



Article # 1183

Technical Note: How to Activate and Set up the Bank Reconciliation Module in an Existing AccountMate Installation

Difficulty Level: Intermediate Level AccountMate User

**Version(s) Affected: AM8 for SQL and Express
AM7 for LAN
AM6.5 for SQL and MSDE
AM6.5 for LAN**

Module(s) Affected: BR, GL, AR, PR, AP

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DESCRIPTION

The addition of the AccountMate Bank Reconciliation Module to an existing AccountMate installation requires the performance of certain procedures in order to prepare the system for use. Without the BR module, AccountMate handles check cancellations and deposit verifications in other modules. This Technical Note discusses the procedures required to establish a starting point for the bank reconciliation function; however, a discussion of the activation and setup of the BR module is not included. You can find this information in the Online Help and the Electronic Manual.

SOLUTION

When the BR module is not set up, AccountMate uses functions from other modules to record bank-related transactions. You can cancel checks using the Record Cancelled Check function in the AP and PR modules; verify deposits using the Verify Bank Deposit function in AR module; and use the Journal Entry Transactions function in the GL module to post bank transfer and other bank-related transactions such as bank surcharges

When you activate and set up the BR Module in the system, you can no longer access the Record Cancelled Check function in the AP and PR modules and the Verify Bank Deposit function in AR module. Instead, you must use the Reconcile Bank Account function in the BR module to cancel checks and verify deposits. You should also refrain from using the Journal Entry Transactions function to post bank transfer and other bank-related transactions. Instead, you must record these transactions using the Record Bank Transfers, Record Checks/Other Disbursements and Record Deposits/Other Receipts in the BR module so that you can fully utilize the BR module's potential.

Before you can use the BR module, you must perform certain procedures to establish a starting point. Discussed below are the procedures for each of the four possible scenarios in which the BR module is set up in an existing installation:

1. You have set up and run AccountMate without the BR Module. You have NOT cancelled checks and verified deposits using functions from existing modules. Before you activate and set up the BR module, follow these steps:
 - a. Determine which checks, deposits, bank transfers, and other bank-related transactions have cleared the bank.
 - b. Using the Verify Bank Deposit function in the AR module, mark as verified the cleared bank deposits.
 - c. Use the Record Cancelled Check function in AP and PR modules to cancel the cleared checks.
 - d. Obtain the latest bank statements from each bank account.
 - e. Determine the bank transfers and other bank-related transactions that are still outstanding. You will later post them in the BR module.
NOTE: If you have posted these transactions using the Journal Entry Transactions in the GL module, ensure that you unmark the Transfer to GL checkbox when you post them in the BR module.
 - f. Verify that you did not erroneously cancel or verify outstanding transactions using functions from other modules.
 - g. Verify in the Bank Account Maintenance function that the beginning statement balance and beginning statement date of each Bank Account code match the information from its latest bank statement.
 - h. Set up the BR module as discussed in the Online Help or Electronic Manual.
2. You have set up and run AccountMate without the BR Module. You have cancelled checks and verified deposits using functions from existing modules. Before you activate and set up the BR module, follow these steps:
 - a. Obtain the latest bank statements from each bank account.
 - b. Determine the bank transfers and other bank-related transactions that are still outstanding. You will later post them in the BR module.
NOTE: If you have posted these transactions using the Journal Entry Transactions in the GL module, ensure that you unmark the Transfer to GL checkbox when you post them in the BR module.
 - c. Verify that you did not erroneously cancel or verify outstanding records using functions from other modules.
 - d. Verify in the Bank Account Maintenance function that the beginning statement balance and beginning statement date of each Bank Account code match the information from its latest bank statement.
 - e. Set up the BR module as discussed in the Online Help or Electronic Manual.
3. You have set up and run AccountMate with the BR Module activated. You have NOT cancelled checks and verified deposits using functions from existing modules. Before you set up the BR module, follow these steps:
 - a. Determine which checks, deposits, bank transfers and other bank-related transactions have cleared the bank.
 - b. Using the Verify Bank Deposit function in the AR module mark as verified the cleared bank deposits.
 - c. Use the Record Cancelled Check function in AP and PR modules to cancel the cleared checks.
 - d. Obtain the latest bank statements for each bank account.

- e. Determine the bank transfers and other bank-related transactions that are still outstanding. You will later post them in the BR module.
NOTE: If you have posted these transactions using the Journal Entry Transactions in the GL module, ensure that you unmark the Transfer to GL checkbox when you post them in the BR module.
 - f. Verify that you did not erroneously cancel or verify outstanding records using functions from other modules.
 - g. Verify in the Bank Account Maintenance function that the beginning statement balance and beginning statement date of each Bank Account code match with the beginning or previous statement balance and beginning or previous statement date of its latest bank statement.
 - h. Set up the BR module as discussed in the Online Help or Electronic Manual.
4. You have set up and run AccountMate with the BR Module activated. You have cancelled checks and verified deposits using functions from existing modules. Before you set up the BR module, follow these steps:
- a. Obtain the latest bank statements of each bank account.
 - b. Determine the bank transfers and other bank-related transactions that are still outstanding. You will later post them in the BR module.
NOTE: If you have posted these transactions using the Journal Entry Transactions in the GL module, ensure that you unmark the Transfer to GL checkbox when you post them in the BR module.
 - c. Verify that you did not erroneously cancel or verify outstanding records using functions from other modules.
 - d. Verify in the Bank Account Maintenance function that the beginning statement balance and beginning statement date of each Bank Account code match the information from its latest bank statement.
 - e. Set up the BR module as discussed in the Online Help or Electronic Manual.

The preparation of bank reconciliations is a very important part of your cash control procedures. It is vital that the records and transactions entered are appropriate and timely. Using the information presented in this TechNote can help you establish an accurate starting point before activating the BR module and can assist you to achieve a smooth and successful reconciliation process.

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