



## Using the Bank Reconciliation

### **Purpose of this document**

When you maintain the information about Bank accounts in Ceres, you must reconcile them on a regular basis. The process defined here assist with checking the entries and the balances on your accounts against the statements from the bank.

*Ceres Object release 5.00.00 is required for the functionality described in this document.*

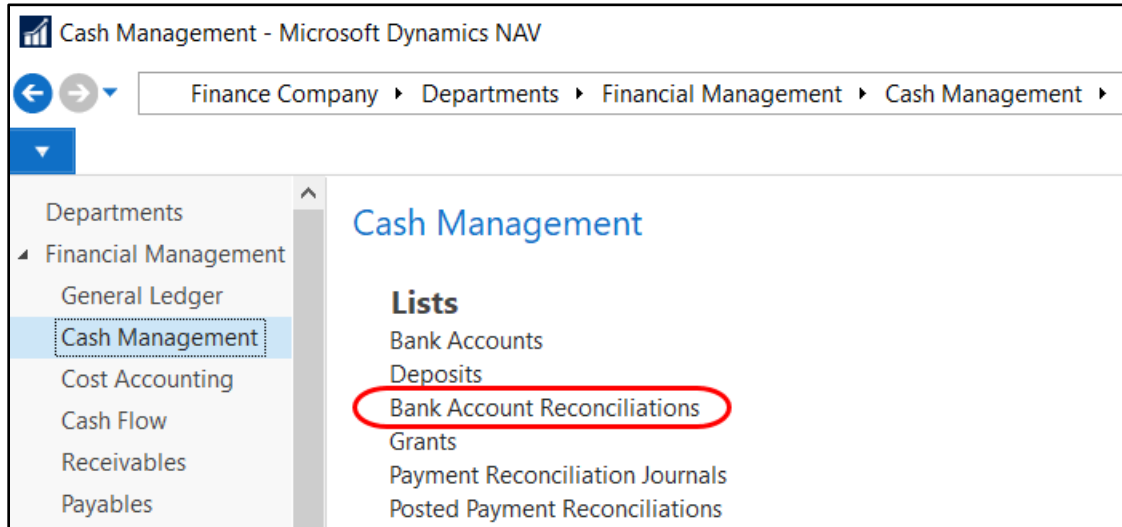
# Table of Contents

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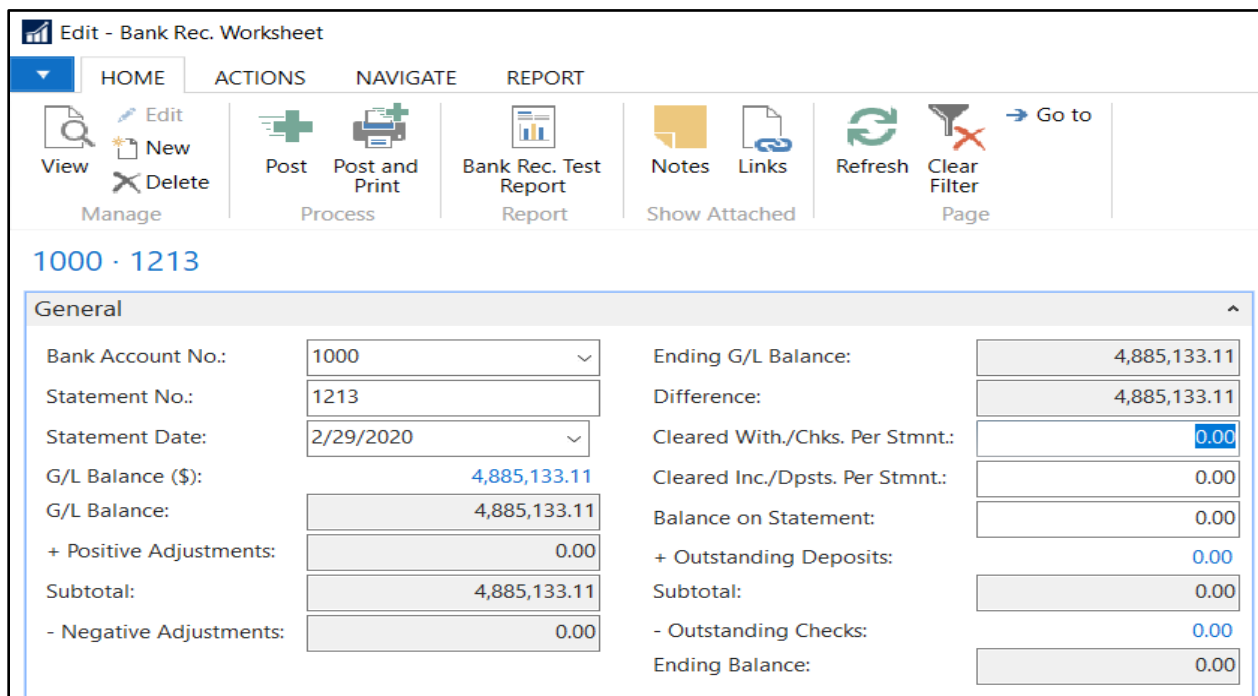
<b>CREATING AND POSTING A BANK ACCOUNT RECONCILIATION .....</b>	<b>3</b>
<b>RELATED TOPICS.....</b>	<b>10</b>

## Creating and Posting a Bank Account Reconciliation

1. The Bank Account Reconciliation can be accessed from Departments → Financial Management → Cash Management → Lists → Bank Account Reconciliations.



2. To create a new Bank Account Reconciliation, click on the Home Tab of the Ribbon and then New. Update the fields as necessary



General	
Bank Account No.:	1000
Statement No.:	1213
Statement Date:	2/29/2020
G/L Balance (\$):	4,885,133.11
G/L Balance:	4,885,133.11
+ Positive Adjustments:	0.00
Subtotal:	4,885,133.11
- Negative Adjustments:	0.00
Ending G/L Balance:	4,885,133.11
Difference:	4,885,133.11
Cleared With./Chks. Per Stmt.:	0.00
Cleared Inc./Dpsts. Per Stmt.:	0.00
Balance on Statement:	0.00
+ Outstanding Deposits:	0.00
Subtotal:	0.00
- Outstanding Checks:	0.00
Ending Balance:	0.00

**Bank Account No.:** Select the Bank Account Code for the account you are reconciling.

**Statement No.:** Ceres automatically fills in the Statement No. field based on the information on the bank account card.

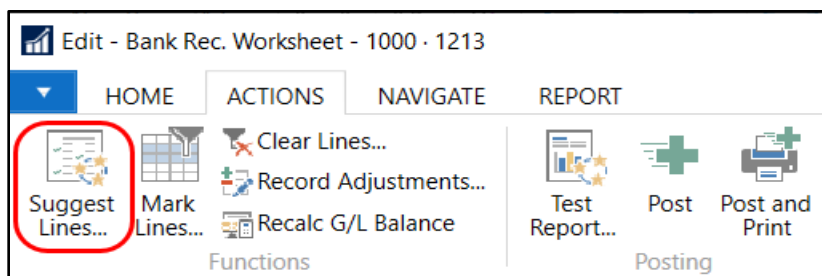
**Statement Date:** Enter the date of the statement from the bank. This field is also used to filter the G/L Entries that display in the G/L Balance \$ field.

**Cleared With./Chks. Per Stmt.:** Input from the bank statement, the checks and other withdrawals that cleared.

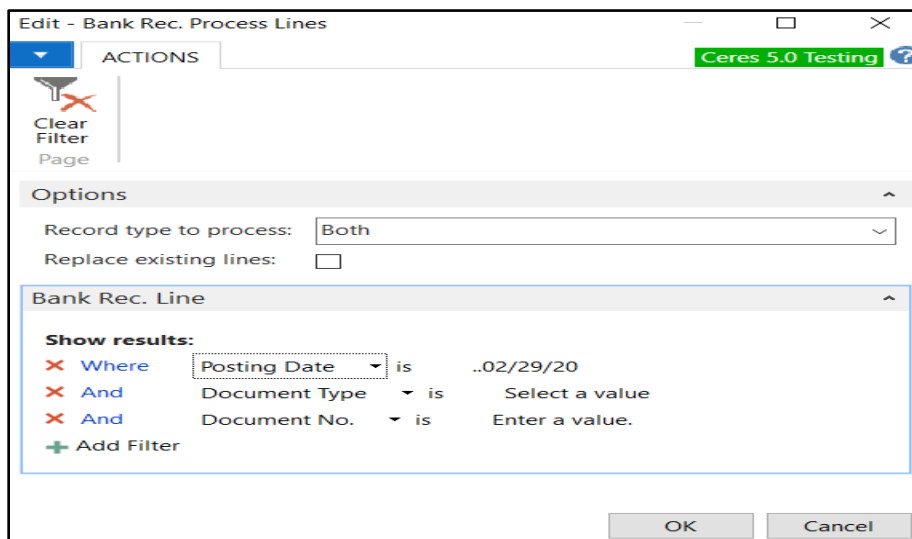
**Cleared Inc./Dpsts. Per Stmt.:** Input from the bank statement, the deposits and other incoming transactions that cleared.

**Balance on Statement:** Input the ending bank balance per the bank statement.

3. The Bank Account Lines in the Checks Lines and Deposits/Transfer FastTabs is where the actual reconciliation is performed by indicating which lines have cleared.
4. To bring the lines in, click on the Actions Tab in the Ribbon and select Suggest Lines.



5. From the Bank Rec. Process Lines Page, select the Record Type to process (Checks, Deposits, or Both) and whether you want to replace the existing lines.
6. In the Posting Date field, enter the starting posting date for the Ledger Entries to be reconciled. In the Ending Date field, enter the ending date for these Ledger Entries.



- Click OK. Ceres then fills in the lines on the Checks FastTab and the Deposit/Transfers FastTab. and. The outstanding checks are updated on the Checks FastTab and the outstanding deposits and transfers are updated on the Deposit/Transfers FastTab

Checks

Bank Rec. Check Lines Subform

Line

Bank Rec.

Find

Filter

Clear Filter

1000

1213

2/29/2020

Posting Date	Document Type	Document No.	Description	Amount	Clea.
11/28/2012	Payment	59569	ADP Screening Selection	2,500.00	<input type="checkbox"/>
11/28/2012	Payment	59572	Transportation Logistics Syst	1,000.00	<input type="checkbox"/>
				0.00	
				0.00	

Deposits/Transfers

Bank Rec. Dep. Lines Subform

Line

Functions

Find

Filter

Clear Filter

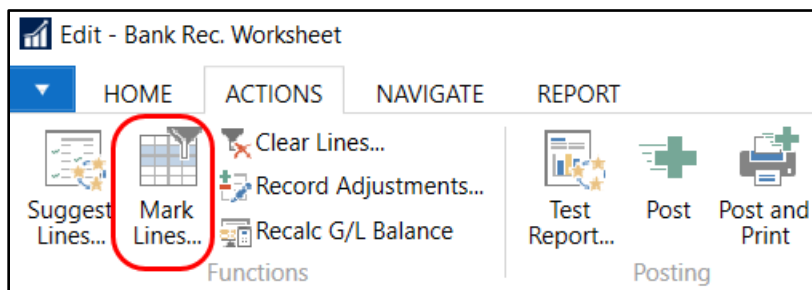
1000

1213

2/29/2020

Collapse Status	Posting Date	Document Type	Document No.	Description
	10/31/2012	Payment	59562	Check for Vendor V000376

- Open the Checks FastTab and place a checkmark in the Cleared field for each check that cleared the bank. This process can be automated by running the Mark Lines Function from the Home Tab of the Ribbon and then selecting Mark Lines.



- Open the Deposit/Transfers FastTab repeat the process by placing a checkmark in the Cleared field for each deposit or transfer that cleared the bank. This process can be automated by running the Mark Lines Function from the Home Tab of the Ribbon and then selecting Mark Lines.

10. Click OK. Ceres will mark the lines as cleared based on the filters that were set.

Checks

Bank Rec. Check Lines Subform

Line Bank Rec. Find Filter Clear Filter

1000

1213

2/29/2020

Posting Date	Document Type	Document No.	Description	Amount	Cleared	Cleared Amount
11/28/2012	Payment	59569	ADP Screening Selection	2,500.00	<input checked="" type="checkbox"/>	2,500.00
11/28/2012	Payment	59572	Transportation Logistics Syst	1,000.00	<input checked="" type="checkbox"/>	1,000.00

11. Correct the lines, if necessary, by un-checking the checks or deposits that have not cleared.

12. If a check or deposit cleared for a different amount update the Cleared Amount field.

13. You can start over by clearing all lines. To clear the lines, click on the Actions Tab of the Ribbon and select Clear Lines.

14. Repeat the steps above for the deposits and transfers.

15. Open the Adjustment FastTab and enter a new line with any transaction from the bank statement that does not appear on the reconciliation lines, such as bank fees. Any amounts entered on the Adjustment FastTab will post as a Journal Entry when the Bank Reconciliation is posted.

Adjustments

Bank Rec. Adj. Lines Subform

Line Find Filter Clear Filter

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount
3/29/2020		BR-1010	Bank Account	1000	US Bank Operating	0.0

- Open the General FastTab and confirm that Difference is \$0. If not, verify the amounts you inputted and the checks and deposits that are marked as cleared. The Bank Reconciliation cannot be posted until the Difference is \$0.

General			
Bank Account No.:	1000	Ending G/L Balance:	4,885,133.11
Statement No.:	1213	Difference:	0.00
Statement Date:	2/29/2020	Cleared With./Chks. Per Stmt.:	1,455,188.68
G/L Balance (\$):	4,885,133.11	Cleared Inc./Dpsts. Per Stmt.:	148,518.68
G/L Balance:	4,885,133.11	Balance on Statement:	4,885,133.11
+ Positive Adjustments:	0.00	+ Outstanding Deposits:	0.00
Subtotal:	4,885,133.11	Subtotal:	4,885,133.11
- Negative Adjustments:	0.00	- Outstanding Checks:	0.00
		Ending Balance:	4,885,133.11

- To print the Bank Reconciliation Test Report, click on the Actions FastTab of the Ribbon and select Test Report.

Edit - Bank Rec. Worksheet - 1000 - 1213	
HOME	ACTIONS
Suggest Lines...	Test Report...
Mark Lines...	Post
Clear Lines...	Post and Print
Record Adjustments...	
Recalc G/L Balance	

- From the Bank Rec Test Report Page, select what you want to print on the Report. The easiest way to do this is to select Details (which checks all fields) and then un-check what you do not want to include.

Edit - Bank Rec. Test Report	
ACTIONS	
Clear Filter Page	
Options	
Print details:	<input checked="" type="checkbox"/>
Print checks:	<input type="checkbox"/>
Print deposits:	<input type="checkbox"/>
Print adjustments:	<input checked="" type="checkbox"/>
Print outstanding checks:	<input checked="" type="checkbox"/>
Print outstanding deposits:	<input checked="" type="checkbox"/>
Bank Rec. Header	
Show results:	
Where	Bank Account No. is 1060
And	Statement No. is 14-07
Print... Preview Cancel	

19. In the below example, Adjustments, Outstanding Checks, and Outstanding Deposits were selected. Then select Print to print a hardcopy or Preview to preview the Report.

Bank Rec. Test Report		Sunday, March 29, 2020 10:21 PM	
Ceres 5.0 Testing		Page 1	
		ESOPROKJK	
Bank Account No.	1000		
Statement No.	1213		
Statement Date	2/29/2020	Currency Code	
G/L Balance (\$)	4,885,133.11	Statement Balance	4,885,133.11
G/L Balance	4,885,133.11	Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	4,885,133.11	Subtotal	4,885,133.11
Negative Adjustments	0.00	Outstanding Checks	0.00
Ending G/L Balance	4,885,133.11	Ending Balance	4,885,133.11
Difference	0.00		

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Bal. Account Type	Bal. Account No.	Amount	Cleared / Balance Amt.	Difference
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20. To post the Bank Reconciliation, click on the Actions Tab of the Ribbon and select Post or Post and Print.
21. Posted bank reconciliations can be viewed from the Bank Account Card by clicking the Navigate Tab in the Ribbon and selecting Posted Reconciliations.

Bank Accounts - Microsoft Dynamics NAV

Navigation: Finance Company > Departments > Financial Management > Cash Management > Bank Accounts

Tab: NAVIGATE

Buttons: Comments, Positive Pay Export, Dimensions, Statements, **Posted Reconciliations**, Deposits, Ledger Entries, Check Ledger Entries, Positive Pay Entries

Bank Acc.



22. Highlight the posted bank reconciliation you want to view and the click on the Home Tab of the Ribbon and select View.

View - Posted Bank Rec. List

HOME REPORT Ceres 5.0 Tes...

View Delete Show as List Show as Chart Notes Links Show Attached Page

Manage View Show Attached Page

Posted Bank Rec. List

Type to filter (F3) Bank Account No. →

Bank Account...	Statem... No.	Statement Date	Statement Balance
1000	1207	11/30/2012	4,642,926.07
1000	1213	2/29/2020	4,885,133.11

View - Posted Bank Rec. Worksheet - 1000 · 1213

HOME ACTIONS NAVIGATE

View Delete Print... Navigate Notes Links Refresh Clear Filter Go to Previous Next

Manage Process Show Attached Page

1000 · 1213

General

Bank Account No.:	1000	Ending G/L Balance:	4,885,133.11
Statement No.:	1213	Difference:	0.00
Statement Date:	2/29/2020	Cleared With./Chks. Per Stmt.:	1,455,188.68
G/L Balance (\$):	4,885,133.11	Cleared Inc./Dpsts. Per Stmt.:	148,518.68
G/L Balance:	4,885,133.11	Balance on Statement:	4,885,133.11
+ Positive Adjustments:	0.00	+ Outstanding Deposits:	0.00
Subtotal:	4,885,133.11	Subtotal:	4,885,133.11
- Negative Adjustments:	0.00	- Outstanding Checks:	0.00
		Ending Balance:	4,885,133.11

## **Related Topics**

1. AP Check Processing
2. AP Checks Voiding
3. Bank Deposits
4. Cash Receipts Journal
5. Deposits
6. Charts of Accounts Overview