

How to Reconcile a Bank Account in Dynamics 365 Business Central

Reconciling a bank account in Dynamics 365 Business Central lets you compare your bank statement against the transactions recorded in the system, identify discrepancies, and confirm that your books match your actual bank balance. This guide walks you through locating a reconciliation, matching statement lines to ledger entries, posting adjustments through the general journal, and finalizing the reconciliation.

Prerequisites

- You must be logged into Dynamics 365 Business Central.
- You need access to the bank account you want to reconcile (for example, WWB-OPERATING).
- Have your bank statement on hand, either as a document or as an electronic file you can import.

Finding bank account reconciliations

1. Open the Bank Account Reconciliations page

From the Dynamics 365 Business Central dashboard, you can see company information (such as CRONUS International Ltd.), navigation menus (Finance, Cash Management, Sales, and more), and key metrics like sales and overdue invoices. Use the search function at the top of the screen to get started.

NEW - BANK ACC. RECONCILIATION

Bank Acc. Reconciliation

General

Bank Account No. Balance Last Statement 0.00

Statement No. Statement Ending Balance 0.00

Statement Date

Bank Statement Lines

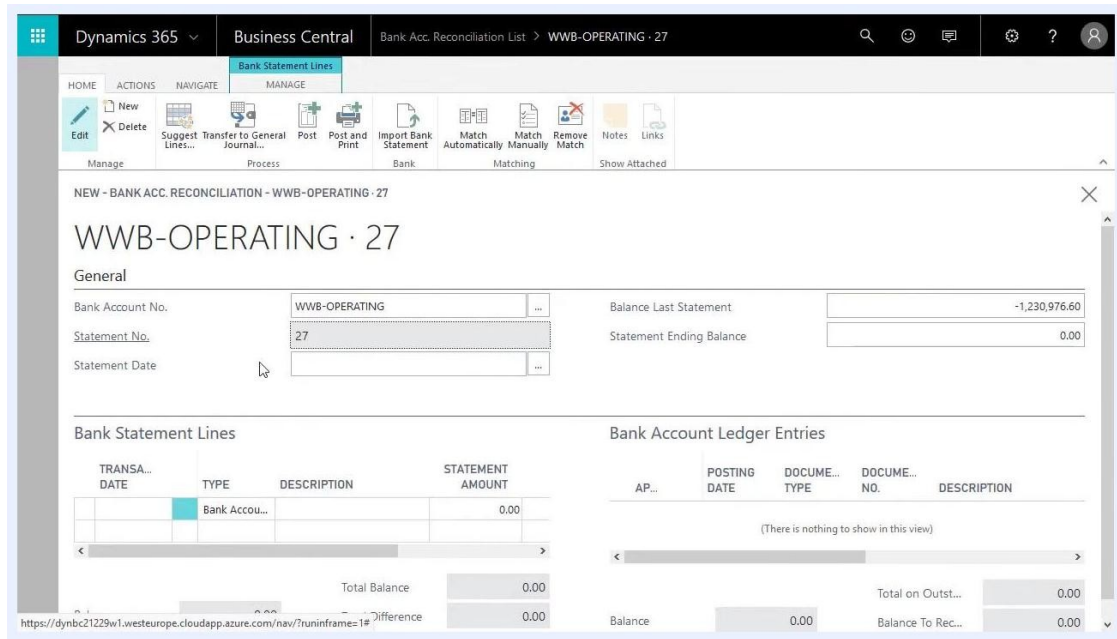
TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	Bank Accou...		0.00
Total Balance			0.00
Balance			0.00
Total Difference			0.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
(There is nothing to show in this view)				
Total on Outst...				0.00
Balance				0.00
Balance To Rec...				0.00

Dynamics 365 Business Central dashboard showing navigation menus, company information, and financial metrics

Type "Bank Account Reconciliations" into the search bar and select the matching result to open the reconciliation list.



NEW - BANK ACC. RECONCILIATION - WWB-OPERATING · 27

WWB-OPERATING · 27

General

Bank Account No. WWB-OPERATING

Statement No. 27

Statement Date

Balance Last Statement -1,230,976.60

Statement Ending Balance 0.00

Bank Statement Lines

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	Bank Accou...		0.00

Total Balance 0.00

Difference 0.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
(There is nothing to show in this view)				

Balance 0.00

Total on Outst... 0.00

Balance To Rec... 0.00

Dashboard with the search bar used to locate Bank Account Reconciliations

2. Create a new reconciliation statement

Click **New** to start a reconciliation. The **Bank Acc. Reconciliation** form opens with fields for Bank Account No., Statement No., Statement Date, Balance Last Statement, Statement Ending Balance, Bank Statement Lines, and Bank Account Ledger Entries.

NEW - BANK ACC. RECONCILIATION - WWB-OPERATING · 27

General

Bank Account No.	WWB-OPERATING	Balance Last Statement	-1,230,976.60
Statement No.	27	Statement Ending Balance	0.00
Statement Date	31		

Bank Statement Lines

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	Bank Accou...		0.00
Total Balance			-1,230,976.60
			Difference 0.00

Bank Account Ledger Entries

AP..	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☐	1/15/2020		2598	Invoice no. 156683 for Ga...
☐	1/16/2020		BANK1	Bank Transfer 2020
☐	1/16/2020		BANK2	Bank Transfer 2020
☐	1/22/2020		2601	Postage 2020
☐	1/22/2020	Payment	2603	Payment 2020
☐	1/22/2020	Payment	2604	Payment 2020

Bank Acc. Reconciliation form with empty fields for a new statement

3. Select the bank account to reconcile

In the **Bank Account No.** field, choose the account you want to reconcile (for example, WWB-OPERATING). The **Statement No.** field updates automatically (for example, 27). Confirm that the correct account and statement number are displayed.

NEW - BANK ACC. RECONCILIATION - WWB-OPERATING - 27

Bank Account No. WWB-OPERATING Balance Last Statement -1,230,976.60
Statement No. 27 Statement Ending Balance 0.00
Statement Date 1/31/2020

Bank Statement Lines

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
		Bank Accou...		0.00
Total Balance				-1,230,976.60
Total Difference				0.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☐	1/15/2020		2598	Invoice no. 156683 for Ga...
☐	1/16/2020		BANK1	Bank Transfer 2020
☐	1/16/2020		BANK2	Bank Transfer 2020
☐	1/22/2020		2601	Postage 2020
☐	1/22/2020	Payment	2603	Payment 2020
☐	1/22/2020	Payment	2604	Payment 2020
☐	1/23/2020		2605	Payment, Accounting Syst...
☐	1/23/2020	Payment	G04001	John Haddock Insurance Co
☐	1/23/2020	Payment	G04002	The Cannon Group PLC

Bank Acc. Reconciliation form with WWB-OPERATING selected and the statement number auto-filled

4. Enter the statement date

In the **Statement Date** field, enter the date for the reconciliation, such as 1/31/2020 for an end-of-month reconciliation. The **Balance Last Statement** field updates automatically (for example, -1,230,976.60), while **Statement Ending Balance** stays at 0.00 until you update it.

NEW - BANK ACC. RECONCILIATION - WWB-OPERATING - 27

Bank Account No. WWB-OPERATING Balance Last Statement -1,230,976.60
Statement No. 27 Statement Ending Balance 0.00
Statement Date 1/31/2020

Bank Statement Lines

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	Bank Accou...		0.00
Total Balance			-1,230,976.60
Total Difference			0.00

Balance -1,230,976.60

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☐	1/15/2020		2598	Invoice no. 156683 for Ga...
☐	1/16/2020		BANK1	Bank Transfer 2020
☐	1/16/2020		BANK2	Bank Transfer 2020
☐	1/22/2020		2601	Postage 2020
☐	1/22/2020	Payment	2603	Payment 2020
☐	1/22/2020	Payment	2604	Payment 2020
☐	1/23/2020		2605	Payment, Accounting Syst...
☐	1/23/2020	Payment	G04001	John Haddock Insurance Co
☐	1/23/2020	Payment	G04002	The Cannon Group PLC

Bank Acc. Reconciliation form with the statement date entered and balances updated

5. Review the bank account ledger entries

At the bottom of the form, review the **Bank Account Ledger Entries** section. This lists all open, unreconciled ledger entries for the selected account, including posting dates, document types, document numbers, and descriptions.

NEW - BANK ACC. RECONCILIATION - WWB-OPERATING - 27

Bank Account No. WWB-OPERATING Balance Last Statement -1,230,976.60
Statement No. 27 Statement Ending Balance 0.00
Statement Date 1/31/2020

Bank Statement Lines

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
		Bank Accou...		0.00
Total Balance				-1,230,976.60
Total Difference				0.00

Balance -1,230,976.60

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☐	1/15/2020		2598	Invoice no. 156683 for Ga...
☐	1/16/2020		BANK1	Bank Transfer 2020
☐	1/16/2020		BANK2	Bank Transfer 2020
☐	1/22/2020		2601	Postage 2020
☐	1/22/2020	Payment	2603	Payment 2020
☐	1/22/2020	Payment	2604	Payment 2020
☐	1/23/2020		2605	Payment, Accounting Syst...
☐	1/23/2020	Payment	G04001	John Haddock Insurance Co
☐	1/23/2020	Payment	G04002	The Cannon Group PLC

Bank Acc. Reconciliation form showing open bank account ledger entries

Working with bank statement lines

6. Import or enter bank statement lines

You have two ways to populate the statement lines:

- **Import Bank Statement** — click this button to upload an electronic statement from your bank. It populates the statement lines with your actual bank transactions. Hovering over this button shows the tooltip: "Import electronic bank statements from your bank to populate with data about actual bank transactions."

- **Suggest Lines** — use this option if you don't have an electronic statement. It generates lines based on existing system data.

Bank Statement Lines

NEW - BANK ACC. RECONCILIATION - WWB-OPERATING - 27

General

Bank Account No. WWB-OPERATING Balance Last Statement 1,230,976.60

Statement No. 27 Statement Ending Balance 0.00

Statement Date 1/31/2020

Bank Statement Lines

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	Bank Accou...		0.00
Total Balance			-1,230,976.60
Balance			-1,230,976.60
Total Difference			0.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☐	1/15/2020		2598	Invoice no. 156683 for Ga...
☐	1/16/2020		BANK1	Bank Transfer 2020
☐	1/16/2020		BANK2	Bank Transfer 2020
☐	1/22/2020		2601	Postage 2020
☐	1/22/2020	Payment	2603	Payment 2020
☐	1/22/2020	Payment	2604	Payment 2020
☐	1/23/2020		2605	Payment, Accounting Syst...

Bank Acc. Reconciliation form with the Import Bank Statement button highlighted and its tooltip visible

7. Generate statement lines with Suggest Lines

If you're not importing an actual bank statement, use **Suggest Lines** to automatically generate bank statement lines from open bank account ledger entries. Leave the starting date blank and enter only the ending date (for example, 1/31/2020) unless you need to filter for a specific period. Optionally include checks or other transaction types, then click **OK** to confirm.

The system populates the **Bank Statement Lines** section on the left with entries that mirror the open ledger entries on the right.

Import Bank Statement
Import electronic bank statements from your bank to populate with data about actual bank transactions.

General

Bank Account No.	WWB-OPERATING	Balance Last Statement	1,230,976.60
Statement No.	27	Statement Ending Balance	0.00
Statement Date	1/31/2020		

Bank Statement Lines

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	Bank Accou...		0.00
Total Balance			-1,230,976.60
Total Difference			0.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☐	1/15/2020		2598	Invoice no. 156683 for Ga...
☐	1/16/2020		BANK1	Bank Transfer 2020
☐	1/16/2020		BANK2	Bank Transfer 2020
☐	1/22/2020		2601	Postage 2020
☐	1/22/2020	Payment	2603	Payment 2020
☐	1/22/2020	Payment	2604	Payment 2020
☐	1/23/2020		2605	Payment, Accounting Syst...

Bank Acc. Reconciliation form after using Suggest Lines, showing populated statement lines and ledger entries

When you use Suggest Lines without importing a bank statement, each statement line corresponds directly to an open ledger entry, because the ledger entries are the only available data source. Review the generated lines against your actual bank statement to confirm they match.

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	Bank Accou...	Bank Transfer 2020	-1,732.83
1/16/2020	Bank Accou...	Bank Transfer 2020	-193.59
1/22/2020	Bank Accou...	Postage 2020	-77,302.30
1/22/2020	Bank Accou...	Payment 2020	-67,639.51
1/22/2020	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	Bank Accou...	Selangorian Ltd.	1,500.00
1/23/2020	Bank Accou...	John Haddock Insurance Co.	76,167.75

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020	BANK1		Bank Transfer 2020
☒	1/16/2020	BANK2		Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☒	1/23/2020	Payment	G04004	John Haddock Insuranc...

Total on Outst... 0.00

Bank Acc. Reconciliation form showing the one-to-one relationship between statement lines and ledger entries

8. Review and adjust the statement lines

Compare the generated statement lines on the left with your actual bank statement. If a transaction appears in Business Central but not on your bank statement — for example, one posted at the end of the month that will appear on next month's statement — remove it from this reconciliation.

Select the line in the **Bank Statement Lines** section that doesn't appear on your statement. Click the ellipsis (three dots) next to the line, then select **Delete Line** from the dropdown menu.

Bank Statement Lines

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	1/15/2020	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
	1/16/2020	Bank Accou...	Bank Transfer 2020	-2,874.60
	1/16/2020	Bank Accou...	Bank Transfer 2020	-1,732.83
	1/22/2020	Bank Accou...	Postage 2020	-193.59
	1/22/2020	Bank Accou...	Payment 2020	-77,302.30
	1/22/2020	Bank Accou...	Payment 2020	-67,639.51
	1/23/2020	Bank Accou...	Payment, Accounting Syst...	-121.57
	1/23/2020	Bank Accou...	John Haddock Insurance Co.	33,852.33
	1/23/2020	Bank Accou...	The Cannon Group PLC	97,325.48
	1/23/2020	Bank Accou...	Selangorian Ltd.	1,500.00
	1/23/2020	Bank Accou...	John Haddock Insurance Co.	76,167.75

Total Balance: -1,172,108.82
Total Difference: 0.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
	1/15/2020		2598	Invoice no. 156683 for ...
	1/16/2020		BANK1	Bank Transfer 2020
	1/16/2020		BANK2	Bank Transfer 2020
	1/22/2020		2601	Postage 2020
	1/22/2020	Payment	2603	Payment 2020
	1/22/2020	Payment	2604	Payment 2020
	1/23/2020		2605	Payment, Accounting S...
	1/23/2020	Payment	G04001	John Haddock Insuranc...
	1/23/2020	Payment	G04002	The Cannon Group PLC
	1/23/2020	Payment	G04003	Selangorian Ltd.
	1/23/2020	Payment	G04004	John Haddock Insuranc...

Balance: -1,172,108.82
Total on Outst...: 0.00
Balance To Rec...: 58,867.78

Bank Acc. Reconciliation form with the context menu open to delete a bank statement line

After you delete a line, the corresponding bank account ledger entry on the right is no longer matched. This entry stays open and becomes available for the next reconciliation period. Check that **Total Balance** and **Total Difference** at the bottom of the Bank Statement Lines section reflect the correct values after your adjustment.

Recording missing transactions through the general journal

9. Enter a transaction that isn't posted yet in Business Central

If your bank statement shows an amount that doesn't appear in Business Central, enter it manually. Scroll to the bottom of the **Bank Statement Lines** section and enter:

- The transaction date from your bank statement (for example, 1/31/2020).

- The **Type**, selecting from Bank Account Ledger Entry, Check Ledger Entry, or Difference (for this example, choose Bank Account Ledger Entry).
- A clear description, such as "Interest."
- The statement amount exactly as shown on your bank statement (for example, -60.00 for interest expense).

Dynamics 365 Business Central Bank Acc. Reconciliation List > WWB-OPERATING - 27

Bank Statement Lines

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
	1/15/2020	...	Bank Accou... Invoice no. 156683 for Gas...	-113.38
	1/16/2020	...	Bank Accou... Bank Transfer 2020	-2,874.60
	1/16/2020	...	Bank Accou... Bank Transfer 2020	-1,732.83
	1/22/2020	...	Bank Accou... Postage 2020	-193.59
	1/22/2020	...	Bank Accou... Payment 2020	-77,302.30
	1/22/2020	...	Bank Accou... Payment 2020	-67,639.51
	1/23/2020	...	Bank Accou... Payment, Accounting Syst...	-121.57
	1/23/2020	...	Bank Accou... John Haddock Insurance Co.	33,852.33
	1/23/2020	...	Bank Accou... The Cannon Group PLC	97,325.48
	1/23/2020	...	Bank Accou... Selangorian Ltd.	1,500.00
	1/31/2020	...	Bank Accou... Interest	-60.00

Bank Account Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020		BANK1	Bank Transfer 2020
☒	1/16/2020		BANK2	Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☐	1/23/2020	Payment	G04004	John Haddock Insurance Co

Balance -1,248,336.57 Total Balance -1,248,336.57 Total Difference -60.00

Balance -1,172,108.82 Total on Outst... 0.00 Balance To Rec... 58,867.78

Entering a new bank statement line for an interest transaction, with date, type, description, and amount filled in

10. Transfer the line to the general journal

After entering the new line, post it to Business Central so it can be reconciled against your actual bank statement. In the ribbon, click **Transfer to General Journal**.

The screenshot shows the Dynamics 365 Business Central interface. The ribbon is set to 'Bank Statement Lines'. A tooltip for 'Transfer to General Journal...' is displayed, stating: 'Transfer the lines from the current window to the general journal.' The main window displays a table of 'Bank Account Ledger Entries' with columns for AP, POSTING DATE, DOCUME... NO., and DESCRIPTION. The table lists various transactions from 1/15/2020 to 1/31/2020, including 'Invoice no. 156683 for Gas...', 'Bank Transfer 2020', 'Postage 2020', 'Payment 2020', 'Payment, Accounting Syst...', 'John Haddock Insurance Co.', 'The Cannon Group PLC', 'Selangorian Ltd.', and 'Interest'.

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	...	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	...	Bank Accou...	Postage 2020	-193.59
1/22/2020	...	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	...	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	...	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	...	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	...	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	...	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	...	Bank Accou...	Interest	-60.00

Summary values at the bottom:

- jevascript: Balance: -1,248,336.57
- Total Balance: -1,248,336.57
- Total Difference: -60.00
- Balance: -1,172,108.82
- Total on Outst...: 0.00
- Balance To Rec...: 58,867.78

Selecting Transfer to General Journal in the ribbon to post the new statement line

In the **Saved Settings** dialog, select the appropriate General Journal Template (for example, GENERAL) and General Journal Batch (for example, RECON). You can use a dedicated batch for reconciliations or the default batch. Click **OK** to proceed.

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	Bank Accou...	Postage 2020	-193.59
1/22/2020	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	Bank Accou...	Interest	-60.00

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020		BANK1	Bank Transfer 2020
☒	1/16/2020		BANK2	Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020	Payment	2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☐	1/23/2020	Payment	G04004	John Haddock Insurance Co

Total Balance		-1,248,336.57	Total on Outst...		0.00
Balance	-1,248,336.57	Total Difference	-60.00	Balance To Rec...	58,867.78

Saved Settings dialog for transferring to the General Journal, showing template GENERAL and batch RECON selected, with OK highlighted

11. Open the general journal and enter the transaction

Navigate to the **Edit - General Journal** screen and confirm that the batch name is set to RECON. Enter a journal line with the following values:

- **Posting Date:** 1/31/2020
- **Description:** Interest
- **Amount:** 60.00
- **Amount (LCY):** 60.00
- **Bal. Account Type:** Bank Account
- **Bal. Account No.:** WWB-OPERATING

This entry will be used in the reconciliation.

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	...	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	...	Bank Accou...	Postage 2020	-193.59
1/22/2020	...	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	...	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	...	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	...	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	...	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	...	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	...	Bank Accou...	Interest	-60.00

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020		BANK1	Bank Transfer 2020
☒	1/16/2020		BANK2	Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☐	1/31/2020		G00001	Interest
☐	1/23/2020	Payment	G04004	John Haddock Interest e Co

General journal entry for interest, showing posting date 1/31/2020, description Interest, amount 60.00, and bank account details

12. Assign the correct interest account

In the **Edit - General Journal** window, locate the line with the posting date (for example, 1/31/2020), document number (for example, G00001), and account type G/L Account. In the **Account No.** field, start typing the account name or number (for example, "inte" to search for "Interest"), then use the lookup feature (Alt+Down or the lookup button) to display available accounts.

Scroll through the list, which shows account numbers, names, and whether each is an income statement or balance sheet account, and select the correct interest account. Confirm the following:

- **Description** is filled in (for example, "Interest").
- **Amount** matches the bank statement line (for example, -60.00 for interest expense).
- **Bal. Account Name** at the bottom is set to your bank account (for example, "World Wide Bank").

- **Total Balance** reflects the correct amount (for example, -60.00).

The screenshot shows the 'EDIT - GENERAL JOURNAL' window in Microsoft Dynamics 365 Business Central. The journal entry is for the date 1/31/2020, with a description of 'Interest' and an amount of 60.00. An account lookup window is open, displaying a list of accounts. The 'BAL. ACCOUNT NAME' field is filled with 'World Wide Bank', and the 'TOTAL BALANCE' is -60.00.

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	EU 3-P... TR...	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT
1/31/2020	...	G00001	G/L Account	inte I	Interest					60.00

ACCOUNT NAME	BAL. ACCOUNT NAME	BALANCE	TOTAL BALANCE
	World Wide Bank	-60.00	-60.00

Selecting the interest account in the general journal, with the account lookup open and fields filled in

This ensures the interest transaction is correctly categorized and ready for posting, keeping your financial records accurate.

13. Post the journal entry

Click **Post** in the ribbon to post the journal. Business Central creates a new bank account ledger entry that you can use in the reconciliation.

The screenshot displays the Dynamics 365 Business Central interface for the 'Bank Acc. Reconciliation List' for 'WWB-OPERATING - 27'. The ribbon includes 'Bank Statement Lines' and 'Bank Account Ledger Entries'. The 'Bank Statement Lines' table shows various transactions with their dates, descriptions, and amounts. The 'Bank Account Ledger Entries' table shows the corresponding ledger entries, including the interest entry for 1/31/2020.

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	...	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	...	Bank Accou...	Postage 2020	-193.59
1/22/2020	...	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	...	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	...	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	...	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	...	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	...	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	...	Bank Accou...	Interest	-60.00

AP..	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020		BANK1	Bank Transfer 2020
☒	1/16/2020		BANK2	Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☐	1/31/2020		G00001	Interest
☐	1/23/2020	Payment	G04004	John Haddock Interest e Co

Summary values:

- Total Balance: -1,248,336.57
- Total on Outst...: 0.00
- Balance: -1,172,108.82
- Balance To Rec...: 58,867.78

General journal entry for interest, showing posting date 1/31/2020, description Interest, amount 60.00, and bank account details

Matching and posting the reconciliation

14. Review the new ledger entry on the reconciliation

Go to the **Bank Acc. Reconciliation List** and select the relevant reconciliation (for example, WWB-OPERATING · 27). On the reconciliation screen, view the **Bank Statement Lines** on the left and the **Bank Account Ledger Entries** on the right. Confirm that the new "Interest" ledger entry (1/31/2020, -60.00) appears but isn't matched yet.

Bank Statement Lines					Bank Account Ledger Entries				
TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT	AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
	1/15/2020	...	Bank Accou...		☒	1/15/2020		2598	Invoice no. 156683 for Gas...
	1/16/2020	...	Bank Accou...		☒	1/16/2020		BANK1	Bank Transfer 2020
	1/16/2020	...	Bank Accou...		☒	1/16/2020		BANK2	Bank Transfer 2020
	1/22/2020	...	Bank Accou...		☒	1/22/2020		2601	Postage 2020
	1/22/2020	...	Bank Accou...		☒	1/22/2020	Payment	2603	Payment 2020
	1/22/2020	...	Bank Accou...		☒	1/22/2020	Payment	2604	Payment 2020
	1/23/2020	...	Bank Accou...		☒	1/23/2020		2605	Payment, Accounting Syst...
	1/23/2020	...	Bank Accou...		☒	1/23/2020	Payment	G04001	John Haddock Insurance Co.
	1/23/2020	...	Bank Accou...		☒	1/23/2020	Payment	G04002	The Cannon Group PLC
	1/23/2020	...	Bank Accou...		☒	1/23/2020	Payment	G04003	Selangorian Ltd.
	1/31/2020	...	Bank Accou...		☐	1/31/2020		G00001	Interest
	1/31/2020	...	Bank Accou...		☐	1/23/2020	Payment	G04004	John Haddock Interest e Co

Bank Statement Lines Summary		Bank Account Ledger Entries Summary	
Balance	Total Difference	Balance	Total on Outst...
-1,248,336.57	-60.00	-1,172,108.82	0.00

Bank statement lines and ledger entries showing the new Interest entry on 1/31/2020, not yet matched

15. Match statement lines automatically

Click **Match Automatically** in the ribbon to let the system search for and match bank statement lines to ledger entries. Hovering over the button shows the tooltip: "Automatically search for and match bank statement lines." Run the automatic matching process.

Match Automatically
Automatically search for and match bank statement lines.

TRANSA...	DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	...	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	...	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	...	Bank Accou...	Postage 2020	-193.59
1/22/2020	...	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	...	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	...	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	...	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	...	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	...	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	...	Bank Accou...	Interest	-60.00

AP..	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020		BANK1	Bank Transfer 2020
☒	1/16/2020		BANK2	Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☐	1/31/2020		G00001	Interest
☐	1/23/2020	Payment	G04004	John Haddock Insurance Co

Balance -1,248,336.57 Total Difference -60.00 Balance -1,172,168.82 Total on Outst... 0.00 Balance To Rec... 58,807.78

Bank reconciliation screen with the Match Automatically button highlighted, ready to match statement lines and ledger entries

16. Confirm the match

After running the match, verify that the "Interest" statement line (-60.00) for 1/31/2020 is now matched with its corresponding ledger entry. The **Total Difference** should now read 0.00, indicating the reconciliation is balanced.

The screenshot shows the Dynamics 365 Business Central interface for Bank Account Reconciliation. The title bar indicates 'Bank Acc. Reconciliation List > WWB-OPERATING - 27'. The ribbon includes 'Bank Statement Lines' and 'Bank Account Ledger Entries'. The main area displays two tables side-by-side. The 'Bank Statement Lines' table on the left lists transactions from 1/15/2020 to 1/31/2020, including an 'Interest' entry on 1/31/2020 with an amount of -60.00. The 'Bank Account Ledger Entries' table on the right shows corresponding entries, with the 'Interest' entry on 1/31/2020 matched. At the bottom, the 'Total Difference' is 0.00.

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	Bank Accou...	Postage 2020	-193.59
1/22/2020	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	Bank Accou...	Interest	-60.00

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020		BANK1	Bank Transfer 2020
☒	1/16/2020		BANK2	Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☒	1/23/2020	Payment	G04004	John Haddock Insurance Co
☒	1/31/2020		G00001	Interest

Balance: -1,248,336.57 Total Balance: -1,248,336.57 Total Difference: 0.00 Balance: -1,172,168.82 Total on Outst...: 0.00 Balance To Rec...: 58,807.78

Bank statement lines and ledger entries showing the Interest entry matched and total difference at 0.00

17. Post the bank reconciliation

Click **Post** in the ribbon to finalize the reconciliation. Before posting, confirm these details:

- **Bank Account No.:** WWB-OPERATING
- **Statement No.:** 27
- **Statement Date:** 1/31/2020
- **Balance Last Statement:** -1,230,976.60

- **Statement Ending Balance: -1,248,336.57**

Bank Statement Lines

TRANSA... DATE	TYPE	DESCRIPTION	STATEMENT AMOUNT
1/15/2020	Bank Accou...	Invoice no. 156683 for Gas...	-113.38
1/16/2020	Bank Accou...	Bank Transfer 2020	-2,874.60
1/16/2020	Bank Accou...	Bank Transfer 2020	-1,732.83
1/22/2020	Bank Accou...	Postage 2020	-193.59
1/22/2020	Bank Accou...	Payment 2020	-77,302.30
1/22/2020	Bank Accou...	Payment 2020	-67,639.51
1/23/2020	Bank Accou...	Payment, Accounting Syst...	-121.57
1/23/2020	Bank Accou...	John Haddock Insurance Co.	33,852.33
1/23/2020	Bank Accou...	The Cannon Group PLC	97,325.48
1/23/2020	Bank Accou...	Selangorian Ltd.	1,500.00
1/31/2020	Bank Accou...	Interest	-60.00

Total Balance: -1,248,336.57

Bank Ledger Entries

AP...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	DESCRIPTION
☒	1/15/2020		2598	Invoice no. 156683 for ...
☒	1/16/2020	BANK1		Bank Transfer 2020
☒	1/16/2020	BANK2		Bank Transfer 2020
☒	1/22/2020		2601	Postage 2020
☒	1/22/2020	Payment	2603	Payment 2020
☒	1/22/2020	Payment	2604	Payment 2020
☒	1/23/2020		2605	Payment, Accounting S...
☒	1/23/2020	Payment	G04001	John Haddock Insuranc...
☒	1/23/2020	Payment	G04002	The Cannon Group PLC
☒	1/23/2020	Payment	G04003	Selangorian Ltd.
☐	1/31/2020		G00001	Interest
☐	1/23/2020	Payment	G04004	John Haddock Insurance Co

Total on Outst...: 0.00

Balance: -1,172,168.82

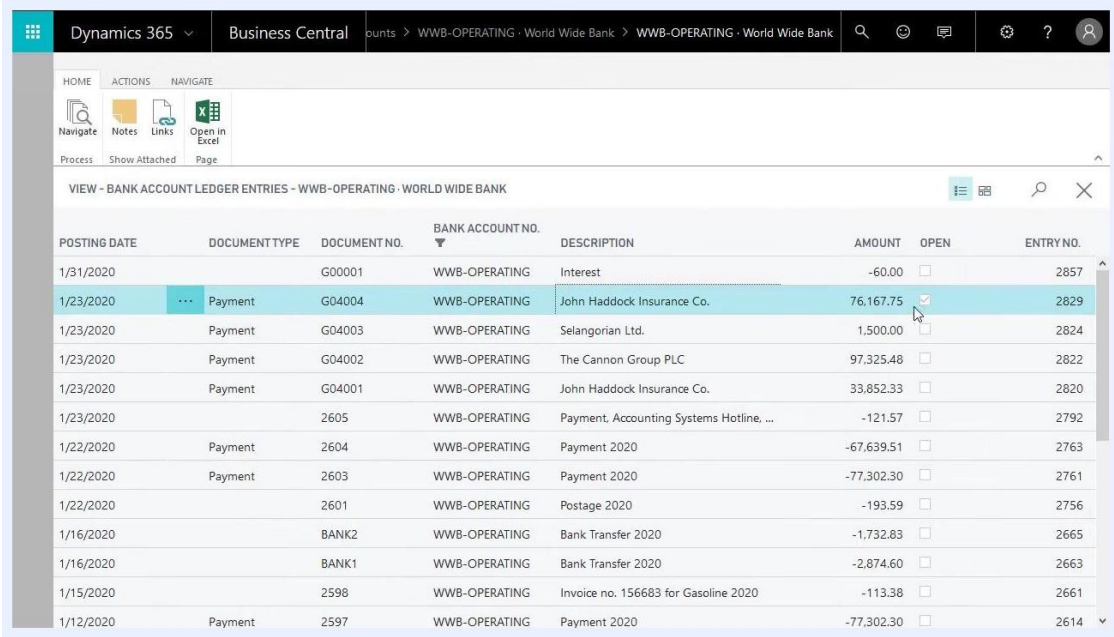
Balance To Rec...: 58,807.78

Bank reconciliation summary screen with the Post button highlighted, showing statement and balance details

Reviewing bank account ledger entries after posting

18. Open the Bank Accounts overview

From the main dashboard, click **Bank Accounts** under the **Cash Management** menu to review all bank accounts.

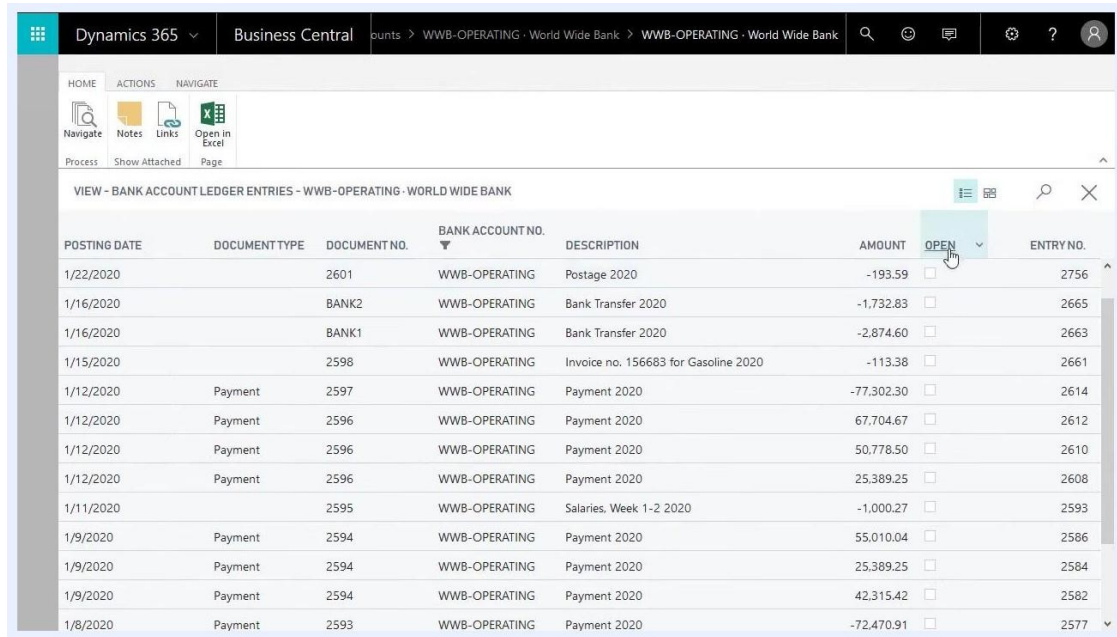


VIEW - BANK ACCOUNT LEDGER ENTRIES - WWB-OPERATING - WORLD WIDE BANK							
POSTING DATE	DOCUMENT TYPE	DOCUMENT NO.	BANK ACCOUNT NO.	DESCRIPTION	AMOUNT	OPEN	ENTRY NO.
1/31/2020		G00001	WWB-OPERATING	Interest	-60.00	☐	2857
1/23/2020	Payment	G04004	WWB-OPERATING	John Haddock Insurance Co.	76,167.75	☒	2829
1/23/2020	Payment	G04003	WWB-OPERATING	Selangorian Ltd.	1,500.00	☐	2824
1/23/2020	Payment	G04002	WWB-OPERATING	The Cannon Group PLC	97,325.48	☐	2822
1/23/2020	Payment	G04001	WWB-OPERATING	John Haddock Insurance Co.	33,852.33	☐	2820
1/23/2020		2605	WWB-OPERATING	Payment, Accounting Systems Hotline, ...	-121.57	☐	2792
1/22/2020	Payment	2604	WWB-OPERATING	Payment 2020	-67,639.51	☐	2763
1/22/2020	Payment	2603	WWB-OPERATING	Payment 2020	-77,302.30	☐	2761
1/22/2020		2601	WWB-OPERATING	Postage 2020	-193.59	☐	2756
1/16/2020		BANK2	WWB-OPERATING	Bank Transfer 2020	-1,732.83	☐	2665
1/16/2020		BANK1	WWB-OPERATING	Bank Transfer 2020	-2,874.60	☐	2663
1/15/2020		2598	WWB-OPERATING	Invoice no. 156683 for Gasoline 2020	-113.38	☐	2661
1/12/2020	Payment	2597	WWB-OPERATING	Payment 2020	-77,302.30	☐	2614

Main dashboard with the Bank Accounts link highlighted under Cash Management

19. Review the ledger entries for the reconciled account

Select **WWB-OPERATING** to view its ledger entries. Confirm that the "Interest" entry (1/31/2020, -60.00) is present and that the **Open** field is cleared for all reconciled entries, except for any outstanding items such as John Haddock Insurance Co.



POSTING DATE	DOCUMENT TYPE	DOCUMENT NO.	BANK ACCOUNT NO.	DESCRIPTION	AMOUNT	OPEN	ENTRY NO.
1/22/2020		2601	WWB-OPERATING	Postage 2020	-193.59	☐	2756
1/16/2020		BANK2	WWB-OPERATING	Bank Transfer 2020	-1,732.83	☐	2665
1/16/2020		BANK1	WWB-OPERATING	Bank Transfer 2020	-2,874.60	☐	2663
1/15/2020		2598	WWB-OPERATING	Invoice no. 156683 for Gasoline 2020	-113.38	☐	2661
1/12/2020	Payment	2597	WWB-OPERATING	Payment 2020	-77,302.30	☐	2614
1/12/2020	Payment	2596	WWB-OPERATING	Payment 2020	67,704.67	☐	2612
1/12/2020	Payment	2596	WWB-OPERATING	Payment 2020	50,778.50	☐	2610
1/12/2020	Payment	2596	WWB-OPERATING	Payment 2020	25,389.25	☐	2608
1/11/2020		2595	WWB-OPERATING	Salaries, Week 1-2 2020	-1,000.27	☐	2593
1/9/2020	Payment	2594	WWB-OPERATING	Payment 2020	55,010.04	☐	2586
1/9/2020	Payment	2594	WWB-OPERATING	Payment 2020	25,389.25	☐	2584
1/9/2020	Payment	2594	WWB-OPERATING	Payment 2020	42,315.42	☐	2582
1/8/2020	Payment	2593	WWB-OPERATING	Payment 2020	-72,470.91	☐	2577

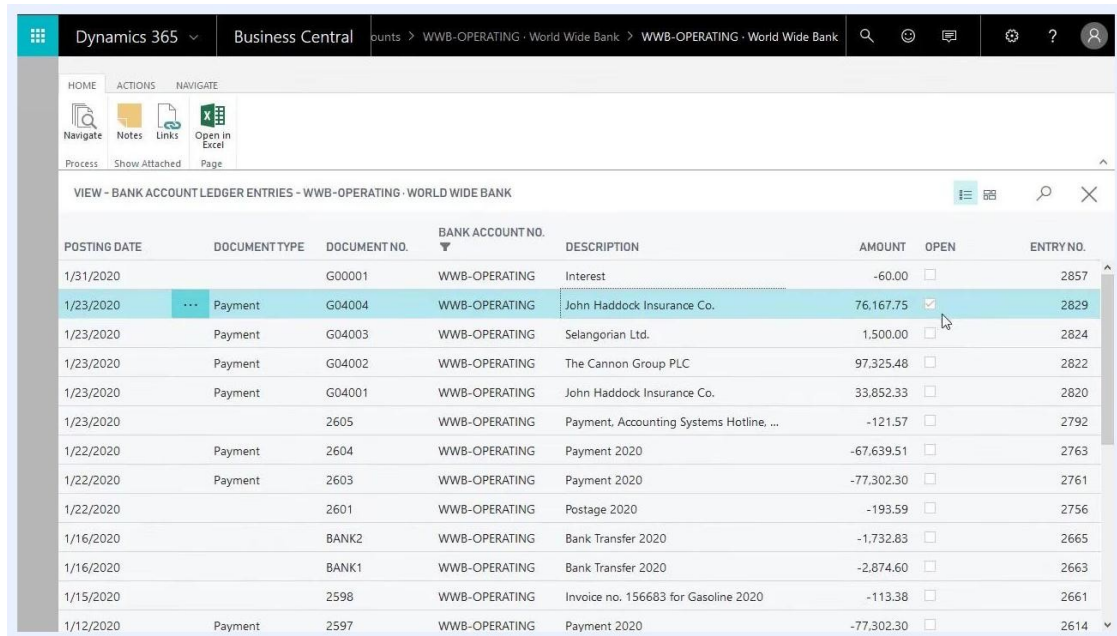
Bank account ledger entries for WWB-OPERATING, showing the Interest entry and the open status for each entry

20. Identify remaining outstanding entries

Review the **Bank Account Ledger Entries** screen for WWB-OPERATING. The entry for John Haddock Insurance Co. shows:

- **Posting Date:** 1/23/2020
- **Document Type:** Payment
- **Document No.:** G04004
- **Bank Account No.:** WWB-OPERATING
- **Description:** John Haddock Insurance Co.
- **Amount:** 76,167.75
- **Open:** Checked
- **Entry No.:** 2829

The **Open** checkbox is selected for this entry, meaning it hasn't been reconciled yet and will appear on the next bank account reconciliation. All other reconciled entries should have the **Open** checkbox cleared, confirming they've been matched and reconciled.



POSTING DATE	DOCUMENT TYPE	DOCUMENT NO.	BANK ACCOUNT NO.	DESCRIPTION	AMOUNT	OPEN	ENTRY NO.
1/31/2020		G00001	WWB-OPERATING	Interest	-60.00	☐	2857
1/23/2020	Payment	G04004	WWB-OPERATING	John Haddock Insurance Co.	76,167.75	☒	2829
1/23/2020	Payment	G04003	WWB-OPERATING	Selangorian Ltd.	1,500.00	☐	2824
1/23/2020	Payment	G04002	WWB-OPERATING	The Cannon Group PLC	97,325.48	☐	2822
1/23/2020	Payment	G04001	WWB-OPERATING	John Haddock Insurance Co.	33,852.33	☐	2820
1/23/2020		2605	WWB-OPERATING	Payment, Accounting Systems Hotline, ...	-121.57	☐	2792
1/22/2020	Payment	2604	WWB-OPERATING	Payment 2020	-67,639.51	☐	2763
1/22/2020	Payment	2603	WWB-OPERATING	Payment 2020	-77,302.30	☐	2761
1/22/2020		2601	WWB-OPERATING	Postage 2020	-193.59	☐	2756
1/16/2020		BANK2	WWB-OPERATING	Bank Transfer 2020	-1,732.83	☐	2665
1/16/2020		BANK1	WWB-OPERATING	Bank Transfer 2020	-2,874.60	☐	2663
1/15/2020		2598	WWB-OPERATING	Invoice no. 156683 for Gasoline 2020	-113.38	☐	2661
1/12/2020	Payment	2597	WWB-OPERATING	Payment 2020	-77,302.30	☐	2614

Bank account ledger entries screen showing the open status for the John Haddock Insurance Co. entry, with the Open checkbox checked, indicating it is still outstanding and will appear on the next reconciliation

What's next

With the reconciliation posted, your matched entries are closed and any outstanding items, like the John Haddock Insurance Co. payment, are clearly flagged for review. These open entries will carry forward and appear automatically the next time you reconcile this bank account.