**QuickBooks Desktop**

**Steps to Correct Reconciled Deposit**

1. Make a note of the date, amount and details of deposit to be deleted.
2. Deleted the deposit (there will be a warning message)
3. Make any necessary changes.
4. Go to Record Deposits and recreate the deposit using the original date.
5. Re-reconcile the account:
   1. Go to Reconcile
   2. Enter the ending date and ending balance of your last bank statement
   3. Select only the deposit you just corrected to bring the difference to “zero”
   4. Select Reconcile Now to finish

\*\*TIP\*\* Remember to run the A/R Aging report before you reconcile for the month. You may catch some mistakes this way first, before you reconcile. For instance, you notice a customer is still on the A/R report even though you know you deposited their check. You can go find and fix the problem before you reconcile, which will save the trouble of going through the above process.