BANK RECONCILIATION DEPOSITS TAB

BKR30

Abila MIP Training

by Dennis McGovern

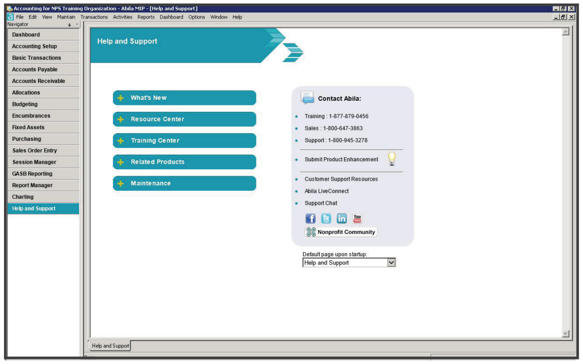

fig. 1

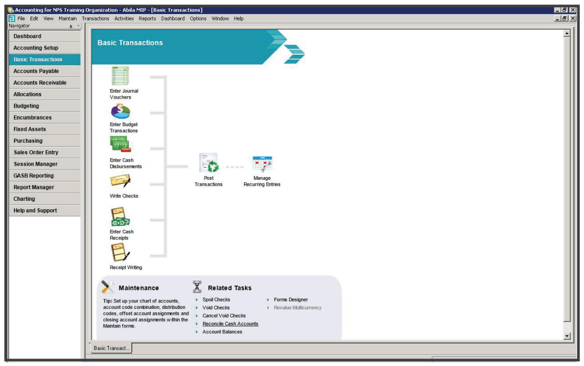

fig. 2

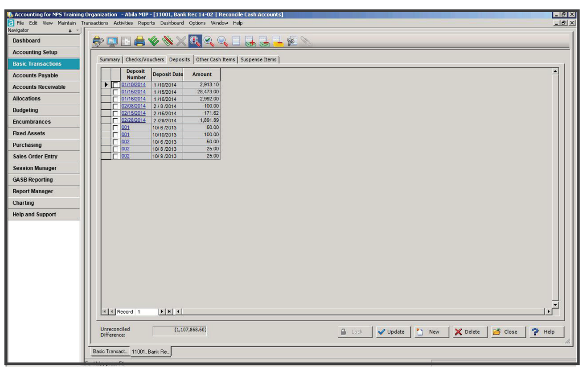

fig. 3

BANK RECONCILIATION DEPOSITS TAB

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

- What the Deposits tab is used for
- How to select deposits
- What each of the columns on this page represents
- And helpful tips about the Deposits 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 Deposits tab will be at the top of the screen. *(fig. 1, fig. 2, fig. 3).*

The Deposits tab will show all of the cash entries that have been made through the system as Cash Receipts or Accounts Receivable Receipts. Here, deposits can be selected that appear on the bank statement. Cleared deposits will no longer be reconciling or outstanding items.

Note: Only items with a document date on or before the Reconciliation Date will appear on this tab.

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 deposits instead of clicking each deposit 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.

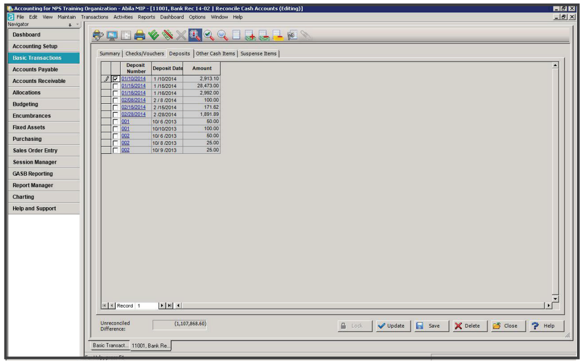

fig. 4

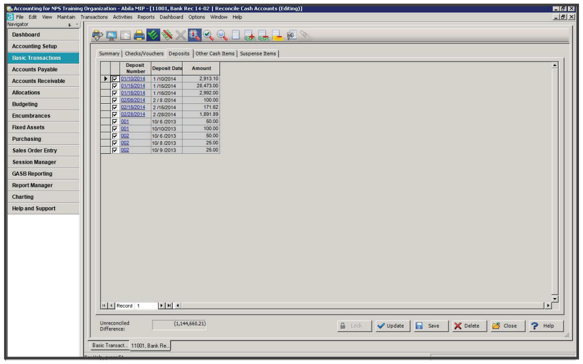

fig. 5

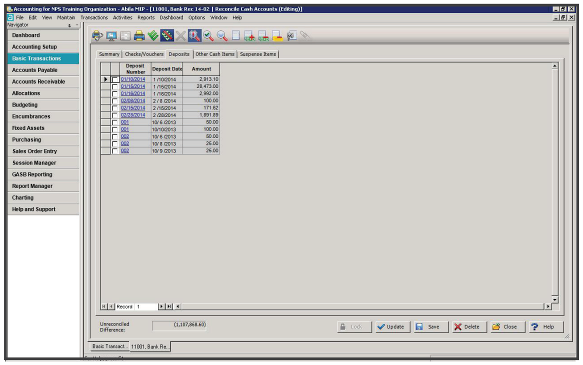

fig. 6

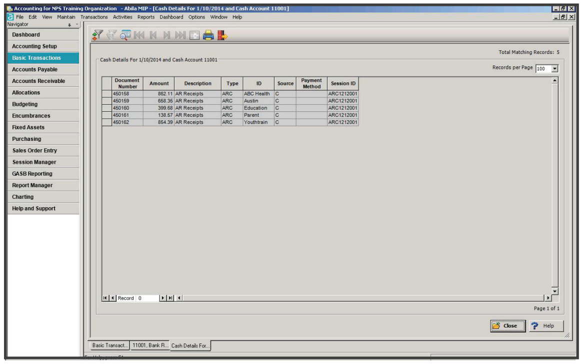

fig. 7

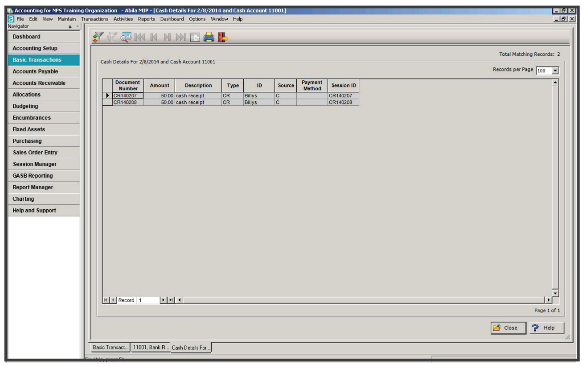

fig. 8

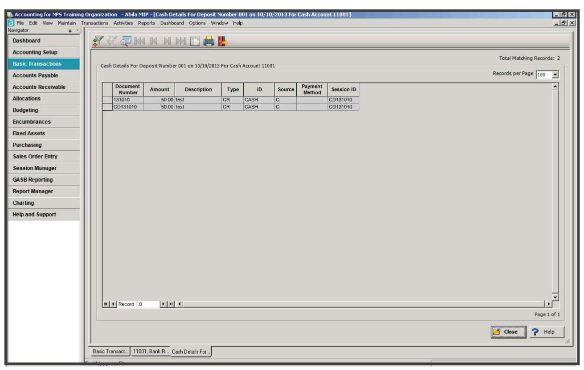

fig. 9

Step 2

In the Deposit Number column the system displays the deposit number for each deposit. Double click the blue underlined link to open the Deposit Detail form specific for that deposit. You will then be able to see the document number, amount, description, type, ID, source, payment method, and session ID for that specific Deposit Number. *(fig. 7).*

Note: Deposit numbers are optional during transaction entry. The Deposit Number field is available when entering Cash Receipts (CR) or Accounts Receivable Receipts (ARC). If no deposit numbers are assigned during the entry process, the system will assign a number based upon items with the same date.

Let’s see how deposit numbers will appear in the system: *(fig. 8, fig. 9).*

- If you enter multiple receipts with the same date but no deposit number, the deposit number will appear as the date and the transactions will be combined into one number.
- If you enter multiple receipts with the same deposit number and same date, the transactions and totals will be combined into the same deposit number. The transactions will not be shown separately.
- If you enter receipts with the same deposit number but different dates, the transactions will appear separately and be shown by the deposit number assigned.
- If you enter receipts with the same date but different deposit numbers, the transactions will appear separately with each deposit number.

Step 3

In the Deposit Date column the system displays the Document date of the deposit. Double click the blue underlined link in the Deposit Number column to view more details specific to that deposit date.

Step 4

In the Amount column the system displays the deposit amount. This amount is the net amount to cash.

Additional Notes Regarding the Deposits 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 (BKR 90).

- Deposit numbers are optional.
- The unreconcilied difference is displayed on the bottom left of the Deposits 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 Deposits tab is used for, the purpose of each column on the page, and helpful tips about the Deposits tab.

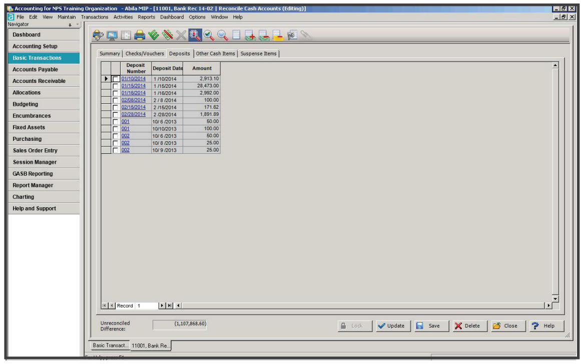

fig. 10

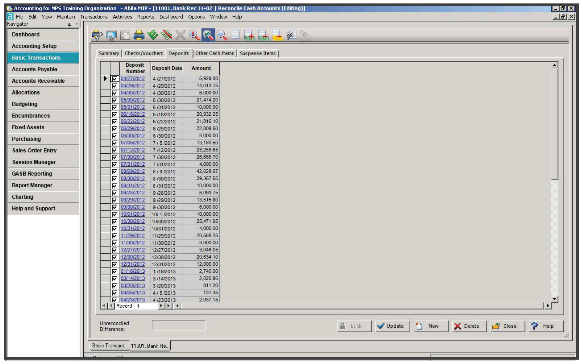

fig. 11

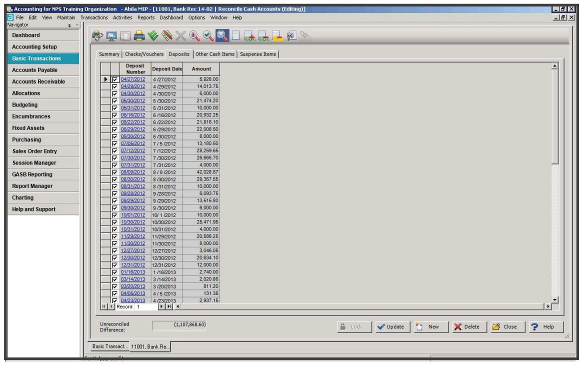

fig. 12