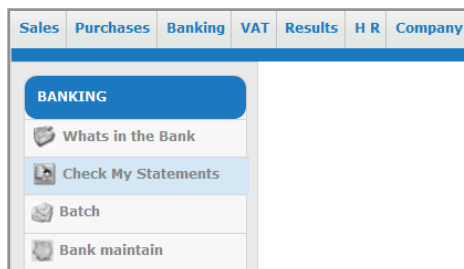


Check my Bank Statement

The bank reconciliation ensures that you have recorded all items in your books that appear on the bank statement. This help document will also show you how to add transactions that appear on your bank statement that are not on Liquid Accounts.

Select the **Banking** menu tab at the top of the screen and then choose the **Check My Statements** menu option.



The following screen will now show:

| | |
|---|---|
| Year end | 20 Dec 2011 |
| Account | BANK01 - Bank account |
| Previous recs | 25 Mar 2011 |
| Date to (last statement date) | <input type="text"/> |
| Date from | <input type="text"/> |
| Records to show | 600 |
| Show reconciled transactions | <input type="checkbox"/> |
| Show transactions after date | <input type="checkbox"/> |
| Key | <p>Red Out of date period unreconciled Green Reconciled Black Unreconciled</p> |
| <input type="button" value="Transactions"/> | |

Notes on the completion of this form:

- Select the correct **year-end** and **bank account** you wish to reconcile.
- In the **date to**, select the date you are doing the reconciliation to. For example if your bank statement has transactions to 31 Mar 2009, select that date. The **date from** will then default to the month preceding the **date to**, though you can override this.
- The **records to show** menu will default to a maximum of 600 items (otherwise any more data could cause your browser to crash or take a long

time to respond). This can be reduced if you are dealing with large amounts of data on a daily basis.

- To show all transactions for the period, ensure **Show reconciled transactions** is checked. Otherwise only those transactions not yet reconciled will be shown.
- Click on the **Transactions** button.

TIP: *It is customary to select the end of the month as the date to reconcile to, as this will then ensure that your management accounts are more accurate. It is important you reconcile at your year-end date, as this ensures that your accountant will get the correct information.*

The screen will now change and show you the transactions within the date range specified, plus any transactions prior to the date range that have not already been reconciled.

| BANK01 - Bank account | | Accounts at 1 Feb 2011 | | Reconciled after date | | .00 | | Add transaction | |
|-------------------------|-------------|------------------------|--|-----------------------|--------|-------------------------------------|--------|--------------------------|------------|
| Outstanding (this page) | | 3377.93 | | Rec to 1 Feb 2011 | | 34192.34 | | Header | |
| | | | | | | | | Refresh | |
| | | | | | | | | Reconcile all | |
| | | | | | | | | Lock statement | |
| | | | | | | | | Unreconcile all | |
| Edit | 30 Sep 2010 | BR | | | 100.00 | <input type="checkbox"/> | 100.00 | <input type="checkbox"/> | |
| | | | | | | | | | |
| | | | | | | | | | |
| Edit | 20 Dec 2010 | SR | bank interest | | 235.00 | <input type="checkbox"/> | 235.00 | <input type="checkbox"/> | |
| | | | TL1 Talon Receipt 20101220 161952/ | | | | | | |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 120933/ | 0.61 | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 Feb 2011 |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 120944/ | | 0.61 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 Feb 2011 |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121004/ | | 0.61 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 Feb 2011 |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121011/ | 0.61 | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 Feb 2011 |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121021/ | | 0.30 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 Feb 2011 |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121117/ | | 35.58 | <input type="checkbox"/> | 35.58 | <input type="checkbox"/> | |
| Edit | 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121140/ | 71.16 | | <input type="checkbox"/> | -71.16 | <input type="checkbox"/> | |

Tick the **Rec** box next to each item you wish to reconcile. The transactions will be shown in three different colours:

- Red** – Are the transactions prior to the date range that have not yet been reconciled
- Green** – Are transactions within the date range that have already been reconciled
- Black** – Are within the date range and have not been reconciled yet

The totals, displayed at the top, will change as the items are reconciled – you are aiming for the **Reconciled balance** to be the same as the balance on your bank statement.

When you have reconciled the individual transactions and the **Reconciled balance** equals the balance on your bank statement you have successfully reconciled your bank account.

*TIP: ALWAYS reconcile FROM the statement TO the system, the **Reconciled balance** can then be regularly checked to see that it agrees with the statement as you go, rather than waiting until you have ticked all items, and find you have a difference.*

If the entry on the bank statement is made up of several transactions on the system (for example if you have paid three cheques in together), they can be checked by clicking on the **Calc** box next to each item. The following pop-up box will appear.

| | | Paid out |
|-------------|--|----------|
| | | 100.00 |
| 07 111014 | | |
| 07 111311 | | |
| 07 111447 | | |
| 07 111749 | | |
| 11859/ | | |
| 11951/ | | |
| 909 135908/ | | 20.00 |
| 909 140204/ | | 20.00 |

| | |
|---------------|-------|
| Total: -21.56 | |
| Apply | Clear |

You can select and unselect any transaction in the calc column until you find the correct transactions. Once you are happy that these are correct you can press **Apply** and they will reconcile.

Locking Statements

Once you are happy with the reconciled statement – the reconciled balance being equal to the last balance on the statement – you can ‘lock’ the statement by clicking on **Lock statement**. This is entirely optional; you can **unlock** at any time, but it will serve as a warning to anybody else entering the reconciliation not to alter the figures.

Editing and deleting an entry

If, when checking the statement, an item is found to have been entered incorrectly, it can be edited by clicking on the **Edit** to the left of the transaction. You cannot edit an item if it is ticked as reconciled.

| Date | Type | Description | Paid Out | Paid In | Reconcile | NOT On Statement | Calc | Rec on |
|-------------|------|--|----------|---------|-------------------------------------|------------------|------|------------|
| 30 Sep 2010 | BR | | | 100.00 | <input type="checkbox"/> | 100.00 | | |
| 20 Dec 2010 | SR | bank interest TL1 Talon Receipt 20101220 161952/ | | 235.00 | <input type="checkbox"/> | 235.00 | | |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 120933/ | 0.61 | | <input checked="" type="checkbox"/> | | | 1 Feb 2011 |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 120944/ | | 0.61 | <input checked="" type="checkbox"/> | | | 1 Feb 2011 |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121004/ | | 0.61 | <input checked="" type="checkbox"/> | | | 1 Feb 2011 |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121011/ | 0.61 | | <input checked="" type="checkbox"/> | | | 1 Feb 2011 |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121021/ | | 0.30 | <input checked="" type="checkbox"/> | | | 1 Feb 2011 |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121117/ | | 35.58 | <input type="checkbox"/> | 35.58 | | |
| 6 Jan 2011 | PP | AP1 AppleCorp Payment 20110106 121140/ | 71.16 | | <input type="checkbox"/> | -71.16 | | |

To delete an entry, click on **Edit**, and then select the **Delete** button. Please note that an entry cannot be deleted if it has been reconciled. Also, in the case of sales receipts and purchase payments, they cannot be deleted if they have been allocated against an invoice.

If you need to return to the beginning of the bank reconciliation process i.e. the initial screen, clicking on **Header** will take you back to the first screen.