# **Overview of Bank Reconciliation**

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This guide provides an overview of the Bank Reconciliation module. It is intended for advanced users.

aACE's Bank Reconciliation module is a powerful tool for comparing your bank statements against your aACE financial records. For more details on how to reconcile a bank account in aACE, please read our guide <u>Reconciling a Bank Account</u> (https://aace6.knowledgeowl.com/help/reconciling-a-bank-account).

To access the Bank Reconciliation module, navigate from Main Menu > Accounting > Bank Reconciliation.

•		Bank Statements					
🗏 ≑ Record: 1 of 24				Nev	w 🖶 Edit 🖋 D	Velete 🗶 🛛 Print	Actions
Bank Statement:		C	02/01/20		CLEARED		
Statement Details				Not	tices 🔒 🛛 Task	s 🗹 🛛 Emails i	Docs
Seneral Info 🚹							
Bank Account >	Statement Date	Statement Balance					
2151   Katie C - AMEX	02/01/20	0.00					
Statement Items 2							
Date Transaction	Notes	Reference	Charges	Payments/Credits Cle	sared Un	cleared	Cleared
01/15/20 > PUR-50023	American Express [Office Supplies]		35.00			35.00	
Quick Links			35.00	0.00		35.00	0.00
So to Related Receipts			4 Bar	k Balance		0.00	
Go to Related Disbursements				+ Uncleared Values 35.00			
Go to Related GJ Entries				ected Book Balance ual Book Balance		5.00 35.00	
				Reconciliation Error 0.00			
			Rec	conciliation Error		0.00	

# 1. General Info

You can view the bank account, statement due date, and statement balance in the General Info section.

### 2. Statement Items

aACE lists items associated with the specific statement in the Statement Items section. You can view the following information about each individual statement item:

- Date of the statement item
- Transaction ID
- Additional notes about the item
- Reference ID (if applicable)
- Charges
- Payments/credits (if applicable)
- If the statement item is cleared or uncleared
- The amount for the item that has been cleared or uncleared

# 3. Quick Links

For easy reference, aACE provides quick links for related records. You can click the relevant quick links to view related receipt, disbursement, and GJ entry records.

# 4. Balances

The Balances section displays various values and balances to check for reconciliation errors.