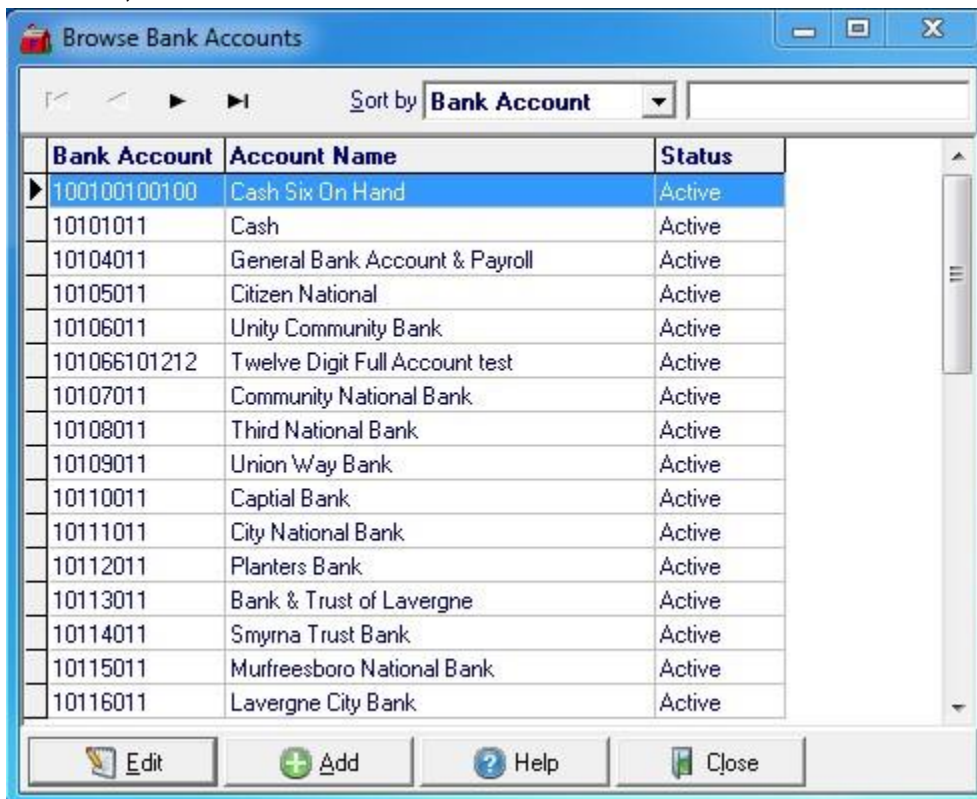


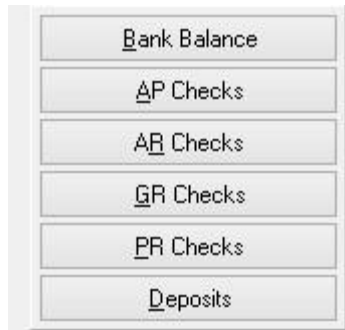
How to Perform a Bank Reconciliation for Deposits

Follow these steps to perform a Bank Account reconciliation for Deposits in Merchant Ag FIN. Navigate to the bank account by selecting the Bank Account icon or select the Cash Mgmt menu | Access Bank Accounts.



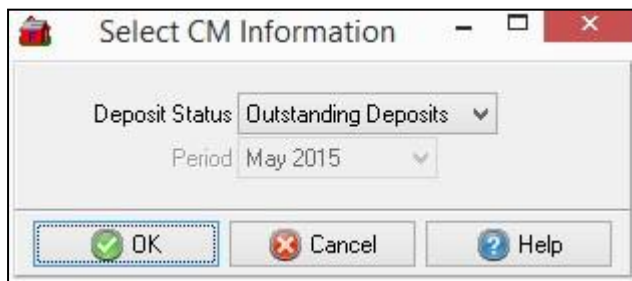
1. Select the Bank account to reconcile. Use the Browse Bank Accounts window to select the Bank Account by double clicking on the Account name, or click once to select, then click the Edit button.





2. Select the Deposit button.

3. Select the Deposit Status of Outstanding Deposits from the Deposit Status drop down menu then click OK.



4. Sort the Outstanding Checks. Utilize the options in the Sort By field to list all Unpaid Checks based on your preference.

Browse CM Outstanding


Account 10104011 Account Name General Bank Account_Payroll

Sort by **Date**

Date	ID	Amount	Period	Cleared
03/04/04	A1	200.00	Mar 2004	
03/05/04	A1	500.00	Mar 2004	
03/06/04	A1	500.00	Mar 2004	
03/08/04	A1	200.00	Mar 2004	
04/12/04	A1	366.08	Apr 2004	
04/13/04	A1	524.39	Apr 2004	
04/15/04	A1	1,500.00	Apr 2004	
04/20/04	A1	1,100.00	Apr 2004	
06/09/04	A1	200.00	Jun 2004	
08/08/04	A1	100.00	Jul 2004	
08/13/04	A1	10,000.00	Aug 2004	
09/23/04	A1	5,000.00	Aug 2004	
10/26/07	A1	6.22	Oct 2007	
06/10/08	A1	86,847.94	Jun 2008	

Posted By Bank Total Help Close

5. Mark Deposits as Posted. Using your Bank Statement, click on each Deposit that has cleared the bank. Click on each deposit to select it then click the Posted by Bank button.

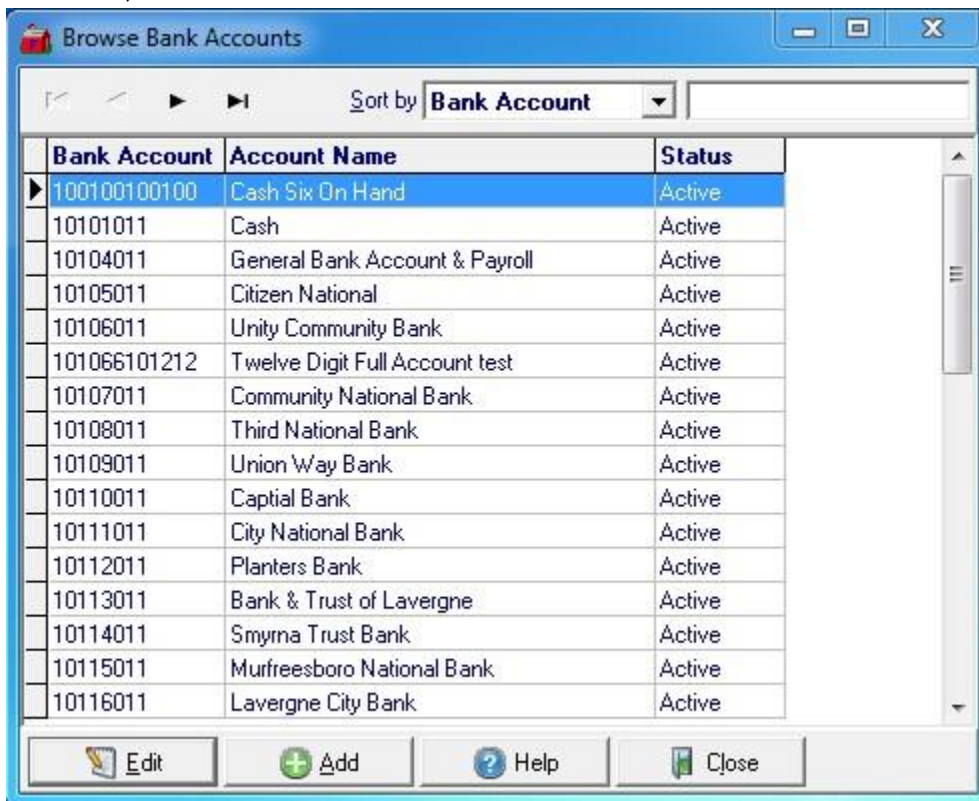
 Select multiple deposits by holding down the CTRL key then click multiple deposits. The Total button will provide a dollar total for all selected transactions.

How to Perform a Bank Reconciliation for Outstanding Checks

Follow these steps to perform a Bank Account reconciliation for outstanding Checks in Merchant Ag FIN. Navigate to the bank account by selecting the Bank Account icon or select the Cash Mgmt menu | Access Bank Accounts.



1. Select the Bank account to reconcile. Use the Browse Bank Accounts window to select the Bank Account by double clicking on the Account name, or click once to select, then click the Edit button.



Buttons for selecting check types:

- Bank Balance
- AP Checks
- AR Checks
- GR Checks
- PR Checks
- Deposits

2. Select the type of Checks to mark as Paid.

For this example, we'll select the AP Checks button.

3. Select the Check Status of Checks Outstanding. After selecting the type of checks in Step 2, select Checks Outstanding from the Check Status drop down menu then click OK.

Select CM Information

Check Status: Checks Outstanding

Period: May 2015

OK Cancel Help

4. Sort the Outstanding Checks. Utilize the options in the Sort By field to list all Unpaid Checks based on your preference.

Browse CM AP Checks Outstanding

Account 10104011 Account Name General Bank Account_Payroll

Sort by: Check #

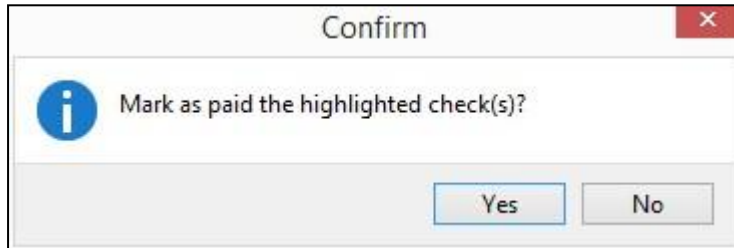
Check No.	Date	Payee	TTR	Amount	Cleared	Period	Info
3050	04/02/15	Alan Feed Shop	1149168	47,455.83		Apr 2015	Vendor
3051	04/02/15	Breeder's Supply Company	1149169	643.00		Apr 2015	Vendor
3052	04/02/15	H G Lipscomb & Co.	1149170	1,743.62		Apr 2015	Vendor
3054	04/02/15	Bedford Tack Inc	1149171	55,152.01		Apr 2015	Vendor
3055	04/02/15	Canadian Feed & Farm Supply	1149172	550.00		Apr 2015	Vendor
3057	04/02/15	31-A Trucking	1149173	7,523.32		Apr 2015	Vendor
3058	04/02/15	Purina Mills, LLC (FEED ACCT) (ACH)	1149174	0.00		Apr 2015	Vendor
3059	04/02/15	Test	1149175	2.99		Apr 2015	Vendor
3060	04/02/15	Wright Supply	1149176	400.00		Apr 2015	Vendor
3061	04/02/15	Roy's Supply	1149177	500.00		Apr 2015	Vendor
3062	04/02/15	Green Supply/National Feed Products	1149178	6,400.00		Apr 2015	Vendor
3063	04/02/15	Graft's Supply	1149179	10,000.00		Apr 2015	Vendor
3064	04/02/15	MFA Precision Ag	1149180	10.00		Apr 2015	Vendor
3065	04/02/15	6510	1149181	55.00		Apr 2015	Vendor
3066	04/02/15	Phillips Petroleum	1149182	68,528.59		Apr 2015	Vendor

Mark As Paid Total Void View Stub View ITR Close

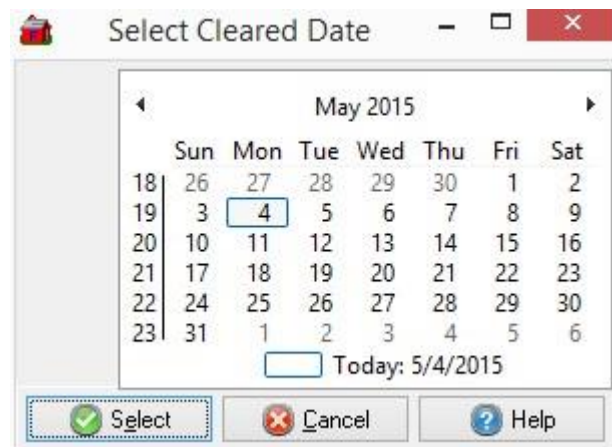
5. Mark Checks as Paid. Using your Bank Statement, click on each Check that has cleared the bank. Click on each check to select it then click the Mark as Paid button.

⚠ Select multiple checks by holding down the CTRL key then click multiple checks. The Total button will provide a dollar total for all selected transactions.

6. Select Cleared Date and confirm. After selecting Mark as Paid, confirm that those checks should now be marked Paid



then choose the date in the Select Cleared Date calendar.



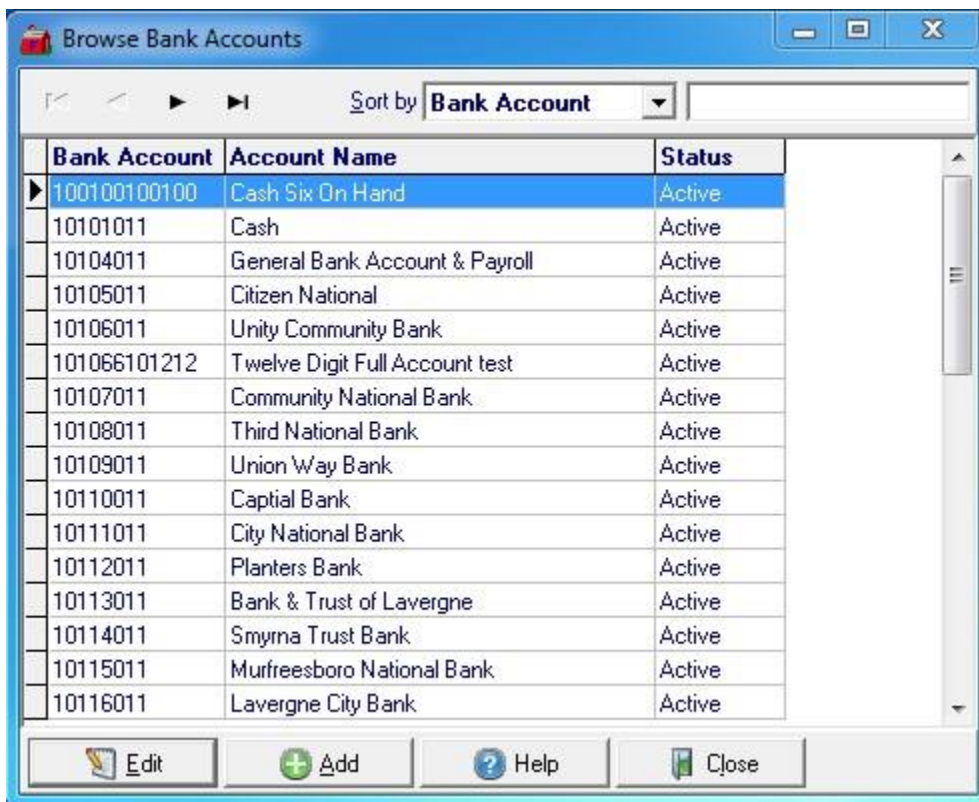
7. Repeat these steps for all available Check types.

How to Update a Bank Account Balance

To update a Bank Account balance in Merchant Ag FIN, navigate to the bank account by selecting the Bank Account icon or select the Cash Mgmt menu | Access Bank Accounts.



From the Browse Bank Accounts window, select the Bank Account by double clicking on the Account name or click once to select then the Edit button.



The Bank Account screen shows the current General Ledger balance which is the check book balance, also know as the running total bank balance, which is updated after every check or deposit.

Balance	ACH	ACH Transmission	Signature	Documents
Current GL Balance	49,693,195.04			
+ Outstanding AP Checks	229,103.11			
+ Outstanding AR Checks	0.00			
+ Outstanding GR Checks	0.00			
+ Outstanding PR Checks	1,649.21			
- Outstanding Deposits/Adj	24,981.18			
Net Bank Balance	49,898,966.18			

Bank Balance

AP Checks

AR Checks

GR Checks

PR Checks

Deposits