

ORCHESTRATED

Bank Reconciliation

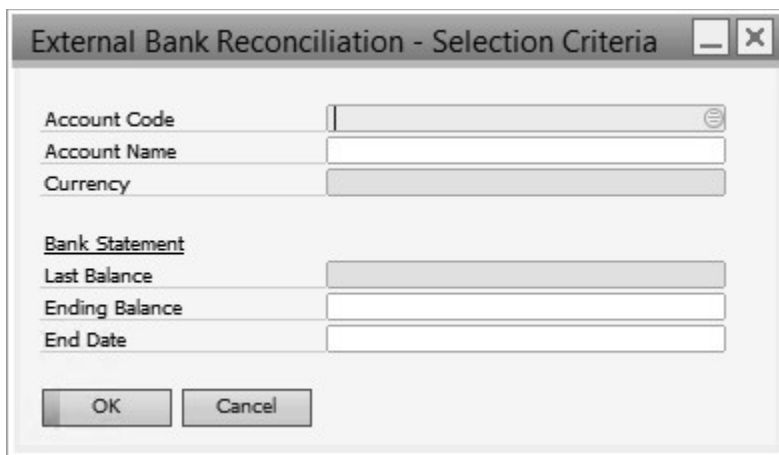
Overview

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->

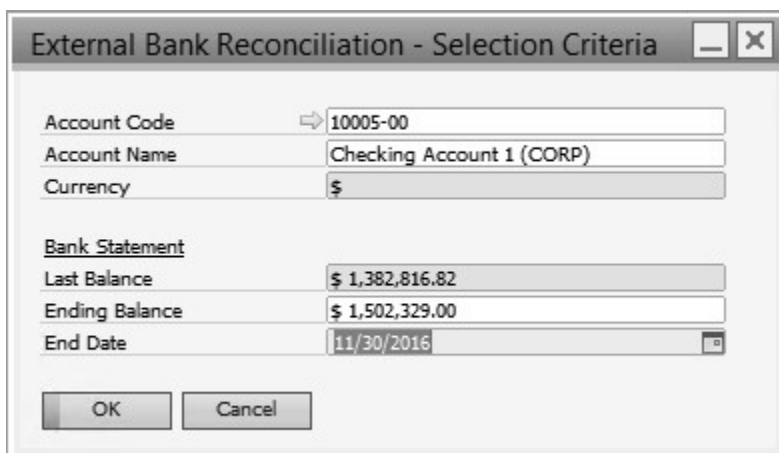
Please have your bank statement available.

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.

Reconciliation Bank Statement

Account Code: 10005-00
Display: All
Find:

Statement No.:
Last Statement Balance: \$ 1,382,816.82

#	Cleared	Type	Date	Trans. No.	Ref. 1 (Row)	Ref. 2 (Row)	Ref. 3 (Row)	Payment	Deposit	Cleared Amount	Remarks
1	<input type="checkbox"/>	DP	11/01/2014	1738	10128		34yg5yr	\$ 0.00	\$ 5,920.80	\$ 0.00	Incoming Payments - C1020
2	<input type="checkbox"/>	DP	11/01/2014	1740	10129		44w7yuhb	\$ 0.00	\$ 7,856.50	\$ 0.00	Incoming Payments - C1025
3	<input type="checkbox"/>	DP	11/01/2014	1742	10130		3vltq54yq	\$ 0.00	\$ 8,640.00	\$ 0.00	Incoming Payments - C1095
4	<input type="checkbox"/>	DP	11/01/2014	1744	10131		78t78t	\$ 0.00	\$ 10,799.80	\$ 0.00	Incoming Payments - C1010
5	<input type="checkbox"/>	DP	11/01/2014	1746	10132		87976796f	\$ 0.00	\$ 27,993.07	\$ 0.00	Incoming Payments - C1005
6	<input type="checkbox"/>	DP	11/01/2014	1748	10133		7677dc	\$ 0.00	\$ 30,998.20	\$ 0.00	Incoming Payments - C1015
7	<input type="checkbox"/>	DP	11/13/2014	269	10062		568733jhj3	\$ 0.00	\$ 8,510.40	\$ 0.00	Incoming Payments - C1030
8	<input type="checkbox"/>	DP	11/30/2014	1750	10134		342v25v	\$ 0.00	\$ 14,059.80	\$ 0.00	Incoming Payments - C1080
9	<input type="checkbox"/>	DP	11/17/2016	4915	10143		AMEX	\$ 0.00	\$ 4,000.00	\$ 0.00	Incoming Payments - C1025
10	<input type="checkbox"/>	DP	11/28/2016	4926	10013		10013	\$ 0.00	\$ 634.50	\$ 0.00	Deposit - 10005-00

Total No.:
Payment: 0
Deposit: 0

Total Amount:
\$ 0.00
\$ 0.00

Cleared Book Balance: \$ 1,382,816.82
Statement Ending Balance: \$ 1,502,329.00
Difference: \$ -119,512.18

OK Cancel Save Adjustments

7. Enter the Statement No. from your bank statement (top right).

8. Go to Form Settings and be sure to show the Remarks field, and any other field you currently don't see. The Remarks field is as detailed as this form will get.

9. Reconcile each line against your bank statement; as you do so, mark the Cleared column

- Notice the Cleared Amount 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 Cleared Book Balance and Statement Ending Balance) is \$0.

- The system will give you an error if the Difference is not \$0.

This example will continue because the difference is \$-99.11:

Reconciliation Bank Statement

Account Code: 10005-00
Display: All
Find:

Statement No.: 9915664
Last Statement Balance: \$ 1,382,816.82

#	Cleared	Type	Date	Trans. No.	Ref. 1 (Row)	Ref. 2 (Row)	Ref. 3 (Row)	Payment	Deposit	Cleared Amount	Remarks
1	<input checked="" type="checkbox"/>	DP	11/01/2014	1738	10128		34yg5yr	\$ 0.00	\$ 5,920.80	\$ 5,920.80	Incoming Payments - C1020
2	<input checked="" type="checkbox"/>	DP	11/01/2014	1740	10129		44w7yuhb	\$ 0.00	\$ 7,856.50	\$ 7,856.50	Incoming Payments - C1025
3	<input checked="" type="checkbox"/>	DP	11/01/2014	1742	10130		3vltq54yq	\$ 0.00	\$ 8,640.00	\$ 8,640.00	Incoming Payments - C1095
4	<input checked="" type="checkbox"/>	DP	11/01/2014	1744	10131		78t78t	\$ 0.00	\$ 10,799.80	\$ 10,799.80	Incoming Payments - C1010
5	<input checked="" type="checkbox"/>	DP	11/01/2014	1746	10132		87976796f	\$ 0.00	\$ 27,993.07	\$ 27,993.07	Incoming Payments - C1005
6	<input checked="" type="checkbox"/>	DP	11/01/2014	1748	10133		7677dc	\$ 0.00	\$ 30,998.20	\$ 30,998.20	Incoming Payments - C1015
7	<input checked="" type="checkbox"/>	DP	11/13/2014	269	10062		568733jhj3	\$ 0.00	\$ 8,510.40	\$ 8,510.40	Incoming Payments - C1030
8	<input checked="" type="checkbox"/>	DP	11/30/2014	1750	10134		342v25v	\$ 0.00	\$ 14,059.80	\$ 14,059.80	Incoming Payments - C1080
9	<input checked="" type="checkbox"/>	DP	11/17/2016	4915	10143		AMEX	\$ 0.00	\$ 4,000.00	\$ 4,000.00	Incoming Payments - C1025
10	<input checked="" type="checkbox"/>	DP	11/28/2016	4926	10013		10013	\$ 0.00	\$ 634.50	\$ 634.50	Deposit - 10005-00

Total No.:
Payment: 0
Deposit: 10

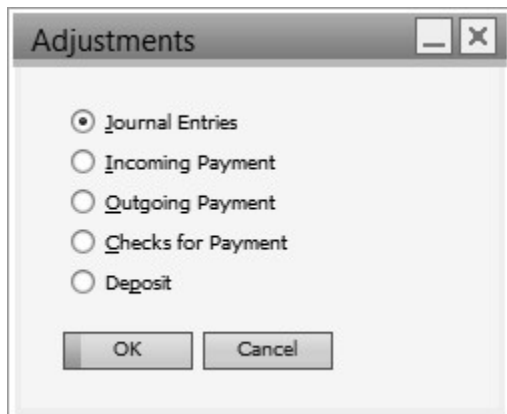
Total Amount:
\$ 0.00
\$ 119,413.07

Cleared Book Balance: \$ 1,502,229.89
Statement Ending Balance: \$ 1,502,329.00
Difference: \$ -99.11

Reconcile Cancel Save Adjustments

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*.

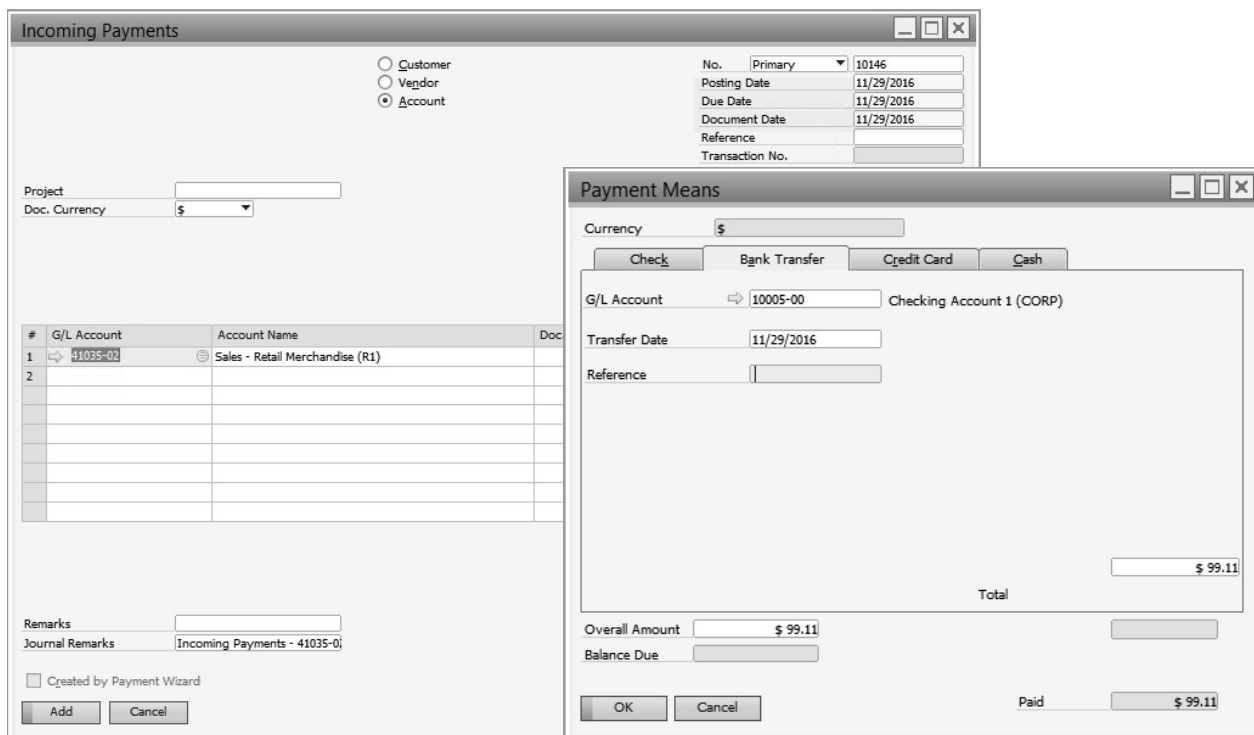
- a. Reiterating: Check out *why* an adjustment is needed. There may be an invoice that has yet to be paid, or reconciled against a payment. Do not quickly jump to an adjustment.



The 'Adjustments' dialog box has a title bar with standard window controls. It contains five radio buttons: 'Journal Entries' (selected), 'Incoming Payment', 'Outgoing Payment', 'Checks for Payment', and 'Deposit'. At the bottom are 'OK' and 'Cancel' buttons.

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.
- 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).
 - Make sure the dates are the date of the transaction.
 - Enter the G/L Account and amount.
 - Right Click > Payment means and apply the appropriate payment method and amount.



The 'Incoming Payments' dialog box shows options for Customer, Vendor, and Account (selected). It includes fields for Project, Doc. Currency, and a table with columns #, G/L Account, Account Name, and Doc. The table has one row with G/L Account 41035-02 and Account Name Sales - Retail Merchandise (R1). There are also fields for Remarks and a checkbox for 'Created by Payment Wizard'.

The 'Payment Means' dialog box shows fields for Currency, G/L Account (10005-00), Transfer Date (11/29/2016), and Reference. It has tabs for Check, Bank Transfer, Credit Card, and Cash. The 'Total' field shows \$ 99.11. The 'Overall Amount' is \$ 99.11, and the 'Balance Due' is empty. The 'Paid' field shows \$ 99.11.

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!

Reconciliation Bank Statement

Account Code

10005-00

Statement No.

9915654

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	<input checked="" type="checkbox"/>	DP	11/01/2014	1738	10128		34yg5yr	\$ 0.00	\$ 5,920.80	\$ 5,920.80	Incoming Payments - C1020
2	<input checked="" type="checkbox"/>	DP	11/01/2014	1740	10129		44w7yuhb	\$ 0.00	\$ 7,856.50	\$ 7,856.50	Incoming Payments - C1025
3	<input checked="" type="checkbox"/>	DP	11/01/2014	1742	10130		3vrtq54yq	\$ 0.00	\$ 8,640.00	\$ 8,640.00	Incoming Payments - C1095
4	<input checked="" type="checkbox"/>	DP	11/01/2014	1744	10131		78t78t	\$ 0.00	\$ 10,799.80	\$ 10,799.80	Incoming Payments - C1010
5	<input checked="" type="checkbox"/>	DP	11/01/2014	1746	10132		87976796f	\$ 0.00	\$ 27,993.07	\$ 27,993.07	Incoming Payments - C1005
6	<input checked="" type="checkbox"/>	DP	11/01/2014	1748	10133		7677hdc	\$ 0.00	\$ 30,998.20	\$ 30,998.20	Incoming Payments - C1015
7	<input checked="" type="checkbox"/>	DP	11/13/2014	269	10062		568733jhj3	\$ 0.00	\$ 8,510.40	\$ 8,510.40	Incoming Payments - C1030
8	<input checked="" type="checkbox"/>	DP	11/30/2014	1750	10134		342v25v	\$ 0.00	\$ 14,059.80	\$ 14,059.80	Incoming Payments - C1080
9	<input checked="" type="checkbox"/>	DP	11/17/2016	4915	10143		AMEX	\$ 0.00	\$ 4,000.00	\$ 4,000.00	Incoming Payments - C1025
10	<input checked="" type="checkbox"/>	DP	11/28/2016	4926	10013		10013	\$ 0.00	\$ 634.50	\$ 634.50	Deposit - 10005-00
11	<input checked="" type="checkbox"/>	DP	11/29/2016	4932	10145			\$ 0.00	\$ 99.11	\$ 99.11	Incoming Payments - 10005-00
12	<input checked="" type="checkbox"/>	PS	11/29/2016	4932	10145		10145	\$ 99.11	\$ 0.00	\$ 99.11	Incoming Payments - 10005-00
13	<input checked="" type="checkbox"/>	DP	11/29/2016	4933	10146			\$ 0.00	\$ 99.11	\$ 99.11	Incoming Payments - 41035-02

Total No.

1

Total Amount

\$ 99.11

Payment

12

Deposit

\$ 119,611.29

Cleared Book Balance

\$ 1,502,329.00

Statement Ending Balance

\$ 1,502,329.00

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.