

# BANK RECONCILIATION CHECKS/VOUCHERS TAB

BKR20

**Abila MIP Training**  
by Dennis McGovern

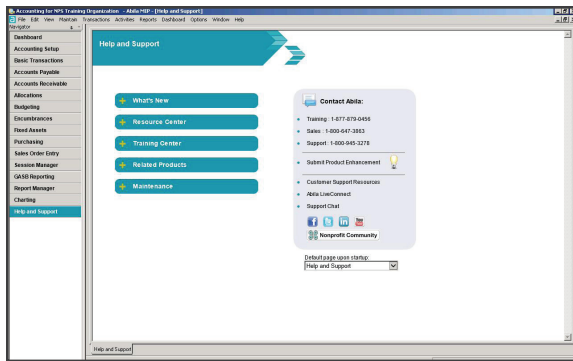


fig. 1

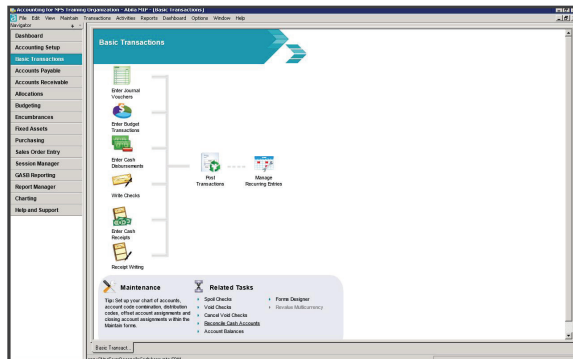


fig. 2

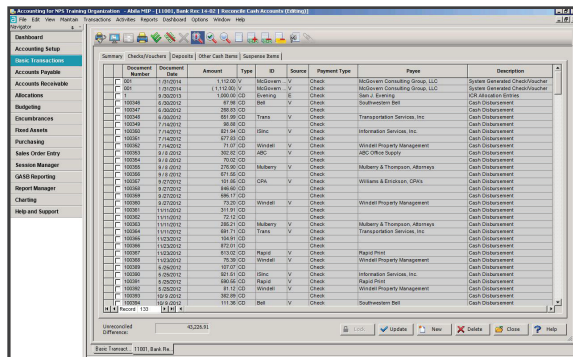


fig. 3

# BANK RECONCILIATION CHECKS/VOUCHERS TAB

In this training video on the Bank Reconciliation Checks/Vouchers Tab you will learn the following:

- What the checks and vouchers tab is used for
- What each of the columns on this page represents
- And helpful tips about the Checks and Vouchers 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 Checks and Vouchers tab will be at the top of the screen. (fig. 1, fig. 2, fig. 3).

The Checks and Vouchers tab will show all of the checks and vouchers that have been issued in the system through the reconciliation date on the summary tab. Here, checks and vouchers can be selected that have cleared and appear on the bank statement. Cleared checks and vouchers will then no longer be reconciling or outstanding items. (fig. 3).

Note: Only items with a document date on or before the Reconciliation Date will appear on this tab. (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. 3, fig. 4).

Note: There are ways to speed up the process of selecting or unselecting checks instead of clicking each check or voucher number 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.

The system also has the ability to easily import cleared checks and deposits if your bank provides your statements electronically in an Excel or CSV format. For more information please contact Abila or your Business Partner.

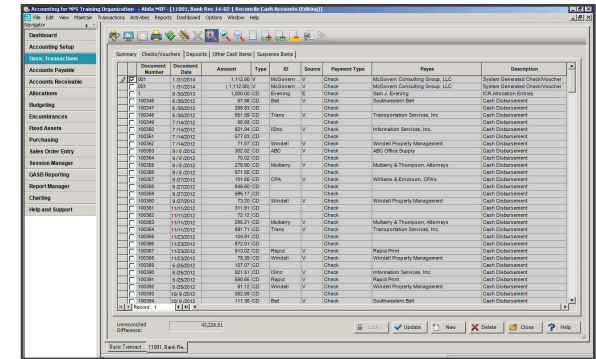


fig. 4

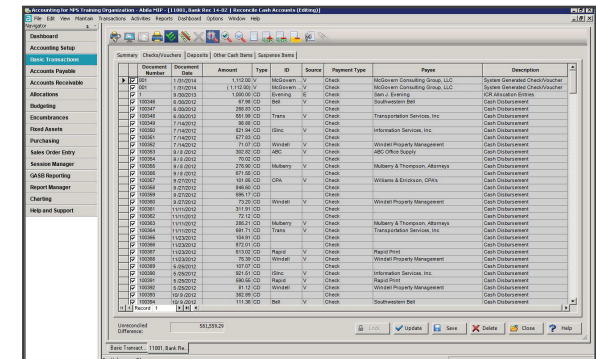


fig. 5

# Step 2

The second column is the Document Number. This is usually the check or voucher number.

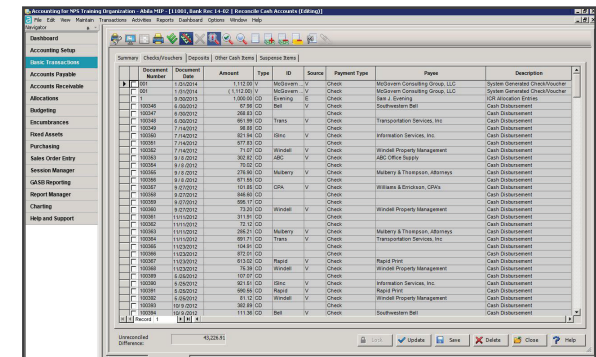
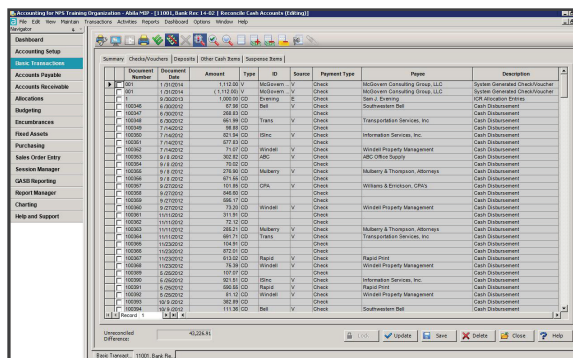
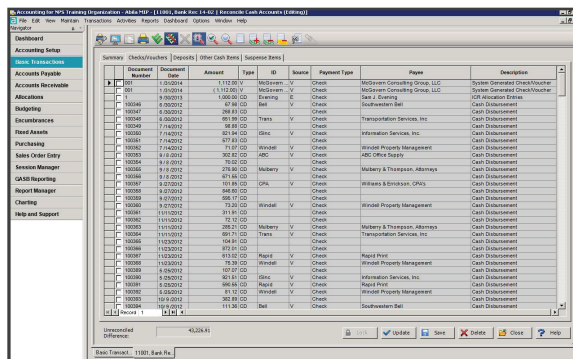
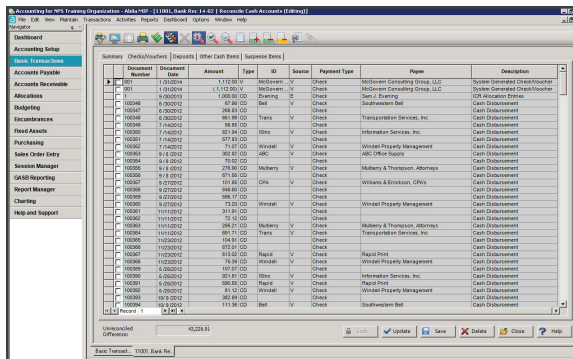


fig. 6





## Step 7

In the Source column the system displays the source of the disbursement such as (V) for Vendor. (fig. 10).

- Note that no source is identified for General Ledger type checks. Examples of General Ledger checks are Cash Disbursements and Write Checks. For more information about General Ledger account types please refer to the Understanding General Ledger Account Types Training Video (GLS 01).

## Step 8

In the Payment Type column you will see the payment type as either Check or Voucher. You will see the Reversed Document box will be grayed out and cannot be changed. (fig. 11).

- Vouchers will only display in this column if you are using the Electronic Funds Transfer for A/P Module. For more information about this module please contact Abila or your Business Partner.

## Step 9

In the Payee column you will see the recipient or Payee of the Check or Voucher. This field will be blank if no specific Payee was entered during the transaction entry process. (fig. 12).

Note: No Payee will be identified for Cash Disbursement transactions if no vendor was entered.

## Step 10

The Description column displays the Document description of the check or voucher.

[illegible]

fig. 10

[illegible]

fig. 11

[illegible]

fig. 12

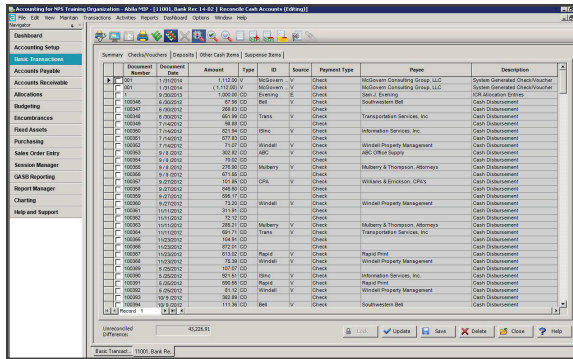


fig. 13

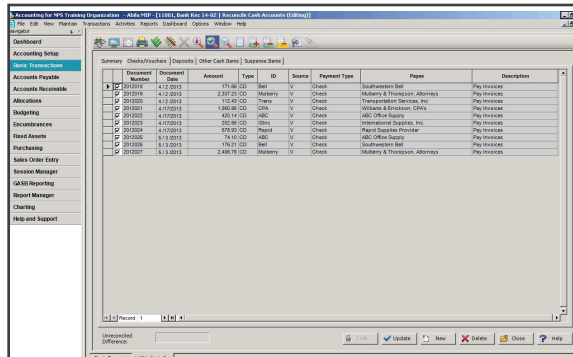


fig. 14

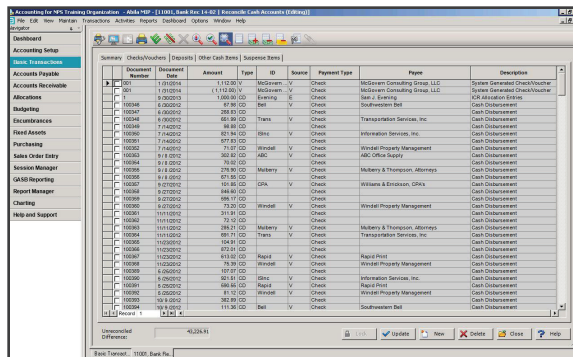


fig. 15

## Additional Notes Regarding the Checks and Vouchers Tab

You can use the three magnifying glass icons on the top toolbar to choose items you wish to see. (fig. 13, fig. 14, fig. 15).

- 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).

- Checks that have been cleared cannot be voided until they have been uncleared.
- Items are sorted by date. The sort can be changed by double clicking another column heading.
- The unreconciled difference is displayed on the bottom left of the Checks and Vouchers tab.
- You may click on the Update button to recalculate the unreconciled amount after clearing the appropriate transactions.

## Conclusion

To recap this training video on the Bank Reconciliation Checks and Vouchers tab you have learned what the checks and vouchers tab is used for, the purpose of each column on the page, how to select checks and vouchers, and helpful tips about the Checks and Vouchers tab.