QuickBooks Guide

Step-by-Step Instructions

Problem 11-7   Reconciling the Bank Statement

INSTRUCTIONS

Begin a Session

Step 1   Restore Problem 11-7.QBB file. Use 2015 as the year.

Work the Accounting Problem

Step 2   Reconcile the bank statement.
Step 3   Print the Detail Reconciliation report for October 2015.
Step 4   Print the Cash in Bank Register for October 2015.

Analyze Your Work

Step 5   Complete the Analyze activity. Use the **Cash in Bank Register** for help.

End the Session

Step 6   It is recommended that you back up your work for this session.

> **Notes**
>
> *You do not have to make a separate general journal entry to record a bank service charge. QuickBooks automatically creates this entry when you record the bank service charge in the Begin Reconciliation window.*

How do you save your work if you are interrupted while reconciling the bank account and you need to exit the window? On a separate sheet of paper, explain your answer.

Mastering QuickBooks

FAQs

How do you edit or delete an entry for a bank service charge entered using the Account Reconciliation feature?

Once you enter a bank service charge while reconciling an account, QuickBooks will not allow you to edit the transaction. You must leave the Reconcile window and then choose **Reconcile** from the *Banking* menu. Make the necessary changes in the Begin Reconciliation window and click **Continue.**

When you use the Reconcile option and record a bank service charge or interest, do you have to make a separate entry to update the general ledger?

No. QuickBooks automatically creates an entry behind the scenes that can be found in the account register.

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