

Slide 1

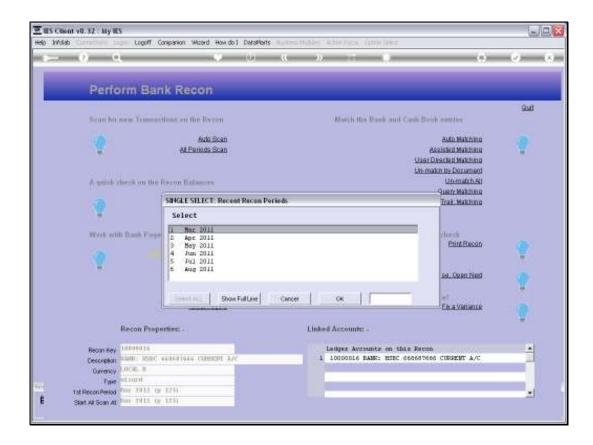
Slide notes: When we wish to capture a new Bank Page, we use 'New Page'.



Slide 2 Slide notes:

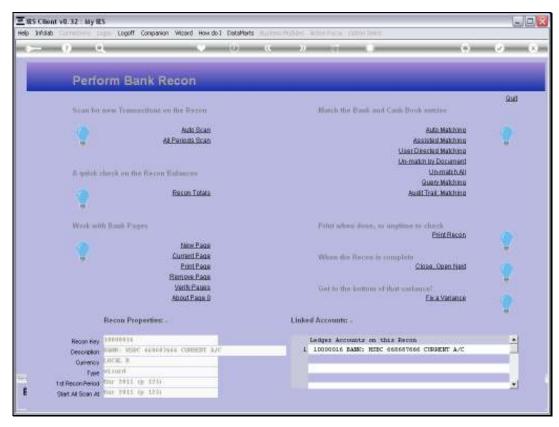


Slide 3 Slide notes:

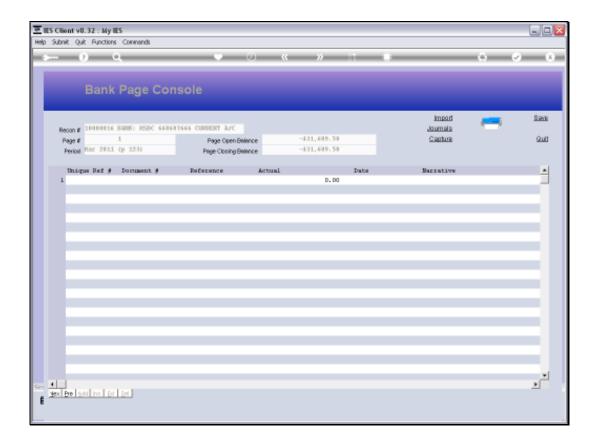


Slide 4

Slide notes: The current active Recon Period is always listed at the top, and this is the usual selection, but it is also possible to capture Bank Pages for future Periods if these Pages are already available.

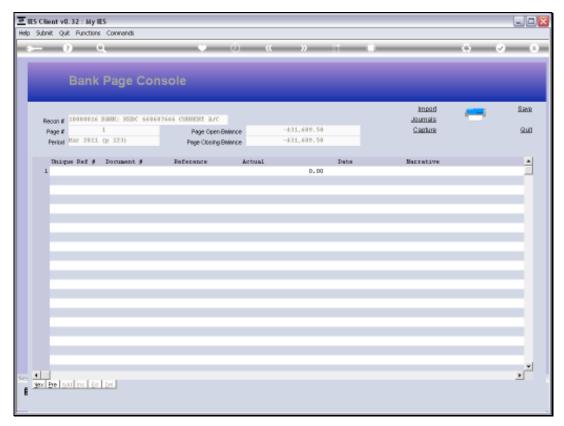


Slide 5 Slide notes:

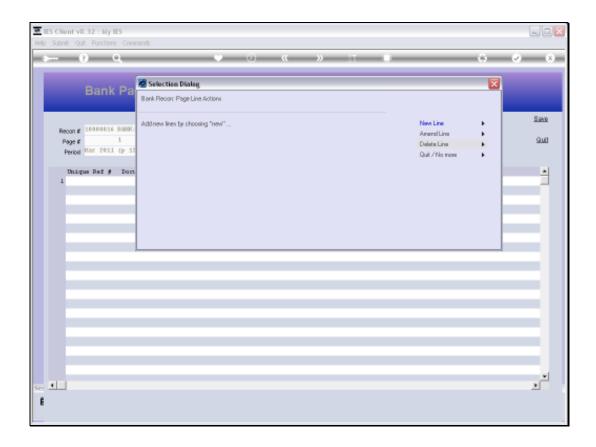


Slide 6

Slide notes: A new Bank Page will automatically open with the last Page Closing Balance, and until there are entries on the Page, the Closing Balance will be the same.

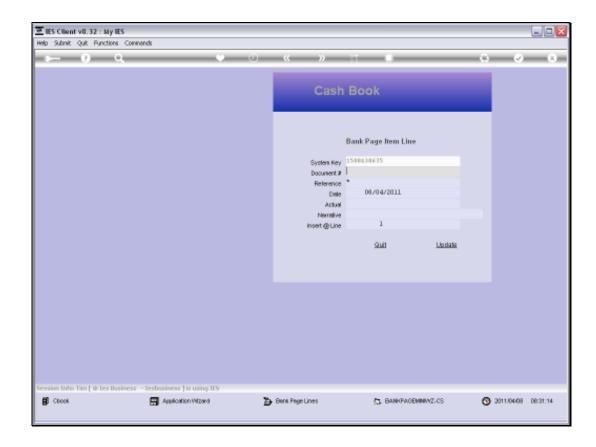


Slide 7 Slide notes:



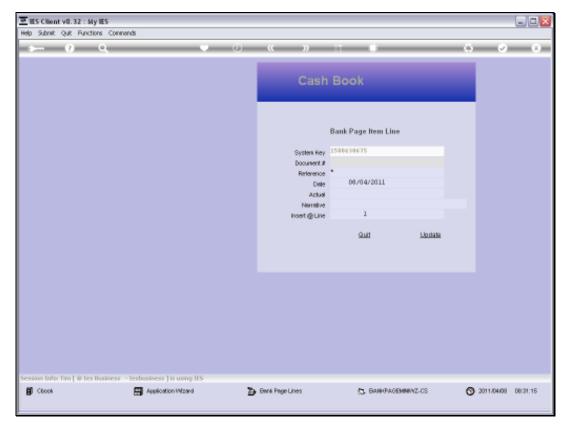
Slide 8

Slide notes: The Capture options are used when we do not want to or cannot for some reason use the Import option, or to make a few changes to a Page. The 'New Line' option gives us the opportunity to capture new Page Line entries.

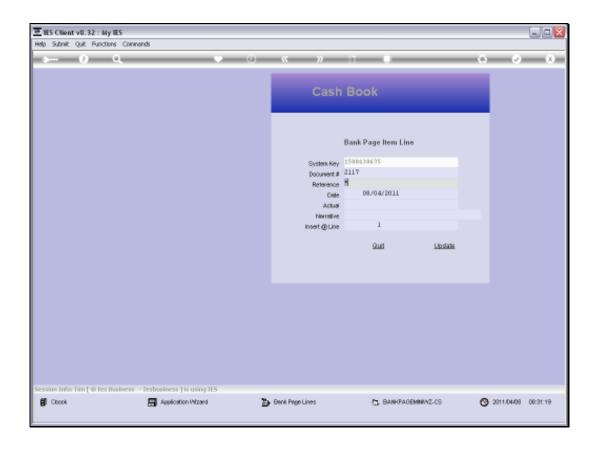


Slide 9

Slide notes: The Document is always stated on the Bank Page, and is an important element in the matching process.

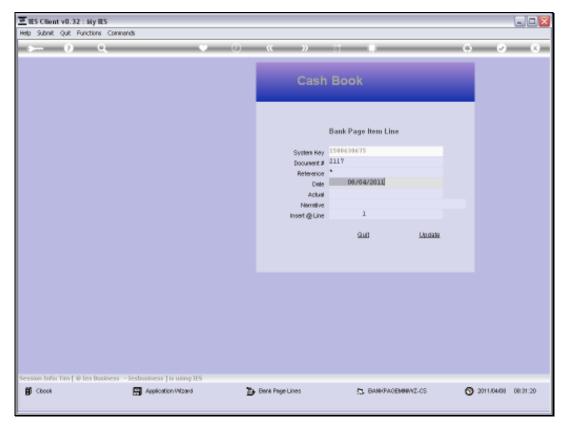


Slide 10 Slide notes:

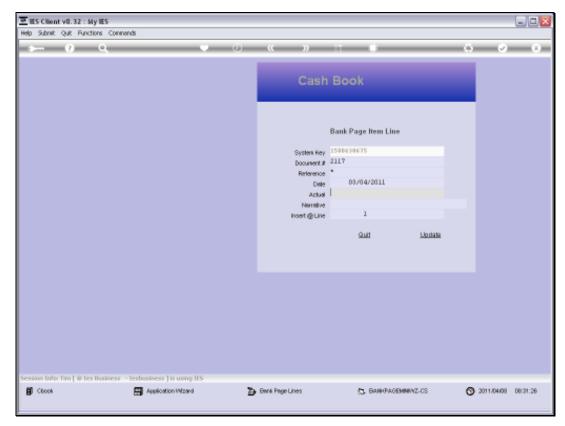


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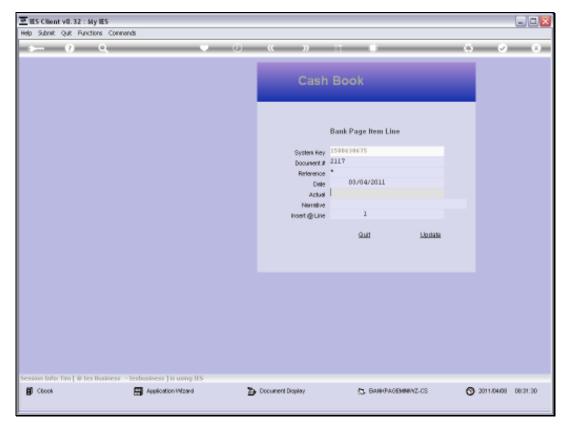
Slide notes: The Reference defaults to a standard value, and we would usually only change this in the case of a Customer Deposit entry, in which case the system will be able to process the reference as a Debtor Account Code and generate the Receipt Journal automatically.



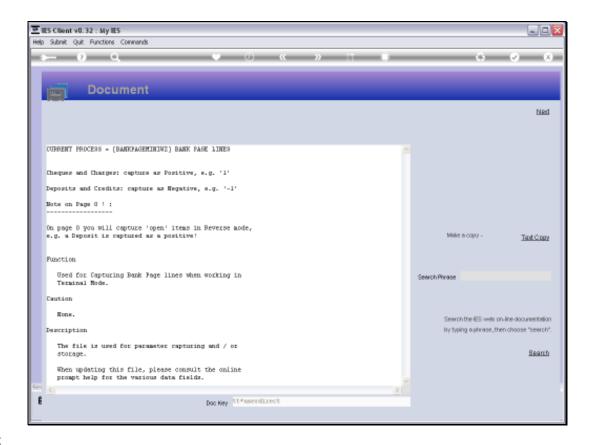
Slide 12 Slide notes:



Slide 13 Slide notes:

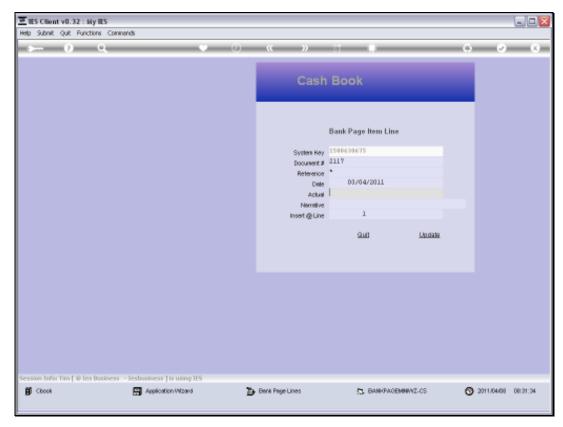


Slide 14 Slide notes:

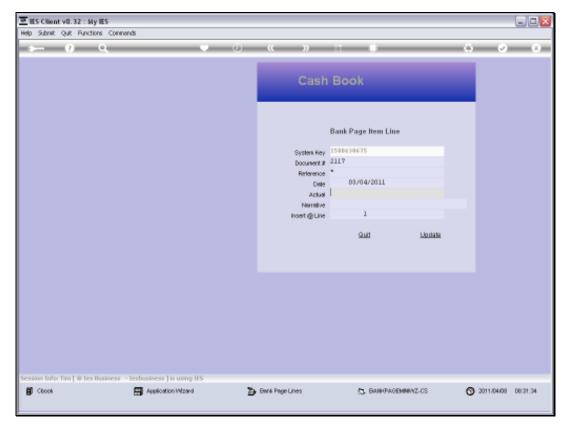


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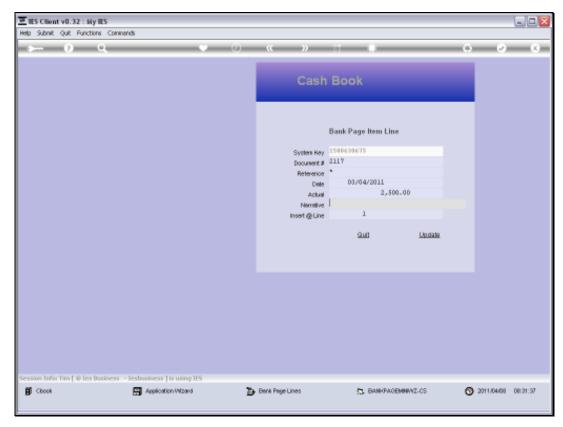
Slide notes: When we capture Amounts for Bank Page Line entries, we always capture Cheques and Charges as positive values, and Deposits as negative values.



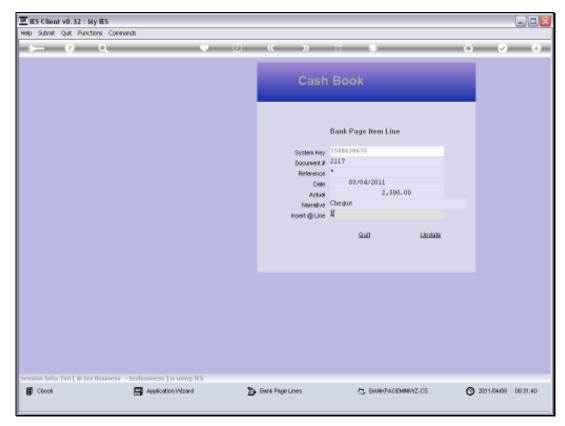
Slide 16 Slide notes:



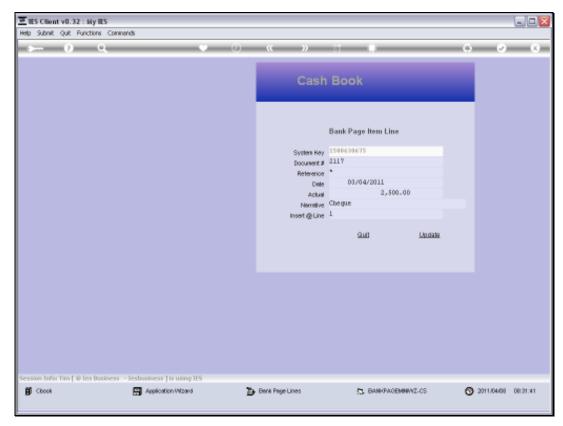
Slide 17 Slide notes:



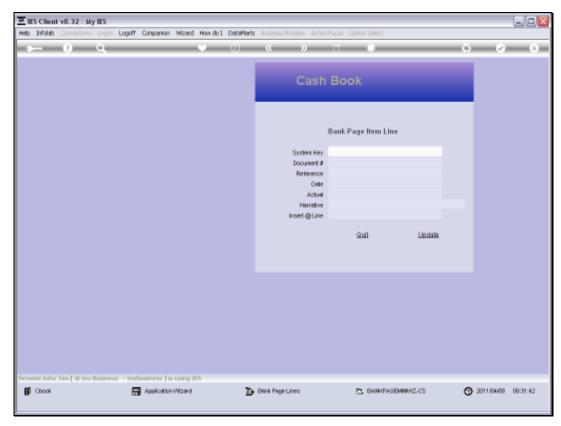
Slide 18 Slide notes:



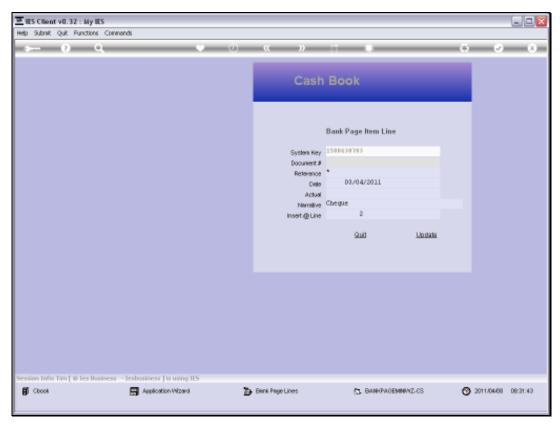
Slide 19 Slide notes:



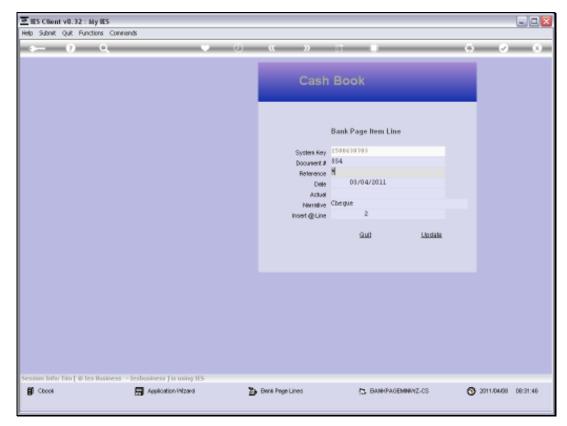
Slide 20 Slide notes:



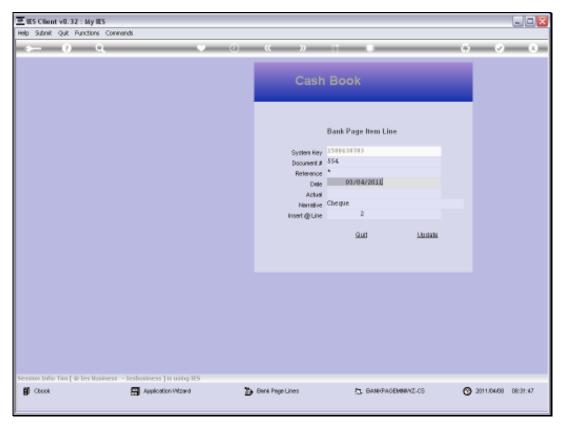
Slide 21 Slide notes:



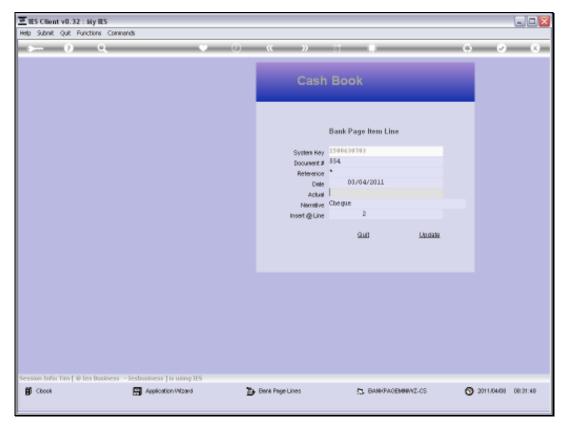
Slide 22 Slide notes:



Slide 23 Slide notes:



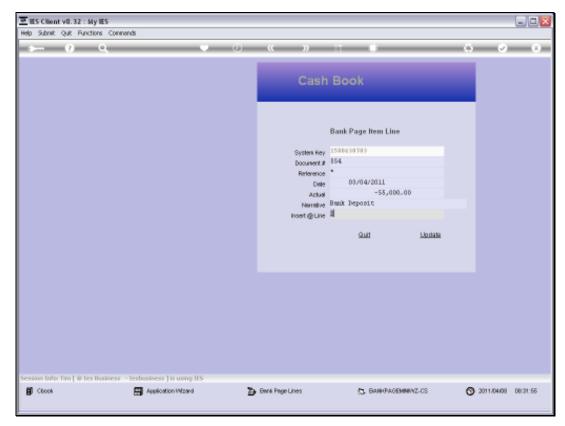
Slide 24 Slide notes:



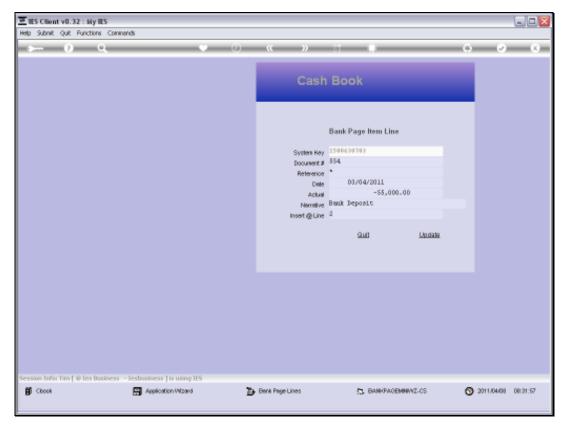
Slide 25 Slide notes:



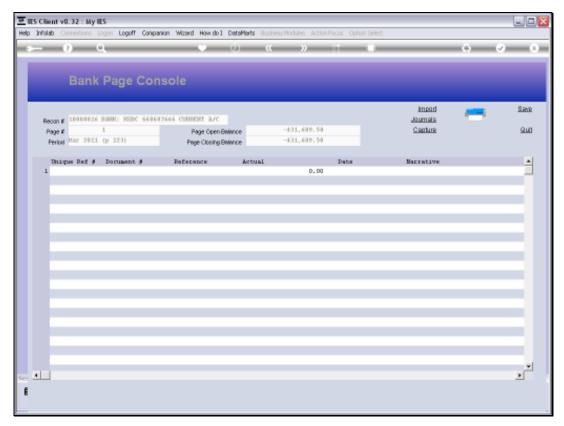
Slide 26 Slide notes:



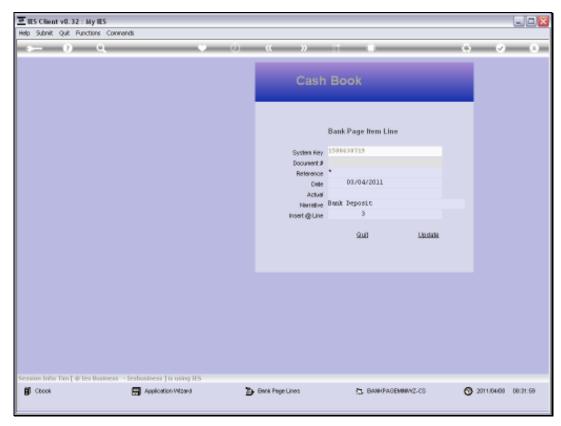
Slide 27 Slide notes:



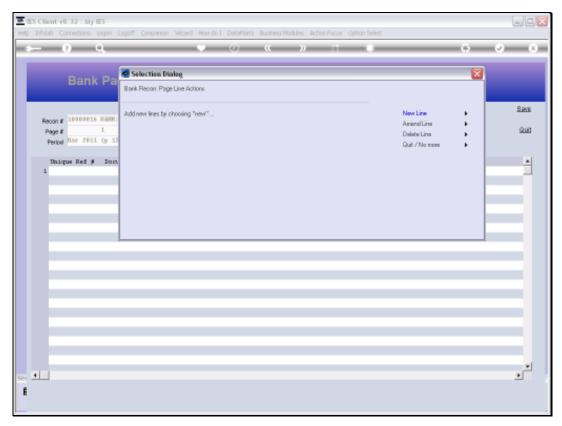
Slide 28 Slide notes:



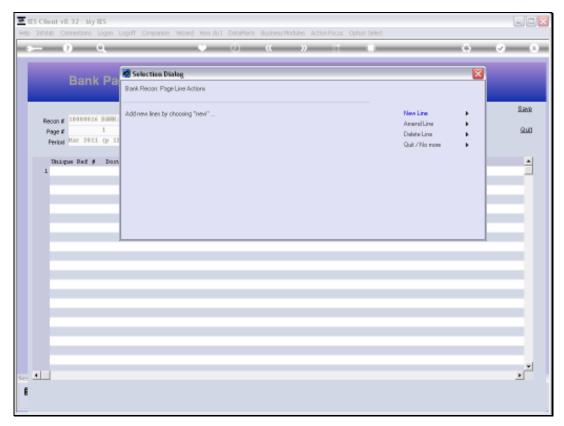
Slide 29 Slide notes:



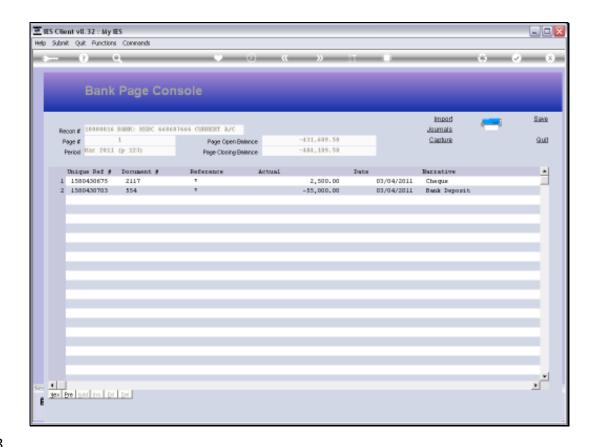
Slide 30 Slide notes:



Slide 31 Slide notes:

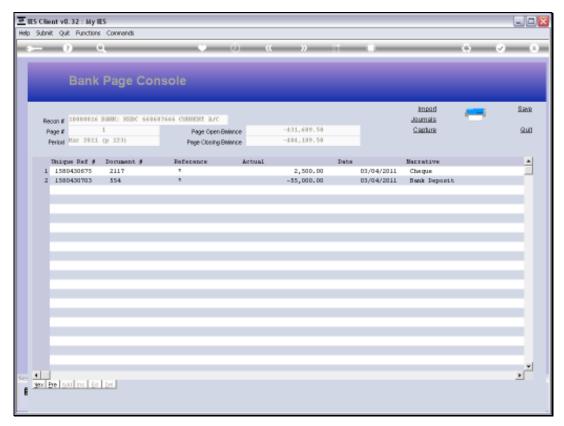


Slide 32 Slide notes:

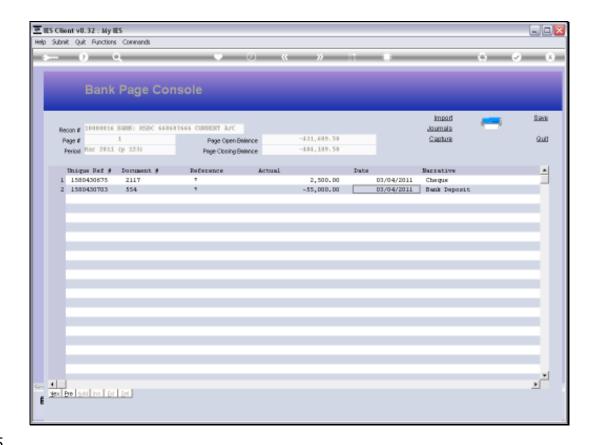


Slide 33

Slide notes: When we exit from the 'new line entries' function, our Page is updated, and we can see that the closing balance adjusts automatically.

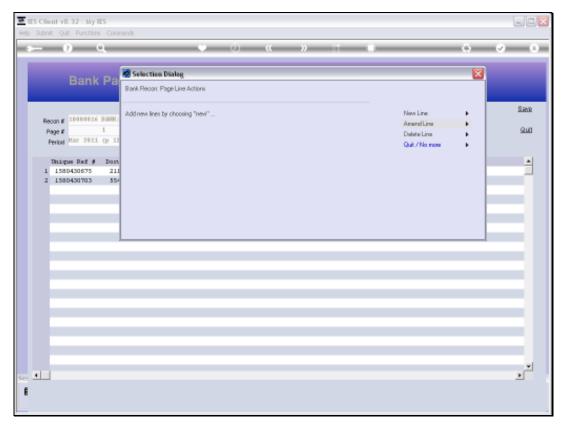


Slide 34 Slide notes:

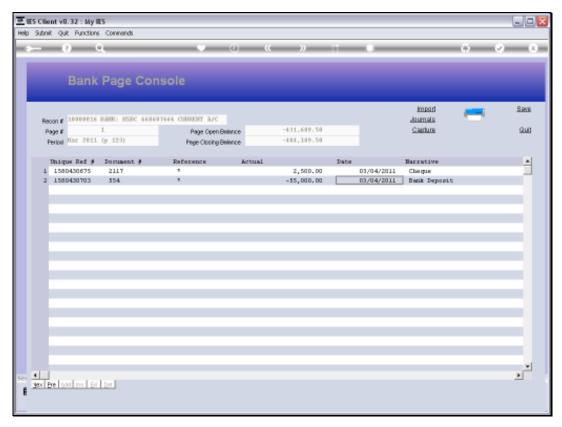


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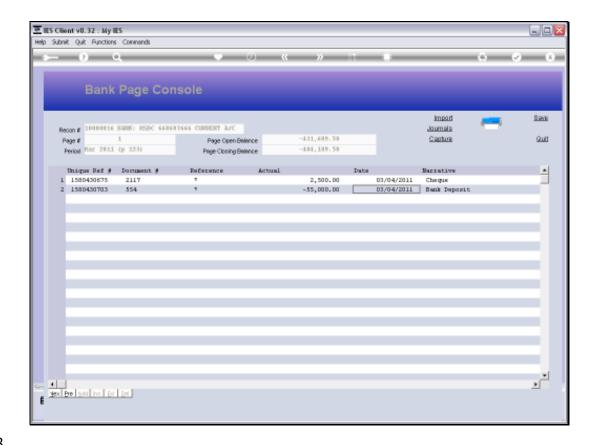
Slide notes: We can continue to use the 'capture' option to make further entries or delete wrong lines.



Slide 36 Slide notes:

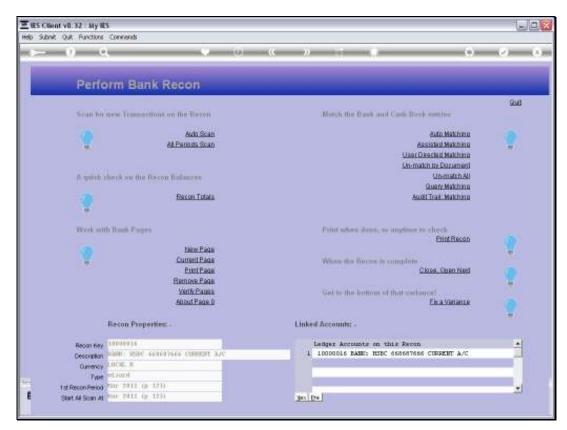


Slide 37 Slide notes:

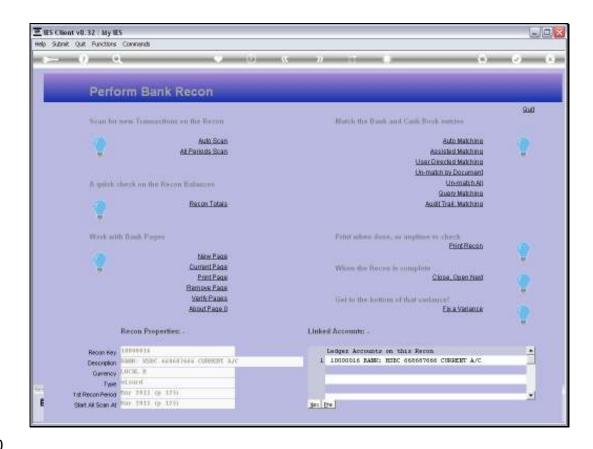


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Slide notes: When we save the Page, we can still return to it later to make more changes, if necessary.



Slide 39 Slide notes:

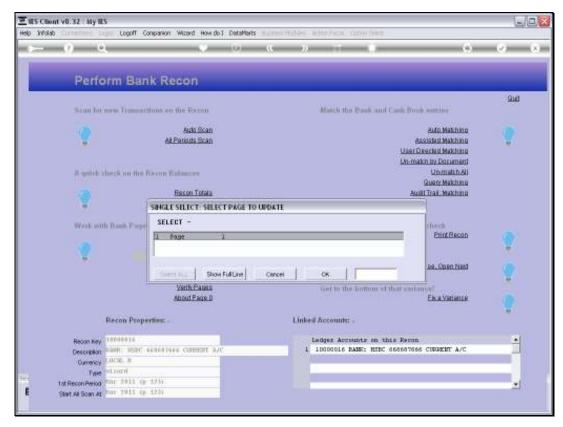


Slide 40

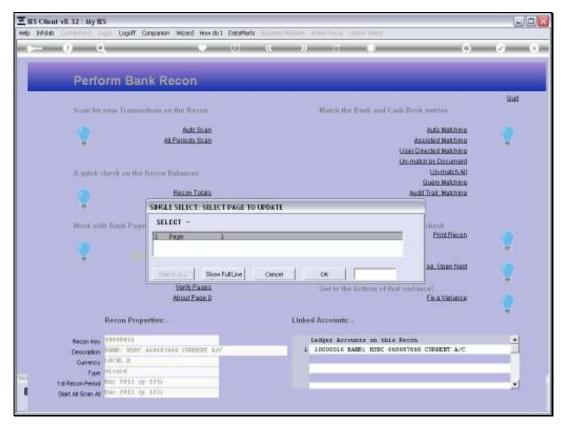
Slide notes: When we want to capture or import a new Bank Page, we use 'New Page', but once a Page already exists, we can still change it by choosing 'Current Page' and selecting from the available Pages on this Recon.



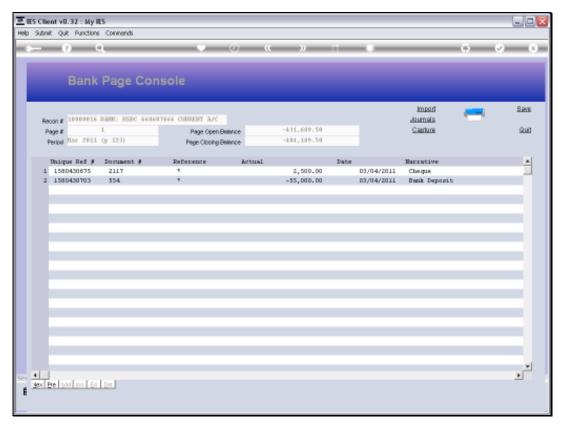
Slide 41 Slide notes:



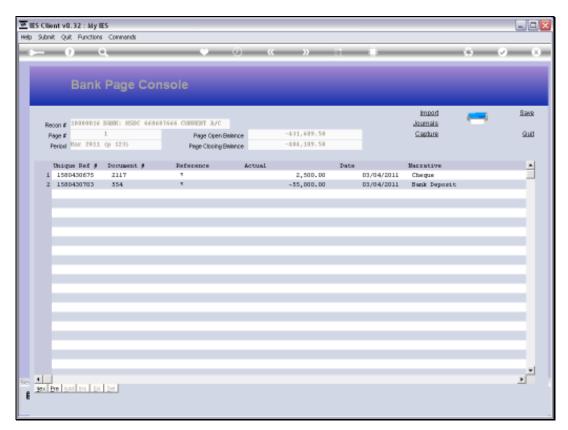
Slide 42 Slide notes:



Slide 43 Slide notes:



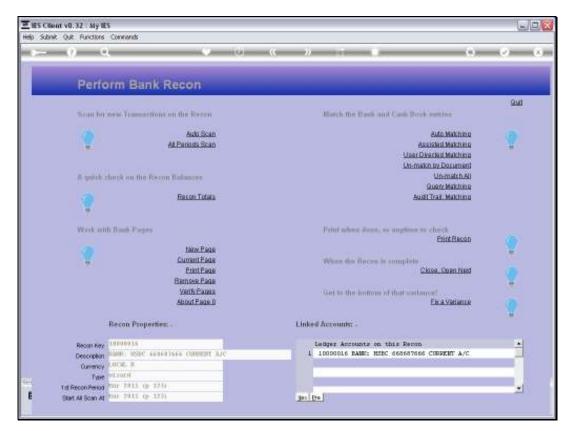
Slide 44 Slide notes:



Slide 45 Slide notes:



Slide 46 Slide notes:



Slide 47 Slide notes: