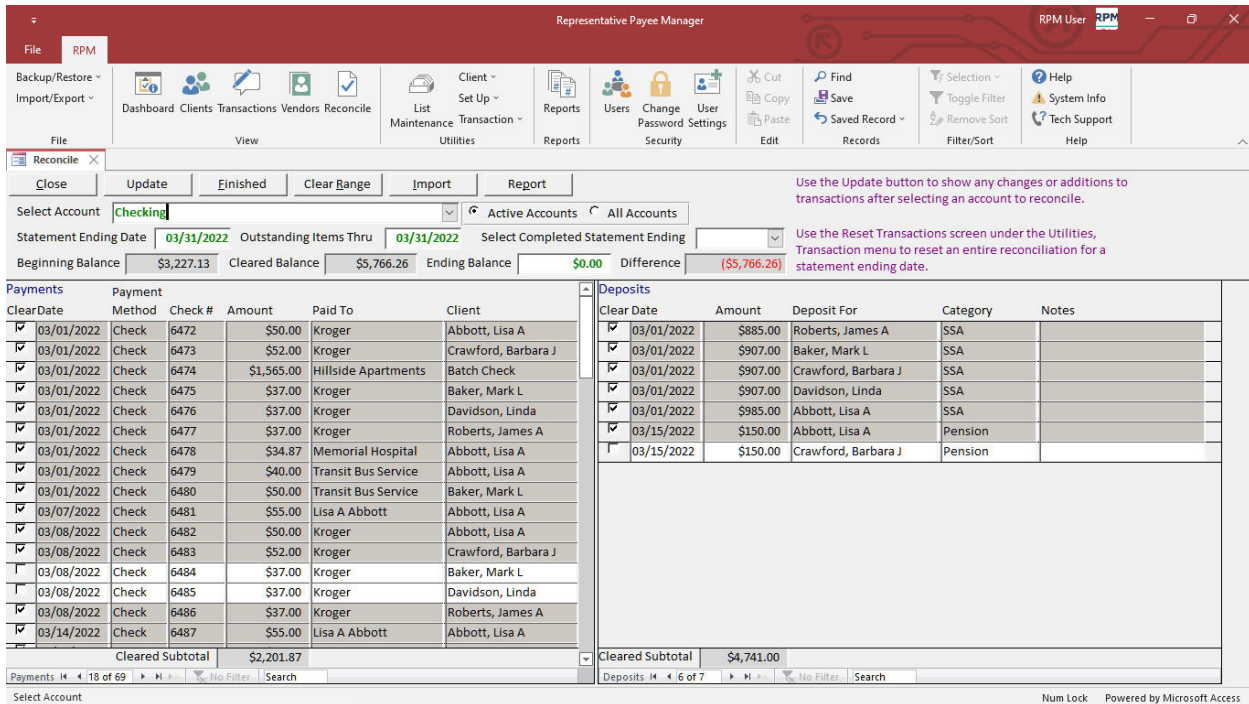# Reconcile

Select *Reconcile* from the *View* menu to open the *Reconcile* screen. This is used to reconcile a selected account. Use the *Select Account* drop down list to view the transactions for another account. Mass accounts will be listed first followed by individual accounts. Mass accounts will be listed alphabetically by account name. Individual accounts will be listed alphabetically by client and account name.

By default, only active accounts will be shown. To see all accounts, select the *All Accounts* option.

Payments will be shown in check number order. Deposits are sorted by date and amount. To change the sort, right-click in the field you wish to sort and select *Sort A to Z* or *Sort Z to A* from the *Shortcut* menu.

Statement Ending Date

The *Statement Ending Date* should be entered from the ending date on your bank statement. The completed reconciliation will be saved using this date. To view or change a previous reconciliation, use the *Select Completed Statement Ending* drop down list. Any previously reconciled items will be displayed as well as any remaining outstanding items through the outstanding items thru date.

Outstanding Items Thru

The *Outstanding Items Thru* date will default to the same date as the statement ending date. Outstanding transactions will only be included on the reconcile screen if the transaction date is on or before the outstanding items thru date. You can change this to a later date if you need to see outstanding items on a later date.

Beginning Balance

The *Beginning Balance* shows the total items reconciled prior to this statement ending date. This should match the beginning balance on your bank statement. If it does not match, you should verify that previous reconciliations are correct. Use *Reports, Reconciliation, Account Statement List* to view reconciliation totals for previous statement ending dates. If any previous months are no longer reconciled, use *Reports, Audit, Audit Events By Event* and select the *Reconcile Removed* audit event to see if any previously reconciled transactions were changed back to unreconciled. Select the *Reconcile Bank Account* audit event to see a history of completed reconciliations.

Cleared Balance/Ending Balance/Difference

The *Cleared Balance* shows the reconciled account balance including the *Beginning Balance* and any items cleared on this statement. The *Ending Balance* should be entered from the ending balance on your bank statement. As you mark items as cleared, the cleared balance will be updated. The *Difference* is calculated automatically by subtracting the cleared balance from the ending balance. When the cleared balance and ending balance match, the difference will be zero and the reconciliation will be complete.

Click the *Clear* check box to mark any items as cleared. The *Difference* will be updated as you clear items. Items that have been marked as cleared will have a gray background. Items that have not been cleared will have a white background.

Update

Click the *Update* button to update the displayed transactions with any possible changes made to the transactions while the reconcile screen is open. For example, if you or another user changes an existing transaction or adds a new transaction in the account being reconciled, you can use the *Update* button to show those changes.

Clear Range

Click the *Clear Range* button to mark or unmark a range of transactions as cleared. Select the *Payment Method* and then select the range of check numbers or transaction dates. Select the *Mark as Cleared* option to clear a range of items or the *Unmark as Cleared* option to remove the cleared flag. Click the *Update* button to update the selected range. After you close this screen, the information will be updated on the reconcile screen.
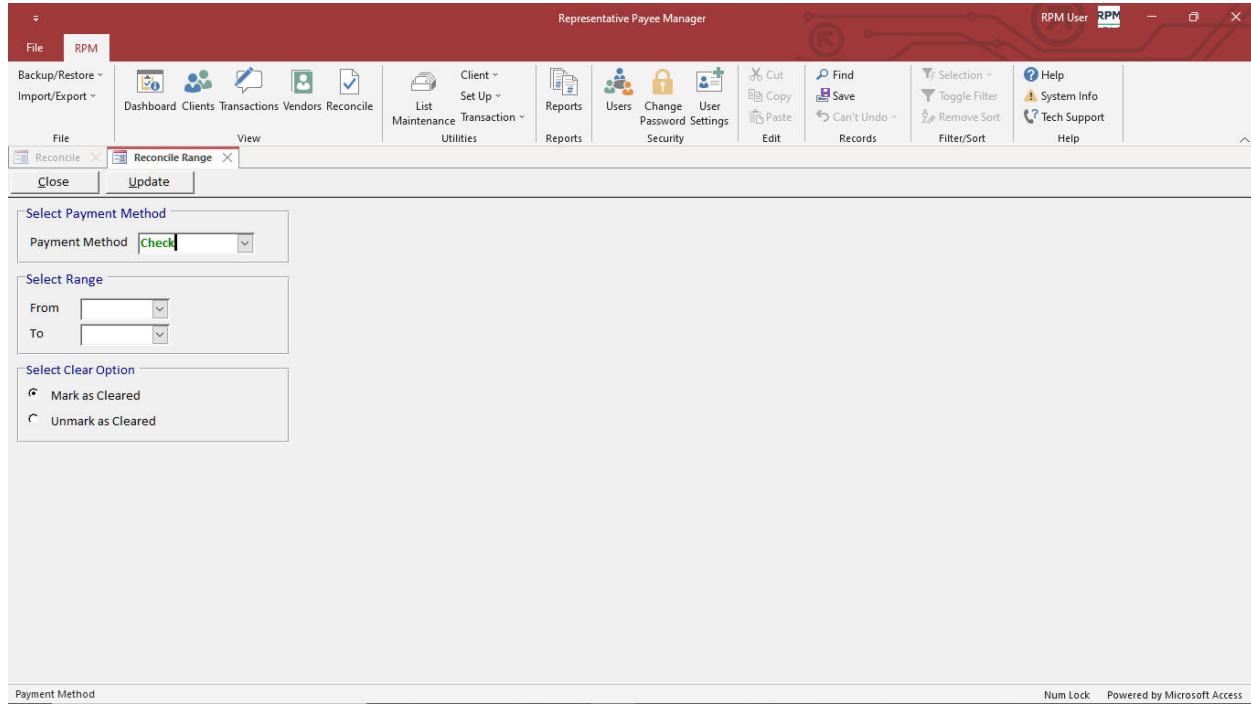
Import

Click the *Import* button to import and reconcile a list of cleared checks from a file.

The standard import file is a comma delimited (CSV) file with the following fields:

- Check Number
- Amount
- Date

If you have another file format, contact us for a quote to add a custom format to RPM.

Once the file has been selected, click the *Import* button to import the check file into RPM. Checks in the import file that match the check number and amount on the reconcile screen will be automatically marked as cleared. You can use the *Unmatched Checks* report to see any checks in the file that do not match checks on the reconcile screen. The *Matched Checks* report will show the checks that match and have been marked as cleared.

Report

Click the *Report* button at any time to display a list of the reconciled and remaining outstanding items. Outstanding transactions will only be included if they are dated on or before the *Statement Ending Date.*

Finished

**Transactions are merely in a reconciling state until the Finished button is clicked at which point the reconciled flag is set. **

When you are done with the reconciliation, click the *Finished* button to mark the items as reconciled. The final *Account Reconciliation* report will be displayed.

If you click the *Close* button on the reconcile screen without finishing the reconciliation, the items you have marked to clear will still be shown the next time you open the screen.