# **Bank Reconciliation**

## Cash and bank management > Common > Bank accounts

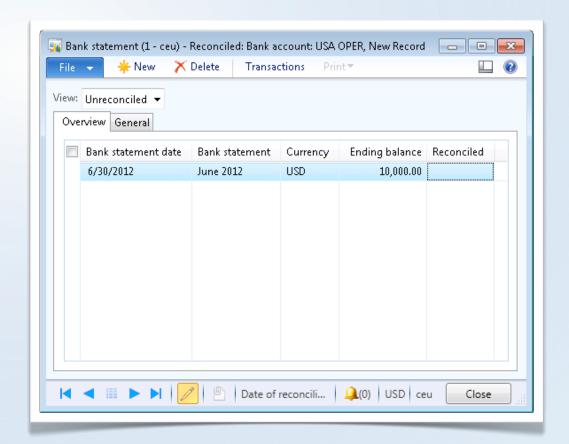
Summary The Bank reconciliation process allows the entry of the ending bank statement balance to be reconciled to the ledger bank balance.

- Steps 1. Create a Bank reconciliation header
  - 2. Reconcile account
  - 3. Print reconciliation

 ${f Tips}$  • Use Bank transaction groups to tie the transaction summary to the bank statement's summary

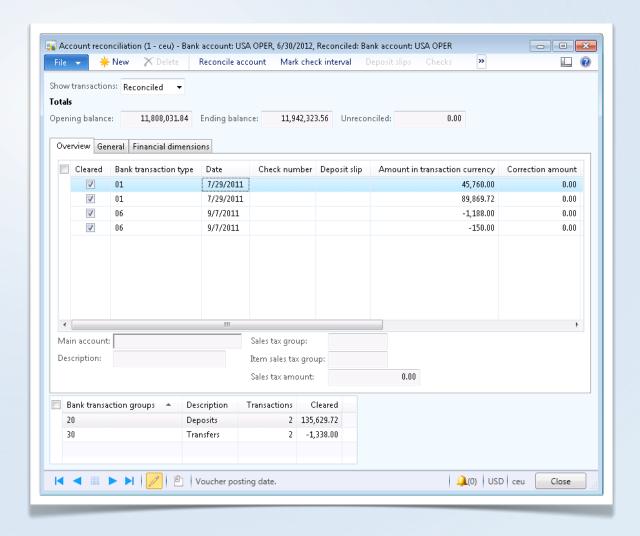
### Create a Bank reconciliation header

- Click the Bank reconciliation button.
- Click the **New button**.
- Fill in Bank statement date.
- Use the month and year in **Bank statement**.
- Type the **Ending balance** from the bank statement.
- Click the **Transactions button**.



### Reconcile account

- Check Cleared on all cleared transactions.
- **Unreconciled** should be 0.00.
- When the account is reconciled, click the **Reconcile account button**.



### Interactive 2.2 Reconcile Account

