



8. Account Reconciliation and General Information

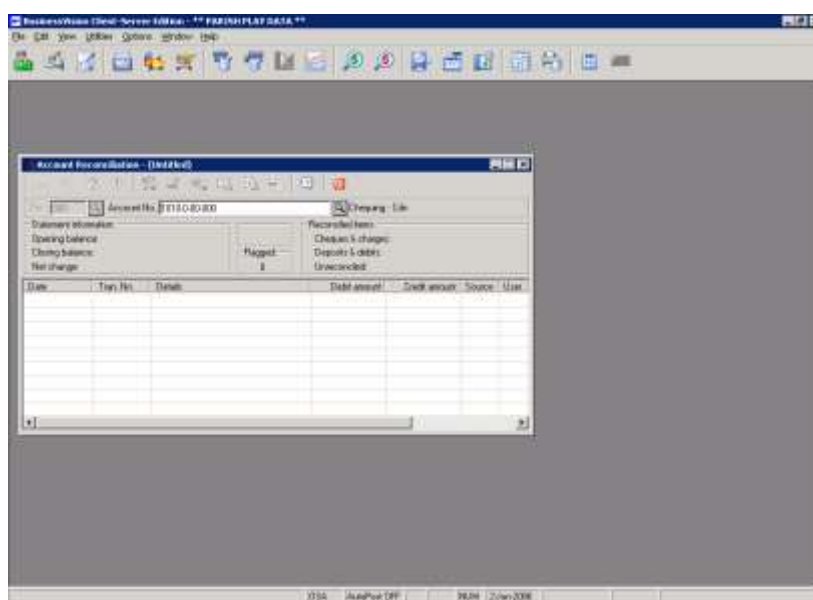
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Using Bank Reconciliation for the First Time

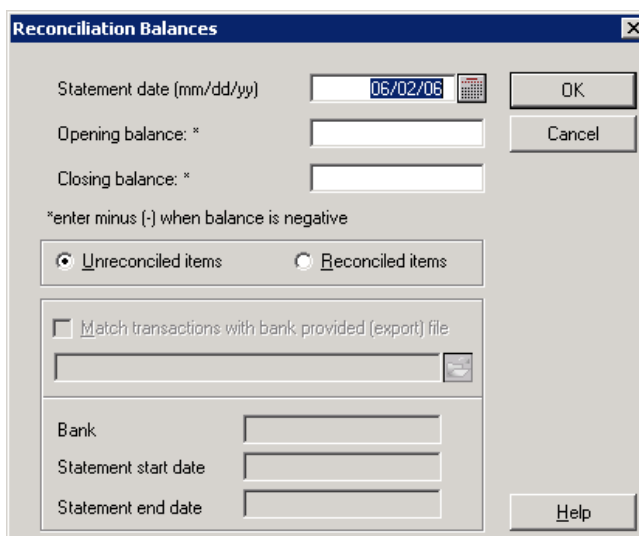
When you first set up BusinessVision you probably used account balances from your previous accounting system for your opening figures. If you were to use the *Account Reconciliation* module for the first accounting period entered in BusinessVision there would be no record of outstanding transactions from prior periods, making an accurate reconciliation impossible. Therefore, you will have to do a manual bank reconciliation for at least the first accounting period in BusinessVision.

Go to Utilities → Account Reconciliation



Account Reconciliation and General Information

Make sure you have the bank general ledger account you wish to reconcile and click Tab.



The 'Reconciliation Balances' dialog box contains the following fields and controls:

- Statement date (mm/dd/yy): 06/02/06
- Opening balance: *
- Closing balance: *
- *enter minus (-) when balance is negative
- ☒ Unreconciled items ☐ Reconciled items
- ☐ Match transactions with bank provided (export) file
- Bank
- Statement start date
- Statement end date
- Buttons: OK, Cancel, Help

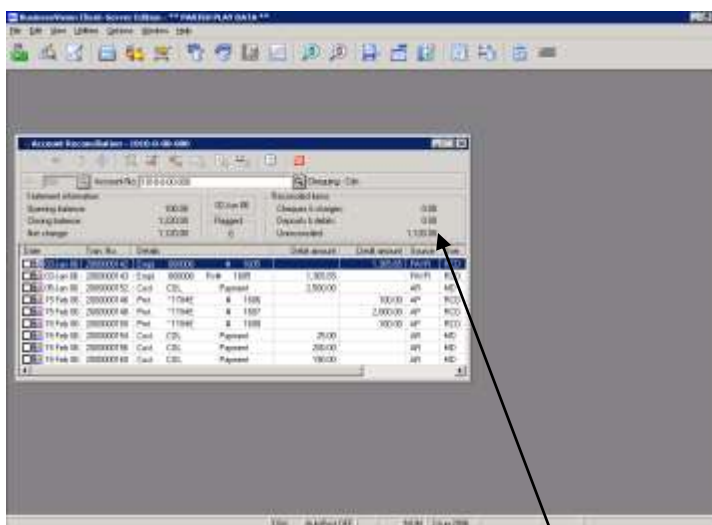
Enter the last date of the month from your bank statement.

For the **first** reconciliation your opening balance will be the opening from your bank statement less any outstanding cheques plus any outstanding deposits from your old system that have cleared in the month you are reconciling.

Normally your opening balance is the opening balance on your bank reconciliation.

Enter the closing balance from your bank statement and click OK.

All the activity from the month will appear.



The screenshot shows the 'Reconciliation Balances' dialog box with the following data:

| Statement date (mm/dd/yy) | Opening balance: * | Closing balance: * |
|---------------------------|--------------------|--------------------|
| 06/02/06 | | |

*enter minus (-) when balance is negative

☒ Unreconciled items ☐ Reconciled items

☐ Match transactions with bank provided (export) file

Bank

Statement start date

Statement end date

Buttons: OK, Cancel, Help

Flag all activity that has cleared your bank.

Account Reconciliation and General Information

The unreconciled amount should go to zero.

If there are any items that appear on your bank statement that do not appear on your ledger you must manually enter them from here.



Select this icon to enter each entry.

These may include: NSF Cheque bank charge, any differences in deposits or cheques, etc.



Once the unreconciled amount is zero print your reports

With this window opened (do not close) select the Reports icon and print the general ledger activity for the bank account you are reconciling.

On the last page of the account reconciliation report, record the following:

| | |
|--|-------------------|
| Closing balance from bank statement | XXXXXX |
| Less: Outstanding cheques (from report) | (XXXXX) |
| Plus: Outstanding deposits (from report) | <u>XXXXXX</u> |
| Adjusted bank balance | XXXXXX (1) |
| Closing general ledger balance | <u>XXXXXX (2)</u> |
| Difference | ZERO |

(1) and (2) should equal



When this balances you then post

File all this information with your bank statement on a monthly basis.

Month-end Report Procedures

BusinessVision will not allow you to post a General Ledger journal entry out of balance or post directly to the Accounts Receivable or Accounts Payable control accounts (these can only be updated through entries made in the sub-ledgers themselves). Therefore, when everything is running normally, your Trial Balance report should always balance and the total of your sub-ledger reports (Aged Accounts Receivable Summary or Aged Accounts Payable Summary reports) should be equal to the control account balances on your Trial Balance report.

Unfortunately, various anomalies can disrupt the normal operation of your computer system and interfere with the proper operation of BusinessVision resulting in errors such as the General Ledger becoming out of balance or the sub-ledgers becoming out of balance with the General Ledger. Because we are accustomed to BusinessVision looking after keeping everything in balance we often tend to forget to check that everything is, in fact, balanced. Consequently, we should make it a habit to analyze certain reports at least monthly.

First, run your General Ledger Trial Balance report and ensure that the total debits equal the total credits. Secondly, run an Aged Accounts Receivable Summary report and an Aged Accounts Payable Summary report. Check that the totals of each of these reports equal the balances reported for the control accounts on the Trial Balance report. If something doesn't balance it should be corrected immediately and its cause determined.

A NOTE ON DATES

Various reports use different date criteria. For instance, regardless of when you print some General Ledger reports (such as the Trial Balance, Balance Sheet or Income Statement) all transactions posted for that month will be included. For example, printing a Balance Sheet on January 20th will still report a bank account balance net of transactions post-dated to January 31st.

Summary reports are date-specific. When you print an Aged Accounts Receivable report for January 20th it reports only the results of transactions posted to that date and ignores any posted for the month after the specified date.

Detailed Reports are not date-specific. Accounts Receivable Detail reports and Accounts Payable Detail reports are examples that reflect the most current transaction regardless of when the report is printed.

As a result, it is possible for your books to be in balance but your reports not to agree with each other. Based on the above examples, on January 20th you could print a Trial Balance report, an Aged Accounts Receivable Summary report and an Aged Accounts Receivable Detail report and have none of them match. While the Aged Accounts Receivable Summary report would only reflect transactions posted up to January 20th, the Trial Balance would show post-dated payments from customers up until January 31st and the Aged Accounts Receivable Detail report would reflect transactions made to the Accounts Receivable module for the entire fiscal year.

Finance Committees should receive the following reports monthly:

Balance Sheet

Income Statement

They may from time to time request further analysis on specific accounts. Print out the general ledger data they require. Remember that these reports can be exported to Excel and emailed to them as an attachment.

At the end of each month you should do the following:

1. Reconcile all your bank accounts.
2. Send your payment for Pension Contributions (as soon as possible).
3. Pay the Receiver General.
4. Print out an Accounts Receivable and Accounts Payable listing, make sure they reconcile with the General Ledger (Accounts: 1200-0-0-000 and 2000-0-00-000).
5. Print out the Balance Sheet: make sure the Balance Sheet is balanced (verify the Accounts Receivable and Accounts Payable amounts to the listing from above). Verify all bank balances. At June and December verify the Loan Fund Deposit or Payable is correct.
6. Print out the Income Statement. Look over the statement to see if it makes sense. The Net Income (Loss) for the year on your Income Statement should be the Surplus (Deficit) for Current Year on the Balance Sheet.

Printing the Screen in Windows

To Print What is Displayed on Your Monitor:

1. While the screen information that you would like to print is displayed on the screen, press the *Print Screen* key on your keyboard.
2. The screen information is now stored on the Windows clipboard. In order to be able to print it you must paste that information into an application.
3. The simplest and quickest application to use for this purpose is the Windows WordPad. You can access WordPad from the *Start* menu under *Programs/Accessories*.
4. Launch WordPad.
5. Click on the *Edit* menu and select *Paste*.
6. You now have the opportunity to edit the screen information if you wish.
7. When you are ready to print, click on *File* and select *Print*.

Note: When capturing screen information from programs, the above procedure will capture the entire screen (including the Task Bar and parts of any windows that are visible). To capture only the contents of the active window, hold down the *Alt* key while pressing the *Print Screen* key. The remainder of the procedure is the same as above.

The Find Function

The Find function lets you quickly search your database to find specific information based on criteria that you set. You can store your selection criteria for future use.

Review the following to better understand how to specify search criteria in the Find function before proceeding:

A search criterion contains three elements:

- A field in a record
- A relationship
- A value

The relationship and the value fields vary according to the type of field you select. For example, if you are searching the vendor file you can perform searches such as the following:

- You can search a telephone number or fax field that **CONTAINS** a number you enter
- You can list all vendors that have a General Ledger default account **EQUAL TO** one that you specify
- You can list all vendors with a last invoice date **LESS THAN** a date you specify
- You can list all vendors where last year purchases are **GREATER THAN** a value you specify

You can have two separate search criteria at once. If you do so, you specify whether the search should show records that contain either of the criteria, or both of the criteria.

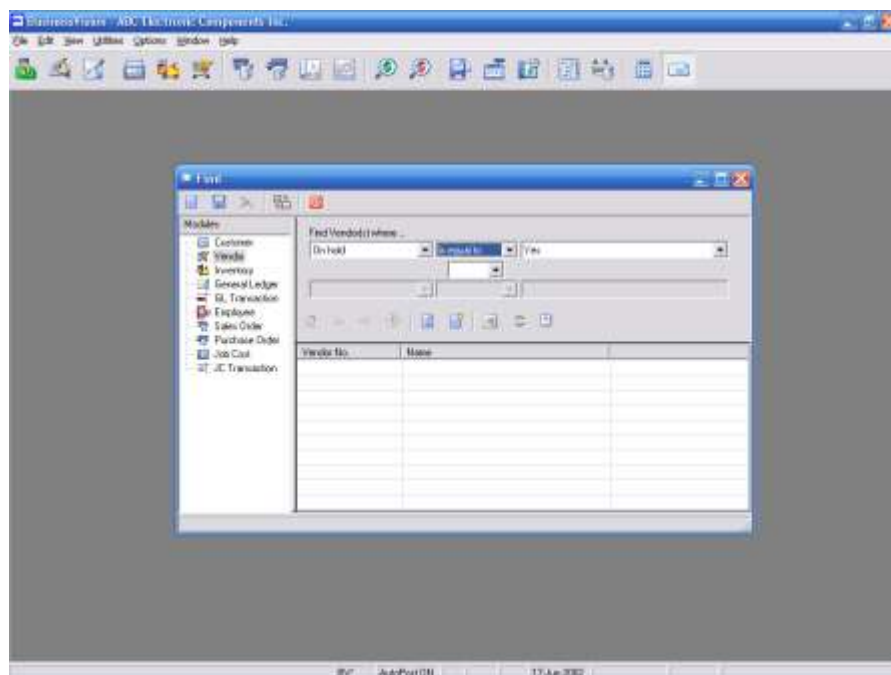
You do this by joining the criteria by means of **OR** or **AND**:

- **AND** means that both criteria must be true for the record to display
- **OR** means that either one or the other criteria must be true for the record to display

Usually, you join criteria by means of **AND**.

To use the Find function:

1. Select Utilities, Find.
2. Select a module to work with in the Modules section.
3. If you have previously saved a search criteria you may select it to search for current results. (See below for information on Saving and Maintaining Search Criteria.)
4. To create a new search criteria fill in the search details in the fields on the right by selecting the options available in the combo boxes and using the guidelines discussed above.
5. Initiate a search by clicking the Refresh icon or by pressing F5. If you wish to stop the search for whatever reason you can terminate it by clicking on the Abort Search icon or by pressing *Ctrl-A*.



6. The results of your search will appear in the Browse window and will include the fields that you used for your search. You can navigate and sort the records to view the results in different ways; however, the system attempts to sort the results in an intelligent manner.

For instance, if the field in the search criterion is a key field, the system sorts the table using that field. (Key

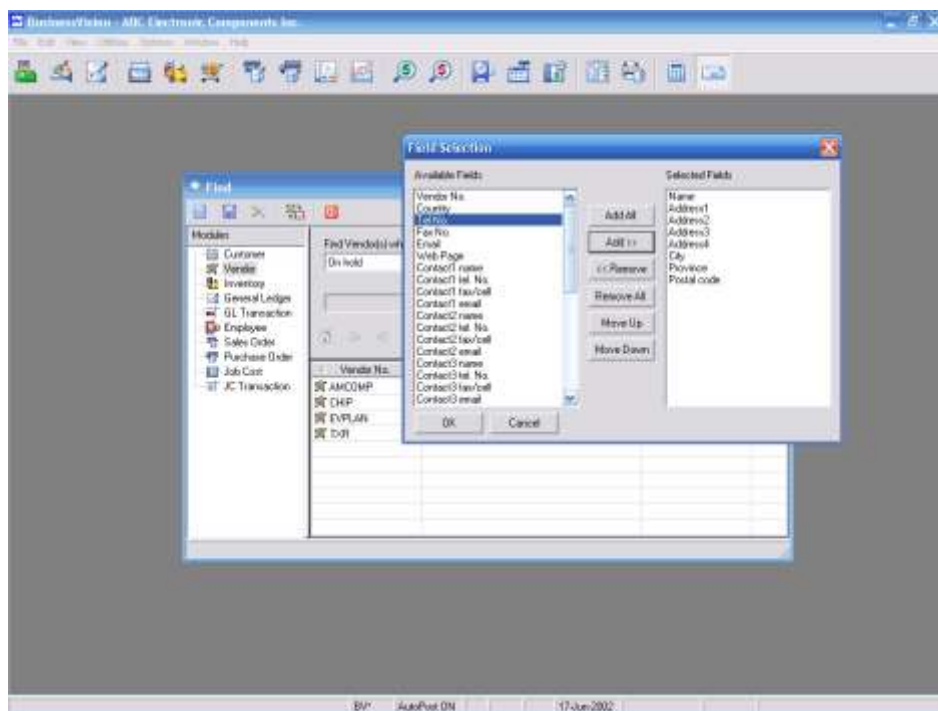
fields are fields that are underlined in the details records which can be used to quickly search through records.) On the other hand, if the field in the search criterion is not a key field, the system sorts the table using the primary key for the file. This is usually the record's code.

Regardless of which field the system selects for searching, you can search the results using any of the fields displayed.

7. You may double-click the record to open it for viewing, maintenance or processing.

You may also export the entire record set (all of the records that are displayed that match your search criteria). To do this:

1. Click on the Export to Excel icon or press *Ctrl-E* to open the Field Selection window.
2. Use the Add and Remove buttons to select the fields that you would like to export. The system will export all of the fields in the Selected Fields table.
3. You can use the Move buttons to order the fields in a sequence that you prefer.
4. Click OK and the system will export your data to Excel.



Note:

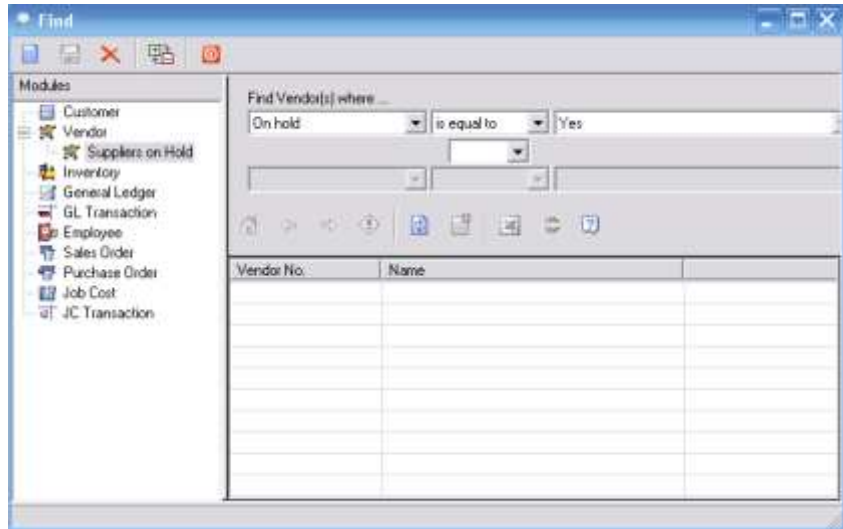
- You can process a new search by clicking the Clear Criteria icon or pressing *Ctrl-C*.
- You can expand or contract the module area by placing the mouse cursor on the border between the modules area and the search area. The mouse cursor changes to a resizing shape. Next, click and hold the mouse button and drag the border to the size that you require. Release the mouse button to complete the operation.
- If you use this function often you can minimize it on your desktop and restore it whenever you wish to use it.

Saving and Maintaining Search Criteria

If you use one or more search criteria often you can save them for re-use later. Search criteria are saved on a per user basis. For someone to have access to the same search criteria as you they will have to create and save their own search criteria.

To maintain search criteria:

1. To create a new criterion, select the module for which you are creating it and click the New icon or press *Ctrl-N*. Alternatively, right click the module and choose New Item from the popup menu. You can then enter a description for the criterion.
2. You can rename the criterion at any time by right clicking on it and selecting Rename Item from the popup menu.
3. To delete a criterion, right click it and select Delete Item. Alternatively, select it and click the Delete icon or press *Ctrl-D*.



4. Once you enter the actual search criteria, click the Save icon or press *Ctrl-S* to save the search criteria. If you change the criteria, you can save the changes in the same manner. If you first execute the search and then wish to save it, create a new criterion as above and then save it.
5. You can toggle between hiding and viewing criteria by clicking on the Collapse/Expand icon to show and hide criteria for all modules or by clicking the + and - button for each module to show and hide criteria for a particular module

Note: When you save criteria you are not saving the results of the search criteria that you just generated. You are saving the search method which the system can apply again in the future and which may generate different results.