



Accounting Manual



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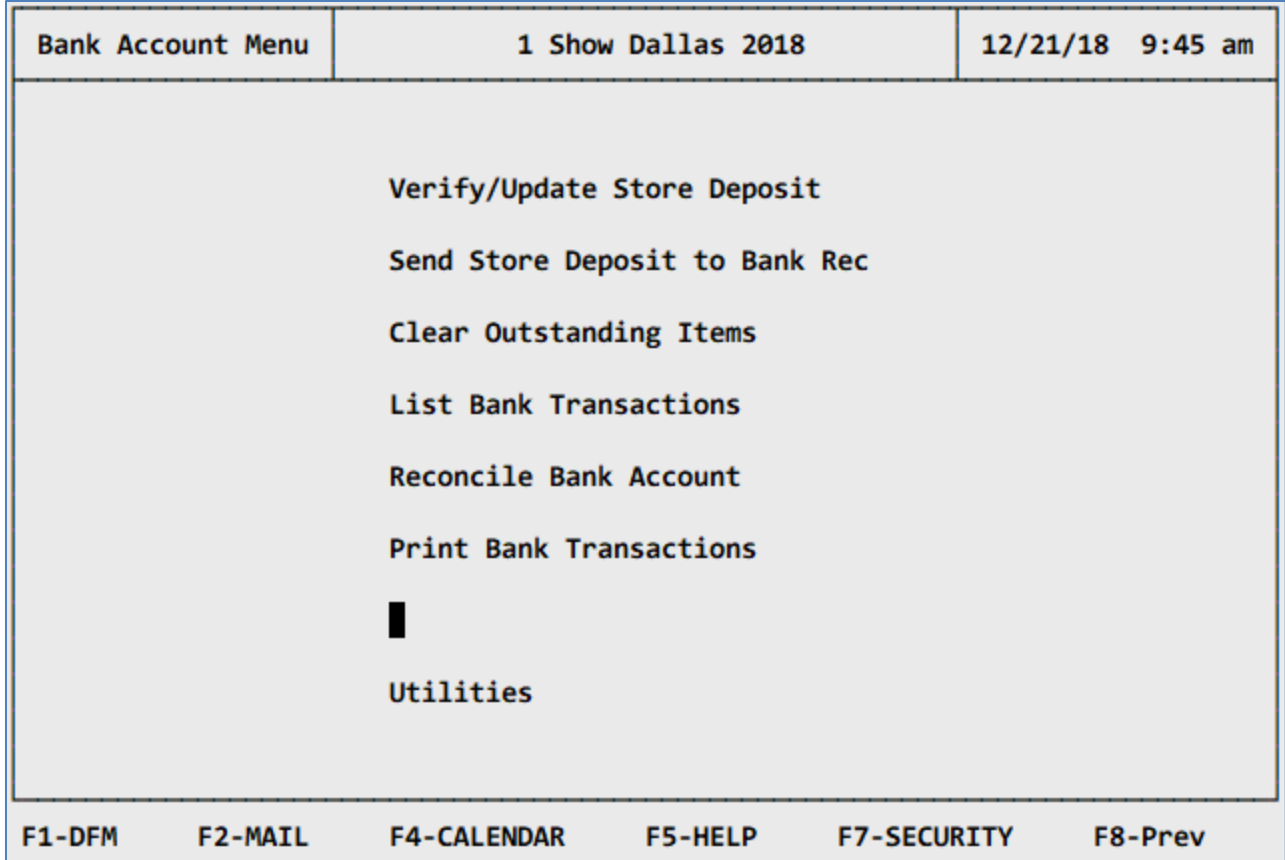
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Chapter 4: Bank Reconciliation (BKRECON)

*Please Note: When you see bold capital letters in parentheses, this indicates the name of a module. You can access it by pressing **F10** and typing in the module name. This will be consistent throughout this documentation.*

HOME	1 Show Dallas 2018	5/28/19 10:33 am
Inventory Control	Generate Reports	
Receipts	Collections	
Miscellaneous Routines	Timekeeping	
INquiries	Time Clock	
End-of-Day Process		
Input the module that you would like to execute: █		

The Bank Reconciliation (**BKRECON**) module has interfacing from A/P, G/L, and Summary. The interfacing from A/P and G/L are automatic; once a check is updated or a journal entry is updated that has a bank account number, it will be put into the Bank Reconciliation file. The deposits from Summary have to be sent to Bank Reconciliation using the Create Summary Interface Bank Trans (**SUMGLINT**) module.



Clear Outstanding Items (BKRECCLR)

This program allows you to clear outstanding items once you have received notification from the bank that it has cleared.

Clear Items	1 Show Dallas 2018	12/21/18 9:45 am			
Bank: <input type="text"/>	Type: All				
Date: - 12/21/18	Doc Range: -				
Description:					
Enter Date for Quick/Mass Clear: 12/20/18	Amount: 0.00				
DATE	TYPE	DOCUMENT	AMOUNT	CLEARED	DESCRIPTION
Input Bank Number (enter partial name or spaces for list)					

Bank

Enter the bank number or select it from the pop-up window.

Type

Enter the type of document you want to clear. Your options are (C)heck, (D)eposit, (F)ee, (I)nterest, (M)iscellaneous, (S)ervice Charge, (T)ransfer, (V)oid, (R)eturned Check, or (A)ll.

Date

Enter a range of dates of transactions to be cleared.

Doc Range

Enter the beginning and ending document number to be cleared or leave blank for all documents.

Description

Enter in the description of documents to be cleared, you may enter in a partial description, or leave blank for all. For example, if you want just deposits, enter **SUM** in the description.

Enter Date for Quick/Mass Clear

Enter the date for a quick or mass clearing of items. The default will always be the day before the system date. (This would be used with the **F3** and **F7** options once items have been listed.)

Once you have made your selections, your cursor will be positioned on the top document. You may use the arrow keys to move up and down on the page and **F1** to page forward and **F2** to page back. Find the document(s) you want to clear and enter the cleared date. Press **F3** to have the system put in the quick clear date you selected above, or press **F7** to clear all documents in your selection. If you choose **F7**, you will be given a prompt: "Are you sure you want to CLEAR ALL selected records? N." You must enter a "Y" for it to insert a clear date in all documents. When finished with all of your selections, press **F9** to update.

List Bank Transactions (BKRECLST)

All documents for a particular bank may be viewed using the listing option.

List Transactions		1 Show Dallas 2018		12/21/18 9:46 am	
Bank:	99 AMEX	Type:	All		
Date:	- 12/21/18	Doc Range:	-		
Description:		Status:	Both		
Clear Date:	- 12/21/18	Amount:	0.00		
DATE	TYPE	DOCUMENT	AMOUNT	CLEARED	DESCRIPTION
10/15/17	Misc	20171122	2891.52-		G/L 0000 AJE
10/31/17	Misc	20171220	2891.52		G/L 0000 AJE
10/31/17	Misc	20171220	2891.52-		G/L 9000 AJE
11/03/17	Misc	20171229	94217.58		G/L 9000 AJE
11/15/17	Check	2500	5400.20-		A/P VND# 000042
11/16/17	Check	2501	2832.72-		A/P VND# 000042
11/17/17	Check	2502	2763.59-		A/P VND# 000042
11/29/17	Check	2503	7309.70-		A/P VND# 000042
12/01/17	Check	2504	21082.29-		A/P VND# 000042
12/01/17	Check	2505	19340.00-		A/P VND# 000042
12/01/17	Check	2506	5065.29-		A/P VND# 000042
12/20/17	Check	2507	3507.40-		A/P VND# 000579
F1-Next Pg		F2-Prev Pg		F8-Select	

Bank

Enter the bank number or select it from the pop-up window.

Type

Enter the type of document you want to view. Your options are (C)heck, (D)eposit, (F)ee, (I)nterest, (M)iscellaneous, (S)ervice Charge, (T)ransfer, (V)oid, (R)eturned Check, or (A)ll.

Date

Enter the date you would like the listing to begin, or leave it blank to default to the beginning of the file.

Doc Range

Enter the beginning and ending document number to be viewed or leave blank for all documents.

Description

Enter in the description of documents to be viewed, you may enter in a partial description, or leave blank for all. For example, if you want just deposits, enter **SUM** in the description.

Status

Select (C)leared, (O)utstanding, or (B)oth.

Clear Date

Listing may be limited by entering a beginning and ending clear date range.

Amount

Input dollar amount of transactions to be cleared or leave zero for all.

If the listing is more than one page, press **F1** to page forward and **F2** to page back. Press **F8** to return to the menu.

Modify Bank Transactions (BKRECCHG)

A bank document may be added, changed, and/or deleted using this module.

Modify Bank Trans		1 Show Dallas 2018		12/21/18 9:47 am	
Bank:	99 AMEX	Type:	All		
Date:	- 12/21/18	Doc Range:	-		
Description:		Status:	Both		
Clear Date:	- 12/21/18	Amount:	0.00		
DATE	TYPE	DOCUMENT	AMOUNT	CLEARED	DESCRIPTION
10/15/17	Misc	20171122	2891.52-		G/L 0000 AJE
10/31/17	Misc	20171220	2891.52		G/L 0000 AJE
10/31/17	Misc	20171220	2891.52-		G/L 9000 AJE
11/03/17	Misc	20171229	94217.58		G/L 9000 AJE
11/15/17	Check	2500	5400.20-		A/P VND# 000042
11/16/17	Check	2501	2832.72-		A/P VND# 000042
11/17/17	Check	2502	2763.59-		A/P VND# 000042
11/29/17	Check	2503	7309.70-		A/P VND# 000042
12/01/17	Check	2504	21082.29-		A/P VND# 000042
12/01/17	Check	2505	19340.00-		A/P VND# 000042
12/01/17	Check	2506	5065.29-		A/P VND# 000042
12/20/17	Check	2507	3507.40-		A/P VND# 000579
F1-Next Pg F2-Prev Pg F3-Chg F4-Del F5-Insert F7-Del all F8-Select					

Please Note: Any changes using this routine do NOT affect the G/L. It would be a very rare situation for this routine to be needed.

Bank

Enter the bank number or select it from the pop-up window.

Type

Enter the type of document you want to modify. Your options are (C)heck, (D)eposit, (F)ee, (I)nterest, (M)iscellaneous, (S)ervice Charge, (T)ransfer, (V)oid, (R)eturned Check, or (A)ll.

Date

Enter the date you would like to begin or leave it blank to default to the beginning of the file.

Doc Range

Enter the beginning and ending document number to be modified or leave blank for all documents.

Description

Enter in the description of documents to be modified, you may enter in a partial description, or leave blank for all. For example, if you want just deposits, enter **SUM** in the description.

Status

Select (C)leared, (O)utstanding, or (B)oth.

Clear Date

Listing may be limited by entering a beginning and ending clear date range.

Amount

Input dollar amount of transactions to be modified or leave zero for all.

If the listing is more than one page, press **F1** to page forward and **F2** to page back. Press **F8** to return to the menu.

Pressing **F3** will allow you to change the date, type, document number, amount, date cleared, and description of the document. No G/L edits are done.

Pressing **F4** will allow you to delete a document. This will only delete it from the bank reconciliation. No G/L edits are done.

Pressing **F5** will allow you to insert/add a document. This is where you would enter all documents other than checks. Valid document types are (C)hecks, (D)eposits, (F)ees, (I)nterest, (M)iscellaneous, (S)ervice charges, (T)ransfers, and (V)oided. No G/L entries are made.

When all entries have been made, press **F8** to return to the menu.

Reconcile Bank Account (BKRECACT)

Once all entries have been made and all documents have been cleared, you may reconcile your bank account.

Reconcile Account	1 Show Dallas 2018	12/21/18 9:48 am
Bank: 99 AMEX Reconciliation Date: 12/20/18		
<hr/>		
Your 12/20/18 Check Book Ledger Balance:		\$9,567.90
	Outstanding Checks:	\$81,758.16-
	Outstanding Deposits:	\$0.00
	Outstanding Other:	\$91,326.06

Your Computed Bank Statement Balance:		\$0.00
Enter Actual Bank Statement Balance:		\$0.00

	Out of Balance Amount:	\$0.00
Print Detailed Report?:	<input checked="" type="checkbox"/> No	Printer ID: LP01
Do you want to print a Detailed Bank Reconciliation Report? (Y)es or (N)o		

Bank

Enter the bank number or select it from the pop-up window.

The Check Book Ledger Balance and the Computed Bank Statement Balance will be displayed, along with outstanding items. Enter in the actual bank statement balance you have from the bank in the “Enter Actual Bank Statement Balance” field, and it will calculate your variance. You may then enter (Y)es to print a detailed report. This will show the individual items that are still outstanding.

Bank Reconciliation Report (BKRECRPT)

The Bank Reconciliation Report is a detailed explanation of bank transactions within the specified ranges.

Bank Recon Report	1 Show Dallas 2018	12/21/18 9:48 am
Bank Number Range: █	-	
Trans Date Range:	-	
Document Range:	-	
Type: All		
Description:		
Status: Both		
Clear Date Range:	-	
Description Layout: N		
Printer ID: LP01		
Control? No		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Press F9 when finished entering all parameters </div>		
Input the beginning bank number to be included (leave blank for all)		

Bank Number Range

The report may be limited by entering a beginning and ending bank number, or you may leave them blank to get all banks.

Trans Date Range

The report may be limited by entering a beginning and ending date range.

Document Range

The report may be limited by entering a beginning and ending document range, or you may leave them blank to get all documents.

Type

You may specify an order type. The different types are (C)hk, (D)ep, (F)ee, (I)nt, (M)isc, (S)vcChg, (T)rnsfr, (V)oid, (R)trnCh, or (A)ll.

Description

The report may be limited by entering a description, or you may leave them blank to get all.

Status

Select (C)leared, (O)utstanding, or (B)oth.

Clear Date Range

The report may be limited by entering a beginning and ending clear date range.

Description Layout

Input A/P Description display choice: (V)endor Name, Vendor (N)umber.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Bank Reconciliation Report by Vendor Name.

Date: 1/17/19		Bank Transaction Report		BKRECRPT Page: 1		
		Ameris Bank - Operating				
Bank # Range:	30- 30	Date Range:	12/01/17-12/31/17	Type:	All	
Doc # Range:	-	Description:		Status:	Both	
Description Layout: Vendor Name						
BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
30	12/01/17	Check		50751	141.16-	AP City of Milt
30	12/01/17	Check		50752	60.20-	AP Collins Fire
30	12/01/17	Check		50753	37.60-	AP Encompass Pa
30	12/01/17	Check		50754	333.00-	AP Four Seasons
30	12/01/17	Check		50755	3103.70-	AP GM Financial
30	12/01/17	Check		50756	137.65-	AP High Touch,
30	12/01/17	Check		50757	148.31-	AP InnerWorking
30	12/01/17	Check		50758	96.32-	AP Office Depot
30	12/01/17	Check		50759	13.29-	AP OneSource IM
30	12/01/17	Check		50760	878.87-	AP Opp Utilitie
30	12/01/17	Check		50761	284.91-	AP Petra Indust
30	12/01/17	Check		50762	1974.95-	AP RAC National
30	12/01/17	Check		50763	452.90-	AP Rhonda Skipp
30	12/01/17	Check		50764	175.06-	AP Scooter's La
30	12/01/17	Check		50765	64.20-	AP SunCoast Sec
30	12/01/17	Check		50766	339.80-	AP Rhonda Skipp
30	12/01/17	Check		50767	48.65-	AP Ashley Furni
30	12/01/17	Check		50768	10.79-	AP Consolidated
30	12/01/17	Check		50769	75.00-	AP Four Seasons
30	12/01/17	Check		50770	2464.60-	AP Kansas Power
30	12/01/17	Check		50771	69.48-	AP Office Depot
30	12/01/17	Check		50772	108.63-	AP RES Marketin
30	12/01/17	Check		50773	270.00-	AP Technology F
30	12/01/17	Check		50774	3000.00-	AP Georgia E. B
30	12/01/17	Check		50775	3546.09-	AP RENT 001
30	12/01/17	Check		50776	2006.00-	AP RENT 006

The following is an example of the Bank Reconciliation Report by Vendor Number.

Date: 1/17/19		Bank Transaction Report		BKRECRPT Page: 1		
Ameris Bank - Operating						
Bank # Range:	30- 30	Date Range:	12/01/17-12/31/17	Type:	All	
Doc # Range:	-	Description:		Status:	Both	
Description Layout: Vendor Number						
BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
30	12/01/17	Check		50751	141.16-	A/P VND# 000395
30	12/01/17	Check		50752	60.20-	A/P VND# 001532
30	12/01/17	Check		50753	37.60-	A/P VND# 000596
30	12/01/17	Check		50754	333.00-	A/P VND# 000415
30	12/01/17	Check		50755	3103.70-	A/P VND# 001585
30	12/01/17	Check		50756	137.65-	A/P VND# 000175
30	12/01/17	Check		50757	148.31-	A/P VND# 001515
30	12/01/17	Check		50758	96.32-	A/P VND# 001502
30	12/01/17	Check		50759	13.29-	A/P VND# 001512
30	12/01/17	Check		50760	878.87-	A/P VND# 000920
30	12/01/17	Check		50761	284.91-	A/P VND# 000034
30	12/01/17	Check		50762	1974.95-	A/P VND# 000579
30	12/01/17	Check		50763	452.90-	A/P VND# 000079
30	12/01/17	Check		50764	175.06-	A/P VND# 000918
30	12/01/17	Check		50765	64.20-	A/P VND# 000292
30	12/01/17	Check		50766	339.80-	A/P VND# 000079
30	12/01/17	Check		50767	48.65-	A/P VND# 000358
30	12/01/17	Check		50768	10.79-	A/P VND# 000040
30	12/01/17	Check		50769	75.00-	A/P VND# 000415
30	12/01/17	Check		50770	2464.60-	A/P VND# 000011
30	12/01/17	Check		50771	69.48-	A/P VND# 001502
30	12/01/17	Check		50772	108.63-	A/P VND# 000448
30	12/01/17	Check		50773	270.00-	A/P VND# 001581
30	12/01/17	Check		50774	3000.00-	A/P VND# 000113
30	12/01/17	Check		50775	3546.09-	A/P VND# 000157
30	12/01/17	Check		50776	2996.00-	A/P VND# 000273
30	12/01/17	Check		50777	4184.77-	A/P VND# 000368
30	12/01/17	Check		50778	1875.00-	A/P VND# 000927
30	12/01/17	Check		50779	3831.72-	A/P VND# 001591
30	12/01/17	Check		50780	3000.00-	A/P VND# 000108
30	12/07/17	Deposit		20171207	9000.00	G/L 9000 CT