# Reconcile Accounts QuickBooks Online

Once you have added all of the transactions that have come into your Banking in QuickBooks from direct bank feeds for the month your next step is to Reconcile your bank and credit card accounts.

HINT: **A copy of your bank statement for the month you are going to reconcile will make this easier. If not make sure you know the ending bank balance as per your bank records.**

1 Click the **Gear** icon on the top right hand corner of your QuickBooks Online screen, then select **Reconcile**
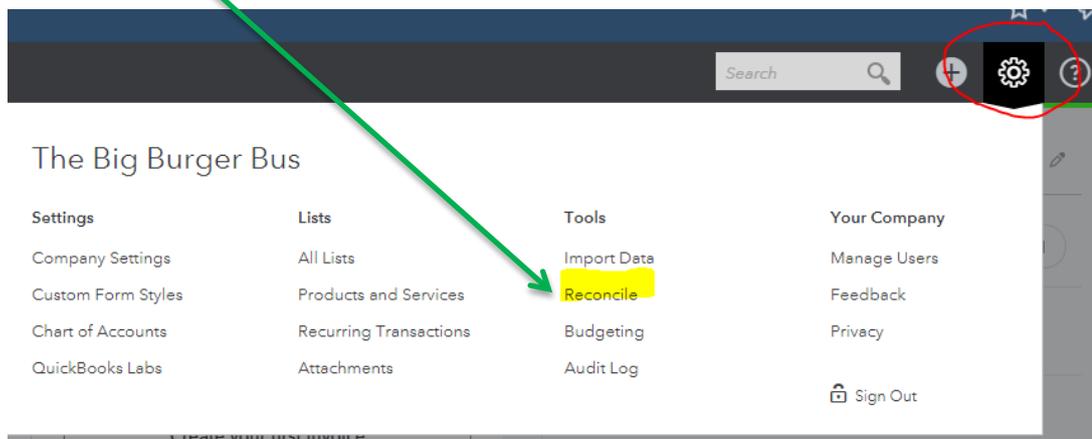
2. The Reconcile window will then appear, if it already comes up with your account enter what your bank statement has as the ending account amount into the **Ending Balance** box.

Enter the date that you are reconciling up to, usually the end of a month, in the **Ending Date** box.

Then click on **Start Reconciling** button

3. On the next window that opens you will see on the top pf the page the amount you entered in at step 2 as your **Statement Ending Balance** less the **Cleared Balance** that QuickBooks has in its records. If these two figures don't match you will see an amount in the **Difference** field.

For your account to be reconciled this difference needs to be Nil, so your QuickBooks agrees with your bank records.

The transactions that QuickBooks can assumes are on the bank statement will have a tick next to them – if you have an amount as your **Difference** you will need to check that items that are on your statement as per your bank are ticked as presented.

Once you have everything that appears on statement, look at the difference at the top of the Reconcile window. If it equals zero your account reconciles.

Click **Finish now**.