

# PcMars Farm Accounting Software



## Reconciling Your Bank Statement

Applies to Version 2.1 or greater

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When you receive your bank statement you will need to choose [Transactions-Reconcile](#) or click the red check mark icon on the tool bar.

### Steps to Reconciliation:

1. Choose the bank account you wish to reconcile with using “Select” drop down box.
2. Choose the “Bank Statement period to reconcile with”; this is the accounting month (period) to coincide (or link) with your bank statement.
3. Enter your “Target ending” balance, (on the right side of the screen). This will be the ending balance on your bank statement. PcMars will automatically adjust your cleared balance as you clear your transactions. So you can instantly see the amount needed to balance, shown as the “Difference”. PcMars also counts the number of transactions cleared and calculates the total dollars for “inflows and outflows”, to help you find any discrepancies with your bank statement.
4. Simply check the transactions that are listed on your bank statement by clicking with the mouse in the “Clr” box or using the “x” key

Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	DEP	1/30/07	2004	\$2,680.00	Farmers State Ba	1	
<input type="checkbox"/>	JE	1/30/07	2000	\$4,950.00	Business Account	1	into bank
<input checked="" type="checkbox"/>	DEP	2/6/07	2008	\$10,900.00	Farmers State Ba	2	Deposit CCC loan proceeds
Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	EXP	1/31/07	1059	(\$1,060.08)	Uncle Sam	1	
<input type="checkbox"/>	EXP	1/31/07	1060	(\$169.37)	Iowa Dep. Rev.	1	

Select: 100 Farmers State Bank    1    Sort order: Ertry Order

Bank Statement period to reconcile with: January    2    (mod = 2)

Reconcile previous year's transactions:

Split screen for inflows and outflows:

Show out of range cleared transactions:

Buttons: Edit, Print

Summary:

Begin Balance	(\$5,083.28)
Target Ending	<input type="text"/>
Ending Balance	(\$5,083.28)
Difference	\$5,083.28
0 Inflows	\$0.00
0 Outflows	\$0.00

3



**TIP:** If you click the first transaction and then press/hold down the “X” key. PC Mars will quickly clear every transaction.

## Additional Reconcile Screen Options

- 1. Reconcile previous year's transactions:** You can reconcile transactions from the previous year set of books by checking this box. If a link has not been setup to the previous year set of books (under Business Information-Advanced Tab), you will be asked for the previous year set of books. Then you can reconcile transactions from the previous year, defaulting to the last statement period of the previous year (i.e. "post-December" or "13"). When you are done in the previous year, uncheck the box, and you will go back to the current year, with the correct bank balances being carried over to the current year.
- 2. Split Screen for deposits and expenses:** This will separate your inflows and outflows just as some bank statements.
- 3. Show out of range cleared transactions:** This will show all cleared transactions regardless of Accounting Month (period). This may help you lookup a transaction that you have previously cleared.
- 4. Edit:** You can edit the particular transaction that is highlighted by clicking the "Edit" button or double-clicking on the transaction. PcMars will bring you to the proper screen for the type of transaction it is.
- 5. Print:** You can directly go and print the check register. The period or date range, and other setting for the Check Register will match your setting on the reconcile screen.

**Reconcile**

Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	DEP	1/30/07	2004	\$2,680.00	Farmers State Ba	1	
<input type="checkbox"/>	JE	1/30/07	2000	\$4,950.00	Business Account	1	into bank
<input type="checkbox"/>	DEP	2/6/07	2008	\$10,900.00	Farmers State Ba	2	Deposit CCC loan proceeds
<input type="checkbox"/>	DEP	2/6/07	2009	\$6,160.00	Farmers State Ba	2	Deposit CCC loan proceeds
Clr	Type	Date	No.	Amount	Vendor	Per	Memo
<input type="checkbox"/>	EXP	1/31/07	1059	(\$1,060.08)	Uncle Sam	1	
<input type="checkbox"/>	EXP	1/31/07	1060	(\$169.37)	Iowa Dept Rev.	1	
<input type="checkbox"/>	BANK	2/2/07	202	(\$100.00)	Farmers State Bank	2	xfer to cash
<input type="checkbox"/>	EXP	2/26/07	1	(\$1.00)	Gutteridge	4	

Select: 100 Farmers State Bank    Sort order: Entry Order

Bank Statement period to reconcile with: July (Period = 8)

1 Reconcile previous year's transactions

2 Split screen for inflows and outflows

3 Show out of range cleared transactions

4 Edit    5 Print

<b>Begin Balance</b>	(\$5,083.28)
Target Ending	
<b>Ending Balance</b>	(\$5,083.28)
Difference	\$5,083.28
0 Inflows	\$0.00
0 Outflows	\$0.00