Reconciling Your Divvy Account

Just like your bank accounts, it's important to reconcile your Divvy Account

Why?

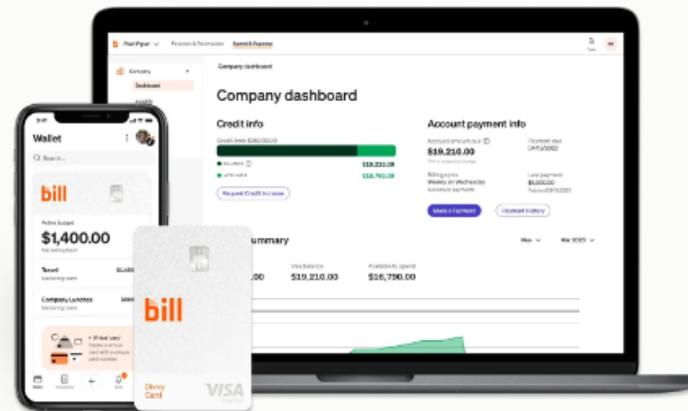| **Mistakes can happen**	**Accurately account for expenses**	**Preventing fraud**	**Keeping track of spending**
• Even banks and credit card companies can make mistakes. Reconciling can help you identify them to ensure you aren't overpaying.	• Misplaced receipts or accidental omissions can cause inaccurate accounting, making budgets for future years inaccurate	• Verify that only authorized users are using your card and that your card wasn't accidentally used fraudulently	• Gain confidence in what expenses are coming on next month's bill

Get Help

Reconciling Your Divvy Account

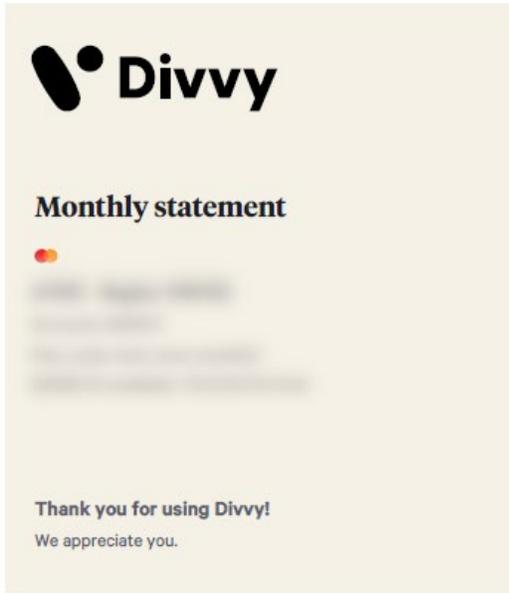As a reminder, Divvy is now called BILL Spend & Expense.

[Read more about the name change here.](#)

Divvy is now BILL Spend & Expense

New name, same spend management solution that gives you the credit you need and the software to manage it. Take control of your budgets with BILL.

Reconciling Your Divvy Account

Step 1: Log into Divvy

Step 2: Click Company in the left Navigation Window

Step 3: Select Statements

Step 4: Download the Divvy Statement for the Month(s) you need to reconcile.

Reconciling Your Divvy Account

Step 5: Log into QuickBooks

Step 6: Open your Chart of Accounts

    Bookkeeping -> Chart of Accounts
    Accounting -> Chart of Accounts

Step 7: Click "View Register" next to the account "2150 Divvy Credit Card Payable"

Reconciling Your Divvy Account

Step 8: Click the Green "Reconcile" button

Reconciling Your Divvy Account
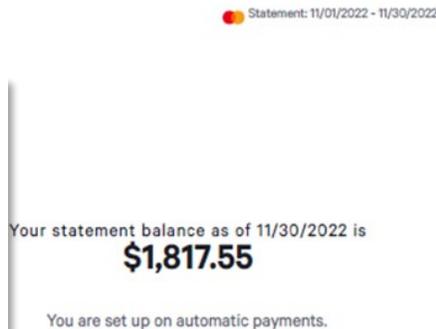
Step 9: Enter the ending balance from your Divvy Statement

Enter the statement ending date

Select "Start reconciling"

Quick Tips

- You should go back to **July 1, 2022** or, the beginning date of transactions in this QuickBooks Account

- Your beginning balance will be zero until you complete your first reconciliation. Reach out to Intuit-Support@Qvinci.com if you need assistance with your beginning balance

Reconciling Your Divvy Account

Step 5:

Mark each payment and expense that is on your Divvy Statement

Reconciling Your Divvy Account

Step 5:

Mark each payment and expense that is on your Divvy Statement

Once you have marked all of the payments and expenses, you should see the $0.00 Difference and green check mark. Click Finish Now and your Divvy Account is reconciled.

Get Help

Reconciling Your Divvy Account

Once you have marked all of the payments and expenses, you should see the $0.00 Difference and green check mark.

Click Finish Now and your Divvy Account is reconciled.

But what if you don't see it zero?

Troubleshooting Divvy Balance Issues
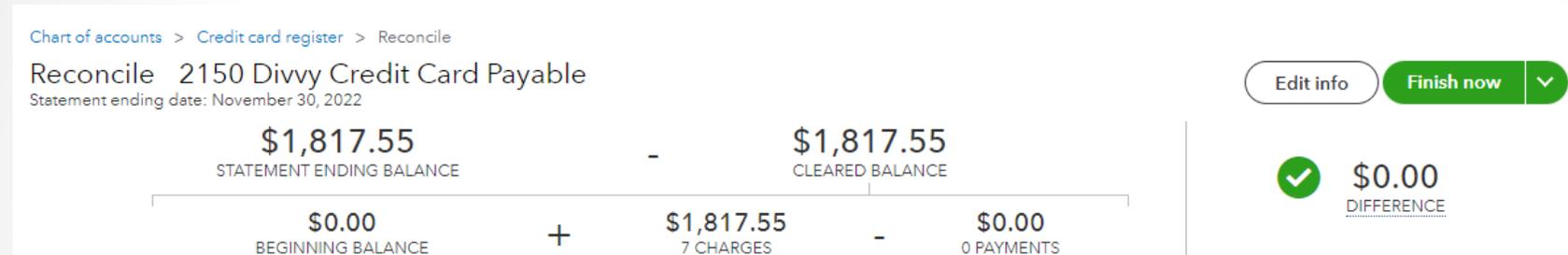
Check your beginning and ending balance in QuickBooks compared to your divvy statement

- If you mistyped your ending balance, you can "Edit Info" and correct the entry

- If your beginning balance is not the same as your statement, you need to see what, if anything, changed since the last reconciliation

- If your beginning balance on your statement isn't Zero and you need help adjusting your beginning balance, email Intuit-Support@Qvinci.com for assistance

Get Help

Troubleshooting Divvy Balance Issues

Verify all expenses on your Divvy Statement are marked as cleared in QuickBooks

- If you are missing any expenses in QuickBooks that are on your Divvy Statement, you will need to enter them into QuickBooks

  - Manually add a new expense in the Credit card register

  - Manually import any missing expenses directly from Divvy

	Credit Card Pmt	1100 Montecito Bank & Trust Chk - 4113			
01/27/2023	70CE6CE8045...	Quickbooks	Otilia Rodriguez | Quick...	$55.00	
	Expenditure	7610 Computer Software (Software & Subscr...			
01/17/2023	68327F1471B...	STERLING VOLUNTEERS	John Maloney | Sterling ...	$150.00	
	Expenditure	8375 Volunteer Background Screening			
01/05/2023	67976980AEE...	STERLING VOLUNTEERS	John Maloney | Sterling ...	$225.00	
	Expenditure	8375 Volunteer Background Screening			
01/03/2023		Divvy Inc	Divvy Inc ACH D5Dj4x1l...		$55.00
	Credit Card Pmt	1100 Montecito Bank & Trust Chk - 4113			
12/28/2022	14F3A714FFA...	Quickbooks	Otilia Rodriguez | Quick...	$55.00	
	Expenditure	7610 Computer Software (Software & Subscr...			
12/01/2022			Divvy Inc ACH DdRNzgL...		$1,817.55

Get Help

Manually Add New Expenses to QuickBooks

Credit Card Register

‹ Back to Chart of Accounts

2151 Divvy Credit Card Pay.

Reconciled through 05/01/2023

▽ ▼ All

DATE ▼	REF NO.	PAYEE
	TYPE	ACCOUNT

1 Add expense ▼ CTRL-ALT-N

CC Expense		Divvy
Expense **2**	enditure	1200 Non Profit Checking -
CC Credit	C71FBBF4...	ZEENI INC NEW
Bill Payment	Expenditure	5104 Uniforms - Other - TA)
Transfer		Divvy
Journal Entry	Expenditure	1200 Non Profit Checking -

1 Add nse ▼ **2** **3** **4**
09/19/2023 📅 | Ref No. | Payee ▼ | Memo | Charge | Payment

Expense | Account ▼ **5**

Cancel   Save

Enter the information:

1. Date of the transaction
2. Payee
3. Memo (if Applicable)
4. Amount of the Charge
5. Category of the expense

Click Save

When to Use:

Generally, when you only have 1 or 2 missing transactions, manually entering them can be the fastest path
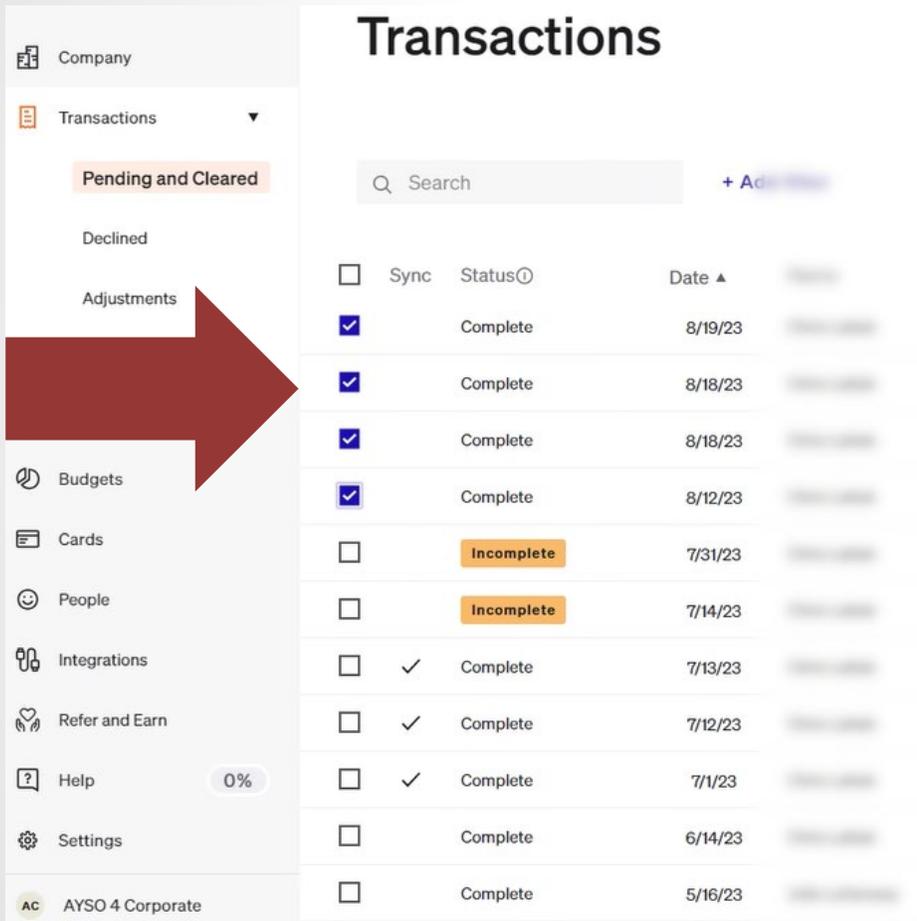
Manually Importing Transactions from Divvy

In Divvy –

Navigate to Transactions on your left hand navigation menu

Get Help

Manually Importing Transactions from Divvy

Check the box next to each Expense that you need to import into QuickBooks

Manually Importing Transactions from Divvy

1) On the Right of your Screen, you'll see the Bulk Action Button

2) Select Sync to QuickBooks from the Drop Down Menu

3) Click Sync Transactions on the Pop-Up

Get Help

Troubleshooting Divvy Balance Issues

Verify that your Divvy Payment, if posted on your Divvy Statement is marked as cleared in your QuickBooks Divvy Account

- If your payment is showing as coming out of your checking account, it should also be showing in your Divvy Account

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CHARGE	PAYMENT	✓	B/
	Expenditure	7010 Computer Software (Software & subscr...					
02/25/2023	0FA05E6EA21...	AYSO REGION	Otilia Rodriguez | Ayso R...	$1,000.00			$1
	Expenditure	5228 Tournament/National Games Ent					
02/20/2023	948BC530490...	AYSO REGION	Otilia Rodriguez | Ayso R...	$500.00			$
	Expenditure	5228 Tournament/National Games Ent					
02/14/2023	6283008E514...	STERLING VOLUNTEERS	John Maloney | Sterling ...	$250.00			$
	Expenditure	8375 Volunteer Background Screening					
02/01/2023			Divvy Inc ACH Deb4sRD...		$430.00		

Can't figure out the difference?

QuickBooks Training & Support

Email: Intuit-Support@Qvinci.com

Please include:

- Your Region
- Specific issue needing help with
- Statement needing to reconcile

Schedule Training: [Use this Link]()