

Reconciling Your Quickbooks® Accounts

When you receive your monthly bank statement, you will want to reconcile it with your QuickBooks account. Make sure you **Go Online** and download and match your bank transactions prior to reconciling to your statement.

Step 1 From the QuickBooks **Banking** menu, choose **Reconcile**. The **Begin Reconciliation** window will appear.

Select an account to reconcile, and then enter the ending balance from your account statement.

Account:

Statement Date:

Beginning Balance: 0.00 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any service charge or interest earned.

Service Charge: Date: Account:

Interest Earned: Date: Account:

Buttons:

Step 2 Make sure the **Statement Date** matches the end date on your Bank Statement and that the **Beginning Balance** matches your statements beginning balance. If necessary, change the **Statement Date**. Enter the **Ending Balance** from your statement. If there are any service charges or interest on your statement enter that information in the appropriate fields. Click **Continue**. The **Reconcile** window will appear.

For period: 08/31/2008 Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits						
✓	Date	Chk #	Payee	Amount	✓	Date	Chk #	Memo	Type	Amount
	11/26/2007		D/R TEST T...	100.00		07/05/2...		ON 6/30...	DEP	12.00
	07/22/2008		Joe's Print ...	33.00		11/26/2...		Deposit	DEP	100.00
	08/01/2008		Joe's Print ...	10.00						
	08/01/2008		Joe's Print ...	25.00						
	08/25/2008		Joe's Print ...	10.00						
	08/26/2008		Joe's Print ...	15.00						

Buttons:

Beginning Balance: 0.00

Items you have marked cleared:

- 0 Deposits and Other Credits: 0.00
- 0 Checks and Payments: 0.00

Modify:

- Service Charge: 0.00
- Interest Earned: 0.00
- Ending Balance: 0.00
- Cleared Balance: 0.00
- Difference: 0.00

Buttons:

Step 3 Click **Matched**. Enter the appropriate statement ending date on the window that appears. QuickBooks will clear all of the transactions that you have matched up to this point. The **Reconcile** window will re-appear with the cleared transactions indicated with check marks. At this point the **Difference** field should display a zero balance. If it does, click **Reconcile Now** and you are finished. If you do not have a zero balance, click **Leave** and research the discrepancy. You can complete the reconciliation at any time by starting again at Step 1.

Reconcile - Checking [Min] [Max] [Close]

For period: 08/31/2008 Hide transactions after the statement's end date

Checks and Payments					Deposits and Other Credits					
<input checked="" type="checkbox"/>	Date	Chk #	Payee	Amount	<input checked="" type="checkbox"/>	Date	Chk #	Memo	Type	Amount
<input checked="" type="checkbox"/>	11/26/2007		D/R TEST T...	100.00	<input checked="" type="checkbox"/>	07/05/2...		ON 6/30...	DEP	12.00
<input type="checkbox"/>	07/22/2008		Joe's Print ...	33.00	<input checked="" type="checkbox"/>	11/26/2...		Deposit	DEP	100.00
<input type="checkbox"/>	08/01/2008		Joe's Print ...	10.00						
<input type="checkbox"/>	08/01/2008		Joe's Print ...	25.00						
<input type="checkbox"/>	08/25/2008		Joe's Print ...	10.00						
<input type="checkbox"/>	08/26/2008		Joe's Print ...	15.00						

Beginning Balance	0.00	<input type="button" value="Modify"/>	Service Charge	0.00
Items you have marked cleared			Interest Earned	0.00
2 Deposits and Other Credits	112.00		Ending Balance	0.00
1 Checks and Payments	100.00		Cleared Balance	12.00
			Difference	-12.00