



Microsoft® Business Solutions-Great Plains® **Bank Reconciliation Sample Reports**

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Bank Reconciliation sample reports

This document includes information about and instructions for creating the most common Bank Reconciliation reports. Samples of each report also are included.

The following reports are explained:

- Checkbook Register Report
- Bank Transaction Posting Journal
- Reconciliation Posting Journal
- Bank Deposit Posting Journal
- Reconciliation Edit List
- Bank Transaction History Report
- <u>Distribution Detail History Report</u>
- Voided Receipts Removal Report
- Voided Transactions Removal Report
- Bank Deposit Worksheet
- Outstanding Transactions Report

Checkbook Register Report

Report Writer name

Checkbook Register

Report tables

CM Transaction
CM Transaction Type Setup
CM Checkbook Master

Ranges

Checkbook ID Description

Date

Number

Type

User-Defined 1

Sorting options

Number

Date

User-Defined 1

Include

Reconciled transactions
Unreconciled transactions
Voided transactions

The Checkbook Register Report displays the transactions for each payment and deposit. The number, date, type, paid-to or received-from information, reconciliation information, and origin are listed for each transaction along with the payment or deposit amount. The checkbook's current balance and user-defined information also are displayed on the report. If you choose to view the functional currency and the currency assigned to the checkbook is not the functional currency, the Current Balance field and heading will not print.

Printing Instructions

To print the Checkbook Register Report for an individual checkbook:

- 1. Choose Inquiry >> Financial >> Checkbook Register to open the Checkbook Register Inquiry window.
- Enter or select a checkbook ID.
- 3. Choose File >> Print.

To print the Checkbook Register Report for multiple checkbooks:

- Choose Reports >> Financial >> Checkbook to open the Checkbook Reports window.
- 2. Select Checkbook Register from the Reports list and choose New to open the Checkbook Report Options window.
- 3. Enter an option name and create a report option to sort or restrict the report. You can choose to include reconciled, unreconciled, and voided transactions on the report.
- 4. Choose Destination. Select a printing destination and choose OK. The Checkbook Report Options window will be redisplayed.
- 5. Choose Print.

You can print the Checkbook Register Report from either the Checkbook Reports window or the Checkbook Report Options window. You also can save the report option and print later.

Checkbook Register Report

System: 5/21/2002 1:26:08 PM The World Online, Inc. Page: User ID: LESSONUSER1 User Date: 5/20/2002 CHECKBOOK REGISTER REPORT

Bank Reconciliation

anges: From: To:
Checkbook ID PETTY CASH PETTY CASH Number
Description Petty Cash-Uptown Trust Petty Cash-Uptown Trust Date
User-Defined 1 Ranges: From: To: Number First Last First Last

Sorted By: Number
Include Trx: Reconciled, Unreconciled, Voided
* Voided transaction ^ Cleared amount is different than posted amount
Checkbook ID Description User-Defined 1 Current Balance

C	heckbook ID	Description		User-Defined	1	Current Bala	ince	
	Number	Date		Paid To/Rcvd From Re			Payment	Deposit
F		Petty Cash-Upt				(\$100,683.		
	00000000000000000	001 1/31/1999	DEP		No	CMDEP00000005		\$119.54
*	00000000000000000	001 2/8/2001	CHK	Associated Insurance Inc.	Yes	PMCHK00000002	\$50.25	
	00000000000000000	002 2/8/2001	CHK	Associated Insurance Inc.	No	PMCHK00000003	\$141.84	
	00000000000000000	003 2/12/2001	CHK	Advanced Office Systems	No	PMCHK00000004	\$90.25	
	00000000000000000	004 2/16/2001	CHK	Central Cellular, Inc.	No	PMCHK00000005	\$93.55	
	00000000000000000	005 1/5/2001	CHK	Advanced Office Systems	No	PMCHK00000006	\$103.79	
	00000000000000000	006 2/22/2001	CHK	American Telephone & Telegr	a No	PMCHK00000007	\$271.62	
	00000000000000000	007 2/4/2001	CHK	Green Lake Wire Company	No	PMCHK00000008	\$607.60	
	00000000000000000	008 2/25/2001	CHK	MCI Telecommunications	No	PMCHK00000009	\$1,262.50	
	00000000000000000	009 3/5/2001	CHK	Cruger Engineering Company	No	PMCHK00000010	\$1,255.26	
	00000000000000000	010 2/28/2001	CHK	ComVex, Inc.	No	PMCHK00000011	\$698.45	
	00000000000000000	011 3/2/2001	CHK	American Express	No	PMCHK00000012	\$1,858.00	
	00000000000000000	012 3/4/2001	CHK	Capital Printed Circuits	No	PMCHK00000013	\$12,065.30	
	00000000000000000	013 3/17/2001	CHK	Cruger Engineering Company	No	PMCHK00000014	\$6,927.46	
	00000000000000000	014 3/14/2001	CHK	Cruger Engineering Company	No	PMCHK00000015	\$3,064.76	
	00000000000000000	015 3/15/2001	CHK	Cruger Engineering Company	No	PMCHK00000016	\$1,255.26	
	00000000000000000	016 3/12/2001	CHK	ComVex, Inc.	No	PMCHK00000017	\$64,925.00	
	00000000000000000	017 3/16/2001	CHK	American Telephone & Telegr	a No	PMCHK00000018	\$1,063.55	
	00000000000000000	018 8/3/2001	CHK	Advanced Office Systems	No	PMCHK00000027	\$313.06	
	00000000000000000	019 4/14/2001	CHK	Cruger Engineering Company	No	PMCHK00000028	\$142.30	
	00000000000000000	020 4/9/2001	CHK	Advanced Office Systems	No	PMCHK00000029	\$28.46	
	00000000000000000	021 4/11/2001	CHK	Advanced Office Systems	No	PMCHK00000030	\$142.30	
	00000000000000000	022 4/13/2001	CHK	Advanced Office Systems	No	PMCHK00000031	\$284.60	
	00000000000000000	023 4/22/2001	CHK	Cruger Engineering Company	No	PMCHK00000032	\$28.46	
	00000000000000000	024 4/16/2001	CHK	Advanced Office Systems	No	PMCHK00000033	\$85.38	
	00000000000000000		CHK	Advanced Office Systems	No	PMCHK00000034	\$28.46	
	00000000000000000		CHK	Advanced Office Systems	No	PMCHK00000035	\$56.92	
	000000000000000000		CHK	Advanced Office Systems	No	PMCHK00000036	\$15.00	
	00000000000000000	028 4/30/2001	CHK	Cruger Engineering Company	No	PMCHK00000037	\$90.25	
	000000000000000000		CHK	Advanced Office Systems	No	PMCHK00000038	\$180.50	
	00000000000000000	030 4/26/2001	CHK	Advanced Office Systems	No	PMCHK00000039	\$90.25	
	00000000000000000	031 4/29/2001	CHK	Tele-Satellite Industries	No	PMCHK00000040	\$1,329.92	
	00000000000000000		CHK	Tele-Satellite Industries	No	PMCHK00000041	\$1,329.92	
	00000000000000000		CHK	Signature Systems	No	PMCHK00000042	\$1,173.06	
	IAJ000000009	1/15/1999			No	CMTRX00000001	• • • • • • • • • • • • • • • • • • • •	\$25.00
	25.5							,

³⁵ Transaction(s)
35 Total Transaction(s)

Bank Transaction Posting Journal

Report Writer name

Bank Transaction Posting Journal

Report tables

CM Journal

CM Transaction

CM Receipt

CM Distribution

Account Master

CM Transaction Type Setup

Ranges

Audit Trail Code Posting Date

Sorting option

Audit Trail Code

The Bank Transaction Posting Journal shows detailed information about posted transactions, including the checkbook that was updated, the transaction type, number, transaction and posting dates, transaction amount, paid-to or received-from information, description, and General Ledger distributions. Voided transactions are marked with an asterisk (*). The Bank Transaction Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Bank Transaction Posting Journal will be printed automatically when you close the Bank Transaction Entry window after posting a document. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Bank Transaction Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

Printing Instructions

To reprint a Bank Transaction Posting Journal:

- 1. Choose Reports >> Financial >> Bank Posting Jrnls to open the Financial Posting Journals window.
- 2. Select Bank Transaction Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
- 3. Enter an option name and create a report option to sort or restrict the report.
- 4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
- 5. Choose Print.

Bank Transaction Posting Journal

System: 6/22/00 7:03:17 PM The World Online, Inc. Page: BANK TRANSACTION POSTING JOURNAL - REPRINT User Date: 6/22/00 User ID: LESSONUSER1 Bank Reconciliation Audit Trail Code: CMTRX0000001 Voided transactions Checkbook ID Type Posting Date Paid To/Rcvd From Description ______ Uptown Trust Increase Adjustment IAJ000000017 1/30/99 1/30/99 Account Number Account Description 000-1100-00 Cash - Operating Account \$488.54 \$0.00 \$488.54 000-7040-00 Miscellaneous Income \$0.00 \$488.54 \$400.00 Uptown Trust Decrease Adjustment DAJ00000003 1/30/99 1/30/99 Account Number Account Description Debit Credit Account Number Credit Cash - Operating Account Transfer Suspense Account _____ \$37,000.00 \$37,000.00 Uptown Trust Decrease Adjustment DAJ000000012 1/30/99 1/30/99 \$2,120.00 Account Number Account Description Debit 000-1100-00 \$0.00 Cash - Operating Account 999-9999-99 Transfer Suspense Account \$2.120.00 \$2,120.00 \$2,120.00 Uptown Trust Decrease Adjustment DAJ00000016 1/30/99 1/30/99 Account Number Account Number Account Description Debit Credit 000-1100-00 Cash - Operating Account \$0.00 \$161.20 000-6780-00 Miscellaneous Expense \$161.20 \$161.20 \$161.20 Uptown Trust Decrease Adjustment DAJ00000018 1/30/99 1/30/99 \$1,118,99 Account Number Account Description Debit 000-1100-00 \$0.00 \$1,118.99 Cash - Operating Account 000-2410-00 Freight Payable \$579.98 \$0.00 000-2420-00 000-2430-00 Brokerage Fees Pavable \$326.87 \$0.00 Miscellaneous Pavable \$212.14 \$0.00 9 \$1,118.99 Page: 2 System: 6/22/00 7:03:17 PM User Date: 6/22/00 The World Online, Inc. BANK TRANSACTION POSTING JOURNAL - REPRINT User ID: LESSONUSER1 Bank Reconciliation FLEX BENEFITS Increase Adjustment IAJ00000013 1/30/99 1/30/99 \$2,120.00 Account Number Account Description Debit Credit \$76,800.00 000-1110-00 Cash - Payroll 999-9999-99 Transfer Suspense Account \$0.00 \$76,800.00 \$76,800.00 PAYROLL Increase Adjustment IAJ00000004 1/30/99 1/30/99 \$37,000.00 Account Number Account Description Debit 000-1110-00 \$37,000.00 \$0.00 Cash - Payroll Transfer Suspense Account \$37,000.00 \$37,000.00 PETTY CASH Increase Adjustment IAJ00000009 1/15/99 1/15/99 \$25.00 wumber Account Description Account Number Debit 000-1130-00 Petty Cash 999-9999-99 Transfer Suspense Account \$25.00 \$25.00 Total Transactions:

Reconciliation Posting Journal

Report Writer name

Reconcile Journal

Report tables

CM Reconcile Header CM Checkbook Master

Range

Audit Trail Code

Sorting option

Audit Trail Code

The Reconciliation Posting Journal shows detailed information about balances as of the last reconciliation, including statement ending balance, outstanding check amount, deposits in transit amount, adjusted bank balance, checkbook balance, adjustments, and the adjusted book balance. The Reconciliation Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Reconciliation Posting Journal will be printed automatically when you close the Reconcile Bank Statements window after reconciling a statement. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Reconciliation Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

Printing Instructions

To reprint the Reconciliation Posting Journal:

- 1. Choose Reports >> Financial >> Bank Posting Jrnls to open the Financial Posting Journals window.
- 2. Select Reconciliation Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
- 3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
- 4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
- 5. Choose Print.

Reconciliation Posting Journal

 System:
 5/10/02
 12:15:16 PM
 The World Online, Inc.
 Page:
 1

 User Date:
 5/10/02
 RECONCILIATION POSTING JOURNAL
 User ID: LESSONUSER1

Bank Reconciliation

Audit Trail Code: CMADJ00000002 Bank Statement Ending Balance: \$76,935.65
Checkbook ID: PAYROLL Bank Statement Ending Date: 4/2/02
Description: Payroll-Lakes Bank Cutoff Date: 4/2/02

 Statement Ending Balance
 \$76,935.65

 Outstanding Checks (-)
 \$2,765.54

 Deposits in Transit (+)
 \$54,068.13

 Adjusted Bank Balance
 \$128,238.24

 Checkbook Balance as of Cutoff
 \$128,248.24

 Adjustments
 (\$10.00)

 Adjusted Book Balance
 \$128,238.24

 Difference
 \$0.00

Bank Deposit Posting Journal

Report Writer name

Bank Deposit Posting Journal - Reprint

Report tables

CM Journal
CM Receipt
CM Transaction
CM Transaction Type Setup

Range

Audit Trail Code

Sorting option

Audit Trail Code

The Checkbook Posting Journal shows detailed information about the transactions entered in another module that updated Bank Reconciliation when posted. The checkbook ID, payment type, number, date, amount, who the payment was made to or received from, and the transaction description are displayed for each transaction. The Checkbook Posting Journal also indicates if a transaction hasn't been posted because of an error. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Checkbook Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

Printing Instructions

To reprint a Checkbook Posting Journal:

- 1. Choose Reports >> Financial >> Bank Posting Jrnls to open the Financial Posting Journals window.
- 2. Select Checkbook Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
- 3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
- 4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
- 5. Choose Print.

Checkbook Posting Journal

System: 6/22/00 7:13:46 PM The World Online, Inc. Page: 1

User Date: 6/22/00 BANK DEPOSIT POSTING JOURNAL - REPRINT User ID: LESSONUSER1 Bank Reconciliation

Audit Trail Code: CMDEP00000002

* Voided deposits

Number Description Deposit Date Deposit Amount \$17,567.11 20005 1/31/99 Uptown Trust With Receipts RMFIRST deposit

Receipt Type	Date	Number	Rece	ived From		Checkbook Amour	nt
Check	1/31/99	38222	Asso	ciated Insurance Co	ompany	\$6,847.7	 75
Check	1/31/99	9228	Adva	nced Tech Satellite	e System	\$10,719.3	36
Totals:							
Number of	E				Amount		
Checks Credit Cards (Currency I	otal	Checks	Credit Cards	Currency	Coin	Total
2 0	0	2	\$17,567.11	\$0.00	\$0.00	\$0.00	\$17,567.11
Total Receipts: 2							

Total Receipts: 2
Deposit Amount: \$17,567.11
Total Deposits: 1

Reconciliation Edit List

Report Writer name

Reconcile Journal

Report tables

CM Reconcile Header CM Checkbook Master The Reconciliation Edit List displays the balances for the statement ending balance, outstanding check amount, deposits in transit amount, adjusted bank balance, checkbook balance, adjustments, and the adjusted book balance. This report also shows any difference between the adjusted bank balance and adjusted book balance. If this difference is not zero, you can't complete the reconciliation.

To print the Reconciliation Edit List before reconciling, choose File >> Print in the Select Bank Transactions window. In the Print Reconciliation Reports window, mark Reconciliation Edit List and choose OK.

Reconciliation Edit List

12:07:41 PM

System: 1/31/99 User Date: 1/31/99 The World Online, Inc. Page: RECONCILIATION EDIT LIST User ID: LESSONUSER1 Bank Reconciliation Audit Trail Code: Bank Statement Ending Balance: \$76,935.65 Checkbook ID: PAYROLL
Description: Payroll - Lakes Bank Bank Statement Ending Date: 2/2/99
Cutoff Date: 2/2/99 Statement Ending Balance \$76,935.65 Outstanding Checks (-) Deposits in Transit (+) \$54,068.13

Adjusted Bank Balance \$128,238.24 Checkbook Balance as of Cutoff \$128,248.24 (\$10.00) Adjustments \$128,238.24 -----\$0.00 Adjusted Book Balance Difference

Bank Transaction History Report

Report Writer name

Bank Transaction History Report

Report tables

CM Journal
CM Transaction
CM Transaction Type Setup

Ranges

Number Audit Trail Code Checkbook ID Type

Sorting options

Number Date The Bank Transaction History Report shows detailed information for reconciled transactions. The checkbook ID, type, number, date, posting date, amount, paid-to or received-from information, description, and audit trail code information are listed for each transaction.

Printing Instructions

- 1. Choose Reports >> Financial >> Bank History to open the Financial History Reports window.
- 2. Select Bank Transaction History from the Reports list and choose New to open the Financial History Report Options window.
- 3. Enter an option name and create a report option to sort or restrict the report.
- 4. Choose Destination. Select a printing destination and choose OK. The Financial History Report Options window will be redisplayed.
- 5. Choose Print.

You can print the Bank Transaction History Report from either the Financial History Reports window or the Financial History Report Options window. You also can save the report option and print later.

Bank Transaction History Report

The World Online, Inc. Page: User ID: LESSONUSER1

System: 5/21/2002 1:44:43 PM User Date: 5/20/2002 BANK TRANSACTION HISTORY REPORT Bank Reconciliation

To: From: Ranges: Number First Last Audit Trail Code First
Checkbook ID PETTY
Type First PETTY CASH PETTY CASH Last

Sorted By: Number

* Voided transaction Type Checkbook ID Number Date Posting Date Cleared Amount Trx Amount

Paid To/Received From Audit Trail Code \$50.25 Associated Insurance Inc. PMCHK00000002

1 Transaction(s)

Distribution Detail History Report

Report Writer name

Distribution Detail History Report

Report tables

CM Distribution
CM Journal
CM Transaction Type Setup
Account Master

Ranges

Number Audit Trail Code Checkbook ID Posting Date Type Account Number Segment ID

Sorting option

Account Number

The Distribution Detail History Report displays account distribution information for transactions that have been entered and posted in Bank Reconciliation. This report shows the transaction type, number, posting date, checkbook ID, audit trail code, and debit or credit amount posted to each account in the selected range.

Printing Instructions

- 1. Choose Reports >> Financial >> Bank History to open the Financial History Reports window.
- 2. Select Bank Distribution History from the Reports list and choose New to open the Financial History Report Options window.
- 3. Enter an option name and create a report option to sort or restrict the report. Be sure to mark the Detailed option.
- 4. Choose Destination. Select a printing destination and choose OK. The Financial History Report Options window will be redisplayed.
- Choose Print.

You can print the Distribution Detail History Report from either the Financial History Reports window or the Financial History Report Options window. You also can save the report option and print later.

Distribution Detail History Report

System: 8/10/99 11:40:41 AM The World Online, Inc. Page: User Date: 8/10/99

User ID: LESSONUSER2 DISTRIBUTION DETAIL HISTORY REPORT

Bank Reconciliation

From: Ranges: To: From: To: Type Number Last Last Posting Date First Audit Trail Code First Last Last Checkbook ID Uptown Trust Uptown Trust

Account Number From: - -To: - -

Sorted By: Account Number

* Voided transaction

Type	Number	Posting Date	Checkbook ID	Audit Trail Code	Debit	Credit
000-1100	0-00	Cash - Operating Acco	unt			
DAJ	DAJ00000003	1/30/99	Uptown Trust	CMTRX0000001		\$37,000.00
DAJ	DAJ00000012	1/30/99	Uptown Trust	CMTRX0000001		\$2,120.00
DAJ	DAJ00000016	1/30/99	Uptown Trust	CMTRX0000001		\$161.20
DAJ	DAJ00000018	1/30/99	Uptown Trust	CMTRX0000001		\$1,118.99
IAJ	IAJ00000017	1/30/99	Uptown Trust	CMTRX0000001	\$488.54	\$0.00
				Totals:	\$488.54	\$40,400.19
000-2410	0-00	Freight Payable				
DAJ	DAJ00000018	1/30/99	Uptown Trust	CMTRX0000001	\$579.98	\$0.00
				Totals:	\$579.98	\$0.00
000-2420	0-00	Brokerage Fees Payabl	е			
DAJ	DAJ00000018	1/30/99	Uptown Trust	CMTRX0000001	\$326.87	\$0.00
				Totals:	\$326.87	\$0.00
000-2430	0-00	Miscellaneous Payable				
DAJ	DAJ00000018	1/30/99	Uptown Trust	CMTRX0000001	\$212.14	\$0.00
				Totals:	\$212.14	\$0.00
000-6780	0-00	Miscellaneous Expense				
DAJ	DAJ00000016	1/30/99	Uptown Trust	CMTRX0000001	\$161.20	\$0.00
				Totals:	\$161.20	\$0.00
000-7040	0-00	Miscellaneous Income				
IAJ	IAJ00000017	1/30/99	Uptown Trust	CMTRX0000001		\$488.54
				Totals:	\$0.00	\$488.54
999-9999	9-99	Transfer Suspense Acc	ount			
DAJ	DAJ00000003	1/30/99	Uptown Trust	CMTRX0000001	\$37,000.00	\$0.00
DAJ	DAJ00000012	1/30/99	Uptown Trust	CMTRX0000001	\$2,120.00	\$0.00
				Totals:	\$39,120.00	\$0.00
				 Report Totals:	\$40,888.73	\$40,888.73

Voided Receipts Removal Report

Report Writer name

Voided Receipts Removal Report

Report tables

CM Receipt
CM Journal
CM Distribution Duplicate
Account Master

Ranges

Checkbook ID Voided Receipt Number The Voided Receipts Removal Report shows historical receipts that were removed if you chose to remove voided receipts from history. The checkbook ID, type, number, date, amount, account number, posting date, audit trail code, and whether the amount was debited or credited are displayed for each voided receipt.

Before printing the Voided Receipts Removal Report or removing history, make a backup of the company's Finance folder.

Printing Instructions

To print the Voided Receipts Removal Report before removing history:

- Choose Utilities >> Financial >> Remove Bank History to open the Remove Bank History window.
- 2. Mark the Print Report Only option, select Voided Receipts as the history type and select a range of transactions.
- 3. Choose Process.
- 4. Select a printing destination and choose OK.

After reviewing the report, you can remove history. Mark the Remove History option and select a range, then choose Process. The Voided Receipts Removal Report prints when the removal is complete. This report should be kept with your permanent records.

Once you've removed history, you won't be able to print bank history reports or reprint posting journals for the transactions you've removed.

Voided Receipts Removal Report

1:58:53 PM The World Online, Inc.

System: 8/10/99 User Date: 8/11/99 Page: 1 User ID: LESSONUSER1 VOIDED RECEIPTS REMOVAL REPORT Bank Reconciliation

Ranges: From: To: Checkbook ID Uptown Trust PETTY CASH Voided Receipt Number First Last

Checkbook ID	Type	Number	Date		Amount
Account Nu	mber	Posting Date	Audit Trail Code	Debit	Credit
PETTY CASH	Check Receipt	RCT00000020	8/11/99		\$100.50
000-1130-0	0	8/11/99	CMTRX0000004	\$100.50	\$0.00
000-7040-0	0	8/11/99	CMTRX00000004	\$0.00	\$100.50
000-1130-0	0	8/11/99	CMTRX00000005	\$0.00	\$100.50
000-7040-0	0	8/11/99	CMTRX00000005	\$100.50	\$0.00
				\$201.00	\$201.00

1 Receipts(s)

Voided Transactions Removal Report

Report Writer name

Voided Transactions Removal Report

Report tables

CM Transaction
CM Journal
CM Transaction Type Setup
CM Distribution Duplicate
Account Master

Ranges

Checkbook ID Reconcile Audit Trail Code Statement Ending Date The Voided Transactions Removal Report shows historical transactions that were removed if you chose to remove voided transactions from history. The checkbook ID, type, number, date, amount, account number, posting date, audit trail code, and whether the amount was debited or credited are displayed for each voided transaction.

Before printing the Voided Transaction Removal Report or removing history, make a backup of the company's Finance folder.

Printing Instructions

To print the Voided Transactions Removal Report before removing history:

- Choose Utilities >> Financial >> Remove Bank History to open the Remove Bank History window.
- 2. Mark Voided Transactions as the history type, mark the Print Report Only option, and select a range of transactions.
- 3. Choose Process.
- 4. Select a printing destination and choose OK.

After reviewing the report, you can remove history. Mark the Remove History option and select a range, then choose Process. The Voided Transactions Removal Report prints when the removal is complete. This report should be kept with your permanent records.

Once you've removed history, you won't be able to print bank history reports or reprint posting journals for the transactions you've removed.

Voided Transactions Removal Report

1:54:15 PM The World Online, Inc.

System: 8/10/99 User Date: 8/11/99 Page: 1 User ID: LESSONUSER1 VOIDED TRANSACTIONS REMOVAL REPORT

Bank Reconciliation

Ranges: Checkbook ID From: To: Uptown Trust PETTY CASH Voided Transaction Number First Last

Checkbook ID Type	Number	Date		Amount
Account Number	Posting Date	Audit Trail Code	Debit	Credit
Uptown Trust Deposit	20005	1/31/99		\$17,567.11
PETTY CASH Check	0000000000	CMDEP00000002 00000001 8/10/99		\$75.00
000-1130-00	8/10/99	CMTRX00000002	\$0.00	\$75.00
000-7040-00	8/10/99	CMTRX00000002	\$75.00	\$0.00
000-1130-00	8/10/99	CMTRX0000003	\$75.00	\$0.00
000-7040-00	8/10/99	CMTRX00000003	\$0.00	\$75.00
			\$150.00	\$150.00

2 Transaction(s)

Bank Deposit Worksheet

Report Writer name

Bank Deposit Worksheet

Report tables

CM Deposit Work
CM Checkbook Master
Account Master
Company Location Master
Bank Master
CM Receipt

The Bank Deposit Worksheet lists the receipts assigned to a deposit. The report includes the receipt type, date, number, whom the receipt was received from, amount, and totals information as entered or displayed in the Deposit Totals window.

To print this report, choose File >> Print while working in the Bank Deposit Entry window.

Bank Deposit Worksheet

System: 6/22/00 User Date: 6/22/00

7:32:40 PM

The World Online, Inc. BANK DEPOSIT WORKSHEET Bank Reconciliation

Page:

User ID: LESSONUSER1

Checkbook ID: Uptown Trust
Description: Computer-Uptown Trust Deposit Number: 20009 Deposit Description:

Deposit Date: 6/22/00
Deposit Type: Deposit With Receipts Bank Account Number: 07200360604

Receipt Type Received From Checkbook Amount Cash 2/15/99 PYMNT00000000023
Totals: Aaron Fitz Electrical \$117.65 ----- Number of ---------- Amount -----Checks Credit Cards Currency Total Checks Credit Cards Currency Coin Total 0 0 1 1 1 \$0.00 \$0.00 \$117.00 \$0.65 \$117.65

Outstanding Transactions Report

Report Writer name

Outstanding Transactions Report

Report tables

CM Unreconciled TEMP CM Transaction Type Setup CM Reconcile Header The Outstanding Transactions Report displays the transactions not marked as cleared in the Select Bank Transactions window. The transaction type, number, date, paid-to or received-from information, and transaction amounts are displayed for each outstanding transaction.

To print the Outstanding Transactions Report before reconciling, choose File >> Print in the Select Bank Transactions window. In the Print Reconciliation Reports window, mark Outstanding Transactions Report and choose OK.

Outstanding Transactions Report

System: 8/10/99 12:08:56 PM The World Online, Inc.

Page: 1 User ID: LESSONUSER1 User Date: 8/10/99 OUTSTANDING TRANSACTIONS REPORT Bank Reconciliation

Checkbook ID: PAYROLL

Description: Payroll-Lakes Bank Sorted By: Type

Number	Date	Paid To/Rcvd From	Trx Amount
0000000000000000000000001	2/2/99		\$54,068.13
10045	1/31/99	Payroll Check	(\$660.80)
10046	1/31/99	Payroll Check	(\$818.53)
10050	1/31/99	Payroll Check	(\$755.30)
10053	1/31/99	Payroll Check	(\$530.91)
	000000000000000000001 10045 10046 10050	00000000000000000000000000000000000000	00000000000000000000000000000000000000

5 Transaction(s)

Totals:

Number of Payments \$2,765.54 Amount of Payments Amount of Payments \$2,765.54
Number of Deposits 1
Amount of Deposits \$54,068.13