

BANK RECONCILING - GENERAL SEQUENCE OF OPERATION

Move Payroll Checks to Reconcile:

1. Assuming you don't move payroll checks to Reconcile after each payroll, at the end of the month go into Payroll and click on "Other Routines".
Click on "Create Reconciliation File".
Enter a range of dates that would include this month's paychecks (ex: 10/01/11 and 10/31/11)
Click on "Begin" to begin. A list of payroll checks for the month will display or print (and a check file PRCKfile.dat is created).
2. Go into the Budget program and choose "Reconcile".
Load Bank Code or select Cancel to load code later.
Select "Add--Payroll Cks" and "Add Pyrl Cks" to begin.
If the bank code has already been loaded go to step 3. If not select "Bank Code" and enter bank code to work on.
3. Payroll checks should display.

Move Budget Checks to Reconcile:

1. At the end of the month user should send the expense checks (that were computer prepared or manually posted) over into the "Reconcile" program. To do this:
In Reconcile choose "Add" and then choose "Budget Cks/Rcpts/Adjs".
Make sure "Internal" is selected.
If you want to also move Receipts (Deposits) into the Reconcile program make sure "Receipts" is checked.
If there are on-line pmts that could be outstanding make sure "Adjustments" is checked.
Make sure month-year (ex: 10-2011) for the desired accounting period is loaded.
Leave fund# blank for all funds or enter fund# (normally leave blank).
Leave bank code blank for all bank codes or enter bank code (normally leave blank)
Select "Build File" to begin. When the build is finished a confirmation message displays.
Select "Close" to close the screen.

2. Load Bank Code:

If the bank code desired has already been loaded go to step 3. If not select "Bank Code" and enter bank code to work on. All checks should display.

3. Clear Checks, Deposits, Adjs:

First select which type of transaction you want to clear by clicking on the appropriate command (Cks, Rcpts, Adjs) at the bottom of the screen.
User may either select the "Clear All" command to mark all records as cleared or may select individual records (a check mark in the cleared column next to a ref number indicates the record has cleared). If you mark all records as cleared then user may unclear the record by unchecking the box next to the ref number. If user needs to unclear all records then select the "UnClear All" command. User may also select "Edit" if the ref number, date, or amount needs to be edited.

4. Reconciling Report...

Select "Save" and then print the Reconciling Report by selecting the "Print" command. If there is an outstanding deposit but you did move or add deposits on to the Reconcile screen you can enter it in the "Deposits/Credits" section. Enter any service charges that the bank posted but you have not posted in the "Charges/Debits" section. The final total at the bottom is an adjusted bank balance that should agree with the computer bank balance shown in the lower right-hand corner. Select "Print" to send the report to paper.

5. Remove cleared records...

Once the report is reconciled, delete the cleared records by selecting the appropriate record command (Cks or Rcpts or Adjs) and then select "Del Cleared". Then select "Save".

NOTE: the above steps 2-6 must be done for each bank.