

Bank Reconciliation - Cash Book

PURPOSE

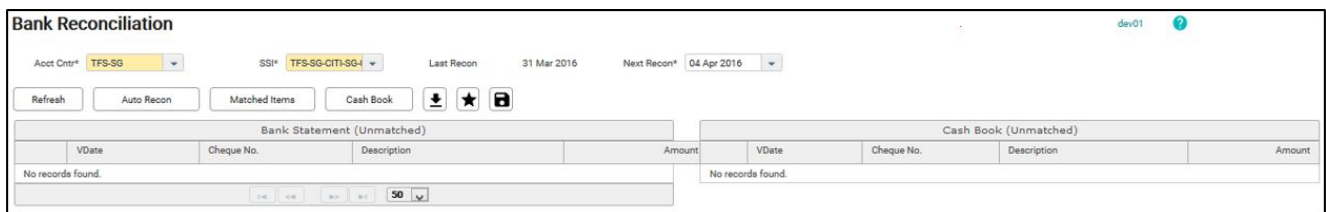
This document shows the detailed procedures on how to import cash book in CS Lucas system.

WHY IS THIS IMPORTANT?

Allows reconciliation between the cash book and the bank statement to ensure the cash flow is accurate and to identify any unusual transaction.

PROCEDURE

1. From the main menu, select Cash Management > Bank Reconciliation.
2. The Bank Reconciliation screen displays.



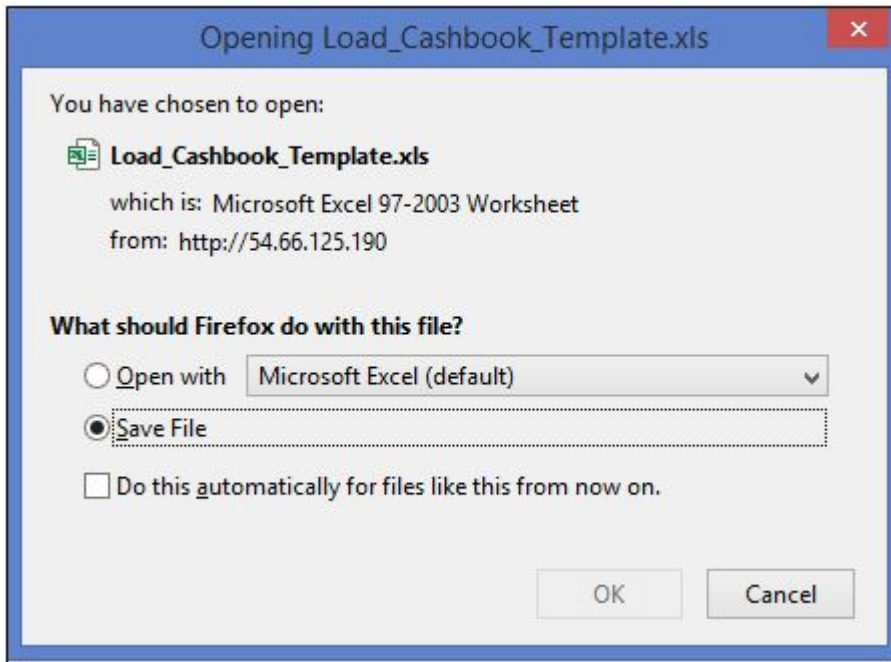
3. Click Cash Book.



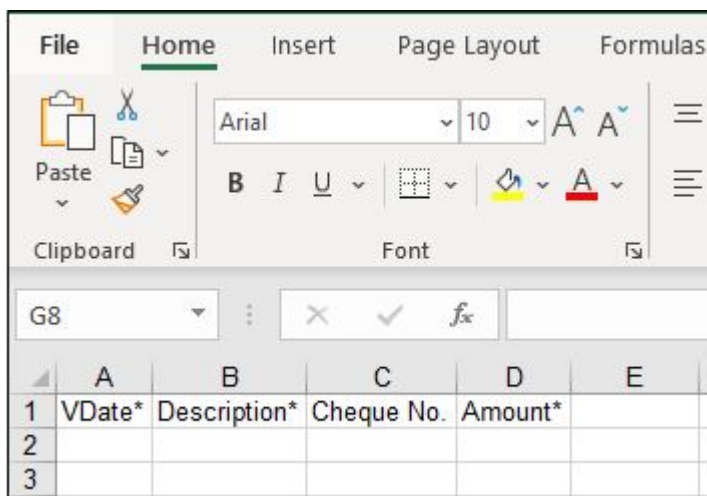
4. Click Import. The screen below displays.



5. Click Template to download CS Lucas template for importing cash book.



6. Save the file and open. An Excel sheet will be opened.



7. Fill out the Excel file. Fields with asterisks (*) are mandatory.

	A	B	C	D
1	VDate*	Description*	Cheque No.	Amount*
2	1-Apr-16	Invoice 123		100
3	1-Apr-16	Invoice 456		150
4	1-Apr-16	Rental		1000
5	1-Apr-16	Phone - Singtel		150
6	1-Apr-16	Phone - Singtel		50
7	1-Apr-16	AWS Subscription		-350
8	2-Apr-16	Subscription		55
9	3-Apr-16	Petty Cash		100
10	4-Apr-16	Salary		10000

8. Save the Excel file on the computer.

9. Go back to the Bank Reconciliation - Cash Book Import screen, tick on Read File checkbox.

Bank Reconciliation - Cash Book Import

SSI: TFS-SG-CITI-SG-1 From Date*: dd/mm/yyyy

← Template ☒ Read File

File: Read File Browse... No file selected.

ID	VDate
No records found.	

10. Click Choose File. Browse for the file saved in the computer.

Bank Reconciliation - Cash Book Import

SSI: TFS-SG-CITI-SG-1 From Date*: dd/mm/yyyy

← Template ☒ Read File

File: Read File Browse... Load_Cashbook_Template.xls

ID	VDate
No records found.	

11. Click Read File. The values inputted in the Excel File will display.

Bank Reconciliation - Cash Book Import

SSI: TFS-SG-CITI-42 From Date*: dd/mm/yyyy To Date*: dd/mm/yyyy

← Load Template ☐ Read File

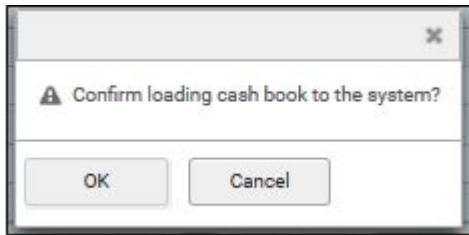
ID	VDate	Description	Cheque No.	Amount
1	1 Apr 2016	Invoice 123		100.00
2	1 Apr 2016	Invoice 456		150.00
3	1 Apr 2016	Rental		1,000.00
4	1 Apr 2016	Phone - Singtel		150.00
5	1 Apr 2016	Phone - Singtel		50.00
6	1 Apr 2016	AWS Subscription		-350.00
7	2 Apr 2016	Subscription		55.00
8	3 Apr 2016	Petty Cash		100.00
9	4 Apr 2016	Salary		10,000.00

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12. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

13. If there is no error, click Load.

14. A popup appears to confirm, click OK.



15. Go back to the Bank Reconciliation screen. The Cash Book imported is on the right.

Bank Reconciliation

Acct Cntr*

TFS-SG

SSI*

TFS-SGD-CITI-42

Last Recon

31 Mar 2016

Next Recon*

04 Apr 2016

Refresh

Auto Recon

Matched Items

Cash Book

Bank Statement (Unmatched)

	VDate	Cheque No.	Description	Amount
<input type="checkbox"/>	1 Apr 2016		Amazon AWS	-350.00
<input type="checkbox"/>	1 Apr 2016		Singtel	200.00
<input type="checkbox"/>	1 Apr 2016		Rent	1,000.00
<input type="checkbox"/>	2 Apr 2016		Subscription	205.00
<input type="checkbox"/>	3 Apr 2016		Paycheck	5,000.00
<input type="checkbox"/>	4 Apr 2016		Paycheck	5,000.00
				<div><div>1</div><div>50</div></div>





Cash Book (Unmatched)

	VDate	Cheque No.	Description	Amount
<input type="checkbox"/>	1 Apr 2016		Invoice 123	100.00
<input type="checkbox"/>	1 Apr 2016		Invoice 456	150.00
<input type="checkbox"/>	1 Apr 2016		Rental	1,000.00
<input type="checkbox"/>	1 Apr 2016		Phone - Singtel	150.00
<input type="checkbox"/>	1 Apr 2016		Phone - Singtel	50.00
<input type="checkbox"/>	1 Apr 2016		AWS Subscription	-350.00
<input type="checkbox"/>	2 Apr 2016		Subscription	55.00
<input type="checkbox"/>	3 Apr 2016		Petty Cash	100.00
<input type="checkbox"/>	4 Apr 2016		Salary	10,000.00

16. To retrieve the source file for the imported cash book, select the accounting centre and SSI from the Bank Reconciliation - Cash Book screen. Click Refresh. System will list all the cash book imported by date ranges.

Bank Reconciliation - Cash Book

Acct Cntr* TFS-SG SSI* TFS-SGD-CITI-42

 Refresh Import   

From Date	To Date	Source File	
1 Apr 2016	4 Apr 2016	Load_Cashbook_Template.xls	Delete

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17. Click on the desired source file to view or download.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Bank Reconciliation-Matched Items](#)

[Bank Reconciliation](#)

CHANGE HISTORY

Date	By	Changes
22-Sep-2017	Clarissa	Created.
17-Jan-2020	Lyra	Updated Screenshots.