

RECYCLING MANAGEMENT SYSTEM

CHECK RECONCILIATION

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS
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Recycling Management System
Check Reconciliation
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Recycling Management System
Check Reconciliation
Overview

(1) CHECK FILE MAINTENANCE

This selection reconciles the cash account to the monthly bank statements by changing the status of a check from outstanding to cleared or entering checks that may not be in the system.

(14) REORGANIZE CHECK RECONCILIATION FILE

This selection reorganizes and updates the check reconciliation file by deleting all the checks that have cleared (those checks with a "C" status).

(15) PRINT CHECK RECONCILIATION FILE

Prints the list of checks (outstanding or cleared or both) from the check reconciliation file. The report includes the check number, check date, check sequence number, check amount and check status. The totals will print at the end of the report.

Recycling Management System
Check Reconciliation
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 03/16/98 15:52
105 012

1. RECYCLING SYSTEM
2. PAYROLL SYSTEM
3. ACCOUNTS PAYABLE
4. GENERAL LEDGER
5. MISCELLANEOUS SYSTEMS
6. STEEL WAREHOUSING
7. VPIX - DOS
8. UNIX - MAIL

MENU ITEM —

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MENU ITEM - Enter 5 to access the Miscellaneous Systems Menu.
Enter 99 to exit to the RMS Login prompt.

Recycling Management System
Check Reconciliation
Miscellaneous Systems Menu

ABC SCRAP CO.	MISCELLANEOUS SYSTEMS	MENU ITEM — 03/16/98
1. EQUIPMENT MAINTENANCE		
2. SPREAD SHEET SOFTWARE		
3. WORD PROCESSING SOFTWARE		
4. DATA BASE INQUIRY		
5. LABEL SYSTEM		
6. SCRAP PICKUP SYSTEM		
7. PHONE LIST		
8. CHECK RECONCILLIATION		
99. RETURN TO MASTER MENU		

MENU ITEM - Enter 8 to access the Check Reconciliation Menu.
Enter 99 to return to the Master Menu.

Recycling Management System
Check Reconciliation
Check Reconciliation Menu

ABC SCRAP CO.	CHECK RECONCILIATION SYSTEM	MENU ITEM —
		03/16/98
PROCESSING		
1. CHECK RECONCILIATION MAINTENANCE		
REPORTS		
14. REORGANIZE CHECK RECONCILIATION FILE		
15. PRINT CHECK RECONCILIATION FILE		
99. RETURN TO MAIN MENU		

MENU ITEM - Enter the line number of the item you wish to select.
Enter 99 to return to the Miscellaneous Systems Menu.

Recycling Management System
Check Reconciliation
Check File Maintenance

MENU ITEM 1 on the CHECK RECONCILIATION MENU

ABC SCRAP	CHECK FILE MAINTENANCNE	FUNC (ADD, CHG, END)
CHK# _____	SEQ#	
1) CK DTE		
2) CK AMT		
3) CK TYP		
4) CK ST		
5) CK NAME		
DATA OK (YES, ITM, CAN)		

(2) CHECK FILE MAINTENANCE

This selection reconciles the cash account to the monthly bank statements by changing the status of a check from outstanding to cleared or entering checks that may not be in the system.

A D D I N G A C H E C K

FUNC (ADD, CHG, END) - Type ADD.

Typing END will return you to the Check Reconciliation Menu.

CHK# - Enter the check number (up to 6 digits in length).

Entering a ^ will return you to the FUNC line.

SEQ# - The next sequence number will automatically display.

Entering a ^ will return you to the FUNC line.

If the check number entered has previously been entered the following message will display on the screen:

CHECK EXISTS ALREADY DEPRESS N/L

Press ENTER and the cursor will return to the CHK# field and you may reenter the correct check number.

1) CK DTE - Enter the date of the check (MMDDYYYY).

2) CK AMT - Enter the amount of the check (up to 11 digits in length).

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- 3) CK TYP - Enter the type of check (up to 2 characters in length).
AP - Accounts payable (bills or industrials).
SC - Scale purchases.
- 4) CK ST - Enter the one character check status.
C - cleared.
O - outstanding.
- 5) CK NAME - Enter the name the check was written to (up to 30 characters in length). The cursor will move to the DATA OK line.

DATA OK(YES, ITM, CAN)

Enter YES if the data entries are correct.

If an error was made in entering the data, enter the item number you wish to change and press ENTER. The cursor will move to the numbered item and you will be able to make the correction. When you have completed the entry, the cursor will return to the DATA OK line.

CAN will cancel the data entered. The screen will clear and the cursor will return to the FUNC line.

Recycling Management System
Check Reconciliation
Check File Maintenance

ABC SCRAP	CHECK FILE MAINTENANCNE	FUNC (ADD,CHG,END)	CHG
CHK# _____	SEQ#		
1) CK DTE			
2) CK AMT			
3) CK TYP			
4) CK ST			
5) CK NAME			
DATA OK (YES, ITM, CAN)			

C H A N G I N G A C H E C K (N O T F U L L S C R E E N)

FUNC (ADD,CHG,END) - Enter CHG.

END will return you to the Check Reconciliation Menu. CHG MODE will display on the screen and the cursor will move to the next question.

FULL SCREEN (Y,N) - Enter "N" if you are changing a small number of checks and will be changing more than the check status. The screen above will display.

CHK# - Enter the check number (up to 6 digits in length) of the check you wish to change.

Typing a ^ will return you to the FUNC line.

SEQ# - Enter the sequence number of the check you wish to change.

If the check is on file, the remainder of the fields (CK DTE, CK AMT, CK TYP, CK ST, and CK NAME) will display automatically and the cursor will move to the DATA OK line.

If a check number was entered that is not on file, the following message will display on the screen above the CHK# field:

CHECK NOT ON FILE

The cursor will return to the CHK# field and you will be able to reenter the correct check number and sequence number.

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Check Reconciliation
Check File Maintenance

DATA OK (YES, ITM, CAN)

Enter YES if the data entries are correct.

Enter the item number of the field that needs to be changed and the cursor will move to the numbered item entered. When you have completed entering the changes to that field the cursor will return to the DATA OK line.

CAN will clear the screen and the cursor will return to the FUNC line.

Recycling Management System
 Check Reconciliation
 Check File Maintenance

ABC SCRAP CHG MODE	CHECK FILE MAINTENANCNE			FUNC (ADD, CHG, END)			
	FULL SCREEN			STARTING POSITION			
	CKNM	CK DTE	CK AMT		CKNM	CK DTE	CK AMT
1	045067	10/10/1997	1650.00 O	20	151238	09/09/1996	.00 O
2	151238	09/09/1996	.00 O	21	151238	09/09/1996	.00 O
3	151238	09/09/1996	.00 O	22	151238	09/09/1996	.00 O
4	151238	09/09/1996	.00 O	23	151238	09/09/1996	.00 O
5	151238	09/09/1996	.00 O	24	151239	09/09/1996	127.04 O
6	151238	09/09/1996	109.99 O	25	151239	09/09/1996	141.50 O
7	151238	09/09/1996	.00 O	26	151239	09/09/1996	403.30 O
8	151238	09/09/1996	.00 O	27	151239	09/09/1996	238.81 O
9	151238	09/09/1996	.00 O	28	151239	09/09/1996	154.20 O
10	151238	09/09/1996	.00 O	29	151239	09/09/1996	249.10 O
11	151238	09/09/1996	.00 O	30	151239	09/09/1996	404.75 O
12	151238	09/09/1996	.00 O	31	151239	09/09/1996	270.55 O
13	151238	09/09/1996	.00 O	32	151239	09/09/1996	260.34 O
14	151238	09/09/1996	.00 O	33	151239	09/09/1996	148.58 O
15	151238	09/09/1996	.00 O	34	151239	09/09/1996	270.31 O
16	151238	09/09/1996	.00 O	35	151239	09/09/1996	120.85 O
17	151238	09/09/1996	.00 O	36	151239	09/09/1996	155.25 O
18	151238	09/09/1996	.00 O	37	151239	09/09/1996	147.29 O
19	151238	09/09/1996	.00 O	38	151239	09/09/1996	424.92 O

DATA OK (ITM, FWD, BWD, END) ____

C H A N G I N G C H E C K S T A T U S (F U L L S C R E E N)

FUNC(ADD,CHG,END) - Type CHG. CHG MODE will display on the screen and the cursor will move to the next question.
 END will return you to the Check Reconciliation Menu.

FULL SCREEN (Y,N) - Enter "Y" if you are changing check status. The following message will display on the screen:
 BUILDING CHECK TABLE
 PLEASE WAIT
 FULL SCREEN will display on the screen and the cursor will move to the next question.

STARTING POSITION - Typing a ^ will return you to the FUNC line.
 Enter the check number (up to 6 digits in length) you wish to begin the screen display with and press ENTER. The screen will display the next 38 check numbers in numerical order beginning with the check number you entered as the starting position or the check number closest to the starting position. Each check has a line item number (1-38) and includes the check number (CKNM), check date (CK DTE), check amount (CK AMT) and a status code (C or O).

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Check File Maintenance

LINE 1-38

The cursor will be positioned at the check status field of the first check (line item 1).

Change the check status if it is incorrect and the cursor will move to the check status field of the next line. Pressing ENTER will also move the cursor to the check status field of the next line. Entering a : or a ; will move the cursor to the DATA OK line.

DATA OK (ITM, FWD, BWD, END)

ITM - Enter the line item number of the check status you wish to change and press ENTER. The cursor will move to the check status field of the line item you entered. When you have completed the change the cursor will return to the DATA OK line.

FWD - will display the list of the next 38 check numbers on the screen (i.e. if the check number on line item 38 is 10110, the check number on line item 1 of the next screen will be 10111). The cursor will be positioned at the check status field of the check displayed on line item number 1. Make the change to the check status or type a : or a ; and the cursor will move to the DATA OK line.

BWD - will display the first 38 check numbers of the check list. The cursor will be positioned at the check status field of check number displayed on line item number 1. Enter a : or a ; to return the cursor to the DATA OK line.

END - will clear of screen and the cursor will return to the STARTING POSITION line of the CHECK FILE MAINTENCE screen. You can enter another starting check number or type a ^ to return to the FUNC line and END out of the program.

Recycling Management System
Check Reconciliation
Reorganize Check Reconciliation File

MENU ITEM 14 on the CHECK RECONCILIATION MENU

ABC SCRAP	REORGANIZE CHECK RECONCILIATION FILE
THIS WILL DELETE ALL THE CHECKS THAT HAVE BEEN CLEARED	
DO YOU WISH TO CONTINUE (YES,END) ____	

(14) REORGANIZE CHECK RECONCILIATION FILE

This selection reorganizes and updates the check reconciliation file by deleting all the checks that have cleared (those checks with a "C" status).

The REORGANIZE CHECK RECONCILIATION FILE will display as above with the following message:

THIS WILL DELETE ALL THE CHECKS THAT HAVE BEEN CLEARED
The cursor will be positioned at the first question.

DO YOU WISH TO CONTINUE (YES,END)

Enter YES if you wish to reorganize the check reconciliation file and delete those checks that have cleared (designated by a C in the check status). The following message will appear on the screen while the reorganization is in progress:

PLEASE WAIT
When the reorganization is complete you will be returned to the Check Reconciliation Menu.
Typing END will clear the screen without reorganizing the check reconciliation file and you will be returned to the Check Reconciliation Menu.

Recycling Management System
Check Reconciliation
Print Check Reconciliation File

MENU ITEM 15 on the CHECK RECONCILIATION MENU

ABC SCRAP	CHECK MF LISTING
IS THIS THE CORRECT DATE 99/99/9999 (YES,NO,END) ____ THIS DATE CONTROLS PRINTING OF RECORDS	
DO YOU WISH TO PRINT CLR OR OUTSTANDING CHECKS (CLR,OUT,ALL) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(15) PRINT CHECK RECONCILIATION FILE

Prints the list of checks (outstanding or cleared or both) from the check reconciliation file. The report includes the check number, check date, check sequence number, check amount and check status. The totals will print at the end of the report.

IS THIS THE CORRECT DATE 99/99/9999 (YES,NO,END)
THIS DATE CONTROLS PRINTING OF RECORDS

Enter YES if the date is correct. The report will print those checks with dates prior to the date entered.

Type NO and press ENTER if the date is incorrect and the cursor will move to the DATE field. ENTER the correct date (MMDDYYYY). The cursor will return to the date prompt and you can enter YES to accept the new date.

Typing END will exit the program and return you to the Check Reconciliation Menu.

DO YOU WISH TO PRINT CLR OR OUTSTANDING CHECKS (CLR,OUT,ALL)

CLR - if you wish to print only those checks that have cleared (designated by the check status C).

OUT - will print only those checks that are outstanding (designated by the check status O).

ALL - will print the entire check file which includes cleared and outstanding checks.

DO YOU WISH TO CONTINUE (YES,NO)

Enter YES to print the report. When the report has been printed you will be returned to the first question and you can print another report or exit the program by typing END.

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Print Check Reconciliation File

Type NO if you do not wish to print the report. The cursor will move to the first question and you can enter END to exit the program.