

FINANCIALS: RECONCILIATIONS

A reconciliation accounts for completed and uncleared transactions on an individual account during a specific month. A finalized reconciliation shows \$0 as the difference between the ending statement balance and the book balance. The book balance represents the net amount in an account after all uncleared transactions have been subtracted from it. An uncleared transaction is one that does not appear on the specific month's bank statement because it occurred before or after that specific month or statement period, such as an as-yet unpaid outgoing invoice or a very recent purchase.

Create a New Reconciliation

Reconcile an account's transactions as shown on a specific month's statement and including any uncleared transactions. Click on the "Financials" tab to open it and the "Reconciliations" tab to view the RECONCILIATIONS summary screen. If you've already reconciled payment account transactions, you'll see them in the list. To create a new reconciliation, click on the "+Add New Reconciliation" button.

In the "RECONCILIATION DETAILS" window that opens, click on the "Account" dropdown menu and choose the account you wish to reconcile.

- ◆ If you've completed a previous reconciliation, you'll see the "Last reconciled" date displayed to the right of the Account dropdown menu.
- ◆ If a previous reconciliation status for the same payment account is still listed as "Pending" and the difference between the ending statement balance and the selected transactions doesn't equal \$0, the system will prevent you from opening a new reconciliation.

In the "Ending Balance" box, enter the amount that the account should contain after all relevant cleared and uncleared transactions have been added to or subtracted from the balance on your statement.

Click in the "Ending Date" box and select the effective date of the ending balance. This may be the same as or different from the date of your statement.

When you are happy with your reconciliation setup, click on the "Save" button to proceed.

STATEMENT END	ACCOUNT	MODIFIED	ENDING STATEMENT BALANCE	STATUS	ACTIONS
3/31/2024	USAA VISA	3/14/2024	\$526.25	Pending	
3/15/2024	Citi Bank VISA	3/15/2024	-\$25.83	Complete	
3/4/2024	Citi Bank VISA	3/5/2024	\$175.83	Complete	
3/3/2024	Huntington Bank	3/15/2024	\$579.24	Pending	
2/3/2024	AMEX Business	3/15/2024	\$17,120.00	Pending	
2/2/2024	Stripe Account	3/5/2024	\$900.00	Pending	
1/31/2024	AMEX Business	3/5/2024	\$17,120.00	Complete	
1/31/2024	Stripe Account	3/5/2024	\$1,407.47	Complete	

RECONCILIATION DETAILS

Account* ⓘ Last reconciled 3/15/2024

Ending Balance* ⓘ

Ending Date* ⓘ

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Once you've saved your reconciliation setup, the reconciliation details screen appears. At the top, an information overview displays the beginning balance for the account, the sums of all payments and deposits, and the sum of all cleared transactions. It also displays the ending statement balance, the sum of all uncleared transactions, and the book balance of the account. Finally, it shows the difference between the ending statement balance and the book balance. If the difference between the ending statement balance and the book balance equals \$0, click on the

The screenshot shows the 'CITI BANK VISA' reconciliation details screen. At the top, it displays 'Statement ending date: 3/31/2024' and a 'Back to all reconciliations' link. The summary table is as follows:

Beginning Balance	-\$325.83	Ending Statement Balance	\$500.00
0 Payments	+\$0.00	+Uncleared Transactions	\$1,023.96
0 Deposits	-\$0.00	=Book Balance	\$1,523.96
Cleared Transactions	\$0.00	Difference	-\$825.83

Below the summary, there are tabs for 'All', 'Payments', and 'Deposits'. The 'All' tab is selected, showing a list of transactions:

DATE	TYPE	ACCOUNT	PAYEE	AMOUNT	<input type="checkbox"/>	ACTIONS
3/17/2024	Expense	Citi Bank VISA	Republic Services	+ 452.13	<input type="checkbox"/>	⋮
3/20/2024	Expense	Citi Bank VISA	Comcast	+ 75.00	<input type="checkbox"/>	⋮
3/23/2024	Expense	Citi Bank VISA	Walmart	+ 163.21	<input type="checkbox"/>	⋮
3/24/2024	Expense	Citi Bank VISA	Meijer	+ 53.62	<input type="checkbox"/>	⋮
3/26/2024	Expense	Citi Bank VISA	Aquacapes Services	+ 280.00	<input type="checkbox"/>	⋮

At the bottom of the transaction list is a '+ Add Transaction' button. At the bottom right of the screen are two buttons: 'Finish Reconciliation' (highlighted in teal) and 'Save & Finish Later'.

“Finish Reconciliation” button to complete the process and return to the “RECONCILIATIONS” window. If the difference does not equal \$0, or you need to make other adjustments to the reconciliation, click on the “Save & Finish Later” button to return to the “RECONCILIATIONS” window.

- ◆ The “Finish Reconciliation” button will appear active—a teal green color—if the Difference balance equals \$0. When you finish a reconciliation, its status changes from Pending to Completed.
- ◆ Transactions that have not cleared during a reconciliation period carry over to the next period.
- ◆ Credit card payment type charges will display as (+) positive payment transactions, while statement payments will display as (-) negative deposits. The opposite is true of bank transactions, where charges display as (-) negative values and deposits display as (+) positive deposits.

Below the information overview, the reconciliation details screen lists the transactions you have recorded as paid through this account during this reconciliation period.

To view only payments, click on the “Payments” button above the list of transactions. To view only deposits, click on the “Deposits” button. To view all transactions, click on the “All” button.

The list of transactions displays the transaction date, type, account, payee, and amount. The “Actions” column’s three-dots menu enables you to edit or delete an individual transaction.

- ◆ To clear a transaction and apply it to the reconciliation, activate the checkbox shown after its amount. To clear all transactions in the list and apply them to the reconciliation, activate the checkbox shown after the “AMOUNT” column header.

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- ◆ Below the list of transactions, the “+Add Transaction” button enables you to open the “ADD TRANSACTION” window and enter the details of an additional transaction. If you create a new transaction and designate it as having been paid through the account you are reconciling during the reconciliation period you are editing, the transaction will appear in the transaction list after you finish creating it.

To return to the “RECONCILIATIONS” window, either finish the reconciliation or save it to complete later.

Reconciliation Screen

The main Reconciliation screen provides you with options to search, sort, and view overall transaction data.

The “Search Transactions” box enables you to search among your reconciliation statements to find different payment accounts. Click on the “Search” button to perform your search.

- ◆ To sort your search results by one of the categories of information in the list of reconciliation statements, click on a column name or the pair of arrows to the left of the name. By default, the records sort in ascending order.

To change the sort to descending order, click on the pair of arrows again.

- ◆ Click within the row for any reconciliation in the list to view its details.

In the ACTIONS column, click on the three-dots menu to access more options.

- ◆ To edit the details of a reconciliation, choose “Edit Reconciliation.”

- ◆ To delete a reconciliation, choose “Delete Reconciliation.”

- ◆ Note that to edit a reconciliation, it must cover the most-recent month of an account’s transactions that you have reconciled. For example, to edit the reconciliation for April, you must delete the reconciliation for May, and to edit the reconciliation for March, you must delete the reconciliation for April, etc. After you delete a reconciliation, you can edit the reconciliation for the month preceding the month you deleted.

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1/31/2024	AMEX Business	3/5/2024	\$17,120.00	Complete	⋮
1/31/2024	Stripe Account	3/5/2024	\$1,407.47	Complete	⋮



If you have additional questions about the Financials Reconciliations, please visit the Support Desk through your Admin Dashboard and open a support ticket.