

BANK RECONCILIATION ICONS

BKR90

Abila MIP Training
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In this training video you will learn the function of each of the Bank Reconciliation Icons.

Step 1

The first icon is Print Setup. Use this to select a printer and set up default printer information. (*icon 1*).

Step 2

The next icon is Print to Screen. Here you can view the reconciliation data in detail or in summary. The Summary Report will display the first page of your Bank Reconciliation. The Detailed Report will show the summary page plus all outstanding items. After clicking the icon, click OK to view the data. The Print to Screen is nicely formatted for viewing purposes. (*icon 2*).

Step 3

The Print Preview icon is used to view the reconciliation data in detail or in summary. This is the way it will appear if you choose to actually print the report. The Summary Report will display the first page of your Bank Reconciliation. The Detailed Report will show the summary page plus all outstanding items. After clicking the icon, click OK to view the data. You will see how the information will appear on a printed report. (*icon 3*).

Step 4

The Print icon is used to print the reconciliation data in detail or in summary. After clicking the icon, click OK and confirm that the report is being sent to the correct printer or choose a different printer. Click OK to print the report. (*icon 4*).

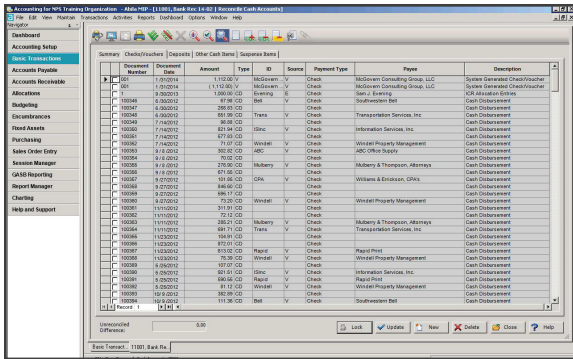


fig. 1

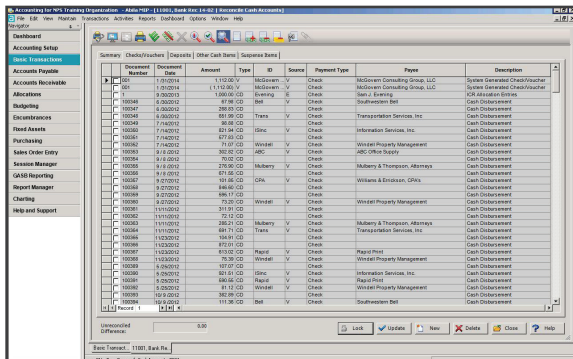


fig. 2

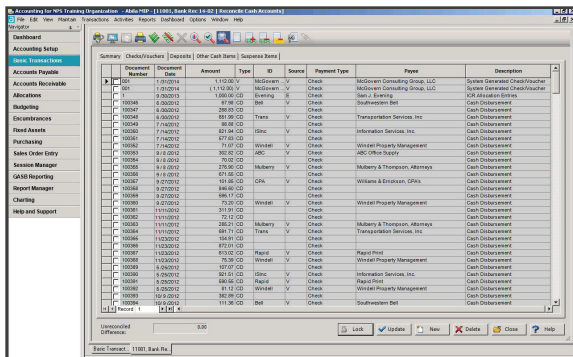


fig. 3

Step 5

The Select All icon is used to select all line items by placing a check mark in the box in the first column of each row. This feature saves time so that you do not have to select each item separately. Once all are selected, individual line items can be deselected as needed. (*icon 5*).

Step 6

The Deselect All icon is used to clear all line items by removing the check mark in the box in the first column of each row. Individual line items can then be selected as needed. (*icon 6*).

Step 7

The Delete icon, if available, is used to delete the selected line items. This icon only applies to Suspense Items. (*icon 7*).

Step 8

The View Cleared Only icon, if available, is used to display only cleared items for the date entered on the Summary tab. (*icon 8*).

Step 9

The View Cleared Only icon, if available, is used to display only cleared items for the date entered on the Summary tab. (*icon 9*).

Step 10

The View All icon, if available, displays all reconciliation items for the date entered on the Summary tab. This will include both cleared and uncleared items. (*icon 10*).

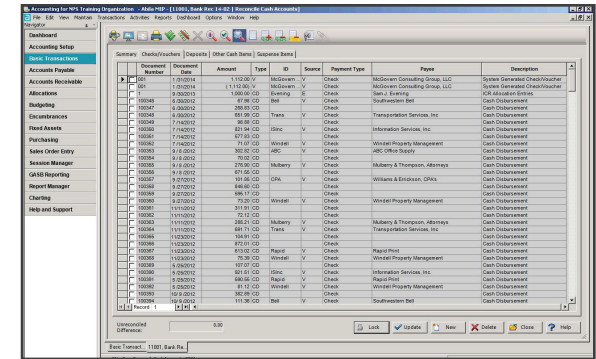


fig. 4

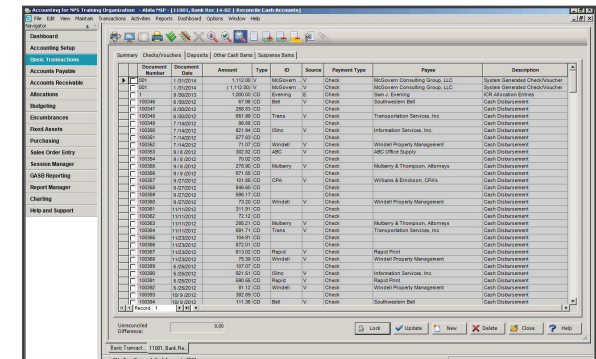


fig. 5

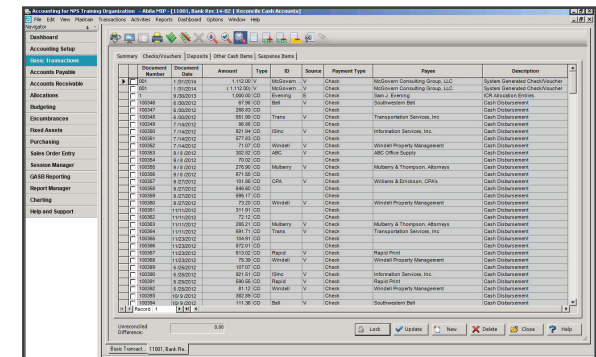


fig. 6

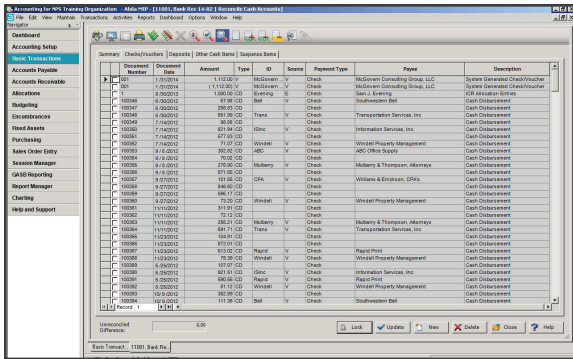


fig. 7

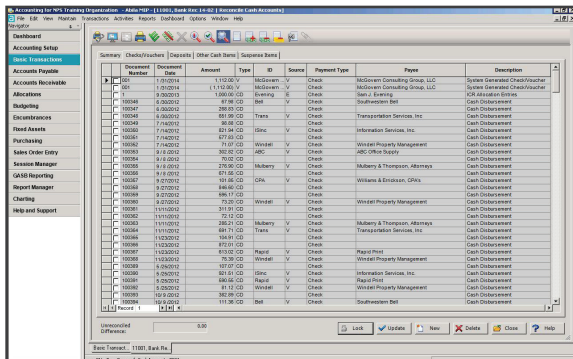


fig. 8

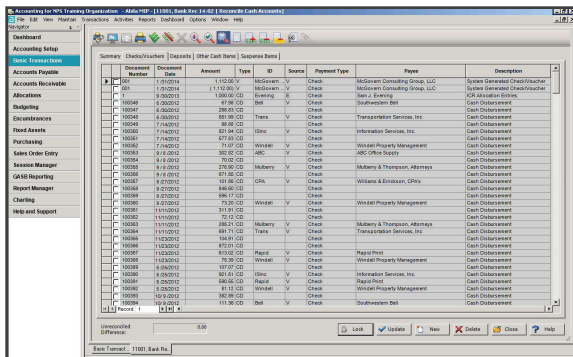


fig. 9

Step 11

The Enter Journal Voucher icon is used to open the Enter Journal Vouchers session screen, where you can set up a session to enter journal vouchers. For more information please refer to the Entering Journal Vouchers Training Video (GLT 01). (*icon 11*).

Step 12

The Enter Cash Receipts icon opens the Enter Cash Receipts session screen where you can set up a session to enter cash receipts. For more information please refer to the Entering in Cash Receipts Training Video (GLT 80). (*icon 12*).

Step 13

The Enter Cash Disbursements icon opens the Enter Cash Disbursements session screen where you can set up a session to enter cash disbursements. For more information please refer to the Entering in Cash Disbursements Training Video (GLT 40). (*icon 13*).

Step 14

The Enter Void Checks icon opens the Void Checks/Vouchers session form where you can set up a session for the checks or vouchers you wish to void. For more information please refer to the Voiding Checks Training Video (API 40). (*icon 14*).

Step 15

The Post Transactions icon opens the Post Transactions screen, where you can post any sessions you have entered that have a BP (Batch to Post) status. (*icon 15*).

Step 16

The last icon on the top toolbar is the Manage Attachments icon. This allows you to attach, view, or delete a document. This icon will appear with a red check mark when an attachment already exists. Many different types of documents may be attached such as a PDF copy of your bank statement or other correspondence with your bank. For more information about setting up attachments please contact Abila or your business partner. (icon 16).

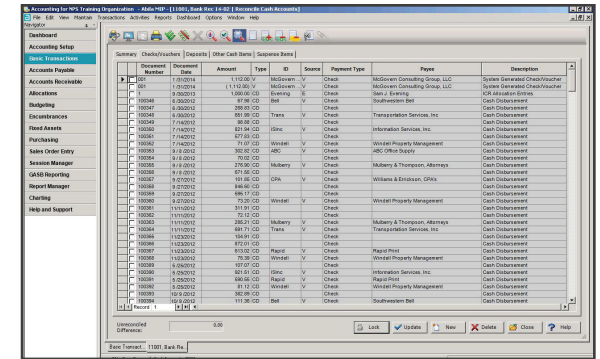


fig. 10

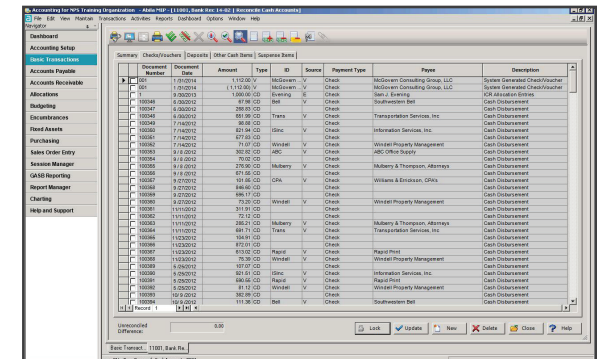


fig. 11

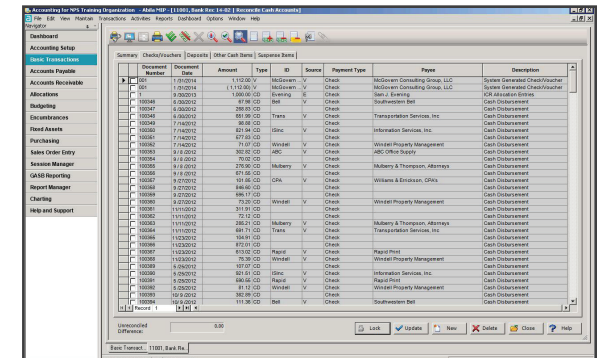


fig. 12