Chapter 6: Unpresented items

Downloaded transactions in a client file include all **presented** items in each bank account. Bank Link has extensive facilities for dealing with **unpresented** cheques, deposits and withdrawals, which are described in full in this chapter.

When you want to account for unpresented cheques for a specific period, you tell BankLink Practice what the cheque ranges were for that period - BankLink Practice looks for the cheque range through the presented items, and where it finds any missing cheques, it adds them for you.

BankLink Practice doesn't know the value of these cheques, so you need to find out this information. Once you know the amount of a cheque you add it to the unpresented cheque and code it. In future downloads BankLink Practice looks for the outstanding cheques. Where it finds a match on both the cheque number and amount, BankLink Practice matches it off against the outstanding cheque. The outstanding unpresented cheque is marked as presented.

You can also account for unpresented withdrawals and deposits. In this case, because there is no specific bank reference for the unpresented item, you need to manually match the presented withdrawal or deposit against the unpresented withdrawal or deposit.

Any unpresented items you add to a client file are included in Coding Reports, BankLink Notes and BankLink Books files so can be sent to your clients for coding information.

This chapter covers:

- Unpresented cheques
- Unpresented withdrawals
- Unpresented deposits

Unpresented cheques

BankLink Practice transactions are an exact copy of your client's bank transactions. This means that to account for unpresented cheques, you must add them to your client's transactions in the software.

You enter unpresented cheques into BankLink Practice via the **Code Entries Screen**.

BankLink Practice automatically matches unpresented cheques when it identifies an exact match in the downloaded data.

You can match remaining unpresented cheques manually, when the items are finally presented and are downloaded into BankLink Practice.

BankLink Practice has extensive facilities for dealing with unpresented cheques. This section covers:

- Adding initial unpresented cheques
- Adding unpresented cheques
- Matching unpresented cheques
- Manually matching unpresented cheques where the amounts differ
- Balancing transactions
- Manually matching unpresented cheques where the cheque number differs
- Un-matching unpresented cheques
- Deleting unpresented cheques
- Cancelling unpresented cheques

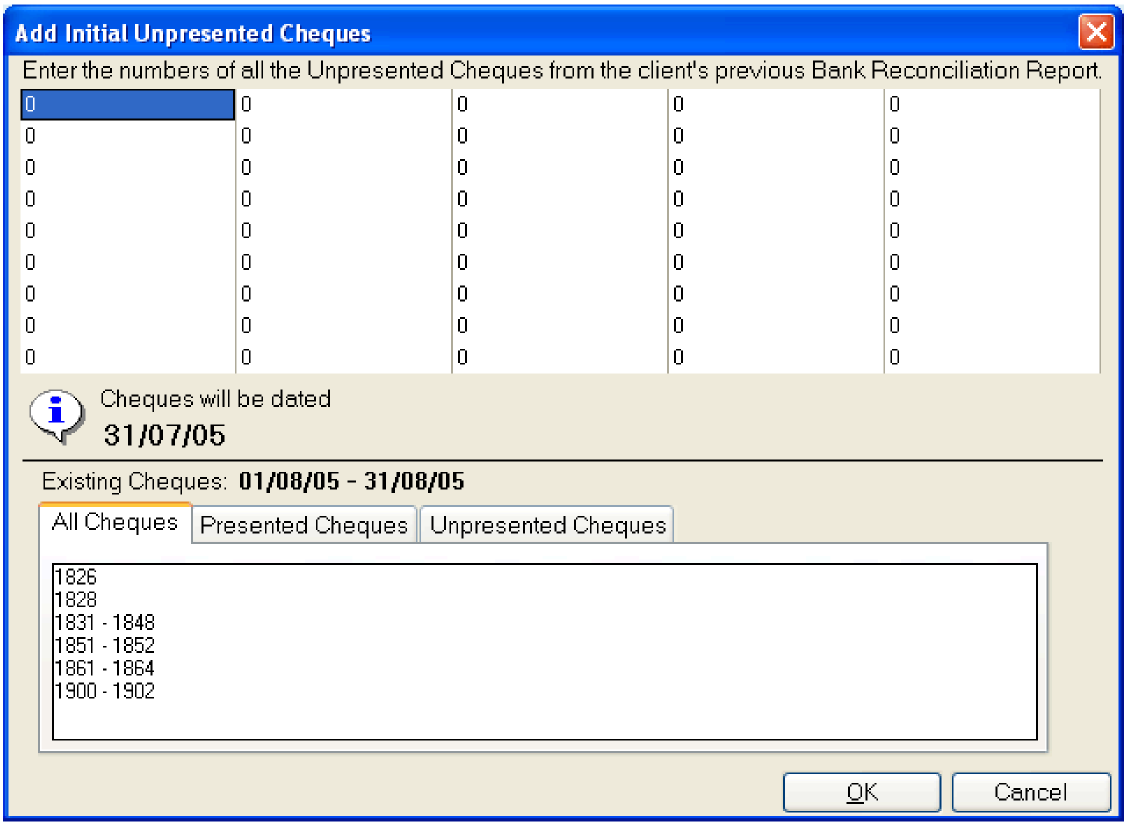
Adding initial unpresented cheques

The first time you process a client in BankLink Practice, there may be transactions in the downloaded data that have already been entered as unpresented cheques in your main accounting system, or belong to a prior accounting period. In this case, you must tell BankLink Practice which cheques to remove from the current processing period to avoid duplicating entries in your general ledger.

To add initial unpresented cheques:

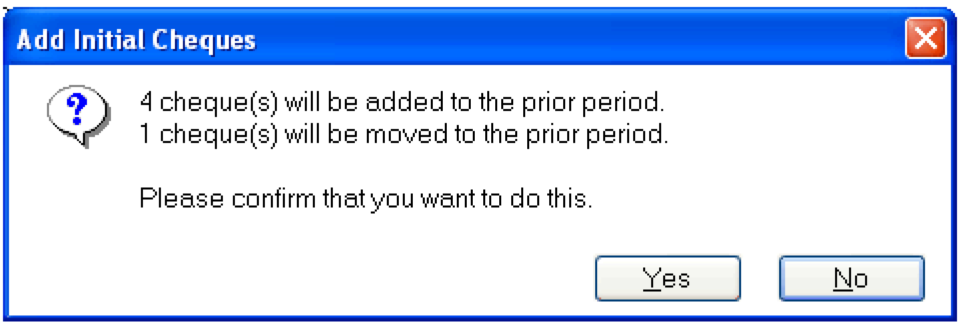
1. Open the **Code Entries Screen**
2. Click the arrow to the right of the **UPC** button and then click **Add Initial Cheques**

   BankLink Practice displays the **Add Initial Unpresented Cheques** window



3. Enter the required cheque number(s)
4. Click **OK**

   BankLink Practice displays the **Add Initial Cheque(s)** window



There are two possible responses you receive in this window:

- (x) cheque(s) will be added to the prior period - meaning that BankLink Practice has not found these cheques presented in the current period
- (x) cheque(s) will be moved to the prior period - meaning that BankLink Practice has found these cheques presented in the current period

5 Click **Yes** to add the initial unpresented cheque(s)

For any cheque that is to be added, BankLink Practice adds it to the prior period, adds **UPC** to the cheque number and a value of **$0.00** (in red) as the value is as yet unknown to BankLink Practice)

For any cheque that BankLink Practice recognises as having been presented in the current period, BankLink Practice moves the cheque into the prior period, adds **UPC*** to the cheque number and adds a presentation date (**BS Date**) to the cheque - the * indicates that an unpresented cheque has been presented.

BankLink Practice adds or moves the initial cheques to the day immediately preceding the first day of the current coding range. Make sure that coding dates selected are from the 1st day of the month. For example, if the first day of data is the 2nd, and you leave this date as the default when opening the **Code Entries Screen**, BankLink Practice adds any initial cheques as dated the 1st instead of the last day of the previous month.

Only use the Add Initial Unpresented Cheques facility the **first** time you code data in BankLink Practice. To add UPCs in all other periods use the **Add Unpresented Cheques** button in the **Code Entries Screen**.

To insert amounts to unpresented cheques:

1 In the **Code Entries Screen**, double click the **Amount** field of the unpresented cheque

You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

BankLink Practice displays the **New Amount** window

2 Enter the value

3 Click **OK**

4 Repeat steps 1-3 until you have assigned an amount to all the added UPCs

Adding unpresented cheques

You enter unpresented cheques into BankLink Practice via the **Code Entries Screen**. The **Add Unpresented Cheques** facility allows you to enter the first and last number of each cheque range used by a client within a coding period.

BankLink Practice compares the cheque numbers that you enter with all the cheques in the bank account you are working on.

Any cheques that are not found are added as unpresented cheques on the last day of the current coding period.

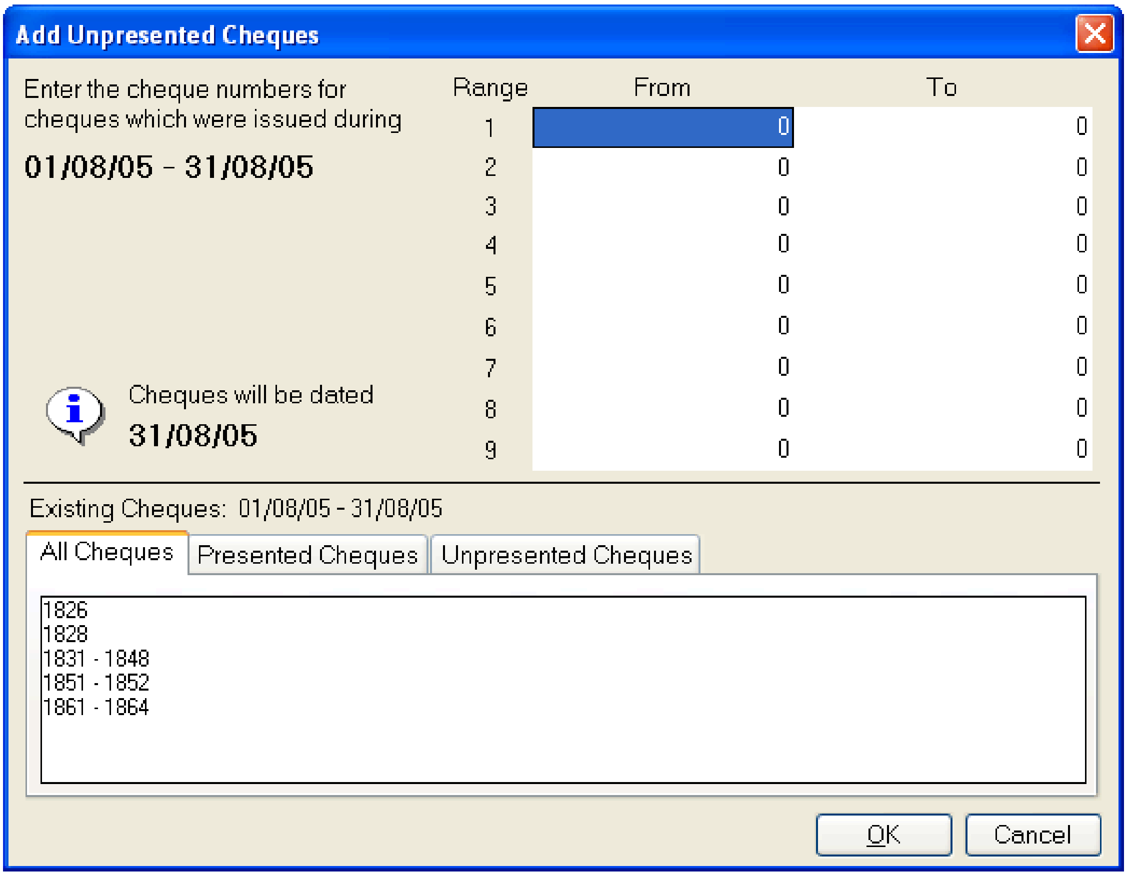
Cheques which are found in a future period's data are removed and added to the last day of the current coding period.

To add unpresented cheques:

1 Ensure that the period in which you want to enter the cheques is open in the **Code Entries Screen**

2 Click the **UPC** button (**Ctrl+Insert**)

BankLink Practice displays the **Add Unpresented Cheques** window



This window shows the current coding period and the existing cheques, which are present in this period. These are displayed in the lower part of the window in three tabs headed:

- All Cheques
- Presented Cheques
- Unpresented Cheques

The information hint shows the date on which BankLink Practice will create any unpresented cheques.

3. Enter the first and last cheque numbers for the ranges used in this period **-** you can add up to nine cheque ranges at the same time
4. Click **OK**

   BankLink Practice displays the **Add Unpresented Cheque(s)** confirmation window, showing how many cheques are to be added or moved
5. Click **Yes** to add the unpresented cheques

When adding unpresented cheques ensure that the last day of the coding period is the day you want to recognise the cheques as being unpresented.

BankLink Practice compares the added cheque ranges with all existing cheques (including unpresented cheques) in this bank account. Cheques that are not found are added as unpresented cheques on the last day of the current coding period.

BankLink Practice adds the unpresented cheques to the **Code Entries Screen**

Coding Range 01/08/05 to 31/08/05

S	Date ▼	Reference	Account	Amount	Narration
	31/08/05	UPC 1900		0.00	
	31/08/05	UPC 1901		0.00	
	31/08/05	UPC 1902		0.00	

Unpresented cheques have the following characteristics:

- They are added on the last day of the current coding period
- **UPC** displays before the cheque number in the **Reference** column
- They are added without an amount (0.00)
- The 0.00 appears in red, reminding you to add an amount.

To insert amounts to unpresented cheques:

1. In the **Code Entries Screen**, double click the **Amount** field of the unpresented cheque

   You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

   BankLink Practice displays the **New Amount** window
2. Enter the value
3. Click **OK**
4. Repeat steps 1-3 until you have assigned an amount to all the added UPCs

Matching unpresented cheques

BankLink Practice attempts to automatically match unpresented cheques:

- when they are added
- when new transactions are retrieved into the client file

Automatic matching when adding unpresented cheques

BankLink Practice tries to match each unpresented cheque added to the **Code Entries Screen** with cheques presented in a future period. The match is made on cheque number alone.

If BankLink Practice finds a match, it removes the presented cheque from the future period and copies the details of this transaction to the unpresented cheque. The unpresented cheque is then labelled UPC* indicating that it has been matched with a presented item.

Automatic matching during retrieval

BankLink Practice tries to match unpresented cheques with presented cheques each time data is retrieved into a client file. An automatic match is made when a cheque in the downloaded data has the same cheque number **and amount** as an unpresented cheque added to a prior period.

When BankLink Practice finds a match, it removes the cheque from the period in which it was presented. During the automatic matching process:

- The narrative fields of the unpresented cheque are amended to contain the actual details of the transaction processed by the bank
- The bank statement date (**BS Date**) of the unpresented cheque reflects the presentation date of the downloaded transaction
- An * is added to the UPC label in the **Reference** column to indicate that the unpresented cheque has been matched (reconciled)

Manually matching unpresented cheques where the amounts differ

BankLink Practice automatically matches unpresented cheques when you add them if a match exists in a future period's data. When new transactions are retrieved into a client file, BankLink Practice automatically matches UPCs against presented cheques where both the cheque number **and** amount match.

If BankLink Practice does not match an unpresented cheque when it presented, it is because the amounts do not match. This can be because:

- When you created the unpresented item and BankLink Practice defaulted an amount of 0.00, you did not subsequently amend the amount
- The amount of the UPC was entered incorrectly (for example: the figures are transposed or the cents have been left off)

In both cases, you need to amend the UPC amount so that it is correct and then manually match it.

BankLink Practice colours the **Reference** field green to indicate that the cheque number is the same as an unpresented cheque added to a prior period but that the amount differs. When the cursor is placed on this transaction BankLink Practice:

- Sounds its alarm
- Displays the label **[REF!]** on the Status Bar at the foot of the screen

To alter amounts of unpresented cheques:

1. In the **Code Entries Screen**, double click the **Amount** field of the unpresented cheque

   You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

   BankLink Practice displays the **New Amount** window
2. Enter the new **Amount**
3. Click **OK**

To manually match unpresented cheques:

1. In the **Code Entries Screen**, click on the presented cheque you want to match
2. Click the arrow to the right of the **UPC** button and then click **Match Unpresented Items**

   BankLink Practice displays the **Match Unpresented Item** window, showing a list of all unpresented cheques that have not been matched
3. Click on the required UPC from the list

   Check that you have selected the correct UPC

   BankLink Practice displays the **Confirm Match** window
4. Click **Yes** to confirm the match

Balancing transactions

BankLink Practice only creates a balancing transaction when you manually match a presented item of one amount with an unpresented item of another. BankLink Practice creates the balancing transaction for the same day as the presented item with an amount that reflects the difference between the two.

BankLink Practice does not code the balancing transaction when it creates it. The way in which you code them affects how the GST portion of these transactions appear in the GST return, either in the body of the return or shown as an adjustment.

If the unpresented item is not part of a transferred or finalised period, you can avoid the creation of a balancing transaction by changing the amount of the UPI before it is manually matched.

To change the amount of an unpresented item:

1 In the **Code Entries Screen**, double click the **Amount** field of the unpresented item

You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

BankLink Practice displays the **New Amount** window

2 Enter the **Amount**

3 Click **OK**

BankLink Practice does not allow you to change the amount of an unmatched item if either the √ or the lock symbol is present in the **Status** column of the **Code Entries Screen**.

When balancing transactions are created as the result of matching you can click on the status bar to view information about related transactions

Manually matching unpresented cheques where the cheque numbers differ

BankLink Practice automatically matches most unpresented cheques following a data download, providing that the cheque number and amount match. However, BankLink Practice does not make a match if a different cheque number is recorded as the reference for an unpresented item when it is added.

BankLink Practice colours the **Amount** field green to indicate that the cheque value matches an unpresented cheque added to a prior period but that the cheque number differs. When the cursor is placed on this transaction BankLink Practice:

- Sounds its alarm
- Displays the label [**AMT!**] on the Status Bar at the foot of the screen

To manually match unpresented cheques:

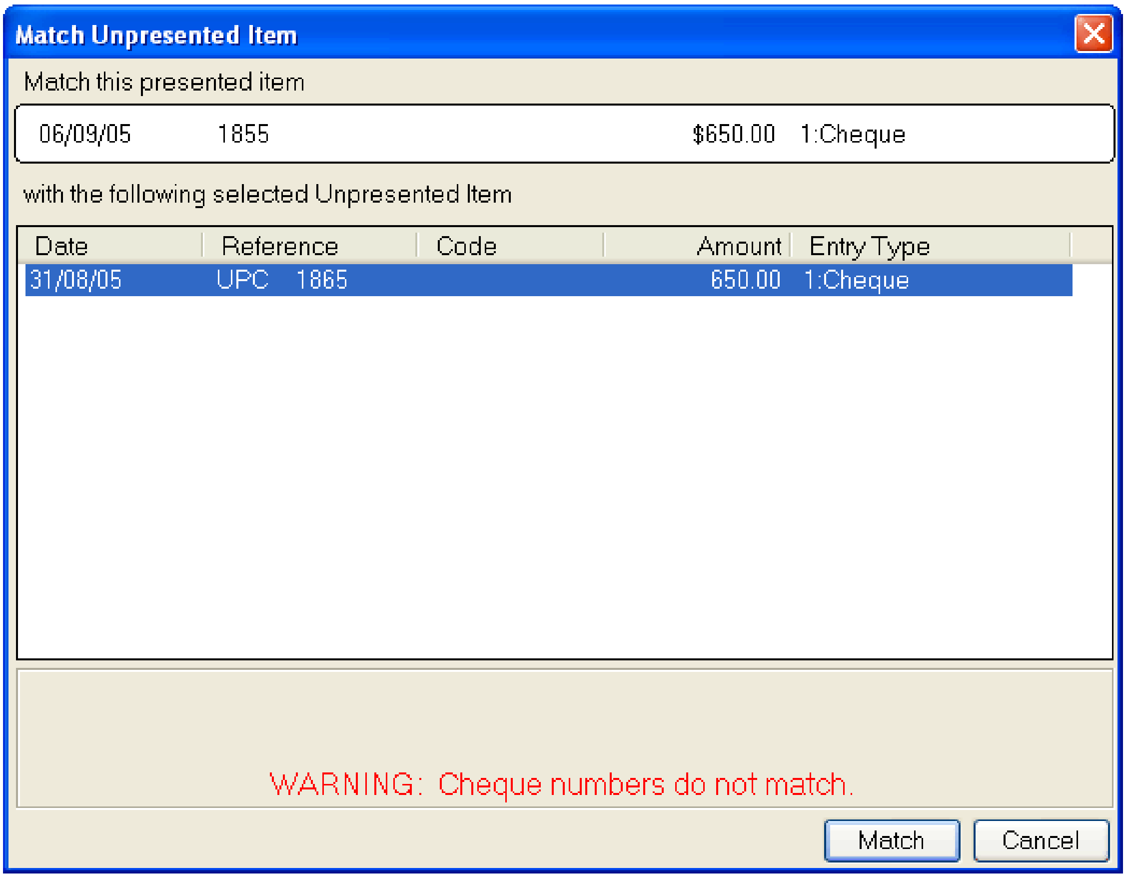
1 In the **Code Entries Screen**, click on the presented cheque you want to match

2 Click the arrow to the right of the **UPC** button and then click **Match Unpresented Items**

BankLink Practice displays the **Match Unpresented Item** window, showing a list of all unpresented cheques that have not been matched

3 Click on the required UPC from the list

BankLink displays the **Match Unpresented Item** window



At the bottom of this window you are warned that the cheque numbers do not match

4 Click **Match** to manually match the transactions

BankLink Practice displays the **Confirm Match** window

5 Click **Yes** to confirm the match

Un-Matching unpresented cheques

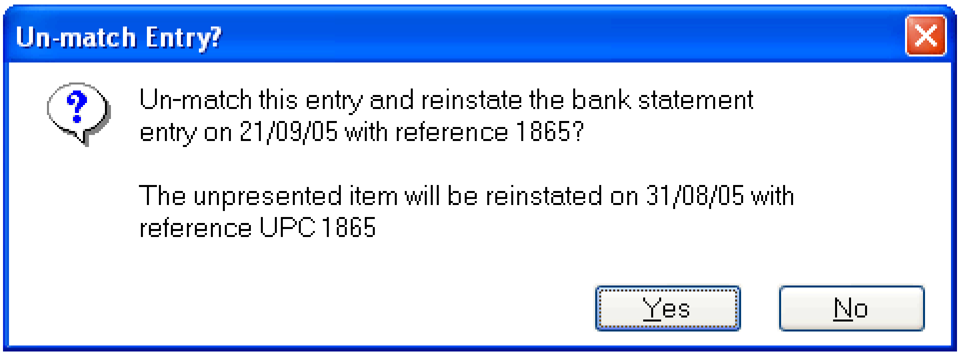
If you have matched unpresented cheques in error, the matching needs to be reversed. BankLink Practice calls this process **un-matching**.

To un-match an unpresented cheque:

1 Click on the **UPC*** you want to un-match

2 Hold down the **Ctrl** key and press **Delete**, (**Ctrl+Delete**)

BankLink Practice displays the **Un-match Entry?** window, informing you what happens during un-matching - you are prompted to answer Yes or No



3 Click **Yes** to un-match the unpresented cheque

BankLink Practice cannot un-match if the transfer flags have been set and/or the period finalised - you have to clear the transfer flags and/or unlock the period - see Flagging transactions in Chapter 16: Transferring coded data to your accounting system.

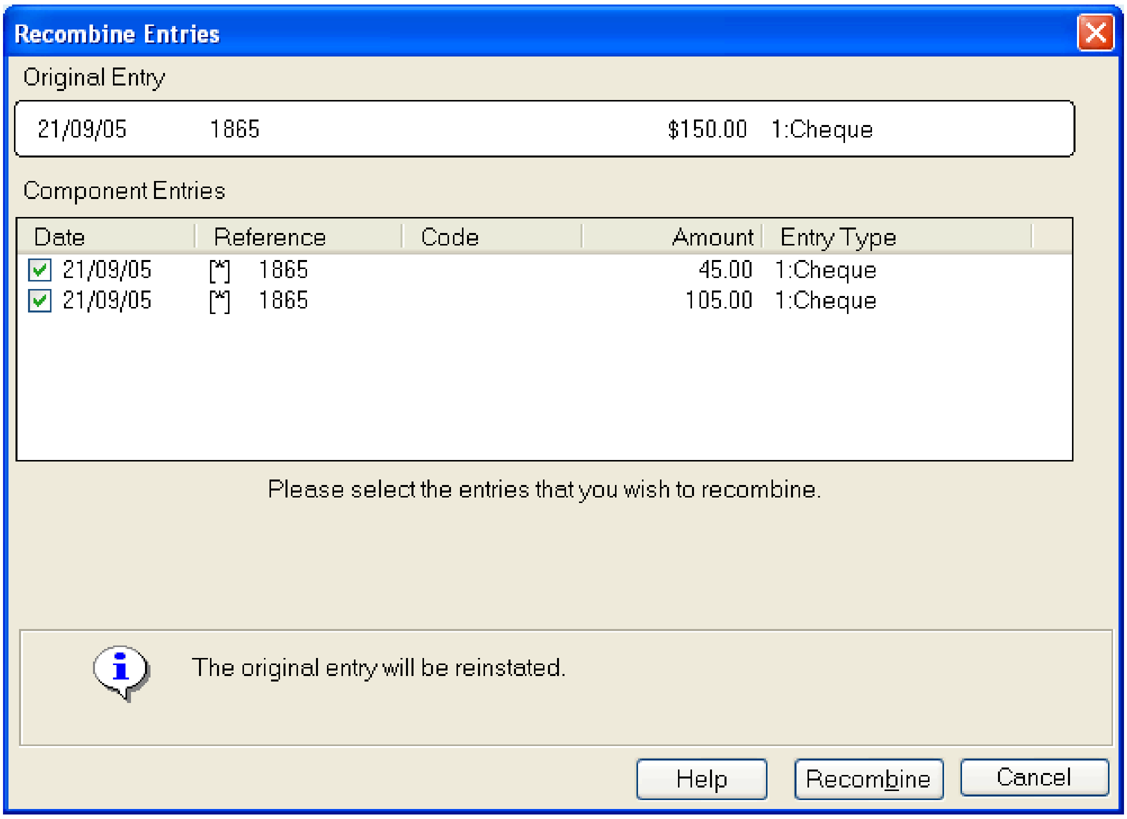
If BankLink Practice creates a balancing transaction when you manually match an unpresented cheque, you can re-combine it with the matched component after un-matching it. This reinstates the bank statement entry in its original amount.

To recombine balancing transactions:

1 In the **Code Entries Screen**, click on one of the balancing transactions

2 Click the arrow to the right of the **UPC** button and then click **Recombine Entries**

BankLink Practice displays the **Recombine Entries** window, showing the original entry and a list of all the balancing transactions derived from it:



3 Select the balancing transactions you want to recombine by clicking on the check box so that a tick appears - you must select at least two entries

4 Click **Recombine**

5 You can view the original entry in the **Code Entries Screen.**

Clicking in the **Account** field on a matched UPC* displays the original entry which it was matched against in the Status Bar at the foot of the **Code Entries Screen**. Clicking in the **Account** field on a balancing transaction displays the original cheque from which it is derived.

Clicking on the Status Bar details all the transactions linked to the original entry.

Deleting unpresented cheques

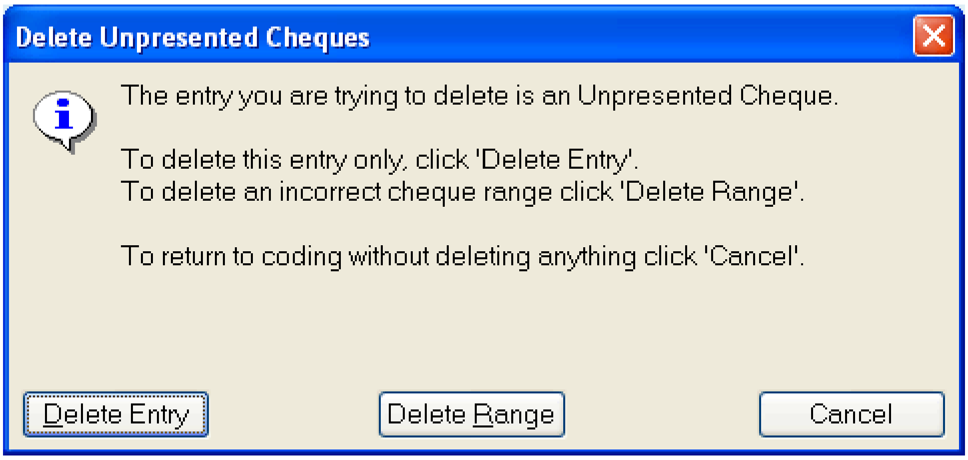
There may be occasions when you need to delete an unpresented cheque or range of unpresented cheques that you have added in error.

Only unmatched UPCs can be deleted via this range method. To delete matched UPCs, you must un-match them first (see Un-matching unpresented cheques)

To delete an unpresented cheque:

1. In the **Code Entries Screen**, click on the unpresented cheque you want to delete
2. Hold down the control key and press delete (**Ctrl+Delete**)

   BankLink Practice displays the **Delete Unpresented Item(s)** window



3. Select from:
   - **Delete Entry** to delete the entry
   - **Delete Range** to delete a range
   - **Cancel** to abort this process and return to the **Code Entries Screen**
4. If you select **Delete Range**:
   - Enter the range you want to delete
5. Click **OK**

You can only do this if you have not already transferred the transaction to your main accounting system.

Cancelling unpresented cheques

You may add an unpresented cheque to the transactions in your client file that is subsequently cancelled or lost, in other words it is never presented at the bank. In this case, you can delete the unmatched UPC in the normal manner unless it is in:

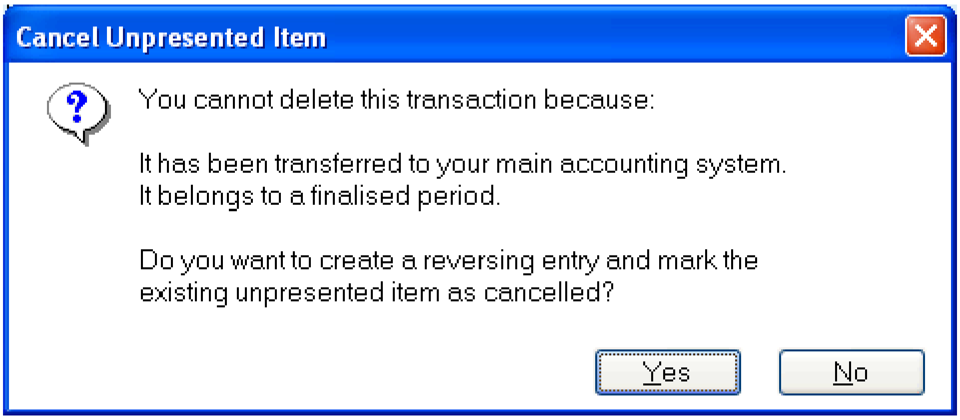
- A coding period that has been finalised for tax purposes
- A coding period that has been transferred to your main accounting system

A period that has been finalised is flagged with the lock symbol, while a transferred period is flagged with the √ symbol in the **Status** column of the **Code Entries** window

To cancel an unpresented cheque:

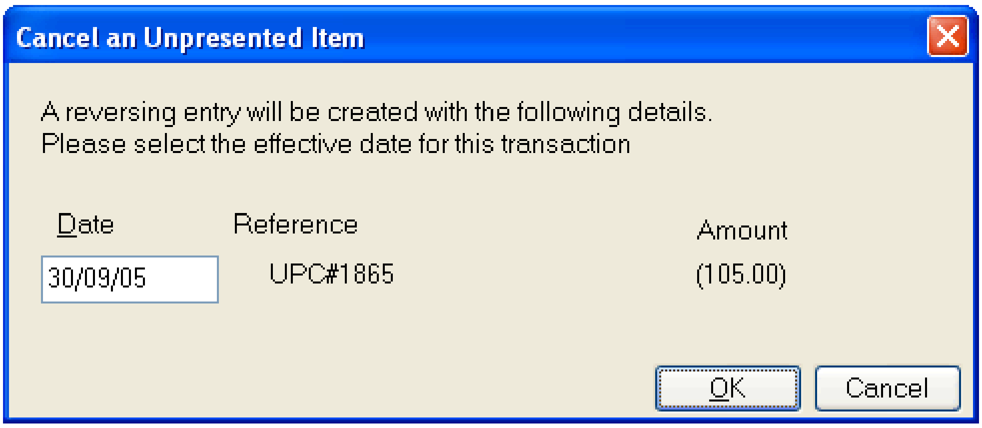
1. In the **Code Entries Screen**, click on the unpresented cheque that you want to cancel
2. Hold down the control key and press delete (**Ctrl+Delete**)

   BankLink Practice displays the **Cancel Unpresented Item** window confirming you that you cannot delete this transaction and prompting you to cancel the item



3. Click **Yes** (**Alt+Y**) to continue

   BankLink Practice displays the **Cancel an Unpresented Item** window



4. Click in the **Date** field and enter the date on which you want the reversal to be created

   BankLink Practice defaults the date to the month end of the first month after the unpresented cheque which contains no transferred or finalised entries. You may change this date if you want to account for the cancellation in a different period.
5. Click **OK** to cancel the unpresented cheque

During the cancellation process:

- The bank statement date (**BS Date**) of the unpresented cheque is set to the date on which the reversing entry is created
- **# is added to the UPC** label in the **Reference** column to indicate that the unpresented cheque has been cancelled, i.e. the unpresented cheque has been reconciled
- A reversing transaction is created in a future period - you need to code this entry

Unpresented withdrawals

BankLink Practice transactions are an exact copy of transactions presented to your client's bank accounts; so to account for **unpresented** withdrawals in BankLink Practice you have to manually add them to your client's transactions.

You enter unpresented withdrawals into BankLink via the **Code Entries Screen**.

You can match unpresented withdrawals manually when they are finally presented and appear in BankLink Practice as a downloaded transaction.

BankLink Practice provides extensive facilities for dealing with unpresented withdrawals. This section covers:

- Adding initial unpresented withdrawals
- Adding unpresented withdrawals
- Matching unpresented withdrawals
- Un-matching unpresented withdrawals
- Deleting unpresented withdrawals
- Cancelling unpresented withdrawals

Adding initial unpresented withdrawals

The first time you process a client in BankLink Practice, there may be transactions in the downloaded data that have already been entered as unpresented withdrawals in your main accounting system, or which need to be accounted for in a prior period. In this case, you must tell BankLink Practice which withdrawals to remove from the current processing period to avoid duplicating entries in your general ledger. In order to achieve this, you have to add an initial unpresented withdrawal and then manually match it with the corresponding withdrawal in your downloaded data.

Firstly, add the initial unpresented **withdrawals** for the client. This allows you to access the **Code Entries Screen** for the prior period. Add the initial unpresented withdrawals in exactly the same way as you would add a normal UPW.

To add initial unpresented withdrawals:

1 Open the **Code Entries Screen**

2 Click the arrow to the right of the **UPC** button and then click **Add Initial withdrawals**

BankLink Practice displays the **Add Initial Withdrawals** window

3 Enter the **Reference** and **Amount**

4 Click **OK**

BankLink Practice displays the **Add Initial Withdrawals** confirmation window

5 Click **Yes** to add the initial unpresented withdrawal

For any withdrawal that is to be added, BankLink Practice adds it to the prior period with **UPW** added to the Reference.

BankLink Practice adds or moves the initial withdrawals to the day immediately preceding the first day of the current coding range. Make sure that coding dates selected are from the 1st day of the month. For example, if the first day of data is the 2nd, and you leave this date as the default when opening the **Code Entries Screen**, BankLink Practice adds any initial withdrawals as dated the 1st instead of the last day of the previous month.

Only use the Add Initial Withdrawals facility the **first** time you code data in BankLink Practice. To add UPWs in all other periods use the Add Unpresented Withdrawals button in the Code Entries screen.

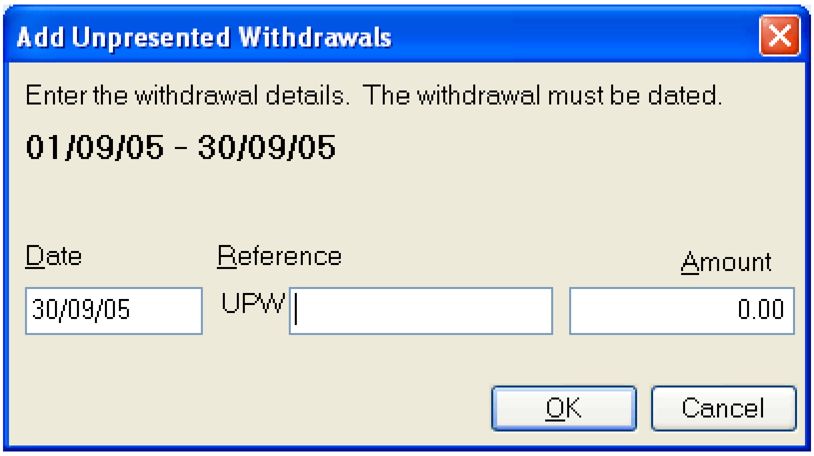
Adding unpresented withdrawals

You enter unpresented withdrawals into BankLink Practice in a similar manner to unpresented cheques.

To add unpresented withdrawals:

1 In the **Code Entries Screen**, click the arrow to the right of the **Unpresented Cheques** button and then click **Add Unpresented Withdrawals**

BankLink Practice displays the **Add Unpresented Withdrawals** window, showing the current accounting period



2 Click in the **Date** field and enter a date

3 Click in the **Reference** field and add a reference if required

4 Click in the **Amount** field and enter the amount

5 Click **OK** to add the unpresented withdrawal

6 Repeat steps 1-5 to add each unpresented withdrawal

BankLink Practice adds the unpresented withdrawal to the **Code Entries Screen**:

If an unpresented withdrawal has been entered with the wrong amount, change the amount in the **Code Entries Screen**.

To change the amount of an unpresented withdrawal:

1 In the **Code Entries Screen**, double click the **Amount** field of the unpresented withdrawal

You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

BankLink Practice displays the **New Amount** window

2 Enter the **Amount**

3 Click **OK**

Remember that BankLink Practice cannot automatically match withdrawals. You have to manually match the unpresented withdrawal.

Matching unpresented withdrawals

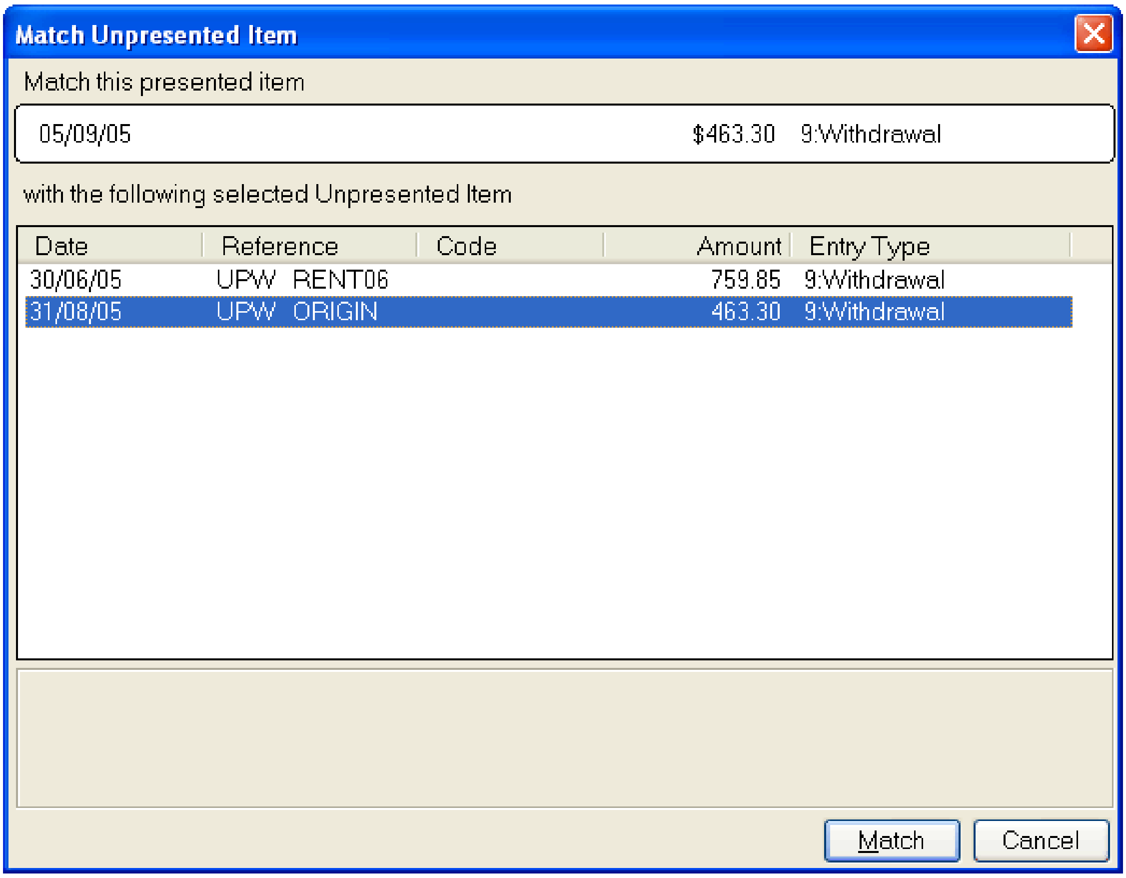
You have to manually match all unpresented withdrawals during transaction coding.

In the **Code Entries Screen**, withdrawals with the same amount as an unpresented withdrawal from a previous period are highlighted. BankLink Practice colours the Amount field of the presented withdrawal green.

To manually match unpresented withdrawals:

1. In the **Code Entries Screen**, click on the presented withdrawal you want to match.
2. Click the arrow to the right of the **Unpresented Withdrawals** button and then click **Match Unpresented Items**

   BankLink Practice displays the **Match Unpresented Item** window, showing a list of all unpresented withdrawals that have not been reconciled



3. Select the unpresented withdrawal that matches the transaction in the **Code Entries Screen**
4. Click **Match**

   BankLink Practice displays the **Confirm Match** window prompting you to confirm the match
5. Click **Yes** to make the match

When you make a match, BankLink Practice removes the withdrawal from the period in which it was presented. During the matching process:

- BankLink Practice amends the narrative fields of the unpresented withdrawal to contain the actual details of the transaction processed by the bank.
- The bank statement date (**BS Date**) of the unpresented withdrawal reflects the presentation date of the downloaded withdrawal.

- BankLink Practice adds an * to the **UPW** label in the **Reference** column to indicate that the unpresented withdrawal has been matched (reconciled).

Balancing transactions

BankLink Practice only creates a balancing transaction when you manually match a presented item of one amount with an unpresented item of another. BankLink Practice creates the balancing transaction for the same day as the presented item with an amount that reflects the difference between the two.

BankLink Practice does not code the balancing transaction when it creates it. The way in which you code them affects how the GST portion of these transactions appear in the GST return, either in the body of the return or shown as an adjustment.

If the unpresented item is not part of a transferred or finalised period, you can avoid the creation of a balancing transaction by changing the amount of the UPI before it is manually matched.

To change the amount of an unpresented item:

1 In the **Code Entries Screen**, double click the **Amount** field of the unpresented item

You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

BankLink Practice displays the **New Amount** window

2 Enter the **Amount**

3 Click **OK**

BankLink Practice does not allow you to change the amount of an unmatched item if either the √ or the lock symbol is present in the **Status** column of the **Code Entries Screen**.

When balancing transactions are created as the result of matching you can click on the status bar to view information about related transactions

Un-matching unpresented withdrawals

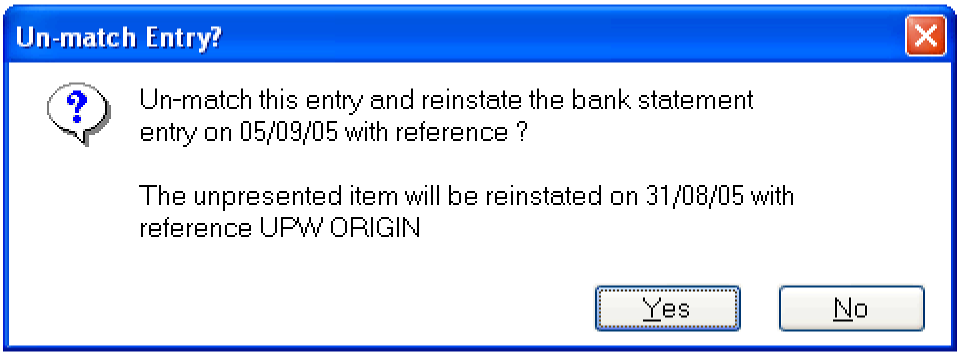
If you manually match a presented withdrawal with the wrong UPW then the process has to be reversed. You do this by **un-matching** the unpresented withdrawal.

To un-match an unpresented withdrawal:

1 In the **Code Entries Screen**, click on the UPW* you want to un-match

2 Hold down the control key and press delete (**Ctrl+Delete**)

BankLink Practice displays the **Un-match Entry?** window, confirming what happens during un-matching - you are prompted to answer Yes or No



3 Click **Yes** to un-match the unpresented withdrawal

If BankLink Practice creates a balancing transaction when you match an unpresented withdrawal, you can re-combine it with the matched component after un-matching it. This reinstates the bank statement entry in its original amount.

To recombine balancing transactions:

1 In the **Code Entries Screen**, click on one of the balancing transactions

2 Click the arrow to the right of the **UPC** button, then click **Recombine Entries**

BankLink Practice displays the **Recombine Entries** window, showing the original entry and a list of all the balancing transactions derived from it:

3 Select the balancing transactions that you want to recombine by clicking on the check boxes so that a tick appears - you must select at least two entries

4 Click **Recombine**

You can see the original entry in the **Code Entries Screen**

Deleting unpresented withdrawals

There may be occasions when you need to delete an unpresented withdrawal added in error.

Only unmatched UPWs can be deleted.

To delete an unpresented withdrawal:

1. In the **Code Entries Screen**, click on the unpresented withdrawal you want to delete
2. Hold down the control key and press delete (**Ctrl+Delete**)

   BankLink Practice displays the **Delete Entry** window
3. Click **Yes** to delete the unpresented withdrawal

If you have already finalised the period, BankLink Practice prompts you to create a reversing entry.

Cancelling unpresented withdrawals

BankLink Practice does not let you delete an unpresented withdrawal if:

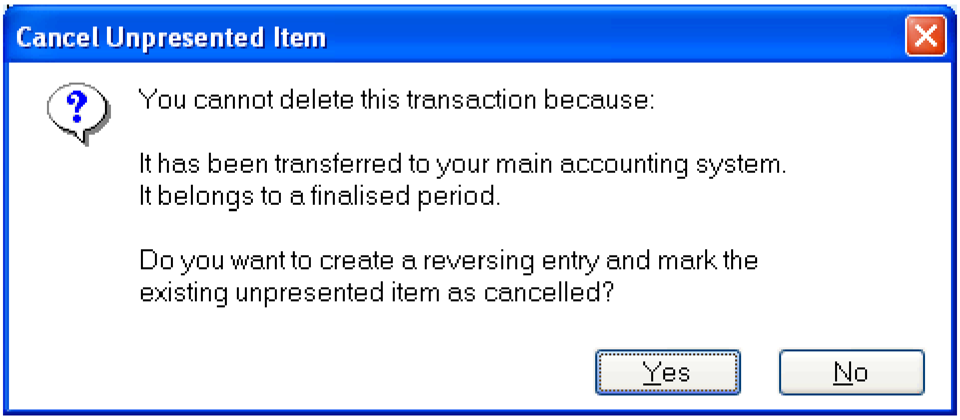
- The UPW has been finalised for tax purposes
- The UPW has been transferred to your main accounting system

An entry that has been finalised is flagged with the lock symbol, while a transferred entry is flagged with the √ symbol in the **Status** column of the **Code Entries Screen**.

To cancel an unpresented withdrawal:

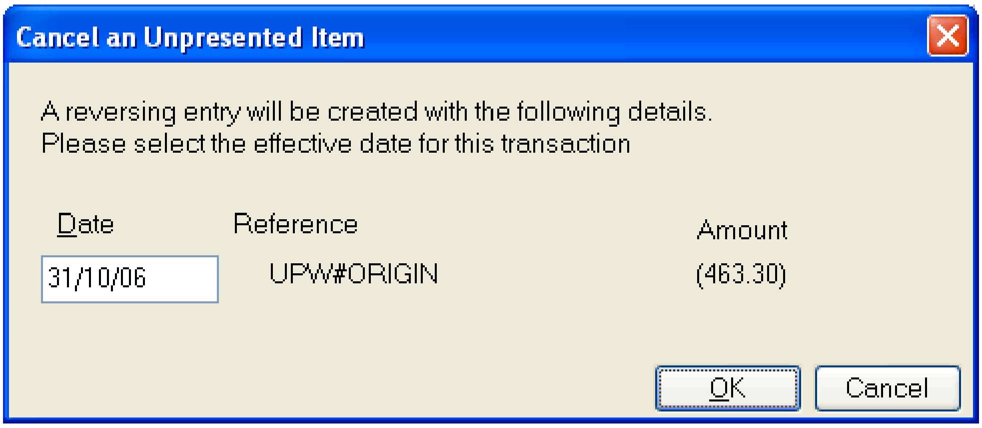
1. In the **Code Entries Screen**, click on the unpresented withdrawal you want to cancel
2. Hold down the control key and press delete, (**Ctrl+Delete**)

   BankLink Practice displays the **Cancel Unpresented Item** window, confirming that you cannot delete this transaction and prompting you to create a reversing entry



3. Click **Yes** to continue

   BankLink Practice displays the **Cancel an Unpresented Item** window



4. Click in the **Date** field (D) and enter the date on which you want BankLink Practice to create the reversing transaction
5. Click **OK** to cancel the unpresented withdrawal

During the cancellation process:

- The bank statement date (**BS Date**) of the unpresented withdrawal is the date on which you created the reversing transaction

- **#** is added to the **UPW** label in the Reference column to indicate that the unpresented withdrawal has been cancelled - the unpresented withdrawal has been reconciled
- A reversing transaction is created in a future period.

Unpresented deposits

BankLink transactions are an exact copy of transactions presented to your client's bank accounts, so to account for **unpresented** deposits in BankLink Practice; you have to manually add them to your client's transactions.

You enter unpresented deposits into BankLink Practice via the **Code Entries Screen**.

You can match unpresented deposits manually when they are finally presented and appear in BankLink Practice as a downloaded transaction.

BankLink Practice provides extensive facilities for dealing with unpresented deposits. This section covers:

- Adding initial unpresented deposits
- Adding unpresented deposits
- Matching unpresented deposits
- Un-Matching unpresented deposits
- Deleting unpresented deposits
- Cancelling unpresented deposits

Adding initial unpresented deposits

The first time you process a client in BankLink Practice, there may be transactions in the downloaded data that have already been entered as unpresented deposits in your main accounting system, or which need to be accounted for in a prior period. In this case, you must tell BankLink Practice which deposits to remove from the current processing period to avoid duplicating entries in your general ledger. In order to achieve this, you have to add an initial unpresented deposit and then manually match it with the corresponding deposit in your downloaded data.

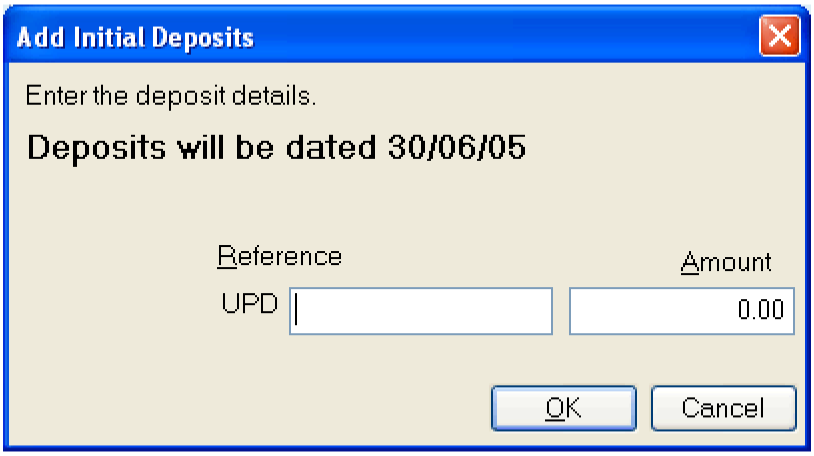
Firstly, add the initial unpresented **cheques** for the client. This allows you to access the **Code Entries Screen** for the prior period. Add the initial unpresented deposits in exactly the same way as you would add a normal UPD.

To add initial unpresented deposits:

1 Open the **Code Entries Screen**

2 Click the arrow to the right of the **UPC** button and then click **Add Initial Deposits**

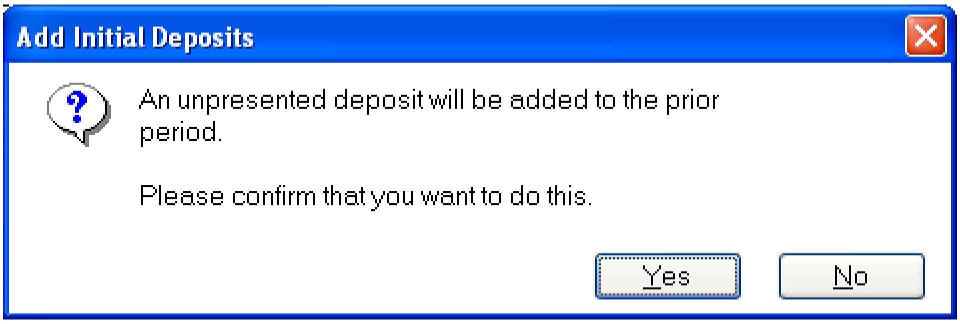
BankLink Practice displays the **Add Initial Deposits** window



3 Enter the **Reference** and **Amount**

4 Click **OK**

BankLink Practice displays the **Add Initial Deposits** confirmation window



5 Click **Yes** to add the initial unpresented deposit

For any deposit that is to be added, BankLink Practice adds it to the prior period with **UPD** added to the Reference.

BankLink Practice adds or moves the initial deposits to the day immediately preceding the first day of the current coding range. Make sure that coding dates selected are from the 1st day of the month. For example, if the first day of data is the 2nd, and you leave this date as the default when opening the **Code Entries Screen**, BankLink Practice adds any initial deposits as dated the 1st instead of the last day of the previous month.

Only use the Add Initial Deposits facility the **first** time you code data in BankLink Practice. To add UPDs in all other periods use the Add Unpresented Deposits button in the Code Entries screen.

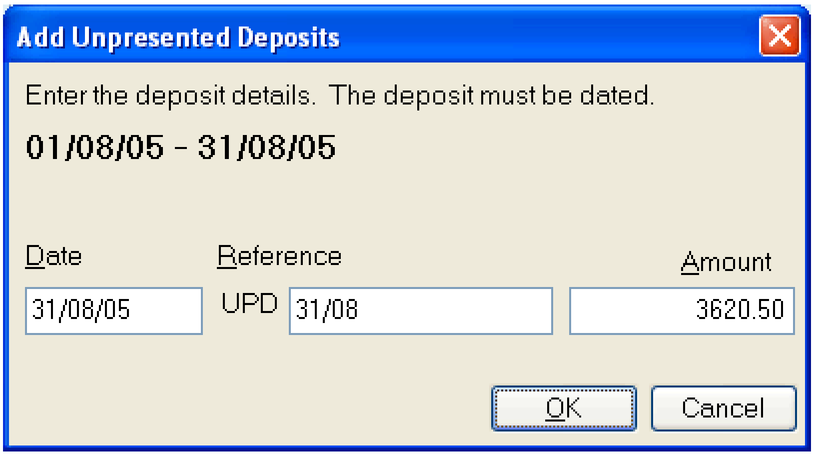
Adding unpresented deposits

You enter unpresented deposits into BankLink Practice in a similar manner to unpresented cheques.

To add unpresented deposits:

1. In the **Code Entries Screen**, click the arrow to the right of the **UPC** button and then click **Add Unpresented Deposits**

   BankLink Practice displays the **Add an Unpresented Deposits** window, showing the current accounting period



2. Click in the **Date** field and enter a date
3. Click in the **Reference** field and add a reference if required
4. Click in the **Amount** field and enter the amount
5. Click **OK** to add the unpresented deposit
6. Repeat steps 1-5 to add each unpresented deposit

   BankLink Practice adds the unpresented deposit to the **Code Entries Screen**:

S	Date ▼	Reference	Account	Amount	Narration
	31/08/05	1851		644.04	CHEQUE WITHDRAWAL
	31/08/05	UPD 31/08		(3,620.50)	

If an unpresented deposit has been entered with the wrong amount, change the amount in the **Code Entries Screen**.

To change the amount of an unpresented deposit:

1. In the **Code Entries Screen**, double click the **Amount** field of the unpresented deposit

   You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

   BankLink Practice displays the **New Amount** window

2. Enter the new **Amount**
3. Click **OK**

Remember that BankLink Practice cannot automatically match deposits. You have to manually match the initial unpresented deposit.

Matching unpresented deposits

You have to manually match all unpresented deposits during transaction coding.

In the **Code Entries Screen**, deposits with the same amount as an unpresented deposit from a previous period are highlighted. BankLink Practice colours the Amount field of the presented deposit green.

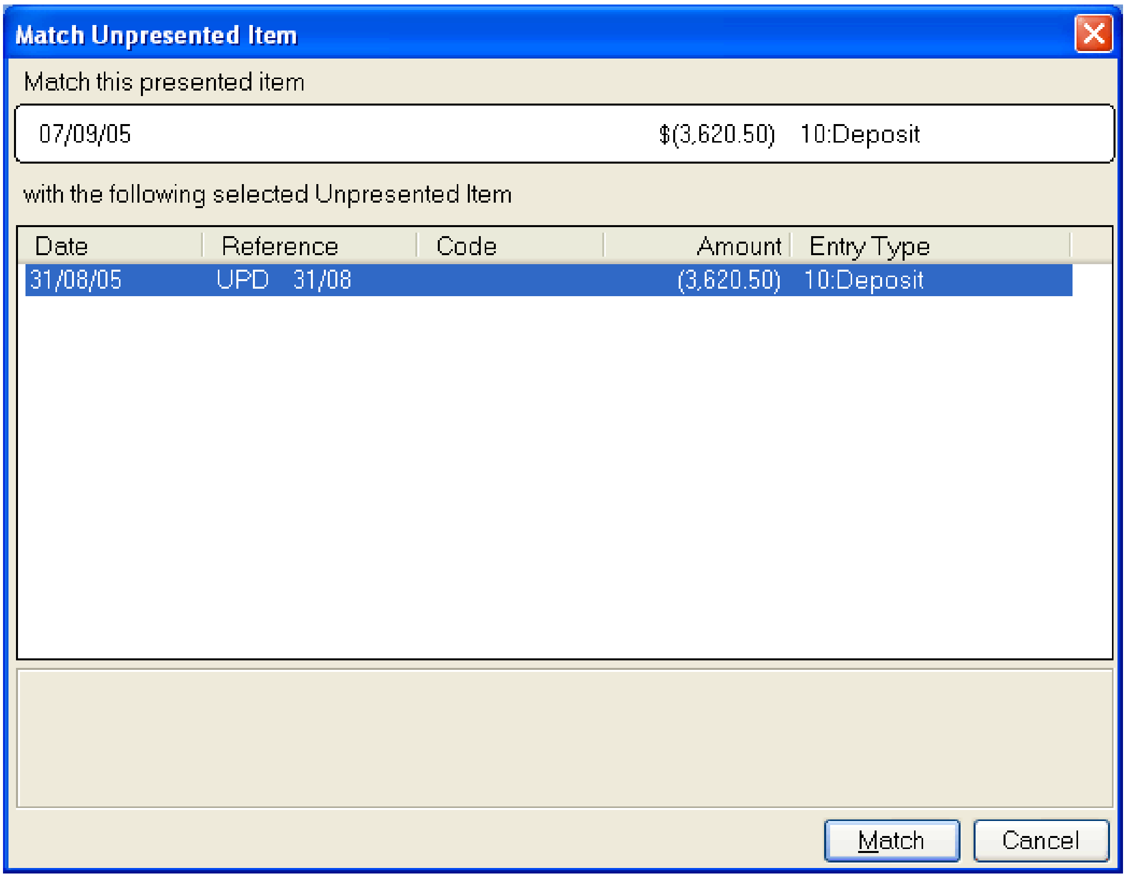
To manually match unpresented deposits:

1. In the **Code Entries Screen**, click on the presented deposit you want to match. For example:

S	Date ▼	Reference	Account	Amount	Narration
	07/09/05			(3,620.50)	CHEQUE(S) DEPOSIT #Chq:5

2. Click the arrow to the right of the **Unpresented Cheques** button and then click **Match Unpresented Items**

   BankLink Practice displays the **Match Unpresented Item** window, showing a list of all unpresented deposits that have not been reconciled



3. Select the unpresented deposit that matches the transaction in the **Code Entries Screen**
4. Click **Match**

   BankLink Practice displays the **Confirm Match** window prompting you to confirm the match
5. Click **Yes** to complete the match

When you make a match, BankLink Practice removes the deposit from the period in which it was presented. During the matching process:

- BankLink Practice amends the narrative fields of the unpresented deposit to contain the actual details of the transaction processed by the bank.
- The bank statement date (**BS Date**) of the unpresented deposit reflects the presentation date of the downloaded deposit.
- BankLink Practice adds an ***** to the **UPD** label in the **Reference** column to indicate that the unpresented deposit has been matched (reconciled).

Balancing transactions

BankLink Practice only creates a balancing transaction when you manually match a presented item of one amount with an unpresented item of another. BankLink Practice creates the balancing transaction for the same day as the presented item with an amount that reflects the difference between the two.

BankLink Practice does not code the balancing transaction when it creates it. The way in which you code them affects how the GST portion of these transactions appear in the GST return, either in the body of the return or shown as an adjustment.

If the unpresented item is not part of a transferred or finalised period, you can avoid the creation of a balancing transaction by changing the amount of the UPI before it is manually matched.

To change the amount of an unpresented item:

1. In the **Code Entries Screen**, double click the **Amount** field of the unpresented item

   You can also click in the **Account** field and press **=** on your keyboard, or right click the transaction and select **Edit Amount** from the context menu

   BankLink Practice displays the **New Amount** window

2. Enter the **Amount**
3. Click **OK**

BankLink Practice does not allow you to change the amount of an unmatched item if either the √ or the lock symbol is present in the **Status** column of the **Code Entries Screen**.

When balancing transactions are created as the result of matching you can click on the status bar to view information about related transactions

Un-matching unpresented deposits

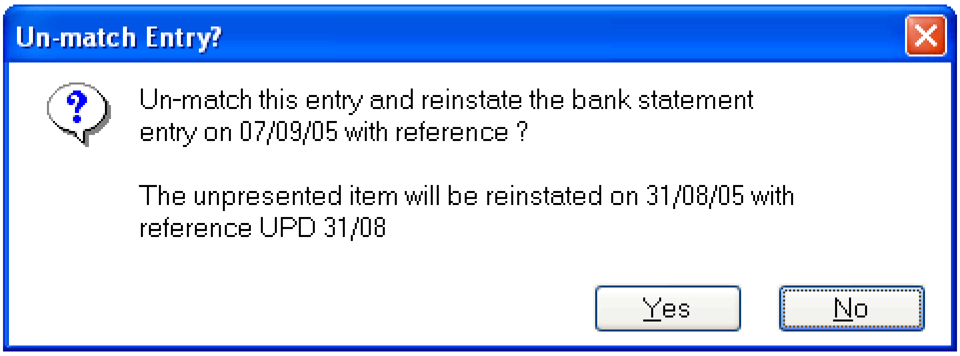
If you manually match a presented deposit with the wrong UPD then the process has to be reversed. You do this by **un-matching** the unpresented deposit.

To un-match an unpresented deposit:

1 In the **Code Entries Screen**, click on the UPD* you want to un-match

2 Hold down the control key and press delete (**Ctrl+Delete**)

BankLink Practice displays the **Un-match Entry?** window, confirming what happens during un-matching - you are prompted to answer Yes or No



3 Click **Yes** to un-match the unpresented cheque

If BankLink Practice creates a balancing transaction when you match an unpresented deposit, you can re-combine it with the matched component after un-matching it. This reinstates the bank statement entry in its original amount.

To recombine balancing transactions:

1 In the **Code Entries Screen**, click on one of the balancing transactions

2 Click the arrow to the right of the **UPC** button, then click **Recombine Entries**

BankLink Practice displays the **Recombine Entries** window, showing the original entry and a list of all the balancing transactions derived from it:

3 Select the balancing transactions that you want to recombine by clicking on the check boxes so that a tick appears - you must select at least two entries

4 Click **Recombine**

You can see the original entry in the **Code Entries Screen**

Deleting unpresented deposits

There may be occasions when you need to delete an unpresented deposit added in error.

Only unmatched UPDs can be deleted.

To delete an unpresented deposit:

1. In the **Code Entries Screen**, click on the unpresented deposit you want to delete
2. Hold down the control key and press delete (**Ctrl+Delete**)

   BankLink Practice displays the **Delete Entry** window
3. Click **Yes** to delete the unpresented deposit

If you have already finalised the period, BankLink Practice prompts you to create a reversing entry.

Cancelling unpresented deposits

BankLink Practice does not let you delete an unpresented deposit if:

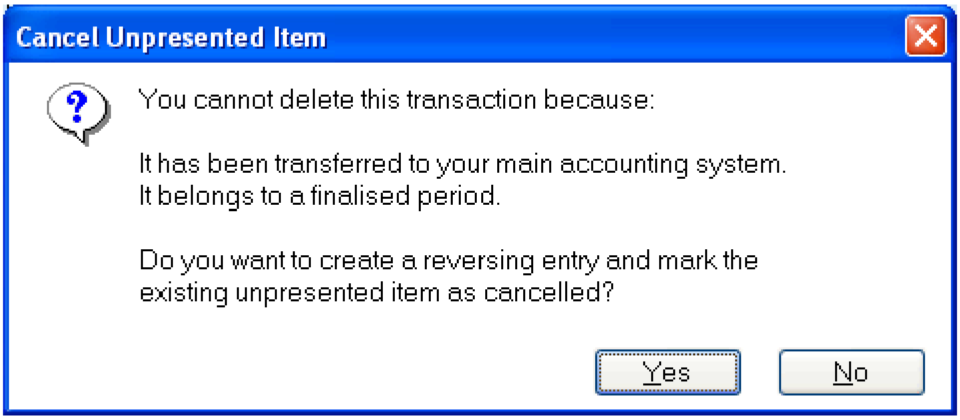
- The UPD has been finalised for tax purposes
- The UPD has been transferred to your main accounting system

An entry that has been finalised is flagged with the lock symbol, while a transferred entry is flagged with the √ symbol in the **Status** column of the **Code Entries Screen**.

To cancel an unpresented deposit:

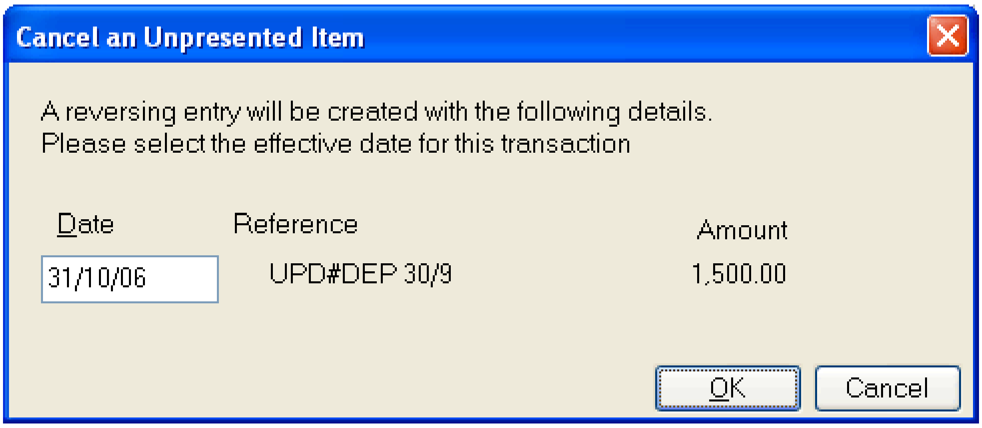
1. In the **Code Entries Screen**, click on the unpresented deposit you want to cancel
2. Hold down the control key and press delete, (**Ctrl+Delete**)

   BankLink Practice displays the **Cancel Unpresented Item** window, confirming that you cannot delete this transaction and prompting you to create a reversing entry



3. Click **Yes** to continue

   BankLink Practice displays the **Cancel an Unpresented Item** window



4. Click in the **Date** field and enter the date on which you want BankLink Practice to create the reversing transaction
5. Click **OK** to cancel the unpresented deposit

During the cancellation process:

- The bank statement date (**BS Date**) of the unpresented deposit is the date on which you created the reversing transaction

- **#** is added to the **UPD** label in the **Reference** column to indicate that the unpresented deposit has been cancelled - the unpresented deposit has been reconciled
- A reversing transaction is created in a future period.