

Troubleshooting Tip: Bank Reconciliation - prior cleared section

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This article will cover a troubleshooting tip for completing a Bank Reconciliation.

Overview

- The prior cleared section should autofill with an amount that matches the last ending balance. If the prior cleared section does not fill in the Difference at the bottom of the Reconcile will be off. Always check to make sure the Prior Cleared is filled in.

Steps:

1. Only SedonaSupport can correct this issue, so a ticket will need to be submitted.
2. If you must finish the current bank rec and decide to seek assistance the following month instead, you can force the current bank rec through by filling in the Prior Cleared amount with the Last Ending Balance.

The screenshot shows the 'Reconcile Bank Account' window. On the left, the 'Error Cleared' field is highlighted with a red box and contains '\$0.00'. The 'Last Ending' field contains '\$2,508,903.17'. The 'Difference' field at the bottom left contains '\$0.00'. The main window displays two tables: 'Payments' and 'Deposits'.

Payments					
Date	Type	Check No.	Name	Amount	Status
<input type="checkbox"/>	4/2/2024	BLLPYMT	Visa - AS	438.00	O
<input type="checkbox"/>	4/2/2024	BLLPYMT	Clive Barker	490.00	O
<input type="checkbox"/>	4/2/2024	BLLPYMT	Visa - AS	490.00	O
<input type="checkbox"/>	6/11/2024	BLLPYMT	A+ Cleaning Services	500.00	O
<input type="checkbox"/>	7/30/2024	BLLPYMT	Clive Barker	274.40	O
<input type="checkbox"/>	9/16/2024	BLLPYMT	American Express	500.00	O
<input type="checkbox"/>	9/16/2024	BLLPYMT	Tri-Ed	175.00	O
<input type="checkbox"/>	9/16/2024	BLLPYMT	A+ Cleaning Services	333.00	O
<input type="checkbox"/>	7/1/2024	BLLPYMT	Graybar Electric Comp...	20.50	O
<input type="checkbox"/>	6/11/2024	BLLPYMT	14104 A&A Office Systems Inc	38.00	O
<input type="checkbox"/>	8/19/2024	BLLPYMT	14105 Citrix Online	38.75	O
<input type="checkbox"/>	9/5/2024	BLLPYMT	14106 Bosch Security System...	5.24	O
<input type="checkbox"/>	9/5/2024	BLLPYMT	14107 Bosch Security System...	112.89	O
<input type="checkbox"/>	6/11/2024	BLLPYMT	14108 Abc Disposal Service, I...	650.00	O
<input type="checkbox"/>	7/18/2024	BLLPYMT	14109 A+ Cleaning Services	377.40	O

Deposits					
Date	Type	Reg No.	Description	Amount	Status
<input type="checkbox"/>	4/1/2024	DEFINC	829910 Secure U	1.25	O
<input type="checkbox"/>	6/1/2024	DEFINC	831161 Secure U	1.25	O
<input type="checkbox"/>	5/1/2024	DEP	830297	2424.90	O
<input type="checkbox"/>	5/19/2024	DEP	830495 Job 5147-9	5930.98	O
<input type="checkbox"/>	5/19/2024	DEP	830499 Job 5147-9	590.00	O
<input type="checkbox"/>	5/19/2024	DEP	830508	5640.49	O
<input type="checkbox"/>	5/19/2024	DEP	830515	837.34	O
<input type="checkbox"/>	5/22/2024	DEP	830824	297.58	O
<input type="checkbox"/>	5/24/2024	DEP	830871 Job 4236	60.35	O
<input type="checkbox"/>	7/29/2024	DEP	831572 Advanced Deposit 1	6000.00	O
<input type="checkbox"/>	7/29/2024	DEP	831575 testing 2	4000.00	O
<input type="checkbox"/>	8/5/2024	DEP	831665 Test	250.00	O
<input type="checkbox"/>	8/6/2024	DEP	831677	33.00	O
<input type="checkbox"/>	8/7/2024	DEP	831725 Multiple Branches	2500.00	O
<input type="checkbox"/>	8/7/2024	DEP	831732 Multiple Branches - Sm...	1500.00	O
<input type="checkbox"/>	8/12/2024	DEP	831769	333.00	O
<input type="checkbox"/>	8/14/2024	DEP	831830 miguel2	0.00	O
<input type="checkbox"/>	9/20/2024	DEP	832261	151920.78	O
<input type="checkbox"/>	7/3/2024	REFUND	831318 Secure U	150.00	O
<input type="checkbox"/>	4/2/2024	VOID	829938 Amy Elizabeth	64.94	O