

Chapter 48 **RECONCILING ACCOUNTS**

Reconciling is the process of making sure that your account in QuickBooks matches the bank and credit card records. This guards against errors and is done each month when you receive your statement.

You may write a check manually and forget to enter it in QuickBooks, make a deposit and forget to enter it into QuickBooks, make a duplicate transaction, forget about a bank charge, forget to correct a bounced check, or make some other type of error. Sometimes the bank may make an error.

To receive accurate reports and financial records, and to provide accurate property management, reconcile your bank, credit card, and loan accounts on a monthly basis.

Objectives

Upon completion of this chapter, you will be able to:

- Reconcile bank accounts
- Reconcile credit card accounts
- Reconcile security deposit liability account

RECONCILE BANK ACCOUNT

Before you reconcile your bank accounts, check your statement for the following:

- Write Check to enter the Bank Service Charge
- Make a Deposit to enter Interest Earned

To reconcile the bank statement:

- Click **Banking** on the menu bar
- Click **Reconcile**

Begin Reconciliation

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

Account:

Statement Date:

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

Ending Balance:

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
<input type="text" value="0.00"/>	<input type="text" value="07/31/2009"/>	<input type="text"/>	<input type="text"/>
Interest Earned	Date	Account	Class
<input type="text" value="0.00"/>	<input type="text" value="07/31/2009"/>	<input type="text"/>	<input type="text"/>

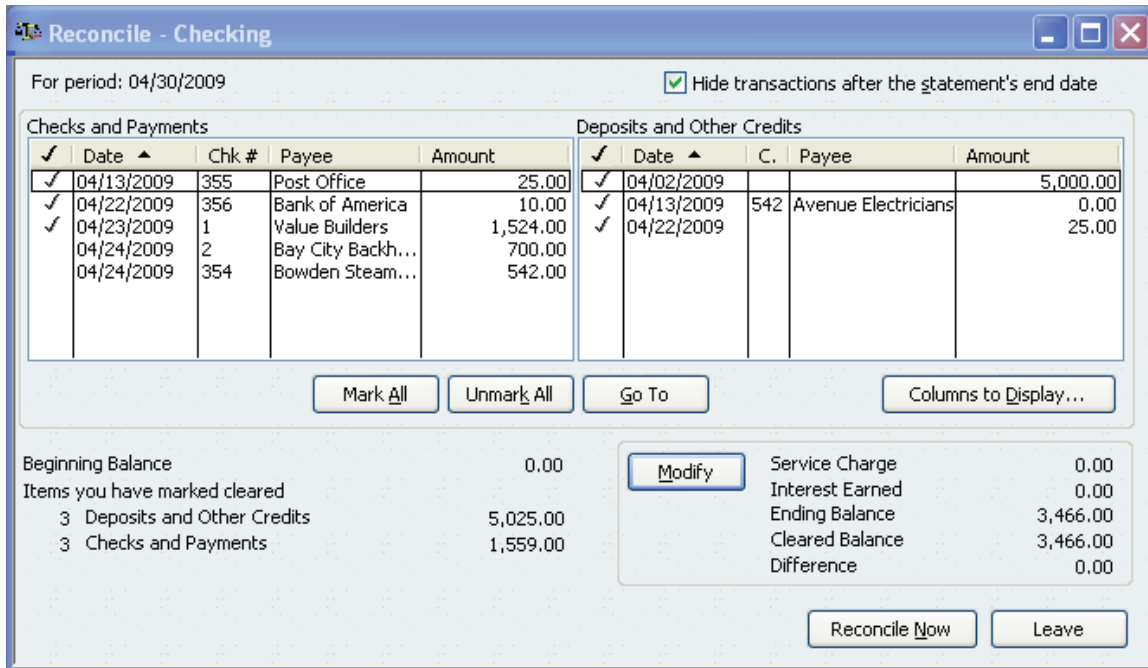
Buttons:

Screen Shot 207 Reconcile Bank Account

- Complete the fields as follows:

Field	Data
Account	Select the bank account
Statement Date	Ending date on the statement
Beginning Balance	Should be the same as the statement beginning balance
Ending Balance	Enter the ending balance as per the statement
Service Charge	Leave blank
Date	Prefills
Account	Leave blank
Class	Leave blank
Interest Earned	Leave blank
Date	Prefills
Account	Leave blank
Class	Leave blank
Click Continue	

Table 70 Reconcile Bank Account



Screen Shot 208 Reconcile Checking Bank Account

- Click **Hide transactions** after the statement's end date
- Select the Checks and Payments transactions that match the bank statement
- Total Checks and Payments as seen in the lower left should match the statement
- Select the Deposits and Other Credits transactions that match the bank statement
- Total Deposits and Other Credits as seen in the lower left should match the statement

IMPORTANT

Difference should always be ZERO. If difference is NOT zero, enter the missing transactions. If you want to reconcile the accounts at a later time, click **Leave**.

When the Difference is ZERO:

- Click **Reconcile Now**



Screen Shot 209 Select Reconciliation Report

To review the reports for cleared, uncleared, and new transactions:

- Select “Both”
- Click **Display** to view reports on the screen
- Click **Print** and attach the reports to your bank statements