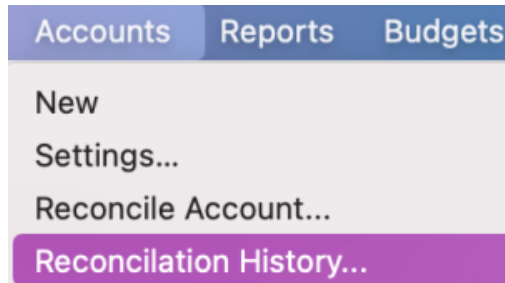


Using Reconciliation History to fix a previous reconciliation

Reconciliation history is a tool that tracks past reconciliations, giving you information and allowing you to review and perhaps fix previous reconciliations. You would want to do this for the following reasons:

- If the starting balance for your current reconciliation amount appears to be incorrect or does not make sense to you, especially if you reconcile regularly. This most commonly happens when a past transaction was accidentally edited or duplicated.
- To understand what you may have done during past reconciliations.

To view your **Reconciliation History**, go to the **Accounts** menu and select **Reconciliation History**.



You may also get to reconciliation history during a current reconciliation by selecting **History**.

The **Reconciliation History** screen will appear. You can view the following information:

- **Ending Date:** The last day of the account statement or online balance update.
- **Reconciled Balance:** The balance after making adjustments (if any were made).
- **Quicken Balance:** The unreconciled balance.
- **Discrepancy:** The difference between the **Reconciled Balance** and the **Quicken Balance**.



If you only want to see reconciliations that ended with a discrepancy, select the checkbox for **Only show dates with a discrepancy**.

A screenshot of a software window titled 'Reconciliation History: Checking'. The window has a title bar with three colored dots (red, yellow, green) on the left. Below the title bar, the text 'Reconciliation History' is displayed. A paragraph of text explains that if there is a discrepancy, the user should click 'Re-Reconcile'. Below this text is a checkbox labeled 'Only show dates with a discrepancy'. A table follows with columns: 'ENDING DATE', 'RECONCILED BALANCE', 'QUICKEN BALANCE', 'DIFFERENCE', 'DISCREPANCIES', and 'REPORT'. The table contains three rows of data for dates 12/31/22, 11/30/22, and 10/31/22. At the bottom of the table, it shows 'Cumulative Difference: \$0.00' and 'Discrepancies: 0'. At the very bottom, there are three buttons: 'Clear History...', 'Close', and 'Re-Reconcile'.

If you want to re-reconcile a previous reconciliation, choose the reconciliation you want to work on and select **Re-reconcile**. The **Re-Reconcile** screen will appear. In many cases, the discrepancy can be eliminated simply by editing the **Ending Balance**.

Re-Reconcile: Ted's Checking Account on 05/14/21

Reconciliation Summary

Starting Balance: \$3,553.68

Ending Balance: \$2,210.00

Ending Date: 05/14/21

Quicken Balance

Starting Balance: \$1,663.83

Ending Balance: \$320.15

? Discrepancy: **-\$1,889.85**

Cancel

Next

In other cases, the discrepancy can be removed by editing a previous adjustment.

Re-Reconcile: Ted's Checking Account

Re-Reconcile Account ?

Reconciliation Ending Balance

\$2,210.00

Ending date
05/14/21

Difference

-\$1,889.85

Quicken Balance

\$320.15

Transactions
as of 05/14/21

?

Adjustment: **-\$1,343.68**

0 Deposit: **\$0.00**

1 Payment: **\$1,343.68**

Edit

± Adjustment

Change	Date	Check #	Payee	Category	Payment	Clr	Deposit	Actions
	05/14/21		Reconcile adjustment	Adjustment	1,343.68			

Back

Finish

You may also want to take action on an individual transaction. Depending on the specific transaction, you might have one of three options available in the **Actions** column.

●	Change	Date	Payee	Category	Charge	Clr	Payment	Actions
●	Added	2/31/19	Payee Name	Category	0.00			Delete
●	Deleted	3/31/19	Payee Name	Category			0.00	Restore
●	Edited	2/31/19	Payee Name	Category			0.00	Revert

- For a transaction that was **Added**, you will have the option to **Delete** the transaction, removing it from the register.
- For a transaction that was **Deleted**, you will have the option to **Restore** the transaction, putting it back into the register.
- For a transaction that was **Edited**, you will have the option to **Revert** the transaction, removing any changes that were made.

Some reconciliations will require a more thorough review to fix. See [Using reconcile](#) for more information.

View or Print a Reconciliation Report







From your **Reconciliation History** screen, you have the option to view a **Reconciliation Report**. To do so, click either the page icon (to view the report on

Reconciliation History: Checking

Reconciliation History

If there is a discrepancy in one of the sessions below, click Re-Reconcile to resolve it. Previously reconciled sessions may show a discrepancy if you have added, removed, or edited previously-reconciled transactions (even if it was unintentional).

☐ Only show dates with a discrepancy

ENDING DATE	RECONCILED BALANCE	QUICKEN BALANCE	DIFFERENCE	DISCREPANCIES	REPORT
12/31/22	\$15,237.67	\$15,237.67	\$0.00	0	 
11/30/22	\$14,987.67	\$14,987.67	\$0.00	0	 
10/31/22	\$14,816.39	\$14,816.39	\$0.00	0	 

Cumulative Difference: \$0.00

Discrepancies: 0

Clear History...

Close

Re-Reconcile

screen) or the printer icon (to print a version of the report).



Differences between reports

Older reports may not contain as much detail as newer reports due to improvements in the amount of information Quicken saves. Register balance and uncleared transactions are only available for newer reconciliations (Release 6.12 and later).

Reports include both summary and details sections.

Reconciliation Report: Checking (10/31/22)

Reconciliation Report

Checking

10/31/22

SUMMARY

Beginning Balance		\$0.00
Cleared Payments	1 Item	-\$10,000.00
Cleared Deposits	0 Items	\$0.00
Adjustments	1 Item	\$24,816.39
Ending Balance as of 10/31/22		\$14,816.39

DETAILS

Beginning Balance		\$0.00
Cleared Payments	1 Item	
10/21/22	MSPBNA ACH TRNSFR221118	-\$10,000.00
Total Cleared Payments as of 10/31/22		-\$10,000.00
Cleared Deposits	0 Items	
Total Cleared Deposits as of 10/31/22		-\$10,000.00
Adjustments	1 Item	
10/20/22	Opening Balance	\$24,816.39
Total Adjustments as of 10/31/22		\$24,816.39
Ending Balance as of 10/31/22		\$14,816.39