

# How To Create & Print The Reconciliation Report

IOLTA One™

[www.marathon-records.com](http://www.marathon-records.com)

A complete IOLTA / R.E. escrow resource for the solo and  
small firm



# How To Create & Print The Reconciliation Report

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- Step 1: Select “Reports” from the menu bar
- Step 2: Select “Create Reconciliation Report” from the drop down menu
- Step 3: Enter the date of the reconciliation report
- Step 4: Select the bank account to reconcile & click “submit”
- Step 5: Click the “Print” button at the bottom of the page



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- Step 1: Select “Reports” from the menu bar
- Step 2: Select “Create Reconciliation Report” from the drop down menu

**Total uncleared deposits: 9**  
**Total uncleared disbursements: 21**

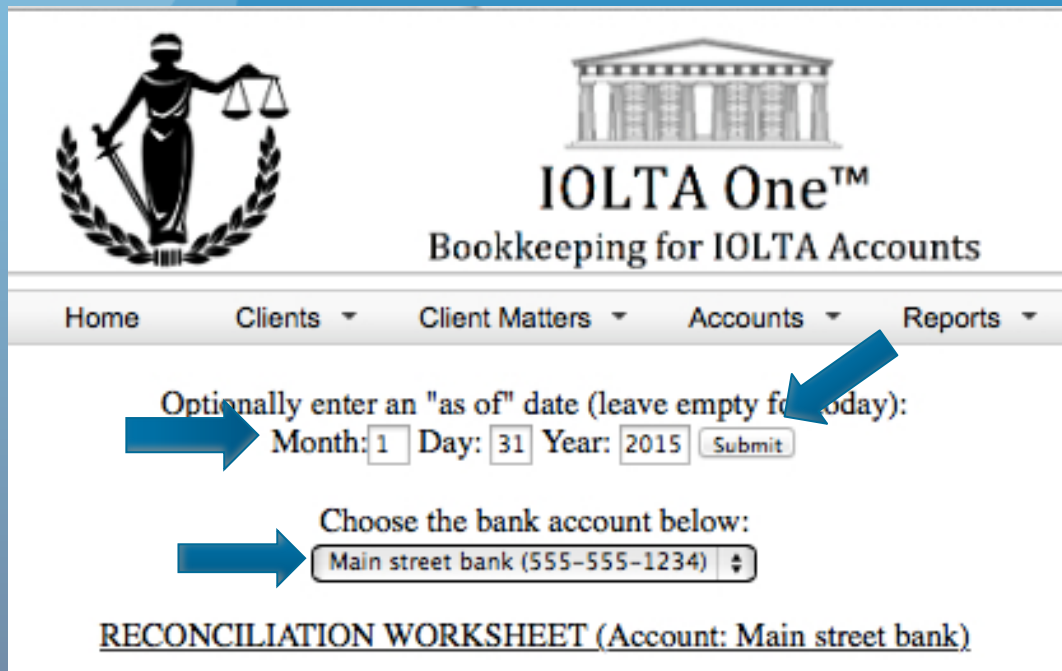
List of bank accounts:

Transactions	Bank name	Account number	Balance
<a href="#">Transactions</a>	Main street bank	555-555-1234	\$129,675.
<a href="#">Transactions</a>	Test bank USA	555-555-12345	\$0.00 <a href="#">Modify</a>
<a href="#">Transactions</a>	Test Bank USA	8888-8888-1234	\$0.00 <a href="#">Modify</a>

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- Step 3: Enter the date of the reconciliation report. *Note: If no date is entered, the current date will be used*
- Step 4: Select the bank account to reconcile & click “submit”



The screenshot displays the IOLTA One™ web interface. At the top left is a logo of a woman with scales of justice. To the right is a classical building icon. Below the building icon, the text reads "IOLTA One™" and "Bookkeeping for IOLTA Accounts". A navigation bar contains links for "Home", "Clients", "Client Matters", "Accounts", and "Reports". Below the navigation bar, there is a form with the following elements:

- A text prompt: "Optionally enter an 'as of' date (leave empty for today):".
- Input fields for "Month: 1", "Day: 31", and "Year: 2015".
- A "Submit" button.
- A text prompt: "Choose the bank account below:".
- A dropdown menu showing "Main street bank (555-555-1234)".
- A link: [RECONCILIATION WORKSHEET \(Account: Main street bank\)](#)

Two blue arrows point to the "Submit" button and the dropdown menu, respectively.



# IOLTA One™

Bookkeeping for IOLTA Accounts

Home Clients ▾ Client Matters ▾ Accounts ▾ Reports ▾

Optionally enter an "as of" date (leave empty for today):

Month:  Day:  Year:

Choose the bank account below:

▾

## RECONCILIATION WORKSHEET (Account: Main street bank)

As of Date: January 31, 2015

### Individual Client Ledger Balances

Name of client or ID:	Amount:
1. JT File#123	\$ 806.47
2. Tad Robinson	\$ 129,319.90

Additional Client Ledgers Attached - Y

**Total Client Ledger Balance** \$ 130,126.37 \*

**Check Register Balance** \$ 130,126.37 \*

Bank Statement Balance \$

Add: Outstanding Deposits \$

Subtract: Outstanding Disbursements \$

**Adjusted Bank Statement Balance** \$ 130,126.37 \*

**\* These numbers must be identical**

Completed by \_\_\_\_\_

ite

Approved by \_\_\_\_\_

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Step 5: Click the "Print"  
button at the bottom of  
the page



Marathon Records™

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The reconciliation report lists the following items:

- Balance of client funds for each client matter account (with a remaining balance)
- Total of all individual client ledger balances
- Adjusted bank statement balance (outstanding deposits and disbursements)
- Main register balance
- Bank statement balance

\* IOLTA One uses the exact language of the rules of professional conduct – no translating “trail balance report” and other accounting terms



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## HELPFUL TIPS:

- Save the reconciliation report as a .pdf file by hitting the .pdf button on the print screen
- ALWAYS save a backup copy
  - Save in a secure cloud solution
  - External hard drive, flash drive, CD, etc.
  - Print a hard copy

