

SedonaOffice Bank Reconciliation Import

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There is an Import button in the SedonaOffice Bank Reconciliation screen which can be used to simplify the bank reconciliation process. The import requires a bank statement from your bank in QuickBooks version 12 format (.QBO extension), which some banks may allow you to download from their website.

To use the import, select the bank account you wish to reconcile, and the date to reconcile as of, then select the Import button at the bottom of the bank reconciliation screen. The integration will pull up your file explorer and allow you to select your .QBO file. Once the file has been imported the system will search for check numbers that match between SedonaOffice and the file, and automatically mark those checks as reconciled in the bank reconciliation. The import does not affect transfers between accounts, debit card transactions, or checks with alpha characters in the check number. Only check numbers that are matching between your bank reconciliation and your file will be marked off.

