FLEXX®
Bank Reconciliation
Reference Manual

Version 7.0L0

Databyte

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1.0 Introduction

1.1 About Bank Reconciliation

The FLEXX Bank Reconciliation module is used to reconcile the Bank Statement to the FLEXX generated accounting data (AR receipts, AP payments and GL adjustment entries). The AR receipts are reconciled either as deposit records that were created during the AR Deposit Slip Process *(see Accounts Receivable manual, Topic "Deposit Slip Process")* or as individual receipt deposits, and the AP payments (cheques) and GL adjustments are reconciled individually as they are recorded on the bank statement.

Using the Bank Reconciliation module, you can

∆   Set up and reconcile an unlimited number of banks (foreign or domestic)

∆   Transfer the accounting information already entered into FLEXX Accounts Payable (payments), and FLEXX Accounts Receivable (receipts) to the Bank Reconciliation module

∆   Generate FLEXX General Ledger Journal Entries automatically for adjustments, bank charges, etc.

∆   Print outstanding Receipt and Payment reports.

Note   **For more detail on the Bank Reconciliation procedures, please refer to the Financial Procedures Guide, topic** *Bank Reconciliation.*

Bank Reconciliation and FLEXX   The Bank Reconciliation module is fully integrated with these FLEXX modules

∆   **General Ledger (GL)**. Bank Reconciliation uses GL accounts to assign to transactions such as adjustments, service charges and interest income. Bank Reconciliation then makes use of these accounts to generate the appropriate journal entries. Bank Reconciliation also accesses the GL balance records for the bank and period selected

∆   **Accounts Payable (AP).** Bank Reconciliation accesses FLEXX Accounts Payable and downloads all relevant payment information (i.e. Check Number, Amount, Date, etc.)

∆   **Accounts Receivable (AR).** Bank Reconciliation accesses FLEXX Accounts Receivable and downloads all relevant receipt information (i.e. Receipt Amount, Date, etc.)

1.2   About This Manual

Content

This manual describes the screens and functions within Bank Reconciliation. It contains the following sections:

∆   **Starting Bank Reconciliation**; describes how to get into the Bank Reconciliation module

∆   **Working with Bank Reconciliation;** describes how to transfer Accounting and Bank Statement Information, perform the reconciliation process and generate journal entries.

∆   **Extracting Bank Reconciliation Information;** describes how to print reports.

Assumptions

Please become familiar with the standard features of the FLEXX system, including how to select menu options, move around the screen, use ZOOM and Wild Cards and how to find, add, update and delete records.

Table Setup

Tables

The Bank Reconciliation Application requires the following tables listed below. These tables should already be set up. If more information is needed see the FLEXX Getting Started Manual and the System Administration Guide.

∆   Company Table

∆   Division Table

∆   Company/Division Table

∆   Bank Table

∆   GL Account

∆   GL Period

Autogen Fields

The description "AUTOGEN" is a term meaning; automatic system generated number. Autogeneration is set up in the Next Number Table which is accessible from the Setup File Maintenance Menu. The Next Number Table allows the user to select the starting number for Bank Reconciliation Transactions, or AUTOGEN will use the next available number in sequence following the user defined starting number.

The word "AUTOGEN" or "999999" is then displayed where an autogenerated number will be inserted when the record has been successfully added. Each time AUTOGEN or 999999 is displayed, it will retrieve the next available alpha or numeric value from the Next Number Table for that field and insert the new number into the field when you commit the transaction with the ADD/UPDATE function key.

NOTE: Autogenerated numbers are controlled by your System Administrator.

Manual Conventions

We use an asterisk (*) to indicate wild cards. However, different database systems use different symbols for wild cards. See the table below. Ask your System Administrator which symbol to use.

Database	To Match All	To Match One
MS SQL Server	%	_(underscore)
Oracle	%	_(underscore)
Sybase	%	_(underscore)

Δ   Information that you enter and information that appears on the screen appears in bold type. Example: Enter Y in the **Begin Process?** field.

Δ   References to other sections are italicized. Example: (*See 2.0 Starting Bank Reconciliation).*

1.3   Bank Reconciliation Sequence of Operations

These items are performed outside the Bank Reconciliation Module

Payments generated from FLEXX Accounts Payable	Receipts entered in FLEXX Accounts Receivable	Manual GL Transactions entered into FLEXX GL

↓   ↓

Generate GL Transactions from AR (Receipts) and AP (Payments) and Post the GL

↓

Run the Transfer Accounting Records process and review transferred records.   *Sec. 3.2*

↓

Define the Bank statement in the Statement Reconciliation Entry form, and ...   Sec. 3.4

↓

Press the Reconcile button to display the Reconciliation Process screen   Sec. 3.5

↓

Select all records that match the bank statement and enter bank adjustments (charges, deposits)   Sec. 3.5

↓

Press Recon. Complete when statement is reconciled.   Sec. 3.5

↓

Run Generate GL Transactions (Bank Charges) routine.   Sec. 3.7

↓

Print Reconciliation Reports   Sec. 4.0

2.0   Starting Bank Reconciliation

To start Bank Reconciliation

Log on to FLEXX. The Session defaults screen appears.

This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank screen or new record. You can overwrite the session defaults any time they appear on a screen.

Fields

Enter the following information.

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom to select from a list of companies.	Set by System Administrator	Y
Division	The default division code. Use Zoom to select from a list of divisions.	Set by System Administrator	Y
Date	The default date.	System Date	Y
Period	The default period number.	GL Period Table	Y
Use Batch	Select this option by clicking the box. Batch control lets you group similar Contact Manager transactions together and enter, edit and post them as a whole using a unique batch number. Each Contact Manager transaction in the batch still has a transaction number. If you selected B/C, the Batch Control screen appears when you first go to add a transaction.		Y
Function	To quickly access a specific FLEXX module, enter the code for the module, then <<press Main Menu>>. Example: To go straight to Bank Reconciliation and bypass the Main Menu, type mainrecn in this field and <<press Enter>> Twice. See the Session Defaults section of your *Getting Started* manual for more information.		N
Buttons			
Main Menu	Access the FLEXX main menu		
Quit	Terminate the FLEXX session.		
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password *(See Administration Manual, User Master description)*.		

Press **Main Menu**. The FLEXX Main Menu appears.
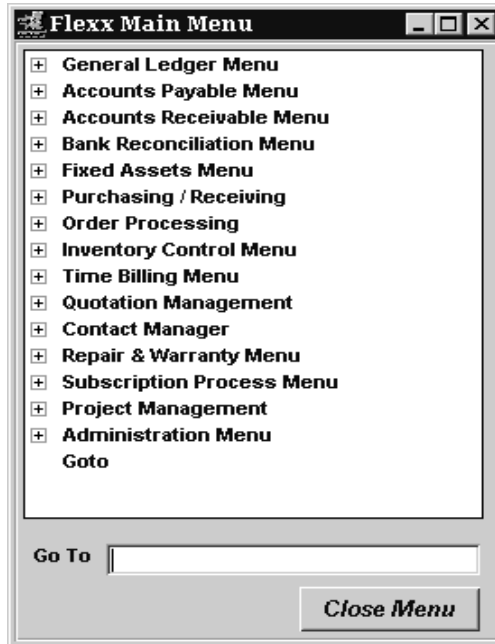
Select Bank Reconciliation. The Bank Reconciliation Menu appears.
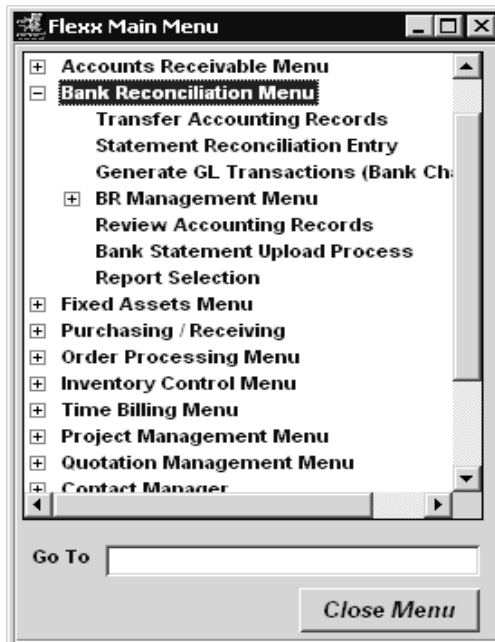
3.0   Working with Bank Reconciliation

This section describes;

Δ   How to define the miscellaneous Bank Charges (withdrawals and deposits)

Δ   How to transfer accounting records to the Bank Reconciliation table

Δ   How to review the transferred records

Δ   How to delete transferred records

Δ   How to match the accounting records to the bank statement transactions

Δ   How to create journal entries for bank charges transactions

3.1   Bank Charges Maintenance Screen

Description

The Bank Reconciliation Process requires that the Bank Charges Maintenance Table first be defined for each bank being used in FLEXX with all possible bank charges or deposits, including the offset GL account numbers for each.

Note that the Bank Charge defined can be a Deposit as well as a Withdrawal depending on the type of adjustment made by the bank.

Select
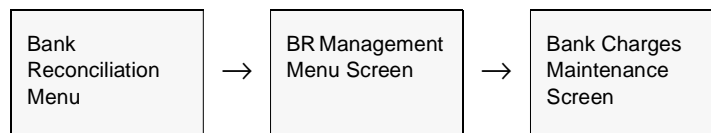
Bank Reconciliation Menu	→	BR Management Menu Screen	→	Bank Charges Maintenance Screen

.The Bank Charges Maintenance Screen is displayed in Update mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
Bank	The Bank code of the bank for which reconciliations are to be performed.		Y
Charge Type	The user-defined bank charge type that will be used; any user-defined code to identify the type of bank adjustment. These need to be pre-defined on the Bank Charges Type Codes Master Types table before they can be specified here.		Y
Description	The description of the charge type		Y
Offset GL - Division Account	The GL Division and Account number the miscellaneous charge is to be posted to. This will be posted by running the Generate GL Transactions (Bank Charges) routine *(See Sec. 3.9)*.		Y

3.2   *Transfer Accounting Records*

Description

The Transfer Accounting Records routine is used to transfer the AR receipt, AP payment, and GL entry records to the Reconciliation Table. These entries will then be used to reconcile the bank statement *(described in Topic 3.3 below and following)*.

Accounting Data Requirements:

Δ   AR receipts have been posted to the GL (Generate GL Transactions (Receipts) has been run,

Δ   AP payments have been posted to the GL (Generate GL Transactions (Payment) has been run,

Δ   GL manual entries have been Posted (GL Posting Procedure has been run).

Once the transaction information has been transferred from the FLEXX sub-ledgers to the Bank Reconciliation module, the information transferred can be viewed and/or deleted using the Review Accounting Records screen *(See Sec. 3.4)*.

Notes

Only AP and AR transactions that have been posted to the FLEXX General Ledger (as a result of using the various Generate GL Transaction routines located in each module) will be transferred to the Bank Reconciliation module. Any manually entered GL transactions affecting the Bank GL accounts that are to be reconciled will also need to be posted for them to be transferred. Otherwise, the GL does not need to be posted for the Reconciliation process to be functional.

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process *(see Administration Guide, Sec. 4.1 for details)*.

Select

```
┌─────────────┐        ┌─────────────┐
│ Bank        │        │ Transfer    │
│ Reconciliation│  →   │ Accounting  │
│ Menu        │        │ Records     │
└─────────────┘        └─────────────┘
```
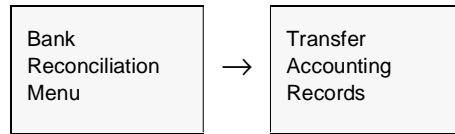
The Transfer Accounting Records form appears in <<Update>> Mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Selection Criteria			
Company	The Company Code of the company whose accounting records will be transferred.	Session Default	Y
Division	The Division Code of the division whose accounting records will be transferred.	Session Default	Y
Bank Code	The bank code to use for the reconciliation; if left %, all bank records will be transferred.	%	N
GL Period	The GL Period in which the records to be transferred are recorded.	Session Default	Y

Field	Entry	Default	Reqd
Batch No.	If Batch Processing is being used, the Batch Number of the transactions to be transferred. Otherwise accept the wild card to select all batches.		N
Source	Select which FLEXX modules will have their transactions transferred to the Bank Reconciliation Table.	all	Y
Start	Press the Start button to start the transfer.		

On completion, you can press <<Next Form>> to display the Review Accounting Records form which will display the Reconciliation Table just created *(see Topic 3.3 below)*. This screen will by default display all un-reconciled entries for the bank and GL period specified.

3.3 *Review Accounting Records Screen*

Description   The Review Accounting Records screen is used to display the FLEXX accounting records transferred to the Reconciliation Table. All records previously transferred will remain in the table indefinitely and can be displayed, whether or not they have been reconciled. The screen is display only; no addition or modification is permitted.

To display the accounting records, you should specify at least the Bank code to limit the search to a specific bank. Additional search criteria can be specified to further limit the search; e.g. Date range, GL Period, etc. If the search is for un-reconciled records, enter an "N" in the Rec. field along with the other search criteria specified. Or, if you only want to see the reconciled records, enter a "Y" in the field.

This screen can also be used to delete transferred accounting records from the Reconciliation Table. However, only un-reconciled and un-posted records can be deleted. If reconciled records are to be deleted, the Statement Reconciliation Entry for that statement will first need to be changed to "not reconciled" using the Bank Statement Status Update routine *(described in Topic 3.6)*.

Select
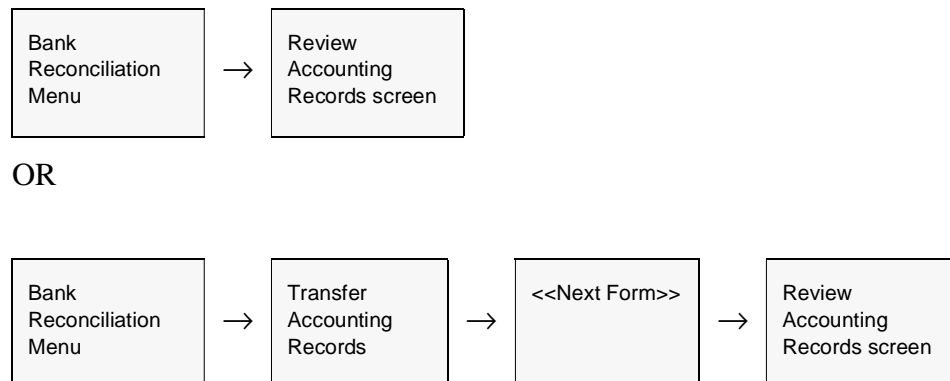
| Bank Reconciliation Menu | → | Review Accounting Records screen |

OR

| Bank Reconciliation Menu | → | Transfer Accounting Records | → | <<Next Form>> | → | Review Accounting Records screen |

The Review Accounting Records screen appears in Update mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code	Session Default	Y
Bank	The Bank Code		N
Source	The source of the statement entry. The source can be; • ap - AP payments • ar - AR receipts • bk - Bank - bank charge entries made on the Reconciliation process. • gl - GL adjustment entries manually entered on the GL Transactions table.		Y

Field	Entry	Default	Reqd
Date	The actual date the transaction was recorded in FLEXX; • ap - the date the payment was processed in FLEXX AP • ar - can be either the date the receipt was entered in FLEXX AR, or the date the Deposit Slip was generated if the Deposit Slip process is used in FLEXX AR. • gl - the date the GL adjustment was entered into the GL Transactions table. • bk - the date the Bank Charge entry was entered *(Sec. 3.5)*.		Y
Description	The description of the record.		N
Rcpt's (Deposits) Dep. Slip # Amount	For AR Receipts: • The deposit slip number if the ar record is a Deposit Slip entry; if it is an individual receipt, the field will be blank (null). You can also zoom on this field to display the Deposit Slip record generated during the Deposit Slip Process in AR. • The amount of the "ar" record; this will either be the value of the individual receipt or the value of the deposit slip record.		Y
Pmts (Withdrawals) Check # Amount	For AP Payments: • The check (cheques) number of the "ap" record • The amount of the ap record which will be the value of the AP payment.		Y
Rec.	Reconciled; this box will indicate whether or not the record has been reconciled. This box can also be used when doing a FIND; it allows the user to enter a Y or N. If for UN-reconciled records, after <<Clear to Find>> is pressed, enter an "N" in the field, if for reconciled records, enter a "Y".		N
Reference Receipt # Payment # GL Tran #	• For an ar receipt entry, the AR receipt number if the record is an individual receipt entry; if the record is a Deposit Slip record, this field will be blank (null). • For an ap payment entry, the AP payment number • For a manual gl adjustment entry, the GL transaction number		
Bank Charges	• Type – the type code of the bk entry as defined on the Bank Charges Maintenance Table • GL Trans – the GL transaction number generated when the record was posted • Debit Account – the GL Debit account specified for this record • Credit Account – the GL Credit account specified for this record		N
GL Period	The GL period the record was assigned to in the particular sub-ledger.		Y
Division	The Division code of the accounting record.		Y
Statement #	If the record has been reconciled, the Bank Statement number as specified on the Statement Reconciliation Entry form; if not reconciled, this value will be N.	N	Y
Batch No.	If Batch Processing is being used, the Batch Number of the transactions to be transferred. Otherwise accept the wild card to select all batches.		N

3.4   *Statement Reconciliation Entry*

Description

The Statement Reconciliation Entry form is used to initiate the reconciliation process and to define the particular bank statement to FLEXX. Each statement to be reconciled must first be defined using this form. The details of the statement can then be reconciled to the accounting records that have been transferred to the Reconciliation Table using the Transfer Accounting Records routine *(see Sec. 3.2).*

The Statement Entry record can be deleted if there are no reconciled entries in the Reconciliation Table. If the Statement Entry is to be deleted and transferred accounting records have been reconciled, all accounting entries will first need to be un-reconciled, and then the statement entry can be deleted. The accounting records previously transferred (using the Transfer Accounting Records routine) will still be in the Reconciliation Table, and on a subsequent statement entry, these records will again be displayed (picked up) so they can then be reconciled to the bank statement. If the transferred accounting records are also to be deleted, that can be done using the Review Accounting Records screen *(See Sec. 3.3).*

Select

Bank Reconciliation Menu	→	Statement Reconciliation Entry

The Statement Reconciliation Entry form appears in Update mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code of the company whose books are being reconciled.	Session Default	Y
Bank	The Bank Code of the bank which is being reconciled.		Y
Statement #	This is a system generated number at the time the record is entered and saved.	System Generated	N
Start Date	The starting date of the statement.		Y
End Date	The ending date of the statement.		Y
Ending Balance	The ending balance as shown on the bank statement.		Y
Description	A user-defined description for the reconciliation process.		Y

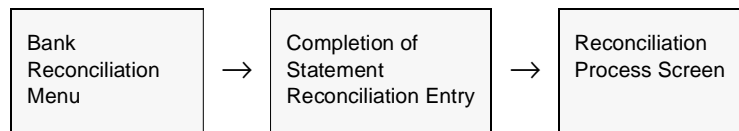| Field	Entry	Default	Reqd
Status	The reconciliation status, can be: • n - not reconciled • c - completed.		Y
Reconcile button	Perform the Reconciliation Process. The Reconciliation Process screen will be displayed allowing the operator to reconcile the bank statement to the account records previously transferred *(Sec. 3.5)*.		
The **Upload Statement** and **Statement Details** buttons are currently not active. They are provided for a future enhancement to the Statement Upload Process.			

3.5   Reconciliation Process

Description

The Reconciliation Process screen is used to perform the actual reconciliation of the bank statement to the accounting data. This is a manual procedure whereby the statement entry is matched to the corresponding accounting entry. The Beginning Balance will be the previous statement's Ending Balance, and the Ending Balance value is the amount entered on the Statement Reconciliation Entry form *(Sec. 3.4 above)*. The reconciliation can only be completed when the Unresolved amount equals zero indicating all statement entries are resolved or matched in the Reconciliation Table.

To reconcile the bank statement entry to the reconciliation table entry, click the **Rec.** box. A second click will reset the entry to un-reconciled.

The statement can also be reconciled by clicking the Reconcile All button. This will mark all records displayed to reconciled (Rec. box checked). Individual specific entries can then be reset by clicking that record's **Rec.** box if not on the bank statement.

Select

```
┌─────────────┐      ┌─────────────┐      ┌─────────────┐
│ Bank        │      │ Completion of│      │ Reconciliation│
│ Reconciliation│  →  │ Statement    │  →  │ Process Screen│
│ Menu        │      │ Reconciliation│      │             │
│             │      │ Entry        │      │             │
└─────────────┘      └─────────────┘      └─────────────┘
```

The Reconciliation Process form appears in Update mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code	Session Default	Y
Bank	The Bank Code of the bank statement to be reconciled.		Y
Currency	The currency code of the specified bank, as defined on the Bank table.	Bank Table	Y
Statement #	The bank statement number as specified on the Statement Reconciliation Entry.	Statement Reconciliation Entry	Y
From / To	The start and end dates of the statement from Statement Reconciliation Entry.		Y

Field	Entry	Default	Reqd
Source	The source of the statement entry. The source can be; • ap - AP payments • ar - AR receipts • bk - Bank - bank charge entries made on the Reconciliation process. • gl - GL adjustment entries manually entered on the GL Transactions table. • apv - Void AP - voided AP payment • arv - Void AR - voided AR receipts • mc_cr - Misc. Cash Credit	System Generated	Y
Date	The actual date the transaction was recorded in FLEXX; • ap - the date the payment was processed in FLEXX AP • ar - can be either the date the receipt was entered in FLEXX AR, or the date the Deposit Slip was generated if the Deposit Slip process is used in FLEXX AR. • gl - the date the GL adjustment was entered into the GL Transactions table. • bk - the date the Bank Charge entry was entered on this screen.	System Generated	Y
Description	The description of the record.		N
Rcpt's (Deposits) Dep. Slip # Amount	For AR Receipts: • The deposit slip number if the ar record is a Deposit Slip entry; if it is an individual receipt, the field will be blank (null). You can also zoom on this field to display the Deposit Slip record generated during the Deposit Slip Process in AR. • The amount of the "ar" record; this will either be the value of the individual receipt or the value of the deposit slip record.		Y
Pmts (Withdrawals) Check # Amount	For AP Payments: • The check (cheques) number of the "ap" record • The amount of the ap record which will be the value of the AP payment.		Y
Rec.	Reconciled; this box will indicate whether or not the record has been reconciled.		N
Beginning Balance	Will be the previous statement Ending balance amount. The first time this process is performed, the Beginning Balance will be zero.	0.00	Y
Ending Balance	The Ending Balance amount entered on the Statement Reconciliation Entry form *(Sec. 3.5).*		Y
Total Matched	The total amount of the statement entries that match the Reconciliation table.	System Generated	Y
Unresolved	The total value of the unmatched entries; this should be zero when all records are matched.	System Generated	Y
Total and Total Unmatched	These fields will show the totals of each of the Amount columns and the unmatched total of that column.	System Generated	

Field	Entry	Default	Reqd
Buttons			
Un-Reconcile All	Press this button to un-reconcile all the statement entries.		
Reconcile All	Press this button to mark all the statement entries as reconciled.		
Recon. Complete	Press this button to complete the Reconciliation Process; this will also set the status of the Statement Entry to "c" on the Statement Reconciliation Entry form *(Sec. 3.4)*.		
Bank Charges	Use the Bank Charges fields to enter the values for the bank charges shown on the bank statement.		
Add Charges button	Press the Add Charges button to enable the screen to add the bank charges data. This will put the screen into Update mode and activate the following Bank Charges fields.		
Type	The type code of the Bank Charges entry as defined on the Bank Charges Maintenance Screen.		Y
GL Trans	The GL transaction number generated when the record is posted.		
Debit Account	The GL Debit account specified for this record on the Bank Charges Maintenance Screen.		
Credit Account	the GL Credit account specified for this record on the Bank Charges Maintenance Screen.		
Exchange Rate	The exchange rate for conversion to foreign currency of the miscellaneous bank charge. If the bank has the same currency as the Company, the rate will be 1.00. If the bank is in a different currency, the rate will be the effective rate from the FLEXX Exchange Rate Table.		
GL Period	The GL period the record was assigned to in the particular sub-ledger.		Y
Division	The Division code of the accounting record.		Y
Batch No.	If Batch Processing is being used, the Batch Number of the transactions to be transferred. Otherwise accept the wild card to select all batches.		N
Reference Receipt # Payment # GL Tran #	• For an ar receipt entry, the AR receipt number if the record is an individual receipt entry; if the record is a Deposit Slip record, this field will be blank (null). • For an ap payment entry, the AP payment number • For a manual gl adjustment entry, the GL transaction number		

# 3.6   *Bank Statement Status Update Routine*

Description   The Bank Statement Status Update routine is used to change the status of the Statement Entry record *(see Sec. 3.4)*. This is required if the statement is in status "c" (Completed) and changes are to be made to the reconciliation process. Changes can only be made if the Statement Entry record is in status "n". This process will then change the status of the record to "n" allowing changes to be made and the process to be re-run.

Select

Bank Reconciliation Menu	→	BR Management Menu	→	Bank Statement Status Update
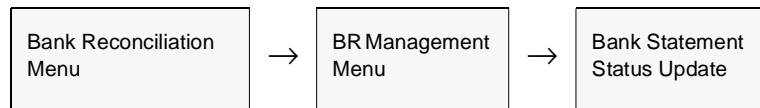
The Bank Statement Status Update form appears in Update mode.
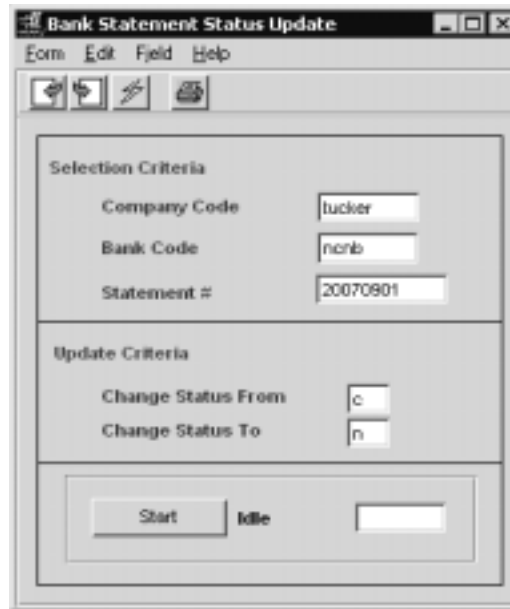
Fields   The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code	Statement Entry	Y
Bank	The Bank Code.	Statement Entry	Y
Statement #	The statement number of the record to be changed.	Statement Entry	Y
From / To	This can only be From "c" - Completed To "n" - Not reconciled.		Y

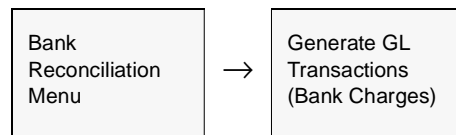# *3.7   Generate GL Transactions (Bank Charges)*

Description   The Generate GL Transactions for Bank Charges routine creates journal entries for any miscellaneous transactions appearing on the reconciliation statement that have been reconciled. Any transactions appearing on the bank statement *(See Sec. 3.5)* of Source "bk" will have a journal entry created and the resulting journal entry number stamped on the reconciliation record.

Further, the process will only complete if the Statement Entry has been reconciled (status = "c"). Even if all Reconciliation Table entries have been reconciled, but the reconciliation process has not been completed (by clicking the Recon. Complete button), this process will not generate the journal entries in the GL.

Once the process is complete, press << Next Form>> to see the journal entry that was created.

Select

Bank Reconciliation Menu	→	Generate GL Transactions (Bank Charges)

The Generate GL Transactions form appears in <<Update>> mode.

Fields   The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code of the company whose bank was reconciled.	Session Default	Y
Bank Code	The Bank Code of the bank which has been reconciled. This can be left % to select all bank records.	%	N
GL Period	The GL period to use when selecting the reconciliation records to be posted.	Session Default	Y
Statement #	The number of the specific Statement Entry record that is to be posted. If left %, all statements for the specified period nd bank will be posted.	%	N
GL Trans Date	The date to appear on the resulting journal entry	Session Default	Y
Batch #	The batch number if batch processing is being used.		N
GL Trans Description	Any user-defined description to appear on the resulting journal entry.		N
Start	Press the Start button to begin the generation routine.		

Note: If the process completes but says "0 transactions created" even though there are bank charge records entered on the Reconciliation Table, ensure the reconciliation has been completed (Recon. Complete button pressed). The Statement Entry must be in "c" status for it to be posted to the GL.

3.8   Bank Statement Upload Process

This process has not yet been implemented. It will be provided in a future release of FLEXX.

3.9   Voided Accounting Transactions

Description FLEXX Bank Reconciliation will handle voided accounting transactions (AP payments (checks/cheques) and AR receipts (deposits)) in one of two ways:

Δ   If the original transaction has been reconciled, the voided transaction will also be transferred to the Reconciliation Table to be reconciled.

Δ   If the original transaction has not been transferred to the Reconciliation Table, then the voided transaction will also not be transferred. On a subsequent transfer of the accounting record, neither of the transactions will be transferred.

Both of these steps are under the control of the **Reconcile Void Process?** flag on the respective Void routines *(see example below)*. The user is allowed to change the default flag setting at the time of running the void process, but FLEXX will display a warning message informing the user of the effect the changed setting will have on the reconciliation process.
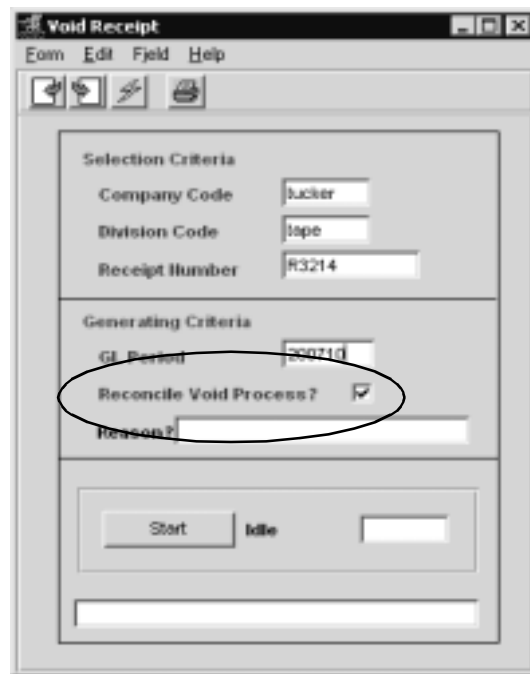
4.0 Printing Standard Bank Reconciliation Reports

Description

Reporting within Bank Reconciliation is the same as in all FLEXX modules. The kind of reports you can generate depends on which ones your company has set up in the system.

The following table lists the standard Bank Reconciliation reports:

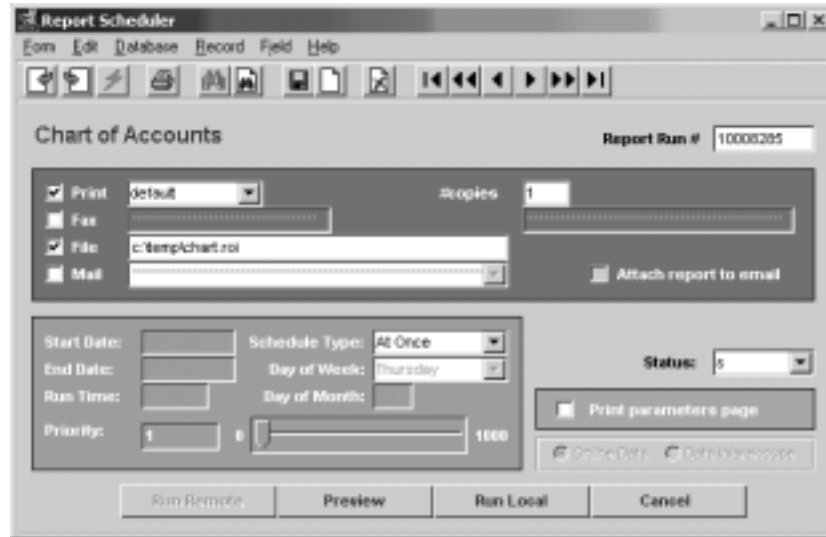| Report Code	Report Title	Description
reconrpt	Bank Statement Reconciliation Report	This report prints all records that have been reconciled based on the Selection Parameters.
unrecon	Unreconciled Accounting Transactions Report	Report shows all unreconciled accounting records.

Procedure

To print a Bank Reconciliation report:

Δ   Select **Report Selection** from the Bank Reconciliation Menu.

Δ   Position your cursor on the report you want to print.

Δ   << Press Select Report>>. The report selection criteria appears along with the report title and control number.

Δ   Enter the selection criteria. The following table indicates which fields you must enter criteria into to select the report.

Δ   <<Press Run Report>> to display the following printing options screen.

Fields   Enter the following information to print the report.

Field	Entry	Default	Reqd
Print	Select the print box to send the report output to a printer.		Y
Print Device	The printer name. This will be the printer specified as the Default on the User Master for this user.	default	Y
# Copies	Enter the number of copies of the report desired.	1	Y
Fax	Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.		Y
Fax Number	Enter the fax telephone number.		Y
File	Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.		Y
File Name	The user-defined name of the file to send the output to. Your System Administrator sets up this field.	System Generated	
Mail	Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being "scheduled".	User Master	N
Mail Address	The e-mail address to be used.	User Master	
Attach report to email	Select this box to have the report "rox" file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed.		
The following fields are only active (lit) if the FLEXX Report Server is installed and active.			

Field	Entry	Default	Reqd
Start Date	The date to start the printing schedule for this report.	Session Default	Y
End Date	The date when the print schedule is to end.	Session Default	Y
Run Time	The time of day when the print schedule is to be started.	Internal Time Clock	Y
Priority	The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.	1	
Schedule Type	The type of schedule to use; can be: • At Once – to be run immediately. This is the only option for Preview or Run Local. • Run Once – run only once (no repeats). • Daily – run schedule each day for the period entered. • Weekly – run the schedule once a week. • Monthly – run the schedule once a month	At Once	
Day of Week	The day of the week the report is to be scheduled.	Session Default	
Day of Month	The month date the report is to be scheduled. Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.	Session Default	
Status		s	
Print Parameters Page	Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable *parampage* setting.	marked	
Buttons			
Run Remote	Press this button to send the report to the Report Scheduler to be printed.		
Preview	Press this button to preview the report only. It can be printed from the preview screen.		
Run Local	Press this button to print the report on the local printer (i.e. not schedule the printing)		
Cancel	Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.		