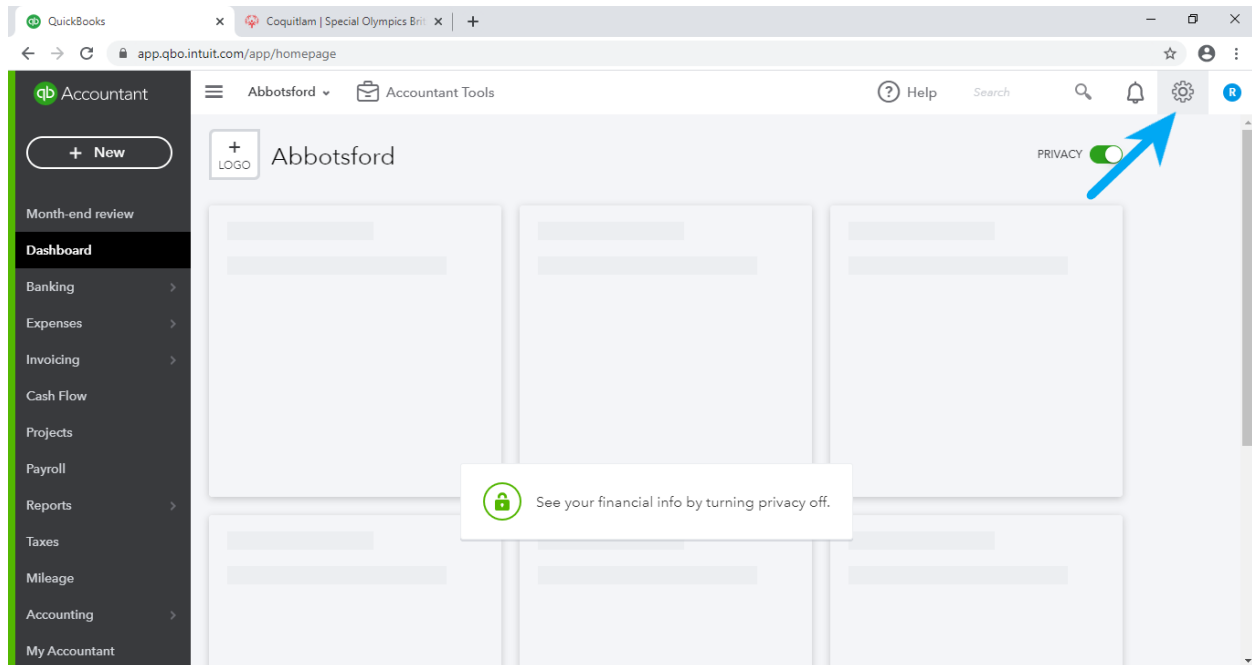
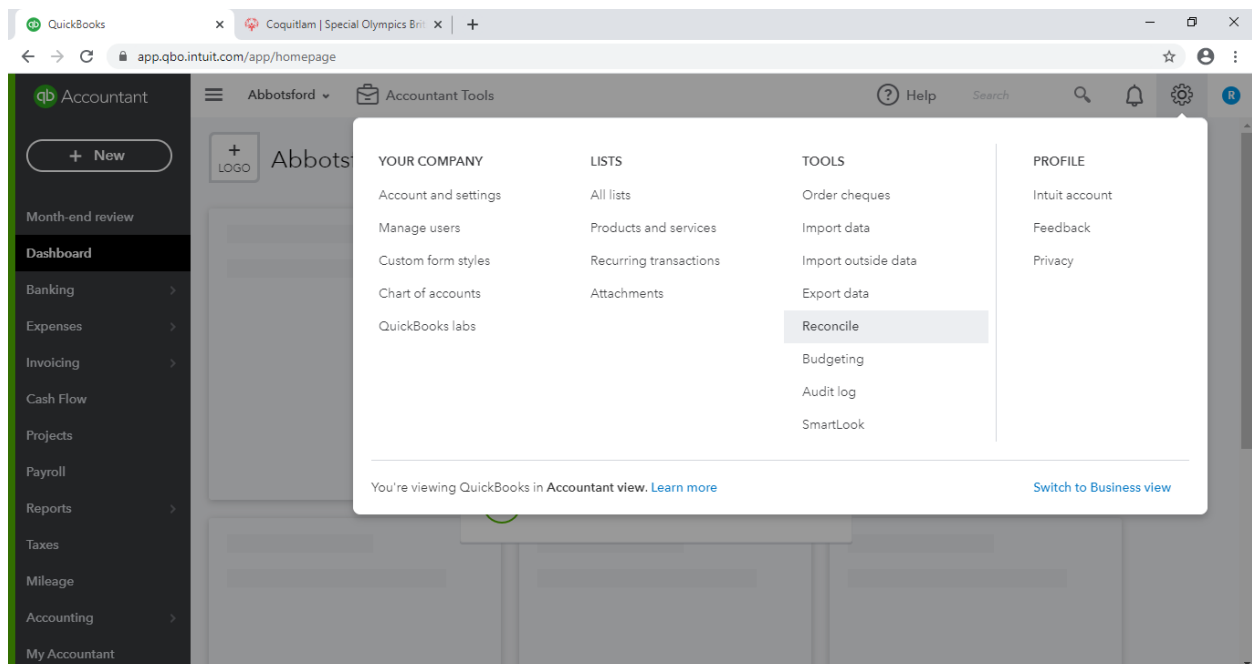


Reconciliation



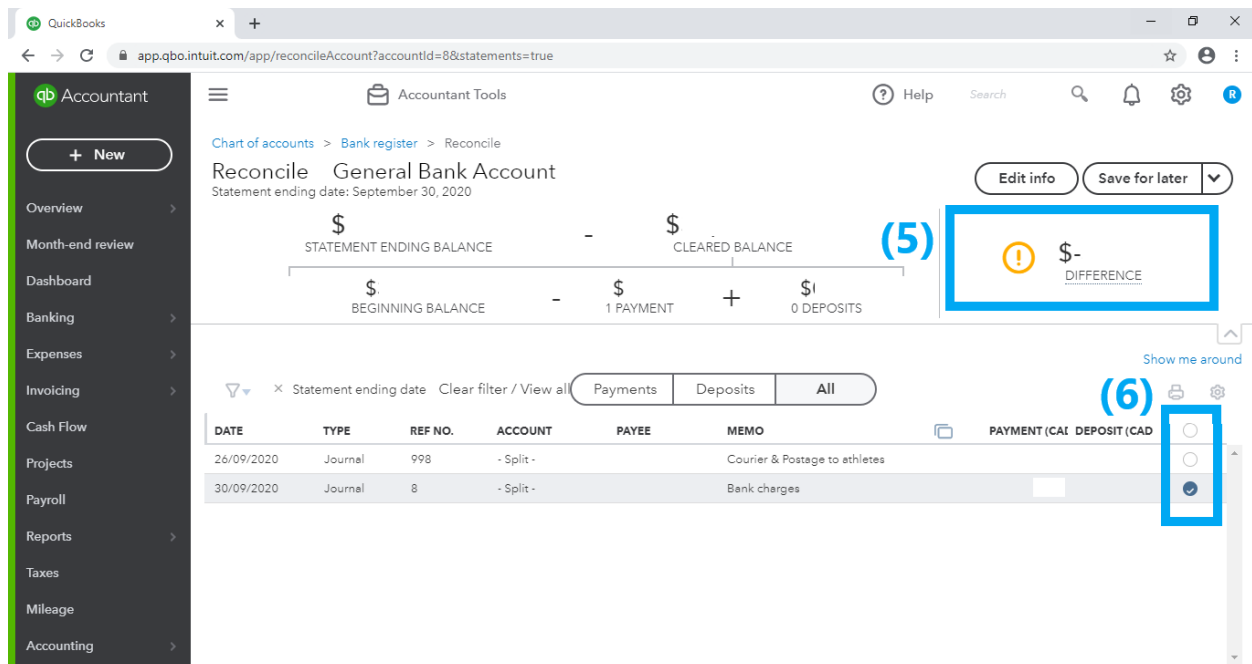
- Click on the gear / wrench icon to open settings



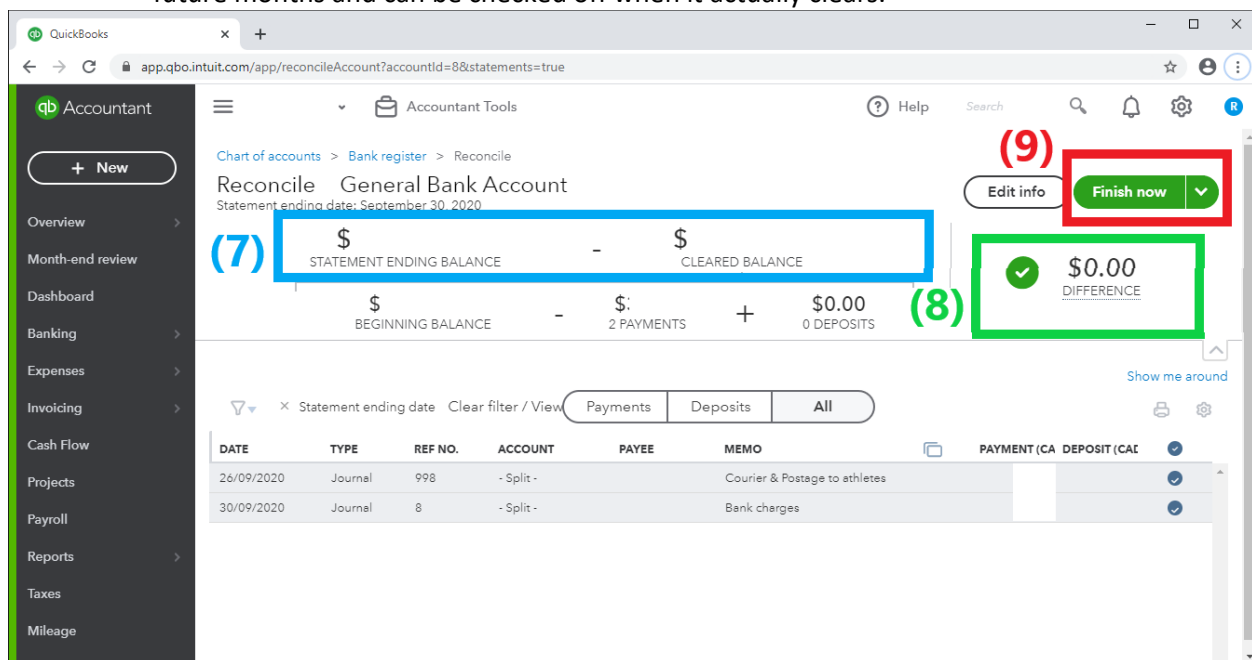
- Under TOOLS select "Reconcile." This pulls up the Reconcile landing page.

The screenshot shows the QuickBooks Reconcile interface. On the left is a dark sidebar with navigation options like 'Month-end review', 'Dashboard', 'Banking', 'Expenses', 'Invoicing', 'Cash Flow', 'Projects', 'Payroll', 'Reports', 'Taxes', 'Mileage', and 'Accounting'. The main area is titled 'Reconcile' and includes a breadcrumb trail: 'Chart of accounts > Bank register > Reconcile'. A dropdown menu for 'Account' is set to 'Gaming Bank Account', with a green arrow and the number (1) pointing to it. Below this is a message: 'We don't import statements for this account. You need to get it manually.' The 'Add the following information' section has a 'Last statement ending date' of 30/09/2020. It contains three input fields: 'Beginning balance' (highlighted with a green box and number 2), 'Ending balance *' (highlighted with a blue box and number 3), and 'Ending date *' (highlighted with a blue box and number 3). Below these are sections for 'Service charge' and 'Interest earned', each with 'Date', 'Amount' (pre-filled with 0.00), and 'Expense account' or 'Income account' dropdowns. At the bottom, a red box highlights the 'Start reconciling' button, with a red number (4) next to it.

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"



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.



7. 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.