

## Prepare a Bank Reconciliation

The Reconciliation Window allows the user to prepare periodic bank reconciliations.

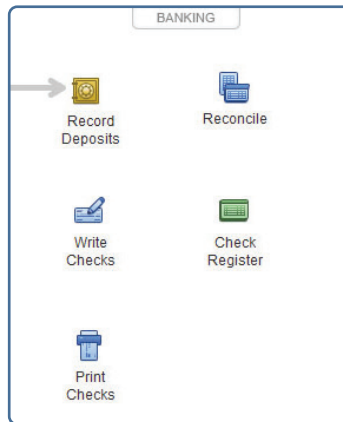
Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Appropriate Bank Account	\$	or	\$	✓
Other Appropriate Accounts	\$	or	\$	✓
Bank Service Charge	\$			✓
Interest Income			\$	✓

### Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	Home Page	Click the Reconcile icon under Banking.
<b>B</b>	Account	Select an account from the drop-down list to be reconciled.
<b>C</b>	Statement Date	Accept the default date or edit.
<b>D</b>	Ending Balance	Enter the correct ending balance.
<b>E</b>	Service Charge	Enter the amount charged.
<b>F</b>	Date	Accept the default date or edit.
<b>G</b>	Account	Select the appropriate general ledger account for the service charge from the drop-down list.
<b>H</b>	Interest Earned	Enter the correct amount of interest earned.
<b>I</b>	Date	Accept the default date or edit.
<b>J</b>	Account	Select the appropriate general ledger account for the interest revenue from the drop-down list.
<b>K</b>	Continue	Select the Continue button to proceed to the Reconcile window.
<b>L</b>	Hide transactions checkbox	Click the “Hide transactions after the statement's end date” checkbox so that only transactions through the bank statement ending date are shown in the window.
<b>M</b>	Various	For each item cleared with the bank statement, click anywhere on that item's line to indicate the item is no longer outstanding.
<b>N</b>	Reconcile window	Review the information to verify that it is correct.
<b>O</b>	Reconcile Now	Click the Reconcile Now button.
<b>P</b>	Select Reconciliation Report window ( <i>not shown</i> )	Click the Display button to preview the bank reconciliation. If you want to print a copy after previewing it, use the Print button.

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QuickBooks windows



The 'Begin Reconciliation' dialog box contains the following fields and buttons:

- Account:** 10100 - Cash General Acc... (Callout A)
- Statement Date:** 01/31/2021 (Callout C)
- Beginning Balance:** 14,897.12
- Ending Balance:** (Callout D)
- Service Charge:** 0.00 (Callout E), Date: 12/31/2021 (Callout F), Account: Miscellaneous (Callout G)
- Interest Earned:** 0.00 (Callout H), Date: 12/31/2021 (Callout I), Account: (Callout J)
- Buttons:** Locate Discrepancies, Undo Last Reconciliation (Callout K), Continue, Cancel, Help

The 'Reconcile - Cash-General Account' window shows a table of transactions for the period 01/31/2021. The table is divided into 'Checks and Payments' and 'Deposits and Other Credits'. A summary table at the bottom shows the reconciliation results.

DATE	CHK #	PAYEE	AMOUNT	DATE	CHK #	PAYEE	TYPE	AMOUNT
01/03/2021	501	American Linen...	14,048.38	11/07/2021		American Lin...	BILL	
01/07/2021	502	National Insuran...	1,502.00	11/10/2021			DEP	1,557.65
01/15/2021	503	Jennifer M Brow...	2,521.27	11/13/2021			DEP	10,140.79
01/15/2021	504	Kenneth J Jorge...	1.64	11/14/2021			DEP	637.88
01/15/2021	505	Mark C Phelps	1.01	01/19/2021			DEP	1,089.38
01/17/2021	506	Ohio Power & LL...	392.00	11/20/2021			DEP	11,602.50
01/21/2021	507	Omni Incorporat...	1,609.65	01/21/2021			DEP	12,142.20
01/25/2021	508	American Linen ...	22,475.00	01/24/2021			DEP	12,286.26
01/26/2021	509	Ohio National Ba...	562.50	01/25/2021			DEP	10,059.00
01/29/2021	510	Jennifer M Brow...	2,521.27	01/28/2021		American Lin...	BILL	
01/29/2021	511	Kenneth J Jorge...	1,510.25					
01/29/2021	512	Mark C Phelps	926.53					
02/10/2021	513	Omni Incorporat...	293.02					
02/15/2021	514	Jennifer M Brow...	2,521.27					
02/15/2021	515	Kenneth J Jorge...	1,619.69					

Beginning Balance	14,897.12		
Items you have marked cleared			
0 Deposits and Other Credits	0.00		
0 Checks and Payments	0.00		
Ending Balance	18,493.72		
Cleared Balance	14,872.12		
Difference	3,621.60		

Buttons at the bottom: Reconcile Now (Callout O), Leave

Reference—Payroll Cycle and Other Activities