Bank Reconciliation
User Manual

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Chapter 1 Understanding Bank Reconciliation

Definitions

Following are definitions of key words used in this manual.

Reconciliation
"Reconciliation" means "bringing into agreement".

Cheque Reconciliation
When "reconciliation" is applied to Bank Books, it means "bringing into agreement the balance of your Bank Book and the balance shown on your Bank Statement".

To get to the point where you can decide whether they agree or not, you take into account the entries you have performed which the Bank didn't "know" about when they prepared the statement: such as:

- Cheques you have written which haven't shown up at the Bank yet;
- Deposits which were made later than the date the Bank prepared your statement.;
- Bank entries which the Bank has performed and shown on the statement which you didn't "know" about until you received the statement, such as interest they paid you, service charges, and returned cheques.

Cash Accounts

(Cash) Bank accounts are used by Accounts Payable, Accounts Receivable, Job Cost and Bank Reconciliation.

You enter your Cash/Bank General Ledger Accounts here so that the Cash/Bank General Ledger Account number can be verified later when you post cash receipts in Accounts Receivable, cut computer /cheque(s) in Accounts Payable, or make Bankbook entries in Bank Reconciliation.

Clear

To "clear" means "to mark an entry as having been recognized and recorded by the Bank".

A cheque which you wrote, was received by the Bank, which recognized your cheque as valid and transferred money from your Chequing Account to the Bank that the payee deposited it in. (The "payee" is the person or Company that you wrote the cheque to.)

In the case of any other entry such as: --A deposit; A Bank charge, etc.--this means that the Bank has recognized the deposit or charge and has updated your account in its own records.

At the point that an entry is "cleared", your account balance (the amount of money you have in your Chequing Account) is changed accordingly.

Bank Accounts

The Bank Account File (which is part of B/R and not referenced by any other Package) contains records which describe each Bank Account. This description includes:
- The Cash Accounts File.
- Bank information such as Bank number, name, and address.
- The reconciliation method

Transactions

As used in accounting, "transaction" means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods).

Computer software deals primarily with business events which have already taken place, in Samco software, "transaction" means the record of a <u>completed</u> business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called "accounts receivable". The records of your purchases and the payments you make for such purchases are transactions from the accounting area called "accounts payable". The records of quantities of goods received or sold are transactions from the area of accounting called "inventory control". In Samco application software, when a transaction is entered into the system (into a file), it is often referred to as an "entry".

Accounting
"Accounting" is the collection, categorization, and presentation of financial records.

Accounts Receivable
"Accounts Receivable" is the accounting area dealing with sales made by a Company and with money it is owed. As used here, "account" means "a record of financial activity", and "receivable" means "due to be received" or "due you". Accounts Receivable is often abbreviated "A/R" or "AR".

Accounts Payable
"Accounts Payable" is the accounting area dealing with purchases and disbursements made by your Company and the money your Company owes. As used here, "payable" means "that must be paid" or "due to someone else". Accounts Payable is often abbreviated "A/P" or "AP".

Payroll
"Payroll" is the accounting area dealing with wages you pay as an employer to your employees. The word means literally "the roll (list of names) to be paid".

Data Organization
Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of information (within large masses of information), and to be able to process it logically. Samco accounting software organizes your information for you automatically as it stores it on your disk.

There are five terms you should understand about the way the information is organized:

Character: A "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: A "field" is one or more characters representing a single piece of information. For example, a name, a date, and a dollar amount are all fields.

Record: A "record" is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the "customer record".

Entry: A record in a data file is often referred to as an "entry".

Data File: A "data file" is a group of one or more related records. A data file is often referred to simply as a "file" (without the word "data").
The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Purge
When you purge a file, you permanently remove information from it. Once the information is purged, it cannot be recovered.

Balance Forward
"Balance Forward" means "the balance in an account as of a certain date". A balance forward amount is a lump-sum dollar amount, obtained by adding together several individual dollar amounts. All these specific amounts were placed in the account on or before a specified date called the balance forward date.

Compress
"Compress" means "to make smaller". The "compress" selection reduces the number of records in a file by adding the dollar amounts of several cleared entries together and creating a single balance forward entry with the same total amount.

Spool
SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a Report to be printed at a later time. Instead of Reports going directly to a printer, they are saved as a disk file (which is usually a lot faster).

When a printer is available, all or some saved Reports can be printed in one long run (for example, overnight).

SAM (Samco's Automated Manuals)
A revised edition of this and all Samco user manuals is available on-line from within any function of Samco's business applications. Simply press [F10] ([F11] for the Windows version) and it will guide you to whatever information you need.

Product Description

With these definitions in mind, here are the features of the "Bank Reconciliation" Package:

This Package provides the means to apply the advantages of a computer to two accounting tasks which every business must perform accurately:

1.   Keeping Bank books for money deposited and disbursed in Accounts Receivable, Fish-Pro, Accounts Payable, and Canadian Payroll.

2.   Reconciling Bank books periodically with Bank statements.

The Bank Reconciliation Package can be integrated with any or all of the Accounts Receivable, Fish-Pro, Accounts Payable, and Canadian Payroll Packages. You can transfer information from these Packages automatically into the Bank Reconciliation Package.

The Package can also be used stand-alone.

This Bank Reconciliation Package provides these features:
*   Automatically gets deposits and cheques from Accounts Receivable, Accounts Payable, and Canadian Payroll.
*   Handles an unlimited number of Chequing Accounts, fully integrated with A/R, A/P, Fish-Pro, and Payroll.
*   Provides the ability to enter, change, delete, or print a list of Bank book entries.
*   Optional auto-posting of manual bankbook entries to the General Ledger module.
*   For each Chequing Account, offers the option of either "Bank-to-book" or "book-to-Bank" reconciliation.
*   A *Close Bank book* selection is provided to remove an obsolete Bank book from the system.
*   Allows Reports to be stored on disk to save computer time, then printed later at your convenience.
*   Provides the following Reports:
                Reconciliation Report
                Bank Book Report
                Account Activity Report
*   Minimizes the amount of information which must be kept on disk by allowing compression of entries which have been cleared.
*   Includes "on-line" user manuals, available to you at any time by pressing a single key.
*   Handles stop-payment cheques and cheques that are voided after they have been transferred to the Bank book.
*   Allows you to pinpoint any particular cheque or type of cheque within seconds with just a few key strokes.
*   Provides many safeguards against getting your information out of balance or getting tangled up during the reconciliation process.
*   Has a start-up procedure that lets you set up the balances in your Bank book quickly and easily, whether or not you are using any of the other Packages (A/R, A/P, F/P, or P/C).

Bank Reconciliation also provides these features which are common to all Samco Packages:

Password Protection
You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your Samco application software. When passwords are required, each potential user must first enter a valid password before he or she will be allowed to use a protected selection.

Data Integrity Checks
A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that data (information) <u>might</u> have been lost due to a machine or power failure. By running this selection at the start or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

File Utilities
This selection provides the capability to recover corrupted data files. You can also use it to convert important data files to a format which can be easily transferred to common data base and word processing Packages.

Printers
You can easily select any one of more than two dozen of the most popular printers. Additionally, instructions are given to allow you to interface the software to other printers.

NOTE:
- An unlimited number of Cash Accounts are supported. These Cash Accounts may be shared with Accounts Receivable, and Accounts Payable.

- Revised Bank book entry makes it easier to locate existing Bank book entries.

- When transferring deposits from Accounts Receivable, details of the cash receipts which make up each deposit may be printed.

- Grand totals appear on the Account Activity Report.

- Totals of un-cleared items now optionally appear on the Reconciliation Report.

- A "close Bank book" function is provided to remove an obsolete Bank book from the system.

Chapter 2 Getting Started

Introduction

We assume at this point that you or your Samco supplier have installed Bank Reconciliation on your computer according to the *Installation Guide*. If you have not done so, refer to that manual and install the B/R Package before proceeding.

We also assume that you have familiarized yourself with the main features of this Package by reading the Chapter titled *Understanding Bank Reconciliation*. If you have not done so, read Chapter 1, then return to this Chapter.

Your Accountant
We advise you to consult with your accountant before using Samco's business application software.

Your accountant should be familiar with your accounting software in order to serve you well and may have good advice on converting from your existing Bank Reconciliation system.

In order to use this Package, you first need to enter into the Control File information about your current accounting and Bank book state of affairs.

The Bank Reconciliation Control File
This file contains certain "control information" which you must enter. This information defines which other Packages you are using, and whether you are in "regular use" or "start-up" mode. The remaining Chapters in this manual show how to:

• Make entries (cheques, deposit slips, etc.) that do not originate from the other Packages you may be using.
• Rapidly view information in your Chequing Accounts.

- Reconcile your Bank books with Bank statements.
- Print or view Reports.
- Compress cleared entries.
- Close a Bank book.
- Reset a Bank book.
- Perform a data integrity check.

Appendix: Explains how to initialize (create from scratch) B/R data files.
Describes how to use the *File Utilities* for exporting importing and rebuilding raw B/R data files.

Getting Bank Reconciliation Ready for Use

You are now ready to begin making this Package ready for use.

Do the following:

1. Follow the instructions in the *System Functions* manual for setting up your
    Company information and adding the BR Module. (If it has not already been done}

2. Once you have activated the Bank Rec Module the first screen it takes you to is the Set
    Up. There you need to enter you Cash Accounts; and your Control Information

3. Then you will be ready to enter a Bank Account and start-up a Bank Book

4. Review and Start B/R according to the instructions in the Chapter titled *Using Bank
    Reconciliation*.

Samco Support
You're ready to continue now. Build the data files per the above instructions, then begin using
B/R to process your work.

If you encounter problems you cannot resolve by referring to these manuals, you may want to get
additional assistance. Your supplier may be able to provide such assistance, or he may be able to
recommend an independent source. Fees will apply.

If all else fails, and it is a software issue you can contact Samco by phone, through our ticket
system, or email: support@samco.com **FEES WILL APPLY**

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E-mail: support@samco.com
Web: http://www.samco.com

Chapter 3 Control Information File

Introduction

Use this selection to set up the Bank Reconciliation Package to fit your particular requirements. The information entered here will "control" various operations throughout this Package.

To Begin

Select *Control Information* from page 2 of the B/R Menu. (F2)

Setup   Sales Station #001
Control information

```
        1. Using Accounts Payable ?                   Y
        2. Using Payroll ?                            Y
        3. Using Accounts Receivable ?                Y
        4. Using Fishpro ?                            N
        5. Using Point of sale ?                      Y

        6. Start-up mode or regular use ?             Regular use

        7. Interface to GL dist. method               Use account compress cod
        8. Post GL journal immediately                Y

        9. Print register of checks/deposits
           transferred from other packages ?          Y
```

Review your modules that are in use and answer each question

Using Accounts Payable (A/P)?
Answer **Y** if you are using the A/P Package.

Using Payroll (P/C)?
Answer **Y** if you are using the Samco Canadian Payroll Package;
There is also a flag in the Payroll Module Control Information File that needs to be set to 'Y' if wanting Bank Rec to reconcile payroll. You must set "Use B/R to reconcile cheques ?" to > Y.

Answer > **'N'** -If not using payroll

Using Accounts Receivable (A/R)?
Answer > **Y**   -If you are using the Accounts Receivable Package
Answer > **N**.   -If you are Not using A/R Package

Using Fish-Pro (F/P)?
Answer > **Y** if you are using the Samco Fish-Pro Package, otherwise answer > **N** .

Using Point of Sale (POS)?
Answer **Y** if you are using the Samco Point of Sale Package, otherwise answer > **N**.

Options allow you to select one or all stores, and whether or not to consolidate registers. Consolidating registers will combine all entries (by cash type) into a single deposit. The values entered when you close a drawer, not the individual ticket amounts, are used for interfacing with Bank Reconciliation.

Using Point of Sale (POS)?
Answer **Y** if you are using the Samco Point of Sale Package, otherwise answer > **N**.

Start-up Mode or Regular Use ?

NOTE: Choose "Start-up Mode" when you first set up this Package

NOTE: You cannot change from start-up mode to regular use here.

To make this change, you must run *Set last balance*. (See the *Starting Up a Bank Book* Chapter) You can change from regular use to start-up mode only when there is no reconciliation in progress (**see the *Reconcile Statements* Chapter**).

Answer **S** for "start-up mode" or **R** for "regular use".

Interface to G/L dist. Method:

Your options are **P** to distribute by compressing by period, **D** to distribute and compress by date, **N** to distribute but with no compression, **G** to compress using the G/L accounts compression setting, or **[F1]** to not use the auto-post functionality.

Post GL journal immediately:

This option allows you to not only distribute the manual **Bankbook entry** transactions but also have them posted. Existing journal entries are not affected by this.

Print register of cheques/deposits transferred from other Packages ?

This question appears only when you are using any one of the following modules; Accounts Payable, Payroll, Fish-Pro, Point of Sale or Accounts Receivable.

Answer **Y** if you want a register printed when you run *Transfer cheques/deposits*.

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Chapter 4 Bank Reconciliation Menu

The Bank Rec Module Screens:

There are two screens. Use F2 to view or use the Second Screen

- **NOTE**: Once the Module is set up; the selections that you will be using most often (such as *Bankbook Entries*) are on the first screen of the main Menu.
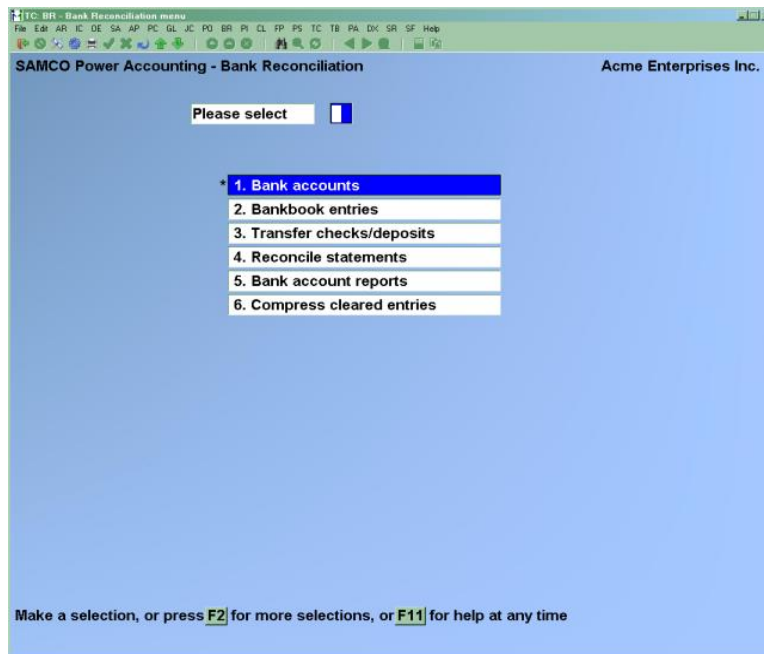
Second Screen of Bank Rec Module   (Once control file information is entered)
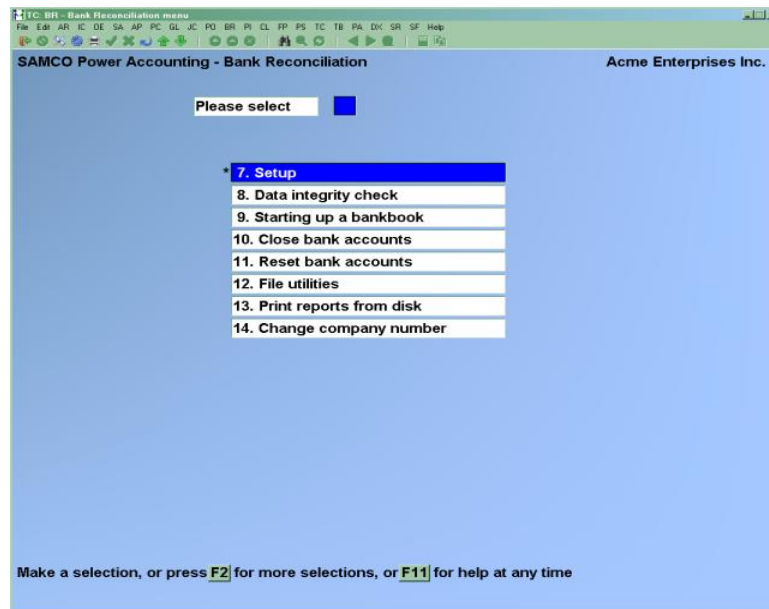
(Selection 10, *Starting up a Bankbook*, can be selected only if you are in start-up mode per the Control File. Refer to the Chapter titled *Control Information*.)

Make selections from page 2 the same way as from page 1.

To return to page 1 of the Menu, press [**Tab**].

To Exit the B/R Package
To exit the B/R Package, press [**Tab**] from page 1 of the B/R Menu. Depending on your computer setup, either the main Menu appears, listing Packages, or your operating system prompt appears.

Cash Accounts

Introduction

The Samco system allows for an unlimited number of Cash/GL Accounts.

Cash Accounts are used by Accounts Payable, Accounts Receivable, Job Cost and Bank Reconciliation. They are the Cash Accounts that have been set up in the GL or in System Functions under Valid GL Accounts

You enter your Cash Accounts here so that the Cash Account number can be verified later when you post cash receipts in Accounts Receivable, cut computer cheques in Accounts Payable, or make Bankbook entries in Bank Reconciliation.

To Begin

From the B/R Menu, go to the second screen (F2) and select *Set Up > Cash Accounts*.
Then from the *Cash Accounts* Menu, select *Enter*. You are ready to enter in a cash account.

If B/R is being used standalone, you must enter each Cash/Bank account for which B/R will be maintaining your Bankbook. Otherwise, only those additional Cash/Bank accounts not already entered as a result of using A/R, and A/P need to be entered here.

- **NOTE:** (Each Cash/Bank Account must first be entered in the Valid G/L Account File.
-

Entering Cash Accounts

You can work with both new and existing Cash Accounts.

? *1. Cash Account

Enter the Cash/Bank Account number. If the account you enter does not already exist in the Valid G/L Account File, you may add it here.

HIT > [**F1**]   -To scan through the General Ledger Accounts on file

Description

Enter a description of the Cash Account.

Format: 30 characters

2. Last Cheque

NOTE: If you are using <u>only</u> A/R or B/R (or both)This field is Not applicable" Entry is not allowed.

The last cheque number is ONLY used by Accounts Payable to determine the next cheque number to be used when A/P cheques are cut. It is not used by Accounts Receivable, Canadian Payroll, Fish-Pro, or Bank Reconciliation.

- **Using A/P:**
  Enter the last cheque number used for a new Cash Account from which A/P cheques will be cut.

Format: 999999

- **NOTE:** If you have been using A/R or B/R, and are now installing A/P, be sure to enter a last cheque number for any Cash Accounts already entered for A/R or B/R, for which you plan to cut computer cheques.

3. Comments

Enter comments about the Cash Account.

Format: 10 lines of 65 characters each

You enter text in much the same way as most word-processing programs, using the [**Enter**] key, ↑↓keys, [**Del**] key, [**Tab**] or [**Esc**] when done, etc. When you are finished entering text, press [**Tab**] and follow the screen instructions.

When you press [**Esc**] or [**Tab**] while entering comments, you have these choices:

File   -Save what I have just entered/changed. (Like pressing [Enter] at "Field number to change ?" in other selections.)

Save & Continue   -Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it.

Abandon Changes   -Throw away what I have just entered/ changed. (Like pressing [Esc] at "Field number to change ?" in other selections.)

Delete   -Delete entire comment from the screen. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message.

Deleting Cash Accounts

The [**F3**] Key is used to delete a Cash Account.

- **NOTE:** A Cash Account cannot be deleted if it has been entered in the A/R, Order Entry Plus, or A/P Control File as a default Cash Account. There are also other cheques made.

If you cannot delete a Cash Account for some reason, the software will inform you through a message as to why.

Printing a List of Cash Accounts

From the *Cash Accounts* Menu, select *Print*.

From the screen which appears, enter the following information:

? 1. Starting Account #
? 2. Ending Account #
Enter the starting and ending account numbers. Follow the screen instructions.

3. Print Comments ?
Your answer here determines whether comments will be printed.

———————————

Bank Accounts

Introduction
You must set up a Bank Account Record here for each Bank Account which you are going to use in B/R.

An earlier Chapter described Cash Accounts. The basic differences between Cash Accounts and Bank Accounts are:

Cash Accounts
The Cash Accounts File contains those G/L accounts which are Cash Accounts. This file is shared by all Packages which refer to Cash Accounts (A/R, A/P, and B/R).

Bank Accounts
The Bank Account File (which is part of B/R and not referenced by any other Package) contains records which describe each Bank Account. This description includes:

- The appropriate account from the Cash Accounts File.
- Basic information about the Bank (such as Bank number, name, and address).
- The reconciliation method for the Bank book.

To Begin
Go into the B/R Menu, select *Bank Accounts*. Then from the *Bank Accounts* Menu, select *Enter*
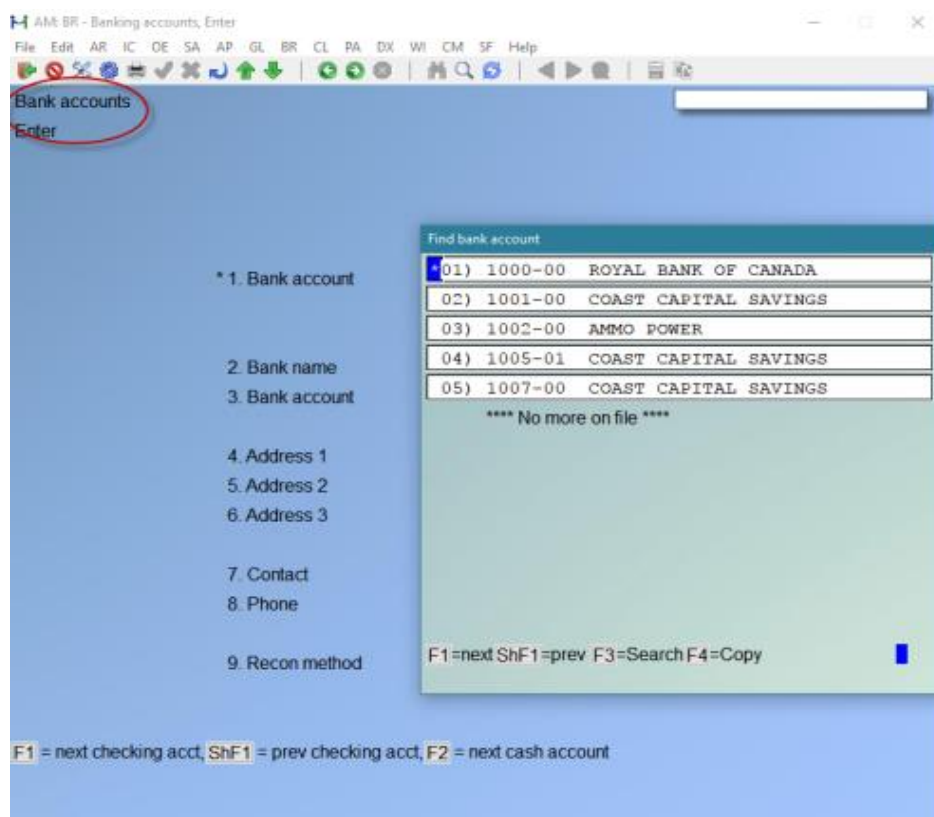
Entering Bank Accounts

You can work with both new and existing Bank Accounts.

Enter the following information:

? *1. Bank Acct
Enter the Bank Account number, OR:

> **[F1]**   -To scan through the Bank Accounts on file

> **[F2]**   -To scan through the Cash Accounts on file

2. Bank Name
Enter the name of this Bank, OR:

> **[F1]**   -To use the Bank name in the A/R Cash History File for this Cash
> Account (if A/R is interfaced)

Format: 25 characters

3. Bank Account
Enter your account number at this Bank, OR:

> **[F1]**   -Use the Bank Account number in the A/R Cash History File for
> this Cash Account (if A/R is interfaced)

Format: 15 characters

4. Address 1
5. Address 2
6. Address
Enter the Bank's address.

7. Contact
Enter a contact person at the Bank

8. Phone
Enter a phone number for the contact person at the Bank.

9. Recon Method
Enter the reconciliation method you want to use: Book-to-Bank or Bank-to-Book reconciliation.

** Book to Bank is the most common way to reconcile.

In Book-to-Bank Statement Reconciliation,   _The 'Bank Statement' is regarded as 'Fixed', and your Bank Book is brought into alignment with the Bank Statement. (Most Common)

In Bank-to-Book Reconciliation,   -Your 'Bank Book' is regarded as 'Fixed', and the Bank Statement is brought into align with your Book Entries.
Your choice here is used in *Reconcile statement*

- *NOTE:* If you are unsure which to use, Book-to-Bank Statement is the most common method. This will enable you to account for Bank charges etc.

▪ **Press [Enter] to use "Book-to-Bank"** reconciliation, or

- Enter **2** "Bank-to-book" reconciliation.

10. EFT transfer method

This field determines how EFT transaction batches are managed by this bank. When set to **Detail**, each transaction within an EFT batch will be transferred as an individual transaction from Accounts Payable and Payroll. Setting to **Summary** will cause EFT batches to be transferred as a single batch (this is the most common method employed by banking institutions).

When you press [**Enter**] at "Field number to change ?", you are asked if you wish to enter any Notes about the Bank Account.

You can enter an unlimited number of Notes about this Bank Account. Each note is given a date/time stamp so that you can browse through the notes in time sequence later.

Entering Notes for Bank Accounts

A **Menu at the bottom of the "Notes" area shows three selections:**
Pressing [**F1**] brings up a number of selections:

Save	-After entering a note, this selection permanently saves the note
New	-Start a new note. Changes made to current note, will be lost.
Delete	-Permanently deletes the note
Jump	-Allows you to enter a specific date for viewing notes.
Change date	-Change the date and time this note was entered.
Abandon	-Abandon any changes to the current note and exit the notes function.
Exit	-Exit the notes function.
[**PgUp**]	-View an earlier dated note.

[**PgDn**]	-View a later dated note.
[**Home**]	-View the earliest dated note (oldest).
[**End**]	-View the newest note on file.

Text Entry
When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note. While entering a note the following keys and rules apply:

[**Enter**]	-Completes the entry of a line of text and moves the cursor to the next line.
Auto-Wrap	-The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example, if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line.
[**F1**]	-Access the Menu selections described in the previous section.
[**Esc**]	-Exit the note function without saving the changes to current note
[**Tab**]	-Exit the note function and save the changes to the current note.
[**F2**]	-Begin entering a new note.
[**F3**]	-Edit the next note on file.
[**F4**]	-Edit the previous note on file.

Format: 10 lines of 77 characters each

This concludes entry of a new Bank Account. When you subsequently view or change an account, you may choose to view notes by using the [**F6**] key, or you may view account status as described below.

Viewing the Status of the Account

When you press [**Enter**] at "Field number to change ?", you are asked whether you wish to view the status of this Bank Account.

If you answer **Y**, a new screen appears, which displays the Status of the Account
Status Shows:
The Account Number,
Reconciliation Method,
Bank book balance,

Last Bank statement date, and whether a reconciliation is in progress.

Printing a List of Bank Accounts

From the *Bank Accounts* Menu, select *Print*.

From the screen which appears, enter the following information:

?1. Starting Account #
?2. Ending Account #
Enter the starting and ending account numbers. Follow the screen instructions.

3. Print Notes ?
Your answer here determines whether any notes entered above will be printed.

_____

Chapter 5 Starting Up a Bank Book

Use this selection to initially to set up the entries of your Bankbooks when first using Bank Rec.

Once you have entered you Bank Book(s) (First Screen) your 'starting up' a Bank Book(s) can be started.

See> Second Screen (F2) ; Starting Up a Bank Book
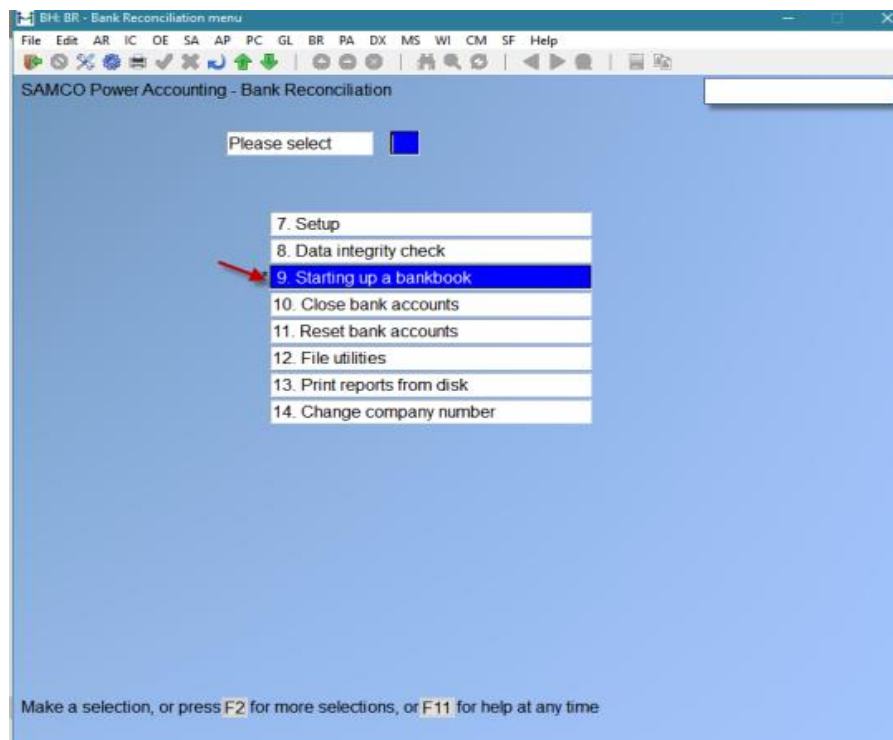
This is the screen you will see.
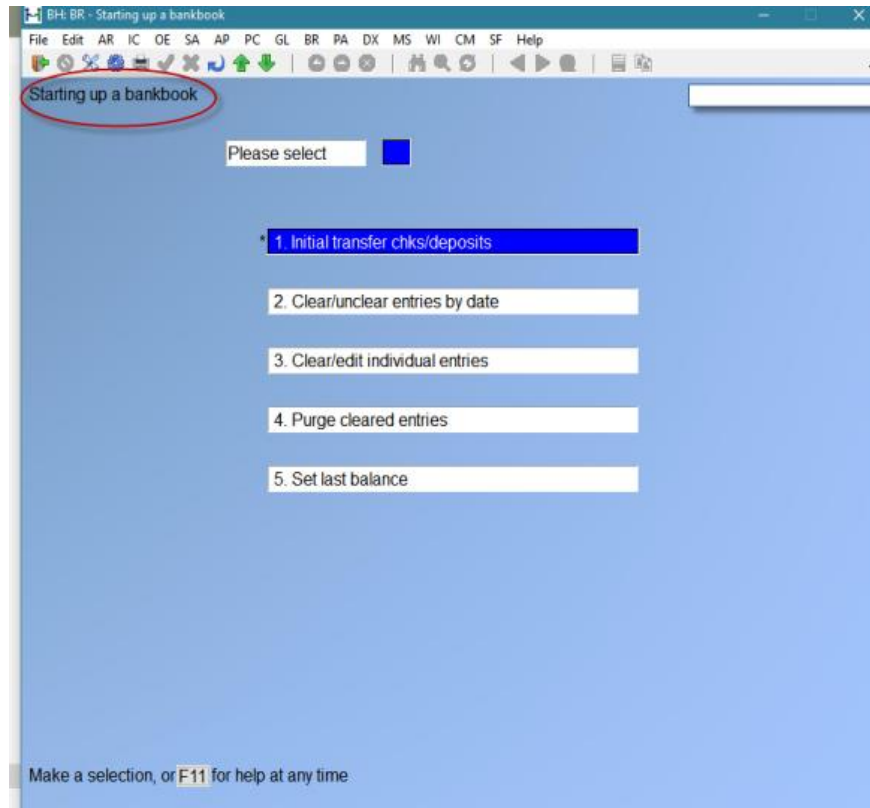
Bank Book entries will then either be manually entered or transferred.

Follow the set up that describes how you will be using Bank Rec Module

Adding Bankbooks/Accounts AFTER *B/R* is Installed

NOTE: If you are adding an entirely New Bankbook which has no activity, it is not necessary to go into start-up mode or use Checklist B. Simply do this:

1. On the first screen go into Bank Accounts - Add the Bank Account(s) that will be used to the Bank Accounts File.
2. On the Second Screen (F2) in Set Up -Add the new Cash Account to the Cash Accounts File.
3. Make the Cash Account the default in the A/R, and A/P Control Files, as applicable. Then go on with your regular day-to-day processing.

NOTE: If you are adding a Bankbook which already has activity (not as a result of using A/R, A/P, F/P, or PR), then follow Checklist B.

Outline of Steps for setting up Bank/ Cash Accounts for Bank Rec

- Make sure that you have entered a Bank Account,   _____
  using *Bank Accounts*, for each Cash Account used
  by A/P, and A/R.
- -Make sure that you have entered a Cash Account   _____
  (using *Cash Accounts*) and a Bank Account (using
  Bank Accounts) for any other Bank Accounts to
  be maintained by B/R. (which are not used by other
  Packages.)
- If transfers have never been done before; use the transfer all cheques and deposits in
  "Starting Up a Bank Book Screen". This brings over ALL entries,
- Use the clear entries to clear out the ones that have been reconciled prior to Bank Rec
  Set up. (either individually or by date range)
- You can then purge cleared entries
- Once entries are cleared and purged you can set your Balance Forward by entering in
  your Balance on your Bank Statement.
- Set Balance
- After a balance forward has been entered in your Bank Account you can then enter
  any outstanding entries that have not yet been cleared.

Below is a screen shot displaying a bank account with a balance forward entry and outstanding
cheques which reflect the bank statement balance and the outstanding entries that were manually
entered and waiting to be cleared by the bank. This balance is only reflected in Bank Rec
Module.

```
 Date    Type     Doc-# Payee  Name or comment        Deposit/CR         Check/DR           Balance

                                ** STARTING BALANCE **                                        0.00

 8/01/17 Bal fwd                BALANCE FROM BK STATEMENT 502,551.64                      502,551.64
 8/01/17 Check    745                                                     5,500.00        497,051.64
 8/01/17 Check    6199   BIGHOR                                           1,697.00        495,354.64
 8/01/17 Check    6200                                                       93.74        495,260.90
 8/01/17 Check    6201                                                      124.12        495,136.78
 8/01/17 Check    6202                                                   12,823.27        482,313.51
 8/01/17 Check    6205                                                    4,826.93        477,486.58
 8/01/17 Check    6206                                                      273.74        477,212.84
 8/01/17 Check    6207                                                   26,896.78        450,316.06
 8/01/17 Check    6210                     AC                               154.81        450,161.25
 8/01/17 Check    6211                                                      121.10        450,040.15
 8/01/17 Check    6213                                                    1,353.45        448,686.70
 8/01/17 Check    6214                                                    2,016.00        446,670.70
 8/01/17 Check    6216                                                    5,566.62        441,104.08

                                ** ENDING BALANCE **                                      441,104.08

 F1 - continue  F3 - Forward  F4 - 80col  ESC - cancel  PgUp/PgDn
```

For any Cash Account (and its corresponding Bankbook), one of four situations can occur:

A.   -Bank Rec is being added to the Samco Package that already has one or more of the A/P, A/R, F/P, P/S and Payroll Packages in use. (B/R Package is being added afterward.)

B.   -Clean Installation; No other Package has been in use yet.

C.   -Need to add A/R Package; The B/R Module and several other modules (A/P, F/P or P/C) are already in use, however Accounts Receivable (A/R) module needs to be added as a newly install.

D.   -Only using Bank Rec; You have just installed the B/R Package, and you are not using any other Packages, (only BR.)

Follow the checklist that applies to your situation out of this User Manual

A –Using Samco Modules and adding Bank Rec

Already using Several Samco Packages (Such as AP AR Payroll etc.) and BR is being Added.
Make sure that start-up mode is selected in the Control File.

If using Accounts Receivable:
(If/Since the Bank Reconciliation Package is in
Start-up mode, you do not have to print deposit
slips before transferring cash receipts.)

Later, during regular use of the Bank Reconciliation
Package, any cash receipt will have to be printed
on a deposit slip before it can be transferred.

Transfer these cash receipts, using *Transfer*   _____
cheques/deposits.

The result is that all deposits in the Cash History
File are marked as transferred.

NOTE: Once in Regular Mode you will need to transfer all cash receipts
by gathering all the receipts and creating deposit slips.

For more details see *Prepare deposits* in the A/R User Manual
Chapter titled *Process Cash History*.

      Excerpt from AR Manual (Cash History Chapter)
-    To prepare a deposit slip, select the Cash Account, enter the deposit slip number and date, and then select the date range of cash receipts to include on the deposit slip.

If you are using Payroll:

Transfer all payroll cheques, using *Transfer cheques/deposits*.   _____

The result is that all cheques in the Payroll Cheques
File are marked as transferred.

-There is an option in the Payroll Control File to allow reconciliation through Bank Rec. that should be set to 'Y'

If using Accounts Payable:

Look at your answer as it currently exists for field
"KEEP VENDOR HISTORY FILE ?" in the
A/P Control File. Use *Control information*,
as described in your A/P User Manual, to look
at your current answer

If your current answer is yes (Y):
Transfer all cheques, using *Transfer cheques/deposits*.   _____
The result is that all cheques in the Vendor History
File are marked as transferred.

If your current answer is no (N):
This means that there are no cheques in your
Vendor History File to transfer.
Change your answer to **Y**, so that this file will   _____
hold future A/P cheques for transfer to Check
Reconciliation.
If no, and no A/P cheques have been transferred,
skip steps 3 and 4 below. **Go directly to step 5> Set Balance.**   _____

If using Fish-Pro:
Transfer all cheques, using *Transfer cheques/deposits.*   _____

The result is that all cheques in the Fish-Pro Cheques File are marked as transferred.

The result is a Bankbook that contains all cheques and deposits previously entered through A/P, Fish-Pro, Payroll, and A/R, that have Not appeared or been cleared on <u>any</u> Bank Statement .

Once all the Modules that are going to be interfaced with Bank Rec have been added, you are ready to go to Clear Entries

B – If just using Bank Rec

No other Package has been put in use yet.
Make sure that start-up mode is selected in the Control File.

<u>User Manual Chapters you will be referring to</u>:

- Control Information
- Bankbook Entries
- Starting Up a Bankbook

Step 1. If you are going to be using any other   _____
Packages, install them first. Then build the data files
for each Package, before starting this Bank
Reconciliation Package.

Step 2. Make sure that you have entered a Bank Account,   _____
using *Bank Accounts*, for each Cash Account used
by A/P, and A/R, (if one or more of these
Packages are in use).

Make sure that you have entered a Cash Account   _____
(using *Cash Accounts*) and a Bank Account (using
Bank Accounts) to be maintained by B/R,
 which are not used by other Packages.

Step 3. Take the latest Bank statement dated <u>before</u> any cheques or deposits are entered into the other Packages, and enter a balance forward entry, using *Bankbook entries*.

The date and amount of this entry are the date and closing balance of the last Bank Statement.

Step 4. Enter all cheques and deposits that have not yet been   _____
cleared as of the latest Bank statement directly into
the Bank Reconciliation Package. These will be cheques
and deposits that you will <u>not</u> be entering into the other
Packages. Use *Bankbook entries*.
- The result is a Bankbook File that has only outstanding
entries for each Bank Account, as of the date of the latest
Bank Statement and has <u>all</u> of these outstanding entries.

Step 5. Run *Set Last Balance*.   _____

C – Needing to add AR to existing packages

Bank Reconciliation Package and other packages are in use, but AR (Accounts Receivable) Package is to be newly installed.

<u>User Manual Chapters you will be referring to</u>:

• Control Information
• Bankbook Entries
• Starting Up a Bankbook

Preliminary
You have been entering deposits, up until now, directly into the Bank Reconciliation Package, and some deposits are already on file. Some might be marked as cleared already, and some might not yet be marked as cleared.

Step 1. Install the A/R Package, using the Installation Guide,   _____
System Functions Manual, and A/R User Manual.

Step 2. Start entering cash through the A/R Package.   _____

Step 3. Discontinue entering deposits directly through the   _____
Bank Reconciliation Package.
That is all that is necessary to do. The balance forward will already be correct.

D -Only using Bank Rec as Stand Alone

You have just installed the Bank Reconciliation Package, no other Packages will be used.

User Manual Chapters you will be referring to:

• Bankbook Entries
• Starting Up a Bankbook

Step 1. Make sure that you have entered a Cash Account,
using *Cash accounts*, and a Bank Account,
using *Bank accounts*, for each Bank Account to be maintained by B/R. Make sure that start-up
mode is selected in the Control File.

Step 2. Enter a balance forward entry with the date and closing amount of the last Bank
statement. Use *Bankbook Entries.*

Step 3. Enter all cheques, deposits, and adjustments
(such as financial charges, etc.) that have not yet cleared the Bank (or Bank charges) as of the
last Bank Statement. se *Bankbook Entries*.

Step 4. In Starting up a Bank Book (Second Screen) F2 > Run #3 *Set-up: Set last balance*.

After Bank Book Accounts are set up and you have entries to clear:

To Clear Entries
- **NOTE:** You will use this selection only if you are using at least one other Package.

To Begin

If in Start Up Mode:
Select '**Starting up a Bankbook'** from the 2nd page of the B/R Menu, (F2) then select C*lear Entries*.

Entries can be compressed in groups of cleared cheques and deposits into what are called "balance forward" entries. In this way, your Bankbook balance will always be correct.

However, when you are in start-up mode, you are allowed to purge Bankbook entries at will - as well as enter or change them. This is so you can set up your Bankbook quickly, simply, and directly.

- **NOTE:** Once you leave start-up mode and go into regular use mode (by running *set last balance*), you will only be allowed to purge cleared Bankbook entries.
-
Use this selection to mark entries as cleared that you want to purge. (When you purge an entry, you completely remove it from the file.)

A screen appears for you to enter the account number of the Bank Account to clear. Enter the Bank Account (which must be in the Bank Accounts File), OR:

[**F1**]   -To scan through the Bank Accounts on file

- Now run *clear entries,* in the Staring up Bankbook screen
  and select individual or clear entries by date that are on your <u>latest</u> Bank statement.

  Clear <u>all</u> entries earlier than the current Bank statement, excluding entries
  which have not yet cleared the Bank.

  You can view them individually and unclear any prior to purge.

- **NOTE:** The result is a Bankbook File that contains all cheques and deposits previously entered through A/P, Fish-Pro, Payroll, and A/R, that have not appeared yet on <u>any</u> Bank statement (have not cleared).

Either way, this is the next screen you see:
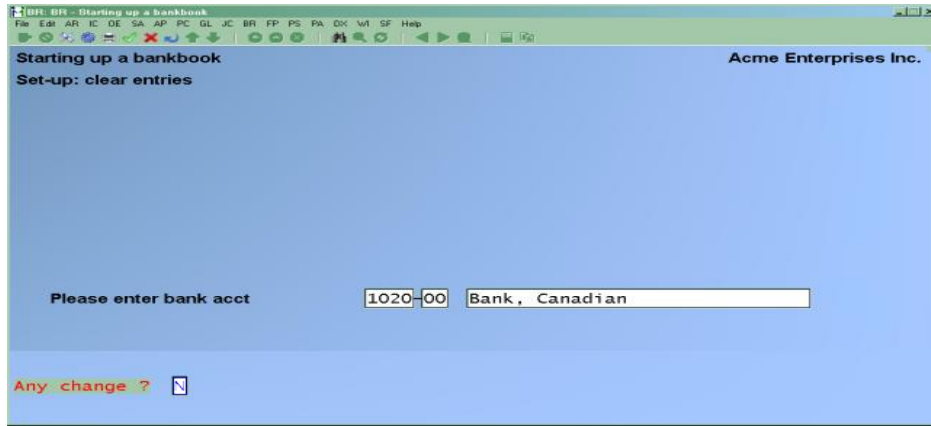
Select entries to clear using the ↓↑ keys
Move forward to the next screen of entries by using the [**PgDn**] key. Move back to the previous
screen of entries by using the [**PgUp**] key. You can also clear entries by date range.

If using the Clear/Edit Screen you can individually select which entries to clear or unclear.
To exclude an entry from purging, skip it by using the arrow keys. If you had already answered
Y to an entry and want to change the answer, enter **N** for that entry.
Entries marked with **Y** to "Clear ?". can be purged.

- **NOTE:** If at that time you find that you have to un-clear an entry you can go back into
  the individual select screen and un-clear the entry(s) in question.
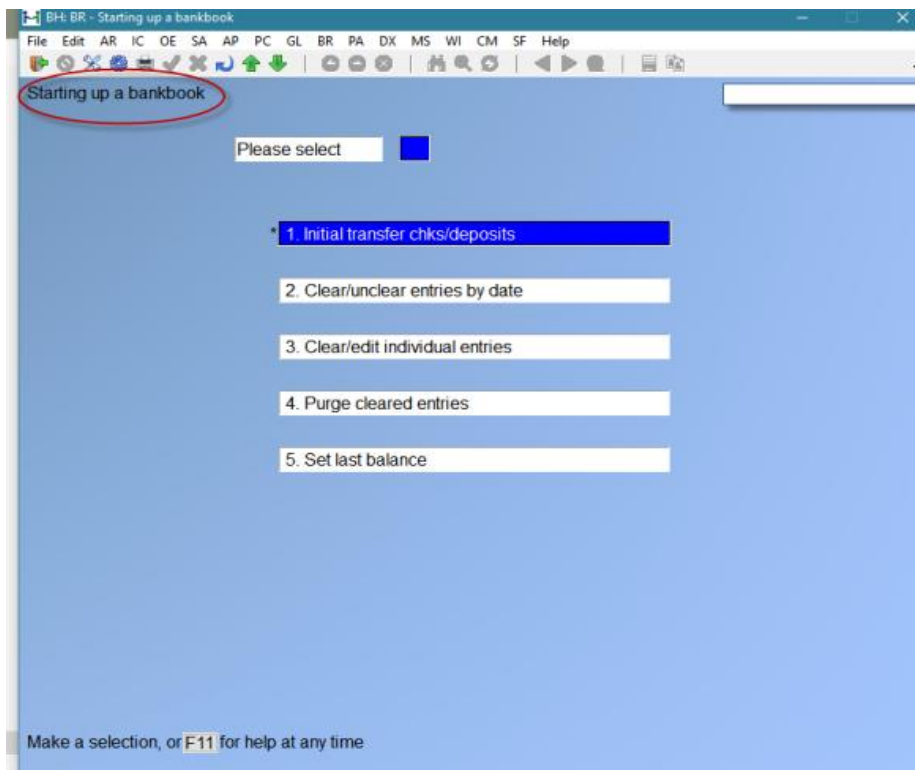
If you have started Banc Rec Module after running the other packages you may have a lot of entries that were manually cleared that are now being displayed in your Bankbook.

This is where the data range of cleared entries comes in handy.

Once entries have been cleared you can go on to the next step and 'Purge Cleared entries.

To Purge Entries

(F2) (Second Screen) Select Starting a Bank Book > enter; go to > *Set-up: purge entries*

A screen appears for you to enter the account number of the Bank Account to clear. Enter the Bank Account (which must be in the Bank Accounts File), OR:

> [**F1**]   -To scan through the Bank Accounts on file

When you run *Purge entries*, any entries marked as cleared for purging are purged. The processing occurs automatically.

Set Last Balance

Select *Set-up: set last balance* from the *Starting up a Bankbook* Menu. (Second screen of Bank Book Module) Once set the system will go into Regular Mode from Set up Mode

If you have cleared and purged past entries you are now ready to set your bank balance going forward.

Use this selection to set the last statement balances and dates for <u>all</u> Bank Accounts and leave start-up mode. You should run this when you are satisfied that all of your Bank Accounts are properly set up.

If you have cleared entries for purging, but have not yet purged them, you will get an error message. You will not be able to continue with this selection until you have either purged the cleared entries or un-cleared them. It may be necessary to do this for more than one Bank Account.

If everything is OK, a screen with this message appears:
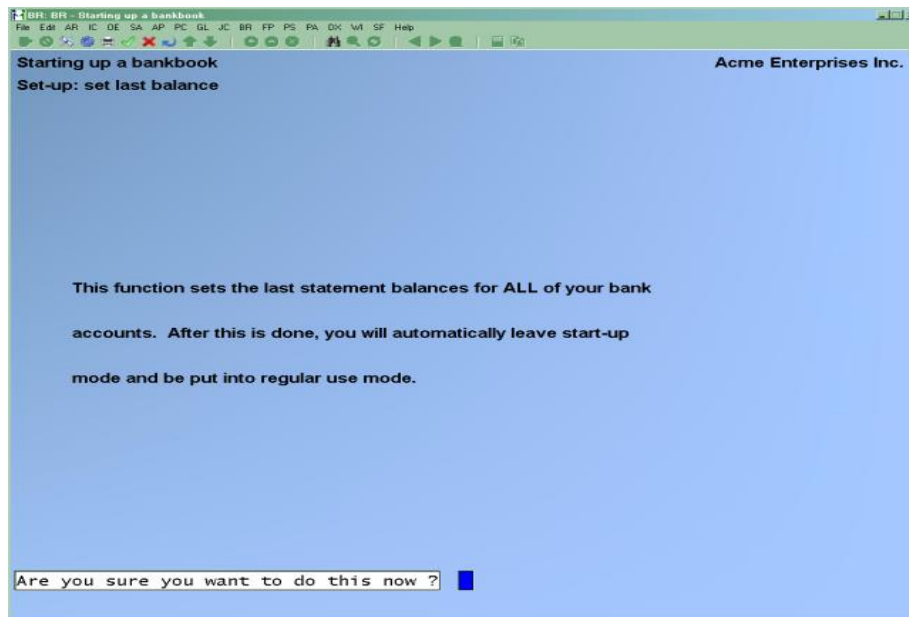
The last statement balance for each Bank Account is then set to the balance of all entries in the account, and the last statement date is set to the latest clear date on any entry.

Once steps have been completed:

You are now ready to enter in any other outstanding cheques and deposits that were not transferred

Step 5. Using Bankbook entries,
Enter in anything not transferred and that have not yet appeared on your Bank Statement. (These would be outstanding cheques and deposits that were no longer in the History files when you did the transfer above. There might not be any of these.)

At this point, the Bankbook File contains only entries that have not cleared the Bank yet, as of the date of the last Bank statement. It should contain all of these entries, at least up to the closing date of the last Bank statement. It might also contain entries after the last statement date.

Step 6.
Go back to *Bankbook entries* and make a balance _____
forward entry.

The amount is the closing amount of your last Bank statement.
B

(You should have already reconciled this statement manually.
 If this has not yet been done, you can make any adjustments and corrections
later through *Bankbook entries*.)

The date of the balance forward entry should be
the closing date of the last Bank statement.

Step 7. Do the above procedure for <u>each</u> of your Cash Accounts.

Step 8. Go to > 2nd screen (F2) > Starting up a Bank Book > Run *Set-up: set last balance*.
_____

Your Bankbooks are now set up for regular use and you are no longer in start-up mode.

- **NOTE:** If you have any un-cleared entries dated before the balance forward entry you
  entered above, the running balance figure will not be accurate <u>before</u> the balance forward
  entry; however, it will be accurate from the balance forward entry onward. Once all
  entries before the date of the last Bank statement have finally been cleared, the running
  balance figure will be accurate in all cases.

Chapter 6 Guide to Daily Operations

NOTE: *We highly recommend consulting with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.*

Daily Checklist

EACH DAY

____ Enter cheques/deposits using *Bank book entries*. (If you are using other Packages, you would only enter cheques and deposits financial charges that were not entered using A/R, A/P, Fish-Pro or P/C.)

EACH DAY, AS NEEDED

____ View your current Chequing Account balances using *View checking information*. When viewing this information, you may optionally include un-posted and un-transferred entries from other Samco Packages in order to get a very accurate statement of your current Chequing Account balance.

____ Print the Account Activity Report to obtain a cross-section of Bank book entries in several different ways. For example, you can get a Report of all A/P cheques to a specific Vendor using this Report.

Weekly Checklist

EACH WEEK

____Transfer cheques /deposits from A/P, Fish-Pro, and P/C.

____Transfer deposits from A/R.

NOTE: *You may wish to transfer cheques and deposits to B/R more frequently than once a week, information can be transferred daily, if needed.*

Periodic/Monthly Checklist

EACH PERIOD

____When you receive your Bank statement, enter any adjustments (financial charges, etc.) using *Bankbook entries* and then reconcile your Bank statement using *Reconcile statements*. Use the Reconciliation Report, as needed, while reconciling your checking acct.

EACH PERIOD, AS NEEDED

____ Print a complete Report of all Chequing Account activity for a period, using *Bank book entries*.

____ Reduce the number of entries in your Chequing Account files by using *Compress cleared entries* to combine the totals of cleared entries into balance forward entries.

Quick Summary Checklist

- Have all A/R cash receipts/deposits been completed for the month?
- Have all cheques been issued from Payroll and A/P for the month?
- Enter all bank account entries into Bank Reconciliation.
- Go to G/L and get distributions from Bank Reconciliation.
- Go to B/R and transfer all cheques and deposits for the month.

- Reconcile statements, Reconcile bank and (cheque)bankbook.
- Bank account reports, Reconciliation for completed month.
- Compress cleared entries.

_____

Chapter 7 Transfer Cheques/Deposits

Introduction

Once you are in regular mode using Bank Rec on a daily basis you will use this selection to transfer cheques from Accounts Payable, Fish-Pro, and Canadian Payroll, and deposits from Accounts Receivable and Point of Sale into the Bank Reconciliation Package.

NOTE: *This selection can be run only if you have specified (in the B/R Control File) to use one or more of the above Packages/Modules.*

Select *Transfer cheques/deposits* from the B/R Menu.


```
Transfer checks/deposits                                    Sales Station #001



            Please enter
                1. Transfer from Accounts Payable?         ▮
                2. Show EFT Detail?
                   (Last transferred  2/25/20)
                3. Transfer from Payroll?
                4. Show EFT Detail?
                   (Last transferred 10/16/19)
                5. Transfer from Accounts Receivable?
                   (Last transferred 10/01/19)
                6. Transfer from Point of Sale?
                   (Last transferred  9/26/19)
                     Store to transfer
                     Consolidate registers
                7. Show deposit detail?


                8. Check for entries earlier than the
                     last transfer date ?
```

NOTE: *The date of the last transfer will not appear until at least one transfer has been done for that Package.*

1. Transfer from Accounts Payable ?

This question appears if you are using A/P. Answer **Y** if you want to get cheques from A/P; otherwise, answer **N**.

- ALL Computer cheques that have been printed and posted, and non-A/P cheques and hand-written cheques that have been posted, will be transferred.

- "Void" cheques will be transferred. See the A/P User Manual Chapter titled *Void Cheques*.

- No unposted cheques will be transferred.

2. Show EFT Detail ?

Answer **Y** if you want to see the individual transactions which make up the EFT batch being transferred on the report. When set to N, only the summary of the EFT batch will be printed.

3. Transfer from Payroll ?

This question appears if you are using Canadian Payroll. Answer **Y** if you want to get cheques from Payroll; otherwise, answer **N**.

- Payroll cheques that have been printed and posted, and hand-written cheques that have been posted, will be transferred.
- No un-posted cheques will be transferred.

4. Show EFT Detail ?

Answer **Y** if you want to see the individual transactions which make up the EFT batch being transferred on the report. When set to N, only the summary of the EFT batch will be printed.

Transfer from Accounts Receivable ?

This question appears only if you are using A/R. Answer **Y** if you want to get deposits from A/R; otherwise, answer **N**.

If you are in start-up mode (per the Control File), all deposits prior to the cut-off date (described below) will be transferred.

If you are not in start-up mode, only deposits for which a deposit slip has been printed will be transferred. See the A/R User Manual Chapter titled *Cash History* for information on deposit slips.

Transfer from Fish-Pro ? (if using the Fish-Pro Module)

This question appears if you are using Fish-Pro. Answer **Y** if you want to get cheques from Fish-Pro; otherwise, answer **N**.

If Yes, Cheques that have been printed and posted, and hand-written cheques that have been posted, will be transferred.

No un-posted cheques will be transferred.

Transfer from Point of Sale ? (if using the POS Module)

This question appears only if you are using Point of Sale. Answer **Y** if you want to get deposits from Point of Sale; otherwise, answer **N**.

Transfer options allow you to select one or all stores, and whether or not to consolidate registers. Consolidating registers will combine all entries (by cash type) into a single deposit.

The values entered in Point of Sale » Tickets » Close drawer, not the individual transactions themselves, are used for interfacing with Bank Reconciliation.

Show Deposit Detail ?

This question appears only if you selected to transfer deposits from A/R.

Each deposit consists of one or more cash receipts. Answer Y to show the individual cash receipts on the Transfer Report.

Check for Entries Earlier Than the Last Transfer Date ?

NOTE: This question appears only if earlier transfers were done.

You can greatly speed up the transfer process if you answer N to this question.
If all the cheques and deposits you have entered and posted in the other Packages since your last transfer have dates <u>after</u> the last transfer date, answer **N**. If you are unsure, answer **Y**, and it will catch any that may have been left behind.

When you answer N, the software will not look for any <u>un-transferred</u> cheques and deposits 'earlie' than the last transfer date.

If you did a transfer, then posted a cheque in A/P (for example), dated <u>earlier</u> than the last transfer date, then this cheque would not get transferred. In this case, you must answer Y to ensure that such cheques and deposits do get transferred.

The next screen will ask for a next cut-off date. Only entries having dates on or before this date will be transferred.

       [**F1**]   -To use "Latest" (no cut-off date)

- **NOTE:** If an entry was already transferred, it won't be transferred a second time.

When you are done, the entries are transferred automatically. If the Control File is specified to print a Transfer Register, it then prints.

A second screen comes up for transfer date .
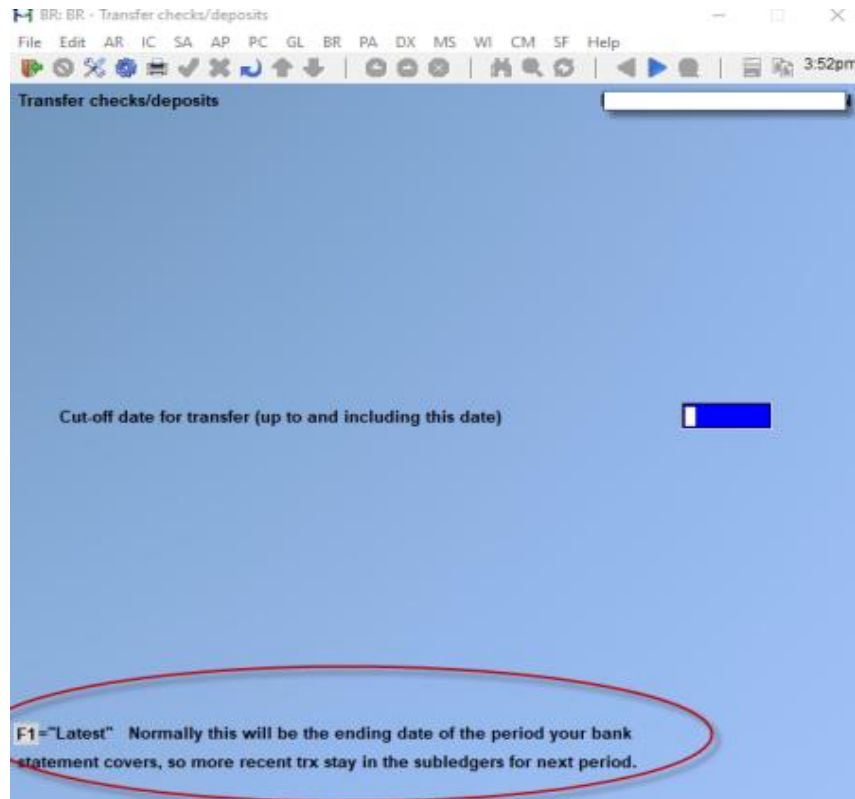
Chapter 8 Bankbook Entries

Introduction

Use this selection to make Bankbook entries or print a list of them.

If you are not using any other Packages, use this selection to enter all your Bank Account activity.

If you are using the Accounts Payable, Fish-Pro, Payroll, Point of Sale and/or Accounts Receivable Packages, you can also use this selection to change or delete entries transferred to the Bank Reconciliation Package from these other Packages.

NOTE: You now have the ability to enter manual Bank transactions (interest, service charges, etc.) built right into Bankbook entries, this new ability allows you to enter transactions into B/R and then interface them with the G/L (see the **Control Information** for details on auto posting to the G/L).
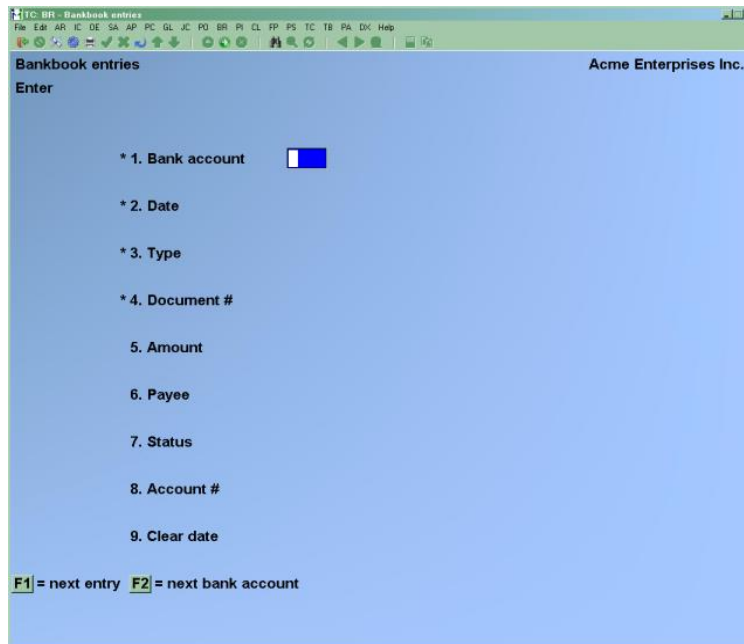
Instructions for using this selection to transfer funds between Bankbooks are included at the end of this chapter.

To Begin

Select *Bankbook Entries* from the B/R Menu, then select *Enter*.

Making Bankbook Entries

This is the screen you see:

New and Existing Entries

? * 1. Bank Acct

For a New Entry
Enter the number of the Bank Account, OR:

           [F2]   -To scan through the Bank Accounts on file

           [Enter]   -To use the Bank Account previously entered, if any

For an Existing Entry
To bring up a specific Bankbook entry, enter the Bank Account, date, type, and document number of the entry you want, OR:

           [F1]   -To scan through the entries on file

           [F2]   -To scan through the Bank Accounts on file

-   **NOTE:** If the entry was transferred from Accounts Payable, Fish-Pro, Payroll, Point of Sale or Accounts Receivable, "A/P", "PR", "FP", "BR" or "A/R" displays for "SOURCE".

- If the entry was made directly in *Bankbook entries*, "Direct Entry" displays for SOURCE".
- If Bank Reconciliation is being used stand-alone, "SOURCE" does not appear.

* 2. Date

Enter the date for the entry, OR:

[**F1**]   -To scan through all entries (in date order) for the specific Bank Account entered above in field 1.

[**Enter**]   -To default to the last date entered, or (for the first entry) to the current date

Format: MMDDYY

* 3. Type

Enter the type of entry as follows:

B   -Balance forward (NOTE: Balance Forward can only be entered when in Set up Mode)
D   -Deposit
C   -Cheque
A   -Adjustment (financial charges etc.)

If the previous entry made was a cheque, you can press

[**Enter**]   -To default to type
C   -(Check). OR:
[**F1**]   -To scan through all entries for the specific Bank Account and date entered.

- **NOTE:** You can make a balance forward entry only when you are in start-up mode.

Doing an Adjustment:

-If an **Adjustment 'Increases'** your Bankbook balance (for example, Interest Received), enter a **'Positive Amount'.**

-If the **Adjustment 'Reduces'** the balance (for example, Bank Financial Charges), enter a '**Negative Amount'**.

After the amount is entered, the balance is adjusted and re-displayed on the right

* 4. Document # : For all types Except "Balance Forward"
Enter the document number, OR:

> [**F1**]   -To scan through documents for the specific Bank Account, date,
> and type entered above

You can press [**F2**] to use the last document number plus 1. The incrementing of document number works as follows:

For cheques, deposits, and adjustments entered this run, the last document number is stored for each type.

For subsequent entries, the default number is the last document number for that type plus 1.

For "Balance Forward" Type
Either an existing entry for the Bank Account and date is displayed (since only one such entry per date is allowed per account), or (if no existing entry), the document number field is skipped, as there may be only one balance forward entry for a Bank Account on a particular date.

5. Amount   Book Balance:
The Bankbook balance appears on the right.

Enter the amount,   OR:

> [**F1**]   -To scan through all documents for the specific Bank Account,
> date, type, and document number entered. ([**F1**] is not available
> for balance forward documents.)

For a Balance Forward Entry:
 Enter the current account balance.

For a Cheque:
If the entry is a cheque, enter a positive amount. The Bankbook balance will be <u>decreased</u> by this amount.

For a Void Cheque:
Entering zero for the cheque amount causes a void cheque status to be assigned to the entry. Field 6, "Payee", is set to "*** Void cheque ***" and field 7, "Status", is set to "Void". Fields 6, 7, and 8 are skipped and you are positioned at "Field number to change ?".

If you enter a non-zero amount, you can mark the cheque as void in field 7, after entering payee information in field 6.

6. Payee, Name, or Comment

For a Cheque:

Enter a payee number, then a name.

Format: 6 characters for payee number
25 characters for payee name
25 characters for comment

For a Void Cheque:

The payee number is set to blank.

The payee name is set to "*** Void cheque ***".

For a Balance Forward, Deposit or Adjustment Entry:

Enter a comment appropriate to the entry. You can press [**Enter**] to leave the comment field blank.

7. Status

Enter the status as follows:

      (Blank) or **N**   -Not yet cleared
      C   -Cleared
      V   -Void
      S   -Stop-payment

NOTE: If the entry is a balance forward, a status of "C" is automatically displayed and cannot be changed.

For a Void Cheque:

The status is set to "Void" and cannot be changed as long as field 5, "Amount" is zero. If you want to "un-void" a cheque, you must reset field 5 to a non-zero amount, then return here to change its status.

8. Account

Enter the G/L distribution account number.

9. Clear Date

For a balance forward entry, the clear date is automatically set to the date of the entry and cannot be changed. (Balance forward entries are always considered cleared.)

For other types of entries, this field is automatically skipped unless you entered a status of "C" (cleared) above, and you are in start-up mode.

Format: MMDDYY

Bank Fees

Banks may be charging fees that need to be entered into your Bank Book so that your Bank Book will align with the Bank Statement
You would go into your Bank Account screen and enter in the appropriate information

Bankbook Entries Report

Select *Print* from the *Bankbook entries* Menu.
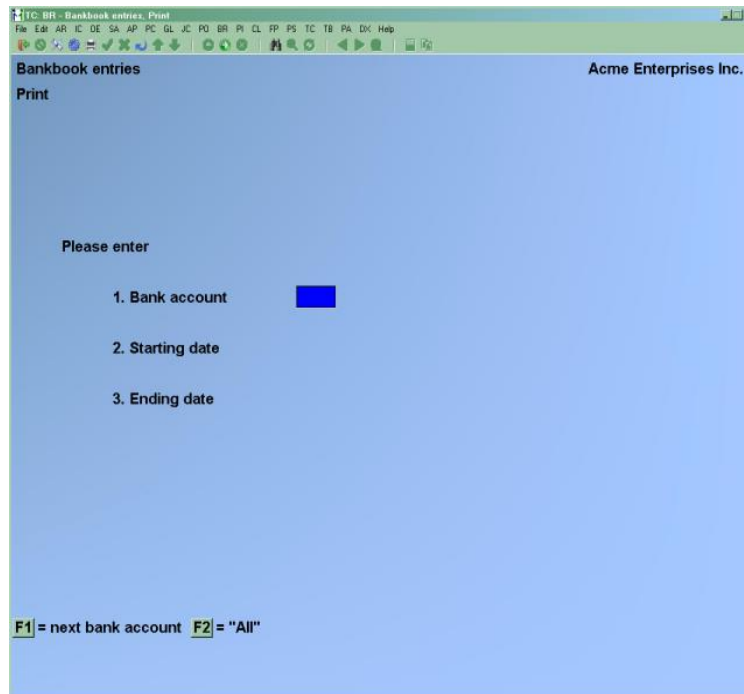
?1. Bank Account
Enter the number of the Bank Account you want to print the Report for, OR:

       [**F1**]   -To scan through the Bank Accounts on file

       [**F2**]   -To print the Report for "All" Bank Accounts

2. Starting Date
3. Ending Date
Enter the range of dates to show on the Report. Follow the screen instructions.

Format: MMDDYY

If you change the status of an entry to "Void" or "Stop-payment", the date that action was taken will appear in the "CLEAR-DATE" column of the Report.

Transferring Cash from One Account to Another

This section describes how to transfer cash from one Bank Account to another. There are two different situations:

Using G/L Package

If not using the automatic transfer feature (see chapter on Control Information), from the General Ledger menu, select **Get Distributions**, and interface with BR

You can also use the **Bank entries >> Post to general ledger** to transfer manually entered bankbook transactions to the G/L module.

Not using G/L Package

Adjusting the Bank Accounts
Using *Bankbook Entries* in this Package, make two entries:

1.   **The cheque written on the account you are transferring Cash FROM.**
2.   **The deposit of that cheque into the account you are transferring Cash TO.**

For clarity in keeping your records, you should deposit ONLY the single cheque from the "FROM" account, and not include any other cheques or cash in this deposit.

For example, suppose that you are transferring $5,000 from account 1100-000 to account 1200-000 on December 31, 1999: You would make two entries as follows, using *Bankbook entries*:

FROM		TO	
Cash acct:	1100-000	Cash acct:	1200-000
Type	Cheque	Type:	Deposit
Date:	12/31/99	Date:	12/31/99
Doc #:	(Cheque #)	Doc #:	(Deposit #)
Amount:	5,000	Amount:	5,000

Payee: TRNSFR   Comment: TFR from 1100-000
Payee name: TRANSFER to 1200-000

NOTE: (For Reference) We recommend you enter the payee name and comment as above, although you can enter anything here that you like.

Chapter 9 View Bank Account Information

Introduction

Use this selection for a quick review of a Bank Account. You will be able to see:

- The reconciliation method of the account
- The balance and date of the latest Bank statement
- The balance on the Bank book
- The date that Bank book entries were last transferred from other Packages
- The total amounts of entries in other Packages that have not been posted or transferred to the Bank Reconciliation Package

From the B/R Menu, select *Reconcile statements*, then select *View Bank Account information*.

If only one Bank Account is in use and no other Packages are interfaced with Bank Reconciliation, no questions are asked and the information displays automatically. Otherwise, a screen appears for you to enter the number of the Bank Account to view. Enter the information as follows:

? Bank Account

You are asked this question only if there is more than one Bank Account defined. Enter the number of the Bank Account,   OR:

> [**F1**]   -To scan through the Bank Accounts on file

Include Unposted/Un-transferred Entries ?

You are asked this question if at least one other Package is being used. Enter **Y** to include un-posted entries and un-transferred entries. This will give you totals on each Module on what is outstanding.

For the A/P Package, this is the total amount of un-posted non-A/P cheques and hand-written cheques, plus cheques in the Vendor History File not yet transferred to the Bank Reconciliation Package.

For Payroll, this is the total amount of un-posted hand-written payroll entries, plus cheques not yet transferred.

For Fish-Pro, this is the total amount of un-posted cheques not yet transferred.

For A/R, this is the total amount of un-posted cash receipts entries, plus deposits in the Cash History File not yet transferred.

If a reconciliation is in progress for this account, you will be informed of this.
If you selected to include un-posted entries, processing may take some time. If you wish, you can stop and either exit or resume processing. (See the screen instructions.)
If you use more than one Bank Account, you can press [**Enter**] to view the next one.

The following is a sample screen from this function:

Chapter 10 Setting Up for a Reconciliation

Before Reconciling:
Make sure you have entered (or transferred from other Packages) any of these items:
- Interest received
- Returned customer cheques which you have already deposited
- Bank charges
- Returned Vendor cheques which have already been posted

Use the appropriate instructions in this Chapter before beginning a reconciliation (next Chapter).

Interest Received

For Interest paid (Bank Fees) see Chapter 8 > Bank Fees

USING A/R:
In A/R, enter any interest received as a cash receipt with the Bank as the customer. Enter it as non-A/R cash - it is cash received, but is not a cheque, and it doesn't reduce accounts receivable. The credit account is "Interest Earned". Create a separate deposit slip for it. (You could also enter this through the Bank Reconciliation Package directly, but then you would have to adjust your General Ledger manually.)

If Not Using A/R:
Enter interest received as an adjustment, using *Bankbook entries*. ,which will update your General Ledger according to the accounts you put into the entry.

Cheques Returned to Customers

USING BOTH A/P & A/R:
-A returned cheque means that the entries that were previously paid are no longer paid.
-The customer's balance must therefore be 'Increased'.

-Enter the full returned cheque as a single debit memo, using >*Sales* of the >Accounts Receivable Package.
- Distribute the full amount to a Suspense Account.

-The next step is to reduce your Bank Account by the amount of the returned cheque, plus any Bank charges.

The deposit (corresponding to the original cash receipt for the cheque) should be already made to the Bank and recorded in the Bankbook File.

The total charge to your Bank Account includes the amount of the returned customer cheque, plus any Bank charges. Enter this total charge as a non-A/P cheque, using *Payables* of the Accounts Payable Package.

Fill in the fields as follows:
- The type of the entry is a non-A/P cheque.
- The Vendor is the Bank.
- The invoice number is a memo field.
- The invoice amount is the amount of the returned customer cheque, plus any Bank charges.
- The cheque number is a dummy number such as 999998 to indicate a returned cheque.
- The cheque date is the date on which the cheque was returned to you.
- The distribution is to two valid G/L accounts:
    - (a) The suspense account (used above in A/R) for the amount of the check; and
    - (b) Bank Charges (for the service charge).

NOTE: When transferred to B/R, this non-A/P cheque will reduce the Bank Account balance to account for both the returned cheque plus any service charge.

IF NOT USING A/P AND A/R:
Enter an adjustment, using *Bankbook Entries*, for the amount of the returned cheque plus any Bank charges. You will also need to adjust your General Ledger accordingly.

USING A/R - BUT NOT USING (A/P) THE ACCOUNTS PAYABLE PACKAGE:
A returned cheque means that the entries that were previously paid are no longer paid. The customer's balance must therefore be increased. Instead of reinstating all the entries previously paid, you can enter the full returned cheque as a single debit memo, using *Sales* of the Accounts Receivable Package. Distribute the full amount to the appropriate Cash Account.

The next step is to reduce your Bank Account by the amount of the returned cheque, plus any Bank charges. The deposit (corresponding to the original cash receipt for the cheque) should have already been made to the Bank and should already be recorded in the Bankbook File.

Enter an adjustment, using *Bankbook entries*, for the amount of the returned cheque plus any Bank charges. You will need to make a General Ledger adjustment for the amount of the Bank charge.

USING A/P - BUT NOT USING (A/R) ACCOUNTS RECEIVABLE PACKAGE:
Make a general journal entry as follows for the amount of the returned cheque:

DR   -Accounts Receivable
CR   -Suspense Account

This entry is made to show that the customer owes you the amount of the returned cheque.

The total charge to your Bank Account includes the amount of the returned customer cheque, plus any Bank charges. Enter this total charge as a non-A/P cheque, using *Payables* of the Accounts Payable Package. Fill in the fields as follows:

- The type of the entry is a non-A/P cheque.
- The Vendor is the Bank.
- The invoice number is a memo field.
- The invoice amount is the amount of the returned customer cheque, plus any Bank charges.
- The cheque number is a dummy number such as 999998 to indicate a returned cheque.
- The cheque date is the date on which the cheque was returned to you.
- The distribution is to two valid G/L accounts:
    - (a)   The suspense account (used above) for the amount of the cheque;

    - (b)   Bank Charges (for the service charge).

When transferred to B/R, this non-A/P cheque will reduce the Bank Account balance to account for both the returned cheque plus any service charge.

Cheques Returned from Vendors; -

WITH A/P
Use *Void cheques* to void the cheque.

- **NOTE:** See the A/P Manual Chapter: Void Cheques for details on how to void cheques.

Enter a positive non-A/P cheque for the amount of the Bank charge, with the Bank as Vendor, and a dummy cheque number to indicate that it is a returned cheque charge. You must do this in the Accounts Payable Package in order for the Bank charge to be properly recorded in G/L.

IF A/P IS NOT USED:
If a cheque you wrote to a Vendor is returned due to insufficient funds, there is also a service (penalty) charge. If this cheque has not already been entered using *Bankbook entries*, it would be entered as void at this time. If it has already been entered, then change the status of the cheque to "void". Additionally, you must enter an adjustment, using *Bankbook entries*, for the service charge. Adjust your General Ledger accordingly.

# Chapter 11 Reconciling Statements

Introduction

Use this selection to bring together the Bankbook and Bank statement information and either ensure that they match or make them match. This is the "reconciliation" process - making the Bank statement match your Bankbook (or vice versa).

Use the appropriate instructions in the Chapter titled *Setting Up for a Reconciliation* before you use this selection.

If you are in start-up mode in the Control File, you cannot run this selection. To change from start-up mode, see the Chapter titled *Starting Up a Bankbook*.

Select *Reconcile Bank and Bank book* from the *Reconcile Statements* Menu.

This is the screen you see:
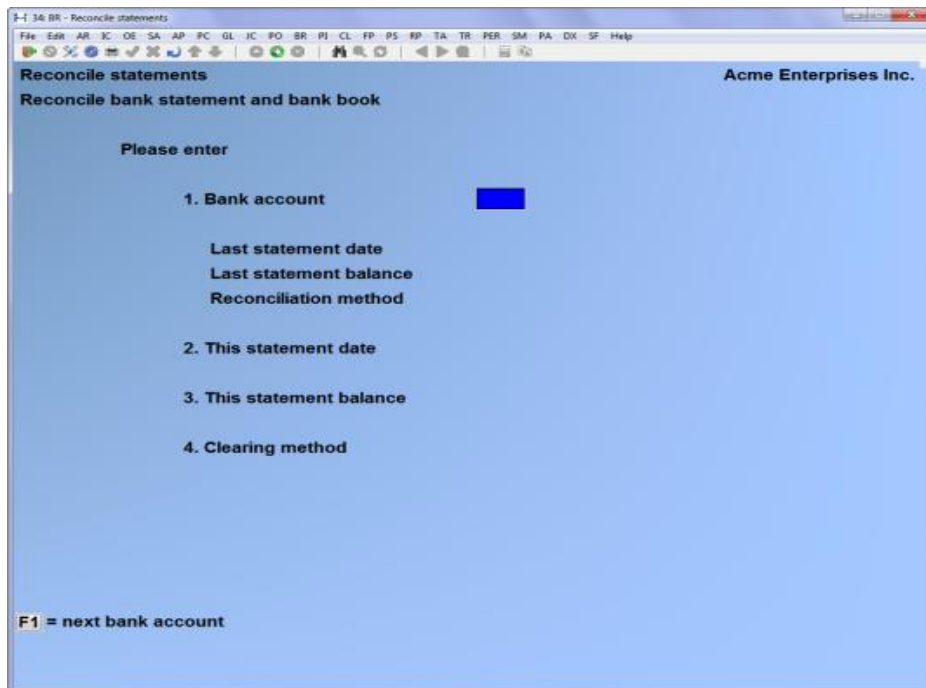
?1. Bank Account

If only one Bank Account is in the Bank Accounts File, that account number automatically displays. Otherwise, enter the number of the Bank Account, OR:

> [**F1**]   -To scan through the Bank Accounts on file

The last statement date, last statement balance, and reconciliation method display for the Bank Account.

2. This Statement Date

(If only one Bank Account is on file, this is field number 1.)

Previously, the software would not allow the date to be changed if a reconciliation is in process. This has recently been modified. (08/17)

- **NOTE:** If a wrong date is entered, you now can back out of the reconciliation. Once you stop the reconciliation, you would need to go into the second screen and unclear the items and then make note of the new statement balance.
-
- Then go back into the first screen and re-enter in the appropriate date, along with the new updated statement balance (which reflects the new total excluding items that you have 'un-cleared') You can now begin reconciliation again.

Format: MMDDYY

3. This Statement Balance
(If only one Bank Account is on file, this is field number 2.)

Enter the Bank statement balance.

- **NOTE:** This is manually entered to reflect what your Bank balance is.
-
- If you go into the Bank Account and unclear any items that have already been cleared, you would need to manually update your statement balance to reflect the changes prior to your reconciliation.
-
- Tab out of the second screen to allow update, restart reconciliation process again.

Format: 9,999,999,999.99-

4. Clear in Date or Cheque Number Order ?
(If only one Bank Account is on file, this is field number 3.)

D **-**To display entries for clearing in date order
C -To clear them in order by cheque number
M -For manual entry of cheque/document numbers

When selecting manual clearing method a window will appear for you to enter the cheque/document number. If the document is valid you can then enter in a new clear date, and press [Enter] to clear/un-clear.
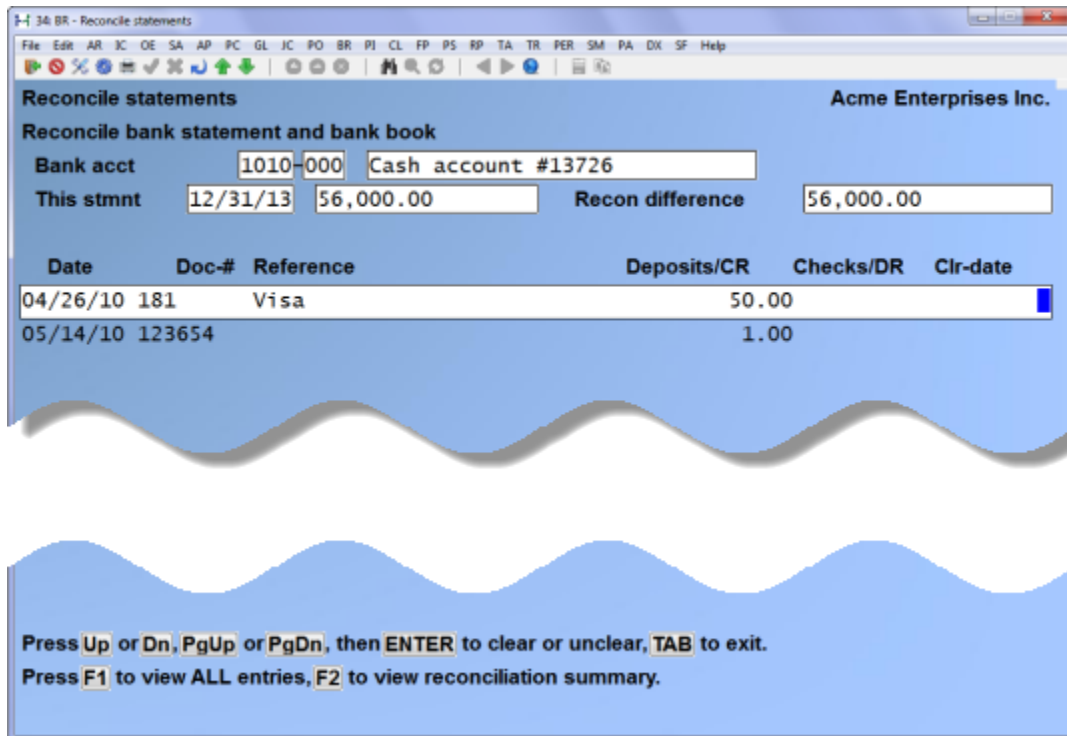
- **NOTE**: If a reconciliation is already in progress, the number of entries already cleared, the dollar amount cleared, and the reconciliation difference, all for the current reconciliation, are displayed at the bottom of the screen.

The reconciliation difference is the difference between the current and last Bank statement balances, minus the dollar amount cleared.

The reconciliation difference will equal zero when the Bank statement is fully reconciled. On this screen, you can mark entries as cleared or not cleared.

All entries for the Bank Account are displayed that either have not yet been cleared or have a clear date equal to "This statement date" (above).
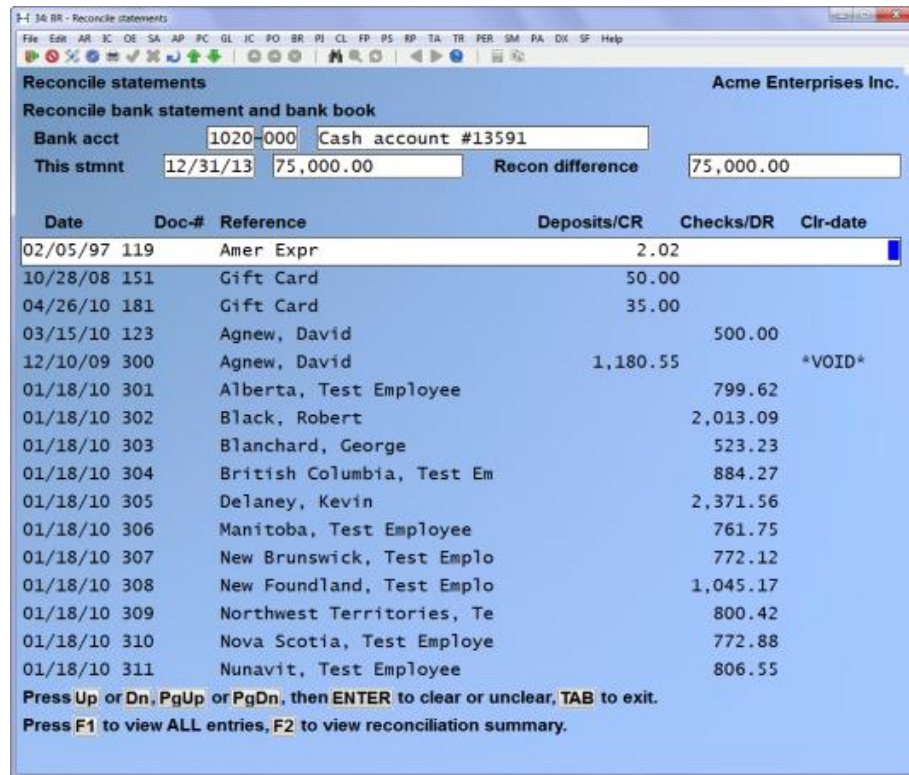
Move to the last entry on the screen by pressing the [**PgUp**] key. When you are at the last entry on the screen, use the [**PgDn**] key to get the next screen of entries.

Move to the first entry on the screen by pressing the [**PgUp**] key. When you are at the first entry on the screen, use the [**PgDn**] key to get the previous screen of entries.

If an entry has been cleared, a date will display in the "CLR-DATE" (clear date) column. To unclear it, press [**Enter**] and the date will be cleared from the screen.

To clear an entry, press [**Enter**]. The "This statement date" (above) will display for the clear date.

- **NOTE:** Before a stop-payment cheque can be cleared, its status must be changed to "un-cleared" in *Bankbook entries*.

- **NOTE**: A balance forward entry cannot be un-cleared.

- As you clear and unclear entries, the reconciliation difference is recalculated and displayed at the top of the screen. When the statement is fully reconciled, this amount should equal zero.

Press [**F1**] to show only current entries for this Bank Account. Press [**F1**] again to go back to showing all entries for this Bank Account, no matter what their clear dates.
When you are through clearing and un-clearing entries, either press [**Esc**] to end off without completing the reconciliation, or press [**F2**] to view the reconciliation summary. (You must view the reconciliation summary before you can complete the reconciliation.)

The summary screen appears as follows if the reconciliation method for this account is "Book-to-Bank" (the Bankbook is being brought into agreement with the Bank statement). The type of reconciliation method is displayed on the screen.

If the reconciliation method is "Bank-to-Book" (the Bank statement is being brought into agreement with the Bankbook), the summary screen appears: Press [**F1**] to continue clearing entries.

If the reconciliation difference is not zero, press [**Tab**] to end off, of F1 to continue. If the reconciliation difference is zero (and at least one entry has been cleared), press [**Tab**] to complete the reconciliation. The screens are the same, the reconciliation method will show which it is that the bank accounts are set at.

Chapter 12 Reports

Introduction

Select *Bank Account Reports* from the B/R Menu, then select a Report from the Menu which appears.

Reconciliation Report

Select *Reconciliation* from the *Bank Account Reports* Menu.

A screen appears for you to enter the Bank Account for which you want to print the Report. (If only one Bank Account is on file, this screen does not appear.

> [**F1**]   -To scan through the Bank Accounts on file

This Report is designed to help you with a reconciliation that is in progress.
Further to a client request, the Reports Reconciliation function now prints a grand total. Before this a summary sheet was generated only if the account was being reconciled. You can print previous reconciliations, as well as cleared and un-cleared entries.

Enter the information as follows:

1. Statement Date
Enter the date of the Bank statement. You can press [**Enter**] to default to the date of the current statement if a reconciliation is in progress; otherwise, [**Enter**] defaults to the date of the last statement that has been reconciled.
Format: MMDDYY

2. Show Cleared Entries this Date ?
Answer > **Y** if you want to show entries that have <u>already</u> been cleared on the reconciliation date; otherwise, Answer > **N**.

3. Show Un-cleared Entries ?
Answer > **Y** if you want to show un-cleared entries; otherwise, Answer > **N**.

Cut-off Date
If you selected to show un-cleared entries, enter the cut-off date. All un-cleared entries having dates on or before this date will be shown on the Report. You can press [**Enter**] to default to the reconciliation date.
Format: MMDDYY

The Reconciliation Report normally has two parts:

1.   **The list of Bankbook entries.**

2.   **If a reconciliation is currently in progress, the reconciliation summary shows the same information as is shown on the reconciliation summary screen of *Reconcile statements*.**

Bankbook Report

Select *Bankbook* from the *Bank Account Reports* Menu.

- **NOTE:** This Report shows Bankbook entries in order by date, along with a running balance.

A screen appears for you to enter the Bank Account for which you want to print the Report

        [**F1**]   -To scan through the Bank Accounts on file

A screen appears for you to enter the following information:

1. Starting Date
2. Ending Date
Enter the range of dates to show on the Report. Follow the screen instructions.

Format: MMDDYY in each field

A sample Bankbook Report is shown at the end of this Chapter.

The "Starting balance" is the balance of all entries before the starting date.

Account Activity Report

Select *Account activity* from the *Bank Account Reports Menu.*

This Report shows Bankbook activity in several different ways. You can look at just about any cross-section of entries you have in your Bank Account.

For example, you could print a list of cheques written to a specific payee and a list of which of those cheques have cleared. Or you could print a Report showing which entries originated from A/P, Payroll, or A/R, or which entries you entered directly in B/R.

Enter the Bank Account for which to print the activity Report,   OR:

        [**F1**]   -To scan through the Bank Accounts on file

This is the screen you see:
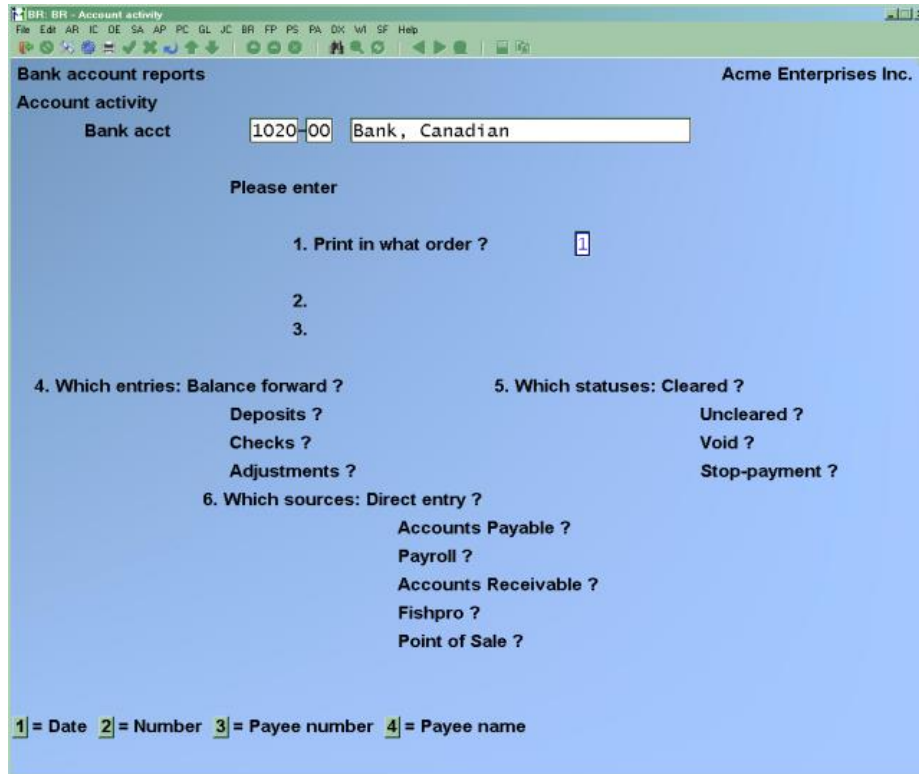
Enter the information as follows:

1. Print in What Order ?

Enter one of the following (or press [**Enter**] for date order):

1	-Date
2	-Document number
3	-Payee number
4	-Payee name

2. Starting
3. Ending

Enter the range of values to show on the Report. The field names (and values to enter) depend on what order has been entered above, as follows:

Date	-Starting/Ending date
Document number	-Starting/Ending document #
Payee number	-Starting/Ending payee #
Payee name	-Starting/Ending payee name

4. Which Entries:

Press [**Enter**] at each type of entry you want to show on the Report and answer **N** at those types you don't want to show, OR:

> [**F1**]   -To show "All" types of entries

5. Which Statuses:

Press [**Enter**] at each status you want to show and answer **N** at those types you don't want to show, OR:

> [**F1**]   -To show "All" statuses

6. Which Sources:

Press [**Enter**] at each source you want to show and answer **N** at those sources you don't want to show. "(Not applicable)" displays for each Package you are not using. You can also use this option if any Packages are interfaced:

> [**F1**]   -To show "All" sources

The entries shown for each source are:

Direct Entry:	-Shows entries entered directly into the Bank Rec Package.
Accounts Payable:	-Shows cheques transferred from A/P.
Payroll:	-Shows cheques transferred from Payroll.
Accounts Receivable:	-Shows deposits transferred from A/R.
Fish-Pro:	-Shows cheques transferred from Fish-Pro.
Point of Sale:	-Shows deposits transferred from Point of Sale.

7. For a Single Payee ?
This question appears only if you selected to print in date order or document number order, and you have selected to show cheques.

If neither A/P, Fish Pro nor Payroll is being used, just enter **Y** or **N**; otherwise, select one of the following:

N   -No (don't show cheques for a single payee)
V   -A/P Vendor (show cheques from A/P for a single Vendor)
E   -PR Employee (show cheques from Payroll for a single employee)
D   -Direct Entry (show cheques entered directly into the Bank Rec Package for a single payee)

If you are not using A/P, you cannot select a single Vendor. If you are not using Canadian Payroll, you cannot select a single employee.

If you enter **V**, enter the Vendor number (you can enter a Vendor that is not on file), OR:

> [**F1**]   -To scan through Vendors on file
>
> [**Enter**]   -Leave the Vendor number blank to look up the Vendor by name

If you enter **E**, you can select a single employee in the same way.

If you enter **D** or **V**, enter the payee number or use the option to look up the payee by name. Cheques having a payee number matching the number you entered or having a payee name matching the portion you entered, will be shown.

Format: 1 character

_____

Chapter 13 Compress Cleared Entries

Introduction
Use this selection to compress cleared entries.

During regular use, you can remove cleared entries using this selection.

When compression is done, all cleared entries in one unbroken sequence are added together and made into one "balance forward" entry and then the original entries are deleted. Compression is a way of reducing the number of entries in the Bankbook File.

If you are in start-up mode per the Control File, you will not be able to run this selection. To get out of start-up mode, see the Chapter titled Starting Up a Bankbook.

The only time entries can actually be removed ("purged") from the Bankbook File is when you are in start-up mode, per the Control File.

To Begin
Select *Compress cleared entries* from the B/R Menu.

This is the screen you see:
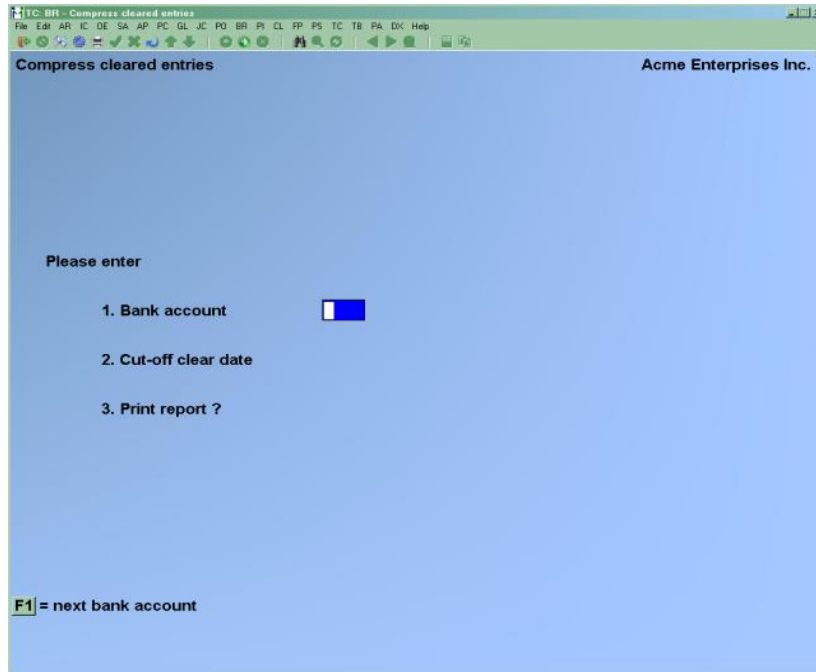
Enter the information as follows:

1. Bank Account
Enter the Bank Account, OR:

       [F1]   -To scan through the Bank Accounts on file

2. Cut-off Clear Date
Enter the cut-off date. Entries with clear dates on or before this date will be compressed.

You cannot compress entries that are part of an active reconciliation. If a reconciliation is in progress, you see a message telling you this, with the date of the current Bank statement. You cannot enter a cut-off date on or later than this date.

Format: MMDDYY

3. Print Report ?
Answer **Y** if you want to print a Compress Cleared Entries Report as the entries are being compressed; otherwise, press [**Enter**].

- **NOTE**:** This is your last opportunity to print Bankbook entries as they currently exist. ** After the compression, the detail will be lost and the compressed entries will exist in summary (balance forward) form only.

The program now looks through all entries in the Bank Account, compressing cleared entries with clear dates on or before the cut-off date into balance forward entries. In order to be compressed, entries must be in an unbroken sequence (at least two entries). Entries are compressed up to the point where the sequence is broken (an un-cleared entry or an entry with a clear date after the cut-off date is encountered).

The cleared entries in that sequence are then deleted and a balance forward entry is created. The date of the balance forward record is the date of the last cleared entry in that sequence. The total of the balance forward entry is the sum of the cleared sequence.

The next unbroken sequence of cleared entries is then found and compressed into another balance forward entry.

If a void entry occurs in the middle of a sequence (group) of cleared entries that are being compressed, the void entry is deleted. Any void entry dated on or before the date of the last Bank statement is also deleted.

The Compress Cleared Entries Report prints as entries are being compressed.

———————————————

Chapter 14 Close Bank Account

Introduction

Use this selection to purge from the files a Bank Account which you have closed.

A Bank Account may be closed under these conditions:

1.   No reconciliation is in progress.

2.   The current Bankbook Balance and last Statement balance are both zero.

3.   All entries on file for the account are either cleared, void, or "stop payment".

4.   The sum of the non-void entries on file is zero.

5.   There are no un-transferred cheques or deposits in A/P, Payroll, Fish-Pro, or A/R.

6.   There are no "modify" transactions on file in A/P (to pay a cheque manually).

7.   There are no un-posted manual Payroll adjustment entries.

-   **NOTE:** Before closing a Bank Account, you should print the Bankbook Report and Account Activity Report to get final printed versions of information regarding the Bankbook before all traces of it are purged.

To Begin
Select *Close Bank Accounts* from the 2nd page of the B/R Menu.

This is the screen you see:
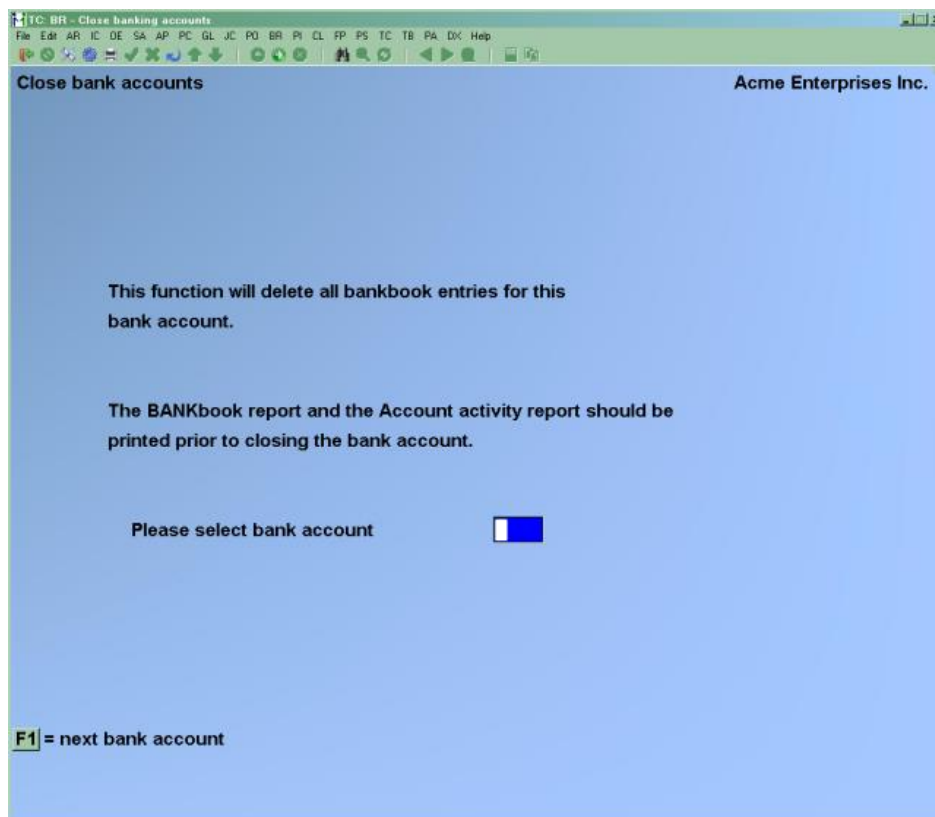
Enter the information as follows:

? Please Select Bank Account
Enter the Bank Account to close, OR:

> [**F1**]   -To scan through the Bank Accounts on file

To purge this Bank Account from the files, answer **Y** to "Are you sure ?". If all of the conditions for closing a Bank Account are met, as described at the beginning of this Chapter, then the Bank Account is purged from the files.

———————————

Chapter 15 Reset Bank Accounts

Introduction

You will probably never need to use this selection. However, if the Bank Accounts File is inadvertently destroyed (for example, initialized by mistake), you will need to use this selection to reset the above information, which is stored in that file.

The purpose of this selection is to allow you to reset the Bankbook balance, last statement date, and last statement amount.

Follow this sequence to reset Bank Accounts:

1.   Using *Control information*, put B/R in "start-up" mode.

2.   If a reconciliation was in progress for a Bank Account you plan to reset, set each Bankbook entry already marked as "cleared" (for this reconciliation only) back to "un-cleared" status. Use *Bankbook entries* to do this.

3.   Obtain your last Bank statement for each Bankbook and note down the statement date and the balance.

-      **NOTE:** If you have not yet used B/R to reconcile a Bankbook, the last statement date and balance would be the ones which were displayed by the software after you ran *Set-up: set last balance*.

4.   Use *Reset Bank Accounts* to reset each Bank Account, by entering the Bank account, last statement date, and last statement balance for each.

5.   When you exit from *Reset Bank Accounts*, you will be asked if it is OK to return to regular use of B/R. Answer **Y** and B/R will return to "regular use" mode.

To Begin
Select *Reset Bank Accounts* from the B/R Menu.

Enter the information as follows:

? 1. Bank Account
Enter the Bank Account to reset, OR:

> [**F1**]   -To scan through the Bank Accounts on file

2. Last Stmt Date
Enter the date of the last statement reconciled for this Bank Account.
Format: MMDDYY

3. Last Stmt Balance
Enter the balance of the last statement reconciled for this Bank Account.
Format: 999,999,999,999.99

When you press [**Enter**] at "Field number to change ?", the Bank Account will be reset. After a period of processing, the software will indicate that the reset is complete. Press [**Tab**], and you will be returned to the screen shown above to enter the information for another Bank Account to reset.

To exit, press [**Tab**] at field 1. You are asked if it is OK to return to regular use of B/R. Answer **Y** and B/R will return to "regular use" mode.

_____

Appendix

Data Integrity Check

Introduction
This selection verifies the accuracy of the information in your files.

You can run this periodically however, make sure that no one else is using your software when you run this cheque, otherwise the results may not be valid.

While transactions are being processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on a data integrity Report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:
- Hardware failures
- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)
- Power surges due to electrical storms or other causes.

Because this Report shows differences between the actual and calculated amounts, you can locate errors by referring to edit lists and registers run since the data integrity check was last run.

If a difference is noted between the actual and calculated amounts, you will be asked if you want to reset the calculated amount to match the actual amount. If you answer **Y**, the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed or corrected, only that the amounts are now equal.

To Begin
Select *Data integrity check* from page 2 of the B/R Menu.

A sample of this Report follows at the end of this Chapter.

If any of the calculated values do not match the actual, you see a message saying so and are asked if you want to reset the calculated values.

Initializing Data Files

Introduction
"Initialize" means to create a new raw data file. This is usually done by someone with programming background.
When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

<div align="center">

CAUTION

DO NOT USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE.
ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

</div>

To Begin
Log into your Samco top-level directory and type **BRINIT**.

- **NOTE**: If you are running under Linux/Xenix/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with ./BRINIT

Enter the Company ID you wish to initialize Bank Reconciliation data files for.

You will then see a screen similar to this:

```
B/R Init


            Please enter for each file:

                      Init ?


              1. Cash accounts file
              2. B/R account file
              3. B/R notes file
              4. B/R control file
              5. Bankbook file
```

Answer **Y** for each file you want to initialize, **N** to not initialize a file.

A brief description of each data file is shown below:

Cash Accounts File
This file contains all the G/L accounts which you have designated as Cash Accounts in *Cash accounts*. It is shared by the A/R and A/P Packages.

B/R Account File
This file contains the Bank Accounts maintained in Bank Reconciliation.

B/R Notes File
This file contains the notes you entered for your Bank Accounts.

B/R Control File
Contained within this file are parameters that define your Bank reconciliation structure.

Bankbook File
This file includes all Bankbook items, including cheques, deposits, adjustments, and balance forward entries.

File Utilities

Introduction
This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).

- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.

- Export raw data (without headers etc.) into a format that can be manipulated and used by many popular spreadsheet, word processing and data base programs.

Corrupted Data Files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there will be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.
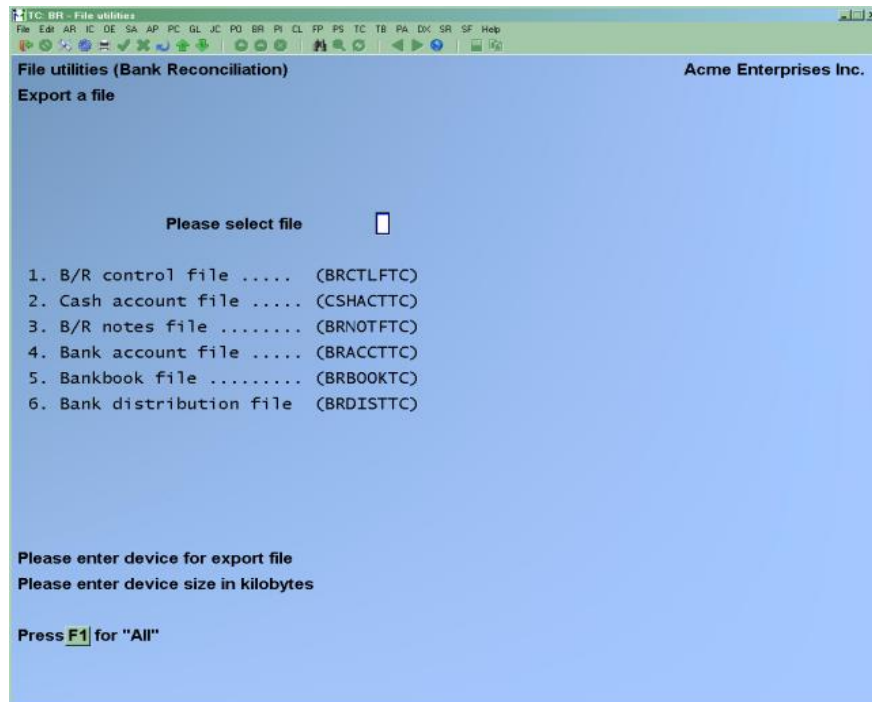
In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

To Begin

Select *File utilities* from the second page of the B/R main Menu.

Export Raw Data File

This function is used to export raw data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the Company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.) To begin, select *Export a file* from the *File utilities* sub-Menu. A screen similar to the one below will appear:

```
TC: BR - File utilities                                                      _ |□| x|
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help

File utilities (Bank Reconciliation)                          Acme Enterprises Inc.
Export a file




                    Please select file        □


          1. B/R control file .....    (BRCTLFTC)
          2. Cash account file .....   (CSHACTTC)
          3. B/R notes file ........   (BRNOTFTC)
          4. Bank account file .....   (BRACCTTC)
          5. Bankbook file .........   (BRBOOKTC)
          6. Bank distribution file   (BRDISTTC)




          Please enter device for export file
          Please enter device size in kilobytes

          Press F1 for "All"
```

Enter the following data:

Please Select File
Enter the number, from the list provided, of the file to be converted to ASCII format, OR:

> [**F1**]   -To export "All" files into ASCII format

> [**F2**]   -To view additional files available for converting.

Please Enter Device for Converted File
Enter the drive letter of the device that the ASCII version of the data file will be written to, OR

> [**F1**]   -If you either:
> (a) Do not want to append a drive letter prefix to the file name
> (Unix only)
> (b) Want the file created on your hard drive.

For UNIX/XENIX Users
The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press [**F1**] for "none".

Please Enter the Device Size in Kilobytes
Enter the size of the disk the ASCII files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

> [**F1**]   -Unlimited, Hard disk drive

If you enter a specific device size, once the disk is filled you will then be asked for another diskette. This process will be repeated until all the data is written to the disk.

The screen will then prompt you "Any change ?". Enter **Y** and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press [**Enter**] to accept the default of **N**.

- **NOTE:** If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if you did not select "All" files at the "Please select file" prompt:
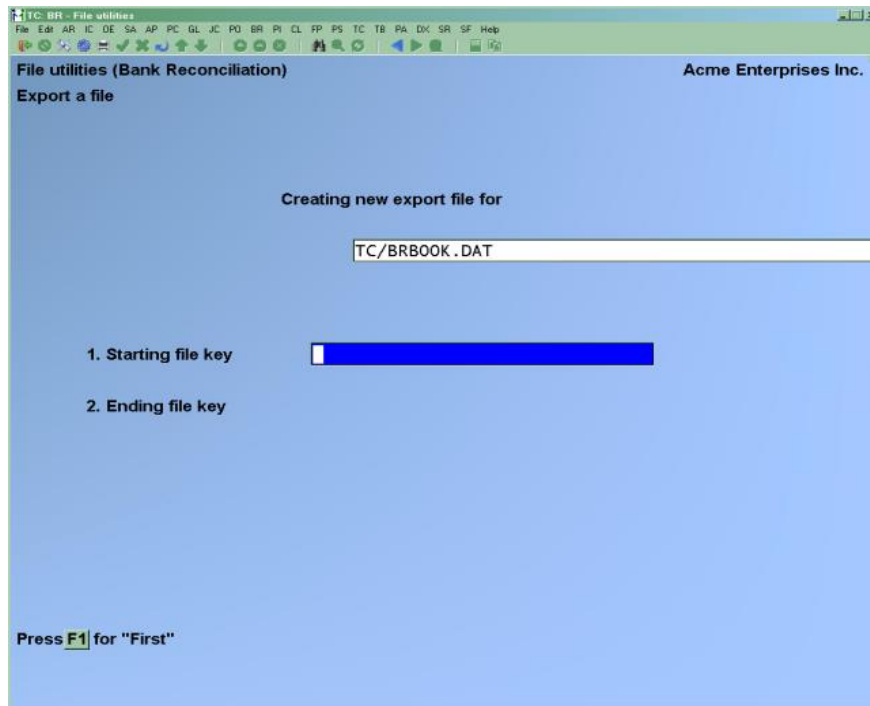
Enter the following data:

1. Starting File Key
2. Ending File Key
Enter the starting and ending file keys for the data file selected for conversion, or press [**F1**] for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [**F1**].

When you have completed all entries the following prompt will appear:

C **-**Create New Export File
A -Add Records to Existing Export File

Enter **C** to create a new export file and over-write any pre-existing ASCII export for this data file, or enter **A** to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create, the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a File* Menu reappears after the file, or files, selected have been exported so that you may choose another file.

After you have completed running the convert routine, press [**Tab**] at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an Exported Raw Data File

This function is used to restore one of more of the listed raw data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the Company sub-directory with the name "**xxxxxx.DAT**". Where **xxxxxx**" is the file name.

From the *File utilities* Menu select *Restore an exported file*.
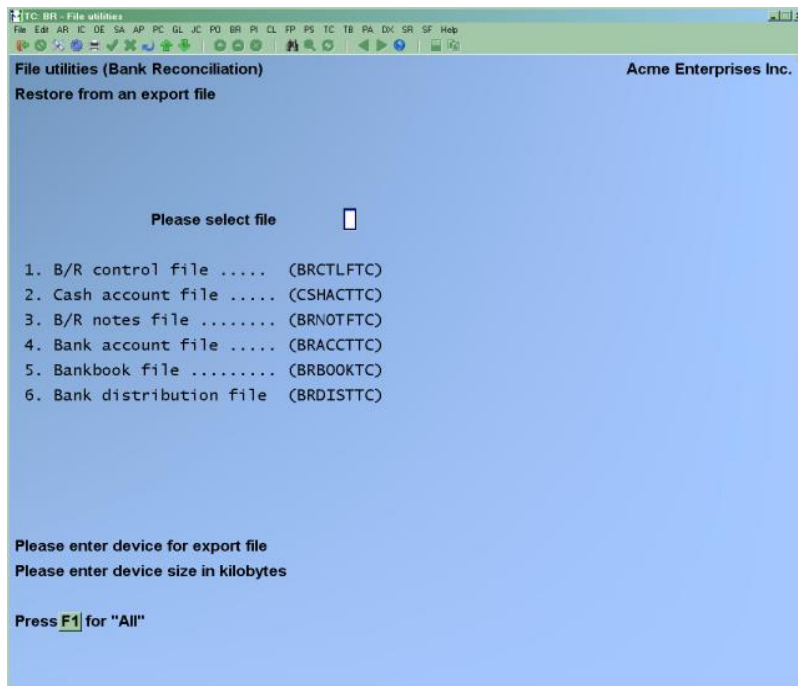
Enter the following information:

Please Select File
Enter the file number, from the list provided, of the file to be restored from an ASCII export format, OR:

      [**F1**]   -To restore "All" exported files.

Please Enter Device for Exported File
Enter the drive letter of the device that the ASCII version of the data file will be read from, OR:

> [**F1**]   -If you either:
> > (a) Did not append a drive letter prefix to the file name (Unix only)
> > (b) The file(s) reside on your computer's default hard drive.

For UNIX/XENIX Users
> This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter **A** here.
> If no designation is at the beginning of the file press [**F1**] for "none".

C   **-Create New Data File (overwrites)**
A   **- Add Records To existing Data File**

- **NOTE:** If you answer C (Create new file), all of the existing data records in the original file will be destroyed.
- The data records contained in the converted file will be transferred to the original file.

If you answer **A** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer **Y** or **N**, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored. When the restoration of the file or files is complete the 'Restore a converted file' Menu will be displayed.
You may select another file to restore. You may continue to restore files or press [**Tab**] to print the restore log and then return to the *File Utilities* Sub-Menu.
A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

Rebuilding Raw Data Files

Rebuilding raw data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File Utilities* Menu.
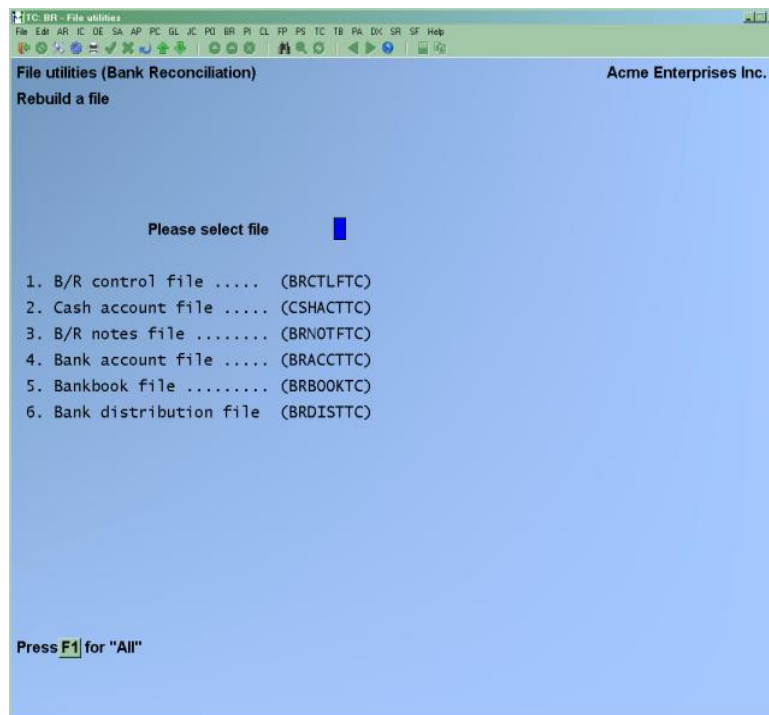
Please Select File
Enter the number of the file you wish to rebuild, OR:

> [**F1**]   -To rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.