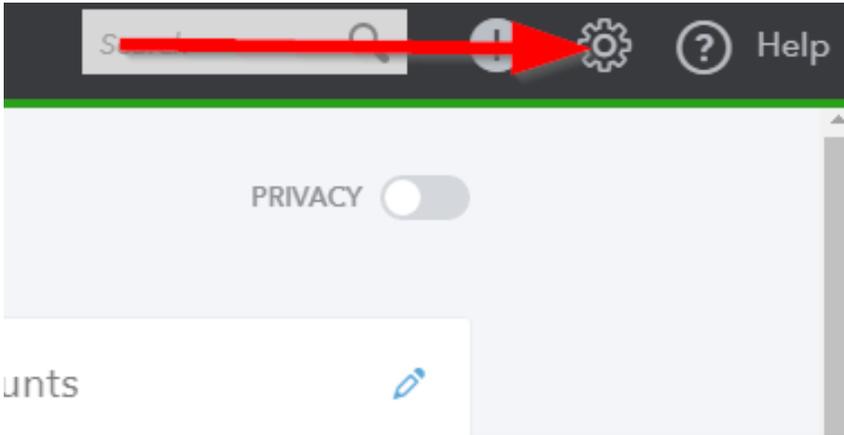
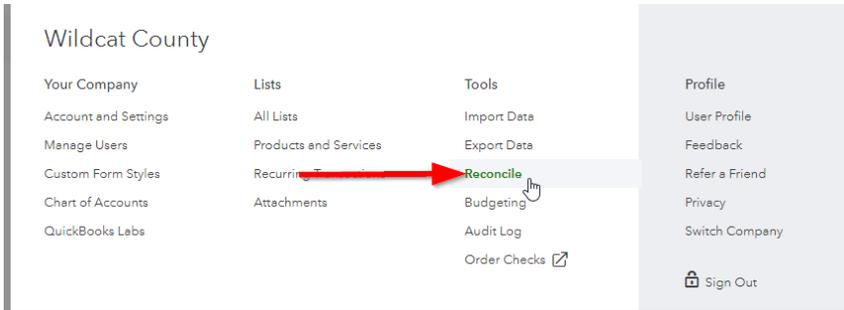
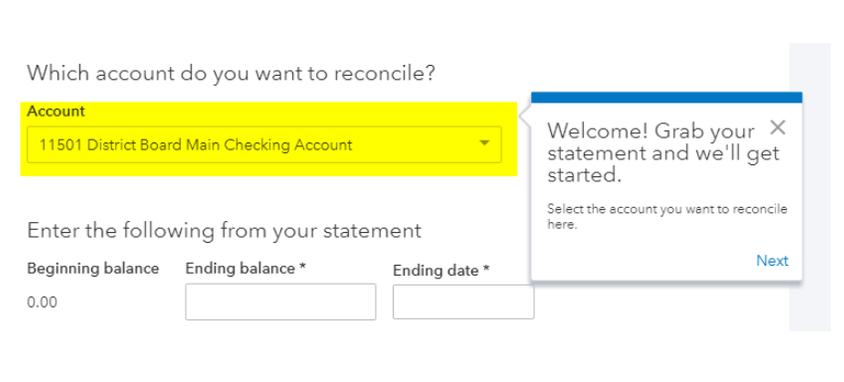
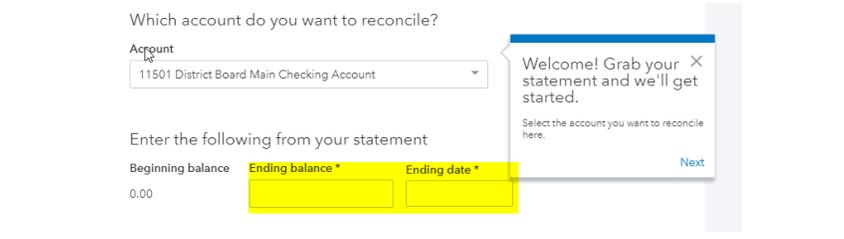


# Instructions for Reconciling Accounts in QuickBooks Online

| PROCESS/PROCEDURE   |  |
|---|--|
| Instructions for Reconciling Accounts in QuickBooks Online  |  |
| INSTRUCTIONS  |  |
| <p>1. Select the <b>Dashboard</b> click the <b>Gear icon</b> at the top right-hand corner of the screen.</p>  |    |
| <p>2. Under the <b>Tools</b> section select <b>Reconcile</b>.</p>   |   |
| <p>3. Select the account to reconcile.</p>  |  |
| <p>4. In the <b>Ending Balance</b> field, type the appropriate ending balance from your printed bank statement.</p> <p>5. In the <b>Ending Date</b> field, type the appropriate statement ending date from your printed</p> |  |

# Instructions for Reconciling Accounts in QuickBooks Online

|  |   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
|--|---|-----------|-------------------------------------|----------|-------------------------------------|--------|--------------------------|--------|-------------------------------------|--------|-------------------------------------|--------|-------------------------------------|
| <p>6. If there are any bank fees, enter the <b>date</b>, the <b>amount</b> and choose <b>54609 Bank Fees</b> in the expense account.</p>   | <p>Enter the service charge or interest earned, if necessary</p> <p>Date <input type="text"/> Service charge <input type="text" value="0.00"/> Expense account <input type="text" value="54609 Administratio..."/></p> <p>Date <input type="text"/> Interest earned <input type="text" value="0.00"/> Income account <input type="text" value="Account"/></p> <p><b>Start reconciling</b></p>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| <p>7. If the account earned interest, enter the <b>date</b>, <b>interest earned</b> and choose <b>44001 Interest Earned</b> in the Income account.</p>   | <p>Enter the service charge or interest earned, if necessary</p> <p>Date <input type="text"/> Service charge <input type="text" value="0.00"/> Expense account <input type="text" value="54609 Administratio..."/></p> <p>Date <input type="text"/> Interest earned <input type="text" value="0.00"/> Income account <input type="text" value="44001 Other Revenu..."/></p> <p><b>Start reconciling</b></p>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| <p>8. Click <b>Start Reconciling</b>.</p>  | <p>Enter the service charge or interest earned, if necessary</p> <p>Date <input type="text"/> Service charge <input type="text" value="0.00"/> Expense account <input type="text" value="54609 Administratio..."/></p> <p>Date <input type="text"/> Interest earned <input type="text" value="0.00"/> Income account <input type="text" value="44001 Other Revenu..."/></p> <p><b>Start reconciling</b></p>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| <p>9. Next to each deposit and check, click the circle if that transaction has cleared the bank as evident on the statement. If not on the statement, leave the circle unchecked as seen here with the \$500.00 check.</p>                         | <table border="1"> <tr> <td>15,000.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>1,000.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>500.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>200.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>500.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>200.00</td> <td><input checked="" type="checkbox"/></td> </tr> </table> | 15,000.00 | <input checked="" type="checkbox"/> | 1,000.00 | <input checked="" type="checkbox"/> | 500.00 | <input type="checkbox"/> | 200.00 | <input checked="" type="checkbox"/> | 500.00 | <input checked="" type="checkbox"/> | 200.00 | <input checked="" type="checkbox"/> |
| 15,000.00  | <input checked="" type="checkbox"/>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| 1,000.00   | <input checked="" type="checkbox"/>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| 500.00   | <input type="checkbox"/>  |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| 200.00   | <input checked="" type="checkbox"/>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| 500.00   | <input checked="" type="checkbox"/>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| 200.00   | <input checked="" type="checkbox"/>   |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |
| <p>10. Once there is a \$0.00 difference at the top, your account is reconciled. Select Finish Now.</p> <p><b>Note: If the difference is not \$0.00, further research is necessary to find the discrepancy. Contact EFO if help is needed.</b></p> | <p><b>Edit info</b> <b>Finish now</b></p> <p><b>1</b> <input checked="" type="checkbox"/> <b>\$0.00 DIFFERENCE</b></p>  |           |                                     |          |                                     |        |                          |        |                                     |        |                                     |        |                                     |

# Instructions for Reconciling Accounts in QuickBooks Online

11. View and print the report.

The fiscal contact who reconciles the account should sign this report and also present it to the EDB Treasurer for signature.

File the reconciliation report with the bank statement.

Wildcat County  
11501 District Board Main Checking Account, Period Ending 12/31/2018

RECONCILIATION REPORT

Reconciled on: 12/31/2018

Reconciled by: T. Smith

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

**Summary**

|   |       |
|---|-------|
| Statement beginning balance.....            | ..... |
| Checks and payments cleared (5).....        | ..... |
| Deposits and other credits cleared (2)..... | ..... |
| Statement ending balance.....               | ..... |

## TIPS & TRICKS

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## CONTACT INFO

Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.