



## User's Guide

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### Lesson 4: Reconcile Your Accounts

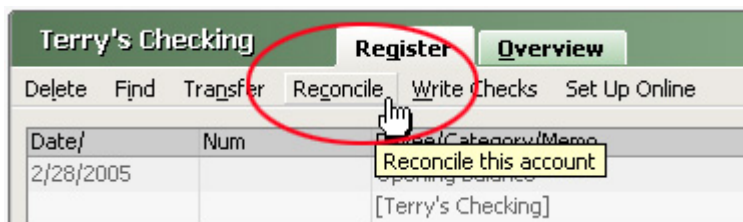


#### BEFORE YOU START

- Connect your PC to the Internet
- Sign up for transaction download with a participating bank or credit card company.
- If you have not already done so, activate the account for transaction download. Click **Set Up Online** at the top of your account register. Then follow the instructions in Lesson 1: Setup (online version).
- Be sure to download just before you reconcile to make sure you have the latest transactions.

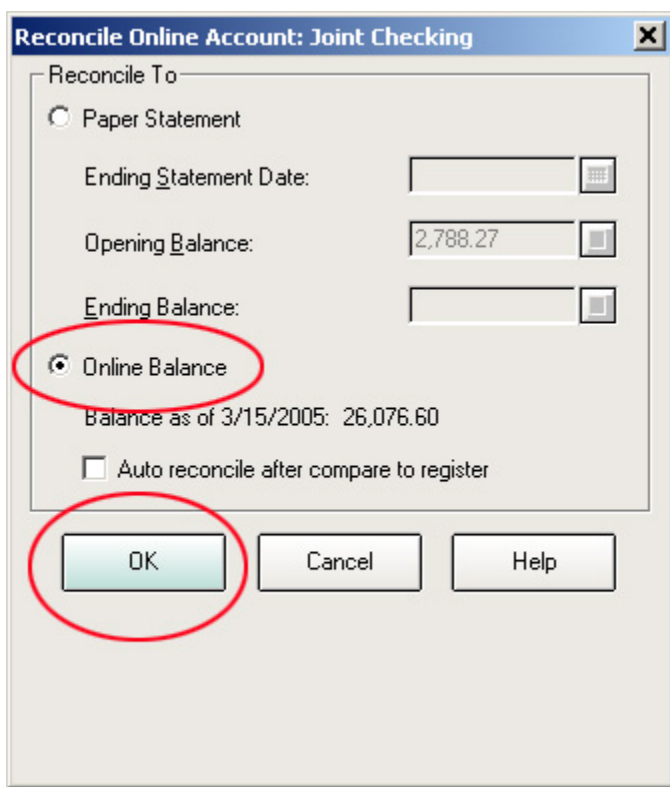
#### STEP 1 USING THE RECONCILE WINDOW

1. Open the account register.
2. On the toolbar, click **Reconcile**.



3. In the Reconcile To area, select **Online Balance**.
4. Click **OK**.

Quicken displays the Statement Summary window, marks all your downloaded transactions as cleared, and shows the difference in the lower right corner as 0.00.



5. Click **Finished**.

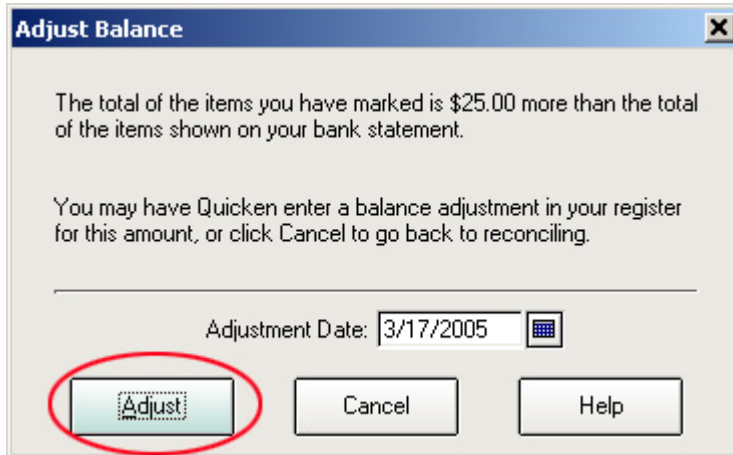


**STEP 2 RESOLVING DISCREPENCIES**

The first time you reconcile, you may discover discrepancies between your bank's records and your Quicken transactions. To keep it simple, just accept the Quicken prompt to enter an adjustment transaction.

Click **Adjust**.

1.



**STEP 3 RECONCILING IN THE FUTURE**

In the future, if the difference shown in the lower right corner of the window is not 0.00, decide how you want to resolve the discrepancy. You may have forgotten to enter a transaction for a check you wrote by hand or you may have accidentally entered one twice. (You can avoid these problems by downloading before you reconcile.) For information about resolving reconciliation discrepancies, choose **Help menu > Quicken Help**, click the **Index** tab, and enter "reconciling."

After you reconcile an account, Quicken puts an **R** in the register's **Clr** column. This tells you that the transaction has cleared at your bank and you have checked it for accuracy.

Harvey's Checking						
Register			Overview			
Date/Δ	Num	Payee/Category/Memo	Payment	Clr	Deposit	Balance
12/1/2003	131	AnyTown Apartments Rent	900 00	R		1,540 00


**PULLING IT ALL TOGETHER:**

**HOW TO AVOID SURPRISES**

If you activated online account services, you may have noticed that when you download transactions, Quicken puts a "c" in the Clr field for those transactions that have cleared at your bank. (You will see an **R** for transactions you have reconciled.)

Harvey's Checking						
Register			Overview			
Date/Δ	Num	Payee/Category/Memo	Payment	Clr	Deposit	Balance
12/28/2003	134	Center City Futons Household	800 00	R		1,460 00
12/30/2003	135	AnyTown Apartments Rent	900 00			560 00
8/1/2004		Dividend Div Income		c	1 44	561 44

Quicken also displays an ending balance and an online balance.

1/1/2005	136	Center City Water Dept. Utilities:Water	36 00	c		526 75	
2/1/2005	137	AnyTown Utility Corp Utilities:Gas & Electric	67 00	c		459 75	
3/1/2005	138	Center City Gazette Subscriptions	25 00	c		434 75	
3/10/2005	 Num	Payee	Payment		Deposit		
		Category	Memo				
					Enter	Edit	
						Split	
<b>Online Balance:</b>		644.99				<b>Ending Balance:</b>	434.75

**The difference between the Online Balance and the Ending Balance**

**ONLINE BALANCE** is the total of all transactions that have cleared at your bank. This is usually the same as the balance you see on your bank's web site.  
**ENDING BALANCE** includes transactions and payments you entered in Quicken but which have not yet cleared at the bank. This value may be lower because it includes more recent payments. If you keep your Quicken up to date, it is probably also more accurate.

**How to make sure your ending balance is always accurate**

The simplest way to make sure your ending balance is accurate is to enter transactions as they occur.

- REGULARLY OCCURRING BILLS:** Use online bill payment in Quicken. That way, the transaction is recorded as soon as you approve payment.
- AUTOMATIC DEDUCTIONS:** Set up a scheduled transaction so you never forget to enter the payment transaction. In the Quicken Help index, enter "Scheduled Transactions".
- ATM WITHDRAWALS AND DEBIT CARD PAYMENTS:** Enter these transactions manually or download into Quicken regularly.

**Congratulations!**

You have learned the most important Quicken features for managing your income and expenses. When you're ready, you can build on your knowledge by setting scheduled transactions, creating budgets, and forecasting your cash flow.

**We want to hear from you:** Please take a moment to give us your input on these lessons by taking our short survey.

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 Call Quicken Customer Service at (800) 811-8766

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