

Bank Reconciliation Module

How to make it Work for You!

What modules integrate with the Bank Reconciliation module?

- General Ledger- Transaction Entry
- Account Receivable – Cash Receipt Entry
- Accounts Payable – Manual Check and Check Printing
- Payroll – Check Printing
- Purchase Order – Receipt of Invoice, COD

Access Bank Code Maintenance from the Bank Reconciliation module.

Note: The Current Balance **SHOULD** match the “today’s” balance in the General Ledger.

Bank Code Maintenance (DMO) 8/17/2015

Bank Code: H

Description: Commerce Bank

Cash Account Number: 101-00-00

Bank Account Number: 2154665852

Next Check Number: 000015

Current Balance: 38,210.04

Address: [Empty]

Country: [Empty]

Contact: [Empty]

Telephone: [Empty] Ext: [Empty]

Fax: [Empty]

City: [Empty] State: [Empty]

E-mail Address: [Empty]

URL Address: [Empty]

Buttons: Accept, Cancel, Delete, [Help]

Account Maintenance (DMO) 8/17/2015

Account No. 101-00-00 Description Cash in bank - Commerce

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2020

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	.00	.00	.00	.00
02	Feb 29	.00	.00	.00	.00
03	Mar 31	.00	.00	.00	.00
04	Apr 30	.00	.00	.00	.00
05	May 31	.00	55,000.00	21,213.03	33,786.97
06	June 30	33,786.97	4,423.07	.00	38,210.04
07	July 31	38,210.04	.00	.00	38,210.04
08	Aug 31	38,210.04	.00	.00	38,210.04
09	Sept 30	38,210.04	.00	.00	38,210.04
10	Oct 31	38,210.04	.00	.00	38,210.04
11	Nov 30	38,210.04	.00	.00	38,210.04
12	Dec 31	38,210.04	.00	.00	38,210.04
Total		.00	59,423.07	21,213.03	38,210.04

Buttons: Accept, Cancel, Delete, Print, Help

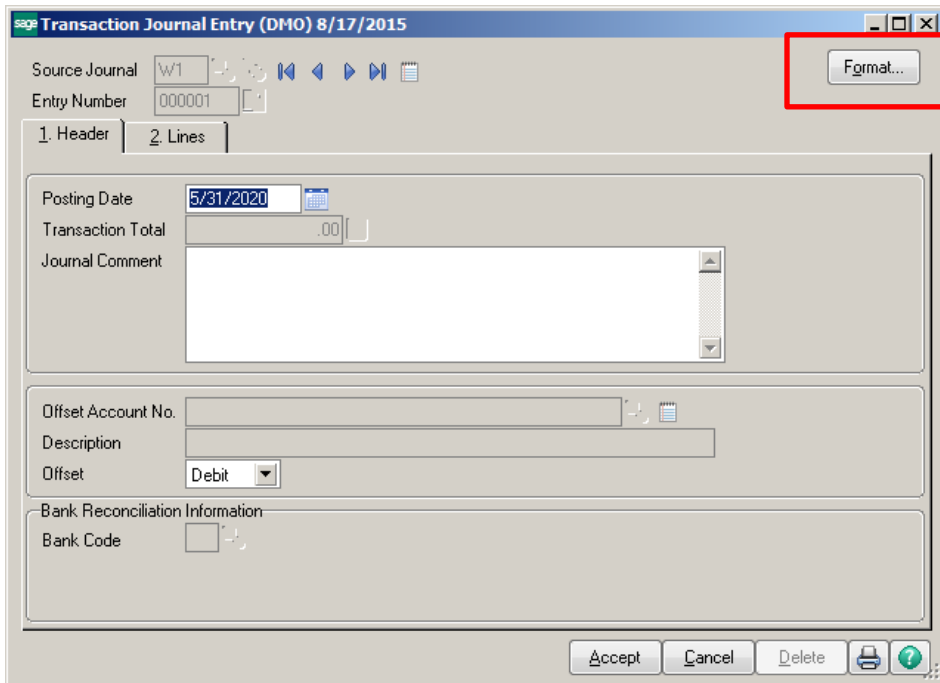
IF the Current Balance in the Bank Reconciliation module and the General Ledger balance **DO NOT** match check the following:

- Unposted Daily Transaction Registers
- Journal Entries made to the General Ledger
- Manual entries made to Bank Rec, but not posted to the General Ledger

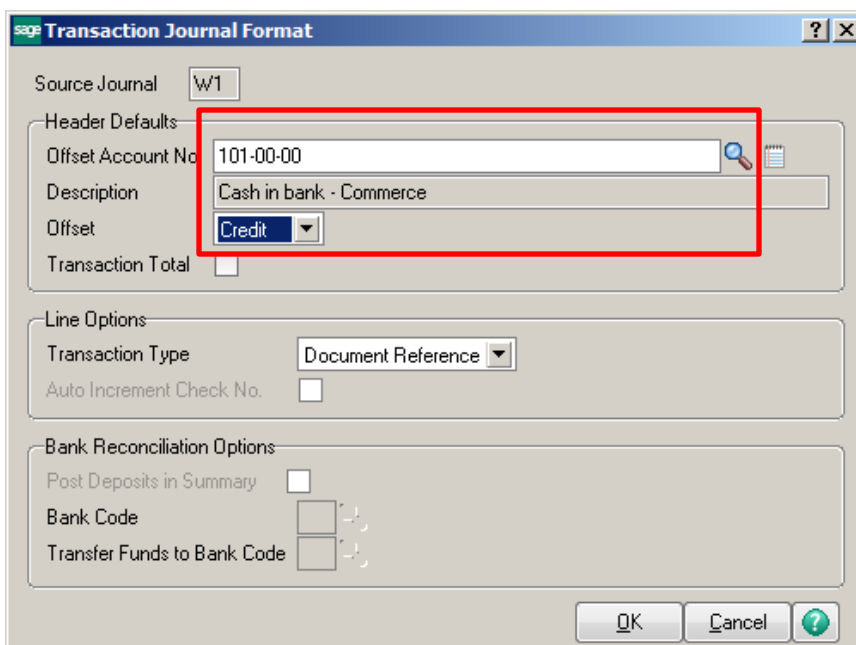
GENERAL LEDGER:

Transaction Entries **WILL** integrate with Bank Rec, IF they are properly Formatted. General Journal Entries will **NOT** integrate with Bank Rec.

General Ledger\Main\Transaction Entry, enter a Source Journal code, click on the # symbol for Next New Number at the Entry Number field. Click on the Format button.



Enter the Offset Cash account number. Click on the down arrow to choose if the offset will be a Debit or Credit.



Select the Transaction Type from the Line Options drop down list.

The screenshot shows the Sage Transaction Journal Format dialog box. The 'Source Journal' is 'W1'. Under 'Header Defaults', 'Offset Account No.' is '101-00-00', 'Description' is 'Cash in bank - Commerce', and 'Offset' is 'Credit'. The 'Transaction Total' checkbox is unchecked. The 'Line Options' section is highlighted with a red box, and the 'Transaction Type' dropdown is open, showing options: Adjustment, Bank Transfer, Check Number, Deposit, and Document Reference. The 'Bank Reconciliation Options' section has 'Post Deposits in Summary' checked. At the bottom are 'OK', 'Cancel', and a help icon.

Transaction Types:

- Adjustment – a positive entry will REDUCE the OffSet Cash account
- Adjustment – a negative entry will INCREASE the Offset Cash account
- Bank Transfer – will transfer funds between two bank accounts and post the entry in both Bank Codes properly
- Check Number – will record the entries on the Check tab
- Deposit – will record the entries on the Deposit/Adjustment tab
- **Document Reference will NOT post to the Bank Rec module**

The screenshot shows the Sage Transaction Journal Format dialog box with 'Transaction Type' set to 'Bank Transfer'. The 'Source Journal' is 'W1'. Under 'Header Defaults', 'Offset Account No.' is '101-00-00', 'Description' is 'Cash in bank - Commerce', and 'Offset' is 'Credit'. The 'Transaction Total' checkbox is unchecked. The 'Line Options' section has 'Auto Increment Check No.' unchecked. The 'Bank Reconciliation Options' section has 'Post Deposits in Summary' unchecked. Under 'Bank Code', 'H' is selected for 'Commerce Bank'. Under 'Transfer Funds to Bank Code', 'C' is selected for 'Bank Of America Savings'. At the bottom are 'OK', 'Cancel', and a help icon.

Example – Bank Transfer

Enter Source Journal, click the # for next new Entry Number. Enter Posting Date and Journal Comment. Enter Transfer Number.

The screenshot shows the Sage Transaction Journal Entry window. The 'Source Journal' is 'W1' and the 'Entry Number' is '000002'. The 'Posting Date' is '5/31/2020'. The 'Transaction Total' is '.00'. The 'Journal Comment' is 'Record Bank Transfer to Reg Checking'. The 'Offset Account No.' is '101-00-00', the 'Description' is 'Cash in bank - Commerce', and the 'Offset' is 'Credit'. The 'Bank Code' is 'H' (Commerce Bank) and the 'Transfer No' is '053120'. Buttons for 'Accept', 'Cancel', 'Delete', and a printer icon are visible at the bottom.

Click on Lines Tab. The Bank Code will default to the code set up for this Source Journal. Enter the Doc Refer number, Date, Amount and Comment. Click Accept.

The screenshot shows the Sage Transaction Journal Entry window with the 'Lines' tab selected. A table with 7 columns (Bank, Doc Refer., Date, Account No., Amount, Comment) and 2 rows is displayed. Row 1 has Bank 'C', Doc Refer. '053120', Date '5/31/2020', Account No. '101-03-00', Amount '10,000.00', and Comment 'Transfer funds'. Row 2 has Bank blank, Doc Refer. blank, Date blank, Account No. blank, Amount '0.00', and Comment blank. Below the table, the 'Description' is 'Cash in bank - savings'. The 'Quick Row' is '1'. The 'Total' is '10,000.00'. Buttons for 'Accept', 'Cancel', 'Delete', and a printer icon are visible at the bottom.

	Bank	Doc Refer.	Date	Account No.	Amount	Comment
1	C	053120	5/31/2020	101-03-00	10,000.00	Transfer funds
2					0.00	

Transaction Journal

ABC Distribution and Service Corp. (DMO)

Source Journal	Posting Date	Offset Account Number	Transaction Total	User Updated Logon	Journal Comment
W1-000001	5/31/2020		0.00		
W1-000002	H 5/31/2020	101-00-00	053120	**Deleted** sjd	Record Bank Transfer to Reg Checking

Bank Code	Doc Ref	Date	Debit Account Number	Description/Posting Comment	Transfer Amount
C	053120	5/31/2020	101-03-00	Cash in bank - savings Transfer funds	10,000.00

Journal W1-000002 Totals: 10,000.00
Source W1 Totals: 10,000.00
Report Totals: 10,000.00

Bank Code H

Bank Code: H
 Description: Commerce Bank
 Statement Ending Balance: .00
 Out of Balance By: 45,296.11

Document Date	Adjustment Type	Reference	Amount	Cleared	Cleared Date	Module	Comment
5/14/2020	Deposit	DEPOSIT	25,000.00	<input checked="" type="checkbox"/>	8/17/2015	A/R	CASH RECEIPT DEPOSIT
5/31/2020	Deposit	0517	30,000.00	<input checked="" type="checkbox"/>	8/17/2015	G/L	
5/31/2020	Withdrawal	053120	10,000.00	<input type="checkbox"/>		G/L	Record Bank Transfer to Reg C
6/2/2020	Deposit	DEPOSIT	4,423.07	<input type="checkbox"/>		A/R	CASH RECEIPT DEPOSIT
5/5/2020	Adjustment	PY05/05/20	1,750.00	<input checked="" type="checkbox"/>	8/17/2015	A/P	A/P ELECTRONIC PMT: BATC
5/5/2020	Adjustment	PY05/05/20	1,878.89	<input checked="" type="checkbox"/>	8/17/2015	A/P	A/P ELECTRONIC PMT: BATC

Bank Code C

Bank Code: C
 Description: Bank Of America Savings
 Statement Ending Balance: .00
 Out of Balance By: .00

Document Date	Adjustment Type	Reference	Amount	Cleared	Cleared Date	Module	Comment
5/31/2020	Deposit	053120	10,000.00	<input type="checkbox"/>		G/L	Transfer funds

ACCOUNTS PAYABLE:

Manual Check Reversal – When reversing an AP check, replace the Check Date with the date you are doing the Reversal.

Click on Manual Check and Payment Entry, enter the check number to Reverse, click Yes at the check Reversal prompt. Click Yes or No on the Recall Original Invoices prompt based on if you would like to reopen the invoices to pay again.

SAP Manual Check and Payment Entry (DMO) 6/7/2020

Bank Code: H
Payment Type: Check
Check No.: 000001
Cash Account: 101-00-00

1. Header | 2. Lines

Check Date: 5/5/2020
Check Amount: 5,000.00
Vendor No.: 02-CORPEIS Corporate Enterprise Infrastructure Solutions
Comment:

Accept Cancel Delete

Change the Check Date to the date you are doing the check reversal.

SAP Manual Check and Payment Entry (DMO) 6/7/2020

Bank Code: H
Payment Type: Check
Check No.: 000001
Cash Account: 101-00-00

1. Header | 2. Lines

Check Date: 6/7/2020
Check Amount: 5,000.00
Vendor No.: 02-CORPEIS Corporate Enterprise Infrastructure Solutions
Comment:

Accept Cancel Delete

Print the Manual Check and Payment Register and Update.

sage Manual Check and Payment Register (DMO) 6/7/2020

Current General Ledger Period: 05 Ending: 5/31/2020
 Accounts Payable Posting Date: 6/7/2020
 Print Full Comments:

Notice: This Accounts Payable posting date falls into a future General Ledger period.

HP LaserJet P2055d UPD PCL 6

Print Preview Setup

Manual Check and Payment Register
 Journal Posting Date: 6/7/2020
 Register Number: MC-000003

ABC Distribution and Service Corp. (DMO)

Bank: H Commerce Bank

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
000001 98342857	REV 6/7/2020	02-CORPEIS Corporate Enterprise Infrastructure Solutions			5,000.00-
	5/29/2020	5,000.00-	0.00 (ON FILE)	5,000.00-	
	Bank H Total:	<u>5,000.00-</u>	<u>0.00</u>	<u>5,000.00-</u>	<u>5,000.00-</u>
	Report Total:	<u>5,000.00-</u>	<u>0.00</u>	<u>5,000.00-</u>	<u>5,000.00-</u>

The Check Date will show in Reconcile Bank as the date you did the Reversal.

sage Reconcile Bank (DMO) 8/18/2015

Bank Code: H Description: Commerce Bank Statement Ending Balance: .00 Out of Balance By: .00

1 Checks 2 Dep/Adjust

Check No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Module
1 000001	5/5/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>		A/P
2 000001	6/7/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00-	<input type="checkbox"/>		A/P
3 000002	5/5/2020	01ALLCLIM	Allclimate Maintenance	75.00	<input type="checkbox"/>		A/P
4 000003	5/5/2020	01COMPAQ	Compaq Computer Corporatic	5,011.17	<input type="checkbox"/>		A/P
5 000004	5/5/2020	02AMERALR	American Alarm Service	100.00	<input type="checkbox"/>		A/P
6 000005	5/5/2020	02AVID	Avid Label	100.00	<input type="checkbox"/>		A/P
7 000006	5/5/2020	02BROWN	Brown & Johnson	100.00	<input type="checkbox"/>		A/P
8 000007	5/5/2020	02EQUAL	State Board Of Equalization	100.00	<input type="checkbox"/>		A/P
9 000008	5/5/2020	02LEARNER	Roger W. Learner	100.00	<input type="checkbox"/>		A/P
10 000009	5/5/2020	02MCS	Mcs Long Lines	100.00	<input type="checkbox"/>		A/P
11 000010	5/5/2020	02MUTLIF	Mutual Life Company	100.00	<input type="checkbox"/>		A/P
12 000011	5/5/2020	02PACTEL	Pacific Telephone	6,497.97	<input type="checkbox"/>		A/P

Add Check...

Bank Recap Report... B/R Trans Register... Accept Cancel

Miscellaneous Payments:

Miscellaneous payments such as Payroll Tax transfers and Wire transfers can be made through Manual Check and Payment Entry.

Example – Payroll Tax Payment

Click on Manual Check and Payment Entry. Enter a check number for the Payroll Tax payment and amount paid.

The screenshot shows the 'Manual Check and Payment Entry (DMO) 5/31/2020' window. At the top, there are navigation icons and a 'Vendor...' button. The main form contains the following fields:

- Bank Code: H
- Payment Type: Check
- Check No.: 951520
- Cash Account: 101-00-00
- Check Date: 5/15/2020
- Check Amount: 3,218.22
- Vendor No.: 00-NDF
- Comment: Payroll - 051520

The vendor 'IRS' is visible in the background of the Vendor No. field. At the bottom of the window, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

On the Lines tab, click on the GL Distribution button.

Bank Code: H
Payment Type: Check
Check No.: 951520
Cash Account: 101-00-00

1. Header | 2. Lines

Quick Row: 1

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Cor
1	951520		.00	.00	

Due Date:
Discount Date:
G/L Distribution:

Check Distribution Balance: 3,218.22 | Payment Total: 0.00

Accept | Cancel | Delete

Enter the G/L Accounts associated with the distribution.

Quick Row: 3

	G/L Account	Amount	Description	Comm
1	225-01-00	1,250.00	F.I.C.A. taxes payable	
2	225-02-00	1,968.22	Federal taxes withheld	
3		.00		

Distribution Balance: 0.00 | Distribution Total: 3,218.22

Accept | Cancel

sage Manual Check and Payment Entry (DMO) 5/31/2020

Bank Code: H Payment Type: Check Cash Account: 101-00-00

Check No.: 951520 Vendor: [Vendor...]

1. Header 2. Lines

Quick Row: 2

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Cor
1	CK95152001	5/15/2020	3,218.22	.00	
2			.00	.00	

Due Date: Discount Date: G/L Distribution:

Check Distribution Balance: 0.00 Payment Total: 3,218.22

Accept Cancel Delete [Print] [Save]

Print the Register and Update.

Manual Check and Payment Register
 Journal Posting Date: 5/31/2020
 Register Number: MC-000004

ABC Distribution and Service Corp. (DMO)

Bank: H Commerce Bank

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
951520	5/15/2020	00-NOF IRS			3,218.22
Check Comment: Payroll - 051520					
CK95152001					
	5/15/2020	3,218.22	0.00		
G/L Account:	225-01-00	F.I.C.A. taxes payable		1,250.00	
G/L Account:	225-02-00	Federal taxes withheld		1,968.22	
	Check 951520 Total:	3,218.22	0.00	3,218.22	3,218.22
	Bank H Total:	3,218.22	0.00	3,218.22	3,218.22
	Report Total:	3,218.22	0.00	3,218.22	3,218.22

The Manual Checks will display in the Reconcile Bank screen.

Reconcile Bank (DMO) 5/31/2020

Bank Code: H
Description: Commerce Bank

Statement Ending Balance: .00
Out of Balance By: .00

1. Checks | 2. Dep/Adjust

	Check No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Module
1	000001	5/5/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>		A/P
2	000001	6/7/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>		A/P
3	000002	5/5/2020	01ALLCLIM	Allclimate Maintenance	75.00	<input type="checkbox"/>		A/P
4	000003	5/5/2020	01COMPAQ	Compaq Computer Corporatic	5,011.17	<input type="checkbox"/>		A/P
5	000004	5/5/2020	02AMERALR	American Alarm Service	100.00	<input type="checkbox"/>		A/P
6	000005	5/5/2020	02AVID	Avid Label	100.00	<input type="checkbox"/>		A/P
7	000006	5/5/2020	02BROWN	Brown & Johnson	100.00	<input type="checkbox"/>		A/P
8	000007	5/5/2020	02EQUAL	State Board Of Equalization	100.00	<input type="checkbox"/>		A/P
9	000008	5/5/2020	02LEARNER	Roger W. Learner	100.00	<input type="checkbox"/>		A/P
10	000009	5/5/2020	02MCS	Mcs Long Lines	100.00	<input type="checkbox"/>		A/P
11	000010	5/5/2020	02MUTLIF	Mutual Life Company	100.00	<input type="checkbox"/>		A/P
12	000011	5/5/2020	02PACTEL	Pacific Telephone	6,497.97	<input type="checkbox"/>		A/P
13	000012	5/5/2020	02SCR	South Coast Rep Theater	100.00	<input type="checkbox"/>		A/P
14	000013	5/5/2020	02TELCOMM	Tel-comm Communications	100.00	<input type="checkbox"/>		A/P
15	000014	5/5/2020	02TOUCHW	Touche Waterhouse & Comp	100.00	<input type="checkbox"/>		A/P
16	951520	5/15/2020	00NOF	IRS	3,218.22	<input type="checkbox"/>		A/P Payroll - 051520

Add Check...

Bank Recap Report... | B/R Trans Register... | Accept | Cancel

Wire Transfers –

Click on Manual Check and Payment Entry. Click on Wire Transfer, the system will assign a Wire Transfer number.

The screenshot shows the Sage Manual Check and Payment Entry (DMO) 5/31/2020 window. The 'Bank Code' is 'H'. The 'Payment Type' dropdown is set to 'Check', and a dropdown menu is open showing 'Wire Transfer' selected. The 'Check No.' field is empty. The 'Cash Account' is '101-00-00'. The '1. Header' tab is active. Below the header, there are fields for 'Check Date', 'Check Amount' (set to .00), 'Vendor No.', and 'Comment'. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

Enter the Transfer Date, Amount, Vendor information and Wire Transfer No.

The screenshot shows the Sage Manual Check and Payment Entry (DMO) 5/31/2020 window with the wire transfer entry completed. The 'Payment Type' is now 'Wire Transfer'. The 'Check No.' is 'W00002'. The '2. Lines' tab is active. The 'Transfer Date' is '5/31/2020', the 'Transfer Amount' is '1,000.00', and the 'Vendor No.' is '01-STEVE' with 'Stevens Supply' as the vendor name. The 'Wire Transfer No.' is '0514478'. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

On the Lines tab, enter the Invoice number or the GL account to post the Transfer Amount to.

Print the Manual Check and Payment Register and Update.

Manual Check and Payment Register
 Journal Posting Date: 5/31/2020
 Register Number: MC-000006

ABC Distribution and Service Corp. (DMO)

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W00002 Wire Transfer Number: CKW0000201	5/31/2020 0514478	01-STEV Stevens Supply			1,000.00
	5/31/2020	1,000.00 Freight - West	0.00		
G/L Account: 450-02-02				1,000.00	1,000.00
		Bank H Total:	0.00	1,000.00	1,000.00
		Report Total:	0.00	1,000.00	1,000.00

The Wire Transfer will display in the Reconcile Bank screen.

Reconcile Bank (DMO) 8/18/2015

Bank Code: H
Description: Commerce Bank
Statement Ending Balance: .00
Out of Balance By: .00

1. Checks | 2. Dep/Adjust

	Check No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Wire Transfer N
1	000001	5/5/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>		
2	000001	6/7/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>		
3	000002	5/5/2020	01ALLCLIM	Allclimate Maintenance	75.00	<input type="checkbox"/>		
4	000003	5/5/2020	01COMPAQ	Compaq Computer Corporatic	5,011.17	<input type="checkbox"/>		
5	000004	5/5/2020	02AMERALR	American Alarm Service	100.00	<input type="checkbox"/>		
6	000005	5/5/2020	02AVID	Avid Label	100.00	<input type="checkbox"/>		
7	000006	5/5/2020	02BROWN	Brown & Johnson	100.00	<input type="checkbox"/>		
8	000007	5/5/2020	02EQUAL	State Board Of Equalization	100.00	<input type="checkbox"/>		
9	000008	5/5/2020	02LEARNER	Roger W. Learner	100.00	<input type="checkbox"/>		
10	000009	5/5/2020	02MCS	Mcs Long Lines	100.00	<input type="checkbox"/>		
11	000010	5/5/2020	02MUTLIF	Mutual Life Company	100.00	<input type="checkbox"/>		
12	000011	5/5/2020	02PACTEL	Pacific Telephone	6,497.97	<input type="checkbox"/>		
13	000012	5/5/2020	02SCR	South Coast Rep Theater	100.00	<input type="checkbox"/>		
14	000013	5/5/2020	02TELCOMM	Tel-comm Communications	100.00	<input type="checkbox"/>		
15	000014	5/5/2020	02TOUCHW	Touche Waterhouse & Comp	100.00	<input type="checkbox"/>		
16	951520	5/15/2020	00NOF	IRS	3,218.22	<input type="checkbox"/>		
17	W000002	5/31/2020	01STEV	Stevens Supply	1,000.00	<input type="checkbox"/>		0514478

Add Check...

Bank Recap Report... | B/R Trans Register... | Accept | Cancel

BANK RECONCILIATION:

You can add Miscellaneous Checks, Charges and Deposits from the Bank Reconciliation module and have them post to the General Ledger.

Checks –

From the Checks tab, click on the Add Check button at the bottom of the Reconcile Bank screen.

Check No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Wire Transfer No.
1	000001	5/5/2020	02CORPEIS Corporate Enterprise Infrastr	5,000.00	<input type="checkbox"/>		
2	000001	6/7/2020	02CORPEIS Corporate Enterprise Infrastr	5,000.00	<input type="checkbox"/>		
3	000002	5/5/2020	01ALLCLIM Allclimate Maintenance	75.00	<input type="checkbox"/>		
4	000003	5/5/2020	01COMPAQ Compaq Computer Corporati	5,011.17	<input type="checkbox"/>		
5	000004	5/5/2020	02AMERALR American Alarm Service	100.00	<input type="checkbox"/>		
6	000005	5/5/2020	02AVID Avid Label	100.00	<input type="checkbox"/>		
7	000006	5/5/2020	02BROWN Brown & Johnson	100.00	<input type="checkbox"/>		
8	000007	5/5/2020	02EQUAL State Board Of Equalization	100.00	<input type="checkbox"/>		
9	000008	5/5/2020	02LEARNER Roger W. Learner	100.00	<input type="checkbox"/>		
10	000009	5/5/2020	02MCS Mcs Long Lines	100.00	<input type="checkbox"/>		
11	000010	5/5/2020	02MUTLIF Mutual Life Company	100.00	<input type="checkbox"/>		
12	000011	5/5/2020	02PACTEL Pacific Telephone	6,497.97	<input type="checkbox"/>		
13	000012	5/5/2020	02SCR South Coast Rep Theater	100.00	<input type="checkbox"/>		
14	000013	5/5/2020	02TELCOMM Tel-comm Communications	100.00	<input type="checkbox"/>		
15	000014	5/5/2020	02TOUCHW/ Touche Waterhouse & Comp	100.00	<input type="checkbox"/>		
16	951520	5/15/2020	00NDF IRS	3,218.22	<input type="checkbox"/>		
17	w00002	5/31/2020	01STEV Stevens Supply	1,000.00	<input type="checkbox"/>		0514478

Enter Check information. Click on Select for G/L Posting and enter GL account number to be posted to.

Bank Code: H
Description: Commerce Bank

Check No.: 000015
Entry No.: 000000
Check Date: 5/17/2020
Reference: Postage
Payee Name: US Post Office
Amount: 100.00
Cleared:
Cleared Date:
Select for G/L Posting:
Distribution Account No.: 770-00-04 Postage & other freight
Comment: May Postage
Wire Transfer No.:

Click B/R Trans Register button to post entries.

The screenshot shows the 'Reconcile Bank (DMO) 5/31/2020' window. At the top, it displays 'Bank Code' as 'H' and 'Description' as 'Commerce Bank'. The 'Statement Ending Balance' is '.00' and 'Out of Balance By' is also '.00'. Below this, there are two tabs: '1. Checks' and '2. Dep/Adjust'. The main area contains a table with the following columns: Check No., Check Date, Reference, Payee Name, Amount, Cleared, Cleared Date, and Wire Transfer N. The table lists 17 checks, with the 18th row (Check No. 000015, Date 5/17/2020, Payee US Post Office) highlighted in blue. At the bottom of the window, there are buttons for 'Add Check...', 'Bank Recap Report...', 'B/R Trans Register...' (highlighted with a red box), 'Accept', 'Cancel', and a help icon.

Check No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Wire Transfer N
1	000001	5/5/2020	02CORPEIS	Corporate Enterprise Infrastru	5,000.00	<input type="checkbox"/>	
2	000001	6/7/2020	02CORPEIS	Corporate Enterprise Infrastru	5,000.00	<input type="checkbox"/>	
3	000002	5/5/2020	01ALLCLIM	Allclimate Maintenance	75.00	<input type="checkbox"/>	
4	000003	5/5/2020	01COMPAQ	Compaq Computer Corporati	5,011.17	<input type="checkbox"/>	
5	000004	5/5/2020	02AMERALR	American Alarm Service	100.00	<input type="checkbox"/>	
6	000005	5/5/2020	02AVID	Avid Label	100.00	<input type="checkbox"/>	
7	000006	5/5/2020	02BROWN	Brown & Johnson	100.00	<input type="checkbox"/>	
8	000007	5/5/2020	02EQUAL	State Board Of Equalization	100.00	<input type="checkbox"/>	
9	000008	5/5/2020	02LEARNER	Roger W. Learner	100.00	<input type="checkbox"/>	
10	000009	5/5/2020	02MCS	Mcs Long Lines	100.00	<input type="checkbox"/>	
11	000010	5/5/2020	02MUTLIF	Mutual Life Company	100.00	<input type="checkbox"/>	
12	000011	5/5/2020	02PACTEL	Pacific Telephone	6,497.97	<input type="checkbox"/>	
13	000012	5/5/2020	02SCR	South Coast Rep Theater	100.00	<input type="checkbox"/>	
14	000013	5/5/2020	02TELCOMM	Tel-comm Communications	100.00	<input type="checkbox"/>	
15	000014	5/5/2020	02TOUCHW	Touche Waterhouse & Comp	100.00	<input type="checkbox"/>	
16	951520	5/15/2020	00NDF	IRS	3,218.22	<input type="checkbox"/>	
17	w000002	5/31/2020	01STEV	Stevens Supply	1,000.00	<input type="checkbox"/>	0514478
18	000015	5/17/2020	Postage	US Post Office	100.00	<input type="checkbox"/>	

The screenshot shows the 'Bank Reconciliation Transaction Register (DMO) 5/31/2020' window. It features a search bar for 'Bank Code' with 'Commerce Bank' entered. Below this, there are fields for 'Current General Ledger Period' (05), 'Ending' (5/31/2020), and 'Bank Reconciliation Posting Date' (5/31/2020). There is also a 'Print Full Comments' checkbox which is unchecked. At the bottom, there is a printer selection dropdown set to 'HP LaserJet P2055d UPD PCL 6' and three buttons: 'Print', 'Preview', and 'Setup'.

Bank Reconciliation Transaction Register
Journal Posting Date: 5/31/2020
Register Number: BR-000001

ABC Distribution and Service Corp. (DMO)

Bank Code: H Commerce Bank

Checks:

Check Number	Check Date	Reference Number	Check Payee Name	Debits	Credits
		Distribution Account Number	Account Description / Comment		
000015	5/17/2020	Postage	US Post Office		
		770-00-04	Postage & other freight May Postage	100.00	0.00
		Cash Account Number	Account Description	Debits	Credits
		101-00-00	Cash in bank - Commerce	0.00	100.00
Bank Code: H Totals:				100.00	100.00

Daily Transaction Register

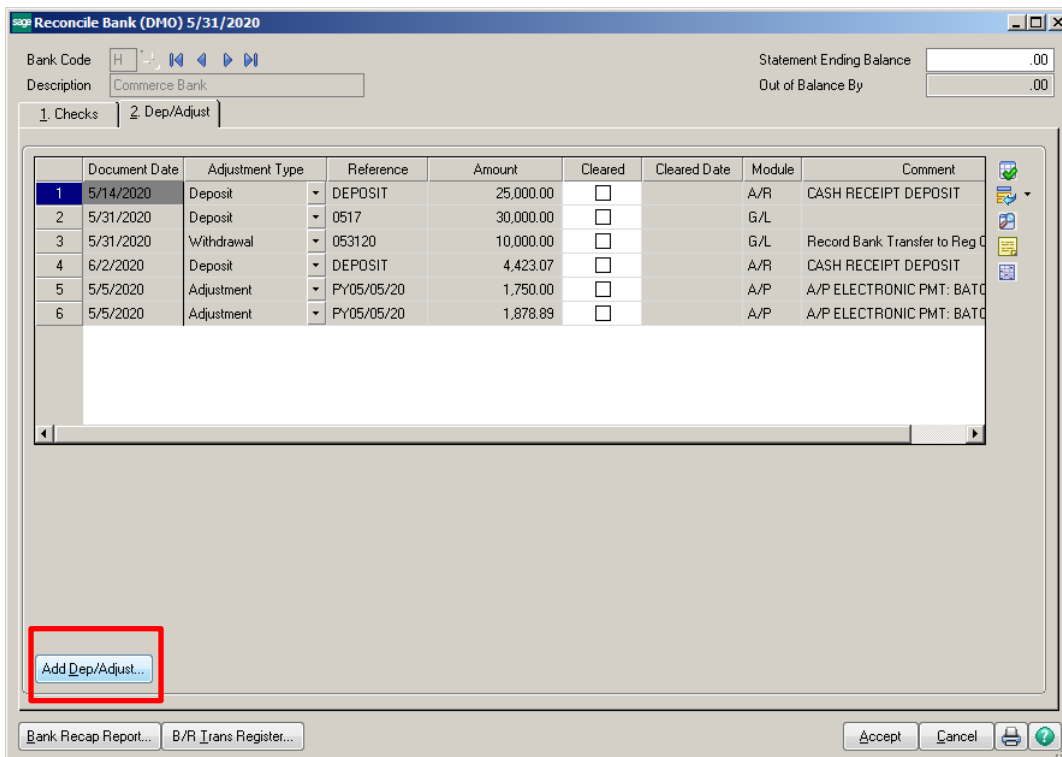
ABC Distribution and Service Corp. (DMO)

Postings For: 5/31/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
BR-000001	101-00-00	Cash in bank - Commerce		100.00
	770-00-04	Bank Reconciliation Transaction Register Postage & other freight Chk: 000015 5/17/2020 May Postage	100.00	
Journal 000001 Totals:			100.00	100.00
Source BR Totals:			100.00	100.00
5/31/2020 Totals:			100.00	100.00
Report Totals:			100.00	100.00

Bank Charges –

From the Dep/Adjust tab, click on the Add Dep/Adjust button.



Enter Adjustment or Deposit information. Click on Select for G/L Posting and enter GL account number to be posted to.

Bank Code: H
 Description: Commerce Bank

Document Date: 5/31/2020
 Entry No.: 000003
 Adjustment Type: Bank Charge
 Reference: BANK CHRGE
 Amount: 35.00
 Cleared:
 Cleared Date:
 Select for G/L Posting:
 Distribution Account No.: 723-00-04
 Comment: May Bank Fees

Click B/R Trans Register button to post entries.

Bank Code: H
 Description: Commerce Bank
 Statement Ending Balance: .00
 Out of Balance By: .00

1. Checks | 2. Dep/Adjust

	Document Date	Adjustment Type	Reference	Amount	Cleared	Cleared Date	Module	Comment
1	5/14/2020	Deposit	DEPOSIT	25,000.00	<input type="checkbox"/>		A/R	CASH RECEIPT DEPOSIT
2	5/31/2020	Deposit	0517	30,000.00	<input type="checkbox"/>		G/L	
3	5/31/2020	Withdrawal	053120	10,000.00	<input type="checkbox"/>		G/L	Record Bank Transfer to Reg C
4	6/2/2020	Deposit	DEPOSIT	4,423.07	<input type="checkbox"/>		A/R	CASH RECEIPT DEPOSIT
5	5/5/2020	Adjustment	PY05/05/20	1,750.00	<input type="checkbox"/>		A/P	A/P ELECTRONIC PMT: BATC
6	5/5/2020	Adjustment	PY05/05/20	1,878.89	<input type="checkbox"/>		A/P	A/P ELECTRONIC PMT: BATC
7	5/31/2020	Bank Charge	BANK CHRGE	35.00	<input type="checkbox"/>		B/R	May Bank Fees

Add Dep/Adjust...

Bank Recap Report... **B/R Trans Register...** Accept Cancel

sage Bank Reconciliation Transaction Register (DMO) 5/31/2020

Bank Code Commerce Bank

Current General Ledger Period Ending

Bank Reconciliation Posting Date

Print Full Comments

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Bank Reconciliation Transaction Register
Journal Posting Date: 5/31/2020
Register Number: BR-000002

ABC Distribution and Service Corp. (DMO)

Bank Code: H Commerce Bank

Deposits And Adjustments:

Date	Document Type	Reference Number	Account Description / Comment	Debits	Credits
5/31/2020	Bank Charge	BANK CHRGE			
		Distribution Account Number			
		723-00-04	Bank Fees May Bank Fees	35.00	0.00
		Cash Account Number	Account Description	Debits	Credits
		101-00-00	Cash in bank - Commerce	0.00	35.00
Bank Code: H Totals:				<u>35.00</u>	<u>35.00</u>

Daily Transaction Register

ABC Distribution and Service Corp. (DMO)

Postings For: 5/31/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
BR-000002	101-00-00	Cash in bank - Commerce		35.00
		Bank Reconciliation Transaction Register		
	723-00-04	Bank Fees	35.00	
		Doc: BANK CHRGE 5/31/2020 May Bank Fees		
Journal 000002 Totals:			<u>35.00</u>	<u>35.00</u>
Source BR Totals:			<u>35.00</u>	<u>35.00</u>
5/31/2020 Totals:			<u>35.00</u>	<u>35.00</u>
Report Totals:			<u>35.00</u>	<u>35.00</u>

RECONCILE BANK ACCOUNT:

Click on Reconcile Bank. Enter Bank Statement **ENDING** balance. On the Checks tab, click on the Clear button for each check that cleared. Then click on the Dep/Adjust tab and click on each item that cleared the bank. The Out of Balance By should be zero. Click Accept.

Reconcile Bank (DMO) 5/31/2020

Bank Code: H | Description: Commerce Bank | Statement Ending Balance: 36,942.89 | Out of Balance By: .00

1. Checks | 2. Dep/Adjust

Check No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Wire Transfer N
1	000001	5/5/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>	
2	000001	6/7/2020	02CORPEIS	Corporate Enterprise Infrastr.	5,000.00	<input type="checkbox"/>	
3	000002	5/5/2020	01ALLCLIM	Allclimate Maintenance	75.00	<input checked="" type="checkbox"/>	5/31/2020
4	000003	5/5/2020	01COMPAQ	Compaq Computer Corporati	5,011.17	<input type="checkbox"/>	
5	000004	5/5/2020	02AMERALR	American Alarm Service	100.00	<input checked="" type="checkbox"/>	5/31/2020
6	000005	5/5/2020	02AVID	Avid Label	100.00	<input checked="" type="checkbox"/>	5/31/2020
7	000006	5/5/2020	02BROWN	Brown & Johnson	100.00	<input checked="" type="checkbox"/>	5/31/2020
8	000007	5/5/2020	02EQUAL	State Board Of Equalization	100.00	<input checked="" type="checkbox"/>	5/31/2020
9	000008	5/5/2020	02LEARNER	Roger W. Learner	100.00	<input checked="" type="checkbox"/>	5/31/2020
10	000009	5/5/2020	02MCS	Mcs Long Lines	100.00	<input checked="" type="checkbox"/>	5/31/2020
11	000010	5/5/2020	02MUTLIF	Mutual Life Company	100.00	<input checked="" type="checkbox"/>	5/31/2020
12	000011	5/5/2020	02PACTEL	Pacific Telephone	6,497.97	<input type="checkbox"/>	
13	000012	5/5/2020	02SCR	South Coast Rep Theater	100.00	<input checked="" type="checkbox"/>	5/31/2020
14	000013	5/5/2020	02TELCOMM	Tel-comm Communications	100.00	<input checked="" type="checkbox"/>	5/31/2020
15	000014	5/5/2020	02TOUCHW	Touche Waterhouse & Comp	100.00	<input checked="" type="checkbox"/>	5/31/2020
16	000015	5/17/2020	Postage	US Post Office	100.00	<input checked="" type="checkbox"/>	5/31/2020
17	951520	5/15/2020	00NDF	IRS	3,218.22	<input checked="" type="checkbox"/>	5/31/2020
18	w00002	5/31/2020	01STEV	Stevens Supply	1,000.00	<input type="checkbox"/>	0514478

Add Check...

Bank Recap Report... | B/R Trans Register... | Accept | Cancel

Reconcile Bank (DMO) 5/31/2020

Bank Code: H | Description: Commerce Bank | Statement Ending Balance: 36,942.89 | Out of Balance By: .00

1. Checks | 2. Dep/Adjust

Document Date	Adjustment Type	Reference	Amount	Cleared	Cleared Date	Module	Comment	
1	5/14/2020	Deposit	DEPOSIT	25,000.00	<input checked="" type="checkbox"/>	5/31/2020	A/R	CASH RECEIPT DEPOSIT
2	5/31/2020	Deposit	0517	30,000.00	<input checked="" type="checkbox"/>	5/31/2020	G/L	
3	5/31/2020	Withdrawal	053120	10,000.00	<input checked="" type="checkbox"/>	5/31/2020	G/L	Record Bank Transfer to Reg C
4	5/31/2020	Bank Charge	BANK CHRGE	35.00	<input checked="" type="checkbox"/>	5/31/2020	B/R	May Bank Fees
5	6/2/2020	Deposit	DEPOSIT	4,423.07	<input type="checkbox"/>		A/R	CASH RECEIPT DEPOSIT
6	5/5/2020	Adjustment	PY05/05/20	1,750.00	<input checked="" type="checkbox"/>	5/31/2020	A/P	A/P ELECTRONIC PMT: BATC
7	5/5/2020	Adjustment	PY05/05/20	1,878.89	<input checked="" type="checkbox"/>	5/31/2020	A/P	A/P ELECTRONIC PMT: BATC

Add Dep/Adjust...

Bank Recap Report... | B/R Trans Register... | Accept | Cancel

Print the Bank Reconciliation Report. Enter the Bank Code in the first column in the Value field. Enter the Month End date in the second column in the Document Date field. Click Print.

Sage Bank Reconciliation Report (DMO) 5/31/2020

Document Types to Print: All Types
Print Cleared Documents: All Documents
Summarize Activity:
Print Full Comments:

Select Field	Operand	Value	
Bank Code	Equal to	H	
Document Date	Range		5/31/2020
Cleared Date	All		

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Print Preview Setup ?

The Adjust Book Balance and Calculated Book Balance should match. These balances should match the GL ending balance for that month in the ledger.

Bank Reconciliation Report
 Activity Document Date Range: From: To: 5/31/2020

ABC Distribution and Service Corp. (DMO)

Bank Code: H Commerce Bank

Deposits And Adjustments:

Date	Document Type	Source Module	Reference No	Deposit/Adjustment Comment	Cleared	Cleared Date	Debits	Credits
5/14/2020	Deposit	AR	DEPOSIT	CASH RECEIPT DEPOSIT	Yes	5/31/2020	0.00	25,000.00
5/31/2020	Deposit	GL	0517		Yes	5/31/2020	0.00	30,000.00
5/31/2020	Withdrawal	GL	053120	Record Bank Transfer to Reg Ch	Yes	5/31/2020	10,000.00	0.00
5/31/2020	Bank Charge	BR	BANK CHRGE	May Bank Fees	Yes	5/31/2020	35.00	0.00
5/5/2020	Adjustment	AP	PY05/05/20	A/P ELECTRONIC PMT: BATCH 0000	Yes	5/31/2020	1,750.00	0.00
5/5/2020	Adjustment	AP	PY05/05/20	A/P ELECTRONIC PMT: BATCH 0000	Yes	5/31/2020	1,878.89	0.00
Total of 6 Postings:							13,663.89	55,000.00

Checks:

Check Number	Check Date	Source Module	Reference No	Check Payee Name/Comment	Cleared	Cleared Date	Check Amount	
000001	5/5/2020	AP	02CORPEIS	Corporate Enterprise Infrastructure Solutions	No		5,000.00	
000002	5/5/2020	AP	01ALLCLIM	Allclimate Maintenance	Yes	5/31/2020	75.00	
000003	5/5/2020	AP	01COMPAQ	Compaq Computer Corporation	No		5,011.17	
000004	5/5/2020	AP	02AMERLR	American Alarm Service	Yes	5/31/2020	100.00	
000005	5/5/2020	AP	02AVID	Avid Label	Yes	5/31/2020	100.00	
000006	5/5/2020	AP	02BROWN	Brown & Johnson	Yes	5/31/2020	100.00	
000007	5/5/2020	AP	02EQUAL	State Board Of Equalization	Yes	5/31/2020	100.00	
000008	5/5/2020	AP	02LEARNER	Roger W. Learner	Yes	5/31/2020	100.00	
000009	5/5/2020	AP	02MCS	Mcs Long Lines	Yes	5/31/2020	100.00	
000010	5/5/2020	AP	02MUTLIF	Mutual Life Company	Yes	5/31/2020	100.00	
000011	5/5/2020	AP	02PACTEL	Pacific Telephone	No		6,497.97	
000012	5/5/2020	AP	02SCR	South Coast Rep Theater	Yes	5/31/2020	100.00	
000013	5/5/2020	AP	02TELCOMM	Tel-comm Communications	Yes	5/31/2020	100.00	
000014	5/5/2020	AP	02TOUCHWA	Touche Waterhouse & Company	Yes	5/31/2020	100.00	
000015	5/17/2020	BR	Postage	US Post Office May Postage	Yes	5/31/2020	100.00	
951520	5/15/2020	AP	00NOF	IRS Payroll - 051520	Yes	5/31/2020	3,218.22	
W00002	5/31/2020	AP	01STEV	Stevens Supply	No		1,000.00	
Wire Transfer Number: 0514478								
Total of 17 Checks:							21,902.36	

Reconciliation Summary For Bank H Range: From: To: 5/31/2020:

G/L Cash Account Number: 101-00-00

Bank Statement Balance:	36,942.89
Plus 0 Deposits In Transit Totaling:	0.00
Less 0 Adjustments Totaling:	0.00
Less 4 Outstanding Checks Totaling:	17,509.14
Adjusted Bank Balance:	19,433.75
Calculated Book Balance:	19,433.75
Out Of Balance By:	0.00

sage Account Inquiry (DMO) 8/18/2015

Account No. 101-00-00 Budget

Description Cash in bank - Commerce

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2020

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	.00	.00	.00	.00
02	Feb 29	.00	.00	.00	.00
03	Mar 31	.00	.00	.00	.00
04	Apr 30	.00	.00	.00	.00
05	May 31	.00	55,000.00	35,566.25	19,433.75
06	June 30	19,433.75	9,423.07	.00	28,856.82
07	July 31	28,856.82	.00	.00	28,856.82
08	Aug 31	28,856.82	.00	.00	28,856.82
09	Sept 30	28,856.82	.00	.00	28,856.82
10	Oct 31	28,856.82	.00	.00	28,856.82
11	Nov 30	28,856.82	.00	.00	28,856.82
12	Dec 31	28,856.82	.00	.00	28,856.82
Total		.00	64,423.07	35,566.25	28,856.82

OK

If the Adjusted Book Balance and the Calculated Book balance match you will receive the following prompt. Click Yes.

