

Managing the bank register

Goal: Learn how to reconcile your bank register to your bank statement in Ajera.

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When do you reconcile the bank register?

After you've done **all** of the following:

- Received your bank statement.
- Confirmed that your vendor payments and client receipts are entered into Ajera.
- Entered any additional adjustments for bank transfers, Electronic Funds Transfers, bank charges, and interest paid or earned.

This quick lesson shows you how to make three kinds of adjusting entries – a bank transfer, deposit, and voided check – and how to reconcile the bank register afterward.


Step 1: Enter an adjusting entry – a bank transfer

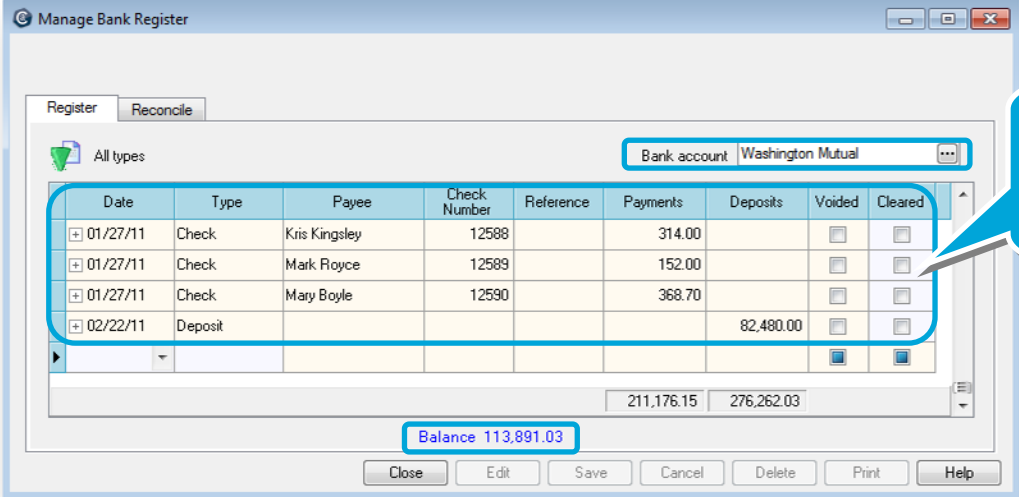
Enter adjusting entries on the **Register** tab of the Manage Bank Register window.

Let's enter a bank transfer from the general bank account to the payroll bank account.

1. Click **Manage > Bank Register**.
2. Select a bank account from the Bank Account field.

Ajera displays the account's transactions in the table and its balance at the bottom of the window.

If you have no entries for the current month, click the Change View  button and select a different accounting date.



The screenshot shows the "Manage Bank Register" window with the "Register" tab selected. The "Bank account" field is set to "Washington Mutual". The table displays the following transactions:

Date	Type	Payee	Check Number	Reference	Payments	Deposits	Voided	Cleared
01/27/11	Check	Kris Kingsley	12588		314.00		<input type="checkbox"/>	<input type="checkbox"/>
01/27/11	Check	Mark Royce	12589		152.00		<input type="checkbox"/>	<input type="checkbox"/>
01/27/11	Check	Mary Boyle	12590		368.70		<input type="checkbox"/>	<input type="checkbox"/>
02/22/11	Deposit					82,480.00	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, the balance is shown as 113,891.03. The window also includes buttons for Close, Edit, Save, Cancel, Delete, Print, and Help.

The table displays all the transactions for Washington Mutual. Below the table is the bank account balance.

Step 1: Enter an adjusting entry – a bank transfer (continued)

3. Enter a new transaction, including the transaction date, type, reference ID, and amount.

Date	Type	Payee	Check Number	Reference	Payments	Deposits	Voided	Cleared
01/27/11	Check	Mary Boyle	12590		368.70		<input type="checkbox"/>	<input type="checkbox"/>
02/22/11	Deposit					82,480.00	<input type="checkbox"/>	<input type="checkbox"/>
10/27/11	Bank Transfer			PR Transfer	25,000.00		<input type="checkbox"/>	<input type="checkbox"/>
					236,176.15	276,262.03		

Here, you've entered a bank transfer for \$25,000 and given it a reference ID for easy identification later.

4. Press the Enter key until the distribution table appears.
5. In the To field, select the bank account where you want to transfer the funds.
Ajera automatically retrieves the cash account from your bank accounts to create the appropriate distributions.

Register Reconcile

Date: 10/27/11 Type: Bank Transfer To: Washington Mutual - Payroll

Account	Department	Debit Amount	Credit Amount
1110 Bank Account - Checking			25,000.00
1120 Bank Account - Payroll		25,000.00	
		25,000.00	25,000.00

In balance

Close Edit Save Cancel Delete Print Help

First, select the bank account where you want to transfer the funds.

Ajera then enters the offsetting entry for you.

6. Click **Save**.

Step 2: Enter an adjusting entry – a deposit

Let's enter a deposit for the sale of an asset. It is recorded on the bank statement as an Electronic Funds Transfer.

1. On the **Register** tab, enter the transaction date, type, reference ID, and amount.

Date	Type	Payee	Check Number	Reference	Payments	Deposits	Voided	Cleared
02/22/11	Deposit					82,480.00	<input type="checkbox"/>	<input type="checkbox"/>
10/27/11	Bank Transfer			PR Transfer	25,000.00		<input type="checkbox"/>	<input type="checkbox"/>
10/27/11	EFT Deposit			110ct27EF...		3,200.00	<input type="checkbox"/>	<input type="checkbox"/>
						236,176.15		279,462.03

Here, you've entered an EFT deposit for \$3,200 and given it a reference ID.

2. Press the Enter key until the distribution table appears.
3. In the first row of the distribution table, Ajera automatically displays the cash account from the bank account.

In the second row, select the account and, if needed, the department. If you are unsure of what account to select, please contact your CPA.

Account	Department	Debit Amount	Credit Amount
1110 Bank Account - Checking		3,200.00	
9210 Gain/loss Sale of Asset	Admin		3,200.00
		3,200.00	3,200.00

In balance

Make the offsetting entry here. You've selected the Gain/Loss Sale of Asset account and the Admin department.

If you wanted to distribute the amount among different departments, you would select an **allocated account**. To learn more, see the *Setting up chart of accounts and departments* quick lesson.

4. Click **Save**.

Step 3: Enter an adjusting entry – a voided check

Let's now record a voided check for audit purposes. You issued a manual check but made an error when writing the check and now need to record the voided check number.

1. On the **Register** tab, enter the transaction date, type, payee, and check number.
2. Press the Enter key. Notice that Ajera automatically selects the **Voided** and **Cleared** check boxes.

The screenshot shows the 'Register' tab with a table of transactions. The 'Check' row for 10/27/11 is highlighted, and the 'Voided' and 'Cleared' checkboxes are checked. The 'Save' button is highlighted with a red box.

Date	Type	Payee	Check Number	Reference	Payments	Deposits	Voided	Cleared
10/27/11	Bank Transfer			PR Transfer	25,000.00		<input type="checkbox"/>	<input type="checkbox"/>
10/27/11	E F T Deposit			11Oct27EF...		3,200.00	<input type="checkbox"/>	<input type="checkbox"/>
10/27/11	Check	Willamette Office S...	12586				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Balance 113,891.03

Buttons: Close, Edit, Save, Cancel, Delete, Print, Help

Here, you've entered a voided check for check 12586 to Willamette Office Supply.

Note: Although you select **Void Check** from the Type field, Ajera changes it to **Check** after you enter the check number.

3. Click **Save**.

Step 4: Reconcile the bank register

When you're ready to reconcile the bank register, use the **Reconcile** tab. On that tab, the Bank Statement table displays prior statements. You can work with an existing statement or a new one:

- If you select an existing statement that is closed, Ajera displays only reconciled items.
 - If you create a new statement, Ajera displays all outstanding items not reconciled from previous statements.
1. On the **Reconcile** tab, create a new statement by entering the statement date and ending balance in the Bank Statement table.

Bank statement	Date	Ending Balance	Closed	Notes
I	09/30/11	122,891.03	<input type="checkbox"/>	

Date	Type	Payee	Check Number	Reference	Payments	Deposits	Cleared	Reconciled
01/27/11	Check	Mark Royce	12589		152.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/27/11	Check	Mary Boyle	12590		368.70		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/22/11	Deposit					82,480.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/27/11	Bank Transfer			PR Transfer	25,000.00		<input type="checkbox"/>	<input type="checkbox"/>
10/27/11	E F T Deposit			110ct27EF...		3,200.00	<input type="checkbox"/>	<input type="checkbox"/>

Begin 44,003.08 Deposits 140,880.40 Payments 64,992.45 End 119,891.03 Remain -3,000.00

First, enter the statement date and ending balance for the new statement.

Ajera then displays all outstanding items and, to save you time, marks them as cleared and reconciled through the statement ending date.

If an item has not cleared the bank, you can clear the **Cleared** check box. You can clear multiple items or all of them, if needed.

Ajera maintains current totals here. The statement is currently out of balance.

2. Clear items until the statement is in balance, if needed.

Date	Type	Payee	Check Number	Reference	Payments	Deposits	Cleared
01/14/11	Check	Northwest Power Sup...	12585		252.00		<input checked="" type="checkbox"/>
01/19/11	Check	BVA Group	12586		3,000.00		<input type="checkbox"/>
01/27/11	Check	James Singer	12587		758.00		<input checked="" type="checkbox"/>

Begin 44,003.08 Deposits 140,880.40 Payments 61,992.45 End 122,891.03 Remain 0.00

You've cleared this item.

It's now in balance.

3. In the Bank Statement table, select the **Closed** check box for the statement.

Bank statement	Date	Ending Balance	Closed
I	09/30/11	122,891.03	<input checked="" type="checkbox"/>

Close the statement here.

4. Click the **Print** button if you want to print the Bank Reconciliation report for your records and for your CPA.

Summary

You now know to make adjusting entries and to reconcile your bank account in the bank register.