

BANK RECONCILIATION

The **Bank Reconciliation Module** handles receipts, manual and computer generated checks, along with miscellaneous service charges. It also provides the capability of reconciling deposits and checks cleared for both accounts payable and payroll

Features:

- Ability to set up multiple bank accounts for each fund
- Carry over ending balance as beginning balance for next month
- Reconcile computer-generated checks, manually-entered checks, and voided checks for both accounts payable and payroll
- Range on check number to automatically clear group of checks
- Automatically pull up next available check/deposit number
- Add, change and delete checks and deposits
- Enter miscellaneous service charges
- Track returned and redeposited checks
- Send cleared checks to history file
- Purge checks from history file
- Provide history of bank transactions for each account
- Provide both cleared and outstanding balances for checks, deposits and service charges
- List bank transactions for user-defined period of time
- List cleared checks and deposits for a user-defined period for each bank
- List outstanding checks and deposits for a user-defined period for each bank

Standard Reports

Outstanding checks List *Deposits List*
Cleared Check List *Account Balances Report*
Transaction History Report

In addition, **User Defined Reports** are available using the **Report Generator**.