How to View and Print Previous Reconciliation

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

	ichments (U)													
ank Account	Stat	ement Date Banl	k Name				G/L Ao	count		C	5/L Balance		Bank & G/L Balanc	e Difference
07072017	× 7/2	5/2017 🗉 US	BANK NA				14140	-0000-000				25,818.3100	10	0.000
14 Payments	s and Debits					10) Depo	sits and Cre	dits					
🗹 Clear All	Clear None + Add B View	Filter (F3)			кл КУ	₽.	Clear	All 🗌 Clear	None + Add 88	View	Filter (F3)			K.
Clear Da	ite 🔺 Number	Payee	Description	Transaction Type	Payment		Clear	Date 🔺	Number		Payor	Description	Transaction Type	Deposi
Q 🗆 7/	7/2017	Office		AP Payment	2,761.41	Q		7/7/2017					Bank Deposit	54,500.
Q 🗆 7/	7/2017	Salmon Creek		AP Payment	14,250.00	Q		7/18/2017					Bank Deposit	55
Q 🗆 7/1	7/2017	Fort Wayne Offic		AP Payment	45.00	Q		7/19/2017					Bank Deposit	150
Q 🗆 7/3	20/2017	Salmon Creek		ACH	85.00	Q	. 🗸	7/20/2017					Bank Deposit	30
Q 🗆 7/3	20/2017		test payment	Bank Transaction	10.00	Q		7/20/2017					Bank Deposit	20
Q 🗌 7/3	21/2017	Office		AP Payment	12,193.94	Q		7/20/2017					Bank Deposit	10
Q 🗌 7/3	21/2017	Apple Spice Sal		ACH	100.00	Q		7/20/2017					Bank Deposit	984
Q 🗌 7/3	21/2017 00000005	Apple Spice Sal		AP Payment	65.50	Q		7/20/2017				Test Deposit	Bank Transaction	185
Q 🗆 7/3	21/2017	Salmon Creek		ACH	492.50	Q		7/21/2017					Bank Transaction	45
Q 🗆 7/3	21/2017	Salmon Creek		ACH	77.50	Q		7/21/2017				AR ACH	Bank Deposit	59
· · ·		() Payments Cleare	d	0.00000							3 Deposits Cleared	1	60.00
Prior Res	conciliation Ending Balance	- ci	eared Payments	+	Cleared	Dep	posits		= Ending Ba	lance	Per Reconciliation	1		
	100.00000			0.00000				60.00000			160.	00000		
Bank S	tatement Ending Balance	- Un	cleared Payments	+	Uncleare	d De	eposits		- Ban	k Acc	ount Balance		Difference	

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

3.

	Bank Reconciliation
	Reconcile Print Search Clear Range Import Open - Close
	Details Attachments (0)
	Bank Account Statement Date Bank Name
	07072017 ~ 7/25/2017 🔲 US BANK NA
j	Enter the date of the previous reconciliation you want to view in the Statement Date field .
	Rank Reconciliation

Unreconc	ile Print	Search	Clear Range	Import		Close
Details	Attachme	ents (0)				
Bank Acc	ount			Stateme	nt Date	Bank Name
0707201	7		~	7/10/20	17	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											^ □ X
Details Attachments (0)											
Bank Account Statem	ent Date Bank Name			G/I	L Acco	unt	c	5/L Balance		Bank & G/L Balan	ice Difference
07072017 ~ 7/10/2	US BANK NA			14	140-0	000-000			37,543.5900	10	0.00000
5 Payments and Debits				2 De	posit	s and Credi	ts				
🖉 Clear All 🗌 Clear None 🕂 Add 🔠 View	Filter (F3)		К.Я. К.У.	2 C	lear A	II 🗌 Clear	None + Add 🔠 View	Filter (F3)			K 7 2 3
Clear Date A Number	Payee Description	Transaction Type	Payment	C	lear	Date 🔺	Number	Payor	Description	Transaction Type	Deposit
Q 🗌 7/7/2017	Office	AP Payment	2,761.41	Q	~	7/7/2017				Bank Transaction	230.00
Q 🗌 7/7/2017	Salmon Creek	AP Payment	14,250.00	Q		7/7/2017				Bank Deposit	54,500.00
Q 🗹 7/7/2017	Fort Wayne Offic	ACH	65.00								
Q 7/7/2017	Fort Wayne Offic	AP Payment	45.00								
Q Z 7/7/2017		Bank Withdrawal	65.00								
	2 Payments Cl	eared	130.00000						1 Deposits Cleared	1	230.00000
Prior Reconciliation Ending Balance	Cleared Paymer	nts +	Cleared	Depos	sits		- Ending Balance	Per Reconciliation			
0.00000		130.00000				230.00000		100.	00000		
Bank Statement Ending Balance -	Uncleared Payme	17 056 41000	Uncleared	Depo	osits	500.00000	- Bank Acc	ount Balance	-	Difference	0.00000
		17,03041000			24	,		37,943.	33000		0.00000
? 💭 🖓 🖂 Ready											

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

nk Acco	int	State	ment Date Ban	k Name			G/L A	count	0	VI Balance		Bank & G/L Balan	ce Differenc
7072017		~ 7/10	/2017 🗉 US	BANK NA			1414	0000-000			37,543.5	9000	0.000
Payme	nts and Deb	its					2 Depo	its and Cred	its				
7 Clear	VI Clear	None + Add RR View	Filter (E3)			5.7	Clear	All Clear	None + Add RR View	Filter (F3)			
Clear	Date 🔺	Number	Payee	Description	Transaction Type	Payment	Clea	Date 🔺	Number	Payor	Description	Transaction Type	Deposi
	7/7/2017		Office		AP Payment	2,761.41	Q 🖌	7/7/2017				Bank Transaction	230
	7/7/2017		Salmon Creek		AP Payment	14,250.00	Q 🗆	7/7/2017				Bank Deposit	54,50
~	7/7/2017		Fort Wayne Offic		ACH	65.00							
	7/7/2017		Fort Wayne Offic		10.0								
					AP Payment	45.00							
	7/7/2017		rore mayne onne		Bank Withdrawal	45.00							
	7/7/2017		Tort hopic onic		Bank Withdrawal	45.00							
V	7/7/2017		for high one		AP Payment Bank Withdrawal	45.00							
2	7/7/2017				Bank Withdrawal	45.00							
X	7/7/2017		for high one		Bank Withdrawal	45.00							
	7/7/2017		for high one		AP Payment Bank Withdrawal	45.00							
X	7/7/2017				AP Payment Bank Withdrawal	45.00							
X	7/7/2017		1	2 Payments Cleare	d	45.00 65.00 130.00000					1 Deposits Clea	red	230.00
Prior	7/7/2017 Reconciliat	on Ending Balance	C	2 Payments Cleare leared Payments	d	45.00 65.00 130.00000 Cleared	Deposits		Ending Balance	Per Reconciliation	1 Deposits Clea	red	230.00
Prior	7/7/2017 Reconciliat	ion Ending Balance 0.00000	- CI	2 Payments Cleare	d tigo.00000	45.00 65.00 130.00000 Cleared	Deposits	230.00000	Ending Balance	Per Reconciliation	1 Deposits Clea	red	230.0

6. This was the reconciliation report.

B B H 4 Page 1	of 1 🕨	×	Pdf	¥				
	Bank F	Reconcil	liation					iRely LLC
	11:04:11 AM							
							Statement Date: 07/	10/2017
		Bank Acco	ount:		G/L Ac	count:	14140-0000-000	
		US BANK	NA		G/L Ba	lance:	37,543.59	
	Prior F	Reconciliatio	on Ending Bala	ance:	0.00	Bank S	tatement Ending Balance:	100.00
			Cleared Paym	ents:	130.00		Uncleared Payments:	17,056.41
			Cleared Depo	osits:	230.00	+	Uncleared Deposits:	54,500.00
							Bank Account Balance:	37,543.59
	End	ing Balance	Per Reconcili	ation	100.00		Difference:	0.00
	Cleared	Payments:						
	Clear	Date	Reference No.	Payee	Mer	10	Record No.	Amount
	~	07/07/2017					BWD-3	65.00
	~	07/07/2017		Fort Wayne Offic			PAY-296	65.00
							Cleared Payments Total:	130.00
	Clear	Date.	Deference No.	Davies	Mer	10	Parori No.	Amount
		07/07/2017					BTRN-32	230.00
							Cleared Deposits Total:	230.00
	Uncleare	d Payments:						
	Clear	Date	Reference No.	Payee	Mer	10	Record No.	Amount
		07/07/2017		Fort Wayne Offic			PAY-295	45.00
		07/07/2017		Saimon Creek Office			PAY-297	14,250.00
		07/07/2017		Office			PAY-298	2,761.41
							Uncleared Payments Total:	17,058.41
	Uncleare	d Deposits:						
	Clear	Date	Reference No.	Payee	Mer	no	Record No.	Amount
		01010017						

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

Details Attachments (0)													
Bank Account:	Statement D	ate: Bank Name:			G/I	L Accou	unt:		G/L Balance:			Bank & G/L Balan	e Difference:
68215422C	~ 06/22/2016	Chase Bank	- Indiana		10	005-0	000-000				641.3	39	0.00
5 Payments and Debits					3 [Deposi	ts and Credit	ts					
🖉 Clear All 🗌 Clear Nor	ne + Add 🔠 Layou	t 🔍 Filter Re	cords (F3)		V	Clear	All 🗌 Clear I	None + Ac	id 믑 Layout	Q,	Filter Re	cords (F3)	
Clear Date N	umber	Payee	Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
Q 🗌 01/04/201			Bank Transaction	5.00	Q		06/22/201					Bank Transaction	100.00
Q 🗌 03/29/201		Bank Fee	Bank Transaction	5.00	Q		06/22/201					Bank Transaction	300.00
Q 🔽 05/11/201			Bank Transaction	10.00	Q		06/22/201			Deposit	test	Bank Transaction	200.00
05/23/201 0	0020002	Joe.Employee@	AP Payment	28.61									
Q 🗌 06/22/201		Payment Test	Bank Transaction	10.00									
		Payments Cleare		10.00					(Deposit	s Cleared	3:	0.0
Prior Reconciliation End	ing Balance	Cleared Pay	ments +	Cleared	Dep	osits	=	Ending Bal	ance Per Rec	onciliatio	n		
	100.00	Undeared Pa	10.00	Undeare	d Da	posito	0.00	Pank	Account Pals	9		Difference	
Rank Statement Endin				a life of the second		1.11.11.11.11.11.11.11.11.11.11.11.11.1	-	DdDk	CONTRACTOR DOLL	1 1 1 1 T		L/ITECEDCE	

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

Bank Reconciliation	
Reconcile Print Search Clea	ar Range Import Open - Close
Details Attachments (0)	
Bank Account:	Statement Date: Bank Name:
68215422C	✓ 01/02/2016 ☐ 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 I	Range Import Open - Close
Details Attachments (0)	
Bank Account:	Statement Date: Bank Name:
68215422C ~	01/02/2016 🔲 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.

ank Acco	unt	Statement Da	ate: Bank Name	e		G/I	Accou	nt:		G/L Balance:			Bank & G/L Balan	ce Difference:
8215422	2C	v 01/02/2016	Chase Ban	k - Indiana		10	005-00	00-000				100.0	00	0.00
) Payme	nts and Debi	its				1 D	eposit)	s and Credi	ts					
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Clear	Date	Number	Payee	Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
		0	Payments Cleare	rd:	0.00					1	Deposits	; Cleared	t	300.0
Prior Re	conciliation E	0 Inding Balance	Payments Cleare Cleared Pay	rd: ments +	0.00 Cleared	Depo	osits	=	Ending Bal	1 ance Per Reco	Deposits	s Cleared	£	300.0
Prior Re	conciliation E	0 Inding Balance - 200.00	Payments Cleare Cleared Pay	rd:	0.00 Cleared	Depo	osits	300.00	Ending Bal	1 ance Per Reco	Deposits onciliation 100	s Cleared	k	300.0

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

nk Accou	unt:	Statement Date: Ba	ank Name:		(5/L A	ccount		G/L	Balanc	e:	Bank 8	G/L Ba	alance Diff
82154220	c ~	01/02/2016 🔟 C	hase Bank	- Indiana		1000	5-0000	-000			100.00			
Paymen	nts and Debit	s				10	Deposit	s and Cre	dits					
] Clear Al	ll 🗌 Clear N	one + Add 🔠 Layor	ut Q	Filter Re	cords (F3)	V	Clear A	II 🗌 Cle	ar None	+ A	id 🔠 Layou	t Q	Filter	Records (
Clear	Date	Number	Payee		Transaction Type		Clear	Date	Nur	nber		Payor		Transa
						~	~	01/02/20						Bank 1
						~	~	01/02/20						Bank T
						~	~	01702720						Bank T
						~	~	01/02/20						Bank T
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					Preview	Task	List	01102220						Bank T
		0 Payments Cleared:			Preview X Remo	Task	List	thive B	E Layout	Q	Filter Rec	ords (F3)		Bank T
Prior Rec	conciliation F	0 Payments Cleared:	ed Paymen	Its	Preview X Remo	Task ve rt Nø	List	thive B	E Layout		Filter Rec	ords (F3)	nload	Bank T
Prior Rec	conciliation Er	0 Payments Cleared: nding - Cleare	ed Paymen	155	Preview X Remo + Repo	Task ve rt Na Recc	List Are me	thive 8	E Layout	. 9	Filter Rec Status	ords (F3) Dowr	nload	Bank T

6. This was the reconciliation report.

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ank Reconciliation			iRely LLC	
eanesday, June 22, 2016 3:12:48 AM				
		Statement Date: 01/02	//2016	
Bank Account:	G/L Account:	10005-0000-000		
Chase Bank - Indiana	G/L Balance:	100.00		
Prior Reconciliation Ending Balance:	-200.00 Bank Sta	atement 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	
		Cleared Payments Total:		
Cleared Deposits:				
Clear Date Reference No. Payee	Memo	Record No.	Amount	
01/02/2016		BTRN-15	300.00	
		Cleared Deposits Total:	300.00	

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

	Attachments (0)											
	Bank Account	Statement [Date	Bank Name			G/L Accou	int	G/I	L Balanc	e	Bank & G/L Bal	ance Differen
82154	22	v 04/22/2016	Chase Ba	ank - Indiana		10005-00	00-000				-1,430.00		0.
4 Payn	ents and Debi	5				0 Deposi	s and Cree	dits					
🖉 Clea	r All 🗌 Clear N	ione + Add 88 Layou	t Q Filter I	Records (F3) 🗙		🖉 Clear A	II 🗌 Clea	r None + Add	88 Layout	Q,	Filter Reco	ords (F3) ×	
Clea	r Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number		Payor	Т	ransaction Type	Depos
5 🗆	11/12/2015			Bank Transaction	100.00								
5 🗆	12/18/2015			Bank Transaction	100.00								
5 🗆	01/04/2016			Bank Transaction	5.00								
5 2	04/22/2016	00020002	payee1	Misc Checks	1,225.00								
		1	Payments Clear	ed:	1,225.00				0	Deposit	s Cleared:		(
Prior F	Reconciliation Er	1 nding Balance	Payments Clear Cleared Pay	ed:+	1,225.00 Cleared	Deposits	-	Ending Balance	0 ce Per Reco	Deposit	s Cleared: n		
Prior F	Reconciliation Er	1 nding Balance - 0.00	Payments Clean Cleared Pay	ed: + + 1,225.00	1,225.00 Cleared	Deposits	0.00	Ending Balane	0 ce Per Recc	Deposit I Deposit I Deposit	s Cleared: n 5.00		
Prior F Bank	Reconciliation En	1 nding Balance - 0.00	Payments Clean Cleared Pay Uncleared P	ed: + 1,225.00 + ayments +	1,225.00 Cleared Unclearer	Deposits d Deposits	0.00	Ending Baland Bank Ac	0 ce Per Reco	Deposit onciliatio -1,225	s Cleared: n 5.00 =	Differen	.e

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

Reconcile	Print	Search		ange Import		Close		
Details	Attachr	ments (0)						
	Bank Ac	count		Statement Da	ate		Bank Name	2
68215422	2		~	04/22/2016	Cha	ase Bank -	Indiana	

Bank Reconciliation				
Reconcile Print Search		Range Import		n + Close
Details Attachments (0)				
Bank Account		Statement Da	ate	Bank Name
68215422	~	04/21/2016		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.

ank Rec	onciliation											^ 🗆
Reconcile	Print Search	Clear Range Import	Open • Close									
Details	Attachments (0)											
	Bank Account	Statement [)ate	Bank Name			G/L Acco	unt	G/L Balar	nce	Bank & G/L Balanc	e Differen
582154	22	v 04/21/2016	🖾 Chase Ba	nk - Indiana		10005-0	000-000			-205.0	0	0.
3 Payn	ents and Debits					0 Deposi	ts and Cre	dits				
🖉 Clea	r All 📋 Clear Nor	ne 🕂 Add 🔠 Layou	t Q. Filter R	ecords (F3) ×		Clear	All 🗌 Cle	ar None + Ad	id 88 Layout Q	Filter Red	cords (F3) ×	
Clea	ir Date N	lumber	Payee	Transaction Type	Payment	Clear	Date	Number	Payor		Transaction Type	Depos
ξĒ	11/12/2015			Bank Transaction	100.00							
5 -	12/18/2015			Bank Transaction	100.00							
15 V	01/04/2016			Bank Transaction	5.00							
		2	Payments Cleare	d:	105.00				0 Depo	sits Cleared:		
Prior F	Reconciliation End	ing Balance	Cleared Pay	ments +	Cleared	Deposits	-	Ending Bala	ance Per Reconciliat	ion		
		0.00		105.00			0.00		-1	05.00		
Bank	Statement Endin	ig Balance -	Uncleared Pa	yments +	Uncleared	d Deposits	-	Bank	Account Balance	-	Difference	
		-100		100.00			0.00		-2	05.00		5
0	🖓 🖂 Ready	v										
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 $\textbf{5. You may print also that reconciliation by clicking the \textbf{Print toolbar button}. }$

etails Attachments (0)											
Bank Account Statement D	ate	Bank Name			G/L Accou	nt	G/L Balanc	e	Bank & G/L B	Balance Diff	feren
3215422 ~ 04/21/2016	Chase Bank - Ind	liana		10005-00	000-000			-205.0	0		0
Payments and Debits				0 Deposit	and Crec	lits					
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Clear Date Number	Payee Trans	saction Type	Payment	Clear	Date	Number	Payor		Transaction Type	D	epo
11/12/2015	Bar	nk Transaction	100.00								
 12/18/2015 	Bar	nk Transaction	100.00								
 ✓ 12/18/2015 ✓ 01/04/2016 	Bar Bar	nk Transaction nk Transaction	5.00		Preview	Task List					^
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6. This was the reconciliation report.

ank Recon	ciliation				i21 Source	Company
ay, April 22, 2016						
08:23 AM						
					Statement Date: 04/21/	2016
Bank A	ccount:		G/L Acc	count:	10005-0000-000	
Chase I	Bank - Indiana		G/L Bal	ance:	-205.00	
Prior Reconcili	iation Ending Balanc	e:	0.00	Bank s	Statement Ending Balance:	-100.0
	Cleared Payment	s:	105.00	-	Uncleared Payments:	100.0
+	Cleared Deposit	s:	0.00	+	Uncleared Deposits:	0.0
					Bank Account Balance:	-205.0
Ending Balar	nce Per Reconciliatio	on	-105.00		Difference:	5.0
leared Payments	c					
	Reference No. Pa	ayee	Mem	0	Record No.	Amoun
Clear Date						100.0
Clear Date ✓ 12/18/20	15				BTRN-2	100.0
	15				BTRN-2 BTRN-3	5.0
Crear Date 12/18/20 ✓ 01/04/20	115				BTRN-2 BTRN-3 Cleared Payments Total:	5.0 105.0
Clear Date 12/18/20 01/04/20 leared Deposits:	115				BTRN-2 BTRN-3 Cleared Payments Total:	5.0
leared Deposits:	Reference No. Pa	ayee	Mem	0	BTRN-2 BTRN-3 Cleared Payments Total: Record No.	5.0 105.0 Amoun
leared Deposits:	115 116 Reference No. Pa	2yee	Mem	0	BTRN-2 BTRN-3 Cleared Payments Total: Record No.	5.0 105.0 Amoun
leared Payme	115 116 Reference No. Pa	ауее	Mem	0	BTRN-2 BTRN-3 Cleared Payments Total: Record No. Cleared Deposits Total:	5.0 105.0 Amoun
Itear Date	Reference No. P2	ayee ayee	Mem	0	BTRN-2 BTRN-3 Cleared Payments Total: Record No. Cleared Deposits Total: Record No.	6.0 5.0 105.0 Amoun
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1. Open the Bank Reconciliation screen from Cash Management module > Bank Reconciliation.

concile Print Search	Clear Range	Import View C	llose						
Attachments									
Bank Account Stater	ment Date		Bank Name		G/L Accour	nt	G/L Balance	Bank & G/L Balar	nce Differenc
8 ¥ 06/24/2	2015 🔳	ABC Bank					293.0000	00	0.0000
Payments and Debits					0 Deposits and Credit	ts			
🛛 Clear All 🛛 🔲 Clear Nor	ne 📀 Add	∺ Layout 🔹 🍸 🕅 Filte	er Records (F3)		💟 Clear All 📃 Cl	ear None 🛛 😳	Add 🔚 Layout 🔹 🍸 🛛 Filter R	ecords (F3)	
Clear Date N	lumber	Payee	Transaction Type	Payment	Clear Date	Number	Payor	Transaction Type	Deposi
06/22/2015	10000011	payee 1	Misc Checks	120.00					
06/22/2015 1 06/24/2015	10000012	payee 1 late paymer	Misc Checks nt ch Bank Transaction	30.00					
06/22/2015	10000012	payee 1 late paymer	Misc Checks nt ch Bank Transaction	30.00					
06/22/2015	10000012	payee 1 late paymen 2 Payments Cle	Misc Checks ht ch Bank Transaction sared:	30.00 7.00 150.000000			0 Deposits Cleare	d:	0.0000
Q 06/22/2015 3 06/24/2015 Prior Reconciliation Endi	10000012	payee 1 late payment 2 Payments Cle - Cleared	Misc Checks nt ch Bank Transaction wared: Payments +	30.00 7.00 150.000000 Cleared	Deposits	= Ending I	0 Deposits Cleare Balance Per Reconciliation	d:	0.0000
Q 06/22/2015 3 ■ 06/24/2015 Prior Reconciliation Endi	10000012 ing Balance 450.000000	2 Payments Cle	Misc Checks nt ch Bank Transaction wared: Payments + 150.000000	30.00 7.00 150.000000 Cleared	Deposits 0.000000	= Ending I	0 Deposits Cleare Balance Per Reconciliation 300.000000	d:	0.0000
O 06/22/2015 O6/24/2015 Prior Reconciliation Endi Bank Statement Ending	ing Balance 450.000000 g Balance	2 Payments Cle - Cleared	Misc Checks Ant ch Bank Transaction Ant ch	30.00 7.00 150.000000 Cleared Uncleared	Deposits 0.000000 d Deposits	Ending Ba	0 Deposits Cleare Balance Per Reconciliation 300.000000 nk Account Balance =	kd: Difference	0.0000

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

Bank Reconciliat	tion			
	Q	Q.	™	
Reconcile Print	Search Clear Range	Import View	Close	
Details Attachr	nents			
Bank Account	Statement Date		Bank Name	
08 💌	06/24/2015 🖪	ABC Bank		

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

🇊 Bank Re	concilia	tion				
		Q	¥=		De.	
Reconcile	Print	Search		Import	View	Close
Details	Attach	ments				
Bank Ad	count	State	ement Date	1		Bank Name
08	~	06/23/	2015 🖪	ABC Ba	ink	

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	port View Close								
Details Attachments									
Bank Account Statement Date	Bank Nam	e			G/L Account		G/L Balance	Bank & G/L Balan	ce Difference
08 06/23/2015 🖾 AB	3C Bank						300.00000		0.000000
9 Payments and Debits				3 Deposit	s and Credits				
🔽 Clear All 📃 Clear None 🔕 Add 🏪	Layout • 💡 Filter Records (F3			Clear	All 📄 Clear	None 🔘 Add 📇	Layout 👻 💡 🛛 Filter Rei	ords (F3)	
Clear Date Number	Payee Transac	tion Type Payment		Clea	Date	Number	Payor	Transaction Type	Deposit
Q ₩ 06/16/2015 10000001	Misc Ch	ecks 10.0	0 🔺	Q 🛛	06/16/2015		initial deposit	Bank Deposit	1,000.00
Q Ø 06/16/2015 10000002	Misc Ch	ecks 20.0	0	Q 🗵	06/17/2015		interest gained	Bank Transaction	7.00
Q Ø 06/16/2015 10000003	Misc Ch	ecks 30.0	0	् 🗵	06/23/2015	Voided-10000008	Sample	Void Check	50.00
Q ፼ 06/16/2015 10000004	Misc Ch	ecks 40.0	0						
Q ₩ 06/18/2015 10000007	Cash Misc Ch	ecks 400.0	0						
Q 06/22/2015 Voided-10000008	Sample Misc Ch	ecks 50.0	0						
Q ፼ 06/22/2015 10000010	payee 1 Misc Ch	ecks 57.0	0						
Q 🕅 06/22/2015 10000011	payee 1 Misc Ch	ecks 120.0	0						
Q 06/22/2015 10000012	payee 1 Misc Ch	ecks 30.0	0 🔻						
	7 Payments Cleared:	607.000	0000				2 Deposits Cleared	:	1,007.000000
Prior Reconciliation Ending Balance	Cleared Payments	+ Cle	eared D	Deposits	-	Ending Balance Pe	r Reconciliation		
0.000000	607.0	00000		1,00	7.000000		400.000000		
Bank Statement Ending Balance -	Uncleared Payments	+ Unc	leared	Deposits		Bank Accour	it Balance =	Difference	
450.000000	150.0	00000			000000.		300.000000		0.000000
🕜 🔕 🏆 Ready									

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

Bank Reconciliation				* • ×
Recorcile Print Search Clear Range Import	Close			
Details Attachment				
Bank Account Statement Date	Bank Name	G/L Account	G/L Balance	Bank & G/L Balance Difference
08 V 06/23/2015 D Abs Bank			300.00000	0 0.000000
9 Payments and Debits		a been de conditio		
V Clear All 📃 Clear None 🕥 Add 👫 Layout - 🍸 Fil	Preview Task List		🔹 🗙 👻 🗣 🛛 Filter Re	cords (F3)
Clear Date Number Payee	Remove Archive Filter:	×	Payor	Transaction Type Deposit
Q ₩ 06/16/2015 10000001	Report Name	Status Download	Details initial deposit	Bank Deposit 1,000.00
Q Ø 06/16/2015 10000002	Bank Reconciliation	<u> </u>	interest gained	Bank Transaction 7.00
Q Ø 06/16/2015 10000003	Check Voucher Middle	<u> </u>	Sample	Void Check 50.00
Q V 06/16/2015 10000004	Check Voucher Middle	<u> </u>		
🔍 📝 06/18/2015 10000007 Cash	Check Voucher Middle	<u> </u>		
Q	Bank Reconciliation	<u> </u>		
Q Ø 06/22/2015 10000010 payee 1	Check Voucher Middle	<u> </u>		
🔍 🗐 06/22/2015 10000011 payee 1	Check Voucher Middle	୍ୟ 😐	100 H	
Q 06/22/2015 10000012 payee 1	Placeneda Soloo			
7 Payments C	leared: 607.00000		2 Deposits Cleared	: 1,007.000000
Prior Reconciliation Ending Balance - Cleared	Payments + Cleare	d Denosits = Endi	ng Balance Per Reconciliation	
0.000000	607.000000	1,007.000000	400.000000	
Bank Statement Ending Balance - Uncleare	ed Payments + Unclear	ed Deposits -	Bank Account Balance =	Difference
450.000000	150.000000	0.000000	300.000000	0.000000
Dandy Dandy				
neauy				

6. This was the reconciliation report.

	ation 🍝						
1		M 4 =	age 1	* of 1		Pdf 🔹 🛄	
ank F	Reconci	liation				iRely Grain a	nd Ag Co
esday, Ju	ne 23, 2015						
46:31 AN						Statement Date: 06/23/	2015
	Bank Acc	ount: 08		G/L Ac	count	10122-1002	
	ABC Bank			G/L Ba	lance:	300.00	
Prior F	econciliate	on Ending Bala	ince:	0.00	Bank St	atement Ending Balance:	450.00
		Cleared Paym	ents:	607.00		Uncleared Payments:	150.00
	+	Cleared Depo	sits:	1,007.00	*	Uncleared Deposits:	0.00
						Bank Account Balance:	300.00
Endi	ng Balance	Per Reconcili	ation	400.00		Difference:	0.00
Clear	Date	Reference No.	Payee	Mett	0	Record No.	Amount
~	06/16/2015	10000001				MCHK-2	10.00
~	06/16/2015	10000002				MCHK-3	20.00
V	06/16/2015	10000003				MCHK-4	30.00
	06/16/2015	10000004				MCHK-5	40.00
	06/18/2015	10000007	Cash	for n	presentation	MCHK-6	400.00
	06/22/2015	Voided- 10000008	Sample	sam	sle	MCHK-7	50.00
	06/22/2015	10000010	peyee 1			MCHK-9	57.00
×				sam	240		
leared I	leposits:	1000010		san		Cleared Payments Total:	607.00
leared I	leposits: Date	Reference No.	Payee	Merr	0	Cleared Payments Total: Record No.	607.00 Amount
Cleared I	eposits: Date 06/16/2015	Reference No.	Payee	Men	e deposit	Cleared Payments Total: Record No. 80EP-2	607.00 Amount 1,000.00
leared I Clear V	Date 06/16/2015 06/17/2015	Reference No.	Payee	Men InSo inter	o deposit ist gained	Cleared Payments Total: Record No. 80EP-2 87RN-12	607.00 Amount 1,000.00 7.00
Cleared I Clear	leposits: Date 06/16/2015 06/17/2015 1 Payments:	Reference No.	Payee	Men Info	e deposit sat gained	Cleared Payments Total: Record No. BOEP-2 BTRN-12 Cleared Deposits Total:	607.00 Amount 1,000.00 7.00 1,007.00
Cleared I Clear V Jncleare	leposits: Date 06/18/2015 06/17/2015 d Payments: Date	Reference No.	Payee	Men Inter Men	e deposit est gained e	Cleared Payments Total: Record No. BOEP-2 BTRN-12 Cleared Deposits Total: Record No.	607.00 Amount 1,000.00 7,00 1,007.00 Amount
Cleared I Clear V Jncleare Clear	eposits: Date 06/18/2015 06/17/2015 d Payments: Date 06/22/2015	Reference No.	Payee Payee payee 1	Mer Info Mer	0 deposit est gained 0	Cleared Payments Total: Recett No. BOEP-2 BTRN-12 Cleared Deposits Total: Record No. MCHK-11	607.00 Amount 1,000.00 1,007.00 Amount 120.00

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

Dank Reconcilacion					
Reconcile Print Search Clear Range Impo	rt View Close				
Details Attachments					
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
6 Payments and Debits			2 Deposits and Credits		
Clear All 📃 Clear None 🕥 Add Filter:	×		🔽 Clear All 📄 Clear None 🔕 A	dd Filter:	×
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor	Transaction Type Deposit
Q 06/02/2014	service charges Bank Transaction	10.00	Q 🔲 05/28/2014	Company	Bank Deposit 1,500.00
O6/02/2014 O6/02/2014	purchase of offi Bank Withdrawal	150.00	Q, 06/02/2014	interest gained	Bank Transaction 7.00
[] 06/02/2014 []	from 08 Bank Transfer (WD)	250.00			
[] 06/03/2014 10000001 []	Cash Misc Checks	400.00			
Q D5/04/2014	payee 1 Misc Checks	120.00			
06/04/2014	payee 1 Misc Checks	30.00			
	0 Payments Cleared:	0.00		0 Deposits Cleared:	0.00
Prior Reconciliation Ending Balance	Cleared Payments +	Cleared	Deposits = Ending Ba	alance Per Reconcilation	
0.00	0.00		0.00	0.00	
Bank Statement Ending Balance -	Uncleared Payments +	Uncleare	d Deposits - Ban	k Account Balance =	Difference
0.00	960.00		1,507.00	547.00	0.00
😧 👷 Ready					

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

B Dalik Keco	TIC III C								
		Q	<u>i</u>		De.	7			
Reconcile P	rint	Search	Clear Range	Import		Close			
Details Attachments									
Bank Acco	State	ment Date			Bank Na	ame			
08	~	06/05/	2014 🖪	ABC Ba	nk				

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

Bank Reconciliation <mark>ہ</mark> Reconcile Print Close Search Clear Range Import Details Attachments Bank Account Statement Date Bank Name 08 06/03/2014 × 0 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 Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balance Diffe	erence
08 💙 06/03/2014 🖪 ABC B	Bank		106040-40	697.00		0.00
4 Payments and Debits			2 Deposits and Credits			
Clear All 📃 Clear None 🔕 Add Filter:	×		🔽 Clear All 📄 Clear None 🌘	Add Filter:	×	
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor	Transaction Type D	eposit
Q 06/02/2014	service charges Bank Transaction	10.00	Q 🚺 05/28/2014	Company I	Bank Deposit 1	,500.00
Q 06/02/2014	purchase of offi Bank Withdrawal	150.00	Q 06/02/2014	interest gained	Bank Transaction	7.00
Q 06/02/2014	from 08 Bank Transfer (WD)	250.00				
Q 06/03/2014 10000001	Cash Misc Checks	400.00				
	4 Payments Cleared:	810.00		2 Deposits Cleared:	1	,507.00
Prior Reconcilation Ending Balance -	Cleared Payments +	Cleared	Deposits = Ending	Balance Per Reconciliation		
0.00	810.00		1,507.00	697.00		
Bank Statement Ending Balance -	Uncleared Payments +	Uncleared	d Deposits - B	ank Account Balance =	Difference	
697.00	0.00		0.00	697.00		0.00

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

Bank Reconciliation			
Reconcile Print Search Clear Range	Import View Close		
Details Attachments			
Bank Account Statement Date	Bank Name		
08 💉 06/03/2014	ABC Bank		106040
4 Payments and Debits	Preview Task List		× ×
Clear All 🔲 Clear None 📀 Add	😑 Delete 🛛 Filter: 🛛 🗙 Q		
Clear Date Number	Report Name	Status	Show
Q Ø 06/02/2014	Bank Reconciliation	Q	V
Q Ø 06/02/2014			
0. 06/02/2014			

nk Recor	ciliation 🗵							
	-		age 1	▼ of 1		Pdf 🔻		
Bank	Reconc	iliation				i2	1 QC 1420 AC	Company
hursday	, June 05, 2014							
7:28:56	PM							
						St	atement Date: 06/0	03/2014
	Bank Acc	ount: 08		G/L A	count:	106040-4	40	
	ABC Bank	τ.		G/L B	alance:	697.00		
Prior	Reconciliati	on Ending Bala	ince:	0.00	Bank St	tatement Er	nding Balance:	697.0
	-	Cleared Paym	ents:	810.00	-	Unclea	red Payments:	0.0
	+	Cleared Dep	osits:	1,507.00	+	Uncle	ared Deposits:	0.0
					-	Bank Acc	count Balance:	697.0
En	ding Balance	Per Reconcili	ation	697.00			Difference:	0.0
Cleare	ed Payments:						2	
Cle	ar Date	Reference No.	Payee	Me	mo		Record No.	Amour
~	06/02/2014			sen	vice charges	s by the bank	BTRN-7	10.0
~	06/02/2014			pure	chase of off	ice supplies	BWD-2	150.0
~	06/02/2014			fron	1 08		BTFR-2-WD	250.0
~	06/03/2014	10000001	Cash	for	representati	on	MCHK-8	400.0
						Cleared	Payments Total:	810.0
Cleare	ed Deposits:							
Cle	ar Date	Reference No.	Payee	Me	mo		Record No.	Amour
~	05/28/2014		Company	initia	I deposit		BDEP-6	1,500.0
V	06/02/2014			inter	rest gained		BTRN-8	7.0