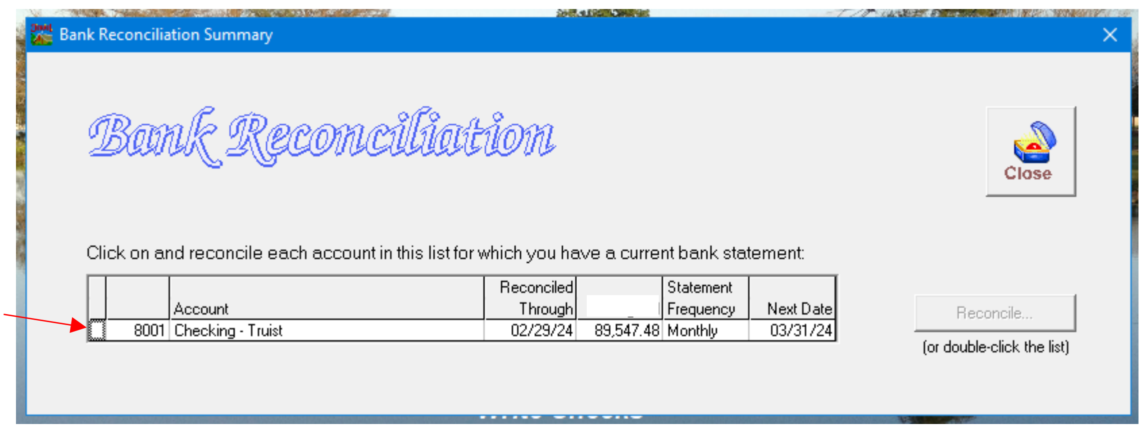
A Tour of the Bank Reconciliation Screen in Jewel
To Help Familiarize You with Its Features

Our tour starts next to this handsome fellow.

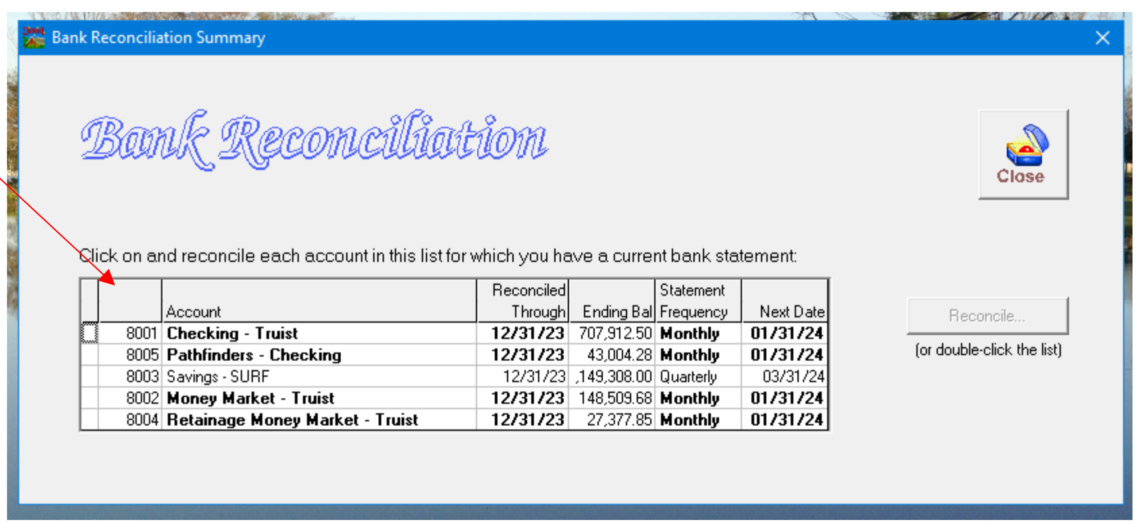
If the "Next Step" doesn't say "Reconcile Bank Statements," then you can always find it just below "Transfer Funds."

***NOTE:** If your "Home Page" has a different picture, find the upgrade to version 9 in Jewel in "Help/Check for Updates" before you continue.*

Clicking "Reconcile" will bring you to this entry screen, where you can choose which account you would like to reconcile.
Your church may only have one Bank Account

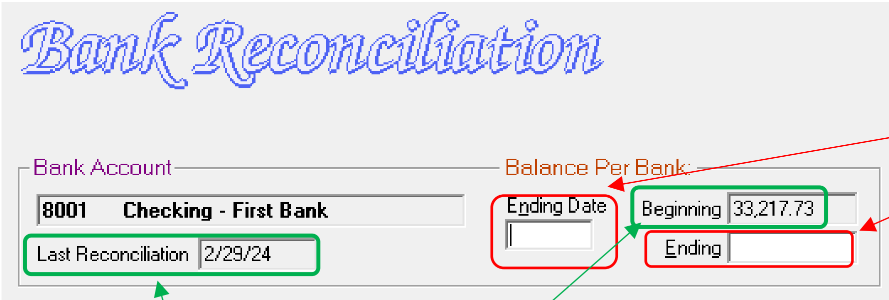


or many.



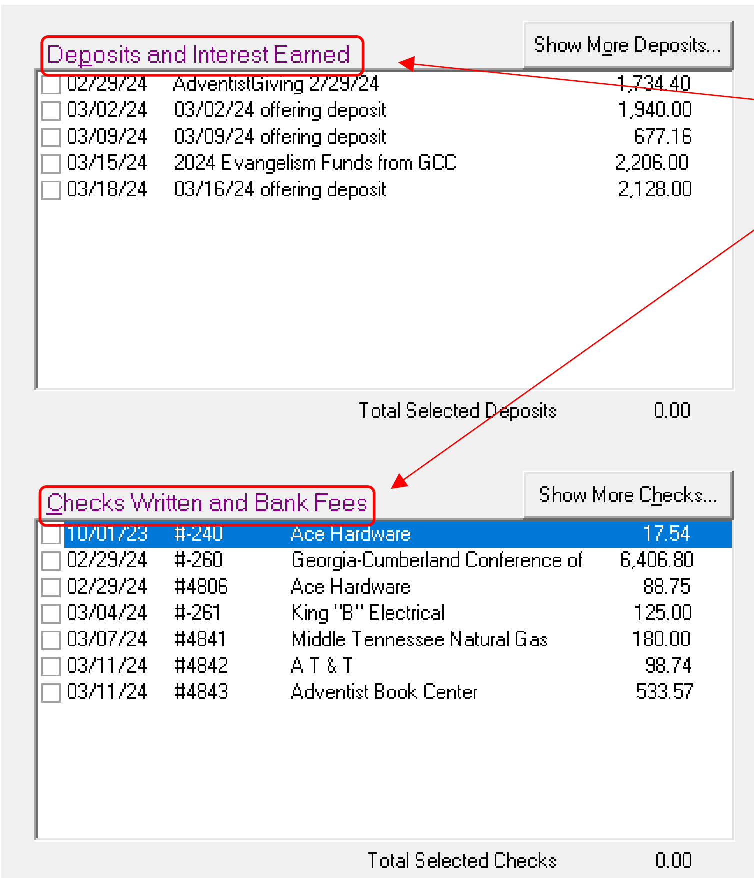
But this is where you will always start.

Find and double click the account you wish to reconcile.



This top left corner of the screen is where you will start by entering the correct "Ending Date" and the correct "Ending Balance" from the bank statement.

The "Last Reconciliation" and "Beginning Balance" boxes are filled automatically from the previous month bank rec and cannot be changed here.

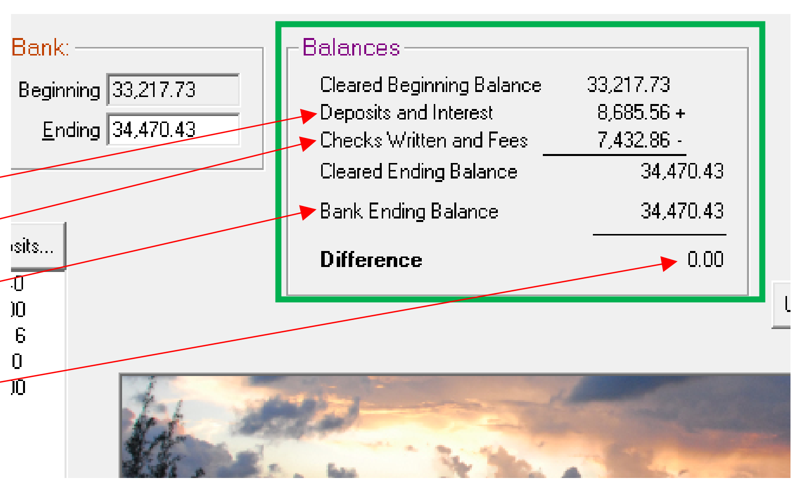


The left half of the Bank Rec screen contains all the "Deposits"

and all the "Checks."

Each Deposit or Withdrawal that is found on the Bank Statement will be checked off in Jewel.

(Tutorial #3520 has more detail on the actual reconciliation process)

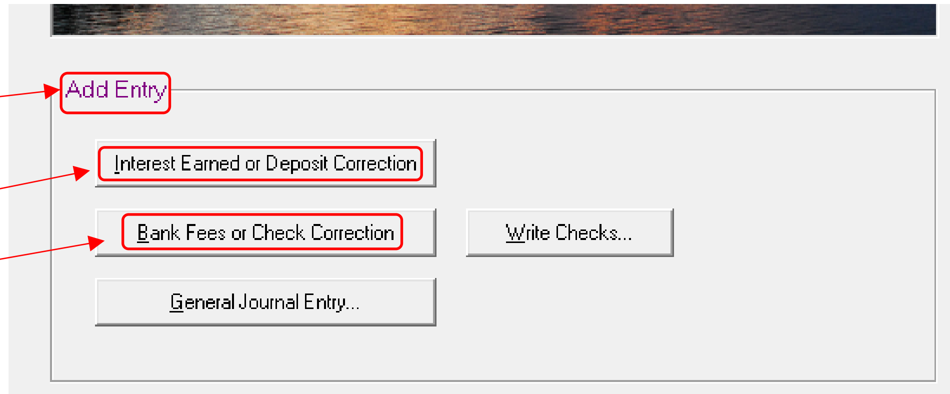


The "Balances" box just above the picture keeps a running total of:
"Deposits and Interest" checked off so far
"Checks Written and Fees" checked off so far
The "Difference" between the "Cleared Ending Balance" and the "Bank Ending Balance."

When the "Difference" is zero, the reconciliation is complete.

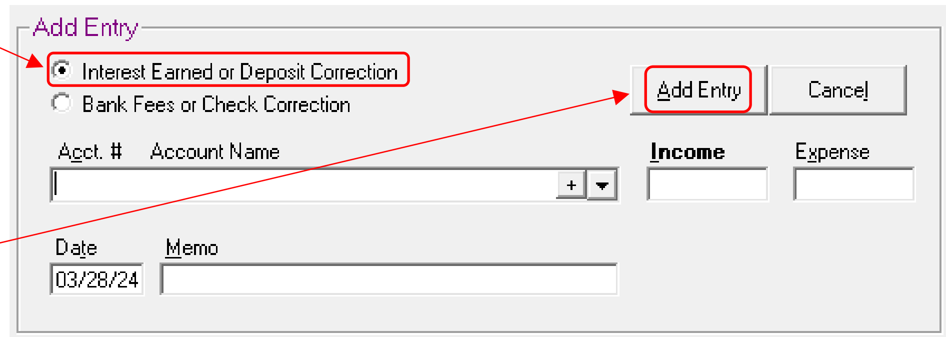
Just beneath the picture, on the bottom right corner of the screen, the "Add Entry" section gives you several options.
You can choose between:

- "Interest Earned or Deposit Correction" and
- "Bank Fees or Check Correction."



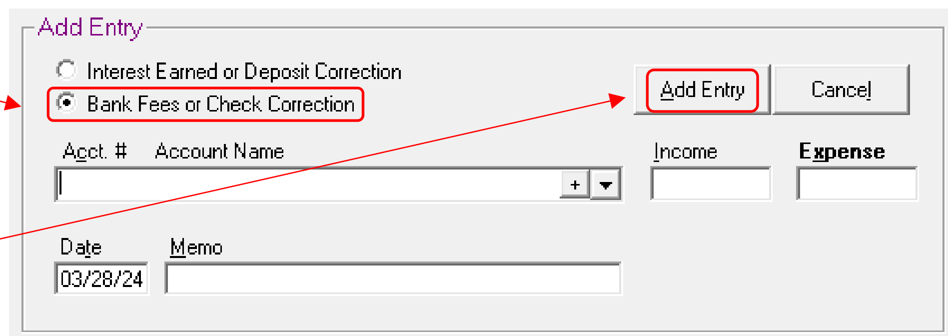
Choosing "Interest Earned or Deposit Correction" will reveal this screen. *(Use Tutorial #3570 to adjust a deposit from a previous month, #3630 to add interest)*

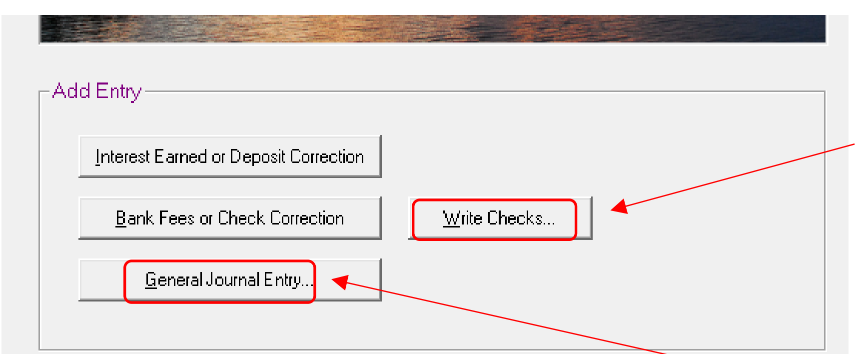
Once you are finished, "Add Entry" will take you back to the reconcile page.



Choosing "Bank Fees or Check Correction" will reveal this option. *(Use Tutorial #3560 to adjust a check from a previous month)*

Once you are finished, "Add Entry" will take you back to the reconcile page.

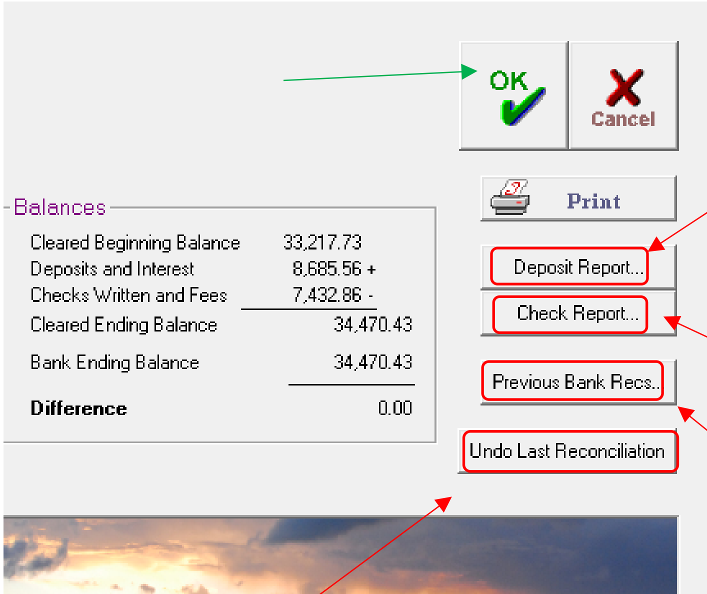




If you discover that you have forgotten to enter a check or an electronic payment, you can use the "Write Checks" button to go directly to a blank check. *(Tutorial #7030)*

Once you have completed the payment, click on the "OK √" in the top right, and Jewel will return you to the reconcile page so you can finish.

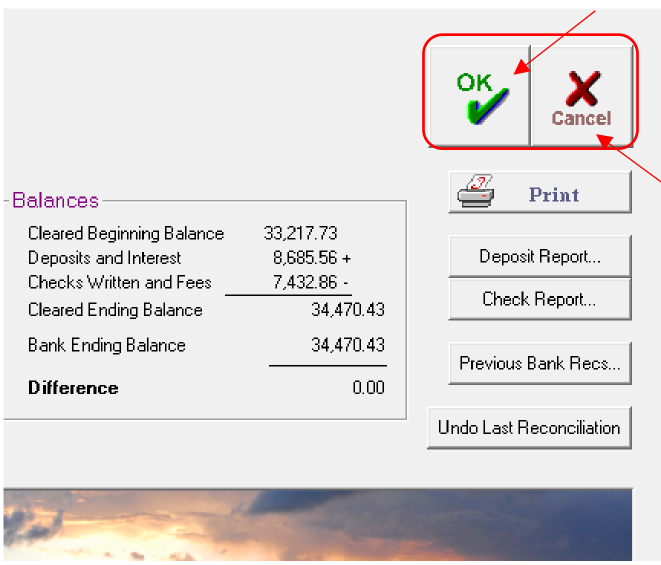
And if you need to enter a non-offering deposit such as rental income, use this General Journal entry button. *(Tutorial #7160)*



And lastly, the top right corner of the Reconcile page provides several other navigation shortcuts:

- "Deposit Report" – when you need to verify a deposit or edit an envelope *(Use Tutorial #3600 to edit envelope from current month)*
- "Check Report" – when you need to navigate to a specific check to verify or to edit it *(Tutorial #3600)*
- "Previous Bank Recs" – where you can access all bank rec reports from previous months/years

"Undo Last Reconciliation" gives you a chance to undo/redo the most recent bank rec if something is incorrect such as the Adjusted Bank Balance, and you would like a second chance to get it right. *(Tutorial #3680)*



The green "OK √" is used only when you have a zero difference and are ready to save and close the bank rec.

Use "Cancel" to leave the Reconcile screen for any other reason. Jewel will give you a chance to save your work.

Corresponding videos: 6.1 – Why is Reconciling So Important? Find at https://www.gccsda.com/auditing/10963
6.3 – Tips to Success if Reconciling is Intimidating

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 8/22/2025