

How Difference field is used

There will be instances when book record will not match that of bank record or vice versa. This is where the **Difference** field at the bottom left corner of the screen is useful. If the amount shown in this field is not equal to 0.00, you will have to determine if the problem is with your book record or with your bank. Here are some examples when this field will show other number than 0.00.

1. If all transactions shown on your bank statement are present in the **Payments and Debits** and **Deposits and Credits** panels but there are left unchecked transactions in these panels.

The screenshot shows the Bank Reconciliation screen for Bank Account 07072017, Statement Date 7/20/2017, and Bank Name US BANK NA. The G/L Account is 14140-0000-000, G/L Balance is 37,748.59000, and Bank & G/L Balance Difference is 0.00000. The screen is divided into two main sections: 4 Payments and Debits and 4 Deposits and Credits. The Payments and Debits section shows four transactions: 7/7/2017 Fort Wayne Office AP Payment 45.00, 7/7/2017 Salmon Creek ... AP Payment 14,250.00, 7/7/2017 Office AP Payment 2,761.41, and 7/19/2017 Voided-00000003 Misc Checks 75.00. The Deposits and Credits section shows three transactions: 7/7/2017 Bank Deposit 54,500.00, 7/18/2017 Bank Deposit 55.00, and 7/19/2017 Bank Deposit 150.00. The bottom section shows the reconciliation summary: 1 Payments Cleared 75.00000, 3 Deposits Cleared 54,705.00000, Prior Reconciliation Ending Balance 100.00000, Cleared Payments 75.00000, Cleared Deposits 54,705.00000, Ending Balance Per Reconciliation 54,730.00000, Bank Statement Ending Balance 0, Uncleared Payments 17,056.41000, Uncleared Deposits 0.00000, Bank Account Balance 37,748.59000, and Difference -54,805.00000.

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017		Fort Wayne Office	AP Payment		45.00
<input type="checkbox"/>	7/7/2017		Salmon Creek ...	AP Payment		14,250.00
<input type="checkbox"/>	7/7/2017		Office	AP Payment		2,761.41
<input checked="" type="checkbox"/>	7/19/2017	Voided-00000003		Misc Checks		75.00

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input checked="" type="checkbox"/>	7/7/2017			Bank Deposit		54,500.00
<input checked="" type="checkbox"/>	7/18/2017			Bank Deposit		55.00
<input checked="" type="checkbox"/>	7/19/2017			Bank Deposit		150.00
<input checked="" type="checkbox"/>	7/20/2017	Voided-00000003		Void Transactio...	Void Misc Check	75.00

1 Payments Cleared		3 Deposits Cleared	
75.00000		54,705.00000	

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
100.00000	75.00000	54,705.00000	54,730.00000

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
0	17,056.41000	0.00000	37,748.59000	-54,805.00000

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Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017		Fort Wayne Office	AP Payment		45.00
<input type="checkbox"/>	7/7/2017		Salmon Creek ...	AP Payment		14,250.00
<input type="checkbox"/>	7/7/2017		Office	AP Payment		2,761.41
<input checked="" type="checkbox"/>	7/19/2017	Voided-00000003		Misc Checks		75.00

2. If there are transaction/s shown on your bank statement but are not shown in the Bank Reconciliation screen, then you will have to add that missing transaction on your book record so it appears in the Bank Reconciliation screen without having to close the Bank Reconciliation screen. This is what we call adding on the fly the deposit/credit or payment/credit transaction. See, [How to Add Deposits and Credits transaction directly on Bank Reconciliation screen](#), [How to Add Payments and Debits transaction directly on Bank Reconciliation screen](#).

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1. If all transactions shown on your bank statement are present in the **Payments and Debits** and **Deposits and Credits** panels but there are left unchecked transactions in these panels.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 05/12/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: 2,285.00 Bank & G/L Balance Difference: 0.00

4 Payments and Debits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	11/12/201...			Bank Transaction	100.00
<input type="checkbox"/>	12/18/201...			Bank Transaction	100.00
<input checked="" type="checkbox"/>	01/04/201...			Bank Transaction	5.00
<input checked="" type="checkbox"/>	05/12/201...			Bank Withdrawal	10.00

3 Payments Cleared: 115.00

1 Deposits and Credits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/12/201...			Bank Deposit	2,500.00

1 Deposits Cleared: 2,500.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 115.00 Cleared Deposits: 2,500.00 Ending Balance Per Reconciliation: 2,385.00

Bank Statement Ending Balance: 2,285.00 Uncleared Payments: 100.00 Uncleared Deposits: 0.00 Bank Account Balance: 2,285.00 Difference: -100.00

Saved

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Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 05/12/2016 Bank Name: Chase Bank - Indiana

4 Payments and Debits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	11/12/201...			Bank Transaction	100.00
<input type="checkbox"/>	12/18/201...			Bank Transaction	100.00
<input checked="" type="checkbox"/>	01/04/201...			Bank Transaction	5.00
<input checked="" type="checkbox"/>	05/12/201...			Bank Withdrawal	10.00

- If there are transaction/s shown on your bank statement but are not shown in the Bank Reconciliation screen, then you will have to add that missing transaction on your book record so it appears in the Bank Reconciliation screen without having to close the Bank Reconciliation screen. This is what we call adding on the fly the deposit/credit or payment/credit transaction. See, [How to Add Deposits and Credits transaction directly on Bank Reconciliation screen](#), [How to Add Payments and Debits transaction directly on Bank Reconciliation screen](#).

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Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 12152015 Statement Date: 02/12/2016 Bank Name: Commerce Bank G/L Account: 10718-0000-000 G/L Balance: 27,340.48 Bank & G/L Balance Difference: 0.00

8 Payments and Debits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	02/01/2016		Midwest Propane	ACH	10.00
<input checked="" type="checkbox"/>	02/01/2016		Donna E Parker	Paycheck	1,075.26
<input type="checkbox"/>	02/03/2016			Bank Transaction	30.00
<input checked="" type="checkbox"/>	02/03/2016			Bank Transaction	15,350.00
<input checked="" type="checkbox"/>	02/03/2016	0000000	Donna E Parker	Paycheck	1,075.26
<input checked="" type="checkbox"/>	02/10/2016	000000004		Misc Checks	49.00
<input checked="" type="checkbox"/>	02/10/2016	000000005	Frito-Lay	AP Payment	10.00
<input checked="" type="checkbox"/>	02/10/2016	000000006	Coca-Cola Bottl...	AP Payment	150.00

7 Payments Cleared: 17,719.52

2 Deposits and Credits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	02/01/2016			Bank Deposit	45,000.00
<input checked="" type="checkbox"/>	02/10/2016			Bank Transaction	90.00

2 Deposits Cleared: 45,090.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 17,719.52 Cleared Deposits: 45,090.00 Ending Balance Per Reconciliation: 27,370.48

Bank Statement Ending Balance: 27,340.48 Uncleared Payments: 30.00 Uncleared Deposits: 0.00 Bank Account Balance: 27,340.48 Difference: -30.00

Saved

Here is a sample of unchecked transaction. With this kind of scenario, the said transaction will be forwarded to the next reconciliation as

transaction awaiting to be cleared. Other case might be, the transaction was not recorded by the bank. With that, you may want to verify it with your bank.

Bank Reconciliation

Reconcile

Print

Search

Clear Range

Import

Open

Close

Details

Attachments (0)

Bank Account

Statement Date

Bank Name

12152015

02/12/2016

Commerce Bank

8 Payments and Debits

Clear All

Clear None

+

Add

Layout

Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	02/01/2016		Midwest Propane	ACH	10.00
<input checked="" type="checkbox"/>	02/01/2016		Donna E Parker	Paycheck	1,075.26
<input checked="" type="checkbox"/>	02/03/2016			Bank Transaction	30.00
<input checked="" type="checkbox"/>	02/03/2016			Bank Transaction	15,350.00
<input checked="" type="checkbox"/>	02/03/2016	0000000	Donna E Parker	Paycheck	1,075.26
<input checked="" type="checkbox"/>	02/10/2016	00000004		Misc Checks	49.00
<input checked="" type="checkbox"/>	02/10/2016	00000005	Frito-Lay	AP Payment	10.00
<input checked="" type="checkbox"/>	02/10/2016	00000006	Coca-Cola Bottl...	AP Payment	150.00

7 Payments Cleared: 17,719.52

- If there are transaction/s shown on your bank statement but are not shown in the Bank Reconciliation screen, then you will have to add that missing transaction on your book record so it appears in the Bank Reconciliation screen without having to close the Bank Reconciliation screen. This is what we call adding on the fly the deposit/credit or payment/credit transaction. See, [How to Add Deposits and Credits transaction directly on Bank Reconciliation screen](#), [How to Add Payments and Debits transaction directly on Bank Reconciliation screen](#).

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Bank Reconciliation

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

09

06/22/2015

Sample Bank

850.000000

0.000000

2 Payments and Debits

2 Deposits and Credits

Clear All

Clear None

+

Add

Layout

Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/22/2015			Bank Withdrawal	100.00
<input checked="" type="checkbox"/>	06/22/2015	00000001		Misc Checks	100.00

1 Payments Cleared: 100.000000

Clear All

Clear None

+

Add

Layout

Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	06/22/2015			Bank Deposit	1,000.00
<input checked="" type="checkbox"/>	06/22/2015			Bank Transaction	50.00

2 Deposits Cleared: 1,050.000000

Prior Reconciliation Ending Balance

Cleared Payments

Cleared Deposits

Ending Balance Per Reconciliation

0.000000

100.000000

1,050.000000

950.000000

Bank Statement Ending Balance

Uncleared Payments

Uncleared Deposits

Bank Account Balance

Difference

850.000000

100.000000

0.000000

850.000000

-100.000000

Here is a sample of unchecked transaction. With this kind of scenario, the said transaction will be forwarded to the next reconciliation as

transaction awaiting to be cleared. Other case might be, the transaction was not recorded by the bank. With that, you may want to verify it with your bank.

Bank Reconciliation

Reconcile

Print

Search

Clear Range

Import

View

Close

Details

Attachments

Bank Account

Statement Date

Bank Name

09

06/22/2015

Sample Bank

2 Payments and Debits

Clear All

Clear None

Add

Layout

Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/22/2015			Bank Withdrawal	100.00
<input checked="" type="checkbox"/>	06/22/2015	00000001		Misc Checks	100.00

1 Payments Cleared:

100.000000

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Bank Reconciliation

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

06/03/2014

ABC Bank

106040-40

697.00

0.00

4 Payments and Debits

Clear All

Clear None

Add

Filter:

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/02/2014		service charges ...	Bank Transaction	10.00
<input checked="" type="checkbox"/>	06/02/2014		purchase of off...	Bank Withdrawal	150.00
<input checked="" type="checkbox"/>	06/02/2014		from 08	Bank Transfer (WD)	250.00
<input type="checkbox"/>	06/03/2014	10000001	Cash	Misc Checks	400.00

3 Payments Cleared:

410.00

2 Deposits and Credits

Clear All

Clear None

Add

Filter:

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00
<input checked="" type="checkbox"/>	06/02/2014		interest gained	Bank Transaction	7.00

2 Deposits Cleared:

1,507.00

Prior Reconciliation Ending Balance

0.00

Cleared Payments

410.00

Cleared Deposits

1,507.00

Ending Balance Per Reconciliation

1,097.00

Bank Statement Ending Balance

697.00

Uncleared Payments

400.00

Uncleared Deposits

0.00

Bank Account Balance

697.00

Difference

-400.00

Saved

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transaction awaiting to be cleared. Other case might be, the transaction was not recorded by the bank. With that, you may want to verify it with your bank.

Bank Reconciliation

Reconcile

Print

Search

Clear Range

Import

View

Close

Details

Attachments

Bank Account

Statement Date

Bank Name

08

06/03/2014

ABC Bank

4 Payments and Debits

☒

Clear All

☐

Clear None

Add

Filter:

	Clear	Date	Number	Payee	Transaction Type	Payment
<div></div>	<input checked="" type="checkbox"/>	06/02/2014		service charges ...	Bank Transaction	10.00
<div></div>	<input checked="" type="checkbox"/>	06/02/2014		purchase of offi...	Bank Withdrawal	150.00
<div></div>	<input checked="" type="checkbox"/>	06/02/2014		from 08	Bank Transfer (WD)	250.00
<div></div>	<input type="checkbox"/>	06/03/2014	10000001	Cash	Misc Checks	400.00

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