

Bank Reconciliation

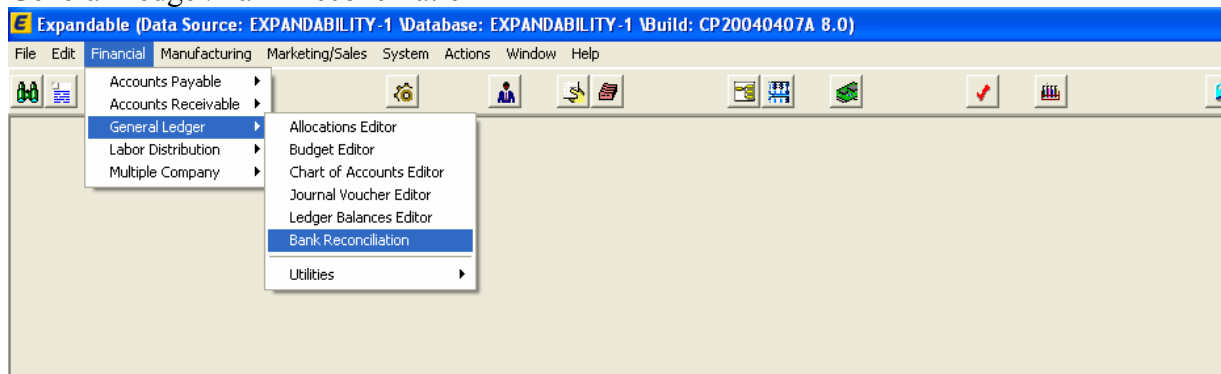
The secret to making bank reconciliations less painful is to do them often, for short periods and last but not least utilize the Bank Reconciliation module in Expandable financials.

You don't need to post transactions or run the Month End utility in order to use the Bank Reconciliation. However, you need to run the Journal Batch Entry for any Journal Vouchers entered to post miscellaneous automatic entries that have been posted to your account by the bank during the period you are reconciling for and run the AP check update utility.

Since the program includes all transactions that go to the GL in Expandable for the account being reconciled, in the period you specify, i.e. from the **Date Last Bank Recon** to the **Bank Statement Date** entered, you need to modify the "Action Date" in the Journal Voucher Editor to be within the date range, if you are doing the recon after the period specified.

Even though the Bank Reconciliation in Expandable is user friendly detailed steps are included below:

In Expandable: General Ledger/Bank Reconciliation



Enter Bank Statement Date and click "Next"

The screenshot shows the "Bank Reconciliation" dialog box. It contains the following fields and values:

- Year: 2005
- Month: 3
- Bank Statement Date: 3/11/05
- Bank Code: (empty)
- Date Last Bank Rec: 3/4/2005
- Bank Account: (empty)
- General Ledger Cash Account: 00 | 000.12050

At the bottom of the dialog, there are buttons for "< Back" and "Next >".

Enter the Balance per Bank Statement and Click "Clear checks"

The screenshot shows the "Bank Reconciliation" dialog box with a table of reconciliation items and buttons for clearing items.

Balance per Bank Statement	0.00	
Deduct: Outstanding Checks	481124.76	Clear Checks
Add: Outstanding Deposits	2469.00	Clear Deposits
Add/Deduct: Unreconciled Journal Entries	0.00	Clear Misc JVs
Adjusted Bank Balance	-478655.76	
Balance per General Ledger	4801701.88	
Bank Fees/Charges	0.00	
Interest Income	0.00	
Other Adjustments	0.00	
Adjusted Ledger Balance	4801701.88	
Unreconciled Difference	-5280357.64	

At the bottom of the dialog, there are buttons for "< Back", "Done", and "Finish Later".

Bank Reconciliation

After you clear all checks, compare the amount in the **Total Checks Cleared** field to the total of cleared checks on your bank statement. If they match then click **“OK”**

Reconciled	Check Number	Check Date	Amount Paid	Payment Type	Vendor Name
N	104081	12/9/2004	407.53	C	
N	104283	1/27/2005	206.14	C	
Y	104345	2/4/2005	502.71	C	
Y	104349	2/4/2005	3000.00	C	
Y	104359	2/11/2005	13635.27	C	
Y	104360	2/11/2005	416.00	C	
N	104361	2/11/2005	5.00	C	
Y	104368	2/11/2005	1250.00	C	

Then go to **“Clear Deposits”** When done click **“OK”**

Reconciled	Batch Number	Action Date	GT Net Amount	Operator ID
N	600	6/30/2004	2469.00	MARLENE
Y	934	2/23/2005	142270.64	MARCO
Y	935	2/24/2005	65858.12	MARCO
Y	937	2/25/2005	4626.71	MARCO

Then go to **“Clear Misc JVs”** When done click **“OK”**

Reconciled	Journal ID	Action Date	Batch Number	Amount	Reference	Transaction Note	Prc
Y	50256C	2/25/2005	2103	-389.87			GL
Y	50256C	2/25/2005	2103	-562.51			GL
Y	50256C	2/25/2005	2103	-64372.97		Feb funding Rs2,733	GL
Y	50256C	2/25/2005	2103	-125.00			GL
N	50250B	2/25/2005	2104	-30708.25			GL
Y	50250B	2/25/2005	2104	-259297.28			GL

Put in any other adjustments if needed; for example in this case a deposit in the bank that was not applied in Expandable (\$24,046.30)

Balance per Bank Statement	5190588.93
Deduct: Outstanding Checks	152696.88
Add: Outstanding Deposits	2469.00
Add/Deduct: Unreconciled Journal Entries	-170377.76
Adjusted Bank Balance	4869983.29
Balance per General Ledger	4845936.99
Bank Fees/Charges	0.00
Interest Income	0.00
Other Adjustments	24046.30
Adjusted Ledger Balance	4869983.29
Unreconciled Difference	0.00

If **Unreconciled Difference** field is \$0.00 click **“Done”** if not and you need to do more research click **“Finish Later”** when you return to the recon all your information will still be there except you need to enter the **Balance per Bank Statement** again.

After you hit **“Done”** Bank reconciliation report will pop up on your toolbar, maximize and print. See sample report below:

Bank Reconciliation

Page 1 Summary

Bank Reconciliation		Page 1 of 4 2/28/2005 4:07 PM
Bank:	Account Number:	Statement Date: 2/25/2005
Balance per Bank Statement	5,190,588.93	
Deduct: Outstanding Checks	152,696.88	
Add: Outstanding Deposits	2,469.00	
Add/Deduct: Unreconciled Journal Entries	-170,377.76	
Adjusted Bank Balance	4,869,983.29	
Balance per General Ledger	4,846,936.99	
Bank Fees/Charges	0.00	
Interest Income	0.00	
Other Adjustments	24,046.30	
Adjusted Ledger Balance	4,869,983.29	
Unreconciled Difference	0.00	

Page 2 Listing of outstanding checks

Bank Reconciliation		Page 2 of 4 2/28/2005 4:07 PM	
Outstanding Check List			
Check Number	Check Date	Vendor Name	Check Amount
104081	12/9/2004		407.53
104283	1/27/2005		206.14
104361	2/11/2005		5.00
104385	2/11/2005		169.36
104389	2/11/2005		44.69
104396	2/17/2005		11,631.75
104418	2/17/2005		327.00
104419	2/17/2005		339.80
104425	2/17/2005		10,000.00
104427	2/24/2005		2,028.34
104428	2/24/2005		8,166.91
104429	2/24/2005		1,670.00

Page 3 Outstanding deposits (in the Book not in the Bank)

Bank Reconciliation		Page 3 of 4 2/28/2005 4:07 PM
Outstanding Deposit List		
Batch Number	Deposit Date	Deposit Amount
600	6/30/2004	2,469.00
Total Outstanding Deposits		2,469.00

Page 4 Un-reconciled journal entries

Bank Reconciliation		Page 4 of 4 2/28/2005 4:07 PM
Unreconciled Miscellaneous Journal Entries		
Journal ID	Action Date	Amount
502500	2/25/2005	-30,708.25
502500	2/25/2005	-139,669.51
Total Unreconciled Miscellaneous Journal Entries		-170,377.76