# How do I add a missing transaction to match a statement?

As you're reconciling you may find a transaction that appears on your paper statement, but not in Quicken. Here's how to add that transaction to Quicken:

1. In the **Reconcile** window, click **New**. Quicken will switch to the account register and select the new transaction line.
2. Enter the transaction as usual.
3. Click **Save**.
4. Select the **Return to Reconcile** button on the top right of the register (below the gear icon). Quicken will reopen the **Reconcile** window.
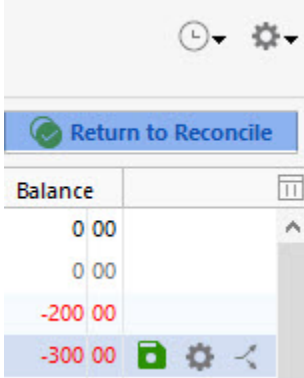
5. Mark the transaction cleared.
6. Continue reconciling.

To learn how to make other adjustments, see:

- Editing an existing transaction
- Adjusting the opening balance to match a statement
- Adjusting the account register to match a statement