

How to Add Payments and Debits transaction directly on Bank Reconciliation screen

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: 07072017', 'Statement Date: 7/25/2017', and 'Bank Name: US BANK NA'. Below this, there are two main tables: '13 Payments and Debits' and '10 Deposits and Credits'. The 'Payments and Debits' table lists various transactions with columns for Date, Number, Payee, Description, Transaction Type, and Payment. The 'Deposits and Credits' table lists bank deposits with columns for Date, Number, Payor, Description, Transaction Type, and Deposit. At the bottom, a summary section shows 'Prior Reconciliation Ending Balance' as 100.00000, 'Cleared Payments' as 0.00000, 'Cleared Deposits' as 60.00000, and 'Ending Balance Per Reconciliation' as 160.00000. The 'Bank Statement Ending Balance' is 170.00000, and the 'Bank Account Balance' is 25,833.31000. The 'Difference' field is highlighted with a red box and shows 10.000000.

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

This screenshot is identical to the previous one, but the 'Add' button in the 'Payments and Debits' panel is highlighted with a red box. The 'Add' button is located at the top of the 'Payments and Debits' table, next to the 'Clear All' and 'Clear None' buttons.

3. The **Add Payment** screen opens.

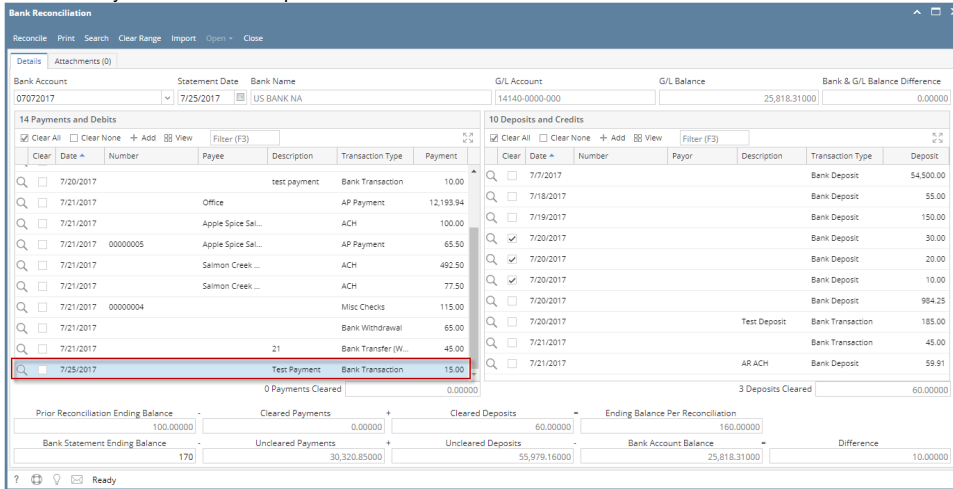
The screenshot shows the 'Add Payment' window. It has a title bar with 'Add Payment' and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The main area is titled 'Details' and contains four input fields: 'Date' (7/25/2017), 'GL Account' (72000-0000-000), 'Amount' (15.00000), and 'Description' (Test Payment). 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.

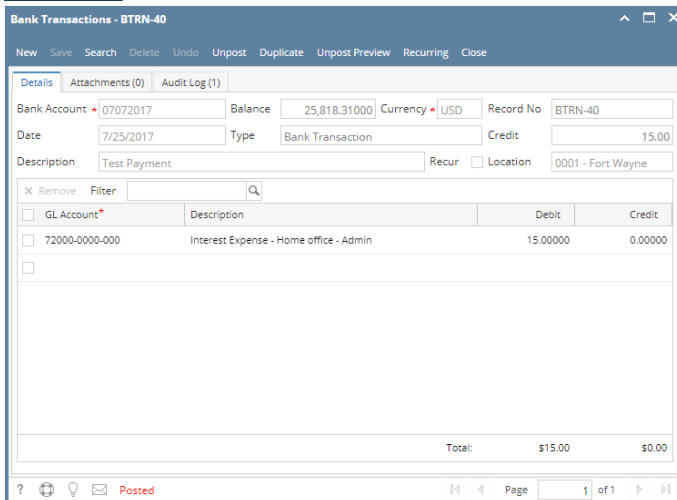
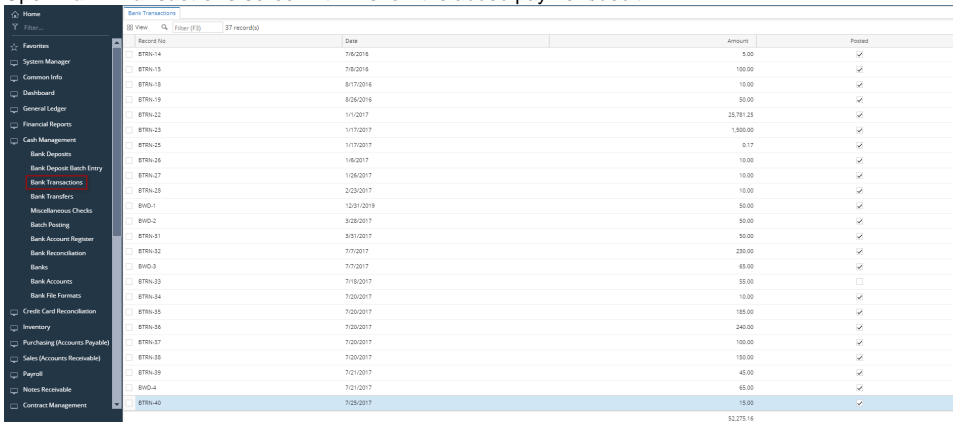
4. Click **OK** toolbar button.



5. The Add Payment screen will be closed bringing you back to the **Bank Reconciliation** screen. The added payment/debit transaction will then be shown in Payments and Debits panel.



6. Open **Bank Transactions** screen. It will show the added payment/debit.



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 'Reconcile', 'Print', 'Search', 'Clear Range', 'Import', 'Open', and 'Close'. Below these are fields for '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). The main area is divided into two panels: '4 Payments and Debits' and '2 Deposits and Credits'. The '4 Payments and Debits' panel shows 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. The '2 Deposits and Credits' panel shows 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 are summary fields: '1 Payments Cleared: 10.00' and '0 Deposits Cleared: 0.00'. Below these are reconciliation calculations: '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 **Payments and Debits** panel.

This screenshot shows the 'Bank Reconciliation' window with the 'Add' button in the '4 Payments and Debits' panel highlighted with a red box. The 'Add' button is located between the 'Clear None' and 'Layout' buttons. The rest of the screen is identical to the previous screenshot.

3. The **Add Payment** screen opens.

The screenshot shows the 'Add Payment' window. It has a title bar with 'Add Payment' and window controls. Below the title bar are 'OK' and 'Cancel' buttons. The main area is divided into two tabs: 'Details' and 'Attachments (0)'. The 'Details' tab is active and shows fields for 'Date' (06/22/2016), 'GL Account' (40000-0003-003), 'Amount' (10.00), and 'Description' (Payment Test). At the bottom, there are icons for help, a printer, a lightbulb, 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 shows the 'Add Payment' window with the 'OK' button highlighted by a red box. The 'OK' button is located at the bottom left of the window, next to the 'Cancel' button.

5. The Add Payment screen will be closed bringing you back to the **Bank Reconciliation** screen. The added payment/debit transaction will then be shown in Payments and Debits panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422C Statement Date: 06/22/2016 Bank Name: G/L Account: 10005-0000-000 G/L Balance: 641.39 Bank & G/L Balance Difference: 0.00

5 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 type="checkbox"/>	05/11/201...			Bank Transaction	10.00
<input type="checkbox"/>	05/23/201...	00020002	Joe.Employee@...	AP Payment	28.61
<input checked="" type="checkbox"/>	06/22/201...		Payment Test	Bank Transaction	10.00

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 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: 48.61 Uncleared Deposits: 600.00 Bank Account Balance: 641.39 Difference: 10.00

Posted

6. Open **Bank Transactions** screen. It will show the added payment/debit.

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Search...

Bank Transactions

New Open Refresh Export Close

Layout Filter Records (F3) 17 record(s)

Record No	Date	Amount	Posted
BTRN-3	01/04/2016	5.00	<input checked="" type="checkbox"/>
BTRN-4	01/26/2016	1.42	<input checked="" type="checkbox"/>
BTRN-5	03/29/2016	5.00	<input checked="" type="checkbox"/>
BTRN-6	04/30/2016	100.00	<input checked="" type="checkbox"/>
BTRN-7	04/19/2016	22.00	<input checked="" type="checkbox"/>
BTRN-8	04/21/2016	2,003.32	<input checked="" type="checkbox"/>
BTRN-9	04/21/2016	10.00	<input checked="" type="checkbox"/>
BTRN-10	04/27/2016	10.00	<input checked="" type="checkbox"/>
BTRN-11	05/01/2016	10,000.00	<input type="checkbox"/>
BTRN-12	05/11/2016	10.00	<input checked="" type="checkbox"/>
BTRN-13	06/22/2016	100.00	<input checked="" type="checkbox"/>
BTRN-14	06/22/2016	300.00	<input checked="" type="checkbox"/>
BTRN-15	01/02/2016	300.00	<input checked="" type="checkbox"/>
BTRN-16	06/22/2016	200.00	<input checked="" type="checkbox"/>
BTRN-17	06/22/2016	10.00	<input checked="" type="checkbox"/>

Bank Transactions - BTRN-17

New Save Search Delete Undo Unpost Duplicate Recap Close

Details Audit Log (1)

Bank Account: 68215422C Balance: 641.39 Currency: Record No: BTRN-17

Date: 06/22/2016 Type: Bank Transaction Credit: 10.00

Description: Payment Test Location:

X Remove Filter:

GL Account	Description	Debit	Credit
40000-0003-003	Sales	10.00	0.00
Select a GL Account			

Total: \$10 \$0

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 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), and 'Bank Name' (PNC Bank). The 'G/L Account' is 10001-0001-000 and the 'G/L Balance' is 410.00. The 'Bank & G/L Balance Difference' is 0.00. The '2 Payments and Debits' section shows two payments: 'Misc Checks' for 60.00 and 'test misc expen...' for 10.00. The '0 Deposits and Credits' section is empty. At the bottom, the 'Prior Reconciliation Ending Balance' is 480.00, 'Cleared Payments' is 70.00, 'Cleared Deposits' is 0.00, and 'Ending Balance Per Reconciliation' is 410.00. The 'Bank Statement Ending Balance' is 420.00, 'Uncleared Payments' is 0.00, 'Uncleared Deposits' is 0.00, and 'Bank Account Balance' is 410.00. The 'Difference' is 10.00. The 'Add' button in the '2 Payments and Debits' section is highlighted with a red box.

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

This screenshot is identical to the previous one, but the 'Add' button in the '2 Payments and Debits' section is highlighted with a red box.

3. The **Add Payment** screen opens.

The screenshot shows the 'Add Payment' window. It has a title bar with 'Add Payment' and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The 'Details' tab is selected. There are three main input fields: 'Date' (02/12/2016), 'GL Account' (40000-0000-004), and 'Amount' (10.00). There is also a 'Description' field with the text 'late payment charges'. At the bottom, there are icons for help, undo, redo, and a 'Ready' status bar.

- 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 Payment screen will be closed bringing you back to the **Bank Reconciliation** screen. The added payment/debit transaction will then be shown in Payments and Debits 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: 400.00 Bank & G/L Balance Difference: 0.00

3 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
<input checked="" type="checkbox"/>	02/12/2016		late payment ch...	Bank Transaction	10.00

0 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
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2 Payments Cleared: 70.00 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: 10.00 Uncleared Deposits: 0.00 Bank Account Balance: 400.00 Difference: 10.00

Ready

6. Open **Bank Transactions** screen. It will show the added payment/debit.

i21 Demo Setup Company(Source)

IRELY ADMIN - Collapse All Menus

Home Filter... Favorites System Manager Common Info Dashboard General Ledger Financial Reports Cash Management Bank Deposits **Bank Transactions** Bank Transfers Miscellaneous Checks Bank Account Register Bank Reconciliation Banks Bank Accounts Bank File Formats

Bank Transactions

New Open Refresh Export Close

Layout Filter Records (F3) 21 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 type="checkbox"/> BTRN-18	02/12/2016	15.00	<input type="checkbox"/>
<input checked="" type="checkbox"/> BTRN-19	02/12/2016	10.00	<input checked="" type="checkbox"/>

Bank Transactions - BTRN-19

New Save Search Delete Undo Unpost Duplicate Recap Close

Details

Bank Account: 2233 Balance: 400.00 Currency: Record No: BTRN-19

Date: 02/12/2016 Type: Bank Transaction Credit: 10.00

Description: late payment charges Location:

Remove Filter: x

GL Account	Description	Debit	Credit
<input type="checkbox"/> 40000-0000-004	Sales	10.00	0.00

Total: \$10 \$0

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 screenshot shows the 'Bank Reconciliation' window. At the top, there are buttons for Reconcile, Print, Search, Clear Range, Import, View, and Close. Below these are tabs for Details and Attachments. The 'Details' tab is active, showing fields for Bank Account (08), Statement Date (06/24/2015), Bank Name (ABC Bank), G/L Account, G/L Balance (300.000000), and Bank & G/L Balance Difference (0.000000). The main area is divided into two panels: '2 Payments and Debits' and '0 Deposits and Credits'. The '2 Payments and Debits' panel has a table with columns: Clear, Date, Number, Payee, Transaction Type, and Payment. It contains two rows of data: one for 06/22/2015, 10000011, payee 1, Misc Checks, 120.00; and another for 06/22/2015, 10000012, payee 1, Misc Checks, 30.00. Below the table, there are fields for '2 Payments Cleared' (150.000000) and '0 Deposits Cleared' (0.000000). At the bottom, there is a reconciliation summary table with columns: 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 'Bank Statement Ending Balance' is 310.000000, and the 'Difference' is 10.000000. Red boxes highlight the 'Bank Statement Ending Balance' and the 'Difference' field.

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

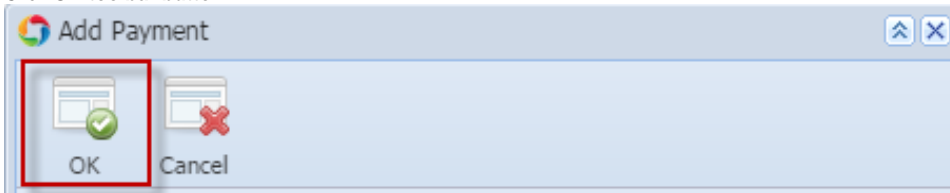
This screenshot is similar to the previous one, but the 'Add' button in the '2 Payments and Debits' panel is highlighted with a red box. The 'Add' button is located between the 'Clear None' button and the 'Layout' button. The rest of the screen, including the table of payments and the reconciliation summary, remains the same.

3. The **Add Payment** screen opens.

The screenshot shows the 'Add Payment' dialog box. It has a title bar with the text 'Add Payment' and standard window controls. Below the title bar are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon). The main area contains four fields: 'Date' (06/24/2015), 'GL Account' (50110-1001), 'Amount' (7.000000), and 'Description' (late payment charges). At the bottom, there are icons for help, a warning, and a lightbulb, followed by the text '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 Payment screen will be closed bringing you back to the **Bank Reconciliation** screen. The added payment/debit transaction will then be shown in Payments and Debits panel.

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
<input checked="" type="checkbox"/>	06/24/2015		late payment ch...	Bank Transaction	7.00

Clear	Date	Number	Payor	Transaction Type	Deposit
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2 Payments Cleared:		0 Deposits Cleared:	
	150.000000		0.000000

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
450.000000	150.000000	0.000000	300.000000

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
310.000000	7.000000	0.000000	293.000000	10.000000

6. Open **Bank Transactions** screen. It will show the added payment/debit.

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	04	06/10/2015	100.00	<input checked="" type="checkbox"/>
BTRN-11	08	06/17/2015	10.00	<input checked="" type="checkbox"/>
BTRN-12	08	06/17/2015	7.00	<input checked="" type="checkbox"/>
BWD-1	08	06/17/2015	150.00	<input checked="" type="checkbox"/>
BTRN-13	08	06/17/2015	10.00	<input checked="" 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-16	08	06/24/2015	7.00	<input checked="" type="checkbox"/>

GL Account	Description	Debit	Credit
50110-1001	PURCHASES WHEAT - WB -New Haven Grain	7.00	0.00

Total:	Debit	Credit
	7.00	0.00

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, there are tabs for 'Details' and 'Attachments'. Below the tabs, there are fields for 'Bank Account' (08), 'Statement Date' (06/05/2014), 'Bank Name' (ABC Bank), 'G/L Account' (106040-40), 'G/L Balance' (547.00), and 'Bank & G/L Balance Difference' (0.00). The main area is divided into two sections: '2 Payments and Debits' and '0 Deposits and Credits'. The '2 Payments and Debits' section has a table with columns: Clear, Date, Number, Payee, Transaction Type, and Payment. It shows two payments: one for 120.00 and another for 30.00, both dated 06/04/2014 and categorized as 'Misc Checks'. The '0 Deposits and Credits' section is empty. At the bottom, there is a summary table with the following data:

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

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

The screenshot shows the 'Bank Reconciliation' window with the 'Add' button in the '2 Payments and Debits' section highlighted with a red box. The 'Add' button is located next to the 'Clear All' and 'Clear None' buttons. The table below it shows the same two payments as in the previous screenshot.

3. The **Add Payment** screen opens.

The screenshot shows the 'Add Payment' dialog box. It has fields for 'Date' (06/05/2014), 'GL Account' (906250-40), 'Amount' (7.00), and 'Description' (late payment charges). There are 'OK' and 'Cancel' buttons at the bottom.

- 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 screenshot shows the 'Add Payment' dialog box with the 'OK' button highlighted by a red box.

5. The Add Payment screen will be closed bringing you back to the **Bank Reconciliation** screen. The added payment/debit transaction will then be shown in Payments and Debits panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 08 Statement Date: 06/05/2014 Bank Name: ABC Bank G/L Account: 106040-40 G/L Balance: 543.00 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

Clear All Clear None Add Filter:

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
<input checked="" type="checkbox"/>	06/05/2014		late payment ch...	Bank Transaction	7.00

2 Payments Cleared: 150.00

1 Deposits and Credits

Clear All Clear None Add Filter:

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

1 Deposits Cleared: 3.00

Prior Reconciliation Ending Balance: 697.00 Cleared Payments: 150.00 Cleared Deposits: 3.00 Ending Balance Per Reconciliation: 550.00

Bank Statement Ending Balance: 557.00 Uncleared Payments: 7.00 Uncleared Deposits: 0.00 Bank Account Balance: 543.00 Difference: 7.00

6. Open **Bank Transactions** screen. It will show the added payment/debit.

Cash Management

Activities

- Bank Deposits
- Bank Transactions**
- Bank Transfers
- Miscellaneous Checks
- Bank Account Register
- Bank Reconciliation

Maintenance

- Banks
- Bank Accounts
- Bank File Formats

Accounts Payable

Accounts Receivable

Help Desk

Customer Portal

Search Bank Transactions

New Open Selected Refresh Close

Filter Records (F3) 12 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"/>
BTRN-10	08	06/05/2014	7.00	<input checked="" type="checkbox"/>

Bank Transactions

New Save Search Delete Undo Unpost Recap Close

Bank Account: 08 Balance: 543.00 Currency: USD Record No: BTRN-10

Date: 06/05/2014 Type: Bank Transaction Credit: 7.00

Description: late payment charges Location:

Delete Filter:

GL Account	Description	Debit	Credit
906250-40	DUES -CLARA CITY	7.00	0.00

Total: 7.00 0.00

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