

New Bank Reconciliation Features

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

The 4/15/14 version of GL/Budgeting ushers in some new Bank Reconciliation features, and some modifications to existing features, highlights of which are included in this document (the process itself remains largely the same). As always, please feel free at any time to contact Tech Support.

The software manual will be updated to reflect these changes, and a new version will be available for download by the end of the week (Help>View Documentation>Download Latest Manual).

Saving of Reconciliation Records

One of the most significant changes you are likely to notice will come when starting a new bank reconciliation. There is now a prompt asking you to select whether you would like to add a new reconciliation record or to load a previously-saved record. Saving records serves several purposes:

- ~ You can save the settings associated with each record (manual deposits in transit, balance per bank, etc.).
- ~ You can "finalize" the reconciliation. Finalizing a reconciliation prevents any accidental changes after the fact.
- ~ You can re-run prior finalized reconciliations and receive notification of any changes (changes to beginning GL balance, ending GL balance, etc.).
- ~ You can add attachments to the reconciliation record, such as a copy of the related bank statement.



Only one record per bank account per statement date is allowed. With the appropriate security setting, records can be deleted as long as there are no associated cleared items. Saved reconciliation records can be accessed via the new Bank Reconciliations table, for purposes of printing only.

	\$11,077.50		\$151,041.25
	\$128,537.03		\$238,625.09
	\$5,541.65		\$68,323.77


	\$0.00		\$0.00
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Reconciliation Options

Create a new reconciliation record

Bank Code:  Statement Date: 

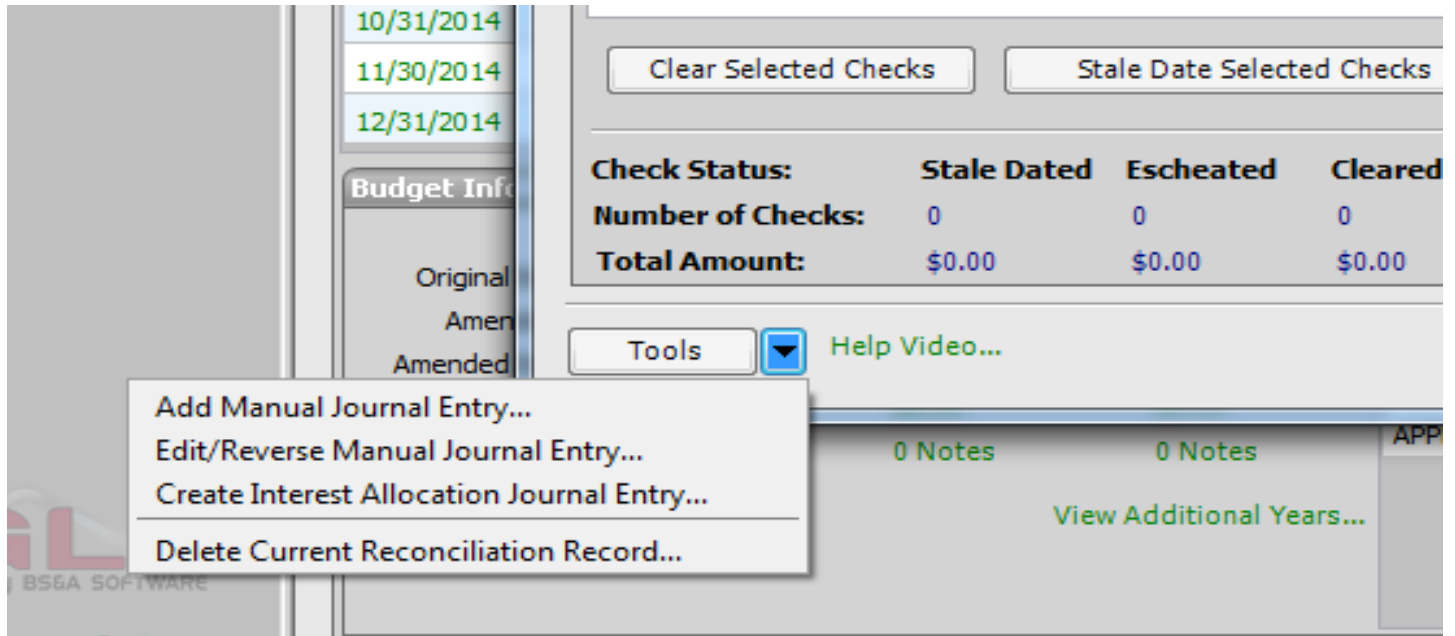
Load an existing reconciliation record

Reconciliation Record ID: 

OK Cancel

Add/Edit Manual Journal Entries via Bank Reconciliation

A Tools button has been added to the Bank Reconciliation screen, and can be used to "Add Manual Journal Entry"; "Edit/Reverse Manual Journal Entry"; "Create Interest Allocation Journal Entry." Users with proper security will have an additional tool: "Delete Current Reconciliation Record."



Change to Miscellaneous Transactions

Clearing of Miscellaneous Transactions will be consistent with checks and deposits: any transaction that has not been cleared will show as "Open," regardless of the date range.

*****You will have to clear any old transactions the first time you do a bank rec with these changes*****

Because this is a significant change which can have a negative impact the first time you attempt to perform a reconciliation using these new features, we have also included "Clear All" and "Open All" buttons on the Miscellaneous Transactions and Deposits tab.

New Security Settings

We have added two new security settings: "Delete reconciliation record" and "Open a finalized reconciliation."

Finalization of a Reconciliation Record

Once you are satisfied with the bank rec, and have verified that everything is in balance, you should finalize the record. Of note:

- ~ Finalized records can only be re-opened for modification by a user with the proper security, as shown above.
- ~ When a reconciliation statement is reprinted (done from the Bank Rec screen), any changes to GL balances or cleared items that were reopened will be highlighted in red.

Check for Unposted Transactions

The program will now check for unposted transactions that affect reconciliation (entries impacting the cash accounts) when loading a previously-saved reconciliation or when creating a new one.