

Using Sub-Accounts Roll Up in Bank Account Management

Overview: Shelby Financials Release 11.3 provides a way for users to use bank accounts set up as sub-accounts. Before the 11.3 release, it was difficult to reconcile monthly bank statements using that type of account structure.

Approach: Use, or set up sub-accounts in your chart of accounts to track bank account activity using both the parent account and additional sub-accounts. Then, in Bank Account Management, add each sub-account as a bank account. Using the option to “roll up sub-accounts,” you can review each sub-account’s activity in Bank Account Management, or in Reconcile Bank Statements, you can view consolidated activity when viewing the parent’s bank account.

Step-by-Step Instructions:

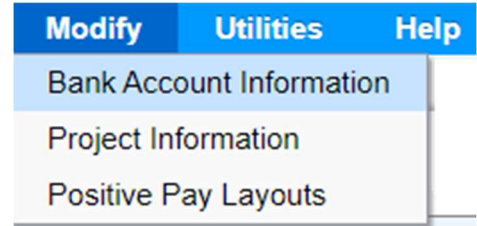
Adding Sub-Accounts

1. Verify your chart of accounts is set up to use Sub-Accounts
 - a. Open General Ledger
 - b. Hover over Modify and choose Account Structure
 - c. Click the Settings link
 - d. Make sure “Use Sub-Accounts” is check marked.
 - e. Click the Save button
2. Add one or more sub-accounts to your chart of accounts
 - a. In General Ledger, hover over Modify and choose Chart of Accounts
 - b. Locate your primary bank account number and click the **Green Plus** icon
 - c. Add a new sub-account to your chosen primary account. (NOTE: keep it simple, just use single digits for sub-accounts if possible)
 - d. Add as many sub-accounts as needed

		13110		Asset	Investments
		14110		Asset	Inventory-bookstore/coffee house
		10000 - 10993		Asset	CASH
		10105		Asset	Petty cash
		10110		Asset	ACB operating checking
		10110-1		Asset	ACB operating checking - Sub-Account 1
		10110-2		Asset	ACB operating checking - Sub-Account 2
		10110-3		Asset	ACB operating checking - Sub-Account 3
		10140		Asset	ACB payroll checking
		10180		Asset	ACB savings

Activate Option to use Sub-bank accounts in Bank Account Management

1. Open Bank Account Management
2. Hover over Modify and choose Bank Account Information
3. Locate the parent bank account (NOTE: the parent account is the Bank Account that does not have a sub-account number)
4. Click the Edit button on the row with your parent account as shown below



Home > Bank Account Management > Bank Account Information

Add To My Tasks

Add New Bank Account

	Company	Account Structure	Account	Description	Opening Balance	Active	Setup
	1	1-0	10110	ACB operating checking	\$10.00		
	1	1-0	10110-1	ABC Operating Sub-Account 1	\$0.00		
	1	1-0	10110-2	ABC Operating Sub-Account 2	\$0.00		
	1	1-0	10110-3	ABC Operating Sub-Account 3	\$0.00		
	1	1-0	10140	ACB payroll checking	\$0.00		
	1	1-0	10180	ACB savings	\$0.00		

Page size: 100 6 items in 1 pages

5. From the Account Information tab, Check the "Roll up Sub Accounts?" option then click the Update button

Home > Bank Account Management > Bank Account Information > Update

* Description Active?

Account Information	Company First Church
Company/Bank Info	Fund Name <input type="text" value="1"/> Church
MICR Stub/Signature Info	* Account # <input type="text" value="10110"/> - <input type="text" value="0"/> ACB operating checking
Images	* Opening Balance <input type="text" value="\$10.00"/>
MICR Print Check Password	Bank Account # <input type="text" value="123456789"/>
ACH Information	<input type="checkbox"/> Use Positive Pay?
Pre-printed Checks - AP	<input checked="" type="checkbox"/> Roll up Sub Accounts?
Pre-printed Checks - Payroll	

Reset or Cancel

Add Settings to Each of your Sub-Bank accounts

NOTE: For each sub-bank account that you add to Bank Account Management, you will need to have all settings to be **exactly the same** as used on the parent account.

1. Settings for the Account Information tab

- The opening balance may not be important, because you will not be balancing any of your sub-bank accounts with your monthly bank statement.
- The Bank Account number needs to be the same as the parent Account
- If you use Positive Pay then the settings must MATCH EXACTLY with the parent Account

Home > Bank Account Management > Bank Account Information > Update

* Description Active?

Account Information
Company/Bank Info
MICR Stub/Signature Info
Images
MICR Print Check Password
ACH Information
Pre-printed Checks - AP
Pre-printed Checks - Payroll

Company First Church

Fund Name Church

* Account # - Q ACB operating checking

* Opening Balance

Bank Account #

Use Positive Pay?

Positive Pay Layout

Positive Pay Bank Number

Record Type Check

Record Type Void

Roll up Sub Accounts? ⓘ

[Update](#) [Reset or Cancel](#)

2. Settings for the Company/Bank Info tab

- On each of your sub-bank accounts, add the same information as on your Parent bank account.

3. Settings for the MICR Stub/Signature Info tab

- If you print checks on blank check stock, it is very important that each sub-bank account contains **exactly the same** information and settings as the parent bank account.

Home > Bank Account Management > Bank Account Information > Update

* Description Active?

Account Information
Company/Bank Info
MICR Stub/Signature Info
Images
MICR Print Check Password
ACH Information
Pre-printed Checks - AP
Pre-printed Checks - Payroll

Signature Information

One Stub Check Two Stub Check

Print Titles?

Print Non-Negotiable Check Copy?

One Signature Line Two Signature Lines

Text 1 Above Signatures

Text 2 Above Signatures

Text Under Top Signature

Text Under Bottom Signature

Maximum Amount

* One Signature Printed

* Two Signature Printed

[Print Test AP](#) [Print Test PR](#) [Print Blank Check](#)

[Update](#) [Reset or Cancel](#)

4. Settings for the Images tab

- Add the same images as the parent bank account

5. Settings for the MICR Print Check Password tab

- This one does not have to be exactly the same

6. Settings for the ACH Information tab

- a. If you only have one ACH account setup, enter the exact same settings that you have on the parent Bank Account on each sub-bank account
- b. If you would like different messages sent for sub-bank accounts for Accounts Payable and/or Payroll transactions, enter the correct message text in the Accounts Payable Voucher Note fields for each of your sub-accounts

Home > Bank Account Management > Bank Account Information > Update

* Description Active?

Account Information
Company/Bank Info
MICR Stub/Signature Info
Images
MICR Print Check Password
ACH Information
Pre-printed Checks - AP
Pre-printed Checks - Payroll

Company ID

Alternate Company Name ⓘ

Use Offset Detail Record?

Immediate Destination ID

Immediate Destination Name

Immediate Origin ID

Immediate Routing #

Immediate Origin Name

* Receiving DFI ID

* Receiving DFI Account #

ACH Security

Use Upper Case?

Mask Routing # and Bank Account for Payroll Vouchers?

Accounts Payable voucher Note

PR voucher Note

7. Settings for Pre-printed checks – AP tab

- a. If you use the same preprinted checks for all Accounts Payable, enter the same information from your parent account for each sub-bank account

Account Information
Company/Bank Info
MICR Stub/Signature Info
Images
MICR Print Check Password
ACH Information
Pre-printed Checks - AP
Pre-printed Checks - Payroll

Stock Formats

Selected format: Stub Check Stub

Use Pay Exactly Wording?

Print Titles?

Print Dollar Sign On Checks?

Print Capitalized Name And Address On Check?

Memo

Number of Copies to Print

Number of Checks per Page

Number of Stub Lines

Use First Stub? Vertical Offset In Inches

Use Second Stub? Vertical Offset In Inches

Signature Image No file chosen

Field	Include	Vertical Offset(inches)	Horizontal Offset(inches)	Left Justified
Check Number	✓	4.5	4.05	✓
Check Date	✓	4.5	4.8	✓
Dollar Amount	✓	4.5	7	✓
Check Wording	✓	4.83	0.75	✓
Pay to The Order of With Address	✓	5.33	1	✓
Pay to The Order of Name Only	✓	0	0	✓
Check Memo	✓	6.5	0.75	✓
Print On Check From Vendor	✓	6.67	0.75	✓
Signature Image	✓	0	0	✓

8. Settings for Pre-printed checks – Payroll tab

- a. If you use the same preprinted checks for all Payroll checks, enter the same information from your parent account for each sub-bank account