

# Chapter 6

## Banking in QuickBooks Online

The Banking page is where you connect your accounts and download transactions. This is often called the “bank feed”. Setting up a bank feed in QuickBooks will help save you valuable time as it can minimize and sometimes eliminate data entry.

Your bank and credit card companies store information about the money going in and out of your accounts. You want that same information in QuickBooks because it’s part of your business finances.

Instead of manually typing it all in, let QuickBooks get the information for you. You choose whether to add transactions as new items or match them up with items you already entered in QuickBooks. After you are connected, QuickBooks downloads your bank data automatically, usually at least once daily.

In addition to the bank feed feature, this chapter introduces you to the two important banking tasks—the bank transfer and account reconciliation.

## Lesson Objectives

In this chapter, you’ll learn how to:

- Connect your bank and credit card accounts to QuickBooks
- Categorize transactions in the bank feed
- Reconcile accounts
- Transfer funds

## Connect Your Bank or Credit Card Accounts

You can connect your bank account or credit card to QuickBooks to automatically download transactions. You can connect chequing, savings, or credit card accounts, including foreign currency accounts, if you use a participating bank. To connect your bank for the first time:

1. Click **Banking**.

**2. Click Add account.**

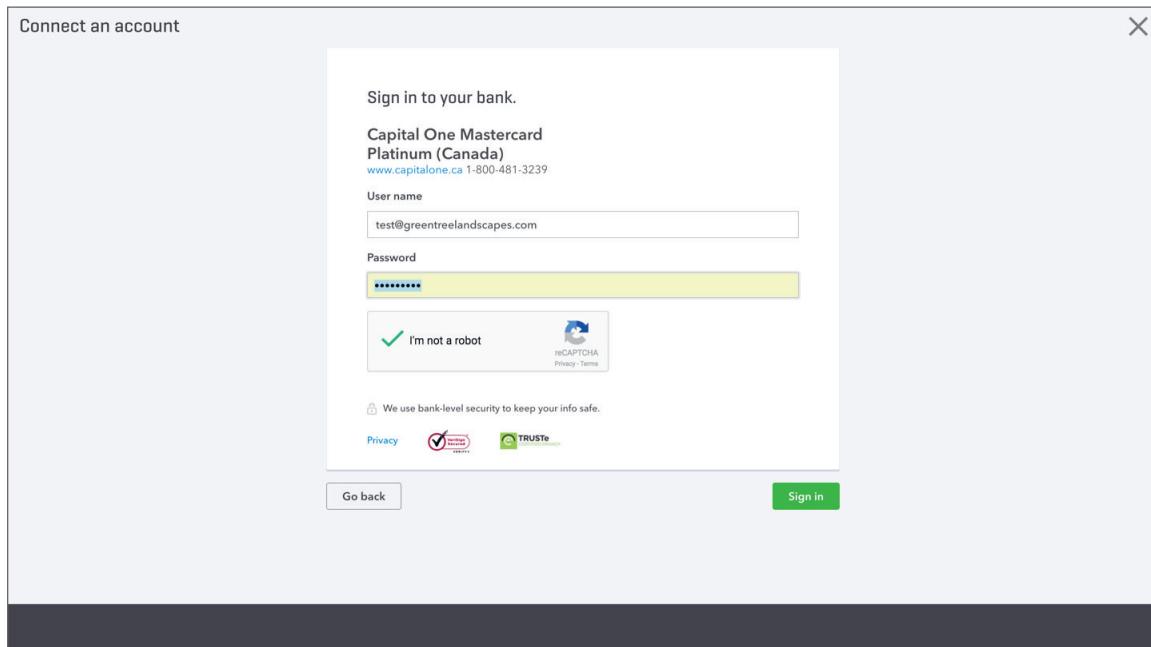
The screenshot shows the QuickBooks Online dashboard with the 'Banking' tab selected. In the 'Bank and Credit Cards' section, there are two cards listed: 'Capital One Mastercard' with a balance of '\$2,538.61' and 'IN QUICKBOOKS' balance of '\$2,418.97', and '55' transactions. Below the cards, there are tabs for 'For Review', 'In QuickBooks', and 'Excluded'. On the right, there are buttons for 'Update' and 'Add account'. A large green arrow points to the 'Add account' button.

**3. Choose from one of the common banks or search for your bank in the Search bar.**

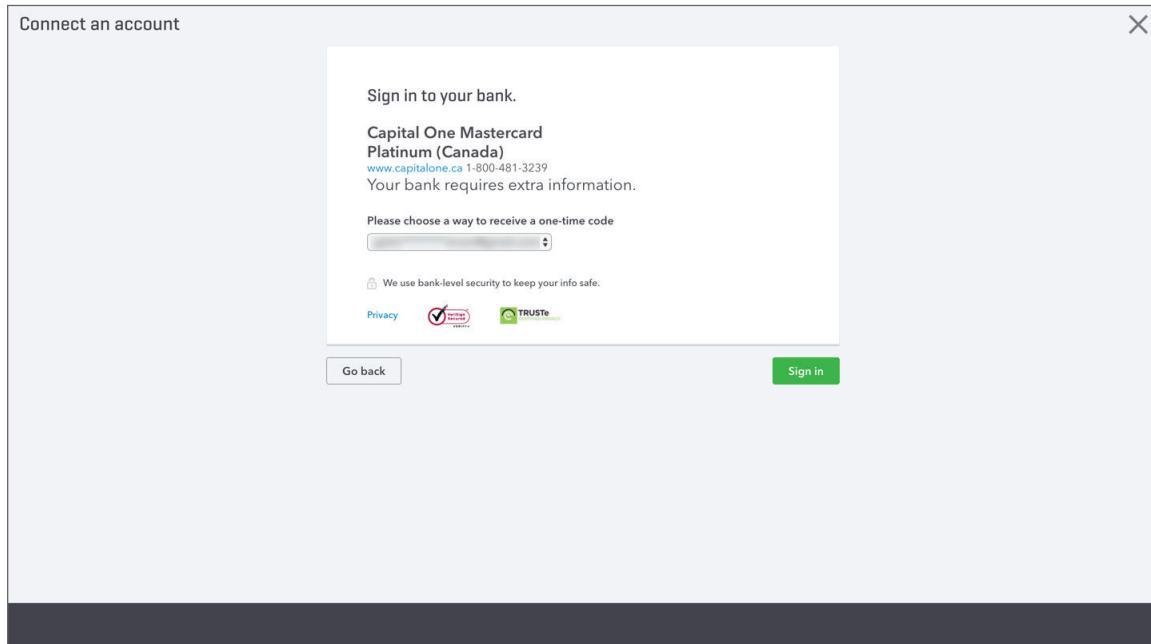
The screenshot shows the 'Connect an account' dialog box. At the top, it says 'Let's get a picture of your profits' and 'Securely connect your bank or credit card to bring in your transactions.' Below is a search bar with the placeholder 'Enter your bank name or URL.' followed by a magnifying glass icon. A note says 'Here are some of the most popular ones:' with a grid of logos for TD, CIBC, Scotiabank, BMO, American Express, RBC Royal Bank, PayPal, and Vancity. At the bottom, there is a note about bank-level security, links to 'Privacy' and 'Terms & Conditions', and a 'TRUSTe' logo.

**4. Enter your Banking or Credit login information including the User name and Password. This is the same information you use when signing into your online bank or credit card account. QuickBooks establishes a connection between the bank and QuickBooks.**

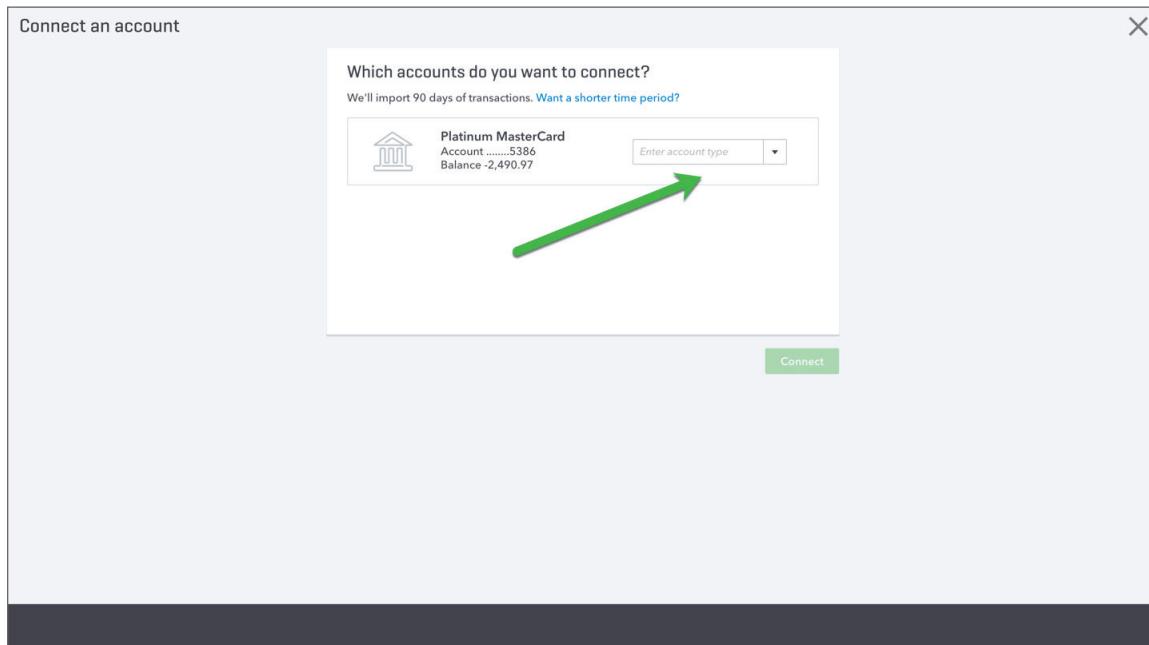
**5. Click Sign In.**

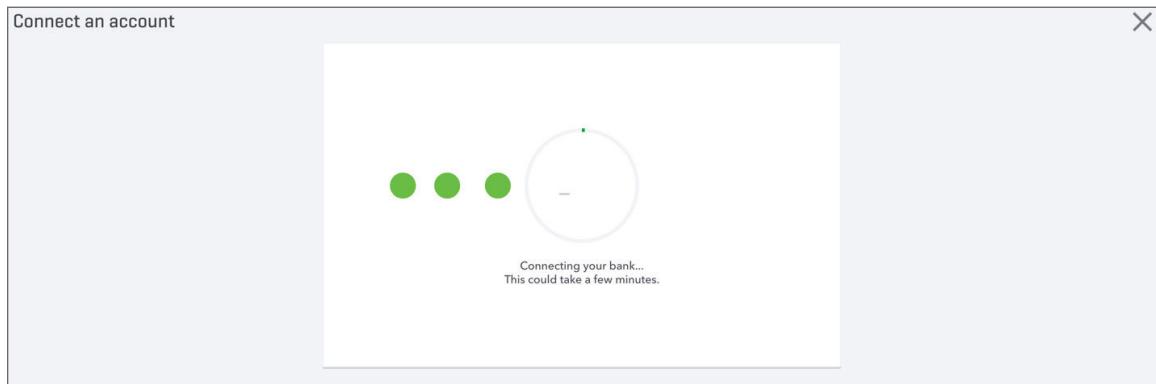
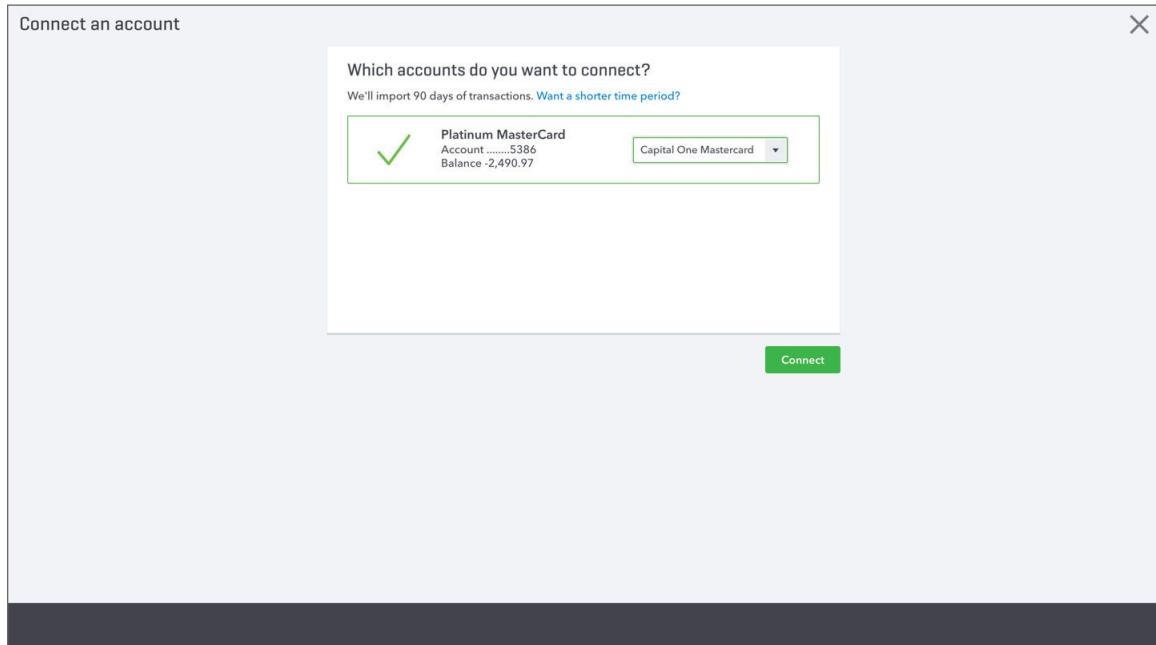


**6. You may need to add more information like a one-time code delivered to you via email or text. This depends on your financial institution.**



7. QuickBooks asks you **Which accounts do you want to connect?** Choose the account in QuickBooks that matches the online account.



**8. Click Connect.**

**NOTE** This may take a few minutes to make the connection between your online account and QuickBooks and then download the transactions.

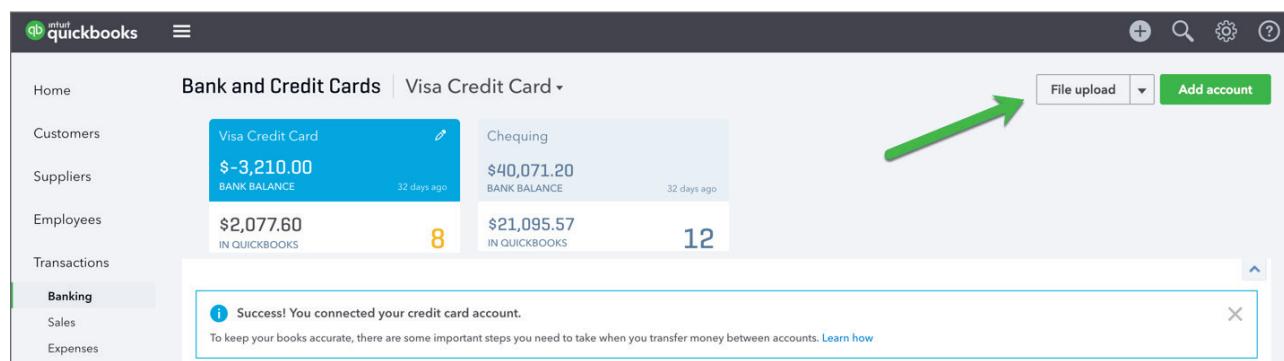
When you first connect an account QuickBooks automatically downloads the last 90 days of transactions from your bank or credit card account. You cannot change this however, you can upload a longer date range of transactions using a manual upload. See below.

## ► Manual Upload of Transactions

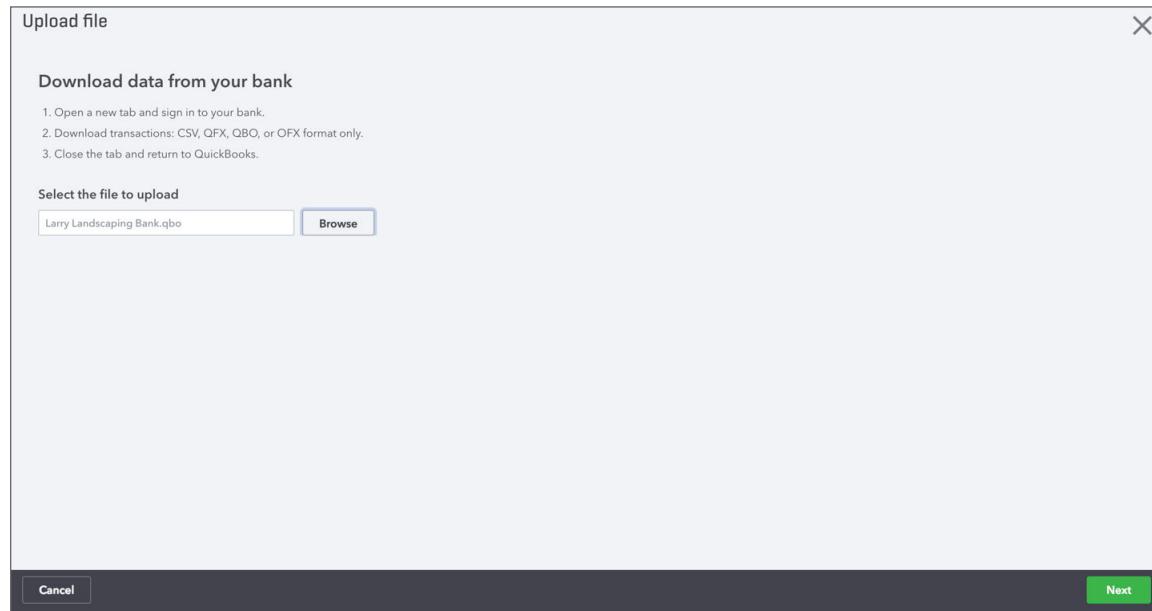
QuickBooks automatically downloads the last 90 days of transactions. If you don't need these transactions, you can exclude them from QuickBooks. If you'd like to import more than 90 days of transactions, you can use the **File Upload** to import.

Many banks give you the ability to download a data file with your transactions. If the file is a QBO (Web Connect), QFX, OFX, or CSV file, you can upload it to QuickBooks. To upload a file manually:

1. Download the file from your financial institution to your desktop.
2. Click **Transactions** and then click **Banking**.
3. Click **File upload**.

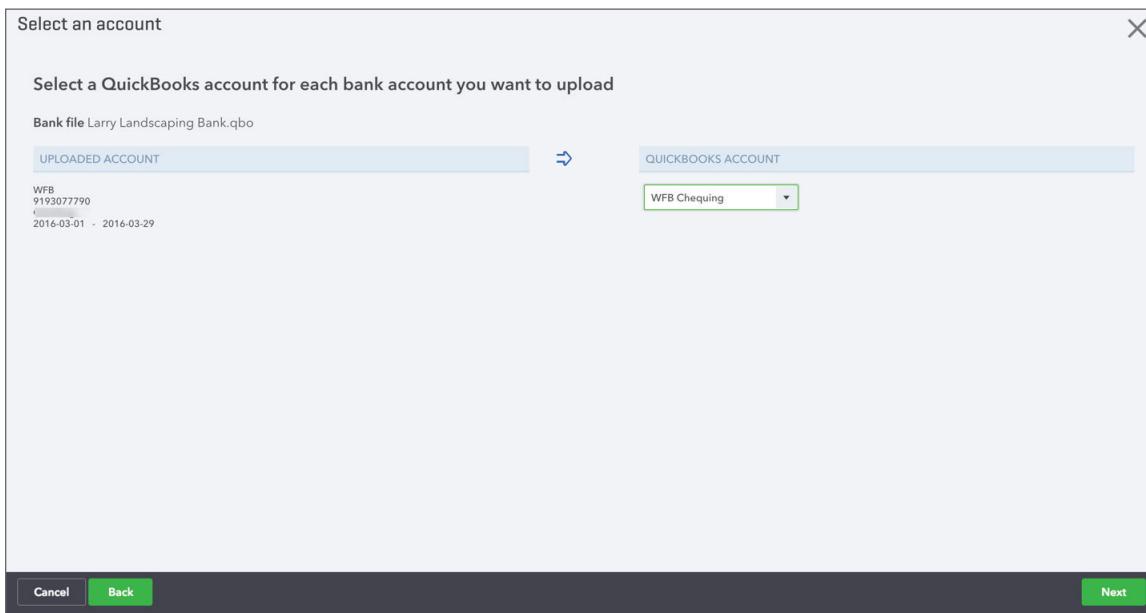


4. Click **Browse** to find the file on your computer. Click **Next**.

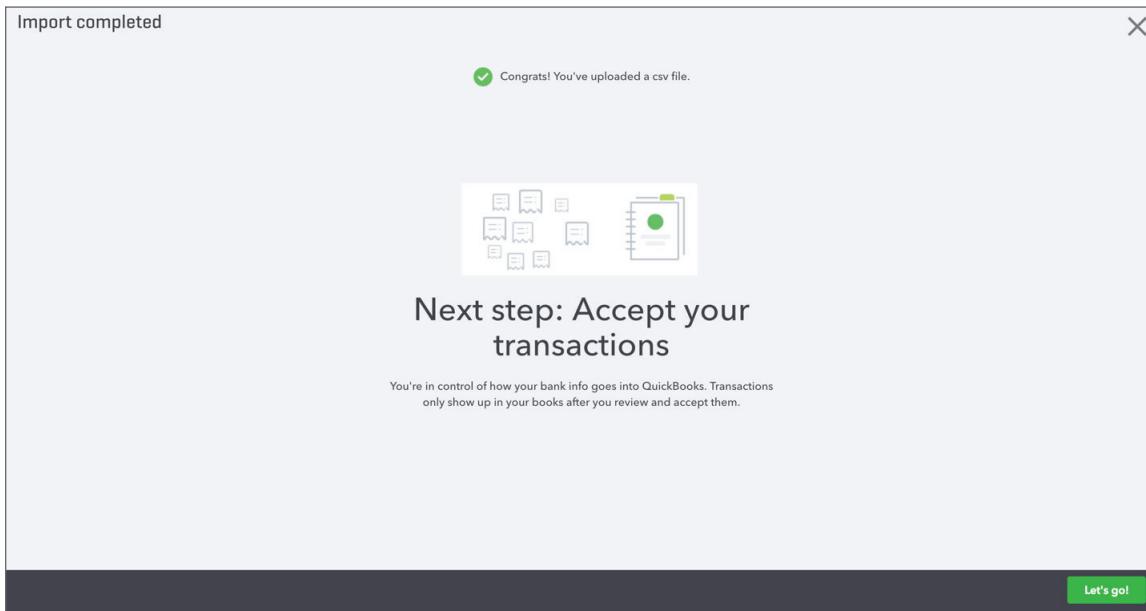


5. Choose the **QuickBooks Account** to upload to.

**6.** Click **Next**.



**7.** QuickBooks completes the upload and now you're ready to accept the transactions.



## ► Working with Banking Transactions in QuickBooks

After you've downloaded transactions from your financial institution, you can assign and categorize them. For each downloaded transaction, QuickBooks Online analyzes all the information received from the bank and tries to give you the best possible suggestion for accepting the transaction.

QuickBooks follows some basic logic to help you categorize and add transactions to QuickBooks as efficiently as possible.

## Bank Data Overview

When QuickBooks receives your bank data, it:

- Looks for matches among the transactions you already entered into QuickBooks
- Remembers categorizations you made before, and applies those categorizations to similar transactions
- Suggests logical categories based on bank descriptions
- Checks for rules you created to handle certain transactions in a particular way
- Cleans up cryptic bank descriptions

## Banking Page Overview

After setting up the bank feed and connecting accounts to QuickBooks the Banking page will display information about your accounts.

**Bank and credit card accounts.** The different accounts appear as cards along the top of the page. Select the card of the account you want to work with. Its transactions appear beneath it. You can tell which account you're working with because its card is darker (a darker blue) than the other cards. Additionally, the account name appears next to the page title.

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	07/13/2017	INTEREST CHARGE:PURCHASES		Uncategorized Expense	HST ON (Purchases)	\$47.03		Add
<input type="checkbox"/>	07/13/2017	INTEREST CHARGE:CASH ADVANCES		Uncategorized Expense	HST ON (Purchases)	\$6.67		Add

**For Review**—Transactions are broken out by account, waiting to be added to your books. You can filter the list to show only “recognized” transactions or view *all* transactions waiting to be added or matched.

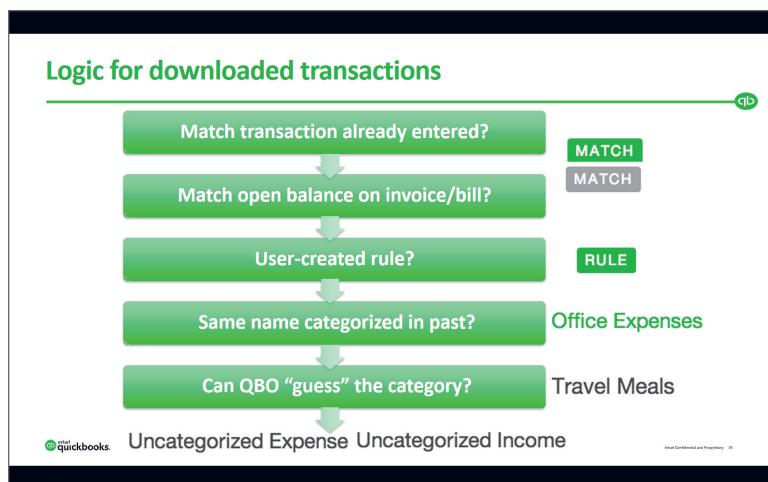
“Recognized” transactions are those that QuickBooks could “preprocess” for you because it found logical categories, remembered earlier categorizations made to similar transactions, found matches, or applied rules. You can add or match recognized items more quickly, and with a high degree of confidence.

**In QuickBooks and Excluded transactions**—When you accept bank transactions, they move from the **For Review** tab to the “In QuickBooks” tab so you always have a record of the items you accepted. You can also exclude bank items if they shouldn’t be part of your accounting. (If you change your mind, you can always undo a transaction you accepted or excluded.)

Batch actions ▾					All (8)	Recognized (2)
	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	
<input type="checkbox"/>	02-02-2017	Supplies Depot	Supplies Depot	Uncategorized Expense		

### Categorizing Transactions in QuickBooks

Now that you know what the banking windows look like and what the terminology means, it’s time to get to work categorizing your downloaded transactions. QuickBooks will do some of the categorization work for you. After downloading new transactions, QuickBooks goes through a logical process to categorize your transactions. Below is a diagram of the QuickBooks Logic and the labels QuickBooks displays to help you know what action to take for each transaction.



## Matched Transactions

When QuickBooks downloads bank data, it tries to find a match with any QuickBooks transactions you created manually. If it finds a likely match, it lists the transaction in the Recognized tab and displays the words “1 similar record found” in green text.

If you’re satisfied with the match information shown in the row, simply click **Match** at the end of the row to move the bank item into QuickBooks and match it with the existing QuickBooks transaction.

<input type="checkbox"/>	20/10/2017	Coffee Place		Uncategorized Expense		\$20.50		Add
<input type="checkbox"/>	19/10/2017	Supplies Depot	Supplies Depot	Uncategorized Expense		\$35.88		Add
<input type="checkbox"/>	06/10/2017	Jennifer Hargreaves	Jennifer Hargreaves	1 similar record found Expense 04/10/2017 \$245.80 Jennifer Hargreaves		\$245.80		Match
<input type="checkbox"/>	29/09/2017	Supplies Depot	Supplies Depot	Uncategorized Expense		\$24.86		Add
<input type="checkbox"/>	28/09/2017	Bank of AnyCity	Bank of AnyCity	2 similar records found			\$1,000.00	Match

To review an item before matching:

1. Click the transaction row. The row expands to show you more details.
2. Review the details in the expanded row.
3. When you’re satisfied with the details, click **Match**.

The screenshot shows a transaction row for Jennifer Hargreaves on 30-12-2016. The row is expanded to show more details. A 'Match' button is visible in the bottom right corner of the expanded row. Below the row, there's a note about a possible match and a 'Match' button.



**NOTE** The transaction disappears from the list and moves to the **In QuickBooks** tab.



**NOTE** To identify a MATCH in QuickBooks Online, it looks for different elements based on the transaction type.

For **bank deposits and credits**, it looks at:

- Both deposited and undeposited payments:
  - Payments received against invoices (on the Receive Payment page)
  - Sales receipts
  - Deposits or payments you entered yourself in the bank or credit card account history in QuickBooks
  - Deposits you entered from the Deposits page
- Journal entries and other positive or credit transactions you created in QuickBooks
- Open invoices and invoices that are not fully paid

For **bank withdrawals and debits**, it looks at:

- Payments you entered for a supplier
- Expenses you entered using the Expenses page or Create (+) menu
- Expenses or debits you entered directly in the bank or credit card account history in QuickBooks
- Journal entries and other negative or debit transactions you created in QuickBooks

In some cases, you may need to search QuickBooks for more than one transaction that may match a downloaded transaction.

1. In the navigation bar, click **Transactions > Banking**.
2. Select an account from the cards at the top of the page.
3. Select a transaction that you know has multiple QuickBooks transactions (that is, a deposit).
4. Click the **Find other matching transactions** button.

The screenshot shows the QuickBooks Banking window. At the top, there are two tabs: "All (19)" (which is selected) and "Recognized (0)". Below the tabs is a table with columns: DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, GST/HST, SPENT, RECEIVED, and ACTION. A single deposit transaction is listed: "03/29/2016 Web Sales Dep" with a description of "Sales of Product Income" and a amount of "\$6,000.00".

A green arrow points to a modal dialog box titled "Find match". The dialog has two radio buttons: "Add" (selected) and "Find match". It contains fields for "Deposit", "Select Payee (optional)", "Sales of Product Income", "Select GST/HST", and a dropdown menu showing "WEB SALES DEP 160315 385059899701AC3 Craig's LANDSCAPING". At the bottom of the dialog are "Split" and "Add" buttons.

At the bottom of the main window, there is a link: "BANK DETAIL WEB SALES DEP 160315 385059899701AC3 Craig's LANDSCAPING | Add Attachment".

5. In the **Match transactions** window, select the transactions that add up to the downloaded transaction amount.

DATE	TYPE	REF NUMBER	PAYEE	TRANSACTION AMOU...	PAYMENT
01/04/2016	Sales Receipt		Craig's Landscaping	\$3,000.00	3000.00
01/04/2016	Sales Receipt		Craig's Landscaping	\$3,000.00	3000.00

2 Selected transaction(s) Show | Remove \$6,000.00  
Downloaded transaction \$6,000.00  
Resolve difference ▾ Difference \$0.00  
Total \$6,000.00

If you don't see an item you expected to see, it may not be in the date range QuickBooks analyzes. Try changing the date range in the From and To fields.



**NOTE** To be sure that the total amount matches the downloaded amount, do one of the following:

- If the total amount matches the downloaded amount, that's good. No further action is needed.
- If the total amount is more than the downloaded amount, remove some of the matches until the difference is 0. Or, adjust the QuickBooks transaction amounts and then try matching again.
- If the total amount is less than the downloaded amount, select more matches, or adjust the QuickBooks transaction amounts and then try matching again.
- Click **Resolve the difference** to handle the leftover amount if necessary.

DATE	PAYEE	CATEGORY	MEMO	AMOUNT	GST/HST
03/29/2016	Payee (optional)	Sales of Product Income			Select GST/HST

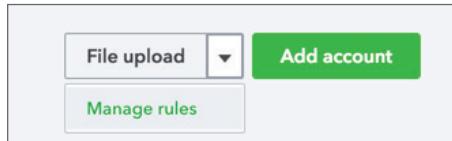
New transaction total \$0.00

## Bank Feed Rules

Bank Feed Rules go beyond the automatic memorizing and categorizing that QuickBooks Online does. For frequently downloaded items, rules can save you lots of time by scanning bank items for certain the details you assign for specific payees and categories.

### To Create a Rule:

1. Go to **Transactions > Banking**.
2. On the Banking page, click the Update drop-down arrow in the upper right corner and select **Manage Rules**.



3. In the upper right corner select **New Rule**.
4. Enter the **Rule Name**.
5. Tell QuickBooks if the rule applies to **Money In** or **Money Out**.
6. Choose the account(s) the Rule applies to.
7. Enter the **Conditions** for the Rule. Click **Add Line** to add another condition.



**NOTE** You can choose from the conditions including **Description**, **Amount**, and **Bank Text**.

8. Click **Save**. QuickBooks automatically applies the new rule to any **Unaccepted** transactions in the Banking window.



**NOTE** Rules apply to unaccepted transactions only in **For Review** tab on the banking downloads screen).



**NOTE** To reduce the need for multiple rules, you can create rules with "or" so that transactions are edited when they meet any of the outlined conditions. In order for the "or" function to be available, you must change the drop-down so that it shows "when a transaction meets ANY of these conditions."

## QuickBooks Rules

When QuickBooks downloads your bank data, it analyzes the bank information and gives you a suggested action to take. After entering the Matched transactions, QuickBooks will make suggestions on how to categorize transactions. These transactions will be labeled in green and will include the **Add** icon in the far-right column.

Batch actions ▾		All (6)	Recognized (3)						Print	Settings
	Date ▾	Description	Payee	Category or Match	GST/HST	Spent	Received	Action		
<input type="checkbox"/>	14-01-2017	Supplies Depot	Supplies Depot	Uncategorized Expense	HST ON (Purchases)	\$18.60		<b>Add</b>		
<input type="checkbox"/>	13-01-2017	Coffee Place		Meals and entertainment	HST ON (Purchases)	\$20.50		<b>Add</b>		
<input type="checkbox"/>	12-01-2017	Supplies Depot	Supplies Depot	Uncategorized Expense	HST ON (Purchases)	\$35.88		<b>Add</b>		

The more that you use QuickBooks Online banking, the more QuickBooks learns how you categorize your transactions. As it learns, QuickBooks begins to follow what we call “QuickBooks Rules”. While they are not actual rules, QuickBooks uses your history to automate the categorization of your banking transactions.

To add a transaction where a “QuickBooks” is suggested click **Add** under the **Action** column.

Batch actions ▾		All (6)	Recognized (3)						Print	Settings
	Date ▾	Description	Payee	Category or Match	GST/HST	Spent	Received	Action		
<input type="checkbox"/>	14-01-2017	Supplies Depot	Supplies Depot	Uncategorized Expense	HST ON (Purchases)	\$18.60		<b>Add</b>		
<input type="checkbox"/>	13-01-2017	Coffee Place		Meals and entertainment	HST ON (Purchases)	\$20.50		<b>Add</b>		

## Uncategorized Transactions

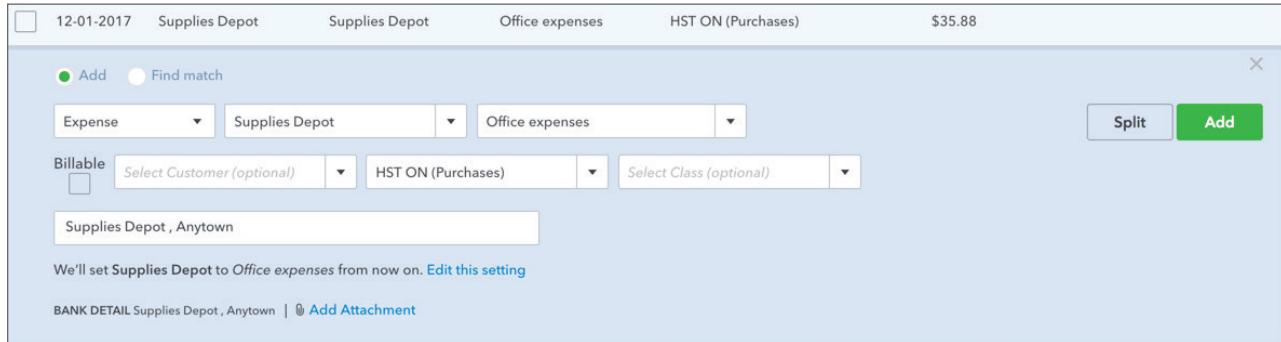
After QuickBooks completes the logic and doesn't find any matches, rules, or suggestions to make, it lets you categorize the transaction. When QuickBooks does not know what to do with a transaction, it will be labeled as:

- **Uncategorized Income**
- **Uncategorized Expense**

To review and categorize the uncategorized transactions:

1. Click the **Add** within the row of the transaction. The Description column gives you a clue about the type of transaction it is.
2. QuickBooks Online may display a matching customer or vendor/supplier name, if one exists. If you don't select or add a name, QuickBooks Online adds the transaction to the register without a name/payee when you accept the transaction.

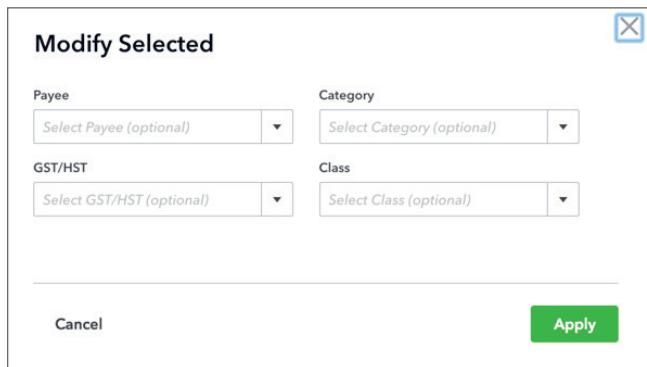
3. Choose a specific category from the list. You can create additional categories (from your "chart of accounts" in QuickBooks Online) as needed. You can also split a transaction between different categories (see section below).



4. Select a class or location, if these fields appear in the row. These fields only appear if you have set up classes or locations in your company settings. (Optional)
5. When you're satisfied with the information in the row, click Add. The transaction moves from the **For Review** tab over to the **In QuickBooks** tab.

Assign a single payee, category, class, or location to multiple transactions:

1. Click the checkbox for each transaction row you want to assign to the same accounting information (payee, category, class, location). You can choose multiple rows by selecting the first, holding down shift, and clicking on the last.
2. Click **Batch Actions** drop-down arrow at the top of the list, then click **Modify Selected** and make the changes you want.
3. Click **Apply**.
4. The transactions move from the **For Review** tab over to the **In QuickBooks** tab.



Assigning multiple categories to a single transaction (**Split**):

There may be times when you want to split a transaction, either a deposit or expense, between different categories. To split a transaction:

1. Click within the row of the transaction and select **Split** towards the right.
2. In the first line, select a category from the Account list and then enter an amount.
3. Click in the second row, repeat step 3.
  - To add more rows, click **Add Lines**.
  - To delete a row, click the trash can that appears to the right of the row.
  - Click **Reset** to start the Split Transaction over.
4. When the total amount matches the downloaded amount, click **Save and Add**.
5. The transaction moves from the **For Review** tab over to the **In QuickBooks** tab.

**Split Transaction**  
Downloaded Transaction  
Supplies Depot on 12-01-2017 for \$-35.88

CATEGORY	GST/HST	CLASS	AMOUNT (CAD)
Office expenses	HST ON (Purchases)	Select Class (optional)	20.00
Dues and Subscript	HST ON (Purchases)	Select Class (optional)	15.88

Add lines      Reset      Split amount \$35.88  
Original amount \$35.88  
Difference \$0.00

**Memo**  
Supplies Depot, Anytown

Cancel      Save and add

### Accept Multiple Transactions

You can accept multiple transactions at the same time.

1. Review and categorize several transactions, but don't accept them.
2. Reviewing can be more efficient if you, click a column header, such as Description, to sort similar transactions together.
3. Click the **checkbox** to the left of the date column for each row you want.
4. At the top of the list, click the **Batch Actions** drop-down arrow and select **Accept Selected**.

5. All the selected transactions move from the **For Review** tab to the **In QuickBooks** tab.

Batch actions ▾								Go to Account history
		All (6)	Recognized (5)					
<input type="checkbox"/>	Accept Selected	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	Exclude Selected	Supplies Depot	Supplies Depot	RULE Office expenses	HST ON (Purchases)	\$18.60		Add
<input checked="" type="checkbox"/>	Modify Selected			Meals and entertainment	HST ON (Purchases)	\$20.50		Add
<input type="checkbox"/>	13-01-2017	Coffee Place		Office expenses	HST ON (Purchases)	\$35.88		Add
<input checked="" type="checkbox"/>	30-12-2016	Jennifer Hargreaves	Jennifer Hargreaves	MATCH Expense 28-12-2016 \$245.80 Jennifer Hargreaves		\$245.80		Match
<input checked="" type="checkbox"/>	23-12-2016	Supplies Depot	Supplies Depot	RULE Office expenses	HST ON (Purchases)	\$24.86		Add
<input checked="" type="checkbox"/>	22-12-2016	Bank of AnyCity	Bank of AnyCity	MATCH Cheque 20-12-2016 \$1,000.00 Bank of AnyCity			\$1,000.00	Match

### Edit a Transaction

You can change how you assigned or categorized a transaction. You can also undo an acceptance, and even exclude a transaction from being included in your business finances.

To change an assignment or category for a transaction:

1. On the **For Review** tab, click a row to select it.
2. Click the **Category or Match** drop-down list and select a category from the **Account** list.



**NOTE** You can't change the assignment or category from the **In QuickBooks** tab.

You can only change them on the **For Review** tab or in the corresponding QuickBooks transaction.

To undo an accepted transaction:

1. On the **In QuickBooks** tab, click the **Undo** button to move that transaction back to the **For Review** tab.
2. For multiple transactions, check the box to the left of all transactions then click the **Batch Actions** drop-down and select **Undo Selected**. The transaction will now be in the **For Review** tab.

3. From the **For Review** tab, select the transaction and click the **Category or Match** drop-down list and select a category from the **Account** list.

	AMOUNT	ACTION
\$-35.88	Undo	

## ► Account Reconciliation

Banks and credit card companies usually generate a monthly statement for each bank and credit card account. When you reconcile an account, you make sure that what you have in QuickBooks matches this monthly statement.

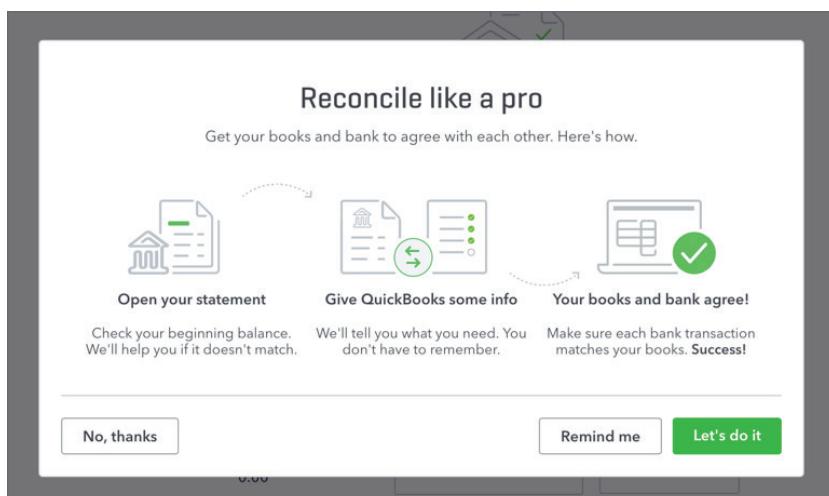
One by one, you check the beginning balance and each transaction in the statement and compare them with your books. When you're finished, your books and bank agree with each other. You know your bank and your books agree when the difference between them is \$0.00.

### *Reconcile a Connected Account*

Using the bank feed to enter and categorize transactions will help you automate your bank and credit card account reconciliations. If you enter every transaction downloaded from the bank feed all your transactions will automatically be marked as reconciled.

To reconcile a connected account:

1. Click the **Gear** icon and then click **Reconcile**.
2. Click **Let's do it**.



3. Choose the **Account** to reconcile.
4. Enter the **Ending Balance**. This information will come from your bank or credit card statement.
5. Enter the **Ending Date** listed on the statement.
6. Click **Start Reconciling**.

Chart of accounts > Credit card register > Reconcile

Reconcile

Reconciliation history | Give Feedback



## Reconcile an account

Open your statement and let's get started.

Which account do you want to reconcile?

Account: Visa Credit Card CAD

Enter the following from your statement

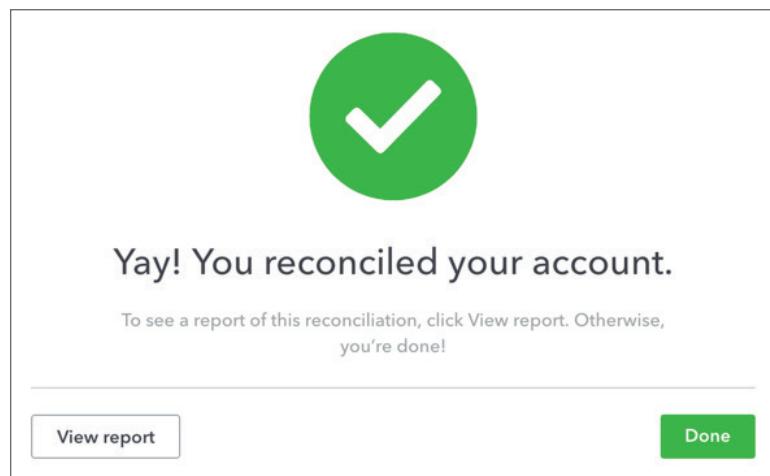
Beginning balance	Ending balance *	Ending date *
0.00	-621.80	28-02-2017

**Start reconciling**

7. QuickBooks opens the Reconcile window. If you've entered every transaction on your bank statement using the bank feed, the account will be auto reconciled. You'll notice that the transactions entered from your bank feed will be marked with a special statement icon (see column to the left of Charge).

DATE	TYPE	REF NO.	PAYEE	MEMO
02-02-2017	Expense		Supplies Depot	Supplies Depot , Anytown
20-01-2017	Expense			Coffee Place treet,, Anytown
14-01-2017	Expense		Supplies Depot	Supplies Depot , Anytown
13-01-2017	Expense			Coffee Place , Anytown
12-01-2017	Expense		Supplies Depot	Supplies Depot , Anytown
10-01-2017	Cheque	2055	Bank of AnyCity	
28-12-2016	Expense		Jennifer Hargreaves	
23-12-2016	Expense		Supplies Depot	Supplies Depot , Anytown
20-12-2016	Cheque	2054	Bank of AnyCity	
20-01-2016	Expense			

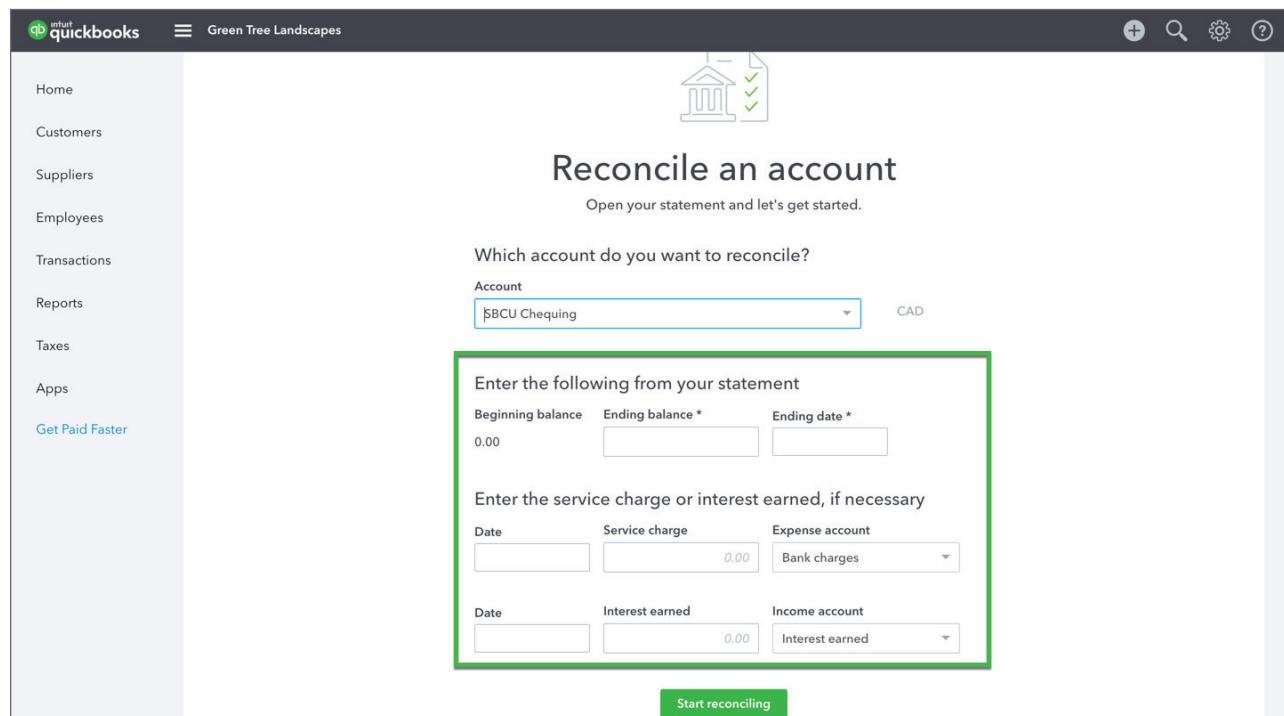
8. Click **Finish Now**.
9. Click **Done** to complete the reconciliation.



## Manual Account Reconciliation

The manual account reconciliation means that you will manually select all the transactions in QuickBooks that appear on your account reconciliation. This requires a detailed review of your monthly statement. Every transaction appearing on your statement including cheques, payments, deposits, refunds, etc. will be selected in QuickBooks Online.

To get started with your reconciliation go to the **Gear** icon and click **Reconcile**.



**NOTE** Alternatively, you can click **Accounting** on the left-hand navigation bar to access the account reconciliation.

1. Enter the **Ending balance**. This information will come from your monthly statement.
2. Enter the **Ending date**. This will also come from your monthly statement. This date is used to limit the transactions on the reconcile window to transactions before this date.
3. Click **Start Reconciling**.

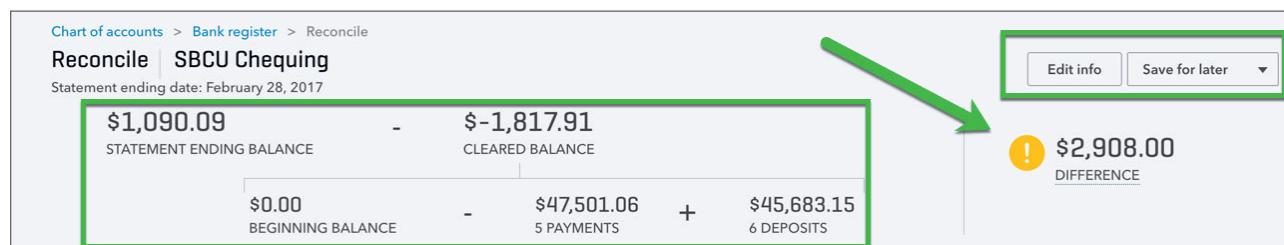


**NOTE** If you're required to enter a **Service** charge for this account, enter the charge in the appropriate field. Add the **Expense account** to track the charge.

If you've earned interest income, you can track the amount in the **Interest earned** field. This also requires an income account to track the amount.

On the Reconcile window there are several areas of importance.

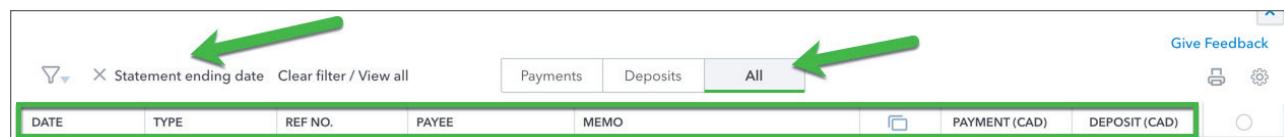
The top of the Reconcile window displays both the statement information as well as the transactions that are marked as cleared while you reconcile. Most importantly, it displays the Difference. The difference represents the difference between the **Cleared Balance** in QuickBooks and the **Statement Ending Balance**. The goal of the reconcile process is to have a \$0.00 difference. Once you get to a \$0.00 difference you know that you've been successful reconciling the account.



Click the **Edit info** button to edit the Statement information. Click **Save for Later** to save your progress in the Reconciliation window and return to it later.

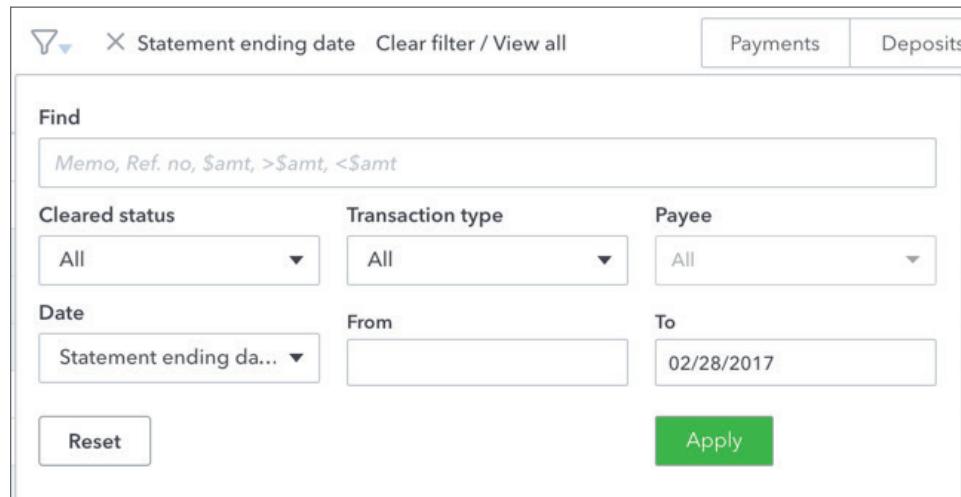
### Reconcile Window Display

When you open the Reconcile window, QuickBooks displays the **All** the transactions entered before the **Statement ending date**.



To change the display of the Reconcile window you do the following:

- Click the **Filter** option. You can filter the transactions using any of the option available on the **Filter** window.



- To display a specific transaction type, click the **Payments** or **Deposits** button. QuickBooks filters the window and displays just the selected transactions.

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT (CAD)	DEPOSIT (CAD)
02/15/2017	Bill Payment	112	US Gnome Factory		1,380.00	
02/01/2017	Expense		Edmonton Credit Union		2,900.00	<input checked="" type="checkbox"/>
01/31/2017	Sales Tax Payment			Payment in full for sales tax	17,775.29	<input checked="" type="checkbox"/>
01/26/2017	Refund				145.77	<input checked="" type="checkbox"/>
01/26/2017	Bill Payment	110	Japan Gnomes Unlimi...		1,504.51	
01/26/2017	Cheque	109	Payroll		10,000.00	<input checked="" type="checkbox"/>
01/26/2017	Cheque	108	John Deere		16,500.00	<input checked="" type="checkbox"/>
01/17/2017	Expense		Hank's Courier		113.00	
01/05/2017	Transfer				5,000.00	

- Click any of the column headings to sort the Reconcile window per that column.

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT (CAD)	DEPOSIT (CAD)
09/01/2016	Cheque	100	Woodcroft Law Group	Voided	0.00	
09/30/2016	Cheque	101	Powerhouse Staffing		536.75	
11/19/2016	Cheque	102	Green Jeans Lawn Ma...		9,070.00	
11/22/2016	Cheque	103	Canada Small Engine ...		8,250.00	
11/30/2016	Bill Payment	104	Japan Gnome Inc.		575.00	
12/06/2016	Cheque	105	Leavitt Machinery		12,800.00	
12/15/2016	Cheque	106	Green Jeans Lawn Ma...	Subcontracted fencing	8,814.00	
01/05/2017	Bill Payment	107	Office Supplies Depot		945.00	
01/26/2017	Cheque	108	John Deere		16,500.00	<input checked="" type="checkbox"/>
01/26/2017	Cheque	109	Payroll		10,000.00	<input checked="" type="checkbox"/>

## Marking Transactions as Reconciled

After modifying the Reconcile window to display the way you want it to, you're now ready to reconcile. This means selecting every transaction in QuickBooks that displays on your bank statement. When you see a transaction on your bank statement that matches a QuickBooks transaction, select the transaction in the far-right column.



11/30/2016	Bill Payment	104	Japan Gnome Inc.	575.00	<input type="checkbox"/>
12/06/2016	Cheque	105	Leavitt Machinery	12,800.00	<input type="checkbox"/>
12/15/2016	Cheque	106	Green Jeans Lawn Ma... Subcontracted fencing	8,814.00	<input type="checkbox"/>
01/05/2017	Bill Payment	107	Office Supplies Depot	945.00	<input type="checkbox"/>
01/26/2017	Cheque	108	John Deere	16,500.00	<input checked="" type="checkbox"/>
01/26/2017	Cheque	109	Payroll	10,000.00	<input checked="" type="checkbox"/>
01/26/2017	Bill Payment	110	Japan Gnomes Unlimi...	1,504.51	<input type="checkbox"/>

Do this for every transaction appearing on your statement. With every selection, QuickBooks gets closer to reconciling your account. As you select transactions you'll see the **Difference** amount get closer to **\$0.00**.

After you have marked all the cleared transactions from your statement and your difference is at **\$0.00**, you're ready to complete the reconcile.

### 1. Click **Finish Now**.

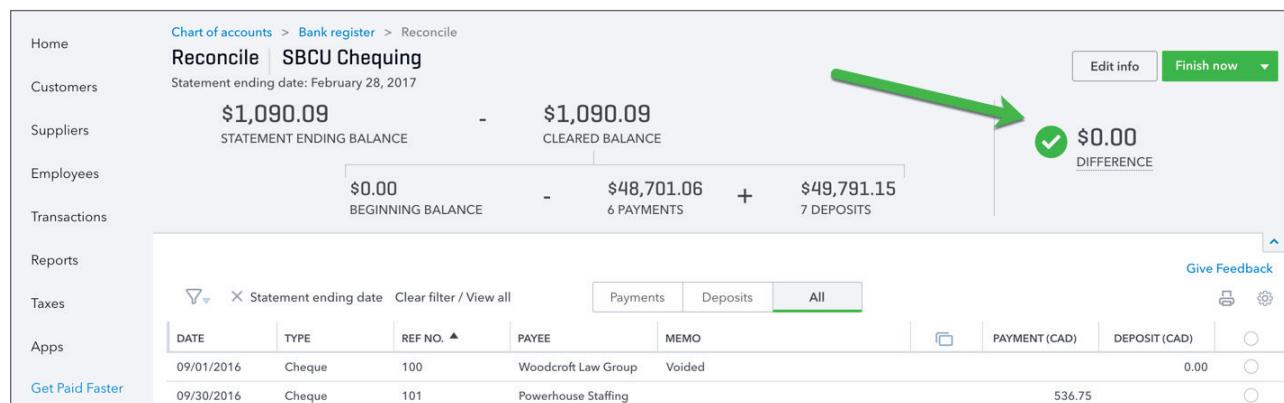


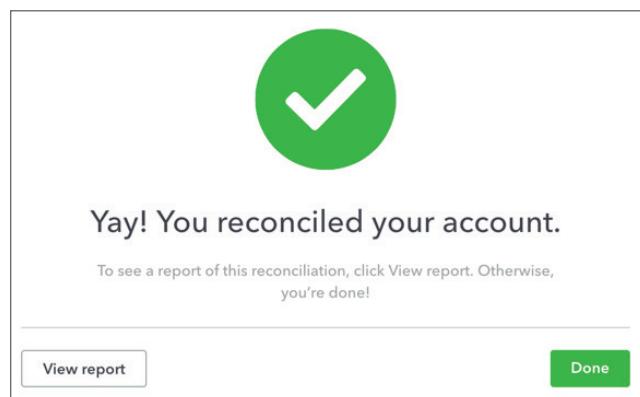
Chart of accounts > Bank register > Reconcile  
**Reconcile | SBCU Chequing**  
Statement ending date: February 28, 2017

	STATEMENT ENDING BALANCE	-	CLEARED BALANCE
	<b>\$1,090.09</b>		<b>\$1,090.09</b>
	STATEMENT ENDING BALANCE		CLEARED BALANCE
	<b>\$0.00</b>		<b>\$0.00</b>
	BEGINNING BALANCE	-	
	<b>\$0.00</b>		<b>\$48,701.06</b>
		6 PAYMENTS	+ <b>\$49,791.15</b>
			7 DEPOSITS

**DIFERENCE** **\$0.00**

Give Feedback

After clicking **Finish Now**, QuickBooks marks all the transactions in the account Reconciliation as reconciled transactions. QuickBooks indicates that the account is reconciled.



To view the reconcile report QuickBooks creates for you, click **View report**. QuickBooks displays the **Reconciliation report**. This report shows the overall totals of deposits/credits and cheques/payments cleared in a previous reconciliation. You can compare a printed copy of the report directly against a bank statement to spot discrepancies between your QuickBooks records and your financial institution's records.

The screenshot shows the 'Reconciliation report' interface in QuickBooks. At the top, there are navigation links: 'Chart of accounts > Bank register > Reconciliation history > Report'. On the right, there are 'Reconcile' and 'Give Feedback' buttons. Below the navigation, there are dropdown menus for 'Account' (set to 'SBCU Chequing') and 'Statement ending date' (set to '02/28/2017'). A print icon is also present.

The main content area starts with the account name 'SBCU Chequing' and the period ending '02/28/2017'. It then displays the 'RECONCILIATION REPORT' with the date 'Reconciled on: 03/29/2017' and the reconciler 'Reconciled by: Matthew Peterson'.

A note states: 'Any changes made to transactions after this date aren't included in this report.' Below this, there are two sections of transaction details:

- Summary:**

	CAD
Statement beginning balance.....	0.00
Cheques and payments cleared.....	-48,701.06
Deposits and other credits cleared.....	49,791.15
Statement ending balance.....	<u>1,090.09</u>
- Uncleared transactions as of 02/28/2017:**

Uncleared transactions as of 02/28/2017.....	136,565.31
Register balance as of 02/28/2017.....	137,655.40
Cleared transactions after 02/28/2017.....	0.00
Uncleared transactions after 02/28/2017.....	-99,782.04
Register balance as of 03/29/2017.....	37,873.36

At the bottom left, there is a 'Details' link.



**NOTE** The Reconciliation Reports details include:

- Summary of the account including cleared and Uncleared balances
- List of cleared cheques and payments
- List of cleared deposits and credits
- List of uncleared cheques and payments
- List of uncleared deposits and credits

## ► Transfers in QuickBooks

You can transfer funds between most balance sheet accounts in your chart of accounts (except between A/P and A/R accounts). Common examples include transfers from chequing to savings accounts or from a bank account to a credit card account (credit card payment).

To create a transfer in QuickBooks:

1. Click the **Create** menu.
2. Click **Transfer**.
3. Enter the **Date**.
4. Enter the **Transfer Funds from** account.
5. Choose the **Transfer Funds to** account.

The screenshot shows the 'Transfer' window in QuickBooks Online. The 'Transfer Funds From' dropdown is set to 'Chequing' with a balance of '\$681,413.00'. The 'Transfer Funds To' dropdown is set to 'Savings Account' with a balance of '\$ -4,200.00'. The 'Transfer Amount' field contains '150,000.00'. The 'Date' is set to '03/15/2017'. In the 'Memo' field, the text 'Transfer to increase balance in savings account' is entered. Below the memo, there is an 'Attachments' section with a note about maximum file size (25MB) and a placeholder for dragging files or clicking an icon. A 'Privacy' link is also visible. At the bottom, there are 'Cancel' and 'Clear' buttons, a 'Make recurring' link, and a green 'Save and new' button.

6. Enter a **Memo** to remind you of the reason for this transfer.
7. Click **Save**.

