Bank Reconciliation

OSAS 7.6 User Guide

OSAS ®

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Bank Reconciliation
User's Guide

Version 7.6

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

C O N T E N T S

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CHAPTER 1

Introduction

Welcome to OSAS

Welcome to the Bank Reconciliation application for OPEN SYSTEMS Accounting Software® (OSAS®). Bank Reconciliation helps you enter and track bank and credit card transactions (deposits, disbursements, transfers, and adjustments) and reconcile your bank and credit card account balances with the statement balance you receive from your bank. You can also void checks or stop payment on checks entered into the system through Bank Reconciliation or through other OSAS applications.

Bank Reconciliation plugs into Resource Manager, the foundation of OSAS. Consult the *Resource Manager User's Guide* for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

## About This Guide

This guide describes the functions that make up the Bank Reconciliation application and gives details on how Bank Reconciliation fits into your existing business workflow. This guide is divided into these sections:

• Chapter 1 introduces OSAS and the Bank Reconciliation application, and describes the basics of the Bank Reconciliation system and how to navigate around OSAS.

- Chapter 2, Installation and Conversion, details how to install Bank Reconciliation using Resource Manager and how to create or convert the data files it requires.

- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Bank Reconciliation.

- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Bank Reconciliation menu.

- The Appendixes contain supplementary material not directly related to Bank Reconciliation functionality.

- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

Conventions

This guide uses the following conventions to present information.
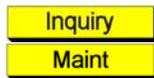
When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-20 and page 1-24 for more information on these commands.

When you see the phrase "use the **Proceed** (**OK**) command" in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.

If a function or feature is only available if the Banking application is installed, this banking flag appears in the margin.

The Bank Reconciliation System

Use the Bank Reconciliation system to enter and track bank transactions (deposits, disbursements, transfers, and adjustments) and to reconcile your bank account balance with the bank statement balance you receive from your bank. You can also void checks or stop payment on checks entered into the system through Bank Reconciliation or an interfaced application.

Application Interaction

Bank Reconciliation can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.
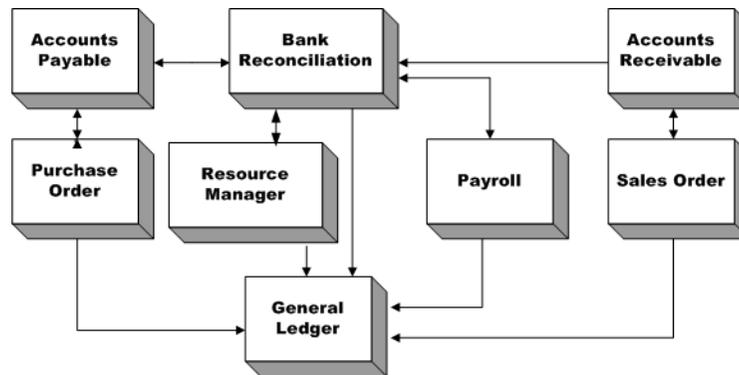
Interfacing applications means that the information you enter in one application can be transferred to and used in other applications, reducing data entry time and errors.

Menu Structure

The Bank Reconciliation menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your transaction codes, and recurring adjustments to your accounts. For example, use the **Recurring Adjustments** function to establish and maintain transactions that happen on a periodic basis.

Transactions

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Transactions functions to enter transactions (deposits, disbursements, transfers, and adjustments), to void checks or stop payment on a check, and then to post your transactions.

Reconciliation

When you receive a bank statement, you must specify which transactions have cleared in order to reconcile your bank account balance (that is, the balance stored in the system) with the bank statement balance. Use the **Cleared Transactions** function to designate transactions as cleared. You can periodically purge the system of cleared transactions to keep the clearing process simple.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about transaction codes, recurring adjustments, and tables.

File Information

The information you enter in Bank Reconciliation functions is stored in these files:

The **BRCDxxx** (Codes) file stores default descriptions for transaction references and recurring adjustment entries, entered through the **Codes** function.

The **BRJRxxx** (Journal) file stores transactions entered through the **Transactions** function. It is a temporary file: transactions stay here until you post them, at which time the file is erased (it is automatically re-created whenever you enter more transactions).

The **BRRAxxx** (Recurring Adjustments) file stores adjustment transaction information entered through the **Recurring Adjustments** function: bank account ID, adjustment ID, amount of the adjustment, transaction description and reference, and distribution information for the adjustment. This information can be copied to the **BRJRxxx** file through the **Transactions** function.

The **BRTRxxx** (Transactions) file stores transactions posted from Bank Reconciliation and, optionally, interfaced applications (Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and Payroll).

File Interaction

Bank Reconciliation file interaction is based on the Bank Reconciliation work cycle, which consists of daily work and reconciliation.

Daily Work

Daily work begins with entering transactions, which are stored in the **BRJRxxx** file (the system creates it automatically). When entering transactions, you must enter a bank or credit card account ID (from the **RMBAxxx** file). Transaction descriptions and references come from the **BRCDxxx** file. If you enter a recurring adjustment, the transaction information comes from the **BRRAxxx** file.

After you enter transactions, produce the BR Journal to check for errors.

When you post transactions, several files are effected:

- The transactions are moved from the **BRJRxxx** file to the **BRTRxxx** file.

- If Bank Reconciliation interfaces with General Ledger, the offsetting entries are created in the **GLJRxxx** (General Ledger Journal) file. In addition, when you post the **GLJRxxx** file to the **GLMAxxx** (General Ledger Master) file, the general ledger account balances are updated in the **RMBAxxx** file.

- If Bank Reconciliation does not interface with General Ledger, the general ledger account balances in the **RMBAxxx** file are updated.

- The **BRJRxxx** file is erased.

Reconciliation

Reconciliation also begins with entering transactions—usually recurring adjustments (such as finance charges and service charges) listed on your bank or credit card statement. After these transactions are entered, verified, and posted to the **BRTRxxx** file, you can begin clearing transactions.

When you use the **Cleared Transactions** function, you must enter the statement balance and statement date. This information updates the bank account record in the **RMBAxxx** file.

You can clear only transactions posted to the **BRTRxxx** file. Cleared transactions remain in the file until you remove them through the **Purge Cleared Transactions** function. You should purge cleared transactions after you reconcile the bank or credit card account.

Productivity Reports

Bank Reconciliation includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/ JDBC driver (included with OSAS 7.6) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.

Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

In Windows
To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

In Other Operating Systems
To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

Using Parameters
You can use the -u, -c, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, and company ID to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

C:\basis\bin\bbj.exe osasstrt.txt -q -tT00 **-c**D:\osas70\progrm\config.bbx **- - u**Sam **-c**H

Note: In Windows, the **-u** and **-c** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

osas **-t** T2 **-c** B

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t** or**-c**) and the parameter itself.

Refer to the *Resource Manager User's Guide* for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Password.** If you want to save your password so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. This check box appears only if the **Remember Password?** option is selected for your user ID in the **Users** function in Resource Manager.

Check the **Change Password?** box to change your password upon logging in. You will be prompted to enter and confirm your new password.

Finally, press **Enter** or click **OK** to log in.

This screen appears only after you have set up the system, including setting up users. See the *Resource Manager User's Guide* for information on setting up users and roles.

Roles

Roles limit use of the system and protect sensitive information. Each role allows access to specific applications, menus, and functions. If you cannot select a menu or function, your assigned role is not authorized for it. Use the **Roles** function in Resource Manager to set up roles.

Workstation Date

To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.
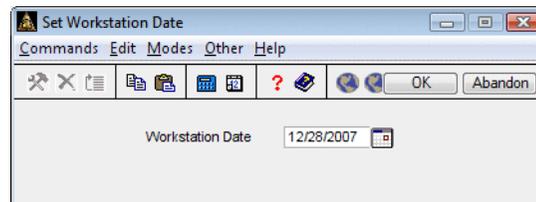
When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens independently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

Graphical Mode

If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

If you use BBj in graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**. If you use Visual PRO/5, the graphical main menu is the only graphical menu available.

Graphical Main Menu

The graphical main menu is shown below.
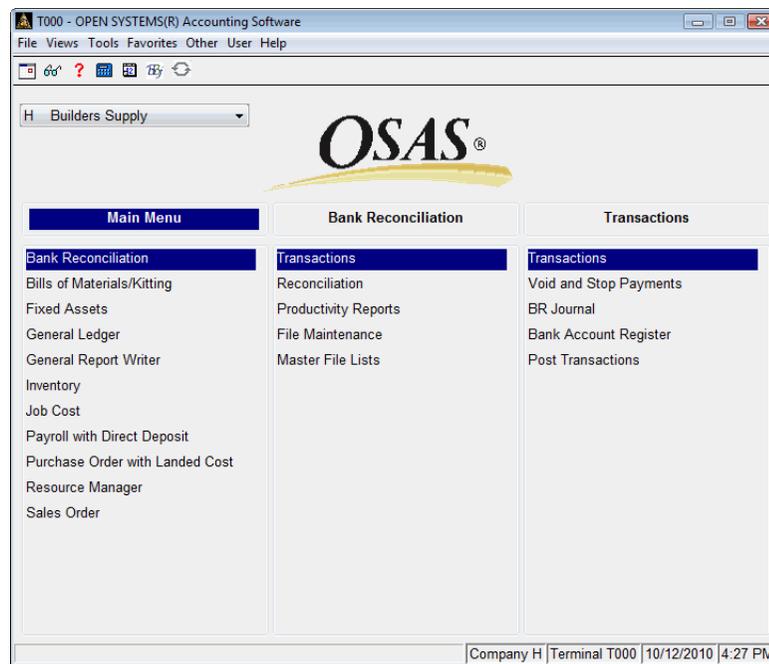
You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.

- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.

- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.
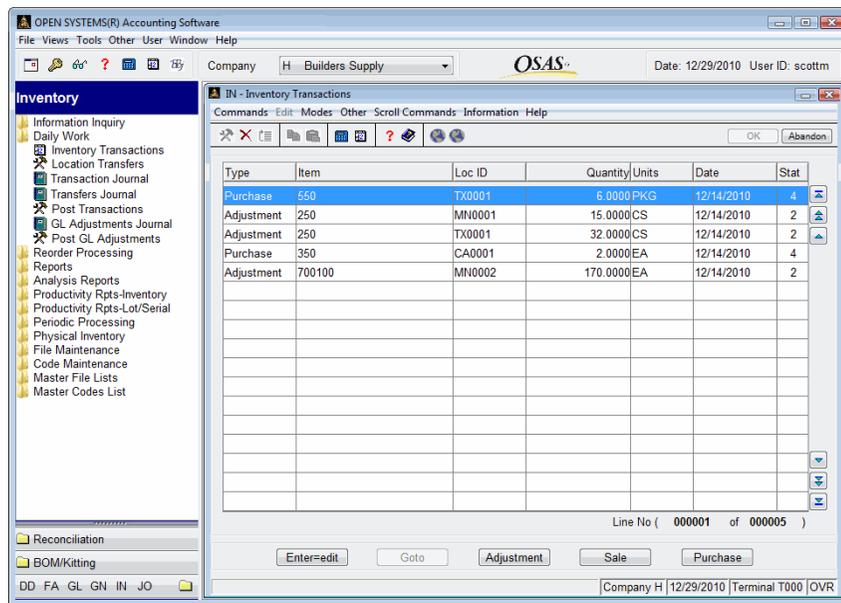
You can move around the MDI menu these ways:

• To view an application's menus, click that application's tab.

• To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.

• To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.

- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.

- Press **Page Down** if prompted to move to the next section.

- Click **Header** when it appears to return to the screen's header section.

- Press **F7** to exit the screen and return to the main menu.

Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the *Resource Manager User's Guide* for more information on the menus available in OSAS and their commands.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult Appendix A in the *Resource Manager User's Guide* for more information on the commands available on the **Other Commands** menu.

Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information

- Comments

- History

- Documents

- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult Appendix A in the *Resource Manager User's Guide* for more information on how to use the functions on the **Information** menu.

Favorites Menu

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.
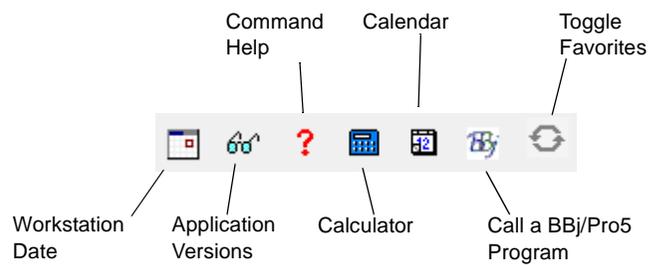
Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.
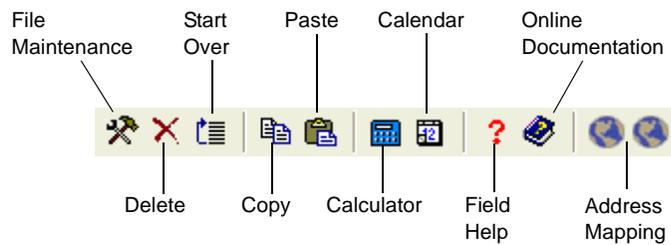
Date Fields

If you use BBj in graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Browse

If you use BBj in graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry

The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance

The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.
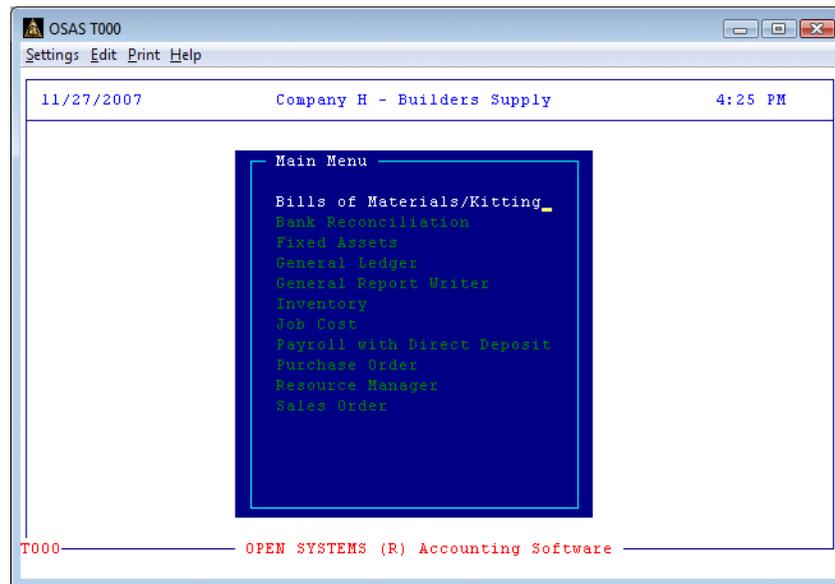
When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

•   Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.

- Use the mouse to click an application to view that application's menu.

- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.

- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.

- To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.
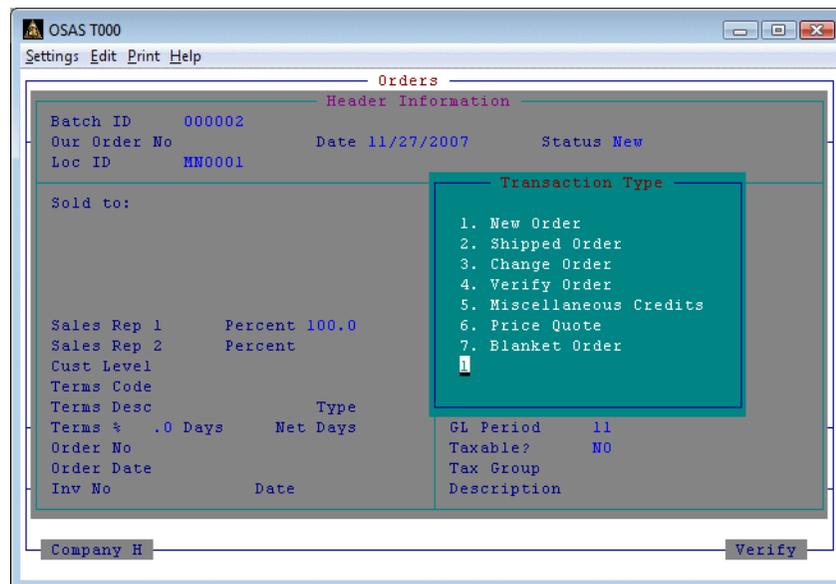
You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.

- To use a command that is listed in the command bar, press the highlighted letter.

- Use hot key commands to access information screens or to toggle commands on and off. Refer to Appendix B in the *Resource Manager User's Guide* for more information on these commands and their corresponding hot keys.

- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.

- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.

- To exit the screen and return to the menu, press **F7**.

Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to Appendix A in the *Resource Manager User's Guide* for full details about the menus available in OSAS.

Other Commands   The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-17 for more information on this menu.

Information Menu   The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-17 for more information.

Favorites Menu

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-18 for more information on this menu.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to Appendix B in the *Resource Manager User's Guide* for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

• The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.

• When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-17 for more information on this menu.

<div style="border:1px solid; background:yellow">Maint</div>

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one "on the fly." When you finish, press **F7** to return to the function you were using.

<div style="border:1px solid; background:yellow">Inquiry</div>

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.

- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed** (**OK**) command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

```
          Enter = edit, Append, Header, Totals, View, Online, Next trans
```

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
 ┌ Verification ─────────────────────────────────────────
                          Press <PgDn> to proceed
```

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Reports

OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate application guide.

Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

- You can also select the **Tag** check mark next to a selection to select a non-contiguous range of information. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.

Outputting Reports

You can output reports in a variety of ways, but keep in mind that the mode you use controls which output options are available to you. If you use graphical function screens, you have the following output options: **Printer**, **Print Preview**, **PDF**, **File**, or **E-mail** (for selected reports). If you use text function screens, you have these options: **Printer**, **File**, **Screen**, or **E-mail** (for selected reports).

If you use graphical screens, the Output Information dialog box appears after you select the range of information to include in the report.
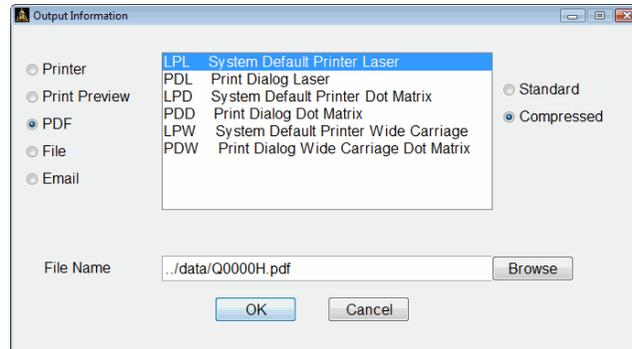
If you use text screens, these options appear at the bottom of the screen after you select what to include in the report and how to organize it.

```
Output: (P)rinter p(R)eview (F)ile (S)creen e(M)ail (E)nd
```

Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function in Resource Manager to add printers to the terminal.

3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. If you want to stop printing after it has begun, press **Ctrl+Break**.

6. Click **OK** or press **Enter** to continue.

Preview the Report

The Print Preview option is only available for graphical workstations. However, before Print Preview will work in Windows, you must add a **sysprint** device line in the **config.bbx** file for that workstation. Use the **Devices** function on the Resource Manager **User Setup** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

    Use the **Devices** function on the Resource Manager **Installation and Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a PDF

PDF output is available for OSAS systems using BBj. The data path set up for the workstation in the **Preferences** function appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.PDF** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report as a PDF file in that directory.

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Preferences** function appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.txt** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

Note: To preserve spacing and formatting, view text file reports with a fixed-width or monospaced font (Courier, Letter Gothic, or Lucida Console, for example).

View the Report on Screen (Text Screens Only)

If you use text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Preferences** function on the Resource Manager **User Setup** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1.   Select **E-mail** or enter **M**. The **E-Mail Information** screen appears.

2.   The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one set up in the **E-Mail Setup** function in Resource Manager.

`[Inquiry]`

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).

4. The name of the report appears in the **Subject** field. Change the subject line, if necessary.

5. Select **Yes** in the **Attachment** field to send the report as a text file attachment to the e-mail message, select **No** to send the report in the body of the e-mail, or select **PDF** to attach the report as a PDF file.

6. The E-Mail Message dialog box appears.
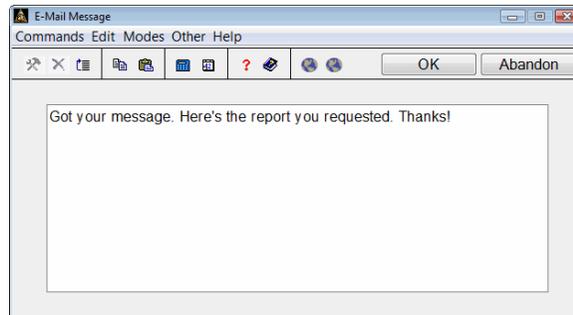
    Enter the message you would like included in the body of the e-mail, and use the **Proceed** (**OK**) command. You are returned to the E-Mail Information Screen.

7. Use one of the following commands in the Attachment File scroll region:

    •   Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see "Edit/Append Attachment dialog box" on page 1-34).

    •   Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see "Edit/Append Attachment dialog box" on page 1-34).

- Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).

- Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.

- Press **D** when done entering the e-mail information, and you are ready to process the e-mail.

8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces (see "Options and Interfaces List" on page 3-47), the e-mail will be held in the E-Mail Queue for processing (see "E-Mail Queue" on page 3-49). Otherwise, the e-mail will be sent immediately.

Note: To preserve formatting, view e-mailed reports (or e-mail attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press Enter or A in the Attachment File scroll region of the E-Mail Information screen.
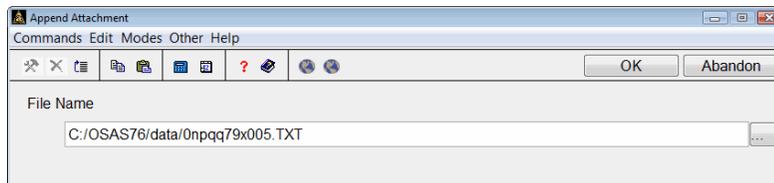
1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button (...) to navigate to the file.

2. Use the **Proceed** (**OK**) command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Using Report Pick Screen Criteria

You can save the pick criteria from any report screen to make it easier to run reports without redefining the criteria each time.

The RM option to **Use Report Defaults?** must be set to **Yes** to use this functionality.

After you choose to print a report, the Save Report Criteria screen appears.
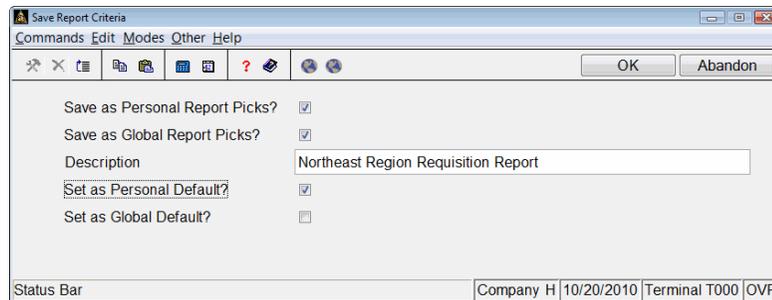
- Check the Save as **Personal Report Picks?** box save the pick criteria for use at a later time on your workstation.

- Check the Save as **Global Report Picks?** box to save the pick criteria for use by anyone in your organization who has access to this report.

- Enter a **Description** for these report defaults for identification.

- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these pick criteria will be automatically applied on the report screen the next time you run the report from the menu.

- If you check the **Set as Global Default?** box (on enter **Y** in text mode), these pick criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved by clicking **Shift-F3** and choosing the description you want.

Consult the *Resource Manager User's Guide* for more information about reports.

CHAPTER 2

2

Installation and Conversion

Installation

Before You Install Bank Reconciliation

Make sure your system meets these minimum requirements before you install Bank Reconciliation.

The Bank Reconciliation system needs a minimum of 3 megabytes (3 MB) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Bank Reconciliation

Use the **Install Applications** function in Resource Manager (see the *Resource Manager User's Guide*) to install Bank Reconciliation.

Setting up Bank Reconciliation

Once you install Bank Reconciliation on your system, you must prepare your data files for everyday use.

You can prepare files for use with Bank Reconciliation in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger with Bank Reconciliation, you must install and set up GL before you set up Bank Reconciliation. If you plan to use Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, or Payroll with Bank Reconciliation, set up those applications after you set up Bank Reconciliation.

Conversion

If you use an earlier version of OSAS Bank Reconciliation, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Bank Reconciliation data files. You can upgrade from version 4.xx, 5.xx, 6.xx, or 7.0x.

Follow these guideline to convert your files to version 7.6:

You must install the new version of Bank Reconciliation before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

Before you convert an application's files, make note of the version number of the application from which you are converting. The **Data File Conversion** function has no way of determining the information from within the function.

Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Bank Reconciliation, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value-added reseller.

Converting to Version 7.6

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The function screen appears.
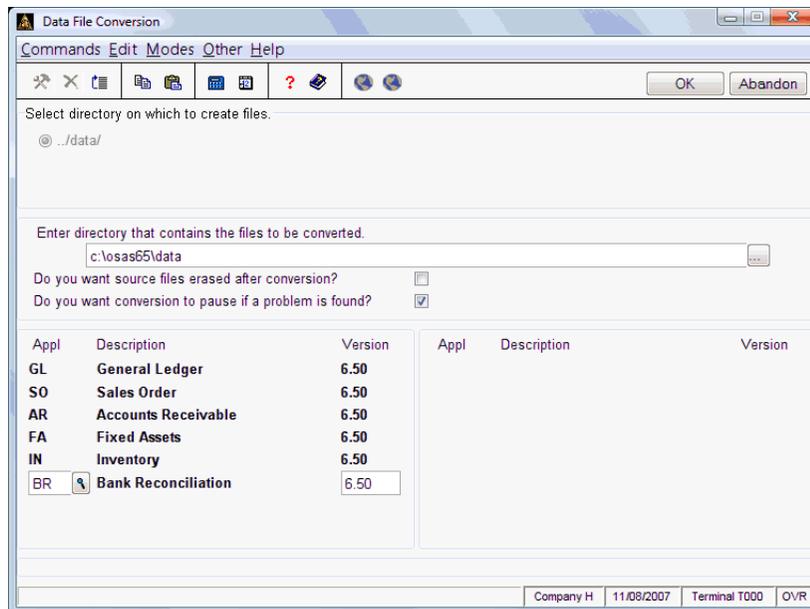
1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3.   If you want source files to be erased after conversion, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4.   If you want the conversion process to pause if a problem occurs, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5.   Enter **BR** in the **Appl** column; *Bank Reconciliation* appears.

6.   Enter your earlier version number of Bank Reconciliation, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

7.   If data files already exist for Bank Reconciliation in the intended destination path, the **BR data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8.   To convert, use the **Proceed** (**OK**) command.

9.   The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Bank Reconciliation files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

    After conversion is finished and the error log is produced, the main menu—with Bank Reconciliation added—appears.

CHAPTER 3

3

Setup

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

————— 0
————— 1
————— Z
————— a
———— 0 1
—— a ———
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  - blank spaces
  - characters (-, *, /, and so forth)
  - numbers (0–9)
  - uppercase letters (A–Z)
  - lowercase letters (a–z)

  Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

  If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

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

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, FNB001 and SNB002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize bank accounts by name, put the first characters of the name of the bank in the bank account ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of FNB001 and FNB005 leaves room for three bank accounts in between.

Setup Checklist and Functions

Follow the steps below to set up the Bank Reconciliation system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the **RMBAxxx** (Bank Accounts) file.
3. Enter initial balances.
4. Set up roles.
5. Set up a backup schedule.

NOTE: Bank Reconciliation has no tables to set up. The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

Options and Interfaces

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

General Ledger

When Bank Reconciliation interfaces with General Ledger, you can use the **Inquiry** (**F2**) command to look up and select general ledger account numbers when you enter bank accounts. In addition, posting bank reconciliation transactions makes offsetting entries that update the **GLJRxxx** (General Ledger Journal) file. Finally, the general ledger accounts assigned to the bank account records use the balances in the **GLMAxxx** (General Ledger Master) file.

Accounts Payable/Purchase Order

When Bank Reconciliation interfaces with Accounts Payable/Purchase Order, you can specify the ID of the bank account the checks are paid from when you post payments. Summary entries of the checks are created in the **BRTRxxx** (Transactions) file for that bank account.

Accounts Receivable/Sales Order

When Bank Reconciliation interfaces with Accounts Receivable/Sales Order, posting accounts receivable transactions updates the **BRTRxxx** file with deposits for cash sales and cash receipts in the bank accounts specified.

Payroll

When Bank Reconciliation interfaces with Payroll, you can specify the ID of the bank account the checks are paid from when you post checks. Summary entries of the checks are created in the **BRTRxxx** file for that bank account.

Options and Interfaces

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Guide* for information about Options tables.) Then enter **BR** as the application ID. The Bank Reconciliation Options screen appears.

For Bank Reconciliation, there is only one option: whether or not you want to interface Bank Reconciliation with General Ledger. This interface option depends on whether or not General Ledger is installed. Do not try to interface Bank Reconciliation with General Ledger if General Ledger is not installed.

Set up the interface between Bank Reconciliation and Accounts Payable/ Purchase Order, Accounts Receivable/Sales Order, and Payroll in those applications, not in Bank Reconciliation. See the **Setup** section in each application's user's manual for more information.

Press **Enter** to interface Bank Reconciliation with General Ledger. When you finish, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager **Company Setup** menu.

Bank Accounts

The Resource Manager file **RMBAxxx** (Bank Accounts) file stores information about your company's checking and savings and credit card accounts that you will reconcile. If you are installing Bank Reconciliation for the first time, collect the up-to-date information about your bank and credit card accounts and enter the information into the **RMBAxxx** file before you begin operations. Use the **Bank Accounts** function in Resource Manager to set up and update bank and credit card account information.

Each account record must have a unique ID. In each record you record such things as the bank account or credit card number and description, the contact at the bank, the account's general ledger account number, and the last statement date and balance. If Resource Manager does not interface with General Ledger, you can also enter the balance of the general ledger bank account.

Initial Balances

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

1. In the Resource Manager Bank Accounts function, enter the last statement balance and date of each bank account. If Resource Manager does not interface with General Ledger, enter the balance of the general ledger account assigned to each bank account record.

2. Turn off the interface between Bank Reconciliation and General Ledger (see **Options and Interfaces** above).

3. In Bank Reconciliation, enter, verify, and post the outstanding transactions since your last bank statement (see Chapter 4).

After you post the outstanding transactions, turn on the interface between Bank Reconciliation and General Ledger.

If Bank Reconciliation interfaces with General Ledger, Accounts
Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll, see
the **Setup** sections in those user's manuals before you begin processing in
the Bank Reconciliation system. If those systems are not properly set up,
errors can result in your data.

Roles

To safeguard your system, you'll need to prevent access by unauthorized people.
Use the Resource Manager **Roles** function to set up roles on your system. You
can set up roles for the Accounts Payable system itself, for menus in the system,
and for individual functions. To control users' access to menus and functions,
you can set up an roles for each user or group of users that performs the same
functions.

Different Roles for Each Company

Roles are company-specific. When you set up a role, the role is assigned the
company you are in.

Because the roles are company-specific, you must set up roles for each company
a user needs to access.

What Should Be Protected

Because of the sensitive nature of some of the information in the Bank
Reconciliation data files and reports, you should limit access to the functions that
provide confidential information or are sensitive to change. For maximum
security, protect the Bank Reconciliation application itself, each of the Bank
Reconciliation menus, and the individual functions.

For more information about roles, see the *Resource Manager User's Guide.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Bank Reconciliation data files whenever they change—every day or every week—and before you run the **Post Transactions** and **Purge Cleared Transactions** functions.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

> You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

CHAPTER 4

4

Transactions

Introduction

The functions explained in this chapter constitute the daily work portion of Bank Reconciliation. With the Bank Reconciliation system, you might or might not perform transaction work daily. You might choose to enter transactions daily or weekly and perform your reconciliation monthly, after you receive your bank or credit card statements.

Transactions

Use the **Transactions** function to enter deposits, disbursements (checks and withdrawals), adjustments (for example, finance charges and service charges to your bank accounts), and transfers that have not been created through other applications. Transactions entered through this function remain in the **BRJRxxx** (Journal) file until you post them to the **BRTRxxx** (Transactions). Once you post a transaction, you can tag it as cleared using the **Cleared Transactions** function (see on page 5-3).

You can enter only adjustment type transactions for credit card accounts. You can enter any of the transaction types for normal bank accounts.

You must enter transactions in two stages. First enter the transaction. Then enter the offsetting entries, which include the general ledger account numbers.

If Bank Reconciliation interfaces with Accounts Receivable/Sales Order, enter deposits through those applications. See the *Accounts Receivable User's Guide* and the *Sales Order User's Guide* for information.

If Bank Reconciliation interfaces with Accounts Payable/Purchase Order and Payroll, enter disbursements through those applications. See the information on posting payments in the *Accounts Payable User's Guide* and the section on posting checks in the *Payroll User's Guide* for information.

Select **Transactions** from the **Transactions** menu. The Transactions screen appears.

Note: If you are entering a new set of transactions after posting, you store last year's GL files on your system, and Bank Reconciliation interfaces with General Ledger, this prompt appears asking you to select the GL year for which to enter transactions. If Bank Reconciliation does not interface with General Ledger, or if last year's GL files are not stored on your system, the prompt does not appear.

Select the year you want to work with and use the **Proceed** (**OK**) command to continue. The Transaction screen appears.
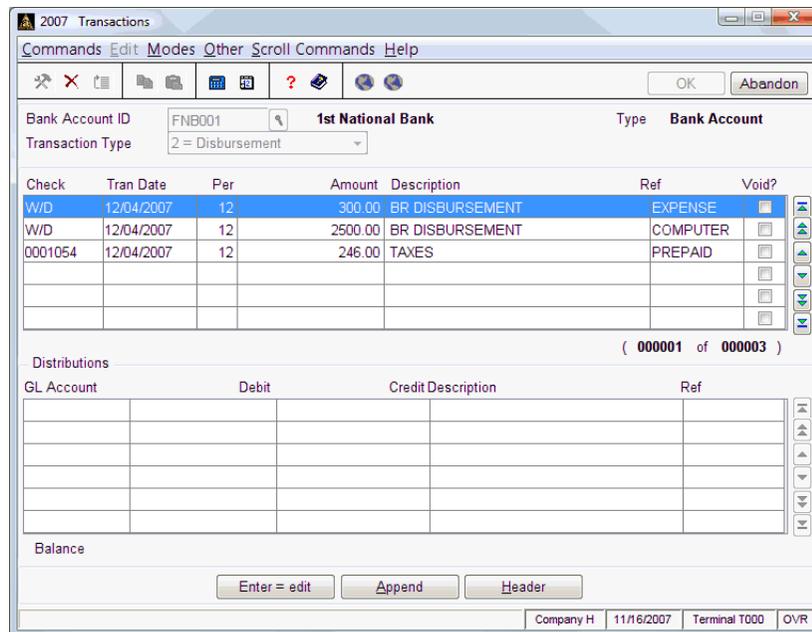
Inquiry

1. Enter the bank account for which you want to enter or edit transactions.

2. If you specified a bank account, enter the number corresponding to the kind of transaction you want to enter or edit. The transaction types appear at the bottom of the screen. After you enter the transaction type, you are taken to the transactions scroll region. If no transactions are on file, you go directly into append mode.

Transactions Scroll Region

Select a command:

*   Press **Enter** to edit the selected transaction. The Edit Transactions dialog box appears.

*   Press **A** to add a transaction for the bank account. The Append Transactions dialog box appears.

*   Press **H** to return to the **Bank Account ID** field.

*   To delete the selected transaction, use the **Delete** (**F3**) command. (You cannot delete transactions posted from an interfaced application.) When you delete offsetting entries for deposits, disbursements, voided checks, or adjustments, the associated entries are also deleted. Print the BR Journal (see on page 4-19) before and after you delete a transaction so that you maintain an accurate audit trail.

Append/Edit Transactions

The fields that appear in the upper scroll region of the Transactions screen as well as the Append/Edit Transactions dialog box vary slightly, depending on the type of transaction you selected. Fields that are transaction-specific are designated as such; if a field does not have a transaction-specific designation, it is available regardless of transaction type.

1. The **Deposit** box appears only when you are working with deposits. Enter the slip number of the deposit.

    The **Check** box appears only when you are working with disbursements and adjustments.

    For a check disbursement, enter the check number. For a cash withdrawal, enter **W**. The description **W/D** appears.

    For a one-time adjustment, press **Enter** to skip this field.

    For a recurring adjustment, enter an asterisk (*****) and then the adjustment ID (for more information, see page 6-5). For example, if you have set up a recurring adjustment with an ID of SVCCHG, enter ***SVCCHG**. The recurring adjustment information appears in the upper scroll region, and the following prompt appears at the bottom of the screen: **Copy this recurring adjustment.** If you want to copy the recurring adjustment, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

    Inquiry

    The **To Bank** box appears only when you are working with transfers.

Enter the ID of the bank account you are transferring money to (it cannot be the ID of the bank you entered in the **Bank Account ID** box above). The description of the bank account appears at the bottom of the screen for verification.

2. If you are adding a transaction, the date you are entering the transaction appears in the **Tran Date** box. If you are editing a transaction, the date you entered the transaction appears. Accept the current date, or change it.

3. If you are adding a transaction, the general ledger period for which you are entering the transaction appears in the **Per** box. If you are editing a transaction, the period for which you entered the transaction appears. Accept the current period, or change it.

4. Enter the amount of the transaction in the **Amount** box.

5. If you are adding a transaction, the default description (from the **BRCDxxx** file) appears in the **Description** box. Accept the default description, or enter a different description.

6. Enter a reference for the adjustment in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

    If you are entering a recurring adjustment, the reference you entered for the recurring adjustment (see page 6-5) appears.

7. The **Void?** check box appears only when you are working with disbursements.

    If you do not want to void the check (that is, if you are entering a new check or editing a check), clear the check box (or **N** in text mode). If you want to void a check, select the box (or enter **Y** in text mode). You can void checks generated from Accounts Payable or Payroll (if Bank Reconciliation interfaces with those applications), void zero-balance checks to account for checks lost to alignment, and so on.

When finished, one of the following steps may occur:

- If you are adding a deposit, a disbursement, or an adjustment, you are taken to the distributions portion of the screen after you enter the reference.

- If you are editing a deposit, a disbursement, or an adjustment, select **Yes** (or enter **Y** in text mode) at the **Edit Distributions?** prompt that appears after you enter the reference to move to the **Distributions** portion of the screen, or select **No** (or enter **N** in text mode) to return to the transactions scroll region if you are finished editing the transaction and do not need to edit the distributions.

- If you are adding or editing a transfer, you are returned to the scroll region.

- When you are finished entering transactions, exit to the **Transactions** menu.

Distributions Scroll Region

Deposits, disbursements, and adjustments must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the transaction. (For example, if you enter a deposit of 100 dollars, 40 of it may be charged against one account and 60 against another.) You cannot exit from the distributions portion of the screen until you have accounted for the amount of the transaction in terms of both debits and credits (that is, the balance reaches zero).

Select a command:

- Press **Enter** to edit the current distribution. (You cannot edit the first line of a transaction; the first line is the transaction itself. If you want to edit the transaction, you must edit it in the transaction scroll region.)

- Press **A** to add a distribution for the transaction.

• Press **D** to return to the transactions scroll region. (This command appears only when offsetting entries equal the transaction.)

Append/Edit Disbursements

Use the Append/Edit Distributions dialog box to add a distribution to the transaction or edit the selected distribution.

1. Enter the general ledger account number for the credit or debit in the **GL Account** box. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Bank Reconciliation interfaces with General Ledger.) You cannot enter the number of a general ledger account that has been assigned to a bank account record.

2. If the transaction you are offsetting was a credit, the amount of the transaction remaining to be counterbalanced appears in the **Debit** box. Enter the amount of the offsetting debits related to the transaction.

3. If the transaction you are offsetting was a debit, the amount of the transaction remaining to be counterbalanced appears in the **Credit** box. Enter the amount of the offsetting credits related to the transaction.

4. Accept the default **Description**, or enter a different description.

5. Enter a reference for the offsetting entry in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

   If you have not entered enough credits or debits to offset the amount of the transaction, the amount remaining to compensate for appears in the **Balance** section of the dialog box.

After you enter the reference, edit or append an offsetting entry, or press **D** to return to the transactions scroll region.

Incorrect Entries

If you save an incorrect entry, you can do one of these things:

- If you have not posted the transaction to the **BRTRxxx** file, enter a negative transaction for the incorrect amount.

- If the incorrect entry is a check (disbursement) and you have not posted it to the **BRTRxxx** file, void the check (see on page 4-13).

- If you have posted the transaction to the **BRTRxxx** file, enter a negative transaction for the entire amount, enter the correct transaction, post the entries (see on page 4-25), and tag the incorrect and the negative deposits as cleared (see on page 5-3). The next time you purge cleared transactions, the incorrect and the negative deposits are deleted from the **BRTRxxx** file.

Void Checks and Stop Payments

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

You can void any check after it is posted to the **BRTRxxx** (Transactions) file. The check might have been entered through Bank Reconciliation or through Payroll or Accounts Payable/Purchase Order (if these applications interface with Bank Reconciliation). You can also void Bank Reconciliation checks in those interfaced applications.

You can stop the payment of any check, even if you posted it from an interfaced application (Accounts Payable/Purchase Order or Payroll). In addition, you must do one of these things:

- If you posted the check from an interfaced application, enter a transaction to reverse the check. Then enter the correct check (if necessary) and post the transactions. See the appropriate user's manual for more information.

- If you entered the check through the **Transactions** function, reverse the check. Then enter the correct check (if appropriate), and post the transactions.

When you post a voided check, these things happen to the original disbursement:

- The status is changed to *void.*
- The amount is set to zero.
- The check is tagged as cleared.

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

Void Checks and Stop Payments

Select **Void Checks and Stop Payments** from the **Transactions** menu. The Void Checks and Stop Payments screen appears.

Inquiry

Enter the bank account for which you want to void checks or stop payments.

After you enter the bank account ID, you are taken to the transactions scroll region of the screen.

Transactions Scroll Region

The posted disbursements for the bank account you selected appear:

- In the first column, for a check disbursement, the check number appears. For cash withdrawal, **W/D** appears.

- In the **Type** column, if **Void** appears, the transaction has been voided. If **Stop** appears, payment of the check has been stopped.

- The date you entered the transaction, the amount of the transaction, and the transaction description and reference appear.

- The abbreviation of the application where the transaction was created appears in the **Src** column. For example, if the check was posted to Bank Reconciliation from Payroll, **PA** appears.

Select a command:

- Press **C** to leave the transactions scroll region and return to the **Bank Account ID** field.

- Press **V** to toggle the *void* status for the check currently selected. If you are voiding a check that you entered in Bank Reconciliation, you are taken to the distributions portion of the screen.

  If you are voiding a check that was posted from Accounts Payable or Payroll, several prompts appear. See the *Accounts Payable User's Guide* or the *Payroll User's Guide* for more information.

  If you are restoring a voided check, this prompt appears: **Press F3 to delete this voided transaction**. Use the **Delete** (**F3**) command to restore the check to *active* status.

- Press **S** to toggle the *stop payment* status for the check currently selected. If you are restoring a check on which you have stopped payment, this prompt appears: **Press F3 to delete this stopped transaction**. Use the **Delete** (**F3**) command to restore the check to *active* status.

Distributions Scroll Region

When you entered the original disbursement of the check, you made offsetting entries. If you are voiding a check, you must also void the offsetting entries; otherwise, the ledger will not balance.

You must account for both the debits and credits in the transaction. The debit for the amount of the void appears; you must enter credits to offset the debit. You cannot exit from the distributions section until you balance the transaction.

Select a command:

*   To edit the selected distribution, press **Enter**. (You cannot edit the first line of a transaction; the first line is the transaction itself. If you want to edit the transaction, you must edit it in the transactions scroll region of the screen.)

*   Press **A** to add a distribution for the transaction.

*   Press **D** to return to the transactions scroll region of the screen. (This command appears only when offsetting entries equal the transaction.)

Append/Edit Distributions

Use the Append/Edit Distributions dialog box to add a distribution to the transaction or edit the selected distribution.

Inquiry

Maint

1. Enter the general ledger account number for the credit or debit. (The **Inquiry** command is available if Bank Reconciliation interfaces with General Ledger.) You cannot enter the number of a general ledger account that has been assigned to a bank account record.

2. In the **Debits** box, enter the amount of the offsetting debits related to the transaction.

3. In the **Credits** box, enter the amount of the offsetting credits related to the transaction.

4. Accept the default **Description** (from the **BRCDxxx** file), or enter a different description.

5. Enter a reference for the offsetting entry in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

    If you have not entered enough credits or debits to offset the amount of the transaction, the amount remaining to compensate for appears in the **Balance** section of the dialog box.

6. After you enter the reference, edit or append an offsetting entry, or press **D** to return to the transactions scroll region of the screen.

Incorrect Entries

If you save an incorrect entry, you can do one of these things:

- If you have not posted the disbursement to the **BRTRxxx** file, enter a reversing entry with the reference *void,* or delete the entry and reenter it correctly.

- If you have posted the disbursement to the **BRTRxxx** file, reenter the transaction (see on page 4-3).

BR Journal

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

Print the **BR Journal** before and after you delete a transaction, void a check, or stop payment on a check so that you maintain an accurate audit trail.

Select **BR Journal** from the **Transactions** menu. The BR Journal screen appears.

Inquiry

1. Enter the range of bank account IDs, check numbers, and deposit numbers you want in the journal, or leave the boxes blank to include all.

2. Select the type of transactions you want to print in the journal.

3. Select the order in which you want to organize the journal.

4.   Select the output device. Select the output device to begin printing the report. See "Reports" on page 1-27 for more information. After the journal is produced, the **Transactions** menu appears.

BR Journal

```
08/22/2007                                    Builders Supply                                      Page    1
11:19 AM                                         BR Journal
                                            By Transaction Number


Trans. Seq. Bank ID Type Ck/Dep. Description          Ref.      GL Account  Per Entry Date   Debit Amount   Credit Amount
-----------------------------------------------------------------------------------------------------------------------

000002  01  SNB001  DEP  000121  BR DEPOSIT                     100100      12 12/04/2007      2000.00
000002  02  SNB001  DEP  000121  BR DEPOSIT                     401000      12 12/04/2007                      2000.00

000004  01  SNB001  DEP  000130  BR DEPOSIT           OT INC.   100100      12 12/04/2007      2500.00
000004  02  SNB001  DEP  000130  BR DEPOSIT           OT INC.   801000      12 12/04/2007                      2500.00

000005  01  FNB001  DEP  000135  BR DEPOSIT           OT INC.   100000      12 12/04/2007      3000.00
000005  02  FNB001  DEP  000135  BR DEPOSIT           OT INC.   801000      12 12/04/2007                      3000.00

000006  01  FNB001  DISB W/D     BR DISBURSEMENT      EXPENSE   100000      12 12/04/2007                       300.00
000006  02  FNB001  DISB W/D     BR DISBURSEMENT      EXPENSE   105000      12 12/04/2007       300.00

000007  01  FNB001  DISB W/D     BR DISBURSEMENT      COMPUTER  100000      12 12/04/2007                      2500.00
000007  02  FNB001  DISB W/D     BR DISBURSEMENT      COMPUTER  153000      12 12/04/2007      2500.00

000008  01  SNB001  DISB W/D     BR DISBURSEMENT      PHONE     100100      12 12/04/2007                       256.87
000008  02  SNB001  DISB W/D     BR DISBURSEMENT      PHONE     533000      12 12/04/2007       256.87

000009  01  SNB001  DISB 0001045 BR DISBURSEMENT      PREPAID   100100      12 12/04/2007                       200.00
000009  02  SNB001  DISB 0001045 BR DISBURSEMENT      PREPAID   105000      12 12/04/2007       200.00

000010  01  FNB001  DISB 0001054 TAXES                PREPAID   100000      12 12/04/2007                       246.00
000010  02  FNB001  DISB 0001054 TAXES                PREPAID   852000      12 12/04/2007       246.00

000011  01  SNB001  TSFR BK TSFR Transfer to Bank FNB001  LOAN  100100      12 12/04/2007                       300.00
000011  02  FNB001  TSFR BK TSFR Transfer from Bank SNB001 LOAN  100000      12 12/04/2007       300.00

000012  01  FNB001  ADJ  CK CHG  BR ADJUSTMENT        CHECKCHG  100000      12 12/04/2007        25.50
000012  02  FNB001  ADJ  CK CHG  BR ADJUSTMENT        CHECKCHG  806000      12 12/04/2007                        25.50

000013  01  SNB001  ADJ  MISC    BR ADJUSTMENT        BANK MIS  100100      12 12/04/2007                       200.00
000013  02  SNB001  ADJ  MISC    BR ADJUSTMENT        BANK MIS  401000      12 12/04/2007       200.00

000014  01  SNB001  VOID 0001056 BR DISBURSEMENT      EXPENSE   100100      07 07/14/2006       300.00
000014  02  SNB001  VOID 0001056 BR DISBURSEMENT      EXPENSE   802000      07 07/14/2006                       300.00

000015  01  FNB001  VOID 0001019 UTILITY EXPENSE                100000      08 08/22/2007       250.00
000015  02  FNB001  VOID 0001019 UTILITY EXPENSE                534000      08 08/22/2007                       250.00

                                                                           ===================================
                                            GRAND TOTAL:                               12078.37       12078.37


End of Report
```

Bank Account Register

The Bank Account Register is similar to a check register. It lists all the transactions in the **BRJRxxx** (Journal) file and the **BRTRxxx** (Transactions) file. The register is organized by bank account ID and then by transaction date.

Select **Bank Account Register** from the **Transactions** menu. The Bank Account Register screen appears.

Inquiry

1. Enter the range of bank account IDs you want in the register. If you elect to list a range of bank accounts, bank accounts without activity are included in the register. Leave the boxes blank to include all IDs.

2. Enter the range of GL periods and years you want in the register. You cannot enter a year that is earlier the prior GL year if Bank Reconciliation interfaces with GL and you are keeping last year's GL data files.

3. Select which transactions you want to include:

    •   Uncleared transactions
    •   Cleared transactions
    •   Reconciled transactions

    Note: If you chose to print reconciled transactions and Bank Reconciliation
    interfaces with General Ledger, no balances print on the report.

4. If Bank Reconciliation interfaces with General Ledger, this function uses the
    most recent general ledger account balance from the **GLMAxxx** (GL Master)
    file. If you want unposted GL Journal entries to be included in the balance,
    select the check box (or enter **Y** in text mode); if not, clear the box (or enter
    N in text mode). Including unposted entries in the balance provides you with
    up-to-date bank balances without first posting General Ledger transactions.

5. Select the output device. Select the output device to begin printing the
    report. See "Reports" on page 1-27 for more information. After the register
    is produced, the **Transactions** menu appears.

Bank Account Register

```
08/22/2007                                    Builders Supply                                         Page    1
11:21 AM                                    Bank Account Register


Bank ID  Ck./Dep. Date       Type Description              Ref.      Src. Clr. Post      Addition      Deduction        Balance
----------------------------------------------------------------------------------------------------------------------------

FNB001  1st National Bank                                                      Balance Forward                         5139.38

        0001257  08/12/2007 DISB ACE PLUMBING SUPPLY COMPA ACE001     AP       Y                        2500.00        2639.38
        000001   08/15/2007 DEP  AR DEPOSIT                           AR       Y          1500.00                      4139.38
        0001079  08/15/2007 DISB 500/Bourne          L BOU001         PA       Y                        4814.96         675.58-
        0001080  08/15/2007 VOID 500/Bourne          L BOU001         PA   C   Y           .00                          675.58-
        0001081  08/15/2007 DISB 500/Jenkins         K JEN001         PA       Y                        4827.63        5503.21-
        0001082  08/15/2007 DISB 501/Rossini         L ROS001         PA       Y                         181.75        5684.96-
        0001159  08/15/2007 DISB 500/Bourne          L BOU001         PA       Y                        7500.00       13184.96-
        0009684  08/15/2007 VOID ACE PLUMBING SUPPLY COMPA ACE001     AP   C   Y           .00                        13184.96-
        0009685  08/15/2007 DISB ATLANTIS TELEPHONE CO.    ATT001     AP       Y                         632.00       13816.96-
        0009686  08/15/2007 DISB BORIS CONSTRUCTION COMPAN BOR001     AP       Y                       17080.84       30897.80-
        0009687  08/15/2007 DISB CLEVELAND INTERIORS, INC. CLE001     AP       Y                      172613.26      203511.06-
        0009688  08/15/2007 DISB EDDY APPLIANCE CO.        EDD001     AP       Y                        1060.00      204571.06-
        0009689  08/15/2007 DISB ELLIS ELECTRICAL SUPPLY   ELL001     AP       Y                       75418.36      279989.42-
        0009690  08/15/2007 DISB HENNEPIN MUNICIPAL UTILIT HEN001     AP       Y                        1580.00      281569.42-
        0009691  08/15/2007 DISB JOHNSON DOOR COMPANY, INC JOH001     AP       Y                       14363.53      295932.95-
        0009692  08/15/2007 DISB MINNEAPOLIS WATER DEPARTM MIN001     AP       Y                         105.00      296037.95-
        0009693  08/15/2007 DISB TELL & JACOBY             TEL001     AP       Y                         420.00      296457.95-
        0009694  08/15/2007 DISB THOMPSON HEATING &        THO001     AP       Y                      164361.49      460819.44-
        ACH      08/15/2007 DISB Authorized Debit          000054     PA       Y                        7631.99      468451.43-
        000001   08/19/2007 DEP  AR DEPOSIT                           AR       Y          1200.00                    467251.43-
        0001019  08/22/2007 VOID UTILITY EXPENSE                      BR       N           250.00                    467001.43-
        BK TSFR  12/04/2007 TSFR Transfer from Bank SNB001 LOAN       BR       N           300.00                    466701.43-
        0000000  12/21/2007 DISB EDDY APPLIANCE CO.        EDD001     AP       Y         40232.30                    426469.13-
        0000000  12/21/2007 DISB THOMPSON HEATING &        THO001     AP       Y        115277.01                    311192.12-
                                                                                                                   --------------
                                                                              Ending Balance                        311192.12-
                                                                              Current GL Balance                    312206.62-
```

Post Transactions

Use the **Post Transactions** function to move the entries in the **BRJRxxx** (Journal) file to the **BRTRxxx** (Transactions) file, and if Bank Reconciliation interfaces with General Ledger, to create offsetting entries in the **GLJRxxx** (Journal) file for Bank Reconciliation transactions.

When you post transactions, these things happen in the Bank Reconciliation system:

- The transactions in the **BRJRxxx** file are moved to the **BRTRxxx** file.

- If Bank Reconciliation does not interface with General Ledger, the general ledger account balances are updated in the **RMBAxxx** (Bank Accounts) file.

- The **BRJRxxx** file is erased to make room for the next set of transactions.

- If Bank Reconciliation interfaces with General Ledger, entries are created in the **GLJRxxx** file for the offsetting entries that you entered for deposit, disbursement, void check, and adjustment transactions.

Deposits

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

Bank Account	Offsetting Account	Additional Offsetting Accounts	
DB	**CR**	**DB**	**CR**

The bank account comes from the bank account record. Offsetting accounts are specified when deposits are entered. If the deposit was offset to only one account, that account is credited. If the deposit was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a deposit is reversed, the bank account is credited and the offsetting account is debited. If the deposit is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Disbursements

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

Bank Account	Offsetting Account	Additional Offsetting Accounts
CR	DB	DB	CR

The bank account comes from the bank account record. Offsetting accounts are specified when disbursements are entered. If the disbursement was offset to only one account, that account is debited. If the disbursement was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a disbursement is reversed, the bank account is debited and the offsetting account is credited. If the disbursement is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

Voided Checks

When you post voided checks, entries are made to these accounts:

Bank Account	Offsetting Account	Additional Offsetting Accounts
DB	CR	DB	CR

The bank account comes from the bank account record. Offsetting accounts are specified when voided checks are entered. If the voided check was offset to only one account, that account is credited. If the voided check was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

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

Adjustments

Positive Adjustments

When you post positive (or debit) adjustments, entries are made to these accounts:

	Offsetting	Additional Offsetting
Bank Account	Account	Accounts
DB	**CR**	**DB**	**CR**

The bank account comes from the bank account record. Offsetting accounts are specified when adjustments are entered. If the positive adjustment was offset to only one account, that account is credited. If the adjustment was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

Negative Adjustments

When you post negative adjustments, entries are made to these accounts:

	Offsetting	Additional Offsetting
Bank Account	Account	Accounts
CR	**DB**	**DB**	**CR**

The bank account comes from the bank account record. Offsetting accounts are specified when adjustments are entered. If the negative adjustment was offset to only one account, that account is debited. If the adjustment was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

Before Posting

Before you post transactions, complete these tasks:

- Enter and verify all Bank Reconciliation transactions.
- Print the BR Journal.
- Back up your data files.

Posting

Select **Post Transactions** from the **Transactions** menu. The Post Transactions screen appears.

Note: If you are entering a new set of transactions after posting, you store last year's GL files on your system, and Bank Reconciliation interfaces with General Ledger, this prompt appears asking you to select the GL year for which to enter transactions. If Bank Reconciliation does not interface with General Ledger, or if last year's GL files are not stored on your system, the prompt does not appear.

Select the year for which you want to post transactions and use the **Proceed** (**OK**) command to continue. The Post Transaction screen appears.
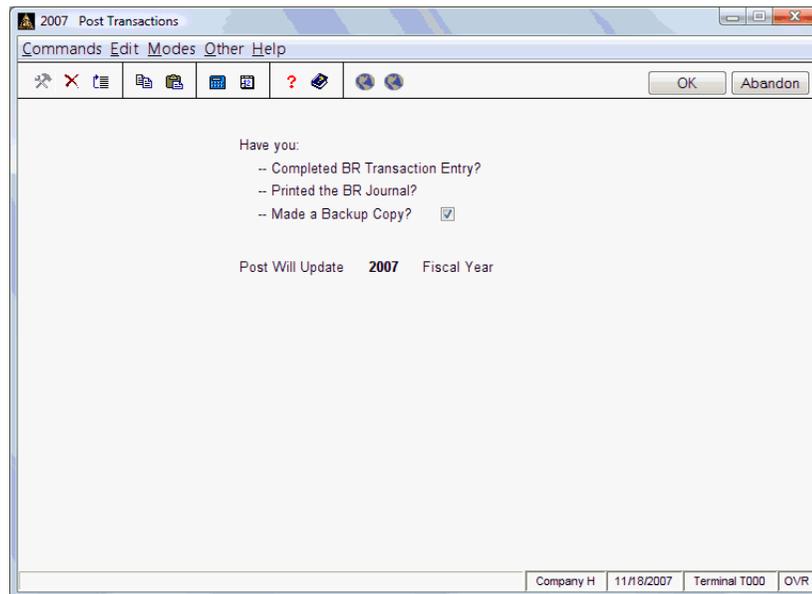
If you have completed transaction entry, printed the BR Journal, and backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N**), return to the **Transactions** menu, and do so before posting. After posting completes and the log is produced, the **Transactions** menu appears.

Posting Log

```
08/22/2007                        Builders Supply                        Page    1
11:27 AM                       Post BR Transactions

                                       Debits          Credits

Posted to GL:    Period  7             300.00           300.00
                 Period 12            8528.37          8528.37
                 Period  8             250.00           250.00
                 Period 12            3000.00          3000.00

Total Posted to GL                   12078.37         12078.37

Total Number of GL Transactions Posted   26


         * * * * * * * * * * * * * * *


Posted to BR:    Deposits            7500.00
                 Disbursements       3502.87
                 Transfers            300.00
                 Voids                550.00
                 Adjustments          174.50-

Total Number of BR Transactions Posted   14

End of Report
```

CHAPTER 5

5

Reconciliation

Cleared Transactions

When you receive a statement for one of your bank or credit card accounts, use the **Cleared Transactions** function to indicate which transactions have cleared the bank or been recorded against your card. Cleared transactions update bank account records, are included in the **Reconciliation Report** (see page 5-15), and are purged when you run the **Purge Cleared Transactions** function (see page 5-23).

If Bank Reconciliation interfaces with General Ledger, you may want to post the **GLJRxxx** (Journal) file to the **GLMAxxx** (Master) file before you clear transactions so that the general ledger account assigned to each bank account record reflects the most recent balance.

To clear transactions for a bank account, see "Cleared Transactions for Bank Accounts (Screen One)" on page 5-4. To clear transactions for a credit card account, see "Cleared Transactions for Credit Cards (Screen One)" on page 5-6.

Cleared Transactions for Bank Accounts (Screen One)

Use the first Cleared Transactions screen to identify the bank or credit card account you want to work with and the current bank or credit card statement balance and date. The information below covers bank accounts. See "Cleared Transactions for Credit Cards (Screen One)" on page 5-6 for credit card accounts.

Select **Cleared Transactions** from the **Reconciliation** menu. The first function screen appears.

1. If Bank Reconciliation does not interface with General Ledger, the **Include Unposted GL Journal Entries in Balance?** field does not appear. You can use the Bank Accounts function in Resource Manager to make sure that the general ledger account balances are correct.

If Bank Reconciliation interfaces with General Ledger, the **Cleared Transactions** function uses the most recent general ledger account balances assigned in the bank or credit card account records. If you want unposted GL Journal entries to be included in the balance, select the check box (or enter Y in text mode); if not, clear the box (or enter N in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without having to post General Ledger transactions first.

Inquiry

Maint

2. Enter the ID of the bank account with which you want to work.

3. If Bank Reconciliation interfaces with General Ledger, the GL account balance (with or without unposted entries included) associated with the bank account record appears.

4. Accept the last statement balance, or enter the balance from the bank statement.

5. Select what statement type you want: **Date** or **Period**.

6. Accept the last statement date, or enter the date from the bank statement.

   When you save your entries on the first screen, the **Last Statement Balance** and **Last Statement Date** fields in the **RMBAxxx** file are updated, and the system computes the total of the outstanding transactions. The second Cleared Transactions screen appears.

7. Proceed to "Cleared Transactions (Screen Two)" on page 5-8.

Cleared Transactions for Credit Cards (Screen One)

Select **Cleared Transactions** from the **Reconciliation** menu. The first function screen appears.

1. If Bank Reconciliation does not interface with General Ledger, the **Include Unposted GL Journal Entries in Balance?** field does not appear. You can use the Bank Accounts function in Resource Manager to make sure that the general ledger account balances are correct.

    If Bank Reconciliation interfaces with General Ledger, the Cleared Transactions function uses the most recent general ledger account balances assigned in the bank or credit card account records. If you want unposted GL Journal entries to be included in the balance, select the check box (or enter Y in text mode); if not, clear the box (or enter N in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without having to post General Ledger transactions first.

2. Enter the ID of the credit card account with which you want to work.

3. If Bank Reconciliation does not interface with General Ledger, the balance
    from the bank account record appears.

    If Bank Reconciliation interfaces with General Ledger, the GL account
    balance (with or without unposted entries included) associated with the bank
    account record appears.

4. Accept the last statement balance, or enter the balance from the bank
    statement.

5. Select what statement type you want: **Date** or **Period**.

6. Accept the last statement date, or enter the date from the bank statement.

7. Enter the **Payment Amount** for the next credit card payment.

8. Enter the **Invoice Date** for the next credit card payment.

9. Enter the **Invoice Number** for the next credit card payment.

10. Check the **Create Invoice?** box to automatically create an accounts payable
    or purchase order transaction for the next credit card payment amount (if
    Bank Reconciliation is interfaced with Accounts Payable or Purchase
    Order). If you choose to create an invoice, you will be prompted to choose
    an AR/PO batch in which to create it.

11. When you save your entries on the first screen, the **Last Statement Balance**
    and **Last Statement Date** fields in the **RMBAxxx** file are updated, and the
    system computes the total of the outstanding transactions. The second
    Cleared Transactions screen appears. Proceed to "Cleared Transactions
    (Screen Two)" on page 5-8.

Cleared Transactions (Screen Two)

Use the second Cleared Transactions screen to select the type of transaction you want to work with, the range of transaction types, and whether you want to tag or untag cleared items.

You can clear only one type of transaction at a time: deposits (payments), disbursements (charges), transfers, or adjustments.
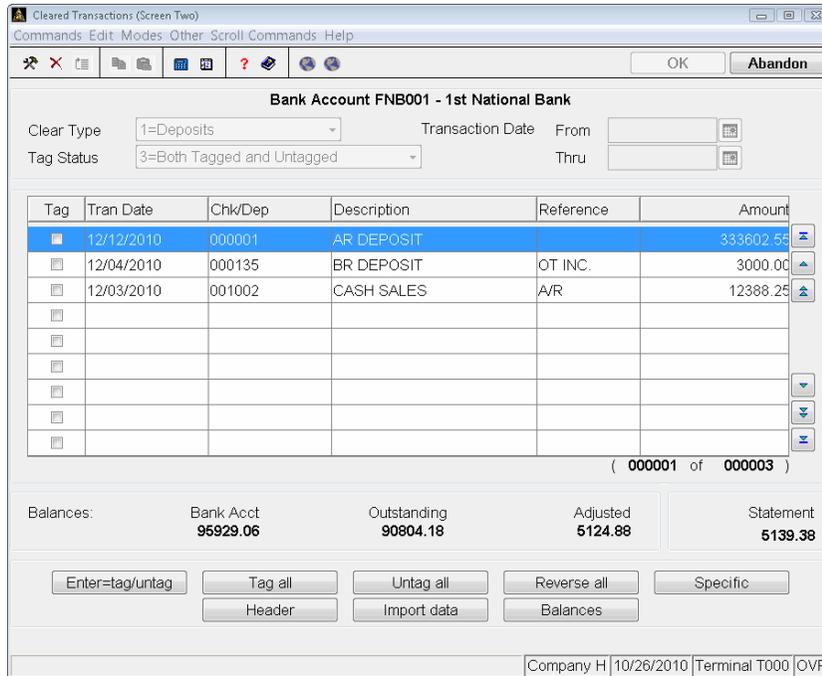
Selecting Transaction Types and Ranges

1. In the **Clear Type** box, select the type of transaction with which you want to work: deposits (payments), disbursements (charges), transfers, or adjustments. (The options appear at the bottom of the screen.)

    Note: Transactions with a status of **Reconciled** do not appear on the report.

Disbursements and charges include withdrawals and checks that have stop-payment flags. Voided checks are not shown because they are automatically tagged as cleared. To look at voided checks, print the **Reconciliation Report** (see page 5-15).

2. In the **Tag Status** box, select the tag status with which you want to work: tagged, untagged, or both tagged and untagged transactions. (The options appear at the bottom of the screen.)

3. If you are working with deposits, payments, transfers, or adjustments, the **Transaction Date From/Thru** fields appear. Enter a range of transaction dates.

4. If you are working with disbursements or charges, the **Check Number From/Thru** fields appear. Enter a range of check numbers.

   If no transactions match the range you enter, the message **No transactions** appears.

   If there are transactions within the specified range, the first screen of transactions appears, and the prompt is at the first transaction.

Tagging Transactions

Tagging transactions identifies which transactions have cleared your company's bank accounts.

1. If a transaction is tagged as cleared, the **Tag** check box is selected (or **Yes** appears in text mode).

2. The **Chk Num** field appears only if you are working with disbursements or charges.

   The check number appears. If payment of a check has been stopped, **S** appears after the check number.

   If the transaction is a withdrawal, **W/D** appears.

The following information appears:

- The transaction date

- The check number or deposit slip number

  Note: The **Chk/Dep** field appears only if you are working with deposits, payments, transfers, or adjustments.

- The transaction description, reference, and amount of the transaction appear

3. Select a command:

   - Press **Enter** to tag or untag a transaction, move to the transaction you want to tag or untag, and press Enter.

   - Press **T** to tag all transactions that appear on the screen.

   - Press **U** to untag all transactions that appear on the screen.

   - Press **R** to reverse the tag status of the current transaction and all the transactions that appear on the screen below it.

   If only one or two of the transactions have not cleared the bank, you can press **T** to tag the entire screen. Then move to the transactions that have not cleared, and press **Enter** to untag them.

   - Press **S** to work with a particular transaction. In the screen that appears, enter the number of the transaction you want to process and press **Enter**. The transaction appears.

   - To see a breakdown of the outstanding balances by transaction type and the amount to reconcile, press **B** at any time. The Outstanding Balances screen appears.

   - Press **H** to return to the **Clear Type** field on the second screen.

Totals Information

These totals appear at the bottom of the second Cleared Transactions screen:

- The balance of the general ledger account from the bank account record

- The outstanding balance, which is updated as you tag and untag transactions

- The adjusted balance (the bank account balance minus the outstanding balance), which is updated as you tag and untag transactions

- The statement balance you entered on the first screen

When your bank or credit card account and the statement balances are reconciled, the account balance equals the statement balance and the reconciliation amount is zero.

When you are finished tagging and untagging the type of transactions you are working with, use the **Header** command to save your changes and go to the **Clear Type** field. Select the next type of transactions to work with, or exit to save your changes and return to the **Reconciliation** menu.

After you have tagged all the items that have cleared the current bank statement, print the **Reconciliation Report** (see page 5-15) to check for errors or omissions, to ensure that the statement balance and your bank or credit card account balance are reconciled, and as a record of the reconciliation.

Import Reconciliation Data

Use the Import Reconciliation Data function to import data from ASCII files into Bank Reconciliation based on the reconciliation import layout established in the Reconciliation Import function (see "Reconciliation Import" on page 6-11).

Press **I** on the second Cleared Transactions screen to open the Import Reconciliation Data screen.

1. Press **I** to import new data through the Import New Data dialog box (see "Import New Data Dialog Box" on page 5-13).

2. To manually synchronize an imported transaction with a transaction on file, highlight the imported transaction and press **Enter**. The Sync Transaction dialog box opens, allowing you to match the imported transaction data with a transaction on file (see "Sync Transaction Dialog Box" on page 5-14).

3. To automatically synchronize the imported transactions with transactions on file, press **A**. OSAS will attempt to match the imported transaction information with transactions on file.

4. To toggle between views of synchronized transactions, unsynchronized transactions, or all imported transaction data, press **S**.

5. To undo all synchronizations between imported transactions and transactions on file, press **U**.

6. To create a transaction to coincide with imported transaction information, highlight the imported transaction and press **C**. The bank reconciliation Transactions function opens (see "Transactions" on page 4-3).

7. When you are done importing and synchronizing import reconciliation data, press **D** to remove imported transactions from the transaction list.

Import New Data Dialog Box

The Import New Data dialog box opens when you press **I** while in the Import Reconciliation Data function. It allows you to choose a layout ID and a reconciliation file for import.

1. Enter the **Layout ID**, or press **F2** to choose one from a list.

2. The description of the Layout ID is displayed, as well as the **File Type**.

3. The default **File Name** is displayed. If necessary, change the path or use the browse function to locate the file on your computer or network. Press **Enter**.

4. The file information is displayed. Press **G** to go to a specific line of the file. Press **W** to write the changes to the Import Reconciliation screen. See "Import Reconciliation Data" on page 5-11 for more information about processing and editing the entries after import.

Sync Transaction Dialog Box

Use the Sync Transaction dialog box to manually synchronize an imported transaction with a transaction on file. The Sync Transaction dialog box appears when you highlight an entry on the Import Reconciliation Data screen and press **Enter**.
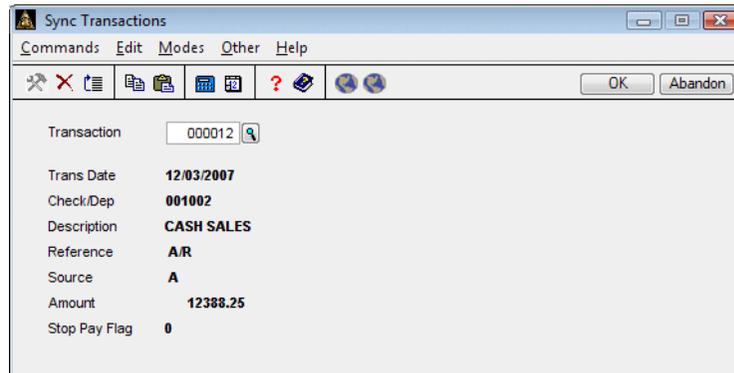
1. The screen displays the transaction data for the imported transaction. Enter the **Transaction** number you would like to match the imported data with, or press **F2** to choose a transaction from the OSAS system.

2. The system will not allow you to choose a previously cleared transaction. If the transaction you choose has not previously been cleared, press **Enter**.

3. The transaction number will be matched with the imported data on the Import Reconciliation Data screen. See "Import Reconciliation Data" on page 5-11 for more information about processing transactions after matching them.

Reconciliation Report

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

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

Note: Transactions with a status of **Reconciled** are not shown on the report.

- The cleared transactions section shows a summary of each transaction that has cleared and is organized by transaction type. The original void amount of the check is also included. This section is optional.

- The outstanding transactions section shows a summary of each outstanding transaction, and is organized by transaction type. This section is optional.

- The reconciliation section consists of bank-to-book reconciliation and book-to-bank reconciliation. This section is always produced.

- The void transactions section shows a summary of each voided transaction and is organized by transaction type. This section is always produced.

Select **Reconciliation Report** from the **Reconciliation** menu. This screen appears.

Inquiry

1. Enter the bank account ID for which you want to produce the report.

2. Select whether you want to print the report for a range of transaction dates (**Date**) or for a transaction period and year (**Period**).

3. If you selected **Period**, the **Include Transactions Thru** box appears. Enter the transaction period and year. All transactions up to and including the selected period/year print. The GL Balance, if included, is also calculated up to and including the selected period/year.

Note: When a voided transaction is encountered, the void period/year is checked to make sure that the void happened in the same or earlier GL period/year as entered. If not, the disbursement information is included as if the void never happened, since when you print for a prior period, that check would still have been issued and not yet voided.

If you selected **Date**, the **Transaction Date** boxes appear. Enter the range of transaction dates you want the report to cover. The dates you enter pertain only to the transactions in the **BRTRxxx** (Transactions) file. Transactions stored in the **GLJRxxx** (Journal) file are not included in the report.

4. If Bank Reconciliation interfaces with General Ledger, this function uses the most recent general ledger account balance from the **GLMAxxx** (GL Master) file. If you want to include unposted GL Journal entries in the balance, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Including unposted entries in the balance provides you with up-to-date bank balances without having to post General Ledger transactions first.

5. Select the amount of detail you want: **Summary** (print only the reconciliation section) or **Detail** (print the cleared transactions, outstanding transactions, and reconciliation sections).

    Note: Transactions with a status of **Reconciled** are not shown on the report.

6. If you elected to produce a detailed report, select the sections you want to produce: **Cleared**, **Outstanding**, or **Both**.

7. Select the output device to begin printing the report. See "Reports" on page 1-27 for more information. After you produce the list, the **Reconciliation** menu appears.

Reconciliation Report (Cleared Transactions)

```
08/22/2007                    Builders Supply                Page    2
11:37 AM                    Reconciliation Report
                        For Bank FNB001 1st National Bank

                           Cleared Transactions


Check    Date      Type Description              Ref.      Src. Clr. Trans. Amt.
-------------------------------------------------------------------------------
Void Checks

0001019 12/03/2007 STOP UTILITY EXPENSE                    BR   Y      250.00-
0001020 12/03/2007 VOID ADVERTISING             OCT        BR   Y       20.00-
0001080 08/15/2007 VOID 500/Bourne              L BOU001   PA   Y     7500.00-
0009684 08/15/2007 VOID ACE PLUMBING SUPPLY COMPA ACE001   AP   Y          .00
                                                                 -------------
                        TOTAL VOID CHECKS                          7770.00-
```

Reconciliation Report (Outstanding Transactions)

```
08/22/2007                    Builders Supply                Page    3
11:40 AM                    Reconciliation Report
                        For Bank FNB001 1st National Bank

                          Outstanding Transactions


Check    Date      Type Description              Ref.      Src. Clr. Trans. Amt.
-------------------------------------------------------------------------------
Adjustments

ADJ     12/04/2007 ADJ  Stop Payment Charge      ADJ       BR   N        7.50-
CK CHG  12/04/2007 ADJ  BR ADJUSTMENT            CHECKCHG  BR   N       25.50
                                                                 -------------
                        TOTAL ADJUSTMENTS                            18.00

Deposits

000001  08/15/2007 DEP  AR DEPOSIT                         AR   N     1500.00
000001  08/15/2007 DEP  AR DEPOSIT                         AR   N   333602.55
000001  08/19/2007 DEP  AR DEPOSIT                         AR   N     1200.00
000135  12/04/2007 DEP  BR DEPOSIT               OT INC.   BR   N     3000.00
001002  12/03/2007 DEP  CASH SALES               A/R       BR   N    12388.25
                                                                 -------------
                        TOTAL DEPOSITS                            351690.80

Transfers

BK TSFR 12/04/2007 TSFR Transfer of Funds        TRSFR     BR   N      500.00-
BK TSFR 12/04/2007 TSFR Transfer from Bank SNB001 LOAN     BR   N      300.00
                                                                 -------------
                        TOTAL TRANSFERS                             200.00-
```

Reconciliation Report (Reconciliation)

```
08/22/2007                  Builders Supply                Page    1
11:37 AM                  Reconciliation Report
                     For Bank FNB001 1st National Bank

                            Reconciliation

Bank-to-Book

       Statement Balance                    5139.38

       Outstanding Transactions
         Deposits                         351690.80
         Disbursements                    334243.75-
         Transfers                           200.00-
      Adjustments                            18.00
                                        --------------
ACCUMULATED BALANCE                        22404.43
ACTUAL BOOK BALANCE                        311677.12-
                                        ==============
UNRECONCILED AMOUNT                        334081.55


Book-to-Bank

       Book Balance                        311677.12-

       Outstanding Transactions
         Deposits                         351690.80-
         Disbursements                    334243.75
         Transfers                           200.00
         Adjustments                         18.00-
                                        --------------
ACCUMULATED BALANCE                       328942.17-
STATEMENT BALANCE                           5139.38
                                        ==============
UNRECONCILED AMOUNT                       334081.55-
```

Change Cleared Transaction Status

Use this function to change the status of all cleared transactions to a status of reconciled.

Before Changing the Status

Before you change the status of all cleared transactions to a status of reconciled, make sure that you have completed these tasks:

- Cleared all the applicable transactions (see page 5-3)
- Printed and verified the Reconciliation Report (see page 5-15)
- Backed up your data files.

Select **Change Cleared Transaction Status** from the **Reconciliation** menu. The Change Cleared Transaction Status screen appears.

1. If you have completed reconciliation and backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), and return to the **Reconciliation** menu to complete these tasks.

Inquiry

2. Select the bank account ID for which you want to change the status.

3. To change the status, use the **Proceed** (**OK**) command. After the transaction status changes, the **Reconciliation** menu appears.

Purge Reconciled Transactions

After you have reconciled a bank or credit card account with a statement, use the **Purge Reconciled Transactions** function to delete the reconciled transactions from the **BRTRxxx** (Transactions) file.

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

This function purges only reconciled transactions.

Before Purging Reconciled Transactions

Before you purge reconciled transactions, make sure that you have completed these tasks:

- Cleared all the applicable transactions (see page 5-3).
- Printed and verified the Reconciliation Report (see page 5-15).
- Backed up your data files.

Select **Purge Reconciled Transactions** from the **Reconciliation** menu. The Purge Reconciled Transactions screen appears.

1. If you have completed reconciliation and backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Reconciliation** menu, and do so now.

Inquiry

2. Enter the range of bank account IDs for which you want to purge reconciled transactions, or leave the boxes blank to include all bank account IDs.

3. Select how you want to purge the information: by transaction date (**Date**) or transaction period and year (**Period**).

4. If you selected **Period**, enter the transaction period and year in the **Purge Transactions On or Before** text box. All transactions up to and including the period/year you enter are purged.

    If you selected **Date**, enter the transaction date up to which you want to purge transactions. All transactions up to and including the date you enter are purged.

5. To begin purging transactions, use the **Proceed** (**OK**) command.

    After you purge the reconciled transactions, the **Reconciliation** menu
    appears.

CHAPTER 6

6

File Maintenance

Codes

Use the **Codes** function to set up and maintain default descriptions and references for transactions (deposits/payments, disbursements/charges, and transfers) and recurring adjustments. The descriptions you assign to transactions and recurring adjustments are stored in the **BRCDxxx** (Codes) file and appear when you enter or edit transactions through the **Transactions** function and in the Bank Account Register, among other places.

Select **Codes** from the **File Maintenance** menu. The Codes screen appears.

1. Enter the default description you want to appear for bank deposits and credit card payments.

2. Enter the default description you want to appear for bank disbursements and credit card charges.

3.   Enter the default description you want to appear for adjustments.

4.   Enter the default description you want to appear for the **From Trans** portion of the transfer transaction — the transaction that records the reduction to the bank account you entered in the **Bank Account ID** field on the Transactions screen.

If you enter fewer than 20 characters in this field, the **To Trans** bank account ID is appended to the description.

5.   Enter the default description you want to appear for the **To Trans** portion of the transfer transaction — the transaction that records the addition to the bank account specified in the **To Bank** field in the scroll region of the Transactions screen.

If you enter fewer than 20 characters in this field, the **From Trans** bank account ID is appended to the description.

After you save your entries, enter descriptions again, or exit to the **File Maintenance** menu.

Recurring Adjustments

Recurring adjustments are routine service charges applied to bank or credit card accounts by a bank. For example, banks commonly charge an overdraft fee for bounced checks or levy an annual fee for some credit cards.

Use the **Recurring Adjustments** function to set up and maintain recurring adjustments you regularly make to your accounts. Recurring adjustments are stored in the **BRRAxxx** (Recurring Adjustments) file.

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

Select **Recurring Adjustments** from the **File Maintenance** menu. The Recurring Adjustments screen appears.

<table>
<tr><td>**Inquiry**</td><td>1.</td><td>Enter the bank account for which you want to set up or maintain recurring adjustments.</td></tr>
</table>

2. After you enter the bank account ID, select a command in the adjustments portion of the screen.

   • Press **Enter** to edit the adjustment the prompt is at.

   • Press **A** to add an adjustment for the bank account.

   • Press **H** to return to the **Bank Account ID** field.

Append/Edit Recurring Adjustments

When you press **Enter** to edit the adjustment or **A** to add an adjustment, the Append/Edit Recurring Adjustments screen appears.

1. Enter an adjustment ID in the **Adjustment ID** box. The ID is unique only to the bank account—that is, you can set up adjustment SVCCHG for bank account FNB001 and adjustment SVCCHG for bank account SNB001. That way, you have to remember only one ID for similar types of adjustments.

2. In the **Trans Date** box, if you are adding an adjustment, the workstation date appears. If you are editing an adjustment, the date you entered the adjustment appears.

   Accept the default date, or change it.

3. If you are adding an adjustment, the general ledger period corresponding to the **Tran Date** you entered appears in the **Period** box. If you are editing an adjustment, the period you entered the adjustment appears.

    Accept the default period, or change it.

4. Enter the amount of the recurring adjustment.

5. If you are adding an adjustment, accept the current description (from the **BRCDxxx** file), or enter a different description.

6. Enter a reference for the adjustment in the **Ref** box. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

7. When you save an adjustment, the **Edit Distributions?** prompt appears.

    If you are editing an adjustment, select **Yes** (or enter **Y** in text mode) at the prompt to move to the distributions portion of the screen, or select **No** (or enter **N** in text mode) to return to the adjustments scroll region if you are finished editing the adjustment and do not need to edit the distributions.

    When you finish entering adjustments, exit to the **File Maintenance** menu.

Distributions

Each adjustment must have both the debit and the credit side of the transaction accounted for. You can offset the adjustment with as many credits/debits as necessary. You cannot exit from the distributions portion of the screen until you have accounted for the amount of the adjustment in terms of both debits and credits.

1. Press **Enter** to edit the distribution the prompt is at. (You cannot edit the first line of a distribution; the first line is the adjustment itself. If you want to edit the adjustment, you must edit it in the adjustments portion of the screen.)

2. Press **A** to add a distribution for the adjustment.

3. Press **D** to return to the adjustments portion of the screen. (This command appears only when credits equal debits—that is, the balance is zero.)

Append/Edit Distributions

When you press **Enter** to edit the distribution or **A** to add a distribution, the Append/Edit Distributions dialog box appears.

1. In the **GL Account** box, enter or select the General Ledger account number for the credit or debit. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Bank Reconciliation interfaces with General Ledger.)

2. In the **Debit** box, enter the amount of the debits related to the adjustment.

3. In the **Credit** box, enter the amount of the credits related to the adjustment.

4. In the **Description** box, accept the default description (from the **BRCDxxx** file), or enter a different description.

5. In the **Ref** box, enter a reference for the offsetting entry. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

6. After you enter the reference, edit or append another offsetting entry, or press **D** to return to the adjustments portion of the screen.

Reconciliation Import

Use the **Reconciliation Import** function to create an import layout format for importing reconciliation data from a file created by another system into Bank Reconciliation. This format tells the OSAS system where information is located in the file, whether default values should be used when null or empty fields are encountered, and how to place the imported data into Bank Reconciliation tables.

This function is only available if you have the Banking application installed.

The files from which you are importing data must be ASCII files in one of the following comma-delimited or flat file formats:

- **Comma Delimited**: Use this format when the fields in the file from which you are importing data are separated by commas. This is the format used when saving an Excel spreadsheet as a .csv format file.

- **Comma-Quote Delimited**: Use this format when fields are separated by commas and each field is also enclosed by quotation marks to allow for commas within the field's contents.

- **Fixed Length Field**: Use this format when records are separated by a return character and the fields within the record are all the same width.

- **Fixed Length Record**: Use this format when all records in the file are the same width and the fields within records are the same width.

To set up **Reconciliation Import** files, follow these steps:

1.   Select **Reconciliation Import** from the **File Maintenance** menu. The
     Reconciliation Import screen appears.

2.   Enter a unique ID in the **Layout ID** box, or select the **Layout ID** you want to
     edit.

3.   Select a layout ID in the **Copy From** box to copy information from an
     existing layout. This box appears only for new layouts.

4.   Enter a **Description** for the layout you are creating or edit the existing one, if
     necessary.

5.   In the **Field Type** box, select the record format of the ASCII file from which
     you are importing information: **Comma Delimited, Quote-Comma
     Delimited, Field Fixed Width,** or **Record Fixed Width**.

6.   If you selected **Fixed Length Record**, the **Record Length** box is available.
     Enter the record length.

7. In the **File Name** box, enter the location and name of the file you want to import, or click the browse [...] button to locate the file.

8. The field names appear in the lower half of the screen. Your import file may not use the same field names or these fields may not exist at all in the ASCII file. Scroll through the field names and set up your import parameters. Press **Enter** to open the **Edit Field Information** dialog box.

Edit Field Information Dialog Box

Use the Edit Field Information dialog box to change the record information for a field name and to enter translation values.

*   If you select **Comma Delimited** or **Comma-Quote Delimited** as the file type, enter the field number in the **Field** box. The system takes data from the field you specify here and places it in the specified field in the OSAS tables.

*   If you select **Fixed Length Field** or **Fixed Length Record** as the file type, enter the starting position in the **Start** box and the length of the respective field in the **Length** box. The system scans the file, takes data from the file based on the information you specify here, and places it in the specified field in the OSAS tables.

- To place a value into a field that exists in the ASCII file but may be null or blank in some of the records, enter that value into the **Default** box.

- To assign the value **<null>** or **<blank>** to a field, select it in the **Default** box. Otherwise enter the appropriate value.

- To force a value into a field that exists within OSAS when the ASCII file does not contain that field, enter that value into the Default box and select the **Force Default** check box.

- To translate data contained in fields in the import file into values recognized by OSAS (for example, to map account numbers contained in the import file field to OSAS Bank Ids or to translate codes), press **A**. To edit the translation values, highlight the line you wish to change and press **Enter**.

- When the **Enter/Append Transactions** translation dialog box appears, enter the value the field in the import file contains in the **Translate From** field and the OSAS value to which to translate the value in the **Translate To** field.

9. Close the screen to save your changes and return to the main menu.

Positive Pay Export Definitions

The **Positive Pay Export Definition** function enables you to build a positive pay ASCII file that can be transmitted to your bank for check payment authorization.

To set up a **Positive Pay Export Definition**, follow these steps:

1. Select **Positive Pay Export Definition** from the **File Maintenance** menu. The **Positive Pay Export Definition** screen appears.

2. Enter the **Export ID** you want to create or edit for this export definition file.

3. Select an export ID to **Copy From** if you have want to use a similar setup to an already established positive pay export definition.

4. Enter or edit the **Description** for the export ID.

5. Select the **File Type** you want to export the file to. The files you are exporting data to must be ASCII files in one of the following comma-delimited or flat file formats:

    •   **Delimited**: Use this format when you want the fields in the file you are exporting data to are separated by a delimiting character. Use the **Delimiter** field to define the character by which the fields will be separated.

    •   **Field Fixed Width**: Use this format when you want records to be separated by a return character and the fields within the record are all the same width.

    •   **Record Fixed Width**: Use this format when you want all the records in the file are the same width and the fields within records are the same width.

    •   **XML**: Short for Extensible Markup Language, designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations. Note:

    •   **Block**: Use this format if you want to have your file set up similar to the standard ACH file. Each record consists of blocks of data that are 94 characters long. Each block of data will consist of a specified number of records in a block.

6. If you selected **Delimited** as your file type, enter the character by which the fields will be separated in the **Delimiter** field. For a 'tab' delimited file, enter a capital **T** in the field.

7. Check the **Quotes?** box if you intend to enclose each field with quotation marks to allow for commas (or other delimiting character) within the field's contents.

8. If you selected **Block** as your file type, enter the **Block Factor**. This is how many records you want in each block of data in the file. If you have fewer records than the amount that will fill the blocking factor, record lines will be added with the fill character you enter when setting up your block fields. Typically this fill character is a 9.

9. Enter the path and **File Name** you want to use when you export the positive pay file.

10. Enter the **Criteria** by which the export definition will be generated. The minimum required information is the transmission date and the transmission time. The current date and time is automatically entered with the following commands: **BAPA.TRANSMIT_DATE=PROCESSDATE AND BAPA.TRANSMIT_TIME$=PROCESSTIME$**

11. Enter the **Sort By** field by which the export file will be sorted.

12. When you have finished entering the Export ID information, click OK to enter or edit records. Use the following commands in the records section of the screen.

   • **Enter** - press Enter to edit a highlighted record.

   • **A** - press A to append a record.

   • **D** - press D to delete the highlighted record.

   • **G** - press G to go to a specific record.

Edit/Append Record Information

When you press **Enter** to edit the record or **A** to add a record, the **Append/Edit Record** dialog box appears.

1. Select the **Record Type** you want to use for each field in the output file. The record types are:

    •   **Block**: You must set up one block record when you are setting up a block file. This record is used to fill the remainder of the records in the Blocking Factor number of records. When setting up the block record fields you will leave the field values blank and just fill in the Fill Length and Fill Character. Typically the fill length will be 94 and the fill character will be 9. This will add records of 94 characters of 9s for the remaining number of records to fill the blocking factor.

    •   **Detail**: Use the detail record type selection for the detail section of your file. This usually is where you will have the majority of the information. You typically will have all the columns you are going to have in your output file in the detail record type.

- • **Header**: Use the header record type when you want to group your records into specific groups and have sorting by columns in these groups.

- • **Footer**: Use the footer record type when you want to group your footer total records by a specific field from your detail section. Enter or edit the **Description** for the record type field.

2. Enter the **Description** of the field.

3. Enter or edit the **Header/Tag**. This is used for the XML file output type to enter a header tag into the output file of your record. A typical header/tag would look like this: **<BankID>**. You must include opening and closing **<** and **>** characters in these fields. This will start the header section of the file.

4. Enter or edit the **Footer/Tag**. This is used for the XML file output type to enter a footer tag into the output file of your record. A typical footer/tag would look like this: **<CheckTotal>**. You must include opening and closing **<** and **>** characters in these fields. This will start the footer section of the file.

5. Press **A** to append a field to the record, or highlight a field and press **Enter** to edit it. In either case, the **Append/Edit Field Information** dialog box opens.

6. Click **Done** to return to the **Positive Pay Export Definitions** screen.

Append/Edit Field Information

Once records are set up you will then need to set up your fields. Typically you will have header, detail, and footer records with multiple fields within the records. Each field you set up will be a column in your output file. Enter the fields in the order you want your output file to be set up.

To enter the detail of each field, put your cursor into the record and field you want to add or edit and follow these steps:

Inquiry

1.   Select the **Field ID** you want in to the field you have selected.

2.   Enter the **Description** of the field.

3.   Enter the **Multiplier** value you want the field value to be multiplied by to assure the correct formatting. A block type file will by default assume that you have multiplied all values by 100. There are no decimal places in a block file, and it is assumed when you are using this type of file that you have two decimal places in all numbers.

4.   Enter the **Format Mask** in which you want the field value to be displayed.

5. Choose how you want to **Justify** the records in this field (Left or Right).

6. Enter the number of characters you want as a **Fill Length** for a Block type file. This will be the number of characters this field will use when filling the block type record. For the Block record you will need to fill in 94 into this field.

7. Enter the **Fill Character** to use to fill in any blank characters in a block type file. This typically will be 9. If you have a record that does not use all the characters in the field the rest of the field will be filled in with 9s. The Block record that will fill in the remaining blocking factor records will be records filled in with 9s.

8. Enter or edit the **Header/Tag**. This is used for the XML file output type to have a header tag entered into the output file for the header of your record. A typical header/tag would look like this **<BankID>**. You must include opening and closing **<** and **>** characters in these fields. This will start the header section of the file.

9. Enter or edit the **Footer/Tag**. This is used for the XML file output type to have a footer tag entered into the output file for the footer of your record. A typical footer/tag would look like this **<CheckTotal>**. You must include opening and closing **<** and **>** characters in these fields. This will start the footer section of the file.

10. To translate field values from your data to a different value in the final output, enter the original value in the **Translate From** field and the output value to which to translate the original value in the **Translate To** field.

11. Click **F** to edit to the Field ID information at the top of the screen, or **D** to return to the Append Record Information screen. Press **G** to go to a specific translation value.

Positive Pay Fields

The Positive Pay Fields function allows you to add new fields as needed for use in positive pay files. Fields that are required for minimum positive pay files are included, and can be edited in this function.

Select **Positive Pay Fields** from the **File Maintenance** menu. The Positive Pay Fields screen appears.

1. Enter a unique ID in the **Field ID** box, or select the **Field ID** you want to edit.

2. Select a field ID in the **Copy From** box to copy information from an existing layout. This box appears only for new fields.

3. Enter a **Description** for the field.

4. Select the **Field Type**:

- File
- Cross Reference
- Value
- Global Variable

5. Depending on the Field Type you choose, you will be able to edit the following information:

- **Field ID** - Fields from the OSEV file can be selected via the F2 function. Only valid fields are allowed.

- **Description** - Defaults from the OSEV file, can be changed by the user.

- **Multiplier** - If the field is numeric from the OSEVx file, this field will be available. The numeric value will be multiplied by the value entered. This will allow users to remove decimal points by entering a value in this field.

- **Format** - A numeric masking format will be allowed in this field if the field value is a numeric field.

- **Justify** - Options are **Left** or **Right**.

- **Fill Length** - This will allow a field to be filled to a specific length if needed. If the field is numeric, this will be calculated based from the format field.

- **Fill Character** - The character used to fill a particular field. This will only be available on non-numeric fields.

- **From/To Values** - This region is a scroll region that the user can enter translations values to.

6. When you finish entering adjustments, exit to the **File Maintenance** menu.

Tables

Use the **Tables** function to set up and maintain the Bank Reconciliation tables. Tables can store information about the system, data, options, and default settings for other applications.

The **OPTxxx** table is the only table related to Bank Reconciliation at this time.

> The **OPTxxx** (Options) tables store options and interfaces settings. Maintain the information stored in this table through Resource Manager **Options and Interfaces** function, not through the table itself.

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.
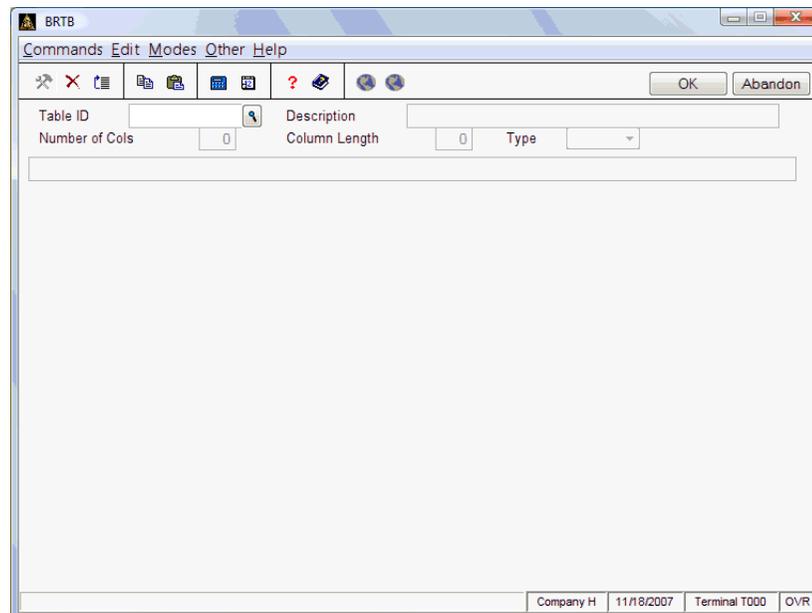
Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete** (**F3**) command.

Inquiry

2. If you entered a new table ID, the **Copy From** field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

   A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Accept the default table description, or enter a different description.

   The number of columns, their length, and the type of data you can enter— alphanumeric (**A**), numeric with two decimals (**N**), numeric with three decimals (**3**), or numeric with four decimals (**4**)—appear.

7

CHAPTER 7

Master File Lists

Printing a Master File List

All master file lists are produced in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Tables List screen is shown below as an example.
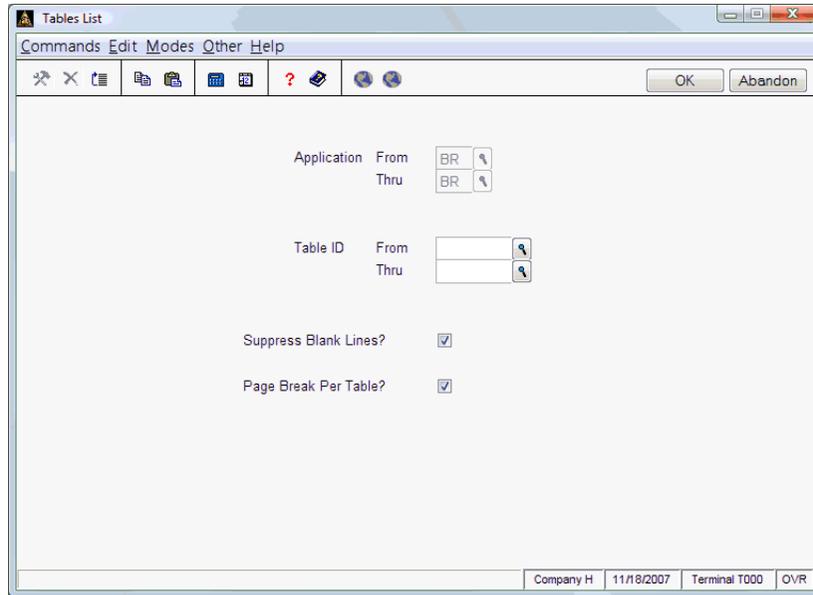
Inquiry

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available for these list boxes.

3. If the screen contains selection options (for example, **Print By** options to sort the report), select the option to use when printing the list. You can select only one option.

4. If the screen has check boxes (as in the lower portion of the example screen), select the check box (or enter **Y** in text mode) to print that type of information in the list. Clear the check box (or enter **N** in text mode) if you do not want to print that type of information in the list.

5. Select the output device to begin printing the report. See "Reports" on page 1-27 for more information. After the list is produced, the **Master File Lists** menu appears.

Codes List

Use the **Codes List** function to produce a list of the information in the codes records you have on file. Use the **Codes** function to enter code information. The code information is stored in the **BRCDxxx** (Codes) file.

Use this list as a reference when you enter bank reconciliation transactions or to check your work.

Sample List

```
08/22/2007          Builders Supply          Page    1
10:53 AM                 Codes List

Trans. Type                    Default Description
-----------------------------------------------------------

Deposits                       BR Deposit
Disbursements                  BR Disbursement
Adjustments                    BR Adjustment
Transfers From                 Transfer to Bank
Transfers To                   Transfer from Bank


End of Report
```

Recurring Adjustments List

Use the **Recurring Adjustments List** function to produce a list of the recurring adjustment information you have on file. Enter recurring adjustments using the **Recurring Adjustments** function. The adjustments are stored in the **BRRAxxx** (Recurring Adjustments) file.

Use this list as a reference when you enter bank reconciliation transactions or to check your work.

Sample List

```
08/22/2007                                    Builders Supply                                    Page  1
10:53 AM                                   Recurring Adjustments List
                                               By Bank Account


Trans. Seq. Bank ID Type Adj. ID Description          Ref.      GL Account  Per Entry Date    Debit Amount    Credit Amount
--------------------------------------------------------------------------------------------------------------------------
000004  01  FNB001  ADJ  ODCHG   Overdraft Charge               100000       6 06/29/2007                          18.00
000004  02  FNB001  ADJ  ODCHG   Overdraft Charge               532000       6 06/24/2007        18.00
000001  01  FNB001  ADJ  SVCCHG  Service Charge                 100000       6 06/24/2007                          10.00
000001  02  FNB001  ADJ  SVCCHG  Service Charge                 532000                           10.00
                                                                                         -------------------------------
                                          TOTAL FOR BANK ID FNB001                             28.00              28.00
000003  01  SNB001  ADJ  ODCHG   Overdraft Charge               100100       6 06/29/2007                          21.00
000003  02  SNB001  ADJ  ODCHG   Overdraft Charge               532000                           21.00
000002  01  SNB001  ADJ  SVCCHG  Service Charge                 100100       6 06/29/2007                          15.00
000002  02  SNB001  ADJ  SVCCHG  Service Charge                 532000                           15.00
                                                                                         -------------------------------
                                          TOTAL FOR BANK ID SNB001                             36.00              36.00

                                                                                         ===============================
                                          GRAND TOTAL                                          64.00              64.00


End of Report
```

Positive Pay List

Use the **Positive Pay List** function to produce a list of the positive pay export definitions you have on file.

Sample List

```
05/20/2008                                     Builders Supply                              Page    1
3:37 PM                                        Positive Pay List

                                  ------------ Source -----------  -------- Cross Reference --------
Export ID    Type             Field     Use     Block  File Name
Description                    Delimiter Quotes? Factor Criteria
-------------------------------------------------------------------------------------------------------------

FNBPosPay    Delimited          ,         YES       0    C:\OSAS75|data\FNB.txt
FNB


Record/Field Information
-------------------------------------------------------------------------------------------------------------
Type   ID/Description                                           Tags
Header Transmission Header
Block
 File   BAPA Address 1                     BAPA_ADDRESS_1
   Source File    BAPA              Source Fields   PAYEE_ADDRESS_1
   Multiplier        0              Format Mask
   Justification  Left     Fill Length  30  Fill Character
   Header/Tag
   Footer/Tag


     End of Report
```

Positive Pay Fields List

Use the **Positive Pay Fields List** function to produce a list of the positive pay fields within your positive pay export definition files.

Sample List

```
05/20/2008                                  Builders Supply                                      Page    1
3:37 PM                                    Positive Pay Field List

                                    ------------ Source ------------   -------- Cross Reference --------
Field ID                      Type         File          Fields          File          Field
Description
----------------------------------------------------------------------------------------------------------

BAPA_ADDRESS_1                File         BAPA          PAYEE_ADDRESS_1
BAPA Address 1

 Field Format
 Justification  Left    Fill Length    30  Fill Character
 Program Name
 Field Value

BAPA_ADDRESS_2                File         BAPA          PAYEE_ADDRESS_2
BAPA Address 2

 Field Format
 Justification  Left    Fill Length    20  Fill Character
 Program Name
 Field Value

BAPA_ADDRESS_3                File         BAPA          PAYEE_ADDRESS_3
BAPA Address 3

 Field Format
 Justification  Left    Fill Length    30  Fill Character
 Program Name
 Field Value

BAPA_BANKID                   File         BAPA          BANK_ID
BAPA Bank ID

 Field Format
 Justification  Left    Fill Length     6  Fill Character
 Program Name
 Field Value

BAPA_CHECK_NUMBER             File         BAPA          CHECK_NUMBER
CHECK NUMBER

 Field Format
 Justification  Left    Fill Length     7  Fill Character
 Program Name
 Field Value
```

Tables List

The **Tables List** shows the number of columns, column length and type, and data for any or all Bank Reconciliation tables.

Use this list to keep records and verify contents of the Bank Reconciliation tables you are using.

Sample List

```
08/22/2007                    Builders Supply                    Page    1
10:52 AM                       Tables List
                            Bank Reconciliation

 Table ID OPT        Description Options Table
  No. of Columns    1  Column Length    50    Type  A

 Option Settings
 --------------------------------------------------
 00000000000000000000000000000000000000000000000000


 Table ID OPTH       Description Options Table
  No. of Columns    1  Column Length    50    Type  A

 Option Settings
 --------------------------------------------------
 00000000000000000000000000000000000000000000000000




End of Report
```

GL Account Audit Report

The **GL Account Audit Report** List shows Bank Reconciliation tables and data files with invalid or missing GL account numbers.

Sample List

```
10/09/2007                                Builders Supply                                       Page     1
3:59 PM                                GL Account Audit Report


Application   Description                     Interfaced to GL?
----------------------------------------------------------------------------------------------------------------
BR            Bank Reconciliation             Yes

   File          File Description      Record Description              Field Name      GL Account   Reason
   -------------------------------------------------------------------------------------------------------------
   BRJRH         Journal Entries       Trans. 000015                   GL Account      1000         Not Found
   BRJRH         Journal Entries       Trans. 000015                   GL Account                   Missing
   BRJRH         Journal Entries       Trans. 000016                   GL Account      1000         Not Found
   BRJRH         Journal Entries       Trans. 000016                   GL Account      122          Not Found
   BRJRH         Journal Entries       Trans. 000017                   GL Account      1000         Not Found
   BRJRH         Journal Entries       Trans. 000017                   GL Account                   Missing
   BRJRH         Journal Entries       Trans. 000018                   GL Account      1000         Not Found
   BRJRH         Journal Entries       Trans. 000018                   GL Account      1545         Not Found
   BRJRH         Journal Entries       Trans. 000019                   GL Account      100001       Inactive
   BRJRH         Journal Entries       Trans. 000019                   GL Account                   Missing
   BRJRH         Journal Entries       Trans. 000020                   GL Account      100001       Inactive
   BRJRH         Journal Entries       Trans. 000020                   GL Account      889          Not Found
   BRJRH         Journal Entries       Trans. 000021                   GL Account      100001       Inactive
   BRJRH         Journal Entries       Trans. 000021                   GL Account      1000         Not Found
   BRRAH         Recurring Adjustments Trans. 000005 Seq. 01           GL Account      1000         Not Found
   BRRAH         Recurring Adjustments Trans. 000005 Seq. 02           GL Account      78           Not Found
   BRRAH         Recurring Adjustments Trans. 000006 Seq. 01           GL Account      100001       Inactive
   BRRAH         Recurring Adjustments Trans. 000006 Seq. 02           GL Account      7998         Not Found
   BRRAH         Recurring Adjustments Trans. 000007 Seq. 01           GL Account      100001       Inactive
   BRRAH         Recurring Adjustments Trans. 000007 Seq. 02           GL Account      7878         Not Found
   BRRAH         Recurring Adjustments Trans. 000008 Seq. 01           GL Account      100001       Inactive
   BRRAH         Recurring Adjustments Trans. 000008 Seq. 02           GL Account                   Missing
   BRRAH         Recurring Adjustments Trans. 000009 Seq. 01           GL Account      1000         Not Found
   BRRAH         Recurring Adjustments Trans. 000009 Seq. 02           GL Account                   Missing

End of Report
```
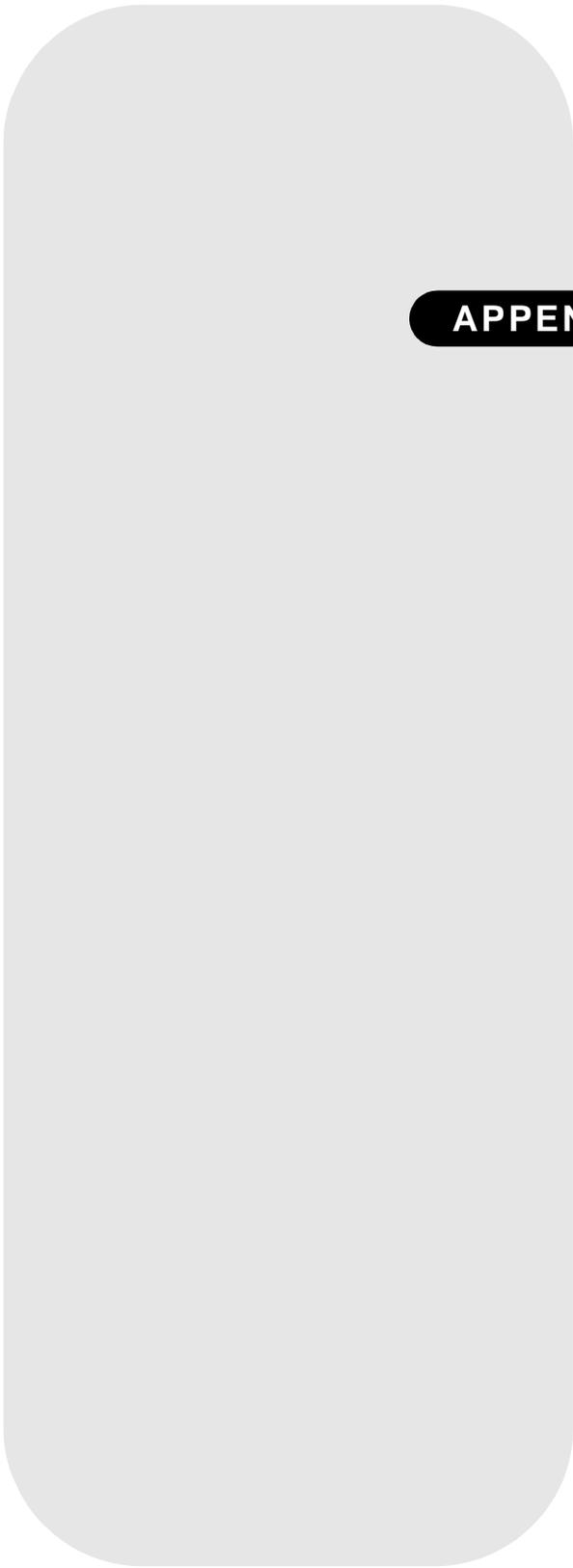
A

System Messages

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

An error occurred while converting files. Conversion aborted.
An error occurred wile creating files. File creation aborted.

> If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the Resource Manager Data File Conversion and Data File Creation screens to inform you that the process has been aborted. Correct the problem described in the first message and try again.

Basic Error = *{error}* Host Error = *{error}* Line = *{line}* Program = *{program}*
Basic Error = *{error}* Line = *{line}* Program = *{program}*

> A serious error has occurred. Write down the information that appears and get help from a support technician.

***{check number}* is not on file.**

> 1. The number of the check you are trying to void or stop the payment of is not on file.
>
> 2. You cannot void or stop payment of a check that is tagged as cleared.

Could not find any valid source files for this application.

> The source directory you specified does not have files for the application you are converting. Make sure that you entered the correct source directory and application ID.

Current journal entries do not balance.

> The total of the debit entries does not equal the total of the credit entries for the transaction. You cannot exit from the function until these two balances are equal.

File unavailable *{file}*.

> This message appears for one of three reasons:
>
> • The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files intact.

- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.

- You are working with the wrong company. Return to the menu; then use the **Change Company** (**F5**) command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account *{account number}* belongs to account *AAAAAA*.

When entering the distributions portion of a Bank Reconciliation transaction, you cannot enter the number of a general ledger account that has been assigned to a bank account record.

GL account *{account number}* is a memo account.

You cannot assign memo accounts to bank account records or Bank Reconciliation transactions.

Invalid date in *{directory/file name}*.

You must convert the old data files before you switch to European-format dates. Use the **Company Information** function on the Resource Manager **Company Setup** menu to switch back to the American-format dates, and reconvert the data.

Unable to execute program *{program}*.

The system cannot run the program you selected from the menu. Make sure that the displayed program is in the application's program directory, and select the function again.

Unable to load menu record *{menu}* from file *{file}*.

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

B

APPENDIX B

Common Questions

Use the answers to these commonly asked questions about the Bank Reconciliation system as a quick reference to common problems.

How can I exit from the Transactions function if my entries are out of balance?

You cannot exit from the distributions portion of the Transactions screen unless the entries are balanced (or offset). If you realize that you made a mistake in the transaction or if you want to delete the transaction, you must complete the distributions portion of the screen. Then return to the upper scroll region of the Transactions screen and either edit the transaction or use the **Delete** (**F3**) command to delete it.

How can I void an unposted check?

If the check was posted from an interfaced application (Payroll or Accounts Payable/Purchase Order), see the appropriate user's manual for instructions on how to enter a reversing transaction.

If the check was entered through the **Transactions** function, you can use one of the following methods to void an unposted check:

- Delete the transaction in the **Transactions** function by selecting the transaction you want to delete, then use the **Delete** (**F3**) command. Do not use this method if you want an audit trail of the transaction.

- Post the check to the **BRTRxxx** (Transactions) file. Then use the **Void Checks and Stop Payments** function (on page 4-13) to void it.

- When you post the voided check, the status of the original disbursement will be set to **Void** and the amount will be set to zero.

- Enter a reversing disbursement transaction. In the **Ref** field, enter **VOID** or some other reference which indicates that the transaction will void the original disbursement.

- When you post transactions, both the original disbursement and the reversing entry will be moved to the **BRTRxxx** file.

APPENDIX C

Glossary

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

adjustment

Charges made to your bank account, often by the bank: service charges, finance charges, fees paid for bounced checks, and so on. *See also* **transaction**.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

Bank Reconciliation is one application; applications that interface with Bank Reconciliation are General Ledger, Accounts Payable/Purchase Order, Accounts Receivable/ Sales Order, and Payroll.

back up

To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

company	In OSAS, a business record associated with its own files, tables, and menu of applications.
conversion	The process of updating existing files, programs, or applications to the current version. *See also* **installation**.
data file	*See* **file**.
deposit	Money added to a bank account. *See also* **transaction**.
disbursements	Money extracted from a bank account. In Bank Reconciliation, disbursements take the form of checks and withdrawals. *See also* **transaction**.
distributions	Offsetting debits and credits that account for the total amount of the transaction.
field	A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.
file	A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.
function	A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.
general ledger	A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.
installation	The process of adding an application to an existing system. *See also* **conversion**.
interface	To join to another application for the purpose of having information entered in one application update information in another application's files.
journal	A chronological record of transactions.
journal entries	Transactions recorded in a journal.

menu	A list of applications, functions, options, or other menus.
offsetting entries	*See* **distributions**.
post	To transfer information from one place to another, usually at the end of the day or at a distinct break in business.
program	A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.
purge	To remove from the system. *See also* **restore**.
reconcile	To check a financial account against another for accuracy. In the Bank Reconciliation application, this process involves using the Cleared Transactions function to indicate which transactions have cleared your company's bank.
reconciliation	*See* **reconcile**.
record	A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.
recurring adjustments	Adjustments made regularly to your account. For example, some banks extract a monthly service charge on some types of accounts. *See also* **adjustment** *and* **transaction**.
reference	An additional description attached to a transaction. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.
restore	To bring information back to its original place and condition. *See also* **purge**.
table	A grid that holds records and is visible. *See also* **file**.
transfer	To shift a sum of money from one bank account to another. *See also* **transaction**.

transaction	An exchange or transfer of funds involving two or more bank accounts: adjustments, deposits, disbursements, and transfers. *See also* **adjustment, deposit, disbursements**, *and* **transfer**.
transaction reference	*See* **reference**.

IX

INDEX

Bank Reconciliation User's Manual