

How to do monthly Bank Reconciliation

This video will show users the How to do monthly Bank Reconciliation

Navigate to Accounting, Bank Reconciliation, New Entry.

Fill in header info, and select entries lines.

Click Reconcile.

STEP-BY-STEP:

1. Go to Accounting menu

2. Select Bank Reconciliation

3. Select an account from the list of bank Accounts to reconcile, user can enter keyword to search for the account.

Select a Statement Date, the posted journal entries and invoices for the selected period will then be shown in the table below.

4. On the top right, enter the Statement Balance amount.

5. Tick the checkboxes of the Available Transactions entries table, the ticked journal entries lines will then go down to the bottom half of the table for reconciliation.

6. Click on Finish Later button if user need to save and continue at a later time by selecting the bank Accounts to reconcile.

7. Click on the Reconcile button when done selecting the transactions entries. Those entries will then be reconciled.

8. Click on the Unreconciled Print button and Preview button to view Bank Reconciliation Register report, with the list of entries for the selected account for the selected period.

User can print, save or export it as excel or pdf file.

9. In the Reconciliation History tab, user can view reconciled bank entries.

Select the Bank Account and Statement Date to view the reconciled entries.

10. Click on the Unreconcile button to unreconcile the entries of the latest reconciled month.

11. In the Standard Reconciliation tab select an account to view reconciled bank entries.

Unticked a reconciled entry if user need to modify the selected entries.

Click on Finish Later button to save and continue at a later time.

12. Click on the Reconcile button when done selecting the transactions entries.

Those entries will then be reconciled.
