

Check Reconciliation button Cont'd

Reconciling your account electronically generally is a three-step process.

- Enter the Bank Statement balance into the Check reconciliation from
- Mark each of the checks and deposits reported by the bank as cleared.
- Add to the check writer all unrecorded transactions (service charge, interest, etc.)

To clear all of the checks and deposits, click in the CLR check box opposite each transaction that has been reported by the bank. As you click on the CLR checkbox next to each transaction, it disappears. When you finish marking checks that have cleared and entering service charges, only the transactions that haven't made it to the bank will appear in the register *****NOTE** There is also a FROM and TO date enter which will allow you to find any entry within your dates selected. Select find and to return back to your prices screen select undo filter. Your unresolved difference should be \$0.00 when you are finished each month. Click the Exit button and you will return to the main menu.

EasyPro 2014 - [293 - (Repairs- General) - RCMA # 293 - 306 S SE Tamiami Trl]

File Bank Transaction Global Reports Settings Window Layout Help

New Job Open Job Create Transaction Find Transaction Check Reconciliation Check Register Global Report Exit

JOB TITLE: Repairs- General **JOB NO: 293**

CHECK RECONCILIATION

Account: Bank of America

Uncleared Only All Transactions

Balance: ENDING BANK BALANCE **\$1,327.55** CHECKBOOK BALANCE **\$3,366.87** Update

Date Filter Search by date

Clr	Check#	Date	Transaction	Payee/Memo	Payment	Deposit
<input checked="" type="checkbox"/>		3/30/2015	Debit Card	Taco Bell	\$7.89	\$0.00
<input checked="" type="checkbox"/>		3/30/2015	Debit Card	Verizon	\$155.38	\$0.00
<input type="checkbox"/>		3/31/2015	Debit Card	Go Daddy	\$8.99	\$0.00
<input type="checkbox"/>		3/31/2015	Debit Card	Burger King	\$11.11	\$0.00
<input type="checkbox"/>		4/1/2015	Debit Card	Disney Parks	\$14.50	\$0.00
<input type="checkbox"/>		4/1/2015	Debit Card	Universal Studios Plaza	\$217.26	\$0.00
<input type="checkbox"/>		4/1/2015	Debit Card	Disney Hollywood Studios	\$59.93	\$0.00
<input type="checkbox"/>		4/1/2015	Debit Card	ABC Commissary	\$16.59	\$0.00
<input type="checkbox"/>		4/1/2015	Debit Card	Wawa	\$3.51	\$0.00
<input type="checkbox"/>		4/2/2015	Debit Card	Home Depot	\$19.22	\$0.00
<input type="checkbox"/>		4/2/2015	Debit Card	Steak N Shake	\$6.40	\$0.00
<input type="checkbox"/>		4/2/2015	Debit Card	Home Depot	\$78.89	\$0.00
<input type="checkbox"/>		4/2/2015	Debit Card	Home Depot	\$14.42	\$0.00
<input type="checkbox"/>		4/3/2015	Debit Card	Home Depot	\$122.16	\$0.00
<input type="checkbox"/>		4/3/2015	Debit Card	Home Depot	\$14.88	\$0.00

91 records

Items still remaining uncleared or in the next period

85	Checks and Payments	\$7,390.42
6	Deposits and Credits	\$7,721.44

STATEMENT DIFFERENCE:	\$2,039.32
UNCLEARED BALANCE:	\$331.02
UNRESOLVED DIFFERENCE:	\$1,708.30

Print Add Edit Delete Refresh Return