

## QUICKEN RECONCILIATION - STEP BY STEP

1. Click RECONCILE button.
2. Enter Bank Statement Ending Balance. Enter Date of Bank Statement.
3. Enter any interest and/or service charge from the bank statement. Dates for these should reflect what is on bank statement.
4. Click OK.
5. STATEMENT SUMMARY screen appears.
6. Click on each check that has cleared. Click on each deposit that has cleared. When finished clicking all cleared items, notice if the difference at the bottom right of the screen is 0. If not, locate the check or deposit with the error. If the difference is 0, go to next step.
7. Click Finished.
8. RECONCILIATION COMPLETE should appear.
9. Click YES to create RECONCILIATION REPORT (Reconciliation Summary, Cleared Transaction Detail, Uncleared Transaction Detail).
10. Fill in REPORT TITLE. SHOW RECONCILIATION TO BANK BALANCE OF - match the bank statement dates. Click on the ALL TRANSACTIONS button.
11. Click Print.
12. RECONCILIATION REPORT should print.
13. Next print the REGISTER REPORT.
14. Click on Register Report. Click Customize; change dates to reflect bank statement dates. Click OK. Print. Save Report (delete any number showing after report name before saving). Report Title Already in Use - Click REPLACE. Close this report.
15. Next print the ACCOUNT BALANCE REPORT.
16. Click on Account Balance Report. Click Customize; change date to reflect ending date of bank statement. Click OK. Print. Save Report (delete any number showing after report name before saving). Report Title Already in Use - Click REPLACE. Close this report.
17. BACK UP on disk or CD each month. Rotate saving work between two sets disks or CD. Click File, Backup. Quicken Backup screen appears. Click "On my computer," browse and locate your cd drive. Click OK. If this is your second time to back up to this CD, a screen saying "There is a file with same file name in the backup directory on disk. Do you want to overwrite it?" Click OK. Backup Complete! Click OK.
18. Complete cover sheet. Person preparing the report needs to sign cover page. The County Director needs to approve by signing the cover page.
19. Make two copies of the Bank Statement. Make one copy of each page of Transaction Report.
20. Collate your Transaction Report in this order: Cover Sheet, Reconciliation Summary, Cleared Transaction Detail, Uncleared Transaction Detail, Register Report, Account Balance Report, Copy of Check Statement. The Transaction Report is now complete.
21. File bank statement.
22. File original copy of Transaction Report.
23. Send one copy of Transaction Report to the Eastern Region Satellite Office.