

**DATA PRO  
ACCOUNTING  
SOFTWARE, INC.**



## **Check Reconciliation**

*with Cash Management and EFT Processing  
Part #270*

***User Manual***





**Version 7.63**

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## CHAPTER 1 INTRODUCTION

The **Infinity POWER Check Reconciliation** program is a stand-alone module designed to integrate with General Ledger, Accounts Payable, Accounts Receivable and Payroll. Since these programs have the ability to perform check processing and accounting, the Check Reconciliation program is designed to receive information from any single module or all of them. If you are using the Electronic Funds Transfer (**EFT**) feature, Check Reconciliation will handle your **EFT** batches as well.

Depending on the nature of your business and which modules you have purchased, the Check Reconciliation program will allow you to easily work with the modules you have loaded to determine which checks have not cleared your bank and assist you in calculating the true balances in your bank accounts. The **Electronic Funds Transfer** feature will expedite the processing of checks to better enable a company's cash management. Once the **EFT** batch has been created, the check register is updated to reflect these bank transactions.

The Check Reconciliation program is designed to allow you to reconcile an unlimited number of bank accounts. This is particularly useful if you have multiple bank accounts that may take hours of manual effort and sorting to determine your accurate balances. The system is designed to integrate automatically with the Accounts Payable and Payroll modules. Therefore, when this integration is set, the Check Reconciliation module will be updated automatically with any checks written, unless you are using **EFT**.

All **Non-EFT** checks will be posted to the Check Reconciliation module as uncleared checks. They will remain uncleared until which time the user will mark them as cleared. All **EFT** checks will be updated in the Check Reconciliation module as uncleared checks as soon as their batch is created.

**EXAMPLE:** A company has one bank account. This bank account has Accounts Payable checks, Payroll checks and deposits from the Accounts Receivable system. If the integration has been set on in the respective modules, each time a check is written in Accounts Payable or Payroll, the check information is automatically updated to the Check Reconciliation module, if they are not using **EFT**.

If Accounts Receivable is integrated with Check Reconciliation, the "**Print Deposit Register**" will prompt the user to post the entire deposit register amount to Check Reconciliation. It will use bank account number defined on the cash receipts sales code used when recording payments. The system uses the current system date as the reference number in Check Reconciliation for the deposit. **EFT** transactions that are created in the Accounts Receivable module are not considered part of the daily deposit register. However, if **EFT** transactions are created in Accounts Receivable, these transactions will be added to the Check Reconciliation module as uncleared deposits after the **EFT** batch has been processed.

The Check Reconciliation system also allows check and deposit entries to be imported from external sources. This import procedure is similar to the import procedures found in every **Infinity POWER** module. For ease of use, and conformity to new technology that some banking institutions provide, the Check Reconciliation system allows the capability of importing cleared check entries.

All **EFT** entries are updated when their respective batch has been created. These processes will be covered in more detail in the "**Enter Transactions**" section of this manual.

In order for you to utilize Electronic Funds Transfer you **MUST** establish an account with an approved Electronic Funds Transfer (**EFT**) Company. The currently approved **EFT** Companies are:

**Network 1 Financial**  
**6861 Elm Street,**  
**McLean, Virginia 22101**  
**(800) 261-0240**  
**FAX (703) 848-8457**  
**www.eftnet.com**

**National Payment Corporation  
100 West Kennedy Blvd., Suite 260  
Tampa, Florida 33602-5116  
(813) 222-0333  
FAX (813) 221-8651**

**Your Bank  
Contact your Financial Institution  
to see if they allow EFT Transactions  
direct with them.**

**(We support the standard ACH format for CCD and PPD type transactions)**

The **EFT** company you select will send you a packet of information as well as an application form. This application form asks for the usual company information, such as address, phone and fax numbers.

It also asks for contact names at the operator, supervisor and management level so that, in case of any problem with your files, they can contact the person best able to deal with the problem. There is an application fee payable to the **EFT** company for each company requesting EFT operations.

You may need to adjust your payroll timing in order to accommodate processing schedules for direct deposit. The biggest difference between using your old payroll system of paper checks and manual deposit, is the timing of payroll. For more information on set up and usage of the **EFT** Transaction Processing, please refer to the **EFT Usage** section, later in this chapter.

This section includes a brief overview of how the Check Reconciliation module integrates with various other accounting modules. These modules include: **General Ledger**, **Accounts Payable**, **Payroll** and the **Accounts Receivable** module.

<b>Integration w/General Ledger</b>	If your <b>Check Reconciliation</b> system is interactive with the <b>General Ledger</b> system, you may add check entries directly into the Check Reconciliation module and these entries will post to the General Ledger. Keep in mind, these types of entries should be limited to adjustments and service charges. All other entries should originate from the respective module. <b>EFT</b> transactions cannot be initiated in the Check Reconciliation module and later be integrated to the General Ledger module.
<b>Integration w/Accounts Payable</b>	If your <b>Check Reconciliation</b> system is interactive with the <b>Accounts Payable</b> system, your Accounts Payable system will automatically update check transactions into the Check Reconciliation files. They are added as uncleared checks. <b>EFT</b> transactions will update Check Reconciliation when their batch is created.
<b>Integration w/Payroll</b>	If your <b>Check Reconciliation</b> system is interactive with the <b>Payroll</b> system, your <b>Payroll</b> system will automatically update check transactions into the Check Reconciliation files. They are added as uncleared checks.
<b>Integration w/Accounts Receivable</b>	If your <b>Check Reconciliation</b> system is interactive with the <b>Accounts Receivable</b> system, your <b>Accounts Receivable</b> system will update deposit register information into the Check Reconciliation files if the sales code used for cash receipts has been defined with a bank account number. They are added as uncleared deposits.



## ELECTRONIC FUNDS TRANSFER (EFT) SET UP & USAGE

**Electronic Funds Transfer** is an alternate method of transferring funds for payments or deposits electronically without the need for manual money transfers. This feature may be utilized in the Accounts Payable, Accounts Receivable, Sales Order, Point of Sale and Payroll modules. The main core of the **EFT** system is handled through the Check Reconciliation module. All EFT transactions will be reported in the Check Reconciliation module as either uncleared checks or deposits after their transmittal file has been created. The following pages describe the set up and usage of the **EFT** system module by module. This is meant as a step-by-step guide so that initial set up will flow easily into regular processing.

<b>CHECK RECONCILIATION</b>	
<b>Set Up EFT Processor</b>	This option allows you to set up pertinent information about your <b>EFT</b> processor(s). You may set up more than one <b>EFT Processor</b> if the need be. For instance, you may have a separate processor for Payroll Direct Deposit transactions and yet another for “ <i>debit/credit</i> ” transactions created in the Accounts Payable and Accounts Receivable modules. Specifics on the set up of <b>EFT</b> Processors is found in <b>Chapter 2, Add An EFT Processor</b> in the Check Reconciliation User Manual.
<b>Set Up Bank Account</b>	This option allows you to define bank accounts. When configuring your system for <b>EFT</b> processing, the bank account will ask for certain pieces of information, one of which is the <b>EFT Processor</b> . That is why it is important to set up the <b>EFT Processor</b> before setting up the bank account. There are four mandatory fields of information which must be entered before <b>EFT</b> processing may begin. These fields are Account #, Account Type, Routing #, and EFT Processor. For more information on setting up a bank account, please refer to <b>Chapter 2, Add A Bank Account</b> in the Check Reconciliation User Manual.
<b>ACCOUNTS PAYABLE</b>	
<b>Master Configuration/ Integrations with Other Systems</b>	To allow <b>EFT</b> processing to occur in the Accounts Payable module, you <b>MUST</b> have the integration to the Check Reconciliation module check box selected.
<b>Set Up a Vendor</b>	When setting up vendors that you wish to send payments to via <b>EFT</b> processing, there are several fields on the vendor set up screen that are mandatory. These fields are Bank Account ( <i>to be paid from</i> ), Vendor’s Bank Account #, Vendor’s Routing # and Pay By EFT (check box). The Bank Account must be one that has been set up to be used for <b>EFT</b> processing to take effect. For more information on the set up of a vendor, please refer to <b>Chapter 2, Add A Vendor</b> in the Accounts Payable manual.
<b>ACCOUNTS RECEIVABLE/SALES ORDER/POINT OF SALE</b>	
<b>Master Configuration/ Integration with other Systems</b>	To allow <b>EFT</b> processing to occur in the Accounts Receivable module, you <b>MUST</b> have the integration to the Check Reconciliation module check box selected.

<b>Set Up a Customer</b>	When setting up customers that you wish to receive payments from via <b>EFT</b> processing, there are several fields on the customer set up screen that are mandatory. These fields are Customer's Bank Account #, Customer's Routing #, Payment By EFT (check box) and EFT Authorization on File (check box). For more information on the set up of a customer, please refer to <b>Chapter 2, Add A Customer</b> in the Accounts Receivable manual.
<b>Cash Receipts Sales Code</b>	For the <b>EFT</b> processing to take place for payment and deposit transactions within the Accounts Receivable, Sales Order or Point of Sale module a <b>Cash Receipts</b> Sales code must be set up using a Bank Account that was defined as an <b>EFT</b> Bank Account and this sales code must be used when entering the payment or deposit of the customer. This sales code must begin with an " <b>SC</b> " to categorize these transactions properly in the perspective module. Also, if cycle billing is utilized and you wish for these transactions to be recorded as <b>EFT</b> , the main Cash Receipts sales code defined in the Master Configuration must be set up to perform <b>EFT</b> processing. For more information on the set up of a sales code, please refer to <b>Chapter 2, Add A Sales Code</b> in the Accounts Receivable manual.
<b>Payment Method Type</b>	Payment Methods for <b>EFT</b> type transactions must be set up to include the letters " <b>EFT</b> " in the description of that payment method. This will alert the system that these entries will be sent to the Check Reconciliation module and will wait in a central file for processing. The Sales Code assigned to this Payment Method Type must have a bank account that has been defined as an <b>EFT</b> type bank account. This is defined by the bank account having a valid <b>EFT Processor</b> and the appropriate fields completed for the bank account number, routing number and type.
<b>PAYROLL</b>	
<b>Master Configuration/ Integration with other Systems</b>	To allow <b>EFT</b> processing to occur in the Payroll module, you <b>MUST</b> have the integration to the Check Reconciliation module check box selected.
<b>Set Up an Employee</b>	When setting up employees that you wish to send paychecks to via <b>EFT (Direct Deposit)</b> processing, there are several fields on the employee set up screen that are mandatory. These fields are under the button " <b>Change Direct Deposit.</b> " The fields are Account #, Routing #, Account Type (C/S), Active (check box), Type, and Amount. The Bank Account used in the Master Configuration of the Payroll module must be one that has been set up to be used as an <b>EFT</b> bank account for the processing to take effect. For more information on the set up of an employee, please refer to <b>Chapter 2, Add An Employee</b> in the Payroll manual.

## DATA FILE DESCRIPTIONS

The Check Reconciliation Module utilizes the following three (3) data files:

- 1) **Master Configuration File**
- 2) **Check Reconciliation Master File**
- 3) **Check Reconciliation Detail File**

The following is a brief description of these files:

File Name	Description
Master Configuration File <b>(filetype: CR00)</b> <b>(filename: coCR0.dbf, where “co” is the company number).</b>	This file contains certain configuration information such as the default bank account number, transaction entry configuration, system integration, etc.
Check Reconciliation Master File <b>(filetype: CR01)</b> <b>(filenames: coCR1.dbf and coCR1.mdx, where “co” is the company number)</b>	This file contains certain bank account information such as the description, general ledger accounts, bank account and routing numbers, check form, date of last statement, and last statement balance, etc.
Check Reconciliation Detail File <b>(filetype: CR02)</b> <b>(filenames: coCR2.dbf and coCR2.mdx, where “co” is the company number and where “#”</b>	This file contains each individual transaction, which has been posted to the selected bank account. This includes the check number, transaction type, date, description, amount, etc.

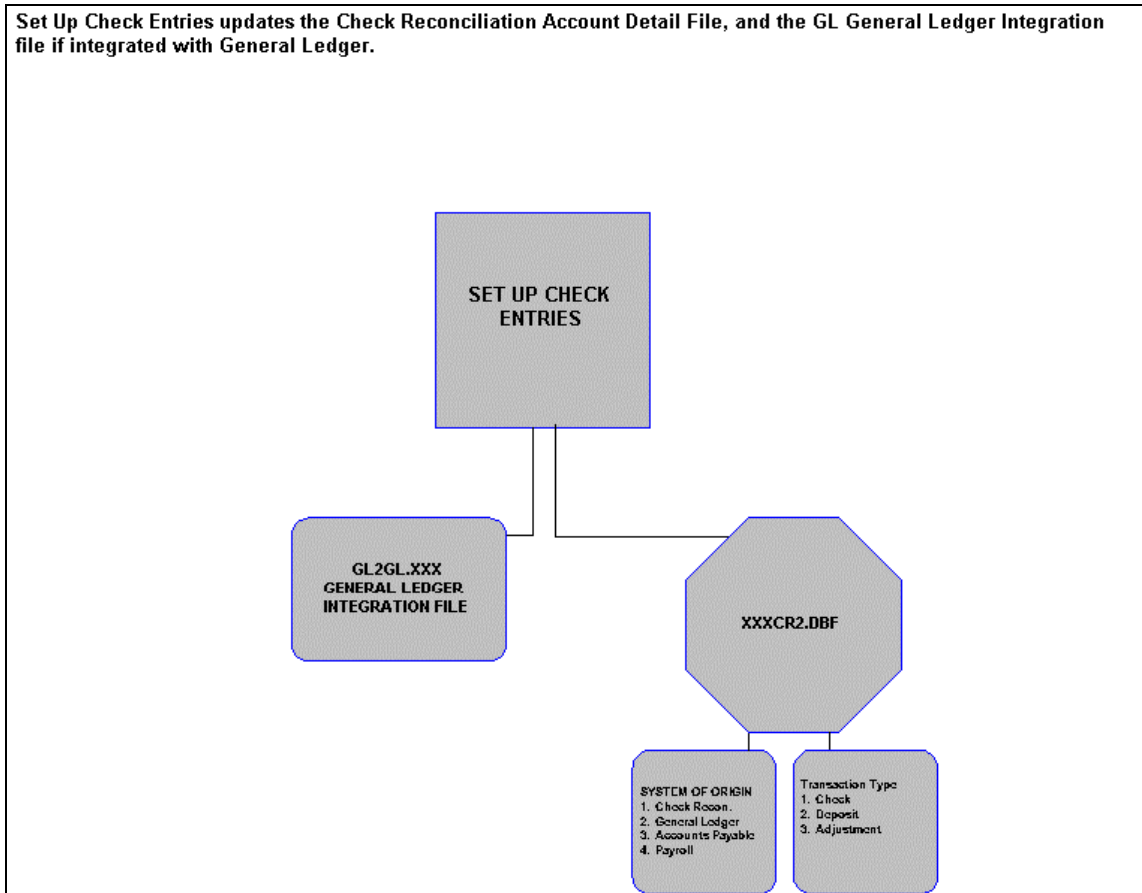
## PREPRINTED FORMS

There are no preprinted forms used with the Check Reconciliation module.

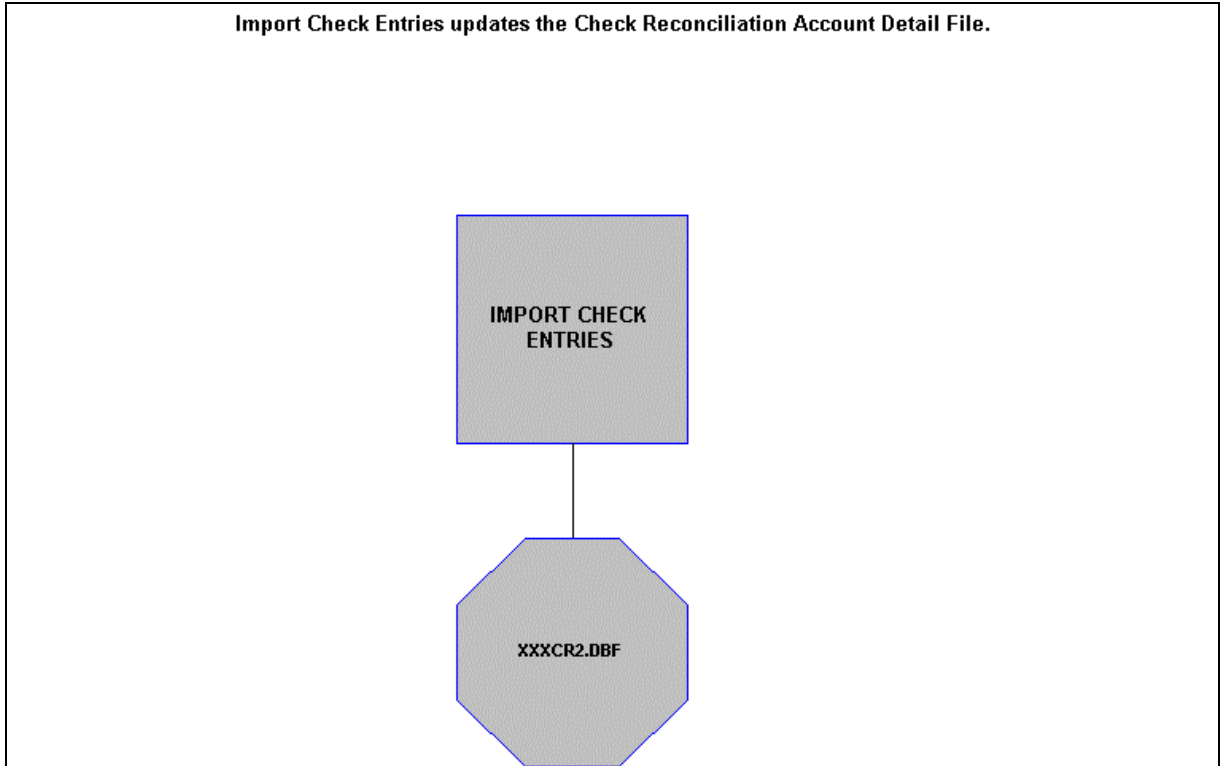
## TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Check Reconciliation system.

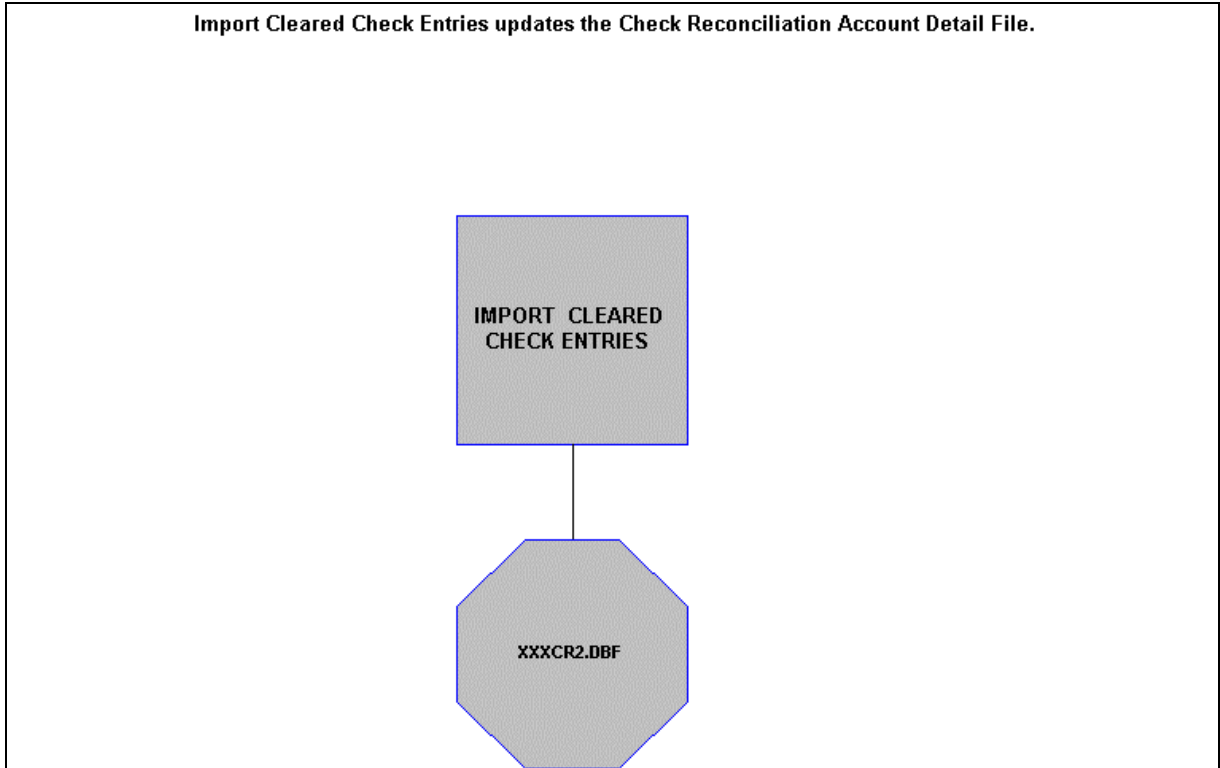
### Set Up Check Entries Flowchart



## Import Check Entries Flowchart



## Import Cleared Check Entries Flowchart



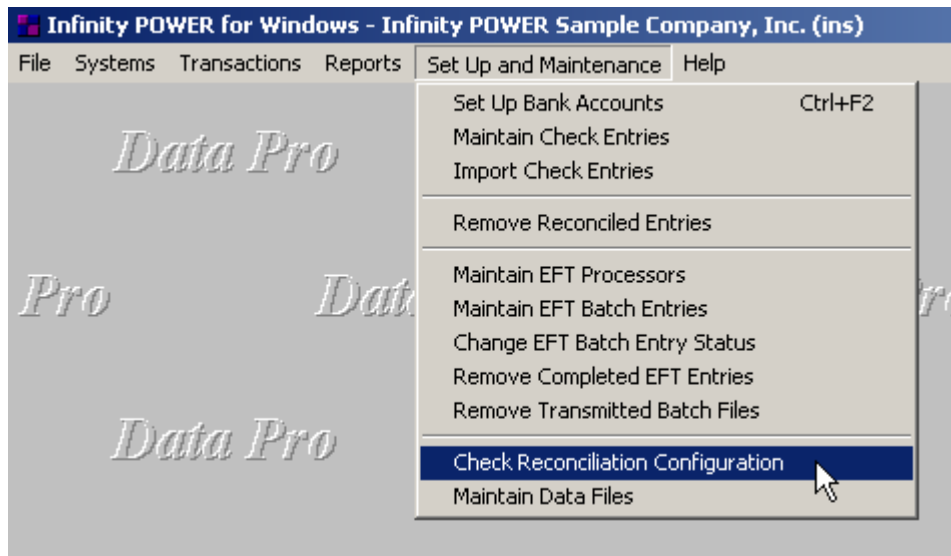
## CHAPTER 2 SET UP AND MAINTENANCE

This chapter provides you with a step-by-step procedure for the initial set up and maintenance of your **Check Reconciliation** module files. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the option *“Maintain Check Reconciliation Files.”*

The Check Reconciliation program is designed to allow you to reconcile an unlimited number of bank accounts. This is particularly useful if you have multiple bank accounts that may take hours of manual effort and sorting to determine your accurate balances.

The system is designed to integrate automatically with the Accounts Payable and Payroll modules. Therefore, when this integration is set, the Check Reconciliation module will be updated automatically with any checks written.

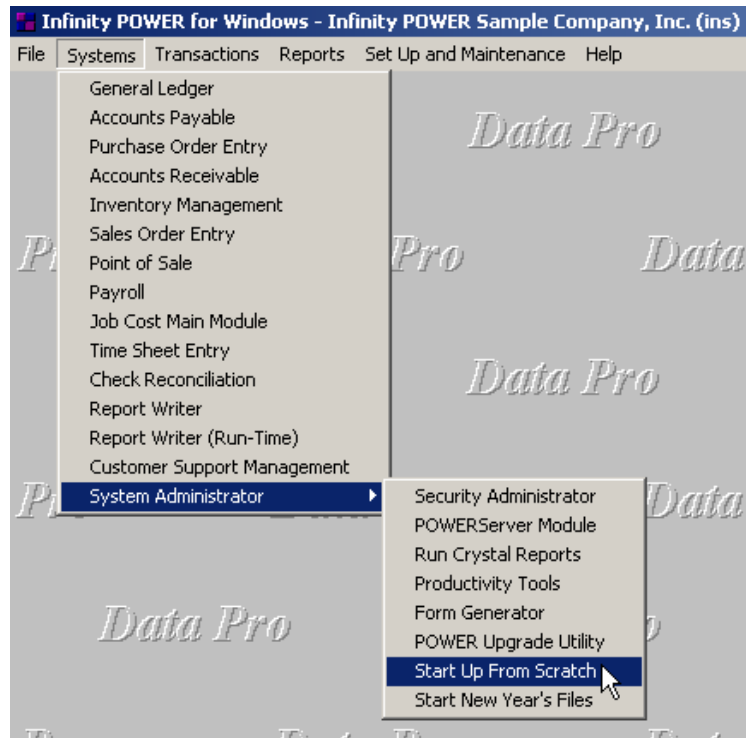
When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



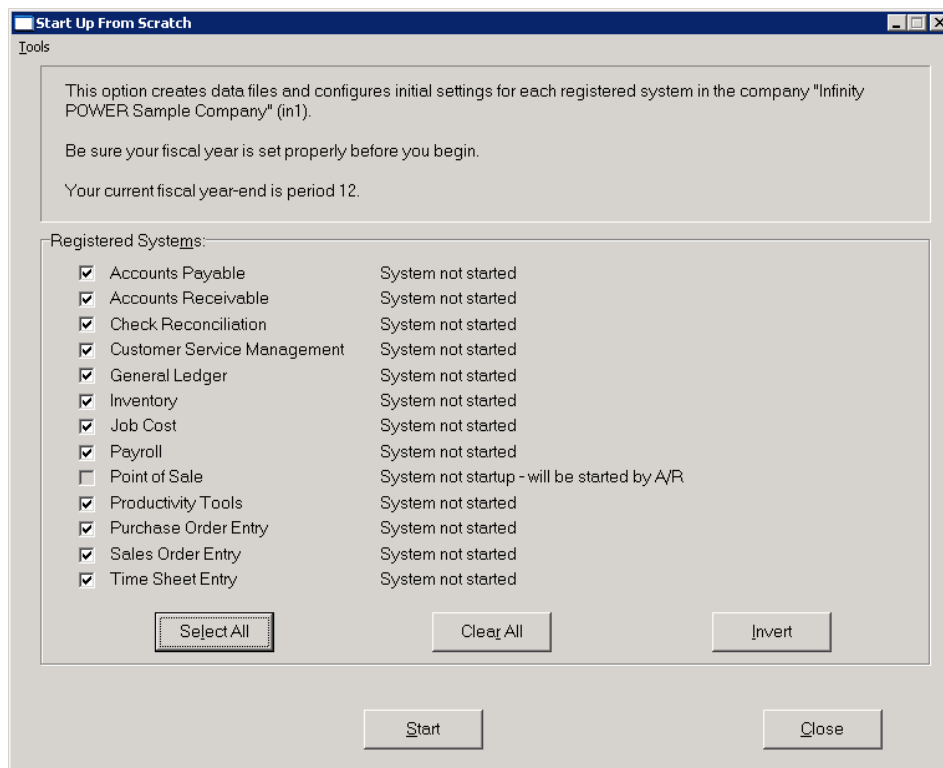
### GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, (*Chapter 1*), you are ready to set up your master Check Reconciliation files from scratch. Select the *“Systems”* option from the Menu Bar. Then, select the *“System Administrator”* option. Then, select the *“Start up from Scratch”* menu option as shown on the following screen.

*“Start Up From Scratch”* is utilized to set up your initial Check Reconciliation and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Check Reconciliation option *“Maintain Check Reconciliation Files.”*



Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.

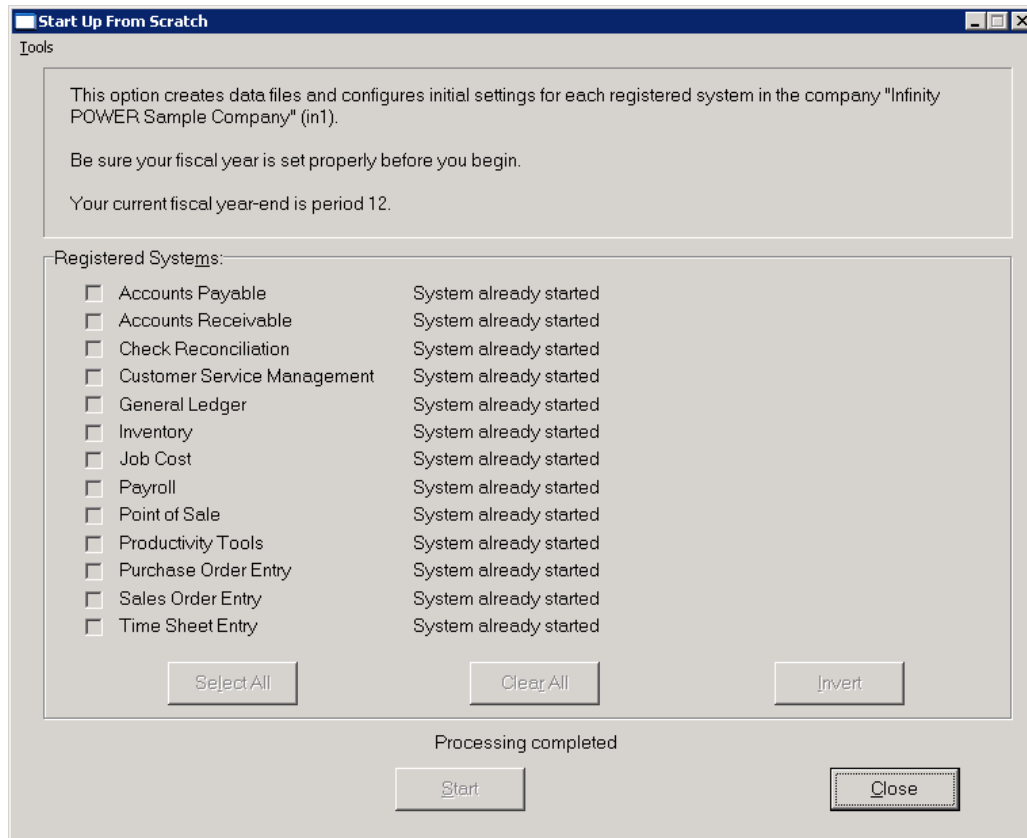




This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **“Select All”** accounting modules by clicking on this button which will check all modules and make them ready for processing. Otherwise, you may click on the **“Clear All”** button to undo your selections. The **“Invert”** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually click on each module to click it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, click on the **“Start”** button. The following screen illustrates how the screen will change when the process is completed.



Click on the **“Close”** button when done and then return to **“Systems”** and select the **“Check Reconciliation”** module to continue with the configuration functions to be described from here.

Once you select this option, <click> on the “**Start**” button and the following data files will be created:

File Name	Description
<b>Check Reconciliation Master File</b> (filename: coCR1.dbf)	This file contains the overhead information for all bank accounts. This information includes bank account description, account number, bank routing number, cash account, accounts payable account, discount account, General Ledger journal number, check form, next check number, pre-numbered checks, starting balance, date of last statement, and last statement balance.
<b>Check Reconciliation Detail File</b> (filename: coCR2.dbf)	This file contains the detail of each transaction for the bank account selected. This includes check number, date, transaction type, description, transaction number, General Ledger account, General Ledger journal and amount.
<b>EFT Processor Master File</b> (filename: coCR3.dbf)	This file contains the <b>EFT</b> Processor information.
<b>EFT Transaction File</b> (filename: coCR4.dbf)	This file contains the <b>EFT</b> Transaction information.

**NOTE**

Attempting to execute this option after these files have already been set up will result in a warning message that will not permit you to execute this option again.







This option does not add any records to these files, it simply creates the actual data files. Once the files are created, <click> on the “**Close**” button to return to the Menu Bar.

**NAVIGATION TOOLS**

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.



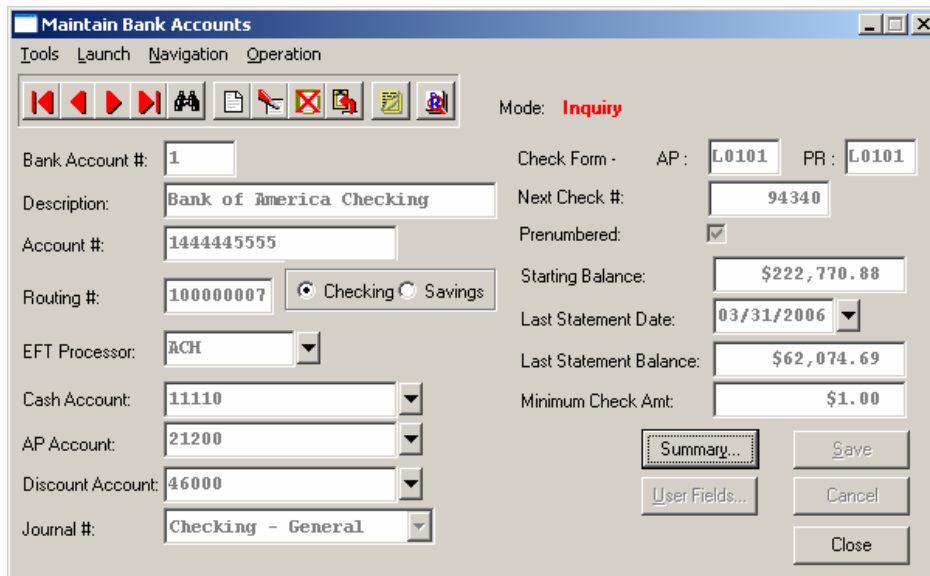
Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.

Navigation Button	Function
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

## SET UP BANK ACCOUNTS

This section discusses the ways to set up (*create*), change, delete, and copy bank accounts. This option allows you to review all Bank Account master information, as well as transaction summary.

Select the “*Set up and Maintenance*” option from the Menu Bar. Then select the “*Set Up Bank Accounts*” option. A screen will appear with several processing options.



From this screen, you may choose to “**navigate**” either through the Menu Bar or by clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file (*which can be based on a search routine*). You are automatically in “**Inquiry**” mode when you select this option.

You may add “**notes**” to any Bank Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By clicking> on the **“User Fields”** button in the Windows GUI version, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

## Inquiry Mode (CR0400)

The **“Inquiry”** mode provides a quick look at the Bank Account Number, Description, Account Number, Routing Number, Cash Account Number, Accounts Payable Account Number, Discount Account Number, Journal Number, Check Form, Next Check Number, Pre-numbering Preference, Starting Balance, Last Statement Date and Last Statement Balance for each bank account that is set up.

While in **“Inquiry”** mode, you may choose to view the summary information by clicking> the **“Summary”** button. You can view the Starting Balance, Total Checks, Total Deposits, Ending Balance as well as Last Statement Date, Last Statement Balance, Outstanding Checks, Outstanding Deposits and the Bank Balance.

To go back to the main screen <click> on the **“Close”** button.

## Add Mode (CR0401)

This option allows you to set up new bank accounts. You may input all bank account overhead information with this option.

### **To Add a New Record:**

1. The first step is to record all pertinent information regarding a bank account. This includes a description of the account, account and bank routing numbers, general ledger account numbers for cash, accounts payable and discounts, a default journal number, a default check form, next check number, define whether your checks are pre-numbered or not, starting bank balance, the date of the last bank statement and the last statement balance.

This information may be stand alone data set up in the Accounts Payable module, or if integrated with the Check Reconciliation module, each check written will be updated automatically (**Non-EFT checks**) to the Check Reconciliation detail file. It will then reside there until marked as cleared during a check reconciliation process. If you are adding a new record, navigation is not required.

2. <Click> on the **Create a New Record** button or select the **Operation>Add** option from the Menu Bar. The system will prompt you to enter the bank account number. You may specify up to a five (5) character (*alpha/numeric*) number for each bank account.
3. Next, enter the necessary information for each bank account.

The following table describes these details:

<b>Description</b>	This is a thirty (30) character ( <i>alpha/numeric</i> ) description of the bank account. This will be displayed on all reports and screens regarding this account.
<b>Account #</b>	This is a seventeen (17) character field in which to enter your bank account number.
<b>Routing #</b>	This is a nine (9) character field in which to enter the routing number for your bank account. The nine character format will verify that it meets with the United States requirements and performs a validation check when a nine digit number is entered into this field. You may also enter a six (6) digit number into this field for use in the United Kingdom and other countries. However, when a six digit number is entered into this field, no validation of what is being entered is being done by the system.
<b>Type</b>	Choose either Checking or Savings to define this type of bank account.
<b>EFT Processor</b>	This is the <b>EFT</b> processor to be used for this bank account. <b>EFT Processors</b> should be set up before you attempt to add a bank account if you will be using <b>EFT</b> processing.
<b>Cash Account</b>	If the integration to General Ledger is turned on, this data item contains the “ <b>Cash</b> ” account number for this bank account. This cash number will be used to reduce ( <i>credit</i> ) the General Ledger cash account ( <i>if integrated with General Ledger</i> ) when writing checks from this bank account number.
<b>AP Account</b>	If the integration to General Ledger is turned on, this is the “ <b>Accounts Payable</b> ” account used for the accrual of all expenses or assets vouchered into the system and assigned to a specific bank account number. Each time a voucher is entered, depending on the bank account defined on the voucher ( <i>either defaulted from the vendor master record or overridden at the time of voucher entry</i> ) the system will use the accounts payable account to increase ( <i>credit</i> ) the general ledger account.
<b>Discount Account</b>	If the integration to General Ledger is turned on, this is the “ <b>Payment Discounts Taken</b> ” account utilized for all payment discounts taken when writing checks from this bank account number.
<b>Journal #</b>	If the integration to General Ledger is turned on, this is the “ <b>General Ledger Journal Number</b> ” that will reflect all checks written by the Accounts Payable system and posted into the General Ledger module. <Click> on the arrow to see a listing of the available choices.
<b>Check Form</b>	<p><b>AP</b> - This is the name of the Accounts Payable check form that will be used for this bank account.</p> <p><b>PR</b> - This is the name of the Payroll check form that will be used for this bank account.</p> <p>See the <b>Accounts Payable</b> and <b>Payroll</b> sections of the <a href="#">Infinity POWER Supported Forms Reference Manual</a> for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through <b>DPAForms</b> and may also be found in the Product Kit. They may also be found on the CD ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. You can also be prompted to change the form each time you enter into a check writing routine.</p>

<b>Next Check Number</b>	This is the next check number that will be used in the automatic check numbering sequence. If this number is <b>(0)</b> , the system will always ask for the starting check number.
<b>PreNumbered Checks</b>	By clicking> on this option, it will tell the system your checks are pre-numbered.
<b>Starting Balance</b>	This data item is used to enter your starting balance for this bank account. It will be used to determine a calculated balance based on checks written and deposits posted to the system.
<b>Last Statement Date</b>	This is the date of your last statement you received from your bank for this account. This is a reference field only. The system automatically updates this field, using the current system date, when the reconciliation process is completed.
<b>Last Statement Balance</b>	This is the balance of this account at the time of your last bank statement. This balance will be used as the beginning balance to calculate the current balance of the account.
<b>Minimum Check Amount</b>	This is the minimum dollar amount that checks will be printed for when making a <b>“check run.”</b> If the total of the invoices to be paid on a check, less all discounts and credits, is less than this amount, the check will not be printed.

<Click> on the **“Save”** button to validate the information.

**Results:**

**coCR1.dbf - Bank Account Master File**

- All Bank Account Information is set up

## Change Mode (CR0402)

This mode allows you to change information on an existing bank account. If you have made any mistakes during this set up process, you may return to the **“Set Up Bank Accounts”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

At this point, the screen will be displayed showing all of the existing information for this particular account. Simply move your cursor around the screen to the data item you wish to change and make the appropriate changes.

When your changes are complete, <click>on the **“Save”** button to save these changes.

**Results:**

**coCR1.dbf - Check Reconciliation Master File**

- Bank Account Information is updated

## Delete Mode (CR0403)

This mode allows you to delete an existing Bank Account. You **cannot** delete an account that has existing entries. You may delete bank accounts you may have entered by mistake or no longer want in the file.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. <Click> on the “**Delete the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Delete.**” This will place you into the “**Delete**” mode, then <click> on “**Save**” to validate your deletion of this record.

### Results:

**coCR1.dbf - Check Reconciliation Master File**  
- Bank Account is deleted

## Copy Mode (CR0404)

This mode allows you to create a new bank account by copying the information from an existing one. Using this option, the system provides a quick method of setting up accounts that are very similar.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. <Click> on the “**Create a Record Based on the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Copy.**”

You will notice all the account information, with balances, will be copied to a new record. The system will prompt you to enter the new bank account number for this record. At this point, you may choose to edit any of the information or <click> on the “**Save**” button to validate, which will then add it to the file.

### Results:

**coCR1.dbf - Check Reconciliation Master File**  
- Bank Account Information is set up

## MAINTAIN CHECK ENTRIES

This option allows you to perform all options related to the manual entry of bank account transactions. These options should be used if you are **not** interactive with any other module, or for corrections or adjustments to existing transactions.

### NOTE

During initial set up of the un-cleared check entries, you should turn the integration to General Ledger off. This will ensure that these entries will not get posted to the General Ledger. Once your initial set up is complete, then turn on the integration to General Ledger.

## Inquiry Mode (CR0410)

The “**Inquiry**” mode provides a quick look at the check number, date, transaction type, description, transaction number, General Ledger account, General Ledger journal and the amount of the transaction. You may use the navigation tool bar to go to or search for a specific record. You have the options of selecting the first record, the next record, the previous record, or select a specific record based on a search by account number or description. To exit, <click> on the “**Close**” button.

## Add Mode (CR0411)

This mode allows you to add new check entries during the initial setup of your Check Reconciliation system. Normally, the transactions should be entered through the **“Enter Checks and Deposits”** option.

This option allows you to add bank account transactions to the system. These entries may include checks, deposits, adjustments and voids. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**

The system will first ask you for a ten (10) character (*alpha/numeric*) check number. This must be a unique check or reference number. If the transaction has the same number as some previous transaction, such as a voided check, you must add another number or other character to the end of the check number. For example, if you are voiding check number **1251**, you could use **1251-V** as the check number of the voiding entry.

The following table describes of each of the data items necessary for each transaction.

<b>Date</b>	This is the date of the check or transaction that is being entered. You may press <b>TAB</b> to assume the system date.
<b>Type</b>	<p>&lt;Click&gt; on the arrow to choose the type of transaction that is being entered. The valid types are listed below.</p> <ul style="list-style-type: none"> <li>• <b>Check</b></li> <li>• <b>Deposit</b></li> <li>• <b>Adjustment</b></li> <li>• <b>Void</b></li> </ul> <p>Deposit type transactions will be automatically credited to the account. <b>You should enter the amount of the deposit as a positive number.</b> The system will assume that adjustment type transactions are debits, similar to checks, and must be entered as a negative number if it is to be a credit to the account instead of a debit.</p> <p>Void transactions will be entered automatically as a negative amount to void a check previously posted to the bank account file. The default type is <b>“Check,”</b> however, you may &lt;click&gt; on the pull down arrow box to display the other choices.</p>
<b>Description</b>	This is the thirty (30) character ( <i>alpha/numeric</i> ) description of the transaction. This will be displayed on all reports and screens regarding this transaction. This data item will be skipped over if you have turned <b>“off”</b> the feature <b>“Allow Entry of Check Description”</b> in the <b>“Check Reconciliation Configuration.”</b>
<b>Transaction #</b>	This is the five (5) character ( <i>alpha/numeric</i> ) reference number of the transaction. This could be used to reference an invoice number paid by the check, expense account to charge the transaction to, etc. This will be displayed on all reports and screens regarding this transaction. This data item will be skipped over if you have tuned <b>“off”</b> the feature <b>“Allow Entry of Check Transaction #”</b> in the <b>“Check Configuration.”</b>
<b>GL Account</b>	This is the General Ledger account number that will be affected by this entry. Normally, only adjustment or service charge entries should be entered in this fashion. Therefore, this account number should be the expense account that will be debited. The General Ledger Cash account set up on the bank account will be credited. <Click> the <b>Down Arrow (F2 by default)</b> to gain access to the account listing. You may choose to search for entries by number or description.
<b>GL Journal</b>	<Click> on the arrow to choose the type of General Leger Journal number that will be affected by this transaction.



<b>Amount</b>	This is the actual amount of the transaction or check. Check and Deposit type transactions should be entered as positive numbers. Adjustment type transactions should be entered as positive numbers to reduce the balance of the account, and negative numbers to increase the balance of the account.
---------------	---

After all of the above data items have been entered, <click> on the **“Save”** button and the transaction will be added to the file.

**Results:****coCR2.dbf - Check Reconciliation Detail File**

- Transaction Record is added

**Change Mode (CR0412)**

This mode allows you to change information on existing check entries. If you have made any mistakes during the entry of the checks, you may return to the **“Set Up Check Entries”** option to change any information you have already entered.

First, you must navigate to the entry you wish to change. You may find an entry using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing an entry, <click> on the **“Modify the Current Record”** button, or choose the **“Operation”** option from the Menu Bar and then **“Change.”**

Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made. At this point the screen will be displayed showing all of the existing information for this particular check.

Simply move your cursor around the screen to the data item you wish to change and make the appropriate changes. When all changes are made, <click> on the **“Save”** button to validate your changes to this screen.

**Results:****coCR2.dbf - Check Reconciliation Detail File**

- Check Transaction Information is updated

**Delete Mode (CR0413)**

This mode allows you to delete an existing Check Entry. You can not delete a check entry that has not been recorded as cleared. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”**

This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record. Make sure this is what you want to do, because once an entry is deleted, it can not be retrieved unless you re-enter the information again from the appropriate system.

**Results:****coCR2.dbf - Check Reconciliation Detail File**

- Check Entry is deleted

**Copy Mode (CR0414)**

This mode allows you to create a new Check Entry by copying the information from an existing one. Using this option, the system provides a quick method of adding check entries that are very similar. By using this mode, you are able to quickly create and enter new checks into the file.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

<Click> on the “**Create a Record Based on the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Copy**.” You will notice all the information will be copied to a new record. The system will prompt you to enter the batch number for this record.

At this point, you may choose to edit any of the information or <click> on the “**Save**” button to validate, which will then add it to the file.

**Results:**

**coCR2.dbf - Check Reconciliation Detail File**  
- Check Transaction Information is added

## IMPORT CHECK ENTRIES (CR0105)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import Check Entries directly into the Check Reconciliation module. The check entries will be updated as if processed through the normal “**Add**” mode in the “**Set Up Check Entries**” menu option from within the General Ledger system.

When you select the option to “**Import Check Entries**” from the “**Transactions**” section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the “**Print Map**” button. To create a map file in the program directory, <click> on the “**Create Map**” button. This will print out the format in which this option is looking for information to be organized in.

The **Fixed Length ASCII** file logical record length for this transaction import file is **75** bytes.

Description	Type	Position	Length
Account #	STRING	1	5
Check #	STRING	6	10
Date	DATE	16	6
Origin	CHAR	24	2
Description	STRING	26	30
Trans #	STRING	56	5
Amount	DOUBLE	61	15

If it is not in this format, then you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of “**text**” file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as “**transaction**” information for those master files, such as invoices and credit memos, journal entry updates, etc.

These “**text**” files may be created by a wide range of sources which may include word processors, spreadsheets, databases, or other types of accounting programs.

These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs. After printing or creating the map file, you will then be prompted for three (3) data items.

- 1) **Import File Type**
- 2) **Import File Name**
- 3) **Process Import File**

The “**Import File Type**” is prompting you to select the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described below.

## Fixed Length ASCII Files

**Fixed Length ASCII “text”** files are those files in which each data field starts on a specific number of characters from the start of each record.

There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

**For example:**

1	12157	010397	1	4	Emp: CON-106	645.88
1	12158	010397	1	4	Emp: ELL-104	766.95
1	12159	010397	1	4	Emp: FRA-102	576.16

## Variable Length ASCII Files

**Variable Length ASCII “text”** files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

**For example:**

112157	010397	1	4	Emp: CON-106	645.88{CR}{LF}
112158	010397	1	4	Emp: ELL-104	766.95{CR}{LF}
112159	010397	1	4	Emp: FRA-102	576.16{CR}{LF}

## Comma Delimited \*.PRN Files

**Comma Delimited \*.PRN “text”** files are those files in which text type data fields are enclosed in double quotes (“), and all data fields are separated by commas (,).

The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

**For example:**

"1",	"12157",	"010397",	1,4,	"Emp: CON-106",	""	645.88{CR}{LF}
"1",	"12158",	"010397",	1,4,	"Emp: ELL-104",	""	766.95{CR}{LF}
"1",	"12159",	"010397",	1,4,	"Emp: FRA-102",	""	576.16{CR}{LF}

After selecting the type of file you will be using, enter the name of the file to be imported. You may use any name consistent with all **DOS**, **WINDOWS** or **UNIX** naming structures. You may <click> on **“Browse”** to search and select the file to import.

The Audit Trail check box is automatically turned on and will print an audit trail first before starting the import process. It is highly recommended that you print this audit trail to see if there are any discrepancies within your **“import”** file. However, if you do not want to, just <click> **“off”** the audit trail feature.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted to **“Cancel”** or **“Continue”** to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these questions, the system will begin to either print the audit trail first or go ahead and perform the **“import”** process, based upon your answer. You will be asked by the system **“Are you ready to post this file?”** The screen will reflect the number of transactions that have been posted to the system as it goes through the import process.

Once it completes the **“import”** process, the system will allow you to import the **“Next”** file or **“Close”** the process. Below is a more comprehensive description of how Import Modules work within the **Infinity POWER** programs. You may, however, print the file layout for this option directly to your printer or screen by clicking> on the **“Print”** button once you have selected this option.

## File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these options with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify “**action numbers.**” These “**action numbers**” tell the system whether you want the information that is being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = Add Record to file**
- 2 = Change record in file**
- 3 = Delete record in file**
- 4 = Add record if it doesn't exist, otherwise change it**

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first <click> on the “**Create Map**” at the point in the program when you have selected the “**import**” option. The result is to produce an “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AR0604.MAP**).

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, WordPad under Windows or **vi** under UNIX, you may create a customized import record layout. Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

#### **NOTE**

“**Key Value**” fields must be present in the import file and cannot be deleted from the record layout file. “**Key Value**” fields are those fields that are designated with an asterisk (\*) in the documented import record layouts.

You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

## Sample Import Check Entries File

Data Pro Support Document



### IMPORT CHECK ENTRIES (CR0415.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import cleared checks and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as CR0415.MAP.**

#### Explanation of File:

"Account #", (field name found in data dictionary) 75, (DPOffset **(This is an internal offset and cannot be changed)** 5, (length of field) "STRING", (Type of field) 1, (Starting position of field) 5 (length of field)

#### NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
*"Account #",75,5,"STRING",1,5
*"Check #",0,10,"STRING",6,10
*"Date",11,6,"DATE",16,6
*"Type",18,2,"CHAR",22,2
"Origin",19,2,"CHAR",24,2
"Description",20,30,"STRING",26,30
"Trans #",51,5,"STRING",56,5
*"Amount",58,15,"DOUBLE",61,15
"LRL",75
```

\* Required fields for importing records

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

#### Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING
FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES
ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

Data Pro Support Document

***Import Tips:***

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**Example: If you were going to be forcing a Bank Account number the line would look as follows: \*"10 Account #",75,5,"STRING",-1,2 (2 being the length of the Bank Account number).**

**NOTE**

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

***If you are importing from Excel using a space delimited file:***

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

**Char:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

**Example: Vendor # width of column would be 10.**

**String:** Format as text, left justify column, and change width to the number of characters being imported for that field.

**Int:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

**Double:** Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

## REMOVE RECONCILED ENTRIES (CR0408)

This option allows you to remove the reconciled entries from your Bank Account files based on or before a specified date. It updates the Check Reconciliation Master File with the date of last statement (*with your system date*) and last statement and balance.

This option performs a “housekeeping” task of freeing up disk space from those transactions, which are no longer needed. You will be prompted to enter a date for removal of reconciled entries. Before you execute this option, check the file size of your Check Reconciliation Master File (**coCR1.dbf**) and the Checking Detail File (**coCR2.dbf**). The system will create a temporary work file with all currently open Bank Accounts only and then delete the old file. Make sure that you have sufficient disk space to create this temporary file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your Check Reconciliation files. If your Check Reconciliation data files are **1MB**, you may need as much as **1.2MB** in additional free space before proceeding with this option. When you select this option, you will be prompted to enter a date to remove reconciled entries. Enter the date you wish to use and <click> on the “**Start**” button to begin the process. Otherwise, <click> on “**Cancel**” to abort this request. When finished, <click> on “**Close**” to return to the Menu Bar.

### Results:

#### **coCR1.dbf - Check Reconciliation Master File**

- Date of Last Statement updated
- Last Statement Balance updated

#### **coCR2.dbf - Check Reconciliation Detail File**

- Cleared Check Entries removed

## MAINTAIN EFT PROCESSORS

This section discusses the ways to set up, change, delete, and copy **EFT** Processors. You may add “**notes**” to any **EFT** Processor that may be viewed on the screen for additional information or planning. This may be done when adding a new **EFT** Processor, changing an existing **EFT** Processor or copying an **EFT** Processor.

By pressing **CTRL N** on the keyboard a screen will appear that will allow you to add or review free form notes. When you select the option to “*Add a New Note,*” a screen will appear with the current data and time. You will be prompted for a description of fifty (**50**) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (**10**) lines of fifty (**50**) characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the **EFT** Processor through changing existing **EFT** Processor and pressing **CTRL N**. By selecting the option to “*Review Existing Notes,*” you may choose from a listing of previously entered notes for that **EFT** Processor. If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By clicking> on the “**User Fields**” button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your *General Configuration* options are set up to allow access to **User-Definable Fields**.

## Inquiry Mode (CR0420)

The “**Inquiry**” mode provides a quick look at the information for each **EFT Processor** that is set up. This information includes the Processor Name, Company Name, EFT File Type, EFT File Pathname, EFT File Name Code and Origination and Destination information. To go back to the main screen, <click> on the “**Close**” button.



## Add Mode (CR0421)

This mode allows you to set up new **EFT Processors**. You may input all **EFT Processor** overhead information with this option. This is the first step in recording all pertinent information regarding an **EFT Processor**. You will need to add an **EFT Processor** for each different **EFT destination** you wish to perform **EFT Transactions** on. Each bank account will need to specify the **EFT Processor** it will use to process **EFT transactions** with.

If you are adding a new record, navigation is not required. <Click> on the “**Create a New Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Add.**” The system will prompt you to enter the necessary information for each **EFT Processor**.

The following table describes these details:

<b>Processor ID</b>	When you select this option, the system will prompt you to enter the Processor number. You may specify up to a ten (10) character ( <i>alpha/numeric</i> ) number for each <b>EFT Processor</b> . Next, enter the necessary information for each <b>EFT Processor</b> .
<b>Processor Name</b>	This is a twenty-three (23) character ( <i>alpha/numeric</i> ) description of the <b>EFT Processor</b> . This will be displayed on screens regarding this Processor.
<b>Company Name</b>	This field is limited to sixteen (16) characters in which to enter your company name. This is a very important field. This field is transmitted with all <b>EFT transactions</b> as the originating company of those transactions.
<b>EFT FILE TYPE</b>	<p>The <b>EFT File Type</b> which defines the type of <b>EFT Processor</b> you are setting up. The choices are:</p> <ul style="list-style-type: none"> <li>• <b>Network 1 Direct</b></li> <li>• <b>Network 1 EFTCash</b></li> <li>• <b>National Payment Corp</b></li> <li>• <b>Standard ACH</b></li> </ul> <p>Each <b>EFT file type</b> requires different setup fields for processing. After selecting an <b>EFT file type</b>, if you can't get to a certain field on this screen, it is because that <b>EFT file type</b> does not require the field or their requirements don't allow you to change a particular setting.</p> <p>After selecting either “<b>Network 1 Direct</b>” or “<b>National Payment Corp.,</b>” you will be prompted to change their respective setups. “<b>EFTCash</b>” or “<b>Standard ACH Format</b>” do not require specific setup.</p>
<b>Network 1 Direct</b>	The method used by <b>Infinity POWER</b> to be able to handle most of your banking transactions directly with <b>Network 1 Financial</b> corporation. <b>National Payment Corp.</b> is for transmitting <b>Payroll Direct Deposit</b> through National Payment Corporation (NPC).
<b>Network 1 EFTCash</b>	<b>Network 1 EFTCash</b> is an optional program available from Network 1 Financial. Please contact them directly for additional information on this program. Currently, <b>Network 1 Direct</b> will handle all of your <b>EFT needs</b> .
<b>Standard ACH Format</b>	<b>Standard ACH Format</b> is for transmitting <b>ACH files</b> directly to your bank.

## Setup

This is available for EFT file type **Network 1 Direct** and **National Payment Corp.** If you want to change the setup or you are doing the initial setup, <click> on the "**Setup**" button and you will be taken to an additional screen.

<b>Network 1 Direct Setup</b>	Optional Data Item
<b>Network 1 Direct Setup – Comm Program</b>	This is the communications program used to transmit batches to <b>Network 1 Financial</b> . The current program is <b>gcomm</b> and that should be entered here. Enter <b>gcomm.exe</b> for <b>Network 1 Financial</b> setup.
<b>Port Number</b>	This is the Comm port that the communications program will use to find the modem. Available selections are: COMM 1 COMM 2 COMM 3  Select the communications port your modem is using for <b>Network 1 Financial</b> setup.
<b>Phone Number</b>	This is the phone number that the communications program will use. Enter the phone number supplied to you by Network 1 Financial.
<b>Baud Rate</b>	This is the baud rate that the communications program will use. Available selections are: 1200 baud 2400 baud 9600 baud 19200 baud  Select <b>19200</b> baud for <b>Network 1 Financial</b> setup.
<b>File Type</b>	This is the baud rate that the communications program will use. Available selections are: Binary Compressed No Compression  Select Binary for Network 1 Financial setup.
<b>Extension</b>	This is the file extension assigned to you by <b>Network 1 Financial</b> . Enter your filename extension here.
<b>ID – PDD Signature on File</b>	This ID will be provided to you by <b>Network 1 Financial</b> when you sign up for their services. Enter the <b>PPD Signature on file ID</b> from your <b>Network 1 Financial</b> startup kit here.
<b>ID – PPD Signature not on File</b>	This ID will be provided to you by <b>Network 1 Financial</b> when you sign up for their services. Enter the <b>PPD Signature not on file ID</b> from your <b>Network 1 Financial</b> startup kit here.
<b>ID – CCD Signature on File</b>	This ID will be provided to you by <b>Network 1 Financial</b> when you sign up for their services. Enter the <b>CCD Signature on file ID</b> from your <b>Network 1 Financial</b> startup kit here.
<b>ID – CDD Signature not on File</b>	This ID will be provided to you by <b>Network 1 Financial</b> when you sign up for their services. Enter the <b>CCD Signature not on file ID</b> from your <b>Network 1 Financial</b> startup kit here.
<b>NPC Setup</b>	Optional Data Item
<b>NPC Account Number</b>	This data item is for your <b>NPC Account Number</b> . Enter the account number National Payment Corporation issued you.

<b>NPC Password</b>	This data item is for your <b>NPC Password</b> . Enter the password National Payment Corporation issued you.
<b>NPC Encode Word</b>	This data item is for your <b>NPC Encode Word</b> . Enter the number National Payment Corporation issued you.
<b>EFT File Pathname</b>	This is the directory path to where you want to store your <b>EFT</b> Batch file. All <b>EFT</b> File Types use this pathname to the directory where it will place the <b>EFT</b> Batch file. For example, if you want to store your batches in a sub-directory of <b>Infinity POWER</b> , you could set the path to ".\EFT\". The pathname needs to end with a backslash (\).
<b>CR/LF</b>	This is only available for <b>EFT</b> file type <b>Standard ACH Format</b> . If your bank requires a <b>CR/LF</b> in the <b>ACH EFT</b> batch file, then <click> on the checkbox, otherwise leave it blank.
<b>EFT File Name Code</b>	This is only used with <b>EFT</b> file type <b>Standard ACH Format</b> and <b>EFTCash</b> . This is the file name code for your <b>EFT</b> Batch file. The <b>EFT</b> batch file name consists of your three digit company number/id, then this code. The file extension will always be "ach."
<b>Origin Name</b>	This is only used with <b>EFT</b> file type <b>Standard ACH Format</b> . This is your Origin Name for transmitting <b>ACH</b> batches to your banking institution. Enter the number provided to you by your banking institution.
<b>Origin Routing #</b>	This is only used with <b>EFT</b> file type <b>Standard ACH Format</b> . This is your Origin Routing number for transmitting <b>ACH</b> batches to your banking institution. Enter the origin routing number provided to you by your banking institution.
<b>Destination Name</b>	This is only used with <b>EFT</b> file type <b>Standard ACH Format</b> . This is your Destination Name for transmitting <b>ACH</b> batches to your banking institution. Enter the destination name provided to you by your banking institution.
<b>Destination Routing #</b>	This is only used with <b>EFT</b> file type <b>Standard ACH Format</b> . This is your Destination Routing number for transmitting <b>ACH</b> batches to your banking institution. Enter the destination routing number provided to you by your banking institution.
<b>Payroll ID</b>	<p>This is only used with <b>EFT</b> file type <b>Standard ACH Format</b>. This is your Company ID for transmitting <b>Payroll ACH</b> batches to your banking institution. Most companies use their IRS Employer ID. After entering your Payroll ID, you will need to select the ID type. Available options are:</p> <ul style="list-style-type: none"> <li>• IRS Employer ID</li> <li>• DUNS ID</li> <li>• Processor Defined ID</li> </ul> <p>If your <b>EFT</b> Processor only requires one ID, then you will put the same ID in both Payroll and Non-Payroll ID fields.</p>
<b>Non-Payroll ID</b>	<p>This is only used with <b>EFT</b> file type <b>Standard ACH Format</b>. This is your Company ID for transmitting Non-Payroll <b>ACH</b> batches to your banking institution. Most companies use their IRS Employer ID. After entering your Non-Payroll ID, you will need to select the ID type. Available options are:</p> <ul style="list-style-type: none"> <li>• IRS Employer ID</li> <li>• DUNS ID</li> <li>• Processor Defined ID</li> </ul>

	If your <b>EFT</b> Processor only requires one ID, then you will put the same ID in both Payroll and Non-Payroll ID fields.
<b>Login File Path</b>	This is only used with <b>EFT</b> file type <b>Standard ACH Format</b> . This is the path and filename of your bank login file. Some banks require a login record be the first record of their <b>ACH</b> file. If you are required to use a login record, you will need to create a file with that information in it. Then, put the name and path to that file in this field. If you are not required to use a login record then leave it blank.
<b>Next Batch Entry #</b>	This data item is used to enter your next Batch Entry number for this <b>EFT</b> Processor. This number is used to update the check register file for the <b>EFT</b> transactions. When you print <b>EFT</b> Checks in Accounts Payable the check number in the check register will be " <b>EFT.</b> " When you print Direct-Deposit checks in Payroll, the payroll module will assign the check number in the payroll check register. The bank account check register does not get updated until you create an <b>EFT</b> Batch. <b>EFT</b> transactions update the bank account check register with the <b>Next Batch Entry #</b> when you create an <b>EFT</b> batch for submission.

**Results:**

**coCR3.dbf - EFT Processor Master File**  
 - All EFT Processor Information is set up

### Change Mode (CR0422)

This option allows you to change information on an existing **EFT** Processor if you have made any mistakes during the set up process.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the "**Navigation**" option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the "**Modify the Current Record**" button or choose the "**Operation**" option from the Menu Bar and then "**Change.**" Make the changes required and <click> on the "**Save**" button to save your changes or <click> on the "**Cancel**" button to cancel the changes made.

At this point, the screen will be displayed showing all of the existing information for this particular account. Simply move your cursor around the screen to the data item you wish to change and make the appropriate changes.

When your changes are complete, <click> on the "**Save**" button to save these changes.

**Results:**

**coCR3.dbf - EFT Processor Master File**  
 - EFT Processor Information is updated

### Delete Mode (CR0423)

This option allows you to delete an existing **EFT** Processor you may have entered by mistake, or no longer want in the file.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the "**Navigation**" option on the Menu Bar and then the appropriate navigation option.

<Click> on the "**Delete the Current Record**" button or choose the "**Operation**" option from the Menu Bar and then "**Delete.**" This will place you into the "**Delete**" mode, then <click> on "**Save**" to validate your deletion of this record.

**Results:**

**coCR3.dbf - EFT Processor Master File**  
 - EFT Processor Information is deleted

**Copy Mode (CR0424)**

This option allows you to create a new **EFT Processor** by copying the information from an existing one. Using this option, the system provides a quick method of setting up **EFT Processors** that are very similar.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. <Click> on the “**Create a Record Based on the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Copy.**”

You will notice all the processor information will be copied to a new record. The system will prompt you to enter the new processor number for this record. At this point, you may choose to edit any of the information or <click> on the “**Save**” button to validate, which will then add it to the file.

**Results:**

**coCR3.dbf - EFT Processor Master File**  
 - All EFT Processor Information is set up

**MAINTAIN EFT BATCH ENTRIES**

This section discusses the ways to set up, change, delete, and copy **EFT Batch Entries**. You may add “**notes**” to any **EFT Batch Entries** that may be viewed on the screen for additional information or planning. This may be done when adding a new **EFT Batch Entry**, changing an existing **EFT Batch Entry** or copying an **EFT Batch Entry**.

By pressing **CTRL N** on the keyboard a screen will appear that will allow you to add or review free form notes. When you select the option to “**Add a New Note,**” a screen will appear with the current data and time. You will be prompted for a description of fifty (**50**) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (**10**) lines of fifty (**50**) characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the **EFT Batch Entry** through change an existing **EFT Batch Entry** and pressing **CTRL N**. By selecting the option to “**Review Existing Notes,**” you may choose from a listing of previously entered notes for that **EFT Batch Entry**.

**Add Mode (CR0431)**

This option allows you to set up new **EFT Batch Entries**. You may input all **EFT Batch Entry** overhead information with this option. You would normally not need to “**Add**” an **EFT Batch Entry** since the source module (*Accounts Payable, Payroll, etc*) will normally generate the batch entry for you. If you have a need for a “**stand-alone**” entry, then you can use this option to create an **EFT Batch Entry**.

If you are adding a new record, navigation is not required. <Click> on the “**Create a New Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Add.**” The Batch Entry Number is automatically incremented using the next batch entry number stored in the **EFT Processor** record.

<b>Processor Number</b>	This is the processor number for this transaction batch.
<b>Processor Name</b>	This is a twenty-three (23) character ( <i>alpha/numeric</i> ) description of the <b>EFT Processor</b> . This will be displayed on screens regarding this Processor.
<b>Processing Date</b>	This is the system date.
<b>Bank Account</b>	This checking account number is used to define a valid bank account already set up in the check reconciliation master file. This is the bank account that will be updated when this entry is placed in an <b>EFT Batch File</b> . Either type in the specific bank account number or <click> the <b>Down Arrow (F2 by default)</b> to “pop-up” a sub-menu to choose from.
<b>Transaction Date</b>	This is the date of the original transaction and is normally created in the source module ( <i>Accounts Payable, Payroll, etc</i> ).
<b>Source System</b>	This is the source system for this <b>EFT Batch Entry</b> . Options are: Check Reconciliation (not available) General Ledger (not available) Accounts Payable Payroll Accounts Receivable  The Check Reconciliation and General Ledger are listed for compatibility reasons and are not available for selection. You may choose <b>Accounts Payable, Payroll, or Accounts Receivable</b> . Your selection will change the descriptions for other data items. This reflects the source module for this batch entry.
<b>Amount</b>	This is the amount of this <b>EFT Batch Entry</b> . This is the amount of the Check/Payment that will be processed when this batch entry is placed in an <b>EFT Batch File</b> .
<b>Vendor/Customer/Employee Number</b>	This is the Vendor/Customer/Employee number for this Batch Entry. According to the “ <i>source system</i> ” you will be prompted for one of the three numbers.
<b>Vendor/Customer/Employee Name</b>	This is the Vendor/Customer/Employee name for this Batch Entry. According to the “ <i>source system</i> ” you will be prompted for one of the three names.
<b>Signature</b>	This is used to determine if you have a signature on file from this Vendor/Customer/Employee authorizing <b>EFT</b> transactions. <Click> on this check box if you have a valid signature.
<b>Destination Routing Number</b>	This is the destination bank routing number for this Batch Entry. This identifies the destination institution's routing number.
<b>Destination Account Number</b>	This is the destination bank account number for this Batch Entry. This identifies the destination Vendor's/Customer's/Employee's bank account number.
<b>Account Type C/S</b>	This is the destination account type field. Either <click> on Checking or Savings.
<b>EFT Complete</b>	This field determines if this Batch Entry has been completed. If this check box is checked, then this entry has already been placed in a <b>EFT Batch File</b> ready for transmission.

**Results:****coCR4.dbf - EFT Transaction File**

- All EFT Batch Entry Information is set up

**Change Mode (CR0432)**

This option allows you to change information on an existing **EFT Batch Entry**, if you need to make any changes to an existing **EFT Batch Entry**. When you select this option, the system will ask which **EFT Processor** and **Batch Entry Number** you wish to change.

First, you must navigate to the batch you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

At this point, the screen will be displayed showing all of the existing information for this particular batch. Simply move your cursor around the screen to the data item you wish to change and make the appropriate changes.

When your changes are complete, <click> on the **“Save”** button to save these changes.

**Results:****coCR4.dbf - EFT Transaction File**

- EFT Batch Entry is updated

**Delete Mode (CR0433)**

This option allows you to delete **EFT Batch Entries** that may have entered by mistake, or are no longer want in the file.

First, you must navigate to the batch you wish to delete. You may find a batch using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this batch.

**Results:****coCR4.dbf - EFT Transaction File**

- EFT Batch Entry is deleted

**Copy Mode (CR0434)**

This option allows you to create a new **EFT Batch Entry** by copying the information from an existing one. Using this option, the system provides a quick method of setting up Batch Entries that are very similar.

First, you must navigate to the batch you wish to copy from. You may find a batch using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the batch information will be copied to a new record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

**Results:**

**coCR4.dbf - EFT Transaction File**

- All EFT Batch Entry Information is set up

## **CHANGE EFT BATCH ENTRY STATUS (CR0435)**

This option allows you to change an **EFT Processor's Batch Entry** status. This will change **ALL** entries to that **EFT Processor** for a particular date. If you need to change a single entry (*or a few*) select the option to “**Change an EFT Batch Entry**” and then change the status of that entry individually.

If you have experienced a problem with an EFT Batch and that batch needs to be re-transmitted, you can use this option to change the status of all the entries to an EFT Processor for a particular date. This will allow a new Batch File to be created and then re-transmitted.

Select the **EFT Processor** to change and then enter the date for this change.

**Results:**

**coCR4.dbf - EFT Transaction File**

- EFT Batch Entry Status updated

## **REMOVE COMPLETED EFT ENTRIES (CR0445)**

This option allows you to remove the completed **EFT Batch** entries from your Bank Account files. This will remove **ALL** completed entries through a specified date.

This is a maintenance option that allows you to remove **EFT Entries** that have been completed. When you select this option, you will specify the ending processing date and all entries completed prior to this date will be purged from the **EFT Transaction** file. This is based on the processing date, not the transaction date.

**Results:**

**coCR4.dbf - EFT Transaction File**

- Completed EFT Batch Entries purged

## **REMOVE TRANSMITTED BATCH FILES (CR0446)**

This option allows you to remove the transmitted **Network 1 EFT Batch** files from your hard drive. This will only remove **Network 1** type batch files.

This is a maintenance option that allows you to remove **EFT Files** that have been transmitted. When you select this option, you will specify which **EFT Batch** file to remove. If you have more than one file, you will have to repeat this option for each file you want removed.

If you are using an **ACH** or **EFT Cash** type processor, you will need to manually backup each **EFT batch** file after transmission. **NPC** processors manage their **EFT Batch** files themselves.

**Results:**

**EFT Batch file removed from the hard drive**



## CHECK RECONCILIATION CONFIGURATION (CR0405)

This option allows you to set up the Master Configuration and the integration with other systems. A default configuration is already built into your Check Reconciliation module. However, you may prefer to change this configuration to meet your company's specific requirements. If you decide to assume the default values, please review them carefully before you begin processing.

After selecting this option, a window with tabs will appear displaying the following two choices:

- **Master Configuration**
- **Integration with Other Systems**

As you proceed to select each option, enter all required changes (*by simply clicking on the desired fields or positioning the cursor where the change is required*) or <click> on **“OK”** to validate and assume the default values.

### Master Configuration

The **Master Configuration** screen will display the four data items necessary for configuring your Check Reconciliation defaults.

<b>Allow Multiple Bank Accounts</b>	Default: <b>N</b> This option allows you to specify to the system whether or not you want to set up more than one bank account. By not clicking on this option, the system will only allow you to set up one bank account and will automatically use the number specified in the next data item.
<b>Default Band Account Number</b>	Default: <b>1</b> This field contains the default bank account, which will automatically be selected when the Check Reconciliation program is first loaded.
<b>Allow Entry of Check Description</b>	Default: <b>N</b> This option turns on or off the entry of a thirty-character description for each bank transaction directly in the Check Reconciliation module under the options, <i>“Transactions,” “Set Up Check Entries.”</i> If you <click> this option <b>“on,”</b> the system will allow you to enter the transaction description.
<b>Allow Entry of Check Transaction Number</b>	Default: <b>N</b> This option turns on or off the entry of a check transaction number for each check entered directly in the Check Reconciliation module under the options, <i>“Transactions,” “Set Up Check Entries.”</i> If you <click> this option <b>“on,”</b> the system will allow you to enter the check transaction number.

### Integration

Integration with Other Systems - Default: (Below)

The default values for integration with other modules are as follows:

- 1) **General Ledger: N**
- 2) **Accounts Payable: Automatic**
- 3) **Payroll: Automatic**

The automatic integration between Check Reconciliation and the Accounts Payable and Payroll modules require that the respective modules have their Master Configuration Integration's set as well. This will allow for automatic updates to the Check Reconciliation module each time a check is written. If you have any of these other modules that you would like to interact with, simply <click> on the check box to turn on this interactivity.

As you proceed to select each option, enter all required changes by simply positioning the cursor where the change is required or assume the default values and <click> on the “**OK**” or the “**Apply**” button to save your changes. To exit without saving your changes, <click> on “**Cancel**.”

## MAINTAIN DATA FILES (CR0407)

This option includes both “**Pack**” and “**Re-Index**” utilities to manage your Check Reconciliation files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion.

You should **NOT** rely on this option to replace backups. Your backup procedures should include daily backups and weekly offsite backups.

There are only several situations in which this option need be accessed.

- **Power (hardware) failure.**
- **Media Errors (bad disk)**
- **Remove records marked for deletion**

Before you execute the **Pack** option, check the file size of your Check Reconciliation files. The system will sort each of the current “**out of index**” files into new “**indexed**” files before deleting the old ones.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

### **NOTE**

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Check Reconciliation Master File**
- **Check Reconciliation Detail File**
- **EFT Processor Master File**
- **EFT Batch Entry File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to “**Select All**” files, “**Un-select All**” files, and “**Invert Selection**,” which selects those files that were not selected in a previous pack or re-index condition. There is also a button, “**Details**” that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the “**Start**” button, after selecting the files you wish to manage. You are then given the options to “**Pack**” or “**Re-Index**” the selected data file(s). **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a “**Percentage of Completion**” graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a “**Pack**” procedure.

**Results:**

All Records in all or specified Check Reconciliation Files will be packed and/or re-indexed.

**MAKE COMPLETE DATA BACKUPS**

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only, very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that “**careless disregard**” for making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind (such as a hard disk failure)**
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**
- **Careless Handling of Data Disks (such as copying files the wrong direction)**

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you “**normally**” work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set #1 may read Monday, disk set #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week. Therefore, if a problem was to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files. Of course the entries made during the last week may be lost, but that is better than many months or years worth of input.

To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number (Week #1) and at the end of every week, make a full backup of your data files. Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information. Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that floppy disk backups be made occasionally (**at least monthly**) in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing. The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man-hours over time. This is a large investment that should be safeguarded at all times. These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment.

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## CHAPTER 3 ENTER TRANSACTIONS

This section discusses the different ways transactions may be entered into the **Check Reconciliation** module. These options should not be utilized until the initial set up has been completed.

### SELECT CURRENT BANK ACCOUNT (CR0100)

This option allows you to select between multiple bank accounts for current processing. All options in the Check Reconciliation module process information on the currently selected bank account. The initial current bank account will be the default bank account set up in the Master Configuration. If you are not using multiple bank accounts, then this option will not be needed.

When you select this option from the Menu Bar or by pressing **CTRL + F1**, the system will ask you for the bank account number to select. You may <click> the **Down Arrow (F2 by default)** to gain access to the bank account listing. You may choose to search for bank accounts by account number or description. Once the account number is chosen, the account description will be displayed. To exit, <click> on the **“OK”** button.

All transaction processing will now be performed on the selected bank account.

### ENTER CHECKS AND DEPOSITS (CR0101)

This option allows you to add new check entries. These entries may include checks, deposits, adjustments and voids.

This option allows you to add bank account transactions to the system. It will allow you to distribute the amount of this entry into various General Ledger chart of accounts. Each transaction may be distributed to up to **50** different accounts.

The following is an explanation of each of the data items necessary for each transaction.

<b>Check</b>	This is a ten ( <b>10</b> ) character ( <i>alpha/numeric</i> ) check number. This must be a unique check or reference number. If the transaction has the same number as some previous transaction, such as a voided check, you must add another number or other character to the end of the check number.
<b>Date</b>	This is the date of the check or transaction that is being entered.
<b>Type</b>	<p>This data item contains the type of transaction that is being entered. The system defaults the type to Check. The valid types are listed below.</p> <p><b>Check</b>  <b>Deposit</b>  <b>Adjustment</b>  <b>Voids</b></p> <p>Deposit type transactions will be automatically credited to the account. <b>You should enter the amount of the deposit as a positive number.</b> The system will assume that adjustment type transactions are debits, similar to checks, and must be entered as a negative number if it is to be a credit to the account instead of a debit.</p> <p>Void transactions will be entered automatically as a negative amount to void a check previously posted to the bank account file. The transaction type description will be displayed immediately below this data item.</p>
<b>Description</b>	This is the thirty ( <b>30</b> ) character ( <i>alpha/numeric</i> ) description of the transaction. This will be displayed on all reports and screens regarding this transaction. This data item will be skipped over if you have specified (N)o to the feature <b>“Allow Entry of Check Description”</b> in the Master Configuration.

<b>Transaction #</b>	<p>This is the five (5) character (<i>alpha/numeric</i>) reference number of the transaction. This could be used to reference an invoice number paid by the check, expense account to charge the transaction to, etc. This will be displayed on all reports and screens regarding this transaction.</p> <p>This data item will be skipped over if you have specified (N) to the feature “<i>Allow Entry of Check Transaction #</i>” in the Master Configuration.</p>
<b>Amount</b>	<p>This is the actual amount of the transaction or check. Check and Deposit type transactions should be entered as positive numbers. Adjustment type transactions should be entered as positive numbers to reduce the balance of the account, and negative numbers to increase the balance of the account.</p>
<b>GL JE Number</b>	<p>This is the General Ledger Journal number that will be affected by this transaction.</p> <p>After all of the above data items have been entered, &lt;click&gt; on the “<b>GL Distribution</b>” button and the detail screen will appear for you to enter the distribution amounts.</p> <p>This screen will display the total amount of the check to distribute and the amount remaining to distribute.</p>
<b>GL Account</b>	<p>This is the General Ledger account number that will be affected by this line item entry. Normally, only adjustment or service charge entries should be entered in this fashion. Therefore, this account number should be the expense account that will be debited. The General Ledger Cash account set up on the bank account will be credited.</p> <p>Enter a General Ledger account number or &lt;click&gt; on the down arrow to access the general ledger chart of accounts. You will then have the capability to search for a near match on account number or by description.</p>
<b>Amount Distributed</b>	<p>This is the amount to be distributed to the GL Account defined on this line item distribution.</p> <p>After all of the above data items have been entered, &lt;click&gt; on the “<b>Save</b>” button and the transaction will be added to the file.</p>

**Results:**

**coCR2.dbf - Check Reconciliation Detail File**

## TRANSFER BETWEEN BANK ACCOUNTS (CR0105)

This option allows you to make the entries necessary to transfer funds between bank accounts.

This option may be used to make a funds transfer from one bank account to another. The system will create an entry to the General Ledger for this transaction. The default bank account assigned will be the bank account that the funds will be transferred from.

The following table describes each of the data items necessary for each transaction.

<b>To Bank Account</b>	<p>This is the bank account number that the funds will be transferred to. Enter a bank account number or you may &lt;click&gt; on the arrow to access the available bank accounts set up in your system.</p>
<b>Amount</b>	<p>This is the amount of funds that will be transferred.</p>
<b>GL JE Number</b>	<p>This is the General Ledger Journal number that will be affected by this transaction.</p>

<b>Create EFT Transfer</b>	If the <b>“From”</b> Bank Account is set up with an EFT Processor, this data item will be accessible. The <b>“To”</b> Bank Account must have at least the account number and routing number to be able to transfer this transaction via EFT.
<b>Check Number</b>	This is a ten (10) character ( <i>alpha/numeric</i> ) check number that will be used to identify this transfer of funds.

After all of the above data items have been entered, <click> on the **“Save”** button and the transaction will be added to the file.

**Results:**

coCR2.dbf - Check Reconciliation Detail File

### PRINT EFT BATCH ENTRY LISTING (CR0204)

This option provides a complete listing of **EFT Batch** Entries. This report prints a complete listing of all entries recorded for the selected **EFT Processor** with the Ending Processing Date. The report also provides a detailed listing of each **EFT Batch** Entry.

When you select this option, you will be prompted for the **EFT Processor** to include and the Processing Date. All entries to this **EFT Processor** for the specific processing date will be printed. You will also have the capability of choosing to include *“completed”* Batch Entries.

**Field Names:**

**Heading Information:**

- Through Date
- Processor Number and Name

**Detail Information:**

- Batch Entry Number
- Processing Date
- Effective Date
- Transaction Date
- Create Date
- Complete Y/N
- Bank Account
- System Origin

**Detail Information (cont.)**

- Destination Routing #
- Destination Bank Account
- Destination Bank Account Type
- Number and Name of Payee
- Signature Y/N
- Amount

**Summary Information:**

- Total to be Transferred IN Count and Amount
- Total already Transferred IN Count and Amount
- Total to be Transferred OUT Count and Amount
- Total already Transferred OUT Count and Amount

### CREATE EFT BATCH FILE (CR0440)

This option allows you to create a batch file ready for transmission to a specific **EFT Processor**. This option should be used when you are ready to submit an **EFT Batch** file for transmission. It will create a single batch file for the **EFT Processor** you choose and place all entries from the date range selected into that batch file. It is both more efficient and cost effective to create a single batch with multiple entries for transmission. If you have several **EFT Processors**, you will need to repeat this option for each processor and date range.

You will be prompted to enter the **EFT Processor**, or you can <click> the **Down Arrow (F2 by default)** to review near matches. Select the **EFT Processor** you wish to create a Batch file for, and then enter the ending date to use for creating this **EFT Batch File**. All **EFT Batch Entries** that meet these criteria will be added to the **EFT Batch File**.

**NOTE**

When entering an Effective Date, be sure you **DO NOT** to use a Federal Banking holiday or a week end. The Effective date must be a date that is a valid banking day.

The batch file created will differ according to the **EFT Processor** you have chosen. Each batch file will be placed in the directory specified in the **EFT Processor's** setup (*EFT File Pathname*). The following is a discussion of the results based on the **EFT Processor**.

**Network 1 Financial** will create a batch file that is ready for transmission to them. You can use the option "*Transmit EFT Batch Files*" to send this file to **Network 1 Financial**. You can use the option "*Maintain EFT Batch Files*" to maintain your batch files.

**EFTCash** and **Standard ACH** will create a file in that begins with your three (3) character company number, then the five (5) character "*EFT File Name Code*" setup on the **EFT Processor**, and ends with the extension of ".ach." You will need to make a backup of this file before you create another batch file. Both of these **EFT Processor** types will reuse the same file name for each batch file created. If you are using both **EFTCash** and **ACH Processors**, it is recommended that you give them different pathnames and different EFT File Name Codes.

**NPC** will create a file in the current program directory that is ready for transmission to National Payment Corporation. They automatically maintain their batch files, so you are not required to make backups before creating a new batch, but, as always, it is recommended that you keep backups of these files. After creating the EFT Batch file for **NPC**, you can use the menu option "*Transmit NPC Files*" to transmit to **NPC**.

## TRANSMIT NETWORK 1 FILE (CR0441)

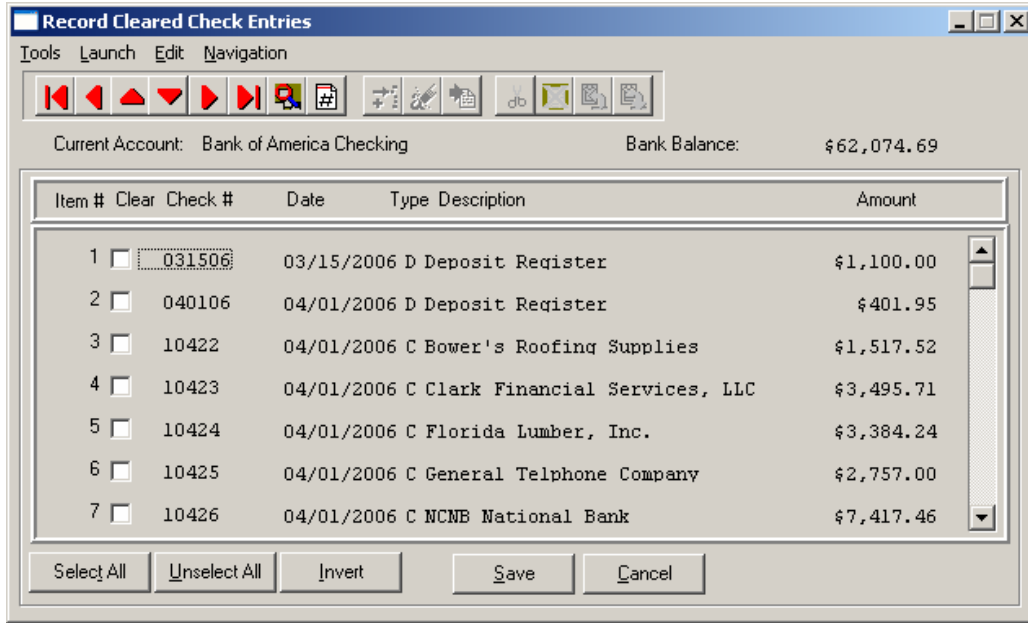
This option allows you to send Network 1 Financial batch files to Network 1 Financial for processing. To transmit a Network 1 Batch File the communications program in the Network 1 Processor setup is loaded using the parameters specified in that setup. This option will prompt you for the EFT Processor ID and the batch file name to transmit. After transmitting the Network 1 batch file, the system will be updated to show that the batch file has been sent. If you wish, you may remove this batch file with the option "*Remove Transmitted EFT Batches*".

## RECORD CLEARED CHECK ENTRIES (CR0108)

This option allows you to record the Check Entries that have been cleared at your bank. This option should be used once you receive the statement from your bank to record those checks and deposits that have cleared. When you select this option, the system will display a screen indicating the bank account that is being processed and provide you with a window to select which method you want to use in selecting the check entries. There are three methods of recording cleared check entries.

<b>Scroll View by Check Number</b>	Displays a scrolling screen with all uncleared items. The system will allow you to mark any item on the screen as cleared. The running bank balance will change according to the items marked as cleared.
<b>Scroll View by Check Date</b>	Display a scrolling screen with all uncleared items. The system will allow you to mark any item on the screen as cleared. The running bank balance will change according to the items marked as cleared.
<b>Scroll View by Check Date and Sequential Check # Range</b>	Prompts you for beginning and ending check numbers that will automatically be recorded as cleared.





If you have selected either the “Scroll View by Check Number” or “Scroll View by Check Date” mode, the previous screen will allow you to use the “Select All” button to choose all items to be cleared. Conversely, you may “Unselect All” by clicking the next button. Or, if you have made a series of selections and decide to reverse your choices, you may click on the “Invert” button. Once all of your selections have been made, click on “Save” to complete your choices. Click on “Cancel” to exit this screen.

If you are using the “Sequential Check Number Range” method, the system will request the beginning and ending check numbers in the range to be selected. The system will then automatically mark the items in this range as cleared. Place your cursor on the “Beginning Check Number” field and <click> the **Down Arrow (F2 by default)** to gain access to the transaction listing. You may choose to search for transactions by check number or description.

Once you have selected the **Beginning Check Number**, <click> on the **Ending Check Number** field and then <click> the **Down Arrow (F2 by default)** to gain access to the account listing to choose the ending number. When you have recorded cleared check/deposit entries, an “X” will appear in the Check Register Report and the Reconciliation Report to distinguish the entry has been marked for clearing.

**Results:**

**coCR2.dbf - Check Reconciliation Detail File**

- Check Entry Recorded as cleared

**IMPORT CLEARED ENTRIES (CR0106)**

The File Import options allow you to bring information into the appropriate modules from text, or ASCII files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import Cleared Check Entries directly into the Check Reconciliation module.

When you select the option to “Import Cleared Entries,” from the “Transactions” section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the “Print Map” button. To create a map file in the program directory, <click> on the “Create Map” button. This will print out the format in which this option is looking for information to be organized.

The **Fixed Length ASCII** file logical record length for this transaction import file is **30** bytes.

Description	Type	Position	Length
Account #	STRING	1	5
Check #	STRING	6	10
Amount	DOUBLE	16	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The first screen section is the format screen which asks the type of file you will be using during the import process. There are three choices.

- **Fixed Length (ASCII)**
- **Variable Length (ASCII)**
- **Comma Delimited (.PRN)**

These three choices are described below.

### Fixed Length ASCII Files

**Fixed Length ASCII “text”** files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

**For example:**

```
1 12157 645.88
1 12158 766.95
```

### Variable Length ASCII Files

**Variable Length ASCII “text”** files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

**For example:**

```
1 12157 645.88{CR}{LF}
1 12158 766.95{CR}{LF}
```

### Comma Delimited ASCII Files

**Comma Delimited \*.PRN “text”** files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

**For example:**

```
"1","12157", 645.88{CR}{LF}
"1","12158", 766.95{CR}{LF}
```

After selecting the type of file you will be using, enter the name of the file to be imported. You may use any name consistent with all **DOS**, **WINDOWS** or **UNIX** naming structures. You may <click> on **“Browse”** to search and select the file to import.

The Audit Trail check box is automatically turned on and will print an audit trail first before starting the import process. It is highly recommended that you print this audit trail to see if there are any discrepancies within your **“import”** file. However, if you do not want to, just <click> **“off”** the audit trail feature.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted to **“Cancel”** or **“Continue”** to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, the system will begin to either print the audit trail first or go ahead and perform the **“import”** process, based upon your answer. You will be asked by the system **“Are you ready to post this file?”** The screen will reflect the number of transactions that have been posted to the system as it goes through the import process.

Once it completes the **“import”** process, the system will allow you to import the **“Next”** file or **“Close”** the process. Below is a more comprehensive description of how Import Modules work within the **Infinity POWER** programs. You may, however, print the file layout for this option directly to your printer or screen by <clicking> the **“Print”** button once you have selected this option.

## File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here.

Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs. The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

- **Fixed Length ASCII Records**
- **Variable length ASCII Records**
- **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify “**action numbers.**” These “**action numbers**” tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = Add Record to file**
- 2 = Change record in file**
- 3 = Delete record in file**
- 4 = Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO, 1=YES).**” This field indicates to the import programs whether or not the transaction is continued in the next record.

For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each transaction related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (\*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. Any text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero. To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first press the **F9** key at the point in the program when you have selected the “**import**” option. The result is to produce a “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program.

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, WordPad under Windows or **vi** under UNIX, you may create a customized import record layout.

Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout. Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

#### **NOTE**

“**Key Value**” fields must be present in the import file and cannot be deleted from the record layout file. “**Key Value**” fields are those fields that are designated with an asterisk (\*) in the documented import record layouts.

You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

## Sample Import Cleared Checks File

Data Pro Support Document



### IMPORT CLEARED CHECKS (CR0106.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import cleared checks and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as CR0601.MAP.**

#### Explanation of File:

"Account #", (field name found in data dictionary) 75, (DPOffset (**This is an internal offset and cannot be changed**) 5, (length of field) "STRING", (Type of field) 1, (Starting position of field) 5 (length of field)

#### NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
**"Account #",75,5,"STRING",1,5
**"Check #",0,10,"STRING",6,10
**"Amount",58,15,"DOUBLE",16,15
"LRL",30
```

#### \* Required fields for importing records

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

#### Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

Data Pro Support Document

**Import Tips:**

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**Example: If you were going to be forcing a Bank Account number the line would look as follows: \*"10 Account #",75,5,"STRING",-1,2 (2 being the length of the Bank Account number).**

**NOTE**

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

**If you are importing from Excel using a space delimited file:**

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

**Char:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

**Example: Vendor # width of column would be 10.**

**String:** Format as text, left justify column, and change width to the number of characters being imported for that field.

**Int:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

**Double:** Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

## PERFORM RECONCILIATION UPDATE (CR0107)

This option records all cleared entries in your bank account files to reconciled entries and updates the last statement date and balance. This is a “**housekeeping**” task of freeing up disk space which is no longer needed. The system will process the currently selected bank account, and flags as “**reconciled**” all entries that have been recorded as cleared. It updates the Bank Account Master File with the date of last statement assumed from the system date.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later depending on the size of your bank account detail file. If your Checking Detail data file is **1MB**, you may need as much as **1.2MB** in additional free space before proceeding with this option.

When you select this option, you may <click> on the “**Update**” button to begin the process or the “**Cancel**” button to exit. Once begun, all “**cleared**” check entry records will be changed to “**reconciled**” entries. To remove reconciled entries from the system, use the option in the “*Set Up and Maintenance*” section for “*Remove Reconciled Entries.*”

### Results:

#### **coCR1.dbf - Check Reconciliation Master File**

- Date of Last Statement updated
- Last Statement Balance updated

#### **coCR2.dbf - Check Reconciliation Detail File**

- Cleared Check Entries changed to reconciled

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## CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Check Reconciliation** module. Reports illustrate the results of transactions from the options within this module or from another integrated module. Reports do not update the actual files.

The reports included here reflect sample information input into the sample company “**INS - Infinity POWER Sample Company**” and only reflect an example of the way a company may utilize certain features within this module. All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports.

**DO NOT** assume that these reports reflect the only way in which this module's reports may be structured and/or printed. These reports may be used as a cross-reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

### STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

- CTRL+O (Output Options)**
- Destination - Printer Choice, E-Mail or Display**
- Report Titles**
- E-mail Settings - Recipient and Subject**
- Font Attributes**
- Report Print Options**
- Displayed Report Options**
- Range of Accounts**
- Data Record Retrieval**
- Report Sorting Preference**
- Masking (Wildcards)**
- Period to Report On**
- Cancel the Print Job**

### CTRL + O (Output Options)

You are able to change your Output Options (*printing preference*) at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select “**Printer,**” this will cause the output to be generated to whichever printer device you currently have as “*active*” in the **Windows** operating system. You may choose to change printers by <clicking> on the “**Print Options**” button and select another printer that you have set up in your Windows program. Also, by choosing “**Printer,**” you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select “**E-Mail,**” this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the “**To**” field. Make sure to enter their e-mail address and not just their name. The “**Subject**” field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

#### **NOTE**

Be sure you have defined your “**E-Mail Host**” in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **“Display,”** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **“text”** file for a myriad of uses. You may do the same in Windows, however, you must set up a **“printer”** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

## Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts...** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

### **NOTE**

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

## Report Print Options

In the **Printer Settings** section, <click> on the **Options...** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

## Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the # toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

## Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the **“Beginning Account #”** field and <click> the **Down Arrow (F2 by default)** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow (F2 by default)** to gain access to the account listing to choose your ending number.

## Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

<b>First Record</b>	This option will allow you to select the first record in the requested file.
<b>Next Record</b>	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
<b>Current Record</b>	This option will allow you to select the last record that was accessed.
<b>Scroll View</b>	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
<b>Previous Record</b>	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
<b>Last Record</b>	This option will allow you to select the last record in the requested file.

## Report Sorting Preference

This is the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when <clicking> the **Down Arrow (F2 by default)**:

- Customer Number**
- Customer Name**
- Description**

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by **“Description.”**

## Masking (Wildcards)

The account number mask is a field which gives you the ability to set up a specific search and have the system only retrieve those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.

Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.

The bank account number mask field would appear on your screen as:

[     ]  
\*12345

Assuming that you were utilizing a five digit bank account number with the last two digits representing the department or location number (e.g., "03"), to print a report that would mask for a department or location you would enter the following:

[   03 ]  
\*12345\*

The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.

## Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

## Cancel the Print Job

<Clicking>on the "Cancel" button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

## PRINT CHECK REGISTER REPORT (CR0201)

This option provides a complete register of all Bank Account entries recorded for the selected bank account. The report also provides the beginning balance, a running account balance, the ending balance, and also calculates the current bank balance from those entries that are **NOT** marked as cleared.

When you select this option, you will be prompted for a date range of items to include. By <click> the **Down Arrow (F2 by default)** at the beginning and ending date range fields, a calendar will appear for you to choose a date. The left arrow will move the months backward and the right arrow will move the months forward. There is also a **“Today's Date”** button that will take you directly to the current computer system date. Once you have selected a date, <click> on the **“Accept”** button. You will also have the capability of choosing a sort for the report by **“Check Number”** or **“Date/Check Number”** order.

### **Heading Information:**

- Bank Account Number and Description
- Starting Balance
- Date of Last Statement
- Last Statement Balance

### **Summary Information:**

- Total Checks
- Total Deposits
- Ending Balance
- Outstanding Checks
- Outstanding Deposits
- Bank Balance
- Reconciled “X”
- Cleared “X”
- Amount
- Balance

### **Detail Information:**

- Check Number
- Date
- Transaction Type
- Origin
- Description
- Transaction Number

## Check Register Report

Infinity POWER Sample Company, Inc.  
 Check Register Report  
 Bank of America Checking

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 (4) 04/28/2006

\*\* Bank Account: 1 - Bank of America Checking  
 \*\* Date/Check Order

Report Date Range: 04/07/2006 Thru 04/28/2006

Check #	Date	Type	Origin	Description	Trans #	Recon	Clear	Amount	Balance
94322	04/15/2006	Check	4 PR	Conners, Charles S.				\$6,121.37	\$35,634.99-
94323	04/15/2006	Check	4 PR	Elliot, Frank				\$680.34	\$36,315.33-
94324	04/15/2006	Check	4 PR	Franklin, Albert T.				\$536.11	\$36,851.44-
94325	04/15/2006	Check	4 PR	Jack Friedman				\$717.42	\$37,568.86-
94326	04/15/2006	Check	4 PR	Gordon, Jim				\$395.79	\$37,964.65-
94327	04/15/2006	Check	4 PR	Harris, Susan				\$1,419.67	\$39,384.32-
94328	04/15/2006	Check	4 PR	Bill Maquire				\$691.23	\$40,075.55-
94329	04/15/2006	Check	4 PR	Rouse, Stan				\$3,265.89	\$43,341.44-
94330	04/15/2006	Check	4 PR	Wright, Ron				\$629.30	\$43,970.74-
94313	04/28/2006	Check	4 PR	Conners, Charles S.				\$6,121.37	\$50,092.11-
94314	04/28/2006	Check	4 PR	Elliot, Frank				\$760.26	\$50,852.37-
94315	04/28/2006	Check	4 PR	Franklin, Albert T.				\$824.96	\$51,677.33-
94316	04/28/2006	Check	4 PR	Jack Friedman				\$717.42	\$52,394.75-
94317	04/28/2006	Check	4 PR	Gordon, Jim				\$395.79	\$52,790.54-
94318	04/28/2006	Check	4 PR	Harris, Susan				\$1,419.67	\$54,210.21-
94319	04/28/2006	Check	4 PR	Bill Maquire				\$691.23	\$54,901.44-
94320	04/28/2006	Check	4 PR	Rouse, Stan				\$3,265.89	\$58,167.33-
94321	04/28/2006	Check	4 PR	Wright, Ron				\$727.40	\$58,894.73-

Count	** Register Totals:	
	** Beginning Book Balance :	\$29,513.62-
18	** Total Checks :	\$29,381.11
0	** Total Deposits :	\$0.00
	** Ending Book Balance :	\$58,894.73-

\* Number of records printed: 18

## PRINT RECONCILIATION REPORT (CR0202)

This option provides a Check Reconciliation report which may be used as a worksheet to reconcile your bank account. When you select this option, you will be prompted for an ending date, which is used as a cut off date for items to be considered in the book balance total at the end of the report. By <clicking> the **Down Arrow (F2 by default)** for the ending date range field, a calendar will appear for you to choose a date.

The left arrow will move the months backward and the right arrow will move the months forward. There is also a **“Today's Date”** button that will take you directly to the current computer system date. Once you have selected a date, <click> on the **“Accept”** button. You will also have the capability of choosing a sort for the report by **“Check Number”** or **“Date/Check Number”** order. This report includes a total count of checks and deposits.

### Field Names:

#### Heading Information:

- Bank Account Number and Description
- Starting Balance
- Date of Last Statement
- Last Statement Balance

#### Detail Information:

- Check Number
- Date
- Transaction Type
- Origin
- Description
- Transaction Number
- Cleared “X”
- Amount
- Adjustment Column

#### Summary Information:

- Total Checks
- Total Deposits
- Ending Balance
- Outstanding Checks
- Outstanding Deposits
- Bank Balance

## Check Reconciliation Report

Infinity POWER Sample Company, Inc.  
 Check Reconciliation Report  
 Bank of America Checking

Page 1  
 (4) 04/28/2006

\*\* Bank Account: 1 - Bank of America Checking      Report Date Range:      Thru 04/28/2006  
 \*\* Check Order

Check #	Date	Type	Origin	Description	Trans #	Recon	Clear	Amount	Adjustment
031506	03/15/2006	Deposit	5 AR	Deposit Register				\$1,100.00	[ ]
040106	04/01/2006	Deposit	5 AR	Deposit Register				\$401.95	[ ]
10422	04/01/2006	Check	3 AP	Bower's Roofing Supplies				\$1,517.52	[ ]
10423	04/01/2006	Check	3 AP	Clark Financial Services, LLC				\$3,495.71	[ ]
10424	04/01/2006	Check	3 AP	Florida Lumber, Inc.				\$3,384.24	[ ]
10425	04/01/2006	Check	3 AP	General Telephone Company				\$2,757.00	[ ]
10426	04/01/2006	Check	3 AP	NCNB National Bank				\$7,417.46	[ ]
10427	04/01/2006	Check	3 AP	Power Insurance Company of FL				\$3,113.12	[ ]
10428	04/01/2006	Check	3 AP	S & S Sub Contractors				\$219.76	[ ]
10429	04/01/2006	Check	3 AP	Scotty's Building Supplies				\$1,962.08	[ ]
10430	04/01/2006	Check	3 AP	Shell Service Station				\$33,099.32	[ ]
10431	04/01/2006	Check	3 AP	State of Florida Tax Dept.				\$2,500.00	[ ]
10432	04/01/2006	Check	3 AP	Suncoast Concrete Supplies				\$966.87	[ ]
10433	04/01/2006	Check	3 AP	Tampa Electrical Supplies				\$71.91	[ ]
10434	04/01/2006	Check	3 AP	Tampa Electrical Co.				\$6,821.86	[ ]
10435	04/01/2006	Check	3 AP	Unified Supply Company				\$93.75	[ ]
10436	04/01/2006	Check	3 AP	Tampa Water & Sewage Co.				\$748.62	[ ]
10437	04/01/2006	Check	3 AP	Work Place				\$492.11	[ ]
10438	04/01/2006	Check	4 PR	Conners, Charles S.				\$6,121.37	[ ]
10439	04/01/2006	Check	4 PR	Elliot, Frank				\$680.34	[ ]
10440	04/01/2006	Check	4 PR	Franklin, Albert T.				\$536.11	[ ]
10441	04/01/2006	Check	4 PR	Jack Friedman				\$717.42	[ ]
10442	04/01/2006	Check	4 PR	Gordon, Jim				\$395.79	[ ]
10443	04/01/2006	Check	4 PR	Harris, Susan				\$1,419.67	[ ]
10444	04/01/2006	Check	4 PR	Bill Maquire				\$691.23	[ ]
10445	04/01/2006	Check	4 PR	Rouse, Stan				\$3,265.89	[ ]
10446	04/01/2006	Check	4 PR	Wright, Ron				\$629.30	[ ]
10474	01/01/2006	Check	4 PR	Conners, Charles S.				\$6,121.37	[ ]
10475	01/01/2006	Check	4 PR	Elliot, Frank				\$680.34	[ ]
10476	01/01/2006	Check	4 PR	Franklin, Albert T.				\$536.11	[ ]
10477	01/01/2006	Check	4 PR	Jack Friedman				\$717.42	[ ]
10478	01/01/2006	Check	4 PR	Gordon, Jim				\$395.79	[ ]
10479	01/01/2006	Check	4 PR	Harris, Susan				\$1,419.67	[ ]
10480	01/01/2006	Check	4 PR	Bill Maquire				\$691.23	[ ]
10481	01/01/2006	Check	4 PR	Rouse, Stan				\$3,265.89	[ ]
10482	01/01/2006	Check	4 PR	Wright, Ron				\$629.30	[ ]
10483	01/15/2006	Check	4 PR	Elliot, Frank				\$680.34	[ ]
10484	01/15/2006	Check	4 PR	Franklin, Albert T.				\$536.11	[ ]
10485	01/15/2006	Check	4 PR	Jack Friedman				\$717.42	[ ]
10486	01/15/2006	Check	4 PR	Gordon, Jim				\$395.79	[ ]
10487	01/15/2006	Check	4 PR	Harris, Susan				\$1,419.67	[ ]
10488	01/15/2006	Check	4 PR	Bill Maquire				\$691.23	[ ]
10489	01/15/2006	Check	4 PR	Rouse, Stan				\$3,265.89	[ ]
10490	01/15/2006	Check	4 PR	Wright, Ron				\$629.30	[ ]
10491	02/01/2006	Check	4 PR	Conners, Charles S.				\$4,861.29	[ ]
10492	02/01/2006	Check	4 PR	Elliot, Frank				\$680.34	[ ]



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 Check Reconciliation Report  
 Bank of America Checking

10493	02/01/2006	Check	4 PR Franklin, Albert T.	\$710.68	[	]
10494	02/01/2006	Check	4 PR Jack Friedman	\$717.42	[	]
10495	02/01/2006	Check	4 PR Gordon, Jim	\$395.79	[	]
10496	02/01/2006	Check	4 PR Harris, Susan	\$1,419.67	[	]
10497	02/01/2006	Check	4 PR Bill Maquire	\$691.23	[	]
10498	02/01/2006	Check	4 PR Rouse, Stan	\$3,265.89	[	]
10499	02/01/2006	Check	4 PR Wright, Ron	\$629.30	[	]
10509	02/15/2006	Check	4 PR Conners, Charles S.	\$6,121.37	[	]
10510	02/15/2006	Check	4 PR Elliot, Frank	\$680.34	[	]
10511	02/15/2006	Check	4 PR Franklin, Albert T.	\$536.11	[	]
10512	02/15/2006	Check	4 PR Jack Friedman	\$717.42	[	]
10513	02/15/2006	Check	4 PR Gordon, Jim	\$395.79	[	]
10514	02/15/2006	Check	4 PR Harris, Susan	\$1,419.67	[	]
10515	02/15/2006	Check	4 PR Bill Maquire	\$691.23	[	]
10516	02/15/2006	Check	4 PR Rouse, Stan	\$3,265.89	[	]
10517	02/15/2006	Check	4 PR Wright, Ron	\$727.40	[	]
10518	03/01/2006	Check	4 PR Conners, Charles S.	\$6,121.37	[	]
10519	03/01/2006	Check	4 PR Elliot, Frank	\$680.34	[	]
10520	03/01/2006	Check	4 PR Franklin, Albert T.	\$536.11	[	]
10521	03/01/2006	Check	4 PR Jack Friedman	\$717.42	[	]
10522	03/01/2006	Check	4 PR Gordon, Jim	\$395.79	[	]
10523	03/01/2006	Check	4 PR Harris, Susan	\$1,419.67	[	]
10524	03/01/2006	Check	4 PR Bill Maquire	\$691.23	[	]
10525	03/15/2006	Check	4 PR Conners, Charles S.	\$6,121.37	[	]
10526	03/15/2006	Check	4 PR Elliot, Frank	\$680.34	[	]
10527	03/15/2006	Check	4 PR Franklin, Albert T.	\$536.11	[	]
10528	03/15/2006	Check	4 PR Jack Friedman	\$717.42	[	]
10529	03/15/2006	Check	4 PR Gordon, Jim	\$395.79	[	]
10530	03/15/2006	Check	4 PR Harris, Susan	\$1,419.67	[	]
10531	03/15/2006	Check	4 PR Bill Maquire	\$691.23	[	]
10532	03/15/2006	Check	4 PR Rouse, Stan	\$3,265.89	[	]
10533	03/15/2006	Check	4 PR Wright, Ron	\$629.30	[	]
10534	01/01/2006	Check	3 AP Bower's Roofing Supplies	\$2,443.43	[	]
10535	01/01/2006	Check	3 AP Clark Financial Services, LLC	\$189.00	[	]
10536	01/01/2006	Check	3 AP Phil Connor	\$150.00	[	]
10537	01/01/2006	Check	3 AP Shell Service Station	\$738.00	[	]
10538	01/01/2006	Check	3 AP Unified Supply Company	\$2,700.00	[	]
10539	02/28/2006	Check	3 AP U.S. Postmaster	\$550.00	[	]
10540	02/28/2006	Check	3 AP Scotty's Building Supplies	\$385.03	[	]
10541	02/28/2006	Check	3 AP Tampa Electrical Co.	\$563.55	[	]
10542	02/28/2006	Check	3 AP Unified Supply Company	\$756.00	[	]
10543	02/28/2006	Check	3 AP Tampa Yellow Pages	\$1,000.00	[	]
10544	03/31/2006	Check	3 AP Bower's Roofing Supplies	\$678.03	[	]
10545	03/31/2006	Check	3 AP Clark Financial Services, LLC	\$3,638.00	[	]
10546	03/31/2006	Check	3 AP Phil Connor	\$3,635.87	[	]
10547	03/31/2006	Check	3 AP Florida Lumber, Inc.	\$135.50	[	]
10548	03/31/2006	Check	3 AP General Telephone Company	\$1,331.50	[	]
10549	04/30/2005	Check	3 AP State of Florida Tax Dept.	\$4,500.00	[	]
10550	04/30/2005	Check	3 AP Unified Supply Company	\$500.00	[	]
10551	04/30/2005	Check	3 AP U. S. Postmaster	\$1,300.00	[	]
10552	04/30/2005	Check	3 AP Work Place	\$1,200.00	[	]

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 Check Reconciliation Report  
 Bank of America Checking

10553	04/30/2005	Check	3 AP	Unified Supply Company	\$250.00	[	]
10555	04/30/2005	Check	3 AP	S & S Sub Contractors	\$332.50	[	]
10556	04/30/2005	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
10557	04/30/2005	Check	4 PR	Elliot, Frank	\$680.34	[	]
10558	04/30/2005	Check	4 PR	Franklin, Albert T.	\$536.11	[	]
10559	04/30/2005	Check	4 PR	Jack Friedman	\$717.42	[	]
10560	04/30/2005	Check	4 PR	Gordon, Jim	\$395.79	[	]
10561	04/30/2005	Check	4 PR	Harris, Susan	\$1,419.67	[	]
10562	04/30/2005	Check	4 PR	Bill Maquire	\$691.23	[	]
10563	04/30/2005	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
10564	04/30/2005	Check	4 PR	Wright, Ron	\$629.30	[	]
10565	01/31/2005	Check	4 PR	Jack Friedman	\$717.42	[	]
10566	01/31/2005	Check	4 PR	Harris, Susan	\$1,419.67	[	]
10567	01/31/2005	Check	4 PR	Bill Maquire	\$691.23	[	]
10568	01/31/2005	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
10569	01/31/2005	Check	3 AP	NCNB National Bank	\$650.00	[	]
10570	01/31/2005	Check	3 AP	Work Place	\$150.00	[	]
10571	01/31/2005	Check	3 AP	Power Insurance Company of FL	\$190.00	[	]
10572	01/31/2005	Check	3 AP	Work Place	\$475.00	[	]
10573	01/31/2005	Check	3 AP	U. S. Postmaster	\$275.00	[	]
10574	01/31/2005	Check	3 AP	Unified Supply Company	\$1,125.00	[	]
10575	02/28/2005	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
10576	02/28/2005	Check	4 PR	Elliot, Frank	\$680.34	[	]
10577	02/28/2005	Check	4 PR	Franklin, Albert T.	\$536.11	[	]
10578	02/28/2005	Check	4 PR	Jack Friedman	\$717.42	[	]
10579	02/28/2005	Check	4 PR	Gordon, Jim	\$395.79	[	]
10580	02/28/2005	Check	4 PR	Harris, Susan	\$1,419.67	[	]
10581	02/28/2005	Check	4 PR	Bill Maquire	\$691.23	[	]
10582	02/28/2005	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
10583	02/28/2005	Check	4 PR	Wright, Ron	\$629.30	[	]
10585	02/28/2005	Check	3 AP	Work Place	\$125.00	[	]
10586	02/28/2005	Check	3 AP	U. S. Postmaster	\$350.00	[	]
10587	02/28/2005	Check	3 AP	Suncoast Concrete Supplies	\$441.00	[	]
10588	02/28/2005	Check	3 AP	Scotty's Building Supplies	\$312.50	[	]
10589	02/28/2005	Check	3 AP	Scotty's Building Supplies	\$475.00	[	]
10590	02/28/2005	Check	3 AP	Scotty's Building Supplies	\$237.50	[	]
10591	02/28/2005	Check	3 AP	Shell Service Station	\$320.00	[	]
10592	03/31/2005	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
10593	03/31/2005	Check	4 PR	Elliot, Frank	\$680.34	[	]
10594	03/31/2005	Check	4 PR	Franklin, Albert T.	\$536.11	[	]
10595	03/31/2005	Check	4 PR	Jack Friedman	\$717.42	[	]
10596	03/31/2005	Check	4 PR	Gordon, Jim	\$395.79	[	]
10597	03/31/2005	Check	4 PR	Harris, Susan	\$1,419.67	[	]
10598	03/31/2005	Check	4 PR	Bill Maquire	\$691.23	[	]
10599	03/31/2005	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
10600	03/31/2005	Check	4 PR	Wright, Ron	\$629.30	[	]
10601	03/15/2005	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
10602	03/15/2005	Check	4 PR	Elliot, Frank	\$680.34	[	]
10603	03/15/2005	Check	4 PR	Franklin, Albert T.	\$536.11	[	]
10604	03/15/2005	Check	4 PR	Jack Friedman	\$717.42	[	]
10605	03/15/2005	Check	4 PR	Gordon, Jim	\$395.79	[	]

Infinity POWER Sample Company, Inc.  
 Check Reconciliation Report  
 Bank of America Checking

10606	03/15/2005	Check	4 PR	Harris, Susan	\$1,419.67	[	]
10607	03/15/2005	Check	4 PR	Bill Maquire	\$691.23	[	]
10608	03/15/2005	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
10609	03/15/2005	Check	4 PR	Wright, Ron	\$629.30	[	]
94313	04/28/2006	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
94314	04/28/2006	Check	4 PR	Elliot, Frank	\$760.26	[	]
94315	04/28/2006	Check	4 PR	Franklin, Albert T.	\$824.96	[	]
94316	04/28/2006	Check	4 PR	Jack Friedman	\$717.42	[	]
94317	04/28/2006	Check	4 PR	Gordon, Jim	\$395.79	[	]
94318	04/28/2006	Check	4 PR	Harris, Susan	\$1,419.67	[	]
94319	04/28/2006	Check	4 PR	Bill Maquire	\$691.23	[	]
94320	04/28/2006	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
94321	04/28/2006	Check	4 PR	Wright, Ron	\$727.40	[	]
94322	04/15/2006	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
94323	04/15/2006	Check	4 PR	Elliot, Frank	\$680.34	[	]
94324	04/15/2006	Check	4 PR	Franklin, Albert T.	\$536.11	[	]
94325	04/15/2006	Check	4 PR	Jack Friedman	\$717.42	[	]
94326	04/15/2006	Check	4 PR	Gordon, Jim	\$395.79	[	]
94327	04/15/2006	Check	4 PR	Harris, Susan	\$1,419.67	[	]
94328	04/15/2006	Check	4 PR	Bill Maquire	\$691.23	[	]
94329	04/15/2006	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
94330	04/15/2006	Check	4 PR	Wright, Ron	\$629.30	[	]
94331	01/16/2006	Check	4 PR	Conners, Charles S.	\$6,121.37	[	]
94332	01/16/2006	Check	4 PR	Elliot, Frank	\$680.34	[	]
94333	01/16/2006	Check	4 PR	Franklin, Albert T.	\$536.11	[	]
94334	01/16/2006	Check	4 PR	Jack Friedman	\$717.42	[	]
94335	01/16/2006	Check	4 PR	Gordon, Jim	\$395.79	[	]
94336	01/16/2006	Check	4 PR	Harris, Susan	\$1,419.67	[	]
94337	01/16/2006	Check	4 PR	Bill Maquire	\$691.23	[	]
94338	01/16/2006	Check	4 PR	Rouse, Stan	\$3,265.89	[	]
94339	01/16/2006	Check	4 PR	Wright, Ron	\$629.30	[	]
98754	01/31/2006	Deposit	1 CR	Deposit	\$15,553.27	[	]

Count      \*\* Reconciliation Totals:

03/31/2006	** Last Statement Balance :	\$62,074.69
0	** Total Cleared Checks :	\$0.00
0	** Total Cleared Deposits :	\$0.00
	** Ending Bank Balance :	\$62,074.69
177	** Outstanding Checks :	\$298,720.83
3	** Outstanding Deposits :	\$17,055.22
	** Ending Book Balance :	\$62,074.69

\* Number of records printed: 180

## **BANK ACCOUNT LISTING (CR0203)**

This option prints a maintenance listing of all of your bank accounts in either a detailed or non-detailed format. This report prints a listing of the bank accounts that you have entered into the system. It may be printed as either a “**Non-detailed Listing**” or a “**Detailed Listing**.”

This report is very useful in verifying the information that has been keyed into the system. Simply specify the range of accounts that you would like to print. The Non-detailed List may be used as a quick reference listing of accounts and their descriptions while the Detailed Listing will print all information input into the system for the bank accounts.

### **Field Names:**

- Number
- Description
- Bank Account Number
- Bank Route Number
- GL Cash Account
- GL Accounts Payable Account
- GL Discount Account
- Journal Number
- Check Form
- Check Number
- Prenumbered Checks
- Starting Balance
- Last Statement Balance
- Last Statement Date

## Bank Account Listing (Non-Detailed)

Infinity POWER Sample Company, Inc.  
Bank Account Listing

Page 1  
( 4) 04/28/2006

Number	Description	
1	Bank of America Checking	C ACH
2	Bank of America Savings	S
3	Wachovia Payroll Account	C
4	Money Market Account	S
5	CD Deposits	S

\* Number of records printed: 5

## Bank Account Listing (Detailed)

Infinity POWER Sample Company, Inc.  
Bank Account Listing  
Detailed

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(4) 04/28/2006

Number	Description Bank Account #	Route #	GL Cash GL AP	GL Discount Journal	Check Form Check #	Prenum?	Starting Bal Last Stmt Bal	Stmt Date
1	Bank of America Checking 1444445555	100000007	11110 21200	46000 2	L0101 94313	Yes	\$222,770.88 \$62,074.69	03/31/2006
2	Bank of America Savings 516551557		11110 21200	46000 2	STUB 0	No	\$17,532.55 \$18,688.44	03/28/2006
3	Wachovia Payroll Account 815234981		11110 21200	46000 4	L0105 32411	No	\$5,231.84 \$11,234.81	04/15/2006
4	Money Market Account 46777158		11110 21200	46000 2	STUB 74611	Yes	\$0.00 \$124,322.95	03/31/2006
5	CD Deposits 84678111		11110 21200	46000 2	STUB 0	No	\$10,000.00 \$21,232.55	03/31/2006

\* Number of records printed: 5

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