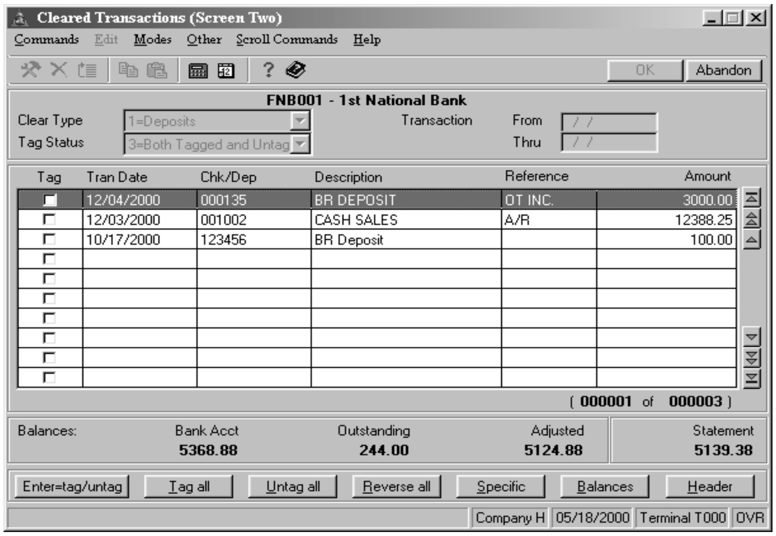


In the top part of the screen you select the transactions to work with.

You can work with only one type of transaction at a time: **deposits**, **disbursements**, **transfers** or **adjustments**.

You can work with **tagged** transactions, **untagged** transactions or **both**. You can select a range of transaction dates to work with when you are working with deposits, transfers or adjustments. If you are working with disbursements, you can select a range of check numbers.

Cleared Transactions



The transactions for the type you selected are displayed. The options for tagging and untagging are listed at the bottom of the screen. Press **Enter** to reverse the tag status of the highlighted transaction, **T** to tag all the transactions on the screen, **U** to untag all of them, or **R** to reverse the tag status of all of them.

Outstanding Balances

When you press **B**, a window that shows a breakdown of the outstanding balance by transaction type opens. The reconcile amount is the statement balance minus the adjusted balance. When your account is reconciled, the reconcile amount is zero.

If the statement balance doesn't equal the adjusted balance after you have tagged all the cleared transactions, make sure that you have posted transactions in the General Ledger and Bank Reconciliation by printing the Bank Account Register and the G/L journal for the cash account specified in the bank account record.

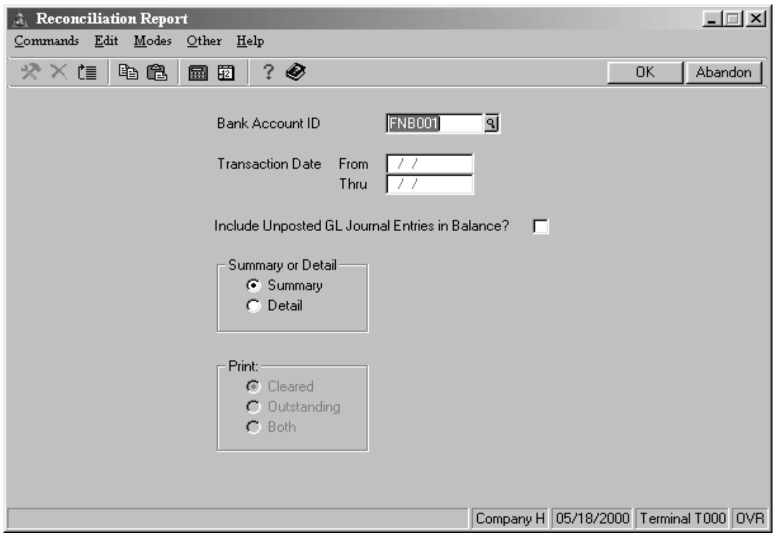
If the reconcile amount is negative, you need to tag more disbursements, transfers, withdrawals or credit adjustments; or you have tagged too many deposits or other debits.

If the reconcile amount is positive, you need to tag more deposits or debit adjustments; or you have tagged too many disbursements, transfers or other credits.

Reconciliation Report

After you have tagged all the transactions that have cleared the bank, produce the Reconciliation Report to check your work.

Reconciliation Report Selection Screen



Enter the bank account ID and the range of transaction dates that you want to produce the report for.

If you produce the summary version of the report, only the reconciliation section is printed. If you produce the detailed version of the report, the cleared and/or outstanding transactions are printed in addition to the reconciliation section.

Reconciliation Report

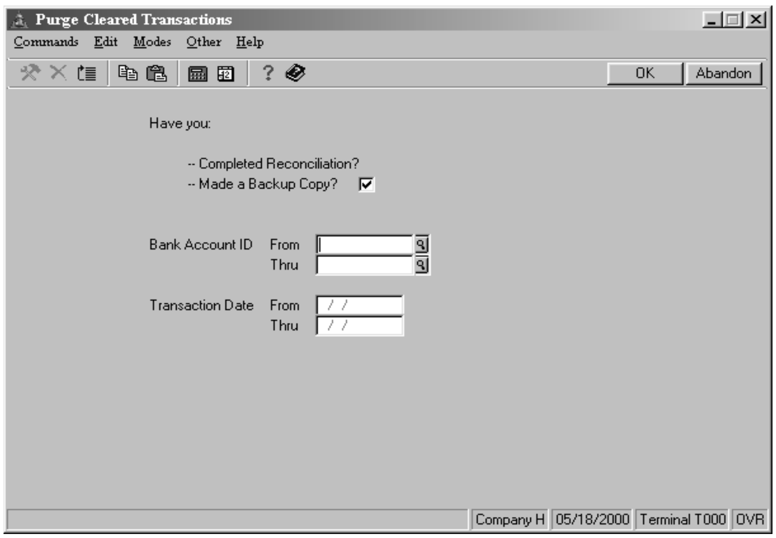
```
05/18/2000                    Builders Supply                    Page    1
1:55 PM                     Reconciliation Report
           For Bank Account FNB001 1st National Bank as of 05/18/2000

                              Cleared Transactions


Check   Trans. Date Type Description              Ref.    Src. Clr.  Trans. Amount
------------------------------------------------------------------------------------
                                                                     -------------
                         TOTAL                                                 .00


05/18/2000                    Builders Supply                    Page    2
1:55 PM                     Reconciliation Report
           For Bank Account FNB001 1st National Bank as of 05/18/2000

                                 Reconciliation

Bank-to-Book

     Statement Balance                      5139.38

     Outstanding Transactions
       Deposits                            15488.25
       Disbursements                       15062.25-
       Transfers                             300.00-
       Adjustments                           118.00
                                       --------------
ACCUMULATED BALANCE                         5383.38
ACTUAL BOOK BALANCE                         5368.88
                                       ==============
UNRECONCILED AMOUNT                           14.50


Book-to-Bank

     Book Balance                           5368.88

     Outstanding Transactions
       Deposits                            15488.25-
       Disbursements                       15062.25
       Transfers                             300.00
       Adjustments                           118.00-
                                       --------------
ACCUMULATED BALANCE                         5124.88
STATEMENT BALANCE                           5139.38
                                       ==============
UNRECONCILED AMOUNT                           14.50-



End of Report
```

Purge Cleared Transactions

After you have tagged the correct transactions as cleared, and printed the Reconciliation Report, select Purge Cleared Transactions from the Reconciliation menu to delete the cleared transactions from the Bank Reconciliation Transactions File.

You can purge transactions for a range of bank accounts and/or transaction dates.

Purge Cleared Transaction Selection Screen



Note

Leaving the Bank Account ID and Transaction Date fields blank will have the system remove all cleared transaction.