



Breakthrough Solutions, LLC

Providing solutions to help your business succeed!

Once you have all months' credit card charges entered in to QuickBooks® take your credit card statement and reconcile it. To start the reconcile process:

- 1) Selecting the Banking menu and selecting Reconcile – OR - Selecting the icon for Reconcile from the Banking area on the Home page
- 2) Select the credit card account you want to balance.
- 3) The statement date is automatically entered (one month from prior statement)
- 4) The Beginning Balance is automatically entered from the Ending Balance of the previous month
- 5) Enter the Ending Balance from your statement
- 6) If there are Finance Charges enter the dollar amount and an account for QuickBooks to charge the finance charge to.

(Image 1)

Completed Begin Reconciliation screen

(Image 2)

Once you have entered all of the information on this page, click on the Continue button.

Last Update: July 8, 2011

Check off the Charges and Cash Advances and the Payments and Credits that match your credit card statement.

Reconcile Credit Card - Sample Credit Card

For period: 11/30/2007 Hide transactions after the statement's end date

Charges and Cash Advances				Payments and Credits					
✓	Date	Ref #	Payee	Amount	✓	Date	Ref #	Payee	Amount
✓	12/15/2007	9090	Chamber of...	365.00					
✓	12/15/2007	8709	Blackwell's ...	75.57					
✓	12/15/2007	54123	Baxter Com...	547.98					

Mark All Unmark All Go To Columns to Display...

Beginning Balance 0.00

Items you have marked cleared

0 Payments and Credits 0.00

4 Charges and Cash Advances 1,000.55

Modify

Finance Charge	-12.00
Ending Balance	1,000.55
Cleared Balance	1,000.55
Difference	0.00

Reconcile Now Leave

(Image 3)

When you have reconciled the account so that the Difference amount on the screen is 0.00, click on the Reconcile Now button.

The next screen shows two options: Write a check for payment now, or Enter a bill for payment later . **If you are making a payment for less than the balance it is VERY important that you change the check amount on the check that appears after you print or close the reconciliation screen, or click cancel and enter the check at a later date.**

Make Payment

The outstanding balance on this account is \$1,000.55. To pay all or a portion of this amount, select the payment type and click OK. To leave the balance in the reconciled account, click Cancel.

OK Cancel Help

Payment

Write a check for payment now

Enter a bill for payment later

Enter Bills Against Inventory

Hide transactions after the statement's end date

Charges and Cash Advances				Payments and Credits					
✓	Date	Ref #	Payee	Amount	✓	Date	Ref #	Payee	Amount
✓	11/30/2007			12.00					
✓	12/15/2007	9090	Chamber of...	365.00					
✓	12/15/2007	8709	Blackwell's ...	75.57					
✓	12/15/2007	54123	Baxter Com...	547.98					

Mark All Unmark All Go To Columns to Display...

Beginning Balance 0.00

Items you have marked cleared

0 Payments and Credits 0.00

4 Charges and Cash Advances 1,000.55

Modify

Finance Charge	-12.00
Ending Balance	1,000.55
Cleared Balance	1,000.55
Difference	0.00

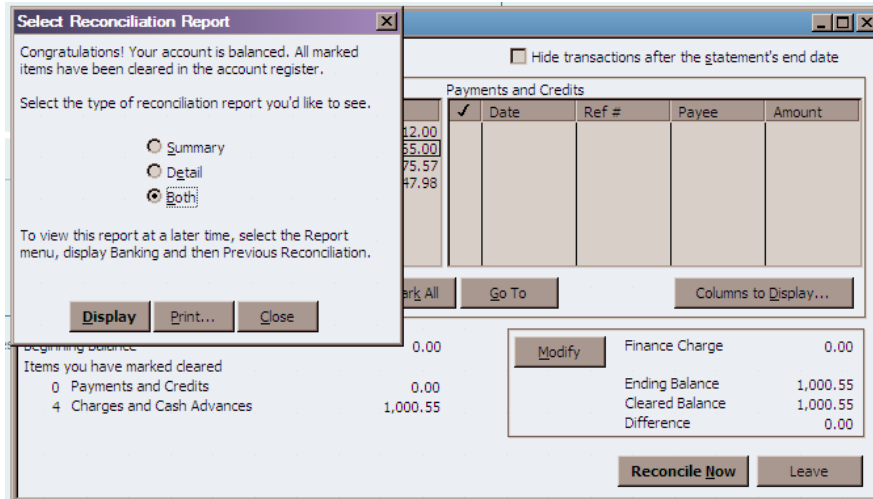
Reconcile Now Leave

(Image 4)

Last Update: July 8, 2011

If you click the cancel button QuickBooks® goes through its reconciliation and saving program and you will see the screen in Image 5 on your screen.

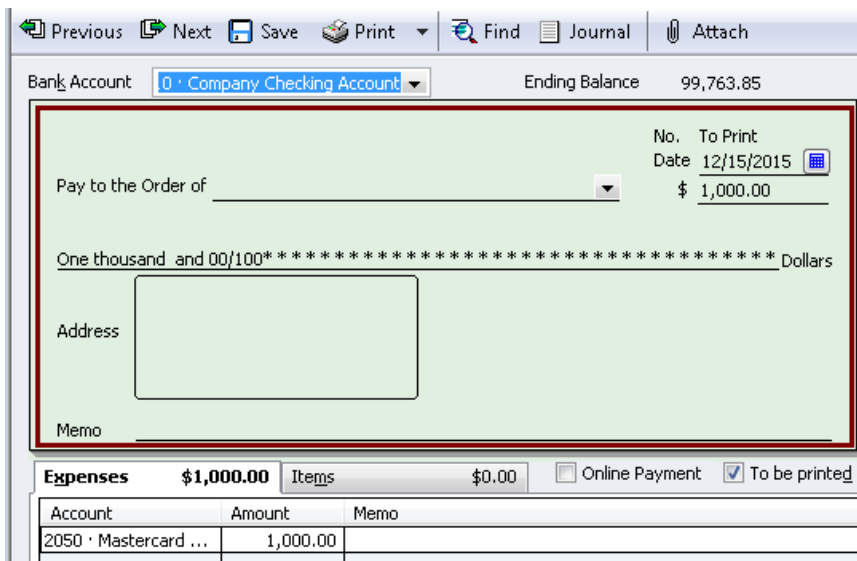
Our recommendation is to print both of the reconciliation reports.



(Image 5)

If you select either the Write a check for payment now, or Enter a bill for payment later, QuickBooks® goes through its reconciliation and saving program. After that you will see the screen in Image 5 on your screen.

Once you have printed the reconciliation you will see either the Write Check screen, or the Enter Bill screen. See Image 6 and 7.



(Image 6)

Last Update: July 8, 2011

Bill
 Credit
 Bill Received

Bill

Vendor
Date 12/15/2015

Address
Ref. No.

Terms
Amount Due 1,000.00

Memo
Bill Due 12/25/2015

Expenses	\$1,000.00	Items	\$0.00
Account	Amount	Memo	
2050 · Mastercard...	1,000.00		

(Image 7)

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