



To start using *Bank Reconciliation*: In *Accounting>Bank Reconciliation*>click on *F1* on your keyboard to get the *Help* screen for *Bank Reconciliation*.

If the bank reconciliation has never been done, you might have outstanding transactions from the prior years that were entered into Church Windows. This can be handled by:

1. Going back into prior years that have not been closed and reconcile each month.
  - Click on *Special Functions>Manage Years*.
  - Select each appropriate year and reconcile month by month.

OR

2. Decide on a month you wish to begin reconciling. If this option is selected:
  - Start bank reconciliation for the prior month.
  - Enter the last day of the month and enter \$1.00 in each of the *Statement Balances & Totals* tab fields.
  - Mark all deposits, on the *Deposit* tab and all the checks, on the *Withdrawal* tab, cleared from the past. Be sure to leave all outstanding checks and deposits un-cleared (not checked) so that they can be properly marked on the first real bank reconciliation.

Note: Since there may be errors from the past that may not be discovered it may be necessary to post a *Journal Entry* to make the bank reconciliation reconcile the first time.