
Contents



Overview

| | |
|----------------------------------|----|
| System Flowchart | 5 |
| Setup Checklist | 7 |
| Data Files | 9 |
| Bank Reconciliation Cycle | 11 |
| Implementing Bank Reconciliation | 13 |

File Maintenance

| | |
|-----------------------|----|
| Bank Accounts | 21 |
| Codes | 23 |
| Recurring Adjustments | 25 |
| Change Fields | 27 |

Master File Lists

| | |
|----------------------------|----|
| Bank Accounts List | 31 |
| Codes List | 33 |
| Recurring Adjustments List | 35 |

Transactions

| | |
|---------------------------|----|
| Transactions | 39 |
| Void Checks/Stop Payments | 49 |
| BR Journal | 51 |
| Bank Account Register | 53 |
| Post Transactions | 55 |

Reconciliation

| | |
|----------------------------|----|
| Cleared Transactions | 59 |
| Reconciliation Report | 63 |
| Purge Cleared Transactions | 65 |

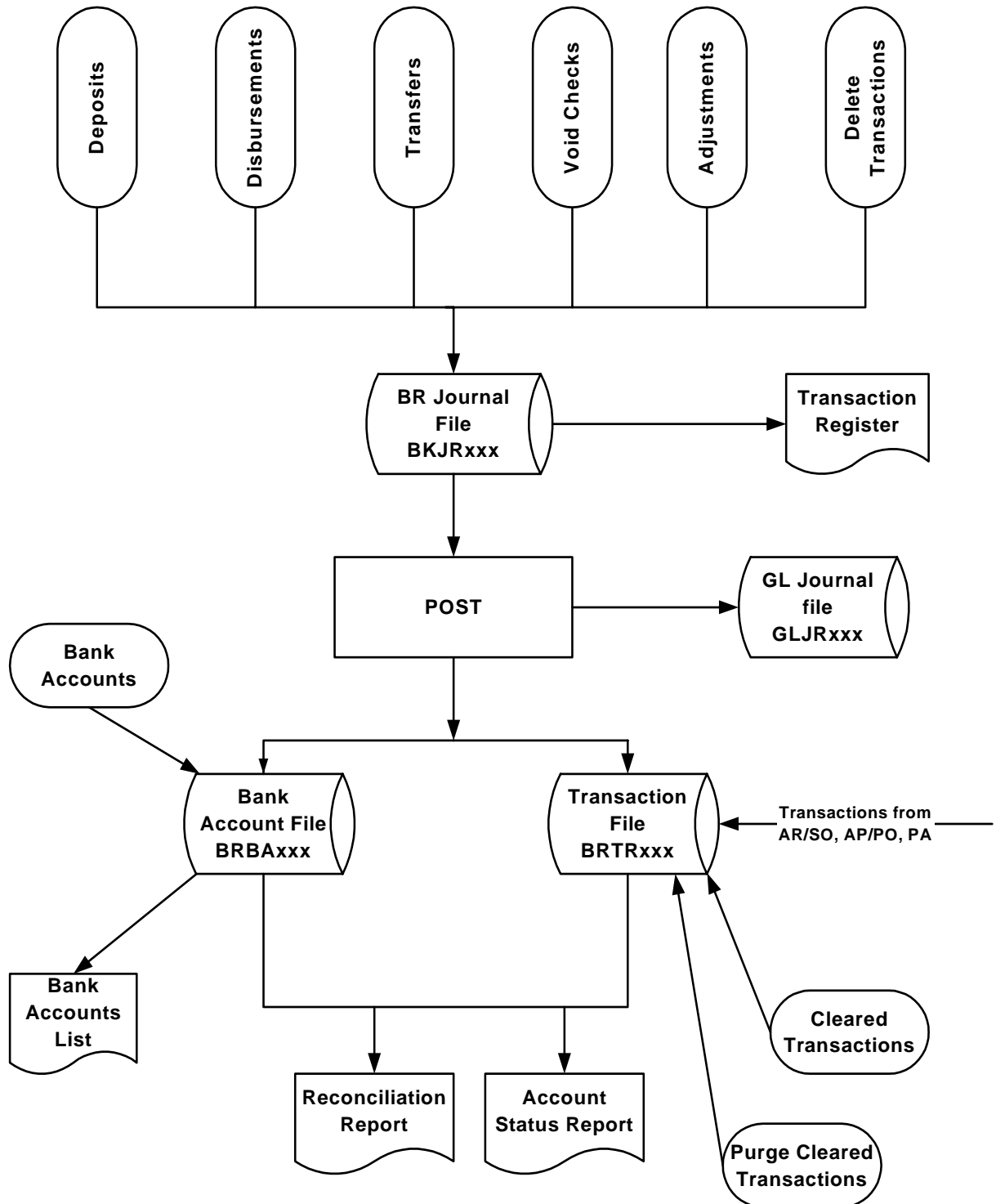
Use Bank Reconciliation to help keep control of your cash by simplifying the reconciliation of bank statements with your General Ledger bank accounts. It allows you to track which transactions have cleared the bank, which are still outstanding, and what the balances of your bank accounts are.

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

These are the files used with the Bank Reconciliation module: Where xxx 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

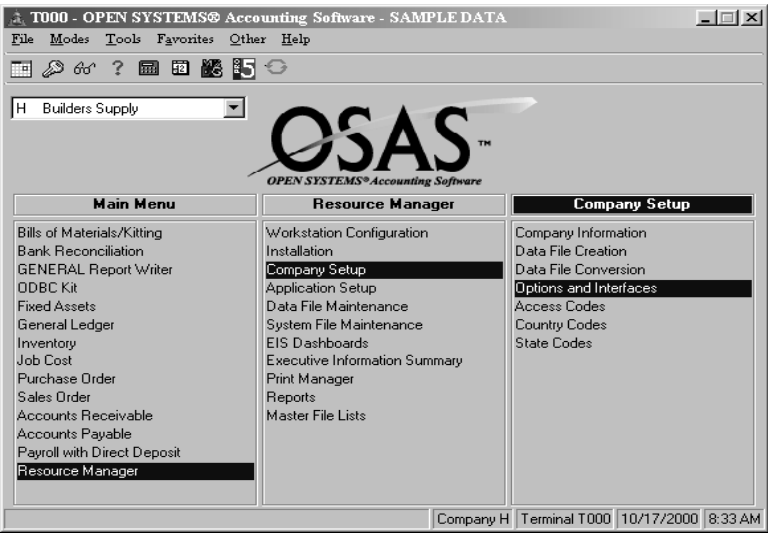
- Compare transactions from a bank statement with those in the system, and tell the system which transactions have cleared the bank for each account.
- Print a Reconciliation Report. It will list cleared transactions, outstanding transactions and the actual reconciliation. There is a Bank-to-Book Reconciliation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

| Description | Value |
|------------------------------|-------|
| Interface to General Ledger? | YES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

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

Accounts Payable Options

Commands Edit Modes Other Scroll Commands Help

OK Abandon

| Description | Value |
|--|------------|
| Interface to General Ledger? | YES |
| Interface to Inventory? | YES |
| Interface to Job Cost? | YES |
| Interface to Bank Reconciliation? | YES |
| Use transaction batching? | YES |
| System generated batch numbers? | YES |
| Post transactions in detail or summary? | DETAIL |
| Keep detail purchase history? | YES |
| Use additional descriptions? | YES |
| Copy additional descriptions from Inventory? | NO |
| Keep additional description in history? | NO |
| Allow printing of online checks? | YES |
| Keep summary purchase history? | YES |
| Check form type: | BLANK STUB |
| Do you want to show a warning if duplicate invoice number? | YES |
| Do you want to force totals on exit of transaction entry? | YES |
| Post Material Requisition credits to IN item accounts? | NO |

Option (004 of 021)

Enter = Toggle Goto Write

Company H 10/17/2000 Terminal T000 OVR

Purchase Order Options Screen

Purchase Order Options

Commands Edit Modes Other Scroll Commands Help

OK Abandon

| Description | Value |
|--|------------|
| Interface with General Ledger? | YES |
| Interface with Inventory? | YES |
| Interface with Job Cost? | YES |
| Interface with Bank Reconciliation? | YES |
| Use transaction batching? | YES |
| System generated batch numbers? | YES |
| Post transactions in detail or summary? | Detail |
| Keep detail purchase history? | YES |
| Auto-generate purchase order numbers? | YES |
| Use additional descriptions? | NO |
| Copy additional descriptions from Inventory? | NO |
| Keep additional description history? | NO |
| Allow printing of online checks? | YES |
| Keep summary purchase history? | YES |
| Check form type: | PREPRINTED |
| Print online Purchase Orders? | YES |
| Use accrual during post? | NO |

Option (004 of 026)

Enter = Toggle Goto Write

Company H 10/17/2000 Terminal T000 OVR

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

| Description | Value |
|---|-------|
| Interface to General Ledger? | YES |
| Interface to Inventory? | YES |
| Interface to Job Cost? | YES |
| Interface to Bank Reconciliation? | YES |
| Use Transaction Batching? | YES |
| System Generated Batch Numbers? | YES |
| Use Additional Descriptions? | YES |
| Copy Additional Descriptions from Inventory? | NO |
| Keep Detail Sales History? | YES |
| Keep Additional Description History? | NO |
| Keep Summary Sales History? | YES |
| Display Unit Cost During Line Item Entry? | YES |
| Allow Customer Level Change in Transaction Entry? | YES |
| Allow Expired Credit Card in Payment Entry? | NO |
| Display Quantities and Quantity Breaks During Line Entry? | YES |
| Print Online Invoices? | YES |
| Use Plain Paper Invoices? | YES |

Option (004 of 026)

Enter = Toggle Goto Write

Company H | 10/17/2000 | Terminal T000 | OVR

Sales Order Options Screen

| Description | Value |
|---|-------|
| Interface to General Ledger? | YES |
| Interface to Inventory? | YES |
| Interface to Job Cost? | YES |
| Interface to Bank Rec? | YES |
| Interface to Bill of Materials/Kitting? | YES |
| Use Transaction Batching? | YES |
| System Generated Batch Numbers? | YES |
| System Generated Order Numbers? | YES |
| Use Additional Descriptions? | YES |
| Copy Additional Description from Inventory? | NO |
| Keep Detail Sales History? | YES |
| Keep Additional Description History? | NO |
| Keep Summary Sales History? | YES |
| Keep Detail Kit History? | NO |
| Allow Cust Level Change During Order Entry? | YES |
| Allow Expired Credit Card in Payment Entry? | YES |
| Display Quantities and Quantity Breaks During Line Entry? | YES |

Option (004 of 039)

Enter = Toggle Goto Write

Company H | 10/17/2000 | Terminal T000 | OVR

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

The screenshot shows the 'Payroll Options' window with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar. The main area contains a table of options with 'Description' and 'Value' columns. The 'Interface to Bank Reconciliation?' option is highlighted. Navigation buttons (OK, Abandon) are at the top right. At the bottom, there are buttons for 'Enter = Toggle', 'Goto', and 'Write', and a status bar showing 'Company H', '10/17/2000', 'Terminal T000', and 'DVR'.

| Description | Value |
|---|-------|
| Interface to General Ledger? | YES |
| Interface to Job Cost? | YES |
| Interface to Bank Reconciliation? | YES |
| Save Payroll transaction history? | YES |
| Save check history? | YES |
| Post Voided Checks to Check History? | YES |
| Post Voided Checks to Bank Reconciliation? | YES |
| Automatic Accrual of Vacation/Sick Time? | NO |
| Include vacation/sick hours for accrual calculation? | NO |
| Use First or Last Name First? | LAST |
| Print company name on checks? | YES |
| Print checks on blank, preprinted or laser forms? | BLANK |
| Use time card calculator? | NO |
| Post Employer Taxes/Deduction to Home or Worked Department? | HOME |
| | |
| | |

Option (003 of 014)

Enter = Toggle Goto Write

Company H 10/17/2000 Terminal T000 DVR

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

Bank Accounts Selection Screen

Bank Account ID: FNB001

Account Description: 1st National Bank

Account Number: 0001658973

Bank Contact: Don Meyers

Phone Number: 612/554-6719

Fax Number: 612/554-6799

GL Account Number: 100000

GL Account Balance: 4840.66

Last Statement Balance: 5139.38

Last Statement Date: 12/01/2000

CASH IN BANK - 1st NATIONAL

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

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

Company H 10/17/2000 Terminal T000 QVR

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

The screenshot shows the 'Recurring Adjustments' 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 'OK' and 'Abandon' buttons. The main area displays a table with columns: Adj ID, Tran Date, Period, Amount, Description, and Ref. The table contains two rows: 'DDCHG' with Tran Date '06/29/2000', Period '06', Amount '-18.00', and Description 'Overdraft Charge'; and 'SVCCHG' with Tran Date '06/24/2000', Period '06', Amount '-10.00', and Description 'Service Charge'. Below the table is a 'GL Account' section with a grid. An 'Append Recurring Adjustments' dialog box is open in the center, with fields for Adjustment ID, Tran Date, Period, Amount, Description, and Ref. The dialog also has a menu bar and 'OK' and 'Abandon' buttons. At the bottom of the main window, there's a 'Balance' section showing '(00 of 00)' and a status bar with 'Company H', '10/17/2000', 'Terminal T000', and 'OVR'.

| Adj ID | Tran Date | Period | Amount | Description | Ref |
|--------|------------|--------|--------|------------------|-----|
| DDCHG | 06/29/2000 | 06 | -18.00 | Overdraft Charge | |
| SVCCHG | 06/24/2000 | 06 | -10.00 | Service Charge | |

Append Recurring Adjustments

Adjustment ID:
Tran Date:
Period:
Amount: .00
Description:
Ref:

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

Field ID

Print Log? ☐

Field Inquiry

Search: B

| Code | Description |
|-----------------|----------------------|
| BR BANK ACCOUNT | BR Bank Account Code |
| FA ASSET ID | FA Asset ID |
| GL ACCOUNT | GL Account Number |
| IN CUSTOMER LVL | IN Customer Level |
| IN GL ACCOUNT | IN GL Account Code |
| IN ITEM ID | IN Item ID |
| IN LOCATION ID | IN Location ID |
| IN PRICE ID | IN Price ID |
| IN UNIT OF MEAS | IN Unit of Measure |
| JO JOB ID | JO Job ID |
| JO JOB/PHASE ID | JO Job/Phase ID |

Tag

Tab = value Enter = Tag/Untag Append Begin code change Header Goto Field ID

Company H 10/17/2000 Terminal T000 OVR

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

Change Fields

Commands Edit Modes Other Scroll Commands Help

Field ID
Print Log?

BR BANK ACCOUNT

☒

Original Value

Add Original/New Values

Commands Edit Modes Other Help

Original Value
New Value

FNB001

AR Transaction Header fil
BR Journal File
BR Recurring Adjustments
BR Transactions File
Sales Order Header File
Sales Order Header File

Long
Short
Short
Short
Long
Long

☒
☒
☒
☒
☒
☒
☐

Time Tag

ng
ng
ort
ng
ng
ng
ng

☒
☒
☒
☒
☒
☒
☐

Line No (000001 of 000000)

Tab = tag Enter = edit Append Begin code change Header Goto Field ID

Company H 10/17/2000 Terminal T000 OVR

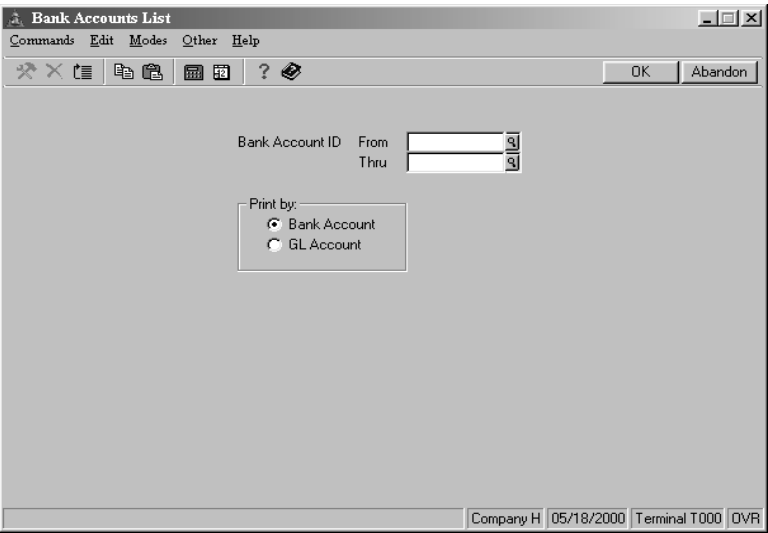
Master File Lists

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

A screenshot of the 'Bank Accounts List' window. The window has a title bar with the text 'Bank Accounts List' and standard window controls. Below the title bar is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Under the menu bar is a toolbar with icons for file operations and a help icon. To the right of the toolbar are 'OK' and 'Abandon' buttons. The main area of the window contains a 'Bank Account ID' label followed by 'From' and 'Thru' labels, each with a corresponding text input field. Below these fields is a 'Print by:' label with two radio button options: 'Bank Account' (which is selected) and 'GL Account'. At the bottom of the window is a status bar with the text 'Company H 05/18/2000 Terminal T000 OVR'.

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)review - 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 2:58 PM | | Builders Supply Bank Accounts List By Bank Account | | | | Page 1 |
|------------------------|---|--|--------------------------|---|-----------------|---------------|
| 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)evuew - 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

Bank Account ID From Thru

Rec Adj ID From Thru

Company H 10/19/2000 Terminal T000 OVR

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)review - 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

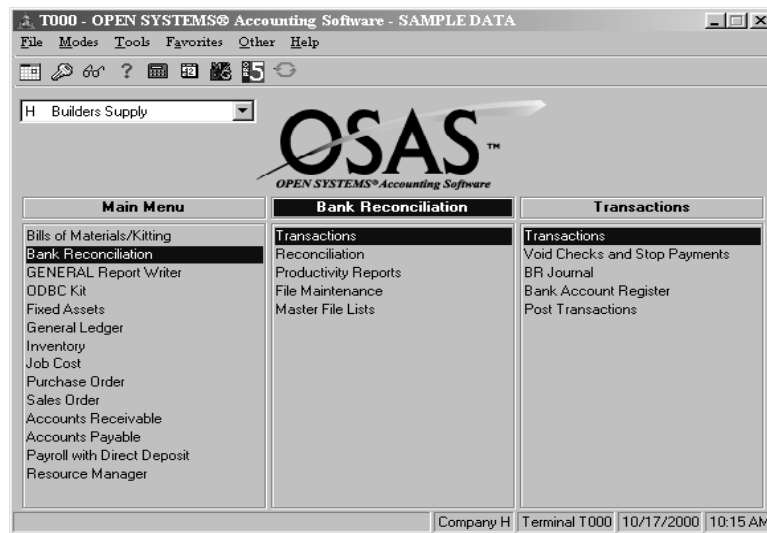
| | | | | | | | | | | |
|--------------------------|------|--|------|---------|------------------|------|------------|----------------|--------------|---------------|
| 10/19/2000 8:47 AM | | Builders Supply Recurring Adjustments List By Bank Account | | | | | | | Page | |
| Trans. | Seq. | Bank ID | 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 **Append** 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

The screenshot shows the 'Transactions' application window. The 'Bank Account ID' is 'FN8001' and the 'Transaction Type' is '1st National Bank'. The 'Append Distributions' sub-window is active, showing fields for GL Account, Debit, Credit, Description, and Ref. The main window displays a table with columns for GL Account, Debit, Credit, Description, and Ref. The current entry shows a debit of 100.00 to GL Account 100000 and a credit of 100.00 to BR Deposit. The balance is 100.00.

| GL Account | Debit | Credit | Description | Ref |
|------------|--------|--------|-------------|-----|
| 100000 | 100.00 | | BR Deposit | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Balance | 100.00 | | | |

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 **Yes**.

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

The screenshot shows the 'Payment Methods' window with the following fields and values:

| Field | Value |
|---------------------|--------------------------|
| Payment Method Code | CSH |
| Description | Cash |
| Short Description | Cash |
| Payment Type | 1 Cash |
| Bank Account ID | FNB001 1st National Bank |
| Debit GL Account | 100000 |

| | Period to Date | Qtr to Date | Year to Date | Last Year |
|----------|----------------|-------------|--------------|-----------|
| Payments | .00 | 316224.90 | 724008.06 | .00 |

At the bottom of the window, the status bar shows: Company H | 10/17/2000 | Terminal T000 | OVR

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 field 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

Orders

Commands Edit Modes Other Scroll Commands Information Help

OK Abandon

Totals Information

Commands Edit Modes Other Information Help

OK Abandon

Subtotal **9278.70**

Freight 50.00 Tax Class 00

Miscellaneous Chgs .00 Tax Class 00

Sales Tax .00

Prepayment Entry 1

Commands Edit Modes Other Help

OK Abandon

Payment Amount 5000.00 Method **CHK** **Check**

Bank ID **FNB001** 1st National Bank

Batch/Dep # 000001

Check # 893093

Enter=edit Append Header Totals View Goto Online Pack Live Next Trans

Company H 10/17/2000 Terminal T000 OVR

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

Cash Receipts

Commands Edit Modes Other Scroll Commands Information Help

OK Abandon

Batch/Dep No 000001 Acct Type **Open Invoice**

Date 10/17/2000 GL Period 10 Session Total .00

Customer ID ACE001

Pymt Amt 1200.00 Applied .00 Remaining 1200.00

Payment Method **CHK** **Check**

Bank ID **FNB001** 1st National Bank

Batch/Dep No 000001

Check Number 893100

| Invoice Number | Invoice Date | Net Due | Discount Allowed | Payment Applied | Discount Taken |
|----------------|--------------|----------|------------------|-----------------|----------------|
| 12670046 | 09/05/2000 | 74619.56 | 1492.39 | .00 | .00 |
| 12670064 | 11/24/2000 | .00 | 709.36 | 35467.99 | .00 |
| 12670074 | 12/21/2000 | 21722.07 | 434.44 | .00 | .00 |
| 24889030 | 12/09/2000 | 4328.82 | 98.58 | .00 | .00 |

Customer Apply Receipt View Edit Done On acct Totals Goto

Company H 10/17/2000 Terminal T000 OVR

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 **Append** 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

The screenshot shows the 'Transactions' application window. At the top, there's 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 displays 'Bank Account ID' as 'FN8001' and '1st National Bank'. The 'Transaction Type' is set to '2 = Disbursement'. An 'Append Distributions' dialog box is open, showing 'GL Account' as '100000', 'Debit' as '150.00', 'Credit' as '.00', 'Description' as 'BR Disbursement', and 'Ref' as an empty field. The main window has a table with columns 'Check', 'Tran Date', 'Account', 'Description', 'Debit', 'Credit', and 'Void?'. The 'Balance' at the bottom is '150.00'. Buttons for 'Enter = edit', 'Append', and 'Done' are visible.

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 **Append** 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 **Append** 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 **Append** 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

| Void Checks and Stop Payments | | | | | | |
|--|-------|-------------------------------------|-------------|------------------------|------------|--|
| Commands Edit Modes Other Scroll Commands Help | | | | | | |
| ? | | | | | | <input type="button" value="OK"/> <input type="button" value="Abandon"/> |
| Bank Account ID | | <input type="text" value="FNB001"/> | | 1st National Bank | | |
| Check | Type | Tran Date | Amount | Description | Ref | Src |
| 0001019 | Stop | 12/03/2000 | 250.00 | UTILITY EXPENSE | | BR |
| 0001054 | | 12/04/2000 | 246.00 | TAXES | PREPAID | BR |
| W/D | | 12/03/2000 | 100.00 | TRANSFER TO PETTY CASH | | BR |
| W/D | | 12/03/2000 | 100.00 | Petty Cash Transfer | | BR |
| W/D | | 12/04/2000 | 11416.25 | Pymnts to Affiliates | DISB | BR |
| W/D | | 12/04/2000 | 300.00 | BR DISBURSEMENT | EXPENSE | BR |
| (000002 of 000007) | | | | | | |
| Distributions | | | | | | |
| GL Account | Debit | Credit | Description | Ref | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Balance | .00 | | | | | |
| <input type="button" value="Change bank"/> <input type="button" value="Void check toggle"/> <input type="button" value="Stop payment toggle"/> | | | | | | |
| | | | | Company H | 05/18/2000 | Terminal T000 |

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

| Void Checks and Stop Payments | | | | | | |
|---|-------|--------------------|-------------------|------------------------|---------------|----------------------|
| Commands Edit Modes Other Scroll Commands Help | | | | | | |
| | | | | | | |
| | | | | | | OK Abandon |
| Bank Account ID | | FNB001 | 1st National Bank | | | |
| Check | Type | Tran Date | Amount | Description | Ref | Src |
| 0001019 | Stop | 12/03/2000 | 250.00 | UTILITY EXPENSE | | BR |
| 0001054 | Void | 12/04/2000 | 246.00 | TAXES | PREPAID | BR |
| W/D | | 12/03/2000 | 100.00 | TRANSFER TO PETTY CASH | | BR |
| W/D | | 12/03/2000 | 100.00 | Petty Cash Transfer | | BR |
| W/D | | 12/04/2000 | 11416.25 | Pymnts to Affiliates | DISB | BR |
| W/D | | 12/04/2000 | 300.00 | BR DISBURSEMENT | EXPENSE | BR |
| | | | | | | (000002 of 000007) |
| Distributions | | | | | | |
| GL Account | Debit | Credit Description | Ref | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Balance | .00 | | | (02 of 02) | | |
| Change bank Void check toggle Stop payment toggle | | | | | | |
| | | | Company H | 05/18/2000 | Terminal T000 | OVN |

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.

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

BR Journal

Commands Edit Modes Other Help

Bank Account ID From Thru

Check Number From Thru

Deposit Number From Thru

Print by:

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

Print:

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

Company H 05/18/2000 Terminal T000 QVR

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

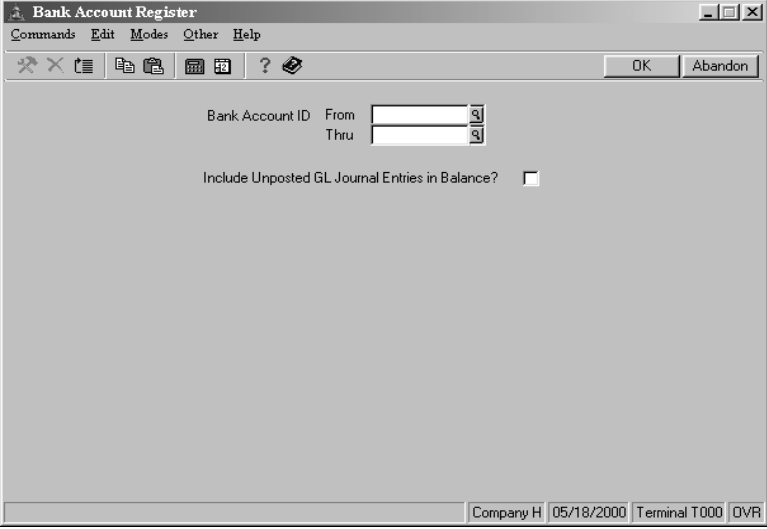
| | | | | | | | | | | | |
|-----------------------|------|--|------|---------|--------------------------------|----------|------------|-----|------------|--------------|---------------|
| 05/18/2000 9:09 AM | | Builders Supply BR Journal By Transaction Number | | | | | | | Page 1 | | |
| Trans. | Seq. | 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

A screenshot of the 'Bank Account Register' selection screen. The window has a title bar 'Bank Account Register' and a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a help icon. To the right of the toolbar are 'OK' and 'Abandon' buttons. The main area contains two input fields for 'Bank Account ID' with 'From' and 'Thru' labels, each with a search icon. Below these is a checkbox labeled 'Include Unposted GL Journal Entries in Balance?'. At the bottom, there is a status bar with fields for 'Company H', '05/18/2000', 'Terminal T000', and 'OVR'.

| 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 9:41 AM | | | Builders Supply Bank Account Register | | | | | Page 1 |
|-----------------------|-------------------|---|--|-----------|------|-----------------|-----------|----------|
| 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 | TRSF | 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 | TRSF | 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

Post Transactions

Commands Edit Modes Other Help

Have you:

- Completed BR Transaction Entry?
- Printed the BR Journal?
- Made a Backup Copy? ☐

Post to GL:

☒ Current Year (2000)

☐ Last Year (1999)

Company: H 05/18/2000 Terminal T000 OVR

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:

| Bank Account | | Offsetting Acct | | Additional Offsetting Acct | |
|--------------|--|-----------------|----|-------------------------------|----|
| DB | | | CR | DB | CR |

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

| Bank Account | | Offsetting Acct | | Additional Offsetting Acct | |
|--------------|----|-----------------|--|-------------------------------|----|
| | CR | DB | | DB | CR |

Here is a sample posting log:

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

Cleared Transactions (Screen One)

Commands Edit Modes Other Help

Include Unposted GL Journal Entries in Balance? ☒

Bank Account ID FNB001 1st National Bank

Bank Account Balance 5368.88

Statement Balance 5139.38

Statement Date 12/01/2000

OK Abandon

Company: H 05/18/2000 Terminal T000 OVR

| 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

Cleared Transactions (Screen Two)

Commands Edit Modes Other Scroll Commands Help

Clear Type: 1=Deposits Check Number: From: Thru:

Tag Status: 1=Tagged Only

| Tag | Chk No | Tran Date | Description | Reference | Amount |
|-----|--------|-----------|-------------|-----------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(of)

| | | | | |
|-----------|-----------|-------------|----------|-----------|
| Balances: | Bank Acct | Outstanding | Adjusted | Statement |
| | 5368.88 | 244.00 | 5124.88 | 5139.38 |

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

1=Deposits, 2=Disbursements, 3=Transfers, 4=Adjustments Company H 05/18/2000 Terminal T000 OVR

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

Cleared Transactions (Screen Two)

Commands Edit Modes Other Scroll Commands Help

Clear Type: 1=Deposits Transaction: From: / /

Tag Status: 3=Both Tagged and Untag Thru: / /

| Tag | Tran Date | Chk/Dep | Description | Reference | Amount |
|--------------------------|------------|---------|-------------|-----------|----------|
| <input type="checkbox"/> | 12/04/2000 | 000135 | BR DEPOSIT | OT INC. | 3000.00 |
| <input type="checkbox"/> | 12/03/2000 | 001002 | CASH SALES | A/R | 12388.25 |
| <input type="checkbox"/> | 10/17/2000 | 123456 | BR Deposit | | 100.00 |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | | |

(000001 of 000003)

| Balances: | Bank Acct | Outstanding | Adjusted | Statement |
|-----------|-----------|-------------|----------|-----------|
| | 5368.88 | 244.00 | 5124.88 | 5139.38 |

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

Company H 05/18/2000 Terminal T000 OVR

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

Specific Item

Commands Edit Modes Other Help

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

Tag Status: 3=Both Tagged and Untag

| Tag | Tran Date | Amount |
|-------------------------------------|------------|----------|
| <input checked="" type="checkbox"/> | 12/04/2000 | 3000.00 |
| <input type="checkbox"/> | 12/03/2000 | 12388.25 |
| <input type="checkbox"/> | 10/17/2000 | 100.00 |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Deposits: 15488.25

Disbursements: (15062.25)

Transfers: (300.00)

Adjustments: 118.00

Reconcile Amounts: 14.50

Press any key ...

(000001 of 000003)

| Balances: | Bank Acct | Outstanding | Adjusted | Statement |
|-----------|-----------|-------------|----------|-----------|
| | 5368.88 | 244.00 | 5124.88 | 5139.38 |

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

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

Reconciliation Report Selection Screen

Bank Account ID: FN8001

Transaction Date: From // Thru //

Include Unposted GL Journal Entries in Balance? ☐

Summary or Detail:
☒ Summary
☐ Detail

Print:
☒ Cleared
☐ Outstanding
☐ Both

Company H 05/18/2000 Terminal T000 OVR

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

Have you:

- Completed Reconciliation?
- Made a Backup Copy? ☒

Bank Account ID From Thru

Transaction Date From Thru

Company: H 05/18/2000 Terminal T000 QVR

Note

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