



How to complete a Bank Reconciliation in Aplos Accounting

Making sure the information in Aplos is accurate is extremely important. If your accounting software doesn't accurately reflect your bank's statement you could be headed for trouble...

Bank Reconciliation is an app that is specifically designed for the purpose of reconciling your bank statement with the information in Aplos. Here is how you would go about completing a Bank Reconciliation.

1. Enable Bank Reconciliation from the Advanced Settings section of Aplos Accounting.
2. Pick which Cash account you'll be reconciling.
3. The opening balance will remain 0.00 for your first Bank Reconciliation.
4. Select the statement ending date. For instance if you're looking at a bank statement that ends on 5/31/14, then select that as the ending date.

A screenshot of a software interface for entering statement information. The form has a title bar that says "Enter your statement information". It contains three rows of input fields: "Opening Balance:" with a text box containing "0.00" and a link "Why is this \$0.00?"; "Statement Ending Date:" with an empty text box; and "Statement Ending Balance:" with an empty text box. At the bottom right, there are two buttons: a green "Start Reconciliation" button and a white "Cancel" button.

5. Enter the statement ending balance. This is the balance of the account at the ending date of the statement. Click OK.

The transactions shown on the next screen are the entries you've entered into Aplos. On the bottom right of the screen you will see your Beginning Balance, and then Checks and Payments, Deposits and Other Credits, and your Statement Ending Balance. As you click through the transactions you will be marking the payments and deposits as cleared, with the goal being to arrive at your Statement Ending Balance.

Beginning Balance - Checks and Payments + Deposits and Credits = Statement Ending Balance

Here are the steps on how to proceed once you've set your ending date and balance (picture below). The best way to go about this is to print a bank statement for the period you're reconciling, get a highlighter and pen, and follow the steps below.

6. Check which transactions show on your bank's statement. Basically, just go down the list. If something appears on your bank statement and on Aplos, check the box next to the transaction and then cross it off your paper bank statement. As you check things off you'll notice that the difference either increases or decreases. In order to finish and complete a bank reconciliation, the difference must be 0.00.
7. If you find a transaction that does not appear on the statement or in the software, you'll want to highlight it and do some further research. It's possible something cleared your bank that was never entered in Aplos, or something was entered in Aplos that never cleared your bank. You can select Finish Later if you need to come back at another time, or Edit Statement Details if you need to change the statement ending date or balance.
8. Once you're finished, click Finish Now to complete your first Bank Reconciliation.
9. Print the Bank Reconciliation (optional). When you click finish now you'll be taken in View Reports where you can print/export your completed bank reconciliation.

Reconcile your transactions: 1010 - Cash

Transactions for statement ending on Jul 6, 2012
(edit statement details)

Hide transactions after the statement ending date.

Checks and Payments

<input checked="" type="checkbox"/>	Date	Check Number	Name	Amount
<input checked="" type="checkbox"/>	06/01/2012	2301	Brown Leasing	\$650.00
<input checked="" type="checkbox"/>	06/01/2012	2302	Tim Kelly	\$1,200.00
<input checked="" type="checkbox"/>	06/01/2012	2303	Alex Young	\$286.99
<input checked="" type="checkbox"/>	06/01/2012		Capital One	\$1,498.02
<input checked="" type="checkbox"/>	06/01/2012	2300	Brown Leasing	\$650.00
<input checked="" type="checkbox"/>	06/15/2012	2305	Tim Kelly	\$1,200.00
<input checked="" type="checkbox"/>	06/15/2012	2306	Capital One	\$1,000.00
<input checked="" type="checkbox"/>	06/15/2012	2307	Valley Pest Control	\$40.00
<input checked="" type="checkbox"/>	06/15/2012	2308	PG&E	\$76.23
<input checked="" type="checkbox"/>	06/15/2012	2309	Gina Parker	\$120.00
<input checked="" type="checkbox"/>	07/04/2012	2310	PG&E	\$87.34
<input checked="" type="checkbox"/>	07/04/2012	2311	Beth Keller	\$1,000.00
<input checked="" type="checkbox"/>	07/04/2012			\$500.00
<input checked="" type="checkbox"/>	07/05/2012		Best Buy	\$786.75
Total				\$9,095.33
<small>(Including any hidden transactions)</small>				

Deposits and Other Credits

<input checked="" type="checkbox"/>	Date	Check Number	Name	Amount
<input checked="" type="checkbox"/>	Starting Balance			\$21,423.55
<input checked="" type="checkbox"/>	06/01/2012	60263	Federal Grant	\$5,040.30
<input checked="" type="checkbox"/>	07/03/2012	6396	Andrew Serrano	\$500.00
<input checked="" type="checkbox"/>	07/03/2012	6397	Andrew Serrano	\$500.00
<input checked="" type="checkbox"/>	07/03/2012		2 people	\$1,000.00
<input checked="" type="checkbox"/>	07/04/2012		3 people	\$1,300.00
Total				\$29,763.85
<small>(Including any hidden transactions)</small>				

Finish Now
Finish Later
Cancel

Edit Statement Details

Beginning Balance	\$29,763.85
Checks and Payments	\$9,095.33
Deposits and Other Credits	\$29,763.85
Statement Ending Balance	\$20,668.52
Cleared Balance	\$20,668.52
Difference	\$0.00

Congratulations! You've now finished your first Bank Reconciliation. Again, this process is very important and should be done often. For most organizations this is a monthly process, but that could vary depending on your needs. To watch a pre-recorded webinar on Bank Reconciliation you may visit the following link: [Bank Reconciliation Webinar](#).

