

# ULTRA



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## Operations Guide: BANK RECONCILIATION

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# Bank Reconciliation Operations Guide

## Introduction

Welcome to CertiflexDimension Bank Reconciliation!

The *Bank Reconciliation Operations Guide* is organized for first time users, designed as an introduction to the program. It details the steps to follow once the system is installed and also serves as a reference to help with day-to-day processing.

To get the most out of your CertiflexDimension Bank Reconciliation program, it is very important that you read this guide and familiarize yourself with the product before you begin actual processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Guide*. The *System Manager Guide* details the CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Create Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the Bank Reconciliation program.

## What You Need To Know First

This version of CertiflexDimension Bank Reconciliation is a Microsoft Windows® application. Users should familiarize themselves with basic Windows functions prior to using the CertiflexDimension Bank Reconciliation program.

Before you begin working, make sure that you have correctly installed CertiflexDimension on your computer. To install the program, refer to the Installation Instructions included in your package.

## Start-Up Cycle

You are ready to begin processing after you:

- Install CertiflexDimension,
- Read the *CertiflexDimension System Manager Guide*,
- Read the *Bank Reconciliation Operations Guide*, and
- Add Companies to the System

## Schedule of Events

Please use the following schedule of events as a guide for using the CertiflexDimension Bank Reconciliation program.

- **Create Bank Accounts:** Before the system will allow you to process in Bank Reconciliation, you must first create the bank account files for the companies. Refer to the **Maintain Bank Accounts** section of this guide for information on how to properly create bank account files.
- **Perform the Initial Reconciliation:** Before the system will allow you to enter new transactions and perform regular reconciliations, you must first enter the outstanding checks and deposits from the last reconciliation and perform an initial reconciliation. For detailed instruction of this process, please refer to the **Record Transactions** section of this guide.
- **Make a Backup:** You have now added all of the Bank Reconciliation information and you are ready to begin normal processing. It is very important that you now make a backup of the Bank Reconciliation data files to guard against the possibility of losing work. For detailed information on the backup procedure, please refer to the **Backup/Restore Data Files** section of the *CertiflexDimension System Manager Guide*.

## CertiflexDimension Bank Accounts and Bank Reconciliation

Your company's bank account(s) are vital to the accurate distribution and control of your most valuable asset. Before using CertiflexDimension, you must set up at least one bank account for each company you are processing.

In CertiflexDimension, bank accounts can be used in a variety of ways, depending on which modules you use and the level of interactivity between these modules.

For example, the **Client Write-up** module uses bank accounts for balancing entries. **Bank Reconciliation** fully integrates with the **Client Write-up**, **Accounts Payable** and **Payroll** modules, using bank accounts to routinely reconcile transactions with their monthly bank statements. CertiflexDimension users who have licensed both the **Bank Reconciliation** and **Client Write-up** modules have the ability to tie these processes together, using bank accounts to balance their batch entries and to reconcile these transactions against their bank statements.

Likewise, CertiflexDimension **Payroll** and **Accounts Payable** users who have licensed the **Bank Reconciliation** module may apply bank accounts in a similar manner to import and reconcile **Payroll** and **Accounts Payable** transactions.

For more information on creating and maintaining bank account and how to best implement them into your processing, please refer to the **Maintain Bank Accounts** section located within the *System Manager*, *Client Write-up*, or *Bank Reconciliation Operations Guides*.

Due to the interactive collaboration between bank accounts and bank reconciliation, initial setup options for the **Bank Reconciliation** module are located under **Maintain Bank Accounts**.

For more information on creating and maintaining bank accounts and how to best implement them into your processing, please refer to the **Maintain Bank Accounts** section located within the *System Manager Operations Guides*.

## CertiflexDimension Bank Accounts and MICR Checks

The publishers of CertiflexDimension accounting software recognize the inherent advantages of writing checks on security embedded blank check stock. **MICR Checks** is an optional ancillary module that fully integrates with the **Client Write-up**, **Accounts Payable** and **Payroll** modules.

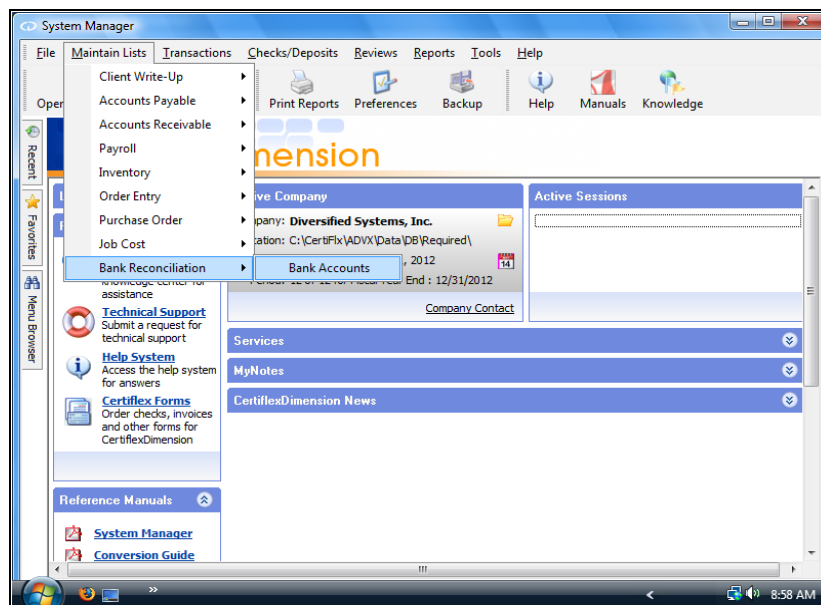
Initializing and maintaining the **MICR Checks** program, if licensed, is incorporated within **Maintain Bank Accounts**. To access from the **System Manager** session, click **>File >Company Maintenance >Maintain Bank Accounts**.

For more information on creating and maintaining MICR checks, please refer to the *MICR Checks Operations Guides*.

## Maintain Lists – Bank Reconciliation

### Maintain Bank Accounts

This option allows you to add, review, edit and delete bank accounts. To access Bank Account Maintenance, click **>Bank Reconciliation** on the **>Maintain Lists** menu, and then click **>Bank Accounts**.

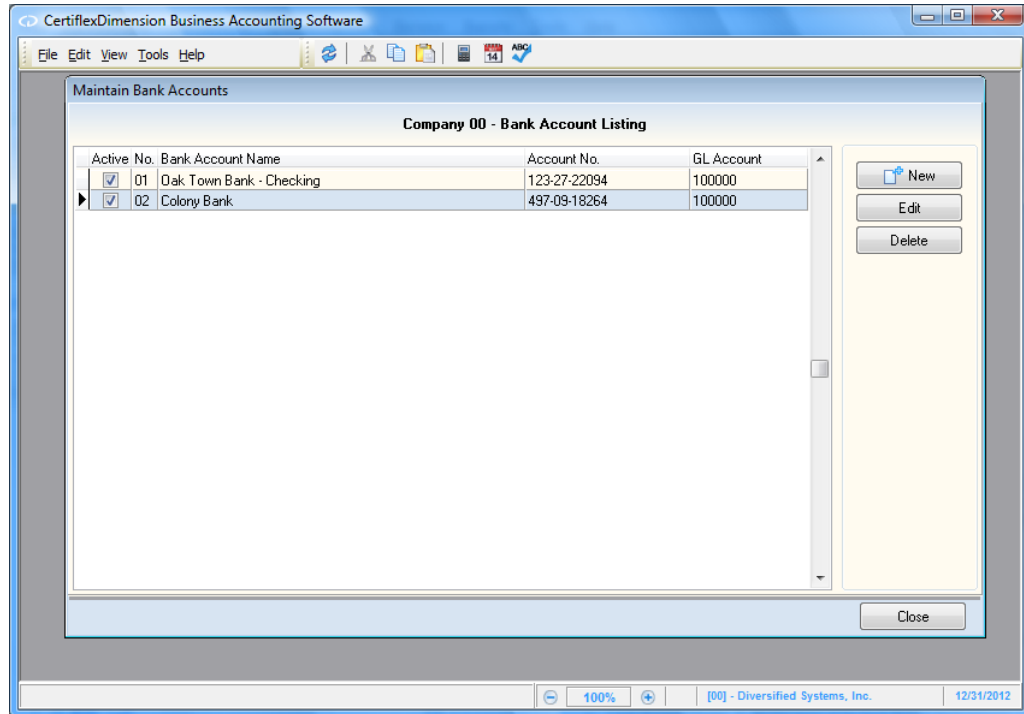


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**NOTE:** You can also access this section by going to **File >Company Maintenance >Maintain Bank Accounts**

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## Adding a Bank Account



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**NOTE:** The system will add the new bank account to the company you currently have loaded. Be sure that you load the correct company to add this bank account to prior to selecting this option.

---

To add a new bank account, click >**New**. The system will then prompt you for the following:

New Bank Account

New Bank ID Number (1-99) 3

Bank Account Name Mid-City Bank

Bank Account Number 261-88-01937

Ok Cancel

- **New Bank ID Number (1-99):** Select the new bank account number.
- **Bank Account Name:** Enter the name of the bank for this bank account.
- **Bank Account Number:** Enter the bank account's checking account number. This field is for your reference only and is not used by the system.



Click **>Ok** and the **Edit Bank Account** window will appear, displaying the bank account information you just defined and prompting you for the following:

**Edit Bank Account**

ID - 03

Active Bank Account ☒

Bank Account Name: Mid-City Bank

Bank Account Number: 261-88-01937

G/L Cash Account: 100000 ... Cash in Checking

Access Level: 1

Check Color [button] Change Check Color [button]

**Additional Maintenance**

> Bank Reconciliation ●

> MICR Checks ●

**Bank**

Name: Mid-City Bank

Address: 345 Oak Lane

Dallas, TX 75219

Contact: John Banker

Phone Number: 214-123-4567

Fax: 214-7654-321

Email Address: john.banker@mid.city.bank.com

Web Site: www.mid.city.bank.com

Save [button] Cancel [button]

- **Active Bank Account:** A new bank account will default to Active status, indicated by a check marked box. To make a bank account inactive, remove the check from this box.
- **G/L Cash Account:** Select the ledger cash account associated with the CertiflexDimension General Ledger for this bank account. If the incorrect cash account is assigned, the system may not properly import transactions from the CertiflexDimension General Ledger.

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**NOTE:** If you are not using the CertiflexDimension General Ledger program, leave this field blank.

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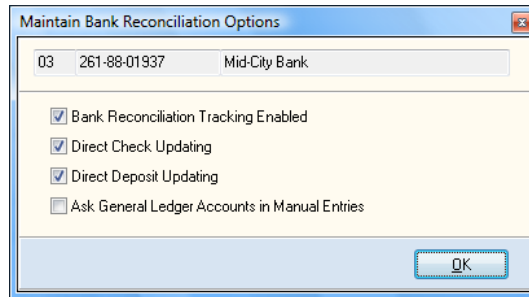
- **Access Level:** This will determine whether or not a bank account will be available to users of a certain User Access Level. For example, users with Level 5 Access will be able to see and access bank accounts with access levels of 1 – 5, but will not be able to access bank accounts assigned access levels of 6 – 10.
- **Check Color:** Select the check color for this account. This is an on-screen color that can be used to differentiate between bank accounts when recording checks.

The following bank information options are provided for user convenience and are not required for processing.

- **Name**
- **Address**
- **Contact**
- **Phone Number**
- **Fax**
- **Email Address**
- **Web Site**

## Additional Maintenance

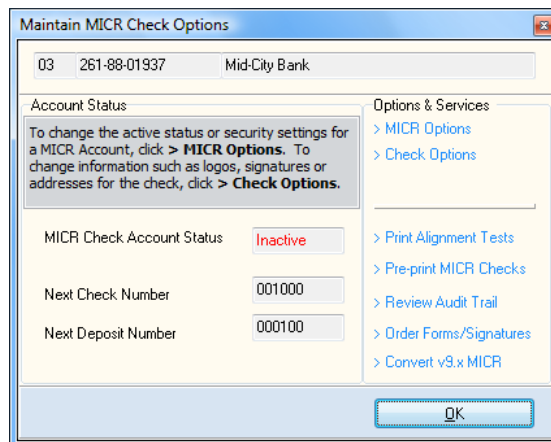
### Bank Reconciliation



- **Bank Reconciliation Tracking Enabled:** Check this box to enable Bank Reconciliation features for this bank account.
- **Direct Check Updating:** Check this box to have Direct Checks update automatically to Bank Reconciliation.
- **Direct Deposit Updating:** Check this box to have Direct Deposits automatically
- **Ask General Ledger Accounts in Manual Entries:** Check this box if you want the system to prompt you for selection of a General Ledger account during manual entry in **Bank Reconciliation > Record Transactions**.

Click **>Ok** to save the **Bank Reconciliation Options** and return to the **Edit Bank Account** screen.

### MICR Checks



Initializing and maintaining the **MICR Checks** program, if licensed, is performed here. For more information on creating and maintaining **MICR Checks**, please refer to the *MICR Checks Operations Guides*.

### Changing a Bank Account

When the **Maintain Bank Accounts** screen is displayed, click on the bank account you want to change and then click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Bank Account** section above.

## Deleting a Bank Account

When the **Maintain Bank Accounts** screen is displayed, click on the bank account to delete and then click **>Delete**.

---

**NOTE:** If the system locates a transaction file for the selected bank account, it will prompt you to delete the transaction file. If the system locates a reconciliation file for the selected bank account, the system will prompt you to delete the reconciliation file.

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## Transactions- Bank Reconciliation

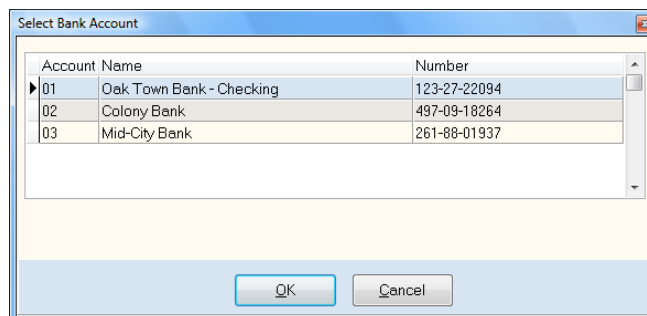
### Record Transactions

This option allows you to input or edit check and deposit information for the selected bank account.

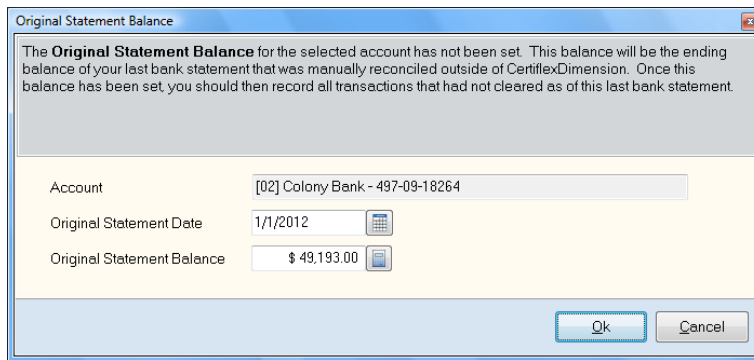
To record bank account transactions, got to the main menu click>**Transactions**, click>**Bank Reconciliation**, and then click >**Record Transactions**.



The very first time you select a new bank account, the system will prompt you to enter the account's **Original Statement Date** and **Original Statement Balance**.



Subsequent reconciliation sessions will only have you select the bank account before proceeding to the **Record Transactions** screen, basing it's date and balance on that account's previous reconciliation.



The **Original Statement Balance** for the selected account has not been set. This balance will be the ending balance of your last bank statement that was manually reconciled outside of CertiflexDimension. Once this balance has been set you should then record all transactions that had not cleared as of this last bank statement.

Account: [02] Colony Bank - 497-09-18264

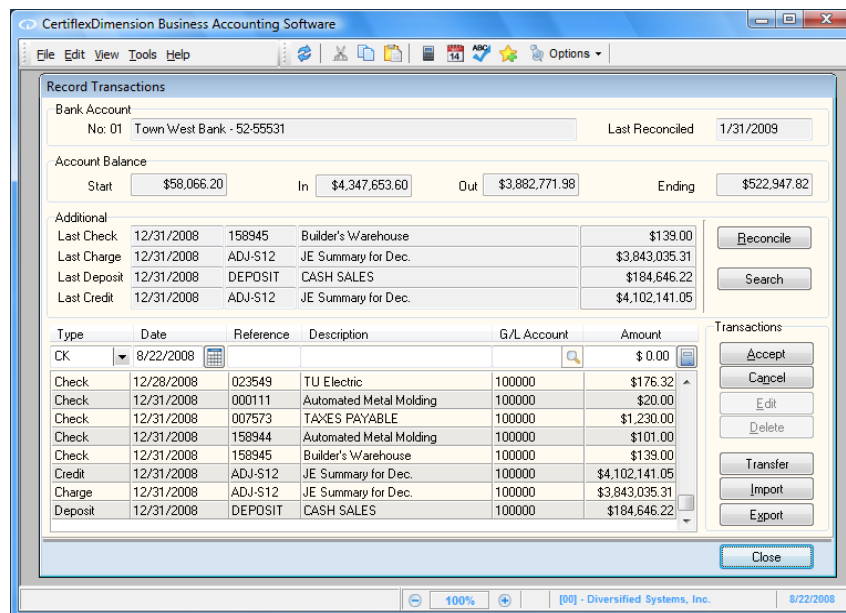
Original Statement Date: 1/1/2012

Original Statement Balance: \$ 49,193.00

Buttons: Ok, Cancel

Once this information has been set, click **>Ok** to proceed to the **Record Transactions** screen.

The system calculates the current balances based on the last bank balance and all outstanding transactions.



**Record Transactions**

Bank Account: No. 01 Town West Bank - 52-55531 Last Reconciled: 1/31/2009

Account Balance: Start \$58,066.20 In \$4,347,653.60 Out \$3,882,771.98 Ending \$522,947.82

Additional:

Type	Date	Reference	Description	G/L Account	Amount
Last Check	12/31/2008	158945	Builder's Warehouse		\$139.00
Last Charge	12/31/2008	ADJ-S12	JE Summary for Dec.		\$3,843,035.31
Last Deposit	12/31/2008	DEPOSIT	CASH SALES		\$184,646.22
Last Credit	12/31/2008	ADJ-S12	JE Summary for Dec.		\$4,102,141.05

Buttons: Reconcile, Search

Type	Date	Reference	Description	G/L Account	Amount
CK	8/22/2008				\$ 0.00
Check	12/28/2008	023549	TU Electric	100000	\$176.32
Check	12/31/2008	000111	Automated Metal Molding	100000	\$20.00
Check	12/31/2008	007573	TAXES PAYABLE	100000	\$1,230.00
Check	12/31/2008	158944	Automated Metal Molding	100000	\$101.00
Check	12/31/2008	158945	Builder's Warehouse	100000	\$139.00
Credit	12/31/2008	ADJ-S12	JE Summary for Dec.	100000	\$4,102,141.05
Charge	12/31/2008	ADJ-S12	JE Summary for Dec.	100000	\$3,843,035.31
Deposit	12/31/2008	DEPOSIT	CASH SALES	100000	\$184,646.22

Buttons: Accept, Cancel, Edit, Delete, Transfer, Import, Export, Close

Status: 100% [00] - Diversified Systems, Inc. 8/22/2008

The Bank Reconciliation program tracks four separate types of transactions; checks, charges, deposits, and credits, and displays the last transaction for each type.

- **Type:** Select the type of transaction to enter. You can select from the following:
  - **CK:** Select this type for check transactions.
  - **CH:** Select this type for charge transactions, such as bank service charges.
  - **DP:** Select this type for deposit transactions.
  - **CR:** Select this type for credit transactions.

- **Date:** Enter the date of the transaction.

---


**NOTE:** If the **Current Period Date Checking** option is selected, the system will require the date to be within the current processing period. If the **Current Period Date Checking** option is not selected, the system will allow the entry of any date. For more information, refer to **Transactions - Bank Reconciliation - Additional Features**.

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- **Reference Number:** Enter the transaction's check number, deposit number, etc. The system will increment this field by one, using the last number entered for the selected type.  
Check entries will automatically be formatted to be at least six digits in length.
- **Description:** Enter a description for the transaction. The system maintains a history file of descriptions used. If you enter the beginning of a description that was used in the past, the system will automatically access that description for you.
- **G/L Account:** If the field **Ask G/L Account** in **Maintain Bank Accounts** is selected for this bank account, the system will prompt you for the ledger account to use for this transaction.
- **Amount:** Enter the amount of the transaction. If the selected transaction was entered at least two times prior to the current transactions and it included the same type and description, the system will automatically insert the amount used for those prior transactions. This allows you to quickly enter recurring transactions.  
Only "Check" type transactions allow negative or zero amounts.
- **Accept:** After the transaction is entered, click **>Accept** to validate the transaction. The system will then check for duplicate reference number entries.
- **Cancel:** Click this button to cancel the current transaction entry.
- **Edit:** To change an uncleared transaction, select the transaction to change and click **>Edit**.
- **Delete:** To delete an uncleared transaction, select the transaction to delete and click **>Delete**.
- **Search:** Click this button to search for a specific transaction.

Open	Type	Date	Reference	Description	Amount	G/L Account
<input type="checkbox"/>	1-Deposit	12/31/2008	DEPOSIT	CASH SALES	\$184,646.22	100000
<input type="checkbox"/>	1-Deposit	12/5/2008	Deposit	Deposit	\$55,555.55	100000
<input type="checkbox"/>	1-Deposit	8/21/2008	DP0100	Deposit	\$5,310.78	
<input type="checkbox"/>	2-Credit	12/31/2008	ADJ-S12	JE Summary for Dec.	\$1,102,141.05	100000
<input checked="" type="checkbox"/>	3-Check	1/31/2008	000000			
<input checked="" type="checkbox"/>	3-Check	11/3/2008	158950	A1 Collection Company	\$302.21	
<input type="checkbox"/>	3-Check	12/22/2008	023540	Adams Insurance Agency	\$50.00	100000
<input type="checkbox"/>	3-Check	12/22/2008	023541	American Contractors	\$1,200.00	100000
<input checked="" type="checkbox"/>	3-Check	12/31/2008	158960	American Express	\$155,555.00	
<input checked="" type="checkbox"/>	3-Check	12/31/2008	158961	American Express	\$100.00	
<input checked="" type="checkbox"/>	3-Check	11/28/2008	158953	American Express	\$34.22	

- **Index Selection:** This dropdown menu allows you to define the order in which transactions are displayed. You can select from **Open By Date**, **By Date and Type**, **By Type and Reference**, or **By Type and Description**.

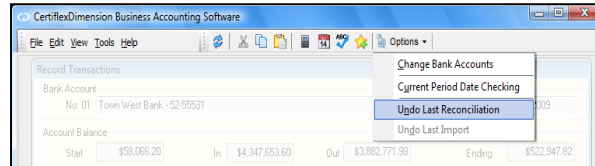
 **Locate:** Click **>Locate** to access customizable search options using the standard CertiflexDimension Locate Dialog. For more information on using standard

CertiflexDimension Locate Dialogs, please refer to your *CertiflexDimension System Manager Guide*.

- ▼ **Filter:** Click **>Filter** to apply filters to your transaction list using the standard CertiflexDimension Filter Dialog. For more information on using standard CertiflexDimension Filter Dialogs, please refer to your *CertiflexDimension System Manager Guide*.

## Additional Features

On the **Record Transaction** screen, click **>Options** to display additional features.



- **Change Bank Accounts:** This option allows you to select another bank account without having to close and re-open the program.
- **Current Period Date Checking:** If this option is selected, the system will only allow transactions entered within the current processing period. If this item is not selected, the system will allow transactions to be entered with any date.
- **Undo Last Reconciliation:** This option allows you to delete the last reconciliation. Warning: this process will remove the last reconciled bank statement and unclear all transactions previously cleared and associated with that reconciliation.

A reminder message will display the date and number of cleared transactions associated with the last reconciliation. To continue the "Undo" process, click **>Undo Now**.

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**NOTE:** You may not undo the last reconciliation if there is an unfinished reconciliation currently pending.

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- **Undo Last Import:** If you have performed the "Import" or "Merge" function, this "Undo" process deletes all the transactions associated with the last import/merge. The system will also delete any transactions you may have manually entered since the last import/merge.

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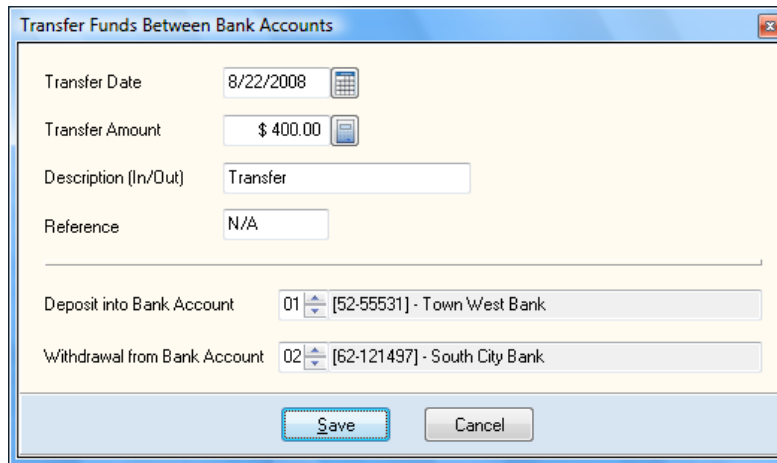
**NOTE:** The **Undo Last Import** option is only available during the current processing session.

---

## Transfer Funds Between Bank Accounts

This option allows you to transfer funds between bank accounts. This would be the same as manually entering a withdrawal from one bank account and then loading the second bank account and manually recording a deposit.

To transfer funds, click >**Transfer** and the system will prompt you for the following:



- **Transfer Date**
- **Transfer Amount**
- **Description (In/Out)**
- **Reference**
- **Deposit into Bank Account**
- **Withdrawal from Bank Account**

## Importing Transactions

This option allows you to automatically import transactions between the Bank Reconciliation program and other CertiflexDimension programs. ASCII text files can also be imported.

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**NOTE:** Accounts Receivable Deposits, Accounts Payable checks and Payroll checks may optionally be updated directly to Bank Reconciliation when they are recorded. You should NOT import transactions that have been set to automatically update to the Bank Reconciliation system. Doing so will result in duplicate transaction entries.

---

### Special Notes About Importing

- You may find that you cannot import 100% of your transactions from other CertiflexDimension accounting modules or ASCII type files into the Bank Reconciliation program. Also, at times it may be necessary to delete or change some transactions that are imported. The import feature is not provided to eliminate all data entry in Bank Reconciliation, but to reduce it as much as possible.

An example of an entry that would not import correctly into the system is if you make one monthly entry to the ledger to record total cash receipts. Even though this entry affects the bank account, it does not have the detail you need to adequately reconcile the account. If that transaction is imported into Bank Reconciliation, it should be deleted and you should enter the deposits individually into the Bank Reconciliation program.

If you import transactions, we strongly recommend that you always verify the data after you import.

- During the import process, if the system encounters a transaction with the exact same date and reference number as another transaction in the Bank Reconciliation transaction file, it will ADD the second transaction amount to the first. It is necessary for the system to do this to take care of transactions that create a washout. An example of this would be a check transaction followed later by a void check transaction for the same check.



- The Bank Reconciliation transaction file places each transaction into one of two categories: Check or Deposit. To best utilize the import feature, you should become familiar with the transaction types in the CertiflexDimension modules. CertiflexDimension will import the transaction types as follows:
  - Transaction types 2, 4, 11, and 12 will always import to the Deposit category, regardless of the amount or sign.
  - Transaction types 1, 3, 5-10, and 13-99 will always import to the Check category and the sign is reversed.
- Before you import transactions, you should print the applicable Transaction Register from the CertiflexDimension software. This allows you to confirm which transactions will be imported before the Bank Reconciliation files are affected. Also, you should always make a backup of the data files before importing.
- If you accidentally import incorrect information, you can delete the transactions from the Bank Reconciliation transaction file, compress the transactions using the specific date range, or restore the backup you made immediately before executing the import feature.

## Import Bank Transactions

To import transactions, select the **Import** tab in the upper right corner of the **Import Bank Transactions** screen and the system will prompt you for the following:

The screenshot shows the 'Import Bank Transactions' dialog box with the following details:

- Import From:** ☒ G/L or A/P, ☐ P/R, ☐ Batch, ☐ ASCII
- Include Types:** ☒ Checks, ☐ Deposits, ☐ Other
- Additional Transaction Type:** 11
- Beginning Date:** 8/1/2008
- Ending Date:** 8/31/2008
- Warning:** You should have a current backup of this bank account prior to importing.
- Buttons:** Ok, Cancel

- **Import From:** Select the sources to import the bank account information from.
  - **G/L or A/P:** Select this option to import from the General Ledger or from a non-interactive Accounts Payable program.

If you select this option, the system will import transactions from the CertiflexDimension General Ledger data files. These are transactions that have already been updated and include the accounts payable and payroll checks, transaction type 4 (deposits) and transaction type 5 (journal entry) transactions.

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**NOTE:** Duplicate check numbers are allowed only if the duplicate is a void of an existing check number. The system will only import checks with negative amounts if the transaction is considered a voided check. Type 5 transactions (journal entries) will be placed in the Credits or Charges section depending on whether it is a positive or negative amount. Type 5 transactions (journal entries) must include a reference number.

---

This option will also import payable transactions from a CertiflexDimension Accounts Payable system that is not interactive with the CertiflexDimension General Ledger system.

- **P/R:** Select this option to import transactions from a CertiflexDimension Payroll system that is not interactive with the CertiflexDimension General Ledger.
- **Batch:** Select this option to import transactions from the batch of the CertiflexDimension Client Write-Up program. This option will only import transactions entered into an open batch that has not yet been posted to the ledger.
- **ASCII:** Select this option to import an ASCII file that was created through **Exporting Transactions**. You would use this option if you exported bank account data, made changes to the ASCII file through another program, and needed to import the changes back into the Bank Reconciliation program.
  - **Beginning Date:** Enter the beginning date to import.
  - **Ending Date:** Enter the ending date to import.
  - **Include Types:** Select which types of transactions to import. You may choose **Checks**, **Deposits**, and/or **Other** (credits or charges).
  - **Additional Transaction Type:** If you want to import another type of general ledger transaction, enter the number of the transaction type.

## Merge Bank Accounts

This option allows you to merge another bank account's information with the current bank account. This option is useful when you have to separate bank accounts but occasionally you would like to see a consolidated picture (for reporting purposes) of the two bank accounts and for creating recurring transactions.

To merge bank accounts, select the **Merge Bank Accounts** tab in the upper right corner of the **Import Bank Transactions** screen and the system will prompt you for the following:

The screenshot shows the 'Import Bank Transactions' dialog box with the 'Merge Bank Accounts' tab selected. The 'Merge Options' section has three radio buttons: 'New Only' (selected), 'Recurring Misc.', and 'All Transactions'. The 'Include Types' section has three checked checkboxes: 'Checks', 'Deposits', and 'Other'. A list box shows three bank accounts: '02 South City Bank', '03 Fourth National Bank', and '04 North South State Bank'. The 'Beginning Date' is set to 8/1/2008 and the 'Ending Date' is set to 8/31/2008. A warning message at the bottom right states: 'Warning! You should have a current backup of this bank account prior to merging.' The 'Ok' and 'Cancel' buttons are at the bottom.

- **Merge Options:** Select the type of transactions to merge.
  - **New Only:** Select this option to merge open transactions only.
  - **Recurring Misc.:** Select this option to merge all recurring open transactions within the specified date range. For example, suppose that bank account 01 contains our actual transactions and bank account 02 includes 10 automatic type charges for direct loan payments. If we merged bank account 02 with bank account 01, the system would calculate the current month's date for the recurring charges.
  - **All Transactions:** Select this option to merge all transactions.

- **Bank Account:** Select the bank account to merge.
- **Include Types:** Select which types of transactions to merge. You can choose **Checks**, **Deposits**, and/or **Other**.
- **Password:** If the selected bank account requires a password, enter the correct password here.
- **Beginning Date:** Enter the beginning date of the transactions to merge.
- **Ending Date:** Enter the ending date of the transactions to merge.

## Exporting Transactions

This option allows you to export the Bank Reconciliation transaction information from the Bank Reconciliation system to an ASCII file. This is useful if you prefer to record and reconcile checks and deposits prior to the transactions being placed into the batch system.

To export transactions, click >**Export** and the system will prompt you for the following:

- **Include Types:** Check the types of transactions to export. You may choose **Checks**, **Charges**, **Deposits**, and/or **Credits**.
- **Export To:** Select whether to export the information to an ASCII text file or directly to the CertiflexDimension Client Write-Up batch screen.
- **Exclude Previously Exported:** If you want the system to export transactions that may have been previously exported, select **No**. If you want the system to only export transactions that have not been exported before, select **Yes**.

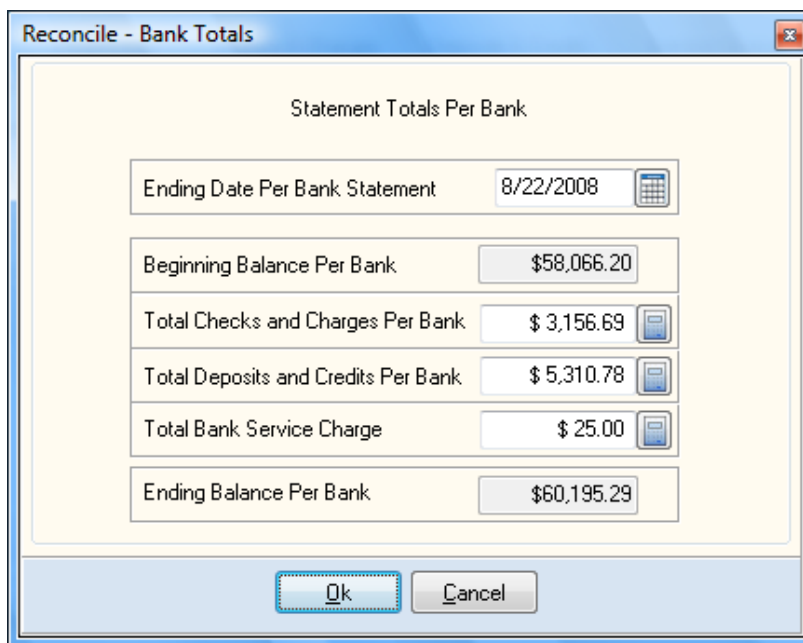
**Date Range:** Define the range of dates that will correspond with the transactions you are exporting.

# Reconciling Bank Accounts

## Reconcile Bank Accounts

This option allows you to clear transactions and perform the actual bank reconciliation.

To reconcile the bank account, click **>Bank Reconciliation** on the **Transactions** menu, and then click **>Record Transactions**. Click **>Reconcile** and the system will prompt you for the following:



The image shows a software dialog box titled "Reconcile - Bank Totals". Inside the dialog, there is a section titled "Statement Totals Per Bank". Below this title, there are six input fields, each with a label and a value, and a small icon to the right of the value. The fields are: "Ending Date Per Bank Statement" with value "8/22/2008" and a calendar icon; "Beginning Balance Per Bank" with value "\$58,066.20"; "Total Checks and Charges Per Bank" with value "\$ 3,156.69" and a document icon; "Total Deposits and Credits Per Bank" with value "\$ 5,310.78" and a document icon; "Total Bank Service Charge" with value "\$ 25.00" and a document icon; and "Ending Balance Per Bank" with value "\$60,195.29". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

Statement Totals Per Bank	
Ending Date Per Bank Statement	8/22/2008
Beginning Balance Per Bank	\$58,066.20
Total Checks and Charges Per Bank	\$ 3,156.69
Total Deposits and Credits Per Bank	\$ 5,310.78
Total Bank Service Charge	\$ 25.00
Ending Balance Per Bank	\$60,195.29

- **Ending Date Per Bank Statement:** Enter the bank statement's ending date.
- **Beginning Balance Per Bank:** The system will display the beginning bank account balance. This will match the **Ending Balance Per Bank** from the last reconciliation.
- **Total Checks and Charges Per Bank:** Enter the total checks and other charges detailed on the bank statement.
- **Total Deposits and Credits Per Bank:** Enter the total deposits and other credits detailed on the bank statement.
- **Total Bank Service Charge:** If the company's bank charges a monthly or annual service fee and it is included on the current bank statement, enter that amount here.
- **Ending Balance Per Bank:** The system will calculate the ending balance. Verify that this calculated amount is the same as the amount detailed on the bank statement. If not, you may have entered an amount incorrectly.

If this screen is correct, click **>Ok** to move to the transaction clearing screen.

**Reconcile Bank Account**

	Beginning	Checks & Charges	Deposits & Credits	Service Charge	Ending Balance
Cleared Per Books	\$58,066.20	4	\$3,156.69	0	\$0.00
Per Bank Statement	\$58,066.20		\$3,156.69	\$5,310.78	\$0.00
Need to Balance			\$0.00	\$5,310.78	\$5,310.78

Cleared Items		Outstanding Items	
4	\$3,156.69	29	\$28,183.02

Reference	Date	Description	Amount	Cleared
023521	12/1/2008	Doe, Dudley X	\$945.21	<input checked="" type="checkbox"/>
023522	12/1/2008	Johnson, Carrie L	\$598.80	<input checked="" type="checkbox"/>
023523	12/1/2008	Johnson, James R	\$1,243.45	<input type="checkbox"/>
023524	12/1/2008	Johnson, Larry N	\$1,402.21	<input type="checkbox"/>
023525	12/1/2008	Jones, Bill	\$3,340.00	<input type="checkbox"/>
023526	12/1/2008	Jones, John B	\$782.34	<input checked="" type="checkbox"/>
023527	12/1/2008	Smith, Sam	\$830.34	<input checked="" type="checkbox"/>

F2 or Double Click = Clear/Unclear, F4 = Edit Amount

Buttons: Review Statement, Options, Save, Cancel

The top portion of the screen displays the beginning balance, total checks and charges, total deposits and credits, service charge, and ending balance for both the bank statement (as entered on the prior screen) and for what you have selected as cleared on this screen. The system will also display the amount needed to balance per the bank statement.

**Checks**

Select Type

- ☒ Checks
- ☐ Charges
- ☐ Deposits
- ☐ Credits

Search

To clear a transaction, select the transaction type on the left side of the screen. For example, to clear deposits, select **Deposits**. The system will display all outstanding deposits. To clear check transactions, select **Checks**. The system will display all outstanding checks.

When the desired transaction is located, double-click on the transaction to clear it.

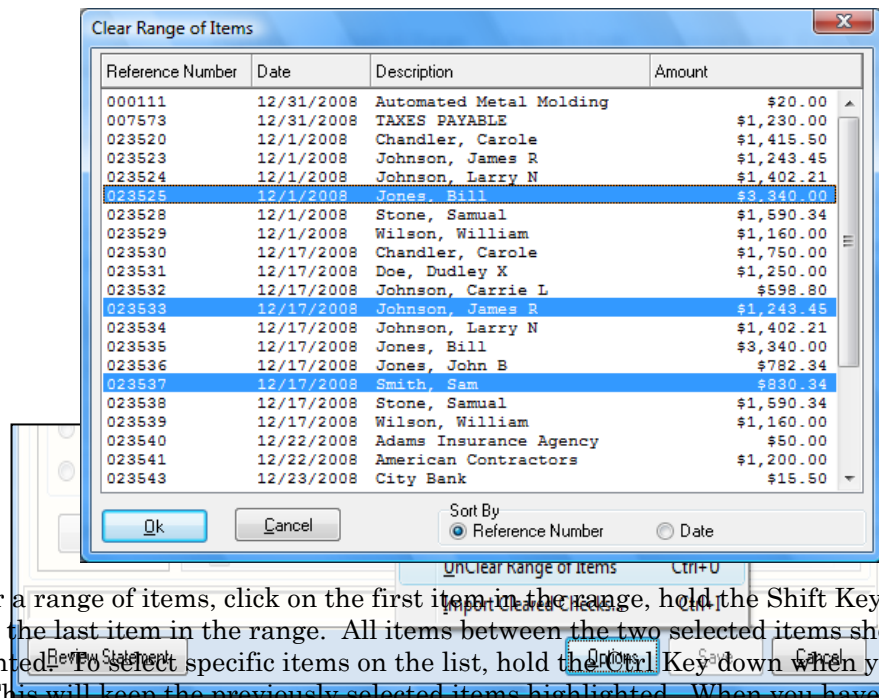
To clear a range of transactions, click >**Options** and then click >**Clear Range of Items**.

Options menu:

- Change Bank Totals (Ctrl+B)
- Clear Range of Items (Ctrl+R)**
- Unclear Range of Items (Ctrl+U)
- Import Cleared Checks... (Ctrl+I)

Buttons: Options, Save, Cancel

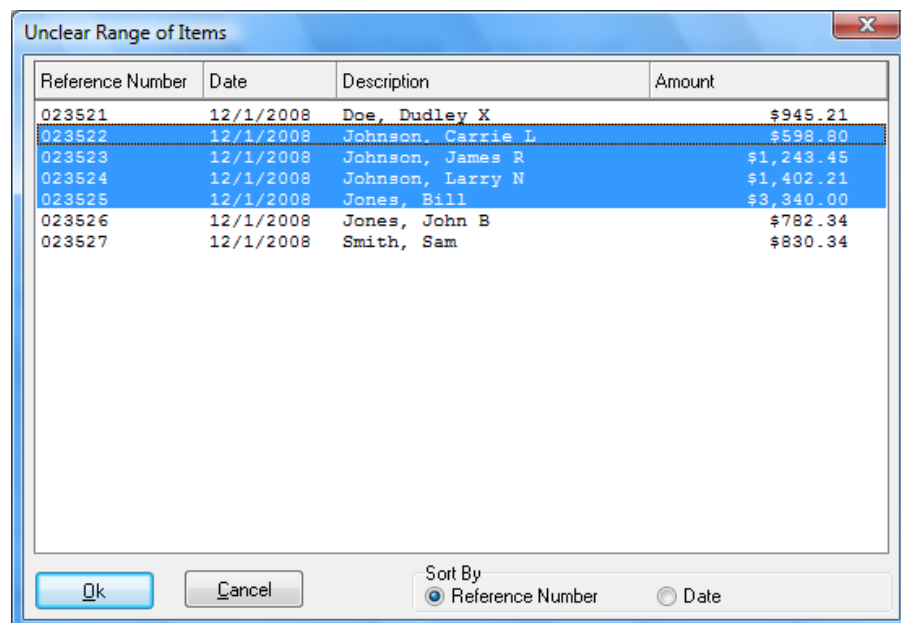
A listing of all available transactions for the defined type to be clear will be displayed. The transactions can be sorted by reference number or by date. To change the listing order, select **Reference Number** or **Date** in the **Sort By** box.



To clear a range of items, click on the first item in the range, hold the Shift Key down and click on the last item in the range. All items between the two selected items should be highlighted. To select specific items on the list, hold the Ctrl Key down when you click on the item. This will keep the previously selected items highlighted. When you have selected all the items you wish to clear, click >Ok.

To unclear a range of transactions, click the >Options button on the main **Reconcile Bank Accounts** screen and select **Unclear Range of Items**.

A listing of all available transactions for the defined type to be uncleared will be displayed. The transactions can be sorted by reference number or by date. To change the order, select **Reference Number** or **Date** in the **Sort By** box.



To unclear a range of items, click on the first item in the range, hold the Shift Key down and click on the last item in the range. All items between the two selected items should be highlighted. To select specific items on the list to unclear, hold the Ctrl Key down when you click on the item. This will keep the previously selected items highlighted. When you have selected all the items you wish to unclear, click **>Ok**.

If the balances you entered on the Record Transactions screen are incorrect, click **>Options** and then click **>Change Bank Totals**.

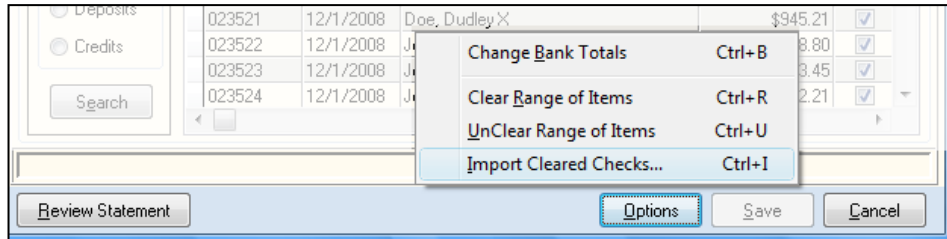
### Importing Cleared Transaction

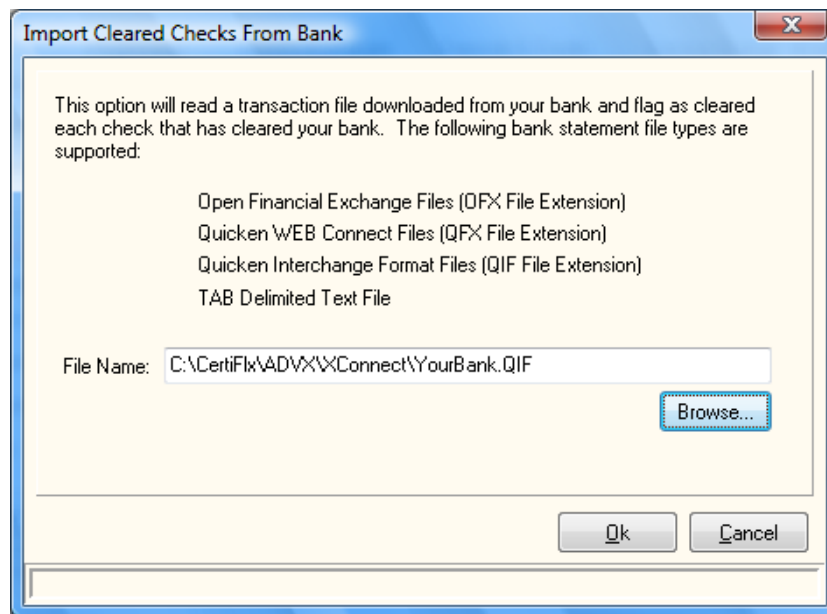
You may optionally download a transaction file from your banking institution and use it to assist in account reconciliation. The system will mark checks that have cleared only if both the check number and the check amount from the bank file match your CertiflexDimension bank reconciliation records. This option is for cleared checks only.

Popular bank statement formats supported are:

- Open Financial Exchange Files (OFX File Extension)
- Quicken Web Connect Files (QFX File Extension)
- Quicken Interchange Format Files (QIF File Extension)
- Tab Delimited Text File

To use this feature, first download and save a transaction file from your bank. From within **Bank Reconciliation >Record Transactions**, select **>Reconcile**, **>Options** and **>Import Cleared Checks**.





**Browse** out to the downloaded file and click **>Ok**. The program will automatically mark all checks that have cleared your bank.

To see a review of the statement, click **>Review Statement**.

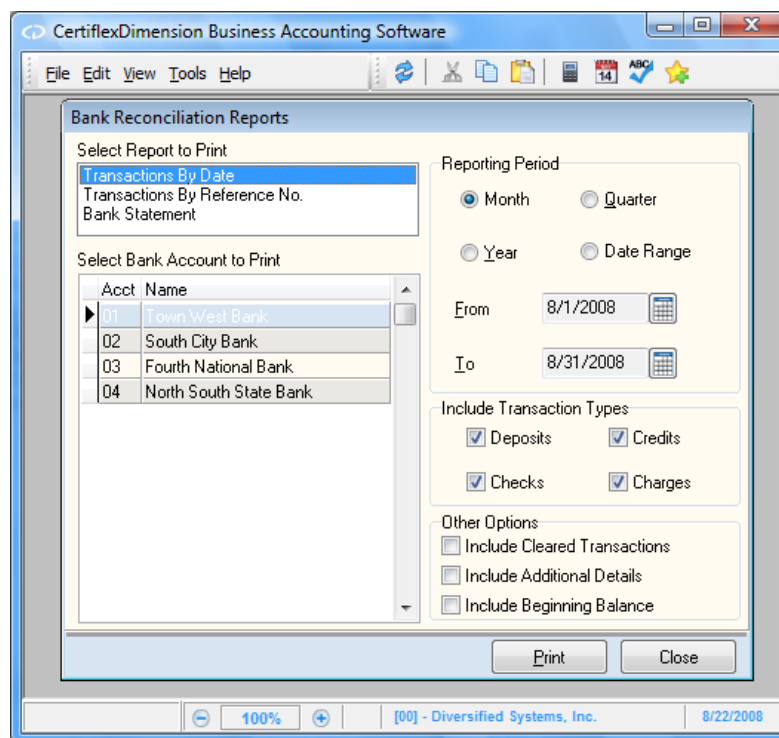
When all transactions on the bank statement have been marked and the totals at the top of the screen balance, click **>Save** to finish the reconciliation.



## Reports – Bank Reconciliation

### Printing Bank Account Reports

This section describes the reports available in Bank Reconciliation. To print a report, click **>Bank Reconciliation** on the **Reports** menu and then select the report you wish to print.



### Transactions by Date/Transactions by Reference Number

- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the report's beginning and ending dates.
- **Include Transaction Types:** Select the transaction types to include on the report. You can include **Deposits**, **Checks**, **Credits**, and **Charges**.
- **Include Cleared Transactions:** Select this check box if you want the report to include the cleared transactions. If you do not select this check box, the system will print only the outstanding transactions.
- **Include Additional Details:** Select this check box if you want the report to include the second description line (if any) and the original amount for the transaction, in case the amount was changed.
- **Include Beginning Balance:** Available for the Transactions by Date report only. Select this check box if you want the report to include the beginning balance.

Once you have finished selecting all your options, click **>Print**. You can now define additional print options for these reports.

- **Selected Printer:** This section displays the printer currently selected to print to. To change this setting, select **Printer Setup**.
- **Report Output:** This section allows you to define where the report will print.
  - **Printer:** Select this check box if you want the system to print the report to the selected printer.
  - **Preview Screen:** Select this check box if you want the system to print the report to screen.

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**NOTE:** The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system allows you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the whole report. You can also save a report to PDF, save it to the digital report catalog, or email it from the preview screen.

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- **Additional:** This section allows you to define some additional print settings.
  - **Report Subtitle:** If you want a second report title for the selected report, enter the title here.
  - **Width Factor:** This allows you to set the width of the printed report. This is helpful if you want to print the report in landscape.
  - **Left Margin:** This allows you to set the report's left margin. This is helpful if you want to put the report in a binder and need to punch holes in the left margin.
- **Printer Setup:** This button allows you to select which printer to print the report to. The system will default to your Windows default printer. If you want to change the printer for this report, click **>Printer Setup** and select the printer from your Windows printer selection list.

## Bank Statement

- **Bank Account to Print:** Select the bank account.
- **Select Bank Statement:** Select the bank statement to print.

Once you have finished selecting all your options, click **>Print**. You can now define additional print options for these reports.
- **Selected Printer:** This section displays the printer currently selected to print to. To change this setting, select **Printer Setup**.
- **Report Output:** This section allows you to define where the report will print.
- **Printer:** Select this check box if you want the system to print the report to the selected printer.
  - **Preview Screen:** Select this check box if you want the system to print the report to screen.
  - **Copies:** Enter the number of copies you want printed.

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**NOTE:** The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system allows you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the whole report. You can also save to report to PDF, save it to the digital report catalog, or email it from the preview screen.

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- **Additional:** This section allows you to define some additional print settings.
  - **Report Subtitle:** If you want a second report title for the selected report, enter the title here.
  - **Width Factor:** This allows you to set the width of the printed report. This is helpful if you want to print the report in landscape.
  - **Left Margin:** This allows you to set the report's left margin. This is helpful if you want to put the report in a binder and need to punch holes in the left margin.
- **Printer Setup:** This button allows you to select which printer to use. The system will default to your Windows default printer. If you want to change the printer for the report, click >**Printer Setup** and select the printer from the Windows printer selection list.