

Bank accounts and bank reconciliation

Accounting and finance

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Link your bank, import statements and match them to your books.

Intermediate · About 25 minutes · Version 1.0 · Updated 17 November 2026

Overview

Bank reconciliation makes sure your books agree with the bank. You match each line on the bank statement to a payment or journal entry in Hesabu ERP. What is left over shows mistakes or missing entries.

Prerequisites

- A bank **account** in your chart of accounts, of type *Bank*. See The chart of accounts.
- A bank statement for the period, as a CSV or Excel file.

Steps

Set up the bank account

1. Search for **Bank Account** and click **Add Bank Account**.
2. Enter the **Account Name**, choose the **Bank**, and select the **Company Account**, which is the matching account in your chart.
3. Enter the account number, tick **Is Company Account**, and save.

Import and reconcile

1. Search for **Bank Statement Import** and add a new one. Choose the bank account and attach your statement file.
2. Map the columns (date, description, deposit, withdrawal, reference), and start the import. The lines become **Bank Transactions**.
3. Search for **Bank Reconciliation Tool** and choose the bank account and date range.
4. For each bank transaction, click it and choose **Match** with the suggested payment or journal entry, or **Create Voucher** for something not yet recorded, such as bank charges.
5. When all lines are matched, the reconciliation is complete.

Practical example

The NCBA statement shows an M-Pesa deposit of KES 100,000 with the code `QJK3...`. The Payment Entry for Baraka Supplies has the same reference, so the tool suggests it. The accountant clicks **Match**. A bank charge of KES 1,500 has no entry, so they click **Create Voucher** to record it.

Important notes

- Recording the **reference number** on every payment makes matching much faster.
- Reconcile at least once a month.
- The difference between the statement balance and your ledger balance should be explained by unmatched items.

Common mistakes

- Importing the same statement twice.
- Matching a payment to the wrong line because two amounts are equal. Check the reference.

Troubleshooting

If the bank account is missing from the tool, check that **Is Company Account** is ticked and the GL account type is *Bank*.

Next steps

Read Financial reports.

Related documentation

- Recording customer and supplier payments
- Journal entries and opening balances
- The chart of accounts