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Vendor bills and bank reconciliation

Recording vendor bills and matching them with your bank statements keeps your accounts accurate.

Record a vendor bill

1. Go to **Accounting** ▸ **Vendors** ▸ **Bills**.
2. Click **Upload** to load the vendor's PDF, or **New** to enter the bill by hand.
3. Check the vendor, bill date, bill reference, lines and taxes.
4. Click **Confirm**.

Pay a vendor

Open the bill and click **Register Payment**. To pay several bills at once, select them in the list and click **Actions** ▸ **Register Payment**.

Import bank statements

On the **Accounting** dashboard, in your bank journal card, either:

- connect the bank for automatic synchronization (where your bank is supported), or
- click **Import file** to upload a statement file (CSV, OFX, CAMT…), or
- enter the lines by hand.

Reconcile

1. On the bank journal card, click **Reconcile**.
2. For each bank line, iSuite proposes the matching invoice or bill. Check it and click **Validate**.
3. For bank fees or other lines with no document, choose the correct account, or create a reconciliation model to handle them automatically next time.

Tip: Reconcile every week. A small number of lines is much easier to check than a whole month.