Bank Reconciliation with Abila MIP Fund Accounting Diocese of La Crosse Training

October 2014

Training Topics:

Beginning Cash Reconciliation

The following tool bar buttons are available in the Bank Reconciliation function.

Reconcile Cash Accounts Buttons

	Print Setup: Use this button to select a printer and set up default printer information.
	Print to Screen: Use this button to view the reconciliation data in detail or in summary. Click OK to display the Print to Screen form.
	Print Preview: Use this button to view the reconciliation data in detail or in summary. Click OK to display the Print Preview form.
	Print: Use this button to print the reconciliation data in detail or in summary. Click OK to display the Print form.
	Select All: If available, use this button to select all line items by placing a check mark to the left of each row. Individual line items can be selected manually by clicking in the leftmost column of the table.
	Deselect All: If available, use this button to clear all line items by removing the check mark to the left of each row. Individual line items can be cleared manually by clicking in the leftmost column of the table.
	Delete: If available, use this button to delete the selected line items. This only applies to Suspense Items.
	View Outstanding Only: If available, use this button to display only outstanding items.
	View Cleared Only: If available, use this button to display only cleared items (for the date entered on the Summary tab).
	View All: If available, use this button to display all reconciliation items (for the date entered on the Summary tab), whether cleared or uncleared.
	Enter Journal Voucher: Use this button to open the Transactions>Enter Journal Vouchers session form, where you can set up a session to record journal vouchers.
	Enter Cash Receipts: Use this button to open the Transactions>Enter Cash Receipts session form where you can set up a session to record cash receipts.

	Enter Cash Disbursements: Use this button to open the Transactions>Enter Cash Disbursements session form where you can set up a session to record cash disbursement.
	Enter Void Checks: Use this button to open the Activities>Check Writing>Void Checks/Vouchers session form where you can set up a session for the checks/vouchers you are going to void.
	Post Transactions: Use this button to open the Activities>Manage Sessions>Post Transactions form, where you can post sessions that have a status of Batch-to-Post (BP).
	Manage Attachments: Use this button to attach, view, or delete a document. The button changes to when attachments already exist.

Reconciled Bank Balance is calculated as follows:

-    Outstanding checks
+   Deposits in transit
+/-   other cash items
+/-   suspense items
Total reconciled Bank Balance

You will clear various items, tab by tab, hopefully to get to an Unreconciled Difference of 0.

Summary Tab

Start a new Reconciliation ID by selecting a Cash account and clicking the new button at bottom.

You would then assign a Reconciliation ID and a Reconciliation Date which would be the bank statement date. When you enter the Bank Balance, the application will calculate the Unreconciled Difference by the following formula:

Reconciled Bank Balance is calculated as follows:

-     Outstanding checks
- +   Deposits in transit
- +/-   other cash items
- +/-   suspense items

Total reconciled Bank Balance
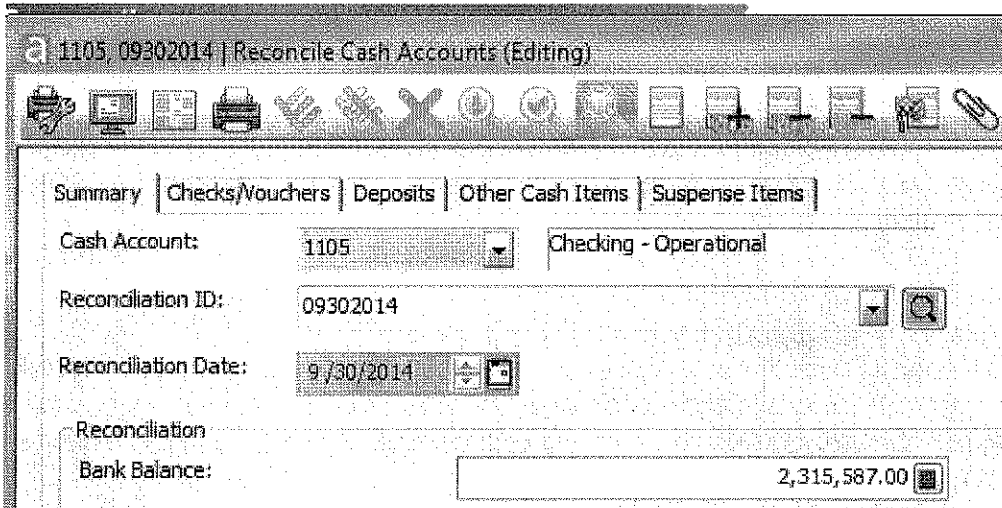
If you had a previous reconciliation started, you could hit the drop down and see that last 24IDs in descending date order.

Converted ID - The Application creates a reconciliation ID for each reconciliation Date associated to a cash account established in the application and will be named Converted for Reconciliation Date mm/dd/yyyy. Any items previously cleared in the application will be associated with the converted ID. Outstanding items relevant to each reconciliation date will also be associated with the converted ID.
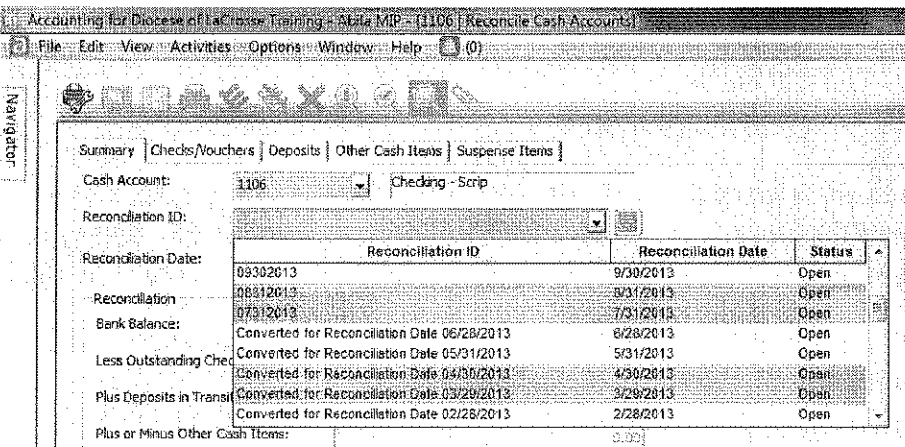
TIPS:

After reconciliation complete, print summary or detail with print icon. Click update after making changes.

Warning:

Items cleared or uncleared on earlier reconciliations may cause items to no longer appear on a current reconciliation. When you have gotten your unreconciled balance to 0, it is recommended you "Lock" the reconciliation.

Checks/Vouchers

Use this tab to identify which checks have cleared the bank and are no longer outstanding. When the Check/Voucher tab is first accessed, all checks appear in the table. Use the buttons at the top of each form to change the view to: Outstanding only, Cleared only, or All checks.

After clearing all the checks on the tab, hit the "Update" button to get a new unreconciled difference. The types of transactions that would be reported on this tab are Cash Disbursements, Check Writing, Accounts Payable System Generated Checks, Accounts Payable Manual Checks, Electronic transfers of Accounts Payable, Accounts Payable Voids, Payroll System Generated Checks and Manual Checks, Payroll Voids, as well as voided manual checks.

	Document Number	Document Date	Amount	Type	ID	Source	Payment Type	Payee	Description
	7695	8/3/2013	297.50	CD	Becker Visi.	V	Check	Becker Vision Center	System Generated Check/Voucher
	8157	5/12/2014	1,223.45	CD	Our Lady	V	Check	Our Lady Queen of Heaven	System Generated Check/Voucher
	8161	5/12/2014	264.49	CD	Sacred Heart	V	Check	Sacred Heart	System Generated Check/Voucher
	8162	5/12/2014	825.66	CD	SS Peter & ..	V	Check	SS Peter & Paul	System Generated Check/Voucher
	8163	5/12/2014	300.55	CD	St. Alexander	V	Check	St. Alexander	System Generated Check/Voucher
	8164	5/12/2014	16.00	CD	St. James	V	Check	St. James	System Generated Check/Voucher
	8165	5/12/2014	134.75	CD	St. Lawrence	V	Check	St Lawrence	System Generated Check/Voucher
	8166	5/12/2014	317.82	CD	St. Philip	V	Check	St. Philip	System Generated Check/Voucher
	8167	5/12/2014	1,417.57	CD	St. Vincent	V	Check	St. Vincent de Paul	System Generated Check/Voucher
	8165	5/12/2014	437.74	CD	Winch Oil C.	V	Check	Winch Oil Co. Inc.	System Generated Check/Voucher
	8178	5/19/2014	1,320.17	CD	Freedom C.	V	Check	Freedom Carpeting	System Generated Check/Voucher
	8183	5/27/2014	4,250.00	CD	Assumption	V	Check	Assumption Catholic Schools	System Generated Check/Voucher
	8185	5/27/2014	450.00	CD	Four Star F	V	Check	Four Star Family	System Generated Check/Voucher
	8187	5/27/2014	180.00	CD	Polito's Pizza	V	Check	Polito's Pizza	System Generated Check/Voucher

Bank Rec uses the document date for detail items. Effective date is used in Balance Per Books. In order to avoid a mismatch, make sure that any transaction containing a cash transaction has the same DOCUMENT date and EFFECTIVE date.

To select groups of checks, highlight rows using your mouse, and then press the Space bar on your keyboard to clear each check.

Deposits

Use the Deposits tab to identify deposits that have cleared the bank and are no longer outstanding. If a deposit number was assigned, and there is more than one document with the same deposit number and date, these items are totaled and shown as one deposit. If a deposit number was not entered, documents with the same document date are totaled and shown as one deposit.

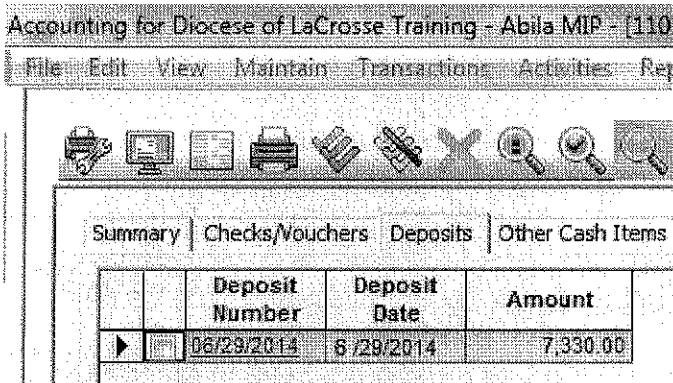Transactions reported on this tab include: Cash Receipts, Receipts Writing and Accounts Receivable Receipts.

To select groups of deposits, highlight rows using your mouse, and then press the Space bar on your keyboard to clear each deposit.

Other Cash Items

Use this tab to clear other cash items (transactions which debit or credit a cash account). When the tab is first accessed, only other cash items that are currently outstanding appear. Use the tool bar buttons if you want to view outstanding only, view cleared only or view all. Transactions that may show on this tab include the Journal Voucher (JV), AP Invoices (API), AP Credit Memos (APM), AR Invoices (ARB), and AR Credit Memos (ARM).

When you have cleared all the items, remember to hit update to get a new unreconciled difference.

		Document	Document Date	Amount	Description
		48495	8/20/2013	1,161.54	Food For Day Care
		API7301	8/20/2013	27.19	Day Care Milk
		API7313	8/20/2013	121.02	Soccer Field Prep
		JV2200	3/19/2013	(675.00)	Response to Intervention Title II
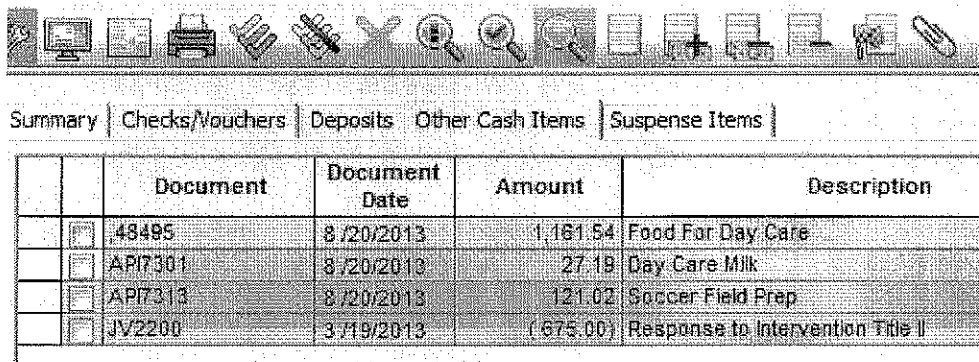
Suspense items

Items entered on the Suspense items tab affect your reconciled bank balances but not your general ledger. No accounting entries are generated. You may use the suspense items tab for the following examples:

- If you are using the application bank reconciliation for the first time, you may have some items that were outstanding that you need to reconcile.
- When a bank error occurs that prevents your reconciliation from balancing.
- Later, in the subsequent reconciliation period, when the error is corrected and is no longer a reconciling difference, manually delete the suspense item from this tab.
- If payroll was transferred in summary but not all paychecks have been cashed, use a suspense item for each check. You may delete these suspense entries as the checks clear the bank.

Summary | Checks/Vouchers | Deposits | Other Cash Items | Suspense Items

	Suspense Number	Suspense Date	Amount	Description
✐	100	8 /30/2014	36.00	Disputed Bank Fee
✱				

If you have a reconciling item that you want to record, click the applicable transaction button and enter the session and document information. You may then click the Post Transaction button to post the session. If you have posted a reconciling entry, click the corresponding tab and clear that item. Once again, click the update button to get a new unreconciled difference balance. Hopefully, you are now at 0.

Locking Reconciliation IDs

Users have an option to Lock a reconciliation ID when the Unreconciled difference is 0. Locking a reconciliation ID prevents anyone from clearing or unclearing any items on that reconciliation Date.

Locking IDs must be done in chronological order (for example our July 2014 reconciliation must be locked before August 2014 can be locked). A locked ID cannot have anything new added to it, but you could remove items by clearing them in a previous period. Those items will be removed from the locked reconciliation and be cleared in the previous period.

Reports

When I have my reconciliation down to 0 I may want to print my reconciliation summary report, or reconciliation detail report and keep them in a file in case my auditor wants to view it. While I still had Bank Reconciliation open, I would go up to one of the "Print" options to get my report.

I could choose to print in summary or in detail.
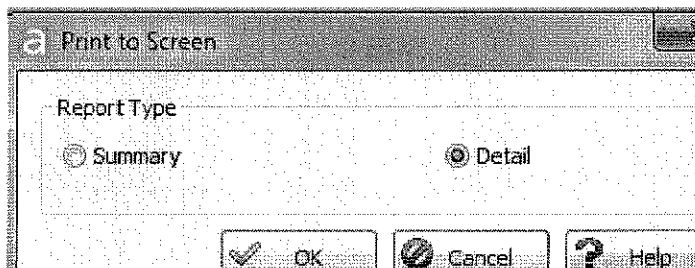
The first page of either option is the summary report. If you chose detail, then the subsequent pages would be a listing of outstanding items.

Summary

Cash Account: 1105 Checking - Operational
Reconciliation ID: 06302014
Reconciliation Date: 6/30/2014
Status: Open

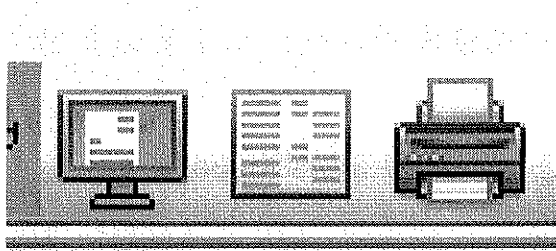|	
Bank Balance	168,427.54
Less Outstanding Checks/Vouchers	61,746.53
Plus Deposits in Transit	7,330.00
Plus or Minus Other Cash Items	634.75
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	114,645.76
Balance Per Books	114,645.76
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

You could also access the Bank Reconciliation Analysis reports to see details of all activities.

- Bank Reconciliation Analysis
  - Checks/Vouchers
    - <Cleared Checks>
    - <Listing of All Checks>
    - <Outstanding Checks>
    - Cleared Checks
  - Combined Reconciliation
    - <All Items>
    - <Cleared Items>
    - <Date Comparison>
    - <Outstanding Items>
  - Deposits
    - <Cleared Deposits>
    - <Listing of All Deposits>
    - <Outstanding Deposits>
    - Cleared Deposits
  - Other Cash Items
    - <Cleared Other Items>
    - <Listing of Other Items>
    - <Outstanding Other Items>
    - Cleared Other Items
  - Suspense Items
    - <Suspense Items>
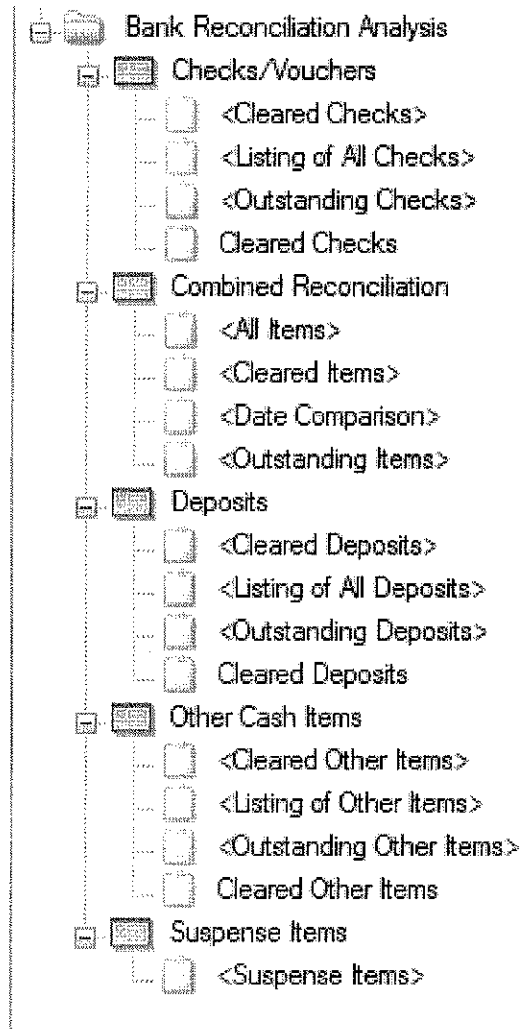
Here is an example of the Date Comparison Combined Reconciliation report.

Diocese of LaCrosse Training
Combined Reconciliation - Combined Items
1110 - Checking - Music Association
Checks/Vouchers

Document Number	Document Description	Document Amount	Document Date	Cleared Date	Document Entry Order	Reconciliation Lock Date
01	Bank Service fee	4.95	1/17/2014	1/31/2014	07/09/14 02:41:38 PM	
02	User Fee	4.95	2/19/2014	2/28/2014	07/08/14 12:34:21 PM	
03	Banking Fee	4.95	3/19/2014	3/31/2014	07/08/14 12:34:29 PM	
5329	Cash Disbursements	25.00	6/30/2014	6/30/2014	07/14/14 10:26:17 AM	
5386	Music Association	25.00	11/18/2013	4/30/2014	03/24/14 12:15:16 PM	
5388	Music Association	25.00	11/20/2013	1/31/2014	03/24/14 12:15:16 PM	
5417	Music Association	25.00	12/15/2013	1/31/2014	03/24/14 12:56:56 PM	
5420	Music Association	25.00	12/18/2013	1/31/2014	03/24/14 12:56:56 PM	
5422	Music Association	25.00	12/20/2013	1/31/2014	03/24/14 12:56:56 PM	
5439	Uniforms	252.50	1/11/2014	1/31/2014	07/09/14 02:41:38 PM	
5440	Flowers	59.88	1/11/2014	1/31/2014	07/09/14 02:41:38 PM	
5441	concessions	277.50	1/11/2014	1/31/2014	07/09/14 02:41:38 PM	