



Bank Reconciliation



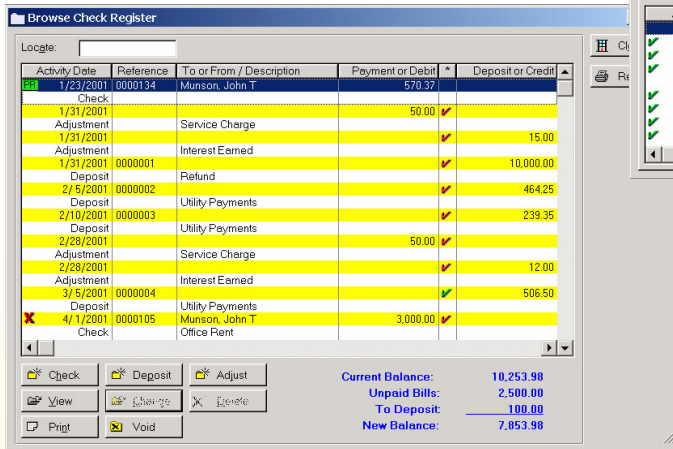
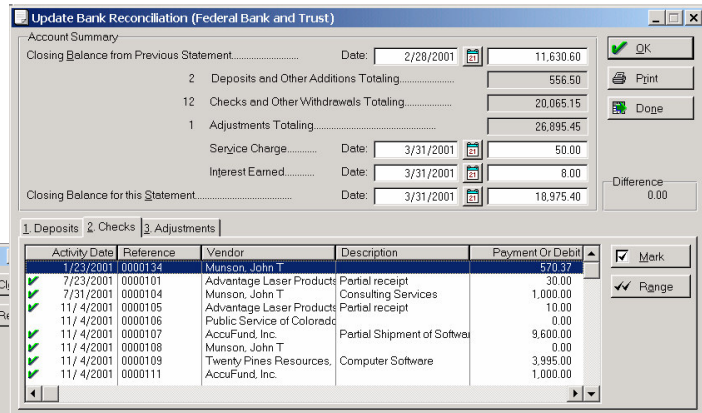
WHAT IT DOES FOR YOU

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

HOW IT WORKS

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

be individually marked. As each item is marked the balance for that transaction type is updated and should agree with your bank summary when completed. Service charges and interest earned may be entered here. The reconciliation does not need to be completed within a specific time period. Press the OK button and save your work. This allows you to go out and make adjustments or perform other tasks, and to come back later to complete the process. After the reconciliation balances press the 'Done' button and complete the reconciliation. The services charges and interest earned are posted to the **General Ledger**.



OTHER FEATURES

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

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

The status of any bank account may be viewed through the register screen. All information about a checking account is shown on this screen. Press the Bank Reconciliation icon and a window is displayed in which the checks, deposits and cash adjustments may

