

**Microsoft®**  
**Business**  
**Solutions**



Microsoft® Business Solutions–Great Plains®  
**Bank Reconciliation Sample Reports**

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# Bank Reconciliation sample reports

This document includes information about and instructions for creating the most common Bank Reconciliation reports. Samples of each report also are included.

The following reports are explained:

- [\*Checkbook Register Report\*](#)
- [\*Bank Transaction Posting Journal\*](#)
- [\*Reconciliation Posting Journal\*](#)
- [\*Bank Deposit Posting Journal\*](#)
- [\*Reconciliation Edit List\*](#)
- [\*Bank Transaction History Report\*](#)
- [\*Distribution Detail History Report\*](#)
- [\*Voided Receipts Removal Report\*](#)
- [\*Voided Transactions Removal Report\*](#)
- [\*Bank Deposit Worksheet\*](#)
- [\*Outstanding Transactions Report\*](#)

# Checkbook Register Report

---

## Report Writer name

Checkbook Register

## Report tables

CM Transaction

CM Transaction Type Setup

CM Checkbook Master

## Ranges

Checkbook ID

Description

Date

Number

Type

User-Defined 1

## Sorting options

Number

Date

User-Defined 1

## Include

Reconciled transactions

Unreconciled transactions

Voided transactions

The Checkbook Register Report displays the transactions for each payment and deposit. The number, date, type, paid-to or received-from information, reconciliation information, and origin are listed for each transaction along with the payment or deposit amount. The checkbook's current balance and user-defined information also are displayed on the report. If you choose to view the functional currency and the currency assigned to the checkbook is not the functional currency, the Current Balance field and heading will not print.

## Printing Instructions

To print the Checkbook Register Report for an individual checkbook:

1. Choose **Inquiry >> Financial >> Checkbook Register** to open the Checkbook Register Inquiry window.
2. Enter or select a checkbook ID.
3. Choose **File >> Print**.

To print the Checkbook Register Report for multiple checkbooks:

1. Choose **Reports >> Financial >> Checkbook** to open the Checkbook Reports window.
2. Select **Checkbook Register** from the Reports list and choose **New** to open the Checkbook Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. You can choose to include reconciled, unreconciled, and voided transactions on the report.
4. Choose **Destination**. Select a printing destination and choose **OK**. The Checkbook Report Options window will be redisplayed.
5. Choose **Print**.

You can print the Checkbook Register Report from either the Checkbook Reports window or the Checkbook Report Options window. You also can save the report option and print later.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Checkbook Register Report

System: 5/21/2002 1:26:08 PM  
 User Date: 5/20/2002

The World Online, Inc.  
 CHECKBOOK REGISTER REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To: From: To:  
 Checkbook ID: PETTY CASH PETTY CASH Number: First Last  
 Description: Petty Cash-Uptown Trust Petty Cash-Uptown Trust Date: First Last  
 User-Defined 1 Type: First Last

Sorted By: Number  
 Include Trx: Reconciled, Unreconciled, Voided  
 \* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance
Number	Date	Type Paid To/Rcvd From Reconciled Origin	Payment Deposit
PETTY CASH	Petty Cash-Uptown Trust		(\$100,683.49)
00000000000000000001	1/31/1999	DEP No CMDEP00000005	\$119.54
* 00000000000000000001	2/8/2001	CHK Yes Associated Insurance Inc. PMCHK00000002	\$50.25
00000000000000000002	2/8/2001	CHK No Associated Insurance Inc. PMCHK00000003	\$141.84
00000000000000000003	2/12/2001	CHK No Advanced Office Systems PMCHK00000004	\$90.25
00000000000000000004	2/16/2001	CHK No Central Cellular, Inc. PMCHK00000005	\$93.55
00000000000000000005	1/5/2001	CHK No Advanced Office Systems PMCHK00000006	\$103.79
00000000000000000006	2/22/2001	CHK No American Telephone & Telegra PMCHK00000007	\$271.62
00000000000000000007	2/4/2001	CHK No Green Lake Wire Company PMCHK00000008	\$607.60
00000000000000000008	2/25/2001	CHK No MCI Telecommunications PMCHK00000009	\$1,262.50
00000000000000000009	3/5/2001	CHK No Cruger Engineering Company PMCHK00000010	\$1,255.26
00000000000000000010	2/28/2001	CHK No ComVex, Inc. PMCHK00000011	\$698.45
00000000000000000011	3/2/2001	CHK No American Express PMCHK00000012	\$1,858.00
00000000000000000012	3/4/2001	CHK No Capital Printed Circuits PMCHK00000013	\$12,065.30
00000000000000000013	3/17/2001	CHK No Cruger Engineering Company PMCHK00000014	\$6,927.46
00000000000000000014	3/14/2001	CHK No Cruger Engineering Company PMCHK00000015	\$3,064.76
00000000000000000015	3/15/2001	CHK No Cruger Engineering Company PMCHK00000016	\$1,255.26
00000000000000000016	3/12/2001	CHK No ComVex, Inc. PMCHK00000017	\$64,925.00
00000000000000000017	3/16/2001	CHK No American Telephone & Telegra PMCHK00000018	\$1,063.55
00000000000000000018	8/3/2001	CHK No Advanced Office Systems PMCHK00000027	\$313.06
00000000000000000019	4/14/2001	CHK No Cruger Engineering Company PMCHK00000028	\$142.30
00000000000000000020	4/9/2001	CHK No Advanced Office Systems PMCHK00000029	\$28.46
00000000000000000021	4/11/2001	CHK No Advanced Office Systems PMCHK00000030	\$142.30
00000000000000000022	4/13/2001	CHK No Advanced Office Systems PMCHK00000031	\$284.60
00000000000000000023	4/22/2001	CHK No Cruger Engineering Company PMCHK00000032	\$28.46
00000000000000000024	4/16/2001	CHK No Advanced Office Systems PMCHK00000033	\$85.38
00000000000000000025	4/17/2001	CHK No Advanced Office Systems PMCHK00000034	\$28.46
00000000000000000026	4/18/2001	CHK No Advanced Office Systems PMCHK00000035	\$56.92
00000000000000000027	4/19/2001	CHK No Advanced Office Systems PMCHK00000036	\$15.00
00000000000000000028	4/30/2001	CHK No Cruger Engineering Company PMCHK00000037	\$90.25
00000000000000000029	4/25/2001	CHK No Advanced Office Systems PMCHK00000038	\$180.50
00000000000000000030	4/26/2001	CHK No Advanced Office Systems PMCHK00000039	\$90.25
00000000000000000031	4/29/2001	CHK No Tele-Satellite Industries PMCHK00000040	\$1,329.92
00000000000000000032	4/30/2001	CHK No Tele-Satellite Industries PMCHK00000041	\$1,329.92
00000000000000000033	4/12/2001	CHK No Signature Systems PMCHK00000042	\$1,173.06
IAJ000000009	1/15/1999	IAJ No CMTRX00000001	\$25.00
35	Transaction(s)		
35	Total Transaction(s)		

# Bank Transaction Posting Journal

---

Report Writer name  
Bank Transaction Posting  
Journal

Report tables  
CM Journal  
CM Transaction  
CM Receipt  
CM Distribution  
Account Master  
CM Transaction Type Setup

Ranges  
Audit Trail Code  
Posting Date

Sorting option  
Audit Trail Code

The Bank Transaction Posting Journal shows detailed information about posted transactions, including the checkbook that was updated, the transaction type, number, transaction and posting dates, transaction amount, paid-to or received-from information, description, and General Ledger distributions. Voided transactions are marked with an asterisk (\*). The Bank Transaction Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Bank Transaction Posting Journal will be printed automatically when you close the Bank Transaction Entry window after posting a document. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Bank Transaction Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint a Bank Transaction Posting Journal:

1. Choose Reports >> Financial >> Bank Posting Jrnls to open the Financial Posting Journals window.
2. Select Bank Transaction Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Bank Transaction Posting Journal

System: 6/22/00 7:03:17 PM  
 User Date: 6/22/00

The World Online, Inc.  
 BANK TRANSACTION POSTING JOURNAL - REPRINT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Audit Trail Code: CMTRX00000001

\* Voided transactions

Checkbook ID	Type	Number	Date	Posting Date	Amount
-----					
Paid To/Rcvd From		Description			
-----					
Uptown Trust	Increase Adjustment	IAJ000000017	1/30/99	1/30/99	\$488.54
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1100-00	Cash - Operating Account			\$488.54	\$0.00
000-7040-00	Miscellaneous Income			\$0.00	\$488.54
				-----	-----
				\$488.54	\$488.54
Uptown Trust	Decrease Adjustment	DAJ000000003	1/30/99	1/30/99	\$37,000.00
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1100-00	Cash - Operating Account			\$0.00	\$37,000.00
999-9999-99	Transfer Suspense Account			\$37,000.00	\$0.00
				-----	-----
				\$37,000.00	\$37,000.00
Uptown Trust	Decrease Adjustment	DAJ000000012	1/30/99	1/30/99	\$2,120.00
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1100-00	Cash - Operating Account			\$0.00	\$2,120.00
999-9999-99	Transfer Suspense Account			\$2,120.00	\$0.00
				-----	-----
				\$2,120.00	\$2,120.00
Uptown Trust	Decrease Adjustment	DAJ000000016	1/30/99	1/30/99	\$161.20
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1100-00	Cash - Operating Account			\$0.00	\$161.20
000-6780-00	Miscellaneous Expense			\$161.20	\$0.00
				-----	-----
				\$161.20	\$161.20
Uptown Trust	Decrease Adjustment	DAJ000000018	1/30/99	1/30/99	\$1,118.99
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1100-00	Cash - Operating Account			\$0.00	\$1,118.99
000-2410-00	Freight Payable			\$579.98	\$0.00
000-2420-00	Brokerage Fees Payable			\$326.87	\$0.00
000-2430-00	Miscellaneous Payable			\$212.14	\$0.00
				-----	-----
				\$1,118.99	\$1,118.99

System: 6/22/00 7:03:17 PM  
 User Date: 6/22/00

The World Online, Inc.  
 BANK TRANSACTION POSTING JOURNAL - REPRINT  
 Bank Reconciliation

Page: 2  
 User ID: LESSONUSER1

FLEX BENEFITS	Increase Adjustment	IAJ000000013	1/30/99	1/30/99	\$2,120.00
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1110-00	Cash - Payroll			\$76,800.00	\$0.00
999-9999-99	Transfer Suspense Account			\$0.00	\$76,800.00
				-----	-----
				\$76,800.00	\$76,800.00
PAYROLL	Increase Adjustment	IAJ000000004	1/30/99	1/30/99	\$37,000.00
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1110-00	Cash - Payroll			\$37,000.00	\$0.00
999-9999-99	Transfer Suspense Account			\$0.00	\$37,000.00
				-----	-----
				\$37,000.00	\$37,000.00
PETTY CASH	Increase Adjustment	IAJ000000009	1/15/99	1/15/99	\$25.00
-----					
Account Number	Account Description			Debit	Credit
-----					
000-1130-00	Petty Cash			\$25.00	\$0.00
999-9999-99	Transfer Suspense Account			\$0.00	\$25.00
				-----	-----
				\$25.00	\$25.00

Total Transactions: 8

# Reconciliation Posting Journal

---

Report Writer name  
Reconcile Journal

Report tables  
CM Reconcile Header  
CM Checkbook Master

Range  
Audit Trail Code

Sorting option  
Audit Trail Code

The Reconciliation Posting Journal shows detailed information about balances as of the last reconciliation, including statement ending balance, outstanding check amount, deposits in transit amount, adjusted bank balance, checkbook balance, adjustments, and the adjusted book balance. The Reconciliation Posting Journal also indicates if a transaction hasn't been posted because of an error.

The Reconciliation Posting Journal will be printed automatically when you close the Reconcile Bank Statements window after reconciling a statement. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Reconciliation Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint the Reconciliation Posting Journal:

1. Choose Reports >> Financial >> Bank Posting Jrnls to open the Financial Posting Journals window.
2. Select Reconciliation Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Reconciliation Posting Journal

---

System: 5/10/02 12:15:16 PM  
User Date: 5/10/02

The World Online, Inc.  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: LESSONUSER1

Audit Trail Code: CMADJ00000002  
Checkbook ID: PAYROLL  
Description: Payroll-Lakes Bank

Bank Statement Ending Balance: \$76,935.65  
Bank Statement Ending Date: 4/2/02  
Cutoff Date: 4/2/02

Statement Ending Balance	\$76,935.65
Outstanding Checks (-)	\$2,765.54
Deposits in Transit (+)	\$54,068.13
Adjusted Bank Balance	----- \$128,238.24
Checkbook Balance as of Cutoff	\$128,248.24
Adjustments	(\$10.00)
Adjusted Book Balance	----- \$128,238.24
Difference	----- \$0.00 =====

# Bank Deposit Posting Journal

---

## Report Writer name

Bank Deposit Posting Journal  
- Reprint

## Report tables

CM Journal  
CM Receipt  
CM Transaction  
CM Transaction Type Setup

## Range

Audit Trail Code

## Sorting option

Audit Trail Code

The Checkbook Posting Journal shows detailed information about the transactions entered in another module that updated Bank Reconciliation when posted. The checkbook ID, payment type, number, date, amount, who the payment was made to or received from, and the transaction description are displayed for each transaction. The Checkbook Posting Journal also indicates if a transaction hasn't been posted because of an error. This report is a part of the audit trail and should be kept with your permanent records.

Posting journals can be printed only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can print the posting journal to a file as well as to the printer, in case of a printing error. The contents of this file can be printed at any time.

The Checkbook Posting Journal can be reprinted at any time as long as you've marked the Reprint option in the Audit Trail Codes Setup window and have not removed history for the transactions.

## Printing Instructions

To reprint a Checkbook Posting Journal:

1. Choose Reports >> Financial >> Bank Posting Jrnls to open the Financial Posting Journals window.
2. Select Checkbook Journal from the Reports list and choose New to open the Financial Posting Journal Options window.
3. Enter an option name and create a report option to sort or restrict the report. Ranges and sorting options are available only for the reprinted posting journals.
4. Choose Destination. Select a printing destination and choose OK. The Financial Posting Journal Options window will be redisplayed.
5. Choose Print.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Checkbook Posting Journal

System: 6/22/00 7:13:46 PM  
 User Date: 6/22/00

The World Online, Inc.  
 BANK DEPOSIT POSTING JOURNAL - REPRINT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Audit Trail Code: CMDEP00000002

\* Voided deposits

Checkbook ID	Type	Number	Description	Deposit Date	Deposit Amount
Uptown Trust	With Receipts	20005	RMFIRST deposit	1/31/99	\$17,567.11
-----					
Receipt Type	Date	Number	Received From	Checkbook Amount	
Check	1/31/99	38222	Associated Insurance Company	\$6,847.75	
Check	1/31/99	9228	Advanced Tech Satellite System	\$10,719.36	
Totals:					
----- Number of -----			----- Amount -----		
Checks	Credit Cards	Currency	Total	Checks	Credit Cards
2	0	0	2	\$17,567.11	\$0.00
Total Receipts: 2				Currency	Coin
Deposit Amount: \$17,567.11				\$0.00	\$0.00
Total Deposits: 1				Total	
				\$17,567.11	

# Reconciliation Edit List

---

Report Writer name  
Reconcile Journal

Report tables  
CM Reconcile Header  
CM Checkbook Master

The Reconciliation Edit List displays the balances for the statement ending balance, outstanding check amount, deposits in transit amount, adjusted bank balance, checkbook balance, adjustments, and the adjusted book balance. This report also shows any difference between the adjusted bank balance and adjusted book balance. If this difference is not zero, you can't complete the reconciliation.

To print the Reconciliation Edit List before reconciling, choose File >> Print in the Select Bank Transactions window. In the Print Reconciliation Reports window, mark Reconciliation Edit List and choose OK.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Reconciliation Edit List

---

System: 1/31/99 12:07:41 PM  
User Date: 1/31/99

The World Online, Inc.  
RECONCILIATION EDIT LIST  
Bank Reconciliation

Page: 1  
User ID: LESSONUSER1

Audit Trail Code:  
Checkbook ID: PAYROLL  
Description: Payroll - Lakes Bank

Bank Statement Ending Balance: \$76,935.65  
Bank Statement Ending Date: 2/2/99  
Cutoff Date: 2/2/99

Statement Ending Balance	\$76,935.65
Outstanding Checks (-)	\$2,765.54
Deposits in Transit (+)	\$54,068.13
Adjusted Bank Balance	----- \$128,238.24
Checkbook Balance as of Cutoff	\$128,248.24
Adjustments	(\$10.00)
Adjusted Book Balance	----- \$128,238.24
Difference	----- \$0.00 =====

# Bank Transaction History Report

---

Report Writer name  
Bank Transaction History  
Report

Report tables  
CM Journal  
CM Transaction  
CM Transaction Type Setup

Ranges  
Number  
Audit Trail Code  
Checkbook ID  
Type

Sorting options  
Number  
Date

The Bank Transaction History Report shows detailed information for reconciled transactions. The checkbook ID, type, number, date, posting date, amount, paid-to or received-from information, description, and audit trail code information are listed for each transaction.

## Printing Instructions

1. Choose Reports >> Financial >> Bank History to open the Financial History Reports window.
2. Select Bank Transaction History from the Reports list and choose New to open the Financial History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Financial History Report Options window will be redisplayed.
5. Choose Print.

You can print the Bank Transaction History Report from either the Financial History Reports window or the Financial History Report Options window. You also can save the report option and print later.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Bank Transaction History Report

---

System: 5/21/2002 1:44:43 PM  
 User Date: 5/20/2002

The World Online, Inc.  
 BANK TRANSACTION HISTORY REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges:                    From:                    To:  
           Number            First                    Last  
           Audit Trail Code   First                    Last  
           Checkbook ID       PETTY CASH             PETTY CASH  
           Type                First                    Last

Sorted By: Number  
 \* Voided transaction  
 Checkbook ID            Type

Checkbook ID	Type	Number	Date	Posting Date	Cleared Amount	Trx Amount
-----						
Paid To/Received From		Description		Audit Trail Code		
-----						
* PETTY CASH	Check	00000000000000000001	2/8/2001	2/8/2001	\$0.00	\$50.25
Associated Insurance Inc.		PMCHK00000002				
1 Transaction(s)						

# Distribution Detail History Report

---

Report Writer name  
Distribution Detail History  
Report

Report tables  
CM Distribution  
CM Journal  
CM Transaction Type Setup  
Account Master

Ranges  
Number  
Audit Trail Code  
Checkbook ID  
Posting Date  
Type  
Account Number  
Segment ID

Sorting option  
Account Number

The Distribution Detail History Report displays account distribution information for transactions that have been entered and posted in Bank Reconciliation. This report shows the transaction type, number, posting date, checkbook ID, audit trail code, and debit or credit amount posted to each account in the selected range.

## Printing Instructions

1. Choose Reports >> Financial >> Bank History to open the Financial History Reports window.
2. Select Bank Distribution History from the Reports list and choose New to open the Financial History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report. Be sure to mark the Detailed option.
4. Choose Destination. Select a printing destination and choose OK. The Financial History Report Options window will be redisplayed.
5. Choose Print.

You can print the Distribution Detail History Report from either the Financial History Reports window or the Financial History Report Options window. You also can save the report option and print later.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Distribution Detail History Report

System: 8/10/99 11:40:41 AM  
 User Date: 8/10/99

The World Online, Inc.  
 DISTRIBUTION DETAIL HISTORY REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER2

Ranges:	From:	To:		From:	To:
Number	First	Last	Type	First	Last
Audit Trail Code	First	Last	Posting Date	First	Last
Checkbook ID	Uptown Trust	Uptown Trust			
Account Number	From: - -				
	To: - -				

Sorted By: Account Number  
 \* Voided transaction

Account Number	Description				Debit	Credit
Type	Number	Posting Date	Checkbook ID	Audit Trail Code		
000-1100-00	Cash - Operating Account					
DAJ	DAJ000000003	1/30/99	Uptown Trust	CMTRX00000001		\$37,000.00
DAJ	DAJ000000012	1/30/99	Uptown Trust	CMTRX00000001		\$2,120.00
DAJ	DAJ000000016	1/30/99	Uptown Trust	CMTRX00000001		\$161.20
DAJ	DAJ000000018	1/30/99	Uptown Trust	CMTRX00000001		\$1,118.99
IAJ	IAJ000000017	1/30/99	Uptown Trust	CMTRX00000001	\$488.54	\$0.00
Totals:					\$488.54	\$40,400.19
000-2410-00	Freight Payable					
DAJ	DAJ000000018	1/30/99	Uptown Trust	CMTRX00000001	\$579.98	\$0.00
Totals:					\$579.98	\$0.00
000-2420-00	Brokerage Fees Payable					
DAJ	DAJ000000018	1/30/99	Uptown Trust	CMTRX00000001	\$326.87	\$0.00
Totals:					\$326.87	\$0.00
000-2430-00	Miscellaneous Payable					
DAJ	DAJ000000018	1/30/99	Uptown Trust	CMTRX00000001	\$212.14	\$0.00
Totals:					\$212.14	\$0.00
000-6780-00	Miscellaneous Expense					
DAJ	DAJ000000016	1/30/99	Uptown Trust	CMTRX00000001	\$161.20	\$0.00
Totals:					\$161.20	\$0.00
000-7040-00	Miscellaneous Income					
IAJ	IAJ000000017	1/30/99	Uptown Trust	CMTRX00000001		\$488.54
Totals:					\$0.00	\$488.54
999-9999-99	Transfer Suspense Account					
DAJ	DAJ000000003	1/30/99	Uptown Trust	CMTRX00000001	\$37,000.00	\$0.00
DAJ	DAJ000000012	1/30/99	Uptown Trust	CMTRX00000001	\$2,120.00	\$0.00
Totals:					\$39,120.00	\$0.00
Report Totals:					\$40,888.73	\$40,888.73

# Voided Receipts Removal Report

---

Report Writer name  
Voided Receipts Removal  
Report

Report tables  
CM Receipt  
CM Journal  
CM Distribution Duplicate  
Account Master

Ranges  
Checkbook ID  
Voided Receipt Number

The Voided Receipts Removal Report shows historical receipts that were removed if you chose to remove voided receipts from history. The checkbook ID, type, number, date, amount, account number, posting date, audit trail code, and whether the amount was debited or credited are displayed for each voided receipt.

Before printing the Voided Receipts Removal Report or removing history, make a backup of the company's Finance folder.

## Printing Instructions

To print the Voided Receipts Removal Report before removing history:

1. Choose Utilities >> Financial >> Remove Bank History to open the Remove Bank History window.
2. Mark the Print Report Only option, select Voided Receipts as the history type and select a range of transactions.
3. Choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can remove history. Mark the Remove History option and select a range, then choose Process. The Voided Receipts Removal Report prints when the removal is complete. This report should be kept with your permanent records.

Once you've removed history, you won't be able to print bank history reports or reprint posting journals for the transactions you've removed.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Voided Receipts Removal Report

System: 8/10/99 1:58:53 PM  
 User Date: 8/11/99

The World Online, Inc.  
 VOIDED RECEIPTS REMOVAL REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Checkbook ID Uptown Trust PETTY CASH  
 Voided Receipt Number First Last

Checkbook ID	Type	Number	Date	Amount	
Account Number		Posting Date	Audit Trail Code	Debit	Credit
PETTY CASH	Check Receipt	RCT000000020	8/11/99		\$100.50
000-1130-00		8/11/99	CMTRX00000004	\$100.50	\$0.00
000-7040-00		8/11/99	CMTRX00000004	\$0.00	\$100.50
000-1130-00		8/11/99	CMTRX00000005	\$0.00	\$100.50
000-7040-00		8/11/99	CMTRX00000005	\$100.50	\$0.00
				-----	-----
				\$201.00	\$201.00

1 Receipts(s)

# Voided Transactions Removal Report

---

Report Writer name  
Voided Transactions Removal  
Report

Report tables  
CM Transaction  
CM Journal  
CM Transaction Type Setup  
CM Distribution Duplicate  
Account Master

Ranges  
Checkbook ID  
Reconcile Audit Trail Code  
Statement Ending Date

The Voided Transactions Removal Report shows historical transactions that were removed if you chose to remove voided transactions from history. The checkbook ID, type, number, date, amount, account number, posting date, audit trail code, and whether the amount was debited or credited are displayed for each voided transaction.

Before printing the Voided Transaction Removal Report or removing history, make a backup of the company's Finance folder.

## Printing Instructions

To print the Voided Transactions Removal Report before removing history:

1. Choose Utilities >> Financial >> Remove Bank History to open the Remove Bank History window.
2. Mark Voided Transactions as the history type, mark the Print Report Only option, and select a range of transactions.
3. Choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can remove history. Mark the Remove History option and select a range, then choose Process. The Voided Transactions Removal Report prints when the removal is complete. This report should be kept with your permanent records.

Once you've removed history, you won't be able to print bank history reports or reprint posting journals for the transactions you've removed.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Voided Transactions Removal Report

System: 8/10/99 1:54:15 PM  
 User Date: 8/11/99

The World Online, Inc.  
 VOIDED TRANSACTIONS REMOVAL REPORT  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Checkbook ID                      From:                      To:  
 Uptown Trust                      Uptown Trust              PETTY CASH  
 Voided Transaction Number      First                      Last

Checkbook ID	Type	Number	Date	Amount	
Account Number		Posting Date	Audit Trail Code	Debit	Credit
Uptown Trust	Deposit	20005	1/31/99		\$17,567.11
			CMDEP00000002		
PETTY CASH	Check	00000000000000000001	8/10/99		\$75.00
000-1130-00		8/10/99	CMTRX00000002	\$0.00	\$75.00
000-7040-00		8/10/99	CMTRX00000002	\$75.00	\$0.00
000-1130-00		8/10/99	CMTRX00000003	\$75.00	\$0.00
000-7040-00		8/10/99	CMTRX00000003	\$0.00	\$75.00
				-----	-----
				\$150.00	\$150.00

2 Transaction(s)

# Bank Deposit Worksheet

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Report Writer name  
Bank Deposit Worksheet

Report tables  
CM Deposit Work  
CM Checkbook Master  
Account Master  
Company Location Master  
Bank Master  
CM Receipt

The Bank Deposit Worksheet lists the receipts assigned to a deposit. The report includes the receipt type, date, number, whom the receipt was received from, amount, and totals information as entered or displayed in the Deposit Totals window.

To print this report, choose File >> Print while working in the Bank Deposit Entry window.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Bank Deposit Worksheet

System: 6/22/00 7:32:40 PM  
 User Date: 6/22/00

The World Online, Inc.  
 BANK DEPOSIT WORKSHEET  
 Bank Reconciliation

Page: 1  
 User ID: LESSONUSER1

Checkbook ID: Uptown Trust  
 Description: Computer-Uptown Trust  
 Bank Account Number: 07200360604

Deposit Number: 20009  
 Deposit Description:  
 Deposit Date: 6/22/00  
 Deposit Type: Deposit With Receipts

Receipt Type	Date	Number	Received From	Checkbook	Amount
Cash	2/15/99	PYMNT000000000023	Aaron Fitz Electrical		\$117.65
Totals:					
		Number of		Amount	
Checks	Credit Cards	Currency	Total	Checks	Credit Cards
0	0	1	1	\$0.00	\$0.00
Deposit Amount:		\$117.65		Currency	Coin
				\$117.00	\$0.65
				Total	
				\$117.65	

# Outstanding Transactions Report

---

Report Writer name  
Outstanding Transactions  
Report

The Outstanding Transactions Report displays the transactions not marked as cleared in the Select Bank Transactions window. The transaction type, number, date, paid-to or received-from information, and transaction amounts are displayed for each outstanding transaction.

Report tables  
CM Unreconciled TEMP  
CM Transaction Type Setup  
CM Reconcile Header

To print the Outstanding Transactions Report before reconciling, choose File >> Print in the Select Bank Transactions window. In the Print Reconciliation Reports window, mark Outstanding Transactions Report and choose OK.

For more information about printing Bank Reconciliation reports, refer to the Bank Reconciliation documentation.

# Outstanding Transactions Report

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System: 8/10/99 12:08:56 PM  
User Date: 8/10/99

The World Online, Inc.  
OUTSTANDING TRANSACTIONS REPORT  
Bank Reconciliation

Page: 1  
User ID: LESSONUSER1

Checkbook ID: PAYROLL  
Description: Payroll-Lakes Bank  
Sorted By: Type

Type	Number	Date	Paid To/Rcvd From	Trx Amount
DEP	00000000000000000001	2/2/99		\$54,068.13
CHK	10045	1/31/99	Payroll Check	(\$660.80)
CHK	10046	1/31/99	Payroll Check	(\$818.53)
CHK	10050	1/31/99	Payroll Check	(\$755.30)
CHK	10053	1/31/99	Payroll Check	(\$530.91)

5 Transaction(s)

Totals:  
Number of Payments 4  
Amount of Payments \$2,765.54  
Number of Deposits 1  
Amount of Deposits \$54,068.13