

Chapter 13

Tax Authority

IN THIS CHAPTER

- ✦ Tax Authority Definition
 - ✦ Reconciling Tax Authority Payables
 - ✦ Issuing Disbursement for Tax Authority Payables
 - ✦ Paying the Tax Authority Prior to Reconciling
-

Tax Authority Definition

A **Tax Authority** is an entity having government jurisdiction to collect a given tax. The agency is responsible for collecting these taxes from clients and then paying those taxes to the authority on a regular basis. The **Tax Authority Payee** is typically a state or local agency, although the payee might be a private agency contracted by the government to collect taxes on its behalf.

A common tax charged to a client is a Surplus Lines Tax.

Nexsure provides the ability to add taxes to a client invoice that are then tracked and reconciled for payment to each tax authority.

For instructions on setting up a Tax Authority refer to Chapter 5, “Entity Setup” of this manual. Refer to Chapter 3, “Invoicing Setup” of this manual for instructions on adding a tax.

Reconciling Tax Authority Payables

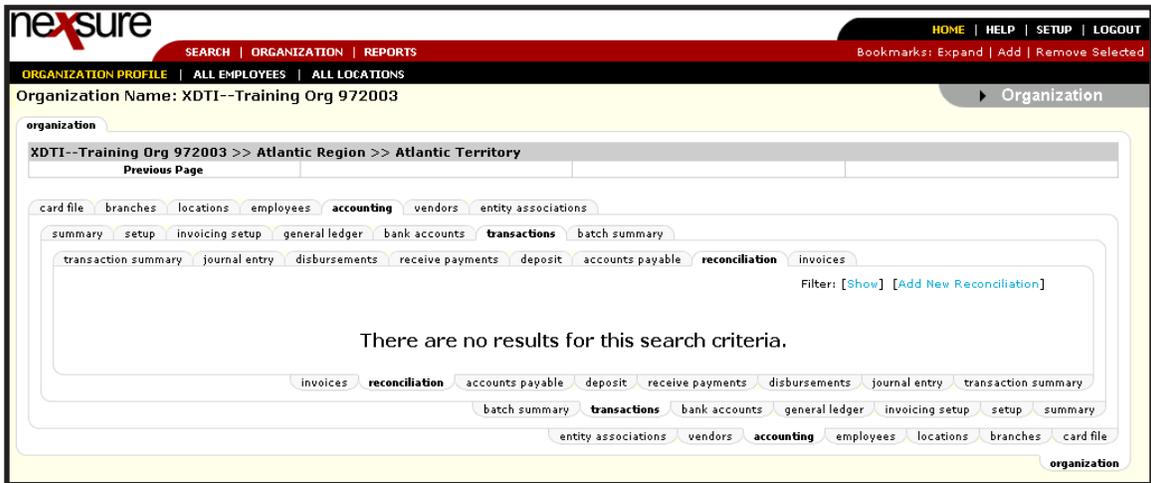
Reconciliation for Tax Authority is done at Territory level and is done either before or after the disbursements are added. Reconciled amounts are posted to the Reconciliation Clearing account identified in mandatory account setup at the Organization level. The mandatory accounts are setup when the organization is built. For more information on Mandatory accounts refer to Chapter 4, “General Ledger Setup” of this manual. If necessary, discuss this with the XDimensional Technologies, Inc. Account Manager for a clear understanding of how these accounts should be setup.

As previously mentioned, there are several ways that an agency might choose to handle their Tax Authority. In this section each method is covered stepping through the entire process of handling Tax Authority. Make sure to read each method to have a clear understanding of the process before determining which is best for your organization.

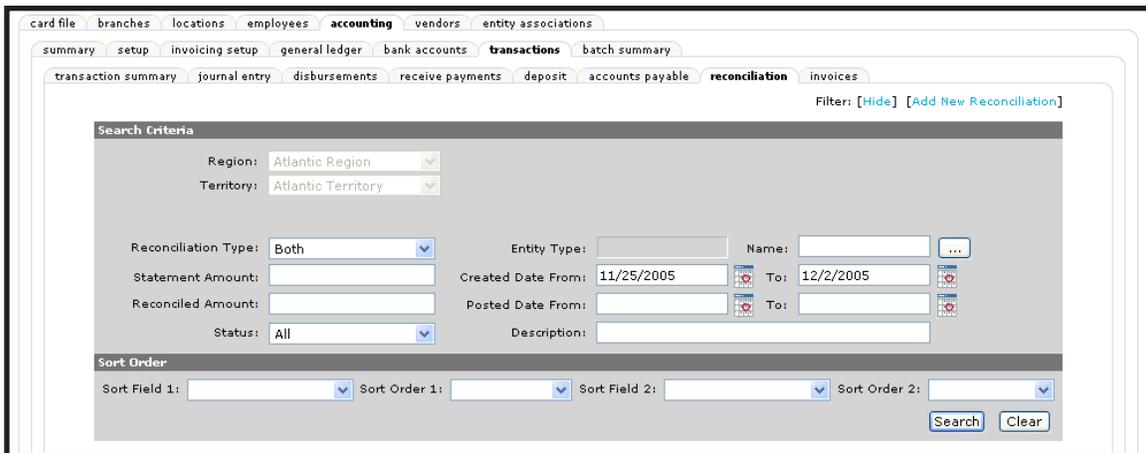
Reconciling Tax Authority Statements Prior to Check Issuance

To confirm the accuracy of statements, Nexsure provides the ability to compare posted invoices in Nexsure with the statement.

Navigating to the **reconciliation** tab is done by clicking the **ORGANIZATION** link on the primary menu. Click the **territories** tab and click the **Details**  icon for the territory where the statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **reconciliation** tab to bring up the reconciliation summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.



Clicking the **[Show]** link on the top right portion of the reconciliation screen will bring up the search filter fields. Notice the **Region** and **Territory** fields are not available to modify. The reason is that the selection for the region and territory was made when the territory **Details**  icon was clicked. The **Created Date From** field defaults 7 days prior to the current date and the **To** field populates with the current date. These date ranges prevent pulling all the reconciliations across the web at once to help avoid time out errors on the screen. When working on the Internet, it is important to limit the amount of data being pulled because there is a time limit for each upload and download. The **Reconciliation Type** drop-down defaults to show **Both** agency and direct bill reconciliations and the **Status** to show **All** posted and unposted reconciliations. Modify these fields as needed to locate a previously entered reconciliation worksheet. Use the **Sort Order** fields at the bottom of the search filter to have data display in a particular order. Clicking the **Search** button on the bottom right of the search screen activates the search and returns matching data to the summary screen.

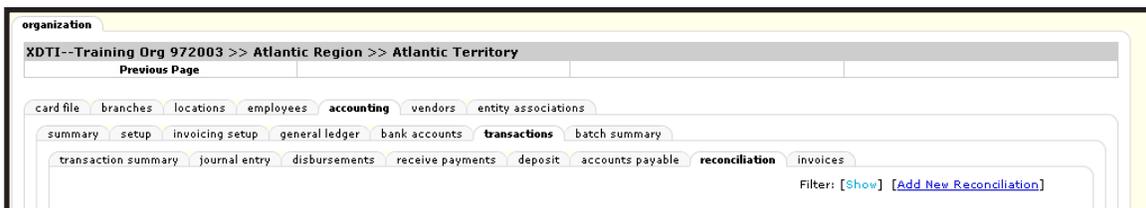


Note: DO NOT post to any of the mandatory general ledger accounts unless directed by XDimensional Technologies' Nexsure workflows. This can cause books to be out of balance as these accounts are used by Nexsure for automatic postings.

Adding the Reconciliation Worksheet

In order to reconcile Tax Authority statements in this scenario, invoices must be added to client policies and posted by agency personnel. These invoices are generally added during the account servicing process so the invoices will be ready to reconcile upon receipt of the statement.

To add the worksheet, click the [\[Add New Reconciliation\]](#) link on the upper right side of the reconciliation summary screen.



After clicking the [\[Add New Reconciliation\]](#) link the **Select Entity** window is displayed. This window allows searching for the entity being reconciled. In the **Entity Type** drop-down box select **Tax Authority** and in the field below enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label **Select Name**. Click to select the Tax Authority and in the select address box choose the appropriate address.

Select Entity nexsure

Entity Type: Tax Authority

Enter at least 3 characters of the name and click search.

Ala Search

Select Name:

- Alabama State Tax Authority
- Arizona State Tax
- Brea Sales Tax
- California State Tax

Select Address:

345 Winter Drive

Click OK to confirm selection. Cancel to return to summary.

OK Cancel

Click the **OK** button to bring up the Reconciliation for the selected Tax Authority.

Reconciliation ID: 924 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$232.00		Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting			
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:		Virtual Disbursement Total \$232.00 Description: AL St Tax Recon 11/05					
Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
Name: Alabama State Tax Authority 345 Winter Drive Oxford AL 36203							
Date Booked: 12/14/2005							
Description: (100 Char. Max) AL St Tax Recon 11/05							
Internal Note: (250 Char. Max)							

There are three sections in the Reconciliation screen: **Reconciliation Header**, **Quick Navigation**, and **Input Fields**.

Section	Description
Reconciliation Header	<p>The Reconciliation Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</p> <p><u>Header Definitions:</u></p> <ul style="list-style-type: none"> ➤ Reconciliation ID: System-generated used to identify the worksheet. ➤ Entity Type: Identifies the type of reconciliation. ➤ Name: The name of the Entity for the reconciliation. ➤ Date Posted: System generated date is the date the reconciliation was actually posted. ➤ Date Created: System-generated reconciliation creation date. ➤ Created By: Added by Nexsure when the reconciliation is added for the logged in user. ➤ Date Processed: Not in use at this time. ➤ Receipt/Check #: Not in use at this time. ➤ Receipt Total: Total of the received payments records as selected in the Quick Navigation-Receipts/Disbursements link. ➤ Disbursements Total: Total amount of paid items as selected in the Quick Navigation-Receipts/Disbursements link. ➤ Adjustments Total: Total adjustments pulled from Quick Navigation-Adjustments link. Add any non-premium adjustments or write-offs here. ➤ Income/Receivable Total: Total amount of Direct Bill transactions selected from the Quick Navigation-Transactions link. ➤ Payable Total: Total amount of Agency Bill payable records selected from the Quick Navigation-Transactions link. ➤ Virtual Receipt Total: Total amount owed to the Agency as a result of the current reconciliation record. ➤ OR Virtual Disbursement Total: Total amount owed the Entity as a result of the current reconciliation record.
Quick Navigation	<p>Located on the right side of the tab, there are links used to access different sections of the reconciliation. This provides the user the flexibility to select the necessary items for the selected reconciliation.</p>
Input Fields	<p>Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected (Bold) link on the right side of the screen (Quick Navigation).</p>

Quick Navigation Link Definitions

Link	Description
Receipts/Disbursements	<p>If a Cash Receipt or Disbursement is added prior to the reconciliation being done, click this link and add the previously entered receipt or disbursement to clear the virtual amount on the reconciliation.</p>
Transactions	<p>Use this link to locate and select all the invoices included on the statement.</p>
Adjustments	<p>Any adjustments included on a statement where the amount does not affect the amount due on a client invoice such as a fee would be added on the adjustments link. Waiving small balances might be another use for this link.</p>
Reconciliation Posting	<p>Contains all the general ledger entries that are generated for the selected reconciliation. Posting entries do not display until entries have been made or invoices selected.</p>

Using the Search Filter to Locate Invoices

To select the invoices included on the statement, click the **Quick Navigation > Transactions** link located on the right side of the screen to bring up the Transactions screen. Make sure to use the Search Filter by clicking the **[Show]** link located just above the listed invoices on the right. There are date range filter defaults just like on the Reconciliation summary screen.

The screenshot displays the Transactions screen for Alabama State Tax Authority. It includes a header with financial totals (Disbursements, Adjustments, Income/Receivable, Payable) all at \$0.00. A navigation menu on the right lists: Header, Receipts/Disbursements, **Transactions**, Adjustments, and Reconciliation Posting. Below the header is a toolbar with buttons: Reconciliation Summary, Pay All Selected, Print, Post, Abort, Save, Add Row, and Delivery. A search filter section contains a "[View Unposted Invoices]" link and a "Search Filter: [Show]" dropdown. The main area features an "Agency Bill" table with columns: Select, Details, Date, Item ID, Name, Policy Number, Amount, Paid, and Balance. One row is visible for Nancy Abecore on 12/14/2005 with an amount of \$232.00. Summary rows show "This Page Total" and "All Pages Total" for Amount, Paid, and Balance. A message at the bottom states "There are no results for Direct Bill."

Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input type="checkbox"/>		12/14/2005	14415	Nancy Abecore	AO-10000	\$232.00	\$0.00	\$232.00
This Page Total:						\$232.00	\$0.00	\$232.00
All Pages Total:						\$232.00	\$0.00	\$232.00

After clicking the **[Show]** link on the screen the filter options are displayed. After entering the search criteria, click the **Search** button to return all matches. Clicking the **Clear** button clears all the fields on the search filter.

The screenshot shows the 'Reconciliation Summary' window with the following settings:

- Buttons: Reconciliation Summary, Pay All Selected, Print, Post, Abort, Save, Add Row, Delivery
- Links: [View Unposted Invoices], Search Filter: [Hide]
- Region: Atlantic Region
- Territory: Atlantic Territory
- Branch: (blank)
- Department: (blank)
- Unit: (blank)
- Business Type: Both
- Line of Business: Package Total (expanded list includes AR/Valuable Papers, Commercial Auto, Personal Auto)
- Date Type: Date Booked
- Date Range: 10/30/2005 To 12/14/2005
- Amount Range: (blank) To: (blank)
- Policy Number: (blank)
- Exclude all transactions where the effective date is after the search ending date:
- Radio buttons: All, Paid, Unpaid
- Sort Field 1: (blank), Sort Order 1: (blank), Sort Field 2: (blank), Sort Order 2: (blank)
- Buttons: Search, Clear

Filter Definitions

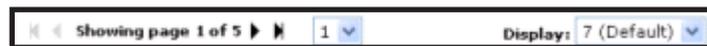
Field Label	Description
Region and Territory	These identify what Region and Territory the reconciliation is for and may not be changed here.
Branch	If the reconciliation is only for one Branch under the selected Territory and Branch, use the drop-down box to select the specific Branch. If the reconciliation is for all Branches under the selected Territory, leave blank.
Department	The Department drop-down box is only active if a specific Branch is selected. The reason is that the Departments are added at each specific Branch. If the reconciliation search results are for a specific Department, first choose the Branch and then the Department.
Unit	The Unit drop-down box is only active if a specific Branch and Department is selected. The reason is that the Departments are added at each specific Branch and the Unit is added to specific Departments. If the reconciliation search results are for a specific Department and Unit, first choose the Branch, Department and then the Unit.
Bill Method	The drop-down box on the left below Territory allows the selection to search for both Agency and Direct Billed invoices or just Agency or Direct. Nexsure provides the ability to reconcile both at the same time in the event the statements include both.
Date Type	When searching for invoices within a set date range, it is possible to identify what dates to return. Choose either Date Booked or Effective date of the invoice.
Date Range	The date range from and to will return all posted, open invoices for the selected date type within the date range entered.

Field Label	Description
Amount Range	If looking for amounts within a specific range amount, enter from and to amounts.
Business Type	Allows specific types of business to be filtered to simplify locating the invoices. Use the drop-down box to choose from All, Personal Lines, Commercial Lines, Benefits, Bond or Financial Services.
Line of Business	If looking for invoices for a specific line of business, select the line of business. If multiples are needed, press the control key on the keyboard and click on each line to be included. If none are selected all will be returned.
Policy Number	To locate a specific policy number, enter the policy number into the field.
Exclude all transactions where the effective date is after the search ending date.	Click to place a check in the box to exclude transactions where the effective date is after the ending date range entered.
All/Paid/Unpaid	If none are marked all invoices meeting other search criteria are returned. If All is marked both paid and unpaid invoices are returned and if unpaid is marked only unpaid invoices are returned.
Sort Order	The sort orders 1 and 2 fields allow the invoices to be displayed in a particular order. Sort in ascending or descending order for Date, Name, Policy Number or Amount. The sort 1 will be the first sort and sort 2 the sub sort.

Once the search results are returned, there may be more than one page of invoices. To get to the invoices on other pages, use the **Navigation Arrows** at the top of the list to navigate:

- Single Page Forward ►
- Single Page Back ◀
- Last Page ► |
- First Page | ◀

The drop-down box to the right of the arrows with the number 1 displaying allows the selection of any available pages so it is possible to quickly jump to a page in the middle (such as page 3). Just find the number and click to go to the selected page. The **Display** drop-down box on the right allows more than the default of 7 items to display. Use the drop-down box to select the number desired. To display these options there must be more than 7 invoices.



Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00		Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting				
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:		Description: AL St Tax Recon for 11/05						
Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery	
[View Unposted Invoices] Search Filter: [Show]								
Agency Bill [Select All] [Deselect All]								
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input type="checkbox"/>		12/14/2005	14415	Nancy Abecore	AO-10000	\$232.00	\$0.00	\$232.00
This Page Total:						\$232.00	\$0.00	\$232.00
All Pages Total:						\$232.00	\$0.00	\$232.00
There are no results for Direct Bill.								

To identify the invoices included on the statement (after filtering the list), find the matching invoice and click the box in the **Select** column to place a check mark indicating the item should be included as payment in full.

Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00		Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting				
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:		Description: AL St Tax Recon for 11/05						
Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery	
[View Unposted Invoices] Search Filter: [Show]								
Agency Bill [Select All] [Deselect All]								
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input checked="" type="checkbox"/>		12/14/2005	14415	Nancy Abecore	AO-10000	\$232.00	\$0.00	\$232.00
This Page Total:						\$232.00	\$0.00	\$232.00
All Pages Total:						\$232.00	\$0.00	\$232.00
There are no results for Direct Bill.								

To identify that only a partial amount has been paid, click the **Details**  icon beside the invoice. When the **Payment** window is displayed, enter the amount of the payment and the description then click the **OK** button to return to the list of invoices.

Payment nexsure

Date: 12/14/2005

Payable Amount: 232.00

Amount: Balance: 230.00

Description:

Notice that this item shows a gray box with a check in it and the amount entered \$2.00 is displaying in the **Paid** column on the right and the balance showing a reduction of \$2.00.

Reconciliation ID: 923		Receipt Total: \$0.00	
Entity Type: Tax Authority		Disbursements Total: \$0.00	
Name: Alabama State Tax Authority		Adjustments Total: \$0.00	
Posted: <input type="checkbox"/>		Income/Receivable Total: \$0.00	
		Payable Total: \$2.00	
Date Created: 12/14/2005		Virtual Disbursement Total: \$2.00	
Created By: Mary Oberleitner		Description: AL St Tax Recon for 11/05	
Date Processed:			
Receipt/Check#:			

Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
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[\[View Unposted Invoices\]](#) Search Filter: [\[Show\]](#)

Agency Bill								
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input checked="" type="checkbox"/>		12/14/2005	14415	Nancy Abecore	AO-10000	\$232.00	\$2.00	\$230.00
This Page Total:						\$232.00	\$2.00	\$230.00
All Pages Total:						\$232.00	\$2.00	\$230.00

Once all the invoices have been identified and selected, click the **Pay All Selected** link on the Navigation toolbar.

Reconciliation ID: 923 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00						
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:		Description: AL St Tax Recon for 11/05						
Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery	
[View Unposted Invoices]				Search Filter: [Show]				
Agency Bill [Select All] [Deselect All]								
Select	Details	Date	Item ID	Name	Policy Number	Amount	Paid	Balance
<input checked="" type="checkbox"/>		12/14/2005	14415	Nancy Abecore	AO-10000	\$232.00	\$0.00	\$232.00
This Page Total:						\$232.00	\$0.00	\$232.00
All Pages Total:						\$232.00	\$0.00	\$232.00
There are no results for Direct Bill.								

A confirmation of the selections is displayed. Take a look at the information and if it is correct, click the **OK** button to include all the selections.

Pay All Selected

Agency Bill:

Total Items Selected: 1 Total Selected Amount: \$232.00

Total Amount Paid: \$232.00

Direct Bill:

Total Items Selected: 0 Total Selected Amount: \$0.00

Total Amount Paid: \$0.00

Click OK to accept payments as selected or Cancel to return to reconciliation process.

OK
Cancel

Handling Payables Not Related to Clients Included on Statements

To enter an adjustment such as an advertising or administrative fee, click on the **Quick Navigation > Adjustments** link on the right side of the screen. Click the **Add Row** link on the Navigation toolbar below the header. Make sure to include this adjustment with the reconciliation for the statement it is included on.

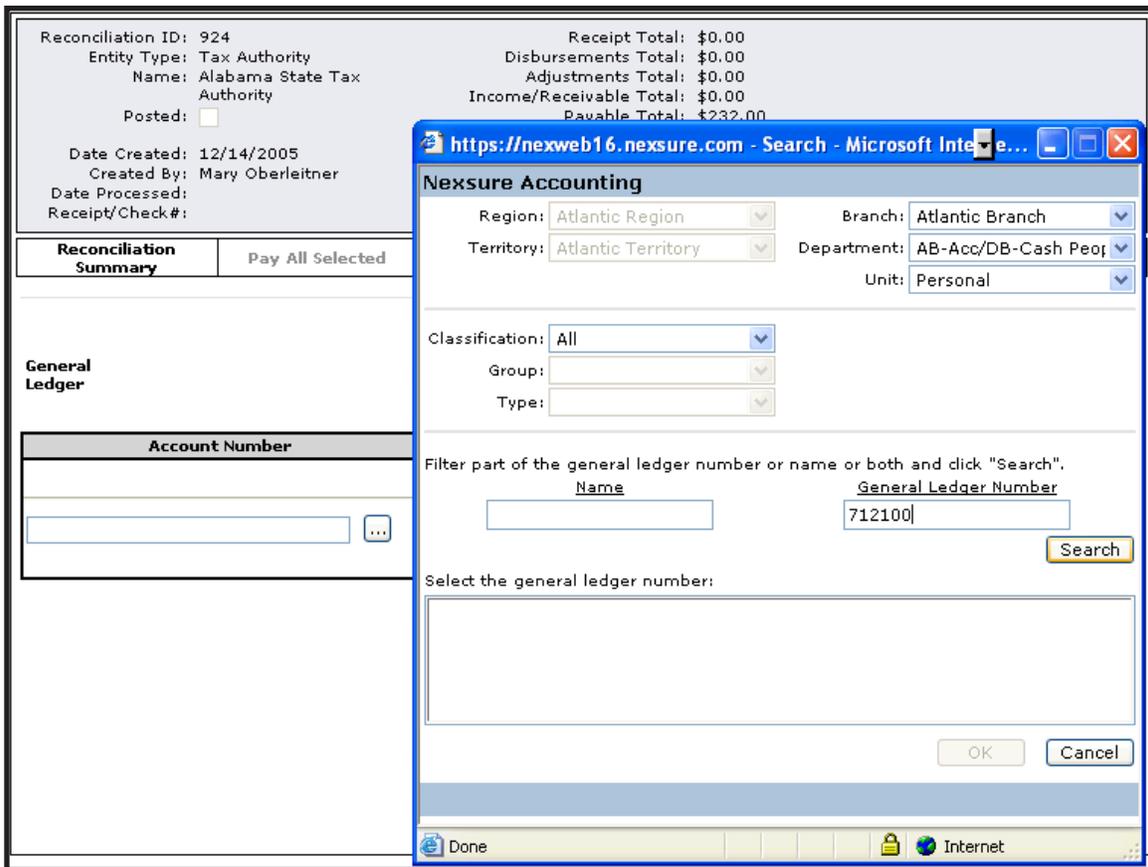
Reconciliation ID: 924 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$232.00		Virtual Disbursement Total: \$232.00 Description: AL St Tax Recon 11/05				
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:								
Reconciliation Summary		Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
General Ledger								
Account Number	Description	Debit	Credit	LID	#	Remove		
<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0	<input type="text"/>		
Totals:		\$0.00	\$0.00					

Quick Navigation

- Header
- Receipts/Disbursements
- Transactions
- Adjustments
- Reconciliation Posting

Click the **Ellipsis**  button to search for the account number the entry will be posted to.

Make certain to post the adjustment to the correct level by using the Branch, Department and Unit drop-down boxes before searching for the account number. Enter the search information for the GL account and click the **Search** button. Click the correct account number and the **OK** button to return to the reconciliation adjustments screen.



Enter a description for the entry and the amount of the adjustment. If the amount is a credit, just enter the amount in the credit column without a (-) as it is not needed. Take a look at the invoice header and notice the Adjustments Total is \$35.00, Payable Total is \$232.00 (for the invoices selected to be included) and the Virtual Disbursement Total is \$267.00. The Virtual Disbursement Total is the amount the check will be issued for and this should match the total amount due on the statement.



Clicking the **Quick Navigation > Reconciliation Posting** link on the right side of the screen shows all the entries to the general ledger.

Reconciliation ID: 924 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$35.00 Income/Receivable Total: \$0.00 Payable Total: \$232.00		Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting																				
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:		Virtual Disbursement Total: \$267.00 Description: AL St Tax Recon 11/05																						
<table border="1"> <tr> <td>Reconciliation Summary</td> <td>Pay All Selected</td> <td>Print</td> <td>Post</td> <td>Abort</td> <td>Save</td> <td>Add Row</td> <td>Delivery</td> </tr> </table>					Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery												
Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery																	
Reconciliation Details <table border="1"> <thead> <tr> <th>Account Number</th> <th>Account Description</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>02.001.0001.000.00.712100</td> <td>Administrative Expenses</td> <td>\$35.00</td> <td>\$0.00</td> </tr> <tr> <td>02.001.0000.000.00.110910</td> <td>Reconciliation Clearing Acct</td> <td>\$0.00</td> <td>\$267.00</td> </tr> <tr> <td>02.001.0000.000.00.200200</td> <td>Tax Authority Payable</td> <td>\$232.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total:</td> <td>\$267.00</td> <td>\$267.00</td> </tr> </tbody> </table>					Account Number	Account Description	Debit	Credit	02.001.0001.000.00.712100	Administrative Expenses	\$35.00	\$0.00	02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$267.00	02.001.0000.000.00.200200	Tax Authority Payable	\$232.00	\$0.00	Total:		\$267.00	\$267.00
Account Number	Account Description	Debit	Credit																					
02.001.0001.000.00.712100	Administrative Expenses	\$35.00	\$0.00																					
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02.001.0000.000.00.200200	Tax Authority Payable	\$232.00	\$0.00																					
Total:		\$267.00	\$267.00																					

To complete the process, click the **Post** link on the Navigation toolbar. The Post Reconciliation screen is displayed providing an opportunity to review the posting. Once confirmed that the posting is correct, click the **OK** button to complete the post.

Post Reconciliation


Reconciliation Total: \$232.00

General Ledger Posting	Account Description	Debit	Credit
02.001.0001.000.00.712100	Administrative Expenses	\$35.00	\$0.00
02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$267.00
02.001.0000.000.00.200200	Tax Authority Payable	\$232.00	\$0.00

Click OK to proceed or Cancel to return to reconciliation.

OK
Cancel

Notice that the **Post** link on the Navigation toolbar is no longer available.

Reconciliation ID: 924 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input checked="" type="checkbox"/> 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check #:		Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$35.00 Income/Receivable Total: \$0.00 Payable Total: \$232.00 Virtual Disbursement Total: \$267.00 Description: AL St Tax Recon 11/05		Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting																			
<table border="1"> <tr> <td>Reconciliation Summary</td> <td>Pay All Selected</td> <td>Print</td> <td>Reverse</td> <td>Abort</td> <td>Save</td> <td>Add Row</td> <td>Delivery</td> </tr> </table>					Reconciliation Summary	Pay All Selected	Print	Reverse	Abort	Save	Add Row	Delivery											
Reconciliation Summary	Pay All Selected	Print	Reverse		Abort	Save	Add Row	Delivery															
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Account Number	Account Description	Debit	Credit																				
02.001.0000.000.00.110910	Reconciliation Clearing Acct (p)	\$0.00	\$267.00																				
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02.001.0000.000.00.200200	Tax Authority Payable (p)	\$232.00	\$0.00																				
Total:		\$267.00	\$267.00																				

A remittance advice may be printed by clicking the **Print** link on the Navigation toolbar and selecting from the **Print Selection** drop-down box and clicking the **OK** button. This may be used to attach to the statement for your records and serve as a reminder that the disbursement still needs to be done.

Issuing Disbursement for Tax Authority Payables

If a Virtual Disbursement Total is on the reconciliation header, this indicates a disbursement would need to be added to issue payment to the Tax Authority.

Reconciliation ID: 924	Receipt Total: \$0.00
Entity Type: Tax Authority	Disbursements Total: \$0.00
Name: Alabama State Tax Authority	Adjustments Total: \$35.00
Posted: <input checked="" type="checkbox"/> 12/14/2005	Income/Receivable Total: \$0.00
	Payable Total: \$232.00
Date Created: 12/14/2005	Virtual Disbursement Total: \$267.00
Created By: Mary Oberleitner	
Date Processed:	Description: AL St Tax Recon 11/05
Receipt/Check#:	

Navigating to the **disbursements** tab is done by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details** icon for the territory where the disbursement is to be added. Click the **accounting** tab; the **transactions** tab and the **disbursements** tab to bring up the Disbursement Summary screen. If there are no results displayed, then the organization is new and no disbursements have been previously done or the filter dates are out of range.

The screenshot shows the 'Disbursements' tab selected in the software interface. At the top, there's a breadcrumb trail: 'XDTI--Training Org 972003 >> Atlantic Region >> Atlantic Territory'. Below this, there are several tabs: 'card file', 'branches', 'locations', 'employees', 'accounting', 'vendors', 'entity associations'. Under 'accounting', there are sub-tabs: 'summary', 'setup', 'invoicing setup', 'general ledger', 'bank accounts', 'transactions', 'batch summary'. The 'disbursements' sub-tab is active. On the left, there's a 'Select Bank Account:' dropdown menu with a list of banks including Bank of America, Southwest Trust Bank, Wells Fargo, Central Bank, and Wacovia. To the right of the dropdown is a 'Filter:' section with '[Show]' and '[Add New Disbursement]' links. Below the dropdown is a table with the following data:

Number	Description	Amount	Created By	Date Created	Posted	Printed	Cleared	Remove	
<input type="checkbox"/>	Allied Insurance 1377	5021	Allied Oct 05 Strmt, \$11,664.06	Mary Oberleitner	12/09/2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--

To add the Tax Authority Disbursement for the Reconciliation Worksheet, first select the bank account to enter the disbursement for in the **Select Bank Account** drop-down box located on the upper left of the Disbursement Summary screen. Then click the **Add New Disbursement** link located in the upper right of the Disbursement Summary screen.

After clicking the **Add New Disbursement** link the **Select Entity** window is displayed. This window allows searching for the entity the disbursement is for. In the **Entity Type** drop-down box select **Tax Authority** and in the field below the type enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label **Select Name**. Use the drop-down address box to choose a different address to print on the check. Click the **OK** button on the bottom of the window to add the disbursement. Clicking the **Cancel** button will abort the process.

Select Entity nexusure

Entity Type: Tax Authority

Enter at least 3 characters of the name and click search.

Ala

Select Name:

- Alabama State Tax Authority
- Los Alamitos Tax

Select Address:

345 Winter Drive

Click OK to confirm selection. Cancel to return to summary.

After clicking the **OK** button, the disbursement is added.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner	Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$0.00 Estimated Balance: \$1,482,065.16 Check #: Description: AL ST Tax Recon 11/05	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting
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Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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* indicates required field

Payee: Alabama State Tax Authority
 345 Winter Drive
 Oxford, AL 36203

* Date Booked:

Disbursement Method:

Check #:

Nexsure Tip
 Leave the Check # field blank to allow the system to assign the next available check # at the time of printing or enter a check # manually.

Description:

Internal Note:

There are three sections in the Disbursement screen: **Disbursement Header**, **Quick Navigation**, and **Input Fields**.

Section	Description
Disbursement Header	<p>The Disbursement Header section is located at the top of the tab with a shaded background. It summarizes the entire disbursement.</p> <p><u>Header Definitions:</u></p> <ul style="list-style-type: none"> ➤ Disbursement ID: System-generated used to identify the disbursement. ➤ Entity Type: Identifies the type of disbursement. ➤ Payee: The name of the Entity selected for the disbursement. ➤ Date Posted: System generated date is the date the disbursement was actually posted. When posted the box will contain a check. ➤ Cleared: A box with a check inserted indicates that the disbursement has cleared the bank. This is done when reconciliation of the bank account is completed by the organization. ➤ Date Created: System-generated disbursement creation date. ➤ Created By: The logged in User name is placed here at the point the disbursement is added. ➤ Bank Name: The bank name the disbursement is being added is selected prior to adding the disbursement on the Disbursement Summary screen and displays here on the header. ➤ Bank Number: The bank number the disbursement is being added is selected prior to adding the disbursement on the Disbursement Summary screen and displays here on the header. ➤ GL Account Number: This number is assigned when the bank account is added to the Territory. When the bank is selected prior to adding the disbursement that determines what displays in the header. ➤ Balance: The balance is the bank balance at the time the disbursement was added. ➤ Disbursement Amount: Once entries for the disbursement are made, the total of the disbursement amount is added to the header. ➤ Estimated Balance: The estimated balance shows the balance subtracting the amount of the disbursement from the balance at the time the disbursement was added. ➤ Check Number: The check number should not be entered on the check unless adding a check out of sequence. The check number is entered based on the last check printed. The number is assigned and stored when the check is printed. ➤ Description: The description entered in the first description box on the disbursement displays here in the header when the Save link on the Navigation toolbar is selected.
Quick Navigation	<p>Located on the right side of the tab, there are links used to access different sections of the disbursement. This provides the user the flexibility to select the necessary links for the disbursement.</p>
Input Fields	<p>Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected bolded link on the right side of the screen (Quick Navigation).</p>

Quick Navigation Link Definitions

Link	Description
General Ledger	<p>Any adjustments not included on a statement where the amount does not affect the amount due on a client invoice such as advertising fees would be added on this link.</p>

Link	Description
Accounts Payable	Use this link to locate and select all the Accounts Payables added and posted for future disbursements.
Reconciliation	This link is used when the reconciliation has been added prior to adding the disbursement. Selecting a reconciliation worksheet in a disbursement will reduce the reconciliation clearing account for the selected reconciliation amount.
Invoices	This link allows invoices to be reconciled that were not reconciled on a reconciliation statement. They may be included with a reconciliation worksheet if necessary or separate if not associated with the worksheet.
Disbursement Posting	Contains all the General Ledger entries that are generated for the selected disbursement. Posting entries do not display until items have been included and/or entries have been made.

After entering data into the input fields on the first page, click the **Save** link on the Navigation toolbar or click one of the links on the right to save entries.

Disbursement ID: 1378	Entity Type: Tax Authority
Posted: <input type="checkbox"/>	Payee: Alabama State Tax Authority
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked: 12/14/2005	Bank Account #: 2223424392827
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 12/14/2005	Balance: \$1,482,065.16
Created By: Mary Oberleitner	Disbursement Amount: \$0.00
	Estimated Balance: \$1,482,065.16
	Check #:
	Description: AL ST Tax Recon 11/05

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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To select the reconciliation for this statement, click the **Quick Navigation > Reconciliation** link located on the right side of the screen to bring up the Reconciliation screen. Click the **[Add New Reconciliation]** link located just below the Navigation toolbar on the right.

Disbursement ID: 1378	Entity Type: Tax Authority	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting
Posted: <input type="checkbox"/>	Payee: Alabama State Tax Authority	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America	
Date Booked: 12/14/2005	Bank Account #: 2223424392827	
	GL Account: 02.001.0000.000.00.100000 Trust Account	
Date Created: 12/14/2005	Balance: \$1,482,065.16	
Created By: Mary Oberleitner	Disbursement Amount: \$0.00	
	Estimated Balance: \$1,482,065.16	
	Check #:	
	Description: AL ST Tax Recon 11/05	

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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Reconciliations							[Add New Reconciliation]
				Amount			
Details	Name	Rec ID	Description	Debit	Credit	Remove	

Any reconciliation worksheet added for the selected entity is displayed. If more than one should be included with the disbursement, click in the box in the **Select** column to choose selected ones or the **[Select All]** link above the list on the left. Clicking the **[Deselect All]** link will clear the selections.



[Select All] [Deselect All]

Select	Details	Name	Rec ID	Description	Amount		Date Created
					Debit	Credit	
<input checked="" type="checkbox"/>	-	Alabama State Tax Authority	924	Reconciliation Clearing Acct	\$0.00	\$267.00	12/14/2005

After selecting the reconciliation the disbursement is being issued for, click the **OK** button. The selected reconciliation worksheet is added to the disbursement.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner	Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$267.00 Estimated Balance: \$1,481,798.16 Check #: Description: AL ST Tax Recon 11/05	Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Disbursement Summary</td> <td style="padding: 2px;">Pay All Selected</td> <td style="padding: 2px;">Print</td> <td style="padding: 2px;">Post</td> <td style="padding: 2px;">Abort</td> <td style="padding: 2px;">Save</td> <td style="padding: 2px;">Add Row</td> </tr> </table>			Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row											
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Details	Name	Rec ID					Description	Amount			Date Created	Remove								
			Debit	Credit																
-	Alabama State Tax Authority	924	Reconciliation Clearing Acct	\$0.00	\$267.00	12/14/2005														

Using the General Ledger Link

If a fee or write-off was not included on the worksheet and still must be added so the amount of the disbursement is correct, click on the **Quick Navigation > General Ledger** link.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$267.00 Estimated Balance: \$1,481,798.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																				
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Account Number	Description	Debit	Credit	LID	#	Remove																		
02.001.0000.000.00.100000 Trust Account	AL ST Tax Recon 11/05																							
Totals:		\$0.00	\$0.00																					

Click the **Add Row** link on the Navigation toolbar. Click the **Ellipsis**  button to search for the account number the entry will be posted to.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$267.00 Estimated Balance: \$1,481,798.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																											
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Account Number	Description	Debit	Credit	LID	#	Remove																									
02.001.0000.000.00.100000 Trust Account	AL ST Tax Recon 11/05																														
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Totals:		\$0.00	\$0.00																												

Make certain to post the adjustment to the correct level by using the Branch, Department and Unit drop-down boxes before searching for the account number. Enter the search information for the GL account and click the **Search** button. Click the correct account number and the **OK** button to return to the General Ledger screen.

Nexsure Accounting

Region: Atlantic Region Branch: Atlantic Branch
 Territory: Atlantic Territory Department: Unit:

Classification: All
 Group: Type:

Filter part of the general ledger number or name or both and click "Search".
 Name: admin General Ledger Number: Search

Select the general ledger number:
 02.001.0001.000.00.712100 - Administrative Expenses

OK Cancel

Enter a description for the entry and the amount of the adjustment. If the amount is a credit, just enter the amount in the credit column without a (-) as it is not needed.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$267.00 Estimated Balance: \$1,481,798.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																			
Disbursement Summary Pay All Selected Print Post Abort Save Add Row																							
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02.001.0001.000.00.712100 - Administ ...	AL ST Tax Recon 11	35.00	0.00	0																			
Totals:		\$35.00	\$35.00																				

Clicking the **Disbursement Posting** link on the right side of the screen shows all the entries to the general ledger.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$302.00 Estimated Balance: \$1,481,763.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																			
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Total:		\$302.00	\$302.00																				

Removing Entries from the General Ledger Link

The disbursement being entered should match the reconciliation worksheet unless multiple items are being added. In this scenario, only one statement is being paid, so the entry added on the General Ledger link must be removed. To remove the item, click the General Ledger link. Then click the **Remove**  icon.

Account Number	Description	Debit	Credit	LID	#	Remove
02.001.0000.000.00.100000 Trust Account	AL ST Tax Recon 11/05		\$35.00			
02.001.0000.000.00.712100 Test Expe	AL ST Tax Recon 11	35.00	0.00		0	
Totals:		\$35.00	\$35.00			

Click the **OK** button to confirm the deletion in the pop-up warning.



The adjustment is successfully removed from the disbursement.

General Ledger				
Account Number	Description	Debit	Credit	LID # Remove
02.001.0000.000.00.100000 Trust Account	AL ST Tax Recon 11/05			
Totals:		\$0.00	\$0.00	

Reconciling Invoices from a Disbursement

This may be used to issue a check to the entity if just one or a few invoices are involved. Selecting the invoices in the disbursement identifies them as being reconciled. This link may also be used if the reconciliation statement was posted but there is still one invoice missing that will be picked up at the time the disbursement is added, click the **Quick Navigation > Invoices** link on the right side of the screen. If the invoices are not displayed, then click the **[Show]** link and modify filters to search for them. If they still do not show up, then check to make sure the invoice was added. Select the invoices to be included in the reconciliation by clicking in the box in the select column to add a check. Click the **Pay All Selected** link on the Navigation toolbar to include in the disbursement. If the link is not selected the items will not be included in the disbursement.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner	Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$267.00 Estimated Balance: \$1,481,798.16 Check #: Description: AL ST Tax Recon 11/05
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Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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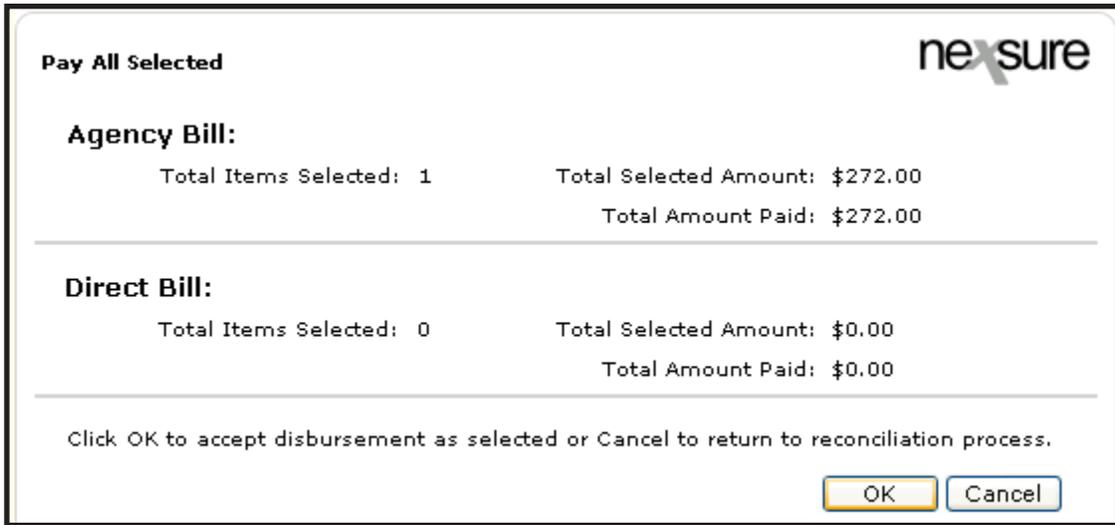
Search Filter: [\[Show\]](#)

Agency Bill	Select	Details	Date	Name	Invoice	Policy Number	Amount	Paid	Balance
[Select All] [Deselect All]	<input checked="" type="checkbox"/>		12/14/2005	South Street Hairdressing	14416	GL90000	\$272.00	\$0.00	\$272.00
This Page Total:							\$272.00	\$0.00	\$272.00
All Pages Total:							\$272.00	\$0.00	\$272.00

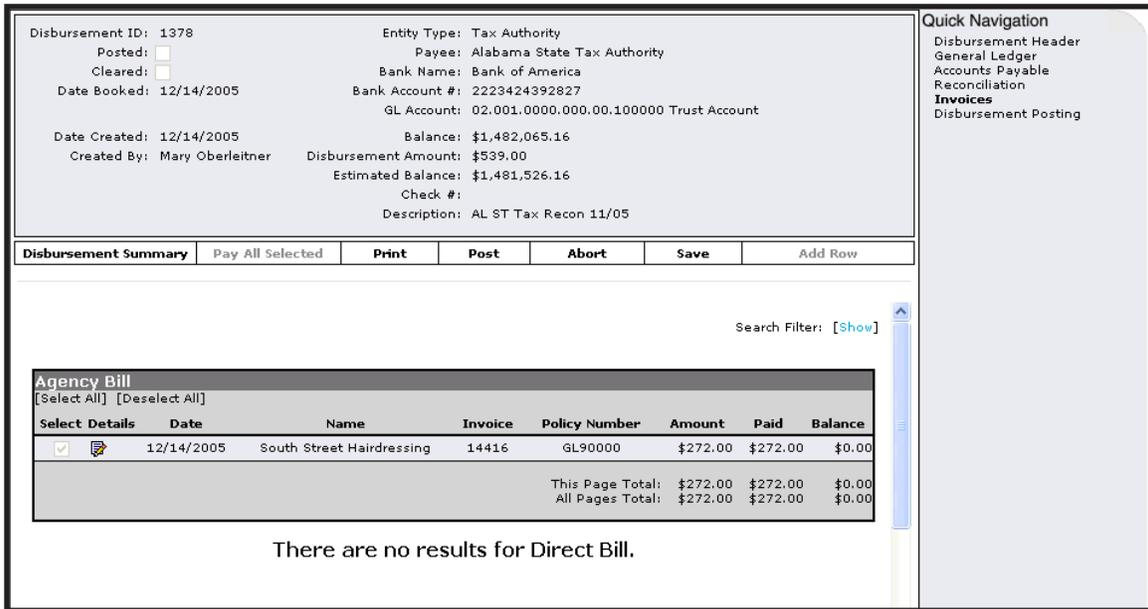
There are no results for Direct Bill.

Quick Navigation
 Disbursement Header
 General Ledger
 Accounts Payable
 Reconciliation
Invoices
 Disbursement Posting

After clicking the **Pay All Selected** link, the **Pay All Selected** confirmation window is displayed providing an opportunity to go back and make changes to invoices selected. Confirm the invoices are to be included in the disbursement by clicking the **OK** button.



After clicking the **OK** button on the **Pay All Selected** confirmation window, the **Invoices** screen is displayed showing all the selected invoices with a gray checkbox, which indicates the invoices, are included in the disbursement.



Clicking the **Quick Navigation > Disbursement Posting** link on the right side of the screen shows that the invoices included have been added and also notice that the adjustment removed on the General Ledger link has also been removed.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$539.00 Estimated Balance: \$1,481,526.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																			
Disbursement Summary		Pay All Selected Print Post Abort Save Add Row																					
Disbursement Posting <table border="1"> <thead> <tr> <th>Account Number</th> <th>Account Description</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>02.001.0000.000.00.110910</td> <td>Reconciliation Clearing Acct</td> <td>\$267.00</td> <td>\$0.00</td> </tr> <tr> <td>02.001.0000.000.00.200200</td> <td>Tax Authority Payable</td> <td>\$272.00</td> <td>\$0.00</td> </tr> <tr> <td>02.001.0000.000.00.100000</td> <td>Trust Account</td> <td>\$0.00</td> <td>\$539.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>\$539.00</td> <td>\$539.00</td> </tr> </tbody> </table>					Account Number	Account Description	Debit	Credit	02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$267.00	\$0.00	02.001.0000.000.00.200200	Tax Authority Payable	\$272.00	\$0.00	02.001.0000.000.00.100000	Trust Account	\$0.00	\$539.00	Total:		\$539.00
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02.001.0000.000.00.100000	Trust Account	\$0.00	\$539.00																				
Total:		\$539.00	\$539.00																				

Aborting the Disbursement

If the disbursement is not needed, it may be aborted prior to posting. Click the **Abort** link on the Navigation toolbar.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$539.00 Estimated Balance: \$1,481,526.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting
Disbursement Summary		Pay All Selected Print Post Abort Save Add Row		
(This screen is identical to the previous one, but the Abort button in the navigation toolbar is highlighted.)				

Posting the Disbursement and Printing the Check

Checks cannot be printed until the disbursement is posted. To complete the process so the check may be printed, click the **Post** link on the Navigation toolbar.

Disbursement ID: 1378 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,482,065.16 Disbursement Amount: \$539.00 Estimated Balance: \$1,481,526.16 Check #: Description: AL ST Tax Recon 11/05		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting
Disbursement Summary		Pay All Selected Print Post Abort Save Add Row		
(This screen is identical to the previous one, but the Post button in the navigation toolbar is highlighted.)				

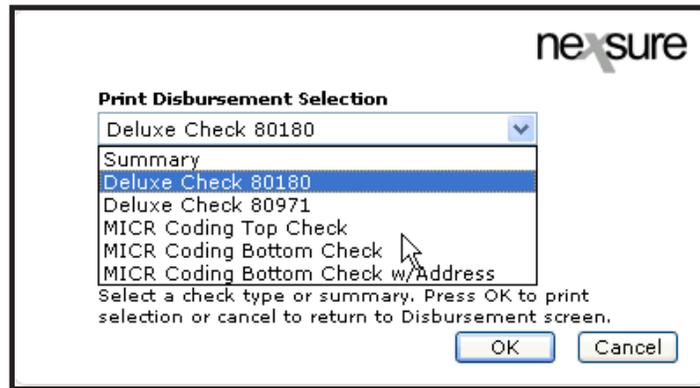
The Post Disbursement screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.

After the disbursement is posted the disbursement screen is refreshed and Post is no longer an option.

A check may be printed by clicking the **Print** link on the Navigation toolbar and selecting the check style from the drop-down box and clicking the **OK** button.

Disbursement ID: 1378	Entity Type: Tax Authority
Posted: <input checked="" type="checkbox"/> 12/14/2005	Payee: Alabama State Tax Authority
Cleared: <input type="checkbox"/>	Bank Name: Bank of America
Date Booked: 12/14/2005	Bank Account #: 2223424392827
	GL Account: 02.001.0000.000.00.100000 Trust Account
Date Created: 12/14/2005	Balance: \$1,482,065.16
Created By: Mary Oberleitner	Disbursement Amount: \$539.00
	Estimated Balance: \$1,481,526.16
	Check #:
	Description: AL ST Tax Recon 11/05

Disbursement Summary	Pay All Selected	Print	Reverse	Abort	Save	Add Row
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Print Disbursement Selection

Deluxe Check 80180

Summary

Deluxe Check 80180

Deluxe Check 80971

MICR Coding Top Check

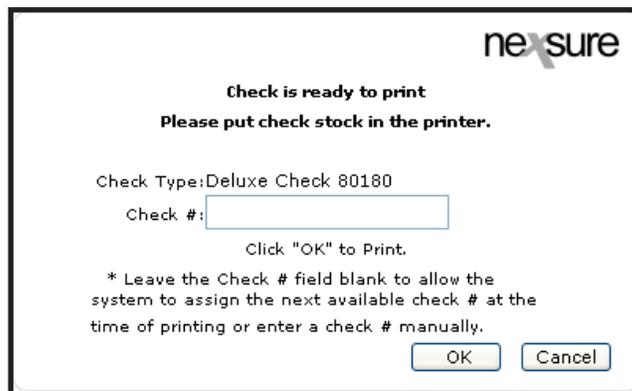
MICR Coding Bottom Check

MICR Coding Bottom Check w/Address

Select a check type or summary. Press OK to print selection or cancel to return to Disbursement screen.

OK Cancel

After clicking the **OK** button, the next screen shows the type of check selected and the check number field is empty. This field has no number in it if the check has not been previously printed or a check number was not entered on the disbursement header. A check number would not be entered normally since Nexsure will check to see what the next check number is and automatically number. So, leave the check number blank and click the **OK** button.



Check is ready to print

Please put check stock in the printer.

Check Type:Deluxe Check 80180

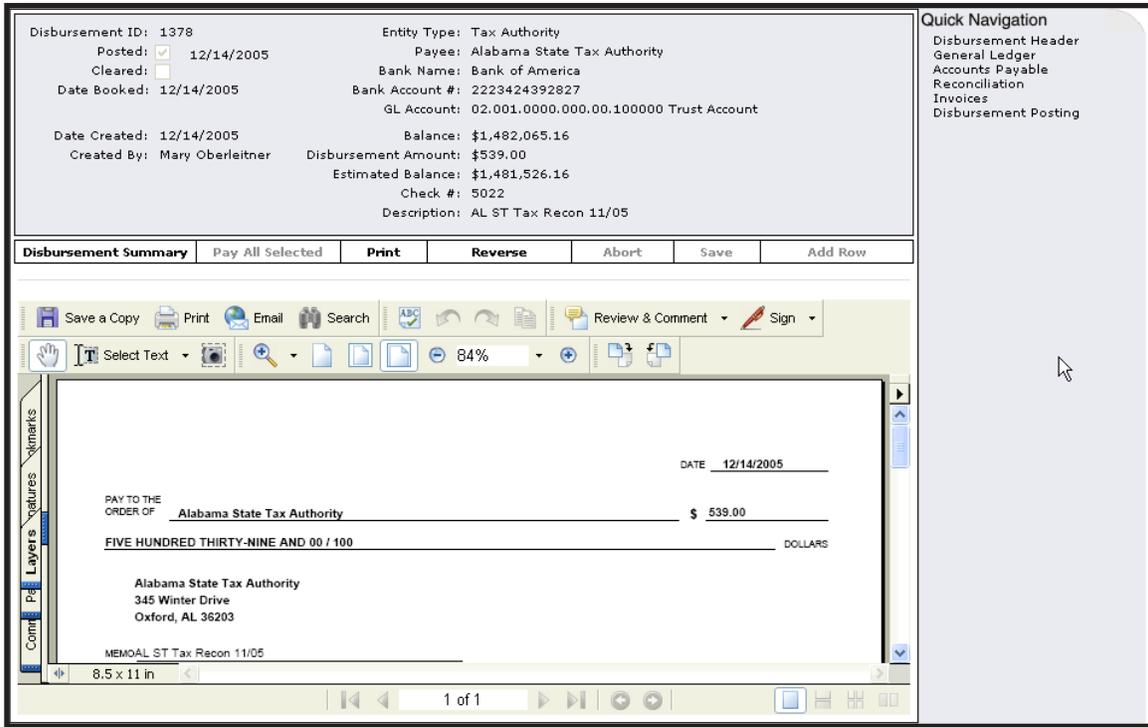
Check #:

Click "OK" to Print.

* Leave the Check # field blank to allow the system to assign the next available check # at the time of printing or enter a check # manually.

OK Cancel

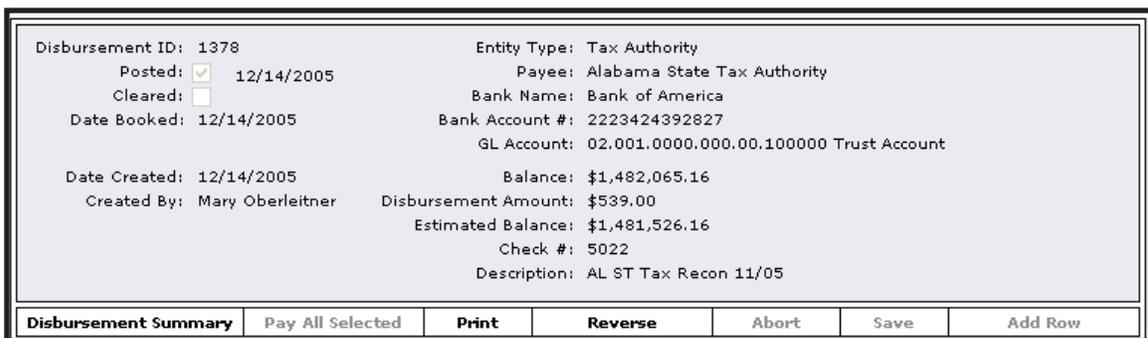
The check is displayed. To print the check, click the **Adobe® Reader® printer**  icon just above the document. Checks should be in the printer prior to printing.



The screenshot displays a software window with a disbursement summary at the top and a check preview below. The summary includes fields for Disbursement ID (1378), Entity Type (Tax Authority), Payee (Alabama State Tax Authority), Bank Name (Bank of America), and Disbursement Amount (\$539.00). A navigation toolbar contains buttons for 'Disbursement Summary', 'Pay All Selected', 'Print', 'Reverse', 'Abort', 'Save', and 'Add Row'. Below the toolbar is a standard Adobe Reader toolbar with icons for 'Save a Copy', 'Print', 'Email', 'Search', 'Review & Comment', and 'Sign'. The check preview shows the date 12/14/2005, the payee Alabama State Tax Authority, and the amount \$539.00. The check text reads 'FIVE HUNDRED THIRTY-NINE AND 00/100 DOLLARS'. The address is Alabama State Tax Authority, 345 Winter Drive, Oxford, AL 36203. The memo is 'MEMO AL ST Tax Recon 11/05'. The page size is 8.5 x 11 in and it is page 1 of 1.

Reversing the Disbursement

If the disbursement is incorrect, it may be reversed by clicking the **Reverse** link on the Navigation toolbar. The check number assigned to the reversed disbursement may be reused by entering the number in the field on the disbursement or at the time the check is being printed.



This screenshot shows the same disbursement summary as the previous image, but with the 'Reverse' button in the navigation toolbar highlighted. The data fields in the summary remain the same: Disbursement ID 1378, Entity Type Tax Authority, Payee Alabama State Tax Authority, Bank Name Bank of America, Bank Account # 2223424392827, GL Account 02.001.0000.000.00.100000 Trust Account, Date Created 12/14/2005, Created By Mary Oberleitner, Disbursement Amount \$539.00, Estimated Balance \$1,481,526.16, Check # 5022, and Description AL ST Tax Recon 11/05.

Reversed disbursements will display on the summary screen with 2 disbursement numbers with a “/” between them. This indicates the in and out of the entries. The associated reconciliation, invoices and any general ledger adjustments are available again to be used in the new disbursement.

[Select All] [Deselect All] [Create Print Batch] [Add To Existing Batch]												
Select	Details	Payee	Disbur. ID	Check Number	Description	Amount	Created By	Date Created	Posted	Printed	Cleared	Remove
<input type="checkbox"/>		Aetna 1	1302/563	5001	Payment Advance for Henderson Hardware	(\$1,998.75)	Mary Oberleitner	06/09/2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		Aetna 1	628	0	International Contractors payment advance	\$998.25	Mary Oberleitner	02/10/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		Aetna 1	563/1302	5001	Payment Advance for Henderson Hardware	\$1,998.75	Mary Oberleitner	01/28/2004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--
<input type="checkbox"/>		Aetna 1	485	12323		\$250.00	Mary Oberleitner	01/15/2004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--

Removing Disbursements not Posted

If the disbursement is incorrect, it may be removed by clicking the **Remove**  icon on the right side of disbursement.

transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices												
Select Bank Account: Bank of America 2223424392827 Trust Accou												
Filter: [Show] [Add New Disbursement]												
[Select All] [Deselect All] [Create Print Batch] [Add To Existing Batch]												
Select	Details	Payee	Disbur. ID	Check Number	Description	Amount	Created By	Date Created	Posted	Printed	Cleared	Remove
<input type="checkbox"/>		Allied Insurance	1376	0		\$0.00	Mary Oberleitner	12/07/2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

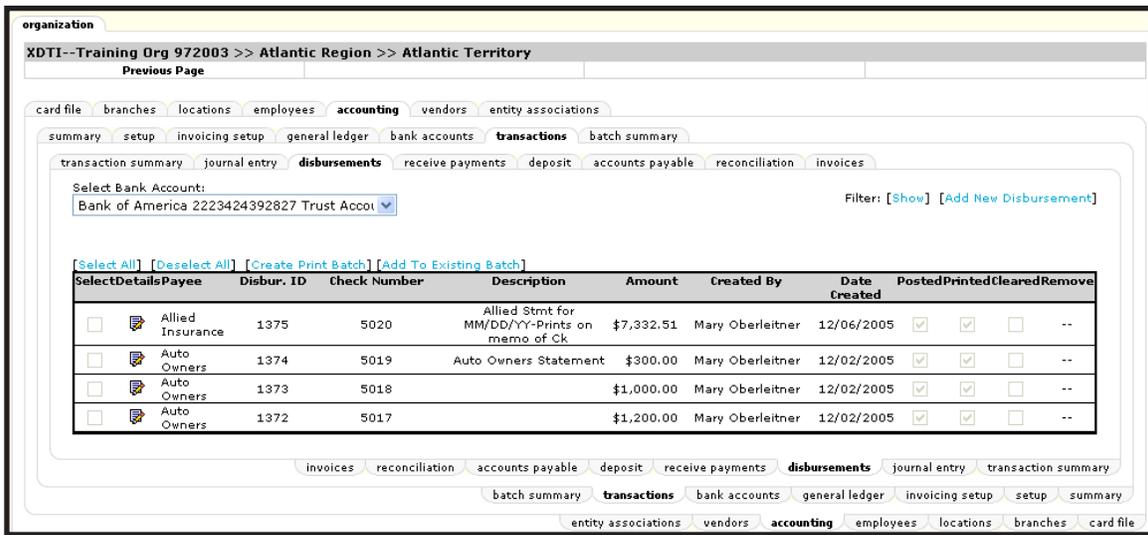
The abort confirmation is displayed allowing an opportunity to go back to the summary view without aborting the disbursement. To confirm the deletion, click the **OK** button. Clicking the **Abort** link on the disbursement itself works the same as removing from the summary screen.



Paying the Tax Authority Prior to Reconciling

If for some reason it is necessary to pay the statement today and reconcile later, make sure to do the following:

Navigating to the **disbursements** tab is done by clicking the **ORGANIZATION** link on the primary menu. Click the **territories** tab and click the **Details**  icon for the territory where the disbursement is to be added. Click the **accounting** tab; the **transactions** tab and the **disbursements** tab to bring up the Disbursement Summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.

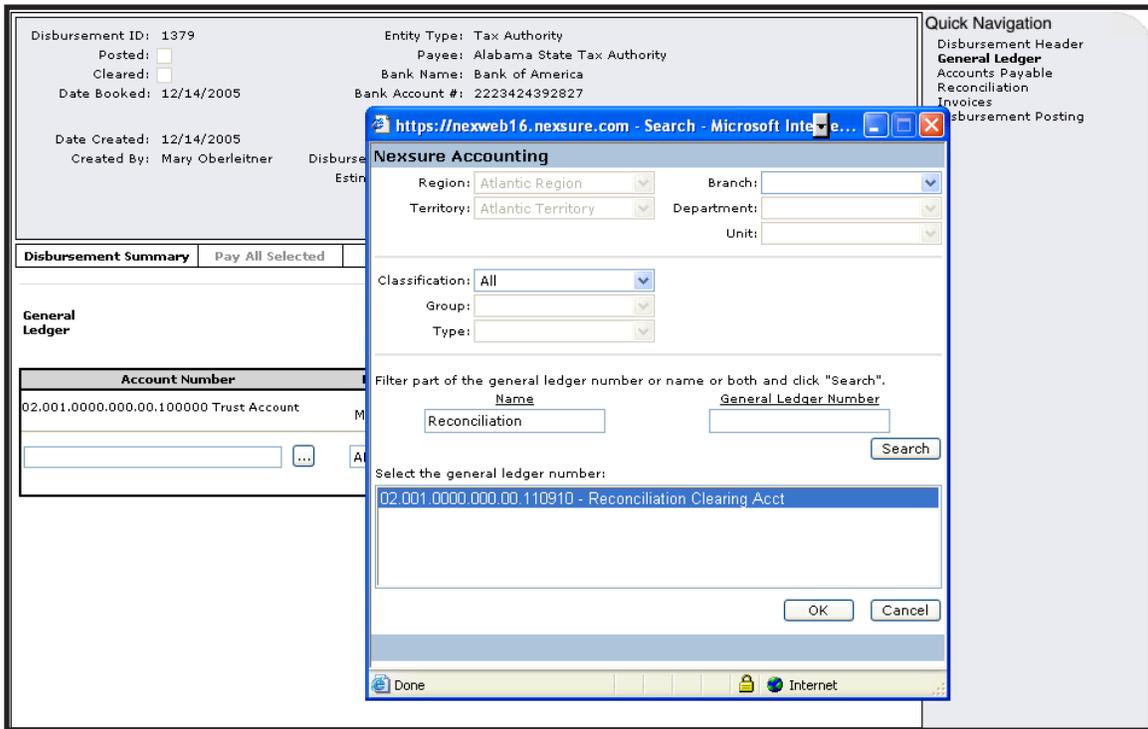


To add the disbursement for the unreconciled statement, first select the bank account to enter the disbursement for in the **Select Bank Account** drop-down box located on the upper left of the Disbursement Summary screen. Then click the **[Add New Disbursement]** link located in the upper right of the Disbursement Summary screen.

After clicking the **[Add New Disbursement]** link the **Select Entity** window is displayed. This window allows searching for the entity the disbursement is for. In the **Entity Type** drop-down box select **Tax Authority** and in the field below the type enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label **Select Name**. Use the drop-down address box to choose a different address to print on the check. Click the **OK** button on the bottom of the window to add the disbursement. Clicking the **Cancel** button will abort the process.

To offset the amount of the disbursement to the Reconciliation Clearing account, click the **Quick Navigation** > **General Ledger** link located on the right side of the screen to bring up the General Ledger screen. Click the **Add Row** link located on the Navigation toolbar. Click the **Ellipsis**  button to search for the account number the entry will be posted to.

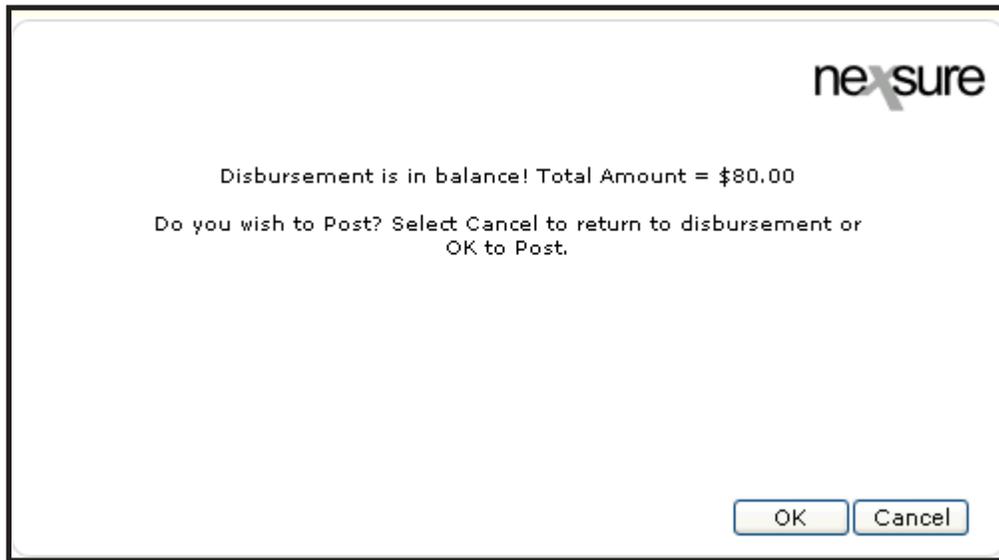
Enter the search information for the GL account and click the **Search** button. Click the correct account number and the **OK** button to return to the General Ledger screen.



Enter a description for the entry and the amount of the disbursement. Enter the debit amount in the debit field and click the **Save** link on the Navigation toolbar. Click the **Post** link on the Navigation toolbar to post the disbursement.

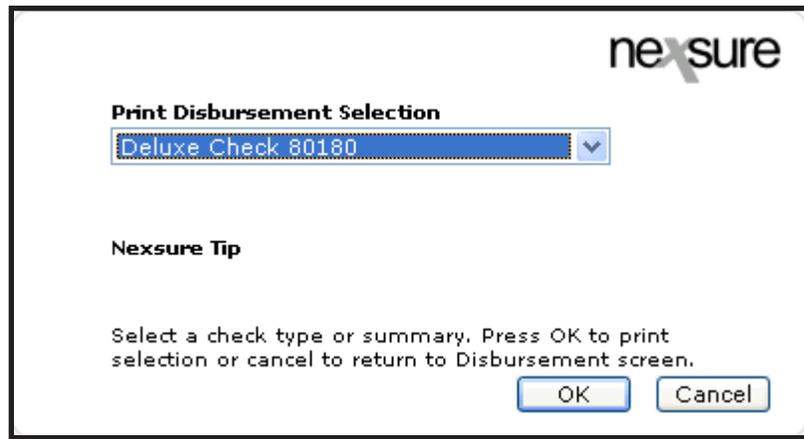
Disbursement ID: 1379 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/14/2005 Date Created: 12/14/2005 Created By: Mary Oberleitner		Entity Type: Tax Authority Payee: Alabama State Tax Authority Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Balance: \$1,481,526.16 Disbursement Amount: \$80.00 Estimated Balance: \$1,481,446.16 Check #: Description: AL ST Tax MM/YY Recon		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Disbursement Posting																											
<table border="1"> <tr> <td>Disbursement Summary</td> <td>Pay All Selected</td> <td>Print</td> <td>Post</td> <td>Abort</td> <td>Save</td> <td>Add Row</td> </tr> </table>					Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row																				
Disbursement Summary	Pay All Selected	Print	Post		Abort	Save	Add Row																								
General Ledger <table border="1"> <thead> <tr> <th>Account Number</th> <th>Description</th> <th>Debit</th> <th>Credit</th> <th>LID</th> <th>#</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>02.001.0000.000.00.100000 Trust Account</td> <td>AL ST Tax MM/YY Recon</td> <td></td> <td>\$80.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02.001.0000.000.00.110910 Reconcilia</td> <td>AL ST Tax MM/YY R</td> <td>80.00</td> <td>0.00</td> <td></td> <td>0</td> <td></td> </tr> <tr> <td colspan="2">Totals:</td> <td>\$80.00</td> <td>\$80.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Account Number	Description	Debit	Credit	LID	#	Remove	02.001.0000.000.00.100000 Trust Account	AL ST Tax MM/YY Recon		\$80.00				02.001.0000.000.00.110910 Reconcilia	AL ST Tax MM/YY R	80.00	0.00		0		Totals:		\$80.00	\$80.00			
Account Number	Description	Debit	Credit	LID	#	Remove																									
02.001.0000.000.00.100000 Trust Account	AL ST Tax MM/YY Recon		\$80.00																												
02.001.0000.000.00.110910 Reconcilia	AL ST Tax MM/YY R	80.00	0.00		0																										
Totals:		\$80.00	\$80.00																												

The Post Disbursement screen is displayed providing an opportunity to review the disbursement amount. If the disbursement is out of balance, a message is displayed advising of the out of balance. At that point correct the disbursement and post again. Once confirmed that the posting is correct, click the **OK** button to complete the post.



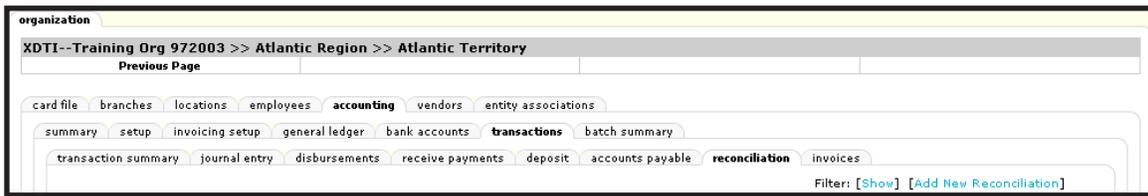
A check may be printed by clicking the **Print** link on the Navigation toolbar and selecting the check style from the drop-down box and clicking the **OK** button.

After clicking the **OK** button, the next screen shows the type of check selected and the check number field is empty. This field has no number in it if the check has not been previously printed or a check number was not entered on the disbursement header. A check number would not be entered normally since Nexsure will check to see what the next check number is and automatically number. So, leave the check number blank and click the **OK** button.



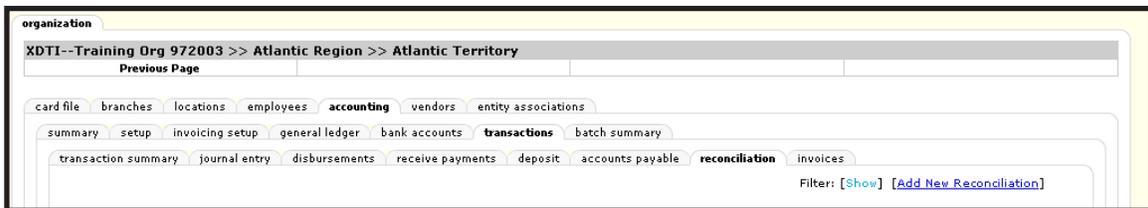
Adding the Reconciliation for the Previously Entered Disbursement

Navigating to the **reconciliation** tab is done by clicking the **ORGANIZATION** link on the primary menu. Click the **territories** tab and click the **Details**  icon for the territory where the statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **reconciliation** tab to bring up the reconciliation summary screen. If there are no results displayed, then the organization is new and no reconciliations have been previously done or the filter dates are out of range.



In order to reconcile statements in this scenario, invoices must be added to client policies and posted by agency personnel. These invoices are generally added during the account servicing process so the invoices will be ready to reconcile upon receipt of the statement.

To add the worksheet, click the [\[Add New Reconciliation\]](#) link on the upper right side of the reconciliation summary screen.



After clicking the [\[Add New Reconciliation\]](#) link the **Select Entity** window is displayed. This window allows searching for the entity being reconciled. In the **Entity Type** drop-down box select **Tax Authority** and in the field below enter at least 3 characters of the entity name. To activate the search, click the **Search** button to the right of the field. All matches to the characters entered are displayed in the box below the label **Select Name**. Click to select the **Tax Authority** and in the select address box choose the appropriate address.

Select Entity

Entity Type: Tax Authority

Enter at least 3 characters of the name and click search.

Ala Search

Select Name:

Alabama State Tax Authority
Arizona State Tax
Brea Sales Tax
California State Tax

Select Address:

345 Winter Drive

Click OK to confirm selection. Cancel to return to summary.

OK
Cancel

Click the **OK** button to bring up the Reconciliation for the selected Tax Authority.

Make sure to change the date booked if necessary and enter the description and any internal note necessary for the reconciliation to identify it later. It might be good to enter the check number or disbursement ID previously entered in the description. Click the **Save** link on the Navigation toolbar or click a link on the right to store modifications.

Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/> Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:	Receipt Total: \$0.00 Disbursements Total: \$0.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting								
Description: Disb # AL ST MM/YY Recon										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Reconciliation Summary</td> <td style="padding: 2px;">Pay All Selected</td> <td style="padding: 2px;">Print</td> <td style="padding: 2px;">Post</td> <td style="padding: 2px;">Abort</td> <td style="padding: 2px;">Save</td> <td style="padding: 2px;">Add Row</td> <td style="padding: 2px;">Delivery</td> </tr> </table>			Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery			
Name: Alabama State Tax Authority 345 Winter Drive Oxford AL 36203	Date Booked: 12/14/2005									
Description: (100 Char. Max) Disb # AL ST MM/YY Recon	Internal Note: (250 Char. Max)									

In order to associate the amount entered on the disbursement to the Reconciliation Clearing account, click the **Quick Navigation > Receipts/Disbursements** link on the right side of the screen. Since it was a disbursement that was entered, click the **[Add New]** link to the right of the label Disbursements in the center of the screen.

Any previously issued disbursements are displayed. Click the **Select** box to place a check in the box and click the **OK** button at the bottom right of the window to proceed.

Select	Date	Disbur#	Description	Amount
<input checked="" type="checkbox"/>	12/14/2005	1379	AL ST Tax MM/YY Recon	\$80.00

The disbursement is added to the reconciliation worksheet to identify that this worksheet is associated with it. This does not create another entry to the general ledger but closes the checks and balances in Nexsure. This step must be done if the check was paid prior to the reconciliation.

Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Receipt Total: \$0.00 Disbursements Total: \$80.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00		Virtual Receipt Total: \$80.00 Description: Disb # AL ST MM/YY Recon	
Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:					

Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
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Receipts [Add New] ▲

Detail	Date	Receipt#	Amount	Description	Remove

Disbursements [Add New] ▲

Detail	Date	Disbur#	Amount	Description	Remove
--	12/14/2005	1379	\$80.00	AL ST Tax MM/YY Recon	

Quick Navigation

- Header
- Receipts/Disbursements**
- Transactions
- Adjustments
- Reconciliation Posting

The invoices that were previously paid found on the reconciliation statement must be identified. To select the invoices included on the statement, click the **Quick Navigation > Transactions** navigation link located on the right side of the screen to bring up the Transactions screen. Make sure to use the Search Filter by clicking the **[Show]** link located just above the listed invoices on the right. There are date range filter defaults just like on the Reconciliation Summary screen.

Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery
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[View Unposted Invoices] Search Filter: [Hide]

Region: <input type="text" value="Atlantic Region"/>	Branch: <input type="text"/>
Territory: <input type="text" value="Atlantic Territory"/>	Department: <input type="text"/>
Unit: <input type="text"/>	

Business Type: <input type="text" value="Both"/>	Date Type: <input type="text" value="Date Booked"/>
Line of Business: <input type="text" value="All"/>	Date Range: <input type="text" value="10/30/2005"/> To: <input type="text" value="12/14/2005"/>
<input type="text" value="Package Total"/> <input type="text" value="AR/Valuable Papers"/> <input type="text" value="Commercial Auto"/> <input type="text" value="Personal Auto"/>	Amount Range: <input type="text"/> To: <input type="text"/>
Policy Number: <input type="text"/>	

Exclude all transactions where the effective date is after the search ending date.

All
 Paid
 Unpaid

Sort Field 1: Sort Order 1: Sort Field 2: Sort Order 2:

After clicking the **[Show]** link on the screen the filter options are displayed. After entering the search criteria, click the **Search** button to return all matches. Clicking the **Clear** button clears all the fields on the search filter.

Once the search results are returned, there may be more than one page of invoices. To get to the invoices on other pages, use the **Navigation Arrows** at the top of the list to navigate:

- Single Page Forward ►
- Single Page Back ◀
- Last Page ►|
- First Page |◀

The drop-down box to the right of the arrows with the number 1 displaying allows the selection of any available pages so it is possible to quickly jump to a page in the middle (such as page 3). Just find the number and click to go to the selected page. The **Display** drop-down box on the right allows more than the default of 7 items to display. Use the drop-down box to select the number desired.

<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/> Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#: </td> <td style="width: 50%; border: none;"> Receipt Total: \$0.00 Disbursements Total: \$80.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00 Virtual Receipt Total \$80.00 Description: Disb # AL ST MM/YY Recon </td> </tr> </table>	Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/> Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check#:	Receipt Total: \$0.00 Disbursements Total: \$80.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00 Virtual Receipt Total \$80.00 Description: Disb # AL ST MM/YY Recon	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting						
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Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	Delivery		
[View Unposted Invoices] Search Filter: [Show]									
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There are no results for Direct Bill.									

To identify the invoices included on the statement after filtering the list, find the matching invoice and click the box in the **Select** column to place a check mark indicating the item should be included as payment in full. To identify a partial amount, click the **Details** icon beside the invoice and enter the amount.

Once all the invoices have been identified and selected, click the **Pay All Selected** link on the Navigation toolbar.

Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/>		Receipt Total: \$0.00 Disbursements Total: \$80.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$0.00		Virtual Receipt Total: \$80.00 Description: Disb # AL ST MM/YY Recon				
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Reconciliation Summary	Pay All Selected	Print	Post	Abort	Save			
[View Unposted Invoices] Search Filter: [Show]								
Agency Bill [Select All] [Deselect All]								
<input checked="" type="checkbox"/>		12/14/2005	14417	Holiday Party Supplies	PR-90000-98	\$80.00	\$0.00	\$80.00
						This Page Total: \$80.00 \$0.00 \$80.00 All Pages Total: \$80.00 \$0.00 \$80.00		
There are no results for Direct Bill.								

A confirmation of the selections is displayed. Take a look at the information and if it is correct, click the **OK** link to include all the selections.

Pay All Selected


Agency Bill:

Total Items Selected: 1 Total Selected Amount: \$80.00
 Total Amount Paid: \$80.00

Direct Bill:

Total Items Selected: 0 Total Selected Amount: \$0.00
 Total Amount Paid: \$0.00

Click OK to accept payments as selected or Cancel to return to reconciliation process.

All invoices included now have a check in the **Select** box and are grayed out indicating they have been included. If a selection error was made, click the **Details**  icon of the invoice and enter a zero amount and save. This will open the invoice for reselection if necessary.

Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/> Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check #: Receipt Total: \$0.00 Disbursements Total: \$80.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$80.00 Description: Disb # AL ST MM/YY Recon	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting						
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There are no results for Direct Bill.							

Clicking the **Quick Navigation > Reconciliation Posting** link on the right side of the screen shows what accounts will be offset.

Reconciliation ID: 925 Entity Type: Tax Authority Name: Alabama State Tax Authority Posted: <input type="checkbox"/> Date Created: 12/14/2005 Created By: Mary Oberleitner Date Processed: Receipt/Check #: Receipt Total: \$0.00 Disbursements Total: \$80.00 Adjustments Total: \$0.00 Income/Receivable Total: \$0.00 Payable Total: \$80.00 Description: Disb # AL ST MM/YY Recon	Quick Navigation Header Receipts/Disbursements Transactions Adjustments Reconciliation Posting																
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Reconciliation Details <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account Number</th> <th style="text-align: left;">Account Description</th> <th style="text-align: right;">Debit</th> <th style="text-align: right;">Credit</th> </tr> </thead> <tbody> <tr> <td>02.001.0000.000.00.110910</td> <td>Reconciliation Clearing Acct</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$80.00</td> </tr> <tr> <td>02.001.0000.000.00.200200</td> <td>Tax Authority Payable</td> <td style="text-align: right;">\$80.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td style="text-align: right;">\$80.00</td> <td style="text-align: right;">\$80.00</td> </tr> </tbody> </table>		Account Number	Account Description	Debit	Credit	02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$80.00	02.001.0000.000.00.200200	Tax Authority Payable	\$80.00	\$0.00	Total:		\$80.00	\$80.00
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02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$80.00														
02.001.0000.000.00.200200	Tax Authority Payable	\$80.00	\$0.00														
Total:		\$80.00	\$80.00														

Click the **Post** link on the Navigation toolbar to post the reconciliation. Click **OK** if the reconciliation total looks correct.

Post Reconciliation


Reconciliation Total: **\$80.00**

General Ledger Posting	Account Description	Debit	Credit
02.001.0000.000.00.110910	Reconciliation Clearing Acct	\$0.00	\$80.00
02.001.0000.000.00.200200	Tax Authority Payable	\$80.00	\$0.00

Click OK to proceed or Cancel to return to reconciliation.

Reversing, Aborting and Removing Accounting Entries

Please refer to Chapter 6, “Reversing, Aborting, and Removing Accounting Entries” of this manual.

