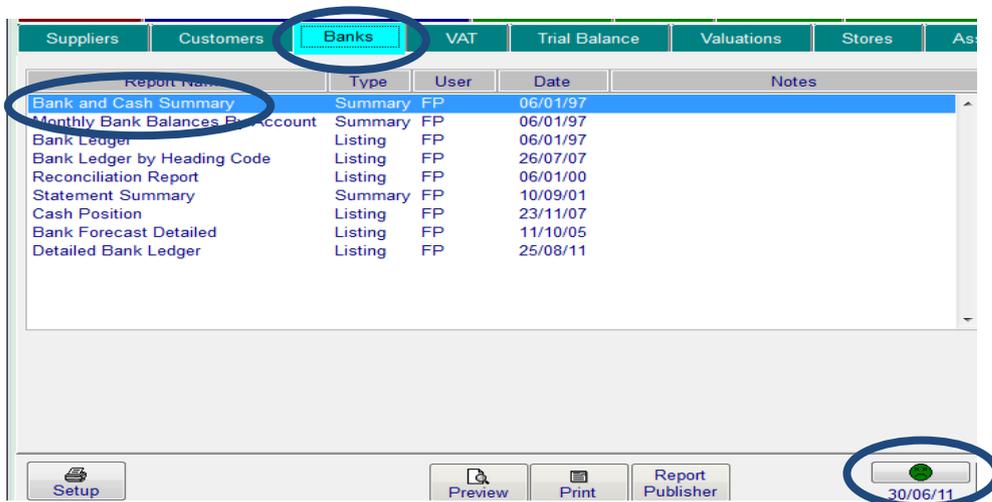


Bank Reconciliation Reports

In the example below we are checking the closing cashflow balance per cashflow report at 30/06/11 (as below) against the latest bank statement showing an amount of -£39755.01.

Net Cashflow	37002	3610	14639	18753
Opening Balance	-76473	-76473	-72863	-58224
Bank Balance	-39471	-72863	-58224	-39471

A cashflow report shows the cashbook balance at a given date. To show this figure by Bank account run the 'Bank and Cash Summary' report at the required date.



	Opening Balance	Receipts (DR)	Payments (CR)	Closing Balance
National Westminster	-76407.90	132629.68	95551.34	-39329.56
Petty Cash Account	-65.02	0.00	76.35	-141.37
	-76472.92	132629.68	95627.69	-39470.93

This figure is also shown in the Trial Balance and Balance Sheet reports.

See below for an extract from the Balance Sheet detailed report.

Bank Accounts

National Westmin	39329.56
Petty Cash Accou	141.37
Bank Accounts:	39470.93

This figure will almost certainly be different to the last figure shown on the bank statement because of payments and receipts entered on Business Manager which have not yet appeared on the bank statement.

These entries are displayed on the 'Reconciliation report' which is found in the report library on the Banks tab.

In the example below when the closing balance is corrected for unreconciled entries the final figure on the bank statement will be shown as 'Closing Statement Balance'.

Bank: National Westminster
Unreconciled Transactions to 30/06/11

No.	Type	Supplier/Customer	Chq/Pay/Ref	Entry Date	Receipts	Payments	PaySlip Total
104	C/A Cheque	Game Conservancy	000630	26/06/11	0.00	10.00	0.00
157	Ledger Cheque	Mastock	000772	28/06/11	0.00	1076.40	0.00
158	Ledger Cheque	Davy Roland	000773	28/06/11	0.00	48.15	0.00
370	Direct Credit	Cartwright T		28/06/11	1560.00	0.00	0.00
Totals					1560.00	1134.55	

<i>Bank Reconciliation Summary</i>	
Closing Cashbook	-39329.56
Unpresented Receipts	1560.00
Unpresented Payments	1134.55
Closing Statement Balance	-39755.01

If the 'Closing Statement Balance' as above differs from the figure shown on your latest entered bank statement we recommend the following procedure.

1. Ensure that all your bank statements are correctly dated and reconciled.
2. Check the 'Statement Summary' report in the report library within the 'Banks' tab. The opening summary should display a difference of zero (see below).

If the opening summary difference is not zero check the closing summary at the bottom of the same report. If the difference is the same then it is likely that an incorrect opening cashbook balance was entered. This can be corrected by going to Setup / Opening Balances / Banks and entering the correct amount against the required bank account.

Statement Summary Report

Bank Account Name National Westminster

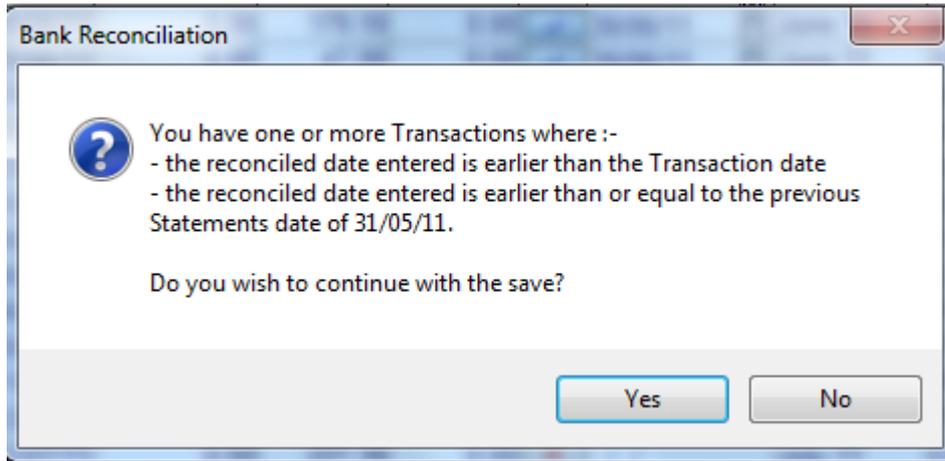
Opening Summary

Opening Cashbook Balance (as per setup Opening Bal's)	-86849.43
Adjustments (entered against Statements)	-4892.85
Calculated Opening Statement Balance	-81956.58
Opening Statement Balance (as on first Statement)	-81956.58
Difference :	0.00

3. Check that the middle section of this report does not display anything in the 'Comment' column. Any comments showing need to be investigated and if necessary corrected.
The total of the adjustments column will equal the amount shown in the opening summary.

Statement Number	Statement Date	Opening Balance	Closing Balance	Adjustment	Comment
153	30/04/10	-81956.58	-63835.68	-3919.27	
154	31/05/10	-63835.68	-73891.52	-973.58	
155	29/06/10	-73891.52	-82714.36	0.00	
156	30/07/10	-82714.36	-117914.01	0.00	
157	31/08/10	-117914.01	-123858.99	0.00	
158	29/09/10	-123858.99	-115134.06	0.00	
159	30/10/10	-115134.06	-130625.98	0.00	
160	30/11/10	-130625.98	-117115.36	0.00	
161	31/12/10	-117115.36	-120326.58	0.00	
162	28/02/11	-120326.58	-119739.18	0.00	
163	28/02/11	-119739.18	-94714.81	500.00	Statement not reconciled by 500.00

4. Have you noticed the following message appearing when reconciling the bank? This occurs when an entry is reconciled on a date prior to its entry.



If so check the relevant bank statement and see if the reconciled 'Entry Date' is after the specified date (30/06/11) but the 'Statement Date' before the specified date. (The example below shows an entry reconciled on 30/06/11 but entered on 30/07/11)

Chq / Batch / Ref	Entry Date	Receipts (DR)	Pmts. (CR)	Batch Total	Reconciled	Statement Date
000789	30/07/11	0.00	47.00	0.00	<input checked="" type="checkbox"/>	30/06/11

The above entry of £47 has caused the 'Closing Statement Balance' on the 'Statement Summary' report as below to display a figure £47 different to the last figure on the bank statement (-£39755.01)

Bank Reconciliation Summary	
Closing Cashbook	-39282.56
Unpresented Receipts	1560.00
Unpresented Payments	1134.55
Closing Statement Balance	-39708.01

Such an entry is likely to have an incorrect 'Entry Date' or 'Statement Date'. This should be corrected.

5. Is the TB in balance? If not please contact Software support.