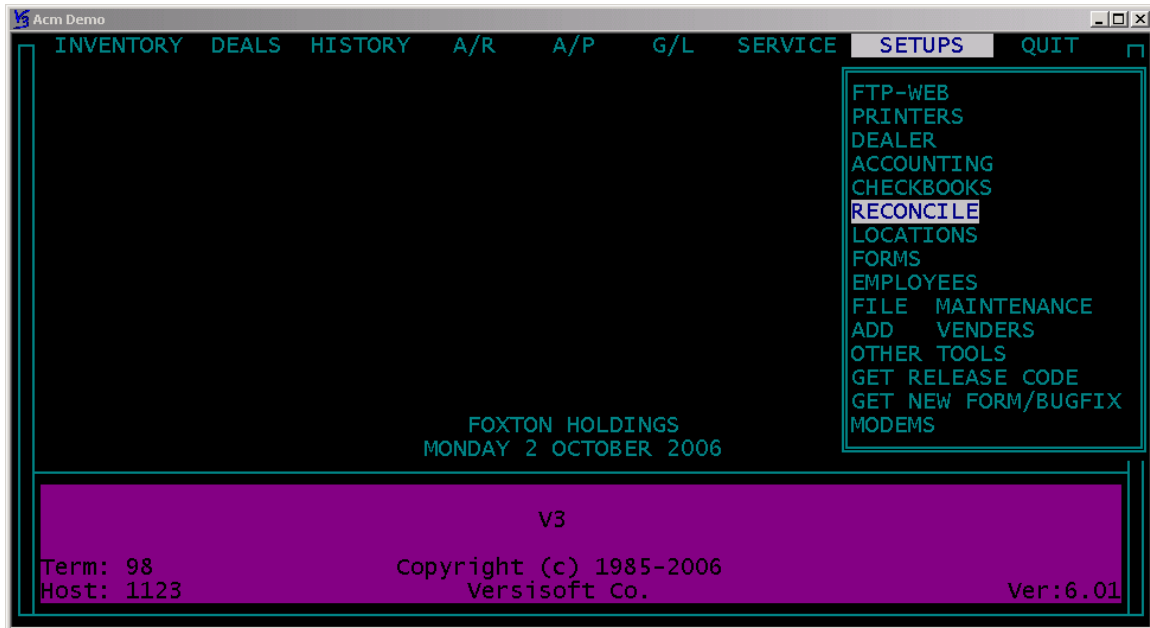
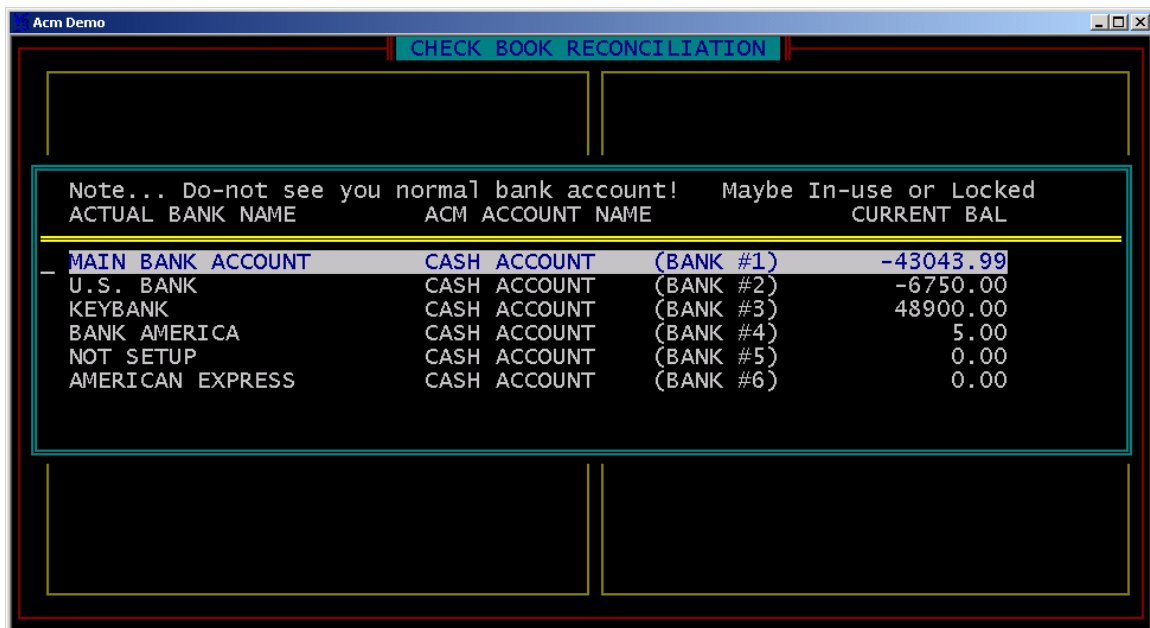




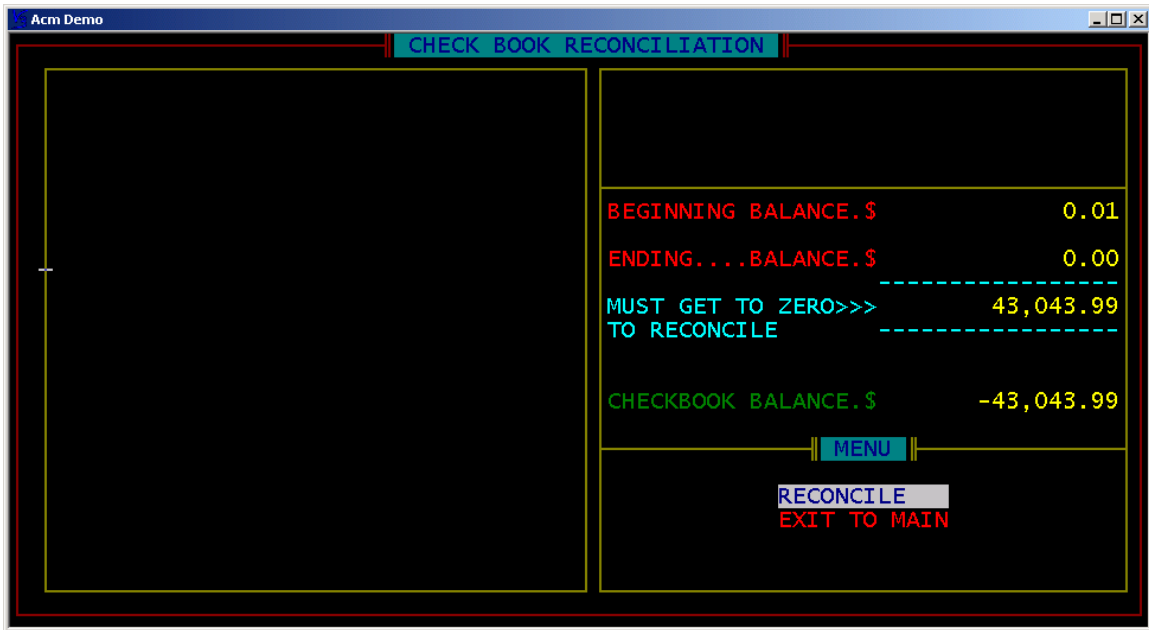
## RECONCILE CHECKBOOKS



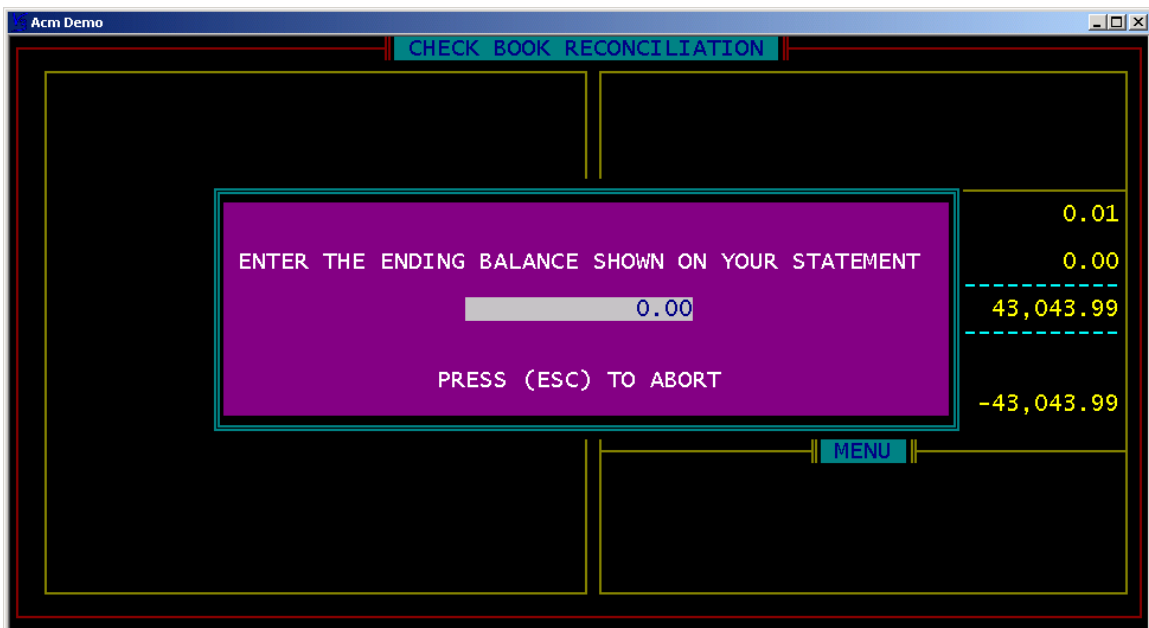
The **RECONCILE** module allows you to reconcile your bank registers to your bank statements.



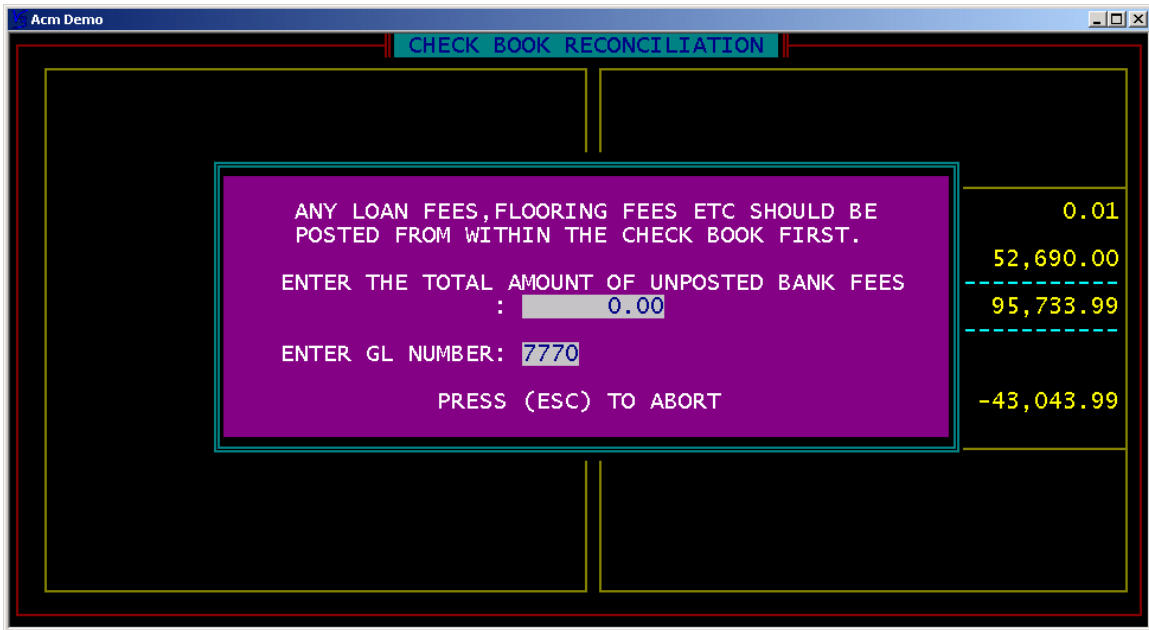
Highlight the bank account and press enter to begin the reconciliation process.



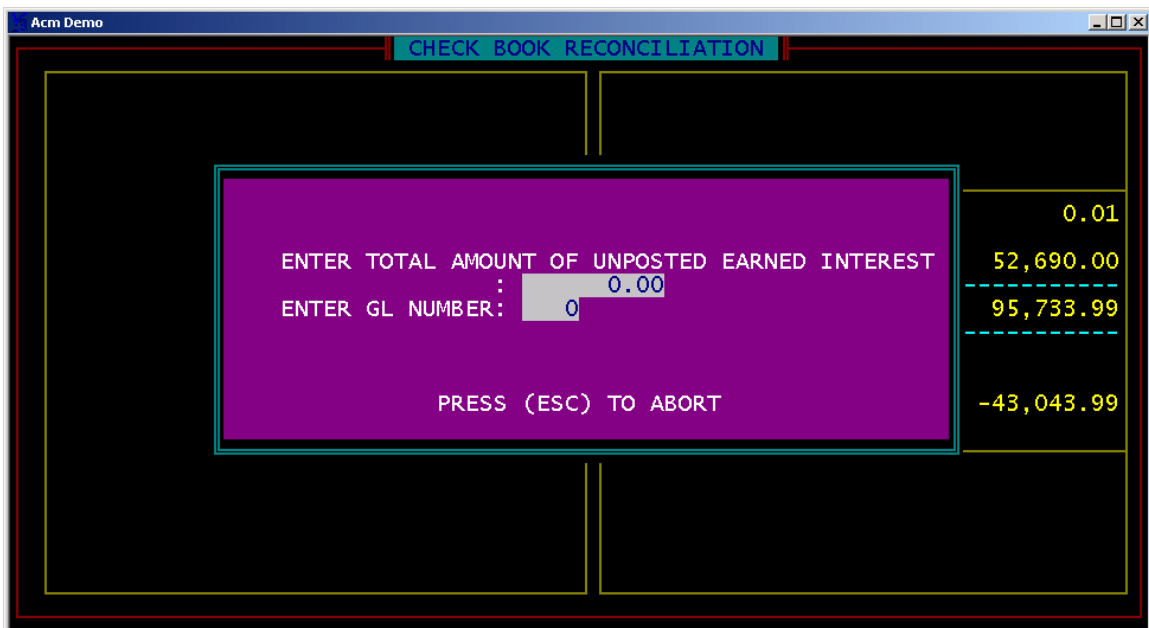
**RECONCILE:** This menu selection begins the reconciliation.



You will be asked for the ending balance on your statement.



Enter any bank fees applied to your account as per your statement.



Next enter the interest accrued if any as per your statement.

Acm Demo

**CHECK BOOK RECONCILIATION**

PRESS (ENTER) TO TOGGLE MARK or (F10) WHEN DONE.

Check #	Date	Vender	Decrease	Increase	C	
0	11/20/2002	BEGIN BALANC	0.00	0.01	N	
1	11/20/2002	CARWAS COMPA	1000.00	0.00	N	
2	11/20/2002	ATT PHONE CO	0.00	0.00	N	0.01
3	06/12/2003	A	6000.00	0.00	N	
5000	06/23/2003	FOXTON HOLDI	0.00	0.00	N	52,690.00
5001	06/20/2003	FOXTON HOLDI	11182.00	0.00	N	
5002	10/18/2003	DEPARTMENT O	15.00	0.00	N	52,690.00
5003	10/18/2003	DEPARTMENT O	15.00	0.00	N	
5004	12/03/2003	VERSIDATA SY	200.00	0.00	N	
5005	07/28/2005		13000.00	0.00	N	
5006	07/29/2005	FOXTON HOLDI	11182.00	0.00	N	-43,043.99
5007	02/09/2006	JENNIFER DOE	200.00	0.00	N	
5008	08/01/2006	YUNKER NIS	250.00	0.00	N	

Your register will appear by deposit and then withdrawals by date.

Acm Demo

**CHECK BOOK RECONCILIATION**

PRESS (ENTER) TO TOGGLE MARK or (F10) WHEN DONE.

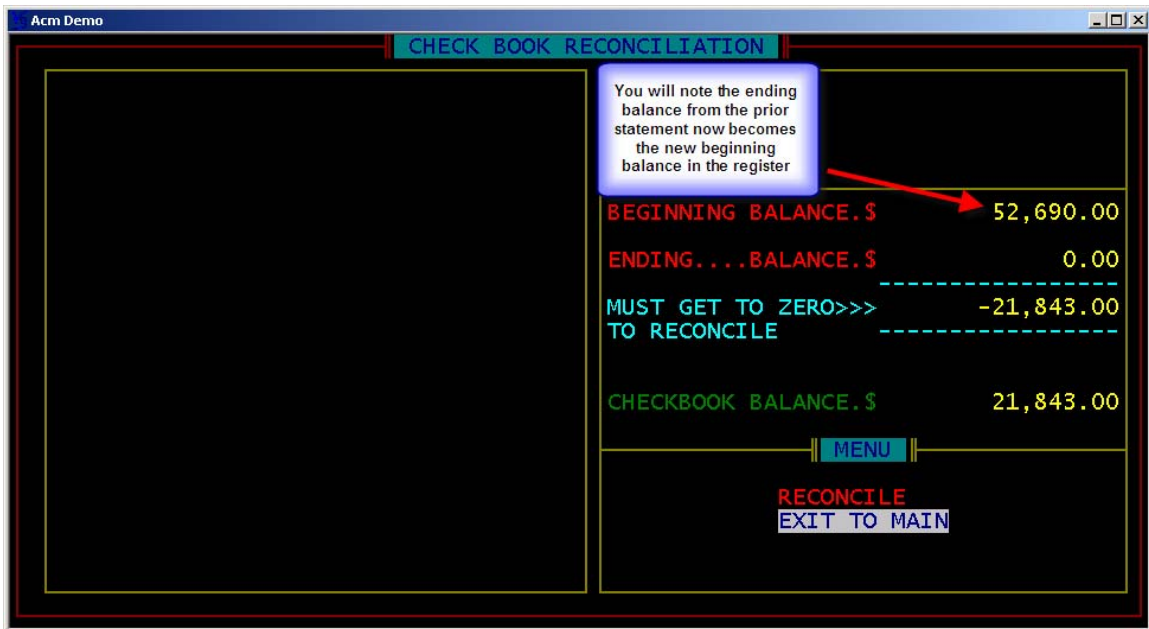
Check #	Date	Vender	Decrease	Increase	C	
0	11/20/2002	BEGIN BALANC	0.00	0.01	*	
1	11/20/2002	CARWAS COMPA	1000.00	0.00	*	
2	11/20/2002	ATT PHONE CO	0.00	0.00	*	0.01
3	06/12/2003	A	6000.00	0.00	N	
5000	06/23/2003	FOXTON HOLDI	0.00	0.00	N	52,690.00
5001	06/20/2003	FOXTON HOLDI	11182.00	0.00	*	
5002	10/18/2003	DEPARTMENT O	15.00	0.00	*	64,886.99
5003	10/18/2003	DEPARTMENT O	15.00	0.00	N	
5004	12/03/2003	VERSIDATA SY	200.00	0.00	N	
5005	07/28/2005		13000.00	0.00	N	
5006	07/29/2005	FOXTON HOLDI	11182.00	0.00	N	
5007	02/09/2006	JENNIFER DOE	200.00	0.00	N	
5008	08/01/2006	YUNKER NIS	250.00	0.00	N	-43,043.99

This figure must equal zero

To mark the selections that have cleared your account, highlight the deposit/check and press enter. This will mark the transaction with an asterisk (\*). Once you have marked all the cleared transactions the difference between your beginning and ending balance should equal zero (highlighted in purple). Press the F10 key when complete or to exit back to the checkbook register to make corrections. The reconciliation process cannot be completed until the account is in balance. Once the corrections have been made follow the steps again to begin the process and select (Y) when asked to begin where you left off.



Select the F10 key when complete to purge the transactions to the checkbook history file.



**EXIT TO MAIN:** Exits you to the main menu.

V3 software notes:

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