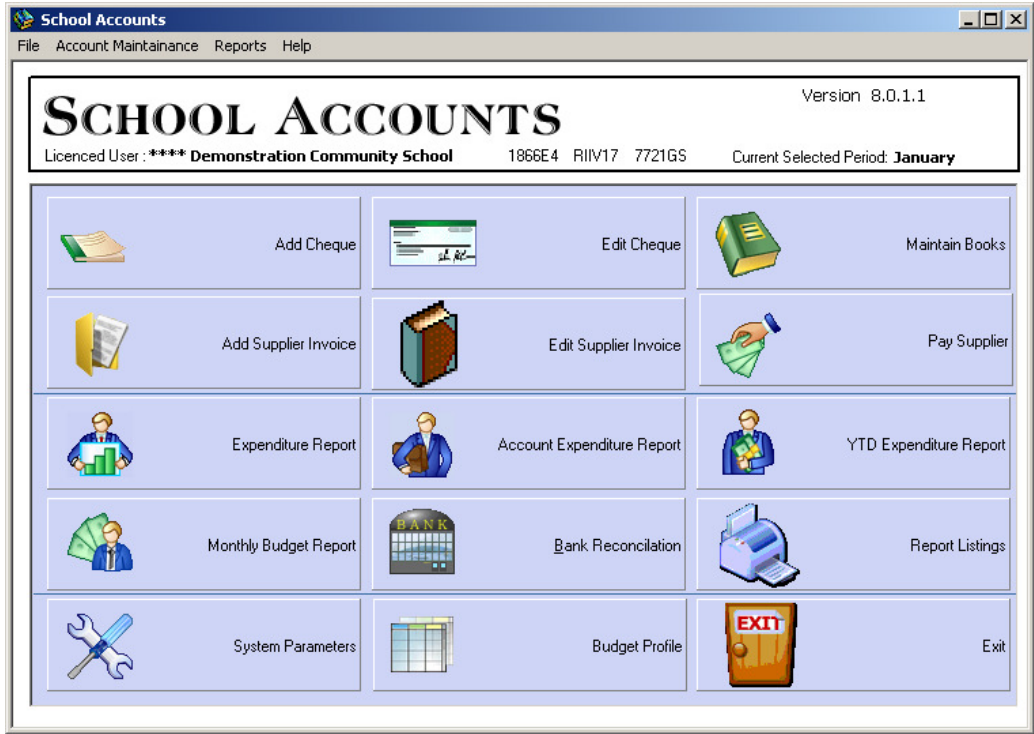


Bank Reconciliation

In order to complete your Bank Reconciliation please chose Expenditure Report from the Main menu.



Then select the List Books tab in the normal way.

School Accounts Add Receipts

Expenditure Analysis Report

NON-PAY from other sources	Period End for Balance Forward	Lists/Books
PAY Recpts from Dept of Edu	PAY Recpts from Other Sources	NON-PAY Recpt from Dept of Edu.
Non Teaching Staff	€0.00	Total Budget <input type="text" value="€0.00"/>
Supervision	€0.00	
Part Time	€0.00	
Substitution	€0.00	
Other (Specify)		
Other SP 1	€0.00	Other SP 13
Other SP 2	€0.00	Other SP 14
Other SP 3	€0.00	Other SP 15
Other SP 4	€0.00	Other SP 16
Other SP 5	€0.00	Other SP 17
Other SP 6	€0.00	Other SP 18
Other SP 7	€0.00	Other SP 19
Other SP 8	€0.00	Other SP 20
Other SP 9	€0.00	Other SP 21
Other SP 10	€0.00	Other SP 22
Other SP 11	€0.00	Other SP 23
Other SP 12	€0.00	Other SP 24

Printing: View & Print Print Without View Body Text Font Size: Generate Report Exit

School Accounts Add Receipts

Expenditure Analysis Report

NON-PAY from other sources	Period End for Balance Forward	Lists/Books
PAY Recpts from Dept of Edu	PAY Recpts from Other Sources	NON-PAY Recpt from Dept of Edu.

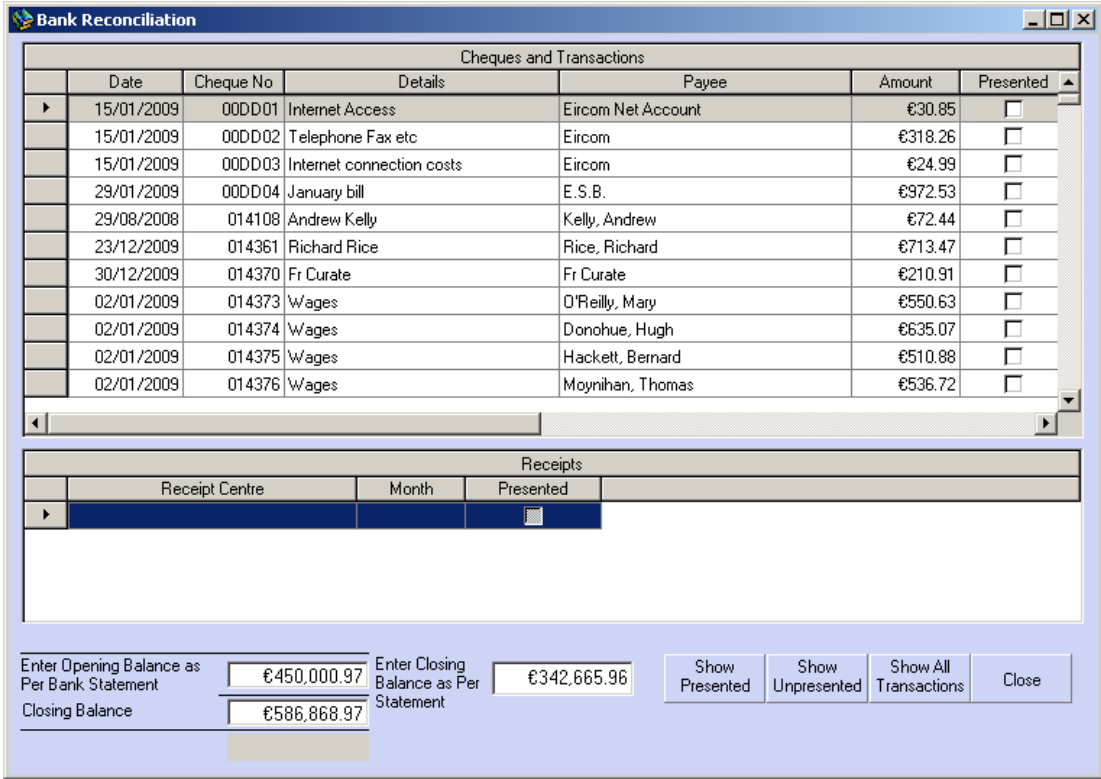
Check these lists to make sure that they contain the correct information before running the report

Petty Cash Book	List of Receipts Due but not to hand
List of Payments due but not made	Recpt's - Lodgments not on Bank Statement
Bank Recl	

Printing: View & Print Print Without View Body Text Font Size: Generate Report Exit

Previously you would have had a petty cash book, list of receipts due but not to hand, outstanding cheques, list of payments due but not to made, receipts lodgements not on bank statement. The change here is the Bank Reconciliation button now replaces your old outstanding cheques.

In order to complete your Bank Rec please select the button and the following screen appears. As you can see it has changed.



The information in the Bank Rec area can be displayed in different ways. The cheques are automatically displayed in date order but you can modify this to be any of the following: Cheque number, Payee or Amount. In order to modify how you see the cheques you click on the Name of each column and the sequence of cheques changes to show the required information. It is currently sorted under Payee in this example.

Bank Reconciliation

Cheques and Transactions						
	Date	Cheque No	Details	Payee	Amount	Presented
▶	19/01/2009	014400	Fire Mt Jan - 10/4/09	ADT Fire & Security	€197.69	<input type="checkbox"/>
	19/01/2009	014398	Shoes, Boots, Pants, Jumpers, Shirts	Airside Farm Shop Limited	€474.00	<input type="checkbox"/>
	09/01/2009	014385	Wages	Brosnan, Pierce	€59.60	<input type="checkbox"/>
	16/01/2009	014395	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>
	23/01/2009	014416	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>
	30/01/2009	014426	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>
	21/01/2009	014403	Gas Tank Annual Charge Nov 08 - N...	Calor Kosangas	€92.56	<input type="checkbox"/>
	21/01/2009	014404	Copier Maintenance 1200K-1250K	CityTech Office Equipment Ltd	€455.63	<input type="checkbox"/>
	30/01/2009	014428A	Administration for January	Collector General PAYE	€2,182.31	<input type="checkbox"/>
	30/01/2009	014428B	Maint for January	Collector General PAYE	€1,505.22	<input type="checkbox"/>
	16/01/2009	014397	Wages	Connelly, Sean	€29.38	<input type="checkbox"/>

Receipts			
	Receipt Centre	Month	Presented
▶			<input type="checkbox"/>

Enter Opening Balance as Per Bank Statement	€450,000.97	Enter Closing Balance as Per Statement	€342,665.96	Show Presented	Show Unpresented	Show All Transactions	Close
Closing Balance	€586,868.97						

In order to complete your Bank Reconciliation, please enter both the Opening Balance and the Closing Balance as per Statement. The system calculates the Closing Balance (in the Closing Balance box on bottom left of screen) as you complete the reconciliation. As you mark the presented cheques in the boxes provided the Closing Balance changes when both Closing Balances reach the same amount the system informs you that the Bank Rec is reconciled. You also have the option of showing only presented cheques or only un-presented cheques, or show all transactions and the last button on the right closes the screen.

In order to present a cheque highlight the required check by clicking your mouse on the line, click in the presented column and the Presented box is highlighted in red.

Bank Reconciliation
[-] [] [X]

Cheques and Transactions						
Cheque No	Details	Payee	Amount	Presented		
▶	014400	Fire Mt Jan - 10/4/09	ADT Fire & Security	€197.69	<input type="checkbox"/>	
	014398	Shoes, Boots, Pants, Jumpers, Shirts	Airside Farm Shop Limited	€474.00	<input type="checkbox"/>	
	014385	Wages	Brosnan, Pierce	€59.60	<input type="checkbox"/>	
	014395	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>	
	014416	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>	
	014426	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>	
	014403	Gas Tank Annual Charge Nov 08 - N...	Calor Kosangas	€92.56	<input type="checkbox"/>	
	014404	Copier Maintenance 1200K-1250K	CityTech Office Equipment Ltd	€455.63	<input type="checkbox"/>	
	014428A	Administration for January	Collector General PAYE	€2,182.31	<input type="checkbox"/>	
	014428B	Maint for January	Collector General PAYE	€1,505.22	<input type="checkbox"/>	
	014397	Wages	Connery, Sean	€29.38	<input type="checkbox"/>	

Receipts			
Receipt Centre	Month	Presented	
▶		<input type="checkbox"/>	

Enter Opening Balance as Per Bank Statement	€450,000.97	Closing Balance	€586,868.97
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Enter Closing Balance as Per Statement	€342,665.96
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Show Presented
Show Unpresented
Show All Transactions
Close

You need to mark this cheque as presented by clicking in the box. Alternatively once the top line has been highlighted you can use the arrow keys to move around and press the Spacebar to put the tick in the correct box. You will notice the tick has been inserted in each cheque that has been presented.

Bank Reconciliation

Cheques and Transactions						
Cheque No	Details	Payee	Amount	Presented		
014400	Fire Mt Jan - 10/4/09	ADT Fire & Security	€197.69	<input checked="" type="checkbox"/>		
014398	Shoes, Boots, Pants, Jumpers, Shirts	Airside Farm Shop Limited	€474.00	<input type="checkbox"/>		
014385	Wages	Brosnan, Pierce	€59.60	<input type="checkbox"/>		
014395	Wages	Brosnan, Pierce	€149.00	<input checked="" type="checkbox"/>		
014416	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>		
014426	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>		
014403	Gas Tank Annual Charge Nov 08 - N...	Calor Kosangas	€92.56	<input type="checkbox"/>		
014404	Copier Maintenance 1200K-1250K	CityTech Office Equipment Ltd	€455.63	<input type="checkbox"/>		
014428A	Administration for January	Collector General PAYE	€2,182.31	<input type="checkbox"/>		
014428B	Maint for January	Collector General PAYE	€1,505.22	<input type="checkbox"/>		
014397	Wages	Connelly, Sean	€29.38	<input type="checkbox"/>		

Receipts			
Receipt Centre	Month	Presented	
		<input type="checkbox"/>	

Enter Opening Balance as Per Bank Statement

Closing Balance

Enter Closing Balance as Per Statement

The Closing Balance has been modified to show the presented cheques. Present all the cheques as they appear on your Bank Statement in the normal method.

This shows only the presented cheques.

Bank Reconciliation

Cheques and Transactions						
Date	Cheque No	Details	Payee	Amount	Presented	
19/01/2009	014400	Fire Mt Jan - 10/4/09	ADT Fire & Security	€197.69	<input checked="" type="checkbox"/>	
16/01/2009	014395	Wages	Brosnan, Pierce	€149.00	<input checked="" type="checkbox"/>	
/ /					<input type="checkbox"/>	

Receipts			
Receipt Centre	Month	Presented	
Non Teaching Staff	€35,775.00	<input checked="" type="checkbox"/>	
Total Budget	€35,775.00	<input checked="" type="checkbox"/>	
Non Pay School Budget	€32,659.00	<input checked="" type="checkbox"/>	
Total Non Pay Budget	€32,659.00	<input checked="" type="checkbox"/>	

Enter Opening Balance as Per Bank Statement

Closing Balance

Enter Closing Balance as Per Statement

This shows un-presented cheques.

Bank Reconciliation

Cheques and Transactions						
Date	Cheque No	Details	Payee	Amount	Presented	
19/01/2009	014398	Shoes, Boots, Pants, Jumpers, Shirts	Airside Farm Shop Limited	€474.00	<input type="checkbox"/>	
09/01/2009	014385	Wages	Brosnan, Pierce	€59.60	<input type="checkbox"/>	
23/01/2009	014416	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>	
30/01/2009	014426	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>	
21/01/2009	014403	Gas Tank Annual Charge Nov 08 - N...	Calor Kosangas	€92.56	<input type="checkbox"/>	
21/01/2009	014404	Copier Maintenance 1200K-1250K	CityTech Office Equipment Ltd	€455.63	<input type="checkbox"/>	
30/01/2009	014428A	Administration for January	Collector General PAYE	€2,182.31	<input type="checkbox"/>	
30/01/2009	014428B	Maint for January	Collector General PAYE	€1,505.22	<input type="checkbox"/>	
16/01/2009	014397	Wages	Connelly, Sean	€29.38	<input type="checkbox"/>	
23/01/2009	014418	Wages	Connelly, Sean	€29.38	<input type="checkbox"/>	
02/01/2009	014374	Wages	Donohue, Hugh	€635.07	<input type="checkbox"/>	

Receipts			
Receipt Centre	Month	Presented	
		<input type="checkbox"/>	

Enter Opening Balance as Per Bank Statement	€450,000.97	Enter Closing Balance as Per Statement	€342,665.96	Show Presented	Show Unpresented	Show All Transactions	Close
Closing Balance	€586,522.28						

Once all the presented cheques have been marked off and the two closing balances are the same figure then Reconciled appears on the bottom of the screen.

Bank Reconciliation

Cheques and Transactions						
Date	Cheque No	Details	Payee	Amount	Presented	
29/08/2008	014108	Andrew Kelly	Kelly, Andrew	€72.44	<input type="checkbox"/>	
23/12/2009	014361	Richard Rice	Rice, Richard	€713.47	<input type="checkbox"/>	
30/12/2009	014370	Fr Curate	Fr Curate	€210.91	<input type="checkbox"/>	
21/01/2009	014402	Radio Programme Entry	Gael Linn	€20.00	<input type="checkbox"/>	
23/01/2009	014413	Wages	Rice, Richard	€120.32	<input type="checkbox"/>	
23/01/2009	014414	Wages	Johnson, Eliz	€150.40	<input type="checkbox"/>	
23/01/2009	014416	Wages	Brosnan, Pierce	€149.00	<input type="checkbox"/>	
30/01/2009	014419	Wages	O'Reilly, Mary	€550.90	<input type="checkbox"/>	
30/01/2009	014420	Wages	Donohue, Hugh	€635.06	<input type="checkbox"/>	
30/01/2009	014423	Wages	Rice, Richard	€150.40	<input type="checkbox"/>	
30/01/2009	014424	Wages	Johnson, Eliz	€150.40	<input type="checkbox"/>	

Receipts			
Receipt Centre	Month	Presented	
		<input type="checkbox"/>	

Enter Opening Balance as Per Bank Statement	€223,443.12	Enter Closing Balance as Per Statement	€342,665.96	Show Presented	Show Unpresented	Show All Transactions	Close
Closing Balance	€342,665.96						
	Reconciled						

You can now return to the Expenditure Report area and generate your report which tells you that your accounts are balanced.

