




4. Click the **Totals** (  ) icon to calculate / recalculate the totals shown on the screen and review the reconciliation totals shown in the lower-right – the **Reconciliation Error** should show zero.
5. Click **Save**.
6. At the confirmation dialog, click **Clear**.

## Record Dates for Accurate Reconciliations

You might have problems with a reconciliation if the dates are incorrect. These issues may arise because the general ledger (GL) entries for the purchase carry the date of the purchase, while the check register entries carry the date of the disbursements. This is as-designed so you can reconcile each expense with the statement.

For example, if a purchase is dated 9/15, you should reconcile the account as of 9/15. If you reconcile it as of an earlier date, it's possible that the GL account will show an inaccurate balance.

Note: Changing the date for the GL entries to match the date of the *expense* can cause additional problems. For example, this would put the aging reports out of sync with the GL. A purchase record has a single aging entry based on its purchase date. Using the sample dates from above, the aged balance would be \$0 as of 9/14. This is because the purchase didn't exist then – it wouldn't even appear on the report. However, the GL would show a balance. Manipulating GL entry dates this way can also cause other complications when dealing with Purchases or other [subsidiary ledgers](https://www.accountingtools.com/articles/what-is-a-subsiary-ledger.html) (<https://www.accountingtools.com/articles/what-is-a-subsiary-ledger.html>).

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