8. Account Reconciliation

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Click on "8. Account Reconciliation" from the Main Menu and the following window will appear:

Account Reconciliation

The "General" tab, Reconciliation

1. **Tool to Use:** If you want to Reconcile, click "Reconcile," if you want to Un-Reconcile, click "Un-Reconcile," and refer below to "Un-Reconciliation."

2. **Account to Reconcile:** Enter the General Ledger account number that represents the bank account you are reconciling or click the "Find" button to select from the look up table.

3. **Beginning Bal. on Statement:** This value will carry forward from your last reconciliation. Click on the "Edit" button if you are entering this value for the first time.

4. **Ending Balance on Statement:** Enter the ending balance as shown on the bank statement you are reconciling.

5. **Do not show transactions dated on or after:** Enter a date here to eliminate any activities from showing that are beyond the one provided. **Use caution** as some activities required to reconcile may have been dated beyond the statement cut off which is commonly used here.

6. **Statement Date:** Enter the statement date being reconciled.

7. **Diskette Reconciliation:** Enter the proper values for reading values from a file for reconciling checks.

8. **Reconcile Diskette Now:** Click this button to begin reading the file from diskette to reconcile cashed checks.

9. This area will display reconciliation values as you process through deposit, withdrawals and checks.

10. **Qty:** If you need to force an adjustment to reconcile the statement that does not require a journal entry then you may use this area to record a quantity of items, amounts to adjust and with the adjustment button to define why the adjustment was made. This will print on the bottom of the reconciliation report.

11. **Save:** Click this button to save to this computer. Refer to GENERAL FILE for more information.

12. **Finish Later:** Click this button if you would like to save your work and finish reconciling at a later time.

13. **Report:** Print or Preview the reconciliation report review and/or to store with your bank statement.

14. **Cancel:** Click "Cancel" to cancel and return to the previous window.

General Ledger

The "General" tab, Un-Reconciliation

1. **Account to Reconcile:** Enter the General Ledger account number that represents the bank account you are reconciling or click the "Find" button to select from the look up table.

2. **Do not show transactions dated on or after:** Enter a date here to eliminate any activities from showing that are beyond the one provided. **Use caution** as some activities required to reconcile may have been dated beyond the statement cut off which is commonly used here.

3. **Statement Date:** Enter the statement date being reconciled.

4. **Save:** Click this button to save to this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

General Ledger

The "Checks" tab

1. **Reconcile:** Review the check number detail lines with your bank statement and check off those checks that appear that have cleared on a statement.

2. **Mark all:** Mark all checks as Reconciled.

3. **Clear all:** Un-mark all checks.

4. **Save:** Click this button to save to this computer. Refer to GENERAL FILE for more information.

5. **Finish Later:** Click this button if you would like to save your work and finish reconciling at a later time.

6. **Report:** Click this button to choose an output option for a report of what you've just done.

7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

The "Deposits (Bank Credits)" tab

1. **Reconcile:** Review the Deposits with your bank statement and check off those Deposits that appear that have cleared on a statement

2. **Mark all:** Mark all Deposits as Reconciled.

3. **Clear all:** Un-mark all Deposits.

General Ledger

The "Withdraws (Bank Debits)" tab

1. **Reconcile:** Review the Withdrawals with your bank statement and check off those Withdrawals that appear that have cleared on a statement.

2. **Mark all:** Mark all Withdrawals as Reconciled.

3. **Clear all:** Un-mark all Withdrawals.