

# 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.

The screenshot shows the 'Bank Reconciliation' interface. At the top, there are dropdown menus for 'Acct Cntr\*' (TFS-SG) and 'SSI\*' (TFS-SG-CITI-SG-), along with 'Last Recon' (31 Mar 2016) and 'Next Recon\*' (04 Apr 2016). Below these are buttons for 'Refresh', 'Auto Recon', 'Matched Items', and 'Cash Book'. The main area is divided into two sections: 'Bank Statement (Unmatched)' and 'Cash Book (Unmatched)'. Both sections have a table with columns for 'VDate', 'Cheque No.', 'Description', and 'Amount'. Both tables currently display 'No records found.' at the bottom.

3. Click Cash Book.

The screenshot shows the 'Bank Reconciliation - Cash Book' interface. It features dropdown menus for 'Acct Cntr\*' (TFS-SG) and 'SSI\*' (TFS-SG-CITI-SG-). Below these are buttons for 'Refresh', 'Import', and a download icon. The main area has a table with columns for 'From Date', 'To Date', and 'Source File'. The table currently displays 'No records found.' at the bottom.

4. Click Import. The screen below displays.

**Bank Reconciliation - Cash Book Import**

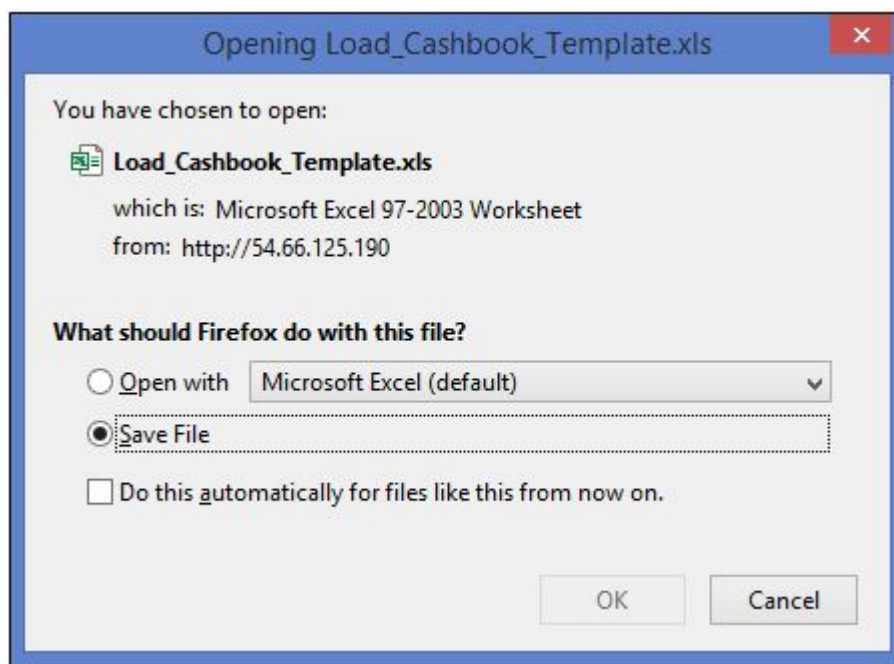
SSI: TFS-SG-CIT1-SG-1 From Date\*: dd/mm/yyyy To Date\*: dd/mm/yyyy

Template Read File

ID	VDate	Description	Cheque No.	Amount
No records found.				

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



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

File Home Insert Page Layout Formulas					
Clipboard		Font			
G8					
	A	B	C	D	E
1	VDate*	Description*	Cheque No.	Amount*	
2					
3					

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

SSl TFS-SG-CITI-SG-
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

SSl TFS-SG-CITI-SG-
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-SGD-CITI-42 From Date: dd/mm/yyyy To Date: dd/mm/yyyy

Load Template Read File

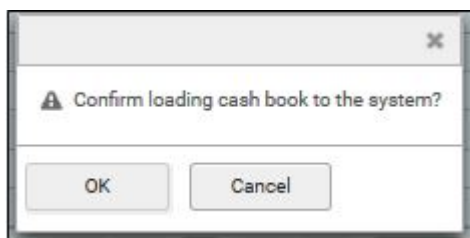
ID	VDate	Description	Cheque No.	Amount
1	1 Apr 2016	Invoice 123		100.00
2	1 Apr 2016	Invoice 456		150.00
3	1 Apr 2016	Rental		1,000.00
4	1 Apr 2016	Phone - Singtel		150.00
5	1 Apr 2016	Phone - Singtel		50.00
6	1 Apr 2016	AWS Subscription		-350.00
7	2 Apr 2016	Subscription		55.00
8	3 Apr 2016	Petty Cash		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)					Cash Book (Unmatched)				
	VDate	Cheque No.	Description	Amount		VDate	Cheque No.	Description	Amount
<input type="checkbox"/>	1 Apr 2016		Amazon AWS	-350.00	<input type="checkbox"/>	1 Apr 2016		Invoice 123	100.00
<input type="checkbox"/>	1 Apr 2016		Singtel	200.00	<input type="checkbox"/>	1 Apr 2016		Invoice 456	150.00
<input type="checkbox"/>	1 Apr 2016		Rent	1,000.00	<input type="checkbox"/>	1 Apr 2016		Rental	1,000.00
<input type="checkbox"/>	2 Apr 2016		Subscription	205.00	<input type="checkbox"/>	1 Apr 2016		Phone - Singtel	150.00
<input type="checkbox"/>	3 Apr 2016		Paycheck	5,000.00	<input type="checkbox"/>	1 Apr 2016		Phone - Singtel	50.00
<input type="checkbox"/>	4 Apr 2016		Paycheck	5,000.00	<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

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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.