

Bank and Checkbook Reconciliation

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Bank Reconciliation

Reconciling the bank statement may be done as often as a statement is received from the bank. Holding the fiscal month open for this task is not recommended since reconciling can be done in the following month and any adjustments can be made by posting journal entries into the prior month.

The reconciliation process does not affect the general journal in any way. It does scan the journal for any activity that has not yet been brought into the reconciliation file that is maintained for each account that is balanced regularly.

Reconcile the Bank Statement

1. Go to *G/L / Checkbook Reconciliation*.
2. Select the account to be reconciled.
3. The *Checking Account Reconciliation* screen appears displaying the current balance of the account. Enter the bank statement balance.
4. Select the period to be reconciled.
5. If this account has previously been reconciled, outstanding checks or deposits may already be displayed in the grids of the *Checks* or *Deposits* tab. To bring in the recent activity, select **Refresh**.
6. Mark all checks and deposits that have cleared the bank by putting a checkmark in the *Cleared* column. Any void or reversing entries, which appear in red, should have offsetting entries showing. Both the original entry and the offsetting entry should also be marked as *Cleared*.
7. Select **Print** to have the computer calculate the difference between the bank statement balance and the calculated computer balance (*current balance - outstanding checks + outstanding deposits*).
8. If an entry is missing, such as a journal entry for a service charge or a check or a deposit that was missed, select **Save** and exit the screen. Make the necessary entries in the general ledger and then return to the *Reconciliation* screen. Re-enter the bank statement balance, select the appropriate period, and choose **Refresh** to continue with the reconciliation. When returning to the *Reconciliation* screen, all previously existing entries remain.
9. When the *Print* screen shows a difference of zero, it is recommended to print the reports from the *Print* screen which shows the transactions. The cleared entries may then be deleted so the next time the account is reconciled, only the outstanding entries remain.

Note: When reconciling for the first time, there may be outstanding checks or deposits that were transactions prior to using Agvance Accounting. In this case, use **Add** to add these entries to the reconciliation area without affecting the general ledger account balances.

Reconcile Across Multiple Datasets

If more than one company dataset uses the same checking account, use this method to reconcile.

1. At the *Reconciliation* screen, select **Options**. Fill in the data path of the dataset(s) to be included in the reconciliation of this account. The data path should be formatted as shown in *Current Database*. Include the G/L account and fiscal month from that dataset for which the activity is being captured.
2. The next time **Refresh** is used, the activity from this dataset will be included in the reconciliation check and deposit grids.
3. Reconcile.

Checkbook Reconciliation

This function may be used on any account in the general ledger, although it is most frequently used to reconcile the checking account.

It is important to note that although this function copies data from the general journal into the reconciliation area of the program, it has no direct effect on the general ledger itself.

Payee ID	Ref #	Date	Amount	Description	Clear
Andrew	51895	07/16/2021	50.00	Andrew Transport	<input checked="" type="checkbox"/>
	51241	02/28/2019	91407.08	Bo Tashiro (01IND/SoyBns)	<input checked="" type="checkbox"/>
	51240	02/28/2019	46509.50	Thuy Wadlinger (01IND/SoyBns)	<input checked="" type="checkbox"/>
	51230	02/28/2019	35691.49	Paul Allen (01IND/SoyBns)	<input checked="" type="checkbox"/>
Water	51239	02/23/2019	225.00	My Water Company	<input checked="" type="checkbox"/>
SyngSeed	51238	02/23/2019	39331.93	Syngenta Seeds	<input checked="" type="checkbox"/>
Standa	51237	02/23/2019	10980.00	Standard Oil	<input checked="" type="checkbox"/>
Nbauto	51236	02/23/2019	15645.48	N and B Auto Parts	<input checked="" type="checkbox"/>
BooGas	51235	02/23/2019	3297.50	Boomer Gas Company	<input checked="" type="checkbox"/>
Trueva	51234	02/15/2019	50.00	True Value Hardware	<input checked="" type="checkbox"/>
Standa	51233	02/15/2019	16502.50	Standard Oil	<input checked="" type="checkbox"/>

- **Current Balance** – This automatically displays the current balance of the selected account once **Refresh** is selected.
- **Bank Statement Balance** – Enter the ending balance shown on the bank statement being reconciled.

- **Period – Refresh** brings in journal activity through the selected fiscal period. Choose from *Beginning Balance*, specific fiscal months (1, 2, 3, etc.), and *Current*.
- **Mark a Range of Checks Cleared** – Indicate whether the range to be marked *Cleared* is a range of regular checks or ACH checks. Enter the first and last check number of a continuous run of checks to be marked as *Cleared*.
- **Checks tab** – This displays outstanding checks from the previous reconciliation. After selecting **Refresh**, checks written on the account through the selected period are also displayed. The sort order of this grid may be changed by selecting any of the headings to sort by that column.
- **Deposits tab** – This displays outstanding deposits from the previous reconciliation. After choosing **Refresh**, deposits made to the account through the selected period are also displayed. The sort order of this grid may be changed by selecting any of the headings to sort by that column.
- **Refresh** – Choosing this brings in any entries made to the selected account through the selected period.
- **Print** – When all the checks and deposits that cleared the bank have been marked as *Cleared*, choose this to have the computer compare the calculated computer balance to the bank statement balance.
- **Delete Cleared** – When the account has been reconciled to a zero difference upon selecting **Print**, choose this to delete the cleared entries. Deleting cleared leaves only the outstanding entries for the next time this account is reconciled.
- **Add** – This function adds an entry to the reconciliation file without affecting the general journal in any way. This is how an outstanding check or deposit is added to the reconciliation file that may have been transacted prior to using Agvance.
- **Options** – This is used to define G/L accounts in other data sets which should be scanned when **Refresh** is selected.
- **Cleared Check File** – Some banks can provide a cleared check file to customers for account reconciliation purposes. There are currently five formats available for this file: *Standard, PNC, CoBank, Wells Fargo, and Bell Bank*. To be able to use this option, the bank should provide the file format for review. If an existing format does not work, the format may be added for a one-time billable fee.
- **Load File** – This allows selection of a reconciliation file provided by the bank. Selection of the file marks checks and deposits *Cleared* based on the information in the file.
- **Edit Pending File** – Edits to the existing file are allowed.