

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.

Bank Reconciliation

Reconcile | Print | Search | Clear Range | Import | Open | Close

Details | Attachments (0)

Bank Account: 07072017 | Statement Date: 7/25/2017 | Bank Name: US BANK NA | G/L Account: 14140-0000-000 | G/L Balance: 25,833.31000 | Bank & G/L Balance Difference: 0.00000

13 Payments and Debits						10 Deposits and Credits						
Clear	Date	Number	Payee	Description	Payment	Clear	Date	Number	Payor	Description	Deposit	
<input type="checkbox"/>	7/7/2017		Office	AP Payment	2,761.41	<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		Fort Wayne Offic	AP Payment	45.00	<input type="checkbox"/>	7/19/2017			Bank Deposit	150.00	
<input type="checkbox"/>	7/20/2017		Salmon Creek ...	ACH	85.00	<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	30.00	
<input type="checkbox"/>	7/20/2017			test payment	Bank Transaction	10.00	<input checked="" type="checkbox"/>	7/20/2017		Bank Deposit	20.00	
<input type="checkbox"/>	7/21/2017		Office	AP Payment	12,193.94	<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	10.00	
<input type="checkbox"/>	7/21/2017		Apple Spice Sal...	ACH	100.00	<input type="checkbox"/>	7/20/2017			Bank Deposit	984.25	
<input type="checkbox"/>	7/21/2017	00000005	Apple Spice Sal...	AP Payment	65.50	<input type="checkbox"/>	7/20/2017			Test Deposit	Bank Transaction	185.00
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH	492.50	<input type="checkbox"/>	7/21/2017			Bank Transaction	45.00	
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH	77.50	<input type="checkbox"/>	7/21/2017			AR ACH	Bank Deposit	59.91

0 Payments Cleared | 0.00000 | 3 Deposits Cleared | 60.00000

Prior Reconciliation Ending Balance: 100.00000 | Cleared Payments: 0.00000 | Cleared Deposits: 60.00000 | Ending Balance Per Reconciliation: 160.00000

Bank Statement Ending Balance: 170 | Uncleared Payments: 30,305.85000 | Uncleared Deposits: 55,979.16000 | Bank Account Balance: 25,833.31000 | Difference: 10.00000

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

Bank Reconciliation

Reconcile | Print | Search | Clear Range | Import | Open | Close

Details | Attachments (0)

Bank Account: 07072017 | Statement Date: 7/25/2017 | Bank Name: US BANK NA | G/L Account: 14140-0000-000 | G/L Balance: 25,833.31000 | Bank & G/L Balance Difference: 0.00000

13 Payments and Debits						10 Deposits and Credits						
Clear	Date	Number	Payee	Description	Payment	Clear	Date	Number	Payor	Description	Deposit	
<input type="checkbox"/>	7/7/2017		Office	AP Payment	2,761.41	<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		Fort Wayne Offic	AP Payment	45.00	<input type="checkbox"/>	7/19/2017			Bank Deposit	150.00	
<input type="checkbox"/>	7/20/2017		Salmon Creek ...	ACH	85.00	<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	30.00	
<input type="checkbox"/>	7/20/2017			test payment	Bank Transaction	10.00	<input checked="" type="checkbox"/>	7/20/2017		Bank Deposit	20.00	
<input type="checkbox"/>	7/21/2017		Office	AP Payment	12,193.94	<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	10.00	
<input type="checkbox"/>	7/21/2017		Apple Spice Sal...	ACH	100.00	<input type="checkbox"/>	7/20/2017			Bank Deposit	984.25	
<input type="checkbox"/>	7/21/2017	00000005	Apple Spice Sal...	AP Payment	65.50	<input type="checkbox"/>	7/20/2017			Test Deposit	Bank Transaction	185.00
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH	492.50	<input type="checkbox"/>	7/21/2017			Bank Transaction	45.00	
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH	77.50	<input type="checkbox"/>	7/21/2017			AR ACH	Bank Deposit	59.91

0 Payments Cleared | 0.00000 | 3 Deposits Cleared | 60.00000

Prior Reconciliation Ending Balance: 100.00000 | Cleared Payments: 0.00000 | Cleared Deposits: 60.00000 | Ending Balance Per Reconciliation: 160.00000

Bank Statement Ending Balance: 170 | Uncleared Payments: 30,305.85000 | Uncleared Deposits: 55,979.16000 | Bank Account Balance: 25,833.31000 | Difference: 10.00000

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

Add Payment

OK | Cancel

Details

Date: 7/25/2017 | GL Account: 72000-0000-000

Amount: 15.00000

Description: Test Payment

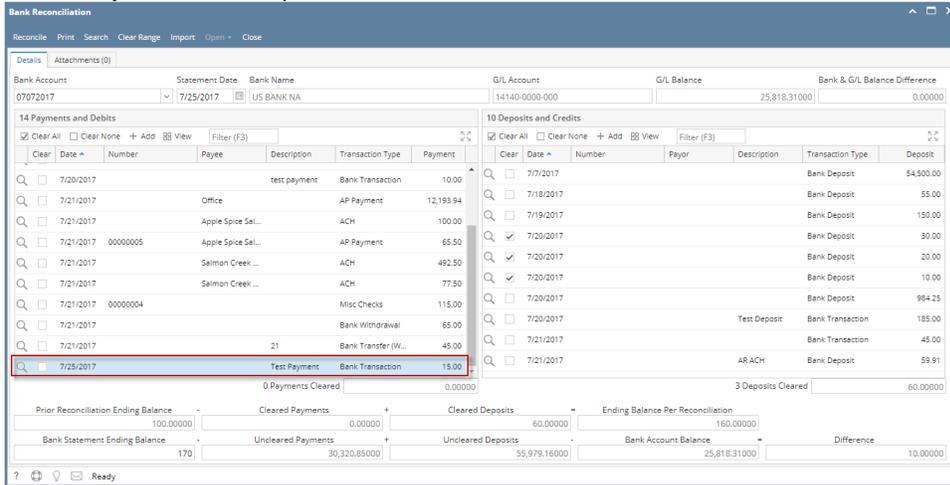
? | Ready

- 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.

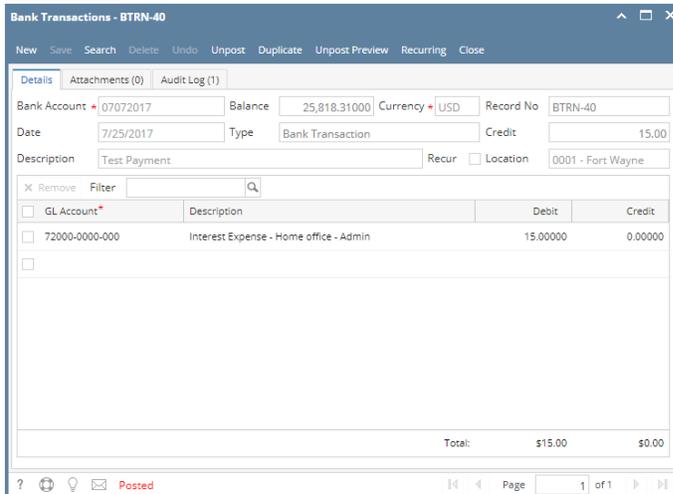
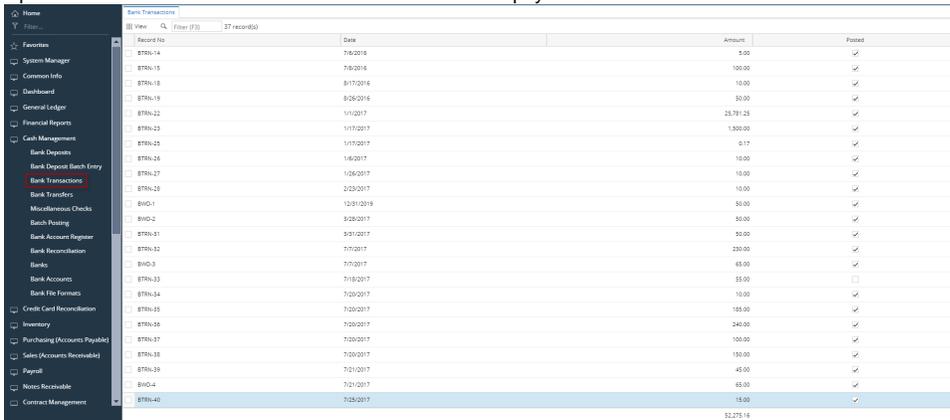
4. Click **OK** toolbar button.



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.



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



- 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', and 'Bank Name: Chase Bank - Indiana'. Below this, there are two tables: '4 Payments and Debits' and '2 Deposits and Credits'. The '4 Payments and Debits' table has the following data:

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

At the bottom of the window, a summary table shows:

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
						Difference	10.00

- 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 '4 Payments and Debits' panel is highlighted with a red box. The summary table at the bottom now shows:

Prior Reconciliation Ending Balance	100.00	Cleared Payments	10.00	Cleared	
Bank Statement Ending Balance	100	Uncleared Payments	38.61	Uncleared	

- The **Add Payment** screen opens.

The 'Add Payment' dialog box is shown with the following fields:

- Date:** 06/22/2016
- GL Account:** 40000-0003-003
- Amount:** 10.00
- Description:** Payment Test

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

- Click **OK** toolbar button.

This 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 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						3 Deposits and Credits					
Clear	Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	01/04/201...			Bank Transaction	5.00	<input type="checkbox"/>	06/22/201...			Bank Transaction	100.00
<input type="checkbox"/>	03/29/201...		Bank Fee	Bank Transaction	5.00	<input type="checkbox"/>	06/22/201...			Bank Transaction	300.00
<input checked="" type="checkbox"/>	05/11/201...			Bank Transaction	10.00	<input checked="" type="checkbox"/>	06/22/201...			Bank Transaction	200.00
<input type="checkbox"/>	05/23/201...	00020002	Joe.Employee@...	AP Payment	28.61						
<input checked="" type="checkbox"/>	06/22/201...			Payment Test	10.00						

1 Payments Cleared: 10.00 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

Saved

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

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:

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 with the following details:

- Bank Account: 2233
- Statement Date: 02/12/2016
- Bank Name: PNC Bank
- G/L Account: 10001-0001-000
- G/L Balance: 410.00
- Bank & G/L Balance Difference: 0.00

Under '2 Payments and Debits', there are two entries:

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

Summary of cleared items:

- 2 Payments Cleared: 70.00
- 0 Deposits Cleared: 0.00

Reconciliation Summary:

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
										Difference	10.00

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' panel highlighted with a red box.

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

The 'Add Payment' dialog box is shown with the following fields:

- Date: 02/12/2016
- GL Account: 40000-0000-004
- Amount: 10.00
- Description: late payment charges

- 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 Payment' dialog box is shown with the 'OK' button 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: 10001-001-000 G/L Balance: 400.00 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

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

2 Payments Cleared: 70.00

0 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
-------	------	--------	-------	------------------	---------

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

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

Bank Transactions

i21 Demo Setup Company(Source)

Search... Logout

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 Q

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 with the following details:

- Bank Account:** 08
- Statement Date:** 06/24/2015
- Bank Name:** ABC Bank
- G/L Account:** (empty)
- 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
0 Deposits and Credits					

Summary:

- 2 Payments Cleared: 150.000000
- 0 Deposits Cleared: 0.000000

Reconciliation Summary:

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 **Payments and Debits** panel.

The screenshot shows the 'Bank Reconciliation' window with the 'Add' button in the '2 Payments and Debits' panel highlighted with a red box.

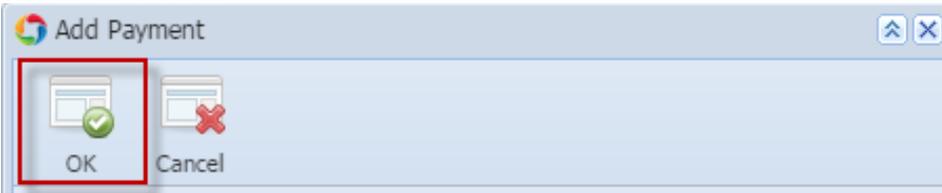
3. The **Add Payment** screen opens.

The 'Add Payment' dialog box is shown with the following fields:

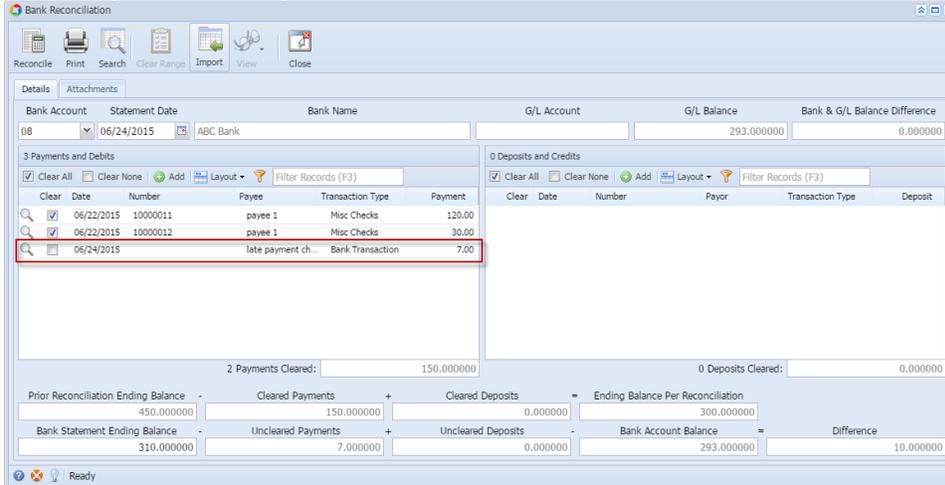
- OK** and **Cancel** buttons.
- Date:** 06/24/2015
- GL Account:** 50110-1001
- Amount:** 7.000000
- Description:** late payment charges

- 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.

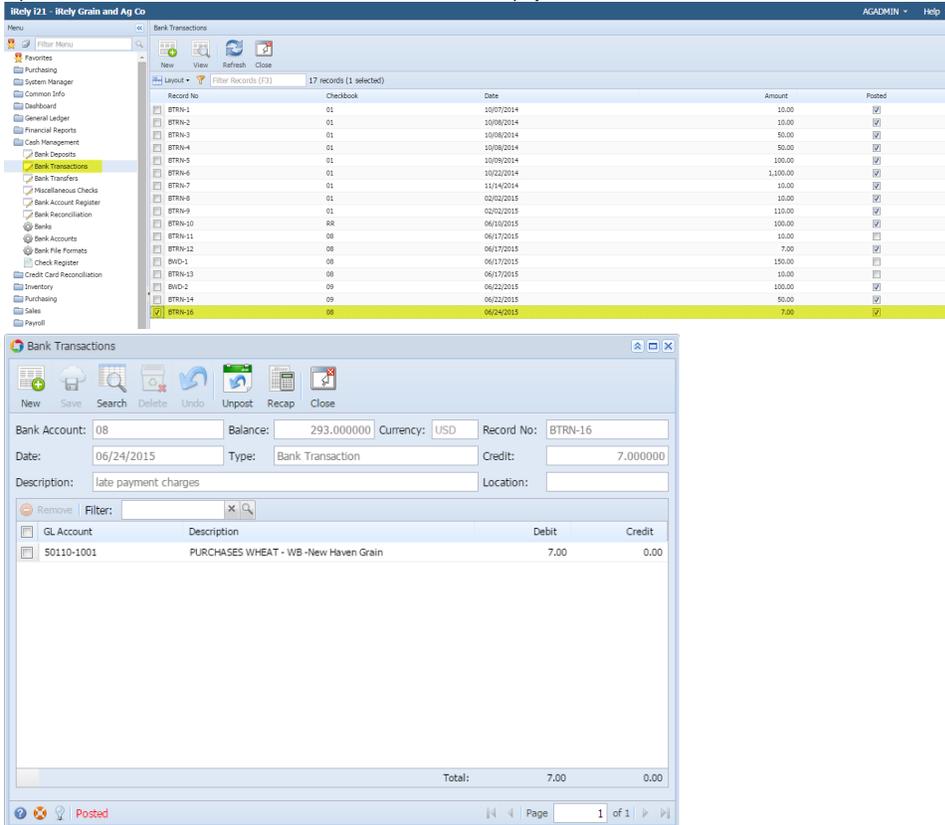
4. Click **OK** toolbar button.



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 icons 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 (06/05/2014), Bank Name (ABC Bank), G/L Account (106040-40), G/L Balance (547.00), and Bank & G/L Balance Difference (0.00). There are two main panels: '2 Payments and Debits' and '0 Deposits and Credits'. The '2 Payments and Debits' panel has a table with the following data:

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

Below the table, there are fields for '2 Payments Cleared: 150.00' and '0 Deposits Cleared: 0.00'. At the bottom, there is a reconciliation summary table:

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

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 (a green circle with a plus sign) 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 'Filter' field.

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

The 'Add Payment' dialog box is shown. It has 'OK' and 'Cancel' buttons at the top. The fields are: Date (06/05/2014), GL Account (906250-40), Amount (7.00), and Description (late payment charges). The status bar at the bottom says '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.

A close-up of the 'Add Payment' dialog box showing the 'OK' button (a green circle with a checkmark) and the 'Cancel' button (a red circle with an X) 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

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	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	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.

Search Bank Transactions

Filter Records (F3): 12 records (1 selected)

Record No	Checkbook	Date	Amount	Posted
<input type="checkbox"/> BTRN-1	1	05/09/2014	69.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-2	05	05/14/2014	15.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-3	05	05/14/2014	6.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-4	07	05/26/2014	100.25	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-5	07	05/26/2014	200.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-6	06	05/26/2014	50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-7	07	05/26/2014	60.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-8	08	06/02/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-9	08	06/02/2014	7.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-10	08	06/05/2014	7.00	<input checked="" type="checkbox"/>

Bank Transactions

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:

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

Total: 7.00 | 0.00

Posted