AccuFund®

Bank Reconciliation
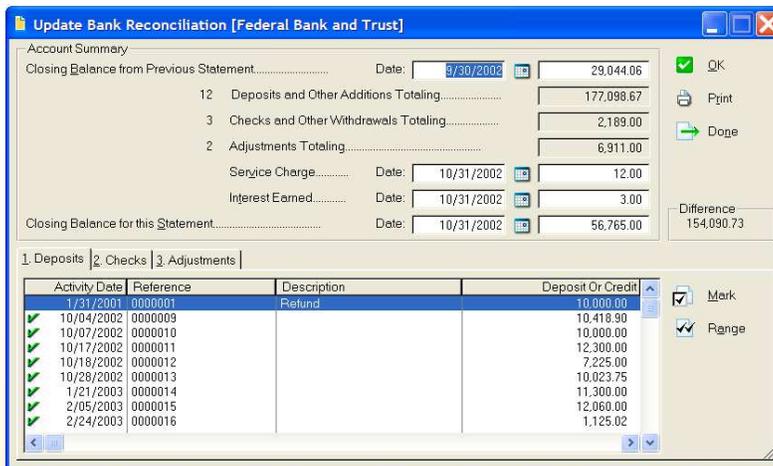## Included in the Core System

WHAT IT DOES FOR YOU

The **Bank Reconciliation** component provides full reconciliation from bank to register and register to General Ledger for each checking account in the *AccuFund Accounting Suite*. **Bank Reconciliation** combines accounts payable checks, payroll checks and cash deposits in a single simple-to-use system. It includes adjustments and account transfers to maintain complete history and reconciliation of all items.
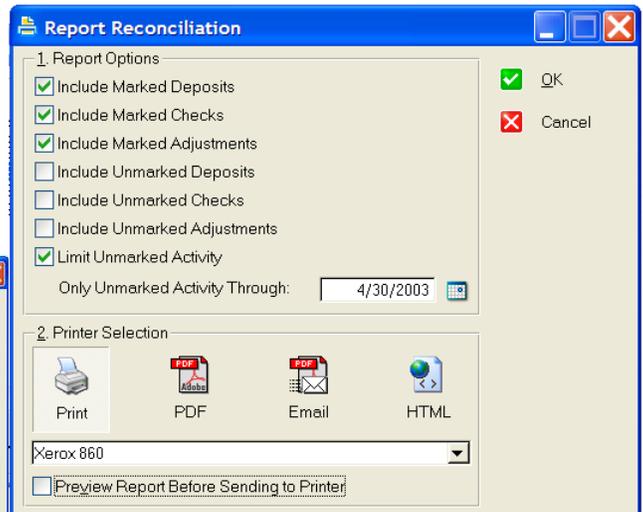
HOW IT WORKS

The **Bank Reconciliation** component tracks all transactions in each checking account. These transactions include accounts payable checks, payroll checks, void checks and adjustments entered through the register or through **Bank Reconciliation**.

The Bank Reconciliation module gives you the status of each reconciliation at a glance and uses convenient "Tabs" to separate checks, deposits and adjustments.

The status of any bank account may be viewed through the register screen. All information about a checking account is shown on this screen. Press the Bank

Reconciliation icon and a window is displayed in which the checks, deposits and cash adjustments may be individually marked. As each item is marked the balance for that transaction type is updated and should agree with your bank summary when completed. Service charges and interest earned may be entered here. The reconciliation does not need to be completed within a specific time period. Press the OK button and save your work. This allows you to go out and make adjustments or perform other tasks, and to come back later to complete the process. After the reconciliation

The report selection screen lets the user select exactly which part of the reconciliation to include on the report and provides a cut-off for un-reconcilied checks, providing an easier reconciliation with GL.

balances press the 'Done' button and complete the reconciliation. The services charges and interest earned are posted to the **General Ledger**.

OTHER FEATURES

You can mark a numerical range of checks to simplify the reconciliation of a large group of checks.

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Adjustments are used to handle transfers between checking accounts and bank adjustments such as clearing checks for the wrong amount. The Reconciliation report gives you the option of printing cleared, un-cleared or both types of transactions, allowing you to also easily reconcile to your General Ledger cash account. Prior reconciliations can be kept indefinitely for review and reporting.

COMPONENT INTEGRATION

The Allocations component integrates with the following AccuFund components:

- **General Ledger—** all interest and services are automatically posted to the General Ledger by the **Bank Reconciliation** component.

COMPONENT AVAILABILITY

The **Bank Reconciliation** component is only available in the *AccuFund Accounting Suite*.

STANDARD TEMPLATES PROVIDED

The **Bank Reconciliation** component includes a predefined reconciliation report with sections for each aspect of the reconciliation.

	Model Service Agency		
Run: 7/30/2004 @ 9:56 PM	Reconciliation - Federal Bank and Trust		Page: 1

Closing Balance from Previous Statement....................		9/30/2002	29,044.06
12	Deposits and Other Additions Totaling....................		177,098.67
3	Checks and Other Withdrawls Totaling....................		2,189.00
2	Adjustments Totaling....................		6,911.00
	Service Charge....................	10/31/2002	12.00
	Interest Earned....................	10/31/2002	3.00
Closing Balance for this Statement....................		10/31/2002	56,765.00
	Difference....................		154,090.73

	Date	Reference	Deposit Description	Amount
✔	10/04/2002	0000009		10,418.90
✔	10/07/2002	0000010		10,000.00
✔	10/17/2002	0000011		12,300.00
✔	10/18/2002	0000012		7,225.00
✔	10/28/2002	0000013		10,023.75
✔	1/21/2003	0000014		11,300.00
✔	2/05/2003	0000015		12,060.00
✔	2/24/2003	0000016		1,125.02
✔	2/25/2003	0000017		1,900.00
✔	3/02/2003	0000018		25,370.00
✔	3/02/2003	0000019		50,176.00
✔	4/02/2003	0000020		25,200.00
			Total Deposits:	177,098.67

	Date	Check	To	Check Description	Amount
✔	9/25/2002	0078945	Clips Office Supply	2.4 Gigahtz telephone	300.00
✔	9/25/2002	0078946	Munson, John T	Paint job and training expenses	1,200.00
✔	9/25/2002	0078947	Office Max	Paper and toner	689.00
				Total Checks:	2,189.00

	Date	Reference	Adjustment Description	Amount
✔	10/29/2002			30,000.00
✔	10/29/2002		payroll w/e 10/14	-23,089.00
			Total Adjustments:	6,911.00

The reconciliation report gives totals for each section.