
Reconciling

Reconciliation guarantees that the amounts entered into your farm records correspond with the amounts entered into your checkbook. Each month you should reconcile your Quicken checking account with the bank statement. If you have more than one account, you should reconcile each, but you can do only one account at a time. Be sure to review your bank statement for any errors that may have occurred. To reconcile your account, follow the steps outlined below.

1. Open the account to be reconciled, e.g., the checking account.
2. Make sure all checks and deposits up through the date of the bank statement have been entered into the checking account register.
3. From the menu bar **Click Cash Flow, Click Reconcile** or **Click Reconcile** on the toolbar in the *REGISTER* window of the account which you plan to reconcile. This will take you to the *STATEMENT SUMMARY: account name* window.

Statement Summary: Farm1

The last statement ending date: 11/10/04

1. Enter the following from your bank statement.

Opening Balance: 38,913.00

Ending Balance: 119,071.10

New Statement Ending Date: 12/10/04

2. Enter and categorize your interest and bank charges, if any.

Service Charge: [] Date: 12/10/04

Category: Bank Charge

Interest Earned: 50.00 Date: 12/10/04

Category: Inc. Int

OK Cancel Help

4. Accept the Bank Statement Opening Balance. The first time you reconcile in Quicken, the opening balance should be the balance you entered when you set up the account originally. If not, go back to the **Accounts** chapter and review **Setting Up Your First Checking Account**.
5. Enter the Bank Statement Ending Balance.
6. Service charges and interest earned can be entered next, if desired, categories assigned and the actual date posted. An alternative is to enter them directly into the register. Be sure to enter them into your checkbook also.
7. **Click OK** to open the *STATEMENT SUMMARY:account* window. The toolbar buttons in this window are:
 - New** - enter a missing transaction in the register
 - Edit** - change the selected transaction in the register
 - Delete** - delete the selected transaction
 - Back to Statement Summary** - modify the reconcile information
 - View** - change reconcile settings
 - How Do I** - help on tasks
 - X** - close the Reconcile window
8. The second *STATEMENT SUMMARY:account* window contains outstanding deposits and checks. The service charge, and interest earned just entered will show as cleared transactions with a check mark in the CLR column to the left of the item.

12. When you are done marking cleared transactions, check the **Difference:** at the bottom right-hand corner of this window. If the **Difference:** between the Cleared Balance and the Statement Ending Balance is \$0.00, the account is balanced. If differences remain, check dollar amount on each entry, the number and amount of debits and credits with bank statement.
13. If you are unable to reconcile the difference, see Quicken Help for finding and correcting a difference.
14. When the **Difference:** is 0.00, **Click Finished** and you will be congratulated. You will also be able to print a Reconciliation Report. Take advantage of this opportunity, **Click Yes** at least until you are easily able to reconcile your accounts.