

Bank Reconciliation Tips in REST Professional



Training References


Purpose:

The purpose of a Bank Reconciliation is to compare the total of funds in your trust account (which is the information found on your bank statement), with the total of funds held in the ledgers within REST Professional.

How often?

It is strongly recommended that you reconcile **every day**. Reconciling daily helps you to identify any misplaced money and rectify any errors as soon as possible.

Need some help?

- For information on how to complete a Bank Reconciliation in REST Professional book into our Daily Trust Accounting self-paced online course via our [website](#). You will need your Client ID and Password on hand.
- Click the question mark icon  on the Bank Reconciliation screen to access REST Professional Help.
- Access a [Troubleshooting Checklist](#) on the Rockend Knowledgebase.

The screenshot shows the "Bank Reconciliation for Current" window. At the top, it says "Previous Months" with a dropdown menu set to "Current" and "As at" with a dropdown menu set to "04/07/2016". A question mark icon in a blue circle is circled in red in the top right corner of the window. The main area contains several input fields for reconciliation data:

Cash book balance brought forward	20,310.00
Total receipts	52,640.98
Total Payments	747.70
Cash Book Balance	72,203.28
Date of bank statement	04/07/2016
Balance from bank statement	133224.98
Total unrepresented cheques	113,662.68
Total outstanding deposits	0.00
Total deposits banked not posted	0.00
Adjustments - total from Adj screen	0.00
Total	19,562.30

At the bottom, it displays "RECONCILIATION BALANCE ERROR \$52,640.98". On the right side, there are several buttons: "Cancel - ESC" (with a red X icon), "Re-calculate Totals - F2" (with a globe icon), "Save and Print - F3" (with a printer icon), "Adjustments - F4" (with a dollar sign icon), "Unrepresented Cheques - F5" (with a check icon), and "OK - F12" (with a blue checkmark icon).

For help visit the [Rockend Knowledgebase](#) or contact support on 1300 657 700