

How to View and Print Previous Reconciliation

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

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: 25,818.31000 Bank & G/L Balance Difference: 0.00000

14 Payments and Debits

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017		Office	AP Payment	AP Payment	2,761.41
<input type="checkbox"/>	7/7/2017		Salmon Creek ...	AP Payment	AP Payment	14,250.00
<input type="checkbox"/>	7/7/2017		Fort Wayne Offic	AP Payment	AP Payment	45.00
<input type="checkbox"/>	7/20/2017		Salmon Creek ...	ACH	ACH	85.00
<input type="checkbox"/>	7/20/2017		test payment	Bank Transaction	Bank Transaction	10.00
<input type="checkbox"/>	7/21/2017		Office	AP Payment	AP Payment	12,193.94
<input type="checkbox"/>	7/21/2017		Apple Spice Sal...	ACH	ACH	100.00
<input type="checkbox"/>	7/21/2017	00000005	Apple Spice Sal...	AP Payment	AP Payment	65.50
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH	ACH	492.50
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH	ACH	77.50

0 Payments Cleared 0.00000

10 Deposits and Credits

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input type="checkbox"/>	7/7/2017			Bank Deposit	Bank Deposit	54,500.00
<input type="checkbox"/>	7/18/2017			Bank Deposit	Bank Deposit	55.00
<input type="checkbox"/>	7/19/2017			Bank Deposit	Bank Deposit	150.00
<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	Bank Deposit	30.00
<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	Bank Deposit	20.00
<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit	Bank Deposit	10.00
<input type="checkbox"/>	7/20/2017			Bank Deposit	Bank Deposit	964.25
<input type="checkbox"/>	7/20/2017			Test Deposit	Bank Transaction	185.00
<input type="checkbox"/>	7/21/2017			Bank Transaction	Bank Transaction	45.00
<input type="checkbox"/>	7/21/2017			AR ACH	Bank Deposit	59.91

3 Deposits Cleared 60.00000

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

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
170	30,320.85000	55,979.16000	25,818.31000	10.00000

? Ready

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 07072017 Statement Date: 7/25/2017 Bank Name: US BANK NA

3. Enter the date of the previous reconciliation you want to view in the **Statement Date** field.

Bank Reconciliation

Unreconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 07072017 Statement Date: 7/10/2017 Bank Name: US BANK NA

4. It will show what the information were on the previous reconciliation. This is like you are looking at the exact Bank Reconciliation screen we you did the reconciliation.

Bank Reconciliation

Unreconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 07072017 Statement Date: 7/10/2017 Bank Name: US BANK NA G/L Account: 14140-0000-000 G/L Balance: 37,543.59000 Bank & G/L Balance Difference: 0.00000

5 Payments and Debits

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017		Office	AP Payment	AP Payment	2,761.41
<input type="checkbox"/>	7/7/2017		Salmon Creek ...	AP Payment	AP Payment	14,250.00
<input checked="" type="checkbox"/>	7/7/2017		Fort Wayne Offic	ACH	ACH	65.00
<input type="checkbox"/>	7/7/2017		Fort Wayne Offic	AP Payment	AP Payment	45.00
<input checked="" type="checkbox"/>	7/7/2017			Bank Withdrawal	Bank Transaction	65.00

2 Payments Cleared 130.00000

2 Deposits and Credits

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input checked="" type="checkbox"/>	7/7/2017			Bank Transaction	Bank Transaction	230.00
<input type="checkbox"/>	7/7/2017			Bank Deposit	Bank Deposit	54,500.00

1 Deposits Cleared 230.00000

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.00000	130.00000	230.00000	100.00000

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
100	17,056.41000	54,500.00000	37,543.59000	0.00000

? Ready

5. You may print also that reconciliation by clicking the **Print** toolbar button.

Bank Reconciliation

Unreconcile **Print** Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 07072017 Statement Date: 7/10/2017 Bank Name: US BANK NA G/L Account: 14140-0000-000 G/L Balance: 37,543.59000 Bank & G/L Balance Difference: 0.00000

5 Payments and Debits

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017		Office	AP Payment		2,761.41
<input type="checkbox"/>	7/7/2017		Salmon Creek...	AP Payment		14,250.00
<input checked="" type="checkbox"/>	7/7/2017		Fort Wayne Office	ACH		65.00
<input type="checkbox"/>	7/7/2017		Fort Wayne Office	AP Payment		45.00
<input checked="" type="checkbox"/>	7/7/2017			Bank Withdrawal		65.00

2 Payments Cleared 130.00000

2 Deposits and Credits

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input checked="" type="checkbox"/>	7/7/2017			Bank Transaction		230.00
<input type="checkbox"/>	7/7/2017			Bank Deposit		54,500.00

1 Deposits Cleared 230.00000

Prior Reconciliation Ending Balance: 0.00000 Cleared Payments: 130.00000 Cleared Deposits: 230.00000 Ending Balance Per Reconciliation: 100.00000

Bank Statement Ending Balance: 100 Unreconciled Payments: 17,056.41000 Unreconciled Deposits: 54,500.00000 Bank Account Balance: 37,543.59000 Difference: 0.00000

Ready

6. This was the reconciliation report.

Report Viewer - Bank Reconciliation

Archive Close

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Bank Reconciliation iRelly LLC

Tuesday, July 25, 2017 11:34:11 AM

Statement Date: 07/10/2017

Bank Account: US BANK NA G/L Account: 14140-0000-000 G/L Balance: 37,543.59

Prior Reconciliation Ending Balance: 0.00 Bank Statement Ending Balance: 100.00

Cleared Payments: 130.00 Unreconciled Payments: 17,056.41

+ Cleared Deposits: 230.00 + Unreconciled Deposits: 54,500.00

- Bank Account Balance: 37,543.59

Ending Balance Per Reconciliation: 100.00 Difference: 0.00

Cleared Payments

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	07/07/2017		Fort Wayne Office		6103-3	65.00
<input checked="" type="checkbox"/>	07/07/2017		Fort Wayne Office		PGI-296	65.00

Cleared Payments Total: 130.00

Cleared Deposits

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	07/07/2017				ETP61-52	230.00

Cleared Deposits Total: 230.00

Unreconciled Payments

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input type="checkbox"/>	07/07/2017		Fort Wayne Office		PGI-295	45.00
<input type="checkbox"/>	07/07/2017		Salmon Creek Office		PGI-297	14,250.00
<input type="checkbox"/>	07/07/2017		Office		PGI-298	2,761.41

Unreconciled Payments Total: 17,056.41

Unreconciled Deposits

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input type="checkbox"/>	07/07/2017				BCDP-40	54,500.00

Unreconciled Deposits Total: 54,500.00

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

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: 641.39 Bank & G/L Balance Difference: 0.00

5 Payments and Debits

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	01/04/201...			Bank Transaction		5.00
<input type="checkbox"/>	03/29/201...		Bank Fee			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
<input type="checkbox"/>	06/22/201...		Payment Test	Bank Transaction		10.00

1 Payments Cleared: 10.00

3 Deposits and Credits

Clear	Date	Number	Payor	Description	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 Unreconciled Payments: 48.61 Unreconciled Deposits: 600.00 Bank Account Balance: 641.39 Difference: 10.00

Ready

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

The screenshot shows the 'Bank Reconciliation' window. The 'Bank Account' dropdown menu is highlighted with a red box and contains the value '68215422C'. The 'Statement Date' is '01/02/2016' and the 'Bank Name' is 'Chase Bank - Indiana'.

3. Enter the date of the previous reconciliation you want to view in the **Statement Date** field.

The screenshot shows the 'Bank Reconciliation' window. The 'Statement Date' field is highlighted with a red box and contains the value '01/02/2016'. The 'Bank Account' is '68215422C' and the 'Bank Name' is 'Chase Bank - Indiana'.

4. It will show what the information were on the previous reconciliation. This is like you are looking at the exact Bank Reconciliation screen we you did the reconciliation.

The screenshot shows the 'Bank Reconciliation' window with transaction details and a reconciliation summary. The 'Bank Account' is '68215422C', 'Statement Date' is '01/02/2016', and 'Bank Name' is 'Chase Bank - Indiana'. The 'G/L Account' is '10005-0000-000', 'G/L Balance' is '100.00', and 'Bank & G/L Balance Difference' is '0.00'. The '0 Payments and Debits' section shows '0 Payments Cleared: 0.00'. The '1 Deposits and Credits' section shows '1 Deposits Cleared: 300.00'. The reconciliation summary at the bottom shows 'Prior Reconciliation Ending Balance' of -200.00, 'Cleared Payments' of 0.00, 'Cleared Deposits' of 300.00, and 'Ending Balance Per Reconciliation' of 100.00. The 'Bank Statement Ending Balance' is 100, 'Uncleared Payments' is 0.00, 'Uncleared Deposits' is 0.00, and 'Bank Account Balance' is 100.00, resulting in a 'Difference' of 0.00.

5. You may print also that reconciliation by clicking the **Print** toolbar button.

The screenshot shows the 'Bank Reconciliation' window with the 'Print' button highlighted by a red arrow. A 'Preview Task List' dialog box is open, showing a list of tasks. The 'Bank Reconciliation' task is highlighted in yellow. The dialog box also shows options to 'Remove', 'Archive', 'Layout', 'Filter Records (F3)', 'Report Name', 'Status', 'Download', and 'Details'.

6. This was the reconciliation report.

Report Viewer

Bank Reconciliation

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Bank Reconciliation **iRely LLC**

Wednesday, June 22, 2016
03:12:48 AM

Statement Date: 01/02/2016

Bank Account: Chase Bank - Indiana
G/L Account: 10005-0000-000
G/L Balance: 100.00

Prior Reconciliation Ending Balance:	-200.00	Bank Statement Ending Balance:	100.00
- Cleared Payments:	0.00	- Uncleared Payments:	0.00
+ Cleared Deposits:	300.00	+ Uncleared Deposits:	0.00
		- Bank Account Balance:	100.00
Ending Balance Per Reconciliation	100.00	Difference:	0.00

Cleared Payments:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input type="checkbox"/>						

Cleared Payments Total:

Cleared Deposits:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	01/02/2016				BTRN-15	300.00

Cleared Deposits Total: 300.00

Uncleared Payments:

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 04/22/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: -1,430.00 Bank & G/L Balance Difference: 0.00

4 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	11/12/2015			Bank Transaction	100.00
<input type="checkbox"/>	12/18/2015			Bank Transaction	100.00
<input type="checkbox"/>	01/04/2016			Bank Transaction	5.00
<input checked="" type="checkbox"/>	04/22/2016	00020002	payee1	Misc Checks	1,225.00

1 Payments Cleared: 1,225.00

0 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
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0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 1,225.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: -1,225.00

Bank Statement Ending Balance: -100.00 Uncleared Payments: 205.00 Uncleared Deposits: 0.00 Bank Account Balance: -1,430.00 Difference: 1,125.00

Saved

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 04/22/2016 Bank Name: Chase Bank - Indiana

3. Enter the date of the previous reconciliation you want to view in the **Statement Date** field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 04/21/2016 Bank Name: Chase Bank - Indiana

4. It will show what the information were on the previous reconciliation. This is like you are looking at the exact Bank Reconciliation screen we you did the reconciliation.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 04/21/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: -205.00 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	11/12/2015			Bank Transaction	100.00
<input checked="" type="checkbox"/>	12/18/2015			Bank Transaction	100.00
<input checked="" type="checkbox"/>	01/04/2016			Bank Transaction	5.00

2 Payments Cleared: 105.00

0 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
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0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 105.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: -105.00

Bank Statement Ending Balance: -100.00 Uncleared Payments: 100.00 Uncleared Deposits: 0.00 Bank Account Balance: -205.00 Difference: 5.00

Ready

5. You may print also that reconciliation by clicking the **Print** toolbar button.

Bank Reconciliation

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

Details Attachments (0)

Bank Account: 68215422 Statement Date: 04/21/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: -205.00 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	11/12/2015			Bank Transaction	100.00
<input checked="" type="checkbox"/>	12/18/2015			Bank Transaction	100.00
<input checked="" type="checkbox"/>	01/04/2016			Bank Transaction	5.00

2 Payments Cleared: 105.00

0 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
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0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 105.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: -105.00

Bank Statement Ending Balance: -100.00 Uncleared Payments: 100.00 Uncleared Deposits: 0.00 Bank Account Balance: -205.00 Difference: 5.00

Ready

Preview Task List

Remove	Archive	Layout	Filter Records (F3)	Report Name	Status	Download	Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank Reconciliation			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check Voucher Middle			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Ledger by Account ID Detail			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Ledger by Account ID Detail			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Ledger by Account ID Detail			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Ledger by Account ID Detail			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Ledger by Account ID Detail			

6. This was the reconciliation report.

Report Viewer

Bank Reconciliation x

Bank Reconciliation i21 Source Company

Friday, April 22, 2016 03:08:23 AM

Statement Date: 04/21/2016

Bank Account: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: -205.00

Prior Reconciliation Ending Balance: 0.00 Bank Statement Ending Balance: -100.00

- Cleared Payments: 105.00 - Uncleared Payments: 100.00

+ Cleared Deposits: 0.00 + Uncleared Deposits: 0.00

- Bank Account Balance: -205.00

Ending Balance Per Reconciliation: -105.00 Difference: 5.00

Cleared Payments:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	12/18/2015				BTRN-2	100.00
<input checked="" type="checkbox"/>	01/04/2016				BTRN-3	5.00

Cleared Payments Total: 105.00

Cleared Deposits:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
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Cleared Deposits Total: 0.00

Uncleared Payments:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input type="checkbox"/>	11/12/2015				BTRN-1	100.00

Uncleared Payments Total: 100.00

Uncleared Deposits:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
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Uncleared Deposits Total: 0.00

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

Bank Reconciliation

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

Details | Attachments

Bank Account: 08 | Statement Date: 06/24/2015 | Bank Name: ABC Bank | G/L Account: | G/L Balance: 293.000000 | Bank & G/L Balance Difference: 0.000000

3 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
<input checked="" type="checkbox"/>	06/24/2015		late payment ch...	Bank Transaction	7.00

2 Payments Cleared: 150.000000

0 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
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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: 7.000000 | Uncleared Deposits: 0.000000 | Bank Account Balance: 293.000000 | Difference: 10.000000

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

Bank Reconciliation

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

Details | Attachments

Bank Account: 08 | Statement Date: 06/24/2015 | Bank Name: ABC Bank

3. Enter the date of the previous reconciliation you want to view in the **Statement Date** field.

Bank Reconciliation

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

Details | Attachments

Bank Account: 08 | Statement Date: 06/23/2015 | Bank Name: ABC Bank

4. It will show what the information were on the previous reconciliation. This is like you are looking at the exact Bank Reconciliation screen we you did the reconciliation.

Bank Reconciliation

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

Details | Attachments

Bank Account: 08 | Statement Date: 06/23/2015 | Bank Name: ABC Bank | G/L Account: | G/L Balance: 300.000000 | Bank & G/L Balance Difference: 0.000000

9 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/16/2015	10000001		Misc Checks	10.00
<input checked="" type="checkbox"/>	06/16/2015	10000002		Misc Checks	20.00
<input checked="" type="checkbox"/>	06/16/2015	10000003		Misc Checks	30.00
<input checked="" type="checkbox"/>	06/16/2015	10000004		Misc Checks	40.00
<input checked="" type="checkbox"/>	06/18/2015	10000007	Cash	Misc Checks	400.00
<input checked="" type="checkbox"/>	06/22/2015	Voided-10000008	Sample	Misc Checks	50.00
<input checked="" type="checkbox"/>	06/22/2015	10000010	payee 1	Misc Checks	57.00
<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

7 Payments Cleared: 607.000000

3 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	06/16/2015		initial deposit	Bank Deposit	1,000.00
<input checked="" type="checkbox"/>	06/17/2015		interest gained	Bank Transaction	7.00
<input checked="" type="checkbox"/>	06/23/2015	Voided-10000008	Sample	Void Check	50.00

2 Deposits Cleared: 1,007.000000

Prior Reconciliation Ending Balance: 0.000000 | Cleared Payments: 607.000000 | Cleared Deposits: 1,007.000000 | Ending Balance Per Reconciliation: 400.000000

Bank Statement Ending Balance: 450.000000 | Uncleared Payments: 150.000000 | Uncleared Deposits: 0.000000 | Bank Account Balance: 300.000000 | Difference: 0.000000

5. You may print also that reconciliation by clicking the **Print toolbar button**.

The screenshot shows the 'Bank Reconciliation' window. The toolbar at the top includes buttons for 'Reconcile', 'Print', 'Search', 'Clear Range', 'Import', 'View', and 'Close'. The 'Print' button is highlighted with a red arrow. The window displays details for Bank Account '08', Statement Date '06/23/2015', and Bank Name 'ABC Bank'. It shows a list of payments and debits, with 7 payments cleared and 2 deposits cleared. A 'Preview Task List' dialog box is open, showing a list of tasks including 'Bank Reconciliation', 'Check Voucher Middle', and 'Check Voucher Middle'.

6. This was the reconciliation report.

The screenshot shows the 'Report Viewer' window displaying the 'Bank Reconciliation' report for 'iRelly Grain and Ag Co'. The report includes the following data:

Bank Account	Statement Date	G/L Account	G/L Balance	Bank & G/L Balance Difference
08	06/23/2015	10122-1002	300.00	0.00

The report also shows the following summary:

Prior Reconciliation Ending Balance	Bank Statement Ending Balance	Clear Payments	Uncleared Payments	Clear Deposits	Uncleared Deposits	Bank Account Balance	Difference
0.00	450.00	607.00	0.00	1,007.00	0.00	300.00	0.00

The report lists cleared payments and deposits, including details such as date, reference number, payee, memo, record number, and amount.

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

The screenshot shows the 'Bank Reconciliation' window. The toolbar at the top includes buttons for 'Reconcile', 'Print', 'Search', 'Clear Range', 'Import', 'View', and 'Close'. The window displays details for Bank Account '08', Statement Date '06/05/2014', and Bank Name 'ABC Bank'. It shows a list of payments and debits, with 0 payments cleared and 0 deposits cleared. The 'Bank Statement Ending Balance' is 0.00, and the 'Bank Account Balance' is 547.00, resulting in a difference of 0.00.

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

The screenshot shows the 'Bank Reconciliation' window. The 'Bank Account' field is highlighted with a red box and contains the value '08'. The 'Statement Date' field contains '06/05/2014' and the 'Bank Name' field contains 'ABC Bank'. The toolbar at the top includes buttons for Reconcile, Print, Search, Clear Range, Import, View, and Close.

3. Enter the date of the previous reconciliation you want to view in the **Statement Date** field.

The screenshot shows the 'Bank Reconciliation' window. The 'Statement Date' field is highlighted with a red box and contains the value '06/03/2014'. The 'Bank Account' field contains '08' and the 'Bank Name' field contains 'ABC Bank'.

4. It will show what the information were on the previous reconciliation. This is like you are looking at the exact Bank Reconciliation screen we you did the reconciliation.

The screenshot shows the 'Bank Reconciliation' window with transaction details and a reconciliation summary. The 'Bank Account' is '08', 'Statement Date' is '06/03/2014', and 'Bank Name' is 'ABC Bank'. The 'G/L Account' is '106040-40' and the 'G/L Balance' is '697.00'. The 'Bank & G/L Balance Difference' is '0.00'. The window displays two tables: '4 Payments and Debits' and '2 Deposits and Credits'. The '4 Payments and Debits' table has 4 rows, and the '2 Deposits and Credits' table has 2 rows. The reconciliation summary at the bottom shows the 'Ending Balance Per Reconciliation' as '697.00' and the 'Bank Account Balance' as '697.00', with a 'Difference' of '0.00'.

5. You may print also that reconciliation by clicking the **Print** toolbar button.

The screenshot shows the 'Bank Reconciliation' window. The 'Print' button in the toolbar is highlighted with a red box. A red arrow points from the 'Print' button to the 'Statement Date' field, which contains '06/03/2014'. The 'Bank Account' field contains '08' and the 'Bank Name' field contains 'ABC Bank'. The 'G/L Account' is '106040-40'. The window also displays a 'Preview Task List' dialog box with a table containing two rows: 'Report Name' and 'Bank Reconciliation'.

6. This was the reconciliation report.

Report Viewer

Bank Reconciliation

Page 1 of 1 Pdf

Bank Reconciliation

Thursday, June 05, 2014
07:28:56 PM

i21 QC 1420 AG Company

Statement Date: 06/03/2014

Bank Account:	08	G/L Account:	106040-40
ABC Bank		G/L Balance:	697.00

Prior Reconciliation Ending Balance:	0.00	Bank Statement Ending Balance:	697.00
- Cleared Payments:	810.00	- Uncleared Payments:	0.00
+ Cleared Deposits:	1,507.00	+ Uncleared Deposits:	0.00
		- Bank Account Balance:	697.00

Ending Balance Per Reconciliation	697.00	Difference:	0.00
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Cleared Payments:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	06/02/2014			service charges by the bank	BTRN-7	10.00
<input checked="" type="checkbox"/>	06/02/2014			purchase of office supplies	BWD-2	150.00
<input checked="" type="checkbox"/>	06/02/2014			from 08	BTFR-2-WD	250.00
<input checked="" type="checkbox"/>	06/03/2014	10000001	Cash	for representation	MCHK-8	400.00
Cleared Payments Total:						810.00

Cleared Deposits:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	05/28/2014		Company	initial deposit	BDEP-6	1,500.00
<input checked="" type="checkbox"/>	06/02/2014			interest gained	BTRN-8	7.00
Cleared Deposits Total:						1,507.00