

Bank Reconciliation Upload and Review Process (CASE 14282)

DJF 11/23/15

Overview:

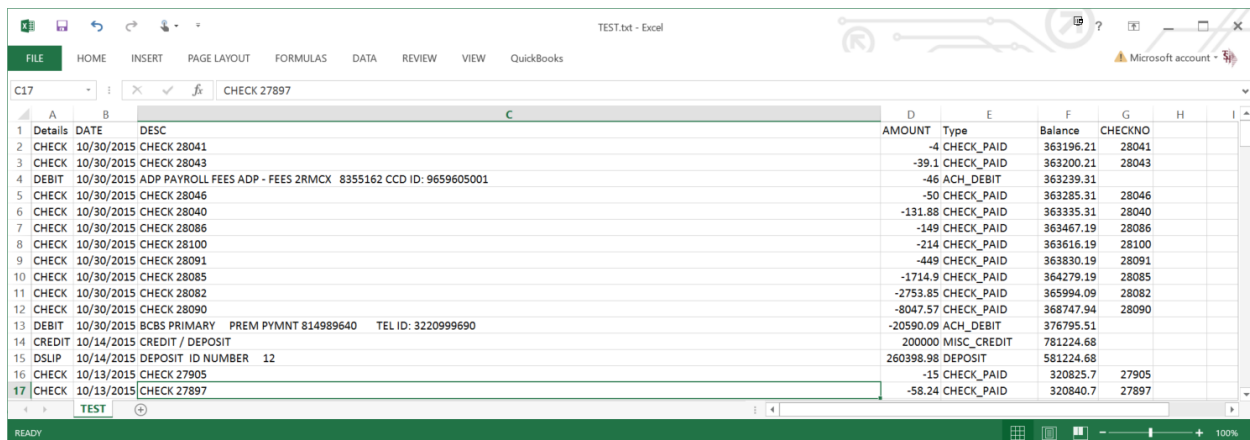
This process is intended to simplify and streamline the bank reconciliation process in MDS by allowing you to upload a spreadsheet/text file of your bank statement and match the data to your existing MDS Check and Cash Batches. While all transactions in the statement may not match you can use this process to match the checks and cash deposits that are exact matches and or manually update which check they (your bank) is referencing.

The format of the upload file is based upon the heading in the spreadsheet and the MDS system expects four key pieces of information per line DATE, AMOUNT, CHECKNO, DESC.

These fields must be in row one to identify the column to upload. If not the column will be skipped.

For your convenience you can click on the Template Button once in the program to download a sample spreadsheet with headings.

If the check number is not available you can still upload the line but will manually match it.



Details	DATE	DESC	AMOUNT	Type	Balance	CHECKNO
CHECK	10/30/2015	CHECK 28041	-4	CHECK_PAID	363196.21	28041
CHECK	10/30/2015	CHECK 28043	-39.1	CHECK_PAID	363200.21	28043
DEBIT	10/30/2015	ADP PAYROLL FEES ADP - FEES 2RMCK 8355162.CCD ID: 9659605001	-46	ACH_DEBIT	363239.31	
CHECK	10/30/2015	CHECK 28046	-50	CHECK_PAID	363285.31	28046
CHECK	10/30/2015	CHECK 28040	-131.88	CHECK_PAID	363335.31	28040
CHECK	10/30/2015	CHECK 28086	-149	CHECK_PAID	363467.19	28086
CHECK	10/30/2015	CHECK 28100	-214	CHECK_PAID	363616.19	28100
CHECK	10/30/2015	CHECK 28091	-449	CHECK_PAID	363830.19	28091
CHECK	10/30/2015	CHECK 28085	-1714.9	CHECK_PAID	364279.19	28085
CHECK	10/30/2015	CHECK 28082	-2753.85	CHECK_PAID	365994.09	28082
CHECK	10/30/2015	CHECK 28090	-8047.57	CHECK_PAID	368747.94	28090
DEBIT	10/30/2015	BCBS PRIMARY PREM PYMNT 814989640 TEL ID: 3220999690	-20590.09	ACH_DEBIT	376795.51	
CREDIT	10/14/2015	CREDIT / DEPOSIT	20000	MISC_CREDIT	781224.68	
DSLIP	10/14/2015	DEPOSIT ID NUMBER 12	260398.98	DEPOSIT	581224.68	
CHECK	10/13/2015	CHECK 27905	-15	CHECK_PAID	320825.7	27905
CHECK	10/13/2015	CHECK 27897	-58.24	CHECK_PAID	320840.7	27897

Examples above show deposits, checks and ach debits and credits. If you are using the MDS ACH transfer subsystem all of the transactions will appear on your bank reconciliation, if not you can enter those as Journal Entries manually during the reconciliation process.

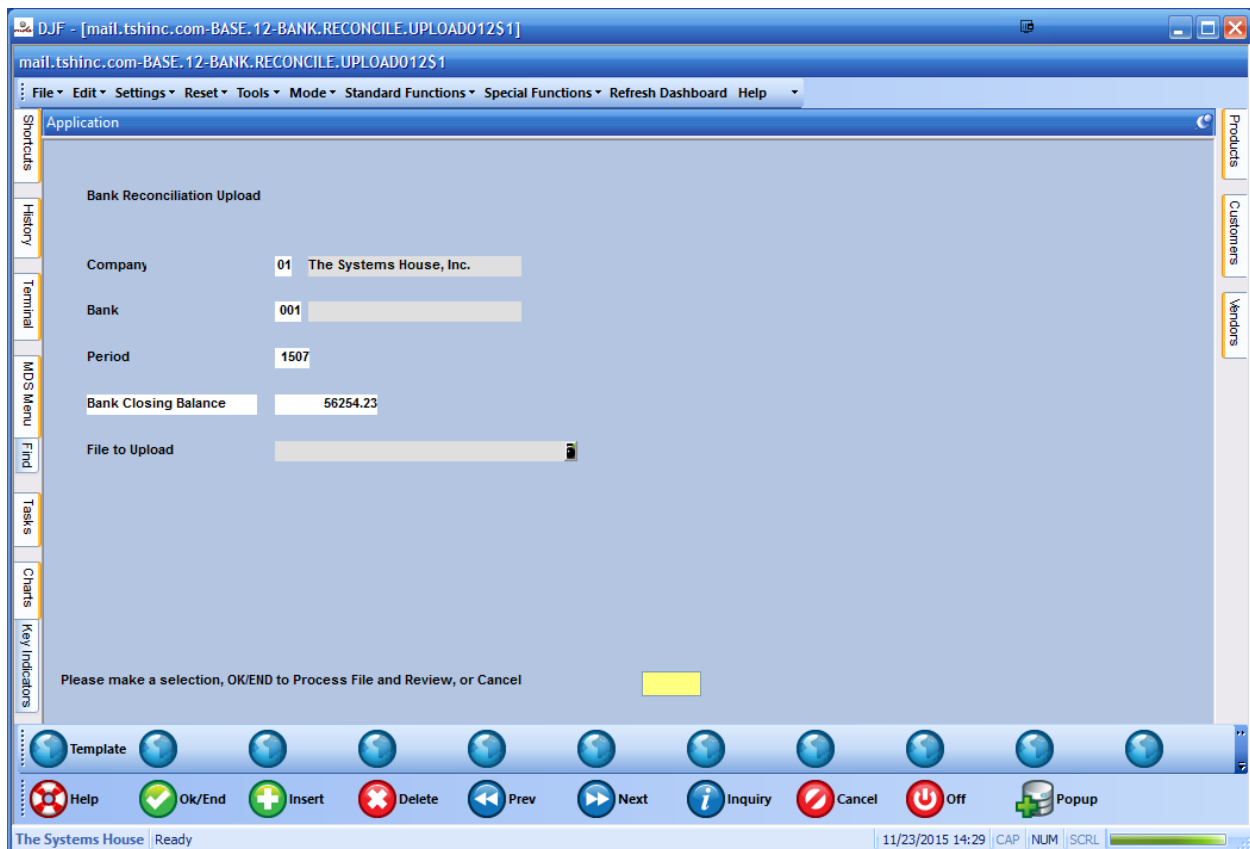
The Result of this process is the same as the standard bank reconciliation it only serves to help you in the matching and data entry portion of the program.

Step 1. Uploading your data/spreadsheet

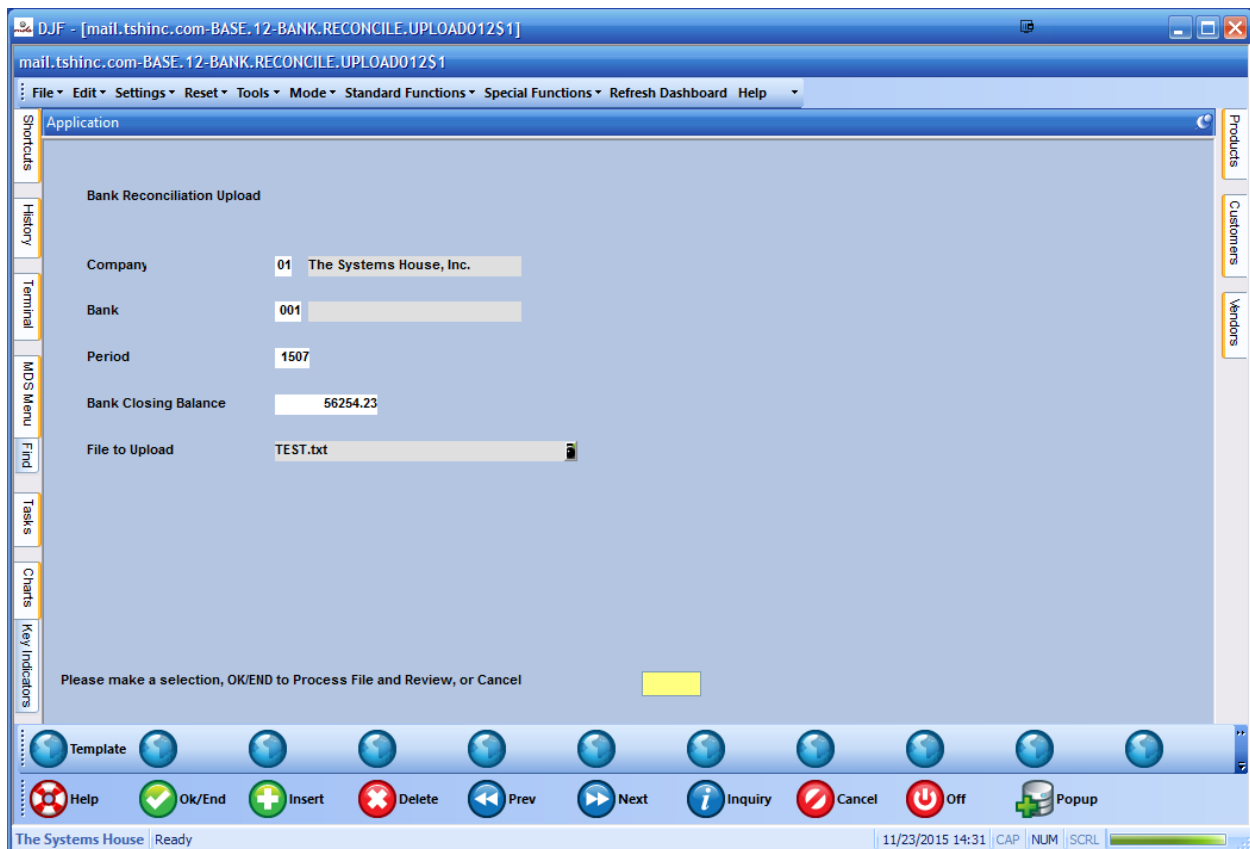
Using the account reconciliation menu choose the option for bank reconciliation upload.

The screenshot displays a web-based accounting application interface. The browser address bar shows "mail.tshinc.com-BASE.12-ACCT.RECON.MENU". The application has a menu bar with options like File, Edit, Settings, Reset, Tools, Mode, Standard Functions, Special Functions, Refresh Dashboard, and Help. On the left, there is a navigation pane with sections for Shortcuts, History, Terminal, and Application. The "MDS Menu" is expanded, showing a list of options: 1. Bank Statement Entry and Maintenance, 2. Cleared and Outstanding Items Report, 3. Outstanding Items Over 90 Days Report, 4. Voided Checks Report, 5. Available Bank Credit Line, and 6. Bank Reconciliation Upload. The main content area is titled "Tasks" and shows a date filter for 11/23/2015 at 8:00 am. Below this, there is a table with columns for Date, Time, Description, Status, D..., O..., and Task Nu..., but it is currently empty with the message "There are no items to show." Below the table, there is a "Charts" section with a "Key Indicators" tab. A pie chart titled "Customer Sales for Salesman 001 Fred Smith" is displayed, showing a large green slice representing 94.9% and a very small slice representing 0.0%. A legend to the right of the chart lists categories: Customer Class 6- RedStar, Customer Class 7 BlueStar, DISTRIBUTOR, MEDICAL, and MEDICAL CENTER. At the bottom of the interface, there is a toolbar with various icons for navigation and actions, including Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, and Popup. The status bar at the bottom indicates "The Systems House | Ready" and the date/time "11/23/2015 14:29" along with some system indicators.

Enter your company, bank number, fiscal period and the bank closing balance as per your general ledger. Then click on the camera to choose your file to upload.



Once you have uploaded your file you will get a message telling you the system received it successfully and it will display the name on the screen. For simplicity's sake please name you file with no spaces in the name. (Note: click on the template button if you just want to get the headings for the upload/import)



Select OK/END – (OR HIT F2) to process your file.

This screen will display what was imported from the bank statement, in the event of errors in your upload

An error report will be generated and you can start over again.

This upload is only used to update the flags in the system and can be uploaded multiple times if need be.

To select an item to clear, either click on the column for Cash Batch or Check# or enter the number to match to or choose inquiry to select the item from a drop down. \

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File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Application

Bank Reconciliation Upload Review

Choose an MDS Cash Batch or AP Check to Clear a Line

Bank Statement						MDS Cash Batches			MDS Check#			
Ln	Date	Amount	Reference	Check	C	Cash Batch	Date	Amount	Check#	Vendor#	Date	Amount
1.	10/30/13	100.00	CHECK 111111	111111	Y				111111		10/30/13	100.00
2.	10/30/15	-10000.00	DEPOSIT 123	000000	N							
3.	10/30/15	46.00	ADP PAYROLL FEES ADP	000000	N							
4.	10/30/15	50.00	CHECK 28046	028046	N							
5.	10/30/15	131.88	CHECK 28040	028040	N							
6.	10/30/15	149.00	CHECK 28086	028086	N							
7.	10/30/15	214.00	CHECK 28100	028100	N							
8.	10/30/15	449.00	CHECK 28091	028091	N							
9.	10/30/15	1714.90	CHECK 28085	028085	N							
10.	10/30/15	2753.85	CHECK 28082	028082	N							
11.	10/30/15	8047.57	CHECK 28090	028090	N							
12.	10/30/15	20590.09	BCBS PRIMARY PREM	000000	N							
13.	10/29/15	29598.85	ADP TX/FINCL SVC ADP	000000	N							
14.	10/29/15	73579.52	ADP TX/FINCL SVC ADP	000000	N							
15.	10/28/15	254.75	CHECK 27946	027946	N							
16.	10/28/15	469.50	CHECK 28006	028006	N							

Please make a selection, OK/END to Review Bank Reconciliation Update or Cancel

Template Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup

The Systems House | Ready 11/23/2015 15:02 | CAP | NUM | SCRL

In our example we have a check# 111111 for 100.00 that the bank says came in on 10/30/13 so it automatically matched and cleared that check.

The “C” column now shows as Green to indicate that item has been cleared , please note this is the preliminary step and you can review and change in the next screen or update there.

The second item is a cash batch from 10/30/15 for 10,000 dollars – note – this is dependent upon when your cash entry operator/ administrator ran the Cash Batch Update, so cash batch totals may not always easily tie out.

Currently if you have multiple cash batches that tie to a single deposit line in the bank spreadsheet you cannot chose those in this maintenance but you can clear them on the next screen. The same is true if you have multiple deposit lines in your spreadsheet that tie to a single cash batch.

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File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Application

Bank Reconciliation Upload Review

Choose an MDS Cash Batch or AP Check to Clear a Line

Bank Statement						MDS Cash Batches			MDS Check#			
Ln	Date	Amount	Reference	Check	C	Cash Batch	Date	Amount	Check#	Vendor#	Date	Amount
1.	10/30/13	100.00	CHECK 111111	111111	Y				111111		10/30/13	100.00
2.	10/30/15	-10000.00	DEPOSIT 123	000000	Y	101755	06/23/14	10000.00				
3.	10/30/15	46.00	ADP PAYROLL FEES ADP	000000	N							
4.	10/30/15	50.00	CHECK 28046	028046	N							
5.	10/30/15	131.88	CHECK 28040	028040	N							
6.	10/30/15	149.00	CHECK 28086	028086	N							
7.	10/30/15	214.00	CHECK 28100	028100	N							
8.	10/30/15	449.00	CHECK 28091	028091	N							
9.	10/30/15	1714.90	CHECK 28085	028085	N							
10.	10/30/15	2753.85	CHECK 28082	028082	N							
11.	10/30/15	8047.57	CHECK 28090	028090	N							
12.	10/30/15	20590.09	BCBS PRIMARY PREM	000000	N							
13.	10/29/15	29598.85	ADP TX/FINCL SVC ADP	000000	N							
14.	10/29/15	73579.52	ADP TX/FINCL SVC ADP	000000	N							
15.	10/28/15	254.75	CHECK 27946	027946	N							
16.	10/28/15	469.50	CHECK 28006	028006	N							

Please make a selection, OK/END to Review Bank Reconciliation Update or Cancel

Template Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup

The Systems House | Ready 11/23/2015 15:12 | CAP | NUM | SCRL

Once you have matched all the deposits and credits on the screen.

You can then click ok/end to process and review your bank reconciliation screen.

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Application

Bank Statement Account Reconciliation

Co# 01 The Systems House, Inc. Period 1507 G/L Close Bal 122,809.33
 Bank# 001 FIDELITY BANK Date 11/23/15 Bank Close Bal 1.00
 Bank GI# 01-1000 Acct# 101012289

1. Deposits and Debits

Clr	Batch#	Dep Amount	Date	Description
1.	N	CCE-DISC	29.00	12/12/12 DEPOSIT BATCH
2.	N	OE	98.00	12/12/12 CASH WITH ORDER
3.	Y	OE	100.00	04/10/13 CASH WITH ORDER
4.	N	OE	1.00	04/19/13 CASH WITH ORDER
5.	N	101726	-77.04	07/31/13 DEPOSIT BATCH
6.	N	101736	-33.38	10/25/13 DEPOSIT BATCH
7.	N	101737	-46.72	10/25/13 DEPOSIT BATCH
8.	N	101741	202.00	12/10/13 DEPOSIT BATCH
9.	Y	101743	-20.00	12/10/13 DEPOSIT BATCH
10.	N	101750	0.00	05/19/14 DEPOSIT BATCH

Closing Bal per G/L 122,809.33 Diff Bank Bal - 363.95 Cleared
 Plus Out Checks 3,260,208.73 Bank Bal - Checks 10,080.00
 Less Out Deposits 2,007,844.94 End Calc Bal -3,389,839.53 Deposits 0.00
 Plus/Less Out J/E's -2,014,667.41 J/E's 0.00
 End Calc Bal per G/L 3,389,840.53

Enter Line#, '0' to Accept or 'C' to Cancel this session

Deposits Jrl Entry Checks Clear All Open All Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup

The Systems House | Ready 11/23/2015 15:12 | CAP | NUM | SCRL

The Checks cleared and deposits cleared (right side of screen) will give you a subtotal

Of what was cleared already – you can go into this screen multiple times and save your information until you run the “Cleared and Outstanding Items Report” and answer Y** to clear and update them.

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Application

Bank Statement -- (Cleared and Outstanding Items Report)

Co#	01	The Systems House, Inc.	Period	1507	G/L Close Bal	122,809.33
Bank#	001	FIDELITY BANK	Date	11/23/15	Bank Close Bal	1.00
		Bank Gi#	01-1000		Acct#	101012289

If you answer "Y" to the following question ,
 All CLEARED transactions will be flagged as
 Accepted and will NOT be allowed to be changed.

Did the Bank Statement print correctly and
 Do you want to accept All CLEARED transactions ? (Y/N)

Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup

The Systems House | Ready 11/23/2015 15:19 CAP NUM SCRL

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File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Application

Bank Reconciliation Upload Review Choose an MDS Cash Batch or AP Check to Clear a Line

Bank Statement					MDS Cash Batches			MDS Check#				
Ln	Date	Amount	Reference	Check	C	Cash Batch	Date	Amount	Check#	Vendor#	Date	Amount
1.	10/30/13	-100.00	CHECK 111111	011111	N							
2.	10/30/15	10000.00	DEPOSIT 123	000000	N							
3.	10/30/15	-46.00	ADP PAYROLL FEES ADP	000000	N							
4.	10/30/15	-50.00	CHECK 28046	028046	N							
5.	10/30/15	-131.88	CHECK 28040	028040	N							
6.	10/30/15	-149.00	CHECK 28086	028086	N							
7.	10/30/15	-214.00	CHECK 28100	028100	N							
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10.	10/30/15	-2753.85	CHECK 28082	028082	N							
11.	10/30/15	-8047.57	CHECK 28090	028090	N							
12.	10/30/15	-20590.09	BCBS PRIMARY PREM	000000	N							
13.	10/29/15	-29598.85	ADP TX/FINCL SVC ADP	000000	N							
14.	10/29/15	-73579.52	ADP TX/FINCL SVC ADP	000000	N							
15.	10/28/15	-254.75	CHECK 27946	027946	N							
16.	10/28/15	-469.50	CHECK 28006	028006	N							

Check#	Date	Amount
100140	08/05/13	25.50 RMJV
100141	01/09/14	2738.62 A10C
100142	01/09/14	100.00 A10C
100143	01/09/14	50.00 A10C
100144	01/09/14	90.00 1054
100145	01/09/14	112.00 11ES
100146	01/09/14	30.00 RMJV
100147	01/09/14	2881615.9 GRAC
100148	01/09/14	45.40 VISA
100149	10/22/14	31.00 LORI
100150	05/26/15	175.00 A10C
111111	11/05/13	100.00 A10C
111112	11/05/13	100.00 Z10C
111113	11/05/13	39.00 Z10C
111114	11/05/13	780.00 A10C
112000	07/24/15	56.00 A10C
112001	07/24/15	57.00 A10C
112002	07/24/15	120.40 A10C
119999	07/24/15	55.00 A10C
165496	06/01/14	100.00 A10C
326472	11/05/13	48.00 GRAC
600006	09/25/07	100.00 JULI
600011	04/22/09	900.00 111
600012	04/22/09	495.00 BOS
600013	04/23/09	30.00 111
600014	04/23/09	397.24 BOS
600020	11/05/13	93.00 100C
600021	05/13/15	0.00 DEPC

Template Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup

The Systems House | Ready 11/23/2015 14:41 CAP NUM | SCRL

We click on inquiry and select that check number to match the 100.00 and clear it.