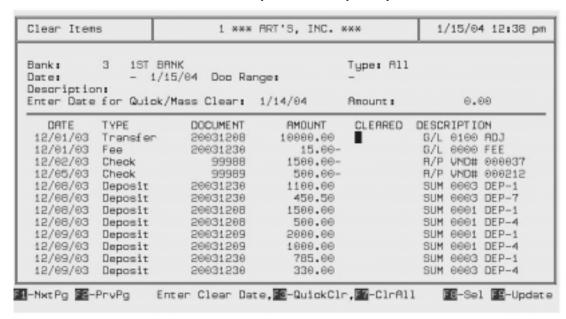### 3.7   Bank Reconciliation (BKRECON)

The Bank Reconciliation module has interfacing from A/P, G/L and Summary. The interfacing from A/P and G/L are automatic, once a check is updated or a journal entry is updated that has a bank account number, it will be put into the Bank Reconciliation file. The deposits from summary have to be created using the 'Create Summary Interface Bank Trans' (SUMGLINT) program.

```
┌─────────────────┬───────────────────────────┬─────────────────────┐
│ Bank Account Menu │     1 *** ART'S, INC. ***  │   10/15/03 12:55 pm │
├─────────────────┴───────────────────────────┴─────────────────────┤
│                                                                    │
│                                                                    │
│              █lear Outstanding Items                               │
│                                                                    │
│              List Bank Transactions                                │
│                                                                    │
│              Modify Bank Transactions                              │
│                                                                    │
│              Reconcile Bank Account                                │
│                                                                    │
│              Print Bank Transactions                               │
│                                                                    │
│              PUrge Bank Transactions                               │
│                                                                    │
│              CrEate Summary Interface Bank Trans                   │
│                                                                    │
│                                                                    │
├────────────────────────────────────────────────────────────────────┤
│ F1-OFM     F2-MAIL     F4-CALENDAR    F5-HELP    F7-SECURITY   F8-Prev│
└────────────────────────────────────────────────────────────────────┘
```

Clear Outstanding Items (BKRECCLR)

This program allows you to clear outstanding items once you have received notification from the bank that it has cleared. Checks voided from AP will automatically be cleared by the system.

```
┌─────────────────┬───────────────────────────┬─────────────────────┐
│ Clear Items     │     1 *** ART'S, INC. ***  │   1/15/04 12:38 pm  │
├─────────────────┴───────────────────────────┴─────────────────────┤
│ Bank:      3   1ST BANK                  Type: All                 │
│ Date:         -  1/15/04  Doc Range:         -                     │
│ Description:                                                       │
│ Enter Date for Quick/Mass Clear:  1/14/04      Amount:      0.00   │
│                                                                    │
│   DATE      TYPE        DOCUMENT     AMOUNT    CLEARED  DESCRIPTION │
│  12/01/03   Transfer    20031208    10000.00     █     G/L 0100 ADJ│
│  12/01/03   Fee         20031230       15.00-          G/L 0000 FEE │
│  12/02/03   Check          99988     1500.00-          A/P VND# 000037│
│  12/05/03   Check          99989      500.00-          A/P VND# 000212│
│  12/08/03   Deposit     20031230     1100.00          SUM 0003 DEP-1│
│  12/08/03   Deposit     20031230      450.50          SUM 0003 DEP-7│
│  12/08/03   Deposit     20031208     1500.00          SUM 0001 DEP-1│
│  12/08/03   Deposit     20031208      500.00          SUM 0001 DEP-4│
│  12/09/03   Deposit     20031209     2000.00          SUM 0001 DEP-1│
│  12/09/03   Deposit     20031209     1000.00          SUM 0001 DEP-4│
│  12/09/03   Deposit     20031230      785.00          SUM 0003 DEP-1│
│  12/09/03   Deposit     20031230      330.00          SUM 0003 DEP-4│
├────────────────────────────────────────────────────────────────────┤
│ █1-NxtPg █2-PrvPg   Enter Clear Date,█3-QuickClr,█7-ClrAll  █9-Sel █5-Update│
└────────────────────────────────────────────────────────────────────┘
```

Bank

Enter the bank number or select it from the lookup window.

Type
Enter the type of document to clear. Options are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Date
Enter a range of transaction dates to be cleared.

Doc Range
Enter the beginning and ending document number to be cleared or leave blank for all documents. The auto interfaced entries into Bank Reconciliation have document numbers coded with specific meanings. If it comes from the Summary System or G/L, it is the date that it was interfaced into Bank Reconciliation in the following date format YYYYMMDD. If it is an A/P check, the document number will be the check number.

Description
Enter in the description of documents to be cleared, you may enter in a partial description, or leave blank for all. Example: if you wanted entries from the summary system, enter SUM in the description.
The auto interfaced entries into Bank Reconciliation have descriptions coded in the following format. The first 3 characters are the origination indicator, "SUM" for summary, "G/L" for journal entries, and "A/P" for accounts payable. A space will follow the origination indicator and the next 4 digits will be the location indicator for the SUM or G/L entries, "0001" for location 1, "0002" for location 2 etc…; If it is an A/P check entry it will read "VND#" (meaning A/P vendor number), followed by a space and the six digit vendor num-ber. For the SUM and G/L entries, a space will follow the location indicator and the next 6 characters will be a specific description of where the transaction came from. For deposits from the summary system, it will read either "DEP-x" (x being the deposit number on the SUMEODS screen) for individual posting of depos-its, or it will read "SALES", "RTO" or "MOVIE" for lump sum posting of deposits. For returned checks from the summary system it will read "RETCHK". For the G/L journal entries it will give you the source code that was used on the entry. Below are examples of each.

Summary System Description for Store #1, Deposit #1:
SUM 0001 DEP-1
G/L Journal Entry Description for Store #1, Source 'ADJ':
G/L 0001 ADJ
A/P Check Entry Description for Vendor # 286:
A/P VND# 000286

Enter Date for Quick/Mass Clear
Enter the date for a quick or mass clearing of items. The default will always be the day before the system date. This will eliminate the need to manually key in the same cleared date for multiple transactions. (This would be used with the F3 and F7 options once items have been listed.)
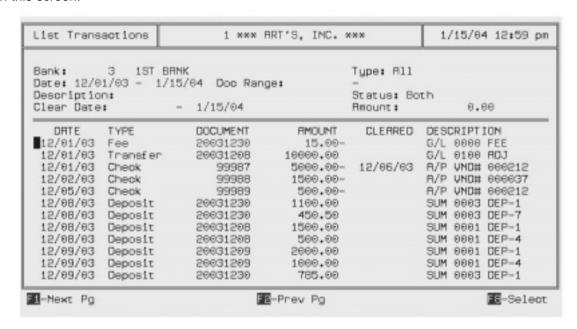
Amount
Enter the dollar amount of the transaction(s) to be selected, or leave zero to select transactions of any amount.

Once you have made your selections, your cursor will be positioned in the 'cleared date' field of the first transaction. You may use the arrow keys to move up and down on the page, or the **F1** to page forward and **F2** to page back. Press **F8** to return to the selection criteria at the top of the screen (to return to the menu press F8 again). Find the document(s) you want to clear and enter the cleared date or use F3 to have the system put in the quick/mass clear date you had entered above. Use the F7 key if you want to clear all of the listed transaction with the 'quick/mass' clear date. If you choose F7, you will be given the prompt "Are you sure you want to CLEAR ALL selected records? N", you must enter a 'Y' for it to insert a clear date in all documents. When finished clearing transactions use the **F9** to actually update the transactions. If you hit the F8 or F10 key, you will be asked if you want to abort the cleared transactions. If you answer (Y)es to this prompt then none of the transactions will be cleared or updated and the cursor will return to the selec-

tion part of the screen. If you answer (N)o then you will return to the Clear Screen as it was before hitting F8 or F10 and allowed to modify and/or apply the updates.

List Bank Transactions (BKRECLST)

All documents for a particular bank may be viewed using the listing option. There are no update capabilities on this screen.

```
┌────────────────────┬─────────────────────────────┬──────────────────────┐
│ List Transactions  │    1 *** ART'S, INC. ***     │  1/15/84 12:59 pm    │
└────────────────────┴─────────────────────────────┴──────────────────────┘

Bank:      3   1ST BANK                        Type: All
Date: 12/01/83 -  1/15/84  Doc Range:            -
Description:                                   Status: Both
Clear Date:          -  1/15/84                Amount:         0.00
──────────────────────────────────────────────────────────────────────────
   DATE    TYPE        DOCUMENT      AMOUNT    CLEARED   DESCRIPTION
 ▌12/01/83 Fee         20031230      15.00-              G/L 0000 FEE
  12/01/83 Transfer    20031208   10000.00              G/L 0100 ADJ
  12/01/83 Check          99987    5000.00-  12/06/83   A/P VND# 000212
  12/02/83 Check          99988    1500.00-              A/P VND# 000037
  12/05/83 Check          99989     500.00-              A/P VND# 000212
  12/08/83 Deposit     20031230    1100.00              SUM 0003 DEP-1
  12/08/83 Deposit     20031230     450.50              SUM 0003 DEP-7
  12/08/83 Deposit     20031208    1500.00              SUM 0001 DEP-1
  12/08/83 Deposit     20031208     500.00              SUM 0001 DEP-4
  12/09/83 Deposit     20031209    2000.00              SUM 0001 DEP-1
  12/09/83 Deposit     20031209    1000.00              SUM 0001 DEP-4
  12/09/83 Deposit     20031230     785.00              SUM 0003 DEP-1

 F1-Next Pg               F2-Prev Pg                    F8-Select
```

Bank
Enter the bank number or select it from the lookup window.

Type
Enter the type of document to list. Options are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Date
Enter a range of transaction dates to list.

Doc Range
Enter the beginning and ending document number to be listed or leave blank for all documents.
The auto interfaced entries into Bank Reconciliation have document numbers coded with specific meanings. If it comes from the Summary System or G/L, it is the date that it was interfaced into Bank Reconciliation in the following date format YYYYMMDD. If it is an A/P check, the document number will be the check number.

Description
Enter in the description of documents to be listed, you may enter in a partial description, or leave blank for all. Example: if you wanted entries from the summary system, enter SUM in the description.
The auto interfaced entries into Bank Reconciliation have descriptions coded in the following format. The first 3 characters are the origination indicator, "SUM" for summary, "G/L" for journal entries, and "A/P" for accounts payable. A space will follow the origination indicator and the next 4 digits will be the location indicator for the SUM or G/L entries, "0001" for location 1, "0002" for location 2 etc…; If it is an A/P check entry it will read VND# (meaning A/P vendor number), followed by a space and the six digit vendor number. For the SUM and G/L entries, a space will follow the location indicator and the next 6 characters will be a specific description of where the transaction came from. For deposits from the summary system, it will read either "DEP-x" (x being the deposit number on the SUMEODS screen) for individual posting of deposits, or it will read "SALES", "RTO" or "'MOVIE" for lump sum posting of deposits. For returned checks from the summary system it will read "RETCHK". For the G/L journal entries it will give you the source code that was used on the entry. Below are examples of each.

Summary System Description for Store #1, Deposit #1:
SUM 0001 DEP-1
G/L Journal Entry Description for Store #1, Source 'ADJ':
G/L 0001 ADJ
A/P Check Entry Description for Vendor # 286:
A/P VND# 000286

Status
Enter the status of transactions to be listed, (C)leared, (O)utstanding, or (B)oth.

Clear Date
Enter a range of cleared dates to list. To list transactions regardless of clear date, leave the first date blank and the second date defaulted to today's date.

Amount
Enter the dollar amount of the transaction(s) to be selected, or leave zero to select transactions of any amount.

Should the listing span more than one page, use the **F1** to page forward and **F2** to page back, press **F8** to return to the selection criteria at the top of the screen (to return to the menu press F8 again).

Modify Bank Transactions (BKRECCHG)
A bank document may be added, changed, and/or deleted using this module.

Bank
Enter the bank number or select it from the lookup window.

Type
Enter the type of document to list for modification. Options are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Date
Enter a range of transaction dates to list for modification.

Doc Range
Enter the beginning and ending document number to be listed for modification or leave blank for all docu-ments. *The auto interfaced entries into Bank Reconciliation have document numbers coded with specific meanings. If it comes from the Summary System or the G/L, it is the date that it was interfaced into Bank Reconciliation in the following date format YYYYMMDD. If it is an A/P check, the document number will be the check number.*

Description
Enter in the description of documents to be listed for modification, you may enter in a partial description, or leave blank for all. Example: if you wanted entries from the summary system, enter SUM in the description. *The auto interfaced entries into Bank Reconciliation have descriptions coded in the following format. The first 3 characters are the origination indicator, "SUM" for summary, "G/L" for journal entries, and "A/P" for accounts payable. A space will follow the origination indicator and the next 4 digits will be the location indicator for the SUM or G/L entries, "0001" for location 1, "0002" for location 2 etc…; If it is an A/P check entry it will read "VND#" (meaning A/P vendor number), followed by a space and the six digit vendor num-ber. For the SUM and G/L entries, a space will follow the location indicator and the next 6 characters will be a specific description of where the transaction came from. For deposits from the summary system, it will read either "DEP-x (x being the deposit number on the SUMEODS screen) for individual posting of depos-its, or it will read "SALES", "RTO" or "MOVIE" for lump sum posting of deposits. For returned checks from the summary system it will read "RETCHK". For the G/L journal entries it will give you the source code that was used on the entry. Below are examples of each.*

Summary System Description for Store #1, Deposit #1:
SUM 0001 DEP-1
G/L Journal Entry Description for Store #1, Source 'ADJ':
G/L 0001 ADJ
A/P Check Entry Description for Vendor # 286:
A/P VND# 000286

Status
Enter the status of transactions to be listed for modification, (C)leared, (O)utstanding, or (B)oth.

Clear Date
Enter a range of cleared dates to list. To list transactions regardless of clear date, leave the first date blank and the second date defaulted to today's date.

Amount
Enter the dollar amount of the transaction(s) to be selected, or leave zero to select transactions of any amount.

Once you have made your selections, your cursor will be positioned on the top document, you may use the arrow keys to move up and down on the page, or the **F1** to page forward and **F2** to page back. Pressing the F3 key on a transaction will allow you to make a change. F4 will select the transaction your cursor is on at the time for deletion. It will then ask if you are sure you want to delete, press (Y)es to delete or leave the default of (N)o if the transaction is not to be deleted. F5 will allow you to insert a transaction. F7 will select all transactions within your entire selection criteria for deletion. It will then ask if you are sure you want to delete, press (Y)es to delete or leave the default of (N)o if the transactions are not to be deleted. F8 will take you back to the top to reselect transactions to be listed for modification (to return to the menu press F8 again).

Reconcile Bank Account (BKRECACT)

Once all entries have been made and all documents have been cleared, you may reconcile your bank account.

Bank
Enter the bank number or select it from the lookup window.

Reconciliation Date
Enter the date that you want to reconcile for.

Once these fields are entered the following screen will appear with the ledger balance, outstanding item totals and the computed bank statement balance as of the reconciliation date.

```
┌────────────────────────────────────────────────────────────────────────┐
│ Reconcile Account    │     1 *** ART'S, INC. ***     │ 1/15/84  1:23 pm │
├────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│    Bank:      3     1ST BANK                                             │
│    Reconciliation Date: 12/15/03                                        │
│   ─────────────────────────────────────────────────────────────────    │
│                                                                          │
│   Your 12/15/03 Check Book Ledger Balance:       $12,750.50             │
│                                                                          │
│                       Outstanding Checks:         $2,000.00-            │
│                      Outstanding Deposits:        $4,215.00             │
│                         Outstanding Other:        $9,985.00             │
│                                                  ─────────────────       │
│           Your Computed Bank Statement Balance:      $550.50            │
│           Enter Actual Bank Statement Balance:       $500.50            │
│                                                  ─────────────────       │
│                       Out of Balance Amount:          $50.00           │
│                                                                          │
│   Print Detailed Report?: Yes              Printer ID: LP01             │
│                                                                          │
└────────────────────────────────────────────────────────────────────────┘
   Do you want to print a Detailed Bank Reconciliation Report? (Y)es or (N)o
```

Enter Actual Bank Statement Balance
Enter the ending balance that appears on your bank statement and press enter. The screen will then display your out of balance amount.

Print Detailed Report
Enter (Y)es to print a detailed bank reconciliation report with all outstanding items, or leave the (N)o if you do not wish to print.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Once all parameters are entered, press **F9** or Enter to begin the printing process.

```
Date: 1/15/04  Bank Reconciliation Report as of 12/15/03  BKRECACT Page:  1
                             1ST BANK
-----------------------------------------------------------------------

              Your 12/15/03 Check Book Ledger Balance:        $12,750.50

Outstanding Items:

    DATE    TYPE       DOCUMENT  DESCRIPTION        AMOUNT
   12/02/03 Check         99988  A/P VND# 000037    1500.00-
   12/05/03 Check         99989  A/P VND# 000212     500.00-
                                                 ---------------
       Total Outstanding Checks:                   $2,000.00-


    DATE    TYPE       DOCUMENT  DESCRIPTION        AMOUNT
   12/09/03 Deposit     20031209  SUM 0001 DEP-1    2000.00
   12/09/03 Deposit     20031209  SUM 0001 DEP-4    1000.00
   12/09/03 Deposit     20031230  SUM 0003 DEP-1     785.00
   12/09/03 Deposit     20031230  SUM 0003 DEP-4     330.00
   12/09/03 Deposit     20031230  SUM 0003 DEP-7     100.00
                                                 ---------------
       Total Outstanding Deposits:                 $4,215.00


    DATE    TYPE       DOCUMENT  DESCRIPTION        AMOUNT
   12/01/03 Fee         20031230  G/L 0000 FEE        15.00-
                                                 ---------------
       Total Outstanding Fees:                      $15.00-


    DATE    TYPE       DOCUMENT  DESCRIPTION        AMOUNT
   12/01/03 Transfer    20031208  G/L 0100 ADJ     10000.00
                                                 ---------------
       Total Outstanding Transfers:               $10,000.00


          Total Outstanding Items:                 $12,200.00
                                                 ---------------
          Your Computed Bank Statement Balance:       $550.50
          Your Actual Bank Statement Balance:          $500.50
                                                 ---------------
          Out of Balance Amount:                        $50.00
```
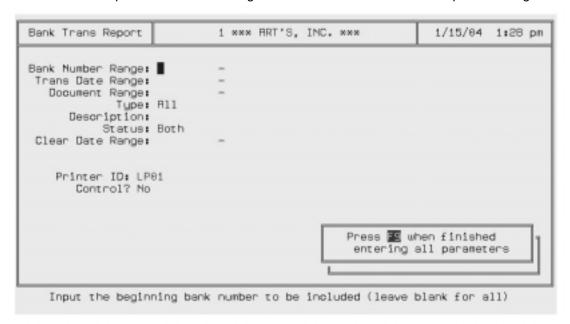
Bank Transaction Report (BKRECRPT)
The Bank Transaction Report is a detailed listing of bank transactions within the specified ranges.

```
┌──────────────────────────────────────────────────────────────────────┐
│ Bank Trans Report  │   1 *** ART'S, INC. ***    │  1/15/84  1:28 pm   │
│                                                                        │
│  Bank Number Range: █          -                                       │
│   Trans Date Range:            -                                       │
│     Document Range:            -                                       │
│               Type: All                                                │
│        Description:                                                    │
│             Status: Both                                               │
│   Clear Date Range:            -                                       │
│                                                                        │
│                                                                        │
│      Printer ID: LP01                                                  │
│         Control? No                                                    │
│                                                                        │
│                              ┌──────────────────────────────┐         │
│                              │   Press ██ when finished      │         │
│                              │   entering all parameters     │         │
│                              └──────────────────────────────┘         │
│                                                                        │
│        Input the beginning bank number to be included (leave blank for all)  │
└──────────────────────────────────────────────────────────────────────┘
```

Bank Number Range
The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Date Range
The report may be limited by entering a beginning and ending date or you may leave blank to get all dates.

Document Range
The report may be limited by entering a beginning and ending document number or you may leave blank to get all the document numbers.

Type
Enter a specified type or (A)ll for all types. The different types are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Description
Enter a specified or partial description, or leave blank to include all descriptions.

Status
Enter the status of the transaction, (C)leared, (O)utstanding, or (B)oth for all.

Clear Date Range
The report may be limited by entering a beginning and ending clear date or you may leave blank to get all cleared dates.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

```
Date: 10/22/03          Bank Transaction Report          Page:  1
                          BANK OF AMERICA
Bank # Range:      -     Date Range:  9/01/03- 9/30/03 Type: All
Doc # Range:       -     Desription:              Status: Both
-------------------------------------------------------------------
  BANK    DATE    TYPE     CLEARED  DOCUMENT      AMOUNT   DESCRIPTION
    1    9/02/03  Deposit           20031015     2550.65   SUM 0002 DEP-1
    1    9/02/03  Deposit           20031015     1364.36   SUM 0002 DEP-4
    1    9/02/03  Deposit           20031015      100.00   SUM 0002 DEP-5
    1    9/03/03  Deposit           20031015     1633.32   SUM 0002 DEP-1
    1    9/03/03  Deposit           20031015      191.30   SUM 0002 DEP-4
    1    9/04/03  Deposit           20031015      729.33   SUM 0002 DEP-1
    1    9/04/03  Deposit           20031015      230.84   SUM 0002 DEP-4
    1    9/04/03  Deposit           20031015      175.30   SUM 0002 DEP-5
    1    9/05/03  Deposit           20031015     2272.56   SUM 0002 DEP-1
    1    9/05/03  Deposit           20031015      209.56   SUM 0002 DEP-4
    1    9/05/03  Deposit           20031015      100.00   SUM 0002 DEP-5
    1    9/06/03  Deposit           20031015     3752.93   SUM 0002 DEP-1
    1    9/06/03  Deposit           20031015      463.03   SUM 0002 DEP-4
    1    9/06/03  Deposit           20031015      200.00-  SUM 0002 DEP-5
    1    9/06/03  Deposit           20031015       78.07   SUM 0002 DEP-6
    1    9/08/03  Deposit           20030918     2049.93   SUM 0002 DEP-1
    1    9/08/03  Deposit           20030918      764.65   SUM 0002 DEP-4
    1    9/08/03  Deposit           20030918      140.00   SUM 0002 DEP-5
    1    9/09/03  Deposit           20030918     1033.33   SUM 0002 DEP-1
    1    9/09/03  Deposit           20030918      138.43   SUM 0002 DEP-4


            ----------------- Summary -----------------
        TYPE                          TOTAL
        Deposit                      17777.59
```