

# 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 [Bank Reconciliation-Cash Book](#) user guide.
4. Once cash book is loaded, select the accounting centre, SSI and click Refresh. The screen displays as below.

**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)					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
<div> <span>1</span> <span>50</span> </div>					<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

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 [Bank Reconciliation – Matched Items.](#)

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.

**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   

Items Selected

Bank Statement	Cash Book	Difference
10,000.00 (2)	10,000.00 (1)	0.00

Reconcile

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 checked="" type="checkbox"/>	3 Apr 2016		Paycheck	5,000.00	<input type="checkbox"/>	1 Apr 2016		Phone - Singtel	50.00
<input checked="" type="checkbox"/>	4 Apr 2016		Paycheck	5,000.00	<input type="checkbox"/>	1 Apr 2016		AWS Subscription	-350.00
<div> <span>1</span> <span>50</span> </div>					<input type="checkbox"/>	2 Apr 2016		Subscription	55.00
					<input type="checkbox"/>	3 Apr 2016		Petty Cash	100.00
					<input checked="" type="checkbox"/>	4 Apr 2016		Salary	10,000.00

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Bank Reconciliation-Matched Items](#)

[Bank Reconciliation-Cash Book](#)

## **CHANGE HISTORY**

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