# Bank Reconciliation — Matched Items

# **PURPOSE**

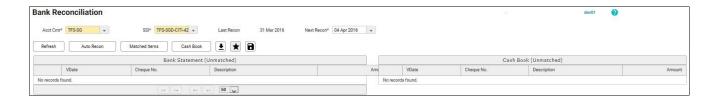
This document is a detailed procedure on how to use bank reconciliation- matched items in CS Lucas system.

# 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**

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



3. Click Matched Items. Select the accounting centre, SSI and the appropriate date range. Click Refresh.



- 4. All items that were matched after Auto Recon will be displayed.
- 5. If you need to unmatch an item after auto reconciliation performed by the system, click the "Unmatch" hyperlink.



6. To export the information out to Excel, click on



# FREQUENTLY ASKED QUESTIONS

# **RELATED INFORMATION**

Bank Reconciliation

Bank Reconciliation-Cash Book

# **CHANGE HISTORY**

Date	Ву	Changes
22-Sep-2017	Clarissa	Created.
17-Jan-2020	Lуга	Updated Screenshots.