How to enter and reconcile a Bank Statement

Procedure

1. Click on the "Bank Accounts" tab on the Navigation Bar under the heading "Bank"

2. Click on the "Statements" tab

Unreconciled transactions	Statements	Transactions

3. Right click on any entry under the heading "Recent Statements" and click on "New Statement"

4. Type in the closing balance which is found in the "Balance" box in the "Balance Group" box

Balance	

5. Click on "Save & Close"

6. Right click on the new statement and click on "Reconcile Statement"

7. Double click on all the transactions in the "Unreconciled Transactions" box which correspond to those on the statement, until they are all moved into the Reconciled Transactions" box

New Statement
Edit Statement
Reconcile Statement
Print Statement
Filter Locked
Filter Open
Show All
Get Info

Unreconciled Transactions	0 Record (s)	
Batch Ref	Item Ref	Date

Reconciled Transactions	12 Record (s)	
Batch Ref	Item Ref	Date

8. Click on "Save" to save the statement and there will be a pop up which says that Statement is now fully reconciled.

9. It is okay to save the statement with an amount outstanding, in case you need to enter missing transactions elsewhere on SQLWorks. Just return to reconciling the statement by repeating number 6 onwards.