

# Solution-IV™ Accounting Bank Reconciliation



*Version 8.81*

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# 1 Introduction

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This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Bank Reconciliation features.

The System Integration and Bank Reconciliation flowcharts show how your Bank Reconciliation module operates and how it relates to the overall accounting system.

## **Thoroughbred Solutions**

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

## Bank Reconciliation Features

Thoroughbred Solution-IV Bank Reconciliation is designed to help keep your banking operations and other accounting activities in sync. It pulls together your entire bank deposits from Accounts Receivable and checks from Accounts Payable and Payroll to assist you in doing your regular bank reconciliation's. Checks and deposits are posted automatically to the Bank Reconciliation files. Bank reconciliations can be done for as many bank accounts as you maintain on your system.

After entering any adjustments, such as bank charges, you can mark checks, deposits, and adjustments that have cleared the bank, enter the balance from your bank statement, and see if your bank account and system balance.

The following standard features are included in Solution-IV Bank Reconciliation:

- **Parameterized** to give you the ability to choose which applications post to the Bank Reconciliation files as well as the default adjustment General Ledger account.
- **Conversion utilities** to assist you in starting to work with Bank Reconciliation.
- **Over one thousand** bank accounts can be tracked and reconciled.
- **Checks can be cleared** using ranges of check numbers to speed the clearing process.
- **Adjustments** can be entered and optionally posted to General Ledger.
- **Bank Reconciliation Inquiry** allows you to easily view bank activity on the screen.

Standard Reports include:

- ◆ Bank Reconciliation Statement
- ◆ Transaction Detail Report

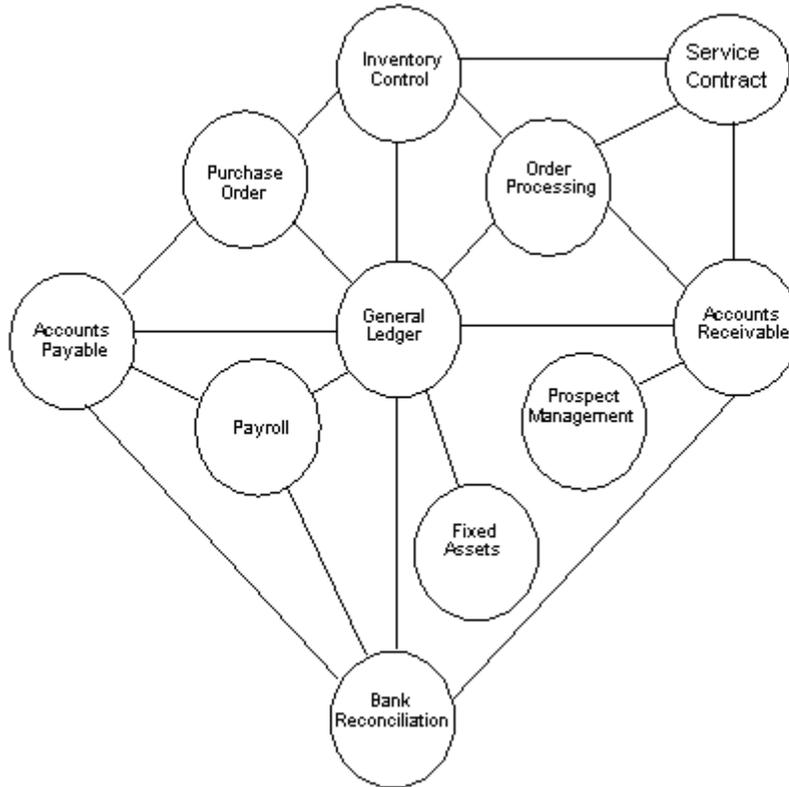
All of the preceding features are standard to the Solution-IV Bank Reconciliation package.

If additional features, modifications, or reports are required, Solution-IV is a 4GL-based package that makes customization a practical option. For additional information, contact your Thoroughbred representative.

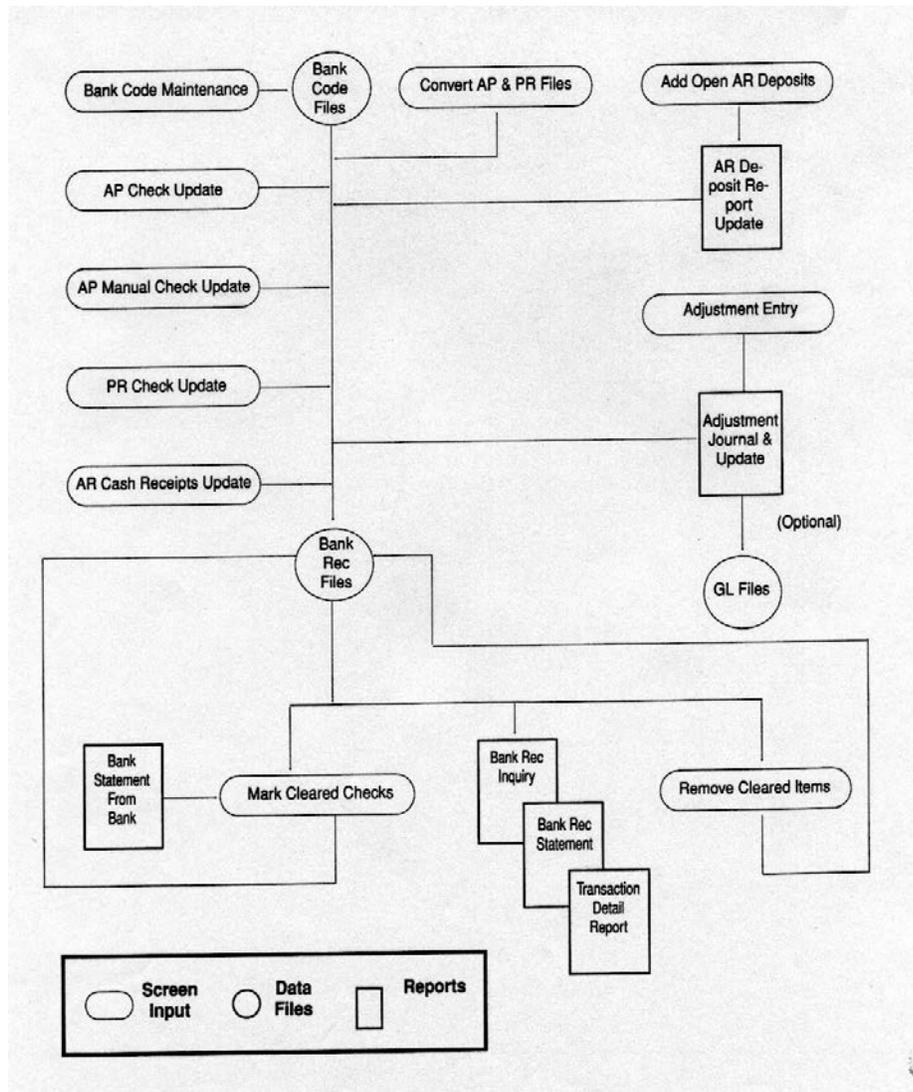
## Thoroughbred Solution-IV Accounting Flowchart

The following System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Bank Reconciliation flowchart on the following page shows how the various components of the module are related.



**Solution-IV Bank Reconciliation Flowchart**



## How to Make the Greatest Use of this Manual

### **Introduction**

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Bank Reconciliation system.

This manual will introduce you to the capabilities of Solution-IV Bank Reconciliation, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

### **Suggested Steps**

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

**Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

## **How this Manual is Organized**

This manual has been organized to take you through normal Bank Reconciliation activities.

### **Chapter 1**

**Introduction:** Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Bank Reconciliation features. The Bank Reconciliation and System Integration flowcharts show how your Bank Reconciliation module operates and how it relates to the overall accounting system.

### **Chapter 2**

**Bank Reconciliation Menus:** Describes the options available on the Bank Reconciliation Main Menu and Code File Maintenance Menu.

### **Chapter 3**

**Bank Reconciliation Setup:** Explains how to get started with your Bank Reconciliation system. This chapter contains all of the options on the Code File Maintenance Menu.

### **Chapter 4**

**Transaction Processing:** Describes the options that are available during normal day-to-day processing.

### **Chapter 5**

**Reports & Inquiries:** Describes the Transaction Detail Report and Bank Reconciliation Inquiry.

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# 2 Bank Reconciliation Menus

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This chapter describes the options that are available from the following Solution-IV Bank Reconciliation menus:

- Bank Reconciliation Main Menu
- Code File Maintenance Menu

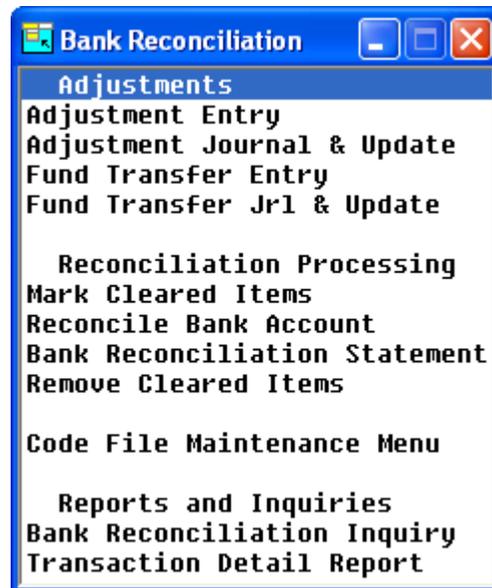
## Bank Reconciliation Main Menu

### **Introduction**

Thoroughbred Solution-IV Bank Reconciliation is designed to help keep your banking operations and other accounting activities in sync. It pulls together your entire bank deposits from Accounts Receivable and checks from Accounts Payable and Payroll to assist in doing your regular bank reconciliation.

### **How to Execute**

From the Accounting System Master Menu, select **Bank Reconciliation**.



## Adjustments

### **Adjustment Entry**

This function allows you to enter any adjustments to your bank account, such as monthly bank charges, returned check fees, etc., to enable you to perform your bank reconciliation activities.

You have the option of posting adjustments to the General Ledger if they have not already been entered as journal entries.

### **Adjustment Journal & Update**

This function allows you to view adjustments entered with Adjustment Entry. This journal acts as an audit report if you are posting the adjustments to the General Ledger.

If the Adjustments Journal is correct, the update function posts adjustments to the permanent General Ledger and Bank Reconciliation files.

### **Fund Transfer Entry**

This function allows you to enter any transfers of funds from one bank to another.

You have the option of posting the adjustments to General Ledger if they have not already been entered as journal entries.

**Fund Transfer Jrl & Update**

This function allows you to view the transfers entered using Fund Transfer Entry. This journal is an audit report if you are posting the transfers to General Ledger

If the Fund Transfer Journal is correct, the update posts the transfers to the permanent General Ledger and Bank Reconciliation files.

**Bank Reconciliation Process****Mark Cleared Items**

This function allows you to mark checks, deposits, and adjustments as having cleared the bank. It is normally done as you receive your bank statements.

You also have the option of "unclearing" items that were incorrectly cleared. The use of ranges makes this step very easy to use.

**Reconcile Bank Account**

This function allows you to enter your statement date and statement balance, and the system determines whether or not your account is in balance.

Outstanding deposit, check, and adjustment totals are shown on the screen, as well as the amount out of balance, if any.

**Bank Reconciliation Statement**

This function provides the details, in report form, of the information entered using the Reconcile Bank Account option.

All checks, deposits, and adjustments are shown, including those that are marked as having cleared the bank. The total outstanding deposits, checks, and adjustments are shown, as well as the amount out of balance, if any.

**Remove Cleared Items**

This function allows you to clear the bank reconciliation file of any items that have cleared the bank, and therefore appeared on your bank statement. It is not necessary to use this function, but it will make each month's bank reconciliation run more efficiently.

This function is normally executed after your Bank Reconciliation Statement is balanced.

**Masterfile Maintenance****Code File Maintenance Menu**

This menu provides access to the Bank Reconciliation Parameters, Bank Code Maintenance and Listing, and all of the conversion utilities that can help you get started.

**Reports and Inquiries****Bank Reconciliation Inquiry**

This inquiry function allows you to view items in the bank reconciliation file by type: checks, deposits, adjustments, or all. It allows you to display the information only; you cannot perform maintenance activities here.

**Transaction Detail Report**

This report details all items in the bank reconciliation file and prints totals for each item type. It is similar to the Bank Reconciliation Statement.

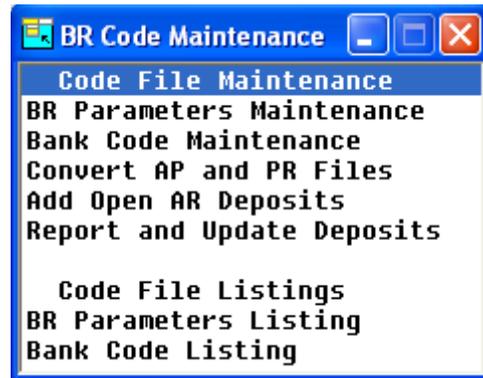
## Code File Maintenance Menu

### **Introduction**

This menu gives you access to the Bank Reconciliation Parameters and all of the code files and conversion utilities required by this module.

### **How to Execute**

From the Bank Reconciliation Main Menu, select **Code File Maintenance Menu**.



## System Parameters

### **BR Parameters Maintenance**

This function determines the modules (Accounts Payable, Accounts Receivable, and/or Payroll) that will post to the bank reconciliation files. You may also enter a Default Adjustments Account that will be used by Adjustment Entry.

**Note:** You must enter the Bank Reconciliation parameters before starting any other Bank Reconciliation activity.

### **Parameters Listing**

This function will print the parameters entered in Parameters Maintenance.

## Code File Maintenance

### **Bank Code Maintenance**

This function is used by all Solution-IV applications to define different bank or deposit accounts. Each bank code should be assigned to a different General Ledger account code. You can define as many bank codes as are required for your business.

*Examples:* BA—Bank of America - checking  
AX—American Express - deposit account

### **Bank Code Listing**

This function prints all the bank codes entered in Bank Code Maintenance.

**Conversion Utilities*****Convert AP & PR Files***

This function moves all of the checks from the Accounts Payable and Payroll monthly checks files to the bank reconciliation file. This option is normally used only once, when first starting to use Bank Reconciliation, as checks will be posted automatically from the point when you perform this activity forward.

***Add Open AR Deposits***

This function allows you to enter all of the deposits made since your last bank statement. This option is normally used only once, when first starting to use Bank Reconciliation. Deposits will be posted automatically from Accounts Receivable from the point when you perform this activity forward.

***Report and Update Deposits***

This function prints the deposits entered with the previous option and updates the permanent bank reconciliation file with the information.

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# 3 Bank Reconciliation Setup

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This chapter explains how to perform the initial setup of your Thoroughbred Solution-IV Bank Reconciliation system. Instructions for using Bank Reconciliation Parameters Maintenance, Bank Code Maintenance and the conversion utilities are given here.

The parameters must be setup before doing anything else. If you have been using Solution-IV Accounts Payable, Accounts Receivable and/or Payroll prior to starting Bank Reconciliation you should convert the files before entering any more checks into the system.

## Parameters Maintenance

### Introduction

The Bank Reconciliation Parameters determine which modules (Accounts Payable, Accounts Receivable, and/or Payroll) will post to the bank reconciliation files. You can also enter a Default Adjustments Account that will be used by the Adjustment Entry function.

**Note:** You must use this option to enter parameters before using any other option in the Bank Reconciliation module.

### How to Execute

From the Code File Maintenance Menu, select **BR Parameters Maintenance**.

### Description of Fields

#### Update Accounts Receivable Deposits?

You have control over whether or not Accounts Receivable deposits post to the Bank Reconciliation files as follows:

- Y** Posts deposits to the Bank Reconciliation files.
- N** Does not post deposits to Bank Reconciliation.

#### Update Accounts Payable Checks?

You have control over whether or not Accounts Payable checks post to the Bank Reconciliation files as follows:

- Y** Posts checks to the Bank Reconciliation files.
- N** Does not post checks to Bank Reconciliation.

#### Update Payroll Checks?

You have control over whether or not Payroll checks post to the Bank Reconciliation files as follows:

- Y** Posts Payroll checks to the Bank Reconciliation files.
- N** Does not post Payroll checks to Bank Reconciliation.

#### Default Adjustment Account

Enter up to 15 characters for the General Ledger account code to which you will normally be posting adjustments, such as bank charges.

*Example:* 705-00 - Bank charges

**Exit the Screen**

When you have finished editing the parameters, you are automatically returned to the Code File Maintenance Menu.

## Parameters Listing

**Introduction**

This reporting option displays or prints the parameters entered in Parameters Maintenance.

**How to Execute**

From the Code File Maintenance Menu, select **BR Parameters Listing**.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Bank Code Maintenance

**Introduction**

All Thoroughbred Solution-IV Accounting applications use this function to define different bank or deposit accounts. Each cash account should have a unique bank code. The bank code is used to designate the General Ledger account to which a deposit is to be made or from which a check is to be drawn.

**How to Execute**

From the Code File Maintenance Menu, select **Bank Code Maintenance**.

Bank Code	BA	Description	Operating Bank
GL Account No	101-00-00		Cash in bank - General Fund
Bank Acct No			
Status			

**Description of Fields****Bank Code**

Enter two alphanumeric characters for the bank code.

*Examples:* BA—Bank of America - checking  
AX—American Express - deposit account

**Description**

Enter up to 40 characters to describe the bank code.

**GL Account No.**

Enter up to 15 characters for the General Ledger account code to which this bank code posts. It is normally a cash account.

*Example:* 101-00 - Cash in bank - checking

**Bank Acct. No.**

Enter up to 15 characters for your bank account number. This field is optional.

**Status**

This status field is used to hold the current status of every Masterfile record in the Bank Reconciliation module

The Status may be set as follows:

- **Active**            This record may be used anywhere, anytime.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D-Deleted**         This record is scheduled for deletion. In order to delete a code file record, it must not be in use anywhere.
- C - Changed**        This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the bank code to return to the Code File Maintenance Menu.

<b>Bank Code Listing</b>
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**Introduction**

This reporting option displays or prints the bank codes currently in the bank code file.

**How to Execute**

From the Code File Maintenance Menu, select **Bank Code Listing**.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

## Convert AP and PR Files

### Introduction

This option moves all of the checks from the Accounts Payable and Payroll monthly check files to the Bank Reconciliation file. It will normally only be used once, when first starting to use Bank Reconciliation. Once you have Bank Reconciliation set up, checks will be posted automatically.

### How to Execute

From the Code File Maintenance Menu, select **Convert AP and PR Files**.

### Description of Fields

**Do you want to convert your existing files? Yes No**

**Y** Copies the entire contents of the Accounts Payable and Payroll monthly check files into the Bank Reconciliation files. Checks that were cleared using the "Maintain Cleared Checks" function in Accounts Payable or Payroll will still be marked as cleared in the Bank Reconciliation files.

**N** Returns to the Code Files Maintenance Menu.

### Exit the Screen

When the conversion is finished, you will be returned automatically to the Code File Maintenance Menu.

## Add Open AR Deposits

### Introduction

This option allows you to enter all of your deposits made since your last bank statement. It will normally be used only once, when first starting to use Bank Reconciliation, as deposits will be posted automatically from Accounts Receivable from this point forward.

### How to Execute

From the Code File Maintenance Menu, select **Add Open AR Deposits**.

### Description of Fields

#### Bank Code

Enter up to two alphanumeric characters representing the bank code to which you want to input deposits. The bank code can represent checking and savings accounts as well as credit card deposit accounts.

*Examples:* BA—Bank of America - checking  
AX—American Express - deposit account

**Deposit Date**

Enter the date this deposit was made to the bank. This date may be different than the date originally used to post the deposit to General Ledger.

**Deposit Amount**

Enter the amount of the deposit.

**Exit the Screen**

When you are finished entering deposits, press **F4** from the bank code to return to the Code File Maintenance Menu.

**Report and Update Deposits**

**Introduction**

This function prints the deposits entered using Add Open AR Deposits and updates the permanent Bank Reconciliation file with the deposit information.

**How to Execute**

From the Code File Maintenance Menu, select **Report and Update Deposits**.

**Description of Fields**

**Do you want a printed copy? Yes No**

**Y** Prints a hard copy of the Deposit Report.

**N** Displays the Deposit Report on the screen.

The Deposit Update does not post to General Ledger, so is not considered an audit report.

**Update Open AR Deposits? Yes No**

**Y** Updates the current batch of deposits to the bank reconciliation files, then clears the open deposit conversion file.

**N** Returns to the Code File Maintenance Menu. You may make any necessary corrections using Add Open AR Deposits, then reprint the Deposit Report.

**Report**

Select a printed or displayed copy. When the update is skipped or finished, you will be returned automatically to the Code File Maintenance Menu.

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# 4 Transaction Processing

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This chapter explains how to perform the following Bank Reconciliation activities:

- Enter adjustments
- Mark cleared items
- Reconcile a bank account
- Print the Bank Reconciliation Statement
- Remove cleared items
- Display Bank Reconciliation transactions

You will be spending most of your time in this chapter because it explains the core transactions of the Bank Reconciliation module.

## Adjustment Entry

### Introduction

This function allows you to enter any adjustments to your bank account, such as monthly bank charges, returned check fees, etc., thus enabling you to perform your bank reconciliation.

You have the option of posting adjustments to the General Ledger, if they have not already been entered as journal entries.

### How to Execute

From the Bank Reconciliation Main Menu, select **Adjustment Entry**.

The screenshot shows a software window titled "Adjustment Entry" for "Lightspeed Reprographics (DEM)". The window contains a form with the following fields and values:

- Bank Code: BA
- Reference: 1233
- Adjustment Date: 12/18/07
- Adjustment Amount: 250.00
- Adjustment Account: 900-00-00
- Comment: [Redacted]
- Post adjustment to General Ledger?:  Y
- Has this adjustment cleared the bank?:  N

### Description of Fields

#### Bank Code

Enter up to two characters representing the bank code for which you need to make an adjustment.

*Examples:* BA—Bank of America - checking  
AX—American Express - deposit account

#### Reference

Enter up to ten alphanumeric characters for the reference number for this adjustment. You may wish to use a document number, check number, etc.

#### Adjustment Date

Enter the date of this adjustment.

#### Adjustment Amount

Enter the amount of the adjustment. If you are adding to your bank account, enter this amount as a positive number; if this adjustment reduces your bank balance, enter the amount as a negative number.

**Adjustment Account**

Enter up to 15 characters for the General Ledger account code to which you wish to post this adjustment. It defaults to the account code entered in the parameters.

**Comment**

Enter up to 35 characters to describe this adjustment or the reason the adjustment is being made. If you post the adjustment to General Ledger, this comment will be posted to the transaction detail file.

**Post Adjustment to General Ledger?**

You have the option of posting this adjustment to General Ledger as follows:

- Y** Posts the adjustment to General Ledger.
- N** Does not post to General Ledger.

**Note:** You will only want to post to General Ledger if you have not already entered the adjustment as a journal entry.

**Has this adjustment cleared the bank?**

If you know this adjustment has cleared the bank, you can make your bank reconciliation go faster by marking the adjustment as follows:

- Y** This adjustment has already cleared the bank. This is especially useful if you are entering adjustments at the same time you are doing your reconciliation.
- N** This adjustment has not yet appeared on the bank statement.

**Exit the Screen**

When you are finished entering adjustments, press **F4** from the bank code to return to the Bank Reconciliation Main Menu.

You may now wish to proceed to the Adjustment Journal and Update.

## Adjustment Journal & Update

### **Introduction**

This function lists the adjustments entered using Adjustment Entry. The journal is an audit report if you are posting the adjustments to the General Ledger.

If the Adjustment Journal is correct, the update function posts the adjustments to the permanent General Ledger and Bank Reconciliation files.

### **How to Execute**

From the Bank Reconciliation Main Menu, select **Adjustment Journal & Update**.

### **Description of Fields**

#### **Enter Posting Date**

Enter the date you wish to use for posting the adjustments to General Ledger. It is important that this date be in the correct month because it controls the General Ledger period in which these postings appear.

*Example:* If today is 8/10/14 and you are entering adjustments from July, be sure the posting date is 7/31/14. If you need to enter adjustments for both July and August, they must be done in separate batches.

You will then see the message, "Now Processing" followed by the prompt:

**Do you want a printed copy? Yes No**

**Y** Prints a hard copy of Adjustment Journal.

**N** Displays the Adjustment Journal on the screen. You will not be allowed to continue with the update.

If the Adjustment Journal was printed to a printer, the system prompts:

**Do you want to continue with the update? Yes No**

**Y** Updates the current batch to the permanent files and then clears the adjustment entry files.

**N** Returns to the Bank Reconciliation Main Menu. You may make any necessary corrections using Adjustment Entry, then re-print the Adjustment Journal.

### **Reports**

Select a printed or displayed copy. When the update is skipped or finished, you will be returned automatically to the Bank Reconciliation Main Menu.

## Fund Transfer Entry

### Introduction

Fund Transfer Entry allows you to enter any transfer of funds from one bank to another. You have the option of posting the adjustments to General Ledger, if they have not already been entered as journal entries.

### How to Execute

From the Bank Reconciliation Main Menu, select **Fund Transfer Entry**.

### Description of Fields

#### Transfer Bank Code

Enter up to 2 characters representing the bank code from which funds will be transferred.

#### Reference

Enter up to 10 alphanumeric characters for the reference number for this transfer. You may wish to use a document number, check number, or similar.

#### Transfer to Bank Code

Enter up to 2 characters representing the bank code to which funds will be transferred.

#### Transfer Date

Enter the date of this transfer.

#### Transfer Amount

Enter the amount of the transfer.

#### Comment

Enter up to 35 characters to describe this transfer or the reason the transfer is being made. If you post the transfer to General Ledger, this comment will be posted to the transaction detail file.

**Post transfer to General Ledger?**

You have the option of posting this transfer to General Ledger as follows:

- Y** Post the transfer to General Ledger.
- N** Does not post the transfer to General Ledger.

**Note:** You will only want to post to General Ledger if you have not already entered the transfer as a journal entry.

**Has this transfer cleared the bank?**

If you know that this transfer has cleared the bank, you can make your bank reconciliation go faster by marking the transfer as follows:

- Y** This transfer has already cleared the bank. This is especially useful if you are entering transfers at the same time you are doing your reconciliation.
- N** This transfer has not yet appeared on the bank statement.

***Exit the Screen***

When you are finished, press **F4** to return to the Bank Reconciliation Main Menu.

## Fund Transfer Journal & Update

### Introduction

The Fund Transfer Journal allows you to view the transfers entered using Fund Transfer Entry. This journal is an audit report if you are posting the transfers to General Ledger.

If the Fund Transfer Journal is correct, the update posts the transfers to the permanent General Ledger and Bank Reconciliation files.

### How to Execute

From the Bank Reconciliation Main Menu, select **Fund Transfer Jrl & Update**.



### Description of Fields

#### Enter Posting Date

The posting date is the exact date you want the entry posted to in the General Ledger.

If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

You will then see the message, "Now Processing" followed by the prompt:

#### Do you want a printed copy? Yes No

**Y** Prints a hard copy of the Fund Transfer Journal.

**N** Displays the Fund Transfer Journal on the screen. You will not be allowed to continue with the update.

If the Fund Transfer Journal was printed to a printer, the system prompts:

#### Do you want to continue with the update? Yes No

**Y** Updates the current batch to the permanent files and then clears the fund entry files.

**N** Returns to the Bank Reconciliation Main Menu. You may make any necessary corrections using Fund Entry, then re-print the Fund Transfer Journal.

### Reports

Select a printed or displayed copy. When the update is skipped or finished, you will be returned automatically to the Bank Reconciliation Main Menu.

## Mark Cleared Items

### Introduction

This function allows you to mark checks, deposits, and adjustments as having cleared the bank. This process is normally done as you receive your bank statements.

With this function, you also have the option of "unclearing" items that were incorrectly cleared. You may use ranges to "unclear" several items at once.

### How to Execute

From the Bank Reconciliation Main Menu, select **Mark Cleared Items**.

### Description of Fields

#### Bank Code

Enter up to two alphanumeric characters representing the bank for which you wish to clear checks, deposits and/or adjustments.

*Examples:* BA—Bank of America - checking  
AX—American Express - deposit account

You also have the option of pressing **F2** and selecting **Transactions**, which displays a view of all the items. Use Up-arrow and Down-arrow to highlight the item to be cleared (or 'uncleared') and press **Enter**.

If you entered a bank code, you are prompted:

#### Clear Check Adjustments Deposits

If you are clearing checks, you are then prompted:

### Checks

#### List cleared checks to mark

Enter up to three lines of 65 characters each with a range of check numbers or individual check numbers to be marked as cleared. Ranges are separated by dashes; individual checks, or groups of ranges are separated by commas.

*Example:* 01-109, 112, 115-121, 123-134, 135, 136

If you are clearing adjustments or deposits, you are prompted:

**Adjustments/Deposits****From Reference****To Reference**

If you are clearing deposits or adjustments, enter a range of references to clear. The reference for deposits is the date in YYMMDD format; the reference for adjustments is the adjustment reference code.

The screenshot shows a window titled "Mark Cleared Items - Adjustments/Deposit". Inside the window, there are two input fields. The first field is labeled "From Reference" and contains a blacked-out value. The second field is labeled "To Reference" and is currently empty.

Once you have entered the range of items to mark, you will see the prompt:

**Process Items: Clear Unclear**

**C** Marks the selected items as having cleared the bank.

**U** Marks the items as having not cleared the bank, even if they were previously cleared.

You are acknowledged that the items have been marked with the message:

**Items marked as cleared/uncleared. Enter to continue.**

You will then be able to enter another range of the same type (checks, deposits or adjustments) to mark.

When you are finished with a particular type, press **F4** to return to the bank code.

**Exit the Screen**

When you are finished marking items, press **F4** from the bank code to return to the Bank Reconciliation Main Menu. You may now wish to proceed to Reconcile Bank Account.

## Reconcile Bank Account

### Introduction

This function allows you to enter your statement date and statement balance for the system to determine whether your account is in balance or not.

Outstanding deposits, checks, and adjustments are shown on the display, as well as the amount out of balance, if any.

### How to Execute

From the Bank Reconciliation Main Menu, select **Reconcile Bank Account**.

Field	Value
Bank Code	BA
Statement Date	12/18/07
Bank Statement Balance =	1642.28
Add Outstanding Deposits	+ 962622.44
Less Outstanding Checks	- 7003.24
Add Miscellaneous Adjustments	+ .00
Reconciled Statement Balance	= 957261.48
SOLUTION-IV Bank Account Balance =	949619.20
Statement Balance Variance	= 7642.28
Other Included Banks	

### Description of Fields

#### Bank Code

Enter up to two alphanumeric characters representing the bank for which you wish to do your bank reconciliation.

*Example:* BA—Bank of America - checking  
AX—American Express - deposit account

#### Statement Date

Enter the date of the bank statement to be reconciled.

#### Bank Statement Balance

Enter the balance as shown on the bank statement.

The system will then calculate and display the following:

- **Add Outstanding Deposits:** Shows the total of all deposits that have not yet cleared the bank.
- **Less Outstanding Checks:** Shows the total of all checks that have not yet cleared the bank.

- **Add Miscellaneous Adjustments:** Shows the total of all adjustments that have not yet cleared the bank.
- **Reconciled Statement Balance:** Shows the adjusted statement balance. If your reconciliation is in balance, this amount should be the same as your Solution-IV Bank Account Balance.
- **Solution-IV Bank Account Balance:** Shows the balance that is on file for this bank, i.e., the balance of the associated General Ledger account code in the General Ledger account file.
- **Statement Balance Variance:** Shows the out of balance amount, if any.
- **Other included Banks:** This is a display only field showing the other banks that are included in this one reconciliation process.

***Exit the Screen***

When you are finished, press **F4** from the bank code to return to the Bank Reconciliation Main Menu. You may now wish to proceed to the Bank Reconciliation Statement.

## Bank Reconciliation Statement

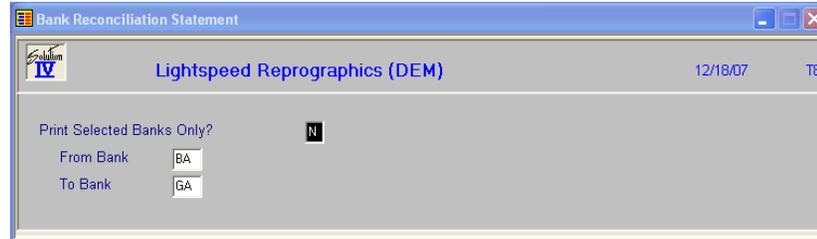
### Introduction

This report prints the detailed information entered using the Reconcile Bank Accounts option.

All checks, deposits, and adjustments are shown, including those that are marked as having cleared the bank. The total outstanding deposits, checks, and adjustments are shown, as well as the amount out of balance, if any.

### How to Execute

From the Bank Reconciliation Main Menu, select **Bank Reconciliation Statement**.



### Description of Fields

#### Print Selected Statements Only?

**Y** Displays a view allowing you to select individual banks to print on the report.

**N** Allows you to enter a range of banks to print.

If you selected **N**, the system prompts:

#### From Bank

#### To Bank

Enter the starting and ending bank codes for the range you wish to print or press **Enter** twice to select all bank codes.

### Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Bank Reconciliation Main Menu.

## Remove Cleared Items

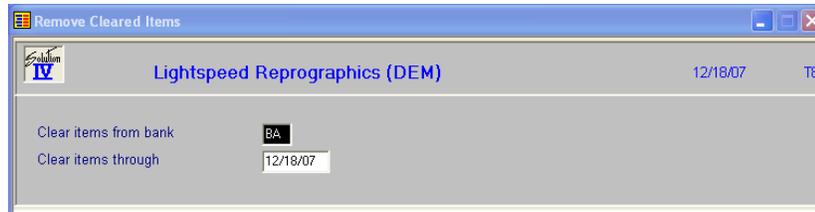
### Introduction

This function allows you to clear the bank reconciliation file of any items that have cleared the bank and therefore have appeared on your bank statement. It is not necessary to use this function, but it will make each month's bank reconciliation routine run more efficiently.

This option is usually executed after the Bank Reconciliation Statement is balanced.

### How to Execute

From the Bank Reconciliation Main Menu, select **Remove Cleared Items**.



### Description of Fields

#### Clear items from bank

Enter up to two alphanumeric characters representing the bank for which you wish to remove cleared items.

*Example:* BA—Bank of America - checking  
AX—American Express - deposit account

#### Clear items through

Enter the date through which you wish to remove cleared items from the above bank.

*Examples:* If you wish to remove cleared items through July, enter 073113.

You will then be prompted:

**Is the displayed information correct? Yes No**

**Y** Proceeds with removing cleared items from the bank reconciliation files.

**N** Allows you to correct the information on the screen.

### Exit the Screen

When you are finished, press **F4** from the bank code to return to the Bank Reconciliation Main Menu.

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# 5 Reports & Inquiries

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This chapter describes the following:

- Bank Reconciliation Inquiry
- Transaction Detail Report

## Bank Reconciliation Inquiry

### Introduction

This inquiry function allows you to view the items in the bank reconciliation file by type: checks, deposits, adjustments, or all. This function is 'display only' and cannot be used to perform maintenance activities.

### How to Execute

From the Bank Reconciliation Main Menu, select **Bank Reconciliation Inquiry**.

T	Reference Number	Batch	Seq No.	Tran Date	C	Sr	Payee Code	Transaction Amount	C
C	0000000039		1	08/31/07	V	AP	~MISC~	.00	
C	0000000040		1	08/31/07	V	AP	~MISC~	.00	
C	0000000041		1	08/31/07	V	AP	~MISC~	.00	
C	0000000042		1	08/31/07		AP	PAPER	407.98	
C	0000000043		1	08/31/07		AP	ZM	24.07	
C	0000000044		1	08/31/07		AP	0000000123	150.00	
C	0000000045		1	08/31/07		AP	ACTION	100.00	
C	0000000046		1	08/31/07		AP	NJTREASURY	500.00	
C	0000000047		1	08/31/07		AP	PHONE-CA	345.23	
C	0000000048		1	08/31/07		AP	PHONE-NJ	432.87	
C	0000000049		1	08/31/07		AP	ACTION	100.00	
C	0000000050		1	08/31/07		AP	CJE	500.00	

### Description of Fields

#### Print for Bank

Enter up to two alphanumeric characters representing the bank you wish to view.

#### Transaction Type

Enter the type of transaction you wish to see on the report from the following list:

- A Adjustments
- C Checks
- D Deposits
- E Everything

#### Current balance from General Ledger

This field is 'display only' and shows the amount in the General Ledger account associated with this bank code.

The system will then display a view containing all activity for the selected bank. You can view all items using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys.

### Exit the Screen

When you are finished viewing a particular bank, press **F4** from within the display to return to the bank code.

When you are finished with all inquiries, press **F4** from the bank code to return to the Bank Reconciliation Main Menu.

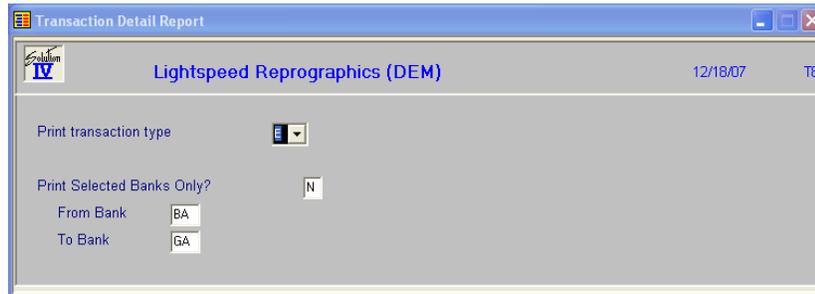
## Transaction Detail Report

### Introduction

This report lists all items in the bank reconciliation file and prints totals for each item type. It is similar to the Bank Reconciliation Statement.

### How to Execute

From the Bank Reconciliation Main Menu, select **Transaction Detail Report**.



Transaction Detail Report

Lightspeed Reprographics (DEM) 12/18/07 TB

Print transaction type [dropdown]

Print Selected Banks Only?  Y  N

From Bank BA

To Bank GA

### Description of Fields

#### Print Transaction Type

Enter the desired transaction type from the following list:

- A Adjustments
- C Checks
- D Deposits
- E Everything

#### Print Selected Banks Only?

**Y** Displays a view allowing you to select individual banks to print on the report.

**N** Allows you to enter a range of banks to print.

If you select **N** above, the system prompts:

#### From Bank

#### To Bank

Enter the starting and ending bank codes for the range you wish to print or press **Enter** twice to select all bank codes.

### Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Bank Reconciliation Main Menu.