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?

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

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

Beginning Ending

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

**Interest Earned**: Checking $2.08

**Summary**: Previous Balance: $3000.00

 Ending Balance: $

 Deposits: $

 Withdrawals $

**Post Transaction Description Check Transaction Deposit Balance**

**Date Number Amount Amount**

 Opening Balance $3000.00

1/15 Supersonic Bike Shop 301 $181.50 $2818.50

1/18 Bryan’s Sports 302 $25.00 $2793.50

1/20 Friendly Feet 303 $25.00 $2768.50

1/23 Gargantua’s Dept. Store 305 $14.26 $2754.24

1/23 Pandora’s HiFashion 306 $15.04 $2739.20

1/25 Paycheck $311.19 $3050.39

1/25 Transfer from Savings $200.00 $3250.39

1/25 Loan $120.00 $3370.39

1/25 Amalgam Dept. Store 307 $115.00 $3255.39

1/25 Sweatshirts Outrageous 308 $71.81 $3183.58

1/25 Bike World 309 $111.26 $3072.32

1/25 Bruce’s Sports 310 $40.17 $3032.15

1/25 Camper’s Delight 311 $98.50 $2933.65

1/25 Light the Night 312 $24.00 $2909.65

1/25 Army Surplus 313 $25.00 $2884.65

1/25 Cash 314 $50.00 $2834.65

1/25 Sounds Galore 315 $63.00 $2771.65

1/25 Rent-a-Tent 316 $125.00 $2646.65

1/26 Cash 317 $25.00 $2621.65

1/28 The Grocer 318 $55.30 $2566.35

1/30 Energy Source 319 $9.50 $2556.85

1/30 Check Service Fee $1.00 $2555.85

2/1 Biking News 321 $18.28 $2537.57

2/3 Ozurka 322 $4.50 $2533.07

2/4 Familiar Pharmacy 323 $7.55 $2525.52

2/5 Emergency 324 $15.00 $2510.52

2/5 Familiar Pharmacy 325 $9.11 $2501.41

2/6 Sticks and Stones 326 $95.00 $2406.41

2/6 Forever Photo 327 $11.71 $2394.70

2/15 Interest Income $2.08 $2396.78

Checks Outstanding: #304

 #320