



BANK RECONCILIATION

***Keep Tight Control Over our Company's Cash;
Manage Capital Wisely***

TRAVERSE® Bank Reconciliation application helps you streamline and improve the reconciliation of bank statements with general ledger bank accounts. It makes important updates to TRAVERSE General Ledger and receives timely entries from the other applications.

TRAVERSE was developed with SQL Server, Microsoft Access® and Visual Basic.™ As a result, the user benefits from a seamless interface to products such as Word, Excel, and Mail as well as HTML language for the Internet. You'll be connected to all members of the Microsoft Office family, making it easy to share your information. In addition, TRAVERSE provides multilingual and multicurrency capabilities.

With Bank Reconciliation, you'll know which checks have cleared, which transactions are outstanding, which bank accounts contain what amounts, and exactly where your money is. Find errors and record differences between your books and the bank easily with two types of reconciliation from the Reconciliation Report—book-to-bank and bank-to-book. Reconciling is fast and simple. You can clear transactions with a single mouse click--line by line by a specific range of checks or all at once. If you make a mistake, reversing a selection is just as easy.

You need to make the best decisions about the day-to-day operations of your business. TRAVERSE Bank Reconciliation gives you the accurate information you need to make the most of your cash. Using multiple bank accounts for Accounts Receivable/Sales Order deposits and Accounts Payable/Purchase Order checks gives you the flexibility to receive money and to disburse money from different accounts.

Trans No	Deposit No	Trans Date	Pd	Year	Description	Amount
▶ 00000001	10112	5/1/02	5	2002	Deposit	11,253.95
					Deposit	
+		5/1/02	5	2002		0.00

GL Account	Description	Reference	Debit	Credit
01-000-1000	Deposit	Deposit	11,253.95	0.00
▶ 00-0-00-1000	Deposit	Deposit	0.00	11,253.95
*	Deposit	Deposit	0.00	0.00

Total Debit | 11,253.95 | Total Credit | 11,253.95 | Bal Debit | 0.00 | Bal Credit | 0.00

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Use the Transactions function to enter deposits, disbursements, adjustments, and transfers that have not been created through other applications.

Additional Bank Reconciliation features:

- unlimited number of bank accounts with the Bank Accounts screen
- account balance automatically displayed from the general ledger account if Bank Rec is interfaced with GL
- last statement balance and statement date updated when reconciled
- enter recurring adjustments only once
- enter a transaction in any currency if the multicurrency option is on
- void a check before it is sent or stop the payment of a check before it is cashed
- void any check after it has been posted
- define your own default descriptions and references
- interaccount transfers and manual adjustments
- post transactions to multiple years
- reprint the last posting log
- stop the payment of any check, even if it was posted from an interfaced application

- purge a cleared transaction by bank account ID and by transaction date
- review total debits and credits posted to GL for each period in the Post Transactions Log
- ability to view account number, description, contact information, and statement through the Bank Accounts List
- print journal to check for errors and omissions
- maintain an accurate audit trail
- reports that list the cleared transactions, outstanding transactions, and bank-to-book and book-to-bank reconciliation information

Bank Reconciliation Reports:

- Bank Reconciliation Journal
- Reconciliation Report
- Bank Account Register
- Bank Accounts Lists
- Recurring Adjustments List

BR - Bank Accounts

Bank Account ID: **FN8001**

General | Balance

Bank Name: First National Bank of Minneapolis Currency ID: DOLLAR

Account Description: First National Bank - Mpls

Account Number: 345-9999-89

Contact: Tom Elliot

Address 1: One Financial Center

Address 2: 883 Third Avenue Suite 100

City: Minneapolis

Region: MN Country: USA

Postal Code: 55111-0001

Int'l Prefix: 011 E-mail: info@osas.com

Phone: (612)-227-1399 Internet: www.osas.com

Fax: (612)-227-1400 GL Account: 01-000-1000

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You can set up an unlimited number of bank accounts with the Bank Accounts screen.

BR - Void Checks and Stop Payments

Bank Account ID: FN8001 Base Currency

Check No	Status	Trans Date	App Reference	Void Trans No	Currency ID	Description	Exch Rate	Amount
95263	Paid	5/27/00	BR Disbursement		DOLLAR	Disbursement	1	11,236.95
95264	Voided	5/27/00	BR Disbursement	00000000	DOLLAR	Disbursement	1	50.00
95265	Stopped	5/27/00	BR Disbursement		DOLLAR	Disbursement	1	888.06

Distribution

GL Account	Description	Reference	Debit	Credit
01-000-1000	Disbursement	Disbursement	50.00	00
01-000-1000	Disbursement	Disbursement	00	50.00
	Disbursement	Disbursement	00	00

Total Debit: 50.00 Total Credit: 50.00 Bal Debit: 00 Bal Credit: 00

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You can use this function to void a check before it is sent or to stop the payment of a check before it is cashed.