

# 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.



*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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