

Bank/Credit Card Reconciliations - Opening the Window

Index-> **BR - Bank Reconciliations**

The quickest way to open the window for preparing Bank or Credit Card Reconciliations is to type 'BR' in the **Index** field on the Navigation/Home window. The window can also be opened from other appropriate windows, such as the Bank Accounts Management window that is opened with the 'Banking' button.

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 reconciling Bank or Credit Card Accounts. For information on reviewing and printing Bank or Credit Card ledgers/registers, see the separate Help Document available on the window.

Continue to the next page.

|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!

\$225,345.37

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 Account Reconciliations - Old Outstanding Deposits or Checks

IF the Bank Account Balance Forward entered to begin your books in the program INCLUDES any old outstanding deposits or checks from your previous books, you will need to enter those in a temporary table in the program. On the window shown below, FIRST select a bank account. Then use the button labeled 'Add Old Outstanding Deposits or Checks to a temporary table.'

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	TO
	06/01/02	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!

\$225,345.37

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.

The window that opens to enter Old Outstanding Deposits and Checks is self explanatory. The checks and deposits entered on this window should NOT be checks or deposits that will be entered normally in the program. They should be dated PRIOR to or AS OF the Balance Forward date used for setting up your accounting Balance Forward amounts in the program. (See Help Documents about setting up your Chart of Accounts and Balances Forward.)

The checks or deposits entered on this window will NOT affect your Bank account balance and will NOT be part of your accounting records. They are simply for preparing lists of outstanding checks and deposits in order to reconcile your bank accounts to your bank statements.

When any of these Old Outstanding items are marked as cleared, they will be permanently removed from the temporary table.

Continue to the next page.

Temporary List: Old Outstanding Deposits and Checks

Use this window to add old Outstanding Deposits and Checks that are NOT posted to the CHS records. These are used strictly for preparing a list of O/S Deposits and Checks for the Bank Reconciliation worksheet.

BANK ACCOUNT 1020-CASH-CONSTRUCTION CHECKING

Select the Bank Account on the previous window.

Add New Line

Check or Deposit?	Doc: Deposit or Check Number	DATE	Amount: +Deposit, -Check
<input checked="" type="checkbox"/> Check	10100	12/31/00	-50.00
<input checked="" type="checkbox"/> Deposit	9435	12/31/00	10,000.00
<input checked="" type="checkbox"/> Check	0	12/31/01	0.00
TOTAL			9,950.00

When any of the above are marked as cleared on the Bank Rec worksheet, they will be deleted from this list.

Record: 3 of 3

Bank Account Reconciliations - Post Bank Services Charges, Dividends/Interest, etc.

If there are Bank Service Charges, Bank Dividends/Interest, or other miscellaneous bank deductions or additions on your bank statement that have NOT been previously posted in CHS, you can use the button with the pencil icon labeled **'Post Bank Service Charges, Interest/Dividends...'** to post those before preparing your Bank Reconciliation.

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	FROM	TO
Transaction Dates	06/01/02	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!
\$225,345.37

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.

The **'Post Bank Charges, Interest, Dividends, etc.'** window can be used to post either a Bank charge OR a bank credit (like interest). The window is self explanatory. The fields used are similar to fields that are explained in Help documents about posting Vendor Bills or about posting Deposits.

Bank Charges will be posted to your accounting records as a Vendor Bill by the program. If you need to set up your bank as a 'Vendor', use the '+' plus button to the right of the vendor field. Use a negative amount when posting a bank charge. Bank charges can be edited or deleted as explained in Help Documents about editing and deleting vendor bills.

Bank Credits will be posted to your accounting records as a deposit by the program. If you need to set up your bank as a 'Payor', use the '+' button to the right of the payor field. Use a positive number when posting a bank credit. Bank credits can be edited or deleted on the Add/Edit Deposits window as explained in Help Documents about editing and deleting Deposits.

Continue to the next page.

Post Bank Charges, Interest, Dividends, etc.

Use this window to post Service charges, Wire Fees, etc. charged by the bank.
 OR post interest, dividends, etc. credited to your bank account by the bank.

BANK ACCOUNT	1020-CASH-CONSTRUCTION CHECKING
"VENDOR" (for charges)	BANKOFAM - Bank of America +
"PAYOR" (for credits)	MISC +

If your bank is not set up as a vendor and/or payor, then set it up using the + (plus buttons) to the right of fields.

Charge or Credit by Bank?	Charge
Document #	Jun02 SvcChg
Date	06/30/02
Job	H- Overhead Job
Cost Code	0-0-NONE
Department	OH-Overhead
G/L Account	8930-BANK SERVICE CHARGES +
Description	Bank of Am - June 2002 service charge
Amount: -Charge, +Credit	(\$15.00)

Post the Charge or Credit

Hint: The G/L Account for service charges might be something like "Bank Charges" under Genl and Admin expenses. For Interest, it might be something like "Interest Income" under Revenues. However, this depends on how you have set up your Chart of Accounts and where your accountant advises that these types of transactions should be posted.

Posted bank charges can be found on the window to Edit/Review Vendor bills. Posted bank credits can be found on the Deposits window.

Bank Account Reconciliation Criteria

To reconcile a bank account, FIRST select the appropriate Bank account from the drop down list.

NEXT, select a range of dates from the beginning of a month to the end of a month. The ending date will be used by the program to mark transactions with a cleared date. See more about the Cleared Transaction report later in this document.

NEXT, enter the 'Ending Balance' shown on the Bank Statement received from your bank. This will be used to calculate the difference between the reconciled balance on your CHS books and on the bank statement.

After entering the above information, use the button labeled 'Open Bank or Credit Card Reconciliation Window'. The window shown to the right will open.

The 'Bank or Credit Card Reconciliation' window will display ALL Deposits and Checks/Deductions posted through the ending date entered on the previous window and that have not been marked as cleared. The goal is to mark them as cleared until amount in the 'Bank Rec Amt Off' box reaches zero.

Continue to the next page for information on marking items as cleared.

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

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

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

Transaction Dates: **06/01/02** **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!

\$225,315.37

Open BANK or CREDIT CARD RECONCILIATION Window

BANK or CREDIT CARD RECONCILIATION **30-Jun-02**

Ending Balance on Bank or Credit Card Statement **\$225,345.37**

DOC/ CK #	DATE	CLR?	DESCRIPTION	AMOUNT
▶ 9636	31-May-02	No	***** Deposit *****	\$450.00
9369	05-Jun-02	No	***** Deposit *****	\$51,491.54

Add Outstanding Deposits **\$51,941.54**

DOC/ CK #	DATE	CLR?	DESCRIPTION	AMOUNT
▶ 11575	07-Jun-02	No	Accounts Payable Check BINGHAMJ	(\$455.00)
11576	07-Jun-02	No	***Quick Manual AP Check** AMEX	(\$3,418.74)
11576 IsVoid	07-Jun-02	No	AP Check-Voided Later AMEX	(\$3,791.20)
11576 IsVoid	07-Jun-02	No	Void Check Entry AMEX	\$3,791.20
11577	07-Jun-02	No	Accounts Payable Check AMEXOPTI	(\$55.00)
11578	07-Jun-02	No	Accounts Payable Check BETTERBB	(\$295.00)
11579	07-Jun-02	No	Accounts Payable Check CLUBSOLW	(\$66.41)
11580	07-Jun-02	No	Accounts Payable Check FERGUSON	(\$1,884.16)
11581	07-Jun-02	No	Accounts Payable Check JLMLEASE	(\$130.00)
11583	07-Jun-02	No	Accounts Payable Check LEINNEWE	(\$92.01)
11585	07-Jun-02	No	Accounts Payable Check SECURITY	(\$671.15)
11586	07-Jun-02	No	Accounts Payable Check ZURICH	(\$803.72)

Ending G/L Balance->	END BALANCE	Bank Rec Amt Off	Less Outstanding Checks	Adjusted Bank Balance
	\$220,083.47	(\$22,561.02)	(\$34,642.42)	\$242,644.49

Bank Account Reconciliation - Marking Items as Cleared

If a Deposit or Check/Deduction is found on the statement from your bank, it needs to be marked as 'Cleared' on your Bank Reconciliation. To do that, select 'Yes' in the 'CLR?' column on the bank reconciliation window. HINT: Try typing a 'Y' in the 'CLR?' field, then press your Enter key on your keyboard. This will help you move quickly through the list.

IMPORTANT: As items are marked as cleared, the 'Bank Rec Amt Off' will NOT automatically recalculate. This is to prevent any delays while you are marking your items. When you are ready to recalculate the bank reconciliation, use the button labeled 'Recalculate Bank Rec'. Continue to the next page to view the recalculated window.

BANK or CREDIT CARD RECONCILIATION
30-Jun-02

Ending Balance on Bank or Credit Card Statement **\$225,345.37**

DOC/CK #	DATE	CLR?	DESCRIPTION	AMOUNT
9636	31-May-02	Yes	***** Deposit *****	\$450.00
9369	05-Jun-02	Yes	***** Deposit *****	\$51,491.54

Add Outstanding Deposits **\$51,941.54**

OUTSTANDING CHECKS OR DEDUCTIONS					
11594	14-Jun-02	Yes	Accounts Payable Check	DENNISDD	(\$792.00)
11596	14-Jun-02	Yes	Accounts Payable Check	SCOTTCHA	(\$775.00)
11598	14-Jun-02	Yes	Accounts Payable Check	WELLSFAR	(\$154.69)
11599	21-Jun-02	No	Accounts Payable Check	JOHNSON	(\$2,438.00)
11600	21-Jun-02	Yes	Accounts Payable Check	JVMARBLE	(\$783.25)
11601	22-Jun-02	Yes	Accounts Payable Check	MCCOYS	\$541.05
11602	22-Jun-02	Yes	Accounts Payable Check	MCCOYS	\$224.84
11604	25-Jun-02	Yes	Accounts Payable Check	THOMASK	(\$200.00)
11605	27-Jun-02	Yes	Accounts Payable Check	CENTTXMS	(\$15,014.40)
11608	29-Jun-02	No	Accounts Payable Check	DURANGO	(\$1,673.90)
11609	29-Jun-02	No	Accounts Payable Check	THOMASK	(\$1,000.00)
11610	29-Jun-02	No	***Quick Manual AP Check**	CABBYDSN	(\$150.00)

Ending G/L Balance->	END BALANCE \$220,083.47	Bank Rec Amt Off (\$22,561.02)	Less Outstanding Checks (\$34,642.42)	Adjusted Bank Balance \$242,644.49
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After marking items as cleared, use the "Recalculate Bank Rec" button to recalculate all totals. Cleared items will then be removed from this screen. To return items to an uncleared status, use the Ledger on the previous screen. Remember, that ledger will only display items posted between the dates selected.

Recalculate Bank Rec

Recalculate and Open Cleared Transactions Report

Print Reconciliation

When Reconciling a Credit Card, think of payments TO the credit card company as deposits, and charges as checks.

Recalculate Bank Reconciliation

On the previous page, we marked our cleared items with a 'Yes'. Then we used the 'Recalculate Bank Rec' button to clear away any cleared items, AND to recalculate the 'Bank Rec Amt Off'. It now displays a zero in that box, which means the bank account has been successfully reconciled!

When you are ready to print your bank reconciliation, use the button labeled 'Print Reconciliation'. Continue to the next page for an example of a printed Bank Reconciliation.

BANK or CREDIT CARD RECONCILIATION
30-Jun-02

Ending Balance on Bank or Credit Card Statement

\$225,345.37

DOC/CK #	DATE	CLR?	OUTSTANDING DEPOSITS DESCRIPTION	AMOUNT
OUTSTANDING DEPOSITS				

Add Outstanding Deposits

\$0.00

OUTSTANDING CHECKS OR DEDUCTIONS						
▶	11599	21-Jun-02	No	Accounts Payable Check	JOHNSON	(\$2,438.00)
	11608	29-Jun-02	No	Accounts Payable Check	DURANGO	(\$1,673.90)
	11609	29-Jun-02	No	Accounts Payable Check	THOMASK	(\$1,000.00)
	11610	29-Jun-02	No	***Quick Manual AP Check**	CABBYDSN	(\$150.00)

Ending G/L Balance ->	END BALANCE
	\$220,083.47

Bank Rec Amt Off	\$0.00
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Less Outstanding Checks	(\$5,261.90)
Adjusted Bank Balance	\$220,083.47

After marking items as cleared, use the "Recalculate Bank Rec" button to recalculate all totals. Cleared items will then be removed from this screen. To return items to an uncleared status, use the Ledger on the previous screen. Remember, that ledger will only display items posted between the dates selected.

[Recalculate Bank Rec](#)

[Recalculate and Open Cleared Transactions Report](#)

[Print Reconciliation](#)

When Reconciling a Credit Card, think of payments TO the credit card company as deposits, and charges as checks.

Print The Bank Reconciliation

[Recalculate Bank Rec](#)

[Recalculate and Open
Cleared Transactions Report](#)

[Print Reconciliation](#)

To print the bank reconciliation, use the button labeled '**Print Reconciliation**' on the window shown on the previous page.

It's a good idea to print TWO copies of the Bank Reconciliation. Staple one copy to the Bank Statement. The second copy should be stapled to a printout of the the Bank Account Transactions for the period selected and kept in the Accounting Notebook described in the Help Document about Suggested Accounting Methods.

BANK (or CREDIT CARD) RECONCILIATION			
30-Jun-02			
1020		CASH-CONSTRUCTION CHECKING	
Ending Bank Balance on Bank Statement			\$225,345.37
OUTSTANDING DEPOSITS and ADDITIONS			
DATE	DOCUMENT		
Add Total Outstanding Deposits and Additions			\$0.00
OUTSTANDING CHECKS and DEDUCTIONS			
DATE	DOCUMENT	VEIDOR	
6/21/2002	11599	JOHNSON	\$2,438.00
6/29/2002	11608	DURANGO	\$1,673.90
6/29/2002	11609	THOMASK	\$1,000.00
6/29/2002	11610	CABBYDSN	\$150.00
Less Total Outstanding Checks and Deductions			(\$5,261.90)
Balance Per	END BALANCE	Adjusted Bank Balance	\$220,083.47
Company Books ->	\$220,083.47	Bank Rec Difference- ->	\$0.00

When you use the button to '**Close**' the Bank Reconciliation report, the program will pop up the window shown below. It is strongly suggested that you use the button labeled '**Yes, Print the Transaction Report**'. Staple this to the 2nd copy of the Bank Reconciliation mentioned in the previous paragraph and file it in your Accounting notebook. Read the information on the screenshot below.

Print Transaction Report?

IF the bank account has been successfully reconciled, it is a very good idea to print a Transaction Report for the Bank Account for the period reconciled. Attach the ledger to the Bank Reconciliation printout and keep these in a file or notebook for future comparisons. This can be very helpful when trying to resolve a problem in the future caused by posting a transaction to the bank account using a date prior to the reconciliation.

[YES, Print the Transaction Report](#)

[No, Do NOT Print the Transaction Report](#)

Cleared Transactions Report

Sometimes it can be handy to print a 'Cleared Transactions Report' to make sure that the total of items marked as Cleared is equal to the totals shown on your bank statement. To print the report, use the button labeled 'Cleared Transactions Report'.

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 **06/01/06** TO **06/30/06**

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.

Remember! When you are marking items as Cleared on the Bank Reconciliation window, the program is posting the 'Cleared Date' based on the Ending Date used to open the window.

Report of Cleared Items

1020-CASH-CONSTRUCTION CHECKING






DATES CLEARED: FROM 01-Jun-06 TO 30-Jun-06

IMPORTANT! This report was added to CHS on August 24, 2004 and will NOT include items that have been marked as cleared on previous versions of CHS. Also, This report will NOT include items from the "Old Outstanding Table" of items not processed by CHS because those are deleted once they are marked as cleared.

DOC/CK #	CHECK DATE	CLEARED DATE	DESCRIPTION	VENDOR	AMOUNT	
DEPOSIT JOURNAL						
2034	01-Jun-06	30-Jun-06	***** Deposit *****	Z	\$3,734.62	
DEPOSIT JOURNAL TOTAL					\$3,734.62	
OFFSET JOURNAL						
12000	11-May-06	30-Jun-06	**Quick Manual AP Check**	AUSBUSJ	(\$333.00)	
11639	IsVoid	01-Jun-06	30-Jun-06	Void Check Entry	FANTASTI	\$1,000.00
11639	IsVoid	01-Jun-06	30-Jun-06	AP Check-Voided Later	FANTASTI	(\$1,000.00)
11640	08-Jun-06	30-Jun-06	Accounts Payable Check	FANTASTI	(\$500.00)	
11641	08-Jun-06	30-Jun-06	Accounts Payable Check	FANTASTI	(\$750.00)	
11642	08-Jun-06	30-Jun-06	Accounts Payable Check	FANTASTI	(\$800.00)	
OFFSET JOURNAL TOTAL					(\$2,383.00)	
GRAND TOTAL					\$1,351.62	

Correcting An Item Marked As Cleared

If you realize that an item has been marked as cleared when it should not have been, you can use the window shown below to find the item. You may need to enter an appropriate range of dates to find the item. After the item is found, you can use the buttons labeled 'Set to No' at the end of the item line. This will cause the item to be marked as 'No' in the Cleared field.

Bank Register / Ledgers / Bank or Credit Card Reconciliation (BR in index)     [Home](#) 

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

FROM	TO
01/01/02	01/31/02

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!

\$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	
PR	11224	04-Jan-02	FRANCIS - PAY CHECK	FRANCISJ-Francis Jones	(\$525.59)		Yes	<-Set to No D
PR	11225	04-Jan-02	APRIL - PAY CHECK	SMITHAPR-April Smith	(\$189.10)		Yes	<-Set to No D
OFFSET	11226	05-Jan-02	***Quick Manual AP Check***	AUSSTAR-AUSTIN STAR ROOFING	(\$6,800.00)		Yes	<-Set to No D
OFFSET	11227	08-Jan-02	***Quick Manual AP Check***	DANZE-Danze & Davis Architects, Inc.	(\$1,254.51)		Yes	<-Set to No D
OFFSET	11228	08-Jan-02	Accounts Payable Check	AUSSTAR-AUSTIN STAR ROOFING	(\$5,000.00)		Yes	<-Set to No D
PR	11230	09-Jan-02	APRIL - PAY CHECK	SMITHAPR-April Smith	(\$219.50)		Yes	<-Set to No D
OFFSET	11231	11-Jan-02	***Quick Manual AP Check***	DANZE-Danze & Davis Architects, Inc.	(\$2,522.40)		Yes	<-Set to No D
PR	11243	11-Jan-02	FRANCIS - PAY CHECK	FRANCISJ-Francis Jones	(\$528.59)		Yes	<-Set to No D
OFFSET	11246	12-Jan-02	***Quick Manual AP Check***	COBBGENE-Gene Cobb	(\$400.00)		Yes	<-Set to No D






Total Transactions for Period and Journals Selected **(\$20,084.82)** <--PERIOD TOTAL ONLY!

Record:  1  of 34

Reconciling Credit Card Accounts

The features for reconciling a Bank Account CAN be used for reconciling a Credit Card account, if desired. **The MAJOR difference is that the 'Ending Balance' entered should be OPPOSITE from the ending balance on your Credit Card Statement.** For example, IF there is a positive balance on your credit card statement (which is usually the case), it should be entered as a negative amount! That's because credit cards behave in an opposite manner to cash accounts. Payments TO credit card companies can be thought of as similar to a 'deposit' to the credit card account. CHARGES posted as paid BY a credit card can be thought of as similar to 'checks' being written on a credit card account.

See separate Help Documents about setting up Credit Card accounts on your Chart of Accounts, AND about posting vendor bills as being paid by credit cards.

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:

View All

	FROM	TO
Transaction Dates	06/01/02	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:

OFFSET journal holds payables checks.

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

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.

(\$77.71)

Open BANK or CREDIT CARD RECONCILIATION Window

Journal	Doc / Ck #	Date	Description	Vendor	Amount	Date Clear	Cleared		
▶ AP	CC-061502	15-Jun-02	Cr Card Entry-5766-HOMEDEPO	Z-*****	(\$13.50)	30-Jun-02	Yes	<-Set to No	D
▶ AP	CC-061502	15-Jun-02	Cr Card Entry-5768-SPRINT	Z-*****	(\$64.21)	30-Jun-02	Yes	<-Set to No	D

Total Transactions for Period and Journals Selected **<-PERIOD TOTAL ONLY!**

Record:   1    of 2