

The balancing act

Accounting & Payroll Phone Number and Email Address

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Email Address:

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****The fastest way to get help is to use these numbers. If you email or call just Brent you risk having to wait 😊.**

I have my bank statement....now what

- Look to see if any interest was added, if so add a receipt(make sure the Name says interest) for the date it was added
- Set your Dates for the month you are balancing
- Click on reports Menu
- Click on Check Reconciliation Menu
- Click on Build Open Check file (and OK when it is built)
- Click on Mark Cleared Checks
- Navigate to the correct bank using the "next bank" button at the bottom
- Check off all checks/vouchers that cleared on your bank statement
- Check off all EFT/vouchers that cleared on your bank statement
- Click Done
- Click Check Reconciliation Worksheet
- Enter your bank number
- Enter the ending bank statement balance
- Click Calculate (do not enter any other numbers)

If and only if your Difference = \$0.00

- Click Print Worksheet (keep this somewhere safe)
- Click Print Open Check Report (keep this somewhere safe)
- Click Clear Old Check File

YOU ARE DONE

Let's get started balancing

We you come up with a positive or negative amount in the difference box.

- Print the check bank receipts report from the check reconciliation menu
 - Compare all deposits on the report to deposits on the statement
 - You should be able to use this report to match the total deposits on your bank statement. All statements are different but usually have this number. Some include interest and some do not. You will need to check your statement.
 - Things to keep an eye out for:
 - Interest
 - Deposits that you show at the end of the month but the bank doesn't show
 - EFT deposits you might have missed
- Make sure nothing changed from last month
 - Pull out (the printed copy) your check reconciliation worksheet from last month
 - Set your dates to last month
 - Go to reports and pull a bank balance report
 - Ensure the bank balance matches the Proof Balance from Computer on your PRINTED report
 - If not, repeat going back each month until the do match and call AVC
 - If so, it has to be something in the current month.

When your difference doesn't = \$0

Check your payrolls:

- Pull a payroll report for all payrolls for that month
 - The Gross pay should match your payroll voucher
 - The Total deductions should match the payroll receipt
 - If you do direct deposit, the amount from your bank should match your net pay.
- Click Edit/Print Vouchers, sort by voucher number (click in box and click a/z at top of screen) and make sure there are no missing numbers.
- Click Edit/Print Receipts, sort by voucher number (click in box and click a/z at top of screen) and make sure there are no missing numbers.
- Check for Vouchers or receipts for that amount
 - Go to File Maintenance Menu
 - Click on #19 (and sort by amount)
 - Click on #20 (and sort by amount)
 - Click on #25 (and sort by amount)
 - Click on #26 (and sort by amount)
- Still can't find it, call AVC and we will find it. We will likely have to look in the tables in the backend.

Show me the money