

Check Reconciliation

Manage/Accounts Payable/Check Reconciliation

Enter the statement date, view checks through date, select whether or not to see cleared checks and select the correct bank account. Change the search by if appropriate

Click REQUERY

The screenshot shows the 'Check Reconciliation' window. At the top, there are several input fields: 'Statement Date' (12/31/2018), 'View Check Dates thru' (12/31/2018), 'Show Cleared' (checkbox), and 'Bank Account' (GENERAL FUND CHECKING). A 'Requery' button is located to the right of these fields. Below these fields, there are additional fields for 'Check Num' and 'Search By' (set to 'Check Num').

Sel	Check Num	Payee	Vendor	Check Date	Amount	Type	Cleared	Voided
	081411	PARENTS OF ANDERS GREEN	L	06/29/2015	3.00	C	//	//
	086068	NAFME	001763	09/20/2017	142.00	C	//	//
	087996	NYSPHSAA	001837	09/07/2018	108.10	C	//	//
	088096	PERRY\DAVID	001280	09/21/2018	46.25	C	//	//
	088426	TIME FOR KIDS	002169	11/05/2018	346.50	C	//	//
	088517	KEVIN W BRADY SR	001609	11/26/2018	136.00	C	//	//
	088556	FERRARI\JAMES	000265	11/27/2018	3834.45	C	//	//
	088573	CICHON\JAMES R.	000411	12/11/2018	62.00	C	//	//
	088582	JOHN JOSEPH	001563	12/11/2018	62.00	C	//	//

Buttons at the bottom: Save, Cancel, Select To End, Deselect To End, Select All, Deselect All

Voided checks are displayed in red, cleared checks are displayed in yellow if the Show Cleared box is checked.

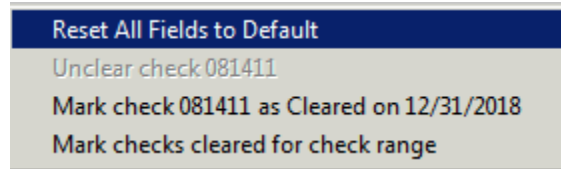
On the display, Type refers to the type of check: C for computer check, E for Electronic Transfer and M for manual check.

If searching by check number, go to a specific check number by typing the check number in the Check Num box, or use the page down key on the keyboard to help locate specific checks.

Included is a status line and a Requery button that allows the following without having to leave the screen: reconcile a month, change the statement date and view check date, re-query and proceed to reconcile the next month. With each save, the screen is refreshed to reflect the changes.

If a check is marked as cleared in error, go to options and select Unclear Check or click in the Sel column and click Save.

Click on BOB to see the following options:

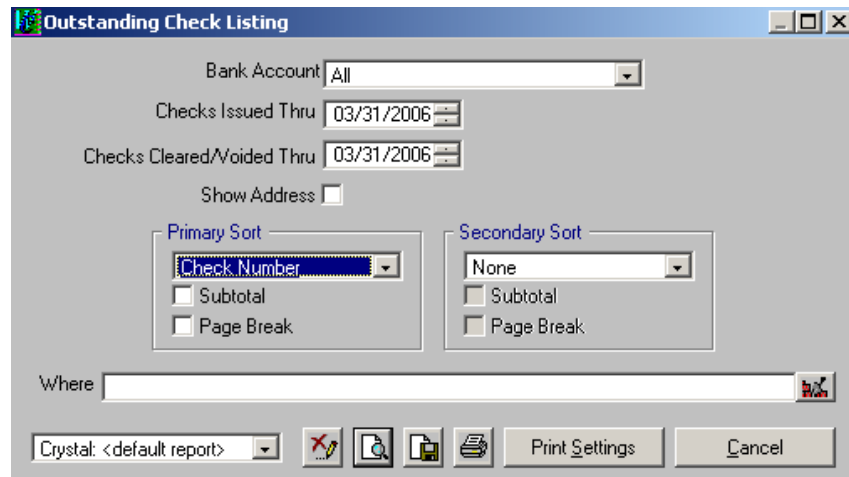


When clicking on MARK CHECKS CLEARED FOR CHECK RANGE, you get the following popup



Check Reconciliation Reports

Outstanding Check Listing (*Reports/Accounts Payable*). This report allows sorts by Remit To, Check Number and Check Date.



A Cleared Check Listing is also available with the same sort options.

