Bank Reconciliation Help Sheet

Computer Reconciliation – Sage Accounting

In Enhanced View, click the pane Banking, then the task Reconcile Accounts.
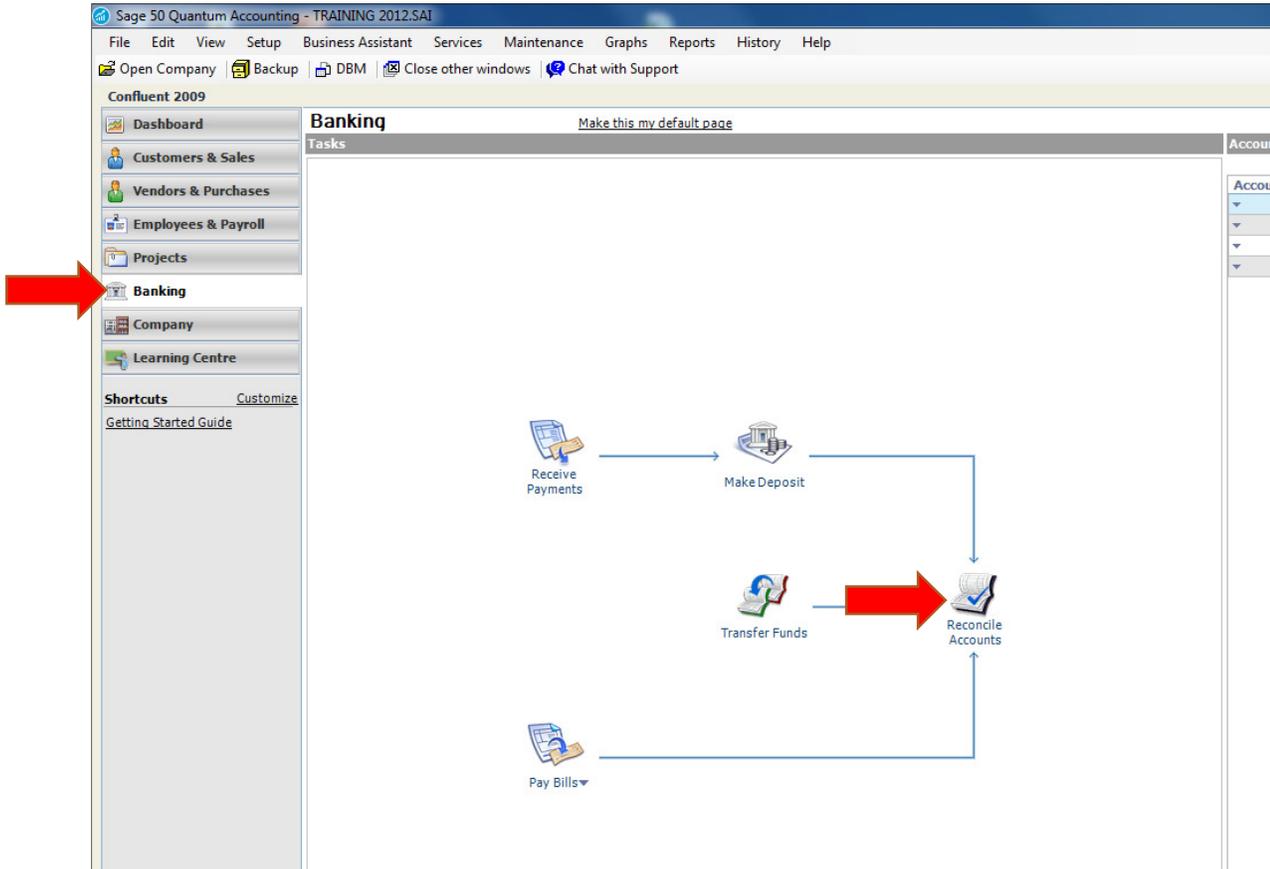
In Reconciliation & Deposits window, choose the Bank Account to reconcile.
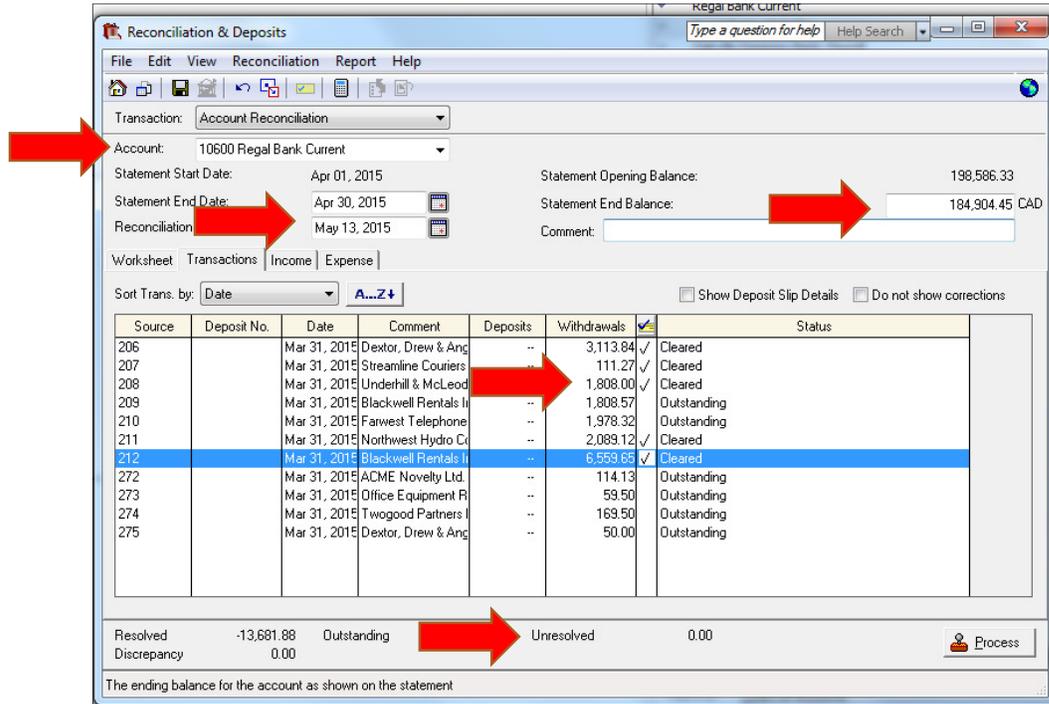
- Enter the Statement End Date.
- Enter the Reconciliation Date.
- Enter the Statement End Balance.

In the Transactions tab: Mark as Cleared the transactions that have cleared the bank (click beside it in the Cleared column).

If there is no discrepancy, click Process to post the bank reconciliation.

Print the Account Reconciliation reports:
- Under Reports
  - Select Banking
  - Select Account Reconciliation Report
  - Select Account, enter start and end date of reconciliation
  - Click OK
- Print report and attach to bank statement and backup documentation