Bank Reconciliation

A bank reconciliation is a process performed by a company to ensure that the company's records (check register, <u>general ledger account</u>, <u>balance sheet</u>, etc.) are correct and that the bank's records are also correct.

1. Reconciliation Bank Transaction

GL | Bank Reconciliation

3	Reconcile Bank Trans	actions			
3	Bank Statement Date	Account	Description	Bank Statement Closing	New
8	=	abc	abc	=	
	31/08/2017	310-009	HONG LEONG BANK		Edit
Þ	30/09/2017	310-001	MAYBANK		<u>D</u> elete
					Save 👻
					<u>C</u> ancel
					Refresh
					De <u>t</u> ail
					Check Bank Recon
					1
L	Count = 2				Close

🤔 GL Bank Reconcili	ation Listing			- • ×						
Date 01/09/20	117 V to 30/09/2017 V									
Payment Method: 3	10-001 ~			Apply						
GL Bank Reconciliation	GL Bank Reconciliation Listing 🗵									
🗄 🛛 Recon Date	Description	Bank Statement Cl	System Calc Amount	Out of Balance 🛛 🖾						
30/09/2017	MAYBANK		0.00	0.00						
	1									
1		0.00	0.00	0.00						

- 2. Bank Reconciliation
- Select the Bank Statement Date
- Select the Bank Account, eg. Hong Leong Bank
- Display Period (normally the date from period will be BLANK, and date to will be same as per Bank Statement Date)
- Check($\sqrt{}$) Show Unticked Transaction
- Check($\sqrt{}$) Show Current Recon Transaction
- Check $(\sqrt{})$ Merge Bank Charges
- Click Apply
- You may tick the bank transaction reconcile with the transaction show in Bank Statement and save

	le Bank Transactior	15							
Bank State	ement Date:	31/08/2017 ~		Deale					New
Account: 310-009		Bank: HONG LEONG BANK Bank Statement Bank Closing :			Edit				
Display Per	riod 🖂 🚺	✓ to 30/09/2017 ✓	System Calculate						Delete
Dispidy r ci		ed Transactions	- · · · · · · · · · · · · · · · · · · ·	t of Balance by					Cause -
		nt Recon Transactions			(2):::::;;				Save 🔻
	 Merge Bank 	Charges							Cancel
		🔎 Apply							Refresh
I Recon A		Description	Voucher No	Cheque No.	Debit	Credit	Debit (Net)	Tick	Browse
▶ 31/08/201	17 22/08/2017	TM UNIFI	PV-00062	JomPay	0.00	240.00			
31/08/201		TENAGA NASIONAL BER		JomPay	0.00	1,400.00			、
31/08/201		Jack	PV-00064		0.00	498.00			Check Bank Recon
31/08/201		Cash Deposit	OR-00069		4,800.00	0.00	4,800.00		Bank Recon
31/08/201		XXXX	OR-00070		1,130.00	0.00	1,130.00		
31/08/201		XXX	PV-00065		0.00	437.25			J
31/08/201		TAN	PV-00066		0.00	105.00			
31/08/201		XXXX	OR-00071		1,500.00	0.00	1,500.00		
31/08/201		CASH WITHDRAW	PV-00067 PV-00068		0.00	1,500.00			
31/08/201		CASH WITHDRAW			0.00	500.00	262.02		
31/08/201 31/08/201		XXXX CASH WITHDRAW	OR-00072 PV-00069		360.00	0.00 2,000.00	360.00		
Date Tarikh	Transaction De Deskripsi Tran	escription			Deposit Simpanan	Wi	thdrawal naeluaran		Balance Baki
Tarikh	Deskripsi Tran	saksi			Deposit Simpanan	Wi Per	ngeluaran		Balance <i>Baki</i>
	Deskripsi Tran	t via Internet				Wi Per	thdrawal ngeluaran 240.00		
Tarikh	Deskripsi Tran CA JomPay Payment 48MRD0QB2170822 TM UNIFI	t via Internet				Wi Per	ngeluaran		
Tarikh 22-08-2017	Deskripsi Tran CA JomPay Paymen 48MRD0Q82170822 TM UNIFI 24IR170822676820	i saksi t via Internet 21632Y				Wi Per	ngeluaran		
Tarikh 22-08-2017	Deskripsi Tran CA JomPay Payment 48MRD0QB2170822 TM UNIFI 24IR170822676820 CA JomPay Payment 48MH1VL62170822	t via Internet 21632Y t via Internet 1633Y				Wi Per	ngeluaran 240.00		
Tarikh 22-08-2017	Deskripsi Tran CA JomPay Paymeni 48MRD0QB2170822 TM UNIFI 24IR170822676820 CA JomPay Paymeni	Isaksi t via Internet t via Internet 1633Y BERHAD				Wi Per	ngeluaran 240.00		
Tarikh 22-08-2017 22-08-2017	Deskripsi Tran CA JomPay Paymeni 48MR00Q82170822 TM UNFI 24IR170822676820 CA JomPay Paymeni 48MH1VL621r0822 TENAGA NASIONAL 24IR170822676830 Fund Tif fr CA to SA-	t via Internet 21632Y t via Internet 1633Y BERHAD				Wi Per	ngeluaran 240.00		
Tarikh 12-08-2017 12-08-2017	Deskripsi Tran CA JomPay Paymeni 48MR00082170822676820 CA JomPay Paymeni CA JomPay Paymeni 48MH1V162170822676830 Fund Tif f CA to SA- FT To Others Lack	t via Internet 21632Y t via Internet 1633Y BERHAD				Wi Per	240.00 1,400.00		
Tarikh	Deskripsi Tran CA JomPay Paymeni 48/MRD00(82170822 TM UNIFI 24/R170822676820 CA JomPay Paymeni 48/MH7V62170822 TENAGA NASIONAL 24/R170822676830 Fund Trf fr CA to SA- FT To Others	t via Internet 21632Y t via Internet 1633Y BERHAD				Per	240.00 1,400.00		
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tran CA JomPay Paymeni 48MK00082170822 TM UNIFI 24IR170822676820 CA JomPay Paymeni 48MH1VL621/0822 TENAGA NASIONAL 24IR170822676830 Fund Trf Ir CA to SA- TI To Others Iack CDM Deposit HLB Connect Instant	t via Internet 1632Y t via Internet 1633Y BERHAD Internet			Simpanan	Per	240.00 1,400.00		Boki
Tarikh 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tran CA JomPay Paymeni 48MRD0082170822 TM UNIFI 24IR170822676820 CA JomPay Paymeni 48MH1V1621/0822 TENAGA NASIONAL 24IR170822676830 Fund Trf fr CA to SA- FT To Others Iack CDM Deposit	t via Internet 1632Y t via Internet 1633Y BERHAD Internet			Simpanan	Per	ngeluaran 240.00 1,400.00 498.00		Boki
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tran CA JomPay Paymeni 48MKD0082170822 7M UNIF 24IR170822676820 CA JomPay Paymeni 48MH1VL621/0822 TENAGA NASIONAL 24IR170822676830 Fund 1rf fr CA to SA TT TO Others Iack CDM Deposit HLB Connect Instant FT To Others INSTANT TRANSFER PAY+RIBPBB201708	t via Internet 1632Y t via Internet 1633Y BERHAD Internet Transfer From			Simpanan 4,800.0	0 0	ngeluaran 240.00 1,400.00 498.00		8 <i>oki</i>
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tran CA JomPay Paymeni 43MR00082170822 TAW UNIF 24IR170822676820 CA JomPay Paymeni 48MH1V6210822 TENAGA NASIONAL 24IR170822676830 Fund Trf Ir CA to SA FT To Others INSTANT TRANSFER PAY+RIBPB8201708 House Cheque (RPC) Found Tif (r Ca to SA	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD -internet Transfer From 		002104	Simpanan	0 0	ngeluaran 240.00 1,400.00 498.00		Boki
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017	Deskripsi Tran CA JomPay Paymeni 48MR000182170822 48MR000182170822 24IR170822676820 CA JomPay Paymeni 48MR170822676830 CA JonPay Paymeni 48MR170822676830 Fund Trif fract to Astronau 24IR170822676830 COM Deposit HIB Connect Instant FT to Others Iack PAY+RIBPB8201708 PAY+RIBPB8201708	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD -internet Transfer From 		002104	Simpanan 4,800.0	0 0	ngeluaran 240.00 1,400.00 498.00 437.25		8 <i>oki</i>
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 22-08-2017 28-08-2017 28-08-2017 29-08-2017	CA JomPay Paymeni CA JomPay Paymeni 48m800082170822 418710082676820 CA JonPay Paymeni 48m4170822676830 CA JonPay Paymeni 48m4170822676830 Fund Trf fr Ca to SA: FT To Others lack CDM Deposit HLB Connect Instant FT To Others INSTANT TRANSFER PAY-RIBPB8201708 CM Jones (RPC) Fund Trf fr Ca to SA: FT To Others INSTANT TRANSFER PAY-RIBPB8201708 CM Jones (Cardy-Interbank GI Cr Ady-Interbank GI Cr Ady-Interbank GI	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD -internet Transfer From 		002104	Simpanan 4,800.0	0 0	ngeluaran 240.00 1,400.00 498.00 437.25		80ki 4,121.5 4,814.3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017	CA JomPay Paymeni CA JomPay Paymeni 48m800082170822 418710082676820 CA JonPay Paymeni 48m4170822676830 CA JonPay Paymeni 48m4170822676830 Fund Trf fr Ca to SA: FT To Others lack CDM Deposit HLB Connect Instant FT To Others INSTANT TRANSFER PAY-RIBPB8201708 CM Jones (RPC) Fund Trf fr Ca to SA: FT To Others INSTANT TRANSFER PAY-RIBPB8201708 CM Jones (Cardy-Interbank GI Cr Ady-Interbank GI Cr Ady-Interbank GI	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD -internet Transfer From 		002104	Simpanan 4,800.0 1,130.0	0 0	ngeluaran 240.00 1,400.00 498.00 437.25		80ki 4,121.5 4,814.3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 19-08-2017 19-08-2017 19-08-2017	Deskripsi Tran CA JomPay Paymeni 48MK000821708226 78000 48MH1V62170822676820 CA JomPay Paymeni 48MH1V62170822 78000 48MH1V62170822 780000 780000 780000 780000 780000 780000 780000 780000 7800000 780000000000	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD -internet Transfer From 		002104	Simpanan 4,800.0 1,130.0	0 0	ngeluaran 240.00 1,400.00 498.00 437.25 105.00		80ki 4,121.5 4,814.3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017 19-08-2017 19-08-2017 19-08-2017 19-08-2017 10-08-2017	Deskripsi Tran CA JomPay Paymeni 48MK00082170822 M UNIF 24IR170822676820 CA JomPay Paymeni 48MH1VL621/0822 TENAGA NASIONAL 24IR170822676830 Fund Tif fr CA to SA- FT To Others InSTANT TRANSFRR PAY+RIBPBB201708 House Cheque (RPC) Fund Tif fr CA to SA- FT to Others INSTANT TRANSFRR PAY+RIBPBB201708 House Cheque (RPC) Fund Tif fr CA to SA- FT to Others Cr Adv-Interbank GI JULY PAYMENT OTH Cash	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD Internet Transfer From 287531 Internet RO at KLM BHD		002104	Simpanan 4,800.0 1,130.0 1,500.0	0 0 0	ngeluaran 240.00 1,400.00 498.00 437.25		Boki 4,121.5 4,814.3 6,209.3
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 22-08-2017 28-08-2017 28-08-2017 29-08-2017	Deskripsi Tran CA JomPay Paymeni 43MKD0082170822 MUNIFI 24IR170822676820 CA JomPay Paymeni 43Mx11V621/0822 TENAGA NASIONAL 24IR170822676830 Fund Tif fr CA to SA- FT To Others InsTANT TRANSFER PAY+RIBPBB201708 HOUSE Cheque (PRC) Fund Tif fr CA to SA- FT to Others INSTANT TRANSFER PAY+RIBPBB201708 HOUSE Cheque (PRC) Fund Tif fr CA to SA- FT to Others Cr Adv-Interbank GI JULY PAYMENT CNL Cash Fund Tif fr SA to CA- SC SA COMPANY	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD Internet Transfer From 287531 Internet RO at KLM BHD		002104	Simpanan 4,800.0 1,130.0	0 0 0	ngeluaran 240.00 1,400.00 498.00 437.25 105.00		8 <i>oki</i>
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 22-08-2017 28-08-2017 99-08-2017 19-08-2017 19-08-2017 10-08-2017 10-08-2017 10-08-2017	Deskripsi Tran CA JomPay Paymeni 48MR00qB2170822 M UNIT 24IR170822676820 CA JonPay Paymeni 48MH7VI62170822676830 TENAG NASIONAL 24IR170822676830 Find Tif fic Ato SA- FI To Others Inack COM Deposit HLB Connect Instant FT to Others INSTANT TRANSFER PAY-RIBPB8201708 CM UPPOSIT HUB Connect Instant FT to Others INSTANT TRANSFER PAY-RIBPB8201708 CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB CONNECTION CON	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD Internet Transfer From 287531 Internet RO at KLM BHD		002104	Simpanan 4,800.0 1,130.0 1,500.0	0 0 0	ngeluaran 240.00 1,400.00 498.00 437.25 105.00 1,500.00		Boki 4,121.5 4,814.3 6,209.3 4,569.3
Tarikh 2-08-2017 2-08-2017 2-08-2017 2-08-2017 2-08-2017 8-08-2017 9-08-2017 9-08-2017 0-08-2017 0-08-2017	Deskripsi Tran CA JomPay Paymeni 43MKD0082170822 MUNIFI 24IR170822676820 CA JomPay Paymeni 43Mx11V621/0822 TENAGA NASIONAL 24IR170822676830 Fund Tif fr CA to SA- FT To Others InsTANT TRANSFER PAY+RIBPBB201708 HOUSE Cheque (PRC) Fund Tif fr CA to SA- FT to Others INSTANT TRANSFER PAY+RIBPBB201708 HOUSE Cheque (PRC) Fund Tif fr CA to SA- FT to Others Cr Adv-Interbank GI JULY PAYMENT CNL Cash Fund Tif fr SA to CA- SC SA COMPANY	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD Internet Transfer From 287531 Internet RO at KLM BHD		002104	Simpanan 4,800.0 1,130.0 1,500.0	0 0 0	ngeluaran 240.00 1,400.00 498.00 437.25 105.00		Boki 4,121.5 4,814.3 6,209.3 4,569.3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 19-08-2017 19-08-2017 19-08-2017 10-08-2017 11-08-2017	Deskripsi Tran CA JomPay Paymeni 48MR00qB2170822 M UNIT 24IR170822676820 CA JonPay Paymeni 48MH7VI62170822676830 TENAG NASIONAL 24IR170822676830 Find Tif fic Ato SA- FI To Others Inack COM Deposit HLB Connect Instant FT to Others INSTANT TRANSFER PAY-RIBPB8201708 CM UPPOSIT HUB Connect Instant FT to Others INSTANT TRANSFER PAY-RIBPB8201708 CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB Connect Instant CM UPPOSIT HUB CONNECTION CON	Isaksi t via Internet 1633Y t via Internet 1633Y BERHAD 		002104	Simpanan 4,800.0 1,130.0 1,500.0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ngeluaran 240.00 1,400.00 498.00 437.25 105.00 1,500.00		Boki 4,121.5 4,814.3 6,209.3

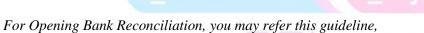
As attached bank statement is the sample, compare with the transaction, if exist then you may check as sample picture above.

3. Print Bank Reconciliation Report

After reconciliation done, you can save and preview reconciliation report

🔍 GL Bank R	Reconciliation Report.fr	3				- • • ×
Ö	🗟 • 🔚 🔍	1		▫ 💌 🖃 📰 🖉 📄 😒 🕖		
		: Date : 31/08/2017 ode : 310-009 esc : HONG LEON		Bank Reconciliation Report	15/09	/2017 16:31:32 ADMIN
	Testing Compa	anyJuly17 ()		•		Page 1 of 1
	Doc Date	Doc No	Chq. No.	Description	Amount	Balance
	Balance As Per	Bank Statement	· ·	· · · · ·		(3,999.32)
	Add: Cheq 29/08/2017	ue(s) not credit OR-00071	<u>ed by Bank</u>	XXXX	1,500.00	1,500.00
	28/08/2017	PV-00065	<u>e(s)</u>	XXX	437.25	437.25
	Balance As Per /	Account				(2,936.57)
1 Page 1 of 1	15.09.2	017 16:31:32	GL Bank Recond	iliation Report.fr3		2

How to preview, you can press F6 button for preview report.



http://www.sql.com.my/document/sqlacc_docs/PDF/03-05-Opening_Bank_Reconciliation.pdf