

Bank Reconciliation ⓘ

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Bank
BANK1 - Bank of USA

Statement Ending Date
05/28/2020

Retrieve

Retrieve
1) Select a **Bank**, enter the **Statement Ending Date**, and click **Retrieve**.

Checks (283 Total) **Add**

Check # ▲	Date	Amount	Payee	Select
E - 2	05/28/2015	\$157.00	ABC School Sup...	<input type="checkbox"/>
E - 3	06/09/2015	\$600.00	ABC School Sup...	<input type="checkbox"/>
		00	Blue Cross Blue...	<input checked="" type="checkbox"/>
		00	Blue Cross Blue...	<input checked="" type="checkbox"/>
		00	Blue Cross Blue...	<input checked="" type="checkbox"/>

Bank Reconciliation
This menu allows you to perform bank reconciliations.

Statement Balance
0.00

Statement Balance
4) Enter the ending balance from your bank statement in the **Statement Balance** field.

Adjusted Balance
\$35,209.00

Clear
2) Check the boxes next to the **Checks** or **Deposits** to clear items, or check the **Select** box to clear all items.

Deposits (15 Total) **Add**

Deposit # ▲	Date	Amount	Customers	Select
105	05/15/2014	\$33,250.00		<input type="checkbox"/>
106	08/27/2013	\$4,000.00		<input type="checkbox"/>

Add
3) Click **Add** in the **Checks** or **Deposits** sections to manually add an outstanding check adjustment or an outstanding deposit adjustment.

Process
5) Click the **Process** button for this **Bank Reconciliation** to be completed.

Process

Cleared Amount \$624,751.75

Cleared Amount \$220,496.12