

Bank Ledgers / Checking Registers - Opening the Window

Index-> **BL - Bank Ledgers / Registers**

The quickest way to open the window for reviewing or printing Bank Ledgers (or Checking Account Registers) is to type 'BL' in the **Index** field on the Navigation/Home window. The window can be opened from other related windows also.

The window shown below is used BOTH to prepare Bank/Credit Card Reconciliations AND to review activity in selected Cash/ Bank or Credit card accounts. This Help Document will be about reviewing bank account activity on screen and by printing reports. For information on Bank Reconciliations, see the separate Help Document available on the window.

Continue to the next page.

Navigation: Cash Balances | Cleared Transactions Report | Reports-Transactions / Registers | Lists Of Checks | Deposit Reports | Current Period | Remove Sort

Bank Register / Ledgers / Bank or Credit Card Reconciliation (BR in index)

After making selections below, print Bank Registers and Ledgers by using the buttons on the toolbar at the top of this window.

Select Bank or Credit Card Account: **1020 - CASH-CONSTRUCTION CHECKING**

View All

Transaction Dates: FROM **06/01/02** TO **06/30/02**

When items are marked as cleared on the Bank Reconciliation window, the TO Date above will be supplied as the Date Cleared.

Journal: **AJE** | **PR**

OFFSET journal holds payables checks.

For Bank Reconciliation Work, enter the Ending Balance on the Bank Statement. For Credit Cards: Enter opposite of balance!

\$0.00

Open BANK or CREDIT CARD RECONCILIATION Window

BANK REC UTILITIES

Post Bank Service Charges, Interest/Dividends Received OR other Miscellaneous Deductions and Additions to the Bank Account

Add Old Outstanding Deposits or Checks to a temporary table.

Journal	Doc / Ck #	Date	Description	Vendor	Amount	Date Clear	Cleared		
▶ OFFSET	11575	07-Jun-02	Accounts Payable Check	BINGHAMJ-Jennifer Bingham	(\$455.00)		No	<-Set to No	D
OFFSET	11576	07-Jun-02	***Quick Manual AP Check***	AMEX-American Express	(\$3,418.74)		No	<-Set to No	D
OFFSET	11576 IsVoid	07-Jun-02	AP Check-Voided Later	AMEX-American Express	(\$3,791.20)		Yes	<-Set to No	D
OFFSET	11576 IsVoid	07-Jun-02	Void Check Entry	AMEX-American Express	\$3,791.20		Yes	<-Set to No	D
OFFSET	11577	07-Jun-02	Accounts Payable Check	AMEXOPTI-AMEX Optima	(\$55.00)		No	<-Set to No	D
OFFSET	11578	07-Jun-02	Accounts Payable Check	BETTERBB-Better Business Bureau/Central	(\$295.00)		No	<-Set to No	D
OFFSET	11579	07-Jun-02	Accounts Payable Check	CLUBSOLW-The Clubs of Lakeway	(\$66.41)		No	<-Set to No	D
OFFSET	11580	07-Jun-02	Accounts Payable Check	FERGUSON-Ferguson Enterprises, Inc. #245	(\$1,884.16)		No	<-Set to No	D
OFFSET	11581	07-Jun-02	Accounts Payable Check	JLMLEASE-JLM Leasing	(\$130.00)		No	<-Set to No	D
Total Transactions for Period and Journals Selected					\$16,849.12	<-PERIOD TOTAL ONLY!			

Record: 1 of 30

Bank Ledgers Criteria

To review or print a ledger (or register) of transactions for a bank OR credit card account, **FIRST select the Bank or Credit Card account** from the drop down list.

NEXT, you can narrow down the transactions to review or print by entering a range of **Transaction Dates** from the beginning of a month to the end of a month.

Transactions can also be narrowed down by selecting a range of **Journals**, if needed. For example, to only see transactions posted as Deposits, select the Deposit journal in the from and To fields. Accounts Payable checks will be in the Offset journal.

After entering the above information, the related transactions will display on the window. If you need to see the detail behind any of the transactions, the Journal can give a clue as to where to find the transactions. There is a button on the toolbar for quickly moving to the window for displaying Lists of Checks and detail behind the checks. Also, there is a button for Deposit Reports which will display the detail behind deposits.

Cash Balances | Cleared Transactions Report | Reports-Transactions / Registers ▾ | Lists Of Checks | Deposit

Bank Register / Ledgers / Bank or Credit Card Reconciliation (BR in index)

After making selections below, print Bank Registers and Ledgers by using the buttons on the toolbar at the

Select Bank or Credit Card Account: **1020 - CASH-CONSTRUCTION CHECKING**

View All | FROM: **06/01/02** | TO: **06/30/02**

Transaction Dates: When items are marked as cleared on the Bank Reconciliation window, the TO Date above will be supplied as the Date Cleared.

Journal: **AJE** | **PR**

OFFSET journal holds payables checks.

For Bank Reconciliation Work, enter the Ending Balance on the Bank Statement. For Credit Cards: Enter opposite of balance!

Open BANK or CREDIT CARD RECONCILIATION Window

Post Rec and
Add tem

Journal	Doc / Ck #	Date	Description	Vendor	Amount
▶ OFFSET	11575	07-Jun-02	Accounts Payable Check	BINGHAMJ-Jennifer Bingham	(\$455.00)
OFFSET	11576	07-Jun-02	***Quick Manual AP Check**	AMEX-American Express	(\$3,418.74)
OFFSET	11576 IsVoid	07-Jun-02	AP Check-Voided Later	AMEX-American Express	(\$3,791.20)
OFFSET	11576 IsVoid	07-Jun-02	Void Check Entry	AMEX-American Express	\$3,791.20
OFFSET	11577	07-Jun-02	Accounts Payable Check	AMEXOPTI-AMEX Optima	(\$55.00)
OFFSET	11578	07-Jun-02	Accounts Payable Check	BETTERBB-Better Business Bureau/Central	(\$295.00)
OFFSET	11579	07-Jun-02	Accounts Payable Check	CLUBSQLW-The Clubs of Lakeway	(\$66.41)
OFFSET	11580	07-Jun-02	Accounts Payable Check	FERGUSON-Ferguson Enterprises, Inc. #245	(\$1,884.16)
OFFSET	11581	07-Jun-02	Accounts Payable Check	JLMLEASE-JLM Leasing	(\$130.00)

Total Transactions for Period and Journals Selected **\$16,849.12**

Record: 1 of 30

Cash Balances | Cleared Transactions Report | Reports-Transactions / Registers ▾ | Lists Of Checks | Deposit Reports | Current Period | Remove Sort ▾

Continue to the next page for information on printing various types of transaction ledgers.

Print Bank (or Credit Card) Ledgers / Registers

| Cash Balances | Cleared Transactions Report | **Reports-Transactions / Registers** | Lists Of Checks | Deposit Re

Bank Register / Ledgers / Bank or Credit

After making selections below, print Bank Registers and

Select Bank or Credit Card Account

View All FROM TO

Transaction Dates 06/01/02 06/30/02

Bank Register - Sorted By Date, Then Doc

Bank Register Grouped By Type of Transaction

Bank Register Grouped By Type, Summed By Month

Running Sums Bank Transaction Ledgers

On the toolbar at the top of the 'Bank Register / Ledgers' window, there is a button labeled 'Reports-Transactions / Registers'. When that button is clicked, select from various types of transaction reports.

Examples of those reports are shown on this page and on following pages.

Bank Ledger / Register (Sorted By Date, Then Document)						
1020-CASH-CONSTRUCTION CHECKING						
FROM 01-Jun-02 TO 30-Jun-02						
						BALANCE FWD
						\$202,784.35
DATE	DOC/ CK #	Clear?	DESCRIPTION	VENDOR	AMOUNT	
05-Jun-02	9369	No	**** Deposit ****	Z		\$51,491.54
07-Jun-02	11575	No	Accounts Payable Check	BINGHAM	JENNIFER BINGHAM	(\$455.00)
07-Jun-02	11576	No	Quick Manual AP Check**	AMEX	AMERICAN EXPRESS	(\$3,418.74)
07-Jun-02	11576	IsVoid	AP Check Voided Later	AMEX	AMERICAN EXPRESS	(\$3,791.20)
07-Jun-02	11576	IsVoid	Void Check Entry	AMEX	AMERICAN EXPRESS	\$3,791.20
07-Jun-02	11577	No	Accounts Payable Check	AMEXOPT	AMEX OPTIMA	(\$55.00)
07-Jun-02	11578	No	Accounts Payable Check	BETTERB	BETTER BUSINESS BUREAU/CENT	(\$295.00)
07-Jun-02	11579	No	Accounts Payable Check	CLUBSOL	THE CLUBS OF LAKEWAY	(\$86.41)
07-Jun-02	11580	No	Accounts Payable Check	FERGUSO	FERGUSON ENTERPRISES, INC. #2	(\$1,884.16)
07-Jun-02	11581	No	Accounts Payable Check	JLMLEAS	JLM LEASING	(\$130.00)
07-Jun-02	11583	No	Accounts Payable Check	LEINNEW	LEINNEWEBER PLUMBING, INC.	(\$92.01)
07-Jun-02	11585	No	Accounts Payable Check	SECURITY	SECURITY LINK	(\$671.15)
07-Jun-02	11586	No	Accounts Payable Check	ZURICH	ZURICH	(\$803.72)
08-Jun-02	11587	No	Accounts Payable Check	DISCOUN	DISCOUNT TILE	(\$2,128.00)
12-Jun-02	11588	No	Quick Manual AP Check**	AUSWRO	AUSTIN WROUGHT IRON	(\$814.25)
14-Jun-02	11590	No	Accounts Payable Check	ARROYO	ARROYO FRAMING, INC.	(\$1,900.00)
14-Jun-02	11591	No	Accounts Payable Check	BUILDRI	BUILDER'S RISK PLAN	(\$202.50)
14-Jun-02	11592	No	Accounts Payable Check	STOCK	STOCK BUILDING SUPPLY	\$488.87
14-Jun-02	11594	No	Accounts Payable Check	DENNISD	DENNIS TREPANIER	(\$792.00)
14-Jun-02	11596	No	Accounts Payable Check	SCOTTCH	SCOTT, CHAPMAN, MORRIS & CO.	(\$775.00)
14-Jun-02	11598	No	Accounts Payable Check	WELLSFA	WELLS FARGO FINANCIAL LEASIN	(\$154.69)
21-Jun-02	11599	No	Accounts Payable Check	JOHNSON	JOHNSON INSULATION CO, INC.	(\$2,438.00)
21-Jun-02	11600	No	Accounts Payable Check	JVMARBL	J.V. MARBLE	(\$783.25)
22-Jun-02	11601	No	Accounts Payable Check	MCCOYS	MCCOYS BUILDING SUPPLY	\$541.05
22-Jun-02	11602	No	Accounts Payable Check	MCCOYS	MCCOYS BUILDING SUPPLY	\$224.84
25-Jun-02	11604	No	Accounts Payable Check	THOMASK	KELLY THOMAS	(\$200.00)
27-Jun-02	11605	No	Accounts Payable Check	CENTTXM	CENTRAL TEXAS MASONRY	(\$15,014.40)
29-Jun-02	11608	No	Accounts Payable Check	DURANG	DURANGO DOORS	(\$1,673.90)
29-Jun-02	11609	No	Accounts Payable Check	THOMASK	KELLY THOMAS	(\$1,000.00)
29-Jun-02	11610	No	Quick Manual AP Check**	CABBYDS	CABINETS BY DESIGN	(\$150.00)
TOTAL CASH ACTIVITY FOR PERIOD						\$16,849.12
END BALANCE						
\$219,633.47						

Print Bank (or Credit Card) Ledgers / Registers - continued

Reports-Transactions / Registers ▾ | Lists Of Checks | Deposit F

Bank Register - Sorted By Date, Then Doc

Bank Register Grouped By Type of Transaction

Bank Register Grouped By Type, Summed By Month

Running Sums Bank Transaction Ledgers

Cash Flow for One Job or Department

Bank Ledger Grouped By Type of Transaction

1020-CASH-CONSTRUCTION CHECKING

FROM 01-Feb-02 TO 08-Feb-02

BALANCE FWD
\$80,779.17

DOC/CK#	DATE	CLEAR?	DESCRIPTION	VENDOR	AMOUNT
DEPOSIT JOURNAL					
063-25	05-Feb-02	Yes	**** Deposit ****	Z	\$125,000.00
DP-020502	05-Feb-02	Yes	**** Deposit ****	Z	\$21,157.45
DEPOSIT JOURNAL TOTAL					\$146,157.45

OFFSET JOURNAL					
11290	01-Feb-02	Yes	Quick Manual AP Check	SPRINT	(\$194.00)
11291	01-Feb-02	Yes	Quick Manual AP Check	HOMEDEP	(\$95.22)
11293	01-Feb-02	Yes	Quick Manual AP Check	CITYAUS	(\$94.87)
11294	01-Feb-02	Yes	Quick Manual AP Check	AUSPROF	(\$15.50)
11295	01-Feb-02	Yes	Quick Manual AP Check	ONIONCR	(\$748.00)
11296	06-Feb-02	Yes	Quick Manual AP Check	HILLSOL	(\$800.00)
11297	06-Feb-02	Yes	Quick Manual AP Check	HILLSOL	(\$700.00)
11298	06-Feb-02	Yes	Quick Manual AP Check	HILLSOL	(\$3,500.00)
11299	06-Feb-02	Yes	Quick Manual AP Check	HURSTCR	(\$3,019.40)
11302	08-Feb-02	Yes	Quick Manual AP Check	AMEX	(\$1,914.39)
11305	08-Feb-02	Yes	Quick Manual AP Check	JACKSON	(\$200.00)
11306	08-Feb-02	Yes	Quick Manual AP Check	DANZE	(\$875.00)
11310	08-Feb-02	Yes	Quick Manual AP Check	CINGULA	(\$333.31)
11312	08-Feb-02	Yes	Quick Manual AP Check	SPARKLE	(\$9.74)
11313	08-Feb-02	Yes	Quick Manual AP Check	DANZE	(\$89.83)
11314	08-Feb-02	Yes	Quick Manual AP Check	SECURITY	(\$33.46)
11315	08-Feb-02	Yes	Quick Manual AP Check	SINCLAIR	(\$199.00)
11323	08-Feb-02	Yes	Quick Manual AP Check	ZURICH	(\$809.72)
OFFSET JOURNAL TOTAL					(\$13,431.03)

PR JOURNAL					
11287	01-Feb-02	Yes	FRANCIS - PAY CHECK	FRANCISJ	(\$528.58)
11288	01-Feb-02	Yes	APRIL - PAY CHECK	SMITHAP	(\$268.69)
11326	08-Feb-02	Yes	FRANCIS - PAY CHECK	FRANCISJ	(\$528.58)
11327	08-Feb-02	Yes	APRIL - PAY CHECK	SMITHAP	(\$223.65)

PR JOURNAL TOTAL (\$1,549.51)

TOTAL CASH ACTIVITY FOR PERIOD \$131,176.91

END BALANCE
\$211,956.08

Print Bank (or Credit Card) Ledgers / Registers - continued

Reports-Transactions / Registers ▾ | Lists Of Checks | Deposit F

Bank Register - Sorted By Date, Then Doc

Bank Register Grouped By Type of Transaction

Bank Register Grouped By Type, Summed By Month

Running Sums Bank Transaction Ledgers

Cash Flow for One Job or Department

Bank Ledger Grouped By Type of Transaction, Then Month - No Detail

1020-CASH-CONSTRUCTION CHECKING

FROM 01-Jan-02 TO 30-Jun-02

BALANCE FWD
\$101,913.99

DEPOSIT JOURNAL

January 2002	\$1,625.00
February 2002	\$146,157.45
March 2002	\$20,634.51
April 2002	\$107,265.05
June 2002	\$51,491.54

DEPOSIT JOURNAL TOTAL \$327,173.55

OFFSET JOURNAL

January 2002	(\$19,302.82)
February 2002	(\$21,850.00)
March 2002	(\$42,058.39)
April 2002	(\$38,714.06)
May 2002	(\$43,906.08)
June 2002	(\$34,642.42)

OFFSET JOURNAL TOTAL (\$200,473.77)

PR JOURNAL

January 2002	(\$3,457.00)
February 2002	(\$3,060.32)
March 2002	(\$1,925.24)
April 2002	(\$537.74)

PR JOURNAL TOTAL (\$8,980.30)

TOTAL CASH ACTIVITY FOR PERIOD \$117,719.48

END BALANCE
\$219,633.47

NOTE! Accounts Payable Checks are posted in the "Offset" Journal.

Print Bank (or Credit Card) Ledgers / Registers - continued

Reports-Transactions / Registers ▾ | Lists Of Checks | Deposit F

- Bank Register - Sorted By Date, Then Doc
- Bank Register Grouped By Type of Transaction
- Bank Register Grouped By Type, Summed By Month
- Running Sums Bank Transaction Ledgers**
- Cash Flow for One Job or Department

RUNNING SUM BANK LEDGER INFO [X]

For a Running Sums ledger of bank accounts, go to the Navigation window and type GL in the index. On the General Ledger review window, select a bank account in the GL Number fields. Then select Ledger Reports, then Ledger With Running Sums.

OK

The selection for 'Running Sums Bank Transactions Ledgers' will trigger the pop up message shown above. This message lets the user know that a 'running sums' type of ledger can be printed from the General Ledger Review window, as shown below. (See Help Documents on the window about other ledgers available on the General Ledger Review window.)

Index-> GL - General Ledger Transactions Review

Ledger Reports-Begin/End Balances ▾ | Ledger Reports-Period Only ▾ | Acctg/Financial Stmt

- Ledger With No Running Sum Column
- Ledgers With Running Sums** ▸
 - With Journal, Job, Dept Info
 - No Journal, Job, or Dept Info
- Ledger With Monthly Totals ▸
- Ledger With Quarterly Totals ▸
- Ledger With Yearly Totals ▸
- Ledger With Job/Dept Splits Removed
- Journal Entries Report

General Ledger

DATES FROM: 01-Feb-02 TO: 08-Feb-02 GL #'S FROM: 1020 TO: 1020

DATE	DOC	JRNL	VENDOR	PAYOR	DESCRIPTION	JOB	DEPT	AMOUNT	BALANCE
1020 CASH-CONSTRUCTION CHECKING									
1020					CASH-CONSTRUCTION CHECKING			2/1/2002 BalForward	\$80,779.17
01-Feb-02					***System Entry***			\$0.00	\$80,779.17
01-Feb-02	11287	PR	FRANCISJ		FRANCIS - PAY CHECK	H	OH	(\$528.59)	\$80,250.58
01-Feb-02	11288	PR	SMITHAPR		APRIL - PAY CHECK	H	OH	(\$268.69)	\$79,981.89
01-Feb-02	11290	OFFSET	SPRINT		***Quick Manual AP Check***	H	OH	(\$194.00)	\$79,787.89
01-Feb-02	11291	OFFSET	HOMEDEPO		***Quick Manual AP Check***	H	OH	(\$95.22)	\$79,692.67
01-Feb-02	11293	OFFSET	CITYAUS		***Quick Manual AP Check***	H	OH	(\$94.67)	\$79,598.00
01-Feb-02	11294	OFFSET	AUSPROF		***Quick Manual AP Check***	H	OH	(\$15.50)	\$79,582.50
01-Feb-02	11295	OFFSET	ONIONCRK		***Quick Manual AP Check***	H	OH	(\$748.00)	\$78,834.50
05-Feb-02	363-25	DEPOSIT	Z		*****Deposit*****	H	OH	\$125,000.00	\$203,834.50
05-Feb-02	DP-020502	DEPOSIT	Z		*****Deposit*****	H	OH	\$21,157.45	\$224,991.95
06-Feb-02	11296	OFFSET	HILL.SOL.W		***Quick Manual AP Check***	H	OH	(\$800.00)	\$224,191.95

