Microsoft

Business
Solutions

Microsoft® Business Solutions–Great Plains®

Bank Reconciliation Sample Reports

Contents

Get more from   http://www.getforms.org

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*
- *Distribution Detail History Report*
- *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.

2. Enter or select a checkbook ID.

3. Choose File >> Print.

To print the Checkbook Register Report for multiple checkbooks:

1. 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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Checkbook Register Report

```
Ranges:            From:                   To:                                  From:                  To:
   Checkbook ID    PETTY CASH              PETTY CASH                Number      First                 Last
   Description     Petty Cash-Uptown Trust Petty Cash-Uptown Trust   Date        First                 Last
   User-Defined 1                                                    Type        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
-----------------------------------------------------------------------------------------------------------------------
   Number                    Date      Type  Paid To/Rcvd From      Reconciled Origin              Payment           Deposit
-----------------------------------------------------------------------------------------------------------------------
PETTY CASH          Petty Cash-Uptown Trust                                    ($100,683.49)
   00000000000000000001 1/31/1999 DEP                          No     CMDEP00000005                               $119.54
*  00000000000000000001 2/8/2001  CHK   Associated Insurance Inc.   Yes    PMCHK00000002           $50.25
   00000000000000000002 2/8/2001  CHK   Associated Insurance Inc.   No     PMCHK00000003          $141.84
   00000000000000000003 2/12/2001 CHK   Advanced Office Systems     No     PMCHK00000004           $90.25
   00000000000000000004 2/16/2001 CHK   Central Cellular, Inc.      No     PMCHK00000005           $93.55
   00000000000000000005 1/5/2001  CHK   Advanced Office Systems     No     PMCHK00000006          $103.79
   00000000000000000006 2/22/2001 CHK   American Telephone & Telegra No    PMCHK00000007          $271.62
   00000000000000000007 2/4/2001  CHK   Green Lake Wire Company     No     PMCHK00000008          $607.60
   00000000000000000008 2/25/2001 CHK   MCI Telecommunications      No     PMCHK00000009        $1,262.50
   00000000000000000009 3/5/2001  CHK   Cruger Engineering Company  No     PMCHK00000010        $1,255.26
   00000000000000000010 2/28/2001 CHK   ComVex, Inc.                No     PMCHK00000011          $698.45
   00000000000000000011 3/2/2001  CHK   American Express            No     PMCHK00000012        $1,858.00
   00000000000000000012 3/4/2001  CHK   Capital Printed Circuits    No     PMCHK00000013       $12,065.30
   00000000000000000013 3/17/2001 CHK   Cruger Engineering Company  No     PMCHK00000014        $6,927.46
   00000000000000000014 3/14/2001 CHK   Cruger Engineering Company  No     PMCHK00000015        $3,064.76
   00000000000000000015 3/15/2001 CHK   Cruger Engineering Company  No     PMCHK00000016        $1,255.26
   00000000000000000016 3/12/2001 CHK   ComVex, Inc.                No     PMCHK00000017       $64,925.00
   00000000000000000017 3/16/2001 CHK   American Telephone & Telegra No    PMCHK00000018        $1,063.55
   00000000000000000018 8/3/2001  CHK   Advanced Office Systems     No     PMCHK00000027          $313.06
   00000000000000000019 4/14/2001 CHK   Cruger Engineering Company  No     PMCHK00000028          $142.30
   00000000000000000020 4/9/2001  CHK   Advanced Office Systems     No     PMCHK00000029           $28.46
   00000000000000000021 4/11/2001 CHK   Advanced Office Systems     No     PMCHK00000030          $142.30
   00000000000000000022 4/13/2001 CHK   Advanced Office Systems     No     PMCHK00000031          $284.60
   00000000000000000023 4/22/2001 CHK   Cruger Engineering Company  No     PMCHK00000032           $28.46
   00000000000000000024 4/16/2001 CHK   Advanced Office Systems     No     PMCHK00000033           $85.38
   00000000000000000025 4/17/2001 CHK   Advanced Office Systems     No     PMCHK00000034           $28.46
   00000000000000000026 4/18/2001 CHK   Advanced Office Systems     No     PMCHK00000035           $56.92
   00000000000000000027 4/19/2001 CHK   Advanced Office Systems     No     PMCHK00000036           $15.00
   00000000000000000028 4/30/2001 CHK   Cruger Engineering Company  No     PMCHK00000037           $90.25
   00000000000000000029 4/25/2001 CHK   Advanced Office Systems     No     PMCHK00000038          $180.50
   00000000000000000030 4/26/2001 CHK   Advanced Office Systems     No     PMCHK00000039           $90.25
   00000000000000000031 4/29/2001 CHK   Tele-Satellite Industries   No     PMCHK00000040        $1,329.92
   00000000000000000032 4/30/2001 CHK   Tele-Satellite Industries   No     PMCHK00000041        $1,329.92
   00000000000000000033 4/12/2001 CHK   Signature Systems           No     PMCHK00000042        $1,173.06
   IAJ000000009         1/15/1999 IAJ                           No     CMTRX00000001                              $25.00
       35  Transaction(s)
       35  Total Transaction(s)
```

Get more from   http://www.getforms.org

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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Bank Transaction Posting Journal

```
Audit Trail Code:  CMTRX00000001
* Voided transactions
   Checkbook ID      Type                    Number          Date          Posting Date                        Amount
----------------------------------------------------------------------------------------------------------------------------
          Paid To/Rcvd From                        Description
----------------------------------------------------------------------------------------------------------------------------
   Uptown Trust     Increase Adjustment     IAJ000000017     1/30/99       1/30/99                              $488.54
```

Account Number	Account Description	Debit	Credit
000-1100-00	Cash - Operating Account	$488.54	$0.00
000-7040-00	Miscellaneous Income	$0.00	$488.54
		$488.54	$488.54

```
   Uptown Trust     Decrease Adjustment     DAJ000000003     1/30/99       1/30/99                           $37,000.00
```

Account Number	Account Description	Debit	Credit
000-1100-00	Cash - Operating Account	$0.00	$37,000.00
999-9999-99	Transfer Suspense Account	$37,000.00	$0.00
		$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	Credit
000-1100-00	Cash - Operating Account	$0.00	$2,120.00
999-9999-99	Transfer Suspense Account	$2,120.00	$0.00
		$2,120.00	$2,120.00

```
   Uptown Trust     Decrease Adjustment     DAJ000000016     1/30/99       1/30/99                              $161.20
```

Account Number	Account Description	Debit	Credit
000-1100-00	Cash - Operating Account	$0.00	$161.20
000-6780-00	Miscellaneous Expense	$161.20	$0.00
		$161.20	$161.20

```
   Uptown Trust     Decrease Adjustment     DAJ000000018     1/30/99       1/30/99                            $1,118.99
```

Account Number	Account Description	Debit	Credit
000-1100-00	Cash - Operating Account	$0.00	$1,118.99
000-2410-00	Freight Payable	$579.98	$0.00
000-2420-00	Brokerage Fees Payable	$326.87	$0.00
000-2430-00	Miscellaneous Payable	$212.14	$0.00
		$1,118.99	$1,118.99

```
   FLEX BENEFITS    Increase Adjustment     IAJ000000013     1/30/99       1/30/99                            $2,120.00
```

Account Number	Account Description	Debit	Credit
000-1110-00	Cash - Payroll	$76,800.00	$0.00
999-9999-99	Transfer Suspense Account	$0.00	$76,800.00
		$76,800.00	$76,800.00

```
   PAYROLL          Increase Adjustment     IAJ000000004     1/30/99       1/30/99                           $37,000.00
```

Account Number	Account Description	Debit	Credit
000-1110-00	Cash - Payroll	$37,000.00	$0.00
999-9999-99	Transfer Suspense Account	$0.00	$37,000.00
		$37,000.00	$37,000.00

```
   PETTY CASH       Increase Adjustment     IAJ000000009     1/15/99       1/15/99                               $25.00
```

Account Number	Account Description	Debit	Credit
000-1130-00	Petty Cash	$25.00	$0.00
999-9999-99	Transfer Suspense Account	$0.00	$25.00
		$25.00	$25.00

```
 Total Transactions:     8
```

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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Reconciliation Posting Journal

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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

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

        Receipt Type          Date      Number          Received From                      Checkbook Amount
        ---------------------------------------------------------------------------------------------------
        Check                1/31/99    38222          Associated Insurance Company           $6,847.75
        Check                1/31/99    9228           Advanced Tech Satellite System        $10,719.36
        Totals:
        ------------- Number of -------------   ---------------------------------- Amount ----------------------------------
        Checks  Credit Cards  Currency  Total        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
      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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Reconciliation Edit List

```
Audit Trail Code:                                              Bank Statement Ending Balance: $76,935.65
Checkbook ID:      PAYROLL                                     Bank Statement Ending Date:    2/2/99
Description:       Payroll - Lakes Bank                        Cutoff Date:                   2/2/99


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 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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Bank Transaction History Report

```
Ranges:                 From:                  To:
  Number                First                  Last
  Audit Trail Code      First                  Last
  Checkbook ID          PETTY CASH             PETTY CASH
  Type                  First                  Last
Sorted By:  Number
* Voided transaction
  Checkbook ID          Type                   Number            Date        Posting Date  Cleared Amount      Trx Amount
-------------------------------------------------------------------------------------------------------------------------
        Paid To/Received From        Description                        Audit Trail Code
-------------------------------------------------------------------------------------------------------------------------
 * PETTY CASH            Check          00000000000000000001  2/8/2001    2/8/2001           $0.00           $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.

5. 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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Distribution Detail History Report

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

Sorted By:  Account Number
* Voided transaction


Account Number            Description
-----------------------------------------------------------------------------------------------------------------------
   Type  Number              Posting Date  Checkbook ID      Audit Trail Code            Debit               Credit
-----------------------------------------------------------------------------------------------------------------------
000-1100-00               Cash - Operating Account
   DAJ   DAJ000000003         1/30/99       Uptown Trust      CMTRX00000001                                $37,000.00
   DAJ   DAJ000000012         1/30/99       Uptown Trust      CMTRX00000001                                 $2,120.00
   DAJ   DAJ000000016         1/30/99       Uptown Trust      CMTRX00000001                                   $161.20
   DAJ   DAJ000000018         1/30/99       Uptown Trust      CMTRX00000001                                 $1,118.99
   IAJ   IAJ000000017         1/30/99       Uptown Trust      CMTRX00000001               $488.54               $0.00
                                                                                   --------------------  --------------------
                                                             Totals:               $488.54            $40,400.19
000-2410-00               Freight Payable
   DAJ   DAJ000000018         1/30/99       Uptown Trust      CMTRX00000001               $579.98               $0.00
                                                                                   --------------------  --------------------
                                                             Totals:               $579.98                $0.00
000-2420-00               Brokerage Fees Payable
   DAJ   DAJ000000018         1/30/99       Uptown Trust      CMTRX00000001               $326.87               $0.00
                                                                                   --------------------  --------------------
                                                             Totals:               $326.87                $0.00
000-2430-00               Miscellaneous Payable
   DAJ   DAJ000000018         1/30/99       Uptown Trust      CMTRX00000001               $212.14               $0.00
                                                                                   --------------------  --------------------
                                                             Totals:               $212.14                $0.00
000-6780-00               Miscellaneous Expense
   DAJ   DAJ000000016         1/30/99       Uptown Trust      CMTRX00000001               $161.20               $0.00
                                                                                   --------------------  --------------------
                                                             Totals:               $161.20                $0.00
000-7040-00               Miscellaneous Income
   IAJ   IAJ000000017         1/30/99       Uptown Trust      CMTRX00000001                                   $488.54
                                                                                   --------------------  --------------------
                                                             Totals:                 $0.00               $488.54
999-9999-99               Transfer Suspense Account
   DAJ   DAJ000000003         1/30/99       Uptown Trust      CMTRX00000001            $37,000.00               $0.00
   DAJ   DAJ000000012         1/30/99       Uptown Trust      CMTRX00000001             $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:

1. 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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Voided Receipts Removal Report

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

Checkbook ID	Type	Number	Date		Amount
Account Number		Posting Date	Audit Trail Code	Debit	Credit
PETTY CASH	Check Receipt	RCT000000020	8/11/99		$100.50
000-1130-00		8/11/99	CMTRX00000004	$100.50	$0.00
000-7040-00		8/11/99	CMTRX00000004	$0.00	$100.50
000-1130-00		8/11/99	CMTRX00000005	$0.00	$100.50
000-7040-00		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:

1. 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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Voided Transactions Removal Report

```
Ranges:                         From:               To:
  Checkbook ID                  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

                                                                CMDEP00000002
PETTY CASH      Check           00000000000000000001 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         CMTRX00000003              $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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Bank Deposit Worksheet

```
Checkbook ID:          Uptown Trust                        Deposit Number:      20009
Description:           Computer-Uptown Trust               Deposit Description:
Bank Account Number: 07200360604                           Deposit Date:        6/22/00
                                                           Deposit Type:        Deposit With Receipts
Receipt Type           Date            Number              Received From                                  Checkbook Amount
-------------------------------------------------------------------------------------------------------------------------
Cash                   2/15/99         PYMNT000000000023    Aaron Fitz Electrical                                    $117.65
    Totals:
    -------------- Number of --------------    ----------------------------------- Amount -----------------------------------
    Checks    Credit Cards    Currency    Total         Checks     Credit Cards        Currency        Coin         Total
       0           0              1         1            $0.00         $0.00            $117.00        $0.65        $117.65
Deposit Amount:        $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.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

Outstanding Transactions Report

Checkbook ID: PAYROLL
Description: Payroll-Lakes Bank
Sorted By: Type

Type	Number	Date	Paid To/Rcvd From	Trx Amount
DEP	00000000000000000001	2/2/99		$54,068.13
CHK	10045	1/31/99	Payroll Check	($660.80)
CHK	10046	1/31/99	Payroll Check	($818.53)
CHK	10050	1/31/99	Payroll Check	($755.30)
CHK	10053	1/31/99	Payroll Check	($530.91)

        5 Transaction(s)

        Totals:
        Number of Payments   4
        Amount of Payments $2,765.54
        Number of Deposits   1
        Amount of Deposits $54,068.13