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KnowledgeBase Article KB2134

Bank Reconciliation

Bank Reconciliation is used to verify and reconcile your bank records with your Guardian records. Reconciliation may be performed on each bank account.

NOTICE: The Bank Reconciliation has replaced the Financials > Accounting Management > Accounts Payable > Check Reconciliation in function and additional features. Bank Reconciliation goes well beyond the basic check reconciliation of the past.

To access the Bank Reconciliation screen, navigate in the Guardian main menu to Financials > General Ledger Management > Reconcile Bank Accounts.

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Main Menu 4	Reconcile Bank Accounts ×				*>
Production	÷			2	-
Inventory Management					
Production Management					
S Labor Management	Checks and Payments Deposits and Other Credits				
W MPR Management	Checked Transaction Date Booked Date Check Number Payee Amount Checked Transaction Date Booked Date C				
A Guality Management					
	Begin Reconciliation				
Physical Inventory Management	Bank Account	Ð			
Corrective Action	Beginning Balance S0.00 Ending Balance Last Reconciled On	-			
Corrective Action Management	Statement Date Club Line III				
	Statement oute Select à date 15				
Financials	Enter any Service Charges or Interest Earned				
 Account Payable Management 	Service Charge 0.00 Date Select a date ன 🐼 Account				
 Account Receivable Management 		- E			
General Ledger Management	Interest 0,00 Date Select a date 15 X Account				
General Ledger Entries List	Unde Dereview Development				
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The Bank Account, Ending Balance, Statement Date are all required fields...

- 1. Select the Bank Account from the dropdown list or start entering the account number or account name.
- 2. Enter the Ending Balance
- 3. Select or enter the Statement Date
- 4. Enter any Service Charges or Interest Earned as indicated
- 5. Click Continue

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The Reconcile Bank Accounts screen shows two windows with *unreconciled* Checks and Payments along with the *unreconciled* Deposits and Other Credits.

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	Now Save and	Finish Later												
ecks and f	ayments						Deposits and	Other Credits						
Checked	Transaction Date	Booked Date	Check Number	Payee	Amount	^	Checked	Transaction Date	Booked Date	Check Number	Memo	Туре	Amour	.t
	06/16/2021	06/16/2021	AP_Payment 146934 20210616092940	LISBON AVE. ACE HARDWARE	\$473.76			06/16/2021	06/16/2021	Deposit 75590 20210616140043		Depo	sit \$3,8	4.7
	06/16/2021	06/16/2021	AP_Payment 146933 20210616092940	ACE HARDWARE - SUSSEX	\$197.40			06/16/2021	06/16/2021	Deposit 131365 20210616140042		Depo	sit \$84	.0.0
	06/16/2021	06/16/2021	AP_Payment 146932 20210616083759	WISCONSIN PLATING WORKS	\$218.60			06/16/2021	06/16/2021	Deposit 4348 20210616140041		Depo	sit \$2,7	6.7
	06/16/2021	06/16/2021	AP_Payment 146931 20210616083759	WESTECH PRODUCTS INC	\$1,727.50		- E	06/15/2021	06/15/2021	Deposit 06/15/21 20210615101340		Depo	sit \$9,8	<i>i</i> 5.0
	06/16/2021	06/16/2021	AP_Payment 146930 20210616083758	Welch, L Tarl	\$25.00		>	06/14/2021	06/14/2021	Deposit 083111 20210614161313		Depo	sit \$1,2	2.0
	06/16/2021	06/16/2021	AP_Payment 146929 20210616083758	WE ENERGIES	\$3,977.53			06/14/2021	06/14/2021	Deposit 30480 20210614161313		Depo	sit \$11,2	11.
	06/16/2021	06/16/2021	AP_Payment 146928 20210616083758	WATERS INDUSTRIAL SUPPLY CO.	\$2,350.95		- E	06/14/2021	06/14/2021	Deposit 675394 20210614161313		Depo	sit \$2,0	<i>i</i> 1.
	06/16/2021	06/16/2021	AP_Payment 146927 20210616083757	UPS	\$529.42		- E	06/14/2021	06/14/2021	Deposit 1006 20210614161312		Depo	sit \$10,9	4,
	06/16/2021	06/16/2021	AP_Payment 146926 20210616083757	UNIVAR USA INC.	\$3,990.68			06/14/2021	06/14/2021	Deposit 056721 20210614161312		Depo	sit \$6,8	7.
	06/16/2021	06/16/2021	AP_Payment 146925 20210616083756	UNI- Metal Casting Center	\$807.17			06/14/2021	06/14/2021	Deposit 96740 20210614161311		Depo	sit \$45,5	9.
	06/16/2021	06/16/2021	AP_Payment 146924 20210616083756	ULINE	\$306.84		- E	06/14/2021	06/14/2021	Deposit 77610 20210614161311		Depo	sit \$1,9	5
	06/16/2021	06/16/2021	AP_Payment 146923 20210616083756	TRIPLEX SYSTEMS	\$2,832.71			06/14/2021	06/14/2021	Deposit 0053871384 20210614161310		Depo	sit \$11,3	:0
	06/16/2021	06/16/2021	AP_Payment 146922 20210616083755	TOTAL FILTRATION SERVICES	\$94.84		- E	06/14/2021	06/11/2021	Deposit 625591 20210614131722		Depo	sit \$2,50	1
	06/16/2021	06/16/2021	AP_Payment 146921 20210616083755	TIME WARNER CABLE	\$2,248.67		-	06/14/2021	06/14/2021	Deposit 071000288 20210614131308		Depo	sit \$1,2	16.
	06/16/2021	06/16/2021	AP_Payment 146920 20210616083755	Thomas Holden III	\$25.00			06/14/2021	06/14/2021	Deposit 16379 20210614084224		Depo	sit \$1,8	2
	06/16/2021	06/16/2021	AP Payment 146919 20210616083754	THERM-TECH OF WALKESHA INC	\$1,228,41	\sim		06/14/2021	06/14/2021	Deposit 296468 20210614084224		Deno	uit \$2.3	2
					Mark All Unm	ark All								
inning Bal	ance	\$0.00									6	Ending Ba	ance	-
vice Charg	ŧ	\$0.00										Modify Cleared Ba	lance	
erest Earne ns vou hav	a e marked cleared	\$0.00										Difference		
) Deposit	and Other Credits	\$0.00												
) Checks	ind Payments	\$0.00												

- 1. Check each transaction to verify
 - a. Click the checkbox in both windows for corresponding transactions
 - b. Calculations are made at each check and show in the Deposits and Checks summary in the lower left as well as in the Cleared Balances in the lower right
- 2. Once complete, click the *Reconcile Now* button in the top left of the screen

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2	6	Reconcile N	low Save and F	inish Later											
		acks and Un						Deperits and (Other Credits						
		Checked	Transaction Date -	Booked Date	Check Number	Payee	Amount	Checked	Transaction Date -	Booked Date	Check Number	Memo	Type Amount		
	þ.	V	06/16/2021	06/16/2021	AP_Payment 146926 20210616083757	UNIVAR USA INC.	\$3,990.68		06/15/2021	06/15/2021	Deposit 06/15/21 20210615101340		Deposit \$9,885.00		
	ь.		06/16/2021	06/16/2021	AP_Payment 146930 20210616083758	Welch, L Tarl	\$25.00		06/16/2021	06/16/2021	Deposit 4348 20210616140041		Deposit \$2,736.72		
	Ŀ.	1	06/16/2021	06/16/2021	AP_Payment 146931 20210616083759	WESTECH PRODUCTS INC	\$1,727.50		06/16/2021	06/16/2021	Deposit 131365 20210616140042		Deposit \$840.00		
	ь.	1	06/16/2021	06/16/2021	AP_Payment 146932 20210616083759	WISCONSIN PLATING WORKS	\$218.60	1	06/16/2021	06/16/2021	Deposit 75590 20210616140043		Deposit \$3,854.75		
	ь.	V	06/16/2021	06/16/2021	AP_Payment 146933 20210616092940	ACE HARDWARE - SUSSEX	\$197.40								
	2		06/16/2021	06/16/2021	AP_Payment 146934 20210616092940	LISBON AVE. ACE HARDWARE	\$473.76								
	L														
						Mark All	Jnmark All				-				
	Beg	inning Balan vice Charge	ce	\$500.00								Modify	Ending Balance	\$5	500.00
	Inte	rest Earned		\$0.00	Deposi	ts and Checks			Ra	lances			 Cleared Balance Difference 	54 (S	16,47)
	Iten	ns you have	marked cleared	\$6 501 47		totals			0	lances					
	5	Checks an	d Payments	(\$6,607.94)					_						
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3. Variances must be assigned to an account. Select the *Account* in the *Reconcile Differences* screen and *Approve*

Reconciliation Difference									
Difference:		(\$16.47)							
Account:		•							
Date:	8/5/2021	15 🛞							
	Cancel	Approve							

The *Save and Finish Later* button allows the user to save the current checks and deposits as marked without actually finishing the Reconciliation.

Reconcile Bank Accounts ×									
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	Reconcile Now Save and Finish Later								
Checks and Payments									
	Checked	Transaction Date	Booked Date Cł						

- 1. When Save and Finish is used, the Reconciliation Date is indicated
 - a. The Reconciliation is NOT complete until the Reconcile Now button is clicked
 - b. You may close *Reconcile Bank Accounts* without loss of reconciliations completed for this date
- 2. To return to a Saved Reconciliation
 - a. Open Reconcile Bank Accounts
 - b. Select the Account
 - c. The Saved Reconciliation for that bank account will automatically be populated
 - d. You may change the *Date* of the Reconciliation before continuing