Using the new bank rec for bank accounts that you don't want to import data from the bank

Previously, you went to the Reconcile Bank Statement page. It was 1-step process. Now there is a 2-step process.

1. Match Bank Data page

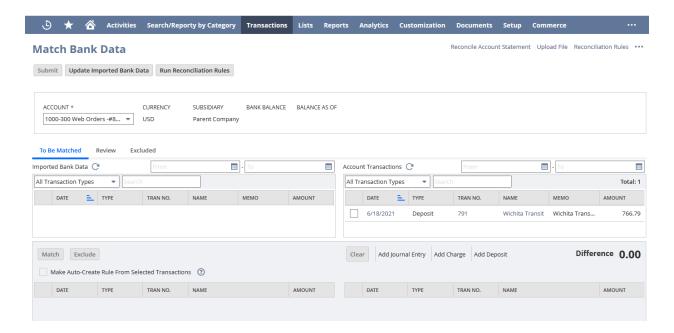
- a. Choose the account from the ACCOUNT drop down field
- b. Check all transactions that you want to clear on the right hand list (nothing will show on the left side since this is where the imported bank data usually shows)
- c. At the bottom of that list add any JE, charges, or deposits if you need to add them
- d. When completed then click on the **Clear button** that you see on your bank statement. **Submit** button

2. Reconcile Account Statement page

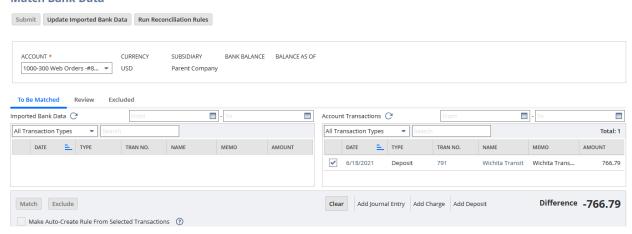
- a. Choose the account form the ACCOUNT drop down field
- b. Enter the STATEMENT END DATE
- c. Enter the ENDING STATEMENT BALANCE
- d. In the Summary box to the right if was done correctly the DIFFERENCE should be zero. If not then go back to the first step until step 2 is zero
- e. Click on the **Reconcile** button. You will then be able to run your reconciliation reports.

If your bank account does not show at all in Step 1 it means that you have not checked the box to use this new method of bank reconciliation. Go to:

Lists > accounting > accounts and edit the bank account to check 'User Match Bank Data ...'



Match Bank Data



Reconcile Account Statement

