Bank Reconciliation

Outstanding Cheque Report

2. ACCOUNTS PAYABLE…à7.bank reconciliation…à1.outstanding CHEQUE report

All cheques processed through **accounts payable** are kept on file to assist you in balancing your bank account when the statement arrives. This report is sorted in **cheque number** order and prints the **source** (automatic or manual/miscellaneous cheques), the **cheque number**, the **vendor** or **payee** (if miscellaneous cheque), and the **date** and **amount** of the cheque.

Bank Reconciliation Input

2. ACCOUNTS PAYABLE…à7.bank reconciliation…à2.bank rec input
3. start date

Press [**enter**] to default the stating date of the cheques to be cleared to the earliest date.

2. Source

Enter the source of the cheque, [**A/P**] for automatic or [**M/C**] for manual/miscellaneous cheques. Pressing [**enter**] will result in cheques from all sources being displayed.

The cheques are displayed in numerical order, by date. In the **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM PARAMETERS**, the field called **default cancel** will control whether the cheques are automatically cleared or not. If the **default cancel** is set to [**y**], then all cheques will be marked as cleared. Should any cheque listed remain outstanding, enter the line number associated with the cheque number and change the cancel flag to [**n**]. If the **default cancel** field in the **parameter file** have been set to [**y**], then the opposite will apply. When exiting the program use F2 (reject) F1 (to accept), E (to exit) or Q (for quit). The system now asks to update cheques? (Y/N). The default is “Y” unless F2 (reject) is used then the default is “N”.

Bank Reconciliation Edit List

2. ACCOUNTS PAYABLE…à7.bank reconciliation…à3.bank rec edit list

> As with other processes, the**Edit List** is available for you to check your work before proceeding to the **Update** stage.

Bank Reconciliation Update

2. ACCOUNTS PAYABLE…à7.bank reconciliation…à4.bank rec update

Use the **Update** process to remove all selected cancelled cheques from the **Outstanding Cheque file**. A journal will print as proof that the file was updated and will show the **source, cheque number** and **payee**, **date** and **amount**.

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