

RECONCILIATION 101: MAKE DEPOSIT RECONCILIATIONS EASIER

How to reconcile deposits in 1/10th the time it normally takes

Visual Enterprise Funds Tracker software: improved governance, oversight and productivity of high volume and complex reconciliations

Some persons find reconciliation tedious, but with some simple changes it does not have to take foreveerrrrrrrrrrrr.

Applicable Accounting Environment.

- Multiple journals done in GL to record one deposit at bank.
 - For example, each Cashier posts their collection to GL.
 - The Cashier Supervisor does one total Deposit for all Cashiers.
- Reconciling this account requires the reconciler to refer to each deposit slip when matching.

Sort Out

Call a meeting with the Cashiering Department

- Discuss making the following changes when they book deposits.
 - Add the deposit total to the Journal Entry's Narration. For an example, look at Graphic 1.

After this simple process change, when you are reconciling the account, there will be little need to refer to the Deposit Slip as the applicable bank entry amount will be shown on all GL records.

Graphic 1 – GL Deposits After Change

General Leger Bank Account Detailed Trial Balance			
Date	Narration	Debit	Credit
June 30, 2010	1,500,000.00 - Your Typical Deposit Narration Here	500,000.00	
June 30, 2010	1,000,000.00 - Your Typical Deposit Narration Here	460,000.00	
June 30, 2010	1,500,000.00 - Your Typical Deposit Narration Here	300,000.00	
June 30, 2010	1,00,000.00 - Your Typical Deposit Narration Here	250,000.00	
June 30, 2010	1,000,000.00 - Your Typical Deposit Narration Here	300,000.00	
June 30, 2010	1,500,000.00 - Your Typical Deposit Narration Here	700,000.00	

Isn't this easier? Each GL record now shows the total of the Deposit Slip in the Narration.