



## BANK RECONCILIATION

***Keep tight control over your company's cash;  
manage capital wisely***

You want to make the most of your company's money. The OPEN SYSTEMS® Accounting Software (OSAS®) Bank Reconciliation application helps you do just that by streamlining and improving the reconciliation of bank statements with general ledger bank accounts. Bank Reconciliation makes important updates to OSAS General Ledger and receives timely entries from the other applications. You'll know which checks have cleared, which items are outstanding, which bank accounts contain what amounts, and exactly where your money is.

Improve your process of reconciling bank statements with General Ledger transactions. You'll have accurate information on which funds are available. Find errors and record differences between your books and the bank easily. You'll have the flexibility to post adjustments such as finance charges, service charges, and interest income to any general ledger period. When you're reconciling, you can display a running balance of adjustments and offsetting entries for quick review.

You'll be able to use accurate information about your resources to make the best decisions about day-to-day business operations. You can use the OSAS GENERAL Report Writer application to help make the most of Bank Reconciliation information. Create custom reports and transfer data to productivity tools such as word processors, spreadsheets, and database managers.

Cleared Transactions (Screen Two)

Commands Edit Modes Other Scroll Commands Help

Clear Type: 2=Disbursements      Check Number: From:      Thru:      OK      Abandon

Tag Status: 3=Both Tagged and Untag

**FNB001 - 1st National Bank**

Tag	Chk Num	Tran Date	Description	Reference	Amount
<input type="checkbox"/>	00010195	12/03/2000	UTILITY EXPENSE		250.00
<input type="checkbox"/>	w/D	12/03/2000	TRANSFER TO PETTY CASH		100.00
<input type="checkbox"/>	w/D	12/03/2000	Petty Cash Transfer		100.00
<input type="checkbox"/>	w/D	12/04/2000	Pymnts to Affiliates	DISB	11416.25
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
					( 000001 of 000004 )
Balances:		Bank Acct	Outstanding	Adjusted	Statement
		4840.66	14.50	4826.16	5139.38

Enter=tag/untag    Tag all    Untag all    Reverse all    Specific    Balances    Header

Company H 05/07/2000 Terminal T000 OVR

*Easily review outstanding bank balances while you tag cleared transactions.*

## OSAS Bank Reconciliation Offers Choices and Flexibility With These Key Features

- Print bank deposit reports when Accounts Receivable and Sales Order are interfaced with Bank Reconciliation.
- You'll be able to quickly reconcile any period or periods by selecting the desired transaction dates on the Reconciliation Report.
- You can obtain your most up-to-date balances quickly by including unposted general ledger entries in bank balance calculations.
- Eliminate errors and control cash outflow with the Void Checks/Stop Payments function. You'll save time while doing it by using horizontal line entry. All Payroll and Accounts Payable transactions are completely reversed.
- You'll save time during transaction entry by entering your recurring adjustments only once. These include finance charges, service charges, and interest income.
- You'll have the flexibility to define your own default descriptions, making data entry faster.
- Quickly purge cleared transactions by specifying a range of dates and purging all cleared transactions within that period at the same time.
- You can use Bank Reconciliation as a stand-alone application, or you can increase its power and versatility by integrating it with other OSAS applications such as General Ledger, Accounts Receivable/Sales Order, Accounts Payable/Purchase Order, and GENERAL Report Writer.
- You'll have the option to keep your cash in interest-bearing accounts as long as possible with interaccount transfers and manual adjustments.
- You can receive money to and disburse money from different accounts by using multiple bank accounts for OSAS Accounts Receivable/Sales Order deposits and Accounts Payable/Purchase Order and Payroll accounts.
- The user interface on the bank reconciliation function speeds item tagging by moving down the list automatically as you tag items.
- The last description is defaulted when entering distributions, allowing for easy data entry.

### Bank Reconciliation Reports

Bank Reconciliation Journal  
Reconciliation Report  
Bank Account Register  
Bank Accounts Lists

**Version 6.5**  
**OSSBR65**  
**02/14/03**