

# BANK RECONCILIATION OTHER CASH ITEMS TAB

BKR40

**Abila MIP Training**  
by Dennis McGovern

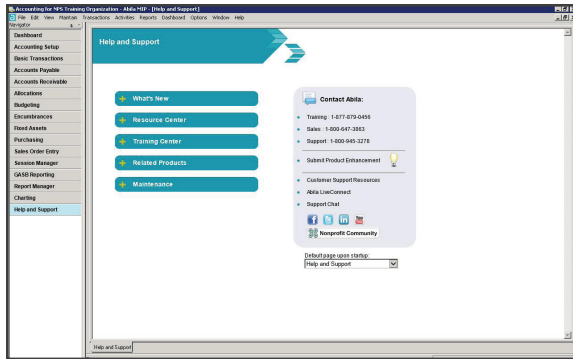


fig. 1

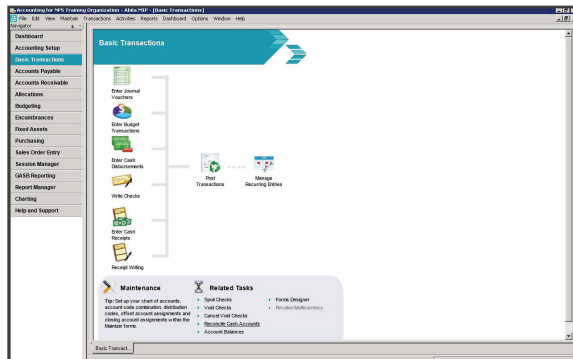


fig. 2

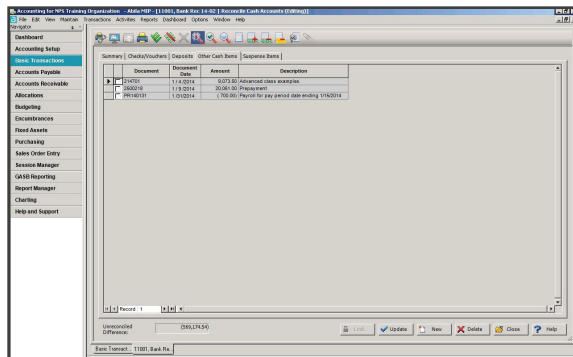


fig. 3

# BANK RECONCILIATION OTHER CASH ITEMS TAB

In this training video you will learn the following about the Bank Reconciliation Other Cash Items tab:

- What the Other Cash Items tab is used for
- How to clear out transactions which debit or credit a cash account
- What each of the columns on this page represents
- And helpful tips about the Other Cash Items tab

To reach the Bank Reconciliation module, from the Navigator Toolbar click Basic Transactions and then in the lower part of the screen click Reconcile Cash Accounts. The Other Cash Items tab will be at the top of the screen. (fig. 1, fig. 2, fig.3).

The Other Cash Items tab is used to clear transactions that have been entered as Journal Vouchers, A/P Invoices, A/R Invoices, and A/R Credits. In most cases, the items appearing on this tab will have been entries entered as Journal Vouchers that affect the cash account. (fig. 3).

## Step 1

In the first column, select the items that have cleared as shown on the bank statement. Click in the check boxes to select or clear individual items. (fig. 4).

Note: There are ways to speed up the process of selecting or unselecting Other Cash Items instead of clicking each one individually. (fig. 5, fig. 6).

- By holding the Control Key, you can select or unselect multiple items at once.
- By holding the Space Bar, you can select or unselect items individually.
- By holding the Shift Key, you can select a range of items without having to select each one individually. Simply select the first item, click the Shift Key and then the last item of the range. Everything in the range will be selected.
- The Select All Icon is very useful which selects all available items at once.
- The Deselect All Icon allows you to unselect all items at once

## Step 2

In the Document column, you will see the document number that was assigned when entered into the system. Assigning a unique document number is recommended when entering Journal Voucher transactions. For more information on creating unique document numbers please refer to the Entering Journal Vouchers (GLT 01) Training Video.

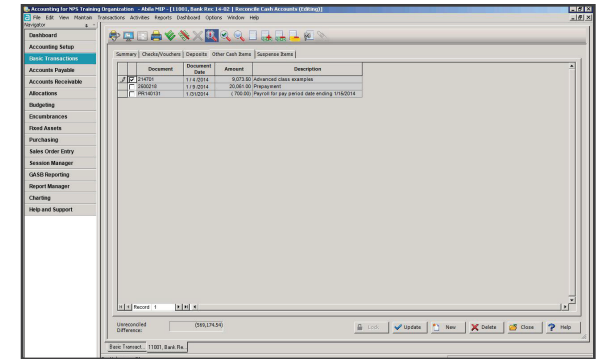


fig. 4

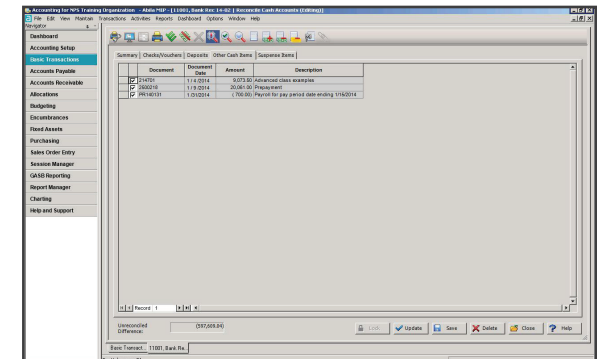


fig. 5

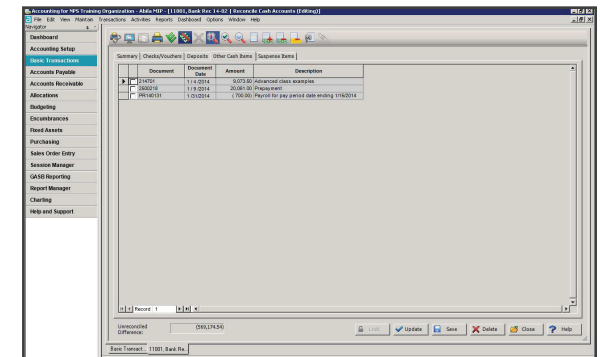


fig. 6

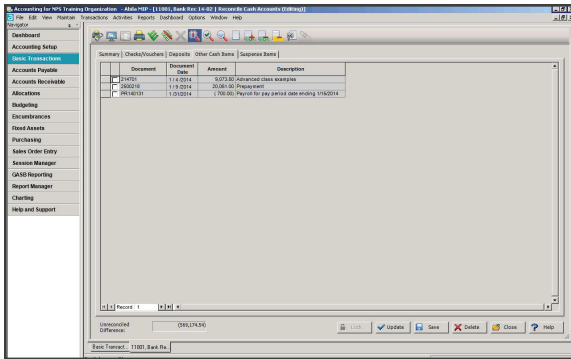


fig. 7

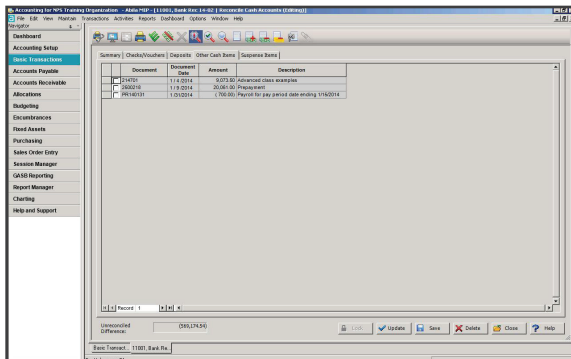


fig. 8

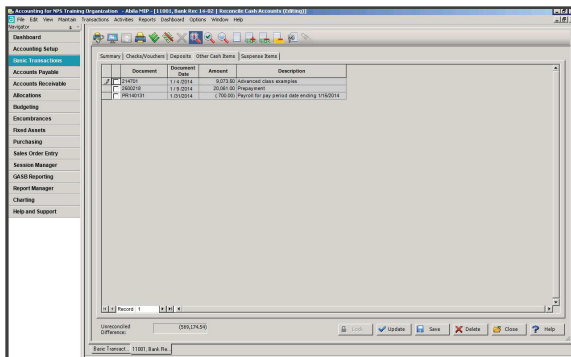


fig. 9

## Step 3

The Document Date column will display the effective date in which the transaction affected the cash account. (fig. 7).

## Step 4

The Amount column will display the impact on the cash account. (fig. 8).

- Transactions that were entered as debits or increases to the Cash Account will appear as positive numbers in this column.
- Transactions that were entered as credits or reductions to the Cash Account will appear as negative numbers with parenthesis around the number.

## Step 5

The Description column will display the Document Description that was used when the transaction was originally entered into the system. (fig. 9).

## Additional Notes Regarding the Other Cash Items Tab

You can use the three magnifying glass icons on the top toolbar to choose items you wish to see. (fig. 10, fig. 11, fig. 12).

- The first icon is to View Outstanding Items Only.
- The second icon is to View Cleared Items Only.
- The third icon is View All. This icon will display both cleared and outstanding items.

For more information on the Bank Reconciliation Module Icons please refer to the Bank Reconciliation Icons Training Video (RPS 90).

- The unreconciled difference is displayed on the bottom left of the Other Cash Items tab.
- You may click on the Update button to recalculate the unreconciled amount after clearing the appropriate transactions.

## Conclusion

To recap this training video you have learned what the Bank Reconciliation Other Cash Items tab is used for, how to clear transactions, the purpose of each column on the page, and helpful tips about the Other Cash Items Tab.

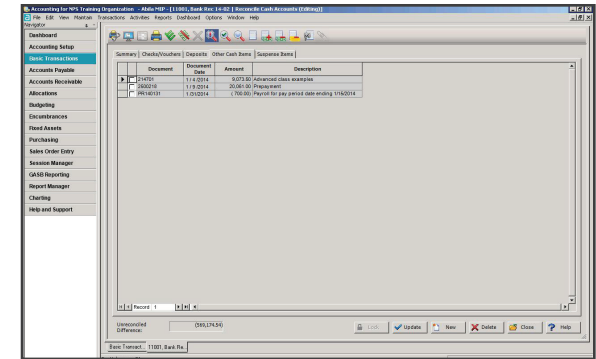


fig. 10

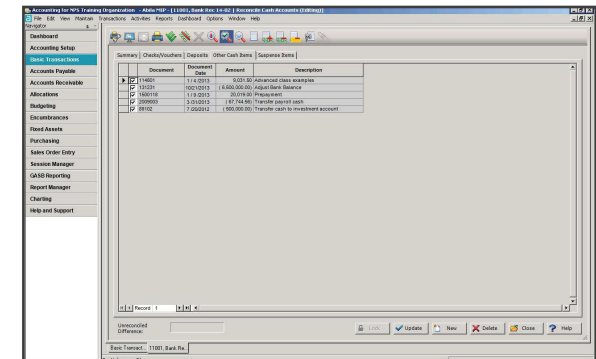


fig. 11

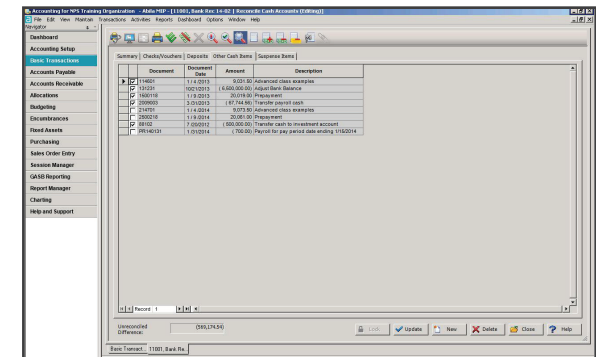


fig. 12