## Instructions for Reconciling Accounts in QuickBooks Online

PROCESS/PROCEDURE							
Instructions for Reconciling Accounts in QuickBooks Online							
INSTRUCTIONS							
<ol> <li>Select the Dashboard click the Gear icon at the top right-hand corner of the screen.</li> </ol>	S PRIVACY						
	unts 🧷						
2. Under the <b>Tools</b> section select <b>Reconcile.</b>	Wildcat County       Lists       Tools       Profile         Your Company       Lists       Import Data       User Profile         Account and Settings       All Lists       Import Data       User Profile         Manage Users       Products and Services       Export Data       Feedback         Custom Form Styles       Recurric       Reconcile       Refer a Friend         Chart of Accounts       Attachments       Budgeting       Privacy         QuickBooks Labs       List Suite       Order Checks 🖉       Sign Out						
3. Select the account to reconcile.	Which account do you want to reconcile?          Account       Ilison District Board Main Checking Account       Image: Second Sec						
<ul> <li>4. In the Ending Balance field, type the appropriate ending balance from your printed bank statement.</li> <li>5. In the Ending Date field, type the appropriate statement ending date from your printed</li> </ul>	Which account do you want to reconcile?         Acrount         11501 District Board Main Checking Account         Enter the following from your statement         Beginning balance         Ending balance         Ending balance         Ending balance						

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6.	If there are any bank fees, enter the date, the amount and choose 54609 Bank Fees in the expense account.	Enter the serv	ice charge Service cha Interest eau	e or inter or med Sta	est ea E .00   I .00   art recor	arned, if necessary Expense account 54609 Administratio ncome account Account	*		
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.	Enter the ser	vice charg	ge or int harge earned	0.00 0.00 Start re	earned, if necess Expense account 54609 Administratio	ary 		
8.	Click Start Reconciling.	Enter the service Date Date	e charge or Service charge Interest earned	0.00 0.00 Start reco	arned, Expense 54609 Income a 44001 nciling	if necessary account Administratio * Account Other Revenu *			
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.					1,000.00 500.00 200.00 500.00 200.00		15,000.00	0000
10. N fu n	Once there is a \$0.00 difference at the top, your account is reconciled. Select Finish Now. ote: If the difference is not \$0.00, orther research is necessary to find the screpancy. Contact EFO if help is seeded.	<b>).00</b> ITS		0		Edit info	) Fir	2 hish now	

## Instructions for Reconciling Accounts in QuickBooks Online

11. View and print the report.	Wildcat County 11501 District Board Main Checking Account, Period Ending 12/31/2018				
The fiscal contact who reconciles the	RECONCILIATION REPORT				
account should sign this report and also	Reconciled on:				
signature.	Reconciled by: T				
Signature.	Any changes made to transactions after this date aren't included in this report.				
	Summary				
File the reconciliation report with the bank statement.	Statement beginning balance				
TIPS & TRICKS					
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## **CONTACT INFO**

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