

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

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

Bank Reconciliation

dev01

Acct Cntr* TFS-SG SSI* TFS-SGD-CIT-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 |
|-------------------|------------|-------------|--------|
| No records found. | | | |

Cash Book (Unmatched)

| VDate | Cheque No. | Description | Amount |
|-------------------|------------|-------------|--------|
| No records found. | | | |

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

Bank Reconciliation - Matched Items

dev01

Acct Cntr* TFS-SG SSI* TFS-SGD-CIT-42 From Date* 01/04/2016 To Date* 04/04/2016

Refresh Download Star Print

Bank Statement

| Timestamp | User | VDate | Description | Amount |
|----------------------|-----------|------------|-------------|---------|
| 17 Jan 2020 10:55:29 | dev01@12d | 1 Apr 2016 | Amazon AWS | -350.00 |

Cash Book

| VDate | Description | Amount | |
|------------|------------------|---------|-------------------------|
| 1 Apr 2016 | AWS Subscription | -350.00 | Unmatch |

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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.

Bank Reconciliation - Matched Items

dev01

Acct Cntr*

TFS-SG

SSN*

TFS-SGD-CIT1-42

From Date*

01/04/2016

To Date*

04/04/2016

Refresh

| | | Bank Statement | | | Cash Book | | | |
|----------------------|-----------|----------------|-------------|---------|------------|------------------|---------|--|
| Timestamp | User | VDate | Description | Amount | VDate | Description | Amount | |
| 17 Jan 2020 10.55.29 | dev01@124 | 1 Apr 2016 | Amazon AWS | -350.00 | 1 Apr 2016 | AWS Subscription | -350.00 | |
| | | | | | | | Unmatch | |

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

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Bank Reconciliation](#)

[Bank Reconciliation-Cash Book](#)

CHANGE HISTORY

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