

Prepare a Bank Reconciliation

The Reconcile allows the user to prepare periodic bank reconciliations. Note that there are several pages of *QBO* windows for this section, and the circled letters from the Quick Reference Table below are disbursed throughout those pages.

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
A	QBO Navigation Bar or QBO Home Page	Click Transactions → Reconcile (or Accounting → Reconcile , depending on your dashboard view). Alternatively, you can select the Tools menu → Reconcile from the QBO Home page .
B	Get Started button	Click the Get Started button .
C	Let’s get reconciled button	Click the Let’s get reconciled button .
D	Account	Select the general ledger account for the cash account being reconciled.
E	Ending Balance	Enter the correct ending balance.
F	Ending date	Select the date of the bank reconciliation. Note: Ignore any message you may receive about certain transaction being “Uncategorized.”
G	Date – service charge section	Select the date of the bank reconciliation.
H	Service charge	Type the amount of the bank service charges.
I	Expense account	Select the general ledger account where the service charge expense is to be recorded.
J	Date – interest earned section	Select the date of the bank reconciliation.
K	Interest earned	Type the amount of the interest earned on the account being reconciled.
L	Income account	Select the general ledger account where the interest income is to be recorded.
M	Start reconciling button	Click the Start reconciling button .

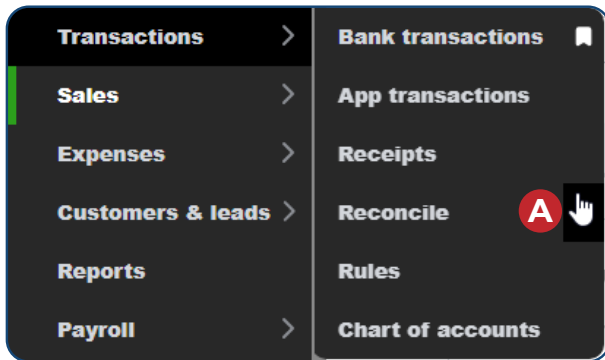
(continued)



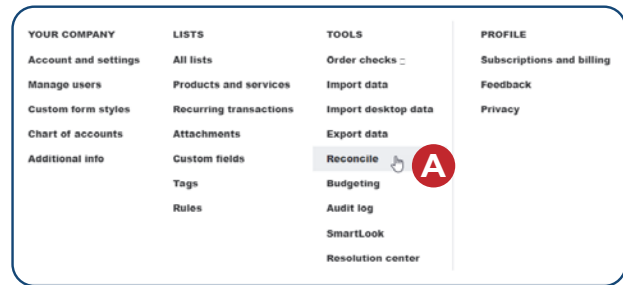
Step	Box or Other Location	Procedure
N 1	Select all radio button,	Click the radio button at the top of the last column to select all transactions. Click the Yes, select all button when asked if you are sure. <i>Note:</i> it is often easier to select all transactions and then go back and unselect checks or deposits that have not yet cleared the bank. See step P.
N 2	Yes, select all button	
O	Radio buttons – last column	Review the transactions in the window and remove the check mark next to any transaction that has not yet cleared the bank.
P	Difference	Make sure the Difference box is 0. If it is not, return to previous steps to find the error. Do not proceed until the Difference box is 0.
Q	Finish now	After determining that the Difference box is 0, click the Finish now button .
R	View reconciliation report link	Click the View reconciliation report link to preview a copy of the bank reconciliation.
S	PDF of bank reconciliation	Print a PDF of the bank reconciliation. See last illustration for a sample printed bank reconciliation report.

Prepare a Bank Reconciliation

QBO windows



or



Prepare a Bank Reconciliation

QBO windows (continued)

Accounting

Chart of accounts **Reconcile**


Match the books to the bank records

Connected accounts are easier to reconcile. [Connect now](#)

[See how it works](#)
(7:50)


- Keep yourself on track
- Find holes in your accounting
- Get things tidy for tax time

[Get started](#) **B**



Reconcile like a pro ×

Get your books and your bank statement to agree



Open the bank statement Match your books to the statement Success! Your account is reconciled

[Let's get reconciled](#) **C**

May say "Let's do it"

Prepare a Bank Reconciliation

QBO windows (continued)

Transactions

Bank transactions App transactions Receipts **Reconcile** Rules Chart of accounts Recurring transactions

Chart of accounts > Bank register > Reconcile

Reconcile Summary | History by account

Which account do you want to reconcile?

Account: 10100 Cash **D**

Add the following information

Beginning balance: 0.00 Ending balance*: **E** Ending date*: **F**

Enter the service charge or interest earned, if necessary

Date: **G** Service charge: 0.00 **H** Expense account: Account **I**

Date: **J** Interest earned: 0.00 **K** Income account: 31100 Interest Income **L**

Start reconciling **M**

Not applicable for Craig's Landscaping, but you will use for Waren Sports Supply in Chapter 9.

Chart of accounts > Bank register > Reconcile

Reconcile Checking

Statement ending date: May 31, 2024

\$636.60
STATEMENT ENDING BALANCE
\$5,000.00
CLEARED BALANCE

\$5,000.00
BEGINNING BALANCE
\$0.00
0 PAYMENTS
\$0.00
0 DEPOSITS

-\$4,363.40
DIFFERENCE


Statement ending date Clear filter / View all Payments Deposits **All**

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
01/25/2024		Bill Payment	10	Accounts Payable (A/P)	Robertson & As...		300.00	
02/02/2024		Receive Payment	1053	Accounts Receivable (A/...	Bill's Windsurf S...			175.00
02/16/2024		Expense	12	Legal & Professional Fe...	Robertson & As...		250.00	
03/09/2024		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55	
03/15/2024		Sales Tax Payment		- Split -		Q1 Payment	38.50	
03/15/2024		Sales Tax Payment		- Split -		Q1 Payment	38.40	
03/18/2024		Expense	9	Job Expenses:Job Mate...	Tania's Nursery		89.09	
03/18/2024		Check	12	Legal & Professional Fe...	Books by Bessie		55.00	
03/24/2024		Check	8	Automobile:Fuel	Chin's Gas and Oil		62.01	
03/28/2024		Expense	15	Job Expenses	Tania's Nursery		108.09	
04/03/2024		Receive Payment	5664	Accounts Receivable (A/...	Freeman Sporti...			86.40
04/03/2024		Sales Receipt	1008	Design income	Kate Whelan			225.00



Prepare a Bank Reconciliation

QBO windows (continued)



Are you sure you want to select all 10 transactions?

Some might already be selected. You won't be able to go back to these selections.

No, go back
Yes, select all

Don't ask me again

N₂

Chart of accounts > Bank register > Reconcile

Reconcile Checking

Statement ending date: May 31, 2024

\$636.60

STATEMENT ENDING BALANCE

-

\$636.60

CLEARED BALANCE

Edit info Finish now

\$5,000.00

BEGINNING BALANCE

-

\$6,766.60

30 PAYMENTS

+

\$2,403.20

10 DEPOSITS


✓ **\$0.00** P

DIFFERENCE

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

DATE	CLEARED DATE	TYPE	REF NO. Y	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
03/09/2024		Check	4	Automobile:Fuel	Chin's Gas and ...		54.55	
04/26/2024		Bill Payment	3	Accounts Payable (A/P)	Books by Bessie		75.00	
04/22/2024		Check	2	Office Expenses	Mahoney Mugs		18.05	
04/28/2024		Bill Payment	1	Accounts Payable (A/P)	Brosnahan Insu...		2,000.00	
05/12/2024		Credit Card Credit		Mastercard			900.00	
05/01/2024		Cash Expense		Job Expenses:Job Mate...	Tania's Nursery		23.50	
04/28/2024		Deposit		- Split -				865.15
04/27/2024		Deposit		- Split -				408.00
04/27/2024		Cash Expense		Automobile:Fuel	Chin's Gas and ...		63.15	
04/26/2024		Receive Payment		Accounts Receivable (A/...	Freeman Sporti...			50.00
04/26/2024		Deposit		- Split -				218.75

Q



You reconciled this account

To see a report of this reconciliation, click [View reconciliation report](#). Otherwise, you're done!

R



Prepare a Bank Reconciliation

QBO windows (continued)

Craig's Design and Landscaping Services

Checking, Period Ending 05/31/2024

RECONCILIATION REPORT



Reconciled on: 05/24/2024

Reconciled by: Craig Carlson

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	5,000.00
Checks and payments cleared (30).....	-6,766.60
Deposits and other credits cleared (10).....	2,403.20
Statement ending balance.....	636.60
Uncleared transactions as of 05/31/2024.....	564.40
Register balance as of 05/31/2024.....	1,201.00

Details

Checks and payments cleared (30)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/25/2024	Bill Payment	10	Robertson & Associates	-300.00
02/16/2024	Expense	12	Robertson & Associates	-250.00
03/09/2024	Check	4	Chin's Gas and Oil	-54.55
03/15/2024	Sales Tax Payment			-38.50
03/15/2024	Sales Tax Payment			-38.40
03/18/2024	Expense	9	Tania's Nursery	-89.09
03/18/2024	Check	12	Books by Bessie	-55.00
03/24/2024	Check	5	Chin's Gas and Oil	-62.01
03/25/2024	Expense	15	Tania's Nursery	-108.09
04/07/2024	Bill Payment	7	Hicks Hardware	-250.00
04/10/2024	Expense	8	Hicks Hardware	-24.36
04/19/2024	Cash Expense		Bob's Burger Joint	-5.66
04/19/2024	Check		Tony Rondonuwu	-100.00
04/19/2024	Cash Expense		Squeaky Kleen Car Wash	-19.99
04/20/2024	Cash Expense		Chin's Gas and Oil	-52.14
04/20/2024	Check	70	Chin's Gas and Oil	-185.00
04/21/2024	Bill Payment	11	Hall Properties	-900.00
04/22/2024	Expense	13	Hicks Hardware	-215.66
04/22/2024	Check	2	Mahoney Mugs	-18.08
04/24/2024	Cash Expense		Bob's Burger Joint	-3.86
04/25/2024	Bill Payment	1	Brosnahan Insurance Ag...	-2,000.00
04/26/2024	Refund	1020	Pye's Cakes	-87.50
04/26/2024	Bill Payment	3	Books by Bessie	-75.00
04/26/2024	Check	Debit	Squeaky Kleen Car Wash	-19.99
04/27/2024	Bill Payment	6	PG&E	-114.09
04/27/2024	Bill Payment	45	Tim Philip Masonry	-666.00
04/27/2024	Expense	108	Tania's Nursery	-46.98
04/27/2024	Cash Expense		Chin's Gas and Oil	-63.15
05/01/2024	Cash Expense		Tania's Nursery	-23.50
05/12/2024	Credit Card Credit			-900.00
Total				-6,766.60

Deposits and other credits cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/02/2024	Receive Payment	1053	Bill's Windsurf Shop	175.00
04/03/2024	Receive Payment	5664	Freeman Sporting Good...	86.40

