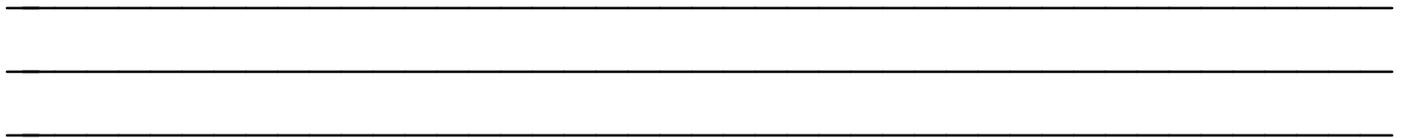




ACCOUNTFLEX

Bank Reconciliation



The System To Account On

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Printed in U.S.A. on March 2007

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1. INTRODUCTION

1.1 Overview

The Bank Reconciliation module is for reconciling bank statements with Accountflex transactions from Accounts Payable, Accounts Receivable, Payroll, and/or General Ledger. Bank Reconciliation also lets you make General Ledger adjustments for miscellaneous statement charges.

The following sections provide a synopsis of the Bank Reconciliation features, how Bank Reconciliation fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Bank Reconciliation system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Reconciles statements with transactions from Accounts Payable, Accounts Receivable, Payroll, and General Ledger.
- Allows General Ledger adjustments for any kind of miscellaneous bank statement amount such as interest or service charges.
- Allows extensive on-screen inquiries such as vendor balances, aging and invoice history.
- Maintains multiple divisions.
- Maintains clear and concise audit trails showing source, transaction date, entry date, posting dates, descriptions, and all original document reference codes (i.e. vendor code, invoice number, etc.).
- Performs automatic error trapping to ensure data integrity.
- Includes comprehensive user manuals, on-screen help, on-screen report viewing, sample data and a menu-driven user interface.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Bank Reconciliation System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Bank Reconciliation System fits into your accounting system, some advantages of Bank Reconciliation, and the organization of this user's manual.

Chapter 2 How to Get Started

This chapter provides instructions for the installation and setup of your Bank Reconciliation System. The instructions presented in this chapter need only be done once.

Chapter 3 Work Cycle

This chapter provides instructions for the Bank Reconciliation Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 4 Operations/Reference

This chapter provides detailed instructions on how to operate each Bank Reconciliation function. Each section in this chapter is dedicated to a specific menu option.

2. HOW TO GET STARTED

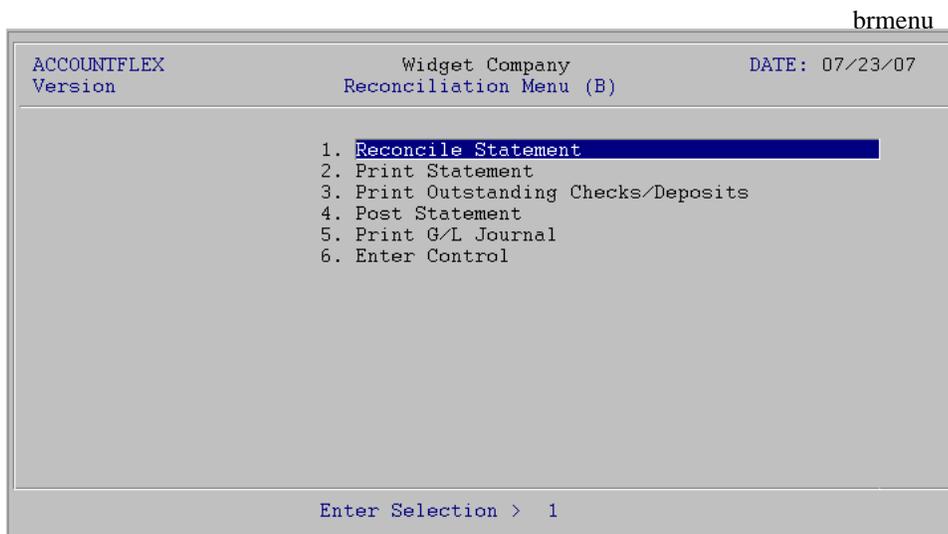
2.1 Overview

This chapter describes the setup procedures for the Bank Reconciliation System. These procedures are performed only once when you install your system. The instruction given in this chapter assume you have already setup either the Accounts Payable or Payroll systems.

2.2 Setup Bank Reconciliation Control File

This section describes how to set up the Bank Reconciliation control file. This control file is used for defining parameters that apply throughout the Bank Reconciliation System.

From the master menu, select the menu option **Bank Reconciliation**. The menu will appear as follows.



To set up the control file select the **Enter Control** option on the Bank Reconciliation menu. The Bank Reconciliation control file screen will appear as follows.

ACCOUNTFLEX		Bank Reconciliation Control File		Date: 07/24/07	
Bank G/L Code #1	101-000	Starting Check No			
" #2		Starting Check No			
" #3		Starting Check No			
" #4		Starting Check No			
" #5		Starting Check No			
Date Tolerance	999	days			

Enter the Bank G/L Account Code #1 (press HELP key to see list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Prev Next Frst Last

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the Bank Reconciliation menu.

The following describes each field.

Bank G/L Code

Enter the general ledger account codes used for your bank accounts. You can enter up to 5 bank accounts. You may press the **HELP** key to select from a valid list of account codes.

Starting Check No:

NOT USED AT THIS TIME

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

3. WORK CYCLE

3.1 Overview

This chapter gives instructions for the Bank Reconciliation Work Cycle. The steps described in this chapter are performed on an on-going basis.

3.2 Statement Cycle

You will perform the following steps to reconcile a bank statement.

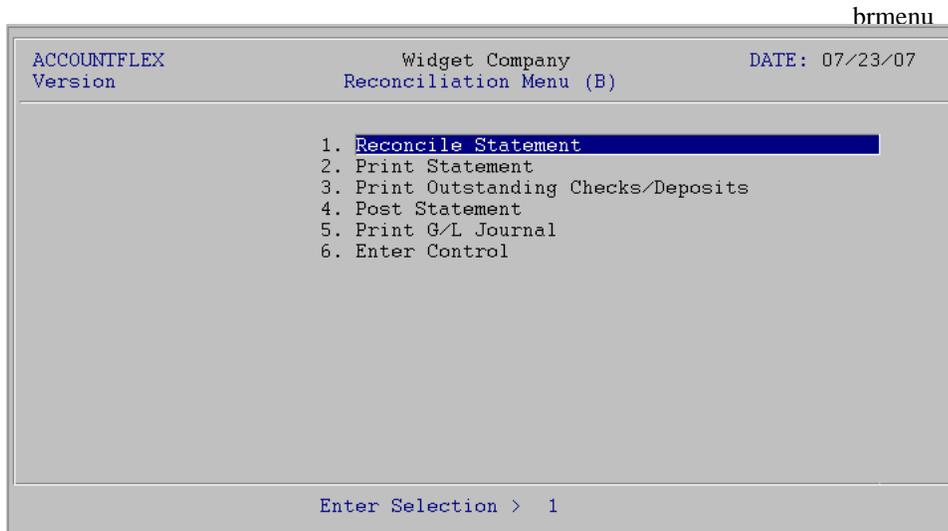
- 1) **Reconcile Statement** using the **Reconcile Statement** menu option. Transactions from Accounts Payable, Accounts Receivable, General Ledger, and Payroll will be used for reconciling.
- 2) **Post Statement** using the **Post Statement** menu option. Posting will mark transactions as reconciled and create a general ledger transaction for adjustments.
- 3) **Review Posting Journal** to ensure that all statement adjustments were posted correctly. Use the menu option **Print G/L Journal**.

4. OPERATIONS/REFERENCE SECTION

4.0 Overview

This chapter provides detailed instructions on how to operate each Bank Reconciliation function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Bank Reconciliation menu.

The Bank Reconciliation menu appears as follows.



The transaction date. This field is only enterable for Bank Reconciliation adjustments.

Src

This is a display only field indicating the transaction's source. The possible source codes are: P=Accounts Payable, R=Accounts Receivable, G=General Ledger, E=Payroll, B=Bank Reconciliation Adjustment.

G/L Code

The G/L account code for Bank Reconciliation adjustments. This field is only enterable for Bank Reconciliation adjustments. You may press the **HELP** key to select from a valid list of account codes.

Description

The transaction description. This field is only enterable for Bank Reconciliation adjustments.

Amount

The transaction amount. This field is only enterable for Bank Reconciliation adjustments.

While on the Review screen, delete all transactions that do not appear on your statement. The objective is to have the bank statement match the screen statement. If you have statement transactions that do not appear on the Review screen then one of the following has happened.

- 1) The selection criteria you provided was too narrow.
- 2) Accountflex is missing transactions.
- 3) The statement is wrong.

To correct problem 1, you will have to start over by deleting the whole statement and reselecting transactions.

To correct problem 2, enter the transactions as adjustments in the Reconcile Statement program or enter the transactions in the appropriate Accountflex module. If you do the latter, you will need to start over as described for problem 1. Typically, you will enter interest or service charges as adjustments.

The following screen shows an example of an adjustment entry.

brinvadi

Check #	Amount	Date	Src	G/L	Description
	29150.00	07/24/07	R		Batch#:1
	100.00	07/24/07	R		Batch#:2
2300	-20000.00	07/24/07	P		ACME
2301	-44928.00	07/24/07	P		Cisco Systems
2302	-800.00	07/24/07	P		CLOROX
ADJUST	-335.00	07/25/07	B	101-000	Bank Charge
ADJUST			B		
AR Deposits	29,250.00	GL Trans			Ending Bal
AP/PY Checks	-65,728.00	BR Adjust		-335.00	

Enter Amount

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qry Prev Next Frst Last Del Sel

After the statement has been reconciled, press the **SAVE** or **ESCAPE** key to Exit.

4.2 Print Statement

This section describes how to print your statement so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print the statement, select option 2 and the Report Selection screen will be displayed as shown below.

brinvr1

ACCOUNTFLEX	Bank Reconciliation Statement	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title	N	(Y=Yes, N=No)
Report Detail	N	(Y=Yes, N=No)
Bank G/L Code	101-000	
Check Number Range		to

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Statement report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

G/L Account

Enter the range of G/L bank accounts for reporting. Leave these fields empty to report all reconciled statements.

Check Number Range

Enter the range of check numbers you would like to print. Leave these fields empty to report all checks.

When you are sure all of your entries are correct press the **RUN** function key to run the Statement Report as shown below.

Check No	Date	Src G/L Code	Description	Amount
Bank G/L Code: 101-000 Statement beginning balance:				
	07/24/07	R	Batch#:1	29,150.00
	07/24/07	R	Batch#:2	100.00
2300	07/24/07	P	ACME	-20,000.00
2301	07/24/07	P	Cisco Systems	-44,928.00
2302	07/24/07	P	CLOROX	-800.00
ADJUST	07/25/07	B 101-000	Bank Charge	-335.00
AR Deposits	29,250.00	GL Trans	0.00	Ending Bal -36,813.00
AP/PY Checks	-65,728.00	BR Adjust	-335.00	
				Total: -36,813.00

Once the report is complete then press the **ESCAPE** key to return to the Bank Reconciliation menu.

4.3 Print Outstanding Checks/Deposits

This section describes how to print your outstanding checks/deposits so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print the outstanding checks/deposits, select option 3 and the Report Selection screen will be displayed as shown below.

```

                                brinvr2
ACCOUNTFLEX      Outstanding Checks/Deposits      DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title       N (Y=Yes, N=No)
Report Detail      N (Y=Yes, N=No)

Bank G/L Code 101-000

*Note that this report will exclude transactions
on the Bank Reconciliation Statement.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill
  
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Outstanding Checks/Deposits report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

G/L Account

Enter the range of G/L bank accounts for reporting. Leave these fields empty to report all reconciled statements.

Check Number Range

Enter the range of check numbers you would like to print. Leave these fields empty to report all checks.

When you are sure all of your entries are correct press the **RUN** function key to run the Outstanding Checks/Deposits Report as shown below.

```
07/24/07                               Widget Company                brinvr2
11:22am      Bank Reconciliation Outstanding Checks/Deposits      Page    1
=====
  Check No Date   Src G/L Code   Description                               Amount
-----
Bank G/L Code:  101-000
                2300 07/24/07 P           ACME                                     20,000.00
                2301 07/24/07 P           Cisco Systems                           44,928.00
                2302 07/24/07 P           CLOROX                                   800.00
ADJUST         07/25/07 B           Bank Charge                             -335.00
=====
SUMMARY
                Statement's Ending Balance:          -36,813.00
Outstanding Deposits/Other Credits:
                Outstanding Checks/Other Debits:          65,728.00
Outstanding G/L Credit and Debits:
                Current Bank Balance:          -102,541.00
                Less Statement's Adjustments:          -335.00
                Expected G/L Balance:          -102,206.00
                Actual G/L Balance:              0.00
```

Once the report is complete then press the **ESCAPE** key to return to the Bank Reconciliation menu.

4.4 Post Statement

This section describes how to post your statement. It is important that your bank statement matches the computer statement before posting. Once you have posted the reconciled transactions, they can not be selected for future reconciling.

To post statements, select option 4 on the Bank Reconciliation menu. The Statement posting screen will appear as shown below.

ACCOUNTFLEX	Post Bank Reconciliation	Date: 07/24/07
Before Posting you should do the following 1) Backup data. 2) Print Batch Listing.		
<div style="border: 1px solid black; padding: 5px;"> Select Bank G/L Code <input type="text" value="101-000"/> </div>		
Press SAVEKEY to begin POSTING - OR - Press ESCAPEKEY to Exit		
After Posting do the following 1) Print Posting Journal. 2) Compare Batch Listing with Posting Journal.		
Processing Statistics Source - G/L Bank Account		
Enter Bank G/L to Post (press HELP key to see list)		
F1	F2	F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save	Help	

You may press the **SAVE** function key to begin POSTING or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the Data, pass 2 posts the data, and pass 3 clears the data.

Source

The source of the statement that is currently being posted will be displayed here.

G/L Bank Account

The G/L bank account for the statement currently being posted will be displayed here.

When the posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Bank Reconciliation menu.

4.5 Print Statement Journal

This section describes how to print the Posting Journal Report. This report will print the posted invoice batches. This report should match with the batch report printed prior to posting.

To print the Posting Journal select option 5 on the Bank Reconciliation menu. The Report Selection screen will appear as shown below.

ACCOUNTFLEX	Bank Reconciliation G/L Journal	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No B - A	1	

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/P Statement Posting Journal** Report as shown below.

```

07/24/07                               brinvg1
11:23am                               Page      1
      Widget Company
Bank Reconciliation G/L Journal
PostNo:      1
=====
Source:< B - A > Batch#:      1  Entry Date:
                                D/C:      335.00      335.00
-----
Trans-#  Refno    Date    Period          Debit      Credit
-----
      N/A  N/A     07/25/07  07/25/07          335.00     335.00
      Bank Charge
Account  Description          Debit      Credit
101-000  Cash in Bank              335.00     335.00
101-000  Cash in Bank
-----
Transaction Total          335.00     335.00
=====
Batch Total:              335.00     335.00
=====
*****
*****
Grand Total:              335.00     335.00

```

When the printing is complete press the **ESCAPE** key to return to the Bank Reconciliation menu.

4.6 Enter Control

This menu option is described in Chapter 3, **How to Get Started**.

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