

Bank Reconciliations

Run Checkout

- 1. Accounts Payable > Organization > Checkout
 - a. CDA Journal

i. debit Accounts Payable /	credit <u>Cash</u>				
File Settings Zoom Help	ems)				
Close 🐵 🔚 🏂 🕢 😡					
Caselle Connect® • > Accounts Payable • > Invoices	s and Payments 🔹 > Checkout				
Caselle Connect® Checkout 🔀					
Selection criteria:					
Column	Value	Compare			
Vendor.Vendor number	All	Entire field			
□ Include prior years					
☑ Verify transactions have been update	ed to General Ledger through	04/23 (04/30/2023) 🗸			
☑ Verify General Ledger accounts are valid					
Check for invalid vendor information					
☑ Check for inactive GL accounts as of	04/23 (04/30/2023) ~				
Check for invalid requisition approva	l status				

- 2. Cash Receipting > Organization > Checkout
 - a. CR Journal
 - i. debit Cash / credit Cash Clearing or Revenue



•	-	
Caselle Connect® 2023.08.76 (Licensed to Civic Systems)		
File Settings Zoom Help		
Close 🚳 🔚 🗫 🖅 🗸 🕢 🕢		
Caselle Connect® • > Cash Receipting • > Payments • > C	Checkout	
Caselle Connect® Checkout		
Use this routine to check for any d	latabase inconsistencies.	
Selection criteria:		
Column	Value	Compare
Receipt.Date	All	Entire field
Receipt.Receipt number	All	Entire field
Workspace.Workspace	All	Entire field
□ Check for third party accounts with receip	ts not updated to the payment amount	
Check for blank customer numbers		
☑ Check for partially completed receipts		
Check for receipts partially updated to Ger	neral Ledger	
☐ Check for receipts with an invalid receipt of	iroup	
□ Check for missing receipt numbers	· ·	

- 3. Payroll > Organization > Checkout
 - a. CDP Journal
 - i. debit Wages Payable / credit Cash
 - b. CDPT Journal
 - i. debit Liability Account / credit Cash

"civicsystems strong software, strong community Caselle Connect® 2023.08.76 (Licensed to Civic Systems) <u>File Zoom H</u>elp Close 🚳 🔚 😰 🤋 🍋 Caselle Connect®
> Payroll
> Organization
> Checkout Caselle Connect® Checkout Employee Other Selection criteria: Column Value Employee.Employee number All < □ Checkout prior years Employee Information ☑ Check allocation percentages ☑ Check for positive FICA, FWT, and SWT totals Check for FWT and SWT amounts differing Check for single active net pay code from the prior pay period by more than 20.00 96 Check for missing Social Security number Check for different YTD employee and employer ☑ Verify monthly pay periods amounts for Social Security and Medicare □ Validate Workers Compensation pay code ✓ Verify Social Security calculation ☑ Check for active primary position ✓ Verify Medicare calculation Verify Medicare Premium Check for tax pay codes set to do not calculate □ Find terminated employees that can be deleted Beginning date: 01/01/2023 . □ Find terminated employees with issues Ending date: 12/31/2023 ☑ Check for transactions after pay code end dates

Verify updating of subsystems by proofing journals

- 1. General Ledger > Journal Inquiry
 - a. Journal
 - i. CDA (Cash Disbursements A/P)
 - ii. CR (Cash Receipts) / CRJE (Manual Cash Receipts)
 - iii. CD (Cash Disbursements)
 - iv. CDPT (Cash Disbursements Payroll Transmittals)
 - v. CDP (Cash Disbursements Payroll)

b. Detail tab

C.

L	Jela	ii tab						
F	Peric	od: MM/	YY					
<	Caselle	e Connect® 2023.0	8.76 (Licensed t	o Civic Systems)				
	File E	dit Search Fi	Iters Settings	Period Other Docum	nent Management Zoom Help			
¢	Close 🕼	Period: 04/23	C • •	📫 🔒 - 🔯 🖻 🏹	• 🚈 • 👂 🔞 🔞			
(Caselle Co	onnect® -> Ge	nerar Ledger + >	Journals -> Journal Ing	wiry			
(Caselle Connect®							
ſ	lourn							
	Journa							
	Journa	al: CDA C	ash Disburse	ments - A/P				
	lourna	Detail						
ľ	Journa		/					
		-						
		Reference	Date	Account Number	Account Title	Description	Amount	
	i	13629.0001	04/11/2023	10-21100	Accounts Payable	Anycity Office Supply	450.00	
	i	13631.0001	04/18/2023	10-21100	Accounts Payable	METRO BUSINESS SUPPLIES	80.00	
	i	13632.0001	04/18/2023	10-21100	Accounts Payable	METRO BUSINESS SUPPLIES	80.00	
	i	13635.0001	04/12/2023	10-21100	Accounts Payable	Ace Lumber & Hardware	1.00	
	i	13636.0001	04/10/2023	10-21100	Accounts Payable	Chevron USA Inc.	270.00	
	i	13638.0001	04/14/2023	10-21100	Accounts Payable	G. D. Jones Fuel Oil Distributors	500.00	
	i	95001.0001	04/10/2023	01-10200	Cash - Checking 1st State Bank	TOTAL CHECKS & OTHER CHARGES - COMBINED	270.00-	
	i	95002.0001	04/11/2023	01-10200	Cash - Checking 1st State Bank	TOTAL CHECKS & OTHER CHARGES - COMBINED	450.00-	
	i	95003.0001	04/12/2023	01-10200	Cash - Checking 1st State Bank	TOTAL CHECKS & OTHER CHARGES - COMBINED	1.00-	
	i	95004.0001	04/18/2023	01-10200	Cash - Checking 1st State Bank	TOTAL CHECKS & OTHER CHARGES - COMBINED	160.00-	
	<u>i</u>	95005.0001	04/14/2023	01-10200	Cash - Checking 1st State Bank	TOTAL CHECKS & OTHER CHARGES - COMBINED	500.00-	

0.00

Reconcile Bank Accounts

- 2. General Ledger > Reconciliation > Reconcile Bank Accounts
 - a. Bank: Your Bank Name
 - b. Period: MM/YY

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Caselle Connect® 2023.08.76 (Licensed to Civic Systems)		
File Zoom Help		
← ↑		Searc
Caselle Connect® • > General Ledger • > Reconciliation •		
W Reconciliation		
Tasks	Related Reports	Miscellaneous
Reconcile Bank Accounts	Bank Reconciliation Report	Account Inquiry
	Check List	Checkout
	Check Register	Import Cleared Checks
	Deposit List	Recalculate
	Deposit Register	 Reset Transaction Bank Number
	Receipt Register	
	View All Repc Options Bank: CHECKING - 1ST STATE BANK Period: 04/23 (04/30/2023) Help	COMBINED CHECKING) (1) OK Cancel

- 3. Enter Ending bank balance (from bank statement)
 - a. clear Outstanding deposits
 - b. clear Outstanding check
 - i. Checkbox (mouse-click)
 - ii. Spacebar/Enter
 - iii. Set Screen/Set All icons 🛛 🕭 🕼
 - iv. Enter check numbers (range)
 - v. Import amounts (.csv file)
 - c. record Bank adjustments/Book adjustments
 - i. Previous month carryover/reversals
 - ii. Bank charges
 - 1. CDJE
 - a. debit expense / credit Cash
 - iii. NSF's
 - 1. CRJE

a. debit Cash Clearing / credit Cash

- iv. bank interest
 - 1. CRJE
 - a. debit Cash / credit Interest Revenue
- d. check Proof (Bank balance less Book balance)
 - i. does Proof = .00
 - 1. NO \rightarrow see Troubleshooting...
 - 2. YES \rightarrow go to Verify Account Balance



What banks attached to which CD/CR journals? General Ledger > Organization > Journal Codes

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Caselle Connect® 2023.08.76 Eile Inquiry Edit Print 9 Close X M I I ⊕ Reconc Caselle Connect® ▼ > General L	(Licensed to Civic Systems) Otherocurrent ManagementOomHelp illiation: 04/23 ~ ↓ 00 ∮ 10 ∮ 10 ↓ 10 ↓ 10 ↓ 10 ↓ 10 ↓ 10	№ ? nts	
Caselle Connect® Reconcile E	Bank Accounts 🖂		
Bank: CHECKING - 1S	T STATE BANK (COMBINED CHECKING) (1)	Bank account: 050-111232-01
Ending bank balance: Outstanding deposits: Outstanding checks: Bank adjustments:	3 176,020.89 51,904.33 a 120,335.08 b 00 c	Book balance from previous month: Total receipts: Total disbursements: Book adjustments:	164,733.53 29,826.29 20,705.53 .00 C
Bank balance:	107,590.14	Book balance:	173,854.29
		Proof (Bank balance less book balance):	-66,264.15 d

Troubleshooting...

- 1. General Ledger > Account Inquiry
 - a. Detail tab
 - b. Period: MM/YY

🟶 Caselle Connect® 2023.08.76 (Licensed to Civic Systems)
File Edit Search Filters Settings Period Other Document Management Zoom Help
Close 🛍 Period: 04/23 🔹 to 04/23 🔹 4 🖌 b 🖹 + 🔯 🗟 Y 🖛 🧔 🖗 🕼 🖗
Caselle Connect® +> General Ledger +> Budgeting +> + + + + + + + + + + + + + + + + + +
Caselle Connect® Account Inquiry 🖸
Account:
COMBINED CASH FUND
Account: 01-1020 a h - Checking 1st State Bank
Single Account Detail Budget Account Multiple Accounts Transactions Segments Segment Amounts Categories

	Date	Journal	Reference	Description	Debit Amount	Credit Amount
ĺ	*			03/31/2023 (03/23) Balance	.00	.00
ĺ	04/09/2023	<u>CDP</u>	92001.0001	PAYROLL TRANS FOR 4/4/2023 PAY PERIOD	.00	(19,324.53)
i	04/10/2023	<u>CDA</u>	95001.0001	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(270.00)
ĺ	04/11/2023	<u>CDA</u>	95002.0001	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	<u>(450.00)</u>
ĺ	04/12/2023	<u>CDA</u>	95003.0001	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(1.00)
ĺ	04/14/2023	<u>CDA</u>	95005.0001	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(500.00)

2. Deposits cleared (Outstanding deposits:) & Checks cleared (Outstanding checks:) match bank statement

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Caselle Cor <u>File</u> Inquiny Close X M Caselle Connect Caselle Connect	nnect® 2023.08; <u>E</u> dit <u>P</u> rint İ Ì ﷺ Rei ct® ▼ > Gene ct® Recon	76 (Licensed to Ci : Other Docum conciliation: 04/23 ral Ledger ▼ > Rec cile Bank Accounts 区	vic Systems) ent Management Zoom Help ✓ ◀ ▶ .00 % ₯ ₯ № @ % №? conciliation ▼ > Reconcile Bank Accounts				
Bank: C	HECKING -	1ST STATE BA	NK (COMBINED CHECKING) (1)		Bank	account:	050-111232-01
Cleared	l deposit e	entry	Enter deposit numbers:				Set as: Cleared ~
Period	Journal	Date	Description		Deposit Number	Cleared	Deposit Amount
02/23	CR	03/30/2023	GL Account Summary		153		874.99
02/23	CR	04/01/2023	GL Account Summary		154		1,110.00
03/23	CR	03/22/2023	Deposit		17		6,537.77
03/23	CR	03/23/2023	Deposit		18		10,693.85
03/23	CR	03/06/2023	DEPOSIT		1027		1,070.98
03/23	CR	03/13/2023	DEPOSIT		1028		1,008.07
03/23	CR	03/21/2023	DEPOSIT		1029		782.38
04/23	CR	04/15/2023	DEPOSIT		1		2,637.28
04/23	CR	04/14/2023	Check - 1ST STATE BANK - A		2		475.00
04/23	CR	04/16/2023	DEPOSIT		3		5,846.58
04/23	CR	04/19/2023	DEPOSIT		4		10,658.36
04/23	CR	04/24/2023	DEPOSIT		5		8,4//.22
04/23	CR	04/26/2023	DEPOSIT		6		/45.22
04/23	CR	04/27/2023	DEPOSIT		/		587.15
2	Deposits de Deposits ou Total depos	eared: utstanding:	48,792.05 3,112.28				Accept Cancel

- 3. Ending bank balance entered correctly
- 4. voided checks (reference handout)
- 5. incorrect banks

Verify Account Balance

- 1. General Ledger > Account Inquiry
 - a. does balance in GL account number for cash reconcile to Bank and Book balances?
 - i. NO \rightarrow see Troubleshooting
 - i. NO \rightarrow see Troubleshooting ii. YES \rightarrow Congratulations! \swarrow This icon 1 will take you to Account Inquiry



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Close 🗙 🏘 🔒 🔗 Recor	nciliation: 02/23 🗸 🖣	▶ 0.00 ¥ (b (b)	*≣ 💡 💦				
Caselle Connect® 🔻 > General	Ledger 💌 > Reconciliat	tion 💌 > Reconcile Ban	k Accounts				
Caselle Connect® Reconcile	Bank Accounts 🛛						
Bank: CHECKING - 19	ST STATE BANK (C	COMBINED CHECK	ING) (1)		I	Bank account: 050	-111232-01
Ending bank balance:	135,95	2.15	Book bala	nce from previou	s month:	128,273.8	0
Outstanding deposits:	8,77	5.72	Total rece	ipts:		140,308.1	8
Outstanding checks:	11,74	9.96	Total disb	ursements:		135,604.0	7
Bank adjustments:		.00	Book adju	stments:		.0	0
Bank balance:	132,97	7.91	Book bala	nce:		132,977.9	
			Proof (Bar	nk balance less bo	ook balance):	.0	0
Account Inquiry							
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Close Period: 02/23	✓ to 02/23 ✓ 4	🕨 🗈 🖆 🗸 🔯	🖻 7 • 🖅 🦻	00			
Account:		1 1 1					
COMBIN	ED CASH FUND						
Account: 01-10200) Cash - Checking	1st State Bank					
Single Account Detail	Budget Account	Multiple Accounts	Transactions Se	gments Segmen	t Amounts Categ	gories	
Period Amounts	02/23 02/28/2023	01/23 01/31/2023	12/22 12/31/2022	11/22 11/30/2022	10/22 10/31/2022	09/22 09/30/2022	08/22 08/31/202
Debits	140,308.18	111,200.34	371,570.78	148,057.35	158,587.99	83,457.71	98,026
Credits	(135,604.07)	(143,920.16)	(305,738.23)	(145,522.55)	(212,448.93)	(123,823.56)	(126,038.
YTD Balance	132,977.91	128,273.80	160,993.62	95,161.07	92,626.27	146,487.21	186,853

Print Bank Reconciliation

1. General Ledger > Reconciliation > Bank Reconciliation Report



The licon from Reconcile Bank Accounts

6	Reconciliation: 04/2	21 ~ 4 🕨	.00
	Bank Reconciliation	Ctrl+Shift+F6	
	<u>D</u> eposit List	Ctrl+Shift+F7	
	<u>C</u> heck List	Ctrl+Shift+F8	
	Batch <u>R</u> eports	Ctrl+Shift+F9	
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Caselle Connect® 2023.08.76 (Licensed to Civic Systems)	
<u>File E</u> dit <u>Z</u> oom <u>H</u> elp	
Close 🕒 📉 🖶 👘 🖾 🖳 🦉 🥵	
Title: Bank Reconciliation Report [Caselle Master]	
Report Options Columns Sections Print Settings	
Report dates	Report order:
To: 02/23	
Advanced options	
Panks:	
CHECKING - 1ST STATE BANK (COMBINED CHECKING) (1) PAYROLL - 1ST STATE BANK (PAYROLL - 1ST STATE BANK) (3 SAVINGS - 1ST STATE BANK (SAVINGS ACCT FOR WIRE TRAN WATER CHECKING (WATER CHECKING) (6)	

Create Allocations



1.	General Ledger >	Journals >	Create Allocations
		o o annaio	

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Close 🚳 🔛 👔 🤋 🎀	
Caselle Connect® 💌 > General Le	dger ▼ > Journals ▼ > Create Allocations
Caselle Connect® Reconcile Ba	nk Accounts Create Allocations 🔯
Period:	04/23 (04/30/2023) ~
Journal:	CA Cash Allocation Entries
Use specific date for tr	ransactions
Transaction date:	4/30/2023
Create fund allocations	5

Run Checkout

1. General Ledger > Organization > Checkout

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File Settings Zoom Help
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Caselle Connect® Second Secon
Caselle Connect® Recondle Bank Accounts Checkout



Use this routine to check for any database inconsistencies.

Column		Valuo	Compare
Account.Account number		All	Entire field
Check though period:	04/23 (04/30/2023) ~	☑ Budget transactions	
Number of prior years to check:	None ~	Validate account number	
Number of future years to check:	None ~	Validate journal code and type	
number of future years to check		□ Check for out-of-balance journals	
Bank reconciliations		Check for unapproved amounts	
Verify beginning balance with	h prior ending balance	Report-only transactions	
Verify ending balance with a	ccount balance		
Verify outstanding check and	l deposit totals		
Verify the total deposits and	checks	✓ validate journal code and type	
Check for partially cleared ch	necks and deposits	Check for out-of-balance journals	
☑ Verify bank balance with boo	ok balance	\Box Check for unapproved amounts	
☑ Transactions		System checks	
Validate account number		\Box Check grants for missing dates and GL accoun	its
🗹 Validate journal code and ty	pe	\Box Check for old transactions that can be deleted	l
Check for out-of-balance jou	rnals.		
Check for unapproved amour	nts		



Tips & Tricks

- 1. stale-dated checks
 - a. handout
 - b. Knowledge Base https://helpdesk.civicsystems.com/portal/home
- 2. Checklist

Checklist	1
🗹 🍓 🛛 General Ledger	•
Enter Transactions 10/31/20	22 🕨 ^
Enter Manual Checks in CD Journal	
Enter Manual Receipts, Deposits, Tran	
Enter additional (non-checking) entries	
Enter returned checks and other bank	
Reconcile 04/30/20)17 🕨
Verify updating of subsystems by proo	
Reconcile Bank Accounts	
Print Bank Reconciliation	
Verify Account balances	
Create Allocations	
Run Checkout	

- 3. cash GL accounts
 - a. debits increase cash / credits decrease cash
- 4. bank statements
 - a. debits decrease cash / credits increase cash
- 5. GL Checkout
 - a. Proof Errors: most often relate to cash/fund allocations
 - i. General Ledger > Journals > Create Allocations
- 6. software version



- a. upper left-hand corner
- 7. GL accounts for bank accounts
 - a. General Ledger > Organization > Banks
 - i. GL cash account: FF-AAAAA



8. Zoom (Connect)

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Close 🗙 🏘 🧎 🗁 Recond	iliation: 04/21 🗸 🕇 🕨 .01	Zoom 1	In	
Caselle Connect® ▼ > General L	edger 🔻 > Reconciliation 👻 >	R Zoom	Out	
Caselle Connect® Reconcile E	Bank Accounts 🖂	100%	Ctrl+0	
		125%		
Bank: CHECKING - 15	I STATE BANK (COMBIN	L 150%		
		175%		
Ending bank balance:	101145.96	200%		ook bala
Outstanding deposits:	399.48	Custor	n	otal rec
	7 475 70	\sim		
Outstanding checks:	/,4/5./0			Fotal dist

9. right- click on an open tab for option to split screen (horizontally or vertically), float, close tabs simultaneously, etc.

a. right-click again, choose "Move to Previous Tab Group" to restore to single pane view

🚸 Caselle Connect® 2022.08.67 (Licensed to Civic Systems) – 🗆						×	
Eile Inquiry Edit Print Other Document Management Zoom Help Close X Ah 1 B Reconciliation: 04/22 ~ 4 0.00 % 0.00 % 100 <td></td>							
Caselle Connect® Reconcile Bank Accounts							•
Bank: CHECKING - 1ST STATE BAN	K (COMBINED CHE	CKING) (1)			Bank account:	050-11	12. Checklist
Ending bank balance: 10	1,046.01	Book b	alance from prev	ious month:	84,8	898.98	Acti
Outstanding deposits:	399.48	Total r	eceipts:		29,7	781.34	ve Tas
Outstanding checks: 1	1,740.79	Total o	lisbursements:		24,9	975.62	1 A
Bank adjustments:	.00	Book a	djustments:			.00	Favo
Bank balance: 8	9,704.70	Book b	alance:		89,7	704.70	rites
		Proof (Bank balance less	book balance):		.00	
Account Inquiry							
File Edit Search Fi	ters Settings Period	Other Document I	Management Zoom	Help			
Close da Period: 04/22	✓ to 04/22	• • 🛍 🖨 • 🖡	🦻 🖻 🖓 • 🛜 •	2 0 0			
Account:			Account	~	∢ 2	of 58	2
COMB Account: 01-10	INED CASH FUND 200 Cash - Checkin	g 1st State Bank				P A T	eriod: ctivatic
Single Account Detail Budget Account Multiple Accounts Transactions Segments Segment Amounts Categories							
Period Amounts	Period Amounts 04/22 04/30/2022 03/22 03/31/2022 02/22 02/28/2022 04/21 04/30/2021 Actual Includes						
Debits	29,831.34	110,497.83	140,308.18	152,767.58		-lu	
Credits VTD Palance	(25,025.62)	(158,576.76)	(135,604.07)	(142,292.04)		шу	
TTD balance	09,704.70	090.90	132,977.91	2/7,102.94	□ Include pen	ding amo	ounts
<					☑ Display accord	ount's no	ormal b





Checklist - create a link to bank website to pull statement for cleared check files

a. click on the Manage Checklists icon



b. expand (+) Checklist and highlight the Group to add the task

i. click ▼ next to Create a new item icon, choose Create a new task

Count Mantan				
Court Master				vith all users
- Court Mgt (Master)			Charking pamer	
DEMO REVIEW			checkischane. General zeugen	
DEMO SUMMARY			Group	
- Energy Assistance	_		Name: Reconcile	
General Ledger			Start date: 04/30/2021	
Enter Transactions				
📄 Reconcile				
··· Run Checkout in subsystems			● the last ∨ day ∨ of every 1	+ months
•• Verify updating of subsyst				
··· Reconcile Bank Accounts			Task	
··· Print Bank Reconciliation		_	Description:	
··· Verify Account balances			Dequire this task	
··· Create Allocations				
Run Checkout			Information only Draw a second the test is calleded	
E Reports			Run a menu item when the task is selected	
At Month End			Run another program, launch a file or LIRL when the task is selected	
General Ledger Year-end	Ē		Taracti	Province
Maintenance Orders (Master)	-			browse
Materials Management			Start in:	Browse
Pavroll	r٦		Notes:	
Pavroll - Demo				
Pavroll Procedures			~	
2		Ľ		



ii. enter description, click Run another program, launch a file or URL when the task is selected, copy and paste web address from web browser.

Manage Checklists		— 🗆 X
E Caselle Highlights	^	🕞 🕶 🖹 🗢 📔 😹 🎯 🏦 🦊 📴 🖆 Shared with all users
😥 Caselle Highlights - Finance		
E Caselle Highlights Finance old		Checklist name: General Ledger
😥 Caselle Highlights old		Group
🗄 Cash Receipting] [Name: Reconcile
🗄 Check on Demand		Start date: 04/30/2021
🐑 Court Master		
💮 Court Mgt (Master)		Occurs monthly V O on day 1 v of every 1 v months
DEMO REVIEW		● the last ∨ day ∨ of every 1 + months ■
DEMO SUMMARY		
Energy Assistance		Task
General Ledger	ן ו	Description: Bank Statement
Enter Transactions		Require this task
⊨. Reconcile		
··· Run Checkout in subsystems		Run a menu item when the task is selected
··· Verify updating of subsyst		Choose a menu item to run
··· Reconcile Bank Accounts		Run another program, launch a file or URL when the task is selected
··· Print Bank Reconciliation		Target: https://www.wellsfargo.com/ Browse
··· Verify Account balances		Start in: Browse
···· Create Allocations		Natara di Antonio
Run Checkout		Notes:
Bank Statement		~
Reports	\sim	
Help		OK Cancel

c. position new task by highlighting task and using Move the selected task up/Move the selected task down icons on the menu bar.

Manage Checklists

🐑 Court Master	^	$\square_{\bullet} \bullet \boxed{\times} \bullet \square \blacksquare_{\bullet} \boxed{\mathbb{R}} \oslash \square \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare $ Shared with all users
🖶 Court Mgt (Master)		
DEMO REVIEW		Checklist name: General Ledger
DEMO SUMMARY		Group
Energy Assistance		Name: Reconcile
🗐 General Ledger		Start date: 04/30/2021
Enter Transactions		
- Reconcile		Occurs monthly V O on day 1 😴 of every 1 😴 months
···· Run Checkout in subsystems		● the last ∨ day ∨ of every 1 ÷ months
···· Verify updating of subsyst		
Bank Statement		Task
··· Reconcile Bank Accounts	=	Description: Bank Statement
···· Print Bank Reconciliation		

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