

# MLS Reconciliation Instructions for United States, Canada, and the Caribbean

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You will receive a Church Unit Financial Statement from Church headquarters each month. There is a page in this statement where you are supposed to reconcile your account to your checkbook. Because with MLS there is no checkbook, you will not use this page. These instructions explain how to reconcile the information on your Church Unit Financial Statement to the information in MLS. When you are finished, MLS will print a Reconciliation Report that you can file with the statement. Do the following:

<b>Go to the Reconcile Screen</b>	<ol style="list-style-type: none"> <li>1. On the MLS main screen under <b>Finances</b>, click <b>More</b>.</li> <li>2. On the <b>Finances</b> menu under <b>Reports/Reconcile</b>, click <b>Reconcile</b>.</li> <li>3. In the window that appears, enter the correct month for the reconciliation and click <b>OK</b>.</li> </ol>
<b>Balances</b>	<ol style="list-style-type: none"> <li>1. Find the line on your Church Unit Financial Statement titled Ending Balances.</li> <li>2. In MLS, enter the ending balances in the correct fields on the screen.</li> <li>3. If you have received any interest on your account, enter that in the <b>Interest</b> field.</li> <li>4. Click on <b>Next</b>.</li> </ol>
<b>Other Items</b>	<ol style="list-style-type: none"> <li>1. Look through your statement and find any items that are on the statement that would not be in MLS (for example, a monthly missionary amount transfer). For each of these items:             <ol style="list-style-type: none"> <li>a. Click on <b>Add Item</b>.</li> <li>b. There is a small box with a check mark on the left end of the line of fields that appears. Do not remove this check mark unless told to do so by MLS Support at Church headquarters.</li> <li>c. In the <b>Date</b> field, enter the date of the item as found on the statement. Use the format shown on the screen or click on the <b>calendar</b> icon and select the correct date.</li> <li>d. In the <b>Ref Num</b> field, enter the reference number of the item as found on the statement.</li> <li>e. In the <b>Category</b> field, enter the name of the category shown for this item on the statement, or click on the <b>magnifying glass</b> icon and choose the category from the list that appears.</li> <li>f. In the <b>Amount</b> field, enter the amount for this item as found on the statement. (If this is an expense, enter a negative (-) amount.)</li> <li>g. In the <b>Reason</b> field, enter what this item was for.</li> <li>h. Repeat the above steps for other items found on the statement that are not in MLS.</li> </ol> </li> </ol>

<p><b>Other Items (continued)</b></p>	<p>i. When finished entering items, click on <b>Next</b>.</p>
<p><b>Reconcile</b></p>	<ol style="list-style-type: none"> <li>1. There are now three tabs on the screen: Deposits, Expenses, and Transfers. Click on <b>Deposits</b>. <ol style="list-style-type: none"> <li>a. Compare all items on the screen with deposits listed on the monthly statement.</li> <li>b. For each deposit found on the statement, click the <b>check box</b> in the Cleared column next to that deposit on the screen.</li> </ol> </li> <li>2. Click on the <b>Expenses</b> tab. <ol style="list-style-type: none"> <li>a. Compare all items on the screen with expenses listed on the monthly statement.</li> <li>b. For each expense found on the statement, click the <b>check box</b> in the Cleared column next to that expense on the screen.</li> </ol> </li> <li>3. Click on the <b>Transfers</b> tab. <ol style="list-style-type: none"> <li>a. Compare all items on the screen with transfers listed on the monthly statement.</li> <li>b. For each transfer found on the statement, click the <b>check box</b> in the Cleared column next to that transfer on the screen.</li> </ol> </li> <li>4. Click on <b>Next</b>.</li> </ol>
<p><b>Report</b></p>	<ol style="list-style-type: none"> <li>1. Use the report that appears on the screen to isolate possible areas where information is missing. (You can print the report if you want.) The report compares adjusted statement balances with MLS balances and shows unreconciled differences. If there are unreconciled differences, find the source of the differences and click on <b>Temporary Adjustment Items</b>.</li> <li>2. If an adjustment needs to be made to the statement to match the MLS information, click on <b>Add</b> on the Report screen.</li> <li>3. In the line of fields that appears, enter the information for the item that is causing an unreconciled difference. (If the statement adjustment will be a negative amount, enter the amount here without the minus (-) sign. If it will be a positive amount, enter a minus (-) sign here.) Make sure you enter the reason. Repeat for other unreconciled items.*</li> <li>4. Print the report.</li> <li>5. The bishop and clerk sign the report.</li> <li>6. File the Reconciliation Report with your monthly Church Unit Financial Statement.</li> </ol> <p><b>Important:</b> Entering the temporary adjustment items makes the reconciliation come out correctly, but does not solve the problems that caused the unreconciled differences. You should now make corrections with Church headquarters so these do not appear on the next report.</p> <p>* If a temporary adjustment item you made in a previous month has now been adjusted at Church headquarters, click the box on the right end of the item's information to mark it "Cleared."</p>