

Exonet Tips and Tricks #9

Calculating the Total for selected items in the Bank Reconciliation

Hold your finger on the CTRL key and use your mouse to point and click on each item that you wish to include in your total. When all items have been selected, press the F5 key and note the SELECTED total underneath the unrepresented item TOTAL.

The screenshot shows the 'Bank Reconciliation' window. At the top, there is a menu bar with 'File', 'Setup', 'Tools', 'Reports', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Edit Reconciliation', 'Save', 'Cancel', 'Reconcile', and 'Search'. The window title is 'Bank Reconciliation' and the GL bank account is '6080-00, BANK ACCOUNT'. The 'Details' tab is selected. The 'GL Balance as at 13.07.07:' is 1,667.75. The 'Reconciliation Type:' is 'Manual'. The 'Locked:' checkbox is unchecked. The 'Unreconciled GL Transactions as at 13.07.07' table is shown below. The table has columns for 'Seq no', 'Date', 'Cheque no', 'Details', 'Amount', 'Sel', and 'Line no'. The 'Total:' is 120.00 and the 'Selected:' is 40.00.

Seq no	Date	Cheque no	Details	Amount	Sel	Line no
68	08.06.2007		Debtor Pymnt - 105. DELA...	50.00	<input type="checkbox"/>	1
70	08.06.2007		Debtor Pymnt - 105. DELA...	20.00	<input checked="" type="checkbox"/>	2
72	08.06.2007		Debtor Pymnt - 105. DELA...	20.00	<input checked="" type="checkbox"/>	3
74	08.06.2007		Debtor Pymnt - 105. DELA...	20.00	<input type="checkbox"/>	
76	08.06.2007		Debtor Pymnt - 105. DELA...	10.00	<input type="checkbox"/>	

Total: 120.00
Selected: 40.00

This is useful for totalling creditor payment processor transactions before confirming that the items have been presented.