



QUICKBOOKS DESKTOP 2021 CLIENT TRAINING

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Lesson 4

**Work with Bank Accounts**

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# Table of Contents

<b>About the Author.....</b>	<b>4</b>
<b>Lesson Objectives.....</b>	<b>5</b>
<b>Write a QuickBooks Check .....</b>	<b>6</b>
<b>Use Bank Account Registers .....</b>	<b>7</b>
<b>Enter a Handwritten Check.....</b>	<b>10</b>
<b>Transfer Money Between Accounts .....</b>	<b>11</b>
<b>Reconcile Bank Accounts.....</b>	<b>13</b>
<b>Mark Cleared Transactions .....</b>	<b>15</b>
<b>View Cleared Checks in the Register .....</b>	<b>17</b>
<b>Locate Specific Transactions .....</b>	<b>19</b>
<b>Use Bank Feeds .....</b>	<b>22</b>
<b>Receipt Management .....</b>	<b>30</b>
<b>Work with Bank Accounts – Review Questions .....</b>	<b>31</b>
<b>Review Activities .....</b>	<b>32</b>
<b>Answers to Review Questions .....</b>	<b>33</b>

## About the Author



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Esther Friedberg Karp is an internationally renowned trainer, writer, business consultant and speaker who has been repeatedly listed as one of Insightful Accountant's Top 100 QuickBooks ProAdvisors in the world. She has also been named to their Top 10 list on two occasions: as Top International ProAdvisor and Top Trainer/Writer ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, and has written countless articles for Intuit Global.

Esther's clients include companies worldwide and accounting professionals who seek her out on behalf of their own clients. She is sought out for her expertise in multicurrency and various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries. She also teaches QuickBooks Core and Advanced certification classes to accounting professionals in Canada.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

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## Lesson Objectives

- Learn how to work with registers for QuickBooks bank accounts
- Demonstrate how to open a register
- Learn the features common to all registers
- Learn when and how to make entries directly in the register
- Demonstrate how to reconcile a QuickBooks bank account

# Write a QuickBooks Check



## Step-by-Step: Write a Check

1. In the Banking area of the Home page, click **Write Checks** (or from the Banking drop-down menu, select **Write Checks**, or alternately select **CTRL+w**).

Write Checks - Checking

Main Reports

Find New Save Delete Memorize Create a Copy Print Print Later Pay Online Attach File Select PO Enter Time Clear Splits Recalculate Reorder Reminder Order Checks

BANK ACCOUNT 10100 - Checking ENDING BALANCE 46,969.10

NO. 491 DATE 12/15/2025

PAY TO THE ORDER OF Dianne's Auto Shop \$ 231.00

Two hundred thirty-one and 00/100\* \*\*\*\*\* DOLLARS

ADDRESS  
Dianne's Auto Shop  
Dianne Bradley  
29834 Mustang Ave.  
Millbrae, CA 94030

MEMO

Expenses \$231.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?	CLASS
60100 - Automobile:60130 - Repairs and Maintenance	231.00	Monthly vehicle repairs and maintenance			Overhead

Save & Close Save & New Clear

2. In the Pay to the Order of field, choose the name of the vendor you wish to pay.  
If the Check for Bills window (indicating that there are unpaid bills outstanding for this vendor) pops up, you may choose the option to **Go to Pay Bills** instead.
3. Complete the remaining information on the check.
4. Click **Save & Close**.

## NOTES

# Use Bank Account Registers



## Step-by-Step: Open a Register (when no form is open)

- From the Lists menu, choose **Chart of Accounts**. (If you don't see all the columns here, right-click on any column header and select **Customize Columns** to add, remove, or reposition the columns as you see fit.)

NAME	DESCRIPTION	TYPE	BALANCE TOTAL	ATTACH
10100 - Checking	Cash	Bank	46,738.10	
10300 - Savings	Savings	Bank	17,910.19	
10400 - Petty Cash	Petty Cash	Bank	500.00	
11000 - Accounts Receivable	Accounts Receivable	Accounts Receivable	93,007.93	
12000 - Undeposited Funds	Undeposited Funds	Other Current Asset	2,440.00	
12100 - Inventory Asset	Inventory Asset	Other Current Asset	30,683.38	
12800 - Employee Advances	Employee Advances	Other Current Asset	832.00	
13100 - Pre-paid Insurance	Pre-paid Insurance	Other Current Asset	4,050.00	
13400 - Retainage Receivable	Retainage Receivable	Other Current Asset	3,703.02	
15000 - Furniture and Equipment	Furniture and Equipment	Fixed Asset	34,326.00	
15100 - Vehicles	Vehicles	Fixed Asset	78,936.91	
1510 - Original Cost		Fixed Asset	0.00	
1520 - Depreciation		Fixed Asset	0.00	
15200 - Buildings and Improvements	Buildings and Improvements	Fixed Asset	325,000.00	
15300 - Construction Equipment	Construction Equipment	Fixed Asset	15,300.00	
16900 - Land	Land	Fixed Asset	90,000.00	
17000 - Accumulated Depreciation	Accumulated Depreciation	Fixed Asset	-110,344.60	
18700 - Security Deposits	Security Deposits	Other Asset	1,720.00	
20000 - Accounts Payable	Moneys you owe to vendors and suppliers	Accounts Payable	26,636.92	
20500 - QuickBooks Credit Card	QuickBooks Credit Card	Credit Card	94.20	
20600 - CalOil Credit Card	CalOil Credit Card	Credit Card	382.62	
Subcontracted Federal WH		Other Current Liability	0.00	
20700 - Due to Owner	Short Term Loan from Owner - No Note or Bond	Other Current Liability	0.00	
24000 - Payroll Liabilities	Payroll Liabilities	Other Current Liability	5,404.45	
24010 - Federal Withholding		Other Current Liability	1,364.00	
24020 - FICA Payable		Other Current Liability	2,118.82	
24030 - AEIC Payable		Other Current Liability	0.00	
24040 - FUTAPayable		Other Current Liability	100.00	

2. In the Chart of Accounts, double-click the balance sheet account whose register you wish to view (this will work for all balance sheet accounts except for Retained Earnings).

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO		
12/15/2025	10073	Dan T. Miller	1,299.60		52,587.31
	PAY CHK	-split-			
12/15/2025	10074	Elizabeth N. Mason	907.92		51,679.39
	PAY CHK	-split-			
12/15/2025	10075	Gregg O. Schneider	1,033.98		50,645.41
	PAY CHK	-split-			
12/15/2025	10076	Dan T. Miller	1,350.15		49,295.26
	PAY CHK	-split-			
12/15/2025	10077	Elizabeth N. Mason	932.92		48,362.34
	PAY CHK	-split-			
12/15/2025	10078	Gregg O. Schneider	1,062.12		47,300.22
	PAY CHK	-split-			
12/15/2025	10079	Gregg O. Schneider	1,062.12		46,238.10
	PAY CHK	-split-			
12/15/2025	SEND			500.00	46,738.10
	TRANSF	10300 - Savings			
01/01/2026	492	Landlords R Us	2,500.00		44,238.10
	CHK	63900 - Rent			

ENDING BALANCE **44,238.10**

Sort by:  1-Line   
 2-Line   
 Sort by: Date, Type, Number/Ref

Buttons: Splits, Record, Restore

3. Review features common to all registers:

- The register displays every transaction that affects an account's balance and lists them in chronological order (unless another order is chosen in the Sort by drop-down box in the lower left corner of the register window)
- The columns in the register give specific information about the transaction
- On every transaction line, QuickBooks displays the account's running balance
- The Ending Balance for a register is the account's running balance for all dates after all transactions have been entered, even post-dated transactions, including checks, whether they have been printed or not
- The register may be changed from a 2-line-per-transaction display, as in the example shown, to a 1-line-per-transaction display by putting a checkmark next to **1-Line** in the bottom left corner of the register window. The 1-line display is easier on the eyes but provides less detailed information.



- A horizontal blue line separates all transactions entered for this register up to and including today (today is recognized according to your calendar in Windows; the exception is for any of the sample files, for which “today” is set at December 15 several years into the future) from transactions that are post-dated
4. Close the register window.
  5. Close the Chart of Accounts.

## NOTES

# Enter a Handwritten Check

Sometimes you need to write a check by hand on the spot for items or services you did not plan to purchase. QuickBooks lets you write the check, then enter it later in the checking account register or on the check form.



## Step-by-Step: Enter a Handwritten Check in the Checking Account Register

1. From the Banking drop-down menu choose **Write Checks**.
2. Ensure the proper bank account is selected in the **Bank Account** drop-down at the top of the check.
3. Click in the **No.** (check number) field in the blank transaction and enter the number from the handwritten check. (If the No. field is populated with To Print, uncheck the **Print Later** box on the toolbar at the top of the check in the Main tab of the ribbon.)
4. Enter the information from the handwritten check and assign it to the corresponding expense account.
5. **Save & Close**.

## NOTES

# Transfer Money Between Accounts

The Transfer Funds feature in QuickBooks allows you to move money from one balance sheet account to another. These transactions may reflect funds transfers from one bank account to another, movement of money from a bank to an asset account, or even payment against a credit card or liability account. (This feature is especially useful in a multicurrency environment when transferring funds between accounts of different currencies and the bank has assigned a specific exchange rate to the transfer.)



## Step-by-Step: Transfer Money

1. From the Banking menu, choose **Transfer Funds**.

Field	Value
DATE	12/15/2025
CLASS	[Dropdown]
TRANSFER FUNDS FROM	10100 - Checking
ACCOUNT BALANCE	44,238.10
TRANSFER FUNDS TO	10300 - Savings
ACCOUNT BALANCE	17,910.19
TRANSFER AMOUNT	42,000.00
MEMO	Funds Transfer Ref #AB2786CA

2. In the Transfer Funds From field, choose the account from which you are transferring the money.
3. In the Transfer Funds To field, choose the account to which the money is being transferred.
4. In the Transfer Amount field, enter the amount you wish to transfer.
5. If this were a multicurrency situation, you would also choose the currency of the Transfer Amount and the exchange rate given to you by the bank. (The example here is not a multicurrency situation and therefore you do not see those fields in this screen capture.)

6. In the Memo field, enter the alphanumeric confirmation code given to you by the financial institution to reference this transfer transaction.
7. Click **Save & Close**.
8. If you see a message warning you this transfer is taking place only in QuickBooks and is not directly connected to the bank, select **OK** to confirm (you still have to enter this in the bank if this is a real company).

## NOTES

## Reconcile Bank Accounts

Your bank sends you a statement for each of your accounts each month (or you can view it online using your online banking credentials). The statement shows all the activity in your account since the previous statement:

- Opening balance
- Ending balance
- Amount of interest earned
- Service charges
- Checks and other withdrawals that have cleared the bank
- Deposits made
- Other transactions affecting the balance of the account



## Step-by-Step: Reconcile a Checking or Savings Account Statement

1. From the Banking drop-down, choose **Reconcile**.
2. In the Account drop-down, choose the appropriate bank account from the list.

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: 10100 - Checking

Statement Date: 11/30/2025

Beginning Balance: 71,452.58

Ending Balance: 71,426.52

What if my beginning balance doesn't match my statement?

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
0.00	11/30/2025	60600 - Bank Service Charges	
Interest Earned	Date	Account	Class
0.00	11/30/2025		

Buttons: Locate Discrepancies, Undo Last Reconciliation, Continue, Cancel, Help

3. In the Statement Date field, enter the closing date of the statement you wish to reconcile.
4. In the Ending Balance field, enter the ending balance on the statement you wish to reconcile.
5. Click **Continue**. Proceed to next exercise.

### NOTES

# Mark Cleared Transactions



## Step-by-Step: Mark Transactions as Cleared

1. Place a checkmark in the box next to **Hide transactions after statement's end date** to show only transactions dated up to and including the statement end date.
2. In the Checks and Payments section of the window on the left side, match the transactions with the checks and payments on your statement. Place a checkmark next to each transaction in QuickBooks that appears on your statement. This marks the transaction as cleared in your QuickBooks register.
3. In the Deposits and Other Credits section of the window on the right side, place a checkmark next to each transaction that matches your statement to mark the deposits as cleared in the register.

You can open a transaction to view it and make changes, if necessary, by double-clicking on the transaction in the reconciliation window.

4. When you are done with this process, the Difference in the bottom right corner should be zero. When this difference is zero, *and only when this difference is zero*, click **Reconcile Now**.

For period: 11/30/2025

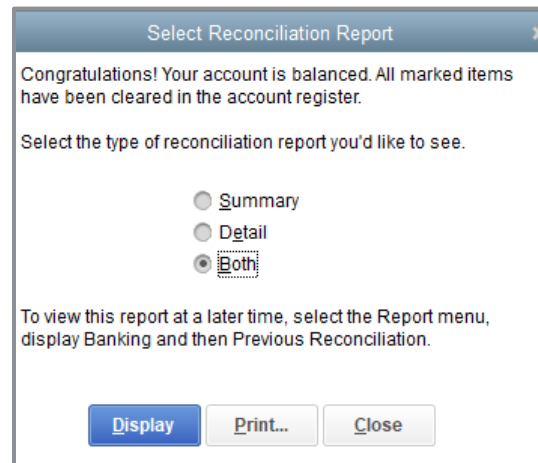
Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits			
DATE	CHK #	PAYEE	AMOUNT	DATE	CHK #	PAYEE	AMOUNT
10/31/2025	433	Sargeant Insurance	712.58	11/30/2025	41077	Mellon, Johnny Dental off	4,135.50
10/31/2025	436	Bayshore Water	24.00				
11/14/2025	451	Larson Flooring	3,200.00				
11/19/2025	460	City of Bayshore	225.00				
11/28/2025	464	Hopkins Construction Rentals	300.00				
11/28/2025	465	Keswick Insulation	500.00				
11/28/2025	466	McClain Appliances	600.00				
11/28/2025	467	Lew Plumbing	800.00				
11/28/2025	468	Timberloft Lumber	6,790.00				
11/28/2025	469	Sloan Roofing	2,000.00				
11/28/2025	470	Washuta & Son Painting	500.00				
11/30/2025	471	Bayshore Water	24.00				
11/30/2025	472	Patton Hardware Supplies	656.23				
11/30/2025	473	Wheeler's Tile Etc.	686.00				
11/30/2025	474	Dianne's Auto Shop	218.00				
11/30/2025	475	Bank of Anycty	2,710.90				

Highlight Marked
 Mark All
Unmark All
Go To
Matched
Columns to Display...

Beginning Balance	71,452.58		
Items you have marked cleared			
1 Deposits and Other Credits	4,135.50		
4 Checks and Payments	4,161.56		
		Service Charge	0.00
		Interest Earned	0.00
		Ending Balance	71,426.52
		Cleared Balance	71,426.52
		Difference	0.00

In the Select Reconciliation Report window, you can choose to display or print your reconciliation reports. It is important to print both the Summary and Detail reports, and a best practice to save them as PDFs for future reference.



**NOTE:** If you are using QuickBooks Desktop Pro, you will not have access to any reconciliation reports prior to the most recent one. QuickBooks Desktop Premier and Enterprise will provide you access to all previous periods' reconciliation reports.

## NOTES



# View Cleared Checks in the Register

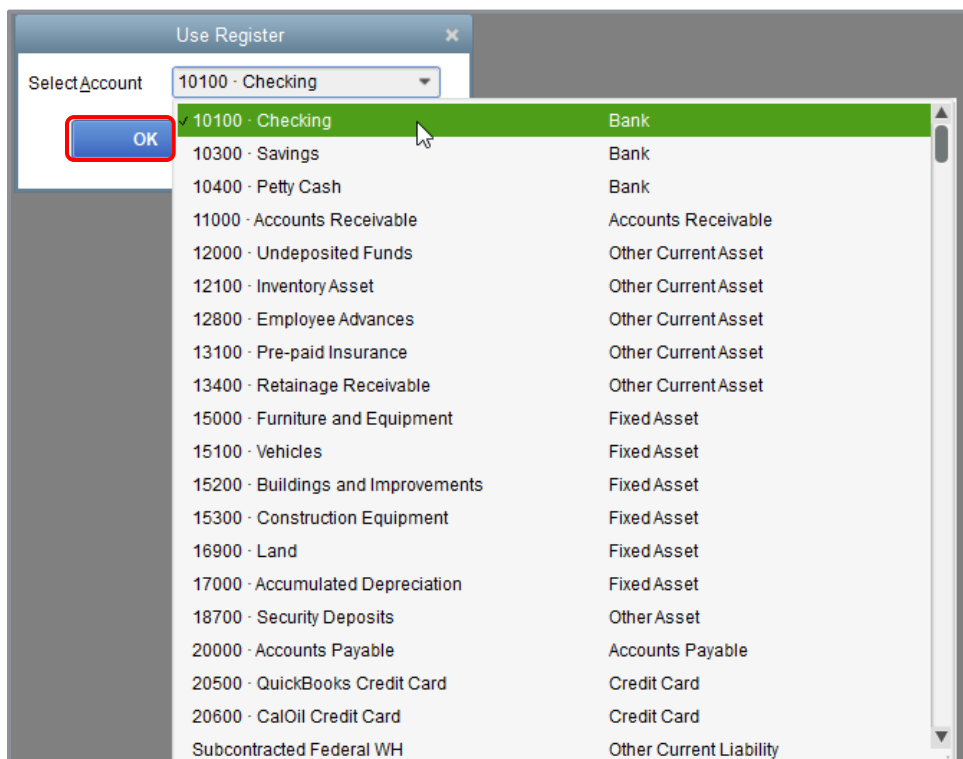


## Step-by-Step: View Cleared Checks in the Register

1. From the Banking menu, choose **Use Register** (or **Ctrl+r**).



2. Choose the account register you wish to view from the drop-down list. (An alternate way to view the register is to open the Chart of Accounts and double-click on the balance sheet account whose register you wish to see.) Then click **OK**.



3. Scroll through the register to view the cleared items:

- **Checkmark** – Cleared on a completed reconciliation
- **Asterisk** – Cleared on a pending reconciliation
- **No mark** – Not cleared



**WARNING:** *It is possible to change the reconciliation status of a transaction from within the register. However, do not do it! Manually changing reconciliation status in the register has a negative impact on future reconciliations.*

DATE	NUMBER	PAYEE		PAYMENT	✓	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO				
11/28/2025	465	Keswick Insulation		500.00			63,341.02
	BILLPMT	20000 - Accounts Payable					
11/28/2025	466	McClain Appliances		600.00			62,741.02
	BILLPMT	20000 - Accounts Payable	85-93117				
11/28/2025	467	Lew Plumbing		800.00			61,941.02
	BILLPMT	20000 - Accounts Payable	5-487				
11/28/2025	468	Timberloft Lumber		6,790.00			55,151.02
	BILLPMT	20000 - Accounts Payable	1890-76				
11/28/2025	469	Sloan Roofing		2,000.00			53,151.02
	BILLPMT	20000 - Accounts Payable					
11/28/2025	470	Washuta & Son Painting		500.00			52,651.02
	BILLPMT	20000 - Accounts Payable	123-78				
11/29/2025		Ecker Designs:Office Repairs			✓	3,150.00	55,801.02
	RCPT	-split-					
11/30/2025		Melton, Johnny:Dental office			✓	4,135.50	59,936.52
	PMT	11000 - Accounts Receivable					
11/30/2025	471	Bayshore Water		24.00			59,912.52
	CHK	65100 - Utilities:65130 - Water					
11/30/2025	472	Patton Hardware Supplies		656.23			59,256.29
	BILLPMT	20000 - Accounts Payable	RC 93				
11/30/2025	473	Wheeler's Tile Etc.		686.00			58,570.29
	BILLPMT	20000 - Accounts Payable					
11/30/2025	474	Dianne's Auto Shop		218.00			58,352.29
	CHK	60100 - Automobile:60130 - Repairs and Maint	Monthly Vechiide Repairs and Maintenance				

ENDING BALANCE **2,238.10**

1-Line

Sort by

4. If you open a check that has cleared via a reconciliation, you will see a green checkmark along with the word Cleared stamped on the face of the check.

5. Close the account register.

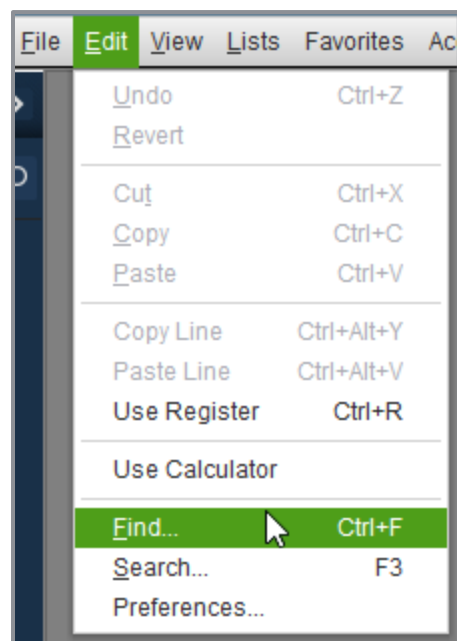
# Locate Specific Transactions

You can use the QuickBooks Find command to search for specific checks you've written (and other transactions as well). For example, suppose you want to find all checks between \$500 and \$750 that you've written during the current month.



## Step-by-Step: Use the Find Feature

1. From the Edit menu, choose **Find** (or press **CTRL+f**) then select the **Advanced** tab.



- Choose the filter(s) you would like to use. You can choose multiple filters by setting one filter, choosing another from the list, setting that one, and so on. In the example below, the Amount filter is set to include transactions with amounts between \$500 and \$750, and Date for this month (which, being a sample company, QuickBooks sets from December 1, 2025, through December 31, 2025, but we could have chosen the custom “from” and “to” dates). No filter was used for Transaction Types, so all Transaction Types have been included. However, you could have used a Transaction Type filter for one particular transaction type (e.g., Bill) or Multiple Transaction Types (e.g., Check, Bill, Bill Payment, Sales Tax Payment, and Paycheck).

The screenshot shows the 'Find' window in QuickBooks Desktop. The 'Advanced' tab is selected. Under 'CHOOSE FILTER', the 'Date' filter is set to 'This Month' with a range from 12/01/2025 to 12/31/2025. The 'Current Choices' table shows the following settings:

FILTER	SET TO
Amount	500.00 to 750.00
Date	This Month
Detail Level	Summary only
Posting Status	Either
Zero Reorder Qty	Hide

Buttons for 'Find', 'Reset', 'Close', 'Help', 'Go To', 'Report', and 'Export...' are visible on the right side. The main table displays 21 transactions with columns for DATE, TYPE, NUM, NAME, ACCOUNT, MEMO, and AMOUNT.

DATE	TYPE	NUM	NAME	ACCOUNT	MEMO	AMOUNT
12/15/2025	BILLPMT	501	Wheeler's ...	10100 - Ch...	H-18756	-625.00
12/15/2025	TRANSFR			10300 - Sav...	Funds Tran...	-500.00
12/15/2025	BILL		Keswick In...	20000 - Ac...		-670.00
12/15/2025	BILLPMT	502	Daigle Light...	10100 - Ch...		-640.92
12/15/2025	BILLPMT	511	East Baysh...	10100 - Ch...		-696.52
12/15/2025	BUILD	9002		12100 - Inv...		589.10
12/15/2025	BILL	8059	Thomas Kit...	20000 - Ac...		-585.00
12/12/2025	BILL		Washuta & ...	20000 - Ac...		-600.00
12/12/2025	BILLPMT	499	East Baysh...	10100 - Ch...	Monthly Tru...	-532.97
12/11/2025	BILL		Daigle Light...	20000 - Ac...		-640.92
12/11/2025	BILL		Hamlin Metal	20000 - Ac...		-670.00
12/10/2025	PURCHO...	6234	Wheeler's ...	90100 - Pur...		-712.80
12/08/2025	BILLPMT	492	Lew Plumbi...	10100 - Ch...	5-487	-700.00
12/05/2025	BILL		Hopkins Co...	20000 - Ac...		-550.00
12/03/2025	BILL	038	East Baysh...	20000 - Ac...	Monthly Tru...	-532.97
12/01/2025	CHK	476	Abercromb...	10100 - Ch...		-711.15
12/01/2025	CREDMEM	4002	Abercromb...	11000 - Acc...		-711.15
12/01/2025	PURCHO...	6229	Daigle Light...	90100 - Pur...		-571.32
12/01/2025	BILL		East Baysh...	20000 - Ac...		-740.29
12/01/2025	BILL		Timberloft ...	20000 - Ac...		-553.00
12/01/2025	BILL		East Baysh...	20000 - Ac...		-696.52

Number of matches: 21

3. Click the blue **Find** button to search. To clear your filters and start fresh with a new Find, click the **Reset** button.
4. From the results grid, double-click on the transaction you would like to view to open it or click on it once to highlight it and then choose **Go To**.

You can also create a Find Report or export the results of the grid to Microsoft Excel® by selecting the **Report** or **Export** buttons.

5. Close the **Find** window.

## NOTES

## Use Bank Feeds

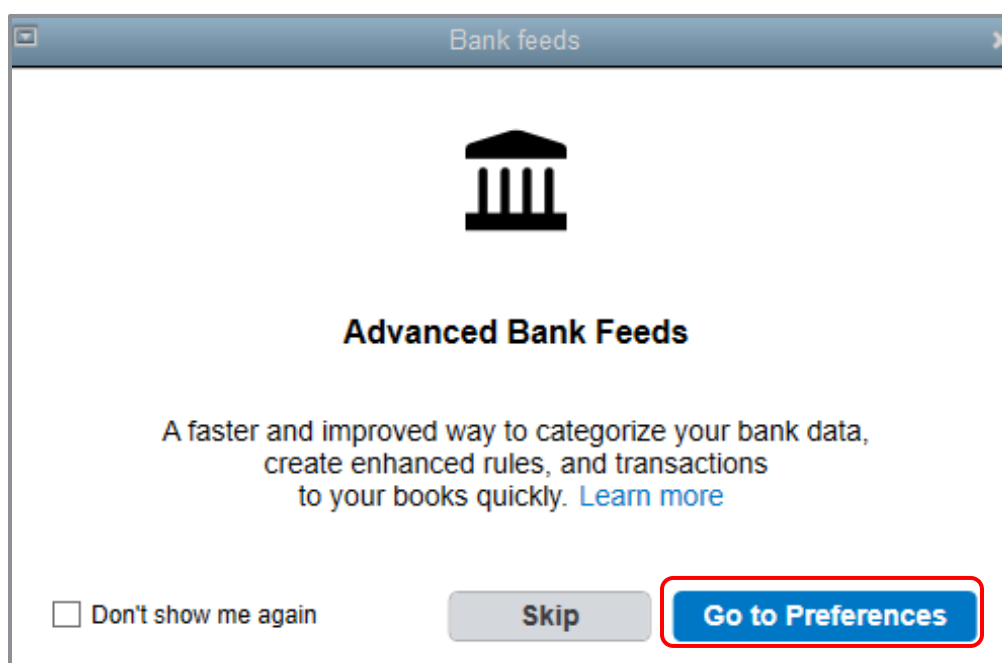
Bank feeds allow users to download bank and credit card transactions directly into their QuickBooks file. This speeds up the reconciliation feature and ensures that your bank and credit cards balances are always up-to-date (and not just at reconciliation time).

**NOTE:** Any mention of a bank account below also refers to credit card accounts as well.



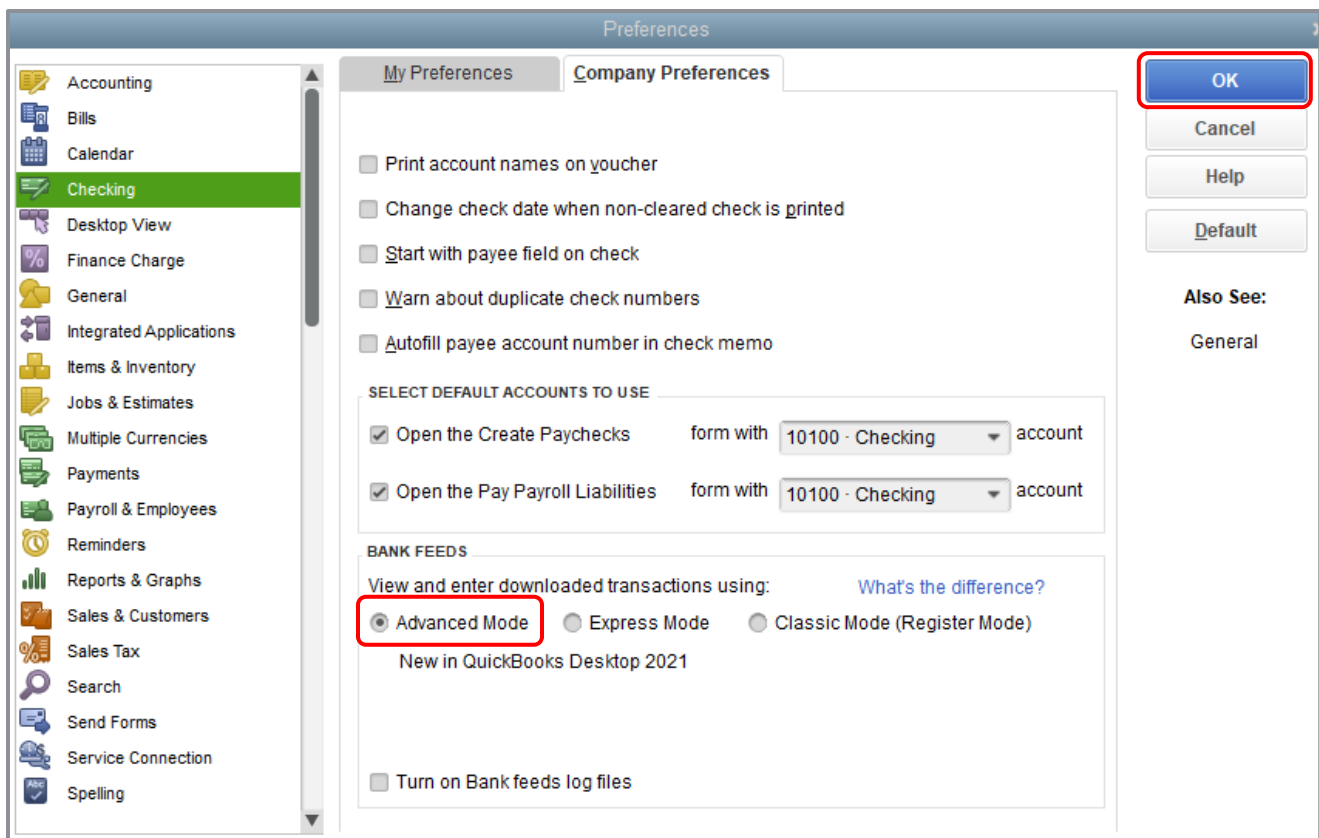
### Step-by-Step: Use the Bank Feed Feature

1. From the menu bar, select **Banking** → **Bank Feeds** → **Bank Feeds Center**. You will see a prompt to go to the Bank Feeds preference if you want to turn on Advanced Bank Feeds. Select **Go to Preferences**.

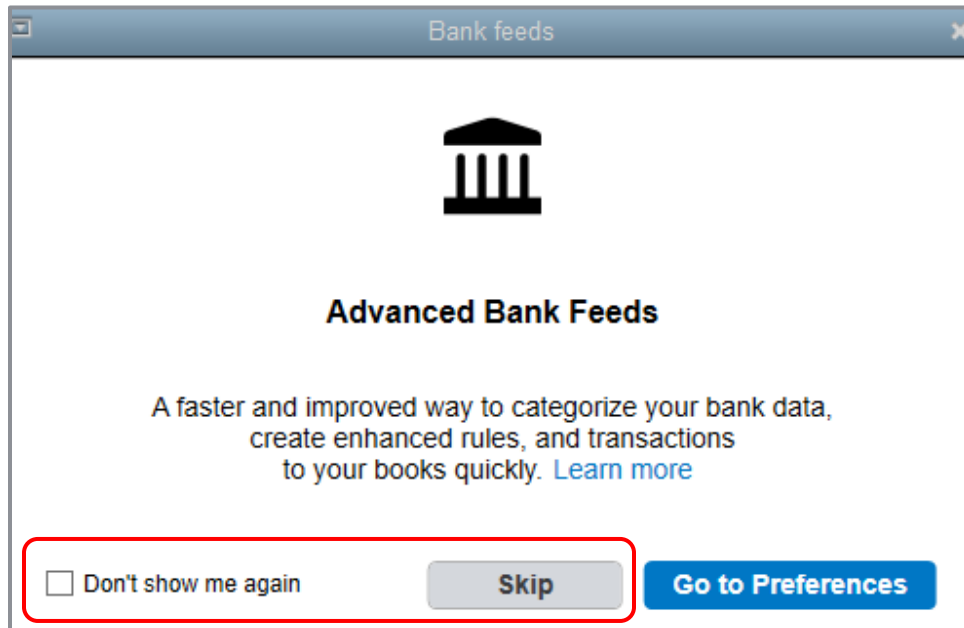


2. There are three banking modes from which to choose for Bank Feeds: Advanced, Express, and Classic. Here are the differences among them:
- **Advanced mode** - This uses the Transactions List window to add or match transactions. You can quickly update transactions for future matches or create rules to automatically recognize and match transactions to your books.
  - **Express Mode** - This uses the Transactions List window to add or match transactions. Renaming rules are created automatically.
  - **Classic Mode** - This uses the account register to add or match transactions. Aliases match names exactly and you control when aliases are created.

Let's choose **Advanced Mode**, new for 2021, as it is a great feature. Select **OK**.



3. Use the Banking menu again to go back to the Bank Feeds Center, and this time, select **Skip** or check the box next to **Don't show me again**.



4. If this is your first time using the Bank Feeds Center, click on the **Add Account** button in the top corner and follow the prompts to set up your account information. (Note: you cannot add an account in a sample company.)

	Date ↑	Check no. ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input type="checkbox"/>	11/30		Bank Service Charge		Bank Service Charge		9.00		Add ↓
<input type="checkbox"/>	11/15		Deposit	Deposit				2,000.11	Add ↓
<input type="checkbox"/>	11/14	243					850.00		Add ↓
<input type="checkbox"/>	11/14	242					3,200.00		Add ↓
<input type="checkbox"/>	11/13		ATM Withdrawal	ATM Withdrawal	ATM Withdrawal		200.00		Add ↓
<input type="checkbox"/>	11/13	239					1,297.75		Add ↓
<input type="checkbox"/>	11/05		Funds Transfer	Funds Transfer				5,000.00	Add ↓



5. The accounts that are already connected to their online banking counterparts' bank feeds are displayed at the top in card form. The account that is currently being addressed is highlighted in blue. If you feel that the bank feed is not up to date, highlight the account/card and select **Sync this Bank**.

6. You will see four tabs:

- **Recognized** - For bank-fed transactions that QuickBooks believes have a single match to an already-entered transaction in the books
- **Partially-recognized** - For bank-fed transactions that might have more than one potential match to QuickBooks based on amount, date, and check number
- **Unrecognized** - For bank-fed transactions for which QuickBooks cannot find any match
- **Added to register** - For bank-fed transactions that have been added to the account register

The number of transactions listed in each tab displays in each tab header in brackets. Each tab's contents can be sorted by clicking on the column headers.

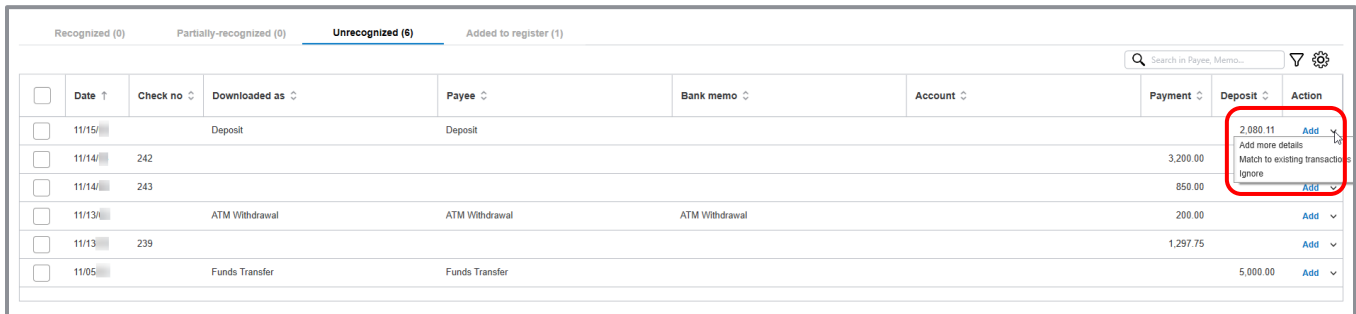
7. If the Recognized tab has a number other than zero, click on it. It lists transactions in the feed that QuickBooks is guessing align with actual transactions entered. If its guess is correct for a particular transaction, click on **Confirm** in the Action column for that transaction. If you're not sure, select the drop-down next to **Confirm** and choose **View details**. If the guess is clearly wrong, select **Not a match**. If that bank-fed transaction has already cleared the bank in a reconciliation, select **Ignore**. In this example, we're choosing **Confirm** to match this bank-fed transaction to one that was already entered in QuickBooks.

Recognized (1)   Partially-recognized (0)   Unrecognized (6)   Added to register (0)										
✓	Date ↑	Check no ↓	Match status ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
✓	11/30		Auto-Matched	Bank Seervice Charge	Bank of Anycity	Bank Seervice Charge	60600 · Bank Service Charges		9.00	<a href="#">Confirm</a> View details Not a match Ignore

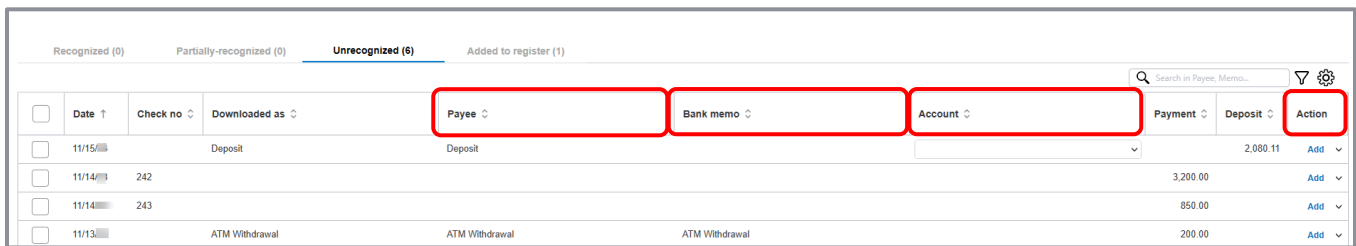
8. That transaction is now in the Added to register tab.

Recognized (0)   Partially-recognized (0)   Unrecognized (6)   Added to register (1)									
Date ↑	Check no ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓		
11/30		Bank Seervice Charge	Bank of Anycity	Bank Seervice Charge	60600 · Bank Service Charges		9.00		

9. Next, select the **Unrecognized** tab. It lists bank-fed transactions that have not been matched to any transactions already in QuickBooks, and the program is not guessing. In the Action column, you have the options to Add, Add more details (if there is more than one single line of detail to be entered), Match to existing transactions, and Ignore.



10. If you select **Add** for an individual transaction, you can then edit the fields in the Payee, Bank memo, and Account fields.



11. To minimize manual work on your part, you can create Rules to enter transactions automatically based on the bank details of any bank-fed transaction that is not already matched. Select **Rules** at the top of the window.



12. At the top of the Rules list, select **Add rule**.

Rules list

Search rules/conditions

+ Add rule

	Rank	Rule name	For	When	Do this				Action
					Payee	Account	Customer:Job	Class	

Batch Actions

13. Create a Money in or Money out rule for that particular account, based on conditions (all conditions must be met or any of the listed conditions must be met) and the posting you want to create automatically. An example is below. Click **Save** when you've finished creating the rule.

**Add rule details**

Rule name:  For:

**When a transaction meets All of these conditions**

and

**Do this**

and

and

and

14. The Rules list now includes your rule.

	Rank	Rule name	For	When	Do this				Action
					Payee	Account	Customer:Job	Class	
<input type="checkbox"/>	1	Bank Service Char...	Money out	If Description Contains service An...	Bank of Anycity	60600 - Bank...		Overhead	<a href="#">Edit</a>

For more information on Bank Feeds, including the various modes and how to use them, go this site: <https://quickbooks.intuit.com/learn-support/en-us/set-up-bank-connection/add-and-match-bank-feed-transactions-in-quickbooks-desktop/00/203759>

## NOTES

## Receipt Management

It is now possible to capture and upload receipts to QuickBooks Desktop Plus (which includes 24/7 support, Intuit Data Protect backup, and upgrades to new versions) or Enterprise 2021.

It involves using a mobile app or your computer to upload receipts to QuickBooks Desktop. QuickBooks will pull the information from the captured image and match it to an existing transaction. Then you can review the match and approve it.

For more information on this feature, navigate to this page: <https://quickbooks.intuit.com/learn-support/en-us/intuit-account/upload-receipts-to-quickbooks-desktop/00/669610>.

## Work with Bank Accounts – Review Questions

1. What does the ending balance in a QuickBooks bank account register represent?
  - a. Only transactions that have been printed
  - b. All transactions entered in the register, including checks that haven't yet been printed
2. True or false: All income and expense accounts have a register associated with them in QuickBooks.
  - a. True
  - b. False
3. \_\_\_\_\_ is the process of making sure your checking account record matches the bank's records.
4. How can you determine whether or not a check has been cleared in QuickBooks?
  - a. A checkmark displays in the bank account register
  - b. The word Cleared is stamped on the check in QuickBooks
  - c. Both of the above
  - d. Neither of the above
5. True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
  - a. True
  - b. False
6. Which of the following might affect a bank account reconciliation?
  - a. Interest
  - b. Depreciation
  - c. Service charges
  - d. Both a and c
  - e. All of the above

## Review Activities

Use Rock Castle Construction (sample product-based company) to do these activities:

- Use the checking account register to enter a handwritten check for \$76.95. Use the next available check number and make the check payable to *Express Delivery Service* for delivery of a *new sign*. Assign the check to the **Freight & Delivery** expense account.
- Write a QuickBooks check to *Bayshore Water* for \$143.87 to pay this month's water bill. Assign the check to the **Utilities:Water** expense account.
- Find all the checks in the sample file that were written for amounts between \$3000 and \$4,000. How many checks are there?



## Answers to Review Questions

1. What does the ending balance in a QuickBooks bank account register represent?
  - a. Only transactions that have been printed
  - b. ✓ *All transactions entered in the register, including checks that haven't yet been printed*
2. True or false: All income and expense accounts have a register associated with them in QuickBooks.
  - a. True
  - b. ✓ *False. Only balance sheet accounts (excluding Retained Earnings) have registers associated with them.*
3. *Reconciling* is the process of making sure your checking account record matches the bank's records.
4. How can you determine whether or not a check has been cleared in QuickBooks?
  - a. A checkmark displays in the bank account register
  - b. The word Cleared is stamped on the check in QuickBooks
  - c. ✓ *Both of the above*
  - d. Neither of the above
5. True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
  - a. True
  - b. ✓ *False. You should use the Pay Bills window to write the check.*
6. Which of the following might affect a bank account reconciliation?
  - a. Interest
  - b. Depreciation
  - c. Service charges
  - d. ✓ *Both a and c*
  - e. All of the above