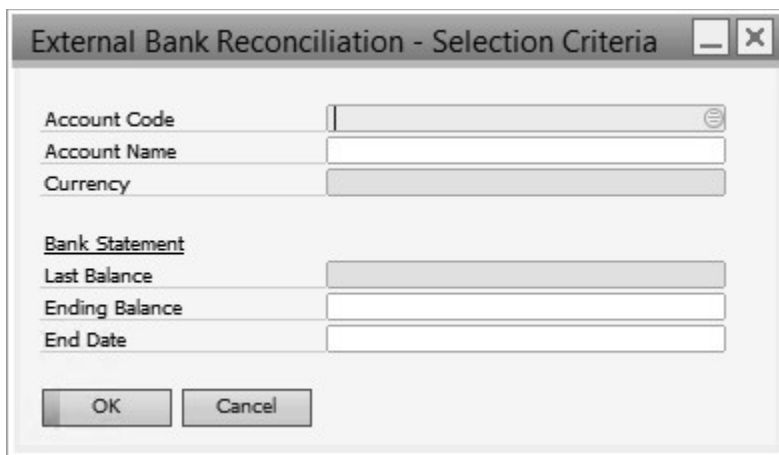# ORCHESTRATED

Bank Reconciliation

Overview

This document covers the bank reconciliation process in Orchestrated. The examples are done in an OBeer Environment. More resources and information can be found at http://support.orchestrated.com/hc/en-us/articles/216003257-Keg-Management-Credits-Deposits-
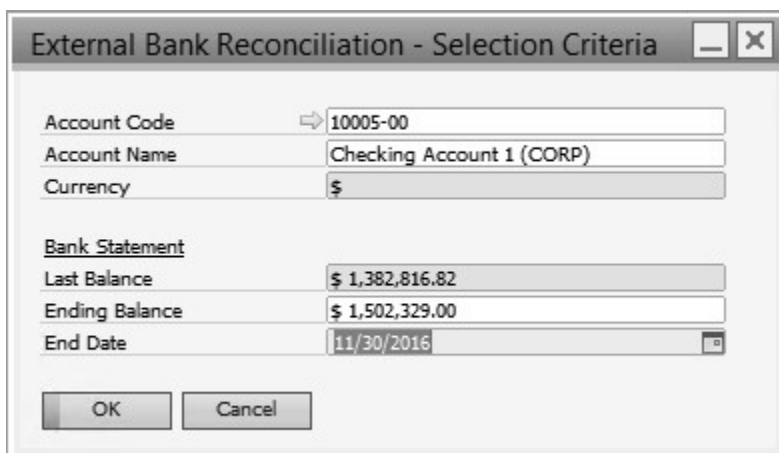
Please have your bank statement available.

Reconcile an Account

1. Navigate to Banking > Bank Statements and External Reconciliations > Manual Reconciliation.

2. Select the Account Code to reconcile. This example will use a checking account.
   a. The Last Balance will be populated if you have reconciled the account before, but if this is the first time then the last balance will be $0.
3. Input the Ending Balance from your bank statement.
4. Input the End Date, this will likely come from your bank statement as well.

5. Click *OK.*

6. The Reconciliation Bank Statement form will open.

7. Enter the <u>Statement No.</u> from your bank statement (top right).
8. Go to Form Settings and be sure to show the <u>Remarks</u> field, and any other field you currently don't see. The <u>Remarks</u> field is as detailed as this form will get.
9. Reconcile each line against your bank statement; as you do so, mark the <u>Cleared</u> column
   a. Notice the <u>Cleared Amount</u> updates, and the totals on the bottom right update as you work through your statement.
   At any point, click *Save* and this reconciliation can be resumed later. Resume by repeating steps 1 and 2; at 2 select the account you were previously working on and the remaining selection criteria will auto populate
10. Click *Reconcile* when the difference (between <u>Cleared Book Balance</u> and <u>Statement Ending Balance)</u> is $0.
   a. The system will give you an error if the <u>Difference</u> is not $0.
   This example will continue because the difference is $-99.11:

11. At this point it may be necessary to investigate why there is a difference. Check the dates on invoices, payments, and other orders. Maybe that $99.11 transaction has the wrong date assigned to it. However, if the transaction is missing from the Orchestrated system, an adjustment can be made – click *Adjustments*.
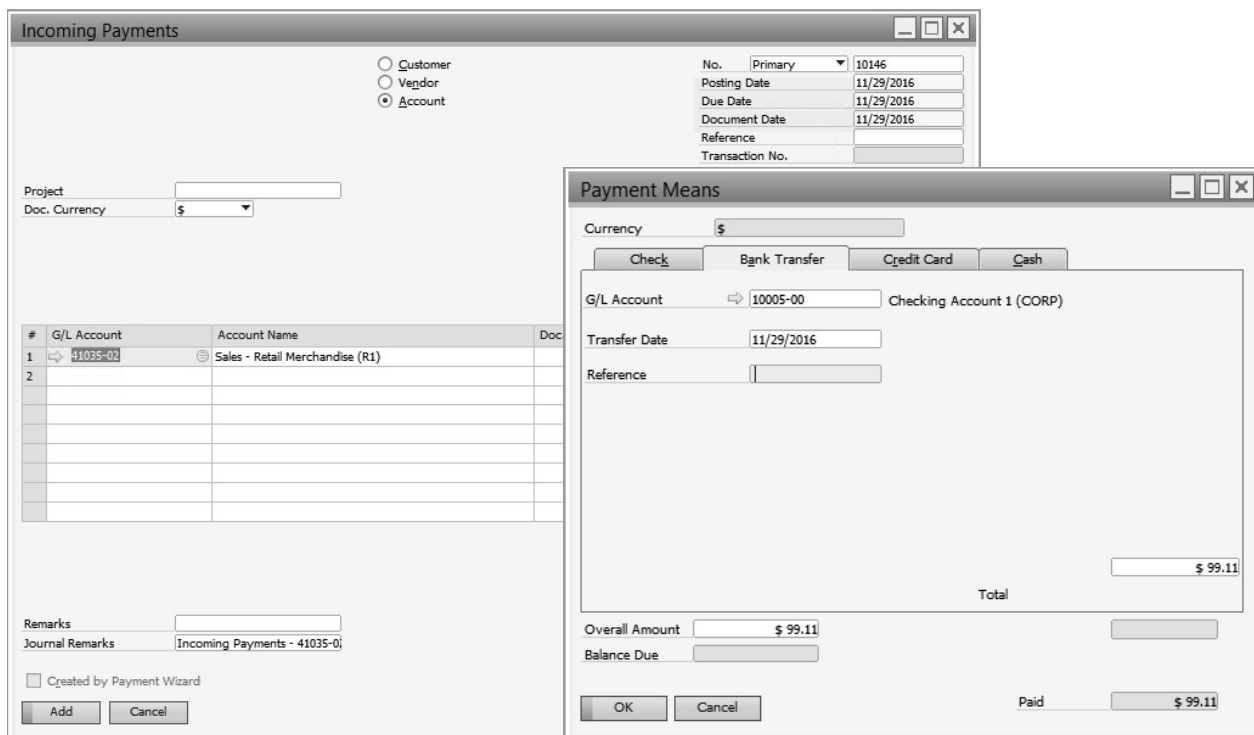
a. Reiterating: Check out *why* an adjustment is needed. There may be an invoice that has yet to be paid, or reconciled against a payment. Do not quickly jump to an adjustment.

These should be familiar functions. There are resources at http://support.orchestrated.com/hc/en-us. Use the search bar for any adjustment you may have questions about.

12. Select an adjustment type, click *OK*. Below is an Incoming Payment example.
    a. The example shows a payment on account (some sales for merchandise were not recorded yet and they are not related to any customer or document).
    b. Make sure the dates are the date of the transaction.
    c. Enter the G/L Account and amount.
    d. Right Click > Payment means and apply the appropriate payment method and amount.

13. *Add* the adjustment.
14. There will be a line for that adjustment on the reconciliation statement, and if this is the only adjustment, the difference will be set to $0!

Reconcilation Bank Statement

Account Code	10005-00						Statement No.	9915664
Display	All						Last Statement Balance	$ 1,382,816.82
Find								

#	Cleared	Type	Date	Trans. No.	Ref. 1 (Row)	Ref. 2 (Row)	Ref. 3 (Row)	Payment	Deposit	Cleared Amount	Remarks
1	✔	DP	11/01/2014	1738	10128		34yg5yr	$ 0.00	$ 5,920.80	$ 5,920.80	Incoming Payments - C1020
2	✔	DP	11/01/2014	1740	10129		44w7yuhb	$ 0.00	$ 7,856.50	$ 7,856.50	Incoming Payments - C1025
3	✔	DP	11/01/2014	1742	10130		3wtq54yq	$ 0.00	$ 8,640.00	$ 8,640.00	Incoming Payments - C1095
4	✔	DP	11/01/2014	1744	10131		78t78t	$ 0.00	$ 10,799.80	$ 10,799.80	Incoming Payments - C1010
5	✔	DP	11/01/2014	1746	10132		87976f796f	$ 0.00	$ 27,993.07	$ 27,993.07	Incoming Payments - C1005
6	✔	DP	11/01/2014	1748	10133		7677tdc	$ 0.00	$ 30,998.20	$ 30,998.20	Incoming Payments - C1015
7	✔	DP	11/13/2014	269	10062		568733jhj3	$ 0.00	$ 8,510.40	$ 8,510.40	Incoming Payments - C1030
8	✔	DP	11/30/2014	1750	10134		342v25v	$ 0.00	$ 14,059.80	$ 14,059.80	Incoming Payments - C1080
9	✔	DP	11/17/2016	4915	10143		AMEX	$ 0.00	$ 4,000.00	$ 4,000.00	Incoming Payments - C1025
10	✔	DP	11/28/2016	4926	10013		10013	$ 0.00	$ 634.50	$ 634.50	Deposit - 10005-00
11	✔	DP	11/29/2016	4932	10145			$ 0.00	$ 99.11	$ 99.11	Incoming Payments - 10005-00
12	✔	PS	11/29/2016	4932	10145		10145	$ 99.11	$ 0.00	$ 99.11	Incoming Payments - 10005-00
13	✔	DP	11/29/2016	4933	10146			$ 0.00	$ 99.11	$ 99.11	Incoming Payments - 41035-02

	Total No.	Total Amount				Cleared Book Balance	$ 1,502,329.00
Payment	1	$ 99.11				Statement Ending Balance	$ 1,502,329.00
Deposit	12	$ 119,611.29				Difference	$ 0.00

Reconcile   Cancel   Save   Adjustments

15. Click *Reconcile.*

If successful, a green success bar will appear at the bottom of the screen. When that account is reconciled again, the ending balance at this point will become the new starting balance.