Reconciling a Bank Statement

1. Under Data – Adjustments – Receipt add interest
                        Claim take out bank charges
2. Under Check Recon – Reconcile Bank Statement
    a. Always do trial first
    b. Fill in information, then next, leave next screen blank, then next
    c. Put a check mark by checks that have cleared (either one at a time, or by range). Verify cleared amount and cleared count at bottom of screen, then next
    d. This screen calculates and states a bank statement has been created. Click on Finish.
3. Under Check Recon – Run outstanding checks/deposits
4. Under Check Recon – Run Bank Statement – This will give total of outstanding checks
5. Under Reports – Bank Activity Statement
6. Do Bank Reconciliation on form to confirm you are balanced
7. Under Check Recon – Reconcile Bank Statement – choose normal and then enter all information on first screen. Click next, verify other screens as they come up (information is saved from trial) and click next until screen comes up stating the bank statement has been created. Click next, then Finish..
8. Under View – Run Schedule of Balances by fund – put in beginning and ending dates, click on arrow, then print.
9. Under Reports – Summary – Receipts and Expenditures – put in beginning and ending dates, then print
10. Under Data – Change Last Posted Date – fill in date, then put a check mark in the box in the bottom left hand corner, click next, put check mark in box at bottom of screen, then finish, then ok.
11. Under Check Recon – Delete/Void Cleared Checks
    a. Verify total, click Finish

Interest

1. Data – Adjustments – Receipt
   a. Click on +
   b. Fill in effective date – date interest is posted
   c. Bundle – Fill in name for bundle (example: interest)
   d. Tran source – leave as is
   e. Tran date – same as effective date
   f. Fund – fill in
   g. Acct – fill in
   h. Obj – zero
   i. Loc – zero
   j. Bank – put in bank #
   k. Receipt – put in effective date
   l. Amount – fill in
   m. Comment – fill in
   n. Click ok

Debit

1. Data – Adjustments – Claim (credit card equipment or merchant fee charges)
   a. Click on +
   b. Fill in effective date – date charge is posted
   c. Bundle – Fill in name for bundle (example: debit)
   d. Tran source – leave as is
   e. Tran date – same as effective date
   f. Fund – fill in
   g. Acct – fill in
   h. Obj – zero
   i. Loc – zero
   j. Bank – put in bank #
   k. Check/PO # – put in info if you have it
   l. Amount – fill in amount
   m. Comment – fill in
   n. Click ok

NSF Check

1. Data – Adjustments – Receipt
   a. Effective date – date check was returned
   b. Bundle – Name bundle
   c. Tran source – Leave as is
   d. Tran date – Date check was originally deposited into bank, or it can be the same as the effective date
   e. Fnd – Original Fund #
   f. Acct – Original Acct. #
   g. Obj – zero
   h. Loc – zero
   i. Bank – Fill in bank #
   j. Rec – Fill in effective date
   k. Amount – Fill in amount as negative
   l. Comment – NSF check
   m. Comment – Fill in person's name

Void A Receipt

o. Data – Adjustments – Receipt
   a. Fill in effective date – date receipt was done
   b. Bundle – Fill in name for bundle
   c. Tran source – leave as is
   d. Tran date – same as effective date
   e. Fund – fill in
   f. Acct – fill in
   g. Obj – zero
   h. Loc – zero
   i. Bank – put in bank #
   j. Receipt – put in effective date
   k. Amount – fill in amount as negative
   l. Comment – fill in
   m. Click ok

Void a Check

1. Data – Adjustments – Claim/Docket
   a. Click on +
   b. Effective date – date check is being voided (not check date)
   c. Bundle – Name bundle
   d. Tran source – Leave as is
   e. Tran date – date of check
   f. Fund – Fill in from check
   g. Acct – Fill in from check
   h. Obj – zero
   i. Loc – zero
   j. Vendor – Fill in from check
   k. Check – Check #
   l. P O – P O #
   m. Amount – Fill in amount as negative
   n. Comment – Void check
   o. Click ok
2. Check Recon – Maintenance/Corrections
   a. Bank – Fill in bank #
   b. When screen comes up with checks, find check # and double click, then change status, and click ok

Transfer Between Funds

1. Data – Adjustments – Receipt
   a. Press ++
   b. Effective date – this is the date adjustment is being done
   c. Bundle – Name bundle
   d. Tran source – Leave as is
   e. Tran date – same as effective date
   f. Fnd – This is from fund
   g. Act – Fill in account #
   h. Obj – Zero
   i. Loc – Zero
   j. Bank – Fill in bank #
   k. Rec – the date of trans
   l. Amnt – Fill in amount as negative
   m. Comment – To close fund
   n. Comment – Fund being moved to fund ____, then click ok
2. New screen comes up, some information is already filled in
   a. Fnd – Fill in new fund #
   b. Acct – Fill in account #
   c. Obj – Zero
   d. Loc – Zero
   e. Bank – Fill in Bank #
   f. Rec – Effective date
   g. Amnt – Fill in amount
   h. Comment – To close fund
   i. Comment – Fund being moved from fund ____, then click ok.

*Note: You can do this by using Receipt for fund that is receiving money and Claim for who is being debited.

Adjustment for check posted with wrong fund and account

1. Data – Adjustments – Claim/Docket
   a. Click on +
   b. Effective date – date on original paperwork (or after the last posted date shown in bottom right hand corner)
   c. Screen comes up – Effective date – date on paperwork (or last posted date)
   d. Bundle – Name bundle
   e. Trans source – already filled in
   f. Trans date – use today's date
   g. Fund – Original fund #
   h. Acct – Original account #
   i. Obj – zero
   j. Loc – zero
   k. Bank – fill in bank #
   l. Vendor – fill in #
   m. Check – fill in check #
   n. P O – fill in #, leave as complete or whatever it shows
   o. Amount – fill in amount as negative
   p. Comments – fill in, then ok
2. Either do a shift C or go up to copy button – info is already filled in, tab thru and fill in correct info.
   a. Fund – Fill in correct fund #
   b. Acct – Fill in correct account #
   c. Obj – zero
   d. Loc – zero
   e. Bank – fill in bank #
   f. Vendor – fill in #
   g. Check – fill in check #
   h. P O – fill in #
   i. Amount – fill in amount
   j. Comments – fill in, then ok
   k. Print screen