

# How to Import Bank Statement

This will guide you on how to setup your bank statement in the Bank File Formats screen and import the Bank Statement based on that setup to mark transactions cleared by the bank.

1. From Cash Management module > click on Bank File Formats menu.
2. If this is the first record you are to create, it will open directly on new Bank File Formats screen where you can then add the bank file format record. Otherwise, it will open the **Search Bank File Formats screen** where existing bank file formats are displayed. Click the **New toolbar button** to open the new Bank File Formats screen.
3. In the new Bank File Formats screen,
  - a. Type in the Name you would like to call that Bank File Formats record in the **Name field**.
  - b. In the **Format combo box field** select Bank Statement.
  - c. In the **File Type combo box field** select CSV.
  - d. In the grid area > Check Record tab, specify your bank statement setup. This is a sample of how your setup would be.

Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
1	15	Field	Bank Account Number	Bank Account Number			<input checked="" type="checkbox"/>
2	10	Field	Check Number	Check Number			<input checked="" type="checkbox"/>
3	10	Field	Amount	Amount	###0.00		<input checked="" type="checkbox"/>
4	20	Field	Payee	Payee			<input checked="" type="checkbox"/>
5	10	Field	Transaction Date	Check/Transaction Date	MM/dd/yyyy		<input checked="" type="checkbox"/>
6	0	Select a type					<input type="checkbox"/>

- e. Click **Save toolbar button** to save the bank file format record.
  - f. Click **Close toolbar button** to close the screen.
4. Open the bank account you will want to make a bank reconciliation.
    - a. From Cash Management module > click on **Bank Accounts menu**.
    - b. When **Search Bank Accounts screen** opens, select the bank account you will want to make a bank reconciliation and click **Open Selected toolbar button**.
    - c. **Bank Accounts screen** opens displaying the selected record. In the Electronic Bank File Information panel > select the bank statement setup from the Bank File Formats screen. The one created on Step 3.

- d. Click **Save toolbar button** to save the changes made.
  - e. Click **Close toolbar button** to close the screen.
5. Open the Bank Reconciliation screen.
    - a. From Cash Management module > Activities folder > double-click on **Bank Reconciliation menu**.
    - b. **Bank Reconciliation screen** opens.

c. In the **Bank Account** field select the bank account you will want to make a bank reconciliation.

The Bank Reconciliation window is shown with the 'Details' tab selected. The 'Bank Account' field is highlighted with a red box and contains the value '125-526-5245'. Other fields include 'Statement Date' (7/25/2017), 'Bank Name' (Fifth Third), 'G/L Account' (10002-0000-000), 'G/L Balance' (-60,310.70), and 'Bank & G/L Balance Difference' (0.00). The window displays two tables: 'Payments and Debits' and 'Deposits and Credits'. The 'Payments and Debits' table has 35 rows, and the 'Deposits and Credits' table has 81 rows. At the bottom, there are summary fields for 'Prior Reconciliation Ending Balance', 'Cleared Payments', 'Cleared Deposits', 'Ending Balance Per Reconciliation', 'Bank Statement Ending Balance', 'Uncleared Payments', 'Uncleared Deposits', 'Bank Account Balance', and 'Difference'.

d. Say this is the bank reconciliation file to import.

A Notepad window titled 'TestFileFormat.txt' is shown. The text inside the window is: '125-526-5245,00001002,-25171.65,Salmon Creek Office,07/06/2017'.

e. Click **Import** toolbar button and select the file mentioned on Step 5.d. Then click **Open** button on the lookup screen.

The Bank Reconciliation window is shown with the 'Import' button highlighted in the toolbar. An 'Open' file dialog is open, showing the contents of the 'Desktop' folder. The file 'TestFileFormat.txt' is selected. The 'Open' button in the dialog is highlighted with a red box.

- A progress bar will be shown to show the progress of selecting transactions to clear base on the imported file. Once it is done, all transactions that matched the Bank Statement file imported will show the Clear checkbox as checked.

The Bank Reconciliation window is shown with the 'Import' button highlighted in the toolbar. The 'Payments and Debits' table now shows 12 rows, and the 'Deposits and Credits' table shows 0 rows. The 'Clear' checkbox for the first row is checked. The summary fields at the bottom show 'Prior Reconciliation Ending Balance' (55.00), 'Cleared Payments' (25,171.65), 'Cleared Deposits' (0.00), 'Ending Balance Per Reconciliation' (-25,116.65), 'Bank Statement Ending Balance' (0), 'Uncleared Payments' (35,194.05), 'Uncleared Deposits' (0.00), 'Bank Account Balance' (-60,310.70), and 'Difference' (25,116.65).

This will guide you on how to setup your bank statement in the Bank File Formats screen and import the Bank Statement based on that setup to mark transactions cleared by the bank.

1. From Cash Management module > click on Bank File Formats menu.
2. If this is the first record you are to create, it will open directly on new Bank File Formats screen where you can then add the bank file format record. Otherwise, it will open the **Search Bank File Formats screen** where existing bank file formats are displayed. Click the **New toolbar button** to open the new Bank File Formats screen.
3. In the new Bank File Formats screen,
  - a. Type in the Name you would like to call that Bank File Formats record in the **Name field**.
  - b. In the **Format combo box field** select Bank Statement.
  - c. In the **File Type combo box field** select CSV.
  - d. In the grid area > Check Record tab, specify your bank statement setup. This is a sample of how your setup would be.

Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
1	30	Field	Bank Account Number				<input checked="" type="checkbox"/>
2	30	Field	Check Number				<input checked="" type="checkbox"/>
3	30	Field	Amount		\$\$\$\$cc		<input checked="" type="checkbox"/>
4	30	Field	Payee				<input checked="" type="checkbox"/>
5	20	Field	Check/Transaction Date		MM/dd/yyyy		<input checked="" type="checkbox"/>
0	0	Select a type					<input type="checkbox"/>

- e. Click **Save toolbar button** to save the bank file format record.
  - f. Click **Close toolbar button** to close the screen.
4. Open the bank account you will want to make a bank reconciliation.
    - a. From Cash Management module > click on **Bank Accounts menu**.
    - b. When **Search Bank Accounts screen** opens, select the bank account you will want to make a bank reconciliation and click **Open Selected toolbar button**.
    - c. **Bank Accounts screen** opens displaying the selected record. In the Electronic Bank File Information panel > select the bank statement setup from the Bank File Formats screen. The one created on Step 3.

Bank Name: ABC Bank  
Account No: 22336655  
Currency: USD  
Balance: 2,405.91  
Active: ☒  
Contact: test  
Address: railroad  
Zip/Postal Code: 00601  
City: Adjuntas  
State/Province: PR  
Country: United States  
Phone:   
Fax:   
Website:   
Email:   
Electronic Bank File Information  
Formats  
Bank Smt: miCash  
ACH/NACHA  
Positive Pay  
Company ID:   
Bank Name:   
Transit No: 321654987  
Next No: 0  
GL Accounts  
GL Account: 10001-0002-000  
Check Number Range  
Starting Check No: 1  
Ending Check No: 25  
Next Check No: 11  
Check No. Length: 8  
Number of Checks: 15  
Enable MICR Printing: ☒  
Backup Check Number Range  
Starting Check No: 0  
Ending Check No: 0  
Number of Checks: 1  
Comments:   
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- d. Click **Save toolbar button** to save the changes made.
  - e. Click **Close toolbar button** to close the screen.
5. Open the Bank Reconciliation screen.
    - a. From Cash Management module > Activities folder > double-click on **Bank Reconciliation menu**.
    - b. **Bank Reconciliation screen** opens.

- c. In the **Bank Account** field select the bank account you will want to make a bank reconciliation.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 22336655 Statement Date: 06/28/2016 Bank Name: ABC Bank G/L Account: 10001-0002-000 G/L Balance: 2,405.91 Bank & G/L Balance Difference: 0.00

**13 Payments and Debits**

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/14/201...	00000003		Misc Checks	15.00
<input type="checkbox"/>	06/14/201...	00000004	Franks Fertilizer	AP Payment	25.00
<input type="checkbox"/>	06/14/201...		Franks Fertilizer	ACH	26.00
<input type="checkbox"/>	06/14/201...		Brian J Quam	Direct Deposit	3,122.84
<input type="checkbox"/>	06/14/201...	00000005	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	06/24/201...	062116cc		Bank Withdrawal	2.23
<input type="checkbox"/>	06/24/201...	00000006		Misc Checks	140.16

0 Payments Cleared: 0.00

**2 Deposits and Credits**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/14/201...			Bank Deposit	150.00
<input type="checkbox"/>	06/23/201...			Bank Deposit	15,000.00

0 Deposits Cleared: 0.00

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

Bank Statement Ending Balance: 0 Uncleared Payments: 3,682.38 Uncleared Deposits: 15,150.00 Bank Account Balance: 2,405.91 Difference: 9,061.71

- d. Say this is the bank reconciliation file to import.

**MICASH-ABC - Notepad**

File Edit Format View Help

22336655,00000004,2500,Franks Fertilizer,06/14/2016

- e. Click **Import** toolbar button and select the file mentioned on Step 5.d. Then click **Open** button on the lookup screen.

**Bank Reconciliation**

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

Details Attachments (0)

Bank Account: 22336655 Statement Date: 06/28/2016 Bank Name: ABC Bank G/L Account: 10001-0002-000 G/L Balance: 2,405.91 Bank & G/L Balance Difference: 0.00

**13 Payments and Debits**

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/14/201...	00000003		Misc Checks	15.00
<input type="checkbox"/>	06/14/201...	00000004	Franks Fertilizer	AP Payment	25.00
<input type="checkbox"/>	06/14/201...		Franks Fertilizer	ACH	26.00
<input type="checkbox"/>	06/14/201...		Brian J Quam	Direct Deposit	3,122.84
<input type="checkbox"/>	06/14/201...	00000005	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	06/24/201...	062116cc		Bank Withdrawal	2.23
<input type="checkbox"/>	06/24/201...	00000006		Misc Checks	140.16

0 Payments Cleared: 0.00

**2 Deposits and Credits**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/14/201...			Bank Deposit	150.00
<input type="checkbox"/>	06/23/201...			Bank Deposit	15,000.00

0 Deposits Cleared: 0.00

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

Bank Statement Ending Balance: 0 Uncleared Payments: 3,682.38 Uncleared Deposits: 15,150.00 Bank Account Balance: 2,405.91 Difference: 9,061.71

**Open**

File name: MICASH-ABC

Open Cancel

- A progress bar will be shown to show the progress of selecting transactions to clear base on the imported file. Once it is done, all transactions that matched the Bank Statement file imported will show the Clear checkbox as checked.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 22336655 Statement Date: 06/28/2016 Bank Name: ABC Bank G/L Account: 10001-0002-000 G/L Balance: 2,405.91 Bank & G/L Balance Difference: 0.00

**13 Payments and Debits**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/14/201...	00000004	Franks Fertilizer	AP Payments	25.00
<input type="checkbox"/>	06/14/201...		Franks Fertilizer	ACH	26.00
<input type="checkbox"/>	06/14/201...		Brian J Quam	Direct Deposit	3,122.84
<input type="checkbox"/>	06/14/201...	00000005	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	06/24/201...	062116cc		Bank Withdrawal	2.23
<input type="checkbox"/>	06/24/201...	00000006		Misc Checks	140.16

1 Payments Cleared: 25.00

**2 Deposits and Credits**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/14/201...			Bank Deposit	150.00
<input type="checkbox"/>	06/23/201...			Bank Deposit	15,000.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 25.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: -25.00

Bank Statement Ending Balance: 0 Uncleared Payments: 3,657.38 Uncleared Deposits: 15,150.00 Bank Account Balance: 2,405.91 Difference: 9,086.71

- From Cash Management module > click on Bank File Formats menu.

2. If this is the first record you are to create, it will open directly on new Bank File Formats screen where you can then add the bank file format record. Otherwise, it will open the **Search Bank File Formats screen** where existing bank file formats are displayed. Click the **New toolbar button** to open the new Bank File Formats screen.
3. In the new Bank File Formats screen,
  - a. Type in the Name you would like to call that Bank File Formats record in the **Name field**.
  - b. In the **Format combo box field** select Bank Statement.
  - c. In the **File Type combo box field** select CSV.
  - d. In the grid area > Check Record tab, specify your bank statement setup. This is a sample of how your setup would be.

<input type="checkbox"/>	Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
<input type="checkbox"/>	1	25	Field		Payee			<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	10	Field		Amount	###.##		<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	10	Field		Date	MM/dd/yyyy		<input checked="" type="checkbox"/>
<input type="checkbox"/>	0	0	Select a type					<input type="checkbox"/>

- e. Click **Save toolbar button** to save the bank file format record.
  - f. Click **Close toolbar button** to close the screen.
4. Open the bank account you will want to make a bank reconciliation.
  - a. From Cash Management module > click on **Bank Accounts menu**.
  - b. When **Search Bank Accounts screen** opens, select the bank account you will want to make a bank reconciliation and click **Open Selected toolbar button**.
  - c. **Bank Accounts screen** opens displaying the selected record. In the Electronic Bank File Information panel > select the bank statement setup from the Bank File Formats screen. The one created on Step 3.

Bank Name: Chase Bank - Indiana  
 Account No: 68215422  
 Currency: USD  
 Balance: -205.00  
 Active: ☒  
 Contact: John Smith  
 Address: 5131 Commerce Way  
 Zip/Postal Code: 46204  
 City: Indianapolis  
 State/Province: IN  
 Country: United States  
 Phone: (317)513-5151  
 Website:   
 Email:   
 Company ID:   
 Bank Name:   
 Transit No: 074000010  
 Next No: 0  
 GL Accounts  
 GL Account: 10005-0000-000  
 Check Number Range  
 Starting Check No: 20001  
 Ending Check No: 30001  
 Next Check No: 20002  
 Number of Checks: 10,001  
 Enable MICR Printing: ☒  
 Backup Check Number Range  
 Starting Check No: 0  
 Ending Check No: 0  
 Number of Checks: 1  
 Comments:   
 Saved

- d. Click **Save toolbar button** to save the changes made.
  - e. Click **Close toolbar button** to close the screen.
5. Open the Bank Reconciliation screen.
  - a. From Cash Management module > Activities folder > double-click on **Bank Reconciliation menu**.
  - b. **Bank Reconciliation screen** opens.

- c. In the **Bank Account** field select the bank account you will want to make a bank reconciliation.

The Bank Reconciliation window is shown with the following details:

- Bank Account:** 68215422 (highlighted with a red box)
- 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

The window also displays a table of Payments and Debits:

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" 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 type="checkbox"/>	04/22/2016		payee1	Misc Checks	1,225.00

Summary of cleared transactions:

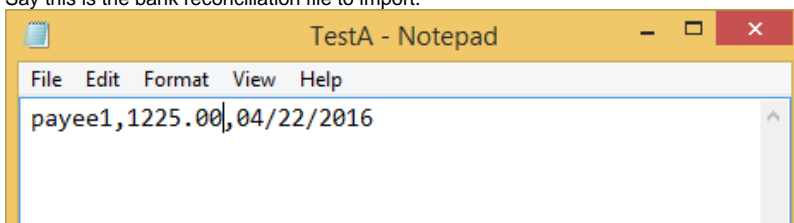
- 1 Payments Cleared: 100.00
- 0 Deposits Cleared: 0.00

Reconciliation summary:

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.00	100.00	0.00	-100.00

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
-100	1,330.00	0.00	-1,430.00	0.00

- d. Say this is the bank reconciliation file to import.



- e. Click **Import** toolbar button and select the file mentioned on Step 5.d. Then click **Open** button on the lookup screen.

The Bank Reconciliation window is shown with the **Import** button highlighted in the toolbar. An **Open** file dialog box is open, showing the file **TestA** selected in the **Documents1** folder. The **Open** button in the dialog box is also highlighted with a red box.

- A progress bar will be shown to show the progress of selecting transactions to clear base on the imported file. Once it is done, all transactions that matched the Bank Statement file imported will show the **Clear** checkbox as checked.

The Bank Reconciliation window is shown with the following details:

- 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

The window also displays a table of Payments and Debits:

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" 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

Summary of cleared transactions:

- 1 Payments Cleared: 1,225.00
- 0 Deposits Cleared: 0.00

Reconciliation summary:

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

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
-100	205.00	0.00	-1,430.00	1,125.00

1. From Cash Management module > click on Bank File Formats menu.
2. If this is the first record you are to create, it will open directly on new Bank File Formats screen where you can then add the bank file format record. Otherwise, it will open the **Search Bank File Formats screen** where existing bank file formats are displayed. Click the **New toolbar button** to open the new Bank File Formats screen.
3. In the new Bank File Formats screen,
  - a. Type in the Name you would like to call that Bank File Formats record in the **Name field**.
  - b. In the **Format combo box field** select Bank Statement.
  - c. In the **File Type combo box field** select CSV.
  - d. In the grid area > Check Record tab, specify your bank statement setup. This is a sample of how your setup would be.

Bank File Formats

New Save Search Delete Undo Import Export Close

Name: Recon1 Format: Bank Statement File Type: CSV

Check Record Account Header Record Login Record Trailer Record Void Trailer Record

Remove Move Up Move Down

Field Number	Length	Type	Description	Field Name	Format	Filler Side	Act...
1	25	Field		Payee			<input checked="" type="checkbox"/>
2	10	Field		Amount	#####		<input checked="" type="checkbox"/>
3	8	Field		Date	MM/dd/yyyy		<input checked="" type="checkbox"/>
0	0	Select a type					<input type="checkbox"/>

- e. Click **Save toolbar button** to save the bank file format record.
  - f. Click **Close toolbar button** to close the screen.
4. Open the bank account you will want to make a bank reconciliation.
    - a. From Cash Management module > click on **Bank Accounts menu**.
    - b. When **Search Bank Accounts screen** opens, select the bank account you will want to make a bank reconciliation and click **Open Selected toolbar button**.
    - c. **Bank Accounts screen** opens displaying the selected record. In the Electronic Bank File Information panel > select the bank statement setup from the Bank File Formats screen. The one created on Step 3.

Bank Accounts

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin

Bank Name: ABC Bank Account No: 1234567890 Currency: USD Balance: 900.000000 Active: ☒

Contact: James Brown Address: 4242 Flagstaff Cove

Zip/Postal Code: 46815 City: Fort Wayne State/Province: IN Country: United States Phone: (123)555-8964 Fax: (123)555-5879 Website: www.irely.com Email: info@irely.com

GL Accounts GL Account: 10100-1001

Check Number Range Starting Check No: 1 Ending Check No: 50 Next Check No: 3 Number of Checks: 48 Create Enable MICR Printing: ☐

Backup Check Number Range Starting Check No: 0 Ending Check No: 0 Number of Checks: 1 Apply

Comments:

Electronic Bank File Information

Formats Bank Stmt: Recon1 ACH/NACHA: Positive Pay: Company ID: Bank Name: Transit No: 005126751 Next No: 0

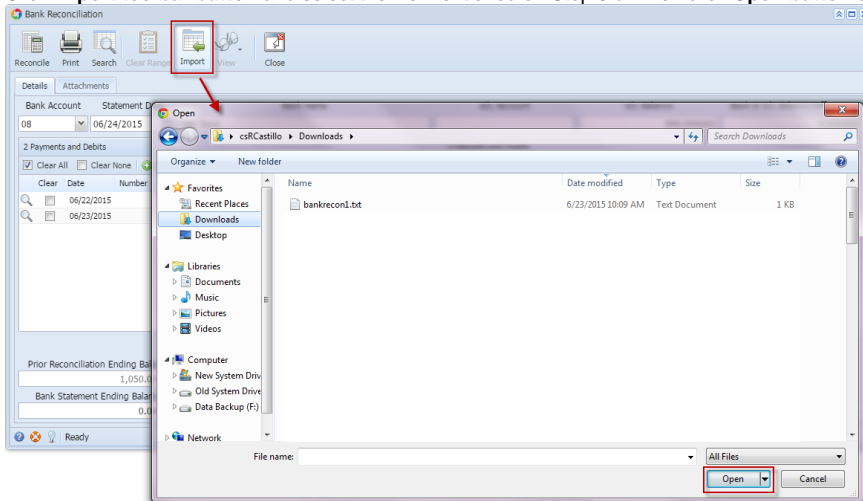
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- d. Click **Save toolbar button** to save the changes made.
  - e. Click **Close toolbar button** to close the screen.
5. Open the Bank Reconciliation screen.
    - a. From Cash Management module > Activities folder > double-click on **Bank Reconciliation menu**.
    - b. **Bank Reconciliation screen** opens.

- c. In the **Bank Account** field select the bank account you will want to make a bank reconciliation.

- d. Say this is the bank reconciliation file to import.

- e. Click **Import** toolbar button and select the file mentioned on Step 5.d. Then click **Open** button on the lookup screen.



A progress bar will be shown to show the progress of selecting transactions to clear base on the imported file. Once it is done, all transactions that matched the Bank Statement file imported will show the Clear checkbox as checked. This will guide you on how to setup your bank statement in the Bank File Formats screen and import the Bank Statement based on that setup to mark transactions cleared by the bank.

1. From Cash Management module > Maintenance folder > double-click on Bank File Formats menu.
2. If this is the first record you are to create, it will open directly on new Bank File Formats screen where you can then add the bank file format record. Otherwise, it will open the **Search Bank File Formats** screen where existing bank file formats are displayed. Click the **New** toolbar button to open the new Bank File Formats screen.
3. In the new Bank File Formats screen,
  - a. Type in the Name you would like to call that Bank File Formats record in the **Name** field.
  - b. In the **Format** combo box field select Bank Statement.
  - c. In the **File Type** combo box field select CSV.



d. In the grid area > Check Record tab, specify your bank statement setup. This is a sample of how your setup would be.

The screenshot shows the 'Bank File Formats' window with the 'Check Record' tab selected. The 'Name' field is 'Recon1', 'Format' is 'Bank Statement', and 'File Type' is 'CSV'. Below the tabs, there are buttons for 'Delete', 'Move Up', and 'Move Down'. A table lists the fields for the bank statement setup:

Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
1	25	Field		Payee			<input checked="" type="checkbox"/>
2	10	Field		Amount	#,###.##		<input checked="" type="checkbox"/>
3	8	Field		Date	MM/dd/yyyy		<input checked="" type="checkbox"/>
0		Select a type					<input type="checkbox"/>

e. Click **Save toolbar button** to save the bank file format record.

f. Click **Close toolbar button** to close the screen.

4. Open the bank account you will want to make a bank reconciliation.

a. From Cash Management module > Maintenance folder > double-click on **Bank Accounts menu**.

b. When **Search Bank Accounts screen** opens, select the bank account you will want to make a bank reconciliation and click **Open Selected toolbar button**.

c. **Bank Accounts screen** opens displaying the selected record. In the Electronic Bank File Information panel > select the bank statement setup from the Bank File Formats screen. The one created on Step 3.

The screenshot shows the 'Bank Accounts' window with the 'Details' tab selected. The 'Bank Name' is 'b259 Bank', 'Account No.' is '999888777', 'Currency' is 'USD', 'Balance' is '970.00', and 'Active' is checked. The 'Contact' is 'Test Contact' and the 'Address' is '123 Main Street'. The 'Zip/Postal Code' is '00605', 'City' is 'Aguadilla', 'State/Province' is 'PR', 'Country' is 'United States', 'Phone' is '(123)546-5845', 'Fax' is '(458)455-9942', 'Website' is 'www.banktest.com', and 'Email' is 'contactus@banktest.com'. The 'Electronic Bank File Information' panel shows the 'Bank Stmt' dropdown set to 'Recon1'. The 'Check Number Range' section shows 'Starting Check No.' as 1, 'Ending Check No.' as 10, 'Next Check No.' as 2, and 'Number of Checks' as 10. The 'Backup Check Number Range' section shows 'Starting Check No.' as 0, 'Ending Check No.' as 0, and 'Number of Checks' as 1. The 'Comments' field is empty.

d. Click **Save toolbar button** to save the changes made.

e. Click **Close toolbar button** to close the screen.

5. Open the Bank Reconciliation screen.

a. From Cash Management module > Activities folder > double-click on **Bank Reconciliation menu**.

b. **Bank Reconciliation screen** opens.

- c. In the **Bank Account** field select the bank account you will want to make a bank reconciliation.

**Bank Reconciliation**

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

Details | Attachments

Bank Account: 23 | Statement Date: 10/14/2014 | Bank Name: b259 Bank | G/L Account: 10105-0 | G/L Balance: 970.00 | Bank & G/L Balance Difference: 0.00

**1 Payments and Debits**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	10/13/2014	00000001	Vendor 1	Misc Checks	25.00

0 Payments Cleared: 0.00

**1 Deposits and Credits**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	10/14/2014			Bank Transfer (DEP)	200.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 795.00 | Cleared Payments: 0.00 | Cleared Deposits: 0.00 | Ending Balance Per Reconciliation: 795.00

Bank Statement Ending Balance: 0.00 | Uncleared Payments: 25.00 | Uncleared Deposits: 200.00 | Bank Account Balance: 970.00 | Difference: -795.00

- d. Say this is the bank reconciliation file to import.

bankrecon.txt - Notepad

File Edit Format View Help

vendor1,25,10/13/2014  
,200,10/14/2014

- e. Click **Import toolbar button** and select the file mentioned on Step 5.d. Then click **Open button** on the lookup screen.

**Bank Reconciliation**

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

Details | Attachments

Bank Account: 23 | Statement Date: 10/14/2014 | Bank Name: b259 Bank | G/L Account: 10105-0 | G/L Balance: 970.00 | Bank & G/L Balance Difference: 0.00

**1 Payments and Debits**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	10/13/2014	00000001	Vendor 1	Misc Checks	25.00

**1 Deposits and Credits**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	10/14/2014			Bank Transfer (DEP)	200.00

Prior Reconciliation Ending Balance: 795.00 | Bank Statement Ending Balance: 0.00 | Difference: -795.00

**Open**

Computer > Data Drive (D:) > Rufil Files > i21 > Test files

Name	Date modified	Type	Size
bankrecon.txt	10/14/2014 12:12 ...	Text Document	1 KB

File name: bankrecon.txt | All Files | **Open** | Cancel

f. A progress bar will be shown to show the progress of selecting transactions to clear base on the imported file. Once it is done, all transactions that matched the Bank Statement file imported will show the Clear checkbox as checked.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 23 Statement Date: 10/14/2014 Bank Name: b259 Bank G/L Account: 10105-0 G/L Balance: 970.00 Bank & G/L Balance Difference: 0.00

1 Payments and Debits

☒ Clear All ☐ Clear None Add Filter: X

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	10/13/2014	00000001	Vendor 1	Misc Checks	25.00

1 Payments Cleared: 25.00

1 Deposits and Credits

☒ Clear All ☐ Clear None Add Filter: X

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	10/14/2014			Bank Transfer (DEP)	200.00

1 Deposits Cleared: 200.00

Prior Reconciliation Ending Balance - Cleared Payments + Cleared Deposits = Ending Balance Per Reconciliation

795.00 - 25.00 + 200.00 = 970.00

Bank Statement Ending Balance - Uncleared Payments + Uncleared Deposits = Bank Account Balance = Difference

0.00 - 0.00 + 0.00 = 970.00 -970.00

bankrecon.txt - Notepad

File Edit Format View Help

Vendor 1, 25, 10/13/2014  
200, 10/14/2014