## HOW TO RECONCILE AN ACCOUNT

## Accountant -> Reconcile

Begin Reconcilia	tion	Туре а	help question As	k 📉 💌 How	Do I?	×
Select an account	to reconcile, and th	en enter the ending balan	ice from your accou	int statement.		
Account Inwo	ood	last reconciled on	07/31/2007.			
Statement <u>D</u> ate	08/31/20	07 🔳				194
Beginning Balance	27.	51 What if my begin	ning balance doesn'	't match my state	ment?	
Ending <u>B</u> alance						128
Enter any service (	charge or interest e	arned.				128
Service Charge	Da <u>t</u> e	Account				
0.00	08/31/2007	Bank Service Charges	-			196
Interest Earned	Dat <u>e</u>	Acco <u>u</u> nt				1.251
0.00	08/31/2007 🔳		•			
L	ocate Discre <u>p</u> ancie	s <u>C</u> ontinue	Cancel	Help		

Once at this screen verify the beginning balance matches that on your BANK STATEMENT Adjust the date as needed Enter ending balance Enter Service Charges, date and account (BANK SERVICE CHARGES) Click CONTINUE

File	Edit	View	Lists	Accountar	it Comp	any Cus	tomers	Vendors	Employe	ees Banking	Reports	Windo	w Help		
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9	J		Reco	onciling for t	ne perio	Show or	ily transa	ctions on	or before	the stateme	nt ending (	late		G	Name 🔺
11			Chec	ks and Payr	nents			Dep	osits and	Other Credit:	;				
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			Begin	ning Balanci	•		27.51	Mo	dify	Service Ch	arge		0.00		
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			0	Deposits an	nd Other I Doursont	_	0.00			Cleared Ba	ance lance	1	5.92		🔮 Orde
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			1	Reconcile	Now		Leave								
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This page will appear with all unreconciled checks and deposits. Simply check the appropriate matching transactions. The DIFFERENCE should move to zero (0). Click RECONCILE NOW.

Home		
	Company	2 v
	Reconcile Adjustment	Nan
	<ul> <li>There is a \$-11.59 discrepancy between your statement and the transactions you have selected.</li> <li>Click Return to Reconcile to correct this discrepancy so QuickBooks can have an accurate record of your income and expenses. Look for transactions that are on your statement but not in QuickBooks.</li> <li>Click Leave Reconcile to complete reconciliation later. QuickBooks will save your changes.</li> <li>Click Enter Adjustment to force QuickBooks to match your statement. QuickBooks will post a journal entry to a Reconciliation Discrepancies expense account on your statement date. This option is not recommended unless the discrepancy is too small to be worth correcting.</li> </ul>	
	Description     Proving       Items you have marked cleared     Interest Earned     0.00       0 Deposits and Other     0.00     Ending Balance     15.92       0 Checks and Payments     0.00     Cleared Balance     27.51       Difference     -11.59	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Reconcile Now Leave	49

You will have the option to Enter an Adjustment – recommended if a minute amount Alternatives are: Leave Reconcile to complete later or Return to Reconcile to try to find the difference. It could be something as simple as a miss entered or inverted number in a deposit or hand written check; non-entered bank fee, etc..

Simply return to your bank ledger and edit or enter the missing information or choose Enter an Adjustment then go to the bank ledger and locate the transaction. Choose SPI IT and note the missing actions

Choose SPLIT and note the missing actions.

File	Edit	View	Lists	Account	ant	Compa	ny Cus	tomers	Vend	dors	Employees	s Bar	nking	Rep	orts	Wind	low H	Help		
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Adjust the Reconciliation Discrepancies by choosing the proper account and amount for any needed adjustments.

Click RECORD and you are ready for next month.