Check Reconciliation

Passport Business Solutions ™

V 12.06

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Table of Contents

Understanding Check Reconciliation

This chapter contains the following topics:

PRODUCT DESCRIPTION

This Passport Business Solutions (PBS) module provides the means to apply the advantages of a computer to two accounting tasks, which every business must perform accurately:

• Keeping checkbooks for money deposited and disbursed in Accounts Receivable, Accounts Payable, and Payroll.

• Reconciling checkbooks periodically with bank statements.

The Check Reconciliation module can be integrated with any or all of Passport's Accounts Receivable, Accounts Payable, and Payroll modules. You can transfer information from these modules automatically or transfer in batch into Check Reconciliation.

The module can also be used as a stand-alone product.

This Check Reconciliation module provides these features:

• Automatically gets deposits, checks, ACH payments and void checks when posting from Accounts Receivable, Accounts Payable, and Payroll modules. Or, you may choose to transfer deposits, checks, ACH payments and voids in a batch process.

• Handles an unlimited number of checking accounts, fully integrated with the PBS Accounts Payable, Accounts Receivable, and Payroll.

• Provides the ability to enter, change, delete, or print a list of checkbook entries.

• For each checking account, offers the option of either bank-to-book or book-to-bank reconciliation.

• A *Close checkbook* selection is provided to remove an obsolete checkbook from the system.

• To save computer time, the program allows reports to be stored on disk where they may be printed or viewed later at your convenience.

• Provides the following reports and more:

    Reconciliation report to print the current reconciliation in progress or print information from a previous reconciliation.

    Reconcilation Bank Statement and Checkbook Register is printed when finalizing a bank reconcilation.

    Checkbook report to print checkbook entries by date with a balance.

    Account activity report to look at entries by many cross sectional ways.

• Minimizes the amount of information by allowing compression of entries, which have been cleared.

• Includes on-line field-by-field Help, available to you at any time.

• Handles stop-payment checks and checks that are voided after they have been transferred to the checkbook.

- Provides safeguards against getting your information out of balance or getting tangled up during the reconciliation process.

- Has a start-up procedure that lets you set up the balances in your checkbook quickly and easily, whether or not you are using any other PBS modules.

- You may import checks and cash receipt data from an external system using Data Import. This is a separately licensed product. See you PBS provider for details.

- Passwords are required to access PBS. A password is a unique code assigned to each individual using your PBS software. Each potential user must first enter a valid password before he or she is allowed to access PBS.

- You can easily select any printer for printing reports. In Windows and Thin client, HTML file display, PDF file / display and Windows printer are other options for printing reports.

CASHPOINT

CashPoint™ offers the NCR Counterpoint user the most completely integrated back-office accounting solution available. The Passport Business Solutions Financials: PBS Accounts Payable, Check Reconciliation, and General Ledger combine with the exclusive CashPoint interface to allow NCR Counterpoint users to manage their cash flow like never before.

CashPoint™ reduces redundant data entry work, improves efficiency, and provides the professional standard of back office money management busy retailers need.

For more information and installation video training see the CashPoint web site. The installation, configuration and use of CashPoint is available in the PDF document CashPoint-CP_Interface.pdf.

Check Reconciliation is a key component of CashPoint. The information contained in this documentation will help you set up and run Check Reconciliation.

KEY WORDS AND CONCEPTS

To understand how to use the PBS Check Reconciliation, you should understand some key concepts and words that are used in this module.

Reconciliation

Reconciliation means to bring into agreement.

Check Reconciliation

Check reconciliation is the process of balancing your checkbook, or bringing into agreement the balance of your checkbook and the balance shown on your bank statement.

Check reconciliation enables you to evaluate entries you have made that have not cleared the bank at the time your statement is prepared: checks you have written which haven't arrived at the bank yet, and deposits which were made after the bank prepared your statement.

Entries made by the bank, e.g., interest they paid you, service charges, and returned checks, are also shown on the statement.

Clear

To clear means to mark an entry as having been recognized and recorded by the bank.

In the case of a check that you write, a check that is cleared is received and recognized by the bank as valid. The bank transfers money from your checking account to the bank in which the payee deposited it (the payee is the person or company to whom you wrote the check).

In the case of any other entry, e.g., a deposit, bank charge, etc., the bank recognizes the deposit or charge and updates your account in its own records.

At the point that an entry is cleared, your account balance (the amount of money you have in your checking account) is changed accordingly.

Transactions

As used in accounting, transaction refers to a business event involving money and goods or services. For example, a transaction occurs each time you put gas in your car, since you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events that have already taken place, in the Passport Business Solutions software, transaction means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of quantities of goods received or sold are transactions from the area of accounting called inventory control.

In the Passport Business Solutions software, when a transaction is entered into the system (into a file or table), it is often referred to as an entry.

Accounting

Accounting is the function, which provides quantitative information about economic entities through the collection, categorization, and presentation of financial records.

General Ledger Account Number

General Ledger account numbers are often formatted as cost centers, main accounts, and sub accounts with each part or segment classifying transactions in different ways. PBS allows General Ledger account numbers to be configured in a variety of formats to suit the varying needs of different enterprises. Most examples used in the documentation are in Department - Main - Sub format. Refer to the *Company Information* chapter in the *PBS Administration* documentation for more information on account number setups or a complete explanation of possible account number arrangements

Cost centers are generally used to gather transactions by lines of authority and responsibility (such as division or department). Main accounts are used for primary designations (such as separating wage expense, rent expense and tax expense). Sub accounts are used to keep separate items in the same general ledger main account (such as notes due to different banks).

The minimum format in the Passport Business Solutions is a single segment account number consisting of a four-digit account number. The maximum format is a four segment account number. When four segments are used, they are sequenced as two cost centers (such as division and department), main account and sub account. The full account number may not exceed 17 characters, including the characters in all the segments and required separators between segments. Except for the main account, the segments may be omitted or designated in length from one to eight characters. The main account must be from four to eight characters. Use of letters is allowed on a segment-by-segment basis.

The layout of examples in the documentation is normally Department - Main - Sub. The setup is xxx-xxxxx-xxx (dept. of three digits, a dash, main of five letters and sub account of three letters).

Bank-to-Book

In bank to book reconciliation, the checkbook is regarded as fixed, and the bank statement is brought into agreement with the checkbook.

Book-to-Bank

In book to bank reconciliation, the bank statement is regarded as fixed, and the checkbook is brought into agreement with the bank statement.

ABA

This is an acronym for American Bankers Association. The ABA is a free-trade and professional association that promotes and advocates issues important to the banking industry in the United States. The ABA's national headquarters are in Washington, D.C. For more information go to http://www.aba.com/default.htm.

The American Banker's Association has provided ABA transit numbers. An ABA transit number is a unique identifier to each U.S. financial institution. This number is used for ACH processing in Accounts Payable and Payroll.

ACH

Automated Clearing House (ACH) is the name of an electronic network for financial transactions in the United States. ACH processes large volumes of both credit and debit transactions which are originated in batches. Rules and regulations governing the ACH network are established by NACHA; the Electronic Payments Association, formerly the National Automated Clearing House Association, and the Federal Reserve System.

There is a standard ACH file format as determined by NACHA that banks expect when processing electronic payments. Accounts Payable can be set up to produce an ACH file during payment (check) processing. This file is sent to your bank.

Cost Centers

Refer to the *Cost Center / Sub Accounts* chapter in the *System* documentation for information concerning Cost Center numbers.

Accounts Receivable

Accounts Receivable pertains to sales made by your company and the amount of money it is owed.

Accounts Payable

Accounts Payable pertains to purchases and disbursements made by your company and the money your company owes.

Payroll

Payroll defines the wages you pay as an employer to your employees.

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of information (within large masses of information), and to be able to process it logically, information must be organized in some predictable way. The Passport Business Solutions accounting software organizes your information for you automatically as it stores it on your disk.

There are five terms you should understand about the way the information is organized:

Character

A character is any letter, number, or other symbol you can type on your computer keyboard.

Field / Column

A field is one or more characters representing a single piece of information. For example, a name, a date, and a dollar amount are all fields. In SQL a field is often referred to as a column.

Record / Row

A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record. In SQL and record is referred to as a row.

Entry

A record in a data file is often referred to as an entry.

Data File / Table

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data). In SQL a file is referred to as a table.

The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Each file is kept separately from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to *file* in this User documentation refer to data file unless specifically stated otherwise.)

Purge

When you purge data, you permanently remove information from that file. Once the information is purged, it cannot be recovered.

Balance Forward

Balance forward means the balance in an account as of a certain date. A balance forward amount is a lump-sum dollar amount, obtained by adding together several individual dollar amounts. All these specific amounts were placed in the account on or before a specified date called the balance forward date.

Compress

Compress means to make smaller. The *compress* selection reduces the number of records by adding the dollar amounts of several cleared entries together and creating a single balance forward entry with the same total amount.

Help

Help refers to descriptions of functions which appear on the screen. The help text gives you a quick reference to the highlights of functions while you are running the application.

Select <Ctrl>+<F1> to access help on the graphical mode screens. Select the <F8> key in character mode.

ODBC

(pronounced as separate letters) ODBC is short for Open DataBase Connectivity. ODBC is a data "pipe" that connects Passport Business Solutions data files to popular ODBC compliant spreadsheet, database and reporting applications like MS Excel, Access and Crystal reports. ODBC requires a separate purchase. XDBC™ is the product name that allows PBS to interface with your data via ODBC.

Look-ups

There are two kinds of lookups: Data Lookup and Date Lookups.

Data Lookup

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note
In character mode, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Spool

SPOOL is a computer term meaning to Save Printer Output Off-Line. Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file, which is usually a lot faster.

When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Getting Started

This chapter contains the following topics:

PREPARING TO USE CHECK RECONCILIATION

Before getting started, ensure that the Check Reconciliation software is installed on your computer. Refer to the Passport Business Solutions (PBS) Vision and SQL Installation and Release documentation on how to install C/R and other PBS modules before proceeding. If you are adding it to an existing system refer to the add module documentation.

Also, you may want to familiarize yourself with the main features of this module by reading the Understanding Check Reconciliation chapter in this documentation.

Your Accountant

You should consult with your accountant before using PBS software. Your accountant should be familiar with your accounting software and can advise you on converting from your existing Check Reconciliation system.

Check Reconciliation Control Information

The Check Reconciliation *Control information* contains controls, which you must enter. This information defines which other PBS modules you are using, how you are interfacing to them, as well as whether you are in regular use or start-up mode.

STARTING CHECK RECONCILIATION

To begin using Check Reconciliation, complete the following steps:

Step	Description
1	Study the PBS general features in the *System User* documentation.
2	Start C/R using the instructions in the Using Check Reconciliation chapter in this documentation.
3	Company controls are set up for you as part of the installation procedure. Use *Company information*, found in the CTL menu, to modify the Company controls for your company. Refer to the *Company Information* chapter in the *PBS Administration* documentation.
4	If you are using cost centers or sub accounts, enter information required in CTL *Cost centers / Sub accounts*. This is documented in the *PBS System* manual.
5	Enter your valid G/L accounts, using *Valid G/L accounts* under the CTL menu. If you are also using the PBS General Ledger, you have two options to automate the entering of Valid G/L accounts: 1. You can enter your *Chart of accounts* first and then use *Setup valid G/L accounts* Utility within G/L to transfer accounts to Valid G/L accounts. 2. You may check the box in G/L *Control information* to *Update Valid G/L accounts when adding/changing G/L accounts*. While you are entering or editing the G/L *Chart of accounts* the Valid G/L accounts are entered or edited as well.
6	Except for System (CTL), Check Reconciliation can be run without other PBS modules. However, if you are using Accounts Payable, Accounts Receivable, Payroll and/or General Ledger you may want to set them up before you set up Check Reconciliation.
7	Enter your Check Reconciliation control options. Refer to the Control Information chapter in this documentation.
8	Perform the start-up procedure for your system. Start-up checklists are provided in the Starting Up a Checkbook chapter in this documentation. When you complete the start-up procedure, the module is ready for you to use.
9	See the *Regular Use* section below. Also, read the Guide to Daily Operations chapter in this documentation which explains how to use Check Reconciliation to perform various daily, weekly, and periodic tasks.

REGULAR USE

The remaining chapters in this documentation show you how to:

- Transfer checks and deposits from Payroll, Accounts Payable and Accounts Receivable. This function would not be needed if you have chosen to post the checks and deposits automatically.

- Make entries (checks, deposit slips, transfers, etc.) that do not originate from the other PBS modules you may be using.

- View information in your checking accounts.

- Reconcile your checkbooks with bank statements.

- Print or view reports.

- Compress cleared entries.

- Close a checkbook.

- Reset a checkbook.

PASSPORT SOFTWARE TRAINING AND SUPPORT

If you have problems with the PBS software, contact your dealer or authorized consultant.

For the name and location of a Passport Software, Inc. dealer or an authorized consultant near you, contact Passport Software at 1-800-969-7900 or 847-729-7900.

If you wish to receive support directly from Passport Software, please call our End User Support Department at 1-800-969-7900 or 847-729-7900.

You can contact your own dealer for training; however, if your dealer does not offer training contact Passport Software at 1-800-969-7900 or 847-729-7900.

Passport's web site is www.pass-port.com.

Also, if you have any suggestions for improving PBS, you may email us at psi@pass-port.com.

Using Check Reconciliation

This chapter contains the following topics:

ORGANIZATION OF THIS DOCUMENTATION

This documentation provides the information you need to use Passport Business Solutions (PBS) Check Reconciliation.

Organization

The next chapter is a guide to daily operations. It explains how to use the Passport Business Solutions Check Reconciliation to perform various daily, weekly, and periodic tasks.

After the guide to daily operations, the next few chapters provide instructions on entering basic information to set up the module according to your needs and to prepare you for daily operation.

The remainder of the guide contains chapters that you use most frequently. They describe how to use the Passport Business Solutions Check Reconciliation on a daily basis.

The last few chapters describe selections that you might use periodically, including such selections as compressing cleared entries.

You can obtain additional information from the *System User* documentation, which contains chapters that describe features common to all Passport Business Solutions modules.

- Topics covered in the *System User* documentation include:

- General data entry rules

- Help and Lookups

- Switching companies

- Defining menu selections

- Using printers for reports and forms

- Glossary of terms

How to Use this Documentation

Each chapter of this documentation provides instructions on how to use a particular selection of your software.

The instructions include examples. In fact, you can go through the documentation and enter the examples shown in each chapter. This demonstrates the capabilities of your new software.

If you enter the examples, you initialize the data before you begin entering your actual business information. When you initialize data, you clear out all information entered in that file/table. The initialization procedure is provided in the PBS Administration documentation. After initialization, you restart with this chapter and enter your actual business information.

Help

Graphical Mode

Help is accessed via the <Ctrl>+<F1> key.

Character Mode

You can press the <F8> key at any time for on-line help about a task or selection you are currently using.

If a data window is displayed instead of help, you must press <F8> a second time to retrieve help.

Menus

A *menu* is a list of things from which something can be selected.

Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows version of PBS can have three different menu types. They are the Tree-view, Windows and Menu-bar types.

The SCO Open Server and Linux versions only provide the Menu-bar menu.

Tree-view

The following screen is an example of the Tree-view menu.
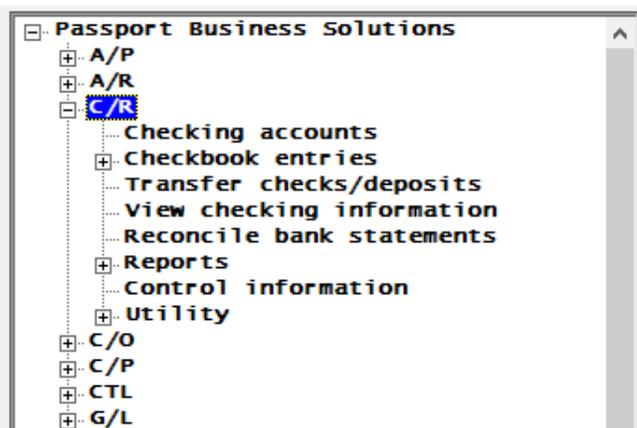
The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

Menu bar

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

STARTING PBS CHECK RECONCILIATION

To start your PBS software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

For UNIX/Linux

Ensure you are logged in as a user authorized to use PBS software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace *"/usr/pbs"* with the name of your PBS top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (refer to *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Entering Your Initials

You are prompted to enter your initials.

Entering Passwords

You will be prompted to enter your password. For security, the characters you type will not display on the screen. A user may reset his or her password during login to PBS.

For the initial setup of users and passwords, refer to *PBS Users* chapter in the *PBS Administration* documentation.

Exiting Check Reconciliation

To exit a Passport module, press <Esc> from the main menu. To exit a sub-menu, press <Esc> to return to a main menu. You can also exit out of the Windows menu by clicking on the Exit button.

If you exit PBS improperly, it may cause a data loss.

Guide to Daily Operations

This chapter contains the following topics:

CHECK RECONCILIATION CHECKLISTS

The following checklists are provided as examples of how you might use Passport Business Solutions (PBS) Check Reconciliation to perform various daily, weekly, and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Use the following guidelines for performing daily Check Reconciliation tasks:

Each Day	Each Day as Needed
Enter checks and deposits using *Checkbook entries*. (If you are using other Passport modules, you would enter only checks, deposits and ACH payments that were not entered using Accounts Payable, Accounts Receivable, or Payroll.) Read more about Checkbook Entries.	
	View your current checking account balances using *View checking information*. When viewing this information you may optionally include unposted and transferred entries from other Passport modules in order to get an accurate statement of your current checking account balance. Read more about View Checking Account Information.
	Print the Account Activity Report to obtain a cross-selection of checkbook entries in several different ways. For example, you can get a report of all Accounts Payable checks to a specific vendor using this report.

Weekly Operations Checklist

Use the following guidelines for performing weekly Check Reconciliation tasks:

Each Week	Each Week as Needed
Transfer checks and ACH payments from PBS Accounts Payable and Payroll. You may skip this function if you are using the auto-transfer features.	
	Transfer deposits from Accounts Receivable. You may skip this function if you are using the auto-transfer features.

Note	Checks and ACH payments recorded in Accounts Payable and Payroll can be transferred as soon as they are posted. Cash receipts in Accounts Receivable must be posted and be processed as deposits before they transfer. You may choose to transfer checks, ACH payments and deposits to Check Reconciliation as frequently as you like. Once each one is transferred, it will not be transferred again.

Note	You may chose to transfer checks and deposits automatically based on your settings in Check Reconciliation *Control information*. When you do you will not be able to transfer them again.

Periodic/Monthly Operations Checklist

Use the following guidelines for performing monthly and periodic Check Reconciliation tasks:

Each Period	Each Period as Needed
When you receive your bank statement or view you banking details online, enter any adjustments using *Checkbook entries* and then reconcile your bank statement using *Reconcile Statements*. Use the Reconciliation Report, as needed, while reconciling your checking account. If you can view your banking information on-line, you may do this function on any day by comparing to the on-line data. Read more about these functions in Checkbook Entries, Reconciliation Report and Reconcile Statements.	
	Enter transfers from one checking account to another.
	Print a complete report of all checking account

Each Period	Each Period as Needed
	activity for a period, using the *Account activity* report.
	Reduce the number of entries in your checking account by using *Compress cleared entries* to combine the totals of cleared entries into balance forward entries. Read more about Compress Cleared Entries.

Control Information

This chapter contains the following topics:

ENTERING CONTROL INFORMATION

You use the *Control Information* selection to set up the Check Reconciliation module for your particular requirements. The information entered here controls various operations throughout this module.

It may also control posting functions in Accounts Payable, Accounts Receivable and Payroll when you are interfaced directly to Check Reconciliation.

Select

Select *Control information* from the C/R menu.

Graphical Mode

Select the Edit button and the following screen displays:
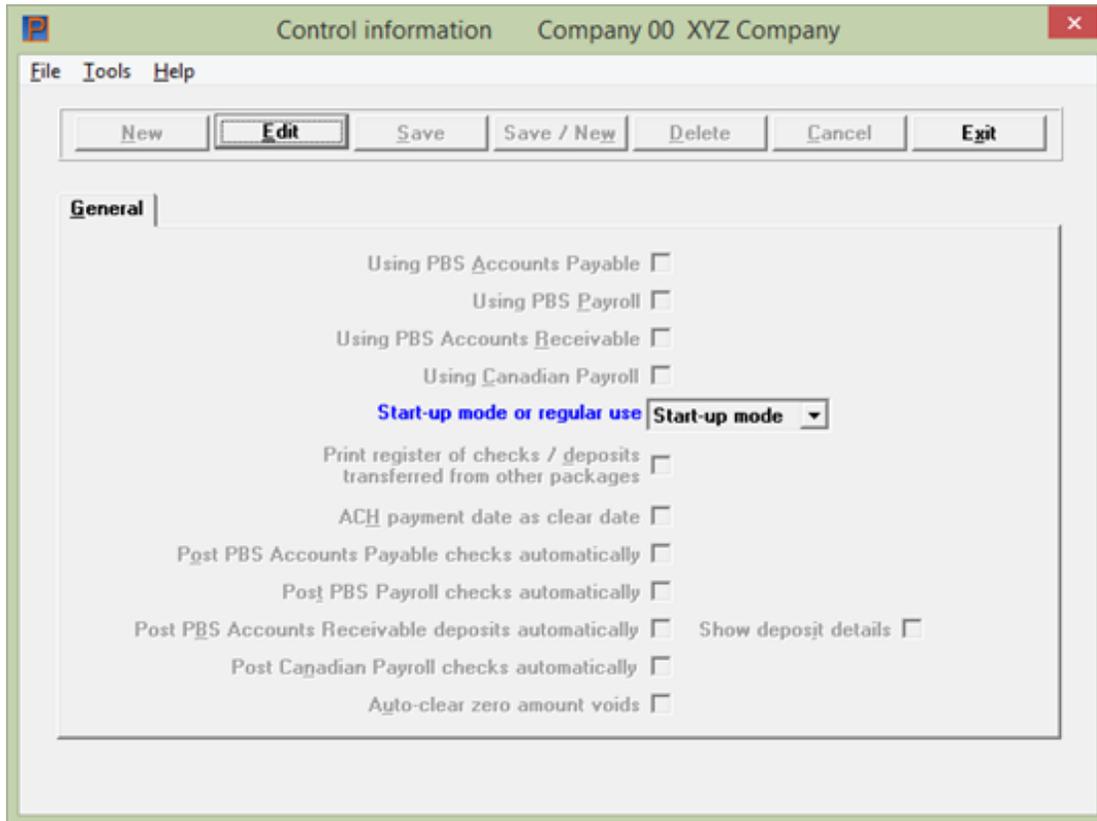
Buttons

When accessing this screen, you have the following button options:

Button	Keyboard	Description
Edit	Alt+e	To edit the fields
Cancel	Alt+c	To cancel a new entry or any changes
Exit	Alt+x	To exit to the menu. If you are in the process of adding a new entry or changing fields, you will be asked if you want to cancel the entry

The Save/New and Delete buttons are not active on this screen.

Character Mode

In character mode, the following screen appears:

```
Control information                           XYZ Company


        1. Using PBS Accounts Payable ?              N
        2. Using PBS Payroll ?                       N
        3. Using PBS Accounts Receivable ?           N
        4. Using Canadian Payroll ?                  N
        5. Start-up mode or regular use ?       Start-up mode
        6. Print register of checks/deposits
           transferred from other packages ?       N/A
        7. Use ACH payment date as clear date ?     N/A
        8. Post A/P checks automatically ?          N/A
        9. Post P/R checks automatically ?          N/A
       10. Post A/R deposits automatically          N/A
           Show deposit details ?                   N/A
       11. Post K/P checks automatically ?          N/A
       12. Auto-clear zero amount voids ?           N/A


  Field number to change ?  [      ]
```

The example information for Check Reconciliation is based on the assumption that you are using this module exclusively, with no other PBS modules.

Enter the information as follows:

Using PBS Accounts Payable

Check the box if you are using the PBS Accounts Payable module; otherwise, leave it unchecked.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Graphical: Leave it unchecked
	Character: Type N

Using PBS Payroll

Check the box if you are using the PBS Payroll module; otherwise, leave it unchecked.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Graphical: Leave it unchecked
	Character: Type N

Using PBS Accounts Receivable

Check the box if you are using the PBS Accounts Receivable module; otherwise, leave it unchecked.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Graphical: Leave it unchecked
	Character: Type N

Using Canadian payroll

This option is for Canadian payroll users only. It allows users with Canadian payroll to get check information from their system.

Check the box if you are using the Canadian payroll module; otherwise, leave it unchecked.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Graphical: Leave it unchecked
	Character: Type N

Start-up mode or regular use

Choose start-up mode when you first set up this module, and then change to regular use after you finish setting up all of your checkbooks.

This is a protected field. For allowing protected changes refer to the *System* documentation on allowing protected changes.

	You should not change from start-up mode to regular use here. To make this change, you must run *Setup: set last balance* utility. Refer to the Starting Up a Checkbook chapter.
Note	
	You can change from regular use to start-up mode only when there is no reconciliation in progress. Refer to the Reconcile Statements chapter.

Select Start-up or Regular use. In character mode enter S for Start-up mode or R for Regular use.

Format	Graphical: Drop down list, either Start-up mode or Regular use
	Character: Enter S or R
Example	Graphical: Select Start-up mode
	Character: Type S

Print register of checks / deposits transferred from other packages

This question displays only if you are using any of the PBS Accounts Payable, Payroll, or Accounts Receivable modules. Check the box if you want to print a register when you run *Transfer checks/deposits*; otherwise, leave the box unchecked. This also includes ACH payments for Accounts Payable and Payroll.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Graphical: Leave it unchecked
	Character: Type N

ACH payment date as clear date

This question can be entered if you are using ACH direct deposit payment processing in Accounts Payable or Payroll.

Check the box to use ACH payment date as clear date during the transfer of payments to check reconciliation or leave it unchecked to clear the ACH payments manually.

Note	You will not be able to see the ACH direct deposit cleared entries when reconciling a bank statement as the clear date will most likely be earlier than the date used for the reconciliation.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Graphical: Leave it unchecked
	Character: Type N

Post PBS Accounts Payable checks automatically

This field is only accessible if you selected to use Accounts Payable in the Using PBS Accounts Payable field.

Check the box if you want to post PBS Accounts Payable checks, direct deposit payments and voids automatically. This bypasses the *Transfer checks/deposits* function. The Checkbook (CKBOOK) in C/R receives new records written when posting in Accounts Payable. Otherwise, leave it unchecked if you prefer to use the *Transfer checks/deposits* function.

If you are in Start-up mode, you may not want to select auto-transfer until you are in regular mode. See the Starting Up a Checkbook chapter to determine the best option.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	This field is not accessible because you selected not to use Accounts Payable

When this field is checked the following Accounts Payable posting selections are transferred automatically to Check Reconciliation:

Main menu	Sub menu	Function	Comment
Payables	Post	Immediate check (void)	When voiding an immediate check, the voided check is transferred to C/R. A separate transfer register is printed.
Payables	Post	Immediate check	When posting an immediate check, the check is transferred to C/R. A note is added on the register.
Payables	Post	Non A/P check	A note is added on the register and it is transferred. Non A/P checks do not get transferred during check printing or when running the *Non-A/P/Manual check Register*.
Open items	Post	Manual payment	Manual payments are transferred to C/R. A note is added to the register.
Print check and post		Checks and ACH payments	Checks and ACH payments are transferred to C/R. A note is added to the check register legend. Non-A/P checks are transferred when posting Payables.
Print check and post		Voids (All or a range of checks.)	Checks and ACH transaction numbers that are voided when skipping numbers by entering the next number manually are transferred to C/R. Checks that are voided after printing and before posting are also transferred to C/R. A note is added to the check register legend in all cases.
Void checks	Post		Voided checks are transferred to C/R. A note is added to the register.

Note	When posting in Accounts Payable, Payroll or Accounts Receivable automatically, if the cash account used is not in a Check Reconciliation checking account, the payment/deposit information is <u>not</u> automatically transferred. If this has occurred and you want those transactions transferred, you must set up a checking account in C/R and run *Transfer checks/deposits*.
	With the checking account entered, future payments and deposits will be transferred automatically.

Post PBS Payroll checks automatically

This field is only accessible if you selected to use Payroll in the Using PBS Payroll field.

Check the box if you want to post PBS Payroll checks and void checks automatically. This bypasses the *Transfer checks/deposits* function. The Checkbook (CKBOOK) in Check Reconciliation has new records written during posting in Payroll. Otherwise, leave it unchecked.

If you are in Start-up mode, you may not want to select auto-transfer until you have switched to regular mode. See the Starting Up a Checkbook chapter to determine the best option.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	This field is not accessible because you selected not to use PBS Payroll

When this field is checked the following PR menu selections and functions are posted automatically:

Main menu	Sub menu	Function	Comment
Checks		Checks	Individual checks are posted to C/R
Checks		ACH direct deposit	Individual ACH payments are posted to C/R.
Checks		Void	Checks and direct deposit pay voided through this function is posted automatically to C/R. A note is written to the register.
Void checks	Post		Entries generated through *Select individual checks* and *Select a range of checks* are posted. Transfers are indicated on the posting register.

Post PBS Accounts Receivable deposits automatically

This field is only accessible if you selected to use Accounts Receivable in the Using PBS Accounts Receivable field.

Check the box if you want to post PBS Accounts Receivable deposits and returned checks automatically. This bypasses the *Transfer checks/deposits* function. The Checkbook (CKBOOK) in C/R has new records written during posting in A/R. Otherwise, leave it unchecked.

If you are in Start-up mode, you may not want to select auto-transfer until you are in regular mode. See the Starting Up a Checkbook chapter to determine the best option.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	This field is not accessible because you selected not to use Accounts Receivable

When this field is checked the following A/R menu selections are posted automatically:

Main menu	Sub menu	Function	Comment
Deposits	Deposit slips		The accumulated deposit is posted as one amount. A posting register is printed. The *Show deposit details* field (below) determines what is printed on the register.
Returned checks	Post		Individual payments are reversed.

Show deposit details

This field is only accessible if you selected to use Accounts Receivable in the Using PBS Accounts Receivable field and you selected to post Accounts Receivable deposits automatically.

Check the box if you want to print the deposit details when the *Checkbook Transfer Register* prints. If you prefer just the total of the register, leave this box unchecked.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	This field is not accessible because you selected not to use Accounts Receivable

Post Canadian Payroll checks automatically

This field is only accessible if you selected to use Canadian Payroll in the Using Canadian Payroll field.

Check the box if you want to post PBS Payroll checks automatically. This bypasses the *Transfer checks/deposits* function. Otherwise, leave it unchecked. If the Environment variable, as explained below, is not set then this check box option is disabled

An environmental variable needs to be added to the *cblconfi* file. This file is located in the top-level PBS folder. It is "PASS_KPXX_CASH_ACCT"; where XX = company id. This is the environment variable for Canadian Payroll interface to Check Reconciliation. The cash account (CASH_ACCT) will only be used for Direct Deposit type checks. The account number must be a 32 character field, 4 sections of 8 bytes. Each section is left justified. If the PBS account structure is 1 bytes for pft ctr 1, 2 bytes for pft ctr 2, 4 bytes for the main account, and 3 bytes for sub account a PBS account will display as 1-22-3333-444. Replace 1-22-3333-444 with your actual account number used for Direct Deposits. In the

data file the account will look like 100000002200000003333000044400000. PASS_KP00_CASH_ACCT 100000002200000003333000044400000

If the PBS account structure is 0 bytes for pft ctr 1, 0 bytes for pft ctr 2, 4 bytes for the main account, and 3 bytes for sub account a PBS account will display as 3333-444. Replace 3333-444 with your actual cash account number used for Direct Deposits. In the data file the account will look like 000000000000000003333000044400000. PASS_KP00_CASH_ACCT 000000000000000003333000044400000

If the PBS account structure is 0 bytes for pft ctr 1, 0 bytes for pft ctr 2, 4 bytes for the main account, and 0 bytes for sub account a PBS account will display as 3333. Replace 3333 with your actual cash account used for Direct Deposits. In the data file the account will look like 000000000000000003333000000000000. PASS_KP00_CASH_ACCT 000000000000000003333000000000000

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	This field is not accessible because you select to use Canadian Payroll

Auto-clear zero amount voids

Zero amount voids are created in Accounts Payable during *Print checks and post* when selecting to void some or all of the payments on the check run. For each check number voided the program creates a void status record with a zero amount. There is no vendor number associated with a zero amount void.

When this field is checked zero amount voids are automatically cleared in Check Reconciliation ; whether you automatically transfer during posting of checks or use *Transfer checks/deposits* later. The clear date is the same as the date on the check run.

When not checked you must clear the zero amount voids manually during the reconciliation process.

Payroll does not create zero amount voids when doing a check run. For this reason this setting does not apply for Payroll. If you want to track check numbers from Payroll that were voided you must enter them manually using the *Load checkbook* utility.

Format	Graphical: Check box, checked is yes and unchecked is no
	Character: Enter Y or N
Example	Check this box

When finished you have the following graphical mode options:

Button	Keyboard	Description
Save	Alt+s	To save your new or edited data
Cancel	Alt+c	To cancel a new entry or any changes

Button	Keyboard	Description
Exit	Alt+x	To exit to the menu. If you are in the process of adding a new entry or changing fields, you will be asked if you want to cancel the entry

In character mode select <Enter> to save your settings or <Esc> to exit without saving.

Checking Accounts

This chapter contains the following topics:

DEFINING TYPES OF ACCOUNTS

It is important to appreciate the differences between cash accounts and checking accounts. Every checking account is also a cash account, but the reverse is not necessarily true.

Cash Accounts

Cash Accounts contains those G/L accounts which are for cash entries. Cash accounts are shared by all Passport Business Solutions (PBS) modules that refer to it (Accounts Receivable, Accounts Payable, Customer Orders, Order Entry, Payroll , Point of Sale and Check Reconciliation). Maintenance of cash accounts is described in the *System User* documentation.

Checking Accounts

Checking Accounts (a part of Check Reconciliation and not referenced by any other module) contains records that describe each checking account. This description includes:

- The appropriate account from Cash Accounts.
- Basic information about the bank (such as bank number, name, and address).
- The reconciliation method for the checkbook.

Select

Checking accounts from the C/R menu. The following screen appears:
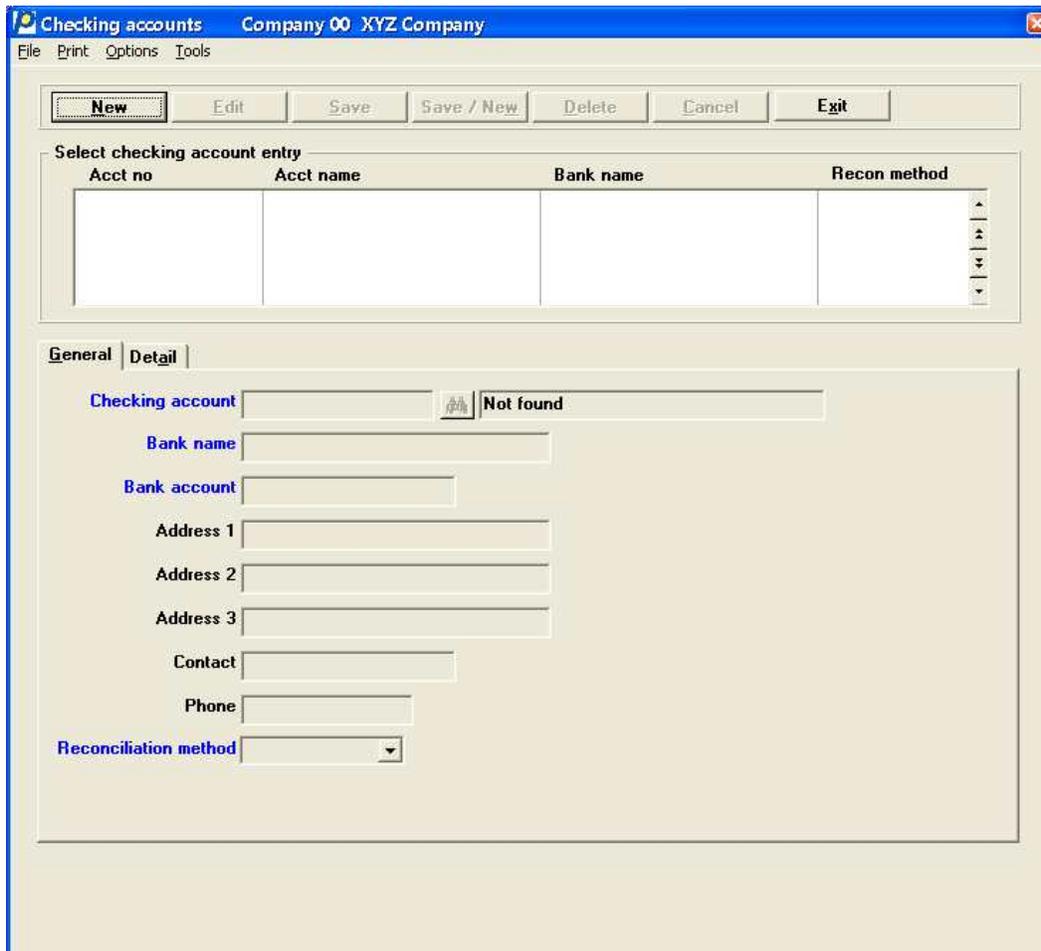
If there are no existing accounts the screen will look like above.

You can work with both new and existing checking accounts.

Checking Accounts List Box

The list box displays up to 6 existing checking accounts at a time. You may sort the checking accounts by account number in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a checking account, start typing a account number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Checking accounts that display in the list box are available for changes or deletion.

The fields for the checking account selected in the list box display in the lower part of the screen.

Buttons

The buttons and keyboard equivalents do the following:

Button	Keyboard	Description
New	Alt+n	To add a new checking account
Edit	Alt+e	To edit an existing checking account
Save	Alt+s	To save a new account or changes to an existing checking account
Save/New	Alt+w	To save a new checking account or changes to an existing checking account and start entering a new checking account
Delete	Alt+d	To delete an existing checking account. If there are entries then you cannot delete the checking account
Cancel	Alt+c	To cancel adding a new checking account or cancel changes to an existing checking account
Exit	Alt+x	To exit to the menu

Options

You may select *Enter notes* from the *Options* menu. See Notes

Character Mode

In character mode, the following screen appears:

```
Checking accounts (Enter)                          XYZ Company



            * 1.  Checking acct [      ]


              2.  Bank name
              3.  Bank account

              4.  Address 1
              5.  Address 2
              6.  Address 3

              7.  Contact
              8.  Phone

              9.  Recon method


<F1> = next checking account, <SF1> = previous checking account
<F2> = next cash account, <SF2> = previous cash account
```
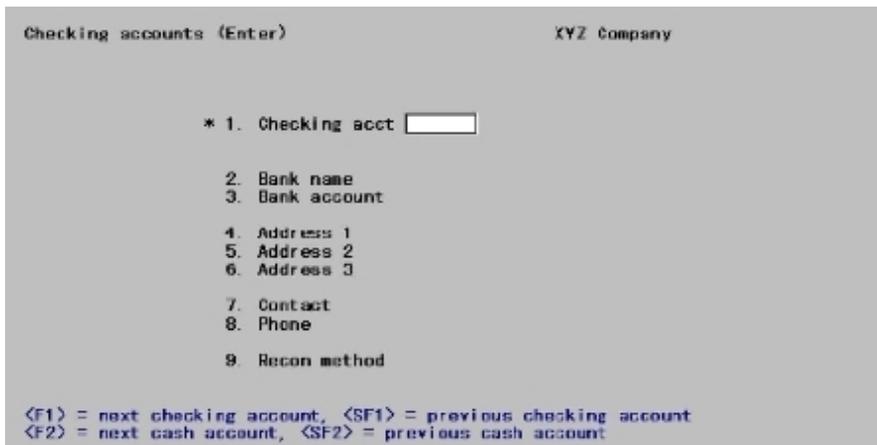
You can work with both new and existing checking accounts.

Enter the following information:

Checking account

Options

Enter the checking account number, or use one of the following options".

<F2>	For the next cash account
<SF2>	For the previous cash account
Example	Enter account `1000-000`

Bank name

Options

Enter the name of this bank or use the option:

<F2>	To use the bank name in Accounts Receivable Bank accounts (from Cash History) for this cash account (if A/R is interfaced)
Format	25 characters
Example	Type `First National Bank`

Bank account

Options

Enter your account number at this bank or use the option:

<F2>	To use the bank name in Accounts Receivable Bank accounts (from Cash History) for this cash account (if A/R is interfaced)
Format	15 characters
Example	Type `125-6992`

Address 1
Address 2
Address 3

Enter the bank's address. These fields are optional.

Format	25 characters for each field

Example	Type `Corporate Teller`
	 `27 Main Street`
	 `Bigtown, Texas 12345`

Contact

Enter a contact person at the bank. This field is optional.

Format	15 characters
Example	Type `Paul Jeffries`

Phone

Enter a phone number for the contact person at the bank. This field is optional.

Format	12 characters
Example	Type `555-123-4567`

Reconciliation method

Enter the reconciliation method you want to use: *book-to-bank* or *bank-to-book* reconciliation.

In book-to-bank reconciliation, the bank statement is regarded as fixed, and the checkbook is brought into agreement with it. In bank-to-book reconciliation, the checkbook is regarded as fixed, and the bank statement is brought into agreement with it.

Your choice here is used in *Reconcile bank statements*. If you are unsure about which one to use, select *book-to-bank*, which is the most common method.

Select Book-to-bank reconciliation, or Bank-to-book reconciliation.

In character mode enter 1 for Book-to-bank or 2 for Bank-to-book.

Format	Graphical mode: Drop down list, the default is Book-to-bank
	Character mode: either 1 or 2. The default is 1
Example	Press <Enter> for Book-to-bank reconciliation

Select the Save button to save your changes. For a descriptions of all the buttons see Buttons.

Character Mode Completed Entry Options

Options

Make any needed changes, or use one of the following options:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F3>	To delete this checking account
<F6>	For entering notes on a checking account

Example	Press <F6> for entering notes on a checking account

Notes

Press <F6> or select *Enter notes* from the *Options* menu to enter any notes about the checking account. The notes entry window appears:
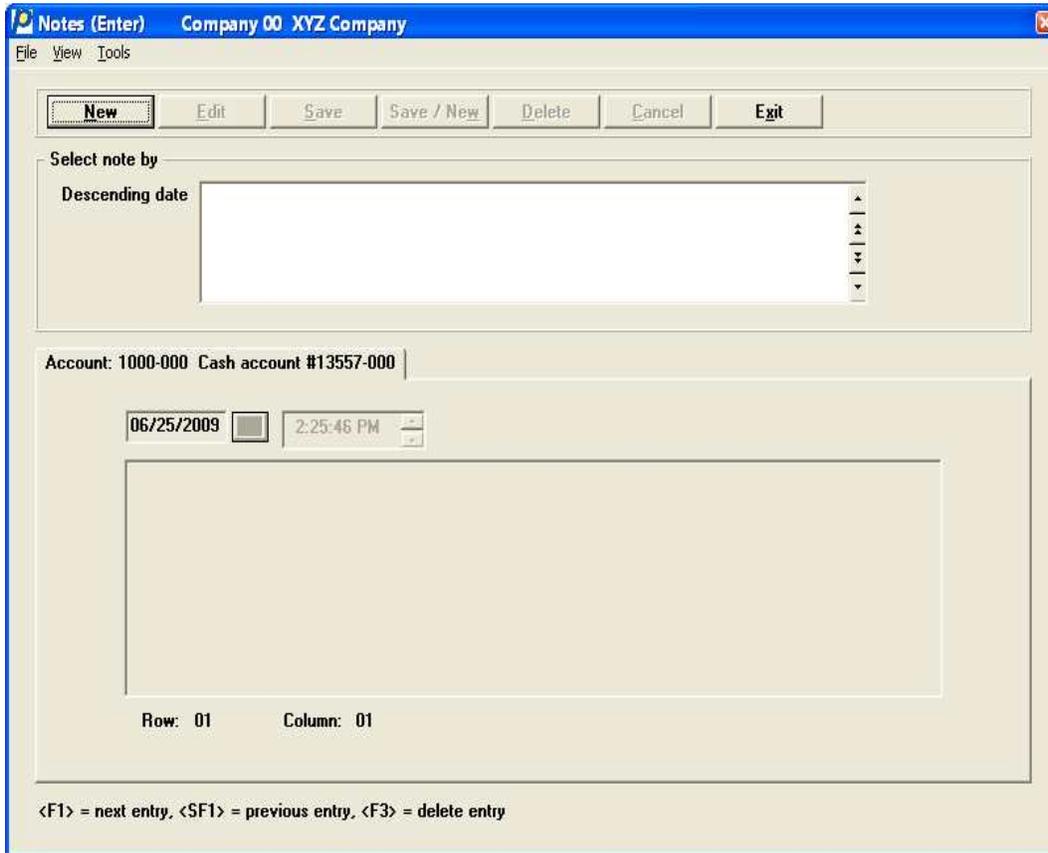
Notes that you enter here may be printed on the report or viewed in other selections when working with checking accounts. Select the New button <alt+n> to enter a note. Select Save <alt+s> to write the note to the file/table.

In character mode checking account notes use the PBS text editing function, described in the Using Notes section of the *Use of Function Keys, Tool bar and Windows* chapter of the *PBS System* documentation.

Account Status

Graphical Mode

The account status tab shows the account number, reconciliation method, current checkbook balance, last bank statement date/balance, and reconciliation amounts when a reconciliation is in progress.

Here is an example of the Account status tab with a reconciliation in progress:

Character Mode

In character mode this occurs:

When you press <Enter> at *Field number to change ?*, you are asked whether you want to view the status of this checking account.

If you answer Y, a new screen displays showing the account number, reconciliation method, checkbook balance, last bank statement date/balance, and reconciliation amounts when a reconciliation is in progress. Here is an example of the screen with a reconciliation in progress:

Select <Enter> to return to the checking account screen.

PRINTING A LIST OF CHECKING ACCOUNTS

Select

Checking accounts from the *Reports* menu.

The following screen displays:
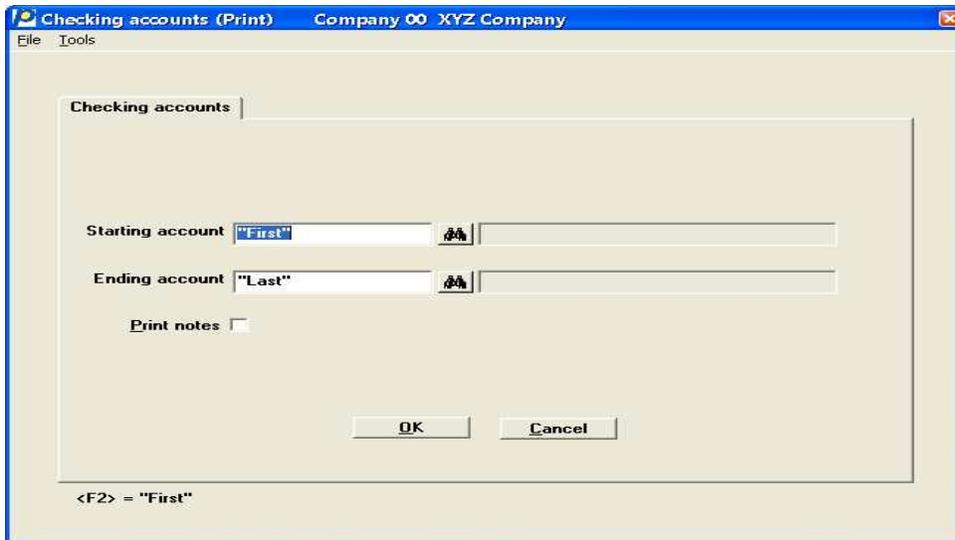
In character mode, the following screen displays:

See a Checking Accounts List example in the *Sample Reports* appendix.

Enter the following information:

Starting account *and*

Ending account

Enter the starting and ending account numbers or use the option:

<F2>	For the "First" checking account on the starting account field and "Last checking account on the ending account

Format	Your standard account number
Example	Press <F2> for both fields

Print notes

Your answer here determines whether any notes entered above are printed.

Format	Graphical mode: Check box, checked is yes and unchecked is no. The default is unchecked
	Character mode: Y or N. The default is N
Example	Check the box or enter Y

OK or Cancel

Select OK to select a printer and print the report or Cancel to return to the menu without printing.

Character Mode

At *Field number to change ?* make any needed changes, then press <Enter>. Select a printer or view option and the Checking Accounts List will be printed.

Starting Up a Checkbook

This chapter contains the following topics:

PREPARING TO START A CHECKBOOK

Starting a checkbook is a task that can be done only when the PBS Check Reconciliation (C/R) module is in start-up mode (as defined in the *Control information* Start-up mode or regular use field).

For any cash account and its corresponding checkbook, one of several situations can occur:

- One or more of the Accounts Payable, Accounts Receivable, and Payroll PBS modules has already been in use, and the Check Reconciliation module is being added.

- You may want to start interfacing from an external source such as NCR Counterpoint.

- No other module has been in use yet.

- The Check Reconciliation module and one or both of the Accounts Payable and Payroll modules are already in use, and the Accounts Receivable module is to be newly installed.

- You have just installed the Check Reconciliation module, and you are using no other PBS modules. (The sample information used in examples in this user documentation is based on this assumption.)

A checklist for each of these situations is located at the end of this chapter. Passport suggests that you use the one from this user documentation most applicable to your situation and check off the steps as you perform them. The checklist steps guide you through the correct sequence of actions to set up your checking accounts.

SETTING UP CHECK RECONCILIATION

If you are adding a checkbook, which already has activity (not as a result of using Accounts Receivable, Accounts Payable, or Payroll) follow Checklist B. If you are adding an entirely new checkbook, which has no activity, it is not necessary to go into start-up mode or use Checklist B. Follow the steps below:

Step	Description
0	If you have never used PBS before, you must enter *Company information*, *Cost centers / sub accounts* (if used) and *Valid G/L accounts*. These may be entered under the CTL menu. Otherwise you may skip this step.
1	Add the new cash account using the *Cash accounts* menu selection found under CTL. This may have already been done if you set up other modules before Check Reconciliation.
2	Add the checking account using the Check Reconciliation *Checking accounts* menu selection.
3	If you are using ACH direct deposit in Accounts Payable or Payroll, from the CTL - *Banks* menu selection add a system bank record. Set up each vendor / employee to receive direct deposit.
4	In Accounts Receivable enter a *Bank account*. Make the cash account the default in the Accounts Receivable, Accounts Payable, or Payroll *Control information*, as applicable. In Payroll *Control information* set up your ACH direct deposit account. Then go on with your regular day-to-day processing.

Set-up: Clear Entries

> **Note**
> Use the *Set-up: clear entries* feature only if you are using at least one other PBS module and you wish to transfer your historical data into the C/R checkbook. For when to use it, see Checklist A-2.
>
> If you do not want to transfer all your historical checks and deposits into the checkbook, see Checklist A-1.

In your regular day-to-day use of this module (not in start-up mode), you never purge checkbook entries from the Checkbook. Instead, you compress groups of cleared checks and deposits into what are called balance forward entries. In this way, your checkbook balance is always correct.

However, when you are in start-up mode, you are allowed to purge checkbook entries at will, as well as enter or change them. This feature allows you to set up your checkbook quickly, simply, and directly.

Once you leave start-up mode and go into regular use mode (by running *Set-up: set last balance*), you are no longer allowed to purge checkbook entries.

Select

Set-up: clear entries from the *Utility* menu.

Use this feature to mark entries that you want to purge. When you purge an entry, you completely remove it.

A screen displays for you to enter the account number of the checking account to clear.

Options

Enter the checking account (using the *Checking accounts* menu selection), or use one of the following options:

<F1>	For the next checking account
<SF1>	For the previous checking account

Regardless of the option you choose, after entering a checking account, a screen like this displays:

```
Starting up a checkbook (clear entries)          XYZ Company

   Checking acct: 1000-000  Cash account #13557

   Date     Doc-#   Reference             Deposits/CR   Checks/DR   Clear?
02/24/99   1018   Levine, Susan M.                         520.86
02/24/99   1019   Delaney, Katherine A.                    335.13
02/24/99   1020   Prieskorn, Jeff          **VOID**
02/24/99   1021   Palmer, Edward W.                      1,086.64
02/24/99   1022   Wilson, Arnold J.                        521.53
02/24/99   1023   Wilkenson, William B.                   845.50
02/24/99   1024   Holmes, Peter G.                        540.60
02/24/99   1025   Lopez, Felicia J.                       200.00
02/28/99   1034   Vermont Metal Products                  906.50
02/28/99   1035   Acme Office Supplies                  2,500.75
02/28/99   1036   Jones Property Manageme             11,000.00
02/28/99   1037   E-Z Repairs                            875.00
03/24/99   1026   Levine, Susan M.                        520.86
03/24/99   1027   Delaney, Katherine A.                   335.13
03/24/99   1028   Prieskorn, Jeff          **VOID**
03/24/99   1029   Palmer, Edward W.                     1,086.64
Press ↑ or ↓, PgUp or PgDn, Y/N to clear or unclear.
<Esc> = end
```

Select entries to clear pressing the <Up> and <Down> keys. Move forward to the next screen of entries by pressing <PgDn>. Move back to the previous screen of entries by pressing <PgUp>.

Clear ?

To clear an entry so that it can be purged, enter Y in the *Clear?* column. To exclude an entry from purging, skip it by pressing <Up> or <Down>. If you have already entered Y for an entry and want to change the it, just enter N in the *Clear?* column.

When finished select the <Esc> key to return to the menu.

Set-up: Purge Entries

For when to use Purge entries, see Checklist A-2.

To purge entries after selecting them, follow the instructions below.

Select

Set-up: purge entries from the *Utility* menu.

Options

On the screen that is displayed, enter the account number of the checking account to clear. Enter the checking account (account must be in *Checking Accounts*), or use one of the following options:

<F1>	For the next checking account
<SF1>	For the previous checking account

When you run Purge entries, any entries marked as cleared for purging are purged. The processing occurs automatically.

Set-up: Set Last Balance

Setting the last balance is used as a step in Checklist A-1 and Checklist A-2.

Use the *Set-up: set last balance* selection to set the last statement balances and dates for all checking accounts and leave start-up mode. You should run this when you are satisfied that all of your checking accounts are properly set up.

If you have cleared entries for purging, but have not yet purged them, you will get an error message, and will not be able to continue with this selection until you have either purged the cleared entries or "uncleared" them. It may be necessary to do this for more than one checking account.

Select

Set-up: set last balance from the *Utility* menu.

After setting the last statement balances and dates for all checking accounts, a screen displays the message below if all of the information is correct:

```
Starting up a checkbook (set last balance)          XYZ Company




       This function sets the last statement balances for ALL of your checking

       accounts.  After this is done, you will automatically leave start-up

       mode and be put into regular use mode.







Are you sure you want to do this now ?  ☐
```
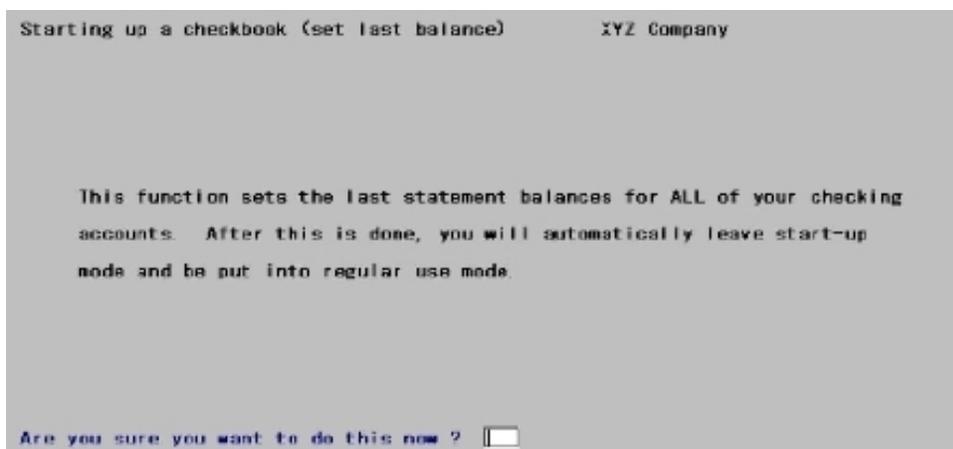
If you continue, the last statement balance for each checking account is then set to the balance of all entries in the account, and the last statement date is set to the latest clear date on any entry.

The Check Reconciliation module is then changed from start-up mode to regular use mode automatically.

CHECKLIST A-1

Use Checklist A-1 when one or more of the Accounts Payable, Accounts Receivable, and Payroll modules has already been in use, Check Reconciliation is being added and you do <u>not</u> want to retain early historical checks and deposits from A/P, A/R and Payroll.

Potentially you may have thousands of checks and deposits from earlier work. This checklist relieves you of the effort of manually clearing all these historical records. If you prefer to keep all your historical data in the C/R Checkbook use Checklist A-2.

Checklist A-1 Chapters for Reference

You may need to reference the following user documentation:

- Getting Started

- Transfer Checks/Deposits

- Checkbook Entries

- Starting Up a Checkbook (this chapter)

- *Cash History* chapter in the Accounts Receivable user documentation (Deposits section)

- *Control Information* chapter in the Accounts Payable user documentation

Steps for Checklist A-1

Follow steps 1 through 8 for each of your cash accounts.

Step	Description
1	Make sure that you have done the following: • Entered a checking account, using Checking Accounts, for each cash account used by Accounts Payable, Accounts Receivable, and Payroll. • Enter a cash account (using *Cash accounts*) and a checking account (using *Checking accounts*) for any other checking accounts to be maintained by Check Reconciliation, which are not used by other PBS modules. • Check that start-up mode is selected in C/R *Control information*. Do not use the auto-transfer feature until you are finished with all the steps below.
2	Transfer all checks and deposits from the other existing PBS modules to the Checkbook, using Transfer Checks/Deposits, according to whether you are using Accounts Receivable, Payroll, or Accounts Payable. You may use "Latest" for the cut-off transfer date. You may also use the date of your last statement and transfer the more recent checks and deposits after you are finished with Start-up

Step	Description
	mode. This is done in step 8. You will be asked the question *Mark checks/deposits as transferred ONLY (No transfer)?*. Select Yes and checks and deposits will be marked as transferred. However, they will <u>not</u> be transferred to the C/R Checkbook. Selecting Yes will relieve you of the efforts of having the clear ALL historical checks and deposits. Note that the last transfer date is not updated when you use this option. The method you use to transfer checks and deposits depends on the module you are using and your *Control information* settings. Refer to the <u>Selecting the Transfer Method for Step 2</u> section below this table detailed instructions.
3	Using *Load Checkbook*, enter any other outstanding checks and deposits that were not transferred and have not yet appeared on your bank statement. See <u>Load Checkbook</u> for details. (These would be outstanding checks and deposits that were no longer in History when you did the transfer above.) There might not be any of these. At this point, the Checkbook contains only entries that have not cleared the bank yet, as of the date of the last bank statement. It should contain all of these entries at least up to the closing date of the last bank statement. It might also contain entries after the last statement date.
4	Go back to *Load checkbook* and enter a *Balance forward* amount. The amount is the closing amount of your last bank statement. You should have already reconciled this statement manually. If this has not yet been done, you can make any adjustments and corrections later through Checkbook entries or *Load checkbook*. The date of the balance forward entry should be the closing date of the last bank statement.
5	Repeat Steps 1 through 4 for each of your cash accounts.
6	Run *Set-up: set last balance*. Your checkbooks are now set up for regular use and you are no longer in start-up mode.
7	If you are using the auto-transfer feature, switch this on in Check Reconciliation *Control information* for the modules you wish to automatically transfer checks and deposits.
8	If you used "Latest" for the cut-off transfer date in step 2 you can ignore this step. If you are using the auto-transfer feature, you <u>must</u> run *Transfer checks/deposits* to transfer any checks or deposits since the transfer date used in step 2. Future checks and deposits will be transferred automatically.

Step	Description
	If you are <u>not</u> using auto-transfer your checks and deposits will be pulled in the next time you run *Transfer checks/deposits*.

Note	If you have any uncleared entries dated before the balance forward entry you entered above, the running balance figure will not be accurate prior to the balance forward entry; however, it will be accurate from the balance forward entry onward. Once all entries before the date of the last bank statement have finally been cleared, the running balance figure will be accurate in all cases.

Selecting the Transfer Method for Step 2

Selecting the appropriate transfer method for Step 2 in the table above depends on whether you are using Accounts Receivable, Payroll, or Accounts Payable and if you are using the automatic or manual transfer method. Follow the instructions for the appropriate module below to complete Step 2 from the above table. When you are finished with this step go back to step 3 in the table above.

If You are Using Accounts Receivable

Depending on the Check Reconciliation *Control information* settings you may transfer cash receipts one of two methods:

1. Transfer cash receipts to the Check Reconciliation module using *Transfer checks/deposits* <u>after</u> gathering all cash receipts into deposit slips.

2. Automatically transfer deposits when printing the deposit slip.

When Check Reconciliation is in start-up mode, you do not have to print deposit slips before transferring cash receipts. Later, during regular use of the Check Reconciliation module, any cash receipt will have to be printed on a deposit slip before it can be transferred. If needed, refer to *Preparing deposits* in the *Deposit slips* chapter from the Accounts Receivable user documentation.

Transfer these cash receipts, using *Transfer checks/deposits*. All deposits in Cash History, regardless of the deposit slip being printed or not, will be marked as transferred. If you print the deposit slip and you are set up for the automatic transfer, the deposit is transferred. To avoid confusion you may not want to set up for automatic transfer until you go into regular mode.

If You are Using Payroll

Depending on the Check Reconciliation *Control information* settings you may transfer checks and direct deposit payments one of two methods:

1. Transfer checks and payments to the Check Reconciliation module using *Transfer checks/deposits* <u>after</u> gathering all printing checks and payments.

2. Automatically transfer pay and voids when posting checks, payments and voids.

Regardless of the transfer method, transfer all existing payroll checks using *Transfer checks/deposits*. All checks and direct deposit payments in Payroll History will be marked as transferred. When you are in setup mode, if you are set up for automatic transfer, only new checks and payments are transferred when posting. To avoid confusion you may not want to set up for automatic transfer until you go into regular mode.

If You are Using Accounts Payable

Look at your answer as it currently exists for field *Keep vendor history* in the Accounts Payable *Control information*. Based on your current setting:

- If your current answer is checked (Y for yes in character mode) transfer all checks using *Transfer checks/deposits*. All checks in Vendor History will be marked as transferred.

- If your current answer is no (N) or unchecked, there are no checks in Vendor History to transfer.

- Change your answer to checked (Y), so that the Accounts Payable system will hold future A/P checks for transfer to Check Reconciliation. Since no Accounts Payable checks have been transferred, skip steps 3 and 4, and go directly to Step 5.

Depending on the Check Reconciliation *Control information* settings you may transfer checks and direct deposit payments one of two methods:

1. Transfer checks and direct deposit payments to the Check Reconciliation module using *Transfer checks/deposits* <u>after</u> gathering all printing checks and payments.

2. Automatically transfer pay and voids when posting checks, payments and voids.

Regardless of the transfer method, transfer all existing accounts payable checks using *Transfer checks/deposits*. All checks and direct deposit payments in Vendor History will be marked as transferred. When you are in setup mode, if you are set up for automatic transfer, only new checks and payments are transferred when posting. To avoid confusion you may not want to set up for automatic transfer until you go into regular mode.

CHECKLIST A-2

Use Checklist A-2 when one or more of the Accounts Payable, Accounts Receivable, and Payroll modules has already been in use, Check Reconciliation is being added and you want to retain all the earlier data from A/P, A/R and Payroll.

Checklist A-2 Chapters for Reference

You may need to reference the following user documentation:

- Transfer Checks/Deposits
- Checkbook Entries
- Starting Up a Checkbook (this chapter)
- *Cash History* chapter in the Accounts Receivable user documentation (Deposits section)
- *Control Information* chapter in the Accounts Payable user documentation

Steps for Checklist A-2

Follow steps 1 through 9 for each of your cash accounts.

Step	Description
1	Make sure that you have done the following: • Enter a cash account (using *Cash accounts*) for any other checking accounts to be maintained by Check Reconciliation. • Enter a checking account as covered in Checking Accounts, for each cash account used by Accounts Payable, Accounts Receivable, and Payroll. • Check that start-up mode is selected in C/R *Control information*. Do not use the auto-transfer feature until you are finished with these steps.
2	Transfer all checks and deposits from the other existing PBS modules to the Checkbook, using Transfer Checks/Deposits, according to whether you are using Accounts Receivable, Payroll, or Accounts Payable. Use "Latest" for the cut-off transfer date. You will be asked the question "Mark checks/deposits as transferred ONLY (No transfer)?. Select No and all your checks and deposits will be transferred to the C/R Checkbook. In steps 3 and 4 you must clear ALL check historical checks and deposits that were transferred. The method you use to transfer checks and deposits depends on the module you are using and *Control information* settings. Refer to the Selecting the

Step	Description
	Transfer Method for Step 2 section above this table for instructions on the module you are using.
3	Run *Set-up: clear entries*, and clear all entries that are on your latest bank statement, and then purge these entries using *Set-up: purge entries*.
4	Using *Set-up: clear entries*, clear all entries earlier than the current bank statement, except for the entries that have not cleared the bank yet. Then purge all cleared entries. The result is a Checkbook that contains all checks and deposits previously entered through Accounts Payable, Payroll, and Accounts Receivable that have not appeared yet on any bank statement (have not cleared).
5	Using *Load Checkbook*, enter any other outstanding checks and deposits that were not transferred and have not yet appeared on your bank statement. See Load Checkbook for details. (These would be outstanding checks and deposits that were no longer in History when you did the transfer above.) There might not be any of these. At this point, the Checkbook contains only entries that have not cleared the bank yet, as of the date of the last bank statement. It should contain all of these entries at least up to the closing date of the last bank statement. It might also contain entries after the last statement date.
6	Go back to *Load checkbook* and enter a *Balance forward* amount. This amount is the closing amount of your last bank statement. The date of the balance forward entry should be the closing date of the last bank statement. You should have already reconciled this statement manually. If this has not yet been done, you can make any adjustments and corrections later through *Checkbook entries* or *Load checkbook*. Keep in mind that *Checkbook entries* create distributions that get pulled to G/L when running *Get distributions* where *Load checkbook* entries do not.
7	Repeat Steps 1 through 6 for each of your cash accounts.
8	Run *Set-up: set last balance*. Your checkbooks are now set up for regular use and you are no longer in start-up mode.
9	If you are using the auto-transfer feature, turn this on in Check Reconciliation *Control information* for the modules you wish to automatically transfer checks and deposits.

Note	If you have any uncleared entries dated before the balance forward entry you entered above, the running balance figure will not be accurate prior to the balance forward entry; however, it will be accurate from the balance forward entry onward. Once all entries before the date of the last bank statement have finally been cleared, the running balance figure will be accurate in all cases.

CHECKLIST B

Use Checklist B when no other PBS module has been in use yet.

Checklist B Chapters for Reference

You may need to reference the following user documentation chapters:

- Control Information
- Checkbook Entries
- Starting Up a Checkbook

Steps for Checklist B

If you are going to be using any other PBS modules, install them first and build the control and master data for each module before starting this Check Reconciliation module.

Follow Steps 1 through 5 to complete the transferal:

Step	Description
1	Make sure that you have entered a checking account (using *Checking accounts*) for each cash account used by Accounts Payable, Accounts Receivable, and Payroll (if one or more of these modules is in use). Make sure that you have entered a cash account (using *Cash accounts*) and a checking account (using *Checking accounts*) for any other checking accounts to be maintained by Check Reconciliation, and which are not used by other PBS modules.
2	Make sure that start-up mode is selected in C/R *Control information*.
3	Take the latest bank statement dated before any checks or deposits are entered into the other PBS modules, and enter a balance forward entry, using Load Checkbook. The date and amount of this entry are the date and closing balance of the last bank statement.
4	Using *Load Checkbook*, enter all checks and deposits that have not yet been cleared as of the latest bank statement directly into the Check Reconciliation module. These will be checks and deposits that you will not be entering into the other modules. The result is Checkbook data that has only outstanding entries for each checking account, as of the date of the latest bank statement, and has all of these outstanding entries.
5	Run *Set-up: Set last balance*.

CHECKLIST C

Use Checklist C when:

• The Check Reconciliation module is in use.

• One or both of the Accounts Payable and Payroll modules are already in use.

• The Accounts Receivable module is to be newly installed.

Checklist C Chapters for Reference

You may need to reference the following user documentation chapters:

• Control Information

• Checkbook Entries

• Starting Up a Checkbook (this chapter)

Steps for Checklist C

You have been entering deposits, up until now, directly into the Check Reconciliation module, and some Accounts Receivable deposits already exist. Some might be marked as cleared already, and some might not yet be marked as cleared.

Follow the steps below for Checklist C:

Step	Description
1	Install and configure the Accounts Receivable module, using the *PBS Administration* documentation and Accounts Receivable user documentation as references.
2	In C/R *Control information* set it so that you are interfaced to Accounts Receivable. You may also elect to auto-transfer deposits from A/R and show deposit detail.
3	Start entering cash through the Accounts Receivable module.
4	Discontinue entering deposits directly through the Check Reconciliation module. That is all you need to do. The balance forward in the Reconciliation module will already be correct.

CHECKLIST D

Use Checklist D when you have just installed the Check Reconciliation module, and you are not using other PBS modules.

Checklist D Chapters for Reference

You may need to reference the following user documentation chapters:

• Checkbook Entries

• Starting Up a Checkbook (this chapter)

Steps for Checklist D

Follow the steps below for Checklist D:

Step	Description
1	Make sure that you have entered a cash account, (using *Cash accounts*) and a checking account, (using *Checking accounts*) for each checking account to be maintained by Check Reconciliation. Make sure that start-up mode is selected in C/R *Control information*.
2	Using *Load Checkbook*, enter a balance forward entry with the date and closing amount of the last bank statement. Read more about this function in the Load Checkbook chapter.
3	Using *Load Checkbook*, enter all checks, deposits, and adjustments that have not yet cleared the bank as of the last bank statement.
4	Run *Set-up: set last balance*.

You are now be ready to use the Check Reconciliation module for regular day-to-day processing.

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Load Checkbook

This chapter contains the following topics:

MAKING CHECKBOOK ENTRIES

Use the *Load checkbook* selection to make checkbook entries. When using this selection, the information does not affect your general ledger.

To enter Normal activity, which affects the G/L, use the *Checkbook entries* selection. Refer to the Checkbook Entries chapter if you need additional information about G/L.

This function should only be allowed for PBS administrators. General users should not be allowed to access this function unless they understand the consequences, as incorrect entries or deletions could compromise the PBS system audit trail.

Select

Load checkbook from the *Utility* menu.

LOADING A CHECKBOOK

After selecting *Load checkbook*, the following screen displays:

New and Existing Entries

From this screen you can work with both new and existing checkbook entries.

Enter the information as follows:

1. Checking acct

This information differs, depending on whether this is a new or existing entry.

Options

If this is a new entry

Enter the number of the checking account, or use one of the following options:

<F1>	For the next entry for this checking account
<SF1>	For the checking account previously entered, if any
<F2>	For the next checking account
<SF2>	For the checking account previously entered, if any

Example	Press <Enter>
	Type 1000
	Type <Enter> for 000

Options

If this is an existing entry

Enter the checking account, date, type, and document number of the entry you want, or use one of the following options to access the specific checkbook entry:

<F1>	For the next entry
<F2>	For the next checking account

If the existing entry was transferred from Accounts Payable, Payroll, or Accounts Receivable, A/P, PR, or A/R displays for SOURCE.

If the entry was made directly in Checkbook entries, Direct Entry displays for SOURCE.

If Check Reconciliation is being used alone (with no other modules), SOURCE does not appear.

2. Date

Options

Enter the date for the entry or use one of the following options:

<F1>	For all entries (in date order) for the specific checking account entered above in field 1
<Enter>	For the default to the last date entered, or, for the first entry, to the current date

Format	MMDDYY
Example	Type 031519

3. Type

Options

Enter the type of entry as follows:

B	Balance forward
D	Deposit
B	Check
A	Adjustment
H	ACH payment

If the previous entry made was a check, you can press <Enter> to default to type C (Check).

You can also use the option:

<F1>	For all entries for the specific checking account and date entered. (This may be used to easily locate a particular entry made on a specific date.)

Note	You can make a balance forward entry only when you are in start-up mode

Format	One character
Example	Type B for Balance forward

4. Document

For all types except balance forward

Options

Enter the document number or use the option:

<F1>	For all documents for the specific checking account, date, and type entered above

You can press <F2> to use the last document number plus 1. The incrementing of document number works as follows:

For checks, deposits, and adjustments entered this run, the last document number is stored for each type.

For subsequent entries, the default number is the last document number for that type plus 1.

For balance forward type

Either an existing entry for the checking account and date is displayed (since only one such entry per date is allowed per account), or, if there is no existing entry, the document number field is skipped, as there may be only one balance forward entry for a checking account on a particular date.

Format	999999
Example	This field is skipped

5. Amount book balance:

The checkbook balance displays on the right.

Options

Enter the amount or use the following option:

<F1>	For all documents for the specific checking account, date, type, and document number entered. (<F1> is not available for balance forward documents.)

For a balance forward entry

Enter the current account balance.

For a check and ACH payment

If the entry is a check or ACH payment, enter a positive amount. The checkbook balance will be *decreased* by this amount.

For a void check

Entering zero for the check amount causes a void check status to be assigned to the entry. Field 6, Payee, is set to Void check and field 7, Status, is set to Void. Fields 6, 7, and 8 are skipped and you are positioned at *Field number to change ?*.

If you enter a non-zero amount, you can mark the check as void in field 7, after entering payee information in field 6.

All voids from Accounts Payable are transferred to C/R. Payroll voids, created using the *Void checks* menu selections are transferred to C/R. Voids created during a check run are not transferred to C/R and can be entered using *Load checkbook*.

For an adjustment

If an adjustment increases the checkbook balance (for example, Interest Received), enter a positive amount. If the adjustment reduces the balance (for example, Check Charges), enter a negative amount.

After you enter the amount, the checkbook balance is adjusted and re-displayed on the right.

Format	9,999,999,999.99-
Example	Type 9051.91

6. Payee Name *or* Comment

For a check

Enter a payee number, then a name.

Format	Six characters for payee number
	25 characters for payee name
	25 characters for comment

For a void check

The payee number is set to blank.

The payee name is set to Void check.

For a balance forward, deposit or adjustment entry

Enter a comment appropriate to the entry. You can press <Enter> to leave the comment field blank.

Example	Type 3/15 statement balance in the Comment field.

7. Status

Options

Enter the status as follows:

(Blank) or N	Not cleared yet
C	Cleared (You can enter a status of C only in start-up mode.)
V	Void
S	Stop-payment (You can enter a status of S for a check only.) Stop payments can be printed using the *Account activity* report. A stop-payment is considered a temporary status and should be changed to a void when the stop-payment is confirmed on your statement

If the entry is a balance forward, a status of C is automatically displayed and cannot be changed.

For a void check

The status is set to Void and cannot be changed as long as field 5, Amount, is zero. If you want to reverse a void on a check, you must reset field 5 to a non-zero amount, then return here to change its status.

Format	One character
Example	Cleared displayed automatically

8. Clear date

For a balance forward entry, the clear date is automatically set to the date of the entry and cannot be changed. (Balance forward entries are always considered cleared.)

For other types of entries, this field is automatically skipped unless you entered a status of C (cleared) above, and you are in start-up mode.

Format	MMDDYY
Example	This field defaults to the date of the entry.

Field number to change ?

Make any needed changes, or press <Enter> to accept your entries and to return to the menu.

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Note	Enter a positive amount for the check or ACH payment entry (refer to For a check in field 5 above).

Transfer Checks/Deposits

This chapter contains the following topics:

USING THE TRANSFER FEATURE

You may use the *Transfer checks/deposits* selection to transfer checks from the PBS Accounts Payable and Payroll, and deposits from the PBS Accounts Receivable into Check Reconciliation.

This selection can be run only if you have specified (in the Check Reconciliation *Control information*) to use one or more of these modules. See Check Reconciliation Control Information. You may transfer from one module at a time.

You have the choice of two methods of transferring checks and deposit information from Accounts Payable, Accounts Receivable and Payroll. The method you use is determined by your settings in the Check Reconciliation *Control information*. They are:

1. Posting automatically from Accounts Payable, Accounts Receivable and Payroll. When this is used, the Check Reconciliation checkbook is updated during posting. If you are using this method exclusively you can ignore this chapter. Any check, void check or deposit that is automatically posted cannot be pulled in again using *Transfer checks/deposits*.

    If you recently switched to the automatic transfer method, you may have untransferred checks and deposits that are still in any of the modules. In order for these to be transferred into the Check Reconciliation Checkbook, you should run the manual transfer to pull them in.

2. Pulling the payment information into Check Reconciliation via the *Transfer checks/deposits* menu selection. This method is explained in this chapter.

When someone is accessing certain Accounts Payable files/tables, you may get the message "A file needed is protected by another function. Cannot run your selection now - try again later." displays. Make sure everyone is out of A/P and try again. To avoid getting this message, use the automatic transfer method for Accounts Payable checks and payments.

Select

Transfer checks/deposits from the C/R menu.

Graphical Mode

The following screen displays:
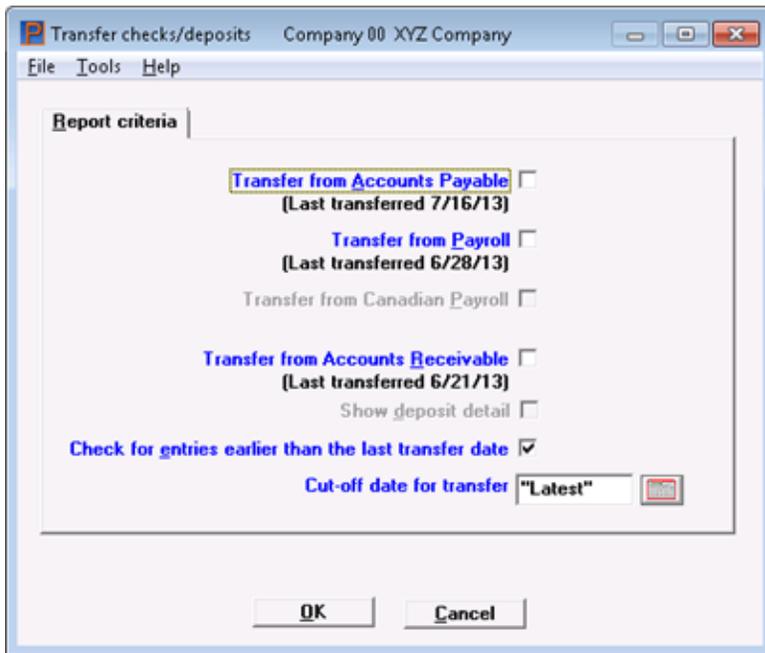
Character Mode
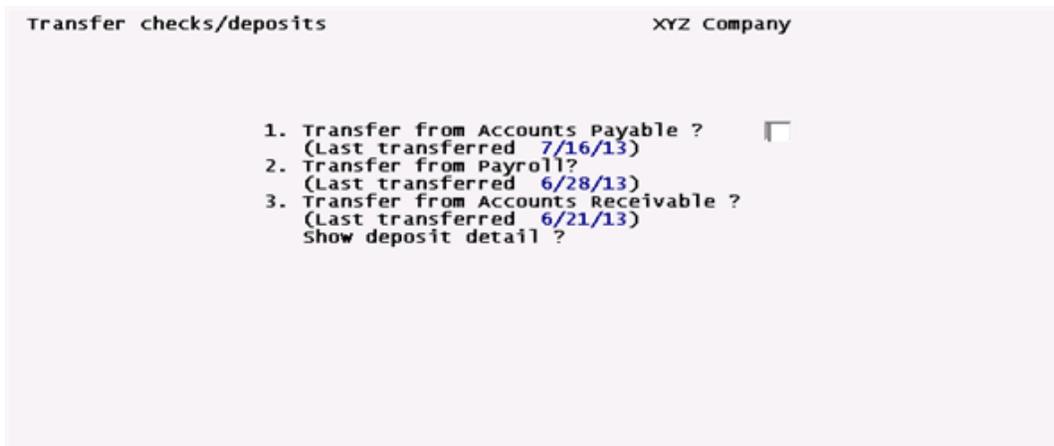
	The date of the last transfer does not appear until at least one transfer has been done for that module.
Note	Also, a date does not appear if you are in Start-up mode and you selected to only mark the records in A/P, A/R and PR as transferred. See Start-up Mode later in this chapter. Also see the Starting Up a Checkbook chapter.

Transfer from Accounts Payable

This question is only available when you are interfacing to Accounts Payable.

Check the box or enter Y if you want to get checks and ACH payments from A/P; otherwise, leave it unchecked (enter N). Computer checks that have been printed and posted, and non-A/P checks, handwritten checks that have been posted, and ACH payments are transferred.

Void checks are transferred if the original check is or is not in C/R. Voids are transfered as well as a reversed entry. Refer to *Void Checks* in the A/P User documentation.

No unposted checks/payments or voids are transferred.

Make sure everyone is out of A/P when you run this.

Note	There is a field in *Control information* that determines the "cleared" status of ACH Payments for Accounts Payable and Payroll. Because ACH payments are sent via a file to the bank, you may want to have theM transferred as automatically cleared. Keep in mind that the clear date is the same as the posting date and you will not see them if your reconciliation data is sooner or later than the automatically cleared date. You will not be able to clear them manually during a reconciliation.

Transfer from Payroll

This question is only available when you are interfacing to Payroll.

Check the box or enter Y if you want to get payroll checks and ACH payments from Payroll; otherwise, leave it unchecked (enter N). Payroll checks that have been printed and posted, handwritten checks that have been posted, and ACH payroll payments are transferred. No unposted checks are transferred.

Voids are transferred as negative entries. The original entry is retained.

Transfer from Canadian Payroll

This question can only be entered if you indicated in Control information that you are using Using Canadian payroll.

Check the box or enter Y if you want to get payroll checks and ACH payments from Canadian Payroll; otherwise, leave it unchecked (enter N). Canadian Payroll checks that have been printed and posted, handwritten checks that have been posted, and ACH payroll payments are transferred. No unposted checks are transferred.

Transfer from Accounts Receivable

This question is available only when you are interfacing to Accounts Receivable. Check the box or enter Y if you want to get deposits from A/R; otherwise, leave it unchecked (enter N).

Note	Making deposits is a separate step in Accounts Receivable, but it is related to entering and posting cash receipts as cash receipts must be posted first before you may prepare a deposit.

If you are not in start-up mode, only deposits for which a deposit slip has been printed are transferred. Returned checks and returned check bank charges, if available, are also transferred.

Refer to *Deposit Slips* chapter in the Accounts Receivable documentation for information on deposit slips.

Show deposit detail

This item displays only if you select to transfer deposits from Accounts Receivable.

Each deposit consists of one or more cash receipts. Answer Y to show the individual cash receipts on the transfer report.

Check for entries earlier than the last transfer date

This question displays only if earlier transfers were done.

You can greatly speed up the transfer process if you leave this box unchecked or enter N to this question. If all the checks and deposits you have entered and posted in the other Passport Business Solutions modules since your last transfer have dates after the last transfer date leave it unchecked (enter N). If you are unsure, check the box (enter Y).

When you leave it unchecked (enter N), the software completely skips looking for untransferred checks and deposits with dates earlier than the last transfer date. If you did a transfer, then posted a check in A/P (for example), dated earlier than the last transfer date, then this check does not get transferred. In this case, you must check the box (enter Y) to ensure that such checks and deposits do get transferred.

Cut-off date for transfer

Options

Next enter the cut-off date. Only entries having dates on or before this date will be transferred. You may use the option:

<F2>	To use Latest (no cut-off date)

If an entry is already transferred, it is not transferred a second time.

When you are done, the entries are transferred automatically. If the *Control information* specifies to print a Transfer Register, it then prints.

OK or Cancel

Select OK to transfer checks and deposits or Cancel to return to the menu without transferring.

If the program finds records to transfer a window with this message displays:

```
Processing complete
```

In graphical mode, on the screen, to the right of the module selected it displays:

```
Transfer complete
```

No Records Found

If there are no entries found with in the selected range a window with this message displays:

```
No untransferred records in range selected
```

In graphical mode, on the screen to the right of the module selected it displays:

```
No records
```

Character Mode

Field number to change ?

Select a field number to make changes or select the <Enter> key to start the transfer.

Start-up Mode

If Check Reconciliation *Control information* is set to Start-up mode this window displays:
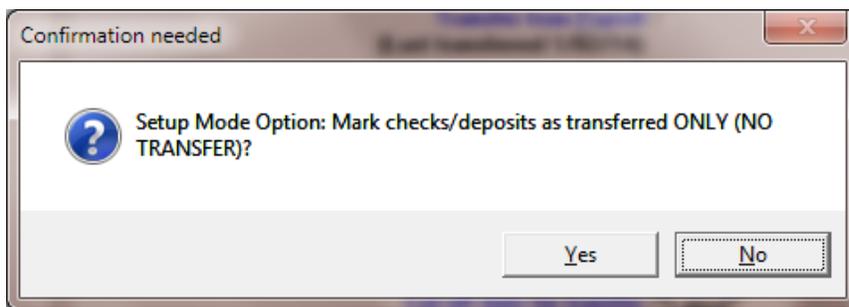
The question displays like this using character mode:

Setup Mode Option: Mark checks/deposits as transferred ONLY (NO TRANSFER)?

This option is provided if you have a large amount of historical checks and deposits that can be transferred into the Check Reconciliation Checkbook. After you transfer the data into the Checkbook it must all be cleared manually.

Selecting Yes will mark the checks and deposits as transferred in the Accounts Payable, Accounts Receivable and Payroll files/tables. It will not transfer any data into the Check Reconciliation Checkbook. This avoids having to manually clear many historical checks and deposits. It will not update the last transfer date. See Checklist A-1 in *Starting Up a Checkbook* chapter.

Selecting No will also mark the checks and deposits as transferred in the Accounts Payable, Accounts Receivable and Payroll files/tables. It will transfer data into the Check Reconciliation Checkbook and the last transfer date is updated. With this option you must use the *Set-up: clear entries* menu to clear your entries. Then you may use the *Set-up: purge entries* menu to remove them. See Checklist A-2 in *Starting Up a Checkbook* chapter.

Checkbook Entries

This chapter contains the following topics:

USING THE CHECKBOOK ENTRIES SELECTION

Use the Checkbook entries selection to make checkbook entries or print a list of entries. Posting these entries will affect general ledger.

If you are not using any other PBS modules, use this selection to enter all your checking account activity.

If you are using the Accounts Payable, Payroll, and/or Accounts Receivable modules, you can also use this selection to add to entries transferred to the Check Reconciliation module from thBese other modules. You have automatic options. See Control Information.

Instructions for using this selection to transfer funds between checkbooks are included at the end of this chapter.

If you are in start-up mode, you cannot use checkbook entries. Go to regular mode. (Refer to the Load Checkbook chapter for start-up mode.)

Note	If you are now in regular mode, you may want to make some sample entries for the document numbers 991, 992, 993 and 994.

Select

Enter from *Checkbook entries* from the C/R menu.

MAKING CHECKBOOK ENTRIES

The following screen displays:

If there are no entries, the screen will look like above.

Checkbook Entries List Box

The list box displays up to 6 existing checkbook entries at a time. You may sort the checkbook entries by account number in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a checkbook entry, start typing a account number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checkbook entry. The <F1> and <SF1> keys function the same as the up/down arrow keys.

The selected checkbook entry is available for changes or deletion. The fields for the selected checkbook entry display in the lower part of the screen.

Buttons

The button and keyboard equivalents do the following:

Button	Keyboard	Description
New	Alt+n	To add a new checkbook entry
Edit	Alt+e	To edit an existing checkbook entry
Save	Alt+s	To save changes to a new or changed checkbook entry
Save/New	Alt+w	To save changes to a new or changed checkbook entry and start adding another
Cancel	Alt+c	To cancel adding or changing an entry
Edit distrib	Alt+b	To access the distributions for an existing entry to view or change the distributions. See Distribution Entry
Exit	Alt+x	To exit back to the menu. If you are in the process of adding or changing an entry this button functions the same as the Cancel button

Menu Options

Many of the menu selections are the same from screen to screen. You have the following menu selections that are unique to this screen:

Print > Edit list	Select this menu to print an edit list. See Editing a List
Options > Post	Select the options menu to post existing entries. See Posting Checkbook Entries

Character Mode

In character mode, the following screen displays:

```
Checkbook entries (Enter)                    Report only DDP-Average cost


        * 1. Checking acct      [      :]

        * 2. Date

        * 3. Type

        * 4. Document #

          5. Amount

          6. Payee




<F1>=next entry, <SF1>=prev entry, <F2>=next chk acct, <SF2>=prev chk acct
```

Options

In character, you can use these options at the Checking acct field:

<F1>	For the next entry
<SF1>	For the previous entry
<F2>	For the next checking account
<SF2>	For the previous checking account
<F3>	To delete an account
<F7>	Applies only to second or future entries. Shows a previously entered account

New and Existing Entries

From the entry screen you can work with both new and existing checkbook entries.

Enter the information as follows:

Checking account

For a new entry

Options

Enter the number of the checking account or use one of the options:

<F2>	For the next checking account
<SF2>	or the checking account previously entered, if any

Example	Press <Enter>
	Type 1000
	Press <Enter> for 000

Date

Options

Enter the date for the entry or use one of the options:

<F1>	For the next entry (in date order) for the specific checking account entered above in field 1
<F4>	To enter a date using the calendar lookup
<Enter>	To default to the last date entered, or (for the first entry) to the current date

Format	MMDDYY. The default is the date for the previous transaction if there was one.
Example	Type 041519

Type

Options

Enter the type of entry as follows:

Deposit	Deposit into the checking account
Check	Check written as a payable or payroll check
Adjustment	Adjustment
ACH payment	If you paid via direct deposit, enter an ACH payment
Transfer	To transfer from one account to another. During posting a transfer becomes an adjustment type

If the previous entry made was a check, you can press <Enter> to default to type C (Check).

Or use the option:

<F1>	For the next entry for the specific checking account and date entered. (This may be used to easily locate a particular entry made on a specific date.)

Format	Graphical mode: Drop down list
	Character mode: One character
Example	Type A for Adjustment

Document #

Options

Enter the document number or use the options:

<F1>	For the next document for the specific checking account, date, and type entered above

You can press <F2> to use the last document number plus 1. The incrementing of document number works as follows:

For checks, deposits, and adjustments entered this run, the last document number is stored for each type.

For subsequent entries, the default number is the last document number for that type plus 1.

Format	999999
Example	Type 991

Amount

Enter the amount or use the option:

Options

<F1>	For the next document for the specific checking account, date, type, and document number entered.

For a check

If the entry is a check, enter a positive amount. The checkbook balance will be *decreased* by this amount.

For a void check

Entering zero for the check amount causes a void check status to be assigned to the entry. Payee, is set to *** Void check***. The remaining fields cannot be entered.

For an adjustment

If an adjustment increases the checkbook balance (for example, Interest Received), enter a positive amount. If the adjustment reduces the balance (for example, Check Charges), enter a negative amount.

For a transfer

Enter a positive amount. The checkbook balance will be *decreased* by this amount. The account transferred to will be increased.

Format	9,999,999,999.99-
Example	Type 12.00

Payee or Comment

For a check

Enter a payee number, then a name. If you have both A/P and Payroll, the lookup will prompt for Vendors or Employees.

Format	Six characters for payee number
Example	25 characters for payee name

For a void check

The payee number is set to blank.

The payee name is set to Void check.

For a balance forward, deposit or adjustment entry

Enter a comment appropriate to the entry. You can press <Enter> to leave the comment field blank.

For a transfer

Enter a comment to indicate that this is a check book transfer. Enter the transfer-to account number.

Format	Type 4/15 account changes in the Comment field.

Note	Enter a positive amount for the check entry (see For a check in field 5 above).

Transfer-to account

This field is only accessible on a transfer type.

Enter the account to be transferred to or use the Lookup to select the account.

Options

<F8>	For accessing the lookup to select the account

Example	Type 1100
	Press <Enter> for 000

Distribution Entry

Distribution entry is not available for a transfer type.

When you finished with the entry or you selected the *Edit Distrib* button, the following window displays:
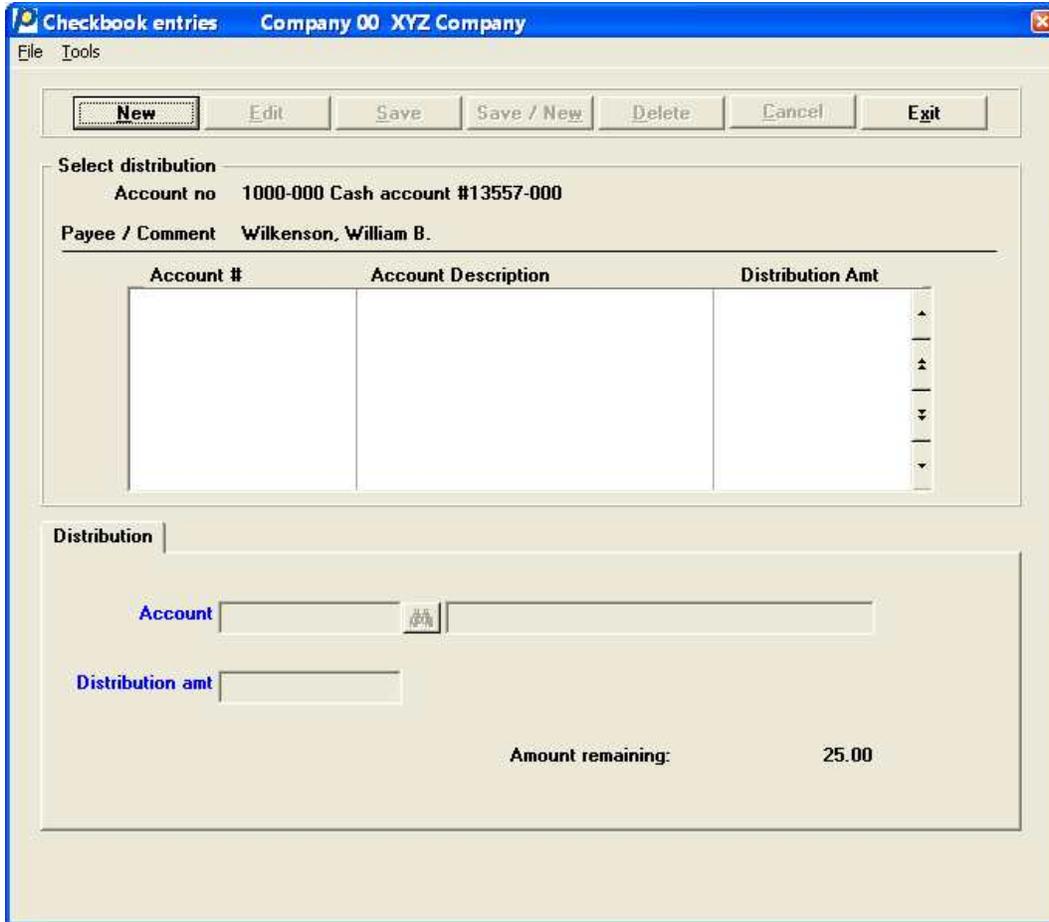
In character mode, make any desired changes, press <Enter> at the *Field number to change?* prompt, the following pop-up window displays:
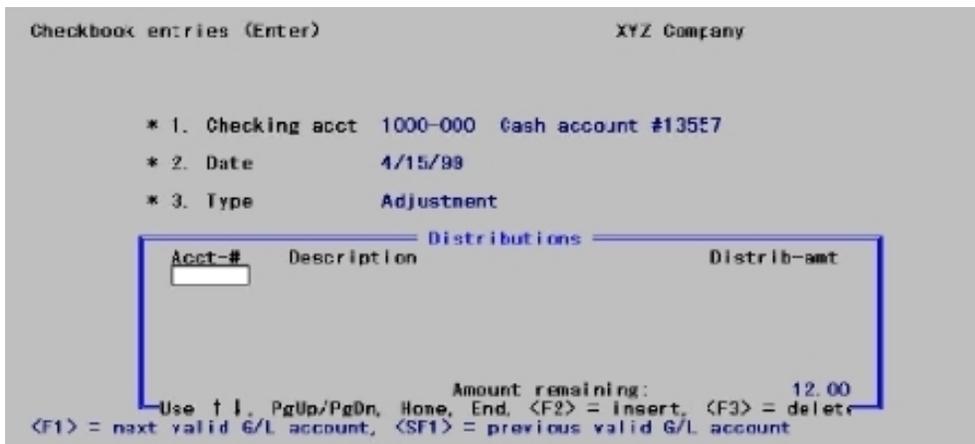
Enter this information in the distributions window:

Account number

Enter the account number for the account receiving the distribution.

Description

The description of the account displays.

Distribution amt

Enter the amount to be distributed to the account.

Amount remaining

You may distribute to multiple accounts, but *Amount remaining* must be zero to exit this screen.

Editing a List

Select

Edit list from the *Checkbook entries* menu.

Follow the screen instructions.

See a Checkbook List example in the *Sample Reports* appendix.

POSTING CHECKBOOK ENTRIES

Once you have examined the Edit List and verified that the list is correct, you can post them to the permanent C/R data. There are two places you can post entries.

Transfers offset the accounts that were entered in the *Checking account* and *Transfer to account* fields. The *Checking account* becomes the debit and the *Transfer to account* is the credit.

Select

Post from the *Checkbook entries* menu.

or

While on the Checkbook entries (Enter) screen

Select

Post from the *Options* menu.

See a Checkbook Entries Register example in the *Sample Reports* appendix.

DATA IMPORT

Data Import Manager allows you to import data that originated in an external appication.

Data Import Manager allows you to match the specifications of the file being imported by entering import specifications. The fields may be mapped in any order. The file being imported may be a fixed length file or csv file format. For information on setting up and using your import, see the *Data Import Manager* documentation.

Data Import is licensed separately and may not be available on your system.

Select

Data import from the *Checkbook entries* menu.

As long as the import file exists the data will be imported into Checkbook entries.

View Checking Account Information

This chapter contains the following topics:

CHECKING ACCOUNT ITEMS FOR REVIEW

Use the *View checking account information* selection to review a checking account. You will see:

- the reconciliation method of the account

- the balance and date of the latest bank statement

- the balance on the checkbook

- the date that checkbook entries were last transferred from other modules

- the total amounts of entries in other modules that have not been posted or transferred to the Check Reconciliation (C/R) module.

Select

View checking information from the C/R menu.

If only one checking account is in use and no other modules are interfaced with Check Reconciliation, no questions are asked and the information displays automatically.

Otherwise, the following screen displays for you to enter the number of the checking account to view:

Graphical Mode
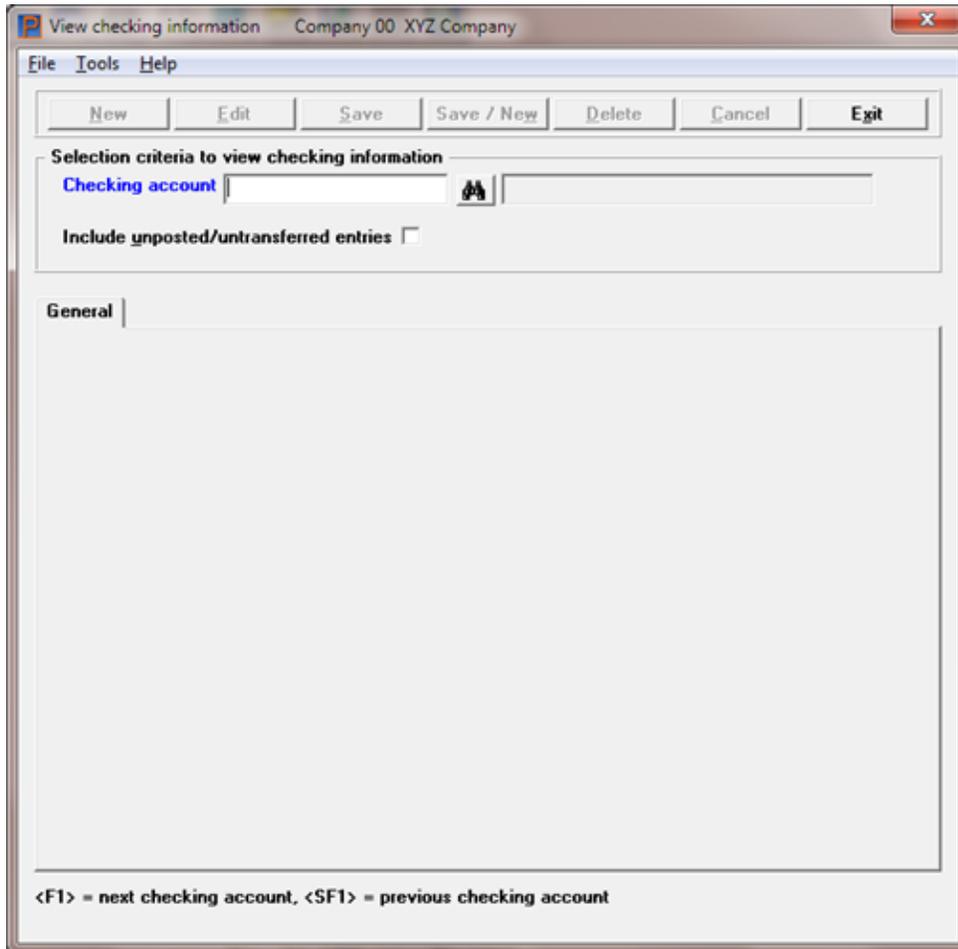
View Checking Accounts Button

Exit is the only button available. Select it to exit the screen.

Character Mode

```
View checking information                    XYZ Company
     Checking account   [        ]




<F1> = next checking account, <SF1> = previous checking account
```
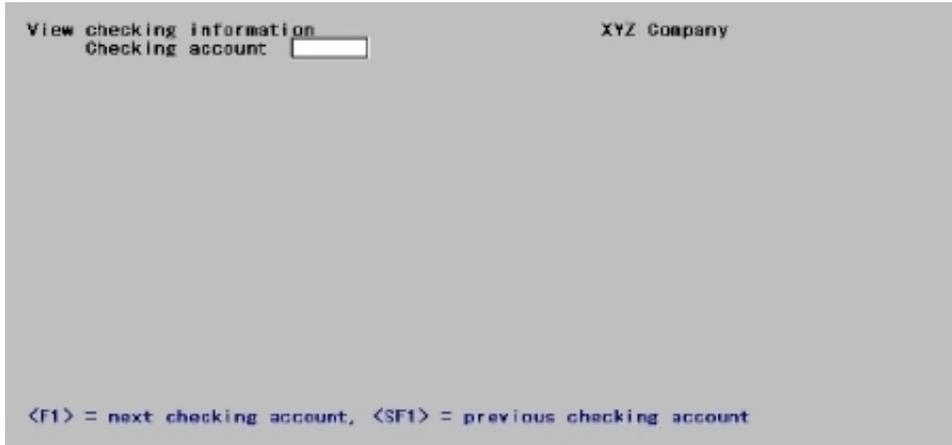
Checking account

You are asked this question only if there is more than one checking account defined.

Options

Enter the number of the checking account or use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F8>	For using the lookup to select a checking account

Include unposted/untransferred entries?

You are asked this question if at least one other Passport Business Solutions module is being used. Enter Y to include unposted entries and untransferred entries.

For the Accounts Payable module, this is the total amount of unposted non-A/P checks and hand-written checks, plus checks and ACH payments in Vendor History not yet transferred to the Check Reconciliation module.

For Payroll, this is the total amount of unposted hand-written payroll entries, plus checks and ACH payments in Payroll History not yet transferred.

For Accounts Receivable, this is the total amount of unposted cash receipts entries, plus deposits in Cash History not yet transferred.

These are the files/tables that are accessed when including unposted /untransferred entries:

Module	Status	File / Table - Name and Description	Transaction type
A/P	Not posted	APTRXF - Payables transactions	Non-A/P checks and immediate checks
A/P	Not posted	ADJTRX - Open adjustments	Manual payments
PR	Not posted	MANTRX - Adjustments	Manual payments
A/R	Not posted	CSHTRX - Cash transactions	Cash receipts
A/P	Posted	VENHIS - Vendor history	Checks and ACH payments
PR	Posted	KHISFL - Employee payroll history	Checks and ACH payments
AR	Posted	KSHHIS - Cash history	Deposits

Accounts Payable selected vouchers and Payroll Time worked entries are not included because they are not assigned a cash account (checking account) until the checks and payments are run.

Note	If you are auto-posting checks and deposits there may be some checks and deposits not yet posted. However, all checks and deposits that are posted will have been automatically transferred. See the Control Information chapter for more information on posting automatically.

If a reconciliation is in progress for this account, you will be informed of this.

If you select to include unposted entries, processing may take some time. If you want, you can stop and either exit or resume processing. (Refer to the screen instructions.)

Here is an example of the screen including the unposted and untransferred entries:

Graphical Mode
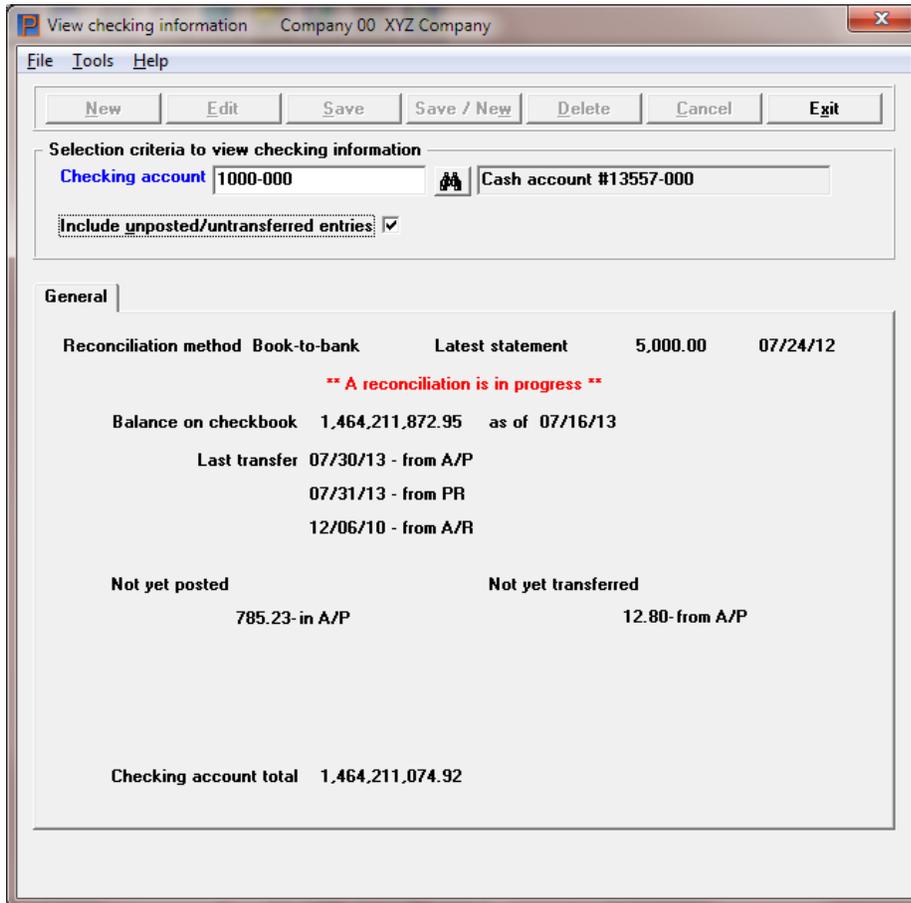
Character Mode
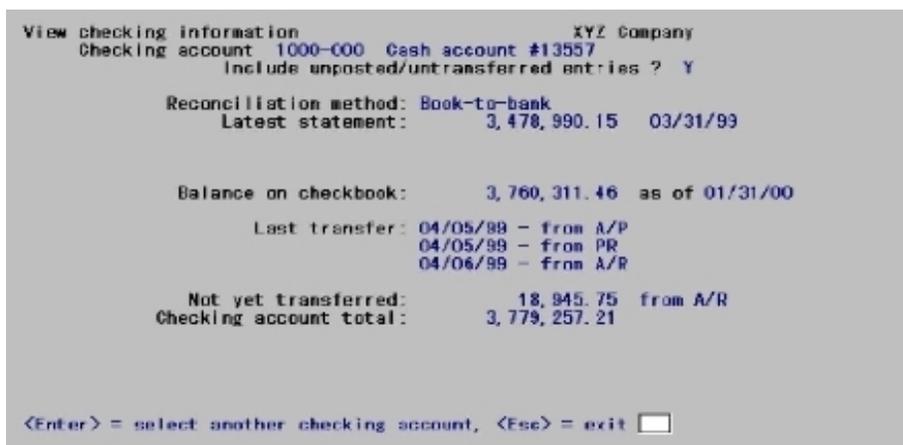
The last transfer from A/P, PR and A/R indicate the last time anything was transferred for any account; not just the account that is displaying.

Checking Account Reports

This chapter contains the following topics:

PRINTING CHECKING ACCOUNT REPORTS

The *Reports* selection provides access to several reports for PBS Check Reconciliation.

From the Reports menu, you may print the following C/R reports:

- The Reconciliation Report
- The Checkbook Report
- The Checkbook List
- The Account Activity Report

You may also print your *Checking Account List* and your *Distribution To G/L* report from the *Reports* menu.

RECONCILIATION REPORT

This report is designed to help you with a reconciliation that is in progress. You can print the in-progress reconciliation summary as well as cleared and uncleared entries.

You may also print the details of a previous reconciliation by entering the statement date of that reconciliation.

The Reconciliation report normally has two parts:

• The list of checkbook entries with debit total, credit total and difference.

• If a reconciliation is currently in progress, the reconciliation summary shows the statement balance, checkbook balance as of the reconciliation date, the summary of the cleared and uncleared entries and more.

It does not print uncleared items after the cut-off date.

Stop payments do not print on the report details or be included in the summary amounts. You may change a stop payment to a regular check or void using *Load checkbook*. Then it will print on this report.

See a Reconciliation Report (No Reconciliation) example with no reconciliation in progress and a Reconciliation Report (Reconciliation in-progress) example in the *Sample Reports* appendix.

Select

Reconciliation from the *Reports* menu.

Graphical Mode

The following screen displays:
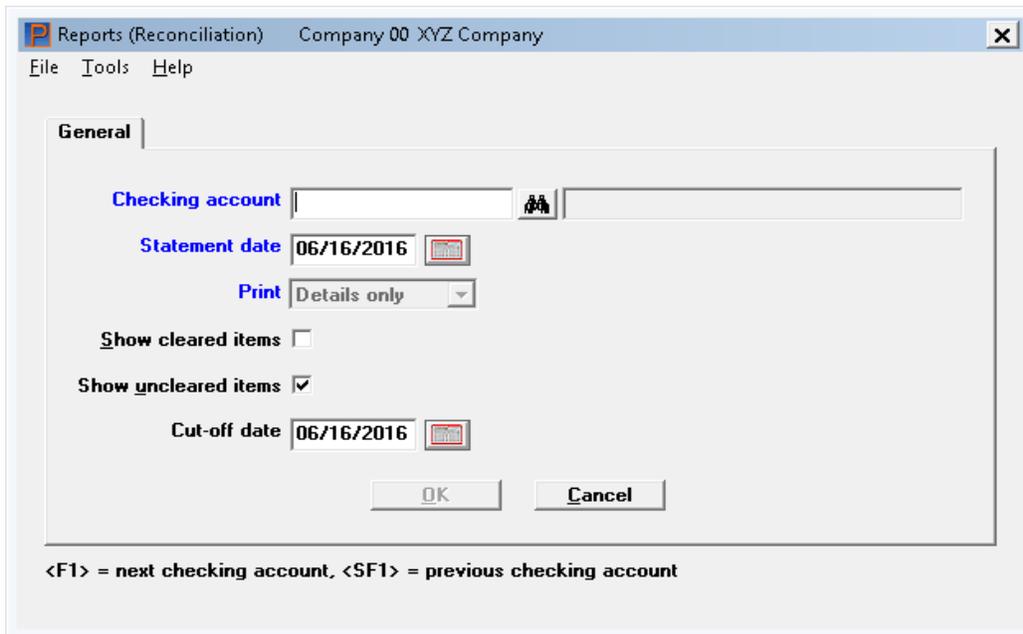
Skip to the Checking account field.

Character Mode

Options

Checking account:

A screen displays for you to enter the checking account for which you want to print the report. You can also use the option:

<F1>	For the next checking account

Example	Press <F1>, then press <Enter> twice

Select Enter and the following screen displays:

```
Reports (Reconciliation)                        XYZ Company

    For checking acct: 1000-000  Cash account #13557-000-123456


                        1. Statement date          61616
                        2. Print
                        3. Show cleared items ?
                        4. Show uncleared items ?
```
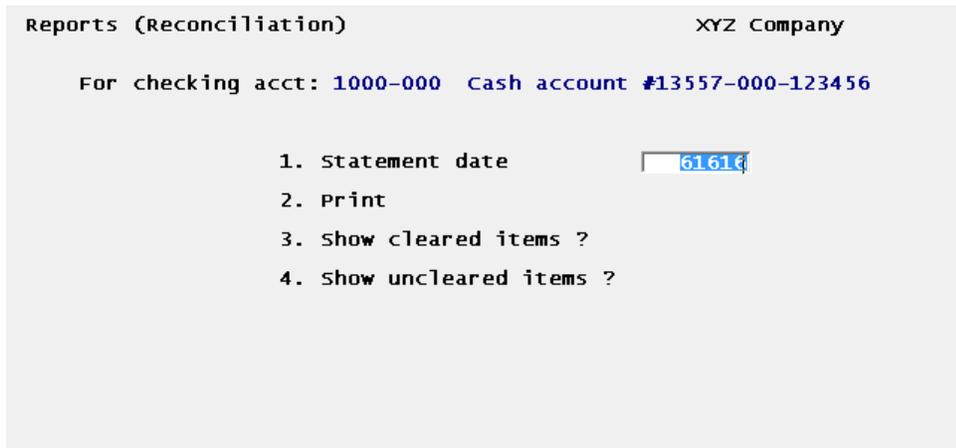
When using character mode skip to the Print field.

Graphical Mode

In graphical mode enter the information as follows:

Checking account

In graphical mode only, enter the checking account for which you want to print the report. You can also use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F8>	For accessing the lookup for selecting the account. In graphical mode you may also click on the lookup button

Example	Press <F1>, then press <Enter>

Both Graphical and Character Modes

Statement date

Enter the statement date or use the default date of the reconciliation in progress. This date is set in *Checking accounts*.

You may also enter a date of a previous reconciliation to print the cleared entries. In this case it is recommended that you do not check (or enter Y) the *Show uncleared entries* field.

Format	MMDDYY
Example	Press <Enter>

Print

This field can only be changed if there is a reconciliation in progress for the selected account. If there is no reconciliation in progress you may only print details.

When there is a reconciliation in progress you have three options:

D	Details only	This allows you to print the account details only with no summary
S	Summary only	This allows printing the reconciliation summary only
B	Both	This option prints both the details and reconciliation summary

Format	One option from the list above. The default is Both
Example	Type B

Show cleared items

If you selected *Summary only* for the *Print* field, this field is not available.

Check the box (or answer Y in character mode) if you want to show entries that have already been cleared on the reconciliation date; otherwise, leave it unchecked (answer N).

Example	Graphical mode: Check the box using the space bar
	Character mode: Type Y

Show uncleared items

If you selected *Summary only* for the *Print* field this field is not available.

Check the box (or answer Y in character mode) if you want to show uncleared entries; otherwise; leave it unchecked (answer N).

Example	Graphical mode: Check the box using the space bar
	Character mode: Type Y

Include zero amount checks since the last reconciliation

This field is only available if you checked the Show cleared items field.

Most systems will never have a zero amount check. However, in a circumstance where an employee gets paid tips in cash it can result in a zero amount check.

Caution: You may produce a zero amount check in Payroll, but never produce a check that results in an employee being paid less than zero.

Example	Graphical mode: Check the box using the space bar
	Character mode: Type Y

Cut-off date

If you selected *Summary only* for the *Print* field this field is not available. If the *Show uncleared items* field is unchecked this field is also not available.

If you selected to show uncleared entries, enter the cut-off date. All uncleared entries having dates on or before this date will be shown on the report.

This field defaults to the in-progress reconciliation date. If you changed it from the reconciliation date to some other date you can press <F2> to go back to the reconciliation date. You may use the option:

<F4>	Graphical mode: For accessing the calendar date selector select <F4> key or click on the calendar button
	Character mode: Use <F7> to access a date selector

Format	MMDDYY
Example	Press <Enter>

OK or Cancel

Enter OK to select and printer and print the report or cancel to not print and return to the menu.

CHECKBOOK

This report shows checkbook entries in order by date, along with a running balance.

See a Checkbook Report example in the *Sample Reports* appendix.

Select

Checkbook from the *Reports* menu.

The following screen displays in graphical mode:
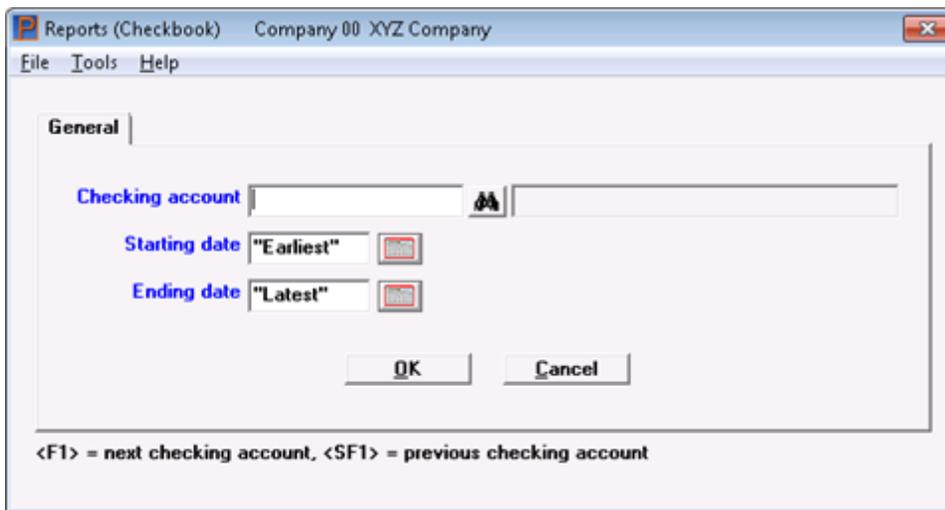
Checking account

Options

Enter the checking account for which you want to print the report. You can also use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F8>	For accessing the lookup where you can select the checking account

Example	Press <F1>, then in graphical mode press <Enter>.
	In character mode press <Enter> twice

After you enter the checking account, the following screen displays in character mode:

```
Reports (Checkbook)                         XYZ Company

  For checking account: 1000-000  Cash account #13557-000




                        1. Starting date  [        ]
                        2. Ending date




 <F2> = "Earliest"
```
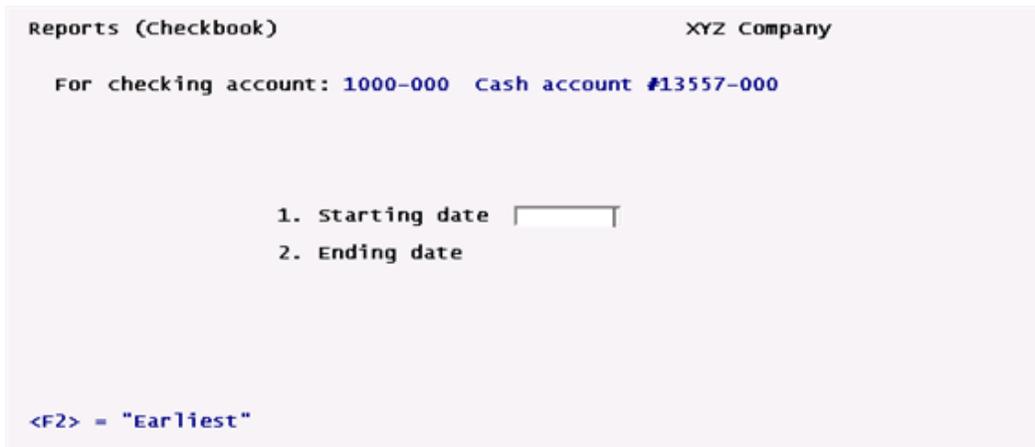
Enter the following information:

Starting date and

Ending date

Enter the range of dates to show on the report. You may use the options:

<F2>	For Earliest on Starting date and Latest on Ending date
<F4>	Graphical mode: For accessing the calendar date selector or click on the calendar button. Character mode: Use <F7> to access a date selector

Format	MMDDYY in each field
Example	Press <F2> for each field for a range from Earliest to Latest

The Starting balance is the balance of all entries before the starting date.

OK or Cancel

Select OK to print the report or cancel to return to the menu without printing the report.

CHECKBOOK LIST

Select

Checkbook list from the *Reports* menu.

Graphical Mode

This screen displays:
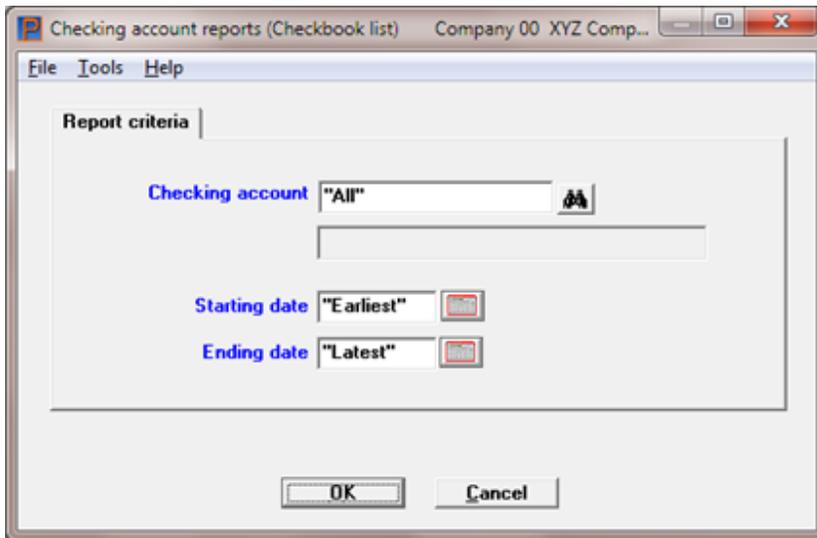
Character Mode

The following screen displays:
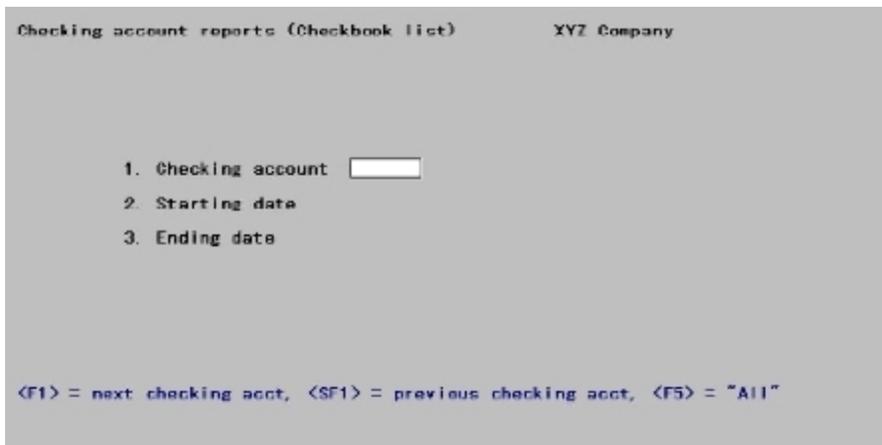
See a Checkbook List example in the *Sample Reports* appendix.

Enter the information as follows:

Checking account

Options

Enter the number of the checking account you want to print the report for, or use one of the options:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F5>	To print the report for All checking accounts
<F8>	To access the lookup

Example	Press <F5>

Starting date *and* **Ending date**

Enter the range of dates to show on the report. Follow the screen instructions. You have this option:

<F4>	In graphical mode, to access the date selector for both fields. In character mode use <F7>

Format	MMDDYY
Example	Press <F2> for each field for a range from earliest to latest

If you change the status of an entry to Void or Stop-payment, the date that action was taken will appear in the Clear-date column of the report.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

ACCOUNT ACTIVITY REPORT

This report shows checkbook activity in several different ways. You can look at just about any cross-section of entries you have in your checking account.

For example, you could print a list of checks written to a specific payee and a list of which of those checks have cleared. Or you could print a report showing which entries originated from Accounts Payable, Payroll, or Accounts Receivable, or which entries you entered directly in C/R.

See an Account Activity Report example in the *Sample Reports* appendix.

Select

Account activity from the *Reports* menu.

The following screen displays:

Graphical Mode

Checking account

Enter the checking account for which to print the activity report or use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F8>	For finding the account via the lookup. You may also click on the lookup button

Character Mode
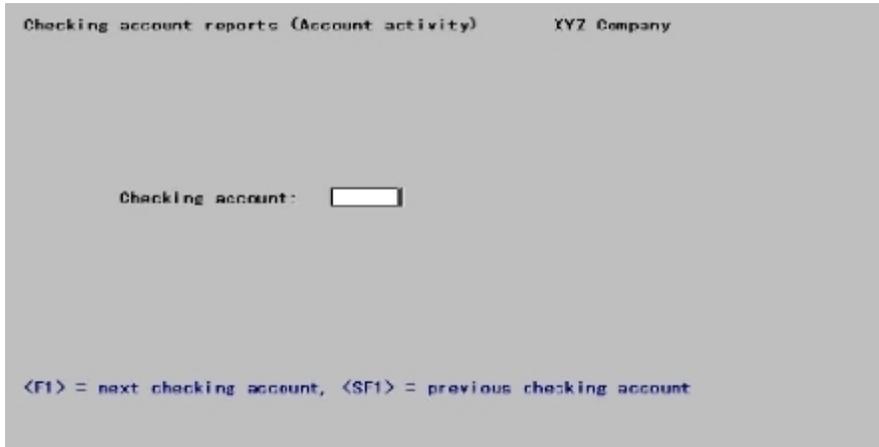
```
Checking account reports (Account activity)        XYZ Company




          Checking account:      [        ]






<F1> = next checking account, <SF1> = previous checking account
```

Options

Enter the checking account for which to print the activity report or use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account

Example	Press <F1>, then press <Enter> twice.

The following screen displays:

```
Checking account reports (Account activity)       XYZ Company
      Checking acct: 1000-000  Cash account #13557


              1. Print in what order ?  [ 0 ]
              2.
              3.
 4. Which entries: Balance forward ?     5. Which statuses: Cleared ?
                   Deposits ?                               Uncleared ?
                   Checks ?                                 Void ?
                   Adjustments ?                            Stop-payment ?

              6. Which sources: Direct entry ?
                                Accounts Payable ?
                                Payroll ?
                                Accounts Receivable ?

 1 = Date   2 = Document Number   3 = Payee number   4 = Payee name
```
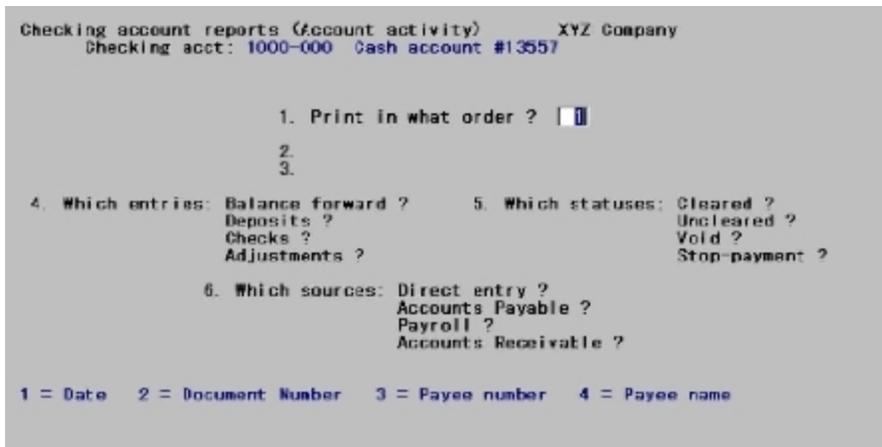
Print in order of

Options

Enter one of the following (or press <Enter> for the default of date order):

Character	Graphical
1	Date
2	Document number
3	Payee number
4	Payee name

Format	Graphical mode: Drop down list
	Character mode: Numeric, enter either 1, 2, 3 or 4
Example	Press <Enter>

Starting *and*

Ending

Enter the range of values to show on the report. The field names (and values to enter) depend on what order has been entered above, as follows:

Date	Starting date / Ending date
Document number	Starting document number / Ending document # number
Payee number	Starting payee number / Ending payee number
Payee name	Starting payee name / Ending payee name

Entries

Press <Enter> at each type of entry you want to show on the report and uncheck the box for those types you don't want to show. Here is an explanation of each type and where they originate:

Balance forward	This is the balance brought forward created when first setting up an account. A balance forward record can also be created when running the *Compress cleared entries* utility
Deposits	Deposits usually originate in Accounts Receivable when printing a deposit slip. A deposit can also be created using *Checkbook entries*
Checks	Checks are normally created when printing and posting checks in Accounts Payable and Payroll. They can also be created using *Checkbook entries*
Adjustments	All adjustments are created using *Checkbook entries*. They can start as an adjustment type or transfer type
ACH payments	This is a direct deposit payment type created when generating an ACH file in Accounts Payable and Payroll. They can also be created using *Checkbook entries*

Any of the above types can also be entered using *Load checkbook*. However, using Load checkbook bypasses posting to General Ledger so should only be used for special circumstances.

Options

You may also use the option:

<F5>	To show "All" types of entries. The default for each is checked in graphical mode and Y in character mode

Example	Press <F5>

Statuses

Press Enter> at each status you want to show and uncheck each box for those types you don't want to show. These include:

Cleared	These are entries cleared during a reconciliation process
Uncleared	These are entries that have not been cleared
Void	These are generated in Accounts payable when voiding checks or direct deposit payments during *Print checks and post* or voiding the printing of a *Payables* immediate check. They will always have an amount of zero. When this field is checked a void entry is printed regardless of the Cleared and Uncleared status
Stop-payment	This is a temporary status. Once the stop-payment has been verified you should change it to a void using Load checkbook

Options

You may also use the option:

<F5>	To show "All" statuses. The default for each is checked in graphical mode and Y in character mode

Example	Press <F5>

Sources

Options

Press <Enter> at each source you want to show and uncheck the box (answer N) at those sources you don't want to show. Using character mode *Not applicable* displays for each module you are not using. You can also use this option if any modules are interfaced:

<F5>	To show "All" sources

The entries shown for each source are:

Direct Entry	Shows entries entered directly into Check Reconciliation using *Checkbook entries*. Direct entry must be set to Y (default) if you are not transferring from A/P, Payroll or A/R (as defined in the Control information). Direct entries may also come from external applications through a direct SQL interface or Data import.
Accounts Payable	Shows checks transferred from A/P
Payroll	Shows checks transferred from Payroll
Accounts Receivable	Shows deposits transferred from A/R

Example	Defaults to Y for Direct Entry, since Check Reconciliation is being used stand-alone

For a single payee

Options

This question can only be entered if you selected to print in date order or document number order, and you have selected to show checks. If neither A/P nor Payroll is being used your entry is not relevant; otherwise, select one of the following:

Character	Graphical	What it does
N	No	Shows all checks regardless of payee
V	A/P Vendor	shows checks from A/P for a single vendor
E	PR Employee	shows checks from Payroll for a single employee
D	Direct Entry	shows checks entered directly into the Check Reconciliation module for a single payee

Note	Direct Entry refers to a single payee only. You must have selected to print in date order or document order, as well as selected to show checks.

If you are not using A/P, you cannot select a single vendor. If you are not using Payroll, you cannot select a single employee.

If you select *A/P Vendor* (or enter V), enter the vendor number (you can enter a vendor that is not on file in A/P vendors), or use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor
<Enter>	Leave the vendor number blank to look up the vendor by name. The screen prompts you to select a vendor by name.

If you select PR employee (or enter E), you can select a single employee in the same way.

If you select Direct entry or A/P vendor (enter D or V in character mode), enter the payee number or use the option to look up the payee by name. Checks having a payee number matching the number you entered, or having a payee name matching the portion you entered, will be shown.

Format	Graphical mode: Drop down list
	Character mode: One character
Example	Press <Enter> for No

OK or Cancel

Select OK to print the report or cancel to return to the menu without printing the report.

Setting Up for a Reconciliation

This chapter contains the following topics:

PREPARING FOR RECONCILIATION

Before performing a reconciliation, you must first set it up.

Per C/R Control information, you may be posting payment and deposits data automatically. When C/R is set up to have A/P, A/R and PR post automatically, you will not have to transfer data from these modules. You may still have to enter other data manually as explained below.

Before reconciling, make sure you have entered (or transferred from other modules) any of these items:

- Interest received

- Returned customer checks which you have already deposited

- Bank charges

- Returned vendor checks, which have already been posted. If you enter them as voids they will be transferred as negative checks when you post if set up to automatically transfer or when you run *Transfer checks/deposits*.

There is a *Returned checks* function in A/R where you can enter charges from your bank, an optional service charge to your customer which produce during posting the G/L distributions needed for all of the above.

Use the appropriate instructions in this chapter before beginning a reconciliation (see Reconcile Statements).

Interest Received

Enter interest received as an adjustment, using *Checkbook entries*. You will distribute to General Ledger there also. When you run get distibutions the data will be transfered to G/L.

RETURNED CUSTOMER CHECKS

Returned checks are handled differently, depending on whether you are using PBS Accounts Receivable (A/R) and how you are using it.

If not using the PBS A/R

Enter an adjustment, using *Checkbook entries*, for the amount of the returned check plus any bank charges. You will distribute to General Ledger there also.

If using the PBS A/R

A returned check means that the entries that were previously paid are no longer paid. The customer's balance must therefore be increased. Bank charges may be assessed at the time when the returned check amount is entered. You may also charge your customer a returned check charge.

CHECKS RETURNED TO VENDORS

Checks that are returned to vendors are handled differently, depending on whether you are using the PBS Accounts Payable (A/P).

If not using the PBS A/P

If a check you wrote to a vendor is returned due to insufficient funds, there may be a service (penalty) charge. If this check has not already been entered using *Checkbook entries*, it would be entered as void at this time. If it has already been entered change the status of the check to void. You must enter a negative adjustment, using *Checkbook entries*, for the service charge and distribute it to General Ledger.

If using the PBS A/P

Use A/P *Void checks* to void the check. Refer to the *Void Checks* chapter in the A/P documentation for details on voiding checks.

Reconcile Statements

This chapter contains the following topics:

THE STATEMENT RECONCILIATION PROCESS

A reconciliation is the process of making the bank statement match your checkbook (or vice versa). To perform this process, use the *Reconcile bank statements* selection to bring together the checkbook and bank statement information to either ensure that they match or make them match.

Use the appropriate instructions in the Setting Up for a Reconciliation chapter before you use this selection.

If you are in start-up mode per C/R *Control information*, you cannot run this selection. To change from start-up mode to regular use mode, refer to the Starting Up a Checkbook chapter.

If there are fees, interest or other amounts in your statement that are not in the C/R checkbook, use Checkbook Entries to enter and post them to the checkbook. Distributions are created when posting Checkbook Entries. You may pull these into General Ledger as part of your month end procedures.

When there are checks and deposit amounts from entries in PBS that are expected in the checkbook, you may have to run *Transfer checks/deposits* to pull them into the checkbook.

When Finalizing the reconciliation you must print a Reconciliation Bank Statement and Checkbook Register. This has the benefit of providing an audit trail of what was done and a way for the user to look back at a previously printed reconciliation. The register is similar to the reconciliation report. The details section of the register provides the reconciled items for the current statement date. The summary page includes the totals for both the cleared and uncleared items.

Select

Reconcile bank statements from the C/R menu.

Graphical Mode

The following screen displays:
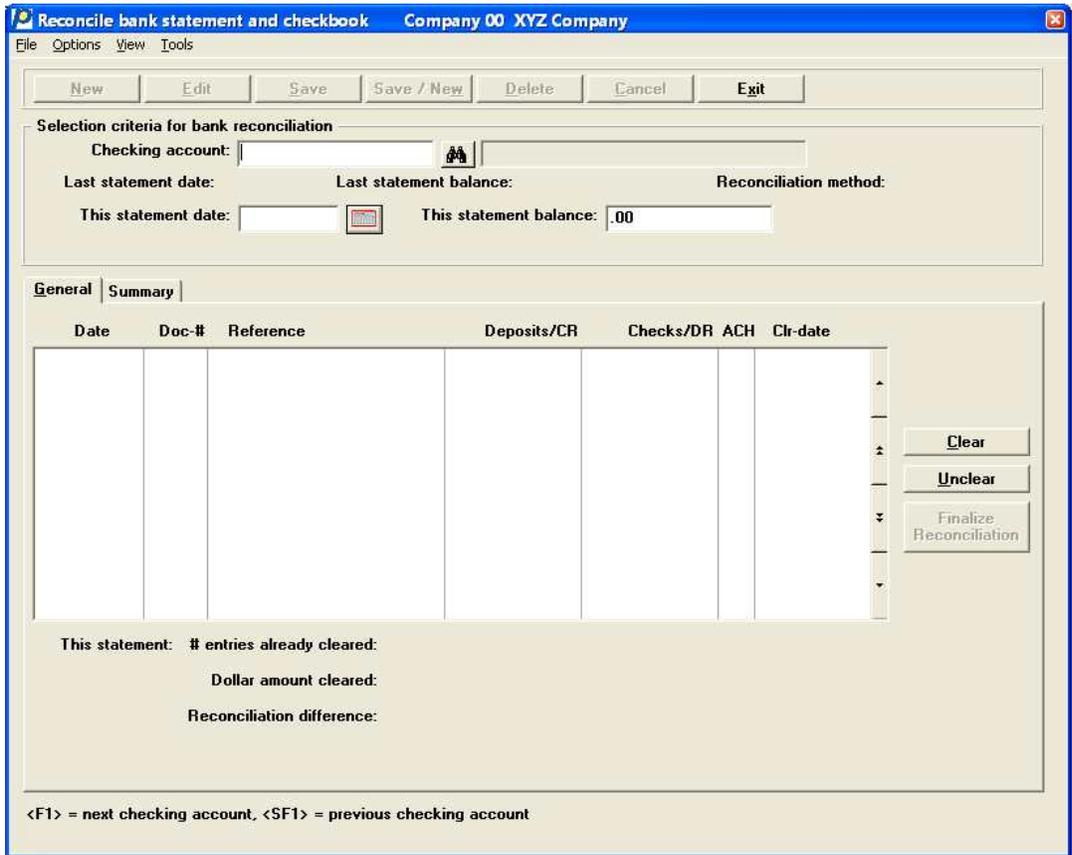
Character Mode

In character mode, the following screen displays:
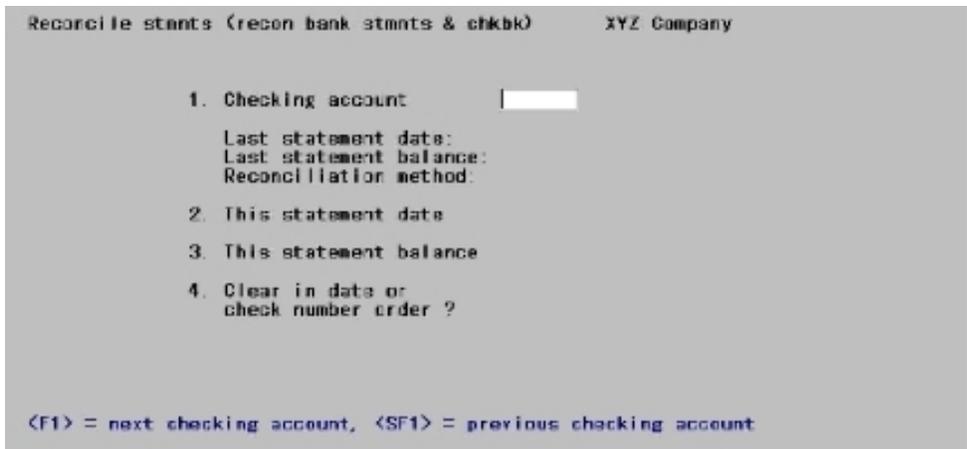
Enter the information as follows:

Checking account

Options

If only one checking account is entered, that account number automatically displays. Otherwise, enter the number of the checking account, or use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account

The last statement date, last statement balance, and reconciliation method display for the checking account.

Example	Press <F1>

This statement date

Enter the date of the bank statement. If a reconciliation is already in progress, the date of the bank statement being reconciled is displayed and cannot be changed.

Options

You may also use the option:

<F4>	To select a date using the calendar lookup in graphical mode. You may also click on the calendar button
<F7>	To allow access to the calendar lookup in character mode

Format	MMDDYY
Example	Type 41519

This statement balance

Enter the bank statement balance. If a reconciliation is already in progress, the statement balance is automatically displayed.

Format	9,999,999,999.99-
Example	Type 7948.89

To continue in Character mode select Clear Entries in Character Mode.

Clear Entries using Graphical Mode

The following screen displays:
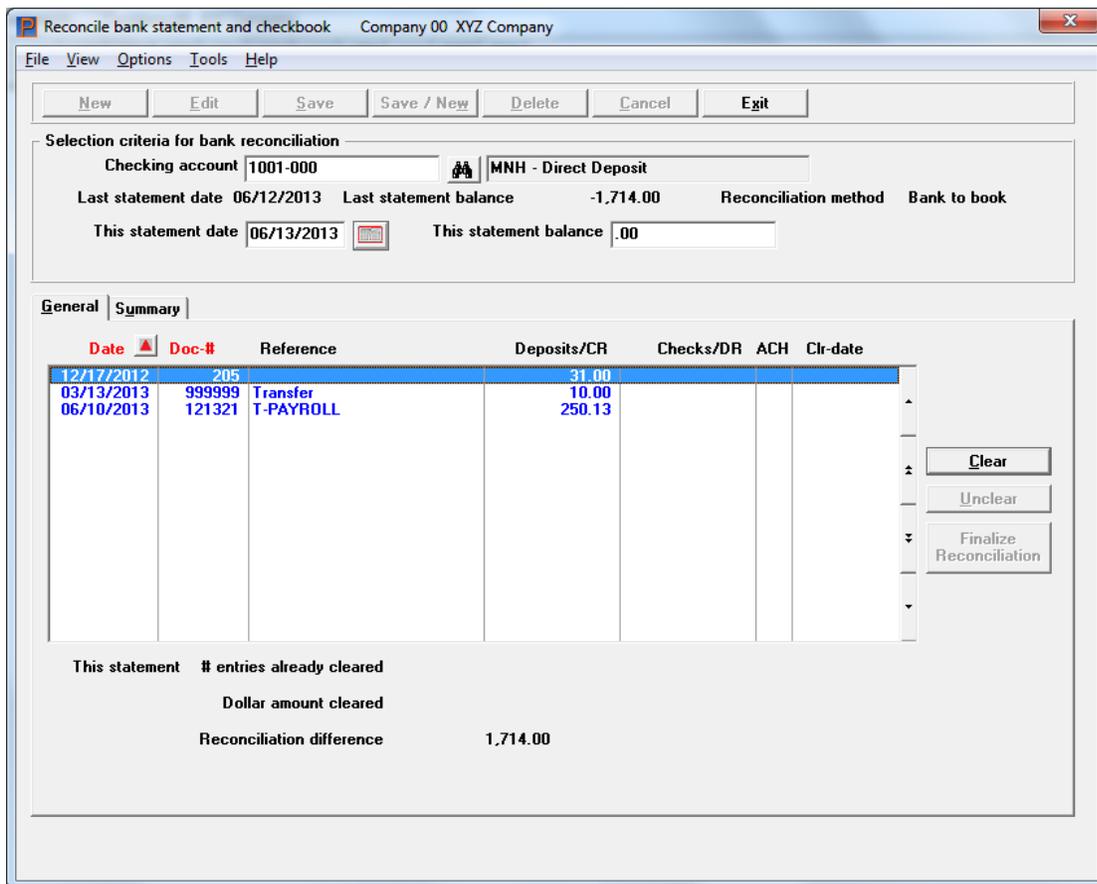
Reconcile Bank Statement List Box

The list box displays up to 16 documents at a time. You may sort the documents by date or document number both in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a document, start typing a date or document number, depending on which sort method is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account. The <F1> and <SF1> keys work like the arrow keys.

Options

From the Options menu there are three choices:

View current entries	This is the default. Only cleared entries that match the statement date and uncleared entries display.
View all entries	This shows all previously cleared entries, current cleared entries, uncleared entries and voids.

If a reconciliation is already in progress, the number of cleared entries, the Dollar amount cleared, and the Reconciliation difference, all for the current reconciliation are displayed at the bottom of the tab.

Voids from Accounts Payable and Payroll

Void records get generated when checks are not printed okay using the *Payables* immediate checks and *Print checks and post*. If you indicate that the checks did not print okay a void transaction with a zero amount is created and put into the checkbook.

For voids entered using *Void checks (Enter)* the original check will be transferred to the C/R Checkbook. When this is the case, after posting a void it reverses the original entry in the C/R checkbook.

In the screen shot below there is an example of each:

- void check 1003 created during *Print checks and post*. The amount for this void is zero so it does not display an amount

- check 1006 has been reversed by voiding using *Void checks (Enter)* and *(Post)*. The original check is the debit where the voided amount is the credit

Date ▲	Doc-#	Reference	Deposits/CR	Checks/DR
06/21/2015	1003	*VOID*		
06/22/2015	1006	Vermont Metal Products		95.00
06/22/2015	1006	Vermont Metal Products	95.00	

Voids reversed using the Payroll *Void checks (Post)* are similar with the original check as the debit and the voided check amount as a credit. Zero amount voids generated when posting a Payroll check run are not transferred. You may enter them manually using the *Load checkbook* utility.

Unclear

If an entry has been cleared, a date will display in the Clr-date (clear date) column. To unclear it, press <Enter> or click on the Unclear button and the date will be cleared from the screen.

Clear

To clear an entry, press <Enter> or select the Clear button. The statement date (above) will display for the clear date.

Example	Use <Up> and <Down> and <Enter> to clear the document numbers.

Stop-payments may exist with an amount. Before a stop-payment check can be cleared, using *Load checkbook*, its status must be changed to uncleared in Load checkbook. You may also change it to a void and enter the amount as zero.

A balance forward entry cannot be uncleared.

Reconciliation difference

The reconciliation difference is the difference between the current and last bank statement balances, minus the dollar amount cleared. As you clear and unclear entries, the reconciliation difference is recalculated and displayed at the bottom of the General tab.

The reconciliation difference will equal zero when the bank statement is fully reconciled.

When you are through clearing and unclearing entries, either press <Esc> to end without completing the reconciliation, or select the Summary tab to view the reconciliation summary.

Summary Tab

The summary tab displays as follows if the reconciliation method for this account is book-to-bank (the checkbook is being brought into agreement with the bank statement).

The following screen displays:

Here is an explanation of some of the Book-to-bank fields on the right column:

Field	Description
Total checkbook bal:	This amount is the everything in the account as of *today's* date; not the statement date. It includes records AFTER your statement date.
Total outstanding:	This is the total uncleared records amount as of today's date.
Cleared checkbook bal:	This is the *Total checkbook bal* minus *Total outstanding*.
This statement bal:	This is the balance entered for this statement.
Reconciliation difference:	This is *Cleared checkbook bal* minus *This statement bal*.

This is an example of a summary bank-to-book reconcilation:

Finalize Reconciliation and Reconciliation Register

You must be on the General tab to finalize the reconciliation. Also, the **Reconciliation difference** field must be .00. Then may select the *Finalize Reconciliation* button for the last step. When you do you will see a message like this:
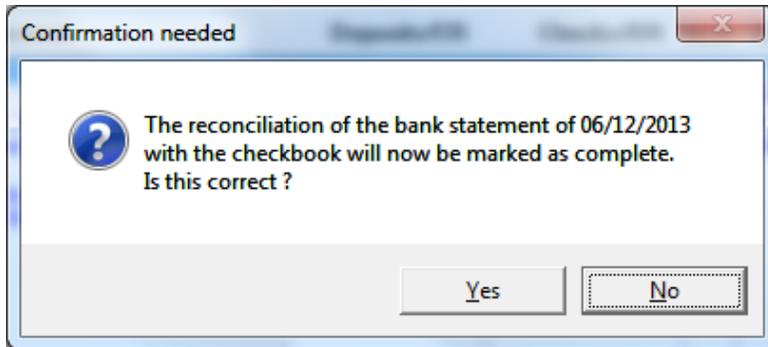
After selecting Yes you will be asked to select a printer for the Reconcile Bank Statement and Checkbook Register.

The register is similar to the reconciliation report. The details section of the register provides the reconciled items for the current statement date. The summary page includes the totals for both the cleared and uncleared items. See Reconcile Bank Statement and Checkbook Register for an example.

Clear Entries in Character Mode

To clear the entries in character mode follow these instructions:

4. Clear in date or check number order ?

You may enter D to clear by date order or C to clear by check number order.

In character mode, the following screen displays:

```
Reconcile stmnts (recon bank stmnts & chkbk)      XYZ Company
  Checking acct:  1000-000  Cash account #13557
  This stmnt: 04/15/99  7,948.88           Recon difference: 3,471,041.26-

  Date      Doc-# Reference               Deposits/CR  Checks/DR  Clr-date
 02/24/99   1020 Prieskorn, Jeff                 .00                *VOID* |
 03/24/99   1028 Prieskorn, Jeff                 .00                *VOID*
 04/15/99   1049 Levine, Susan M.                            520.86
 04/15/99   1050 Delaney, Katherine A.                       335.13
 04/15/99   1051 Prieskorn, Jeff                 .00                *VOID*
 04/15/99   1052 Palmer, Edward W                           1,086.64
 04/15/99   1053 Wilson, Arnold J.                            521.53
 04/15/99   1054 Wilkenson, William B.                        845.50
 04/15/99   1055 Holmes, Peter G.                             540.60
 04/15/99   1056 Lopez, Felicia J.                            200.00
 04/30/99   1043 Vermont Metal Products                     3,930.00
 04/30/99   1044 Acme Office Supplies                        6,000.00
 04/30/99   1045 Red Line Freight                            3,500.00
 04/30/99   1046 Jones Property Management                   3,500.00
 04/30/99   1047 E-Z Repairs                                 3,000.00
 04/30/99   1048 Wells Fargo Bank                               15.50
 <↑>/<↓> = Line up/Line down, <PgUp>/<PgDn> = Page up/Page down
 <Enter>=clear/unclear, <F1>=view all entries, <F2>=view reconciliation summary
```

If a reconciliation is already in progress, the dollar amount cleared and the reconciliation difference are displayed at the top of the screen for the current reconciliation.

On this screen, you can mark entries as cleared or not cleared.

All entries for the checking account are displayed that either have not yet been cleared or have a clear date equal to This statement date (above).

Move to the next group of entries by pressing <PgDn>.

Move to the previous group entries by pressing <PgUp>.

Before a stop-payment check can be cleared, its status must be changed to uncleared in Load checkbook.

A void check cannot be uncleared. A balance forward entry cannot be uncleared.

Press <F1> to show only current entries for this checking account. Press <F1> again to go back to showing all entries for this checking account, no matter what their clear dates.

The reconciliation difference is the difference between the current and last bank statement balances, minus the dollar amount cleared. The *Recon difference* field will equal zero when the bank statement is fully reconciled.

In order to complete a reconciliation, the summary screen must display first. If it is a book-to-bank reconciliation the summary screen looks like this:

```
Reconcile stmnts (recon bank stmnts & chkbk)      XYZ Company
  Checking acct:  1000-000  Cash account #13557
  This stmnt: 04/15/99  7,948.89          Recon difference: 3,471,041.26-

               --------------------RECONCILIATION SUMMARY--------------------

      This stmnt bal:          7,948.89   Total checkbook bal:      3,760,311.46
      Last stmnt bal:      3,478,990.15      Total outstanding:        281,321.31
                          ------------                              ------------
         Difference:      3,471,041.26-  Cleared checkbook bal:    3,478,990.15
  Cleared this date:             0.00          This stmnt bal:          7,948.89
                          ------------                              ------------
  Recon difference:      3,471,041.26-       Recon difference:     3,471,041.26-

                      Entries cleared:       0
                          ------------
                      Checks cleared:             0.00
                    Deposits cleared:             0.00
                 Adjustments cleared:             0.00
                                                  ------------
                        Total cleared:             0.00

  <F1> = continue reconciliation, <Esc> = end          [    ]
```

For an explanation of the reconciliation summary right column fields, see Summary Tab.

If the reconciliation method is bank-to-book, the bank statement is being brought into agreement with the checkbook.

In this case, also press <F1> to continue clearing entries.

If the reconciliation difference is not zero, press <Esc> to end off.

Finalize the Reconciliation and Print the Reconciliation Register

If the reconciliation difference is zero (and at least one entry has been cleared), press <Esc> to complete the reconciliation selection process. A message displays indicating the the reconcilation will now be marked as complete.

Example	Press <Esc>, then type Y twice.

After selecting Y to continue, the printer selection window displays the Reconcile Bank Statement and Checkbook Register for printing. Select a printer or Print the register to disk.

The register is similar to the reconciliation report. The details section of the register provides the reconciled items for the current statement date. The summary page includes the totals for both the cleared and uncleared items. See Reconcile Bank Statement and Checkbook Register for an example.

That completes the process.

Distributions to G/L

This chapter contains the following topics:

PRODUCING A DISTRIBUTIONS TO G/L REPORT

Use the *Distributions to G/L* selection to print a report of distributions to general ledger and to purge C/R Distributions to G/L.

After transactions (entries) have been posted in Checkbook entries this report can be printed to show the resulting distributions to the various accounts in your general ledger.

Report Organization

The report contains two sections: Cash, and Income & Expense.

In the Cash section, all transactions are entered for checking accounts through Checkbook entry.

In the Income & Expense section, all debits and credits to offset the Checkbook Entries are shown. These can be shown in detail or summarized for each day on which transactions were entered.

The dates used are the dates of the transactions, not the dates on which the transactions were posted.

See a Checkbook Distributions to General Ledger report example in the *Sample Reports* appendix.

Select

Distributions to G/L from the *Reports* menu.

The following screen displays:

Graphical Mode
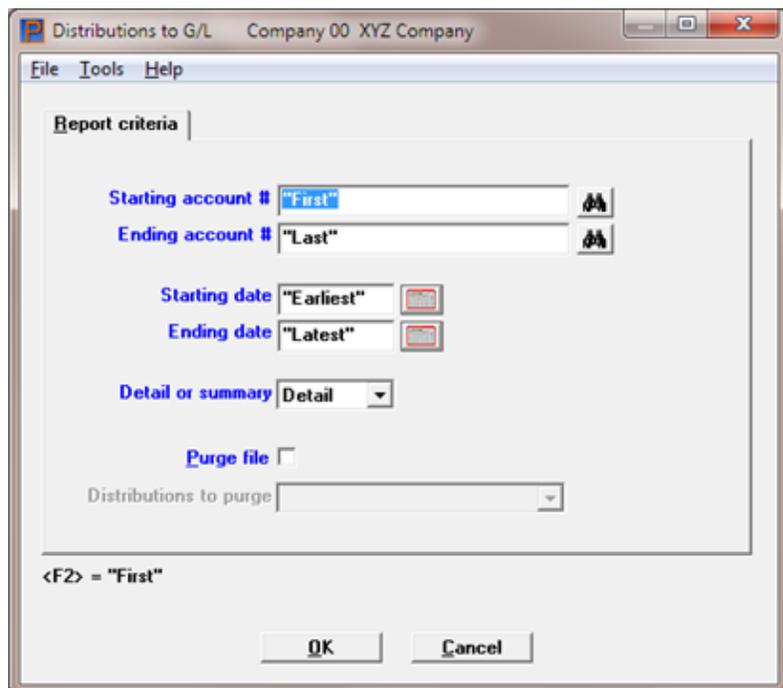
Character Mode
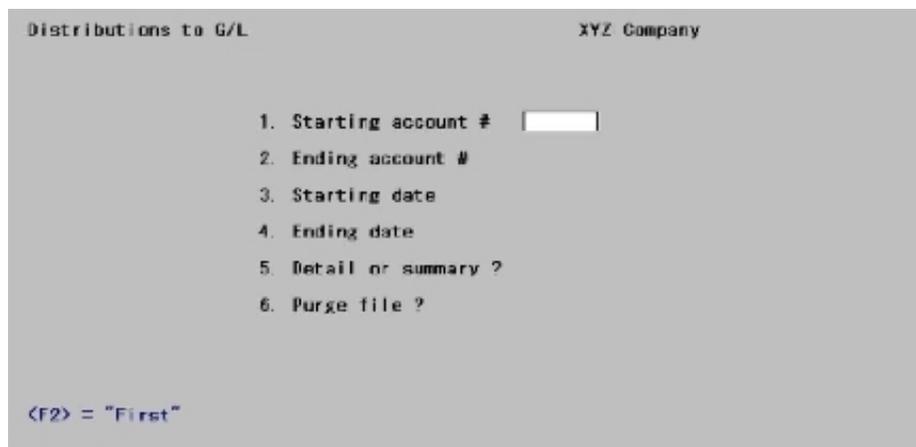
Enter the following information:

Starting account #

Ending account #

Specify the range of account numbers to include. You may use one of these options:

<F1>	For the next checking account
<SF1>	For the previous checking account
<F8>	For finding the account via the lookup. You may also click on the lookup button

If you want to purge data, see the note under field Purge file, for the range of account numbers to include.

Example	Press <F2> at each field for a range of First to Last.

Starting date

Ending date

Specify the range of dates for distributions to G/L. You may use one of the options:

<F2>	For Earliest on Starting date and Latest on Ending date
<F4>	Graphical mode: For accessing the calendar date selector or click on the calendar button. Character mode: Use <F7> to access a date selector

Format	MMDDYY for each field
Example	Type 30119 for the starting date and press <F2> for the ending date. Press <F2> at each field for a range of Earliest to Latest.

Detail or summary

You can print the report in full detail, showing every distribution made for every transaction posted, or print it in summary.

Select Detail (enter D) to print the detailed report or select Summary (enter S) to print the summary report.

Format	Graphical mode: Drop down list Character mode: One character, either D or S
Example	Select Detail or type D to print the detailed report

Purge file

Check the box or enter Y in character mode to purge the file/table after printing the report or leave it unchecked (enter N) if you do not want data to be purged.

Example	Leave the box unchecked or type N

You are allowed to purge only if the range of account numbers entered in the Starting and Ending account # fields above is First to Last; otherwise, *Purge file* cannot be entered. The reason for this is that purging only some accounts would put the C/R Distributions to G/L out of balance. This is true whether the PBS General Ledger is interfaced or not.

In a multi-user environment, you should not purge distributions while another user is posting checkbook entries.

If G/L is not interfaced and you check this box (answer Y), all information in C/R Distributions to G/L within the date range will be purged after the report is printed.

If G/L is interfaced and you check this box (answer Y), the Distributions to purge field can be entered:

Distributions to purge

Select *all dists in range* (type 1) or *only interfaced dists in range* (type 2) to select which distributions to purge:

If you select all distributions, all distributions within the date range entered above will be purged, regardless of whether they have already been interfaced to G/L.

If you select only interfaced dists in range, only those distributions will be purged which are within the date range and which have already been interfaced to G/L.

Format	Graphical mode: Drop down list
	Character mode: One digit, either 1 or 2

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

If you selected to purge, there is a period of processing while the data is being purged.

If Not Using the Passport Business Solutions G/L

The C/R Distributions to G/L Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after all C/R transactions have been entered and posted for the period.

Do a backup of your data and then print this report. All accounts should be printed. The date range should be from Earliest to the date, which is the end of your accounting period. Specify that the data should be purged. By purging the distributions, which are printed on the report, the only distributions remaining, if any, will be for transactions, which apply to future accounting periods.

If a power failure (and computer crash) occurs while printing the report and purging the data, simply restore the backup and repeat the procedure.

You may want to print the report to disk and then obtain a printed copy using *Print reports* from disk. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

If Using the Passport Business Solutions G/L

The C/R Distributions to G/L contains debits and credits (created by C/R transactions) that must be transferred to the Passport Business Solutions General Ledger.

The distributions are actually transferred by selecting *Get distributions* from the G/L menu, and then specifying that you want to get distributions from the C/R module. Refer to the *Get Distributions* chapter in the G/L user documentation.

Prior to running *Get distributions*, you should first print the C/R Distributions to G/L Report. All accounts should be printed. The date range should be from Earliest to the date which is the end of your accounting period. Do not specify that the data is to be purged! If you purge distributions here in C/R before transferring them to the G/L module, you would have to enter these distributions again manually in the G/L module, using *General journal*. This would defeat the purpose of the *Get distributions* selection.

The purpose of printing this report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may want to print the report to disk and then obtain a printed copy using *Print reports* from disk. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

After printing the report, you should then back up your data and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to General Journal Transactions. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

Once *Get distributions* has been run, you may then print a G/L Distributions Edit list and compare this report with the C/R Distributions to G/L report to verify that all debits and credits have been transferred. (The debits and credits will be comparable only if you have purged the distributions each period. If you have not purged the C/R Distributions to G/L in a previous period the reports will not be comparable.)

An alternative procedure is as follows:

Step	Description
1	Back up your data. You may do this using the PBS C/R Data Utilities. Select to export the C/R Distributions to G/L.
2	Run *Get distributions*, specifying that distributions are not to be purged.
3	Run *Distributions to G/L*, specifying that the data is to be purged and only interfaced distributions are to be purged.

Print the Distributions Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the C/R Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the C/R Distributions to G/L in a previous period the reports will not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again, you will still never transfer the same distribution from C/R to G/L more than once, because *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above you discover additional C/R transactions for the accounting period which have not yet been entered into the Passport Business Solutions C/R, simply enter and post these transactions in C/R, and repeat the alternate procedure starting with step (1).

Compress Cleared Entries

This chapter contains the following topics:

COMPRESSING ENTRIES INTO ONE ENTRY

The *Compress cleared entries* selection enables you to compress cleared entries and remove the details.

The only time entries can be removed (purged) from the Checkbook data is during start-up mode, from Control information.

During regular use, you can remove cleared entries using this selection.

When you compress, all cleared entries in one unbroken sequence are added together and made into one balance forward entry and then the original entries are deleted. Compression is a way of reducing the number of entries in the Checkbook.

After you compress your entries here, the payment and deposit details may still exists in Accounts Payable, Payroll and Accounts Receivable.

If you are in start-up mode from the Control information, you cannot run this selection. To exit start-up mode, refer to the Starting Up a Checkbook chapter in this documentation.

See a Compress Cleared Entries Report example in the Sample Reports appendix.

Select

Compress cleared entries from the *Utility* menu.
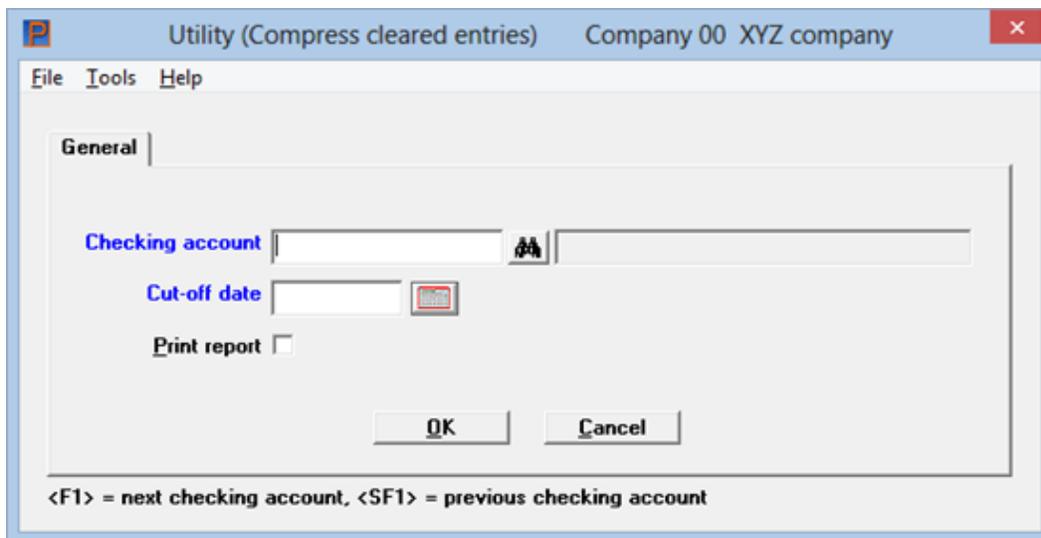
The following screen displays:

Graphical Mode

Character Mode

```
Compress cleared entries                          XYZ Company




        1. Checking account      [        ]

        2. Cut-off clear date

        3. Print report ?




<F1> = next checking account, <SF1> = previous checking account
```
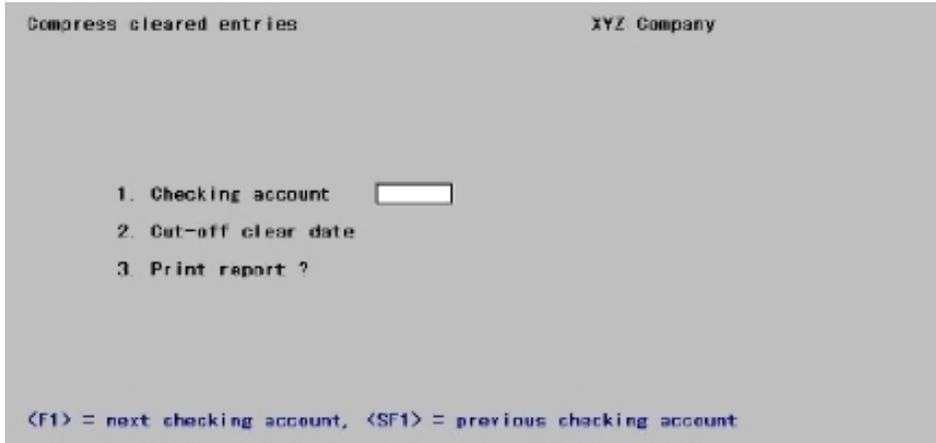
Enter the information as follows:

Checking account

Options

Enter the checking account or use the option:

<F1>	For the next checking account
<SF1>	For the previous checking account

Example	Press <F1>

If a reconciliation is in progress this message displays:

** Reconciliation in progress for statement of 7/24/12 **

Checking account 1000-000 🔍 Cash account #13557-000-123456

Cut-off date

Enter the cut-off date. Entries with clear dates on or before this date will be compressed.

You cannot compress entries that are part of an active reconciliation. If a reconciliation is in progress, you see a message telling you this, with the date of the current bank statement. You cannot enter a cut-off date on or later than this date.

Format	MMDDYY
Example	Type **41519**

Print report

Check the box or answer Y if you want to print a Compress Cleared Entries Report as the entries are being compressed; otherwise, press <Enter>.

This is your last opportunity to print checkbook entries as they currently exist. After the compression, the detail will be lost and the compressed entries will exist in summary (balance forward) form only.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked
	Character: 1 letter
Example	Check the box or type Y

OK or Cancel

The program now looks through all entries in the checking account, compressing cleared entries with clear dates on or before the cut-off date into balance forward entries. In order to be compressed, entries must be in an unbroken sequence (at least two entries). Entries are compressed up to the point where the sequence is broken (an uncleared entry or an entry with a clear date after the cut-off date is encountered).

The cleared entries in that sequence are then deleted and a balance forward entry is created. The date of the balance forward record is the date of the last cleared entry in that sequence. The total of the balance forward entry is the sum of the cleared sequence.

The next unbroken sequence of cleared entries is then found and compressed into another balance forward entry.

If a void entry occurs in the middle of a sequence (group) of cleared entries that are being compressed, the void entry is deleted. Any void entry dated on or before the date of the last bank statement is also deleted.

The Compress Cleared Entries Report prints as entries are being compressed.

Close Checking Accounts

This chapter contains the following topics:

PREPARING TO CLOSE CHECKING ACCOUNTS

You use the *Close checking accounts* selection to purge a checking account from the files you have closed.

Before you close a checking account the following conditions should be met:

- No reconciliation is in progress.

- The current checkbook balance and last statement balance are both zero. If not you can make it zero by entering a transfer or an adjustment and entering the find statement reconciliation.

- All entries for the account are either cleared, void, or changed to stop-payment.

- The sum of the non-void entries is zero.

- There are no untransferred checks or deposits in A/P, A/R, or Payroll.

- There are no modify transactions in A/P (to pay a check manually).

- There are no unposted manual Payroll adjustment entries.

Note	Before closing a checking account, print the Checkbook Report and Account Activity Report to get final printed versions before they are purged.

Select

Close checking accounts from the *Utility* menu.

The following screen displays:

Graphical Mode

Character Mode

```
Close checking accounts                      YZ Company




        This function will delete all checkbook entries for this
        checking account.

        The Checkbook report and the Account activity report should be
        printed prior to closing the checking account.

                 Checking account  [      ]




 <F1> = next checking account, <SF1> = previous checking account
```
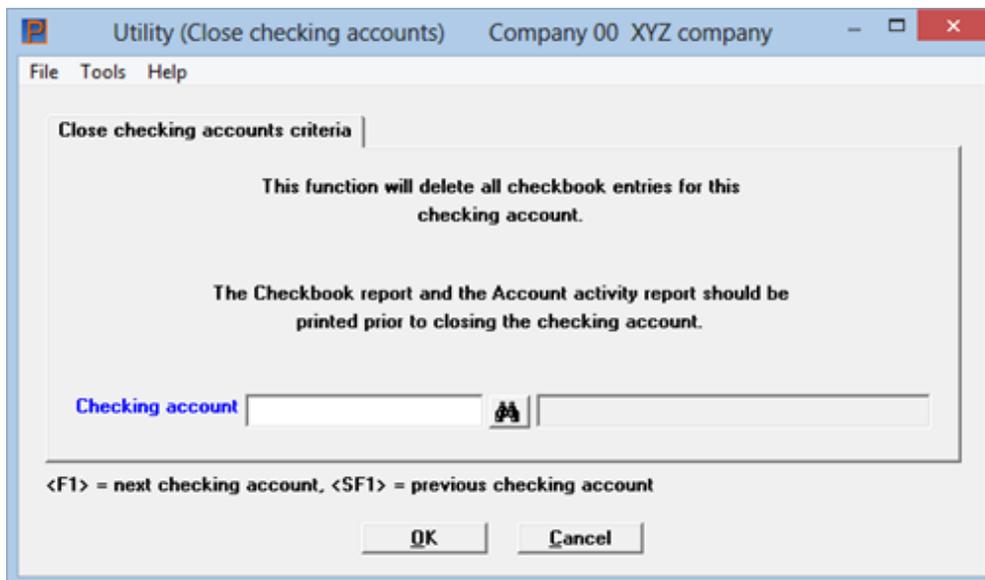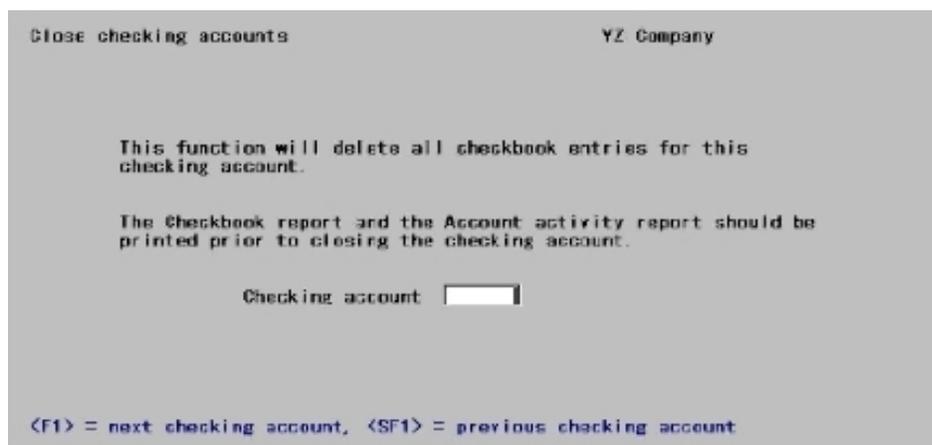
Enter the information as follows:

Checking account

Options

Enter the checking account to close.

<F1>	For the next checking account
<SF1>	For the previous checking account

OK or Cancel

Select OK to purge data for this account. Select Cancel to not purge and return to the menu.

For character mode, to purge this checking account, answer Y to *Are you sure?*.

If all of the conditions for closing a checking account are met, as described at the beginning of this chapter, the checking account is purged.

Reset Checking Accounts

This chapter contains the following topics:

RESTORING CHECKING ACCOUNT DATA

The purpose of this selection it to allow you to reset the checkbook balance, last statement date, and last statement balance.

If the Checking Accounts data is inadvertently destroyed (for example, initialized by mistake), you will need to use this selection to reset the above information.

Follow this sequence to reset checking accounts:

1. Using *Control information*, put Check Reconciliation in start-up mode.

2. If a reconciliation was in progress for a checking account you plan to reset, set each checkbook entry already marked as cleared (for this reconciliation only) back to uncleared status. Use *Load checkbook* to do this.

3. Obtain your last bank statement for each checkbook and note down the statement date and the balance.

4. (If you have not yet used Check Reconciliation to reconcile a checkbook, the last statement date and balance would be the ones which were displayed by the software after you ran Set-up: set last balance.)

5. Re-enter the checking account.

6. Use *Reset checking accounts* to reset each checking account, by entering the checking account, last statement date, and last statement balance for each.

7. When you exit from *Reset checking accounts*, you will be asked if it is OK to return to regular use of C/R. Answer Y and C/R will return to regular use mode.

Select

Reset checking accounts from the *Utility* menu.

The following screen displays:

```
Reset checking accounts                    XYZ Company




              1. Checking account        [        ]

              2. Last stmt date

              3. Last stmt balance




<F1> = next checking account, <SF1> = previous checking account
```

Enter the information as follows:

1. Checking account

Options

Enter the checking account to reset or use the option.

<F1>	For the next checking account
<SF1>	For the previous checking account

2. Last statement date

Enter the date of the last statement reconciled for this checking account.

Format	MMDDYY
Example	Type 031519

3. Last statement balance

Enter the balance of the last statement reconciled for this checking account.

Format	999,999,999,999.99
Example	Type 9051.91

When you press <Enter> at *Field number to change ?,* the checking account will be reset. After a period of processing, the software will indicate that the reset is complete. Press <Esc>, and you will be returned to the screen shown above to enter the information for another checking account to reset.

To exit, press <Esc> at field 1. You are asked if it is all right to return to regular use of C/R. Answer Y and C/R will return to regular use mode. Enter N and you will remain in start-up mode.

Sample Reports

This appendix contains sample Check Reconciliation reports.

CHECKING ACCOUNTS LIST

                                C H E C K I N G   A C C O U N T S   L I S T

Starting Checking Account: "First"   Ending Checking Account: "Last"

Checking-account-#   Bank name   Bank-acct-#   Lst-chk-date   Checkbook-balance
Description   Address-1   Contact   Lst-stmnt-date Lst-stmnt-balance
                                Address-2   Phone
                                Address-3   Recon-method

1000-000   First National Bank   125-6992   12,557.40-
Cash account #13557   Corporate Teller   Paul Jeffries   .00
                                27 Main Street   555-123-4567
                                Bigtown, Texas 12345   Book-to-bank

1010-000   New Point Bank   21111-0005   .00
Cash account #13726   3500 West Street   Mr. Jones   .00
                                Suite 45   800-455-9000
                                Concord, NH 03302   Bank-to-book

                                -- End of report --

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CHECKBOOK LIST

                              C H E C K B O O K   L I S T

For dates: "Earliest" thru "Latest"
All checking accounts selected

  Date   Type   Doc-#   Payee   Name or comment   Amount   Clear-date   Status
----

Checking account: 1000-000 Cash account #13557   Bank acct #: 125-6992

01/01/19   Deposit   3947   Sample deposit   100.00
03/15/19   Bal forwrd   3/15 statement balance   9,051.91   03/15/19   Cleared

                              -- End of report --

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CHECKBOOK ENTRIES REGISTER

                        C H E C K B O O K   E N T R I E S   R E G I S T E R

Checking-acct   Bank-acct-#   Date   Type   Doc-# Payee Name or comment   Amount
Description

1000-000   125-6992   3/21/19 Check   991   Robertson Enterprises   123.00
Cash account #13557
                        Distributions: 2000-000 Accounts payable   123.00

                                3/21/19 Check   992   Huckins Supply   84.00

                        Distributions: 2000-000 Accounts payable   84.00

                                3/25/19 Deposit   993   8,000.00

                        Distributions: 1020-000 Cash account #13591   8,000.00

                                3/25/19 Check   994   Leavitt Delivery Services   47.00

                        Distributions: 2000-000 Accounts payable   47.00

            3 checks: 254.00   1 deposits: 8,000.00   0 adjust.:   .00

                        C H E C K B O O K   E N T R I E S   R E G I S T E R

Checking-acct   Bank-acct-#   Date   Type   Doc-# Payee Name or comment   Amount
Description

1010-000   21111-0005   3/21/19 Check   1001   Huckins Supply   97.00
Cash account #13726
                        Distributions: 2000-000 Accounts payable   97.00

            1 checks: 97.00   0 deposits: .00   0 adjust.:   .00

                        C H E C K B O O K   E N T R I E S   R E G I S T E R

Checking-acct   Bank-acct-#   Date   Type   Doc-# Payee Name or comment   Amount
Description

Grand totals: 4 checks: 351.00   1 deposits: 8,000.00   0 adjust.:   .00

                    Acct-#   Description   Debits   Credits
    Distribution summary: 1000-000 Cash account #13557   8,000.00   254.00
                          1010-000 Cash account #13726   .00   97.00
                          1020-000 Cash account #13591   .00   8,000.00
                          2000-000 Accounts payable   351.00   .00

                                        Totals: 8,351.00   8,351.00

-- End of report --

RECONCILIATION REPORT (NO RECONCILIATION)

The Statement data for a reconciliation in progress was <u>not</u> selected.

```
Date 05/21/2019  Time 13:54:30                  XYZ Company                        Report #0119   Page 0001

                                   R E C O N C I L I A T I O N   R E P O R T

Checking account: 1000-000  Cash account #13557        Reconciliation method: Book-to-Bank
     Bank acct #: 125-6992
  Statement date:  4/15/19    Cut-off date for uncleared entries:  4/15/19


-------------------------------------------------------------------------------------------------------------
  Date    Type     Doc-#  Payee   Name or comment            Deposit/CR        Check/DR  Reconciled
-------------------------------------------------------------------------------------------------------------

 1/01/19  Deposit  3947           Deposit                       100.00
 3/21/19  Check     991           Robertson Enterprises                         123.00
 3/21/19  Check     992           Huckins Supply                                 84.00
 3/25/19  Deposit   993                                        8,000.00
 3/25/19  Check     994           Leavitt Delivery Services                      47.00

                                  Grand totals:                8,100.00         254.00  Diff.:         7,846.00


                                    -- End of report --
```

RECONCILIATION REPORT (RECONCILIATION IN-PROGRESS)

This is an example of the report from a Book-to-bank checking account. The first part of the report contains the details. The second part has the reconciliation summary.

```
Date 05/13/2015  Time 20:48:35                    Company 00                      Report #0100805    Page 0001
                                       R E C O N C I L I A T I O N   R E P O R T

Checking account: 1010-000  Cash account #13726-002       Reconciliation method: Book-to-Bank
     Bank acct #: 893289238324
  Statement date:  1/10/15    Cut-off date for uncleared entries:  1/10/15


------------------------------------------------------------------------------------------------------------
  Date    Type     Doc-#  Payee   Name or comment            Deposit/CR        Check/DR  Reconciled
------------------------------------------------------------------------------------------------------------

  7/14/14  ACH pmt   142   23     Abon, Genevieve                                282.92
  7/21/14  ACH pmt   143   23     Abon, Genevieve                                282.92    1/10/15
  7/22/14  ACH pmt   144   23     Jones, Sylvia                                   85.12    1/10/15
  7/28/14  ACH pmt   145   23     Abon, Genevieve                                308.00    1/10/15
 10/14/14  ACH pmt   146   23     Wilson, Arnold                                 372.68    1/10/15
 12/31/14  Deposit   11                                        100.00                      1/10/15
  1/07/15  Deposit   14                                      6,250.00
  1/07/15  ACH pmt   147   23     Wilson, Arnold                                 393.85


                                   Grand totals:            6,350.00          1,725.49  Diff.:         4,624.51
```

```
Date 05/13/2015  Time 20:48:35                    Company 00                      Report #0100805    Page 0002
                                       R E C O N C I L I A T I O N   R E P O R T

      ------------------------------RECONCILIATION SUMMARY------------------------------

      This stmnt bal:         1,503.73-     1/10/15 checkbook bal:       4,352.42
      Last stmnt bal:           272.09-     1/10/15 outstanding:         5,573.23
                            ------------------                        ------------------
         Difference:          1,231.64-     Cleared on  1/10/15:          948.72-
   Cleared this date:           948.72-          This stmnt bal:        1,503.73-
                            ------------------                        ------------------
      Recon difference:         282.92-          Recon difference:         282.92-

                                               Cut-off date:  1/10/15
      Items cleared:    5                     Items uncleared:    3
-------------------------------------     -----------------------------------------
      Checks cleared:           0.00          Checks uncleared:            0.00
 ACH payments cleared:      1,048.72-     ACH payments uncleared:        676.77-
     Deposits cleared:        100.00          Deposits uncleared:      6,250.00
   Adjustments cleared:         0.00        Adjustments uncleared:         0.00
                            ------------------                        ------------------
        Total cleared:         948.72-          Total uncleared:      5,573.23



                              -- End of report --
```

RECONCILE BANK STATEMENT AND CHECKBOOK REGISTER

```
                R E C O N C I L E   B A N K   S T A T E M E N T   A N D   C H E C K B O O K   R E G I S T E R
```

Checking account: 1000-000 Cash account #13557-000   Reconciliation method: Book-to-Bank
Bank acct #: 013557000
Statement date: 12/31/17
Include zero amount check since last reconciliation

```
-------------------------------------------------------------------------------------------------------------
  Date    Type      Doc-#  Payee   Name or comment             Deposit/CR           Check/DR  Reconciled
-------------------------------------------------------------------------------------------------------------

10/30/17  Check      2418   4      Wilson, Arnold J.                                1,147.65  12/31/17
10/30/17  Check      2419   3      Lopez, Felicia J,                                  739.38  12/31/17
10/30/17  Check      11347  200    Acme Office Supplies                               387.22  12/31/17
10/30/17  Check      11348  256    General City Contractors                            20.00  12/31/17
10/30/17  Check      11349  50     Acme Manufacturing                                 100.00  12/31/17
11/01/17  Check      2426   4      Wilson, Arnold J.                                1,147.65  12/31/17
11/21/17  Check      2429   2      Levine, Susan M.                                   578.53  12/31/17
12/01/17  Deposit    206                                        14,613.05                     12/31/17
12/31/17  ACH pmt    3032   100    Vermont Metal Products                           1,761.58  12/31/17

                                  Grand totals:                 14,613.05           5,882.01  Diff.:      8,731.04
```

```
                R E C O N C I L E   B A N K   S T A T E M E N T   A N D   C H E C K B O O K   R E G I S T E R
```

```
   -------------------------------RECONCILIATION SUMMARY-------------------------------

        This stmnt bal:  1,464,784,106.60      12/31/17 checkbook bal:  1,464,692,142.70
        Last stmnt bal:  1,464,776,140.94      12/31/17 outstanding:           4,751.64-
                         ------------------                               ------------------
            Difference:          7,965.66         Cleared on 12/31/17:          8,731.04
       Cleared this date:        8,731.04            This stmnt bal:  1,464,784,106.60
                         ------------------                               ------------------
       Recon difference:           765.38-         Recon difference:         87,212.26-

         Items cleared:      9                       Items uncleared:    18
   --------------------------------------       ----------------------------------------
        Checks cleared:          4,120.43-         Checks uncleared:          4,751.64-
   ACH payments cleared:         1,761.58-     ACH payments uncleared:            0.00
      Deposits cleared:         14,613.05         Deposits uncleared:            0.00
    Adjustments cleared:             0.00       Adjustments uncleared:           0.00
                         ------------------                               ------------------
         Total cleared:          8,731.04           Total uncleared:          4,751.64-
```

-- End of report --

CHECKBOOK REPORT

                              C H E C K B O O K   R E P O R T

Checking account: 1000-000 Cash account #13557
     Bank acct #: 125-6992
      Date range: "Earliest" thru "Latest"

```
-------------------------------------------------------------------------------------------------
 Date     Type     Doc-#  Payee   Name or comment          Deposit/CR      Check/DR      Balance
-------------------------------------------------------------------------------------------------

                                  ** STARTING BALANCE **                                    0.00

 1/01/19  Deposit  3947           Sample deposit             100.00                       100.00
 3/15/19  Bal fwd                 3/15 statement balance    9,051.91                     9,151.91
 3/21/19  Check     991           Robertson Enterprises                     123.00       9,028.91
 3/21/19  Check     992           Huckins Supply                             84.00       8,944.91
 3/25/19  Deposit   993                                    8,000.00                     16,944.91
 3/25/19  Check     994           Leavitt Delivery Services                  47.00      16,897.91

                                  ** ENDING BALANCE **                                  16,897.91


                 Entries shown:     1 Balance forwards
                                    2 Deposits
                                    3 Checks
                                    0 Adjustments


                             -- End of report --
```

ACCOUNT ACTIVITY REPORT

```
                                   A C C O U N T   A C T I V I T Y   R E P O R T

For dates: "Earliest" thru "Latest"

Sources are: A/R = Accounts Receivable   A/P = Accounts Payable   PR = Payroll   DIRECT = Direct entry
"Changed" after the Source means that the amount has been changed after the entry was transferred.

----------------------------------------------------------------------------------------------------------
  Date      Type        Doc-#   Payee   Name or comment              Amount   Clear-date  Status      Source
----------------------------------------------------------------------------------------------------------

Checking account: 1000-000  Cash account #13557    Bank acct #: 125-6992

 1/01/19   Deposit      3947            Sample deposit               100.00                            DIRECT
 3/15/19   Bal forwrd                   3/15 statement balance     9,051.91   3/15/19    Cleared      DIRECT
 3/21/19   Check         991            Robertson Enterprises        123.00-                          DIRECT
 3/21/19   Check         992            Huckins Supply                84.00-                          DIRECT
 3/25/19   Deposit       993                                       8,000.00                           DIRECT
 3/25/19   Check         994            Leavitt Delivery Services     47.00-                          DIRECT

                              Total balance forward:     9,051.91
                                     Total checks:         254.00-
                                   Total deposits:       8,100.00
                               Total adjustments:             .00


                                     Net change:        16,897.91
```

-- End of report --

CHECKBOOK DISTRIBUTIONS TO GENERAL LEDGER REPORT

```
Date 05/21/2019  Time 15:18:21                    XYZ Company                        Report #0122   Page 0001

               C H E C K B O O K   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T

Starting account #: "First"            Ending account #: "Last"
Starting date:      03/01/19           Ending date:     "Latest"

Journal codes: CR = Checkbook entries journal

--------------------------------------------------------------------------------------------------------------------
Acct-#    Description
                 Date      Jrnl-#          Amount   Payee/Comment           Doc-#
--------------------------------------------------------------------------------------------------------------------

Cash section

1000-000  Cash account #13557

                 03/21/19  CR0117          123.00CR  Robertson Enterprises        991
                           CR0117           84.00CR  Huckins Supply               992

                    Date total:            207.00CR

                 03/25/19  CR0117        8,000.00                                 993
                           CR0117           47.00CR  Leavitt Delivery Services    994

                    Date total:          7,953.00


                    Account total:        7,746.00


1010-000  Cash account #13726

                 03/21/19  CR0117           97.00CR  Huckins Supply              1001

                    Date total:            97.00CR


                    Account total:         97.00CR


                    Section total:       7,649.00


Date 05/21/2019  Time 15:18:21                    XYZ Company                        Report #0122   Page 0002

               C H E C K B O O K   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T

Starting account #: "First"            Ending account #: "Last"
Starting date:      03/01/19           Ending date:     "Latest"

Journal codes: CR = Checkbook entries journal

--------------------------------------------------------------------------------------------------------------------
Acct-#    Description
                 Date      Jrnl-#          Amount   Payee/Comment           Doc-#
--------------------------------------------------------------------------------------------------------------------

Income & Expenses section

1020-000  Cash account #13591

                 03/25/19  CR0117        8,000.00CR                               993

                    Date total:        8,000.00CR
```

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```
            Account total:         8,000.00CR


2000-000  Accounts payable

            03/21/19  CR0117        123.00    Robertson Enterprises      991
                      CR0117         84.00    Huckins Supply             992
                      CR0117         97.00    Huckins Supply            1001

               Date total:         304.00

            03/25/19  CR0117         47.00    Leavitt Delivery Services  994

               Date total:          47.00


            Account total:          351.00


            Section total:       7,649.00CR


            Report total:            .00



                          -- End of report --
```

COMPRESS CLEARED ENTRIES REPORT

                        C O M P R E S S   C L E A R E D   E N T R I E S   R E P O R T

Checking account: 1000-000   Cash account #13557
  Bank account #: 125-6992
    Cut-off date: 4/15/19

```
-------------------------------------------------------------------------------------------------------------
  Date    Type        Doc-#   Payee   Name or comment           Deposit/CR          Check/DR   Clear-date
-------------------------------------------------------------------------------------------------------------

        The following records:

1/01/19  Deposit      3947            Sample deposit                100.00                      4/15/19
2/21/19  Deposit      3434                                           55.89                      4/15/19
3/15/19  Bal forwrd                   3/15 statement balance       9,051.91                     3/15/19
3/21/19  Check         991            Robertson Enterprises                          123.00     4/15/19
3/21/19  Check         992            Huckins Supply                                  84.00     4/15/19
3/25/19  Deposit       993                                         8,000.00                     4/15/19

        Have been compressed into:

3/25/19  Bal forwrd   ******************************************   17,000.80                    3/25/19


-------------------------------------------------------------------------------------------------------------
```

                                         -- End of report --

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