



Bank Recon- ciliation



Springbrook Software

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Bank Reconciliation Module

Overview

Flowchart

The objects in the diagram below represent processes in the application.

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BR> Clear Transactions

Clear Transactions

Summary

The Clear Transactions process is used to clear checks or deposits. Use this process each time you receive a bank statement that lists the checks and deposits that have cleared on your bank accounts. The Clear Transactions process can be used to clear AP and Payroll module checks, Clearing House module receipts processed in the Receipt Deposits process (BR> Receipt Deposits), checks created in the Check Maintenance window (BR> Utilities> Enter Checks), and deposits/adjustments entered in the Deposit Maintenance window (BR> Utilities> Enter Deposits).

Flowchart

Each object in the diagram below represents a process in the application.

Step by Step

- 1 Open the Clear Transactions palette.
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- The Clear Transactions process is a single batch process, meaning you can process only one batch at a time.
 - If there is an open batch in the Clear Transactions process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Clear Transactions palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. All of the information in the batch will be overwritten. For example, if another user has selected the checks to be cleared and has stopped at the Proof List step, that user's work will be overwritten if you run the Batch Settings step. The checks selected to be cleared by the other user will not be cleared and the batch step will return to the Clear Transactions step.
 - If there are no open batches in the process and you would like to create a new batch, select New in the batch number drop-down menu at the top of the palette. This will open the New Batch window. The batch number, batch month, and batch year of the batch will not affect the invoices voided in the process. The batch information is for reference purposes only.
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2 Select the bank accounts with the cleared checks.

- Select Batch Settings from the Clear Transactions palette. This will open the Clear Transactions Settings window.
 - The Batch Settings step is used to select the bank account or bank accounts you would like to clear checks on. For example, if you just received a statement on your
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Bank of America account, select that bank account in the Clear Transactions Settings window.



- Select the bank accounts in the **Bank Accounts** field. Only the checks and deposits on the selected bank accounts will display in the Select Transactions window later on when you select the checks and deposits to clear.
 - Select multiple bank accounts if you would like to clear checks on multiple bank accounts in a single batch.
 - Press CTRL+A to highlight all of the bank accounts in the field. Press SPACE to check or uncheck all of the selected toggles.
 - Bank accounts are created and maintained using the Bank Account Maintenance window (SS> Maintenance> Bank Account).
 - If you are importing transactions into the Clear Transactions batch using the Import Transactions step (BR> Clear Transactions> Import Transactions), only bank accounts selected in this field will display in the Bank Account dropdown menu on the Import Transactions window.
- Enter the date of the bank statement in the **Statement Date** field. The statement date will default to the current date when you are creating a new batch.
 - The Statement Date will be used to filter the checks that can be cleared in the batch. Only checks with a check date greater than or equal to the statement date can be cleared in the batch.
 - The statement date is not the same as the clear date of the transactions in the batch. The clear date will be set during the Commit step (BR> Clear Transactions> Commit> **Clear Date** field).

- Press ENTER or click the Confirm icon  when complete to process the batch immediately, or enter a date and time in the field next to the Confirm icon to schedule the batch to be processed at a later time.
 - You can view the progress of the Batch Settings step using the Jobs Viewer window (Jobs Viewer icon  on the main desktop).
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3 Import transactions into the batch from a file.


- Skip this step if you are not going to import a list of cleared checks from a file.
 - The Import Transactions process is used to import a list of cleared checks from a file. The checks in the import file must already be entered into the Bank Reconciliation module (for example, AP module Computer Checks that have been committed), and the import file must contain the check number of the cleared check. The imported checks will be selected in the Select Transactions window.
 - The Import Transactions process is not used to create a check by importing the check information. If you would like to create a check in the Bank Reconciliation from an import file, use the Import Checks process (BR> Utilities> Import Checks).
 - The standard format of this file is a CSV file with the check number entered in the first column of the second row (A2 in an Excel spreadsheet). If you would like to import a list of cleared checks in another format, you may have to get the Import step customized.
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- You can run the import process more than once in a single batch. For example, if you have two files with check numbers you would like to import, run the Import Transactions step twice to import the check numbers from both files. When you open the Select Transactions window, the checks in both files will be selected.
 - Select Import Transactions from the Clear Transactions palette. This will open the Import Transactions window.
 - Select an import file **Configuration** for the import.
 - A BR Clear Transactions-specific import configuration can be created before importing a file into the process. Import configurations are created and maintained on the Import Configuration Maintenance window (SS> Maintenance> Import Configuration).
 - The standard Springbrook configuration can be selected by choosing (Standard) from the drop-down menu.
 - Once the desired configuration is selected, click the Layout icon  to open the Import Configuration window to display the expected format of the imported file.
 - Select a bank account in the **Bank Account** drop-down menu.
 - Only bank accounts selected during the Settings step (BR> Clear Transactions> Settings> Bank Accounts section) will display in the drop-down menu. If you would like to select a bank that is not in the drop-down menu, return to the Settings step and select that bank, and then return to the Import step.
 - The **Account Number** field will display the bank account number of the bank selected in the **Bank Account** field.
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- Use the Bank Maintenance window (SS> Maintenance> Bank Account> **Account #** field) if you would like to modify the bank account number.
 - The **File Location** field is used to select the path of the list of cleared checks to import.
 - Click the File Location field label to locate the file. This will open a browse window to locate the file.
 - Click the Layout icon  at the top of the window if you would like to view the layout of the expected import file. If the check number of the cleared checks is not in the correct position on the import file, no checks will be imported into the batch.
 - Click the Confirm icon  when complete to import the list of cleared checks.
 - The import process is performed immediately, so you cannot schedule this task on the application server like other batch steps or reports.
 - Once the import is complete, the imported checks will be selected in the Select Transactions step. If there was an error in the file (for example, the file is in the wrong format or the one of the check numbers in the import file is not in the Bank Reconciliation module), an information window will open.
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4 Select the checks to clear.

- Click on the Select Transactions step on the Clear Transactions palette. This will open the Select Transactions window.
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- The Select Transactions step is used to select the checks to clear. Only checks and deposits on bank accounts selected during the Batch Settings step will display in the Select Transactions window.
 - If you imported a list of cleared checks using the Import Transactions step (BR> Clear Transactions> Import Transactions), the imported checks will already be selected in the window.
 - If a Payroll module paycheck is in an open Void Checks batch (PR> Void Checks), the check will not display in the window. If you would like to clear a check that is selected in a Void Checks batch, remove the check from the batch, regenerate the Clear Transactions batch (BR> Clear Transactions), and then the check will display in the Select Transactions window.
 - If you would like to export the transactions that display in the window to a MS Excel spreadsheet, right click on the data in the window and select Export grid contents to Excel from the menu. All of the transactions that display in the window will be included in the spreadsheet, not just the selected transactions.
 - Every check or deposit with the **Selected** toggle checked will be included in the Clear Transactions batch. You can either manually check the Selected toggle of each transaction you would like to include in the batch, or you can use the Select/Deselect Criteria section to check or uncheck the Selected toggle of transactions based on some filter criteria. You can use filter fields in the Select/Deselect Criteria section as many times as you'd like in order to select the transactions that should be included in the batch.
 - The Select/Deselect Criteria section is used in conjunction with the Select icon  at the top of the window, and can be used to either add checks/deposits to the Clear Transactions batch or remove them.
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- You can add checks or deposits to the Clear Transactions Batch. If you would like to clear all checks with a check date between 06/01/20 and 06/15/20, enter those dates in the **Check Date From** and **Check Date To** fields. Click the Select icon  drop-down menu and select Some. All checks in the window with a check date between 06/01/20 and 06/15/20 will have the **Selected** toggle checked. This will also select all deposits with a deposit date of 06/01/20 and 06/15/20. If you would like to deselect the deposits, click the **Check Number** column heading to sort the transactions by check number and then uncheck the Selected toggle of the deposit transactions.
 - You can also remove checks or deposits from the Clear Transactions Batch. Use the Select/Deselect Criteria section to uncheck the **Selected** toggle on a transaction. This allows you to deselect a range of checks that have already been selected. For example, enter 1000 and 1200 in the **Check Number From** and **Check Number To** fields, and then click the Select icon . This will select all transactions with a check number of 1000 to 1200. Enter 1125 and 1150 in the Check Number From and Check Number To fields, click the Select icon  drop-down menu and select Deselect Some. The selected transactions with a check number between 1125 and 1150 will be deselected.
 - The **Vendor** and **Employee** fields are used to clear transactions by Account Payable module vendor or Payroll module employee. Click the Vendor or Employee field label to select a vendor or employee from a list.
 - Click the Select All  or Deselect All  icons to select or deselect all of the transactions in the window.
 - Click the Save icon  when complete to save the selected transactions.
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5 Print the Proof List.

- The Proof List Report will display a list of transactions that were selected in the Select Transactions step.
- Select Proof List from the Clear Transactions palette. This will open the Proof List window.
- Check the **Page break by bank code** toggle if you would like the each bank included on the report to display on a separate page. This applies if you have cleared transactions on bank accounts that are attached to multiple banks.
- Check the **Page break by bank account** toggle if you would like each bank account included on the report to display on a separate page. This applies if you have cleared transactions on multiple bank accounts.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).



6 Print the Bank Activity report.

- The Bank Activity Report displays the balance and activity of a selected bank during a date range. Each bank account attached to the banks included on the report will be totaled separately. The report will display a beginning and ending balance, the transactions on the bank account, and the clear date of each transaction. The report will display both checks and deposits.
 - Select Bank Activity from the Clear Transactions palette. This will open the **Bank Activity** window.
 - Select a bank account from the **Bank** drop-down menu or select All to include all banks accounts in the report.
 - The Bank drop-down menu will display all banks that have been created in the Bank Maintenance window (SS> Maintenance> Bank).
 - The **Bank Account** field is used in conjunction with the **Bank** drop-down menu. Select a Bank Account from the drop-down menu to filter the report by a specific bank account attached to the bank selected in the Bank drop-down menu. Select All if you would like to include all of the bank accounts attached to the bank selected in the Bank field.
 - Bank accounts are created using the Bank Account Maintenance window (SS> Maintenance> Bank Account). Banks are attached to a bank account in the Bank Code field on the Bank Account Maintenance window.
 - The **Date From** and **Date To** fields are used to select the activity that will display on the report. If the check date or clear date of a transaction falls within the date range entered in these fields, the transaction will be included on the report.
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- For example, if the report is filtered by 12/01/20 and 12/31/20, a check with a check date of 11/15/20 but a clear date of 12/28/20 will be included on the report because the clear date occurs during the date range.
 - The check date of a deposit is the deposit date set when the deposit was created (BR> Receipt Deposits> **Deposit Date** field, or BR> Utilities> Enter Deposits> **Deposit Date** field).
 - The clear date of a transaction is set during the Commit step of the Clear Transactions process (BR> Clear Transactions> Commit> **Clear Date** field).
 - Check the **Page break by bank code** toggle if you would like to each bank included on the report to display on a separate page.
 - Check the **Page break by account** toggle if you would like each bank account to display on a separate page.
 - Check the **Show Uncleared Items** toggle to include un-cleared checks on the report. The un-cleared checks and deposits will display “Un-cleared” in the **Date Cleared** column of the report, and will be grouped together at the bottom of the report.
 - If the Show Uncleared Items toggle is checked, the **Use historical data for specified date range** toggle will be enabled. Check this toggle to include any check that was uncleared by the Date To as long as it does not have a void date before or equal to the Date To date.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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7 Commit the selected transactions.

- The Commit step is used to commit the transactions that were selected in the Select Transactions step.
 - Select Commit from the Clear Transactions palette. This will open the Commit window.
 - The Commit step will only be enabled after the Proof List has been printed.
 - Enter the clear date of the transactions in the **Clear Date** field.
 - Press ENTER when complete or enter a date in the field next to the Confirm icon  if you would like to schedule when the transactions will be cleared.
 - You can view the progress of the Commit step on the Jobs Viewer window (Jobs Viewer icon  on the main desktop).
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BR> Display> Bank Recon Display


Bank Recon Display

Summary

The Bank Recon Display window displays a filtered list of checks and deposits that have been processed through the Bank Reconciliation module.

Step by Step

- 1 Open the **Bank Recon Display** window (BR> Display> Bank Recon Display).
 - 2 Display the checks and deposits.
 - The Search Criteria section is used to filter the checks and deposits displayed in the data grid below.
 - Check the toggle next to each **Bank Account** you would like to include in the display.
 - Press CTRL+A to highlight all of the displayed bank accounts and the press SPACE to select or deselect all of the highlighted bank accounts.
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- The **Check Date From**, **Check Date To**, **Check Number From**, **Check Number To** and **Cleared By Date** fields are used to filter the displayed checks and deposits by date and check number.
 - If you do not specify date or check number filters, the window will display all checks and deposits.
 - Check the **Include voids** toggle to included voided checks in the display.
 - Click the Refresh icon  to display the filtered checks and deposits in the data grid below.
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BR> Receipt Deposits

Receipt Deposits

Summary

The Receipt Deposits process is used to create a deposit transaction in the Bank Reconciliation module using the receipts in a committed Cash Receipts module batch (CR> Cash Receipts). If you are not using multi-bank checking, all of the receipts in the CR module Cash Receipts batch will be combined into a single deposit transaction. For example, if there are cash, check and credit card payments in the Cash Receipts batch, all of those transactions will be combined into a single deposit transaction. This may be problematic if you do not receive the funds from credit card transactions immediately. If you are using multi-bank checking, you have the option to create a deposit from each receipt line item. This allows deposits to be grouped based on the bank accounts associated with the GL accounts on the detail line items on a receipt.

After a Cash Receipts batch has been processed in the Receipt Deposits process, a deposit transaction will be created in the Clear Transactions process (BR> Clear Transactions). The bank account attached to the deposit transactions will be increased by the deposit amount once the deposit transaction is processed and committed in the Clear Transactions process. For example, if you have deposited the receipts from a Cash Receipts batch into a bank account, process the batch in the Receipt Deposits process. This will create a deposit transaction in the Clear Transactions (BR> Clear Transactions).

When you receive your bank statement verifying the deposit amounts were correct and had been cleared, process the deposits in the Clear Transactions process to increase the balance of the bank account.

The functionality of the Receipt Deposits process will vary if the Cash Receipts module is set up to use multi-bank deposits (CR> Utilities> Setup> **Enable multi-bank deposits** toggle). Multi-bank checking is used to associate specific GL cash accounts with bank accounts. If the Cash Receipts module is set up to use multi-bank deposits, the bank accounts associated with the cash account attached to the receipt line items will be used in the deposit transaction created in the Receipt Deposits process.

Flowchart

The objects in the diagram represent processes in the application.



Step by Step

1 Create or open a Receipt Deposits batch.


- The Receipt Deposits process is a single batch process, meaning you can process only one batch at a time.

- If there is an open batch in the Receipt Deposits process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Receipt Deposits palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. If you return to an earlier step of the process, all of the information in the previous batch will be overwritten.
 - If there are no open batches in the process and you would like to create a new batch, select New in the batch number drop-down menu at the top of the palette. This will open the New Batch window. The batch number, batch month and batch year of the batch will not affect the Receipt Deposits that are generated in the process. The batch information is for reference purposes only.
-


2 Select a committed Cash Receipts module batch to deposit into a bank account.

- Open the **Select Batches** window (BR> Receipt Deposits> Select Batches).
 - The Receipt Deposits process is not a standard batch process. You can have only one batch open at a time. If the batch is set to a later step on the palette (for example, the batches have been selected and the proof list has been generated) running the Select Batches will overwrite the work that has already been completed on the palette. Any deposits that were going to be created by the overwritten batch will not be created.
 - The Select Batches window will display committed Cash Receipts batches that have not been processed in a Receipt Deposits process.
-

- Cash Receipts batches that have already been processed in a Receipt Deposits palette will not display in the window.
 - Click the **Bank Account** field label to select a bank account from a list. This is the bank where the receipts will be deposited.
 - If the Cash Receipts module is set up to use multi-bank deposits this field will be disabled. The bank accounts associated with the cash accounts used on the receipt line items will be used as the bank on the deposit transaction.
 - Bank accounts are created and maintained in the Bank Account Maintenance window (SS> Maintenance> Bank Account).
 - The **Deposit Date** field is used to enter the deposit date of the Cash Receipts batch. The Deposit Date field will default to the current date.
 - When generating reports in the Bank Reconciliation module, the deposit date will be used to filter the transactions that display on the report. The deposit date will be used in the same way as the check date on a check.
 - The **Include receipt detail** toggle will be enabled if the Cash Receipts module is set up to use multi-bank checking (CR> Utilities> Setup> **Enable Multi-bank deposits** toggle).
 - Check the Include receipt detail toggle if you would like to create a deposit for each receipt. If there are receipt line items that are associated with different bank accounts on a single receipt, those line items will create a separate deposit. For example, if there are two line items on a single receipt and each line item debits a GL account that is associated with a different bank account, the two line items will create separate deposits. If both line items debit the same GL account, the line items will be grouped onto the same receipt.
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- If you do not check this toggle, all of the receipts associated with the same bank account will be combined together to create a single deposit amount.
 - Click the **Selected** toggle of each Cash Receipts batch you would like to process in the Receipt Deposits palette.
 - If you are not using multi-bank checking, all of the receipts in the selected batches will be combined into a single deposit. For example, if you select three batches of \$1500, \$1000 and \$2500, all three batches will be combined into a single deposit of \$5000.
 - The total displayed in the **Selected Amount** field at the bottom of the window will update each time a Cash Receipts batch is selected.
 - Click the Save icon  the batches have been selected.
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3 Print the Proof List.

- Open the **Proof List** window (BR> Receipt Deposits> Proof List).
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - The Proof List will display the bank account code and description selected in the Bank Account field on the Select Batches window (BR> Receipt Deposits> Select Batches). Each bank account included on the report will generate a line item on the report. The **Deposit Date** column will display the deposit date entered on the Select Batches window (BR> Receipt Deposits> Select Batches> Deposit Date field).
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4 Commit the Receipt Deposits batch.

- Select **Commit** from the Receipt Deposits palette. This will open an information window.
 - Select Yes to commit the Receipt Deposits batch.
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BR> Reports> Checks by Date

Checks By Date Report

Summary


The Checks by Date Report displays a list of checks filtered by check date, check number, bank account or check status (cleared, voided or all checks).

Step by Step

- 1 Open the **Checks by Date** window (BR> Reports> Checks by Date).
 - 2 Configure the report.
 - Select the bank accounts you would like to include in the report in the **Bank Accounts** field.
 - Press CTRL+A to highlight all of the toggles in the field. Press SPACE to check or uncheck all of the selected toggles.
 - Enter a date range in the **Check Date From** and **Check Date To** fields to filter the checks that display on the report by check date. These are not required fields.
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- Enter a check number in the **Check Number From** and **Check Number To** fields to filter the report by check number. These are not required fields.
 - Select the status of the checks you would like to include on the report in the **Print Only** drop-down menu.
 - Select Cleared if you would like to include only cleared checks. Only checks cleared in the Clear Transactions process (CR> Clear Transactions) will display on the report.
 - Select Not Cleared if only un-cleared transactions should display on the report. Transactions that have been cleared and then processes in the Undo Cleared Checks process (BR> Utilities> Undo Cleared Checks) will display on the report.
 - Select Void if only voided checks should be included on the report.
 - Use the **Void Checks** drop-down menu to specify whether the commit date or the journal entry date will be used when filtering any voided checks included in the report.
 - Select the checks you would like to include on the report in the **System** drop-down menu.
 - Select All to include Payroll and Accounts Payable module checks on the report.
 - Check the **Print Void Checks** and the **Print ACH Checks** toggles to include these checks in the report regardless of the settings selected above.
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3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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BR> Reports> Deposit History

Deposit History Report

Summary

The Deposit History report displays a listing of Bank Reconciliation module deposits. The report will include deposits receipted through the Receipt Deposits process (BR> Receipt Deposits) or entered using the Enter Deposits window (BR> Utilities> Enter Deposits).


The Receipt Deposits process is used to deposit the receipts made using the Cash Receipts module. The Enter Deposits window is generally used to enter adjustments or deposits into the Bank Reconciliation module that have not been processed in other modules in the application.

The Deposit History Report will display the current balance of each bank account included on the report. The Current Balance field that displays on the report will only include cleared transactions, so only cleared deposits will be included in the current balance. For example, if a deposit has been created in the Enter Deposits window (BR> Utilities> Enter Deposit) but has not been cleared using the Clear Transactions process (BR> Clear Transactions), the deposit amount will display on the report but will not affect the balance that displays in the **Current Balance** field. If you process the deposit in the Clear Transactions process, the current balance will be affected by the deposit amount.

Step by Step

- 1 Open the **Deposit History Report** window (BR> Reports> Deposit History).

- 2 Configure the report.
 - Select the bank accounts you would like to include on the report in the **Bank Accounts** field.
 - Press CTRL+A to highlight all of the bank accounts in the field. Press SPACE to check or uncheck all of the toggles.
 - Enter a date range in the **From Date** and **To Date** fields to filter the deposits that display on the report by deposit date. Leave these fields blank to include all of the deposits.
 - You do not have to enter a date in both fields. For example, if you would like to display all deposits since 12/15/15, enter that date in the From Date field. All deposits that occurred on or after 12/15/15 will display on the report.

- 3 Print the report.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show

Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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BR> Reports> Detail Disbursement

Detail Disbursement Report

Summary

The Detail Disbursements Report displays a listing of disbursements by fund. The report can include disbursements from the Payroll and AP module, but it will not include checks created in the Bank Reconciliation module (BR> Utilities> Enter Checks).


The Detail Disbursement Report displays the offset account to cash, not the cash entry side of the disbursements.

Step by Step

- 1 Open the **Detail Disbursements** window (BR> Reports> Detail Disbursements).
 - 2 Configure the report.
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- Select the funds you would like to include on the report in the **Funds** field.
 - Press CTRL+A to highlight all of the funds in the field. Press SPACE to check or uncheck all of the selected toggles.
 - The **Date From** and **Date To** fields are used to filter the disbursements that display on the report by check date.
 - Select the checks you would like to include on the report in the **System** drop-down menu.
 - Select All to include Payroll and Accounts Payable module checks on the report.
 - The Purpose column on the report will display the description of the disbursement. If the check is an AP module check, the Purpose column will display the description entered on the invoice line item.
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3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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BR> Reports> Board Audit

Board Audit Report

Summary

The Board Audit Report displays a listing of disbursements totaled by department and fund. The report includes disbursements from the PR and AP module, but not checks created in the Bank Reconciliation module (BR> Utilities> Enter Checks).


The Board Audit Report displays the offset account to cash entry, not the cash side entry.

Step by Step

- 1 Open the **Board Audit Report** (BR> Reports> Board Audit).
 - 2 Configure the report.
 - Select the funds you would like to include on the report in the **Funds** field.
 - Press CTRL+A to highlight all of the funds in the field. Press SPACE to check or uncheck all of the selected toggles.
-

- The **Date From** and **Date To** fields are used to filter the disbursements that display on the report by check date.
 - Select the checks you would like to include on the report in the **System** drop-down menu.
 - Select All to include Payroll and Accounts Payable module checks on the report.
 - Check the **Include Payroll checks** toggle if you would like to include Payroll module checks on the report. This toggle will only be enabled if Accounts Payable is selected in the **System** drop-down menu.
 - Check the **Page break by department** toggle if each department should be broken out onto a separate page.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

BR> Reports> Outstanding Transactions

Outstanding Transactions Report

Summary

The Outstanding Transactions Report is the most flexible report in the Bank Reconciliation module because it displays a listing of all transactions in the module.

The Outstanding Transactions Report will include cleared checks and deposits if the **Include cleared checks** toggle is checked. The transactions in an open Clear Transactions batch (BR> Clear Transactions) are not cleared until they have been committed using the Commit step.

Step by Step


- 1 Open the **Outstanding Transactions** window (BR> Reports> Outstanding Transactions).
- 2 Configure the report.

- Select the bank accounts you would like to include in the report in the **Bank Accounts** field. Only transactions on selected bank accounts will display on the report.
 - Press CTRL+A to highlight all of the bank accounts in the field. Press SPACE to check or uncheck all of the selected toggles.
 - Bank accounts are created using the Bank Account Maintenance window (SS> Maintenance> Bank Account).
 - Enter a date range in the **Check Date From** and **Check Date To** fields to filter the transactions that display on the report by check date.
 - Deposits will be included on the report if All or Deposits is selected in the **Transaction Type** drop-down menu. If you include deposits on the report, the deposit date will be used as the check date.
 - The deposit date is entered on deposits created in the Receipt Deposits process during the Select Batches step (BR> Receipt Deposits> Select Batches> **Deposit Date** field). The deposit date is entered on deposits created in the Enter Deposits window in the Deposit Date field (BR> Utilities> Enter Deposits> Deposit Date field).
 - Enter a check number in the **Check Number From** and **Check Number To** fields to filter the checks that display on the report by check number. Deposits do not have check numbers, so the values entered in these fields will not affect the deposits that display on the report.
 - Select the type of transactions you would like to include in the report in the **Transaction Type** drop-down menu.
 - Select All if you would like to include deposits and checks on the report.
 - Select Checks if you would like to include only checks on the report.
-
-

- Select Deposits if only deposits created in the Receipt Deposits or Enter Deposits window (BR> Utilities> Enter Deposits) should display on the report.
 - If you select Deposits, the **Check Number From** and **Check Number To** fields will have no function since deposits do not have check numbers.
- Select the modules that created the checks you would like to include on the report in the **System** field. For example, if you would like to generate a report on Payroll checks, check the Payroll toggle.
 - Check the Accounts Payable toggle if you would like to include checks made out to Accounts Payable vendors.
 - Check the Bank Reconciliation toggle if you would like to include checks generated using the Check Maintenance window (BR> Utilities> Enter Checks).
 - Even though checks created using the Check Maintenance window are attached to either an employee or AP vendor, the checks will not display the report if you don't check the Bank Reconciliation toggle.
 - Check the Payroll toggle if you would like to include checks made to employees.
- Select the voided checks you would like to include on the report in the **Void Checks** drop-down menu. Voided checks will display exactly the same way as non-voided checks on the report.
 - Select Exclude void checks to exclude all voided checks from the report.
 - Select Show all void checks to include all voided checks on the report.

- Select Use commit date for voids to include all outstanding voided checks with a commit date within the date range entered in the Check Date From and Check Date To fields.
 - Select Use Journal Entry date for voids to include all outstanding voided checks with a journal entry date within the date range entered in the Check Date From and Check Date To fields.
 - Select the level of detail you would like to include on the report in the **Report Type** drop-down menu.
 - Select Detail to include the individual transaction information on the report. This option will display the information attached to each check and deposit included on the report.
 - Select Summary if you would only like the report to display a total of the transactions included on the report for each bank account. Individual checks and deposits will not display on the report, but they will be totaled and display with the bank account attached to each transaction.
 - Check the **Include bank accounts without activity** toggle to include accounts that were inactive during the specified date range.
 - This toggle will only be active if Summary is selected in the Report Type drop-down menu.
 - Check the **Include cleared checks** toggle if you would like to include cleared checks on the report. The transactions in an open Clear Transactions batch (BR> Clear Transactions) are not cleared until they have been committed using the Commit step.
 - Checks are cleared using the Clear Transactions process (BR> Clear Transactions).
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

BR> Reports> Uncleared Checks by Fund

Uncleared Checks by Fund Report

Summary

The Un-cleared Checks by Fund Report will display Accounts Payable and Payroll checks that have not been cleared using the Clear Transactions process (BR> Clear Transactions). Checks or deposits created in the Bank Reconciliation module will not display on this report because they do not create a journal entry. Checks included on the report will be grouped and totaled by fund. All checks with a check date prior to a user-defined value will display on the report. Voided checks will not be included on the report.


This is a required report for counties in the state of Missouri.

Step by Step

- 1 Open the **Un-cleared Checks by Fund** window (BR> Reports> Checks by Fund).
- 2 Configure the report.

- Enter the **Check Date** of the checks you would like to include in the report. All checks with a check date equal to or less than the check date entered in this field will be included on the report.
 - The report will display cleared and un-cleared checks from both the Accounts Payable and Payroll modules but it will not display voided checks.
 - The value in the Check Date field will be saved when the report is generated and will populate in the field the next time the Un-cleared Checks by Fund window is opened.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

BR> Reports> Bank Activity Report

Bank Activity Report

Summary

The Bank Activity Report displays the balance and activity of a selected bank during a date range. Each bank account attached to the banks included on the report will be totaled separately. The report will display a beginning and ending balance, the transactions on the bank account, and the clear date of each transaction. The report will display both checks and deposits.

Step by Step

- 1 Open the **Bank Activity** window (BR> Reports> Bank Activity).


 - 2 Configure the report.
 - Select a bank account from the **Bank** drop-down menu or select All to include all banks accounts in the report.
 - The Bank drop-down menu will display all banks that have been created in the Bank Maintenance window (SS> Maintenance> Bank).
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- The **Bank Account** field is used in conjunction with the **Bank** drop-down menu. Select a Bank Account from the drop-down menu to filter the report by a specific bank account attached to the bank selected in the Bank drop-down menu. Select All if you would like to include all of the bank accounts attached to the bank selected in the Bank field.
 - Bank accounts are created using the Bank Account Maintenance window (SS> Maintenance> Bank Account). Banks are attached to a bank account in the **Bank Code** field on the Bank Account Maintenance window.
 - The **Date From** and **Date To** fields are used to select the activity that will display on the report. If the check date or clear date of a transaction falls within the date range entered in these fields, the transaction will be included on the report.
 - For example, if the report is filtered by 12/01/2019 and 12/31/2019, a check with a check date of 11/15/2019 but a clear date of 12/28/2019 will be included on the report because the clear date occurs during the date range.
 - The check date of a deposit is the deposit date set when the deposit was created (BR> Receipt Deposits> **Deposit Date** field, or BR> Utilities> Enter Deposits> Deposit Date field).
 - The clear date of a transaction is set during the Commit step of the Clear Transactions process (BR> Clear Transactions> Commit> **Clear Date** field).
 - Check the **Page break by bank code** toggle if you would like to each bank included on the report to display on a separate page.
 - Check the **Page break by account** toggle if you would like each bank account to display on a separate page.
 - Check the **Show uncleared Items** toggle to include un-cleared checks on the report. The un-cleared checks and deposits will display “Un-cleared” in the **Date**
-

Cleared column of the report, and will be grouped together at the bottom of the report.

- Check the **Use historical data for specified date range** to include any check that was uncleared by the Date To as long as it does not have a void date before or equal to the Date To date.
 - This toggle is only active if the **Show uncleared items** toggle is checked.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

- The **Balance as of** field that displays for each bank account on the report is the balance before the transactions are applied. For example, if the report is filtered by 12/01/2019 to 12/31/2019 and there are transactions on 12/01/2019, the transactions on 12/01/2019 will not be included in the Balance as of 12/01/2019 field.
-

BR> Utilities> Enter Deposits

Enter Deposits and Adjustments

Summary

The Enter Deposits window is used to record transactions that affect a bank account but are not recorded in the Bank Reconciliation module because the transaction is not processed through the Cash Receipts, Accounts Payable, Clearing House or Payroll module. These transactions may include bank balance transfers, bank charges, or checks returned non-sufficient funds.

Transactions entered in the Bank Reconciliation module from the Enter Deposit window will not create a transaction in any other Springbrook module. For example, if you have created an adjustment to reverse a check received on a payment in the Cash Receipts module that was returned NSF, entering the adjustment does not reverse the payment on the customer account. The adjustment will only update the current balance on the bank account when the adjustment is cleared. In order to create an adjustment on the customer account and charge an NSF fee, you will have to do that in another module. If the customer account was a UB module account, you can create the payment adjustment using the Adjustment Input Wizard (UB> Adjustments and Fees> Input).

After the transaction has been created, it can be cleared using the Clear Transactions process (BR> Clear Transactions). The deposit will not affect the current balance of a bank account until the transaction is cleared.

Adjustments and deposits entered into the Enter Adjustment Maintenance window cannot be modified once they are saved. The transactions can only be deleted.

You can view a report of deposit transactions using the Deposit History Report (BR> Reports> Deposit History). You can also create an MS Excel spreadsheet of the deposits that display in the Deposit Maintenance window by right clicking on the grid and selecting Export to MS Excel Spreadsheet. Deposits created using this process will not display on the Detail Disbursement Report (BR> Reports> Detail Disbursement), Uncleared Checks by Fund Report (BR> Reports> Uncleared Checks by Fund) and Board Audit Report (BR> Reports> Board Audit Report).

Flowchart

The objects in the diagram represent processes in the application.

:


Step by Step

- 1 View the adjustments that have already been created.

- Open the **Deposit Maintenance** window (BR> Utilities> Enter Deposits).
 - Highlight an adjustment/deposit transaction in the left section of the window and the fields in the Deposit section will populate with the information of the selected transaction.
 - If the Deposit section of the window does not display, move the cursor over the right border of the window until it becomes highlighted. Click the border and the Deposit section will display.
 - The Deposit Maintenance window will display all deposits and adjustment transactions. Checks will not display in this window.
 - Right click on the window and select Export grid contents to Excel to create an MS Excel spreadsheet of the information that displays in the window. This will create a list of the deposits and adjustments in the window.
 - Highlight an adjustment/deposit transaction and press DELETE to delete the selected transaction.
-

2 Create a new adjustment/deposit transaction.

- Press INSERT to create a new adjustment/deposit transaction. This will create a new line item in the left section of the window and enable the fields in the Deposit section.
 - Click the **Bank Account** field label to select a bank account from a list.
 - Bank accounts are created and maintained in the Bank Account Maintenance window (SS> Maintenance> Bank Account).
-

- The **Current Balance** field will populate with the current balance of the selected bank account.
 - The Current Balance will only include cleared transactions and will generally display the previous months ending bank balance if you clear transactions when you receive your banking statements.
 - Enter a **Description** for the transaction. This description can be up to 64 alphanumeric characters long.
 - Enter the amount of the adjustment or deposit in the **Deposit Amount** field. The amount of the adjustment or deposit can be a positive or negative number.
 - Enter a **Deposit Date**. The deposit date will be used as the check date when the deposit is cleared using the Clear Transactions process.
 - Click the Save icon  when complete.
 - After creating the deposit, you can clear the deposit using the Clear Transactions process (BR> Clear Transactions). The deposit will not affect the current balance of the bank account until the deposit has been cleared.
-

BR> Utilities> Undo Cleared Checks

Undo Cleared Checks

Summary

Undo Cleared Checks process is used to un-clear a check after it has been processed in the Clear Transactions process (BR> Clear Transactions). Deposits cleared in the Clear Transactions process cannot be un-cleared using this process. Once the check has been un-cleared, the current balance on the bank account will update and the check will be available to be cleared again using the Clear Transactions process.




Flowchart

The objects in the diagram below represent processes in the application.

:

Step by Step

- 1 Open the **Undo Cleared Checks** window (BR> Utilities> Undo Cleared Checks).
 - 2 Undo the cleared checks.
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-

- Enter the check details into the Search Criteria section and press ENTER or click the Refresh icon  to populate the Checks section below. All of the checks that match the search criteria will be displayed.
 - The **Bank Account** field is the only required field in the Search Criteria.
 - If no other search criteria are specified, all the cleared checks associated with the specified bank account will be displayed.
 - Check the Selected toggle next to each check you would like to un-clear.
 - Click the Save icon  to un-clear all of the selected checks displayed in the window. The process of un-clearing the checks is performed in the window, so the process cannot be scheduled and it will not display on the Jobs Viewer window. The selected checks in the window will be un-cleared as soon as you click the Save icon and the Undo Cleared Checks window closes.
 - Click the Exit icon  at the top of the window if you would like to exit without un-clearing any checks. The checks that display in the window will not be un-cleared.
 - You can verify that the checks have been un-cleared using the Checks by Date Report (BR> Reports> Checks by Date) to display a list. Only cleared checks will have a date in the Clear Date column.
-

BR> Utilities> Enter Checks

Create a Check

Summary

The Enter Checks process is generally used to enter slipped checks or outstanding checks from a previous software package into the Bank Reconciliation module. The created checks will only display in the Bank Reconciliation module and will not create a transaction in any other Springbrook module. For example, if you create a check for an Accounts Payable module vendor, the check will not display on the AP History tab of the Vendor Maintenance window (AP> Maintenance> Vendor> AP History tab). Checks created using this process must be associated with either a Payroll module employee (PR> Maintenance> Employee), or an Accounts Payable vendor (AP> Maintenance> Vendor).

If a manually entered check should be voided, return to the Enter Checks Maintenance window and check the **Void** toggle to void a check.

After the check has been created, it can be cleared using the Clear Transactions process (BR> Clear Transactions). This will clear the check and affect the balance of the bank account where the check is drawn. Once the checks have been cleared, they will not display in the Check Maintenance window (BR> Utilities> Enter Checks). Checks created using this process will not display on the Detail Disbursement Report (BR> Reports> Detail Disbursement), Uncleared Checks by Fund Report (BR> Reports> Uncleared Checks by Fund) and Board Audit Report (BR> Reports> Board Audit Report).

Flowchart

The objects in the diagram represent processes in the application.

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Step by Step

- 1 Open the **Checks Maintenance** window (BR> Utilities> Enter Checks).
 - The Checks Maintenance window will display all checks that have been entered into the window, but have not been cleared using the Clear Transactions process (BR> Clear Transactions). Once the checks entered into the Checks Maintenance window have been cleared, they will be removed from the window.
 - Select a check and click the **Void** toggle to void a check.
 - Highlight a check and press DELETE to delete a check.
 - Press INSERT to create a new check.
-

- 2 Create the check.
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- Click the **Bank Account** field label to select the bank account on the check. The check will be drawn from this bank account.
 - Bank accounts are created in SS> Maintenance> Bank Account.
 - A bank must be set up (SS> Maintenance> Bank) before you can create a bank account.
 - The **Account Number** number field will populate with the bank account number of the bank account selected in the **Bank Account** field. The **Account Number** field will not be enabled. The bank account number can only be modified from the Bank Account Maintenance window (SS> Maintenance> Bank Account).
 - Enter the check number of the check in the **Check Number** field. An information window will display if the selected check number has already been used for the selected bank account.
 - If you receive the information window, you can run the Checks by Date Report (BR> Reports> Checks by Date) to view the check information of the check that has already been entered.
 - Enter a check date in the **Check Date** field.
 - Enter the check amount in the **Amount** field.
 - When creating an outgoing wire transfer, enter the amount as a negative value.
 - Enter a description of the check in the **Comment** field. This is not a required field.
 - The Comment field will display on the Select Transactions to Clear window (BR> Clear Transactions> Select Transactions), Clear Transactions Proof List (BR> Clear Transactions> Proof List), Checks by Date Report (BR>
-

Reports> Checks by Date), and the Bank Activity Report (BR> Reports> Bank Activity Report).

- Select the type of entity the check is being written to in the **Check To** drop-down menu. The selection in this field will determine the functionality of the field below it.
 - Select Vendor if the check is being written to an Accounts Payable module vendor. This will change the field label of the field below to **Vendor Number**.
 - Select Employee if the check is being written to an employee. This will change the field label of the field below to **Employee Number**.
 - The field below the **Check To** field is used to select the AP module vendor or Payroll module employee depending on the selection in the Check To field. Click the field label (Employee Number, or Vendor Number) to select a Payroll employee or vendor number from a list.
 - Payroll employees are created and maintained using the Employee Selection window (PR> Maintenance> Employee).
 - Accounts Payable vendors are created and maintained using the Vendor Selection window (AP> Maintenance> Vendor).
 - Check the **Void** toggle if the check has been voided.
 - When the Void toggle is checked, the **Void Date** field will be enabled and you can specify the void date for the check. This will default to today's date.
 - Click the Save icon  when complete.
 - The manually entered check will display in BR> Clear Transactions> Select Transactions and will have to be cleared in that process.
-

BR> Utilities> Import Checks

Import Checks

Summary

The Import Checks feature is used to import checks into the Bank Reconciliation module from a CSV format file. The checks will be imported as uncleared checks. Process the checks in the Clear Transactions process (BR> Clear Transactions) if you would like to clear the checks. There is a Voided column on the import file, so you can import voided checks.

After the checks have been imported, you can run the Checks by Date Report (BR> Reports> Checks by Date) to view a list of the checks that have been imported.

Flowchart



The objects in the diagram represent processes in the application.

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Step by Step

1 Open the **Import Transactions** window (BR> Utilities> Import Checks).

2 Import the checks.

- Click the Format icon  to view the expected file format of the CSV file.
 - Click the **File Location** field label to select the path of the file being imported.
 - Enter a Payroll module employee number or vendor number on each import file line item. You cannot leave both the employee number and vendor number column on the import file blank.
 - The date on the import file can be in either of the following formats:
MM/DD/YY or MM/DD/YYYY.
 - Enter true or false in the void column (true for a check that has been voided).
 - Click the Confirm icon  to import the checks.
 - The importing process is performed on the application server, so the task can be scheduled to be completed like other batch process steps.
 - If there are errors during the import process, an information window will open displaying the errors. For example, if a check number in the import file has already been used in the Bank Reconciliation module, or the information in a field is in the wrong format, an information window will open displaying a description of the error and the row number in the import file that generated the error.
 - Use the Checks by Date Report (BR> Reports> Checks by Date) to view the checks that have been imported.
-

BR> Utilities> Update Check Numbers and Dates



Update Check Numbers and Dates

Summary

The Update Check Numbers and Dates window is used to correct a miskeyed check number or incorrect date on a committed check.

Step by Step

- 1 Open the **Update Check Numbers and Dates** window (BR> Utilities> Update Check Numbers and Dates).
 - 2 Update the check numbers and dates.
 - The **Batch Process** drop-down field is used to specify which checks process the update tool will pull checks from. Both computer checks and manual checks from both the AP and PR modules can be updated.
-

- Once the Batch Process has been selected, click the **Batch** field label to select a batch from that specified process. If you use the Batch field to filter the checks, the Check Number From and Check Number To fields will be disabled.
 - The **Check Number From** and **Check Number To** field are used to filter the checks displayed in the data grid to a specified range of checks.
 - If you use these fields to filter the checks by check number, the Batch field will be disabled.
 - The **Bank Account** field is used to filter the checks by a specified bank account.
 - Check the **Auto Number Checks** or **Auto Date Checks** toggles to automatically update the check numbers or check dates.
 - Click the Refresh icon  to populate the data grid to the right with filtered checks.
 - The **Check Number** and/or **Check Date** fields can be updated.
 - Click the Save icon  to update the edited check numbers and/or check dates.
-