



21st Century Programming

Custom Software Solutions for the Recycling Industry

1051 E. Wardlow Road • Long Beach, CA 90807 • (562) 981-1030/FAX (562) 981-1040

Checking Account Reconciliation

Name: _____



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Checking Account Reconciliation

Go to Accounting → Checking → New Reconciliation

1. Select the checking account from the drop down list
2. Select the reconciliation date from the drop down calendar
3. Select the bank statement date from the drop down calendar
4. Type the opening balance from your bank statement
5. Type the ending balance from your bank statement
6. To enter any bank charges that were charged to the account, such as bank fees:
 - a. Click on the box under each heading to enter information
 - b. For adjustment account select from the drop down list of general ledger accounts.
7. Click **Reconcile Account** to reconcile the bank account records with the registry of checks

A list of checks will appear on a new screen:
(Click on the heading of any column to sort)

8. To remove a check from the registry, click the reconciled (Rec) box
9. The Theoretical Balance will adjust with each check/deposit selected
10. The difference field will display the difference between the theoretical balance and the statement ending balance
11. Once all the checks are reconciled, if a difference remains, click **Create Adjustment for Reconciliation Difference**.

A new screen will appear:

12. Select the GL Account from the drop down list (also called Adjustment Account)
13. To add a note, click **Notes**.

Reconcile Account (23)

Reconcile Account

Checking Account: Dealer Checking Account Currency: USD

Reconciliation Date: 4/19/2012

Bank Statement Date: 4/19/2012

Opening Balance: \$56480.15

Ending Balance: \$32486.25

Date	Adjustment Amount	Notes	Adjustment Account
4/19/2012	\$25.00	fee	Cash Account

Total: \$0.00

Reconcile Register (24)

Reconcile Register

Currency: USD

CheckNum	CheckDate	PayableTo	Memoline	Amount	Rec	Type
10001	04/19/2012	fee		(\$25.00)	<input type="checkbox"/>	Adjustment
101	03/21/2012	TEST CUSTOMER	Public Purchase - 10011	(\$16.25)	<input checked="" type="checkbox"/>	Check
102	03/21/2012	21st Century Test Comp		(\$1,200.00)	<input type="checkbox"/>	Check
103	03/21/2012	21st Century Test Comp		(\$559.45)	<input type="checkbox"/>	Check
104	03/21/2012	21st Century Test Comp		(\$5,000.00)	<input type="checkbox"/>	Check
105	03/21/2012	21st Century Test Comp		(\$5,000.00)	<input type="checkbox"/>	Check
106	04/10/2012	TEST CUSTOMER	Public Purchase - 10017	(\$32.00)	<input type="checkbox"/>	Check
107	04/10/2012	TEST CUSTOMER	Public Purchase - 10016	(\$365.38)	<input type="checkbox"/>	Check
108	04/10/2012	21st Century Test Comp		(\$968.86)	<input type="checkbox"/>	Check
109	04/10/2012	Future Graphics		(\$883.93)	<input type="checkbox"/>	Check
110	04/17/2012	International Paper		(\$1,300.00)	<input type="checkbox"/>	Check

Statement Opening Balance	\$56480.15
Credits/Deposits	\$0.00
Debits/Checks	(\$16.25)
Net Difference	(\$16.25)
Theoretical Balance	\$56463.90
Statement Ending Balance	\$32486.25
Difference - subtract from account	\$23977.65

Account Adjustment (16)

Account Adjustment

Checking Account: Dealer Checking Account Currency: USD

Bank Statement Date: 4/19/2012

Amount: \$23977.65

GL Account: Cash Account

Notes:



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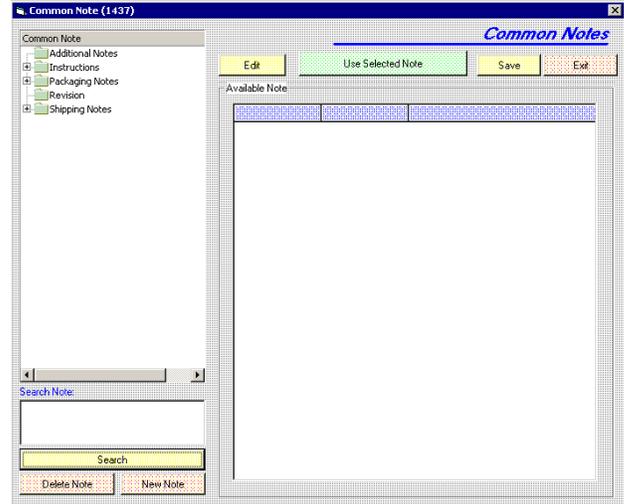
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14. Commonly used notes screen will appear

Click **New Note** to add another note to the choices

- To select a note from the list, highlight and click **Use Selected Note**.
- Click Save and Exit
- To exit without using a note click **Exit**.

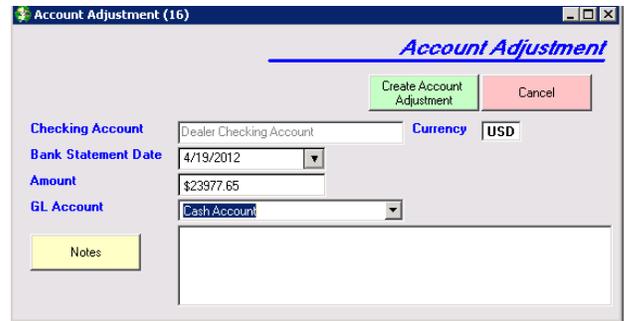


15. To create adjustment to the account click **Create Account Adjustment**.

16. Or click **Cancel** to exit without adjusting

You will be returned to the previous screen, "Reconcile Register" and the difference will read zero

17. Click **Finished**, to save the adjustments and print the report.



Void or Reprint Reconciliation

Go to Accounting → Checking → Void/Reprint Reconciliation

Select the Reconciliation from the list

To Void, click **Void Reconciliation**. (This cannot be undone!)

To Reprint, click **Reprint Report**.

