

How to Catch Up on Reconciliations That Are Several Months Behind

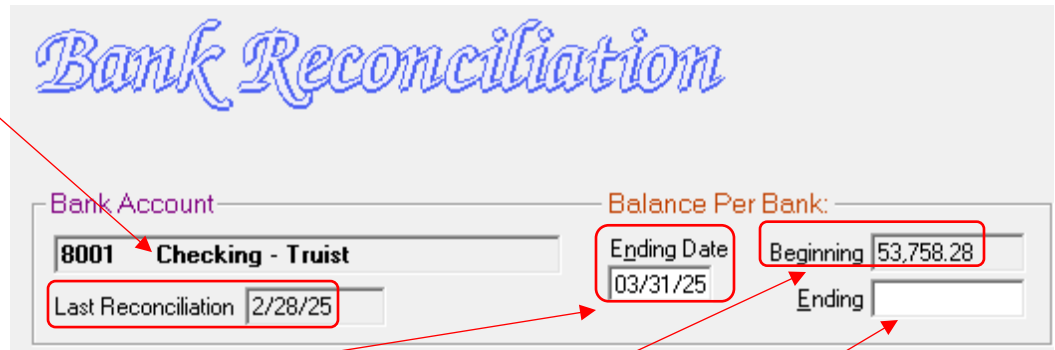
NOTE: You should not attempt to reconcile by combining several months in one bank rec. Each month is to be reconciled separately, chronologically, from the first one all the way up to the current month.

Follow these steps carefully. Being very systematic and deliberate will save time in the long run, as will reconciling each month before you close, once you are caught up.

1. Go to Jewel home page, then choose "Reconcile:"

This box tells you the date of the most recent bank reconciliation. (It is currently August and we are closing July, so there are five months of bank recs to catch up)

The next month to reconcile, in this case, is March of 2025.



The screenshot shows the 'Bank Reconciliation' form. The title 'Bank Reconciliation' is in a large, blue, cursive font. Below it, the 'Bank Account' section has a dropdown menu showing '8001 Checking - Truist'. To the right, the 'Balance Per Bank' section has a 'Beginning' balance of '53,758.28' and an 'Ending' balance field. The 'Ending Date' is set to '03/31/25'. The 'Last Reconciliation' date is '2/28/25'. Red arrows point from the text blocks to the 'Ending Date', 'Beginning' balance, and 'Last Reconciliation' fields.

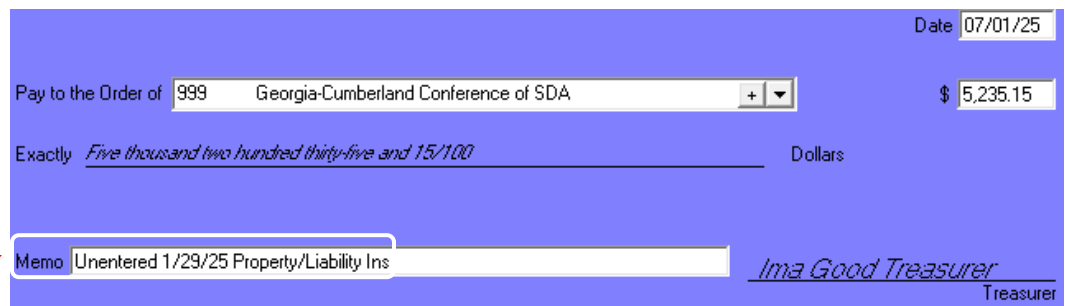
2. Enter the correct "ENDING DATE." Edit the date in Jewel if it is not the correct final day of the month that is next to be reconciled.

3. Double check the "BEGINNING BALANCE" for the month you are reconciling, on the statement, then in Jewel, to verify that they match. If they do not, **contact your support person for assistance.**

4. Find the "ENDING BALANCE" on the bank statement and enter it in Jewel. Sometimes the statement calls it "Current Balance" or "Final Balance" or something similar, but it will be in the top section of the statement where the month's checks and deposits are summarized.

5. Using the correct Bank Statement, reconcile each "behind" month as you normally would. (Tutorials 3520, 3530, 3540)

- Enter missed checks into the current month, even though they were originally dated in a previous month. Put the original check date in the memo line.



The screenshot shows a check entry form. The 'Date' is '07/01/25'. The 'Pay to the Order of' field shows '999 Georgia-Cumberland Conference of SDA'. The amount is '\$ 5,235.15'. The 'Exactly' field shows 'Five thousand two hundred thirty-five and 15/100'. The 'Dollars' field is empty. The 'Memo' field shows 'Unentered 1/29/25 Property/Liability Ins'. The signature line shows 'Ima Good Treasurer' and the title 'Treasurer'. A red arrow points from the text block to the 'Memo' field.

- Adjust any checks or deposits that don't match the statement using *Tutorials #3560, 3570*.
- If you find an offering deposit that has been missed and your "Next Step" is not "Start New Offering," don't enter it as a "General Journal Entry." Ask for assistance to enter it correctly.
- Import any missing "Adventist Giving" deposits using the "Import from a File" method. (*Tutorial #3060*)
- Enter any non-offering deposits using a General Journal Entry. The memo should give the actual date of the deposit. Example: "Unentered 2/2/24 Evangelism Allocations"

6. Once you achieve a zero difference, Click "OK ✓" and then "Yes" to print.

7. Open the "Reconcile" screen again and continue reconciling each month, one by one, using the above instructions, until you are caught up. Any missing checks or deposits from those previous months will show up in the current month "Check" or "Deposit Reports."

If you are unsure of your skill level, contact your support person for assistance.

NOTE: *The entries you make as you are catching up (such as missed offerings or Adventist Giving Reports) might add to your current month remittance. Jewel will take care of it automatically. Just remit as usual when it is time.*

Corresponding videos: 6.5 – Step-By-Step Through a Simple Bank Rec. Find at <https://www.gccsda.com/auditing/10963>
 6.3 – Tips to Success if Reconciling Seems Hard
 6.1 – Why is Reconciling So Important?

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
 Created by Linda McCabe. Edited 8/25/2025*