

Bank Reconciliation

How to Reconcile the Bank

Select the bank account option from the financial menu, highlight the bank that you wish to reconcile and click.

The following screen will appear and has three tabs:

Transactions

Bank Account: 001 - Office Account

Transactions | Search | Total for date & reference search

Balance 4737.47 Presented 15015.48 Outstanding/unchecked (10278.01)

Total of listed transactions 4737.47

Balancing ledger	Type	Detail	Our ref	Reference	Amount	Date	Status	Payee
Nom:00076000	JN-PY	Coat Hooks & Wood - J Walker	000000		(115.00)	20/06/1989	0	
Nom:00071000	JN-PY	Index Cards	000000		(0.78)	20/06/1989	0	
Nom:00071000	JN-PY	Index Cards	000000		(0.78)	20/06/1989	0	
Nom:00071000	JN-RC	Oyez Stationers refund of o/p	000000		40.00	20/06/1989	0	
Nom:00068000	JN-PY	Pitney Bowes	000000		(250.00)	20/06/1989	0	
Nom:00066000	JN-PY	Lloyds Factors - Rent	409077		(700.40)	20/06/1989	0	
Nom:00067000	JN-PY	British Gas	409887		(1409.00)	20/06/1989	0	
Nom:00067001	JN-PY	Eastern Electricity	471144		(1699.00)	20/06/1989	0	
Nom:00066001	JN-PY	Stamford D.C.	811567		(107.14)	20/06/1989	0	
Nom:00073000	JN-PY	Laytons Brokers	812889		(404.66)	20/06/1989	0	
Nom:00066002	JN-PY	Anglian Water	906611		(140.00)	20/06/1989	0	
Nom:00071000	JN-PY	Oyez Stationers	996577		(234.00)	20/06/1989	0	
Nom:00060000	JN-PY	Salaries Acct. June	000000		(2040.00)	22/06/1989	0	
Mat:000118/0001	DF-PY	BF Office Balance	000001		(314.13)	19/11/1990	0	
Mat:000118/0002	DF-PY	BF Office Balance	000001		(150.00)	19/11/1990	0	
Mat:000105/0001	DF-RC	ADAMSON, MISS LYNDA	000145		2500.00	19/11/1990	0	
Mat:000104/0001	DF-PY	BAKEWELL, MR. SIDNEY	000453		(32.50)	19/11/1990	0	
Mat:000119/0001	DF-PY	Bill test.	000456		(32.30)	19/11/1990	0	
Mat:000105/0001	DF-RC	ADAMSON, MISS LYNDA	012136		200.00	19/11/1990	0	
Mat:000120/0001	DF-RC	gpearce.	000001		115.00	12/12/1990	0	
Mat:000120/0002	DF-RC	gpearce.	000002		230.00	12/12/1990	0	
Mat:000120/0003	DF-RC	gpearce.	000004		115.00	12/12/1990	0	

Bank View Preview P O U Cons Pay in Help Close

MASTER 7/01/2002 8:49

The Bank button will allow you to search for and select another bank account.

Use the View button at the bottom to view all of the details about the selected transaction.

You can select one of the following options from the ledger printing, multi choice button. The default option is run by just clicking on the button. Click on the down arrow on the right of the button for the other choices.

Preview - previews the report on the screen.

Print - sends the report to the main printer.

If you want to print more than one ledger card, use the multiple ledger card printing screen instead.

The P, O, and U buttons mark the selected transaction as part of a bank reconciliation:

Presented - shown on your bank statement.

Outstanding - not yet on your bank statement.

Unchecked - not yet on your bank statement and unchecked by you.

Use the Cons button to do a bank consolidation.

WARNING: This will remove all of the presented transactions and replace them with one brought forward transaction. Be sure you want to do this, it cannot be undone. Ensure that the

Bank Reconciliation

Presented total equals the bank statement figure. It is worth doing this every so often to clear down your bank account and prevent it getting too large.

The Pay in button produces a paying in slip to take to the bank.

Balance shows the current balance.

Presented shows the total of all presented transactions. This should be the same as the total on your last bank statement.

Outstanding/unchecked shows the total of all outstanding or unchecked transactions. This is the total of all movement since your last bank statement.

Total of listed transactions shows the total for the transactions that are listed on screen.

Use the Clear search button if you have done a search and now want to clear it.

Search

The screenshot shows the 'Bank Account: 001 - Office Account' window. At the top, there is a menu bar with 'File', 'Setup', 'Printing', 'View', 'Links', 'Backups', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window contains a search form with the following fields and controls:

- Transactions:** A tabbed interface with 'Search' and 'Total for date & reference search' tabs.
- From date:** A date input field with a calendar icon.
- to:** A date input field with a calendar icon.
- Period:** A dropdown menu with '0' selected.
- Amount:** A text input field containing '0.00'.
- Reference:** A text input field.
- Detail:** A text input field.
- Balancing ledger:** A dropdown menu.
- Type:** A dropdown menu.
- Sign:** A dropdown menu.
- Status:** A dropdown menu.
- Buttons:** 'Clear' and 'Search' buttons.

At the bottom of the window, there is a toolbar with buttons for 'Bank', 'View', 'Preview', 'P', 'D', 'U', 'Cons.', 'Pay in', 'Help', and 'Close'. The status bar at the bottom right shows 'MASTER' and '7/01/2002 8:50'.

The following pieces of information can be searched for:

From date & to finds transactions between the two dates.

Period finds transactions posted in this period.

Amount finds transactions of this amount whether debits or credits.

Reference finds transactions that start with this reference.

Detail finds transactions that have a detail (1st or 2nd line) containing this text.

Bank Reconciliation

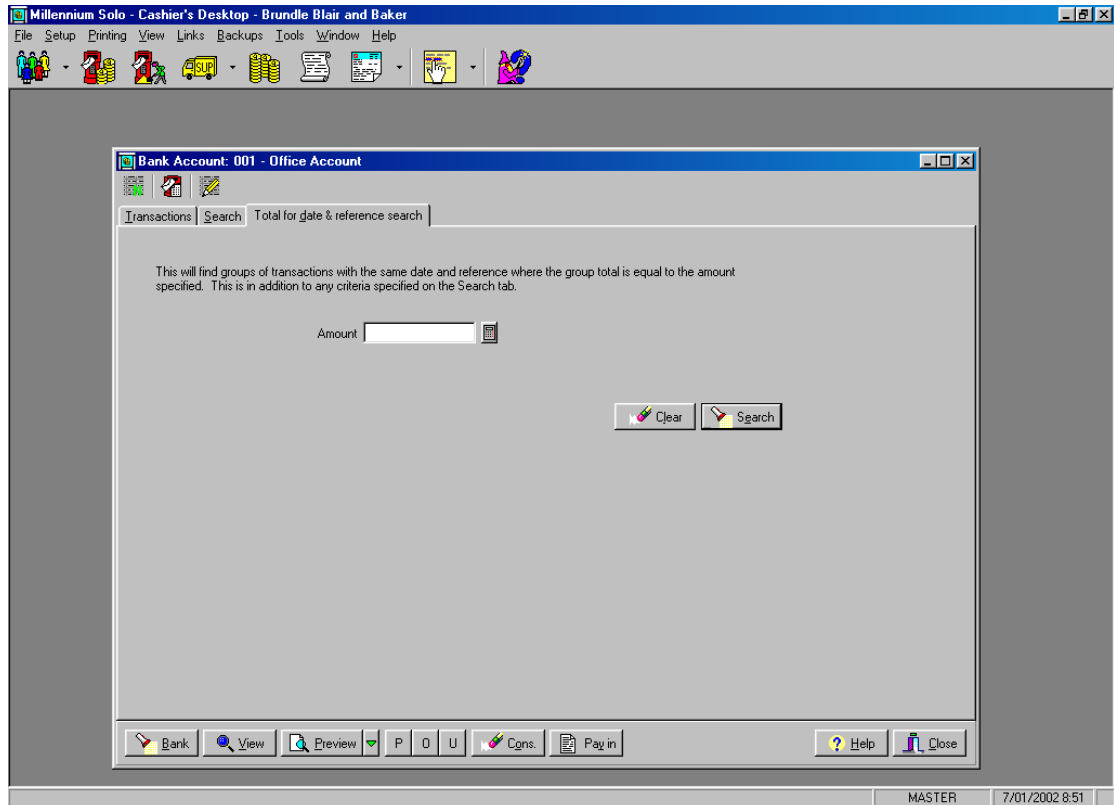
Balancing ledger. Choose which ledger you want. Any transactions that balance against that type of ledger will be found. If you then enter a code into the box that appears, any transactions that balance against the ledger code entered will be found.

Type finds transactions of this transaction type.
Sign only shows transactions with this sign.

Status only shows transactions with this status.

Use the Search button to start the search. The Clear button will clear the search details.

Total for date and reference search



Use this tab to find groups of transactions with the same date and reference where the group total is equal to the Amount specified.

This search will be in addition to any criteria specified on the search tab.

Use the Search button to start the search.