

Reconciling Your Divvy Account

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

Why?

Mistakes can happen

- Even banks and credit card companies can make mistakes. Reconciling can help you identify them to ensure you aren't overpaying.

Accurately account for expenses

- Misplaced receipts or accidental omissions can cause inaccurate accounting, making budgets for future years inaccurate

Preventing fraud

- Verify that only authorized users are using your card and that your card wasn't accidentally used fraudulently

Keeping track of spending

- Gain confidence in what expenses are coming on next month's bill

Back

Next

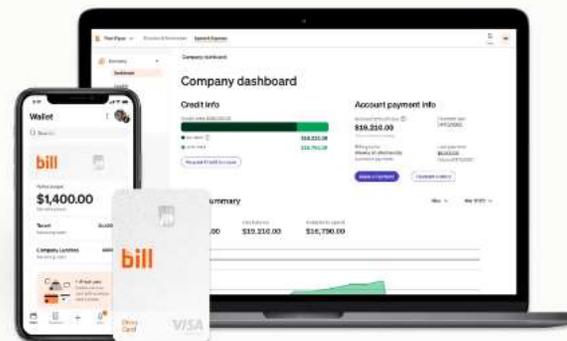
Reconciling Your Divvy Account

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.



Back

Next

Reconciling Your Divvy Account

The screenshot shows a Divvy monthly statement for the period 11/01/2022 - 11/30/2022. The statement balance is \$1,817.55. Below the statement is a summary table with the following data:

Summary	
Previous balance	\$4,413.15
Payments	\$4,413.15
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$1,817.55
Statement balance	\$1,817.55

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.

Back

Next

Reconciling Your Divvy Account

[Back to Chart of Accounts](#)
ENDING BALANCE **\$0.00** [Reconcile](#)

Credit Card Register 2150 Divvy Credit Card Pay

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CHARGE	PAYMENT	✓	BALANCE
02/25/2023	0FA05E6EA21... Expenditure	AYSO REGION 5228 Tournament/National Games Ent	Otilia Rodriguez Aysa R...	\$1,000.00			\$1,750.00
02/20/2023	948BC530490... Expenditure	AYSO REGION 5228 Tournament/National Games Ent	Otilia Rodriguez Aysa R...	\$500.00			\$750.00
02/14/2023	6283008E514... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$250.00			\$250.00
02/01/2023			Divvy Inc ACH Deb4sRD...		\$430.00		\$0.00
01/27/2023	70CE6CE8045... Expenditure	Quickbooks 7610 Computer Software (Software & Subscr...	Otilia Rodriguez Quick...	\$55.00			\$430.00
01/17/2023	68327F1471B... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$150.00			\$375.00
01/05/2023	67976980AEE... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$225.00			\$225.00
01/03/2023		Divvy Inc	Divvy Inc ACH DSDj4x1...		\$55.00		\$0.00
12/28/2022	14F3A714FFA... Expenditure	Quickbooks 7610 Computer Software (Software & Subscr...	Otilia Rodriguez Quick...	\$55.00			\$55.00
12/01/2022			Divvy Inc ACH DdRNzgL...		\$1,817.55		\$0.00

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”

Back

Next

Reconciling Your Divvy Account

[Back to Chart of Accounts](#)

Credit Card Register 2150 Divvy Credit Card Pay

ENDING BALANCE **\$0.00** Reconcile

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CHARGE	PAYMENT	✓	BALANCE
02/25/2023	0FA05E6EA21... Expenditure	AYSO REGION 5228 Tournament/National Games Ent	Otilia Rodriguez Aysa R...	\$1,000.00			\$1,750.00
02/20/2023	9488CS30490... Expenditure	AYSO REGION 5228 Tournament/National Games Ent	Otilia Rodriguez Aysa R...	\$500.00			\$750.00
02/14/2023	6283008E514... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$250.00			\$250.00
02/01/2023			Divvy Inc ACH Deb4sRD...		\$430.00		\$0.00
01/27/2023	70CE6CE8045... Expenditure	Quickbooks 7610 Computer Software (Software & Subscr...	Otilia Rodriguez Quick...	\$55.00			\$430.00
01/17/2023	68327F1471B... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$150.00			\$375.00
01/05/2023	67976980AEE... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$225.00			\$225.00
01/03/2023		Divvy Inc 1100 Montecito Bank & Trust Chk - 4113	Divvy Inc ACH DSDj4x1L...		\$55.00		\$0.00
12/28/2022	14F3A714FFA... Expenditure	Quickbooks 7610 Computer Software (Software & Subscr...	Otilia Rodriguez Quick...	\$55.00			\$55.00
12/01/2022			Divvy Inc ACH DdRNagL...		\$1,817.55		\$0.00

Step 8: Click the Green “Reconcile” button

Back

Next

Reconciling Your Divvy Account

Chart of accounts > Credit card register > Reconcile

Reconcile

We know it takes time to get used to new stuff
Watch Stuart, our reconciliation guy, walk through the new supercharged reconciliation. Soon you'll be doing it better than Stuart. Watch Stuart's video.

Your statement balance as of 11/30/2022 is **\$1,817.55**
You are set up on automatic payments.

Which account do you want to reconcile?

Account
2150 Divvy Credit Card Payable

Add the following information

Beginning balance	Ending balance *	Ending date *
0.00	1,817.55	11/30/2022

Enter the finance charge, if necessary

Date	Finance charge	Expense account
	0.00	Account

Start reconciling

Step 9: Enter the ending balance from your Divvy Statement

Enter the statement ending date

Select "Start reconciling"

Quick Tips

- Ideally, you should go back the beginning date of transactions in this QuickBooks Account, or at a minimum to the start of the current fiscal year.
- Your beginning balance will be zero until you complete your first reconciliation. Reach out to Finance@AYSO.org if you need assistance with your beginning balance

Back

Next

Reconciling Your Divvy Account

Chart of accounts > Credit card register > Reconcile

Reconcile 2150 Divvy Credit Card Payable
Statement ending date: November 30, 2022

\$1,817.55
STATEMENT ENDING BALANCE

\$428.18
CLEARED BALANCE

\$0.00 + **\$428.18** - **\$0.00**
BEGINNING BALANCE 1 CHARGE 0 PAYMENTS

\$1,389.37
DIFFERENCE

Charges Payments All

DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	CHARGE (USD)	PAYMENT (USD)
11/05/2022	Expense		5274 Awards & ...	Smart & Final	Shayre Olive Jones Smart & Final AY...	428.18	<input checked="" type="checkbox"/>
11/05/2022	Expense		5111 Field Expe...	BOONE GRAPHICS	Otilia Rodriguez Boone Graphics AY...	143.32	<input type="checkbox"/>
11/11/2022	Expense	A0958C1D4D3CB	5111 Field Expe...	BOONE GRAPHICS	Otilia Rodriguez Boone Graphics AY...	148.57	<input type="checkbox"/>
11/12/2022	Expense	7D03A82F8EA403	5274 Awards & ...	Smart & Final	Shayre Olive Jones Smart & Final AY...	228.49	<input type="checkbox"/>
11/15/2022	Expense	974FD7A75FA68B	7625 Office Sup...	YBTONER.COM	Otilia Rodriguez Ybtoner.com AYSO ...	138.99	<input type="checkbox"/>
11/15/2022	Expense	EF8562C7304F4E	8375 Volunteer ...	STERLING VOLUNT...	John Maloney Sterling Volunteers A...	675.00	<input type="checkbox"/>
11/26/2022	Expense	3D99994ABC4B11	7610 Computer ...	INTUIT QUICKBOOKS	Otilia Rodriguez Intuit QuickBooks A...	55.00	<input type="checkbox"/>

Step 5:

Mark each payment and expense that is on your Divvy Statement

Back

Next

Reconciling Your Divvy Account

Chart of accounts > Credit card register > Reconcile

Reconcile 2150 Divvy Credit Card Payable
Statement ending date: November 30, 2022

\$1,817.55
STATEMENT ENDING BALANCE

\$1,817.55
CLEARED BALANCE

\$0.00 + **\$1,817.55** - **\$0.00**
BEGINNING BALANCE 7 CHARGES 0 PAYMENTS

Edit info **Finish now** ✓

✓ **\$0.00**
DIFFERENCE

Statement ending date: Clear filter / View all

Charges Payments All

DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	CHARGE (USD)	PAYMENT (USD)	✓
11/05/2022	Expense		5274 Awards & ...	Smart & Final	Shayre Olive Jones Smart & Final AY...	428.18		✓
11/05/2022	Expense		5111 Field Expe...	BOONE GRAPHICS	Otilia Rodriguez Boone Graphics AY...	143.32		✓
11/11/2022	Expense	A0958C1D4D3CB	5111 Field Expe...	BOONE GRAPHICS	Otilia Rodriguez Boone Graphics AY...	148.57		✓
11/12/2022	Expense	7D03A82F8EA403	5274 Awards & ...	Smart & Final	Shayre Olive Jones Smart & Final AY...	228.49		✓
11/15/2022	Expense	974FD7A75FA68B	7625 Office Sup...	YBTONER.COM	Otilia Rodriguez Ybtoner.com AYSO ...	138.99		✓
11/15/2022	Expense	EF8562C7304F4E	8375 Volunteer ...	STERLING VOLUNT...	John Maloney Sterling Volunteers A...	675.00		✓
11/26/2022	Expense	3D99994ABC4B11	7610 Computer ...	INTUIT QUICKBOOKS	Otilia Rodriguez Intuit QuickBooks A...	55.00		✓

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.

Back

Next

Reconciling Your Divvy Account

Chart of accounts > Credit card register > Reconcile

Reconcile 2150 Divvy Credit Card Payable
Statement ending date: November 30, 2022

\$1,817.55	-	\$1,817.55
STATEMENT ENDING BALANCE		CLEARED BALANCE
<hr/>		
\$0.00	+	\$1,817.55
BEGINNING BALANCE		7 CHARGES
		-
		\$0.00
		0 PAYMENTS

Edit info Finish now

✓ \$0.00
DIFFERENCE

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?

Back

Next

Troubleshooting Divvy Balance Issues

Chart of accounts > Credit card register > Reconcile

Reconcile 2150 Divvy Credit Card Payable
Statement ending date: November 30, 2022

\$1,817.55	-	\$1,817.55
STATEMENT ENDING BALANCE		CLEARED BALANCE
\$0.00	+	\$1,817.55
BEGINNING BALANCE		7 CHARGES
		- \$0.00
		0 PAYMENTS

Edit info Finish now

✓ \$0.00
DIFFERENCE

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 Finance@ayso.org for assistance

Back

Next

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	68327F14718...	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 D5Dj4x1...		\$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

Manually Add New Expenses to QuickBooks

< Back to Chart of Accounts

Credit Card Register

2151 Divvy Credit Card Pay

Reconciled through 05/01/2023

▼ All

DATE	REF NO.	PAYEE
	TYPE	ACCOUNT
Add expense ▼ CTRL-ALT-N		
CC Expense		Divvy
Expense	Expenditure	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 2 3 4 5

09/19/2023 Ref No. Payee Memo Charge Payment

Expense Account

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

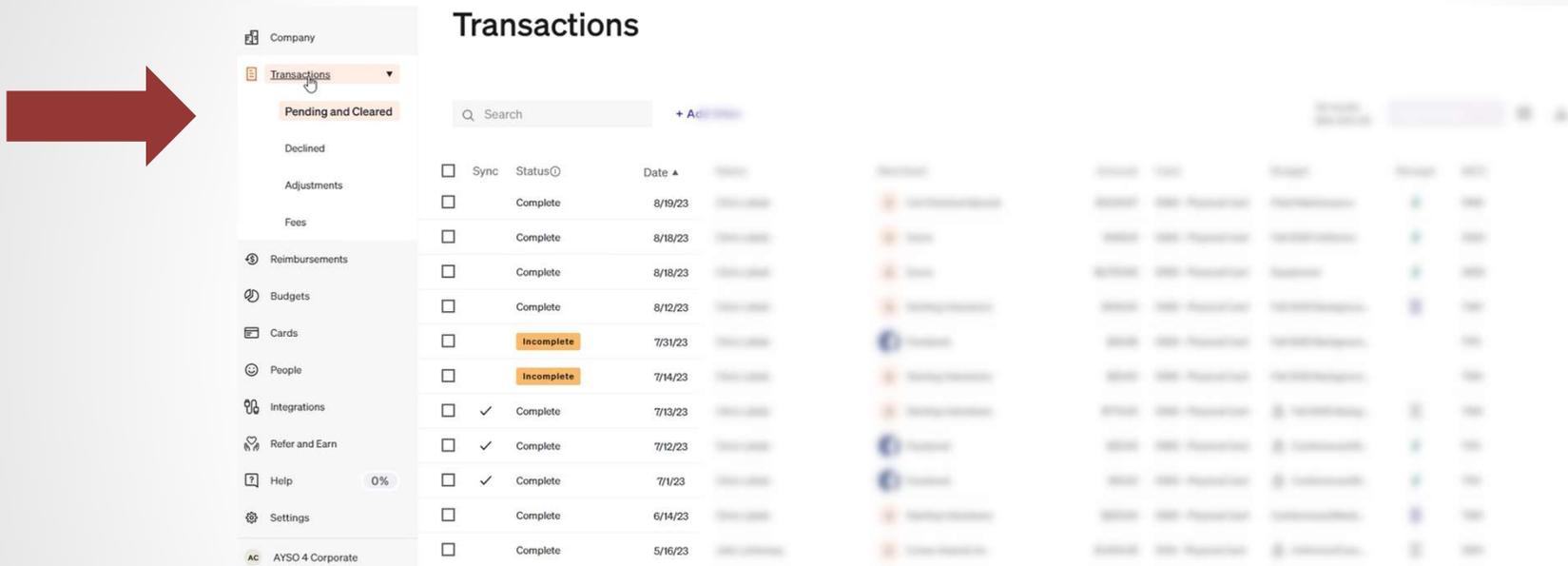
When to Use:

Generally, when you only have 1 or 2 missing transactions, manually entering them can be the fastest path

Back

Next

Manually Importing Transactions from Divvy



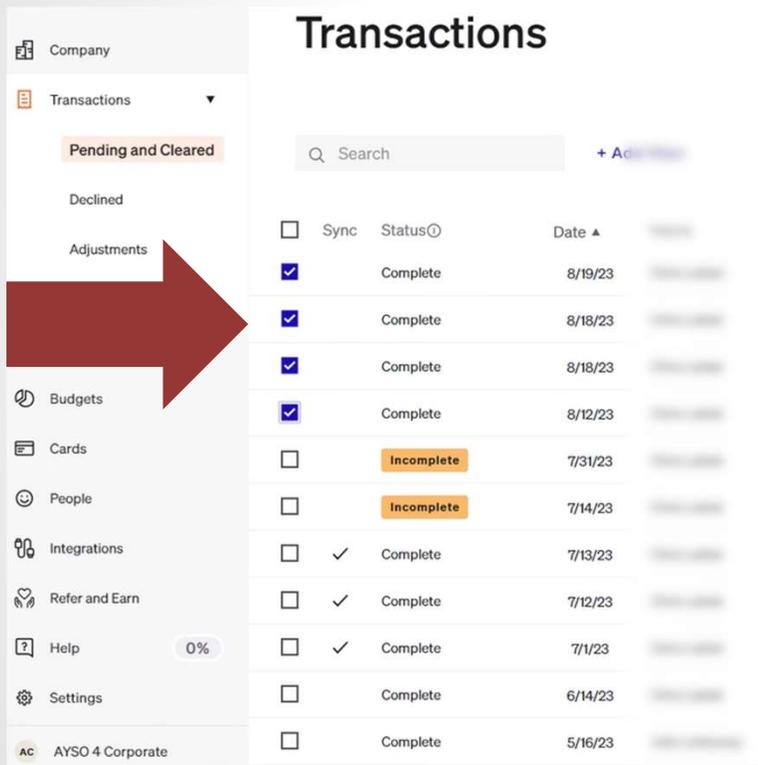
The screenshot shows the Divvy interface for managing transactions. On the left, a navigation menu lists various categories: Company, Transactions (highlighted with a red arrow), Pending and Cleared, Declined, Adjustments, Fees, Reimbursements, Budgets, Cards, People, Integrations, Refer and Earn, Help (0%), and Settings. The main area displays a table of transactions with columns for Sync, Status, Date, and Amount. The table contains several rows, with some transactions marked as 'Incomplete' and others as 'Complete'.

Sync	Status	Date	Amount
<input type="checkbox"/>	Complete	8/19/23	...
<input type="checkbox"/>	Complete	8/18/23	...
<input type="checkbox"/>	Complete	8/18/23	...
<input type="checkbox"/>	Complete	8/12/23	...
<input type="checkbox"/>	Incomplete	7/31/23	...
<input type="checkbox"/>	Incomplete	7/14/23	...
<input type="checkbox"/>	Complete	7/13/23	...
<input type="checkbox"/>	Complete	7/12/23	...
<input type="checkbox"/>	Complete	7/1/23	...
<input type="checkbox"/>	Complete	6/14/23	...
<input type="checkbox"/>	Complete	5/16/23	...

In Divvy –

Navigate to Transactions on your left hand navigation menu

Manually Importing Transactions from Divvy



Transactions

Q Search + Add

<input type="checkbox"/>	Sync	Status	Date	
<input checked="" type="checkbox"/>		Complete	8/19/23	
<input checked="" type="checkbox"/>		Complete	8/18/23	
<input checked="" type="checkbox"/>		Complete	8/18/23	
<input checked="" type="checkbox"/>		Complete	8/12/23	
<input type="checkbox"/>		Incomplete	7/31/23	
<input type="checkbox"/>		Incomplete	7/14/23	
<input type="checkbox"/>	✓	Complete	7/13/23	
<input type="checkbox"/>	✓	Complete	7/12/23	
<input type="checkbox"/>	✓	Complete	7/1/23	
<input type="checkbox"/>		Complete	6/14/23	
<input type="checkbox"/>		Complete	5/16/23	

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

Back

Next

Manually Importing Transactions from Divvy

The screenshot shows the Divvy interface with a sidebar on the left containing navigation options like 'Company', 'Transactions', 'Declined', 'Adjustments', 'Fees', 'Reimbursements', 'Budgets', 'Cards', 'People', 'Integrations', 'Refer and Earn', 'Help', and 'Settings'. The main area displays a table of transactions with columns for 'Sync', 'Status', and 'Date'. Four transactions are selected, and a 'Bulk Action' dropdown menu is open, showing options like 'Mark all as reviewed', 'Remove all reviews', 'Mark as synced', 'Remove synced', 'Sync to QuickBooks', 'Bulk edit', 'Send reminder', 'Lock all fields', and 'Unlock all fields'. A 'Sync 4 transactions' pop-up dialog is also visible, with a 'Sync Transactions' button.

Sync	Status	Date
<input checked="" type="checkbox"/>	Complete	8/19/23
<input checked="" type="checkbox"/>	Complete	8/18/23
<input checked="" type="checkbox"/>	Complete	8/18/23
<input checked="" type="checkbox"/>	Complete	8/12/23
<input type="checkbox"/>	Incomplete	7/31/23
<input type="checkbox"/>	Incomplete	7/14/23
<input type="checkbox"/>	Complete	7/13/23

Sync 4 transactions

You are about to sync 4 transactions with QuickBooks Online. This action cannot be undone.

Pending transactions will not be synced.

Cancel **Sync Transactions**

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

Back

Next

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	✓ ☐	Bl
	Expenditure	7070 Computer Software (Software & Equipmen...					
02/25/2023	0FA05E6EA21... Expenditure	AYSO REGION 5228 Tournament/National Games Ent	Otilia Rodriguez Ayso R...	\$1,000.00			\$1
02/20/2023	948BC530490... Expenditure	AYSO REGION 5228 Tournament/National Games Ent	Otilia Rodriguez Ayso R...	\$500.00			\$
02/14/2023	6283008E514... Expenditure	STERLING VOLUNTEERS 8375 Volunteer Background Screening	John Maloney Sterling ...	\$250.00			\$
02/01/2023			Divvy Inc ACH Deb4sRD...		\$430.00		

Can't figure out the difference?

QuickBooks Training & Support

Email: Finance@AYSO.org

Please include:

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