



## Reconciling the Bank

1. Click on the gear in the upper right corner
  2. Click on **Reconcile** under the column called Tools
  3. Click the drop down to choose the bank account you wish to reconcile
  4. Confirm the beginning balance matches the bank statement
  5. Enter the **ending balance** as it appears on the bank statement
  6. Enter the **ending date** as it appears on the bank statement
  7. Click **Start Reconciling**
  8. Click the circle on the right side for every transaction that appears on the bank statement
  9. Visually verify the difference is zero dollars
    - a. If it is not zero dollars, start over
    - b. Add any missing transactions
  10. Click **Finish Now**
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1. Click on the gear in the upper right corner



2. Click on **Reconcile** under the column called Tools

### Craig's Design and Landscaping Services

Your Company	Lists	Tools
Account and Settings	All Lists	Import Data
Manage Users	Products and Services	Export Data
Custom Form Styles	Recurring Transactions	<b>Reconcile</b>
Chart of Accounts	Attachments	Budgeting
QuickBooks Labs		Audit Log
		Order Checks
		SmartLook

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7. Click **Start Reconciling**



### Reconcile an account

Open your statement and let's get started.

Which account do you want to reconcile?

Account
Checking

Enter the following from your statement

Beginning balance	Ending balance *	Ending date *
4,700.00		

Start reconciling
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8. Click the circle on the right side for every transaction that appears on the bank statement

Statement ending date Clear filter / View all Payments Deposits All Show me around

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (U)	DEPOSIT (US)	
10/22/2018		Receive ...	1053	Accounts Receiv...	Bill's Windsu...			175.00	✓
11/05/2018		Expense	12	Legal & Professi...	Robertson & ...		250.00		✓
11/27/2018		Check	4	Automobile:Fuel	Chin's Gas a...		54.55		✓

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- a. If it is not zero dollars, start over
- b. Add any missing transactions

10. Click **Finish Now**

