



QUICKBOOKS ONLINE CERTIFICATION COURSE

Supplemental Guide

Module 7: **Banking & Tools**

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About the Author



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Heather has been helping users learn and use QuickBooks since the late 1990s. Her passion is helping others improve their business accounting processes through the use of QuickBooks and related apps, and spreading her knowledge and experience with others through blog articles, live events and webinars.

As principal at Orefice & Caliri CPAs, Heather works with small businesses to create accounting systems and procedures using QuickBooks and related applications that simplify and streamline their day to day workflows. She is Advanced Certified in QuickBooks Desktop and Online as well as POS Desktop and QuickBooks Enterprise. In addition to QuickBooks related services, Heather is also an Enrolled Agent licensed to practice before the IRS and works with clients to resolve tax issues.

Heather was named a Top 100 ProAdvisor by *Insightful Accountant* in 2014, 2015 and 2016. She is a member of the Intuit Trainer/Writer Network.

Thank you to MB Raimondi, CPA, and Emily Daigle for their thorough review and many contributions to the content presented.

Supplemental Guide Overview

PURPOSE OF THIS GUIDE

The recorded modules provided instruction on how to use bank feeds, set up and process payroll, learn about apps and the QuickBooks Online ecosystem and the reporting functionality in the program. This guide is an accompaniment to provide you with written documentation of the concepts and exercises demonstrated in the recordings.

The topics presented in this handbook are intended to help you:

- Utilize the Banking Center to link your banking and credit card accounts to QuickBooks Online
- Use tools such as Recurring Transactions, Attachments and the Reconcile tool

LEARNING OBJECTIVES

In this module you will learn concepts and workflows related to the following learning objectives:

- Identify the steps to set up and utilize bank feeds
- Recognize the functionality of Recurring Transactions
- Determine the steps to reconcile transactions to a bank statement using the Reconcile tool

TRAINING AT A GLANCE TABLE

Use this as a guide to selecting the specific training you want to cover.

TOPICS	SUB-TOPICS	LEARNING OBJECTIVE
1. BANK FEEDS	<ul style="list-style-type: none">• Understand Bank Feeds• Set up Bank Feeds• Navigate the Banking Center• Work with Bank Feed Transactions• Bank Rules	<ul style="list-style-type: none">• Identify the steps to set up and utilize bank feeds
2. TOOLS	<ul style="list-style-type: none">• Recurring Transactions• Using Registers• Attachments• Reconciliation Tool	<ul style="list-style-type: none">• Recognize the functionality of Recurring Transactions• Determine the steps to reconcile transactions to a bank statement using the Reconcile tool

QUICKBOOKS ACCOUNTANT TEST DRIVE

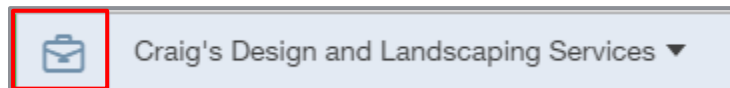
Some of the exercises contained in this handbook can be completed using a QuickBooks Accountant “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file, just complete the security validation and click **Continue**.

If you don’t see the Accountant Toolbox when logging in through this URL, log into qbo.intuit.com with your Intuit ID. This will open up QuickBooks Online Accountant. Click on the **gear** icon then click **Sample Company**.

This is what you are looking for in the sample company.



This test drive is designed for you to explore and try out new things without worrying that you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so please remember to allow sufficient time to complete each activity. Don’t worry if you have to close the test drive before you are finished, you can always begin again. You can also share the test drive with your clients.

NOTE: *The test drive uses QuickBooks Accountant. It contains some features that are not available in QuickBooks Online Simple Start, Essentials or Plus. In addition, some features (such as in-product Help) are not enabled inside this test drive file. This is subject to change.*

Topic 1: Bank Feeds

UNDERSTAND BANK FEEDS

The bank feeds in QuickBooks Online is one of the most dynamic features of the program. It links your online banking and credit card accounts and feeds the transactions directly into the Banking Center.

When the transactions are imported from your bank, they are un-posted. From the Banking Center, you match them to previously recorded transactions or use them to add new transactions to your registers. This process simplifies data entry and can help businesses get a handle on their balances.

When you use bank feeds to enter transactions, your accounts become self-reconciling which means that as each transaction is entered, it is marked cleared. A transaction that has been matched or was created from a bank feed has the letter C next to it in the register.

Bank Register | Checking | Bank Balance: -\$3,621.93 | ENDING BALANCE: \$1,201.00 | Reconcile

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
09/27/2016	CC-Credit	Mastercard		\$900.00		\$1,201.00
09/16/2016	Cash Purch	Tania's Nursery		\$23.50		\$2,101.00
		Job Expenses:Job Materials:Plants and Soil				
09/13/2016	76	Pam Seitz		\$75.00	C	\$2,124.50
	Expense	Legal & Professional Fees				
09/13/2016	75	Hicks Hardware		\$228.75	C	\$2,199.50
	Check	-Split-				
09/13/2016					\$868.15	\$2,428.25
	Deposit	-Split-				
09/12/2016		Chin's Gas and Oil		\$63.15		\$1,560.10
	Cash Purch	Automobile:Fuel				
09/12/2016	108	Tania's Nursery		\$46.98		\$1,823.25
	Expense	Job Expenses				
09/12/2016	45	Tim Philip Masonry		\$666.00		\$1,670.23

SET UP BANK FEEDS

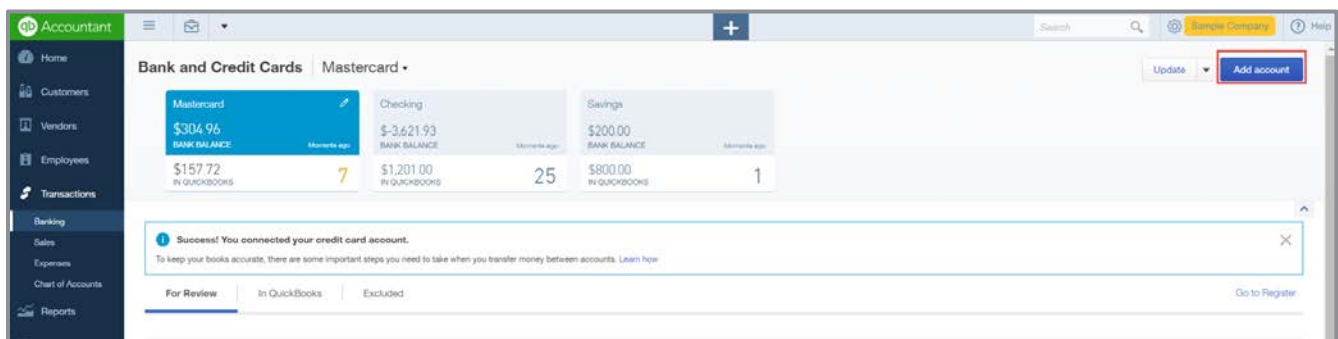
Connecting an account to QuickBooks Online is easy. Over 15,000 financial institutions allow their customers to connect their accounts to QuickBooks Online. If a financial institution does not participate, you can still upload bank feeds to QuickBooks Online if the transactions can be exported from the banking website to .CSV, .QFX, .QBO or OFX formats.

NOTE: *If you are unable to export your banking information to any of these formats, there is at least one app available that can convert a .PDF statement to .QBO format.*



Step-by-Step: Connect an Account to the Banking Center

1. When you open the Banking Center you will be prompted to connect an account. After the first account is added, you can connect another account by clicking **Add account**.



2. Choose the name of the bank from the list provided then enter the online ID and passcode you use to sign into your bank's online banking page.
3. QuickBooks displays the accounts included under the login ID of the bank.

4. Choose the type of account then click **Connect**.

Welcome to QuickBooks, Isabella!

Select the accounts you want to connect.

Capital One
www.capitalone.com 1-800-955-7070

1. Choose a **QuickBooks Account** for each account you're connecting

2. Click **Connect** to download up to 90 days of transactions. [Need a shorter date range?](#)

	ACCOUNT NAME	ACCOUNT TYPE	BALANCE
<input checked="" type="checkbox"/>	VISA BUSINESS (XXXXXXXXXXXXXXXX 3644)	Choose account type Checking Savings Credit card Money market Trust account	-4,125.75

Connect



TIP: By default, QuickBooks will import 90 days of transactions during your first import, but you can choose to change the date range you want to bring into QuickBooks Online by clicking **Need to change the date range?** You may want to do this if you have already reconciled the account for a more current period or the starting date of the QuickBooks company is more recent than 90 days.

IMPORT BANK FEED TRANSACTIONS

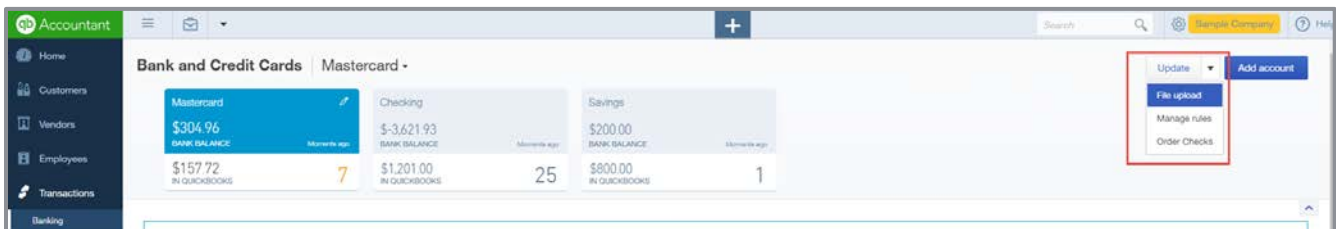
If a bank isn't in the financial institution list, you may still be able to import transactions into the Banking Center. You may also want to use this import utility to bring in transactions older than 90 days. You can import transactions to the Banking Center in the following formats:

- .CSV, .QBO, .QFX, .OFX

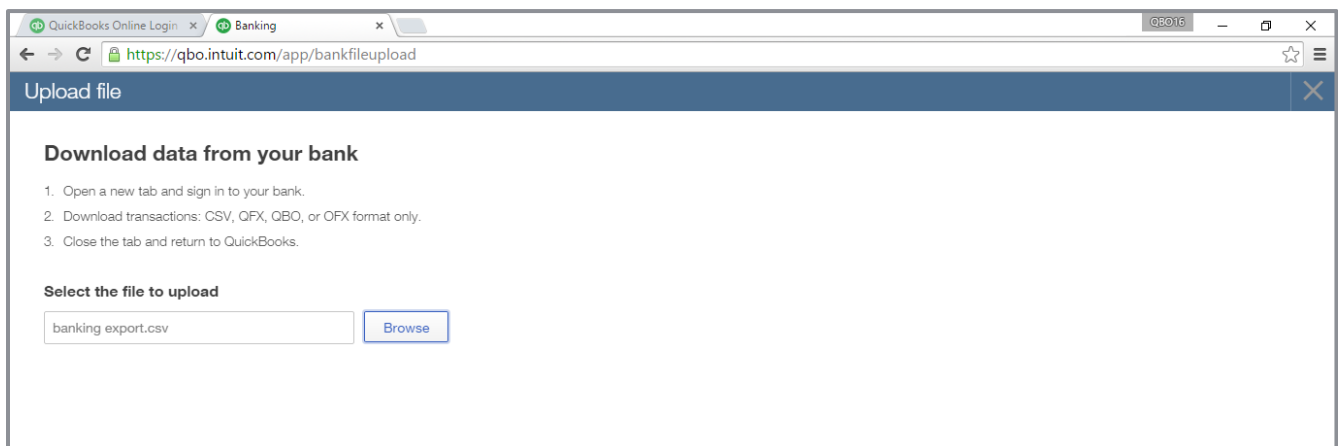


Step-by-Step: Upload Banking Transactions Using CSV Format

1. Click **File Upload** from the Banking Center.



2. Click **Browse** to locate the file you wish to upload.



- Choose the QuickBooks account you want to link then click **Next** (you can also add a new account here).

Select an account

Select a QuickBooks account for the bank file you want to upload

Bank file
banking export.csv

QuickBooks Account

Checking Account

+ Add new

Checking Account *Bank*

Savings *Bank*

Prepaid Expenses *Other Current Assets*

Uncategorized Asset *Other Current Assets*

Undeposited Funds *Other Current Assets*

Cancel Back Next

- Map the fields in your upload file to the fields in QuickBooks Online. If your CSV file has a header row, make sure to check the box at the top left of the screen.

Map CSV columns

For each bank account field, select a QuickBooks field

First row in .csv file is a header row

QuickBooks Online fields → Your statement fields

Date Column 14 :Registration I MM/dd/yyyy

Description Column 15 :Registration I

Amount Column 3 :Now, please si

CSV file has amounts in:

1 column: both positive and negative numbers

2 column: separate positive and negative numbers

- Choose your file amount column formats (single or double column) then click **Next**.
- Select the transactions to import, click **Next**.

Select CSV transactions for import

Select the transactions to import

<input checked="" type="checkbox"/>	DATE	DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/>	08/01/2015	Check 1205	-1,200.00
<input checked="" type="checkbox"/>	08/05/2015	Exxon	-46.80
<input checked="" type="checkbox"/>	08/14/2015	Check 1203	-615.00
<input checked="" type="checkbox"/>	08/03/2015	Transfer 2212	-5,000.00
<input checked="" type="checkbox"/>	08/01/2015	Deposit	10,895.00
<input checked="" type="checkbox"/>	08/04/2015	Deposit	4,100.00
<input checked="" type="checkbox"/>	08/25/2015	Insurance PremiumAMICA	-500.00
<input checked="" type="checkbox"/>	08/17/2015	Check 1204	-125.00
<input checked="" type="checkbox"/>	08/22/2015	Comcast 47951156XX	-84.25
<input checked="" type="checkbox"/>	08/15/2015	Deposit	3,215.00

Cancel Back Next

- Click **Yes** to import your data.

NAVIGATE THE BANKING CENTER

The top section of the Banking Center shows the accounts able to use bank feeds.

The screenshot displays the 'Bank and Credit Cards' section for a Mastercard account. At the top right, there are 'Update' and 'Add account' buttons. The account summary shows three cards: Mastercard (Bank Balance: \$304.96, In QuickBooks: \$157.72, 7 transactions), Checking (Bank Balance: -\$3,621.93, In QuickBooks: \$1,201.00, 25 transactions), and Savings (Bank Balance: \$200.00, In QuickBooks: \$800.00, 1 transaction). A success message states: 'Success! You connected your credit card account. To keep your books accurate, there are some important steps you need to take when you transfer money between accounts. Learn how'. Below this, there are tabs for 'For Review', 'In QuickBooks', and 'Excluded'. The 'For Review' tab is active, showing a table of transactions with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. The table lists several transactions, including Amazon, Lara's Lamination, Squeaky Kleen Car, Bob's Burger, and Norton Lumber And Building Materials, with some marked as 'MATCH'.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
10/11/2016	Amazon		Uncategorized Expense		\$89.99	Add
10/10/2016	Lara's Lamination		Uncategorized Expense	\$150.00		Add
09/27/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/27/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
09/20/2016	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 09/20/2016 \$18.97 Bob's Burger Joint	\$18.97		Match
09/20/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/20/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
09/15/2016	Norton Lumber And	Norton Lumber and Building Materials	MATCH Bill Payment 1 09/15/2016 \$103.55 Norton Lumber and Building Materials	\$103.55		Match

1. If the account is *connected* to your online banking account, the top blue portion of the account box will show the bank balance as of the date of the last sync.
2. If it is *not connected*, it will show \$0.00. The bottom portion of the account box displays the current balance in the QuickBooks register and the number of transactions displayed in the For Review tab below.
3. The buttons at the top right of the Banking Center are action buttons to add a new account, begin an upload or update a linked account.
4. Transactions are imported from a bank feed as un-posted transactions. They are not added to the register until you take action.
5. Bank feed transactions are organized into three tabs: For Review, In QuickBooks and Excluded.
 - For Review tab displays un-posted transactions from the bank feed
 - In QuickBooks tab displays bank feed transactions that have been matched or added to the register
 - Excluded tab displays transactions that have been removed from the New Transactions tab by the user

NAVIGATE THE BANKING CENTER – TRANSACTIONS

You begin your banking workflow with the New Transactions tab. Transactions are listed under two additional tab headings: All and Recognized.

The screenshot displays the 'Bank and Credit Cards' section for a Mastercard account. It shows three account balances: Mastercard (\$304.96), Checking (\$-3,621.93), and Savings (\$200.00). Below the balances is a success message: 'Success! You connected your credit card account.' The main area shows a list of transactions under the 'Recognized (3)' tab. The transactions are as follows:

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
10/11/2016	Amazon		Uncategorized Expense		\$89.99	Add
10/19/2016	Lara's Lamination		Uncategorized Expense	\$150.00		Add
09/27/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/27/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
09/20/2016	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 09/20/2016 \$18.97 Bob's Burger Joint	\$18.97		Match
09/20/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/20/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
09/15/2016	Norton Lumber And	Norton Lumber and Building Materials	MATCH Bill Payment 1 09/15/2016 \$103.55 Norton Lumber and Building Materials	\$103.55		Match

If QuickBooks recognizes a transaction that is already recorded in the register, it will display a *green* MATCH tag next to the transaction and add it to the Recognized tab. If you see a *gray* MATCH next to the transaction, it means QuickBooks Online found multiple possibilities for a match.

QuickBooks can also recognize common vendor names and will make suggestions as to which general ledger account it should be coded to. If you accept the suggested account, QuickBooks will change the account for all transactions of that same name and the color of the text will be changed to green.

If a transaction has been coded using a predefined bank rule, the transaction will have a green rule tag in the account field.



TIP: To sort transactions by column click on the column name.

NAVIGATE THE BANKING CENTER - GEAR ICON SETTINGS

With the gear icon at the top right of the transaction list in the Banking Center you can add or remove the columns displayed here and change the number of transactions included on each page. Columns you can add are:

- Check number
- Payee
- Editable date field allows you to edit the date of the transaction
- Copy bank detail to memo - retains a record of the bank text in the transaction, essential if you forget to add a name to the Payee field
- Show bank details

The screenshot shows the Banking Center interface with a transaction list and a settings menu. The transaction list has columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, and RECEIVED. The settings menu is open, showing options for Columns, Transaction details, and Rows.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED
10/11/2016	Amazon		Uncategorized Expense		\$89.99
10/10/2016	Lara's Lamination		Uncategorized Expense	\$150.00	
09/27/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/27/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99	
09/20/2016	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 09/20/2016 \$18.97 Bob's Burger Joint	\$18.97	
09/20/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/20/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99	
09/15/2016	Norton Lumber And	Norton Lumber and Building Materials	MATCH Bill Payment 1 09/15/2016 \$103.55 Norton Lumber and Building Materials	\$103.55	
09/09/2016	Ticia's Nursery	Ticia's Nursery	MATCH Expense 50 09/09/2016 \$82.45	\$82.45	

The settings menu on the right includes the following options:

- Columns:**
 - Check no.
 - Payee
- Transaction details:**
 - Editable date field
 - Copy bank detail to memo
 - Show bank details
- Rows:**
 - 150
 - Compact

WORK WITH BANK FEED TRANSACTIONS



Step-by-Step: Add a New Transaction

1. Click on the transaction you want to add in the Banking Center.
2. Enter details about the transaction, such as Payee and Category (G/L account). If you need to split the transaction between multiple categories, click on the transaction line and an expanded window appears. Click **Split**, enter your details into the pop-up window then click **Save and add**.

Split Transaction \$150.00

Downloaded Transaction
Lara's Lamination on 10/16/2016 for \$-150.00

Payee
Lara's Lamination

CATEGORY	AMOUNT	
Advertising	100.00	
Office Expenses	50.00	

[Add lines](#) [Reset](#)

Split amount	\$150.00
Original amount	\$150.00
Difference	\$0.00

Memo
LARA'S LAMINATION BUSINESS CARD

[Cancel](#) [Save and add](#)



Step-by-Step: Match to an Existing Transaction

1. If QuickBooks recognizes a transaction already recorded in the register, it will tag it as matched in the Category or Match column. To match the transaction, click **Match** in the Action column.

The screenshot shows the 'Bank and Credit Cards' section for a Mastercard account. It displays account balances for Mastercard, Checking, and Savings. Below this is a success message: 'Success! You connected your credit card account.' The main area shows a table of transactions with columns for Date, Description, Payee, Category or Match, Spent, Received, and Action. A red arrow points to the 'Match' button in the Action column for a transaction dated 09/20/2016 for 'Bob's Burger'.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
10/11/2016	Amazon		Uncategorized Expense		\$89.99	Add
10/10/2016	Lara's Lamination		Uncategorized Expense	\$150.00		Add
09/27/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/27/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
09/20/2016	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 09/20/2016 \$18.97 Bob's Burger Joint	\$18.97		Match
09/20/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 09/20/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
09/15/2016	Norton Lumber And	Norton Lumber and Building Materials	MATCH Bill Payment 1 09/15/2016 \$103.55 Norton Lumber and Building Materials	\$103.55		Match

Once a transaction is matched or added in the Banking Center, it is marked with a C (for cleared) in the register and moved to the In QuickBooks tab.

2. If QuickBooks doesn't recognize a transaction that is already recorded in the register, you can manually match it to the transaction: click on the transaction line then select **Find Match**.

3. A list of possible matches is displayed in the Match transactions pop-up screen. Place a checkmark next to the match and click **Save**. If the bank feed transaction is made up of multiple transactions in the register, you can check multiple lines in this screen to resolve the difference in amounts, or you can create a new transaction to resolve the difference by clicking **Resolve difference**.

Match transactions

Bob's Burger
BOB'S BURGER JOINT
09/20/2016 Spent \$18.97

Show: All Search: From: 09/22/2016 To: 09/30/2016

Select transaction to match

DATE	TYPE	REF NUMBER	PAYEE	TRANSACTION AMO...	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	09/20/2016	Credit Card Expense	Bob's Burger Joint	\$18.97		18.97
<input type="checkbox"/>	09/15/2016	Bill	Robertson & Associates	\$315.00	\$315.00	
<input type="checkbox"/>	09/15/2016	Bill	Norton Lumber and Building Materials	\$205.00	\$205.00	
<input type="checkbox"/>	09/13/2016	Bill	Diego's Road Warrior Bodyshop	\$755.00	\$755.00	
<input type="checkbox"/>	09/09/2016	Bill	Brosnahan Insurance Agency	\$241.23	\$241.23	
<input type="checkbox"/>	08/01/2016	Bill	PO&E	\$86.44	\$86.44	

1 Selected transaction(s) Show | Remove \$18.97
Downloaded transaction \$18.97
Resolve difference Difference \$0.00
Total \$18.97



TIP: You can also match bank feed transactions to bills, open invoices, sales receipts and customer payments. If there are open items in any of these categories, they will be displayed in the Match Transactions pop-up screen. You can match multiple transactions already recorded in QuickBooks Online to the single bank feed; however, if you do match multiple items to a single bank feed transaction it will create multiple entries in the bank register. This can make it difficult to match transactions to the bank statement. To avoid this, open a new QuickBooks Online window in your browser, create a deposit or bill payment that groups the items together, then go back to the bank feed and match the transaction.

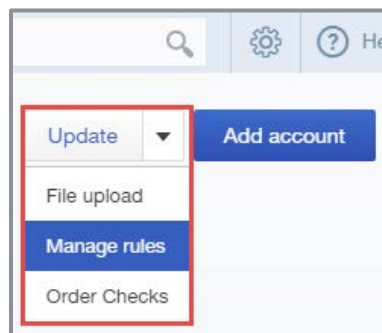
BANK RULES

You can automate your data entry using Bank Rules and significantly reduce the amount of time it takes to code and record transactions. QuickBooks will use the criteria entered in your Bank Rules to pre-fill your bank feed transactions with the required information.



Step-by-Step: Create a Bank Rule

1. Click the downward arrow next to the **Update** (or **File Upload**) button then select **Manage rules**.



2. Click the **New rule** button at the top right of the screen.

3. Give your rule a name and choose whether the rule applies to Money in or Money out.
4. Choose whether the rule applies to all bank accounts or only specific ones.
5. Set the criteria for the rule. You can add multiple criteria and use all or any to refine or expand your selections.
6. Set the type of transaction you want to create with the rule and add the details of the transactions, such as Payee and Categories, then click **Save**. You can also code class and location here if you have them enabled in a Plus subscription company.
7. Select **Automatically add to my books** if you want the rule to automatically record transactions that meet the defined criteria without having to click the button in the For Review tab. Transactions that have been automatically added by a rule will have this icon next to it in the In QuickBooks tab.



NOTE: *All your rules will be listed in the Rules list. They can be edited, copied and modified to create new rules, or deleted by clicking the buttons under the Actions column. You can also export Bank Rules and import them into another QuickBooks Online company.*

Topic 2: Tools

RECURRING TRANSACTIONS

Recurring transactions can serve many purposes in QuickBooks. You can use recurring transactions to create templates of transactions that are frequently used in your workflow or to schedule transactions that need to be recorded at regular intervals.

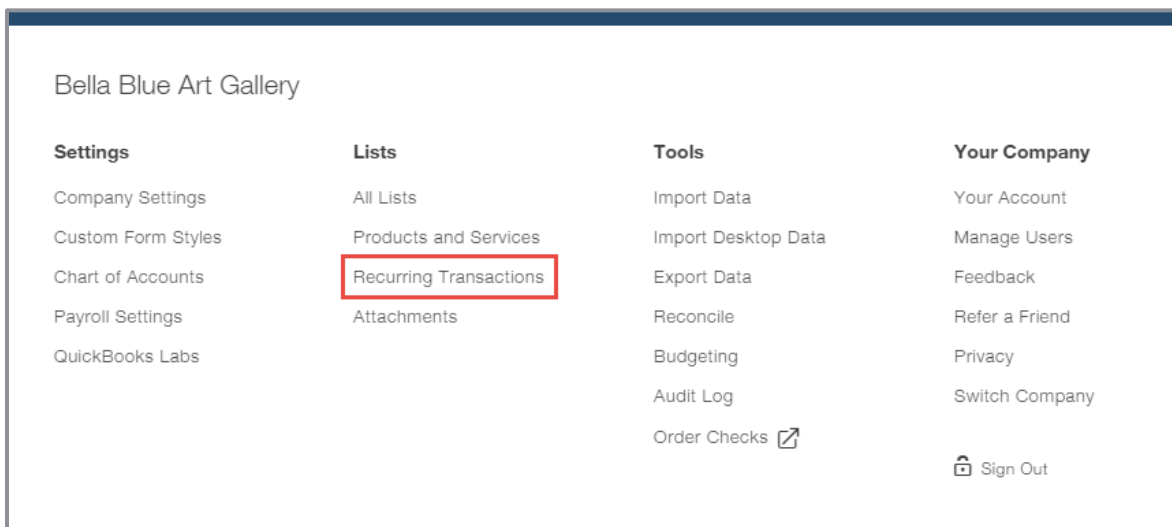
Most types of transactions can be made recurring with the exception of transactions that are created from other transactions, such as:

- Receive payment
- Bill payments
- Sales tax transactions
- Payroll transactions created from QuickBooks payroll services

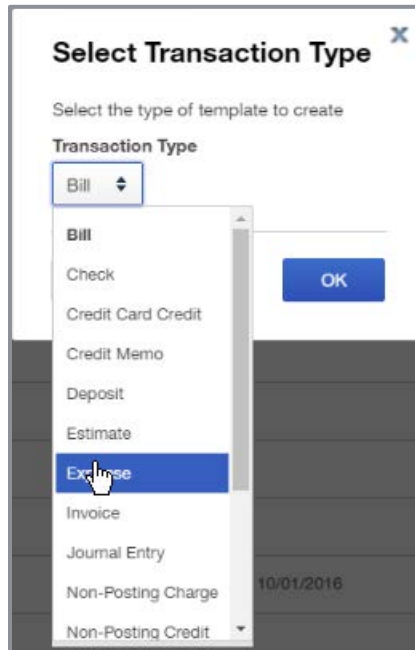


Step-by-Step: Create a Recurring Expense Transactions

1. Open the **Recurring Transactions** list from the gear icon menu.



2. Click **New** at the top right of the Recurring Transaction list.
3. Select **Expenses** from the Transaction Type drop-down list then click **OK**.



4. Enter the required information for your expense, including:
 - Template name
 - Type - Scheduled, Reminder or Unscheduled
 - Payee and Account
 - Interval, Start date and End date

Expense

Recurring Expense

Template name: Insurance Payment Type: Scheduled Create: days in advance

Payee: Townley Insurance Agency Account: Checking 4567

Interval: Monthly on day 10th of every 1 month(s) Start date: 10/15/2016 End: After 6 occurrences

Payment method: EFT

5. Transaction information such as account details, item, amount, billable status and tax, customer or class.
6. Add a memo or attach a document and click **Save template**.

Expense

Payment method: EFT

Ref no.:

Location:

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1	Automobile Insurance		125.00				Overhead
2							

Add lines Clear all lines

► Item details

Memo:

Total \$125.00

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Clear Save template




TIP: To view the Recurring Transaction list click its name in the **gear** icon under Lists. You can use, duplicate, pause, skip next date and delete your recurring transactions by clicking the down arrow in the **Action** column. You can also create a recurring transaction by clicking the **Make recurring** link at the bottom of many of transaction screens.



USING REGISTERS

Registers can be accessed from the Chart of Accounts. Every Balance Sheet account in QuickBooks has a register except for the Retained Earnings account. The register is a great place to view transactions. One of the benefits of registers is you can see the cleared status of your transactions.

Date	Type	Description	Amount	Reconciliation Status	Balance
09/07/2015	Expense	Mahoney Mugs	\$18.08	C	\$3,763.58
09/07/2015	Expense	Uncategorized Expense			
09/07/2015	19	Hicks Hardware	\$215.66	C	\$3,781.66
09/07/2015	2	Job Expenses:Job Materials:Sprinkler...			
09/07/2015	Check	Mahoney Mugs	\$18.08	C	\$3,997.32
09/06/2015	1886	Office Expenses			
09/06/2015	Payment	Cool Cars	\$994.00	C	\$4,015.40
09/06/2015	11	Accounts Receivable (A/R)			
09/06/2015	Bill Payment	Hall Properties	\$900.00	C	\$3,321.40
09/04/2015	Check	Accounts Payable (A/P)			
09/04/2015	Check	Tony Rondonuwu	\$100.00	C	\$4,221.40
08/26/2015	8	Legal & Professional Fees:Lawyer			
08/26/2015	Expense	Hicks Hardware	\$24.96	R	\$4,321.40
08/23/2015	7	Landscaping Services:Job Materials...			
08/23/2015	Bill Payment	Hicks Hardware	\$250.00	R	\$4,345.76
	Bill Payment	Accounts Payable (A/P)			

C	Transaction has been marked Cleared
	Transaction has been Matched or Added to a bank feed transaction
R	Transaction has been reconciled using the Reconcile tool

You can customize the view you see in the Register screen. You can choose what field to sort by and filter the view by reconciliation status.



TIP: While you can enter transactions directly in the register by clicking the **drop-down** menu at the top left of the register, this is not a recommended way to enter transactions and may produce undesired results. Because QuickBooks Online is forms-based you should use the appropriate form screen to record transactions as prescribed in the other modules.

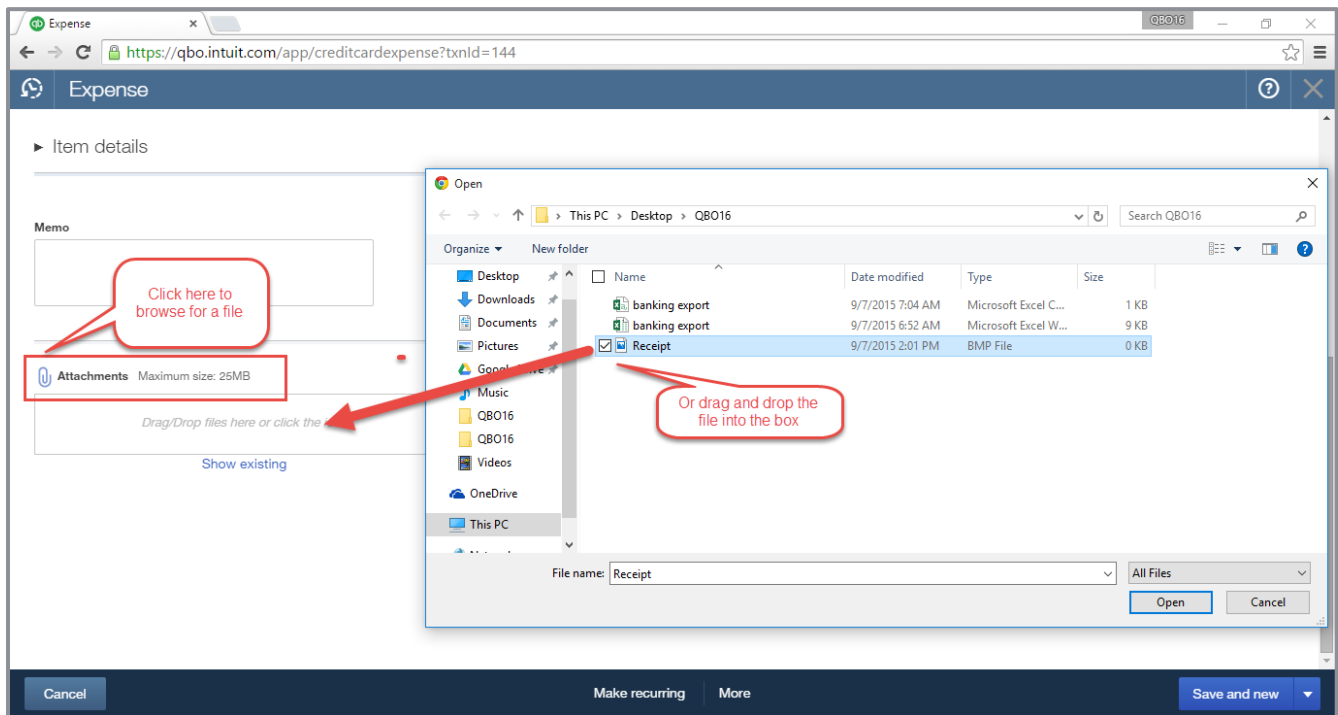
ATTACHMENTS

You can attach documents to transactions, customers and vendors in QuickBooks, whether you are logged in via your browser or from your mobile device, using the mobile app. You can download the QuickBooks Mobile App from the App Store on Apple devices or from the Play Store on Android devices.



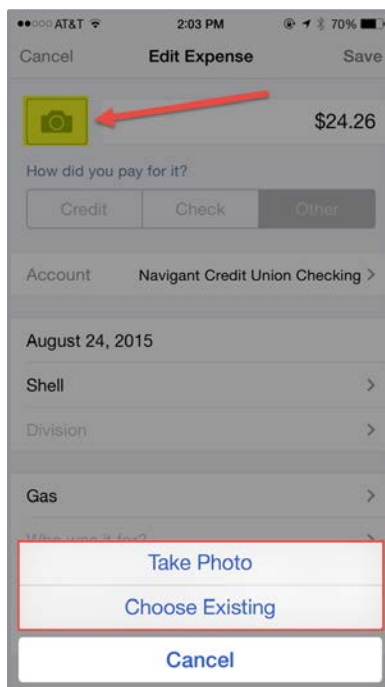
Step-by-Step: Attach a Document to a Transaction within a Browser

1. Open the transaction you want to attach the document to.
2. Click in the **Attachment** box to browse for a document or drag the document into the box from another window.





TIP: You can also attach documents using the QuickBooks App for iPhone and Android devices by downloading it from the Apple Store or Play Store. Once you have the app installed, log in and create a new transaction or open an existing one, click the **camera** icon and you can either take a new photo of a receipt or upload an existing picture or document.



TIP: To view all attachments click **Attachments** from the gear icon menu under Lists.

RECONCILIATION TOOL

Although the bank feeds in QuickBooks match your entries in QuickBooks to the bank, it is a best practice to reconcile the accounts monthly to the bank statement using the Reconcile feature. The reconcile process can help find errors and omissions between QuickBooks and the bank. It also changes the reconcile tag on transactions from C to R, which gives you another way to filter reports and can help troubleshoot issues with your bank feeds.



Step-by-Step: Reconcile a Bank Account Using the Reconcile Tool

1. Open the **Reconcile** screen from the gear icon under Tools.
2. Choose the account to reconcile from the drop-down menu then click **Reconcile Now**.
3. Enter the Statement Ending Date and Ending Balance from the bank statement then click **OK**.

Start Reconciling

Account:

Enter the following from your statement

Statement Ending Date	Beginning Balance	Ending Balance
<input type="text" value="10/31/2016"/>	5,000.00	<input type="text" value="2,567.98"/>

4. Check off the transactions in the Checks and Payments column and Deposits and Other Credits column as you match them to the statement. Transactions that were added or matched to bank feed transactions will already be marked cleared.

Reconcile - Checking

For statement ending on: 10/31/2016 Statement Date

Hide transactions after the statement's end date

Checks and Payments					Deposits and Other Credits						
<input checked="" type="checkbox"/>	Date	Type	Num	Name	Amount	<input checked="" type="checkbox"/>	Date	Type	Num	Name	Amount
<input checked="" type="checkbox"/>	06/13/2016	Bill Pay...	10	Robertson & Associates	300.00	<input checked="" type="checkbox"/>	05/21/2016	Payment	1053	Bill's Windsurf Shop	175.00
<input checked="" type="checkbox"/>	07/05/2016	Expense	12	Robertson & Associates	250.00	<input checked="" type="checkbox"/>	08/21/2016	Payment	5664	55 Twin Lane	86.40
<input checked="" type="checkbox"/>	07/27/2016	Check	4	Chin's Gas and Oil	54.55	<input checked="" type="checkbox"/>	08/21/2016	Sales R...	1008	Kate Whelan	225.00
<input checked="" type="checkbox"/>	08/02/2016	Sales Ta...	...		38.40	<input checked="" type="checkbox"/>	08/23/2016	Payment	...	Amy's Bird Sanctuary	105.00
<input checked="" type="checkbox"/>	08/02/2016	Sales Ta...	...		38.50	<input checked="" type="checkbox"/>	09/05/2016	Payment	1886	Cool Cars	694.00
<input checked="" type="checkbox"/>	08/05/2016	Expense	9	Tania's Nursery	89.09	<input checked="" type="checkbox"/>	09/10/2016	Sales R...	10264	Dylan Spillbank	337.50
<input checked="" type="checkbox"/>	08/05/2016	Check	12	Books by Bessie	55.00	<input checked="" type="checkbox"/>	09/13/2016	Payment	...	55 Twin Lane	50.00
<input checked="" type="checkbox"/>	08/11/2016	Check	5	Chin's Gas and Oil	62.01	<input checked="" type="checkbox"/>	09/13/2016	Payment	2064	Travis Waldron	103.55
<input checked="" type="checkbox"/>	08/12/2016	Expense	15	Tania's Nursery	108.09	<input checked="" type="checkbox"/>	09/13/2016	Deposit	...		218.75
<input checked="" type="checkbox"/>	08/25/2016	Bill Pay...	7	Hicks Hardware	250.00	<input checked="" type="checkbox"/>	09/14/2016	Deposit	...		408.00
<input checked="" type="checkbox"/>	08/28/2016	Expense	8	Hicks Hardware	24.39	<input checked="" type="checkbox"/>	09/15/2016	Deposit	...		868.15
<input checked="" type="checkbox"/>	09/06/2016	Check	...	Tony Rondonuau	100.00						
<input checked="" type="checkbox"/>	09/06/2016	Cash Pu...	...	Bob's Burger Joint	5.68						
<input checked="" type="checkbox"/>	09/06/2016	Cash Pu...	...	Squeaky Klean Car Wash	19.99						
<input checked="" type="checkbox"/>	09/07/2016	Cash Pu...	...	Chin's Gas and Oil	52.14						
<input checked="" type="checkbox"/>	09/07/2016	Check	70	Chin's Gas and Oil	185.00						
<input checked="" type="checkbox"/>	09/08/2016	Bill Pay...	11	Hall Properties	900.00						
<input checked="" type="checkbox"/>	09/09/2016	Check	2	Mahoney Mugs	18.00						
<input checked="" type="checkbox"/>	09/09/2016	Expense	13	Hicks Hardware	215.96						
<input checked="" type="checkbox"/>	09/11/2016	Cash Pu...	...	Bob's Burger Joint	3.88						
<input checked="" type="checkbox"/>	09/12/2016	Bill Pay...	1	Breenahan Insurance Agency	2,000.00						
<input checked="" type="checkbox"/>	09/13/2016	Bill Pay...	3	Books by Bessie	75.00						
<input checked="" type="checkbox"/>	09/13/2016	Refund	1020	Pye's Cakes	87.50						
<input checked="" type="checkbox"/>	09/13/2016	Check	Debit	Squeaky Klean Car Wash	19.99						
<input checked="" type="checkbox"/>	09/14/2016	Bill Pay...	6	PO&E	114.09						
<input checked="" type="checkbox"/>	09/14/2016	Bill Pay...	45	Tim Philip Masonry	666.00						

▼ Edit Information from Statement

Beginning Balance	5,000.00
32 Checks and Payments	7,070.35
11 Deposits and Other Credits	
Service Charge	3,271.35
Interest Earned	
Statement Ending Balance	2,567.98
Cleared Balance	1,201.00
Difference	1,366.98

Reconciliation Summary

5. The Reconciliation Summary box at the bottom center of the screen displays the total number of transactions marked cleared in each column along with the difference between the statement ending balance and the cleared balance in QuickBooks. When the difference shows a zero amount, click **Finish Now**.

NOTE: If you click **Finish Now** when the difference amount is not zero, QuickBooks will create an automatic adjusting entry to balance the register balance to the balance entered in Step 3 above. The off-setting debit or credit will be posted to the Reconciliation Discrepancies account.

- You can print the Reconciliation Report from the main Reconcile screen after you have completed your reconciliation. This screen also displays any changes made to reconciled transactions and if an auto adjustment was recorded during a reconciliation. To view details of the changes click the amount under the Changes column. An auto adjustment will occur if you click **Finish Now** when the difference amount is not zero. You will learn some great tips to help you troubleshoot reconciliations in Module 9.

Reconcile

💡 Reconciliation just got faster and easier in QuickBooks Labs!
 Try it out and see how easily you can find, select, and troubleshoot transactions. [Show me](#)

Account: Checking Reconcile Now

Reconciliation History Click on a row to see the reconciliation report.

Statement Ending Date	Ending Balance	Changes	Auto Adjustment
10/31/2016	10/11/2016	2,567.98	1,366.98

Handle Discrepancies during a Bank Reconciliation

Occasionally you may need to add a transaction that has not been recorded in QuickBooks but appears on the bank statement.



Step-by-Step: Transaction on the Bank Statement is not in QuickBooks

- Open a new browser tab by right-clicking on the current tab then choose **Duplicate** and click on the new browser tab.
- Click **Quick Create** to open the transaction screen and record the transaction.
- Go back to the Reconcile screen, click **Refresh** in your browser and you will be able to mark the new transaction as cleared.
- If you find you have made an error in one of your entries, you can click on the transaction from the Reconcile screen to edit it. **Save and close** the transaction and resume the reconciliation process.

If the bank has made the error, you should record a new transaction to adjust your balance. After you resolve the error with your bank, reverse the transaction. You will mark the reversing entry cleared during the reconciliation of the period in which the correction appears on your statement.

Guide Conclusion

You have just completed *Module 7, Banking and Tools*. This Supplemental Guide, in tandem with its recorded module, has been provided to help prepare you for the QuickBooks Online Certification Exam. Continue on to the remaining modules and their related guides then proceed to the certification exam.

By completing this module, you should be able to:

- Identify the steps to setup and utilize bank feeds
- Recognize the functionality of Recurring Transactions
- Determine the steps to reconcile transactions to a bank statement using the Reconcile tool