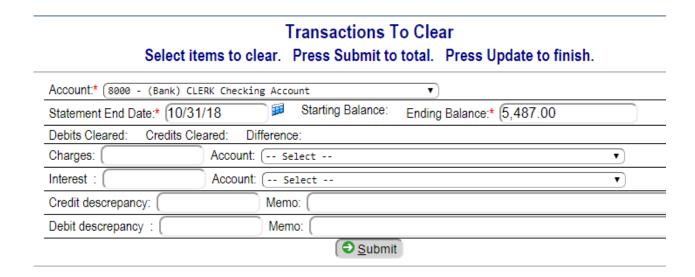
Reconcile Account

Menu | Miscellaneous | Financial | Reconcile Account

This will bring up the Transactions To Clear screen.



- 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.

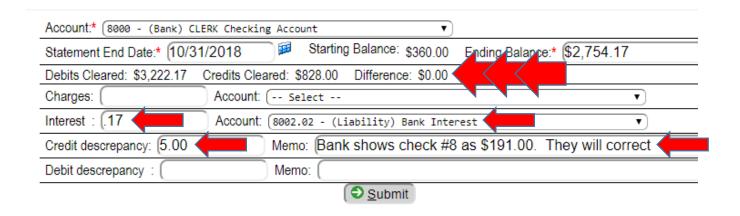
Click the **Submit** button to see the list of transactions.

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
✓	10/2/2018	Deposit		\$500.00		
✓	10/2/2018	Deposit		\$176.00		
✓	10/9/2018	Check	4		\$90.00	Allen County Treasurer /
✓	10/11/2018	General	0000014-GENJ		\$500.00	Mary Ingalls / Paid with stolen credit card
✓	10/11/2018	Deposit		\$1,000.00		
	10/11/2018	Check	5		\$100.00	Mike Brady / 02D07-1810-JP-000002 bond refund
	10/11/2018	Check	6		\$500.00	John Walton, Sr. / 02D07-1810-JP-000003 bond refund
✓	10/11/2018	Deposit		\$28.00		
✓	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.



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.