



**HARRIS**  
School Solutions

**NextGen  
Bank  
Reconciliation**

**Contact  
Us**

E: [nextgensupport@harriscomputer.com](mailto:nextgensupport@harriscomputer.com)

P: 800.239.6224

F: 251.544.4901

Team Support: <https://schoolfinancialsolutions.na2.teamsupport.com>

## Reconciling By Bank Code

AP/PCRD: Check Reconciliation (v3.12)

Reconcile by:  Bank Code  Account #

Bank Code: A/P

Statement Ending Date: 03/31/2017

End Balance: 16,000,705.04

Ref#/Chk#	Date	Amount	Check Status	Comment	Trans Code	Vendor
<input checked="" type="checkbox"/> 25530	2017-03-17	57.00	Paid	Print Checks		HARDY
<input checked="" type="checkbox"/> 25531	2017-03-17	571.45	Paid	Print Checks		HARRIS
<input checked="" type="checkbox"/> 25532	2017-03-17	179.00	Paid	Print Checks		HELPER
<input type="checkbox"/> 25533	2017-03-17	98,136.89	Paid	Print Checks		1609
<input checked="" type="checkbox"/> 25534	2017-03-17	3,690.00	Paid	Print Checks		IMPACT
<input checked="" type="checkbox"/> 25535	2017-03-17	157.49	Paid	Print Checks		JONES
<input checked="" type="checkbox"/> 25536	2017-03-17	86.00	Paid	Print Checks		LITTLE
<input checked="" type="checkbox"/> 25537	2017-03-17	158.56	Paid	Print Checks		MORTON
<input checked="" type="checkbox"/> 25538	2017-03-17	179.00	Paid	Print Checks		PARIS
<input checked="" type="checkbox"/> 25539	2017-03-17	3,750.00	Paid	Print Checks		ROSEN
<input checked="" type="checkbox"/> 25540	2017-03-17	179.90	Paid	Print Checks		SAM S
<input checked="" type="checkbox"/> 25541	2017-03-17	299.70	Paid	Print Checks		SHELL
<input type="checkbox"/> 25542	2017-03-17	43.00	Paid	Print Checks		TURNER
<input checked="" type="checkbox"/> 25543	2017-03-17	6,390.00	Paid	Print Checks		UA HS

First Check #:

Last Check #:

Mark Cleared

Post Interest

State/Unstate Checks

Run Summary Report

Show Deposits and JE's

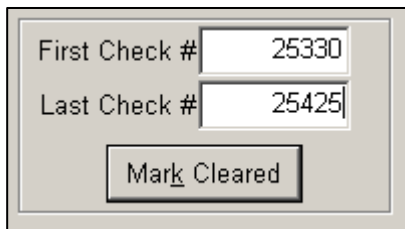
1. Select the **Reconcile by Bank Code** option.
2. Select the **Bank Code** you want to reconcile from the drop down. The last month's **Bank Statement Ending Date** should be displayed.
3. Complete the following steps. See document for additional info on each.
  - Enter the **End Balance** from the bank statement
  - Mark any cleared checks
  - Add any necessary ORIs
  - Clear any ORIs from previous months that are resolved
  - Post interest if needed
  - Remember to post any unposted A/P check batches and/or any in process journal entries that could affect the reconciliation. The transaction will warn you of any of these conditions.
4. Click **Save**.
5. Review the summary report by clicking on the **Run Summary Report** button.
  - a. If the bank reconciliation is in balance the Recon button will become available. Once the Recon button is clicked you will not be able to undo it. For that reason, it is

recommended that you do not press the reconcile button until you have printing all required reports for the month.

- b. If the bank reconciliation is out of balance see the Troubleshooting section of this document.

## Clearing Checks

Put a check mark next to any check that has cleared the bank. Make sure the amount of the check in the system matches up to the amount it cleared for on the bank statement. If there is an uninterrupted range of checks that have cleared you can mark them all cleared by entering the first and last check number in the range and selecting the **Mark Cleared** button. Once you are done click the **Save** button to save the changes you have made to the reconciliation.



First Check # 25330  
Last Check # 25425  
Mark Cleared

## Other Reconcilable Items (ORIs)

***IMPORTANT!*** - Never enter an ORI to force balance the bank reconciliation.

The ORI is used to adjust the adjusted statement ending balance on the bank reconciliation. When adding an ORI, choosing **Receipt** will make the adjusted statement ending balance increase, choosing **Disburse** will make the adjusted statement ending balance decrease. An ORI can be deleted if it was entered in the month you are reconciling. Once the recon button has been selected it is a permanent part of the recon and can be cleared but not deleted.

### Examples of ORIs

- Deposits in Transit – This means a deposit was posted to your books, but did not show on the bank statement. This problem can arise by the deposit being posted after the cut-off time on the last day of the bank statement period. This amount should be entered as a Receipt to the Bank Statement balance.
- Bank Errors – This means the bank has made a mistake on your account and was not corrected before the bank statement was printed. It can include a check being cleared for the wrong amount, or a deposit incorrectly posted to your account. This amount could be a Receipt or Disburse, so be careful to choose the correct Transaction type.
- NSF Checks – Normally, NSF (returned) checks are posted to your books using Journal Entries. However, if you do not choose to follow this procedure, you must list all NSF checks as Other Reconcilable items. NSF checks should be posted with the Receipt transaction type.

- Bank Statement Balances – The accounts used for these amounts. If you have a money market account that is setup as an investment account with a 0121 function code, it cannot be reconciled in conjunction with the 'cash' bank code. Do not include the ending balance of investment accounts in this figure.

## Adding an ORI

The screenshot shows the 'Add Other Reconcilable Items' dialog box. The 'Add' button in the top toolbar is highlighted with a red box. The dialog box contains the following fields and buttons:

- Bank Code:** A/P
- Reference Number:** Next
- Transaction Date:** 03/31/2017
- Amount Of Item:** 50.00
- Transaction Code:** Receipt
- Description Of Item:** Deposit In Transit
- Buttons:** Save, Exit
- Vendor List:** CHENE, LORBE, LOTT, I, CARLS, HALE, STRICK, HARVE, NASH, ACTA S, ATLI, EDWAI, HARDY, LOWE

1. Click on the Add button to create an Other Reconcilable item.
  - Reference Number – This is not a required field, the system will auto assign a number if left blank. This is a 15 character alphanumeric field.
  - Transaction Date – Enter a date on or before the Bank Statement Ending Date.
  - Amount of Item – Enter the dollar amount of the other reconcilable item.
  - Transaction – Choose **Disburse** if dollars need to be *Subtracted* from the Bank Statement or **Receipt** if dollars need to be *Added* to the Bank Statement.
  - Description of Item – Enter a brief description of the other reconcilable item. This is a 100 character alphanumeric field.
2. Click on the Save button. If you have another ORI to enter you may enter the information and click Save again. When you are done entering your ORIs click the Exit button.
3. The ORIs will display on the check reconciliation in blue.

AP/PCRD: Check Reconciliation (v3.12)

Reconcile by:  Bank Code  Account #

Bank Code: A/P

Statement Ending Date: 03/31/2017

End Balance: 16,000,705.04

Ref#/Chk#	Date	Amount	Check Status	Comment	Trans Code	Vendor
<input checked="" type="checkbox"/> 2	3/31/2017	50.00		Deposit In Transit	Receipt	
<input checked="" type="checkbox"/> 1	2017-03-31	132.05		DIT - CITY SALES TAX CK#..	Receipt	
<input type="checkbox"/> 24658	2015-12-18	267.81	Paid	Print Checks		CHENE
<input type="checkbox"/> 25197	2016-09-30	71.84	Paid	Print Checks		LORBE
<input type="checkbox"/> 25198	2016-09-30	20.00	Paid	Print Checks		LOTT, I
<input type="checkbox"/> 25326	2016-12-02	30.00	Paid	Print Checks		CARLS

### Deleting an ORI

An ORI can be deleted but only if the recon button has not been selected. Once the recon button has been selected it is a permanent part of the reconciliation and cannot be deleted. To delete an ORI double-click on the line to pull it up. Then click the **Delete** button. Click the Save button to save the change to the reconciliation.

### Posting Interest

You can post interest directly in the check reconciliation screen by clicking on the **Post Interest** button. This will create the journal entry and post it to the interest account defined on the bank code setup.

AP/PCRD: Check Reconciliation (v3.12)

Reconcile by:  Bank Code  Account #

Bank Code: A/P

Statement Ending Date: 03/31/2017

End Balance: 16,000,705.04

Post Bank Interest

Ref#/Chk#	Amount
<input type="checkbox"/> 1	2
<input type="checkbox"/> 24658	2
<input type="checkbox"/> 25197	2
<input type="checkbox"/> 25198	2
<input type="checkbox"/> 25326	2
<input checked="" type="checkbox"/> 25330	2
<input type="checkbox"/> 25425	2
<input type="checkbox"/> 25442	2
<input checked="" type="checkbox"/> 25461	2
<input checked="" type="checkbox"/> 25466	2
<input checked="" type="checkbox"/> 25480	2
<input checked="" type="checkbox"/> 25482	2
<input checked="" type="checkbox"/> 25483	2
<input checked="" type="checkbox"/> 25485	2

Bank Code: A/P REGIONS BANK - GENERAL

Posting Date: 3/31/2017 Journal Code: C/R

Fd-C-Func-Obj-C

Account Number: 11-4-6810-000-0000-6001-0-0000-0000

Interest Amount: 3.67 Post Type: Credit

Reference: March Interest

Comments: March Interest

Buttons: Post, Cancel

Enter Information for Bank Interest Entry. Click Post to Complete (Post to GL)

Vendor List: CHENE, LORBE, LOTT, D, CARLS, HALE, k, STRICKI, HARVE, NASH, T, ACTA S, ATLI, EDWAR, HARDY, LOWE S

Buttons: Primary Report, Deposits and JE's

Interest Journal Entry 37338 Post Successfully

Fd-C-Func-Obj-CCTR-SFnd-Y-Prog-Spec	JRNL PO NUMBER	BANK CHK #	REFERENCE INV NUMBER	AMOUNT ORIG_VENDOR TYPE	COMMENT name
TX# 37338 POST DATE: 03/31/2017			STATUS: Posted		
11-4-6810-000-0000-6001-0-0000-0000	C/R	A/P	March Interest	3.67 C	March Interest
11-1-0111-000-0000-6001-0-0000-0000	C/R	A/P	03/31/17	3.67 D	Cash Entry Bank Code: A/P

## Reviewing Deposits and JE's

Click on this button to view manually entered journal entries, including debits to cash that were generated by the cash receipts journal entry transaction. If the summary reconciliation data includes the message, "Statement and Books Out-of-Balance," you can view journal entries to verify that:

- All deposits have been entered.
- All deposits have been entered for the correct amount.
- Journal entries have been posted for NSF check amounts (if you are not entering them as ORIs).
- Interest and any other manual journal entries have been posted.
- Journal entries have not been posted incorrectly.

The list view contains deposits and manual journal entries posted to the bank code's cash accounts with a posting date equal to and up to 31 days prior to the statement ending date. The records cannot be changed in this transaction. If any of the journal entries are incorrect, use the "Create Journal Entry" transaction to enter correcting journal entries. Click on the **Close Deposits and JE's** button to return to the main Check Reconciliation transaction.

Ref#/Chk#	Date	Amount	Check Status	Comment	Trans Code	Vendor Name
1677	2017-03-01	900.00		Deposit : A/P 1677	Receipt	
1682	2017-03-02	1,050.00		Deposit : A/P 1682	Receipt	
1683	2017-03-02	150.00		Deposit : A/P 1683	Receipt	
1691	2017-03-03	119.60		Deposit : A/P 1691	Receipt	
1692	2017-03-03	1,400.00		Deposit : A/P 1692	Receipt	
1694	2017-03-03	350.00		Deposit : A/P 1694	Receipt	
1695	2017-03-03	75.00		Deposit : A/P 1695	Receipt	
1696	2017-03-03	125.94		Deposit : A/P 1696	Receipt	
1697	2017-03-06	7,554.05		Deposit : A/P 1697	Receipt	
1698	2017-03-06	2,450.00		Deposit : A/P 1698	Receipt	
1705	2017-03-09	700.00		Deposit : A/P 1705	Receipt	
1706	2017-03-09	25.00		Deposit : A/P 1706	Receipt	
1707	2017-03-09	61,262.13		Deposit : A/P 1707	Receipt	
1713	2017-03-13	440.09		Deposit : A/P 1713	Receipt	

## Running the Summary Report

AP/PCRD: Check Reconciliation (v3.09)

Report by:  Bank Code  Account #

Bank Code: A/P

Statement Ending Date: 03/31/2017

Fiscal Year: 2017 Period: 6

Print Report

Reconciliation Summary	Amounts
Statement Ending Balance	16,000,705.04
Outstanding Checks	100,071.18
Outstanding Other Reconciliable Items	132.05
Adjusted Statement Balance	15,900,765.91
Beginning Book Balance	18,879,295.68
Total Debits	2,954,345.22
Total Credits	5,932,924.81
Ending Book Balance	15,900,716.09
Statement And Book Out of Balance	49.82

Select Report Criteria and Click Enter to Print

Bank statement ending balance minus outstanding checks plus or minus the other reconciling items equals the adjusted statement balance.

The Beginning book balance plus debits (deposits, voided checks, J/Es) minus credits (checks) equals the ending book balance.

You can print a Reconciliation Report by selecting the **Print Report** option and clicking on the Enter button. Additionally, you can include journal entries on the Reconciliation Report by selecting the **Print Journal Entries** button.

AP/PCRD: Check Reconciliation (v3.09)

Report by:  Bank Code  Account #

Bank Code: A/P

Statement Ending Date: 03/31/2017

Fiscal Year: 2017 Period: 6

Print Report  Print Journal Entries

Reconciliation Summary	Amounts
------------------------	---------

## Reconciling By Account Number

Reconciling by Account Number is used when you are transitioning from one bank to another and need to reconcile them together. Until all activity from the old bank has ceased you may reconcile both bank codes together by reconciling by account.

## Troubleshooting

When trying to reconcile your bank statement(s) to your general ledger, there are steps to take if you can't get your bank statement to balance. Listed below are procedures to follow when trying to find an **out of balance** condition.

- Make sure that the **statement ending date** is correct. If your statement ending date is off by one day, this will adversely affect your ability to reconcile.
- When entering a **statement ending balance**, verify this amount on the bank statement and double-check to ensure you have entered the correct amount.
- Compare your **cleared checks** on your bank statement to the cleared checks showing in your **check reconciliation report**. Make sure you haven't left off a check that is showing as cleared on your bank statement but is still showing as outstanding in your check reconciliation report. Verify the status of all checks in the check reconciliation report and make sure the status is correct whether it should be **cleared, outstanding** or **voided**. Verify the amount of the cleared checks.
- When entering **other reconcilable items** such as deposits in transit, non-sufficient checks, etc., make sure the dollar amount is correct and whether it is a **receipt** or **disbursement** is correct. If you enter **interest earned** through the **Create Journal Entry** process, make sure the amount entered is correct.
- Make sure that all **check batches** have been posted to the general ledger. A check batch with a status of **Paid** indicates that the checks have been issued but have not been posted to the general ledger. A check batch must have a status of **Paid Posted** to actually post to the general ledger.
- Verify **General Ledger deposits** and **checks issued** equal the **Bank Statement deposits** and **checks issued**.
- In your reconciliation report, verify the **journal entries** are correct in that the dollar amount is accurate and whether it is a **debit** or **credit** is correct.
- Make sure all manual (offline) checks have been recorded.