

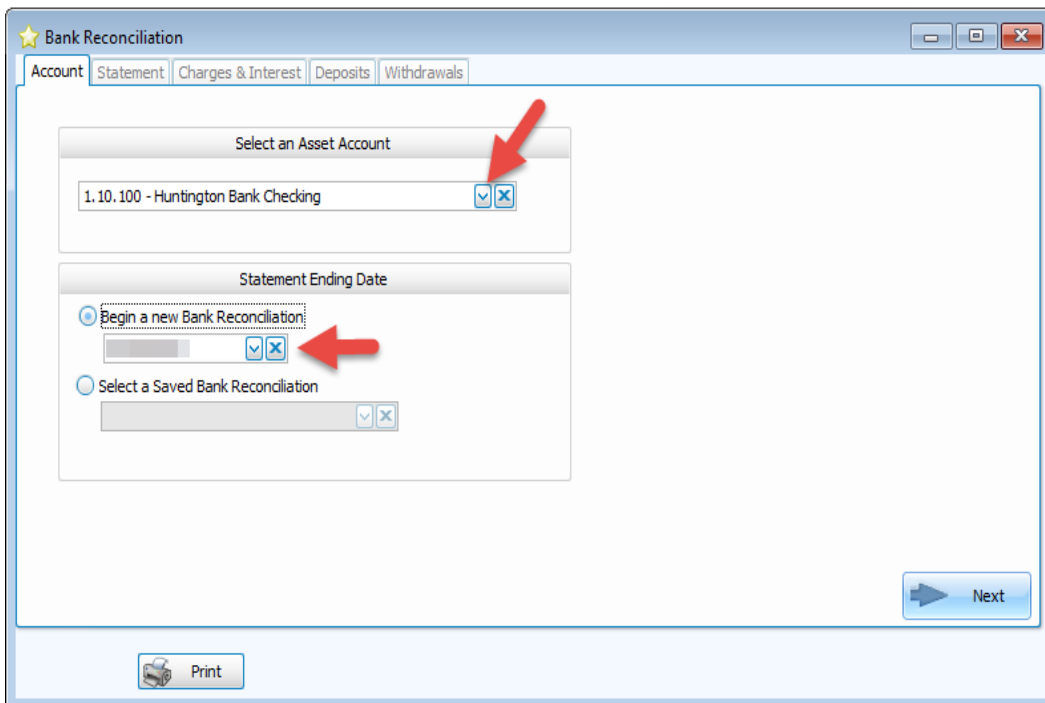
In Church Windows Accounting, the #1 Asset checking account is made up of the transactions: donations, checks, etc. The bank also tracks transactions in the church's checking account when it processes checks, deposits, service charges, etc. Each month the bank issues a bank statement to the church. The bank statement lists the activity in the bank account and the balance according to the transactions processed.

A bank reconciliation is a series of comparisons of the transactions on the church's books and the transactions the bank has recorded. The benefit of reconciling the bank statement is to know the balance reported by the church's books is consistent with the amount shown in the bank's records.

Note: If you are just starting to use Church Windows Accounting, you may have deposits in transit or outstanding checks from your reconciliation on your prior system. To enter those outstanding items from your prior system, click *Special Functions* and choose *Prior System Checks*.

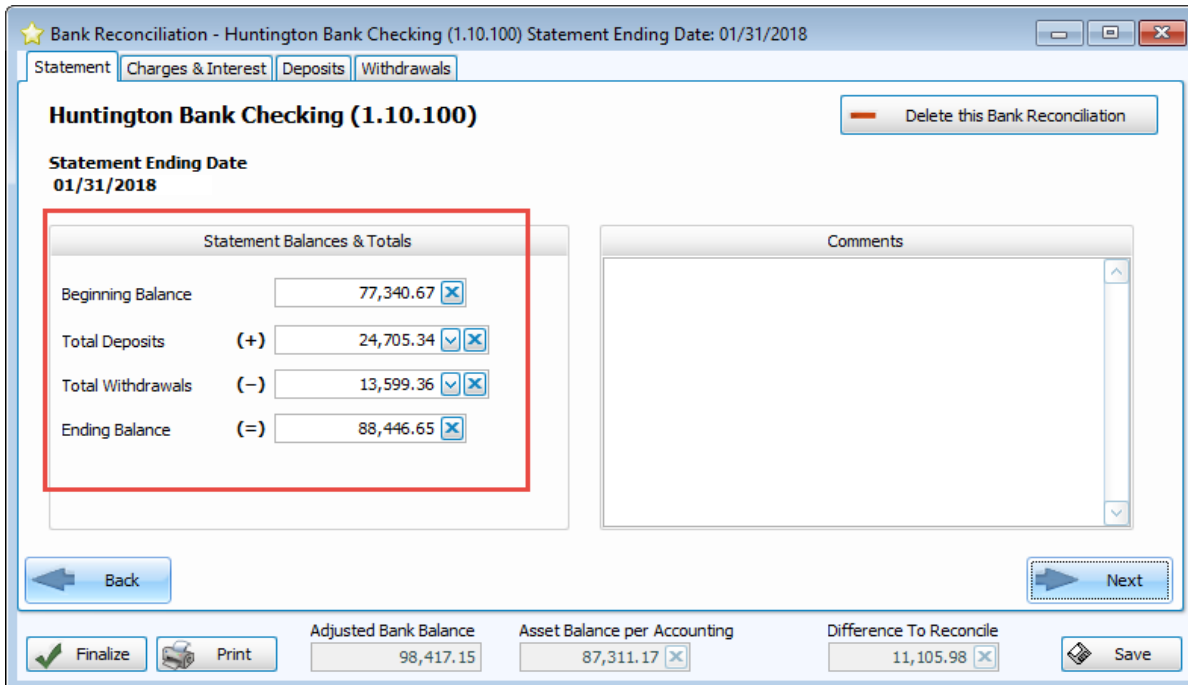
Step 1 Starting the Bank Reconciliation Process

- Go to *Accounting>Bank Reconciliation* or go to *Accounting>Special Functions>Bank Rec.*
- Under *Select an Asset Account* choose the bank account from the drop down list.
- Choose the *Statement Ending Date* on the bank statement.
- Click *Next*.



- Enter the *Statement Balances & Totals* from your bank statement.

Beginning Balance + Deposits - Withdrawals = Ending Balance.



Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 01/31/2018

Statement | Charges & Interest | Deposits | Withdrawals

Huntington Bank Checking (1.10.100) Delete this Bank Reconciliation

Statement Ending Date
01/31/2018

Statement Balances & Totals	
Beginning Balance	77,340.67
Total Deposits (+)	24,705.34
Total Withdrawals (-)	13,599.36
Ending Balance (=)	88,446.65

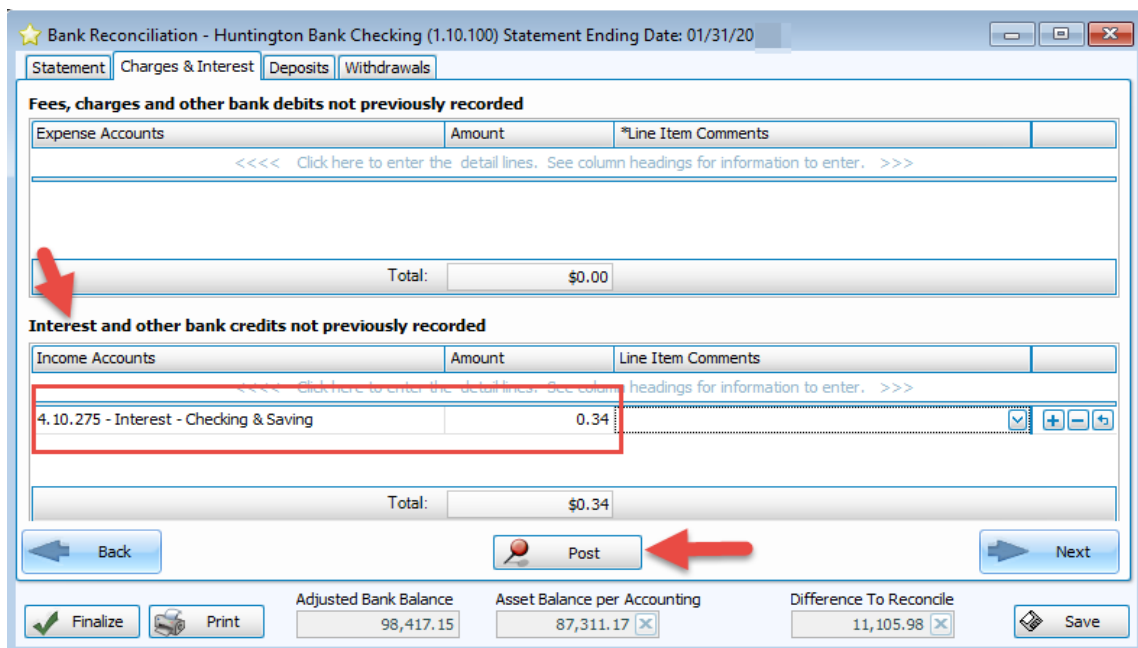
Comments

Back Next

Finalize Print Adjusted Bank Balance: 98,417.15 Asset Balance per Accounting: 87,311.17 Difference To Reconcile: 11,105.98 Save

Step 2 - Enter Bank Fees & Interest

- On the *Charges & Interest* screen, enter any easily identifiable bank fees or interest income.
- Click on *Post*.



Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 01/31/20

Statement | Charges & Interest | Deposits | Withdrawals

Fees, charges and other bank debits not previously recorded

Expense Accounts	Amount	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>		
Total:		\$0.00

Interest and other bank credits not previously recorded

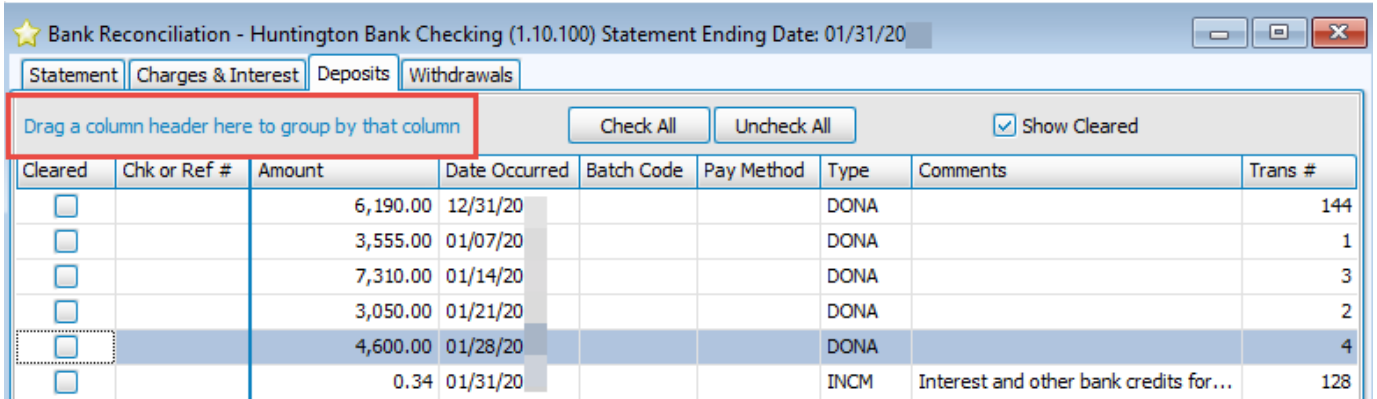
Income Accounts	Amount	Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>		
4.10.275 - Interest - Checking & Saving	0.34	
Total:		\$0.34

Back Post Next

Finalize Print Adjusted Bank Balance: 98,417.15 Asset Balance per Accounting: 87,311.17 Difference To Reconcile: 11,105.98 Save

Step 3 – Clear Deposits

- When you first enter the screen, the deposits will be shown by transaction entries in Church Windows.
- Our objective is to match the deposits from the bank statement with the information in Church Windows.



Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 01/31/20

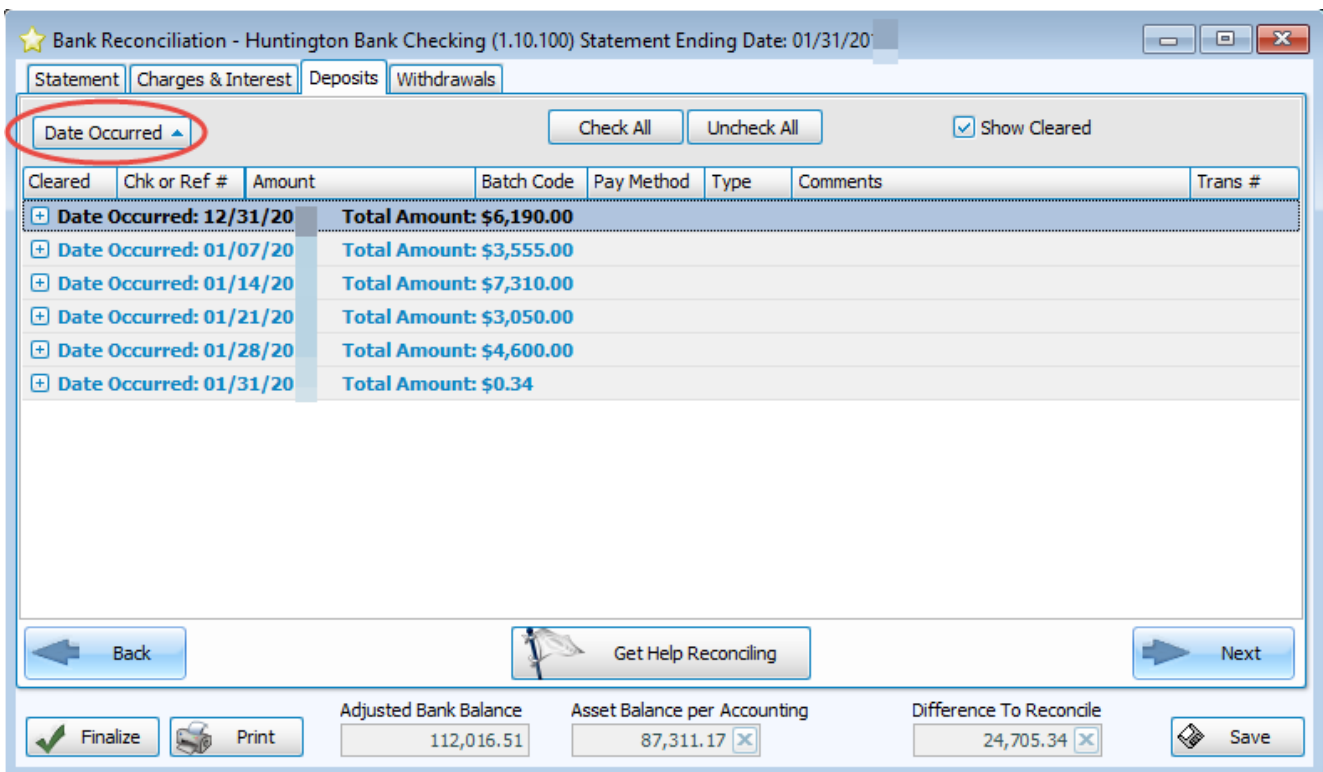
Statement | Charges & Interest | Deposits | Withdrawals

Drag a column header here to group by that column

Check All | Uncheck All | Show Cleared

Cleared	Chk or Ref #	Amount	Date Occurred	Batch Code	Pay Method	Type	Comments	Trans #
<input type="checkbox"/>		6,190.00	12/31/20			DONA		144
<input type="checkbox"/>		3,555.00	01/07/20			DONA		1
<input type="checkbox"/>		7,310.00	01/14/20			DONA		3
<input type="checkbox"/>		3,050.00	01/21/20			DONA		2
<input type="checkbox"/>		4,600.00	01/28/20			DONA		4
<input type="checkbox"/>		0.34	01/31/20			INCM	Interest and other bank credits for...	128

- How to best organize the deposit screen in Church Windows depends on how often and what kind of deposits you receive and how your bank presents the information on the statement. It might be just by date, so drag that column header to the gray area of the screen which organizes the screen by date.



Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 01/31/20

Statement | Charges & Interest | Deposits | Withdrawals

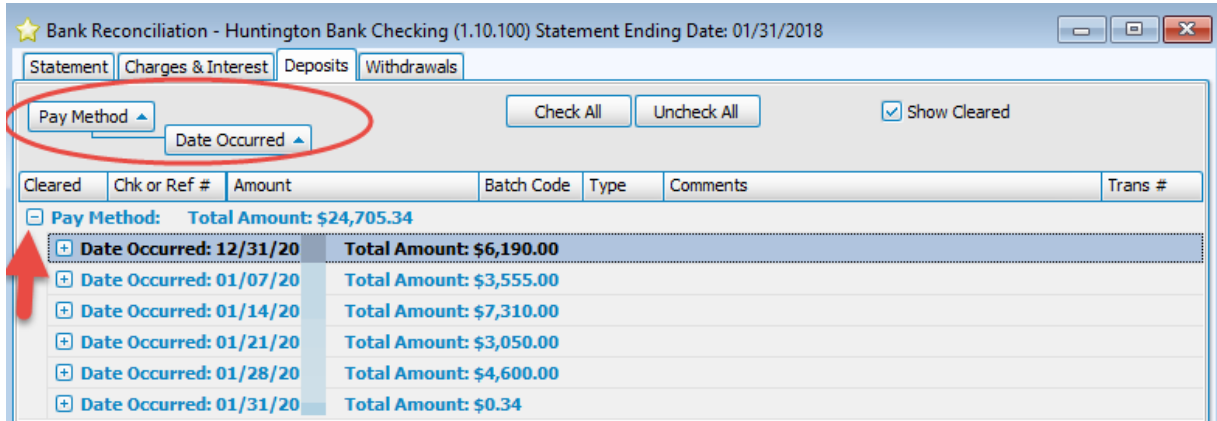
Date Occurred | Check All | Uncheck All | Show Cleared

Cleared	Chk or Ref #	Amount	Batch Code	Pay Method	Type	Comments	Trans #
+ Date Occurred: 12/31/20		Total Amount: \$6,190.00					
+ Date Occurred: 01/07/20		Total Amount: \$3,555.00					
+ Date Occurred: 01/14/20		Total Amount: \$7,310.00					
+ Date Occurred: 01/21/20		Total Amount: \$3,050.00					
+ Date Occurred: 01/28/20		Total Amount: \$4,600.00					
+ Date Occurred: 01/31/20		Total Amount: \$0.34					

Back | Get Help Reconciling | Next

Finalize | Print | Adjusted Bank Balance: 112,016.51 | Asset Balance per Accounting: 87,311.17 | Difference To Reconcile: 24,705.34 | Save

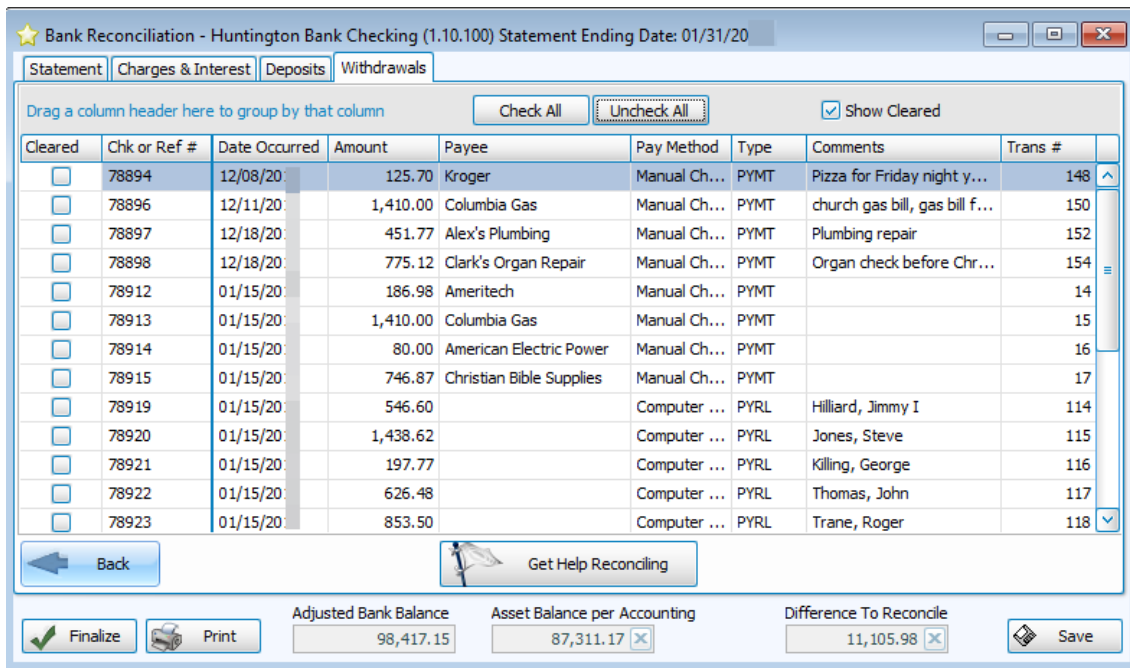
It could be multiple groupings are needed, such as when credit cards and plate offerings are recorded on the same day.



- Open the “+” signs for each match with the bank statement and put a check mark in the Cleared column box for those transactions.
- Make a note of where there is not the match you were expecting and we will come back and research those later.

Step 4 – Clear Checks

- Depending on how your bank statement is organized, you may want to use the *Drag a column header here to group by that column* screen as shown above to change the display of the Withdrawals screen.
- Check the *Cleared* box for transactions that cleared

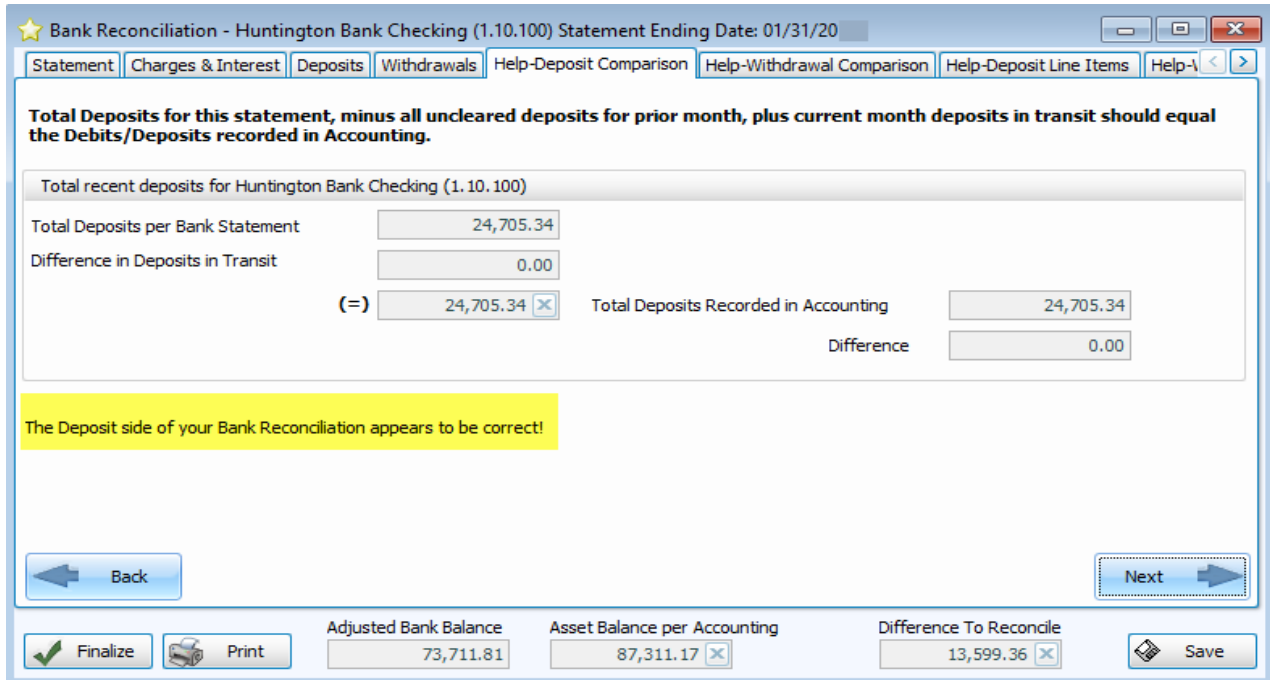


- To sort the checks by check number, click on the *Chk or Ref #* column heading.
- To double-check after clearing the checks, click to remove the checkmark in *Show Cleared* box. The Uncleared outstanding checks remain.
- Once you have cleared all the checks, if the *Difference to Reconcile* is zero (and you see balloons), you are done! Be sure to click *Save*. When you are ready, click *Finalize*.

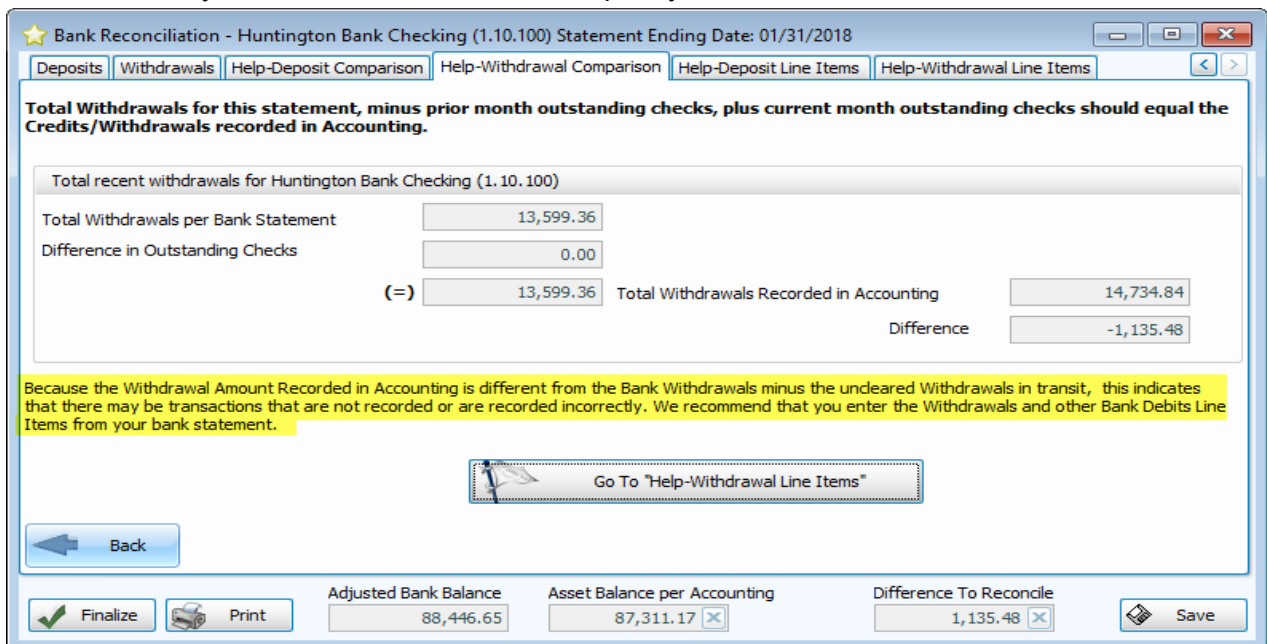
- If you do not see balloons in Church Windows, check to see if you:
 - ⇒ Missed recording a transaction in Church Windows
 - ⇒ Missed marking an item as cleared
 - ⇒ Mistakenly marked an item as cleared

Features in Church Windows Bank Reconciliation to help with reconciliation

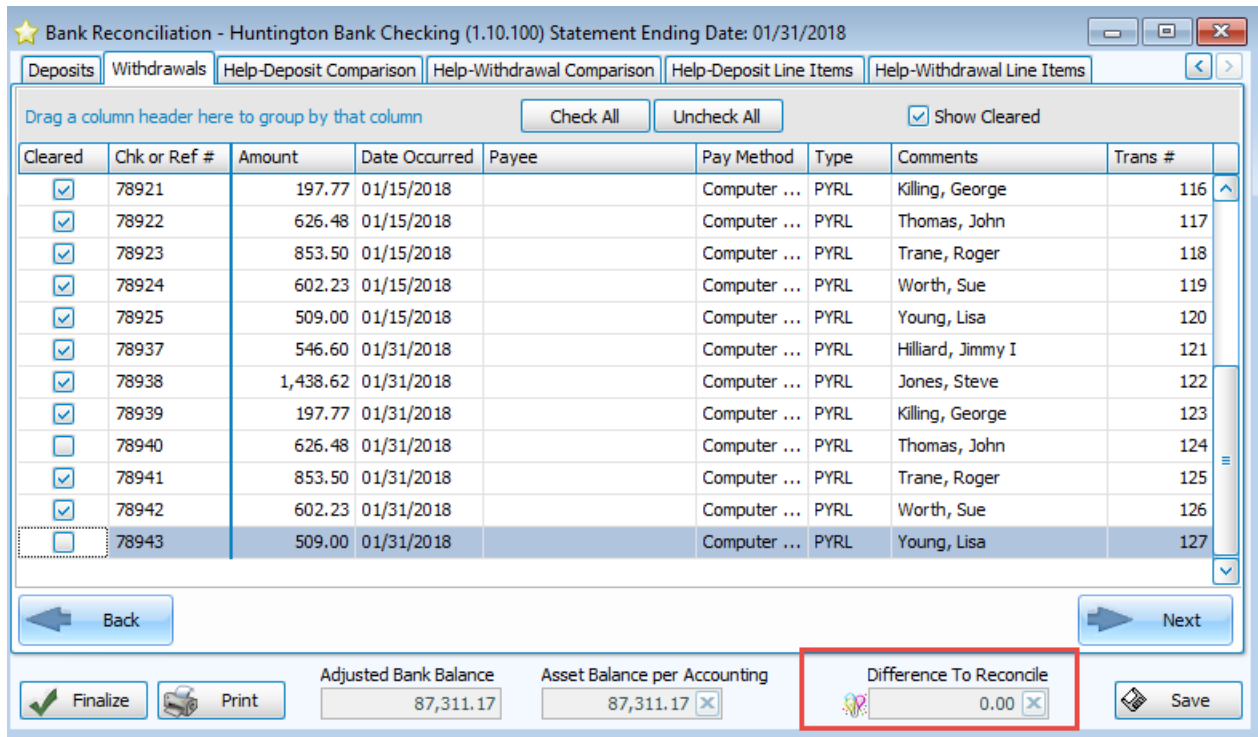
Our example (on Page 4) shows a difference to reconcile, click *Get Help Reconciling*. The *Help-Deposit Comparison* screen displays a message indicating *the Deposit side of your Bank Reconciliation appears to be correct!*



The *Help – Withdrawal Comparison* screen, like the *Help – Deposit Comparison* will provide the total difference for withdrawals. This may be sufficient to find the discrepancy.



In our example, two checks were cleared that should not have been. Once the checks were unchecked cleared, the bank reconciliation reconciled and balloons appeared.



If your bank reconciliation still shows a *Difference to Reconcile*, It could be that both the deposit and withdrawal comparison is zero or has offsetting amounts. If this is the case, then perhaps an entry has been changed in a prior period. The *Help* tab shows the entries made after a prior bank reconciliation was finalized.

If not, we can click *Help – Withdrawal Line Items*. On this screen, we enter each check or withdrawal shown on the bank statement, then click *Add new Statement Line Item*. Entries that do not produce an exact match will appear highlighted in red. We can click *View Suggested Matches*. Then we can examine items that might be related, but the amount on the books and the amount that cleared the bank are slightly different. It could be that check numbers for two checks somehow got reversed.

Just as *Help – Withdrawal Line Items*, *Help – Deposit Line Items* compares each entry from the bank statement to those deposits recorded in Church Windows Accounting. Once we have resolved all the differences between our books and the bank statement, the *Difference To Reconcile* shows 0.00.

Then we click *Finalize* to complete the process. Finalized bank reconciliations cannot be edited.