

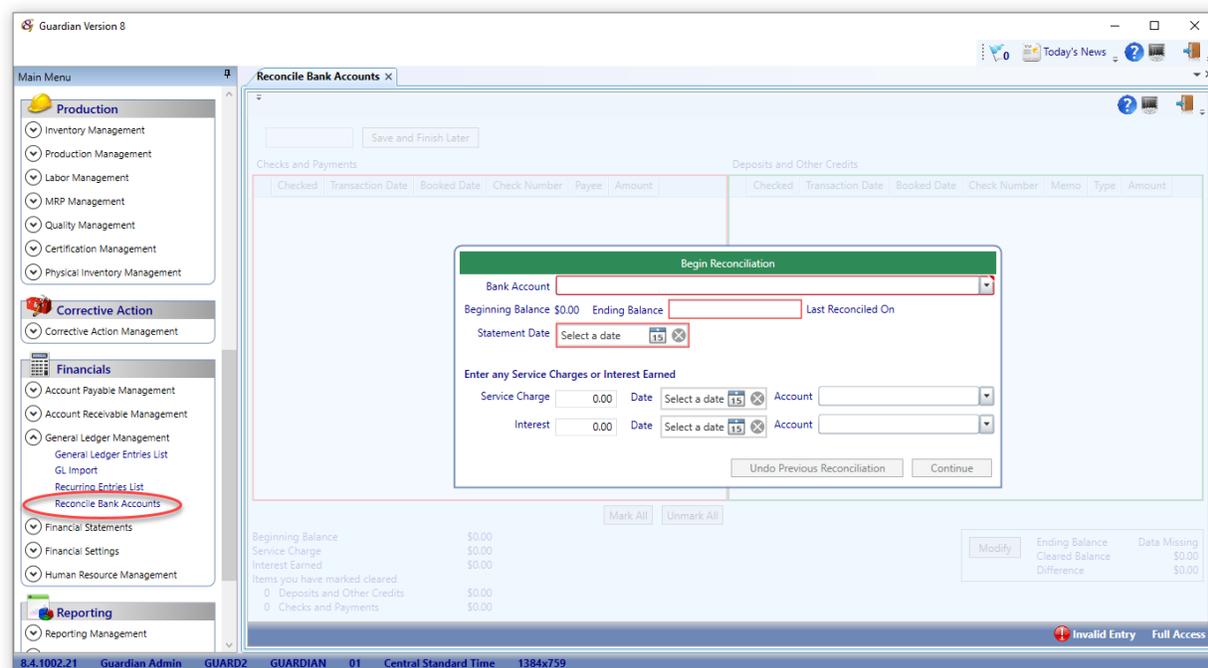
KnowledgeBase Article KB2134

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.

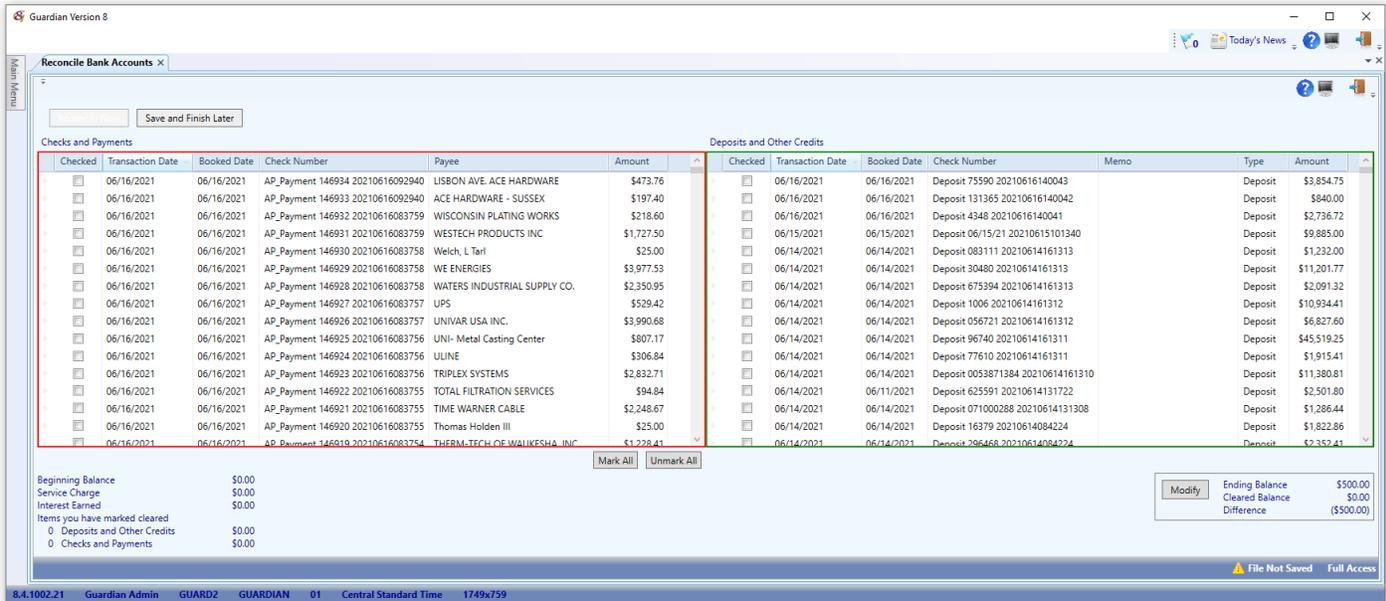


The Bank Account, Ending Balance, Statement Date are all required fields...

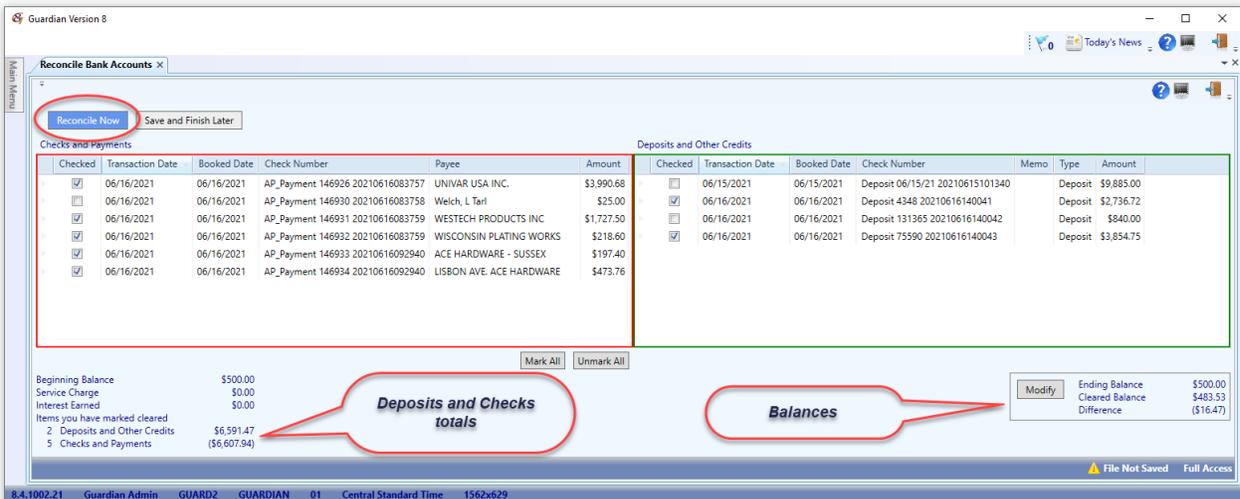
1. Select the Bank Account from the dropdown list or start entering the account number or account name.
2. Enter the Ending Balance
3. Select or enter the Statement Date
4. Enter any Service Charges or Interest Earned as indicated
5. Click *Continue*



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



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





3. Variances must be assigned to an account. Select the *Account* in the *Reconcile Differences* screen and *Approve*

Reconciliation Difference

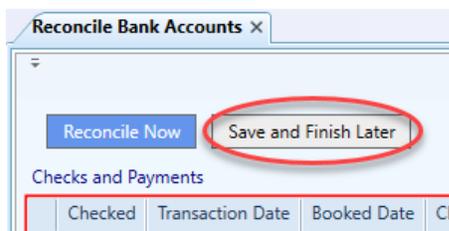
Difference: (\$16.47)

Account: [Dropdown]

Date: 8/5/2021 [Calendar] [Close]

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.



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