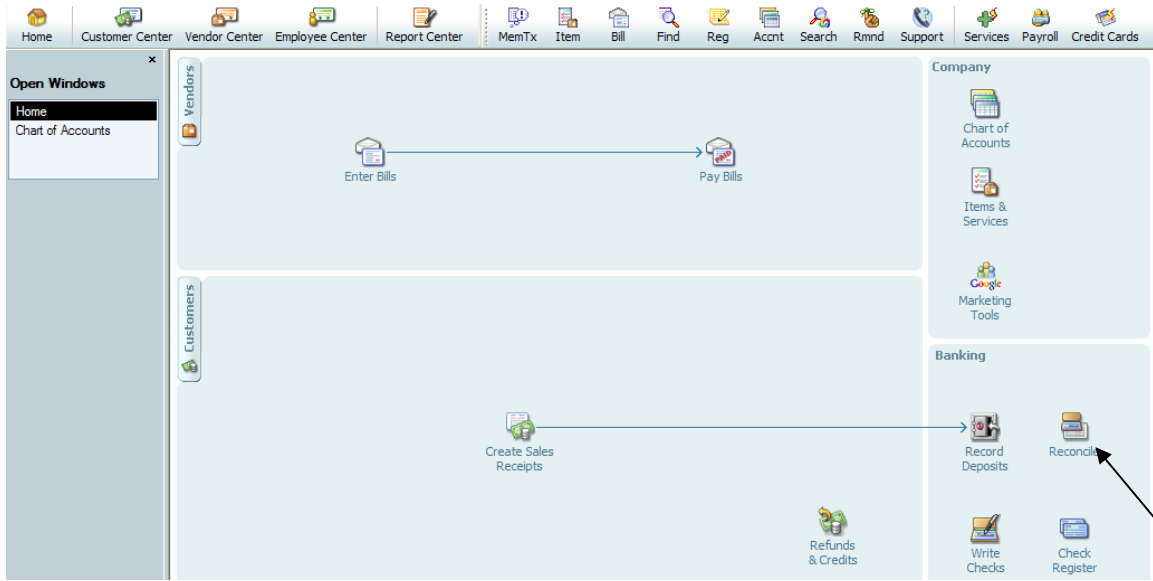


## HOW TO RECONCILE YOUR CASH ACCOUNTS

Monthly all accounts under 1000.00 must be reconciled (excluding the Petty Cash account or accounts where the statements may not be sent on a monthly basis—in that case the account would be reconciled upon receipt of the statement). This is done so that the account is reconciled to the statement from the bank or financial institution on a regular basis.

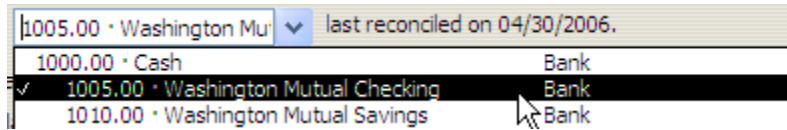
To reconcile an account go to the Home Page, select the **Reconcile** Icon which is found in the lower right hand section of the Home Page.



The following window will appear. This screen must be completed properly in order to properly reconcile the desired account.

A screenshot of the 'Begin Reconciliation' dialog box. The title bar includes a search field 'Type a help question Ask' and a 'How Do It?' dropdown. The main text reads: 'Select an account to reconcile, and then enter the ending balance from your account statement.' The 'Account' field is a dropdown menu showing '1000.00 · Cash'. The 'Statement Date' is '07/31/2008'. The 'Beginning Balance' is '31,334.01' with a link 'What if my beginning balance doesn't match my statement?'. The 'Ending Balance' field is empty. Below this, there are sections for 'Service Charge' and 'Interest Earned', each with fields for amount, date, account, and class. At the bottom are buttons for 'Locate Discrepancies', 'Undo Last Reconciliation', 'Continue', 'Cancel', and 'Help'. An arrow points to the 'Account' dropdown menu.

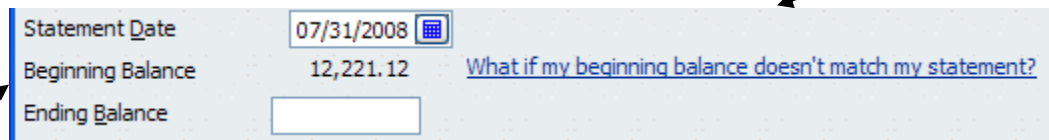
Select the **Account** that you wish to Reconcile by clicking the drop down arrow and choosing the applicable account.



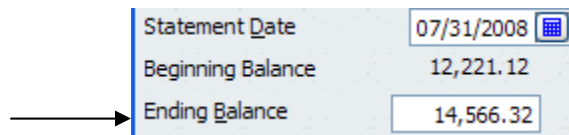
In this example the 1005.00 Washington Mutual Checking account is selected to reconcile.

Next check the statement date  to ensure it is set to the date of the statement you are reconciling from.

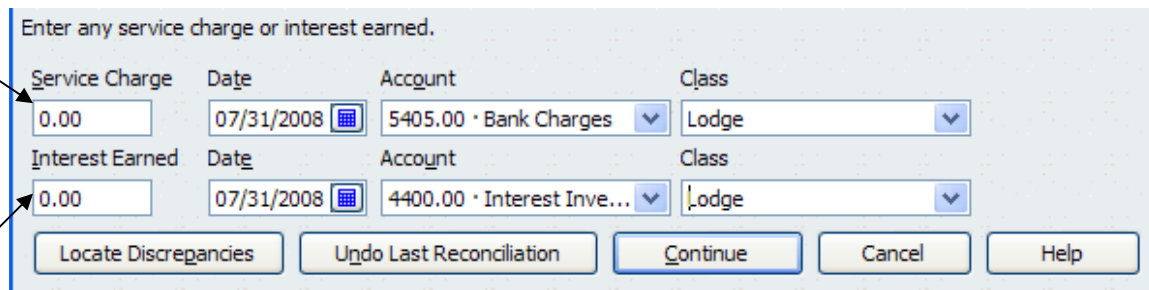
Next check the **Beginning Balance** field to ensure it has the same balance as the Bank Statement. The Beginning Balance should be the balance from the last reconcile. If there are discrepancies you should click the question and allow QuickBooks (QBs) to assist you with finding the discrepancy. You can also call a Moose Technical Trainer for assistance.



Next you will enter the **Ending Balance** from the Bank Statement.

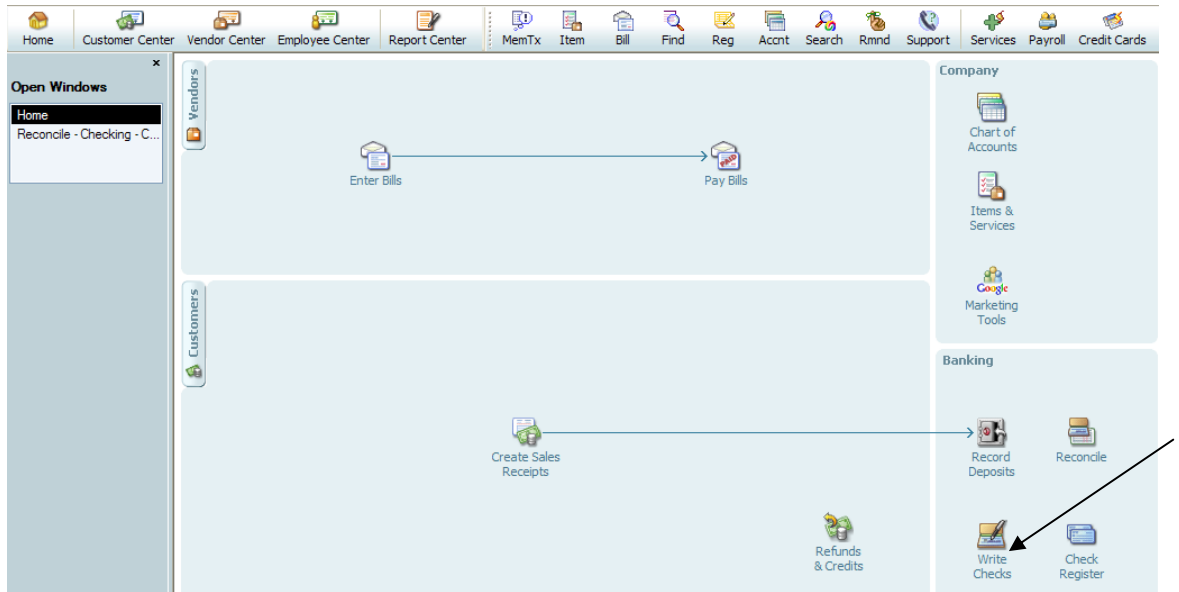


Now you will review the Bank Statement to determine if there are any service charges or interest earned that must be posted on the reconcile screen.

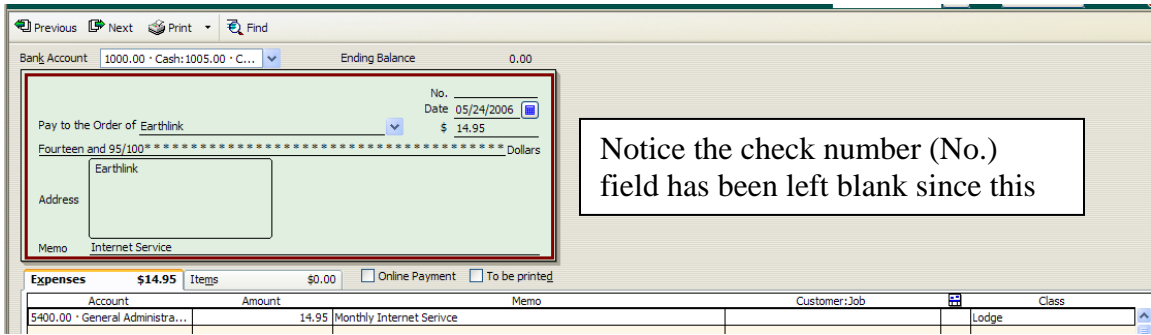


The amounts are entered as the amount from the bank statement. **NOTE:** It is **NOT** appropriate to enter NSF charges in the Service Charge field since this field is exclusively for service charges imposed by the bank for the servicing of the account. Use the **NSF Check Procedure** to enter any charges received on your bank statement for NSF Checks returned including bank charges.

Other fees (i.e., internet charges, debit card charges, etc.) should be entered using a different procedure. I recommend using the **Write Checks** function in QBs. Go to the **Home Page** and select the **Checks** Icon.




Next complete the screen to show the charges incurred to your account for services automatically posted to your account. An example is provided below:



Click **Save & Close** to save the entered data. This will post the charge and create a permanent record of the charge since it was posted individually by the bank. This will also appear in the reconciliation window so it can be cleared during the reconcile process.


Next enter the date that the service charge was posted to the account. Next enter the Account to which the charges should be expensed 5405.00 has already been established by Moose International for bank charges. Next enter the appropriate class for the charge to be posted to.

For the **Interest Earned** enter the amount earned, then the date the interest was posted to the account, enter the appropriate Account which is 4400.00 Interest Investment Income and the appropriate class.

**Begin Reconciliation** Type a help question **Ask** **How Do I?** 

Select an account to reconcile, and then enter the ending balance from your account statement.



Account: 1005.00 · Checking - Cash

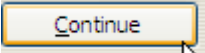
Statement Date: 07/31/2008 

Beginning Balance: 12,221.12 [What if my beginning balance doesn't match my statement?](#)

Ending Balance: 14,566.32


Enter any service charge or interest earned.

Service Charge	Date	Account	Class
10.00	07/31/2008 	5405.00 · Bank Charges	Lodge
Interest Earned	Date	Account	Class
0.00	07/31/2008 	4400.00 · Interest Inve...	Lodge

Click the  button to continue to the Reconciliation screen.

If you do not assign a class the following screen will appear. Cancel and go back and enter the appropriate class.

**Items not assigned classes**

 One or more items have not been assigned a class.  
Save anyway or cancel and return to the form?

Reconciling for the period ending 05/31/2006  Show only transactions on or before the statement ending date

Checks, Payments and Service Charges				Deposits and Other Credits					
✓	Date	Chk #	Payee	Amount	✓	Date	Chk #	Memo	Amount
	03/24/2006	3219	Maria E Ramos	265.08		05/17/2006		Deposit	358.63
	03/30/2006	3222	Moose Charities	20.00		05/19/2006		Deposit	30.00
	03/30/2006	3223	Moose Charities	20.00					
	03/30/2006	3224	Moose Charities	20.00					
	03/30/2006	3225	Moose Charities	20.00					
	03/30/2006	3226	Moose Charities	20.00					
	03/30/2006	3227	Moose Charities	20.00					
	04/23/2006	3237	LOOM #561	425.00					
	04/23/2006	3238	Moose International	20.00					
	04/23/2006	3239	Moose Charities	76.06					
	04/26/2006	3240	Cheryl D Volden	100.00					
	04/26/2006	3241	Maria E Ramos	460.00					
	05/10/2006	3242	Moose Charities	20.00					
	05/10/2006	3243	Moose Charities	25.00					
	05/11/2006	3244	Patricia L Blair	10.92					
	05/13/2006	3245	American Cancer ...	500.00					
	05/15/2006	3246	Moose International	135.00					
	05/15/2006	3247	Moose International	62.25					
	05/19/2006	3248	Darlene Dillard	25.00					
	05/19/2006	3249	Renee Dillard	25.00					
	05/22/2006	3250	Moose International	20.00					

Buttons: Mark All, Unmark All, Go To, Columns to Display...

Beginning Balance	3,147.20		
Items you have marked cleared			
0 Deposits and Other Credits	0.00		
1 Checks, Payments and Service Charges	10.00		

Modify	Service Charge	-10.00
	Interest Earned	0.00
	Ending Balance	1,881.52
	Cleared Balance	3,137.20
	Difference	-1,255.68

Buttons: Reconcile Now, Leave

This screen will display all outstanding checks and deposits. In the lower right hand corner it displays the **service charge** and **interest earned** as you entered it from the previous screen. It also provides the **Ending Balance** and tells you what the current difference is that needs to be cleared in order to reconcile the account.

As you click on each cleared item the “**Difference**” field will change. Your goal is to get the “**Difference**” field to be “0.00”, which tells you that you have successfully reconciled the account.

To clear an item you will need to click on the item that shows on the bank statement. This will cause it to have a ✓ **checkmark** in the **checkmark** column showing that it is a cleared item. **NOTE:** As you are clearing items in the reconcile screen it is marking them with an \* asterisk in the register of the account. When the reconciliation is complete each reconciled item will appear in the account register as a ✓ **checkmark** which identifies it as a cleared item.

Reconciling for the period ending 05/31/2006  Show only transactions on or before the statement ending date

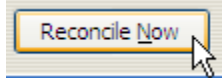
Checks, Payments and Service Charges				Deposits and Other Credits					
✓	Date	Chk #	Payee	Amount	✓	Date	Chk #	Memo	Amount
✓	03/24/2006	3219	Maria E Ramos	265.08	✓	05/17/2006		Deposit	358.63
✓	03/30/2006	3222	Moose Charities	20.00	✓	05/19/2006		Deposit	30.00
✓	03/30/2006	3223	Moose Charities	20.00	✓	05/26/2006		Deposit	30.00
✓	03/30/2006	3224	Moose Charities	20.00					
✓	03/30/2006	3225	Moose Charities	20.00					
✓	03/30/2006	3226	Moose Charities	20.00					
✓	03/30/2006	3227	Moose Charities	20.00					
✓	04/23/2006	3237	LOOM #561	425.00					
✓	04/23/2006	3238	Moose International	20.00					
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✓	05/15/2006	3247	Moose International	62.25					
✓	05/19/2006	3248	Darlene Dillard	25.00					
✓	05/19/2006	3249	Renee Dillard	25.00					
✓	05/22/2006	3250	Moose International	20.00					

Buttons: Mark All, Unmark All, Go To, Columns to Display...

Beginning Balance	3,147.20	Modify	Service Charge	-10.00
Items you have marked cleared			Interest Earned	0.00
3 Deposits and Other Credits	418.63		Ending Balance	1,881.52
16 Checks, Payments and Service Charges	1,684.31		Cleared Balance	1,881.52
			Difference	0.00

Buttons: Reconcile Now, Leave

When you have completed clearing of the items shown on the bank statement, the result in the **Difference** field should be 0.00. When this is completed you can click the



button to update QBs with the reconciled items.

**NOTE:** Never allow QBs to automatically reconcile if there is a discrepancy. If the **Difference** is not 0.00 do not click the Reconcile Now button until you have located and corrected the discrepancy. Allowing QBs to automatically reconcile the account will result in a “**Balance Adjustment**” record being created in the account you are reconciling. This is a general journal entry transaction that is created by QBs for the discrepancy. It does not resolve the out of balance condition in the account.

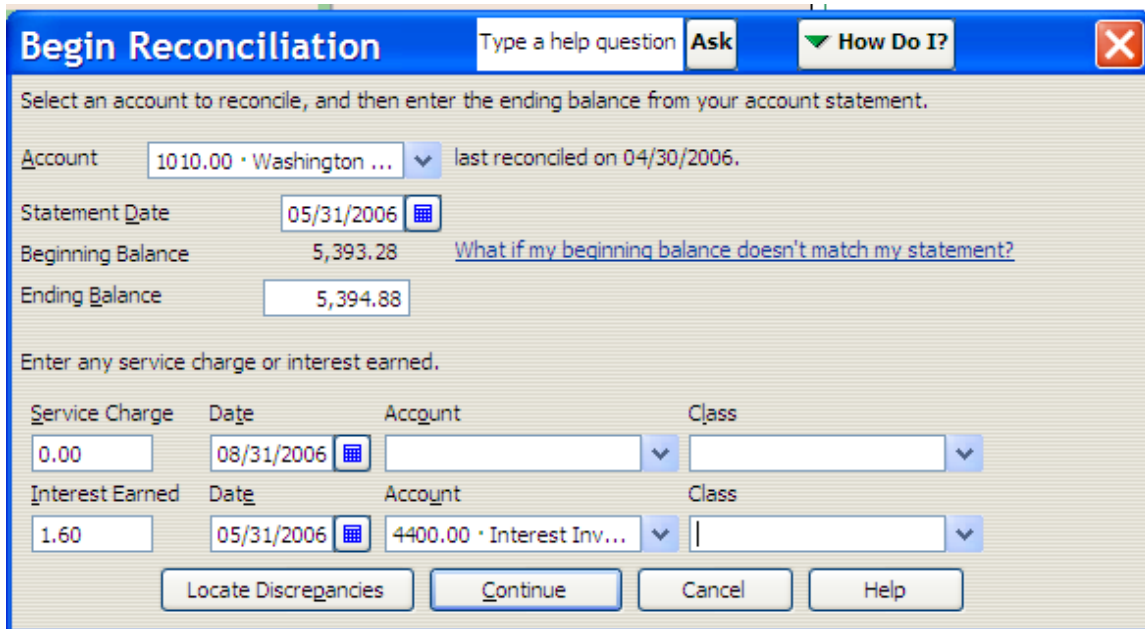
The following screen will appear telling you that you have successfully reconciled the account. You will have the option to display or print a reconciliation report.



Click **Display** to display the report in another window where you will also have the option to print the report or click **Print** to print the report so that you can include it with your bank statement for review by the audit committee.

You have now successfully completed the reconciliation of the checking account. Proceed to reconcile any other checking accounts that the fraternal unit may have.

Next the savings account must also be reconciled. To proceed to reconcile another account go to the **Home Page** and select the **Reconcile** Icon.



First complete the **Begin Reconciliation** screen by selecting the account, the statement date per the bank statement, and the ending balance per the bank statement. Next enter the interest earned on the account, the date per the bank statement, the account for posting the interest earned, the Class and then click the **Continue** button.

Reconciling for the period ending 05/31/2006  Show only transactions on or before the statement ending date

Checks and Payments				Deposits, Interest and Other Credits					
<input checked="" type="checkbox"/>	Date	Chk #	Payee	Amount	<input checked="" type="checkbox"/>	Date	Chk #	Memo	Amount

Buttons: Mark All, Unmark All, Go To, Columns to Display...

Beginning Balance	5,393.28
Items you have marked cleared	
1 Deposits, Interest and Other Credits	1.60
0 Checks and Payments	0.00

Modify	Service Charge	0.00
	Interest Earned	1.60
	Ending Balance	5,394.88
	Cleared Balance	5,394.88
	Difference	0.00

Buttons: Reconcile Now, Leave

Simply by entering the **interest earned** the account is reconciled and the “**Difference**” is 0.00. Click the “**Reconcile Now**” button and the account will be reconciled.

**NOTE:** If other transactions (i.e., transfers, withdraws, deposits) appear in the screen they will need to be cleared if they appear on the statement.

The “**Select Reconciliation Report**” window that shows that the reconciliation was successful is displayed with the option to **Display**, **Print** or **Close** the window.

**Select Reconciliation Report** [X]

Congratulations! Your account is balanced. All marked items have been cleared in the account register.

Select the type of reconciliation report you'd like to see.

Summary  
 Detail  
 Both

To view this report at a later time, select the Report menu, display Banking and then Previous Reconciliation.

Buttons: Display, Print..., Close



Choose the **Print** option so the reconciliation summary and detail reports are printed for the audit committee and fraternal unit records.

This completes the reconciliation of the cash accounts.