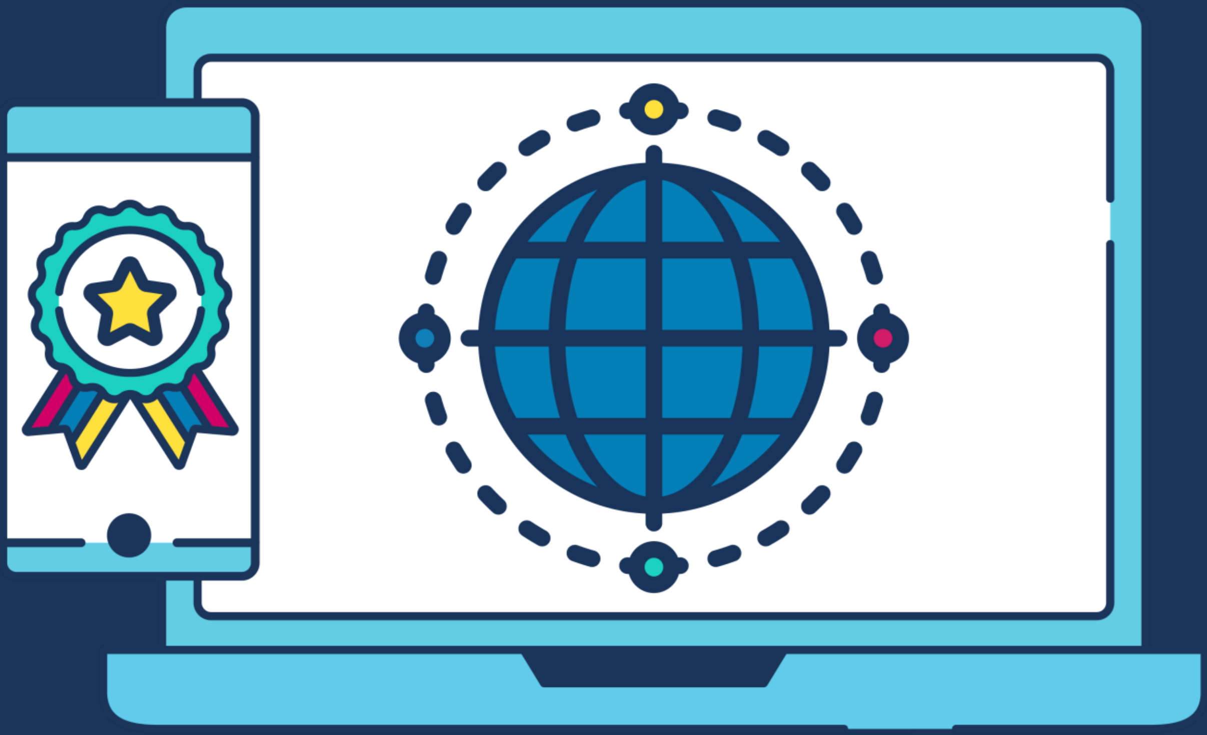
TEAM Software by WORKWAVE

Access Dimensions Bank Reconciliation Processing Guide

Version: v.1



COMMERCIAL STATEMENT

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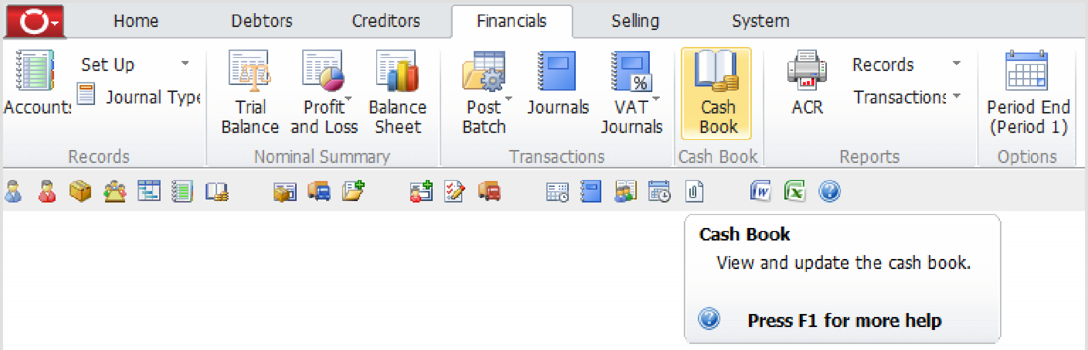
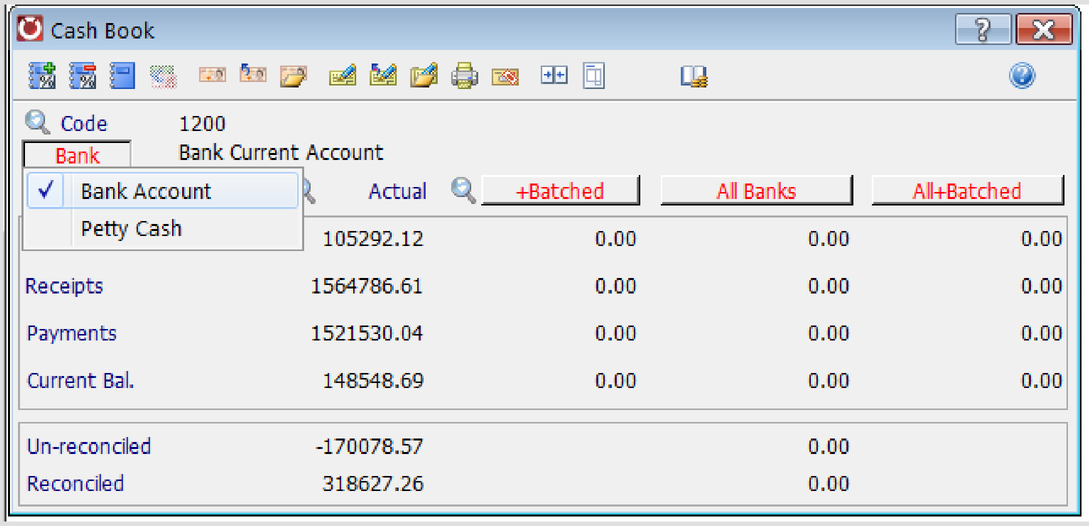
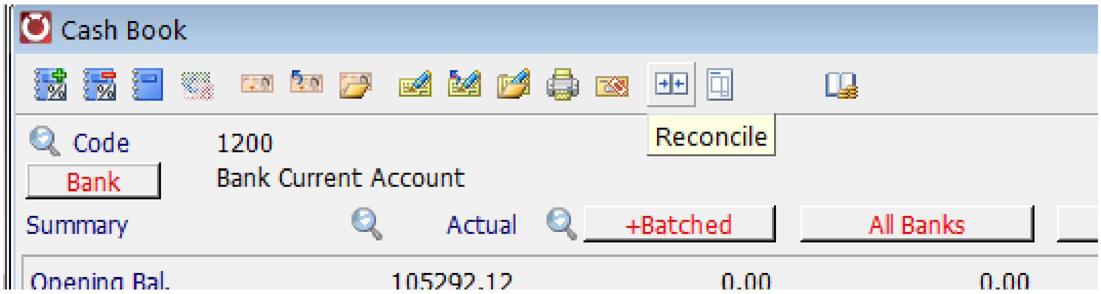
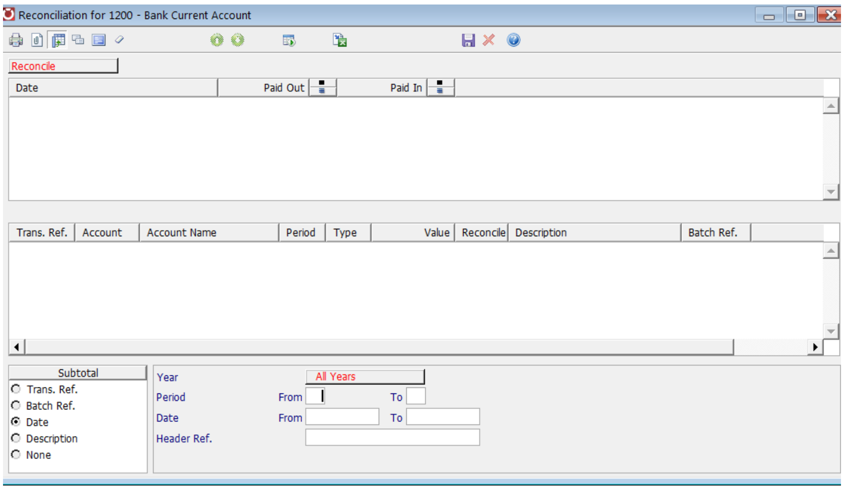
Please note this document is intended as a guide only to assist with the Bank Reconciliation process in Dimensions. It is solely the responsibility of the customer to ensure that Bank Reconciliation is processed correctly when used.

	Step	Access Dimensions Bank Reconciliation Process
D	1	***Select the Bank / Cashbook Account to be reconciled:*** From the ***'Financials'*** tab click on ***'Cash Book'***:  Home Debtors Creditors Financials Selling System Accounts Set Up Journal Type Records Trial Balance Profit and Loss Balance Sheet Nominal Summary Post Batch Journals VAT Journals Transactions Cash Book Cash Book ACR Records Transactions Reports Period End (Period 1) Options Cash Book View and update the cash book. Press F1 for more help On the below screen click on the red ***'Bank'*** button to select ***'Bank Account'*** or ***'Petty Cash'*** and then on the ***spyglass*** icon next to the ***'Code'*** field to select the relevant account:  Cash Book Bank Bank Account Petty Cash Actual +Batched All Banks All+Batched Code 1200 Bank Current Account 105292.12 0.00 0.00 0.00 Receipts 1564786.61 0.00 0.00 0.00 Payments 1521530.04 0.00 0.00 0.00 Current Bal. 148548.69 0.00 0.00 0.00 Un-reconciled -170078.57 0.00 Reconciled 318627.26 0.00 _On the above screen:_ • ***'Un-reconciled'*** value is the sum of the transactions that have not yet been marked as appearing on a bank statement through the bank reconciliation routine. • ***'Reconciled'*** value is the total value of transactions that have been reconciled to a bank statement and ***should therefore be the closing balance on the last bank statement received.***
D	2	To Reconcile: From the 'Cash Book' screen click on the 'Reconcile' button:  Cash Book Reconcile Bank Summary Actual +Batched All Banks Code 1200 Bank Current Account Opening Bal. 105292.12 0.00 0.00

The following screen should appear with no transactions displayed. Make sure the red button in the top left hand corner of the screen says ‘Reconcile’:



Reconciliation for 1200 - Bank Current Account

Reconcile

Date	Paid Out	Paid In

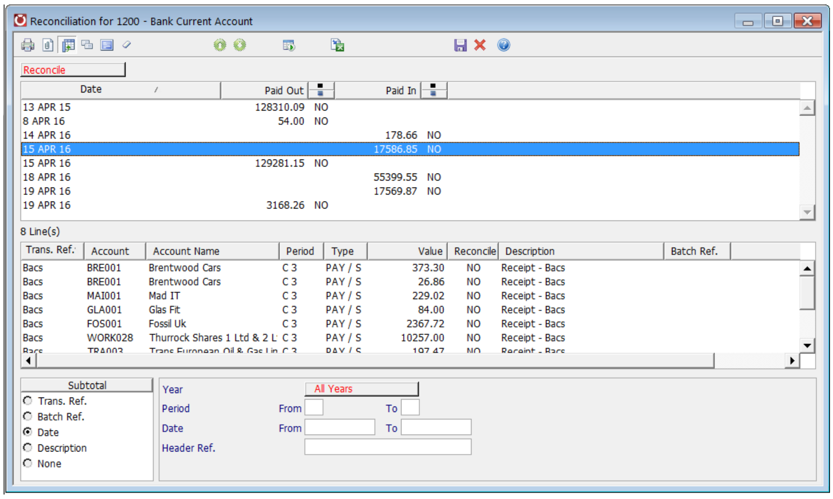
Trans. Ref.	Account	Account Name	Period	Type	Value	Reconcile	Description	Batch Ref.

Subtotal
○ Trans. Ref.
○ Batch Ref.
● Date
○ Description
○ None

Year: All Years
Period From … To …
Date From … To …
Header Ref.

Enter the search criteria (bottom grey box) to specify the date or period ranges for transactions to be reconciled. If no search criteria is entered, all un-reconciled transactions will be displayed.

Press ‘enter’ on the keyboard to display a list of transactions:



Reconciliation for 1200 - Bank Current Account

Reconcile

Date	Paid Out		Paid In	
13 APR 15	128310.09	NO		
8 APR 16	54.00	NO		
14 APR 16			178.66	NO
15 APR 16			17586.85	NO
15 APR 16	129281.15	NO		
18 APR 16			55399.55	NO
19 APR 16			17569.87	NO
19 APR 16	3168.26	NO		

8 Line(s)

Trans. Ref.	Account	Account Name	Period	Type	Value	Reconcile	Description	Batch Ref.
Bacs	BRE001	Brentwood Cars	C 3	PAY / S	373.30	NO	Receipt - Bacs	
Bacs	BRE001	Brentwood Cars	C 3	PAY / S	26.86	NO	Receipt - Bacs	
Bacs	MAI001	Mad IT	C 3	PAY / S	229.02	NO	Receipt - Bacs	
Bacs	GLA001	Glas Fit	C 3	PAY / S	84.00	NO	Receipt - Bacs	
Bacs	FOS001	Fossil Uk	C 3	PAY / S	2367.72	NO	Receipt - Bacs	
Bacs	WORK028	Thurrock Shares 1 Ltd & 2 L	C 3	PAY / S	10257.00	NO	Receipt - Bacs	

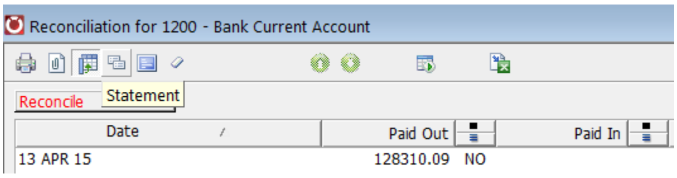
Subtotal
○ Trans. Ref.
○ Batch Ref.
● Date
○ Description
○ None

Year: All Years
Period From … To …
Date From … To …
Header Ref.

By default, the transaction list will be sub-totalled by date but clicking on the ‘Date’ column heading or selecting a different field in the ‘Subtotal’ box will allow the user to change the view if required.

The list shows ‘Receipts’ and ‘Payments’, with the individual transactions in the bottom half of the window totalling each subtotal in the top half of the window.

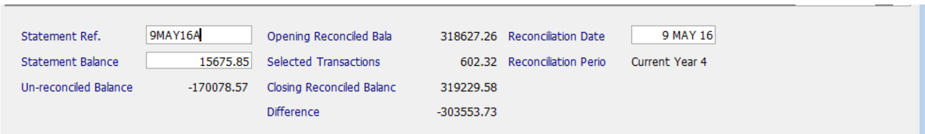
Click on the ‘Statement’ button:



Reconciliation for 1200 - Bank Current Account

Date	Paid Out	
13 APR 15	128310.09	NO

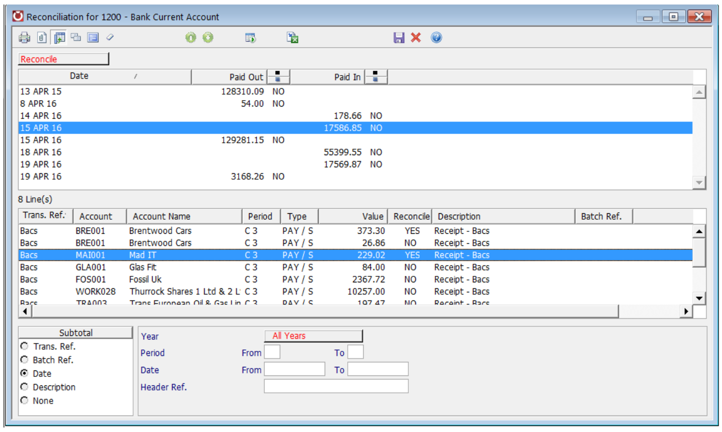
The following section will now appear at the bottom of the ‘Reconciliation’ screen:



Statement Ref. 9MAY16A
Statement Balance 15675.85
Un-reconciled Balance -170078.57
Opening Reconciled Bala 318627.26
Selected Transactions 602.32
Closing Reconciled Balanc 319229.58
Difference -303553.73
Reconciliation Date 9 MAY 16
Reconciliation Perio Current Year 4

Enter a ‘Statement Ref.’ and in the ‘Statement Balance’ field enter the closing balance on the statement that the user is reconciling too. The value in the ‘Difference’ column and the ‘Closing Reconciled Balance’ fields will change as the transactions are reconciled.

To reconcile, highlight transactions appearing on the statement and double click the line to change the option in the ‘Reconcile’ column to ‘YES’:



Date	Paid Out		Paid In	
13 APR 15	128310.09	NO		
8 APR 16	54.00	NO		
14 APR 16			178.66	NO
15 APR 16			17586.85	NO
15 APR 16	129281.15	NO		
18 APR 16			55399.55	NO
19 APR 16			17569.87	NO
19 APR 16	3168.26	NO		

8 Line(s)

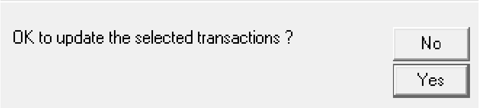
Trans. Ref.	Account	Account Name	Period	Type	Value	Reconcile	Description	Batch Ref.
Bacs	BRE001	Brentwood Cars	C 3	PAY / S	373.30	YES	Receipt - Bacs	
Bacs	BRE001	Brentwood Cars	C 3	PAY / S	26.86	NO	Receipt - Bacs	
Bacs	MAI001	Mad IT	C 3	PAY / S	229.02	YES	Receipt - Bacs	
Bacs	GLA001	Glas Fit	C 3	PAY / S	84.00	NO	Receipt - Bacs	
Bacs	FOS001	Fossil Uk	C 3	PAY / S	2367.72	NO	Receipt - Bacs	
Bacs	WORK028	Thurrock Shares 1 Ltd & 2 L	C 3	PAY / S	10257.00	NO	Receipt - Bacs	
Bacs	TRA003	Trans European Oil & Gas Lin	C 3	PAY / S	197.47	NO	Receipt - Bacs	

Subtotal
○ Trans. Ref.
○ Batch Ref.
● Date
○ Description
○ None

Year: All Years
Period From To
Date From To
Header Ref.

If a mistake is made, double clicking again will reset it to back to ‘NO’.

Once reconciled click on ‘Save’ and answer ‘Yes’ to the following question:


OK to update the selected transactions ?

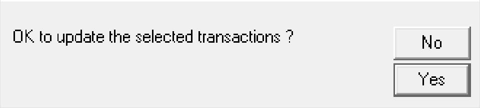
Upon returning to the list all the ‘Reconciled’ transactions will have disappeared.

D 3

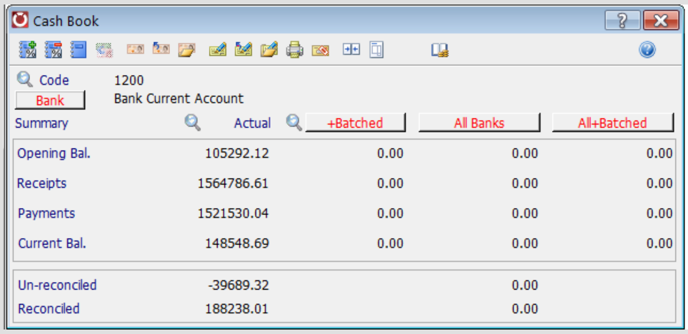
Transactions on a Bank Statement that doesn’t appear on the Bank Reconciliation screen:

It is possible to come across a transaction on a ***‘Bank Statement’*** that does not appear in Dimensions. If valid these transactions can be entered from the Cash Book header screen.

‘Save and update’ the reconciliation that has been done so far via clicking on ‘Save’ and then answer ‘Yes’ to the following question:


OK to update the selected transactions ?

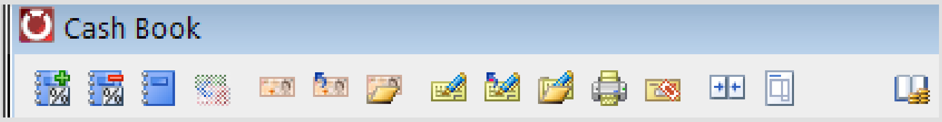
Close the blank ‘Bank Reconciliation’ screen to return to the main ‘Cash Book’ screen:



Code 1200
Bank Current Account

Summary	Actual	+Batched	All Banks	All+Batched
Opening Bal.	105292.12	0.00	0.00	0.00
Receipts	1564786.61	0.00	0.00	0.00
Payments	1521530.04	0.00	0.00	0.00
Current Bal.	148548.69	0.00	0.00	0.00
Un-reconciled	-39689.32		0.00	
Reconciled	188238.01		0.00	

Use the ***‘function icons’*** on the ***‘Cash Book’*** screen to enter the required transaction.



This list is mainly a series of shortcuts to other functions within the system – most of these have already been covered during training on other areas in Dimensions.

Please see below summary for the main functionality of each option:

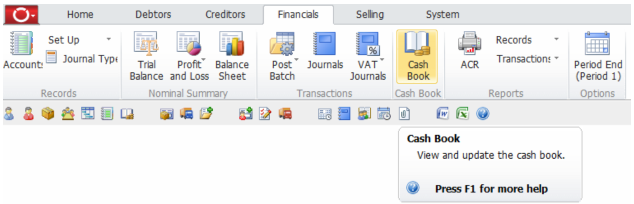
Cash Book Receipts	***Nominal Ledger VAT Journal – Credit*** **For money not coming in via the Sales Ledger**
Cash Book Payments	*Nominal Ledger **VAT** Journal – **Debit*** For money not going out via the Purchase Ledger for example expenses which suppliers aren't set up for.
Cash Book Transfers	*Nominal Ledger Journal – **NO VAT*** Move money between different accounts
Sales Ledger Receipts	Works exactly the same as the ***'Receipts'*** option in the ***'Sales Ledger'*** with the exception that ***allocations*** may need to be done separately.
Sales Ledger Payments	*Opposite to 'Sales Ledger Receipts':* To be used for ***customer refunds*** – works like the 'Sales Ledger Receipt' option. ***Allocations*** may need to be done separately.
Bulk Receipts	Works exactly the same as the ***'Bulk Receipts'*** option in the Sales Ledger
Purchase Ledger Payments	Works exactly the same as the ***'Payments'*** option in the ***'Purchase Ledger'*** with the exception that ***allocations*** may need to be done separately
Purchase Ledger Receipts	*Opposite to 'Purchase Ledger '* To be used for ***supplier refunds*** – works like the 'Purchase Ledger Payment' option. ***Allocations*** may need to be done separately. Can be used where a supplier has been paid incorrectly and the transaction needs to be reversed
Purchase Ledger Cheque Remittances	Works exactly the same as the ***'Remittances Cheques'*** option in the Purchase Ledger. There is no BACS option available here

D **4**

To un-reconcile:

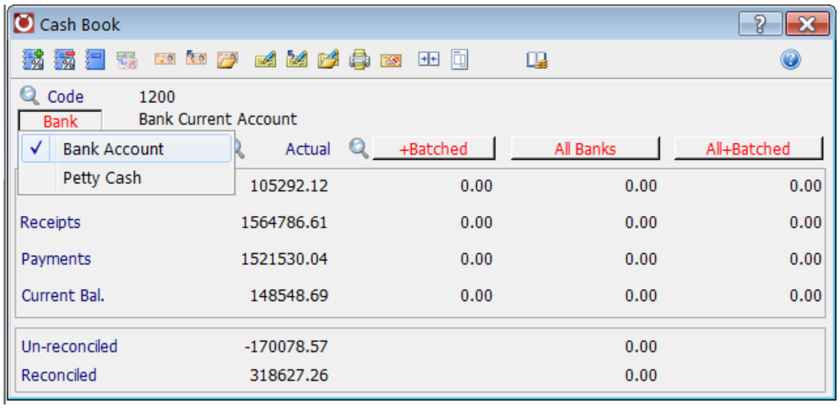
If a transaction has been reconciled in error, it can be un-reconciled as follows.

From the ***'Financials'*** tab click on ***'Cash Book'***:


Home
Debtors
Creditors
Financials
Selling
System
Accounts
Set Up
Journal Type
Records
Trial Balance
Profit and Loss
Balance Sheet
Nominal Summary
Post Batch
Journals
VAT Journals
Transactions
Cash Book
Cash Book
ACR
Records
Transactions
Reports
Period End (Period 1)
Options

Cash Book
View and update the cash book.
Press F1 for more help

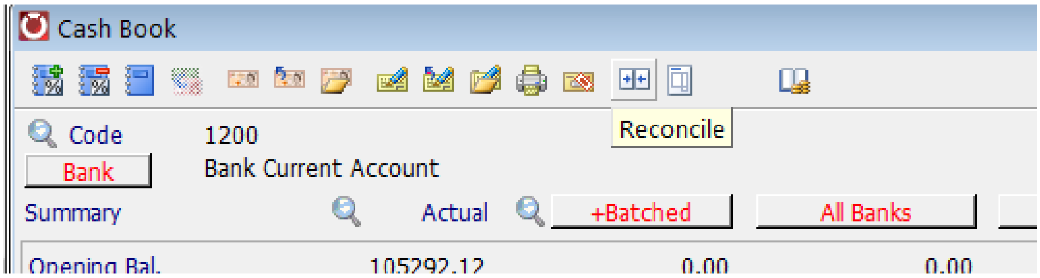
On the below screen click on the red ***'Bank'*** button to select ***'Bank Account'*** or ***'Petty Cash'*** and then on the ***spyglass*** icon next to the ***'Code'*** field to select the relevant account:


Cash Book
Bank
✓ Bank Account
Petty Cash

Code 1200
Bank Current Account

	Actual	+Batched	All Banks	All+Batched
	105292.12	0.00	0.00	0.00
Receipts	1564786.61	0.00	0.00	0.00
Payments	1521530.04	0.00	0.00	0.00
Current Bal.	148548.69	0.00	0.00	0.00
Un-reconciled	-170078.57		0.00	
Reconciled	318627.26		0.00	

From the ***'Cash Book'*** screen click on the ***'Reconcile'*** button:

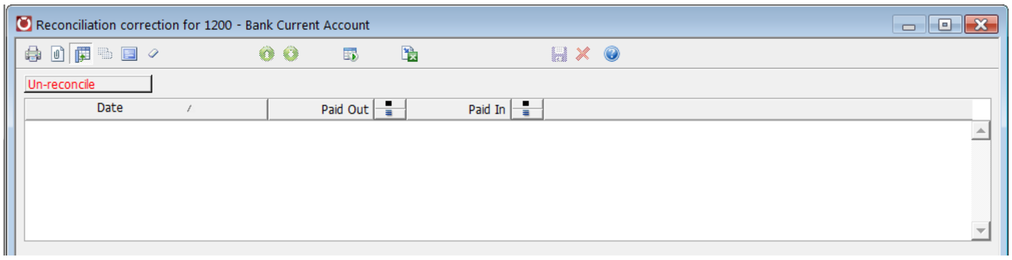

Cash Book
Reconcile
Bank
Summary
Actual
+Batched
All Banks

Code 1200 Bank Current Account

Opening Bal. 105292.12 0.00 0.00

The following screens should appear with no transactions displayed.

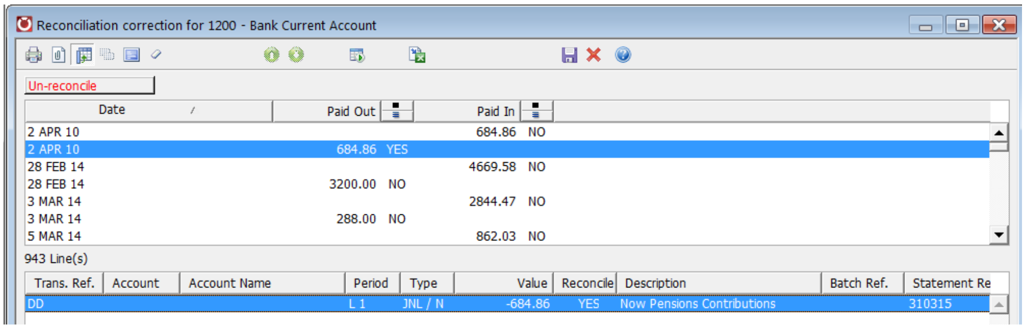
Click on the red button in the top left hand corner of the screen and change it to ***'Un -reconcile'***:


Reconciliation correction for 1200 - Bank Current Account
Un-reconcile
Date
Paid Out
Paid In

c

Enter the search criteria (bottom grey box) to specify the ***date or period ranges*** for transactions to be reconciled. If no search criteria is entered, all un-reconciled transactions will be displayed.

Press ***'enter'*** on the keyboard to display a list of ***previously 'reconciled'*** transactions:


Reconciliation correction for 1200 - Bank Current Account
Un-reconcile

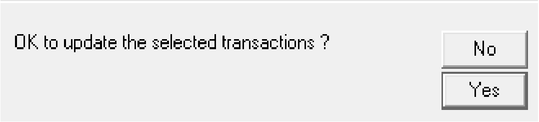
Date	Paid Out		Paid In	
2 APR 10			684.86	NO
2 APR 10	684.86	YES		
28 FEB 14			4669.58	NO
28 FEB 14	3200.00	NO		
3 MAR 14			2844.47	NO
3 MAR 14	288.00	NO		
5 MAR 14			862.03	NO

943 Line(s)

Trans. Ref.	Account	Account Name	Period	Type	Value	Reconcile	Description	Batch Ref.	Statement Re
DD			L 1	JNL / N	-684.86	YES	Now Pensions Contributions		310315

To ***un-reconcile*** highlight the releant transaction and double click the line to change the option in the ***'Reconcile'*** column to ***'YES'***.

Click on 'Save and answer 'Yes' to the following question:

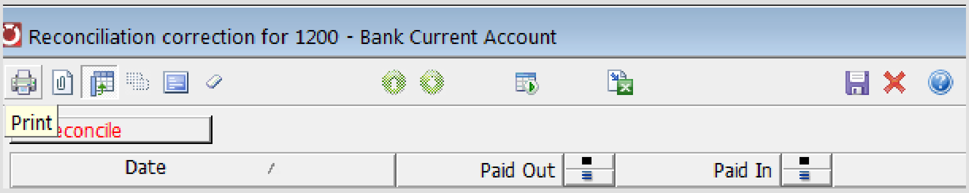


OK to update the selected transactions ?

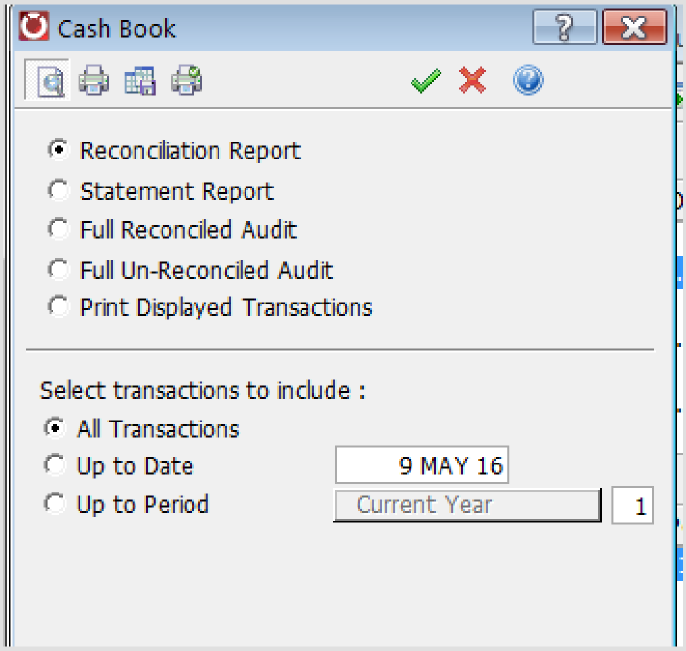
Upon returning to the list all the ***'Un-reconciled'*** transactions will have disappeared. *The transaction will now be available from the 'reconcile' screen to be reconciled again.*

D **5** ***Printing Cashbook Reports:***

Cashbook reports can be produced from within the reconciliation screen by clicking the print button:


Reconciliation correction for 1200 - Bank Current Account
Print
Un-reconcile
Date
Paid Out
Paid In

This will display a list of available Reports. Select the required report:



● Reconciliation Report
○ Statement Report
○ Full Reconciled Audit
○ Full Un-Reconciled Audit
○ Print Displayed Transactions

Select transactions to include :
● All Transactions
○ Up to Date 9 MAY 16
○ Up to Period Current Year 1

Select the 'transactions to include' on the report:

- ***'All Transactions'*** for the current period
- ***'Up to Date'*** enter the required date in the relevant field
- ***'Up to Period'*** select the year and enter the period in the relevant fields

Statement Report - This prints a report showing Reconciled Transactions for a specific Statement Reference

Full Reconciled Audit - Lists the Reconciled Transactions for the selected Year, and/or for the Statement Reference

Full Un-Reconciled Audit - A similar report to the above, but for Unreconciled Transactions only. Only the Year selection menu is displayed

Print Displayed Transactions - Lists just the Transactions currently displayed in the reconciliation list, but without any subtotalling

TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.