TRAVERSE®

Bank Reconciliation

Training Manual

ETMBR11

© 2018 Open Systems Holdings Corp. All rights reserved.

Document Number BRTRN

No part of this manual may be reproduced by any means without the written permission of Open Systems Holdings Corp.

OPEN SYSTEMS and TRAVERSE are registered trademarks of Open Systems Holdings Corp. Microsoft, Microsoft Access, and Microsoft Windows are registered trademarks of Microsoft Corporation.

May 2018, Release 11

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

CONTENTS

Introduction 1-1

Overview 1-3
About Bank Reconciliation 1-5
Bank Reconciliation Cycle 1-7

Setting Up Bank Reconciliation 2-1

Setup Checklist 2-3
Setup Procedures 2-5

Implementing Bank Rec 3-1

Overview 3-3
Business Rules 3-5
Bank Accounts 3-13
Recurring Adjustments 3-27
Bank Activity 3-35

Using Bank Reconciliation 4-1

Using the Transactions Menu 4-3
Transactions 4-5
Void Checks and Stop Payments 4-17
Transaction Journal 4-23
Posting Transactions 4-27
Post Transactions 4-33
Using the Reconciliation Menu 4-41
Register View 4-43
Bank Account Register 4-47
Statement Processing 4-51
Reconciliation Report 4-65

Purge Cleared Transactions 4-71

INTRODUCTION

1

Overview 1-3
About Bank Reconciliation 1-5
Bank Reconciliation Cycle 1-7

OVERVIEW

TRAVERSE Bank Reconciliation helps you keep better control of your cash by simplifying the reconciliation of bank statements with your Bank Accounts. It enables you to track which transactions have cleared the bank, which are still outstanding, and what the balance is of your Bank Accounts.

Use Bank Reconciliation to post transactions that you enter in Payroll, Accounts Receivable/Sales Order, and Accounts Payable/Purchase Order to multiple cash accounts if those applications are interfaced with Bank Reconciliation.

Bank Reconciliation begins with the initial setup of Bank Accounts and beginning balances, or the transfer of System Manager Bank Accounts to Bank Reconciliation. Use Bank Reconciliation to enter various types of transactions, print transaction reports, void checks, and to reconcile the balances in the bank accounts and print reconciliation reports.

System Information

Additional information about using the system is found in the following sources:

- the *Bank Reconciliation User’s Help*
- the user’s help for other TRAVERSE applications
- the *Developer’s Guide* and *Developer’s Object Descriptions* manuals
- online help

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems products, follow these procedures:

- Consult the user’s guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088).

ABOUT BANK RECONCILIATION

Frequently Used Functions

The most frequently used functions are on the Transactions and Reconciliation menus. Use these functions for the following tasks:

- Enter and edit transactions
- Stop payments on checks and void checks
- Print the Transaction Journal and Bank Account Register
- Post transactions
- Record cleared transactions
- Reconcile bank accounts
- Print the Reconciliation Report
- Purge cleared transactions

Interfaces

Bank Reconciliation can be interfaced with General Ledger.

BANK RECONCILIATION CYCLE

Setup

Set up each Bank Account.

Enter outstanding transactions.

Set Business Rules.

Daily Work

Enter Deposits directly through Bank Reconciliation or through a Prepaid Transaction or Cash Receipt entered through Accounts Receivable/Sales Order.

Enter Disbursements directly through Bank Reconciliation or Post Payments from Accounts Payable or Payroll.

Enter withdrawals through the Transactions function in 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 transactions.

Post transactions to update the Bank Reconciliation Transactions and the General Ledger Journal if GL is interfaced.

Reconciliation

Tell the system which transactions have Cleared the bank for each account.

Print a Reconciliation Report. It lists Cleared Transactions, Outstanding Transactions, and the actual Reconciliation. There is a Bank-to-Book and Book-to Bank Reconciliation.

Purge Cleared Transactions.

2

SETTING UP BANK RECONCILIATION

Setup Checklist 2-3
Setup Procedures 2-5

SETUP CHECKLIST

___ Set all Business Rules

___ Edit or verify Code Descriptions and Reference Descriptions in Business Rules.

___ Set Up the Bank Accounts

___ Print the Bank Accounts List

___ Turn off the interface to General Ledger

___ Enter the outstanding transactions

___ Print the BR Journal to check the transactions

___ Post the outstanding transactions

___ Turn the interface back on to General Ledger.

SETUP PROCEDURES

Before using the Bank Reconciliation system, follow the setup procedures in this chapter. Setup procedures include such things as defining the banks and the accounts you do business with, entering initial account balances, setting up recurring adjustments and assigning codes and IDs. Follow the setup procedures carefully; the choices you make determine how the system operates.

Gather Your Information

First, gather and organize your accounting data. You need the following information:

- A Chart of Accounts for your business
- Purchasing and payment cycles
- Identification and account information for your banks and bank accounts with the most recent bank statement and check register.

What You Need to Define

To set up the Bank Reconciliation system, follow these steps:

1. Use the **Business Rules** function (page 3-5) to define how you want the system to work.
2. Define the IDs and Codes you plan to use. See **Setting Up IDs and Codes** (page 2-6).
3. Set up Bank Accounts:
    - If you have Bank Accounts set up in System Manager, those Bank Accounts will be seen in your Bank Reconciliation setup. All Bank Accounts are stored in the System Manager Bank Accounts tables.
    - If you are setting up TRAVERSE or have no Bank Accounts defined in System Manager, use the **Bank Accounts** function (page 3-13) to define Bank Accounts and to set up initial account balances for each Bank Account. See Initial Balances (page 2-7) for more information.
4. If you incur routine service charges or other adjustment charges, use the **Recurring Adjustments** function (page 3-27) to set up recurring adjustments records.

Interfacing Applications With Bank Reconciliation

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

General Ledger

When Bank Reconciliation is interfaced with General Ledger, posting Bank Reconciliation transactions makes entries for the Bank Account and the offsetting accounts in the General Ledger Journal. You cannot post transactions or Void Checks to closed accounting periods. Use the System Manager Period Conversion function to close and open accounting periods for Bank Reconciliation and General Ledger. See the Period Conversion function in the *System Manager Training Manual*. Use the **Business Rules** function (page 3-5) to interface Bank Reconciliation with General Ledger.

Accounts Payable/Purchase Order

When Accounts Payable/Purchase Order are interfaced with Bank Reconciliation, you can specify the ID of the Bank Account the checks will be paid from when you Post Payments from Accounts Payable. When a payment is posted to Bank Reconciliation, the BR Master is updated. Use the Accounts Payable Business Rules function to interface the application with Bank Reconciliation.

Accounts Receivable/Sales Order

When Accounts Receivable/Sales Order are interfaced with Bank Reconciliation, posting Accounts Receivable cash receipts updates the BR Master with deposit records for cash and check receipts; Sales amounts are not recorded in BR. Use the Accounts Receivable Business Rules function to interface the application with Bank Reconciliation.

Payroll

When Payroll is interfaced with Bank Reconciliation, posting payroll checks updates the BR Master.

IDs and Codes

IDs and codes tell the system how to identify each Bank Account on file. The system uses these identifiers to organize information.

Suggestions for Defining IDs and Codes

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

- Do not use these characters in an ID or code: | “ ' & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see the How IDs and Codes are Sorted section in the General Information guide.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize banks by name, put the first characters of the name of the bank in the bank account ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leaves room for three IDs in between.

Bank Account ID

You must assign an ID to each Bank Account you use. Most functions require that you specify a Bank Account ID for payments and receipts. For information about defining a Bank Account ID, see the Bank Accounts function (page 3-13).

Initial Balances

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

1. Use the Bank Accounts function (page 3-13) to enter the last statement balance and date in the Bank Account records. If Bank Reconciliation is not interfaced with General Ledger, enter the balance of the General Ledger account assigned to each Bank Account record.
2. If Bank Reconciliation is interfaced with General Ledger and you must set up Bank Account initial balances, use the Business Rules function (page 3-5) to turn off the interface between Bank Reconciliation and General Ledger. If Bank Reconciliation is not interfaced with General Ledger, skip this step.

3. Use the Transactions function (page 4-5), Bank Account Register function (page 4-47), and Post Transactions function (page 4-33) to enter, verify, and post the outstanding Transactions since your last bank statement. After you post the outstanding transactions, turn on the interface between Bank Reconciliation and General Ledger.

Use the appropriate application Business Rules functions to verify that applications you want interfaced are interfaced, and that there are no invalid GL accounts. If GL accounts are not properly set up, errors can result.

3

IMPLEMENTING BANK REC

Overview 3-3
Business Rules 3-5
Bank Accounts 3-13
Recurring Adjustments 3-27
Bank Activity 3-35

OVERVIEW

Before using the Bank Reconciliation system, follow the setup procedures within Setup and Maintenance. Setup procedures include items such as defining the banks and the accounts you do business with and entering initial account balances, setting up Recurring Adjustments and assigning codes and IDs. Follow the setup procedures carefully. The choices you make determine how the system operates.

1. First, gather and organize your accounting data. You need the following information:
    - A Chart of Accounts for your business.
    - Purchasing and payment cycles.
    - Identification and account information for your banks and Bank Accounts.
2. Use the **Business Rules** (page 3-5) function to define how you want the system to work.
3. Define the IDs and codes you plan to use.

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

- Do not use these characters in an ID or a code: | “ ' & # @.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize customers by name, put the first characters of the customer name in the customer ID.
- To ensure that new items can be inserted into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

4. Set up Bank Accounts:
    - If you are setting up TRAVERSE or have no bank accounts defined in System Manager, use the **Bank Accounts** (page 3-13) function to define Bank Accounts and to set up initial account balances for each Bank Account. See **Initial Balances** (page 2-7) for more information.
    - If you incur routine service charges or other adjustment charges, use the **Recurring Adjustments** (page 3-27) function to set up recurring adjustments records.
5. Set up IDs and Codes. IDs and Codes tell the system how to identify each Account and record on file. The system uses these identifiers to organize information.
6. You must assign an ID to each Bank Account you use. Most functions require you to specify a Bank Account ID for payments and receipts. For information about defining a Bank Account ID, see the **Bank Accounts** (page 3-13) function.

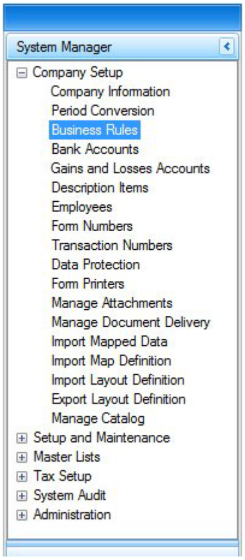
BUSINESS RULES

Use the **Business Rules** function to interface Bank Reconciliation with General Ledger, enter code and reference descriptions, produce a list of Invalid GL Accounts, produce a list of Code and Reference descriptions.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

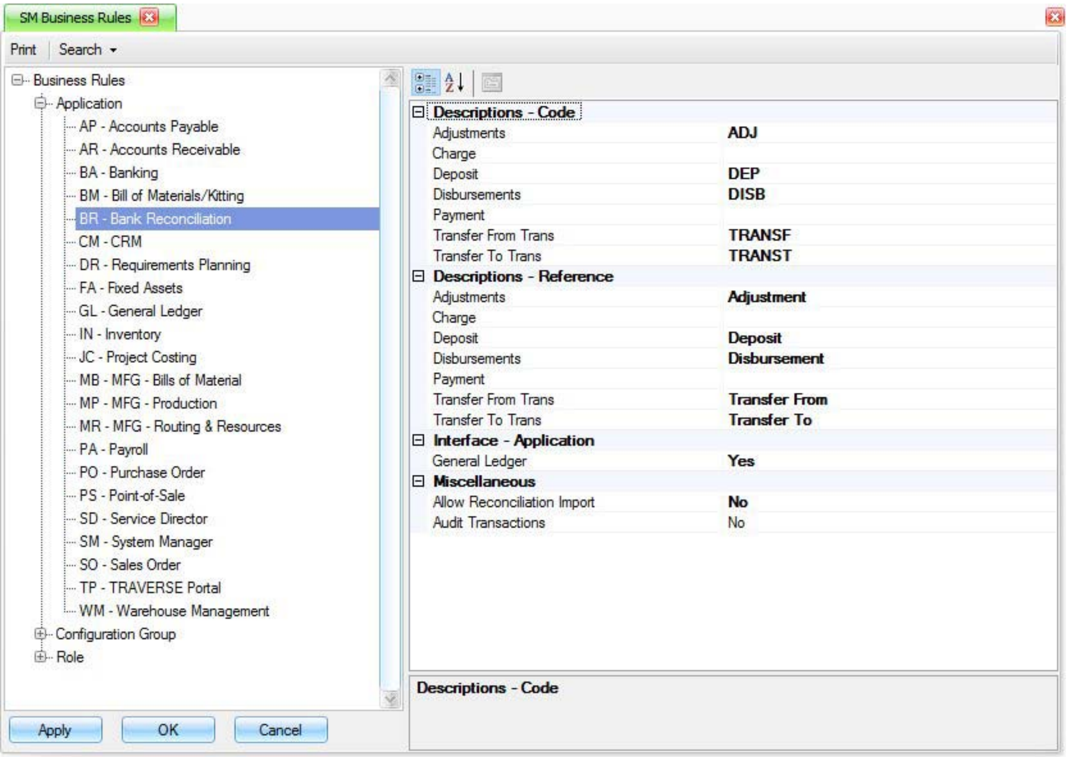
Business Rules Menu


System Manager
Company Setup
Company Information
Period Conversion
Business Rules
Bank Accounts
Gains and Losses Accounts
Description Items
Employees
Form Numbers
Transaction Numbers
Data Protection
Form Printers
Manage Attachments
Manage Document Delivery
Import Mapped Data
Import Map Definition
Import Layout Definition
Export Layout Definition
Manage Catalog
Setup and Maintenance
Master Lists
Tax Setup
System Audit
Administration

2. The **Business Rules** screen appears.

3. Select **Bank Reconciliation.**

Business Rules Screen


SM Business Rules
Print
Search
Business Rules
Application
AP - Accounts Payable
AR - Accounts Receivable
BA - Banking
BM - Bill of Materials/Kitting
BR - Bank Reconciliation
CM - CRM
DR - Requirements Planning
FA - Fixed Assets
GL - General Ledger
IN - Inventory
JC - Project Costing
MB - MFG - Bills of Material
MP - MFG - Production
MR - MFG - Routing & Resources
PA - Payroll
PO - Purchase Order
PS - Point-of-Sale
SD - Service Director
SM - System Manager
SO - Sales Order
TP - TRAVERSE Portal
WM - Warehouse Management
Configuration Group
Role
Apply
OK
Cancel

Descriptions - Code	
Adjustments	ADJ
Charge	
Deposit	DEP
Disbursements	DISB
Payment	
Transfer From Trans	TRANSF
Transfer To Trans	TRANST
Descriptions - Reference	
Adjustments	Adjustment
Charge	
Deposit	Deposit
Disbursements	Disbursement
Payment	
Transfer From Trans	Transfer From
Transfer To Trans	Transfer To
Interface - Application	
General Ledger	Yes
Miscellaneous	
Allow Reconciliation Import	No
Audit Transactions	No

Descriptions - Code

Descriptions - Codes

BA

4. Enter the **Code Descriptions** for **Adjustments, Charges, Deposits, Disbursements, Payments**, **Transfers From Trans**, and **Transfers To Trans** transactions. The code descriptions appear on the Transactions, Void Checks and Stop Payments, and Cleared Transactions screens. Code descriptions are posted to the GL Journal if Bank Reconciliation is interfaced with General Ledger.

Descriptions - References

BA

5. Enter the **Reference Descriptions** for **Adjustments, Charges, Deposits, Disbursements, Payments, Transfers From Trans**, and **Transfers To Trans** transactions. The reference descriptions appear on the Transactions, Void Checks and Stop Payments, and Cleared Transactions screens. Reference descriptions are posted to the GL Journal if Bank Reconciliation is interfaced with General Ledger.

Interface - Application

Set up the interface between Bank Reconciliation and Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll in the Business Rules function of those applications, not in Bank Reconciliation. See the Business Rules function in each application's user's guide or Interfacing Applications with Bank Reconciliation (page 2-7) for more information.

6. Select **Yes** to interface Bank Reconciliation with **General Ledger**; otherwise, Select **No**.

   When Bank Reconciliation is interfaced with General Ledger, posting in Bank Reconciliation creates entries in the GL Journal.

   You can also use the System Manager Period Conversion function to close Bank Reconciliation accounting periods. (Transactions cannot be posted to closed accounting periods, and checks cannot be voided in closed accounting periods.) See the Period Conversion function in the *System Manager Training Guide*.

Miscellaneous

BA

7. Select **Yes** to **Allow Reconciliation Import** to allow your bank's reconciliation report to be imported from a file; otherwise select **No**. The import file would be set up using the Import Map Definition and Import Layout Definition functions on the System Manager Company Setup menu. See the System Manager Training Manual for details on setting up the Import file.

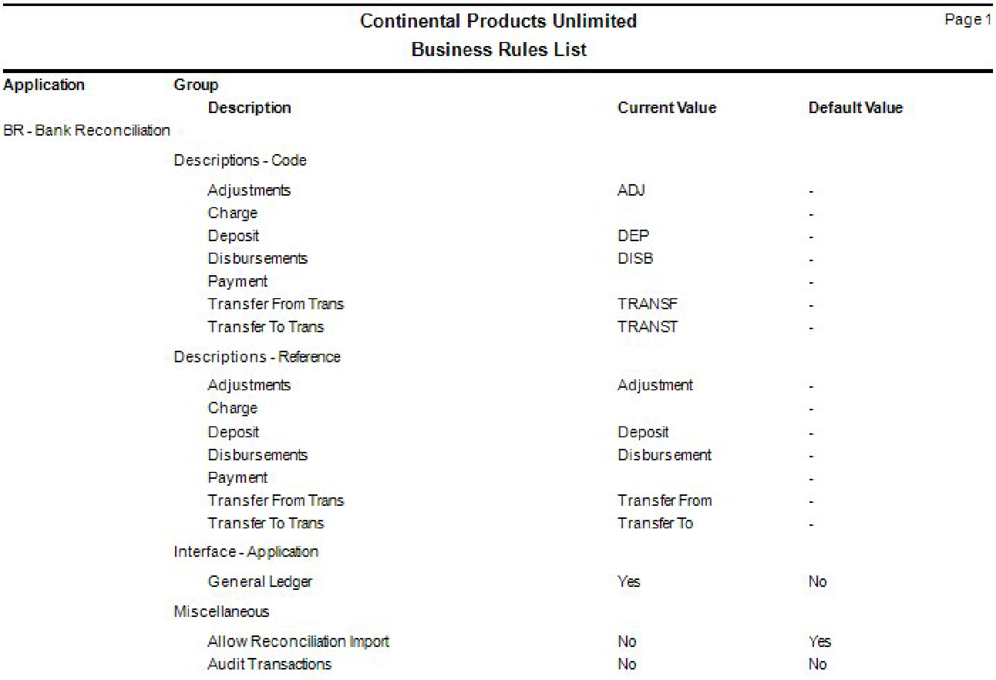
   You must have the Banking application installed for this option to be available.

8. Click **Print** to preview and print a report showing your selected business rules.
9. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wild-card search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report



Continental Products Unlimited
Business Rules List

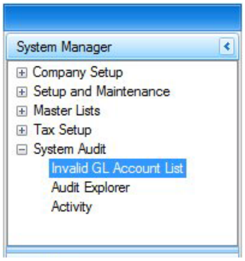
Page 1

Application	Group	Description	Current Value	Default Value
BR - Bank Reconciliation				
	Descriptions - Code			
		Adjustments	ADJ	-
		Charge		-
		Deposit	DEP	-
		Disbursements	DISB	-
		Payment		-
		Transfer From Trans	TRANSF	-
		Transfer To Trans	TRANST	-
	Descriptions - Reference			
		Adjustments	Adjustment	-
		Charge		-
		Deposit	Deposit	-
		Disbursements	Disbursement	-
		Payment		-
		Transfer From Trans	Transfer From	-
		Transfer To Trans	Transfer To	-
	Interface - Application			
		General Ledger	Yes	No
	Miscellaneous			
		Allow Reconciliation Import	No	Yes
		Audit Transactions	No	No

Invalid GL Account List

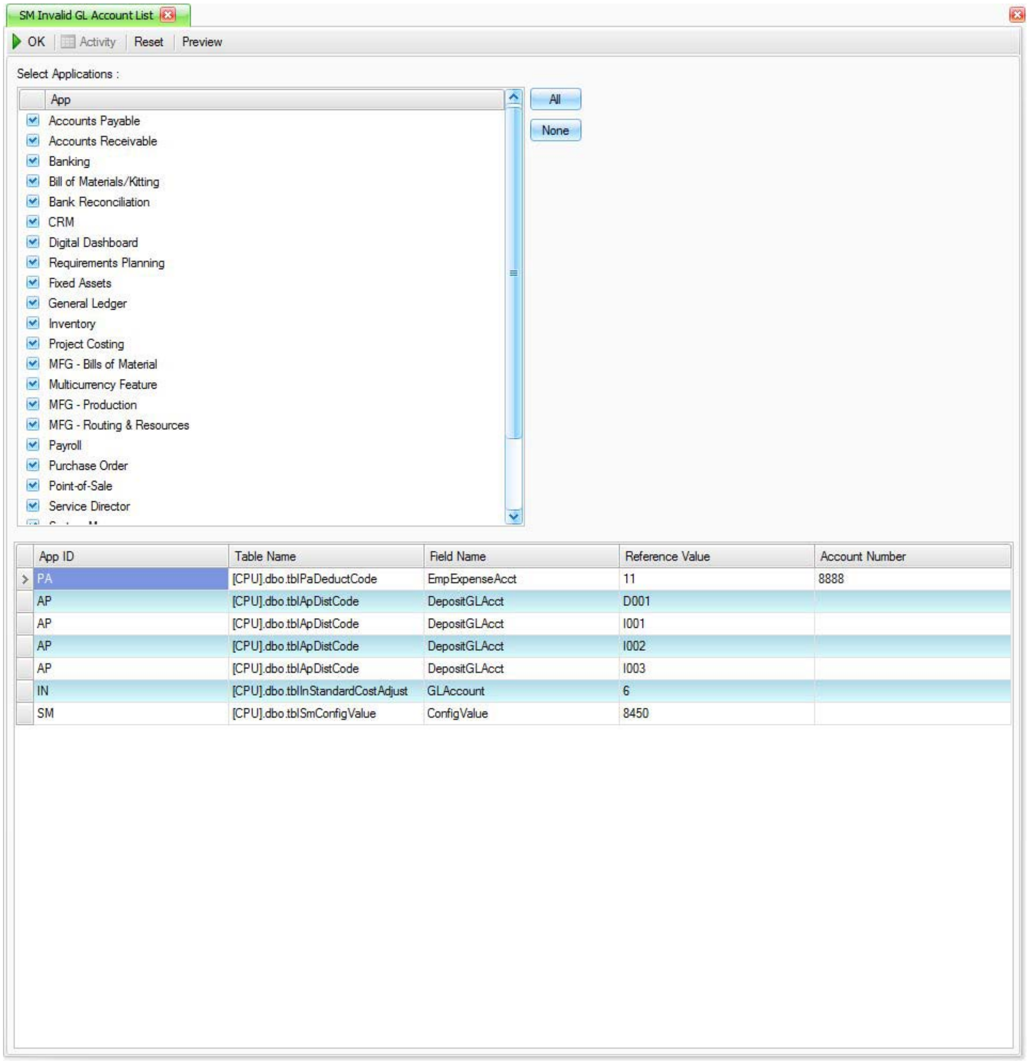
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu


System Manager
Company Setup
Setup and Maintenance
Master Lists
Tax Setup
System Audit
Invalid GL Account List
Audit Explorer
Activity

2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen



Select Applications :

App
- ☑ Accounts Payable
- ☑ Accounts Receivable
- ☑ Banking
- ☑ Bill of Materials/Kitting
- ☑ Bank Reconciliation
- ☑ CRM
- ☑ Digital Dashboard
- ☑ Requirements Planning
- ☑ Fixed Assets
- ☑ General Ledger
- ☑ Inventory
- ☑ Project Costing
- ☑ MFG - Bills of Material
- ☑ Multicurrency Feature
- ☑ MFG - Production
- ☑ MFG - Routing & Resources
- ☑ Payroll
- ☑ Purchase Order
- ☑ Point-of-Sale
- ☑ Service Director

App ID	Table Name	Field Name	Reference Value	Account Number
PA	[CPU].dbo.tblPaDeductCode	EmpExpenseAcct	11	8888
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	D001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I002	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I003	
IN	[CPU].dbo.tblInStandardCostAdjust	GLAccount	6	
SM	[CPU].dbo.tblSmConfigValue	ConfigValue	8450	

3. Select the **applications** you want to check for invalid GL accounts. If you want to have all applications checked, select the **All** button.

4. Click **OK** to start the search for invalid GL accounts.

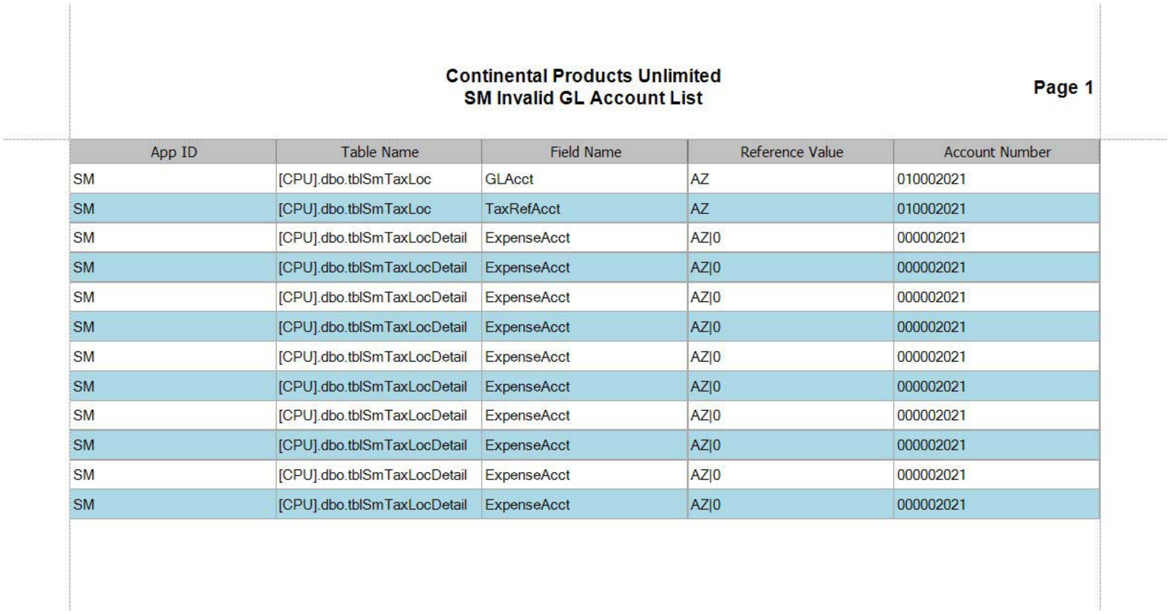
5. Select a command button:

Command Buttons

Name	Description
OK	Executes the list.
Activity	Not Available.
Reset	Return the value of all fields on the list or report screen to their default values.
Preview	View the list or report on your monitor.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Invalid GL Accounts List



Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

BANK ACCOUNTS

Use the **Bank Accounts** function to set up and maintain the checking and savings accounts that you will reconcile.

If you set up Bank Accounts in System Manager, those same bank accounts will be available using the Bank Reconciliation Bank Accounts function. All Bank Accounts are stored in the System Manager bank accounts tables.

If Bank Reconciliation is interfaced with General Ledger, select General Ledger Accounts for each Bank Account record. If Bank Reconciliation is not interfaced with General Ledger, enter General Ledger Accounts from your Chart of Accounts. Use this function to view the current General Ledger account balance, the last statement balance, and the last statement date.

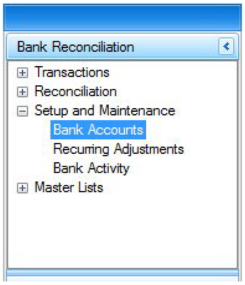
You can specify this information for each bank account:

- Account ID and Name
- Bank Name and Address
- GL Cash Account
- Currency (if you use multi-currency)
- Account Number the bank assigned to your company

To add a **Bank Account** ID, follow these steps:

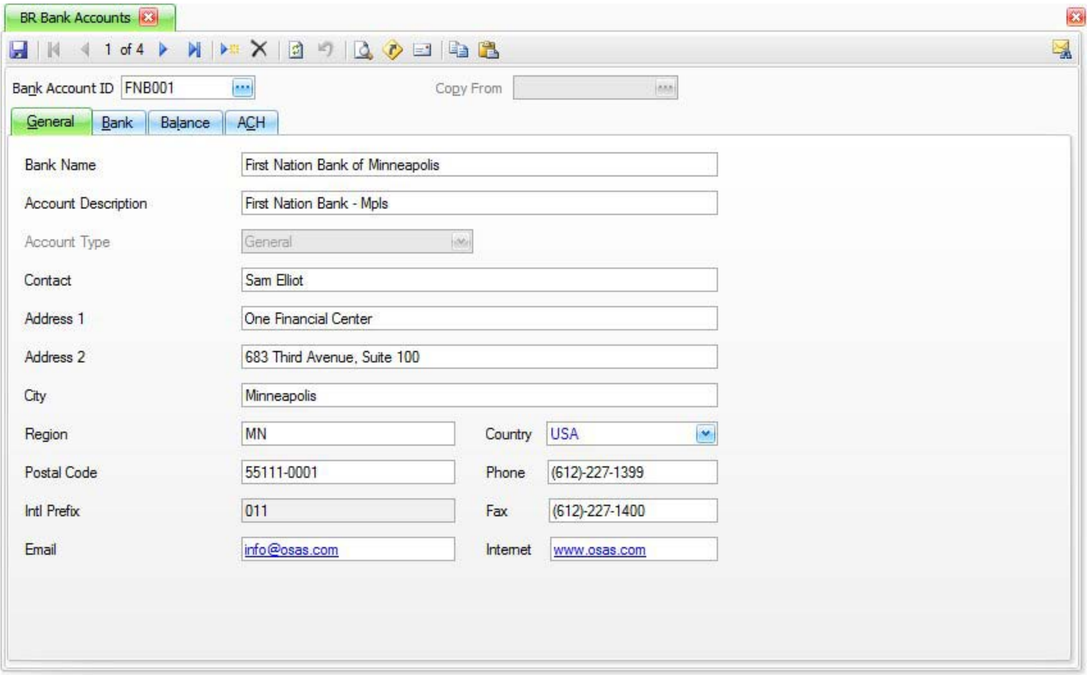
1. From the **Setup and Maintenance** menu select **Bank Accounts**.

Bank Accounts Menu


Bank Reconciliation
Transactions
Reconciliation
Setup and Maintenance
Bank Accounts
Recurring Adjustments
Bank Activity
Master Lists

2. The **Bank Accounts** screen appears.

Bank Accounts Screen - General Tab



Bank Account ID FNB001
Copy From
Bank Name: First Nation Bank of Minneapolis
Account Description: First Nation Bank - Mpls
Account Type: General
Contact: Sam Elliot
Address 1: One Financial Center
Address 2: 683 Third Avenue, Suite 100
City: Minneapolis
Region: MN
Country: USA
Postal Code: 55111-0001
Phone: (612)-227-1399
Intl Prefix: 011
Fax: (612)-227-1400
Email: info@osas.com
Internet: www.osas.com

3. Select or enter the **Bank Account ID**.
4. If you enter a new bank account ID by selecting the **New Record** icon , there is an option to use the **Copy From** field that will copy information from an existing bank account.
5. Enter the **Bank Name** and **Account Description**.
6. Select the **Account Type**: **General** or **Credit Card**.

BA

The bank account type will effect the fields that are displayed on the **Bank** tab. The bank **Account Type** will also effect the bank accounts available for selection when printing Payroll checks. The **Account Type** will effect the tab names displayed in Bank Reconciliation.

You must have Accounts Payable installed to select the bank **Account Type** as a **Credit Card** bank. This is because a Vendor is assigned as the Vendor to pay when using the Credit Card Bank to pay Accounts Payable invoices.

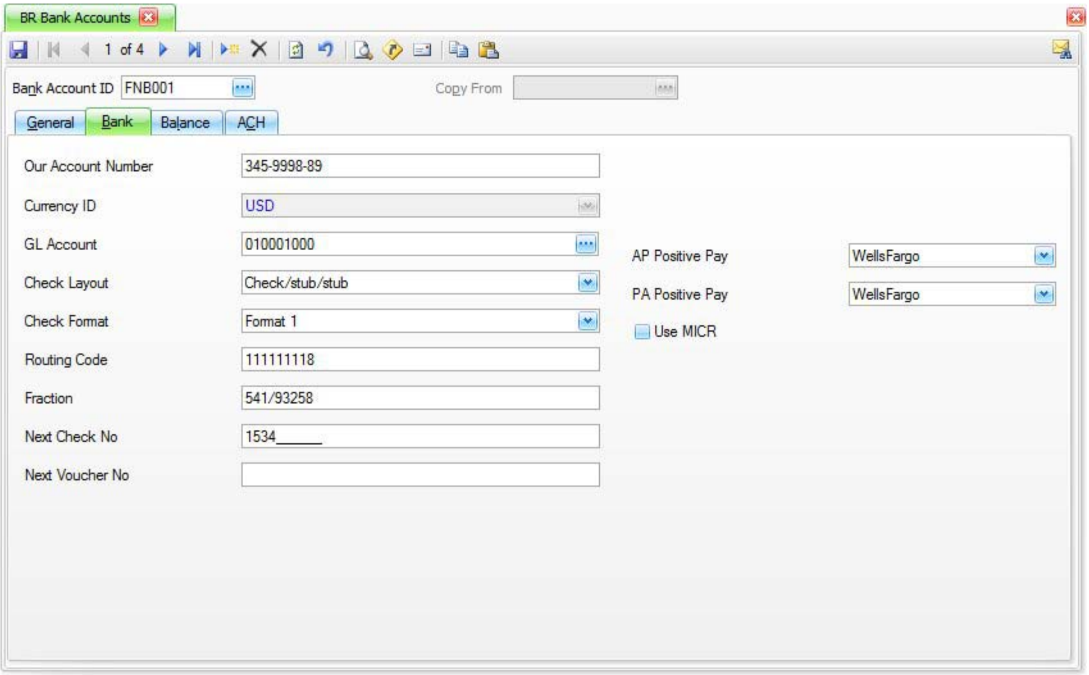
7. Enter the name of the **Contact** person with whom you speak when you have questions about the account.

8. Enter the bank's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
9. Enter the bank's **City** and **Region**.
10. Select the bank's **Country** code. The default comes from the System Manager **Company Information** function.
11. Enter the bank's **Postal Code**. Use the System Manager **Country Codes** function to set up International Prefixes, International Prefix Masks, Postal Code Masks, and Telephone Number Masks.
12. The bank's **International Prefix** appears. See the step 11 for setup information.
13. Enter the bank's **Phone** number. See the step 11 for setup information.
14. Enter the bank's **Fax** number. See the step 11 for setup information.
15. Click **View Map** , to view a map of the bank's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** within **System Manager**, this button does not appear.

NOTE: See the System Manager Training Manual for more information on defining the default mapping program you want to use.

16. Enter the bank's **Email** address. If you click in this field, TRAVERSE launches your default email application, which defaults the listed email address in the **Send To** field.
17. Enter the bank's **Internet** address. This field is a hyperlink. If you click one time in this field, TRAVERSE launches your default internet browser, and opens the web page for the URL address entered in this field.

Bank Accounts Screen - Bank Tab - General Type



Bank Account ID: FNB001
Copy From:

Our Account Number: 345-9998-89
Currency ID: USD
GL Account: 010001000
Check Layout: Check/stub/stub
Check Format: Format 1
Routing Code: 111111118
Fraction: 541/93258
Next Check No: 1534
Next Voucher No:
AP Positive Pay: WellsFargo
PA Positive Pay: WellsFargo
☐ Use MICR

BA

1. Select the **Reconciliation Import ID** to use if you have set up a Reconciliation Import file.

   This field will only be visible when the **Business Rule** to **Allow Reconciliation Import** is set to **Yes** (page 3-5).

2. Enter the account number the bank assigned to your company in the **Our Account Number** field.

¥$£€

3. If you use multi-currency, select the **Currency ID** to assign to the Bank Account. If you interface Bank Reconciliation with General Ledger, the currency you select here must match the currency of the GL Account selected below.

   If you do not use multi-currency, this field does not appear.

4. Enter the General Ledger Account updated by transactions posted to the account in the **GL Account** field.

5. Select the **Check Layout** of your check, based upon the order in which the check and stubs appear on your printed checks: **Check/Stub/Stub**, **Stub/Check/Stub**, **Stub/Stub/Check**, and **Check/extended stub**.

NOTE: Checks printed through Payroll must use the Check/Stub/Stub or Check/extended stub format.

6. Select the **Check Format** for your check printing:
    - **Format 1** is a standard TRAVERSE format used in the United States.
    - **Format 2** is a format that is compliant with the Canadian Payment Association (CPA) requirements.

BA

7. Enter the nine digit **Routing Code** to use with this bank, if you are going to be creating an ACH file for Accounts Payable or Payroll payments.

BA

8. Check the box if you are going to **Use MICR** printing. You will need to have a printer compatible with MICR printing. The PCL6 version of the printer driver should be used for check printing to ensure the best possible layout alignment.

9. Enter the **Fraction** to print on the check. The Plain Text ACH (also known as the ABA Number) is used if the check is damaged and the MICR line cannot be read. The format is 123-456/7890, with the number of digits varying by bank.

10. Enter the next check sequence number you want to use in the **Next Check Number** field. This number is updated when you print checks.

    Use this box if you need to enter a check number less than that displayed in the Print Checks screen's First Check Number field. If you need to enter a check number greater than the number displayed in the First Check Number field on the Print Checks screen, enter the larger number in that field on the Print Checks screen.

BA

11. Enter the **Next Voucher Number** to print when using direct deposit or electronic payments. This number is updated when you print vouchers.

    Use this field if you need to enter a voucher number less than that displayed in the Print Vouchers screen's First Voucher Number field. If you need to enter a voucher number greater than the number displayed in the First Voucher Number field on the Print Vouchers screen, enter the larger number in that field on the Print Vouchers screen.

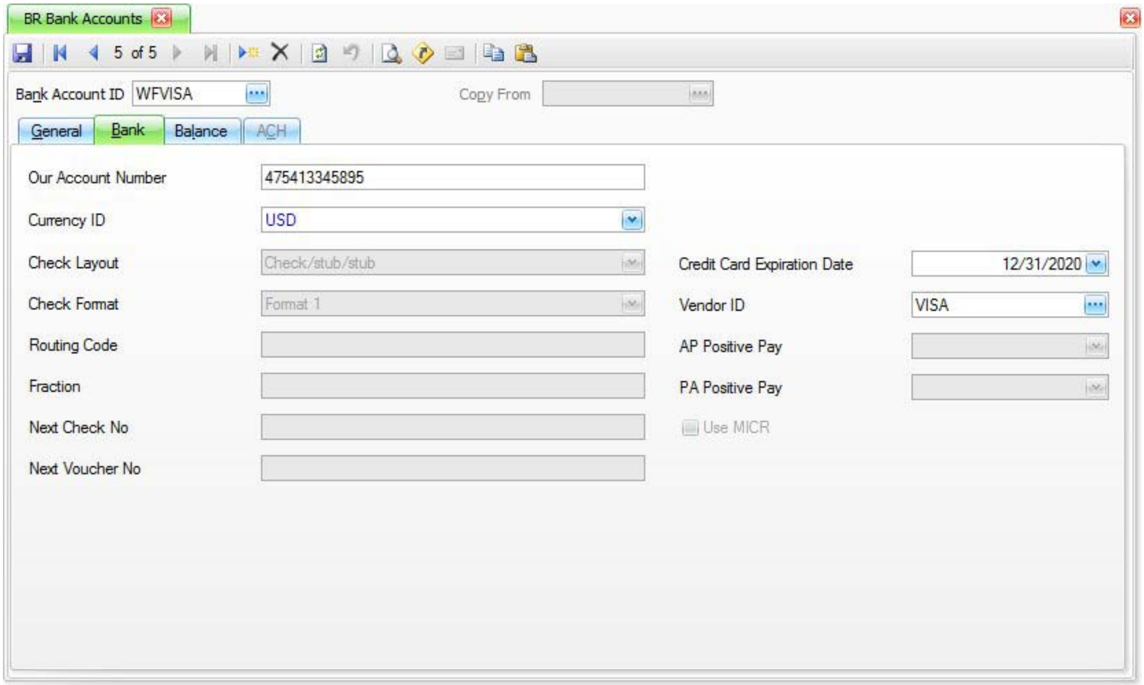
BA

12. Select the **AP Positive Pay** setup you want to use for this bank. Use the Export Definition setup in System Manager, to define the positive pay file that will be output from the Accounts Payable Positive Pay function.

BA

13. Select the **PA Positive Pay** setup you want to use for this bank. Use the Export Definition setup in System Manager, to define the positive pay file that will be output from the Payroll positive pay function.

Bank Accounts Screen - Bank Tab - Credit Card Type



Bank Account ID: WFVISA

Our Account Number: 475413345895

Currency ID: USD

Check Layout: Check/stub/stub

Check Format: Format 1

Routing Code:

Fraction:

Next Check No:

Next Voucher No:

Credit Card Expiration Date: 12/31/2020

Vendor ID: VISA

AP Positive Pay:

PA Positive Pay:

☐ Use MICR

BA

1. Select the **Reconciliation Import ID** to use if you have set up a Reconciliation Import file.

   This field will only be visible when the Business Rule (page 3-5) to Allow Reconciliation Import is Yes.

BA

2. Enter the credit card number for the credit card to be used with this bank, in the **Our Account Number** field.

¥$£€

3. If you use multi-currency, select the **Currency ID** to assign to the Bank Account. If you interface Bank Reconciliation with General Ledger, the currency you select here must match the currency of the GL account selected below.

   If you do not use multicurrency, this field does not appear.

BA

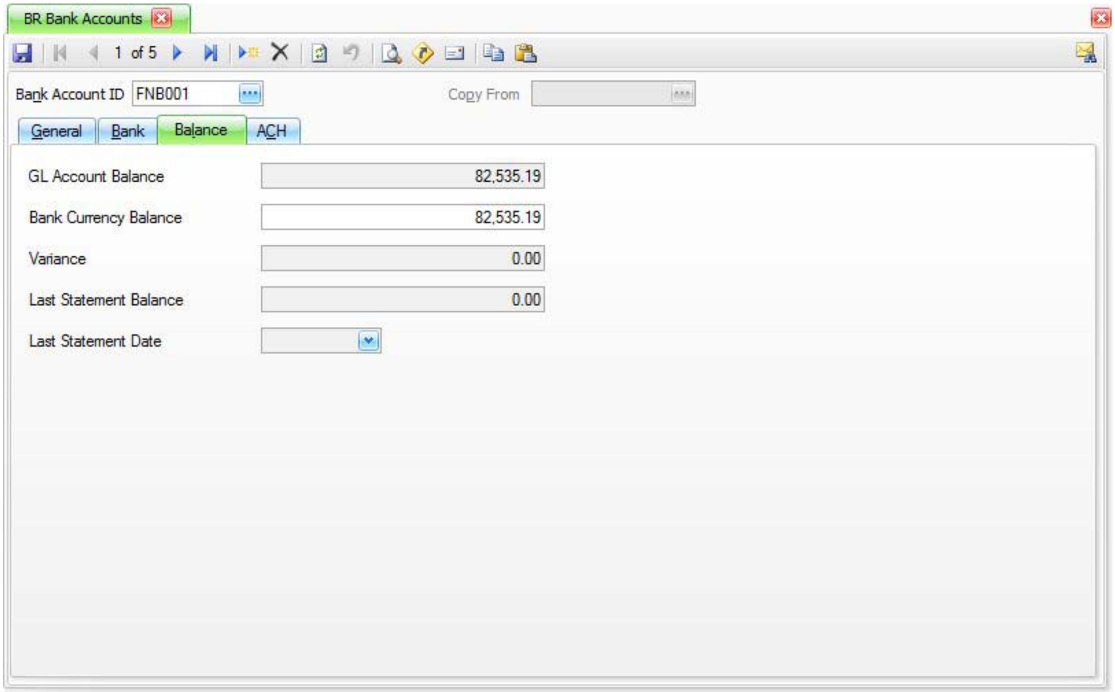
4. Enter the **Credit Card Expiration Date** for the credit card used with this bank account.

BA

5. Select the **Vendor ID** for the vendor you want to use as your credit card vendor.

    GL Account balance detail for credit card bank accounts will use the General Ledger account from the Vendor setup. The account set up for the selected Vendor ID will act as a credit card payables account. An open invoice will be created for this vendor when payments are posted for the credit card bank. A payment must be processed to make a check to pay this credit card company using the Accounts Payable, Pay Invoices menu functions.

Bank Accounts Screen - Balance Tab



Bank Account ID FNB001
GL Account Balance 82,535.19
Bank Currency Balance 82,535.19
Variance 0.00
Last Statement Balance 0.00
Last Statement Date

Fields on the **Balance** tab are updated when you post payments, post transactions, void checks in Bank Reconciliation and applications interfaced with Bank Reconciliation, and by the General Ledger **Post To Master** function if Bank Reconciliation interfaces with General Ledger.

1. If Bank Reconciliation does not interface with General Ledger, enter the **GL Account Balance**.

    - If Bank Reconciliation does not interface with General Ledger, enter the GL Account Balance for the Bank Account. The value is updated when you post transactions in Bank Reconciliation and post payments, post transactions, and void checks in applications that interface with Bank Reconciliation.

   - If Bank Reconciliation interfaces with General Ledger, you cannot enter or edit GL Account Balance information. The balance is calculated from posted General Ledger accounts.

2. Enter the **Bank Currency Balance**.

   ¥$£€ If you use multi-currency, enter this balance in terms of the currency that you selected for this bank account on the **General** tab.

   The Bank Currency Balance is updated each time a transaction or payment is posted that will affect the Bank Account balance.

3. If Bank Reconciliation interfaces with General Ledger, the difference between the GL account balance and the bank account's balance appears in the **Variance** box.

   This variance can have several causes: excluding unposted GL journal entries, making manual GL entries, or turning off interfaces in other TRAVERSE applications.

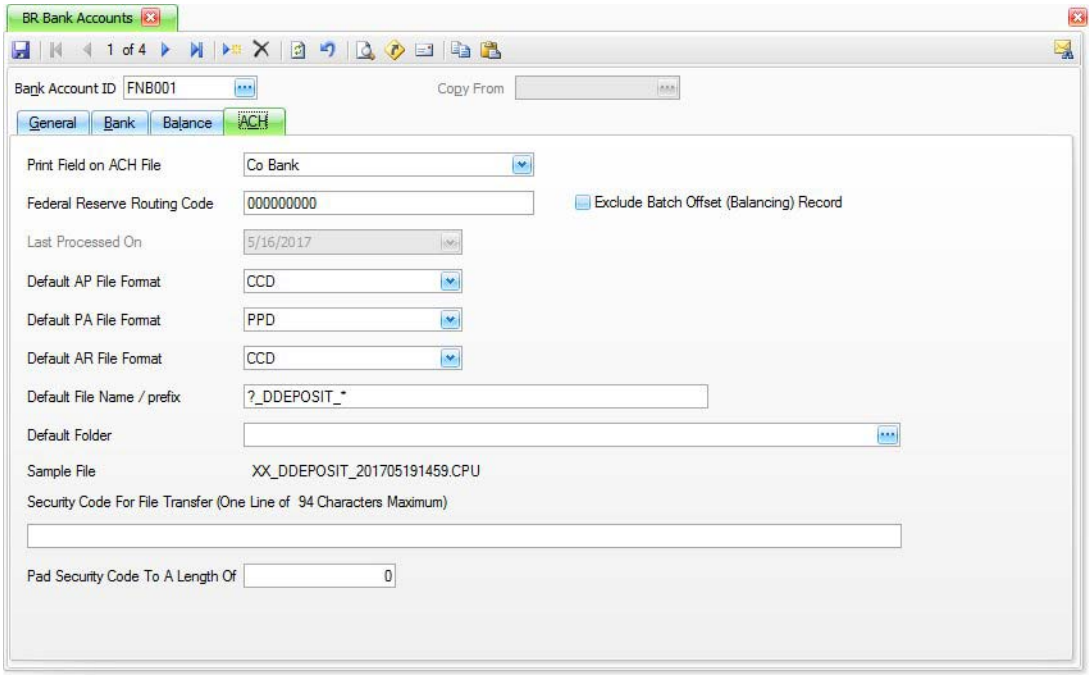
4. **Last Statement Balance** and **Last Statement Date** for the bank account are displayed. These fields are updated when you clear transactions.

5. ¥$£€ If you use multi-currency and the bank account uses a currency other than the base currency, select the **Base Currency** check box to view the bank account's balances in terms of your company's base currency (calculated using the **Exchange Rate** noted below) instead of in the bank account's currency.

6. ¥$£€ If you use multi-currency, the most recent daily currency exchange rate that was set up in System Manager, appears in the **Exchange Rate** list box.

   If you do not use multi-currency, the Base Currency check box and the **Exchange Rate** box do not appear.

Bank Accounts - ACH Tab



Bank Account ID	FNB001
Copy From	
Print Field on ACH File	Co Bank
Federal Reserve Routing Code	000000000
☐ Exclude Batch Offset (Balancing) Record	
Last Processed On	5/16/2017
Default AP File Format	CCD
Default PA File Format	PPD
Default AR File Format	CCD
Default File Name / prefix	?_DDEPOSIT_*
Default Folder	
Sample File	XX_DDEPOSIT_201705191459.CPU
Security Code For File Transfer (One Line of 94 Characters Maximum)	
Pad Security Code To A Length Of	0

BA

The **ACH** tab is only active if you have the Banking application installed. The information on this tab has been moved from the Payroll, Payroll Information, Company Bank tab to the bank accounts setup.

If you have Banking installed, follow the steps below to set up your company's bank information for creating the ACH file when paying AP, cash receipts from AR, and Payroll checks.

1. Select the information to include in the ACH file you send to your bank in the **Print Field on ACH File** field:
    - Select **Federal Tax ID** to include your company's federal tax ID number.
    - Select **Co Bank** to include your company's routing code.
    - Select **Fed Reserve Bank** to include the federal reserve bank routing code.

    Contact your bank if you are unsure which option to use.
2. Enter the 9 digit **Federal Reserve Routing Code** if you selected Fed Reserve Bank in the Print Field on ACH File field.
3. The **Last Processed On** date appears. This date is updated when you post checks and vouchers.

4. Select the **Default AP File Format** for the default ACH format to output when outputting AP payments to ACH.
5. Select the **Default PA File Format** for the default ACH format to output when outputting PA direct deposits to ACH.
6. Select the **Default AR File Format** for the default ACH format to output when outputting AR withdrawals to ACH.

   The default standard formats for the AP, PA, and AR files are:

   - **ADV** - **Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
   - **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
   - **PPD** - **Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.

NOTE: You can set up custom ACH Export Layout Definitions using the System Manager Export Layout Definition function. You will see custom export definitions with the Function ID selected as ACH. See the System Manager Training Manual for details on setting up Export Layout Definitions.

7. Enter the Default File Name of the ACH file you want to create in the **Default File Name** field. TRAVERSE appends your company ID to the file name, as an extension, automatically.

   Use wildcards to put the application ID and workstation date and time in the file name:

   - **?**: Use the question mark to put the application ID into the file name.
   - *****: Use the asterisk to put the date and time into the file name.

   An example of the file setup with the wildcards is as follows:?_DDEPOSIT_* will output the file like this PA_DDEPOSIT_201705221114.CPU

8. Select the destination path for the file in the **Default Folder** field. Click the **Browse** ... button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Default Folder field.
9. The default folder and file name are displayed in the **Sample File** field.
10. Enter the **Security Code For File Transfer**, if your bank expects your ACH file to begin with one. If your bank does not require a security code, leave this field blank.

11. Enter the required length of the security code for your bank in the **Pad Security Code To A Length Of** field. If your code is shorter than the required length, the system adds the required number of spaces to your security code. The maximum length you can enter is 94.

Task Summary

To add a Bank Account ID, follow these steps:

1. Select the **New Record** icon from the toolbar. A blank screen appears.
2. Enter the required information. The required information is the **Bank ID**, **Bank Name**, **Country**, **Currency**, and **GL Cash Account**.
3. Select the **Save** icon on the toolbar to save your changes.

To edit a Bank Account ID, follow these steps:

1. Select the **Bank Account ID**. Information about the Bank Account ID appears.
2. Edit the Bank Account ID information.
3. Select the **Save** icon on the toolbar to save your changes.

To delete a Bank Account ID, follow these steps:

1. Select the **Bank Account ID**. Information about the Bank Account ID appears.
2. Select the **Delete** hot key (F3) or the **Delete** button × .

Producing a Bank Accounts List

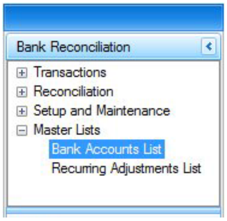
Use the **Bank Accounts List** function to produce a list of the information in the Bank Account record you defined in the Bank Accounts function.

Use this list as a reference when you enter bank reconciliation transactions and when you identify Bank Account IDs in interfaced applications.

To produce a **Bank Account List**, follow these steps:

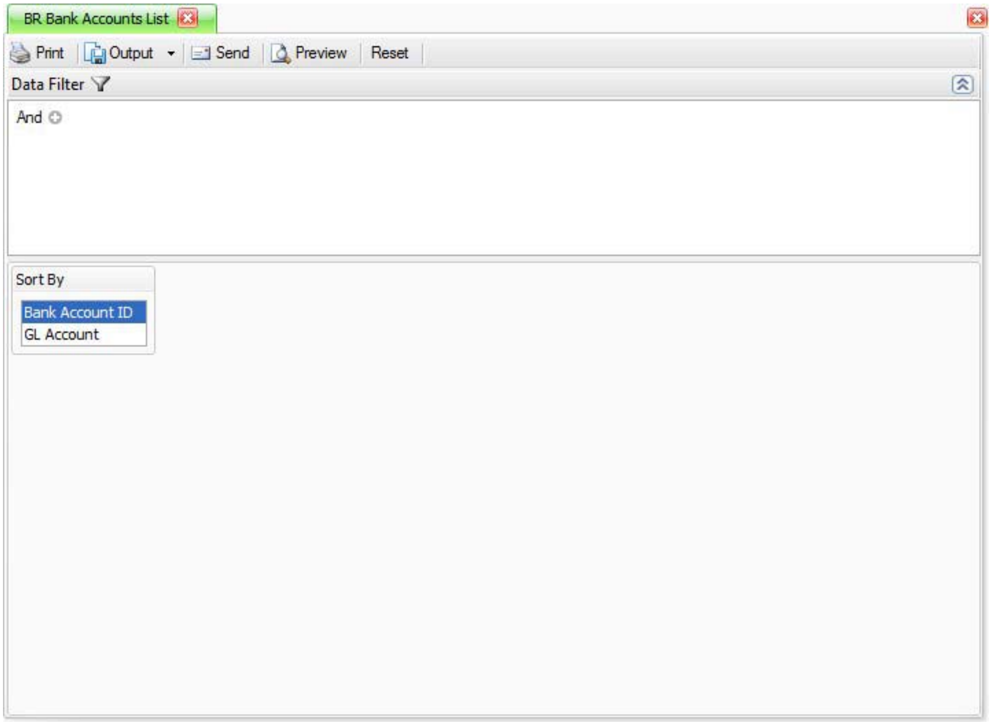
1. Select **Bank Account List** from the **Master Lists** menu.

Bank Accounts List Menu



2. The **Bank Accounts List** screen appears.

Bank Accounts List Screen


BR Bank Accounts List
Print
Output
Send
Preview
Reset
Data Filter
And
Sort By
Bank Account ID
GL Account

3. In the Data Filter section of the screen, enter the range of **Bank Account ID**s to include in the list.
4. Select the **Sort By** criterion for the list. You can sort by **Bank Account ID** or **GL Account** number.

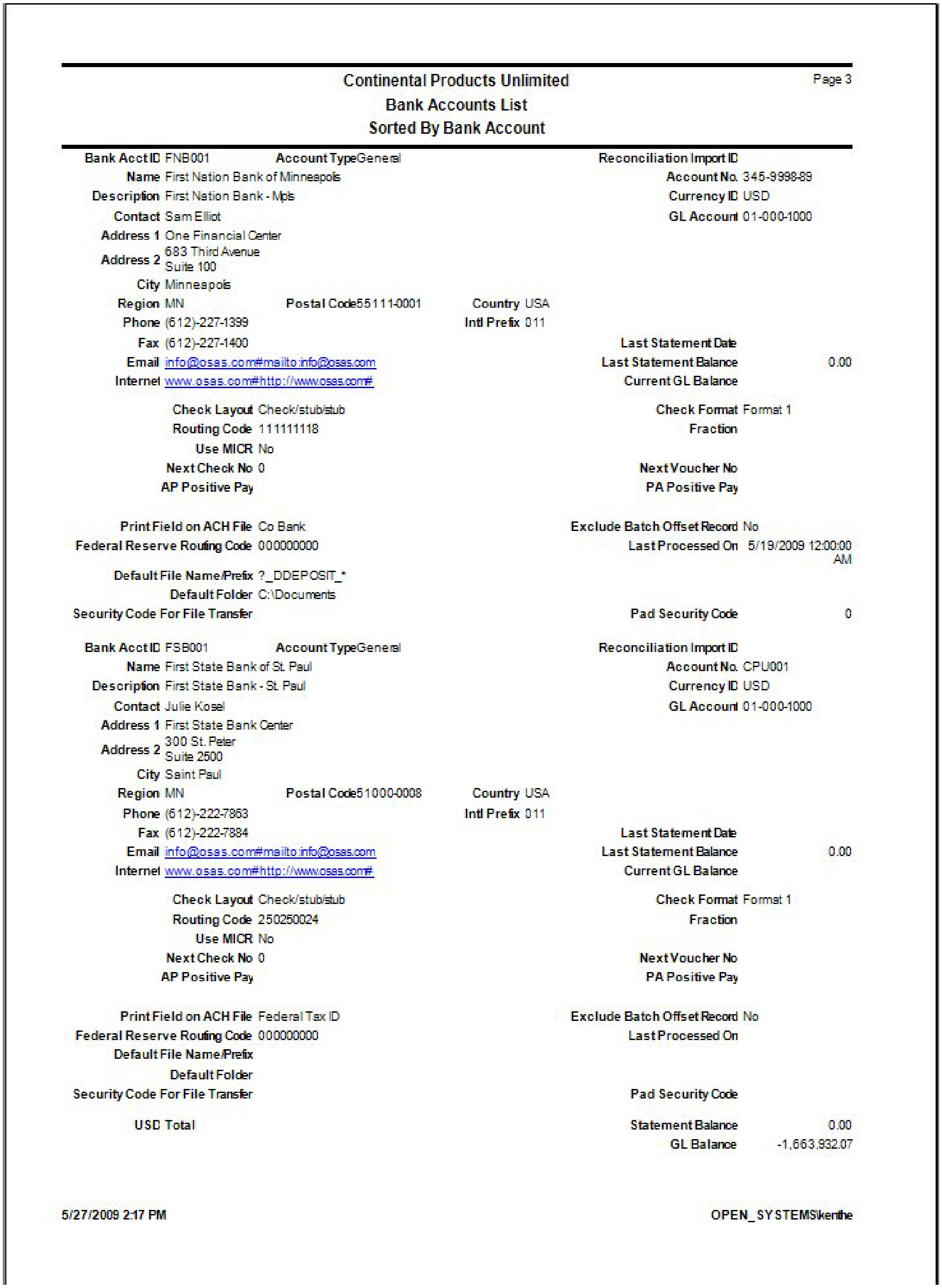
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Bank Accounts List



Continental Products Unlimited
Bank Accounts List
Sorted By Bank Account
Page 3

Bank Acct ID FNB001 **Account Type** General **Reconciliation Import ID**
Name First Nation Bank of Minneapolis **Account No.** 345-9998-89
Description First Nation Bank - Mpls **Currency ID** USD
Contact Sam Elliot **GL Account** 01-000-1000
Address 1 One Financial Center
Address 2 683 Third Avenue
Suite 100
City Minneapolis
Region MN **Postal Code** 55111-0001 **Country** USA
Phone (612)-227-1399 **Intl Prefix** 011
Fax (612)-227-1400 **Last Statement Date**
Email info@osas.com#mailto:info@osas.com **Last Statement Balance** 0.00
Internet www.osas.com#http://www.osas.com# **Current GL Balance**

Check Layout Check/stub/stub **Check Format** Format 1
Routing Code 111111118 **Fraction**
Use MICR No
Next Check No 0 **Next Voucher No**
AP Positive Pay **PA Positive Pay**

Print Field on ACH File Co Bank **Exclude Batch Offset Record** No
Federal Reserve Routing Code 000000000 **Last Processed On** 5/19/2009 12:00:00 AM
Default File Name/Prefix ?_DDEPOSIT_*
Default Folder C:\Documents
Security Code For File Transfer **Pad Security Code** 0

Bank Acct ID FSB001 **Account Type** General **Reconciliation Import ID**
Name First State Bank of St. Paul **Account No.** CPU001
Description First State Bank - St. Paul **Currency ID** USD
Contact Julie Kosel **GL Account** 01-000-1000
Address 1 First State Bank Center
Address 2 300 St. Peter
Suite 2500
City Saint Paul
Region MN **Postal Code** 51000-0008 **Country** USA
Phone (612)-222-7863 **Intl Prefix** 011
Fax (612)-222-7884 **Last Statement Date**
Email info@osas.com#mailto:info@osas.com **Last Statement Balance** 0.00
Internet www.osas.com#http://www.osas.com# **Current GL Balance**

Check Layout Check/stub/stub **Check Format** Format 1
Routing Code 250250024 **Fraction**
Use MICR No
Next Check No 0 **Next Voucher No**
AP Positive Pay **PA Positive Pay**

Print Field on ACH File Federal Tax ID **Exclude Batch Offset Record** No
Federal Reserve Routing Code 000000000 **Last Processed On**
Default File Name/Prefix
Default Folder
Security Code For File Transfer **Pad Security Code**

USD Total **Statement Balance** 0.00
GL Balance -1,663,932.07

5/27/2009 2:17 PM OPEN_SYSTEMS\kenthe

RECURRING ADJUSTMENTS

Recurring Adjustments are routine transactions applied to Bank Accounts by a bank. For example; banks commonly charge an overdraft fee for checks with insufficient funds, levy a monthly service charge for some types of accounts, and charge fees for stopping payments on checks.

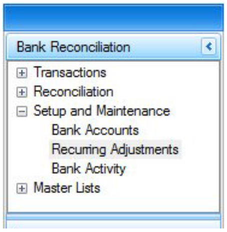
Use the **Recurring Adjustments** function to set up and maintain recurring adjustments you regularly make to your accounts.

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

To set up **Recurring Adjustments**, follow these steps:

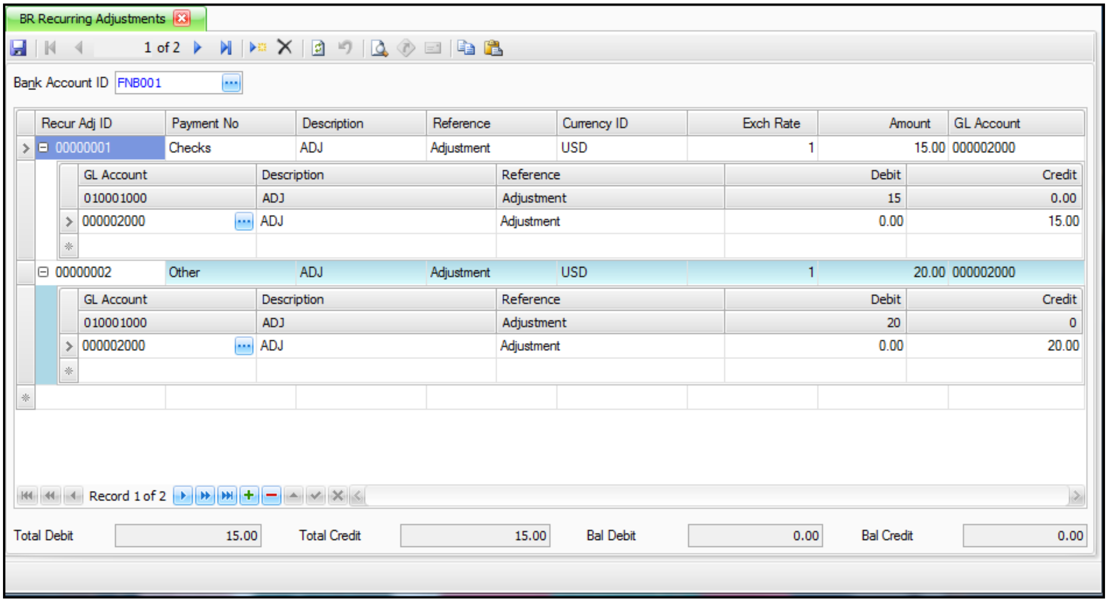
1. Select **Recurring Adjustments** from the **Setup and Maintenance** menu.

Recurring Adjustments Menu


Bank Reconciliation
Transactions
Reconciliation
Setup and Maintenance
Bank Accounts
Recurring Adjustments
Bank Activity
Master Lists

2. The **Recurring Adjustments** screen appears.

Recurring Adjustments Screen



BR Recurring Adjustments

1 of 2

Bank Account ID FNB001

Recur Adj ID	Payment No	Description	Reference	Currency ID	Exch Rate	Amount	GL Account
00000001	Checks	ADJ	Adjustment	USD	1	15.00	000002000

GL Account	Description	Reference	Debit	Credit
010001000	ADJ	Adjustment	15	0.00
000002000	ADJ	Adjustment	0.00	15.00

Recur Adj ID	Payment No	Description	Reference	Currency ID	Exch Rate	Amount	GL Account
00000002	Other	ADJ	Adjustment	USD	1	20.00	000002000

GL Account	Description	Reference	Debit	Credit
010001000	ADJ	Adjustment	20	0
000002000	ADJ	Adjustment	0.00	20.00

Record 1 of 2

Total Debit 15.00 Total Credit 15.00 Bal Debit 0.00 Bal Credit 0.00

Recurring Adjustments must account for both the debit and the credit side of the transaction. You can enter more than one offsetting entry to counterbalance the recurring adjustment. For example, if you enter a recurring adjustment of 100 dollars, 40 of it may be charged against one account and 60 against another.

Maint

1. Select the **Bank Account ID** to work with.

¥$£€

2. If you are using the TRAVERSE multi-currency feature, check the box to display amounts in the company's base currency.

   This box will only be visible when you select a Bank Account with a currency that is different than your company's base currency.

3. The system generated **Recurring Adjustment ID** is displayed.
4. Enter the adjustment **Payment Number**. This can be a code for this recurring adjustment, for example; Overdraft for a recurring adjustment for an overdraft fee.
5. The BR adjustment **Description**, set up in the Business Rules function (page 3-5), is displayed. Use it, or enter the description.

   Descriptions are posted to the GL Journal and provide another way of searching for information in General Ledger.

6. The BR adjustment **Reference**, set up in the Business Rules function (page 3-5), is displayed. Use it, or enter the reference.

   References are posted to the GL Journal and provide another way of searching for information in General Ledger.

¥$£€ Maint

7. If you are using the TRAVERSE multi-currency feature, use the default base currency, or select the currency for the adjustment. You can select a different currency before the record is saved.

¥$£€ Maint

8. If you are using the multi-currency feature, use the current exchange rate, or select the exchange rate. You can select a different rate before the record is saved.
9. Enter the debit part of the adjustment **Amount**. Enter a negative amount if the recurring adjustment is a charge against your bank account.
10. Enter the **GL** distribution **Account** for the adjustment and hit enter.
11. Within the detail section of the transaction:
    - The **GL Account** will populate with the account entered on the Bank tab in the Bank Accounts setup and maintenance.
    - Use the **Description** from the header Description field above, or enter the distribution description.
    - Use the **Reference** from the header Reference field above, or enter the distribution reference.
    - Enter in the **Debit** amount if the recurring adjustment amount you are offsetting is a credit (or negative), the amount required to balance the recurring adjustment is displayed.
    - Accept this amount, or enter the amount of the offsetting debit entry related to the recurring adjustment.
    - Enter the **Credit** amount if the recurring adjustment amount you are offsetting is a debit (or positive), the amount required to balance the recurring adjustment is displayed.
    - Accept this amount, or enter the amount of the offsetting credit entry related to the recurring adjustment.
12. The bottom section of the screen will display:
    - The **Debit Total** of the recurring adjustment.
    - The **Credit Total** of the recurring adjustment.
    - The debit balance in the **Bal Debit** field if credits are greater than debits.

- The credit balance in the **Bal Credit** field if debits are greater than credits.

Task Summary

You must offset recurring adjustment entries in the Distribution section. If you attempt to exit from an unoffset (or unbalanced) recurring adjustment, a message appears, and you must return to the Distribution section to balance the recurring adjustment amount or the recurring adjustment amount and distribution amounts are set to zero.

Adding, Editing, and Deleting a Recurring Adjustment

To add a **Recurring Adjustment**, follow these steps:

1. Select the **Bank Account ID** to work with.
2. Enter the Recurring Adjustment information for the Bank Account.
3. Enter the distribution information.
4. Select the **Save** icon 💾 on the toolbar to save your changes.

To edit a **Recurring Adjustment**, follow these steps:

1. Select the **Bank Account ID** of the recurring adjustment you want to edit. Information about the Recurring Adjustments appears.
2. Edit the Recurring Adjustment information for the Bank Account.
3. Edit the distribution information.
4. Select the **Save** icon 💾 on the toolbar to save your changes.

To delete a **Recurring Adjustment**, follow these steps:

1. Select the **Bank Account ID** to work with.
2. Select the **Recurring Adjustment** to delete.
3. Select the **Delete** hot key (F3) or the **Delete** button ✕ .

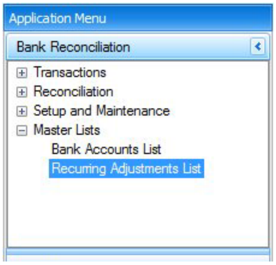
Producing a Recurring Adjustments List

Use the **Recurring Adjustments List** function to produce a list of the Recurring Adjustment information you defined in the **Recurring Adjustment** function.

To produce a **Recurring Adjustments List**, follow these steps:

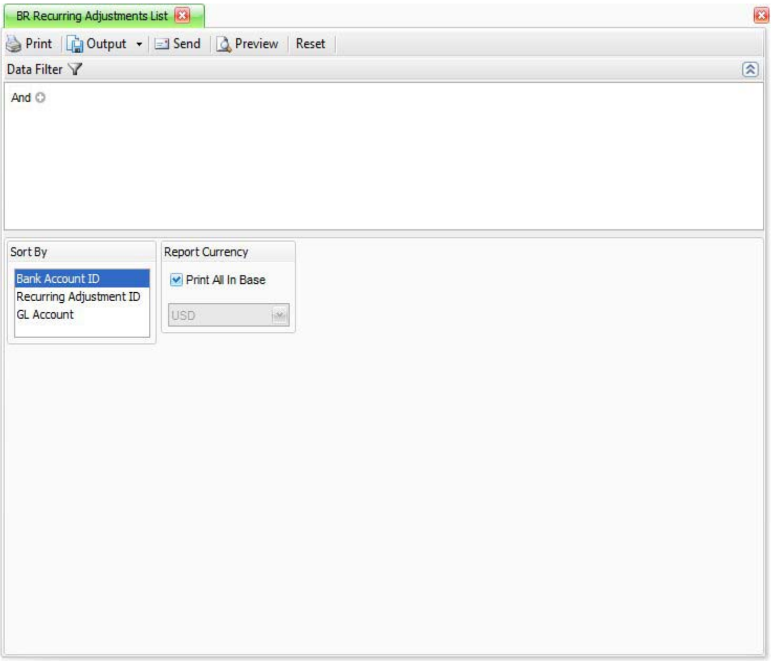
1. Select **Recurring Adjustments List** from the **Master Lists** menu.

Recurring Adjustments List Menu


Application Menu
Bank Reconciliation
Transactions
Reconciliation
Setup and Maintenance
Master Lists
Bank Accounts List
Recurring Adjustments List

2. The **Recurring Adjustments List** screen appears.

Recurring Adjustments List Screen


BR Recurring Adjustments List
Print
Output
Send
Preview
Reset
Data Filter
And
Sort By
Bank Account ID
Recurring Adjustment ID
GL Account
Report Currency
Print All In Base
USD

3. In the Data Filter section of the screen, enter the range of **Bank Account IDs** to include in the list.
4. Select the **Sort By** criterion for the list: **Bank Account ID**, **Recurring Adjustment ID**, or **GL Account**.

¥$£€

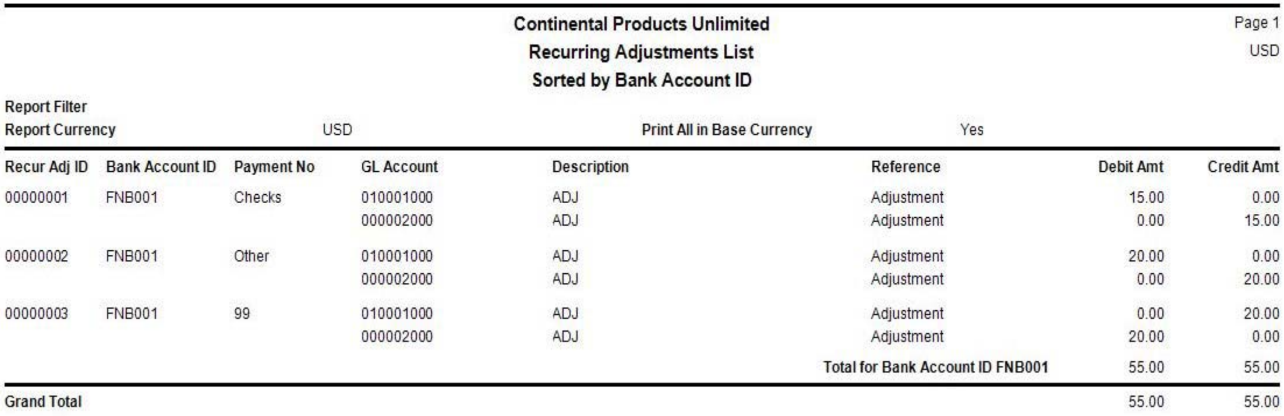
5. If you use multi-currency, these print options are available:
    - To print Recurring Adjustments that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only Recurring Adjustments that were entered in the base currency are printed on the report.
    - To print Recurring Adjustments that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Recurring Adjustments that were entered in the currency you select are printed on the report.
    - To print all Recurring Adjustments (regardless of the currency in which they were entered), select the base currency as the report currency and select the **Print All In Base Currency** check box.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Recurring Adjustments List



Continental Products Unlimited
Recurring Adjustments List
Sorted by Bank Account ID

Page 1
USD

Report Filter

Report Currency USD **Print All in Base Currency** Yes

Recur Adj ID	Bank Account ID	Payment No	GL Account	Description	Reference	Debit Amt	Credit Amt
00000001	FNB001	Checks	010001000	ADJ	Adjustment	15.00	0.00
			000002000	ADJ	Adjustment	0.00	15.00
00000002	FNB001	Other	010001000	ADJ	Adjustment	20.00	0.00
			000002000	ADJ	Adjustment	0.00	20.00
00000003	FNB001	99	010001000	ADJ	Adjustment	0.00	20.00
			000002000	ADJ	Adjustment	20.00	0.00
					Total for Bank Account ID FNB001	55.00	55.00
Grand Total						55.00	55.00

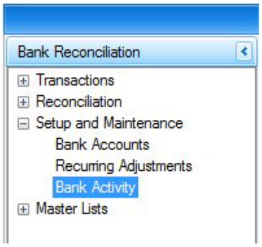
BANK ACTIVITY

Use the **Bank Activity** screen to view users currently entering or posting transactions in **Bank Reconciliation**.

To view **Bank Activity**, follow these steps:

1. Select **Bank Activity** on the **Setup and Maintenance** menu.

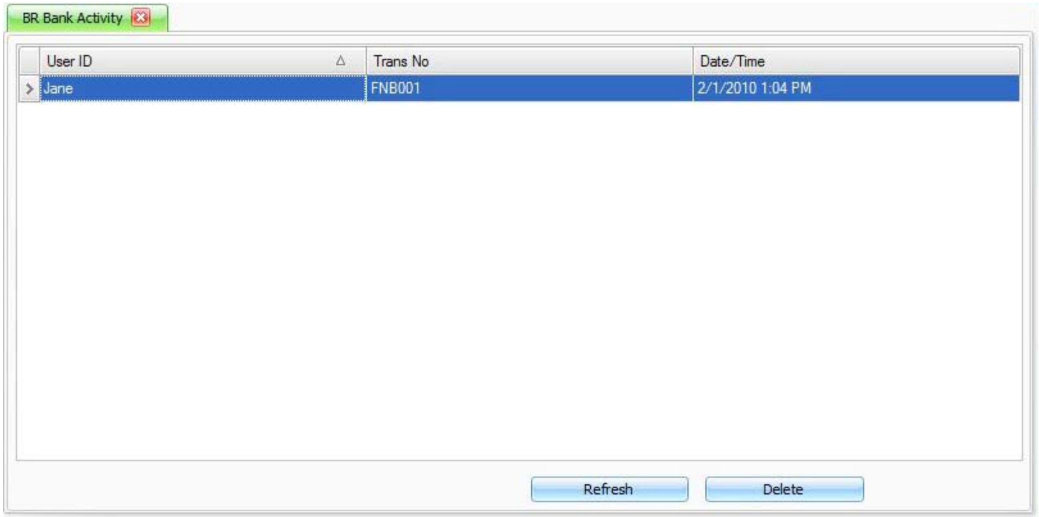
Bank Activity Menu



Bank Reconciliation
Transactions
Reconciliation
Setup and Maintenance
Bank Accounts
Recurring Adjustments
Bank Activity
Master Lists

2. The **Bank Activity** screen appears.

Bank Activity Screen



BR Bank Activity
Refresh
Delete

User ID	Trans No	Date/Time
Jane	FNB001	2/1/2010 1:04 PM

3. Select the **Refresh** button to display the **User ID**, **Trans No** (Bank Account ID), and **Date/Time** transaction information.

4. Use the **Delete** command button to delete the locking record for the Bank Account.

Command Buttons

Name	Description
Refresh	Refresh the transaction information displayed.
Delete	Delete the locking records for the Bank Account.

4

USING BANK RECONCILIATION

Using the Transactions Menu 4-3
Transactions 4-5
Void Checks and Stop Payments. 4-17
Transaction Journal 4-23
Posting Transactions 4-27
Using the Reconciliation Menu 4-41
Register View 4-43
Bank Account Register 4-47
Statement Processing 4-51
Reconciliation Report 4-65
Purge Cleared Transactions 4-71

USING THE TRANSACTIONS MENU

Preparing to Use the Transactions Functions

Before you use the **Transactions** functions, use the Setup and Maintenance functions to set up Bank Accounts, Recurring Adjustments and review Bank Activity. Use the Master Lists functions to verify Bank Accounts and Recurring Adjustments.

Using the Transactions Functions

- Use the **Transactions** function to enter Deposits, Disbursements (checks and withdrawals), Adjustments (for example, finance charges and service charges to your bank accounts), and Transfers that have not been created through other applications. Once a transaction has been posted, you can tag it as cleared through the Cleared Transactions function. (page 4-5)
- You must enter transactions in two stages. First enter the Bank Account entry. Then enter the distribution or offsetting entries.
- If Bank Reconciliation interfaces with Accounts Receivable, enter deposits through that application. See the Accounts Receivable Training Manual for information.
- If Bank Reconciliation interfaces with Accounts Payable, enter disbursements through that application. See the information on Posting Payments in the Accounts Payable Training Manual.
- You must offset transaction entries in the **Distribution** section. If you attempt to exit from an unbalanced transaction, a message appears and you must return to the Distribution section to balance the transaction amount, or the transaction amount and distribution amounts are set to zero.
- Use the **Void Checks and Stop Payments** function to void checks and to stop payment on checks when necessary. (page 4-17)
- Produce the **Transaction Journal** as a check for errors and omissions and to use as an audit trail of Bank Reconciliation transactions. (page 4-23)
- Use the **Post Transactions** function to post transactions entered in the Transactions function. (page 4-33)

Verifying Transactions

To verify your unposted transactions, print the Transaction Journal. If a transaction is incorrect, use the Transactions functions to edit it, and then reprint the journal.

TRANSACTIONS

Use the **Transactions** function to enter Deposits, Disbursements (checks and withdrawals), Adjustments (for example; finance charges and service charges to your Bank Accounts), and Transfers, that have not been created through other applications. Once a transaction has been posted, you can tag it as cleared through the Cleared Transactions function (page 4-45).

You must enter Transactions in two stages. First enter the Bank Account entry. Then enter the Distribution, or offsetting entries.

If Accounts Receivable is interfaced with Bank Reconciliation, enter Deposits through that application. See the Accounts Receivable Training Manual for information.

If Accounts Payable is interfaced with Bank Reconciliation, enter disbursements through that application. See the information on Posting Payments in the Accounts Payable Training Manual.

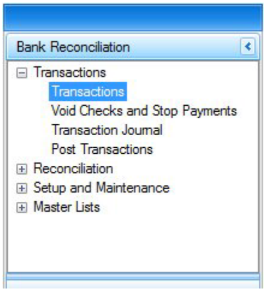
If Payroll is interfaced with Bank Reconciliation, enter Payroll Transactions and Post Checks through that application. See the information on Posting Payroll Checks in the Payroll Training Manual.

You must offset transaction entries in the Distribution section. If you attempt to exit from an unbalanced transaction, a message appears, and you must return to the Distribution section to balance the Transaction Amount or the Transaction Amount and Distribution Amounts are set to zero.

To enter and edit **Transactions**, follow these steps:

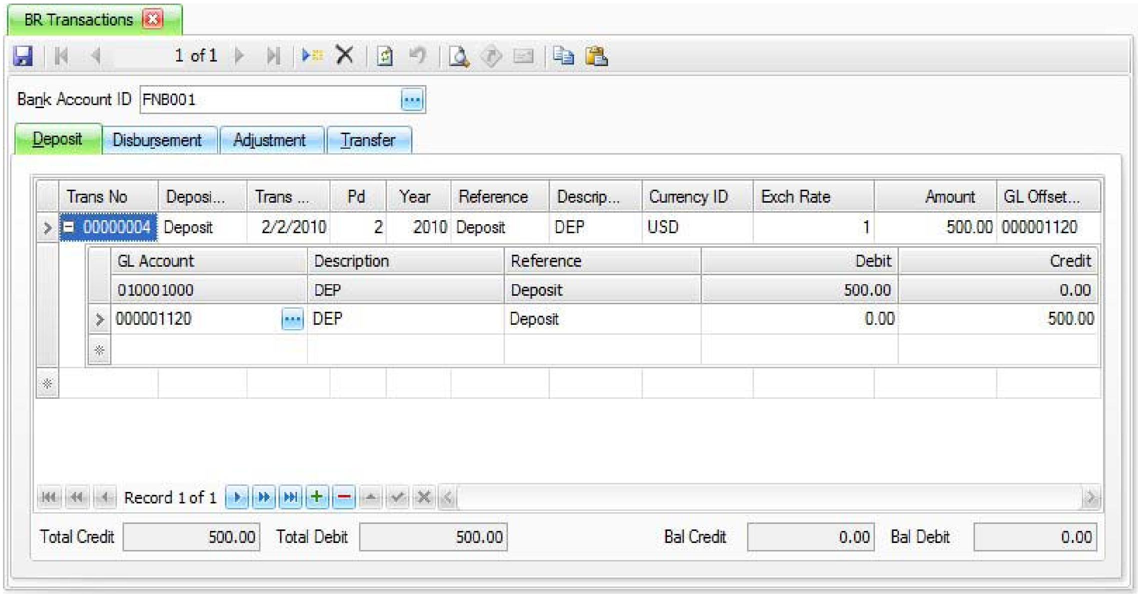
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu


Bank Reconciliation
Transactions
Transactions
Void Checks and Stop Payments
Transaction Journal
Post Transactions
Reconciliation
Setup and Maintenance
Master Lists

2. The **Transactions** screen appears.

Transactions Screen



Bank Account ID FNB001

Trans No	Deposi...	Trans ...	Pd	Year	Reference	Descrip...	Currency ID	Exch Rate	Amount	GL Offset...
00000004	Deposit	2/2/2010	2	2010	Deposit	DEP	USD	1	500.00	000001120

GL Account	Description	Reference	Debit	Credit
010001000	DEP	Deposit	500.00	0.00
000001120	DEP	Deposit	0.00	500.00

Total Credit 500.00
Total Debit 500.00
Bal Credit 0.00
Bal Debit 0.00

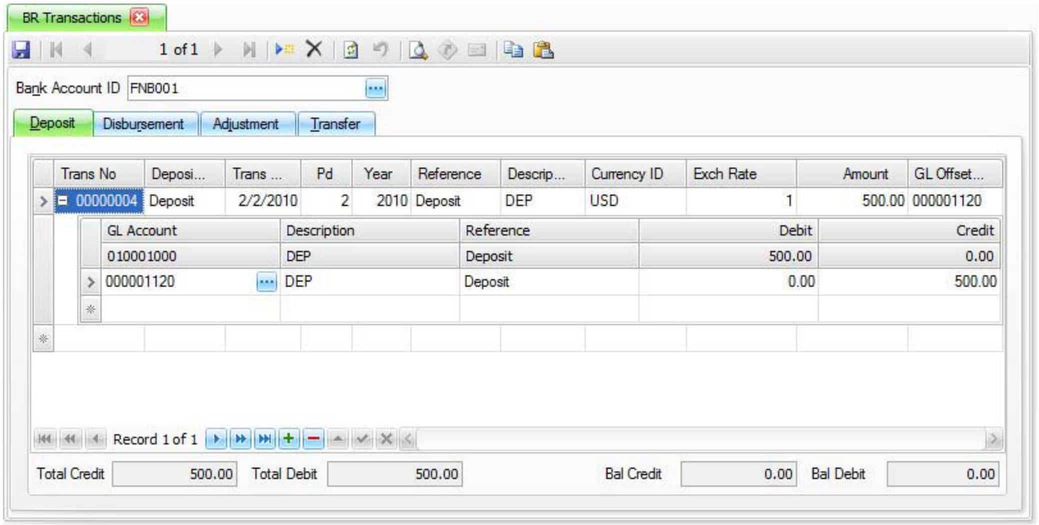
Maint

3. Select the **Bank Account ID**. Bank account transaction information is displayed.

¥$£€

4. If you are using the multi-currency feature, check the box to display amounts in the company’s Base Currency. Clear the box to display amounts in the selected currencies.

Deposit Tab



Bank Account ID FNB001

Trans No	Deposi...	Trans ...	Pd	Year	Reference	Descrip...	Currency ID	Exch Rate	Amount	GL Offset...
00000004	Deposit	2/2/2010	2	2010	Deposit	DEP	USD	1	500.00	000001120

GL Account	Description	Reference	Debit	Credit
010001000	DEP	Deposit	500.00	0.00
000001120	DEP	Deposit	0.00	500.00

Total Credit 500.00 Total Debit 500.00 Bal Credit 0.00 Bal Debit 0.00

Deposits must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the deposit. For example; if you enter a deposit of 100 dollars, 40 of it may be charged against one account and 60 against another.

BA

NOTE: When you have the Banking application installed and you select a Credit Card type bank, this tab label will change to Payments and the Deposit No field label will be changed to Payment No.

1. Select the **New Record** icon to begin entering a new record.
2. The system generated **Transaction Number** is displayed.
3. Enter the **Deposit No** of the deposit (payment).
4. Accept the default workstation date, or enter the **Transaction Date**.
5. Accept the default General Ledger Period in the **Pd** field, or enter the General Ledger period.
6. Accept the default General Ledger **Year**, or enter the General Ledger year.
7. Use the default BR deposit **Reference**, or enter the reference. References are posted to the GL Journal and provide another way of searching for information in General Ledger.

   The BR Deposit Reference is set up in the Business Rules function (page 3-5).

8. Use the default BR deposit **Code** description, or enter the deposit description.

   The BR Deposit Code is set up in the Business Rules function (page 3-5).

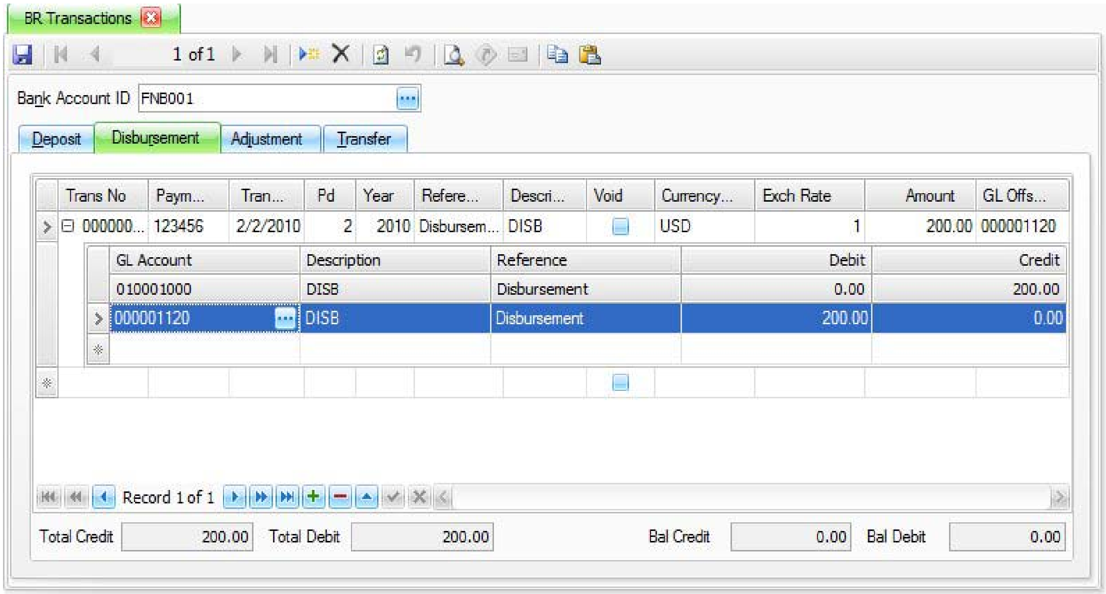
¥$£€ Maint

9. If you are using the multi-currency feature, use the default base **Currency**, or select the currency for the deposit. You can select a different currency before the record is saved.

¥$£€ Maint

10. If you are using the multi-currency feature, use the current **Exchange Rate**, or select the Exchange Rate. You can select a different rate before the record is saved.
11. Enter the deposit **Amount**. The system assumes this is the debit portion of the deposit entry.
12. Enter the **GL Offset Account** for the deposit.
13. To view the detail entries, click the **Plus** (+) symbol next to the Trans No. Two detail records will be displayed. The first line is the Debit, and you are not allowed to edit this record. The second record is the offsetting Credit.
14. Use the description from the **Description** field above, or enter the distribution deposit description.
15. Use the reference from the **Reference** field above, or enter the distribution deposit reference.
16. The **Credit** amount is automatically populated with the Debit amount that was entered. You are allowed to edit this amount and then enter another record to a different GL Account if needed.
17. The **Total Credit** is displayed.
18. The **Total Debit** is displayed.
19. In the **Bal Credit** field the balance will show if debits are greater than credits.
20. In the **Bal Debit** field the balance will show if credits are greater than debits.

Disbursement Tab



Bank Account ID FNB001

Trans No	Paym...	Tran...	Pd	Year	Refere...	Descri...	Void	Currency...	Exch Rate	Amount	GL Offs...
000000...	123456	2/2/2010	2	2010	Disbursem...	DISB	☐	USD	1	200.00	000001120

GL Account	Description	Reference	Debit	Credit
010001000	DISB	Disbursement	0.00	200.00
000001120	DISB	Disbursement	200.00	0.00

Total Credit 200.00
Total Debit 200.00
Bal Credit 0.00
Bal Debit 0.00

Disbursements must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the disbursement. For example; if you enter a disbursement of 100 dollars, 40 of it may be charged against one account and 60 against another.

BA

NOTE: When you have the Banking application installed and you select a credit card type bank this tab label will change to Charges and the Check No field label will be changed to Charge No.

1. Select the **New Record** icon to begin entering a new transaction.
2. The system generated **Transaction Number** is displayed.
3. In the **Payment No** field enter the disbursement payment number.
4. Accept the default Workstation Date, or enter the **Transaction Date**.
5. Accept the default General Ledger period in the **Pd** field, or enter the General Ledger period.
6. Accept the default General Ledger **Year**, or enter the General Ledger year.
7. Use the default BR Disbursement **Reference**, or enter the reference. References are posted to the GL Journal and provide another way of searching for information in General Ledger.

   The BR disbursement Reference is set up in the Business Rules function (page 3-5)

8. Use the default BR Disbursement **Code** description, or enter the disbursement code.

   The BR Disbursement Code is set up in the Business Rules function (page 3-5).

9. Check the box if the check is **Void**; the amount in the bank account amount and distribution amount are set to zero. Clear the box if the check is not void.

¥$£€ Maint

10. If you are using the multi-currency feature, use the default base **Currency**, or select the currency for the disbursement. You can select a different currency before the record is saved.

¥$£€ Maint

11. If you are using the multi-currency feature, use the current **Exchange Rate**, or select the exchange rate. You can select a different rate before the record is saved.

12. Enter the disbursement **Amount**. The system assumes this is the credit portion of the deposit entry.

13. Enter the **GL Offset Account** for the disbursement.

14. To view the detail entries, click the **Plus** (+) symbol next to the Trans No. Two detail records will be displayed. The first line is the Credit and you are not allowed to edit this record. The second record is the offsetting Debit.

15. Use the description from the Code **Description** field above, or enter the distribution disbursement Code Description.

16. Use the Reference from the **Reference** field above, or enter the distribution disbursement Reference.

17. Enter the **Debit** amount If the transaction you are offsetting is a credit, the amount of the transaction remaining to be counterbalanced is displayed.

    Enter the amount of the offsetting debits related to the transaction.

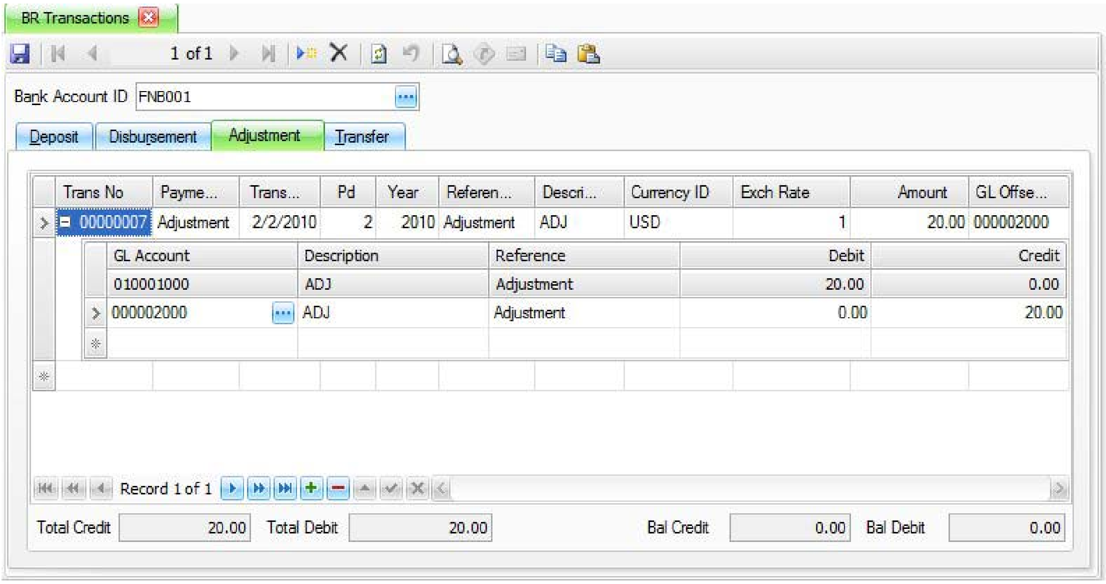
18. The **Total Credit** is displayed.

19. The **Total Debit** is displayed.

20. An amount will be displayed in the **Bal Credit** field if debits are greater than credits.

21. An amount will be displayed in the **Bal Debit** if credits are greater than debits.

Adjustment Tab



Bank Account ID FNB001

Trans No	Payme...	Trans...	Pd	Year	Referen...	Descri...	Currency ID	Exch Rate	Amount	GL Offse...
00000007	Adjustment	2/2/2010	2	2010	Adjustment	ADJ	USD	1	20.00	000002000

GL Account	Description	Reference	Debit	Credit
010001000	ADJ	Adjustment	20.00	0.00
000002000	ADJ	Adjustment	0.00	20.00

Total Credit 20.00 Total Debit 20.00 Bal Credit 0.00 Bal Debit 0.00

Adjustments must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the adjustment. For example; if you enter an adjustment of 100 dollars, 40 of it may be charged against one account and 60 against another.

1. Select the **New Record** icon to begin entering a new transaction.
2. The system generated **Transaction Number** is displayed.

Maint

3. Select the ID of a recurring adjustment, or enter the adjustment **Payment No**.
4. Accept the default workstation date, or enter the **Transaction Date**.
5. Accept the default General Ledger period in the **Pd** field, or enter the General Ledger period.
6. Accept the default General Ledger **Year**, or enter the General Ledger year.
7. Use the displayed adjustment **Reference**, or enter the Reference. References are posted to the GL Journal and provide another way of searching for information in General Ledger.

   If you are entering a Recurring Adjustment, the reference you entered for the recurring adjustment (page 3-27) is displayed; otherwise, the BR adjustment reference, set up in the Business Rules function (page 3-5), is displayed.

8. Use the displayed adjustment Code **Description**, or enter the description. Descriptions are posted to the GL Journal and provide another way of searching for information in General Ledger.

    If you are entering a Recurring Adjustment, the Description you entered for the recurring adjustment (page 3-27) is displayed; otherwise, the BR Adjustment Description Code, set up in the Business Rules function (page 3-5), is displayed.

¥$£€ Maint

9. If you are using the multi-currency feature, use the default base **Currency**, or select the currency for the adjustment. You can select a different currency before the record is saved.

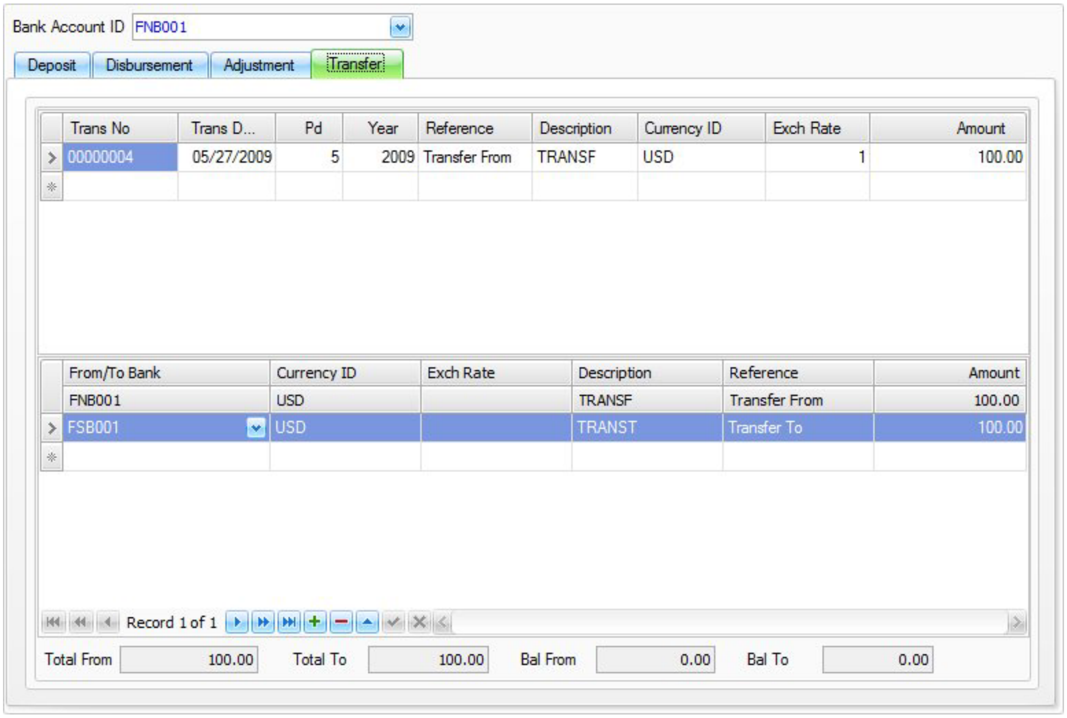
¥$£€ Maint

10. If you are using the multi-currency feature, use the current **Exchange Rate**, or select the exchange rate. You can select a different rate before the record is saved.
11. Enter the adjustment **Amount**.
    - If entering a Recurring Adjustment, the Amount entered in Setup defaults. The system assumes that the entry to the Bank Account is a debit.
    - If entering a bank charge, enter the Amount as a negative to credit the bank account.
12. Enter the **GL Offset Account** for the Adjustment. The account entered in Setup defaults for Recurring Adjustments.
13. To view the detail entries, click the **Plus** (+) symbol next to the Trans No. Two detail records will be displayed.
14. Use the Code Description from the **Description** field above, or enter the distribution Adjustment Description. The Description entered in Setup defaults for Recurring Adjustments.
15. Use the Reference from the **Reference** field above, or enter the distribution Adjustment Reference. The Reference entered in Setup defaults for Recurring Adjustments.
16. Enter a **Debit Amount** if the transaction you are offsetting is a credit, the amount of the transaction remaining to be counterbalanced is displayed.

    Enter the amount of the offsetting debits related to the transaction.
17. Enter a **Credit Amount** if the transaction you are offsetting is a debit, the amount of the transaction remaining to be counterbalanced is displayed.

    Enter the amount of the offsetting credits related to the transaction.
18. The **Total Credit** is displayed.
19. The **Total Debit** is displayed.
20. An amount will be displayed in the **Bal Credit** if debits are greater than credits.
21. An amount will be displayed in the **Bal Debit** if credits are greater than debits.

Transfer Tab



Bank Account ID: FNB001

Trans No	Trans D...	Pd	Year	Reference	Description	Currency ID	Exch Rate	Amount
00000004	05/27/2009	5	2009	Transfer From	TRANSF	USD	1	100.00

From/To Bank	Currency ID	Exch Rate	Description	Reference	Amount
FNB001	USD		TRANSF	Transfer From	100.00
FSB001	USD		TRANST	Transfer To	100.00

Total From 100.00 Total To 100.00 Bal From 0.00 Bal To 0.00

Transfers From Bank Accounts must be balanced with Transfers To Bank Accounts. You can enter more than one offsetting entry to counterbalance the Transfer. For example; if you enter a transfer of 100 dollars, 40 of it may be Transferred to one Bank Account, and 60 may be Transferred to another.

1. Select the **New Record** icon ▶ to begin entering a new transaction.
2. The system generated transaction number is displayed in the **Trans No** field.
3. Accept the default workstation date, or enter the **Transaction Date**.
4. Accept the default General Ledger Period in the **Pd** field, or enter the General Ledger Period.
5. Accept the default General Ledger **Year**, or enter the General Ledger Year.
6. The Transfer From Reference is displayed in the **Reference** field. References are posted to the GL Journal and provide another way of searching for information in General Ledger. (The BR Transfer From Reference is set up in the Business Rules function (page 3-5).)
7. Use the default BR Transfer From Code **Description**, or enter the transfer Description. (The BR Transfer From Code Description is set up in the Business Rules function (page 3-5).)

¥$£€ Maint

8. If you are using the TRAVERSE multi-currency feature, the bank account **Currency** is displayed. You cannot change it.

¥$£€ Maint

9. If you are using the TRAVERSE multi-currency feature, the **Exchange Rate** displayed, is the Exchange Rate used to convert the Bank Account’s currency you are Transferring From to the Company’s Base Currency.

10. Enter the transfer **Amount** in the Bank Account’s Currency.

Maint

11. Select the ID of the Bank Account you are transferring money to, in the **To Bank** field.

¥$£€ Maint

12. If you are using the TRAVERSE multi-currency feature, the To Bank Account **Currency** is displayed. You cannot change it.

¥$£€ Maint

13. If you are using the TRAVERSE multi-currency feature, the **Exchange Rate** displayed is the Exchange Rate used to convert the Bank Account’s Currency you are Transferring To, into the currency used for the Bank Account you are Transferring From.

14. Use the Transfer To Code **Description**, or enter the distribution Transfer To Description.

    The BR transfer to Code Description is set up in the Business Rules function (page 3-5).

15. Use the Transfer To **Reference** or enter the distribution Transfer To Reference.

    The BR Transfer To Reference is set up in the Business Rules function (page 3-5).

16. Enter the transfer **Amount** in the From Bank Account ID currency.

Task Summary

To add a Transaction, follow these steps:

1. Select the **Bank Account ID**.
2. Select the tab of the transaction type to enter.
3. Select the **New Record** icon in the Toolbar.
4. Enter the transaction header information.
5. Enter the transaction distribution information.
6. Select the **Save** icon on the toolbar to save your changes.

To edit a Transaction, follow these steps:

1. Select the **Bank Account ID**.
2. Select the tab of the transaction type to edit.
3. Edit the transaction header information.
4. Edit the transaction distribution information.

5. Select the **Save** icon 💾 on the toolbar to save your changes.

To delete a Transaction, follow these steps:

1. Select the **Bank Account ID** of the transaction to delete.
2. Select the tab of the transaction type to delete.
3. Select the transaction header information.
4. Select the **Delete** hot key (F3) or the **Delete** button ✕ .

VOID CHECKS AND STOP PAYMENTS

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

You can void any payment after it has been posted. The check might have been entered through Bank Reconciliation, or Accounts Payable (if the application is interfaced with Bank Reconciliation). If Bank Reconciliation is interfaced with General Ledger, use the System Manager Period Conversion function to open closed accounting periods. You cannot void payments to closed accounting periods.

You can stop the payment of any check, even if it was posted from an interfaced application (Accounts Payable). If the check was entered through the BR Transactions function, reverse the check. Then enter the correct check (if appropriate), and post the transactions.

When you post a voided payment, the following things happen to the original disbursement:

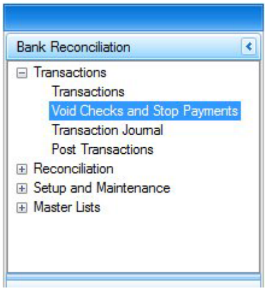
- The status is changed to **Void**.
- The amount is set to zero.
- The check is tagged as **Cleared**.

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

To **Void Checks and Stop Payments**, follow these steps:

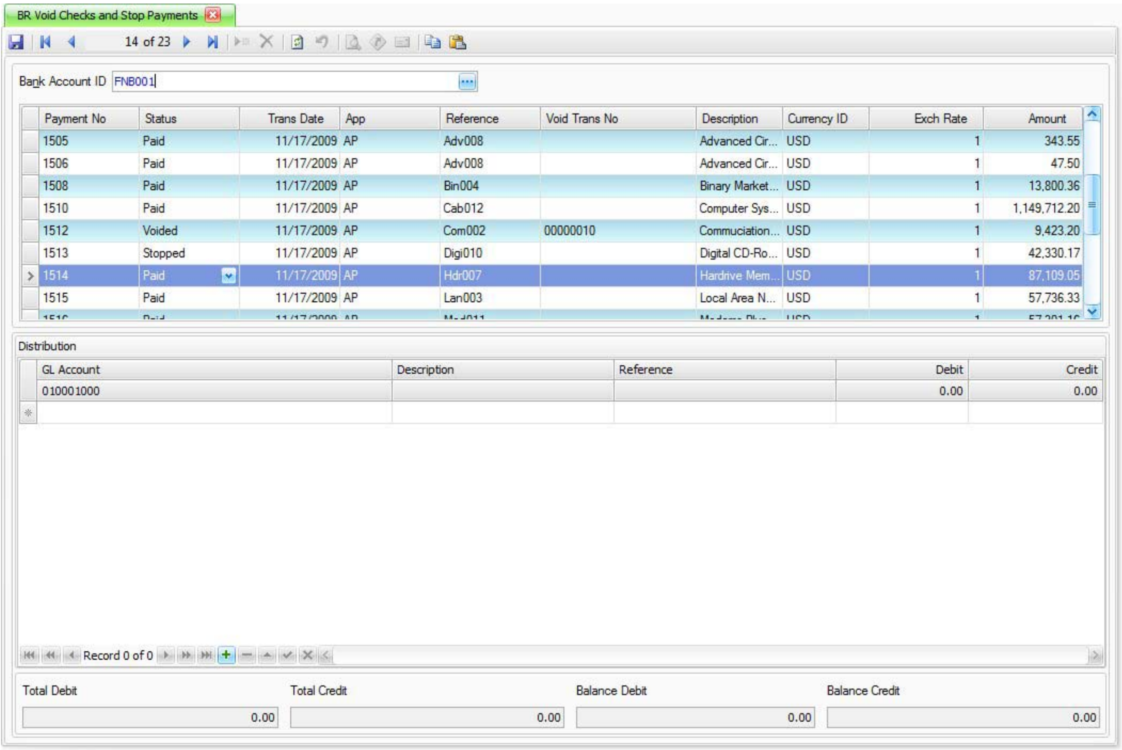
1. Select **Void Checks and Stop Payments** from the **Transactions** menu.

Void Checks and Stop Payments Menu


Bank Reconciliation
Transactions
Transactions
Void Checks and Stop Payments
Transaction Journal
Post Transactions
Reconciliation
Setup and Maintenance
Master Lists

2. The **Void Checks and Stop Payments** screen appears.

Void Checks and Stop Payments Screen



Bank Account ID FNB001

Payment No	Status	Trans Date	App	Reference	Void Trans No	Description	Currency ID	Exch Rate	Amount
1505	Paid	11/17/2009	AP	Adv008		Advanced Cir...	USD	1	343.55
1506	Paid	11/17/2009	AP	Adv008		Advanced Cir...	USD	1	47.50
1508	Paid	11/17/2009	AP	Bin004		Binary Market...	USD	1	13,800.36
1510	Paid	11/17/2009	AP	Cab012		Computer Sys...	USD	1	1,149,712.20
1512	Voided	11/17/2009	AP	Com002	00000010	Commuciation...	USD	1	9,423.20
1513	Stopped	11/17/2009	AP	Digi010		Digital CD-Ro...	USD	1	42,330.17
1514	Paid	11/17/2009	AP	Hdr007		Hardrive Mem...	USD	1	87,109.05
1515	Paid	11/17/2009	AP	Lan003		Local Area N...	USD	1	57,736.33

Distribution

GL Account	Description	Reference	Debit	Credit
010001000			0.00	0.00

Total Debit 0.00
Total Credit 0.00
Balance Debit 0.00
Balance Credit 0.00

3. Select the **Bank Account ID** to work with. Posted check records are displayed.

4. The **Payment No**, **Status**, **Transaction Date**, **Application**, **Reference**, **Voided Trans No**, **Description**, and **Amount** are displayed.

¥$£€ If you are using the TRAVERSE multi-currency feature, **Currency ID** and the **Exchange Rate** are displayed.

¥$£€

5. If you are using the TRAVERSE multi-currency feature, check the **Base Currency** check box to display check amounts in the base currency.

6. Select the type of action to perform: **Paid**, **Stopped**, or **Voided**.
   - If you void an Accounts Payable check, the Void Checks dialog box appears (page 4-19). Use it to specify the Fiscal Period and Year, and the Status for the reinstated invoices, the Year for which to post 1099 payments, and the Fiscal Period and Year for reversing entries in General Ledger.

- If you void a BR check, the Distribution section becomes active. Use the Distribution section fields to offset the voided BR check.
- The **Void Trans No** field will display the voided transaction number.

Task Summary

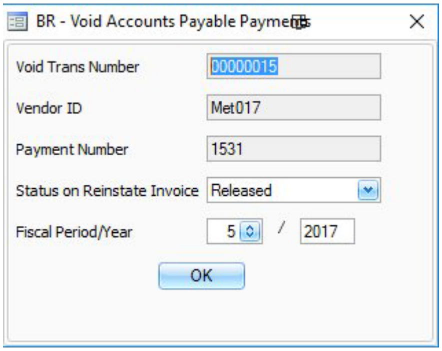
To Stop Payment on a check, follow these steps:

1. Select the **Bank Account ID** of the check on which to Stop Payment. Posted check records appear.
2. Select **Stopped** in the **Status** field of the Check Number on which to stop payment.

To Void an AP check, follow these steps:

1. Select the **Bank Account ID** of the check to Void. Information about checks appears.
2. Select **Voided** in the **Status** field of the check to void. If the check is an Accounts Payable check, the **Void Checks** dialog box appears.

Void AP Payments screen



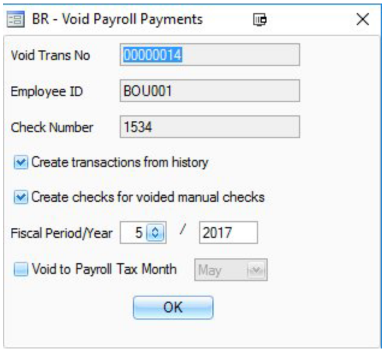
Void Trans Number: 00000015
Vendor ID: Met017
Payment Number: 1531
Status on Reinstate Invoice: Released
Fiscal Period/Year: 5 / 2017

3. Select the Status on Reinstated Invoice: **Released**, **Hold**, or **Temporary Hold**.
4. Select the **Fiscal Period/Year** to post the 1099 payment, and for GL reversing entries.
5. Select **OK**.

To Void a Payroll check, follow these steps:

1. Select the **Bank Account ID** of the check to Void. Information about checks appears.
2. Select **Voided** in the **Status** field of the check to void. If the check is an Payroll check, the **Void Checks** dialog box appears.

Void PA Payments Screen



BR - Void Payroll Payments

Void Trans No 00000014

Employee ID BOU001

Check Number 1534

☑ Create transactions from history

☑ Create checks for voided manual checks

Fiscal Period/Year 5 / 2017

☐ Void to Payroll Tax Month May

3. The **Void Trans No** is displayed.
4. The **Employee ID** for the voided check is displayed.
5. The **Check Number** for the voided check is displayed.
6. Select the box to **Create transactions from history**, to generate a transaction from transaction history for checks calculated with amounts calculated from posted transactions.
7. Select the box to **Create checks for voided manual checks**, to recreate a manual check for checks entered using the manual checks function.
8. Enter the void **Fiscal Period** and **Year**.
9. By default the check will be voided to the current payroll tax month. Select the box to change the **Void to Payroll Tax Month**, to post the void to a different tax month.
10. Select **OK**.

To void a BR Payment, follow these steps:

You must offset a voided Bank Reconciliation check in the **Distribution** section. If you attempt to exit from an unbalanced transaction, a message appears, and you must return to the Distribution section to balance the voided BR check amount or the check status is returned to Paid. To void a check, follow these steps:

1. Select the **Bank Account ID** of the check to void. Information about checks appears.
2. Select **Voided** in the **Status** field of the check to void.
3. Offset the payment amount in the **Distribution** section.

To Restore a Voided or Stopped check, follow these steps:

1. Select the **Bank Account ID** of the check to restore. Information about checks appears.

2. Select **Paid** in the **Status** field.
3. Select **OK** to the prompt asking “**Do you wish to delete this Void transaction?**”

TRANSACTION JOURNAL

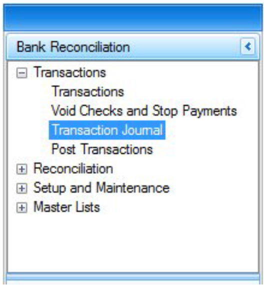
After you have entered transactions, print the **Transaction Journal** to check for errors and omissions and to use as an audit trail of Bank Reconciliation Transactions. Only unposted BR Transactions appear in the journal.

Print the **Transaction Journal** before and after you delete a transaction or void a check to maintain an accurate audit trail.

To produce a **Transaction Journal**, follow these steps:

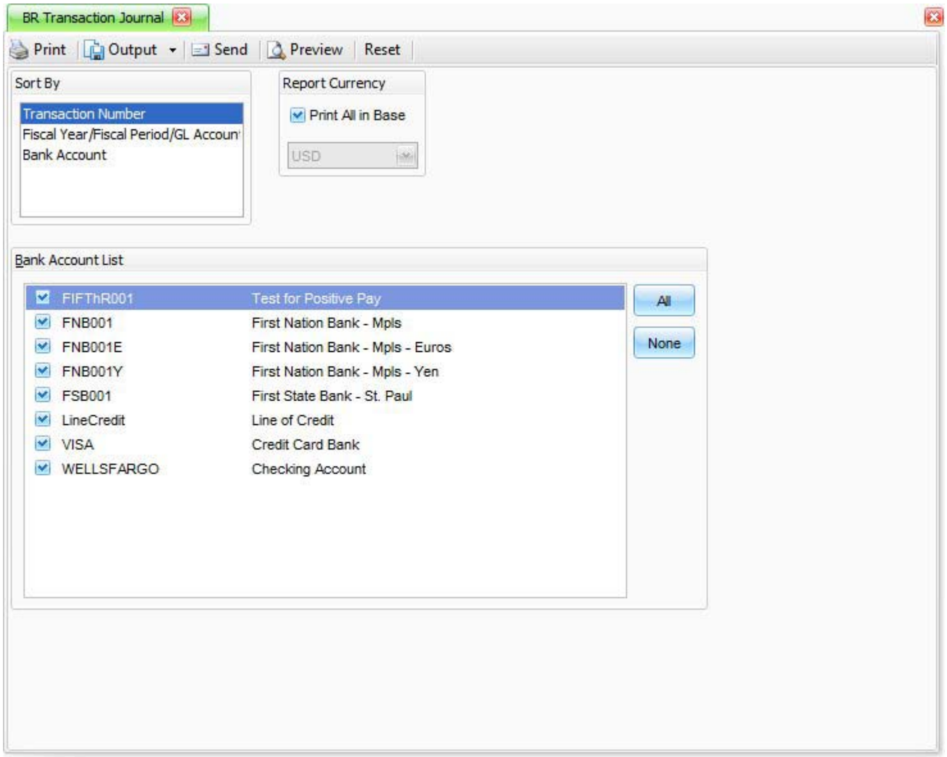
1. Select **Transaction Journal** from the **Transactions** menu.

Transaction Journal Menu


Bank Reconciliation
⊟ Transactions
Transactions
Void Checks and Stop Payments
Transaction Journal
Post Transactions
⊞ Reconciliation
⊞ Setup and Maintenance
⊞ Master Lists

2. The **Transaction Journal** screen appears.

Transaction Journal Screen



Sort By
Transaction Number
Fiscal Year/Fiscal Period/GL Accoun
Bank Account

Report Currency
☑ Print All in Base
USD

Bank Account List

☑	FIFThR001	Test for Positive Pay
☑	FNB001	First Nation Bank - Mpls
☑	FNB001E	First Nation Bank - Mpls - Euros
☑	FNB001Y	First Nation Bank - Mpls - Yen
☑	FSB001	First State Bank - St. Paul
☑	LineCredit	Line of Credit
☑	VISA	Credit Card Bank
☑	WELLSFARGO	Checking Account

3. Select the **Sort By** criterion for the journal: **Transaction Number**, **Fiscal Year/Fiscal Period/GL Account**, and **Bank Account**.

¥$£€

4. If you use multi-currency, these print options are available:
   - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the report.
   - To print transactions that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only transactions that were entered in the currency you select are printed on the report.
   - To print all transactions (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.

- TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the report.

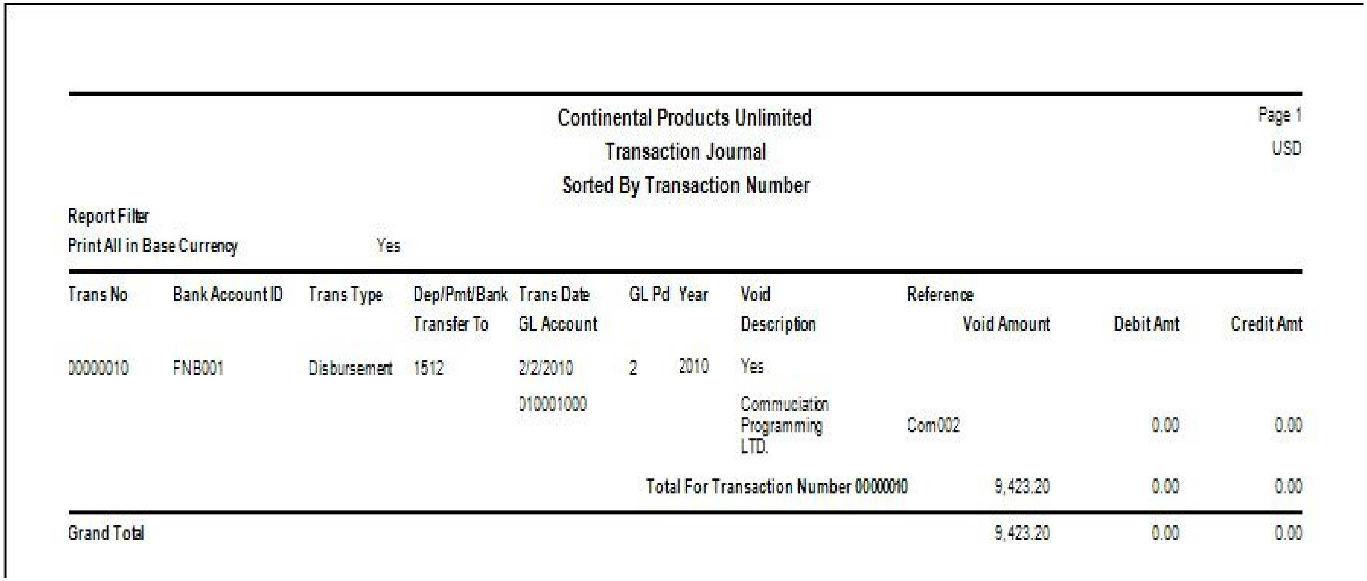
5. Select from the **Bank Account List**, the range of Bank Account IDs to include in the journal. Select the **All** button to select all available Bank Accounts. Select the **None** button to clear the check box for all selected Bank Accounts.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Journal



```
                                   Continental Products Unlimited                                  Page 1
                                        Transaction Journal                                          USD
                                    Sorted By Transaction Number
Report Filter
Print All in Base Currency          Yes

Trans No   Bank Account ID  Trans Type    Dep/Pmt/Bank  Trans Date   GL Pd  Year  Void          Reference
                                          Transfer To   GL Account                Description          Void Amount   Debit Amt   Credit Amt

00000010   FNB001           Disbursement  1512          2/2/2010     2      2010  Yes
                                                        010001000                 Commuciation
                                                                                  Programming   Com002                     0.00         0.00
                                                                                  LTD.
                                                             Total For Transaction Number 00000010        9,423.20          0.00         0.00

Grand Total                                                                                                9,423.20          0.00         0.00
```

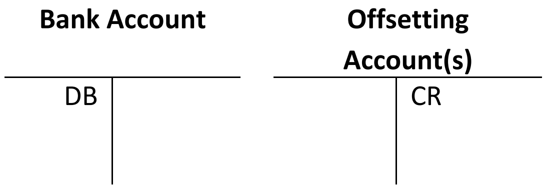
POSTING TRANSACTIONS

When you **Post Transactions**, these things happen in the Bank Reconciliation system:

- The transactions in the BR Transaction Journal are moved to the BR Master.
- If Bank Reconciliation is not interfaced with General Ledger, the balance stored in the Bank Currency Balance field on the Balance Tab is updated.
- If Bank Reconciliation is interfaced with General Ledger, entries are created in the GL Journal for the Bank Account entries and offsetting entries that you entered for Deposit, Disbursement, Adjustment, Transfer, and Void Check transactions. If the fiscal period is closed, you can either edit the transactions or use the System Manager Period Conversion function to open the fiscal period and then post the transactions. See the Period Conversion function in the System Manager Training Manual.

Deposits

When Deposits are posted, entries are made to these accounts:

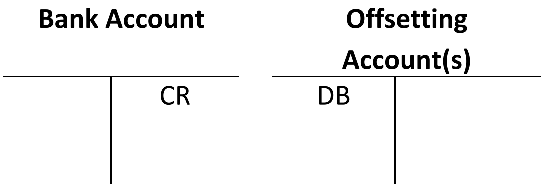


The Bank Account's GL account comes from the Bank Account record. You specified the offsetting GL accounts when you entered Deposits. If the Deposit was offset by only one account, the offsetting account is credited. If the Deposit was offset by several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If you entered a reversing Deposit (you entered a negative amount in the Deposit transaction), the Bank Account is credited and the offsetting account is debited. If the Deposit was offset by more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Disbursements

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

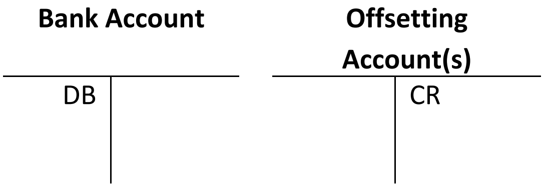


The Bank Account's GL account comes from the Bank Account record. You specified offsetting accounts when you entered the Disbursements. If the Disbursement was offset by only one account, the offsetting account is debited. If the Disbursement was offset by several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If you entered a reversing Disbursement (you entered a negative amount in the Disbursement transaction), the bank account is debited and the offsetting account is credited. If the Disbursement was offset by more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Voided BR Checks

When Voided BR checks are posted, entries are made to these accounts:

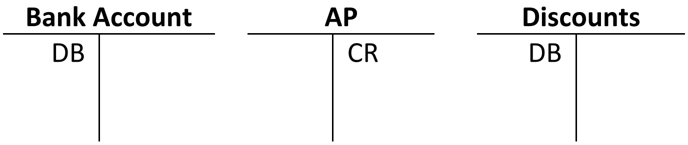


The Bank Account's GL account is from the Bank Account record. You specified offsetting accounts when you Voided the checks. If the Voided check was offset by only one account, the offsetting account is credited. If the Voided check was offset by several accounts, there might be a combination of debit and credit entries to offsetting accounts.

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

Voided AP Checks

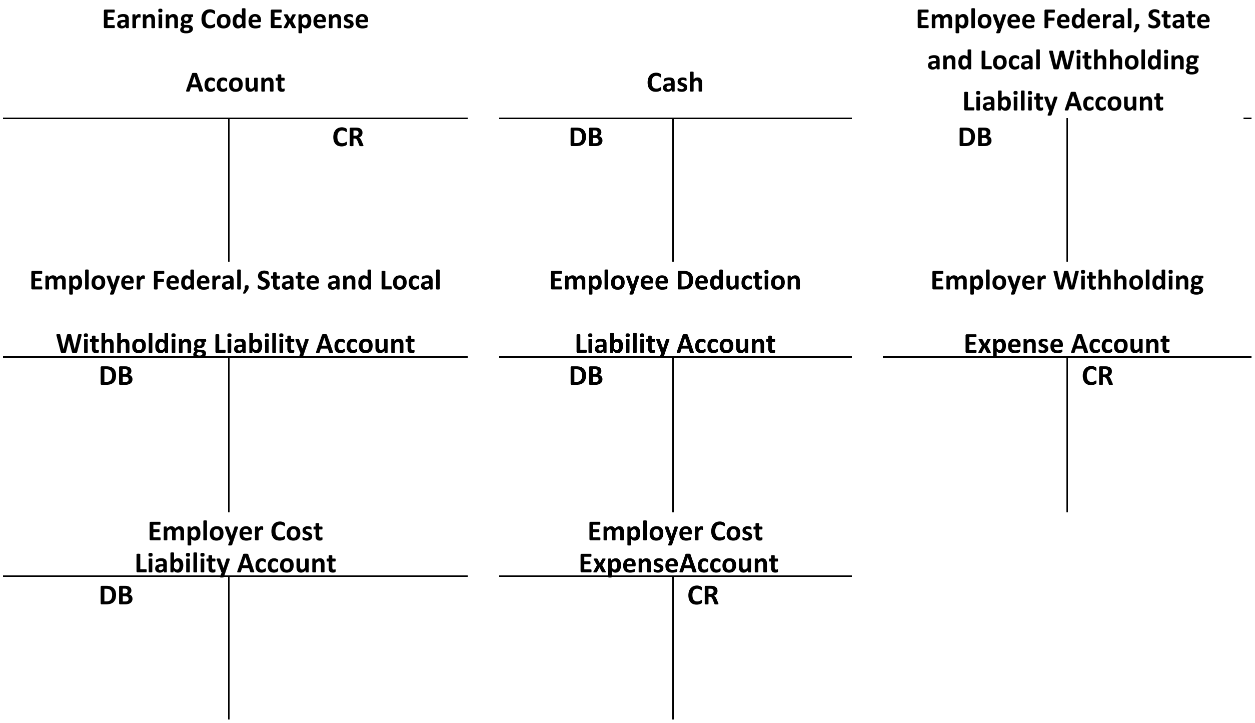
When Voided Accounts Payable checks are posted, entries are made to these accounts:


Bank Account
DB
AP
CR
Discounts
DB

The Bank Account’s GL account is from the Bank Account record. The Discount account is from the AP application’s Business Rules. AP accounts are specified from the Distribution Code. See the Accounts Payable Training Manual for details on the Business Rules and Distribution Code setup.

Voided Payroll Checks

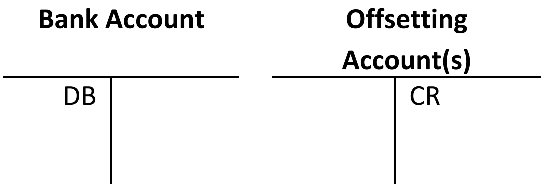
When Voided Payroll checks are posted, entries are made to these accounts:


Earning Code Expense Account
CR
Cash
DB
Employee Federal, State and Local Withholding Liability Account
DB
Employer Federal, State and Local Withholding Liability Account
DB
Employee Deduction Liability Account
DB
Employer Withholding Expense Account
CR
Employer Cost Liability Account
DB
Employer Cost ExpenseAccount
CR

The Bank Account's GL account is from the Bank Account record. The Tax accounts come from the Liability account set up for the corresponding Tax Authority. The Earnings Expense, Employer Cost Expense, and Tax Expense accounts come from the Department setup. See the Payroll Training Manual for details on the Tax Authority and Department setup.

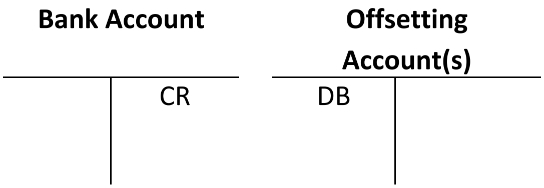
Adjustments

When positive Adjustments are posted, entries are made to these accounts:



The Bank Account's GL account is from the Bank Account record. You entered the offsetting GL accounts when you entered the Adjustments. If the positive Adjustment was offset by only one account, the offsetting account is credited. If the Adjustment was offset by several accounts, there might be a combination of debit and credit entries to offsetting accounts.

When negative Adjustments are posted, entries are made to these accounts:



The Bank Account's GL account is from the Bank Account record. You specified the offsetting GL accounts when you entered the Adjustment. If the negative Adjustment was offset by only one account, the offsetting account is debited. If the Adjustment was offset by several accounts, there might be a combination of debit and credit entries to offsetting accounts.

Transfers

When Transfers are posted, entries are made to these accounts:

From Bank Account		**To Bank Account**	
	CR	DB	

The Bank Accounts' GL account comes from the Bank Account record. If the amount was Transferred to only one Bank Account, that Bank Account is debited. If the amount was Transferred to several Bank Accounts, there might be a combination of debit and credit entries Transferred to Bank Accounts.

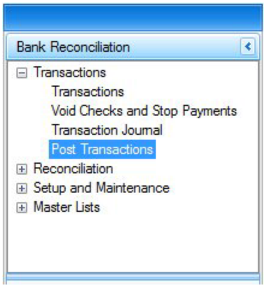
If you entered a reversing Transfer (a negative amount entered in the Transfer From account), the Bank Account is debited and the Transferred To Bank Account is credited. If the amount is Transferred From more than one Bank Account, there might be a combination of debit and credit entries in the Transferred To Bank Accounts.

POST TRANSACTIONS

To **Post Transactions**, follow these steps:

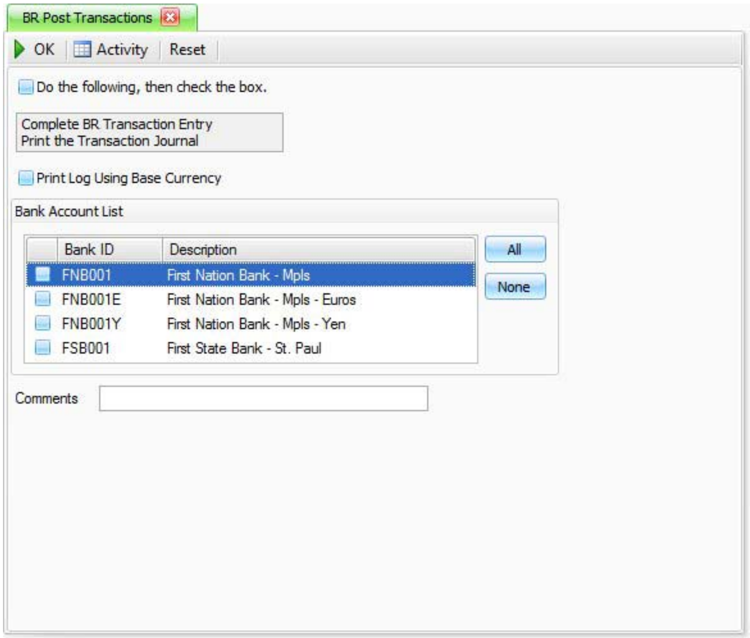
1. Select **Post Transactions** from the **Transactions** menu.

Post Transactions Menu


Bank Reconciliation
Transactions
Transactions
Void Checks and Stop Payments
Transaction Journal
Post Transactions
Reconciliation
Setup and Maintenance
Master Lists

2. The **Post Transactions** screen appears.

Post Transactions Screen


BR Post Transactions
OK
Activity
Reset
All
None

☐ Do the following, then check the box.

Complete BR Transaction Entry
Print the Transaction Journal

☐ Print Log Using Base Currency

Bank Account List

	Bank ID	Description
☐	FNB001	First Nation Bank - Mpls
☐	FNB001E	First Nation Bank - Mpls - Euros
☐	FNB001Y	First Nation Bank - Mpls - Yen
☐	FSB001	First State Bank - St. Paul

Comments

3. Select the check box after you **Complete BR Transaction Entry** and **Print the Transaction Journal**.

¥$£€

4. If you use multi-currency, select the **Print Log Using Base Currency** check box to print all posted values in your company's base currency. When this check box is clear, the log includes posted values organized by currency along with their base currency equivalents. This check box appears only if you use multi-currency.
5. Select from the **Bank Account List**, the range of Bank Account IDs to include in the post. Select the **All** button to select all available Bank Accounts. Select the **None** button to clear the check box for all selected Bank Accounts.
6. Enter **Comments** for the post, if applicable.
7. Select a command button:
    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log dialog box appears.

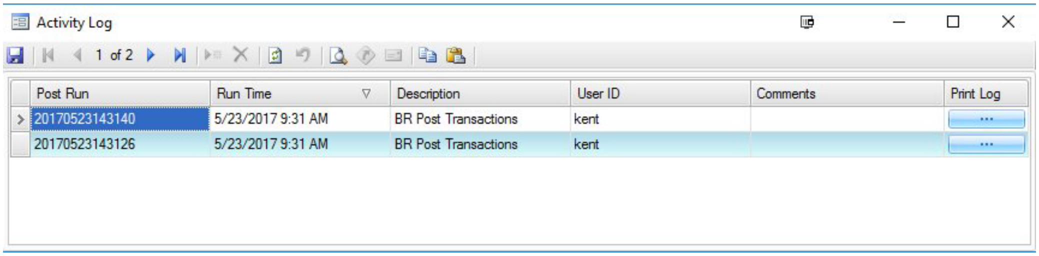
Name	**Description**
OK	Begins the posting.
Activity	View the posting activity.
Reset	Return the value of all fields on the list or report screen to their default values

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Log

8. Use the **Activity Log** to view all post activity for administrative purposes.

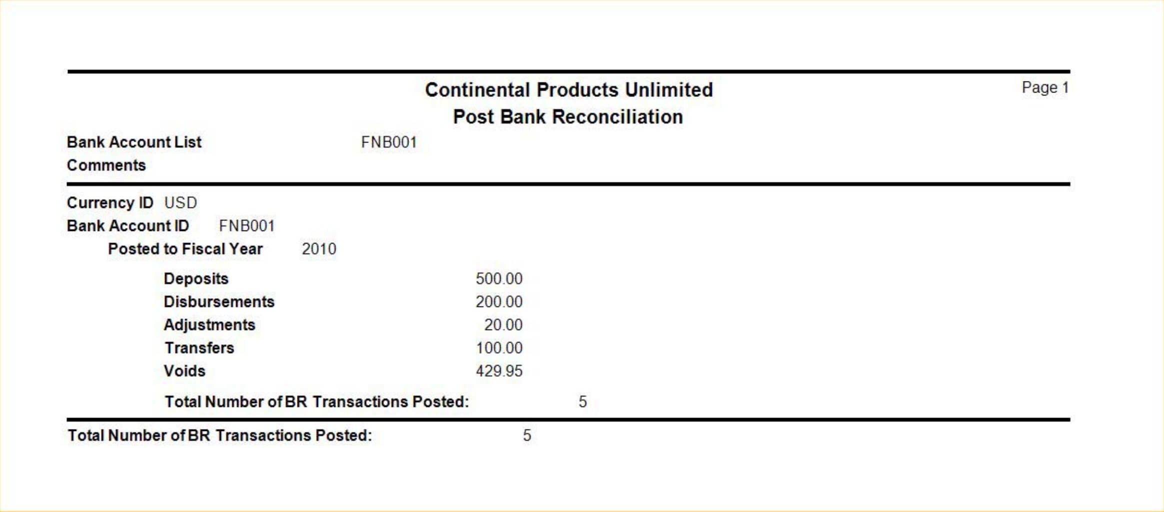
Activity Log Screen



Post Run	Run Time	Description	User ID	Comments	Print Log
20170523143140	5/23/2017 9:31 AM	BR Post Transactions	kent		...
20170523143126	5/23/2017 9:31 AM	BR Post Transactions	kent		...

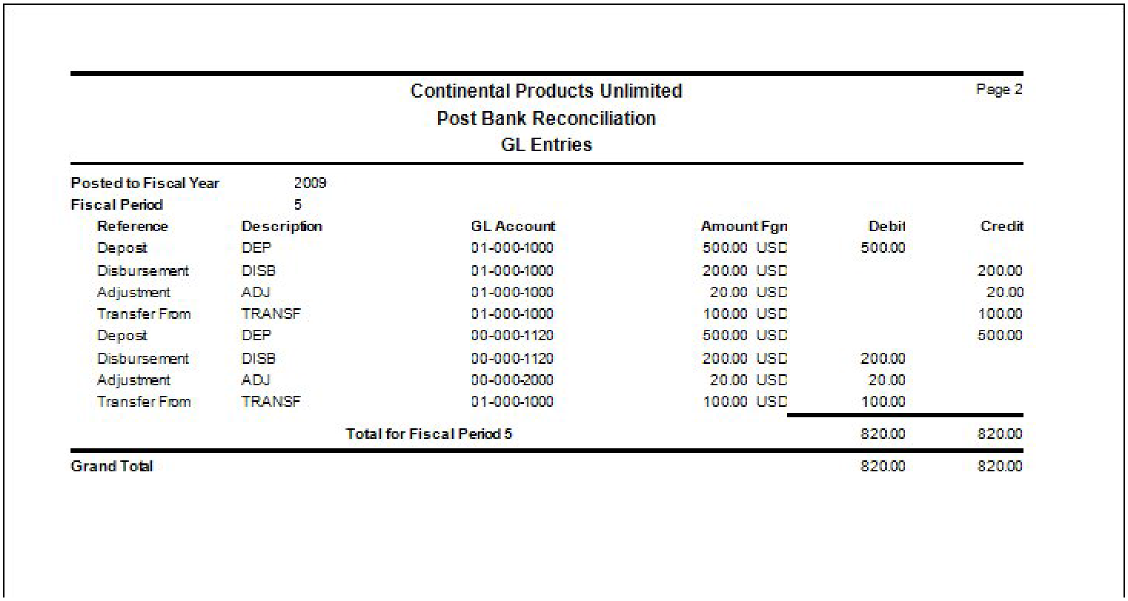
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Post Bank Reconciliation Log



```
                         Continental Products Unlimited                    Page 1
                            Post Bank Reconciliation
Bank Account List             FNB001
Comments

Currency ID  USD
Bank Account ID     FNB001
     Posted to Fiscal Year      2010

            Deposits                         500.00
            Disbursements                    200.00
            Adjustments                       20.00
            Transfers                        100.00
            Voids                            429.95

            Total Number of BR Transactions Posted:       5

Total Number of BR Transactions Posted:          5
```

Post Bank Reconciliation GL Entries Log



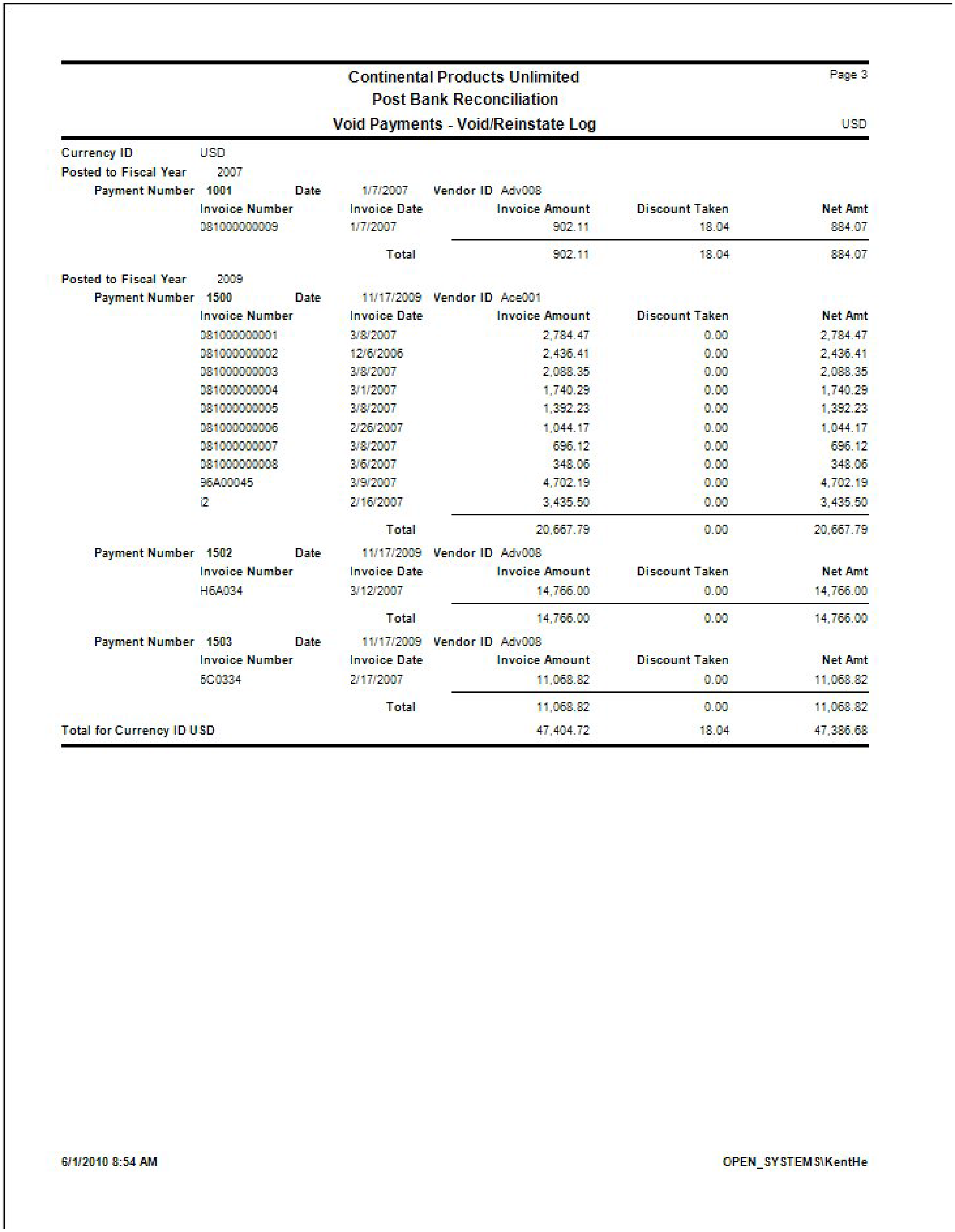
Continental Products Unlimited
Post Bank Reconciliation
GL Entries

Page 2

Posted to Fiscal Year 2009
Fiscal Period 5

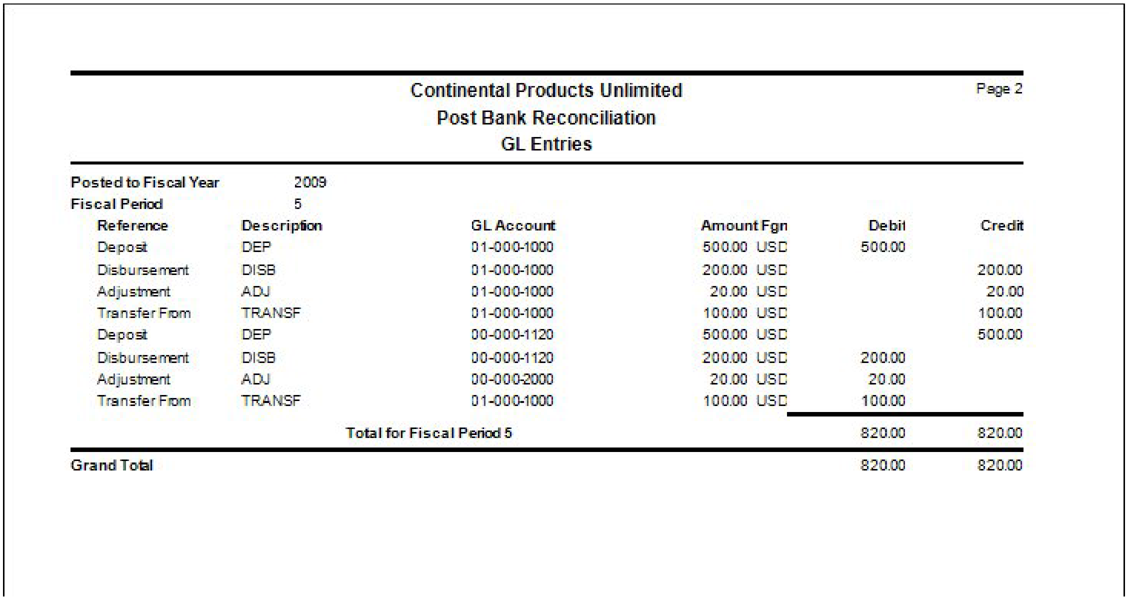
Reference	Description	GL Account	Amount Fgn	Debit	Credit
Deposit	DEP	01-000-1000	500.00 USD	500.00	
Disbursement	DISB	01-000-1000	200.00 USD		200.00
Adjustment	ADJ	01-000-1000	20.00 USD		20.00
Transfer From	TRANSF	01-000-1000	100.00 USD		100.00
Deposit	DEP	00-000-1120	500.00 USD		500.00
Disbursement	DISB	00-000-1120	200.00 USD	200.00	
Adjustment	ADJ	00-000-2000	20.00 USD	20.00	
Transfer From	TRANSF	01-000-1000	100.00 USD	100.00	
	Total for Fiscal Period 5			820.00	820.00
Grand Total				820.00	820.00

Post Bank Reconciliation Void Payments — Void/Reinstate Log



```
                              Continental Products Unlimited                                    Page 3
                                 Post Bank Reconciliation
                            Void Payments - Void/Reinstate Log                                   USD

Currency ID         USD
Posted to Fiscal Year     2007
     Payment Number  1001         Date       1/7/2007    Vendor ID  Adv008
                     Invoice Number     Invoice Date      Invoice Amount    Discount Taken        Net Amt
                     081000000009       1/7/2007                  902.11             18.04         884.07

                                           Total                  902.11             18.04         884.07
Posted to Fiscal Year     2009
     Payment Number  1500         Date       11/17/2009  Vendor ID  Ace001
                     Invoice Number     Invoice Date      Invoice Amount    Discount Taken        Net Amt
                     081000000001       3/8/2007                2,784.47              0.00       2,784.47
                     081000000002       12/6/2006               2,436.41              0.00       2,436.41
                     081000000003       3/8/2007                2,088.35              0.00       2,088.35
                     081000000004       3/1/2007                1,740.29              0.00       1,740.29
                     081000000005       3/8/2007                1,392.23              0.00       1,392.23
                     081000000006       2/26/2007               1,044.17              0.00       1,044.17
                     081000000007       3/8/2007                  696.12              0.00         696.12
                     081000000008       3/6/2007                  348.06              0.00         348.06
                     96A00045           3/9/2007                4,702.19              0.00       4,702.19
                     i2                 2/16/2007               3,435.50              0.00       3,435.50

                                           Total               20,667.79              0.00      20,667.79
     Payment Number  1502         Date       11/17/2009  Vendor ID  Adv008
                     Invoice Number     Invoice Date      Invoice Amount    Discount Taken        Net Amt
                     H6A034             3/12/2007              14,766.00              0.00      14,766.00

                                           Total               14,766.00              0.00      14,766.00
     Payment Number  1503         Date       11/17/2009  Vendor ID  Adv008
                     Invoice Number     Invoice Date      Invoice Amount    Discount Taken        Net Amt
                     6C0334             2/17/2007              11,068.82              0.00      11,068.82

                                           Total               11,068.82              0.00      11,068.82
Total for Currency ID USD                                      47,404.72             18.04      47,386.68



6/1/2010 8:54 AM                                                                   OPEN_SYSTEMS\KentHe
```

Post Bank Reconciliation Void Payments — GL Entries



Continental Products Unlimited
Post Bank Reconciliation
GL Entries

Page 2

Posted to Fiscal Year 2009
Fiscal Period 5

Reference	Description	GL Account	Amount Fgn	Debit	Credit
Deposit	DEP	01-000-1000	500.00 USD	500.00	
Disbursement	DISB	01-000-1000	200.00 USD		200.00
Adjustment	ADJ	01-000-1000	20.00 USD		20.00
Transfer From	TRANSF	01-000-1000	100.00 USD		100.00
Deposit	DEP	00-000-1120	500.00 USD		500.00
Disbursement	DISB	00-000-1120	200.00 USD	200.00	
Adjustment	ADJ	00-000-2000	20.00 USD	20.00	
Transfer From	TRANSF	01-000-1000	100.00 USD	100.00	
	Total for Fiscal Period 5			820.00	820.00
Grand Total				820.00	820.00

USING THE RECONCILIATION MENU

Preparing to Use the Reconciliation Functions

Before using the Reconciliation functions, complete the following tasks:

- Use the Setup and Maintenance functions to set up Bank Accounts and Recurring Adjustments.
- Use the Master Lists functions to verify Bank Accounts and Recurring Adjustment IDs.
- Enter and Post all applicable transactions.

Using the Reconciliation Functions

Use the Reconciliation functions for the following tasks:

- Use the **Register View** function to display bank account transactions for a specified date range. (page 4-43)
- Print the **Bank Account Register** to view posted and/or unposted transaction entries. (page 4-47)
- Perform the **Statement Processing** function, using the Clear Transactions, to indicate which transactions have cleared the bank. (page 4-51)
- Produce the **Reconciliation Report** to check for mistakes and omissions, to verify your bank statements balance, and to use as an audit trail of the cleared entries. (page 4-65)
- Use the **Purge Cleared Transactions** to delete cleared transactions from the system. (page 4-71)

REGISTER VIEW

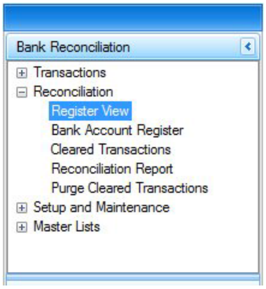
Use the **Register View** function to display bank account transactions for a specified date range.

See the Interactive Views section in the General Information Guide for details on using Interactive Views.

To use the **Register View**, follow these steps:

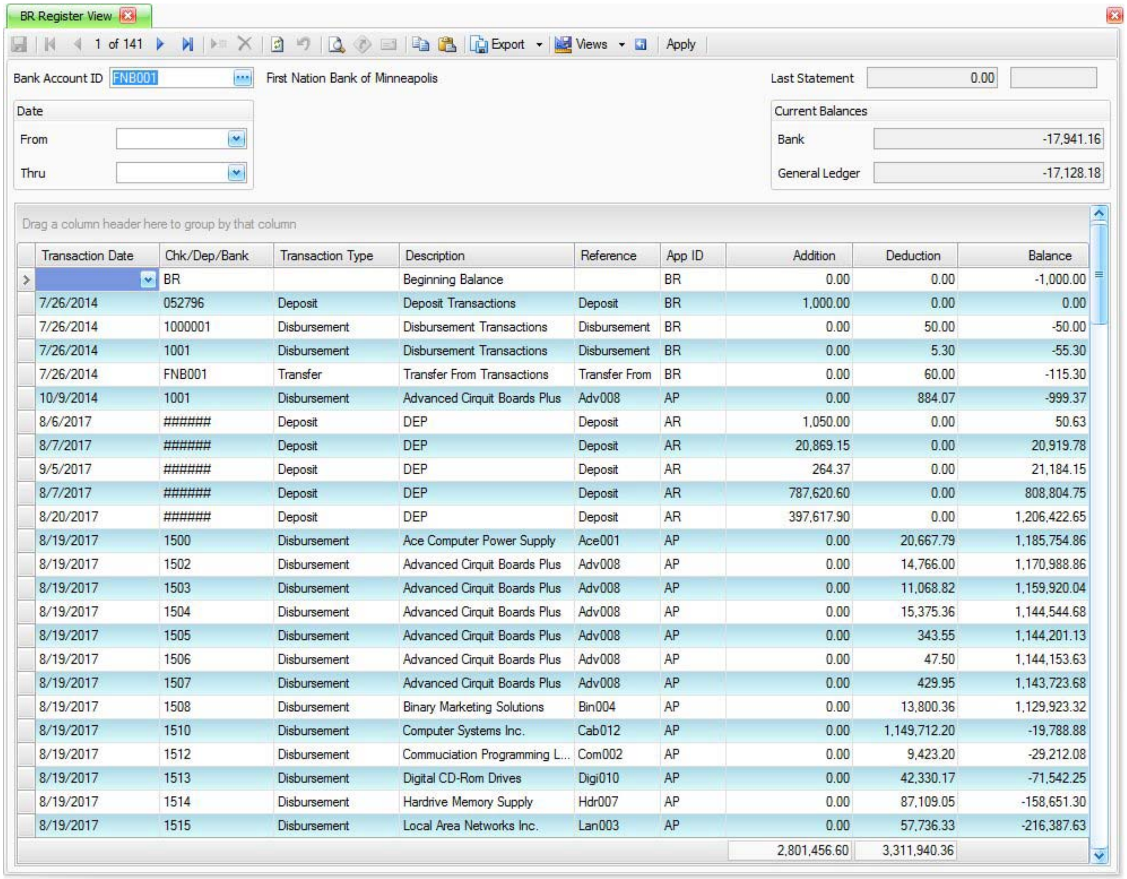
1. Select **Register View** from the **Reconciliation** menu.

Register View Menu


Bank Reconciliation
Transactions
Reconciliation
Register View
Bank Account Register
Cleared Transactions
Reconciliation Report
Purge Cleared Transactions
Setup and Maintenance
Master Lists

2. The **Register View** screen appears.

Register View Screen



Bank Account ID FNB001 First Nation Bank of Minneapolis

Last Statement 0.00

Date
From
Thru

Current Balances
Bank -17,941.16
General Ledger -17,128.18

Transaction Date	Chk/Dep/Bank	Transaction Type	Description	Reference	App ID	Addition	Deduction	Balance
	BR		Beginning Balance		BR	0.00	0.00	-1,000.00
7/26/2014	052796	Deposit	Deposit Transactions	Deposit	BR	1,000.00	0.00	0.00
7/26/2014	1000001	Disbursement	Disbursement Transactions	Disbursement	BR	0.00	50.00	-50.00
7/26/2014	1001	Disbursement	Disbursement Transactions	Disbursement	BR	0.00	5.30	-55.30
7/26/2014	FNB001	Transfer	Transfer From Transactions	Transfer From	BR	0.00	60.00	-115.30
10/9/2014	1001	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	884.07	-999.37
8/6/2017	######	Deposit	DEP	Deposit	AR	1,050.00	0.00	50.63
8/7/2017	######	Deposit	DEP	Deposit	AR	20,869.15	0.00	20,919.78
9/5/2017	######	Deposit	DEP	Deposit	AR	264.37	0.00	21,184.15
8/7/2017	######	Deposit	DEP	Deposit	AR	787,620.60	0.00	808,804.75
8/20/2017	######	Deposit	DEP	Deposit	AR	397,617.90	0.00	1,206,422.65
8/19/2017	1500	Disbursement	Ace Computer Power Supply	Ace001	AP	0.00	20,667.79	1,185,754.86
8/19/2017	1502	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	14,766.00	1,170,988.86
8/19/2017	1503	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	11,068.82	1,159,920.04
8/19/2017	1504	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	15,375.36	1,144,544.68
8/19/2017	1505	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	343.55	1,144,201.13
8/19/2017	1506	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	47.50	1,144,153.63
8/19/2017	1507	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	0.00	429.95	1,143,723.68
8/19/2017	1508	Disbursement	Binary Marketing Solutions	Bin004	AP	0.00	13,800.36	1,129,923.32
8/19/2017	1510	Disbursement	Computer Systems Inc.	Cab012	AP	0.00	1,149,712.20	-19,788.88
8/19/2017	1512	Disbursement	Commuciation Programming L...	Com002	AP	0.00	9,423.20	-29,212.08
8/19/2017	1513	Disbursement	Digital CD-Rom Drives	Digi010	AP	0.00	42,330.17	-71,542.25
8/19/2017	1514	Disbursement	Hardrive Memory Supply	Hdr007	AP	0.00	87,109.05	-158,651.30
8/19/2017	1515	Disbursement	Local Area Networks Inc.	Lan003	AP	0.00	57,736.33	-216,387.63
						2,801,456.60	3,311,940.36	

3. Select the Bank Account ID to include in the view from the **Bank Account ID** field.

4. Select a range of transaction dates by selecting a date range from the **Date From** and **Thru** fields in the Date option.

5. The balance and date of the **Last Statement** will also appear.

6. The **Current Balances** section will display the current Bank balance and General Ledger balance for the account.

7. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Using the Interactive Views** section in the **General Information guide** for more details on using the Customer View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

8. Select a command button:

Command Buttons

Name	Description
Apply	Show the register information.
Export	Output the view in Excel, HTML, Text, or XML format.
Views	Save the current parameters set for the interactive view for using at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

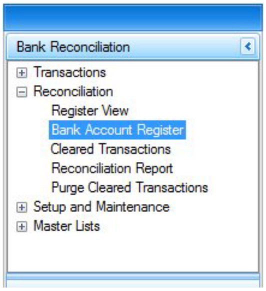
BANK ACCOUNT REGISTER

The **Bank Account Register** is similar to a check register. It includes the Beginning Balance, the effect of each posted transaction, and the Ending Balance.

To produce a **Bank Account Register**, follow these steps:

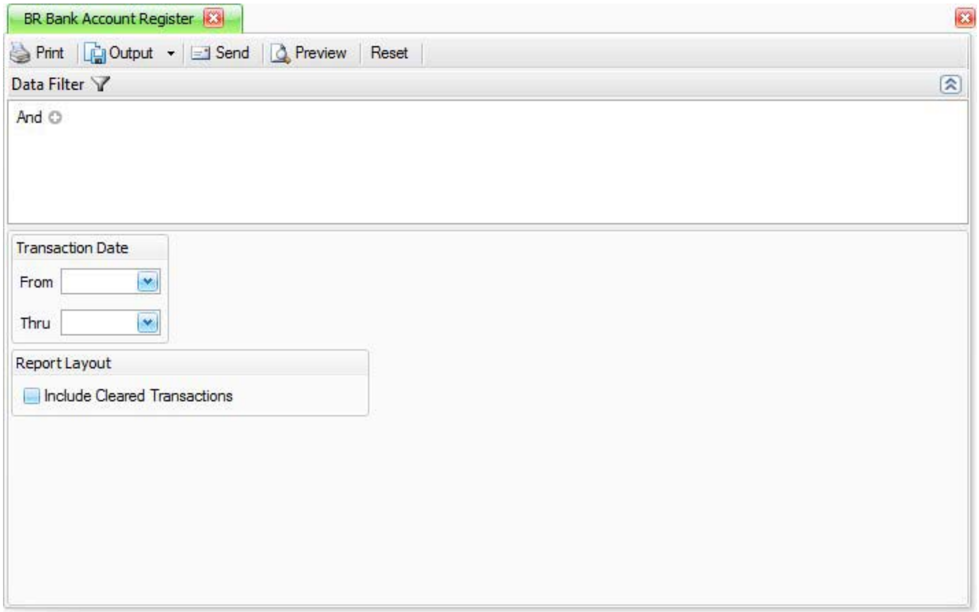
1. Select **Bank Account Register** from the **Reconciliation** menu.

Bank Account Register Menu


Bank Reconciliation
Transactions
Reconciliation
Register View
Bank Account Register
Cleared Transactions
Reconciliation Report
Purge Cleared Transactions
Setup and Maintenance
Master Lists

2. The **Bank Account Register** screen appears.

Bank Account Register Screen


BR Bank Account Register
Print
Output
Send
Preview
Reset
Data Filter
And
Transaction Date
From
Thru
Report Layout
☐ Include Cleared Transactions

3. Select the range of **Filter Criteria** to include in the Register. Leave the filter criteria blank to include all records.
4. Select the range of transaction dates to include in the register from the **Transaction Date From** and **Thru** fields.

NOTE: To include all transaction dates, leave these fields blank.

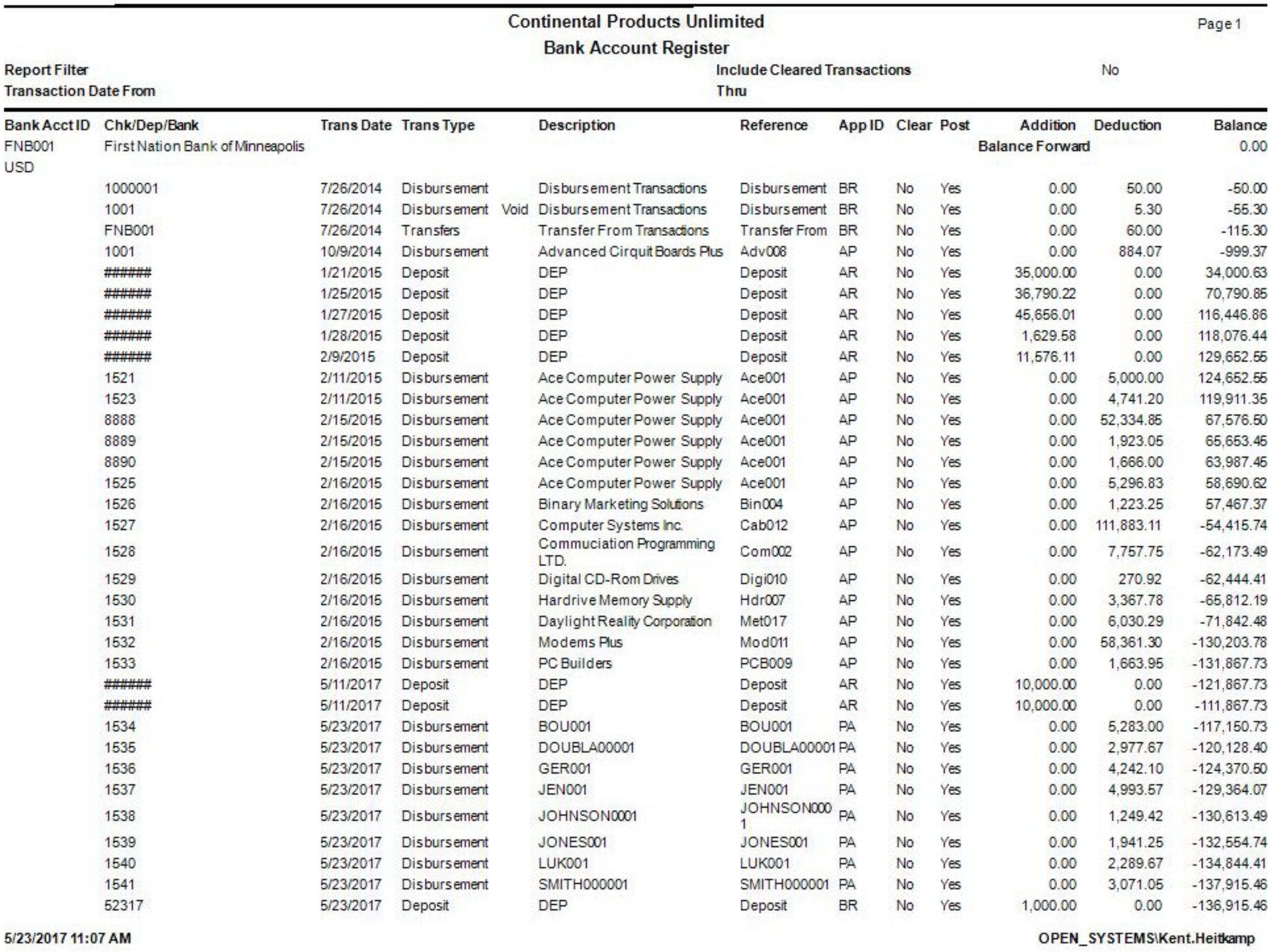
5. Select the **Include Cleared Transactions** check box, if applicable, to include cleared transactions in the balance.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Bank Account Register



Continental Products Unlimited
Bank Account Register

Page 1

Report Filter — **Include Cleared Transactions** No
Transaction Date From — **Thru**

Bank Acct ID	Chk/Dep/Bank	Trans Date	Trans Type		Description	Reference	App ID	Clear	Post	Addition	Deduction	Balance
FNB001 USD	First Nation Bank of Minneapolis									Balance Forward		0.00
	1000001	7/26/2014	Disbursement		Disbursement Transactions	Disbursement	BR	No	Yes	0.00	50.00	-50.00
	1001	7/26/2014	Disbursement	Void	Disbursement Transactions	Disbursement	BR	No	Yes	0.00	5.30	-55.30
	FNB001	7/26/2014	Transfers		Transfer From Transactions	Transfer From	BR	No	Yes	0.00	60.00	-115.30
	1001	10/9/2014	Disbursement		Advanced Cirquit Boards Plus	Adv008	AP	No	Yes	0.00	884.07	-999.37
	######	1/21/2015	Deposit		DEP	Deposit	AR	No	Yes	35,000.00	0.00	34,000.63
	######	1/25/2015	Deposit		DEP	Deposit	AR	No	Yes	36,790.22	0.00	70,790.85
	######	1/27/2015	Deposit		DEP	Deposit	AR	No	Yes	45,656.01	0.00	116,446.86
	######	1/28/2015	Deposit		DEP	Deposit	AR	No	Yes	1,629.58	0.00	118,076.44
	######	2/9/2015	Deposit		DEP	Deposit	AR	No	Yes	11,576.11	0.00	129,652.55
	1521	2/11/2015	Disbursement		Ace Computer Power Supply	Ace001	AP	No	Yes	0.00	5,000.00	124,652.55
	1523	2/11/2015	Disbursement		Ace Computer Power Supply	Ace001	AP	No	Yes	0.00	4,741.20	119,911.35
	8888	2/15/2015	Disbursement		Ace Computer Power Supply	Ace001	AP	No	Yes	0.00	52,334.85	67,576.50
	8889	2/15/2015	Disbursement		Ace Computer Power Supply	Ace001	AP	No	Yes	0.00	1,923.05	65,653.45
	8890	2/15/2015	Disbursement		Ace Computer Power Supply	Ace001	AP	No	Yes	0.00	1,666.00	63,987.45
	1525	2/16/2015	Disbursement		Ace Computer Power Supply	Ace001	AP	No	Yes	0.00	5,296.83	58,690.62
	1526	2/16/2015	Disbursement		Binary Marketing Solutions	Bin004	AP	No	Yes	0.00	1,223.25	57,467.37
	1527	2/16/2015	Disbursement		Computer Systems Inc.	Cab012	AP	No	Yes	0.00	111,883.11	-54,415.74
	1528	2/16/2015	Disbursement		Commuciation Programming LTD.	Com002	AP	No	Yes	0.00	7,757.75	-62,173.49
	1529	2/16/2015	Disbursement		Digital CD-Rom Drives	Digi010	AP	No	Yes	0.00	270.92	-62,444.41
	1530	2/16/2015	Disbursement		Hardrive Memory Supply	Hdr007	AP	No	Yes	0.00	3,367.78	-65,812.19
	1531	2/16/2015	Disbursement		Daylight Reality Corporation	Met017	AP	No	Yes	0.00	6,030.29	-71,842.48
	1532	2/16/2015	Disbursement		Modems Plus	Mod011	AP	No	Yes	0.00	58,361.30	-130,203.78
	1533	2/16/2015	Disbursement		PC Builders	PCB009	AP	No	Yes	0.00	1,663.95	-131,867.73
	######	5/11/2017	Deposit		DEP	Deposit	AR	No	Yes	10,000.00	0.00	-121,867.73
	######	5/11/2017	Deposit		DEP	Deposit	AR	No	Yes	10,000.00	0.00	-111,867.73
	1534	5/23/2017	Disbursement		BOU001	BOU001	PA	No	Yes	0.00	5,283.00	-117,150.73
	1535	5/23/2017	Disbursement		DOUBLA00001	DOUBLA00001	PA	No	Yes	0.00	2,977.67	-120,128.40
	1536	5/23/2017	Disbursement		GER001	GER001	PA	No	Yes	0.00	4,242.10	-124,370.50
	1537	5/23/2017	Disbursement		JEN001	JEN001	PA	No	Yes	0.00	4,993.57	-129,364.07
	1538	5/23/2017	Disbursement		JOHNSON0001	JOHNSON0001	PA	No	Yes	0.00	1,249.42	-130,613.49
	1539	5/23/2017	Disbursement		JONES001	JONES001	PA	No	Yes	0.00	1,941.25	-132,554.74
	1540	5/23/2017	Disbursement		LUK001	LUK001	PA	No	Yes	0.00	2,289.67	-134,844.41
	1541	5/23/2017	Disbursement		SMITH000001	SMITH000001	PA	No	Yes	0.00	3,071.05	-137,915.46
	52317	5/23/2017	Deposit		DEP	Deposit	BR	No	Yes	1,000.00	0.00	-136,915.46

5/23/2017 11:07 AM — OPEN_SYSTEMS\Kent.Heitkamp

STATEMENT PROCESSING

Bank Reconciliation functionality includes the ability to capture, retain, and utilize Bank Account statement information. You can use the statement information for identifying, matching, and providing reference information for cleared transactions.

Workflow

To start the Bank Reconciliation Statement Processing you will use the Cleared Transactions function.

When you receive a bank statement for one of your Bank Accounts, use the **Cleared Transactions** function to indicate which transactions have cleared the bank. Cleared Transactions update Bank Account records, are included in the Reconciliation Report, and are purged when you run the Purge Cleared Transactions function.

If Bank Reconciliation interfaces with General Ledger, you may want to post the GL journal to the GL master before clearing transactions so that the general ledger account assigned to each bank account record reflects the most recent balance.

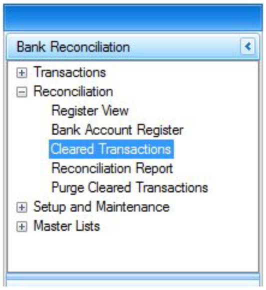
Clear Specific Transactions

If Bank Reconciliation interfaces with General Ledger, select the check box to include unposted GL journal entries in the bank account balance. Clear the box to include only entries posted to the GL journal in the account balance.

To clear a specific transaction, follow these steps:

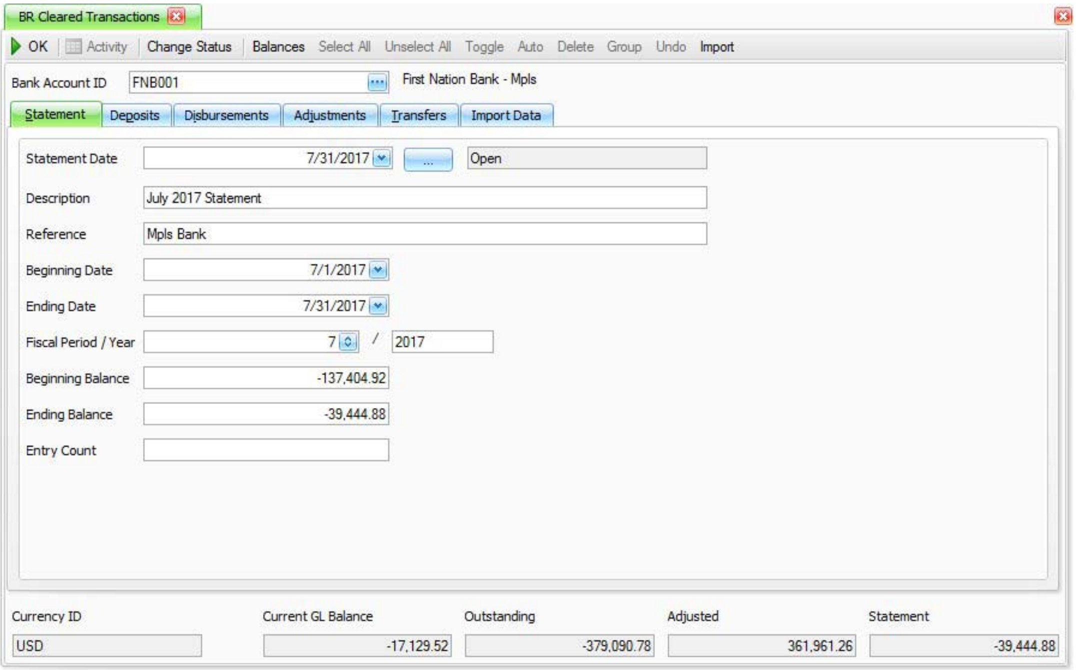
1. Select **Cleared Transactions** from the **Reconciliation** menu.

Cleared Transactions Menu


Bank Reconciliation
⊞ Transactions
⊟ Reconciliation
Register View
Bank Account Register
Cleared Transactions
Reconciliation Report
Purge Cleared Transactions
⊞ Setup and Maintenance
⊞ Master Lists

2. The **Cleared Transactions** screen appears.

Cleared Transactions Screen


BR Cleared Transactions
OK
Activity
Change Status
Balances
Select All
Unselect All
Toggle
Auto
Delete
Group
Undo
Import
Statement
Deposits
Disbursements
Adjustments
Transfers
Import Data

Bank Account ID	FNB001	First Nation Bank - Mpls
Statement Date	7/31/2017	Open
Description	July 2017 Statement	
Reference	Mpls Bank	
Beginning Date	7/1/2017	
Ending Date	7/31/2017	
Fiscal Period / Year	7	2017
Beginning Balance	-137,404.92	
Ending Balance	-39,444.88	
Entry Count		

Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-379,090.78	361,961.26	-39,444.88

3. In the Cleared Transactions screen, you must first select a **Bank Account ID** on the header section of the screen.

4. On the **Statement** tab, enter the information from your bank statement.

5. Enter your **Statement Date**. The date of your last Reconciled statement will default.

6. The Status of the newly entered statement is displayed.

   The status remain **Open** until you have finished clearing all transactions, clicked **OK**, and clicked the **Change Status** button to change the status of the statement to **Reconciled**.

7. Enter a **Description** for your bank statement.

8. Enter a **Reference** for your bank statement.

9. Enter the **Beginning Date** of the bank statement period.

10. Enter the **Ending Date** of the bank statement period.

11. The **Fiscal Period/Year** values for new statements will default to the period and year based on the **Ending Date** within the period conversion table.

    You can change the values to any valid Fiscal Period and Year, and the same period and year values can be used on multiple statements for a given bank account.

    Example: In the example above, the Beginning Balance is $-137,404.92 for Bank Account FNB001 July's statement. The Ending Balance of $-39,444.88 should match the Adjusted amount, which is also the total amount of transactions cleared.

12. The **Entry Count** field is optional and is designed for users to enter how many transactions have cleared on their statement.

13. The field values at the bottom of the screen are automatically updated:

    - **Currency ID**: The currency assigned to your Bank Account.
    - **Current GL Balance**: Transactions posted to GL, but not necessarily posted within GL.

      The balance does not include unposted/posted journal entries outside fiscal year or period on the Statement tab.

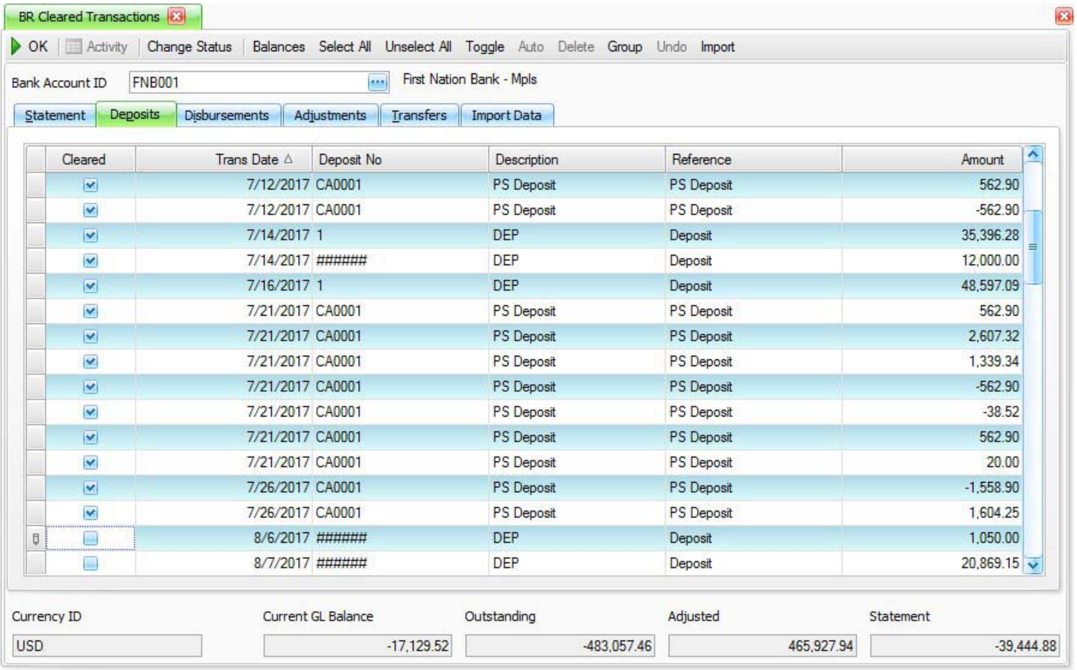
NOTE: If transactions are entered in GL to the GL bank account, those entries will not exist in BR and the bank account balances will not match.

This **Current GL Balance** amount can also be found on the GL Subsidiary Ledger Audit View under the BR heading for the GL account assigned to the Bank Account. See the General Ledger Training Manual for details on the Subsidiary Ledger Audit View.

- **Outstanding**: The total amount of transactions that have not been cleared on the Deposits, Disbursements, Adjustments and Transfers tab.
- **Adjusted**: The total amount of Cleared transactions on the Deposits, Disbursements, Adjustments, and Transfers tab.
- **Statement**: The Ending Balance entered on the Statement tab.

On the Deposits, Disbursements, Adjustments, and Transfers tabs, mark the records that have been Cleared on your bank statement.

Deposits Tab



Bank Account ID: FNB001 First Nation Bank - Mpls

Cleared	Trans Date	Deposit No	Description	Reference	Amount
☑	7/12/2017	CA0001	PS Deposit	PS Deposit	562.90
☑	7/12/2017	CA0001	PS Deposit	PS Deposit	-562.90
☑	7/14/2017	1	DEP	Deposit	35,396.28
☑	7/14/2017	######	DEP	Deposit	12,000.00
☑	7/16/2017	1	DEP	Deposit	48,597.09
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	562.90
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	2,607.32
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	1,339.34
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	-562.90
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	-38.52
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	562.90
☑	7/21/2017	CA0001	PS Deposit	PS Deposit	20.00
☑	7/26/2017	CA0001	PS Deposit	PS Deposit	-1,558.90
☑	7/26/2017	CA0001	PS Deposit	PS Deposit	1,604.25
☐	8/6/2017	######	DEP	Deposit	1,050.00
☐	8/7/2017	######	DEP	Deposit	20,869.15

Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-483,057.46	465,927.94	-39,444.88

BA

NOTE: When you have the Banking application installed and you select a Credit Card type bank this tab label will change to Payments and the Deposit No field label will be changed to Payment No.

- Posted **Deposit(Payment) Dates**, **Deposit Numbers**, **Descriptions**, **References**, and **Amounts** appear.
- Select the **Cleared** check box or use the command buttons to mark deposits that have cleared the bank account.
    - Click **Select All** to mark all transactions as cleared.
    - Click **Unselect All** to mark all transactions as uncleared.
    - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

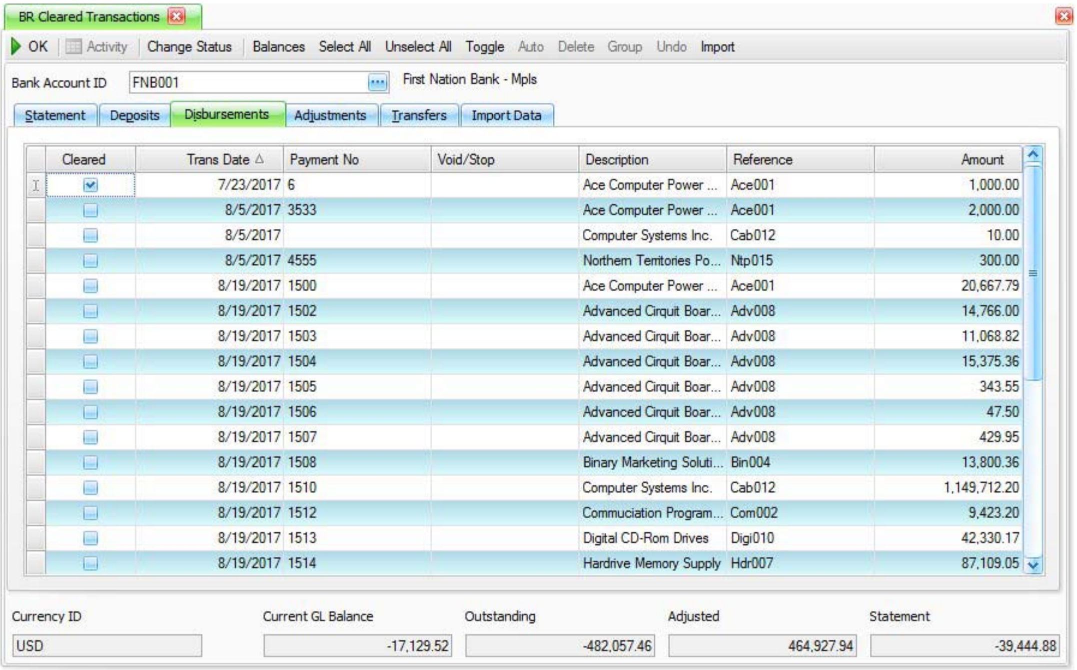
Multiple transactions may be selected, by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

- Click **Group** to combine deposits that have the same **Deposit No** (or batch code) and **Cleared** status into one entry to view deposit totals by batch.
- Click **Ungroup** to release combined deposits that have the same Deposit No (or batch code).

When you group deposits, the combined entry takes the date of the most recent entry in that deposit number. The **Cleared** check box is also taken into account: cleared transactions are grouped together, uncleared transactions are grouped together, but the two are not combined.

Disbursements Tab



Bank Account ID: FNB001 First Nation Bank - Mpls

Cleared	Trans Date	Payment No	Void/Stop	Description	Reference	Amount
☑	7/23/2017	6		Ace Computer Power ...	Ace001	1,000.00
☐	8/5/2017	3533		Ace Computer Power ...	Ace001	2,000.00
☐	8/5/2017			Computer Systems Inc.	Cab012	10.00
☐	8/5/2017	4555		Northern Territories Po...	Ntp015	300.00
☐	8/19/2017	1500		Ace Computer Power ...	Ace001	20,667.79
☐	8/19/2017	1502		Advanced Cirqit Boar...	Adv008	14,766.00
☐	8/19/2017	1503		Advanced Cirqit Boar...	Adv008	11,068.82
☐	8/19/2017	1504		Advanced Cirqit Boar...	Adv008	15,375.36
☐	8/19/2017	1505		Advanced Cirqit Boar...	Adv008	343.55
☐	8/19/2017	1506		Advanced Cirqit Boar...	Adv008	47.50
☐	8/19/2017	1507		Advanced Cirqit Boar...	Adv008	429.95
☐	8/19/2017	1508		Binary Marketing Soluti...	Bin004	13,800.36
☐	8/19/2017	1510		Computer Systems Inc.	Cab012	1,149,712.20
☐	8/19/2017	1512		Commuciation Program...	Com002	9,423.20
☐	8/19/2017	1513		Digital CD-Rom Drives	Digi010	42,330.17
☐	8/19/2017	1514		Hardrive Memory Supply	Hdr007	87,109.05

Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-482,057.46	464,927.94	-39,444.88

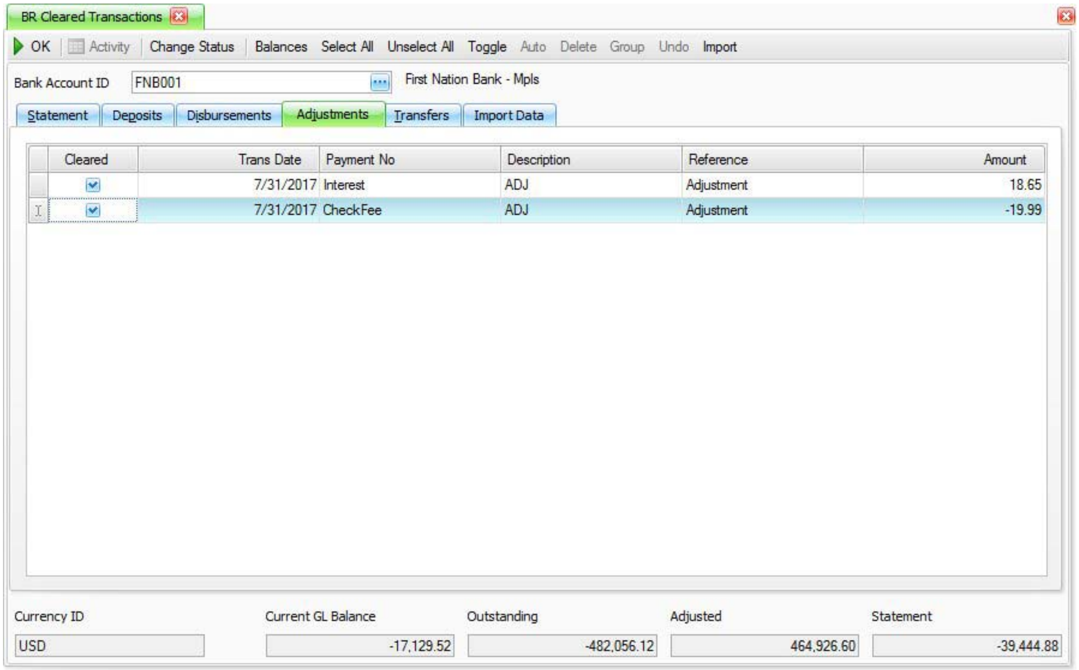
NOTE: When you have the Banking application installed and you select a Credit Card type bank this tab label will change to Charges and the Check No field label will be changed to Charge No.

- Posted **Check(Charge) Dates**, **Numbers**, **Void/Stops, Descriptions**, **References**, and **Amounts** appear. Checks display an **S**, in the Void/Stop column, after the check number if payment is **Stopped**. Unposted **Voided** checks display a **V** after the check number. (Posted voided checks are not displayed.)
- Select the **Cleared** check box or use the command buttons to mark disbursements that have cleared the bank account.
- Select a button:
  - Click **Select All** to mark all transactions as cleared.
  - Click **Unselect All** to mark all transactions as uncleared.
  - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

Multiple transactions may be selected by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

Adjustments Tab


BR Cleared Transactions
OK
Activity
Change Status
Balances
Select All
Unselect All
Toggle
Auto
Delete
Group
Undo
Import
Statement
Deposits
Disbursements
Adjustments
Transfers
Import Data

Bank Account ID FNB001 First Nation Bank - Mpls

Cleared	Trans Date	Payment No	Description	Reference	Amount
☑	7/31/2017	Interest	ADJ	Adjustment	18.65
☑	7/31/2017	CheckFee	ADJ	Adjustment	-19.99

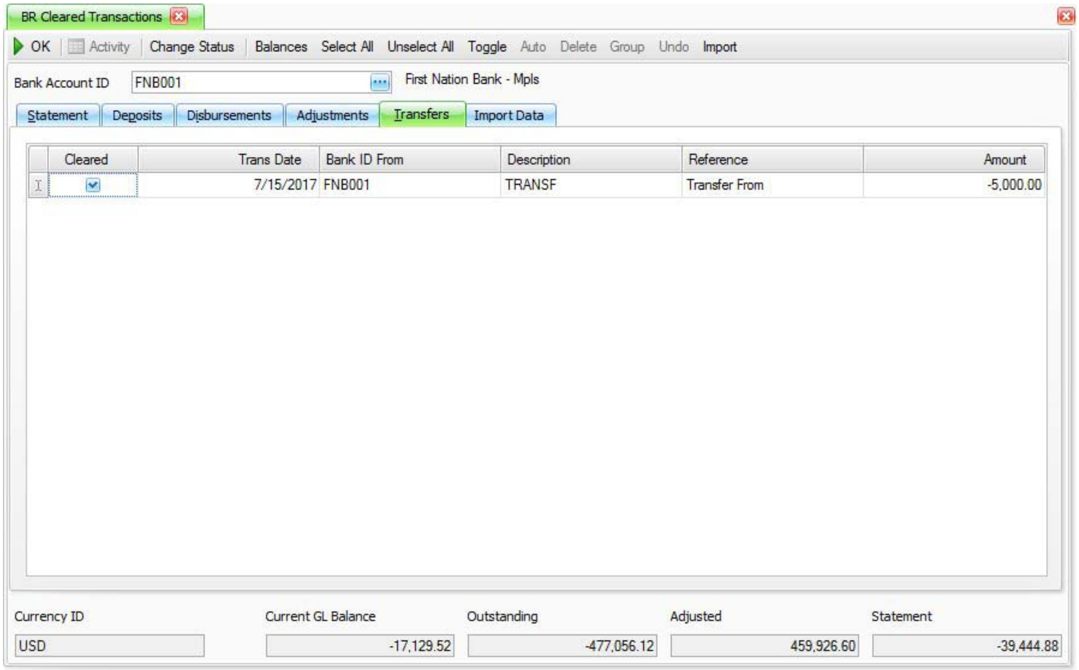
Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-482,056.12	464,926.60	-39,444.88

- Posted adjustment **Transaction Dates**, **Check Numbers**, **Descriptions**, **References**, and **Amounts** are displayed.
- Select the **Cleared** check box or use the command buttons to mark adjustments that have cleared the bank account.
- Select a button:
    - Click **Select All** to mark all transactions as cleared.
    - Click **Unselect All** to mark all transactions as uncleared.
    - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

Multiple transactions may be selected by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

Transfers Tab


BR Cleared Transactions
OK
Activity
Change Status
Balances
Select All
Unselect All
Toggle
Auto
Delete
Group
Undo
Import
Statement
Deposits
Disbursements
Adjustments
Transfers
Import Data

Bank Account ID: FNB001 First Nation Bank - Mpls

Cleared	Trans Date	Bank ID From	Description	Reference	Amount
☑	7/15/2017	FNB001	TRANSF	Transfer From	-5,000.00

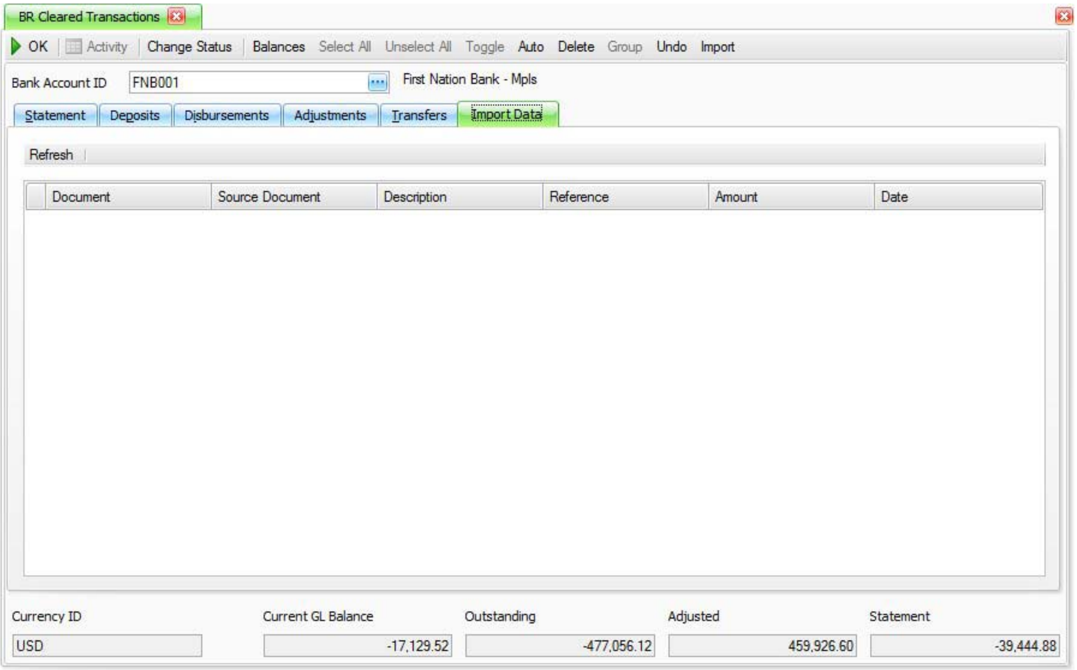
Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-477,056.12	459,926.60	-39,444.88

- Posted transfer **Transaction Dates**, **Bank IDs From**, **Descriptions**, **References**, and **Amounts** appear.
- Select the **Cleared** check box or use the command buttons to mark transfers that have cleared the bank account.
- Select a button:
  - Click **Select All** to mark all transactions as cleared.
  - Click **Unselect All** to mark all transactions as uncleared.
  - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

Multiple transactions may be selected by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

Imported Data Tab


BR Cleared Transactions
OK
Activity
Change Status
Balances
Select All
Unselect All
Toggle
Auto
Delete
Group
Undo
Import
Statement
Deposits
Disbursements
Adjustments
Transfers
Import Data
Refresh

Bank Account ID FNB001 First Nation Bank - Mpls

Document	Source Document	Description	Reference	Amount	Date

Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-477,056.12	459,926.60	-39,444.88

BA

The **Imported Data** tab is only available if you have the Banking application installed and said **Yes** to the option to **Allow Reconciliation Imports** in the **Business Rules** function (page 3-5).

- Transactions selected on this tab will be marked as cleared when they are selected.
- Deposits, Disbursements, Adjustments and Transfers will be available for selection once you have run the Reconciliation Import function and clicked the Import button and imported transactions into the cleared transactions.
- Select the **Document** you want to clear from the Document combo box. You can only select Deposits, Disbursements, Adjustments, or Transfers that were imported from your bank file.
- The **Source Document**, **Description**, **Reference**, **Amount** and **Date** are displayed and can not be edited.
- Use one of the command buttons on the toolbar:
  - **Auto** to fill in all the records from the reconciliation import file that was read, verified, and written.
  - **Delete** to delete the selected transaction on the tab.
  - **Undo** to undo the auto fill if you have selected the Auto button.
- To open the Import Transactions function to import data from the ASCII file now, click **Import**.
- Use the Cleared Transactions function to import data from ASCII flat files into TRAVERSE based on the reconciliation import layout you set up in the **System Manager Import Layout Definition**, and **Import Map Definition** functions. See the System Manager Training Manual for details.

14. When finished, select the **OK** button on the toolbar to process the cleared transactions.

    This process links the selected **Cleared** entries with that Statement so they will no longer be displayed when processing other Statements.

15. Finally, select the **Change Status** button on the toolbar to mark the statement as **Reconciled**.

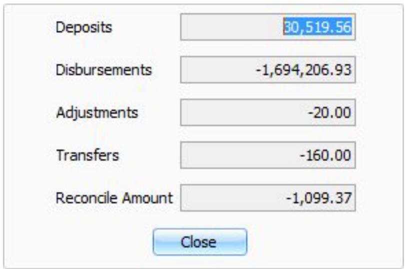
    This is optional, but it prevents the user from updating additional transactions for this statement. Users are able to change the status back to **Open** if changes are needed.

Select a command button:

Command Buttons

Name	Description
OK	Clear transactions.
Activity	View the Activity Log for cleared transactions.
Balances	To bring up the Outstanding Balances dialog box.
All	Mark all transactions as cleared.
None	Mark all transactions as uncleared.
Reverse	Mark all cleared transactions as uncleared and mark all uncleared transactions as cleared.
Auto	Fill in all the records from the reconciliation import file that was read, verified, and written.
Delete	Delete the selected transaction on the tab.
Group	Combine deposits that have the same deposit number or batch code and Cleared status into one entry to view deposit totals by batch.
Undo	Undo the auto fill if you have selected the Auto button.
Import	Open the Import Mapped Data function to import data from a file. The imported data will appear on the Import Data tab.

Outstanding Balances Dialog Box



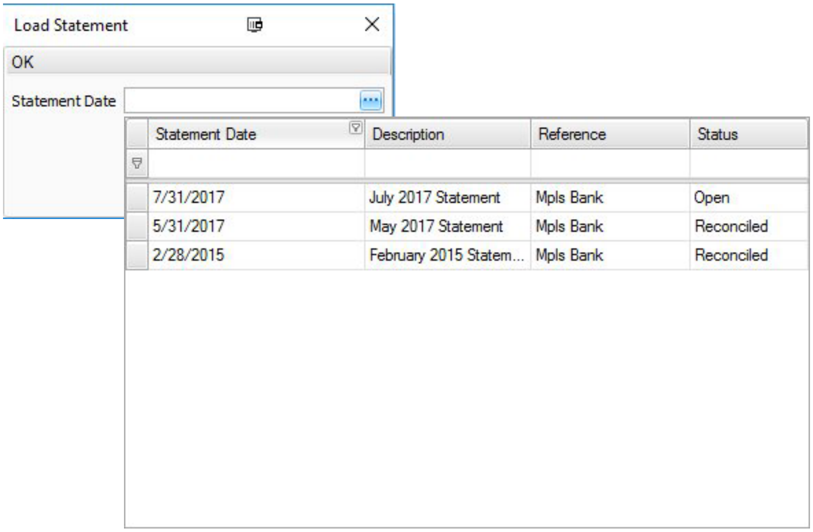
Deposits 30,519.56
Disbursements -1,694,206.93
Adjustments -20.00
Transfers -160.00
Reconcile Amount -1,099.37

1. Click **Balances** in the bottom left corner of the screen when you are on the **Deposits**, **Disbursements**, **Adjustments**, or **Transfers** tab to view the Outstanding Balances dialog box. Deposits, disbursements, adjustments, transfers, and the reconciliation amount for the selected bank account appear.
2. Click **Close** to return to the Cleared Transactions screen.

Other Information

To load previous statements that are either **Open** or **Reconciled**, you can select the **Browse** icon (…) beside the **Statement Date** field and then select a **Statement Date**.

Load Statement Screen



Statement Date

Statement Date	Description	Reference	Status
7/31/2017	July 2017 Statement	Mpls Bank	Open
5/31/2017	May 2017 Statement	Mpls Bank	Reconciled
2/28/2015	February 2015 Statem...	Mpls Bank	Reconciled

In System Manager and Bank Reconciliation Bank Accounts, the Last Statement Balance and Last Statement Date fields are no longer enabled. They are populated from the Cleared Transactions function.

Notes:

- Accounts Payable and Payroll payments still cannot be voided if they have been Cleared in Bank Reconciliation.
- If payments have been voided in Accounts Payable or Payroll, Bank Reconciliation entries are marked as Cleared since they will never appear on a Bank Statement.

Importing Cleared Transactions

BA

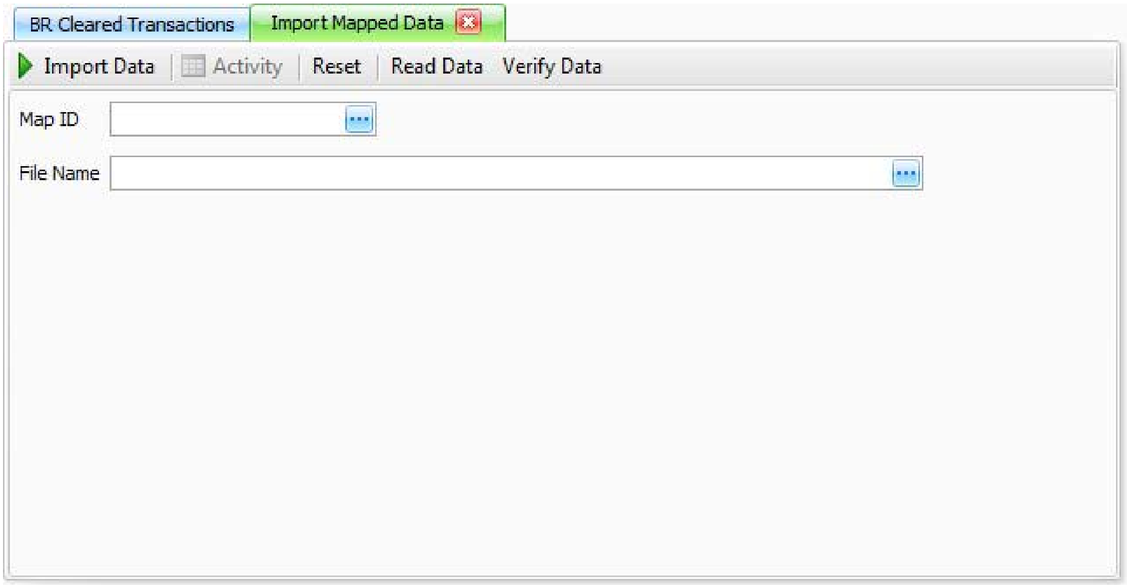
To open the **Import Transactions** function to import data from the ASCII file now, click **Import**.

Use the **Cleared Transactions function** to import data from ASCII flat files into TRAVERSE based on the reconciliation import layout you set up in the **Reconciliation Import** function.

To **Import Transactions**, follow these steps:

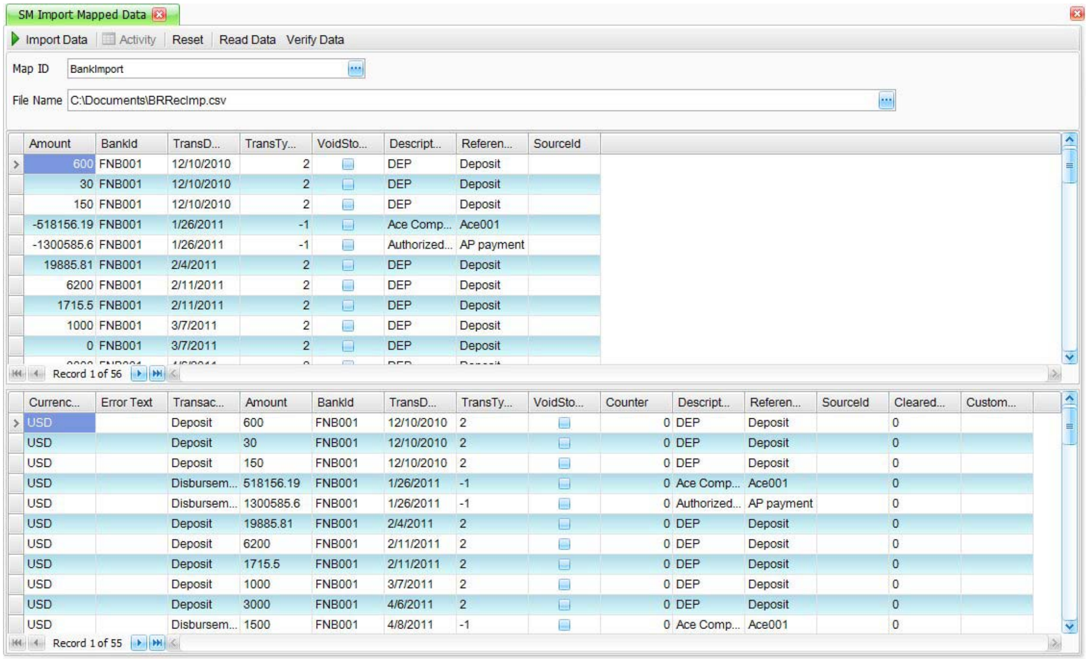
1. Click the **Import** button on the Toolbar.
2. The **Import Transactions** screen appears.

Import Transactions Screen



3. Before you can import transaction information, set up the Reconciliation Import, in the **System Manager Import Layout Definition**, and **Import Map Definition** functions. See the System Manager Training Manual for details.
4. Select the **Map ID** to use to import data.
5. To import data from a different file, enter the full file path and name in the **File Name** box, or click the **Browse** button [...] to locate the file.
6. Click **Read Data** to read the data in the file and place it in a temporary table for validation.
7. When the confirmation message appears, click **OK**. The **Verify Data** and **Import Data** buttons are now available.
8. Click **Verify** to validate the parameters you defined in the layout ID, such as comparing field, start, and length entries as well as checking for values in forced fields.
9. If errors are detected, a message appears asking if you want to review the data. Click **Yes** to review the log information on the **Edit/Verify Imported Transactions** dialog box; otherwise, click **No** to return to the Import Transactions screen.

Edit/Verify Imported Transactions Dialog Box



Map ID: BankImport

File Name: C:\Documents\BRRecImp.csv

Amount	BankId	TransD...	TransTy...	VoidSto...	Descript...	Referen...	SourceId
600	FNB001	12/10/2010	2	☐	DEP	Deposit	
30	FNB001	12/10/2010	2	☐	DEP	Deposit	
150	FNB001	12/10/2010	2	☐	DEP	Deposit	
-518156.19	FNB001	1/26/2011	-1	☐	Ace Comp...	Ace001	
-1300585.6	FNB001	1/26/2011	-1	☐	Authorized...	AP payment	
19885.81	FNB001	2/4/2011	2	☐	DEP	Deposit	
6200	FNB001	2/11/2011	2	☐	DEP	Deposit	
1715.5	FNB001	2/11/2011	2	☐	DEP	Deposit	
1000	FNB001	3/7/2011	2	☐	DEP	Deposit	
0	FNB001	3/7/2011	2	☐	DEP	Deposit	

Record 1 of 56

Currenc...	Error Text	Transac...	Amount	BankId	TransD...	TransTy...	VoidSto...	Counter	Descript...	Referen...	SourceId	Cleared...	Custom...
USD		Deposit	600	FNB001	12/10/2010	2	☐	0	DEP	Deposit		0	
USD		Deposit	30	FNB001	12/10/2010	2	☐	0	DEP	Deposit		0	
USD		Deposit	150	FNB001	12/10/2010	2	☐	0	DEP	Deposit		0	
USD		Disbursem...	518156.19	FNB001	1/26/2011	-1	☐	0	Ace Comp...	Ace001		0	
USD		Disbursem...	1300585.6	FNB001	1/26/2011	-1	☐	0	Authorized...	AP payment		0	
USD		Deposit	19885.81	FNB001	2/4/2011	2	☐	0	DEP	Deposit		0	
USD		Deposit	6200	FNB001	2/11/2011	2	☐	0	DEP	Deposit		0	
USD		Deposit	1715.5	FNB001	2/11/2011	2	☐	0	DEP	Deposit		0	
USD		Deposit	1000	FNB001	3/7/2011	2	☐	0	DEP	Deposit		0	
USD		Deposit	3000	FNB001	4/6/2011	2	☐	0	DEP	Deposit		0	
USD		Disbursem...	1500	FNB001	4/8/2011	-1	☐	0	Ace Comp...	Ace001		0	

Record 1 of 55

10. It there are errors listed in the **Status** field, you can edit those transactions that have errors, to correct the errors, and when you write the transactions they will be written to the cleared transactions corrected.
11. Once you have successfully verified the import parameters, click **Write** to save the data in the ASCII file to the GL transaction tables.
12. A confirmation message appears when the import completes successfully.

Finishing Reconciliation

1. After reconciling your statement, you can now print the **Bank Reconciliation Report** by **Statement Date**. The option to include Unposted GL Journal Entries in Balance has been removed because all entries are now included. Only cleared transactions for the given statement will be returned and outstanding transactions will include all entries thru the reconciled Period/Year. Entries cleared on a future statement or voided after the Reconcile Period/Year are considered to be outstanding as of the selected statement.
2. Under the **Reconciliation Summary**, the **Book Balance** uses the **GL Account Balance** as of the **Reconcile Period/Year**. See the Bank **Reconciliation Report** function (page 4-65) for details on printing the report.
3. You can also print the **Bank Account Register** (page 4-47). The option to include Unposted GL Journal Entries in Balance has been removed because all entries are now included. You also have an option to **Include Cleared Transactions**.
4. You can review transactions using the **Register View** (page 4-43).
5. The use of the **Purge Cleared Transactions** function is not required since cleared transactions are assigned to specific statements and will not be included with subsequent reconciliation processing. The purge function process has been revised to work with statement-based sets of data and will not remove entries for statements with an “Open” status. The statement status must be changed to “Reconciled” before the cleared entries can be removed from the system.
6. Once a purge is completed, you are able to use the Activity Print Log to view transactions that were removed.

RECONCILIATION REPORT

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

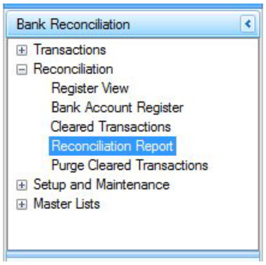
The Reconciliation Report lists the items that are tagged as cleared. It contains three sections:

- The **Cleared Transactions** section shows a summary of each transaction that has cleared.
- The **Outstanding Transactions** section shows a summary of each outstanding transaction, and is organized by transaction type.
- The **Reconciliation** section consists of bank-to-book reconciliation and book-to-bank reconciliation.

To print the **Reconciliation Report**, follow these steps:

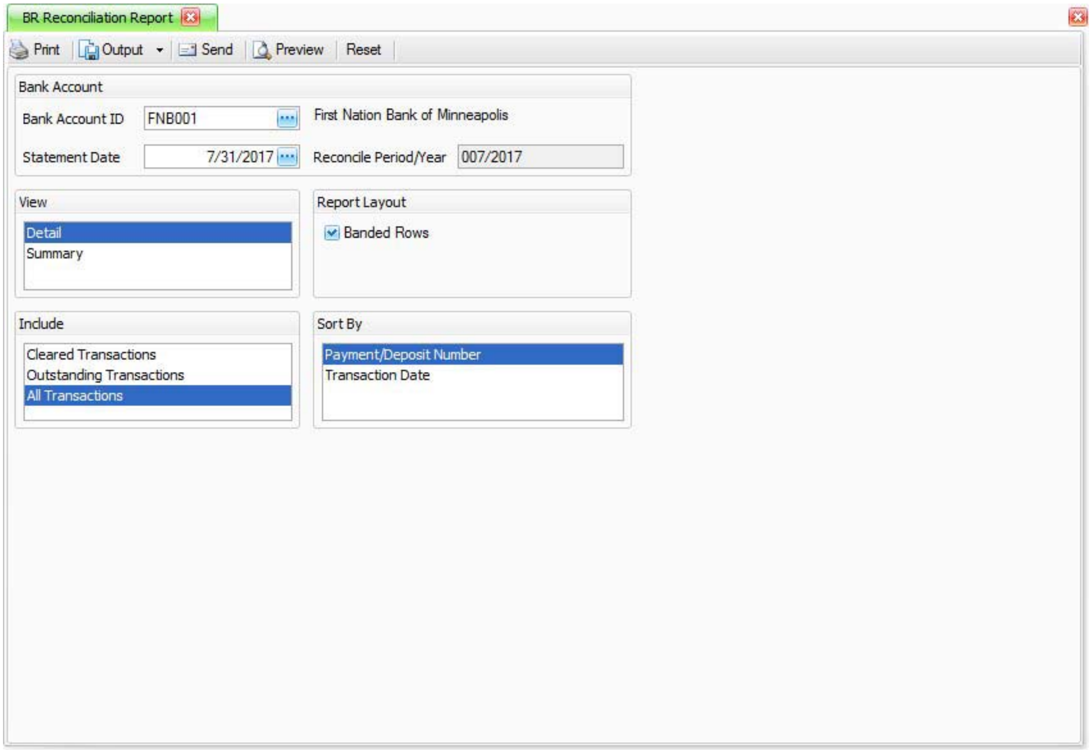
1. Select **Reconciliation Report** from the **Reconciliation** menu.

Reconciliation Report Menu


Bank Reconciliation
Transactions
Reconciliation
Register View
Bank Account Register
Cleared Transactions
Reconciliation Report
Purge Cleared Transactions
Setup and Maintenance
Master Lists

2. The **Reconciliation Report** screen appears.

Reconciliation Report Screen



Bank Account
Bank Account ID FNB001 First Nation Bank of Minneapolis
Statement Date 7/31/2017 Reconcile Period/Year 007/2017

View
Detail
Summary

Report Layout
☑ Banded Rows

Include
Cleared Transactions
Outstanding Transactions
All Transactions

Sort By
Payment/Deposit Number
Transaction Date

3. Select the **Bank Account ID** to include in the report.
4. Select the **Statement Date** to **Include** in the report.
5. The **GL Period/Year** for the selected statement is displayed.
6. Select the amount of detail to **View** in the report: **Detail** or **Summary**.
7. Select the type of information to **Include** for the report: **Cleared Transactions**, **Outstanding Transactions**, or **All Transactions**.
8. Select the check box if you want to print the report using **Banded Rows**, which highlights lines with alternating bands of white and green (or gray on monochrome printers) to make wide reports easier to read. You can define your default preference for the banded rows format using the functions on the System Manager Workstation Configuration menu. You can then use the individual report pick screens to override your default choice at report print time.

9. Select criteria you want to **Sort By** for the report: **Payment/Deposit Number** or by **Transaction Date**.

BA

NOTE: When you have the Banking application installed and you select a credit card type bank this tab label will change to Charge/Payment Number.

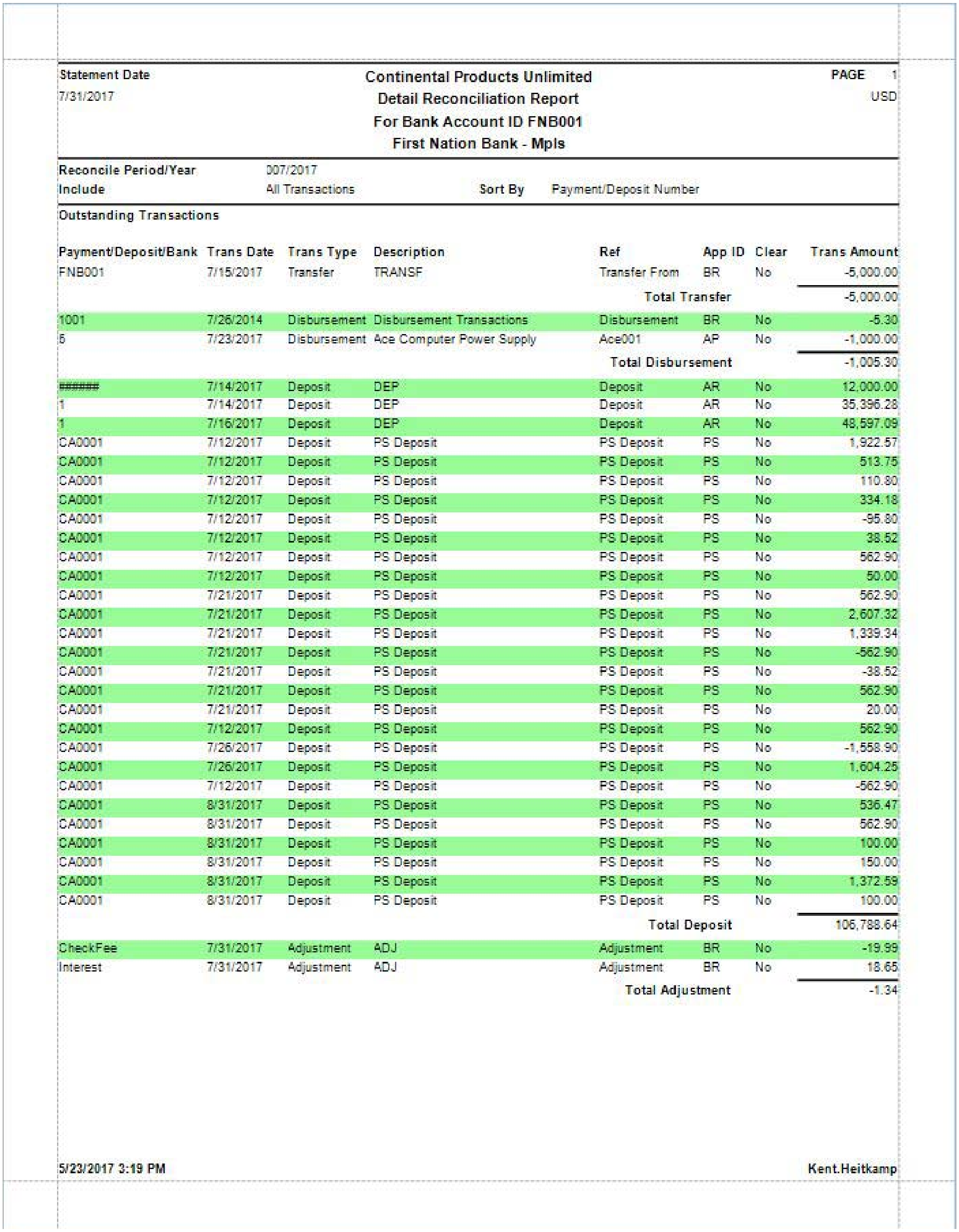
10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Reconciliation Report Detail



Statement Date
7/31/2017

Continental Products Unlimited
Detail Reconciliation Report
For Bank Account ID FNB001
First Nation Bank - Mpls

PAGE 1
USD

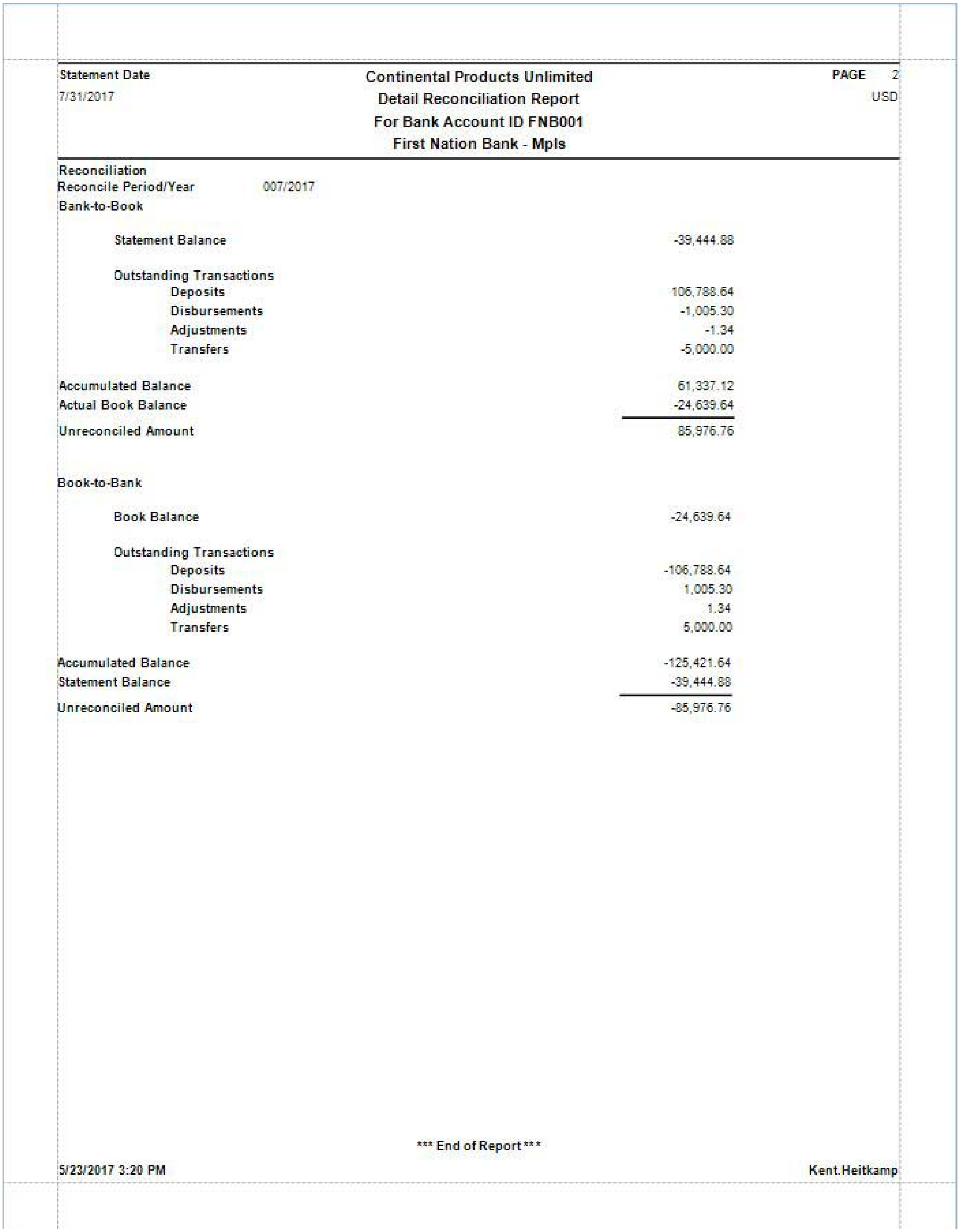
Reconcile Period/Year 007/2017
Include All Transactions Sort By Payment/Deposit Number

Outstanding Transactions

Payment/Deposit/Bank	Trans Date	Trans Type	Description	Ref	App ID	Clear	Trans Amount
FNB001	7/15/2017	Transfer	TRANSF	Transfer From	BR	No	-5,000.00
				Total Transfer			-5,000.00
1001	7/26/2014	Disbursement	Disbursement Transactions	Disbursement	BR	No	-5.30
5	7/23/2017	Disbursement	Ace Computer Power Supply	Ace001	AP	No	-1,000.00
				Total Disbursement			-1,005.30
######	7/14/2017	Deposit	DEP	Deposit	AR	No	12,000.00
1	7/14/2017	Deposit	DEP	Deposit	AR	No	35,396.28
1	7/16/2017	Deposit	DEP	Deposit	AR	No	48,597.09
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	1,922.57
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	513.75
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	110.80
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	334.18
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	-95.80
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	38.52
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	562.90
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	50.00
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	562.90
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	2,607.32
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	1,339.34
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	-562.90
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	-38.52
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	562.90
CA0001	7/21/2017	Deposit	PS Deposit	PS Deposit	PS	No	20.00
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	562.90
CA0001	7/26/2017	Deposit	PS Deposit	PS Deposit	PS	No	-1,558.90
CA0001	7/26/2017	Deposit	PS Deposit	PS Deposit	PS	No	1,604.25
CA0001	7/12/2017	Deposit	PS Deposit	PS Deposit	PS	No	-562.90
CA0001	8/31/2017	Deposit	PS Deposit	PS Deposit	PS	No	536.47
CA0001	8/31/2017	Deposit	PS Deposit	PS Deposit	PS	No	562.90
CA0001	8/31/2017	Deposit	PS Deposit	PS Deposit	PS	No	100.00
CA0001	8/31/2017	Deposit	PS Deposit	PS Deposit	PS	No	150.00
CA0001	8/31/2017	Deposit	PS Deposit	PS Deposit	PS	No	1,372.59
CA0001	8/31/2017	Deposit	PS Deposit	PS Deposit	PS	No	100.00
				Total Deposit			106,788.64
CheckFee	7/31/2017	Adjustment	ADJ	Adjustment	BR	No	-19.99
Interest	7/31/2017	Adjustment	ADJ	Adjustment	BR	No	18.65
				Total Adjustment			-1.34

5/23/2017 3:19 PM Kent.Heitkamp

Reconciliation Report



```
Statement Date               Continental Products Unlimited                 PAGE    2
7/31/2017                     Detail Reconciliation Report                        USD
                             For Bank Account ID FNB001
                              First Nation Bank - Mpls

Reconciliation
Reconcile Period/Year        007/2017
Bank-to-Book

      Statement Balance                                          -39,444.88

      Outstanding Transactions
            Deposits                                             106,788.64
            Disbursements                                         -1,005.30
            Adjustments                                               -1.34
            Transfers                                             -5,000.00

Accumulated Balance                                               61,337.12
Actual Book Balance                                              -24,639.64
                                                            ________________
Unreconciled Amount                                               85,976.76


Book-to-Bank

      Book Balance                                               -24,639.64

      Outstanding Transactions
            Deposits                                            -106,788.64
            Disbursements                                          1,005.30
            Adjustments                                                1.34
            Transfers                                              5,000.00

Accumulated Balance                                             -125,421.64
Statement Balance                                                -39,444.88
                                                            ________________
Unreconciled Amount                                              -85,976.76



                                   *** End of Report ***
5/23/2017 3:20 PM                                                   Kent.Heitkamp
```

PURGE CLEARED TRANSACTIONS

After you have reconciled a bank account with a bank statement, use the **Purge Cleared Transactions** function to delete the cleared transactions.

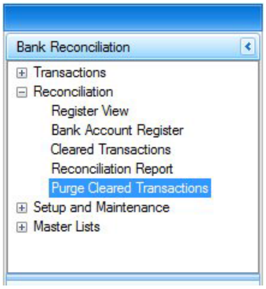
You can purge the transactions for one bank account or for a range of bank accounts.

The use of the **Purge Cleared Transactions** function is not required since cleared transactions are assigned to specific statements and will not be included with subsequent reconciliation processing. The purge function process has been revised to work with statement-based sets of data and will not remove entries for statements with an “Open” status. The statement status must be changed to “Reconciled” before the cleared entries can be removed from the system.

To **Purge Cleared Transactions**, follow these steps:

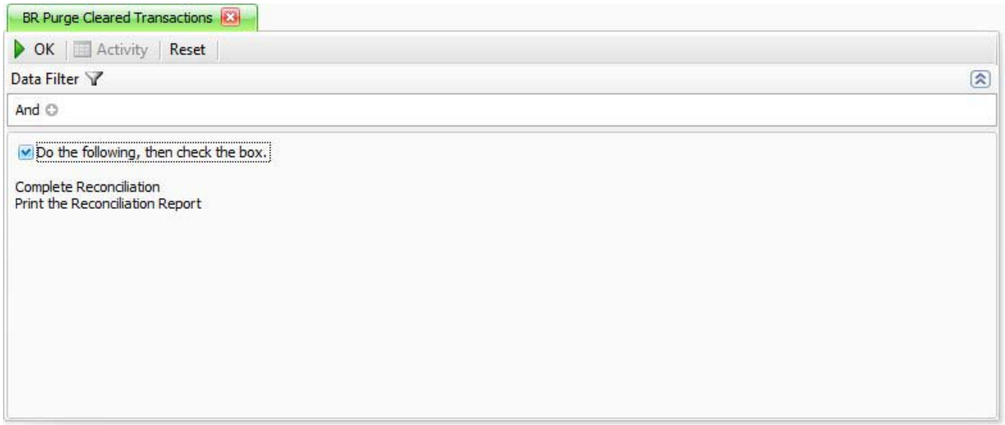
1. Select **Purge Cleared Transactions** from the **Reconciliation** menu.

Purge Cleared Transactions Menu


Bank Reconciliation
⊞ Transactions
⊟ Reconciliation
Register View
Bank Account Register
Cleared Transactions
Reconciliation Report
Purge Cleared Transactions
⊞ Setup and Maintenance
⊞ Master Lists

2. The **Purge Cleared Transactions** screen appears.

Purge Cleared Transactions Screen



☑ Do the following, then check the box.

Complete Reconciliation
Print the Reconciliation Report

3. If needed, enter **Data Filter** criteria to purge transactions.
4. Before you purge cleared transactions, perform the following actions:
    - Clear all the applicable transactions (page 4-51)
    - Print and verify the Reconciliation Report (page 4-65)
5. Check the box when you have completed the listed tasks: **Complete Reconciliation** and **Print the Reconciliation Report**.
6. Select a command button:
    - Click **OK** to begin processing. Once the process is complete the Purge Cleared Transactions log appears.

Command Buttons

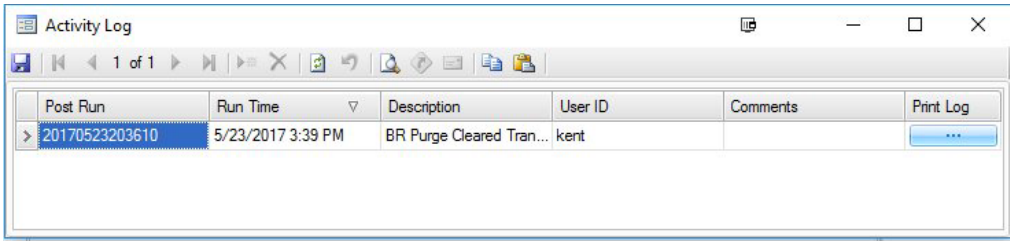
Name	**Description**
OK	Begin processing.
Activity	Not available.
Reset	Set all fields to their default.

Activity Log

Use the **Activity Log** to view all purge activity for administrative purposes.

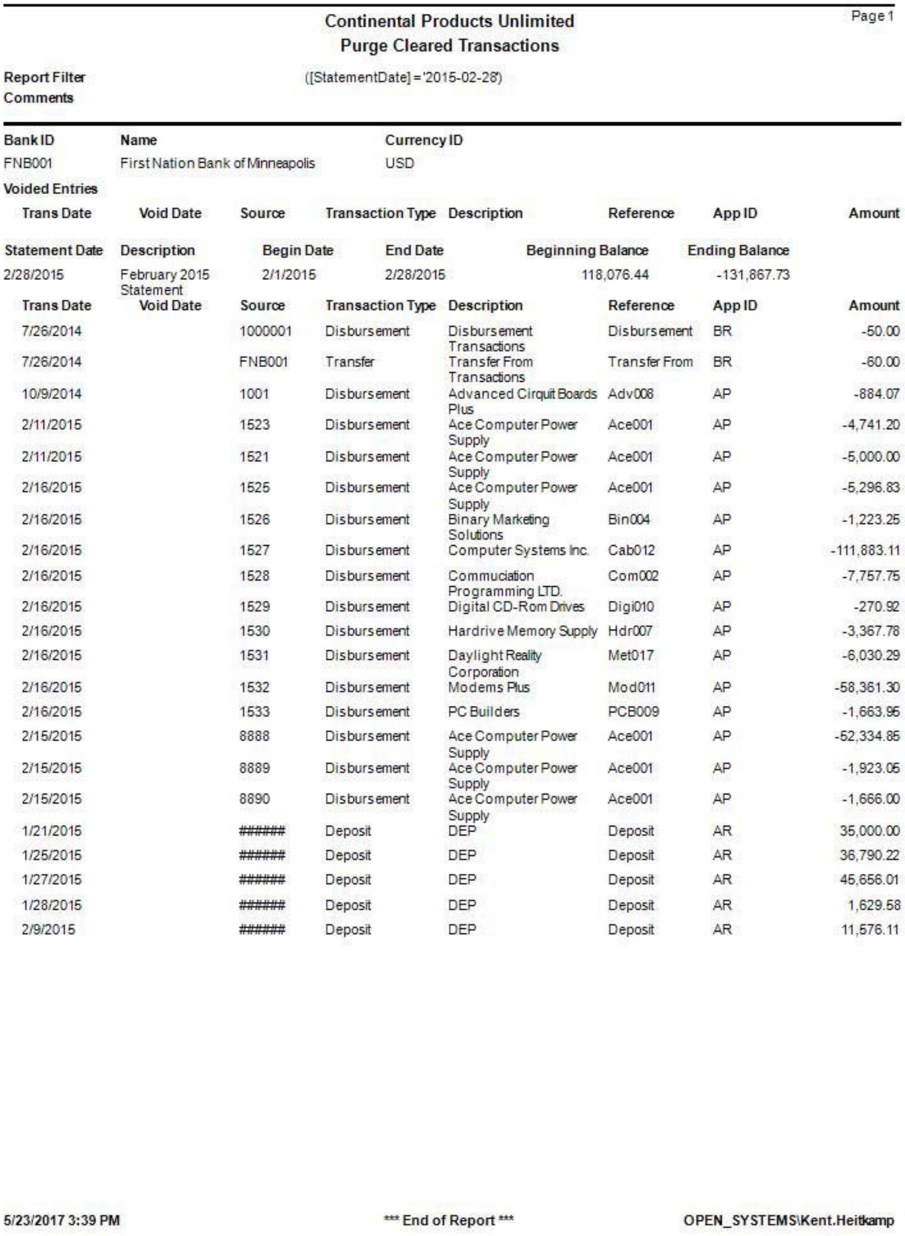
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the purge cleared transactions was made.
Description	The purge description.
User ID	The user who performed the purge.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log Screen



Post Run	Run Time	Description	User ID	Comments	Print Log
20170523203610	5/23/2017 3:39 PM	BR Purge Cleared Tran...	kent		...

Purge Cleared Transactions Log



Page 1

Continental Products Unlimited
Purge Cleared Transactions

Report Filter ([StatementDate] = '2015-02-28')
Comments

Bank ID	Name	Currency ID
FNB001	First Nation Bank of Minneapolis	USD

Voided Entries

Trans Date	Void Date	Source	Transaction Type	Description	Reference	App ID	Amount

Statement Date	Description	Begin Date	End Date	Beginning Balance	Ending Balance
2/28/2015	February 2015 Statement	2/1/2015	2/28/2015	118,076.44	-131,867.73

Trans Date	Void Date	Source	Transaction Type	Description	Reference	App ID	Amount
7/26/2014		1000001	Disbursement	Disbursement Transactions	Disbursement	BR	-50.00
7/26/2014		FNB001	Transfer	Transfer From Transactions	Transfer From	BR	-60.00
10/9/2014		1001	Disbursement	Advanced Cirquit Boards Plus	Adv008	AP	-884.07
2/11/2015		1523	Disbursement	Ace Computer Power Supply	Ace001	AP	-4,741.20
2/11/2015		1521	Disbursement	Ace Computer Power Supply	Ace001	AP	-5,000.00
2/16/2015		1525	Disbursement	Ace Computer Power Supply	Ace001	AP	-5,296.83
2/16/2015		1526	Disbursement	Binary Marketing Solutions	Bin004	AP	-1,223.25
2/16/2015		1527	Disbursement	Computer Systems Inc.	Cab012	AP	-111,883.11
2/16/2015		1528	Disbursement	Commuciation Programming LTD.	Com002	AP	-7,757.75
2/16/2015		1529	Disbursement	Digital CD-Rom Drives	Digi010	AP	-270.92
2/16/2015		1530	Disbursement	Hardrive Memory Supply	Hdr007	AP	-3,367.78
2/16/2015		1531	Disbursement	Daylight Reality Corporation	Met017	AP	-6,030.29
2/16/2015		1532	Disbursement	Modems Plus	Mod011	AP	-58,361.30
2/16/2015		1533	Disbursement	PC Builders	PCB009	AP	-1,663.95
2/15/2015		8888	Disbursement	Ace Computer Power Supply	Ace001	AP	-52,334.85
2/15/2015		8889	Disbursement	Ace Computer Power Supply	Ace001	AP	-1,923.05
2/15/2015		8890	Disbursement	Ace Computer Power Supply	Ace001	AP	-1,666.00
1/21/2015		######	Deposit	DEP	Deposit	AR	35,000.00
1/25/2015		######	Deposit	DEP	Deposit	AR	36,790.22
1/27/2015		######	Deposit	DEP	Deposit	AR	45,656.01
1/28/2015		######	Deposit	DEP	Deposit	AR	1,629.58
2/9/2015		######	Deposit	DEP	Deposit	AR	11,576.11

5/23/2017 3:39 PM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**