Agency Appointment Sheet for Setting up the Check Register/Bank Reconciliation

Copy and complete a separate appointment sheet for each bank account. Email the completed form(s) to Support@TresTechnologies.com ATTN.: Appt Desk.

Once received, we schedule a one-hour telephone appointment with a Support Representative to walk you through implementing *TRAMS*. If you need more than an hour, we'll schedule another time at the end of this appointment.

Agency Name: ____

Contact Name: ____

Phone Number: ____

Total Number of Bank Accounts: ____

My Implementation Date is: ______________________________

(This is the date you want to start recording balances so accurate reports can be run in *TRAMS*. It is usually the beginning of an accounting period.)

Select a number 1 through 24 to assign to this Bank Account:______

How do you refer to this account by name? ____________________

Ending Balance on your **Bank Statement** *as of the implementation date*: __________

Listing of all outstanding checks. (Continue on back of appointment sheet, if necessary, and total):

Check #	Date Issued	Payee	Amount

Listing of any outstanding Deposits:

Date of Deposit	Amount

Summary:

Bank Statement Balance:		________________
minus Total Outstanding Checks:	-	________________
plus Total Outstanding Deposits:	+	________________
Agency's Book Balance:	=	________________