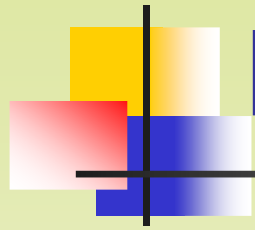




2007 Fall Seminar

A decorative graphic consisting of a black crosshair intersecting a blue square, a red square, and a yellow square, located on the left side of the slide.

FACTS Bank Reconciliation



FACTS Bank Reconciliation

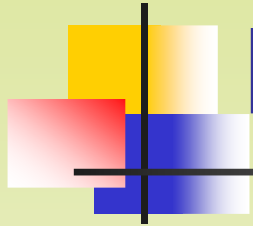


More than check reconciliation- now a full bank reconciliation



Date	Amount
	\$ 738.97
10/20	526.82
10/21	590.53
10/22	524.21
10/23	362.24
10/24	308.42
10/27	





Bank Transactions

- AR Cash Receipt Deposits
- AP Check Disbursements
- Miscellaneous Bank Charges/Fees
- Bank Transfers
- Sales Order Deposits/Payments

(AR Terms Code controls flow to bank)



Various Deposit Types

- Checks/Cash
- Credit Card
- Debit Card
- EFT (Electronic File Transfer)

FACTS Bank F/M

Simple/Complex Options

01-FACTS 7.6 Demo, Bank F/M (SMF510) - Infor

Notes Help

Bank 01 First National Bank of Atlanta

General Reconciliation History

Bank Name First National Bank of Atlanta

Address 1 1647 West Hillwood Ave.

2 Atlanta, GA 30030

3

Contact Midas Mulligan

Phone # 978-3475

Bank Account # 01-947856-30A

Current Balance 256631.14

Bank GL# 100-01-0 Cash

Security Codes

Unrestricted Access

Limited Access

Save Delete New Exit

Enter bank name

01-FACTS 7.6 Demo, Bank F/M (SMF510) - Infor

Notes Help

Bank 01 First National Bank of Atlanta

General Reconciliation History

Deposit System

Use Deposit System ☐

Bank Clearing GL# 115-01-0 Cash Clearing

Auto Create Deposit ☒

Separate Deposit for Credit Card ☒

Separate Deposit for Debit Card ☒

Reconciliation

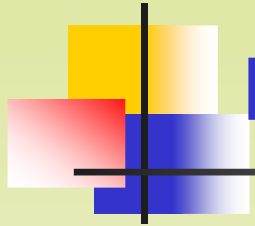
Use Bank Reconciliation ☒

Last Statement End Date

Ending Balance .00

Save Delete New Exit

Use deposit system?



Bank Deposit Transaction Options

- ❑ Use Deposits (Complex method)
(If Yes- option to separate deposits based on payment type)
- ❑ Bank GL Clearing Account
(optional if using deposits)
- ❑ Auto Create Deposits (only if using deposits)
(If No- then cherry picking transactions to create deposit)
- ❑ Separate Deposits for Credit/Debit
(Checks and Cash, EFT)

AR Cash Receipts

01-FACTS 7.6 Demo, Cash Receipts & Adj Entry (ARE210) - Infor

File Edit View Options Help

Batch Batch Total CP=06/2008 JUN

Distributed
Balance

Customer

Check # Date Type Amount

Memo

C	Customer	Name	Dist	Check	Amount	Memo
	C100	Southeastern Industrial Supply	Y	6546	09/19/2007 CK	.00
	add					

Apply List Pmts Done

Enter payment type

Various payment types to choose from, which then creates separate deposit entries within the bank reconciliation.

Bank Inquiry

01-FACTS 7.6 Demo, Bank Inquiry (SMI510) - Infor

File View Options User Pref Help

Bank First National Bank of Atlanta Balance 261631.14

Filters

Status Sort

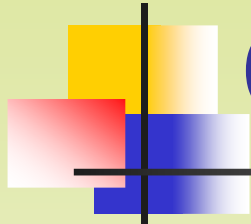
Type Cutoff Date

Type	Stat	In Bal	Adj	Clrd	Amount	GL# / Bank	Check#	Memo
D	C				1000.00			Created by AR Cash Receipts Register 0469
D	C				500.00			Created by AR Cash Receipts Register 0470
D	C				500.00			Created by AR Cash Receipts Register 0470
D	C				1000.00			Created by AR Cash Receipts Register 0470
D	C				3000.00			Created by AR Cash Receipts Register 0470
D	C				600.00			Created by AR Cash Receipts Register 0497
D	C				1300.00			Created by AR Cash Receipts Register 0497
D	C				3653.05			Created by AR Cash Receipts Register 0497
D	C				340.00			Created by SO Daily Sales Register 0561
D	C				300.00			Created by SO Daily Sales Register 0561
D	C				475.00			Created by SO Daily Sales Register 0562
D	C				300.00			Created by SO Daily Sales Register 0562
D	C				316.35			Created by SO Daily Sales Register 0563
D	C				750.00			Created by SO Daily Sales Register 0563
D	C				285.00			Created by SO Daily Sales Register 0564
D	C				712.50			Created by SO Daily Sales Register 0564

Chg Filters View Detail View Adjs Done

If Bank is set up to create separate deposits for credit card and debit card- then you will get separate entries for-

Checks and Cash
Credit Card
Debit Card
EFT



Other Bank Transactions


Transaction Entry - Infor


Transaction Type:
D - Deposit
M - Misc Bank Transaction
T - Bank Transfer
N - Non-Bank Transaction

Date:

Amount:

Memo:

GL #:  **Bank Charges**

To Bank: 

Bank Inquiry

All AP and PR
Checks flow to
the Bank Record.

All transactions
in the bank record-

C - AP Checks
P - PR Checks
R - Returned Checks
D - Deposits
T - Transfers
M - Misc Bank Trans

01-FACTS 7.6 Demo, Bank Inquiry (SMI510) - Infor

File View Options User Pref Help

Bank 01 First National Bank of Atlanta Balance 239541.51

Filters

Status A - All Sort 1 - Desc Trans Date

Type C - AP Checks Cutoff Date No Cutoff

Tran Date	Type	Stat	In Bal	Adj	Clrd	Amount	GL# / Bank	Check#	Memo
06/18/2008	C	C				81.11		003209	Created by AP Check Register 0365
06/18/2008	C	C				200.00		003208	Created by AP Check Register 0365
06/18/2008	C	C				75.00		003207	Created by AP Check Register 0365
06/18/2008	C	C				1726.00		003206	Created by AP Check Register 0365
06/18/2008	C	C				156.00		003205	Created by AP Check Register 0365
06/18/2008	C	C				689.00		003204	Created by AP Check Register 0365
06/18/2008	C	C				1000.00		003203	Created by AP Check Register 0365
06/18/2008	C	C				2100.00		003202	Created by AP Check Register 0365
06/18/2008	C	C				430.00		003201	Created by AP Check Register 0365
06/18/2008	C	C				1000.00		003200	Created by AP Check Register 0365
06/18/2008	C	C				300.00		003199	Created by AP Check Register 0365
06/18/2008	C	C				4064.20		003198	Created by AP Check Register 0365
06/18/2008	C	C				.00		003197	Created by AP Check Register 0365
06/30/2005	C	C				632.00		003187	Created by AP Check Register 0354
06/28/2005	C	C				.00		003108	Created by AP Check Register 0354
06/28/2005	C	C				.00		003107	Created by AP Check Register 0354

Chg Filters View Detail View Adjs Done

Bank Reconciliation Entry

01-FACTS 7.6 Demo, Bank Reconciliation (SME520) - Infor

File Edit View Options Help

Bank **First National Bank of Atlanta**

Statement End Date

Beginning Balance **200000.00**

Ending Balance

Difference **.00**

Tran Date	Type	Stat	In Bal	Adj	Clrd	Amount	GL# / Bank	Check#	Memo
06/01/2005	C	C			Y	1819.06		003169	Created by AP Check Register 0354
06/01/2005	C	C			Y	4782.40		003170	Created by AP Check Register 0354
06/01/2005	C	C			Y	424.03		003171	Created by AP Check Register 0354
06/01/2005	C	C			Y	171.43		003172	Created by AP Check Register 0354
06/01/2005	C	C			Y	3272.47		003173	Created by AP Check Register 0354
06/01/2005	C	C			Y	332.27		003174	Created by AP Check Register 0354
06/01/2005	C	C			Y	43.33		003175	Created by AP Check Register 0354
06/01/2005	C	C			Y	1625.28		003176	Created by AP Check Register 0354
06/01/2005	C	C			Y	160.77		003177	Created by AP Check Register 0354
06/01/2005	C	C			Y	4102.13		003178	Created by AP Check Register 0354
06/01/2005	C	C			Y	259.93		003179	Created by AP Check Register 0354
06/01/2005	C	C			Y	959.21		003180	Created by AP Check Register 0354
06/01/2005	C	C			Y	2724.92		003183	Created by AP Check Register 0354
06/15/2008	D	C			Y	1094.00			Created by SO Daily Sales Register 05
06/15/2008	D	C			Y	60.00			Created by SO Daily Sales Register 05
06/15/2008	D	C			Y	300.00			Created by SO Daily Sales Register 05
06/15/2008	D	C			Y	340.00			Created by SO Daily Sales Register 05
06/15/2008	D	C			Y	300.00			Created by SO Daily Sales Register 05

Clear/Unclear Clear Range Update **Reconcile** View Detail View Adjs Header Done

Reconcile Option available when cleared transactions equal the difference between Beginning and Ending Balance.

(or when the hammer is shown to the screen)

Bank Transaction Listing

01-FACTS 7.6 Demo, Bank Transaction Listing (SMR520) - Infor

Template Print Options Custom Report Layout Help

Order: Beginning: Ending:

Properties:

Desc Order: ☒

Bank:

Status:

Transaction Types:

AP Checks: ☒ Returned Checks: ☒ Transfers: ☒

PR Checks: ☒ Deposits: ☒ Misc Bank: ☒

Print Cash and Check Detail: ☐ Print Adjustment Detail: ☒

Template: None Printer: Print to file Layout: Standard

OK Cancel

Enter the cleared/reconciled status to print

Legend:

- R - Reconciled
- N - Not Reconciled
- C - Cleared
- L - Not Cleared

Options to run for different transaction status and for transaction type.

Report can also be exported to Excel 😊

Transaction Listing Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	FACTS 7.6 Demo															
3	Date: 06/30/2008, Time: 2:26 PM, User: IN4, Terminal: T2															
4																
5	Bank Transaction Listing - Bank Transaction Listing (SMR520)															
6																
7	Bank 01 First National Bank of Atlanta															
8	Date First to Last															
9	Clear/Reconcile Status Not Reconciled															
10	Transaction Types All															
11																
12	Transaction#	T	Date	Amount	Ad	Status	Cleared / Reconc	G/L#	Xfer B	Check	MC	C1	Payee	Reg	Void	
13	✓	29	M	6/20/2009	10.00	Complete	Not Clear	650-01-1								
14	✓	5	O	1/4/2009	30.00	Complete	Not Clear									
15	✓	3	O	1/4/2009	51.00	Complete	Not Clear									
16	✓	62	D	6/30/2008	500.00	Complete	Not Clear									
17	✓	61	D	6/30/2008	500.00	Complete	Not Clear									
18	✓	60	D	6/30/2008	1000.00	Complete	Not Clear									
19	✓	59	D	6/30/2008	3000.00	Complete	Not Clear									
20	✓	38	D	6/18/2008	500.00	Complete	Not Clear									
21	✓	37	D	6/18/2008	1300.00	Complete	Not Clear									
22	✓	36	D	6/18/2008	3653.05	Complete	Not Clear									
23	✓	19	C	6/18/2008	31.11	Complete	Not Clear									
24	✓	18	C	6/18/2008	200.00	Complete	Not Clear									
25	✓	17	C	6/18/2008	75.00	Complete	Not Clear									
26	✓	16	C	6/18/2008	1726.00	Complete	Not Clear									
27	✓	15	C	6/18/2008	156.00	Complete	Not Clear									
28	✓	14	C	6/18/2008	689.00	Complete	Not Clear									
29	✓	13	C	6/18/2008	1000.00	Complete	Not Clear									
30	✓	12	C	6/18/2008	2100.00	Complete	Not Clear									
31	✓	11	C	6/18/2008	430.00	Complete	Not Clear									
32	✓	10	C	6/18/2008	1000.00	Complete	Not Clear									
33	✓	9	C	6/18/2008	300.00	Complete	Not Clear									
34	✓	8	C	6/18/2008	4064.20	Complete	Not Clear									
35	✓	58	D	6/17/2008	1000.00	Complete	Not Clear									
36	✓	46	D	6/16/2008	500.00	Complete	Not Clear									
37	✓	47	D	6/15/2008	500.00	Complete	Not Clear									
38	✓	45	D	6/15/2008	50.00	Complete	Not Clear									
39	✓	44	D	6/15/2008	300.00	Complete	Not Clear									
40	✓	43	D	6/15/2008	75.00	Complete	Not Clear									
41	✓	42	D	6/15/2008	75.00	Complete	Not Clear									
42	✓	24	C	6/15/2008	1073.60	Complete	Not Clear									
43	✓	23	C	6/15/2008	837.67	Complete	Not Clear									
44	✓	22	C	6/15/2008	605.62	Complete	Not Clear									
45	✓	21	C	6/15/2008	1008.91	Complete	Not Clear									
46	✓	41	M	9/19/2007	25.00	Complete	Not Clear	650-01-1								
47	✓	122	M	9/19/2007	50.00	Complete	Not Clear	650-01-1								
48	✓	121	C	6/30/2005	632.00	Complete	Not Clear									
49	✓	118	D	6/12/2005	197.98	Complete	Not Clear									
50	✓	116	D	6/12/2005	362.78	Complete	Not Clear									
51	✓	115	C	6/12/2005	219.64	Complete	Not Clear									
52																
53																

Date: 06/30/08
User: IN4 T2

FACTS 7.6 Demo
Bank Transaction Listing

SMR520 Page: 1
Time: 2:41 PM

Bank 01 First National Bank of Atlanta
Date First to Last
Clear/Reconcile Status Not Reconciled
Transaction Types All

Transaction#	T	Date	Amount	Adj	Status	Cleared / Reconciled	G/L#	Xfer	Bank	Check#	MC	T	Payee	Reg#	Void
39	M	06/20/09	10.00		Complete	Not Clear	650-01-1								
5	O	01/04/09	30.00		Complete	Not Clear									
3	O	01/04/09	51.00		Complete	Not Clear									
62	D	06/30/08	500.00		Complete	Not Clear									
61	D	06/30/08	500.00		Complete	Not Clear									
60	D	06/30/08	1000.00		Complete	Not Clear									
59	D	06/30/08	3000.00		Complete	Not Clear									
38	D	06/18/08	500.00		Complete	Not Clear									
37	D	06/18/08	1300.00		Complete	Not Clear									
36	D	06/18/08	3653.05		Complete	Not Clear									
19	C	06/18/08	31.11		Complete	Not Clear									
18	C	06/18/08	200.00		Complete	Not Clear									
17	C	06/18/08	75.00		Complete	Not Clear									
16	C	06/18/08	1726.00		Complete	Not Clear									
15	C	06/18/08	156.00		Complete	Not Clear									
14	C	06/18/08	689.00		Complete	Not Clear									
13	C	06/18/08	1000.00		Complete	Not Clear									
12	C	06/18/08	2100.00		Complete	Not Clear									
11	C	06/18/08	430.00		Complete	Not Clear									
10	C	06/18/08	1000.00		Complete	Not Clear									
9	C	06/18/08	300.00		Complete	Not Clear									
8	C	06/18/08	4064.20		Complete	Not Clear									
58	D	06/17/08	1000.00		Complete	Not Clear									
46	D	06/16/08	500.00		Complete	Not Clear									
47	D	06/15/08	500.00		Complete	Not Clear									
45	D	06/15/08	50.00		Complete	Not Clear									
44	D	06/15/08	300.00		Complete	Not Clear									
43	D	06/15/08	75.00		Complete	Not Clear									
42	D	06/15/08	75.00		Complete	Not Clear									
24	C	06/15/08	1073.60		Complete	Not Clear									
23	C	06/15/08	837.67		Complete	Not Clear									
22	C	06/15/08	605.62		Complete	Not Clear									
21	C	06/15/08	1008.91		Complete	Not Clear									
41	M	09/19/07	25.00		Complete	Not Clear	650-01-1								
122	M	09/19/07	50.00		Complete	Not Clear	650-01-1								
121	C	06/30/05	632.00		Complete	Not Clear									
118	D	06/01/05	197.98		Complete	Not Clear									
116	D	06/01/05	362.78		Complete	Not Clear									
115	C	06/01/05	219.64		Complete	Not Clear									

Bank Transaction Count: 39

T=Transaction Type (D=Deposit, I=Transfer In, O=Transfer Out, A=Adjustment, M=Misc Bank Transaction, N=Non-Bank Transaction)

Adj=Adjusted, Xfer=Bank Transfer Bank, MC=Module Code, CT=Check Type (R=Regular, M=Manual, V=Void, N=Non-Invoice)

S=Source (A=AR Sales Register, C=Cash Receipts Register, S=Daily Sales Register)


TT=Term Type (C=Currency, L=Check, 3=Credit Card, 4=Gift Certificate/Coupon, E=EFT)



End of Report

Bank Transaction Removal

01-FACTS 7.6 Demo, Bank Transaction Removal (SMU510) - Infor

Template Help

Bank  **First National Bank of Atlanta**

Cutoff Date   **Last GL Period ending date 05/31/2008**

☒ Include Non-Bank Transactions

☒ Only Remove Reconciled Transactions

Template

OK

Cancel

Enter transaction date to remove through, F1-No Cutoff, F2-Last GL Period Ending Date

