Banking

The Check Register

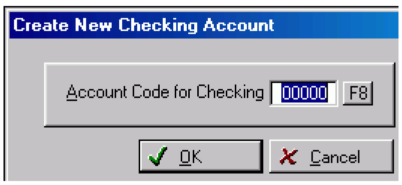
Accounting>File>Banking>Add/Edit Checks

For more than one check register, select the appropriate register from the Select Checking Account Box. The main check register screen appears. From this screen, add checks, post deposits, and perform all other functions related to maintaining a checkbook.

Create a New Checking Account

Accounting >File>Banking>New Register

This selection allows setting up a new checking account. First create the account code for the register in *Accounting>File>General Ledger>Chart of Accounts.* Set the default register *Accounting>File>General Ledger>Standard Account Codes.*



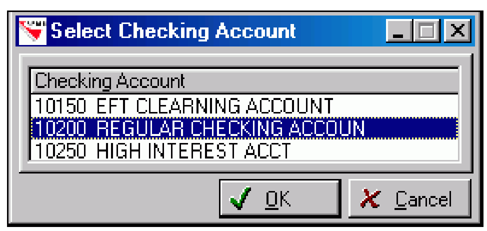
Enter the account code in the space provided and click OK. The new register will then be created.

The first transaction in a bank account needs to be a check as the system attaches other transactions to the check number before it for sequencing purposes. If the first actual transaction is a transfer, write a dummy check to the register and then void it.

Choosing the Check Register

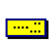
Accounting >File>Banking>Add/Edit Checking

When entering this module, choose an account.



The Check Register Tool Bar

The tool bar is shown at the top of the check register display screen.

	Exit	Exits the Banking Module.
	Help	Displays the on-line help system for the current screen.
	Select	Activates or selects the highlighted record.
	Post Check	Add a handwritten check.
	Void	Voids a check.

Post Deposit	Post a deposit for sales income and misc. income.
Bank Charge	Enter a bank charge (reduce balance).
Transfer Funds	Transfers funds from one check register to another.
Notes	Add, edit or delete notes for the highlighted record. After a note has been added, a small button will appear in the far-left column of this screen.
View	Displays Accounts Payable information if the check was posted through A/P check writing or details for the Deposit highlighted.
Print	Prints a register of the active checking account between two specified dates, also allows outputting it to a .csv file.
Unclear Check	Allows changing the status of a Cleared "C" check back to a blank status. **PASSWORD** protect this option and it should only be used if necessary to reconcile the checkbook.
Outstanding Receipts	List any receipts which have not been deposited
Attach Picture	Add, edit or delete digital pictures.
Filter	Filter the type of banking records to view or print
Reset	Resets the filter to view all
Mail	Send an RFMS mail message regarding the highlighted record. Click here for details.

Posting a Single Check

Accounting>File>Banking>Add/Edit Checks>Post Check Button

As was explained in the Accounts Payable and Human Resources sections, all computer>printed checks will be automatically posted to the check register. However, a manual check must be posted through this routine.

This option will display a blank record to post a single check. The system will verify that the entered check number is not a duplicate and that the check number is the next check in numerical order. The next available check number will be displayed and the system requires all single checks to be posted in sequence. To write a check, simply tear off the next check from the computer checks.

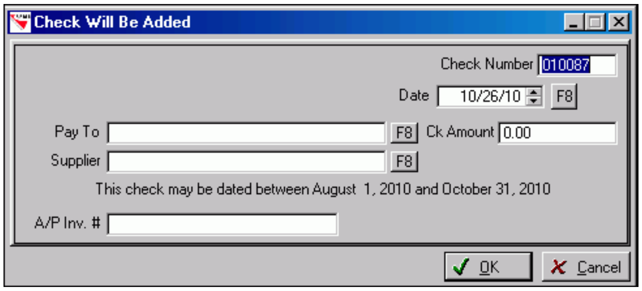


Figure: Single Check Write Screen

All checks with the same month and year must be in sequence. For example: During a given month checks numbered 1000 through 1200 were written and posted to the system. All of these checks have the same month and year date (i.e. July 1999). Once a check or deposit following this sequence has been posted to a new month and year (i.e. August 1999), no check with a greater number can be posted to a previous month and year. So, if check 1201 has an August 1999 date, then any check from that number forward will have to be posted to the month of August or later. If the first check posted to August 1999 was check number 1210, then those check numbers from 1201 to 1210 could be posted to July 1999. However, once one of these checks has been posted to the system with an August 1999 date, every check from that number forward will have to be posted to August 1999 or later.

Multiple check printing (i.e. A/P check writing and Human Resources) does not have to begin with the next check in sequence. A warning will display if trying to use a beginning check number that is more than ten in sequence from the last check in the file. Any single checks being posted with a check number smaller than the last check in the file can be posted at any time provided the journal has not been closed for the month to which the check is being posted.

If the check being posted was written to someone already in the Supplier File, click **F8** at the supplier field to import that information.

Entering an invoice number in the "A/P Inv. Num." Field will create a "Paid" record in the Accounts Payable file for which this check was written. If you do not have an actual invoice that you are paying, leave this field blank and the system will display the Add A/P screen where you can set up a new invoice. The invoice number will be "SC (followed by the date)/01."

The Distribute Payable screen appears.

Select the store code or click **F8** to select from the store code listing.

Select the G/L account code by clicking on the **F8** key to select from the chart of accounts.

Enter a sub-account code, if desired.

Enter the amount to be posted to this distribution.

Click the OK button to save the distribution. Continue inserting distributions until the total of the distributions equal the invoice total. If they do not balance, the payable **will** not be able to be saved.

Click OK to save the invoice and the check posting.

In order to maintain integrity of your check register, once any transaction has been posted for a new month, you will not be allowed to make any entries or edits to the previous month.

Notes: If a check amount is left at zero, the journal distribution will create an entry for a negative amount to balance this. Be aware of this to prevent zero dollar checks from being printed.

If a check amount is left at zero, when an AP Detail is inserted when the OK button is selected a second Journal Distribution box will pop up with an entry to reverse the entry that was just entered. Since a zero amount was entered for the check amount the system forces the journal distribution to balance. This would require user to edit and enter an account code. System forces the journal to balance. Be aware of this to prevent zero dollar checks from being printed.

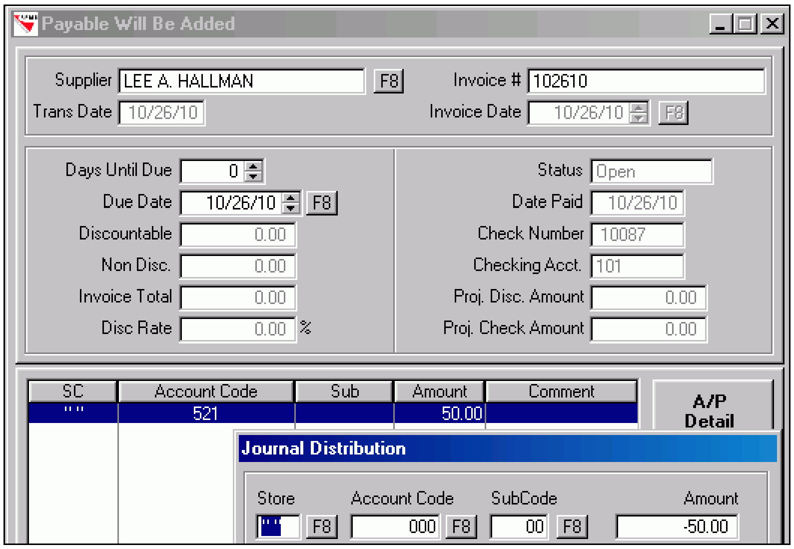


Figure: Payable distribution

Voiding a Check in the Check Register

Accounting>File>Banking>Add/Edit Checks>Void Check Button

This option allows voiding:

Current Check (The one shown on the screen)

Next Available Check (The next check with an "open" status.)

Not Previously Posted Check (A check that has never been posted to the system.)

Then click the Void Check button located on the toolbar.

Voiding a check for an A/P

Select the same check register that was used paying this invoice.

If a check is voided in a month that is not closed the check gets voided with the original check date, then if you re-issue the check the new AP record gets created with the original checks date as well.

If a check is voided and the month that the check was written is a closed month, then the check is voided using the last date used in the checking account and the new AP gets created with that date as well.

When looking at this voided check record, it will be in line with the last check in the register but the voided check number is listed in the Payee column.

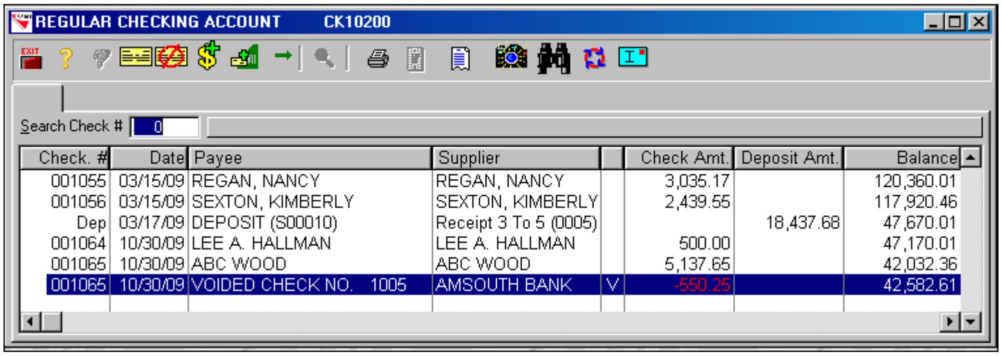


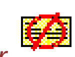
Figure: Check register screen

Re-issuing the A/P Invoice

When an A/P check is voided, the system will ask you if you want to reissue the invoice. If you choose to reissue, the invoice will be re-created with the invoice number being the same as the original with a suffix of 001, 002,003, etc. The invoice will be posted to the G/L using the system date at the time of the reissue.

If the original a/p was applied to a customer order via the black arrow, it does not remove the cost from order entry. To apply the recreated record, create a negative of the provider record created from the association with the original A/P then apply the recreated A/P to the customer order.

Voiding a Pay Check

Accounting>Banking>Add/Edit Checks Void Check button located on the toolbar 

When voiding a check from Human Resources that has already been posted to the system's file, the computer will automatically post the proper journal distribution. When voiding a paycheck, all pay history reports will automatically be corrected. In the past, this was done by just negating the original numbers and marking them with a V. Now a positive entry is left for the original check and a negative entry is made for the void, leaving a net zero. This leaves a better accounting trail. The only time amounts will have to be manually edited is when there was an accounts receivable pay deduction. In that case, you will notice when viewing the receipts for that corresponding invoice that there is still a receipt for the pay deduction. You will need to post a negative discount to the invoice to which that deduction was applied so as to correct its balance. In this instance, that discount should be posted to the G/L account for accounts receivable.

Voiding a check will post a debit to the bank and a credit to the account to which the check was originally coded. The journal will use the check date of the reversing void entry.

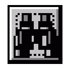
If the month is open the void will go in as the date of the last transaction in the bank account. If month is close it will go in as system date of the date you void the check.

Searching For Checks

Accounting>File>Banking>Add/Edit Checks

Click inside the Search Check field at the top left of the screen. Enter the check number to find and press TAB. The check number must be an exact match; the system does not search for partial check numbers.

While viewing the check register, press Control-S to search for any given characters or numbers.

Narrow the list of displayed items using the Find feature. 

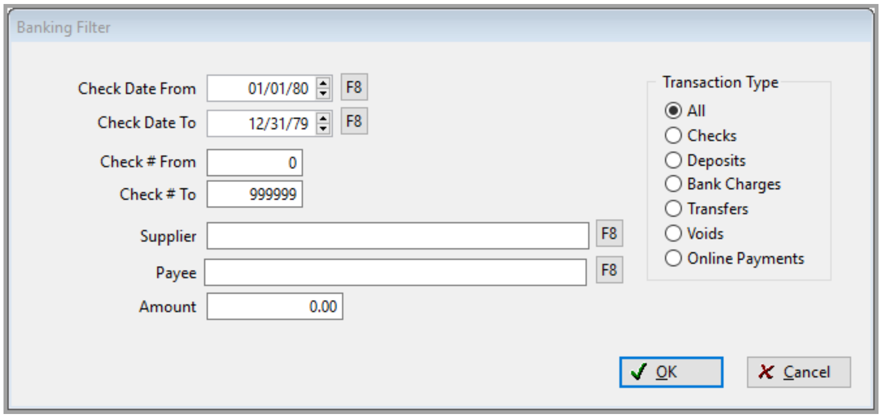


Figure: Banking Find Options

Posting a Deposit

Accounting>File>Banking>Add/Edit Checks>Post a Deposit button located on the toolbar.

This selection posts deposits to the check register and updates related files.

The date of the deposit must fall within the current month.

A deposit with income generated by both sales and income from other sources must be done in two separate deposits.

The system will only force the deposit to balance with the receipts if the General Ledger has been installed. If it has been, and if the deposit is for other than sales, you will be asked to identify what it is for and will be required to enter the respective amount to be posted to each General Ledger account.

Once the General Ledger has been installed, deposits must be posted to the same month as the corresponding receipts. For example, if you receive payments late in the afternoon of the last day of September but do not physically take that deposit to the bank until the next day; it must still be posted as a September deposit in the computer. Your bank statement will show it as an October deposit and it will be outstanding when reconciling the bank statement. If several receipts have been posted, some for the last day of September and some for the first day of October, they must be separated and posted as deposits for their corresponding months.

For a flex or credit card deposit

Post the entire amount of the deposit to the checking account so that the receipts and deposits balance. Then post a negative deposit for the amount of the charge card fee.

Deposit Info

Deposit Date

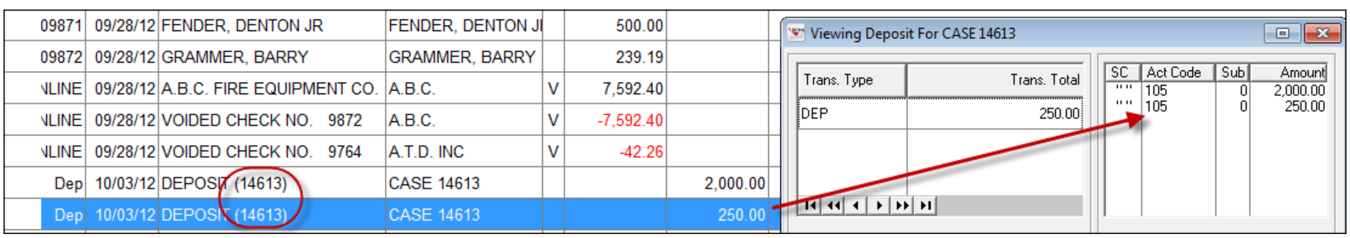
Enter the date the deposit will be taken to the bank. This date is used to post to the G/L.

Deposit Amount

Enter the total amount of this deposit. If the General Ledger has been installed, after entering the deposit date, amount of deposit, and the deposit number (we recommend using sequential numbering for all deposits), you will be asked if the deposit is for Sales Income. If it is for sales, you must enter the ending receipt number included in this deposit. All deposits for sales are deposited using computer generated receipt numbers that are produced each time a payment or other transaction is posted. **Include all receipt numbers in a deposit even if one is for a zero deposit transaction such as a discount**. The deposit routine accounts for every receipt number generated by the computer. The computer will then check entries to see that they reconcile. If they do reconcile, all files will be updated automatically. Failure to reconcile will cause the program to ask you to enter the proper ending receipt number or to press escape and abort the entry.

Deposit Number

Enter a number that is meaningful to you or press the **F8** button for a system-generated number. The deposit number will display in the Journal for auditing purposes. Also, if posting a deposit for Income Other Than Sales, use the **F8** feature to prevent duplicate deposit numbers. If a duplicate deposit number is used for this type of deposit, when viewing the G/L distribution later on the detail for both will show.



View Payables

Accounting>File>Banking>Add/Edit Checks>Click the View Payables button located on the toolbar

Viewing Checks

This selection displays the A/P invoice information and account code distribution for checks that were posted from accounts payable. After the display screen appears, click the View Payable button to see the actual A/P invoice detail.

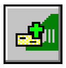
Viewing Bank Charges

When viewing information for a bank charge, the general ledger distribution is displayed. This feature is available beginning with the May 9, 2002 version of Account Payable program. All future bank charges will show the G/L distribution. Bank Charges that were already entered when this version is loaded will not have the G/L distribution.

Viewing Deposits

You can view the general ledger distribution information for deposits that were posted for INCOME OTHER THAN SALES. If you posted deposits with the same deposit number, the G/L distribution information will not display.

Posting a Bank Charge



Accounting>File>Banking>Add/Edit Checks>Post

Then click the Bank Charge button located on the toolbar.

This option allows you to post a debit to your checkbook register and identify it with a description of your choice. If the General Ledger has been installed, the corresponding register will receive a credit posting in the General Ledger. You are then required to specify the account code to which the corresponding debit entry in the General Ledger should be posted. For example, you may want bank service charges posted to a bank service charge account, new check charges posted to an office expense account, and credit card discounts posted to a charge card fees account.

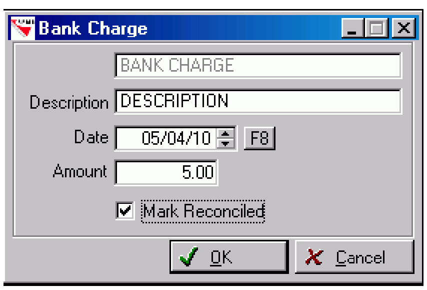


Figure: Bank Charge Screen

Enter a description for the bank charge (check enclosure fee, stop check fee, etc.)

Enter a date for the charge. The date defaults to the system date. To change, either type a new date into the field or click the **F8** button to display the on-line calendar.

Enter the amount of the bank charge. Click the OK button to save the entry.

You can check to make the bank charge automatically cleared.

Then the Journal Distribution Box will pop up.

Enter the Journal Distribution(s) for the bank charge. The comment entered here will appear on the Journal listing.

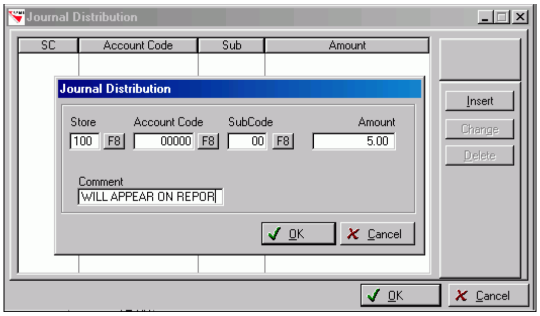
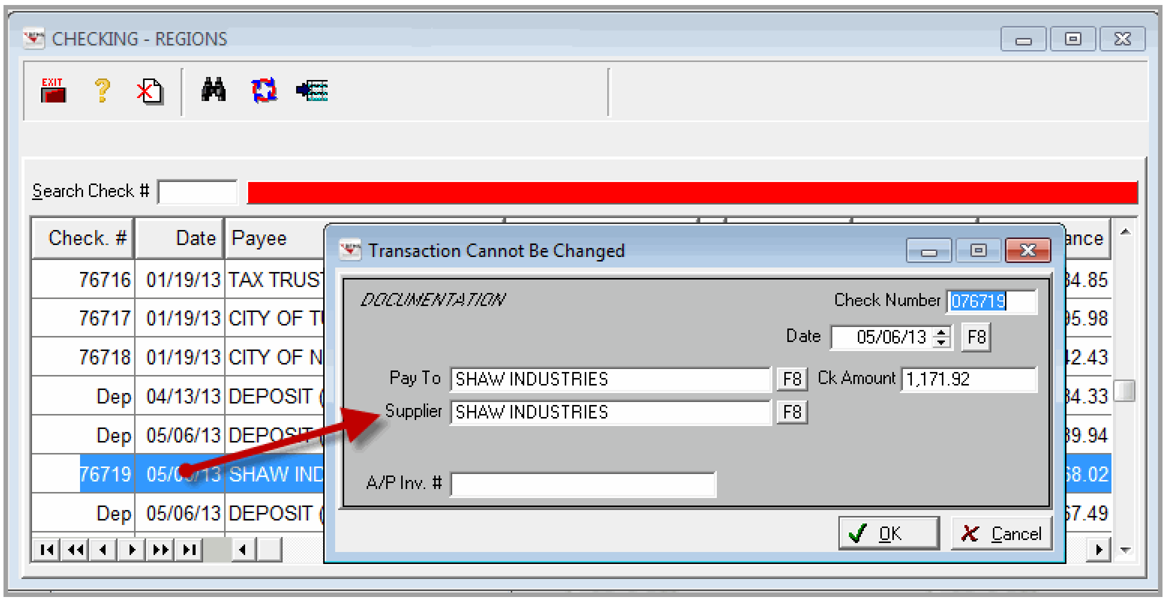


Figure: Bank charge journal distribution screen

Click OK to save the distribution. The bank charge will show up in the register with a check number of BC.

Fix Bank Transaction

Accounting>Utilities>GL Utilities>Fix Bank Transaction



The Fix Bank Transaction section is located in the General Ledger Utilities section and requires and access code.

Delete button 

It is not recommend deleting any bank transactions unless directed by RFMS.

Changing Check Date

The only time a check date change would be necessary would be if a transaction posted in a wrong year/century (RFMS error)

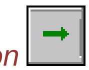
AP Check did not post

If AP check did not post to bank, there will be no transaction; therefore the user will not be able to edit it. In that case, Fix Act Pay will need to be used to edit/remove Paid Date, Check Number, and Checking Account from Payable, which will then change the status to Open and allow another check to be printed.

The utility to Update Balance on a Bank account has been moved to the Utilities Menu so that it can more easily be password protected. The Update Balance Function changes the ending balance as of the current check or deposit. USED FOR INITIAL SETUP ONLY.

Then click the update Balance button. An access code from the RFMS webpage will be required to get to the GL utilities menu. This selection allows the check register balance to be changed. After entering the new balance, the system will recalculate the running balances on each check or transaction backwards and forwards. The new balance feature is used to enter beginning balances when a new check register is created. **It should not be used to reconcile the check register because NO general ledger adjustment is posted.**

Transferring Funds

Accounting>File>Banking>Add/Edit Checks>Transfer Funds Button 

 Play Movie

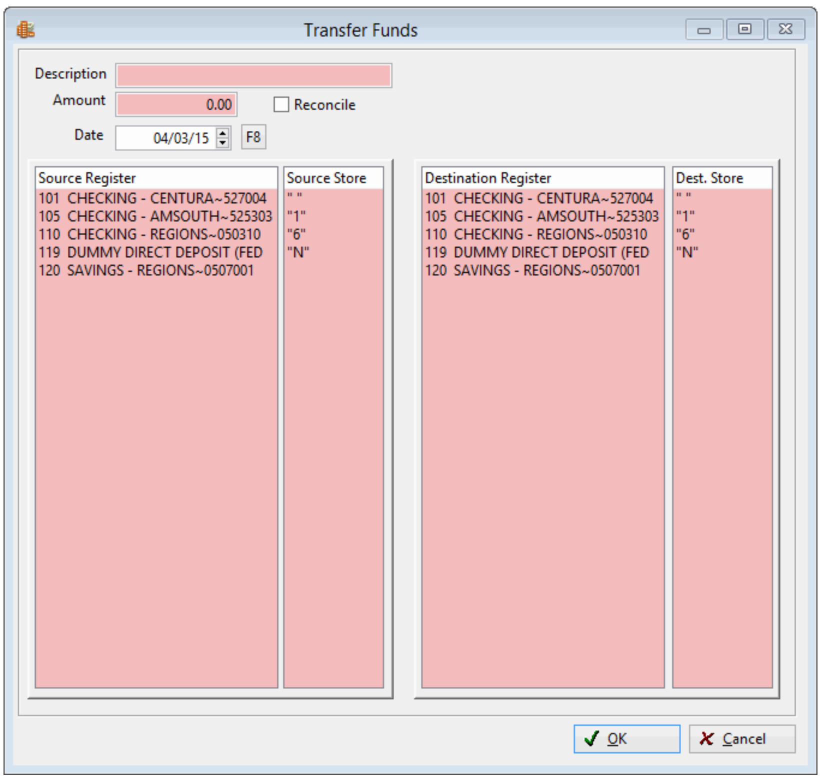


Figure: Transfer Funds Screen

Monies can be transferred from one check register to another within the system. To do so, merely identify by account code the source and destination registers as well as the date and amount. When at those fields, a box displaying available registers will appear to help in making that determination. The date of the transfer must fall within the current month.

Reconciliation: A transfer will automatically clear.

Description

Enter a descriptive note to describe the reason for this transfer. This description will show up under the supplier column in the check register. The payee column will display "Transfer (reg #) to (reg. #).

Amount

Enter the amount being transferred.

Date

The date defaults to the system date. To change, either type a new date into the field or click the **F8** button to display the on-line calendar.

Source Register

Single click the register that will receive the funds

Source Store

Single click the store code that applies to the source register

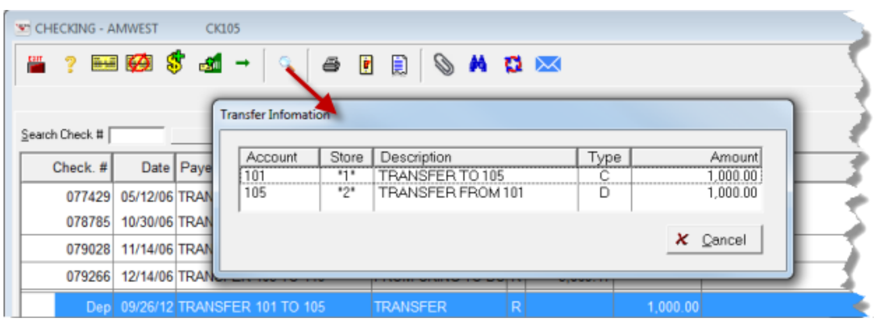
Destination Register

Single click the register that will receive the funds

Destination Store

Single click the store code that applies to the destination register

The view button now works on transfers so that detail can be viewed. Data will only show for transfers created after running the version 12.0 update. All older transfer will show the detail screen but no data will be visible. This is because there is no linking data for the older transfers.



Notes:

When the register is locked, a retry message will now appear.

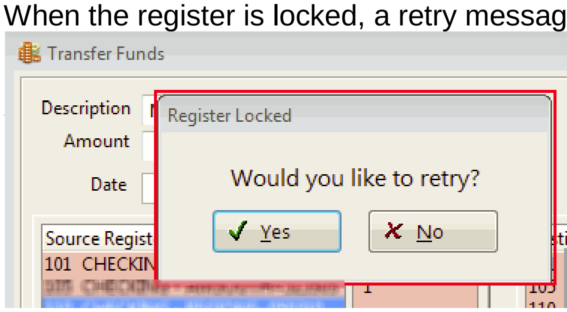


Figure Transfer Retry

Printing a Check Register

Accounting>File>Banking>Add/Edit Checks>Printer Button

The Find function can be used to determine the items included when printing the check register. Clicking the print button allows the output to be sent to a .csv file. The print out is automatically previewed.

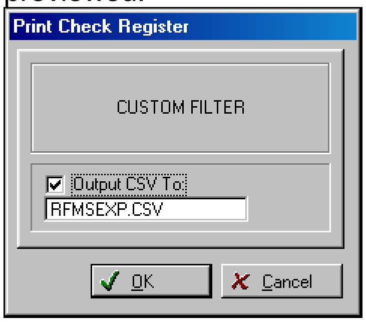


Figure: Using Find

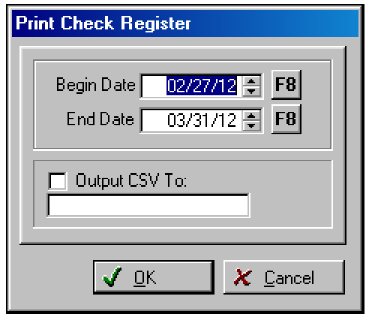


Figure: Not Using Find

Check Register Balances

Accounting>File>Banking>Show Bank Balances

This selection shows each register along with their individual balances in a list and on a graph. The total cash on hand is a sum of all check registers.

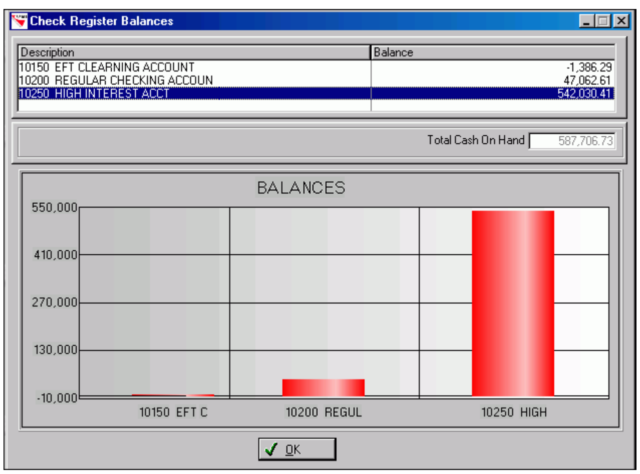


Figure: Show Bank Balances Screen

Handling Returned Checks

Returned checks may be handled in one of two ways:

Go to *Accounting>Banking* and do a Bank Charge for the amount of the returned check and post it to an account code such as "Returned Checks." Once this is done, then it is considered a legal matter and should be handled as such.

If this is to be considered an Accounts Receivable, go to the invoice that the check was for and pull up the payment field and post a **NEGATIVE** discount to "Bad Checks" to bring the dollar amount of the invoice back up to where it originally was. To get the money out of the check register in RFMS, go to Banking and do a "Bank Charge" for the amount of the check and post it to "Bad Checks," or whatever account code the discount was posted to on the customers invoice.

Reconciling the Check Register

Following are the steps necessary to reconcile the check register:

Set up the bank statement parameters.

Mark checks and deposits as cleared according to the bank statement.

Bring the reconciliation balance to zero.

Finish the reconciliation.

Records may be marked and exit the process without finishing. The system will retain the marked records and you can continue at a later time.

To Access the Reconciliation Process:

Accounting>File>Banking>Reconcile Register

Select the check register to reconcile.

As of version 12.1 (Spring 2013) Each Account can now be password protected separately.

Bank Statement Parameters

This selection allows indicating which month to reconcile.

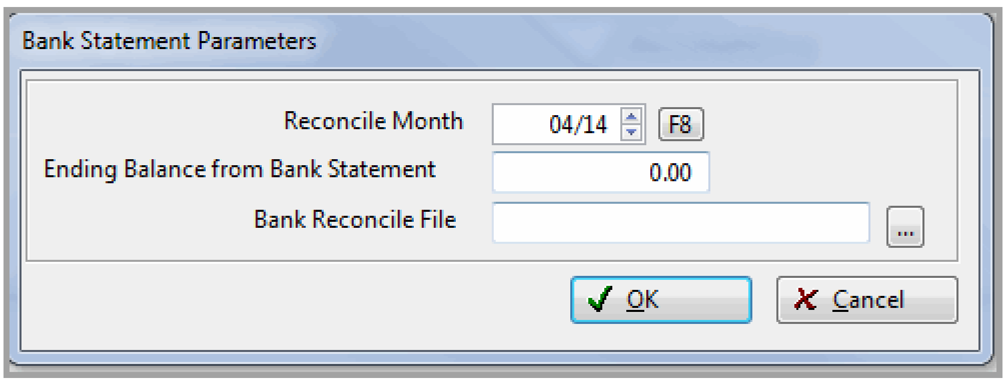


Figure: Bank Statement Parameters

Reconcile Month of

The default date is the month prior to your current system date. Change the date by typing in a new month and year (mm/yy) or click the **F8** button to access the on-line calendar.

Bank Reconcile File

Automatic reconciliation of the check register via a bank supplied file is now available. An ofx file is required.

Some banks do not support ofx files. Check with your bank.

Ending Balance from Bank Statement

Enter the ending balance that appears on the bank statement. This number is used in the reconciliation process. The system will compare what is in the register to this number. Marking Checks and Deposits for Reconciliation.

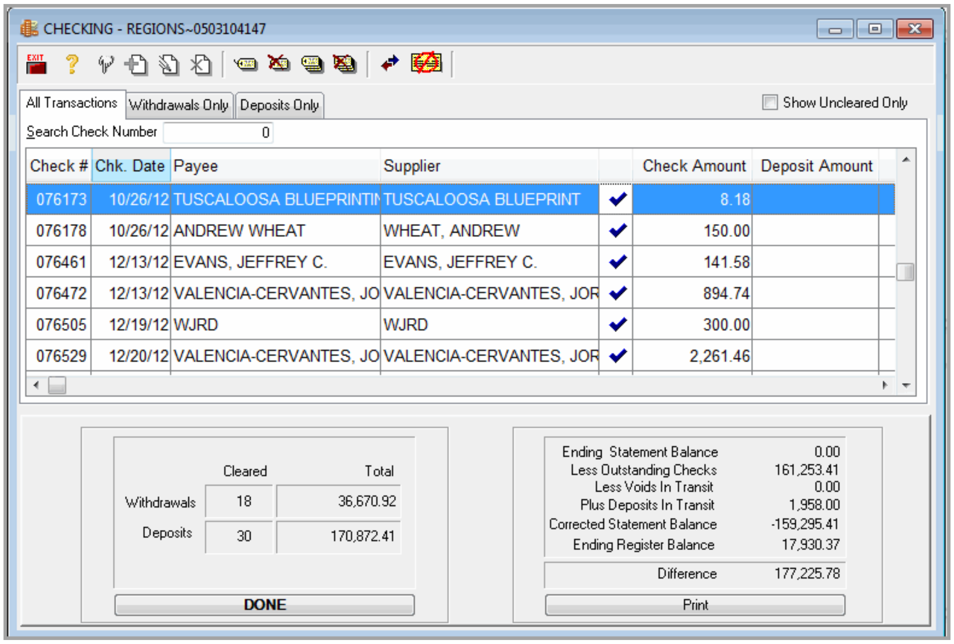
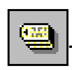


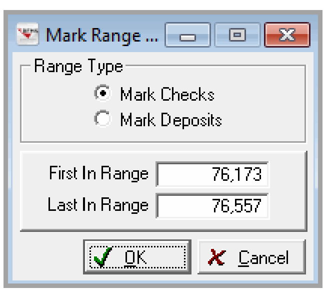
Figure Reconciliation Screen

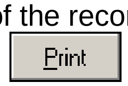
This screen is where checks and deposits are marked cleared on the bank statement.

Highlight a transaction and click the **Tag button**  or double-click the transaction to auto mark.

Column sizes can be adjusted by left clicking on the column border and dragging.

Range Mark – Click the Mark a Range button. Then, enter a range of either check numbers or deposit numbers to mark.



To print a hardcopy of the reconciliation details, click the Print button in the lower right hand portion of the screen. 

Click the Done button when satisfied with the reconciliation. This will finalize the reconciliation and change the status of the marked records to "R" – reconciled. After a transaction is marked as "Reconciled," it will no longer show up on future reconciliations.

What if the difference is not zero but I want to finalize the reconciliation anyway? Go ahead and click DONE to finalize. Just be sure to print the reconciliation detail and any other reports necessary for a good audit trail to make the next month's reconciliation easier. Sometimes this may be necessary when electronic transactions are used.

Printing a Cleared-Not Cleared Report

Click this button to print a report of transactions that have been marked as "R" and those that have not. This report may be printed to the screen before printing. Use the report to assist in reconciling.

Select an account to print.

Enter the reconciliation date and ending balance.

Click the Outstanding Checks & Deposits Report button

Printing a Voids in Transit Report

 A void in process is a check that was written in the month being reconciled but voided in a following month. When a check is voided, the system date is used. Therefore, even though the check is voided, as of the month being reconciled, it was considered open. Click the Voids in Process button to print a listing of these.