

1. From the *Deposits* tab and then from the *Withdrawals* tab, click the *Get Help Reconciling* button. Do either of the *Helps* show a difference? Try to resolve these first.
 - If either of these two tabs shows a difference, the issue is within the current month. If the amounts on the two tabs are identical, they may be caused by offsetting entries that can be left as is.
 - If the *Help* tabs for both deposits and withdrawals show no difference, then the difference to reconcile may be caused by changes to a prior period.
2. Check for a change to a prior period to see that the asset balance in Church Windows is the same now as it was when you reconciled the prior month.
 - If transactions were done in a prior month that changed the bank reconciliation for that month, the bank reconciliation will provide a *Help-Prior Balance* tab (if the bank reconciliation was finalized). It will tell you that the asset balance from the previous month no longer matches the *Asset Balance per Accounting* for that month and will provide a list of transactions that affected the account. Usually you will want the finalized reconciled amount to remain unchanged.
 - You may want to go into *Browse Transactions* and use the *Correct* feature to change the date of any subsequently added transactions to a date in the current month.
3. Perhaps a transaction was reversed as of a future date. Instead of choosing the original date of the transaction, a future date was chosen for the reversal. This means the transaction will not reverse until that future date. To verify, go to *Browse Transactions* and review the reversed transactions. If a future date was chosen, the bank reconciliation will have a difference reconcile until that future month.
4. If you are reconciling the first month of your new year, check to make sure the ending balance from your prior year matches the beginning balance in the new year. If they do not match, run *Update Beginning Balances from prior Accounting Year ending Balances* under *Special Functions>Manage Years*.
5. It sometimes helps to get another person to come in and go over the bank reconciliation with you. Sometimes a 'fresh pair of eyes' may see something you do not see.
6. If the difference to reconcile is not significant and you do not want to spend a lot of time looking for it,
 - You can reconcile this statement with a *Difference to Reconcile* and see if it clears out the next month, OR
 - You can post a Journal Entry in the month being reconciled, affecting the Asset account and either an income or expense for the difference. You might want to talk with the Treasurer or someone on the Finance Committee to decide how to handle this.

Either way, you can record a comment on the second screen of the bank reconciliation to provide an explanation of what you are doing. This would provide a nice audit trail.