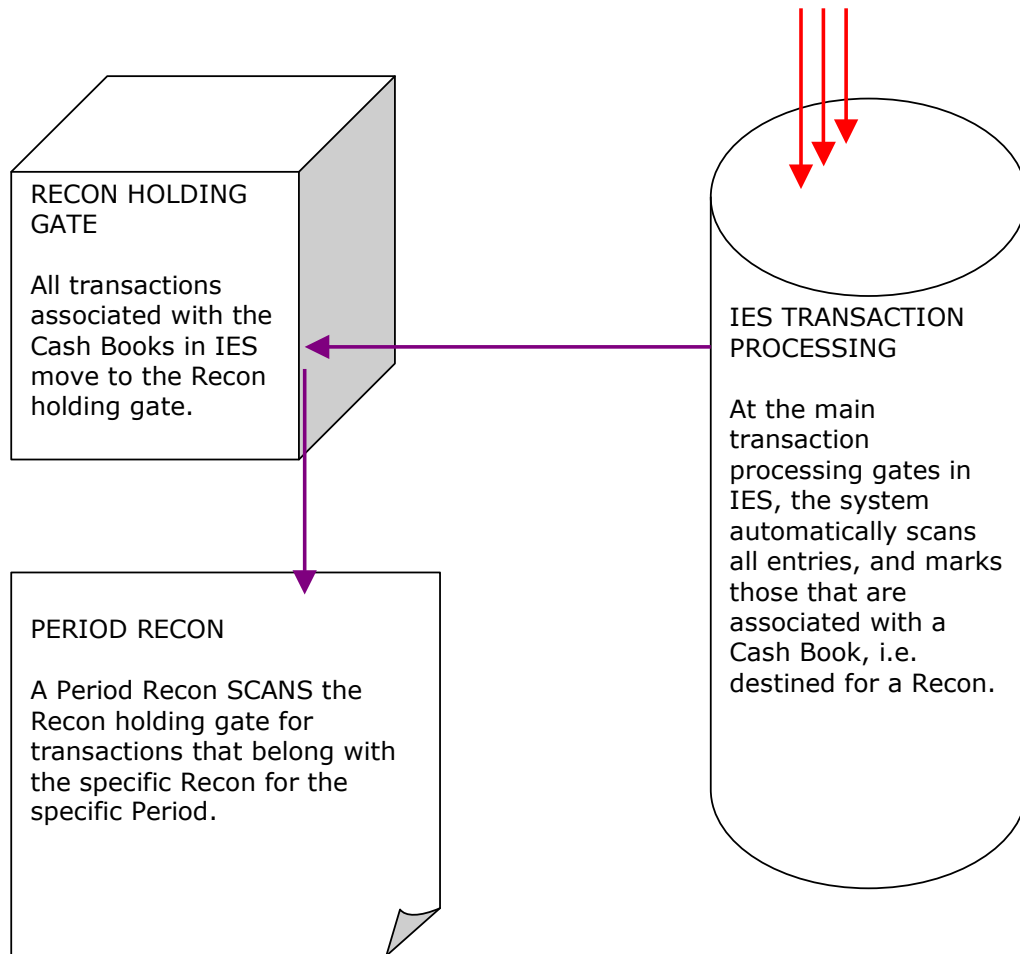



CASH BOOK: Scan for Transactions

Introduction

Among the many transactions that pass through the IES transaction processing gates, those that include a reference to a Bank Account are flagged for inclusion with some Recon. This initial identification of transactions that must be associated with the Cash Books is the general SCAN – it is automatic, and there is nothing you ever have to do about it.

Once transactions are positioned at the Recon holding gate, they are picked up by the Recon specific SCAN. This too, happens automatically, but can also be done on demand, and in some situations, should be done on demand, as we shall explain.

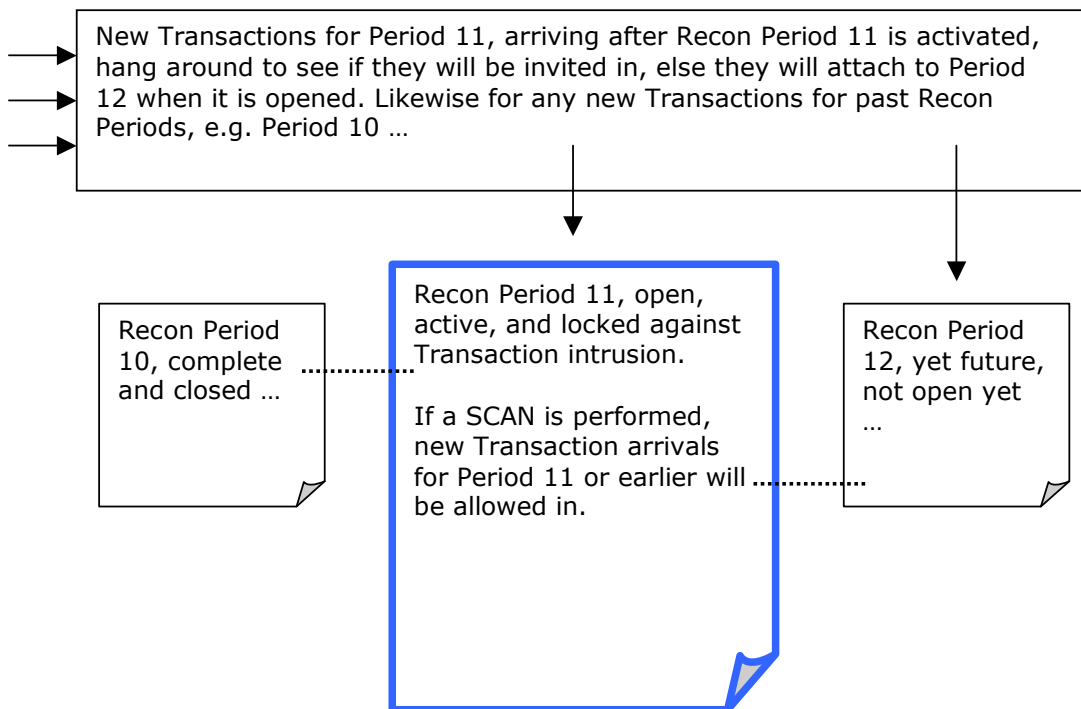


Have you used your IES  today?

How and when to use the Transaction SCAN options

When a Recon Period is closed, and a new one opened, the system automatically SCANS the Recon holding gate for all Transactions that belong to this Recon, for the new Period. This will include all Transactions for the specific Recon, up to the new Recon Period, that are still 'open', i.e. not yet matched. Then the system 'locks' the Recon, and prevents further Transactions from intruding without your permission.

It is necessary to 'lock' the Recon against Transaction intrusion, otherwise the Recon keeps changing all the time while you are working with it. Therefore, once you have a specific Recon Period open and active, you may 'invite' new Transaction arrivals in by performing a SCAN. If you do not, they will automatically attach to the next Recon Period, because they will still be open.

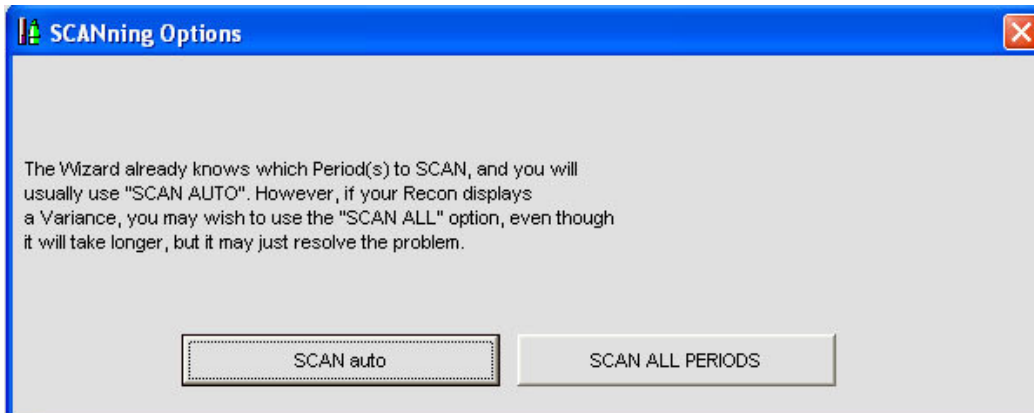


When you perform new Cash Book journals to process entries on the Bank Statement that are not yet in the Cash Book, e.g. Service Fees, Other Charges, etc., you will usually perform a SCAN afterwards, to invite the new Transactions (for this same Period) into the Recon so that they can be matched.



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CASH BOOK: Scan for Transactions



The auto SCAN is the option you will usually use, except when your Recon shows a variance, in which case the system will invite you to perform an ALL SCAN. An ALL PERIOD SCAN will look at the last secure Period indicated on the Recon Master, and re-evaluate all Periods from there, looking for missing links or links that have been damaged. More often than not, this will repair the variance and restore it to zero.

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