

### Reconcile Bank & Credit Card Accounts

- 1) From the HOME page choose 'Reconcile'
- 2) A pop up box titled Begin Reconciliation will appear
- 3) Select the account and the statement or download date
- 4) Enter the ending balance on the bank statement or download
- 5) If there was a service charge, enter the amount in the Service Charge field; input the date; choose the appropriate general ledger account number
- 6) If there was interest earned, enter the amount in the Interest Earned field; input the date; choose the appropriate general ledger account number, Click Continue
- 7) The Reconcile screen will appear – the left hand side listed all uncleared checks and payments and the right hand side lists all uncleared deposits and credits
- 8) To eliminate transactions dated after the statement closing date, click on Hide transactions after the statement's end date
- 9) If all the transactions listed on the Reconcile screen are cleared, click Mark All
- 10) If all the transactions listed on the Reconcile screen are not cleared, individually click on each transaction that has cleared
- 11) The Difference shown on the bottom right of the screen should be zero
- 12) If the Difference shown is not zero, review the items that have been marked as cleared
- 13) To adjust the closing balance, service charge or interest earned, click Modify; make the desired change(s); click Continue
- 14) Once the Difference amount is zero or down to an amount that should be written off, click Reconcile Now
- 15) If the Difference is not equal to zero a pop up window titled Reconcile Adjustment will appear; click Enter Adjustment
- 16) If the account being reconciled was a credit card account, a pop up window Make Payment will appear. Choose 'Write a check for payment now', 'Enter a bill for payment late' or Cancel.
- 17) A pop up window titled Select Reconciliation Report will appear; print the detail version of the reconciliation report for your record