

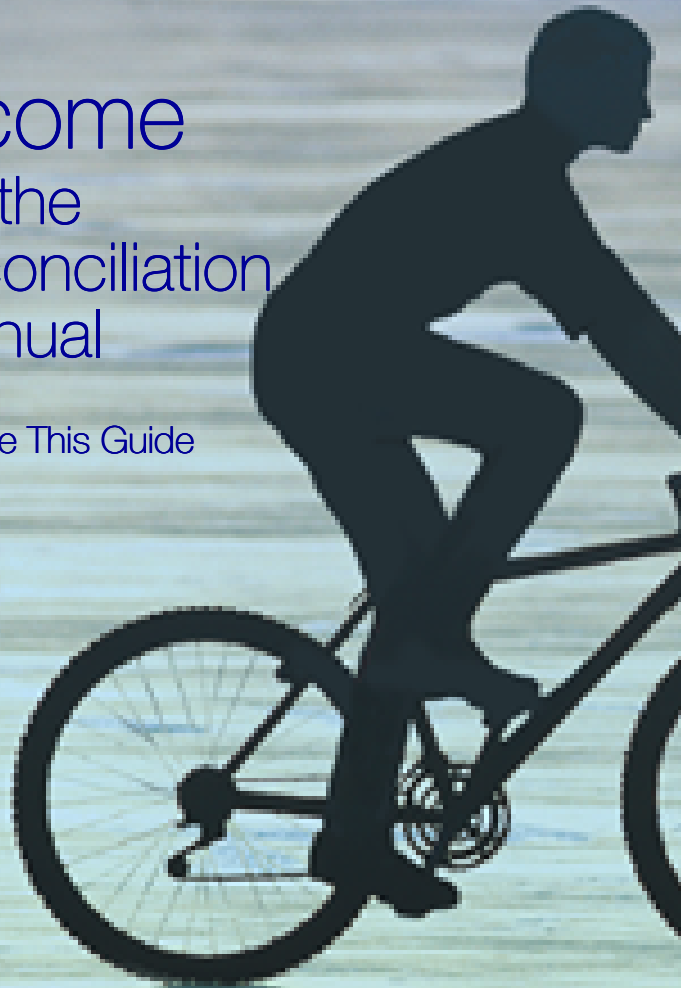
# Welcome to the Bank Reconciliation Manual

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# How to Use This Guide



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*...Text on page...* Indicates a jump to a topic.

 Bookmarks appear in the overview window to the left of the document window. These bookmarks are similar to a table of contents.

**Note:** The Installation Guides and User Manuals CD-ROM is best viewed using Acrobat Reader 4.0 or higher. For best printing results, print to a PostScript printer.

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## Chapter 1

# Introduction

## Overview of the Bank Reconciliation Module

The Bank Reconciliation module provides accurate and timely control over cash in your bank account. A simple, computerized check-off process is used to indicate that checks listed on the bank statement have cleared and that deposits and charges have been recorded correctly. If the statement is out of balance, a detailed Bank Reconciliation Register helps you find the error. This register lists all monthly transactions and shows the balance calculated by the system; the total of all outstanding checks, deposits, and charges; and the out-of-balance amount. Corrections can then be entered to complete the reconciliation.

After the system balance is reconciled with the bank statement balance, the cleared bank transactions can be purged, or the information can be retained indefinitely as a detailed history of bank activity.



## How to Use This Manual

Your Bank Reconciliation module is designed to operate in conjunction with the other modules in this product line. Before proceeding, complete the installation instructions listed in your *Installation Guide* as well as the instructions for Performing System Startup Tasks in the *Getting Started Guide*.

Use the *Bank Reconciliation* manual as a reference for understanding features of the module. The manual contains overviews and samples of windows. This manual should be used in conjunction with the Help system, which provides detailed field information and "How Do I" procedures.

### Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.



The **Note** symbol is followed by additional information about a topic.



The **Helpful Hint** symbol is located in a grey text box and followed by additional information about an option.



The **Warning** symbol is followed by information to help you avoid costly mistakes.



## Text Conventions

The following table describes the text conventions used in all manuals.

Text Convention	Explanation
<b>Field font</b>	<p>Indicates a field name, list box name, options in a list, column name, or check box.</p> <p><b>Example:</b> The Modes button is available only if <b>Windows Printer Port</b> or <b>Physical Device</b> is selected at the <b>Device Type</b> field.</p>
<i>Italic font</i>	<p>Indicates directory names or references to other manuals.</p> <p><b>Example:</b> For more information about setting up and processing sales tax, refer to your <i>Accounts Receivable</i> or <i>Accounts Payable</i> manual.</p>



## Chapter 2

# Using the Main Menu

## Bank Reconciliation Main Menu

The Bank Reconciliation Main menu contains the options used to set up and maintain bank codes; enter checks, deposits, and adjustments; clear activity for the current banking period; reconcile your bank statements; and print the Bank Reconciliation Register and other reports.

Main menu options:

*Bank Code Maintenance*

*Check, Deposit & Adjustment Entry*

*Reconcile Bank*

*Bank Reconciliation Register*

*Bank Transaction Recap Report*

*Estimated Cash Flow Analysis*



## Chapter 2 Using the Main Menu

### Bank Code Maintenance

Use Bank Code Maintenance to maintain up to 36 separate bank accounts per company. The information maintained for each bank account includes the General Ledger Cash account number, bank account ID number, next check number, and the current balance.

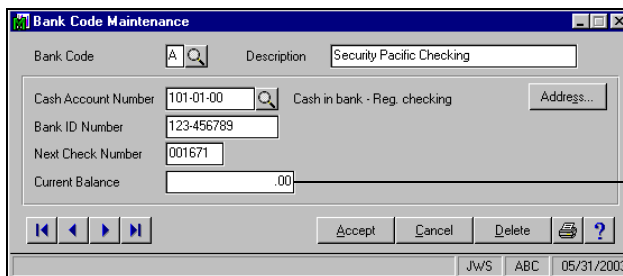
#### Note

If the Bank Reconciliation module was installed while checks were being processed in the Accounts Payable or Payroll module, the next check number for the appropriate module appears and cannot be changed while the check update is in process.

The Bank Code file must be set up once for all modules. The Accounts Payable, Accounts Receivable, Payroll, and Time and Billing modules have their own Bank Code Maintenance options; however, the beginning bank account balance can be entered only in Bank Reconciliation Bank Code Maintenance. If the Bank Reconciliation module is installed after the bank code is established, use this option to access each previously established bank code and enter the beginning balance.

### Setting Up Bank Codes

On the Bank Reconciliation Main menu, click Bank Code Maintenance.



The current balance is a running total of debits and credits. It does not match the balance in the General Ledger Cash account.

#### Warning

Bank code A is the default bank code and is permanently assigned to your main bank account by the system; it cannot be deleted.

During System Startup, enter **A** at the **Bank Code** field, and complete the information for this account before entering bank codes for other accounts.

Click the Printer button to print a Bank Code Listing. For printing instructions, see Printer Options in the Help system.

## Chapter 2 Using the Main Menu

### Entering the Bank Address

Address...

In the Bank Code Maintenance window, click Address to enter address information for the bank.

To print address information on checks when using blank check stock, complete the bank address fields.

### Check, Deposit & Adjustment Entry

Use Check, Deposit & Adjustment Entry to enter checks and deposits and record bank account adjustments. You can also enter the outstanding checks and deposits that have already been updated in the Accounts Payable, Accounts Receivable, Payroll, Purchase Order, Time and Billing, and Client Write-Up modules, but have not been included on your last bank statement.

During normal operations, all checks and deposits processed and updated through the Accounts Payable, Accounts Receivable, Payroll, Purchase Order, and Time and Billing modules are recorded automatically. Use Check, Deposit & Adjustment Entry to enter the transactions shown on your bank statement that are not automatic entries from other modules (miscellaneous bank charges, noncheck withdrawals, interest earned, etc.). Select the **Cleared** check box on the Checks tab for these entries.

If other modules are not integrated with the Bank Reconciliation module, you must enter all transactions for the month (checks, deposits, adjustments, etc.). On the Checks tab, clear the **Cleared** check box for any entries that are not shown on your bank statement.

## Chapter 2 Using the Main Menu

### Entering Checks

On the Bank Reconciliation Main menu, click Check, Deposit & Adjustment Entry.

If a check with the same check number is found, select the duplicate check number, and delete or correct it, as required.

If a check with the same check number is found during the check update process, the sequence number for that check is incremented by one.

Click the Next browse button to display the next available record, which can be either a check or deposit. The Check or Deposit & Adjustment tab appears, as appropriate.

If a check is entered manually with a check amount of zero, the following dialog box appears.

Click Yes to print and display **\*VOID** at the **Check Amount** field for this check. Click No to print and display zeros as the check amount.

## Chapter 2 Using the Main Menu

### Entering Deposits and Adjustments

In the Check, Deposit & Adjustment Entry window, click the Deposit & Adjustment tab to enter debits and credits. Deposit and interest entries increase the amount at the **Current Balance** field. Bank charges, withdrawals, and NSF charges decrease the **Current Balance** amount; however, when adjustments for previously recorded entries are made, entering a positive amount decreases the **Current Balance** amount, and entering a negative amount increases it.

If you enter a series of deposits or adjustments for different dates, enter 0 (zero) or A as the sequence number for the first entry on each new date.



## Chapter 2 Using the Main Menu

### Reconcile Bank

Use Reconcile Bank to enter the ending balance from your monthly bank statement at the end of each banking period. You can also "check off" all cleared checks, deposits, and adjustments.

#### Clearing Transactions

After all checks, deposits, and adjustments are recorded, you must enter the ending balance shown on your bank statement at the **Statement Balance** field. Click Clear to toggle the entry at the **Clear** column from **N** to **Y** for all checks, deposits, or adjustments shown on your bank statement to clear the current period activity. The amount at the **Out of Balance By** field reflects the clearing of this transaction amount. For deposits, the **Out of Balance By** amount is decreased; for checks, the **Out of Balance By** amount is increased.

If other modules are not integrated with the Bank Reconciliation module, you must enter all transactions for the month (for example, checks, deposits, and adjustments), and click Clear to toggle the entry at the **Clear** column from **Y** to **N** for all entries not shown on your bank statement.

If your bank statement does not list cleared checks in numerical order, you may find it easier to use Check, Deposit & Adjustment Entry to clear monthly transactions; however, you must still use Reconcile Bank to enter the correct ending balance from your monthly bank statement before clearing checks. For more information, [see \*Check, Deposit & Adjustment Entry\*](#).

On the Bank Reconciliation Main menu, click Reconcile Bank.

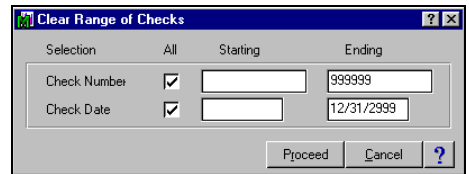


## Chapter 2 Using the Main Menu

### Clearing Checks

In the Reconcile Bank window, click the Checks tab to display all outstanding checks and indicate if they have cleared. Checks voided automatically by the system when printing an alignment pattern, and checks that have been voided manually, are listed. If multiple checks were voided, a check number range is shown instead of individual check numbers.

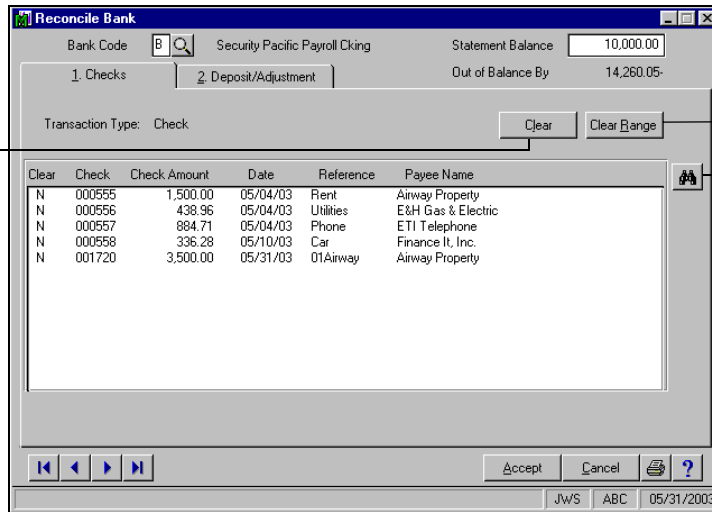
Click Clear Range to clear a range of checks before performing the actual reconciliation process.



Clear Range of Checks dialog box showing Selection, All, Starting, and Ending fields. Check Number and Check Date are checked.

Selection	All	Starting	Ending
Check Number	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="999999"/>
Check Date	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="12/31/2999"/>

Proceed Cancel ?



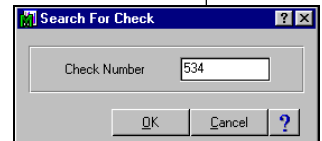
Reconcile Bank window showing Bank Code B, Security Pacific Payroll Cking, Statement Balance 10,000.00, and Out of Balance By 14,260.05. Transaction Type: Check. Clear and Clear Range buttons are visible.

Clear	Check	Check Amount	Date	Reference	Payee Name
N	000555	1,500.00	05/04/03	Rent	Airway Property
N	000556	438.96	05/04/03	Utilities	E&H Gas & Electric
N	000557	884.71	05/04/03	Phone	ETI Telephone
N	000558	336.28	05/10/03	Car	Finance It, Inc.
N	001720	3,500.00	05/31/03	01Airway	Airway Property

Accept Cancel ?

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Click Clear to toggle the entry at the Clear column to N or Y for the transaction selected. You can also toggle the entry by double-clicking the line item or by pressing ENTER.



Search For Check dialog box showing Check Number 534.

OK Cancel ?

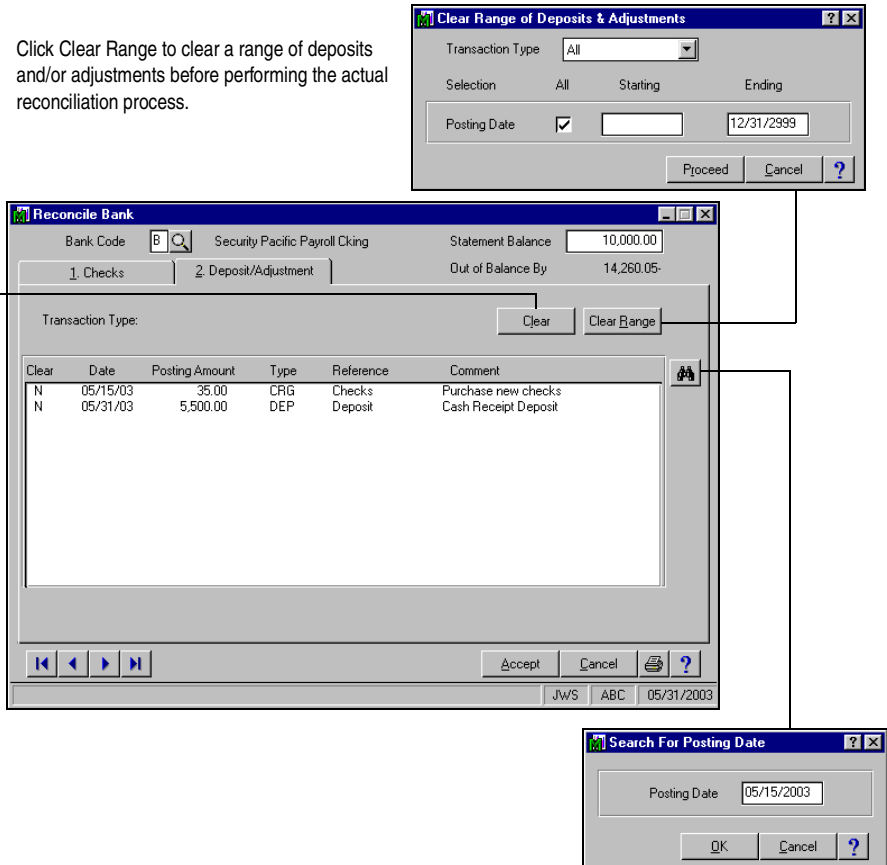
## Chapter 2 Using the Main Menu

### Clearing Deposits and Adjustments

In the Reconcile Bank window, click the Deposit/Adjustment tab to display all outstanding deposits and adjustments, and to indicate if they have cleared.

Click Clear Range to clear a range of deposits and/or adjustments before performing the actual reconciliation process.

Click Clear to toggle the entry at the Clear column to N or Y for the transaction selected. You can also toggle the entry by double-clicking the line item or by pressing ENTER.



Click the Printer button to print the Bank Reconciliation Register. For more information, [see Bank Reconciliation Register](#). Verify that the **Adjusted Book Balance** amount and the **Calculated Book Balance** amount on the Bank Reconciliation Register match. If they do not match, [see Adjusting Out-of-Balance Conditions](#).

## Bank Reconciliation Register

The Bank Reconciliation Register lists all transactions entered for a specified date range and provides a reconciliation summary. This register serves as an audit record of bank account activity and includes checks, deposits, and adjustments recorded automatically through the General Ledger, Accounts Payable, Accounts Receivable, Client Write-Up, Payroll, Purchase Order, and Time and Billing updates, and all information entered manually in Check, Deposit & Adjustment Entry. The Bank Reconciliation Register is normally printed following the use of Reconcile Bank.

Deposits and adjustments are listed in chronological order. The transaction type, reference, comment, whether the transaction has been cleared, and the debit or credit amount are printed for each deposit or adjustment. Entries that reduce the bank account balance appear as debits; entries that increase the bank account balance appear as credits. For example, if you enter a bank service charge as an adjustment, it appears as a debit. Checks are listed in order according to check number. The sequence number, source, reference, payee name, whether the check has been cleared, and the check amount print for each check.

The reconciliation summary at the end of the register totals all outstanding checks, deposits, and adjustments. These totals are added to or subtracted from the amount entered at the **Statement Balance** field in the Reconcile Bank window to derive the **Adjusted Bank Balance** amount. The **Calculated Book Balance** amount on the Bank Reconciliation Register reflects the cumulative system balance through the ending transaction date specified. Any outstanding checks, deposits, or adjustments dated prior to the ending transaction date that have *not* yet been cleared are included in the **Calculated Book Balance** amount. The **Out of Balance By** amount is the difference between the **Adjusted Bank Balance** amount and the **Calculated Book Balance** amount; to be in balance, this amount must equal zero. The summary also includes the General Ledger Cash account number for each bank code. An example of a *Bank Reconciliation Register* is shown on page 30.



## Chapter 2 Using the Main Menu

### Printing the Bank Reconciliation Register

On the Bank Reconciliation Main menu, click Bank Reconciliation Register.

Before cleared transaction detail for a bank code can be purged, the Bank Reconciliation Register for that bank code must be printed individually. For more information, see Purge Cleared Transactions in the Help system.

If the **Adjusted Bank Balance** amount does not agree with the **Calculated Book Balance** amount (that is, the **Out of Balance By** amount does not equal zero), see Adjusting Out-of-Balance Conditions.

The following dialog box appears if all of the following conditions occur:

- The **Adjusted Bank Balance** amount agrees with the **Calculated Book Balance** amount (that is, the **Out of Balance By** amount equals zero).
- The Bank Reconciliation Register has been printed for the bank code to be purged.
- **All Transactions** is selected at the **Print Cleared Transactions** field.
- **All Activity** is selected at the **Report Format** field.

#### Note

To change the displayed purge date, you must change the entry at the Transaction Date Ending field, and reprint the register.

Click Yes to purge detail from the file for cleared checks, deposits, and adjustments through the purge date that appears.

## Chapter 2 Using the Main Menu

### Adjusting Out-of-Balance Conditions

If the **Adjusted Bank Balance** amount on the Bank Reconciliation Register does not agree with the **Calculated Book Balance** amount (that is, if the **Out of Balance By** amount does not equal zero), check for inaccurate or missing records.

If a check was not cleared, or if a check was cleared that is still outstanding, use Reconcile Bank to reverse the original entry at the **Clear** column.

#### Note

Entries made using Check, Deposit & Adjustment Entry do not post to the general ledger.

If a manual check was recorded incorrectly in the Accounts Payable or Payroll module, use Check, Deposit & Adjustment Entry to enter an adjustment. This process also requires that the appropriate adjustment be posted to the general ledger. You can also use Manual Check Entry in the Accounts Payable module or Payroll Data Entry in the Payroll module to make a correction by reversing the original check entry and reentering the check using the correct amount. This allows the adjusted check amount to be posted correctly to the bank reconciliation and general ledger systems when the Manual Check Register update is performed in the Accounts Payable module or the Check Register update is performed in the Payroll module.



## Chapter 2 Using the Main Menu

### Calculating the Book Balance

The **Calculated Book Balance** amount on the Bank Reconciliation Register is calculated automatically by the system. The calculation takes the amount at the **Current Balance** field in the Bank Code Maintenance window and either subtracts or adds all transactions dated after the ending date on the Bank Reconciliation Register. The **Adjusted Bank Balance** amount is calculated by taking the amount entered at the **Statement Balance** field in the Reconcile Bank window, adding all deposits in transit, subtracting or adding all adjustments, and subtracting all outstanding checks.

When the difference between the **Calculated Book Balance** amount and the **Adjusted Bank Balance** amount equals zero, compare the **Calculated Book Balance** amount to your general ledger for the current period-ending date. If these two figures do not agree, use the Bank Reconciliation Register as a reference when making general ledger journal entries to post deposits, adjustments, interest, or bank charges that have been recorded in Bank Reconciliation, but have not been posted to the general ledger.

If an adjustment is entered in the bank reconciliation system, the same adjustment must be made in the general ledger system, so that the two systems will balance. For the same reason, if adjustments are made using General Journal Entry or Transaction Journal Entry in the General Ledger module, and the General Ledger module is not integrated with Bank Reconciliation, the adjustments must also be recorded in the bank reconciliation system.



## Chapter 2 Using the Main Menu

# Bank Transaction Recap Report

The Bank Transaction Recap Report lists checks, deposits, and adjustments in chronological order. This report can be printed at any time before the Bank Reconciliation file is purged.

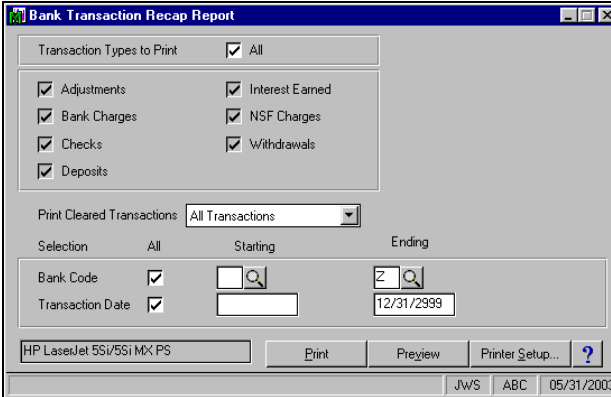
### Note

Only those transaction types for which there is at least one transaction are printed.

This report provides an overall picture of transactions for a specified range of dates. You can print information for either one or a combination of transaction types and include only cleared transactions, outstanding transactions, or all transactions. The transaction date, type, source, check number, check type, reference, comment/payee name, whether the transaction has been cleared, the transaction amount, and the bank balance are printed for each bank code. In addition, the number of transactions and a total amount are printed for each transaction type selected. An example of a *Bank Transaction Recap Report* is shown on [page 31](#).

## Printing the Bank Transaction Recap Report

On the Bank Reconciliation Main menu, click Bank Transaction Recap Report.



Bank Transaction Recap Report

Transaction Types to Print  All

Adjustments  Interest Earned  
 Bank Charges  NSF Charges  
 Checks  Withdrawals  
 Deposits

Print Cleared Transactions: All Transactions

Selection: All Starting Ending

Bank Code:  [Z] [Q]  
Transaction Date:  [ ] [12/31/2999]

HP LaserJet 5Si/5Si MX PS    

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## Estimated Cash Flow Analysis

The Estimated Cash Flow Analysis provides a cash flow projection for four user-defined periods. The cash flow information is based on current bank account balances, expected cash receipts from the Accounts Receivable and Time and Billing modules, and estimated disbursements from the Accounts Payable and Purchase Order modules. Anticipated payroll expenditures, up to six additional cash sources, and up to six additional cash requirements can be entered to provide a more accurate picture of future cash flow.

### Estimating Cash Flow

The **Beginning Cash Balance** amount on the report is the total of all calculated book balances for the selected bank accounts. The amount shown for each bank account is the "book" balance as of the ending date of the first reporting period. This amount does not reflect deposits or disbursements recorded after this date.

If the Accounts Payable module is integrated with Bank Reconciliation, the **Accounts Payable** line reflects the Accounts Payable cash requirement amount for each period. You can select whether to base the projection on cash required using the invoice due date from the Accounts Payable Open Invoice file or an average due date calculated using the invoice date from the Accounts Payable Open Invoice file and the average days for payment from the Accounts Payable Vendor master file. The **Accounts Payable** line includes all invoices, but the Estimated Cash Flow Analysis always applies this discount, when due, to the invoice balance. To "tie back" to the **Estimated Cash Flow Accounts Payable** line, print the Accounts Payable Cash Requirements Report with the **Age Credit Invoices** check box selected.

If the Purchase Order module is integrated with Bank Reconciliation, the **Open Purchase Orders** line reflects the uninvoiced balance of all open purchase orders for each period if the **Include Open Purchase Orders** check box is selected on the Estimated Cash Flow Analysis Select tab. The **Open Purchase Order** line can be "tied back" by printing the Purchase Order Cash Requirements Report.



## Chapter 2 Using the Main Menu

The **Payroll** line reflects all amounts entered for each period at the **Payroll Disbursements** fields on the Estimated Cash Flow Analysis Disbursements tab.

The **Total Cash Requirements** amount is the total of all cash requirement lines. The total cash requirements for each period are subtracted from the **Total Available Cash** amount to derive the **Ending Cash Balance** amount. The ending cash balance then becomes the **Beginning Cash Balance** amount for the next period.

If the Accounts Receivable or Time and Billing module is integrated with Bank Reconciliation, the expected receipt amount prints on the **Accounts Receivable** line for each period. You can select whether to base the projection on cash expected (using the invoice due date from the Accounts Receivable Open Invoice file) or an average due date (calculated using the invoice date from the Accounts Receivable Open Invoice file and the average days for payment from the Accounts Receivable Customer master file). If the Time and Billing module is integrated, the cash expected projection for Time and Billing is based on the invoice date and is included in the **Accounts Receivable** amount. The **Accounts Receivable** line includes all invoices, but the Estimated Cash Flow Analysis always applies the discount to the invoice balance. In order to "tie back" to the **Estimated Cash Flow Accounts Receivable** line, print the Accounts Receivable Cash Expectation Report with the **Apply Discounts** check box selected.

### Note

The Recorded Deposits line prints only if there are deposits pending in a future period.

Amounts on the **Recorded Deposits** line reflect deposits processed after the first period-ending date.

The **Total Expected Cash** amount is the total cash expected for the period from all sources listed. This total is added to the **Beginning Cash Balance** amount to derive the **Total Available Cash** amount for the period.

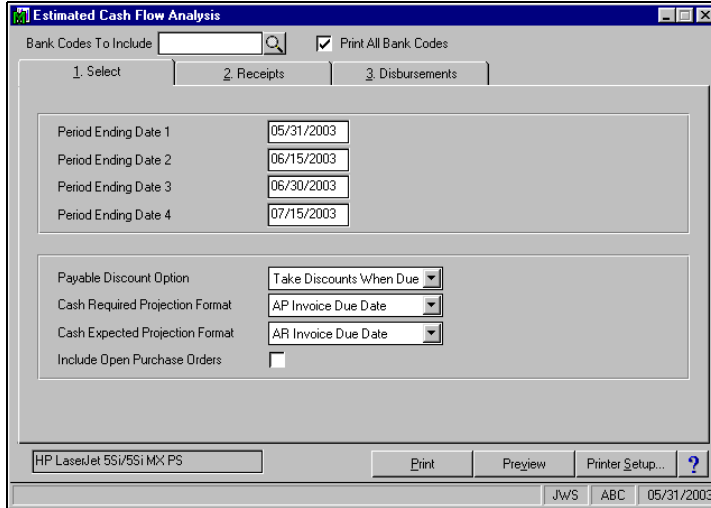
An example of an *Estimated Cash Flow Analysis* is shown on page 32.



Chapter 2 Using the Main Menu

### Printing the Estimated Cash Flow Analysis

On the Bank Reconciliation Main menu, click Estimated Cash Flow Analysis.



This report does not include invoices that are marked as on hold. When comparing to the Accounts Payable Cash Requirements Report, which does include on hold invoices, the difference between these reports will be reflected.



Chapter 2 Using the Main Menu

### Entering Receipts and Disbursements

In the Estimated Cash Flow Analysis window, click the Receipts and Disbursements tabs to enter any anticipated receipts and disbursements that are not automatically recorded through the Accounts Payable, Accounts Receivable, Payroll, Purchase Order, and/or Time and Billing modules (for example, sales tax payments, IRS refund checks, or payroll expenses). The dates displayed are the period-ending dates entered on the Select tab.

Other Receipts Expected	Through 05/31/2003	06/15/2003	06/30/2003	07/15/2003
IRS Refund	2,200.00	.00	.00	.00
Employee Loans	100.00	.00	100.00	.00
Bank Loan Proceeds	10,000.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00

Other Disbursements	Through 05/31/2003	06/15/2003	06/30/2003	07/15/2003
Capital Acquisition	.00	12,500.00	.00	16,000.00
Loan Payments	.00	.00	.00	5,500.00
Stockholders Dividend	.00	.00	10,000.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00

Payroll Disbursements:    .00    42,000.00    .00    42,000.00



## System Messages

When the system encounters a condition requiring your attention, a System Message dialog box appears. Usually the resolution is simple, and you can proceed without difficulty.

### Bank Reconciliation Messages

The general messages that may be encountered when using the Bank Reconciliation module are presented on the following pages. These messages are listed by the option in which the messages are likely to appear. Following each message is an explanation, and instruction for resolving that particular problem.

#### Bank Code Maintenance

##### **Invalid G/L account number.**

You entered an invalid general ledger account number, or the general ledger account number field has been left blank. Enter a general ledger account number, or click Delete to remove the current record.

##### **Non-financial accounts may not be used.**

You entered a nonfinancial general ledger account number. Enter a financial general ledger account number.

##### **Permanent record - cannot delete.**

You attempted to delete bank code A. This bank code is the default and cannot be deleted.



## Appendix A System Messages

### Reconcile Bank

#### No records found.

You performed a search using a starting check number that is higher than the highest check number, or you are using a posting date that is later than the last posting date. Enter a different check number or posting date.

#### No records to clear.

You entered a bank code for which there are no checks, deposits, or adjustments. Enter a different bank code.

#### Selected records already cleared.

You entered range of checks or deposits/adjustments that does not contain checks or deposits/adjustments that require clearing (that is, the **Clear** column for all selected checks or deposits/adjustments is set to **Y**). Return to the **Check Number** or **Posting Date** field for a new entry.

### Estimated Cash Flow Analysis

#### Period-ending dates not in sequence.

You entered an out-of-sequence period-ending date. Each period-ending date must be at least 1 day past the previous date. Return to the **Period Ending Date 1** field on the Select tab for a new entry.



## Appendix B

# Integrating Other Modules with Bank Reconciliation

The Bank Reconciliation module is a valuable addition to the General Ledger, Accounts Payable, Accounts Receivable, Client Write-Up, Payroll, Purchase Order, and Time and Billing modules. When integrated with Bank Reconciliation, these modules share information, thereby eliminating the reentry of information already stored within the system. Monthly reconciliation of the bank statement is no longer a time-consuming process; you only need to check that the transactions recorded by the system agree with the bank statement. Any discrepancy or missing information is easily identified.

The following modules can be integrated with Bank Reconciliation:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Client Write-Up
- Payroll
- Purchase Order
- Time and Billing

The benefits of integrating these modules with Bank Reconciliation follow.

## General Ledger

When the General Ledger module is integrated with Bank Reconciliation, a bank code can be entered using General Ledger Transaction Journal Entry, and check disbursement and deposit information (for example, cash receipt) is posted to the Bank Reconciliation module.

## Accounts Payable

When the Accounts Payable module is integrated with Bank Reconciliation, all checks recorded using Accounts Payable Check Printing and Manual Check Entry (including voided checks) are posted to the Bank Reconciliation module.



## Appendix B Integrating Other Modules with Bank Reconciliation

### Accounts Receivable

When the Accounts Receivable module is integrated with Bank Reconciliation, all deposits processed using Accounts Receivable Cash Receipts Entry are posted to the Bank Reconciliation module.

### Client Write-Up

When the Client Write-Up module is integrated with Bank Reconciliation, a bank code can be entered using Client Write-Up After-the-Fact Entry, and check disbursement and deposit information is posted to the Bank Reconciliation module.

### Payroll

When the Payroll module is integrated with Bank Reconciliation, all automatically printed or manually entered checks are posted to the Bank Reconciliation module.

### Purchase Order

When the Purchase Order module is integrated with Bank Reconciliation, all COD payments entered for receipts with an invoice number using Purchase Order Receipt of Goods Entry, and all invoices entered using Purchase Order Receipt of Invoice Entry are posted to the Bank Reconciliation module. The information is updated to the bank code entered on the Totals tab in these options.

### Time and Billing

When the Time and Billing module is integrated with Bank Reconciliation, all deposits processed using Time and Billing Cash Receipts/Write-Off Entry are posted to the Bank Reconciliation module.



# Report Samples

This section contains representative samples of the reports available through your Bank Reconciliation module.

Samples of the following reports are included.

- *Bank Reconciliation Register*
- *Bank Transaction Recap Report*
- *Estimated Cash Flow Analysis*



Appendix C Report Samples

Bank Reconciliation Register

BANK RECONCILIATION REGISTER							ABC Distribution and Service Corp.	
							ALL ACTIVITY	
BANK CODE: A Security Pacific Checking								
DEPOSITS AND ADJUSTMENTS:								
DATE	TYP	REFERENCE	COMMENT	DEBITS	CREDITS	CLR		
05/03/03	NSF	NSF CHARGE	Returned C/R Check	10.00		Y		
05/04/03	BNK	BANK CHRGE	Monthly Service Chg	15.00		Y		
05/05/03	DEP	DEPOSIT	Cash Receipt Deposi		2,500.00	Y		
05/07/03	ADJ	ADJUSTMENT	Error on April Stmt	49.00		Y		
05/10/03	DEP	DEPOSIT	Cash Receipt Deposi		1,890.00	Y		
05/15/03	DEP	DEPOSIT	Cash Receipt Deposi		785.00	Y		
05/16/03	DEP	DEPOSIT	Cash Receipt Deposi		2,300.00	N		
05/17/03	DEP	DEPOSIT	Cash Receipt Deposi		1,500.00	N		
05/18/03	INT	INTEREST	From 04/30/2003		3,250.00	Y		
05/27/03	DEP	DEPOSIT	Cash Receipt Deposi		7,890.00	N		
TOTAL OF 10 POSTINGS:				74.00	20,115.00			
CHECKS:								
CHECK NUMBER	DATE	SRC	REFERENCE	PAYEE NAME	AMOUNT	CLR		
001001	05/31/03	BR		Riviere Development Co.	3,000.00	N		
001005	05/31/03	BR		Petty Cash	908.84	N		
001716	05/31/03	BR	01ANDERS	Anders Auto Repair	3,245.67	N		
001717	05/31/03	BR	01NOF	Kenny's Delivery Service	75.00	N		
001718	05/31/03	BR	01ALLCLIM	All Climate Maintenance	2,435.97	N		
007102	05/31/03	BR			** VOID **	Y		
007103	05/31/03	BR	02ARROW	Arrowsmith Drinking Water	67.85	Y		
007104	05/31/03	BR	01IBM	IBM Corporation	87.00	Y		
007105	05/31/03	BR	01STEV	Stevens Supply	35.75	Y		
TOTAL OF 9 CHECKS:					9,856.08			
RECONCILIATION SUMMARY FOR BANK A AS OF 12/31/99:								
G/L CASH ACCOUNT NUMBER					101-01-00			
BANK STATEMENT BALANCE					8,160.40			
PLUS 3 DEPOSITS IN TRANSIT TOTALING					11,690.00			
LESS 0 ADJUSTMENTS TOTALING					.00			
LESS 5 CHECKS OUTSTANDING TOTALING					9,665.48			
ADJUSTED BANK BALANCE					10,184.92			
CALCULATED BOOK BALANCE					10,184.92			
OUT OF BALANCE BY					.00			
Sys Date: 05/31/03 / 4:48 pm							Page: 1	
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See Bank Reconciliation Register for more information on this report.

Appendix C Report Samples

Bank Transaction Recap Report

ABC Distribution and Service Corp.									
BANK TRANSACTION RECAP REPORT									
FOR ALL TRANSACTIONS									
BANK CODE: A Security Pacific Checking									
DATE	TYP	SRC	CHECK NUMBER	CHECK TYPE	REFERENCE	COMMENT/PAYEE NAME	CLR BNK	TRANSACTION AMOUNT	BANK BALANCE
BEGINNING BALANCE:									.00
05/03/03	NSF	BR			NSF CHARGE	Returned C/R Check	Y	10.00	10.00
05/04/03	CRG	BR			BANK CHRGE	Monthly Service Chg	Y	15.00	25.00
05/05/03	DEP	BR			DEPOSIT	Cash Receipt Deposit	Y	2,500.00	2,475.00
05/07/03	ADJ	BR			ADJUSTMENT	Error on April Stmt	Y	49.00	2,426.00
05/10/03	DEP	BR			DEPOSIT	Cash Receipt Deposit	Y	1,890.00	4,316.00
05/15/03	DEP	BR			DEPOSIT	Cash Receipt Deposit	Y	785.00	5,101.00
05/16/03	DEP	BR			DEPOSIT	Cash Receipt Deposit	N	2,300.00	7,401.00
05/17/03	DEP	BR			DEPOSIT	Cash Receipt Deposit	N	1,500.00	8,901.00
05/18/03	INT	BR			INTEREST	From 04/30/2003	Y	3,250.00	12,151.00
05/27/03	DEP	BR			DEPOSIT	Cash Receipt Deposit	N	7,890.00	20,041.00
05/31/03	CHK	BR	001001	MAN		Riviere Development Co.	N	3,000.00	17,041.00
05/31/03	CHK	BR	001005	MAN		Petty Cash	N	908.84	16,132.16
05/31/03	CHK	BR	001716	MAN	01ANDERS	Anders Auto Repair	N	3,245.67	12,886.49
05/31/03	CHK	BR	001717	MAN	01NOF	Kenny's Delivery Service	N	75.00	12,811.49
05/31/03	CHK	BR	001718	MAN	01ALLCLIM	All Climate Maintenance	N	2,435.97	10,375.52
05/31/03	CHK	BR	007102	VOID			Y	** VOID **	10,375.52
05/31/03	CHK	BR	007103	MAN	02ARROW	Arrowsmith Drinking Water	Y	67.85	10,307.67
05/31/03	CHK	BR	007104	MAN	01IBM	IBM Corporation	Y	87.00	10,220.67
05/31/03	CHK	BR	007105	MAN	01STEV	Stevens Supply	Y	35.75	10,184.92
ENDING BALANCE:									10,184.92
TRANSACTION TYPE SUMMARY FOR BANK CODE A:									
TYPE	NUMBER OF		AMOUNT						
ADJUSTMENTS	1		49.00						
BANK CHARGES	1		15.00						
CHECKS	9		9,856.08						
DEPOSITS	6		16,865.00						
INTEREST EARNED	1		3,250.00						
NSF CHARGES	1		10.00						

App Date: 05/31/03 / 4:50 pm

Page: 1  
User: John Smith

See Bank Transaction Recap Report for more information on this report.

Appendix C Report Samples

Estimated Cash Flow Analysis

		ABC Distribution and Service Corp.			
ESTIMATED CASH FLOW ANALYSIS					
	THROUGH 05/31/03	06/01/03 06/15/03	06/16/03 06/30/03	07/01/03 07/15/03	
<b>CALCULATED BOOK BALANCE:</b>					
A Security Pacific Checking	10,184.92				
B Security Pacific Payroll	23,675.43				
C Bank Of America Savings	243,474.14				
<b>BEGINNING CASH BALANCE:</b>	<b>277,334.49</b>	<b>487,947.94</b>	<b>452,577.94</b>	<b>357,361.24</b>	
<b>CASH EXPECTED TO BE RECEIVED:</b>					
ACCOUNTS RECEIVABLE	302,593.95	48,078.74	47,864.94		.00
<b>OTHER SOURCES:</b>					
IRS Refund	2,200.00	.00	.00		.00
Employee Loans	100.00	.00	100.00		.00
Bank Loan Proceeds	10,000.00	.00	.00		.00
<b>TOTAL EXPECTED CASH:</b>	<b>314,893.95</b>	<b>48,078.74</b>	<b>47,964.94</b>		<b>.00</b>
<b>TOTAL AVAILABLE CASH:</b>	<b>592,228.44</b>	<b>536,026.68</b>	<b>500,542.88</b>		<b>357,361.24</b>
<b>CASH REQUIRED TO BE DISBURSED:</b>					
ACCOUNTS PAYABLE	104,280.50	28,948.74	133,181.64		.00
PAYROLL	.00	42,000.00	.00		42,000.00
<b>OTHER REQUIREMENTS:</b>					
Capital Acquisition	.00	12,500.00	.00		16,000.00
Loan Payments	.00	.00	.00		5,500.00
Stockholders Dividend	.00	.00	10,000.00		.00
<b>TOTAL CASH REQUIREMENTS:</b>	<b>104,280.50</b>	<b>83,448.74</b>	<b>143,181.64</b>		<b>63,500.00</b>
<b>ENDING CASH BALANCE:</b>	<b>487,947.94</b>	<b>452,577.94</b>	<b>357,361.24</b>		<b>293,861.24</b>

See Estimated Cash Flow Analysis for more information on this report.

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