

# How to Add Deposits and Credits transaction directly on Bank Reconciliation screen

1. In the Bank Reconciliation screen, Difference field shows -100.00. This amount is appearing on your Bank Statement as Interest gained, which is recorded by the bank but is not recorded in your book.

The screenshot shows the 'Bank Reconciliation' window. At the top, it displays 'Bank Account: 07072017', 'Statement Date: 7/20/2017', and 'Bank Name: US BANK NA'. Below this, there are two main sections: '5 Payments and Debits' and '4 Deposits and Credits'. The '5 Payments and Debits' section shows a list of transactions with columns for Date, Number, Payee, Description, Transaction Type, and Payment. The '4 Deposits and Credits' section shows a list of transactions with columns for Date, Number, Payor, Description, Transaction Type, and Deposit. At the bottom, there is a summary section with fields for 'Prior Reconciliation Ending Balance', 'Cleared Payments', 'Cleared Deposits', 'Ending Balance Per Reconciliation', 'Bank Statement Ending Balance', 'Uncleared Payments', 'Uncleared Deposits', 'Bank Account Balance', and 'Difference'. The 'Difference' field is highlighted with a red box and shows a value of -100.00000.

2. To add this as additional credit for the bank account, click the **Add** button in the **Deposits and Credits** panel.

This screenshot is identical to the previous one, but with the 'Add' button in the '4 Deposits and Credits' section highlighted with a red box. The 'Add' button is located at the top of the '4 Deposits and Credits' section, next to the 'Clear All' and 'Clear None' buttons.

3. The **Add Deposit** screen opens.

The screenshot shows the 'Add Deposit' window. It has a title bar with 'Add Deposit' and a close button. Below the title bar, there are 'OK' and 'Cancel' buttons. The main section is titled 'Details' and contains four fields: 'Date' (set to 7/20/2017), 'GL Account' (set to 55000-0000-000), 'Amount' (set to 185.00000), and 'Description' (set to Test Deposit). At the bottom, there is a status bar with a question mark, a lightbulb icon, and the word 'Ready'.

- a. Set the date of the transaction in the **Date** field.
- b. In the **GL Account** field, select the account that will be used as counter-entry for the bank account.
- c. Enter amount of deposit/credit in the **Amount** field.
- d. In the **Description** field, enter the description of this transaction.

4. Click **OK** toolbar button.



5. The Add Deposit screen will be closed bringing you back to the **Bank Reconciliation** screen. The added deposit/credit transaction will then be shown in Deposits and Credits panel.

5 Payments and Debits					5 Deposits and Credits									
<input checked="" type="checkbox"/> Clear All	<input type="checkbox"/> Clear None	<input type="checkbox"/> Add	<input type="checkbox"/> View	Filter (F3)	<input checked="" type="checkbox"/> Clear All	<input type="checkbox"/> Clear None	<input type="checkbox"/> Add	<input type="checkbox"/> View	Filter (F3)					
Clear	Date	Number	Payee	Description	Transaction Type	Payment	Clear	Date	Number	Payor	Description	Transaction Type	Deposit	
<input type="checkbox"/>	7/7/2017		Fort Wayne Offic	AP Payment		45.00	<input type="checkbox"/>	7/7/2017			Bank Deposit		54,500.00	
<input type="checkbox"/>	7/7/2017		Salmon Creek...	AP Payment		14,250.00	<input type="checkbox"/>	7/18/2017			Bank Deposit		55.00	
<input type="checkbox"/>	7/7/2017		Office	AP Payment		2,761.41	<input type="checkbox"/>	7/19/2017			Bank Deposit		150.00	
<input checked="" type="checkbox"/>	7/19/2017		Voided-00000003	Misc Checks		75.00	<input checked="" type="checkbox"/>	7/20/2017			Test Deposit	Bank Transaction	185.00	
<input type="checkbox"/>	7/20/2017			test payment	Bank Transaction	10.00	<input checked="" type="checkbox"/>	7/20/2017			Voided-00000003	Void Transactio...	Void Misc Check	75.00

1 Payments Cleared 75.00000 0 Deposits Cleared 0.00000

Prior Reconciliation Ending Balance 100.00000 Cleared Payments 75.00000 Cleared Deposits 0.00000 Ending Balance Per Reconciliation 25.00000

Bank Statement Ending Balance 0 Uncleared Payments 17,066.41000 Uncleared Deposits 54,890.00000 Bank Account Balance 37,923.59000 Difference -100.00000

6. Open **Bank Transactions** screen. It will show the added deposit/credit.

Record No	Date	Amount	Posted
BTRN-9	4/21/2016	10.00	<input checked="" type="checkbox"/>
BTRN-10	4/27/2016	10.00	<input checked="" type="checkbox"/>
BTRN-11	5/1/2016	10,000.00	<input type="checkbox"/>
BTRN-12	5/11/2016	10.00	<input checked="" type="checkbox"/>
BTRN-13	7/1/2016	11,122.00	<input checked="" type="checkbox"/>
BTRN-14	7/6/2016	5.00	<input checked="" type="checkbox"/>
BTRN-15	7/8/2016	100.00	<input checked="" type="checkbox"/>
BTRN-18	8/17/2016	10.00	<input checked="" type="checkbox"/>
BTRN-19	8/26/2016	50.00	<input checked="" type="checkbox"/>
BTRN-22	1/1/2017	25,781.25	<input checked="" type="checkbox"/>
BTRN-23	1/17/2017	1,500.00	<input checked="" type="checkbox"/>
BTRN-25	1/17/2017	0.17	<input checked="" type="checkbox"/>
BTRN-26	1/6/2017	10.00	<input checked="" type="checkbox"/>
BTRN-27	1/26/2017	10.00	<input checked="" type="checkbox"/>
BTRN-28	2/23/2017	10.00	<input checked="" type="checkbox"/>
BWD-1	12/5/2019	50.00	<input checked="" type="checkbox"/>
BWD-2	3/28/2017	50.00	<input checked="" type="checkbox"/>
BTRN-31	3/31/2017	50.00	<input checked="" type="checkbox"/>
BTRN-32	7/7/2017	230.00	<input checked="" type="checkbox"/>
BWD-3	7/7/2017	65.00	<input checked="" type="checkbox"/>
BTRN-33	7/18/2017	55.00	<input type="checkbox"/>
BTRN-34	7/20/2017	10.00	<input checked="" type="checkbox"/>
BTRN-35	7/20/2017	185.00	<input checked="" type="checkbox"/>

Bank Account: 07072017 Balance: 37,923.59000 Currency: USD Record No: BTRN-35

Date: 7/20/2017 Type: Bank Transaction Debit: 185.00

Description: Test Deposit Recur: ☐ Location: 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
55000-0000-000	Purchases Discounts - Home office - Admin	0.00000	185.00000

Total: \$0.00 \$185.00

1. In the Bank Reconciliation screen, Difference field shows 10.00. This amount is appearing on your Bank Statement as Interest gained, which is recorded by the bank but is not recorded in your book.

The screenshot shows the 'Bank Reconciliation' window. At the top, it displays 'Bank Account: 68215422C', 'Statement Date: 06/22/2016', 'Bank Name: Chase Bank - Indiana', 'G/L Account: 10005-0000-000', 'G/L Balance: 451.39', and 'Bank & G/L Balance Difference: 0.00'. Below this, there are two main sections: '4 Payments and Debits' and '2 Deposits and Credits'. The '4 Payments and Debits' section has a table with columns: Clear, Date, Number, Payee, Transaction Type, and Payment. It lists three transactions: a Bank Transaction on 01/04/201... for 5.00, a Bank Fee on 03/29/201... for 5.00, and a Bank Transaction on 05/11/201... for 10.00 (which is selected). The '2 Deposits and Credits' section has a table with columns: Clear, Date, Number, Payor, Transaction Type, and Deposit. It lists two transactions: a Bank Transaction on 06/22/201... for 100.00 and a Bank Transaction on 06/22/201... for 300.00. At the bottom, there is a summary section with fields for 'Prior Reconciliation Ending Balance' (100.00), 'Cleared Payments' (10.00), 'Cleared Deposits' (0.00), 'Ending Balance Per Reconciliation' (90.00), 'Bank Statement Ending Balance' (100), 'Uncleared Payments' (38.61), 'Uncleared Deposits' (400.00), 'Bank Account Balance' (451.39), and 'Difference' (10.00). The 'Difference' field is highlighted with a red box.

2. To add this as additional credit for the bank account, click the **Add** button in the **Deposits and Credits** panel.

This screenshot is identical to the previous one, but with the 'Add' button in the '2 Deposits and Credits' section highlighted with a red box. The 'Add' button is located between the 'Clear None' and 'Layout' buttons in the toolbar of the '2 Deposits and Credits' panel.

3. The **Add Deposit** screen opens.

The screenshot shows the 'Add Deposit' window. It has a title bar with 'Add Deposit' and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The main area is titled 'Details' and contains four fields: 'Date' (06/22/2016), 'GL Account' (15000-0004-001), 'Amount' (200.00), and 'Description' (Deposit test). At the bottom, there is a 'Ready' status bar with a question mark icon.

- a. Set the date of the transaction in the **Date** field.
  - b. In the **GL Account** field, select the account that will be used as counter-entry for the bank account.
  - c. Enter amount of deposit/credit in the **Amount** field.
  - d. In the **Description** field, enter the description of this transaction.
4. Click **OK** toolbar button.

This screenshot is identical to the previous one, but with the 'OK' button highlighted with a red box.

5. The Add Deposit screen will be closed bringing you back to the **Bank Reconciliation** screen. The added deposit/credit transaction will then be shown in Deposits and Credits panel.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422C Statement Date: 06/22/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: 651.39 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 type="checkbox"/>	01/04/201...			Bank Transaction	5.00
<input type="checkbox"/>	03/29/201...		Bank Fee	Bank Transaction	5.00
<input checked="" type="checkbox"/>	05/11/201...			Bank Transaction	10.00
<input type="checkbox"/>	05/23/201...	00020002	Joe.Employee@...	AP Payment	28.61

1 Payments Cleared: 10.00

**3 Deposits and Credits**

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

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/22/201...			Bank Transaction	100.00
<input type="checkbox"/>	06/22/201...			Bank Transaction	300.00
<input checked="" type="checkbox"/>	06/22/201...		Deposit test	Bank Transaction	200.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 100.00 Cleared Payments: 10.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 90.00

Bank Statement Ending Balance: 100 Uncleared Payments: 38.61 Uncleared Deposits: 600.00 Bank Account Balance: 651.39 Difference: 10.00

Saved

6. Open **Bank Transactions** screen. It will show the added deposit/credit.

**iRely LLC**

Search... Logout

**Bank Reconciliation**

New Open Refresh Export Close

☐ Layout  Filter Records (F3) 16 record(s)

Record No	Date	Amount	Posted
<input type="checkbox"/> BTRN-3	01/04/2016	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-4	01/26/2016	1.42	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-5	03/29/2016	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-6	04/30/2016	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-7	04/19/2016	22.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-8	04/21/2016	2,003.32	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-9	04/21/2016	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-10	04/27/2016	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-11	05/01/2016	10,000.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-12	05/11/2016	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-13	06/22/2016	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-14	06/22/2016	300.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-15	01/02/2016	300.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BTRN-16	06/22/2016	200.00	<input checked="" type="checkbox"/>

**Bank Transactions - BTRN-16**

New Save Search Delete Undo Unpost Duplicate Recap Close

Details Audit Log (1)

Bank Account: 68215422C Balance: 651.39 Currency: Record No: BTRN-16

Date: 06/22/2016 Type: Bank Transaction Debit: 200.00

Description: Deposit test Location:

☒ Remove  Filter:

GL Account	Description	Debit	Credit
<input type="checkbox"/> 15000-0004-001	Beginning Inventory	0.00	200.00
<input type="checkbox"/> Select a GL Account			

Total: \$0 \$200

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1. In the Bank Reconciliation screen, Difference field shows 10.00. This amount is appearing on your Bank Statement as Interest gained, which is recorded by the bank but is not recorded in your book.

The screenshot shows the 'Bank Reconciliation' window. At the top, there are tabs for 'Details' and 'Attachments (0)'. Below the tabs, there are fields for 'Bank Account' (2233), 'Statement Date' (02/12/2016), 'Bank Name' (PNC Bank), 'G/L Account' (10001-0001-000), 'G/L Balance' (410.00), and 'Bank & G/L Balance Difference' (0.00). The main area is divided into two panels: '2 Payments and Debits' and '0 Deposits and Credits'. The 'Payments and Debits' panel shows two transactions: 'Misc Checks' for 60.00 and 'test misc expen...' for 10.00. The 'Deposits and Credits' panel is empty. At the bottom, there is a summary section with fields for 'Prior Reconciliation Ending Balance' (480.00), 'Cleared Payments' (70.00), 'Cleared Deposits' (0.00), 'Ending Balance Per Reconciliation' (410.00), 'Bank Statement Ending Balance' (420.00), 'Uncleared Payments' (0.00), 'Uncleared Deposits' (0.00), 'Bank Account Balance' (410.00), and 'Difference' (10.00). The 'Difference' field is highlighted with a red box.

2. To add this as additional credit for the bank account, click the **Add** button in the **Deposits and Credits** panel.

This screenshot is identical to the previous one, but the 'Add' button in the '0 Deposits and Credits' panel is highlighted with a red box.

3. The **Add Deposit** screen opens.

The screenshot shows the 'Add Deposit' window. It has a title bar with 'Add Deposit' and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The main area is divided into two panels: 'Details' and 'Attachments (0)'. The 'Details' panel has fields for 'Date' (02/12/2016), 'GL Account' (10003-0000-000), 'Amount' (15.00), and 'Description' (item received). At the bottom, there is a status bar with a question mark, a lightbulb icon, and the word 'Ready'.

- a. Set the date of the transaction in the **Date** field.
  - b. In the **GL Account** field, select the account that will be used as counter-entry for the bank account.
  - c. Enter amount of deposit/credit in the **Amount** field.
  - d. In the **Description** field, enter the description of this transaction.
4. Click **OK** toolbar button.

This screenshot is identical to the previous one, but the 'OK' button is highlighted with a red box.

5. The Add Deposit screen will be closed bringing you back to the **Bank Reconciliation** screen. The added deposit/credit transaction will then be shown in Deposits and Credits panel.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open + Close

Details Attachments (0)

Bank Account: 2233 Statement Date: 02/12/2016 Bank Name: PNC Bank G/L Account: 10001-0001-000 G/L Balance: 425.00 Bank & G/L Balance Difference: 0.00

**2 Payments and Debits**

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

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	02/12/2016	00000001		Misc Checks	60.00
<input checked="" type="checkbox"/>	02/12/2016	00000002	test misc expen...	Misc Checks	10.00

2 Payments Cleared: 70.00

**1 Deposits and Credits**

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

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	02/12/2016		item received	Bank Transaction	15.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: -480.00 Cleared Payments: 70.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 410.00

Bank Statement Ending Balance: 420.00 Uncleared Payments: 0.00 Uncleared Deposits: 15.00 Bank Account Balance: 425.00 Difference: 10.00

Ready

6. Open **Bank Transactions** screen. It will show the added deposit/credit.

**IRELY ADMIN** - Collapse All Menus

i21 Demo Setup Company(Source)

Search...

**Bank Transactions**

New Open Refresh Export + Close

Layout Filter Records (F3) 20 records (1 selected)

Record No	Date	Amount	Posted
<input type="checkbox"/> BTRN-1	11/12/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-2	12/18/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-3	01/04/2016	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-4	02/01/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-5	02/01/2016	50.00	<input type="checkbox"/>
<input type="checkbox"/> BWD-1	02/01/2016	250.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-6	02/01/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/> BWD-2	02/01/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-8	02/02/2016	35.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-9	02/02/2016	10.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-10	02/03/2016	30.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-11	02/03/2016	15,350.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-12	02/03/2016	500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-13	02/04/2016	16,725.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-14	02/09/2016	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-15	02/10/2016	90.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-16	02/10/2016	20.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-17	02/10/2016	20.00	<input type="checkbox"/>
<input type="checkbox"/> BWD-3	02/08/2016	20.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BTRN-18	02/12/2016	15.00	<input checked="" type="checkbox"/>

**Bank Transactions - BTRN-18**

New Save Search Delete Undo Unpost Duplicate Recap Close

Details

Bank Account: 2233 Balance: 425.00 Currency: Record No: BTRN-18

Date: 02/12/2016 Type: Bank Transaction Debit: 15.00

Description: item received Location:

Remove Filter: x

GL Account	Description	Debit	Credit
<input type="checkbox"/> 10003-0000-000	Fifth Third - Petro Operation	0.00	15.00

Total: \$0 \$15

Posted Page 1 of 1

1. In the Bank Reconciliation screen, Difference field shows 10.00. This amount is appearing on your Bank Statement as Interest gained, which is recorded by the bank but is not recorded in your book.

The Bank Reconciliation screen displays the following details:

- Bank Account:** 08
- Statement Date:** 06/24/2015
- Bank Name:** ABC Bank
- G/L Account:**
- G/L Balance:** 300.000000
- Bank & G/L Balance Difference:** 0.000000

**2 Payments and Debits:**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/22/2015	10000011	payee 1	Misc Checks	120.00
<input checked="" type="checkbox"/>	06/22/2015	10000012	payee 1	Misc Checks	30.00

**0 Deposits and Credits:**

Clear	Date	Number	Payor	Transaction Type	Deposit
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**Summary:**

- 2 Payments Cleared: 150.000000
- 0 Deposits Cleared: 0.000000
- Prior Reconciliation Ending Balance: 450.000000
- Cleared Payments: 150.000000
- Cleared Deposits: 0.000000
- Ending Balance Per Reconciliation: 300.000000
- Bank Statement Ending Balance: 310.000000
- Uncleared Payments: 0.000000
- Uncleared Deposits: 0.000000
- Bank Account Balance: 300.000000
- Difference: 10.000000**

2. To add this as additional credit for the bank account, click the **Add** button in the **Deposits and Credits** panel.

The Bank Reconciliation screen is shown with the **Add** button in the **0 Deposits and Credits** panel highlighted with a red box.

3. The **Add Deposit** screen opens.

The Add Deposit screen displays the following fields:

- Date:** 06/22/2015
- GL Account:** 40100-1001
- Amount:** 3.000000
- Description:** interest received

Buttons: OK, Cancel

- a. Set the date of the transaction in the **Date** field.
  - b. In the **GL Account** field, select the account that will be used as counter-entry for the bank account.
  - c. Enter amount of deposit/credit in the **Amount** field.
  - d. In the **Description** field, enter the description of this transaction.
4. Click **OK** toolbar button.

The Add Deposit screen is shown with the **OK** button highlighted with a red box.

5. The Add Deposit screen will be closed bringing you back to the **Bank Reconciliation screen**. The added deposit/credit transaction will then be shown in Deposits and Credits panel.

The Bank Reconciliation screen displays the following information:

- Bank Account:** 08, **Statement Date:** 06/24/2015, **Bank Name:** ABC Bank, **G/L Account:**, **G/L Balance:** 303.000000, **Bank & G/L Balance Difference:** 0.000000
- 2 Payments and Debits:**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/22/2015	10000011	payee 1	Misc Checks	120.00
<input checked="" type="checkbox"/>	06/22/2015	10000012	payee 1	Misc Checks	30.00
- 1 Deposits and Credits:**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	06/22/2015		interest received	Bank Transaction	3.00
- Summary:**
  - 2 Payments Cleared: 150.000000
  - 0 Deposits Cleared: 0.000000
  - Prior Reconciliation Ending Balance: 450.000000
  - Cleared Payments: 150.000000
  - Cleared Deposits: 0.000000
  - Ending Balance Per Reconciliation: 300.000000
  - Bank Statement Ending Balance: 310.000000
  - Uncleared Payments: 0.000000
  - Uncleared Deposits: 3.000000
  - Bank Account Balance: 303.000000
  - Difference: 10.000000

6. Open **Bank Transactions screen**. It will show the added deposit/credit.

The Bank Transactions screen displays a list of 17 records. The selected record is BTRN-15.

Record No	Checkbook	Date	Amount	Posted
BTRN-1	01	10/07/2014	10.00	<input checked="" type="checkbox"/>
BTRN-2	01	10/08/2014	10.00	<input checked="" type="checkbox"/>
BTRN-3	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
BTRN-4	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
BTRN-5	01	10/08/2014	100.00	<input checked="" type="checkbox"/>
BTRN-6	01	10/22/2014	1,100.00	<input checked="" type="checkbox"/>
BTRN-7	01	11/14/2014	10.00	<input checked="" type="checkbox"/>
BTRN-8	01	02/02/2015	10.00	<input checked="" type="checkbox"/>
BTRN-9	01	02/02/2015	110.00	<input checked="" type="checkbox"/>
BTRN-10	RR	06/10/2015	100.00	<input checked="" type="checkbox"/>
BTRN-11	08	06/17/2015	10.00	<input type="checkbox"/>
BTRN-12	08	06/17/2015	7.00	<input checked="" type="checkbox"/>
BWD-1	08	06/17/2015	150.00	<input type="checkbox"/>
BTRN-13	08	06/17/2015	10.00	<input type="checkbox"/>
BWD-2	09	06/22/2015	100.00	<input checked="" type="checkbox"/>
BTRN-14	09	06/22/2015	50.00	<input checked="" type="checkbox"/>
BTRN-15	08	06/22/2015	3.00	<input checked="" type="checkbox"/>

The Bank Transactions screen displays the details for the selected transaction BTRN-15.

**Bank Account:** 08, **Balance:** 303.000000, **Currency:** USD, **Record No:** BTRN-15

**Date:** 06/22/2015, **Type:** Bank Transaction, **Debit:** 3.000000

**Description:** interest received, **Location:**

**GL Account:** 40100-1001, **Description:** SALES WHEAT - WB-New Haven Grain, **Debit:** 0.00, **Credit:** 3.00

**Total:** 0.00, 3.00



1. In the Bank Reconciliation screen, Difference field shows 10.00. This amount is appearing on your Bank Statement as Interest gained, which is recorded by the bank but is not recorded in your book.

The Bank Reconciliation screen displays the following details:

Bank Account	Statement Date	Bank Name	G/L Account	G/L Balance	Bank & G/L Balance Difference
08	06/05/2014	ABC Bank	106040-40	547.00	0.00

  

2 Payments and Debits						0 Deposits and Credits					
Clear	Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	06/04/2014		payee 1	Misc Checks	120.00						
<input checked="" type="checkbox"/>	06/04/2014		payee 1	Misc Checks	30.00						

  

2 Payments Cleared: 150.00				0 Deposits Cleared: 0.00			
Prior Reconciliation Ending Balance	-	Cleared Payments	+	Cleared Deposits	=	Ending Balance Per Reconciliation	
697.00		150.00		0.00		547.00	
Bank Statement Ending Balance	-	Uncleared Payments	+	Uncleared Deposits	=	Bank Account Balance	
557.00		0.00		0.00		547.00	Difference 10.00

2. To add this as additional credit for the bank account, click the **Add** button in the **Deposits and Credits** panel.

The Bank Reconciliation screen is shown with the **Add** button in the **0 Deposits and Credits** panel highlighted with a red box.

3. The **Add Deposit** screen opens.

The Add Deposit screen displays the following fields:

- Date:** 06/05/2014
- GL Account:** 821100-40
- Amount:** 3.00
- Description:** interest received

- a. Set the date of the transaction in the **Date** field.
- b. In the **GL Account** field, select the account that will be used as counter-entry for the bank account.
- c. Enter amount of deposit/credit in the **Amount** field.
- d. In the **Description** field, enter the description of this transaction.

4. Click **OK** toolbar button.

The Add Deposit screen is shown with the **OK** button highlighted with a red box.

5. The Add Deposit screen will be closed bringing you back to the **Bank Reconciliation screen**. The added deposit/credit transaction will then be shown in Deposits and Credits panel.

The Bank Reconciliation screen displays the following information:

- Bank Account:** 08
- Statement Date:** 06/05/2014
- Bank Name:** ABC Bank
- G/L Account:** 106040-40
- G/L Balance:** 550.00
- Bank & G/L Balance Difference:** 0.00

**2 Payments and Debits:**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/04/2014		payee 1	Misc Checks	120.00
<input checked="" type="checkbox"/>	06/04/2014		payee 1	Misc Checks	30.00

**2 Payments Cleared:** 150.00

**1 Deposits and Credits:**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	06/05/2014		interest received	Bank Transaction	3.00

**0 Deposits Cleared:** 0.00

**Reconciliation Summary:**

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
697.00	150.00	0.00	547.00

**Bank Statement Ending Balance:** 557.00

Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
0.00	3.00	550.00	10.00

6. Open **Bank Transactions screen**. It will show the added deposit/credit.

The Bank Transactions screen displays the following information:

- Search Bank Transactions**
- Filter Records (F3):** 11 records (1 selected)

Record No	Checkbook	Date	Amount	Posted
BTRN-1	1	05/09/2014	69.00	<input type="checkbox"/>
BTRN-2	05	05/14/2014	15.00	<input checked="" type="checkbox"/>
BTRN-3	05	05/14/2014	6.00	<input checked="" type="checkbox"/>
BTRN-4	07	05/26/2014	100.25	<input checked="" type="checkbox"/>
BTRN-5	07	05/26/2014	200.00	<input checked="" type="checkbox"/>
BTRN-6	06	05/26/2014	50.00	<input checked="" type="checkbox"/>
BWD-1	07	05/26/2014	60.00	<input checked="" type="checkbox"/>
BTRN-7	08	06/02/2014	10.00	<input checked="" type="checkbox"/>
BTRN-8	08	06/02/2014	7.00	<input checked="" type="checkbox"/>
BWD-2	08	06/02/2014	150.00	<input checked="" type="checkbox"/>
BTRN-9	08	06/05/2014	3.00	<input checked="" type="checkbox"/>

**Bank Transactions Detail:**

**Bank Account:** 08 **Balance:** 550.00 **Currency:** USD **Record No:** BTRN-9

**Date:** 06/05/2014 **Type:** Bank Transaction **Debit:** 3.00

**Description:** interest received **Location:**

GL Account	Description	Debit	Credit
821100-40	INTEREST RECEIVED -CLARA CITY	0.00	3.00

**Total:** 0.00 3.00

**Posted**

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