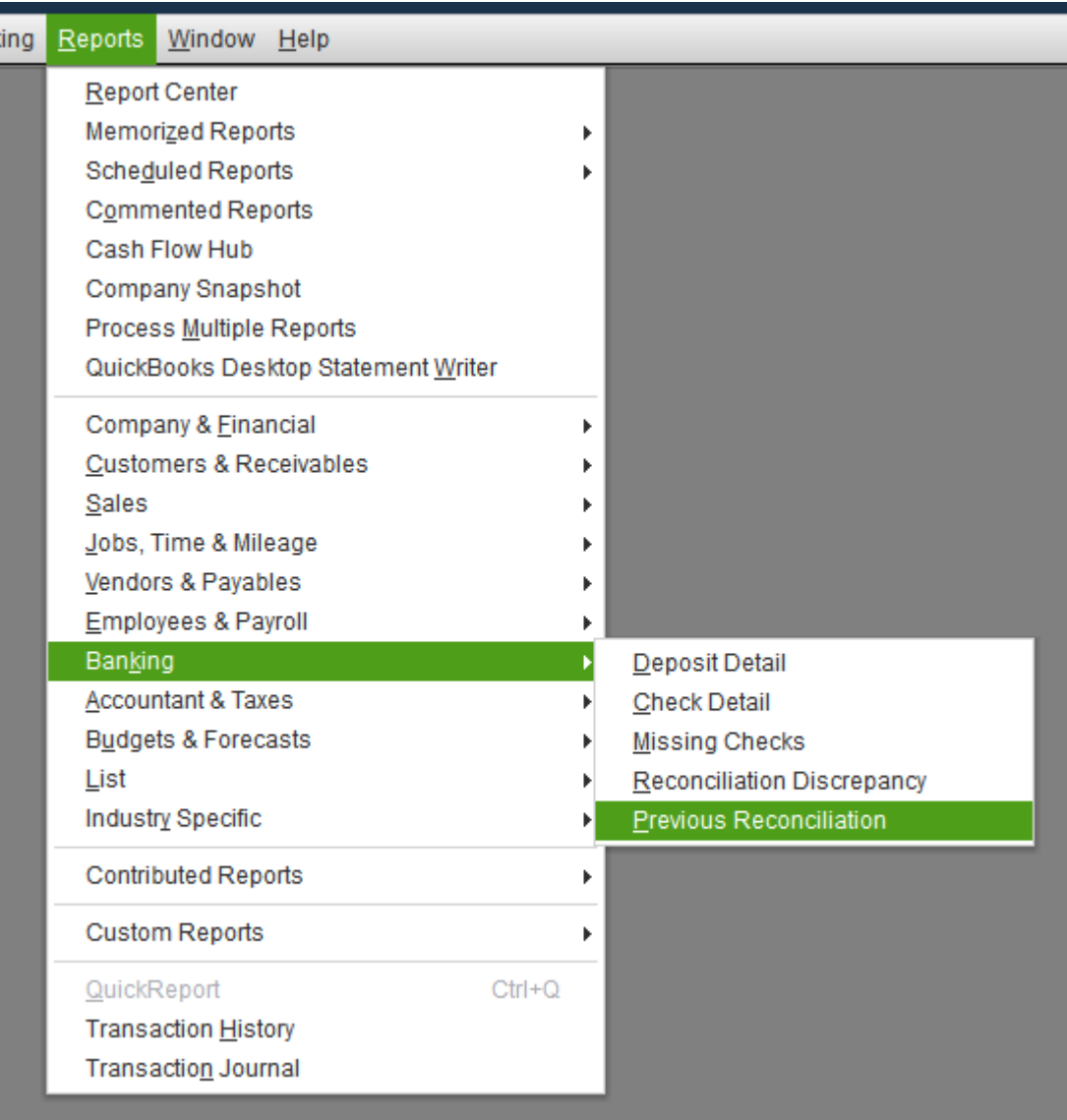


Steps to Access and Download Reconciliation Report in QB Desktop Complete the Reconciliation

Finish reconciling your account. During the process, QuickBooks prompts you to display or print the reconciliation report once you reach a difference of zero and click "Reconcile". If you skip this, you can access the report later.

Access Previous Reconciliation Reports

Go to the top menu and select Reports. Hover over or click on Banking. Select Previous Reconciliation from the dropdown.



Choose the relevant account from the dropdown list. Select the Statement Ending Date for the period you want.

Select Previous Reconciliation Report

Account

Chase Checking - 9381

Statement Ending Date

07/22/2025

06/23/2025

05/21/2025

04/21/2025

03/21/2025

02/24/2025

Type of Report

☐ Summary

☒ Detail

☐ Both

In this report, include

☐ Transactions cleared at the time of reconciliation.
(Report is displayed as a PDF file)

☒ Transactions cleared plus any changes made to those transactions since the reconciliation

Display

Cancel

Click Display (sometimes labeled as “Run Report” or “View Report”). Export or Save the Report

In the report window, typically, you will have a printer icon or an option to “Export” near the top right. Click this to print the report or save it as a PDF.

Reconciliation Detail

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Show Filters

2:17 PM

08/12/25

Report

Save As PDF

TNT LLC

Reconciliation Detail

10000 - Chase Checking - 9381 - Period Ending 07/22/2025

For an Excel export, look for an “Export” option and select “Export to Excel” if you need the spreadsheet format.

Reconciliation Detail

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Show Filters

2:17 PM

08/12/25

Create New Worksheet

Update Existing Worksheet

TNT LLC

Reconciliation Detail