OPEN SYSTEMS® Accounting Software

Bank Reconciliation
User's Manual

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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.

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Introduction

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Welcome to OSAS

Welcome to the Bank Reconciliation application for OPEN SYSTEMS Accounting Software® (OSAS®). Bank Reconciliation helps you enter and track bank transactions (deposits, disbursements, transfers, and adjustments) and 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 through other OSAS applications.

Bank Reconciliation plugs into Resource Manager, the foundation of OSAS. Consult the Resource Manager 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 supplimentary 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.

Inquiry
Maint

When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-22 and page 1-27 for more information on these commands.

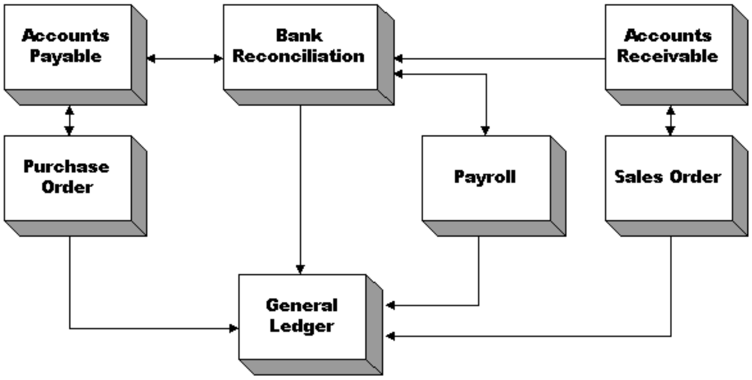
When you see the phrase “use the **Proceed** (**OK**) command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.

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.


Accounts Payable
Bank Reconciliation
Accounts Receivable
Purchase Order
Payroll
Sales Order
General Ledger

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.

For information about application interfaces, see page 3-7.

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 bank, transaction codes, and recurring adjustments to your accounts. For example, use the **Bank Accounts** function to establish and update information about your company's bank accounts.

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 bank account records, transaction codes, recurring adjustments, and Bank Reconciliation tables.

File Information

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

The **BRBAxxx** (Bank Accounts) file contains information entered through the **Bank Accounts** function: account description; account number; bank contact, phone, and fax numbers; general ledger account number and balance; and last statement date and balance for each bank account. This file serves as a permanent source of information. Data stays in this file until you remove it.

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 account ID (from the **BRBAxxx** 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 **BRBAxxx** file.
- If Bank Reconciliation does not interface with General Ledger, the general ledger account balances in the **BRBAxxx** 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 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 **BRBAxxx** 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 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 7.0) 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, -a, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, company ID, and access code 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 -cD:\osas70\progrm\config.bbx  -  -uSam
      -aapple -cH
```

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

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

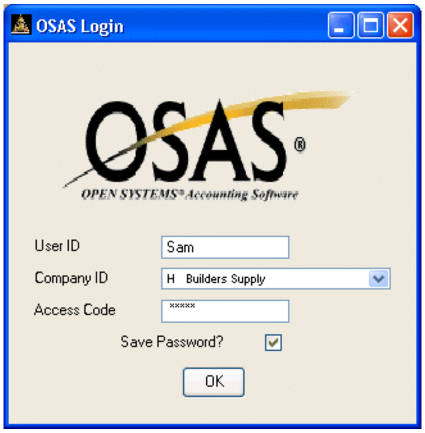
```
osas -t T2 -c B -a apple
```

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

Refer to the Resource Manager guide for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.



User ID: Sam

Company ID: H Builders Supply

Access Code: *****

Save Password? ☑

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Access Code**. If you want to save your access code 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. Finally, click **OK** or press **Enter** to log in.

This screen appears only after you have set up users and access codes for the OSAS system.

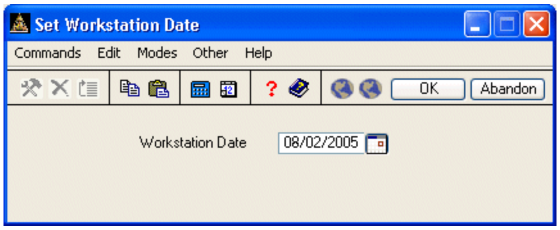
Access Codes

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

To change access codes, select **Access code** from the **File** menu, click the **Access Code** button on the toolbar, or press **F4** on the main menu. When the Access Code box appears, enter the access code to change to and press **Enter**.

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**.


Set Workstation Date
Commands
Edit
Modes
Other
Help
OK
Abandon

Workstation Date 08/02/2005

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 indepently 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

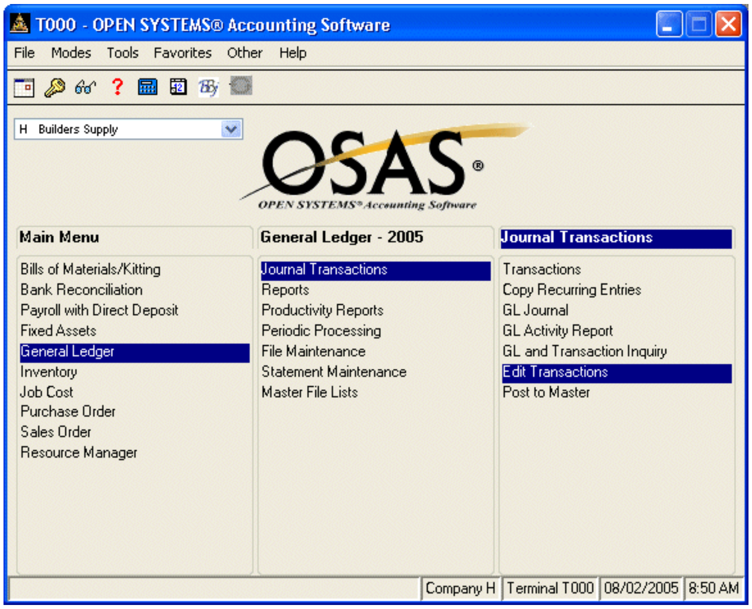
If you’re familiar with other graphical software programs, you’ll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

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.

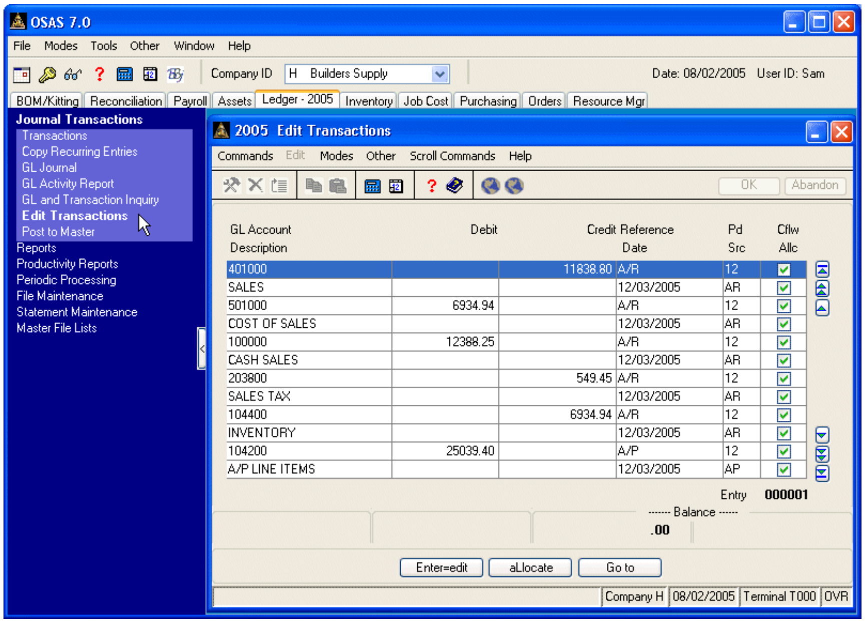

T000 - OPEN SYSTEMS® Accounting Software
File Modes Tools Favorites Other Help
H Builders Supply
OSAS®
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
Bank Reconciliation
Payroll with Direct Deposit
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Resource Manager
General Ledger - 2005
Journal Transactions
Reports
Productivity Reports
Periodic Processing
File Maintenance
Statement Maintenance
Master File Lists
Journal Transactions
Transactions
Copy Recurring Entries
GL Journal
GL Activity Report
GL and Transaction Inquiry
Edit Transactions
Post to Master
Company H
Terminal T000
08/02/2005
8:50 AM

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.


OSAS 7.0
File Modes Tools Other Window Help
BOM/Kitting Reconciliation Payroll Assets Ledger - 2005 Inventory Job Cost Purchasing Orders Resource Mgr
Journal Transactions
Transactions
Copy Recurring Entries
GL Journal
GL Activity Report
GL and Transaction Inquiry
Edit Transactions
Post to Master
Reports
Productivity Reports
Periodic Processing
File Maintenance
Statement Maintenance
Master File Lists
2005 Edit Transactions
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Enter=edit
aLlocate
Go to

Company ID H Builders Supply

Date: 08/02/2005 User ID: Sam

GL Account Description	Debit	Credit	Reference Date	Pd Src	Cflw Allc
401000		11838.80	A/R	12	☑
SALES			12/03/2005	AR	☑
501000	6934.94		A/R	12	☑
COST OF SALES			12/03/2005	AR	☑
100000	12388.25		A/R	12	☑
CASH SALES			12/03/2005	AR	☑
203800		549.45	A/R	12	☑
SALES TAX			12/03/2005	AR	☑
104400		6934.94	A/R	12	☑
INVENTORY			12/03/2005	AR	☑
104200	25039.40		A/P	12	☑
A/P LINE ITEMS			12/03/2005	AP	☑

Entry 000001

------- Balance ------
.00

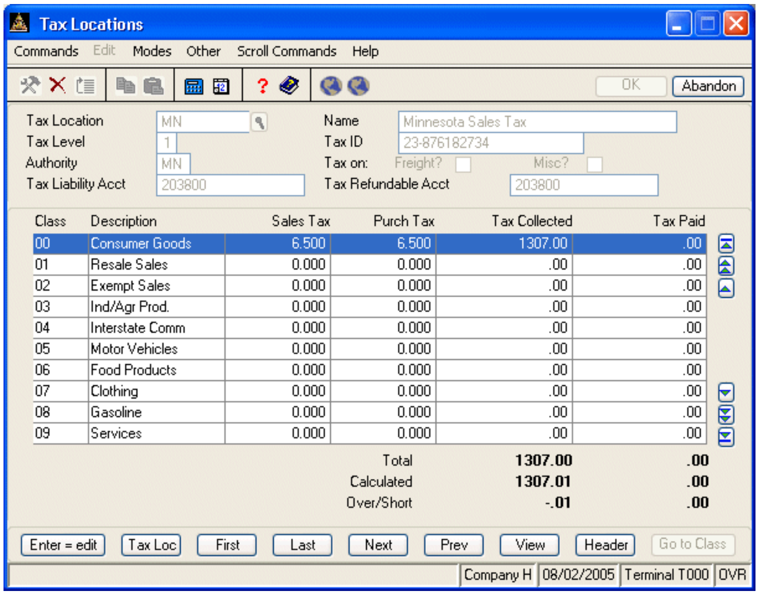
Company H | 08/02/2005 | Terminal T000 | OVR

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.


Tax Locations
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon
Enter = edit
Tax Loc
First
Last
Next
Prev
View
Header
Go to Class
Company H
08/02/2005
Terminal T000
OVR

Tax Location MN
Tax Level 1
Authority MN
Tax Liability Acct 203800
Name Minnesota Sales Tax
Tax ID 23-876182734
Tax on: Freight? ☐ Misc? ☐
Tax Refundable Acct 203800

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	6.500	6.500	1307.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
			Total	1307.00	.00
			Calculated	1307.01	.00
			Over/Short	-.01	.00

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 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 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 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.

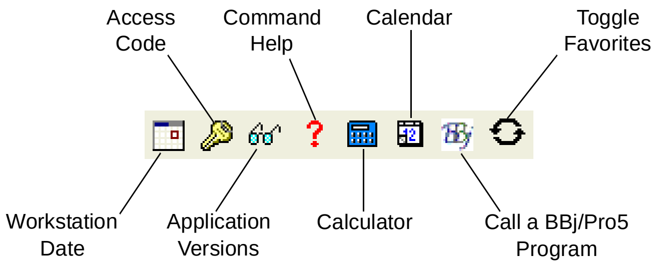
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

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.

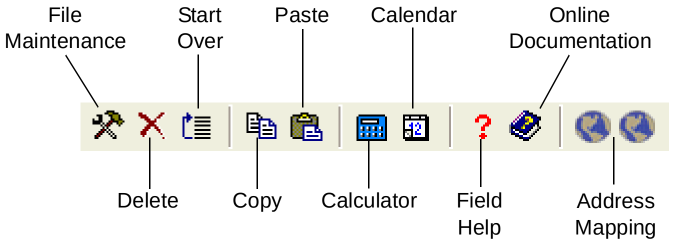
Main Menu Toolbar

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


Access Code
Command Help
Calendar
Toggle Favorites
Workstation Date
Application Versions
Calculator
Call a BBj/Pro5 Program

Function Screen Toolbar

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


File Maintenance
Start Over
Paste
Calendar
Online Documentation
Delete
Copy
Calculator
Field Help
Address Mapping

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.

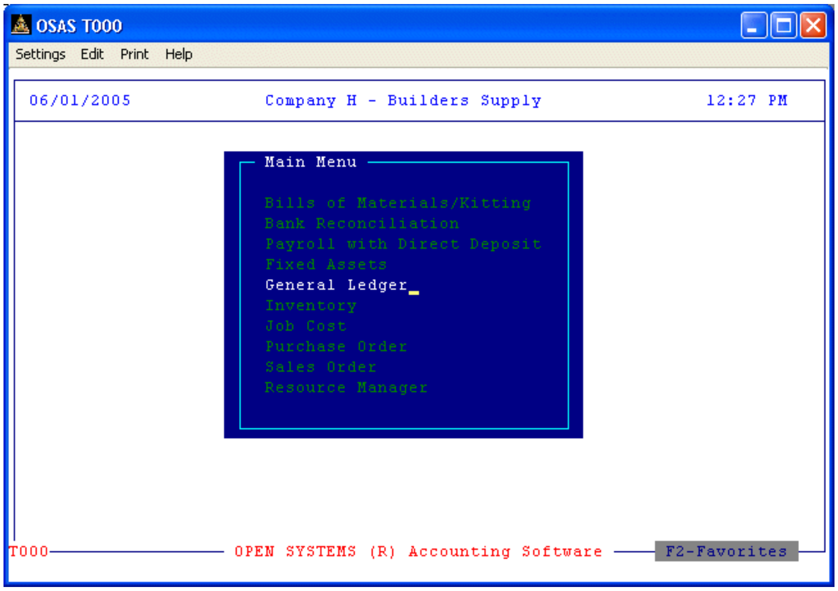
Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults**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



```
06/01/2005              Company H - Builders Supply              12:27 PM

                    Main Menu

                    Bills of Materials/Kitting
                    Bank Reconciliation
                    Payroll with Direct Deposit
                    Fixed Assets
                    General Ledger_
                    Inventory
                    Job Cost
                    Purchase Order
                    Sales Order
                    Resource Manager

T000                OPEN SYSTEMS (R) Accounting Software     F2-Favorites
```

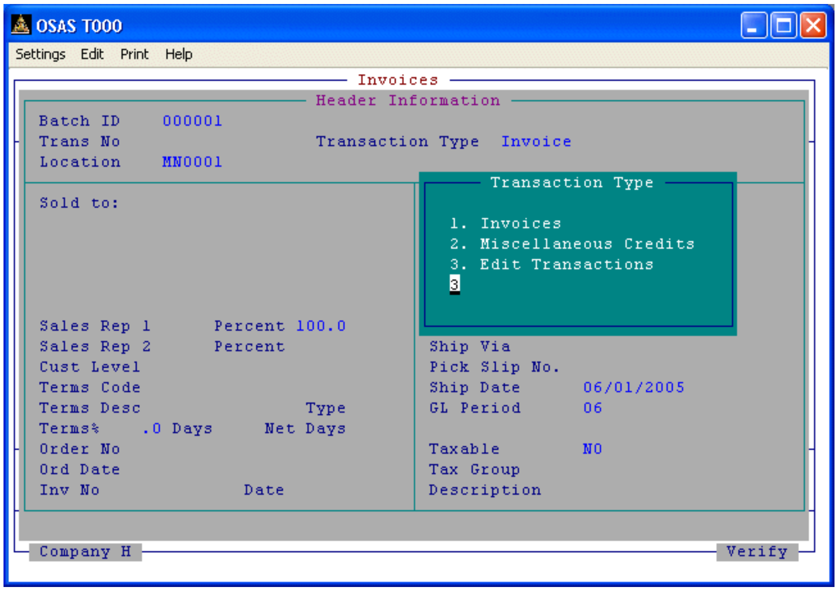
When you select an application, the application’s menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

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.



```
                                  Invoices
                              Header Information
Batch ID     000001
Trans No                           Transaction Type  Invoice
Location     MN0001
                                          Transaction Type
Sold to:
                                            1. Invoices
                                            2. Miscellaneous Credits
                                            3. Edit Transactions
                                            3

Sales Rep 1      Percent 100.0
Sales Rep 2      Percent              Ship Via
Cust Level                            Pick Slip No.
Terms Code                            Ship Date      06/01/2005
Terms Desc                Type        GL Period      06
Terms%     .0 Days     Net Days
Order No                              Taxable        NO
Ord Date                              Tax Group
Inv No                Date            Description

Company H                                                     Verify
```

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 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 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 1-19 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 1-20 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 1-20 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 or access codes, 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 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 1-20 for more information on this menu.

Maint

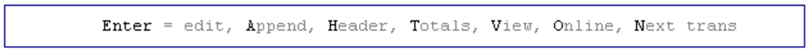
- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one "on the fly." When you finish, press **F7** to return to the function you were using.

Inquiry

- 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.

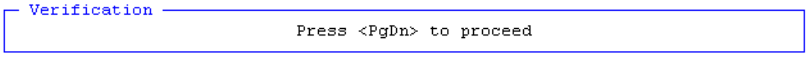


```
Enter = edit, Append, Header, Totals, View, Online, Next trans
```

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

All OSAS applications contain a variety of reports to help you view and analyze your business data. Each report function includes a selection screen that allows you to select the range of information to include in the report, which appears in alphabetical order when the report is produced. After you select the information to include, use one of these options to output the report:

- Select **Printer** (or enter **P** in text mode) to send the report to a printer, then select the printer to use.
- Select **Print Preview** (or enter **R**) to view the report in a preview window, from which you can print the report later. This option is only available on Windows or graphical Linux workstations running BBj.
- Select **File** (or enter **F**) to save the report to a file, then change the directory path and file name (followed by the .txt extension), if necessary. Directory paths and file names must be less than 35 characters in length.

  Note: To preserve formatting, view the reports you save to a text file with a fixed-width or monospaced font (Courier or Lucida Console, for example).
- In text mode, enter **S** to view the report directly in an OSAS function screen, then select whether to view it in Standard or Compressed width.
- When available, select **Email** (or enter **M**) to e-mail the report, then enter the e-mail address to sent the message to, the subject for the message, and whether to include the report as an attachment to the message.

  Generally, reports or forms that make up part of your audit trail cannot be e-mailed. You also must set up your e-mail system in Resource Manager before you can e-mail reports.

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

Consult the Resource Manager guide for more information about reports.

Installation and Conversion

2

Installation 2-3
Conversion 2-5

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 Manual*) 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 Manual*). 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, or 6.xx.

If you are converting from version 6.5x to 7.0, no conversion is necessary. You should still use the **Data File Conversion** function to copy data files from the old data directory to the new directory, however.

Note

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.

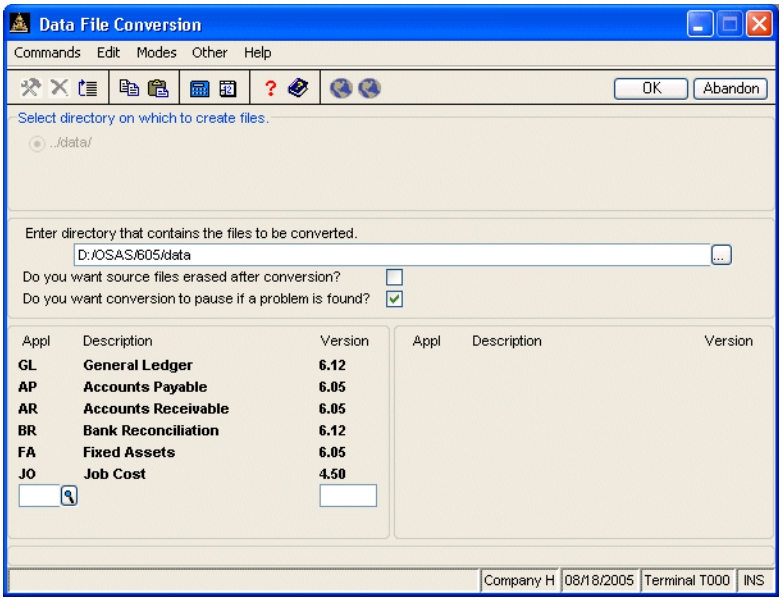
Before you convert an application's files, back up your data files.

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 7.0

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The function screen appears.



Select directory on which to create files.

● ../data/

Enter directory that contains the files to be converted.

D:/OSAS/605/data

Do you want source files erased after conversion? ☐

Do you want conversion to pause if a problem is found? ☑

Appl	Description	Version
GL	General Ledger	6.12
AP	Accounts Payable	6.05
AR	Accounts Receivable	6.05
BR	Bank Reconciliation	6.12
FA	Fixed Assets	6.05
JO	Job Cost	4.50

Appl	Description	Version

Company H | 08/18/2005 | Terminal T000 | INS

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.

Setup

3

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Setup Checklist and Functions 3-7

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 **BRBAxxx** (Bank Accounts) file.
3. Enter initial balances.
4. Set up access codes.
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.

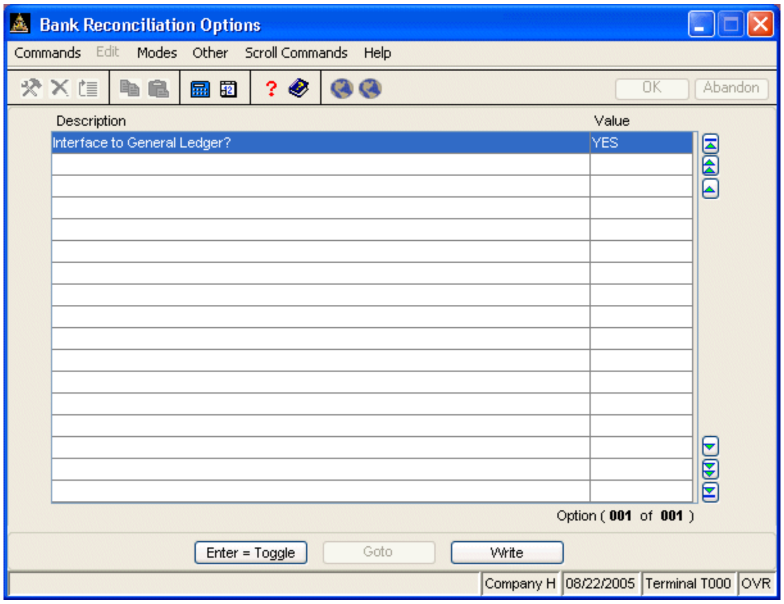
Payroll

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 Manual* for information about Options tables.) Then enter **BR** as the application ID. The Bank Reconciliation Options screen appears.


Bank Reconciliation Options
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon
Enter = Toggle
Goto
Write
Company H
08/22/2005
Terminal T000
OVR

Description	Value
Interface to General Ledger?	YES

Option (001 of 001)

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 **BRBAxxx** (Bank Accounts) file stores information about your company's checking and savings accounts that you will reconcile. If you are installing Bank Reconciliation for the first time, collect the up-to-date information about your bank accounts and enter the information into the **BRBAxxx** file before you begin operations. Use the **Bank Accounts** function (see page 3-10) to set up and update bank account information.

Each bank account record should have a unique ID. In each record you record such things as the bank account number and description, the contact at the bank, the account's general ledger account number, and the last statement date and balance. If Bank Reconciliation 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 bank account records enter the last statement balance and date of each bank account. If Bank Reconciliation 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. 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.

Note

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.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Bank Reconciliation system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are currently in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

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.

After you have set up your access codes, print a list of the codes and store it in a safe place. For more information about access codes, see the *Resource Manager User's Manual.*

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.

Note

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.

Transactions

4

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BR Journal 4-19
Bank Account Register 4-21
Post Transactions 4-25

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 statement.

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).

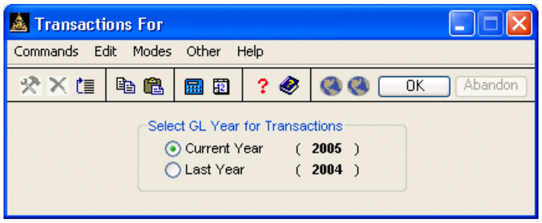
You must enter transactions in two stages. First enter the transaction. Then enter the offsetting entries, which include the general ledger account numbers.

If Bank Reconciliation interfaces with Accounts Receivable/Sales Order, enter deposits through those applications. See the *Accounts Receivable User's Manual* and the *Sales Order User's Manual* 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 Manual* and the section on posting checks in the *Payroll Order User's Manual* for information.

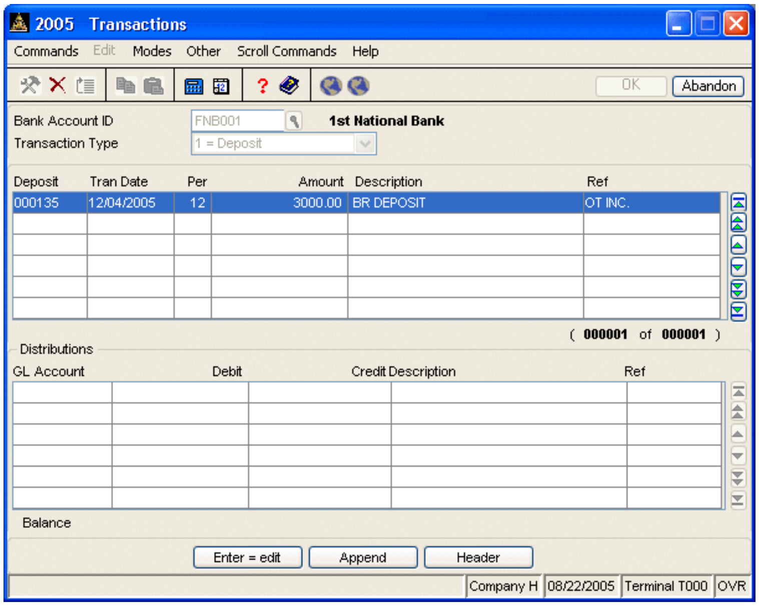
Select **Transactions** from the **Transactions** menu. The Transactions screen appears.

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.


Transactions For
Commands
Edit
Modes
Other
Help
OK
Abandon

Select GL Year for Transactions
● Current Year (2005)
○ Last Year (2004)

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


2005 Transactions
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon

Bank Account ID FNB001 1st National Bank
Transaction Type 1 = Deposit

Deposit	Tran Date	Per	Amount	Description	Ref
000135	12/04/2005	12	3000.00	BR DEPOSIT	OT INC.

(000001 of 000001)

Distributions

GL Account	Debit	Credit	Description	Ref

Balance

Enter = edit
Append
Header
Company H
08/22/2005
Terminal T000
OVR

Inquiry

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

2. 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:

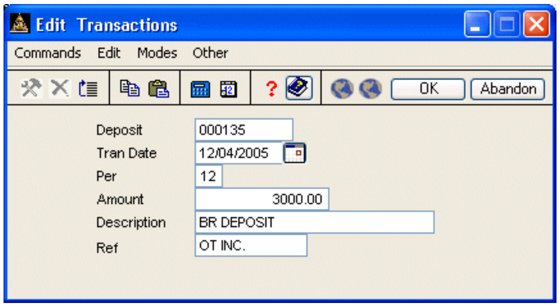
- Press **Enter** to edit the selected transaction. The Edit Transactions dialog box appears.

- 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



Deposit 000135
Tran Date 12/04/2005
Per 12
Amount 3000.00
Description BR DEPOSIT
Ref OT INC.

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 6-9). 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 6-9) 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.

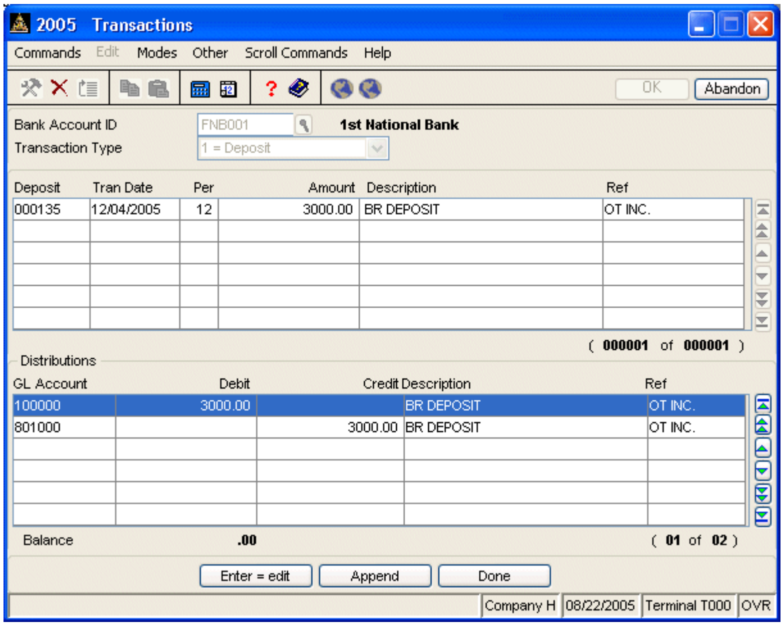
- If you are editing a deposit, a disbursement, or an adjustment, select **Yes** (or enter **Y** in text mode) at the **Edit Distributions?** prompt that appears after you enter the reference to move to the **Distributions** portion of the screen, or select **No** (or enter **N** in text mode) to return 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).


2005 Transactions
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon
Enter = edit
Append
Done
Company H
08/22/2005
Terminal T000
OVR

Bank Account ID: FNB001 **1st National Bank**

Transaction Type: 1 = Deposit

Deposit	Tran Date	Per	Amount	Description	Ref
000135	12/04/2005	12	3000.00	BR DEPOSIT	OT INC.

(**000001** of **000001**)

Distributions

GL Account	Debit	Credit	Description	Ref
100000	3000.00		BR DEPOSIT	OT INC.
801000		3000.00	BR DEPOSIT	OT INC.

Balance **.00** (**01** of **02**)

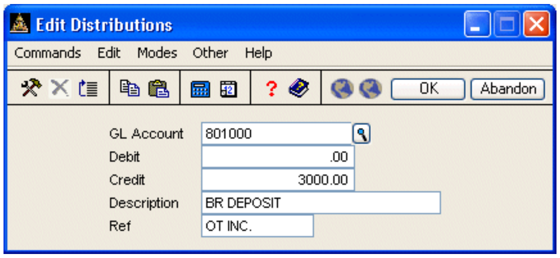
Select a command:

- 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



GL Account 801000
Debit .00
Credit 3000.00
Description BR DEPOSIT
Ref OT INC.

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 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.

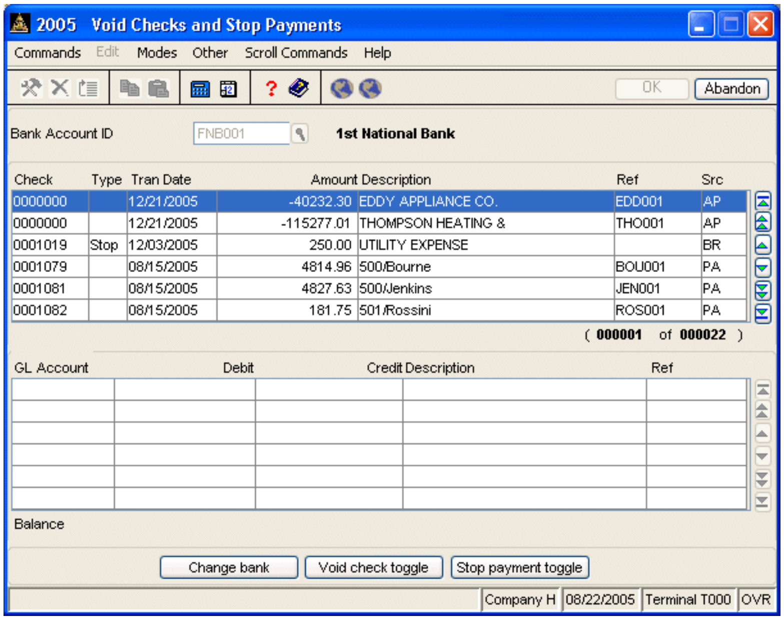
When you post a voided check, these things happen to the original disbursement:

- 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.


2005 Void Checks and Stop Payments
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon
Change bank
Void check toggle
Stop payment toggle
Company H
08/22/2005
Terminal T000
OVR

Bank Account ID FNB001 **1st National Bank**

Check	Type	Tran Date	Amount	Description	Ref	Src
0000000		12/21/2005	-40232.30	EDDY APPLIANCE CO.	EDD001	AP
0000000		12/21/2005	-115277.01	THOMPSON HEATING &	THO001	AP
0001019	Stop	12/03/2005	250.00	UTILITY EXPENSE		BR
0001079		08/15/2005	4814.96	500/Bourne	BOU001	PA
0001081		08/15/2005	4827.63	500/Jenkins	JEN001	PA
0001082		08/15/2005	181.75	501/Rossini	ROS001	PA

(**000001** of **000022**)

GL Account	Debit	Credit	Description	Ref

Balance

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.

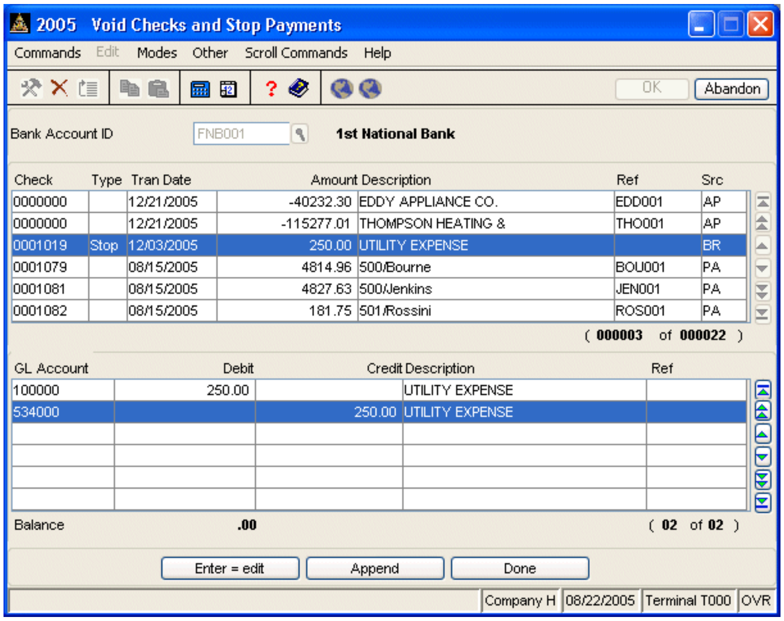
  If you are voiding a check that was posted from Accounts Payable or Payroll, several prompts appear. See the *Accounts Payable User's Manual* or the *Payroll User's Manual* for more information.

  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.

Both the debit and the credit side of the transaction must be accounted for. The system creates a debit for the amount of the void; you must enter the credit(s) to offset the debit. 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).



Bank Account ID FNB001 **1st National Bank**

Check	Type	Tran Date	Amount	Description	Ref	Src
0000000		12/21/2005	-40232.30	EDDY APPLIANCE CO.	EDD001	AP
0000000		12/21/2005	-115277.01	THOMPSON HEATING &	THO001	AP
0001019	Stop	12/03/2005	250.00	UTILITY EXPENSE		BR
0001079		08/15/2005	4814.96	500/Bourne	BOU001	PA
0001081		08/15/2005	4827.63	500/Jenkins	JEN001	PA
0001082		08/15/2005	181.75	501/Rossini	ROS001	PA

(**000003** of **000022**)

GL Account	Debit	Credit	Description	Ref
100000	250.00		UTILITY EXPENSE	
534000		250.00	UTILITY EXPENSE	

Balance **.00** (**02** of **02**)

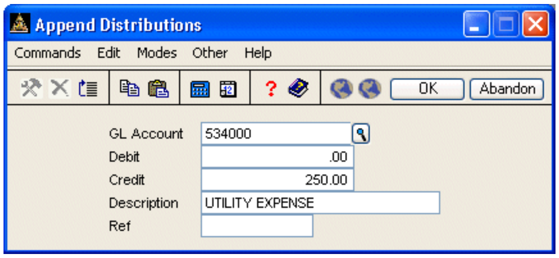
Company H | 08/22/2005 | Terminal T000 | OVR

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



GL Account 534000
Debit .00
Credit 250.00
Description UTILITY EXPENSE
Ref

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:

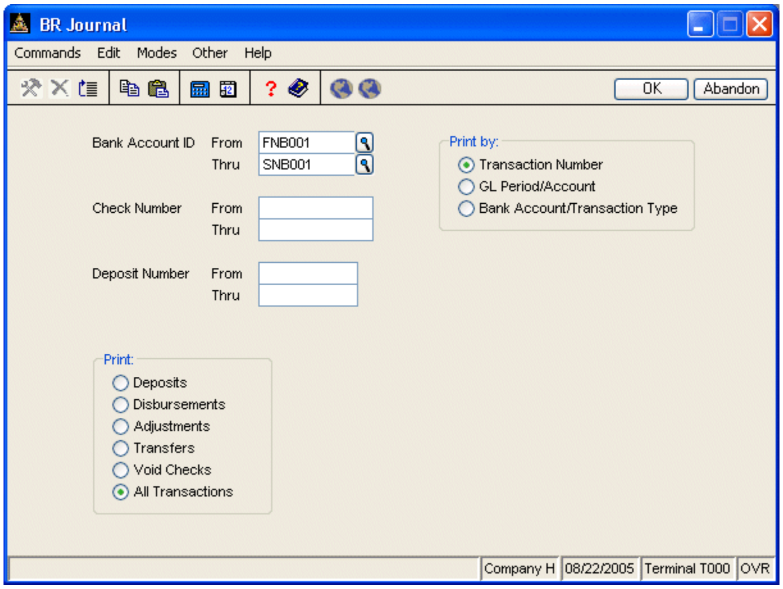
- If you have not posted the disbursement to the **BRTRxxx** file, enter a reversing entry with the reference *void,* or delete the entry and reenter it correctly.
- If you have posted the disbursement to the **BRTRxxx** file, reenter the transaction (see on page 4-3).

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.



Bank Account ID From FNB001
Thru SNB001

Check Number From
Thru

Deposit Number From
Thru

Print by:
● Transaction Number
○ GL Period/Account
○ Bank Account/Transaction Type

Print:
○ Deposits
○ Disbursements
○ Adjustments
○ Transfers
○ Void Checks
● All Transactions

Company H | 08/22/2005 | Terminal T000 | OVR

Inquiry

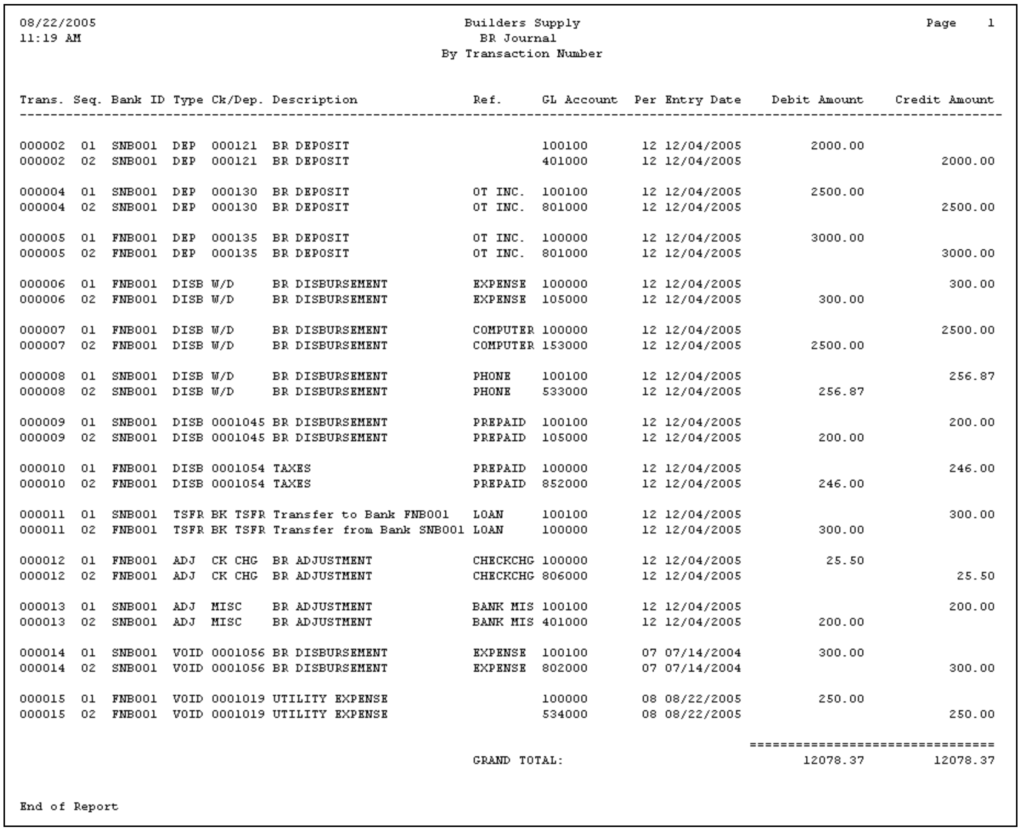
1. Enter the range of bank account IDs, check numbers, and deposit numbers you want in the journal, or leave the boxes blank to include all.

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 1-29 for more information. After the journal is produced, the **Transactions** menu appears.

BR Journal

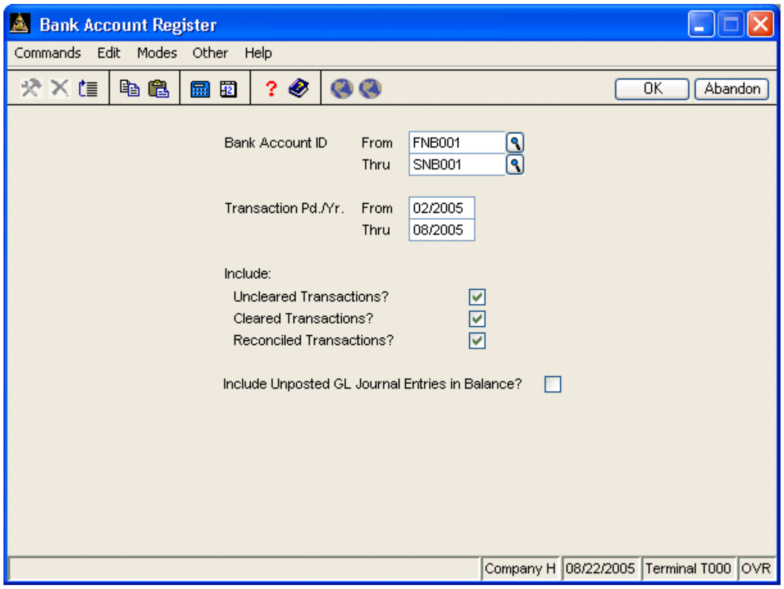


```
08/22/2005                                                Builders Supply                                              Page    1
11:19 AM                                                    BR Journal
                                                       By Transaction Number


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 12/04/2005         2000.00
000002  02  SNB001  DEP  000121  BR DEPOSIT                         401000       12 12/04/2005                          2000.00

000004  01  SNB001  DEP  000130  BR DEPOSIT                OT INC.  100100       12 12/04/2005         2500.00
000004  02  SNB001  DEP  000130  BR DEPOSIT                OT INC.  801000       12 12/04/2005                          2500.00

000005  01  FNB001  DEP  000135  BR DEPOSIT                OT INC.  100000       12 12/04/2005         3000.00
000005  02  FNB001  DEP  000135  BR DEPOSIT                OT INC.  801000       12 12/04/2005                          3000.00

000006  01  FNB001  DISB W/D     BR DISBURSEMENT           EXPENSE  100000       12 12/04/2005                           300.00
000006  02  FNB001  DISB W/D     BR DISBURSEMENT           EXPENSE  105000       12 12/04/2005          300.00

000007  01  FNB001  DISB W/D     BR DISBURSEMENT           COMPUTER 100000       12 12/04/2005                          2500.00
000007  02  FNB001  DISB W/D     BR DISBURSEMENT           COMPUTER 153000       12 12/04/2005         2500.00

000008  01  SNB001  DISB W/D     BR DISBURSEMENT           PHONE    100100       12 12/04/2005                           256.87
000008  02  SNB001  DISB W/D     BR DISBURSEMENT           PHONE    533000       12 12/04/2005          256.87

000009  01  SNB001  DISB 0001045 BR DISBURSEMENT           PREPAID  100100       12 12/04/2005                           200.00
000009  02  SNB001  DISB 0001045 BR DISBURSEMENT           PREPAID  105000       12 12/04/2005          200.00

000010  01  FNB001  DISB 0001054 TAXES                     PREPAID  100000       12 12/04/2005                           246.00
000010  02  FNB001  DISB 0001054 TAXES                     PREPAID  852000       12 12/04/2005          246.00

000011  01  SNB001  TSFR BK TSFR Transfer to Bank FNB001   LOAN     100100       12 12/04/2005                           300.00
000011  02  FNB001  TSFR BK TSFR Transfer from Bank SNB001 LOAN     100000       12 12/04/2005          300.00

000012  01  FNB001  ADJ  CK CHG  BR ADJUSTMENT             CHECKCHG 100000       12 12/04/2005           25.50
000012  02  FNB001  ADJ  CK CHG  BR ADJUSTMENT             CHECKCHG 806000       12 12/04/2005                            25.50

000013  01  SNB001  ADJ  MISC    BR ADJUSTMENT             BANK MIS 100100       12 12/04/2005                           200.00
000013  02  SNB001  ADJ  MISC    BR ADJUSTMENT             BANK MIS 401000       12 12/04/2005          200.00

000014  01  SNB001  VOID 0001056 BR DISBURSEMENT           EXPENSE  100100       07 07/14/2004          300.00
000014  02  SNB001  VOID 0001056 BR DISBURSEMENT           EXPENSE  802000       07 07/14/2004                           300.00

000015  01  FNB001  VOID 0001019 UTILITY EXPENSE                    100000       08 08/22/2005          250.00
000015  02  FNB001  VOID 0001019 UTILITY EXPENSE                    534000       08 08/22/2005                           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.



Bank Account ID From FNB001
Thru SNB001

Transaction Pd./Yr. From 02/2005
Thru 08/2005

Include:
Uncleared Transactions? ☑
Cleared Transactions? ☑
Reconciled Transactions? ☑

Include Unposted GL Journal Entries in Balance? ☐

Company H | 08/22/2005 | Terminal T000 | OVR

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:

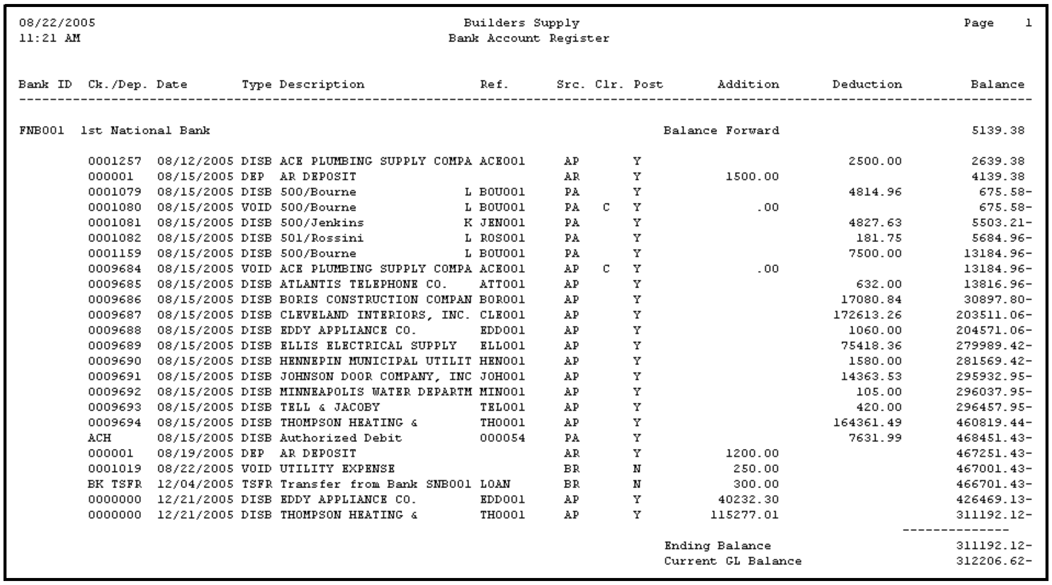
    - Uncleared transactions
    - Cleared transactions
    - Reconciled transactions

    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 1-29 for more information. After the register is produced, the **Transactions** menu appears.

Bank Account Register



```
08/22/2005                                                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  08/12/2005 DISB ACE PLUMBING SUPPLY COMPA ACE001     AP       Y                           2500.00         2639.38
         000001   08/15/2005 DEP  AR DEPOSIT                           AR       Y           1500.00                         4139.38
         0001079  08/15/2005 DISB 500/Bourne              L BOU001     PA       Y                           4814.96          675.58-
         0001080  08/15/2005 VOID 500/Bourne              L BOU001     PA   C   Y               .00                          675.58-
         0001081  08/15/2005 DISB 500/Jenkins             K JEN001     PA       Y                           4827.63         5503.21-
         0001082  08/15/2005 DISB 501/Rossini             L ROS001     PA       Y                            181.75         5684.96-
         0001159  08/15/2005 DISB 500/Bourne              L BOU001     PA       Y                           7500.00        13184.96-
         0009684  08/15/2005 VOID ACE PLUMBING SUPPLY COMPA ACE001     AP   C   Y               .00                        13184.96-
         0009685  08/15/2005 DISB ATLANTIS TELEPHONE CO.    ATT001     AP       Y                            632.00        13816.96-
         0009686  08/15/2005 DISB BORIS CONSTRUCTION COMPAN BOR001     AP       Y                          17080.84        30897.80-
         0009687  08/15/2005 DISB CLEVELAND INTERIORS, INC. CLE001     AP       Y                         172613.26       203511.06-
         0009688  08/15/2005 DISB EDDY APPLIANCE CO.        EDD001     AP       Y                           1060.00       204571.06-
         0009689  08/15/2005 DISB ELLIS ELECTRICAL SUPPLY   ELL001     AP       Y                          75418.36       279989.42-
         0009690  08/15/2005 DISB HENNEPIN MUNICIPAL UTILIT HEN001     AP       Y                           1580.00       281569.42-
         0009691  08/15/2005 DISB JOHNSON DOOR COMPANY, INC JOH001     AP       Y                          14363.53       295932.95-
         0009692  08/15/2005 DISB MINNEAPOLIS WATER DEPARTM MIN001     AP       Y                            105.00       296037.95-
         0009693  08/15/2005 DISB TELL & JACOBY             TEL001     AP       Y                            420.00       296457.95-
         0009694  08/15/2005 DISB THOMPSON HEATING &        TH0001     AP       Y                         164361.49       460819.44-
         ACH      08/15/2005 DISB Authorized Debit          000054     PA       Y                           7631.99       468451.43-
         000001   08/19/2005 DEP  AR DEPOSIT                           AR       Y           1200.00                       467251.43-
         0001019  08/22/2005 VOID UTILITY EXPENSE                      BR       N            250.00                       467001.43-
         BK TSFR  12/04/2005 TSFR Transfer from Bank SNB001 LOAN       BR       N            300.00                       466701.43-
         0000000  12/21/2005 DISB EDDY APPLIANCE CO.        EDD001     AP       Y          40232.30                       426469.13-
         0000000  12/21/2005 DISB THOMPSON HEATING &        TH0001     AP       Y         115277.01                       311192.12-
                                                                                                                   --------------
                                                                                    Ending Balance                        311192.12-
                                                                                    Current GL Balance                    312206.62-
```

Post Transactions

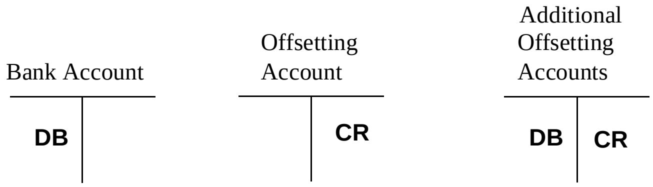
Use the **Post Transactions** function to move the entries in the **BRJRxxx** (Journal) file to the **BRTRxxx** (Transactions) file, and if Bank Reconciliation interfaces with General Ledger, to create offsetting entries in the **GLJRxxx** (Journal) file for Bank Reconciliation transactions.

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 **BRBAxxx** (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:

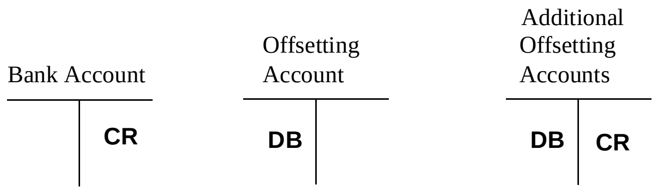


The bank account comes from the bank account record. Offsetting accounts are specified when deposits are entered. If the deposit was offset to only one account, that account is credited. If the deposit was offset to several accounts, there might be a combination of debit and credit entries to offsetting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

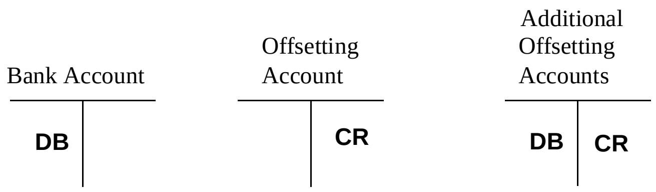

Bank Account
CR
Offsetting Account
DB
Additional Offsetting Accounts
DB
CR

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
DB
Offsetting Account
CR
Additional Offsetting Accounts
DB
CR

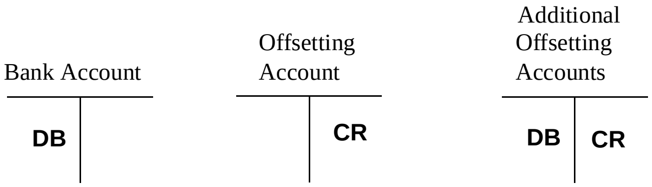
The bank account comes from the bank account record. Offsetting accounts are specified when voided checks are entered. If the voided check was offset to only one account, that account is credited. If the voided check was offset to several accounts, there might be a combination of debit and credit entries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

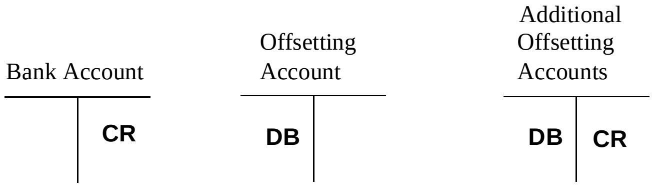
When you post positive (or debit) adjustments, entries are made to these accounts:



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:


Bank Account
CR
Offsetting Account
DB
Additional Offsetting Accounts
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

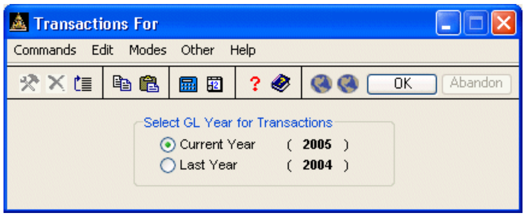
Before you post transactions, complete these tasks:

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

Posting

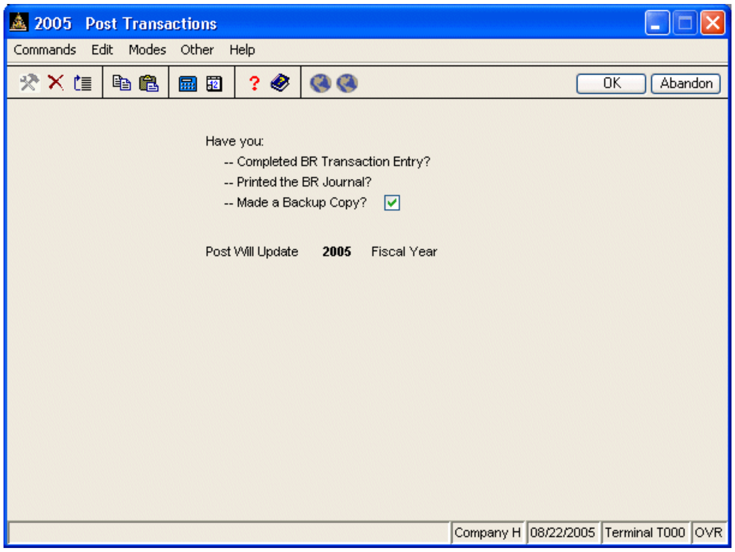
Select **Post Transactions** from the **Transactions** menu. The Post Transactions screen appears.

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.


Transactions For
Commands Edit Modes Other Help
OK
Abandon

Select GL Year for Transactions
● Current Year (2005)
○ Last Year (2004)

Select the year for which you want to post transactions and use the **Proceed** (**OK**) command to continue. The Post Transaction screen appears.


2005 Post Transactions
Commands Edit Modes Other Help
OK
Abandon

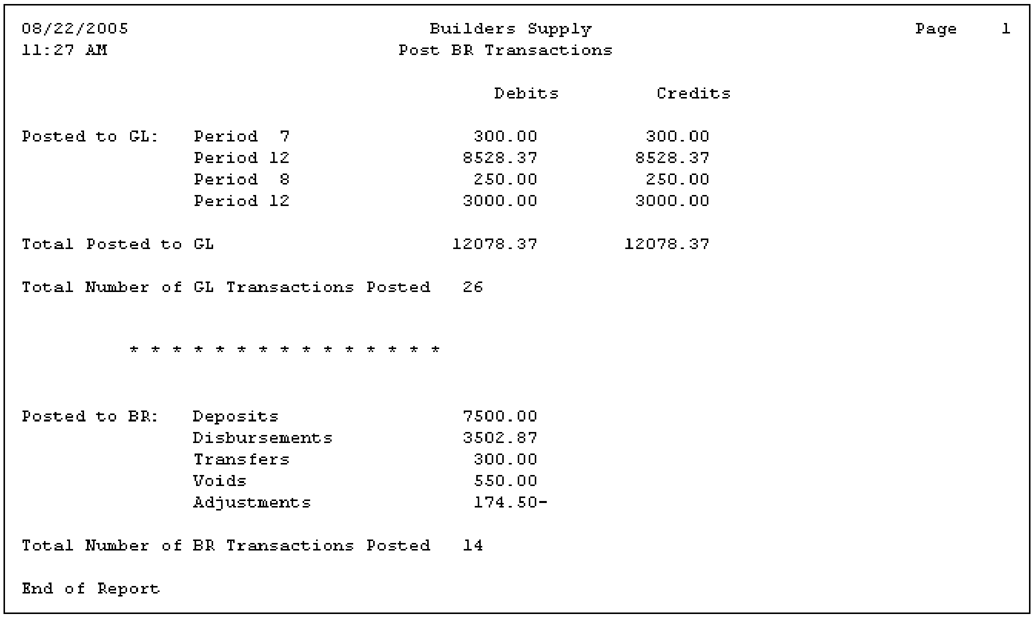
Have you:
-- Completed BR Transaction Entry?
-- Printed the BR Journal?
-- Made a Backup Copy? ☑

Post Will Update 2005 Fiscal Year

Company H 08/22/2005 Terminal T000 OVR

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



```
08/22/2005                        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
```

Reconciliation

5

Cleared Transactions 5-3
Reconciliation Report 5-11
Change Cleared Transaction Status 5-17
Purge Reconciled Transactions 5-19

Cleared Transactions

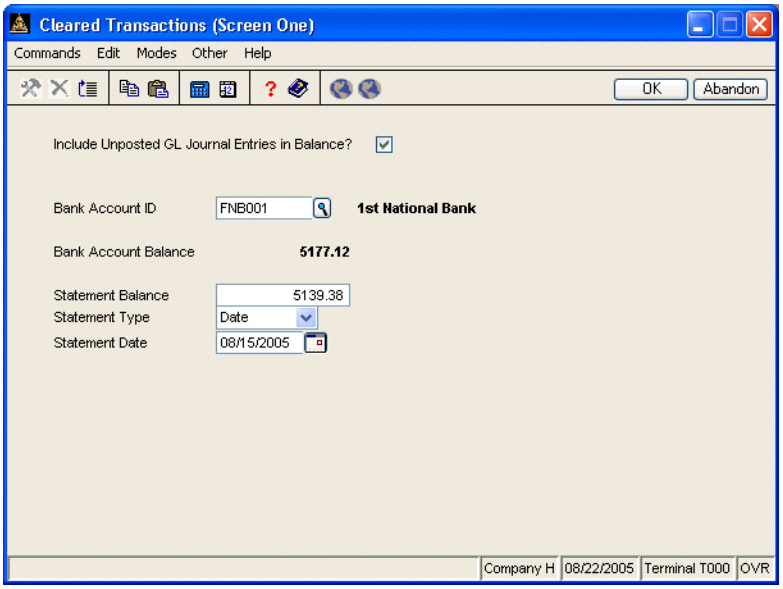
When you receive a bank statement for one of your bank accounts, use the **Cleared Transactions** function to indicate which transactions have cleared the bank. Cleared transactions update bank account records, are included in the **Reconciliation Report** (see page 5-11), and are purged when you run the **Purge Cleared Transactions** function (see page 5-19).

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.

Cleared Transactions (Screen One)

Use the first Cleared Transactions screen to identify the bank account you want to work with and the current bank statement balance and date.

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


Cleared Transactions (Screen One)
Commands Edit Modes Other Help
OK
Abandon

Include Unposted GL Journal Entries in Balance? ☑

Bank Account ID FNB001 1st National Bank

Bank Account Balance 5177.12

Statement Balance 5139.38

Statement Type Date

Statement Date 08/15/2005

Company H 08/22/2005 Terminal T000 OVR

1. If Bank Reconciliation does not interface with General Ledger, this field does not appear. You can use the **Bank Accounts** function (see page 6-3) 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 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 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**.

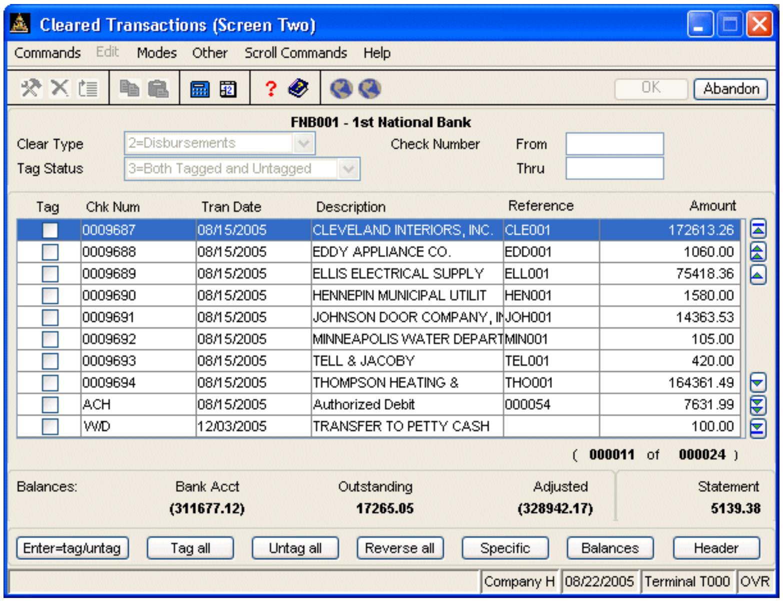
6. Accept the last statement date, or enter the date from the bank statement.

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

Cleared Transactions (Screen Two)

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

You can clear only one type of transaction at a time: deposits, disbursements, transfers, or adjustments.



FNB001 - 1st National Bank

Clear Type: 2=Disbursements

Tag Status: 3=Both Tagged and Untagged

Check Number From

Thru

Tag	Chk Num	Tran Date	Description	Reference	Amount
☐	0009687	08/15/2005	CLEVELAND INTERIORS, INC.	CLE001	172613.26
☐	0009688	08/15/2005	EDDY APPLIANCE CO.	EDD001	1060.00
☐	0009689	08/15/2005	ELLIS ELECTRICAL SUPPLY	ELL001	75418.36
☐	0009690	08/15/2005	HENNEPIN MUNICIPAL UTILIT	HEN001	1580.00
☐	0009691	08/15/2005	JOHNSON DOOR COMPANY, I	JOH001	14363.53
☐	0009692	08/15/2005	MINNEAPOLIS WATER DEPART	MIN001	105.00
☐	0009693	08/15/2005	TELL & JACOBY	TEL001	420.00
☐	0009694	08/15/2005	THOMPSON HEATING &	THO001	164361.49
☐	ACH	08/15/2005	Authorized Debit	000054	7631.99
☐	WD	12/03/2005	TRANSFER TO PETTY CASH		100.00

(**000011** of **000024**)

Balances:	Bank Acct	Outstanding	Adjusted	Statement
	(311677.12)	**17265.05**	**(328942.17)**	**5139.38**

Company H | 08/22/2005 | Terminal T000 | OVR

Selecting Transaction Types and Ranges

1. In the **Clear Type** box, select the type of transaction with which you want to work: deposits, disbursements, 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 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 5-11).

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, transfers, or adjustments, the **Transaction Date From/Thru** fields appear. Enter a range of transaction dates.

4. If you are working with disbursements, 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.

   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, 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.

Note

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 account and the bank 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 5-11) to check for errors or omissions, to ensure that the bank statement balance and your bank account balance are reconciled, and as a record of the reconciliation.

Reconciliation Report

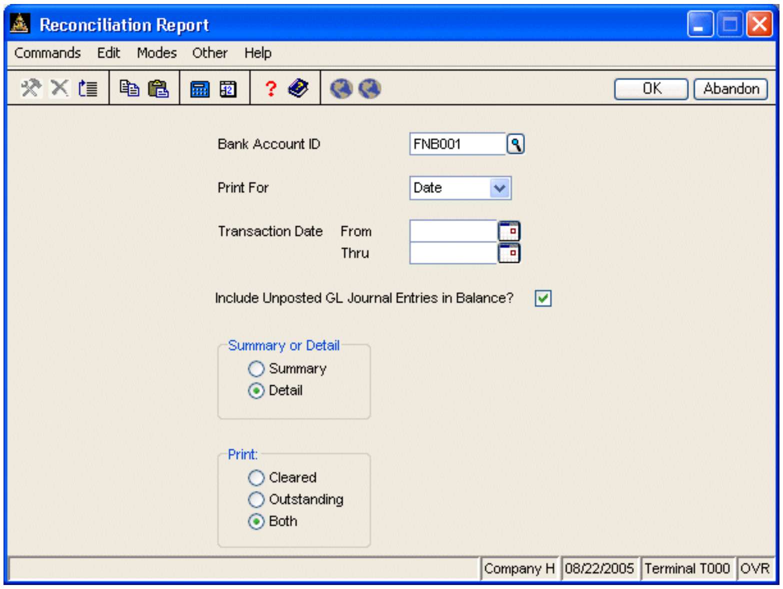
After you have tagged the transactions that have cleared a bank account for the most recent bank statement, produce the **Reconciliation Report** to check for errors and omissions, to make sure that the bank statement balance and the bank account balance are reconciled, and to use as an audit trail of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



Bank Account ID FNB001

Print For Date

Transaction Date From
Thru

Include Unposted GL Journal Entries in Balance? ☑

Summary or Detail
○ Summary
● Detail

Print:
○ Cleared
○ Outstanding
● Both

Company H | 08/22/2005 | Terminal T000 | OVR

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.

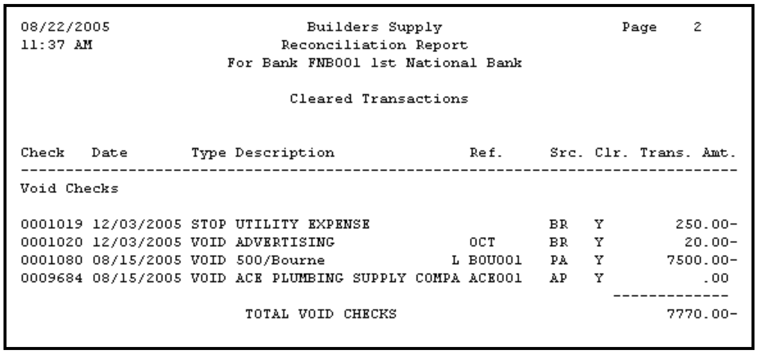
5. Select the amount of detail you want: **Summary** (print only the reconciliation section) or **Detail** (print the cleared transactions, outstanding transactions, and reconciliation sections).

   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**.

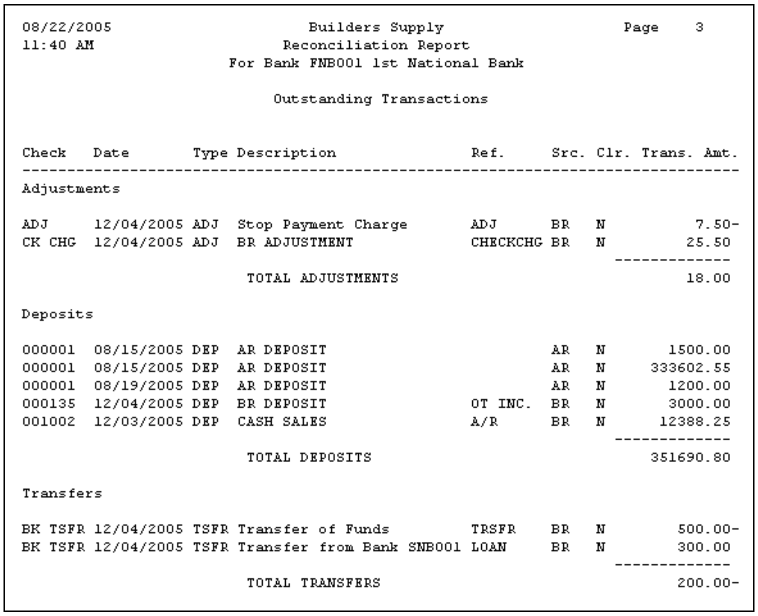
7. Select the output device to begin printing the report. See “Reports” on page 1-29 for more information. After you produce the list, the **Reconciliation** menu appears.

Reconciliation Report (Cleared Transactions)



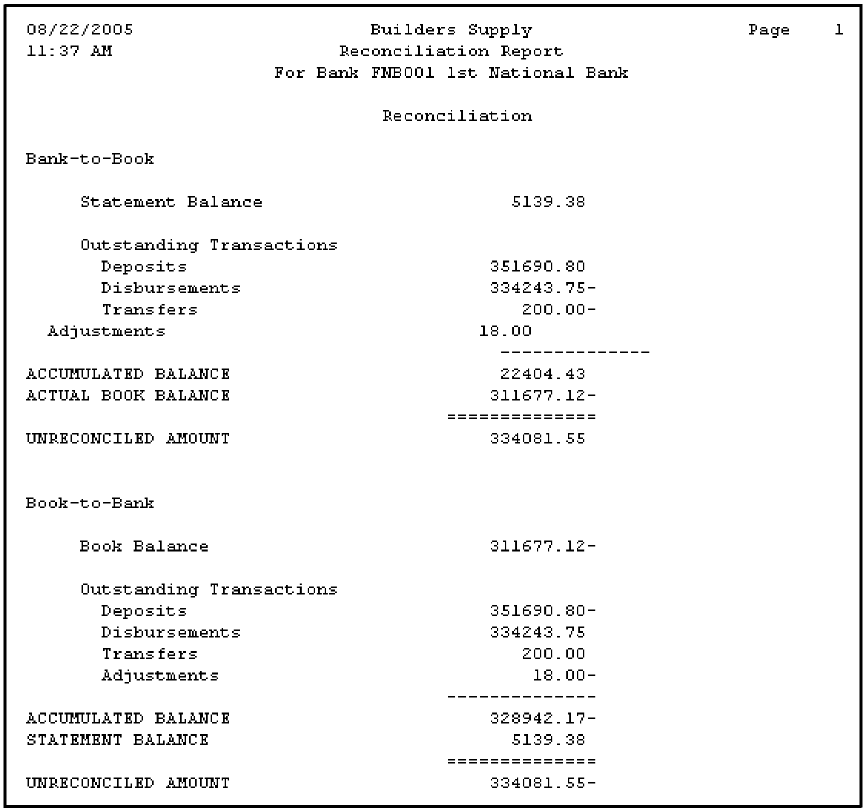
```
08/22/2005                      Builders Supply                    Page    2
11:37 AM                     Reconciliation Report
                       For Bank FNB001 1st National Bank

                              Cleared Transactions


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

0001019 12/03/2005 STOP UTILITY EXPENSE                    BR   Y         250.00-
0001020 12/03/2005 VOID ADVERTISING               OCT      BR   Y          20.00-
0001080 08/15/2005 VOID 500/Bourne              L BOU001   PA   Y        7500.00-
0009684 08/15/2005 VOID ACE PLUMBING SUPPLY COMPA ACE001   AP   Y            .00
                                                                   -------------
                         TOTAL VOID CHECKS                               7770.00-
```

Reconciliation Report (Outstanding Transactions)



```
08/22/2005                      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     12/04/2005 ADJ  Stop Payment Charge       ADJ      BR   N           7.50-
CK CHG  12/04/2005 ADJ  BR ADJUSTMENT             CHECKCHG BR   N          25.50
                                                                   -------------
                         TOTAL ADJUSTMENTS                                 18.00

Deposits

000001  08/15/2005 DEP  AR DEPOSIT                         AR   N        1500.00
000001  08/15/2005 DEP  AR DEPOSIT                         AR   N      333602.55
000001  08/19/2005 DEP  AR DEPOSIT                         AR   N        1200.00
000135  12/04/2005 DEP  BR DEPOSIT                OT INC.  BR   N        3000.00
001002  12/03/2005 DEP  CASH SALES                A/R      BR   N       12388.25
                                                                   -------------
                         TOTAL DEPOSITS                                351690.80

Transfers

BK TSFR 12/04/2005 TSFR Transfer of Funds         TRSFR    BR   N         500.00-
BK TSFR 12/04/2005 TSFR Transfer from Bank SNB001 LOAN     BR   N         300.00
                                                                   -------------
                         TOTAL TRANSFERS                                  200.00-
```

Reconciliation Report (Reconciliation)



```
08/22/2005                      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.

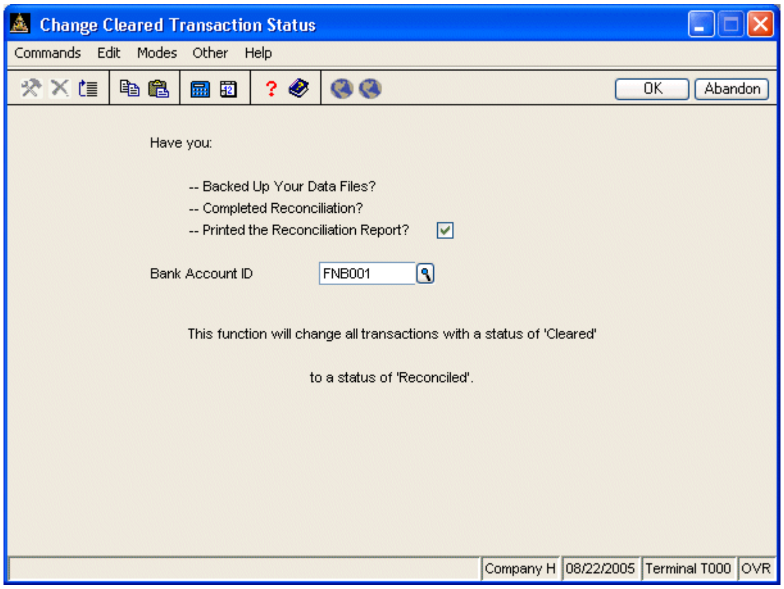
Note: This is a new function in OSAS v6.5.

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 5-11)
- Backed up your data files.

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


Change Cleared Transaction Status
Commands Edit Modes Other Help
OK
Abandon
Company H
08/22/2005
Terminal T000
OVR

Have you:

-- Backed Up Your Data Files?
-- Completed Reconciliation?
-- Printed the Reconciliation Report? ☑

Bank Account ID FNB001

This function will change all transactions with a status of 'Cleared'

to a status of 'Reconciled'.

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 account with a bank 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.

Note

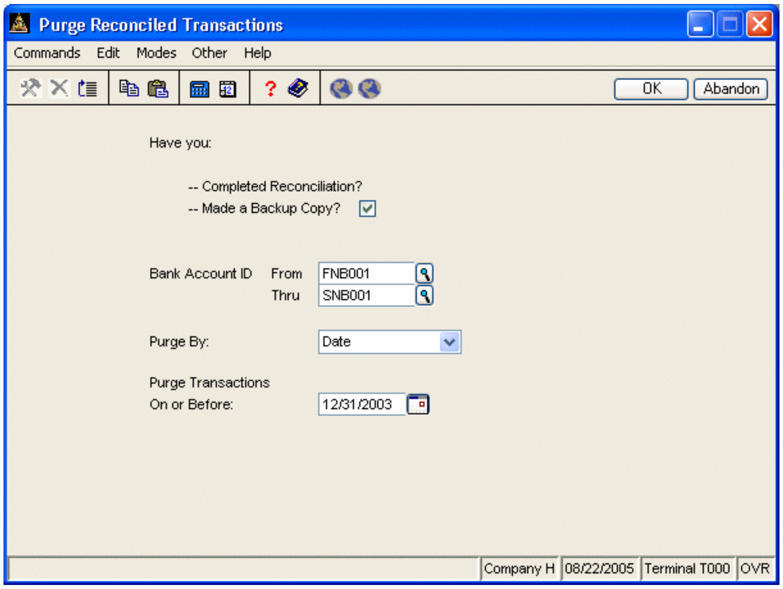
This function only purges reconciled transactions.

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 5-11).
- Backed up your data files.

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


Purge Reconciled Transactions
Commands Edit Modes Other Help
OK
Abandon
Company H
08/22/2005
Terminal T000
OVR

Have you:

-- Completed Reconciliation?
-- Made a Backup Copy? ☑

Bank Account ID From FNB001
Thru SNB001

Purge By: Date

Purge Transactions On or Before: 12/31/2003

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.

File Maintenance

6

Bank Accounts 6-3
Codes 6-7
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Tables 6-15
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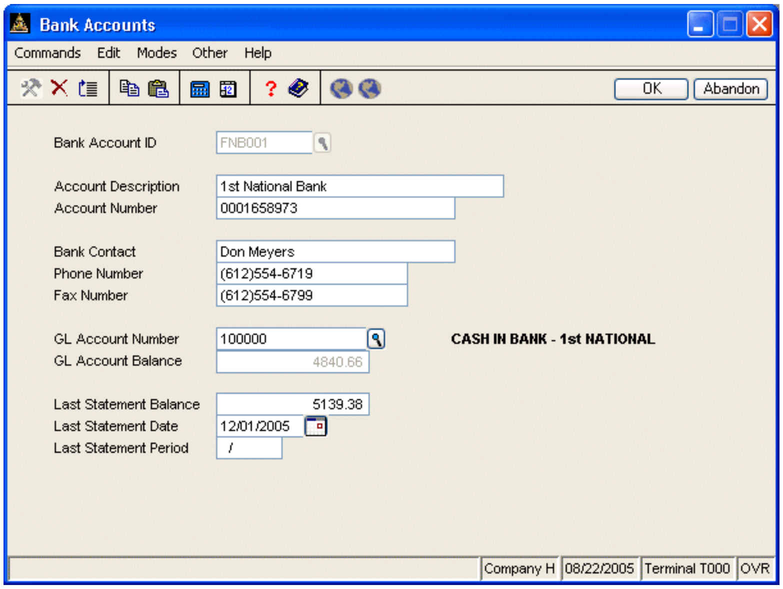
Bank Accounts

Use the **Bank Accounts** function to set up and maintain the checking and savings accounts that you reconcile. The information you enter through this function is stored in the **BRBAxxx** (Bank Accounts) file.

If Bank Reconciliation interfaces with General Ledger, the general ledger account number you assign to each bank account record must be set up in your chart of accounts.

Select **Bank Accounts** from the **File Maintenance** menu. The Bank Accounts screen appears.



Bank Account ID: FNB001
Account Description: 1st National Bank
Account Number: 0001658973
Bank Contact: Don Meyers
Phone Number: (612)554-6719
Fax Number: (612)554-6799
GL Account Number: 100000 CASH IN BANK - 1st NATIONAL
GL Account Balance: 4840.66
Last Statement Balance: 5139.38
Last Statement Date: 12/01/2005
Last Statement Period: /

Company H | 08/22/2005 | Terminal T000 | OVR

Add a Bank Account

Inquiry

1. Enter a unique ID for the bank account in the **Bank Account ID** box.
2. In the **Account Description** box, enter a description of the bank account, for example, the name of the bank.
3. Enter the number the bank assigned to the account in the **Account Number** box. If you enter a number longer than 15 characters, the account number is truncated on deposit slips.
4. In the **Bank Contact** box, enter the name of the person you contact when you have questions about the account.
5. Enter the bank's phone and fax numbers using the phone mask that appears.

Inquiry

Maint

6. In the **GL Account Number** box, enter the number of the general ledger account affected by transactions made to the account. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Bank Reconciliation interfaces with General Ledger.) Assign a unique account number to each bank account record.
7. If Bank Reconciliation interfaces with General Ledger, the balance of the general ledger account you specified appears in the **GL Account Balance** box and you cannot change it. The balance is updated when a transaction is posted in General Ledger to the general ledger account specified.

   If Bank Reconciliation does not interface with General Ledger, enter the balance of the general ledger account you specified. This field is updated when you post transactions (in Bank Reconciliation and in interfaced applications) that affect this bank account ID.

Note

If Bank Reconciliation does not interface with General Ledger, do not change this balance after you begin processing Bank Reconciliation transactions; if you change it, you will not have an audit trail of the change. Instead, use the functions on the **Transactions** menu to make the appropriate adjustments.

8. If you are setting up the Bank Reconciliation system, enter the balance of the last statement you received for the bank account in the **Last Statement Balance** box.

   The last statement balance is updated each time you use the **Cleared Transactions** function for the bank account ID.

9. Enter the date of the last statement you received for the bank account in the **Last Statement Date** box.

   The last statement date is updated each time you use the **Cleared Transactions** function for the bank account ID.

10. Enter the GL period of the last statement you received for the bank account in the **Last Statement Period** box.

    The last statement period is updated each time you use the **Cleared Transactions** function for the bank account ID.

    After you save the record, enter the next bank account record, or exit to the **File Maintenance** menu.

Edit a Bank Account

To edit a bank account, follow these steps:

1. Select **Bank Accounts** from the **File Maintenance** menu. The Bank Accounts screen appears.
2. Select the bank account ID number to edit. The bank account information appears.
3. Edit the appropriate information.
4. When finished, use the **Proceed** (**OK**) command to save your changes and exit to the **File Maintenance** menu.

Delete a Bank Account

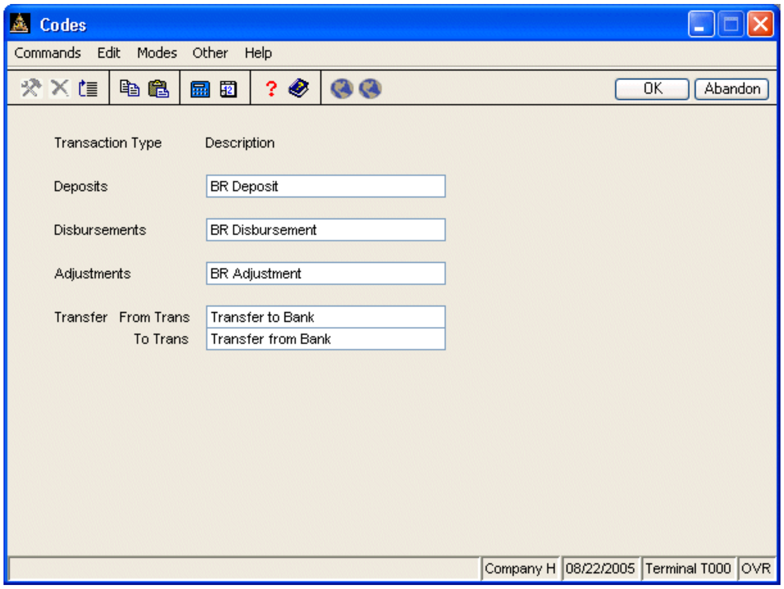
To delete a bank account, follow these steps:

1. Select **Bank Accounts** from the **File Maintenance** menu. The Bank Accounts screen appears.
2. Select the bank account ID to delete.
3. Press (**F3**).

Codes

Use the **Codes** function to set up and maintain default descriptions and references for transactions (deposits, disbursements, 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.



Transaction Type		Description
Deposits		BR Deposit
Disbursements		BR Disbursement
Adjustments		BR Adjustment
Transfer	From Trans	Transfer to Bank
	To Trans	Transfer from Bank

1. Enter the default description you want to appear for deposits.

2. Enter the default description you want to appear for disbursements.

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.

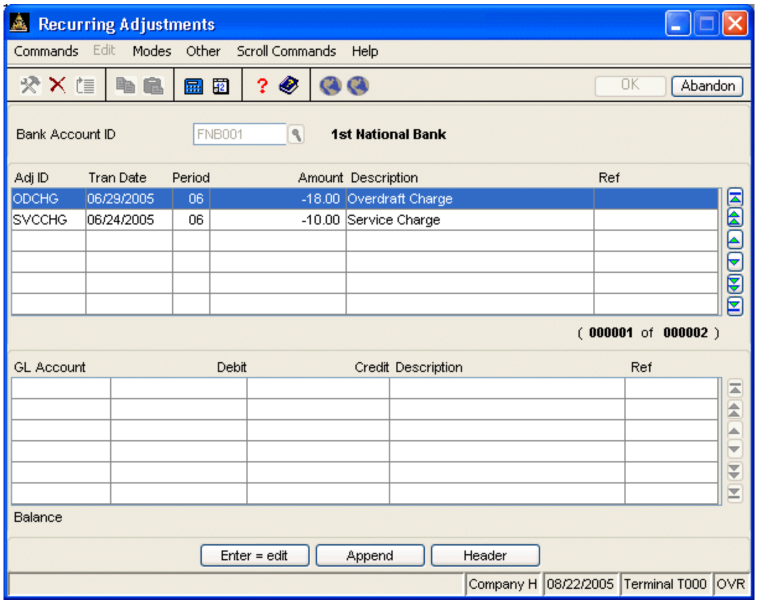
Recurring Adjustments

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

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.



Bank Account ID FNB001 **1st National Bank**

Adj ID	Tran Date	Period	Amount	Description	Ref
ODCHG	06/29/2005	06	-18.00	Overdraft Charge	
SVCCHG	06/24/2005	06	-10.00	Service Charge	

(**000001** of **000002**)

GL Account	Debit	Credit	Description	Ref

Balance

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Inquiry

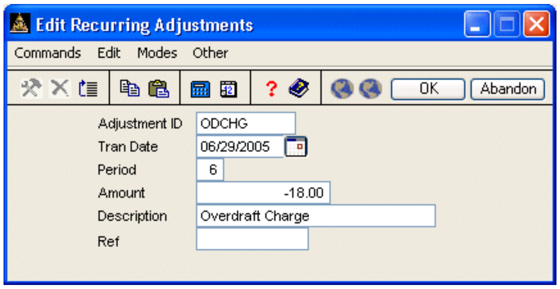
1. Enter the bank account for which you want to set up or maintain recurring adjustments.

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.



Adjustment ID ODCHG
Tran Date 06/29/2005
Period 6
Amount -18.00
Description Overdraft Charge
Ref

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.

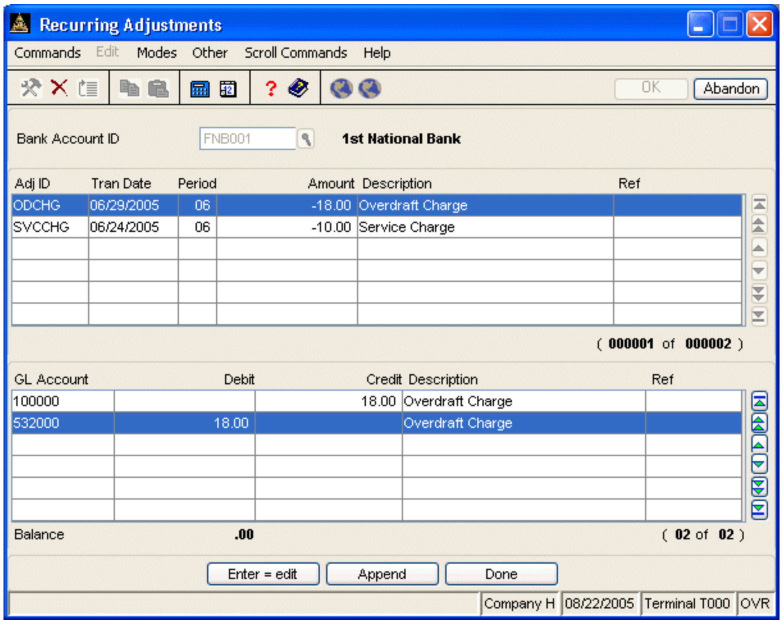
7. When you save an adjustment, the **Edit Distributions?** prompt appears.

   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.



Bank Account ID FNB001 **1st National Bank**

Adj ID	Tran Date	Period	Amount	Description	Ref
ODCHG	06/29/2005	06	-18.00	Overdraft Charge	
SVCCHG	06/24/2005	06	-10.00	Service Charge	

(**000001** of **000002**)

GL Account	Debit	Credit	Description	Ref
100000		18.00	Overdraft Charge	
532000	18.00		Overdraft Charge	

Balance **.00** (**02** of **02**)

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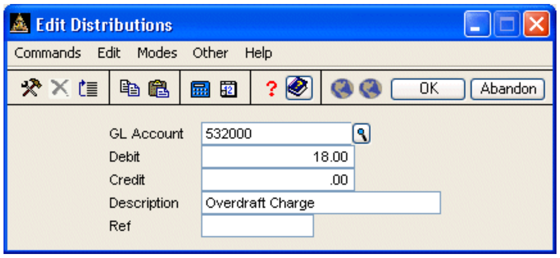
1. Press **Enter** to edit the distribution the prompt is at. (You cannot edit the first line of a distribution; the first line is the adjustment itself. If you want to edit the adjustment, you must edit it in the adjustments portion of the screen.)

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.



GL Account 532000
Debit 18.00
Credit .00
Description Overdraft Charge
Ref

Inquiry

Maint

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.

Tables

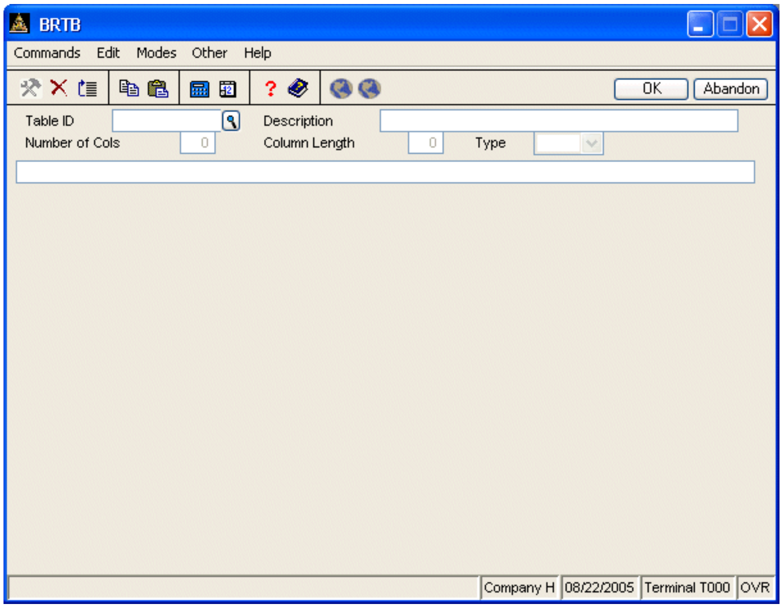
Use the **Tables** function to set up and maintain the Bank Reconciliation tables. Tables can store information about the system, data, options, and default settings for other applications.

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

Note

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.


BRTB
Commands
Edit
Modes
Other
Help
OK
Abandon
Table ID
Description
Number of Cols
0
Column Length
0
Type
Company H
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OVR

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.

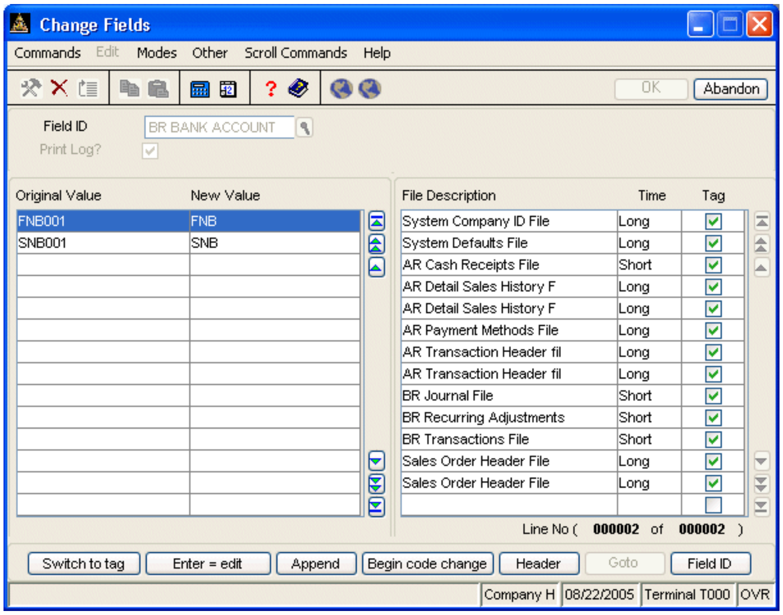
3. Accept the default table description, or enter a different description.

   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.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code used from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 6-20.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



Field ID: BR BANK ACCOUNT

Print Log? ☑

Original Value	New Value
FNB001	FNB
SNB001	SNB

File Description	Time	Tag
System Company ID File	Long	☑
System Defaults File	Long	☑
AR Cash Receipts File	Short	☑
AR Detail Sales History F	Long	☑
AR Detail Sales History F	Long	☑
AR Payment Methods File	Long	☑
AR Transaction Header fil	Long	☑
AR Transaction Header fil	Long	☑
BR Journal File	Short	☑
BR Recurring Adjustments	Short	☑
BR Transactions File	Short	☑
Sales Order Header File	Long	☑
Sales Order Header File	Long	☑
		☐

Line No (000002 of 000002)

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The screen contains three sections. The top **Header** section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether you want to produce the printed log. The lower left **Values** section is where you build a list of the values you want to change by specifying the old value and the new value. The lower right **Files** section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only **Bank Reconciliation** fields from the **Bank Reconciliation** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

   - Press **S** to switch to the **File Description** section to specify which files change during processing.

   - Press **Enter** to edit the current line.

   - Press **A** to append another value to the list.

   - Press **B** to begin the change field process.

   - Press **H** to return to the header section to change the selection you made for printing the log.

- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
11. Select a command.
    - Press **S** to switch to the **Values** section of the screen.
    - Press **Enter** to toggle a file as included or excluded from the copy process.
    - Press **A** to tag all of the files.
    - Press **N** to untag all of the files.
    - Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.

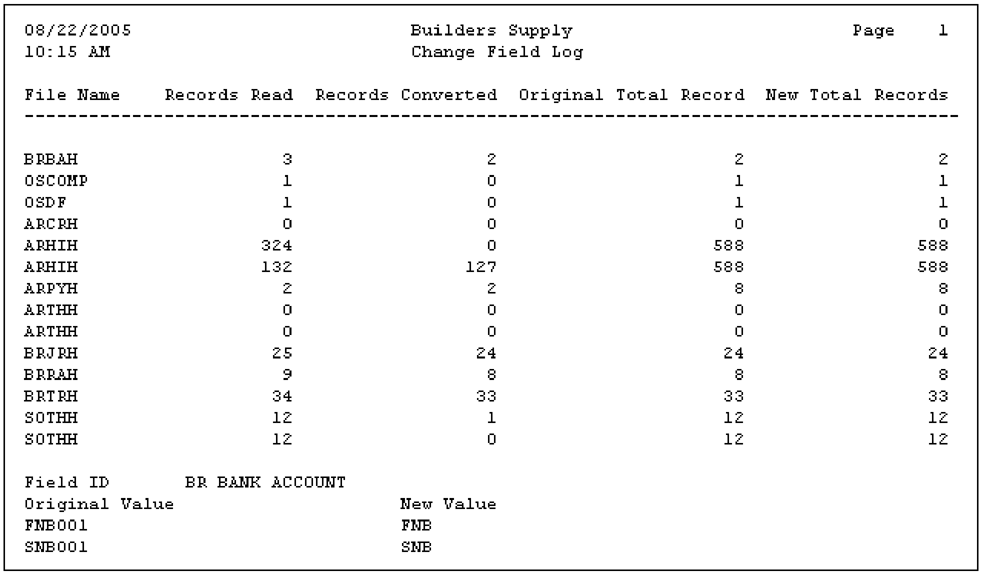
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log



```
08/22/2005                          Builders Supply                           Page    1
10:15 AM                            Change Field Log

File Name    Records Read  Records Converted  Original Total Record  New Total Records
---------------------------------------------------------------------------------------

BRBAH                   3                  2                      2                  2
OSCOMP                  1                  0                      1                  1
OSDF                    1                  0                      1                  1
ARCRH                   0                  0                      0                  0
ARHIH                 324                  0                    588                588
ARHIH                 132                127                    588                588
ARPYH                   2                  2                      8                  8
ARTHH                   0                  0                      0                  0
ARTHH                   0                  0                      0                  0
BRJRH                  25                 24                     24                 24
BRRAH                   9                  8                      8                  8
BRTRH                  34                 33                     33                 33
SOTHH                  12                  1                     12                 12
SOTHH                  12                  0                     12                 12

Field ID       BR BANK ACCOUNT
Original Value                     New Value
FNB001                             FNB
SNB001                             SNB
```

Master File Lists

7

Printing a Master File List 7-3
Bank Accounts List 7-5
Codes List 7-7
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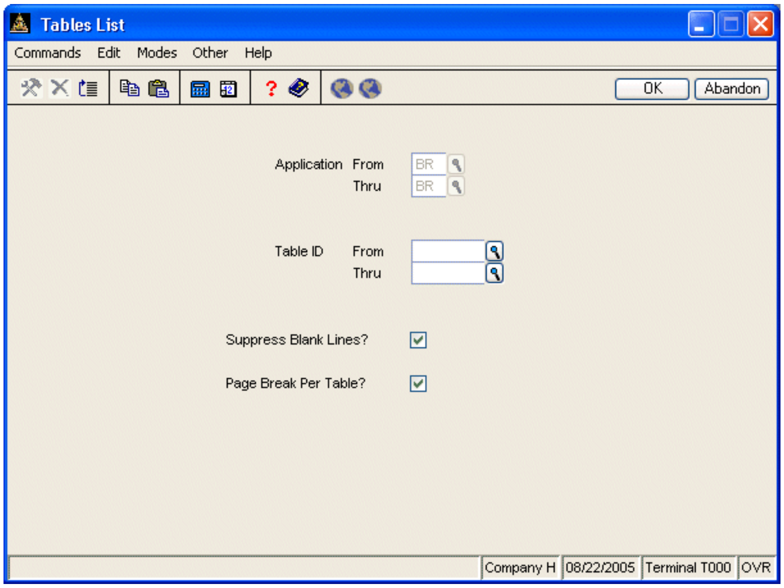
Tables List 7-11

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.



Application From BR
Thru BR

Table ID From
Thru

Suppress Blank Lines? ☑

Page Break Per Table? ☑

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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.

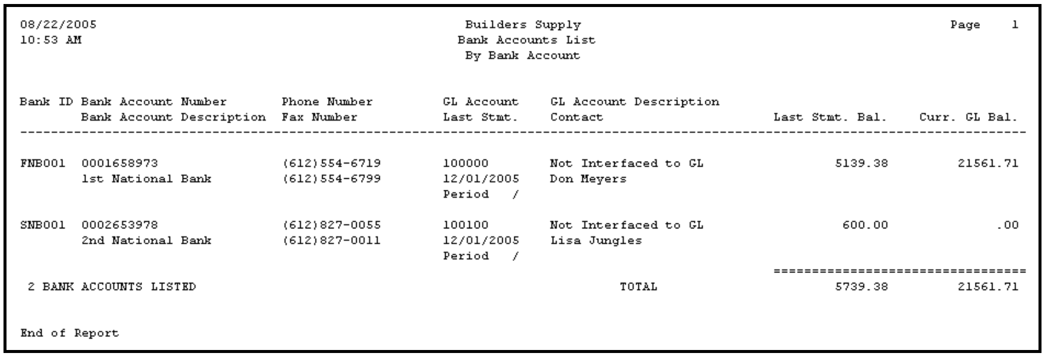
5. Select the output device to begin printing the report. See “Reports” on page 1-29 for more information. After the list is produced, the **Master File Lists** menu appears.

Bank Accounts List

Use the **Bank Accounts List** function to produce a list of the information in the bank account records you have on file. Enter bank account information using the **Bank Accounts** function. The information is stored in the **BRBAxxx** (Bank Accounts) file.

Use this list as a reference when you enter bank reconciliation transactions and when you identify bank account IDs in interfaced applications.

Sample List



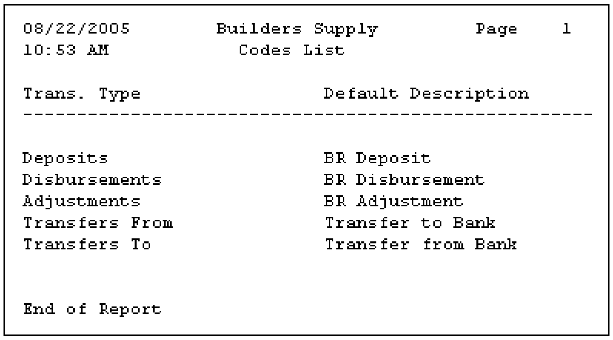
```
08/22/2005                                                Builders Supply                                                Page    1
10:53 AM                                                 Bank Accounts List
                                                          By Bank Account

Bank ID Bank Account Number       Phone Number         GL Account    GL Account Description
        Bank Account Description  Fax Number           Last Stmt.    Contact                      Last Stmt. Bal.    Curr. GL Bal.
-----------------------------------------------------------------------------------------------------------------------------------

FNB001  0001658973                (612)554-6719        100000        Not Interfaced to GL                 5139.38         21561.71
        1st National Bank         (612)554-6799        12/01/2005    Don Meyers
                                                       Period   /

SNB001  0002653978                (612)827-0055        100100        Not Interfaced to GL                  600.00              .00
        2nd National Bank         (612)827-0011        12/01/2005    Lisa Jungles
                                                       Period   /
                                                                                                  =================================
 2 BANK ACCOUNTS LISTED                                                       TOTAL                       5739.38         21561.71


End of Report
```

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



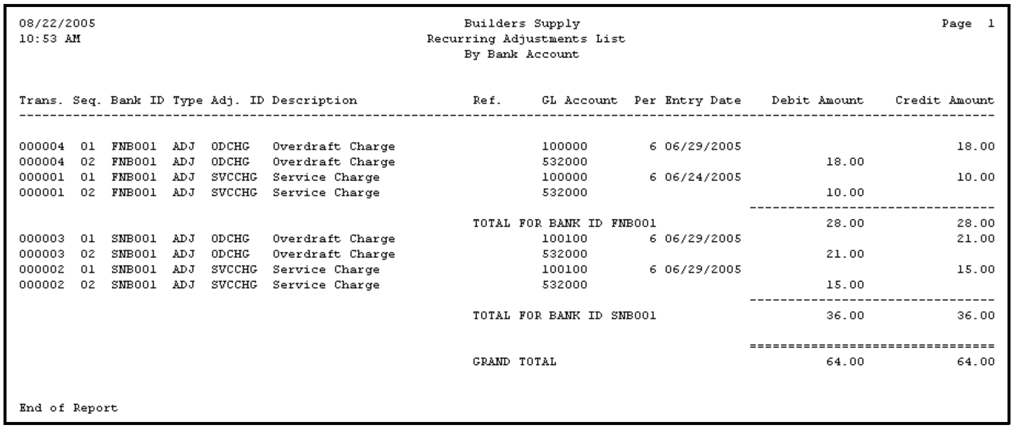
```
08/22/2005        Builders Supply         Page    1
10:53 AM            Codes List

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



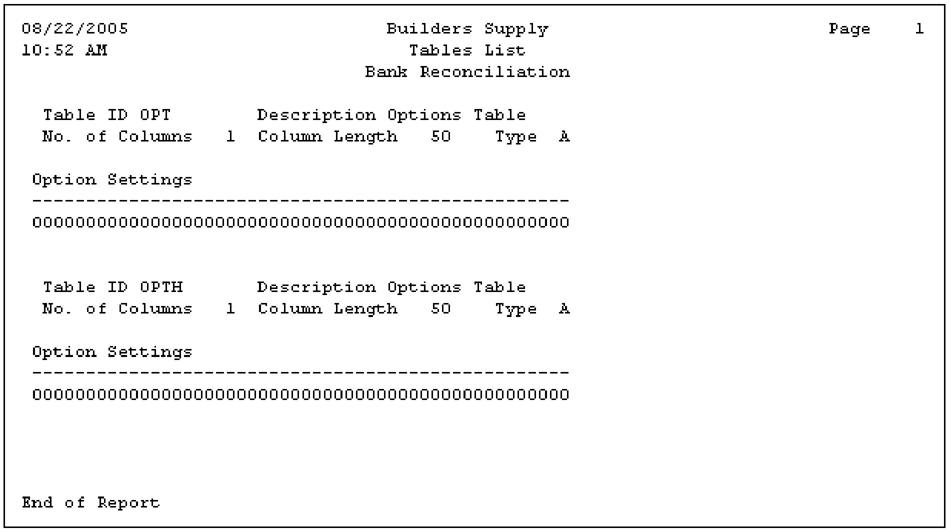
```
08/22/2005                                                Builders Supply                                                Page  1
10:53 AM                                             Recurring Adjustments List
                                                          By Bank Account


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 06/29/2005                            18.00
000004  02  FNB001  ADJ  ODCHG   Overdraft Charge                   532000                               18.00
000001  01  FNB001  ADJ  SVCCHG  Service Charge                     100000        6 06/24/2005                            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 06/29/2005                            21.00
000003  02  SNB001  ADJ  ODCHG   Overdraft Charge                   532000                               21.00
000002  01  SNB001  ADJ  SVCCHG  Service Charge                     100100        6 06/29/2005                            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
```

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



```
08/22/2005                        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
```

System Messages A

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.

Common Questions

B

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.

Glossary C

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**.

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