

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.

The screenshot shows the 'Bank Reconciliation' interface. At the top, there are dropdown menus for 'Acct Cntr*' (set to TFS-SG) and 'SSI*' (set to TFS-SGD-CIT-42). Below these are buttons for 'Refresh', 'Auto Recon', 'Matched Items', and 'Cash Book'. There are also icons for download, star, and print. The main area is divided into two sections: 'Bank Statement (Unmatched)' and 'Cash Book (Unmatched)'. Both sections have a table with columns: VDate, Cheque No., Description, and Amount. Both tables currently show 'No records found.' and a pagination bar at the bottom of each table.

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.

This screenshot shows the 'Bank Reconciliation' screen after data has been loaded. The 'Acct Cntr*' is still 'TFS-SG', but the 'SSI*' has changed to 'TFS-SGD-CIT-42'. The 'Last Recon' date is '31 Mar 2016' and the 'Next Recon*' is '04 Apr 2016'. The 'Refresh' button is now highlighted. The 'Bank Statement (Unmatched)' table contains the following data:

VDate	Cheque No.	Description	Amount
1 Apr 2016		Amazon AWS	-350.00
1 Apr 2016		Singtel	200.00
1 Apr 2016		Rent	1,000.00
2 Apr 2016		Subscription	205.00
3 Apr 2016		Paycheck	5,000.00
4 Apr 2016		Paycheck	5,000.00

The 'Cash Book (Unmatched)' table contains the following data:

VDate	Cheque No.	Description	Amount
1 Apr 2016		Invoice 123	100.00
1 Apr 2016		Invoice 456	150.00
1 Apr 2016		Rental	1,000.00
1 Apr 2016		Phone - Singtel	150.00
1 Apr 2016		Phone - Singtel	50.00
1 Apr 2016		AWS Subscription	-350.00
2 Apr 2016		Subscription	55.00
3 Apr 2016		Petty Cash	100.00
4 Apr 2016		Salary	10,000.00

5. The transactions that 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.

The screenshot displays the 'Bank Reconciliation' window. At the top, it shows account details: 'Acct Cntr' TFS-SG, 'SSI' TFS-SGD-CIT-42, 'Last Recon' 31 Mar 2016, and 'Next Recon' 04 Apr 2016. Below this are buttons for 'Refresh', 'Auto Recon', 'Matched Items', and 'Cash Book'. A summary table shows 'Bank Statement' (10,000.00 (2)), 'Cash Book' (10,000.00 (1)), and 'Difference' (0.00). The main area is divided into two tables: 'Bank Statement (Unmatched)' and 'Cash Book (Unmatched)'. The Bank Statement table lists transactions like Amazon AWS, Singtel, Rent, Subscription, and Paycheck. The Cash Book table lists transactions like Invoice 123, Invoice 456, Rental, Phone - Singtel, AWS Subscription, Subscription, Petty Cash, and Salary. Each row has a checkbox for manual matching.

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
					<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.