



The following video will show how to enter outstanding checks and deposits in Orchestrated as part of the opening balances so they can be reflected in the bank reconciliation.

## Step-by-Step Directions:

1. Create a *Journal Entry* dated for the opening balance cut over. **NOTE:** Using a *Journal Voucher* instead of a *Journal Entry* will allow you to review the document or add additional checks and then post at a later date. Both functions are found under the *Financials* module.
2. Use *Form Settings* to enable the “Ref 3” field for each line item. Ref 3 is the field that the system normally stores check numbers in. See screenshot below.
3. For each outstanding check or deposit, create a credit transaction against the bank account. Enter the amount of the check as the credit amount and enter the check number in the Ref 3 column.
4. Create one debit transaction against the same bank account for the total amount of all outstanding checks & deposits.
5. Post *Journal Entry*

#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Ref. 1	Ref. 2	Ref. 3	Payment Order Run
1	10005-00	WF - Checking - 0007	\$ 1,000.00					<input type="checkbox"/>
2	10005-00	WF - Checking - 0007		\$ 100.00			Check No. 123	<input type="checkbox"/>
3	10005-00	WF - Checking - 0007		\$ 200.00			Check No. 456	<input type="checkbox"/>
4	10005-00	WF - Checking - 0007		\$ 300.00			Check No. 789	<input type="checkbox"/>
5	10005-00	WF - Checking - 0007		\$ 400.00			Check No. 1011	<input type="checkbox"/>
6								<input type="checkbox"/>
			\$ 1,000.00	\$ 1,000.00				