

# Mortgage+Care

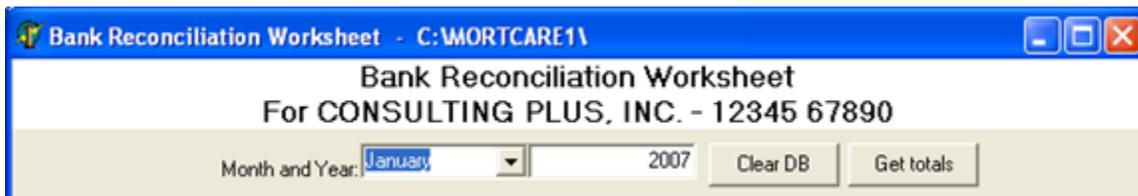
## Bank Reconciliation

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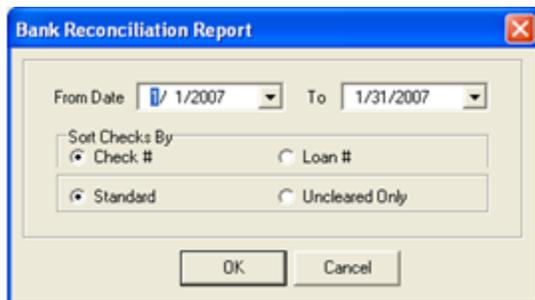
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### Setup

Launch the Bankrec program.



1. Click **Clear DB**
2. Enter Month and Year
3. Click **Get Totals**
4. Click **Bank Reconciliation Reports**  at the bottom of the screen
5. Print **Standard** bank reconciliation reports **Cash Receipts** and **Cash Disbursements**, for the month you are reconciling.



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### Deposits

Starting from the **Cash Receipts** report.

Deposits			
Enter total received from report	<input type="text" value="\$0.00"/>	Open Deposits	
Add back NSF's	<input type="text" value="\$0.00"/>		
Add back negative check details that represent deposits	<input type="text" value="\$0.00"/>		
Back out bank charges	<input type="text" value="\$0.00"/>	Deposits from Bank Statement	
Total	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

1. Enter **Grand Total** found on the **Cash Receipts** report in the **Enter total received from report** field on the Bank Reconciliation screen.

2. Enter total of NSF (negative entries) from **Cash Receipts** report in the **Add back NSF's** field

3. Enter total of **ACTUAL** deposits made to the bank that are entered in Mortcare thru **Check Adjustments** in the **Add back negative check details that represent deposits** field.

These entries are listed as negatives on the **Cash Disbursements report**.

4. Enter total bank charges in the **Back out bank charges** field.

5. Enter total Deposits (commonly referenced as Credits on bank statements) in **Deposits from bank statement** field.

6. If amount in Green field is zero, Click on **Open Deposits**. If amount in Green field is not zero, verify NSF's and Negative check details on **Cash Disbursements** report.

Deposits				
Cleared	Deposit Date	Amount	ACCOUNT	From
X	01/08/2007	(\$4,400.00)	00INT	FLINTSTONE

Find Amount:  Find

Filter by:  
 Date:  Go Clear  
 Month and Year:   Go

Mark All Clear All < > << >> ↻

Note: If total in Green field under Deposits from bank statement field is zero, Click Mark All if not, proceed to next step.

7. Enter an **X** on each item found on bank statement. The color turns Green for each cleared item.

8. Return to Worksheet screen.

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## Withdrawals

Starting from the **Cash Disbursements** report.

<b>Withdrawals</b>	Enter total paid from report	\$0.00	<input type="button" value="Open Checks"/>
	Add back NSF's	\$0.00	
	Add back bank credits	\$0.00	
	Add back negative check details that represent deposits	\$0.00	
	Back out bank charges	\$0.00	
	Enter total of all checks that cleared on this statement that were printed in a previous month	\$0.00	
	Enter total of all checks printed this month but have not cleared	\$0.00	
	<b>Total</b>	\$0.00	Cleared Checks from Bank Statement \$0.00 \$0.00

1. Enter **Grand Total** found on the Cash Disbursements report in the **Enter total paid from report** field on the Bank Reconciliation screen

\* The program automatically enters the NSF amount previously entered in the Add back NSF's field and in the **Add back negative check details that represent deposits** field.

2. Enter total of bank credits i.e. reversal of charges, corrections, etc., in **Add back bank credits**.

3. Enter the amount of bank charges i.e. Return Check fees, Wire fees, etc., in **Back out bank charges**.

4. Enter **Total of all checks that cleared on this statement that were printed in a previous month**.

(This step requires a tape from a calculator to be attached to a copy of the Bank statement or Worksheet). Calculate the total of each check on you Bank Statement that is not listed on the **Cash Disbursements** report.

5. Click on **Open Checks**

Cleared	Check #	Check Date	Amount	Invest#	Borrower
	2228	03/20/2007		\$684.58	10
	2228	03/20/2007		\$684.58	10
X	2229	03/20/2007		\$400.00	105
	2230	03/20/2007		\$400.00	11
	2230	03/20/2007		\$675.00	11
	2230	03/20/2007		\$375.00	11
X	2231	03/20/2007		\$1,104.17	2
X	2231	03/20/2007		\$1,104.17	2
	2232	03/20/2007		\$1,582.66	22
	2232	03/20/2007		\$1,583.33	22
	2232	03/20/2007		\$1,583.33	22
	2232	03/20/2007		\$1,583.33	22
	2232	03/20/2007		\$1,183.33	22
	2232	03/20/2007		\$350.00	22
	2232	03/20/2007		\$624.98	22
	2232	03/20/2007		\$662.50	22

Find Check#  Amount:  Find Filter by: Date: 4/17/2007 Go  
 Sort by  Check #  Check Date Month and Year: January 2007 Go

6. Enter an **X** next to every check number stated on your bank statement.

Note: for multiple check entries, highlight all entries with the same number and right click on the highlighted section, and left click on Mark Selected (see dialog below).

Repeat the same steps to Un-mark highlighted entries and to Add selected items to get the total check amount to be verified by check total on the bank statement.

Cleared	Check #	Check Date	Amount	Invest#	Borrower
X	2229	03/20/2007		\$400.00	105
	2230	03/20/2007		\$400.00	11
	2230	03/20/2007		\$675.00	11
	2230	03/20/2007		\$375.00	11
X	2231	03/20/2007		\$1,104.17	2
X	2231	03/20/2007		\$1,104.17	2
	2232	03/20/2007		\$1,582.66	22
	2232	03/20/2007		\$1,583.33	22
	2232	03/20/2007		\$593.33	22
	2232	03/20/2007		\$593.33	22
	2232	03/20/2007		\$1,183.33	22
	2232	03/20/2007		\$350.00	22
	2232	03/20/2007		\$624.98	22
	2232	03/20/2007		\$662.50	22
	2232	03/20/2007		\$662.50	22
	2233	03/20/2007		\$331.25	3

Find Check#  Amount:  Find Filter by: Date: 4/17/2007 Go  
 Sort by  Check #  Check Date Month and Year: January 2007 Go

7. Print **Uncleared Only**, Bank Reconciliation report for the month you are reconciling.

**Bank Reconciliation Report**

From Date: 1/1/2007 To: 1/31/2007

Sort Checks By:  Check #  Loan #

Standard  **Uncleared Only**

8. Enter **Grand Total** found on **Cash Disbursements** report in the **Enter total of all**

**checks printed this month but have not cleared** field.

9. Enter total of **Debits** from Bank Statement in the **Cleared Checks from Bank Statement** field.

Enter total of all checks printed this month but have not cleared	\$0.00	Cleared Checks from Bank Statement	\$0.00
Total	\$0.00		\$0.00

The total in the Green field should be zero. If the total is not zero, verify the check numbers and amounts on the **Bank Statement** against the check numbers and amounts on the **Cash Disbursements** report.

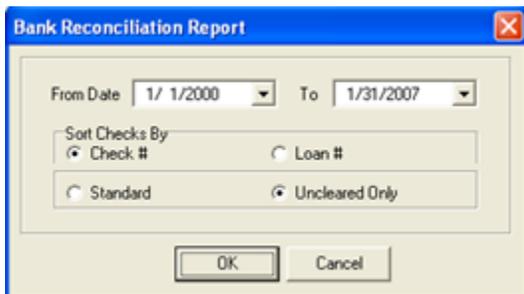
10. Enter the total of your banks ending statement balance in the **Bank's Ending Statement Balance** field and click on Get Cleared Balance.

If the Difference total is zero, you have completed the bank reconciliation for this month.

Bank's Ending Statement Balance	\$0.00	
Cleared Balance	\$0.00	Get Cleared Balance
Difference	\$0.00	

Bank Reconciliation Reports    This Worksheet    Outstanding Balance

11. Print the **Year To Date** Bank Reconciliation Report with the date criteria of 1/1/2000 to the last day of the month you are reconciling, to get a list of the checks that have not cleared your account. Add the **Grand Total** and the **Account Balance** totals at the end of the report. The sum should equal the Bank Ending Statement balance.



Bank Reconciliation Report

From Date: 1/ 1/2000 To: 1/31/2007

Sort Checks By:  
 Check #     Loan #  
 Standard     Uncleared Only

OK    Cancel

12. Click on **Outstanding Balance**. Print the **Borrower Outstanding Balance** report to get a list of Borrower balances.

The total at the end of this report must match the **Account Balance** Total on the **Year To Date Bank Reconciliation** report.

13. Click on **This Worksheet** to print the report showing the information for the current reconciliation.

14. The following is a list of the paperwork that should be put in your Monthly Bank Reconciliation file.

- a. Bank Reconciliation Worksheet
- b. Standard Bank Reconciliation reports: Cash Receipts and Cash Disbursements
- c. Un cleared Only – Monthly Bank Reconciliation report: Cash Disbursements
- d. Un cleared Only – Year to Date Bank Reconciliation report: Cash Disbursements
- e. Copy of Bank Statement with Calculator tape of total of checks that cleared on this statement attached

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