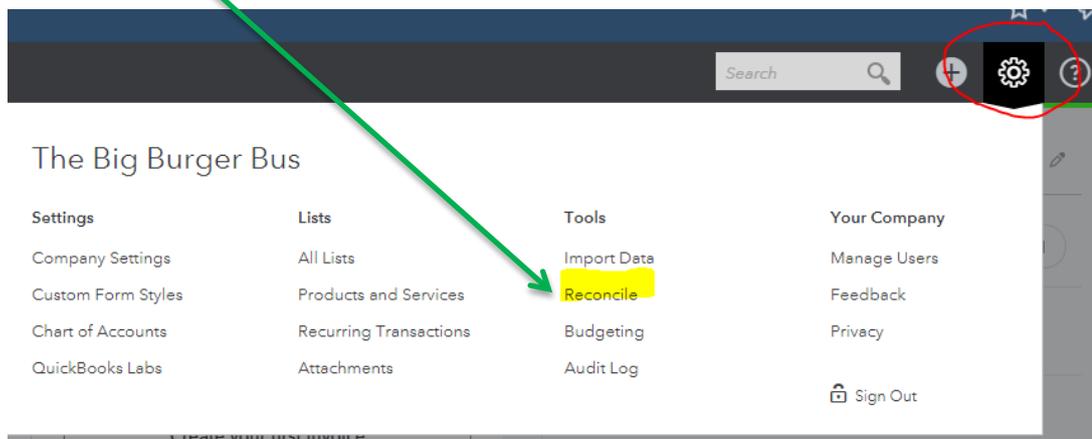


Reconcile Accounts QuickBooks Online

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.

Reconcile an account

Open your statement and let's get started.

Which account do you want to reconcile?

Account
NAB Cheque Account

Enter the following from your statement

Beginning balance	Ending balance *	Ending date *
272,762.17	<input type="text"/>	<input type="text"/>

Last statement ending date 31/03/2017

Then click on **Start Reconciling** button

Start reconciling

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.

Reconcile Business Cheque
Statement ending date: April 30, 2017

\$10,500.00
STATEMENT ENDING BALANCE

- \$-38.71
CLEARED BALANCE

\$10,538.71
DIFFERENCE

\$407.60 BEGINNING BALANCE - \$446.31 12 PAYMENTS + \$0.00 0 DEPOSITS

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT	DEPOSIT
29/04/2017	Expense			Account Service Fee	20.00	<input checked="" type="checkbox"/>
20/04/2017	Expense		Coles Supermarkets	Eftpos Purchase 20Apr16:42 Coles 0440 Port Lincoln Au	21.46	<input checked="" type="checkbox"/>
20/04/2017	Expense		Northern Hotel	Eftpos Purchase 20Apr16:48 Great Nthn Hotel \Port Lincoln Au	21.99	<input checked="" type="checkbox"/>
18/04/2017	Expense		Coles Supermarkets	Eftpos Purchase 17Apr17:40 Coles 0440 Port Lincoln Au	75.93	<input checked="" type="checkbox"/>

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**.