

How to Reconcile in Collection-Master

Presented by Luis Gomez



Resources

- SQL-SYNC MMS:
 - [Presentation](#) - [Video](#)
- Current  articles:
 - <https://www.vertican.com/vconnect/#tips>

How to Reconcile in Collection-Master

- End-of-Day process
- Daily Reconciliation - Reconcile Bank Statement worksheet
- Reconcile Bank Statement [2-4-1]
- Cost Balance Comparison report
- Reconcile Bank Statement report
 - Reconciliation Components
 - SQL SYNC TABLES
- Electronic bank reconciliation - EOM.INI//9

End of Day Process – [2-3-1] [F4]

- Run after each batch of transactions

CM-9.1 VT - Mastermind Series - Luis.Gomez - Session 743 4.31hd for Client Server

Date: 09/14/2022
Time: 13:27:55

Reconciliation Worksheet For: General Trust Account 1694 Balance According to Ledger

Balance According to Ledger:	359,967.21
Subtotal:	359,967.21
Pending Checks (2-5): +	22,654.40
Compare This Total:	382,621.61

Total (+) Cost Balances (2-4-2):	173,584.04
Total in Collect & Hold (2-4-6): +	7,558.42
Unremitted Retail Collections (2-2-8): +	159,012.39
Unremitted Comm. Collections (2-7-3): +	610.44
Monies in End of Day (2-3-1): +	19,201.92
Pending Checks (2-5): +	22,654.40
Compare This Total: =	382,621.61

Account Reconciles

100%

[F1] Summary [F2] Worksheet [F3] Cost Balance Comparison

[Enter] OK [Esc] Exit

OVER F:\CLSINC\LIBRARY\TOOLBAR* 14965:01 RECONCIL 12906 4.31h

Reconciliation Worksheet [F2]

- From within the reconciliation worksheet, press “F2”
- You will be presented with start/end dates
- Pick the two periods you want to compare
 - Usually, the last two
- This particular example shows that the “Ledger Was Off”
 - Not a surprise as I edited the balance

Reconciliation Worksheet - Select Reconcil Record for Prior data

Date	Time	Page Number	Compare This Total(1)	Compare This Total(2)	Amount Off
09/14/2022	12:40:52	1694	10,329,175.17	382,621.61	-9,946,553.56
09/14/2022	13:26:55	1694	405,276.01	382,621.61	-22,654.40
09/14/2022	13:27:55	1694	382,621.61	382,621.61	.00

Buttons: Cancel, Find, Print, Seek, OK

	Prior	Current	Difference	Justified	Problem
Balance According to Ledger:	382621.61	359967.21	-22654.40	0.00	-22654.40
Total Costs All Files:	173584.04	173584.04	0.00	0.00	0.00
Total In Collect and Hold:	7558.42	7558.42	0.00	0.00	0.00
Unremitted Retail Collections:	159012.39	159012.39	0.00	0.00	0.00
Collections:	610.44	610.44	0.00	0.00	0.00
Monies In End-of-Day:	19201.92	19201.92	0.00	0.00	0.00
Total In Trust:	359967.21	359967.21	0.00	0.00	0.00
Amount Off (Problem):	22654.40	0.00	-22654.40	0.00	-22654.40

End-of-Day Totals		Account Ledger	
Amount Received:	0.00	Receipts Disburse	
Commission Received:	0.00	Disbursed:	0.00 0.00
Suit Fees Received:	0.00	Reversals:	0.00 0.00
Stat Fees:	0.00		
Net to Client:	0.00	Highlight Legend	
Costs Received:	0.00	Collection-Master Populated	
Costs Disbursed:	0.00	formula)	
Costs Returned:	0.00	Enter values into these cells	
Miscellaneous Cost Charge:	0.00		
Adjustments:	0.00	Comparison Details	
Collect and Hold:	0.00	Prior Date:	2022/09/1
Remit on Amount Held:	0.00	Current Date:	2022/09/1
Retail Net Recovered:	0.00	Prior Time:	13:26:55
Retail Costs:	0.00	Current Time:	13:27:55
Retail Earn:	0.00	Prior Page Number:	1694
Actual Check:	0.00	Number:	1694
Sales Tax:	0.00		
W/O Cost Due:	0.00	Trust Account:	Trust
W/O Cost Paid:	0.00		
Adjustments No:	0.00		
Adjustments Yes:	0.00		
Adjustments No:	0.00		
Adjustments Yes:	0.00		
Check:	0.00		
Check:	0.00		
Charge Check:	0.00		
FOW##### Cost Returned:	0.00		
Total Cost All Files (Manual):	0.00		

Cost Balance Comparison Report [F3]

- From within the reconciliation worksheet, press “F3”
- You will be presented with start/end dates
- The report will display Before & After
 - Balances that changed may be investigated

Kendall/Sherron			
Number:	5		
Trust Account:	RTST		
File Number	Prior Cost Balance	Post Cost Balance	Prior Cost minus Post Cost Balance
AACA	(\$75.00)	(\$75.00)	\$0.00
F50	\$0.66	\$0.66	\$0.00
F82	(\$0.34)	(\$0.34)	\$0.00
FOW.0005	(\$98.00)	(\$98.00)	\$0.00
btest6	(\$30.00)	(\$30.00)	\$0.00
GURSTEL4	\$553.64	\$553.64	\$0.00
GW-5	(\$602.20)	(\$602.20)	\$0.00
LF-100	(\$623.00)	(\$623.00)	\$0.00
X303	(\$440.00)	(\$440.00)	\$0.00
X304	(\$523.00)	(\$523.00)	\$0.00
dsa00008	(\$50.00)	(\$50.00)	\$0.00
11	(\$1,887.24)	(\$1,887.24)	\$0.00

EOM.INI//9 – Electronic Reconciliation

- F:\CLSINC\SHARE\EOM.INI
- CSV_MODE = {Yes|No}
- [CSV Mode Column settings for Electronic Reconciliation]
 - REFNO_Column=3
 - CKAMT_Column=2
 - DATE1_Column=1
- [Information for Fixed Width Electronic Reconciliation]
 - REFNO =1:5
 - CKAMT=6:11
 - DATE1 =12:17



EOM.INI//9 – Electronic Reconciliation

- CSV File (Neither Tab, nor XLS)
- NO HEADINGS
- Column order matters, but may be defined
- Amounts with out “\$” or “,”



```
6/19/2015    35.00 102440
6/19/2015    17.75 102446
6/22/2015    35.00 102449
6/22/2015    17.75 102451
6/22/2015    17.75 102452
7/25/2016    445.00 102619
8/25/2016    947.51 102633
8/25/2016    1236.32 102634
8/25/2016    300.00 102635
```

```
CSV_MODE=YES
```

```
[CSV Mode Column settings for Electroinc Reconciliation]
```

```
REFNO_Column=3
```

```
CKAMT_Column=2
```

```
DATE1_Column=1
```


Reconcile Bank Statement [2-4-1]

Reconcile Bank Statement

2-4-1

Bank Starting Balance: 478768.63

Bank Ending Balance: 478768.63

Cutoff Date: 09/30/2022

Electronic Bank Rec: N:*.*



Reconcile Bank Statement [2-4-1]

- **Voided Checks**

- Checks that have been voided (reversed)
- Automatically removed from the outstanding check list
- Generally complete, but be sure to check the list, as some items may not be removed



Reconcile Bank Statement [2-4-1]

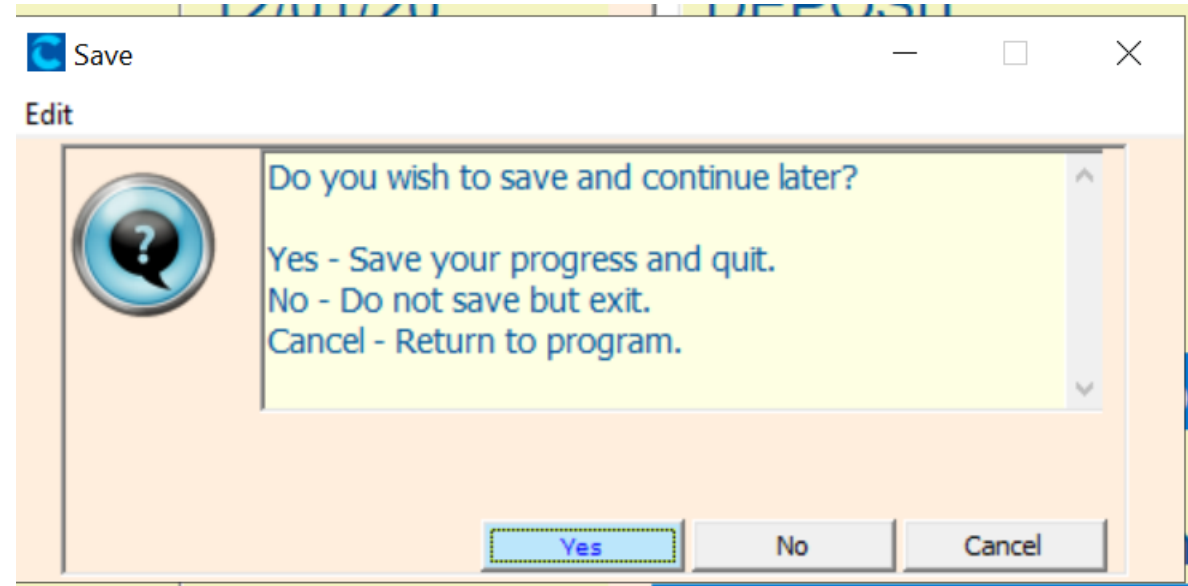
- Marking items to be removed

Check#	Amount	Date	Payee	Rec As Of: 09/30/2022
	.00	10/08/19	<input type="checkbox"/> DEPOSIT	Strt Bal: 478,768.63
	150.00	10/22/19	<input type="checkbox"/> DEPOSIT	Chk Mrkd: -39,572.10
	63088.51	02/19/20	<input checked="" type="checkbox"/> DEPOSIT	Dep Mrkd: 575,199.57
	262077.76	12/01/20	<input checked="" type="checkbox"/> DEPOSIT	End Bal: 1,014,396.10
	.00	12/01/20	<input type="checkbox"/> DEPOSIT	Chk Out: -1,286,727.47
	.00	12/01/20	<input type="checkbox"/> DEPOSIT	Dep Out: 456,791.12
	262077.76	12/01/20	<input type="checkbox"/> DEPOSIT	Rec Bal: 184,459.75
102413	-75.00	03/18/15	<input type="checkbox"/> Hibbs/Verona K	New Chk: .00
102415	-950.00	04/08/15	<input type="checkbox"/>	New Dep: 175,507.46
102416	-1235.00	04/18/15	<input type="checkbox"/>	VOID Chk: .00
102430	-100.00	06/01/15	<input type="checkbox"/> Cierley/Bree	Bank Bal: 359,967.21
102431	-11266.83	06/09/15	<input checked="" type="checkbox"/> Colaiacovo/Jody A	Cur Bal: 359,967.21
102436	.00	06/19/15	<input type="checkbox"/> Roush/Berta P	# Debits: 8
102437	-142.00	06/19/15	<input type="checkbox"/> Crutchfield/Alexandra	# Credits: 7
102438	-71.00	06/19/15	<input checked="" type="checkbox"/> Gildroy/Emiko P	
102439	-1297.50	06/19/15	<input checked="" type="checkbox"/> Levine/Celina U	
102440	-35.00	06/19/15	<input type="checkbox"/> Bardos/Carissa	
102441	-35.00	06/19/15	<input type="checkbox"/> Balangatan/Alla	
102442	-35.50	06/19/15	<input type="checkbox"/> Dwyer/Noelia	
102446	-17.75	06/19/15	<input type="checkbox"/> Ault/Fredda	

Arrows Move	{TAB} Select	{ESC} When Done	'F1' Select Range of Checks
'F2' Find Check	'F3' Add Deposit	'F4' Add Check	'F6' Delete Item
	[F8] Save and Continue Later		[Esc] Apply

Reconcile Bank Statement [2-4-1]

- Save & Continue Later [F8]
 - Be careful, “No” will loose your work!
- After you have marked transactions:
 - Press [F8] and “Yes” to preserve



Reconcile Bank Statement [2-4-1]

- Marked Checks & Deposits Report

General Trust Account As of 09/30/2022		Items Marked for Reconciliation	Page:	1
Category	Amount	# Items		
Starting Balance:	\$0.00			
Total Debits:	(\$3,487.37)	3		
Total Credits:	\$54,423.80	3		
Ending Balance:	\$50,936.43			
Check #	Date	Amount	Description	
	3/25/2016	\$9,504.80	DEPOSIT	
	3/29/2016	\$23,386.40	DEPOSIT	
	4/12/2016	\$21,532.60	DEPOSIT	
102531	2/11/2016	(\$2,190.70)	Sales/Princess	
102532	2/11/2016	(\$960.00)	Bauer/Karey	
102533	2/11/2016	(\$336.67)	Caldera/Rafaela	

Reconcile Bank Statement [2-4-1]

- 1. Print Out Reconciliation Report

Check #	Check Date	Check Amount	Payee	# Items	Month Total	Running Total
102458	7/31/2015	\$55.00	Hachette/Toshiko	6	\$3,555.59	\$18,939.67
102466	9/10/2013		Berdux/Jamey			
102467	9/10/2013		Tennyson/Lezlie Z			
102468	9/20/2013		Charbonnel/Orpha G			
102469	11/7/2013		Kline/Siobhan			
102470	11/14/2013		Hampon/Margrett K			
102471	11/30/2013		Freistuhler/Lucienne U			
102472	12/11/2013	\$1.50	Leary/Marlana Q			
102473	12/20/2013	\$9.75	Glasgow/Ola U			
102474	12/30/2013	\$10.50	Lemieux/Sharika R			
				9	\$21.75	\$18,961.42
102475	11/2/2015	\$26,915.02				
102476	11/9/2015		Hadden/Aurelia			
102477	11/9/2015	\$0.88	Vanhoose/Danuta K			
102478	11/9/2015	\$0.88	Fair/Joelle			
102479	11/9/2015	\$0.88	Guest/Kerry			
102480	11/9/2015	\$0.88	Crissinger/Melony G			
102481	11/9/2015		Balm/Nanci			
102482	11/9/2015	\$1.76	Roark/Filomena H			
102483	11/9/2015	\$1.00	Boone/Magaret V			
102485	11/9/2015	\$44.15	Jack/Pia			
102486	11/13/2015	\$999.99	Gorski/Syble F			
				11	\$27,965.44	\$46,926.86

Date	Deposit Amount	# Items	Month Total	Running Total
7/18/2017	\$80,548.81	1	\$80,548.81	\$258,018.64
7/17/2018	\$35,629.47	1	\$35,629.47	\$293,648.11
9/21/2018	\$38,230.47	1	\$38,230.47	\$331,878.58
10/8/2019	\$58,264.28			
10/8/2019	(\$70.00)			
10/8/2019	\$100.00			
10/8/2019	\$200.00			
10/8/2019	(\$200.00)			
10/8/2019	\$0.00			
10/22/2019	\$150.00	7	\$58,444.28	\$390,322.86
2/19/2020	\$63,088.51	1	\$63,088.51	\$453,411.37
12/1/2020	\$262,077.76			
12/1/2020	\$0.00			
12/1/2020	\$0.00			
12/1/2020	\$262,077.76	4	\$524,155.52	\$977,566.89

Sharing Bank Account

- Reconciling requires exclusive access to the bank account
 - No one may be posting transactions nor reversals
 - No one may be running costbill / remittance reports
- Only one person may reconcile at any given time
- SQL-SYNC will “PAUSE” when trying to update reconciliation accounting files.



SQL-SYNC Tables

- Collection-Master tables available for SQL-SYNC

Table Name	Description
DAILYDEP	Outstanding Deposits
CHCKFILE	Outstanding Checks
CHECKS	Reconciled Checks Log
VOID	Outstanding Void Checks
LEDGER(S)	Itemized Ledger Transactions
DAYRECS	End of Day Transactions
EODS	End of Day Transactions (Historical)
RECONCIL	Reconciliation Worksheet totals
Payee	Link Payee_ID



The Mastermind Series

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- What's New with Collection-Master and PaymentVision
 - [Learn more and register here](#)
- Collection-Master is Here to Stay: a Mastermind you won't want to miss!
 - Scan the QR Code or [click here](#) to learn more and register

To view past trainings:

<https://vimeo.com/vertican/>



