


Monthly Cash Reconciliation

PROCESS CASH RECONCILIATION

Make sure you are in the "current" period you are doing the reconciliation for

Go to **Periodic/Cash Reconciliation**

- Click **+CREATE**
- Compare the populated Total Fund Balance to the balance on the SSDT Cash Summary report
- Enter all necessary information for the current posting period
 - Add description and amounts
 - Click  to add
- Confirm Total Balance with Total Fund Balance matches
- Click **SAVE**