



Reconcile a Bank Statement

Property Management Solutions for Over 30 Years

1. Go to <<GL, Bank Reconciliation>>
2. Select the [Bank] from the drop down list
3. Verify that the [Opening Balance] matches the opening balance on the statement
4. Type in the closing bank statement balance in the [Closing Balance] field
5. Type in the [Closing Date] from the bank statement
6. Click on the Deposits tab
7. Mark each deposit on the screen that matches a deposit on the bank statement by clicking in the [Clear] checkbox
8. Click the checks tab
9. Mark each check on the screen that matches a check on the bank statement by clicking in the Clear checkbox
10. If there were no other items on the bank statement (interest, service charges) the [Difference] field should be zero. If so, print the report and <Post>.