

## FEATURE SUMMARY

## Bank Reconciliation

*for Sage 100cloud*

Each month, like clockwork, bank statements and canceled checks arrive, setting off a tedious reconciliation process. You sort checks, account for deposits, and compare your account balances to those of the bank. Discrepancies can initiate an irritating and time-consuming search for the differences before your statements can be reconciled and filed—then it all begins again.

The Bank Reconciliation module for Sage 100cloud automates and simplifies the monthly reconciliation process, detects unrecorded transactions between books and banks, locates the errors and differences, records the corrections, and reconciles your books to the bank statements, all in a solution that is easy to use and implement.

Even more important, Bank Reconciliation gives you insights behind the numbers to better manage and direct cashflow, helping you to view and forecast cashflow activities with registers, reports, and analyses. You can project an estimated cashflow when you link it to your Accounts Receivable, Accounts Payable, Payroll, and Purchase Order modules.

The many features of the Bank Reconciliation module enable the use of multiple bank accounts, automatic and manual posting of checks, adjustments and deposits, quick and easy account reconciliation, complete transaction listings and details, and more.

Powerful yet simple to use, Bank Reconciliation gives you the ability to efficiently manage reconciliation activities today and helps you make better business decisions for the future with cashflow analysis and forecasting.

## Benefits

- Deter check fraud using Positive Pay
- Reconcile multiple bank accounts
- Analyze estimated cashflow
- Automatically reconcile check information
- Control who can access and adjust balance entries
- Retain or purge detail after reconciliation
- Make one-step bank transfers from the General Ledger
- Use up to 2,048 characters for comments on adjustment entries

## Reports

The Bank Reconciliation module features streamlined bank statement reconciliation and insightful reports, including:

- Bank Reconciliation Register
- Bank Transaction Recap Report
- Estimated Cashflow Analysis

## Features

### Multiple Bank Accounts

Up to 36 separate bank accounts can be established for a single company. Transactions can be automatically posted from the General Ledger, Accounts Receivable, Accounts Payable, and Payroll modules.

### Reconcile Bank Accounts

Displayed monthly activity enables you to reconcile bank accounts quickly and easily. Transactions can be confirmed as cleared using a single keystroke.

### Bank Reconciliation Register

All transactions, cleared and outstanding, are listed on this detailed report for each bank account. The Reconciliation Summary shows the adjusted bank balance, computer-calculated book balance, and any out-of-balance amount.

### Cashflow Analysis

The Estimated Cashflow Analysis Report combines information from the Accounts Receivable, Accounts Payable, and Purchase Order modules to provide an overall cash flow projection for four consecutive periods.

### Check and Deposit Entry

Transactions not posted automatically through the other integrated modules can be entered manually. Checks, deposits, and adjustments for nonintegrated bank accounts can also be entered manually.

### Bank Activity Detail

Bank transaction detail can be retained indefinitely or cleared each month after each account is reconciled.

Check No.	Entry No.	Check Date	Reference	Payee Name	Amount	Source	Action Req.	Cleared	Cleared Date	Module	Select For G/L Posting	
1	001729	000000	5/5/2020	01ANDERS	Anders Auto Repair	3,540.50	Sage 100	<input type="checkbox"/>	<input type="checkbox"/>	A/P	<input type="checkbox"/>	
2	001730	000000	5/5/2020	02ARROW	Arrowsmith Drinking	75.00	Sage 100	<input type="checkbox"/>	<input type="checkbox"/>	A/P	<input type="checkbox"/>	
3	056788	000001	9/17/2018	Shares		2,103.09-	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/17/2018	B/R	<input type="checkbox"/>
4	056788	000002	10/6/2018	Shares		2,103.09-	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/6/2018	B/R	<input type="checkbox"/>
5	056788	000003	10/20/2018	Shares		2,103.09-	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2018	B/R	<input type="checkbox"/>
6	056788	000004	11/3/2018	Shares		2,103.09-	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/3/2018	B/R	<input type="checkbox"/>
7	085263	000001	9/17/2018			1,273.08	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/17/2018	B/R	<input type="checkbox"/>
8	085263	000002	10/6/2018			1,273.08	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/6/2018	B/R	<input type="checkbox"/>
9	085263	000003	10/20/2018			1,273.08	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/20/2018	B/R	<input type="checkbox"/>
10	085263	000004	11/3/2018			1,273.08	Bank Feed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/3/2018	B/R	<input type="checkbox"/>
11	SVCCHG	000000	5/31/2020		Service Charges	65.00	Sage 100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1/1/1809	G/L	<input type="checkbox"/>
12						00		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

For more info, visit: [www.sage.com/en-us/products/sage-100](http://www.sage.com/en-us/products/sage-100)

