How to reconcile a bank account

1. Open the Bank Reconciliation screen from Cash Management module > Bank Reconciliation.

ink Recoi	Print Sear	rh Clear Banze Import												
Details	Attachments	(0)												
Bank Acco	unt	Stati	ement Date Ban	ik Name				G/L Ac	count		G/L Balance		Bank & G/L Balan	ce Differenc
125-526-5	245	~ 7/2	5/2017 🖾 Fifi	th Third				10002	2-0000-000			-60,310	70	0
35 Paym	ents and De	bits					8	1 Depo	sits and Cre	dits				
Clear /	NI 🗌 Clear	None + Add 88 View	Filter (F3)			53	Ģ	Clear	All 🗌 Clear	None + Add 88 Vi	tw Filter (F3)			5
Clear	Date 🔺	Number	Payee	Description	Transaction Type	Payment		Clear	Date 🔺	Number	Payor	Description	Transaction Type	Deposit
2 2	1/17/2017			Daily trade pro	Bank Transaction	0.17 ^	Q		1/1/2017			Match 19	Bank Transaction	25,781.25
2 🗹	4/11/2017			Test Payment	Bank Transaction	100.00	Q		1/17/2017			Daily trade pro	Bank Transaction	1,500.00
Q 🗆	4/11/2017		Payee Test		Misc Checks	10.00	Q		1/31/2017				Bank Deposit	6,675.40
2 🗵	4/11/2017			Transfer1	Bank Transfer (W	95.50	Q	~	4/11/2017			Test Deposit	Bank Transaction	150.00
2 🗆	5/31/2017		Fort Wayne Offic		ACH	61.46	Q		4/11/2017			test smoke 3	Bank Transaction	240.00
2 🗹	6/13/2017			Test Payment	Bank Transaction	100.00	Q		4/11/2017			test smoke 2	Bank Deposit	250.00
2 🗆	6/13/2017		Payee Test		Misc Checks	10.00	Q		4/11/2017			test smoke 2	Bank Deposit	155.0
2 🗹	6/13/2017			Transfer1	Bank Transfer (W	95.50	Q		4/11/2017			test smoke 2	Bank Deposit	500.0
2 🗵	6/14/2017			Test Payment	Bank Transaction	100.00	Q		4/11/2017			test smoke 1	Bank Deposit	1,500.0
٤ 🗆	6/14/2017		Payee Test		Misc Checks	10.00	Q		4/11/2017			test smoke 2	Bank Deposit	250.0
2 🗵	6/15/2017			Test Payment	Bank Transaction	100.00	Q		4/11/2017			test smoke 2	Bank Deposit	155.0
2	6/15/2017			Transfer1	Bank Transfer (W	95.50	Q		4/11/2017			test smoke 2	Bank Deposit	500.0
			2	3 Payments Cleare	ed	72,600.82	6					81 Deposits Cleare	d	72,65
Prior	Reconciliat	ion Ending Balance		leared Payments	+	Cleared	Dep	posits		= Ending Balar	nce Per Reconciliation	1		
		0.00			72,600.82				72,655.82	2		55.00		
Bai	nk Statemer	t Ending Balance 0	- Ur	ncleared Payments	60,365.70	Uncleare	d D	eposits	s 0.00	- Bank A	ccount Balance -60,	310.70	Difference	-5

2. In the Bank Account field, select the Bank Account you want to reconcile.

	Bank Reconciliation
	Reconcile Print Search Clear Range Import Open - Close
	Details Attachments (0)
	Bank Account Statement Date Bank Name
I	125-526-5245 V 7/25/2017 🖾 Fifth Third
E	Enter the date appearing on your Bank Statement in the Statement Date field.

3.

bank Need	memac					
Reconcile	Print	Search	Clear Range	Import		Close
Details	Attach	ments (0)				
Bank Acc	ount			Staten	nent Date	Bank Name
125-526-	5245		,	~ 7/25/	2017	Fifth Third

4. Enter the ending balance appearing on your Bank Statement in the Bank Statement Ending Balance field.

ank Acco	unt	State	ment Date Bai	nk Name				G/L Acci	ount		G/L Balan	ce		Bank & G/L Balan	ce Differenc
25-526-5	5245	× 7/25	/2017 🗏 Fil	th Third				10002-	0000-0000				-60,310.7	70	0
35 Paym	ents and Del	bits					8	1 Depos	its and Cre	dits					
Clear /	All 🗌 Clear I	None + Add 88 View	Filter (F3)			5.7 K N	R	Clear A	ll 🗌 Clear	None + Add 88 V	ew Filte	er (F3)			ç
Clear	Date 🔺	Number	Payee	Description	Transaction Type	Payment		Clear	Date 🔺	Number	Payor	Desc	ription	Transaction Type	Deposit
· · ·	6/27/2017		Pause Test		Misc Checks	10.00	Q		1/1/2017			Matc	h 19	Bank Transaction	25,781.25
	6/27/2017			Transfer1	Back Tracefor (W	95.50	Q		1/17/2017			Daily	trade pro	Bank Transaction	1,500.00
~ ~	7/4/2017		064	nonsieri	AD Davement	15 017 69	Q		1/31/2017					Bank Deposit	6,675.40
	7/4/2017		onite		Rack Tracractico	45.00	Q	~	4/11/2017			Test	Deposit	Bank Transaction	150.00
~ ~	7/4/2017				Bank Withdrawal	55.00	Q	2	4/11/2017			test s	moke 3	Bank Transaction	240.00
~ ~	7/6/2017		Prouvo Prother		AD Davenant	10 124 01	Q		4/11/2017			test s	moke 2	Bank Deposit	250.00
	7/0/2017	00001000	Colores Coools		AP Poyment	19,124.91	Q		4/11/2017			test s	moke 2	Bank Deposit	155.00
	7/0/2017	00001002	samon creek		AP Payment	23,171.03	Q		4/11/2017			test s	moke 2	Bank Deposit	500.00
~ ~	7/25/2017				Denk Trensection	5,701.05	Q	~	4/11/2017			test s	moke 1	Bank Deposit	1,500.00
	7/25/2017			Tank Davaraat	Bank Transaction	100.00	Q		4/11/2017			test s	moke 2	Bank Deposit	250.00
~ ~	7/25/2017		· · · · · · · · · · · ·	resc Payment	bank transaccion	100.00	Q		4/11/2017			test s	moke 2	Bank Deposit	155.00
	7/25/2017		Payee lest	T	Misc Checks	00.00	Q		4/11/2017			test s	moke 2	Bank Deposit	500.00
~ ~	//2/2017			23 Payments Cleare	A land the land the land the land	72 600 92	-					81 Dec	osits Clearer	4	73.655
				is regiments cicore		72,000.02						0100	iounu cicoree		72,05
Prior	Reconciliation	on Ending Balance		Cleared Payments	+	Cleared	d Dep	posits		 Ending Bala 	nce Per Rec	onciliation			
		0.00			72,600.82				72,655.82	2		55.00			
Bai	nk Statemen	t Ending Balance		ncleared Payments	*	Uncleare	d De	eposits		- Bank	Account Bal	ance	ī	Difference	

5. Check the transaction in the Payments and Debits and Deposits and Credits panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the Difference field at the bottom left corner of the screen.

nk Reconciliation								
etails Attachments (0)								
nk Account State	ement Date Bank Name			G/L Account	G/L Bal	ance	Bank & G/L Balar	nce Difference
25-526-5245 ~ 7/25	5/2017 🗏 Fifth Third			10002-0000-000		-60,31	0.70	0.0
5 Payments and Debits				81 Deposits and Credits				
Clear All 🗌 Clear None 🕂 Add 🔠 View	Filter (F3)		5.7 12.5	🖉 Clear All 🗌 Clear None	+ Add SS View F	ilter (F3)		52
Clear Date A Number	Payee Description	Transaction Type	Payment	Clear Date A Numi	ber Pays	or Description	Transaction Type	Deposit
6/27/2017	Payee Test	Misc Checks	10.00	Q 🗹 1/1/2017		Match 19	Bank Transaction	25,781.25
6/27/2017	Transfer1	Bank Transfer (W	95.50	Q 🔽 1/17/2017		Daily trade pro	Bank Transaction	1,500.00
7/4/2017	Office	AP Payment	15,927.68	Q 🗹 1/31/2017			Bank Deposit	6,675.40
7/4/2017		Bank Transaction	45.00	Q 🗹 4/11/2017		Test Deposit	Bank Transaction	150.00
7/4/2017		Bank Withdrawal	55.00	Q 🗹 4/11/2017		test smoke 3	Bank Transaction	240.00
7/6/2017	Brown Brother	AP Paument	10 124 01	Q 🗹 4/11/2017		test smoke 2	Bank Deposit	250.00
7/5/2017 00001002	Salmon Craek	AP Payment	25 171 65	Q 🗹 4/11/2017		test smoke 2	Bank Deposit	155.00
7/05/0017		Rank Transaction	5 761 65	Q 🗹 4/11/2017		test smoke 2	Bank Deposit	500.00
205007		Rack Transaction	65,000,000	Q 🖉 4/11/2017		test smoke 1	Bank Deposit	1,500.00
V 7/25/2017		Dark Transaction	00,000.00	Q 🖌 4/11/2017		test smoke 2	Bank Deposit	250.00
. <u>♥</u> //25/2017	Test Payment	Bank Transaction	100.00	Q 🖌 4/11/2017		test smoke 2	Bank Deposit	155.00
7/25/2017	Payee Test Transfer1	Bank Transfer (W	95.50	Q 🗹 4/11/2017		test smoke 2	Bank Deposit	500.00
Note: Other Payments are not vel	t committed 23 Payments Cl	eared	72,600.82			81 Deposits Clea	red	72,655.8
Prior Reconciliation Ending Balance	- Cleared Paymer	15 +	Clearer	Deposits =	Ending Balance Per B	econciliation		
0.00	cicarcarayinci	72,600.82	ciculat	72,655.82		55.00		
Bank Statement Ending Balance 55	- Uncleared Payme	ents + 60,365.70	Uncleare	d Deposits 0.00	Bank Account B	-60,310.70	Difference	0.0

6. Click Reconcile toolbar button.

Reconcile Print

7. This message is shown. Click Yes button to continue with reconciling the bank account.





iRely i21

Would you like to print a Bank Reconciliation report now?



9. Bank Reconciliation report will be printed. The report will show significant information when you reconciled the transactions for the bank account.

Repor	Viewer - Bank Reconciliation					
Archit						
21	⊖ € H 4 Page 1 ▼ of 4 ▶	H 🖽 🛃 Pdf 👻				
		Bank Reconciliation			IREIY LLC	
		Tuesday, July 25, 2017				
		03.10.40 PM		C	6.0047	
				Statement Date: 0//2	512011	
		Bank Account:	G/L Account: 100	102-0000-000		
		Fifth Third	G/L Balance: -60	,310.70		
		Prior Reconciliation Ending Balance:	0.00 Bank Stateme	ent Ending Balance:	55.00	
		 Cleared Payments: 	72,600.82 - Ui	ncleared Payments:	60,365.70	
		+ Cleared Deposits:	72,655.82 + L	Incleared Deposits:	0.00	
			- Ban	k Account Balance:	-60,310.70	
		Ending Balance Per Reconciliation	55.00	Difference:	0.00	
		Cleared Payments:				
		Clear Date Reference No. Payee	Memo	Record No.	Amount	
		01/17/2017	Daily trade profit and los match -17 Duplicate of 8 23 Duplicate of 8TRN-2	M BTRN-25 BTRN- M	0.17	
		☑ 04/11/2017	Transfer1	STFR-4-WD	95.50	
		☑ 04/11/2017	Test Payment	BTRN-29	100.00	
		06/13/2017	Transfer1	BTFR-6-WD	95.50	
		06/13/2017	Test Payment	BTRN-34	100.00	
		06/14/2017	Test Payment	BTRN-37	100.00	
			rransfer1	BIPH-7-WD	95.50	
		00102011	rest Päyment	PTED 9 WD	00.001	
			Trat Devenuet	BIPR-0-VID	95.50	
		00102011	rest Päyment Transfert	PTED 9 MD	00.001	
		08/16/2017	Test Davement	RTDN-47	100.00	
		05/19/2017	test Payment	BTFR-13-WD	75.00	
		06/27/2017	Transfer1	RTFR.14.WD	95.50	
		06/27/2017	Test Payment	RTRN.52	100.00	

10. Close the Bank Reconciliation report by clicking the x button on the Bank Reconciliation tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports. You will then be asked to archive the report. See How to Archive a report.

H B B K 4 Page 1 v of	4 M B B Pdf Y			
	Bank Reconciliation Tuesday, July 25, 2017 05:16:40 PM			iRely LLC
			Statement Date: 07/2	5/2017
	Bank Account:	G/L Account: 1000	02-0000-000	
	Fifth Third	G/L Balance: -60.3	310.70	
	Prior Reconciliation Ending Balance:	0.00 Bank Statemer	nt Ending Balance:	55.00
	- Cleared Payments:	72,600.82 - Un	cleared Payments:	60,365.70
	+ Cleared Deposits:	/2,655.82 + Ui	ncleared Deposits:	0.00
		- Dalik	Account Balance:	-80,310.70
	Ending Balance Per Reconciliation	55.00	Difference:	0.00
	Cleared Payments:			
	Clear Date Reference No. Payee	Memo Daily trade coold and loss	Record No.	Amount
	B 0000200	match -17 Duplicate of BT 23 Duplicate of BTRN-24	TRN-	0.17
	☑ 04/11/2017	Transfer1	BTFR-4-WD	95.50
	☑ 04/11/2017	Test Payment	BTRN-29	100.00
	☑ 06/13/2017	Transfer1	BTFR-6-WD	95.50
	06/13/2017	Test Payment	BTRN-34	100.00
	05/14/2017	Test Payment	BTRN-37	100.00
	05/15/2017	Transfer1	BTFR-7-WD	95.50
	06/15/2017	Test Payment	BTRN-41	100.00
	06/16/2017	Transfer1	BTFR-8-WD	95.50
	06/16/2017	Test Payment	BTRN-44	100.00
	06/16/2017	Transfer1	BTFR-9-WD	95.50
	06/16/2017	Test Payment	BTRN-47	100.00
	05/19/2017		BTFR-13-WD	75.00
	06/27/2017	Transfer1	BTFR-14-WD	95.50
	₩ 06/27/2017	Test Payment	BTRN-52	100.00

- 11. Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
- 12. Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on Statement Date field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The Prior Reconciliation Ending Balance field will show the amount entered in the Bank Statement Ending Balance field last time you reconciled it.

Bank Account Star	tement Date Bank Name			G/L Account		G/L Balance		Bank & G/L Balan	ce Difference
125-526-5245 ~ 7/2	26/2017 🖾 Fifth Third			10002-0000-0	00		-60,31	10.70	0.0
12 Payments and Debits				0 Deposits and	redits				
🖉 Clear All 🗌 Clear None 🕂 Add 🔠 View	Filter (F3)		5.7 K N	🖉 Clear All 🗌	lear None 🕂 Add 🔠 V	Tew Filter (F3)			57
Clear Date A Number	Payee Description	Transaction Type	Payment	Clear Date	Number	Payor	Description	Transaction Type	Deposit
ζ 4/11/2017	Payee Test	Misc Checks	10.00						
2 5/31/2017	Fort Wayne Offic	ACH	61.46						
6/13/2017	Payee Test	Misc Checks	10.00						
6/14/2017	Payee Test	Misc Checks	10.00						
6/16/2017	Payee Test	Misc Checks	10.00						
 6/16/2017 6/16/2017 	Payee Test Payee Test	Misc Checks Misc Checks	10.00						
6/16/2017 6/16/2017 6/27/2017	Payee Test Payee Test Payee Test	Misc Checks Misc Checks Misc Checks	10.00 10.00 10.00						
6/16/2017 6/16/2017 6/27/2017 6/27/2017	Payee Test Payee Test Payee Test Payee Test	Misc Checks Misc Checks Misc Checks Misc Checks	10.00 10.00 10.00 10.00						
L 6/16/2017 L 6/16/2017 L 6/27/2017 L 6/27/2017 L 6/27/2017	Payee Test Payee Test Payee Test Payee Test Office	Misc Checks Misc Checks Misc Checks Misc Checks AP Payment	10.00 10.00 10.00 10.00 15,927.68						
↓ ● 6/16/2017 ↓ ● 6/27/2017 ↓ ● 6/27/2017 ↓ ● 7/4/2017 ↓ 7/4/2017	Payee Test Payee Test Payee Test Payee Test Office Brown Brother	Misc Checks Misc Checks Misc Checks Misc Checks AP Payment AP Payment	10.00 10.00 10.00 10,00 15,927.68 19,124.91						
616/2017 616/2017 627/2017 627/2017 627/2017 74/2017 74/2017 74/2017	Payee Test Payee Test Payee Test Payee Test Office Brown Brother Salmon Creek	Misc Checks Misc Checks Misc Checks Misc Checks AP Payment AP Payment AP Payment	10.00 10.00 10.00 15,927.68 19,124.91 25,171.65						
enfezono c enfezono enfez	Payee Test Payee Test Payee Test Payee Test Office Brown Brother Payee Test	Misc Checks Misc Checks Misc Checks Misc Checks AP Payment AP Payment AP Payment Misc Checks	10.00 10.00 10.00 15,927.68 19,124.91 25,171.65 10.00						
6 6 6 6 6 7 6 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 6 7 6 7 6 7 6 7 6 7 6 7 7 6 7 7 6 7 7 6 7 7 6 7 7 6 7 7 6 7 7 6 7 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Payee Test Payee Test Payee Test Payee Test Office Brown Brother Salmon Creek Payee Test 0 Payments Clee	Misc Checks Misc Checks Misc Checks Misc Checks AP Payment AP Payment Misc Checks red	10.00 10.00 10.00 15,927.68 19,124.91 25,171.65 10.00 0.00				0 Deposits Clea	ared	0.
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1. Open the Bank Reconciliation screen from Cash Management module > Bank Reconciliation.

Details Attachments (0)						
Bank Account: Stateme	ent Date: Bank Name:		G/L Account:	G/L Balance:	Bank & G/L	Balance Differenc
68215422 ~ 05/13/2	2016 Chase Bank - Indiana		10005-0000-000	Gre bullice.	2,285.00	0.
4 Payments and Debits			1 Deposits and Credits			
Clear All Clear None + Add RB Layout	G. Filter Records (F3)		Clear All Clear None +	Add SR Lavout Q. Filt	er Records (F3)	
Clear Date Number	Pavee Transaction Type	Payment	Clear Date Number	Pavor	Transaction Type	Deposit
Q Q 11/12/201	Bank Transaction	100.00	Q Q 05/12/201		Bank Deposit	2.500.0
Q 2 12/18/201	Bank Transaction	100.00				
0 3 01/04/201	Bank Transaction	5.00				
0 2 05/12/201	Bank Withdrawal	10.00				
	4 Payments Cleared:	215.00		1	Deposits Cleared:	2,500.
Prior Reconciliation Ending Balance -	Cleared Payments +	Cleared	Deposits = Endi	ng Balance Per Reconciliatio	on	
0.00	215.00		2,500.00	2,	285.00	
Bank Statement Ending Balance - 2 285.00	Uncleared Payments + 0.00	Uncleared	Deposits -	Bank Account Balance	= Differe 285.00	nce 0.
D C A R Saved						
Reconcile Print	Search Clear Ra	inge In	nport Open	- Close		
Details Attach	ments (0)					
Bank Account:		Sta	atement Date	: Bank N	ame:	
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			V13//016	HALL (hace	Rank - India	
nter the date appearin Bank Reconciliat	ng on your Bank Stater	ment in th	ne Statement D	ate field.	Bank - India	na
nter the date appearin Bank Reconciliat Reconcile Print	ng on your Bank Stater ion Search Clear Ra	ment in th	ne Statement D	ate field.	Bank - India	na
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Attach	ng on your Bank Stater ion Search Clear Ra ments (0)	ment in the state of the state	nport Open atement Date	ate field. Close Bank N Chase	ame: Bank - India	na na na
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nter the date appearin Bank Reconciliat Reconcile Print Details Attach Bank Account: 68215422 nter the ending balance inter the ending balance int	Ig on your Bank Stater ion Search Clear Ra ments (0) Cee appearing on your B cea appearing on your B Core - Core r Dare: Bank Name: 05 © Crare Bank - Indiana • Q. Fitter Records (73) Fayse Transaction Bank Transaction Bank Transaction	ment in the state of the state	STI3/2016 The Statement D Inport Open Attement Date 5/13/2016 tement in the Ba GLAccoure: 10005-0000 10005-0000 CER AI CREME + CER Nor + CER N	Chase ate field. Close Bank N Chase Gr. Balance Gr. Balance Gr. Balance	Bank - India ame: Bank - India mt Ending Bala	na na ance fie Salance Difference 0. Deposis 2,5000
Inter the date appearin Bank Reconciliat Reconcile Print Details Attach Bank Account: 68215422 Inter the ending balance ank Reconciliates Neuroide Prix Search Care Rays Imput Sate Account: Stateme Sate States Statemers (0) States Statemers (0) States Statemers (0) States Statemers (0) States Clear Number Q States Information Statemers (0) States Statemers (0) States S	ng on your Bank Stater	ment in the second seco	or 13/2016 ne Statement D nport Open atement Date 5/13/2016 tement in the Ba 6/LAccount: 10005 0000 000 1 Deposits and Credits Ø Cler All Cler Hore + Cler Date Ø Cler All Cler Hore + Q Ø 01/2011.	Chase ate field. Close Bank N Chase Chase Grubalance G	Bank - India Bane: Bank - India Manager State Int Ending Bala Bank & GL 228500 I I Transcion Type Bank Deposit	na na ance fie Balance Difference 0 Depose
Attachers Attachers Attachers Bank Account: Details Attacher Bank Account: 68215422 Attacher Attacher Bank Account: 68215422 Attacher Bank Account: 68215422 Attacher Bank Account: 68215422 Attacher Bank Account: 68215422 Attacher Bank Account: 68215422 Attacher Bank Account: 68215422 Attacher Bank Account: 6821542 Attacher Attacher Bank Account: 6821542 Attacher Bank Account:	Ing on your Bank Stater ion Search Clear Ra ments (0) Creat appearing on your R Creat Case In Date: Bank Name: Come Earch Indiana Come Total Transaction Payee Transaction Bank Transaction Bank Transaction Bank Transaction Bank Transaction Bank Transaction Bank Transaction Bank Transaction	Payment in the second s	or13/2016 ne Statement D nport Open atement Date 5/13/2016 GLAccount: 100posits and Credits Q Ceer All Ceer Date 0f12201_	Chase ate field. Close Bank N Chase Gr Balance: Gr Balance: Gr Balance:	Bank - India ame: Bank - India Bank & OLI 2,285.00 Transaction Type Bank Deposit Deposits Cleared:	na na ance fie Balance Difference 0 Deposit 2,500.
Attach Bank Reconciliat Reconcile Print Details Attach Bank Account: 68215422 nter the ending balance inter the ending b	Ig on your Bank Stater ion Search Clear Ra ments (0) Cee appearing on your R ce appearing on your R Core - Core t Date: Bank Name: 05 © Crase Bank - Indiana Cer - Core Core - Core - Core - Core Core - Core - Core - Core Core - Core - Co	ment in the state of the state	atement Date atement Date 5/13/2016 atement Date 5/13/2016 tement in the Ba GLAccount: 10005 0000 10poptis and Crefts © Cler All Cref Nor + Cref Ster Number Q Osr12201. Deposits and Crefts Poptis and Crefts 0 0 0 12201. Cref Ster Number Q Osr12201. Cref Ster Number Cref Ster Number Q Osr12201. Cref Ster Number Cref Ster Number Q Osr12201. Cref Ster Number Cref Ster Number	Chase ate field. Close Bank N Chase Gr. Balance Gr. Balance Gr. Balance	Bank - India	na ance fie Salance Difference 0. Deposit 2,500.
Inter the date appearin Bank Reconciliat Reconcile Print Details Attach Bank Account: 68215422 Inter the ending balance Inter the ending balance	Ing on your Bank Stater	ment in the ment i	0/13/2016 ne Statement D nport Open atement Date 5/13/2016 tement in the Ba 6LAccourt: 1005 0000 000 10ppoils and Crefits © Cler None + Cere Table - Q @ 05/12201 Deposits	Chase ate field. Close Bank N Chase Gri Bank Gri Bance Gri Bance Gri Bance Gri Bance Gri Bance Gri Bance	Bank - India ame: Bank - India ant Ending Bala Ent Ending Bala Bank & GL 2.285.00 Enterords (73) Transactorype Bank Depost Bank Depost	na ance fie Balance Difference 0 Deposit 2,500.0

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits panels** that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference field** at the bottom left corner of the screen.

ank Reconciliation									^ 🗆
teconcile Print Search Clear Range Import	Open - Close								
Details Attachments (0)									
Bank Account: Statemer	t Date: Bank Name:		G/L Acco	ount:		G/L Balance:	E	ank & G/L Balance	Difference:
i8215422 v 05/13/20	16 🔲 Chase Bank - Indiana		10005-0	000-000			2,285.00		0.0
4 Payments and Debits			1 Deposi	ts and Credi	ts				
☑ Clear All 🗌 Clear None 🕂 Add 🔡 Layout	Q Filter Records (F3)		Clear A	All 🗌 Clear	None + Add 88	Layout Q Filter R	ecords (F3)		
Clear Date Number	Payee Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type		Deposit
λ <mark>ν</mark> 11/12/201	Bank Transaction	100.00	Q 🗸	05/12/201			Bank Deposit		2,500.0
λ 🔽 12/18/201	Bank Transaction	100.00							
Q 🔽 01/04/201	Bank Transaction	5.00							
2 05/12/201	Bank Withdrawal	10.00							
	4 Payments Cleared:	215.00				1 Dep	osits Cleared:		2,500.0
Prior Reconciliation Ending Balance	Cleared Payments +	Cleared	Deposits		Ending Bala	nce Per Reconciliation			
0.00	215.00			2,500.00		2,285.	00	DIG	
2,285.00	0.00	Uncleared	Deposits	0.00	Bank /	Account Balance 2,285	00	Difference	0.0
							-		
A C Daved									

- 6. Click Reconcile toolbar button.
- Bank Reconciliation
- 7. This message is shown. Click Yes button to continue with reconciling the bank account.





iRely i21

Would you like to print a Bank Reconciliation report now?



9. The Preview Task List screen will open.

Preview Task List				-	^ X
🗙 Remove 🗋 Archive	맘 Layout 🛛 🔍	Filter Reco	ords (F3)		
Report Name	S	tatus	Download	Details	
Bank Reconciliation	for G	Ì	<u>.</u>		

- a. The Tools button in the Bank Reconciliation report > Status field signifies that i21 is in the process of generating the report. b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click Remove

outtor	า.								
Pre	view Tas	k List						^	×
×	× Remove ☐ Archive ⊞ Layout		Q,	Filter Rec	ords (F3)				
	Report N	ame		S	tatus	Download	Details		
	Bank Red	conciliation		Q	ç.	<u>1<u>+</u>1</u>			
	Check Vo	ucher Middle		20		<u>.+.</u> :			
	Check Vo	ucher Middle		Q	9	<u></u>			
~	Check Vo	oucher Middle		Q	Ş	<u>i</u> tai			
~	Check Vo	oucher Middle		ğ	Ş	<u>.</u>			
~	Check Vo	oucher Middle		Q	Ş	<u>+</u> 2			
~	Check Vo	oucher Middle		Q	Ş	<u>i</u> tai			Ŧ

- c. You can also preview report that is existing on this list by clicking the Magnifying glass button in the Status field for the selected report.
- 10. Bank Reconciliation report will be printed. The report will show significant information when you reconciled the transactions for the bank account.
- 11.
- 12. Bank Reconciliation report will be printed. The report will show significant information when you reconciled the transactions for the bank account

ort Viewe	r						
nk Reconcili	iation 🗵						
ā, 📒)	Page 1	• of 1		Pdf 🔹 📑		
Bank R	econci	liation			i21 Source	Company	
riday, May 1 9:26:05 AM	13, 2016						
					Statement Date: 05/13	2016	
	Bank Acc	ount:	G/L Ac	count:	10005-0000-000		
	Chase Ba	nk - Indiana	G/L Ba	lance:	2,285.00		
Prior R	econciliati	on Ending Balance:	0.00	Bank S	tatement Ending Balance:	2,285.00	
	-	Cleared Payments:	215.00		Uncleared Payments:	0.00	
	+	Cleared Deposits:	2,500.00	+	Uncleared Deposits:	0.00	
				-	Bank Account Balance:	2,285.00	
Endir	ng Balance	Per Reconciliation	2,285.00		Difference:	0.00	
Cleared Pa	ayments:						
Clear	Date	Reference No. Payee	Men	10	Record No.	Amount	
~	11/12/2015				BTRN-1	100.00	
~	12/18/2015				BTRN-2	100.00	
~	01/04/2016				BTRN-3	5.00	
~	05/12/2016				BWD-4	10.00	
					Cleared Payments Total:	215.00	
Cleared D	eposits:						
Clear	Date	Reference No. Payee	Men	10	Record No.	Amount	

13. Close the Bank Reconciliation report by clicking the x button on the Bank Reconciliation tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports. You will then be asked to archive the report. See How to Archive a report.

Report Viewer		Ē ×
Bank Reconciliation 🗵		
[0] 🛃 💾 🕅 🔌 Page 1	• of 1 🕨 M Pdf •	A
Bank Reconciliation	i21 Source Company	
Friday, May 13, 2016		
09.20.05 AM	Statement Date: 05/13/2016	
Bank Account:	G/L Account: 10005-0000-000	
Chase Bank - Indiana	G/L Balance: 2,285.00	
Prior Reconciliation Ending Balance:	0.00 Bank Statement Ending Balance: 2,285.00	
 Cleared Payments: 	215.00 - Uncleared Payments: 0.00	
+ Cleared Deposits:	2,500.00 + Uncleared Deposits: 0.00	

14. Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.

15. Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on **Statement Date field** at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The **Prior Reconciliation Ending Balance field** will show the amount entered in the **Bank Statement Ending Balance field** last time you reconciled it.

Details Attachmer	its (0)	not Data: Rank	Name			G/L Acco			G/L Palance:		Rapk & G/L Ralance	Differences
58215422	~ 05/14/.	2016 Chas	e Bank - Indiana			10005-0	000-000		Gre balarice.	2,285.0		0.0
0 Payments and D	ebits					0 Deposit	s and Credit	5				
Clear All 🗌 Cle	ar None 🕂 Add 🔠 Layou	t Q, Filter R	ecords (F3)			Clear A	II 🗌 Clear I	None + Add 88	Layout Q	Filter Records (F3)		
Clear Date	Number	Payee	Transaction Type	Payr	ment	Clear	Date	Number	Payor	Transaction 1	ype	Deposit
		0 Payn	nents Cleared:		0.00					0 Deposits Cleared:		0.0
Prior Reconcilia	ion Ending Balance	0 Payr Clea	nents Cleared: red Payments	0 001 C	0.00 Cleared De	eposits	=	Ending Balar	ice Per Reconc	0 Deposits Cleared: illation2 255.00		0.
Prior Reconcilia Bank Stateme	tion Ending Balance 2,285.00 nt Ending Balance	0 Payn Clea Uncle	nents Cleared: red Payments	0.00) + UI	0.00 Cleared De Incleared I	eposits Deposits	0.00	Ending Balar Bank /	ice Per Reconc	0 Deposits Cleared: Illation 2,285.00	Difference	0.0

1. Open the Bank Reconciliation screen from Cash Management module > Bank Reconciliation.

Pank Account													
Dank Account	Statement [Jate	Bank Name				G/L Accour	nt	G/	L Balanc	e	Bank & G/L Balan	e Differenc
68215422	02/12/2016	Chase Ban	k - Indiana		1	0005-0	000-000				780.0	0	0.0
5 Payments and Debit	s				3	Deposi	ts and Cred	its					
🖉 Clear All 🗌 Clear N	one + Add 🔠 Layou	it 🔍 Filter Re	cords (F3)		5	Z Clear	All 🗌 Clear	None + Add	d BB Layout	Q,	Filter Re	cords (F3)	
Clear Date	Number	Payee	Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposi
11/12/2015			Bank Transaction	100.00	å	5 🗆	02/04/2016	5				Bank Deposit	15,000
12/18/2015			Bank Transaction	100.00	Q	5 🗆	02/09/2016	5				Bank Deposit	10
01/04/2016			Bank Transaction	5.00	d.	5 🗆	02/10/2016	5				Bank Deposit	2,800
02/04/2016			Bank Transaction	16,725.00									
02/05/2016		1	Bank Transfer (WD)	100.00									
											Grand		
	0	Payments Cleared	l:	0.00					0	Deposit	s cleared:		0
	0	Payments Cleared		0.00				5 H D I		Deposit	s Cleared:		C
Prior Reconciliation Er	0 nding Balance	Payments Cleared Cleared Payr	nents +	0.00 Cleared	Dep	posits	=	Ending Bala	u nce Per Reci	onciliatio	in 0.00		C
Prior Reconciliation Er	0 nding Balance - 0.00	Payments Cleared Cleared Payr	l:+ 	0.00 Cleared	Dep	posits	0.00	Ending Bala	nce Per Reco	onciliatio	n 0.00	Difference	(

2. In the Bank Account field, select the Bank Account you want to reconcile.

Bank Rec	onciliat	ion				
Reconcile	Print	Search			Import	Ope
Details	Attach	ments (0)				
	Bank Ad	count		State	ement Da	ate
6821542	22		~	02/12	/2016	

3. Enter the date appearing on your Bank Statement in the Statement Date field.



4. Enter the ending balance appearing on your Bank Statement in the Bank Statement Ending Balance field.

Reconcile														
Details	Attachments ((0)												
	Bank Account	Statement I	Date	Bank Name				G/L Accour	nt	G	/L Balanc	e	Bank & G/L Balan	ce Difference
682154	22	~ 02/12/2016	Chase Ban	ık - Indiana		1	0005-0	000-000				780.0	00	0.00
5 Paym	ents and Debi	ts				3	Deposi	ts and Credi	its					
🖌 Clea	r All 🗌 Clear I	None + Add 🔠 Layou	ut 🔍 Filter Re	ecords (F3)		5	Clear	All 🗌 Clear	None + Ad	d 🔠 Layou	t Q	Filter Re	ecords (F3)	
Clea	r Date	Number	Payee	Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
8	11/12/2015			Bank Transaction	100.00	ď	5 🗆	02/04/2016	5				Bank Deposit	15,000.00
8	12/18/2015			Bank Transaction	100.00	d	5 🗆	02/09/2016	5				Bank Deposit	10.00
25	01/04/2016			Bank Transaction	5.00	ď	5 🗆	02/10/2016	5				Bank Deposit	2,800.00
85	02/04/2016			Bank Transaction	16,725.00									
85	02/05/2016		1	Bank Transfer (WE	0) 100.00									
		0	Payments Cleared	d:	0.00						0 Deposit	ts Cleared	6	0.00
Prior F	econciliation E	nding Balance - 0.00	Cleared Payr	ments + 0.00	Cleared	Dep	posits	- 0.00	Ending Bala	nce Per Rec	onciliatio	on 0.00		
Bank	Statement En	ding Balance	Uncleared Pay	/ments +	Uncleare	d De	eposits		Bank	Account Bal	ance	-	Difference	
		780.00		17,030.00			1	7,810.00			78	0.00		780.00
00	🖓 🖂 Re	ady												

5. Check the transaction in the Payments and Debits and Deposits and Credits panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the Difference field at the bottom left corner of the screen. Bank Reco

n x

Reconcile														
Details	Attachments (0)													
	Bank Account	Statement D)ate	Bank Name				G/L Accoun	t	G	'L Balanc	e	Bank & G/L Bal	ance Difference
682154	22	v 02/12/2016	🗄 Chase Ba	nk - Indiana		1	0005-0	000-000				780.0	0	0.00
5 Payn	ents and Debits					3	Depos	its and Credi	ts					
🗹 Clea	r All 🔲 Clear None	+ Add 🔠 Layou	t Q Filter F	lecords (F3)		R	Clear	All 🗌 Clear I	None + Ac	Id 🔠 Layou	t Q	Filter Red	cords (F3)]
Clea	ar Date Num	nber	Payee	Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
8	11/12/2015			Bank Transaction	100.00	20	5 🔽	02/04/2016					Bank Deposit	15,000.00
8	12/18/2015			Bank Transaction	100.00	20	5 🔽	02/09/2016					Bank Deposit	10.00
8	01/04/2016			Bank Transaction	5.00	20	5 🔽	02/10/2016					Bank Deposit	2,800.00
8	02/04/2016			Bank Transaction	16,725.00									
8	02/05/2016		1	Bank Transfer (WD)	100.00									
_		5	Payments Cleare	d:	17,030.00	-				1	8 Deposit	s Cleared:		17,810.00
Prior F	Reconciliation Ending	g Balance -	Cleared Pay	ments +	Cleared	Dep	oosits	-	Ending Bala	ance Per Rec	onciliatio	n		
		0.00		17,030.00			1	7,810.00			780	0.00		
Bank	Statement Ending B	Balance -	Uncleared Pa	yments +	Uncleared	l De	posits		Bank	Account Bala	ance	- []	Differen	ce
		780.00		0.00				0.00			780	0.00		0.00
00	🖗 🖂 Ready													

6. Click Reconcile toolbar button.

7. This message is shown. Click Yes button to continue with reconciling the bank account.



8. Another message is shown. Click Yes button to print a Bank Reconciliation report.



iRely i21

Would you like to print a Bank Reconciliation report now?



9. The Preview Task List screen will open.

Pre	view Task	List						^	×
×	Remove	🗋 Archive	맘 Layout (۵,	Filter Reco	ords (F3)			
	Report Nar	ne		St	tatus	Download	Details		
	Bank Reco	nciliation		ŝ	ŝ	<u>+</u>			

- a. The Tools button in the Bank Reconciliation report > Status field signifies that i21 is in the process of generating the report.
 b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click Remove
 - button.

Pre	view Task List						^	×
×	Remove 🕒 Archive	🔡 Layout	Q,	Filter Re	cords (F3)			
	Report Name		S	tatus	Download	Details		
	Bank Reconciliation		ď	Ş	<u>. <u>+</u></u>			4
	Check Voucher Middle		g	Ş	<u></u>			
	Check Voucher Middle		q	ç	<u></u>			
~	Check Voucher Middle		Q	Ş				
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~	Check Voucher Middle		g	Ş	<u>i</u> tai			
~	Check Voucher Middle		ğ	Ş	<u>+</u> 2			Ŧ

c. You can also preview report that is existing on this list by clicking the Magnifying glass button in the Status field for the selected report.10. Bank Reconciliation report will be printed. The report will show significant information when you reconciled the transactions for the bank



11. Close the Bank Reconciliation report by clicking the **x button** on the **Bank Reconciliation tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See How to Archive a report.

-		
Bank Reconciliation 🗵		>
Tag 🔔 🏨 M 🖪 Page 1	• of 1 🕨 🕅 Pdf 🔹 🏬	
Bank Reconciliation	i21 Demo Setup Company(Source)	
Friday, February 12, 2016 02:03:33 PM		
	Statement Date: 02/12/2016	
Bank Account:	G/L Account: 10005-0000-000	
Chase Bank - Indiana	G/L Balance: 780.00	

- 12. Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
- 13. Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on Statement Date field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The Prior Reconciliation Ending Balance field will show the amount entered in the Bank Statement Ending Balance field last time you reconciled it.

8 D X

Details	Attachments	(0)									
	Bank Account	t Statement I)ate	Bank Name			G/L Accoun	it G/	'L Balance	Bank & G/L Balan	ce Difference
6821542	22	v 02/13/2016	Chase Ban	k - Indiana		10005-00	00-000		780	.00	0.0
0 Paym	nents and Deb	its				0 Deposi	s and Credi	ts			
🖌 Clear	r All 🗌 Clear	None 十 Add 믬 Layou	t 🔍 Filter Re	cords (F3)		🖌 Clear A	II 🗌 Clear	None 🕂 Add 🔠 Layou	t 🔍 Filter F	ecords (F3)	
Clea	n Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposi
			2		0.00						
			Payments Cleared		0.00) Deposits Cleare	d:	0
Prior R	Reconciliation	0 Ending Balance	Payments Cleared Cleared Payr	t	0.00 Cleared D	Deposits	-	(Ending Balance Per Rec) Deposits Cleare	d:	(
Prior R	Reconciliation	0 Ending Balance 780.00	Payments Cleared Cleared Payr	t	0.00 Cleared I	Deposits	0.00	(Ending Balance Per Rec) Deposits Cleare onciliation 780.00	d:	C

1. Open the Bank Reconciliation screen from Cash Management module > Bank Reconciliation.

Reconcile Print Search Clear Range	ort View Close								
Details Attachments									
Bank Account Statement Date	Bank N	ame		G	/L Account		G/L Balance	Bank & G/L Balance	e Difference
08 ¥ 06/23/2015 🖪 AB	C Bank						450.0000	00	0.000000
7 Payments and Debits				3 Deposits	and Credits				
🔽 Clear All 📄 Clear None 🕥 Add 😁	Layout • 💡 Filter Records ((F3)		🔽 Clear A	dl 📄 Clear I	None 📀 Add 📑	Layout - 🍞 🛛 Filter R	ecords (F3)	
Clear Date Number	Payee Tran	saction Type Pa	ment	Clear	Date	Number	Payor	Transaction Type	Deposit
Q 🗐 06/16/2015 10000001	Mi	sc Checks	10.00	Q 🔲	06/16/2015		initial deposit	Bank Deposit	1,000.00
Q m 06/16/2015 10000002	Mi	sc Checks	20.00	Q 🕅	06/17/2015		interest gained	Bank Transaction	7.00
Q 06/16/2015 10000003	M	sc Checks	30.00	l, 🔽	06/23/2015	Voided-10000008	3 Sample	Void Check	50.00
Q D6/16/2015 10000004	Mi	sc Checks	40.00						
Q m 06/18/2015 10000007	Cash Mi	sc Checks	400.00						
Q ₩ 06/22/2015 Voided-10000008	Sample Mi	sc Checks	50.00						
06/22/2015 10000010	payee 1 Mi	sc Checks	57.00						
	1 Payments Cleared:	50.	000000				0 Deposits Cleare	d:	0.000000
Prior Reconciliation Ending Balance	Cleared Payments	+	Cleared De	enosits	_	Ending Balance P	Per Reconciliation		
0.000000	50	0.000000	area.ed bi	0.	000000	and g building i	-50.000000		
Bank Statement Ending Balance -	Uncleared Payments	+ 1	Jncleared D	Deposits		Bank Acco	unt Balance =	Difference	
0.000000	557	7.000000		1,007.	.000000		450.000000		0.000000
🖉 😧 💡 Ready									

2. In the Bank Account field, select the Bank Account you want to reconcile.

Bank Reconciliat	Bank Reconciliation								
	Q 🖻 🔽 🖉 .	7							
Reconcile Print	Search Clear Range Import View	Close							
Details Attachm	ients								
Bank Account	Statement Date	Bank Name							
08 ~	06/23/2015 🖪 ABC Bank								

3. Enter the date appearing on your Bank Statement in the Statement Date field.

Bank Reconciliation								
Recordia		Q	Clear Parce	Import	De.	Circa.		
Reconcile	Phint	Search		amport		Close		
Details	Attach	ments						
Bank Ac	Bank Account Statement Date Bank Name							
08	¥	06/23/	2015 🗈	ABC Ba	ink			

4. Enter the ending balance appearing on your Bank Statement in the Bank Statement Ending Balance field.

Reconcile Print Search Clear Range Import View Close	
Details Attachments	
Bank Account Statement Date Bank Name	G/L Account G/L Balance Bank & G/L Balance Difference
08 Y 06/23/2015 ABC Bank	450.000000 0.000000
7 Payments and Debits	3 Deposits and Credits
Clear All 🔲 Clear None 🔕 Add 🔮 Layout • 🍸 Filter Records (F3)	🔽 Clear All 🔄 Clear None 🔕 Add 🚟 Layout 🗸 🍸 Filter Records (F3)
Clear Date Number Payee Transaction Type	Payment Clear Date Number Payor Transaction Type Deposit
C 06/16/2015 10000001 Misc Checks	10.00 🔍 🔲 06/16/2015 initial deposit Bank Deposit 1,000.00
C 06/16/2015 10000002 Misc Checks	20.00 🔍 📃 06/17/2015 interest gained Bank Transaction 7.00
C 06/16/2015 10000003 Misc Checks	30.00 🔍 🗹 06/23/2015 Voided-10000008 Sample Void Check 50.00
C 06/16/2015 10000004 Misc Checks	40.00
Cash Misc Checks	400.00
C 06/22/2015 Voided-10000008 Sample Misc Checks	50.00
C 06/22/2015 10000010 payee 1 Misc Checks	57.00
1 Payments Cleared:	50.000000 0 Deposits Cleared: 0.000000
Driar Pasancilistian Ending Palanco Classed Daymonte	Cleared Departer - Ending Palance Der Personsiliation
Bank Statement Ending Balance Uncleared Payments +	Uncleared Denosits - Bank Account Balance = Difference
450.000000 557.000000	1.007.000000 450.000000 450.000000
🔞 😟 🟆 Saved	

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits panels** that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference field** at the bottom left corner of the screen.

-									
Reconcile Print Search Clear	Range Import View Close								
Details Attachments									
Bank Account Statement D	Date B	ank Name		G	/L Account		G/L Balance	Bank & G/L Balan	ice Difference
08 ¥ 06/23/2015	ABC Bank						450.0000	10	0.000000
7 Payments and Debits									
🗹 Clear All 📃 Clear None 🌘) Add 🛛 🚟 Layout 🔹 🍞 🛛 Filter Rec	ords (F3)		🔽 Clear	All 📄 Clear I	None 📀 Add 🚆	Layout 🔹 💡 🛛 Filter Re	cords (F3)	
Clear Date Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposit
Q Ø 06/16/2015 100000	01	Misc Checks	10.00	Q 🗹	06/16/2015		initial deposit	Bank Deposit	1,000.00
06/16/2015 100000	02	Misc Checks	20.00	Q 🔽	06/17/2015		interest gained	Bank Transaction	7.00
06/16/2015 100000	03	Misc Checks	30.00	Q 🔽	06/23/2015	Voided-10000008	Sample	Void Check	50.00
06/16/2015 100000	04	Misc Checks	40.00						
06/18/2015 100000	07 Cash	Misc Checks	400.00						
06/22/2015 Voided	-10000008 Sample	Misc Checks	50.00						
06/22/2015 100000	10 payee 1	Misc Checks	57.00						
-	7 Payments Cleared		607.000000				2 Deposits Cleared	d:	1,007.000000
Prior Reconciliation Ending Ba	lance - Cleared Pavm	ients +	Cleared (Deposits	-	Ending Balance Pe	er Reconciliation		
0.0	000000	607.000000		1,007	.000000		400.000000		
Bank Statement Ending Bala	nce - Uncleared Pay	ments +	Uncleared	Deposits	-	Bank Accou	nt Balance	Difference	
450.0	000000	0.000000		0	.000000		450.000000		0.000000
🕜 🤨 🏆 Saved									

6. Click Reconcile toolbar button.

🗊 Bank Re	concilia	ition					8 🗆
		Q	÷.		De.		
Reconcile	Print	Search		Import		Close	

7. This message is shown. Click Yes button to continue with reconciling the bank account.

👔 iRely i21 🗙						
You are about to reconcile your bank account. Are you sure you want to continue?						
Yes No						

8. Another message is shown. Click Yes button to print a Bank Reconciliation report.

	Rely i21	×		
	Would you like to print a Bank Reconcilation	report now?		
	Yes No			
9.	The Preview Task List screen will open.			
	Preview Task List			× ×
	C Remove Archive Filter:		×	
	Report Name	Status	Download	Details
	Bank Reconciliation	0	E	

- a. The Tools button in the Bank Reconciliation report > Status field signifies that i21 is in the process of generating the report.
 b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click Remove button.

P	Preview Task List								
0	Remove Archive Filter:		×						
	Report Name	Status	Download	Details					
	Bank Reconciliation	@							
	Check Voucher Middle	Q	E						
	Check Voucher Middle	Q							
	General Ledger by Account ID Detail	Q	E						
✓	General Ledger by Account ID Detail	Q							
✓	Deposit Summary	Q							
✓	Deposit Summary	Q	E	Ē					

c. You can also preview report that is existing on this list by clicking the Magnifying glass button in the Status field for the selected report.
 10. Bank Reconciliation report will be printed. The report will show significant information when you reconciled the transactions for the bank

10					Contraction of the Contraction o	
¢.			Page 1	• of 1	PdF 🔹 🎇	
ık I	Reconci	liation			iRely Grain a	nd Ag Co
y, Ji	ne 22, 2015					
					Statement Date: 06/23/	2015
	Bank Acc	ount: 08		G/L Account:	10122-1002	
	ABC Bank			G/L Balance:	450.00	
rior F	Reconcillati	on Ending Bal	ance:	0.00 Bank 5	Statement Ending Balance:	450.00
		Cleared Paym	ients:	607.00 -	Uncleared Payments:	0.00
	+	Cleared Dep	osits:	1,007.00 +	Uncleared Deposits:	0.00
					Bank Account Balance:	450.00
End	ing Balance Payments:	Per Reconcil	iation	400.00	Difference:	0.00
Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
¥	06/16/2015	10000001			MCHK-2	10.00
~	06/16/2015	10000002			MCHR-3	20.00
~	06/16/2015	10000003			MCHK-4	30.00
<u> </u>	05/16/2015	1000004	Carl	fer erentet	MUHK-5	40.00
×1	06/22/2015	Voided.	Caronia	for representat	MCGW 7	400.00
2	vvraa/2010	10000006	- unite	sample	100 CB-1	50.00
~			Prakas J	Earrpse	neu-PR-9	57.00
2	05/22/2015	10000010			Classed December Tataly	0.011.000
v v	05/22/2015	10000010			Cleared Payments Total:	607.00
v v lear	05/22/2015 Deposits: Date	Reference No.	Payee	Merro	Cleared Payments Total: Record No.	Amount
ared Clear	OS/22/2015 Deposits: Date OS/16/2015	Reference No.	Payee	Memo initial deposit	Cleared Payments Total: Record No. BCEP-2	607.00 Amount 1,000.00
red Slear	05/22/2015 Deposits: Date 05/16/2015 05/17/2015	Reference No.	Раусе	Memo initial deposit interest gained	Cleared Payments Total: Record No. BDEP-2 BTRN-12	607.00 Amount 1,000.00 7.00
	06/22/2015 Deposits: Date 06/16/2015 06/17/2015	Reference No.	Раусе	Memo initial deposit interest gained	Cleared Payments Total: Record No. BCEP-2 BTRN-12 Cleared Deposits Total:	607.00 Amount 1,000.00 7.00 1,007.00
ared Clear V	05/22/2015 Deposite: Date 05/15/2015 05/17/2015 d Payments: Date	Reference No.	Payee	Memo initial deposit interest gained Memo	Cleared Payments Total: Record No. BOEP-2 BTRN-12 Cleared Deposits Total: Record No.	607.00 Amount 1,000.00 7.00 1,007.00 Amount
	05/22/2015 Deposite: Date 05/15/2015 05/17/2015 d Payments: Date	Reference No.	Payee	Memo Initial deposit interest gained Memo	Cleared Payments Total: Record No. 80CFA2 87RN-12 Cleared Deposits Total: Record No.	Amount 1,000 00 7.00 1,007 00 Amount
ared Clear V Seare	06/23/2015 Deposits: Date 06/16/2015 06/16/2015 06/17/2015 d Payments: Date	Reference No.	Payee Payee	Memo Initial deposit interest gained Memo	Cleared Payments Total: Record No. 6CEP-2 6TRN-12 Cleared Deposits Total: Uncleared Payments Total:	607 00 Amount 1,000 00 7.00 1,007 00 Amount
	oscaladis Deposits: Date Oscilladis Oscilladis Oscilladis Date d Deposits:	Reference No.	Payee	Memo initial deposit interest gained Memo	Cleared Payments Total: Record No. BCEP-2 BTRN-12 Cleared Deposits Total: Record No. Uncleared Payments Total:	607 00 Amount 1,000 00 7.00 1,007 00 Amount

11. Close the Bank Reconciliation report by clicking the x button on the Bank Reconciliation tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports. You will then be asked to archive the report. See How to Archive a report.

Report Viewer	
Bank Reconciliation 🛞	<i>></i>
C	• of 1 Pdf • 🕎 🔛
Bank Reconciliation	iRely Grain and Ag Co
Monday, June 22, 2015	
04:19:14 PM	
	Statement Date: 06/23/2015
Bank Account: 08	G/L Account: 10122-1002
ABC Bank	G/L Balance: 450.00

- Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
 Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on Statement Date field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The Prior Reconciliation Ending Balance field will show the amount entered in the Bank Statement Ending Balance field last time you reconciled it.

J Bank Reconciliation					× U .
Reconcile Print Search Clear Range Import					
Details Attachments					
Bank Account Statement Date Bank Name		G/L Account	G/L Balance	Bank & G/L Balanc	e Difference
08 💙 06/24/2015 🖾 ABC Bank			450.00	0000	0.000000
0 Payments and Debits		0 Deposits and Credits			
🗹 Clear All 🔲 Clear None 💿 Add 🚟 Layout 🔹 🍞 Filter Records (F3)		🔽 Clear All 📄 Clear N	ione 🔘 Add 🔚 Layout 🕶 🍞 🛛 Filte	r Records (F3)	
Clear Date Number Payee Transaction T	ype Payment	Clear Date	Number Payor	Transaction Type	Deposit
	0.00000		0 Describ (l		0.000000
o Payments cleared.	0.000000		0 Deposits cie	areu.	0.000000
Prior Reconciliation Ending Balance Cleared Payments	+ Cleared D	eposits =	Ending Balance Per Reconciliation		
450.000000 0.00000		0.000000	450.000000		
Bank Statement Ending Balance - Uncleared Payments	+ Uncleared [Deposits -	Bank Account Balance =	= Difference	-450.000000
		0.00000	130.00000		
🕜 💆 🏆 Ready					

1. Open the Bank Reconciliation screen from Cash Management module > Activities folder > Bank Reconciliation.

Recorde Print Search Clear Range Import	View Close				
Details Attachments					
Bank Account Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balance Difference
08 V 06/05/2014 ABC B	ank		106040-40	547.00	0.00
6 Payments and Debits			2 Deposits and Credits		
Clear All Clear None O Add Filter:	×		Clear All 📄 Clear None 🕥	Add Filter:	×
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor 1	ransaction Type Deposit
Q 06/02/2014	service charges Bank Transaction	10.00	05/28/2014	Company E	lank Deposit 1,500.00
Q D6/02/2014	purchase of offi Bank Withdrawal	150.00	Q 🔲 06/02/2014	interest gained E	lank Transaction 7.00
Q 06/02/2014	from 08 Bank Transfer (WD)	250.00			
Q D6/03/2014 10000001	Cash Misc Checks	400.00			
Q 06/04/2014	payee 1 Misc Checks	120.00			
Q 06/04/2014	payee 1 Misc Checks	30.00			
	0 Payments Cleared:	0.00		0 Deposits Cleared:	0.00
Prior Reconciliation Ending Balance -	Cleared Payments +	Cleared	Deposits - Ending B	alance Per Reconcilation	
0.00	0.00		0.00	0.00	
Bank Statement Ending Balance -	Uncleared Payments +	Uncleare	d Deposits - Bar	k Account Balance =	Difference
0.00	960.00		1,507.00	547.00	0.00
🕽 💿 🖓 Ready					

2. In the Bank Account field, select the Bank Account you want to reconcile.

1	Bank Reconcilation									
			Q	Ê		D.	7			
	Reconcile	Print	Search	Clear Range	Import		Close			
	Details	Attachn	nents							
	Bank Account		State	ment Date	Bank Nam	8				
	08	~	06/05/	2014 🖪	ABC Ba	nk				

3. Enter the date appearing on your Bank Statement in the Statement Date field.

E Bank K	econcila	cion					
Reconcile	Print	Search	Cear Range	amport	P.	Cose	
Details	Attady	ments					
Bank A	ccount	State	ment Date	1		Bank Name	
08	~	06/03/	2014 🖸	ABC B	ank		

4. Enter the ending balance appearing on your Bank Statement in the Bank Statement Ending Balance field.

🗏 🗮 🔍 🖺 🖊	D. 1								
concile Print Search Clear Range Import	View Close								
Netails Attachments									
Bank Account Statement Date	Ba	ank Name		(G/L Account		G/L Balance	Bank & G/L Balan	ice Differen
8 🗸 06/03/2014 🖪 ABC	Bank		1	06040-40			697.	00	(
4 Payments and Debits				2 Deposit	s and Credits				
Clear All Clear None O Add Elter:		×		V Clear	Al 🕅 Clear	None 🕜 Add	Elter:	×	
Clear Date Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Depo
06/02/2014	service charges	Bank Transaction	10.00	9.0	05/28/2014		Company	Bank Deposit	1,50
06/02/2014	purchase of offi	Bank Withdrawal	150.00	9	05/02/2014		interest gained	Bank Transaction	
06/02/2014	from 08	Bank Transfer (WD)	250.00						
06/03/2014 10000001	Cash	Misc Checks	400.00						
	0 Payments Cleared:		0.00				0 Deposits Cleare	d:	
			<i>c</i> 1			5 . I D. I.			
Prior Reconcilation Ending Balance -	Cleared Paym	ents +	Cleared	Deposits	0.00	Ending Balar	nce Per Reconcilation		
Darah Chakamant Darka a	Us shares of Days	0.00			0.00	Deals A	0.00	0.6	
Barik Statement Ending Balance	Uncleared Payr	nenus +	Uncleared	Deposits		Bank A	CCOUNT Balance =	Difference	
607.00		010.00							

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits panels** that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference field** at the bottom left corner of the screen.

Reconcile Print Search Clear Range Import	View Close					
Details Attachments						
Bank Account Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balance	Difference
08 V 06/03/2014 ABC B	ank	1	106040-40	697	.00	0.00
4 Payments and Debits			2 Deposits and Credits			
🗸 Clear All 📄 Clear None 📀 Add Filter:	×		🔽 Clear All 📃 Clear None 🔘	Add Filter:	×	
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor	Transaction Type	Deposit
Q Ø6/02/2014	service charges Bank Transaction	10.00	Q 🚺 05/28/2014	Company	Bank Deposit	1,500.00
Q 06/02/2014	purchase of offi Bank Withdrawal	150.00	Q 📝 06/02/2014	interest gained	Bank Transaction	7.00
Q 06/02/2014	from 08 Bank Transfer (WD)	250.00				
Q Ø 06/03/2014 10000001	Cash Misc Checks	400.00				
	4 Payments Cleared:	810.00		2 Deposits Clear	red:	1,507.00
Prior Reconciliation Ending Balance -	Cleared Payments +	Cleared I	Deposits – Ending B	alance Per Reconcilation		
0.00	810.00		1,507.00	697.00		
Bank Statement Ending Balance -	Uncleared Payments +	Uncleared	i Deposits - Bar	nk Account Balance =	Difference	
697.00	0.00		0.00	697.00		0.00
🕜 🔮 🏆 Ready						

6. Click Reconcile toolbar button.



7. This message is shown. Click Yes button to continue with reconciling the bank account.



8. Another message is shown. Click Yes button to print a Bank Reconciliation report.



9. The Preview Task List screen will open.

Preview Task List		* ×
Delete Filter:	×Q	
E Report Name	Status	Show
Bank Reconciliation	0	1

- a. The Tools button in the Bank Reconciliation report > Status field signifies that i21 is in the process of generating the report.
- b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete** button.
 - blocked URL
- c. You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status field** for the selected report. **10. Bank Reconciliation report** will be printed. The report will show significant information when you reconciled the transactions for the bank

Reconcili	ation 🙁						
		F	Page 1	▼ of 1 ▶	Pdf 🗸		
ank F	Reconc	iliation			i2	1 QC 1420 AG	Company
irsday, J	une 05, 2014						
41:09 PM							
					St	tatement Date: 06/03/	2014
	Bank Acc	ount: 08		G/L Ad	count: 106040-	-40	
APC Perk			6/L P				
		`		G/L Ba	nance: 697.00		
Prior Reconciliation Ending Balance:			0.00	nding Balance:	697.00		
	-	Cleared Paym	ents:	810.00	- Unclea	ared Payments:	0.00
	+	Cleared Dep	osits:	1,507.00	+ Uncle	eared Deposits:	0.00
					- Bank Ac	count Balance:	697.00
Endi	ng Balance	Per Reconcilia	ation	697.00		Difference:	0.00
leared	- Payments:						
Clear	Date	Reference No.	Payee	Mer	no	Record No.	Amount
~	06/02/2014			serv	ice charges by the bank	BTRN-7	10.00
~	06/02/2014			purc	hase of office supplies	BWD-2	150.00
×	06/02/2014			from	08	BTFR-2-WD	250.00
~	06/03/2014	1000001	Cash	for r	epresentation	MCHK-8	400.00
					Cleared	Payments Total:	810.00
leared	Deposits:						
Clear	Date	Reference No.	Payee	Mer	no	Record No.	Amount
	05/28/2014		Company	initia	l deposit	BDEP-6	1,500.00
~							

 Close the Bank Reconciliation report by clicking the x button on the Bank Reconciliation tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports. You will then be asked to archive the report. See How to Archive a report.

Report Viewer			A 🗖 🖉
Bank Reconciliation			
	Page 1 🔹	of 1 🕨 🚺 P	edf 🔹 📑
Bank Reconciliation			i21 QC 1420 AG Company
Thursday, June 05, 2014			
04:41:09 PM			Statement Date: 06/03/2014
Bank Account:	08	G/L Account:	106040-40
ABC Bank		G/L Balance:	697.00

- Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
 Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on Statement Date field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The Prior Reconciliation Ending Balance field will show the amount entered in the Bank Statement Ending Balance field last time you reconciled it.

Bank Reconcilation						803
Reconcile Print Search Clear Range	Import View Close					
Details Attachments						
Bank Account Statement Date	Bank Name	G/L Accou	int G/	L Balance	Bank & G/L Balance Di	fference
08 💙 06/05/2014 📑	ABC Bank	106040-40		547.00		0.00
2 Payments and Debits		0 Deposits and Cred	its			
🔽 Clear All 📃 Clear None 🔕 Add 🛛	ilter: ×	🔽 Clear All 📃 Cl	ear None 🔘 Add 🛛 Filter:		×	
Clear Date Number	Payee Transaction Type	Payment Clear Date	Number	Payor Ti	ransaction Type	Deposit
Q 🔲 06/04/2014	payee 1 Misc Checks	120.00				
Q m 06/04/2014	payee 1 Misc Checks	30.00				
	0 Demostr Gound	0.00		0 Departe Classed		0.00
	o Payments cleared:	0.00		o Deposits cleared:		0.00
Prior Reconcilation Ending Balance	Cleared Payments +	Cleared Deposits	 Ending Balance Per Re 	concilation		
697.00	0.00	0.00		697.00		
Bank Statement Ending Balance	Uncleared Payments +	Uncleared Deposits	 Bank Account Ba 	lance =	Difference	607.00
0.00	150.00	0.00		547.00		-097.00
🕜 😟 🏆 Ready						