Statement Frequency Settings on Bank Accounts

When you click on “Reconcile,” Jewel opens a lead-in screen that gives you a list of all of your bank accounts. This list should match the accounts that are listed at the top of the "Financial Summary" from the “Monthly Reports.”

Bank Reconciliation

Click on and reconcile each account in this list for which you have a current bank statement:

		Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
	8001	Checking - Truist	02/29/24	89,547.48	Monthly	03/31/24

If your church only has one bank account, the entry page it will look something like this.

Note that this “Reconcile” entry screen tells you the “Account” number and name, the “Reconciled Through” date, the “Ending Balance”, the “Statement Frequency” and the “Next Date” that you are due to reconcile. The “Statement Frequency” of a checking account should always be “**Monthly**.”

Your church may have a SURF savings account on your "Financial Summary" as well. In which case your lead-in account list will look something like this.

Bank Reconciliation

Click on and reconcile each account in this list for which you have a current bank statement:

		Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
	8001	**Checking**	**12/31/23**	67,942.01	**Monthly**	**01/31/24**
	8003	**SURF**	**09/30/23**	18,797.92	**Quarterly**	**12/31/23**

There are two accounts, and since SURF statements arrive **quarterly** and checking statements arrive **monthly**, the "Statement Frequency" is set differently for each of them.

NOTE: *If any of your bank accounts are not set correctly, the "Statement Frequency" settings can be edited. Keep reading for instructions on how to do this*

Bank Reconciliation

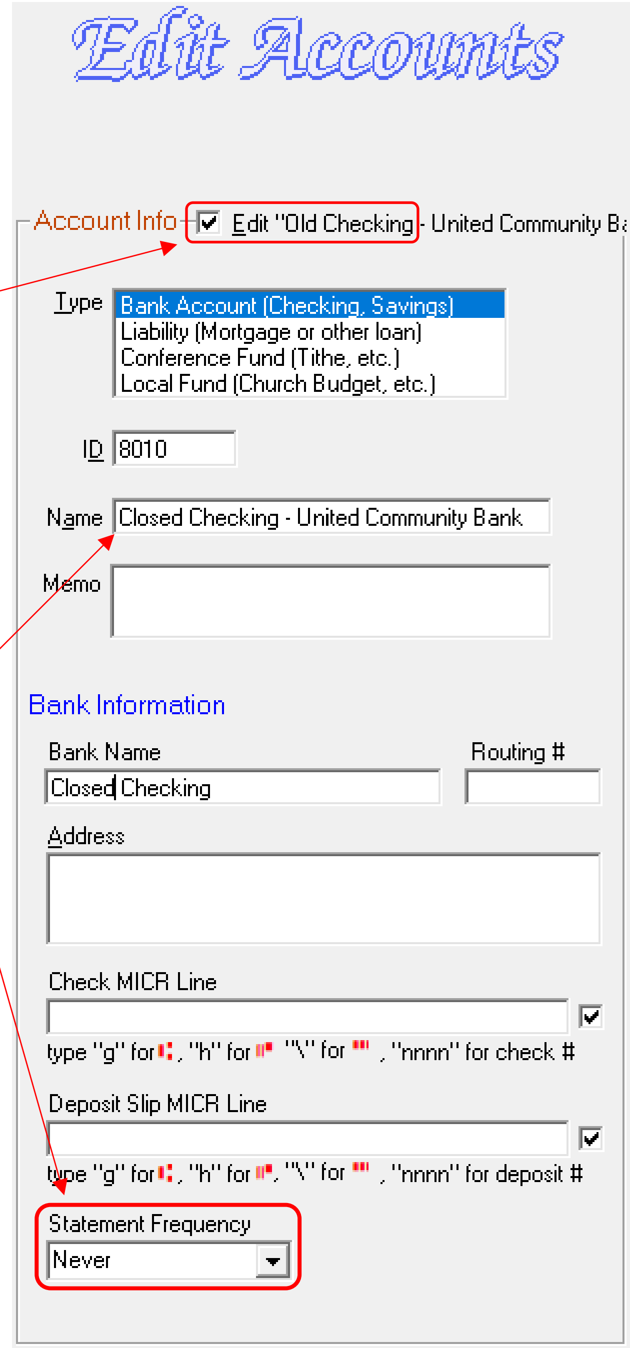
Click on and reconcile each account in this list for which you have a current bank statement:

		Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
	8010	Old Checking - United Community Bank	02/29/24	0.00	Monthly	03/31/24
	8003	**Savings - SURF**	**01/31/24**	62,209.60	**Monthly**	**02/29/24**
	8011	Old Bld Fund - United Community Bank	02/29/24	0.00	Monthly	03/31/24
	8007	Pathfinders - FNC Checking	02/29/24	8,765.96	Monthly	03/31/24
	8008	Adventurers - FNC Checking	02/29/24	3,048.39	Monthly	03/31/24
	8009	Camporee - FNC Checking	02/29/24	46,766.81	Monthly	03/31/24
	8001	Checking - FNC (new)	02/29/24	277,001.86	Monthly	03/31/24

Some of you have more accounts on your reconcile lead-in page than are at the top of your “Financial Summary.” There may be bank accounts that have been closed, but the "Statement Frequency" has not been edited to reflect that fact. Their ending balance is zero, but they continue to appear because the "Statement Frequency" is incorrect.

This is how to change it:

Go to “Home Page/Maintenance (top bar)/Edit Accounts.”



1) In the left column, find and click on the account that is no longer in use, has a zero “Ending Balance” but is still showing up on the lead-in page.

2) Click on the small "Edit" box in the top middle of the page.

3) Scroll down to the bottom middle to find "Statement Frequency".

4) Change it to "Never."

5) You can also add "Inactive" or "Closed" to the beginning of the account” Name” line, so the status of the account is easy to see at a glance.

When finished, it would look something like this:

Click on the “OK √” to save and leave. Once the frequency is set to "Never" that bank account will disappear from the reconcile entry screen.

You can edit the "Statement Frequency" on all unused accounts until only the accounts that appear at the top of your "Financial Summary" show up on the reconcile lead-in screen.

If wish to edit the existing “Statement Frequency” (example, you wish to change SURF to monthly) on an existing bank account, the procedure is the same. Find the bank account, click on it, click on “Edit,” scroll to the bottom and change it, click “OK √” to save and leave.

For more tutorials on BANK RECONCILIATIONS, see section 3500 on the gccsda.org auditor webpage.

This information has been brought to you by the Georgia-Cumberland Conference Audit Team
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