## Reconciliation

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• Click on the gear / wrench icon to open settings

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• Under TOOLS select "Reconcile." This pulls up the Reconcile landing page.



- 1. Select which account you want to reconcile (usually Gaming Bank Account and General Bank Account). Make sure you have your bank statement beside you when you are doing reconciliation.
- 2. Beginning balance will autopopulate based on last months ending balance
- 3. Enter in the Ending Balance and Ending Date from your bank statement
- 4. Click "Start reconciling"

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- 5. Initially, the difference will not show as zero, which will give the yellow error sign
- 6. With your bank statement, check off every payment and deposit that has cleared the bank account during that month
  - a. If something is outstanding, do not check it off. The outstanding item will carry over to future months and can be checked off when it actually clears.

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- When everything that has cleared is checked off the STATEMENT ENDING BALANCE and CLEARED BALANCE should match
- 8. Making the difference zero, which gives a green check mark
- 9. You can now click Finish Now. You will be given the option to attach your bank statement as a PDF if you would like to save it in QuickBooks.
- 10. Repeat the above steps to reconcile additional accounts.