

## Adjusting a Previous Month Check while Reconciling

**NOTE:** If you find a check that has a **slightly different total** on the statement than that same check in Jewel, but it is from a previous month that has already been closed and the reports printed and presented to the board, you should make an adjustment in the current month. Here is how to do it. If the difference is large and you don't know why, call the Auditor.

1. Write down these items before you start so you have them handy:
  - The check number of the check that needs to be adjusted
  - The posting account of the original check – “Church Budget” etc.
  - The total of the check in Jewel
  - The total of the check on the bank statement.
2. Go to the Reconcile Page
3. Click on "New Entry" button (lower right), and in that section, you will:
4. Choose the round button that says "Checks written and bank fees", since you are adjusting a check.
5. In the Account Name box, type in name of the account that the original check was posted to (if there is more than one, choose just one)
6. Income or Expense? Decide if you should use the “Income” or the “Expense” box.
  - If the statement amount is more than the Jewel amount, enter the difference between Jewel and the statement in the “Expense” box.
  - If the statement amount is less than the Jewel amount, enter the difference between Jewel and the statement in the “Income” box.
7. Date: Enter the date that the check actually cleared your bank. If it was in a previous month, enter the first day of the current month.
8. Memo: Enter “***Adj to ck #xxx to match statement***” (without the quotes) in the memo box, changing the xx’s to your check number.
9. Click on "Add Entry". The adjustment will appear in the checks section of the reconciliation page, already checked off.

Once the incorrect check and the adjustment are both checked off, together they will equal the amount of the check on the statement.

**NOTE:** If you have made a mistake and entered the adjustment as an expense when it should be an income, or vice versa, here are instructions to edit the adjustment you just made.

*Above the photo, click on “General Journal Entry.”*

*On the General Journal Entry page, find the red “Previous” arrow and click on it. The entry you just created will be there. Move the adjustment amount to the correct box and click OK.*