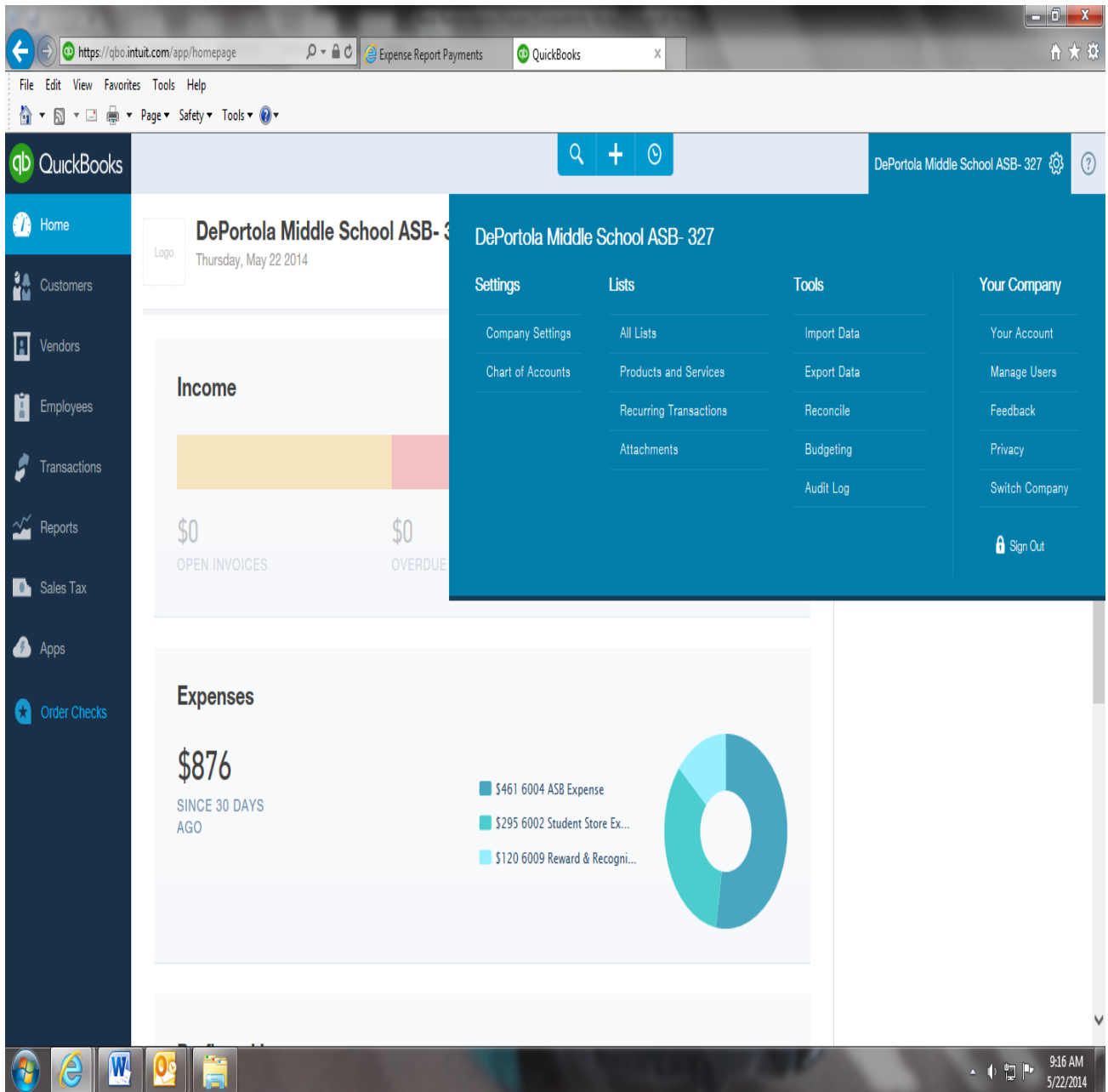
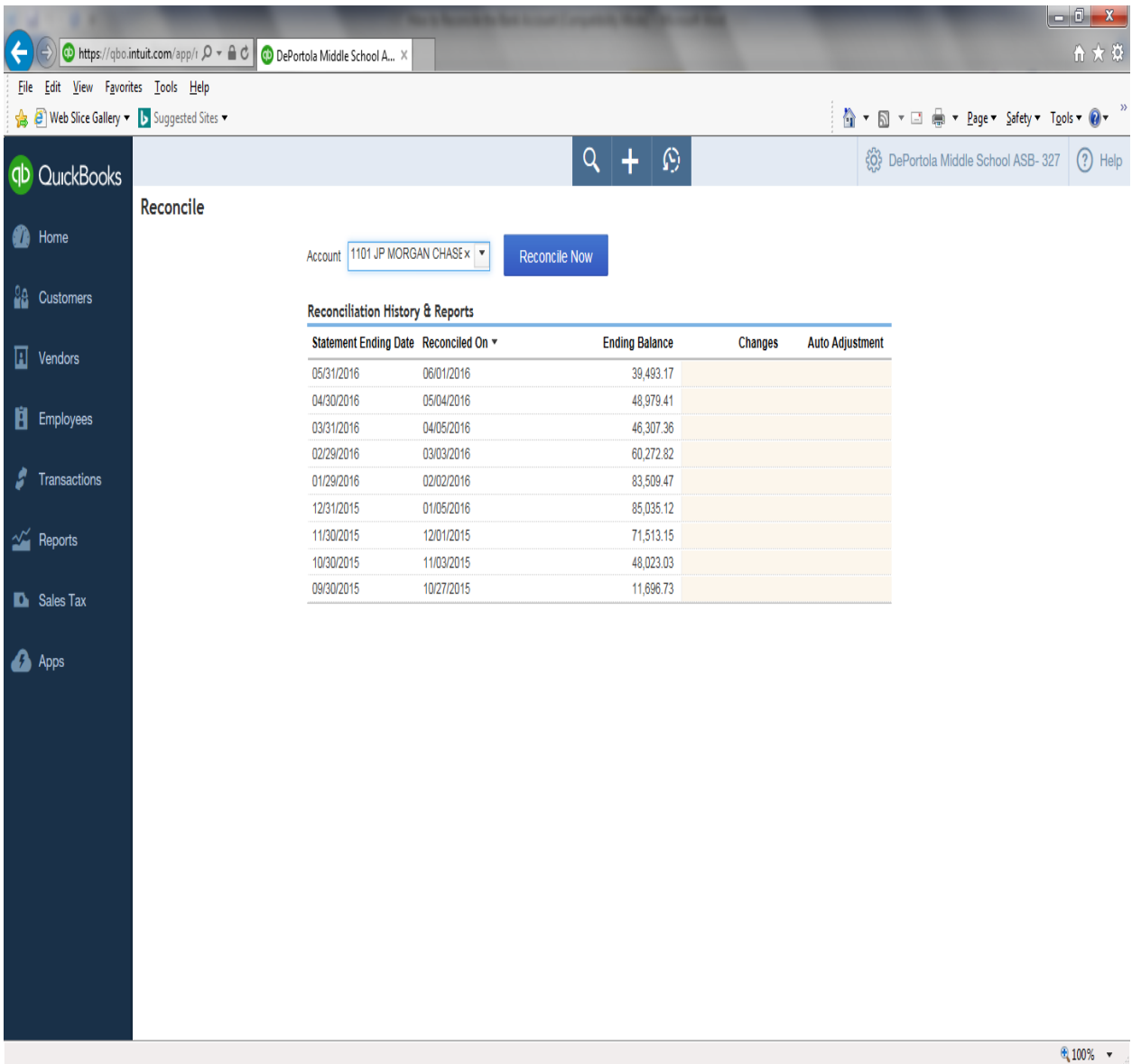


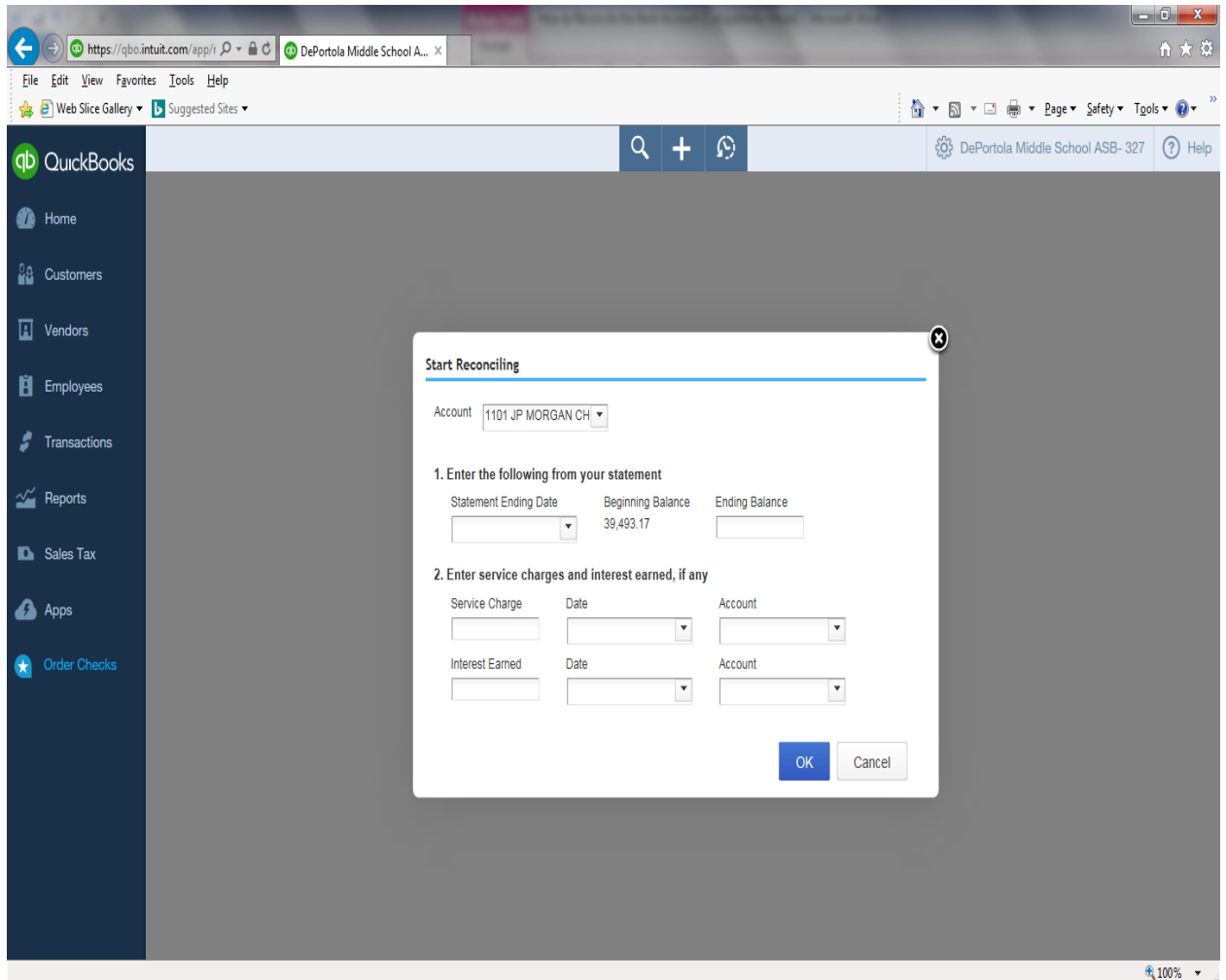
# How to Reconcile Your Bank Account



1. Select the site name - cogwheel and choose 'Reconcile' as listed under the Tools section to begin the process.



2. Select the blue button “**Reconcile Now**” to begin the reconciliation process.
3. The following screen will appear.



4. Type in the statement ending date – needs to be the **last day of the month** that is being reconciled.
5. Type in the bank statement ending balance that appears on the monthly bank statement.
6. Select the blue button '**OK**' to reconcile the chosen bank account.

Reconcile - Wells Fargo-Checking

For statement ending on: 05/31/2014  Hide transactions after the statement's end date

Checks and Payments						Deposits and Other Credits					
<input type="checkbox"/>	Date	Type	Num	Name	Amount	<input type="checkbox"/>	Date	Type	Num	Name	Amount
<input type="checkbox"/>	06/01/2013	Check	2798	The Active Network, Inc.	556.00	<input type="checkbox"/>	04/29/2014	Deposit	...		6,215.00
<input type="checkbox"/>	11/14/2013	Check	2937	Rick Budzynski	32.85	<input type="checkbox"/>	04/30/2014	Deposit	...	Music Club	3,043.15
<input type="checkbox"/>	11/14/2013	Check	2935	Melissa Armes	56.29	<input type="checkbox"/>	04/30/2014	Deposit	...		478.20
<input type="checkbox"/>	03/11/2014	Check	3008	CMEA/SBS	300.00	<input type="checkbox"/>	05/01/2014	Deposit	...		4,847.06
<input type="checkbox"/>	04/09/2014	Check	3029	Cindy Conser	29.00	<input type="checkbox"/>	05/08/2014	Deposit	...		1,193.30
<input type="checkbox"/>	04/23/2014	Check	3032	Amber Quinnell	169.11	<input type="checkbox"/>	05/09/2014	Deposit	...		468.25
<input type="checkbox"/>	04/23/2014	Check	3034	Sheila Weiner	255.78	<input type="checkbox"/>	05/12/2014	Deposit	...		2,723.75
<input type="checkbox"/>	04/23/2014	Check	3036	Amy Moeller	200.00						
<input type="checkbox"/>	04/23/2014	Check	3037	Dezaree Doroliat	30.33						
<input type="checkbox"/>	04/23/2014	Check	3038	Stacie Pearson	200.00						
<input type="checkbox"/>	04/24/2014	Check	3039	Morgan Bradbury	45.00						
<input type="checkbox"/>	04/24/2014	Check	3040	Kristen Brownell	45.00						
<input type="checkbox"/>	04/24/2014	Check	3042	Amy Davis	45.00						
<input type="checkbox"/>	04/24/2014	Check	3043	Cindy Donaldson	45.00						
<input type="checkbox"/>	04/24/2014	Check	3044	Jason Giavara	45.00						
<input type="checkbox"/>	04/24/2014	Check	3045	Maria Grande	45.00						
<input type="checkbox"/>	04/24/2014	Check	3046	Jenni Huckaby	45.00						
<input type="checkbox"/>	04/24/2014	Check	3047	Jay Jackson	45.00						
<input type="checkbox"/>	04/24/2014	Check	3048	Shawn Knepple	45.00						

Edit Information from Statement			
Beginning Balance			21,255.95
0 Checks and Payments			0.00
0 Deposits and Other Credits			0.00
Statement Ending Balance			30,000.00
Cleared Balance			21,255.95
Difference			8,744.05

Buttons: Finish Now, Finish Later, Cancel

7. A list of all the outstanding deposits, checks and journals will appear.
8. Using the current monthly bank statement, each item that shows up on the bank statement will need to be checked off.
9. If the difference **does not show a value of “zero,”** you can choose the grey button **‘Finish Later’** to save what you have done and make any adjustments that may need to be done. Adjustments could be to write-off stale-dated checks, make an escrip entry or make bank adjustment entries.
10. If the difference **shows a value of “zero,”** you can choose **‘Finish Now’** to complete the monthly bank reconciliation.
11. Always print a hard-copy of the bank reconciliation as the report is a **static report** and cannot be reproduced once it is finished and a new reconciliation has begun.

12. Just a reminder, once the bank reconciliation has been “**finished**” – the following transactions listed on the reconciliation **must not be changed**.
- a. Any reconciled check or deposit or any outstanding check or deposit dated in a reconciled month must not be voided or deleted – any changes or adjustments must be made on a journal entry because QB will void/delete in the month the transaction occurred, and the correction will be dated in the current month. This action will cause your cash (bank balance) on your Trial Balance report to be out of balance.
  - b. Checks and/or deposits with prior months’ dates cannot be entered.