

Reconciliation (Intelligent Matching)

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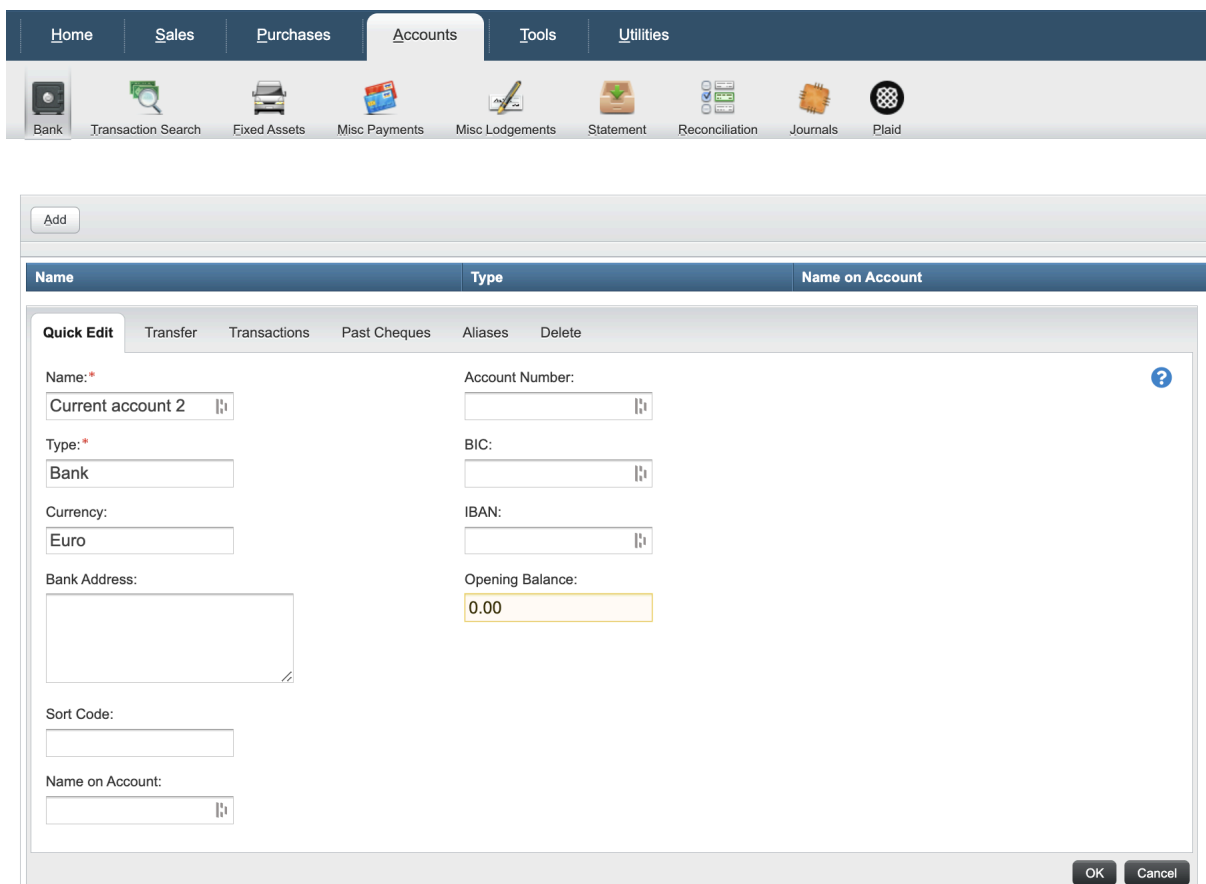
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Performing Reconciliation

To perform a bank reconciliation on SortMyBooks, follow these steps:

1. If this is your **FIRST** bank reconciliation, set your opening balance first under **Accounts, Bank**.



The screenshot shows the SortMyBooks interface. At the top is a navigation bar with tabs: Home, Sales, Purchases, Accounts (selected), Tools, and Utilities. Below this is a toolbar with icons for Bank, Transaction Search, Fixed Assets, Misc Payments, Misc Lodgements, Statement, Reconciliation, Journals, and Plaid. The main content area displays the 'Quick Edit' form for a bank account. The form has a header with 'Name', 'Type', and 'Name on Account'. Below the header are tabs: Quick Edit (selected), Transfer, Transactions, Past Cheques, Aliases, and Delete. The form fields are organized into two columns. The left column contains: Name (Current account 2), Type (Bank), Currency (Euro), Bank Address (text area), Sort Code, and Name on Account. The right column contains: Account Number, BIC, IBAN, and Opening Balance (0.00). There are 'OK' and 'Cancel' buttons at the bottom right.

Name	Type	Name on Account
Current account 2	Bank	

Quick Edit | Transfer | Transactions | Past Cheques | Aliases | Delete

Name: *
Current account 2

Type: *
Bank

Currency:
Euro

Bank Address:

Sort Code:

Name on Account:

Account Number:

BIC:

IBAN:

Opening Balance:
0.00

OK Cancel

2. After loading the bank file, check the statement dates and balances before clicking Save.

Home Sales Purchases Accounts Tools Utilities SortMyBooksOnline.com Version: 2.7.13.277

Bank Transaction Search Fixed Assets Misc Payments Misc Lodgements Statement Reconciliation Journals Paid Report Accountant (g) Help Support

Page	Row	Date	Description	Amount In	Amount Out	Cheque #
1	1	14/10/2024	TO BNI KILLARNEY CHAP			
1	2	14/10/2024	STRIPE-HDU786/7DG3 SP			
1	3	14/10/2024	Radius Busine SEPA DD			
1	4	14/10/2024	ESTUARY PRINT+TRO SO			
1	5	15/10/2024	STRIPE-JSRMU1FOPT SP			
1	6	15/10/2024	BOI CR CARD SEPA DD			

bankstatement

Statement Start Date:

Statement End Date:

Opening Balance:

Closing Balance:

Description:

Save

3. Once the statement is in SortMyBooks, intelligent matching will help you create payments, invoices, and transfers. Matched transactions are highlighted in green. If the progress bar shows 100%, you can finish reconciliation for that period after ensuring that transactions are correct.

Home Sales Purchases Accounts Tools Utilities SortMyBooksOnline.com Version: 2.7.13.277

Bank Transaction Search Fixed Assets Misc Payments Misc Lodgements Statement Reconciliation Journals Report Accountant (g) Help Support

100% Progress:

Finish reconciliation Cancel Account: Bookkeeper's Bank (€) Start Date: 01/01/2013 End Date: 31/01/2013 Start Balance: 12,432.00 End Balance: -893.71

Pages: 1 2

PAGE:1, LINE:1	31/12/2012	opening_balance [set alias]	Amount: 12432.00	Balance: 12432.00
<input checked="" type="checkbox"/>	31/12/2012	lodgement opening_balance from Euro	Total: 12432.00	
PAGE:1, LINE:1	01/01/2013	Rent [Landlord]	Amount: -1000.00	Balance: 11432
<input checked="" type="checkbox"/>	01/01/2013	payment Rent to Landlord Euro	Total: 1000.00	
PAGE:1, LINE:2	03/01/2013	Cash lodgment [Cash counter #1]	Amount: 330.00	Balance: 11762
<input checked="" type="checkbox"/>	03/01/2013	payment Cash lodgment to Euro	Total: -330.00	
PAGE:1, LINE:3	09/01/2013	POS Amber Station [Amber Service Station]	Amount: -20.00	Balance: 11742
<input checked="" type="checkbox"/>	09/01/2013	payment POS Amber Station to Amber Service Station Euro	Total: 20.00	

4. If the progress bar shows less than 100%, you should focus on reviewing unmatched transactions and setting aliases where needed.

Home Sales Purchases **Accounts** Tools Utilities SortMyBooksOnline.com Version: 2.7.13.295

Bank Transaction Search Fixed Assets Misc Payments Misc Lodgements Statement Reconciliation Journals Paid Report Accountant (k) Help Support (k)

Change Account Upload Statement Cancel Progress: 89% Account: **Current account (€)** Start Date: 01/12/2013 Start Balance: 52,140.63
End Date: 31/12/2013 End Balance: 42,348.40

Pages: 1

PAGE:1, LINE:1	02/12/2013	Rent [set alias]	Amount: -1000.00	Balance: 51140.63
<input checked="" type="checkbox"/>	02/12/2013	payment to Landlord	Total: 1000.00	
PAGE:1, LINE:2	05/12/2013	*INET Aveline [set alias]	Amount: -78.31	Balance: 51062.32
<input checked="" type="checkbox"/>	05/12/2013	payment to Aveline	Total: 78.31	
PAGE:1, LINE:3	06/12/2013	Cash Lodgment [set alias]	Amount: 1980.00	Balance: 53042.32
<input checked="" type="checkbox"/>	06/12/2013	lodgement from	Total: 1980.00	
PAGE:1, LINE:4	09/12/2013	Topaz [set alias]	Amount: -21.31	Balance: 53021.01
<input checked="" type="checkbox"/>	09/12/2013	payment Topaz to Topaz Killarney Station	Total: 21.31	

5. To set **aliases**, select the supplier from the list. It will allow the system to allocate payments correctly in the future.

Alias

Alias for "Aisling Software"

Client Name

- ABC Plumbing
- AES Car Parts
- Alagh Villa Guest House
- Airtricity
- Aisling Software Ltd.
- Amber Service Station
- An Post
- Asclepia Consulting
- Assorted Gifts
- Aveline
- Bank
- Barbara Eames
- BP Express Shopping Limited
- Bravo Bar
- Brites
- Butlers Wharf chop
- Camphill
- Cartrige Company
- Centra the Reeks

Account Name

- statement_alias
- Current account 2
- Visa Card
- Director
- VehicleLoan
- Current account
- Shop Cash

Amount: 1620.00 Balance: 51619.21

Amount: -46.77 Balance: 51572.44

Amount: -47.97 Balance: 51524.47

Amount: -20.00 Balance: 51504.47

Amount: -4366.50 Balance: 47137.97

Amount: -141.41 Balance: 46996.56

Ok Cancel

6. You can also click "+" on the right-hand side of any transaction to match the existing payment, add a new payment to the purchase invoice, make a payment on account or create a new bank transfer. If you have not set aliases, you can type the name of the supplier/customer in the search box to narrow your search.

- Refund

PAGE:1, LINE:10 2013-12-19 00:00:00 Energia -211.94 total; **211.94 not allocated yet**

Match to Existing Payment

⚠ No Records Found

Add new Payment to Purchase Invoice

05-12-2013	overdue purchase	from Energia	Total: 211.94
Due 04-01-2014	invoice 2917027		Due: 211.94

New Invoice + Payment

Energia	Supplier
---------	----------

Payment on Account (or Misc)

Energia	Supplier
---------	----------

Create New Bank Transfer To

Shop Cash	asset	till	815.7700000000000
VehicleLoan	liability	long_term_loan	-1787.7900000000000
Director	liability	long_term_loan	-1719.0100000000000
Visa Card	liability	cc	-76.3300000000000
Current account 2	asset	bank	-1130.0000000000000

Ok Cancel

7. Once the progress bar shows 100%, you can finish reconciliation for that period and click **Finish Reconciliation**.

More in the video: [Performing reconciliation](#)

More details on the matching process here: [Bank Imports](#)

Checking Reconciliation

- Review Outstanding Transactions:** After reconciliation, it is essential to review any outstanding transactions that didn't appear on your bank statement, such as uncashed cheques or errors, by generating a bank reconciliation report.
- Click **Reports, Accounts Reports, and Bank Reconciliations**. Select the desired bank reconciliation from the list. To narrow the selection, click the account drop-down on the left-hand side and limit it to only one bank account.

Account:

Current account 2 ✕

PDF Page Orientation:

Portrait ✕

Apply Reset

Bank Reconciliations

UA Great Gifts Heorhina Kampo

Account: Current account 2

Bank Account	Starting Date	Ending Date	Closed	Starting Balance	Ending Balance	Reconciled Balance
Current account 2	01/01/2013	31/01/2013	Y	0.00	-400.00	-1,130.00

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0.0205x

3. If the **Ending Balance** does not match the **Reconciled Balance**, click on a link under the **Starting date** to see outstanding transactions.



4. At the end of the Report, you will see **Outstanding Transactions**. These are Transactions in SortMyBooks that did not appear on the bank statement. Each of these needs to be resolved.

Reconcile:
Current account 2: 01/01/2013

PDF Page Orientation:
Portrait x

Apply Reset

Bank Reconciliation Report

UA Great Gifts Heorhina Kampo

Statement start date: 01/01/2013
Statement end date: 31/01/2013
Account: Current account 2

Statement Opening Balance: 0.00
Statement Closing Balance: -900.00
Outstanding: -230.00
Reconciled Balance: -1,130.00

Reconciled Transactions

Name	Reference	Cheque/Slip	Date	Link	Debit	Credit	Balance
Landlord			04/01/2013	link	0.00	900.00	-900.00
					0.00	900.00	-900.00

Opening Balance (01/01/2013): 0.00

Outstanding Transactions

Name	Reference	Cheque/Slip	Date	Link	Debit	Credit	Balance
Landlord			03/01/2013	link	0.00	200.00	-200.00
Mainline Toll Station			08/01/2013	link	0.00	30.00	-230.00
					0.00	230.00	-230.00

Transactions Reconciled after this Period

Name	Reference	Cheque/Slip	Reconciled Date	Doc Date	Lodged (Credit)	Paid (Debit)	Link	Balance
No records!								

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5. On each line of the report, there is a “link” to the transaction. Click on the link to view the transaction. You will have to navigate to Accounts, then Transaction Search to view the outstanding transaction.

Home Sales Purchases **Accounts** Tools Utilities

SortMyBooksOnline.com Version: 2.7.13.2

Bank Transaction Search Fixed Assets Misc Payments Misc Lodgements Statement Reconciliation Journals Plaid Report Accountant (k) Help Support

Add Export

Date	Type	Description	Cheque	Contact	Nominal	Job	Account	Amount	Reconciled
08/01/2013	payment	#: miscellaneous payment to Mainline Toll Station (Motor)		Mainline Toll Station	Motor	001	Current account 2	-30.00	

Link to the video: [Reconciliation Report](#)

6. If you see any **Outstanding Payments**, carefully question any item on this list. No transactions should be on this list unless you use cheques in your business. So, if you wrote a cheque and the recipient didn't cash it before your year-end, it legitimately belongs on this list. Nothing else does. If you see direct debits here, they are likely to be errors.

7. Please check that all accounts are reconciled at the end of the year. Check that the period displayed matches the Accounting Year you're working on and the Account matches the Bank Account you are checking. If the period doesn't match, click Select Range on the left. You can choose Previous or Next Accounting Year, scroll down to Date Range, and choose your starting and ending period. Statement Closing Balance should

match the closing balance on the bank statement you got from the bank covering the last day of your accounting year.

Troubleshooting

- 1) If you need help finding mismatched transactions, go to **Reports, Account Reports, Mismatched Statement Lines**, choose an account, period, press Apply, and click the link. You will see the list of mismatched transactions.

Link to the video: [Mismatched transactions](#)

2) Plaid

After importing a statement from a bank connection, you should be able to click **save** on the bottom right screen.

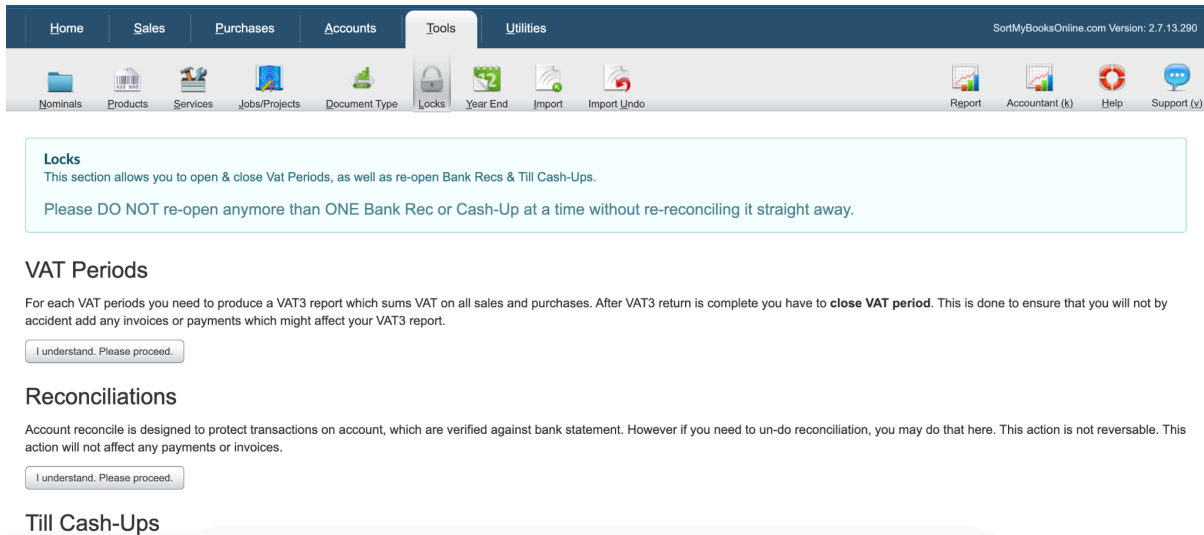
If the balance doesn't match, you have to get your bank statement **end balance** from your paper or online bank statement and enter that.

If it still doesn't match, you must compare transactions from your paper or online bank statement with the import from the bank and find the differences.

If not all transactions are in your bank import, contact your bank.

Reopen Bank Reconciliation

1. If you need to reopen a bank reconciliation, go to **Tools** and **Locks**. Under Reconciliations, select the **I Understand Please Proceed** button.



The screenshot shows the SortMyBooksOnline.com interface. The top navigation bar includes Home, Sales, Purchases, Accounts, Tools, and Utilities. The Tools section is active, showing a sub-menu with Nominals, Products, Services, Jobs/Projects, Document Type, Locks, Year End, Import, and Import Undo. The Locks section is highlighted, and a message box states: "This section allows you to open & close Vat Periods, as well as re-open Bank Recs & Till Cash-Ups. Please DO NOT re-open anymore than ONE Bank Rec or Cash-Up at a time without re-reconciling it straight away." Below this, the VAT Periods section is shown, followed by the Reconciliations section, and finally the Till Cash-Ups section. Each section has a button labeled "I understand. Please proceed."

Locks
This section allows you to open & close Vat Periods, as well as re-open Bank Recs & Till Cash-Ups.
Please DO NOT re-open anymore than ONE Bank Rec or Cash-Up at a time without re-reconciling it straight away.

VAT Periods
For each VAT periods you need to produce a VAT3 report which sums VAT on all sales and purchases. After VAT3 return is complete you have to **close VAT period**. This is done to ensure that you will not by accident add any invoices or payments which might affect your VAT3 report.

Reconciliations
Account reconcile is designed to protect transactions on account, which are verified against bank statement. However if you need to un-do reconciliation, you may do that here. This action is not reversible. This action will not affect any payments or invoices.

Till Cash-Ups

- A list of bank accounts and dates for your bank reconciliations will appear, so select the date you want to open.

Reconciliations

Account reconcile is designed to protect transactions on account, which are verified against bank statement. However if you need to un-do reconciliation, you may do that here. This action is not reversible. This action will not affect any payments or invoices.

Account Name	Starting Date	Ending Date	Starting balance	Ending balance	Closed
Current account	01/01/2013	31/01/2013		-1331.66	Y
Current account	01/02/2013	28/02/2013	-1331.66	-9891.15	Y
Current account	01/03/2013	31/03/2013	-9891.15	-7046.63	Y
Current account	01/04/2013	30/04/2013	-7046.63	23275.56	Y
Current account	01/05/2013	31/05/2013	23275.56	-1935.25	Y
Current account	01/06/2013	30/06/2013	-1935.25	-7838.73	Y
Current account	01/07/2013	31/07/2013	-7838.73	45541.49	Y
Current account	01/08/2013	31/08/2013	45541.49	52612.88	Y
Current account	01/09/2013	30/09/2013	52612.88	33820.46	Y
Current account	01/10/2013	31/10/2013	33820.46	-13158.74	Y
Current account	01/11/2013	30/11/2013	-13158.74	52140.63	Y
Current account	01/12/2013	31/12/2013	52140.63	42348.4	Y
Current account 2	01/01/2013	31/01/2013		-900	Y
VehicleLoan	01/01/2013	31/01/2013		-3282.87	Y
VehicleLoan	01/02/2013	28/02/2013	-3282.87	-3141.46	Y
VehicleLoan	01/03/2013	31/03/2013	-3141.46	-3018.43	Y
VehicleLoan	01/04/2013	30/04/2013	-3018.43	-2877.02	Y

- The “Are you sure” box will open; click the **OK** button to re-open.

Reconciliations

Account reconcile is designed to protect transactions on account, which are verified against bank statement. However if you need to un-do reconciliation, you may do that here. This action is not reversible. This action will not affect any payments or invoices.

Account Name	Starting Date	Ending Date	Starting balance	Ending balance	Closed
Current account	01/01/2013	31/01/2013		-1331.66	Y
Current account	01/02/2013	28/02/2013	-1331.66	-9891.15	Y
Current account	01/03/2013	31/03/2013	-9891.15	-7046.63	Y
Current account	01/04/2013	30/04/2013	-7046.63	23275.56	Y
Current account	01/05/2013	31/05/2013	23275.56	-1935.25	Y
Current account	01/06/2013	30/06/2013	-1935.25	-7838.73	Y
Current account	01/07/2013	31/07/2013	-7838.73	45541.49	Y
Current account	01/08/2013	31/08/2013	45541.49	52612.88	Y
Current account	01/09/2013	30/09/2013	52612.88	33820.46	Y
Current account	01/10/2013	31/10/2013	33820.46	-13158.74	Y
Current account	01/11/2013	30/11/2013	-13158.74	52140.63	Y
Current account	01/12/2013	31/12/2013	52140.63	42348.4	Y

Are you sure?

⚠ You are about to release transactions made during **01/12/2013 - 31/12/2013 on Current account.**

Reopening this bank rec will cause your start date or start balance for this rec to change in line with the previous rec. Do you wish to proceed?

Ok Cancel

- Make your adjustment and close the Reconciliation right away.

Please note: You can only have one bank reconciliation open at a time. Once you have made changes, you need to close them before you can open a second reconciliation.