

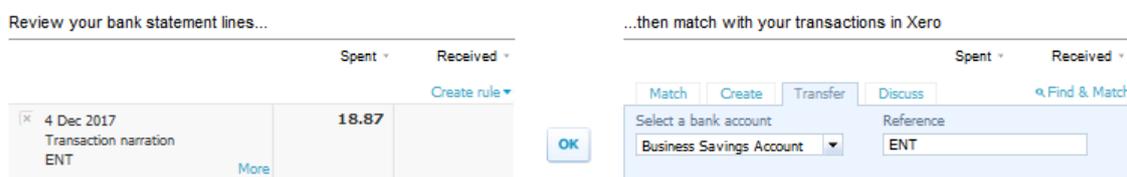
Bank Reconciliation for Cashbooks

Under the Dashboard tab, find the bank account you want to reconcile and click Reconcile Lines. The bank transactions are shown down the left-hand side and the right is where you allocate the information on what the transaction is.

1. **Create** - You must enter who the payer/payee is and the account code. A description is handy for future referencing but is not required. Ensure the GST is correct and allocate a tracking code if these are being used. Click OK when finished.
2. **Add Details**: Use this option on the lower right-hand corner to be able to input further information, for example splitting a payment to multiple account codes or tracking codes.



3. **Transfer** - Use when transferring between bank accounts in Xero. Both accounts must be feeding into Xero for this to work. Once a transfer has been done from one account, the other account should recognise it and go green automatically. If it's not showing green you will need to check the transfer was to the correct bank account.



4. **Discuss** - If you are unsure of what a transaction is/where to code it you can save a note under the **Discuss** tab. You can then come back to this at a later date. Alternatively, you can contact your accountant who can log on and answer your question or code the item for you.



Memorisation - Xero will automatically memorise transactions that show up regularly. This is based on past transactions with the same payee/payer. If this happens, make sure the details are correct before clicking OK. If they are not correct, simply override the information before hitting OK.