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	\$		\checkmark
Other Appropriate Accounts	\$	or	\$		\checkmark
Bank Service Charge	\$				\checkmark
Interest Income			\$		\checkmark

Quick Reference Table

Step	Box or Other Location	Procedure
A	<i>QBO</i> Navigation Bar or <i>QBO</i> Home Page	Click Transactions → Reconcle (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 do it button	Click the Let's do it button.
D	Account	Select the general ledger account for the cash account being reconciled.
E	Ending Balance	Enter the correct ending balance.
Ð	Ending date	Select the date of the bank reconciliation.
G	Date – service charge section	Select the date of the bank reconciliation.
•	Service charge	Type the amount of the bank service charges.
0	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.
C	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 N 2	Select all radio button, Yes, select all 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.
0	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.

or

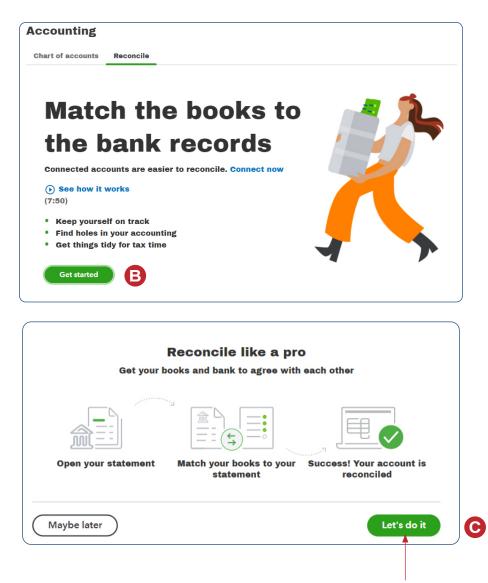
Prepare a Bank Reconciliation QBO windows

Transactions >	Bank transactions
Sales >	App transactions
Expenses >	Receipts
Customers & leads $ ightarrow$	Reconcile 🗛 🖑
Reports	Rules
Payroll >	Chart of accounts

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order checks 🗉	Subscriptions and billing
Manage users	Products and services	Import data	Feedback
Custom form styles	Recurring transactions	Import desktop data	Privacy
Chart of accounts	Attachments	Export data	
Additional info	Custom fields	Reconcile	
	Tags	Budgeting	
	Rules	Audit log	
		SmartLook	
		Resolution center	



QBO windows (continued)



May say "Let's reconcile"



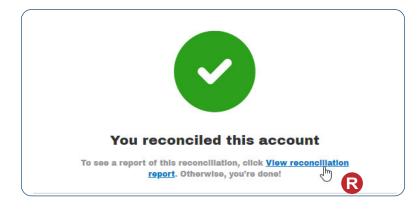
QBO windows (continued)

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Window Bluart, our reconciliations guy, walk through the new supercharged reconciliation. Son york the define if better than Stuart. Watch Stuart's video. Which account do you want to reconcile? Account aah Add the following information Beginning balance Beginning balance Coount Statement dearmed Incoreacount Sta		> Bank register >	Reconcile			Summary History by acc	count
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QBO windows (continued)

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	ounts > Bank re 10100 General	-	nclle								
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DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO		6	PAYMENT (USD)	DEPOSIT (USD)		_
01/01/2023	Journal	2	- Split -		Opening	balance entry			14,897.12	۲	<u>^</u>
01/13/2023	Deposit		Payments to	Oaklawn Hotel					417.72	Ø	
01/16/2023	Deposit		Payments to	Cash Customer					1,167.75		
01/23/2023	Receive Pa	ACH5588	10200 Accou	The Columbus I	l				500.00		
01/27/2023	Bill Payment	ACH5494	20100 Trade	American Linen				594.11		•	
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01/30/2023	Check	ACH5493	41700 Profes	Hawkins Web D	Involce #	115890		1,750.00			
01/31/2023	Deposit	INTEREST	31100 Interes		Interest	Earned			52.00	۲	
01/31/2023	Deposit		21100 Long-t	Sun Bank					5,000.00	۲	
01/31/2023	Check	SVCCHRG	41800 Misceli		Service	Charge		25.00		۲	



Reference — Payroll Cycle and Other Activities: Prepare a Bank Reconciliation

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QBO windows (continued)

		lookoon Quarte O	ampanu	
	40400 4	Jackson Supply C		
	10100 0	Seneral Account, Peric		
		RECONCILIATION		
		Reconciled on: 02	/10/2022	
A		Reconciled by: CH4		
Summarv	to transactions after this date	aren tinciuded in this re	aport.	USD

nterest earned				
	nts cleared (2)			-844.11
Deposits and other	credits cleared (4)			
Statement ending t	palance			20,665.48
Uncleared transact	ions as of 01/31/2023			1,250.00
S-4-11-				
Details				
Checks and payme				
DATE)1/27/2023	TYPE Bill Baumant	REF NO. ACH5494	PAYEE	AMOUNT (USD) -594.11
)1/30/2023	Bill Payment Bill Payment	ACH5494 514	American Linen Supply Omni Incorporated	-594.11 -250.00
Total				-844.11
Deposits and other	credits cleared (4)			
	credits cleared (4) TYPE	REF NO.	PAYEE	AMOUNT (USD)
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DATE 01/01/2023 01/13/2023 01/16/2023	TYPE Journal Deposit		Oaklawn Hotel	14,897.12 417.72 1,167.75
DATE	TYPE Journal Deposit Deposit		Oaklawn Hotel Cash Customer	14,897.12 417.72 1,167.75 5,000.00
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DATE 01/01/2023 01/13/2023 01/16/2023 01/31/2023 Total	TYPE Journal Deposit Deposit Deposit	2	Oaklawn Hotel Cash Customer Sun Bank	14,897.12 417.72 1,167.75 5,000.00 21,482.59 AMOUNT (USD)
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DATE D1/01/2023 D1/13/2023 D1/16/2023 D1/31/2023 Total Additional Information Jncleared checks at DATE D1/30/2023 Total	TYPE Journal Deposit Deposit Deposit ation and payments as of 01/31/202	2 3 REF NO. ACH5493	Oaklawn Hotel Cash Customer Sun Bank PAYEE	14,897.12 417.72 1,167.75 5,000.00 21,482.59 AMOUNT (USD) -1,750.00
DATE D1/01/2023 D1/13/2023 D1/16/2023 D1/31/2023 Total Additional Information Uncleared checks at DATE D1/30/2023 Total	TYPE Journal Deposit Deposit Deposit ation and payments as of 01/31/202 TYPE Check	2 3 REF NO. ACH5493 2023	Oaklawn Hotel Cash Customer Sun Bank PAYEE	14,897.12 417.72 1,167.75 5,000.00 21,482.59
DATE D1/101/2023 D1/13/2023 D1/13/2023 D1/31/2023 Total Additional Informa Jncleared checks a DATE D1/30/2023 Total Jncleared deposits	TYPE Journal Deposit Deposit Deposit ation and payments as of 01/31/202 TYPE Check	2 3 REF NO. ACH5493	Oaklawn Hotel Cash Customer Sun Bank PAYEE Hawkins Web Design	14,897.12 417.72 1,167.75 5,000.00 21,482.59