Elliott

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Elliott

Overview

Package Overview

How To Use This Manual

When most people receive a new product, they want to use it immediately. Unfortunately, this is often not possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **BankBook** package.

The first few sections of this manual are intended to introduce the user to the **BankBook (BB)** system and help get started. The latter sections are for reference when the user has specific questions about each of the BankBook applications. These applications are described later in this section under **BB** Menu Bar Selections and Definitions**.**

It is suggested that the user first read the System Manager manual if he/she is not already familiar with Elliott 7. The Package Overview section of this manual gives an overview of the BankBook package. The General Operator Instructions in the System Manager manual explains how to enter and edit data and the use of special keys on the keyboard. The Startup section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The Processing Procedures section gives direction for daily, period and year ending procedures.

The user should then review each of the **BB** sections to understand how each of the BB applications work. A very basic description of each of these applications is also contained under the heading **BB Menu Bar Selections and Definitions** that is part of this Package Overview.

Sample screens and reports are also included under each of the appropriate BB applications. These are a guide to show the user the type of screens and reports that may be obtained from the system.

BB Menu Bar Selections And Definitions

The **BankBook** package is aimed at combining Accounts Payable, Accounts Receivable, Payroll check and cash applications, as well as General Ledger cash transfers to manage bank accounts and doing the end of the month reconciliation.

The **BankBook** package consists of a number of applications, each of which is necessary to carry -out **BB** functions towards record management and reconciliation.

The functions carried out by the BB applications are as follows:

Maintenance

Bank File Maintenance

Allows you to define and change bank accounts.

Bank Reconciliation Maintenance

Allows you to maintain, by bank account, what checks have clear, have been reconciled, and still open.

Inquiry

Back Reconciliation Inquiry

Processing

Merge Bank Transactions

Reconcile Bank Statements

Purge Bank Reconciliation File

Update Cash Balances

Reports

Reconciliation Summary

Reconciliation Detail

Cash Position Summary

Cash Position Detail

Running Cash Balance

Cash Projection

Util setup

BB Setup

Setup Requirements

Bankbook Setup

Application Overview

BankBook is an integrated package to Accounts Payable, Accountants Receivable, Payroll, General Ledger, and also provides reconciliation to bank statements.

Run Instructions

1. Enable Bankbook Module in Company Setup:

   Elliott Main Menu → Util-Setup → Company Setup

   When you exit Company Setup, the necessary files will be automatically installed.

2. A/P Setup, flag "Reconcile Checks" as "Y"

3. In P/R Setup, flag "Reconcile Checks" as "Y"

BankBook Startup Required Steps

  1. BankBook Setup

       Defines BankBook Parameters

  2. Maintenance

       Define bank accounts.

  3. Merge

       Updates the Bank Reconcile File with information from GL, AR, AP, and PR modules.

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Maintenance

Bank File Maintenance

Application Overview

The **Bankfile** is used to store information on all banks with that the company may have an account with. This application allows entry of information into this file and then maintenance of this data. This bank file will be used throughout the BB application.

The **Bankfile** contains information such as the G/L Account Number, G/L Opening Balance, Last G/L Update and General Bank Information such as Bank Name, Bank Account Number, Bank Contact, and Bank Phone Number. This file is used in many applications and reports. It is used to correspond the proper G/L with it's correct Bank Account information.

There is one main screen used in the Bankfile application. Enter the G/L and individual Bank Account information here.

Run Instructions

Accounting → BankBook → Maintenance → Bankfile Maintenance

Select the Bankfile from the BankBook Maintenance window.

The following options are available:

* Select the desired mode from the Bankfile Maintenance menu bar

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
1. G/L Cash Account	6 alphanumeric characters This number is used throughout the Bank Book Package to refer to the G/L Cash Account. Every bank account that you want to process in the Bank Book module needs to be defined here. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description. This is useful in the change or delete modes to find a G/L Account when you do not know the account number. This account is used to accumulate totals for bank accounts after the open item file is posted.

Field	Description
2. G/L Opening Balance	10 numeric and 2 numeric decimal digits (9999999999.99) At the time of Bankfile creation the current G/L Opening balance must be entered here. This should be the ending balance in your G/L account.
3. Last G/L Update	A date in the standard date format This is the last date a G/L Balance update for the above account was done. The date in this field will be maintained by the system after doing an update. If for setup purposes only, enter any date. This field will default to the system date.
4. Bank Name	35 alphanumeric characters In most places in BB package where the bank name is entered, the F8 key can be pressed and a search for the vendor by this name is allowed. If you have a large number of banks accounts and will be using F8 key search, it would be best to keep the name as simple as possible and enter it in a format that will allow it to be alphabetized, e.g., Bank of California instead of The Bank of California. This will also make for a more meaningful Alphabetical Print-Out. This name will also appear in reports derived from this package.
5. Bank Account #	15 alphanumeric characters Enter the bank account number here. You may enter more than one account for each bank name by creating a new Bankfile for each bank account.
6. Bank Contact	20 alphanumeric characters Enter the person who is to be contacted in regards to this bank account.
7. Bank Phone Number	10 numerical digits (999-999-9999) Enter the phone number for the contact that will be used.

Note: **Fields 1 – 3, and 5**   Mandatory fields

   Fields 4 and 6 – 7   For reference only and not mandatory. However, these fields will appear on some reports.

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Bank Reconcile File Maintenance

Application Overview

This is a maintenance file for each bank account defined in Bankfile Maintenance. It contains all the deposits and checks that have been merged (Processing menu) and or reconciled for this cash account. Additionally, you can add, change, and delete any merged transactions here. The Purge Reconciled Items in the Processing will clear out all items that have been reconciled.

To check whether a transaction has been cleared simply enter the Check No, Check Date, and Source for that transaction. The amount that check was for, the status, and Date Reconciled will be displayed.

Run Instructions

Accounting → BankBook → Maintenance → BankRec Maintenance

Select the Bank Reconcile File from the BankBook Maintenance window.

The following options are available:

* Select the desired mode from the BankRec file Maintenance menu bar

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.
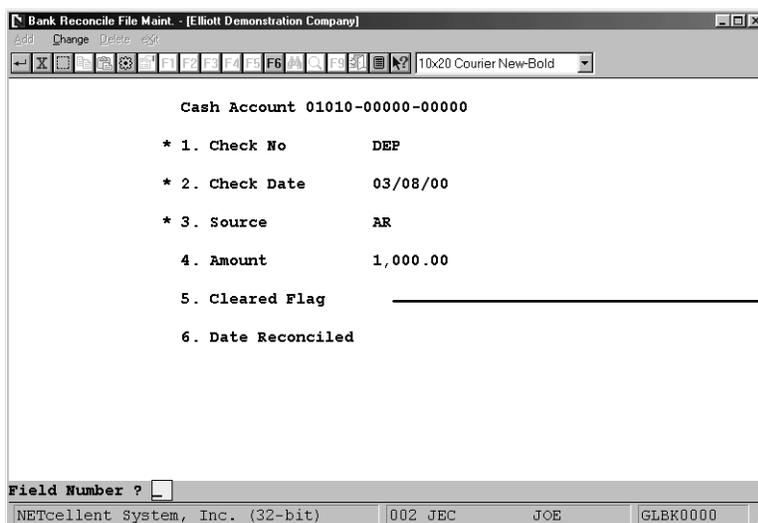
```
Bank Reconcile File Maint. - [Elliott Demonstration Company]              _ □ X
Add  Change  Delete  eXit
↵ X ▭ ▤ ▤ ⚙ ▭ F1 F2 F3 F4 F5 F6 ▦ ◌ F9 ▤ ▤ ▓ ?  10x20 Courier New-Bold  ▼

              Cash Account 01010-00000-00000

        * 1. Check No          DEP

        * 2. Check Date        03/08/00

        * 3. Source            AR

          4. Amount            1,000.00

          5. Cleared Flag    ─────────────────────→  For any uncleared items, the
                                                     cleared flag will be blank or
          6. Date Reconciled                         marked with an asterisk, (*).




Field Number ? □
NETcellent System, Inc. (32-bit)     002 JEC      JOE      GLBK0000
```
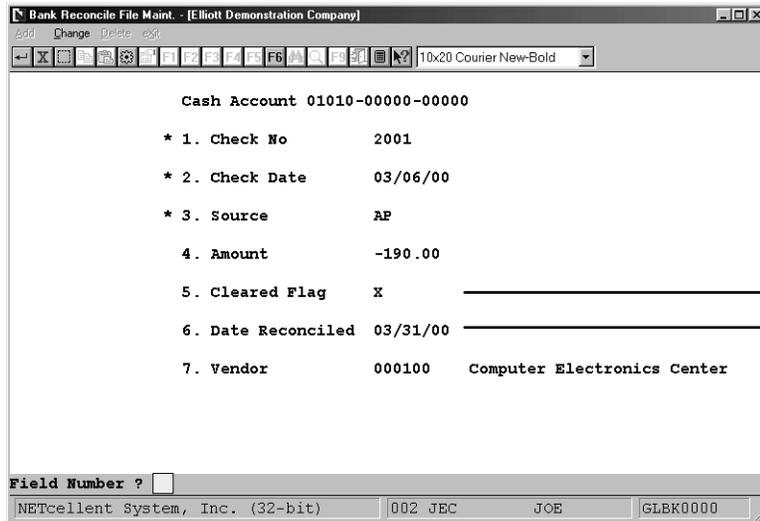
Cleared items will be marked with an X and display the date reconciled**.**

General Ledger transactions, Service Charge and Interest Earned will have check numbers that consist of "GL" plus the last four digits of the G/L Transaction Id Number.   For A/R transactions, the Check No. will be "DEP".

Field	Description
Cash Account	15 alphanumeric characters (99999-99999-99999) This number is used to validate which G/L Cash Account. Every bank account that you want to process in the Bank Book module needs to be defined here. This will default to the G/L Cash Account defined in BankRec setup file within the BankBook Util-setup menu. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description. This is useful in the change or delete modes to find a G/L Account when you do not know the account number. This account is used to accumulate totals for bank accounts after the open item file is posted.
1. Check No	6 Alphanumeric Characters Enter the check number here.
2. Check Date	A date in the standard date format Enter the date of when the check was issued
3. Source	AR, AP, PR, or GL Enter the origination source of this check
4. Amount	11 numeric characters (999,999,999.00) Enter the check amount here.
5. Bank Contact	20 alphanumeric characters Enter the person who is to be contacted in regards to this

Field	Description
	bank account.
6. Date Reconciled	A standard date format
	This will be entered automatically by the system. It will tell you when this check was last reconciled.
7. Vendor	6 alpha numeric digits
	Pressing the F7 key will allow you to search for the Vendor by number or pressing the F8 key will allow you to search for the Vendor by name. This is useful in the change or delete modes to find a Vendor when you do not know the vendor number.

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InquiryBank Reconcile File Inquiry

Application Overview

The Bank Reconcile File Inquiry gives a screen display of all checks and deposits that are in the Bank Reconcile File. This file can be manually maintained by Bank Reconcile File in the Maintenance Menu and is updated by the Merge and Purge Reconciled Items in the Processing Menu.

This application displays the cash account number and name, the check number, check amount, check date, the source, and the payee information. The total debits and credits made towards that cash account will be shown for that BankRec file. Uncleared or cleared amounts will also be displayed in this view.

Up to 14 transactions can be displayed on the screen at one time. The F1 key is used to step through the display one page at a time if there are more than 14 transactions. If you miss an item during multiple page inquiries press the F2 key to return to the previous page. If the entire file is looked at in this manner, the debit and credit totals will be displayed at the end of the transactions. After viewing all inquiries, pressing F9 will end that account.

Run Instructions

Accounting → BankBook → Inquiry → BankRec Inquiry

Select the Bank Reconcile File from the Inquiry window.

The following option are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.
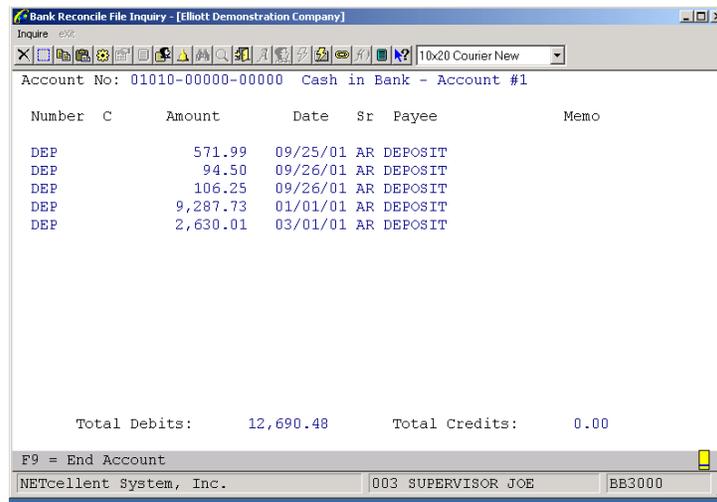
Field	Description
1. Starting Date	A date in the standard date format This is the date of the BankRec files you'd like to begin viewing.
2. Ending Date	A date in the standard date format This is the date of the BankRec files you would like to end with. The records shown will fall between the starting date entered and the ending date entered.
3. Account No	15 alphanumeric characters (99999-99999-99999) Enter the cash account for which you would like to view the records for. This field defaults with the cash account specified in the BandBook setup file.

Processing

Merge Bank Transactions

Application Overview

In order to bring the Bank Reconcile File up to date a Merge routine is provided. This is typically run once a month. This will merge transactions from A/R, A/P, and PR for the given Bank Cash Account number with the specified Date Range.

A/R transactions will be merged from the A/R Distribution file tallying all records for each date within the Date Range into one Bankrec record, (i.e. there will be one Bankrec deposit record for each day a deposit transaction was made).

A/P and P/R transactions will be merged from the Check Reconciliation Files for all checks through the ending date, the starting date for checks is effectively the Earliest. This will allow for un-reconciled check adjustments to be included from prior months, such as Voided checks or amount adjustments. **Merge Bank Transactions is a required step to update the Bank Reconcile file when you first start using this module.**

There are two additional questions asked for A/P and P/R that pertain to including Reconciled checks. **"Include Reconciled A/P Checks?"** and **"Include Reconciled P/R checks?"** If **"N"** is entered then only un-reconciled checks will be included for Start-up. If **"Y"** is entered then both un-reconciled and reconciled checks will be included, however, the reconciled checks will be included as un-reconciled and will need to be reconciled.

Run Instructions

Bankbook → Processing → Merge Bank Transactions

Select the Merge Bank Transaction application from the Processing window.

The following option is available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Once the Merge is complete there may be need for transactions to be Added, Changed, or Deleted. This may be done in the **Bank Reconcile File Maintenance** where you enter the Cash Account to work with, and then make any necessary modifications.

Field	Description
1. G/L Account No	15 alphanumeric characters Enter here the G/L cash account number that you wish to reconcile files from.
2. Starting Cutoff Date	10 numeric and 2 numeric decimal digits (9999999999.99) At the time of Bankfile creation the current G/L Opening balance must be entered here. This should be the ending balance in your G/L account.
3. Ending Cutoff Date	A date in the standard date format This is the last date a G/L Balance update for the above account was done. The date in this field will be maintained by the system after doing an update. If for setup purposes only, enter any date. This field will default to the system date.
4. Include Reconciled A/P checks	35 alphanumeric characters In most places in BB package where the bank name is entered, the F8 key can be pressed and a search for the vendor by this name is allowed. If you have a large number of banks accounts and will be using F8 key search, it would be best to keep the name as simple as possible and enter it in a format that will allow it to be alphabetized, e.g., Bank of California instead of The Bank of California. This will also make for a more meaningful Alphabetical Print-Out. This name will also appear in reports derived from this package.
5. Include Reconciled P/R checks	15 alphanumeric characters Enter the bank account number here. You may enter more than one account for each bank name by creating a new Bankfile for each bank account.

Reconcile Bank Statement

Application Overview

The purpose of this program is to reconcile your bank statement with your cash account. First, enter the cash account number and bank statement information, then mark deposits and checks as cleared. This information gets recorded to allow exiting and re-entering reconciliation in order to make adjustments. Once all transactions from the bank statement are marked cleared and the balance difference is zero the reconciliation is complete.

Run Instructions

Bankbook → Processing → Reconcile Bank Transactions

Select the Reconcile application from the process window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Screen 1:

Enter Cash Account number to be reconciled. This account must already exist in the Bank File. The Bank statement entry screen will be displayed. When entering for the first time only the opening statement information will be shown. Make any necessary changes and enter the ending statement information. This information will be updated in the Bank File to allow re-entry without having to re-enter the data.

```
 Bank Reconciliation - [Elliott BankRec Company]                          _ □ X
Reconcile  Exit
← X □ ▣ ▧ ⊙ ▤ F1 F2 F3 F4 F5 F6 A Q F9 ▦ ▤ ▶? 10x20 Courier New-Bold  ▾

                Reconcile Cash Account 01010-00000-00000
                With Bank Statement

                Bank Statement Opening Balance   34,897.39
                Bank Statement Ending Balance    43,893.40
                Statement Opening Date           04/01/00
                Statement Ending Date            04/30/00
                Reconciliation Date              04/30/00

                  Service Charge      22.50
                  Create Jnl Entry?   Y
                  G/L Account No      05250-00000-00000
                  Date                04/30/00

                  Interest Earned     43.61
                  Create Jnl Entry?   Y
                  G/L Account No      08100-00000-00000
                  Date                04/30/00



 Any Change ? N
 NETcellent System, Inc. (32-bit)      001 JEC      JOE      GLBK0000
```

Note: It is optional to enter the Service Charge and/or Interest Earned information. If this information is left blank then you must make the appropriate transactions and post them in order to balance your statement.

If this information is filled in, the following will occur: When the Service Charge and/or Interest Earned amount is entered, records will be created and marked as cleared in the Bank Reconcile File. If Create Journal Entry flag is equal to "Y" a journal entry will be made to the Journal Transaction File, G/L Account Number and transaction date must be entered. These transactions will be processed when the Bank Reconciliation is completed.

Screen 2:

This is the Completed Bank Reconciliation screen. The top portion window displays deposits and checks and the bottom portion shows the summary of transactions marked cleared (*), bank balance and the difference balance between bank and cleared balances.


```
 Bank Reconciliation - [Elliott BankRec Company]                              _ □ X
Reconcile  eXit
← X  ⬚ ⬚ ⬚ F1 F2 F3 F4 F5 F6 ⬚ Q F9 ⬚ ⬚ ⬚ 10x20 Courier New-Bold    ▼

  Number  C      Amount       Date   Sr  Payee              Memo

> DEP     *      5,541.12   04/05/00 AR DEPOSIT
  DEP     *     13,409.70   04/15/00 AR DEPOSIT
  DEP            9,160.83   04/30/00 AR DEPOSIT
   4401   *      5,933.83-  04/09/00 AP 000200  CompuPart Computer Services
   4501   *        125.00-  04/24/00 AP 000100  Computer Electronics Center
   4502   *      1,232.84-  04/24/00 AP 000300  Anawalt Computer Company
   4503   *      2,684.25-  04/24/00 AP 000400  Computers of America


  RETURN-Mark Cleared   F5-Find   F8-Mark Range   F1-Done


           RECONCILIATION SUMMARY FOR    01010-00000-00000
     Items You Have Marked Cleared (*)
     ------------------------------  Cleared (X,*) Balance    43,893.40
     4 Checks,Debits        9,975.92-  Bank Statement Balance   43,893.40
     2 Deposits,Credits    18,950.82   Difference                    0.00


NETcellent System, Inc. (32-bit)     001 JEC        JOE       GLBK0000
```

4 Checks cleared
2 Deposits cleared. Deposit = 1 batch posting of A/R cash receipts.
1 Deposit in Transit, 9,160.83

To Reconcile Transactions press **Return** to mark the highlighted line as cleared, i.e. put an "*" in the cleared column, or to un-mark the line putting a space in the Cleared column if it was already cleared. This will update the summary display. Use the arrow keys to bypass records. When the screen displayed has been marked correctly press PageDown/PageUp to display the next/previous set of records. This will

also update the displayed records permanently in the bank Reconcile File.

To **Find** a specific transaction press **F5**. A window will be displayed, enter the check number to search for or "DEP" for a deposit then the Deposit Date. This routine will position the screen at the requested transaction. If the transaction does not exist it will position the screen at the next transaction it finds.

To **Mark a Range** as cleared press **F8**. This will display a window where you enter the starting and ending check number to mark as cleared. Enter "DEP" in the starting field for will mark all records within the range as cleared whether or not they are displayed, then it will reposition the screen to display the first record after the ending range record. This will not affect records that were previously reconciled, i.e. Cleared Flag equal to "X".

As noted earlier you may exit to make adjustments to transactions. In order to include adjustments in the Bank Reconciliation the Merge routine must be run again with the same data range. When you re-enter your changes will be there and you may continue where you left off.

When the **Difference balance is zero** this means that your Bank Statement balances with your Cash Account. At this point press F1 to finish the Reconciliation process. The records marked as cleared will be updated with the date-reconciled record. The A/P and P/R Check Reconciliation corresponding check records will also be updated with the date reconciled. The Bank File will be updated with then new bank statement balances and dates for the next month's reconciliation.

If the Difference balance is not zero and you wish to continue at a later time, press escape to exit. You will not lose any information entered. When you are ready to start the reconciliation again, simply enter the account you were working with.

If the difference balance is not zero and you press F1, (done), a message will popup notifying you that the check register does not match the bank statement. Here you can press "Return" to continue the reconciliation or "Esc" to exit and adjust for incorrect dollar amounts.

When you have completed reconciling your check register to your bank statement and press F1, (done), the system will popup a message asking if you wish to the print reconciliation reports. If you select "Y", you will be asked if you want to print a summary only and uncleared detail only.
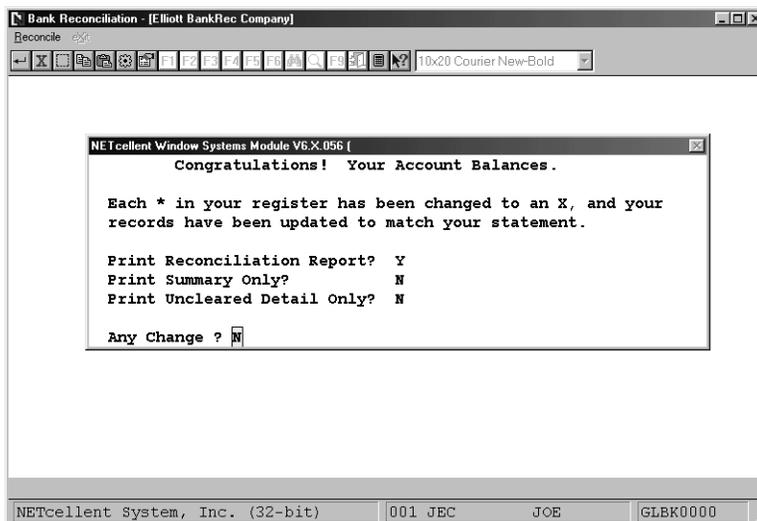
When you press F10 to finish the Reconciliation Process you are given the option to print the Reconciliation Reports. If you choose to print the reports, you are asked, "Print Summary Only?", enter "Y" to print only Uncleared Detail. If you do not print the reports at this time you may still print them by selecting the summary and/or Detail options from the Bank Reconciliation menu.

If you selected "N" to not print prints, the system provides reporting features for the last Reconciliation completed. This is also useful when you want additional copies or both a summary and detailed reconciliation report.

The **Summary Report** prints the Cleared Transaction information to give the Ending Balance of the Bank Statement, then prints the Uncleared Transactions as of the Reconciliation Date with the Cash Balance, followed by the Uncleared Transactions after the Reconciliation Date giving the Ending G/L Cash Balance.

The **Detail Report** prints a detailed listing of the summary report but does not tie back to the G/L Ending Cash Balance.

```
B A N K   R E C O N C I L I A T I O N   R E P O R T

            RECONCILIATION SUMMARY FOR 01010-00000-00000
Reconciled As Of 04/30/00

        BANK STATEMENT -- CLEARED TRANSACTIONS:

        Previous Balance:                           34,897.39
                                                   ---------------
            Deposits and Other Credits:   2 Items    18,950.82
            Checks and Payments
                Accounts Payable:         4 Items     9,975.92-
                Payroll:                  0 Items         0.00
            General Ledger:               2 Items        21.11
                                                   ---------------
        Ending Balance of Bank Statement:           43,893.40
                                                   ---------------


        YOUR RECORDS -- UNCLEARED TRANSACTIONS:


        Cleared Balance:                            43,893.40
                                                   ---------------
            Deposits and Other Credits:   1 Items     9,160.83
            Checks and Payments
                Accounts Payable:         0 Items         0.00
                Payroll:                  0 Items         0.00
            General Ledger:               0 Items         0.00
                                                   ---------------

        G/L Cash Balance as of  4/30/00             53,054.23
                                                   ---------------
            Deposits and Other Credits:   0 Items         0.00
            Checks and Payments
                Accounts Payable:         0 Items         0.00
                Payroll:                  0 Items         0.00
            General Ledger:               0 Items         0.00


        G/L Cash Ending Balance:                    53,054.23
                                                   ===============
```

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```
B A N K   R E C O N C I L I A T I O N   R E P O R T

            RECONCILIATION DETAIL FOR 01010-00000-00000
Reconciled As Of 04/30/00


                                                  Uncleared        Cleared
   Date    Number  Payee         Memo         Clr    Amount         Amount
   ------   ------  -------   ---------------- ---  -------------  -------------

   CLEARED TRANSACTION DETAIL

   Cleared Deposits and Other Credits

   04/05/00  DEP      DEPOSIT                   X                    5,541.12
   04/15/00  DEP      DEPOSIT                   X                   13,409.70
                                                     ============== ==============
   Total Cleared Deposits and Other Credits  2 Items        .00    18,950.82


   Cleared Checks and Payments

   Accounts Payable

   04/09/00  4401  000200  CompuPart Computer Services  X           5,933.83-
   04/24/00  4501  000100  Computer Electronics Center  X             125.00-
   04/24/00  4502  000300  Anawalt Computer Company     X           1,232.84-
   04/24/00  4503  000400  Computers of America         X           2,684.25-
                                                     -------------- --------------
   Total Accounts Payable                    4 Items        .00     9,975.92-

   Payroll

                                                     -------------- --------------
   Total Payroll                             0 Items        .00          .00
                                                     ============== ==============
   Total Cleared Checks and Payments         4 Items        .00     9,975.92-


   General Ledger

   04/30/00  GL0197  JOURNAL  Service Charge            X              22.50-
   04/30/00  GL0200  JOURNAL  Interest Earned           X              43.61
                                                     -------------- --------------
   Total General Ledger                      2 Items        .00        21.11
                                                     ============== ==============
   Total Cleared Transactions                8 Items        .00     8,996.01


   UNCLEARED TRANSACTION DETAIL UP TO 04/30/00

   Uncleared Deposits and Other Credits

   04/30/00  DEP      DEPOSIT                        9,160.83
                                                     ============== ==============
   Total Uncleared Deposits and Other Credits 1 Items  9,160.83        .00


   Uncleared Checks and Payments

   Accounts Payable

                                                     -------------- --------------
   Total Accounts Payable                    0 Items        .00          .00

   Payroll

                                                     -------------- --------------
   Total Payroll                             0 Items        .00          .00
                                                     ============== ==============
   Total Uncleared Checks and Payments       0 Items        .00          .00


   General Ledger

                                                     -------------- --------------
   Total General Ledger                      0 Items        .00          .00
                                                     ============== ==============
   Total Uncleared Transactions              1 Items  9,160.83        .00
```

Uncleared Detail:

This report lists all the merged items, (deposits in transit, A/P - P/R checks), that have not cleared your bank yet.

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Purge Bank Reconciliation File

Application Overview

To keep the reconciliation process running efficiently, records need to be purged periodically. The Purge Bankrec routine is provided for this purpose. Purge applications will archive files to a repository and those files will not be available to the system.

Run Instructions

BankBook → Processing → Purge Bankrec File

Select Purge application from the process window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.
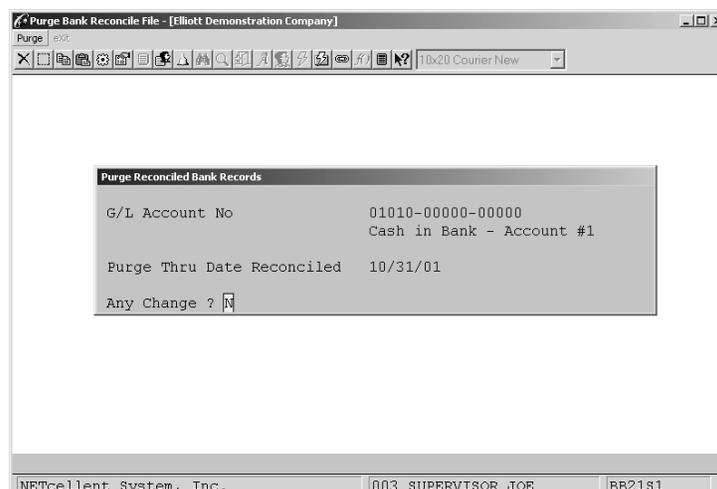
Enter the cash account and reconciled cutoff date to purge accumulated data. The routine will purge all reconciled transactions in the Bank Reconcile File through the cutoff date. It will also purge the corresponding records in the A/P and P/R check Reconciliation Files. This will keep processing time down to a minimum. Purging the Bankrec File will print the Purge Journal.

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Update Cash Balance

Application Overview

This option should be run whenever a cash account is tied out to the bank statement, e.g. at month end or whenever G/L journal entries were made that affected the cash account balance. The General Ledger Balance as of the cutoff date entered, will be re-calculated and saved in Bankbook as the new starting balance. Optionally, you have the ability to manually enter a starting balance that can be taken from the G/L account inquiry or Trial Balance, Ending Balance for a specific cash account.

The General Ledger Balance as of the cutoff date entered, will be re-calculated and saved in Bankbook as the new starting balance. Optionally, you have the ability to manually enter a starting balance that can be taken from the G/L account inquiry or Trial Balance, Ending Balance for a specific cash account.

All distributions in A/R, A/P and Payroll (if installed) will be totaled to provide a current up-to-date bank account balance as if these distributions had been interfaced.

Select **"Y"** to calculate new balance. The system will calculate the new balance and display it and the new G/L Update date. The system will now ask you if you want to update. Select "Y" or "N".

Please be aware that all interfaced distributions will be processed as part of Bankbook. It is vital to keep your distribution files as clean as possible. Entries for the wrong dates e.g. 1903 or 1904 must be purged using the purge option on the distribution reports, since such errors are usually corrected via journal entries.

To keep Bankbook running at an acceptable speed, we also recommend purging your distributions on a monthly basis once they have been interfaced and posted to the General Ledger successfully.

Run Instructions

BankBook → Processing → Update Cash Balance

Select Update-balance application from the process window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
1. G/L Cash Account	6 alphanumeric characters Enter the G/L account you would like to update. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description. This is useful in the change or delete modes to find a G/L Account when you do not know the account number. This account is used to accumulate totals for bank accounts after the open item file is posted.
2. G/L Opening Balance	10 numeric and 2 numeric decimal digits (9999999999.99) This is the opening balance in the G/L account specified above.
3. Last G/L Update	A date in the standard date format This is the last date a G/L Balance update for the above account was done. The date in this field is automatically posted after doing the last update.
4. Bank Name	35 alphanumeric characters States here the Bank name specified in the bank file for this cash account.
5. Bank Account #	15 alphanumeric characters States here the Bank Account No specified in the bank file for this cash account.
6. Bank Contact	20 alphanumeric characters States here the contact specified in the bank file for this account.
7. Bank Phone Number	10 numerical digits (999-999-9999)

Field	Description
	States here the contact phone number specified in the bank file for this cash account.

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Reports

Application Overview

The following six report choices are available in Bankbook:

1. Reconciliation Summary Report

2. Reconciliation Detail Report

3. Cash Position Summary Report

4. Cash Position Detail Report

5. Running Cash Balance Report

6. Cash Projection Report

These reports allow you to see the up-to-date balance for one or all bank accounts. For management use, the Cash Position Summary Report provides the most compact overview for cash flow analysis.

Reconciliation Summary Report

Application Overview

The Bank Reconciliation Summary Report allows for the viewing of cleared and un-cleared transactions in summary. The summary will show, for that particular bank account, it's previous month's balance and a summary of transactions made against that account. The summary will also show transactions with beginning and ending balance information validated against your company's bank reconciliation file. This can be very useful to view the activity and reconciliation information for a particular account.

Run Instructions

BankBook → Reports → Reconciliation Summary Report

Select the Reconciliation Summary Report from the Reports window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
Reconciled Cash Account	15 alphanumeric characters (max)
	Enter here the Cash Account in which you would like to view a specific reconciliation report for.

The **Summary Report** prints the Cleared Transaction information to give the Ending Balance of the Bank Statement, then prints the Uncleared Transactions as of the Reconciliation Date with the Cash Balance, followed by the Uncleared Transactions after the Reconciliation Date giving the Ending G/L Cash Balance.

After you have completed reconciling your check register to your bank statement you will also be prompted if you would like to print this report.

```
B A N K   R E C O N C I L I A T I O N   R E P O R T

           RECONCILIATION SUMMARY FOR 01010-00000-00000
Reconciled As Of 04/30/00

        BANK STATEMENT -- CLEARED TRANSACTIONS:

        Previous Balance:                           34,897.39
                                                  ---------------
            Deposits and Other Credits:    2 Items   18,950.82
            Checks and Payments
                Accounts Payable:          4 Items    9,975.92-
                Payroll:                   0 Items        0.00
            General Ledger:                2 Items       21.11
                                                  ---------------
        Ending Balance of Bank Statement:           43,893.40
                                                  ---------------

        YOUR RECORDS -- UNCLEARED TRANSACTIONS:

        Cleared Balance:                            43,893.40
                                                  ---------------
            Deposits and Other Credits:    1 Items    9,160.83
            Checks and Payments
                Accounts Payable:          0 Items        0.00
                Payroll:                   0 Items        0.00
            General Ledger:                0 Items        0.00
                                                  ---------------

        G/L Cash Balance as of  4/30/00             53,054.23
                                                  ---------------
            Deposits and Other Credits:    0 Items        0.00
            Checks and Payments
                Accounts Payable:          0 Items        0.00
                Payroll:                   0 Items        0.00
            General Ledger:                0 Items        0.00


        G/L Cash Ending Balance:                    53,054.23
                                                  ===============
```

Reconciliation Detail Report

Application Overview

The **Bank Reconciliation Detail Report** allows for the viewing of cleared and uncleared transactions in detail. This reports shows, for that particular bank account, all deposits and other credits, all checks and payments made towards that account. Totals for AP, AR, PR, and GL will be shown by Number of Items and Uncleared and Cleared amounts. Cleared amounts that have yet to be posted are treated as uncleared by the system. This report will show transactions with beginning and ending balance information validated against your company's bank reconciliation file. This can be very useful to view the activity and reconciliation detail information for a particular account.

Run Instructions

BankBook → Reports → Reconciliation Detail Report

Select the Reconciliation Detail Report from the Reports window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
Reconciled Cash Account	6 alphanumeric characters Enter the cash account you would like to view. Pressing the F7 key will allow you to search for the Main Account by number or pressing the F8 key will allow you to search for the Account by description.
Print uncleared detail only?	Y or N Transactions marked as "cleared" in the Reconcile Bank Statement Process will show as a cleared amount in this report even if Y is specified. Cleared amounts are not seens as cleared by the system until the posting.

The **Detail Report** prints a detailed listing of the summary report but does not tie back to the G/L Ending Cash Balance.

After you have completed reconciling your check register to your bank statement you will also be prompted if you would like to print this report.

```
B A N K   R E C O N C I L I A T I O N   R E P O R T
               RECONCILIATION DETAIL FOR 01010-00000-00000
Reconciled As Of 04/30/00

                                                    Uncleared        Cleared
    Date   Number  Payee          Memo          Clr   Amount          Amount
  -------- ------  -------  --------------------- --- --------------- ---------------

  CLEARED TRANSACTION DETAIL

  Cleared Deposits and Other Credits

  04/05/00 DEP     DEPOSIT                        X                      5,541.12
  04/15/00 DEP     DEPOSIT                        X                     13,409.70
                                                     =============== ===============
  Total Cleared Deposits and Other Credits   2 Items            .00     18,950.82


  Cleared Checks and Payments

  Accounts Payable

  04/09/00  4401 000200  CompuPart Computer Services  X                  5,933.83-
  04/24/00  4501 000100  Computer Electronics Center  X                    125.00-
  04/24/00  4502 000300  Anawalt Computer Company     X                  1,232.84-
  04/24/00  4503 000400  Computers of America         X                  2,684.25-
                                                     --------------- ---------------
  Total Accounts Payable                     4 Items            .00      9,975.92-

  Payroll

                                                     --------------- ---------------
  Total Payroll                              0 Items            .00           .00
                                                     =============== ===============
  Total Cleared Checks and Payments          4 Items            .00      9,975.92-


  General Ledger

  04/30/00  GL0197  JOURNAL  Service Charge       X                        22.50-
  04/30/00  GL0200  JOURNAL  Interest Earned      X                        43.61
                                                     --------------- ---------------
  Total General Ledger                       2 Items            .00         21.11
                                                     =============== ===============
  Total Cleared Transactions                 8 Items            .00      8,996.01

  UNCLEARED TRANSACTION DETAIL UP TO 04/30/00

  Uncleared Deposits and Other Credits

  04/30/00 DEP     DEPOSIT                              9,160.83
                                                     =============== ===============
  Total Uncleared Deposits and Other Credits 1 Items      9,160.83           .00

  Uncleared Checks and Payments

  Accounts Payable

                                                     --------------- ---------------
  Total Accounts Payable                     0 Items            .00           .00

  Payroll

                                                     --------------- ---------------
  Total Payroll                              0 Items            .00           .00
                                                     =============== ===============
  Total Uncleared Checks and Payments        0 Items            .00           .00

  General Ledger

                                                     --------------- ---------------
  Total General Ledger                       0 Items            .00           .00
                                                     =============== ===============
  Total Uncleared Transactions               1 Items      9,160.83           .00
```

Uncleared Detail:

This report lists all the merged items, (deposits in transit, A/P - P/R checks), that have not cleared your bank yet.

Cash Position Summary Report

Application Overview

The Cash Position Summary Report can be used to determine the current cash standing for a particular cash account. For management use, the Cash Position Summary Report provides the most compact overview for cash flow analysis.

For example, the report will tell you at a glance exactly how much total cash deposits and withdrawals per module was transacted that month.

Run Instructions

BankBook → Reports → Cash Position Summary

Select the Cash Position Summary Report from the Reports window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
1. Starting Cash Account #	15 alphanumeric characters Enter the starting G/L account you would like to view. Pressing F1 will enter all accounts. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description.
2. Ending Cash Account #	15 alphanumeric characters Enter the ending G/L account you would like to view. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description.
3. Cutoff Date	A date in the standard date format If no cutoff date is specified the application will default to the system date.

Elliott

```
CASH   POSITION   SUMMARY

GL Cash Account 01010-00000-00000          Bank of America                    Bank Account
1234 5678 - 1
                                                                              Bank Phone
412-123-4567
                                                                              Contact:
A. Stoy

                    Opening Balance As Of 03/31/00       $34,897.39

                    Net Change Accounts Payable           9,975.92CR

                    Net Change Accounts Receivable        28,111.65

                    Net Change Payroll                         0.00
                                                       _____

                    Net Balance As Of     04/30/00       $53,033.12
                                                       ================
```

Cash Position Detail Report

Application Overview

The Cash Position Detail Report can be used to view all transactions made to determine the current cash standing for a particular cash account. This report shows in detail what transactions occurred towards the net balance. For management use, the Cash Position Summary Report provides the most compact overview for cash flow analysis.

For example, the report will tell you at a glance exactly how much total cash deposits and withdrawals per module was transacted that month.

Run Instructions

BankBook → Reports → Cash Position Detail

Select the Cash Position Detail Report from the Reports window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
1. Starting Cash Account #	15 alphanumeric characters Enter the starting G/L account you would like to view. Pressing F1 will enter all accounts. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description.
2. Ending Cash Account #	15 alphanumeric characters Enter the ending G/L account you would like to view. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description.
3. Cutoff Date	A date in the standard date format If no cutoff date is specified the application will default to the system date.

Elliott

```
C A S H   P O S I T I O N   D E T A I L   R E P O R T

GL Cash Account 01010-00000-00000          Bank of America                    Bank Account  1234 5678 - 1
                                                                              Bank Phone    412-123-4567
                                                                              Contact:      A. Stoy

                                           Opening Balance As Of 03/31/00     $34,897.39

   Accounts Payable      Check#    Date    Vendor  Vendor Name                AP Amount

                         004401  04/09/00  000200  CompuPart Computer Services      5,933.83CR
                        *004501  04/24/00  000100  Computer Electronics Center        125.00CR
                         004502  04/24/00  000300  Anawalt Computer Company         1,232.84CR
                         004503  04/24/00  000400  Computers of America             2,684.25CR
                                                                              _____

                                           Total For Accounts Payable        9,975.92CR


   Accounts Receivable   Cust No   Date    Check#  Customer Name              AR Amount

                         000100  04/05/00  001002  Williams John Q. Company        5,541.12
                         000200  04/15/00  002003  21ST Century Enterprises       13,409.70
                         000300  04/30/00  003003  Brooks and Johnson, LTD.        9,160.83
                                                                              _____

                                           Total For Accounts Receivable      28,111.65


                                           Net Balance As Of   04/30/00       $53,033.12
                                                                              =================
```

Running Cash Balance

Application Overview

This report shows the transaction activity of a particular cash account for that month. A Running Balance is calculated on a daily basis on which a transaction occurs. A net balance will be calculated up until the Cutoff Date specified. This is useful in viewing how transactions affect account balances within a month.

For example, If the monthy transactions often create for a negative interim monthly balance then this report allows for an easy way to view that occurance and therefore provide a solution as to possibly increasing each months opening balance.

Run Instructions

BankBook → Reports → Running Cash Balance

Select the Running Cash Balance Report from the Reports window.

The following options are available:

* Enter the data requested on the screen

* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Field	Description
1. Starting Cash Account #	15 alphanumeric characters Enter the starting G/L account you would like to view. Pressing F1 will enter all accounts. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description.
2. Ending Cash Account #	15 alphanumeric characters Enter the ending G/L account you would like to view. Pressing the F7 key will allow you to search for the Main G/L Account by number or pressing the F8 key will allow you to search for the G/L Account by description.
3. Cutoff Date	A date in the standard date format If no cutoff date is specified the application will default to the system date.

```
R U N N I N G   C A S H   B A L A N C E   R E P O R T

GL Cash Account 01010-00000-00000          Bank of America               Bank Account  1234 5678 -
1
                                                                          Bank Phone    412-123-4567
                                                                          Contact:      A. Stoy

                                                    Opening Balance As Of 03/31/00       $34,897.39

    Date    Typ   Check# Vend/Cust/Emp    N a m e                      Amount        Balance

   04/05/00  AR   001002   000100  Williams John Q. Company           5,541.12     40,438.51
   04/09/00  AP   004401   000200  CompuPart Computer Services        5,933.83CR   34,504.68
   04/15/00  AR   002003   000200  21ST Century Enterprises          13,409.70     47,914.38
   04/24/00  AP   004501   000100  Computer Electronics Center          125.00CR
   04/24/00  AP   004502   000300  Anawalt Computer Company           1,232.84CR
   04/24/00  AP   004503   000400  Computers of America               2,684.25CR   43,872.29
   04/30/00  AR   003003   000300  Brooks and Johnson, LTD.           9,160.83     53,033.12

                                                    Net Balance As Of 04/30/00          $53,033.12
```

Cash Projection Report

Application Overview

Without needing the use of extensive financial analysis software the Cash Projection Application allows for a compact view of future cash needs.   The application looks at the current cash requirements validated against current transactions then based on those figures calculates a 30, 60, and over 60 day schedule. The projected cash schedule is divided based on a total of individual AR, AP, PO, PR, recurring expenses, and other cash receipts.

(ask roger for more information)

Run Instructions

BankBook → Reports → cash Projection Report

```
BANKBOOK (C)1999 Netcellent Systems,Inc. - [Elliott BankRec Company]
Maintenance  Inquiry  bankRec  bankBook  Setup  eXit

10x20 Courier New-Bold

Cash Projection Report

        Please Enter:

            1. G/L Cash Account Number          01010-00000-00000
            2. Balance As Of 03/31/00           34,897.39
            3. Project Accounts Receivable ?    Y
               Based On (D)ue Date Or (A)vg     A
            4. Project Accounts Payable ?       Y
               Based On (D)ue Date Or (I)nvoice I
            5. Project Purchase Orders ?        Y
            6. Other Recurring Expenses/Period  4,522.69
            7. Projected Payroll Expense/Period 18.28
            8. Other Cash Receipts/Period       0.00
            9. Use Default Periods ?            Y
           10. Based On Projection Date         05/31/00


Field Number ? _
NETcellent System, Inc. (32-bit)      001 JEC       JOE        GLBK0000
```

Field	Description
1. G/L Cash Account	Standard Elliott G/L Account Defaults from Bankbook Default Cash Account found in Bankbook Setup. At this point in time only one cash account at a time can be chosen. The first phase of the cash projection report works similar to the summary cash position report in order to capture the latest cash distributions for this account.
	Please Note:
	Elliott's individual modules do not distinguish revenue and expense sources by cash account. The projection report therefore applies all chosen revenue and expense sources (AR,AP and PO as well as manually entered revenues and expenses) to the cash account entered here.
	Depending on the size of your Elliott data, this report may take several minutes to run.
2. Balance as of 03/29/00	Standard Date Format Default taken from Bankfile maintenance showing the last date an update for the chosen Cash Account was run.
3. Project Accounts Receivable? Based on (D) ue Date Based on (A) vg Days	"D" or "A"" Age Receivables by Invoice Due Date Age A/R using each Customer's Average Days to Pay.
4. Project Accounts Payable? Based on (I) nvoice Date Based on (D) ue Date	1 alphanumeric character Defaults to "Y" if Accounts Payable is installed as per your Elliott Company file. Age A/P by Invoice Date. The default is "I". Age A/P by Invoice Due Date In addition to posted A/P Open Items, the report also includes any recurring vouchers that were entered into A/P for the periods chosen.
5. Project Purchase Orders?	1 alphanumeric character Defaults to "N" even if the Purchase Order module is installed as per your Elliott Company file. If "Y" is chosen for this option, the report will run longer and include all open purchase orders, adding vendor terms due days to the P/O line request date for items that were not yet received. Due to the fact that Elliott's Received but Not Invoiced Option in the P/O module does not work properly and many of you do not pay on a P/O Line item basis, we do not rely on the P/O quantity invoiced. Instead, this report will give you realistic expense projections based on open P/O's only.
6. Other Recurring Expenses/Period	Numeric Dollar Amount Defaults to Zero. This field allows you to enter future expenses that are not part of your recurring A/P such as estimated periodic phone and utility expenses.

Field	Description
	Please Note:
	The amount entered here is deducted for each period chosen in #9 below.
7. Projected Payroll Expense/Period	Numeric Dollar Amount Defaults to Zero.
	This field allows you to enter a periodic payroll expense since the cash projection report does not tally actual payroll expenses.
	Please Note: The amount entered here is deducted for each period chosen in #9 below
8. Other Cash Receipts/Period	Numeric Dollar Amount Defaults to Zero.
	This field allows you to enter periodic cash receipts for those users who do not have Elliott's A/R module installed. It also gives you the ability to record receipt of bank loans or transfers from investment accounts.
	Please Note:
	The amount entered here is added for each period chosen in #9 below.
9. Use Default Periods	1 alphanumeric character Defaults to "Y".
	If Accounts Receivable is installed, the A/R setup default periods are used, otherwise a standard current, over 30, over 60 and over 90 day default is used.
	If "N" is chosen, a window is displayed where the default periods can be changed. For example, instead of having period 4 go to infinity (999 days) you may want to use 120 days as your cutoff.
	This method also allows you to project cash in 4 periods of your choice, e.g. for weekly periods use 7,14,21 and 28 days respectively.
10. Based on Projection Date	Numeric Date format MM/DD/YY Defaults to Today's System Date
	This represents the Aging Date for A/R, A/P and Purchase Orders and can be entered as needed.

C A S H   P R O J E C T I O N   R E P O R T

```
GL Cash Account 01010-00000-00000          Bank of America              Bank Account  1234 5678 - 1
                                                                        Bank Phone    412-123-4567
Based On Projection Date : 05/31/00                                     Contact:      A. Stoy
------------------------------------------------------------------------------------------------------
                                  Totals      Current     31-60 Days     61-90 Days     Over 90 Days
------------------------------------------------------------------------------------------------------
Opening Balance As Of 03/31/00   $34,897.39
Net Change Accounts Receivable   $28,111.65
Net Change Accounts Payable       $9,975.92CR
Net Change Payroll                   $.00
------------------------------------------------------------------------------------------------------
Starting Balance As Of 05/31/00  $53,033.12    53,033.12    14,346.84      9,805.87       5,264.90

Projected Accounts Receivable  +  $9,414.21     9,414.21         0.00          0.00           0.00

Projected Other Cash Receipts  +     $0.00          0.00         0.00          0.00           0.00

Projected Accounts Payable     -  $6,236.88     6,236.88         0.00          0.00           0.00

Projected Purchase Orders      - $37,462.64    37,322.64         0.00          0.00         140.00

Projected Recurring Expenses   - $18,090.76     4,522.69     4,522.69      4,522.69       4,522.69

Projected Payroll Expense      -     $73.12        18.28        18.28         18.28          18.28
------------------------------------------------------------------------------------------------------

Projected Balance :                 $583.93    14,346.84     9,805.87      5,264.90         583.93
------------------------------------------------------------------------------------------------------
```

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Util Setup

BankRec Setup

Application Overview

Before any Bank Book transaction can begin the G/L Bank Reconciliation Setup file needs to be completed. It is very important to complete this file carefully because important characteristics of the Bank Book application are determined here.

The default Bank Cash Account Number can be specified within this file. This account will show as default in applications such as the Bank Reconciliation application.

You can select to display an Employee's name in the BankRec by selecting Y or N.

Transactions made in BB can be chosen to be created as Journal Entries in G/L.

During Merge Transactions processing files from A/R, A/P and P/R are used. You may select to merge or not to merge from these applications.

Run Instructions

Accounting → BankBook → Util-Setup → Print Spooled Reports

Select the Application from the BankBook Util-setup window.

The following options are available:

* Select the desired mode from the G/L Bank Reconciliation Setup menu bar

* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Select Print Spooled Reports from the pull down **Elliot Main Util-Setup** menu. The following screen will display all reports you have spooled, (printed to disk).

Utility Setup

```
G/L Bank Reconciliation Setup - [Elliott BankRec Company]                    _□×
Change  eXit
← X   🗎 🖨 ⚙ 🗐 F1 F2 F3 F4 F5 F6 🔍 F9 🗐 🔖?  10x20 Courier New-Bold  ▼



        1. Default Bank Cash Account No        01010-00000-00000
                                               Cash in Bank - Account #1

        2. Display Employee Name In BankRec ?   Y

        3. Create Journal Entries Through
           Bank Reconciliation ?                Y

        4. Merge Bank Transactions From A/R,
           A/P, P/R Into Bank Reconciliation ?  Y






Field Number ? _
NETcellent System, Inc. (32-bit)        001 JEC       JOE        GLBK0000
```

Field Entry Descriptions

Field	Description
1. Default Bank Cash Account No	15 alphanumerical characters (00000-00000-00000 defined in company setup file) This is the default G/L Cash Account defined. Each cash account that is going to be reconciled must be defined.
2. Display Employee Name In BankRec?	Y or N Select "Y" to display employee name. Select "N" to display employee number.
3. Create Journal Entries Through Bank Reconciliation?	Y or N When you reconcile a bank statement, you may manually enter the "Bank Charges" and "Interest Earned" amounts. If these have not been entered and posted in G/L, select "Y" to have the system create journal entries for these amounts. If they have already been posted in G/L, or if you do want to create journal entries, select "N".
4. Merge Bank Transactions From A/R, A/P, P/R, Into Bank Reconciliation?	Y or N Select "Y" to have the system automatically merged your checks and deposits into Bankbook. If you select "N", then you will have to manually enter all checks and deposits in BankRec Maint before you merge and reconcile a cash account.

Print Spooled Reports

Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The Print Spooled Reports application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

You should not delete a spooled report unless it has been printed correctly or if you are positive that a hard copy is not needed. If you neglect to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

Run Instructions

Accounting → BankBook → Util-Setup → Print Spooled Reports

Select the Application from the BankBook Util-setup window.

The following options are available:

* Select the desired print option from the Spooled Reports window

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Select Print Spooled Reports from the pull down **Elliot Main Util-Setup** menu. The following screen will display all reports you have spooled, (printed to disk).
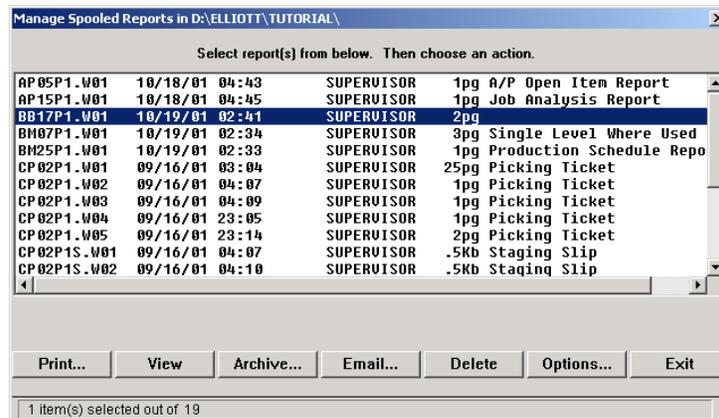
Print Spooled Reports Print Screen

The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report

was started, and the station number from which the report was printed.

- Select the desired mode from the lower **Print Spooled Reports** menu bar

    Note: You can only select one report for viewing from this window
    E-mail will take you to your default e-mail program

- Select Print takes you to the window shown below:
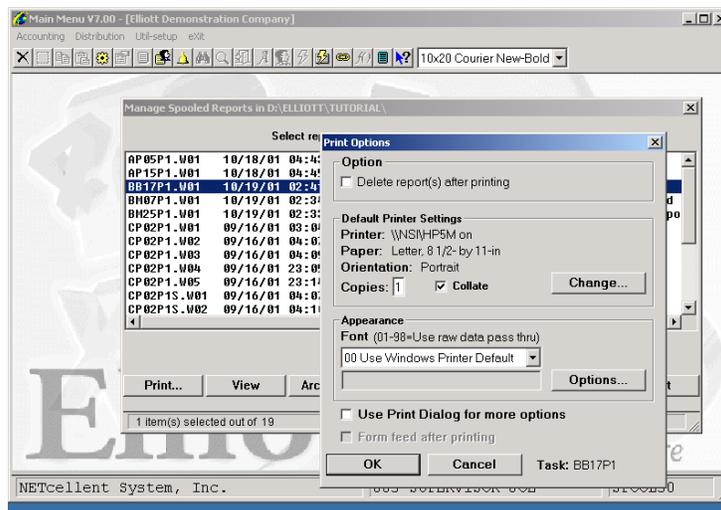
Option: Delete Reports after printing

Change: Change default printer
Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles