Quicken Reconciliations

1. Do a reconciliation by hand using the information you have stored in your Quicken account and the information on the bank statement located on the back of this paper. You may use the form below to assist you.
2. Choose RECONCILE from the register menu.
3. Input the required information.
4. Click a check mark next to each transaction that appears on the bank statement.
5. Enter any missing data using the NEW and RECONCILE button on the menu bar.
6. Take a screen shot and then print a copy of the report. Make sure your name appears somewhere on the report.
7. Answer the questions below.

Hand Reconciliation

Bank Balance: Checkbook Balance:

Add: Add:

Subtract: Subtract:

Reconciled Balance: Reconciled Balance:

Questions

1. Which method is easier to use when reconciling: by hand or by Quicken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What advantages does Quicken offer a checkbook user? What might be some disadvantages?

**Bank Statement Summary for January 15, 2016 – February 15, 2016**

Beginning Ending

Date: 1/15/2016 Date: 2/15/2016

Also print out a screenshot of an “expense summary graph” report.