

A guide to the bank reconciliation: before you start, the reconciliation, the validation, the printed statement and the limits.

In plain words: At the end of the month the bank statement says one number and the books say another. The accountant's answer is the **bank reconciliation statement**: the balance per bank, plus the **deposits in transit**, less the **outstanding payments**, equals the balance per books.

Bank Reconciliation Statement builds it in Odoo Community: you enter the ending balance of the statement, **tick what the bank has cleared**, and the figures update live until the difference is zero. Then you **validate**, the cleared items are locked, and you **print the statement**.

Tick what the bank cleared

The reconciliation statement

Locked once reconciled

Tip: What is not cleared stays proposed in the next reconciliation: outstanding cheques are never lost.

2. What you get

Feature	What it does
Bank or cash journal	Reconcile any bank or cash journal, one statement date at a time.
Load the transactions	The posted items of the journal accounts up to the date that are not part of a previous reconciliation.
Tick the cleared items	A switch on each transaction; Clear all and Unclear all for the long statements.
Live figures	Balance per books, deposits in transit, outstanding payments, adjusted bank balance and the difference.
Validate	Possible when the difference is zero; the cleared items are locked to the reconciliation.
Chronological	A later reconciliation must be reset first; the next one starts from what is still outstanding.
Reset	Release a reconciliation to correct it.
Printed statement	The classic statement with the signature boxes.
History	Every reconciliation of every journal, with who validated it.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (account)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_bank_reconciliation.zip` ; unzip it to get the folder `taqnix_bank_reconciliation` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Bank Reconciliation Statement** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_bank_reconciliation --stop-after-init
```

5. Before you start

In plain words: The reconciliation works on the transactions of the **bank account** of the journal, and on the **outstanding receipts and payments accounts** of its payment methods. Post your bank movements (payments, receipts, bank entries) on those accounts as usual. If you want payments to hit the bank account directly, choose the bank account as the outstanding account of the payment methods in **Accounting → Configuration → Journals**.

6. Reconcile a statement

In plain words: Open **Accounting** → **Accounting** → **Transactions** → **Bank reconciliation** and click **New**. Choose the **bank journal**, the **statement date** and type the **balance per bank statement**. Click **Load the transactions**, then switch on **Cleared by the bank** for each transaction you find on the statement.

InvoicingDashboardCustomersVendorsAccountingReviewReportingConfiguration

NewBank reconciliationsBRS/2026/0066

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Load the transactionsValidateClear allUnclear allPrint the statement

In progressReconciled

Bank journalGulf Commercial Bank

Statement dateOct 31

Balance per bank statement\$ 35,805.00

THE RECONCILIATION

Balance per books\$ 37,125.00

Deposits in transit\$ 3,300.00

Outstanding payments\$ 1,980.00

Adjusted bank balance\$ 37,125.00

Difference\$ 0.00

TransactionsNotes

Date	Journal Entry	Reference	Partner	Label	Debit	Credit	Cleared by the ...
Sep 25	GCB/2026/00003 (Cheque 4470 - Cleaning)	Cheque 4470 - Cleaning		Cheque 4470 - Cleaning	\$ 0.00	\$ 800.00	☒
Oct 2	GCB/2026/00004 (Customer deposit - Contoso)	Customer deposit - Contoso		Customer deposit - Contoso	\$ 12,500.00	\$ 0.00	☒
Oct 5	GCB/2026/00005 (Cheque 4471 - Rent)	Cheque 4471 - Rent		Cheque 4471 - Rent	\$ 0.00	\$ 4,200.00	☒
Oct 8	GCB/2026/00006 (Bank transfer - Blue Bay)	Bank transfer - Blue Bay		Bank transfer - Blue Bay	\$ 7,800.00	\$ 0.00	☒
Oct 12	GCB/2026/00007 (Cheque 4472 - Furniture)	Cheque 4472 - Furniture	Lumber Inc	Cheque 4472 - Furniture	\$ 0.00	\$ 3,150.00	☒
Oct 15	GCB/2026/00008 (Bank charges)	Bank charges		Bank charges	\$ 0.00	\$ 45.00	☒
Oct 20	GCB/2026/00009 (Customer deposit - Pixel Agen...	Customer deposit - Pixel Age...		Customer deposit - Pixel Age...	\$ 5,200.00	\$ 0.00	☒
Oct 28	GCB/2026/00010 (Cheque 4473 - Marketing)	Cheque 4473 - Marketing		Cheque 4473 - Marketing	\$ 0.00	\$ 1,980.00	☐
Oct 30	GCB/2026/00011 (Deposit in transit - Skyline)	Deposit in transit - Skyline		Deposit in transit - Skyline	\$ 3,300.00	\$ 0.00	☐
					\$ 28,800.00	\$ 10,175.00	

Send messageLog note

Today

The reconciliation: the figures update as you tick the transactions.

Figure	Meaning
Balance per books	The balance of the journal accounts at the statement date.
Deposits in transit	Money received in the books and not yet on the statement (items not ticked, money in).
Outstanding payments	Money paid in the books and not yet on the statement (items not ticked, money out).
Adjusted bank balance	Balance per statement plus deposits in transit, minus outstanding payments.
Difference	Adjusted bank balance minus balance per books: it must be zero to validate.

7. Validate

In plain words: When the difference is **zero**, click **Validate**. The ticked transactions are locked to this reconciliation and will not be proposed again; the unticked ones stay outstanding for the next statement. If the difference is not zero, look for a transaction ticked by mistake, a missing bank charge or a wrong ending balance.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

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My Company

New

Bank reconciliations

BRS/2026/0065

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Print the statement

Reset

In progress

Reconciled

BRS/2026/0065

Bank journal

Gulf Commercial Bank

Statement date

Sep 30

Balance per bank statement ?

\$ 18,500.00

THE RECONCILIATION

Balance per books

\$ 17,700.00

Deposits in transit ?

\$ 0.00

Outstanding payments ?

\$ 800.00

Adjusted bank balance

\$ 17,700.00

Difference

\$ 0.00

Transactions

Notes

Date	Journal Entry	Reference	Partner	Label	Debit	Credit	Cleared by the b...	
Sep 3	GCB/2026/00001 (Opening deposit)	Opening deposit		Opening deposit	\$ 20,000.00	\$ 0.00	☒	
Sep 10	GCB/2026/00002 (Cheque 4469 - Office supplies)	Cheque 4469 - Office suppl...	Gemini Furnit...	Cheque 4469 - Office suppl...	\$ 0.00	\$ 1,500.00	☒	
Sep 25	GCB/2026/00003 (Cheque 4470 - Cleaning)	Cheque 4470 - Cleaning		Cheque 4470 - Cleaning	\$ 0.00	\$ 800.00	☐	
					\$ 20,000.00	\$ 2,300.00		

Send message

Log note

Today

Mitchell Admin 10:57 PM

Reconciled: 2 items cleared, balance per bank \$ 18,500.00.

Mitchell Admin 10:57 PM

Bank reconciliation created

A validated reconciliation.

Tip: Made a mistake? Reset releases the items; a later reconciliation must be reset first.

8. The statement

In plain words: **Print the statement** gives the PDF: balance per bank, the deposits in transit and the outstanding payments item by item, the adjusted bank balance, the balance per books and the difference, with the signature boxes for the preparer, the reviewer and the approver.



My Company
8000 Marina Blvd, Suite 300
Brisbane, CA 94005
United States

Bank reconciliation statement BRS/2026/0066

Gulf Commercial Bank - 10/31/2026

Balance per bank statement	\$ 35,805.00
<i>Add: deposits in transit</i>	
10/30/2026 - Deposit in transit - Skyline	\$ 3,300.00
Total deposits in transit	\$ 3,300.00
<i>Less: outstanding payments</i>	
10/28/2026 - Cheque 4473 - Marketing	- \$ 1,980.00
Total outstanding payments	- \$ 1,980.00
Adjusted bank balance	\$ 37,125.00
Balance per books	\$ 37,125.00
Difference	\$ 0.00

Prepared by

Reviewed by

Approved by

123456789 info@yourcompany.com <http://www.example.com>

The bank reconciliation statement.

9. Who can do what

Who	Can
Accountants	Create, tick, validate, reset and print.
Read-only accounting users	See the reconciliations.
Other users	No access.

10. Arabic and right to left

My Company

الفترة: لوحة البيانات العملاء الموردين المحاسبة مراجعة إعداد التقارير

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التسويات البنكية
BRS/2026/0066

جديد

مسوى قيد التنفيذ

طبوع الكشف ألغ تصفية الكل صف الكل اعتمد حمل الحركات

التسوية

\$ 37,125.00

\$ 3,300.00

\$ 1,980.00

\$ 37,125.00

\$ 0.00

الرصيد حسب الدفاتر

إيداعات في الطريق ?

مدفوعات معلقة ?

رصيد البنك المعال

الفرق

\$ 35,805.00

بوعمة البنك

Gulf Commercial Bank

تاريخ الكشف ٣١ أكتوبر

الرصيد حسب كشف البنك ?

ملاحظات

الحركات

التاريخ	قيد اليومية	المرجع	الشريك	البيان	مدين	دائن	مساءد البنك
٢٥ سبتمبر	GCB/2026/00003 (Cheque 4470 - Cleaning)	Cheque 4470 - Cleaning		Cheque 4470 - Cleaning	\$ 0.00	\$ 800.00	☒
٢ أكتوبر	GCB/2026/00004 (Customer deposit - Contoso)	Customer deposit - Contoso		Customer deposit - Contoso	\$ 12,500.00	\$ 0.00	☒
٥ أكتوبر	GCB/2026/00005 (Cheque 4471 - Rent)	Cheque 4471 - Rent		Cheque 4471 - Rent	\$ 0.00	\$ 4,200.00	☒
٨ أكتوبر	GCB/2026/00006 (Bank transfer - Blue Bay)	Bank transfer - Blue Bay		Bank transfer - Blue Bay	\$ 7,800.00	\$ 0.00	☒
١٢ أكتوبر	GCB/2026/00007 (Cheque 4472 - Furniture)	Cheque 4472 - Furniture	Lumber Inc	Cheque 4472 - Furniture	\$ 0.00	\$ 3,150.00	☒
١٥ أكتوبر	GCB/2026/00008 (Bank charges)	Bank charges		Bank charges	\$ 0.00	\$ 45.00	☒
٢٠ أكتوبر	GCB/2026/00009 (Customer deposit - Pixel Agency)	Customer deposit - Pixel Agency		Customer deposit - Pixel Agency	\$ 5,200.00	\$ 0.00	☒
٢٨ أكتوبر	GCB/2026/00010 (Cheque 4473 - Marketing)	Cheque 4473 - Marketing		Cheque 4473 - Marketing	\$ 0.00	\$ 1,980.00	☐
٣٠ أكتوبر	GCB/2026/00011 (Deposit in transit - Skyline)	Deposit in transit - Skyline		Deposit in transit - Skyline	\$ 3,300.00	\$ 0.00	☐
					\$ 28,800.00	\$ 10,175.00	

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ملحظة إرسال رسالة

اليوم

١٠/١٠/٢٠٢٢ Mitchell Admin

A reconciliation in an Arabic interface.

11. Limits

Limit	Detail
Company currency	The figures are in the currency of the company.
No import of the statement	You type the ending balance and tick the items; use the bank statement import module to load statement lines.
One statement at a time	Reconciliations of a journal follow each other in date order.

12. For developers

In plain words: Skip this chapter if you only use the module.

```
rec = env['taqnix.bank.rec'].create({'journal_id': bank_journal.id, 'date': '2026-10-31',
rec.action_load()
rec.line_ids.filtered(lambda l: l.ref != 'Cheque 4473').write({'cleared': True})
rec.difference    # 0.0 when the statement matches the books
rec.action_validate()
```

13. Troubleshooting

Problem	What to do
No transaction is proposed	The journal accounts have no posted item before the date: check the outstanding accounts of the payment methods.
The difference is not zero	Check the ending balance you typed and the items you ticked.
Validate is refused	A later reconciliation of the journal is done: reset it first.
An item is missing	Click Load the transactions again after posting it.

14. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_bank_reconciliation`. Your reconciliations and the locks on the items are kept.

15. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Bank reconciliation by journal and statement date
- Load the transactions, tick the cleared ones, live figures and difference
- Validation at zero difference locks the items; outstanding items are carried over; reset

- Printable statement with signature boxes
- Arabic translation, automated tests

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