





How to reconcile a Petty Cash Statement

Procedure

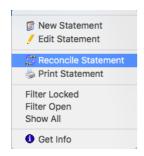
- 1. Click on the "Petty Cash Accounts" tab on the Navigation Bar under the heading "Bank"
- 2. Click on the "Statements" tab



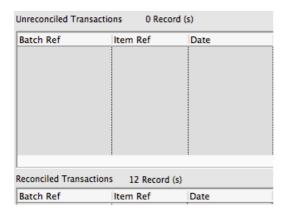
- 3. Right click on any entry under the heading "Recent Statements" and click on "New Statement"
- 4. Type in the closing balance which is found in the "Balance" box in the "Balance Group" box



- 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 until they are all in the Reconciled Transactions" box



8. Click on "Save" to save the statement