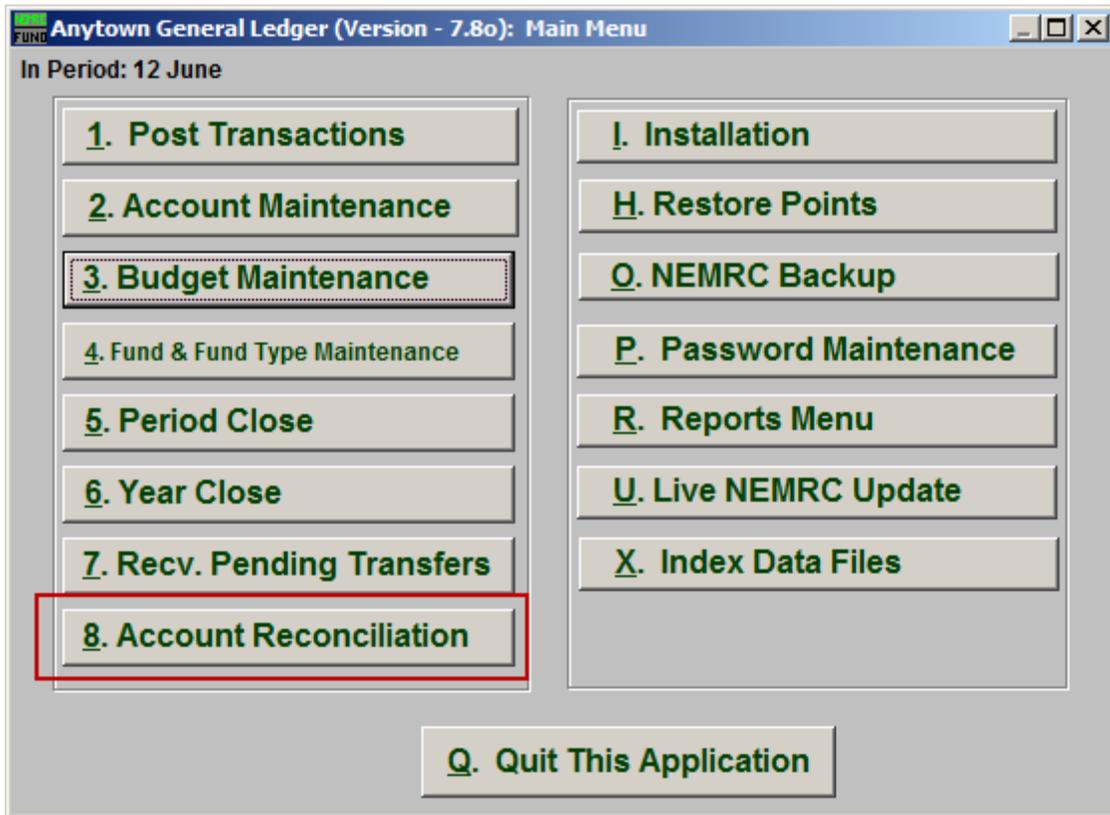


General Ledger

8. Account Reconciliation

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

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Account Reconciliation

The “General” tab, Reconciliation

The screenshot shows the 'Account Reconciliation' window with the 'General' tab selected. The interface includes several input fields and buttons. Callouts 1 through 14 point to specific elements: 1. 'Tool to Use' section with 'Reconciliation' selected. 2. 'Account to Reconcile' field. 3. 'Beginning Bal. on Statement' field with '0.00' and an 'Edit' button. 4. 'Ending Balance on Statement' field with '0.00'. 5. 'Do not show transactions dated on or after' field with '///'. 6. 'Statement Date' field with '///'. 7. 'Diskette Reconciliation' table. 8. 'Reconcile Diskette Now' button. 9. 'Banks Beginning Bal.' field with '0.00'. 10. 'Adjust ed By' fields for 'Total Debits' and 'Cleared Deposits'. 11. 'Save' button. 12. 'Finish Later' button. 13. 'Report' button. 14. 'Cancel' button. The bottom of the window shows a summary of cleared items and a final 'In Balance' status.

Bank	Check # Start	Length	Amount Start	Length
Citizens Bank (CSV File)	5	0	6	0
Chittenden Bank	2	0	4	0
Peoples Heritage Bank	42	10	31	11
Northfield Savings Bank	2	0	3	0
VT National Bank (X-Change)	44	9	14	9

Qty	Amount	Adj Reasons
0	0.00	
0	0.00	

Balance: Yours 0.00 Minus Banks 0.00 **In Balance**

- 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.

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- 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.

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The “General” tab, Un-Reconciliation

The screenshot shows the 'Account Reconciliation' window with the 'General' tab selected. The 'Tool to Use' section has 'Un-Reconciliation' selected. The 'Account to Reconcile' field is empty with a 'Find' button next to it. The 'Statement Date' field is empty. The 'Do not show transactions dated on or after' field is empty. The 'Save' button is highlighted. The bottom section shows a summary table with 'Total Debits' of 0 and 0.00, and two rows for 'Adjusted By' with values 0 and 0.00.

	Qty	Amount	Adj Reasons
Total Debits	0	0.00	
Adjusted By:	0	0.00	
Adjusted By:	0	0.00	

- 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.

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The “Deposits (Bank Credits)” tab

Account Reconciliation

General | Checks | **Deposits (Bank Credits)** | Withdraws (Bank Debits)

Date	Description	Amount	Reconcile
			1

Mark all
Clear all

Save Banks Beginning Bal. 0.00
Finish Later Cleared Checks 0 0.00
Cleared Withdraws 0 0.00 Qty Amount
Report Total Debits 0 0.00 Adjust ed By: 0 0.00 Adj Reasons
Cleared Deposits 0 0.00 Adjust ed By: 0 0.00 Difference
Cancel Balance: Yours 0.00 Minus Banks 0.00 **In Balance**

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.

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The “Withdraws (Bank Debits)” tab

Date	Description	Amount	Reconcile
			1

Save	Banks Beginning Bal.	0.00				
Finish Later	Cleared Checks	0	0.00			
Report	Cleared Withdraws	0	0.00	Qty	Amount	Adj Reasons
Cancel	Total Debits	0	0.00	Adjust ed By:	0	0.00
	Cleared Deposits	0	0.00	Adjust ed By:	0	0.00
	Balance: Yours	0.00	Minus Banks	0.00		In Balance

- 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.