



Tip of the Month – March 2002

Make reconciling your bank statements a breeze!

Did you know that in the Bank Reconciliation screen you can choose to mark a range of checks at one time? It's easy!

- In the Select Bank Transactions window checkmark the first check in your range of checks to be cleared
- Click on the Range option in your file menu
- Click on Begin Range
- Checkmark the last check in the range of checks to be cleared
- Click on the Range option in your file menu
- Click on End Range
- You will see an asterisk (*) next to all items that fall within the range of checks to be cleared
- After checking to ensure the range is correct, click on the Range option in your file menu one last time, and choose mark. This will checkmark all the checks between the first and last items you manually checked.
- You can do this for deposits too!