# **Bank Reconciliation**

# **PURPOSE**

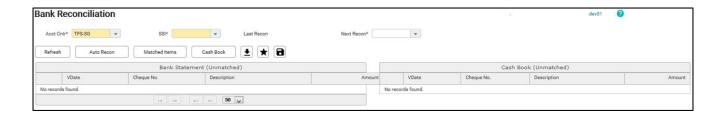
This document shows the detailed procedures on how to launch bank reconciliation and perform auto reconciliation in CS Lucas system.

## WHY IS THIS IMPORTANT?

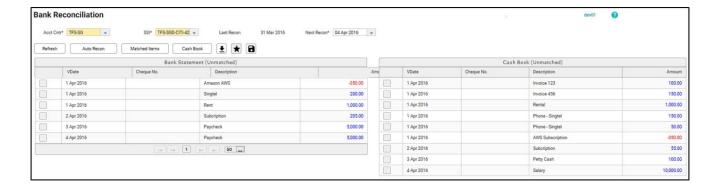
Allows reconciliation between the cash book and the bank statement to ensure the cash flow is accurate and to identify any unusual transaction.

#### **PROCEDURE**

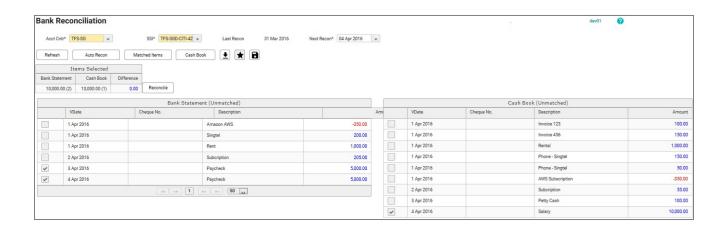
- 1. From the main menu, select Cash Management > Bank Reconciliation (beta). Note that Bank Reconciliation in the system is a beta version.
- 2. The Bank Reconciliation screen displays.



- 3. To perform bank reconciliation, Cash Book must first be imported into the system. For the instructions on how to do this, read <a href="Bank Reconciliation-Cash Book">Book</a> user guide.
- 4. Once cash book is loaded, select the accounting centre, SSI and click Refresh. The screen displays as below.



- 5. The transactions appear under the Bank Statement are from MT940 that read into the system.
- 6. Click Auto Recon. System will perform the reconciliation automatically by matching the transactions with the same amount.
- 7. All items that have been reconciled will now be moved to Matched Items. To know how to check this, read <u>Bank</u> <u>Reconciliation Matched Items</u>.
- 8. If there are items that were not automatically match, it can be manually matched. By checking on the tick box beside the items to match. Then click on the Match button.



## FREQUENTLY ASKED QUESTIONS

#### RELATED INFORMATION

Bank Reconciliation-Matched Items

Bank Reconciliation-Cash Book

# **CHANGE HISTORY**

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