

# *Bank Statement Reconciliation*



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## About Bank Reconciliation

Bank Reconciliation lets you create bank accounts, edit or delete bank accounts, and reconcile your bank accounts. With this program, you can quickly and easily mark cleared and outstanding checks and deposits to balance against your bank statements. When reconciling, you can also make adjustments, as needed.

The Bank Reconciliation program is built on our new EBS technology providing flexibility in a user-friendly environment. You can sort data by clicking a column. You can arrange columns as you prefer.

After reconciliation, you can view the reconciliation dates in General Ledger History (detail).

Before using Bank Reconciliation, you must be authorized for G/L Drill Downs. In addition, you must use G/L Drill Downs for at least two to three months to build up sufficient general ledger data.

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**Note:** G/L Drill Downs is an authorized feature. For more information, contact ECi sales.

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As always, don't forget to refer to your DDMS online help for the most up-to-date documentation.

## Reconciling Your Account

There are seven basic steps to reconciling your account.

- 1 Import Users into your SQL database.
- 2 Create bank accounts.
- 3 Choose your bank account.
- 4 Enter the bank statement information.
- 5 Mark checks and deposits and make any adjustments needed.
- 6 The variance must be at zero to reconcile the account.
- 7 Print reports.
- 8 View reconciliation dates in G/L History.

## Importing Users into SQL

Before using Bank Reconciliation, you must import Users into your SQL database.

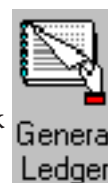
- 1 To open the EBS SQL Import Control Panel, click Start then EBS SQL Import Control Panel.
- 2 Click Import Data.

## Bank Statement Reconciliation

- 3 The Import Data window opens, displaying the Full Import tab. In the Full Import tab, scroll down to Users. Click the check box for Users.
- 4 Click Process. The system begins importing data and displays a green progress bar as the files are imported into the selected SQL Tables.
- 5 Once the program finishes, the View Import Exceptions window opens, displaying any files that were not imported. For more information in importing SQL data, see the handout *Using the EBS SQL Import Panel* at [www.ddms.com](http://www.ddms.com)

## Creating a Bank Account

- 1 From the DDMS Master Menu, double-click



- 2 From the General Ledger menu, double-click



- 3 If you have a password set in the (X) Program Security screen, the Enter Password to Continue with this Operation message appears. Enter the password and click OK. If you do not have a password, click OK.
- 4 First, you must create a bank account. See Figure 1. Under the Reconciliation Tasks menu, click Create Bank Account.
- 5 In the Description box, enter a description of this bank account, First National Bank, for example. Press Tab.
- 6 In the Account Number box, enter the bank account number and press Tab.
- 7 In the Beginning Date box, enter the date to use when searching for G/L data. When reconciling this account, the system uses this date as a limit for retrieving items to reconcile. Press Tab.

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**Note:** The system searches the general ledger detail files (GLD-MASTER and GLD-BATCH) and last year's files specified in the (LJ1) General Ledger Archive Parameters screen.

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- 8 In the Fiscal Year box, you can enter the four-digit fiscal year.
- 9 Click Next.
- 10 In the GL Number box, enter the general ledger numbers associated with this bank account. You can use seven-digit or fifteen-digit numbers. Or you can click  to query. After you've entered the number, press Enter.

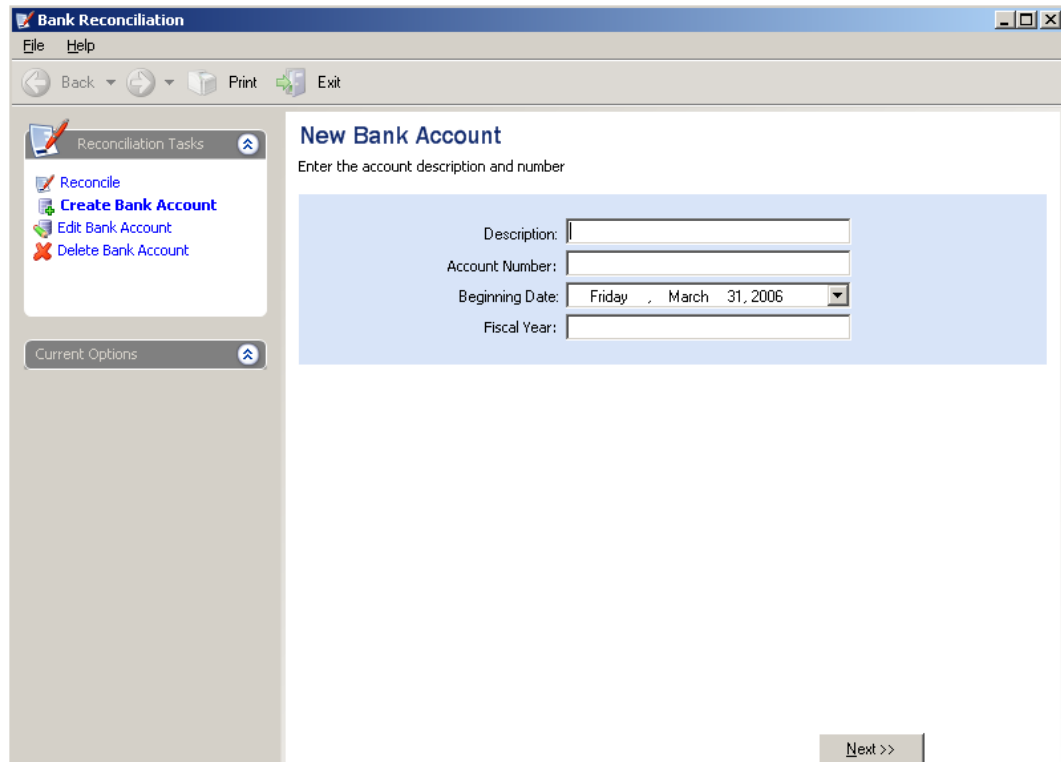
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**Note:** If you enter an invalid G/L number, you get the Invalid GL Number message.

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- 11 Use the Book Balance box to enter the beginning book balance for this account. This number is used instead of the carry forward amount as a starting balance for the specified fiscal year. When performing year-end procedures, the carry forward balance replaces this number. Press Enter. (Once you've reconciled a bank account, the Book Balance is the ending balance from the last reconciliation plus all the open transactions from the beginning date of the account to the ending date of the current bank statement.)

**Figure 1:**  
Creating a Bank  
Account



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**Note:** Remember, no information is saved until you click Save. To delete a line, right-click the line and select Delete Selected Accounts. You can also select Delete from the Current Options menu.

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**12** You can set up multiple G/L numbers for this account. When finished setting up the account, make sure the top line of the grid is clear. Press Enter. Then, click Save. Next, you can edit a bank account or reconcile an account.

### Editing a Bank Account

- 1 Under the Reconciliation Tasks menu, click Edit Bank Account.
- 2 Highlight the bank account to edit by clicking the line and then click Next.
- 3 You can change the bank account description, account number, beginning date and fiscal year. You can change or delete the G/L accounts associated with this bank account or change the book balance.
- 4 When you are finished making changes, click Save.

### Deleting a Bank Account

You can delete a bank account in two ways.

- 1 Under the Reconciliation Tasks menu, click Delete Bank Account.
- 2 Highlight the bank account to delete by clicking the line.  
Right-click and select Delete Selected Accounts.  
Or highlight the line and click Delete Selected Accounts under Current Options.
- 3 Click Save.

### Reconciling a Bank Account

- 1 Under the Reconciliation Tasks menu, click Reconcile.
- 2 Select the bank account to reconcile by highlighting it. Click Next.
- 3 In the Ending Statement Balance box, enter the ending balance shown on your statement. Press Enter. The amount now appears in the Variance and Bank Balance boxes at the bottom of the window. See Figure 2. Press Tab to move to the next box or click the next box.
- 4 In the Ending Statement Date box, use the drop down arrow to select the ending statement date on your statement and press Tab. This date is used as a limit when retrieving checks, deposits, and adjustment in General Ledger History detail (G/L Drill Downs).

## Bank Statement Reconciliation

- 5 In the Fiscal Year box, enter the four-digit fiscal year, if needed. The fiscal year entered here only applies if you make bank adjustments while reconciling. Press Tab.
- 6 Enter the period in the Period box, if needed. The period entered here only applies if you make bank adjustments while reconciling. Press Tab.
- 7 You can make bank adjustments, if needed, for bank fees or interest amounts. You can enter the control number, reverse G/L, amount, and journal entry number. To do this, click in the box and enter the information. The Control box has a drop down arrow to make a selection. You can query in the Reverse G/L box by clicking . When querying, highlight the account to use and click Accept. See Figure 3. Press Enter to record the line.

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**Note:** All manual adjustments are posted to G/L batch 9994.

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- 8 When finished setting up the account, make sure the top line of the grid is clear by pressing Enter. After you make the bank adjustments, click Next.

**Figure 2:  
Entering the  
Statement  
Balance**

**Bank Reconciliation**

File Help

Back Print Exit

**Reconciliation Tasks**

- Reconcile
- Create Bank Account
- Edit Bank Account
- Delete Bank Account

**Current Options**

- Delete Selected Adjustments

**Bank Statement Information - FIRST NATIONAL BANK**

Enter relevant bank statement information. Add needed adjustments to the (Bank Adjustments) grid.

Beginning Balance: \$0.00

Ending Statement Balance: \$15,000.00

Ending Statement Date: Friday, March 31, 2006

Fiscal Year:

Period:

**Bank Adjustments (to be posted)**

Control	Reverse G/L	Amount	Remarks	Journal Entry #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Reconciliation Totals**

Book Balance	
Bank Adjustments(to be posted)	
Checks(D/S)	
Deposits(I/T)	
Adjustments(D/S)	
Bank Balance	(\$15,000.00)
<b>Variance</b>	<b>(\$15,000.00)</b>

Next >> Cancel

## Bank Statement Reconciliation

- In the Account Balancing window, you begin balancing your account. In these tabs, you can re-sort by columns. Click the column by which to sort. For example, in the Checks tab, click the Check column to sort by check number.

You can also double-click a line to get more detail on the line. In the Checks tab, double-click the check for which you want detailed information. The Check Detail window opens, as shown in Figure 4. Click the Back button to return to the Checks tab.

You can also select Current Options or right-click to select all, clear all, or view detail.

- To mark off checks, click the Checks tab. Click the box in the Clr column to mark off a check. To mark multiple lines, highlight the first line, then press Shift and highlight the last line. You can also highlight lines and press the Ctrl key to mark multiple lines.
- To mark off deposits, click the Deposits tab. Click the box in the Clear column to mark off deposits. To mark multiple lines, highlight the first line, then press Shift and highlight the last line. You can also highlight lines and press the Ctrl key to mark multiple

**Figure 3:**  
Reconciling the  
Bank Statement

Control	Reverse G/L	Amount	Remarks	Journal Entry #
01-0000-101000-001	01-0000-101000-010			

Reconciliation Totals	
Book Balance	
Bank Adjustments(to be posted)	
Checks(D/S)	
Deposits(I/T)	
Adjustments(D/S)	
Bank Balance	(\$15,000.00)
<b>Variance</b>	<b>(\$15,000.00)</b>

lines. When marking deposits, you can double-click the line to expand. This lets you mark off partial deposits. When marking partial deposits, these amounts show in the In Transit and Amount - (minus) In Transit columns.

- To mark adjustments, click the Adjustments tab. Click the box in the Clear column to mark off bank adjustments. To mark multiple lines, highlight the first line, then press Shift and highlight the last line. You can also highlight lines and press the Ctrl key to mark multiple lines.
- 10 In the Reconciliation Totals box at the bottom of the screen, you can see the amounts changing as you mark off items. The amounts in this box reflect the tab you are currently working in. For example, if you are in the Checks tab, the amounts shown are the check amounts.

The Checks (O/S) box contains the outstanding checks amount.

The Deposits (I/T) box contains the deposit amounts in transit.

The Adjustments (O/S) box contains the outstanding adjustment amounts.

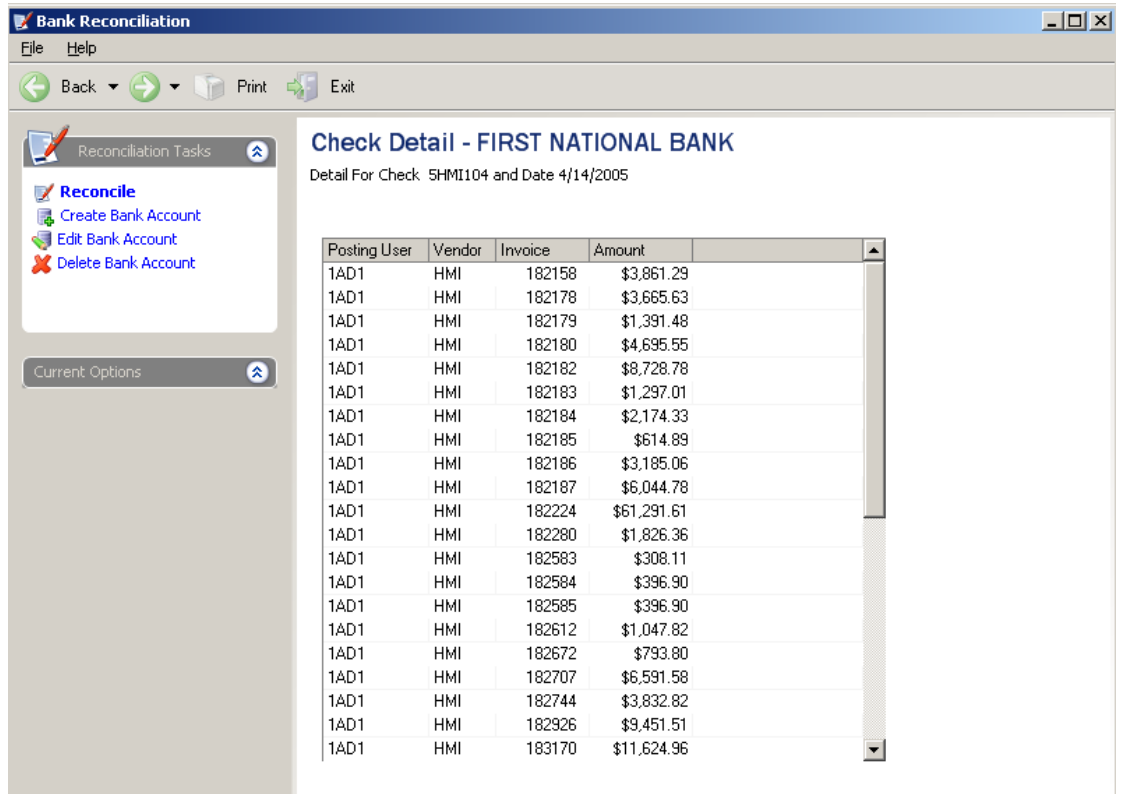


Figure 4: The Check Detail Window

## Bank Statement Reconciliation

When you finish reconciling, the Bank Balance should reflect this equation: Book Balance amount minus Outstanding Items equals the Bank Balance. The Variance amount should be zero.

When finished marking, click Next.

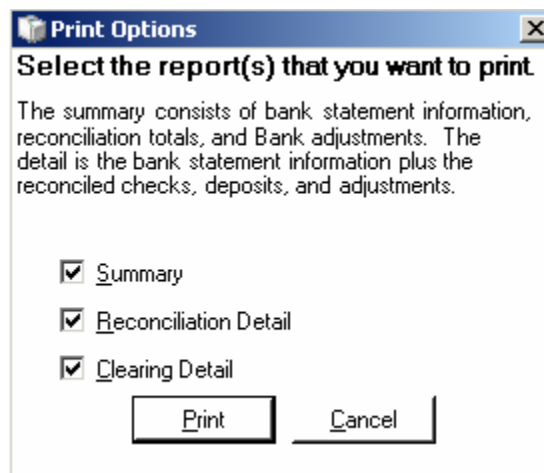
- 11 In the Finalization Summary window, you can view details of the reconciliation. If your account did not balance, the message The Variance Must Be Zero to Finalize the Process appears at the top of the window and the Finalize button is grayed out. To make more adjustments, click the Back button. When finished, click Finalize.
- 12 The Are You Sure that You Want to Finalize at This Time message appears. Click Yes to finish the reconciliation. If you don't want to reconcile, click No (default).

If you click Yes, the reconciliation data is written to the GLD-MASTER file. You can view this information in General Ledger History detail (G/L Drill Downs).

All manual adjustments are posted to G/L batch 9994.

- 13 The Print Options dialog box opens, shown in Figure 5. You can print three reports or select which report to print. Select the report(s) and click Print.
- 14 You can view or print the reports. If you selected all three reports, you can print the report then close it. The next report is available. For more information on printing, see the heading **Printing and Exporting Data**.

**Figure 5: The Print Options Dialog Box**



## Printing and Exporting Data

You can create reports for your bank reconciliation quickly and easily. You can perform any of the following functions:

- Change headers
- Set up your page just like you would in any other program, such as portrait or landscape
- Use the Find function to search for text
- Move through the pages using the arrow keys
- Print reconciliation data or export to a file.


1 Click  .

2 In the Print Preview window, you can change headers and print or you can save to a file.

To change header information, enter the new information over the old.

If you make header changes, click  to apply the header changes.

To print, click  .

To export to a file, click  . You can save the file as a pdf, htm, rtf, xls, or emf.

Once you save a report to one of these formats, you can manipulate data and print as you want.

3 When finished, click the X in the upper right corner to close the window.