

BANK PAYING IN SUMMARIES



You can produce a summary of the payments received to help with your trip to the bank. When you need to fill in the paying-in slip run this report:

Bank Run Report			
Kidspace			
Paid Into Floyd's Bank by Peter Panda.			
		Report date: 21 June 2012 22:44:10	
Bank Run Date: 21 December 2012		Page 1 of 1	
Cash			
Date	Name	Description	Amount
07-Dec-2012	Dr S. Coral (Rocky Bottom)		£8.00
12-Dec-2012	Mrs S. Bear (15 River Dale)		£32.00
12-Dec-2012	Mrs D. Dingo (Old Kennel)		£8.00
12-Dec-2012	Mrs C. Dolphin (99 Seaview Lane)		£8.00
Subtotal:			£56.00
Cheques			
Date	Name	Description	Amount
06-Dec-2012	Miss M. Ant (1 The Hill)		£48.00
17-Dec-2012	Mr P. Anteater (4 Hillside Drive)		£48.00
19-Dec-2012	Mrs T. Cod (109 Main Street)		£282.00
Subtotal:			£378.00
Total Cash and Cheques:			£434.00
Total Number of Cheques:			3
Supplementary Payments to Facilitate Bank Reconciliation			
Other Payments			
Date	Name	Payment Type	Amount
07-Dec-2012	Mrs M. Coypu (17 Bankside)	SO	£44.00
12-Dec-2012	Mrs R. Badger (1 River Dale)	SO	£128.00
12-Dec-2012	Mrs A. Fox (16 Hillside)	DD	£168.00
19-Dec-2012	Mrs L. Barracuda (54 Deep Blue Drive)	BACS	£102.00
Subtotal:			£442.00
Grand Total:			£876.00

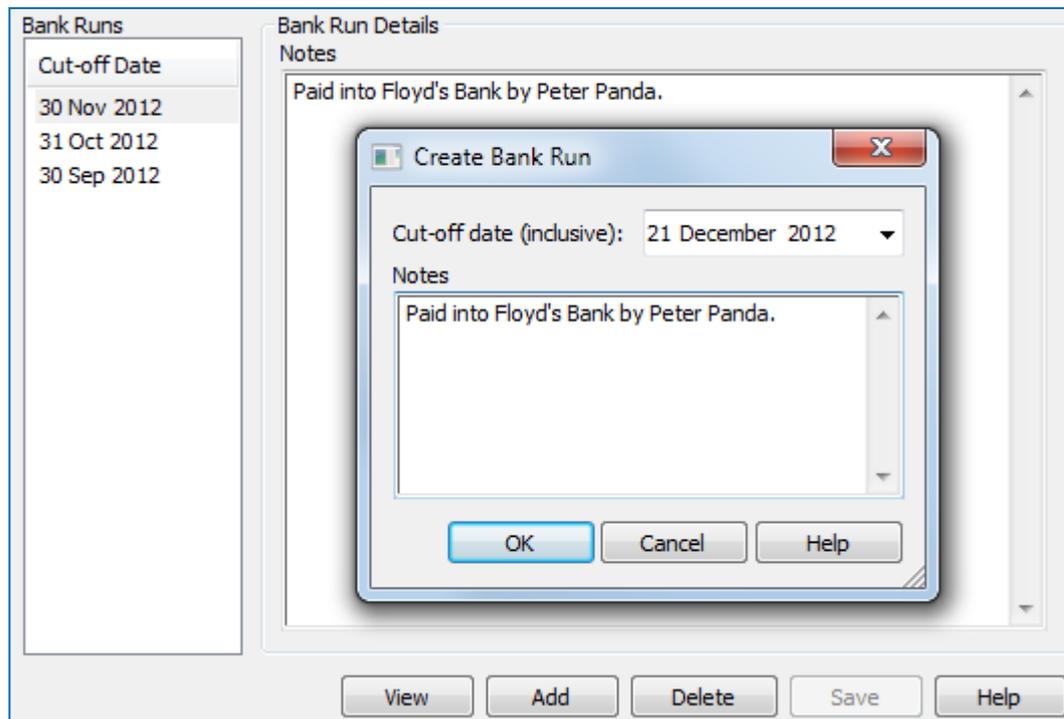
The report collates cash, cheques and other payments received as shown above.

Creating A Bank Paying In Summary

Go > Home > Family Accounts > Bank Paying In Summary >

(We are using the Quick Start tutorial data set.)

To add a new bank run click on the Add button and enter your bank run date together with a short description. SuperFox will find all of the payments received that have not yet been on a paying-in report up to and including your chosen date.



The top part of the report summarizes cash and cheques in a format that should help check that your paying-in slip covers the correct items.

This is a handy way to check the payments received agree with the money going to the bank rather than a way of avoiding adding up the cash and cheques.

There is a section below this that has a summary of other payments received (BACS, etc) for to help with bank reconciliation.

(Vouchers are not included here, they have their own report.)

End