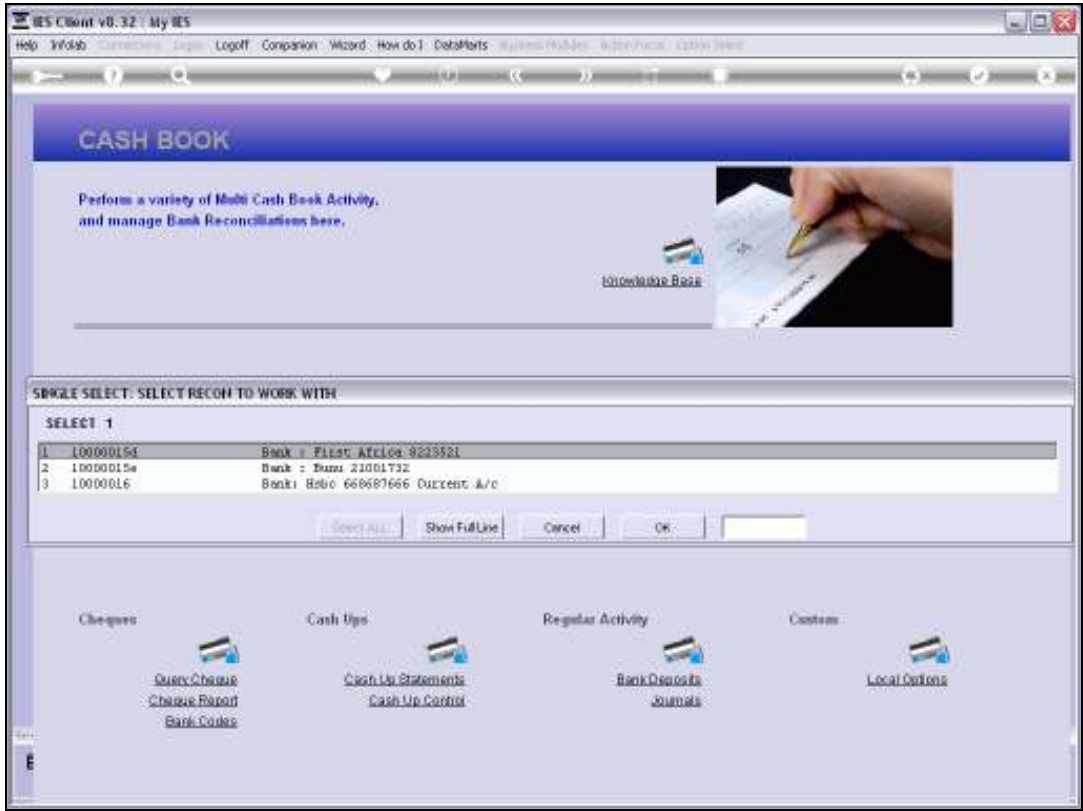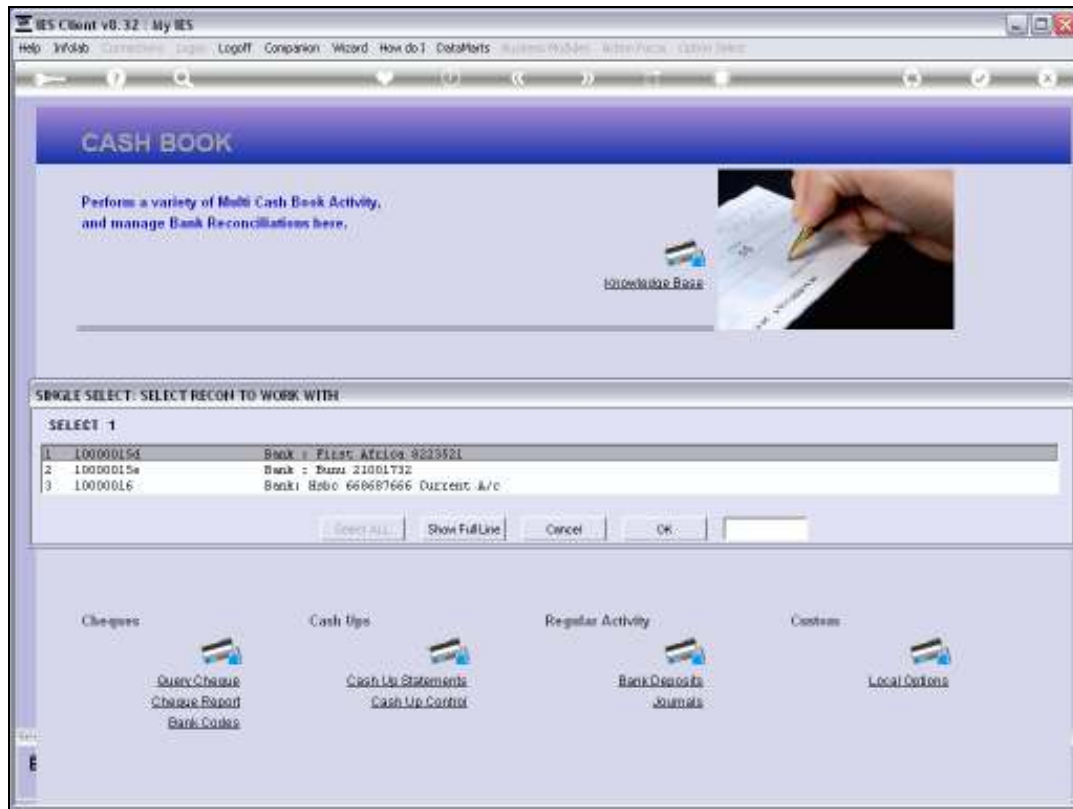Slide 1

Slide notes: When we want to update Page Zero, we do it from the Recon console.

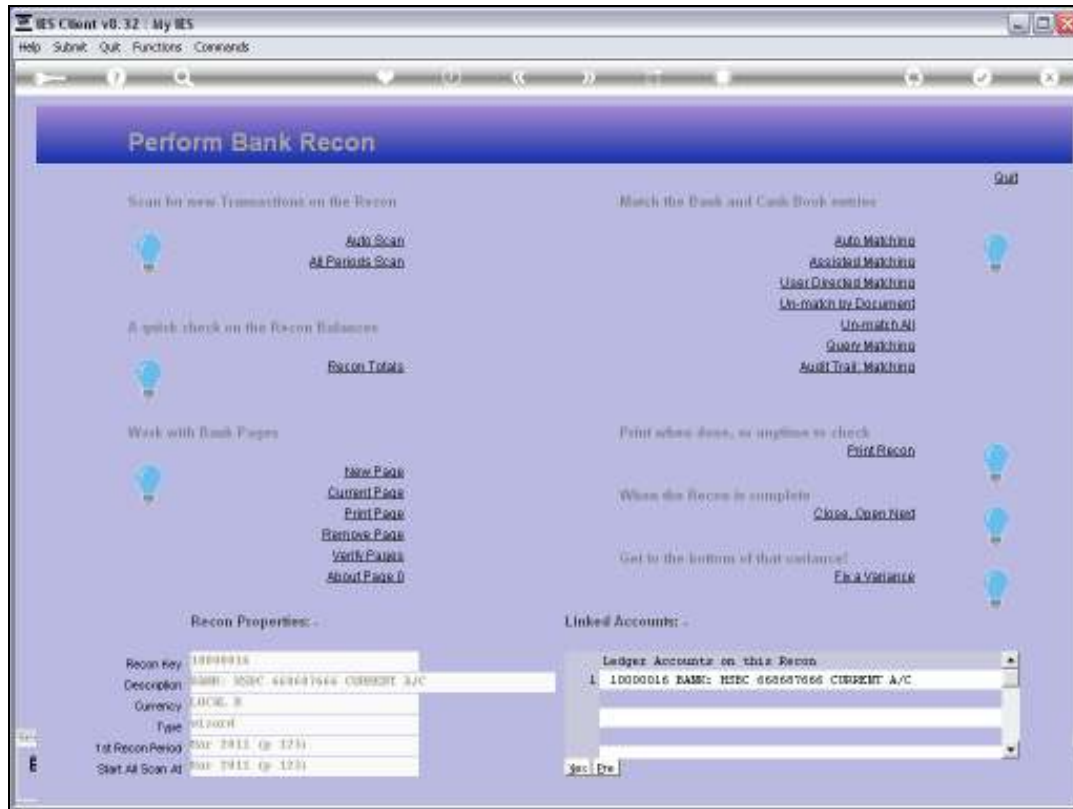Slide 2

Slide notes:

Slide 3

Slide notes:

Slide 4
Slide notes:

Slide 5

Slide notes: Here we choose 'Current Page'.

Slide 6

Slide notes:

Slide 7

Slide notes: The system knows very well that we have not updated and confirmed Page Zero yet, and will not let us work with other Bank Pages until this is done.
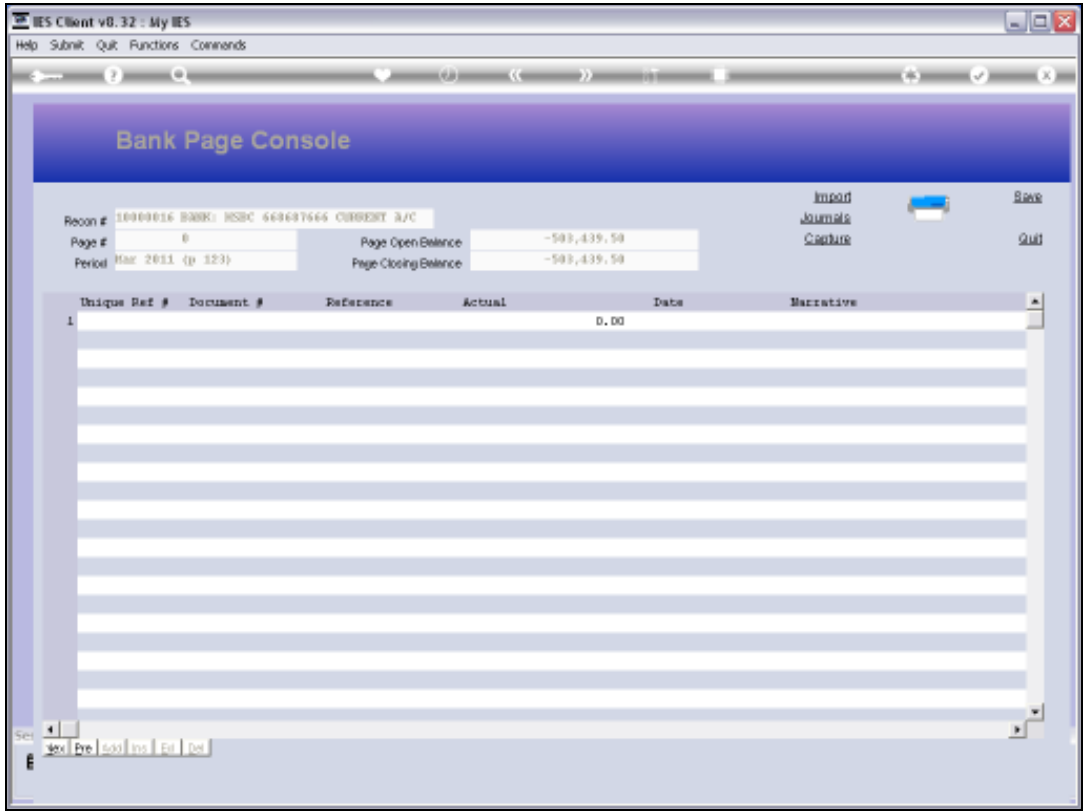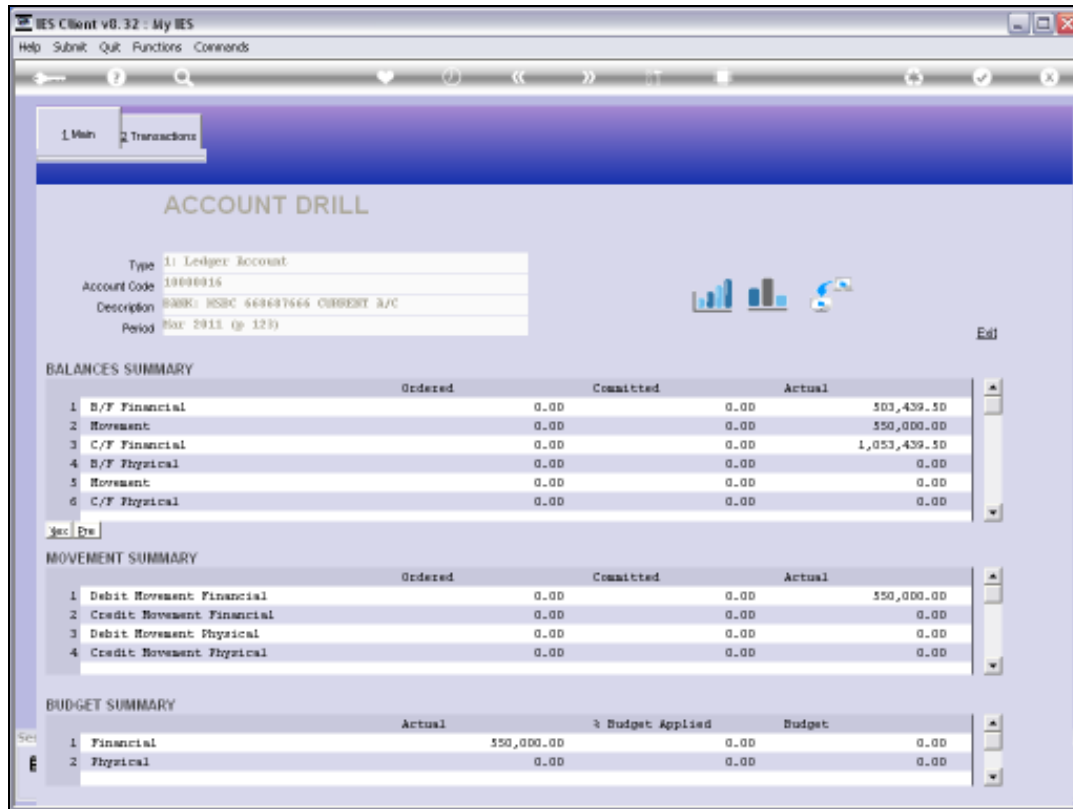
Slide 8

Slide notes:

Slide 9

Slide notes: When the system creates Page Zero for us, it inherits the contra of the Cash Book Balance for the Recon starting Period. If the Bank Balance from the last Statement is exactly the same as shown, then we have no work to do here and we can simply 'save' the Page and then confirm Page Zero. However, usually the Balance from the Statement is not the same, and the difference no doubt can be explained by Bank Deposits not shown on the Statement yet, although already in our Cash Book Balance, and similarly for any Cheques or Charges that are already processed in our Cash Book but not yet shown on the Bank Statement.
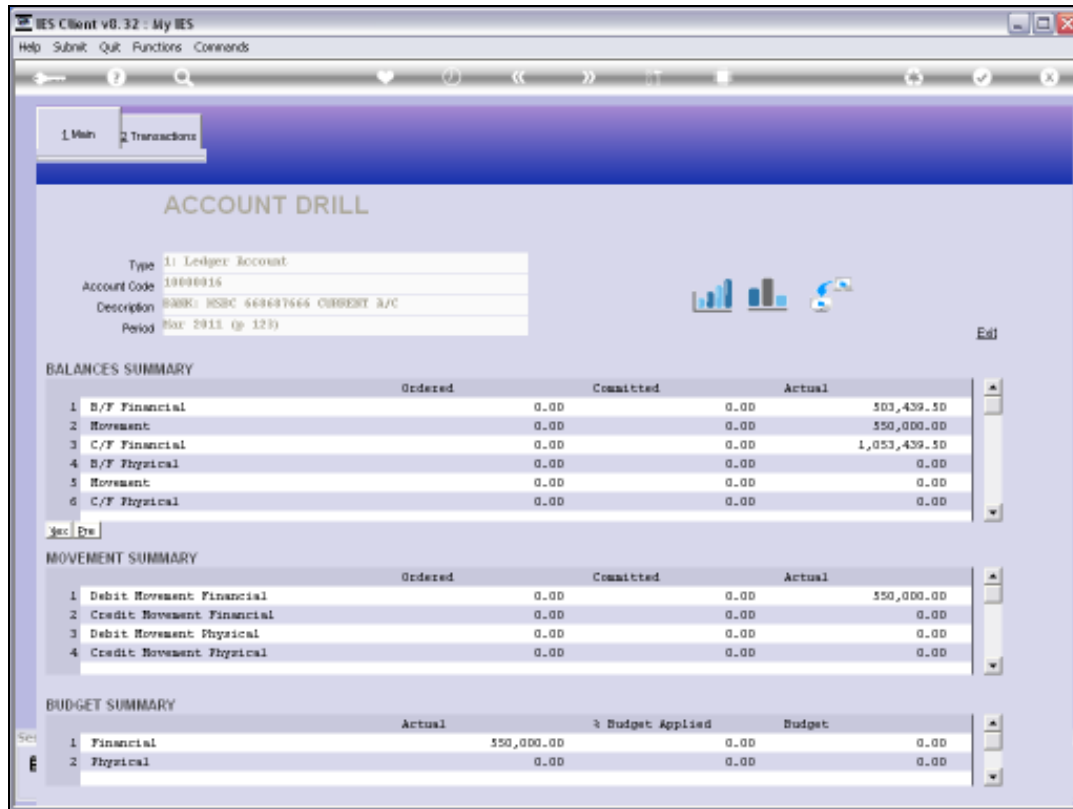
Slide 10

Slide notes:

Slide 11

Slide notes: When we look at the Balance shown for Page Zero at the moment, we can expect that the Brought Forward Balance on our Cash Book Bank Ledger Account is the same number, but opposite, so that if we add the two together, then it will add up to zero.
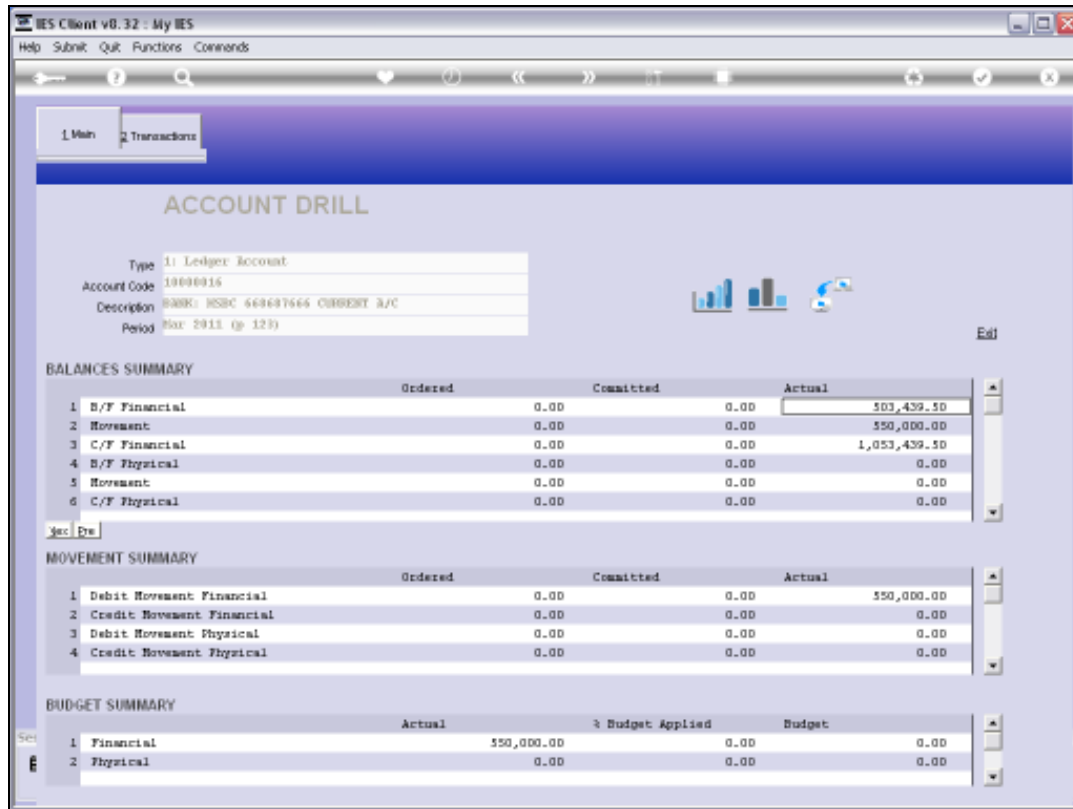
Slide 12

Slide notes: This is a drill on that Cash Book Account in our system. And it shows the exact opposite number as a Brought Forward for the March 2011 Period, which is the starting Period for our new Recon Master.
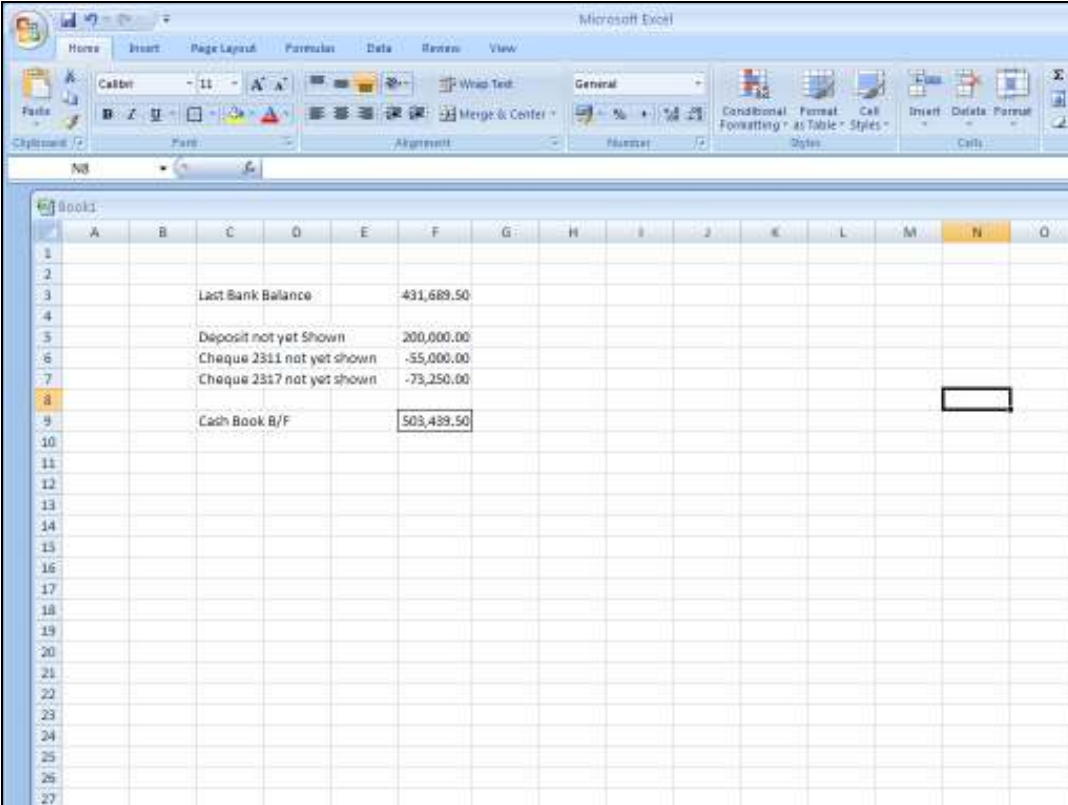
Slide 13
Slide notes:

Slide 14

Slide notes:
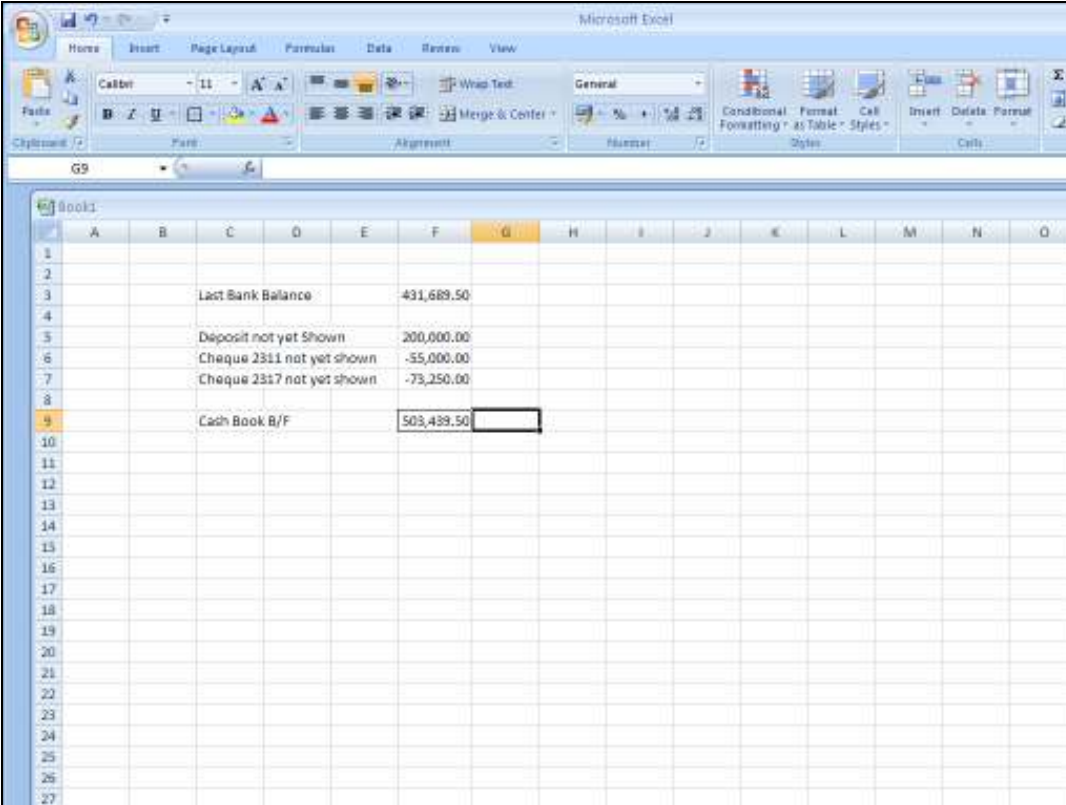
Slide 15

Slide notes: If we would consider a presentation of the situation of the Bank Recon at starting time, then we can say it looks like this.
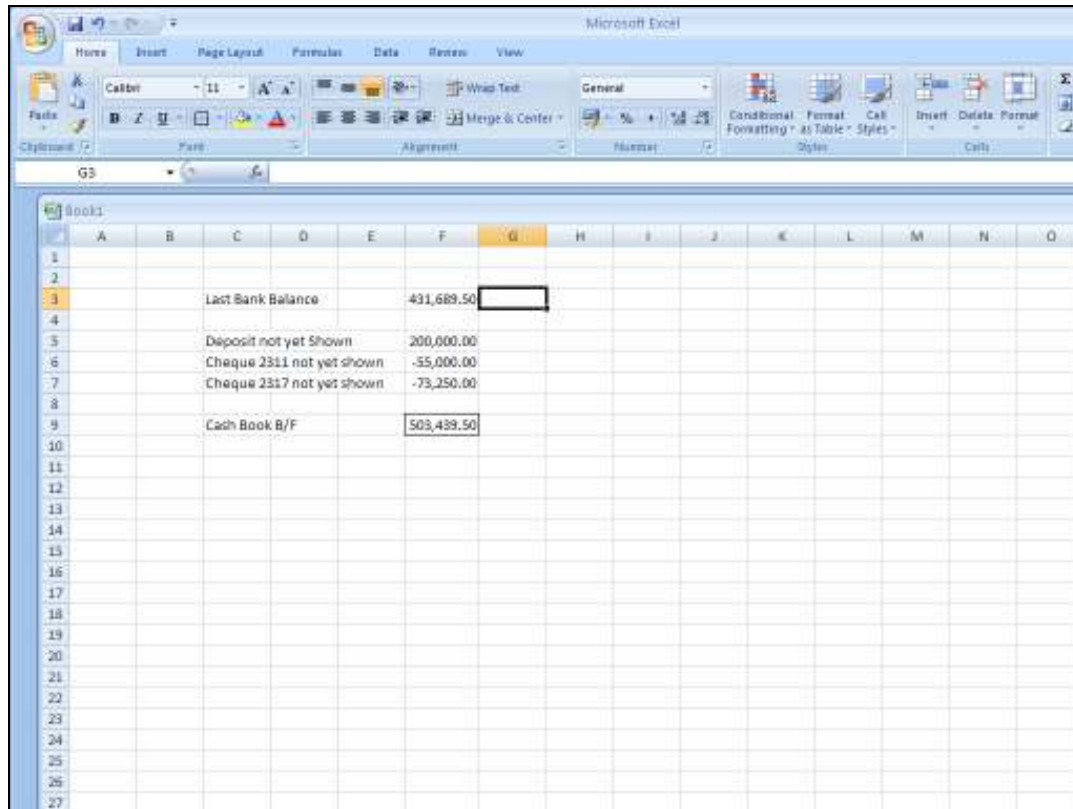
Slide 16

Slide notes: We have our last Bank Statement Balance, and this is what our Page Zero MUST end with as a Closing Balance.

Slide 17

Slide notes: We have a Deposit that is already in our Cash Book, but it has not yet appeared on the Bank Statement.
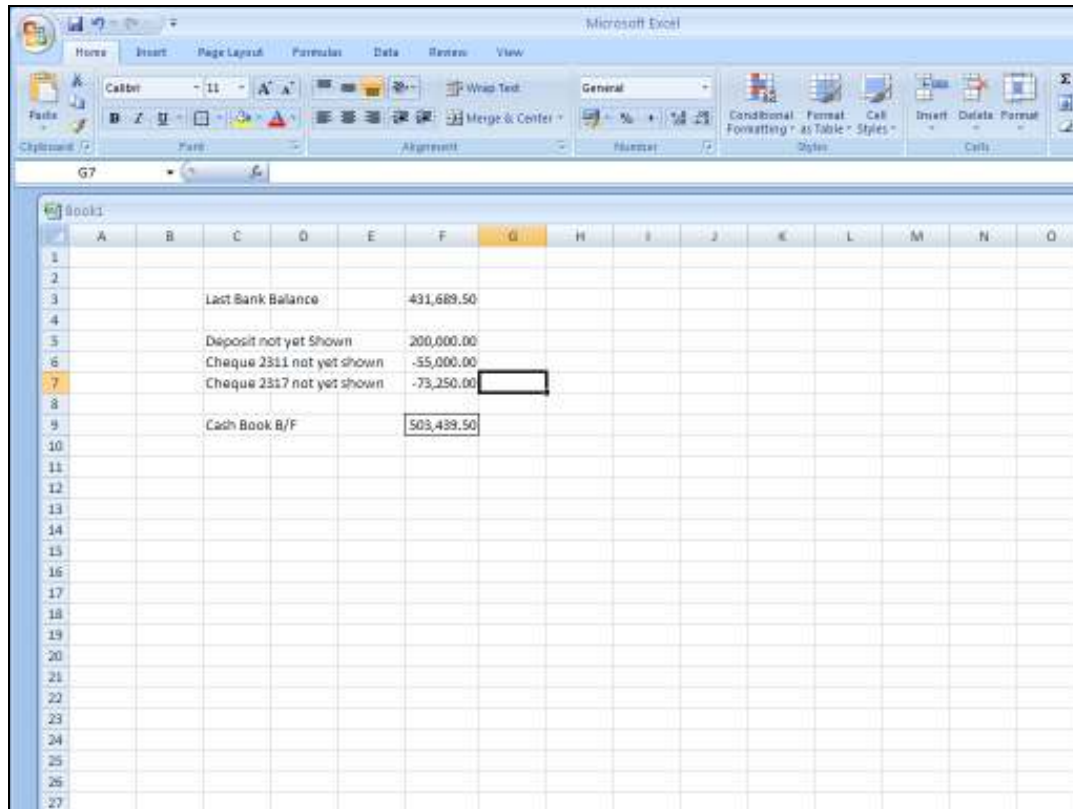
Slide 18
Slide notes:

Slide 19

Slide notes: And we also have 2 outstanding Cheques that have not yet been cleared and processed at the Bank.
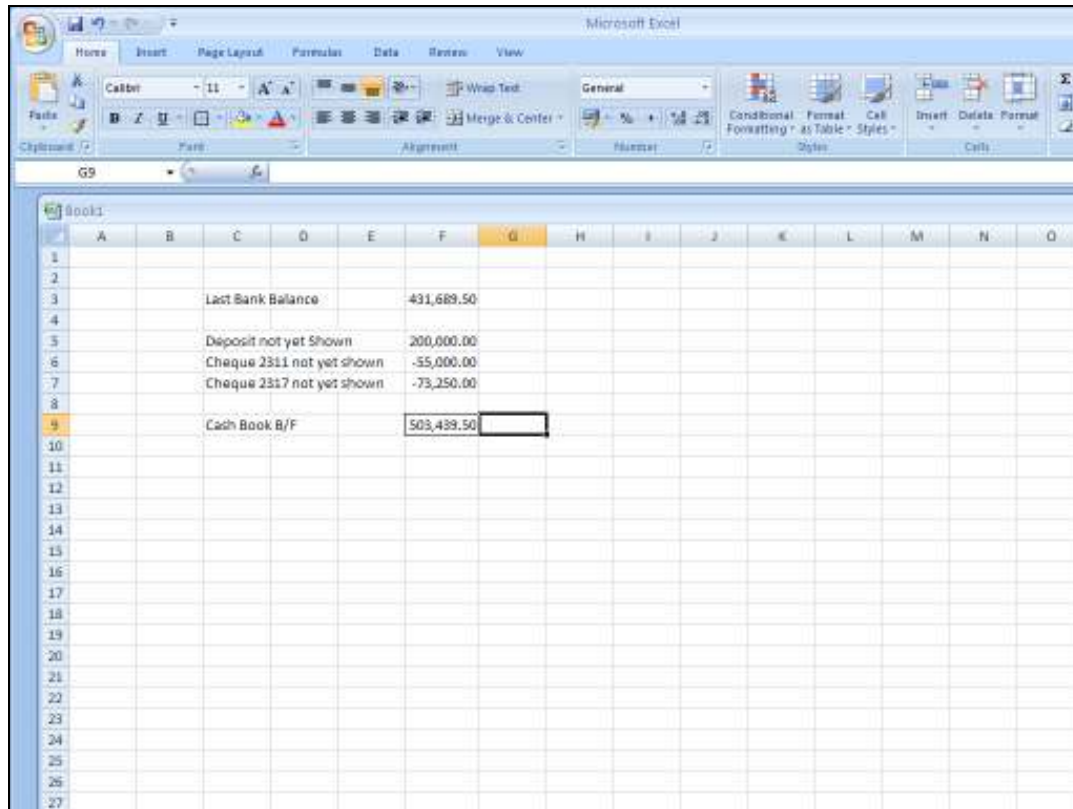
Slide 20

Slide notes: If we add the Open Items to the last Bank Balance, then the total agrees with our Cash Book Balance. So all we have to do is to enter the Open Items onto Page Zero.
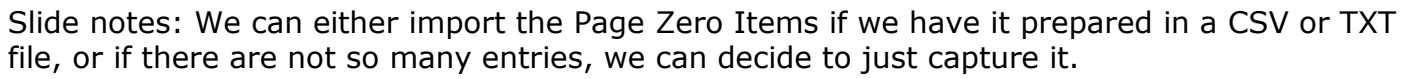
Slide 21

Slide notes: And when our Page Zero displays the Bank Balance correctly, then we know Page Zero is correct and can be confirmed.
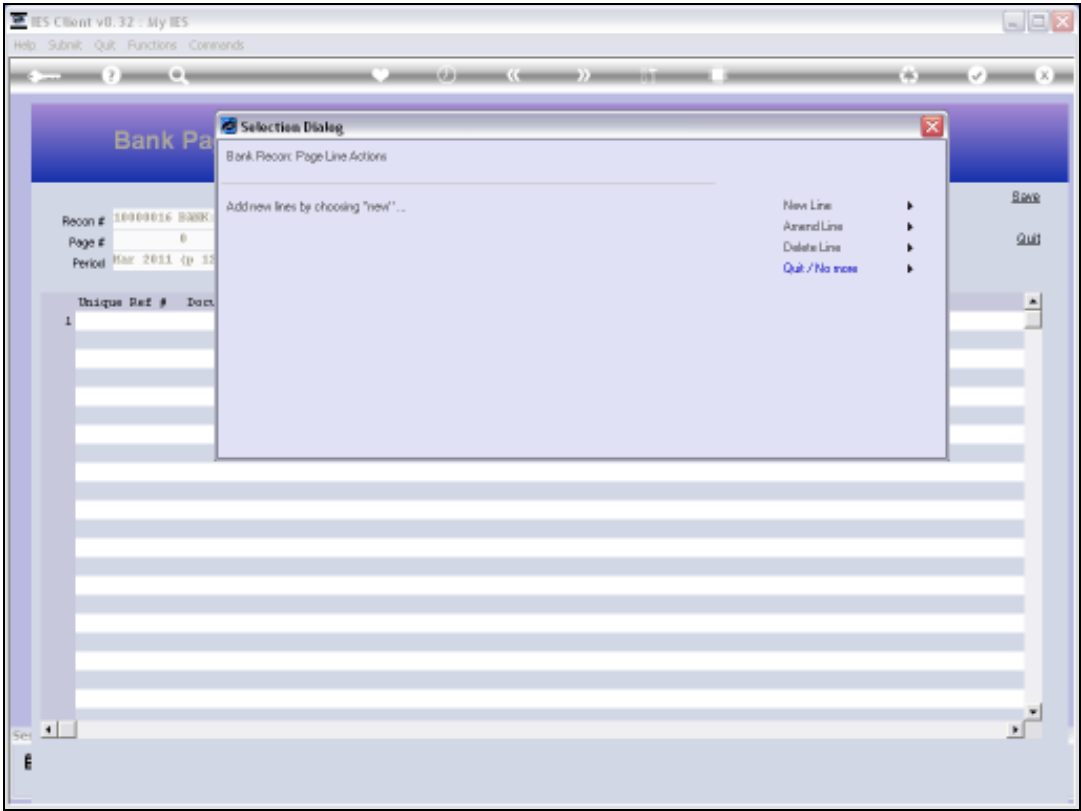
Slide 22
Slide notes:

Slide 23

Slide notes: We can either import the Page Zero Items if we have it prepared in a CSV or TXT file, or if there are not so many entries, we can decide to just capture it.
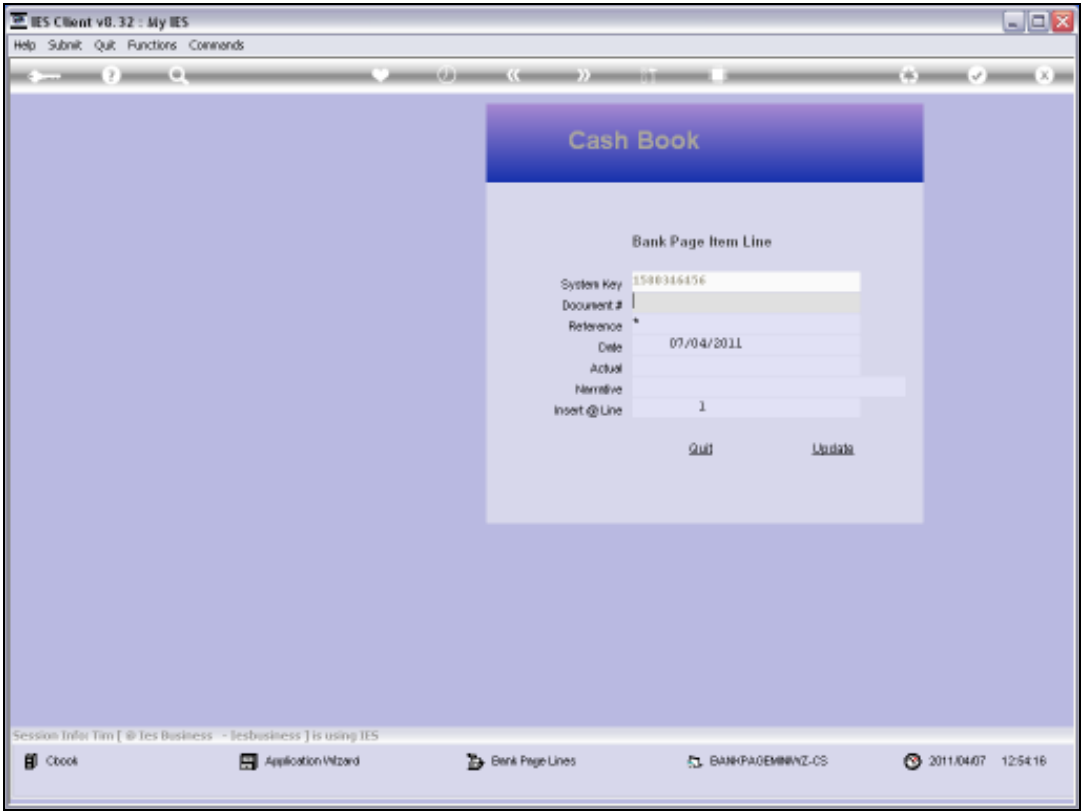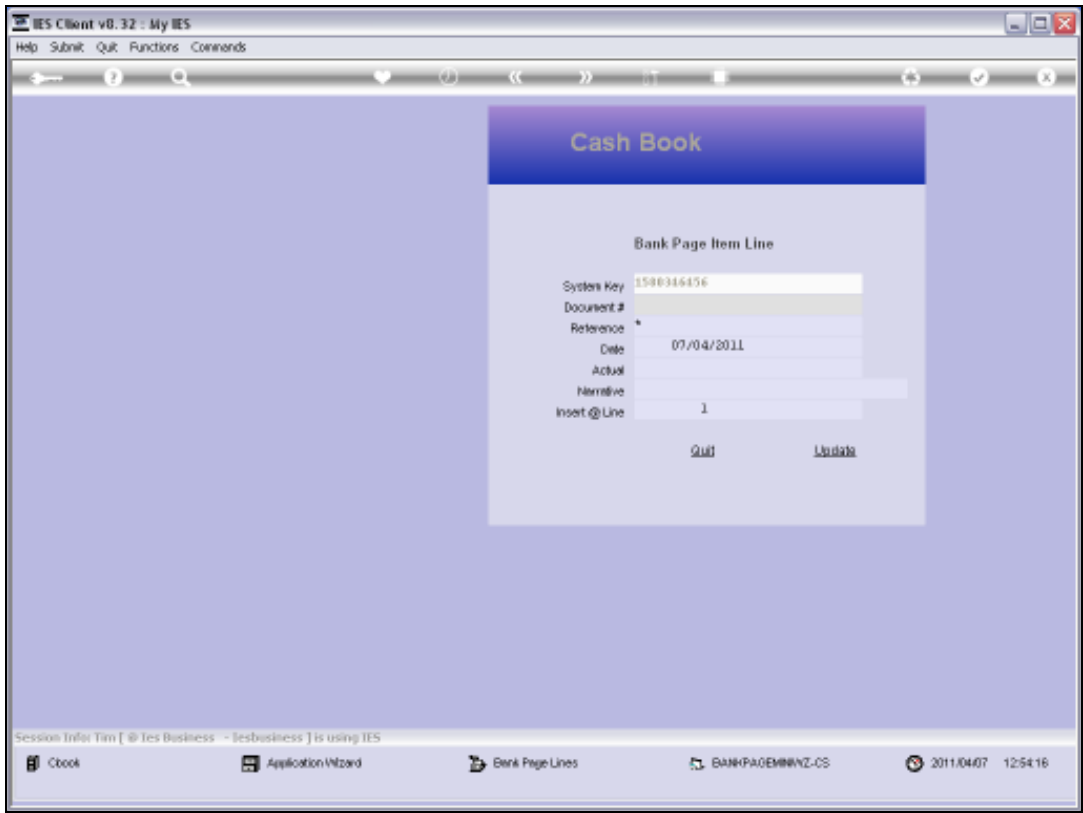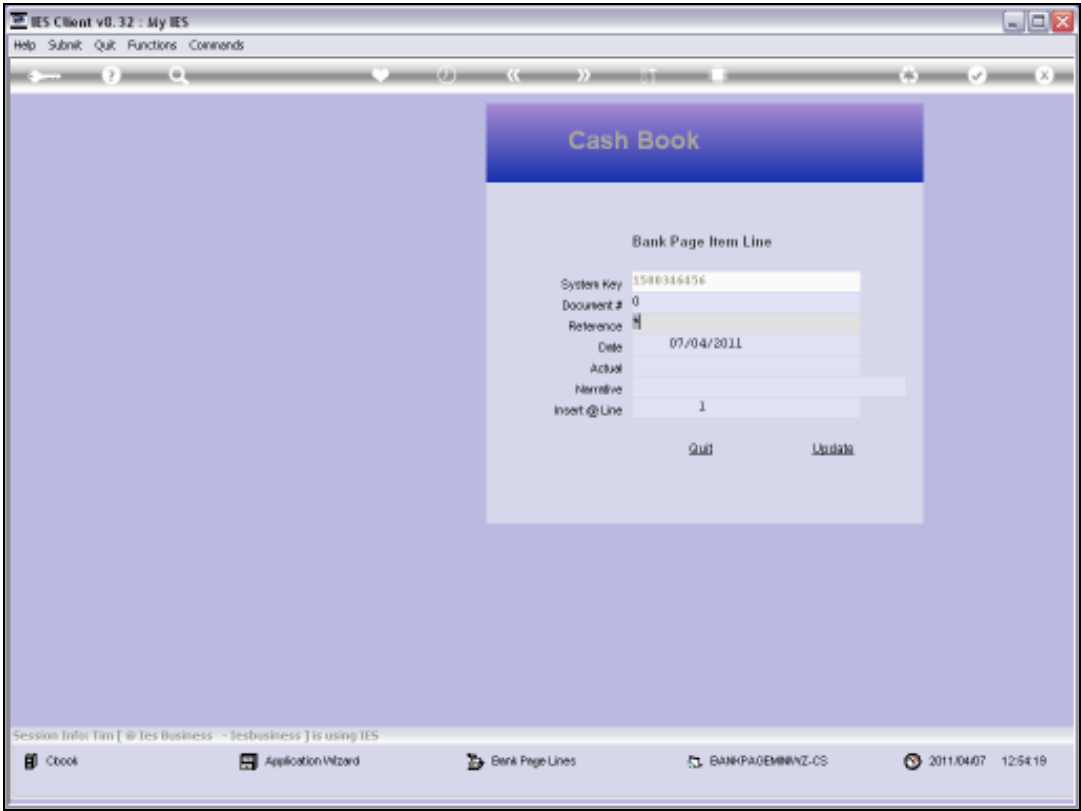
Slide 24
Slide notes:

Slide 25
Slide notes:

Slide 26

Slide notes: For the Deposit, if we do not know the Document number, we can just enter '0'.

Slide 27

Slide notes:

Slide 28

Slide notes: The Date we use here could possibly be more appropriate if we stated it before the beginning of the month, because the Page Zero Items refer to Transactions before the Recon starting Period, but because we expect them to be processed and matched in the 1st Recon, it is also appropriate to use this Date. The Recon does not match on Dates, and the Date we use is not critical.
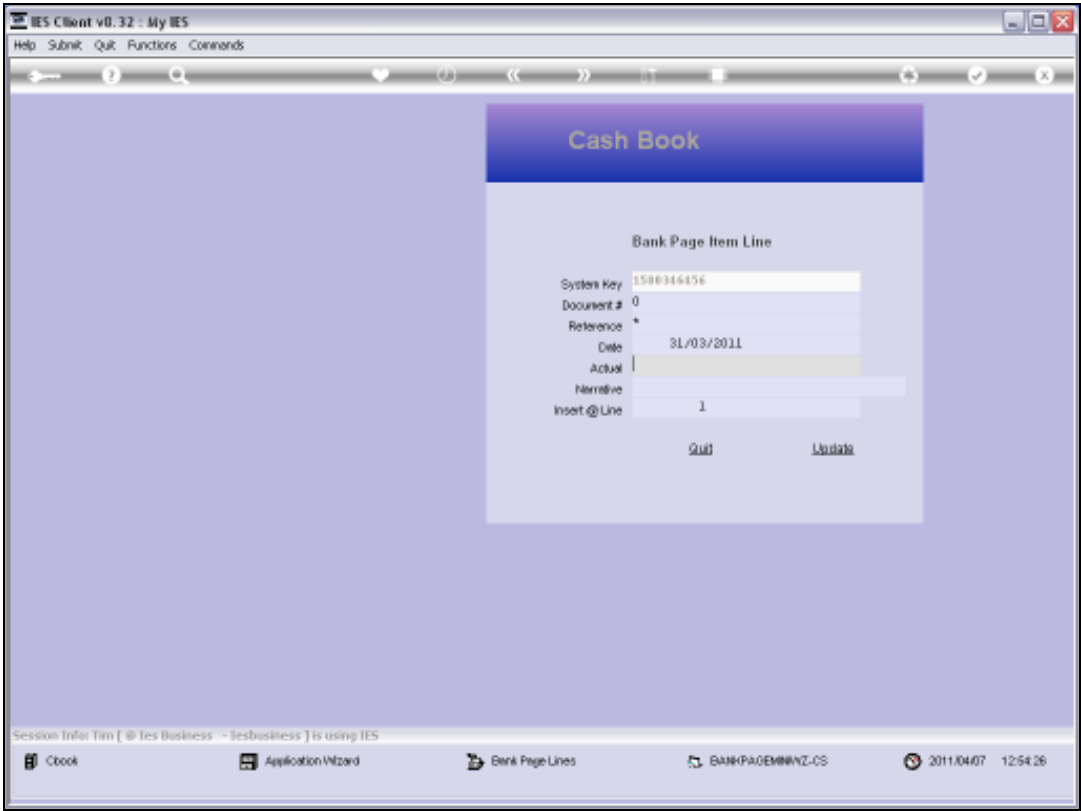
Slide 29
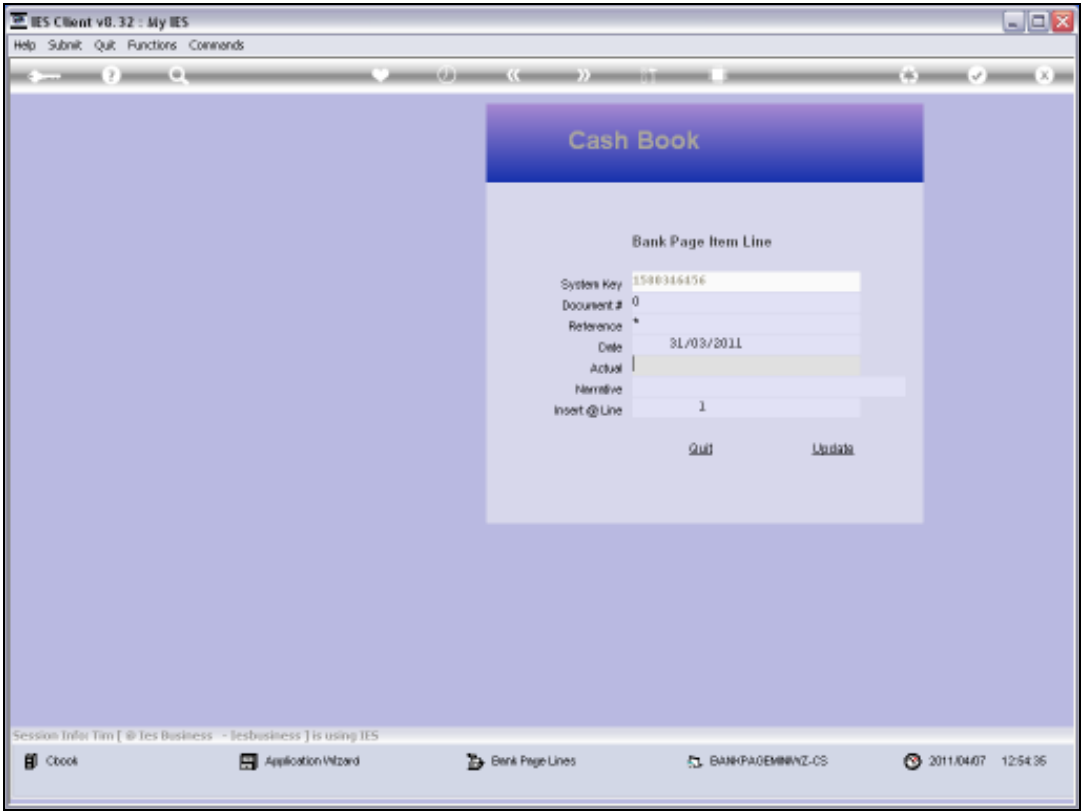Slide notes:
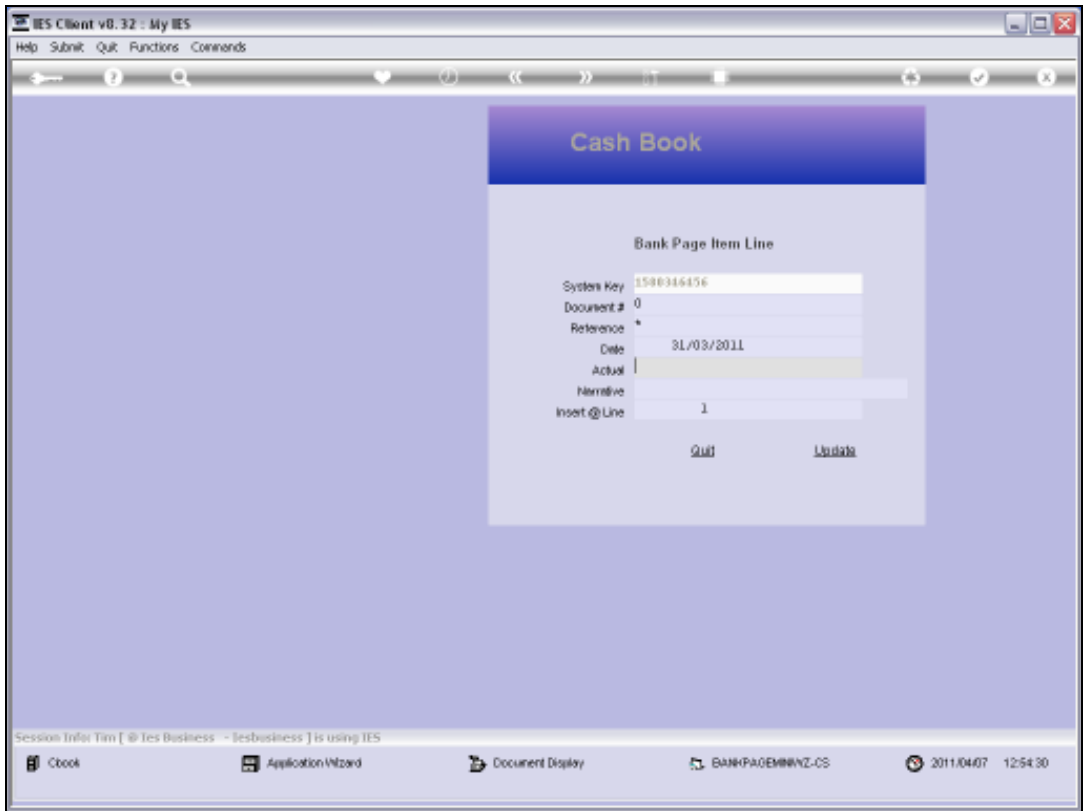
Slide 30

Slide notes:

Slide 31

Slide notes: When we check the Help on the Amount field, we can see that we usually capture all Deposits as negatives, but on Page Zero we always do the opposite.
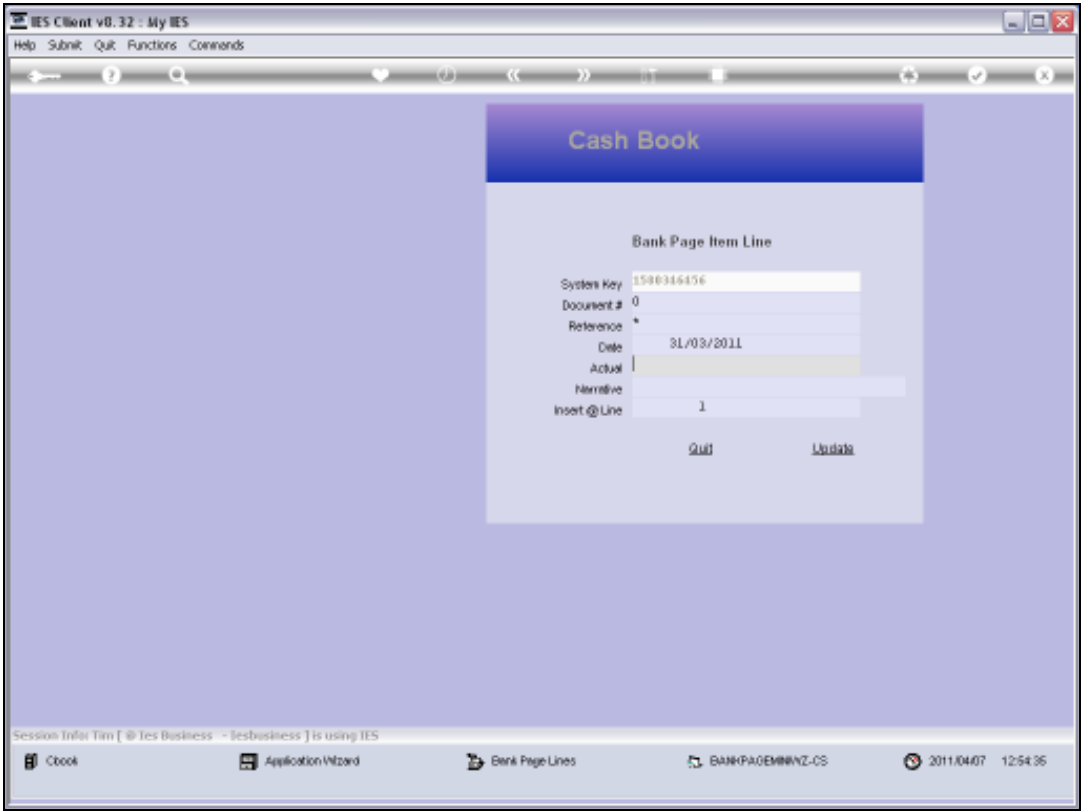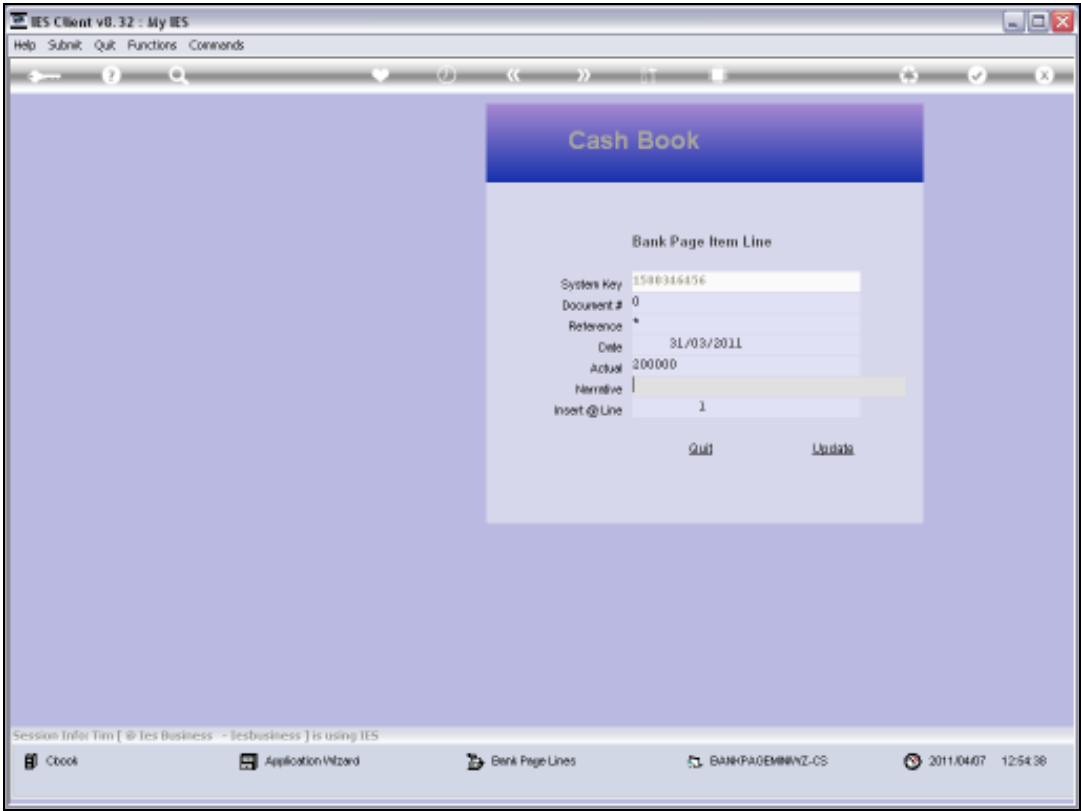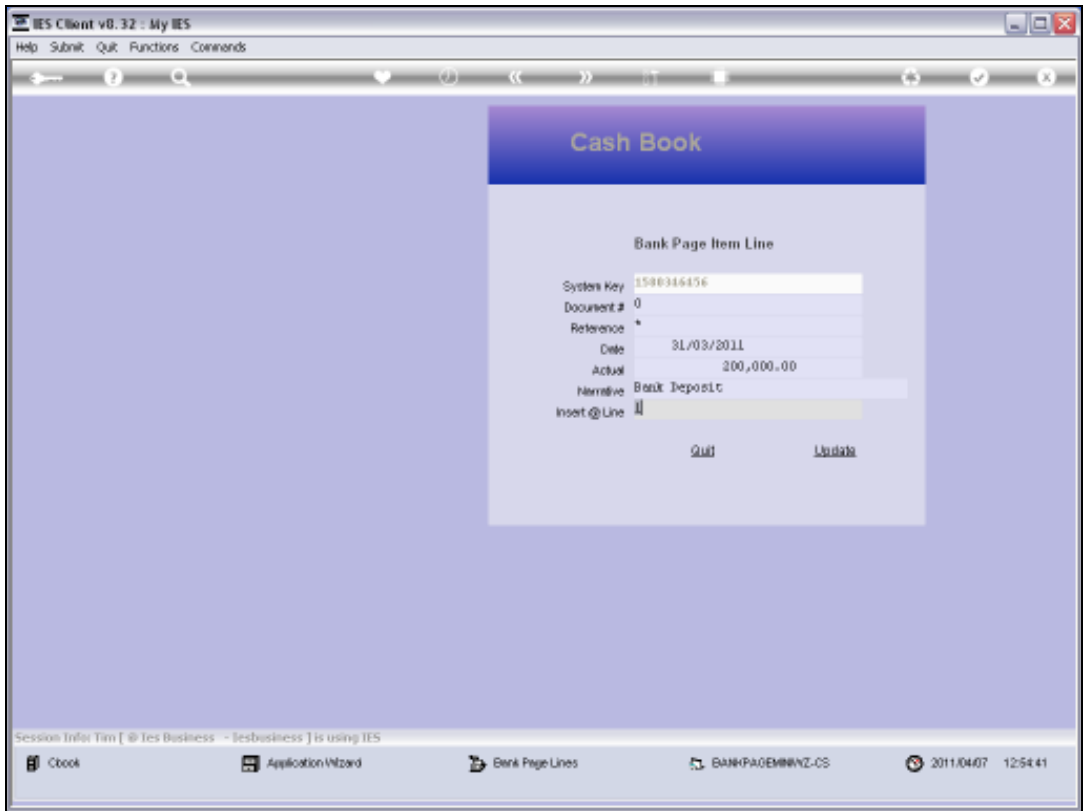
Slide 32

Slide notes:

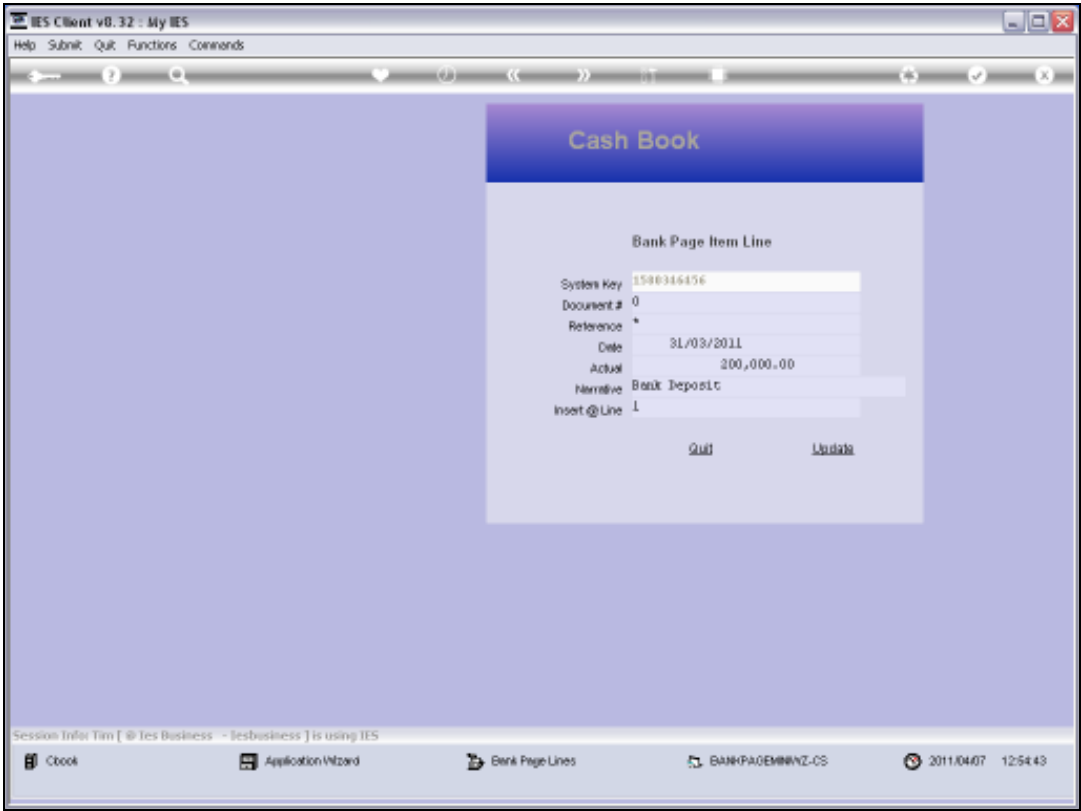Slide 33

Slide notes:

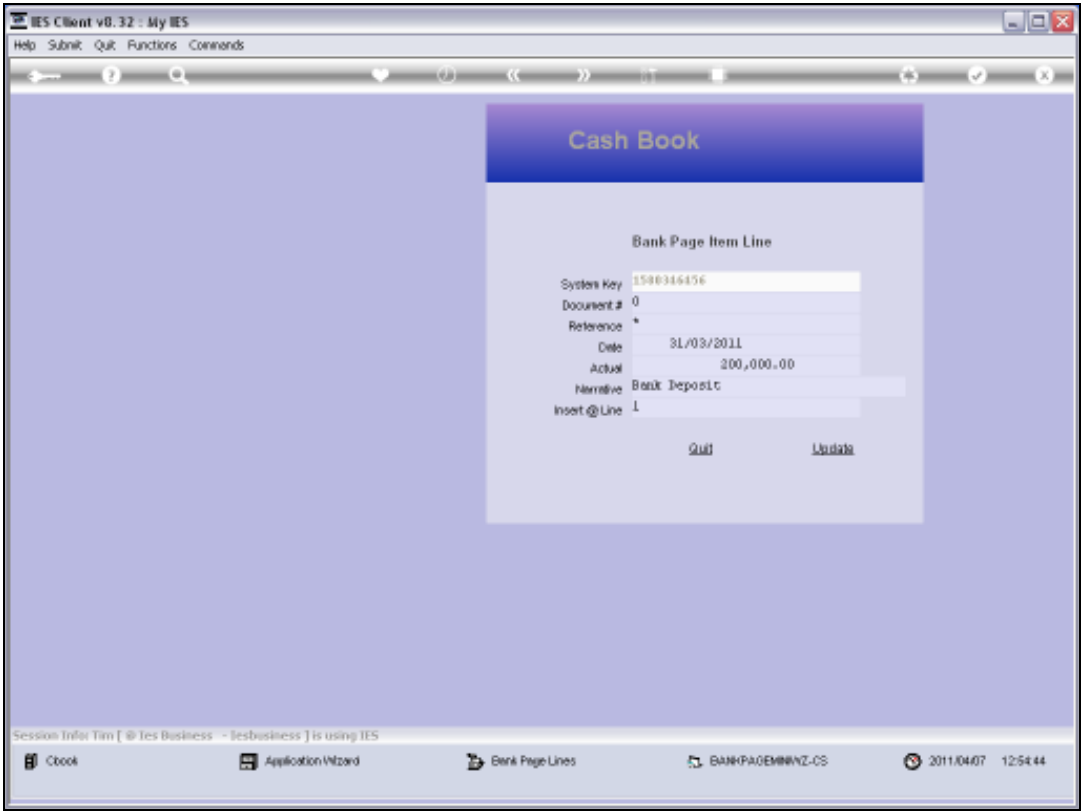Slide 34

Slide notes:
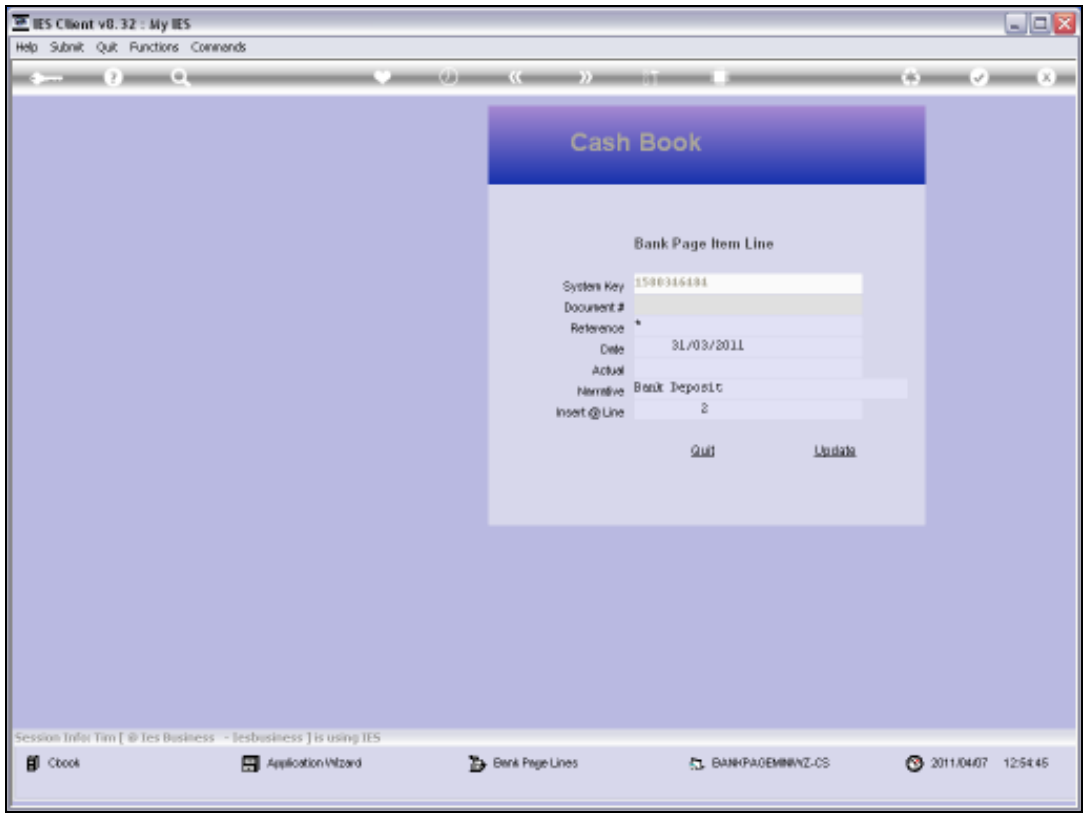
Slide 35
Slide notes:

Slide 36
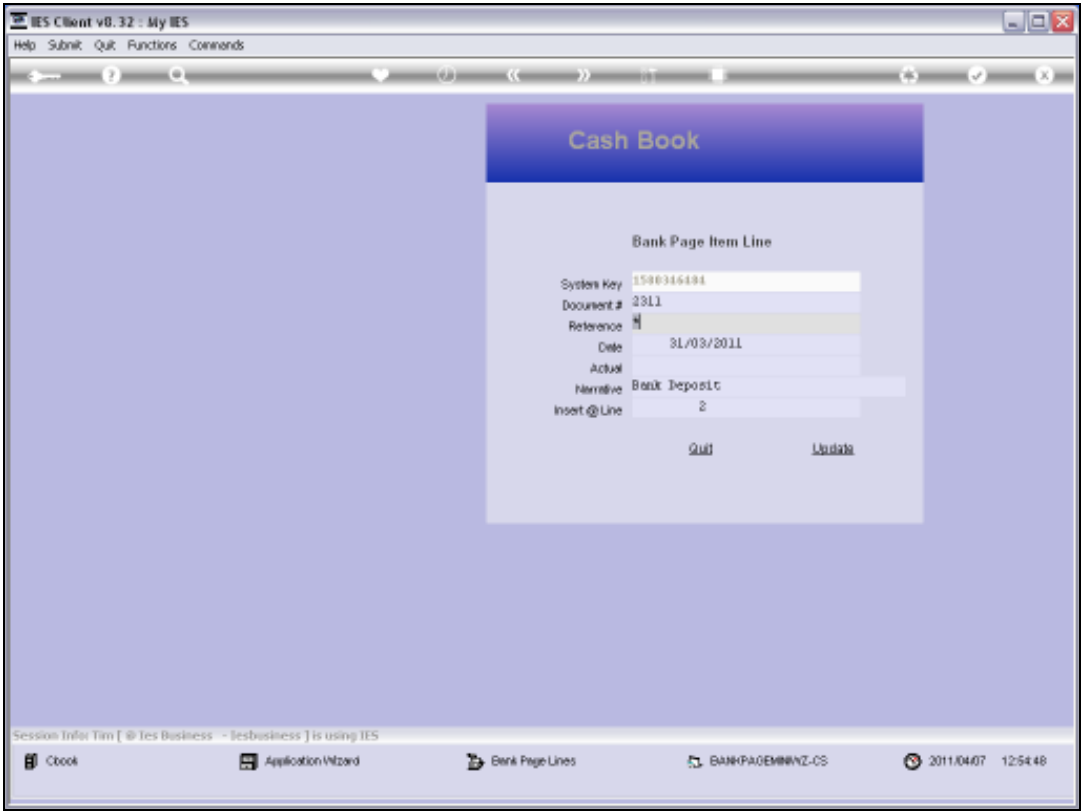Slide notes:

Slide 37
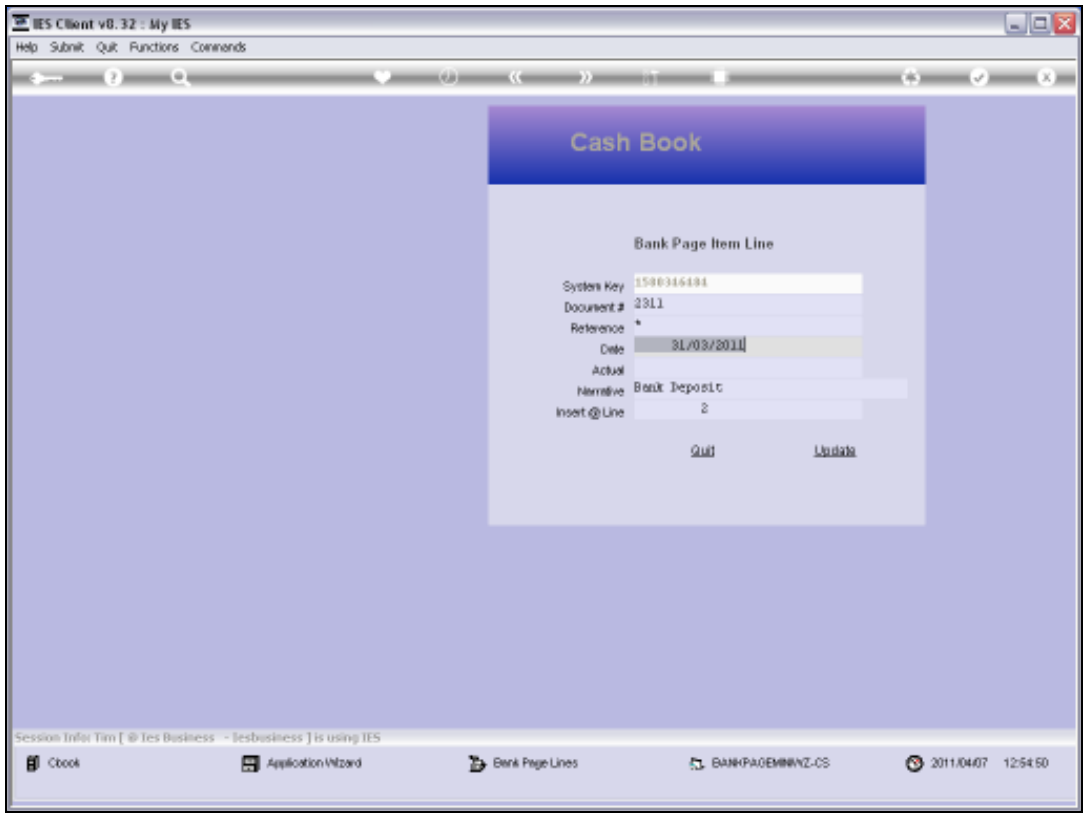Slide notes:

Slide 38
Slide notes:

Slide 39

Slide notes: Our Cheque Number will go in the Document Number field.
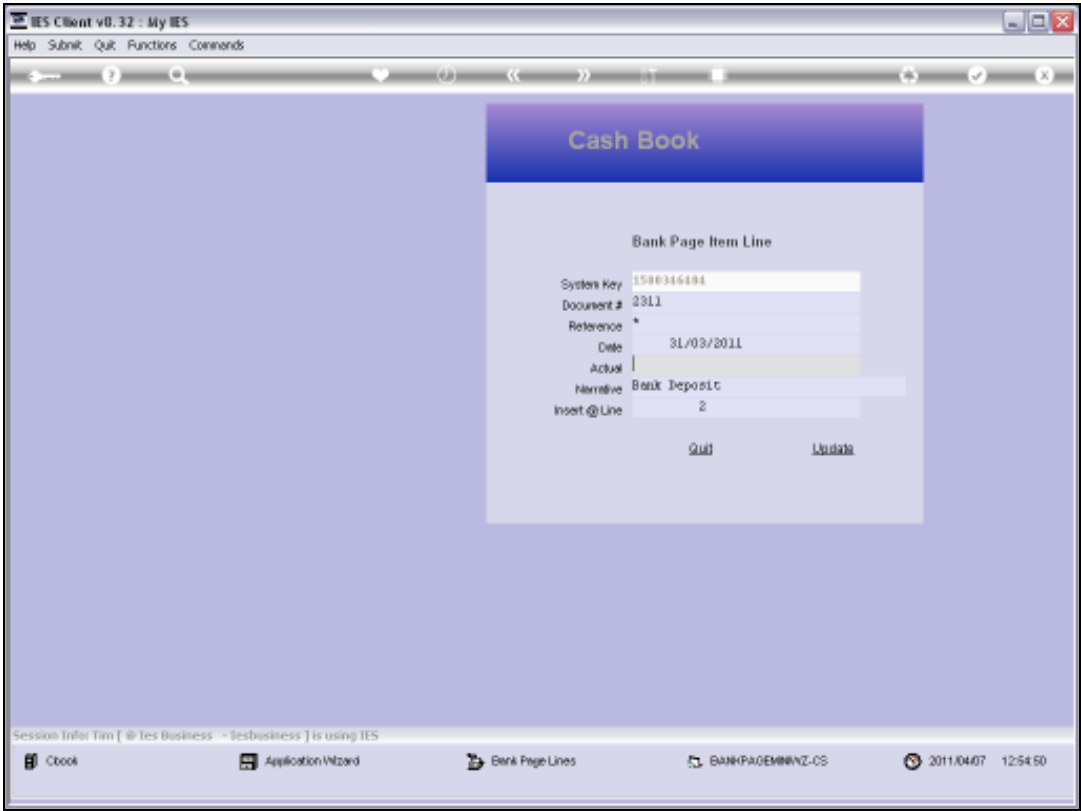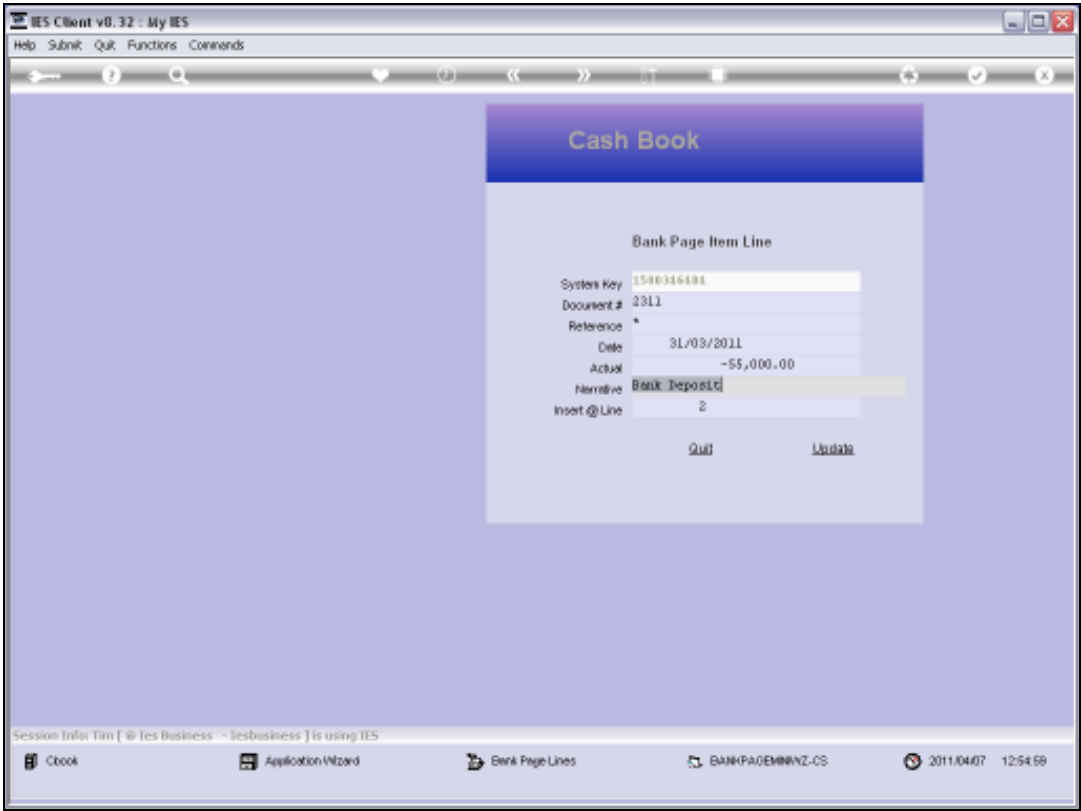
Slide 40
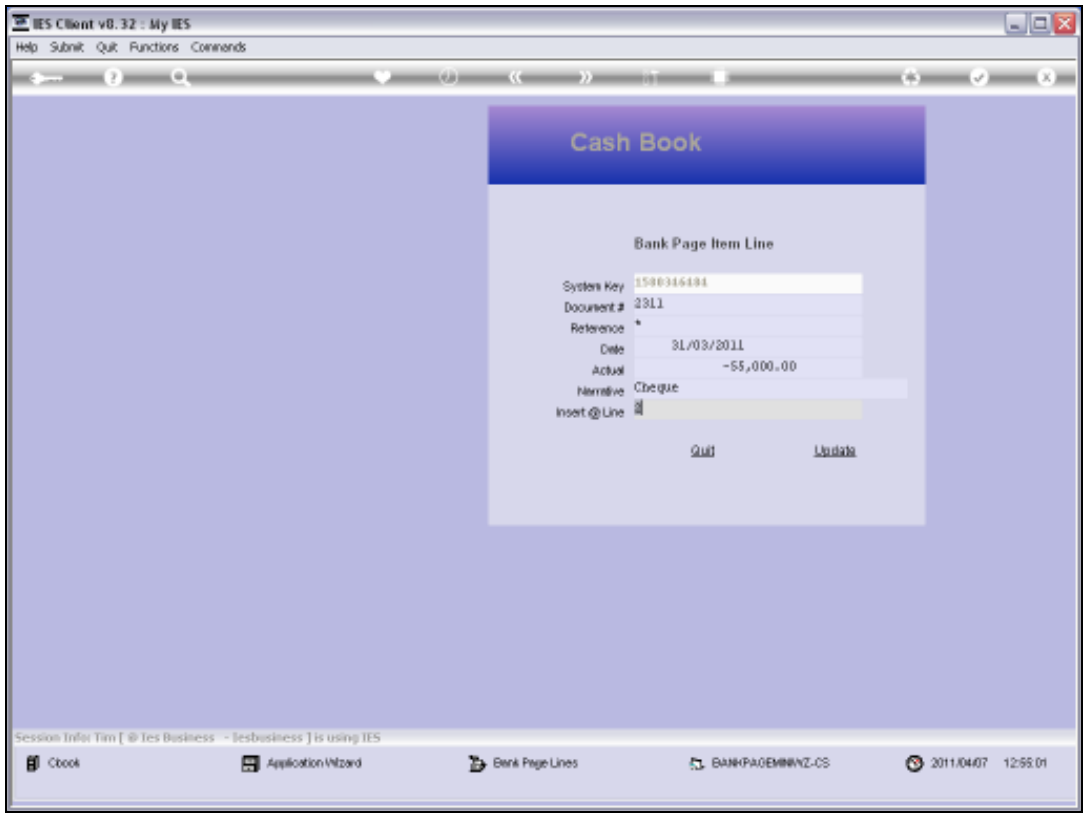Slide notes:

Slide 41

Slide notes:

Slide 42

Slide notes: And although Cheques will usually be captured as positives, we do the opposite on Page Zero.
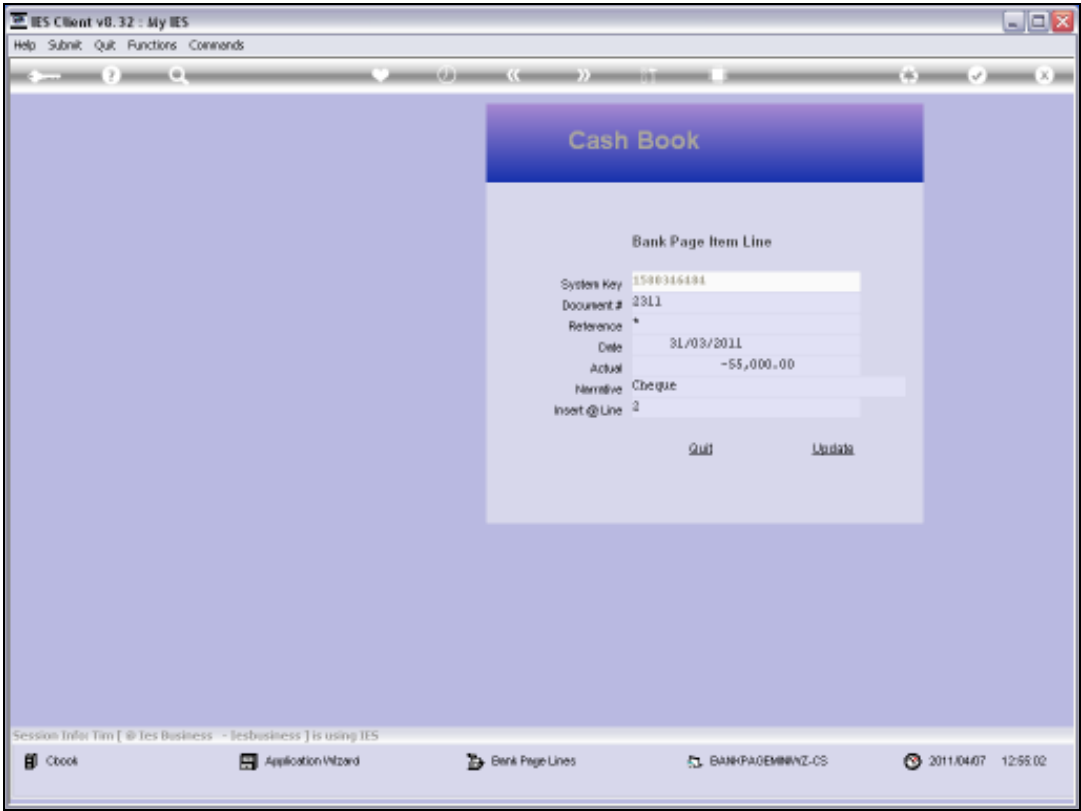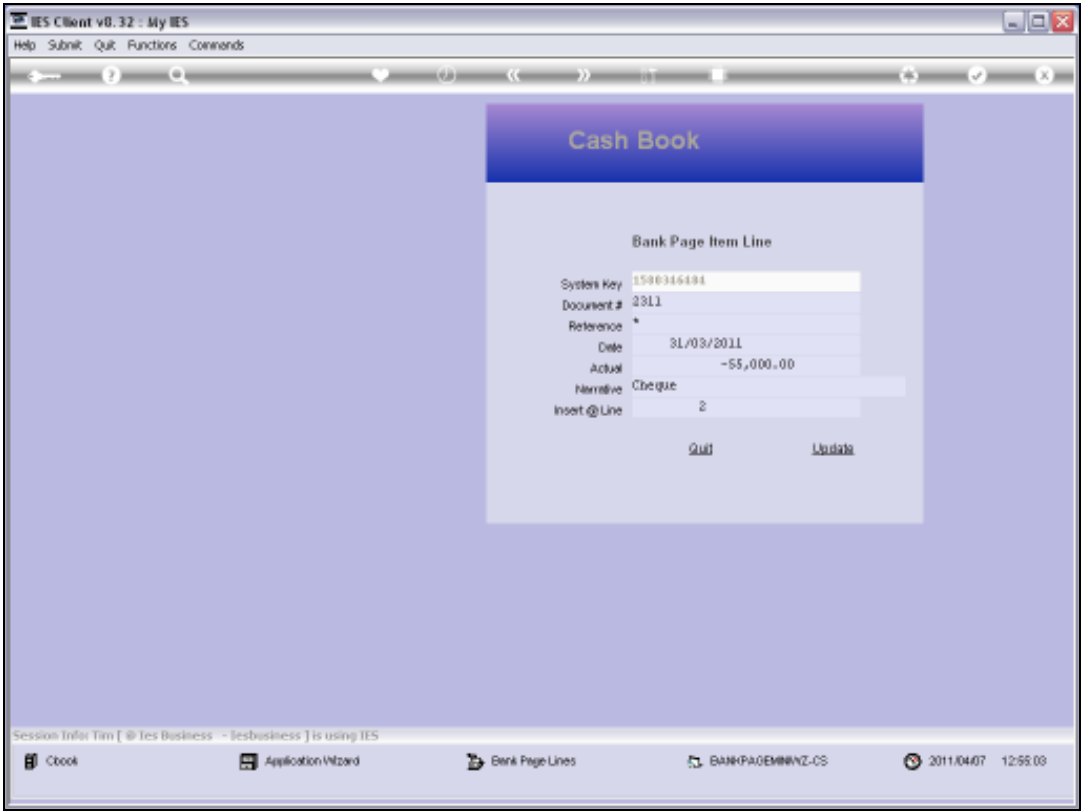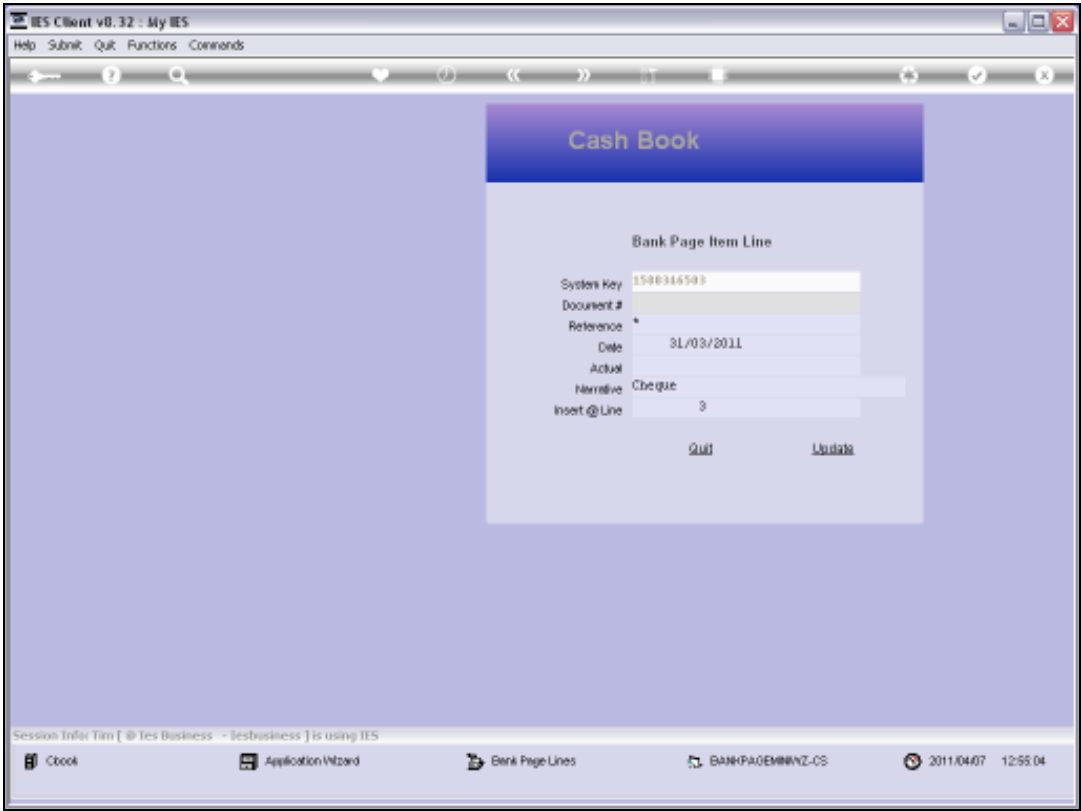
Slide 43

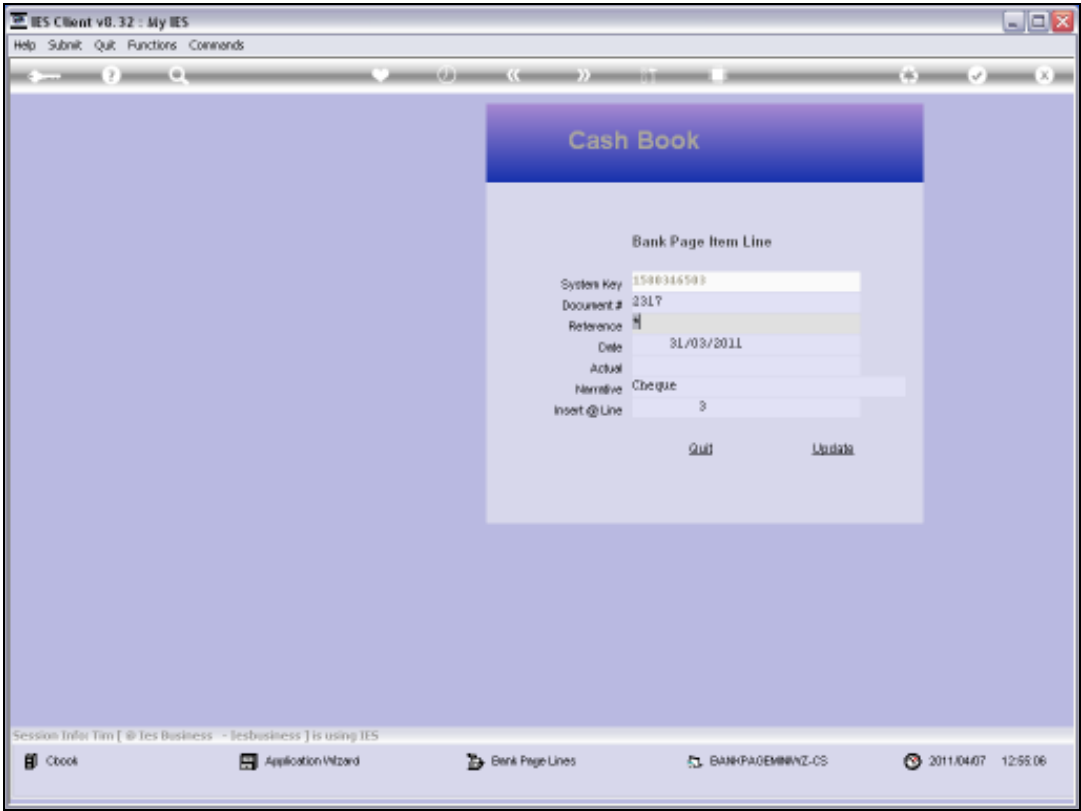Slide notes:

Slide 44

Slide notes:

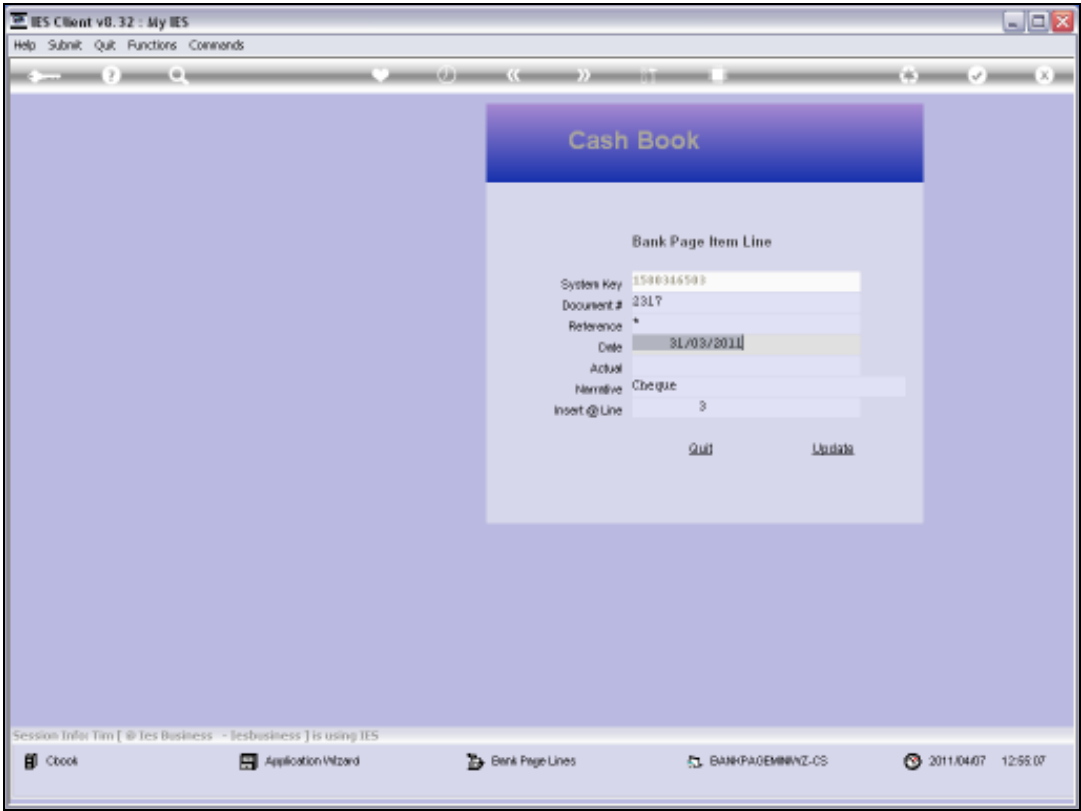Slide 45
Slide notes:
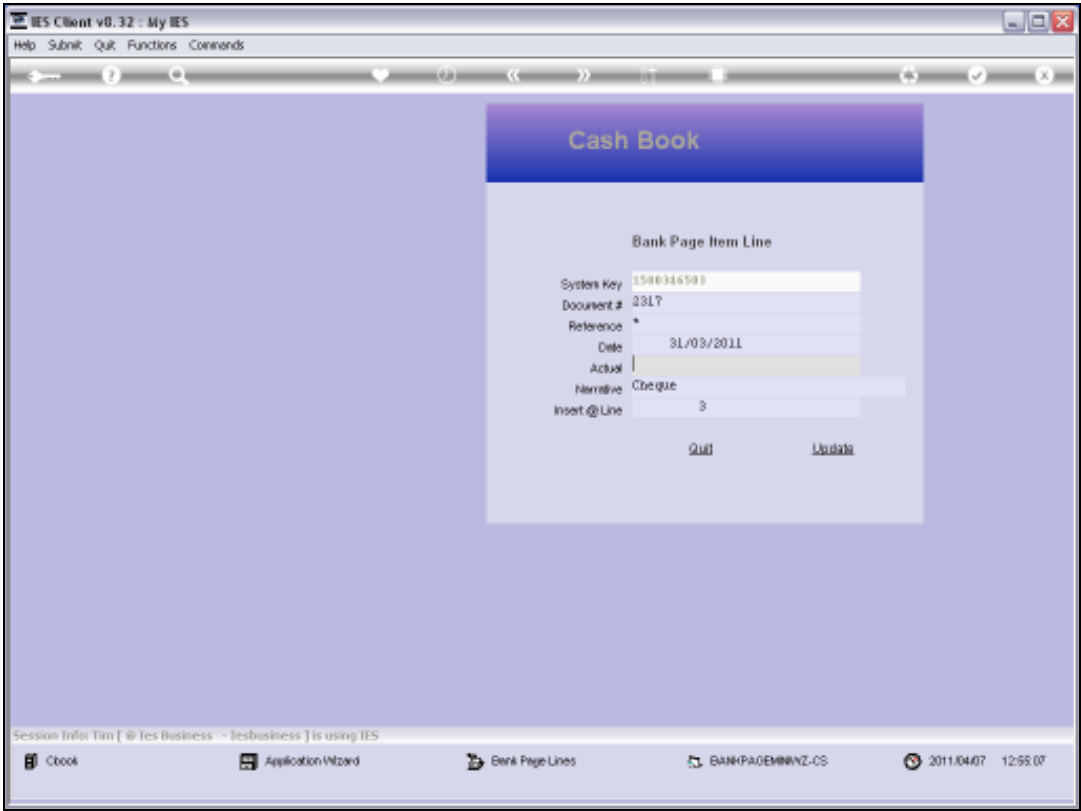
Slide 46
Slide notes:

Slide 47
Slide notes:
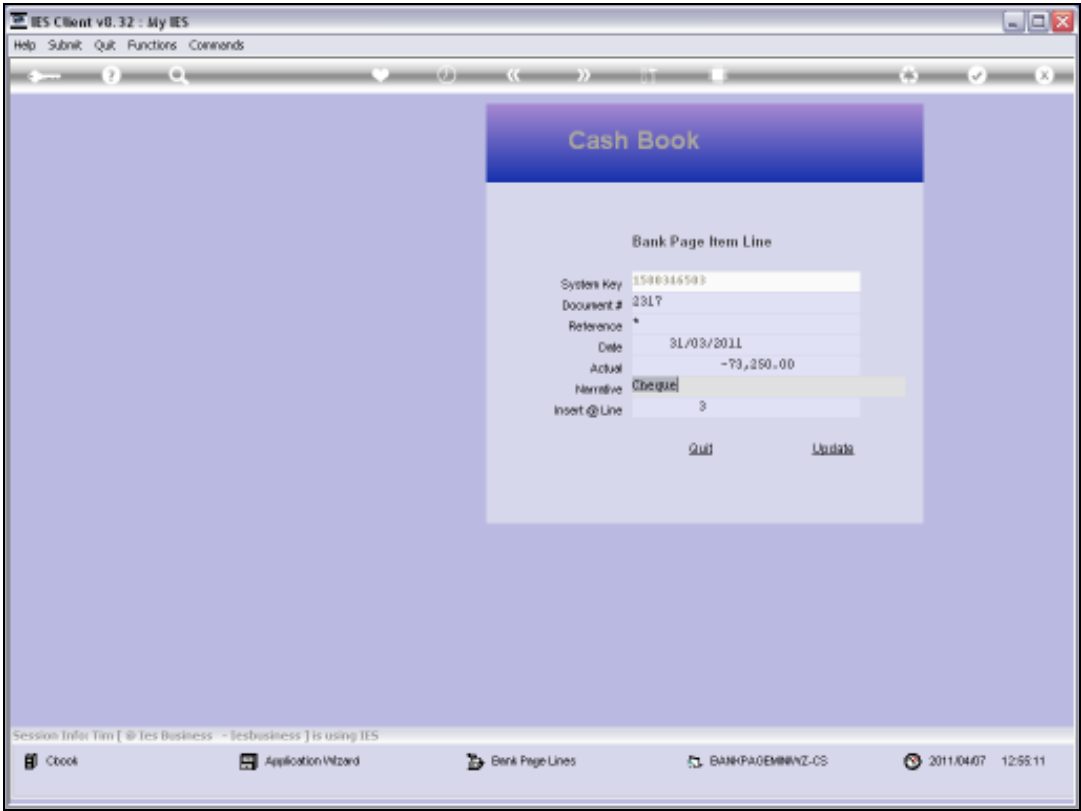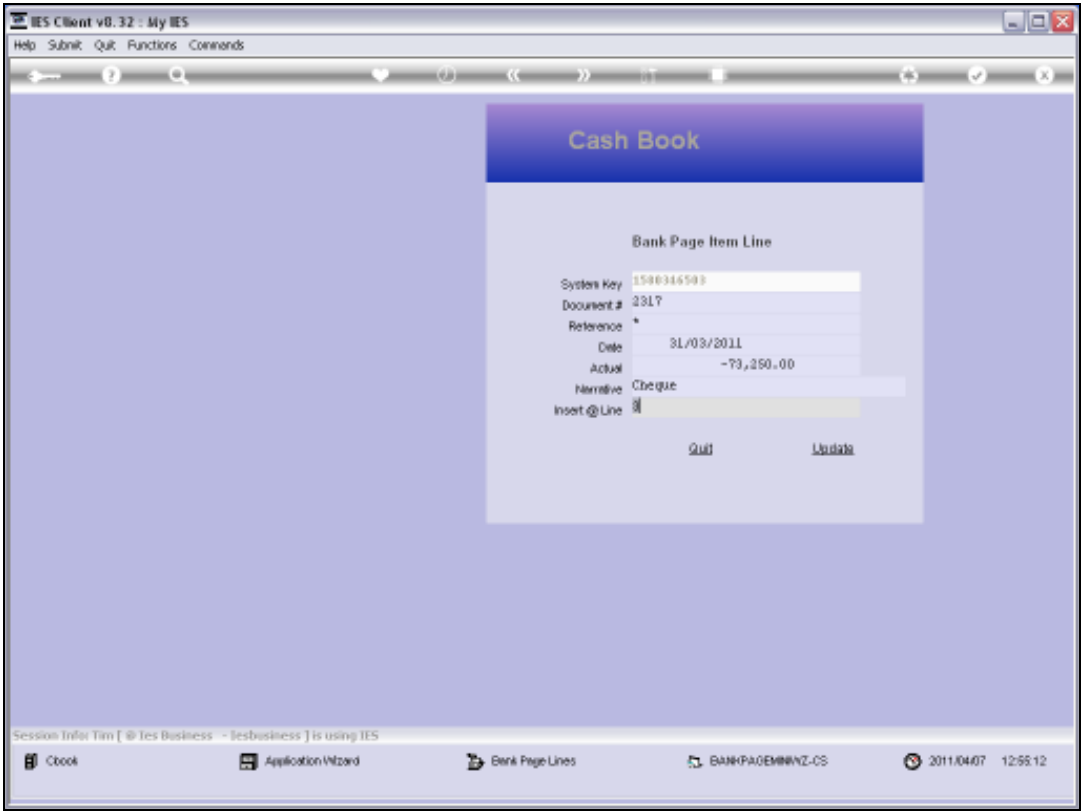
Slide 48
Slide notes:

Slide 49

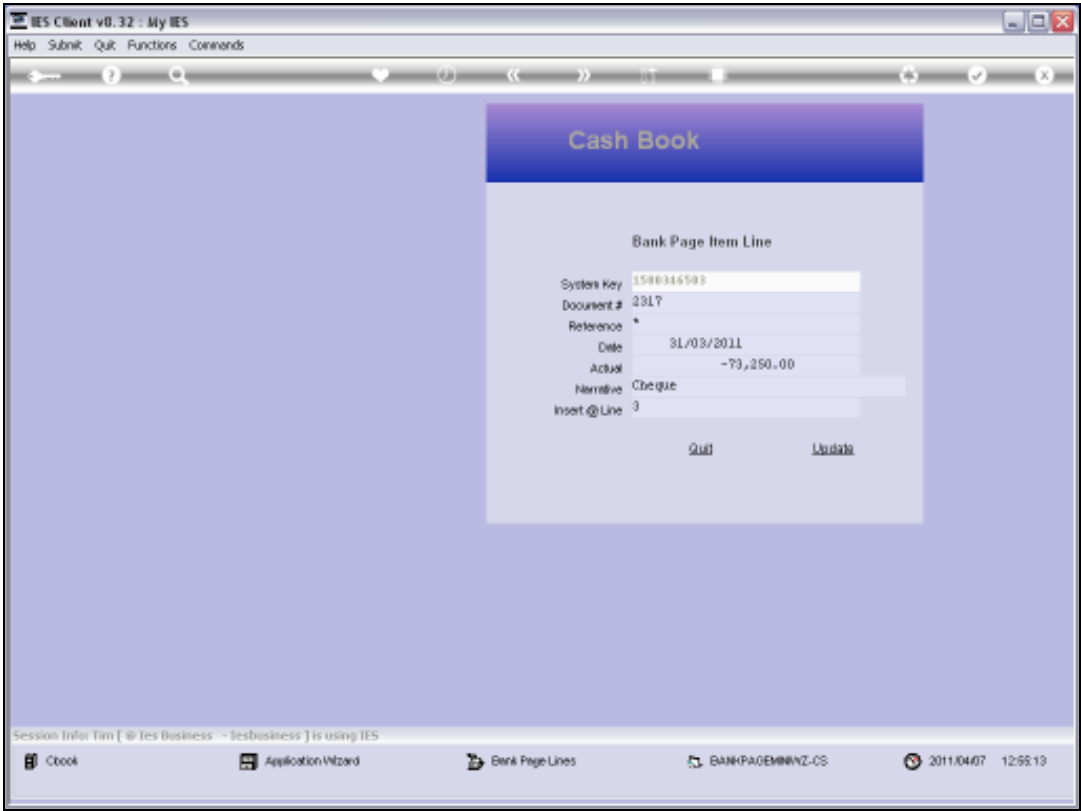Slide notes:
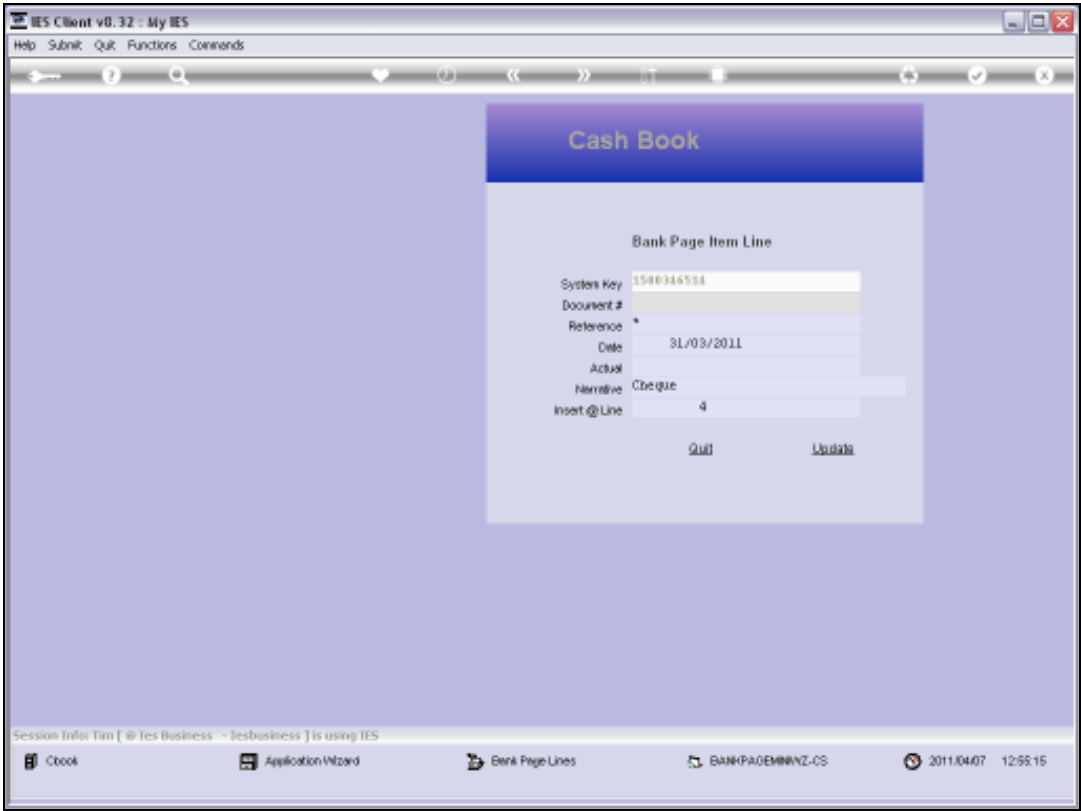
Slide 50
Slide notes:

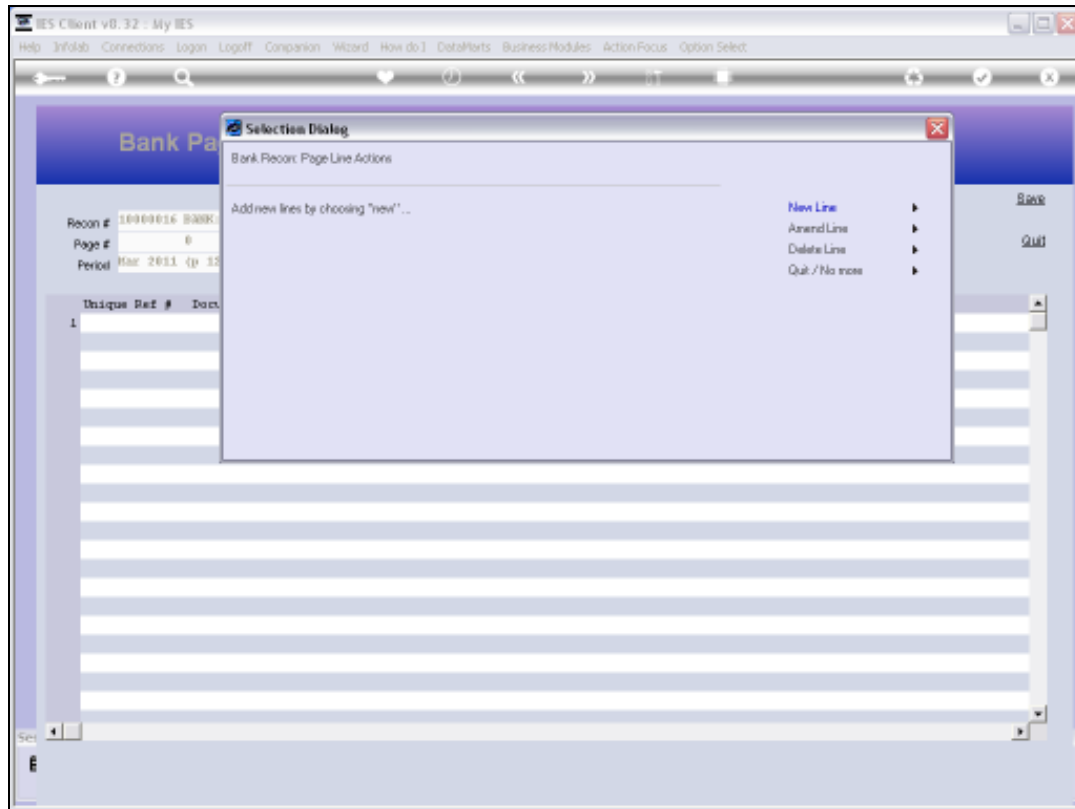Slide 51
Slide notes:

Slide 52
Slide notes:
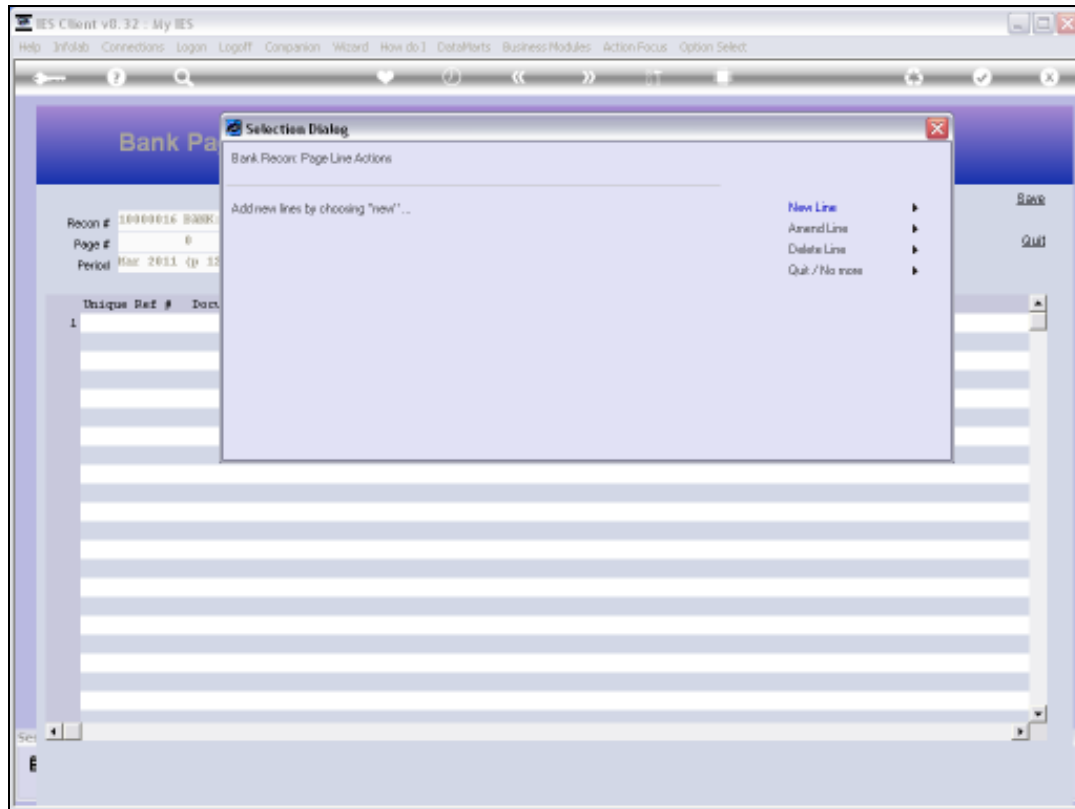
Slide 53

Slide notes:

Slide 54
Slide notes:

Slide 55
Slide notes:

Slide 56
Slide notes:

Slide 57
Slide notes:

Slide 58

Slide notes: Now we can see our Open Items displayed on Bank Page Zero, and even the Page Closing Balance is absolutely correct as previously shown on our spreadsheet. That means that Page Zero is ready, and after we 'save' it we can also confirm it. If Page Zero for some reason is not correct yet, we can save it and work on it again later.
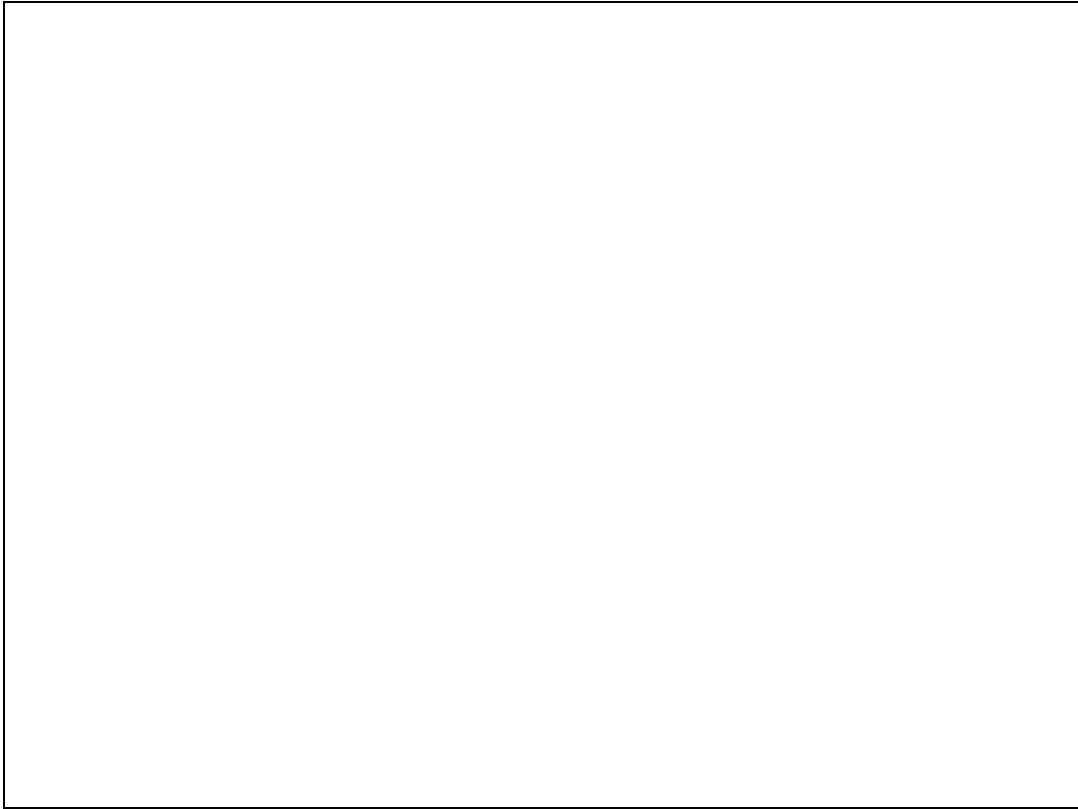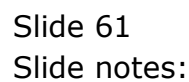
Slide 59
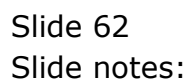Slide notes:

Slide 60
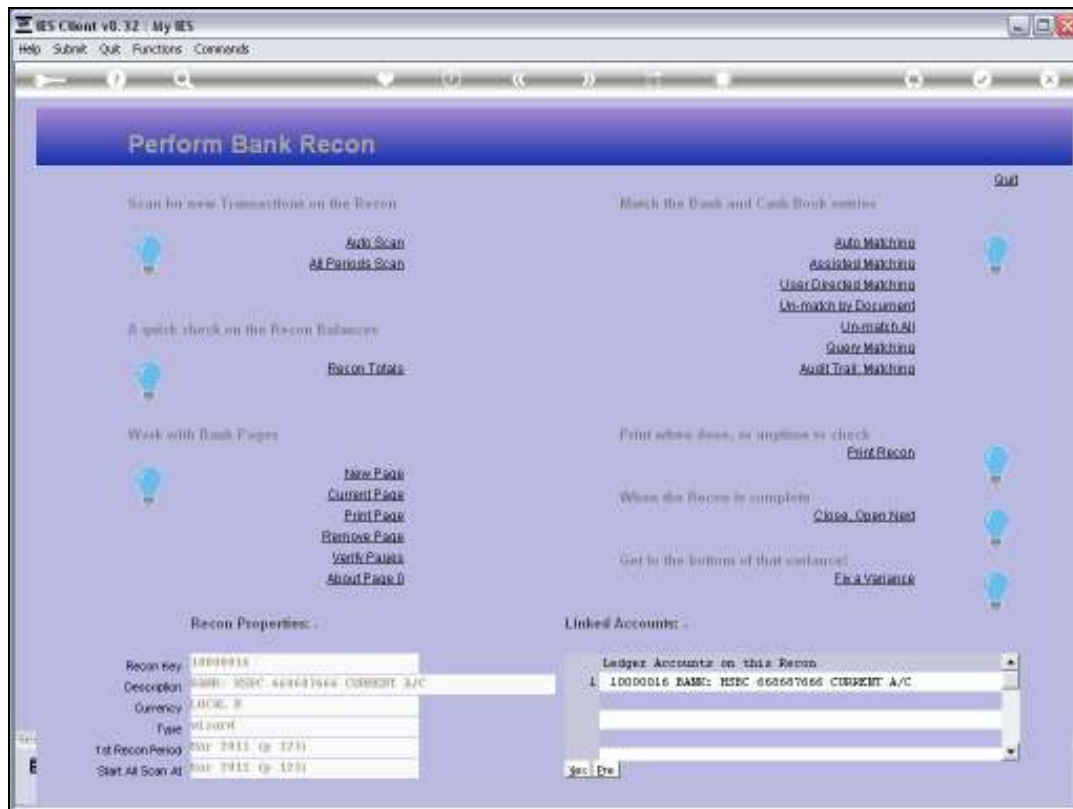Slide notes:

Slide 61
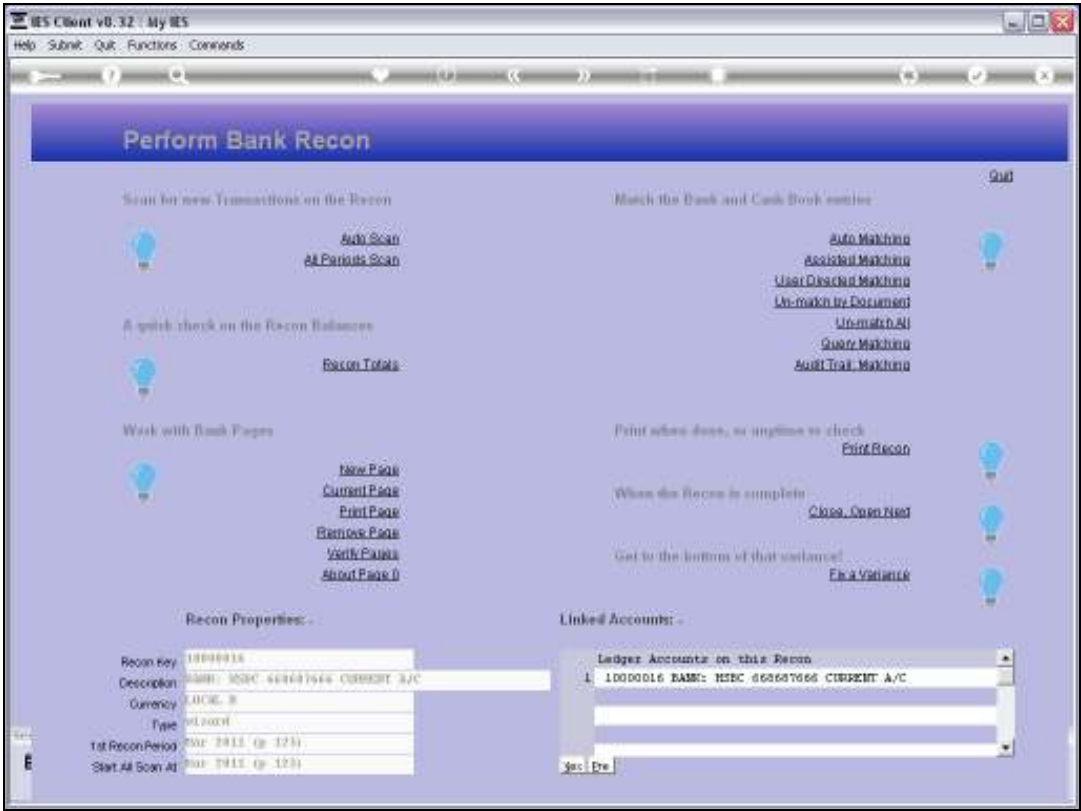Slide notes:

Slide 62

Slide notes:

Slide 63

Slide notes: When we want to update Page Zero, we do it from the Recon console.

Slide 64

Slide notes: