

Accounts Payable - Bank Reconciliation

How to reconcile bank data with the Bank's statements.

The bank reconciliation program in Accounts Payable under Month End Procedures will allow you to verify that your check register as well as Receivables Journal matches with the bank statements.

The screenshot shows a terminal window titled "DEVLinux" with a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main window displays the "Bank Reconciliation" program with the following data:

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AP1100                               Bank Reconciliation                               Rev/01.01.00

Bank Code.....: 1                   Chase Bank
Company.....: 1                       ATS Inc.

Statement Date.....: 01/31/22

3. First Act Date.....: 01/01/20
4. Last Act Date.....: 01/31/22

5. Total Withdrawals...: 175,414.66
6. Total Deposits.....: 161,277.27

7. Service Charge Amnt.: 12.00          Gl Acct#.: 4605
8. Interest Earned.....:                Gl Acct#.:

<----- System Information ----->
Number of Cks: 358          Ttl Amount.: 175,414.66
Number of Crs: 165         Ttl Amount.: 161,277.27
Reconciled Checks.: 174,782.31      Difference.: 632.35
Reconciled Cash...: 161,277.27      Difference.: 0.00

Line#, (Q)uit, (TOP), (S)earch, (C)hecks, (R)eceipts, (P)ost, (U)pdt Files
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At the bottom of the window, the status bar shows "Ready", "Ln 22, Col 75", and "NUM".

Bank Code: Enter the bank code you wish to reconcile.

Company: Display field to show the Company associated with this bank.

Statement Date: Enter your bank statement date.

First Act Date: Enter the first activity date, this field is not required, leaving this field blank will pickup every transaction that has not already been reconciled up to the Last Act Date.

Last Act Date: Enter the last activity date, normally this would not be past the Statement Date.

Accounts Payable - Bank Reconciliation

Total Withdrawals: Enter the total amount the bank statement shows of checks cashed.

Total Deposits: Enter the total amount the bank statement shows of deposits.

Service Charge Amnt: Enter any services charges noted on the bank statement. When record is posted this will create an entry in your check register. It will display with the Check# of BR(Statement Date)

Gl Acct#: Enter the GL account number for Bank Charges.

Interest Earned: Enter any interest paid by your bank. When record is posted system will create a Receipt into your Receipt Journal to record the additional income.

Gl Acct#: Enter the GL account to record the interest earned.

The below fields will display the information collected from your database.

Number of Cks:	Ttl Amount.:	
Number of Crs:	Ttl Amount.:	
Reconciled Checks.:		Difference.:
Reconciled Cash...:		Difference.:

Once the checks and receipts have been selected, system will display the above information and then you can use the following options to mark which check and receipts you will be reconciling.

MODIFY LINE:

Line#, (Q)uit, (TOP), (S)earch, (C)hecks, (R)eceipts, (P)ost, (U)pdt Files

(S)earch: Will loop through the selection process again.

(C)hecks: Will display the checks selected allowing to mark or un-mark checks.

(R)eceipts: Will display the selected receipts so you can mark or un-mark them.

(P)ost: Will save the work performed so far without updating the checks and receipts, this will leave them as un-reconciled. Only use this option when for whatever reason you need to leave the work done so far and you will

Accounts Payable - Bank Reconciliation

return to it later. You should not try to reconcile another statement until you have updated this one.

(U)pdt Files: This will mark all the checks and receipts marked for reconciliation and lock this statement.

System will NOT allow you to Update files until the fields name "Difference:" are zero. Meaning that what you have marked for recon and what the bank shows as total deposits and total withdrawals match.

When you enter C for Checks you will see the following screen.

L#	Check Number	Check Date	Check Amount	Re	Statement Amnt	Difference
1>	81	04/26/13	1.00	N	0.00	1.00
2>	82	10/24/12	425.00	N	0.00	425.00
3>	85	03/12/13	1.00	N	0.00	1.00
4>	89	10/25/12	1.00	N	0.00	1.00
5>	123	11/17/09	1.00	N	0.00	1.00
6>	777	07/16/19	5.00	N	0.00	5.00
7>	888	06/06/12	14000.00	N	0.00	14000.00
8>	1000	07/03/20	VOIDED	Y	0.00	0.00
9>	1003	10/28/16	1.00	N	0.00	1.00
10>	1005	11/07/16	100.00	N	0.00	100.00
11>	1008	04/13/12	1.00	N	0.00	1.00
12>	1030	07/28/17	1.00	N	0.00	1.00
13>	1031	07/28/17	1.00	N	0.00	1.00
14>	1032	07/28/17	1.00	N	0.00	1.00
15>	1035	08/08/17	1.00	N	0.00	1.00
16+	1036	10/04/17	1.00	N	0.00	1.00
Totals->		149	202490.65		0.00	202490.65

L#, (P)age 1 of 10, (S)ort, (A)dd, (D)el, (M)ark, (H)rd Cpy, (U)pdt, (CR)

Ready Ln 22, Col 73 CAP NUM

Here you can mark specific checks, remove them or Mark a range.

By default system has the checks marked as N (Not-Reconciled) in the column heading 'Re' unless they are voided checks. You should reconcile voided checks even though they don't show up on the banks statement, so they don't keep coming up statement after statement.

Accounts Payable - Bank Reconciliation

Once your Recon Total and your Stmt Total matches you can then do exact same procedure for your receipts.

The point of this process is to make sure that you record matches the banks record.

Additionally, the Check Reconciliation Report allows you to list checks that have cleared and those checks that have not cleared.

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DEVLinux
File Edit Setup Run Help
AP1100.P Check Reconciliation Report Rev/01.01.00

1. Bank Code.....: xxx
   Company.....:
2. Range Option.:
3. Start Range...:
4. End Range.....:
5. Report Option:
6. (C)leared or
   (I)ssued date:
7. Include Checks
   cleared after
   End Date?.....:

Range Options
A. Date Range
B. Check number

Report Options
A. Cleared Checks
B. Un-Cleared Checks
C. Voided Checks
D. Missing Checks
E. ACH Checks
F. All of the Above

Ready Ln 4, Col 21 NUM
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