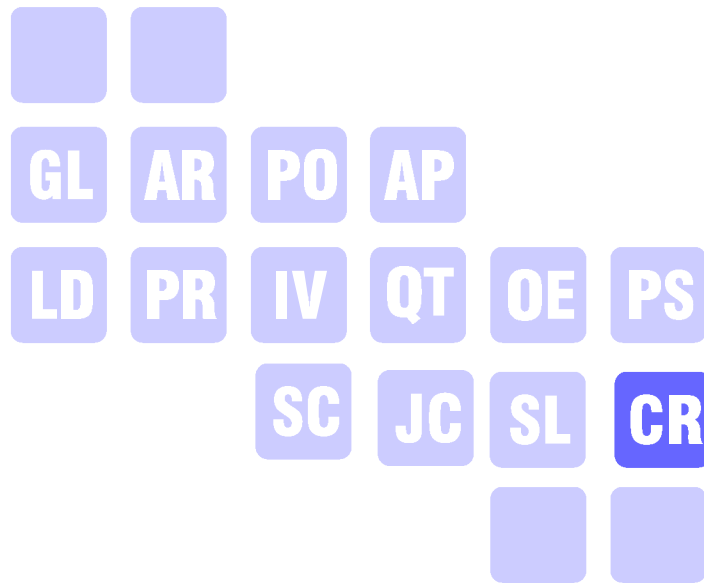




---

Section 14

# CHECK RECONCILIATION



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Manual revision 03 - Starr Accounting version 4.09

September 1, 1999

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# TABLE OF CONTENTS

## PREFACE

---

### CHAPTER ONE INTRODUCTION 1-1

WHAT CAN IT DO FOR ME	ERROR! BOOKMARK NOT DEFINED.
FEATURES OF THE SYSTEM	ERROR! BOOKMARK NOT DEFINED.
HOW THE SYSTEM IS DESIGNED	ERROR! BOOKMARK NOT DEFINED.
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	ERROR! BOOKMARK NOT DEFINED.

---

### CHAPTER TWO PROCEDURES 2-1

LOADING INITIAL DATA	2-1
DAILY PROCEDURES	2-1
MONTH END PROCEDURES	2-1
YEAR END PROCEDURES	2-1

---

### CHAPTER THREE PROGRAMS 3-1

CONTROL FILE MAINTENANCE	3-1
RECORD FIELDS	3-1
TRANSACTION FILE MAINTENANCE	3-3
RECORD FIELDS	3-4
RECONCILE TRANSACTIONS	3-5
OPERATING STEPS	3-5
ACCOUNT INQUIRY DISPLAY	3-7
ACCOUNT MASTER DISPLAY FIELDS	3-8
TRANSACTION DISPLAY FIELDS	3-8
RESET TRANSACTION FILE	3-9
OPERATING STEPS	3-9
REPORT FIELDS	3-9
TRANSACTION REPORT	3-10
OPERATING STEPS	3-10
REPORT FIELDS	3-11
BALANCE SUMMARY REPORT	3-12
OPERATING STEPS	3-12
REPORT FIELDS	3-13
PURGE C/R TRANSACTION FILE	3-14
OPERATING STEPS	3-14
REPORT FIELDS	3-15

**CHAPTER FOUR**

**SAMPLE REPORTS**

**4-1**

---

**INDEX**

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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Check Reconciliation module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

## STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

## READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

## GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

---

# CHAPTER ONE INTRODUCTION

## WHAT CAN IT DO FOR ME

The Check Reconciliation system will save you lots of time compared to reconciling the bank manually. This is because the system requires no manual data entry. The check entries are created by the Accounts Payable and Payroll "Print checks" programs. The deposits entries are created by the Accounts Receivable "Recap" program. Miscellaneous entries are created from General Ledger transactions by the General Ledger "Generate C/R transactions" program.

The reconciling process is quick and easy to use. You can close any number of transactions with a single keystroke. Our method is simply a better way of reconciling the bank.

## FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. Check Reconciliation System is a powerful, multi-company, multi-checkbook system. The Check Reconciliation System is used to track checks and deposits made against your bank statement until they are reconciled against your bank statement. The Check Reconciliation System can optionally interface with the General Ledger, Accounts Receivable, Accounts Payable, and Payroll systems.

The Check Reconciliation System is designed to:

- Automatically create check and deposit transactions made against your checkbook
- Provide the ability to create manual transactions
- Provide you with a simple and easy way to reconcile the transactions against your checkbook
- Provide balancing reports

Particular features of the Starr Computer Systems Check Reconciliation System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Flexible and easy reconciliation program
- On-screen inquiry
- Full management reporting
- Automatic interface with other systems
- Sample company for training

## HOW THE SYSTEM IS DESIGNED

The Check Reconciliation System operates with a Control file and a Transaction file. The Control file contains statement balances and dates, and the transaction date range. The Transaction file contains the checks and deposits made against the checking account. If you are using the associated accounting module, the transactions are automatically created for you; otherwise, they can be entered manually.

The Transaction file contains transactions for an unlimited period, but is usually for an accounting year. One record is maintained for each check or deposit. The transactions in the Transaction file are maintained through the "Transaction file maintenance" program. Transaction listings can be generated using the "Transaction file report" program.

The "Reconcile transactions" program reconciles the transactions against your bank statement. It provides a quick and easy way to scroll through the transactions, and mark the transactions as open, closed, or void. It displays closed transaction totals, the bank statement totals, and the reconciled difference.

The "Account inquiry display" program provides an easy way to scroll through the transactions on the terminal screen. The "Transaction file report" provides a listing of the transactions by various selection criteria. The "Balance summary report" provides a report format similar to those found on the back of a bank statement. The "Purge transactions" program is used to delete reconciled transactions.

## BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Check Reconciliation System contains eleven programs which collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up statement balances and dates, the transaction date range, various other data for the Check Reconciliation System.

- **Transaction File Maintenance**

This program maintains the Transaction file. Each check and deposit becomes a record within the Transaction file.

- **Reconcile Transactions**

This program reconciles the transactions against the bank statement. It provides a quick and easy way to scroll through the transactions, and mark the transactions as open, closed, or void. It displays closed transaction totals, the bank statement totals, and the reconciled difference.

- **Account Inquiry Display**

This program is used to display the Account Master record and all the corresponding account transactions on the terminal screen.

- **Reset Transaction File**

This program resets the transaction file entry numbers and batch numbers, in preparation for a new year.

- **Transaction File Report**

This program prints the Transaction file by various selection criteria.

- **Balance Summary Report**

This program creates a balancing report similar to those found on the back of a bank statement.

- **Purge Transactions**

This program purges reconciled transactions for a date range, and prints an audit trail of purged transactions.



---

# CHAPTER TWO PROCEDURES

## LOADING INITIAL DATA

Since each month's statement is reconciled individually, and the statement balances are stored in the Control file, it is not necessary to create startup data in the transaction file. Merely start entering data with the statement to be reconciled.

## DAILY PROCEDURES

This procedure is performed to enter daily transactions.

1. Use the "Transaction file maintenance" program to enter daily transactions.
2. Using the "Transaction file" report program, list the Transaction file and see if correct.

## MONTH END PROCEDURES

There are no special month end procedures.

## YEAR END PROCEDURES

There are no required year end procedures, but it's a good idea to purge the old transaction data after the year end reconciliation.



A back-up of all files is suggested at this time.

1. Purge old transactions

Purge old reconciled transactions from the transaction file. The purge programs are accessed via a special "Purge menu", which is accessed via the "System management" menu.

2. Reset the transaction file

Run the "Reset transaction file" program to reset the Transaction file entry and batch numbers, and to reset the Control file to the new entry and batch numbers.

---

# CHAPTER THREE PROGRAMS

## CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define the statement dates and balances, transaction dates, as well as other information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

### Record Fields

The record fields are:

1. Record number

The control file record number.

2. Custom option

Used to control custom C/R features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

3. Batch number

The last transaction batch number used. Automatically maintained by the system; incremented by one every time a batch of transactions is added.

4. Entry number

The last transaction entry number used. Automatically maintained by the system; incremented by one every time a transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

## 5. Bank cash accounts

You can define up to four bank cash accounts in the control file. This provides more flexibility when reconciling, as you can specify a cash account and the program will default the control information based on the control file cash account number match. Also, programs that generate C/R transactions will verify against the four control file cash accounts (match against the specified cash account number). If you specify more than one cash account in the control file, each cash account number *must* be unique. Each cash account has the following fields:

### a) Default cash account

The default General Ledger cash account used by the Check Reconciliation system.

### b) Statement opening date

The bank statement opening (beginning) date.

This field will change monthly, with each bank statement.

### c) Statement opening balance

The bank statement opening (beginning) balance.

This field will change monthly, with each bank statement.

### d) Statement closing date

The bank statement closing (ending) date.

This field will change monthly, with each bank statement.

### e) Statement closing balance

The bank statement closing (ending) balance.

This field will change monthly, with each bank statement.

## f) Transaction opening date

The date you start recording Check Reconciliation transactions in the Transaction file.

Corresponds with the date of the earliest transaction. Please note that this can be earlier than the first statement opening date.

This date will not change monthly; it will only change if transactions are purged.

## g) Transaction opening balance

Your check register balance on the transaction opening date.

When first starting the Check Reconciliation system, will be equal to (manual checkbook balance on the transaction opening date) + (sum of open deposits and open checks prior to the transaction opening date).

## h) Transaction closing date

The ending transaction date to process.

This field will change monthly, and will correspond to the statement closing date.

## TRANSACTION FILE MAINTENANCE

This program is used to maintain C/R check and deposit transaction records.

Generates a warning message when the sign of the amount is inconsistent with the transaction type (the program assumes that deposits should be positive and checks should be negative). The message only applies in add and change mode.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

Status condition 1 exists when the C/R transaction has been reconciled.

## Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Reference number

The check number, or other reference number.

3. Amount

The transaction debit or credit dollar amount. Credits are entered with a preceding minus sign.

4. Transaction date

The date of this transaction in MMDDYY format.

5. Transaction type

The transaction type. A pop-up field.

6. Account number

The G/L cash account key. The system immediately verifies that it is a valid account number.

7. Transaction status

The transaction status. A display-only field.

8. Source system

The accounting module that created this transaction. A pop-up field.

9. Source key

The accounting module master key that created this record.

10. Operator

The operator key of the person adding this transaction. Skipped field. Automatically maintained by the system; defaults to the operator key of the logged on user.

11. Batch number

The batch number of this transaction. Automatically maintained by the system; incremented each time a new batch of transactions is entered.

## RECONCILE TRANSACTIONS

This program reconciles the transactions against the bank statement. It provides a quick and easy way to scroll through the transactions, and mark the transactions as open, closed, or void. It displays closed transaction totals, the bank statement totals, and the reconciled difference.

See the "Control file maintenance" documentation for a complete discussion of the opening/closing date/balance fields.

There is an internal reconciliation table which has a maximum of "999" transactions. Please contact us if you need to reconcile more than "999" checks in one month, and we will expand the table.

### Operating Steps

The operating steps are:

1. Enter the cash General Ledger account number corresponding to the statement. The system immediately verifies that it is a valid account.
2. Enter the bank statement opening date.
3. Enter the bank statement opening balance.
4. Enter the bank statement closing date.
5. Enter the bank statement closing balance.

6. Enter the transaction opening date.  
Transactions prior to the opening date are skipped.
7. Enter the transaction opening balance.
8. Enter the transaction closing date.  
Transactions after the closing date are skipped.
9. Enter the "Display reconciled" option. Enter "Yes" to display reconciled transactions, else enter "No".

Please note that the updated bank statement information will not get written to the C/R Control file *until* you press function key F1. However, this program will "remember" the updated information without actually updating the control file; thus you can do a "trial" reconciliation.

The next process is the selection of the transactions that can be reconciled. All open transactions for this account will be displayed in a format similar to the "Account inquiry display" program. The first twelve transactions will be displayed on the first page.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the first twelve transactions in a set of one hundred transactions the display would be "0001/0012 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

For each open transaction, the following fields will be displayed on your CRT screen:

1. Display number
2. Transaction type
3. Reference
4. Amount
5. Transaction date

6. Transaction status
7. Source system
8. Source key
9. Entry number

You will be entering fields that indicate which transactions you want to process, and the status. These fields are:

1. Display number low  
The first display number to process.
2. Display number high  
The last display number to process.
3. Status

Enter "Closed" or "Open" to change the status. A pop-up field.

The EXECUTE key is used to change the status. Nothing happens until you press EXECUTE. Function key F6 is used to indicate that the changes are to be saved, and the transactions are marked as "reconciled".

Abort the reconciliation process by pressing the MENU key any time before pressing the F6 key.

## ACCOUNT INQUIRY DISPLAY

This program is used to display the Account Master information on the terminal screen, as well as all transactions that are associated with this account.

Transactions are displayed in reference number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

## **Account Master Display Fields**

The Account Master fields are displayed at the top of the screen. The fields are:

1. Account number
2. Account description
3. Account type

## **Transaction Display Fields**

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Transaction type
2. Reference
3. Amount
4. Transaction date
5. Transaction status
6. Source system
7. Source key
8. Transaction flag
9. Entry number

## RESET TRANSACTION FILE

This program resets the Transaction file entry numbers and batch numbers. It also resets the Control file to correspond to the new entry and batch numbers. It is normally run after the year-end purge of the Transaction file.

Resetting the entry numbers involves changing the ISAM record keys. If the system is unable to change a key, an error listing will be created.

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the renumber entry option. Enter "Yes" to renumber entry numbers starting with entry number "00000001", else enter "No".
6. Enter the renumber batch option. Enter "Yes" to renumber batch numbers starting with document number "1" else enter "No".

### Report Fields

The report is only printed if errors occur. The report fields are:

1. Old entry number
2. New entry number

3. Error message

## TRANSACTION REPORT

A complete listing of the Transaction file is produced using this program.

Records may be selected by numerous criteria; see the documentation that follows.

The transactions may be printed in the following orders:

1. entry number
2. account, transaction type, reference
3. account, transaction type, date

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date low to high range to process. Enter dates in MMDDYY format.
6. Enter the batch number low to high range to process.
7. Enter the transaction type questions. Enter "Yes" to print the record with the transaction type, else enter "No".

- a) Checks transaction type
  - b) Deposits transaction type
8. Enter the transaction status questions. Enter "Yes" to print the record with the status, else enter "No".
- a) Closed status
  - b) Open status
  - c) Void status
9. Enter the reconciled option. Enter "Yes" to print reconciled transactions, else enter "No".
10. Enter the dollar amount to match. Enter "All" to match all dollar amounts.
11. Enter the General Ledger account to match. Enter "All" to match all accounts.

## Report Fields

The report fields are:

1. Account number
2. Transaction type
3. Reference
4. Transaction date
5. Transaction amount
6. Transaction status
7. Source system
8. Source code
9. Source key
10. Flag
11. Operator key

12. Batch number
13. Entry number

## **BALANCE SUMMARY REPORT**

This program creates a balancing report similar to those found on the back of a bank statement.

The transactions may be printed in account, transaction type, reference order.

### **Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the cash General Ledger account number.
6. Enter the bank statement opening date.
7. Enter the bank statement opening balance.
8. Enter the bank statement closing date.
9. Enter the bank statement closing balance.
10. Enter the transaction opening date.

11. Enter the transaction opening balance.
12. Enter the transaction closing date.

## **Report Fields**

The report is in four sections:

### **Section 1: Statement Ending Balance**

### **Section 2: Open Checks**

The detail fields are:

1. Check amount
2. Reference
3. Date
4. Entry number
5. Source system
6. Source key

### **Section 3: Open Deposits**

The detail fields are:

1. Check amount
2. Reference
3. Date
4. Entry number
5. Source system
6. Source key

### **Section 4: New Ending Balance**

Statement ending balance + checks + deposits. This balance will equal your check register ending balance, if your register includes the interest earned and bank charges that appear on your bank statement.

## **PURGE C/R TRANSACTION FILE**

This program purges the C/R Transaction file for a date and/or batch number range.

It purges transactions that are reconciled.

### **Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the beginning transaction date to purge.
6. Enter the ending transaction date to purge.
7. Enter the beginning batch number to purge.
8. Enter the ending batch number to purge.
9. Enter the print detail option.

Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

## Report Fields

All transaction fields are printed. See the "Transaction file" report documentation.



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# CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).  
See Chapter One for a complete listing of all the standard reports available.  
Control file reports are not included in this section; see the control file documentation.

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07/15/96 06:46:57

XYZ (SAMPLE) COMPANY  
CHECK RECONCILIATION

PAGE 1

TRANSACTION FILE REPORT : ENTRY NUMBER ORDER : DATES 09/01/93 - 09/30/93 : BATCHES 0 - 99999999 : ENTRIES 0 - 99999999  
CHECKS Yes : DEPOSITS Yes : OPEN Yes : CLOSED Yes : VOID Yes : RECONCILED Yes : AMOUNT All : ACCOUNT All

ACCOUNT	TYPE	REFERENCE	DATE	AMOUNT	STATUS	SYS	SOURCE	FLAG	OPR	BATCH	ENTRY#
102	Deposit	1993090101	09/01/93	1000.00	Open	C/R		0	Z	1	00000001
102	Deposit	1993090201	09/02/93	2000.00	Open	C/R		0	Z	1	00000002
102	Check	0000001000	09/05/93	-100.00	Open	C/R		0	Z	1	00000003
102	Check	0000001001	09/06/93	-200.00	Open	C/R		0	Z	1	00000004
102	Check	0000001002	09/10/93	-300.00	Open	C/R		0	Z	1	00000005
102	Check	0000001003	09/20/93	-400.00	Open	C/R		0	Z	1	00000006
102	Check	0000001004	09/30/93	-50.00	Open	C/R		0	Z	2	00000007
				----- 1950.00							

7 records printed.

07/15/96 06:47:39

XYZ (SAMPLE) COMPANY  
CHECK RECONCILIATION

PAGE 1

BALANCE SUMMARY REPORT : ACCOUNT, TYPE, REFERENCE ORDER  
STATEMENT DATES 09/01/93 - 09/30/93 : TRANSACTION DATES 09/01/93 - 09/30/93 : ACCOUNT 102

AMOUNT	REFERENCE	DATE	ENTRY#	SYS	SOURCE
2000.00	subtotal statement ending balance.				
-100.00	0000001000	09/05/93	00000003	C/R	
-200.00	0000001001	09/06/93	00000004	C/R	
-300.00	0000001002	09/10/93	00000005	C/R	
-400.00	0000001003	09/20/93	00000006	C/R	
-50.00	0000001004	09/30/93	00000007	C/R	
-1050.00	subtotal open checks.				
1000.00	1993090101	09/01/93	00000001	C/R	
2000.00	1993090201	09/02/93	00000002	C/R	
3000.00	subtotal open deposits.				
3950.00	total new ending.				

7 detail records printed.



---

# DOCUMENT HISTORY

## CHECK RECONCILIATION USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	06/07/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release (no changes in this release)



---

# INDEX

account/transaction inquiry, 3-7

balance summary, 3-12

control file  
  maintenance, 3-1

Conventions used in this book, iv

daily  
  procedures, 2-1

Filespec, iv

Graphics conventions, iv

initial data, 2-1

month end  
  procedures, 2-1

reader's comment form, iii

reconcile, 3-5

Status condition  
  types, 3-3

system  
  design, 1-2  
  features, 1-1  
  main programs, 1-2

transaction  
  reconcile, 3-5

transaction file  
  maintenance, 3-3  
  purge, 3-14  
  report, 3-10  
  reset, 3-9

transaction flag, 3-3

Web  
  documentation, iii

year end  
  procedures, 2-1



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# READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

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