Reconciling Your Account

Available in All Versions of Sage 50 Accounting

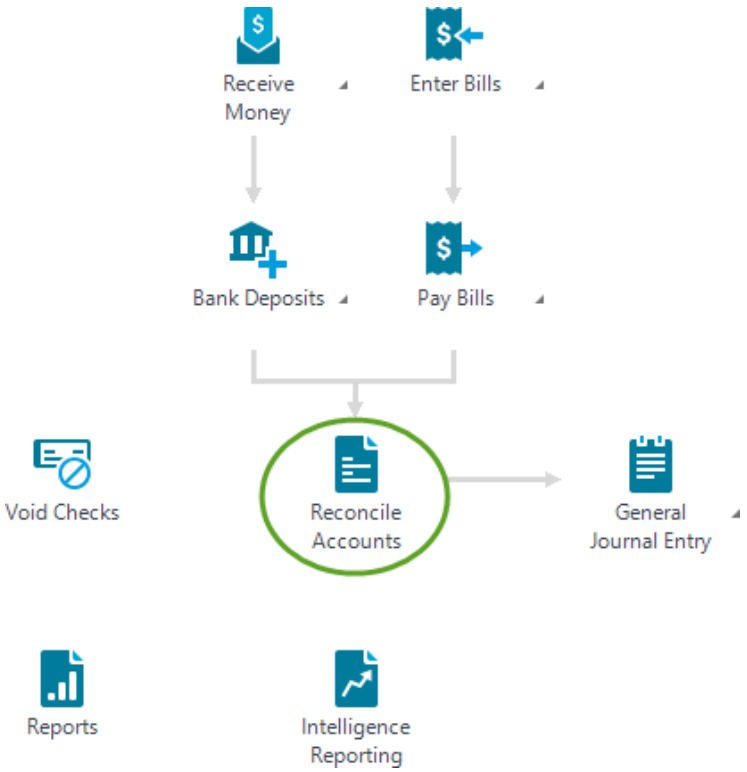
Quick Reference Guide

What does it mean to reconcile my account? Why should I do it?

Reconciling your account means to balance your checkbook. Each month you can match up the checks and deposits on your bank statement to those in Sage 50. By doing this, you'll be able to catch if any errors were made. These errors could include a check or deposit that was entered twice in Sage 50 or even a missing check or deposit. Reconciling your account allows you to keep an accurate account balance in Sage 50.

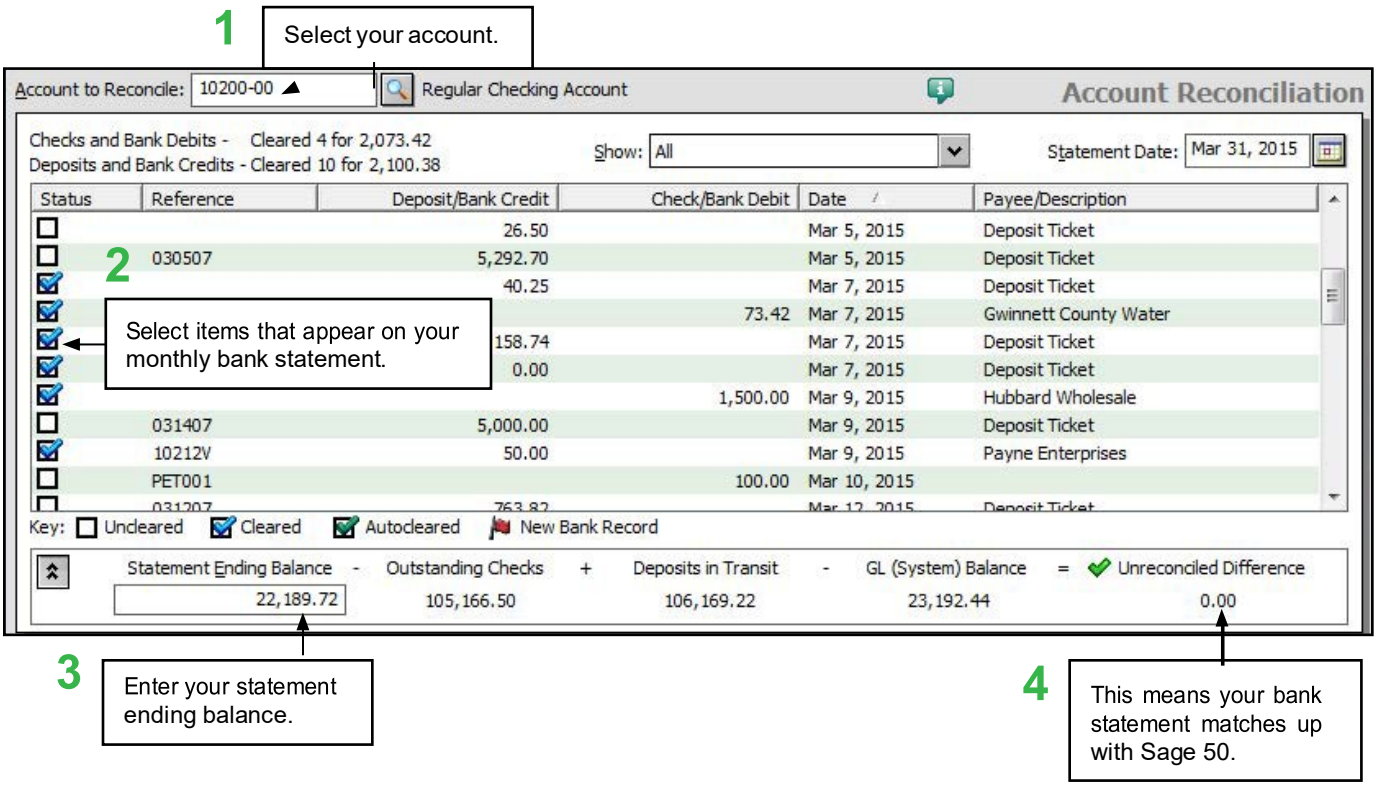
How do I reconcile my accounts?

Go to the Banking area and select Reconcile Accounts.



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Basic steps for reconciling your accounts:



Tip: Make sure to click OK to save your work.

Did you know?

- You can save time and import your bank statements. Sage 50 will automatically match your transactions. Once the import is complete, just verify everything is correct and click OK to save.
- If a transaction is on your statement but is missing in Sage 50, click the Add New button to quickly create it.
- You can clear multiple transactions at one time.

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