



<b>One Button G/L Post</b>	<b>Journal Entry</b>	<b>Chart Of Accounts Maintenance</b>	<b>Payment Report</b>
<b>Generate G/L Reports</b>	<b>ReOccuring JE</b>	<b>G/L Structure Report</b>	<b>Sub-Ledger Acctng Search</b>
<b>G/L Report Maintenance</b>	<b>Simple Trans. Entry</b>	<b>G/L Detail Rpt &amp; Check Registers</b>	<b>Sub-Ledger Acctng Report</b>
<b>Check Book Reconciliation Helper</b>	<b>Trial Balance</b>	<b>General Ledger Listing</b>	<b>Sub-Ledger Acctng Report By Trans Type</b>
<b>G/L Trans Types</b>	<b>Unposted Journal Entry Report</b>	<b>G/L Trans Search</b>	<b>Dates Out Of Sync Report</b>
	<b>Re-Occuring JE Summary</b>		



Use this procedure to help reconcile your check book to the statement from the bank.

# Check Book Reconciliation Helper



1. Enter NEW BALANCE shown on Statement from Bank. Also might be noted as 'Ending Balance'.

2. Total of Deposits in your check register but missing from Statement from Bank.

3. NEW BALANCE plus missing deposits.

4. Total Of Checks in your register but not in Statement from Bank.

5. Computed Ending Balance, Item 1 Plus Item 2 Less Item 4. Your Check Register Should Match This Amount for items prior to the ending date of your Bank Statement. (THIS SHOULD MATCH YOUR CHECK REGISTER!)

Load UnReconciled Items

Update Reconciled Items

Load Selection

- Company Checking Account
- Specified Team's Checking Account

RESET

Select Team:

## Enter Deposits Missing from Bank Statement Here

	Description	Check Amt	Reconciled	Order-ID
▶ Zoom		\$0.00	<input type="checkbox"/>	0

Reconciled Amt:  UnReconciled Amt:   
 Record:      of 1

## Enter Checks/Withdrawals Missing from Bank Statement Here

	Check #	Check Amt	Reconciled	Order-ID	Descr
▶ Zoom		\$0.00	<input type="checkbox"/>	0	

Reconciled Amt:  UnReconciled Amt:   
 Record:      of 1

Enter the "New Balance" or "Ending Balance" shown on the bank statement     NUM

### Generate Individual G/L Report

frmGenGLReports

**This procedure generates reports as defined by the G/L Report Maintenance procedure from posted information. Before you run this procedure you must first post your information to the G/L from either the "One Button G/L Post" procedure or the "Journal Entry" procedure.**

Enter Report Name:

Report Name	Report Title	Report Group
Balance Sheet	BALANCE SHEET	OEC
BALSHT-WIDE	BALANCE SHEET	OEC
CASH IN BANKS	CASH IN BANKS	OEC
CASH IN BANKS-WIDE	CASH IN BANKS	OEC
CONF INCOME STATEMENT	CONFERENCE INCOME STATEMENT	CONF
INCOME STATEMENT	LEAGUE INCOME STATEMENT	OEC
IRS990-LINE20	Report for IRS Form 990 - Line# 20	

Select one of the reports already defined by the "G/L Report Maintenance" procedure.

NUM

# G/L Transaction Type Maintenance



Enter Trans Type

Trans Type:

Description:

Debit Account

Credit Account

Member Balance Multiplier:

Type

Secondary Type

Display on Member Maint Screen:

Conference Transaction:

Active:

G/L Account Maintenance

Transaction Type Creation Wizard



frmGLFile

# Chart of Accounts Maintenance

Enter GL Number: 01-4103-0100

GL ID: 01-4103-0100

Description: Sales - Snack Bar

Account Type: I  
 Report Multiplier: -1  
 Roll-Up Type: A  
 Current Period: 1  
 Current Year: 2000

Retained Earnings Account

01-3200-0100

Year	Period	Actual\$	Fixed-Bdgt\$	Var-Bdgt\$
▶ 2000	1	(\$720.97)	\$0.00	\$0.00
Bal Fwd >>>		\$0.00	\$0.00	\$0.00
* 0	0	\$0.00	\$0.00	\$0.00
Bal Fwd >>>		\$0.00	\$0.00	\$0.00

Record: 1 of 1

Rolls Into Account	Percentage
▶ 00-4100-0000	100
00-4000-0010	100
03-3000-0100	100
*	100

Record: 1



Postings



Description of this G/L account

NUM

