

## BANK ACCOUNT SETUP

To set up a new bank account in Bank Reconciliation Module

- In Bank Reconciliation Module select **Bank Account**
- Then select **Account Maintenance**

The following screen will be displayed.

BR Bank Account

Use this form to set up and monitor your various bank accounts. You must set up a separate bank account code for each account used to write checks or post deposits.

Bank Account Information Current Balance

Bank Account  Save

Description  Cancel

Account Number  Account Type  Edit Clear

Print

Find

Bank Register

Help

General Ledger Accounts

Bank Checking Acct

Opposing Deposit Acct

Bank Charges Acct

Adjustment Acct

Accounts

- Assign and enter 3 letter codes for each bank account. (ex. CHK for Checking, SAV for Savings) in the Bank Account field
- In the Description box enter **Operating Checking – (Name of Bank)**. What you enter in this box will be displayed on the Balance Sheet.
- Optional: In the Account Number box enter the account number assigned by the bank
- Use the drop-down menu at the Account Type field to select the type of account (checking, savings, or investment)
- In the General Ledger fields, use the lookup feature to select the general ledger account number that corresponds with the account in the Bank Account field.
- All other General Ledger fields can be left blank
- Optional: To add the bank's address, phone numbers and/or contact information click on the **Address Tab** on the bottom of the window and enter the information in the appropriate fields.
- The **Financial Tab** is informational. There is nothing to enter.

- Click on the **General Tab** to view the following screen.

The information on the top half is brought over from the Accounts Tab. On the bottom half at the **Balancing Method** box use the drop-down menu and select “book to statement”. This means when you reconcile your checking account with your bank statement, you will start with the balance shown in your records and, by adding or subtracting uncleared items, will work to the statement balance.

Select how you want items to appear during reconciliation from the **Sort Items By** drop-down box. Whichever option you choose will be your default. You can override this option while reconciling.

Do not check the **Enter Amounts During Reconciliation** box.

Do not check the **Default All Items to Clear for Reconciliation** box.

Ignore EFT (electronic funds transfer) Account Codes.

The check format should be 0 – Laser CSS.

Do not check the **Suppress AP Checks** box.

Save.

- Optional: Notes may be added by selecting the **Bank Notes Tab**. Clicking on the Time Stamp will enter the date and time you entered notes.
- Select **Save** to save your information.