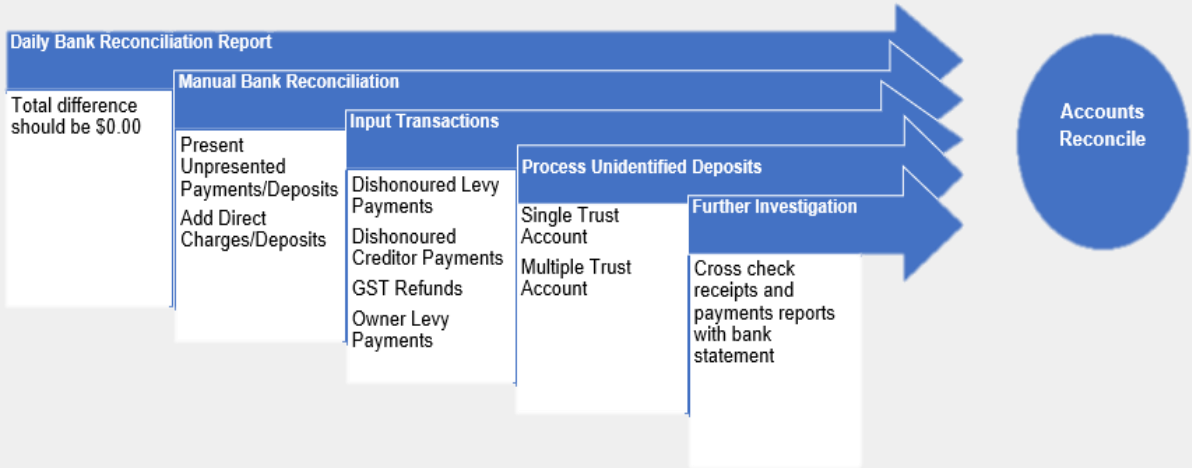


TRAINING REFERENCES



Daily Bank Reconciliation Report:



Formatted Reports > Banking Reports > Bank Reconciliation Summary

Manual Bank Rec Process:



- 1) Check that Deposits are Closed Off:
Accounting > Banking > Yellow Dollar Sign > Finalise Banking > take deposit slip to bank
- 2) Accounting > Manual Bank Rec > Complete Deposits/Withdrawals Tabs.
- 3) Upload Payment File > Accounting > Process Direct Entry Payments

Receipting Owner Levy Payments:



Receipting Icon > Levy or Owner Invoice > tick Banked > Input details.

Dishonoured Levy Payments (A.K.A. Bounced Cheques)



- 1) To Cancel Receipt:
 - Accounting > Adjustments > Search/Cancel Receipts
- 2) On Charge Dishonour Fee to Lot:
 - Accounting > Issue Invoice > Miscellaneous Invoice

Dishonoured Creditor Payments



- 1) Journal Entry:
 - Debit: Cash at Bank
 - Credit: Expense Code
- 2) Create Manual Receipt

Receipting Unidentified deposits:



Single Trust > Receipt Icon > Trust Ledger tab > Unidentified Money > Complete Receipt Details

Multiple Trust Account > Receipt Icon > Other Receipts to Owners Corp tab > Plan Number > Other Receipt Type > Suspense Account Code > Complete Receipt Details.

Further Investigation:



- 1) Print:
 - Bank Statement
 - Cash Payments
 - Receipts reports
- 2) Check that each transaction is present on both reports
- 3) Identify differences to be reconciled.