



Bank Reconciliation Processing

SYSTEM ADMINISTRATION
AND PROCESSING GUIDE

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LOGOS



BANK RECONCILIATION PROCESSING

CONTENTS

Contents	1
Introduction.....	3
System Administrator Guide.....	4
Company FM Settings	4
Security Set-Up	4
<i>User Security</i>	4
<i>User Based Security/Sub Ledgers Function</i>	13
<i>User Based Security/Sub Ledger General Tab</i>	14
<i>User Based Security/Sub Ledger GL Organizations Tab</i>	14
Bank Reconciliation Processing Pre-work	16
Payment Reconciliation Batches.....	16
Receipt Deposit Batches	19
<i>Collection</i>	20
Returned Checks.....	27
<i>Receipt</i>	28
<i>No Receipt</i>	29
<i>Permit Payment</i>	30
Bank Account Journals.....	31
<i>Revenue and Expense Adjustments</i>	32
<i>Wire Transfer In and Out Adjustments</i>	34
Reconcile Bank Accounts	39
Payment Reconciliation (- Cash Balance).....	40
Deposits (+ Cash Balance).....	43
Returned Checks (- Cash Balance).....	45
Wire Transfer In (+ Cash Balance)	45
Wire Transfer Out (- Cash Balance)	46
Adjustments (+ or - Cash Balance)	47
Attaching Documents	48
Remote Documents	50
Adding Notes	50
Bank Reconciliation Reports	52
Payment Register	52
Bank Account Reconciliation Report.....	54
Bank Reconciliation Inquiries.....	Error! Bookmark not defined.
Appendix A	58
Deposit Batches with Credit Card Payments.....	58

BANK RECONCILIATION PROCESSING

BANK RECONCILIATION PROCESSING

INTRODUCTION

Welcome to the Logos.NET Bank Reconciliation Processing guide. This manual will guide you through both the setup and processing aspects of Bank Reconciliation Processing.

The guide is divided into two sections.

The System Administration Guide will focus on the set-up components necessary to utilize Bank Reconciliation Processing within Logos.NET. This will include detailed information on master files that must be set-up such as Budget Levels and Budget Methods and will also include the security settings which will be utilized to enable workflow and tailor user options to your needs.

The End User Processing Guide will describe the steps, workflow and options available in Bank Reconciliation Processing to the end-user. It will guide you through the process from receipt deposits, through reconciling payments and bank adjustments. Included in the section will be a guide to the standard reports available in the software.

This document is available in Microsoft Word format to allow for customization to your organization's particular needs and procedures.

BANK RECONCILIATION PROCESSING

SYSTEM ADMINISTRATOR GUIDE

Company FM Settings

On the Payment Reconciliation Method Field, always set the value to Bank Reconciliation- Daily Reconciliation.



Maintenance>Financial Management>Company FM Settings>. Then select the **Bank Reconciliation** tab.

For the ACH Clearinghouse Bank field, only choose an option here if you are planning to create export files created for Wire out transfers that will be uploaded to your bank.

Security Setup

Security for the Bank Reconciliation Processing is controlled through Application Permissions, Process Manager, and User Based Security.

In simple terms, users will have access to process Bank Reconciliation Adjustment Journals, Reconcile Checks, Process Deposits, and Process a Bank Reconciliation for the month depending on their job function and duties. These permissions can also be separately parsed out by job function if needed.

User Security

Security templates can be created to assign User Permissions to individuals who will be processing Bank Reconciliation tasks.

BANK RECONCILIATION PROCESSING



Maintenance > Logos Suite > Security > Security Templates

To create a new template, click the New button and create a naming convention. Starting off with FM is common to differentiate between Finance and other modules.

Once created, highlight the template name in the list and click the permissions button. This will open the Permission Records screen where each line represents a screen or button that a user can be given access to.



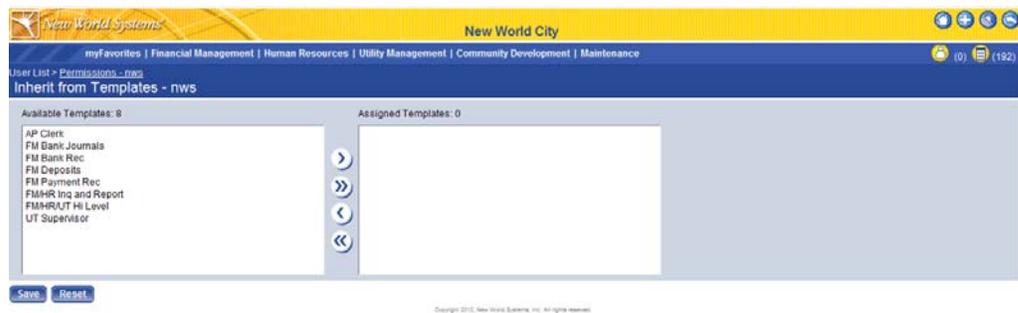
The feature group drop-down allows permissions to be sorted by function. All Bank Reconciliation permissions are included in the *FM-Bank Reconciliation* feature group except for Payment Reconciliation permissions.

BANK RECONCILIATION PROCESSING

Payment Reconciliation permissions are located under the *Payment Processing* Feature Group.

Click on the red X twice to change it to a green checkmark, which allows access to these permissions. The permissions can be combined under one FM-Bank Rec template, or, if different individuals have separate functions within the municipality, they can be separated and given to individual users.

Once these templates have been created, they must be assigned to the users who will be utilizing them.



Maintenance > Logos Suite > Security > Users

Click on the Permissions button, then the Inherit button and a list of available templates will appear. To assign the template to the user, move the chosen template to the right hand side of the Assigned Templates box.

Permission Type – Company Applications Feature Group – Bank Reconciliation

App	Component	Description	All	Add	Change	Delete	View/Use	Print
FM	Bank Account Activity Report		X		X			
FM	Bank Account inquiry		X		X		X	
FM	Bank Account Journal Edit/Post Listing		X		X			

BANK RECONCILIATION PROCESSING

App	Component	Description	All	Add	Change	Delete	View/Use	Print
FM	Bank Account Journal Error Listing		X	X			X	
FM	Bank Account Journal Fund Summary		X	X	X		X	
FM	Bank Account Journal Process Manager		X				X	X
FM	Bank Account Journal Process Manager- Create ACH Transmittal File		X		X		X	
FM	Bank Account Journal Process Manager- Execute All Processes		X				X	
FM	Bank Account Journal Process Manager- Post		X	X	X	X	X	X
FM	Bank Account Journal Process Manager- Print Edit & Error Listing		X	X	X	X	X	
FM	Bank Account Journal Process Manager- Validate		X		X	X	X	
FM	Bank Account Journal Processing		X					X
FM	Bank Account Journal Transaction Listing		X				X	
FM	Bank Account Reconciliation Report							
FM	Bank Reconciliation Import- Transmittal Audit Listing							
FM	Bank Reconciliation Import- Transmittal Edit Listing							
FM	Display Bank Account Transaction							
FM	Display returned Check Transaction							
FM	Receipt Deposit Batch Edit/Post Listing							
FM	Receipt Deposit Batch Error Listing							
FM	Receipt Deposit Batch G/L Distribution Summary							
FM	Receipt Deposit Batch Process Manager- Execute All Processes							

BANK RECONCILIATION PROCESSING

App	Component	Description	All	Add	Change	Delete	View/Use	Print
FM	Receipt Deposit Batch Process Manager- Post							
FM	Receipt Deposit Batch Process Manager- Print Edit & Error Listing							
FM	Receipt Deposit Batch Process Manager- Validate							
FM	Receipt Deposit Batch Processing							
FM	Reconcile Bank Account Batch Edit/Post Listing							
FM	Reconcile Bank Account Batch Error Listing							
FM	Reconcile Bank Account Batch Process Manager- Execute All Processes							
FM	Reconcile Bank Account Batch Process Manager- Post							
FM	Reconcile Bank Account Batch Process Manager- Print Edit & Error listing							
FM	Reconcile Bank Account Batch Process Manager- Validate							
FM	Reconcile Bank Account Processing							
FM	Returned Check- Execute All Processes							
FM	Returned Check- Post							
FM	Returned Check- Print							
FM	Returned Check- Validate							
FM	Returned Check Edit/Post Listing							
FM	Returned Check Error Listing							
FM	Returned Check G/L Distribution Summary							
FM	Returned Check Processing							
FM	Reverse License Payment							

BANK RECONCILIATION PROCESSING

App	Component	Description	All	Add	Change	Delete	View/Use	Print
FM	Reverse License Payment	Edit/post Listing						
FM	Reverse Miscellaneous	Billing Payment						
FM	Reverse Miscellaneous	Billing Payment Edit/Post Listing						
FM	Reverse Permit Payment							
FM	Reverse Permit Payment	Edit/Post listing						
FM	Treasurer's Daily Statement							
FM	Treasurers Reconciliation	Report						

Permission Type – Company Applications Feature Group – Payment Reconciliation

App	Component	Description	All	Add	Change	Delete	View/Use	Print
FM	8.1 Payment Register		X		X			
FM	ACH Transmittal File Listing		X		X		X	
FM	Cash Requirement Listing		X		X			
FM	Create Payment Register		X	X			X	
FM	Payment Reconciliation	Batches	X	X	X		X	
FM	Payment Reconciliation	Batches- Process Manager Approve	X				X	X
FM	Payment Reconciliation	Batches- Process Manager Post	X		X		X	
FM	Payment Reconciliation	Batches- Process Manager Print	X				X	
FM	Payment Reconciliation	Batches- Process Manager Validate	X	X	X	X	X	X

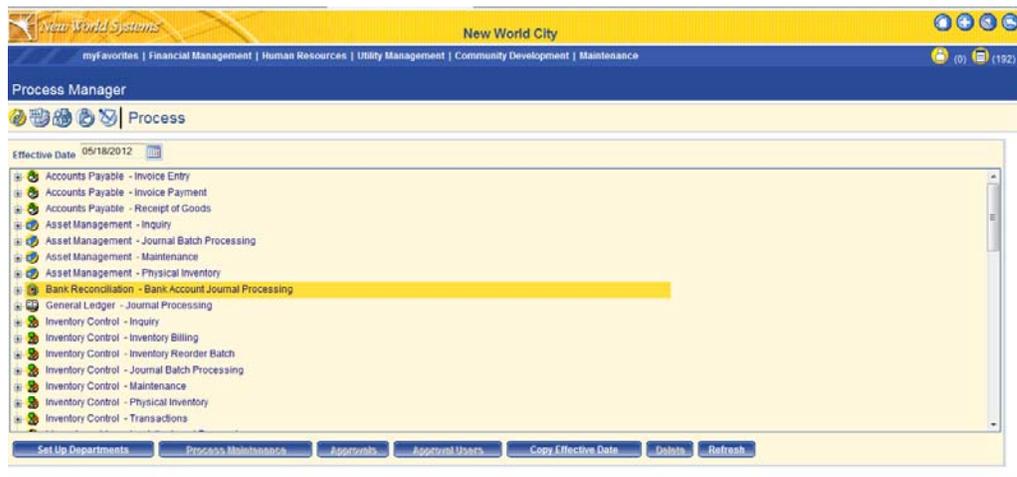
BANK RECONCILIATION PROCESSING

App	Component	Description	All	Add	Change	Delete	View/Use	Print
FM	Payments- Enter Reconciliation Amount		X	X	X	X	X	X
FM	Payments- Import Bank Reconciliation Data		X		X	X	X	
FM	Payments- Reconciliation		X					X
FM	Payments- Reverse Reconciled Checks		X				X	

BANK RECONCILIATION PROCESSING

Process Manager

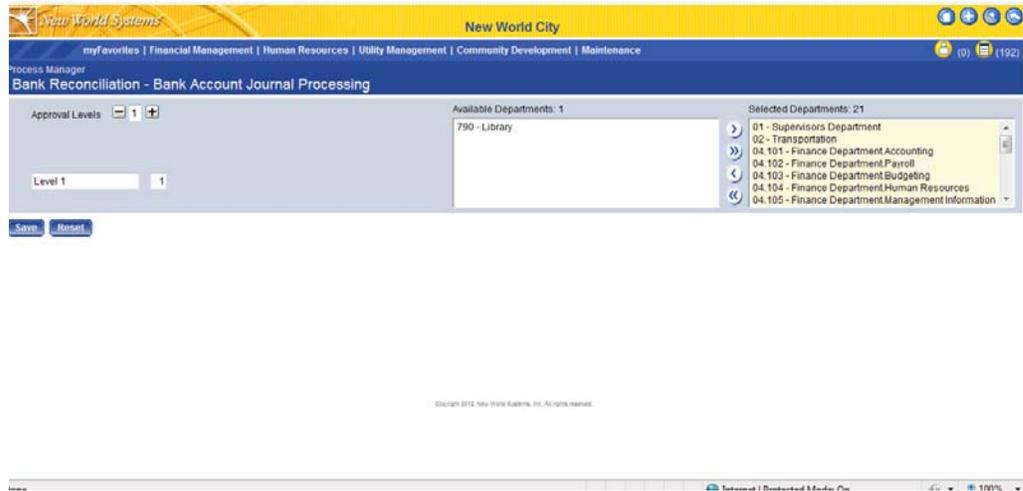
Process Manager Security for Bank Reconciliation is used for Bank Account Journals and Reconciling payments only. Processing Bank Deposits and Reconciling the month's Bank Statement do not allow for approval levels before posting. This portion of security allows for the municipality to select how many approval levels for each process are needed before the transaction is allowed to be posted, which departments can process Bank Account Journals and Reconcile checks, and which users are at each approval level.



Maintenance > Logos Suite > Process Manager

To assign the number of approval levels the transaction must pass through, and select which departments may create the transaction, highlight the desired process. Next click the Setup Departments button.

BANK RECONCILIATION PROCESSING



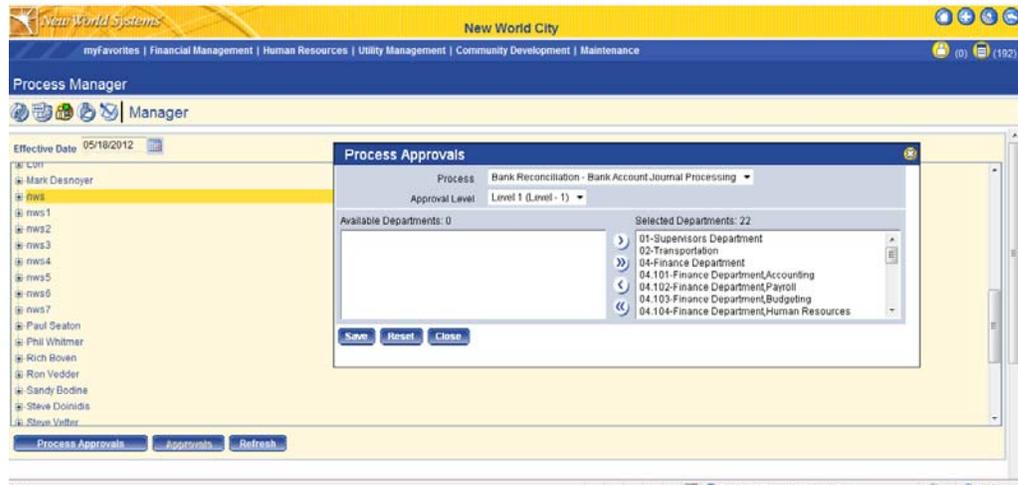
The Approval Levels plus and minus buttons can be used to add or subtract approval levels desired for the selected process. These levels can be named according to the municipality's criteria. Common naming conventions used are Entry Level for Level 1 and Finance Approval for Level 2.

Once the desired number of approval levels are selected and named, the next step will be to assign all Departments to this process, and the selected number of approval levels. Move the desired Departments to the Selected Departments box by highlighting them, clicking the single arrow button between the boxes, and then clicking Save.

Individual Departments can be modified with different approval levels and different naming conventions on those levels if needed.

Once the approval structure has been created, the next step will be to assign users to the levels. Click the Manager workflow tab to select users to add to levels per process.

BANK RECONCILIATION PROCESSING

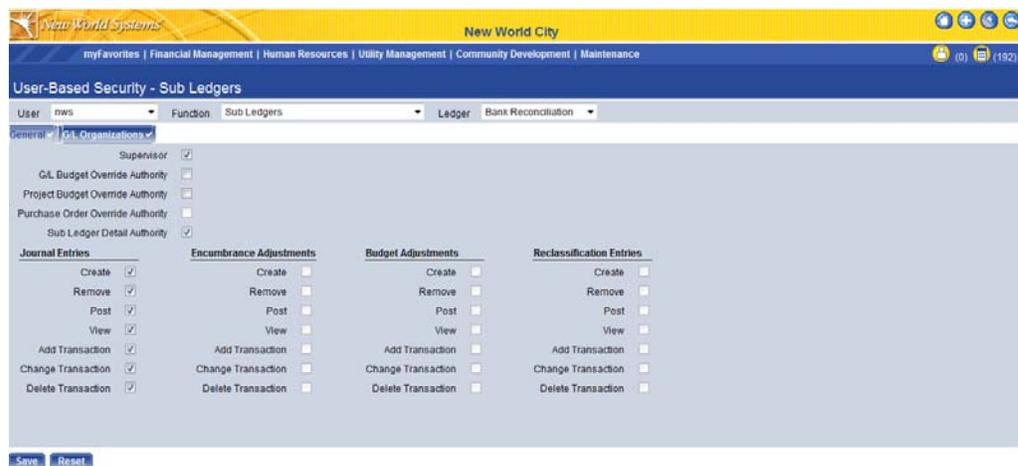


The value selected in the *Process* drop-down will determine which process the user will be added to. The *Approval Level* drop-down allows a user to be inputted at any level within a process for one or multiple Departments at a time.

User Based Security/Sub Ledgers Function

There are two sub ledgers that must be set up in User-Based Security for Bank Reconciliation: Bank Reconciliation and Payment Processing.

The Sub Ledgers Function on the General Tab within User Based Security is shown below:



Maintenance>Logos Suite>Security>User Based Security

BANK RECONCILIATION PROCESSING

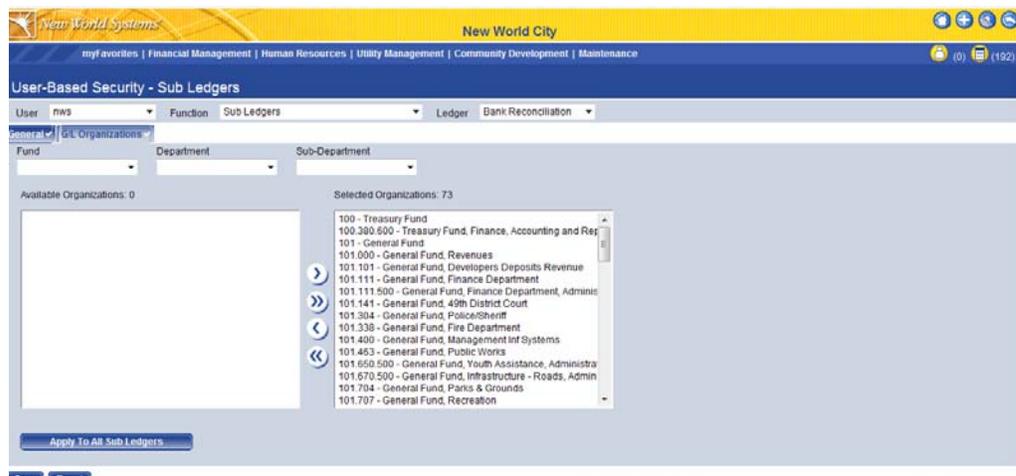
User Based Security/Sub Ledger General Tab

The top portion of the Bank Reconciliation sub ledger has numerous checkboxes that correspond to different functions:

Supervisor	If selected, users will see all Bank Reconciliations in process versus just the ones they have created.
GL Budget override Authority	
Project Budget Override Authority	
Sub Ledger Detail Authority	If selected, a user will have access to see specific transactional details such as invoice and receipt numbers on inquiries and reports instead of only summary information.

User Based Security/Sub Ledger G/L Organizations Tab

The Sub Ledger area of User Based Security allows for filtering of the General Ledger Organization Sets that a user can work with in the Bank Reconciliation Module. This can be used to provide administrators access to all organization sets and accounts for Bank Reconciliation processing.



Maintenance>Logos Suite > Security>User Based Security>Sub Ledgers

To access the sub-ledger area in User Based security, click the *Function* drop-down and select Sub Ledgers. After accessing the Sub Ledger area, click the

BANK RECONCILIATION PROCESSING

Ledger drop-down and select Bank Reconciliation. Then select the GL Organizations tab.

Listed in the Available Organizations will be all GL Organization Sets. Select those organization sets for which the user should have access and move them to the Selected Organizations box on the right using the arrow buttons. When complete, click the Save button.

The Organization Sets selected here will drive what the users can access within the Bank Reconciliation module and reports in the Bank Reconciliation header ledger.

BANK RECONCILIATION PROCESSING

BANK RECONCILIATION PROCESSING PRE-WORK

Payment Reconciliation Batches

myTasks	Validated	Approvals	Responsible Department	Bank Account	Default Reconciliation Date
	✘	0 of 1 at 1	04 Finance Department	Comerica Bank - Accounts Payable	7/29/2009

New Delete Refresh Import Reconcile Payments Export Options

Financial Management > Payment Processing > Payment Reconciliation Batches

Once on the Payment Reconciliation Batch screen, click the New button to start the reconciliation batch for a day, week, or month depending on how often the municipality payments will be cleared.

Batch Information
 Responsible Department: 04 101 - Finance Department/Accounting
 Bank Account: Accounts Payable - Comerica Bank - Accounts
 Default Reconciliation Date: 06/22/2012
 Create ZBA Wire Transfers: No
 Create Journal:

Save Reset Delete Documents Reconcile Payments

The Payment Reconciliation Batch Entry screen will be displayed. The Batch Information section of the General tab includes the following fields:

BANK RECONCILIATION PROCESSING

Responsible Department- This will be the department tracked as clearing these payments and will auto default to the home department of the user creating the batch.

Bank Account- This field will be the bank account for the payments you would like to clear.

Default Reconciliation Date- This will auto set all cleared payments within the batch to this date. Note that individual payments within this batch can also be set to individual clearing dates.

Create ZBA Wire Transfers- This feature will be used only if a .csv file is desired to be created for cash transfers from one bank account to another. The .csv file can then be uploaded to the bank's website for EFT transfers if a municipality currently utilizes this functionality with their bank.

Create Journal- This field will be used with Warrant Processing customers only. If selected, this will create the cash and outstanding warrant liability accounts to be hit at the time of clearing.

Once the header has been completed, click the Save button and the Reconcile Payments button will then be highlighted to be clicked on.

Payment Type	Count	Amount	Reconciled Amount	Difference
Checks	1	\$1,300.00	\$1,300.00	\$0.00
EFTs	0	\$0.00	\$0.00	\$0.00
Total	1	\$1,300.00	\$1,300.00	\$0.00

Type	Number	Date	Source	Payee	Amount	Reconciled Amount
Check	101370	09/10/2010	Accounts Payable	Staples	\$100.00	
Check	101373	04/13/2011	Accounts Payable	University of Michigan	\$40,000.00	
Check	101374	10/28/2011	Accounts Payable	Binstocker, Amy E.	\$1,000.00	
Check	101375	01/31/2011	Accounts Payable	1st of America	\$369.94	
Check	101376	01/31/2011	Accounts Payable	abc company	\$60.00	
Check	101377	01/31/2011	Accounts Payable	Apple Construction	\$3,000.00	
Check	101378	01/31/2011	Accounts Payable	Bumper to Bumper	\$25.00	
Check	101379	01/31/2011	Accounts Payable	Michigan Police Equipment Co.	\$8,108.32	
Check	101380	01/31/2011	Accounts Payable	Office Depot	\$44,945.00	
Check	101381	01/31/2011	Accounts Payable	Office Depot	\$9,140.00	

Once the Reconcile Payments button is clicked, all un-cleared payments for the selected bank account will appear in their list. There are various search fields available to isolate specific payments if desired.

BANK RECONCILIATION PROCESSING

Payment Type- This field will sort payments by checks, EFTs, or both.

Payment Source- This field will sort payments made by Accounts Payable, Payroll, Conversion, or Miscellaneous Billing refunds.

From Number/To Number- This field will sort a range of payments.

Through Date- This field will pull all payments made through a certain date.

Status- This field will pull payments that are un-reconciled versus reconciled depending on whether previously reconciled payments wish to be un-reconciled.

Payments can be marked as cleared one by one or all at once by clicking on the box at the top of the grid. Once the desired payments are marked for clearing, click the Accept button. On the summary tab above the payments labeled, "Selected for Reconciliation Summary," the number of payments marked for clearing will be shown, the total dollar amount of the payments displayed, the total dollar amount of the payments marked for clearing, and any differences between the payment amounts in the system and the amount reconciled.

If multiple pages of payments are displayed in the available payments for reconciliation screen, these pages can be scrolled through by selecting the drop-down arrow at the bottom right hand corner of the screen, or by clicking the arrow buttons.

The buttons displayed at the bottom of the screen are as follows:

Accept- This will enter all payments selected into the system to be recognized on the Selected for Reconciliation Summary tab. Note that this button must be clicked after selecting any payments for clearing.

Reset- This button will clear any payments or changes made to the screen up to the last time the Accept button was clicked.

Transaction Inquiry- When a payment is highlighted, this button will take a user to the payment inquiry screen where all payment information can be viewed.

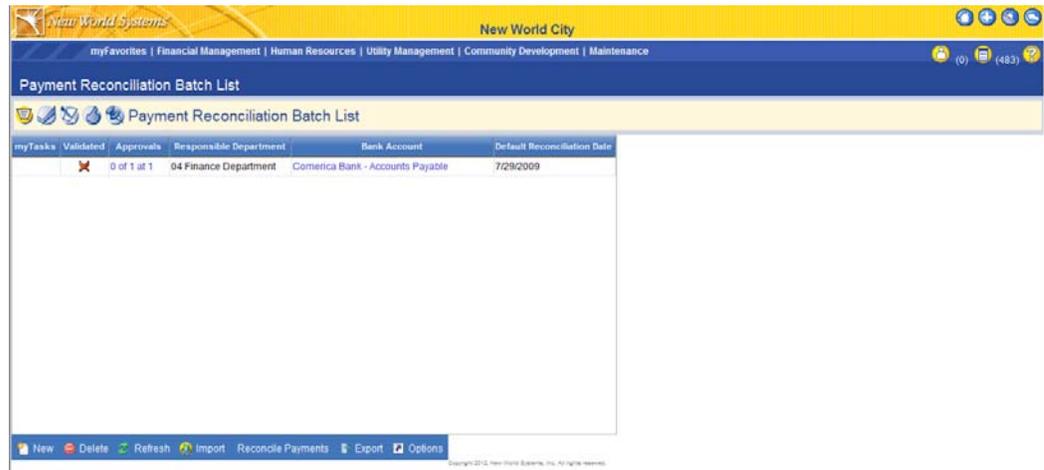
BANK RECONCILIATION PROCESSING

Reconciled Amount- Occasionally the bank will show a different reconciled amount than what shows in the system. This button allows a user to mark a payment as reconciled for an amount other than what the check was written for.

Options- This button allows for user customization of the payment screen. Fields can be removed and filters can also be put in place for the columns.

Once all payments have been marked for reconciliation, click Accept.

At this point, return to the Payment Reconciliation Batch list using the breadcrumb link in the upper left hand corner of the screen.



To process the reconciliation payment batch, validate, approve, and post the batch using the workflow icons at the top of the screen. Payments in the system will then be shown as reconciled when they are inquired upon.

Receipt Deposit Batches

Receipt Deposit Batches are the next step in Bank Reconciliation processing. There are two types of deposit batches that can be posted in the system: Collection and Manual deposit batches.

Note: If credit card payments are accepted, please see Appendix A at the end of this document. The process for taking in Credit Card Payments is different than the process for creating deposit cash and check payments.

BANK RECONCILIATION PROCESSING

Collection

Once revenue collection batches are posted in the Revenue Collections sub-ledger, those receipts will show in the Receipt Deposit Batch list. These batches are created automatically when posted in Revenue Collections and are sorted by the bank account tied to the payment codes used in those receipts. Batches are auto-created each time a Revenue Collection batch is posted, so if multiple revenue batches are posted at the same time, one deposit will be created. If Revenue Collection batches are posted one by one, several Receipt Deposit Batches will be created.

Validated	Bank	Bank Account	Deposit Date	Deposit Type	Deposit Amount
	Comerica	Comerica Bank - Accounts Payable	05/31/2012	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	05/16/2012	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	05/16/2012	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	12/07/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	11/09/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	11/07/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	10/18/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	09/07/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	08/23/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	08/22/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	08/22/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	07/06/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	07/06/2011	Collection	\$0.00
	Comerica	Comerica Bank - Accounts Payable	07/06/2011	Collection	\$0.00

Financial Management > Bank Reconciliation > Receipt Deposit Batches

The purpose of the Deposit Batch receipts portion of Bank Reconciliation is a two-fold process that validates the money deposited to the bank per day versus what has been receipted into the system. This provides an additional check and balance for the municipality when dealing with revenue and cash. The second function is that once these deposits are posted, the cash from these deposits will reflect against that month's bank reconciliation.

Hovering over a value in the Bank Account column of the List page opens a tooltip that includes receipt deposit batch information, such as cash, check, charge, wire transfer/ACH/EFT, and other transactions for the selected batch.

To reconcile the deposit against the day's receipts, click on the bank account name in the receipt deposit batch list. The following screen will appear.

BANK RECONCILIATION PROCESSING

The screenshot shows a web-based form titled "Receipt Deposit Batches General" within the "New World Systems" interface. The form is divided into several sections:

- General:** Contains fields for "Deposit Date" (03/27/2017), "Override G/L Date", "Deposit Type" (Collection), "Bank Account" (A CHK - General Fund Checking), "Description" (Receipt Batch 3/27/17), "Reference", and "Comments".
- Deposit Totals:** Includes input fields for "Cash Amount", "Check Amount", "Number of Checks", "Charge Amount", "Wire Transfer/CHEFT", and "Other Amount".
- Buttons:** "Save" and "Reset" buttons are located at the bottom left of the form.

Deposit Date- This will be the date this deposit reflects in the Bank Reconciliation. This field can be modified.

Override G/L Date- This field overrides the G/L date on the Receipt Deposit Batch. When a value is entered in this field, the G/L date on the batch post will pull from this field. The date specified overrides the G/L date on the individual receipt transactions.

Deposit Type- Revenue batches posted in the revenue collections module will always show as collection type deposits, this field cannot be modified except in a Confirming deposit batch.

Bank Account- This is the bank account the deposit will be made to.

Description- Enter a brief description of the Receipt Deposit Batch.

Reference/Comments- Optional fields for additional information about the transaction.

Cash Amount- Enter the total cash amount for the deposit into this field. Clicking the "Apply" button will move the full amount of cash shown under the Batch Totals area to this field if no adjustments need to be made.

BANK RECONCILIATION PROCESSING

Check Amount- Enter the total check amount for the deposit into this field. Clicking the "Apply" button will move the full amount of checks shown under the Batch Totals area to this field if no adjustments need to be made.

Number of Checks- Enter the number of checks in the deposit.

Charge Amount- Enter the total charge amount for the deposit into this field. Clicking the "Apply" button will move the full amount charged shown under the Batch Totals area to this field if no adjustments need to be made.

Wire Transfer/ACH/EFT- Enter the total wire transfer, ACH, and/or EFT amount for the deposit into this field. Clicking the "Apply" button will move the full amount shown under the Batch Totals area to this field if no adjustments need to be made.

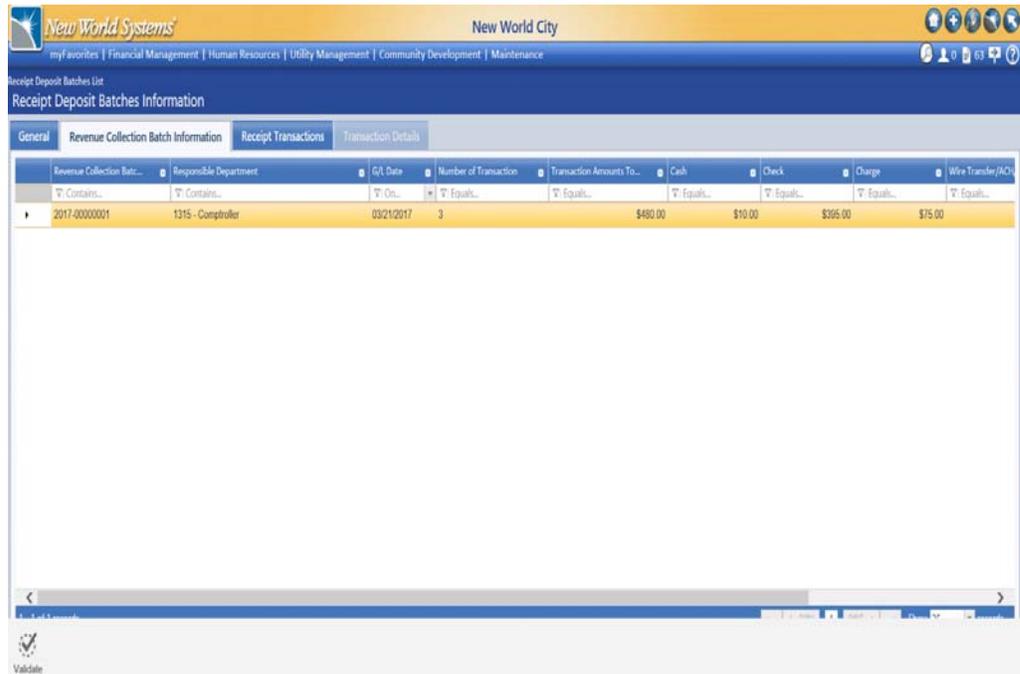
Other Amount- Enter the total amount of other transactions for the deposit into this field. Clicking the "Apply" button will move the full amount shown under the Batch Totals area to this field if no adjustments need to be made.

Additional detail about the batches included in the transaction can be found in the Revenue Collection Batch Information tab.

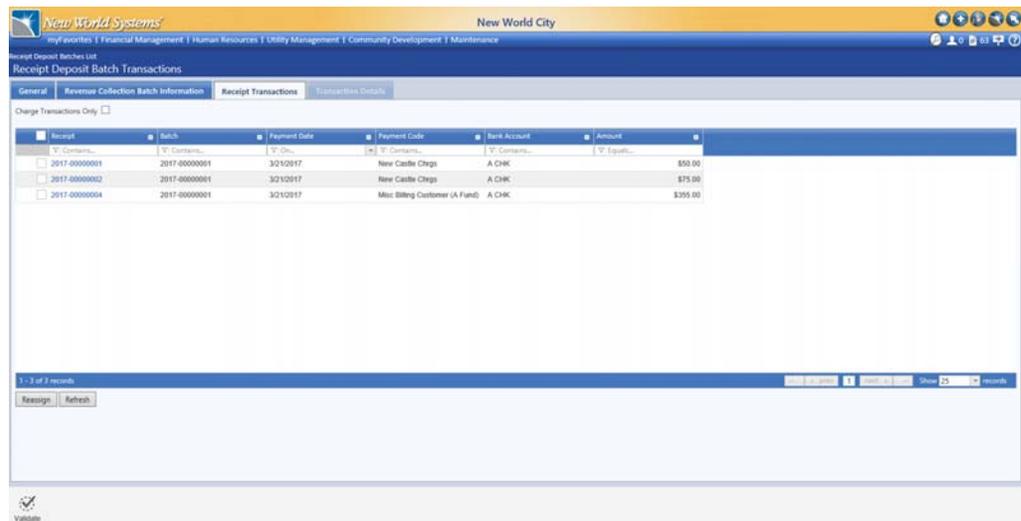
In the Revenue Collection Batch Information tab, the screen displays information about all of the batches included in the transaction. Fields displayed include the Revenue Collections batch number, the responsible department, G/L date, number of transactions, total transaction amount, and totals for cash, check, charge, wire transfer/ACH/EFT, and other payments.

The columns can be filtered and sorted to find specific amounts or data. The display is informational only and there are no links to click on for more detail.

BANK RECONCILIATION PROCESSING



All receipts in a given Deposit batch are able to be viewed using the Receipt Transactions tab.



To inquire on any receipt within a batch, click on the receipt number and all available information on the receipt can be viewed.

When the Charge Transactions Only box is checked, the grid will be refreshed to display only charge transactions.

BANK RECONCILIATION PROCESSING

Variance Amount- This field is used if there is a variance between the cash receipt totals in the batch, and the cash amount collected in the batch for the deposit. Sometimes money will be taken out of the drawer for petty cash, or to keep a balance in the drawer. If so, enter the dollar amount of the variance here.

Debit Account- Enter the debit account for the variance here.

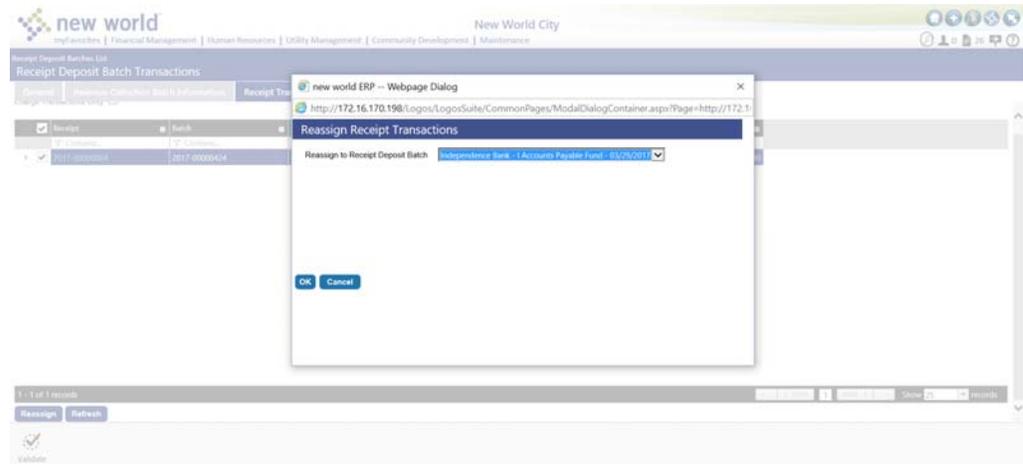
Credit Account- Enter the credit account for the variance here.

The standard process for knowing how much cash and how many checks reside within a batch is to have the individual posting the receipt batch send their Post Listing for their receipt batches to the user posting the deposits. The Post Listing will have a detailed breakdown of total cash, checks, and charges for their posting which will become a Deposit Receipt Batch in Bank Reconciliation processing. The user making the deposit can then validate the Post Listing against the total cash and checks collected against their deposit slip at the bank.

If receipts need to be reassigned to a different Deposit Receipt Batch, use the Receipt Transaction tab's Reassign button to move them. Check the boxes next to each receipt that needs to be reassigned and then click "Reassign." If this is attempted after changes have been made in the Transaction Details page, the system will display a warning. Click OK to continue.

Clicking OK will cause any deposit transactions created on the Transaction Details page to be deleted and removed from the grid. All the user-entered deposit groups information will be deleted and the Deposit Group Details grid will be reset to the defaults. The Transaction Details page will be refreshed and appear exactly as it did the first time the page was opened after creating the Receipt Deposit Group.

BANK RECONCILIATION PROCESSING



Select the receipt deposit batch that you want to transfer the receipt to from the dropdown menu and click OK. The receipt deposit batch must already be created before reassigning a receipt to it. After returning to the Transaction Details page, it will display the updated information for cash, check, charge, wire transfers, and other transaction amounts. The amounts in the Batch Totals section of the General tab will display the updated numbers. The updated numbers can be applied to the Batch Totals section or manually entered in the Deposit Totals section.

The Transaction Details tab allows users to view and edit deposit transactions. It is only available for collection deposit types in Edit mode. It is not available for batches in New mode or for confirming batches in any mode.

This tab's Deposit Group Details grid will display a deposit group for each type of transaction for which an amount was entered in the General tab. These default groups can be modified to reflect how transactions were deposited in the bank and how they will be seen in the reconciliation batch.

The default deposit groups displayed on this tab are automatically created by the system when values are entered and saved in the Deposit Totals section of the General tab. If values are entered for every deposit type, the system will create a group for each transaction type. Cash and checks will be combined into one group. The default groups can be modified to reflect

BANK RECONCILIATION PROCESSING

how transactions were deposited in the bank so that they match the reconciliation batch. Information for each transaction includes Group #, Count, Deposit/Wire Information, Deposit Date, Amount, Description, and Department. By default, groups are numbered starting at #999 for the Cash and Check group, 1000 for Charge, 1001 for Wire Transfer/ACH/EFT, and 1002 for Other.

The screenshot shows the 'Receipt Deposit Batch Transaction Details' screen in the New World Systems application. The page title is 'New World City' and the user is logged in as 'myEncoders'. The navigation menu includes 'Financial Management', 'Human Resources', 'Utility Management', 'Community Development', and 'Maintenance'. The main content area is titled 'Receipt Deposit Batch Transaction Details' and has tabs for 'General', 'Revenue Collection Batch Information', 'Receipt Transactions', and 'Transaction Details'. The 'Transaction Details' tab is active, showing a 'Deposit Group Details' table. The table has the following data:

Group	Count	Deposit/Wire Transfer Information	Deposit Date	Amount	Description	Department
999	2		03/29/2017	\$125.00	Cash and Check	15.121 - Finance/Finance

Below the table, there is a 'Group Details' button and a 'Validate' button.

Clicking the Group Details button at the bottom of the Transaction Details tab opens the Deposit Transaction details grid (see below). This grid lists all of the transactions associated with the selected receipt deposit batch grouped by transaction type. Deposit groups and subgroups can be created and managed here. Deposit subgroups allow transactions of the same type to be split in the case that more than one deposit entry will be made for a given deposit type. Splitting them into subgroups will allow them to appear as separate deposits on the reconciliation statement so that it matches the bank statement. For example: charge amounts can be split this way if different types of credit cards need to be broken up differently on the statement.

To edit the deposit group number for a transaction type, click the Group Details button. A pop-up window will open. Click the transaction type's editable Group # field and type the appropriate number there. Do this for every transaction type you would like grouped together, giving them all the same number.

BANK RECONCILIATION PROCESSING

On the General tab, after the total cash and check amounts have been entered, click Save. The user will then want to return to the Receipt Deposit Batch List using the breadcrumb in the upper left hand corner of the screen.

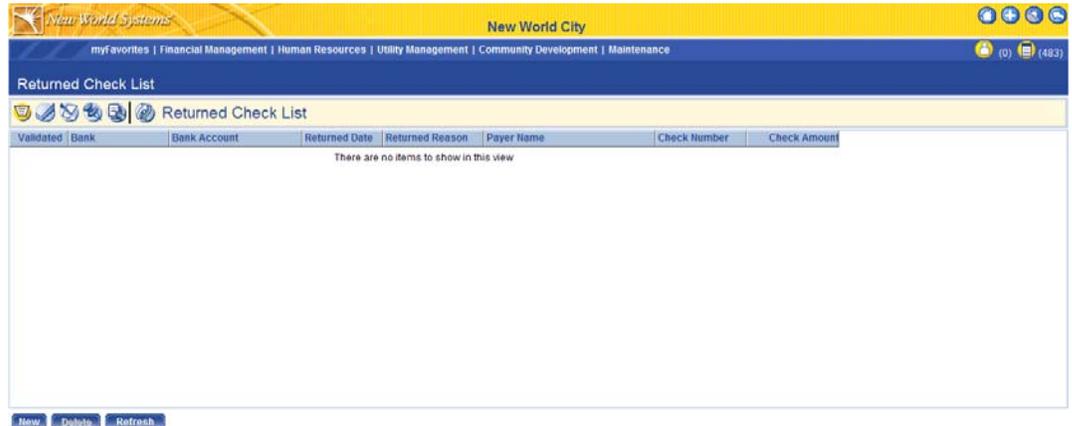
Deposit Batches can be merged if desired by clicking on the Merge button at the bottom of the Deposit Receipt Batch list screen. This is used mainly to merge multiple Deposit Batches for the same bank by deposit day.

To process that day's deposit, click on the Validate, Approve, and Post workflow icons to finalize the deposit for the day. That day's deposit will then be reflected in that month's bank reconciliation.

Returned Checks

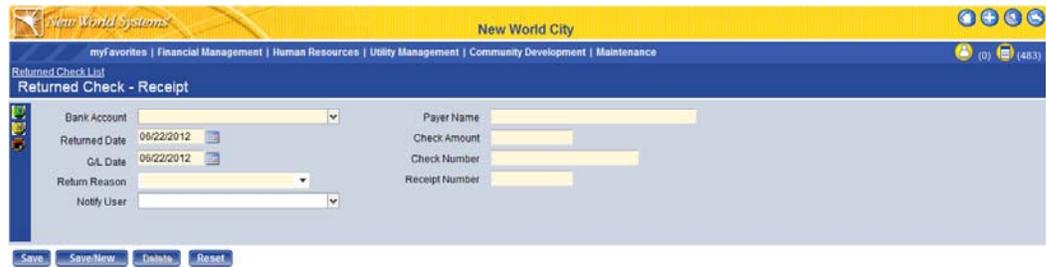
The returned check portion of Bank Reconciliation is for processing NSF's or checks taken in on deposits that have bounced.

BANK RECONCILIATION PROCESSING



Financial Management > Bank Reconciliation > Returned Checks

To create a returned check batch, click the New button on the Returned Check List page. This will take the user to the returned check entry screen.



When creating a returned check batch, there are three options for how a returned check can be processed. These options show as the green, yellow, and red button on the upper left hand corner of the screen.

Receipt

This option will automatically pull a currently posted receipt from the system, mark the receipt as returned, and adjusting journal entries from the deposit automatically. Please note that this option cannot be used with Deposit Receipt Batches in Revenue Collections unless a user wishes to reverse all receipts within that deposit batch for the day.

BANK RECONCILIATION PROCESSING

All fields on the right side of the screen must be entered for the returned check. However, the *Receipt Number* field is the criteria that will pull the posted receipt from the system. The *G/L Distribution* button can be clicked to review the journal that will generate when this returned check is posted. To apply, click on the box to the left of the receipt and then click the Save button.

No Receipt

This option can be used to record a returned check to Bank Reconciliation without pulling a previous receipt. This is typically used with a receipt that has been taken in through a third party payment, or a deposit receipt batch.

G/L Account	Description	Debit	Credit	Due To Due From
100-004.000 - Petty Cash			\$50.00	
101.000-444.000 - TaxProp Adj		\$50.00		

BANK RECONCILIATION PROCESSING

With this option, the adjusting journal must be manually entered to net out the original posted receipt. After this returned check has been entered, click the Save button.

Permit Payment

This option will only be available if the Community Development module is being used and receipt payments are taken in through it.

Bank Account- Enter the bank account where the receipt was applied for the bounced check payment.

Returned Date- This will be the date when the check shows as returned and also the date which the cash is reduced out of Bank Reconciliation.

G/L Date- This will be the date when the returned check journal adjustments hit the General Ledger.

Return Reason- This field is required. It describes the reason why the check was returned and pulls from validation set #261.

Notify User-This option allows a notification to be sent to a user in Logos with check detail so proper NSF billing to the payee can be applied if necessary.

Payer Name- Enter the name of the payer in this field.

Check Amount- Enter the amount of the check in this field.

Check Number- Enter the check number in this field.

Receipt Number- Enter in the receipt number. This is the field which pulls the posted receipt into the screen when using receipt and permit Payment Options.

When all returned receipts have been entered, click the Save button, then return to the Returned check list by clicking on the returned check list breadcrumb in the upper left hand corner of the screen.

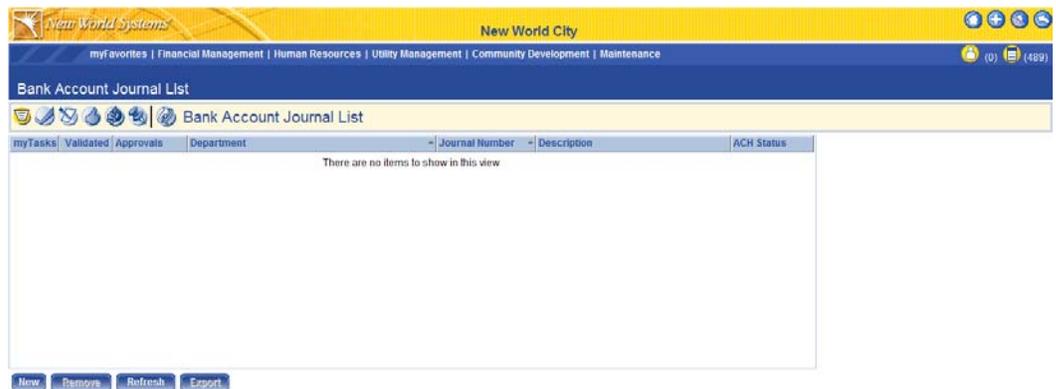
BANK RECONCILIATION PROCESSING

To process the returned check batch, click on the Validate, Approve, and Post workflow buttons.

The returned checks will then be applied to the Bank Reconciliation for the month.

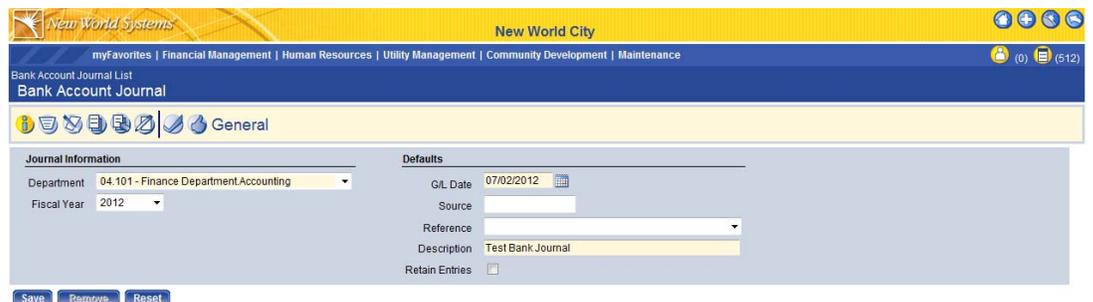
Bank Account Journals

The Bank Account Journals portion of Bank Reconciliation is used for making expense and revenue adjustments as well as recording internal and external wire transfers and internal cash transfers. Bank Account journals are used the same as regular General Ledger manual journals, except Bank Account Journals will reflect in the Bank Reconciliation module as well as the General Ledger. General Ledger Journals reflect only in the G/L due to the fact there is not a bank account to attach them to.



Financial Management > Bank Reconciliation > Bank Account Journals

All current bank journals not yet posted will show in this list. To create a new journal, click the New button.



BANK RECONCILIATION PROCESSING

Department – Select the functional department creating the journal.

Fiscal Year – Input the fiscal year the journal is supposed to hit.

G/L Date – The date this journal shows in the General Ledger and the month the adjustment shows up in when reconciling the bank account.

Source – This field is optional and is an informational field that can be searched on in Journal inquiries.

Reference – This is also an optional field and is populated by validation set #356.

Description – Enter a description for your journal. This will be the description that shows in the Journal List.

Retain Entries – Currently this check box has no function.

Once the Bank Account Journal header has been filled out, click the Save button and Logos will take you directly to the input screen.

There are five different types of Bank Account Journals to choose from. They are selected by clicking the buttons on the upper left hand side of the screen.

Revenue and Expense Adjustments

Both Expense and Revenue entries utilize the same format for entering in these types of journals.

BANK RECONCILIATION PROCESSING

Expense Entry – Click on this button if an expense adjustment is to be made to the Bank Reconciliation. A common example would be a bank fee for the month.

Revenue Entry – Click on this button if a revenue adjustment is to be made to the Bank Reconciliation.

The screenshot shows the 'Bank Account Journal List' interface in the New World Systems application. The 'Revenue Entry' button is highlighted. The form contains the following fields:

- G/L Date: 07/02/2012
- Source: [Empty]
- Description: Test Bank Journal
- Amount: \$500.00
- Bank Account: Accounts Payable - Comerica Bank - Accounts Pay

Buttons at the bottom include: Save, Save/New, Delete, Reset, and Dup To/Dup From.

This portion of the journal is what pulls and transfers into your Bank Reconciliation Statement.

G/L Date - This date will default and pull from the G/L date that was input on the journal header. This can also be modified to a different date per journal line if needed.

Source- Content defaults from your Journal Header.

Description- This will also default from the description input on your journal header, but can be changed line by line.

Amount- Input the amount of your adjustment. Please note revenue adjustments do not need to have a negative sign or credit sign input when entering the number. Since a revenue adjustment is being made, Logos automatically knows the number is a credit.

Bank Account- Select the Bank Account the user wishes the adjustment to hit.

Once the journal information is entered, the journal lines that will hit the General Ledger need to be entered next.

BANK RECONCILIATION PROCESSING

Bank Account Journal List
Bank Account Journal

Expense Entry

G/L Date: 07/02/2012
Source:
Description: Test Bank Journal
Amount: \$500.00
Bank Account: Accounts Payable - Comerica Bank - Accounts Payable

Save Save/New Delete Reset Due To/Due From

Fund	Description	G/L Date	Total Debits	Total Credits	Net Difference	Count
101	General Fund	07/02/2012	\$500.00	\$0.00	\$500.00	1
100	Treasury Fund	07/02/2012	\$0.00	\$500.00	-\$500.00	1

GL Account	Debit	Credit	Due To/Due From	Operating Transfer
101.000-706.1000 - Tool Expense	\$500.00			
100-004.000 - Petty Cash		\$500.00		

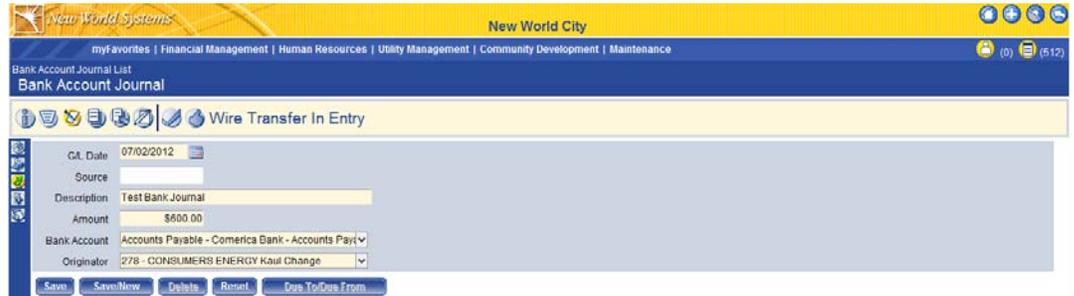
Wire Transfer In and Out Adjustments

Wire Transfer In and Out adjustments can reflect EFT and ACH transfers whether they are wired out, or being wired in. These adjustments are categorized separately from regular Accounts Payable and Revenue transactions on the Bank Reconciliation statement. These adjustments also have one additional element in comparison to revenue and expense adjustments when entering the transaction in the form of an “Originator” field. This adds the additional inquiry element of seeing where the wire came from or went to.

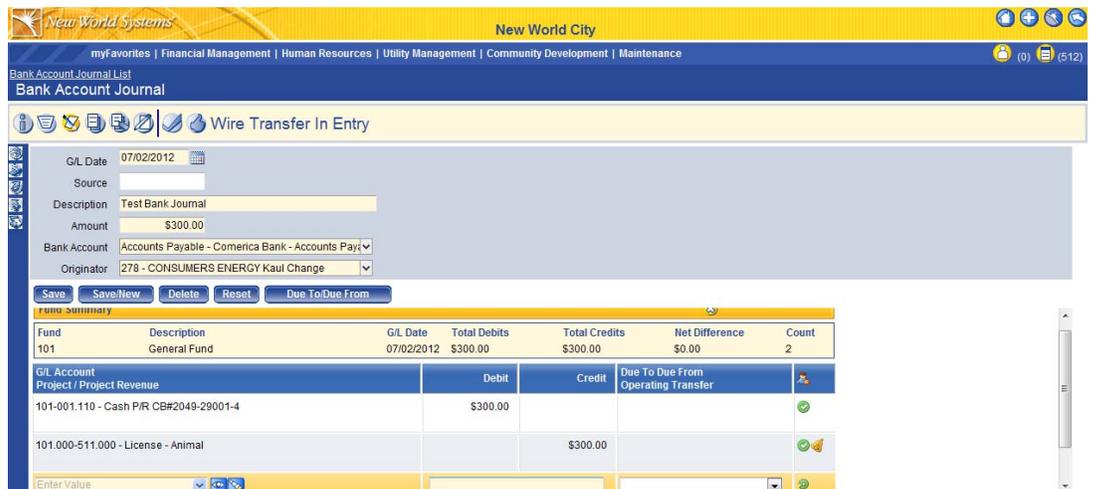
Wire Transfer In Entry – Click on this button if wire transfers of ACH’s in are input through an adjustment. Please take note that wire transfers in can also be reflected through a Revenue Collections payment code depending on the municipality’s process.

Wire Transfer Out Entry – Click on this button if wire transfers or EFTs out are input through an adjustment. Please take note that wire transfers out can also be reflected through a confirming EFT invoice type in accounts payable depending on the municipality’s process.

BANK RECONCILIATION PROCESSING



As with the revenue and expense adjustments, the Wire Transfer In entry requires that the General Ledger journal lines be entered. Once the above portion of the journal is completed, click the Save button and the journal lines will appear to enter the debit and credit for this transaction.



Wire Transfer Internal Entry – Click this button if cash is to be transferred internally from one bank account to another. This type of adjustment has a different format than the other adjustment types.



BANK RECONCILIATION PROCESSING

G/L Date – This will be the date the adjustment hits the G/L and the Bank Reconciliation.

Description – Type in a description for the journal.

Amount – Type in the amount of cash to be transferred.

Source – This is an optional field often used to designate which user entered the source or the reason for the transfer.

Create Electronic Fund Transfer – This button can be selected if the municipality wishes a .csv file to be created which can be uploaded to the municipality's bank to authorize transfer of funds from one bank account to another.

From Bank Account – The bank the funds are leaving.

To Bank Account – The bank the funds are entering.

Once the bank reconciliation information has been added, click the Save button. This will open the journal entry screen where the G/L journal lines are entered to match your adjusting Bank Reconciliation entry with the General Ledger.

There are two tabs to enter the General Ledger information:

- **From Bank Account**
- **To Bank Account**

The screenshot shows a software interface for entering journal entries. At the top, there are two tabs: "From Bank Account" (selected) and "To Bank Account". Below the tabs is a summary bar with the following data:

Fund	Description	G/L Date	Total Debits	Total Credits	Net Difference	Count
101	General Fund	07/03/2012	\$800.00	\$800.00	\$0.00	2

Below the summary bar is a table for entering journal lines:

G/L Account	Debit	Credit	Due To Due From Operating Transfer
Project / Project Revenue			
101.000-001.110 - Cash P/R CB#2049-29001-4		\$800.00	

At the bottom of the screen, there are input fields for "Enter Value" and a "Save" button.

From Bank Account is used to enter a one sided credit to the cash account the funds are being transferred from. The To Bank Account tab is also used to enter a one sided entry debit to the account the funds are being transferred to. The summary bar above the journal lines shows a fund by

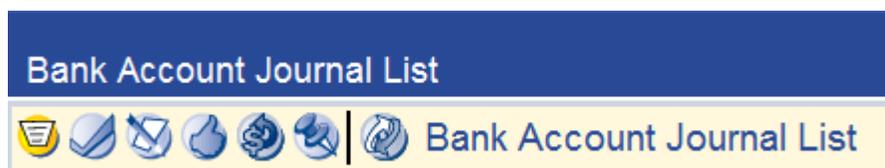
BANK RECONCILIATION PROCESSING

fund summary of total debits and credits and also shows whether the journal is in balance by fund.

When the Wire Transfer Internal Entry is completed, click the Save button again. At this point the Journal is ready to be validated, approved, and posted.

To post a Bank Account Journal, click the breadcrumb link in the upper left hand corner of the screen to return to the Bank Account Journal.

This will take the user to their list where the Validate, Edit Listing, Approve, Create ACH Transmittal File, Post, and Execute All workflow icons will be available.



Validate- This will review the journal to make sure there are no errors.

Print Edit & Error Listing- This is an optional button that can be used to print a listing or report of the adjustment journals. Note that a Post listing report will auto-generate upon posting the selected journals.

Approve- This will allow for an approver to review and approve the journal so it can be posted.

BANK RECONCILIATION PROCESSING

Create ACH Transmittal File- This is an optional icon.

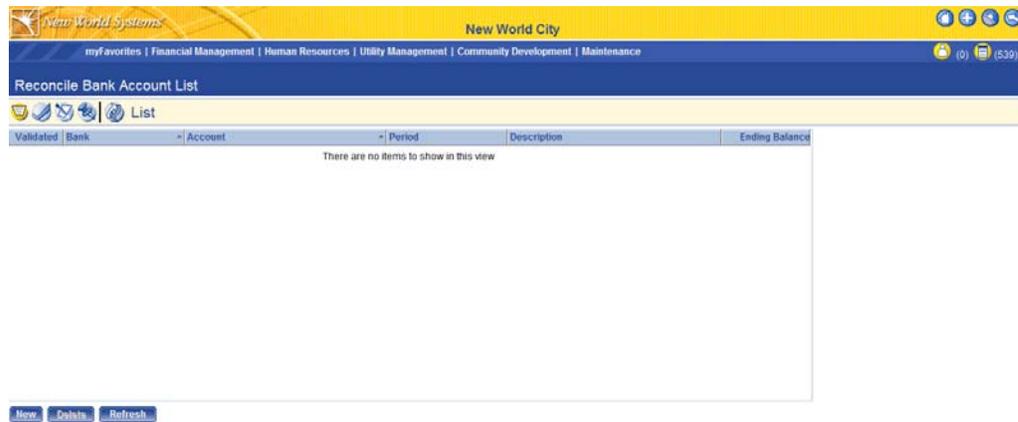
Post- This will post the Bank Account Journal to the General Ledger and to the Bank Reconciliation module.

Execute All- This will validate, print an edit listing, approve, and post selected journals all at once. This button is a shortcut if a user wants to mass approve and post multiple bank account journals without going through each step individually.

BANK RECONCILIATION PROCESSING

RECONCILE BANK ACCOUNTS

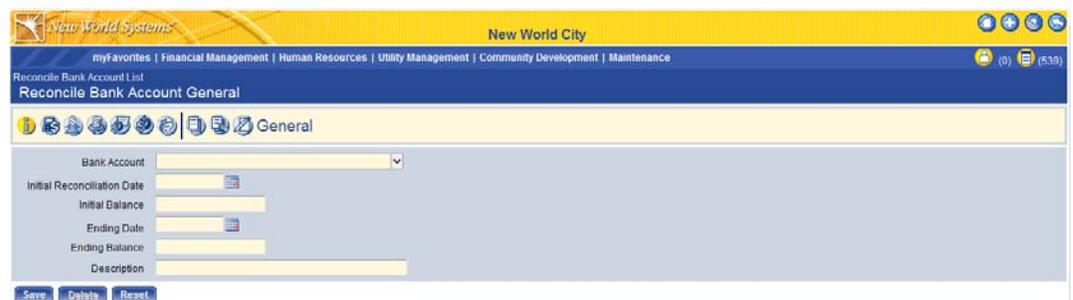
Once the Bank Reconciliation pre-work has been completed, it is time to process Bank Reconciliation.



Financial Management > Bank Reconciliation > Reconcile Bank Accounts

All bank accounts in Logos will need to be reconciled separately. Whether reconciliation is done daily, weekly, or monthly, each bank account must be started in this list. Multiple Bank Reconciliation batches can be created for the same bank account to facilitate daily deposit reconciliation if desired.

To begin a Bank Reconciliation, click the New button.



Bank Account- Select the bank account that will be reconciled.

Initial Reconciliation Date- This will be the first day of the reconciling month. This field will only be used the first time a bank reconciliation month is started on this bank account. After the initial month's reconciliation, the ending date will become the initial Reconciliation Date automatically for the next reconciliation.

BANK RECONCILIATION PROCESSING

Initial Balance- Enter in the initial starting balance of the bank account. Please note this field will only be used the first time reconciliation is started for this bank account. Going forward, the ending balance will automatically become the next reconciliation's beginning balance.

Ending Date- This will be the ending date of the bank account's reconciliation and is most often the last day of the month.

Ending Balance - Enter an estimated ending balance. The system will automatically calculate the ending balance once Bank Reconciliation processing has been completed. The estimated balance will then be overwritten by the system's calculated ending balance.

Description- This will be the description to identify your bank reconciliation in the bank reconciliation list. Most often the bank name and month are used.

Once the initial information has been entered for the bank account, click the Save button and the Bank Reconciliation processing screen will be displayed.

The screenshot displays the 'Reconcile Bank Account General' interface. The form fields are as follows:

- Bank Account: Accounts Payable - Comerica Bank - Accounts Pay
- Ending Date: 07/30/2012
- Ending Balance: \$1,000,000.00
- Description: July Comerica Bank Reconciliation

The 'Bank Account Activity' table has the following structure:

Date	Deposits	Checks	EFTs	Returned Checks	Wire Transfer In	Wire Transfer Out	Adjustments	Balance
Beginning Balance								\$1,886,732.07
There are no items to show in this view.								

The buttons at the top of the screen correspond to the Bank Reconciliation steps that were completed as part of the pre-work.

Payment Reconciliation (- Cash Balance)

BANK RECONCILIATION PROCESSING

Click this button to display all payments that were marked as cleared when the Payment Reconciliation Batch was processed earlier in step one.

The screenshot displays the 'Reconcile Bank Account Payments' screen in the New World Systems application. The interface includes a navigation bar at the top with 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. Below this, there are tabs for 'Reconcile Bank Account List' and 'Reconcile Bank Account Payments'. The 'Payment Reconciliation' section is active, showing a summary for 'Comerica Bank - Accounts Payable' with 'Checks 0 \$0.00' and 'EFTs 0 \$0.00'. The 'Reconciled Date' is set to '07/30/2012'. A table lists several checks with their respective details:

Type	Number	Date	Source	Payee Name	Amount	Reconciled Amount
<input type="checkbox"/>	101360	08/10/2010	Accounts Payable	Office Depot	\$1,300.00	\$1,300.00
<input type="checkbox"/>	101370	08/10/2010	Accounts Payable	Staples	\$100.00	\$100.00
<input type="checkbox"/>	101373	04/13/2011	Accounts Payable	University of Michigan	\$40,000.00	\$40,000.00
<input type="checkbox"/>	101374	10/28/2011	Accounts Payable	Binstocker, Amy E.	\$1,000.00	\$1,000.00
<input type="checkbox"/>	101375	01/31/2011	Accounts Payable	1st of America	\$359.94	\$359.94
<input type="checkbox"/>	101376	01/31/2011	Accounts Payable	abc company	\$60.00	\$60.00
<input type="checkbox"/>	101377	01/31/2011	Accounts Payable	Apple Construction	\$3,000.00	\$3,000.00

At the bottom of the table, there are 'Refresh' and 'Reset' buttons.

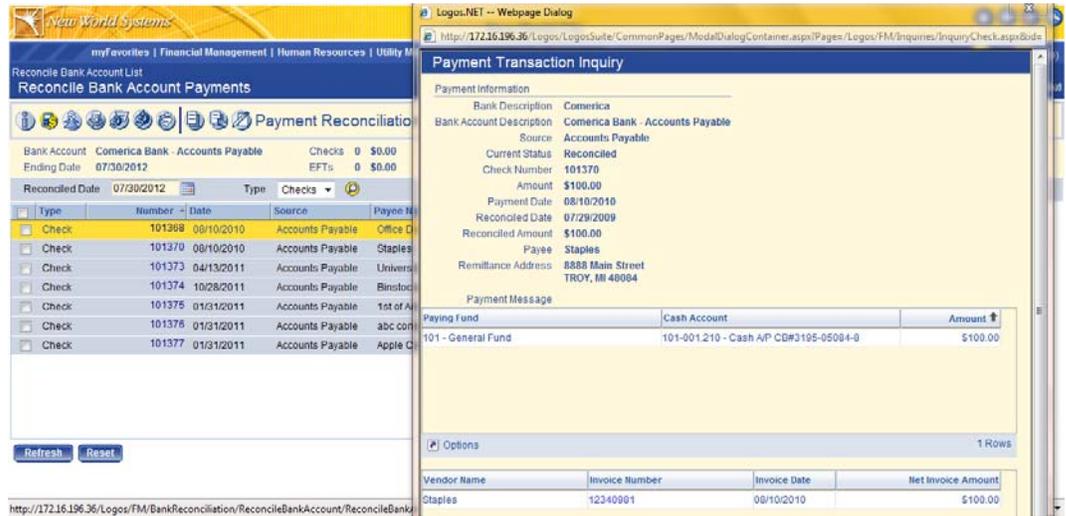
Select the check box next to each payment that has cleared for the reconciliation month. To select all payments, select the top check box in the upper left hand corner. The summary box also displays the number of payments bank selected for clearing and the total dollar amount for both checks and EFTs.

The *Reconciled Date* field will automatically default all payments reconciled as the default date for those payments selected. Please note that if the Bank Reconciliation import interface file is used, the reconciled date will default to the date coded on the import file from the bank if that information is coded in the file.

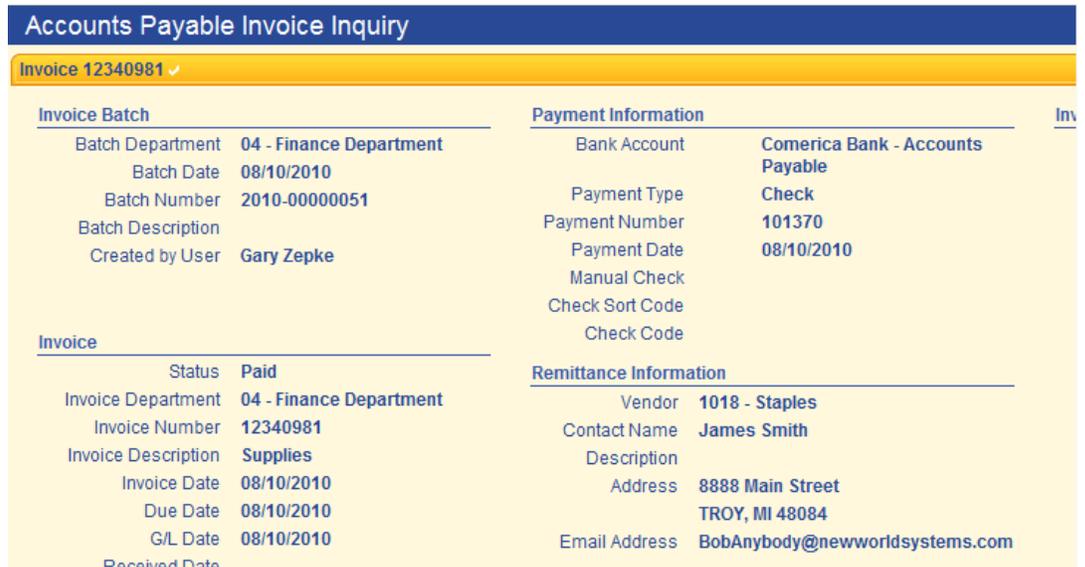
The *Type* drop-down field will toggle between Checks and EFTs that will display on the screen to be selected as clearing the bank account for the month.

Payments can be inquired on from the available payments to be cleared screen by clicking on the check number.

BANK RECONCILIATION PROCESSING



This enables users to inquire on the invoice or invoices that created this payment as well as inquire upon the Purchase Orders that created the invoices. To inquire on the invoice or invoices paid on this check, click on the Invoice Number hyperlink. This will open the Accounts Payable Invoice Inquiry screen where all aspects of the invoice can be reviewed.



When returned to the main Payment Reconciliation screen, clicking the magnifying glass icon next to the *Type* field will give the user the option to display payments with different statuses or check number ranges.

BANK RECONCILIATION PROCESSING

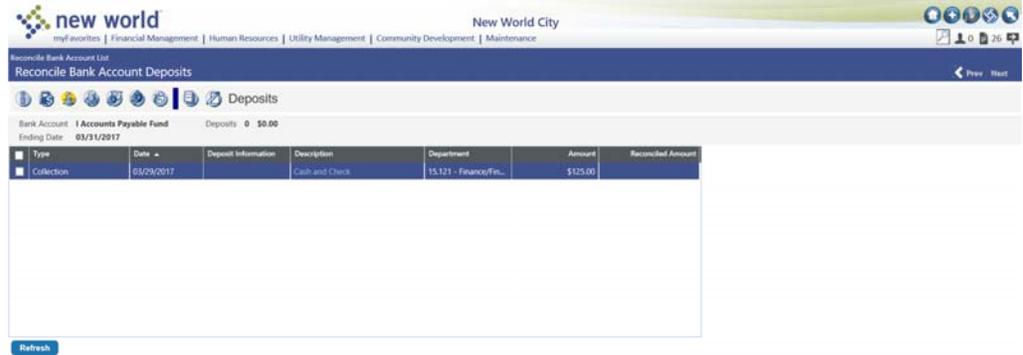
The Search Payment Reconciliation pop-up will be displayed.

In the *Reconciliation Status* drop-down, selecting Reconciled will display payments that have already been reconciled. Selecting Not Reconciled – Displays payments that have yet to be reconciled.

Deposits (+ Cash Balance)

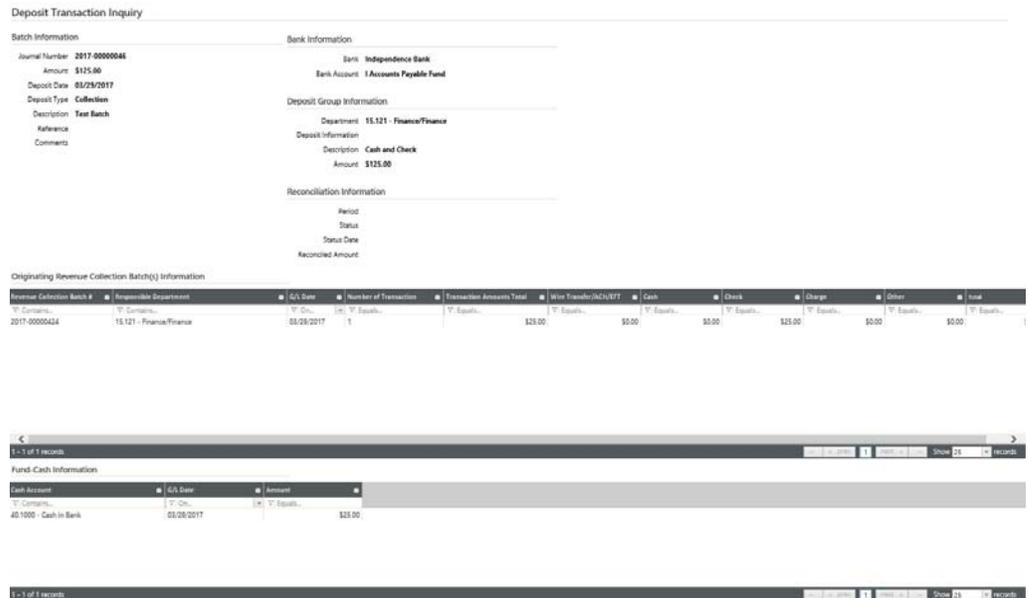
As deposits are processed in the Bank Deposit Receipts pre-work, those deposits will then show on the Deposits workflow tab in the month's Bank Reconciliation. Users can update this portion of their Bank Reconciliation daily, weekly, or monthly depending on how accurate a user would like to keep the cash balances in the system.

BANK RECONCILIATION PROCESSING



Click on the check box(es) to select the deposit(s) for the current month's reconciliation. This will then add these deposits to the cash balance for the bank account for this month. The summary section at the top of the grid shows the total amount of the deposits selected.

All transaction amounts can be viewed in the Deposit Transaction inquiry pop-up window, accessed by clicking the batch hyperlink in the Description field.



The Deposit Transaction Inquiry window contains information about the selected deposit batch. It includes information about the Deposit Group,

BANK RECONCILIATION PROCESSING

originating Revenue Collection Batch(es), payment types, and fund-cash information.

Returned Checks (- Cash Balance)

The returned checks, or NSF's that were processed as part of the Bank Reconciliation pre-work will appear in the Returned Checks portion of the bank reconciliation as soon as the Returned Checks button is clicked.

<input type="checkbox"/>	Date	Payer	Number	Amount
<input type="checkbox"/>	08/11/2010	Anderson	400	\$400.00
<input type="checkbox"/>	08/11/2010	anderson	300	\$300.00
<input type="checkbox"/>	08/11/2010	Anderson	7777777	\$300.00
<input type="checkbox"/>	08/12/2010	anderson	334455	\$400.00

Select the check box to the left of the returned checks that need to be applied to this month's bank reconciliation. There is also a total field at the top of the screen that will show the total number and amount of returned checks that will be deducted from the month's cash balance.

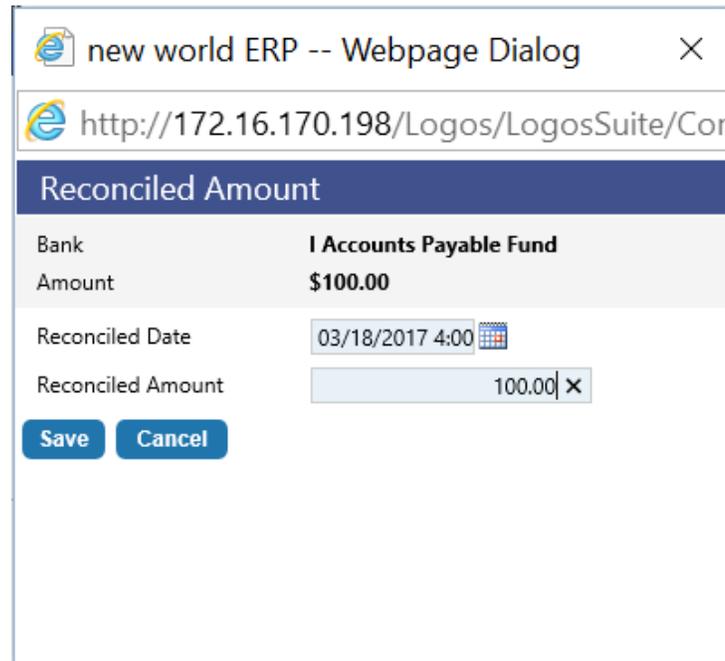
Wire Transfer In (+ Cash Balance)

<input type="checkbox"/>	Date	Description	Amount	Reconciled Amount
<input type="checkbox"/>	05/18/2017	Wire Transfer Bank Draft Receipt	\$100.00	

All Wire In bank journals that were processed earlier will appear when the Wire Transfer In button is clicked. To apply the wire in to the current

BANK RECONCILIATION PROCESSING

month's bank reconciliation, select the box to the left of the transaction. This will apply the wire to this month's Bank Reconciliation.



The screenshot shows a web browser window titled "new world ERP -- Webpage Dialog" with the URL "http://172.16.170.198/Logos/LogosSuite/Cor". The main content is a "Reconciled Amount" dialog box. It contains the following information:

Reconciled Amount	
Bank	I Accounts Payable Fund
Amount	\$100.00
Reconciled Date	03/18/2017 4:00
Reconciled Amount	100.00

At the bottom of the dialog are two buttons: "Save" and "Cancel".

If the Reconciled date or amount need to be changed, click on the hyperlink in the Reconciled Amount field to open the Reconciled Amount pop-up window. Make any changes needed and click Save.

Wire Transfer Out (- Cash Balance)

All Wire Transfers Out will appear when the Wire Transfer Out button is clicked. To select the wires out that will be applied to the month's bank reconciliation, select the box to the left of the transaction. At the top of the screen there is also a field that will total the amount of Wire Out transactions that have been selected.

BANK RECONCILIATION PROCESSING

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Reconcile Bank Account List
Reconcile Bank Account Wire Transfer Out

Wire Transfer Out

Bank Account Comerica Bank - Accounts Payable Wire Transfer Out 0 \$0.00
Ending Date 07/30/2012

<input type="checkbox"/>	Date	Description	Amount
<input type="checkbox"/>	07/11/2012	wire out	\$300.00

Adjustments (+ or – Cash Balance)

Expense or revenue adjustments done in the Bank Account Journal pre-work will appear when the **Adjustments** button is clicked. Expense Adjustments will automatically reduce the cash balance for the month while Revenue Adjustments will automatically increase the cash balance for the month.

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Reconcile Bank Account List
Reconcile Bank Account Adjustments

Adjustments

Bank Account Comerica Bank - Accounts Payable Adjustment 1 (\$700.00
Ending Date 07/30/2012

<input checked="" type="checkbox"/>	Date	Description	Amount
<input checked="" type="checkbox"/>	07/11/2012	expense adjustment	(\$700.00)

To select the adjustment to increase or decrease the current month's cash balance, select the box to the left of the transaction. There is also an Adjustment field that will net out the total of all adjustments to be applied to the month.

BANK RECONCILIATION PROCESSING

Date	Deposits	Checks	EFTs	Returned Checks	Wire Transfer In	Wire Transfer Out	Adjustments	Balance
12/20/2006	\$54,25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,887,537.33
02/14/2007	\$5,195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,892,732.23
03/05/2007	\$27,288.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,920,020.85
08/27/2007	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,945,020.85
07/29/2009	\$0.00	\$1,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,943,560.85
08/01/2009	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,963,560.85
10/05/2009	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,013,560.85
10/10/2009	\$59,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,072,860.85
08/11/2010	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$2,072,460.85
07/11/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$300.00	-\$700.00	\$2,071,660.85
Ending Balance:	\$187,587.88	\$1,460.00	\$0.00	\$400.00	\$200.00	\$300.00	-\$700.00	\$2,071,660.85

Attaching Documents

Documents such as bank reports or other scanned files can be attached to the Reconciliation Batch. To attach a scanned document to the batch, click on the Documents workflow icon.

Microsoft Word and Excel, PDF, images and other types of documents can be attached as references. To attach a document, click the document icon in the grid and the following screen will appear:

Status	Description	File Type	Created By	Date Created	Changed By	Date Changed	Checked Out By	Date Checked Out

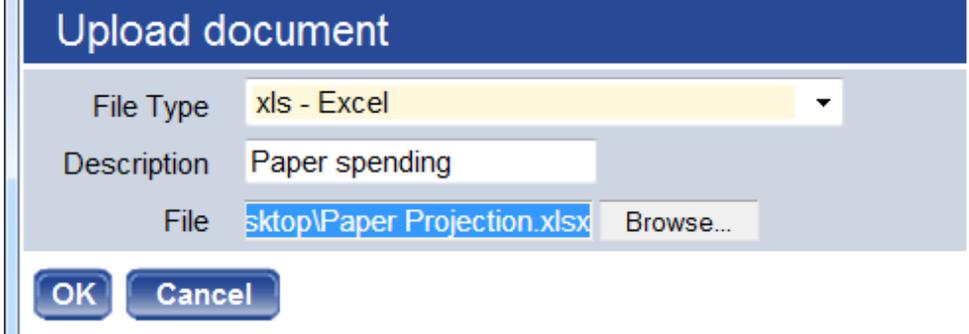
The Document pop-up screen.

To add a new document, click the New button.

In the Upload Document pop-up screen, select the file type from the File Type drop-down menu. The most common files types are .doc for Microsoft Word documents, .xls for Microsoft Excel, and .pdf for Adobe documents.

BANK RECONCILIATION PROCESSING

Type a file description under the *Description* field. This description will be the document's name in Logos but does not have to be the same as the file name of the document that is being uploaded. Finally, under the File drop-down menu, click Browse and select the file then click OK to attach.



The screenshot shows a dialog box titled "Upload document". It contains the following elements:

- File Type:** A dropdown menu currently set to "xls - Excel".
- Description:** A text input field containing the text "Paper spending".
- File:** A text input field containing the file path "sktop\Paper Projection.xlsx" and a "Browse..." button to the right.
- Buttons:** "OK" and "Cancel" buttons at the bottom of the dialog.

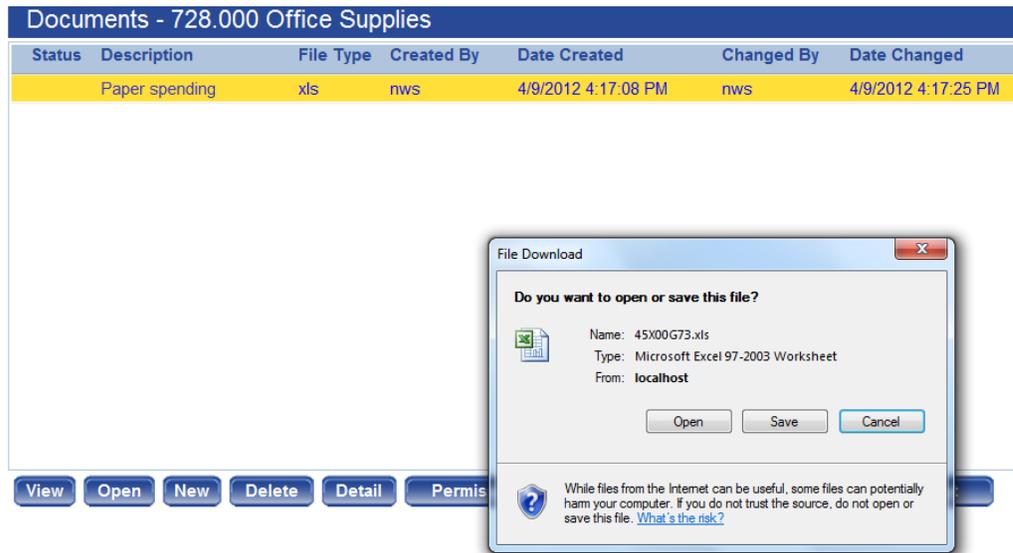
Attaching a New document.

Once the document is attached, it should be Checked In to upload the document to the server to make it available to other users. With the document highlighted, click on the Check-In button then click the OK button on the screen prompt to complete the process.

Once completed, close out of the document pop-up by clicking on the red X on the top right corner of the pop-up.

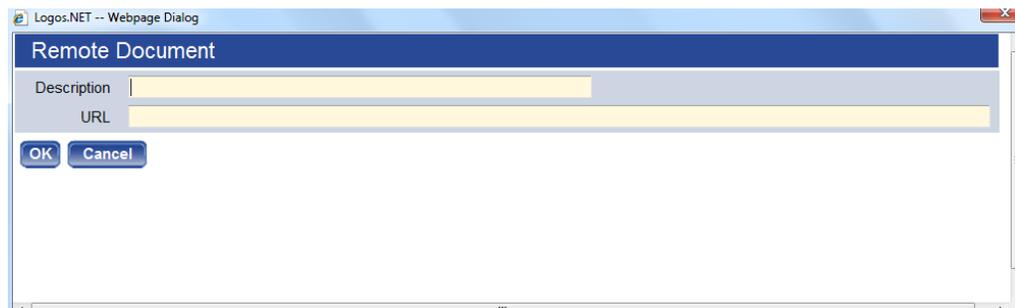
The attached document will now appear in the document menu. Click View to open the document and the system will prompt for opening the actual document.

BANK RECONCILIATION PROCESSING



Remote Documents

Remote documents can be used in place of uploaded documents when a web based document imaging system is in place. To add a remote document, click on the Remote Document Icon, then click the New button.



Adding a Remote Document

Enter a name for the document in the *Description* field along with the *URL* of the file on the document server and click OK.

Adding Notes

Notes can also be added to your reconciliation batch. To add a new Note, click on the "+ Add" icon. A pop-up will appear that will reflect any notes that have been added.

BANK RECONCILIATION PROCESSING

Notes can be sent to a User's homepage, or just added for tracking at a later date on reconciliation inquiries.

Subject line – Enter a title that broadly explains the content of the note.

Message – Enter in the body of the note.

Users – If you would like to forward the note to others, select the user(s) from the select box on the right side of the screen. The users you select will then receive the note in their "myNotifications" window on the Home Screen as seen below.

A Note notification on the Home Page

BANK RECONCILIATION PROCESSING

BANK RECONCILIATION REPORTS AND INQUIRIES

Payment Register

The Payment Register is the most frequently used report used for running reports on the status of payments. This report can be utilized to run reports on payments by a date range, by bank account, and by whether they have been reconciled or not.

Financial Management > Reports > Bank Reconciliation > Payment Register

From-To Date - Enter the date range of the payments that should be reported on

Date Type – This will define the above date range

Transaction Type – Include checks only, eft's only, or both in the report

Reconciliation Status

Open – A posted payment that has not been reconciled

Reconciled – These payments have been reconciled

BANK RECONCILIATION PROCESSING

Voided – This payment was voided

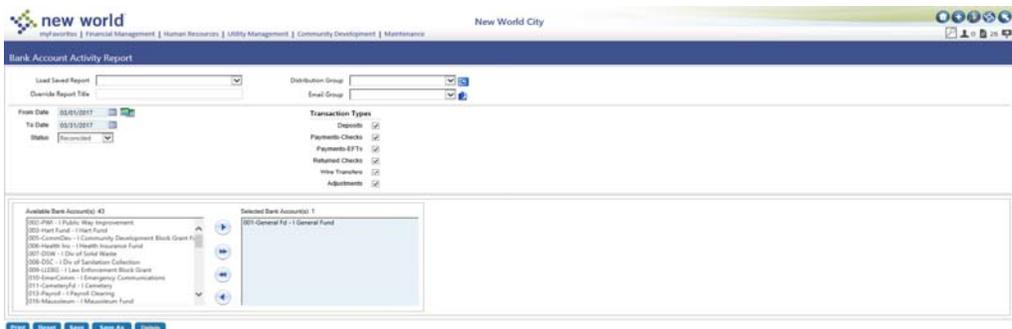
Check boxes are also available to include G/L Account information in the report as well as transactional information such as check and invoice numbers associated with the payment.

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Check									
101388	02/09/2012	Open			Accounts Payable	Best Buy	\$1,799.99		
101389	02/09/2012	Open			Accounts Payable	Office Depot	\$1,290.42		
101390	06/08/2012	Open			Accounts Payable	Office Depot	\$250.00		
101391	06/12/2012	Open			Accounts Payable	Miller's Office Supply,	\$45,000.00		
101392	06/12/2012	Open			Accounts Payable	Paint 'N' Stuff, Inc.	\$30.00		
101393	06/13/2012	Open			Accounts Payable	United Way	\$37,500.00		
101394	06/13/2012	Open			Accounts Payable	United Way	\$443,750.00		
101395	06/13/2012	Open			Accounts Payable	United Way	\$1,800.00		
101396	06/13/2012	Open			Accounts Payable	United Way	\$200.00		
101397	06/13/2012	Open			Accounts Payable	United Way	\$3,600.00		
101398	06/18/2012	Open			Accounts Payable	Morton Salt	\$40.00		
Type Check Totals:							11 Transactions	\$535,260.41	
Accounts Payable - Comerica Bank - Accounts Payable Totals									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	11	\$535,260.41	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	11	\$535,260.41	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	11	\$535,260.41	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	11	\$535,260.41	\$0.00	
Grand Totals:									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	11	\$535,260.41	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	11	\$535,260.41	\$0.00	

The report will list out all payments along with their numbers, dates, status of the payment, as well as payee and transaction amounts.

Bank Account Activity Report

The Bank Account Activity Report is used to show a summary or detailed view of transactions for a selected bank account.



BANK RECONCILIATION PROCESSING

Set a date range and choose reconciled, unreconciled, or both from the Status dropdown menu. Transaction types can be selected or unselected under the Transaction Types section to limit the report output. At least one must be chosen. Select one or more of the Available Bank Accounts and use the arrows to move it/them to the Selected Bank Account(s) box. Click Print.

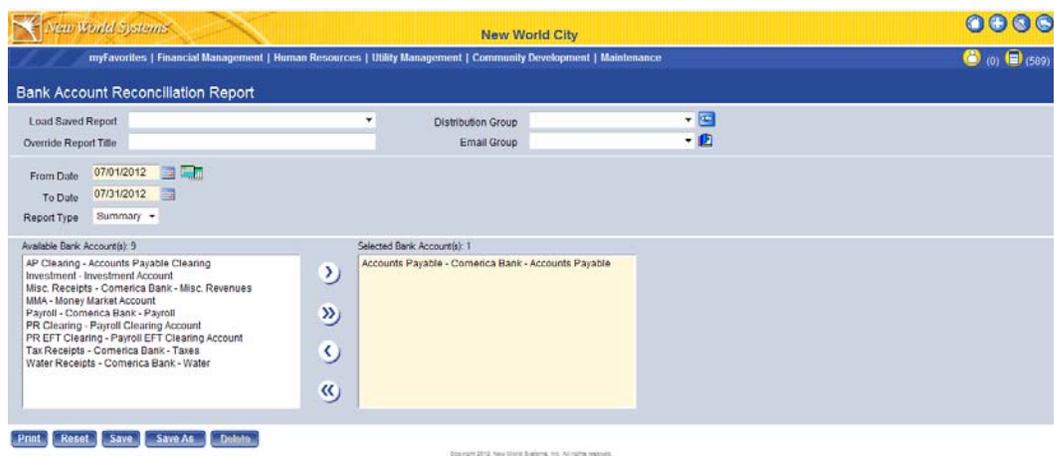
New World City
Bank Account Activity Report
Reconciled
From Date: 03/01/2017 - To Date: 03/31/2017

Bank		Bank Account							
Independence Bank									
1 General Fund									
Deposits:	Date	Type	Deposit Information	Description	Department	Amount			
		Collection		Wire Transfer/ACH/EFT	15-121 - Finance/Finance	100.00			
		Collection		Cash		100.00			
						\$200.00			
Checks:	Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount		
	No Transactions Exist								
EFTs:	Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount		
	No Transactions Exist								
Returned Checks:	Date	Payer	Check Number	Amount					
	No Transactions Exist								
Wire Transfers:	Type	Date	Vendor	Description	Internal Account	Amount			
	No Transactions Exist								
Adjustments:	Type	Date	Description	Amount					
	No Transactions Exist								

Bank Account Reconciliation Report

The Bank Account Reconciliation report is widely used to show a summary or detailed view of all areas involved with Bank Reconciliation.

This report will show all balances and transactions, by date, for deposits, cleared checks, wires in and out, and adjustments.



Financial Management > Reports > Bank Reconciliation > Bank Account Reconciliation Report

BANK RECONCILIATION PROCESSING

The *Report Type* drop-down can be selected to show summary or detailed transactional information and breaks down the transactions into their separate areas such as deposits and checks.

Bank	Bank Account	Description	Bank Statement Date	
Comerica	Comerica Bank - Accounts Payable	July Comerica Bank Reconciliation	07/30/2012	
Beginning Balance				51,889,732.97
Deposits				
Date	Amount	Date	Amount	Date
12/20/2006	804.26	02/14/2007	8,196.00	03/20/2007
06/01/2009	20,000.00	10/05/2009	50,000.00	10/10/2009
Total Deposits				59,300.00
Total Deposits				519,587.88
Checks				
Check Number	Amount	Check Number	Amount	Check Number
101308	1,300.00	101370	100.00	101370
Total Checks				31,400.00
EFTs				
EFT Number	Amount	EFT Number	Amount	EFT Number
Total EFTs				30.00
Reconciling Checks				

Bank Reconciliation Audit Report

Financial Management > Reports > Bank Reconciliation > Bank Reconciliation Audit Report

The Bank Reconciliation Audit Report identifies transactions with discrepancies between the date process and date reconciled. The report output is based on user-selected report criteria including date range, transaction types, report type, and bank accounts. The chosen report type dictates the report's output format. Depending on which type is chosen, listings can be generated showing:

1. Transactions with different general ledger and reconciled dates
2. Transactions with different transaction and reconciled amounts
3. Transactions from G/L accounts that are not associated with a bank account
4. Adjustment journal entry (non-reconcilable) transactions

If a zero balance account with no associated cash G/L account is selected, the system will pull all of the transactions associated with the ZBA, look at the G/L account associated with those transactions, and determine whether or not the G/L account is a cash account. If the G/L account is a cash account,

BANK RECONCILIATION PROCESSING

the system looks for the bank account associated with the cash G/L account if it is the same as the main bank account with which the ZBA is associated.

Bank Account – General Ledger Cash Balance Report

Financial Management > Reports > Bank Reconciliation > Bank Account – General Ledger Cash Balance Report

This report allows users to compare a bank account balance to its associated general ledger cash account(s) and, in the case of a discrepancy between them, display the transactions that account for the difference. The report also displays the adjusted cash balance on the general ledger based on the reconciliation status of the transactions.

Bank Account Inquiry

Financial Management > Inquiries > Bank Accounts

To see reconciliation information for a selected bank account, use the search feature or select a bank account from the list on the left sidebar. The General screen for the selected bank account will display basic information about the account. Select the Reconciliation icon  to see detailed reconciliation information.

The Reconciliation section shows information about the most recent reconciliation period. The beginning balance and Ending Reconciled Balance are displayed, as well as totals for each type of transaction and low, high, and average daily balances. Select a different Period using the dropdown menu on the right hand side.

BANK RECONCILIATION PROCESSING

Reconciled Balances		Unreconciled Balances	
Beginning	\$1.00	Ending Reconciled Balance	\$201.00
Deposits	\$200.00	Deposits	\$10.00
Checks/EFTs	\$0.00	Checks/EFTs	\$0.00
Returned Checks	\$0.00	Returned Checks	\$0.00
Wire Transfer In	\$0.00	Wire Transfer In	\$100.00
Wire Transfer Out	\$0.00	Wire Transfer Out	\$0.00
Adjustments	\$0.00	Adjustments	\$0.00
Ending	\$201.00	Ending	\$311.00
Low	\$101.00 (03/29/2017)	Cash Account Ending Balance	\$0.00
High	\$201.00 (03/30/2017)	Difference	\$311.00
Average Daily Balance	\$10.41		

The Reconciliation Transactions section shows reconciled and unreconciled transactions broken down by category. In order to see details for a transaction type, click the + next to the type. A detailed window will open showing the date, deposit information, description, department, reference, amount, and reconciled date for transactions in the account. Use the radio buttons on the right hand side to choose from Reconciled and Unreconciled deposits.

Type	Date	Deposit Information	Description	Department	Reference	Amount	Reconciled Date
Collection	03/29/2017		Auto Transfer (EFT)			\$100.00	03/29/2017
Collection	03/30/2017		Cash	PL 521 - Finance/Finance		\$10.00	03/30/2017

BANK RECONCILIATION PROCESSING

APPENDIX A

Deposit Batches with Credit Card Payments

If a municipality accepts credit card payments, the time between when the credit slips are applied to the deposit, and when that money is ACH'd into the bank account often differs by a few days.

To accommodate this, manual confirming deposit batches are created.

When a deposit batch comes into the Receipt Deposit Batches screen, the payments will often be checks, cash, and credit card payments.

The screenshot displays the 'Receipt Deposit Batches General' form in the New World Systems application. The form is divided into several sections:

- General:** Includes fields for Deposit Date (08/03/2012), Deposit Type (Collection), Bank Account (Accounts Payable - Comerica Bank - Accounts Payable), and Status (Not Validated).
- Deposit Totals:** Includes fields for Cash Amount (\$400.00), Check Amount (\$100.00), and Number of Checks.
- Variance:** Includes fields for Variance Amount, Debit Account, and Credit Account.

Buttons for Save, Delete, and Reset are located at the bottom of the form.

Since there is no Credit Card Payment field to enter the total amount of credit payments, only put the Cash and check totals in the Check Amount and Cash Amount fields. Do not include the credit card payment totals on this screen. The user will get an expected warning that the total of the transactions does not equal the amounts entered.

The user will then want to create a manual confirming deposit batch to reflect the amount of the credit card payments.

BANK RECONCILIATION PROCESSING

New World Systems
New World City
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
Receipt Deposit Batches List
Receipt Deposit Batches General
General
Deposit Date: 08/08/2012
Deposit Type: Confirming
Bank Account: Accounts Payable - Comerica Bank - Accounts Payable
Deposit Totals
Wire Amount: \$300.00
Save Delete Reset

Deposit Date- This date can be set to today and posted, or changed to the date when the ACH wire comes in and then changed, and posted depending on the municipality's processes.

Deposit Type- Confirming will be used for credit card payments. Confirming will only hit the Bank Reconciliation sub-ledger and not the G/L.

Bank Account-Select the bank account the ACH wire will go into.

Wire Amount- Input the total amount of credit card payments for that day's receipts.

Click the Save button. Once clicked, a Wire Transactions button will appear in the upper left hand corner.

New World Systems
New World City
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance
Receipt Deposit Batches List
Receipt Deposit Batch Wire Transactions
Wire Transactions
Deposit Date | Transfer Type | Transfer Amount
08/2012 | Credit Card Payment Receipt | \$300.00
OK Cancel Add Wire Transfer Remove Wire Transfer

Click on the Wire Transactions button and the above screen will display.

BANK RECONCILIATION PROCESSING

To enter transactions, click on the Add Wire Transfer button. As many lines as needed can be added.

Transfer Type – Options are credit card receipt, bank draft, or other type receipt. Credit card payments can be entered in one by one here, or in summary.

Transfer Amount – Enter in the amount of the credit card payment if entering in detail, or the total of the payments if using one summary line.

When finished, click the OK button and the confirming batch will be saved.

The confirming batch will then be saved in the Deposit Receipt Batch list until the user decides to post the batch for the day or the user can wait until the funds come in and change the deposit date to the date the money is received.

Once the deposit is posted, the confirming deposit will show as a “Wire Transfer In” transaction on the Bank Reconciliation.

Date	Description	Amount
06/30/2008	Wire Transfer Credit Card Payment Receipt	\$500.00
07/11/2012	Wire Transfer Credit Card Payment Receipt	\$100.00
08/08/2012	Wire Transfer Credit Card Payment Receipt	\$300.00

This also helps differentiate Wire In deposits versus normal daily cash and check transactions on the Bank Reconciliation.