

Bank Reconciliation Report

Objectives

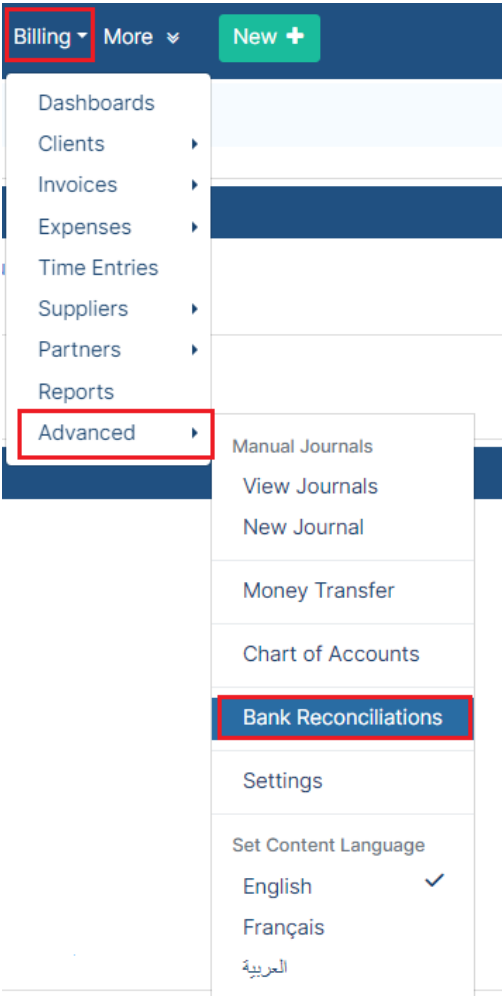
- Bank Reconciliation feature

Steps

Bank reconciliation is the process of matching the bank balances reflected in the cash book of a business with the balances reflected in the business's bank statement in a given period. Such a process determines the differences between the cash book and bank passbook balances.

Reconciling bank statements with cash book balances helps you, as a business, to know the underlying causes that lead to such differences. Once the underlying cause of the difference between the cash book balance and the passbook balance is determined, you can make the necessary corrections in your books of accounts to ensure accuracy.

The first step is to click **Billing Advanced Bank Reconciliations** from the main menu.



To set the balance/date that is in the bank statement they got from the bank, you must select the account name, the "to date" and the balance.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - I

🏠

> Bank Reconciliations

> Add

Account Name	To Date	Balance	
bank account 12342 - USD (1234590) <div>✕</div>	01/13/2023	<div>📅</div> 57,975.4	<div>✓ Start</div>

Click on the checkbox to select the transactions that match with the bank statement transactions. After you finish all the transactions, you can check if there is a difference.

Bank Reconciliations > Add

Account Name

bank account 12342 - USD (1234590)

To Date

01/13/2023

Balance

57,975.4

Reset

Transactions

Refresh

<input type="checkbox"/>	Type	Date	Description	Deposit	Withdrawal
<input checked="" type="checkbox"/>	INV-PY INV0000020	2022-12-16		200	
<input checked="" type="checkbox"/>	INV-PY INV0000027	2022-12-21		3,000	
<input checked="" type="checkbox"/>	INV-PY INV0000027	2022-12-21		4,385.4	
<input checked="" type="checkbox"/>	BIL-PY BIL-00000031	2022-12-21			500
<input checked="" type="checkbox"/>	INV-PY INV0000029	2022-12-30		45,000	
<input checked="" type="checkbox"/>	INV-PY INV0000030	2022-12-30		290	
<input checked="" type="checkbox"/>	BIL-PY BIL-00000032	2022-12-30			250
<input checked="" type="checkbox"/>	BIL-PY BIL-00000032	2022-12-30			250

Description

Document

Choose File

No file chosen

Balance

57,975.40

Previous balance

300.00

Selected amount

55,787.40

Difference

1,888.00 USD

Save and continue later

Save

Click on save and continue later if you need to make more changes, and save when you're done.

Click on the Reports Bank reconciliations to be able to access all the reconciliations in one single report with their statuses, balances, and dates.

Accounts Payable

Accounts Payable

Accounts Payable Aging Summary

Accounts Payable Aging Details

Statement

Account Statement

Client Statement

Trial Balance

Balance Sheet

Detailed Balance Sheet

Income Statement

All Account Statement

General Ledger

Detailed General Ledger

Accounts Receivable Aging Details

Matters

Judgment Value vs. Matter Value per Client

Uninvoiced Time Entries

Time Entries per Month

Profitability Assessment

Bank

Bank Reconciliations

You can edit, delete, or view any previous record.

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced

Lexzur-USD - USD

Bank Reconciliations

Choose columns

Account Name	From	To	Balance	Status
BBC Bank Account (125)		2023-02-08	200,000.00 USD	Completed
Alice Petty Cash (1334565695)		2023-02-07	500.00 USD	Completed

Edit

Delete

View

<<

<

1

>

>>

1 - 2 of 2 Items

10

The first time you tried to add a bank reconciliation to an account, if your bank statement is not accurately reflected by the transactions shown, it can be fixed by adding a new journal.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!