

18

Reconciliation

Odoo 19 Enterprise · Accounting

Reconciliation matches your bank statement transactions against the payments and invoices recorded in Odoo, confirming that your books reflect your actual bank balance.

1 What is bank reconciliation

Bank reconciliation compares what your bank statement shows against what is recorded in Odoo. When a bank transaction matches a recorded payment, they are "reconciled" – Odoo marks both as matched and the invoice or payment moves to Paid status. Unmatched items need investigation.

2 Access the reconciliation view

[Accounting](#) > [Accounting](#) > [Reconciliation](#)

After importing a bank statement, unreconciled transactions appear here. For each bank line, Odoo suggests matching entries from your records. Review the suggestion, adjust if needed, and click Validate to confirm the match.

3 Reconcile a transaction

Each unreconciled bank line shows: the bank transaction details on one side, and suggested matching entries from Odoo on the other. If the suggestion is correct, click Validate. If the suggestion is wrong, clear it and search for the correct entry manually. If no match exists, create a new counterpart entry using the New Entry or Write-off option.

Write-offs and bank charges – For bank charges, fees, or small differences, use the Write-off option to create a counterpart entry directly from the reconciliation screen. Select the appropriate expense account and confirm.

4 Reconciliation models

[Accounting](#) > [Configuration](#) > [Reconciliation Models](#)

Reconciliation models are rules that automatically suggest or create matches. Three types are available: Button to generate counterpart entry (for recurring charges like bank fees), Rule to suggest counterpart entry (matches based on amount or label patterns), Rule to match invoices or bills (the main auto-matching rule).

5

Create a reconciliation model

Accounting > Configuration > Reconciliation Models > **NEW**

Click New, choose the type, and configure the matching criteria: journal availability, amount type, amount conditions, payment tolerance, and whether to match by label, note, or reference. Enable Auto-validate to have Odoo match and post automatically without manual review.