

## How Can You Look For a Specific Amount You are off by Easily?

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### **How Can You Look For a Specific Amount You are off by Easily?**

When doing bank reconciliation or trying to find an out-of-balance situation and are looking for a specific dollar amount that you are out-of-balance by; here are a few places to look which may help you.

1. When viewing the Check Register, you can sort the Deposit and Payment amount columns. This would allow you to look for a specific dollar amt.
2. When in Back reconciliation, on the Clear Deposits or Clear Checks screen, the amt column can be sorted.
3. View G/L transaction detail, leave the filter at Trans#, enter a date range for the month. Click View and you will see all the transactions for the month and can click on the debit or credit column and sort by amount. To look for specific types of transactions such as cash receipts, Checkwriting, Journal Entries, then select a source code before clicking view.