

# Bank Reconciliation

Bank Reconciliation electronically manages your checkbook, so dealing with statements is quick, accurate and painless. It even accepts imports from Microsoft® Money®, Quicken® and other popular .ofx or .qfx formats from your bank for truly simple bank reconciliation.

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## Features and Benefits

- Reconciliation of all transaction types: withdrawals, deposits, transfers
- Various reconciliation methods: clicking specific checks on a grid of unreconciled checks or entering check number, date and amount
- Verification of balance
- Discrepancy advisory: imbalances, canceled check amount disagrees with bank statement amount
- Extensive reports: reconciled and outstanding checks, delete canceled checks, newly written checks
- Integration with all Shelby software that prints checks or receives deposits
- Works with all Canon check scanners to speed data entry and reduce processing time
- Avoids duplicate data entry — all bank transactions are posted automatically
- Assures user of accuracy by noting discrepancies and simple keying errors
- Included with purchase of Accounts Payable, Payroll or Check Express

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### Required modules:

- General Ledger
- GlobaFILE

### Requires one of these modules:

- Accounts Payable
- Contributions
- Check Express
- Payroll

Buy these Shelby Add-on products to boost the power of **Bank Reconciliation**:

- Canon CR-25
- Canon CR-55
- Canon CR-180



Bank Reconciliation - [Outstanding Items Information]

File Edit Records Reports Utility Help

002/000/10200 First Church of the City Operating Cash

Include what type(s) of items?  
 Checks & Voids?  Deposits?  
 Withdrawals?

Begin Date: [ ] End Date: [ ] No filter by period

Item #	Type	Date	Payee/Description	Amount
001198	Check	12/12/2014	HARRY BURNS	(\$80.00)
001199	Check	12/12/2014	MR. GERARD BUTLER	(\$50.00)
001200	Check	12/12/2014	MR. TAYLOR CAMPBELL	(\$12.50)
001201	Check	12/12/2014	MRS. NIKOL CASTLE	(\$35.00)
001202	Check	12/12/2014	MISS TAYLOR DAVID	(\$55.00)
001203	Check	12/12/2014	MRS. BARBARA JOHNSON	(\$921.50)
001204	Check	12/12/2014	KROGER	(\$765.83)
001205	Check	12/12/2014	MS. CELESTE MONTGOMERY	(\$1,448.77)
001206	Check	12/12/2014	JOHN MYERS	(\$1,483.27)
001207	Check	12/12/2014	NOELLE NELSON	(\$25.00)
001208	Check	12/12/2014	JONAH SMITH	(\$75.00)
001209	Check	12/12/2014	MR. JOSHUA SMITH	(\$250.00)
001210	Check	12/12/2014	SPRING HILL M. B. CHURCH	(\$2,124.83)
001211	Check	12/12/2014	TMOBILE	(\$865.00)
001212	Check	12/12/2014	JIMMY NEUTRON	(\$4,342.97)
001213	Check	12/12/2014	JOHN WAYNE	(\$1,005.25)
001214	Check	12/12/2014	MR. SAMUEL WELLS	(\$1,338.25)
001215	Check	12/12/2014	TORIAN ZAMBITO	
				39 entries

This is the Outstanding Items Information screen. On this screen number of an item. To add a new record, click New. To make ch

Ready

Bank Reconciliation Preferences

Reconcile Using Detail List  
 Reconcile Using Item Entries  
 Reconcile Using Cross Check

OK Cancel

Cross Check [ ] [ ]

Reconcile your bank statement using a Detail List, Item Entries, or a Canon check scanner.