Duplicate Transaction & Bank Reconciliation Difference Finder

Step-by-step guide · for QuickBooks Desktop & Online exports

What this tool does

It compares your bank statement with your QuickBooks register for the same account and flags: bank transactions missing in QuickBooks, possible duplicate entries in QuickBooks, QuickBooks items not yet on the bank statement (outstanding), and items dated after the statement. A reconciliation proof then shows whether the whole difference is explained.

Before you start

1. Download the bank statement period as CSV from your bank's website.
2. In QuickBooks, export the register or a Transaction Detail by Account report for the same account and period to Excel/CSV.
3. Note the statement ending balance and the QuickBooks balance for the account on the statement end date.

Step by step

1. Open **QB_Duplicate_Recon_Finder_BLANK.xlsx**. (Open the SAMPLE file first if you want to see a worked example.)
2. **Settings**: enter statement end date, statement ending balance, QuickBooks balance on that date. Keep the date window at 3 days or change it.
3. **Bank**: paste Date, Description, Amount into columns A–C. Deposits positive, withdrawals negative.
4. **QuickBooks**: paste Date, Type/Num, Name/Memo, Amount into columns A–D. Expenses and checks must be negative.
5. **Summary**: read the counts and the reconciliation proof.

Reading the colors

Color	Status	What to do

	Missing in QB	On the bank, not in QuickBooks — often bank fees, interest, or a transaction excluded in the bank feed. Add it in QuickBooks.
	Possible duplicate	More QuickBooks entries than bank entries with the same amount and close dates. Check both and delete or void the extra one.
	Not on bank (outstanding)	In QuickBooks but not yet cleared the bank — e.g., an uncashed check. Usually no action needed.
	After statement date	Dated after the statement end date; ignored in the proof.
	Matched	Same amount within the date window on both sides.

If the unexplained difference is not zero

1. Check amount signs (QuickBooks exports sometimes show expenses as positive).
2. Make sure dates are real dates, not text (Data → Text to Columns can convert them).
3. Confirm the QuickBooks balance is as of the statement end date, and that both lists cover the same period.
4. Look for amount typos (e.g., 45.10 vs 54.10) and transposed digits — a difference divisible by 9 often means transposed digits.
5. Check whether a previously reconciled transaction was changed or deleted — the opening balance may have moved.

Tip: Back up your QuickBooks company file before deleting or voiding anything. Fix one item at a time and re-check the Summary.

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