

## BANK RECONCILAITION

**Automated Accounting  
Systems, Inc.**

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**Innovative  
Software  
Solutions  
for the  
Forest Products  
Industry**

### Overview

The Bank Reconciliation module makes the cumbersome and tedious task of reconciling your bank account a simple and easy process.

The system provides for an unlimited number of miscellaneous transactions. Miscellaneous transactions are posted to the general ledger module during the posting process.

### Basic Steps in the Reconciling Process

- Select the bank account
- Enter Bank Statement Information
- Mark Cleared Checks and Deposits
- Enter Miscellaneous Transactions
- Post Transactions
- Print Reconciliation Reports

### Reports

- Reconciliation Summary
- Miscellaneous Transactions
- Cleared Transactions
- Outstanding Transaction

### Miscellaneous Transactions Window

**Miscellaneous**

Date:

Period:  ...

G/L Information

Base:  ... Bank Charges

Division:  ...

Dept No.:  ...

Amount:   + Increases bank balance  
 - Decreases bank balance

Description:

The system provides for an unlimited number of miscellaneous transactions per bank statement.



# FPA

Forest Products Accounting

## BANK RECONCILIATION

Bank ID  
Bank:  Bank Of Livingston

Bank Statement Information  
Beginning:    
Ending:

Checks Deposits Miscellaneous

Check No.	Amount	Date	Payee	Type
1035	4,107.88	2/13/2003	Bank Of Livingston	system
1036	1,155.14	2/13/2003	ABC Logging, Inc.	system
1037	1,642.50	2/13/2003	Smith Forest Products, Inc.	system
1038	120.00	2/13/2003	Johnson Trucking Co., Inc.	system
1039	622.90	3/03/2003	ABC Logging, Inc.	system
1040	1,318.00	3/03/2003	Smith Forest Products, Inc.	system
1041	90.00	3/03/2003	Johnson Trucking Co., Inc.	system
1095	2,895.25	12/31/2003	ABC Logging, Inc.	system
1096	70.00	12/31/2003	Johnson Trucking Co., Inc.	system
1097	4,086.90	12/31/2003	Smith Forest Products, Inc.	system
1098	135.00	12/31/2003	Ben Brown	system
1099	195.30	12/31/2003	Bob Abbott	system
1100	1,166.25	12/31/2003	Bob Abbott	system
1101	1,050.00	12/31/2003	Bob Abbott	system
1102	135.00	12/31/2003	Bob Brown	system
1103	201.25	12/31/2003	Joe Owner	system
1104	975.80	12/31/2003	Joe Owner	system

Close Help

Cleared Transactions  
Checks, Charges, & Fees:  Count:   
Deposits & Other Credits:  Count:

Balances  
Ending:  Difference:   
Working:

Mark All Unmark All

Post

The reconcile window provides tabs for Checks, Deposits, and Miscellaneous Transactions.

Transactions can be marked as cleared by highlighting the transaction and pressing the "Enter" key, double clicking the transaction, or clicking the "Mark" button.

The system displays the total number of transactions and the total dollar amount of the transactions that have cleared the bank.

The total checks, charges, and fees should equal the total debits and charges on the bank statement.

The total deposits and other credits should equal the total credits on the bank statement.

The working balance is the difference in the beginning statement balance and the ending statement balance.

The difference field contains the difference in the ending statement balance and the working balance. When the difference is equal to zero, the bank account has been successfully reconciled and the "Post" option can be executed.

The "Post" button is activated when the "Difference" field is equal to zero.

**"The Procurement People"**