

# Reconcile Account

Menu | Miscellaneous | Financial | Reconcile Account

This will bring up the Transactions To Clear screen.

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**Transactions To Clear**  
**Select items to clear. Press Submit to total. Press Update to finish.**

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Account:*	<input type="text" value="8000 - (Bank) CLERK Checking Account"/>		
Statement End Date:*	<input type="text" value="10/31/18"/>	Starting Balance:	Ending Balance:*
			<input type="text" value="5,487.00"/>
Debits Cleared:	Credits Cleared:	Difference:	
Charges:	<input type="text"/>	Account:	<input type="text" value="-- Select --"/>
Interest :	<input type="text"/>	Account:	<input type="text" value="-- Select --"/>
Credit discrepancy:	<input type="text"/>	Memo:	<input type="text"/>
Debit discrepancy :	<input type="text"/>	Memo:	<input type="text"/>

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- **Account** – Select the account you are reconciling.
- **Statement End Date** – Enter the end date off the statement.
- **Starting Balance** – This should already be here, it should be the starting balance shown on your statement.
- **Ending Balance** – The ending balance shown on your statement.
- **Charges** – if you have any bank charges you can enter them here.
- **Account** – Select the account your charges will be entered into in the chart of accounts.
- **Interest** – If you have any bank interest, you can enter it here.
- **Account** – Select the account your interest will be entered into in the chart of accounts.
- **Credit discrepancy** – If there is a deduction to your account that is a discrepancy with what Quest shows, you can enter that amount here.
- **Memo** – Enter a brief memo explaining the discrepancy.
- **Debit discrepancy** – If there is an increase to your account that is a discrepancy with what Quest shows, you can enter that amount here.
- **Memo** – Enter a brief memo explaining the discrepancy.

Click the **Submit** button to see the list of transactions.

This will provide a list of all the checks, deposits, and journal entry debits and credits through today.

Cleared	Date	Type	ID	Debit Amount	Credit Amount	Name / Memo
<input checked="" type="checkbox"/>	10/2/2018	Deposit		\$500.00		
<input checked="" type="checkbox"/>	10/2/2018	Deposit		\$176.00		
<input checked="" type="checkbox"/>	10/9/2018	Check	4		\$90.00	Allen County Treasurer /
<input checked="" type="checkbox"/>	10/11/2018	General	0000014-GENJ		\$500.00	Mary Ingalls / Paid with stolen credit card
<input checked="" type="checkbox"/>	10/11/2018	Deposit		\$1,000.00		
<input type="checkbox"/>	10/11/2018	Check	5		\$100.00	Mike Brady / 02D07-1810-JP-000002 bond refund
<input type="checkbox"/>	10/11/2018	Check	6		\$500.00	John Walton, Sr. / 02D07-1810-JP-000003 bond refund
<input checked="" type="checkbox"/>	10/11/2018	Deposit		\$28.00		
<input checked="" type="checkbox"/>	10/18/2018	Deposit		\$100.00		

You will compare each Quest entry to the bank statement and if the Ques entry is on the bank statement, put a check in the cleared column beside the entry.

When you have cleared everything on the bank statement, click the **Submit** button to see if you balance.

Account:\* 8000 - (Bank) CLERK Checking Account

Statement End Date:\* 10/31/2018 Starting Balance: \$360.00 Ending Balance:\* \$2,754.17

Debits Cleared: \$3,222.17 Credits Cleared: \$828.00 Difference: \$0.00

Charges: Account: -- Select --

Interest : .17 Account: 8002.02 - (Liability) Bank Interest

Credit discrepancy: 5.00 Memo: Bank shows check #8 as \$191.00. They will correct

Debit discrepancy : Memo:

If your Difference is \$0.00, you balance!!!! If it is anything else, you must find the discrepancy. If it is truly a bank error you can add it to the appropriate discrepancy section. Keep making changes and clicking the Submit button until the Difference is zero.

Click the **Update** button to reconcile the account.