PCLaw™
Billing and Accounting Software

Bank Reconciliation Report

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About the Bank Reconciliation Report

Bank Reconciliation is the method used to reconcile your bank statement within PCLaw. The Bank Reconciliation module assists you in reconciling your bank statements to your PCLaw bank journals.

This document describes the components of the Bank Reconciliation report and explains how the report totals are derived. It is the fifth in a series of documents for Bank Reconciliation. Refer to the Practice Management Document Library in the Support Center for additional documentation.

Producing Bank Reconciliation Reports

Print the Bank Reconciliation report prior to saving the bank reconciliation and proceeding to the next period. It is not possible to reprint the Bank Reconciliation report for the reconciled period, after moving forward to the next period, unless you reopen the previous bank reconciliation.

The Bank Reconciliation report can only be created from within the Bank Reconciliation module, and only for the active session of the reconciled account.

PCLaw prompts you, when saving a reconciled account, to print the report for the current period. Ensure you have the most up to date report before proceeding.

1. In the **Mark Items** window, click the **Report** button to display the Reconciliation Report window:

2. Select one of the following sort parameters in the **Sort By** area. To sort by:
   - item date, select **Date**.
   - check or receipt number, select **Check Number**.
   - paid to or received from information, select **Paid To/Received From**.
   - item amount, select **Amount**.

3. Print a list of outstanding items by select **Print Separate Outstanding Items List**.
4. Create a report without item details by selecting **Totals Only**.
5. Select one or more of the following options in the **Output** area:
   - print a hard copy of the report by selecting **Printer**.
   - view the report on the screen by selecting select **Screen**.
   - attach the report in one of text, rich text ,or portable document format to an e-mail by selecting **E-mail**.
   - produce the report in text, rich text format, or portable document format by selecting **Editor**.
6. Load settings from when the report was last generated by clicking **Load Last.**
7. Click **OK** to display the Bank Reconciliation report in three sections:
   - bank statement reconciliation
   - bank journal reconciliation
   - outstanding items (if the report option is selected).

The Bank Statement Reconciliation Section

The statement reconciliation section compares the sum of marked items against the bank statement balance. The bank statement values are entered in the Select Account window or carried over from the previous bank reconciliation.

The Bank Statement Reconciliation section displays all marked checks, marked receipts, and New Errors entered for the period.

Date	Paid To/Received From	Che#	Matter	Cheques	Receipts	Balances
		*** Bank Statement Reconciliation ***				
May 1/2008	OPENING BALANCE ON BANK STATEMENT					1300.00
		*** Cashed Cheques ***				
May 6/2008	Savings and Loan Bank	sc		5.75		
May 2/2008	Elton & Billy & Ray	946		500.00		
May 21/2008	Red Anvil Inns	949		400.00		
May 1/2008	Port and Lintal Resorts	950		5000.00		
	TOTAL CASHED CHEQUES			5905.75		-5905.75
		*** Cleared Receipts ***				
May 28/2008	W. Smythe	2			50.00	
Dec 17/2005	Deposit Slip	214	Law-001		600.00	
Apr 30/2008	Deposit Slip	215			26860.00	
May 6/2008	Law Firm	368	Law-001		1725.00	
May 8/2008	Law Firm	369	DMA-001		750.00	
May 3/2008	Downtown District Theatre	371	ANI-001		291.85	
	TOTAL CLEARED RECEIPTS				30276.85	30276.85
		*** Outstanding Bank Errors(New) ***				
May 31/2008	Bank Error Receipt				28.00	
May 31/2008	Bank Error Cheque			-22.25		
	TOTAL OUTSTANDING BANK ERRORS(NEW)			-22.25	28.00	5.75
	CALCULATED STATEMENT BALANCE					25676.85
	BANK STATEMENT BALANCE					25676.85
	DIFFERENCE					0.00

Exhibit 1. The Bank Reconciliation report displaying the Bank Statement Reconciliation section

Calculated Statement Balance: The sum of the bank statement opening balance as entered or displayed in the Select Account window, marked receipts, and New Errors, less marked checks.

Bank Statement: The balance corresponds to the closing balance entered in the Select Account window.

Difference: Represents the difference between the calculated Marked Items balance and the actual balance of the bank statement. A difference of zero indicates the bank is reconciled to the statement. A positive or negative difference indicates an imbalance with the reconciliation that has occurred in the current period.

Tip: If there is a non-zero difference, confirm all checks and receipts are correctly marked or unmarked. All bank debit and credit memos are properly accounted for in PCLaw. All errors on the current bank statement are properly recorded.

Bank Journal Reconciliation Section

The Bank Journal Reconciliation section calculates a balance for the bank journal from information on the reconciliation and compares that to the actual bank journal balance. The bank journal values are pulled from the bank journal for the end date of the reconciliation as entered in the Select Account window.

```
                                        *** Bank Journal Reconciliation ***

May 31/2008 ENDING BALANCE ON BANK STATEMENT                                                                  25676.85
                                        *** Outstanding Bank Errors(New) ***
May 31/2008 Bank Error Receipt                                                                   28.00
May 31/2008 Bank Error Cheque                                                          -22.25
            TOTAL OUTSTANDING BANK ERRORS(NEW)                                         -22.25       28.00       -5.75

            CALCULATED BANK JOURNAL BALANCE                                                                   25671.10
            ACTUAL BANK JOURNAL BALANCE                                                                       25671.10
            DIFFERENCE                                                                                            0.00
```

Exhibit 2. The Bank Reconciliation report displaying the Bank Journal Reconciliation section

The Bank Journal Reconciliation displays all outstanding checks and receipts as of the end date of the reconciliation period, as well as outstanding bank errors. New errors entered in the current period are displayed the opposite of how they appear in the bank statement.

Calculated Bank Journal Balance: The sum of the bank statement closing balance as entered or displayed in the Select Account window plus outstanding receipts and bank errors and less outstanding checks.

Actual Bank Journal Balance: The closing balance on the bank journal for the end date of the reconciliation period as entered in the Select Account window.

Difference: Represents the difference between the calculated and actual balance of the bank journal. A difference of zero indicates the bank is reconciled to the journal. A positive or negative difference indicates an imbalance with prior items listed or not listed in the current period.

Tip: If there is a non-zero difference, confirm there are no entries dated prior to the current period, that did not appear as outstanding on the previous reconciliation. Run a bank journal for the prior reconciliation period and compare the closing balance of the journal to the Actual Bank Journal Balance on the previous period's Bank Reconciliation report. If the two balances are not the same, then one or more back-dated entries may have occurred or the bank journal balance needs to be verified.

If a check or receipt has been outstanding for two years, that entry may have been summarized during the last month end. Call PCLaw Technical Support at 1-800-387-9785 for assistance with this issue.

For first time reconciliations, confirm the bank journal opening balance is correct and all prior checks and receipts have been included on the Prior Items window.

Outstanding Items List

The Outstanding Items section displays a list of all outstanding checks, receipts, and errors. The list provides a sub-total for each category, as well as a Total Outstanding Items balance for all outstanding items.

```
                                         *** Outstanding Items ***
                                        *** Outstanding Bank Errors(New) ***
May 31/2008 Bank Error Receipt                                                                   28.00
May 31/2008 Bank Error Cheque                                                          -22.25
            TOTAL OUTSTANDING BANK ERRORS(NEW)                                         -22.25       28.00       -5.75
                                       *** Outstanding Cheques ***
May 21/2008 Red Anvil Inns                 949                                         400.00
            TOTAL OUTSTANDING CHEQUES                                                  400.00                  -400.00
                                       *** Outstanding Receipts ***
May  8/2008 Law Firm                       369          DMA-001                                     750.00
            TOTAL OUTSTANDING RECEIPTS                                                                750.00     750.00
                                        *** Outstanding Items ***
            TOTAL OUTSTANDING CHEQUES                                                  400.00                  -400.00
            TOTAL OUTSTANDING RECEIPTS                                                                750.00     750.00
            TOTAL OUTSTANDING ERRORS                                                                            -5.75
            TOTAL OUTSTANDING ITEMS                                                                            344.25
```

Exhibit 3. The Bank Reconciliation report displaying the Outstanding Items List

The Outstanding Items section is an optional section on the Bank Reconciliation report.