

How to Reconcile a Bank Account in Sage Intacct

Bank reconciliation is a critical process for any business. It should be performed at least once per month, or more frequently depending on the size of your business, to maintain accurate financial records and detect discrepancies early. This guide explains how to reconcile a bank account in Sage Intacct by comparing the transactions recorded in Sage Intacct against the actual transactions in your real bank account, catching erroneous entries caused by user error or fraudulent activity along the way.

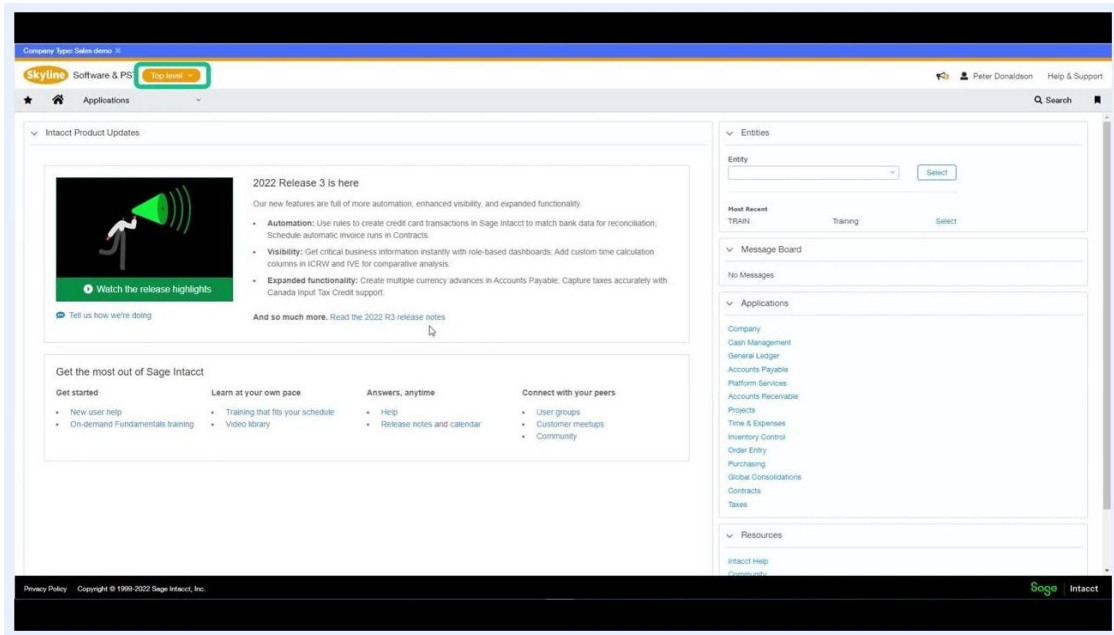
Prerequisites

Confirm where your bank account was created

Before you reconcile a bank account in Sage Intacct, determine whether the account was created at the top level or at the entity level, since this affects which permissions you need.

- If the bank account was created at the **top level**, you must have access to the top-level company to process the reconciliation.

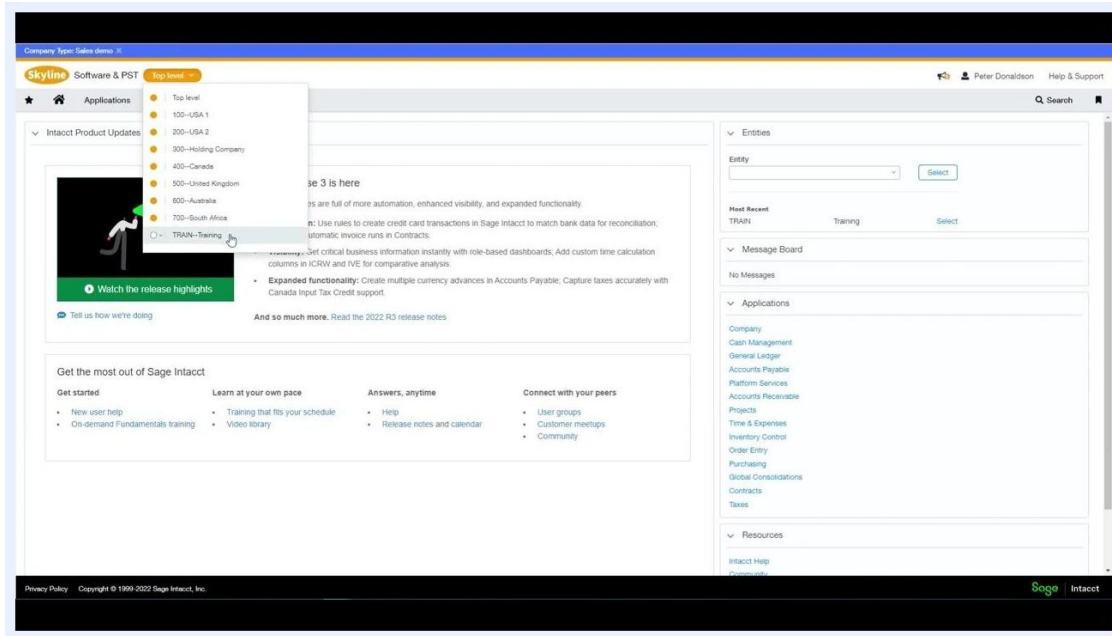
- If the bank account was created at the **entity level**, you must have the correct permissions within that specific entity to perform the reconciliation.



Sage Intacct dashboard showing the "Top level" company selection and navigation options

Switch between top-level and entity-level views

Use the company/entity dropdown menu to select the appropriate level, such as **Top level** or a specific entity like **TRAIN—Training**. Make sure you have the necessary permissions for whichever level you select.



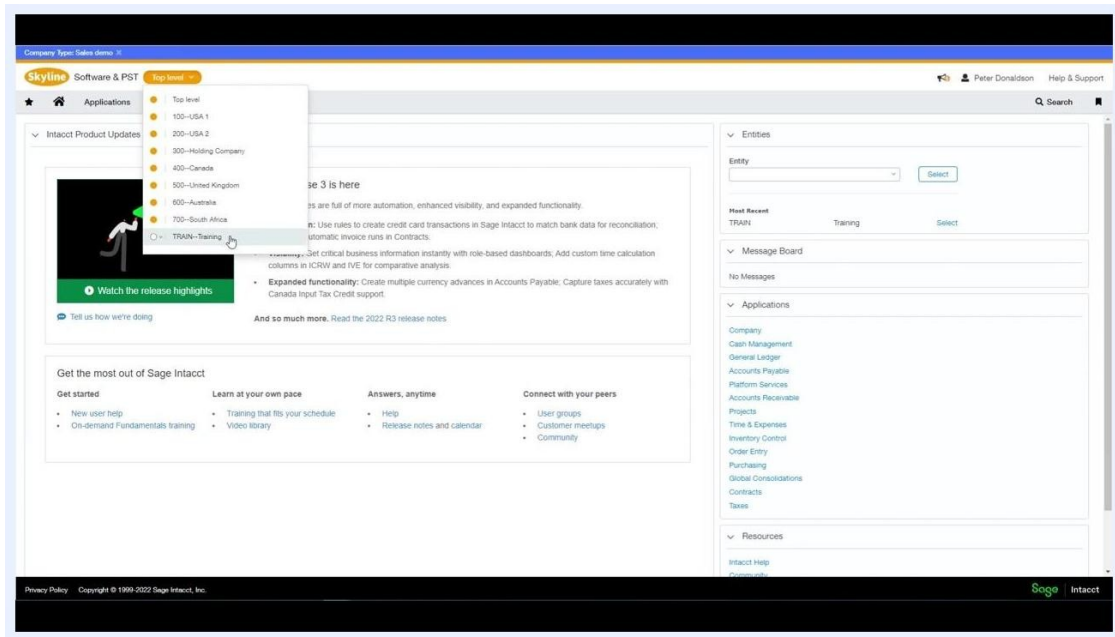
Dropdown menu in Sage Intacct for selecting a company or entity, including Top level, USA, Canada, United Kingdom, Australia, South Africa, and TRAIN—Training

Review the required permissions

Each reconciliation task requires a specific permission:

- **Match transactions:** Requires "Reconcile Bank – List, View, Add, Edit, Delete" or the equivalent for credit cards.
- **Reconcile the account:** Requires "Reconcile Bank – Reconcile".
- **View reconciliation history reports:** Requires "Reconcile Bank – Report".
- **Reopen a reconciliation:** Requires both "Reconcile Bank – Reopen" and "Report".
- **Create and manage rules:** Requires "Bank Transaction Rules – List, View, Add, Edit, Delete".

- **Create and manage rule sets:** Requires "Bank Transaction Rule Sets – List, View, Add, Edit, Delete".

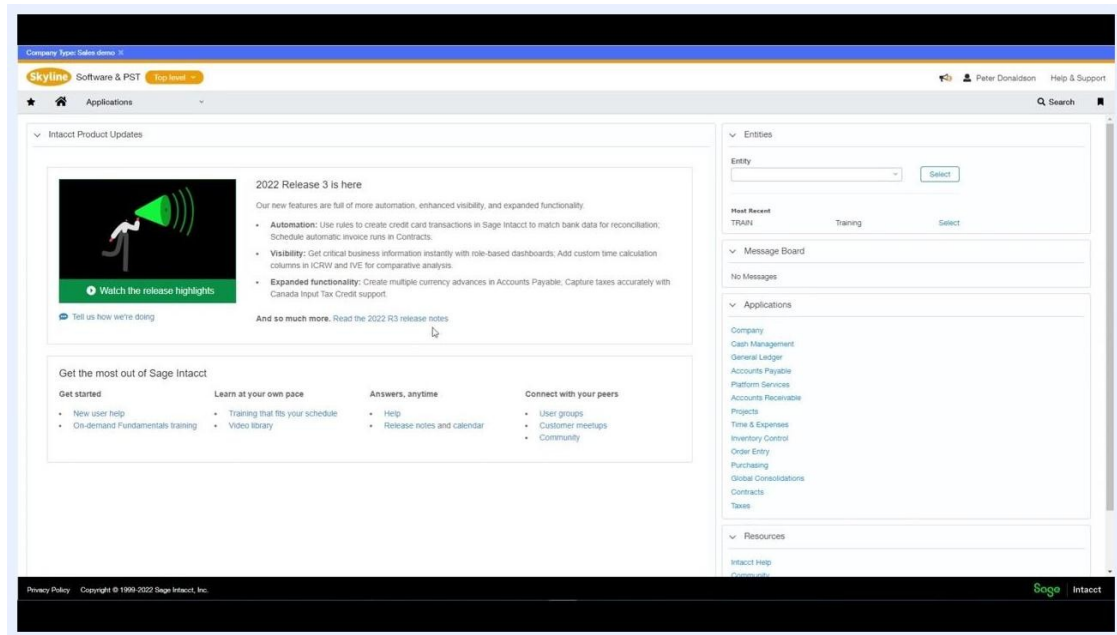


Help screen showing detailed tables of reconciliation permissions and bank feed permissions for Sage Intacct

If your company uses bank feeds, confirm the following additional permissions are set:

- **Viewing bank feed transactions:** Requires "Bank Transactions – List, View".
- **Ignoring a bank feed transaction:** Requires "Bank Transactions – Ignore".
- **Manually matching transactions:** Requires "Bank Transactions – List, View, Manual Match".

- **API calls:** Requires "Bank Transactions for Integrations – View, Add, Delete".

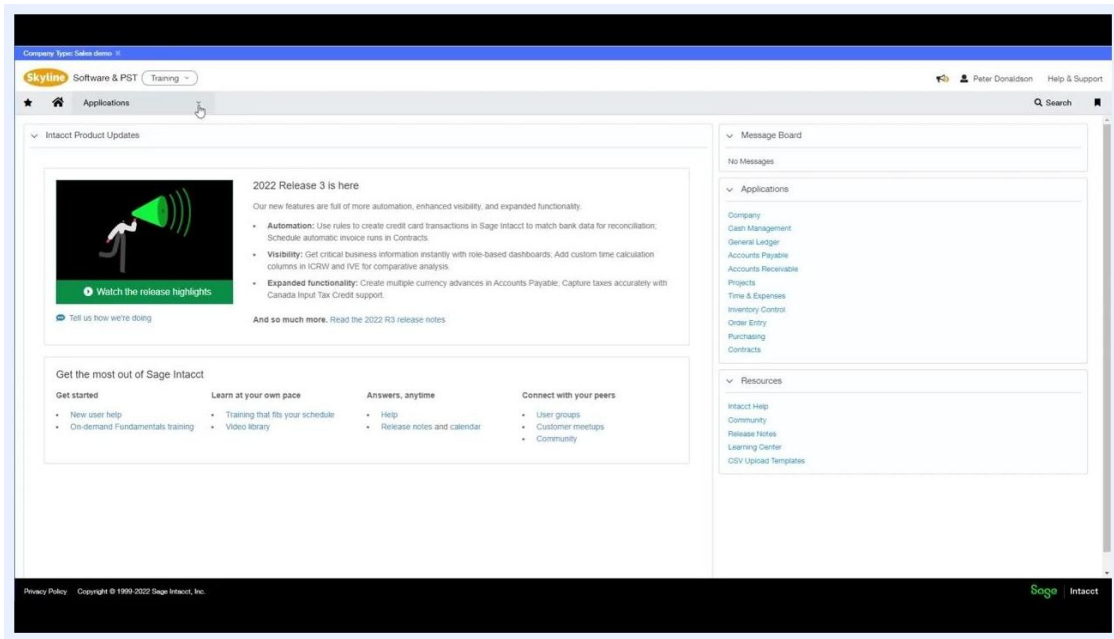


Help screen showing permissions tables for bank feed transactions

Reconciling a bank account

Step 1: Navigate to the reconciliation module

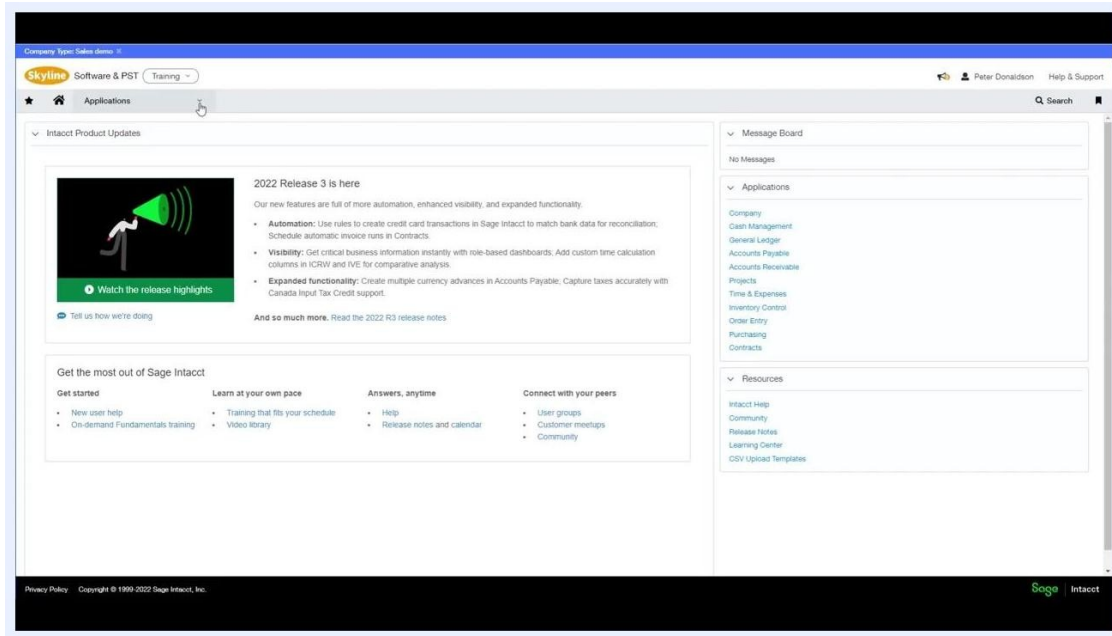
From the Sage Intacct dashboard, select the correct company or entity. Click **Cash Management** in the top navigation bar, select **All**, then choose **Reconciliation and Bank** from the dropdown menu.



Sage Intacct dashboard with Cash Management selected, showing navigation to reconciliation modules

Step 2: Select the account to reconcile

In the Reconcile Bank Account window, choose the appropriate bank account from the **Account to reconcile** dropdown, for example "Current Account--Halifax (GBP)".



Reconcile Bank Account window with account selection and reconciliation fields

Step 3: Enter the statement information

Fill in the following fields exactly as they appear on your bank statement:

- **Beginning balance cutoff date:** The opening date from your bank statement (e.g., 01/09/2022).
- **Statement ending date:** The closing date from your bank statement (e.g., 30/09/2022).
- **Statement ending balance:** The closing balance from your bank statement (e.g., 3,800.00).

These values must match your bank statement exactly. Errors here can prevent successful reconciliation, cause missing or extra transactions, or make it impossible to reconcile to zero.

The screenshot shows the 'Reconcile Bank Account' dialog box in the Sage Intacct software. The dialog is titled 'Reconciliation' and contains the following fields:

- Account to reconcile: Current Account-Halifax (GBP)
- Beginning balance cutoff date: 01/08/2022
- Statement ending date: 30/08/2022
- Statement ending balance: 5,800.00
- Attachment: (empty)
- Reconciliation status: Initiated
- Last bank feed date: (empty)
- Last saved: 18/09/2022
- Created by: PeterD
- Last reconciliation type: (empty)
- Last saved by: PeterD
- Bank feed status: Not connected

The 'Statement ending date' and 'Statement ending balance' fields are highlighted with a green box. The background shows the 'Reconcile Bank Account' screen with various filters and a table of transactions.

Reconciliation dialog with fields for beginning balance cutoff date, statement ending date, and statement ending balance filled in

Step 4: Attach supporting documentation (optional)

Use the **Attachment** field to upload relevant documents, such as a PDF copy of your bank statement, for audit and reference purposes.

The screenshot shows the 'Reconcile Bank Account' dialog in the Skyline software. The 'Unmatched amount' field is highlighted with a green box. The dialog displays a summary of transactions and a table of unmatched items.

Unmatched transactions	Unmatched amount	Matched cheques/debits	Matched deposits/credits	Beginning balance	Difference
4	3,800.00	0.00	0.00	0.00	0.00
				Statement ending balance	Uncleared
				3,800.00	3,800.00
				Book balance	Amount to reconcile
				3,800.00	3,800.00

State	Transaction type	Bank amount	Cheque no/Doc no range	More filters
Unmatched	Cheques/Debits			

Item	OL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Txn type	Pynt type	Txn date	Txn curr	Txn amount	Base amount
1	30/09/2022	--	--	2,800.00	National Grid	--	Cheques/Debits	AP Payment	01/08/2022	GBP	2,800.00	2,800.00
2	30/09/2022	--	--	1,320.00	ADP	--	Cheques/Debits	AP Payment	16/09/2022	GBP	1,320.00	1,320.00
Total												4,200.00

Reconciliation dialog showing the attachment field for uploading documents

Step 5: Continue to the reconciliation screen

Click **Continue** to proceed to the main reconciliation screen.

Step 6: Review the difference and amount to reconcile

On the Reconcile Bank Account screen, review the list of unreconciled transactions up to the statement ending date you entered. The screen displays:

- **Unmatched transactions:** Number of transactions not yet reconciled (e.g., 4).
- **Unmatched amount:** Total value of unmatched transactions (e.g., 3,800.00).
- **Matched cheques/debits and deposits/credits:** Amounts already matched (e.g., 0.00).
- **Beginning balance, statement ending balance, book balance:** Key balances for reference.
- **Difference:** The amount remaining after the ending book balance is compared to the statement ending balance.

- **Uncleared:** Total value of uncleared items affecting the general ledger (e.g., 3,800.00).
- **Amount to reconcile:** Total amount that still needs to be reconciled (e.g., 3,800.00).

Reconcile Bank Account

Current Account--Halifax (GBP)

Statement ending date: 30/09/2022 | Last reconciled: -- | Bank feed status: Not connected | Last bank feed date: -- | Last bank feed ten date: -- | Bank refresh status: --

Unmatched transactions	Unmatched amount	Matched cheques/debits	Matched deposits/credits	Beginning balance	Difference
4	3,800.00	0.00	0.00	0.00	0.00
				Statement ending balance	Uncleared
				3,800.00	3,800.00
				Book balance	Amount to reconcile
				3,800.00	3,800.00

Intacct

State: Unmatched | Transaction type: Cheques/Debits | Bank amount: | Cheque no/Doc no range: | More filters

Match transactions

Debit: 0.00 | Credit: 0.00 | Selected to match: 0 | Selected to unmatched: 0

Items selected: 0

	GL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Ten type	Pymt type	Ten date	Ten curr	Ten amount	Base amount
1	30/09/2022	--	--	2,880.00	National Grid	--	Cheques/Debits	AP Payment	01/09/2022	GBP	2,880.00	2,880.00
2	30/09/2022	--	--	1,320.00	ADP	--	Cheques/Debits	AP Payment	16/09/2022	GBP	1,320.00	1,320.00
Total												4,200.00

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Reconcile Bank Account screen showing unmatched transactions, unmatched amount, and summary balances

The **Difference** field is calculated as the difference between the book balance and the statement ending balance, and it should read **0.00** once all transactions are matched. If it doesn't, review your unmatched or uncleared items. The **Amount to reconcile** field shows the total value of transactions that still need to be matched, and this must also reach **0.00** before you can finish the reconciliation.

Reconcile Bank Account

Current Account--Halifax (GBP)

Statement ending date: 30/09/2022 | Last reconciled: -- | Bank feed status: Not connected | Last bank feed date: -- | Last bank feed txn date: -- | Bank refresh status: --

Unmatched transactions: 4	Unmatched amount: 3,800.00	Matched cheques/debits: 0.00	Matched deposits/credits: 0.00	Beginning balance: 0.00	Difference: 0.00
				Statement ending balance: 3,800.00	Uncleared: 3,800.00
				Book balance: 3,800.00	Amount to reconcile: 3,800.00

Intacct

State: All | Transaction type: All | Bank amount: | Cheque no/Doc no range: | More filters

Match transactions | Unmatch transactions

Debit: 0.00 | Credit: 0.00 | Selected to match: 0 | Selected to unmatch: 0

Items selected: 0

	GL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Txn type	Pymt type	Txn date	Txn curr	Txn amount	Base amount	State
1	30/09/2022	--	--	2,880.00	National Grid	--	Cheques/Debits	AP Payment	01/09/2022	GBP	2,880.00	2,880.00	Unmatched
2	30/09/2022	--	--	1,320.00	ADP	--	Cheques/Debits	AP Payment	16/09/2022	GBP	1,320.00	1,320.00	Unmatched
3	07/09/2022	--	--	5,000.00	Software Services	--	Deposits/Credits	Other Receipts	07/09/2022	GBP	5,000.00	5,000.00	Unmatched
4	09/09/2022	--	--	3,000.00	Training for Life	--	Deposits/Credits	Other Receipts	09/09/2022	GBP	3,000.00	3,000.00	Unmatched

Reconcile Bank Account screen highlighting the Difference and Amount to Reconcile fields, with the transaction list and filter options visible

Step 7: Review the transaction list

Below the summary, the detailed transaction list shows:

- **GL post date**
- **Bank amount**
- **Payee**
- **Transaction type** (e.g., Cheques/Debits)
- **Payment type** (e.g., AP Payment)
- **Transaction date**
- **Transaction currency and amount**

- **Base amount**

Reconcile Bank Account

Current Account--Halifax (GBP)

Statement ending date: 30/09/2022 | Last reconciled: -- | Bank feed status: Not connected | Last bank feed date: -- | Last bank feed tax date: -- | Bank refresh status: --

Unmatched transactions: 4	Unmatched amount: 3,800.00	Matched cheques/debits: 0.00	Matched deposits/credits: 0.00	Beginning balance: 0.00	Difference: 0.00
				Statement ending balance: 3,800.00	Uncleared: 3,800.00
				Book balance: 3,800.00	Amount to reconcile: 3,800.00

Intacct

State: Unmatched | Transaction type: Cheques/Debits | Bank amount: | Cheque no/Doc no range: | More filters

Match transactions

Debit: 0.00 | Credit: 0.00 | Selected to match: 0 | Selected to unmatched: 0

Items selected: 0

	OL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Tax type	Pynt type	Tax date	Tax curr	Tax amount	Base amount
1	30/09/2022	--	--	2,800.00	National Grid	--	Cheques/Debits	AP Payment	01/08/2022	GBP	2,800.00	2,800.00
2	30/09/2022	--	--	1,000.00	ADP	--	Cheques/Debits	AP Payment	16/09/2022	GBP	1,000.00	1,000.00
Total												4,200.00

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Reconcile Bank Account screen with the transaction list and filter options

Step 8: Apply filters to locate transactions

Use the filter options above the transaction list to narrow down the displayed transactions:

- **State:** Filter by Unmatched, Matched, or All.
- **Transaction type:** Filter by Cheques/Debits, Deposits/Credits, or All.
- **Bank amount:** Enter a specific amount or range.
- **Cheque no/Doc no range:** Specify a range to filter by document or cheque number.

Click **Apply filters** to update the transaction list based on your criteria, or **Clear filters** to return to the original, unfiltered view. For more advanced filtering, click **More filters** to access options such as filtering by general ledger posting date or setting a value range.

Reconcile Bank Account

Current Account--Halifax (GBP)

Statement ending date: 30/09/2022 | Last reconciled: -- | Bank feed status: Not connected | Last bank feed date: -- | Last bank feed ten date: -- | Bank refresh status: --

Unmatched transactions: 4	Unmatched amount: 3,800.00	Matched cheques/debits: 0.00	Matched deposits/credits: 0.00	Beginning balance: 0.00	Difference: 0.00
				Statement ending balance: 3,800.00	Uncleared: 3,800.00
				Book balance: 3,800.00	Amount to reconcile: 3,800.00

Intact

State: All | Transaction type: All | Bank amount: | Cheque no/Doc no range: | **More filters** | **Apply filters** | **Clear filters**

Match transactions | Unmatch transactions | Debit: 0.00 | Credit: 0.00 | Selected to match: 0 | Selected to unmatch: 0

Items selected: 0	☐	GL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Ten type	Pynt type	Ten date	Ten cur	Ten amount	Base amount	State
1	☐	30/09/2022	--	--	2,880.00	National Grid	--	Cheques/Debits	AP Payment	01/09/2022	GBP	2,880.00	2,880.00	Unmatched
2	☐	30/09/2022	--	--	1,320.00	ADP	--	Cheques/Debits	AP Payment	16/09/2022	GBP	1,320.00	1,320.00	Unmatched
3	☐	07/09/2022	--	--	5,000.00	Software Services	--	Deposits/Credits	Other Receipts	07/09/2022	GBP	5,000.00	5,000.00	Unmatched
4	☐	09/09/2022	--	--	3,000.00	Training for Life	--	Deposits/Credits	Other Receipts	09/09/2022	GBP	3,000.00	3,000.00	Unmatched

Reconcile Bank Account screen with filter options and the "Apply filters" button highlighted, showing all unmatched transactions

Step 9: Match transactions with your bank statement

Once you have filtered and reviewed the transactions, compare them with your bank statement. Select the checkboxes next to each transaction that matches your statement, then click **Match transactions** to mark them as reconciled. Confirm that every transaction is matched so that the **Amount to reconcile** becomes **0.00**.

The screenshot shows the 'Reconcile Bank Account' screen in Sage Intacct. The top section displays a summary of transactions and balances. Below this, there are filters for State, Transaction type, Bank amount, and Cheque no/Doc no range. The 'Match transactions' button is highlighted. The bottom section shows a table of items to be reconciled.

	GL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Txn type	Pynt type	Txn date	Txn cur	Txn amount	Base amount	State
1	30/09/2022	--	--	2,880.00	National Grid	--	Cheques/Debits	AP Payment	01/09/2022	GBP	2,880.00	2,880.00	Unmatched
2	30/09/2022	--	--	1,320.00	ADP	--	Cheques/Debits	AP Payment	16/09/2022	GBP	1,320.00	1,320.00	Unmatched
3	07/09/2022	--	--	5,000.00	Software Services	--	Deposits/Credits	Other Receipts	07/09/2022	GBP	5,000.00	5,000.00	Unmatched
4	09/09/2022	--	--	3,000.00	Training for Life	--	Deposits/Credits	Other Receipts	09/09/2022	GBP	3,000.00	3,000.00	Unmatched

Reconcile Bank Account screen with all transactions selected and the "Match transactions" button highlighted

Automating reconciliation with bank transaction rules

Sage Intacct lets you import bank transactions from a **CSV** or **QIF** file, or via a bank feed, to speed up the reconciliation process. After importing, you can use rulesets to automatically match incoming transactions to those already in your ledger.

To match imported transactions automatically, create a **ruleset** and assign it to the relevant bank account. Rulesets contain individual instructions, called rules, that tell Sage Intacct how to handle imported transactions. There are two types of rules:

- **Matching rules:** Define how to identify and match imported transactions to existing records.
- **Creation rules:** Specify how to create new transactions in Sage Intacct from imported data.

After applying a ruleset, you can manually match any remaining transactions to complete the reconciliation.

Company Type Sales demo

skyline

Software & PST

Training

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Cash Management

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👤 Peter Donaldson

Help & Support

Reconcile Bank Account

Edit

Save

Refresh

Reconcile

Cancel

More actions

Current Account--Halifax (GBP)

Statement ending date 30/09/2022

Last reconciled

Bank feed status Not connected

Last bank feed date

Last bank feed ten date

Bank refresh status

Unmatched transactions 4	Unmatched amount 3,800.00	Matched cheques/debits 0.00	Matched deposits/credits 0.00	Beginning balance 0.00 Statement ending balance 3,800.00 Book balance 3,800.00	Difference 0.00 Uncleared 3,800.00 Amount to reconcile 3,800.00
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State All

Transaction type All

Bank amount

Cheque no/Doc no range

More filters

Apply filters

Clear filters

Match transactions

Unmatch transactions

Debit: 0.00 Credit: 0.00 Selected to match: 0 Selected to unmatch: 0

Items selected: 0

	☐	GL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Two type	Pyment type	Ten date	Ten curr	Ten amount	Base amount	State
1	☐	30/09/2022	--	--	2,880.00	National Grid	--	Cheques/Credits	AP Payment	01/09/2022	GBP	2,880.00	2,880.00	Unmatched
2	☐	30/09/2022	--	--	1,320.00	ADP	--	Cheques/Credits	AP Payment	16/09/2022	GBP	1,320.00	1,320.00	Unmatched
3	☐	07/09/2022	--	--	5,000.00	Software Services	--	Deposits/Credits	Other Receipts	07/09/2022	GBP	5,000.00	5,000.00	Unmatched
4	☐	08/09/2022	--	--	3,000.00	Training for Life	--	Deposits/Credits	Other Receipts	08/09/2022	GBP	3,000.00	3,000.00	Unmatched

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Sage

Intactco

Sage Intacct dashboard showing navigation options and product updates, indicating a transition to ruleset creation and import features

Understand the structure of rules

Rules are divided into two main types: **Matching** and **Creation**. Matching rules match imported bank transactions to existing transactions, while creation rules generate new transactions based on imported information. Rules are organized into **Rule Sets**, which can contain multiple rules prioritized to prevent unintentional matches.

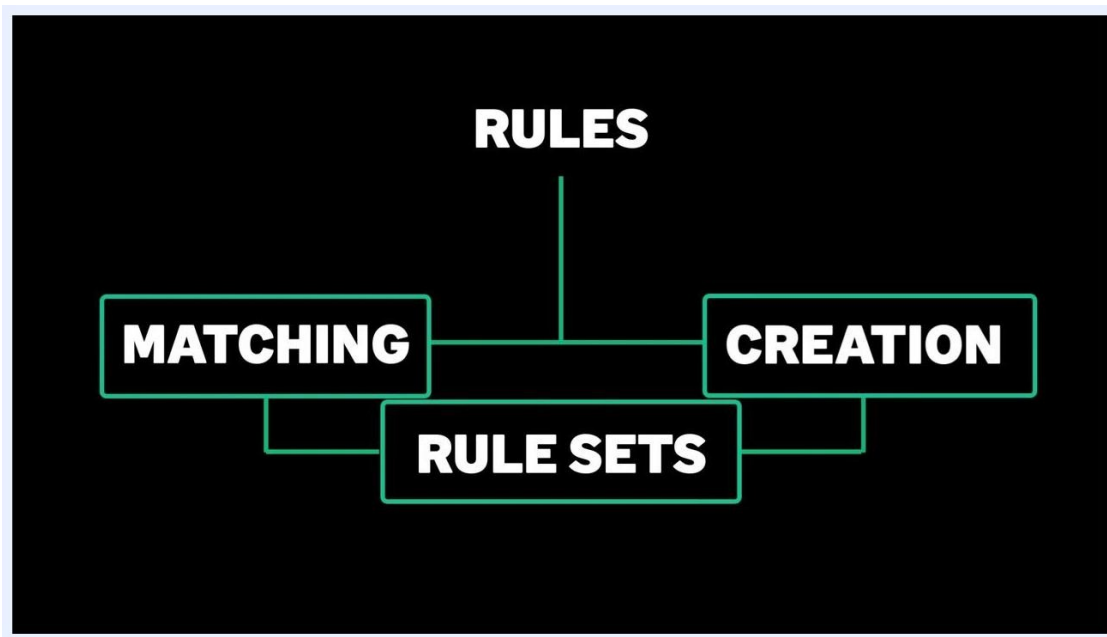


Diagram showing "RULES" at the top branching into "MATCHING" (highlighted) and "CREATION"

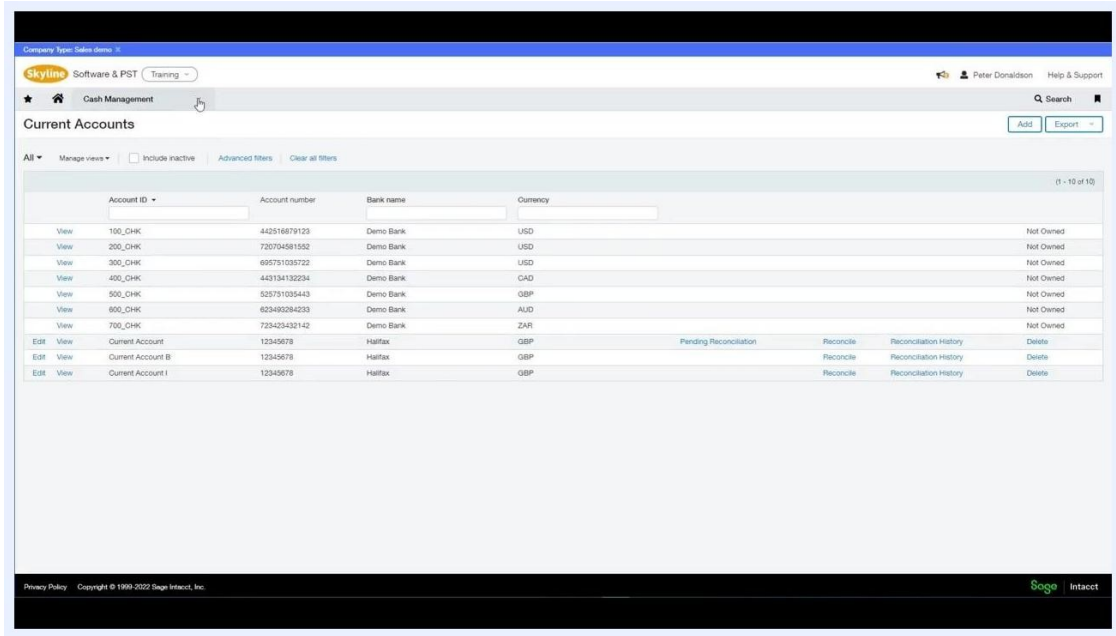
The screenshot displays the 'Current Accounts' section of the Skyline Software & PST Training interface. The table lists various accounts with columns for Account ID, Account number, Bank name, and Currency. The 'MATCHING' tab is highlighted in the navigation bar.

	Account ID	Account number	Bank name	Currency	
View	100_CHK	442516879123	Demo Bank	USD	Not Owned
View	200_CHK	720704581552	Demo Bank	USD	Not Owned
View	300_CHK	695751035722	Demo Bank	USD	Not Owned
View	400_CHK	443134132234	Demo Bank	CAD	Not Owned
View	500_CHK	525751035443	Demo Bank	GBP	Not Owned
View	600_CHK	623493284233	Demo Bank	AUD	Not Owned
View	700_CHK	723423432142	Demo Bank	ZAR	Not Owned
Edit View	Current Account	12345678	Halifax	GBP	Pending Reconciliation Reconcile Reconciliation History Delete
Edit View	Current Account B	12345678	Halifax	GBP	Reconcile Reconciliation History Delete
Edit View	Current Account I	12345678	Halifax	GBP	Reconcile Reconciliation History Delete

Diagram showing "RULES" at the top branching into "MATCHING" and "CREATION", both connected to "RULE SETS"

Step 1: Navigate to the rule creation screen

Go to the **Cash Management** module, then from the main dashboard select **Setup > Reconciliation Rules > Rules**. The "Current Accounts" screen displays a list of accounts, including account IDs, numbers, bank names, currencies, and reconciliation statuses.



Account ID	Account number	Bank name	Currency	Reconciliation status
View 100_OHK	40316679123	Demo Bank	USD	Not Owned
View 200_OHK	720704591562	Demo Bank	USD	Not Owned
View 300_OHK	695791035723	Demo Bank	USD	Not Owned
View 400_OHK	443134132234	Demo Bank	CAD	Not Owned
View 500_OHK	523791035443	Demo Bank	GBP	Not Owned
View 600_OHK	823492384233	Demo Bank	AUD	Not Owned
View 700_OHK	723423432142	Demo Bank	ZAR	Not Owned
Edit View Current Account	12345678	Halifax	GBP	Pending Reconciliation
Edit View Current Account B	12345678	Halifax	GBP	Reconcile
Edit View Current Account I	12345678	Halifax	GBP	Reconcile

Cash Management screen showing a list of current accounts with IDs, numbers, bank names, currencies, and reconciliation statuses

Step 2: Start creating a matching rule

On the "Rule" creation screen, fill in the following details:

- **Type:** Select "Match rule" from the dropdown menu.
- **ID:** Enter a unique identifier, e.g., "Matching Rule Example".
- **Name:** Enter a descriptive name, e.g., "Matching Rule Example".
- **Description:** Provide a brief description, e.g., "Matching Rule Example".

- **Status:** Set to "Active".

Company type: Sales demo: 11

Skyline Software & PST Training

Peter Donaldson Help & Support

Cash Management

Search

Current Accounts

Add Export

All Manage views Include inactive Advanced filters Clear all filters

(1 - 10 of 10)

	Account ID	Account number	Bank name	Currency	
View	100_CHK	442516879123	Demo Bank	USD	Not Owned
View	200_CHK	720704581552	Demo Bank	USD	Not Owned
View	300_CHK	695751035722	Demo Bank	USD	Not Owned
View	400_CHK	443134132234	Demo Bank	CAD	Not Owned
View	500_CHK	525751035443	Demo Bank	GBP	Not Owned
View	600_CHK	623493284233	Demo Bank	AUD	Not Owned
View	700_CHK	723423432142	Demo Bank	ZAR	Not Owned
Edit View	Current Account	12345678	Halifax	GBP	Pending Reconciliation Reconcile Reconciliation History Delete
Edit View	Current Account B	12345678	Halifax	GBP	Reconcile Reconciliation History Delete
Edit View	Current Account I	12345678	Halifax	GBP	Reconcile Reconciliation History Delete

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Rule creation screen with fields for Type (Match rule), ID, Name, Description, and Status, with "Match rule" selected

Step 3: Configure transaction matching criteria

In the "Filter transaction by" section, specify criteria to determine which transactions the rule applies to. In "Group transactions by," you can group by document number or posting date for both Intacct and bank transactions. In "Matching conditions," set the first row's **Bank transaction field** to "Amount," the **Operator** to "equals," and the corresponding Intacct field to "Amount."

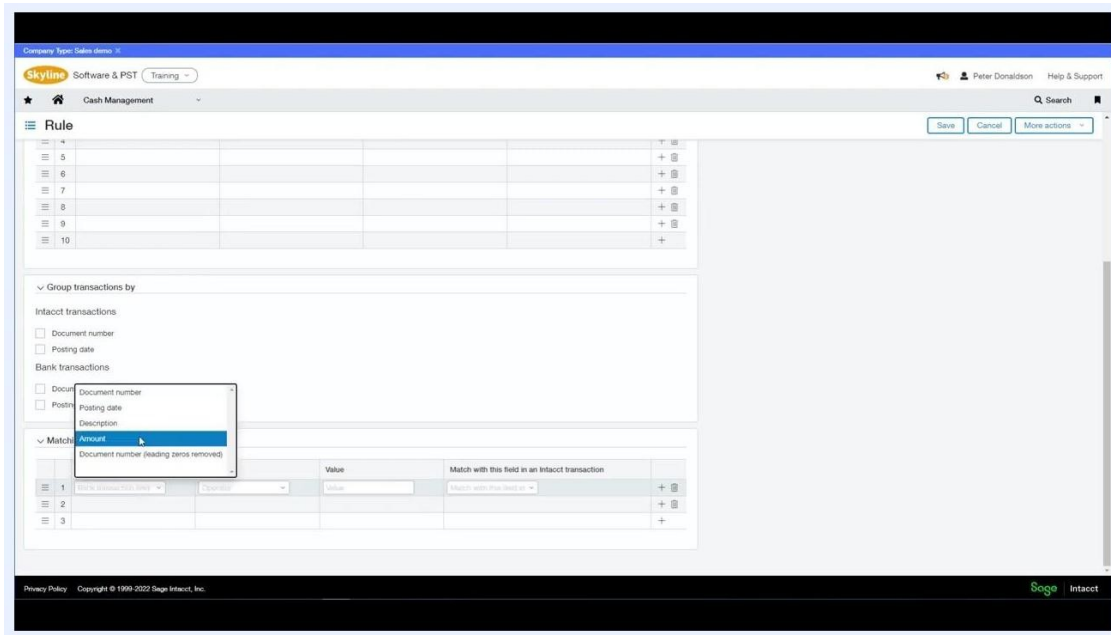
The screenshot shows the 'Rule' configuration screen in the Skyline Software & PST Training interface. The 'Group transactions by' section is expanded, and the 'Bank transactions' dropdown is open, showing 'Amount' selected. The 'Matching conditions' table is visible below.

	Value	Match with this field in an Intacct transaction
1	Amount	Match with this field in an Intacct transaction
2		
3		

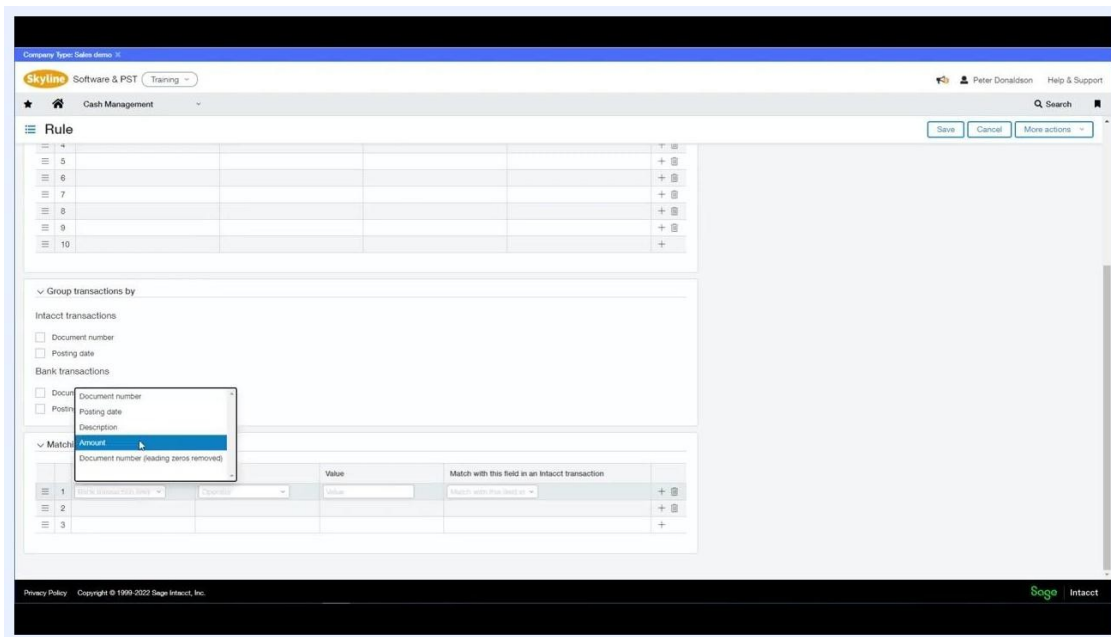
Rule creation screen with the dropdown open under Bank transactions, showing "Amount" selected

Step 4: Set date matching options

Add a second matching condition: set **Bank transaction field** to "Posting date," choose the operator "equals" for exact date matching or "within" to match transactions within a date range, and select the corresponding Intacct field, such as "Posting date."



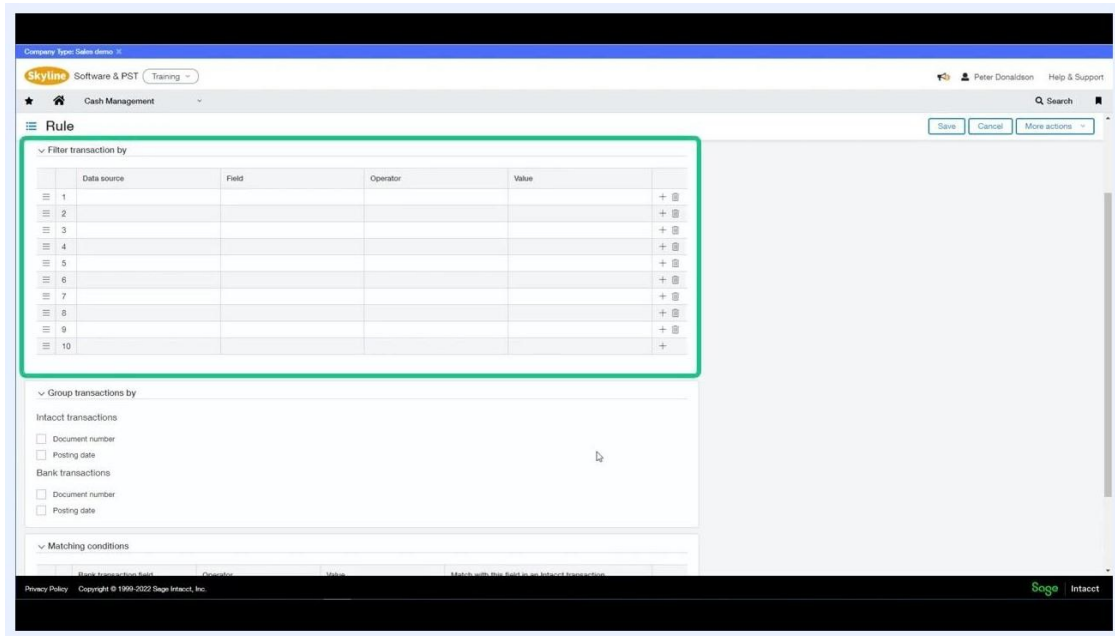
Rule creation screen with the operator dropdown open, showing "equals" and "within" options for Posting date



Rule creation screen with the matching fields dropdown open, showing options like Document number, Posting date, Description, and Amount

Step 5: Apply additional filters (optional)

Use the "Filter transaction by" section to further refine which transactions are included. For example, filter by **Data source** to include only debit transactions, or by **Field** to filter by currency or other transaction attributes. Add as many filters as needed to target specific transaction types.



Rule creation screen with the "Filter transaction by" section highlighted, showing multiple filter rows available

By following these steps, you create a matching rule that identifies and matches imported bank transactions to existing records based on amount, date, and any additional filters you specify, ensuring accurate and efficient reconciliation of your bank data.

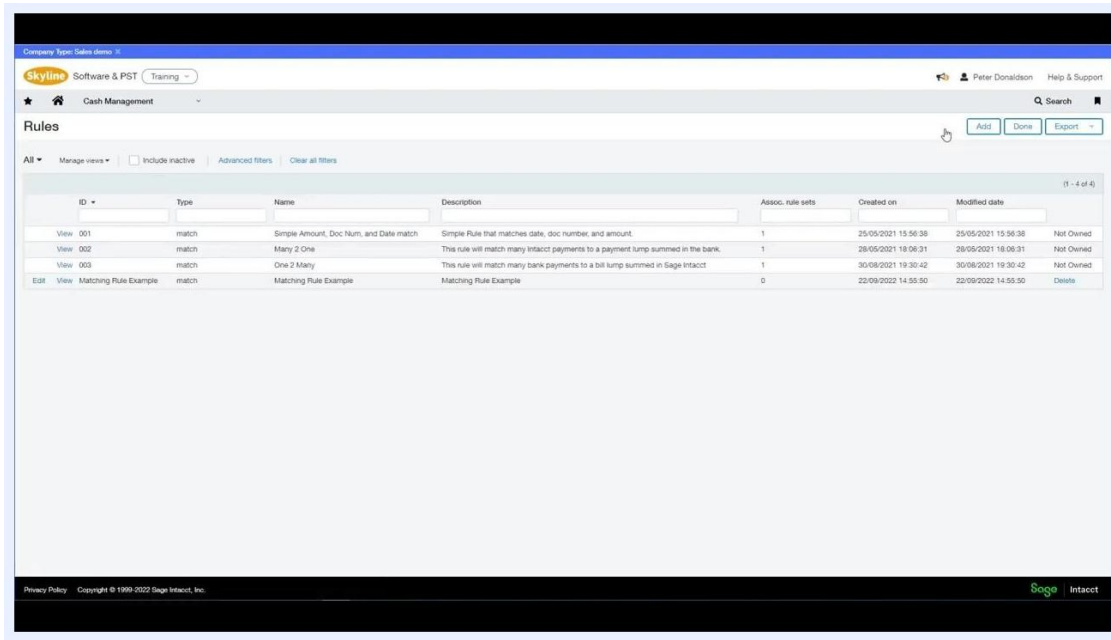
Step 6: Save and review existing rules

Click **Save** to add your configured rule to the list of existing rules. The "Rules" screen displays all current rules in a table, with columns for:

- **ID** (e.g., 001, 002, 003, Matching Rule Example)
- **Type** (e.g., match)
- **Name** (e.g., Simple Amount, Doc Num, and Date match)
- **Description** (e.g., Simple Rule that matches date, doc number, and amount)

- **Assoc. rule sets** (number of associated rule sets)
- **Created on** and **Modified date**
- **Ownership status** (e.g., Not Owned)

Use the **Add** button to create a new rule.



The screenshot shows the 'Rules' screen in the Skyline Software & PST Training interface. The page has a blue header with the Skyline logo and navigation tabs for 'Software & PST' and 'Training'. Below the header, there's a search bar and a user profile for 'Peter Donaldson'. The main content area is titled 'Rules' and includes a table of existing rules. The 'Add' button is highlighted with a mouse cursor.

ID	Type	Name	Description	Assoc. rule sets	Created on	Modified date	Ownership status
001	match	Simple Amount, Doc Num, and Date match	Simple Rule that matches date, doc number, and amount.	1	25/05/2021 15:56:38	25/05/2021 15:56:38	Not Owned
002	match	Many 2 One	This rule will match many Intacct payments to a payment lump summed in the bank.	1	28/05/2021 18:06:31	28/05/2021 18:06:31	Not Owned
003	match	One 2 Many	This rule will match many bank payments to a bill lump summed in Sage Intacct	1	30/08/2021 19:30:42	30/08/2021 19:30:42	Not Owned
Matching Rule Example	match	Matching Rule Example	Matching Rule Example	0	22/09/2022 14:55:50	22/09/2022 14:55:50	Not Owned

Rules screen showing a list of existing rules with columns for ID, Type, Name, Description, Assoc. rule sets, Created on, Modified date, and ownership status, with the Add button highlighted

Creating transaction creation rules

Step 1: Enter creation rule details

On the "Rule" creation screen, fill in the **Details** section:

- **Type:** Select "Create rule" from the dropdown.
- **ID:** Enter a unique identifier, e.g., "Creation Rule Example".
- **Name:** Enter a descriptive name, e.g., "Creation Rule Example".
- **Description:** Provide a brief description, e.g., "Creation Rule Example".
- **Status:** Set to "Active".

Step 2: Set transaction filters

In the **Filter transaction by** section, configure the criteria that determine which imported bank transactions trigger the creation rule. Set **Data source** to "Bank transactions" and click the **Field** dropdown to select "Posting date."

The screenshot shows the 'Rule' creation interface. The 'Filter transaction by' section is expanded, displaying a table with the following columns: Data source, Field, Operator, and Value. The 'Data source' is set to 'Bank transactions'. The 'Field' dropdown is open, showing options: Posting date, Transaction type, Document type, Document number, Amount, Description, Currency, and Feed type. The 'Operator' is set to 'Contains' and the 'Value' is empty. Below the table, there is a 'Group transactions by' section with checkboxes for 'Bank transactions', 'Document number', and 'Posting date'.

Rule creation screen with the Field dropdown open, showing options like Posting date, Transaction type, Document type, Document number, Amount, Description, Currency, and Feed type

Choose "greater than" for the **Operator** to specify transactions after a certain date, then click the calendar icon and select the desired start date for the **Value**, e.g., 01/09/2022.

The screenshot shows the 'Rule' creation interface in the Skyline software. The 'Filter transaction by' table is configured as follows:

	Data source	Field	Operator	Value
1	Bank transactions	Posting date	greater than	1-sept
2				
3				
4				
5				
6				
7				
8				
9				
10				

The 'Value' field '1-sept' has a calendar icon. The calendar is open, showing the month of September 2022. The date '1' is selected. The 'Group transactions by' section is currently empty.

Rule creation screen with Posting date, greater than, and the calendar date picker open for selecting the value

Step 3: Define the transaction to create

In the **Define transaction to create** section, select "Journal entry" from the **Transaction type** dropdown. The **Transaction template** field is required for all creation rules; if you don't have one set up, you'll need to create it.

The screenshot shows the 'Rule' configuration page in Skyline Software & PST. The page has a header with 'Skyline Software & PST' and 'Training' tabs. Below the header, there's a 'Cash Management' section and a 'Rule' section. The 'Rule' section contains three main areas:

- Filter transaction by:** A table with columns: Data source, Field, Operator, Value. The first row is: 1, Bank transactions, Posting date, greater than, 01/09/2022. There are 10 rows in total.
- Group transactions by:** A section with 'Bank transactions' and two checkboxes: 'Document number' and 'Posting date'.
- Define transaction to create:** A section with 'Transaction type' set to 'Journal entry' and 'Transaction template' marked as required. There is a link 'Get started with creation rules'.

At the bottom, there's a footer with 'Privacy Policy' and 'Copyright © 1999-2022 Sage Intacct, Inc.' and the Sage Intacct logo.

Rule creation screen with Transaction type set to Journal entry and the Transaction template field marked as required

Step 4: Create a transaction template

If you need a new template, a "Transaction Template for Journal Entry" dialog appears. Fill in:

- **ID:** Enter a unique template ID, e.g., "Transaction Template Example".
- **Name:** Enter a template name, e.g., "Transaction Template Example".
- **Description:** Provide a description, e.g., "Transaction Template Example".

- **Posting state:** Choose "Draft" (default) or "Posted".

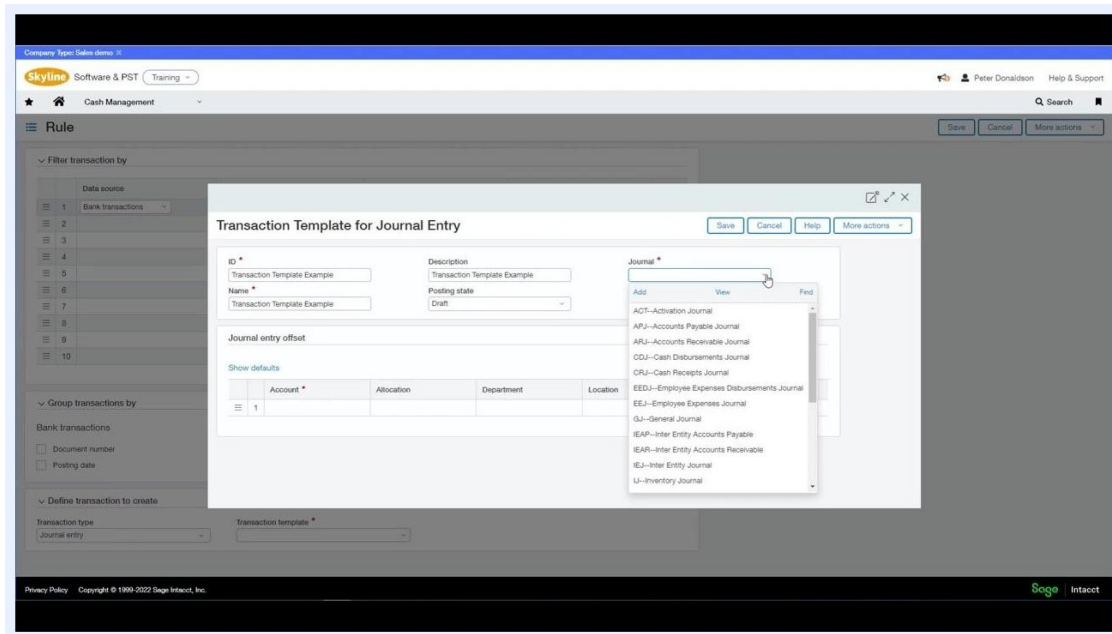
The screenshot displays the 'Transaction Template for Journal Entry' dialog box within the Sage Intacct interface. The dialog contains the following fields and options:

- ID ***: Transaction Template Example
- Description**: Transaction Template Example
- Name ***: Transaction Template Example
- Posting state**: Draft (selected from a dropdown)
- Journal ***: A dropdown menu is open, showing a list of journals:
 - ACT-Activation Journal
 - APJ-Accounts Payable Journal
 - ARJ-Accounts Receivable Journal
 - CDJ-Cash Disbursements Journal
 - CRJ-Cash Receipts Journal
 - EEDJ-Employee Expenses Disbursements Journal
 - EEJ-Employee Expenses Journal
 - GJ-General Journal
 - IEAP-Inter Entity Accounts Payable
 - IEAR-Inter Entity Accounts Receivable
 - IEJ-Inter Entity Journal
 - IJ-Inventory Journal

Below these fields is a section for 'Journal entry offset' with a 'Show defaults' link and a table with columns: Account, Allocation, Department, and Location. The background shows the 'Rule' configuration page with 'Filter transaction by' and 'Group transactions by' sections.

Transaction Template for Journal Entry dialog with fields for ID, Name, Description, Posting state (Draft selected), and Journal

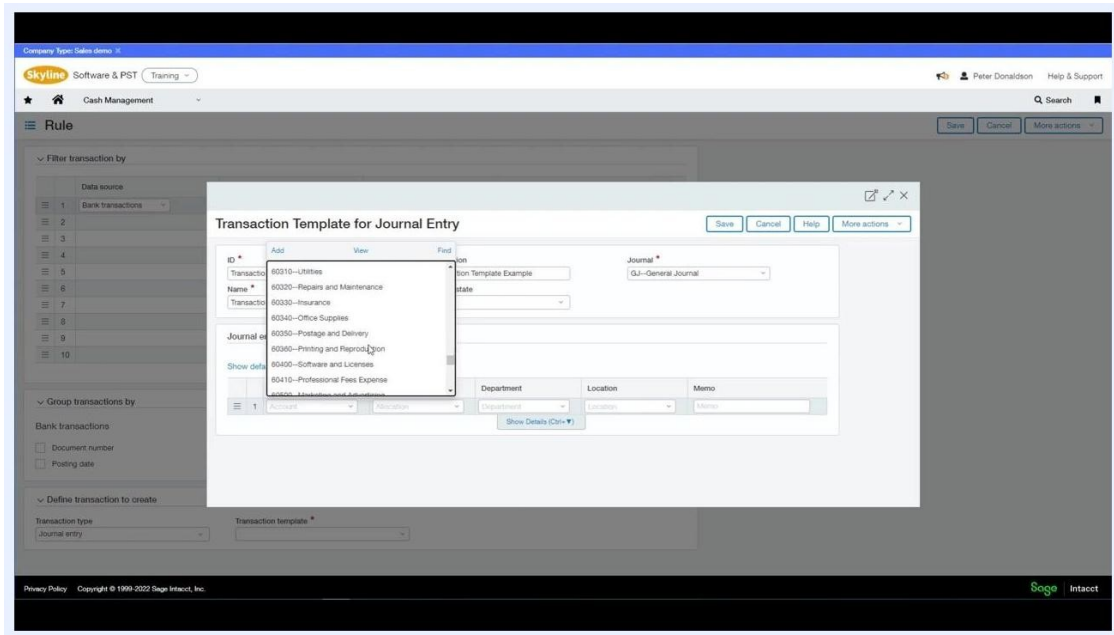
Select the appropriate **Journal** from the dropdown, such as General Journal, Cash Receipts Journal, or Accounts Payable Journal. You can also optionally specify account, allocation, department, location, and memo details for the journal entry offset.



Transaction Template for Journal Entry dialog with the Journal dropdown open, showing options like General Journal, Cash Receipts Journal, and Accounts Payable Journal

Step 5: Select the account for the journal entry

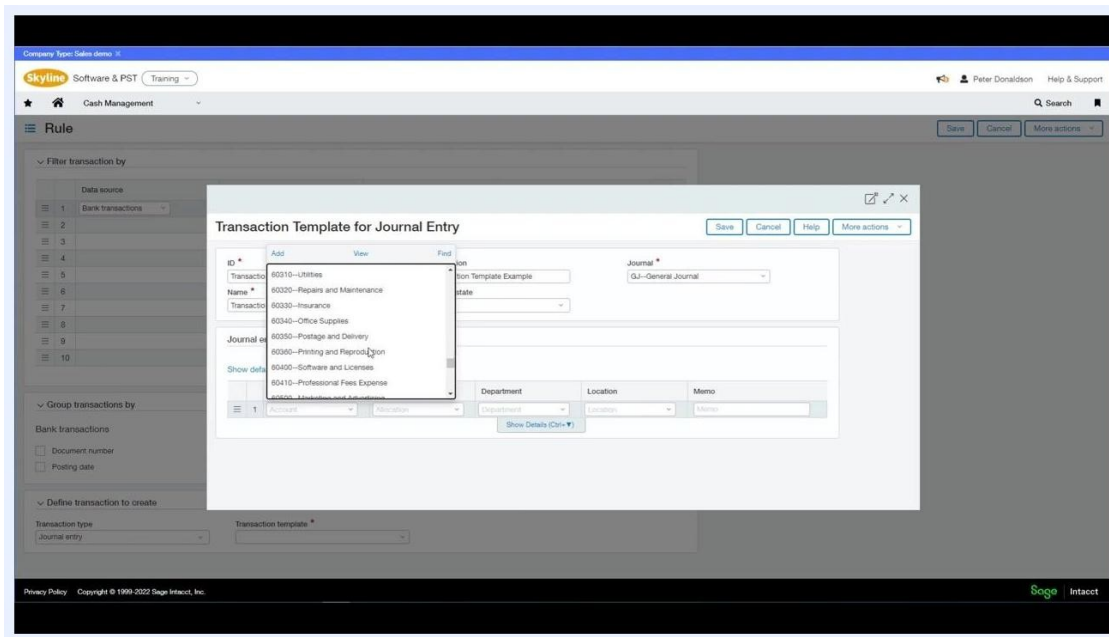
Click the **Account** dropdown in the Journal entry offset section and select the appropriate account from the list, for example 60300--Rent, 60310--Utilities, or 60320--Repairs and Maintenance. If you have allocations set up, you can also select the desired allocation method here.



Account dropdown open in the Journal entry offset section, displaying options such as 60310--Utilities, 60320--Repairs and Maintenance, and 60330--Insurance

Step 6: Specify department, location, and memo

Select the **Department** from the dropdown, such as 100--Sales, 200--Services, 300--Admin, 400--Marketing, or 500--IT. Choose the **Location**, for example TRAIN--Training, and enter a **Memo** if desired, such as "Transaction Template Example." The completed row displays all selected values for Account, Department, Location, and Memo.



Journal entry offset row completed with Account set to 60300--Rent, Department set to 100--Sales, Location set to TRAIN--Training, and Memo set to Transaction Template Example

Step 7: Save the transaction template

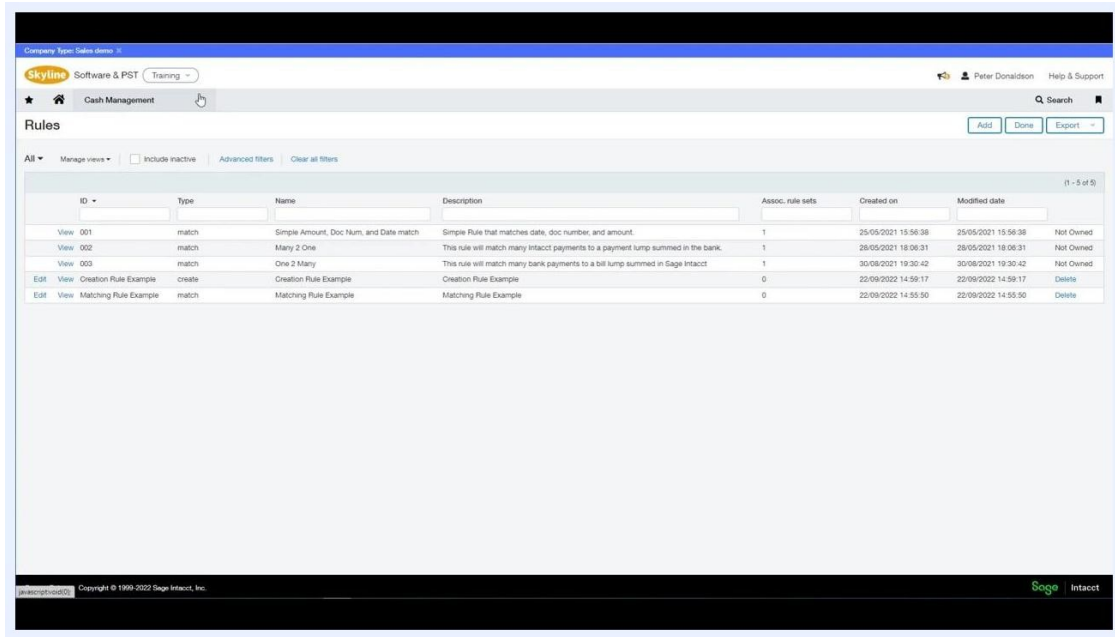
Click **Save** to create the transaction template. It will now be available for selection in the "Transaction template" field of your creation rule.

By following these steps, you create a creation rule that automatically generates new transactions in Sage Intacct based on imported bank data, using your specified filters and transaction templates.

Building a rule set

Step 1: Navigate to rule sets

To associate your new rule with a rule set, go to **Cash Management > Setup**.



Rules screen with the user about to click Cash Management in the navigation bar

Step 2: Create or edit a rule set

In the **Rule Set** screen, fill in:

- **ID:** Rule Set Example
- **Name:** Rule Set Example
- **Description:** Rule Set Example
- **Status:** Active
- **Account type:** Bank (selected from dropdown)

The **Rules** section initially shows "No records to display." Click **Select rules** to add rules to this rule set.

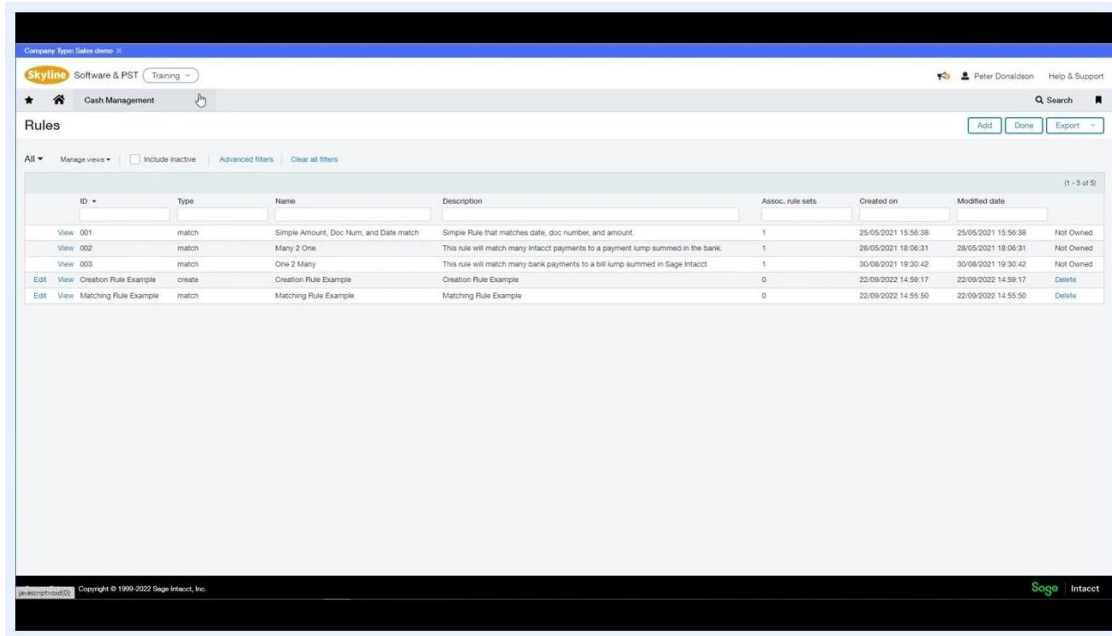
The screenshot shows the 'Rules' section of the Skyline Software & PST Training interface. The interface includes a header with 'Skyline Software & PST Training', a user profile 'Peter Donaldson', and a search bar. The main content area is titled 'Rules' and contains a table with columns: ID, Type, Name, Description, Assoc. rule sets, Created on, and Modified date. The table lists five rules, including 'Simple Amount, Doc Num, and Date match', 'Many 2 One', 'One 2 Many', 'Creation Rule Example', and 'Matching Rule Example'. A 'Select rules' button is visible in the top right corner of the Rules section.

ID	Type	Name	Description	Assoc. rule sets	Created on	Modified date
001	match	Simple Amount, Doc Num, and Date match	Simple Rule that matches date, doc number, and amount.	1	25/05/2021 15:58:38	25/05/2021 15:58:38
002	match	Many 2 One	This rule will match many Intacct payments to a payment lump summed in the bank.	1	28/05/2021 18:06:31	28/05/2021 18:06:31
003	match	One 2 Many	This rule will match many bank payments to a bill lump summed in Sage Intacct	1	30/08/2021 19:30:42	30/08/2021 19:30:42
Creation Rule Example	create	Creation Rule Example	Creation Rule Example	0	22/09/2022 14:59:17	22/09/2022 14:59:17
Matching Rule Example	match	Matching Rule Example	Matching Rule Example	0	22/09/2022 14:55:50	22/09/2022 14:55:50

Rule Set screen with fields for ID, Name, Description, Status, Account type (Bank selected), and an empty Rules section, with the Select rules button visible

Step 3: Select and add rules to the rule set

In the **Select rules** dialog, check the boxes for the rules you want to include, such as Matching Rule Example and Creation Rule Example. Click **Add** or **Add & close** to associate the selected rules with the rule set.



Select rules dialog showing Matching Rule Example and Creation Rule Example with checkboxes, and buttons for Add, Add & close, and Cancel

Step 4: Prioritize rules within the rule set

The order of rules in a rule set matters: rules are evaluated in sequence, and prioritization helps prevent unintentional matches or erroneous transaction creation. Use the drag-and-drop handles (three horizontal lines) to reorder rules, placing matching rules above creation rules so Sage Intacct attempts to match existing transactions before creating new ones.

For example, in the Rule Set Example, the rules might initially list as:

- Creation Rule Example (Create rule, Active)
- Matching Rule Example (Match rule, Active)

Adjust the order so that **Matching Rule Example** is listed first, followed by **Creation Rule Example**.

Company: Skyline Software & PST | Training

Search | Peter Donaldson | Help & Support

Cash Management

Rule Set

Save | Cancel | More actions

Rule set: Accounts

Details

ID: Rule Set Example | Name: Rule Set Example | Description: Rule Set Example

Status: Active | Account type: Bank

Rules

Items selected: 0 | Remove | New rule | Select rules

	Rule ID	Rule name	Rule type	Status	Description
1	Creation Rule Example	Creation Rule Example	Create rule	Active	Creation Rule Example
2	Matching Rule Example	Matching Rule Example	Match rule	Active	Matching Rule Example

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Rule Set screen showing Matching Rule Example and Creation Rule Example listed, with drag-and-drop handles visible for prioritizing rule order

Step 5: Save the rule set

Click **Save** in the upper right corner to finalize your rule set configuration. This ensures your prioritized rules apply automatically during bank reconciliation, reducing the risk of errors.

The screenshot shows the 'Rule Set' configuration screen in the Skyline Software & PST Training application. The 'Accounts' tab is selected. The 'Details' section contains fields for ID, Name, Description, Status, Account type (set to Bank), and Bank. The 'Rules' section displays a table with two rules: 'Matching Rule Example' and 'Creation Rule Example'. The 'Save' button is visible in the upper right corner.

Item selected	Rule ID	Rule name	Rule type	Status	Description
1	Matching Rule Example	Matching Rule Example	Match rule	Active	Matching Rule Example
2	Creation Rule Example	Creation Rule Example	Create rule	Active	Creation Rule Example

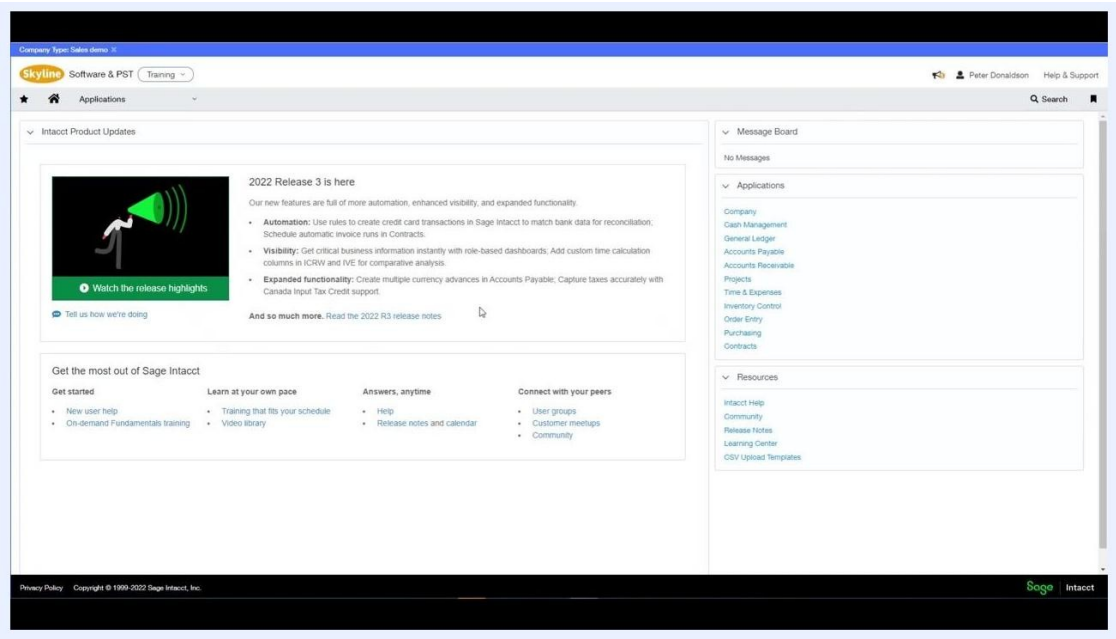
Rule Set screen with Matching Rule Example listed first, followed by Creation Rule Example, and the Save button visible in the upper right corner

Step 6: Confirm associated accounts

Click the **Accounts** tab next to "Rule set." Under "Associated accounts," confirm **Account type** is set to **Bank**, and verify the following account is listed:

- **Account ID:** Current Account I
- **Account name:** Halifax
- **Status:** Active

- **Currency: GBP**

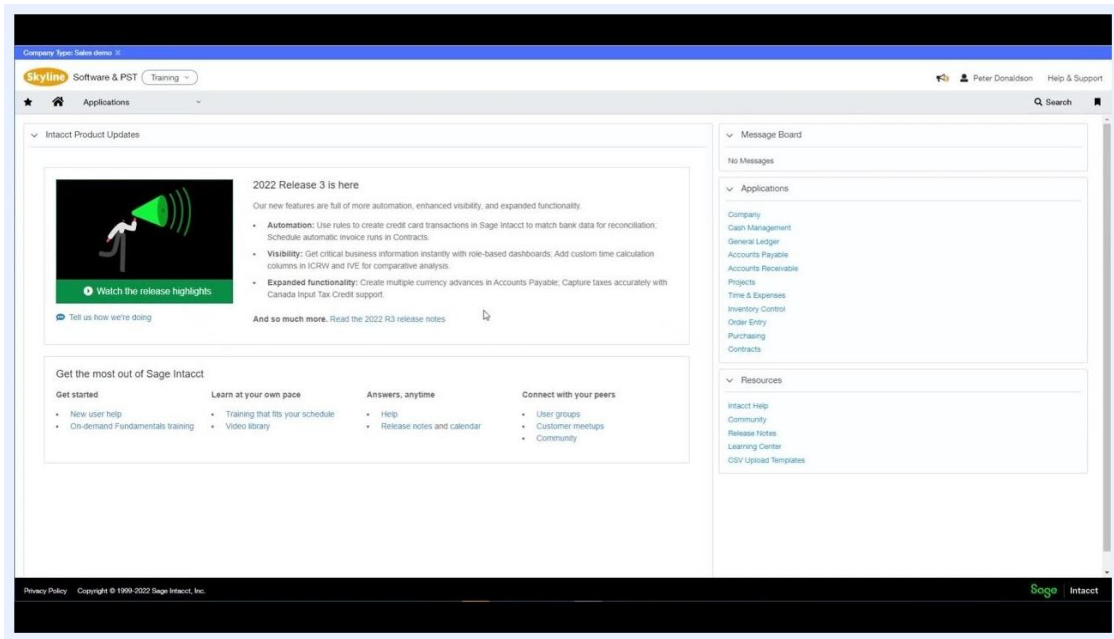


Accounts tab showing associated bank account details

Importing bank transactions

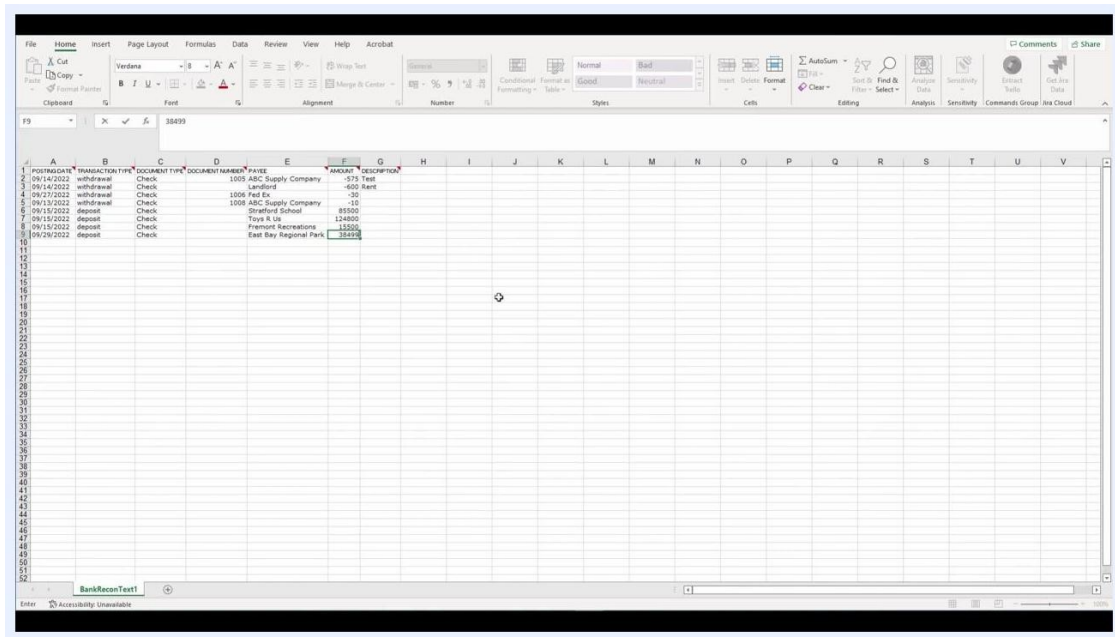
Step 1: Navigate to the import screen

Return to the Sage Intacct home dashboard. Always download a new blank template from Sage Intacct before importing information. Locate the **Applications** menu on the left.



Sage Intacct dashboard with product updates and navigation menus

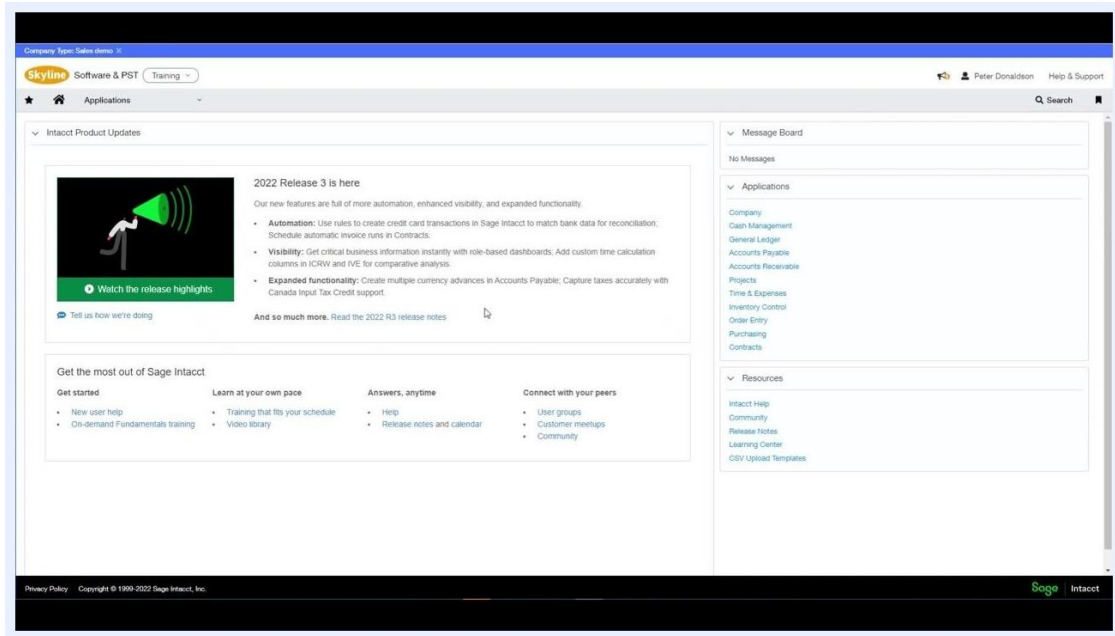
Click the **Applications** dropdown, select **Cash Management**, then under "Reconciliation," choose **Bank**.



Applications menu open with Cash Management and Bank Reconciliation options highlighted

Step 2: Begin the bank reconciliation process

In the "Reconcile Bank Account" screen, a "Reconciliation" dialog appears. Select the account to reconcile, for example **Current Account I – Halifax (GBP)**, then click the **Import** link under "More options."



Reconciliation dialog with account selection and the Import link visible

Step 3: Download and prepare the bank transaction template

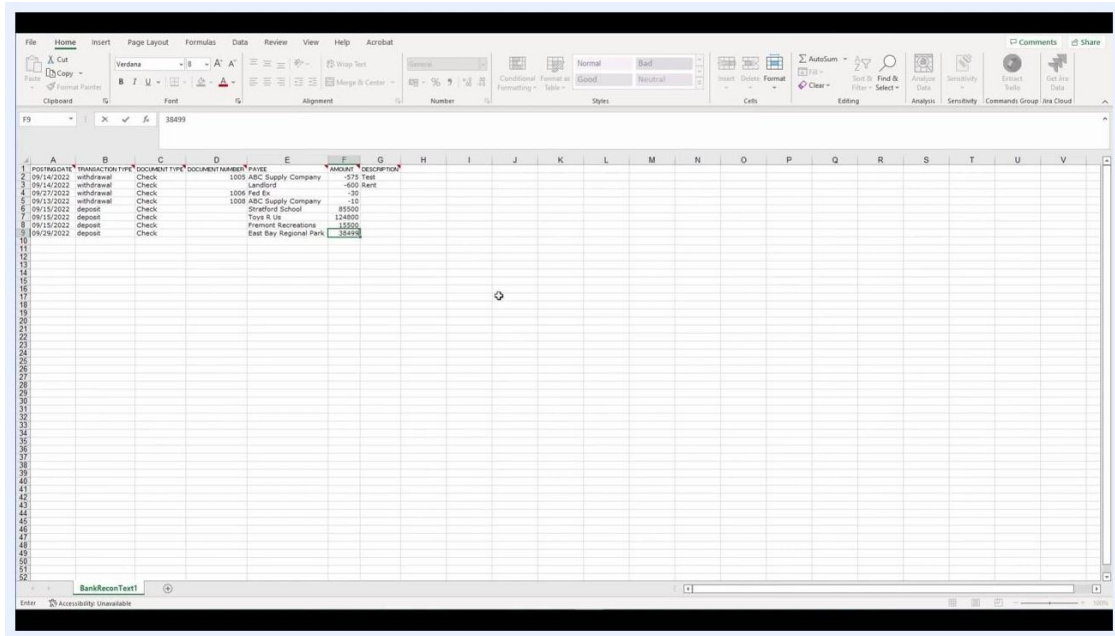
On the import screen, click the link to download the **Bank transaction template** and open the downloaded Excel file. Enter your bank transaction data, ensuring columns such as POSTING DATE, TRANSACTION TYPE, DOCUMENT TYPE, DOCUMENT NUMBER, PAYEE, AMOUNT, and DESCRIPTION are filled in. Save the completed file as a **CSV**.

POSTING DATE	TRANSACTION TYPE	DOCUMENT TYPE	DOCUMENT NUMBER	PAYEE	AMOUNT	DESCRIPTION
09/14/2022	withdrawal	Check	1000	ABC Supply Company	-575	Test
09/14/2022	withdrawal	Check		Landford	-600	Rent
09/17/2022	withdrawal	Check	1006	Fuel Ex	-30	
09/19/2022	withdrawal	Check	1008	ABC Supply Company	-10	
09/19/2022	deposit	Check		Shelford School	85500	
09/19/2022	deposit	Check		Toys R Us	124800	
09/19/2022	deposit	Check		Pennant Securities	-10000	
09/29/2022	deposit	Check		East Bay Regional Park	384126	

Excel spreadsheet open with sample bank transaction data filled in

Step 4: Import the completed CSV file

Return to the import dialog in Sage Intacct, click **Choose Files**, and select your saved CSV file, for example **Bank_Reconciliation.csv**. Click **Open** to upload the file.



POSTING DATE	TRANSACTION TYPE	DOCUMENT NUMBER	PAYEE	BANK	DESCRIPTION
09/14/2022	withdrawal	Check	1009 ABC Supply Company	-575	Test
09/14/2022	withdrawal	Check	Landlord	-650	Rent
09/27/2022	withdrawal	Check	1009 ABC Supply Company	-30	
09/13/2022	withdrawal	Check	1009 ABC Supply Company	-110	
09/13/2022	deposit	Check	Stratford School	88900	
09/13/2022	deposit	Check	Tyme & Us	124800	
09/13/2022	deposit	Check	Premont Recreations	13300	
09/26/2022	deposit	Check	East Bay Regional Park	35215	

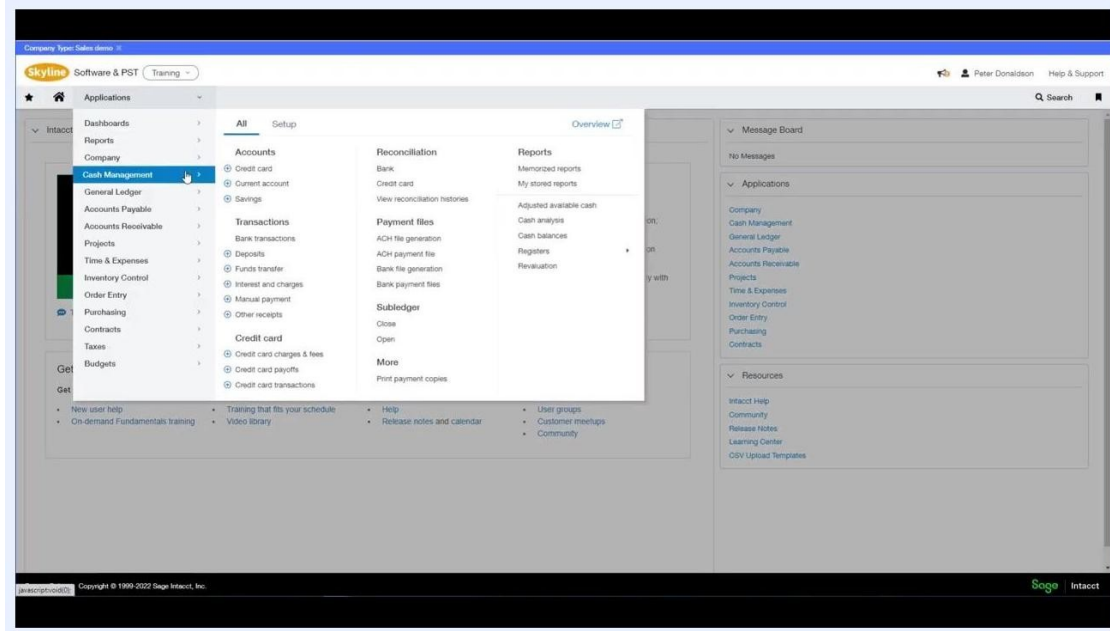
File selection dialog with Bank_Reconciliation.csv highlighted

Step 5: Confirm the applied rule set

After uploading, the "Reconciliation" dialog displays the **Applied rule set** option. Review the current rule set applied to the account and make any necessary changes. Confirm all reconciliation details are correct:

- **Account to reconcile:** Current Account I – Halifax (GBP)
- **Beginning balance cutoff date:** 01/09/2022
- **Statement ending date:** 30/09/2022
- **Statement ending balance:** 263,084.50

Click **Continue** to proceed.



Reconciliation dialog showing the applied rule set and reconciliation details

By following these steps, you ensure your bank reconciliation process in Sage Intacct is accurate and uses the correct rule sets and templates for importing transactions.

Step 6: Let Sage Intacct match or create transactions

After importing your bank transactions, Sage Intacct automatically matches or creates transactions according to the rules you configured. On the "Reconcile Bank Account" screen, review:

- Account details (e.g., Current Account I – Halifax (GBP))
- Statement ending date, last reconciled, unmatched transactions, matched deposits/credits, balances, and difference

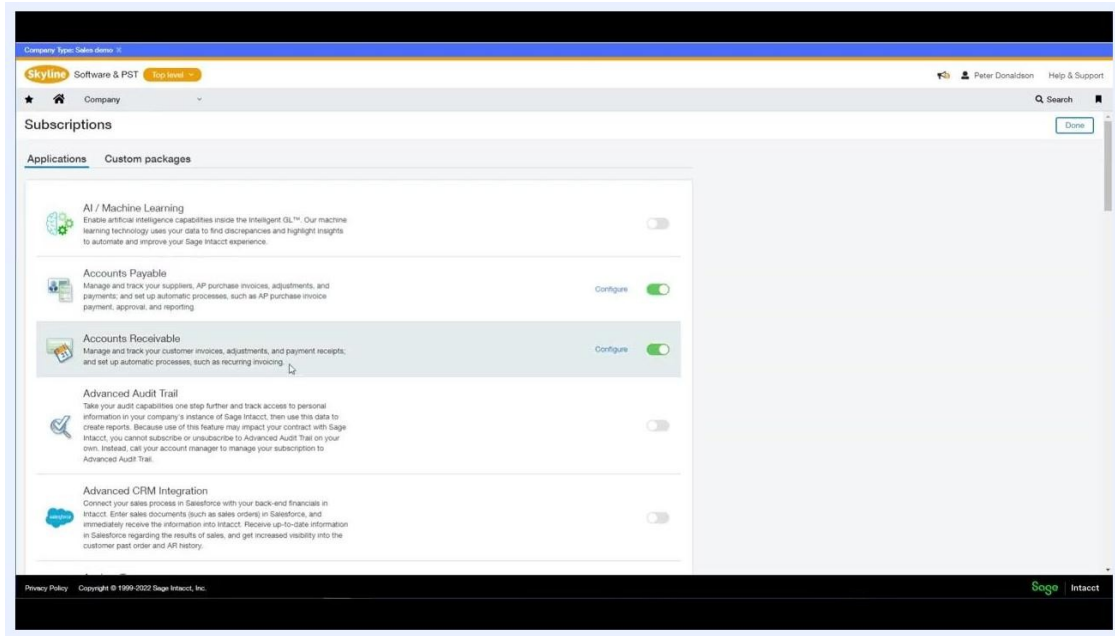
Generated with docsie.io

42 / 51

Setting up bank feeds

Prerequisite: Enable ISO country codes

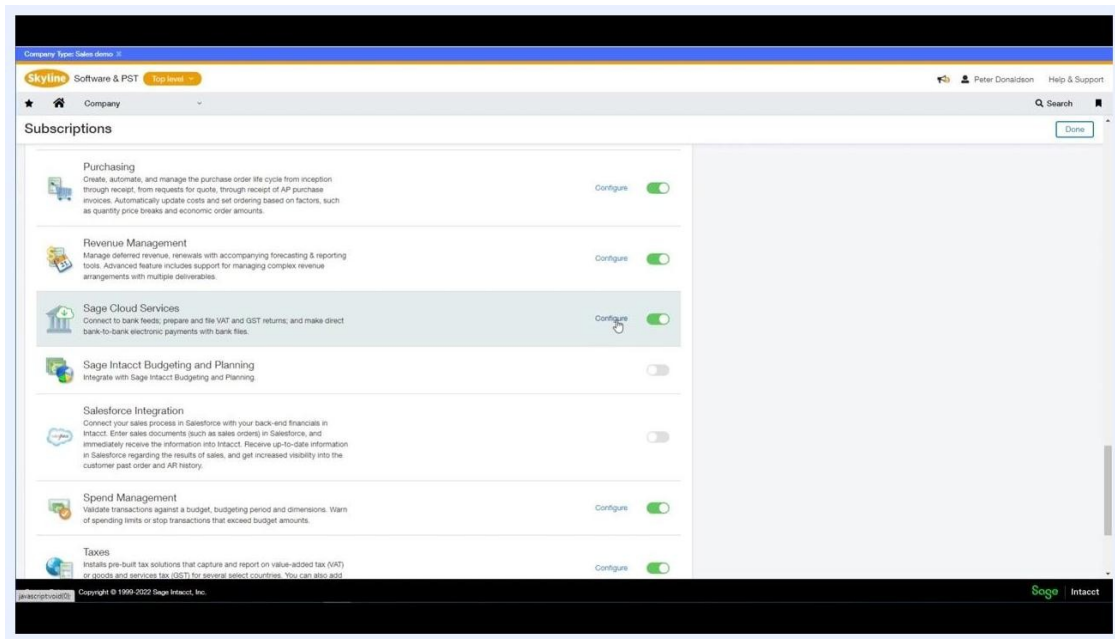
Before using bank feeds, ensure ISO country codes are enabled for your company. Navigate to **Company Information** under the "Company" menu, and in the "General information" tab, verify the **Use ISO country codes** checkbox is checked. This setting is required to receive bank feeds.



Company information screen with the Use ISO country codes checkbox enabled

Step 1: Subscribe to Sage Cloud Services

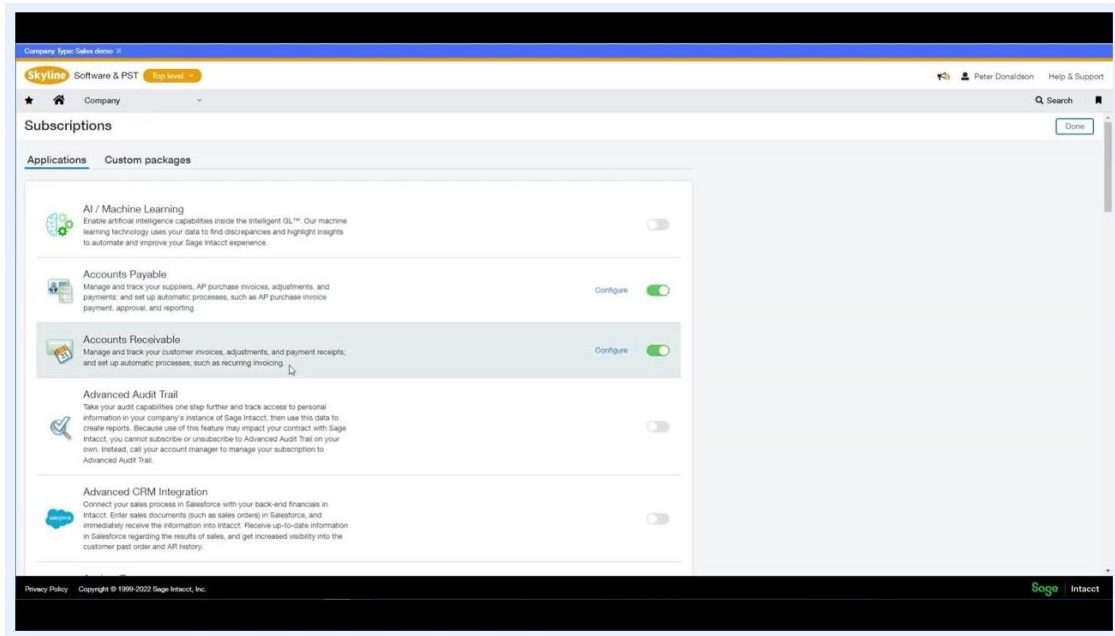
Scroll down to the **Sage Cloud Services** section in the Subscriptions menu. If you're not already subscribed, enable the toggle to subscribe. If you are already subscribed, the **Configure** option will be visible.



Subscriptions screen showing Sage Cloud Services with the Configure option enabled

Step 2: Configure Sage Cloud Services and enable bank feeds

Click **Configure** next to Sage Cloud Services. In the configuration screen, check **Enable bank feeds**. Optionally, enable **Enable bank file payment** and **Enable online VAT and GST filing** if required. Review the list of entities and confirm the **Status** for each is "Subscribed," so every entity in your organization is automatically subscribed and can use bank feeds. Click **Save** to apply your changes.

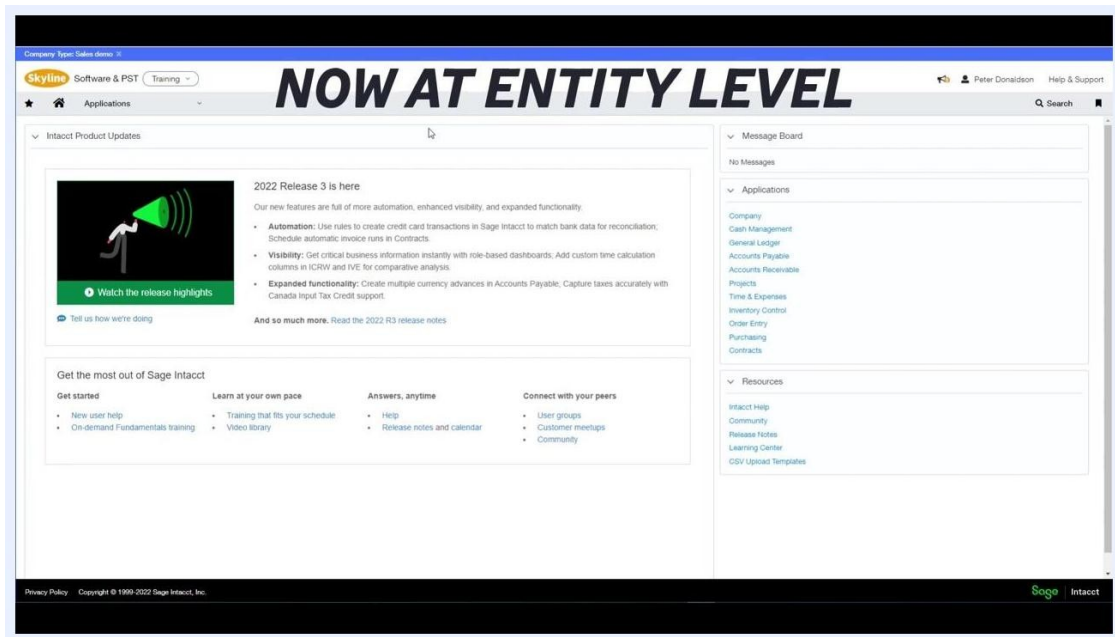


Configure Sage Cloud Services screen with Enable bank feeds checked and all entities subscribed

By following these steps, you ensure Sage Intacct is properly configured to automate bank reconciliation using rule sets and bank feeds, with all necessary prerequisites and subscriptions enabled for your company and entities.

Step 3: Connect each account at the entity level

Each bank account must be connected separately for each entity within Sage Intacct. The dashboard displays a banner reading "NOW AT ENTITY LEVEL" to indicate you are working at the entity level. Make sure you are on the main Sage Intacct dashboard, where you can access applications and resources.



Sage Intacct dashboard with the "NOW AT ENTITY LEVEL" banner, showing navigation menus and product updates

Go to the **Cash Management** application from the main menu, click **Setup**, then **Accounts**. Select the account type you want to connect to a bank feed, for example Current Account B. The screen displays account details such as account number, bank name, routing number, country, status, and currency.

Company Type: Sales demo - IT

Skyline Software & PST Training

Peter Donaldson Help & Support

Cash Management

Search

Current Account Information

Save Duplicate Cancel More actions

Details Cheque printing Bank file Banking cloud Payment providers

Current account

ID Current Account B City/Town

Account number State/Territory

Bank name * Financial institution

Name on the account Zip code/Post code

Routing number Country

Branch ID United Kingdom

Address 1 Phone number

Address 2 Status

Currency * GBP

Accounting information

GL account * Location ID *

10013-Current Account B TRADN-Training

Default payables GL journal Last reconciled balance

CDJ-Cash Disbursements Journal

Default receivables GL journal Last reconciled date

CRJ-Cash Receipts Journal

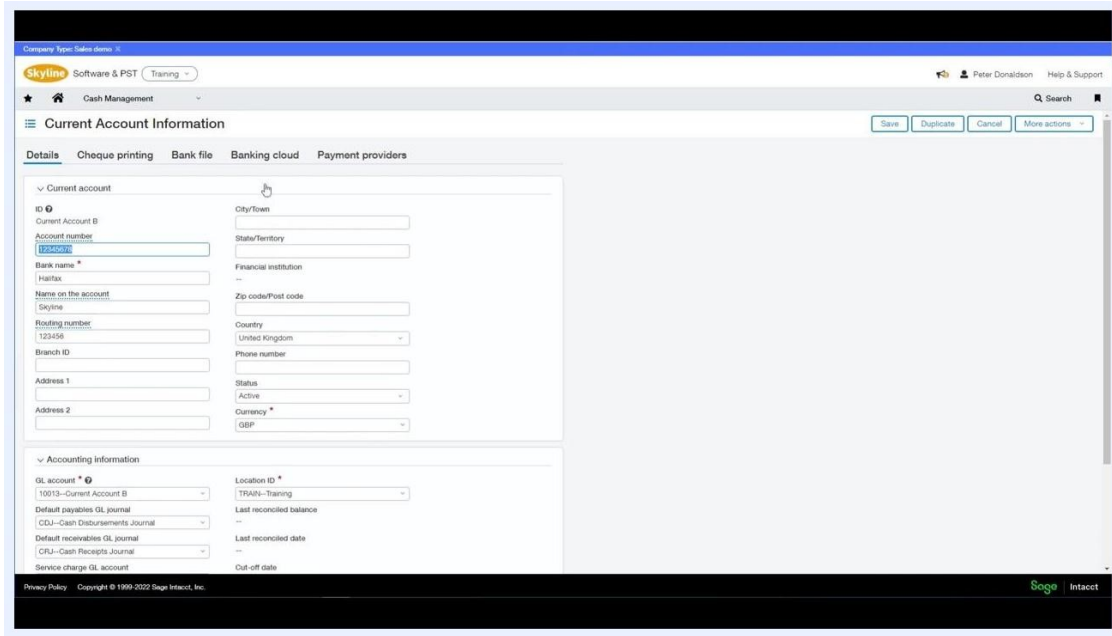
Service charge GL account Out-of-date

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Current Account Information screen with account details and navigation tabs (Details, Cheque printing, Bank file, Banking cloud, Payment providers)

Step 4: Connect to your bank via Banking Cloud

Click the **Banking cloud** tab within the account information screen, then click **Connect** to begin the bank connection process. A new screen prompts you to find your bank. Use the search bar to enter your bank's name, or select from the list of available banks, such as HSBC, Lloyds, Barclays, Santander, TSB, Starling, Tide, or Royal Bank of Scotland. Confirm the correct country is selected, for example United Kingdom.

The screenshot shows the 'Current Account Information' screen in Sage Intacct. The 'Banking cloud' tab is selected. The form is divided into two main sections: 'Current account' and 'Accounting information'. The 'Current account' section includes fields for ID, Current Account B, Account number, Bank name, Name on the account, Skyline, Routing number, Branch ID, Address 1, Address 2, City/Town, State/Territory, Financial institution, Zip code/Post code, Country (set to United Kingdom), Phone number, Status (set to Active), and Currency (set to GBP). The 'Accounting information' section includes fields for GL account (set to 10013-Current Account B), Location ID (set to TRAD-Training), Default payables GL journal (set to CDJ-Cash Disbursements Journal), Default receivables GL journal (set to CRJ-Cash Receipts Journal), Service charge GL account, Last reconciled balance, Last reconciled date, and Out-of-date. The bottom of the screen shows the Sage Intacct logo and copyright information.

Connect your bank screen with a search bar and a list of major UK banks to choose from

Step 5: Sign in and select the account and start date

After clicking **Connect**, sign in to your online banking as prompted, select the appropriate bank account, and choose the start date for which you want to begin downloading bank transactions into Sage Intacct.

Step 6: Verify connection and review bank feed status

Once connected, the **Banking cloud** tab displays the connection status as "Connected," along with details such as:

- Account name and number (e.g., Current Account B – Halifax 12345678)
- Banking cloud provider (e.g., Sage Demo Bank Demo Bank)
- Last bank feed date (e.g., 27/09/2022)
- Status: Connected

Use the **Refresh**, **Disconnect**, or **Edit sign-in info** buttons as needed.

Company Types Sales demo, II

skyline

Software & PSTTraining

Peter Donaldson

Help & Support

★

🏠

Cash Management

🔍

Search

🗖

☰

Current Account Information

Save

Duplicate

Cancel

More actions

Details

Cheque printing

Bank file

Banking cloud

Payment providers

Current account

ID ⓘ

Current Account B

Account number

123456789

Bank name ⓘ

Halifax

Name on the account

Skyline

Routing number

123456

Branch ID

Address 1

Address 2

City/Town

State/Territory

Financial institution

--

Zip code/Post code

Country

United Kingdom

Phone number

Status

Active

Currency ⓘ

GBP

Accounting information

GL account ⓘ ⓘ

10013--Current Account B

Default payables GL journal

CDJ--Cash Disbursements Journal

Default receivables GL journal

CRJ--Cash Receipts Journal

Service charge GL account

Location ID ⓘ

TRAIN--Training

Last reconciled balance

Last reconciled date

--

Out-off date

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Sage

Intacct

Banking cloud tab showing connected status, last bank feed date, and account details

Understand automatic matching with bank feeds

Each time you refresh a bank feed, incoming transactions are automatically matched to existing transactions in Sage Intacct, reducing manual effort and increasing reconciliation accuracy.

Reconcile Bank Account

Current Account I--Halifax (GBP)

Statement ending date: 30/09/2022 | Last reconciled: -- | Bank feed status: Not connected | Last bank feed date: -- | Last bank feed ten date: -- | Bank refresh status: --

Intacct unmatched transactions	Intacct unmatched amount	Bank unmatched transactions	Bank unmatched amount	Matched cheques/debits	Matched deposits/credits	Beginning balance	Difference
3	-615.00	3	-615.00	600.00	264,299.50	0.00	0.00
						Statement ending balance	Unreconciled
						263,084.50	-615.00
						Book balance	Amount to reconcile
						263,084.50	-615.00

Intacct | Bank

State: All | Transaction type: All | Bank amount: | Cheque no/Doc no range: | More filters

Match transactions | Unmatch transactions

Debit: 575.00 | Credit: 0.00 | Selected to match: 1 | Selected to unmatch: 0

Items selected: 1	GL post date	Last reconcile	Cheque no/Doc no	Bank amount	Payee	Description	Ten type	Print type	Ten date	Ten curr	Ten amount	Base amount	State	Match
1	23/09/2022	--	1005	600.00	--	Transaction Template Example	Cheques/Debits	AP Journal entry	23/09/2022	GBP	600.00	600.00	Matched	Match
2	30/09/2022	--	1005	575.00	ABC Supply Company	--	Cheques/Debits	AP Payment	14/09/2022	GBP	575.00	575.00	Unmatched	Match
3	30/09/2022	--	1006	10.00	ABC Supply Company	--	Cheques/Debits	AP Payment	13/09/2022	GBP	10.00	10.00	Unmatched	Match
4	30/09/2022	--	1006	30.00	Fedex	--	Cheques/Debits	AP Payment	27/09/2022	GBP	30.00	30.00	Unmatched	Match
5	29/09/2022	--	--	38,499.50	East Bay Regional Park	--	Deposits/Credits	Other Receipts	29/09/2022	GBP	38,499.50	38,499.50	Matched	Match
6	15/09/2022	--	--	15,500.00	Fremont Recreations	--	Deposits/Credits	Other Receipts	15/09/2022	GBP	15,500.00	15,500.00	Matched	Match
7	15/09/2022	--	--	124,800.00	Toys R Us	--	Deposits/Credits	Other Receipts	15/09/2022	GBP	124,800.00	124,800.00	Matched	Match
8	15/09/2022	--	--	85,500.00	Stratford School	--	Deposits/Credits	Other Receipts	15/09/2022	GBP	85,500.00	85,500.00	Matched	Match

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Sage Intacct dashboard showing product updates and navigation menu, indicating a return to the main screen after reconciliation

Bank feeds use the same rules and rule sets as when importing transactions manually, so transactions are matched or created automatically according to your configured rules.

What's next

Once you understand how to reconcile a bank account in Sage Intacct manually, consider setting up bank transaction rules and rule sets to automate matching and transaction creation. From there, you can import transactions via CSV/QIF files or connect a live bank feed through Banking Cloud, so that each refresh automatically matches incoming transactions against your rules and reduces the manual work required for future reconciliations.



Sage Intacct Bank Reconciliation User Guide title screen, with Acuity and Sage Business Partner branding