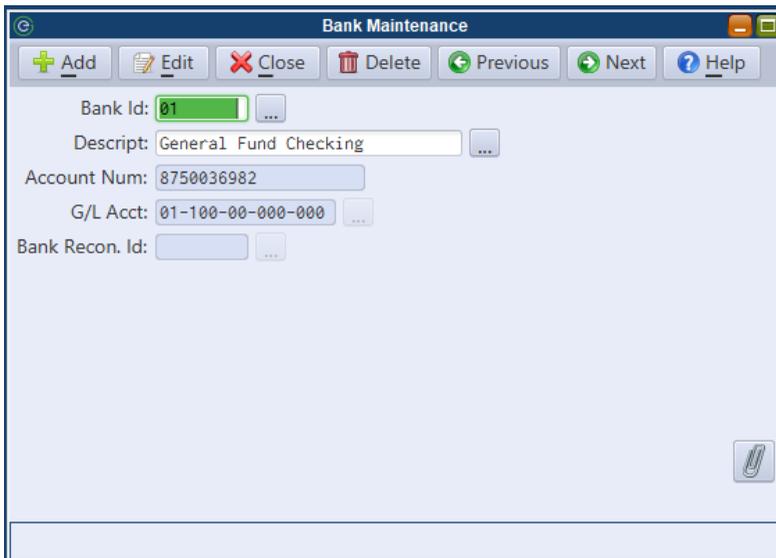


Bank Reconciliations and Best Practices

Preliminary Tasks and Reports

Creating a Bank ID

To start a Bank Reconciliation within MCSJ, a Bank ID must be created to identify a GL cash line to be reconciled. To create a Bank ID, go to *Finance>Revenue>Bank Maintenance*.



The screenshot shows a window titled "Bank Maintenance" with a toolbar containing buttons for Add, Edit, Close, Delete, Previous, Next, and Help. The main area contains the following fields:

- Bank Id: 01
- Descript: General Fund Checking
- Account Num: 8750036982
- G/L Acct: 01-100-00-000-000
- Bank Recon. Id: (empty)

Bank ID: Enter a Bank ID that you will recognize going forward in picklists for where applicable, such as Bank Reconciliations, Cash Receipts Batches, and Payment Codes. Special Routine exists to change an existing Bank ID if needed.

Description: Description of the bank account that the GL cash line is tied to.

Account Number: The actual bank account number with your Financial Institution.

***NOTE:** *If you use the Billing/Collections module and have an applicable validator, the Description and Account Number fields can be used for check validations**

Bank Recon ID: A Bank Recon ID can be used for reconciliation purposes if you have multiple GL lines in the same (or different) fund that represent one physical bank account at a Financial Institution.

Check Register for Outstanding Checks

Before starting a Bank Reconciliation within MCSJ, you can run a Check Register for Outstanding Checks, as of the date you are going to be reconciling for. To pull up a Check Register, go to *Finance>A/P>Check Processing>Check Register*.

Check Register

Enter the Following:

Report Sequence: Check Id Range of Checks: (Blank for All):

Checking Account: GENERAL FUND to

Report Type: Outstanding Checks Range of Reconciliation Dates: Outstanding As Of: 08/31/2021

Report Format: Super Condensed

Account Description: Account

Print to Screen Print to Excel Print Budget Control Totals

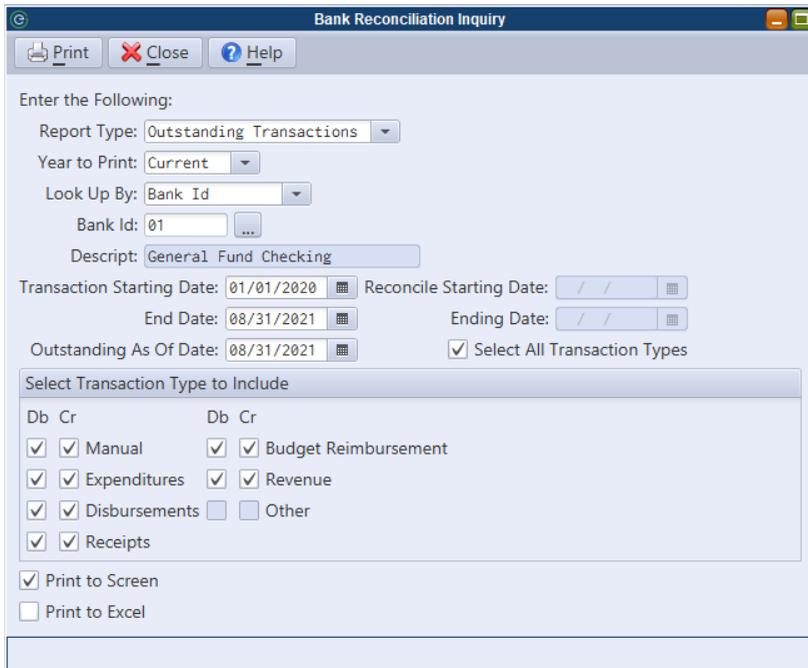
Select Check Type to Include

Computer Manual Direct Deposit

Additional Description: Department

Bank Reconciliation Inquiry for Outstanding Transactions

A Bank Reconciliation Inquiry can be ran for all Outstanding Transactions as of the date you are about to begin a reconciliation for. To pull up a Bank Rec Inquiry, go to *Finance>G/L>Bank Reconciliation>Bank Reconciliation Inquiry*.



Bank Reconciliation Inquiry

Enter the Following:

Report Type: Outstanding Transactions

Year to Print: Current

Look Up By: Bank Id

Bank Id: 01

Descript: General Fund Checking

Transaction Starting Date: 01/01/2020 Reconcile Starting Date: / /

End Date: 08/31/2021 Ending Date: / /

Outstanding As Of Date: 08/31/2021 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disbursements		Other	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Receipts			

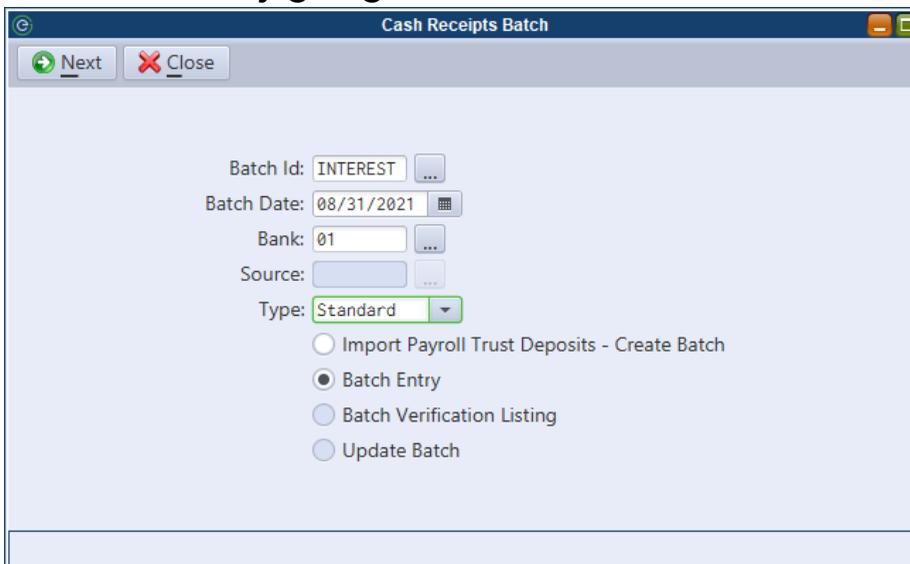
Print to Screen

Print to Excel

Processing Interest and Bank Fees

Before starting your reconciliation, review the bank statement you received from your Financial Institution and process any Interest Earnings and/or Bank Fees charged.

Interest: Typically, Interest is posted through a Cash Receipts Batch which can be found by going to *Finance>Revenue>Cash Receipts Batch*.



Cash Receipts Batch

Next Close

Batch Id: INTEREST

Batch Date: 08/31/2021

Bank: 01

Source:

Type: Standard

Import Payroll Trust Deposits - Create Batch

Batch Entry

Batch Verification Listing

Update Batch

Cash Receipts Batch

Batch Id: Current Account Descript:

Batch Date:

Bank	Type	Account No.	Source	Amount	Check	Description
INS 01	Revenue	01-00-341-000	INTEREST	351.50		<input type="text" value="AUGUST INTEREST"/>

Processing Interest and Bank Fees (continued)

Bank Fees: Typically, Bank Fees are posted through an Expenditure (Budget) Batch which can be found by going to *Finance>Expenditure(Budget)>Expenditure(Budget) Batch*.

Expenditure Batch

Batch Id:

Date:

Type:

Batch Entry
 Batch Verification Listing
 Update Batch

Expenditure Batch

Batch Id: Account Descript:

	Account No.	Type	Amount	Description
INS	01-45-480-115	Expenditure	50.00	<input type="text" value="Monthly Bank Maintenance Fee"/>

Starting/Completing your Bank Reconciliation

Bank Reconciliation

To start up your Bank Reconciliation, go to *Finance>G/L>Bank Reconciliation>Bank Reconciliation*.

Bank Reconciliation

Next Close

Look Up By: Bank Id

Bank Id: []

Descript: []

Statement Ending Balance: []

Statement Ending Date: 08/31/2021

Summarize Deposits by Ref Num:

Payroll Account:

Look Up By: This field will only be present if there is a Bank Recon ID recognized in the system. If there are no Bank Recon IDs, and simply Bank IDs you will not see this field.

Bank ID: Enter in the Bank ID you are wanting to Reconcile for. If in the Look Up By dropdown you selected Bank Recon ID, then enter the Bank Recon ID you want to reconcile.

Statement Ending Balance and Ending Date: This information would be found on the Bank Statement received from your Financial Institution for the month you are reconciling for.

Summarize Deposits by Ref Num: By design, MCSJ will separate Cash/Check transactions from Credit Card/Virtual Terminal transactions that are posted within the same batch. By selecting this checkbox, it will group all transactions amounts together, regardless the method received (Cash, Check, etc.)

Payroll Account: This checkbox will only be visible if you have the MCSJ Payroll module. If you have the Payroll module, and the account you are reconciling is your Payroll Clearing Account, select this checkbox and it will pull in your Payroll Checks.

Once this screen has all applicable information filled out, hit NEXT to pull up the Reconciliation Screen

Bank Reconciliation (continued)

Bank Reconciliation

Look Up By:

Bank Id:

Descript:

Statement Ending Balance:

Statement Ending Date:

Summarize Deposits by Ref Num:

Payroll Account:

Bank Reconciliation

Display: Bank Id: General Fund Checking

Show Disbursements Statement Ending Date:

Show Cash Receipts Statement Ending Balance:

Show Other Transactions

Disbursements						Cash Receipts & Other					
Check No.	Paid Date	Amount	Vendor Id	Vendor Name	Subtotal:	Type	Tran Date	Amount	Deposit Type	Description	Subtotal:
<input type="checkbox"/>	30859	03/31/21	2,516.04	RIGGIN01	RIGGINS, INC.	<input type="checkbox"/>	Cash Receipts	04/29/21	6,327.85	CS/CK	Batch Id: TLA Date: Cash Re
<input type="checkbox"/>	30865	04/08/21	50.58	DEVALT01	DEL-VAL INTER. TRUCKS, INC	<input type="checkbox"/>	Cash Receipts	08/02/21	100.00	CS/CK	Batch Id: 080221 Date: Cash Re
<input type="checkbox"/>	30878	04/15/21	2,881.30	PMRS0002	PMRS (Police)	<input type="checkbox"/>	Cash Receipts	08/02/21	50.00	CR	Batch Id: 080221 Date: Cash Re
<input type="checkbox"/>	30898	04/29/21	101.91	AFLAC01	AFlac	<input type="checkbox"/>	Cash Receipts	08/04/21	13,500.00	CS/CK	Batch Id: 080421 Date: Cash Re
<input type="checkbox"/>	30899	04/29/21	630.00	BLACKR01	BlackRock CollegeAdvantage	<input type="checkbox"/>	Cash Receipts	08/04/21	1,500.00	CR	Batch Id: 080421 Date: Cash Re
<input type="checkbox"/>	30900	04/29/21	210.00	BUCKIN01	Buckingham Township PBA	<input type="checkbox"/>	Cash Receipts	08/10/21	2,000.00	CS/CK	Batch Id: 081021 Date: Cash Re
<input type="checkbox"/>	30901	04/29/21	2,577.23	PMRS0001	PMRS (Non-Uniform)	<input type="checkbox"/>	Cash Receipts	08/10/21	1,500.00	CR	Batch Id: 081021 Date: Cash Re
<input type="checkbox"/>	30902	04/29/21	2,864.87	PMRS0002	PMRS (Police)	<input type="checkbox"/>	Cash Receipts	08/16/21	45,000.00	CS/CK	Batch Id: 081621 Date: Cash Re
<input type="checkbox"/>	30903	04/29/21	11.78	USCM0001	Nationwide Retirement Solu	<input type="checkbox"/>	Cash Receipts	08/16/21	603.00	CR	Batch Id: 081621 Date: Cash Re
<input type="checkbox"/>	30904	08/15/21	101.91	AFLAC01	AFlac	<input type="checkbox"/>	Cash Receipts	08/22/21	4,075.00	CS/CK	Batch Id: 082221 Date: Cash Re

Deposits in Transit: Cleared Deposits:
 Outstanding Checks: Cleared Checks:
 Outstanding Other Transactions: Cleared Other Transactions:
 Other Adjustments:
 Adjusted Bank Balance:
 Book Balance:
 Unreconciled Difference:

Tip: Hold down the Ctrl key and click to select multiple rows. Press the space bar to check/uncheck the selected rows.

The **Display** section of the Bank Reconciliation can be used to toggle the view between all, reconciled (selected), and unreconciled (de-selected) transactions.

Show Disbursements/Cash Receipts/Other Transactions – Use these boxes to be able to toggle the types of transactions displayed on the screen.

Bank Reconciliation (continued)

Toolbar Buttons:

Update: This assigns a reconciliation date, which defaults to the Statement Ending Date used on the main screen, to every reconciled (selected) transaction, and updates the entire reconciliation. If any unreconciled difference exists, MCSJ will ask if you are sure you want to reconcile with a difference. Once the update is complete, the Bank Reconciliation Report will print to screen for you to keep for your records. It is recommended to hit the "Print" button first to generate the Verification Listing beforehand, as the Update should be the last step in your process.

Refresh: This will refresh the current Bank Reconciliation to include any transactions that may have been posted to the GL Line since the reconciliation was started.

Save: This will save your work in your current reconciliation. It is recommended to save frequently if working on a large reconciliation. The Save button also allows you to save the current progress of a reconciliation and pick up at a later time.

Drill: Using the Drill button will drill down into the G/L Posting Reference of whatever transaction line is selected. The same can be achieved by simply double-clicking on the line as well.

Print: This will print the Bank Reconciliation Verification Listing. It is recommended to print this prior to updating the reconciliation.

Reconciling Transactions:

To reconcile a transaction, the box to the far left of the transaction line must be checked. If a transaction is to remain outstanding and did not clear on your bank statement, leave it unchecked and it will remain outstanding for your next month's reconciliation.

Helpful Hints:

You can reconcile a range of transactions by selecting the first transaction, holding the "Shift" key on your keyboard, and selecting the last transaction. This will select all lines between the range of the two transactions and will

allow you to use the 'Space' bar on your keyboard to mark them as reconciled.

You can view the subtotal of various transactions together by holding down the 'CTRL' key on your keyboard and selecting multiple rows. The total of the highlighted rows will appear in the 'Subtotal' field in the upper right corner. To reconcile these transactions you now have selected, you can use the 'Space' bar.

Bank Reconciliation (continued)

Terminology of fields in lower left corner:

Deposits in Transit: Represents Cash Receipts posted in MCSJ that are not selected to be reconciled. This figure is added to the Bank Balance in determining your Adjusted Bank Balance.

Outstanding Checks: Represents checks that are posted in MCSJ that are not selected to be reconciled. This figure is subtracted from the Bank Balance in determining your Adjusted Bank Balance.

Outstanding Other Transactions: Represents any other transactions besides Cash Receipts or Disbursements (such as G/L Batches or Expenditure Batches) that are not selected to be reconciled. This figure is added to the Bank Balance in determining your Adjusted Bank Balance.

Other Adjustments: This is a user-defined amount and can be used for purposes of a transaction you don't want to post in MCSJ but is needed to reconcile without a difference (i.e an erroneous bank error in which the bank has told you will be adjusted in the next month's statement).

Cleared Deposits: Represents the total amount of Cash Receipts that have been selected to be reconciled.

Cleared Checks: Represents the total amount of Checks that have been selected to be reconciled.

Cleared Other Transactions: Represents the total amount of Other Transactions that have been selected to be reconciled.

Adjusted Bank Balance: Statement Ending Balance + Deposits in Transit – O/S Checks – O/S Other Transactions.

Book Balance: The Balance of the G/L Account in MCSJ as of the Statement Ending Date.

Unreconciled Difference: Adjusted Bank Balance – Book Balance.

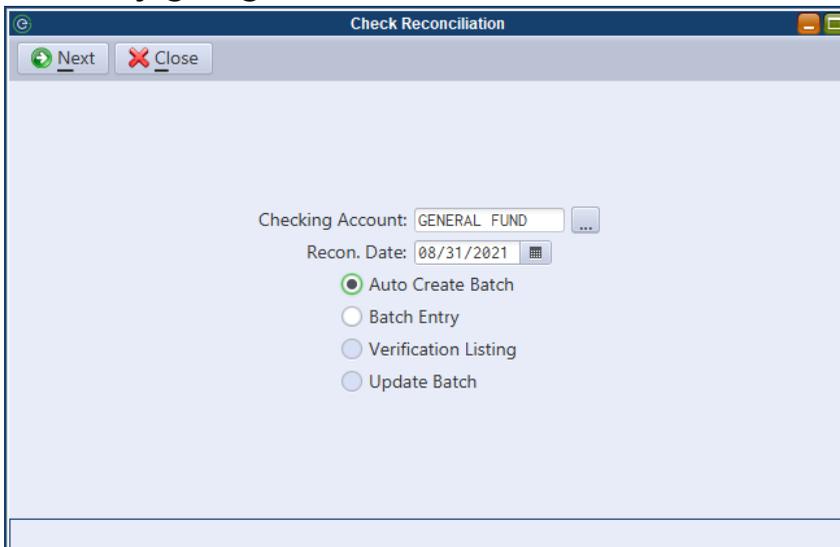
Unreconciling a Transaction:

If a transaction was reconciled by mistake and the reconciliation was already updated, you can re-enter the Bank Reconciliation that was updated using the same Statement Ending Date and Statement Ending Balance. Once the reconciliation is generated, you can uncheck the transaction that was previously reconciled, save, verify and re-update the reconciliation.

Other helpful routines and Information

A/P Check Reconciliation

Within MCSJ, the Check Reconciliation and Bank Reconciliation talk to each other. If you go through an A/P Check Reconciliation and update it prior to starting your Bank Reconciliation, all reconciled checks will already pull into your Bank Reconciliation with a check mark selected. This routine can be found by going to *Finance>A/P>Check Processing>Check Reconciliation*.



Check Reconciliation

Next Close

Checking Account: GENERAL FUND

Recon. Date: 08/31/2021

Auto Create Batch

Batch Entry

Verification Listing

Update Batch

Check Reconciliation

Checking Account: GENERAL FUND

Select All

	Check No.	Paid Date	Amount	Vendor Id	Vendor Name	Recon Date
<input type="checkbox"/>	30859	03/31/21	2,516.04	RIGGIN01	RIGGINS, INC.	
<input type="checkbox"/>	30865	04/08/21	50.58	DEVALT01	DEL-VAL INTER. TRUCKS, INC.	
<input type="checkbox"/>	30878	04/15/21	2,881.30	PMRS0002	PMRS (Police)	
<input type="checkbox"/>	30898	04/29/21	101.91	AFLAC01	AfLac	
<input type="checkbox"/>	30899	04/29/21	630.00	BLACKR01	BlackRock CollegeAdvantage 529	
<input type="checkbox"/>	30900	04/29/21	210.00	BUCKIN01	Buckingham Township PBA	
<input type="checkbox"/>	30901	04/29/21	2,577.23	PMRS0001	PMRS (Non-Uniform)	
<input type="checkbox"/>	30902	04/29/21	2,864.87	PMRS0002	PMRS (Police)	
<input type="checkbox"/>	30903	04/29/21	11.78	USCM001	Nationwide Retirement Solution	
<input type="checkbox"/>	30904	08/15/21	101.91	AFLAC01	AfLac	
<input type="checkbox"/>	30905	08/15/21	212.92	STAPLE01	STAPLES	
<input type="checkbox"/>	30906	08/15/21	180.00	VERIZO01	VERIZON	
<input type="checkbox"/>	30907	08/15/21	37.50	WBMAS005	W.B MASON	
<input type="checkbox"/>	30908	08/27/21	89.74	STAPLE01	STAPLES	

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

Total Outstanding Amount:
 Total Recon. Amount:

Batch Created

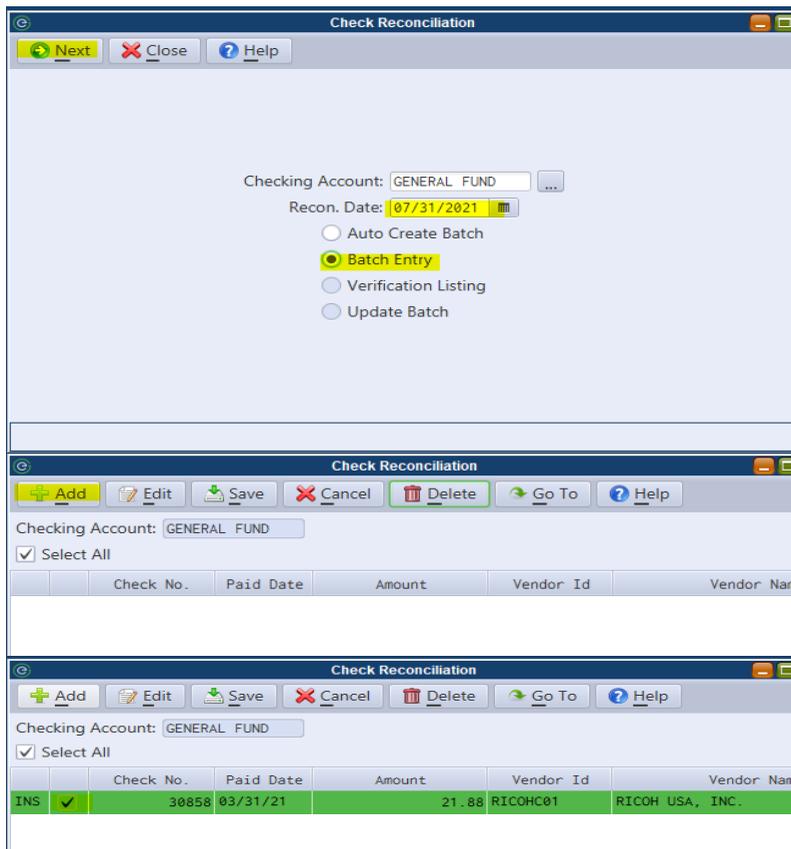
Unreconciling a Transaction

Unreconciling a Transaction using Bank Reconciliation:

If a transaction was reconciled by mistake and the reconciliation was already updated, you can re-enter the Bank Reconciliation that was updated using the same Statement Ending Date and Statement Ending Balance. Once the reconciliation is generated, you can uncheck the transaction that was previously reconciled, save, verify and re-update the reconciliation.

Unreconciling a Transaction using A/P Check Reconciliation:

If a check was reconciled by mistake, you have the option to unreconcile it using either the Bank Reconciliation or the A/P Check Reconciliation. To unreconcile a check using the Check Reconciliation, you would select the Checking Account in which the check was drawn on, and the reconciliation date used originally. Instead of using the "Auto Create Batch", you would select 'Batch Entry' instead and hit 'Next'. You will then be able to 'Add' in the check number that was mistakenly reconciled, and it will pull into the Batch Entry with a check mark showing. To unreconcile this transaction, you would simply uncheck the box, save the batch, verify the batch and update.



Going back/forward In Reconciliations

Sometimes it is necessary to go back into Bank Recs that have already been verified and updated. With that being said, it is very important to understand the implications of clicking around in a prior (or future) month's reconciliation and the effect it has on the subsequent months following; if transactions are mistakenly selected for reconciliation and saved but not updated, it can cause discrepancy issues within the months you are toggling between. If you find yourself in a situation like this, it is always a good first step to check the "Recon Date" column to see if any transactions have a Recon Date for any date other than the Recon Date you are currently working on.

Bank Reconciliation

Update Refresh Save Close Drill Print Help

Display: All Transactions Bank Id: GENERAL PNC BANK

Show Disbursements Statement Ending Date: 04/30/2021

Show Cash Receipts Statement Ending Balance: .00

Show Other Transactions

Cash Receipts & Other

<input checked="" type="checkbox"/>	Type	Tran Date	Amount	Deposit Type	Description	Ref Ledger	Ref Num	Ref Seq	Recon Date
<input checked="" type="checkbox"/>	Cash Receipts	04/30/21	100.00	CS/CK	Batch Id: INTEREST Date: Cash Receipts	R	15812	0	05/31/21
<input checked="" type="checkbox"/>	Manual G/L	01/01/21	87,500.00		TO FUND NEW ACCTS	G	7127	3	05/31/21