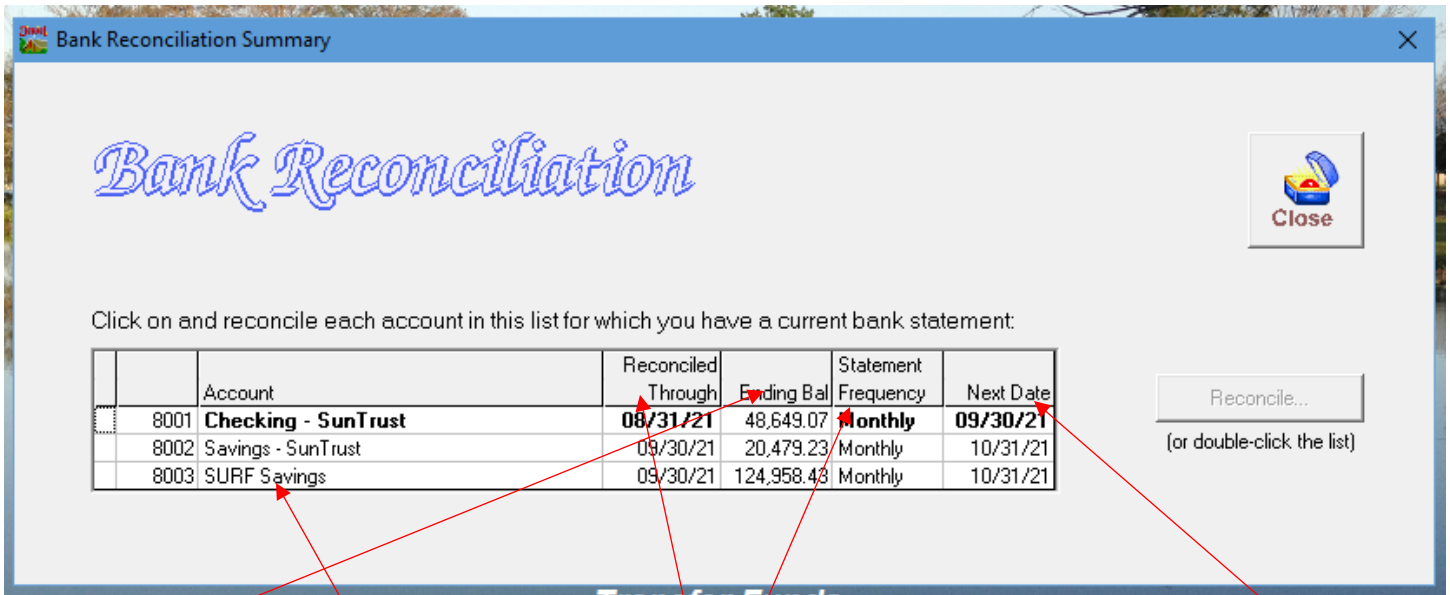


Reconciling intro page in version 8

When you upgrade to Jewel version 8, you will find that the actual reconciliation process and appearance has not changed. The changes that have been made are more around the edges, at the front and back ends of the process. When you first click on Reconcile, before you come to the reconcile page, you will see a new screen.



This page gives you your active bank accounts, the last time each account was reconciled, the most recent ending balance and how often this statement is supposed to be reconciled, which then gives you the next reconciliation date.

Let's look at these one by one.

In Jewel version 7, it was possible for the treasurer to enter the wrong "Ending Date" when they reconciled, which meant that the September bank rec could be dated 08/31/21 or 10/31/21. The ending date has been taken out of your hands with version 8, which means fewer date errors and more clarity.

However, if your "Reconciled Through" date is incorrect at the time you update to Jewel 8, it will continue to be incorrect, since Jewel moves you at one month increments now, so let me know and I will help you fix it. For example, in the illustration below, if your August checking statement ending balance is not \$48,649.07, contact me. But once everything is correct, Jewel will keep you straight.

	Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
8001	Checking - SunTrust	08/31/21	48,649.07	Monthly	09/30/21
8002	Savings - SunTrust	09/30/21	20,479.23	Monthly	10/31/21
8003	SURF Savings	09/30/21	124,958.43	Monthly	10/31/21

If you are in the habit of reconciling several months at a time in a lump, you will have trouble. This requires you to reconcile one month at a time, and gives you the next ending date. So remember, one month at a time.

Your "Ending Balance" comes from the statement, and you should never adjust it to make your bank rec work. Entering the exact ending balance from the bank statement of the exact month that you are reconciling is the only way that you can know that your reports are accurate.

Setting the Statement Frequency correctly is more important than ever with Jewel version 8. If you have an account that is no longer being used, you need to set the frequency to "Never." Then Jewel will exclude it from this reconcile list. Checking and Debit account frequency should be set at monthly. Some savings account statements arrive monthly as well, but if it is a low balance and you only have a few pennies of interest each month, it is ok to set it to quarterly and reconcile it less often.

	Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
8001	Checking - SunTrust	08/31/21	48,649.07	Monthly	09/30/21
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8003	SURF Savings	09/30/21	124,958.43	Monthly	10/31/21

If you have a SURF savings account, the account statements are sent out quarterly, so that is how it should be set. Notice that this one is incorrect and needs to be changed.

This is how to change the Statement Frequency for any Bank Account.

Go to Maintenance (top bar on home page of Jewel)/Edit Accounts. Find the Bank Account that you want to edit and click on it. Here in GCC, bank accounts are typically 4 digit and start with 8. This SURF account is #8003.

Once you click on it, the details show up in the center section of your screen and you can then click on the "Edit" box.

"The Statement Frequency" setting is clear down at the bottom.

You can just click on the little down arrow and choose the correct setting. In this case I will change it to "Quarterly."

Once your settings and dates are entered correctly, you will not have to revisit them unless you add or change a bank account.