

# How to reconcile a bank account

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: 125-526-5245 Statement Date: 7/25/2017 Bank Name: Fifth Third

G/L Account: 10002-0000-000 G/L Balance: -60,310.70 Bank & G/L Balance Difference: 0.00

**35 Payments and Debits**

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input checked="" type="checkbox"/>	1/17/2017			Daily trade pro...	Bank Transaction	0.17
<input checked="" type="checkbox"/>	4/11/2017			Test Payment	Bank Transaction	100.00
<input checked="" type="checkbox"/>	4/11/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	4/11/2017			Transfer1	Bank Transfer (W...	95.50
<input checked="" type="checkbox"/>	5/31/2017		Fort Wayne Offic	ACH		61.46
<input checked="" type="checkbox"/>	6/13/2017			Test Payment	Bank Transaction	100.00
<input checked="" type="checkbox"/>	6/13/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/13/2017			Transfer1	Bank Transfer (W...	95.50
<input checked="" type="checkbox"/>	6/14/2017			Test Payment	Bank Transaction	100.00
<input checked="" type="checkbox"/>	6/14/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/15/2017			Test Payment	Bank Transaction	100.00
<input checked="" type="checkbox"/>	6/15/2017			Transfer1	Bank Transfer (W...	95.50

23 Payments Cleared 72,600.82

**81 Deposits and Credits**

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input checked="" type="checkbox"/>	1/1/2017			Match 19	Bank Transaction	25,781.25
<input checked="" type="checkbox"/>	1/17/2017			Daily trade pro...	Bank Transaction	1,500.00
<input checked="" type="checkbox"/>	1/31/2017				Bank Deposit	6,675.40
<input checked="" type="checkbox"/>	4/11/2017			Test Deposit	Bank Transaction	150.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 3	Bank Transaction	240.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	250.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	155.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	300.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 1	Bank Deposit	1,500.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	250.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	155.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	300.00

81 Deposits Cleared 72,655.82

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 72,600.82 Cleared Deposits: 72,655.82 Ending Balance Per Reconciliation: 55.00

Bank Statement Ending Balance: 0.00 Uncleared Payments: 60,365.70 Uncleared Deposits: 0.00 Bank Account Balance: -60,310.70 Difference: -55.00

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: 125-526-5245 Statement Date: 7/25/2017 Bank Name: Fifth Third

3. Enter the date appearing on your Bank Statement in the **Statement Date** field.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 125-526-5245 Statement Date: 7/25/2017 Bank Name: Fifth Third

4. Enter the ending balance appearing on your Bank Statement in the **Bank Statement Ending Balance** field.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 125-526-5245 Statement Date: 7/25/2017 Bank Name: Fifth Third

G/L Account: 10002-0000-000 G/L Balance: -60,310.70 Bank & G/L Balance Difference: 0.00

**35 Payments and Debits**

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input checked="" type="checkbox"/>	6/27/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/27/2017			Transfer1	Bank Transfer (W...	95.50
<input checked="" type="checkbox"/>	7/4/2017		Office	AP Payment		15,927.68
<input checked="" type="checkbox"/>	7/4/2017			Bank Transaction		45.00
<input checked="" type="checkbox"/>	7/4/2017			Bank Withdrawal		55.00
<input checked="" type="checkbox"/>	7/6/2017		Brown Brother...	AP Payment		19,124.91
<input checked="" type="checkbox"/>	7/6/2017	00001002	Salmon Creek...	AP Payment		28,171.65
<input checked="" type="checkbox"/>	7/25/2017			Bank Transaction		5,761.65
<input checked="" type="checkbox"/>	7/25/2017			Bank Transaction		65,000.00
<input checked="" type="checkbox"/>	7/25/2017			Test Payment	Bank Transaction	100.00
<input checked="" type="checkbox"/>	7/25/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	7/25/2017			Transfer1	Bank Transfer (W...	95.50

23 Payments Cleared 72,600.82

**81 Deposits and Credits**

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input checked="" type="checkbox"/>	1/1/2017			Match 19	Bank Transaction	25,781.25
<input checked="" type="checkbox"/>	1/17/2017			Daily trade pro...	Bank Transaction	1,500.00
<input checked="" type="checkbox"/>	1/31/2017				Bank Deposit	6,675.40
<input checked="" type="checkbox"/>	4/11/2017			Test Deposit	Bank Transaction	150.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 3	Bank Transaction	240.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	250.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	155.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	300.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 1	Bank Deposit	1,500.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	250.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	155.00
<input checked="" type="checkbox"/>	4/11/2017			test smoke 2	Bank Deposit	300.00

81 Deposits Cleared 72,655.82

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 72,600.82 Cleared Deposits: 72,655.82 Ending Balance Per Reconciliation: 55.00

Bank Statement Ending Balance: 55.00 Uncleared Payments: 60,365.70 Uncleared Deposits: 0.00 Bank Account Balance: -60,310.70 Difference: 0.00

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits** panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference** field at the bottom left corner of the screen.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 125-526-5245 Statement Date: 7/25/2017 Bank Name: Fifth Third G/L Account: 10002-0000-000 G/L Balance: -60,310.70 Bank & G/L Balance Difference: 0.00

35 Payments and Debits

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	6/27/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/27/2017			Bank Transfer (W...		\$5.50
<input type="checkbox"/>	7/4/2017		Office	AP Payment		15,927.68
<input checked="" type="checkbox"/>	7/4/2017			Bank Transaction		45.00
<input checked="" type="checkbox"/>	7/4/2017			Bank Withdrawal		\$5.00
<input type="checkbox"/>	7/6/2017		Brown Brother...	AP Payment		19,124.91
<input type="checkbox"/>	7/6/2017	00001002	Salmon Creek...	AP Payment		25,171.65
<input checked="" type="checkbox"/>	7/25/2017			Bank Transaction		9,761.65
<input checked="" type="checkbox"/>	7/25/2017			Bank Transaction		65,000.00
<input checked="" type="checkbox"/>	7/25/2017			Test Payment		100.00
<input checked="" type="checkbox"/>	7/25/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	7/25/2017			Bank Transfer (W...		\$5.50

Note: Other Payments are not yet committed

23 Payments Cleared 72,600.82

81 Deposits and Credits

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input checked="" type="checkbox"/>	1/1/2017			Match 19	Bank Transaction	25,761.25
<input checked="" type="checkbox"/>	1/17/2017			Daily trade pro...	Bank Transaction	1,500.00
<input checked="" type="checkbox"/>	1/31/2017				Bank Deposit	6,675.40
<input checked="" type="checkbox"/>	4/11/2017			Test Deposit	Bank Transaction	150.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 3	Bank Transaction	240.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 2	Bank Deposit	250.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 2	Bank Deposit	155.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 2	Bank Deposit	500.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 1	Bank Deposit	1,500.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 2	Bank Deposit	250.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 2	Bank Deposit	155.00
<input checked="" type="checkbox"/>	4/11/2017			test smole 2	Bank Deposit	500.00

81 Deposits Cleared 72,655.82

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 72,600.82 Cleared Deposits: 72,655.82 Ending Balance Per Reconciliation: 55.00

Bank Statements Ending Balance: 55 Uncleared Payments: 60,365.70 Uncleared Deposits: 0.00 Bank Account Balance: -60,310.70 Difference: 0.00

Ready

6. Click **Reconcile** toolbar button.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

7. This message is shown. Click **Yes** button to continue with reconciling the bank account.



**iRely i21**

You are about to reconcile your bank account.  
Are you sure you want to continue?

Yes

No

8. Another message is shown. Click **Yes** button to print a **Bank Reconciliation** report.



**iRely i21**

Would you like to print a Bank Reconciliation report now?

Yes

No

9. **Bank Reconciliation report** will be printed. The report will show significant information when you reconciled the transactions for the bank account.

**Bank Reconciliation**  
Tuesday, July 25, 2017  
05:16:40 PM

**IRelly LLC**  
Statement Date: 07/25/2017

Bank Account: Fifth Third  
G/L Account: 10002-0000-000  
G/L Balance: -60,310.70

Prior Reconciliation Ending Balance: 0.00  
- Cleared Payments: 72,600.82  
+ Cleared Deposits: 72,655.82

Bank Statement Ending Balance: 55.00  
- Uncleared Payments: 60,365.70  
+ Uncleared Deposits: 0.00  
Bank Account Balance: -60,310.70

Ending Balance Per Reconciliation: 55.00  
Difference: 0.00

Cleared Payments:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
<input checked="" type="checkbox"/>	8/11/2017			Daily trade profit and loss match. IT Duplicate of BTRN-23 Duplicate of BTRN-24	BTRN-25	0.17
<input checked="" type="checkbox"/>	8/11/2017			Transfer1	BTRN-4-VIO	95.50
<input checked="" type="checkbox"/>	8/11/2017			Test Payment	BTRN-29	100.00
<input checked="" type="checkbox"/>	8/13/2017			Transfer1	BTRN-6-VIO	95.50
<input checked="" type="checkbox"/>	8/13/2017			Test Payment	BTRN-34	100.00
<input checked="" type="checkbox"/>	8/14/2017			Test Payment	BTRN-37	100.00
<input checked="" type="checkbox"/>	8/15/2017			Transfer1	BTRN-7-VIO	95.50
<input checked="" type="checkbox"/>	8/15/2017			Test Payment	BTRN-41	100.00
<input checked="" type="checkbox"/>	8/16/2017			Transfer1	BTRN-8-VIO	95.50
<input checked="" type="checkbox"/>	8/16/2017			Test Payment	BTRN-44	100.00
<input checked="" type="checkbox"/>	8/16/2017			Transfer1	BTRN-9-VIO	95.50
<input checked="" type="checkbox"/>	8/16/2017			Test Payment	BTRN-47	100.00
<input checked="" type="checkbox"/>	8/16/2017			Transfer1	BTRN-13-VIO	75.50
<input checked="" type="checkbox"/>	8/22/2017			Transfer1	BTRN-14-VIO	95.50
<input checked="" type="checkbox"/>	8/22/2017			Test Payment	BTRN-52	100.00

10. Close the Bank Reconciliation report by clicking the **x** button on the **Bank Reconciliation** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See [How to Archive a report](#).

11. Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
12. Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on **Statement Date** field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The **Prior Reconciliation Ending Balance** field will show the amount entered in the **Bank Statement Ending Balance** field last time you reconciled it.

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

Details Attachments (0)

Bank Account: 125-526-5245  
Statement Date: 7/26/2017  
Bank Name: Fifth Third  
G/L Account: 10002-0000-000  
G/L Balance: -60,310.70  
Bank & G/L Balance Difference: 0.00

12 Payments and Debits

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input checked="" type="checkbox"/>	4/11/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	5/31/2017		Fort Wayne Office	ACH		61.46
<input checked="" type="checkbox"/>	6/13/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/14/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/16/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/16/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/27/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	6/27/2017		Payee Test	Misc Checks		10.00
<input checked="" type="checkbox"/>	7/4/2017		Office	AP Payment		15,927.68
<input checked="" type="checkbox"/>	7/6/2017		Brown Brother...	AP Payment		19,124.91
<input checked="" type="checkbox"/>	7/6/2017	00001002	Salmon Creek...	AP Payment		25,171.65
<input checked="" type="checkbox"/>	7/25/2017		Payee Test	Misc Checks		10.00

0 Payments Cleared 0.00  
0 Deposits Cleared 0.00

Prior Reconciliation Ending Balance: 55.00  
Bank Statement Ending Balance: 0  
Cleared Payments: 0.00  
Uncleared Payments: 60,365.70  
Cleared Deposits: 0.00  
Uncleared Deposits: 0.00  
Ending Balance Per Reconciliation: 55.00  
Bank Account Balance: -60,310.70  
Difference: -55.00

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

The screenshot shows the 'Bank Reconciliation' window with the following details:

- Bank Account:** 68215422
- Statement Date:** 05/13/2016
- Bank Name:** Chase Bank - Indiana
- G/L Account:** 10005-0000-000
- G/L Balance:** 2,285.00
- Bank & G/L Balance Difference:** 0.00

**4 Payments and Debits:**

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	11/12/201...			Bank Transaction	100.00
<input checked="" type="checkbox"/>	12/18/201...			Bank Transaction	100.00
<input checked="" type="checkbox"/>	01/04/201...			Bank Transaction	5.00
<input checked="" type="checkbox"/>	05/12/201...			Bank Withdrawal	10.00

4 Payments Cleared: 215.00

**1 Deposits and Credits:**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/12/201...			Bank Deposit	2,500.00

1 Deposits Cleared: 2,500.00

**Reconciliation Summary:**

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.00	215.00	2,500.00	2,285.00

**Bank Statement Ending Balance:** 2,285.00

Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
0.00	0.00	2,285.00	0.00

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

The screenshot shows the 'Bank Reconciliation' window with the 'Bank Account' field highlighted by a red box. The field contains the value '68215422'.

3. Enter the date appearing on your Bank Statement in the **Statement Date** field.

The screenshot shows the 'Bank Reconciliation' window with the 'Statement Date' field highlighted by a red box. The field contains the date '05/13/2016'.

4. Enter the ending balance appearing on your Bank Statement in the **Bank Statement Ending Balance** field.

The screenshot shows the 'Bank Reconciliation' window with the 'Bank Statement Ending Balance' field highlighted by a red box. The field contains the value '2,285.00'.

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits** panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference** field at the bottom left corner of the screen.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 05/13/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: 2,285.00 Bank & G/L Balance Difference: 0.00

4 Payments and Debits						1 Deposits and Credits					
Clear	Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	11/12/201...			Bank Transaction	100.00	<input checked="" type="checkbox"/>	05/12/201...			Bank Deposit	2,500.00
<input checked="" type="checkbox"/>	12/18/201...			Bank Transaction	100.00						
<input checked="" type="checkbox"/>	01/04/201...			Bank Transaction	5.00						
<input checked="" type="checkbox"/>	05/12/201...			Bank Withdrawal	10.00						

4 Payments Cleared: 215.00 1 Deposits Cleared: 2,500.00

Prior Reconciliation Ending Balance		Cleared Payments		Cleared Deposits		Ending Balance Per Reconciliation	
0.00		215.00		2,500.00		2,285.00	

Bank Statement Ending Balance		Uncleared Payments		Uncleared Deposits		Bank Account Balance		Difference	
2,285.00		0.00		0.00		2,285.00		0.00	

Saved

6. Click **Reconcile** toolbar button.

7. This message is shown. Click **Yes** button to continue with reconciling the bank account.

**iRely i21**

You are about to reconcile your bank account.  
Are you sure you want to continue?

**Yes** No

8. Another message is shown. Click **Yes** button to print a **Bank Reconciliation** report.

**iRely i21**

Would you like to print a Bank Reconciliation report now?

**Yes** No

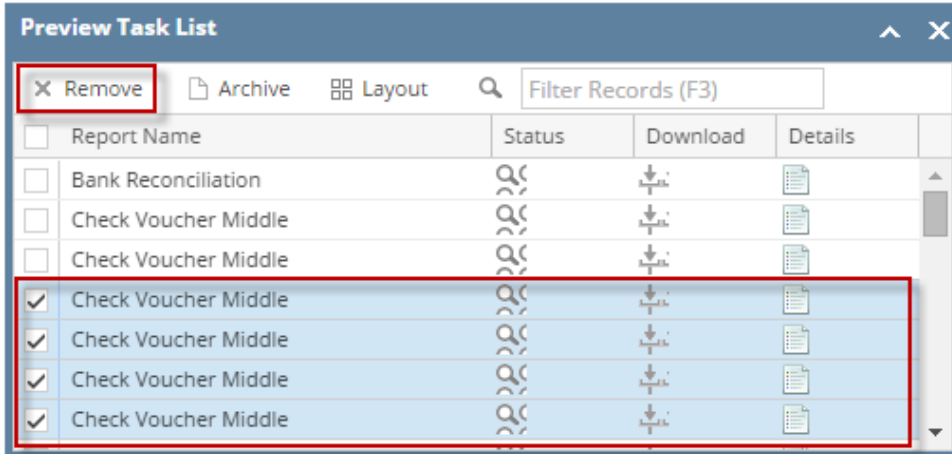
9. The **Preview Task List** screen will open.

**Preview Task List**

Remove Archive Layout Filter Records (F3)

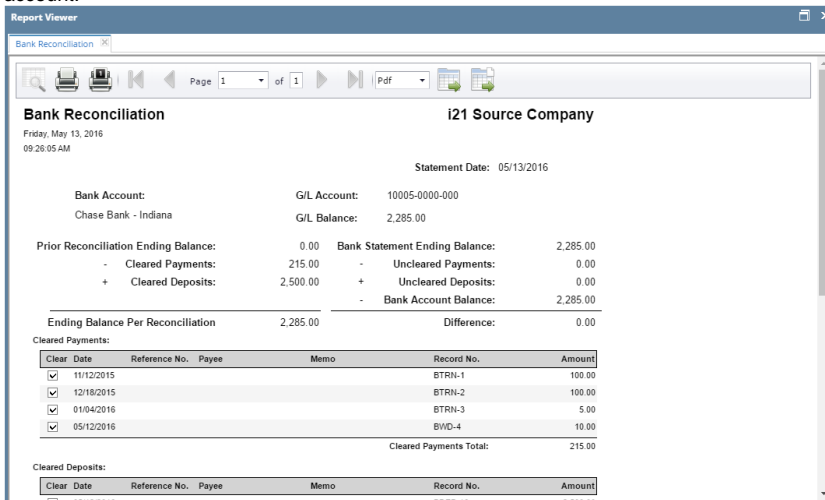
Report Name	Status	Download	Details
Bank Reconciliation			

- a. The **Tools button** in the Bank Reconciliation report > **Status field** signifies that i21 is in the process of generating the report.
- b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Remove button**.

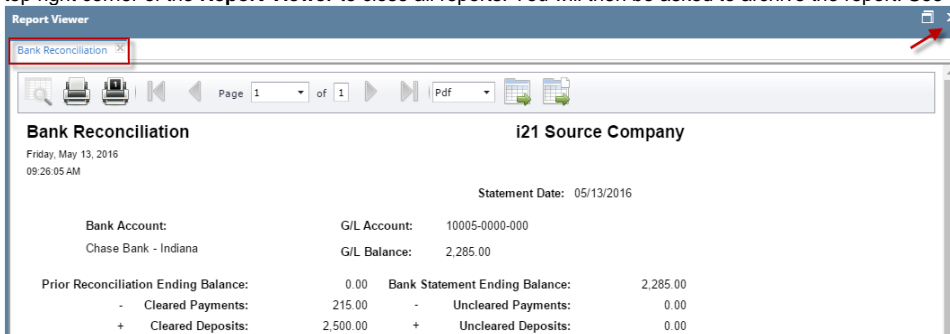


- c. You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status field** for the selected report.

10. **Bank Reconciliation report** will be printed. The report will show significant information when you reconciled the transactions for the bank account.
- 11.
12. **Bank Reconciliation report** will be printed. The report will show significant information when you reconciled the transactions for the bank account.



13. Close the Bank Reconciliation report by clicking the **x button** on the **Bank Reconciliation tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See [How to Archive a report](#).



14. Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.

15. Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on **Statement Date** field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The **Prior Reconciliation Ending Balance** field will show the amount entered in the **Bank Statement Ending Balance** field last time you reconciled it.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 05/14/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: 2,285.00 Bank & G/L Balance Difference: 0.00

0 Payments and Debits

0 Deposits and Credits

Prior Reconciliation Ending Balance: 2,285.00

Bank Statement Ending Balance: 0

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: 02/12/2016 Bank Name: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: 780.00 Bank & G/L Balance Difference: 0.00

5 Payments and Debits

3 Deposits and Credits

Prior Reconciliation Ending Balance: 0.00

Bank Statement Ending Balance: 780.00

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open

Details Attachments (0)

Bank Account: 68215422 Statement Date: 02/12/2016

3. Enter the date appearing on your Bank Statement in the **Statement Date** field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 68215422 Statement Date: 02/12/2016

4. Enter the ending balance appearing on your Bank Statement in the **Bank Statement Ending Balance** field.

The screenshot shows the 'Bank Reconciliation' window for account 68215422, dated 02/12/2016, with a bank name of Chase Bank - Indiana and a G/L balance of 780.00. The '5 Payments and Debits' table lists five transactions, all of which are unchecked. The '3 Deposits and Credits' table lists three deposits, also unchecked. At the bottom, the 'Bank Statement Ending Balance' field is highlighted with a red box and contains the value 780.00. The 'Difference' field at the bottom right shows 780.00.

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits** panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result in showing 0.00 in the **Difference** field at the bottom left corner of the screen.

The screenshot shows the same 'Bank Reconciliation' window, but now all transactions in both the '5 Payments and Debits' and '3 Deposits and Credits' tables are checked with yellow checkmarks. The 'Cleared Payments' and 'Cleared Deposits' fields at the bottom now show 17,030.00 and 17,810.00 respectively. The 'Bank Statement Ending Balance' field remains 780.00. The 'Difference' field at the bottom right now shows 0.00.

6. Click **Reconcile** toolbar button.

The screenshot shows the 'Bank Reconciliation' window with the 'Reconcile' button in the toolbar highlighted with a red box.

7. This message is shown. Click **Yes** button to continue with reconciling the bank account.

The screenshot shows a confirmation dialog box from iRely i21. It features a large orange exclamation mark icon at the top. The text reads: 'You are about to reconcile your bank account. Are you sure you want to continue?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.



8. Another message is shown. Click **Yes** button to print a **Bank Reconciliation** report.



iRely i21

Would you like to print a Bank Reconciliation report now?

**Yes** No

9. The **Preview Task List** screen will open.

**Preview Task List**

Remove Archive Layout Filter Records (F3)

Report Name	Status	Download	Details
Bank Reconciliation			

- a. The **Tools** button in the Bank Reconciliation report > **Status** field signifies that i21 is in the process of generating the report.  
b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Remove** button.

**Preview Task List**

Remove Archive Layout Filter Records (F3)

Report Name	Status	Download	Details
Bank Reconciliation			
Check Voucher Middle			
Check Voucher Middle			
Check Voucher Middle			
Check Voucher Middle			
Check Voucher Middle			

- c. You can also preview report that is existing on this list by clicking the **Magnifying glass** button in the **Status** field for the selected report.  
10. **Bank Reconciliation** report will be printed. The report will show significant information when you reconciled the transactions for the bank account.

**Report Viewer**

Bank Reconciliation

Page 1 of 1

**Bank Reconciliation** i21 Demo Setup Company(Source)

Friday, February 12, 2016 02:03:33 PM

Statement Date: 02/12/2016

Bank Account: Chase Bank - Indiana G/L Account: 10005-0000-000 G/L Balance: 780.00

Prior Reconciliation Ending Balance: 0.00 Bank Statement Ending Balance: 780.00

- Cleared Payments:	17,030.00	- Uncleared Payments:	0.00
+ Cleared Deposits:	17,810.00	+ Uncleared Deposits:	0.00
		- Bank Account Balance:	780.00

Ending Balance Per Reconciliation 780.00 Difference: 0.00

Cleared Payments:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
✓	11/12/2015				BTRN-1	100.00
✓	12/18/2015				BTRN-2	100.00
✓	01/04/2016				BTRN-3	5.00
✓	02/04/2016				BTRN-13	16,725.00
✓	02/05/2016	1			BTRN-2-WD	100.00

Cleared Payments Total: 17,030.00

Cleared Deposits:

Clear	Date	Reference No.	Payee	Memo	Record No.	Amount
✓	02/04/2016				BDEP-4	15,000.00

- Close the Bank Reconciliation report by clicking the **x button** on the **Bank Reconciliation tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See [How to Archive a report](#).

- Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
- Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on **Statement Date** field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The **Prior Reconciliation Ending Balance** field will show the amount entered in the **Bank Statement Ending Balance** field last time you reconciled it.

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

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

3. Enter the date appearing on your Bank Statement 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 date '06/23/2015'. The 'Bank Account' field shows '08' and the 'Bank Name' field shows 'ABC Bank'.

4. Enter the ending balance appearing on your Bank Statement in the **Bank Statement Ending Balance** field.

The screenshot shows the 'Bank Reconciliation' window with the 'Bank Statement Ending Balance' field highlighted with a red box. The field contains the value '450.000000'. The 'G/L Balance' field shows '450.000000' and the 'Bank & G/L Balance Difference' field shows '0.000000'.

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits** panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference** field at the bottom left corner of the screen.

The screenshot shows the 'Bank Reconciliation' window with all transactions in the 'Payments and Debits' and 'Deposits and Credits' panels checked. The 'Difference' field at the bottom right is highlighted with a red box and shows '0.000000'.

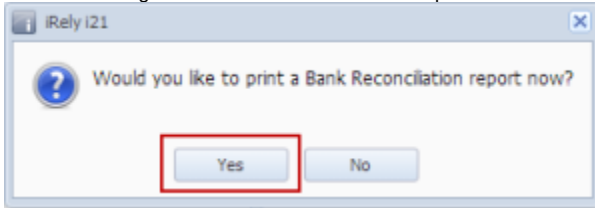
6. Click **Reconcile** toolbar button.

The screenshot shows the 'Bank Reconciliation' window with the 'Reconcile' button in the toolbar highlighted with a red box.

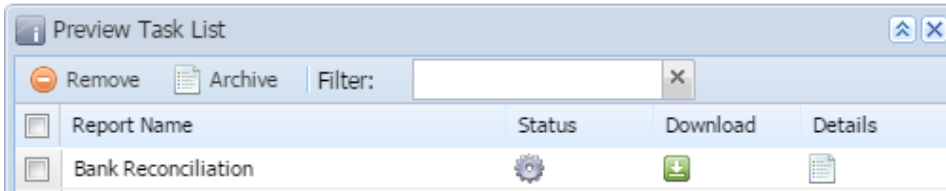
7. This message is shown. Click **Yes** button to continue with reconciling the bank account.

The screenshot shows a confirmation dialog box with the text 'You are about to reconcile your bank account. Are you sure you want to continue?'. The 'Yes' button is highlighted with a red box.

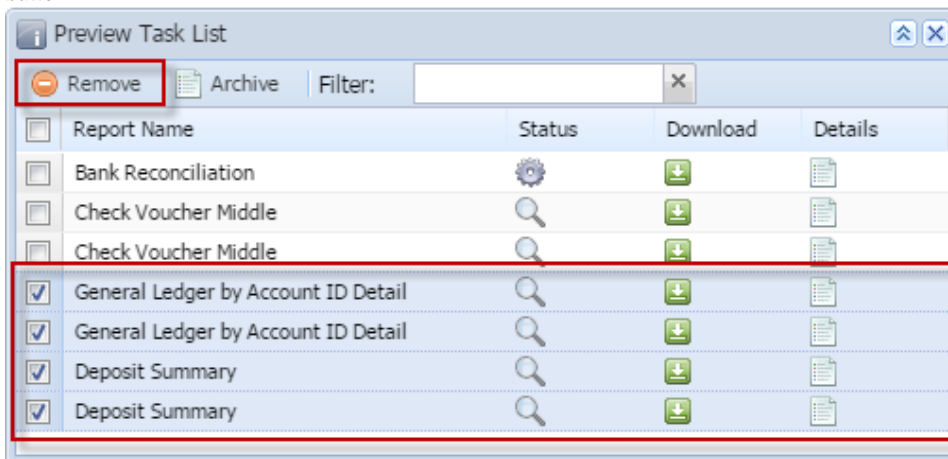
8. Another message is shown. Click **Yes** button to print a **Bank Reconciliation** report.



9. The **Preview Task List** screen will open.

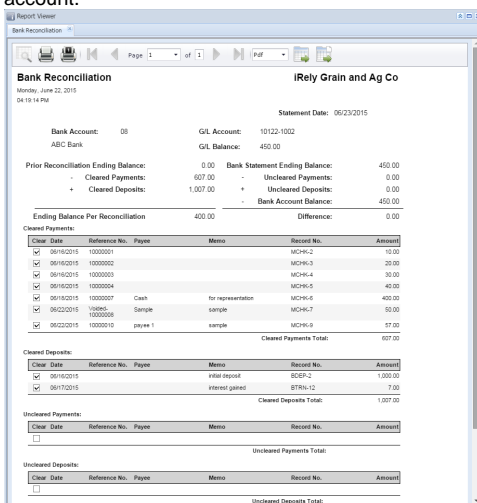


- a. The **Tools** button in the Bank Reconciliation report > **Status** field signifies that i21 is in the process of generating the report.  
b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Remove** button.



- c. You can also preview report that is existing on this list by clicking the **Magnifying glass** button in the **Status** field for the selected report.

10. **Bank Reconciliation** report will be printed. The report will show significant information when you reconciled the transactions for the bank account.



- Close the Bank Reconciliation report by clicking the **x** button on the **Bank Reconciliation** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See [How to Archive a report](#).

**Report Viewer**

**Bank Reconciliation**

**iRely Grain and Ag Co**

Monday, June 22, 2015  
04:19:14 PM

Statement Date: 06/23/2015

Bank Account: 08      G/L Account: 10122-1002  
ABC Bank      G/L Balance: 450.00

- Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
- Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on **Statement Date** field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The **Prior Reconciliation Ending Balance** field will show the amount entered in the **Bank Statement Ending Balance** field last time you reconciled it.

**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:      Bank & G/L Balance Difference: 0.000000

0 Payments and Debits

Clear All Clear None Add Layout Filter Records (F3)

0 Deposits and Credits

Clear All Clear None Add Layout Filter Records (F3)

0 Payments Cleared: 0.000000      0 Deposits Cleared: 0.000000

Prior Reconciliation Ending Balance: 450.000000      Cleared Payments: 0.000000      Cleared Deposits: 0.000000      Ending Balance Per Reconciliation: 450.000000

Bank Statement Ending Balance: 0.000000      Uncleared Payments: 0.000000      Uncleared Deposits: 0.000000      Bank Account Balance: 450.000000      Difference: -450.000000

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

**Bank Reconciliation**

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 08      Statement Date: 06/05/2014      Bank Name: ABC Bank      G/L Account: 106040-40      G/L Balance: 547.00      Bank & G/L Balance Difference: 0.00

6 Payments and Debits

Clear All Clear None Add Filter:

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/02/2014		service charges ...	Bank Transaction	10.00
<input type="checkbox"/>	06/02/2014		purchase of off...	Bank Withdrawal	150.00
<input type="checkbox"/>	06/02/2014		from 08	Bank Transfer (WD)	250.00
<input type="checkbox"/>	06/03/2014	10000001	Cash	Misc Checks	400.00
<input type="checkbox"/>	06/04/2014		payee 1	Misc Checks	120.00
<input type="checkbox"/>	06/04/2014		payee 1	Misc Checks	30.00

0 Payments Cleared: 0.00      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: 0.00      Uncleared Payments: 960.00      Uncleared Deposits: 1,507.00      Bank Account Balance: 547.00      Difference: 0.00

- 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: 06/05/2014      Bank Name: ABC Bank      G/L Account:      G/L Balance:      Bank & G/L Balance Difference: 0.00

3. Enter the date appearing on your Bank Statement 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 date '06/03/2014'. The 'Bank Account' is '08' and the 'Bank Name' is 'ABC Bank'.

4. Enter the ending balance appearing on your Bank Statement in the **Bank Statement Ending Balance** field.

The screenshot shows the 'Bank Reconciliation' window with the 'Bank Statement Ending Balance' field highlighted with a red box. The value entered is '697.00'. The window also displays transaction lists for 'Payments and Debits' and 'Deposits and Credits', and a reconciliation summary at the bottom.

5. Check the transaction in the **Payments and Debits** and **Deposits and Credits** panels that appears on your Bank Statement. If all transactions shown on your bank statement are present in these panels and none are left unchecked in these panels, then all transactions were recorded accordingly by your bank and on your book. This scenario will result to showing 0.00 in the **Difference** field at the bottom left corner of the screen.

The screenshot shows the 'Bank Reconciliation' window with the 'Payments and Debits' and 'Deposits and Credits' panels highlighted with red boxes. In both panels, the 'Clear' checkbox is checked for all transactions. The 'Difference' field at the bottom right is highlighted with a red box and shows '0.00'.

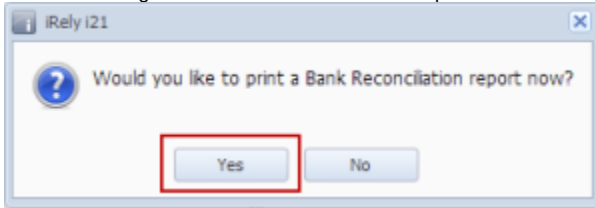
6. Click **Reconcile** toolbar button.

The screenshot shows the 'Bank Reconciliation' window with the 'Reconcile' button in the toolbar highlighted with a red box. Other buttons include 'Print', 'Search', 'Clear Range', 'Import', 'View', and 'Close'.

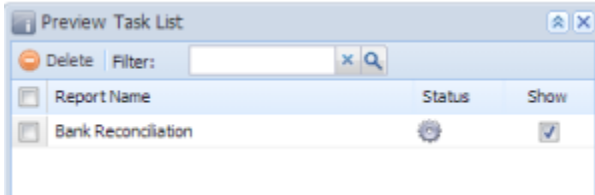
7. This message is shown. Click **Yes** button to continue with reconciling the bank account.

The screenshot shows a confirmation dialog box titled 'iRely i21'. The message reads: 'You are about to reconcile your bank account. Are you sure you want to continue?'. The 'Yes' button is highlighted with a red box.

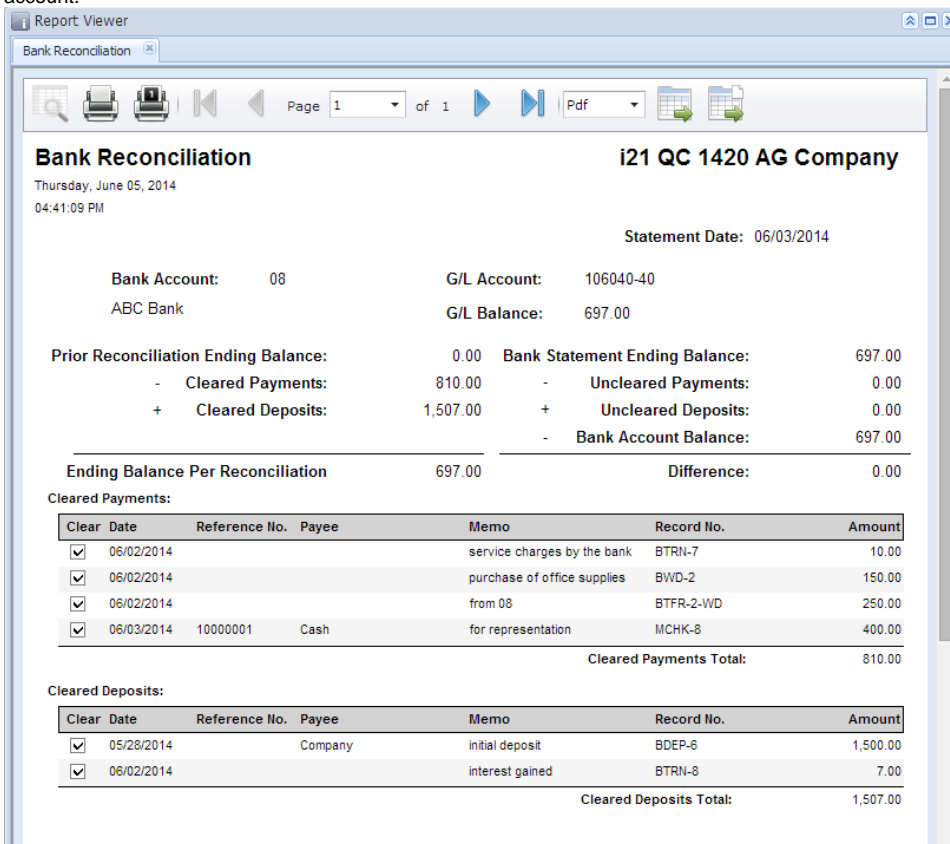
8. Another message is shown. Click **Yes** button to print a **Bank Reconciliation** report.



9. The **Preview Task List** screen will open.



- a. The **Tools** button in the Bank Reconciliation report > **Status** field signifies that i21 is in the process of generating the report.  
b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete** button.  
[blocked URL](#)  
c. You can also preview report that is existing on this list by clicking the **Magnifying glass** button in the **Status** field for the selected report.
10. **Bank Reconciliation** report will be printed. The report will show significant information when you reconciled the transactions for the bank account.



**Bank Reconciliation** **i21 QC 1420 AG Company**

Thursday, June 05, 2014  
04:41:09 PM

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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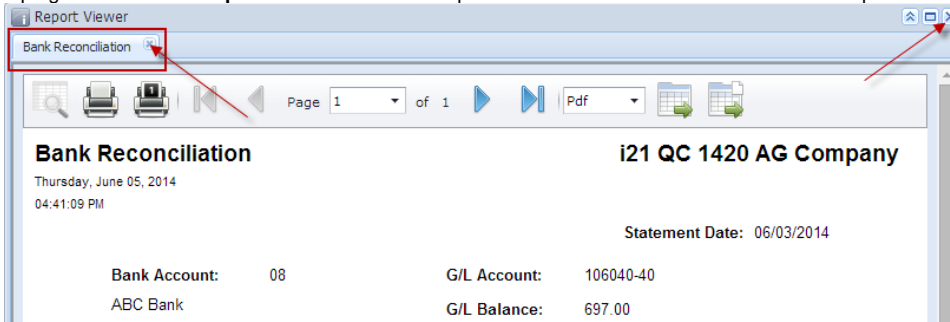
Cleared Payments:

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-VWD	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

11. Close the Bank Reconciliation report by clicking the **x** button on the **Bank Reconciliation** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See [How to Archive a report](#).



12. Bank Reconciliation screen will then be closed. This signifies that the Reconciliation was successfully done.
13. Re-open Bank Reconciliation screen, select the bank account previously reconciled and set date on **Statement Date** field at the top of the screen to a date that is 1 or more days later than the previous reconciliation date. The **Prior Reconciliation Ending Balance** field will show the amount entered in the **Bank Statement Ending Balance** field last time you reconciled it.

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 Difference

08

06/05/2014

ABC Bank

106040-40

547.00

0.00

2 Payments and Debits

0 Deposits and Credits

Clear All

Clear None

Add

Filter:

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/04/2014		payee 1	Misc Checks	120.00
<input type="checkbox"/>	06/04/2014		payee 1	Misc Checks	30.00

Clear All

Clear None

Add

Filter:

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

0 Payments Cleared:

0.00

0 Deposits Cleared:

0.00

Prior Reconciliation Ending Balance

697.00

Cleared Payments

0.00

+

Cleared Deposits

0.00

=

Ending Balance Per Reconciliation

697.00

Bank Statement Ending Balance

0.00

-

Uncleared Payments

150.00

+

Uncleared Deposits

0.00

-

Bank Account Balance

547.00

=

Difference

-697.00

Ready