Bank Reconciliation Tips:

- Record bank fees as wires rather than journal entries. You can set up a vendor for your bank if you don't already have one. On the vendor setup screen under the payment information tab, set the Payment Type to "Wire" and the Separate Check to "Yes".
- Record interest as a deposit
- Record Pay School as a deposit, you can also include the fee as a separate receipt within the deposit, choose receipt type "debit"
- Payroll liabilities – use the voucher feature on SHR

By entering the above transactions as vouchers/payment or deposits you will be able to reconcile these in Transaction clearing.

If you are having trouble reconciling, go to Transaction Clearing click on AR Deposits, click on Show Reconciled, this total should equal the total that is on your bank statement as Deposits/Credits. If they don't equal you know you are off in deposits. You can do the same for accounts payable. In Transaction Clearing click on AP – Check Payments click on Show Reconciled, AP – Wire Payments click on Show Reconciled, and SHR – Payments Show Reconciled; the total of these 3 should equal the total that is on your bank statement as Withdrawals/Debits. Again, if they don't, you know you are off in accounts payable. If you have made any manual journal entries that increase or decrease cash you will have to factor that in.

Journal Entry Listing Report: SMARTFinance > General > Report Selection > Journal Entry Listing. In the Source field select JE, then Create Report. This will show you all of the manual journal entries that were made for the month.

There is also the Transaction History Report by Audit No. located within the Bank Reconciliation Reports. This can be helpful to run if you aren't balancing. It will show everything you have reconciled.