

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

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**.

The screenshot shows a software window titled "Bank statement (1 - ceu) - Reconciled: Bank account: USA OPER, New Record". The window has a menu bar with "File", "New", "Delete", "Transactions", and "Print". Below the menu bar is a "View: Unreconciled" dropdown. The main area has two tabs: "Overview" and "General". The "General" tab is active and contains a table with the following columns: "Bank statement date", "Bank statement", "Currency", "Ending balance", and "Reconciled". The first row of the table is highlighted in blue and contains the values: "6/30/2012", "June 2012", "USD", "10,000.00", and an empty "Reconciled" checkbox. At the bottom of the window is a toolbar with navigation buttons, a "Date of reconcili..." field, a bell icon with "(0)", the currency "USD", the unit "ceu", and a "Close" button.

Bank statement date	Bank statement	Currency	Ending balance	Reconciled
6/30/2012	June 2012	USD	10,000.00	<input type="checkbox"/>

Reconcile account

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

Account reconciliation (1 - ceu) - Bank account: USA OPER, 6/30/2012, Reconciled: Bank account: USA OPER

File New Delete Reconcile account Mark check interval Deposit slips Checks >>

Show transactions: Reconciled

Totals

Opening balance: 11,808,031.84 Ending balance: 11,942,323.56 Unreconciled: 0.00

Overview General Financial dimensions

<input type="checkbox"/> Cleared	Bank transaction type	Date	Check number	Deposit slip	Amount in transaction currency	Correction amount
<input checked="" type="checkbox"/>	01	7/29/2011			45,760.00	0.00
<input checked="" type="checkbox"/>	01	7/29/2011			89,869.72	0.00
<input checked="" type="checkbox"/>	06	9/7/2011			-1,188.00	0.00
<input checked="" type="checkbox"/>	06	9/7/2011			-150.00	0.00

Main account: Sales tax group:

Description: Item sales tax group:

Sales tax amount: 0.00

<input type="checkbox"/> Bank transaction groups	Description	Transactions	Cleared
20	Deposits	2	135,629.72
30	Transfers	2	-1,338.00

Voucher posting date. (0) USD ceu Close

Interactive 2.2 Reconcile Account

Account reconciliation (1 - ceu) - Bank account: USA OPER, 6/30/2012, Reconciled: Bank account: USA OPER

File New Delete Reconcile account Mark check interval Deposit slips Checks

Show transactions: Reconciled

Totals

Opening balance: 11,808,031.84 Ending balance: 11,942,323.56 Unreconciled: 0.00

Overview General Financial dimensions

<input type="checkbox"/> Cleared	Bank transaction type	Date	Check number	Deposit slip	Amount in transaction currency	Correction amount
<input checked="" type="checkbox"/>	01	7/29/2011			45,760.00	0.00
<input checked="" type="checkbox"/>	01	7/29/2011			89,869.72	0.00
<input checked="" type="checkbox"/>	06	9/7/2011			-1,188.00	0.00
<input checked="" type="checkbox"/>	06	9/7/2011			-150.00	0.00

Main account: Sales tax group:

Description: Item sales tax group:

Sales tax amount: 0.00

<input type="checkbox"/> Bank transaction groups	Description	Transactions	Cleared
20	Deposits	2	135,629.72
30	Transfers	2	-1,338.00

Voucher posting date. (0) USD ceu Close

Cleared

Reconcile account

Cleared summary



1

2

3



Movie 2.2 Bank Reconciliation

File New Delete Reconcile account Mark check interval Deposit slips Checks >>

Show transactions: All

Totals

Opening balance: 11,808,031.84 Ending balance: 11,945,695.82 Unreconciled: 0.00

Overview General Financial dimensions

<input type="checkbox"/>	Cleared	Bank transaction type	Date	Check number	Deposit slip	Amount in transaction currency	Correction
<input checked="" type="checkbox"/>		01	7/29/2011			45,760.00	
<input checked="" type="checkbox"/>		01	7/29/2011			89,869.72	
<input checked="" type="checkbox"/>		06	9/7/2011			-1,188.00	
<input checked="" type="checkbox"/>		06	9/7/2011			-150.00	
<input checked="" type="checkbox"/>		01	1/9/2012			4,000.00	
<input checked="" type="checkbox"/>		06	1/9/2012			500.00	
<input checked="" type="checkbox"/>		03	6/24/2012	903		-1,127.74	
<input type="checkbox"/>		03	6/24/2012	904		-984.48	

Main account: Sales tax group: 0.00

Description: Item sales tax group:

Sales tax amount: 0.00

<input type="checkbox"/>	Bank transaction groups	Description	Tran...	Cleared
<input type="checkbox"/>	10	Checks	1	-1,127.74
<input type="checkbox"/>	20	Deposits	3	139,829.72
<input type="checkbox"/>	30	Transfers	3	-838.00

Transaction type in Cash and bank management module. (0) USD ceu Close

Country/region: Internet address: