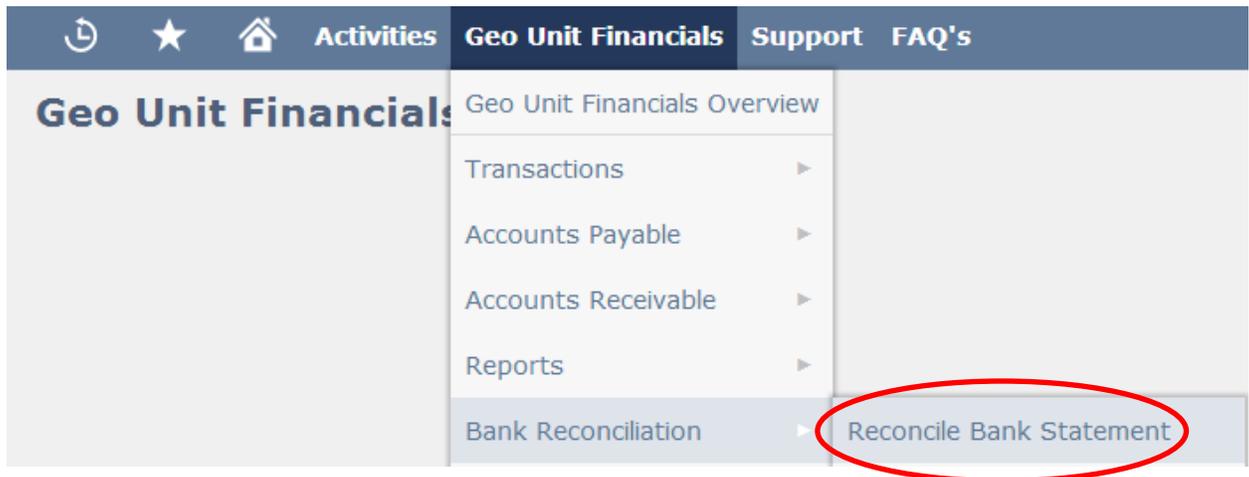
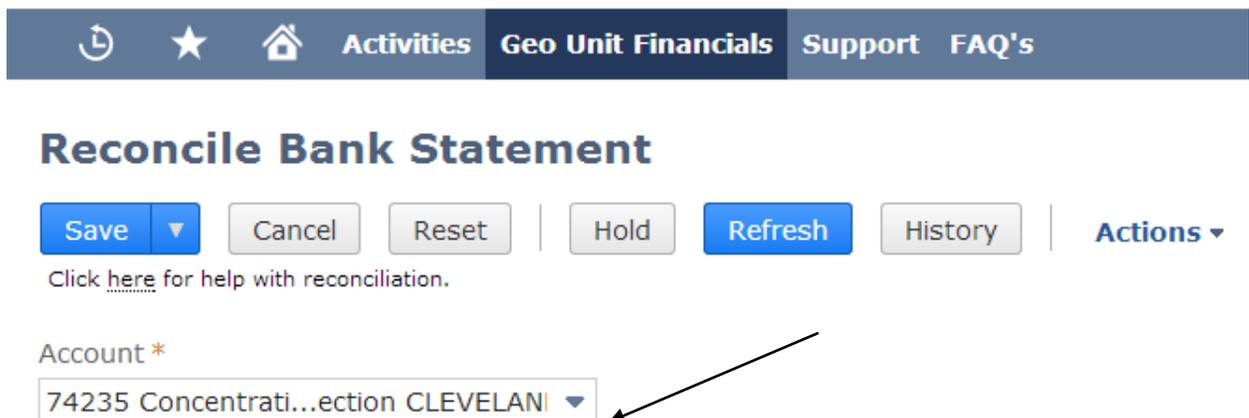


How to Reconcile your Bank Statement

1. Hover your mouse over “Geo Unit Financials” on the NetSuite toolbar and go to “Bank Reconciliation” and click on “Reconcile Bank Statement”.



2. Select the appropriate bank account from the drop down list.



3. Input the ending statement date for the month you are reconciling. (e.g. If you are reconciling December 2013, you would enter 12/31/2013 in the “Statement Date” field).

How to Reconcile your Bank Statement

Account *

74235 Concentrati...ection CLEVELANI ▼

Currency

USA

Region

Region 2

Statement Date *

12/31/2013



4. Enter in your Bank Statement balance that is on your bank statement for the month you are reconciling into the “Ending Statement Balance” field.

Account *

74235 Concentrati...ection CLEVELANI ▼

Currency

USA

Region

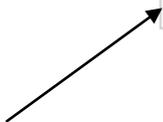
Region 2

Statement Date *

12/31/2013

Start Date

Ending Statement Balance *



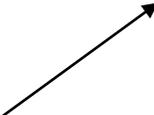
How to Reconcile your Bank Statement

5. Check off the transactions that have cleared on your bank statement. If they were checks or a payments, they will be in the “Checks and Payments” tab. If they were Deposits or Credits, they will be under the “Deposits and Credits” tab.

RECONCILE	CLEARED	DATE	TYPE	TRAN NO.	MEMO	#/N REF.	AMOUNT
<input checked="" type="checkbox"/>		1/1/2013	Deposit	18309			8.57
<input type="checkbox"/>		1/18/2013	Deposit	18310			125.00
<input type="checkbox"/>		1/22/2013	Deposit	18312			14,622.00
<input type="checkbox"/>		2/1/2013	Deposit	18313			8.12
<input type="checkbox"/>		2/2/2013	Deposit	18362			6,604.00
<input type="checkbox"/>		3/1/2013	Deposit	18351			9.05
<input type="checkbox"/>		4/1/2013	Deposit	18361			10.00
<input type="checkbox"/>		5/1/2013	Deposit	18384			16.33
<input type="checkbox"/>		5/1/2013	Deposit	18382			10.58
<input type="checkbox"/>		6/1/2013	Deposit	18393			12.88
<input type="checkbox"/>		6/5/2013	Deposit	18389			2,000.00

6. The “difference” field should be equal to 0.00 in order to successfully reconcile for a given month. If this field is anything other than 0.00, your reconciliation is not in balance. This is an example of a reconciliation that is in balance.

Account *	74235 Concentrati...ection CLEVELAN	Last Reconciled Balance	0.00
Currency	USA	Reconciled This Statement	8.57
Region	Region 2	Difference	0.00
Statement Date *	12/31/2013		
Start Date			
Ending Statement Balance *	8.57		



How to Reconcile your Bank Statement

7. If your “difference” field is anything other than 0.00 you will need to compare the activity checked off as reconciled in NetSuite to your Bank Statement. This is an example of a reconciliation that is NOT in balance.

Account *	74235 Concentrati...ection CLEVELAN ▾	Last Reconciled Balance	0.00
Currency	USA	Reconciled This Statement	8.57
Region	Region 2	Difference	0.43
Statement Date *	12/31/2013		
Start Date			
Ending Statement Balance *	9.00		

8. Once you have determined that your reconciliation is in balance (“difference” field equals 0.00), then you will click “Save” to save the reconciliation.

<input checked="" type="checkbox"/>	9/1/2013	Deposit	18435
<input checked="" type="checkbox"/>	9/9/2013	Deposit	18433
<input checked="" type="checkbox"/>	10/1/2013	Deposit	18442
<input checked="" type="checkbox"/>	10/15/2013	Deposit	18441
<input checked="" type="checkbox"/>	11/1/2013	Deposit	18446
<input checked="" type="checkbox"/>	12/1/2013	Deposit	18482
<input checked="" type="checkbox"/>	12/1/2013	Deposit	18461
<input checked="" type="checkbox"/>	12/30/2013	Journal	3462

[Save](#) ▾ [Cancel](#) [Reset](#) | [Hold](#) [Refresh](#) [History](#) | [Actions](#) ▾

