



# Bank Reconciliation

Bank reconciliation is the process of matching the balances in Focus' records for a cash account to the corresponding information on the bank statement. The goal of this process is to determine the differences between the two, and to book changes to the accounting records as appropriate. The information on the bank statement is the bank's record of all transactions impacting the entity's bank account during the past month.

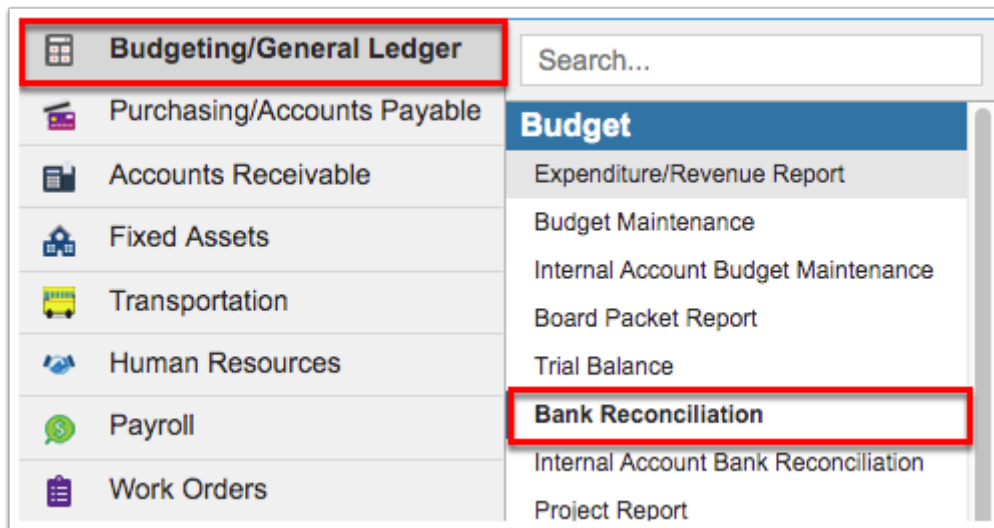
 You can customize several of the settings for Bank Reconciliation via Setup > [Settings](#) > [Miscellaneous](#) tab > [Bank Reconciliation](#).

 Profile permissions must be established before utilizing the Bank Reconciliation screen via Setup > [Profiles](#). Select the **Permission Type**: Menu, the **Role**: Admin, and the applicable **Profiles** from the pull-down. Click **Submit**. In the Budgeting/General Ledger section, set the applicable Bank Reconciliation permissions.

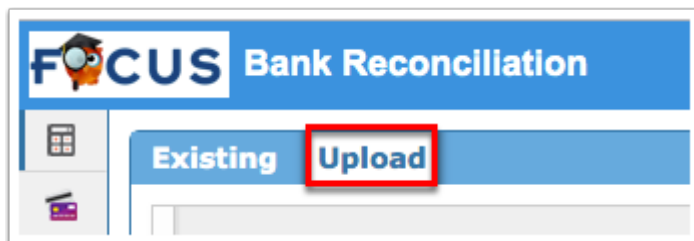
<b>Bank Reconciliation</b>	<input checked="" type="checkbox"/>
View All Reconciliations	<input checked="" type="checkbox"/>
Upload Reconciliations	<input checked="" type="checkbox"/>
Manual Reconciliations	<input type="checkbox"/>
Edit Reconciliations	<input checked="" type="checkbox"/>
Delete Reconciliations	<input checked="" type="checkbox"/>

## Creating a New Reconciliation

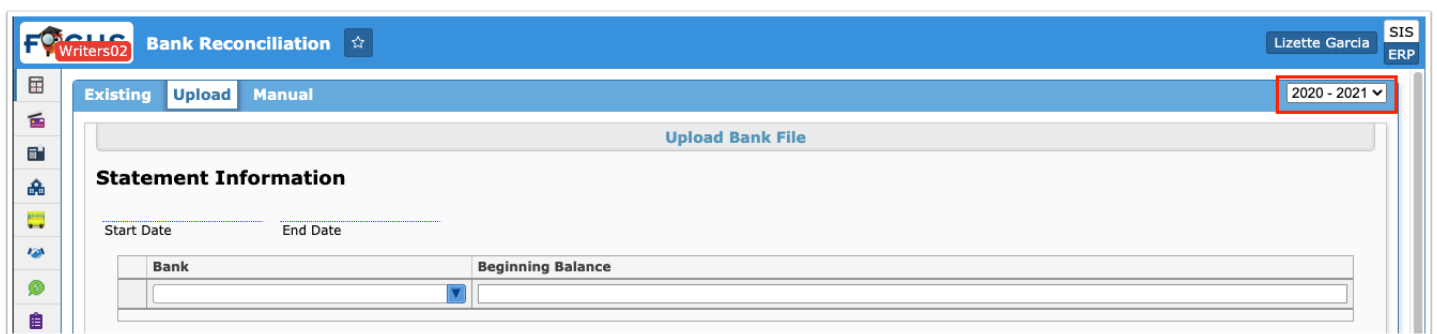
1. From the **Budgeting/General Ledger** menu, click **Bank Reconciliation**.



2. From the Bank Reconciliation screen, click the **Upload** tab to upload a new bank file and create a bank reconciliation.



3. Select the correct fiscal year from the FY pull-down. The pull-down defaults to the current fiscal year.



From the Upload screen, the system must be configured to process the formatted bank document. Once the fields have been setup, Focus will pull in the same settings for each subsequent file that is uploaded for the designated bank.

ExistingUploadBank Connections

Upload Bank File

Edit Existing Reconciliation

N/A

Or Create a New Reconciliation:

Statement Information

Start Date

End Date

Bank	Beginning Balance	Ending Balance

File Header Columns

Credit Column

Debit Column

Check Number Column

Description Column

Date Column

4. If a partial reconciliation has been started, select the reconciliation from the **Edit Existing Reconciliation** pull-down to add another entry to the original.

5. Enter the **Start Date** and **End Date** of the applicable bank statement.

6. Select the applicable **Bank** from the corresponding pull-down that will be reconciled. If reconciling multiple accounts, create a new entry line for each account and include the Bank column in the uploaded statement.

Bank	Beginning Balance	Ending Balance
IA-CSH-CHECKING: CA...	192213.49	0.00
0911: CAPITAL BANK D...	3095523.74	0.00

If necessary, click the **delete** button (red minus sign) to remove a selected Bank.

7. You are required to enter the **Beginning Balance** from the statement if this is the first upload for the selected bank account. Otherwise, the Beginning Balance will populate automatically according to the ending balance recorded in the previous reconciliation. If necessary, edit this field to reflect the true beginning balance on the current bank statement.

8. Enter an **Ending Balance** if the bank statement will not be uploaded, and the reconciliation is being completed manually.

9. If this is the first time uploading a statement for the selected bank account, enter the titles of the **File Header Columns** exactly as they appear on the bank statement.

## File Header Columns

Credits	Debits	Check Nuber
Credit Column	Debit Column	Check # Column
Description	Date	Ref.
Description Column	Date Column	Reference # Column
CSV		
File Type		

## Statement File

! File headers are subject to case, space, and punctuation; if they are not entered precisely, the reconciliation will not run.

**10.** Select the **File Type** of the downloaded bank statement from the pull-down; options include **CSV**: comma-separated values are separated using commas as a delimiter or **Tab Delimited**: tab-separated values are separated using tabs as a delimiter.

**11.** Upload the bank statement file in the **Files** section. As indicated in the Files section, drag files directly into the box to attach documents or click the **Select** button to browse for files. There is also a Scan File button next to the Select button for direct scanning. Click the **Scan File** button; this will prompt you to download Dynamsoft. This is a one-time download that allows you to attach files directly from your scanner. In doing so, you will bypass saving the file to your computer first.

## Statement File

### Files

(Drag files to upload)

Select



Upload

**12.** Click **Upload**.

# Formatting the Bank Statement

In order for the system to read and process the transactions from the bank statement against the transactions recorded in Focus, the bank file itself must be configured properly.

The statement should be a CSV file or a TSV (tab delimited), and must contain the following six columns, at minimum:

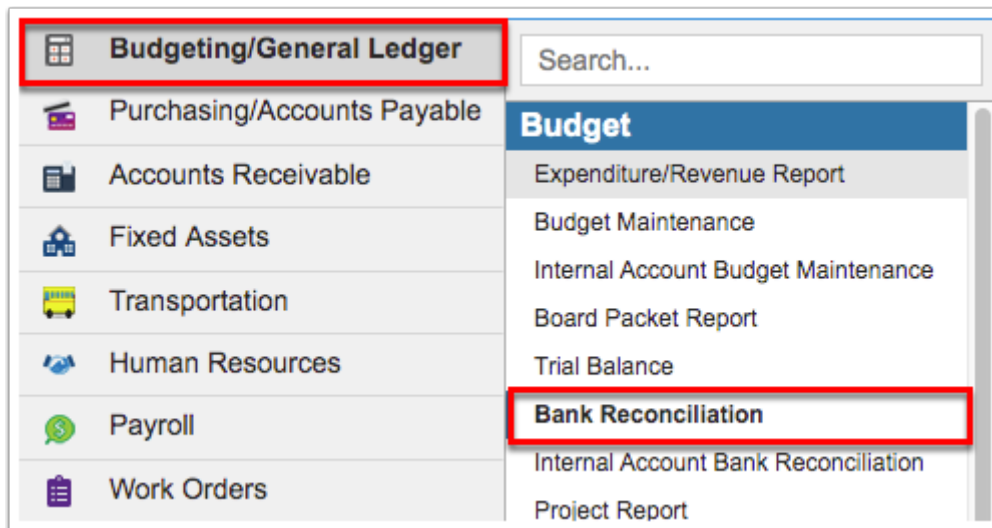
- **Date:** Transaction date
- **Check Number:** The number printed on the check
- **Description:** Brief explanation of the transaction type
- **Debits:** Dollar amount of the debit transaction (i.e. check)
- **Credits:** Dollar amount of the credit transaction (i.e. deposit)
- **Reference #:** The reference number used for each check (if applicable)

The first row of the file must be designated for the column headers each time a statement is uploaded. Take note of the exact spelling, capitalization, and spacing used for each column header as it will be keyed into Focus in the same way it appears on the file.

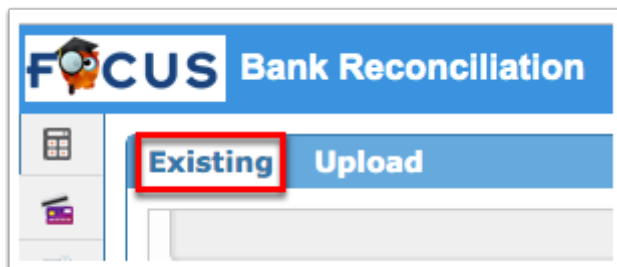
	A	B	C	D	E	F
	Date	Debit Amt	Credit Amt	Check Number	Desc	BANK
	12/20/17		25.00		deposit	GENW
	12/21/17		10000.00		deposit	GENW
	12/22/17	1575.25		7501	check	GENW
	12/23/17		500.00		deposit	GENW
	12/24/17	900.00		7502	check	GENW
	12/25/17		-5.00		fee	GENW
	12/20/17	55.20		1122	check	XXXX
	12/21/17		50.25		deposit	XXXX
	12/22/17		-2.50		fee	XXXX
	12/23/17		15500.75		deposit	XXXX
	12/24/17		750.00		deposit	XXXX
	12/25/17	70.55		1123	check	XXXX

## Existing Reconciliations

1. From the **Budgeting/General Ledger** menu, click **Bank Reconciliation**.



2. Click the **Existing** tab for all existing reconciliations.



3. Select the correct fiscal year from the FY pull-down. The pull-down defaults to the current fiscal year.



Existing Reconciliations displays the User responsible for the reconciliation, the Bank Account, the Period Start Date, Period End Date, the Date Created, and the Date Finalized.

Existing

Upload

Existing Reconciliations

Hide All Users

Prev

Page: 1 / 11

Next

Filter: OFF

User	Bank Account	Period Start Date	Period End Date	Date Created	Date Finalized	
Impton	IA-CSH-CHECKING : CAPITAL BANK	07/01/2019	07/30/2019	07/30/2019	07/31/2019	<a href="#">View</a>
Mitchell	0914 : FIRST STATE BANK INVESTMENT	06/01/2019	06/30/2019	08/18/2019	08/18/2019	<a href="#">View</a>
Impton	IA-CSH-CHECKING : CAPITAL BANK	06/01/2019	06/30/2019	07/05/2019	07/11/2019	<a href="#">View</a>
Mitchell	0100 : CAPITAL BANK DISBURS. ACCT	05/01/2019	05/31/2019	06/21/2019	06/21/2019	<a href="#">View</a>
Mitchell	0112 : FRB-MIAMI	05/01/2019	05/31/2019	06/21/2019	06/21/2019	<a href="#">View</a>
Mitchell	0410 : CAPITAL BANK SFS	05/01/2019	05/31/2019	06/21/2019	06/21/2019	<a href="#">View</a>

4. Click the **View** button to review all reconciliation data via the Current Reconciliation tab, which includes the following tabs: [Balances](#), [Reconciled Checks](#), [Outstanding Checks](#), [Voided Checks](#), [Check Errors](#), [Reconciled Credits](#), [Reconciled Debits](#), and [Summary](#).

User	Bank Account	Period Start Date	Period End Date	Date Created	Date Finalized	
Impton	IA-CSH-CHECKING : CAPITAL BANK	07/01/2019	07/30/2019	07/30/2019	07/31/2019	<a href="#">View</a>
Mitchell	0914 : FIRST STATE BANK INVESTMENT	06/01/2019	06/30/2019	08/18/2019	08/18/2019	<a href="#">View</a>
Impton	IA-CSH-CHECKING : CAPITAL BANK	06/01/2019	06/30/2019	07/05/2019	07/11/2019	<a href="#">View</a>
Mitchell	0100 : CAPITAL BANK DISBURS. ACCT	05/01/2019	05/31/2019	06/21/2019	06/21/2019	<a href="#">View</a>
Mitchell	0112 : FRB-	05/01/2019	05/31/2019	06/21/2019	06/21/2019	<a href="#">View</a>
Mitchell	0410 : CAPITAL BANK SES	05/01/2019	05/31/2019	06/21/2019	06/21/2019	<a href="#">View</a>

Existing Upload **Current Reconciliation**

Current Reconciliation - 05/01/2019 to 05/31/2019

Balances
Reconciled Checks
Outstanding Checks
Voided Checks
Check Errors
Reconciled Credits
Reconciled Debits
Summary

0911 - CAPITAL BANK DIST INVEST ACCT

Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	3,001,388.22	1,114,779,545.93	1,114,685,410.41	3,095,523.74
System	3,001,388.22	1,114,779,545.93	1,114,685,410.41	3,095,523.74
Check Errors	0.00	0.00	0.00	0.00
Difference:	0.00	0.00	0.00	0.00

5. Before the reconciliation is finalized, you can click the **Delete** button to delete the bank reconciliation.

Period Start Date	Period End Date	Date Created	Date Finalized		
04/01/2019	04/30/2019	10/22/2019		<a href="#">View</a>	<a href="#">Delete</a>
03/01/2019	03/31/2019	10/21/2019		<a href="#">View</a>	<a href="#">Delete</a>
02/01/2019	02/28/2019	08/02/2019	10/22/2019	<a href="#">View</a>	
01/01/2019	01/31/2019	04/23/2019	09/19/2019	<a href="#">View</a>	

6. If you have permission, click **View All Users** to view all bank reconciliations created by all other users as well.

Existing Upload

View All Users

a. Upon viewing all users, to revert back to only your reconciliations, click **Hide All Users**.

Existing

Upload

Hide All Users

Filter: OFF

User	Bank Account
Yar	1000 : WELLS FARGO BANK, N.A. 5000 : WELLS FARGO BANK, N.A. 4000 : WELLS FARGO BANK, N.A.

## Balances

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Balances** tab.

FOCUS

Bank Reconciliation

Existing

Upload

Current Reconciliation

Bank Connections

2019 - 2020

Current Reconciliation - 03/01/2019 to 03/31/2019

Balances

Reconciled Checks

Outstanding Checks

Voided Checks

Check Errors

Reconciled Credits

2. Review the Type, Beginning Balance, Credits, Debits, and Ending Balance reflected on the bank statement as compared to what is recorded in Focus.

Balances

Reconciled Checks

Outstanding Checks

Voided Checks

Check Errors

Reconciled Credits

Reconciled Debits

Summary

0100 - CAPITAL BANK DISBURS. ACCT

Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	0.00	15,649,972.55	15,649,972.55	0.00
System	0.00	15,649,972.55	15,649,972.55	0.00
Check Errors	0.00	0.00	0.00	0.00
Difference:	0.00	0.00	0.00	0.00

Outstanding Check Balance: 1,633,309.17

Outstanding Debit Balance: 2,130,444.14

Reconciled Balance: -3,763,753.31

Files

(Drag files to upload)

Select

Comments

FTB\_Dist.Gen.Disb\_03-2019.pdf (5.48mb)



The **Difference** row will show a zero balance when both accounts have been fully reconciled. If any column displays a balance other than zero, review the appropriate tab and reconcile the transactions listed.

0100 - CAPITAL BANK DISBURS. ACCT				
Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	0.00	15,649,972.55	15,649,972.55	0.00
System	0.00	15,649,972.55	15,649,972.55	0.00
Check Errors	0.00	0.00	0.00	0.00
Difference:	0.00	0.00	0.00	0.00

3. Review the Outstanding Check Balance, the Outstanding Debit Balance, and the Reconciled Balance.

0100 - CAPITAL BANK DISBURS. ACCT				
Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	0.00	15,649,972.55	15,649,972.55	0.00
System	0.00	15,649,972.55	15,649,972.55	0.00
Check Errors	0.00	0.00	0.00	0.00
Difference:	0.00	0.00	0.00	0.00

Files

(Drag files to upload)

Select

FTB Dist.Gen.Disb 03-2019.pdf (5.48mb)

First Tennessee General Disb Mar.19.csv (0.0

Comments

Post

Outstanding Check Balance: 1,633,309.17

Outstanding Debit Balance: 2,130,444.14

Reconciled Balance: -3,763,753.31

4. As indicated in the **Files** section, drag files directly into the box to attach documents or click the **Select** button to browse for files. There is also a Scan File button next to the Select button for direct scanning. Click the **Scan File** button; this will prompt you to download Dynamsoft. This is a one-time download that allows you to attach files directly from your scanner. In doing so, you will bypass saving the file to your computer first.

Files

(Drag files to upload)

Select

FTB Dist.Gen.Disb 03-2019.pdf (5.48mb)

First Tennessee General Disb Mar.19.csv (0.0

a. To review document attached, click the document link. You also have the option to remove attached files by clicking the **delete** button (red minus sign).

5. To add a comment, type the comment in the provided text box. Then, click **Post**.

Comments

If you are trying to reconcile multiple bank accounts, all account information will be listed in the Combined Balances section, then each bank account will be listed with corresponding data.

COMBINED BALANCES				
Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	13,605,662.21	16,135,228.39	20,980,057.32	8,760,833.28
System	13,605,662.21	16,135,228.39	20,980,057.32	8,760,833.28
Check Errors	0.00	17.12	17.12	0.00
<b>Difference:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

1000 - WELLS FARGO BANK, N.A.				
Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	13,605,662.21	9,705,209.53	14,550,038.46	8,760,833.28
System	13,605,662.21	9,705,209.53	14,550,038.46	8,760,833.28
Check Errors	0.00	17.12	17.12	0.00
<b>Difference:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

6. Once the Bank and System amounts balance, click **Finalize Reconciliation** to record the reconciliation as complete in the Focus ERP system. Once finalized, the record can be reviewed from the [Existing](#) tab, but cannot be altered.

Type	Beginning Balance	Credits	Debits	Ending Balance
Bank	0.00	6,748,140.51	6,748,140.51	0.00
System	0.00	6,748,140.51	6,748,140.51	0.00
Check Errors	0.00	0.00	0.00	0.00
<b>Difference:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Files

(Drag files to upload)

Comments

**Outstanding Check Balance:** 1,569,744.69  
**Outstanding Debit Balance:** 0.00  
**Reconciled Balance:** 1,379,243.87

With the appropriate permission, you can click the **Unfinalize** button to revert finalized reconciliations back to unreconciled.

Existing Upload Manual 2019 - 2020									
Existing Reconciliations									
Hide All Users									
< Prev Page: 1 / 5 Next > Filter: OFF									
User	Bank Account	Period Start Date	Period End Date	Date Created	Date Finalized				
Wilson	0920 : DISTRICT INVESTMENT	05/01/2020	05/31/2020	06/16/2020	06/16/2020	View		Unfinalize	
Wilson	0921 : DISTRICT CONCENTRATION	05/01/2020	05/31/2020	06/17/2020		View	Delete		
Wilson	0923 : PAYROLL ACCOUNT	05/01/2020	05/31/2020	06/16/2020	06/16/2020	View		Unfinalize	
Wilson	0924 : FOOD SERVICE	05/01/2020	05/31/2020	06/16/2020	06/16/2020	View		Unfinalize	

**i** The Unfinalize button only displays when the permission **Unfinalize Reconciliations** is enabled via Setup > Profiles.

## Reconciled Checks

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Reconciled Checks** tab.


FOCUS Bank Reconciliation									
Existing Upload Current Reconciliation Bank Connections 2019 - 2020									
Current Reconciliation - 03/01/2019 to 03/31/2019									
Balances Reconciled Checks Outstanding Checks Voided Checks Check Errors Reconciled Credits									









The Reconciled Checks tab lists all checks that have been either automatically or manually reconciled between the ERP system and the bank statement. Checks will automatically be reconciled and listed here if the system is able to find an exact match on the Check Date, Check #, and Amount. The Reference # will also display if included in the upload.

Reconciled Checks							
< Prev Page: 1 / 9 Next > Export Filter: OFF							
Check Date	Cleared Date	Bank	Check #	Amount	Vendor Name	Vendor Num	
01/30/2019	03/12/2019	0100 - CAPITAL BANK DISBURS. ACCT	507866	1,386.90	TANCE LLC	V0000015784	
02/13/2019	03/06/2019	0100 - CAPITAL BANK DISBURS. ACCT	507895	2,574.55	ONTROL CORPORATION	V0000018449	
02/13/2019	03/04/2019	0100 - CAPITAL BANK DISBURS. ACCT	507914	605.65	BLE COMMUNICATIONS MANAGEMENT LLC.	V0000013983	
02/13/2019	03/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	507935	237,727.73	METALS, CO	V0000021282	
02/13/2019	03/25/2019	0100 - CAPITAL BANK DISBURS. ACCT	507948	1,699.28	MAS	V0000021308	
02/13/2019	03/11/2019	0100 - CAPITAL BANK DISBURS. ACCT	507952	11,000.00	TH + SCIENCE	V0000018385	
02/15/2019	03/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	507973	47.71	/STOP 5050	V0000015434	
02/15/2019	03/18/2019	0100 - CAPITAL BANK DISBURS. ACCT	507976	54.00	TAYLOR	V0000016524	
02/15/2019	03/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	507982	469.50	OF THE FL KEYS	V0000001373	
02/15/2019	03/08/2019	0100 - CAPITAL BANK DISBURS. ACCT	507988	794.60		V0000006294	

The last row of the Reconciled Checks displays the **Total** for the **Amount** column.

Check Date ▾	Cleared Date ▾	Bank ▾	Check # ▾	Amount ▾	Vendor Name ▾
01/30/2019	03/12/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">507866</a>	1,386.90	TANCE LLC
02/15/2019	03/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">507973</a>	47.71	/STOP 5050
02/28/2019	03/06/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508013</a>	1,980.00	REZ
02/28/2019	03/07/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508047</a>	58,593.00	S,INC
02/28/2019	03/05/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508054</a>	430.65	
02/28/2019	03/05/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508080</a>	16,813.10	AGE
02/28/2019	03/08/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508088</a>	47.71	/STOP 5050
02/28/2019	03/08/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508096</a>	957.67	FAMILY SUPPORT
02/28/2019	03/05/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508097</a>	17,922.96	
03/14/2019	03/26/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508107</a>	675.00	
03/15/2019	03/22/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508128</a>	201,308.34	
03/15/2019	03/25/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508137</a>	866.80	EDUCATION COMPANY
03/15/2019	03/25/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508159</a>	14,952.00	SUPPLIES INC.
03/15/2019	03/26/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508171</a>	9,895.33	TRIBUTORS LLC
03/15/2019	03/26/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508215</a>	6,864.40	OLLMER
03/15/2019	03/25/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508217</a>	7,781.68	SERVICES CORPORATION
03/15/2019	03/27/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508223</a>	47.71	/STOP 5050
03/15/2019	03/25/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508230</a>	957.67	FAMILY SUPPORT
03/15/2019	03/19/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508231</a>	17,887.92	
<b>Total:</b>				<b>359,416.55</b>	

 The Total displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

<div> Export   <div>Filter: <b>ON</b></div> </div>					
					 as
Check Date ▾	Cleared Date ▾	Bank ▾	Check # ▾	Amount ▾	Vendor Name ▾
01/30/2019	03/12/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">507866</a>	1,386.90	ASSET ACCEPTANCE LLC
03/14/2019	03/26/2019	0100 - CAPITAL BANK DISBURS. ACCT	<a href="#">508107</a>	675.00	FASFEP
<b>Total:</b>				<b>2,061.90</b>	

2. Click the **Check #** link to open the corresponding check via Purchasing/Accounts Payable > [Checks](#).

**FOCUS Checks** SIS ERP Beatrix Lestrage

Check Runs New Check Run View Check Run ACH Look up check # for bank

### Check Run Summary

## Food Service

Bank: 0410 : CAPITAL BANK SFS Total: \$77,686.86 Created By: Ham Created Date: 03/29/2019

Fund	Amount	Batch Title	User	Amount
0410	77,686.86	20190325.9142 CLOSED	Wilkin	77,686.86
Total	77,686.86	Total		77,686.86

### Checks

Select All Deselect All Export Filter: OFF

Select	Check #	Account	Date	Vendor #	Vendor	Vendor Address	Amount	Print	Void	Pages	Notes
<input checked="" type="checkbox"/>	20651	1111-0410	03/29/2019	V0000010202	AMERIGAS	475 Central Ave PITTSBURGH, PA 15250-7473 US	\$877.86	Print View	Void	1	
<input checked="" type="checkbox"/>	20652	1111-0410	03/29/2019	V0000021574	BORDEN DAIRY COMPANY OF FLORIDA	475 Central Ave DALLAS, TX 75267-9378 US	\$6,784.33	Print View	Void	3	
<input checked="" type="checkbox"/>	20653	1111-0410	03/29/2019	V0000014031	MASSEY SERVICES	475 Central Ave	\$240.00	Print View	Void	1	

## Outstanding Checks

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Outstanding Checks** tab.

**FOCUS Bank Reconciliation**

Existing Upload **Current Reconciliation** Bank Connections 2019 - 2020

### Current Reconciliation - 03/01/2019 to 03/31/2019

Balances Reconciled Checks **Outstanding Checks** Voided Checks Check Errors Reconciled Credits

Any checks that have been cut out of Focus and that do not match with any record from the uploaded bank file will be listed here. Outstanding checks will continue to rollover and accumulate until a match is found on a subsequent month's bank statement or until the check is cleared manually.

Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor Number	Clear
02/16/2018	1000 - WELLS FARGO BANK, N.A.	000432624	7.63	-7.63	ARA	E1100212	<input type="checkbox"/>
07/14/2017	1000 - WELLS FARGO BANK, N.A.	000429800	107.21	-107.21	CHEL ELISABETH	E1100406	<input type="checkbox"/>
02/28/2017	1000 - WELLS FARGO BANK, N.A.	000427840	14.64	-14.64	IA	E1100667	<input type="checkbox"/>
07/31/2018	1000 - WELLS FARGO BANK, N.A.	000435100	319.82	-319.82	HAEL	E1100696	<input type="checkbox"/>
08/31/2018	1000 - WELLS FARGO BANK, N.A.	000435501	25.00	-25.00	NE	E1102347	<input type="checkbox"/>
12/18/2015	1000 - WELLS FARGO BANK, N.A.	000421301	125.27	-125.27	DEBRA	E1102719	<input type="checkbox"/>
05/13/2016	1000 - WELLS FARGO BANK, N.A.	000423697	52.38	-52.38	DEBRA	E1102719	<input type="checkbox"/>

2. To manually clear a check, select the **Clear** checkbox and click the **Save** button.

Outstanding Checks						Save
Export		Filter: OFF				
Check #	Amount	Ledger Amount	Vendor Name	Vendor Number	Clear	
000432624	7.63	-7.63	ARA	E1100212	<input type="checkbox"/>	
000429800	107.21	-107.21	ACHEL ELISABETH	E1100406	<input checked="" type="checkbox"/>	
000427840	14.64	-14.64	NA	E1100667	<input type="checkbox"/>	
000435100	319.82	-319.82	HAEL	E1100696	<input type="checkbox"/>	
000435501	25.00	-25.00	NE	E1102347	<input type="checkbox"/>	

3. A pop-up window displays prompting you to enter the cleared date of the selected check. Once entered, click the **OK** button. You can also click **Cancel** to close the window and return to the Outstanding Checks tab.

X

Please Confirm Clear Date

02/28/2019

Cancel OK

The check will be removed from the list and the **Amount Total** will be adjusted accordingly.



Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor
12/18/2015	1000 - WELLS FARGO BANK, N.A.	000421301	125.27	-125.27	EBRA	E110271
05/13/2016	1000 - WELLS FARGO BANK, N.A.	000423697	52.38	-52.38	EBRA	E110271
03/23/2018	1000 - WELLS FARGO BANK, N.A.	000433292	60.00	-60.00	PH	E111057
11/20/2015	1000 - WELLS FARGO BANK, N.A.	000420817	5.80	-5.80		V102448
11/16/2017	5000 - WELLS FARGO BANK, N.A.	000201419	169.53	0.00	ODER	1113140
06/30/2016	5000 - WELLS FARGO BANK, N.A.	000198594	426.59	0.00		1112346
01/18/2019	1000 - WELLS FARGO BANK, N.A.	437533	205.96	-205.96	A	E111382
01/31/2019	1000 - WELLS FARGO BANK, N.A.	437708	6,449.72	-6,449.72	COMPANY PRODUCTS DBA PYRAMID SCHOOLS PRODUCTS	V053560
02/07/2019	1000 - WELLS FARGO BANK, N.A.	437759	480.00	-480.00	NTY PUBLIC SCHOOLS	V099415
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437828	46.11	-46.11		E110371
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437916	1,497.42	-1,497.42	OOK FAIRS INC	V103641
02/28/2019	5000 - WELLS FARGO BANK, N.A.	203407	234.50	0.00		31156
02/28/2019	5000 - WELLS FARGO BANK, N.A.	203408	352.97	0.00		31190
02/28/2019	1000 - WELLS FARGO BANK, N.A.	437972	1,030.10	-1,030.10	ION LLC DBA NASCO	V103199
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438032	250.00	-250.00	IONS DAYCARE AND PRESCHOOL LLC	V101503
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438033	265.02	-265.02	OL BOOK DEPOSITORY	V023900
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438058	500.00	-500.00	D CARE AND PRESCHOOL	V090531
Total:			12,151.37	-10,967.78		

The last row also displays the **Total** of the **Ledger Amount** column.



Check Date ↕	Bank ↕	Check # ↕	Amount ↕	Ledger Amount ↕	Vendor Name ↕	Vendor
12/18/2015	1000 - WELLS FARGO BANK, N.A.	<a href="#">000421301</a>	125.27	-125.27	EBRA	E110271
05/13/2016	1000 - WELLS FARGO BANK, N.A.	<a href="#">000423697</a>	52.38	-52.38	EBRA	E110271
03/23/2018	1000 - WELLS FARGO BANK, N.A.	<a href="#">000433292</a>	60.00	-60.00	PH	E111057
11/20/2015	1000 - WELLS FARGO BANK, N.A.	<a href="#">000420817</a>	5.80	-5.80		V102448
11/16/2017	5000 - WELLS FARGO BANK, N.A.	<a href="#">000201419</a>	169.53	0.00	ODER	1113140
06/30/2016	5000 - WELLS FARGO BANK, N.A.	<a href="#">000198594</a>	426.59	0.00		1112346
01/18/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437533</a>	205.96	-205.96	A	E111382
01/31/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437708</a>	6,449.72	-6,449.72	COMPANY PRODUCTS DBA PYRAMID SCHOOLS PRODUCTS	V053560
02/07/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437759</a>	480.00	-480.00	NTY PUBLIC SCHOOLS	V099415
02/15/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437828</a>	46.11	-46.11		E110371
02/15/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437916</a>	1,497.42	-1,497.42	OOK FAIRS INC	V103641
02/28/2019	5000 - WELLS FARGO BANK, N.A.	<a href="#">203407</a>	234.50	0.00		31156
02/28/2019	5000 - WELLS FARGO BANK, N.A.	<a href="#">203408</a>	352.97	0.00		31190
02/28/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437972</a>	1,030.10	-1,030.10	ION LLC DBA NASCO	V103199
02/28/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">438032</a>	250.00	-250.00	IONS DAYCARE AND PRESCHOOL LLC	V101503
02/28/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">438033</a>	265.02	-265.02	OL BOOK DEPOSITORY	V023900
02/28/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">438058</a>	500.00	-500.00	D CARE AND PRESCHOOL	V090531
Total:			12,151.37	-10,967.78		

**i** The Total of the Amount column and the Ledger Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

Export  

Filter: ON

sco

Check Date ▾	Bank ▾	Check # ▾	Amount ▾	Ledger Amount ▾	Vendor Name ▾
11/20/2015	1000 - WELLS FARGO BANK, N.A.	<a href="#">000420817</a>	5.80	-5.80	LI
06/30/2016	5000 - WELLS FARGO BANK, N.A.	<a href="#">000198594</a>	426.59	0.00	T
02/15/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437828</a>	46.11	-46.11	DA
02/28/2019	1000 - WELLS FARGO BANK, N.A.	<a href="#">437972</a>	1,030.10	-1,030.10	ATION LLC DBA NASCO
Total:			1,508.60	-1,082.01	

4. Click the **Check #** link to open the corresponding check via Purchasing/Accounts Payable > [Checks](#).

**FOCUS Checks** SIS ERP Lizette Garcia

Budg... Purch... Accou... Fixed ... Trans... Huma... Payroll Work ... Ware... Set... Devel... Emplo... Forms Reports

Check Runs New Check Run View Check Run ACH Regions Look up check # for bank

### Check Run Summary

## Check Import 2018-02-16

Bank: 1000 : WELLS FARGO BANK, N.A. Total: \$2,234,705.94 Created By: Support, Focus Created Date: 02/16/2018

Fund	Amount	Batch Title	User	Amount
360	2,234.66	Invoice Import, Post Date : 2018-02-16, Batch : 00004 - Cycle D	Support, Focus	447.00
376	43,950.00	Invoice Import, Post Date : 2018-02-16, Batch : 00003	Support, Focus	3,435.51
299	2,140.00	Invoice Import, Post Date : 2018-02-16, Batch : 00002 - Cycle D	Support, Focus	159.99
710	443,212.87	Invoice Import, Post Date : 2018-02-16, Batch : 00001	Support, Focus	31,487.40
374	864.67	Invoice Import, Post Date : 2018-02-16, Batch : 00002 - Cycle d	Support, Focus	79.61
347	525.00	Invoice Import, Post Date : 2018-02-16, Batch : 00004	Support, Focus	17.94
377	43,007.18	Invoice Import, Post Date : 2018-02-16, Batch : 00004	Support, Focus	35,469.88
420	7,248.95	Invoice Import, Post Date : 2018-02-16, Batch : 00006 - Cycle D	Support, Focus	3,993.25
921	4,255.87	Invoice Import, Post Date : 2018-02-16, Batch : 00002	Support, Focus	8,880.36
421	321.06	Invoice Import, Post Date : 2018-02-16, Batch : 40214 - Cycle F	Support, Focus	282.25
395	52,800.00	Invoice Import, Post Date : 2018-02-16, Batch : 40213 - Cycle F	Support, Focus	27,885.85
410	209,123.93	Invoice Import, Post Date : 2018-02-16, Batch : 40212 - Cycle F	Support, Focus	11,507.68
100	1,397,964.30	Invoice Import, Post Date : 2018-02-16, Batch : 00001 - Cycle D	Support, Focus	1,592,767.30
375	1,106.90	Invoice Import, Post Date : 2018-02-16, Batch : 80001 - Cycle T	Support, Focus	379.50
378	25,902.45	Invoice Import, Post Date : 2018-02-16, Batch : 00001 - Cycle T	Support, Focus	135.63
Total	2,234,657.84	Invoice Import, Post Date : 2018-02-16, Batch : 00003 - Cycle D	Support, Focus	190,722.30
		Invoice Import, Post Date : 2018-02-16, Batch : 00004	Support, Focus	563.18

## Voided Checks

Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Voided Checks** tab.

**FOCUS Bank Reconciliation**

Bud... Purch... Acc... Fixe... Tran... Hu... Payroll Wor... War... Set... Dev...


Existing Upload Current Reconciliation 2019 - 2020

### Current Reconciliation - 03/01/2019 to 03/31/2019


Balances	Reconciled Checks	Outstanding Checks	<b>Voided Checks</b>	Check Errors	Reconciled Credits
Outstanding Credits	Reconciled Debits	Unreconciled Debits	Outstanding Debits	Summary	

The Voided Checks tab displays a report of all voided checks during the reconciliation period for the banks included in the reconciliation via the following columns: the Check Date, Bank name, Check #, the Amount, the Ledger Amount, the Vendor Name, and the Vendor Number. The Reference # will also display if included in the upload.




Export 		Filter: OFF				
Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor Number
01/15/2019	1000 - WELLS FARGO BANK, N.A.	437346	222.91	0.00	MA, & ANDREU, PL	V100021
01/30/2019	1000 - WELLS FARGO BANK, N.A.	437580	222.91	0.00	MA, & ANDREU, PL	V100021
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437930	581.62	0.00	ENTRY INDUSTRIES	V100069
02/28/2019	1000 - WELLS FARGO BANK, N.A.	-110047346	1,643.39	0.00	CTRIC COMPANY	V102909
02/28/2019	1000 - WELLS FARGO BANK, N.A.	437975	553.38	0.00	TES INC	V086893
03/01/2019	1000 - WELLS FARGO BANK, N.A.	-110047406	60.00	0.00		V102461
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063055	256.84	256.84	nya	6879
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063057	20.00	440.22		6722
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063059	420.22	0.00		6722
03/04/2019	1000 - WELLS FARGO BANK, N.A.	-110047413	419.35	0.00	T OF EDUCATION	V024287
03/06/2019	1000 - WELLS FARGO BANK, N.A.	438100	140.06	0.00	HINE SHOP INC	V066335
Total:			4,540.68	697.06		

The last row also displays the **Total** of the **Amount** and **Ledger Amount** columns.

Export 		Filter: OFF				
Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor Number
01/15/2019	1000 - WELLS FARGO BANK, N.A.	437346	222.91	0.00	MA, & ANDREU, PL	V100021
01/30/2019	1000 - WELLS FARGO BANK, N.A.	437580	222.91	0.00	MA, & ANDREU, PL	V100021
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437930	581.62	0.00	ENTRY INDUSTRIES	V100069
02/28/2019	1000 - WELLS FARGO BANK, N.A.	-110047346	1,643.39	0.00	CTRIC COMPANY	V102909
02/28/2019	1000 - WELLS FARGO BANK, N.A.	437975	553.38	0.00	TES INC	V086893
03/01/2019	1000 - WELLS FARGO BANK, N.A.	-110047406	60.00	0.00		V102461
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063055	256.84	256.84	nya	6879
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063057	20.00	440.22		6722
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063059	420.22	0.00		6722
03/04/2019	1000 - WELLS FARGO BANK, N.A.	-110047413	419.35	0.00	T OF EDUCATION	V024287
03/06/2019	1000 - WELLS FARGO BANK, N.A.	438100	140.06	0.00	HINE SHOP INC	V066335
Total:			4,540.68	697.06		

 The Total of the Amount column and the Ledger Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

Export 		Filter: ON				
Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor Number
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437930	581.62	0.00	ENTRY INDUSTRIES	V100069
02/28/2019	1000 - WELLS FARGO BANK, N.A.	437975	553.38	0.00	ATES INC	V086893
03/01/2019	1000 - WELLS FARGO BANK, N.A.	-110047406	60.00	0.00		V102461
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063055	256.84	256.84	nya	6879
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063057	20.00	440.22	et	6722
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063059	420.22	0.00	et	6722
03/06/2019	1000 - WELLS FARGO BANK, N.A.	438100	140.06	0.00	HINE SHOP INC	V066335
Total:			2,032.12	697.06		

## Check Errors

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Check Errors** tab.

**FOCUS Bank Reconciliation**

Bud... Purc... Acc... Fixe... Tran... Hu... Payroll Wor... War... Set... Dev...

Existing Upload **Current Reconciliation** 2019 - 2020

Current Reconciliation - 03/01/2019 to 03/31/2019

Balances Reconciled Checks Outstanding Checks Voided Checks **Check Errors** Reconciled Credits

Outstanding Credits Reconciled Debits Unreconciled Debits Outstanding Debits Summary

The Check Errors tab displays a list of checks that were not reconciled with the uploaded bank statement.

Check Errors					
View Reconciled					
Export Filter: OFF					
Date	Bank Check #	System Check #	Amount	Description	
03/29/2019	000048325		156977.91	The check exists in the statement but not in the system.	Reconcile
03/19/2019	468121		-3460.71	The check is duplicated in the statement.	Reconcile
03/18/2019	468121		3460.71	The check is duplicated in the statement.	Reconcile
Total:			156,977.91		

The cause of each check error is explained in the **Description** column.

The system will identify the check record with one of 3 error descriptions:

- The check exists in the statement but not in the system.
- The check is duplicated in the statement.
- The check amounts are not equal.

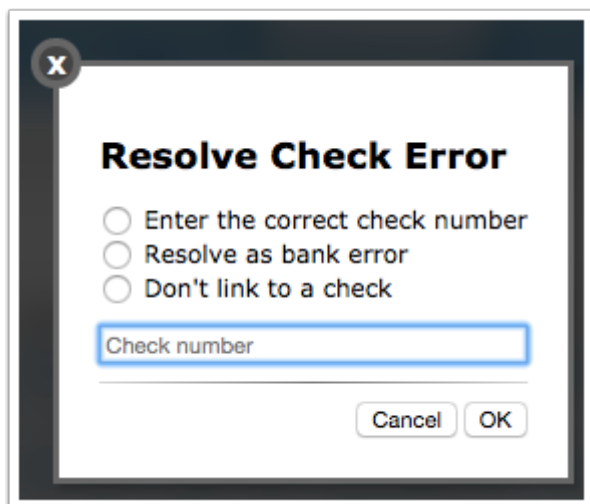
2. To clear the check, click the **Reconcile** button.

View Reconciled					
Export Filter: OFF					
Date	Bank Check #	System Check #	Amount	Description	
04/23/2019	00000008629		-13050.27	The check is duplicated in the statement.	Reconcile
04/22/2019	00000008629		13050.27	The check is duplicated in the statement.	Reconcile
04/24/2019	00000043862		-528.83	The check is duplicated in the statement.	Reconcile

The check exists in the statement but not in the system:

- In the pop-up window, select the correct radio button depending on how you'd like to resolve the error.
- Select **Enter the correct check number**, if the check number was entered incorrectly and enter the **Check number** in the text box. Then, click **OK**. You can also click **Cancel** to close the pop-up window and return to the Check Errors tab.

- c. Select **Resolve as bank error** if the check error was an error on the statement but not in the system and enter an **Explanation** in the text box. Then, click **OK**. You can also click **Cancel** to close the pop-up window and return to the Check Errors tab.
- d. Select **Don't link to a check** if the error cannot be linked to a check or noted as a bank error. You can manually resolve the error by selecting Don't link to a check, but it is not recommended. Then, click **OK**. You can also click **Cancel** to close the pop-up window and return to the Check Errors tab.



**Resolve Check Error**

☐ Enter the correct check number

☐ Resolve as bank error

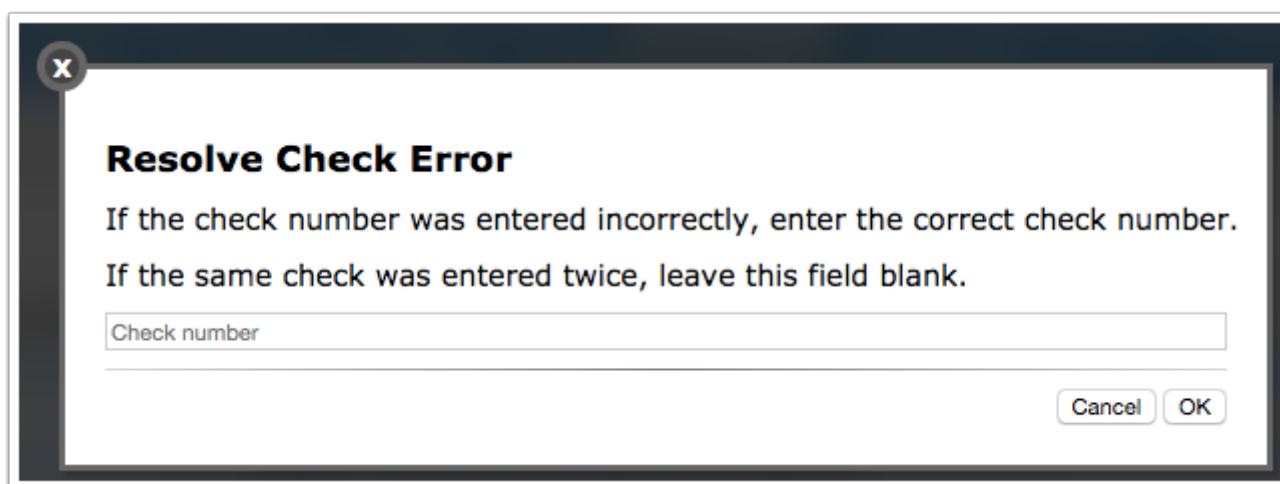
☐ Don't link to a check

Check number

Cancel OK

The check is duplicated in the statement:

- a. If the same check was entered twice, leave the **Check number** text box blank.
- b. Click **OK**. You can also click **Cancel** to close the pop-up window and return to the Check Errors tab.



**Resolve Check Error**

If the check number was entered incorrectly, enter the correct check number.  
If the same check was entered twice, leave this field blank.

Check number

Cancel OK

The check amounts are not equal:

- a. If the check amounts are not equal, enter the correct **Check number** in the text box.
- b. Click **OK**. You can also click **Cancel** to close the pop-up window and return to the Check Errors tab. Note: Once reconciled, accept the system amount as well as the bank amount.

### 3. Click **View Reconciled** to view all checks that have been reconciled.

Current Reconciliation - 04/01/2019 to 04/30/2019

[Balances](#)
[Reconciled Checks](#)
[Outstanding Checks](#)
[Voided Checks](#)
[Check Errors](#)
[Reconciled Credits](#)
[Unreconciled Credits](#)

[Outstanding Credits](#)
[Reconciled Debits](#)
[Unreconciled Debits](#)
[Outstanding Debits](#)
[Summary](#)

**Check Errors**

[View Reconciled](#)

[Export](#)
[Filter: OFF](#)

Date	Bank Check #	System Check #	Amount	Description	
04/24/2019	00000043862		-528.83	The check is duplicated in the statement.	<a href="#">Reconcile</a>
04/23/2019	00000043862		528.83	The check is duplicated in the statement.	<a href="#">Reconcile</a>
04/01/2019	00000048325		-156977.91	The check exists in the statement but not in the system.	<a href="#">Reconcile</a>
04/17/2019	12345		341228.86	The check exists in the statement but not in the system.	<a href="#">Reconcile</a>
04/26/2019	00004385555		-38.16	The check is duplicated in the statement.	<a href="#">Reconcile</a>
04/25/2019	00004385555		38.16	The check is duplicated in the statement.	<a href="#">Reconcile</a>
<b>Total:</b>			<b>184,250.95</b>		

From this screen, you can review all checks that have been reconciled, and **Unreconcile** the checks, if necessary.

**Check Errors**

[View Unreconciled](#)

[Export](#)
[Filter: OFF](#)

Date	Bank Check #	System Check #	Amount	Description	
04/23/2019	0000008629		-13050.27	The check is duplicated in the statement.	<a href="#">Unreconcile</a>
04/22/2019	0000008629		13050.27	The check is duplicated in the statement.	<a href="#">Unreconcile</a>
<b>Total:</b>			<b>0.00</b>		

a. To go back to all check errors that have not been reconciled, click **View Unreconciled**.

The last row also displays the **Amount** column.

[View Reconciled](#)

[Export](#)
[Filter: OFF](#)

Date	Bank Check #	System Check #	Amount	Description	
04/24/2019	00000043862		-528.83	The check is duplicated in the statement.	<a href="#">Reconcile</a>
04/23/2019	00000043862		528.83	The check is duplicated in the statement.	<a href="#">Reconcile</a>
04/01/2019	00000048325		-156977.91	The check exists in the statement but not in the system.	<a href="#">Reconcile</a>
04/17/2019	12345		341228.86	The check exists in the statement but not in the system.	<a href="#">Reconcile</a>
04/26/2019	00004385555		-38.16	The check is duplicated in the statement.	<a href="#">Reconcile</a>
04/25/2019	00004385555		38.16	The check is duplicated in the statement.	<a href="#">Reconcile</a>
<b>Total:</b>			<b>184,250.95</b>		



The Total of the Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

View Reconciled

Export Filter: **ON**

Date	Bank Check #	System Check #	Amount	Description	
04/24/2019	00000043862		-528.83	The check is duplicated in the statement.	Reconcile
04/23/2019	00000043862		528.83	The check is duplicated in the statement.	Reconcile
04/26/2019	00004385555		-38.16	The check is duplicated in the statement.	Reconcile
04/25/2019	00004385555		38.16	The check is duplicated in the statement.	Reconcile
Total:			0.00		

## Reconciled Credits

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Reconciled Credits** tab.

**FOCUS Bank Reconciliation** SIS

Budg... Purch... Accou... Fixed ... Trans... Huma... Payroll Work ... Ware... Set... Devel... Emplo...

Existing Upload **Current Reconciliation** 2019 - 2020

Current Reconciliation - 04/01/2019 to 04/30/2019

Balances	Reconciled Checks	Outstanding Checks	Voided Checks	Check Errors	<b>Reconciled Credits</b>	Unreconciled Credits
Outstanding Credits	Reconciled Debits	Unreconciled Debits	Outstanding Debits	Summary		

The Reconciled Credits and Unreconciled Credits tabs are used to work through balancing all receipt/deposit entries. The Reconciled Credits tab displays credits that have been reconciled via the Unreconciled Credits tab.

**Reconciled Credits** Save

Export Filter: **OFF**

Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Unreconcile
04/30/2019	1000 - WELLS FARGO BANK, N.A.	64369030	Deposit	790.00	790.00	DEPOSIT	Doesn't r	<input type="checkbox"/>
04/30/2019	1000 - WELLS FARGO BANK, N.A.	64674632	Deposit	794,245.72	794,245.72	DEPOSIT		<input type="checkbox"/>
04/30/2019	1000 - WELLS FARGO BANK, N.A.	65328297	Deposit	132,319.12	132,319.12	DEPOSIT	ext day d	<input type="checkbox"/>
04/30/2019	1000 - WELLS FARGO BANK, N.A.	65382891	Deposit	2,700.00	2,700.00	DEPOSIT	ext day d	<input type="checkbox"/>
04/30/2019	4000 - WELLS FARGO BANK, N.A.	67270202	Deposit	88,007.31	0.00	DEPOSIT	Food Ser	<input type="checkbox"/>
Total:				1,018,062.15	930,054.84			

The Reconciled Credits report displays the Date, Bank, Source # (dependent upon the Source Type such as Deposit), Source Type, Amount, Ledger Amount, Description, and Notes. The Reference # will also display if included in the upload.

2. Select the **Unreconcile** check box and click **Save** to unreconcile the applicable credits. Upon clicking save the credits will be moved back to the Unreconciled Credits tab.







The last row of the Reconciled Credits reports displays the **Total** for the **Amount** and the **Ledger Amount**.

Date ↕	Bank ↕	Source # ↕	Source Type ↕	Amount ↕	Ledger Amount ↕	Description ↕
03/31/2019	1000 - WELLS FARGO BANK, N.A.	64161049	Deposit	122,713.75	122,713.75	DEPOSIT
03/12/2019	4000 - WELLS FARGO BANK, N.A.	64161308	Deposit	11,606.52	11,606.52	EMS LINQ INC K12PAYMEI
03/05/2019	4000 - WELLS FARGO BANK, N.A.	64114429	Deposit	13,273.19	13,273.19	EMS LINQ INC K12PAYMENT I
03/12/2019	1000 - WELLS FARGO BANK, N.A.	64160536	Deposit	32,535.48	31,904.02	DESKTOP CHECK DEPOSIT
03/08/2019	1000 - WELLS FARGO BANK, N.A.	64161489	Deposit	906,495.00	0.00	STATE OF FLORIDA PAYMENTS 152901180480024 01ENT*1RMR*IV
03/08/2019	1000 - WELLS FARGO BANK, N.A.	64161489	Deposit	45,450.00	951,945.00	STATE OF FLORIDA PAYMENTS 152901180480092 1ENT*1RMR*IV*
03/06/2019	1000 - WELLS FARGO BANK, N.A.	64122726	Deposit	251,010.02	251,010.02	DESKTOP CHECK DEPOSIT
03/04/2019	1000 - WELLS FARGO BANK, N.A.	64110326	Deposit	202,082.30	202,082.30	DESKTOP CHECK DEPOSIT
<b>Total:</b>				<b>1,585,166.26</b>	<b>1,584,534.80</b>	



The Total of the Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

Export   Filter: ON

## Unreconciled Credits

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Unreconciled Credits** tab.

**FOCUS Bank Reconciliation** SIS

[Budget...](#)
[Purchas...](#)
[Account...](#)
[Fixed A...](#)
[Transpo...](#)
[Human ...](#)
[Pay...](#)
[Work Or...](#)
[Wareho...](#)
[Setup](#)
[Develop...](#)
[Employ...](#)

Existing Upload **Current Reconciliation** 2019 - 2020

Current Reconciliation - 04/01/2019 to 04/30/2019

[Balances](#)
[Reconciled Checks](#)
[Outstanding Checks](#)
[Voided Checks](#)
[Check Errors](#)
[Reconciled Credits](#)
[Unreconciled Credits](#)
[Outstanding Credits](#)

[Reconciled Debits](#)
[Unreconciled Debits](#)
[Outstanding Debits](#)
[Summary](#)

The Reconciled Credits and Unreconciled Credits tabs are used to work through balancing all receipt/deposit entries. The Unreconciled Credits tab displays all credits contained in the bank file.

Unreconciled Credits							
Save							
Prev Page: 1 / 32 Next Export Filter: OFF							
Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Receipt
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1,140.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/05/2019	1000 - WELLS FARGO BANK, N.A.	200.00	EPS877-290-5460 PAYMENT 190404		N/A	<input type="checkbox"/>	Create Receipt
04/30/2019	1000 - WELLS FARGO BANK, N.A.	468.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/29/2019	1000 - WELLS FARGO BANK, N.A.	280.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/29/2019	1000 - WELLS FARGO BANK, N.A.	200.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/23/2019	1000 - WELLS FARGO BANK, N.A.	565.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/22/2019	1000 - WELLS FARGO BANK, N.A.	245.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/19/2019	1000 - WELLS FARGO BANK, N.A.	160.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt

The Unreconciled Credits report displays the Date, the Bank, the Amount, and the Description (lists the bank file transaction title). The Reference # will also display if included in the upload.

2. Enter any applicable **Notes** for each unreconciled credit.

3. From the **Reconcile** column, match credits to records in the system by selecting the record from the pull-down. Records that are an exact match on date and amount will be selected automatically; those that do not match must be selected or a receipt must be generated.

Prev Page: 1 / 32 Next Export Filter: OFF							
Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Receipt
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1,140.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/05/2019	1000 - WELLS FARGO BANK, N.A.	200.00	EPS877-290-5460 PAYMENT 190404 22				
04/30/2019	1000 - WELLS FARGO BANK, N.A.	468.00	DEPOSIT				
04/29/2019	1000 - WELLS FARGO BANK, N.A.	280.00	DEPOSIT				
04/29/2019	1000 - WELLS FARGO BANK, N.A.	200.00	DEPOSIT				
04/23/2019	1000 - WELLS FARGO BANK, N.A.	565.00	DEPOSIT				
04/22/2019	1000 - WELLS FARGO BANK, N.A.	245.00	DEPOSIT				
04/19/2019	1000 - WELLS FARGO BANK, N.A.	160.00	DEPOSIT				
04/17/2019	1000 - WELLS FARGO BANK, N.A.	575.00	DEPOSIT				

Filter  
 N/A  
 1000 - 113.19 - 4/19/2019 Deposit  
 1000 - 12340.85 - 4/11/2019 Deposit  
 1000 - 16427.98 - 4/16/2019 Deposit  
 1000 - 1663.67 - 4/2/2019 Deposit  
 1000 - 168124.00 - 4/12/2019 Deposit  
 1000 - 17387.29 - 4/2/2019 Deposit  
 1000 - 189193.30 - 4/1/2019 Deposit  
 1000 - 241080.35 - 4/25/2019 PROJECT 1928 qtr Jan 1 thru March 31, 2019  
 1000 - 2550464.00 - 4/26/2019 Deposit

4. Select the **Manual** check box to manually clear a credit without linking it to a system record. Manually clearing a record will not impact system balances. This option can be used for a transaction that occurred on the bank statement that will not be reflected in the system. Note: The Manual check box will override a selected credit from the Reconcile column if both are selected.



Prev		Page: 1 / 32	Next		Export	Filter: OFF				
Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Receipt			
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1,140.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt			
04/05/2019	1000 - WELLS FARGO BANK, N.A.	200.00	EPS877-290-5460 PAYMENT 19040		N/A	<input checked="" type="checkbox"/>	Create Receipt			
04/30/2019	1000 - WELLS FARGO BANK, N.A.	468.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt			
04/29/2019	1000 - WELLS FARGO BANK, N.A.	280.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt			

a. Upon clicking Save, a pop-up window displays where you must enter the clear date. Click **OK** to submit the date or click **Cancel** to close the pop-up window and return to the Unreconciled Credits tab.

X

Please Confirm Clear Date

04/30/2019

Cancel OK

5. Click **Create Receipt** to generate a receipt record in the system to link it to the bank entry, if one has not already been created.

X

Bank

1000: WELLS FARGO BANK, N.A.

Description

Product

Create

a. In the pop-up window, select the **Bank** from the corresponding pull-down, if reconciling multiple banks.

b. Enter the **Description** in the provided text box.

c. If applicable, select the **Product** from the pull-down to reference a product from the product list.

d. Click **Create** to generate the receipt, which is recorded via Accounts Receivable > [Receipts](#).

6. Click the **Save** button apply changes. Clicking save moves all reconciled and manual credits to the Reconciled Credits tab.

Description	Notes	Reconcile	Manual	Create Receipt
DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
EPS877-290-5460 PAYMENT 190404		200....	<input type="checkbox"/>	Create Receipt
DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
DEPOSIT		N/A	<input checked="" type="checkbox"/>	Create Receipt
DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
<b>Total:</b>				

The last row of the Unreconciled Credits report displays the **Total** for the **Amount** column.

Prev

Page: 32 / 32

Next

Export

Filter: OFF

Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Re
04/11/2019	5000 - WELLS FARGO BANK, N.A.	2,121.43	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/08/2019	5000 - WELLS FARGO BANK, N.A.	6,127.68	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/05/2019	5000 - WELLS FARGO BANK, N.A.	3,797.23	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/04/2019	5000 - WELLS FARGO BANK, N.A.	4,098.73	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/03/2019	5000 - WELLS FARGO BANK, N.A.	6,710.97	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/02/2019	5000 - WELLS FARGO BANK, N.A.	500.00	ACH RETURNS - FILE 1596000673 COID 1596000673		N/A	<input type="checkbox"/>	Create Re
04/02/2019	5000 - WELLS FARGO BANK, N.A.	8,675.56	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/01/2019	5000 - WELLS FARGO BANK, N.A.	11,666.19	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Re
04/30/2019	1000 - WELLS FARGO BANK, N.A.	5,647.92			N/A	<input type="checkbox"/>	Create Re
		Total:	29,039,088.38				

**i** The Total of the Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

Export

Filter: ON

+

+

+

200

+

+


+

-

Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Receipt
04/05/2019	1000 - WELLS FARGO BANK, N.A.	200.00	EPS877-290-5460 PAYMENT 190404 228359		N/A	<input type="checkbox"/>	Create Receipt
04/29/2019	1000 - WELLS FARGO BANK, N.A.	200.00	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/24/2019	4000 - WELLS FARGO BANK, N.A.	200.20	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/04/2019	4000 - WELLS FARGO BANK, N.A.	200.46	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
04/10/2019	4000 - WELLS FARGO BANK, N.A.	200.30	DEPOSIT		N/A	<input type="checkbox"/>	Create Receipt
		Total:	1,000.96				

## Outstanding Credits and Outstanding Debits

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Outstanding Credits** tab or the **Outstanding Debits** tab.

 **Bank Reconciliation**

SIS

ERP

Lib

Budget...

Purchas...

Account...

Fixed A...

Transpo...

Human ...

Pay...

Work Or...

Wareho...

Setup

Develop...

Employ...

Forms

Existing

Upload

Current Reconciliation

2019 - 2020

Current Reconciliation - 04/01/2019 to 04/30/2019

Balances

Reconciled Checks

Outstanding Checks

Voided Checks

Check Errors

Reconciled Credits

Unreconciled Credits

Outstanding Credits

Reconciled Debits

Unreconciled Debits

Outstanding Debits

Summary

The outstanding credits/debits tabs include all transactions in the system from the current and previous periods that have not been reconciled. As entries from the unreconciled tabs are reconciled, they will be removed from the outstanding tabs.

**i** If receipts are not deposited in the month for which they are dated, they will continue to display as outstanding in future reconciliations; this also applies to deposits, which will remain as outstanding credit until cleared.

**i** Receipts and Deposits remain as outstanding credits on the Outstanding Credits tab if voided in a future month.

The Outstanding Credits report displays the Date, the Bank, the Source # (dependent upon the Source Type such as Deposit), the Source Type, the Amount, the Ledger Amount, the Receipt Type, the Description (lists the bank file transaction title), and Notes made. The Reference # will also display if included in the upload.

Outstanding Credits										Save
Prev		Page: 1 / 4	Next		Export	Filter: OFF				
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Receipt Type	Description	Notes	Clear	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64368951	Deposit	649.65	649.65	Combined	Deposit		<input type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369030	Deposit	790.00	790.00	Check	Deposit		<input type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369841	Deposit	189,193.30	189,193.30	Check	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64373482	Deposit	9,596.62	9,596.62	Check	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64386235	Deposit	9,815.72	9,815.72	EFT	Deposit		<input type="checkbox"/>	
04/03/2019	1000 - WELLS FARGO BANK, N.A.	64401755	Deposit	45,358.15	45,358.15	Combined	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64424357	Deposit	81,274.00	81,274.00	EFT	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64424413	Deposit	318,506.15	318,506.15	EFT	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64424433	Deposit	17,387.29	0.00	EFT	Deposit		<input type="checkbox"/>	

The Outstanding Debits report displays the Date, the Bank, the Source # (dependent upon the Source Type such as Check), the Source Type, the Amount, the Ledger Amount, the Description (lists the bank file transaction title), and Notes made. The Reference # will also display if included in the upload.

Outstanding Debits										Save
Prev		Page: 1 / 216	Next		Export	Filter: OFF				
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Clear		
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047059	Check	425.79	-425.79		JULY 20	<input type="checkbox"/>		
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047066	Check	64,853.58	-64,853.58		X - Wor	<input type="checkbox"/>		
01/30/2019	1000 - WELLS FARGO BANK, N.A.	-110047118	Check	434.62	-434.62		JULY 20	<input type="checkbox"/>		
01/30/2019	1000 - WELLS FARGO BANK, N.A.	-110047124	Check	64,971.08	-64,971.08		X - Wor	<input type="checkbox"/>		
02/08/2019	1000 - WELLS FARGO BANK, N.A.	-110047146	Check	216.07	-216.07		JULY 20	<input type="checkbox"/>		

2. Select the **Clear** check box to manually clear the credit/debit transaction when the bank entry record does not match the system record.

Outstanding Credits										Save
Prev		Page: 1 / 4	Next		Export	Filter: OFF				
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Receipt Type	Description	Notes	Clear	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64368951	Deposit	649.65	649.65	Combined	Deposit		<input type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369030	Deposit	790.00	790.00	Check	Deposit		<input checked="" type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369841	Deposit	189,193.30	189,193.30	Check	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64373482	Deposit	9,596.62	9,596.62	Check	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64386235	Deposit	9,815.72	9,815.72	EFT	Deposit		<input type="checkbox"/>	

3. Enter any applicable **Notes** in the provided text field and click **Save**.

Outstanding Credits										Save
Prev	Page: 1 / 4	Next	Export	Filter: OFF						
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Receipt Type	Description	Notes	Clear	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64368951	Deposit	649.65	649.65	Combined	Deposit		<input type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369030	Deposit	790.00	790.00	Check	Deposit	Doesn't	<input checked="" type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369841	Deposit	189,193.30	189,193.30	Check	Deposit		<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64373482	Deposit	9,596.62	9,596.62	Check	Deposit		<input type="checkbox"/>	

4. Upon selecting the Clear check box and clicking Save, a pop-up window displays. Enter a cleared date for the transaction, the last day of the reconciliation period will be defaulted but can be modified if needed. Click **OK** to manually reconcile the outstanding record and move it to the applicable Reconciled tab. You can also click **Cancel** to close the pop-up window and return to the applicable Outstanding tab.

X

Please Confirm Clear Date

5. Click the **Source #** link to open the corresponding source type, such as Manual Journal, Deposit, Checks. Notice manual reconciliations do not have a Source #.

Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Clear
04/03/2019	1000 - WELLS FARGO BANK, N.A.	284	Manual Journal	13,178.06	-13,178.06	Reemployment Tax Qtr 12/31/2018		<input type="checkbox"/>
04/16/2019	1000 - WELLS FARGO BANK, N.A.	337	Manual Journal	100.73	-100.73	Reemployment Tax 12/31/2018 Interest		<input type="checkbox"/>
04/17/2019	1000 - WELLS FARGO BANK, N.A.	32	Manual Journal	905.24	-905.24	Sales Tax Payment March 2019 (Remitted April 17)		<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	-68.07	68.07	FRS Invoices & Adjs 4/2/2019	FRS A	<input type="checkbox"/>

**FOCUS Manual Journals**

SIS ERP Lizette G

Budg...

Purch...

Accou...

Fixed ...

Trans...

Huma...

Payroll

Work ...

Ware...

Sat...

Devel...

Empl...

Forms

Rep

Drafts

Templates

Manual Journals

History

Approval History

Edit Draft

Look up Journal #

General Information

**Reemployment Tax 12/31/2018 Interest**  
Journal # 337  
Linked Record Type Linked Record Journal Date 04/16/2019 Month 13+

Expense Journal Lines


Export



Filter: ON



























Source Name	Debit	Credit	Bank	Facility	Department	Fund	Function	Object	Project	Program	Amount
GL Manual E...											
GL Manual E...	1530 : E...	1111 : C...	1000 - ...	9400 : H...	00 : UNASSI...	100 : GE...	7100 : B...	2500 : U...	1999 : G...		100.73

The last row of the Outstanding Credits and Outstanding Debits reports displays the **Total** for the **Amount** and the **Ledger Amount**.

Date ↕	Bank ↕	Source # ↕	Source Type ↕	Amount ↕	Ledger Amount ↕	Description ↕	Notes	Clear
04/03/2019	1000 - WELLS FARGO BANK, N.A.	284	Manual Journal	13,178.06	-13,178.06	Reemployment Tax Qtr 12/31/2018		<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	-68.07	68.07	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	33.39	-33.39	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	3.28	-3.28	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	3.61	-3.61	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	140.79	-140.79	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	2.49	-2.49	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	49.33	-49.33	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	36.17	-36.17	FRS Invoices & Adjs 4/2/2019	FRS April Pe	<input type="checkbox"/>
04/10/2019	1000 - WELLS FARGO BANK, N.A.	934	Manual Journal	74.33	-74.33	correct receipt # 3324		<input type="checkbox"/>
04/03/2019	1000 - WELLS FARGO BANK, N.A.	1004	Manual Journal	10.00	-10.00	NSF Checks - April 2019 - Brittney Williams		<input type="checkbox"/>
Total:				13,463.38	-13,463.38			

 The Total of the Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

Export   Filter: ON

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## Unreconciled Debits

**1.** Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Unreconciled Debits** tab.



**FOCUS Bank Reconciliation**

Budg... Purch... Accou... Fixed ... Trans... Huma... Payroll Work ... Ware... Set...

Existing Upload **Current Reconciliation** 2019 - 2020

Current Reconciliation - 04/01/2019 to 04/30/2019

Balances Reconciled Checks Outstanding Checks Voiced Checks Check Errors Reconciled Credits  
 Outstanding Credits Reconciled Debits **Unreconciled Debits** Outstanding Debits Summary

The Debits tabs are used to work through balancing all debit entries. The Unreconciled Debits tab displays all debits contained in the bank file.

Prev Page: 1 / 5 Next Export Filters: OFF

Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Manual Journal
04/03/2019	1000 - WELLS FARGO BANK, N.A.	10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000...	<input type="checkbox"/>	Create Manual Journal
04/17/2019	1000 - WELLS FARGO BANK, N.A.	100.73	FLA DEPT REVENUE CUT 76540376 SCHOOL BOAR		N/A	<input type="checkbox"/>	Create Manual Journal
04/16/2019	5000 - WELLS FARGO BANK, N.A.	103.15	ACH ORIGATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		N/A	<input type="checkbox"/>	Create Manual Journal
04/16/2019	1000 - WELLS FARGO BANK, N.A.	10,481.75	ZERO BALANCE ACCOUNT TRANSFER TO 2658500593564		N/A	<input type="checkbox"/>	Create Manual Journal
04/16/2019	5000 - WELLS FARGO BANK, N.A.	1,050.66	ACH ORIGATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		N/A	<input type="checkbox"/>	Create Manual Journal
04/18/2019	5000 - WELLS FARGO BANK, N.A.	116.08	ACH ORIGATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		5000...	<input type="checkbox"/>	Create Manual Journal
04/01/2019	1000 - WELLS FARGO BANK, N.A.	11,666.19	ZBA FUNDING ACCOUNT TRANSFER TO 2658500595054		N/A	<input type="checkbox"/>	Create Manual Journal
04/29/2019	1000 - WELLS FARGO BANK, N.A.	1,202.95	ZBA FUNDING ACCOUNT TRANSFER TO 2658500595054		N/A	<input type="checkbox"/>	Create Manual Journal
04/04/2019	1000 - WELLS FARGO BANK, N.A.	13,178.06	FLA DEPT REVENUE CUT 75566203 SCHOOL B		N/A	<input type="checkbox"/>	Create Manual Journal
04/10/2019	1000 - WELLS FARGO BANK, N.A.	13,466.00	ZERO BALANCE ACCOUNT TRANSFER TO 2658500593564		N/A	<input type="checkbox"/>	Create Manual Journal
04/02/2019	4000 - WELLS FARGO BANK, N.A.	13,508.43	ZERO BALANCE ACCOUNT TRANSFER TO 2658500593564		N/A	<input type="checkbox"/>	Create Manual Journal

The Unreconciled Debits report displays the Date, Bank, Amount, Description (lists the bank file transaction title), Notes, and additional selections. The Reference # will also display if included in the upload.

2. Enter any applicable **Notes** for each unreconciled debit.

Notes	Reconcile	Manual	Create Manual Journal
	1000...	<input type="checkbox"/>	Create Manual Journal
Does not match anything in system.		<input type="checkbox"/>	Create Manual Journal
		<input type="checkbox"/>	Create Manual Journal
		<input type="checkbox"/>	Create Manual Journal
		<input type="checkbox"/>	Create Manual Journal
		<input type="checkbox"/>	Create Manual Journal
	N/A	<input type="checkbox"/>	Create Manual Journal

3. From the **Reconcile** column, match debits to records in the system by selecting the record from the pull-down. Records that are an exact match on date and amount will be selected automatically; those that do not match must be selected or a manual journal must be created.

Notes	Reconcile	Manual	Create Manual Journal
	1000...	<input type="checkbox"/>	Create Manual Journal
Does r	N/A	<input type="checkbox"/>	Create Manual Journal
	N/A	<input type="checkbox"/>	Create Manual Journal
	N/A	<input type="checkbox"/>	Create Manual Journal

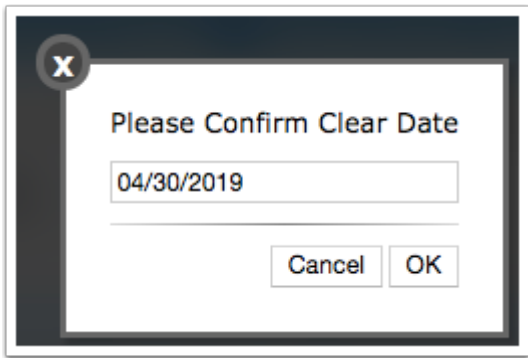
Filter
  
N/A
  
1000 --110047059: 425.79 - 1/15/2019
  
1000 --110047118: 434.62 - 1/30/2019
  
1000 --110047124: 64971.08 - 1/30/2019
  
1000 --110047146: 216.07 - 2/8/2019
  
1000 --110047183: 180.00 - 2/12/2019
  
1000 --110047210: 30.00 - 2/15/2019
  
1000 --110047211: 420.62 - 2/15/2019
  
1000 --110047216: 64712.39 - 2/15/2019
  
1000 --110047564: 909013.27 - 3/28/2019

4. Select the **Manual** check box to manually clear a debit without linking it to a system record. Manually clearing a record will not impact system balances. This option can be used for a transaction that occurred on the bank statement that will not be reflected in the system. Note: The Manual check box will override a selected debit from the Reconcile column if both are selected.

Notes	Reconcile	Manual	Create Manual Journal
	1000...	<input type="checkbox"/>	Create Manual Journal
Does r	N/A	<input checked="" type="checkbox"/>	Create Manual Journal
	N/A	<input type="checkbox"/>	Create Manual Journal
	N/A	<input type="checkbox"/>	Create Manual Journal

a. Upon clicking Save, a pop-up window displays where you must enter the clear date. Click **OK** to submit the date or click **Cancel** to close the pop-up window and return to the Unreconciled Debits tab.



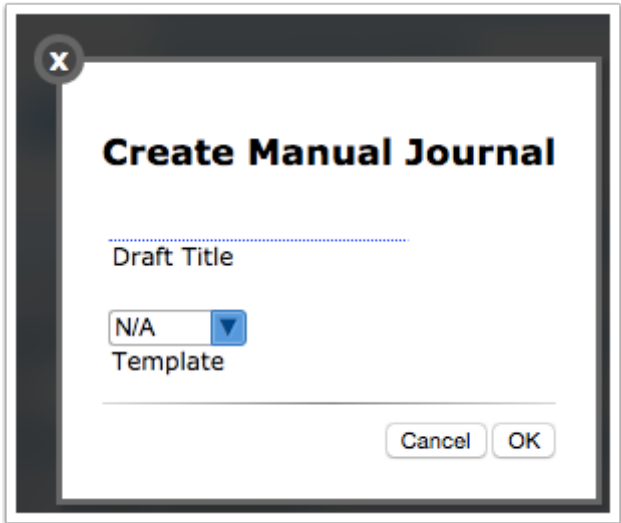


A dialog box with a title bar containing an 'X' icon. The text 'Please Confirm Clear Date' is centered. Below it is a text input field containing '04/30/2019'. At the bottom are two buttons: 'Cancel' and 'OK'.

5. Click **Create Manual Journal** to generate a journal record in the system to tie to the bank entry, , if one has not already been created.

Notes	Reconcile	Manual	Create Manual Journal
.....	1000... ▼	<input type="checkbox"/>	Create Manual Journal
Does r	N/A ▼	<input checked="" type="checkbox"/>	Create Manual Journal
.....	N/A ▼	<input type="checkbox"/>	Create Manual Journal
.....	N/A ▼	<input type="checkbox"/>	Create Manual Journal
.....	N/A ▼	<input type="checkbox"/>	Create Manual Journal
.....	5000... ▼	<input type="checkbox"/>	Create Manual Journal

- a. In the pop-up window, enter the manual journal **Draft Title** in the provided text field.
- b. Select a **Template** from the pull-down, if applicable.
- c. Click **OK** to create the manual journal be matched to the bank record and reconciled. Click **Cancel** to close the pop-up window and return to the Unreconciled Debits tab.



A dialog box with a title bar containing an 'X' icon. The title 'Create Manual Journal' is centered. Below it is a text input field labeled 'Draft Title'. Underneath is a dropdown menu labeled 'Template' with 'N/A' selected. At the bottom are two buttons: 'Cancel' and 'OK'.

Once created, the manual journal displays via Budgeting/General Ledger > [Manual Journals](#).

6. Click the **Save** button apply changes. Clicking save moves all reconciled and manual debits to the Reconciled Debits tab.

Unreconciled Debits						Save
Page: 1 / 5		Export	Filter: OFF			
Amount	Description	Notes	Reconcile	Manual	Create Manual Journal	
10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000...	<input type="checkbox"/>	Create Manual Journal	
100.73	FLA DEPT REVENUE CUT 76540376		N/A	<input type="checkbox"/>	Create Manual Journal	
103.15	ACH ORIGINATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		N/A	<input type="checkbox"/>	Create Manual Journal	
10,481.75	ZERO BALANCE ACCOUNT TRANSFER TO 2658500593564		N/A	<input type="checkbox"/>	Create Manual Journal	
1,050.66	ACH ORIGINATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		N/A	<input type="checkbox"/>	Create Manual Journal	
116.08	ACH ORIGINATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		5000...	<input type="checkbox"/>	Create Manual Journal	
11,666.19	ZBA FUNDING ACCOUNT TRANSFER TO 2658500595054		N/A	<input type="checkbox"/>	Create Manual Journal	

The last row of the Unreconciled Debits report displays the **Total** for the **Amount** column.


Date	Bank	Amount	Description	Notes	Reconcile	Manual	
04/03/2019	1000 - WELLS FARGO BANK, N.A.	10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000 ...	<input type="checkbox"/>	
04/17/2019	1000 - WELLS FARGO BANK, N.A.	100.73	FLA DEPT REVENUE CUT 76540376 SCHOOL		N/A	<input type="checkbox"/>	
04/04/2019	1000 - WELLS FARGO BANK, N.A.	13,178.06	FLA DEPT REVENUE CUT 75566203 SCHOOL		N/A	<input type="checkbox"/>	
04/30/2019	1000 - WELLS FARGO BANK, N.A.	20.00	DEPOSITED ITEM RETN UNPAID - PAPER 190430		1000 ...	<input type="checkbox"/>	
04/16/2019	1000 - WELLS FARGO BANK, N.A.	2,872.59	FL DEPT OF REVEN CHILDSUPP 190416 201904160000470 School		N/A	<input type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	2,872.59	FL DEPT OF REVEN CHILDSUPP 190401 201904010002038 School		N/A	<input type="checkbox"/>	
04/17/2019	1000 - WELLS FARGO BANK, N.A.	35.00	DEPOSITED ITEM RETN UNPAID - PAPER 190417		1000 ...	<input type="checkbox"/>	
04/04/2019	1000 - WELLS FARGO BANK, N.A.	40.00	DEPOSITED ITEM RETN UNPAID - PAPER 190404		1000 ...	<input type="checkbox"/>	
04/25/2019	4000 - WELLS FARGO BANK, N.A.	40.00	DEPOSITED ITEM RETN UNPAID - PAPER 190425		N/A	<input type="checkbox"/>	
04/18/2019	1000 - WELLS FARGO BANK, N.A.	55.00	DEPOSITED ITEM RETN UNPAID - PAPER 190418		1000 ...	<input type="checkbox"/>	
04/01/2019	1000 - WELLS FARGO BANK, N.A.	75.00	DEPOSITED ITEM RETN UNPAID - PAPER 190401		N/A	<input type="checkbox"/>	
04/29/2019	1000 - WELLS FARGO BANK, N.A.	770,889.93	BLUE CROSS & BLU DEBITS 59106		N/A	<input type="checkbox"/>	
04/17/2019	1000 - WELLS FARGO BANK, N.A.	905.24	FLA DEPT REVENUE C01 76555097 SCHOOL BOARD OF		1000 ...	<input type="checkbox"/>	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	909,214.26	FLA DEPT REVENUE CRC 75091051 SCHOOL		N/A	<input type="checkbox"/>	
		<b>Total: 1,700,308.40</b>					

**i** The Total of the Amount column displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

Export		Filter: ON					
				depo			
Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Manual Journal
04/03/2019	1000 - WELLS FARGO BANK, N.A.	10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000 - ...	<input type="checkbox"/>	Create Manual Journal
04/30/2019	1000 - WELLS FARGO BANK, N.A.	20.00	DEPOSITED ITEM RETN UNPAID - PAPER 190430		1000 - ...	<input type="checkbox"/>	Create Manual Journal
04/17/2019	1000 - WELLS FARGO BANK, N.A.	35.00	DEPOSITED ITEM RETN UNPAID - PAPER 190417		1000 - ...	<input type="checkbox"/>	Create Manual Journal
04/04/2019	1000 - WELLS FARGO BANK, N.A.	40.00	DEPOSITED ITEM RETN UNPAID - PAPER 190404		1000 - ...	<input type="checkbox"/>	Create Manual Journal
04/25/2019	4000 - WELLS FARGO BANK, N.A.	40.00	DEPOSITED ITEM RETN UNPAID - PAPER 190425		N/A	<input type="checkbox"/>	Create Manual Journal
04/18/2019	1000 - WELLS FARGO BANK, N.A.	55.00	DEPOSITED ITEM RETN UNPAID - PAPER 190418		1000 - ...	<input type="checkbox"/>	Create Manual Journal
04/01/2019	1000 - WELLS FARGO BANK, N.A.	75.00	DEPOSITED ITEM RETN UNPAID - PAPER 190401		N/A	<input type="checkbox"/>	Create Manual Journal
		Total:	275.00				

## Reconciled Debits

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Reconciled Debits** tab.



Bank Reconciliation

Budg...

Purch...

Accou...

Fixed ...

Trans...

Huma...

Payroll

Work ...

Existing

Upload

Current Reconciliation

Current Reconciliation - 04/01/2019 to

Balances

Reconciled Checks

Outstanding Checks

Voided Checks

Check Errors

Outstanding Credits

Reconciled Debits

Unreconciled Debits

Outstanding Debits

The Reconciled Debits tab and the Unreconciled Debits tab is used to work through balancing all debit entries.

Reconciled Debits								
Export	Filter: OFF							
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Unreconcile
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047066	Check	64,853.58	-64,853.58	CHECK #-110047066	X - Work	<input type="checkbox"/>
02/08/2019	1000 - WELLS FARGO BANK, N.A.	-110047151	Check	96.18	-96.18	CHECK #-110047151	X - Work	<input type="checkbox"/>
Total:				64,949.76	-64,949.76			


The Reconciled Debits report displays the Date, Bank, Source # (dependent upon the Source Type such as Check), Source Type, Amount, Ledger Amount, Description, and Notes. The Reference # will also display if included in the upload.

2. Select the **Unreconcile** check box and click **Save** to unreconcile the applicable debits. Upon clicking save the debits will be moved back to the Unreconciled Debits tab.



Reconciled Debits					Save
Source Type ▾	Amount ▾	Ledger Amount ▾	Description ▾	Notes	Unreconcile <input type="checkbox"/>
Check	64,853.58	-64,853.58	CHECK #-110047066	X - Work	<input type="checkbox"/>
Check	96.18	-96.18	CHECK #-110047151	X - Work	<input checked="" type="checkbox"/>
Total:		64,949.76	-64,949.76		

3. Enter any additional **Notes** in the provided text field.

4. Hover over reconciled debits highlighted in red for additional information: This outstanding debit was manually cleared and will not be included in the system or bank balances.


Export 		Filter: OFF				
Date ▾	Bank ▾					
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047066	Check	64,853.58	-64,853.58	CHECK #-110047066
02/08/2019	1000 - WELLS FARGO BANK, N.A.	-110047151	Check	96.18	-96.18	CHECK #-110047151
04/03/2019	1000 - WELLS FARGO BANK, N.A.	1004	Manual Journal	10.00	-10.00	DEPOSITED ITEM RETN UNPAID - PAPER 1904C
04/18/2019	5000 - WELLS FARGO BANK, N.A.	-64608650	Check	116.08	0.00	ACH ORIGATION - SCHOOL DISTRICT - FILE
04/17/2019	5000 - WELLS FARGO BANK, N.A.	-64540125	Check	136.57	0.00	ACH ORIGATION - SON - SCHOOL DISTRICT

5. Click the **Source #** link to open the corresponding source type, such as Check or Manual Journal.

Export  

Filter: OFF

Date ▾	Bank ▾	Source # ▾	Source Type ▾	Amount ▾	Ledger Amount ▾	Description ▾
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047066	Check	64,853.58	-64,853.58	CHECK #-110047066
02/08/2019	1000 - WELLS FARGO BANK, N.A.	-110047151	Check	96.18	-96.18	CHECK #-110047151
04/03/2019	1000 - WELLS FARGO BANK, N.A.	1004	Manual Journal	10.00	-10.00	DEPOSITED ITEM RE
04/18/2019	5000 - WELLS FARGO BANK, N.A.	-64608650	Check	116.08	0.00	ACH ORIGATION
04/17/2019	5000 - WELLS FARGO BANK, N.A.	-64540125	Check	136.57	0.00	ACH ORIGATION

 **Focus** Manual Journals

Budg...Purch...Accou...Fixed ...Trans...Huma...PayrollWork ...Ware...Set...De

Drafts Templates Manual Journals History Approval History Edit Draft

General Information

NSF Checks - April 2019 - Britt

Journal # 1004 

Linked Record Type

Linked Record

04/03/2019









Month 13+

Expense Journal Lines

The last row of the Reconciled Debits reports displays the **Total** for the **Amount** and the **Ledger Amount**.

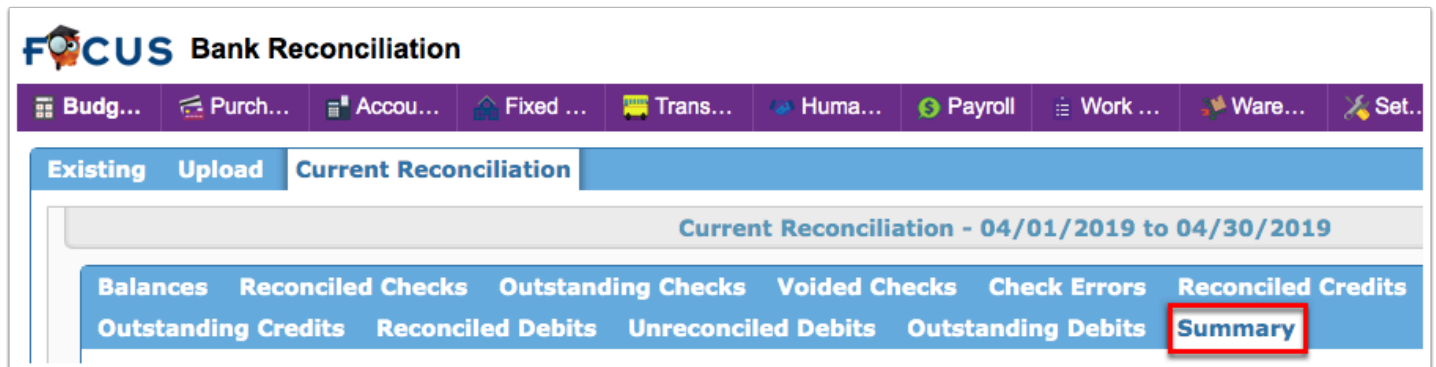
Date ▾	Bank ▾	Source # ▾	Source Type ▾	Amount ▾	Ledger Amount ▾	Description
01/15/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047066</u>	Check	64,853.58	-64,853.58	CHECK #-
02/08/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047151</u>	Check	96.18	-96.18	CHECK #-
04/03/2019	1000 - WELLS FARGO BANK, N.A.	<u>1004</u>	Manual Journal	10.00	-10.00	DEPOSITE
04/18/2019	5000 - WELLS FARGO BANK, N.A.	<u>-64608650</u>	Check	116.08	0.00	ACH ORIG
04/17/2019	5000 - WELLS FARGO BANK, N.A.	<u>-64540125</u>	Check	136.57	0.00	ACH ORIG
04/24/2019	5000 - WELLS FARGO BANK, N.A.	<u>1165</u>	Manual Journal	1,947.90	-1,947.90	ACH ORIG
04/30/2019	1000 - WELLS FARGO BANK, N.A.	<u>1010</u>	Manual Journal	20.00	-20.00	DEPOSITE
04/15/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047679</u>	Check	21,244.00	-21,244.00	WT SEQ16
04/30/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047747</u>	Check	21,328.75	-21,328.75	WT SEQ#7
04/02/2019	1000 - WELLS FARGO BANK, N.A.	<u>1163</u>	Manual Journal	227.81	-227.81	MERCHANT
04/17/2019	1000 - WELLS FARGO BANK, N.A.	<u>1007</u>	Manual Journal	35.00	-35.00	DEPOSITE
04/04/2019	1000 - WELLS FARGO BANK, N.A.	<u>1006</u>	Manual Journal	40.00	-40.00	DEPOSITE
04/05/2019	1000 - WELLS FARGO BANK, N.A.	<u>969</u>	Manual Journal	514,358.42	-514,358.42	WT FED#0
04/18/2019	1000 - WELLS FARGO BANK, N.A.	<u>1008</u>	Manual Journal	55.00	-55.00	DEPOSITE
04/17/2019	1000 - WELLS FARGO BANK, N.A.	<u>328</u>	Manual Journal	905.24	-905.24	FLA DEPT
<b>Total:</b>				<b>625,374.53</b>	<b>-625,121.88</b>	

**i** The Total of the Amount and Ledger Amount columns displayed will change if **Filters** are applied. See [Additional Features](#) for more information.

<div> <div>Export </div> <div>Filter: <b>ON</b></div> </div>						
						
			check			
Date ▾	Bank ▾	Source # ▾	Source Type ▾	Amount ▾	Ledger Amount ▾	Description ▾
01/15/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047066</u>	Check	64,853.58	-64,853.58	CHECK #-110047066
02/08/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047151</u>	Check	96.18	-96.18	CHECK #-110047151
04/18/2019	5000 - WELLS FARGO BANK, N.A.	<u>-64608650</u>	Check	116.08	0.00	ACH ORIGINATION -
04/17/2019	5000 - WELLS FARGO BANK, N.A.	<u>-64540125</u>	Check	136.57	0.00	ACH ORIGINATION -
04/15/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047679</u>	Check	21,244.00	-21,244.00	WT SEQ161000
04/30/2019	1000 - WELLS FARGO BANK, N.A.	<u>-110047747</u>	Check	21,328.75	-21,328.75	WT SEQ#73432
<b>Total:</b>				<b>107,775.16</b>	<b>-107,522.51</b>	

# Summary

1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Summary** tab.



The Summary tab provides a breakdown of the Bank Reconciliation, compares the bank totals to the system totals, and displays the difference (if any).

The screenshot shows the 'Reconciliation Detail Report' in the Summary tab. The report is titled 'Reconciliation Detail Report' and includes a 'Print' button. It lists the banks involved: 1000 : WELLS FARGO BANK, N.A., 5000 : WELLS FARGO BANK, N.A., and 4000 : WELLS FARGO BANK, N.A., for the period 4/1/2019 to 4/30/2019. The report is organized into two main sections: 'Summary' and 'Difference'. The 'Summary' section shows the 'Bank Statement Beginning Balance: 4/1/2019' as \$10,343,029.84. It then lists 'Cleared Checks' (\$5,504,675.51), 'Cleared Debits' (\$560,424.77), and 'Cleared Deposits/Credits' (\$0.00). The 'Total Cleared' is calculated as \$-6,065,100.28. The 'Bank Statement Ending Balance: 4/30/2019' is \$4,277,929.56, and the 'Difference' is \$0.00. The 'Difference' section shows 'Outstanding Checks' (\$826,400.25), 'Outstanding Debits' (\$24,963,597.03), and 'Outstanding Deposits/Credits' (\$47,974,166.28). The 'Total Outstanding & Adjustments' is \$22,184,169.00. The final 'Adjusted Bank Balance: (Bank Statement Ending Plus Outstanding Plus Bank Adjustments)' is \$26,462,098.56.

Summary	
Bank Statement Beginning Balance: 4/1/2019	\$10,343,029.84
Cleared Checks	(\$5,504,675.51)
Cleared Debits	(\$560,424.77)
Cleared Deposits/Credits	\$0.00
Total Cleared	\$-6,065,100.28
Bank Statement Ending Balance: 4/30/2019	\$4,277,929.56
Difference	\$0.00
Outstanding Checks	(\$826,400.25)
Outstanding Debits	(\$24,963,597.03)
Outstanding Deposits/Credits	\$47,974,166.28
Bank Adjustments	\$0.00
Total Outstanding & Adjustments	\$22,184,169.00
Adjusted Bank Balance: (Bank Statement Ending Plus Outstanding Plus Bank Adjustments)	\$26,462,098.56

The **Adjusted Bank Balance** is the sum of Cleared Checks, Cleared Debits, and Cleared Deposits/Credits in the reconciliation.



# Reconciliation Detail Report

Banks:  
1000 : WELLS FARGO BANK, N.A.  
5000 : WELLS FARGO BANK, N.A.  
4000 : WELLS FARGO BANK, N.A.  
2/1/2019 to 2/28/2019

## Summary:

<b>Bank Statement Beginning Balance: 2/1/2019</b>		<b>\$13,605,662.21</b>
Cleared Checks		(\$5,058,795.52)
Cleared Debits		(\$15,921,261.80)
Cleared Deposits/Credits		<u>\$16,135,228.39</u>
	<b>Total Cleared</b>	<b>\$-4,844,828.93</b>
<b>Bank Statement Ending Balance: 2/28/2019</b>		<b>\$8,760,833.28</b>
<b>Difference</b>		<b>\$-0.00</b>
Outstanding Checks		(\$619,555.94)
Outstanding Debits		(\$262,597.82)
Outstanding Deposits/Credits		\$1,224,020.26
Bank Adjustments		<u>\$-616.02</u>
	<b>Total Outstanding &amp; Adjustments</b>	<b>\$341,250.48</b>
<b>Adjusted Bank Balance: (Bank Statement Ending Plus Outstanding Plus Bank Adjustments)</b>		<b>\$9,102,083.76</b>
<b>Ledger Ending Balance: 2/28/2019</b>		<b>\$10,148,381.97</b>
Ledger Adjustments		<u>\$-1,046,298.21</u>
	<b>Total Adjustments</b>	<b>\$-1,046,298.21</b>

The **Adjusted Ledger Balance** is the sum of the transactions in the system from the applicable period.

## Summary:

<b>Bank Statement Beginning Balance: 2/1/2019</b>		<b>\$13,605,662.21</b>
Cleared Checks		(\$5,058,795.52)
Cleared Debits		(\$15,921,261.80)
Cleared Deposits/Credits		<u>\$16,135,228.39</u>
	<b>Total Cleared</b>	<b>\$-4,844,828.93</b>
<b>Bank Statement Ending Balance: 2/28/2019</b>		<b>\$8,760,833.28</b>
<b>Difference</b>		<b>\$-0.00</b>
Outstanding Checks		(\$619,555.94)
Outstanding Debits		(\$262,597.82)
Outstanding Deposits/Credits		\$1,224,020.26
Bank Adjustments		<u>\$-616.02</u>
	<b>Total Outstanding &amp; Adjustments</b>	<b>\$341,250.48</b>
<b>Adjusted Bank Balance: (Bank Statement Ending Plus Outstanding Plus Bank Adjustments)</b>		<b>\$9,102,083.76</b>
<b>Ledger Ending Balance: 2/28/2019</b>		<b>\$10,148,381.97</b>
Ledger Adjustments		<u>\$-1,046,298.21</u>
	<b>Total Adjustments</b>	<b>\$-1,046,298.21</b>
<b>Adjusted Ledger Balance: (Ledger Ending Balance Plus Ledger Adjustments)</b>		<b>\$9,102,083.76</b>
<b>Difference: (Adjusted Bank Balance Less Adjusted Ledger Balance)</b>		<b>\$-0.00</b>
<b>Adjustments</b>		

The reconciliation must be in balance between the ledger and bank; i.e. the **Difference** must equal 0.00 in order to be finalized.

<b>Bank Statement Ending Balance: 2/28/2019</b>		<b>\$8,760,833.28</b>
<b>Difference</b>		<b>\$-0.00</b>
Outstanding Checks		(\$619,555.94)
Outstanding Debits		(\$262,597.82)
Outstanding Deposits/Credits		\$1,224,020.26
Bank Adjustments		<u>\$-616.02</u>
Total Outstanding & Adjustments		\$341,250.48
<b>Adjusted Bank Balance: (Bank Statement Ending Plus Outstanding Plus Bank Adjustments)</b>		<b>\$9,102,083.76</b>
<b>Ledger Ending Balance: 2/28/2019</b>		<b>\$10,148,381.97</b>
Ledger Adjustments		<u>\$-1,046,298.21</u>
Total Adjustments		\$-1,046,298.21
<b>Adjusted Ledger Balance: (Ledger Ending Balance Plus Ledger Adjustments)</b>		<b>\$9,102,083.76</b>
<b>Difference: (Adjusted Bank Balance Less Adjusted Ledger Balance)</b>		<b>\$-0.00</b>

Title ↕	Bank ↕	Amount ↕	Bank ↕	Ledger ↕
	1000: WELLS FARGO BAN...		<input type="checkbox"/>	<input type="checkbox"/>
2/21 ACH Return Sent Back	5000: WELLS FARGO BAN...	-105.57	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the Bank Reconciliation setting (Enable adjustment entry on reconciliation summary tab) for allowing adjustments is enabled via Setup > [Settings](#) > [Miscellaneous](#) tab > [Bank Reconciliation](#), the **Adjustments** section is displayed for entering manual adjustments.

<b>Adjusted Ledger Balance: (Ledger Ending Balance Plus Ledger Adjustments)</b>		<b>\$-76,510.264</b>
<b>Difference: (Adjusted Bank Balance Less Adjusted Ledger Balance)</b>		<b>\$297,879.734</b>

Title ↕	Bank ↕	Amount ↕	Bank ↕	Ledger ↕
	1000: WELLS FARGO BAN...		<input type="checkbox"/>	<input type="checkbox"/>
TCTC Trial Balance	1000: WELLS FARGO BAN...	-154272.54	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/21 ACH Return Sent Back	1000: WELLS FARGO BAN...	-105.57	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2/15 CEA PR Deduction Diffe	1000: WELLS FARGO BAN...	-28.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/15 C Schwab Deduction Di	1000: WELLS FARGO BAN...	-38.85	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/15/17 PENCO Pmt in syst	1000: WELLS FARGO BAN...	-225.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2/16/18 PR Deduction in sys	1000: WELLS FARGO BAN...	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5/18/18 PR Deduction in sys	1000: WELLS FARGO BAN...	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/13/17 Bencor pmt differe	1000: WELLS FARGO BAN...	8.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Enter a **Title** for the difference in the provided text box using the first blank row in the table.
- Select a **Bank** (if reconciling multiple banks) from the pull-down.
- Enter the **Amount** in the provided text box.
- Select the **Bank** or **Ledger** check box to indicate whether the adjustment will reflect the Bank or Ledger balance.

Title ↕	Bank ↕	Amount ↕	Bank ↕	Ledger ↕
3/29 Bank Error, Credited to	1000: WELLS FARGO BAN...	2300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TCTC Trial Balance	1000: WELLS FARGO BAN...	-154272.54	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/21 ACH Return Sent Back	1000: WELLS FARGO BAN...	-105.57	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2/15 CEA PR Deduction Diffe	1000: WELLS FARGO BAN...	-28.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/15 C Schwab Deduction Di	1000: WELLS FARGO BAN...	-38.85	<input type="checkbox"/>	<input checked="" type="checkbox"/>



6. Press the **Enter** key to save the line of data. Once saved, the balances in the summary will update automatically. The line turns blue and the delete button (red minus sign) displays.

At the bottom of the summary will be a report of the transactions included in the reconciliation. This includes Cleared Checks, Deposits and Credits, Outstanding Transactions and Voided Checks.

Reconciliation Detail Report				
Bank Name: 1000: WELLS FARGO BANK, N.A.				
Account #: 2658500593564				
3/1/2019 to 3/31/2019				
Outstanding Transactions				
Checks				
Date	Transaction	Vendor	Description	Amount
4/16/2015	Check #000417179	E1112063 RU		(\$20.22)
6/30/2015	Check #000418716	V101348 PROFESSIONAL CRISIS MANAGEMENT		(\$605.50)
11/20/2015	Check #000420817	V102448 SCC		(\$5.80)
12/11/2015	Check #000421121	E1111671 TETR		(\$43.01)
12/18/2015	Check #000421301	E1102719 SCHF		(\$125.27)
12/18/2015	Check #000421314	E1111671 TETR		(\$5.18)
12/18/2015	Check #000421211	V089444 DAL TILE DISTRIBUTION INC		(\$478.61)
1/29/2016	Check #000421857	E1111276 ZAK		(\$37.95)
2/11/2016	Check #000421915	V099998 EDUCATION ASSOC POLITICAL ACTION COMM		(\$43.00)
2/11/2016	Check #000421916	V100380 INTERNAL REVENUE SERVICE		(\$85.00)
2/12/2016	Check #000422095	E1111671 TETR		(\$13.23)
2/26/2016	Check #000422282	E1112246 PIERA		(\$86.40)
2/26/2016	Check #000422383	V099998 EDUCATION ASSOC POLITICAL ACTION COMM		(\$43.00)
3/14/2016	Check #000422657	V099998 EDUCATION ASSOC POLITICAL ACTION COMM		(\$43.00)
3/31/2016	Check #000422940	V099998 EDUCATION ASSOC POLITICAL ACTION COMM		(\$48.00)
4/15/2016	Check #000423106	E1108694 MORG		(\$97.00)

7. Click **Print** to print the summary report, which will enable applicable users to sign the report as needed via Reconciled By and Approved By.

Balances	Reconciled Checks	Outstanding Checks	Voided Checks	Check Errors	Reconciled Credits	Unreconciled Credits
Outstanding Credits	Reconciled Debits	Unreconciled Debits	Outstanding Debits	Summary		
Reconciliation Detail Report						
<div> <div>Reconciliation Detail Report</div> <div> Banks:  1000 : WELLS FARGO BANK, N.A.  5000 : WELLS FARGO BANK, N.A.  4000 : WELLS FARGO BANK, N.A.  3/1/2019 to 3/31/2019 </div> </div>						
Summary:						
Bank Statement Beginning Balance: 3/1/2019						\$8,760,833.28
Cleared Checks						(\$5,145,715.91)
Cleared Debits						(\$18,420,471.21)
Cleared Deposits/Credits						\$17,754,342.40
Bank Statement Ending Balance: 3/31/2019						\$-5,811,844.72
Difference						\$2,948,988.56
						\$0.00
Outstanding Checks						(\$1,637,679.23)
Outstanding Debits						(\$1,814,166.36)
Outstanding Deposits/Credits						\$567,441.97

a. Clicking Print displays in a print preview screen. From this screen you have several options including, Rotate clockwise (circular arrow), Download as a PDF (down arrow), Print (printer icon), Fit to page (small inner arrows), Zoom in (plus sign), and Zoom out (minus sign).

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3/5 FRS Credit to Be Taken	1000: WELLS FARGO BANK, N.A.	130.68	Yes	No
Receipt 2949	1000: WELLS FARGO BANK, N.A.	631.46	No	Yes
2/13 AR	1000: WELLS FARGO BANK, N.A.	38538.42	No	Yes
temp check 438318	1000: WELLS FARGO BANK, N.A.	1020.00	No	Yes
3/29 Bank Error, Credited to	1000: WELLS FARGO BANK, N.A.	2300.00	No	Yes

Reconciled By: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

b. Click the white **X** to close the pop-up window.

## Manual Reconciliations

Manual Reconciliations allow users to manually enter bank information, such as the start and end dates as well as the balances. Once all information has been entered, users can then review each record in the system and manually clear them without matching them to data recorded in the system.



In order to create manual bank reconciliations, you must have the profile permission to access the Manual tab via Setup > [Profiles](#).

1. From the **Budgeting/General Ledger** menu, click **Bank Reconciliation**.

**Budgeting/General Ledger**

Purchasing/Accounts Payable

Accounts Receivable

Fixed Assets

Transportation

Human Resources

Payroll

Work Orders

Search...

**Budget**

Expenditure/Revenue Report

Budget Maintenance

Internal Account Budget Maintenance

Board Packet Report

Trial Balance

**Bank Reconciliation**

Internal Account Bank Reconciliation

Project Report

2. From the Bank Reconciliation screen, click the **Manual** tab.

**FOCUS Bank Reconciliation**

Budg... Purch... Accou... Fixed ... Trans...

Existing Upload **Manual** Bank Connections

! Completing Bank Reconciliations manually via the Manual tab is not recommended.

3. Enter the Statement Information starting with the bank statement **Start Date** and **End Date**.

Existing Upload Manual Bank Connections

Upload Bank File



**Statement Information**

Start Date End Date

Bank Beginning Balance

Submit

4. Select the applicable **Bank** from the corresponding pull-down that will be reconciled. If reconciling multiple accounts, create a new entry line for each account.



Bank	Beginning Balance	Ending Balance
 4000: WELLS FARGO BA...	230986.80	0.00
 1000: WELLS FARGO BA...	8760833.28	0.00

If necessary, click the **delete** button (red minus sign) to remove a selected Bank.

- You are required to enter the **Beginning Balance** from the statement if this is the first reconciliation for the selected bank account. Otherwise, the Beginning Balance will populate automatically according to the ending balance recorded in the previous reconciliation. If necessary, edit this field to reflect the true beginning balance on the current bank statement.
- Enter an **Ending Balance** if the bank statement will not be uploaded, and the reconciliation is being completed manually.
- Click **Submit** to begin the reconciliation.

**Statement Information**

09/01/2019  
Start Date
09/25/2019  
End Date

Bank	Beginning Balance	Ending Balance
 4000: WELLS FARGO BA...	230986.80	127678.90
 1000: WELLS FARGO BA...	8760833.28	7865789.98

Submit

- Complete the reconciliation via the following tabs: [Balances](#), [Reconciled Checks](#), [Outstanding Checks](#), [Voided Checks](#), [Check Errors](#), [Reconciled Credits](#), [Unreconciled Credits](#), [Outstanding Credits and Outstanding Debits](#), [Unreconciled Debits](#), [Reconciled Debits](#), and [Summary](#).

Existing Upload Manual **Current Reconciliation** Bank Connections

Current Reconciliation - 09/01/2019 to 09/25/2019


Balances Reconciled Checks Outstanding Checks Voided Checks Reconciled Credits Outstanding Credits Reconciled Debits  
Outstanding Debits Summary

4000 - WELLS FARGO BANK, N.A.

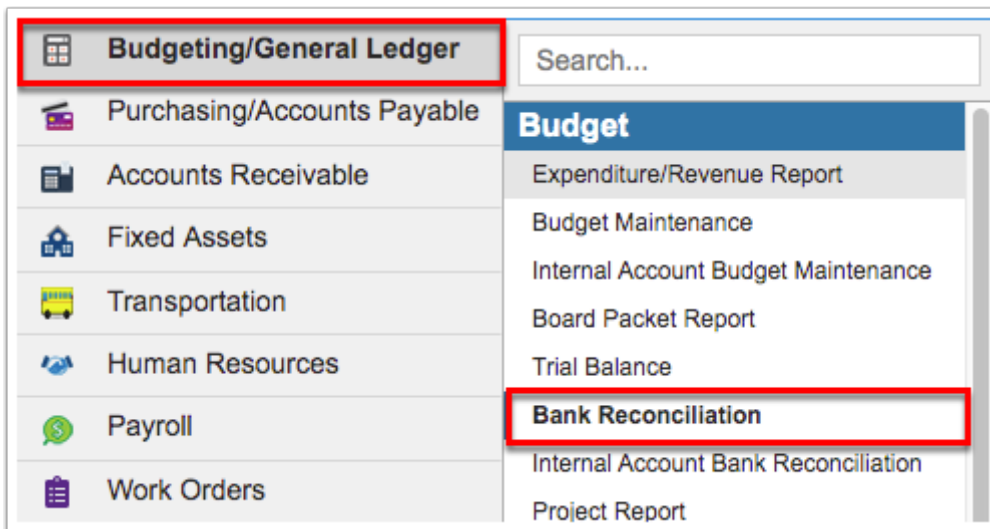
Export

Type	Beginning Balance	Reconciled Credits	Outstanding Credits	Reconciled Debits	Outstanding Debits	Reconciled Checks	Outstanding Checks	End
Bank	230,986.80	0.00	280,732.62	0.00	4,383.69	0.00	0.00	
System	230,986.80							
Difference:								

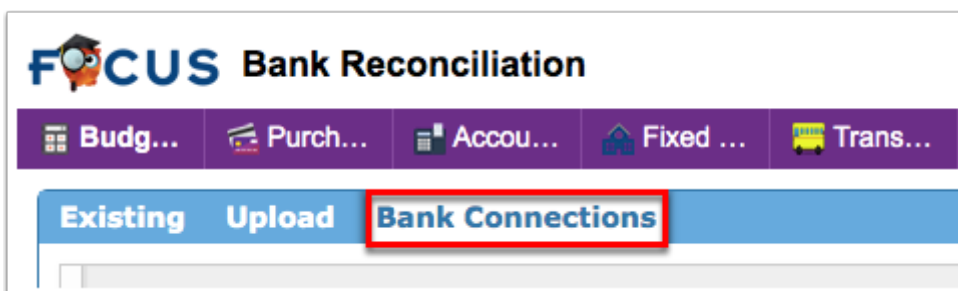
# Bank Connections

 In order to set up bank connections, the setting, **Enable connecting of banks to show other banks' outstanding checks**, must be enabled via Setup > [Settings](#) > [Miscellaneous](#) tab > [Bank Reconciliation](#).

1. From the **Budgeting/General Ledger** menu, click **Bank Reconciliation**.



2. From the Bank Reconciliation screen, click the **Bank Connections** tab to connect a secondary bank to a primary bank so outstanding checks in the secondary bank's reconciliation also display in the primary bank's reconciliation.



3. Select the correct fiscal year from the FY pull-down. The pull-down defaults to the current fiscal year.

Navigation bar showing user 'Lizette Garcia' and system 'SIS ERP'. A dropdown menu is open, showing '2020 - 2021' selected, which is highlighted with a red box.

4. To link a secondary bank to a primary bank, first select the **Primary Bank** from the pull-down.

Bank Connections tab. The 'Connect Banks' section is active. It shows two dropdown menus: 'Primary Bank' and 'Linked Bank'. The 'Primary Bank' dropdown is currently empty.

5. Select the secondary bank from the **Linked Bank** pull-down.

6. Once both selections have been made, press the **Enter** key to save the line of data. You'll know the data has saved when the line turns blue and the delete button (red minus sign) displays.

Bank Connections tab. The 'Connect Banks' section is active. Both the 'Primary Bank' and 'Linked Bank' dropdowns are now populated with '1000: WELLS FARGO BANK, N.A.' and '9000: WELLS FARGO BANK, N.A.' respectively. The row is highlighted in blue, and a red minus sign delete button is visible on the left.

7. Link as many banks as needed using the blank top row for new information.

The screenshot shows a dropdown menu for selecting a primary bank. The menu is open, displaying a list of banks. The first option is '1000: WELLS FARGO BANK, N.A.', which is currently selected. Below the list is a search filter box labeled 'Filter'. The list includes the following options:

- 1000: WELLS FARGO BANK, N.A.
- 4000: WELLS FARGO BANK, N.A.
- 5000: WELLS FARGO BANK, N.A.
- 7000: WELLS FARGO BANK, N.A.
- 9000: WELLS FARGO BANK, N.A.
- S100: STATE BD OF ADMIN - GENERAL FD
- S100: STATE BD OF ADMIN - INSURANCE FD

8. You can also edit bank connections already made by clicking the pull-downs and changing the selection made.

The screenshot shows the 'Bank Connections' tab in the software interface. The tab is active, and the 'Connect Bank' button is visible. Below the button, there is a text box that reads: 'Connecting a secondary bank to a primary bank allows the secondary bank's outstanding checks to appear'. Below this text box is a table with two columns: 'Primary Bank' and 'Secondary Bank'. The 'Primary Bank' column has a dropdown menu with '1000: WELLS FARGO BANK, N.A.' selected. The 'Secondary Bank' column has a dropdown menu with '1000: WELLS FARGO BANK, N.A.' selected. A red box highlights the 'Secondary Bank' dropdown menu.

9. To remove the bank connection, click the **delete** button (red minus sign).

# Additional Features

If there are multiple pages of data, click the **Prev** and **Next** buttons to sift through pages. You can also enter a number in the **Page** text box to jump to a page.



Balances	Reconciled Checks	Outstanding Checks	Voided Checks
Outstanding Credits	Reconciled Debits	Unreconciled Debits	Summary

Prev

Page: 3 / 21

Next

Export

Excel

Print

Check Date	Cleared Date	Bank
01/18/2019	04/02/2019	1000 - WELLS FARGO BANK, N.A.
02/15/2019	04/16/2019	5000 - WELLS FARGO BANK, N.A.

Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.

Balances	Reconciled Checks	Outstanding Checks	Voided Checks	Check Errors	Reconciled Credits	Unreconciled Credits
Outstanding Credits	Reconciled Debits	Unreconciled Debits	Outstanding Debits	Summary		

Prev

Page: 1 / 15

Next

Export

Excel

Print

Filter: OFF

Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name
02/16/2018	1000 - WELLS FARGO BANK, N.A.	000432624	7.63	-7.63	AS
07/14/2017	1000 - WELLS FARGO BANK, N.A.	000429800	107.21	-107.21	FINNE
02/28/2017	1000 - WELLS FARGO BANK, N.A.	000427840	14.64	-14.64	WEN

Click the **Printer** icon to print the table of data.

Click the **Filters** button to filter data and apply filter rules.

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for additional filtering rules.

Balances

Reconciled Checks

Outstanding Checks

Voided Checks

Check Errors

Reconciled Credits

Unreconciled Credits

Outstanding Credits

Reconciled Debits

Unreconciled Debits

Outstanding Debits

Summary

Unreconciled Credits

Save

Prev


Page: 1 / 3

Next

Export

Filter: ON

Date	Contains	Not	Amount	Description	Notes
04/05/201	Equals	Not		payment	
04/30/201	Starts with	Not		EMS	
04/23/201	Ends with	Not			
04/16/201	Has value	Not	ANK, N.A.	200.00	EPS877-290-5460 PAYMENT 190404 228359 EXTENDED
04/09/201	Greater	Not	ANK, N.A.	10,638.00	EMS LINQ INC K12PAYMENT
04/02/2019	Greater or equal	Not	ANK, N.A.	11,116.63	EMS LINQ INC K12PAYMENT
	Less	Not	ANK, N.A.	10,626.80	EMS LINQ INC K12PAYMENT
	Less or equal	Not	ANK, N.A.	12,340.85	EMS LINQ INC K12PAYMENT
	Between	Not	ANK, N.A.	9,815.72	EMS LINQ INC K12PAYMENT
04/30/2019			1000 - WELLS FARGO BANK, N.A.	499,647.03	STATE OF FLORIDA PAYMENTS 152901180586668 IEA*1*000005839
04/30/2019			1000 - WELLS FARGO BANK, N.A.	82,930.00	STATE OF FLORIDA PAYMENTS 152901180586783 1ENT*1RMR*IV*CHARTSCHIL*PO*82930SE*9*000000394

 For more information on how to use the Filters feature, see the [Filters](#) document.

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

Unreconciled Credits

PrevPage: 1 / 32NextExportFilter: OFF

Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Receipt
04/30/2019	5000 - WELLS FARGO BANK, N.A.	2,837,625.72	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt
04/29/2019	5000 - WELLS FARGO BANK, N.A.	1,202.95	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt
04/26/2019	5000 - WELLS FARGO BANK, N.A.	4,903.23	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt
04/24/2019	5000 - WELLS FARGO BANK, N.A.	1,947.90	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt
04/23/2019	5000 - WELLS FARGO BANK, N.A.	4,836.37	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt
04/22/2019	5000 - WELLS FARGO BANK, N.A.	7,572.17	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt
04/19/2019	5000 - WELLS FARGO BANK, N.A.	5,428.55	ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A	<input type="checkbox"/>	Create Receipt

Use the **Filter** text box located in select pull-down to quickly find a selection. Begin typing the name or number of the data in question to pull it to the beginning of the list.

Description ▾	Notes	Reconcile	Manual <input type="checkbox"/>	Create Receipt
ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A ▾	<input type="checkbox"/>	Create Receipt
ZERO BALANCE ACCOUNT TRANSFER	project			
ZERO BALANCE ACCOUNT TRANSFER	1000 - 554.75 - 4/25/2019 <b>Projected</b> 1960 Qtr Jan thru Mar 31, 2019			
ZERO BALANCE ACCOUNT TRANSFER	1000 - 6338.86 - 4/25/2019 <b>Project</b> 1960 Qtr Jan 1 thru Mar 31, 2019			
ZERO BALANCE ACCOUNT TRANSFER	1000 - 38088.18 - 4/25/2019 <b>Project</b> 1960 QTR Jan 1 thru March 31, 2019			
ZERO BALANCE ACCOUNT TRANSFER	1000 - 241080.35 - 4/25/2019 <b>PROJECT</b> 1928 qtr Jan 1 thru March 31, 2019			
ZERO BALANCE ACCOUNT TRANSFER	1000 - JE#941: 3000.00 - 4/15/2019 To correct Receipt 3323			
ZERO BALANCE ACCOUNT TRANSFER	1000 - JE#941: 3000.00 - 4/15/2019 To correct Receipt 3323			
ZERO BALANCE ACCOUNT TRANSFER	1000 - JE#1000: 82930.00 - 4/30/2019 Collect Capital Outlay for April 2019			
ZERO BALANCE ACCOUNT TRANSFER	1000 - JE#1002: 200.00 - 4/1/2019 NSF EPS Payment - April 2019 - Shells In Home Care LLC			
ZERO BALANCE ACCOUNT TRANSFER	4000 - JE#943: 0.00 - 4/30/2019 Over/Short FS Apr 2019			
ZERO BALANCE ACCOUNT TRANSFER	4000 - JE#943: 0.00 - 4/30/2019 Over/Short FS Apr 2019			
ZERO BALANCE ACCOUNT TRANSFER FROM 2658500593564		N/A ▾	<input type="checkbox"/>	Create Receipt