

BANK RECONCILIATION OVERVIEW

BKR01

Abila MIP Training
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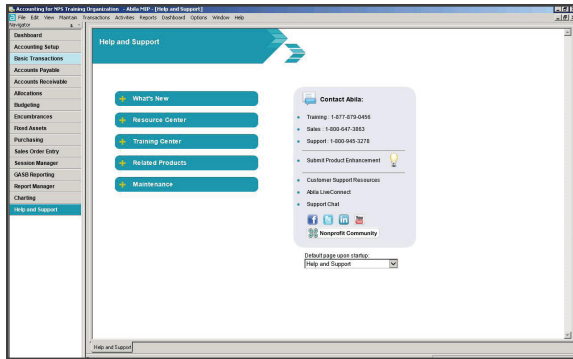


fig. 1

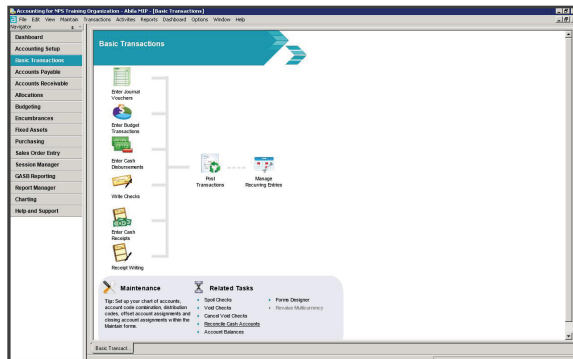


fig. 2

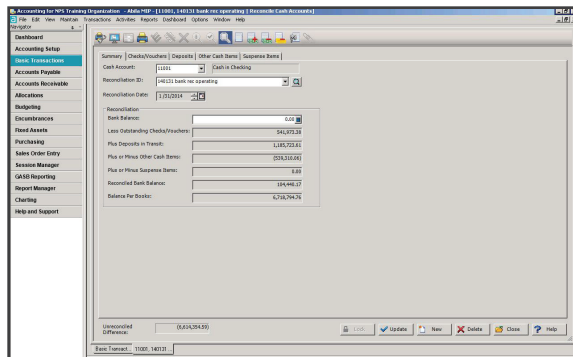


fig. 3

BANK RECONCILIATION OVERVIEW

In this training video you will learn the following about the Bank Reconciliation Module:

- What the Bank Reconciliation Module is used for
- How to get to the Bank Reconciliation Module
- And the purpose of each main file folder

The Bank Reconciliation is used for CSH cash type accounts where each transaction is recorded in a subsidiary ledger, giving you the ability to reconcile and report on these transactions.

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. (fig. 1, fig. 2).

Step 1

The first tab in the Bank Reconciliation is the Summary tab. This tab allows you to view a summary of each reconciliation for the selected General Ledger cash account and Reconciliation ID. The Reconciliation ID is unique for each period. It allows you to select previous reconciliations for review and print the reports for each period. For more information on the Summary tab please refer to the Bank Reconciliation Summary Tab Training Video (BKR 10). (fig. 3).

Step 2

Next is the Checks/Vouchers tab. This tab is used to display the checks and vouchers that have outstanding items. This includes Cash Disbursements, Write Checks, Accounts Payable System Generated Checks, and Accounts Receivable System Generated Checks transaction types. For more information on the Checks/Vouchers tab please refer to the Bank Reconciliation Checks/Vouchers Tab Training Video (BKR 20). (fig. 4).

Step 3

Next is the Deposits tab. Here we see deposits that we have been processed through the system. We also have the capability here to drill down and see the actual deposit detail. You will select items that appear on the bank statement. These selected items will no longer be reconciling items for that reconciliation period. For more information on the Deposits tab please refer to the Bank Reconciliation Deposits Tab Training Video (BKR 30). (fig. 5).

Step 4

Next is the Other Cash Items tab. Here we will see other items processed through the system that have affected the cash account. These are items entered as Journal Vouchers, A/P Invoices, A/P Credits, A/R Invoices, and A/R credits. For more information on the Other Cash Items tab please refer to the Bank Reconciliation Other Cash Items Tab Training Video (BKR 40). (fig. 6).

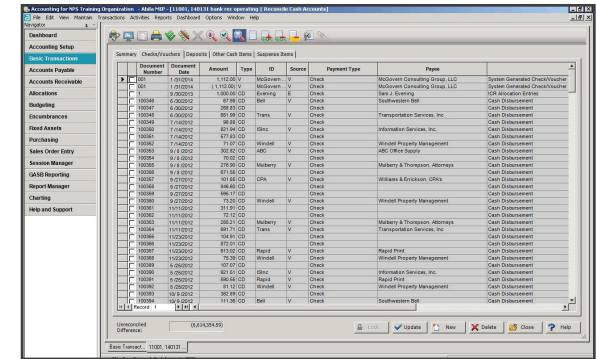


fig. 4

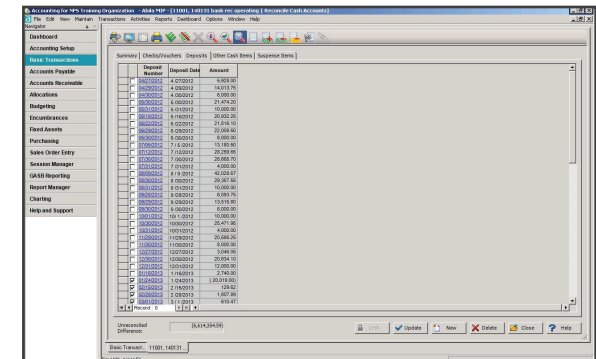


fig. 5

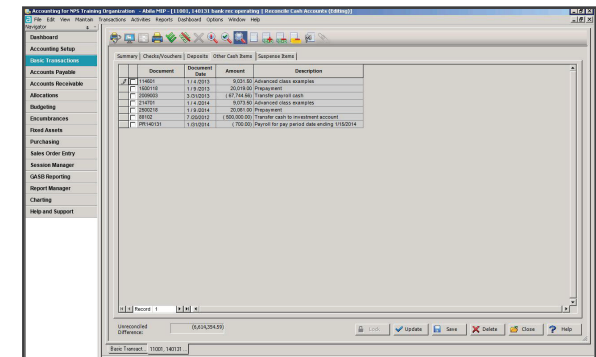


fig. 6

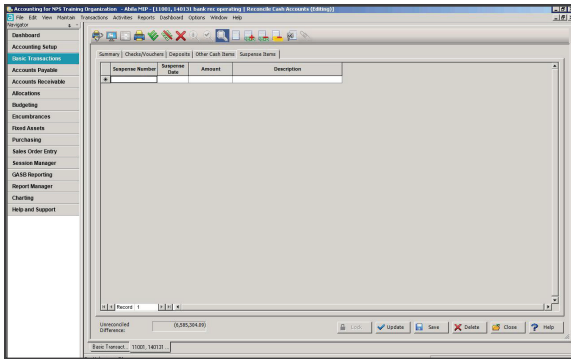


fig. 7

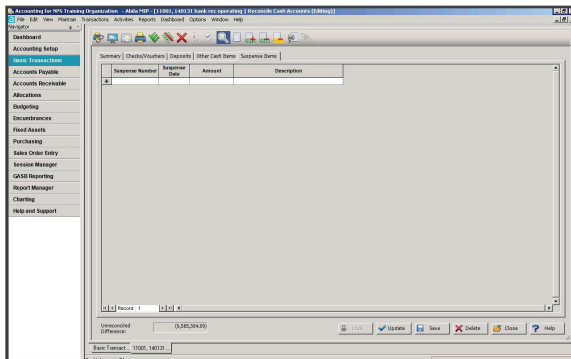


fig. 8

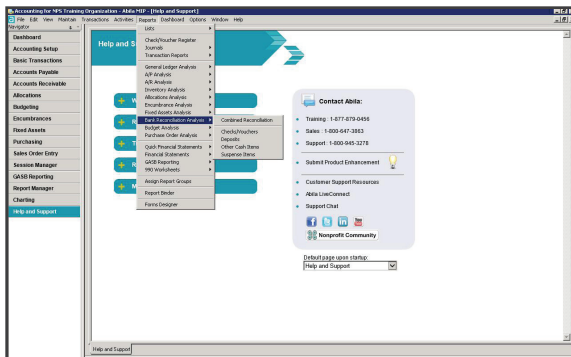


fig. 9

Step 5

Suspense Items is the final tab. Here you may manually enter and delete suspense items. Suspense Items are reconciling items that may not have been entered as a transaction. In other cases it may be end-of-period activity in which the system date differs from the date on the bank statement. For more information on the Suspense Items tab please refer to the Bank Reconciliation Suspense Items Tab Training Video (BKR 50). (fig. 7).

Step 6

You will also see various icons along the toolbar at the top of the screen. These will include icons for printing, print to screen, and changing the items being viewed from all, outstanding, or cleared. To understand the function of each icon please refer to the Bank Reconciliation Icons Training Video (BKR 90). (fig. 8).

Extra Tip: Additional reports can be found under the main toolbar option Reports and then Bank Reconciliation Analysis. (fig. 9).

Conclusion

To recap this training video you have learned the purpose of the Bank Reconciliation Module, how to get to the Bank Reconciliation Module, and the purpose of each main file folder.