

## How to Reprint a Previous Months Bank Reconciliation

### Overview

You may be required to reprint a bank reconciliation you have previously completed as well as a list of adjustments and unrepresented cheques to accompany the reconciliation.

This document will cover:

- How to Reprint Previous Bank Reconciliation
- How to Reprint Unrepresented Adjustments List Only
- How to Reprint Unrepresented Cheques List Only

### How to Reprint Previous Bank Reconciliation

1. Go to **Cash Book > Bank Reconciliation**
2. Select the appropriate bank reconciliation period from the **Previous Months** drop down list at the top of the bank rec screen
3. Click **Save and Print-F3**
4. Click **Print-F12, Preview-F11** or **Export-F10** to produce the bank reconciliation for the selected month

Bank Reconciliation for 01/12/15

Previous Months **01/12/15** As at 01/12/2015

Cash book balance brought forward	43,105.21
Total receipts	70,188.58
Total Payments	77,160.75
Cash Book Balance	36,133.04

Date of bank statement	13/05/2015
Balance from bank statement	38,722.66
Total unrepresented cheques	2,589.62
Total outstanding deposits	0.00
Total deposits banked not posted	0.00
Adjustments - total from Adj screen	0.00
Total	36,133.04

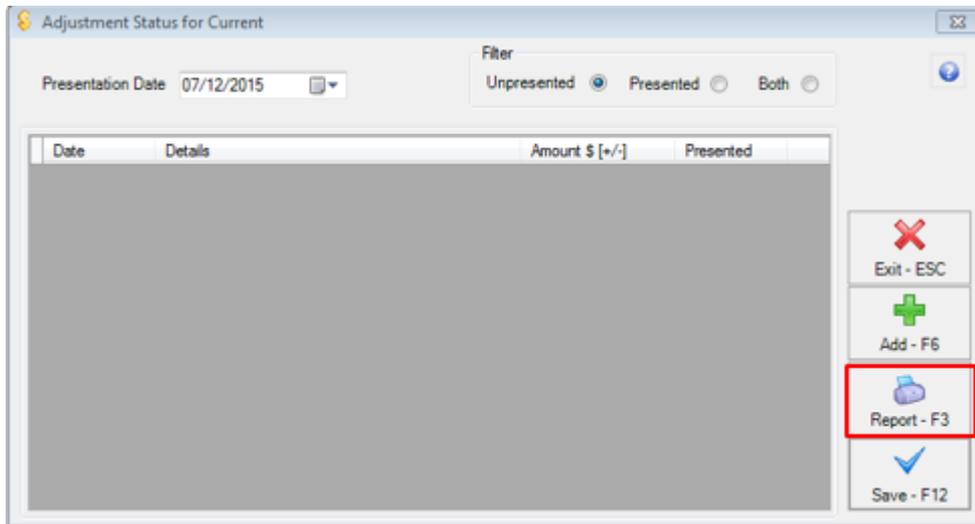
Reconciliation Successful

Buttons: Cancel - ESC, Re-calculate Totals - F2, **Save and Print - F3**, Adjustments - F4, Unrepresented Cheques - F5, OK - F12

This will print out details of the bank reconciliation together with unrepresented adjustments list, unrepresented cheque list (if selected to print in system options) and trust trial balance for the date selected.

## How to Reprint Unrepresented Adjustment List Only

1. Go to **Cash Book > Bank Reconciliation**
2. Click on **Adjustments-F4**
3. Click on **Report-F3**.
4. Select criterial under **advanced settings**:
  - Show Unrepresented items
  - Show Presented items



5. Click **Print-F12**, **Preview-F11** or **Export-F10** to produce the Unpresented Cheque report

## How to Reprint Unpresented Cheque List Only

1. Go to **Cash Book > Bank Reconciliation**
2. Click on **Unpresented Cheques-F5**. The Unpresented Cheque Status screen will display
3. Click on **Report-F3**. The Unpresented Cheque report selector will display
4. Select criteria under **advanced settings**:
  - Show Unpresented items
  - Show Presented Items
  - Show Cancelled Items

Unpresented Cheque status for 08/12/15

Manual selection  
 Unpresented number  Present  Unpresent

Filter  
 Unpresented   
 Presented   
 Both

Presentation Date 07/12/15

Date	Details	Reference	Amount	Presented
31/10/14	Automatic Deposit Payments	00000169	\$83,074.56	<input type="checkbox"/>
05/11/14	Automatic Deposit Payments	00000170	\$9,900.00	<input type="checkbox"/>
05/11/14	Automatic Deposit Payments	00000171	\$3,248.67	<input type="checkbox"/>
27/11/15	Automatic Deposit Payments	00000178	\$110.00	<input type="checkbox"/>
01/12/15	Automatic Deposit Payments	00000179	\$227.50	<input type="checkbox"/>
04/12/15	Automatic Deposit Payments	00000180	\$100.00	<input type="checkbox"/>
31/10/14	Own Pymt: Ben Affleck & Jennifer Game	00005059	\$3,511.31	<input type="checkbox"/>
31/10/14	Own Pymt: Tom Cruise	00005060	\$754.11	<input type="checkbox"/>
30/04/15	Own Pymt: Ben Affleck & Jennifer Game	00005061	\$1,066.66	<input type="checkbox"/>
30/04/15	Own Pymt: Tom Cruise	00005062	\$375.68	<input type="checkbox"/>
08/07/15	ADN Insurances	00005063	\$1,750.00	<input type="checkbox"/>

5. Click **Print-F12**, **Preview-F11** or **Export-F10** to produce the Unpresented Cheque report

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