

# Bank Reconciliation Documentation

## Table of Contents

<b>MCSJ v4.2 Changes</b> .....	<b>2</b>
Highlights of Bank Reconciliation .....	2
<b>Preparing to Reconcile</b> .....	<b>3</b>
Cash Receipts Batch .....	3
Budget (Expenditure) Batch .....	4
<b>Reporting</b> .....	<b>5</b>
Check Register .....	5
Bank Reconciliation Inquiry .....	6
<b>Bank Reconciliation</b> .....	<b>7</b>
Bank Id Concept .....	7
Bank Reconciliation .....	7
Tool Bar Buttons .....	9
<b>Unreconciling</b> .....	<b>10</b>
How to Unreconcile a Check .....	10
<b>Manual Bank Reconciliations</b> .....	<b>10</b>
AP Check Reconciliation .....	10
Payroll Check Reconciliation .....	11

## Highlights of MCSJ Bank Reconciliation

Highlights of the MCSJ Bank Reconciliation changes include:

- Improved interface with running totals of cleared and outstanding transactions and a live reconciliation difference.
- Ability to clear checks, deposits and other transactions in a single screen.
- Transactions are now cleared by selecting them.
- Drill down into summarized transactions.
- Ability to subtotal transactions.
- Refresh transaction list after posting entries without re-creating then reconciliation batch.
- Select/deselect groups of transactions.
- Ability to toggle between showing disbursements, receipts and other transactions.
- Ability to reconcile a group of account numbers that represent a single bank account.
- The A/P and Payroll Check Reconciliation menu options are still available to users, but incorporate the new method of clearing checks and provide running subtotals.

## Preparing to Reconcile

Make sure all transactions for the month in which you are trying to reconcile have been entered into MCSJ properly prior to reconciling.

### *Cash Receipts Batch*

Finance > Revenue > Cash Receipts Batch

Batch Id: INTEREST  
Batch Date: 09/30/2017  
Bank: 01  
Source:  
Type: Standard  
 Import Payroll Trust Deposits - Create Batch  
 Batch Entry  
 Batch Verification Listing  
 Update Batch

- The batch Id will default to your user Id, hit enter on your keyboard to continue.
- The batch date will need to be changed to the end of the month in which you are reconciling.

Note: Bank interest can be posted in MCSJ through a cash receipts batch (if applicable).

Batch Id: INTEREST Current Account Descript: INTEREST ON INVESTMENTS  
Batch Date: 09/30/2017

	Bank	Type	Account No.	Source	Amount	Check	Description
INS	01	Revenue	7-01-08-113-601	INTEREST	100.00		SEPTEMBER BANK INTEREST

- Enter the interest revenue account number, assign a source Id, and enter the interest amount earned and a description for the entry.
- The batch will have to be saved, verified, and updated.

### Budget (Expenditure) Batch

Finance > Budget > Budget Batch (Finance > Expenditure > Expenditure Batch)

Batch Id: SVC CHR  
Date: 09/30/2017  
Type: Standard

Batch Entry  
 Batch Verification Listing  
 Update Batch

- The batch Id will default to your user Id, hit enter on your keyboard to continue.
- The batch date will need to be changed to the end of the month in which you are reconciling.

Note: Bank service charges can be posted through a Budget (Expenditure) Batch within MCSJ.

	Account No.	Type	Amount	Description
INS	7-01-20-110-110-299	Expenditure	25.00	SEPTEMBER BANK SERVICE CHARGE

- Enter the expense account, the dollar amount and description.
- The batch will need to be saved, verified, and updated.

# Reporting

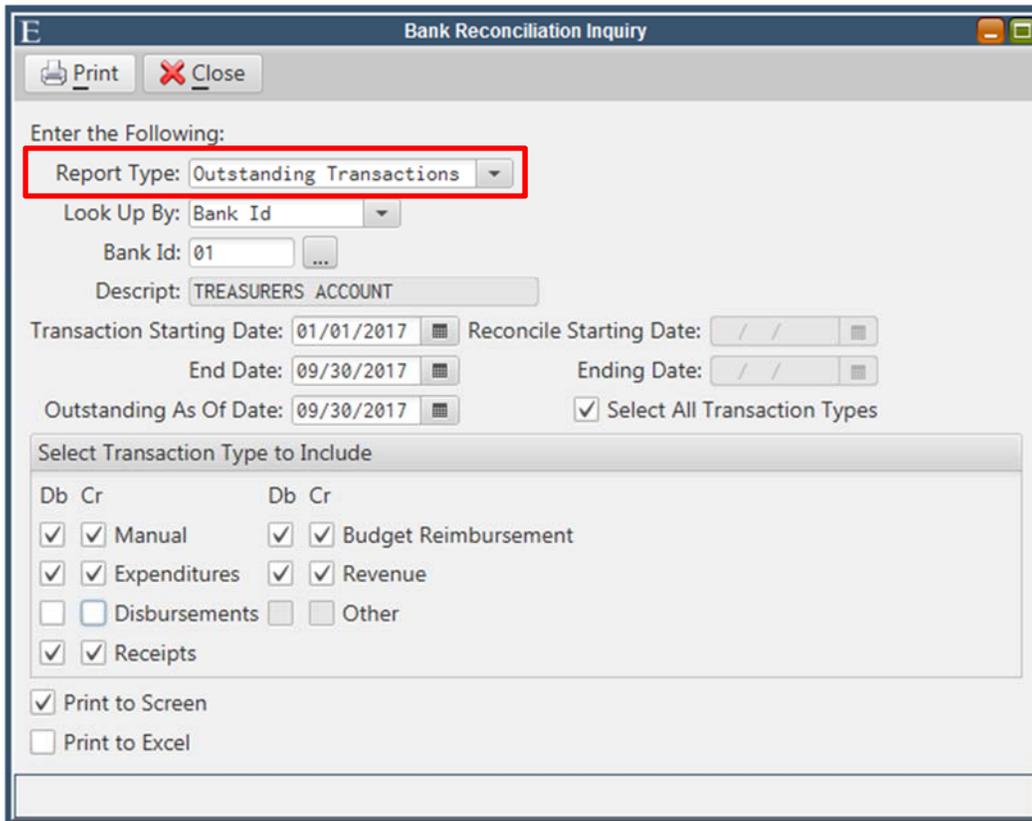
## Check Register

Finance > AP > Checking Processing > Check Register

- Change the Report Sequence to Check Date.
- Enter the Range of Check Dates from the beginning of the fiscal year to the end of the month being reconciled.
- Fill in the Checking Account (or range of checking accounts) being reconciled.
- Change the Report Type to be Outstanding Checks and enter the Outstanding As Of date to be the end of the month being reconciled.
- Change the Report Format to Super Condensed so it is easier to compare to the bank statement.
  - The condensed format goes to excel.

## Bank Reconciliation Inquiry

Finance > GL > Bank Reconciliation Inquiry



Bank Reconciliation Inquiry

Print Close

Enter the Following:

Report Type: Outstanding Transactions

Look Up By: Bank Id

Bank Id: 01

Descript: TREASURERS ACCOUNT

Transaction Starting Date: 01/01/2017 Reconcile Starting Date: / /

End Date: 09/30/2017 Ending Date: / /

Outstanding As Of Date: 09/30/2017  Select All Transaction Types

Select Transaction Type to Include

Db	Cr	Db	Cr
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual		Budget Reimbursement	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expenditures		Revenue	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disbursements		Other	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Receipts			

Print to Screen

Print to Excel

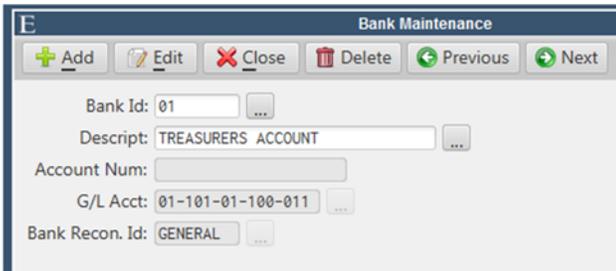
- Change the Report Type to Outstanding Transactions.
- Select the Bank Id, previously selected was the cash account in versions prior to v4.2.
- The Transaction Stating Date will default to the beginning of the fiscal year, but change the End Date/Outstanding As Of Date to the last day of the month being reconciled.
- Click the box 'Select All Transaction Type' but do not forget to deselect Disbursements.
  - Disbursement transactions were reported on in the Check Register.

Note: The Look Up By Combo Box is later explained on page 7.

## Bank Reconciliation

### *Bank Id Concept*

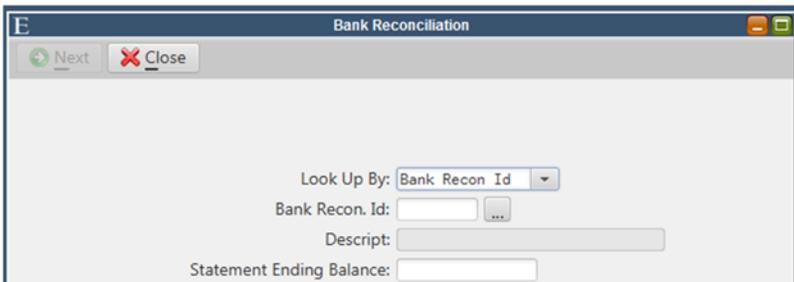
Multiple Bank Id's can be tied to a Bank Reconciliation Id so that a bank reconciliation can be performed on multiple GL accounts representing a single physical bank account. Bank Reconciliation Id's will appear in the Bank Reconciliation picklist and, if selected, will pull in transactions from all Bank Id's associated with that Bank Reconciliation Id.



The screenshot shows the 'Bank Maintenance' window. It has a title bar with 'E' and 'Bank Maintenance'. Below the title bar are buttons: '+ Add', 'Edit', 'Close', 'Delete', 'Previous', and 'Next'. The main area contains the following fields:

- Bank Id: 01
- Descript: TREASURERS ACCOUNT
- Account Num: (empty)
- G/L Acct: 01-101-01-100-011
- Bank Recon. Id: GENERAL

Edit the Bank Id record and type in the Bank Recon. Id. There is no maintenance to store the Bank Reconciliation Id's so one will be created simply by typing a unique Id into the Bank Recon. Id field. Once a unique value is entered, it will then begin appearing in the picklist so it can be selected on additional Bank Id's.



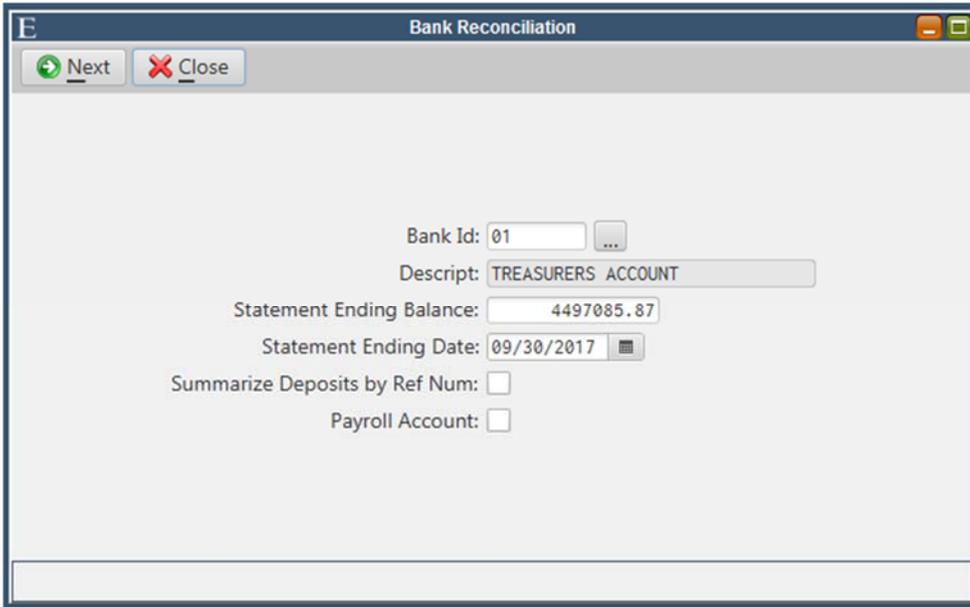
The screenshot shows the 'Bank Reconciliation' window. It has a title bar with 'E' and 'Bank Reconciliation'. Below the title bar are buttons: 'Next' and 'Close'. The main area contains the following fields:

- Look Up By: Bank Recon Id (dropdown menu)
- Bank Recon. Id: (empty)
- Descript: (empty)
- Statement Ending Balance: (empty)

If utilizing the Bank Recon. Id, the Bank Reconciliation will have an additional Look Up By combo box, allowing the user to perform a bank reconciliation by Bank Recon Id or by individual Bank Id.

### *Bank Reconciliation*

A Bank Id must now be selected in lieu of entering a GL account number. Users will also have the option of choosing a Bank Reconciliation Id from this picklist. A Bank Reconciliation Id represents a single physical bank account composed of multiple Bank Id's.

A screenshot of a software window titled "Bank Reconciliation". The window has a dark blue title bar with a white "E" icon on the left and standard window control buttons (minimize, maximize, close) on the right. Below the title bar is a light gray header area containing two buttons: "Next" with a green arrow icon and "Close" with a red "X" icon. The main area of the window is white and contains several input fields and checkboxes. The "Bank Id" field contains "01" and has a small gray button with three dots to its right. The "Descript:" field contains "TREASURERS ACCOUNT". The "Statement Ending Balance:" field contains "4497085.87". The "Statement Ending Date:" field contains "09/30/2017" and has a small calendar icon to its right. Below these fields are two checkboxes: "Summarize Deposits by Ref Num:" and "Payroll Account:", both of which are currently unchecked.

Bank Reconciliation

Next Close

Bank Id: 01 ...

Descript: TREASURERS ACCOUNT

Statement Ending Balance: 4497085.87

Statement Ending Date: 09/30/2017

Summarize Deposits by Ref Num:

Payroll Account:

- Select the Bank Id being reconciled.
- Enter in the statement ending balance and date.
- Only check the summarize deposits by ref number if you want to combine cash/check, credit and virtual terminal deposits from the same batch into a single deposit amount.
- Only select the payroll account if you have MCSJ payroll and this is the account used for clearing payroll checks.

Bank Reconciliation

Update Refresh Save Cancel Drill Print

Display: All Transactions Bank Id: 01 TREASURERS ACCOUNT

Show Disbursements Statement Ending Date: 09/30/2017

Show Cash Receipts Statement Ending Balance: 4,497,085.87

Show Other Transactions

Disbursements							Subtotal:	1,314.92	Cash Receipts & Other										Subtotal:		72.00
Check No.	Paid Date	Amount	Vendor Id	Vendor Name	Recon Date			Type	Tran Date	Amount	Deposit Type	Batch Id	Description	Ref Ledger	Ref Num						
<input type="checkbox"/>	59240 08/04/17	675.00	C0027	CENTRAL IRRIGATION SUPPLY				<input type="checkbox"/>	Cash Receipts	08/04/17	18,945.21	CR									
<input checked="" type="checkbox"/>	59241 08/04/17	284.32	COMCAST	COMCAST CABLEVISION				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	11,008.37	CS/OK	Batch Id: TB25	Date: Cash Receipts	W	26525					
<input checked="" type="checkbox"/>	59242 08/04/17	177.67	DNB111	W.B. MASON				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	5,501.43	CR	Batch Id: TB25	Date: Cash Receipts	W	26526					
<input checked="" type="checkbox"/>	59243 08/04/17	522.51	ERIC0005	ERIC H. KRISE ELECTRICAL				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	252,415.92	CS/OK	Batch Id: SAM	Date: Cash Receipts	W	26527					
<input checked="" type="checkbox"/>	59244 08/04/17	410.42	FAST	FASTENAL COMPANY				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	21,830.82	CR	Batch Id: SAM	Date: Cash Receipts	W	26527					
<input type="checkbox"/>	59245 08/04/17	169.35	G0019	GCSI SECURITY GROUP				<input type="checkbox"/>	Cash Receipts	08/04/17	12.00	CR	Batch Id: SKC	Date: Cash Receipts	W	26530					
<input checked="" type="checkbox"/>	59246 08/04/17	236.01	J0153	JOHNSON, CARL				<input type="checkbox"/>	Cash Receipts	08/04/17	50.00	CS/OK	Batch Id: TBAUG	Date: Cash Receipts	W	26531					
<input type="checkbox"/>	59247 08/04/17	15.00	K0027	KNIGHT, RYAN				<input type="checkbox"/>	Cash Receipts	08/04/17	10.00	CR	Batch Id: TBAUG	Date: Cash Receipts	W	26532					
<input type="checkbox"/>	59248 08/04/17	70.00	KELLAM	KELLAM EXTERMINATING INC				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	54,112.89	CS/OK	Batch Id: BKCKS	Date: Cash Receipts	W	26533					
<input checked="" type="checkbox"/>	59249 08/04/17	980.00	LLRED005	L & L REDI-MIX, INC.				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	28,040.97	CS/OK	Batch Id: KMELL	Date: Cash Receipts	W	26534					
<input checked="" type="checkbox"/>	59250 08/04/17	932.50	M000154	MANTUA AUTO SALES & SALVAGE				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	-1,000.30	CR	Batch Id: KH	Date: Cash Receipts	W	26539					
<input checked="" type="checkbox"/>	59251 08/04/17	150.00	MAGICAL	MTC FACILITY MAINTENANCE,LLC				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	1,000.30	CR	Batch Id: SKH	Date: Cash Receipts	W	26540					
<input checked="" type="checkbox"/>	59252 08/04/17	1,000.91	MID-ATL	MID-ATLANTIC WASTE SYSTEMS				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	9,050.51	CS/OK	Batch Id: WPT0004	Date: Cash Receipts	W	26542					
<input checked="" type="checkbox"/>	59253 08/04/17	1,435.56	OFFIC010	OFFICE OF ELECTIONS				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	-1,796.95	CS/OK	Batch Id: SAMR	Date: Cash Receipts	W	26545					
<input checked="" type="checkbox"/>	59254 08/04/17	324.86	PHILL005	PHILLIPS, LAVON				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	2,005.28	CS/OK	Batch Id: SAM	Date: Cash Receipts	W	26549					
<input checked="" type="checkbox"/>	59255 08/04/17	299.90	Q0065	QUILL				<input checked="" type="checkbox"/>	Cash Receipts	08/04/17	-2,005.32	CS/OK	Batch Id: SAMR	Date: Cash Receipts	W	26554					
<input checked="" type="checkbox"/>	59256 08/04/17	140.00	RALPH	RALPH'S TOWING & AUTO				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	2,315.00	CS/OK	Batch Id: KT	Date: Cash Receipts	R	25217					
<input checked="" type="checkbox"/>	59257 08/04/17	2,739.94	S0150	SPECTERA, INC.				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	.00	CS/OK	Batch Id: KP	Date: Cash Receipts	R	25221					
<input checked="" type="checkbox"/>	59258 08/04/17	142.00	THE	THE SENTINEL OF GLOUCESTER CO.				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	30.00	CS/OK	Batch Id: MAR	Date: Cash Receipts	R	25225					
<input checked="" type="checkbox"/>	59259 08/04/17	120.03	V WIRLES	VERIZON WIRELESS				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	27,773.34	CS/OK	Batch Id: KH	Date: Cash Receipts	W	26537					
<input checked="" type="checkbox"/>	59260 08/04/17	210.23	M0014	W.B. MASON CO. INC.				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	10,262.37	CR	Batch Id: KH	Date: Cash Receipts	W	26537					
<input checked="" type="checkbox"/>	59261 08/07/17	2.00	Y2561	N.J.MOTOR VEHICLE SERVICES				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	14,781.49	CS/OK	Batch Id: WPT0007	Date: Cash Receipts	W	26543					
<input checked="" type="checkbox"/>	59262 08/07/17	2.00	Y2561	N.J.MOTOR VEHICLE SERVICES				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	-2,005.32	CS/OK	Batch Id: SAMR	Date: Cash Receipts	W	26548					
<input checked="" type="checkbox"/>	59263 08/07/17	2.00	Y2561	N.J.MOTOR VEHICLE SERVICES				<input checked="" type="checkbox"/>	Cash Receipts	08/07/17	.04	CS/OK	Batch Id:	Date: Cash Receipts	W	26550					

Deposits in Transit: 72.00 Cleared Deposits: 28,686,997.06

Outstanding Checks: 85.00 Cleared Checks: 6,165,148.18

Outstanding Other Transactions: .00 Cleared Other Transactions: -60,995.98

Adjusted Bank Balance: 4,497,072.87

Book Balance: 4,496,305.87

Unreconciled Difference: 780.00

- All selected transactions within the bank reconciliation will be reconciled. Click the box below disbursements/cash receipts & other to select all transactions. Individually deselect transactions that are still outstanding.
- The subtotal at the top will subtotal the highlighted transactions in the appropriate column
  - Use the shift key on your keyboard to select a range of transactions or use the CTRL key to select more than one transaction.
- The totals at the bottom can be used to keep a running total of deposits in transit (unselected cash receipts), outstanding checks (unselected checks), outstanding other transactions (other transactions in the cash receipts & other column), adjusted bank balance (statement ending balance), book balance, unreconciled difference (adjusted bank balance minus book balance), cleared deposits, cleared checks, and cleared other transactions.
  - An example of an 'other' type of transaction would be the bank service charges posted through a budget (expenditure) batch.

## Bank Reconciliation Toolbar Buttons

The screenshot shows a software toolbar with a dark blue header containing the letter 'E'. Below the header is a row of six buttons: 'Update' (with a green arrow icon), 'Refresh' (with a circular arrow icon), 'Save' (with a floppy disk icon), 'Close' (with a red 'X' icon), 'Drill' (with a magnifying glass icon), and 'Print' (with a printer icon). Below the buttons is a form area with the following elements: a 'Display:' label followed by a dropdown menu set to 'All Transactions'; a 'Bank Id:' label followed by a text box containing '01' and a button labeled 'TREASURERS ACCOUNT'; a 'Statement Ending Date:' label followed by a date picker showing '09/30/2017'; a 'Statement Ending Balance:' label followed by a text box showing '4,497,085.87'; and three checked checkboxes labeled 'Show Disbursements', 'Show Cash Receipts', and 'Show Other Transactions'.

**Update:** This assigns a reconciliation date (uses statement ending date) to each cleared transaction and updates the entire reconciliation. After clicking update, the GL Bank Reconciliation report will print to the screen.

**Refresh:** This will pull in any new transactions that may have been entered since the bank reconciliation was started.

**Save:** Click to save your current screen and selections. You may exit the screen using the Close button and come back in at any time to pick up where you left off.

**Drill:** Select transaction row (highlight) and click Drill to view the GL posting reference report for the selected reference number.

**Print:** Prints the bank reconciliation verification listing.

**Display:** This combo box can be used to toggle between all reconciled (selected) or unreconciled (deselected) transactions.

**Check Boxes:** Use Show Disbursements, Show Cash Receipts, Show Other Transactions to control the transaction types you see displayed on the screen.

## Unreconcile a Transaction

If a transactions was mistakenly cleared and a reconciliation date was updated, the user can re-enter the bank reconciliation screen using the same statement ending date. Then, deselect the previously cleared transaction and click save. Click the update button to remove the reconciliation date from the transaction.

## Manual Bank Reconciliations

AP and Payroll Check Reconciliations menu options are still available to users who only want to reconcile checks in MCSJ to produce an outstanding register for manual bank reconciliation. The functionality to clear checks now require a check to be selected for clearing and deselected to leave outstanding, which is consistent with the new bank reconciliation routine's behavior.

### AP Check Reconciliation

Finance > AP > Check Processing > Check Reconciliation

	Check No.	Paid Date	Amount	Vendor Id	Vendor Name	Recon Date	Seq	
CHG	<input checked="" type="checkbox"/>	59251	08/04/17	150.00	MAGICAL	MTC FACILITY MAINTENANCE,LLC	09/30/17	435
CHG	<input checked="" type="checkbox"/>	59252	08/04/17	1,098.91	MID-ATL	MID-ATLANTIC WASTE SYSTEMS	09/30/17	436
CHG	<input type="checkbox"/>	59253	08/04/17	1,435.56	OFFIC010	OFFICE OF ELECTIONS		437
CHG	<input type="checkbox"/>	59254	08/04/17	324.86	PHILL005	PHILLIPS, LAVON		438
CHG	<input checked="" type="checkbox"/>	59255	08/04/17	299.90	Q0065	QUILL	09/30/17	439
CHG	<input checked="" type="checkbox"/>	59256	08/04/17	140.00	RALPH	RALPH'S TOWING & AUTO	09/30/17	440
CHG	<input checked="" type="checkbox"/>	59257	08/04/17	2,739.94	S0150	SPECTERA, INC.	09/30/17	441
CHG	<input checked="" type="checkbox"/>	59258	08/04/17	142.80	THE	THE SENTINEL OF GLOUCESTER CO.	09/30/17	442
CHG	<input checked="" type="checkbox"/>	59259	08/04/17	120.03	V WIRLES	VERIZON WIRELESS	09/30/17	443
CHG	<input checked="" type="checkbox"/>	59260	08/04/17	218.23	W0014	W.B. MASON CO.INC.	09/30/17	444
CHG	<input checked="" type="checkbox"/>	59261	08/07/17	2.00	Y2561	N.J.MOTOR VEHICLE SERVICES	09/30/17	445
CHG	<input checked="" type="checkbox"/>	59262	08/07/17	2.00	Y2561	N.J.MOTOR VEHICLE SERVICES	09/30/17	446
CHG	<input checked="" type="checkbox"/>	59263	08/07/17	2.00	Y2561	N.J.MOTOR VEHICLE SERVICES	09/30/17	447

No. of Outstanding Checks:  No. of Recon. Checks:

Total Outstanding Amount:  Total Recon. Amount:

Batch Created

- Check the select all check box and deselect any checks that have not cleared yet.
- Total number of outstanding checks/reconciled checks will populate automatically for you at the bottom of the routine, in addition to total outstanding/reconciled amounts.

*Payroll Check Reconciliation*

Personnel > Payroll > Check > Check Reconciliation

		Check No.	Check Date	Amount	Employee Id	Emp
CHG	<input checked="" type="checkbox"/>	50215	09/08/17	2,357.02	ABATE005	Abate, Randi
CHG	<input checked="" type="checkbox"/>	50216	09/08/17	1,580.65	ADIEY005	Adieyefeh, Ronald J
CHG	<input checked="" type="checkbox"/>	50217	09/08/17	1,064.73	CHAPE005	Chapes, Donal
CHG	<input checked="" type="checkbox"/>	50218	09/08/17	930.39	DOMEN005	Domenico, Gevena
CHG	<input checked="" type="checkbox"/>	50219	09/08/17	746.08	HEALE005	Healy, George

No. of Outstanding Checks:  No. of Recon. Checks:   
Total Outstanding Amount:  Total Recon. Amount:

Batch Created

- Check the select all check box and deselect any checks that have not cleared yet.
- Total number of outstanding checks/reconciled checks will populate automatically for you at the bottom of the routine, in addition to total outstanding/reconciled amounts.