# 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.
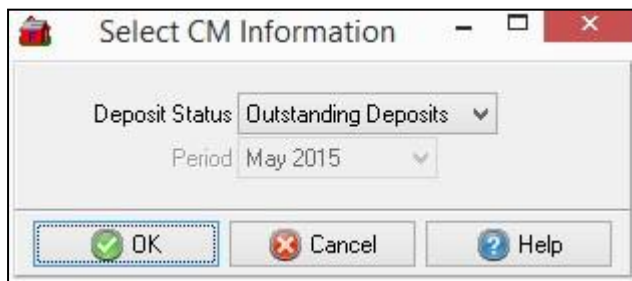

1. Select the Bank account to reconcile. Use the Browse Bank Accounts window to select the Bank Account by double clicking on the Account name, or click once to select, then click the Edit button.

Bank Balance

AP Checks

AR Checks

GR Checks
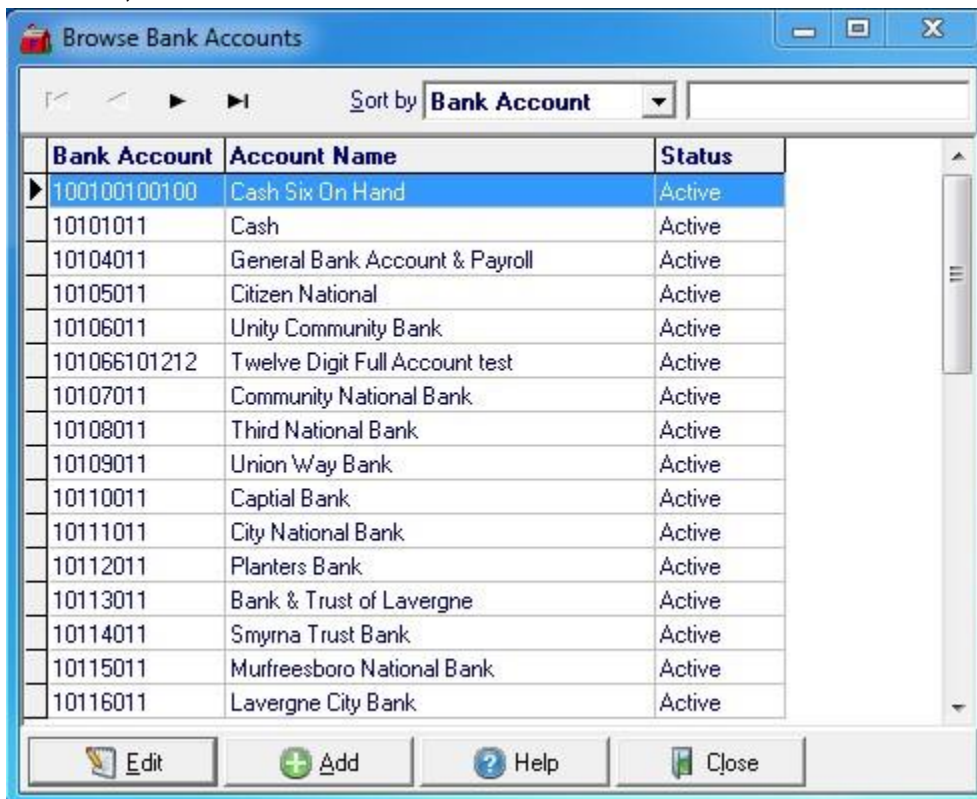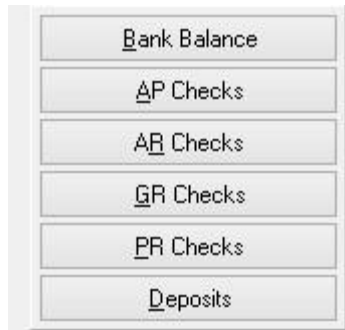
PR Checks

Deposits

2. Select the Deposit button.

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

Select CM Information

Deposit Status | Outstanding Deposits ⌄

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.

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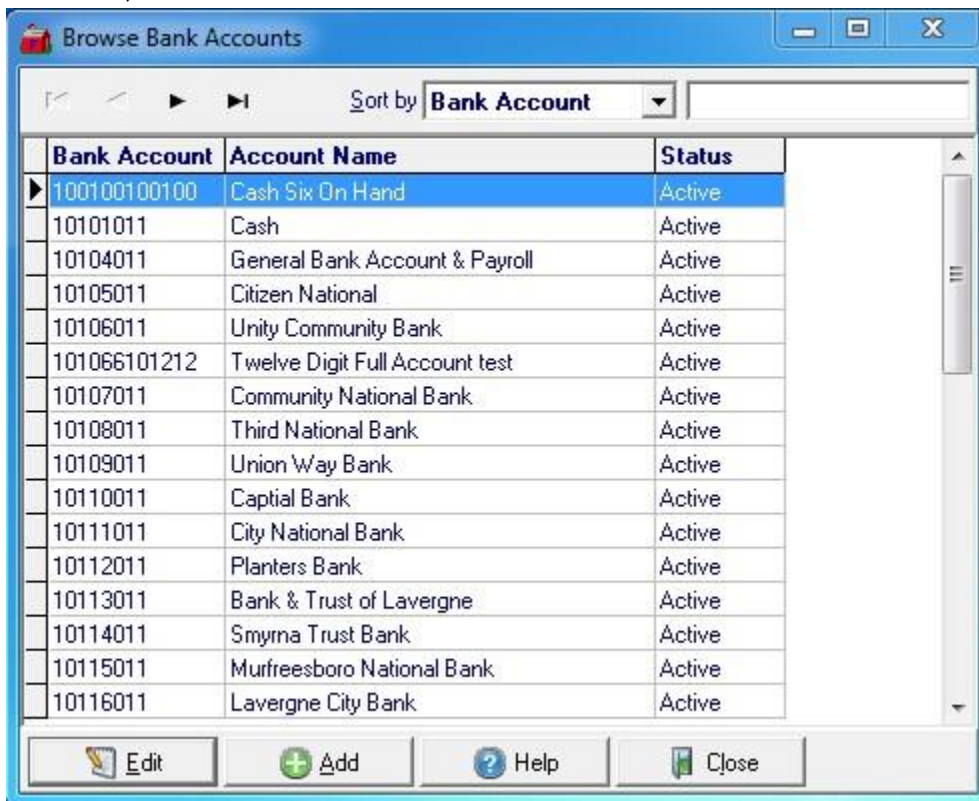
⚠️ Select multiple deposits by holding down the CTRL key then click multiple deposits. The Total button will provide a dollar total for all selected transactions.

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.

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.

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


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
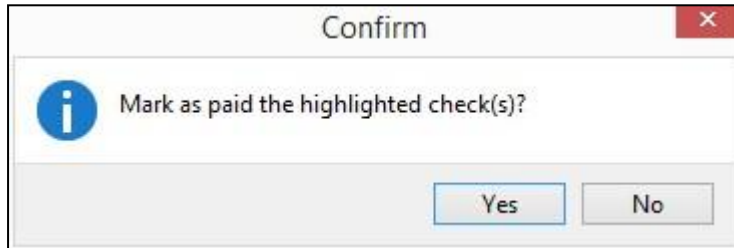
then choose the date in the Select Cleared Date calendar.
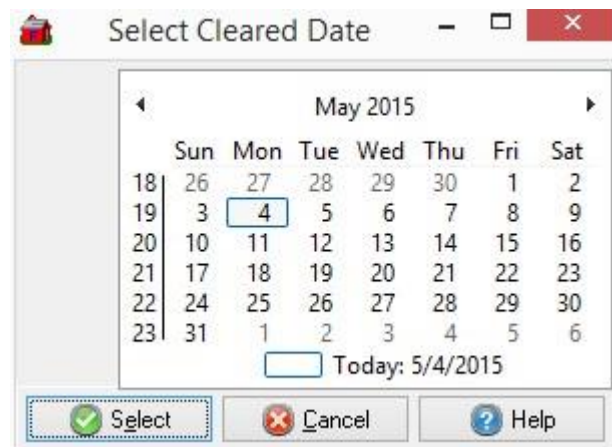
7. Repeat these steps for all available Check types.

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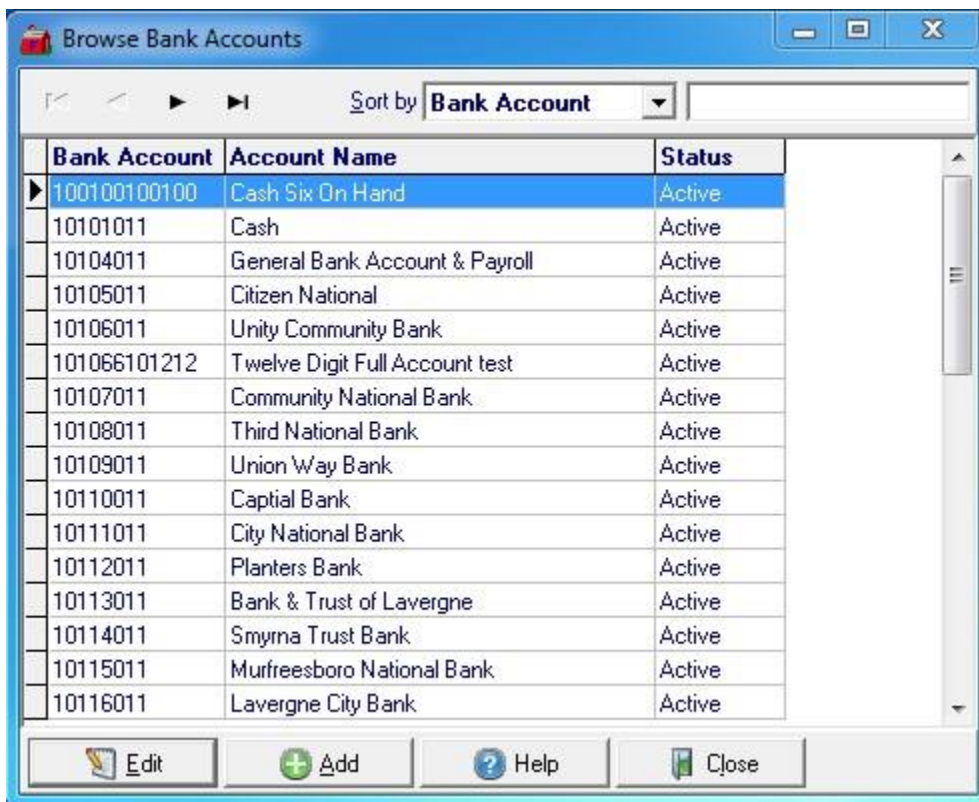
The Bank Account screen shows the current General Ledger balance which is the check book balance, also know as the running total bank balance, which is updated after every check or deposit.

| Balance | ACH | ACH Transmission | Signature | Documents |

Current GL Balance	49,693,195.04	
+ Outstanding AP Checks	225,103.11	
+ 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