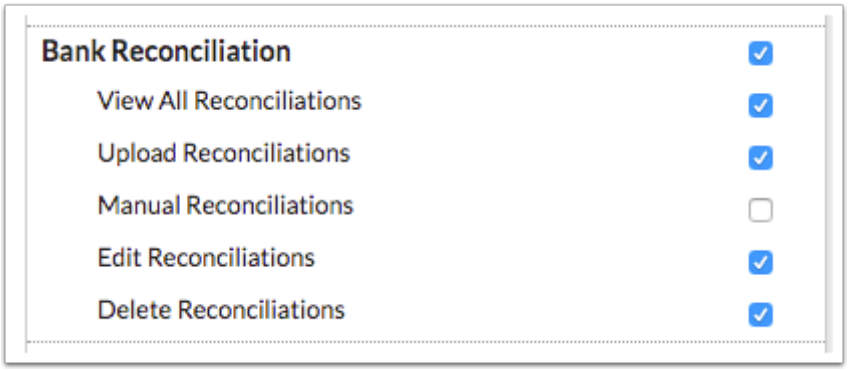
Bank Reconciliation

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.

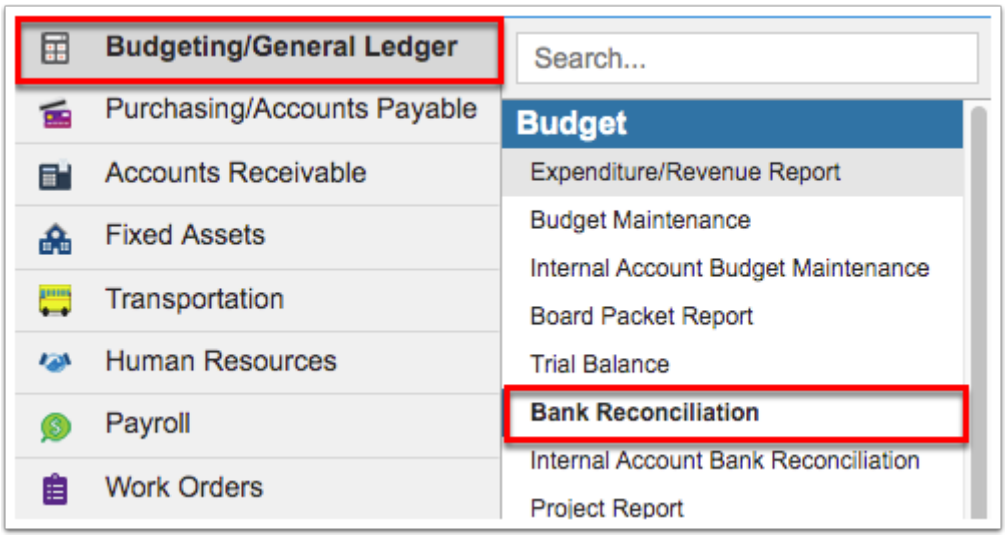
You can customize several of the settings for Bank Reconciliation via Setup > Settings > Miscellaneous tab > Bank Reconciliation.

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.

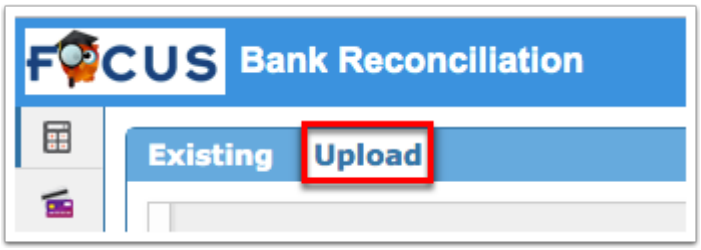


Creating a New Reconciliation

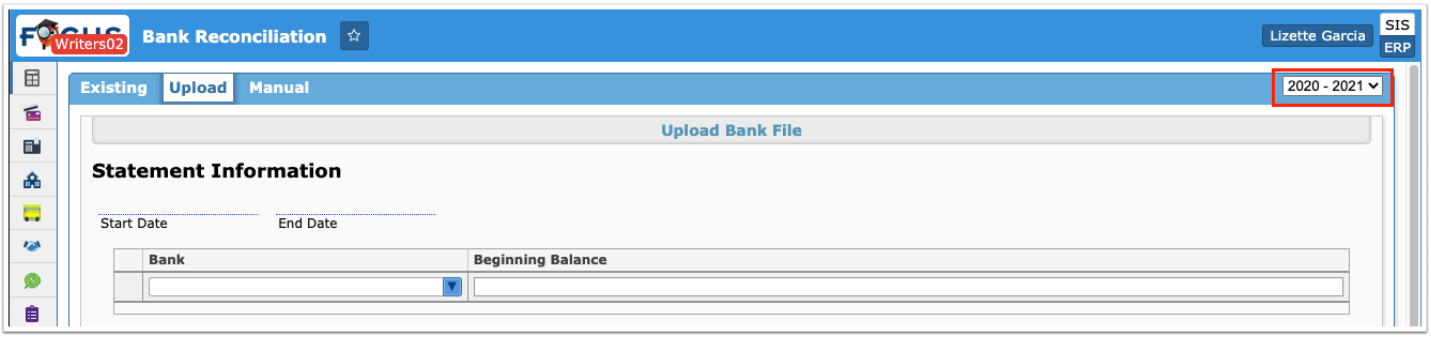
1. From the **Budgeting/General Ledger** menu, click **Bank Reconciliation**.



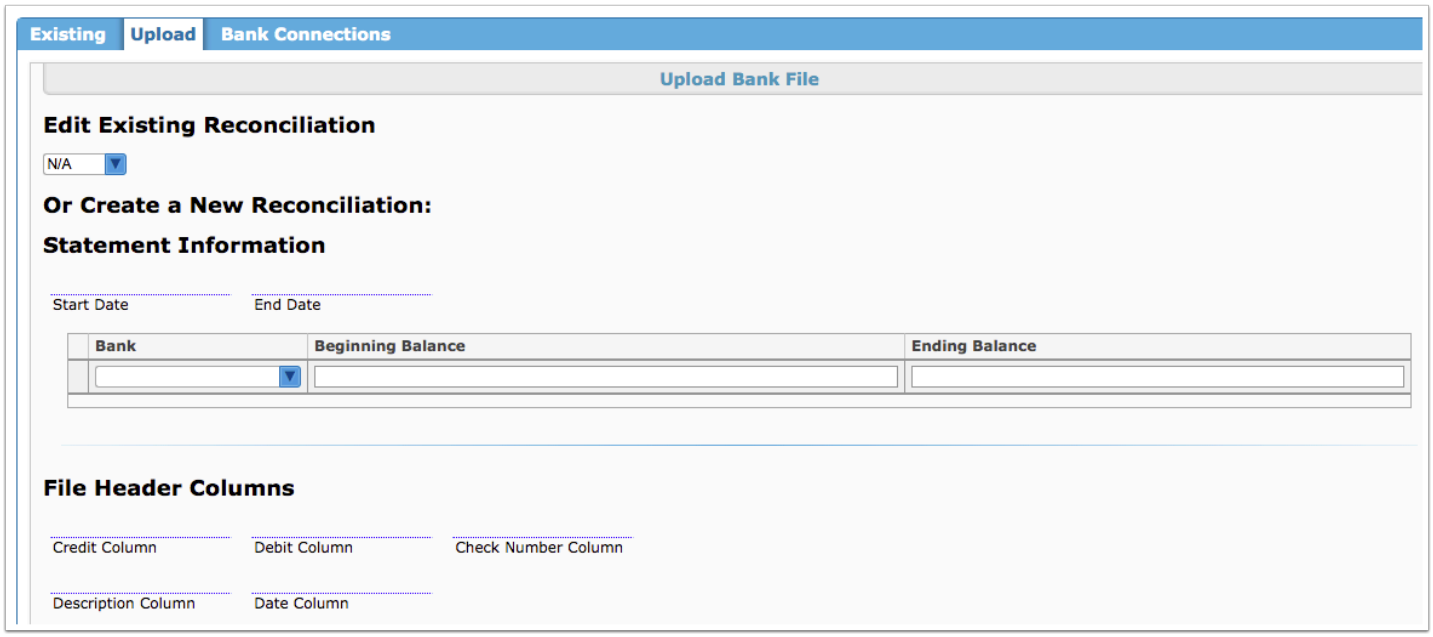
2. From the Bank Reconciliation screen, click the **Upload** tab to upload a new bank file and create a bank reconciliation.



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



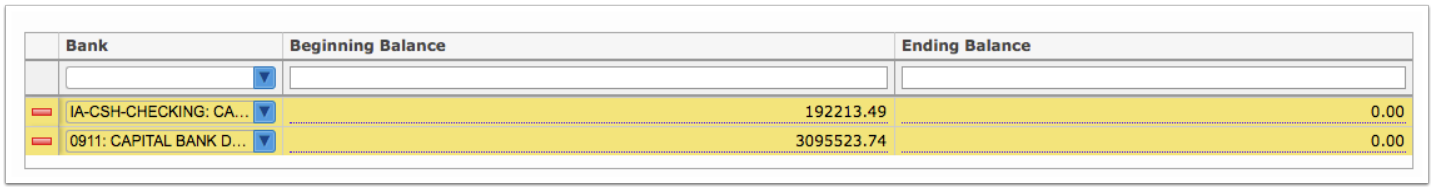
From the Upload screen, the system must be configured to process the formatted bank document. Once the fields have been setup, Focus will pull in the same settings for each subsequent file that is uploaded for the designated bank.



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.

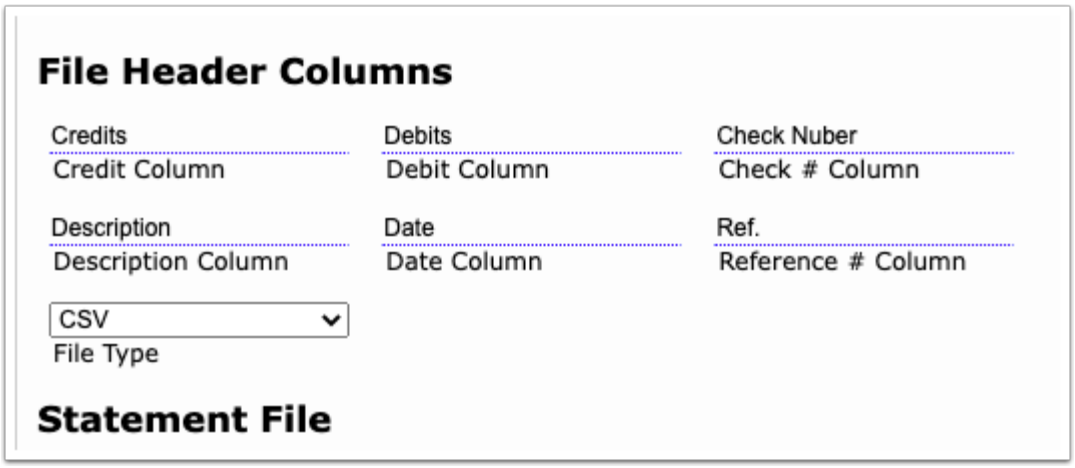


If necessary, click the **delete** button (red minus sign) to remove a selected Bank.

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.

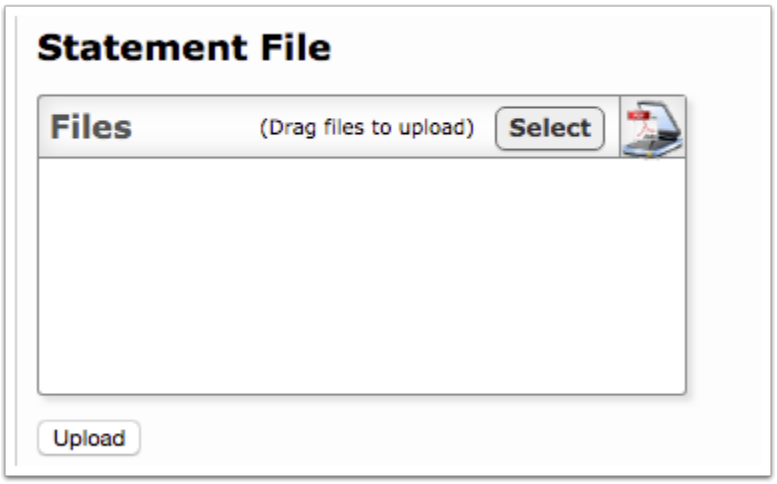
9. If this is the first time uploading a statement for the selected bank account, enter the titles of the **File Header Columns** exactly as they appear on the bank statement.



File 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.



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:

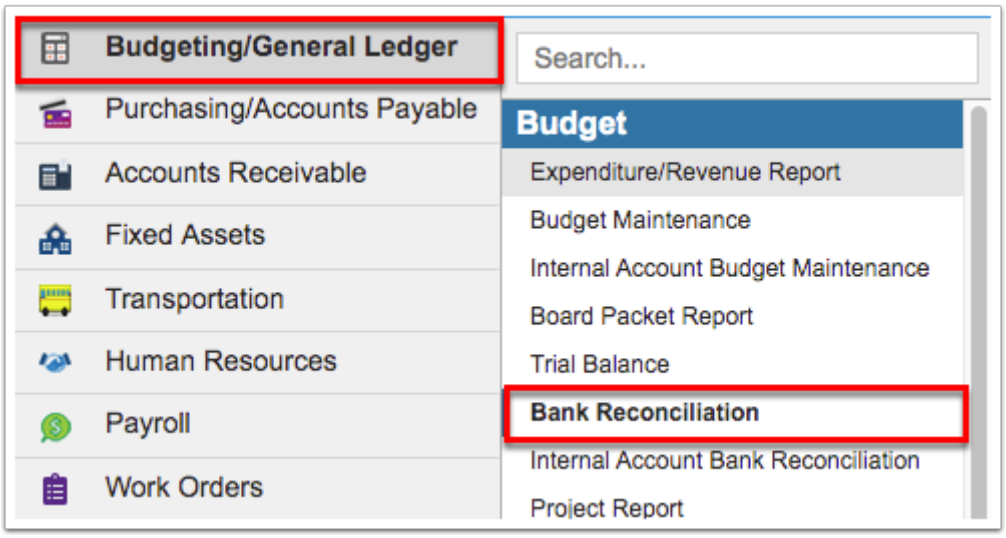
- **Date:** Transaction date
- **Check Number:** The number printed on the check
- **Description:** Brief explanation of the transaction type
- **Debits:** Dollar amount of the debit transaction (i.e. check)
- **Credits:** Dollar amount of the credit transaction (i.e. deposit)
- **Reference #**: The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

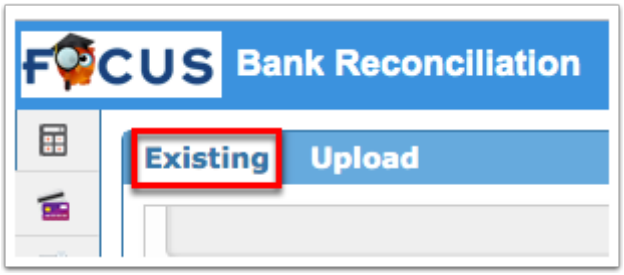
	A	B	C	D	E	F
	Date	**Debit Amt**	**Credit Amt**	**Check Number**	**Desc**	**BANK**
	12/20/17		25.00		deposit	GENW
	12/21/17		10000.00		deposit	GENW
	12/22/17	1575.25		7501	check	GENW
	12/23/17		500.00		deposit	GENW
	12/24/17	900.00		7502	check	GENW
	12/25/17		-5.00		fee	GENW
	12/20/17	55.20		1122	check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

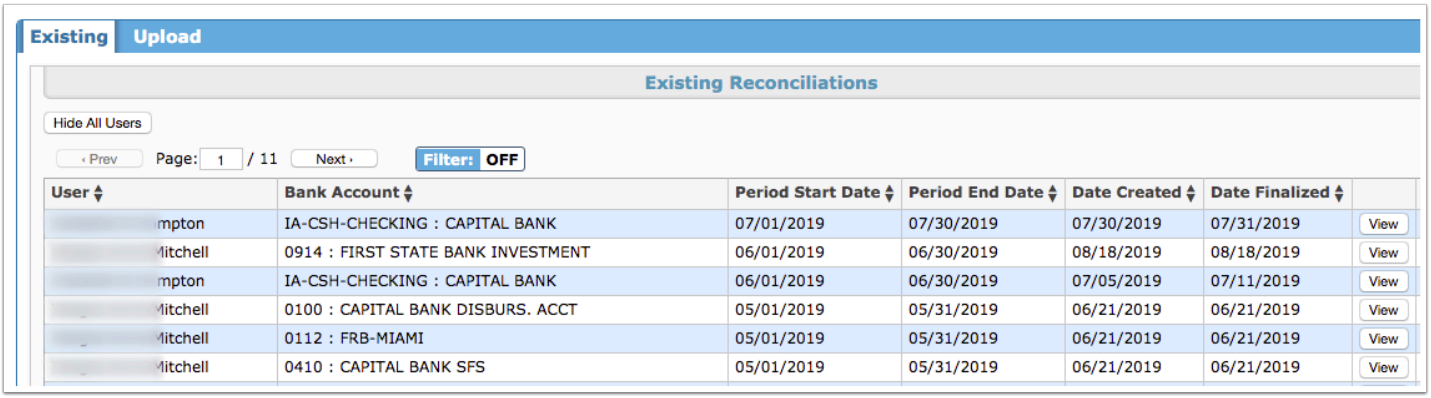


2. Click the **Existing** tab for all existing reconciliations.



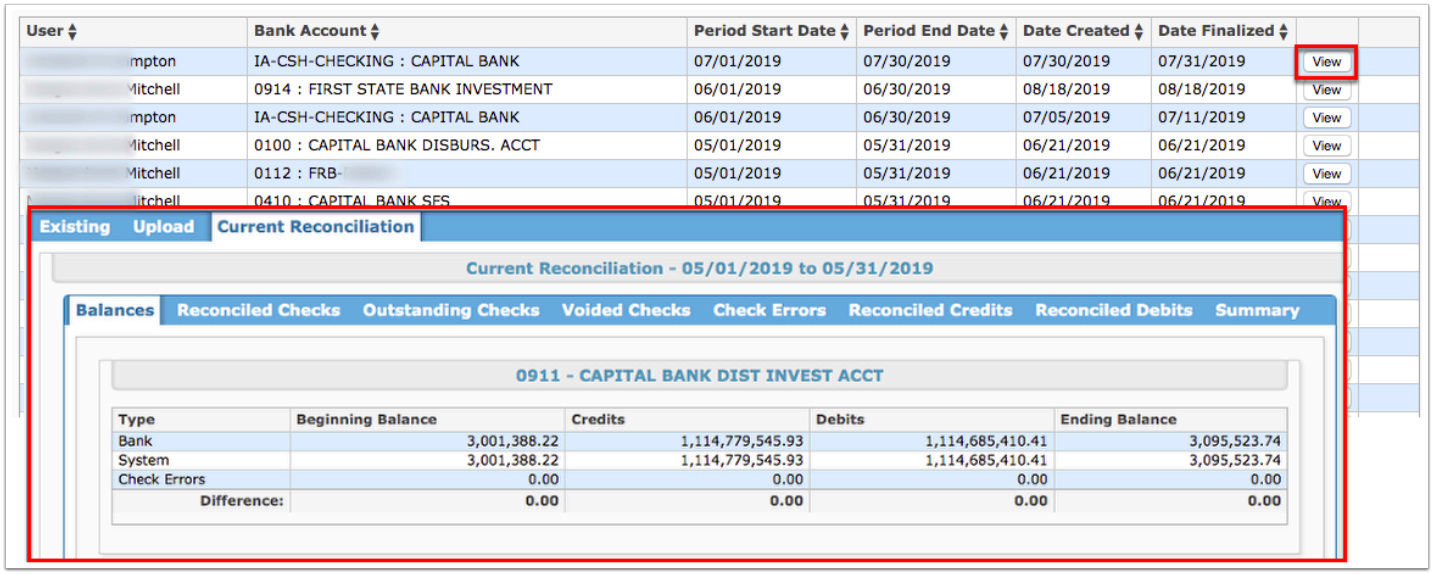
3. Select the correct fiscal year from the FY pull-down. The pull-down defaults to the current fiscal year.

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.

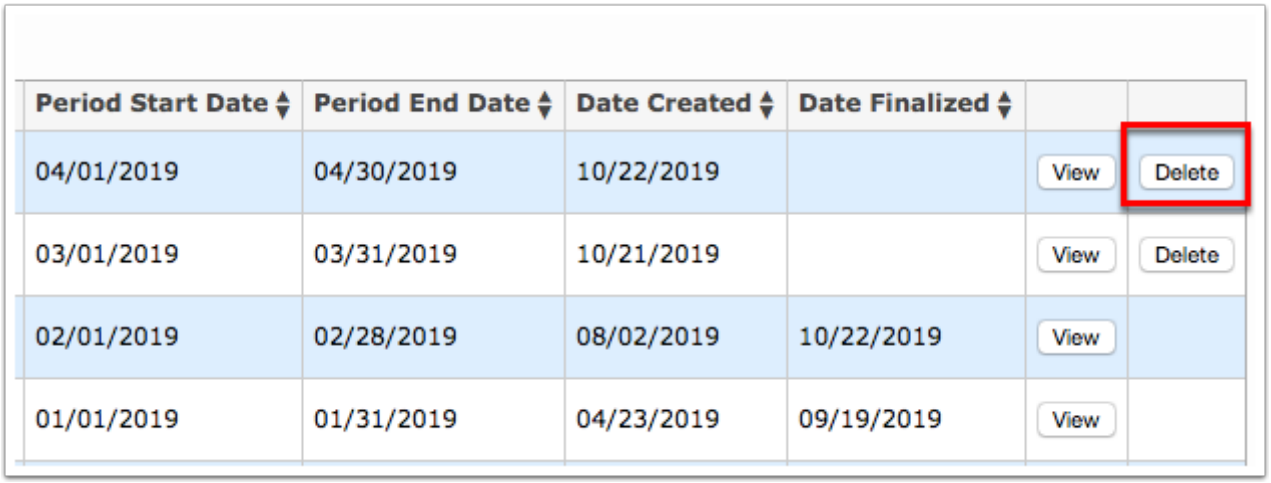


User	Bank Account	Period Start Date	Period End Date	Date Created	Date Finalized	
mpton	IA-CSH-CHECKING : CAPITAL BANK	07/01/2019	07/30/2019	07/30/2019	07/31/2019	View
itchell	0914 : FIRST STATE BANK INVESTMENT	06/01/2019	06/30/2019	08/18/2019	08/18/2019	View
mpton	IA-CSH-CHECKING : CAPITAL BANK	06/01/2019	06/30/2019	07/05/2019	07/11/2019	View
itchell	0100 : CAPITAL BANK DISBURS. ACCT	05/01/2019	05/31/2019	06/21/2019	06/21/2019	View
itchell	0112 : FRB-MIAMI	05/01/2019	05/31/2019	06/21/2019	06/21/2019	View
itchell	0410 : CAPITAL BANK SFS	05/01/2019	05/31/2019	06/21/2019	06/21/2019	View

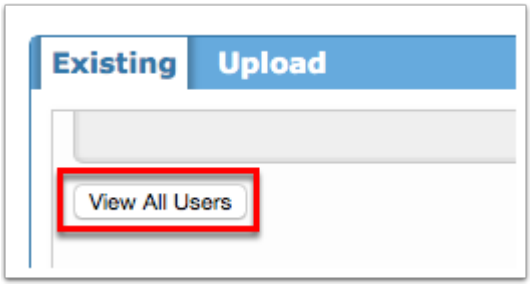
4. Click the **View** button to review all reconciliation data via the Current Reconciliation tab, which includes the following tabs: Balances, Reconciled Checks, Outstanding Checks, Voided Checks, Check Errors, Reconciled Credits, Reconciled Debits, and Summary.



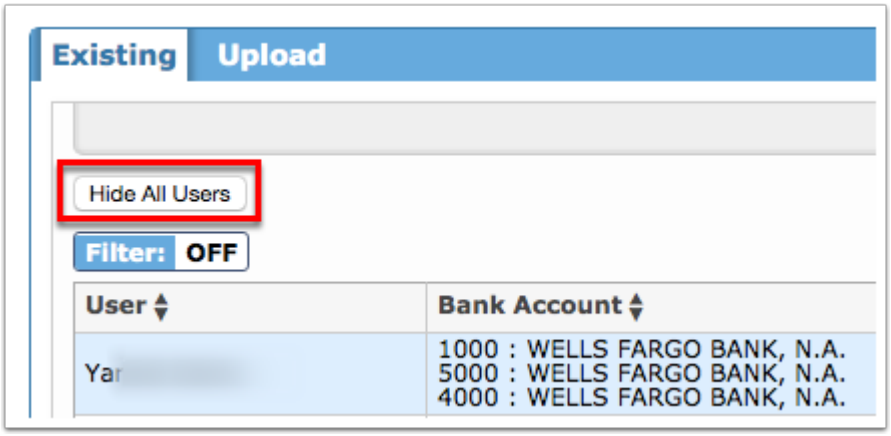
5. Before the reconciliation is finalized, you can click the **Delete** button to delete the bank reconciliation.



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

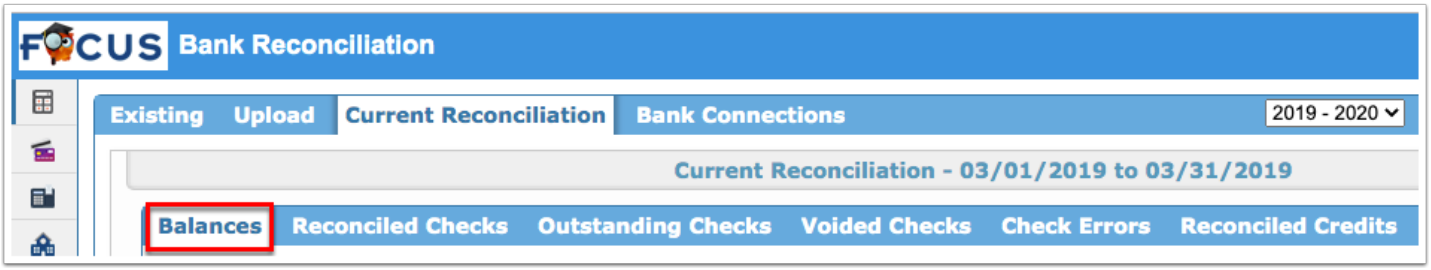


a. Upon viewing all users, to revert back to only your reconciliations, click **Hide All Users**.

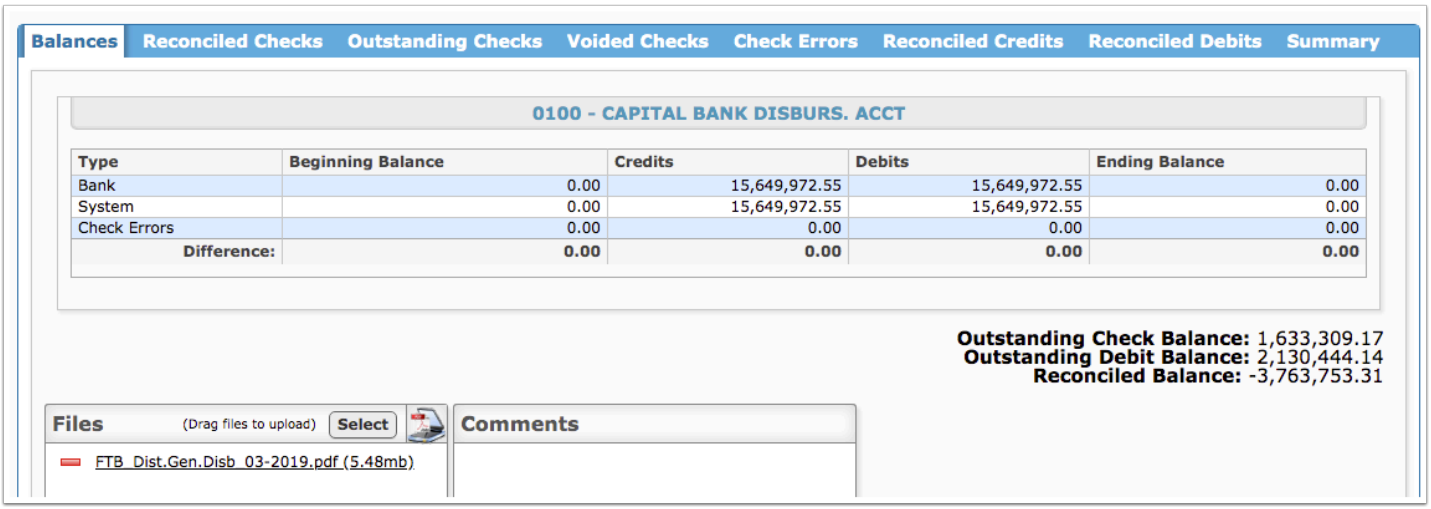


Balances

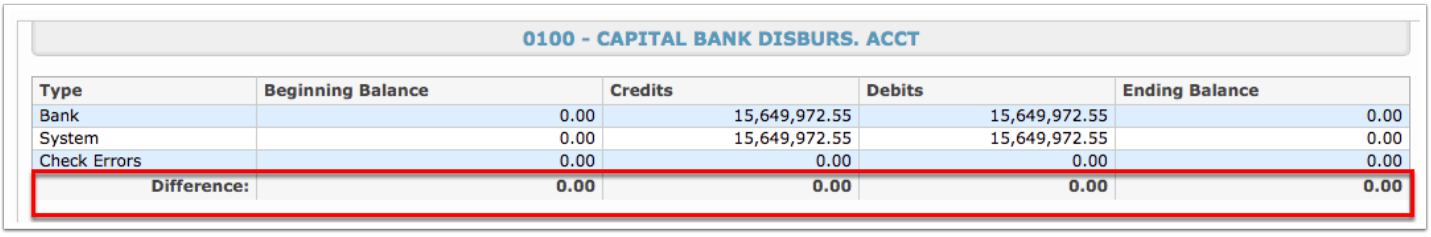
1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Balances** tab.



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



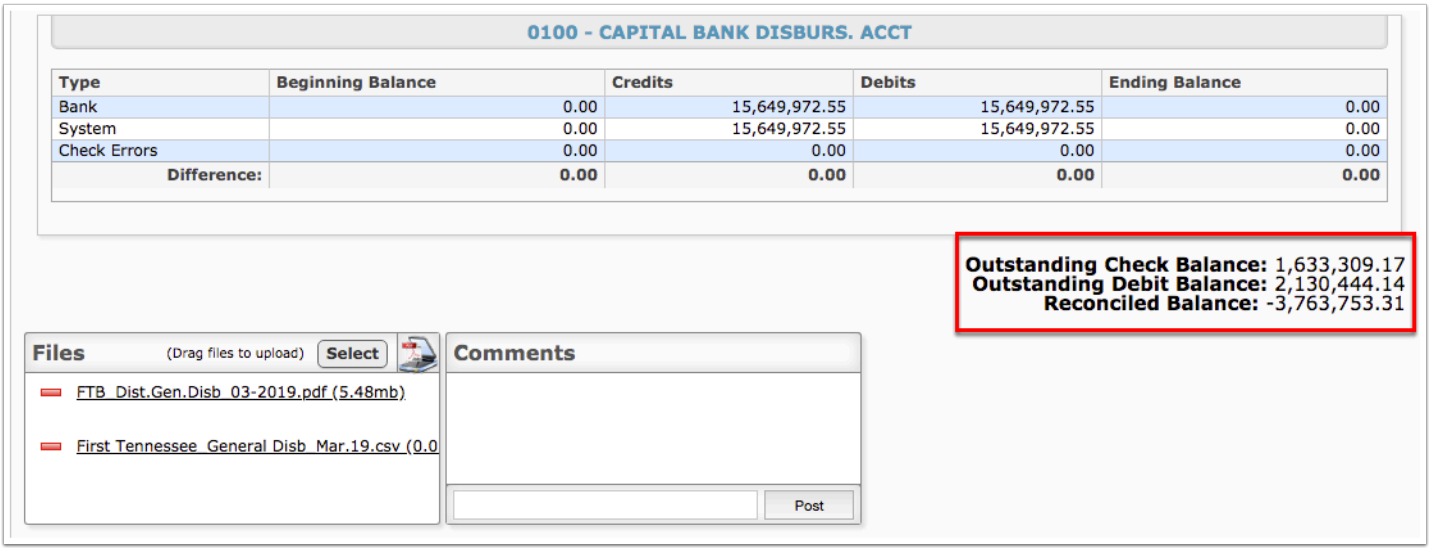
The **Difference** row will show a zero balance when both accounts have been fully reconciled. If any column displays a balance other than zero, review the appropriate tab and reconcile the transactions listed.



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**

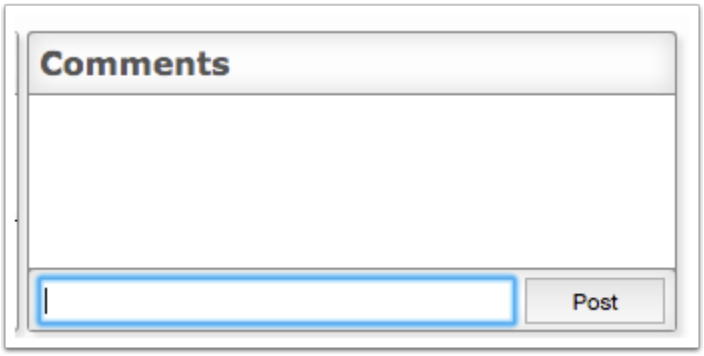
3. Review the Outstanding Check Balance, the Outstanding Debit Balance, and the Reconciled Balance.



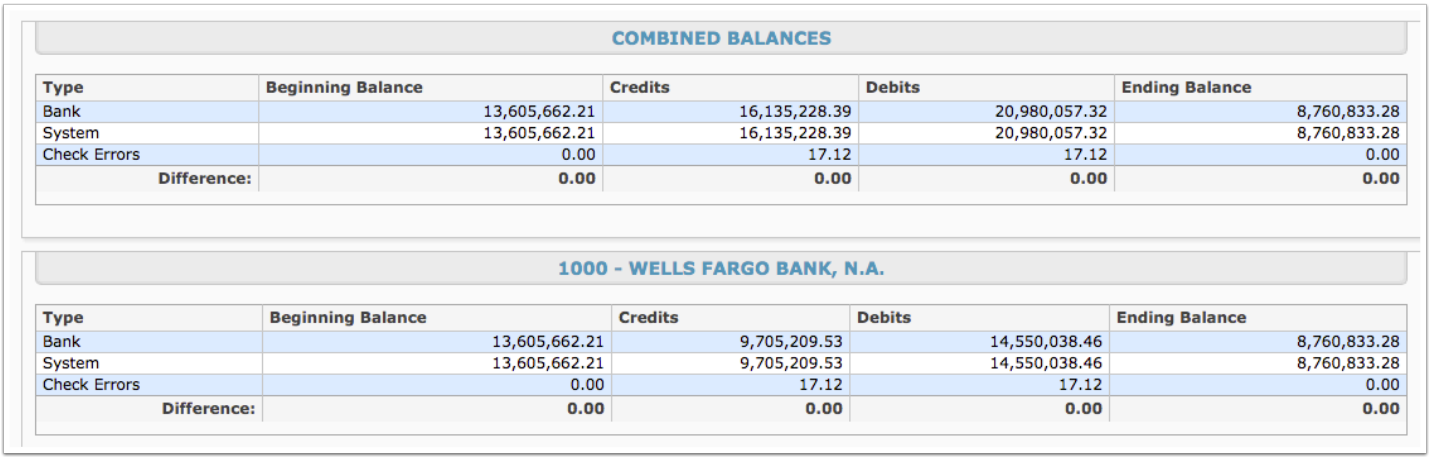
4. As indicated in the **Files** section, drag files directly into the box to attach documents or click the **Select** button to browse for files. There is also a Scan File button next to the Select button for direct scanning. Click the **Scan File** button; this will prompt you to download Dynamsoft. 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.

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**.



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.



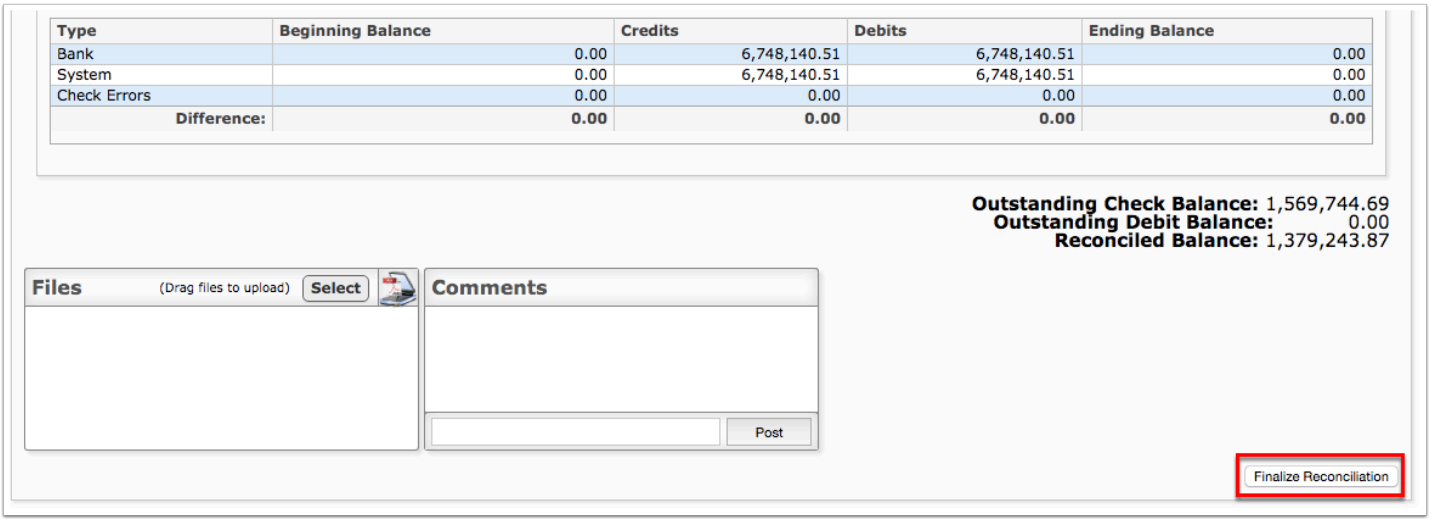
COMBINED BALANCES

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
Difference:	**0.00**	**0.00**	**0.00**	**0.00**

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
Difference:	**0.00**	**0.00**	**0.00**	**0.00**

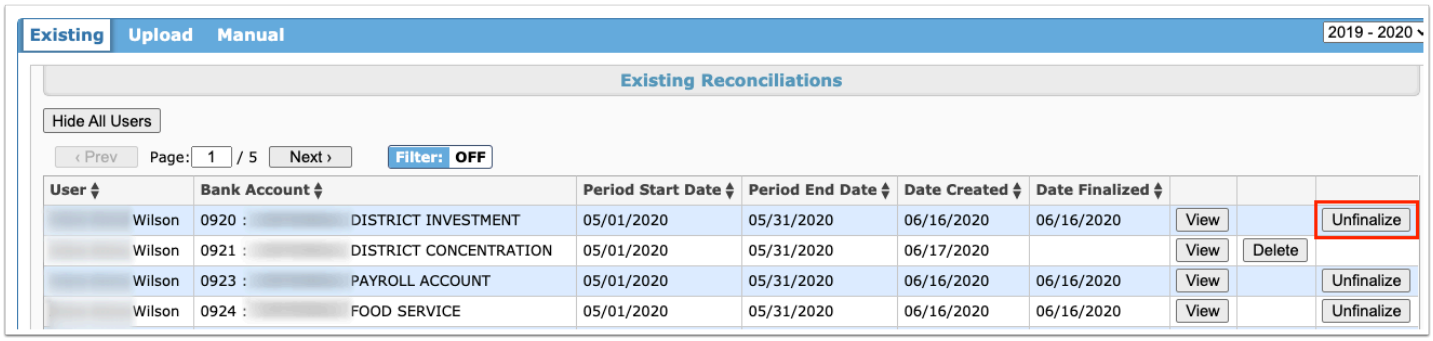
6. Once the Bank and System amounts balance, click **Finalize Reconciliation** to record the reconciliation as complete in the Focus ERP system. Once finalized, the record can be reviewed from the Existing tab, but cannot be altered.



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
Difference:	**0.00**	**0.00**	**0.00**	**0.00**

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

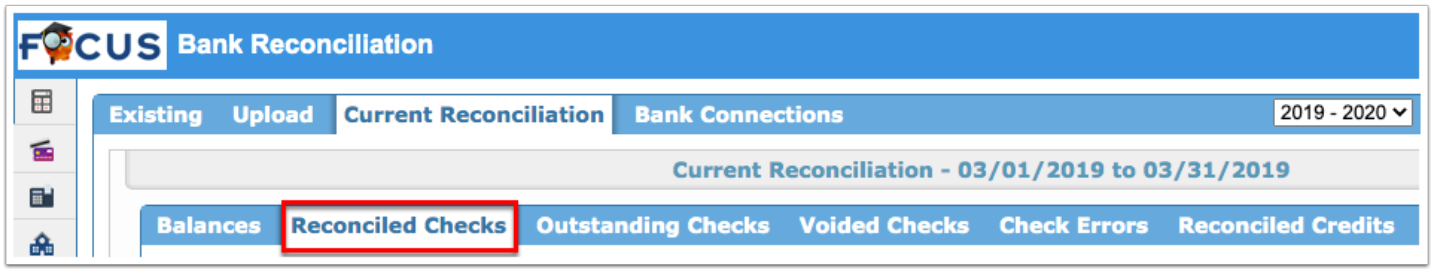
With the appropriate permission, you can click the **Unfinalize** button to revert finalized reconciliations back to unreconciled.



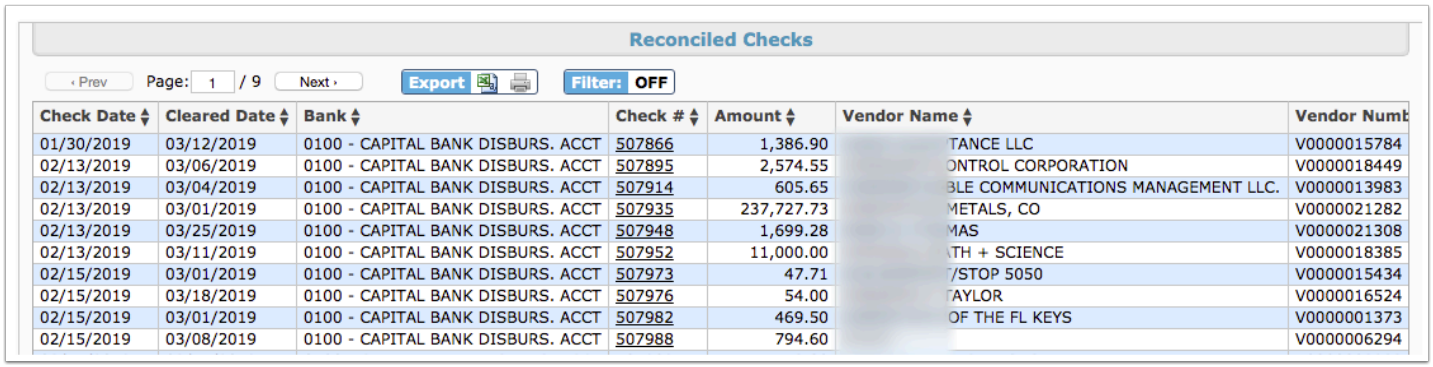
The Unfinalize button only displays when the permission **Unfinalize Reconciliations** is enabled via Setup > Profiles.

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.



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.



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

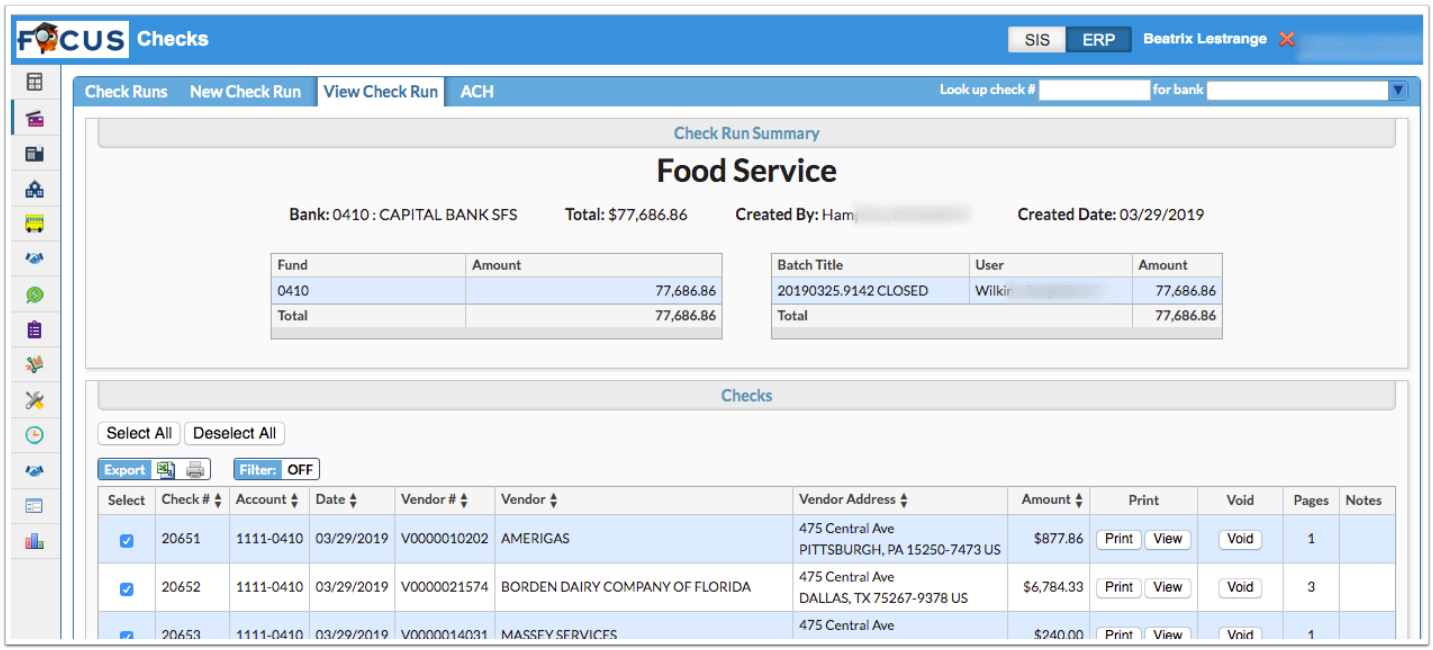
Check Date	Cleared Date	Bank	Check #	Amount	Vendor Name
01/30/2019	03/12/2019	0100 - CAPITAL BANK DISBURS. ACCT	507866	1,386.90	TANCE LLC
02/15/2019	03/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	507973	47.71	/STOP 5050
02/28/2019	03/06/2019	0100 - CAPITAL BANK DISBURS. ACCT	508013	1,980.00	REZ
02/28/2019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

> The Total displayed will change if **Filters** are applied. See Additional Features for more information.

Export Filter: ON

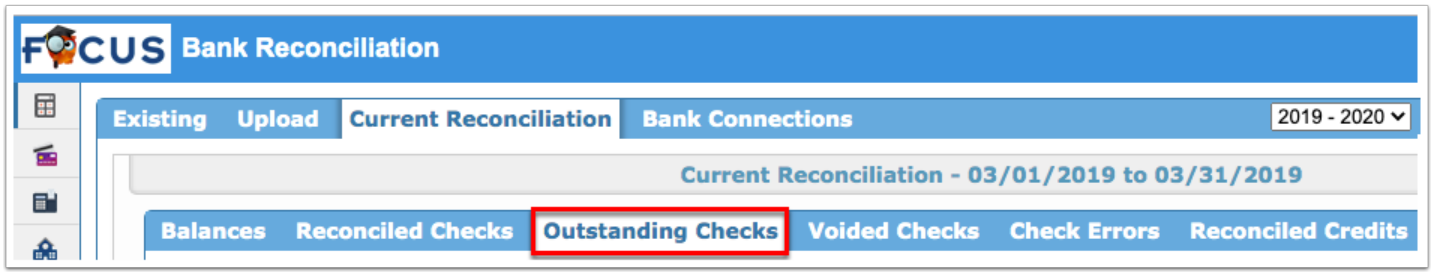
Check Date	Cleared Date	Bank	Check #	Amount	Vendor Name
01/30/2019	03/12/2019	0100 - CAPITAL BANK DISBURS. ACCT	507866	1,386.90	ASSET ACCEPTANCE LLC
03/14/2019	03/26/2019	0100 - CAPITAL BANK DISBURS. ACCT	508107	675.00	FASFEPA
			Total:	2,061.90	

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

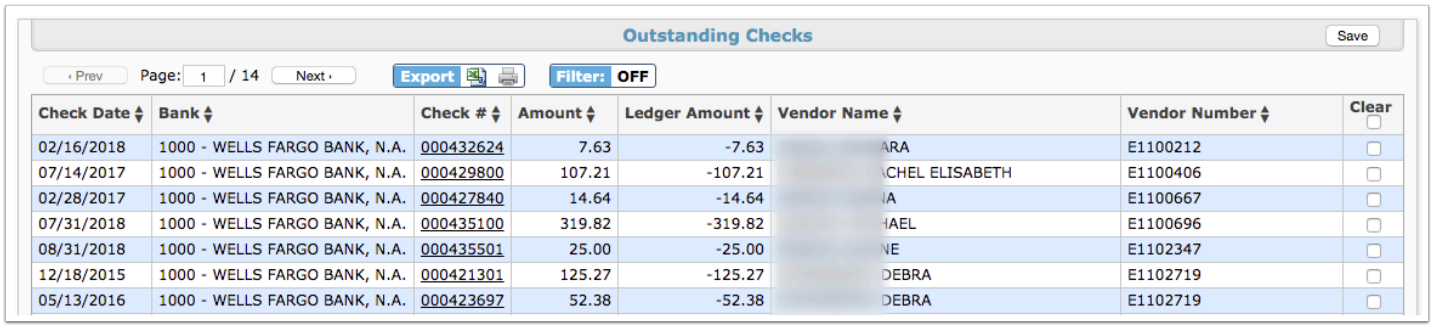


Outstanding Checks

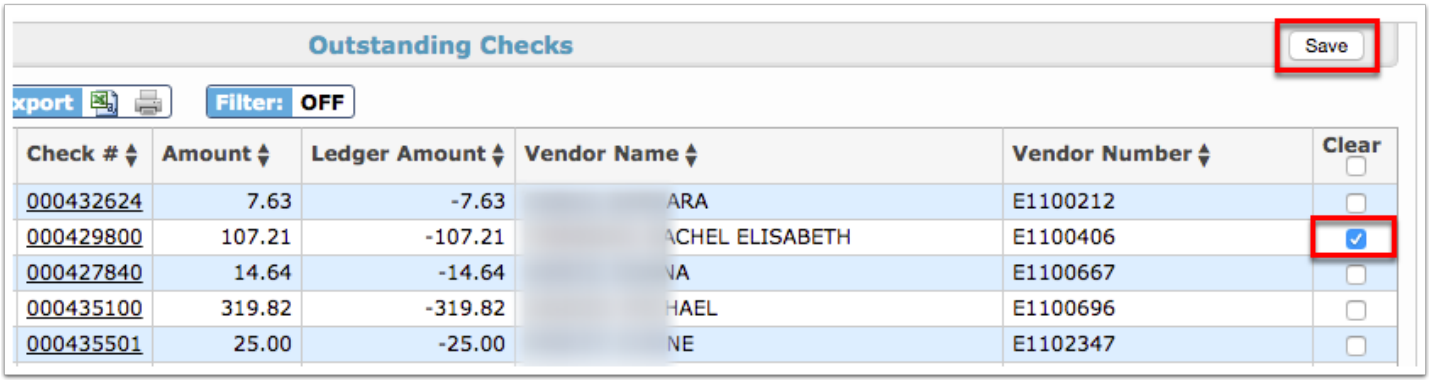
1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Outstanding Checks** tab.



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.

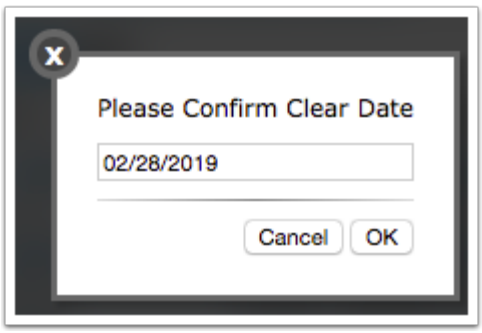


2. To manually clear a check, select the **Clear** checkbox and click the **Save** button.

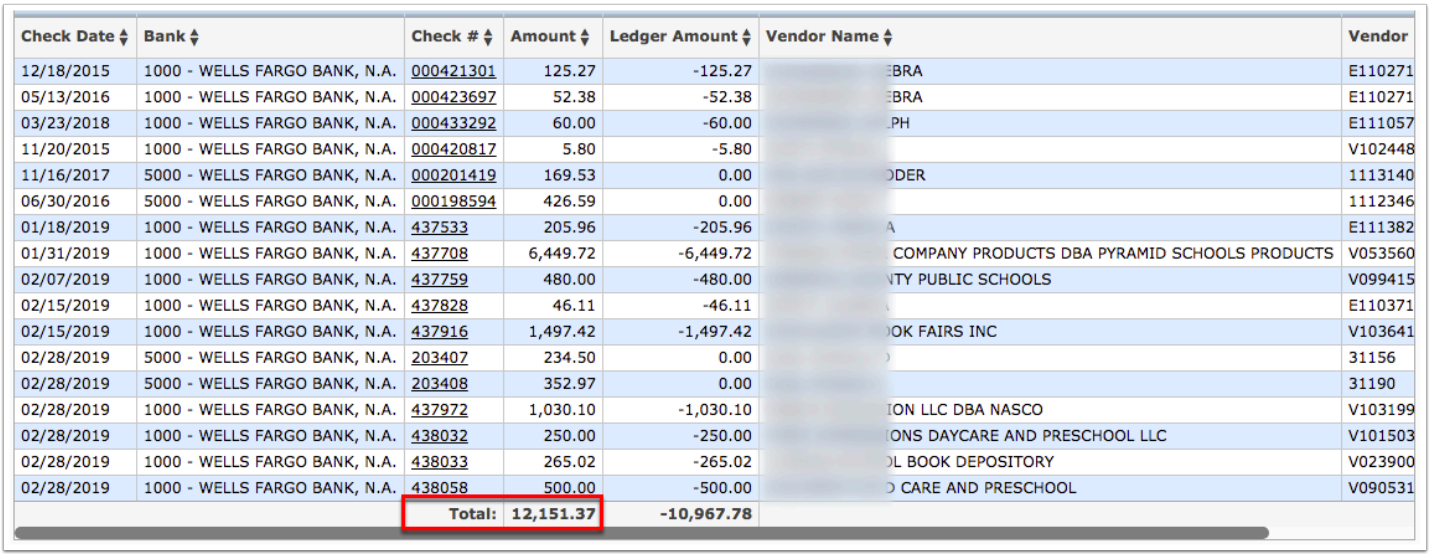


Check #	Amount	Ledger Amount	Vendor Name	Vendor Number	Clear
000432624	7.63	-7.63	ARA	E1100212	☐
000429800	107.21	-107.21	CHEL ELISABETH	E1100406	☑
000427840	14.64	-14.64	NA	E1100667	☐
000435100	319.82	-319.82	HAEL	E1100696	☐
000435501	25.00	-25.00	NE	E1102347	☐

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.



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

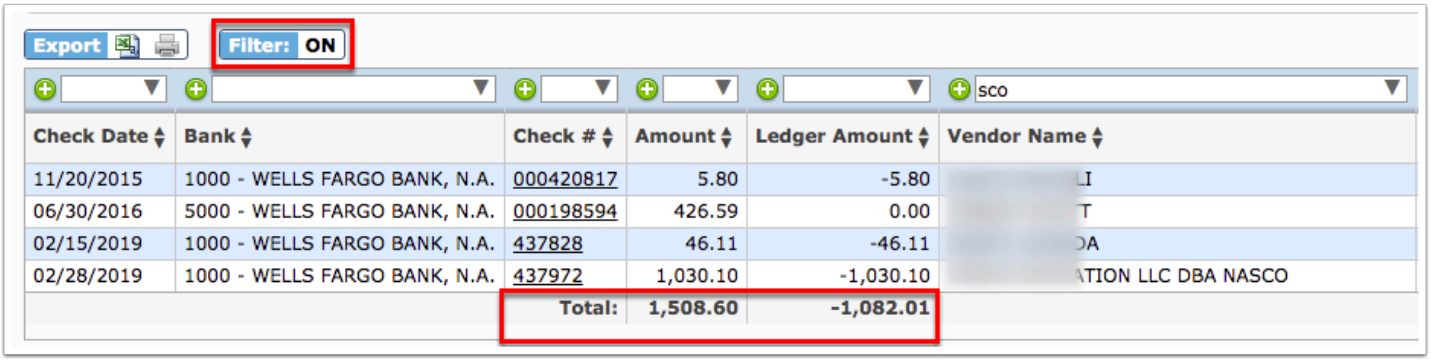


Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor
12/18/2015	1000 - WELLS FARGO BANK, N.A.	000421301	125.27	-125.27	EBRA	E110271
05/13/2016	1000 - WELLS FARGO BANK, N.A.	000423697	52.38	-52.38	EBRA	E110271
03/23/2018	1000 - WELLS FARGO BANK, N.A.	000433292	60.00	-60.00	PH	E111057
11/20/2015	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	DER	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	OK 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	ONS DAYCARE AND PRESCHOOL LLC	V101503
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438033	265.02	-265.02	L BOOK DEPOSITORY	V023900
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438058	500.00	-500.00	CARE AND PRESCHOOL	V090531
		Total:	12,151.37	-10,967.78		

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

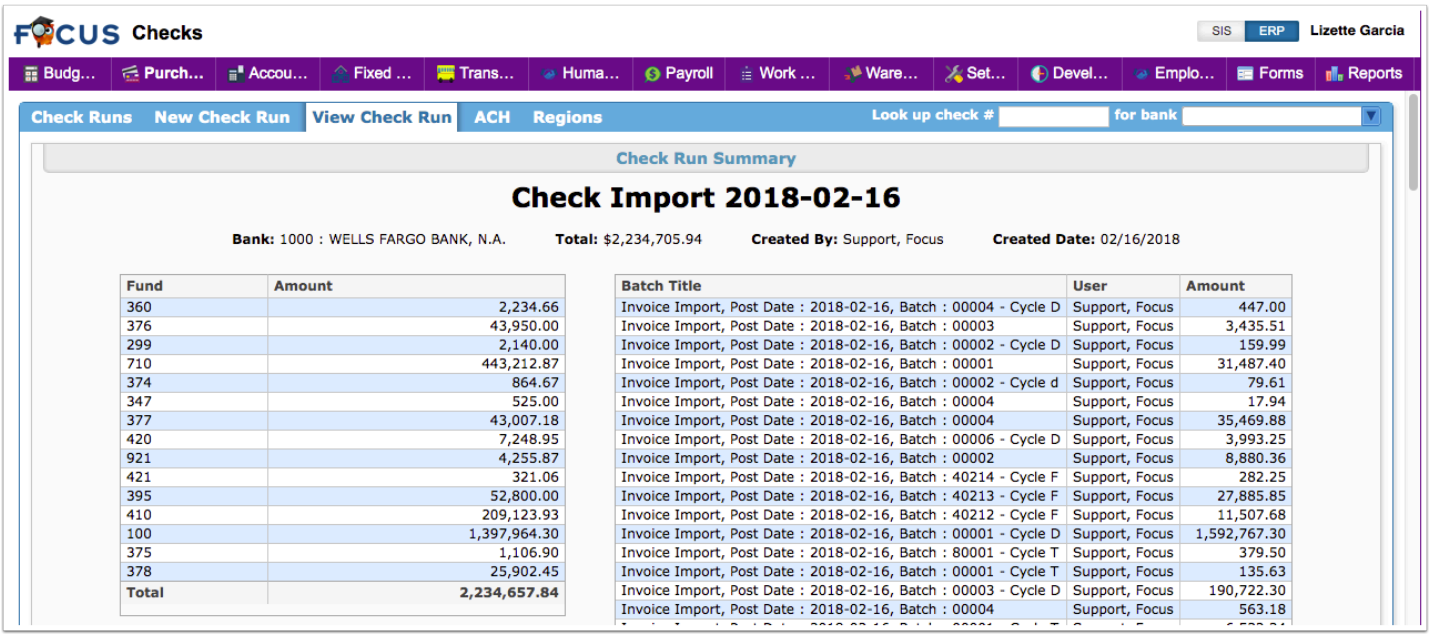
Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor
12/18/2015	1000 - WELLS FARGO BANK, N.A.	000421301	125.27	-125.27	EBRA	E110271
05/13/2016	1000 - WELLS FARGO BANK, N.A.	000423697	52.38	-52.38	EBRA	E110271
03/23/2018	1000 - WELLS FARGO BANK, N.A.	000433292	60.00	-60.00	LPH	E111057
11/20/2015	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	DER	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	OK 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	ONS DAYCARE AND PRESCHOOL LLC	V101503
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438033	265.02	-265.02	L BOOK DEPOSITORY	V023900
02/28/2019	1000 - WELLS FARGO BANK, N.A.	438058	500.00	-500.00	CARE AND PRESCHOOL	V090531
		Total:	12,151.37	-10,967.78		

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



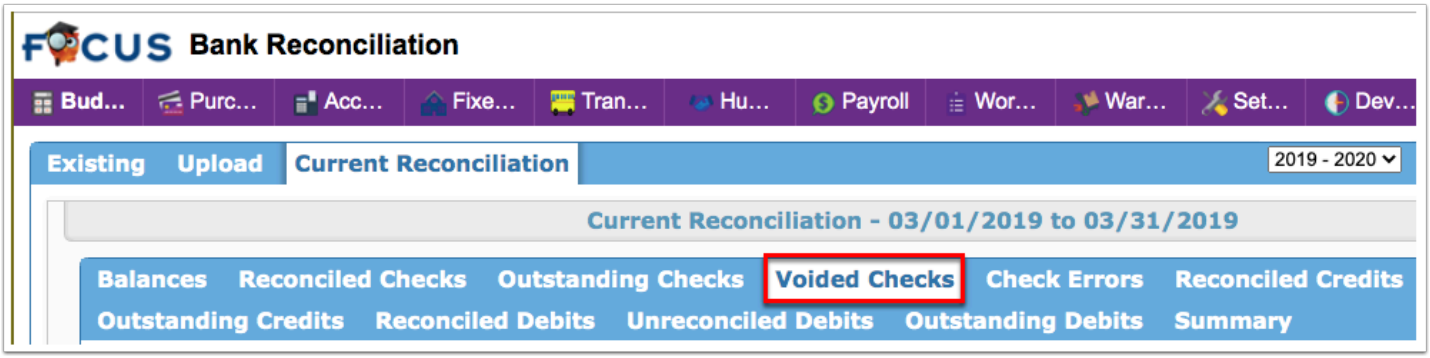
Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name
11/20/2015	1000 - WELLS FARGO BANK, N.A.	000420817	5.80	-5.80	LI
06/30/2016	5000 - WELLS FARGO BANK, N.A.	000198594	426.59	0.00	T
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437828	46.11	-46.11	DA
02/28/2019	1000 - WELLS FARGO BANK, N.A.	437972	1,030.10	-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.

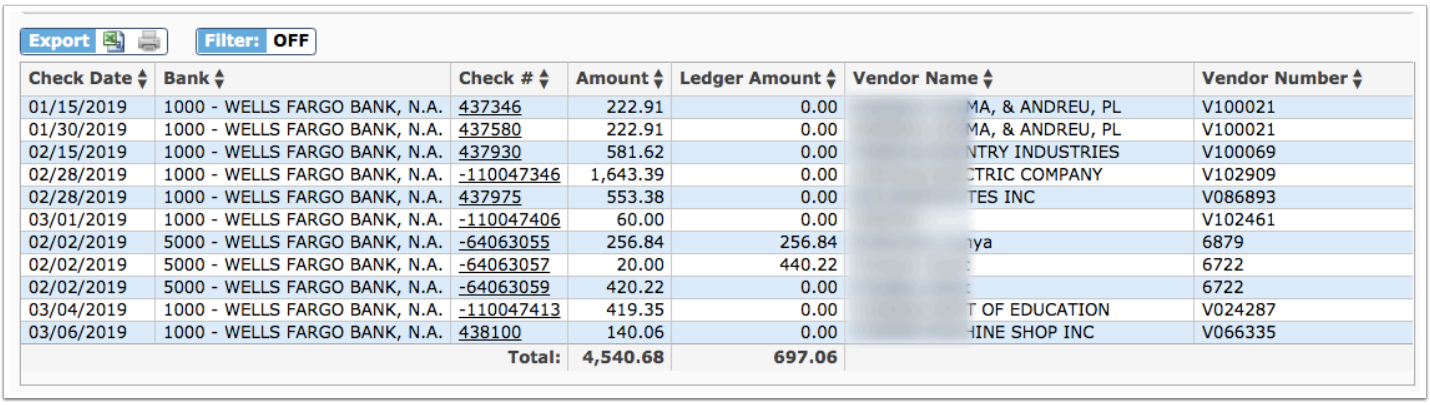


Voided Checks

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.



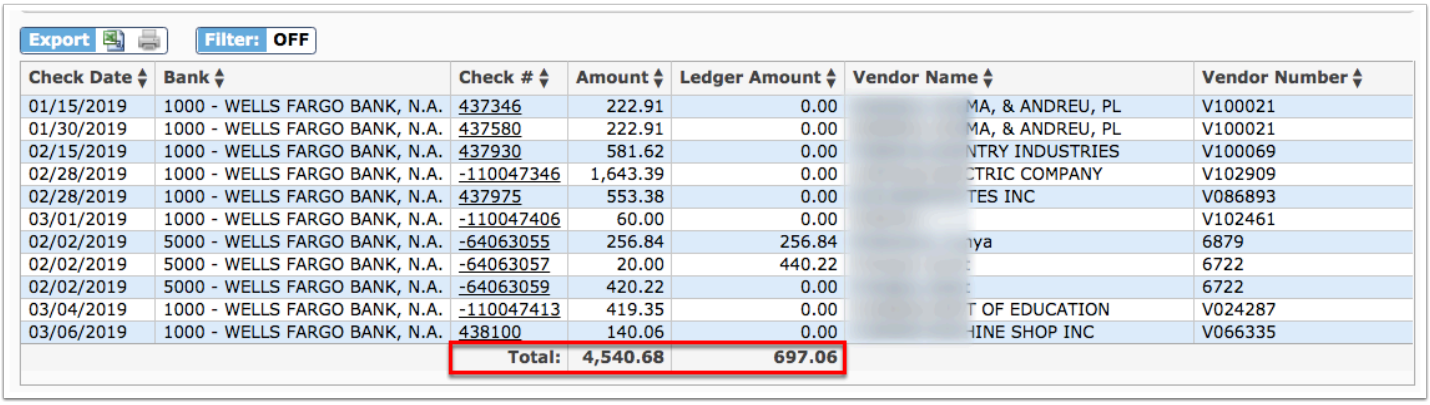
The Voided Checks tab displays a report of all voided checks during the reconciliation period for the banks included in the reconciliation vis a vis the following columns: the Check Date, Bank name, Check #, the Amount, the Ledger Amount, the Vendor Name, and the Vendor Number. The Reference # will also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

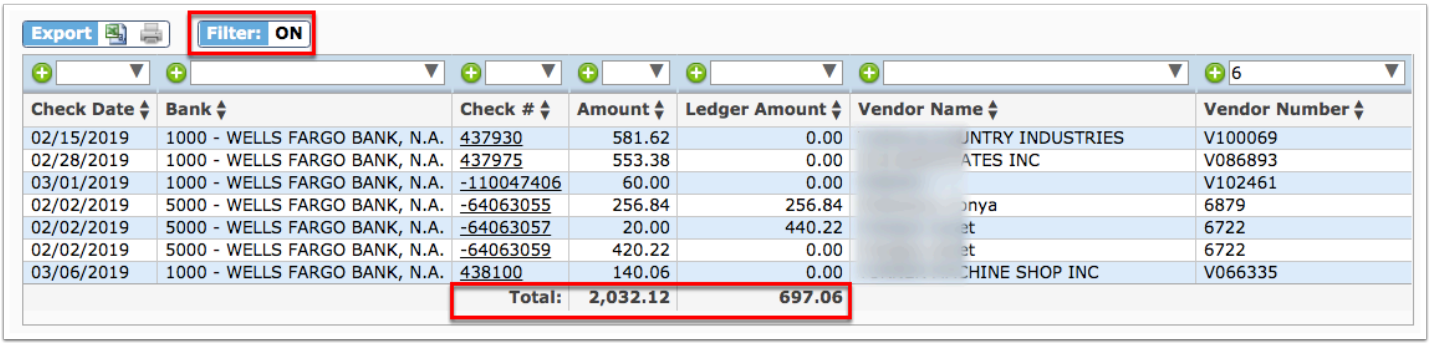
The last row also displays the **Total** of the **Amount** and **Ledger Amount** columns.



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	NTRY 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	ya	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.

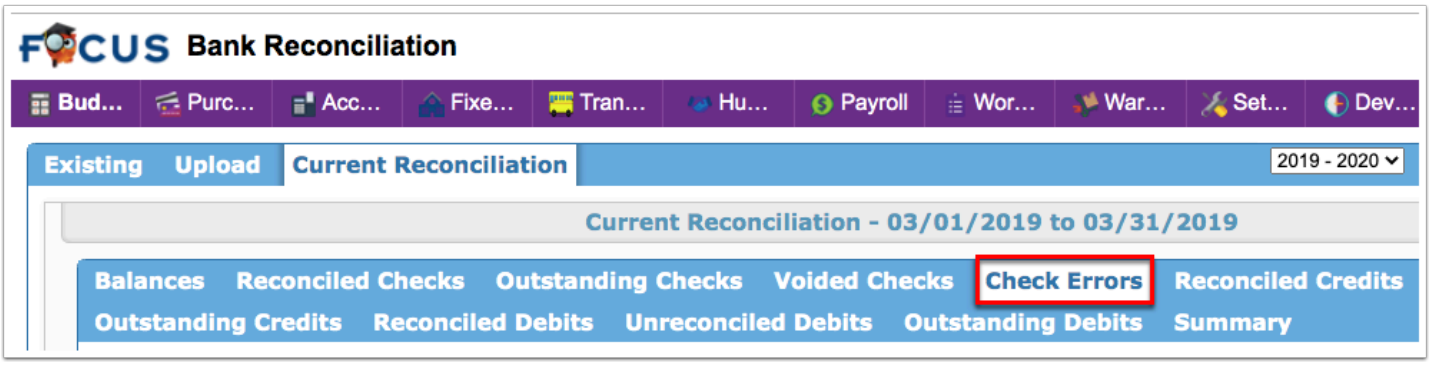


Export | Filter: ON

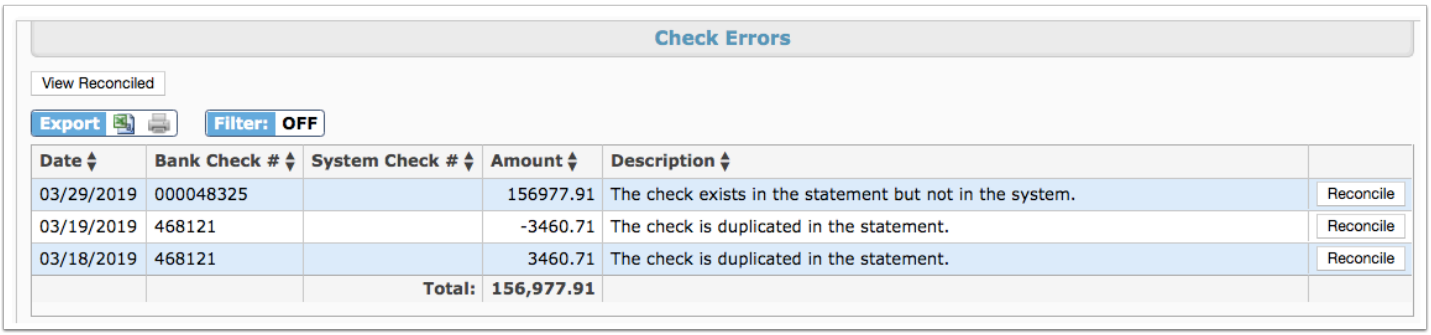
Check Date	Bank	Check #	Amount	Ledger Amount	Vendor Name	Vendor Number
02/15/2019	1000 - WELLS FARGO BANK, N.A.	437930	581.62	0.00	NTRY INDUSTRIES	V100069
02/28/2019	1000 - WELLS FARGO BANK, N.A.	437975	553.38	0.00	ATES INC	V086893
03/01/2019	1000 - WELLS FARGO BANK, N.A.	-110047406	60.00	0.00		V102461
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	t	6722
02/02/2019	5000 - WELLS FARGO BANK, N.A.	-64063059	420.22	0.00	t	6722
03/06/2019	1000 - WELLS FARGO BANK, N.A.	438100	140.06	0.00	CHINE 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.



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

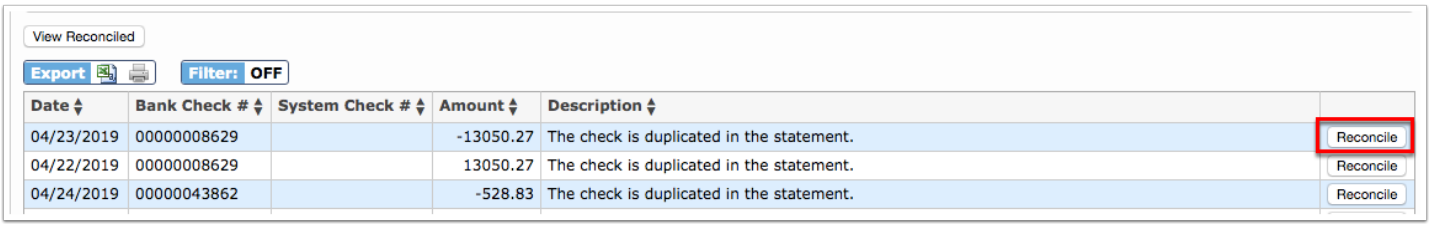


The cause of each check error is explained in the **Description** column.

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.



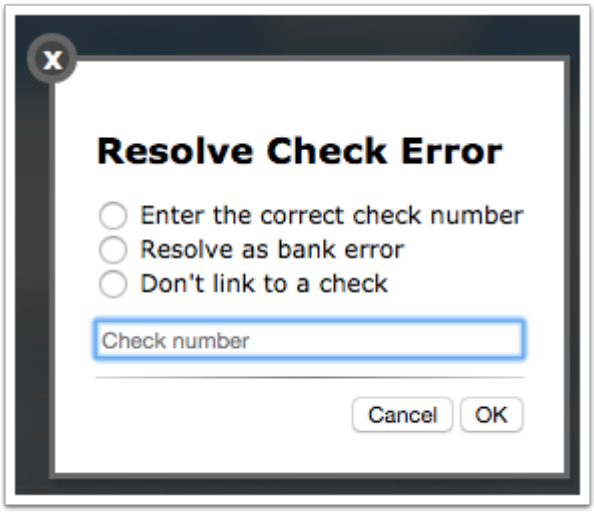
The check exists in the statement but not in the system:

a. In the pop-up window, select the correct radio button depending on how you'd like to resolve the error.

b. 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.

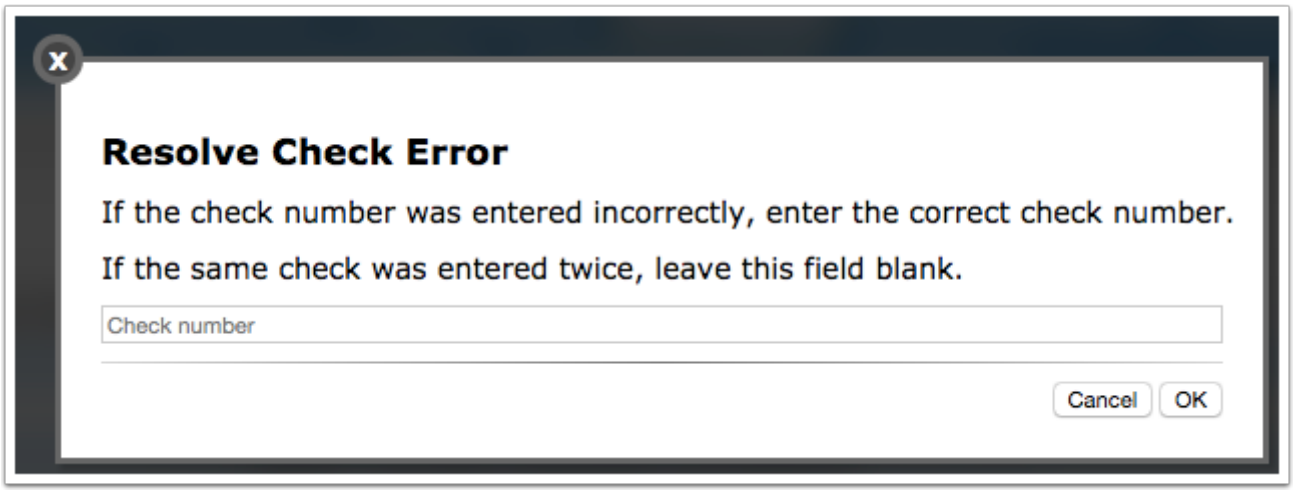
d. Select **Don't link to a check** if the error cannot be linked to a check or noted as a bank error. You can manually resolve the error by selecting Don't link to a check, but it is not recommended. Then, click **OK**. You can also click **Cancel** to close the pop-up window and return to the Check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



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.

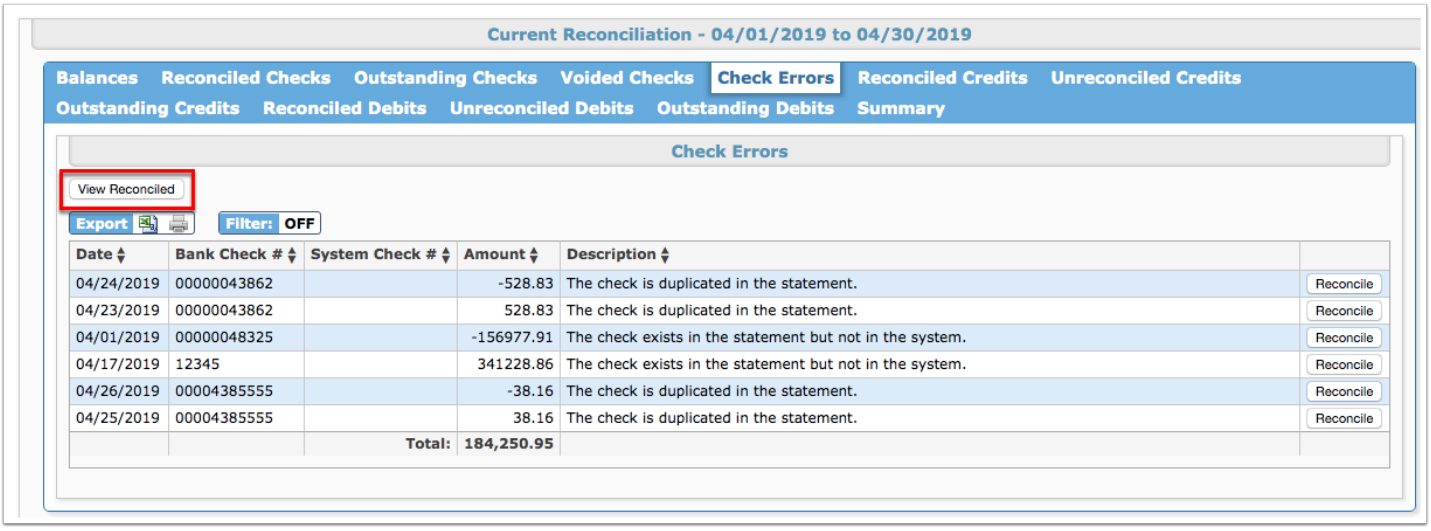


The check amounts are not equal:

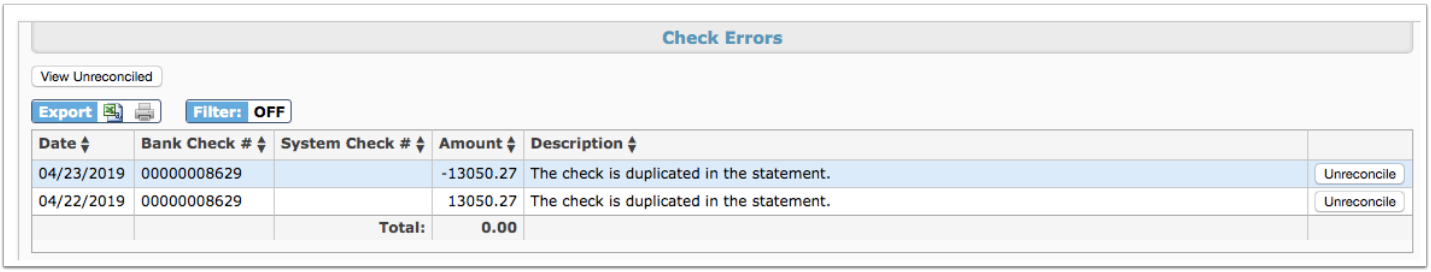
a. If the check amounts are not equal, enter the correct **Check number** in the text box.

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.

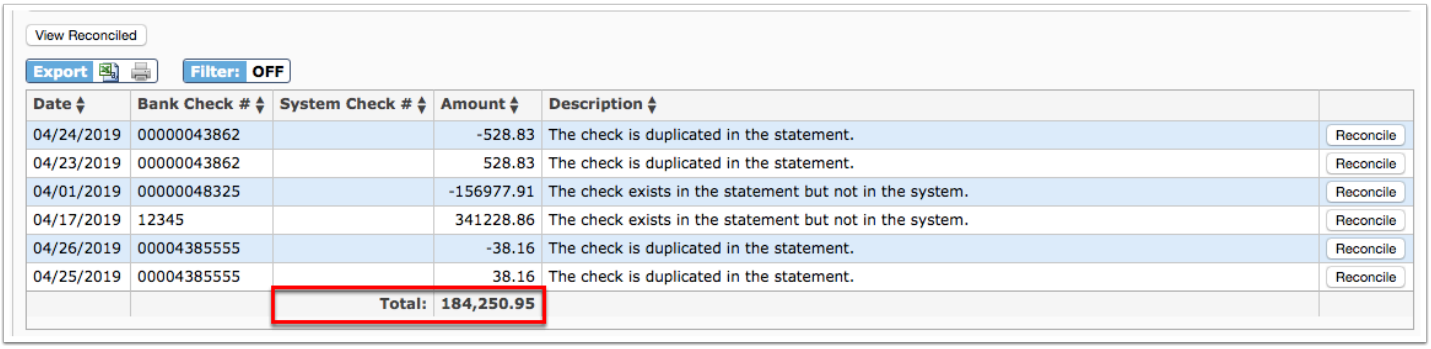


From this screen, you can review all checks that have been reconciled, and **Unreconcile** the checks, if necessary.

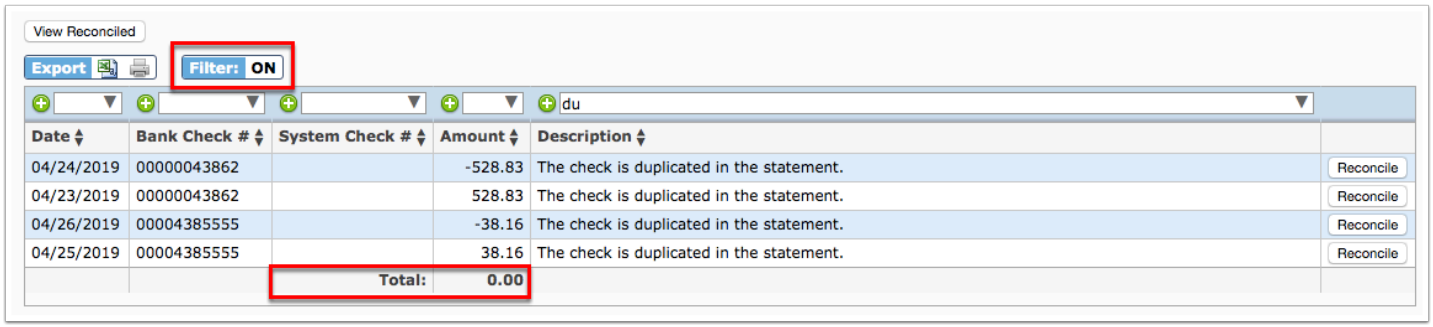


a. To go back to all check errors that have not been reconciled, click **View Unreconciled**.

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

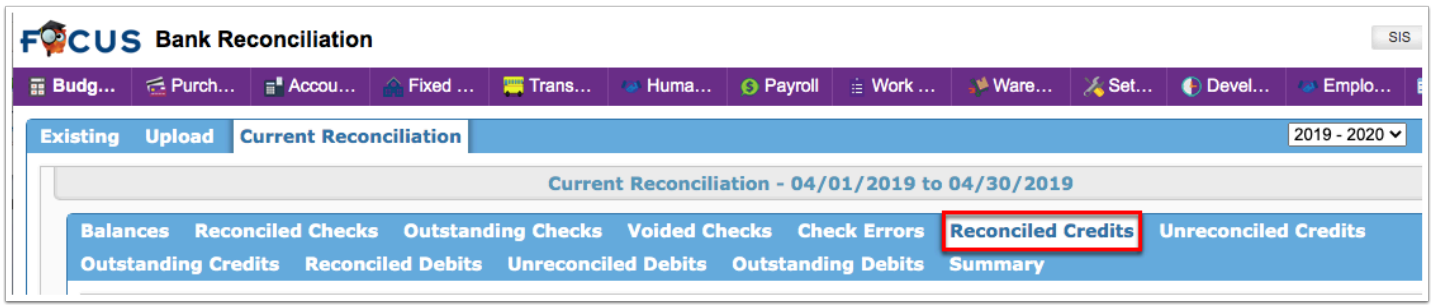


The Total of the Amount column displayed will change if **Filters** are applied. See Additional Features for more information.

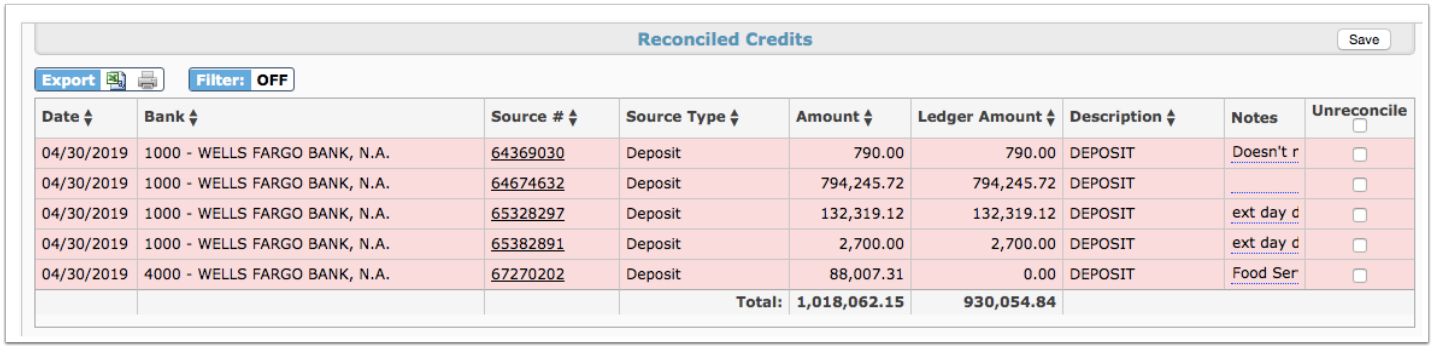


Reconciled Credits

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.

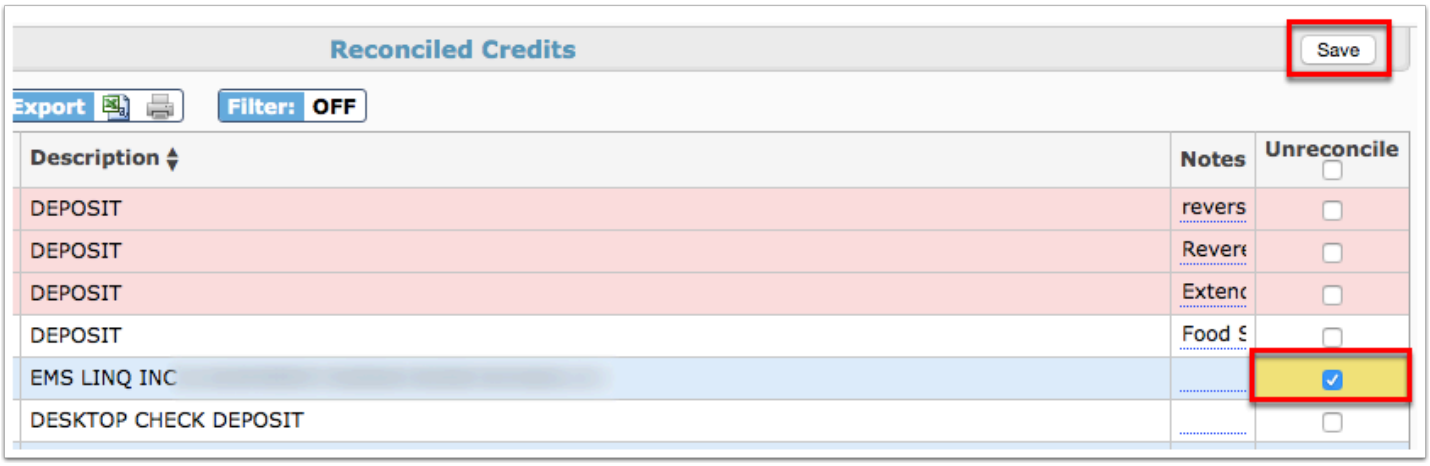


The Reconciled Credits and Unreconciled Credits tabs are used to work through balancing all receipt/deposit entries. The Reconciled Credits tab displays credits that have been reconciled via the Unreconciled Credits tab.



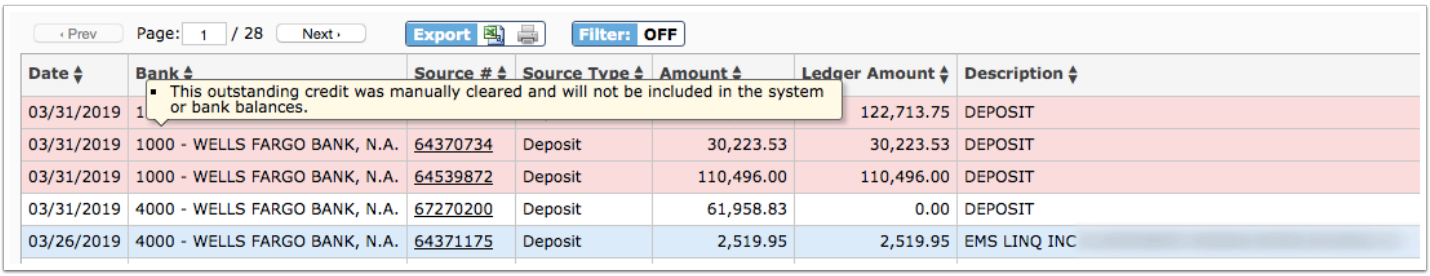
The Reconciled Credits report displays the Date, Bank, Source # (dependent upon the Source Type such as Deposit), Source Type, Amount, Ledger Amount, Description, and Notes. The Reference # will also display if included in the upload.

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.

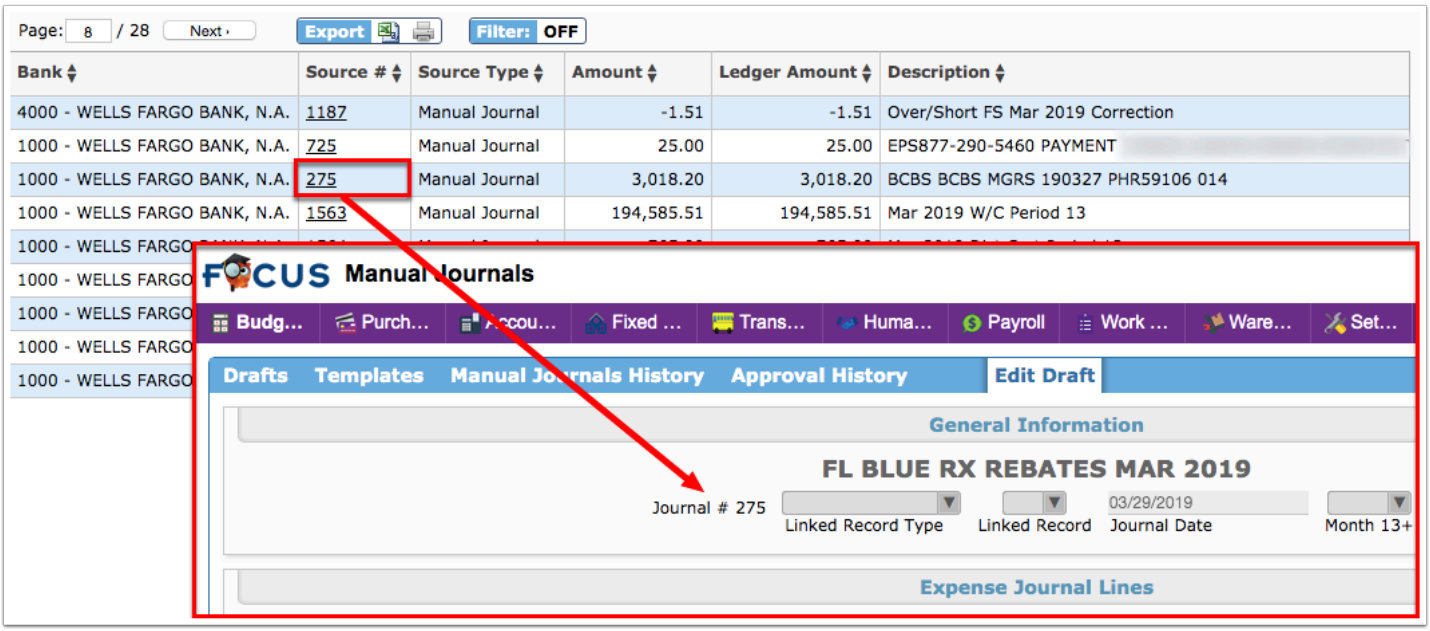


3. Enter any additional **Notes** in the provided text field.

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



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



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 K12PAYME
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
			Total:	1,585,166.26	1,584,534.80	

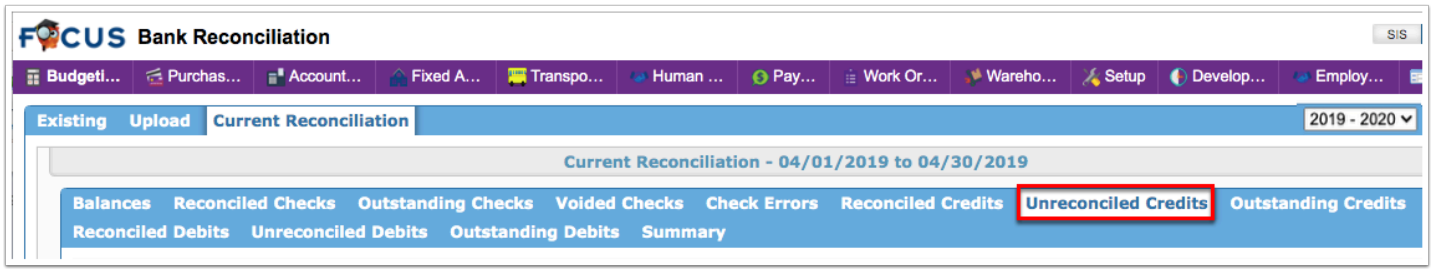
The Total of the Amount column displayed will change if **Filters** are applied. See Additional Features for more information.

Export Filter: ON

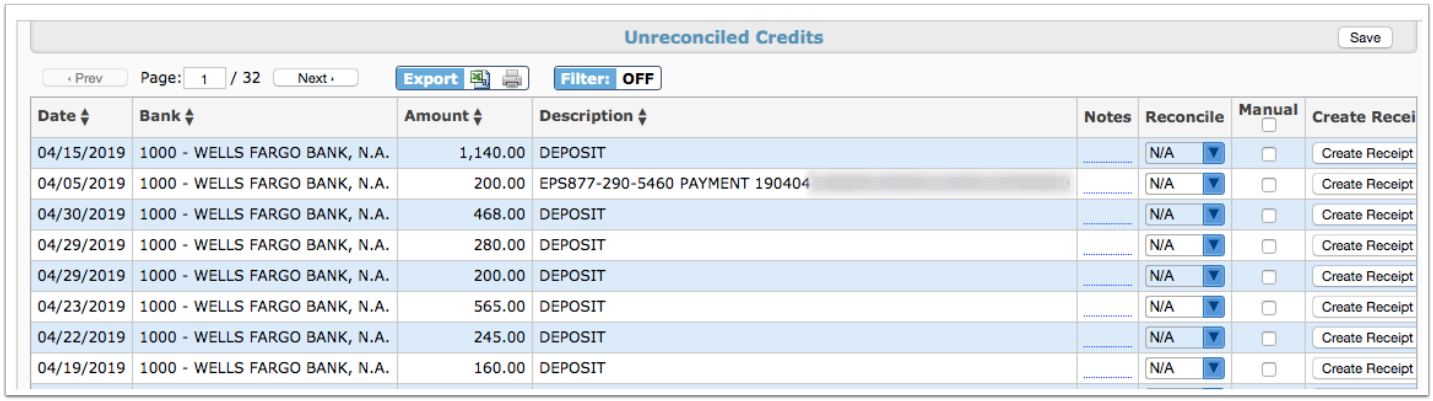
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Unreconcil
		404	manual					
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	475.02	475.02	Correcting Wells Fargo Interest Allocation January 2019 (In March)	Interest Co	
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	0.71	0.71	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	0.01	0.01	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	0.75	0.75	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	0.04	0.04	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	0.22	0.22	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	3.97	3.97	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	2.20	2.20	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	5.10	5.10	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	15.86	15.86	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	233.12	233.12	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	2.50	2.50	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	35.80	35.80	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	0.04	0.04	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	15.49	15.49	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	58.61	58.61	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
03/28/2019	1000 - WELLS FARGO BANK, N.A.	404	Manual Journal	12.33	12.33	Correcting Wells Fargo Interest Allocation January 2019 (In March)		
			Total:	861.77	861.77			

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.



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.

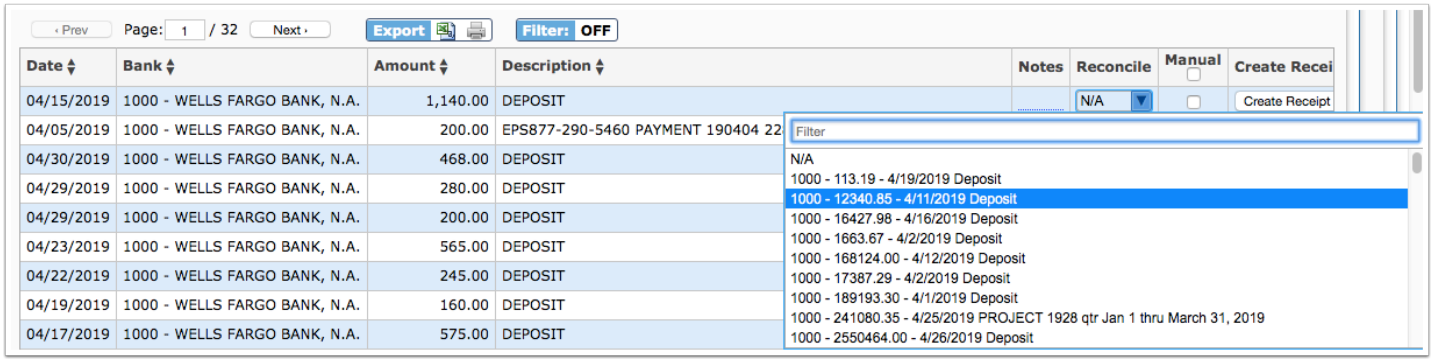


Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Recei
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1,140.00	DEPOSIT		N/A		Create Receipt
04/05/2019	1000 - WELLS FARGO BANK, N.A.	200.00	EPS877-290-5460 PAYMENT 190404		N/A		Create Receipt
04/30/2019	1000 - WELLS FARGO BANK, N.A.	468.00	DEPOSIT		N/A		Create Receipt
04/29/2019	1000 - WELLS FARGO BANK, N.A.	280.00	DEPOSIT		N/A		Create Receipt
04/29/2019	1000 - WELLS FARGO BANK, N.A.	200.00	DEPOSIT		N/A		Create Receipt
04/23/2019	1000 - WELLS FARGO BANK, N.A.	565.00	DEPOSIT		N/A		Create Receipt
04/22/2019	1000 - WELLS FARGO BANK, N.A.	245.00	DEPOSIT		N/A		Create Receipt
04/19/2019	1000 - WELLS FARGO BANK, N.A.	160.00	DEPOSIT		N/A		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.

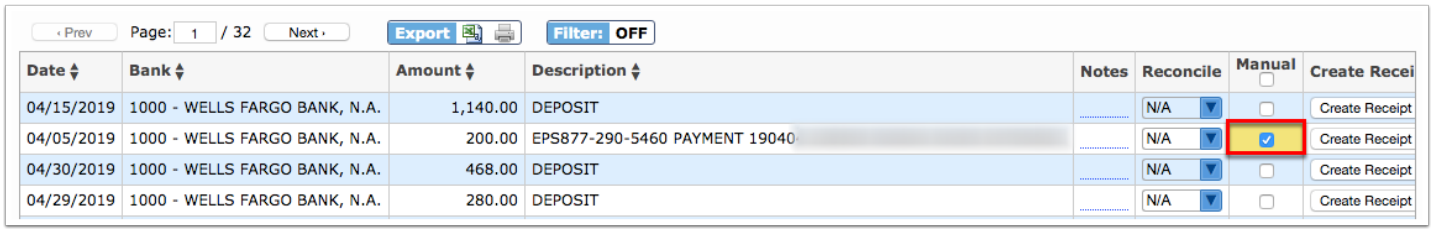
2. Enter any applicable **Notes** for each unreconciled credit.

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.

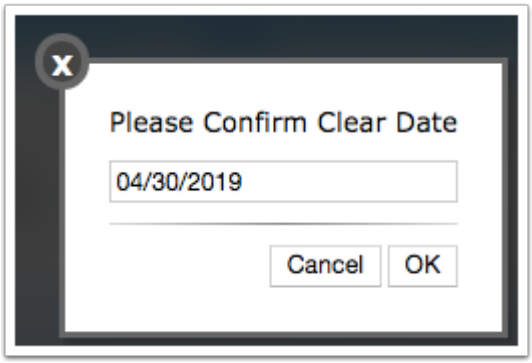


Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Recei
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1,140.00	DEPOSIT		N/A		Create Receipt
04/05/2019	1000 - WELLS FARGO BANK, N.A.	200.00	EPS877-290-5460 PAYMENT 190404 22				
04/30/2019	1000 - WELLS FARGO BANK, N.A.	468.00	DEPOSIT				
04/29/2019	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				

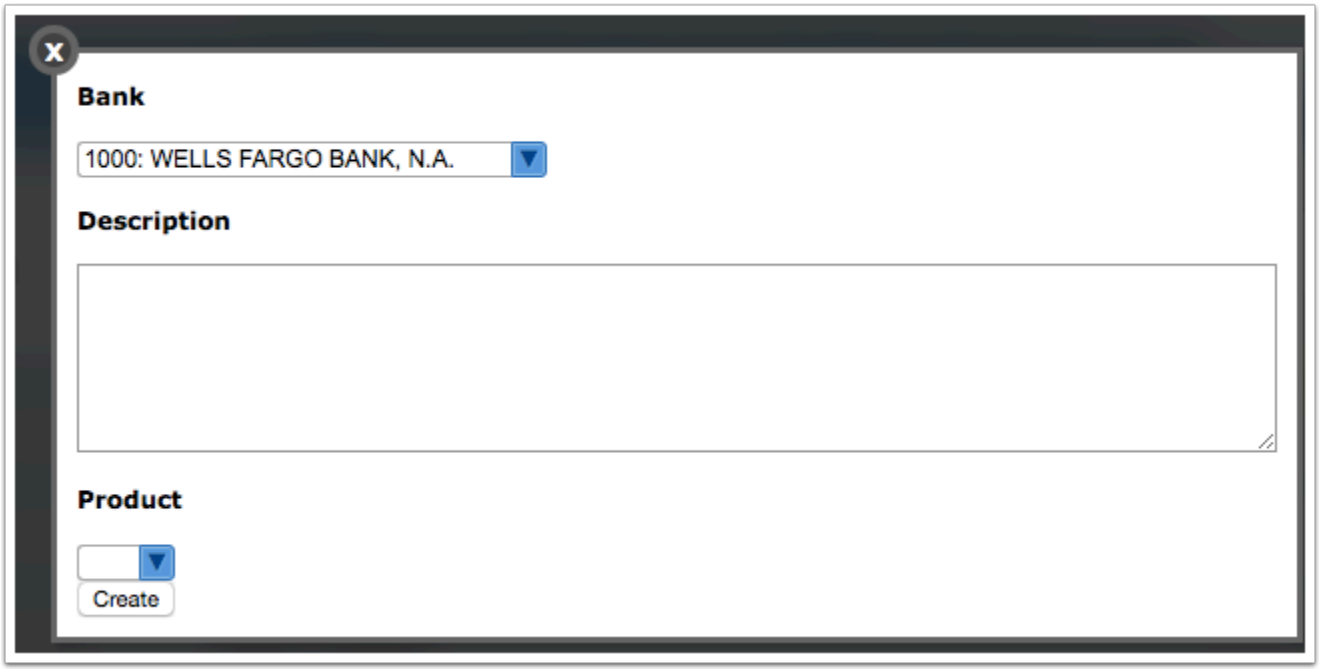
4. Select the **Manual** check box to manually clear a credit without linking it to a system record. Manually clearing a record will not impact system balances. This option can be used for a transaction that occurred on the bank statement that will not be reflected in the system. Note: The Manual check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



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.



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.



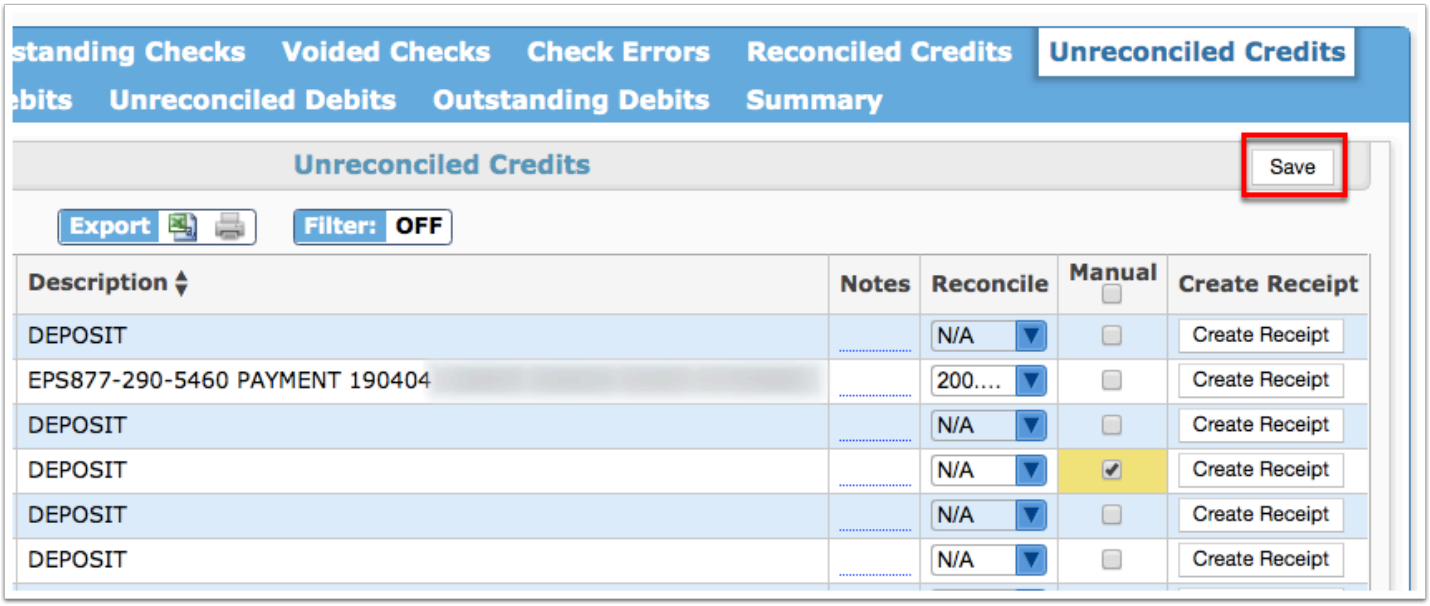
a. In the pop-up window, select the **Bank** from the corresponding pull-down, if reconciling multiple banks.

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

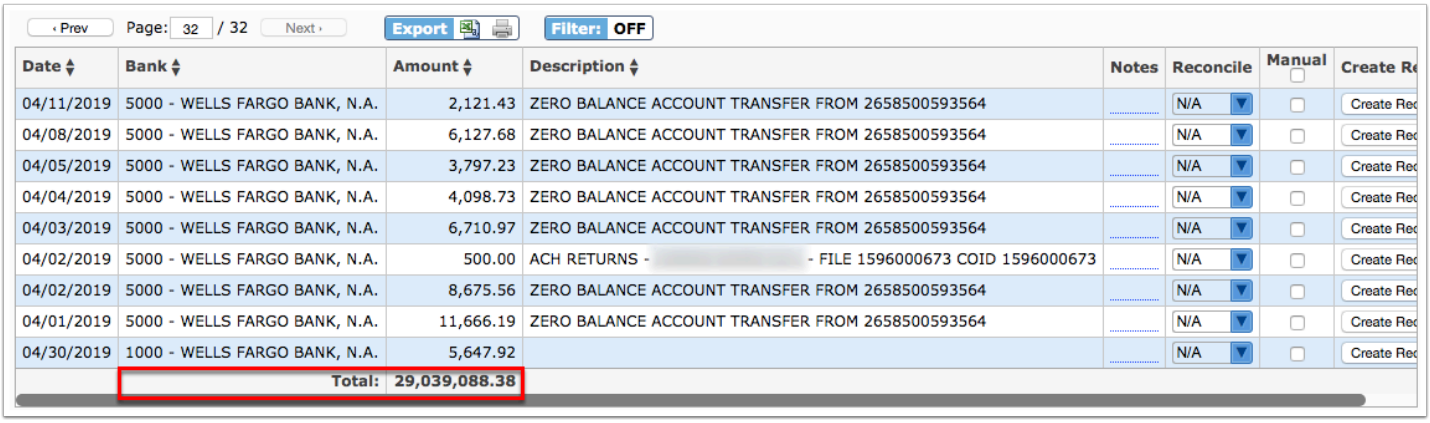
c. If applicable, select the **Product** from the pull-down to reference a product from the product list.

d. Click **Create** to generate the receipt, which is recorded via Accounts Receivable > Receipts.

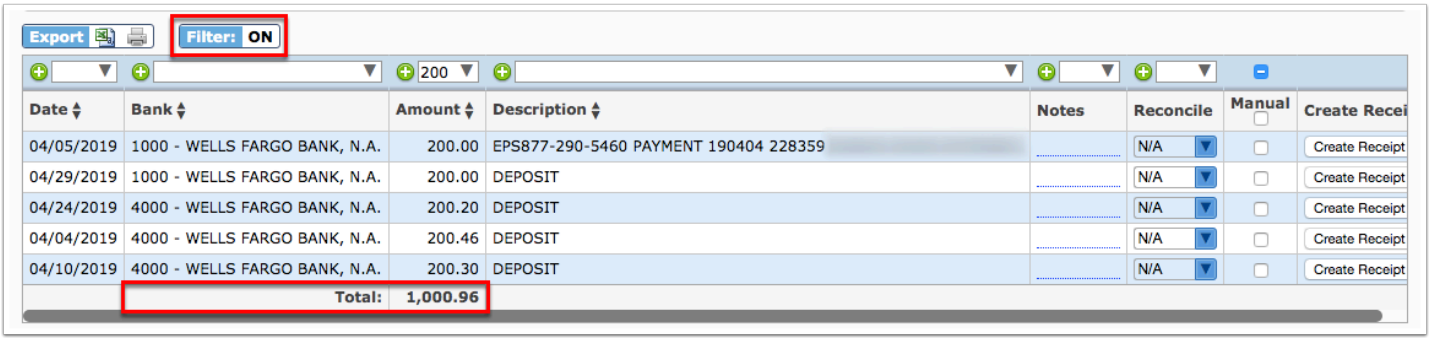
6. Click the **Save** button apply changes. Clicking save moves all reconciled and manual credits to the Reconciled Credits tab.



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

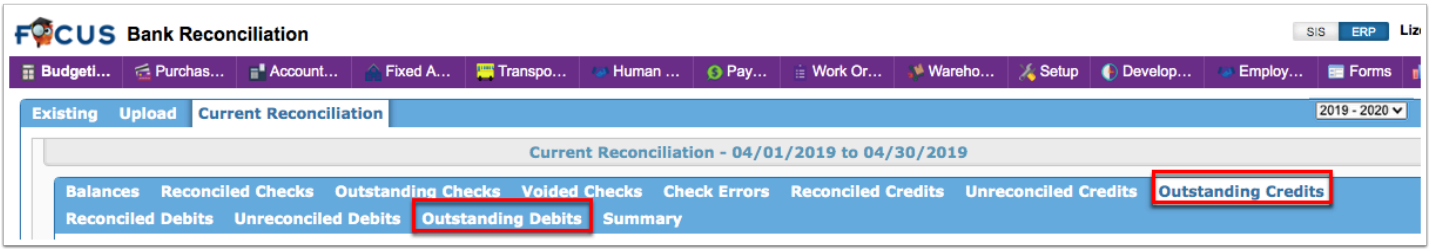


The Total of the Amount column displayed will change if **Filters** are applied. See Additional Features for more information.



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.

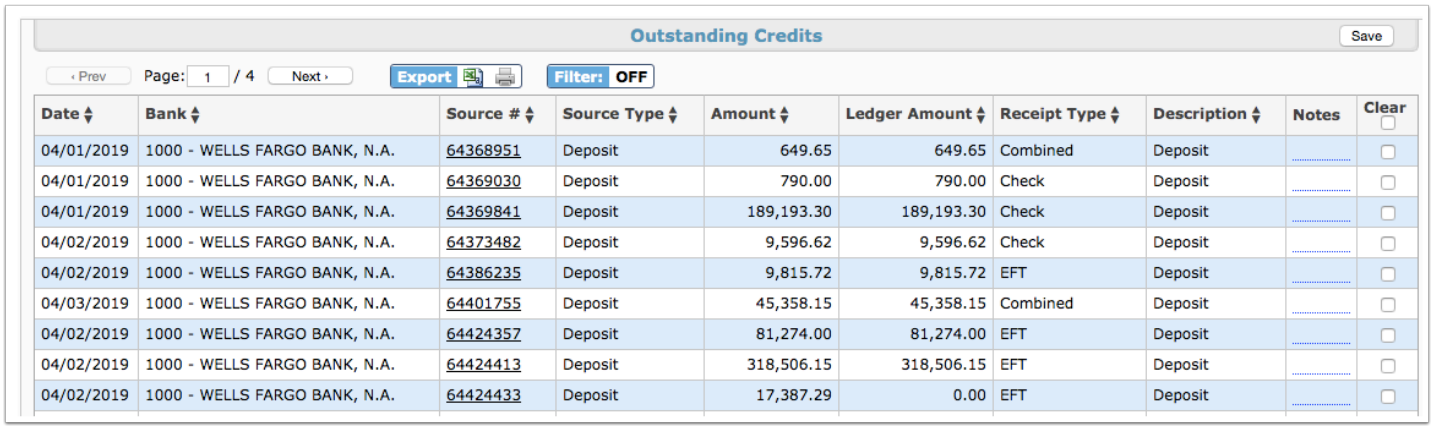


The outstanding credits/debits tabs include all transactions in the system from the current and previous periods that have not been reconciled. As entries from the unreconciled tabs are reconciled, they will be removed from the outstanding tabs.

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.

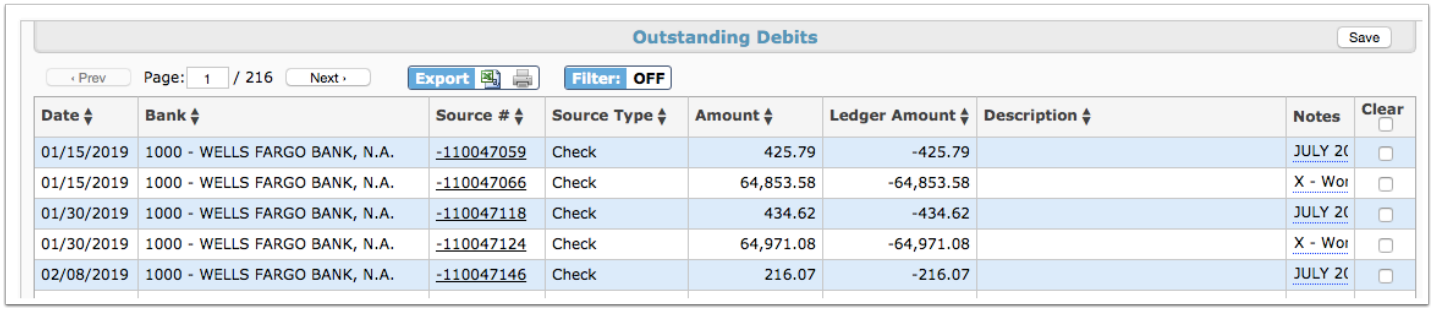
Receipts and Deposits remain as outstanding credits on the Outstanding Credits tab if voided in a future month.

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.



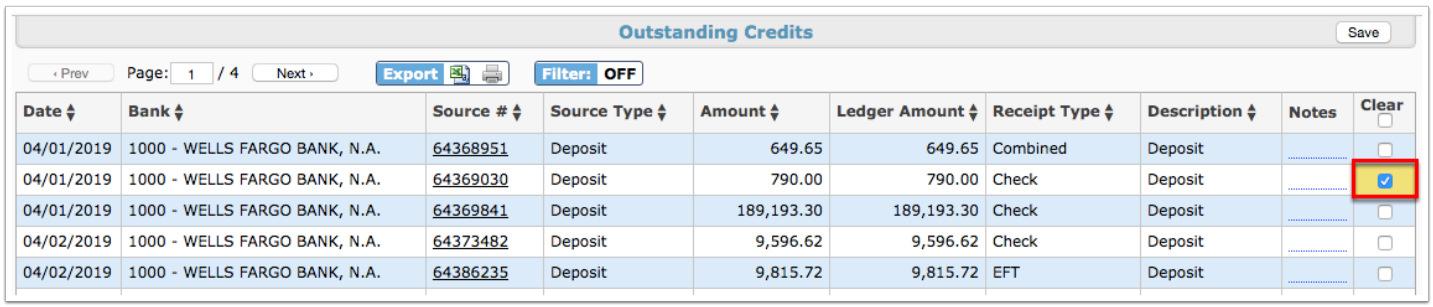
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Receipt Type	Description	Notes	Clear
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64368951	Deposit	649.65	649.65	Combined	Deposit		
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369030	Deposit	790.00	790.00	Check	Deposit		
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369841	Deposit	189,193.30	189,193.30	Check	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64373482	Deposit	9,596.62	9,596.62	Check	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64386235	Deposit	9,815.72	9,815.72	EFT	Deposit		
04/03/2019	1000 - WELLS FARGO BANK, N.A.	64401755	Deposit	45,358.15	45,358.15	Combined	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64424357	Deposit	81,274.00	81,274.00	EFT	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64424413	Deposit	318,506.15	318,506.15	EFT	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64424433	Deposit	17,387.29	0.00	EFT	Deposit		

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.



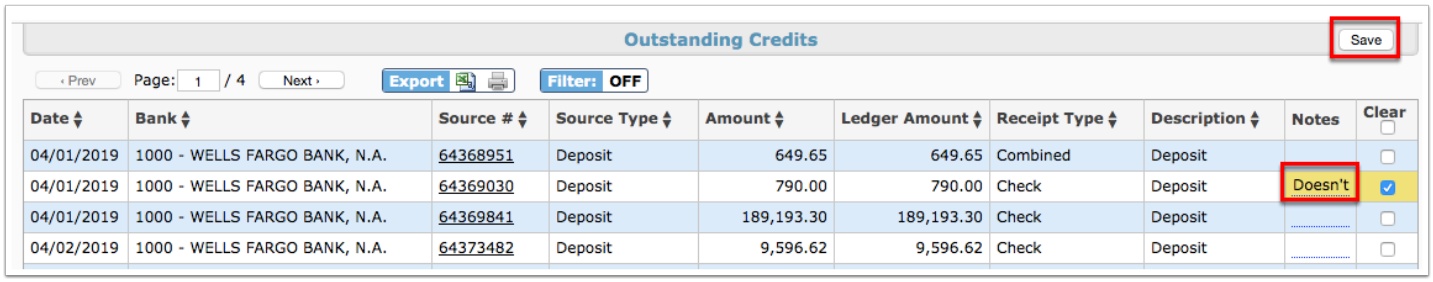
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Clear
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047059	Check	425.79	-425.79		JULY 2(	
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047066	Check	64,853.58	-64,853.58		X - Wo	
01/30/2019	1000 - WELLS FARGO BANK, N.A.	-110047118	Check	434.62	-434.62		JULY 2(	
01/30/2019	1000 - WELLS FARGO BANK, N.A.	-110047124	Check	64,971.08	-64,971.08		X - Wo	
02/08/2019	1000 - WELLS FARGO BANK, N.A.	-110047146	Check	216.07	-216.07		JULY 2(	

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

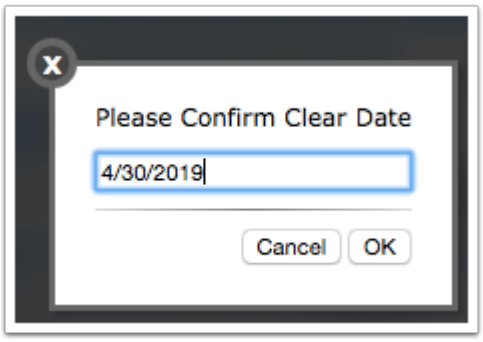


Date	Bank	Source #	Source Type	Amount	Ledger Amount	Receipt Type	Description	Notes	Clear
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64368951	Deposit	649.65	649.65	Combined	Deposit		
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369030	Deposit	790.00	790.00	Check	Deposit		☑
04/01/2019	1000 - WELLS FARGO BANK, N.A.	64369841	Deposit	189,193.30	189,193.30	Check	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64373482	Deposit	9,596.62	9,596.62	Check	Deposit		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	64386235	Deposit	9,815.72	9,815.72	EFT	Deposit		

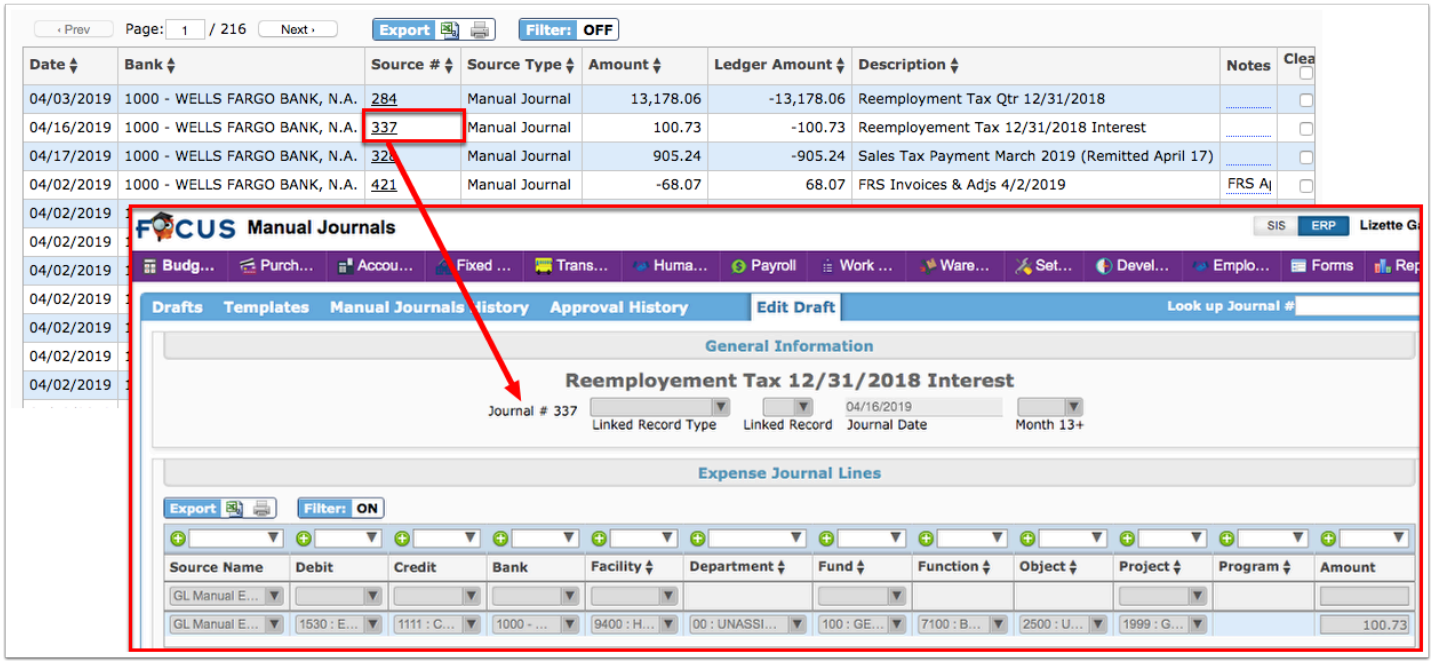
3. Enter any applicable **Notes** in the provided text field and click **Save**.



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.



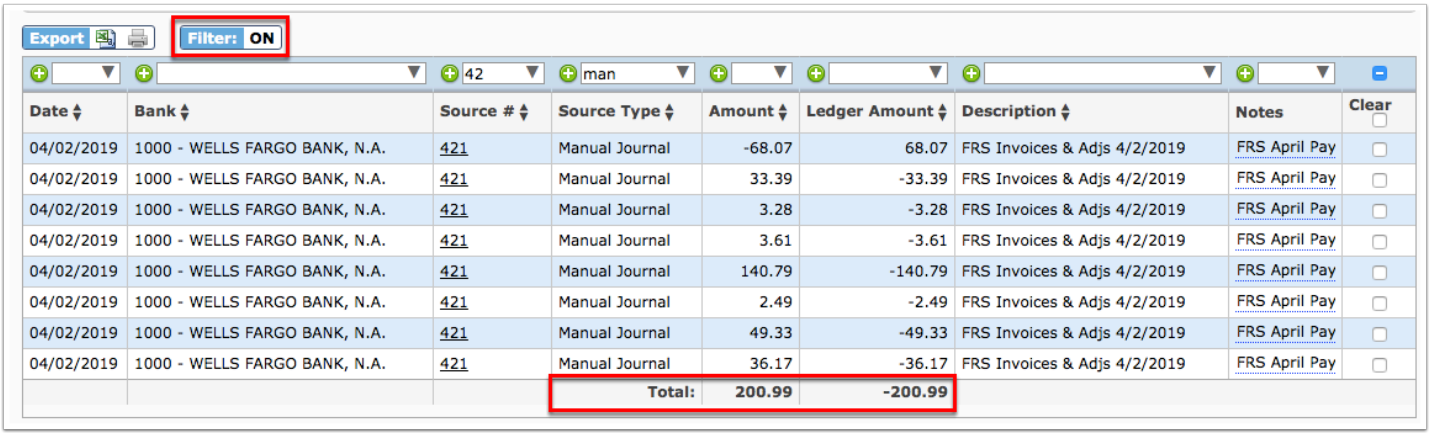
5. Click the **Source #** link to open the corresponding source type, such as Manual Journal, Deposit, Checks. Notice manual reconciliations do not have a Source #.



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		
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	-68.07	68.07	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	33.39	-33.39	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	3.28	-3.28	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	3.61	-3.61	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	140.79	-140.79	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	2.49	-2.49	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	49.33	-49.33	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	36.17	-36.17	FRS Invoices & Adjs 4/2/2019	FRS April Pa	
04/10/2019	1000 - WELLS FARGO BANK, N.A.	934	Manual Journal	74.33	-74.33	correct receipt # 3324		
04/03/2019	1000 - WELLS FARGO BANK, N.A.	1004	Manual Journal	10.00	-10.00	NSF Checks - April 2019 - Brittney Williams		
			Total:	13,463.38	-13,463.38			

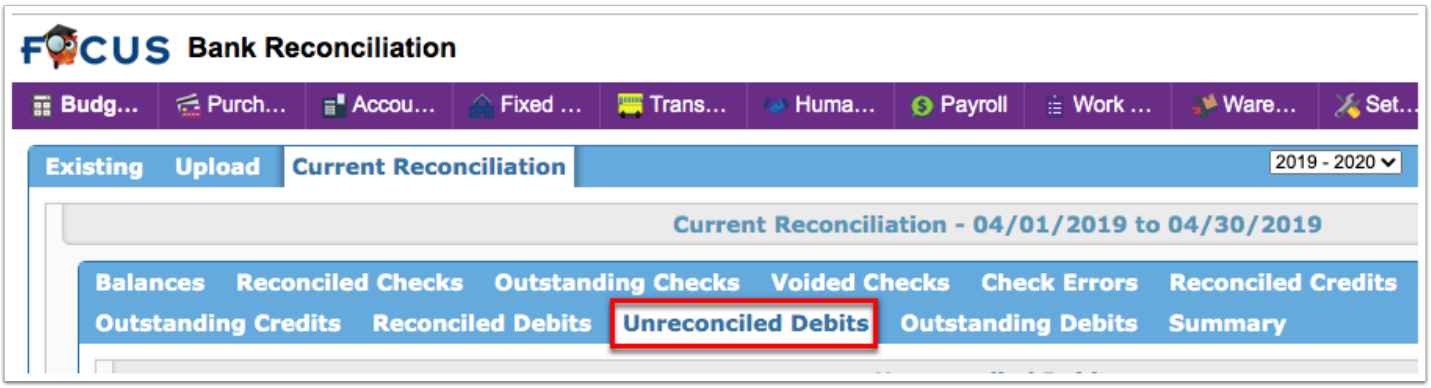
The Total of the Amount column displayed will change if **Filters** are applied. See Additional Features for more information.



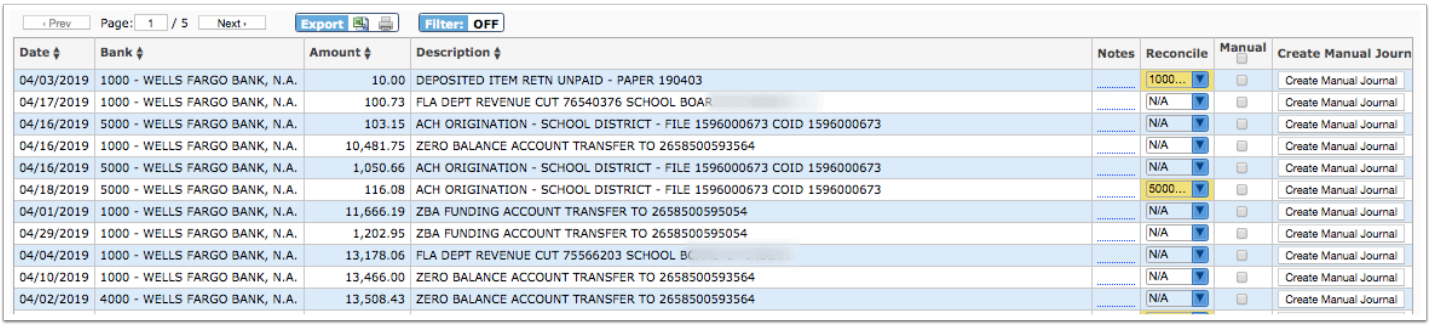
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description	Notes	Clear
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	-68.07	68.07	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	33.39	-33.39	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	3.28	-3.28	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	3.61	-3.61	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	140.79	-140.79	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	2.49	-2.49	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	49.33	-49.33	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
04/02/2019	1000 - WELLS FARGO BANK, N.A.	421	Manual Journal	36.17	-36.17	FRS Invoices & Adjs 4/2/2019	FRS April Pay	
			Total:	200.99	-200.99			

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.



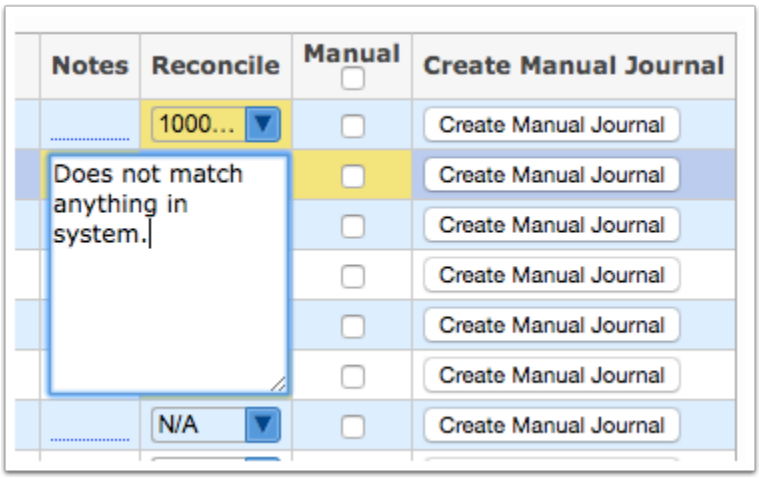
The Debits tabs are used to work through balancing all debit entries. The Unreconciled Debits tab displays all debits contained in the bank file.



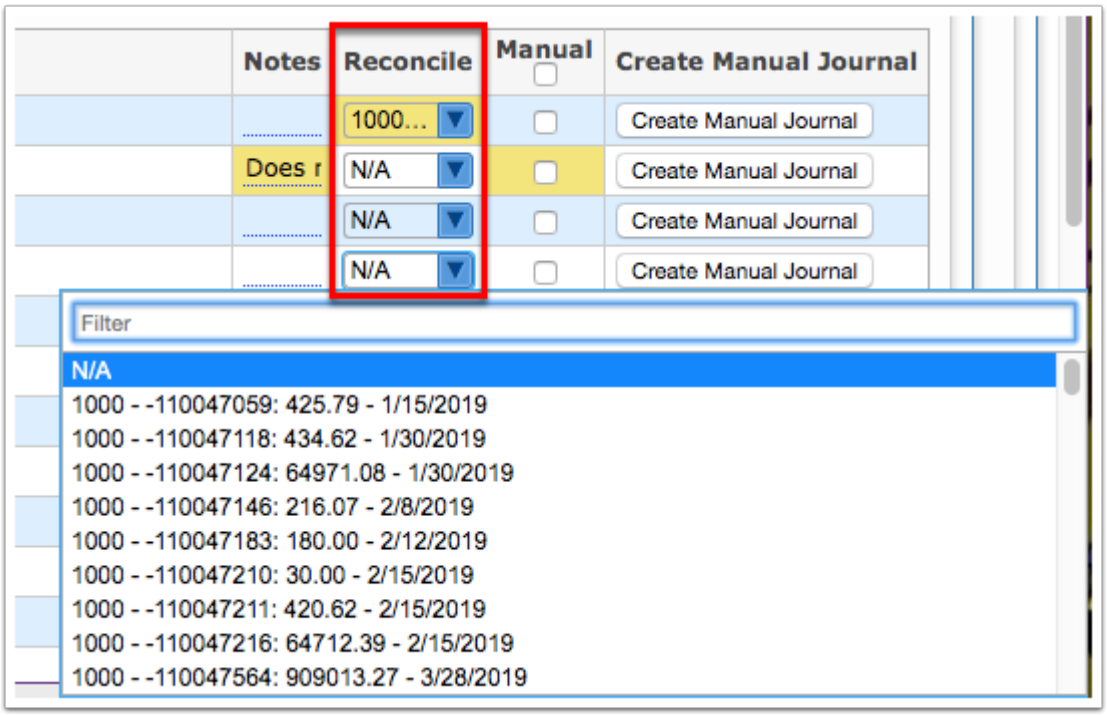
Date	Bank	Amount	Description	Notes	Reconcile	Manual	Create Manual Journ
04/03/2019	1000 - WELLS FARGO BANK, N.A.	10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000...		Create Manual Journal
04/17/2019	1000 - WELLS FARGO BANK, N.A.	100.73	FLA DEPT REVENUE CUT 76540376 SCHOOL BOAR		N/A		Create Manual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

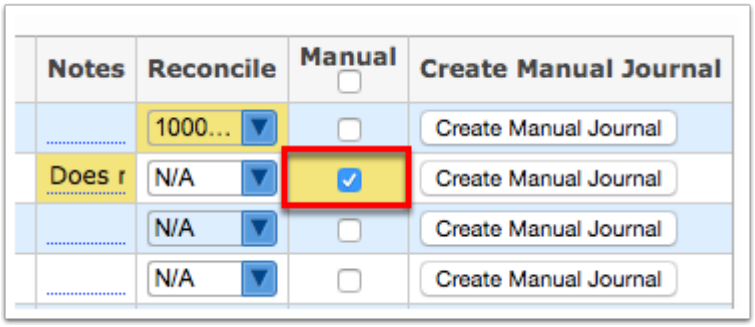
2. Enter any applicable **Notes** for each unreconciled debit.



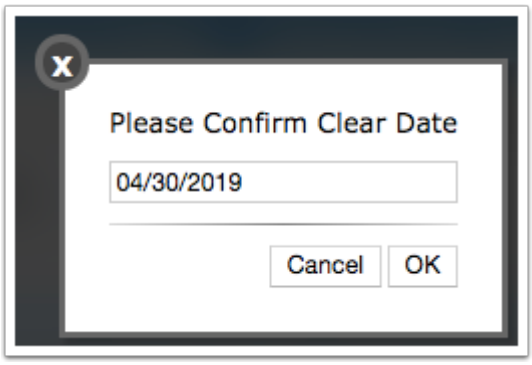
3. From the **Reconcile** column, match debits to records in the system by selecting the record from the pull-down. Records that are an exact match on date and amount will be selected automatically; those that do not match must be selected or a manual journal must be created.



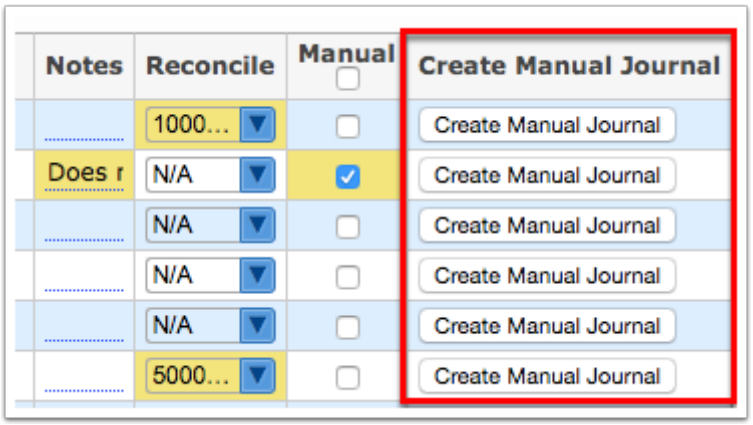
4. Select the **Manual** check box to manually clear a debit without linking it to a system record. Manually clearing a record will not impact system balances. This option can be used for a transaction that occurred on the bank statement that will not be reflected in the system. Note: The Manual check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



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.



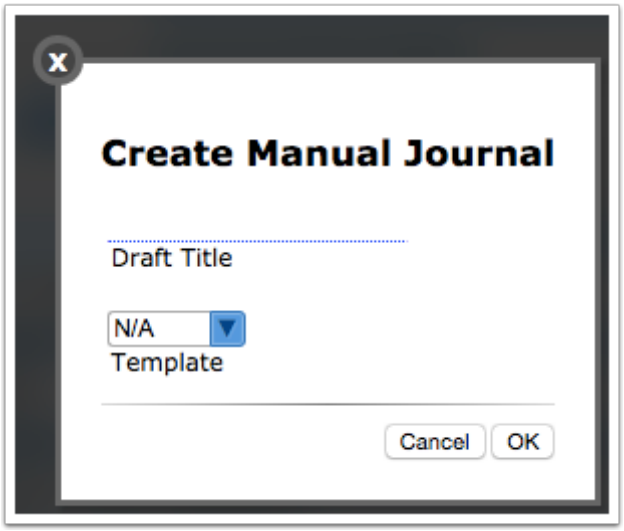
5. Click **Create Manual Journal** to generate a journal record in the system to tie to the bank entry, , if one has not already been created.



a. In the pop-up window, enter the manual journal **Draft Title** in the provided text field.

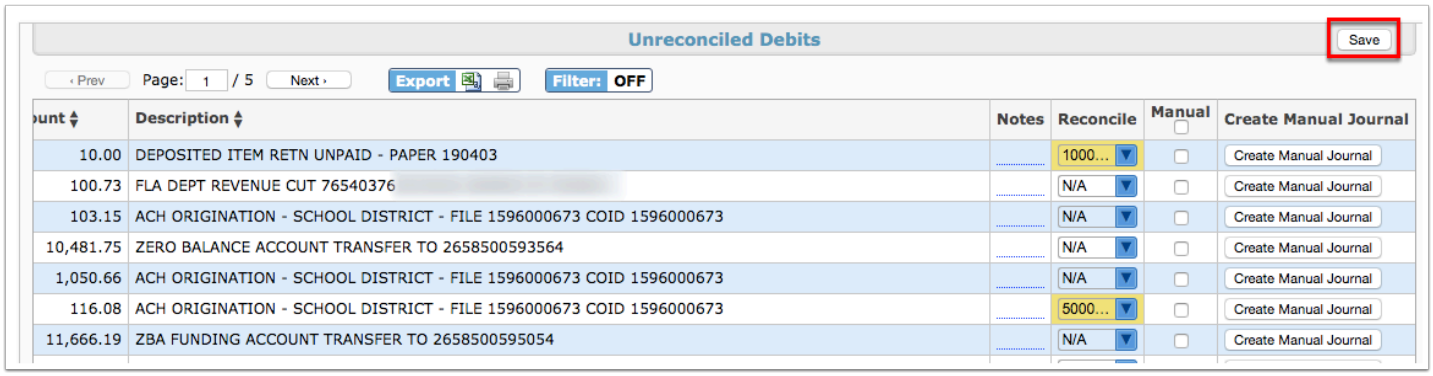
b. Select a **Template** from the pull-down, if applicable.

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.



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.

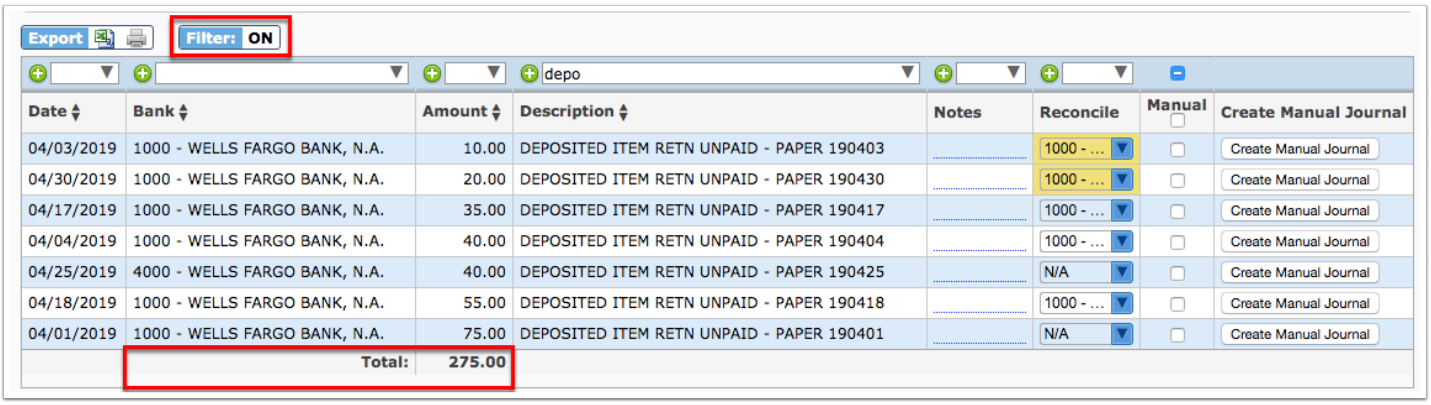


ount	Description	Notes	Reconcile	Manual	Create Manual Journal
10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000...		Create Manual Journal
100.73	FLA DEPT REVENUE CUT 76540376		N/A		Create Manual Journal
103.15	ACH ORIGINATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		N/A		Create Manual Journal
10,481.75	ZERO BALANCE ACCOUNT TRANSFER TO 2658500593564		N/A		Create Manual Journal
1,050.66	ACH ORIGINATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		N/A		Create Manual Journal
116.08	ACH ORIGINATION - SCHOOL DISTRICT - FILE 1596000673 COID 1596000673		5000...		Create Manual Journal
11,666.19	ZBA FUNDING ACCOUNT TRANSFER TO 2658500595054		N/A		Create Manual Journal

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

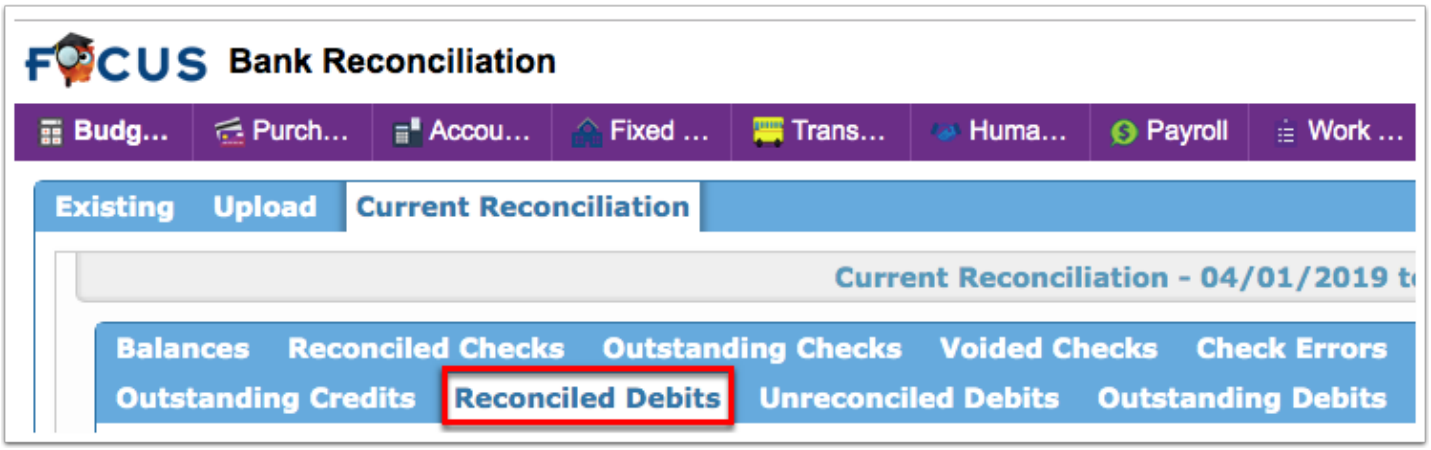
Date	Bank	Amount	Description	Notes	Reconcile	Manual
04/03/2019	1000 - WELLS FARGO BANK, N.A.	10.00	DEPOSITED ITEM RETN UNPAID - PAPER 190403		1000 ...	
04/17/2019	1000 - WELLS FARGO BANK, N.A.	100.73	FLA DEPT REVENUE CUT 76540376 SCHOOL		N/A	
04/04/2019	1000 - WELLS FARGO BANK, N.A.	13,178.06	FLA DEPT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

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

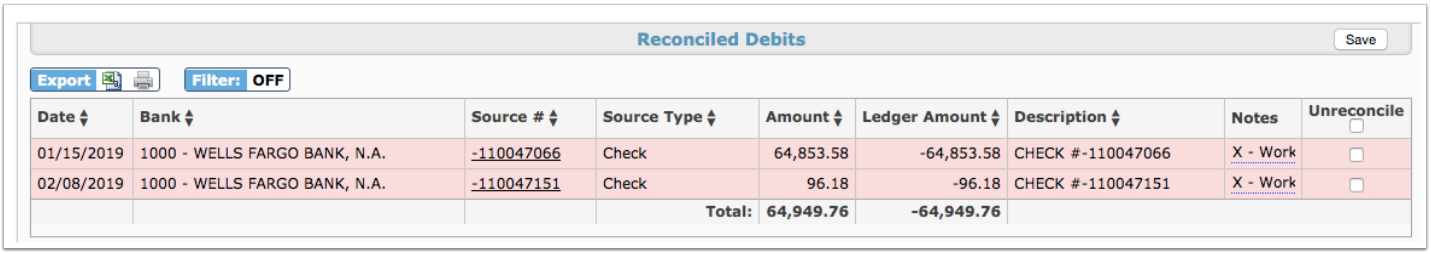


Reconciled Debits

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.

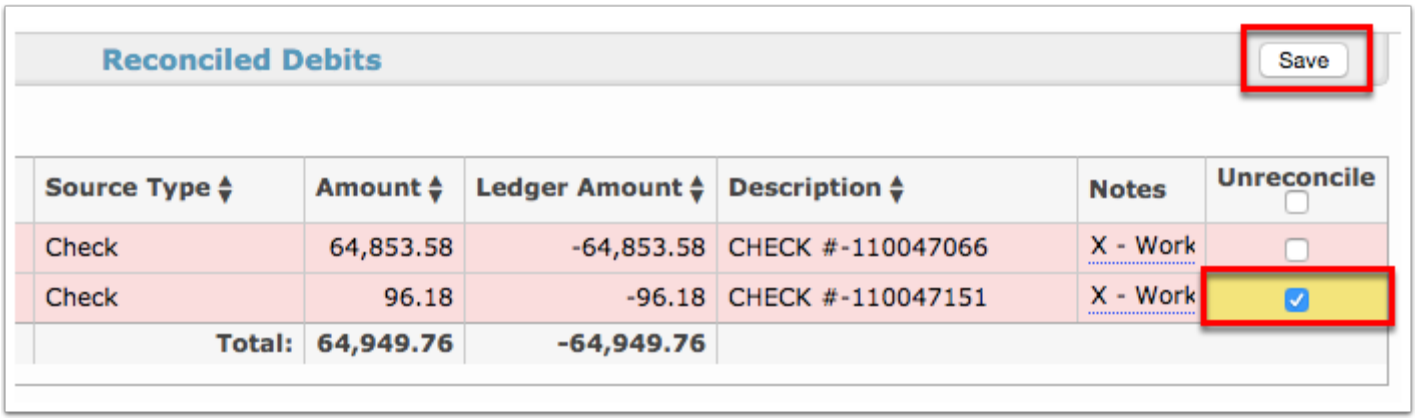


The Reconciled Debits tab and the Unreconciled Debits tab is used to work through balancing all debit entries.



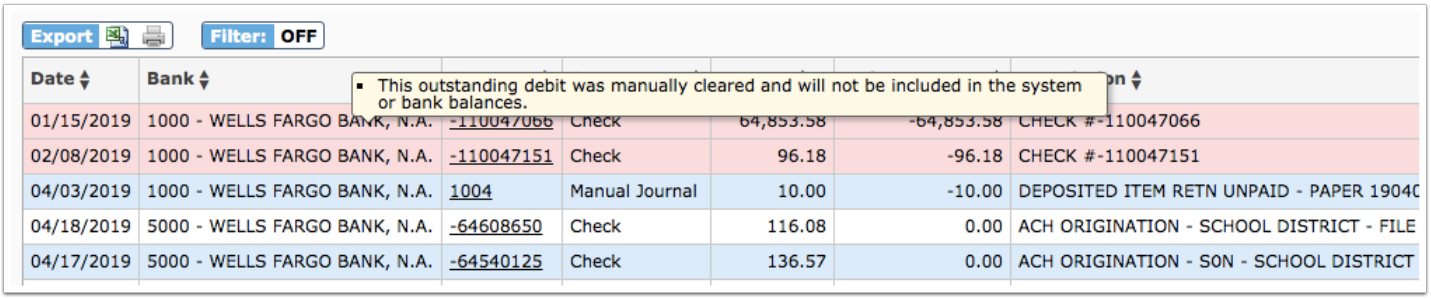
The Reconciled Debits report displays the Date, Bank, Source # (dependent upon the Source Type such as Check), Source Type, Amount, Ledger Amount, Description, and Notes. The Reference # will also display if included in the upload.

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.

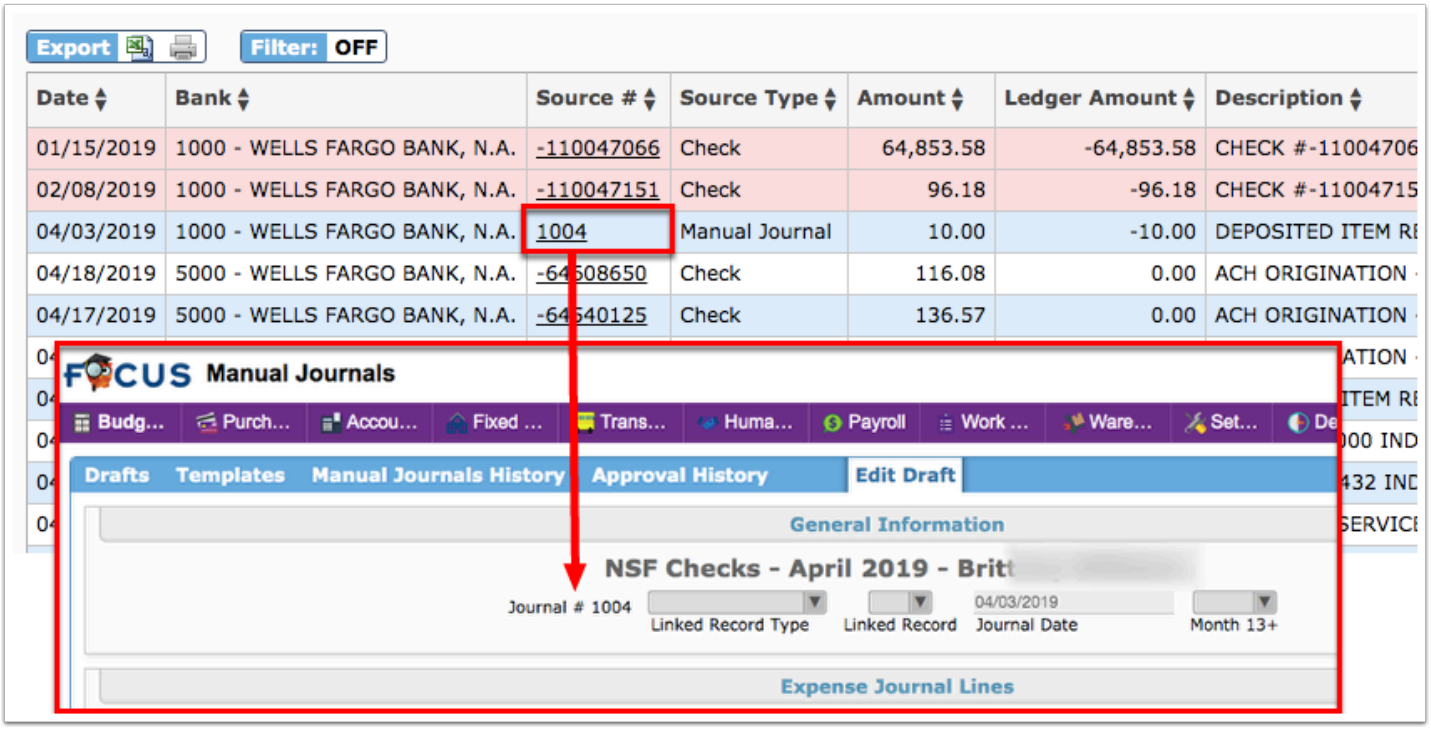


3. Enter any additional **Notes** in the provided text field.

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.



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



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

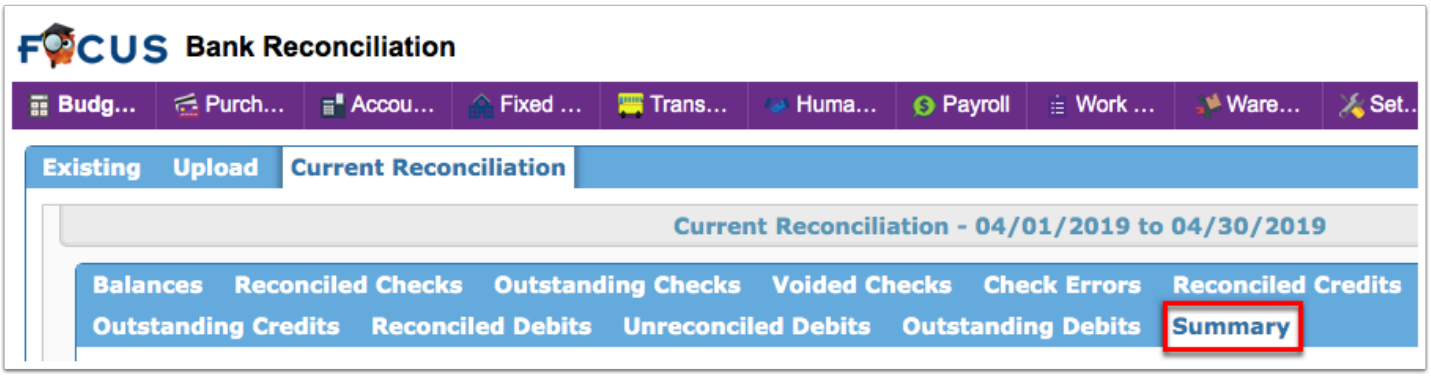
The Total of the Amount and Ledger Amount columns displayed will change if **Filters** are applied. See Additional Features for more information.

Export Filter: ON

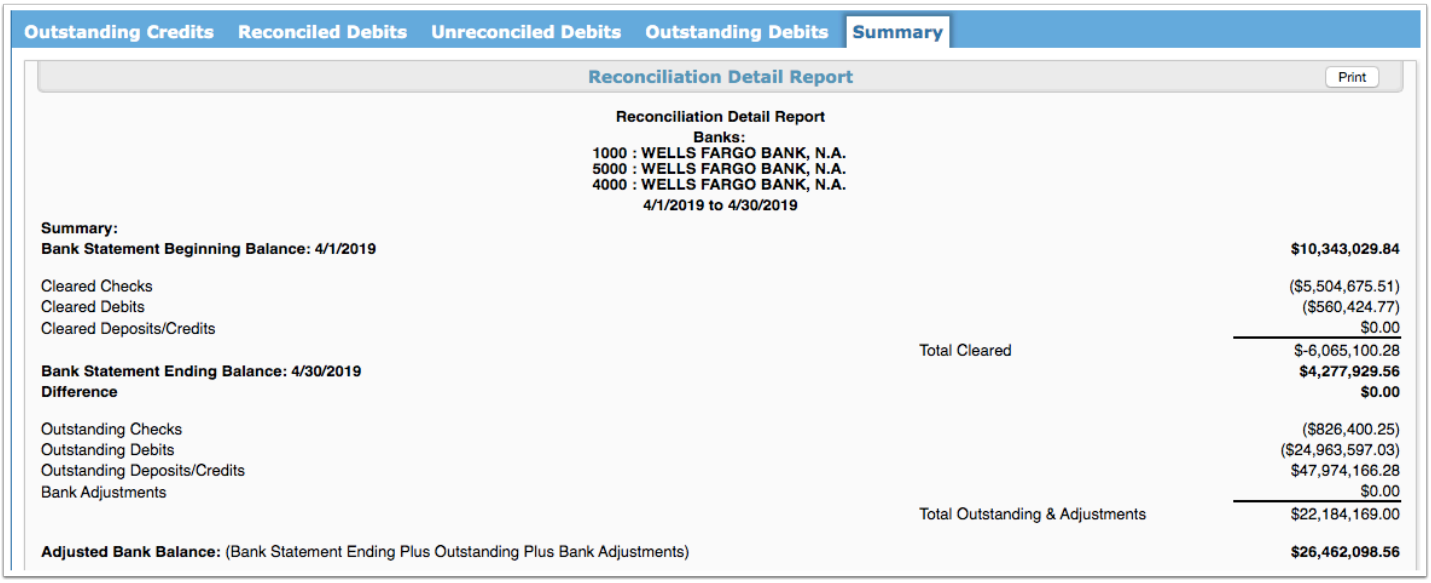
			check			
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description
01/15/2019	1000 - WELLS FARGO BANK, N.A.	-110047066	Check	64,853.58	-64,853.58	CHECK #-110047066
02/08/2019	1000 - WELLS FARGO BANK, N.A.	-110047151	Check	96.18	-96.18	CHECK #-110047151
04/18/2019	5000 - WELLS FARGO BANK, N.A.	-64608650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

Summary

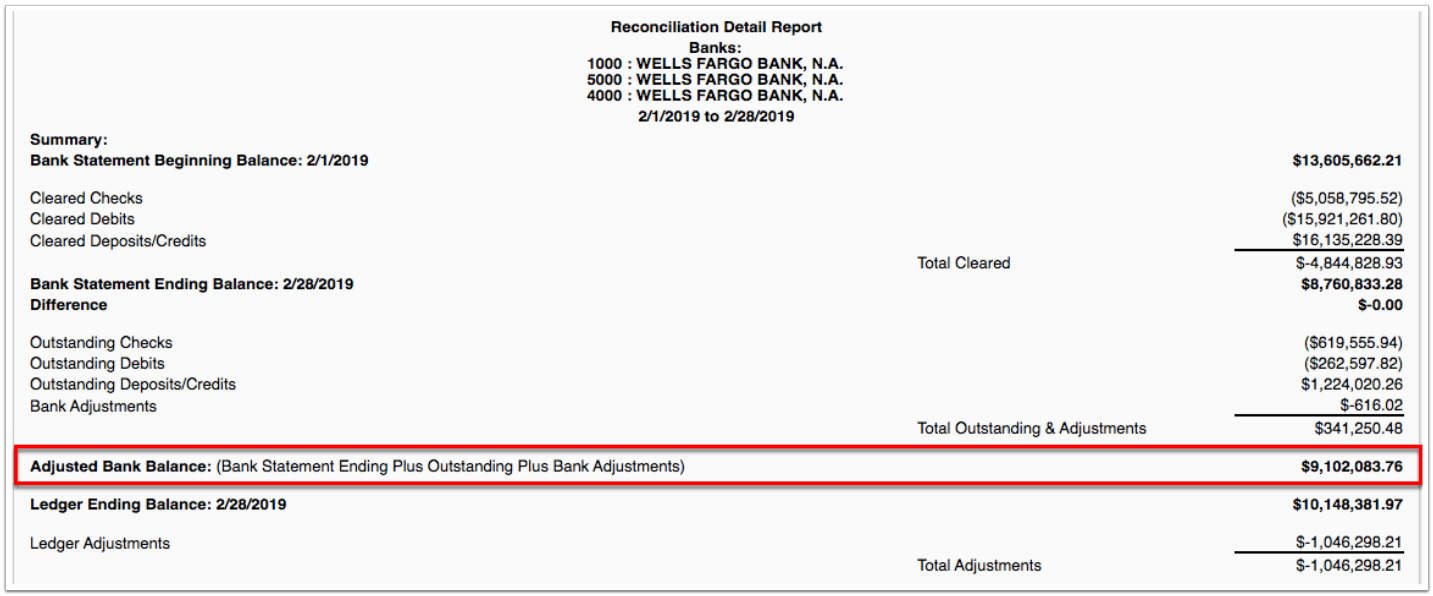
1. Upon uploading a bank statement and starting a bank reconciliation or clicking View from the Current Reconciliations tab, the Current Reconciliation tab displays; from here, click the **Summary** tab.



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



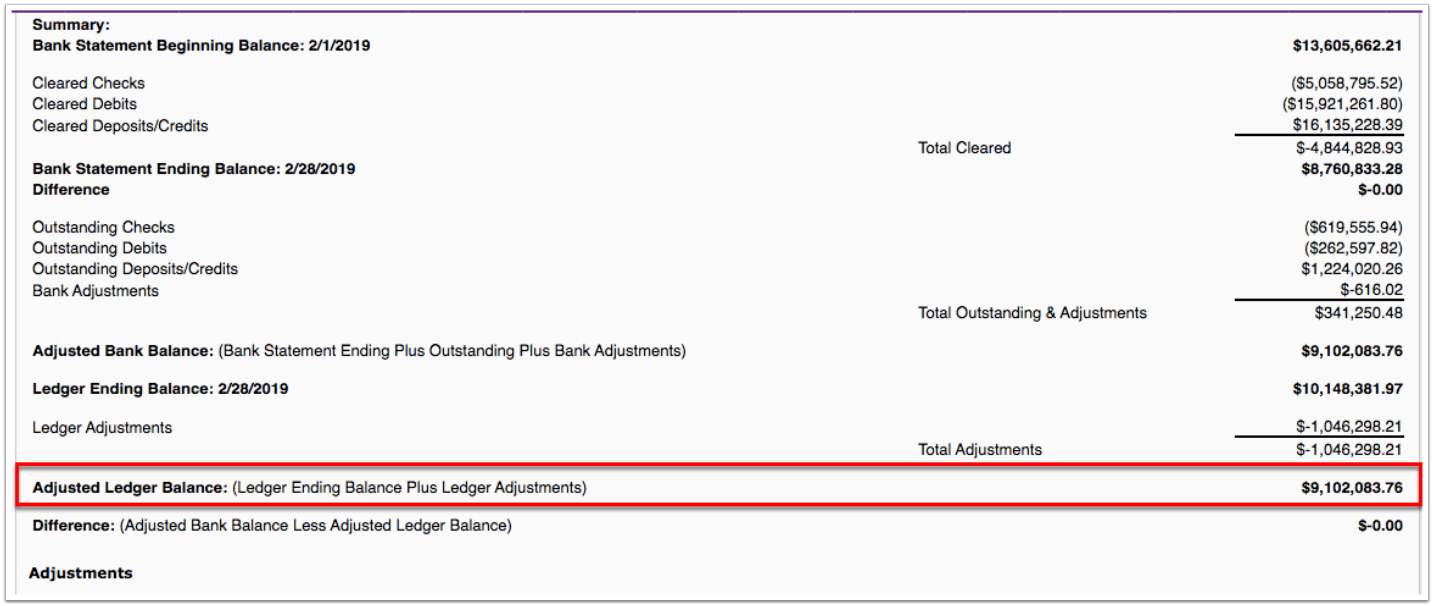
The **Adjusted Bank Balance** is the sum of Cleared Checks, Cleared Debits, and Cleared Deposits/Credits in the reconciliation.



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

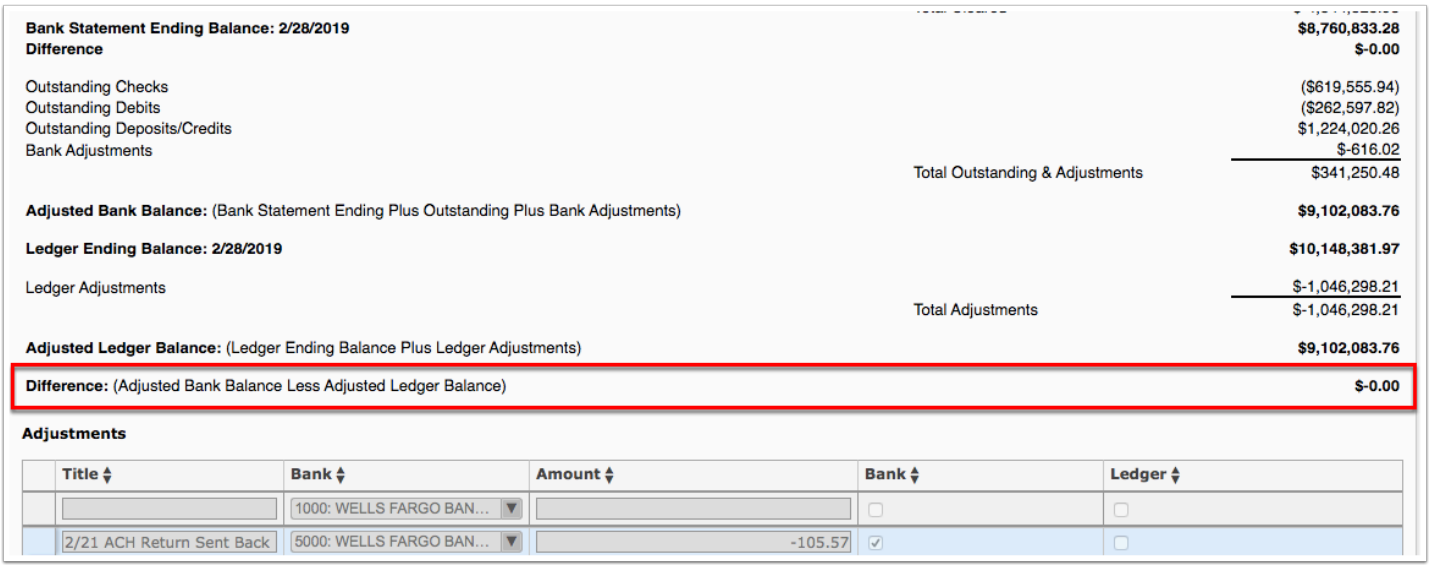
Summary:		
Bank Statement Beginning Balance: 2/1/2019		**$13,605,662.21**
Cleared Checks		($5,058,795.52)
Cleared Debits		($15,921,261.80)
Cleared Deposits/Credits		$16,135,228.39
	Total Cleared	$-4,844,828.93
Bank Statement Ending Balance: 2/28/2019		**$8,760,833.28**
Difference		**$-0.00**
Outstanding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

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



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

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

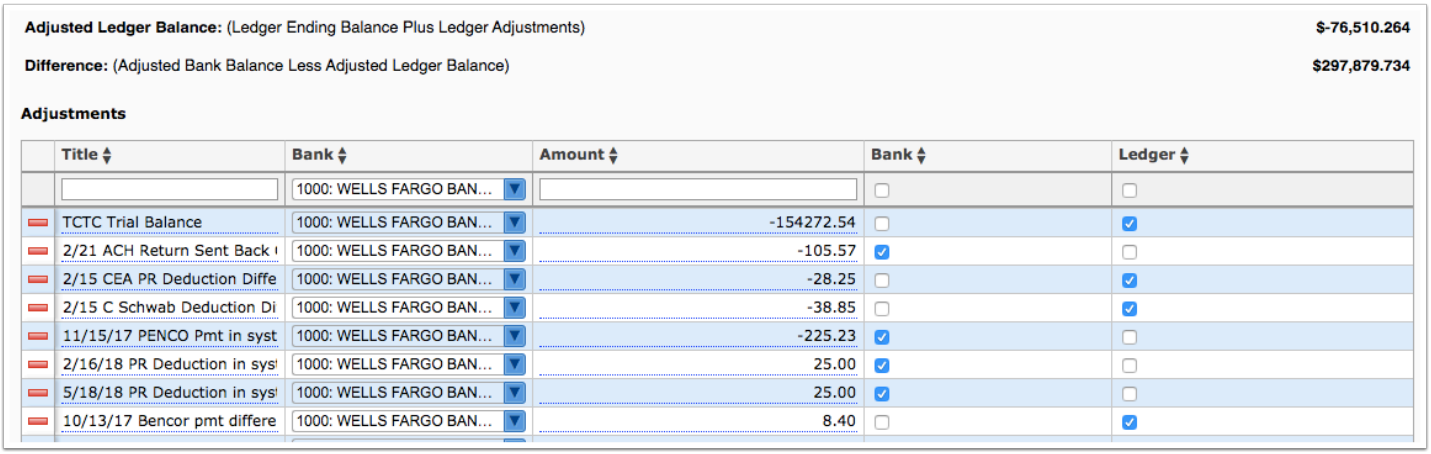


Bank Statement Ending Balance: 2/28/2019		**$8,760,833.28**
Difference		**$-0.00**
Outstanding Checks		($619,555.94)
Outstanding Debits		($262,597.82)
Outstanding Deposits/Credits		$1,224,020.26
Bank Adjustments		$-616.02
	Total Outstanding & Adjustments	$341,250.48
Adjusted Bank Balance: (Bank Statement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

Adjustments

Title	Bank	Amount	Bank	Ledger
	1000: WELLS FARGO BAN...		☐	☐
2/21 ACH Return Sent Back	5000: WELLS FARGO BAN...	-105.57	☑	☐

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.



Adjusted Ledger Balance: (Ledger Ending Balance Plus Ledger Adjustments)		**$-76,510.264**
Difference: (Adjusted Bank Balance Less Adjusted Ledger Balance)		**$297,879.734**

Adjustments

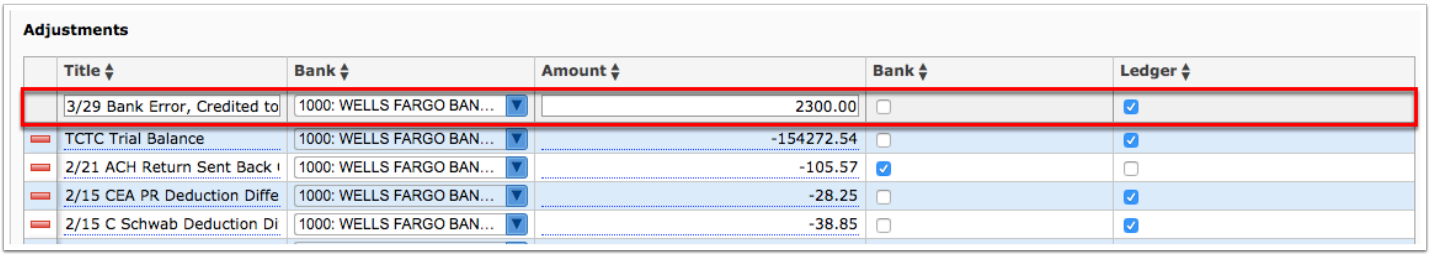
Title	Bank	Amount	Bank	Ledger
	1000: WELLS FARGO BAN...		☐	☐
TCTC Trial Balance	1000: WELLS FARGO BAN...	-154272.54	☐	☑
2/21 ACH Return Sent Back	1000: WELLS FARGO BAN...	-105.57	☑	☐
2/15 CEA PR Deduction Diffe	1000: WELLS FARGO BAN...	-28.25	☐	☑
2/15 C Schwab Deduction Di	1000: WELLS FARGO BAN...	-38.85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

2. Enter a **Title** for the difference in the provided text box using the first blank row in the table.

3. Select a **Bank** (if reconciling multiple banks) from the pull-down.

4. Enter the **Amount** in the provided text box.

5. Select the **Bank** or **Ledger** check box to indicate whether the adjustment will reflect the Bank or Ledger balance.



Adjustments

Title	Bank	Amount	Bank	Ledger
3/29 Bank Error, Credited to	1000: WELLS FARGO BAN...	2300.00	☐	☑
TCTC Trial Balance	1000: WELLS FARGO BAN...	-154272.54	☐	☑
2/21 ACH Return Sent Back	1000: WELLS FARGO BAN...	-105.57	☑	☐
2/15 CEA PR Deduction Diffe	1000: WELLS FARGO BAN...	-28.25	☐	☑
2/15 C Schwab Deduction Di	1000: WELLS FARGO BAN...	-38.85	☐	☑

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

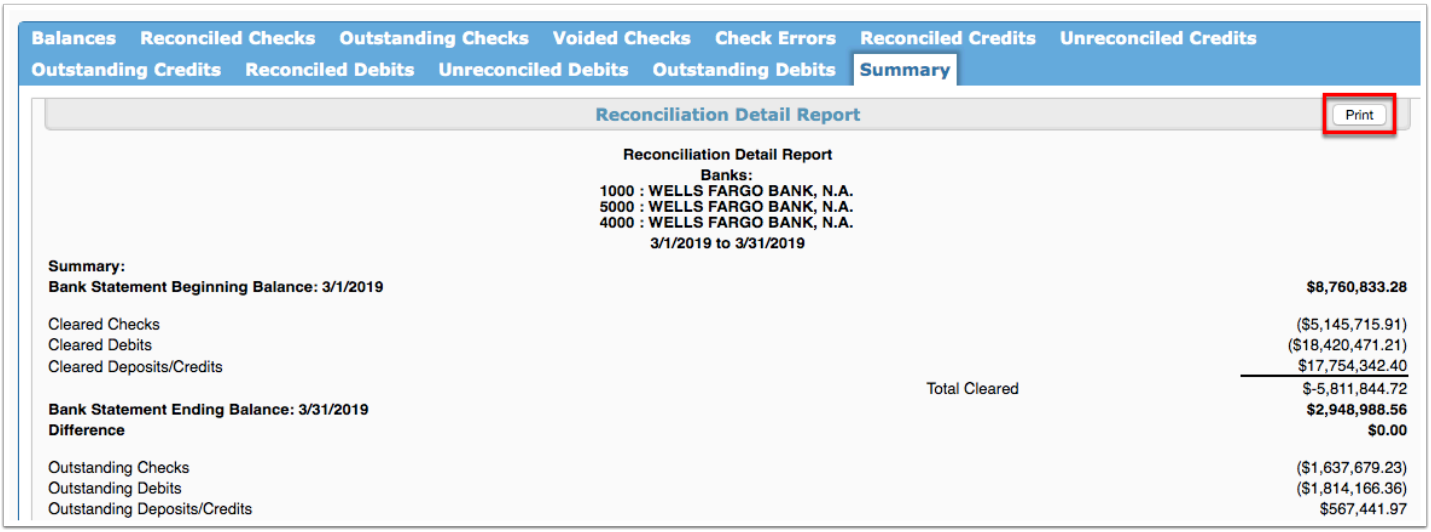
Bank Name: 1000: WELLS FARGO BANK, N.A.
Account #: 2658500593564
3/1/2019 to 3/31/2019

Outstanding Transactions

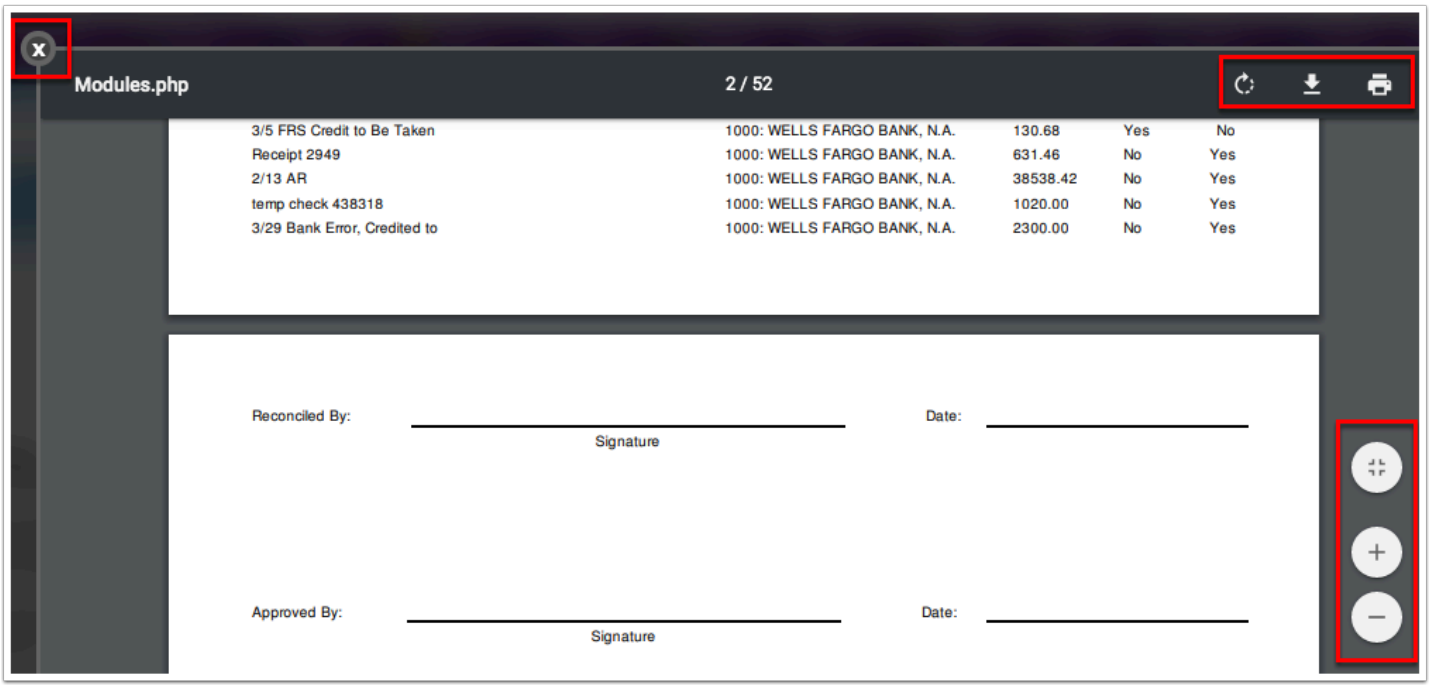
Checks

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 SC		($5.80)
12/11/2015	Check #000421121	E1111671 TETR		($43.01)
12/18/2015	Check #000421301	E1102719 SCH		($125.27)
12/18/2015	Check #000421314	E1111671 TETF		($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 POLTICAL 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 POLTICAL ACTION COMM		($43.00)
3/14/2016	Check #000422657	V099998 EDUCATION ASSOC POLTICAL ACTION COMM		($43.00)
3/31/2016	Check #000422940	V099998 EDUCATION ASSOC POLTICAL 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.



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).



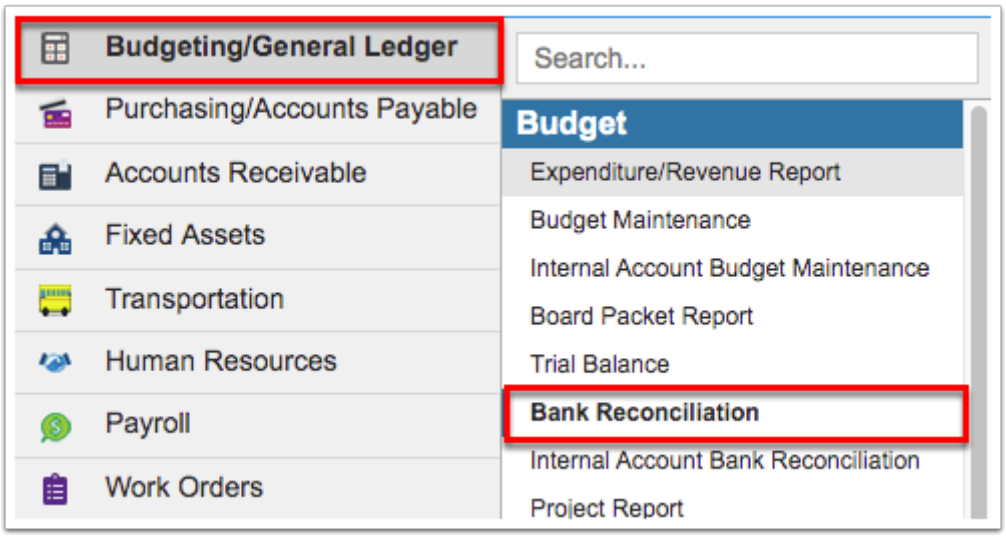
b. Click the white **X** to close the pop-up window.

Manual Reconciliations

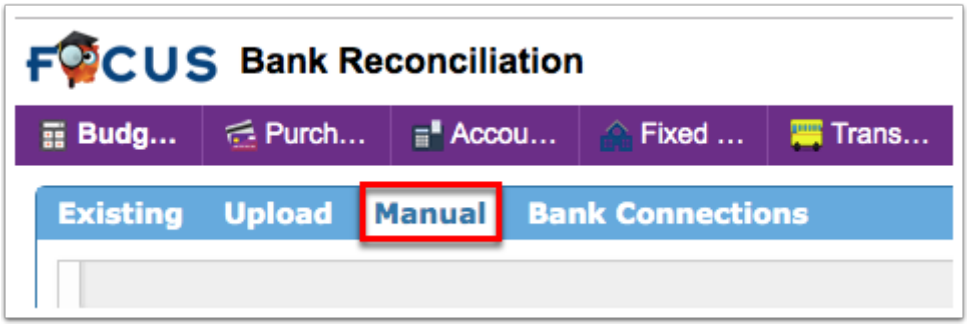
Manual Reconciliations allow users to manually enter bank information, such as the start and end dates as well as the balances. Once all information has been entered, users can then review each record in the system and manually clear them without matching them to data recorded in the system.

In order to create manual bank reconciliations, you must the profile permission to access the Manual tab via Setup > Profiles.

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

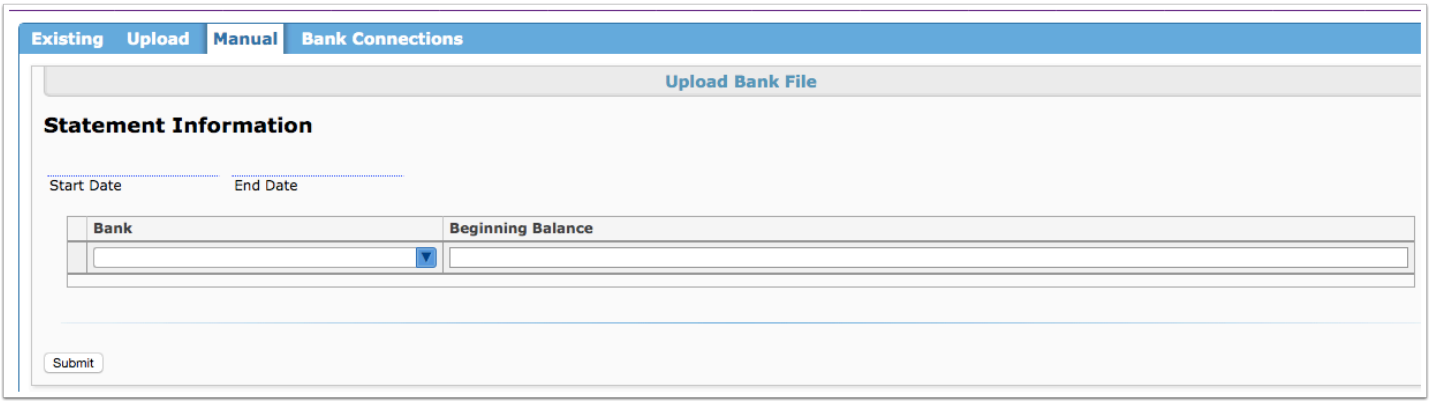


2. From the Bank Reconciliation screen, click the **Manual** tab.

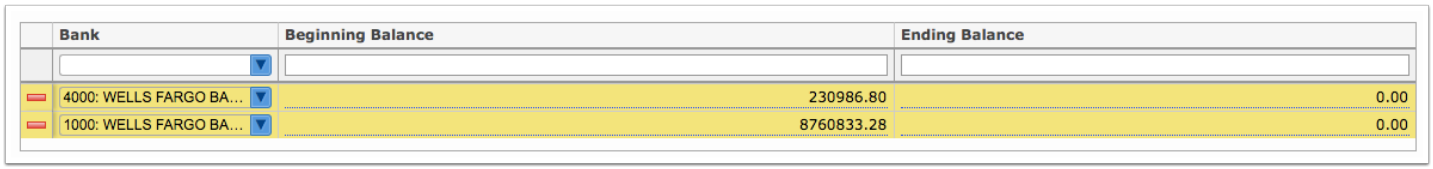


Completing Bank Reconciliations manually via the Manual tab is not recommended.

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



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.

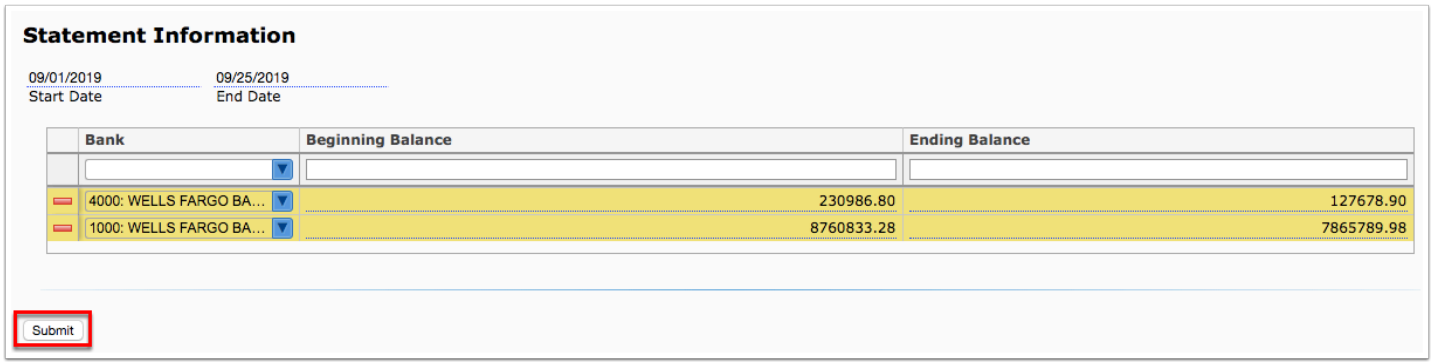


If necessary, click the **delete** button (red minus sign) to remove a selected Bank.

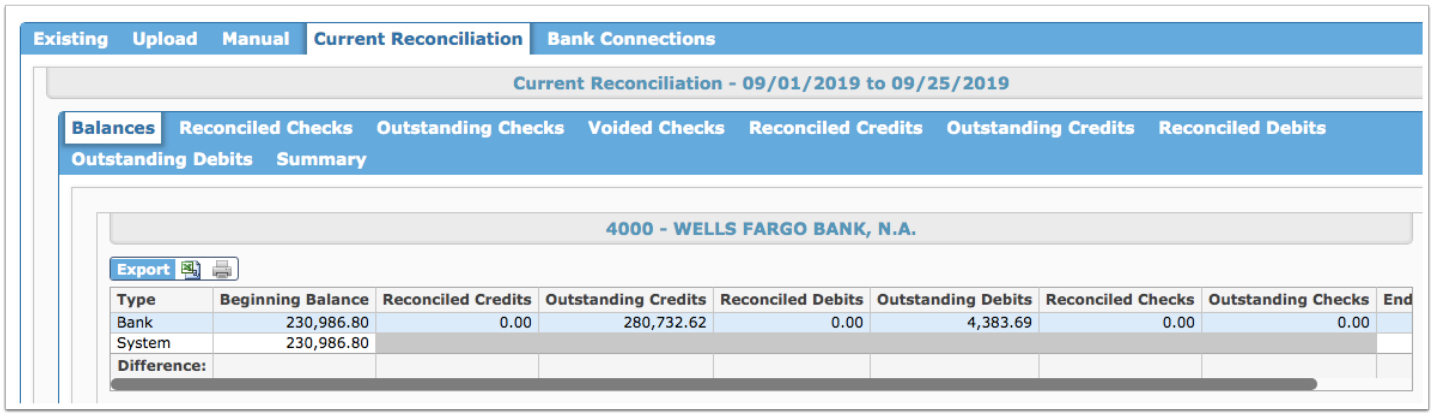
5. You are required to enter the **Beginning Balance** from the statement if this is the first reconciliation for the selected bank account. Otherwise, the Beginning Balance will populate automatically according to the ending balance recorded in the previous reconciliation. If necessary, edit this field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

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

7. Click **Submit** to begin the reconciliation.



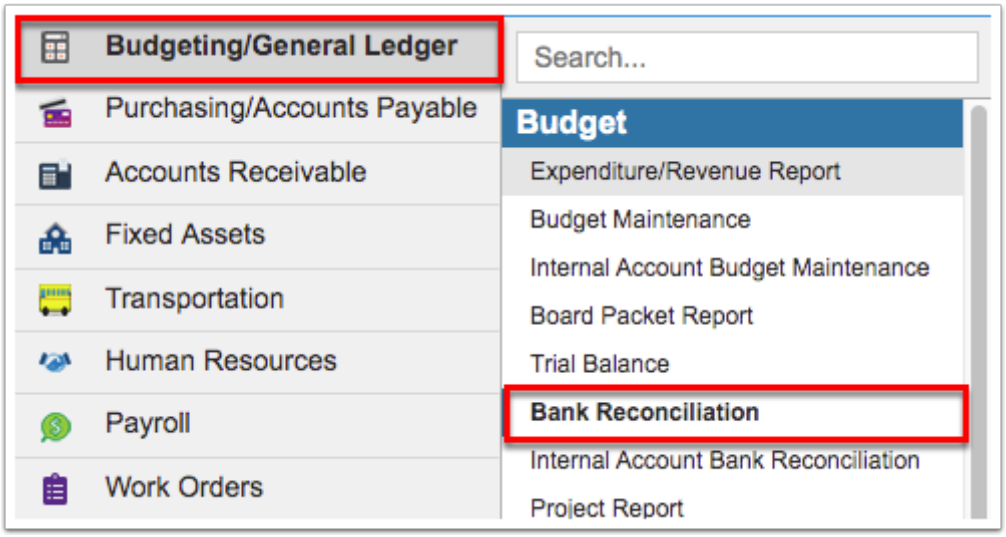
8. Complete the reconciliation via the following tabs: Balances, Reconciled Checks, Outstanding Checks, Voided Checks, Check Errors, Reconciled Credits, Unreconciled Credits, Outstanding Credits and Outstanding Debits, Unreconciled Debits, Reconciled Debits, and Summary.



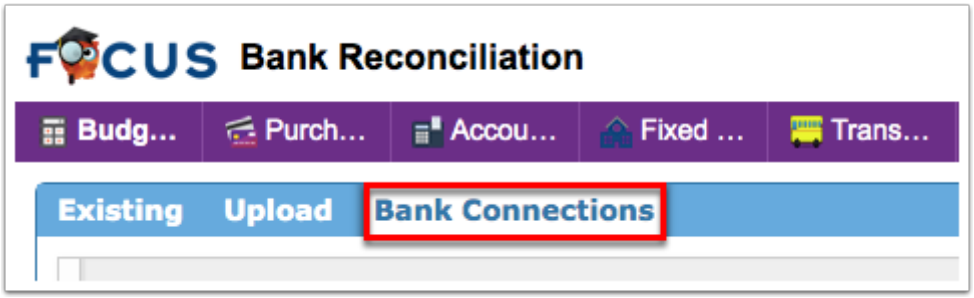
Bank Connections

> 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**.

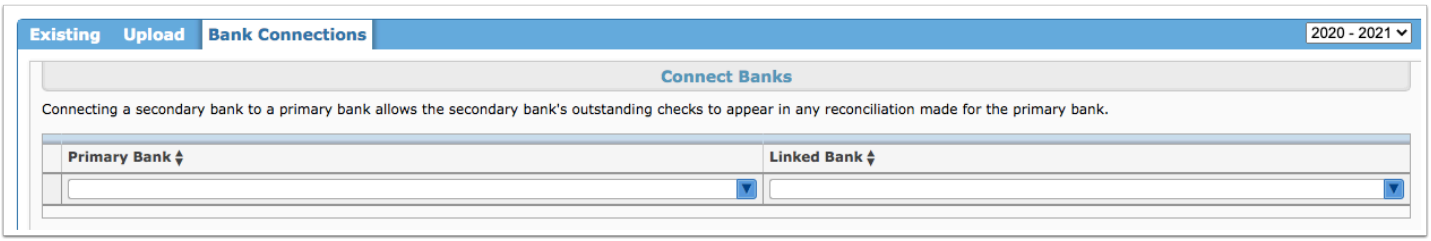


2. From the Bank Reconciliation screen, click the **Bank Connections** tab to connect a secondary bank to a primary bank so outstanding checks in the secondary bank's reconciliation also display in the primary bank's reconciliation.



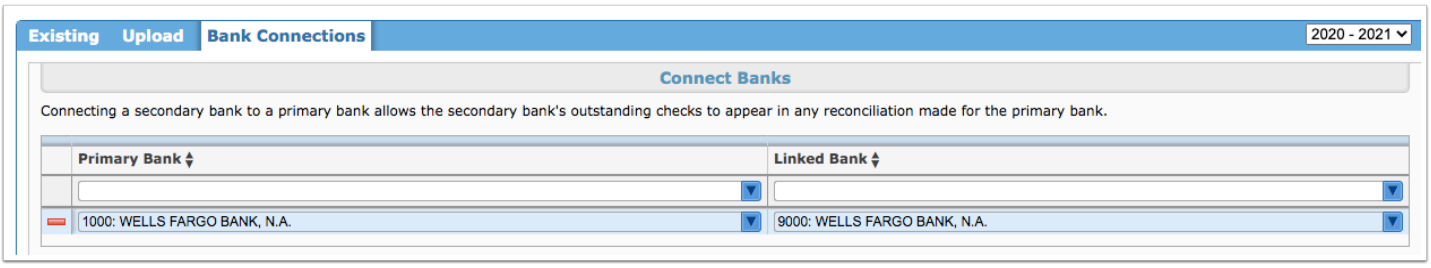
3. Select the correct fiscal year from the FY pull-down. The pull-down defaults to the current fiscal year.

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

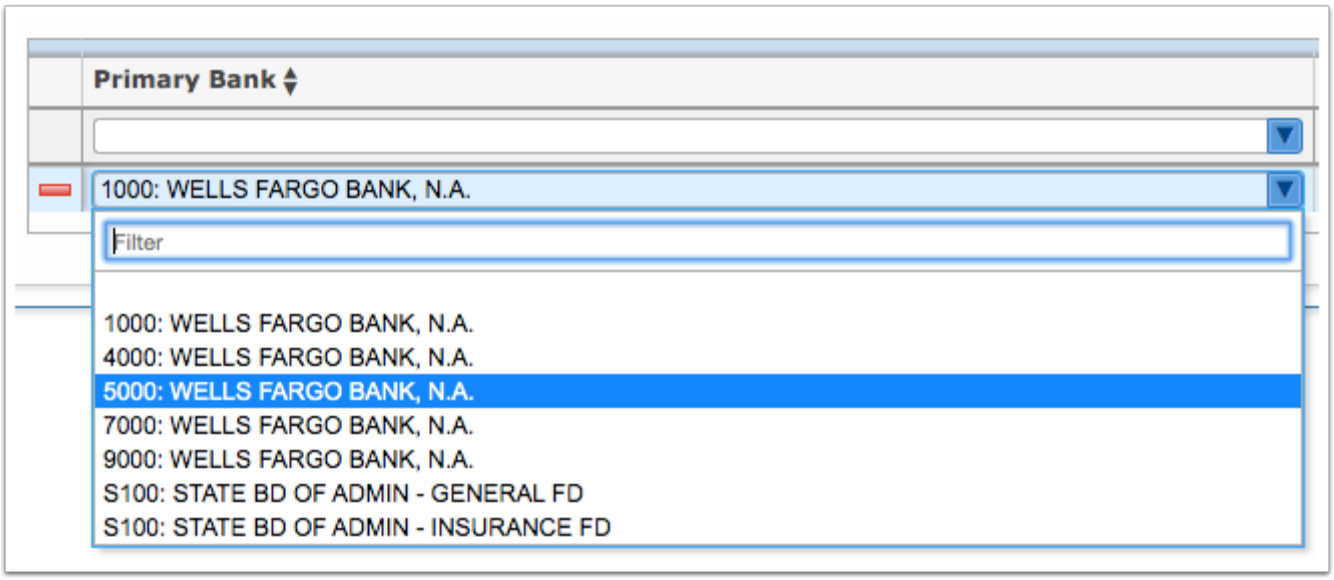


5. Select the secondary bank from the **Linked Bank** pull-down.

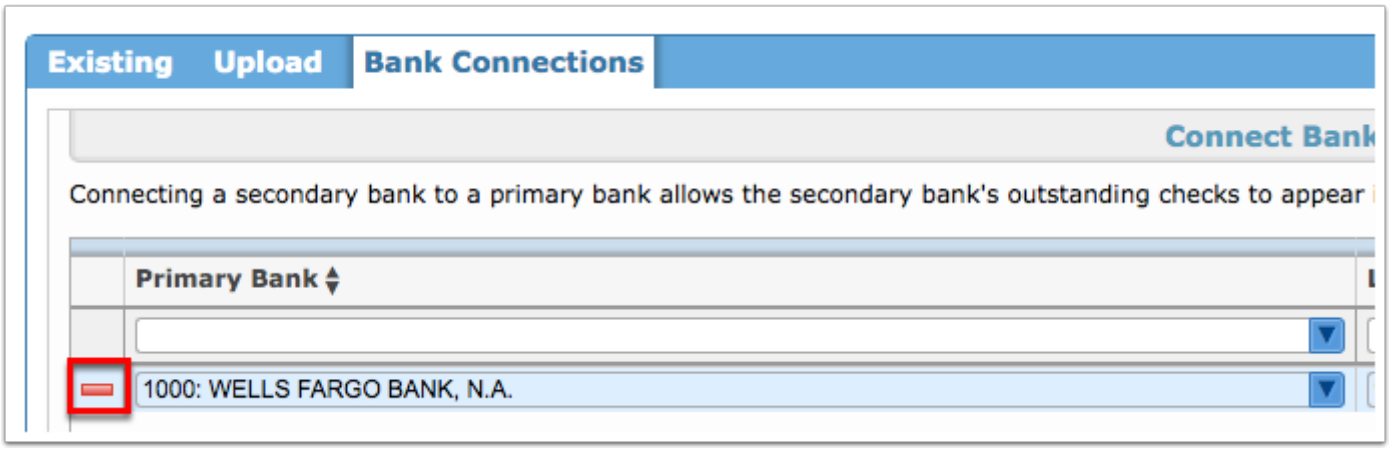
6. Once both selections have been made, press the **Enter** key to save the line of data. You'll know the data has saved when the line turns blue and the delete button (red minus sign) displays.



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



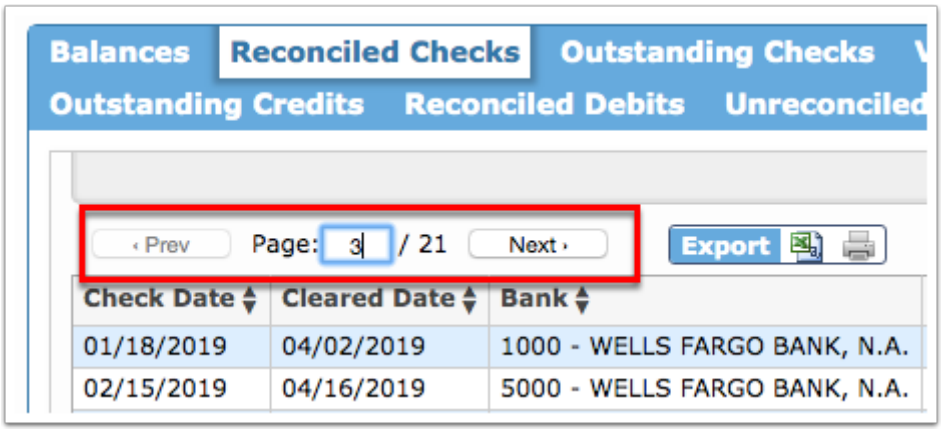
8. You can also edit bank connections already made by clicking the pull-downs and changing the selection made.



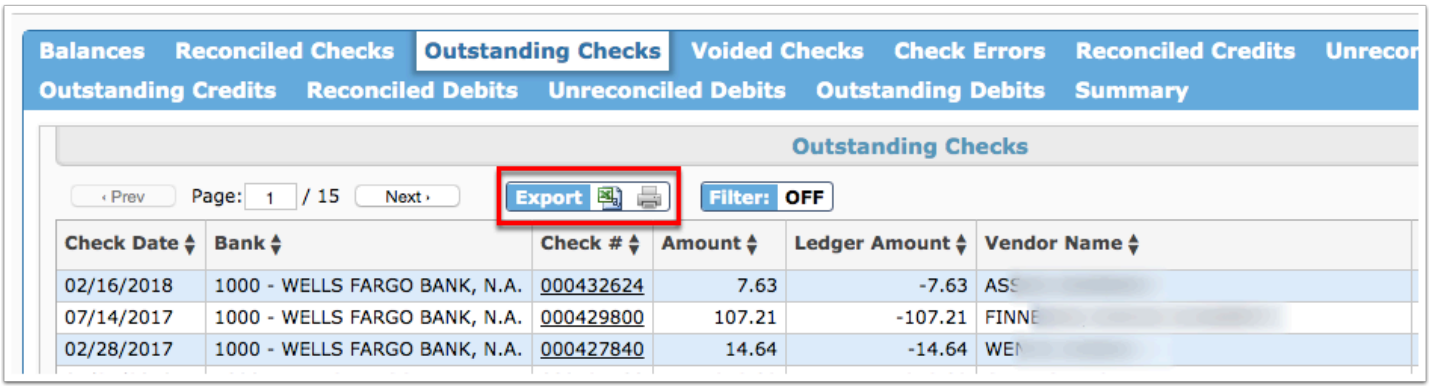
9. To remove the bank connection, click the **delete** button (red minus sign).

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.



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.



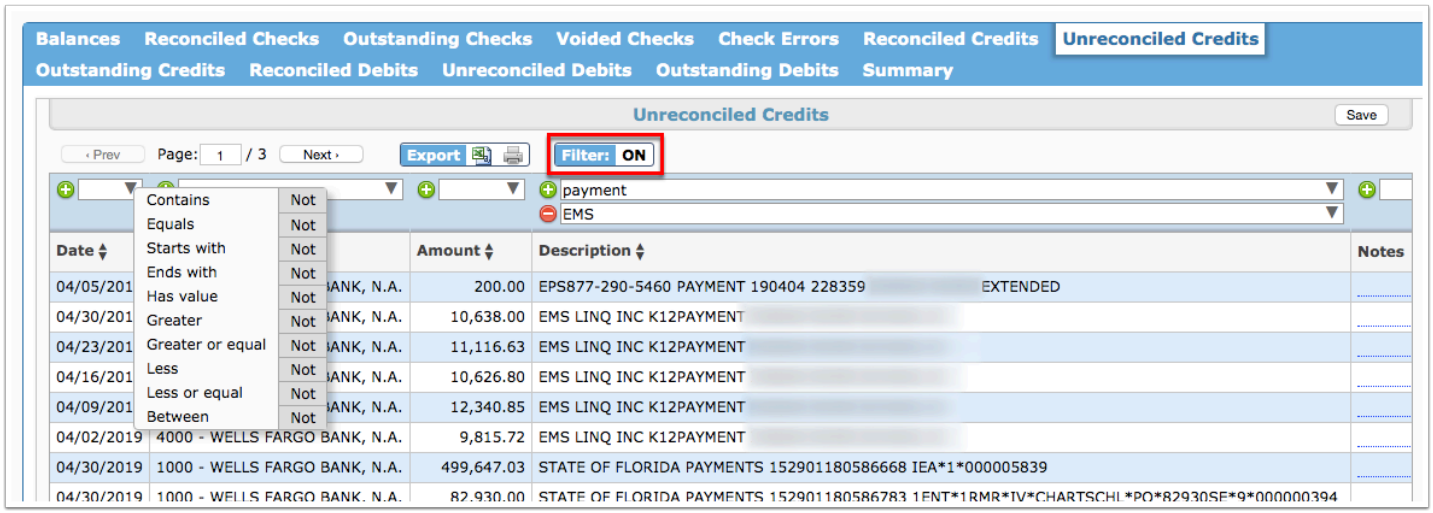
Click the **Printer** icon to print the table of data.

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

a. To add more than one filter to a column, click on the **green plus sign**.

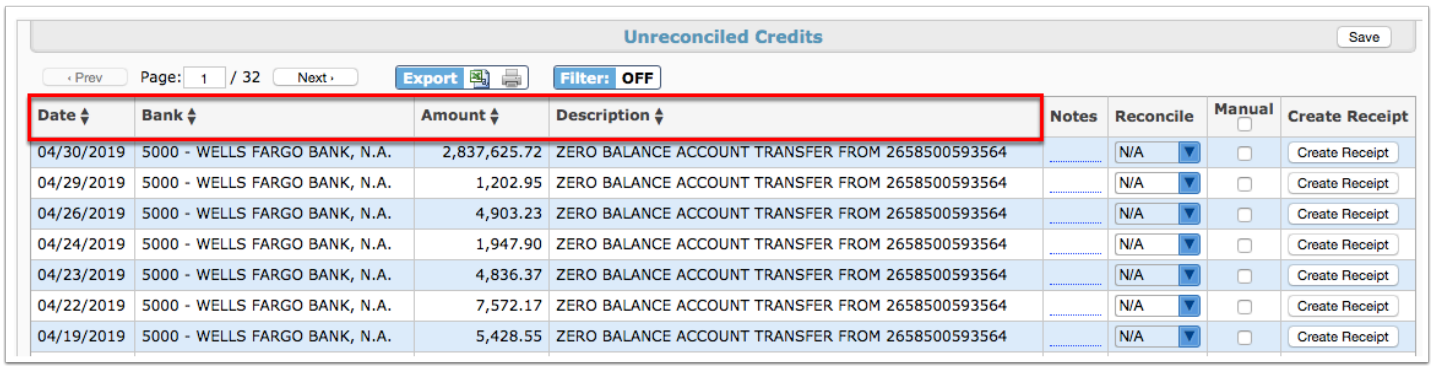
b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for additional filtering rules.

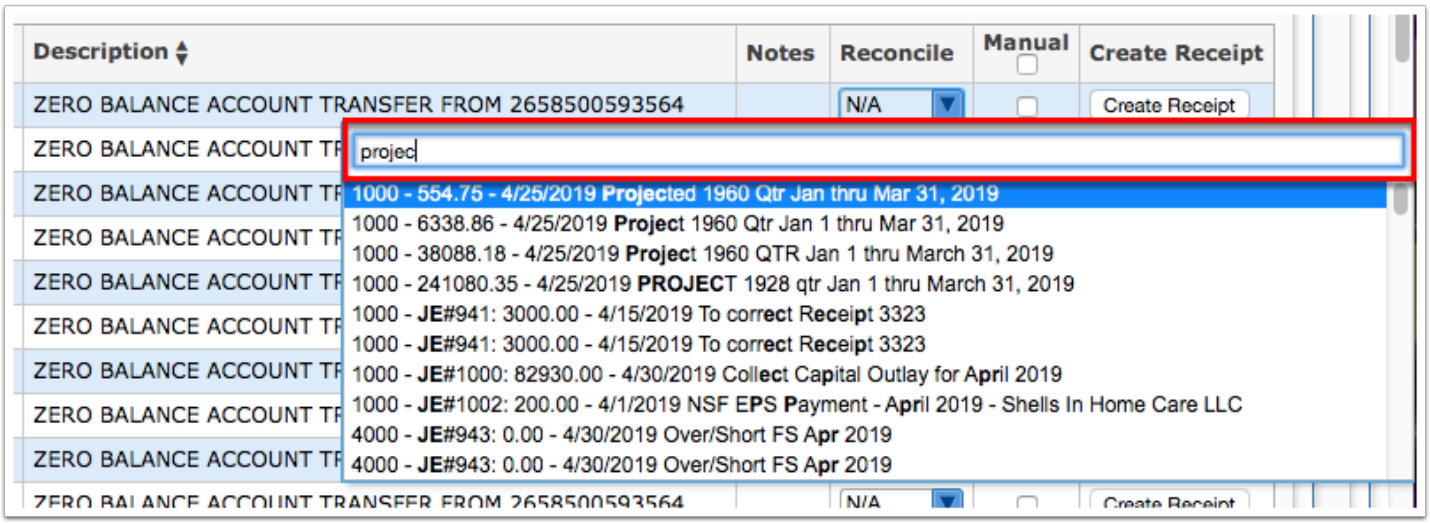


For more information on how to use the Filters feature, see the Filters document.

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



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