

Bank Reconciliation Questions & Answers

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Question: Should I select **Include Auto JVs** on the Bank Reconciliation > Tables > Bank Account Group tab?

Answer: Depending on the situation, including auto JVs can be either be helpful or confusing. It is recommended that you only include auto JVs for clearing accounts. Consider the following scenarios:

- If you have a clearing account at the bank, and you transfer money from your local maintenance or general operating account to that clearing account each time you run payroll or cut accounts payable checks, you will see a transfer on your bank statements. By including auto JVs, a corresponding journal voucher is listed on your reports allowing you to mark it off. This allows your reports to more accurately match your bank statements.
- If you do not transfer money between accounts at the bank, the automatic JVs may cause confusion as they will correspond to your bank statements.
- If you decide to include auto JVs, you must check the boxes to clear those applicable to the bank reconciliation in order to accurately affect the system cash. Not choosing to display those means that TxEIS will assume they occurred and you will have the same result as in the “old” bank reconciliation system.

Question: Do you have to start over after you make changes? If you correct a JV, do you have to start over and recheck all your cleared items again?

Answer: No, make the necessary corrections, and import and execute the file again. Then, execute the process again on the Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions. This allows any selected items to remain selected and display as cleared.

Example: If you need to add a cash receipt and you already selected several cleared receipts on the Bank Reconciliation, and you do not want to lose the selected items, go to Finance and enter your cash receipt and then return to the Maintenance > Bank Transactions > Create Transactions and execute the bank account group again. It will keep all of the cleared items that you selected and Saved as Pending.

- When you extract again, it will not double amounts and will only pull over the new items.
- This will show checks entered and checks voided.
- JV numbers description will group the days JVs under one date.
- Vendor EFT will now start showing. It will show month, day, year and description. EFT payments are extracted as a JV with the following JV Number example EFT-081018. (Description for all EFT payments is EFT Total). If multiple EFT processing is completed in one day, this process will group all EFT transactions together for that particular day.
- The Payroll EFT will show Month, Date and Year. It will be one total and will be grouped together by date.

Question: How do I print a prior month reconciliation that is already reconciled?

Answer: You can retrieve a reconciled report by clicking next to the **Recon Title** field. The Reconciliation Search pop-up window is displayed. Select **Reconciled** and click **Search**. A list of all reconciled bank reconciliations is displayed. You may need to use the pagination buttons (at the bottom of the page) to page forward. Click the reconciliation title that you want to retrieve. These pages only display the items that were reconciled along with the totals.

Click **Print** to display all of the reports for the selected reconciliation. All of the transactions for the

selected reconciliation including any outstanding items and cleared items along with the totals are displayed.

Question: Do you need to enter the Bank Statement Balance twice?

Answer: Yes, it will not balance on the System side (right side) if you inactivate the Bank Statement Balance on that side. The system balance is displayed in the **Unreconciled Difference**. The below image is an example of what would happen if you did not have the Bank Statement Balance listed under the System side. (This is incorrect. This is showing you an example of what would happen.)

Note: TxEIS defaults to naming this field Statement Balance Bank System. You cannot name it the same as the Statement Balance Bank since this label is already being used (on the Bank side), but you can rename the title Bank Statement Balance as recommended.