



Check Reconciliation User Guide

Version 1.0
Updated June 28, 2004

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Overview

The Check Reconciliation System reconciles company checks to bank transactions. There are three primary files in the System:

- **Bank Accounts** must be setup prior to processing and are identified by a two-digit code.
- **Bank Transactions** are created via a bank EDI transmittal file or entered manually into the System.
- **Checks** produced in the Payroll and Accounts Payable Systems are automatically loaded or entered manually into the System.

During the reconciliation process, bank transactions are matched to the checks by amount and check number. Bank transactions in error are suspended. Once the user is satisfied that the reconciliation is correct, he/she may purge reconciled records by Bank Code and date.

Check Reconciliation Menu

Exhibit 1: Check Reconciliation Main Menu

```

6/28/04          SERVICE PARTS COMPANY      MRR00302
DCHERYLL01      MENU 227      BANK RECONCILIATION      R-8.0      CHERYL

Opt  Function                                     Opt  Function
1.  Enter/update bank file
2.  Load bank EDI transactions
3.  Enter/update bank transaction
4.  Process bank transaction file
5.  Maintain checks file
6.  Purge reconciled records
7.  Print bank file list
8.  Print bank transaction edit
9.  Print reconciliation report

Enter Option ____

90=Sign off

F6=Display messages  F12=Parent menu  F14=Work with submitted jobs
  
```

1. Enter/Update Bank File

Each bank account used must have a record set up in the system. This option allows bank records to be added or updated.

2. Load Bank EDI Transactions

Bank transmittal files are loaded in to the Bank Transaction file using this option.

3. Enter/Update Bank Transactions

The bank transactions (cleared checks) are entered and maintained using this option. Transactions loaded from a bank EDI file can also be changed using this option.

4. Process Bank Transaction File

The bank transactions are processed against the outstanding checks. They are matched by tracking number and amount. Only matches are processed and the records marked as reconciled.

5. Maintain Checks File

Outstanding checks are entered and maintained using this option. Checks written in the Accounts Payable and Payroll are automatically added through the system interface.

6. Purge Reconciled Records

Reconciled checks are purged by selected bank code and effective date.

7. Print Bank Account List

The Bank Account List is printed using this option.



8. Print Bank Transaction Edit

The Bank Transaction Edit is printed using this option. Valid and error transactions with appropriate error messages are listed.

9. Print Check Reconciliation Report

The Check Reconciliation Report is printed using this option. The user may print all or selected bank accounts.



Entry Screens

Option 1: Enter/Update Bank File

Exhibit 2: Bank File Maintenance Screen 1

```
C99KBA                                BANK FILE MAINTENANCE                                7/06/04

      Bank  Account #      Description
      ---  -
      A1    0113201559      INCOME ACCOUNT
      A3    0113206743      PREMIUM ACCOUNT
      P1    0113201559      PAYROLL ACCOUNT

      Bank
      -

Press Enter to Continue, Roll-Page, F3-End
```

Screen 1 Entry Fields:

Bank - 2 characters. Required.

Screen 1 Function Keys:

Enter to Continue – Displays information for Bank Code entered.

Roll-Page – Use the Roll keys to display next/previous records.

F3-End – Ends the job and displays menu.

Exhibit 3: Bank File Maintenance Screen 2

```
      Bank  Account #      Description
      ---  -
      A1    0113201559      INCOME ACCOUNT

Press Enter to Continue, F12-Previous, F14-Delete
```

Screen 2 Entry Fields:

Account # - 18 digits. Required. Enter the routing and account number.

Description – 30 characters.

Screen 2 Function Keys:

Enter to Continue – Adds/updates the record for Bank Code entered.

F12-Previous – Returns to Screen 1 without updating the record.

F14-End – Deletes the record for the Bank Code entered.



Option 3: Enter/Update Bank Transactions

Exhibit 4: Bank Transaction Entry Screen 1

C99KBT	BANK TRANSACTION ENTRY				7/06/04
Bank	Tracking #	Date	Amount	Type	
A1	10	2004/06/01	254.36	H	
A1	13	2004/02/05	125.00	C	
A1	1003	2004/06/01	50.50	C	
A1	5003	2004/06/01	1000.00	C	
A3	3003	2004/06/20	200.00	C	
Bank Tracking #					
- . 00000000					
Press Enter to Continue, Roll-Page, F3-End					

Screen 1 Display Fields:

Bank – 2 characters. Bank Code

Date – 8 digits. Posted Date.

Amount – 9 digits.

Type – 1 character.

Valid types are:

‘C’ – Check

‘H’ – Handwritten Check

Screen 1 Entry Fields:

Bank - 2 characters. Required.

Tracking # - 7 digits. Required. For checks, enter the check number.

Screen 1 Function Keys:

Enter to Continue – Displays information for Bank/Tracking number entered.

Roll-Page – Use the Roll keys to display next/previous records.

F3-End – Ends the job and displays menu.

*Exhibit 5: Bank Transaction Entry Screen 2*

<u>Bank</u>	<u>Tracking #</u>	<u>Date</u>	<u>Amount</u>	<u>Type</u>
A1	0000013	20040205	12500	C
Press Enter to Continue, F12-Previous, F14-Delete				

Screen 2 Entry Fields:

Date – 8 digits. Required. Format YYYYMMDD. Enter the Bank Clear Date.

Amount – 9 digits. Required. Format 9,999,999.99.

Type – 1 character. Required.

‘C’ – Check

‘H’ – Handwritten Check

Screen 2 Function Keys:

Enter to Continue – Adds/updates the record for Bank/Tracking number entered.

F12-Previous – Returns to Screen 1 without updating the record.

F14-End – Deletes the record for the Bank/Tracking number entered.



Option 5: Maintain Checks File

Exhibit 6: Check File Maintenance Screen 1

```
C99KCH                CHECK FILE MAINTENANCE                7/06/04

Bank Code:           A1

Start Date:          20040601
Format CCYYMMDD

Tracking #:           0000000

Amount:              .....

Press Enter to Continue, F3-End of Job, F6-Bank Search
```

Screen 1 Entry Fields:

These fields are used as selection criteria to position the records for the display.

Bank Code - 2 characters. Must be entered for Start Date and Amount searches.

Optional for Tracking number search.

Start Date – 8 digits. Format YYYYMMDD. Compared to the Post Date.

Tracking # - 7 digits. Enter the check number.

Amount - 9 digits. Format 9,999,999.99. Only checks equal to this amount will display.

Screen 1 Function Keys:

Enter to Continue – Displays the records according to the selection(s) entered.

F3–End – Ends the job and displays menu.

F6-Bank Search – Displays the Bank Account Maintenance Screen.

*Exhibit 7: Check File Maintenance Screen 2*

C99KCH		CHECK FILE MAINTENANCE				7/06/04		
BK	Track #	Post Date	Payee/Name	Amount	Recno	I	Y	R
A1	1003	2004/06/01	ALL FOREIGN CARS	500.50	32	C		
A1	3000	2004/06/01	DON'S AUTO REPAIR	550.00	48	C		
A1	1010	2004/07/01	CLR AUTO	125.00	52	C		
A3	3001	2004/06/04	CLR AUTO	2000.00	54	C		*
A3	3004	2004/06/15	AUTO SUPPLY	110.00	39	C		
A3	3003	2004/06/20	CLR AUTO	20.00	38	C		
A3	3004	2004/07/01	AUTO SUPPLY	5000.00	53	C		
P1	5001	2004/06/01	DANNY LEE	950.00	55	C		*
P1	5004	2004/06/30	TIM MCGEE	1000.00	43	C		
P1	5004	2004/06/30	TIM MCGEE	1000.00-	51	C	Y	
Recno 00000								
Press Enter to Continue, Roll-Page, F1-Add F8-End								

Screen 2 Display Fields:

BK – 2 characters. Bank Code.

Tracking # - 7 digits. Check number

Post Date – 8 digits. Transaction Post Date.

Payee/Name – 30 characters. Payee.

Amount – 9 digits.

Recno – 5 digits. Unique Record Number assigned by the system.

T – 1 character.

 'C' – Check

 'H' – Handwritten Check

V – 1 character. 'V' if record is a voided check.

R – 1 character. '*' if check has been reconciled.

Screen 2 Entry Fields:

Recno – 5 digits. To update an existing record, enter the Record Number.

Screen 3 Function Keys:

Enter to Continue – Displays the record for Recno entered.

Roll-Page – Use the Roll keys to display next/previous records

F1-Add – Displays Screen 4 with next available Recno to add new record.

F8-End – Returns to Screen 1 for new selection criteria.

*Exhibit 8: Check File Maintenance Screen 3*

```
BK Track # Post Date Payee/Name Amount Type Void
03 0003004 20040701 AUTO SUPPLY 500000 C
Recno: 00053
Press Enter to Continue, F12-Previous, F14-Delete
```

Screen 3 Display Fields:

BK – 2 characters. Required. Bank Code.

Tracking # - 7 digits. Required. Check number

Post Date – 8 digits. Required. Format YYYYMMDD. Transaction Post Date.

Payee/Name – 30 characters. Optional. Payee.

Amount – 9 digits. Required. Format 9,999,999.99.

Recno – 5 digits. Unique Record Number assigned by the system.

T – 1 character. Required.

‘C’ – Check

‘D’ – Deposit

V – 1 character. ‘V’ if record is a voided check.

Note: Amount entered for a voided check, must be entered as a negative number. Enter the number followed by ‘Field-minus’ key above ‘Field-plus’ key on right side of keyboard.

Screen 3 Function Keys:

Enter to Continue – Adds/updates the record entered.

F12-Previous – Returns to Screen 3 without updating the record.

F14-End – Deletes the record displayed



Processing

Option 2: Load Bank EDI Transactions

Documentation will be added at a later date.

Option 4: Process Bank Transaction File

The Bank Transactions are processed and Check records are marked as Reconciled (*) and the Reconciled Date is updated. If there are error records on the Bank Transaction file, they do not update Check records and remain on the Bank Transaction File.

No report is produced.

Option 6: Purge Reconciled Records

Exhibit 12: Purge Reconciled Records

```
C99KC1          C/R CONTROL RECORD ENTRY          7/06/04

Select All Banks? (Y/N):      Y
Enter Closing Date:          20040630

Press Enter to Continue, F12-Cancel
```

The reconciled check records are purged based on the Bank and Closing Date selected.

*Exhibit 13: Purged Check Report*

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3									
C99PRG PURGED CHECK REPORT				RUN DATE.. 7/06/					
BANK..A1 CLOSING DATE.... 2004/06/30				PAGE.. 1					
BANK ACCOUNT	CHECK#	DATE	NAME	TYPE	CHECK AMOUNT	RECONCILED	DATE		
0113201559		INCOME ACCOUNT							
	3001	2004/06/04	CLR AUTO	C	2,000.00		2004/06/04	C99PRG PURGED CHECK REPORT RUN DATE.. 7/06/	
BANK..A3 CLOSING DATE.... 2004/06/30				PAGE.. 2					
BANK ACCOUNT	CHECK#	DATE	NAME	TYPE	CHECK AMOUNT	RECONCILED	DATE		
0113206743		PREMIUM ACCOUNT							
	5001	2004/06/01	DANNY LEE	C	950.00		2004/06/01	C99PRG PURGED CHECK REPORT RUN DATE.. 7/06/	
BANK..P1 CLOSING DATE.... 2004/06/30				PAGE.. 3					
BANK ACCOUNT	CHECK#	DATE	NAME	TYPE	CHECK AMOUNT	RECONCILED	DATE		
0113201559		PAYROLL ACCOUNT							
	5004	2004/06/30	TIM MCGEE	C	1,000.00		2000/01/01		
	5004	2004/06/30	TIM MCGEE	CU	1,000.00-			*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3	

The Purged Check Report is produced for the records purged.

To view and/or print the report, see 'C99PRG' in User Data column on spool queue.



Reports

Option 7: Bank Account List

Exhibit 9: Bank Account List

File	REPORT	Display Spooled File	Page/Line 1/1
Control			Columns 1 - 130
Find			
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3			
C99BAL	BANK ACCOUNT LIST	RUN DATE.. 7/06/04	PAGE.. 1
BANK	ACCOUNT#	DESCRIPTION	
A1	0113201559	INCOME ACCOUNT	
A3	0113206743	PREMIUM ACCOUNT	
P1	0113201559	PAYROLL ACCOUNT	
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys			Bottom

This report lists the Bank Accounts.

To view and/or print the report, see 'C99BAL' in User Data column on spool queue.

Report Sequence:

Bank Code

Report Contents:

Bank	Bank Code
Account #	Bank account number with routing number
Description	Description
Date	Posted Date
Tracking #	Tracking Number



Option 8: Check Reconciliation Edit

Exhibit 10: Check Reconciliation Edit

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3				
C99EDT CHECK RECONCILIATION EDIT RUN DATE.. 7/06/04				
BANK..A1 PAGE 1 13.14.58				
BANK ACCOUNT	DATE TRACKING #	BANK AMOUNT	CHECK AMOUNT	ERRORS.....
A1 INCOME ACCOUNT				
2004/06/01	10	254.36	254.63	CHECK AMTS NOT =
2004/02/05	13	125.00	.00	CHECK NOT FOUND
2004/06/01	1003	50.50	500.50	CHECK AMTS NOT =
2004/06/01	5003	1,000.00	.00	CHECK NOT FOUND
2004/06/05	9997	10.00	.00	CHECK NOT FOUND
BANK TOTAL.....		1,439.86		
CHECK AMT ERRORS...		2		
NO CHECK ERRORS...		3		

This report lists Bank Transactions with errors. The Bank Transaction amounts and numbers are matched to check records and the errors identified. Error records are not processed when the Bank Transaction File is processed and remain on the file.

To view and/or print the report, see 'C99EDT' in User Data column on spool queue.

Report Sequence:

Bank/Tracking number
Page break and totals by Bank

Report Contents:

Bank Account	Bank Code and Description
Date	Posted Date
Tracking #	Tracking Number
Bank Amount	Amount from Bank Transaction
Check Amount	Amount from Check Record
Errors	For transactions with an error, error description. "Check Amts not =" "Check not found"

Totals Provided:

Bank Amount Total
Check Amt Errors
No Check Errors



Option 9: Check Reconciliation Report

Exhibit 11: Check Reconciliation Report

C99RPT BANK..A1			CHECK RECONCILIATION REPORT CLOSING DATE.... 2004/06/30					PAGE.. 1	
BANK ACCOUNT	TRACKING NUMBER	DATE	NAME	TYPE	TRACKING AMOUNT	OUTSTANDING	RECONCILED	DATE	RE
0113201559	INCOME ACCOUNT								
	0000002	2000/11/30	DJM	C	1,500.00	1,500.00	.00		000
	0000007	2000/12/10	MCI	C	59.29	59.29	.00		000
	0000010	2000/12/15	GARY NEWTON	C	254.63	254.63	.00		000
	0000011	2000/12/15	SHARON & ASSOC	C	360.00	360.00	.00		000
	0000012	2000/12/16	DJS, INC	C	24,293.47	24,293.47	.00		000
	0000018	2000/12/31	DJM	C	1,500.00	1,500.00	.00		000
	0001003	2004/06/01	ALL FOREIGN CARS	C	500.50	500.50	.00		000
	0003000	2004/06/01	DON'S AUTO REPAIR	C	550.00	550.00	.00		000
	OUTSTANDING CHECKS.....		29,022.89						
	RECONCILED CHECKS.....		.00						
*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3									
BANK ACCOUNT	NUMBER	DATE	NAME	TYPE	AMOUNT	OUTSTANDING	RECONCILED	DATE	RE
0113206743	PREMIUM ACCOUNT								
	0003001	2004/06/04	CLR AUTO	C	2,000.00	.00	2,000.00	2004/06/04	000
	0003003	2004/06/20	CLR AUTO	C	20.00	20.00	.00		000
	0003004	2004/06/15	AUTO SUPPLY	C	110.00	110.00	.00		000
	OUTSTANDING CHECKS.....		130.00						
	RECONCILED CHECKS.....		2,000.00						
C99RPT BANK..P1			CHECK RECONCILIATION REPORT CLOSING DATE.... 2004/06/30					PAGE.. 3	
BANK ACCOUNT	TRACKING NUMBER	DATE	NAME	TYPE	TRACKING AMOUNT	OUTSTANDING	RECONCILED	DATE	RE
0113201559	PAYROLL ACCOUNT								
	0005001	2004/06/01	DANNY LEE	C	950.00	.00	950.00	2004/06/01	000
	0005004	2004/06/30	TIM MCGEE	C	1,000.00				000
	0005004	2004/06/30	TIM MCGEE	CU	1,000.00-	.00	.00		000
	OUTSTANDING CHECKS.....		.00						
	RECONCILED CHECKS.....		950.00						

The Check File records are listed. The user selects to process all banks or selected banks based on reconciliation date.

To view and/or print the report, see 'C99RPT' in User Data column on spool queue.

Report Sequence:

Bank/Trans Number
Page break and totals by Bank

Report Contents:

Bank Account	Bank Code and Description
Tracking Number	Check Number
Date	Transaction Post Date.
Name	For checks, the Payee
Type	Transaction Type
	'C' – Check
	'H' – Handwritten Check
Tracking Amount	Amount of transaction, such as check
Outstanding	Amount will appear in this column if the check is not reconciled
Reconciled	Amount will appear in this column if the check is reconciled
Rec#	Unique Record Number assigned by the system

Totals Provided:

Outstanding Checks
Reconciled Checks