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	=	Edit
	31/08/2017	310-009	HONG LEONG BANK		Edit
►	30/09/2017	310-001	MAYBANK		<u>D</u> elete
					Save 👻
L					<u>C</u> ancel
					Refresh
					De <u>t</u> ail
					Check Bank Recon
					1
		1			Close
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

	ile Bank Transactio								
Bank State	ement Date:	31/08/2017 🗸		Bank: H	IONG LEONG BANK	c			New
Account: 310-009 ~			Bank Statement						Edit
Display Per	riod 🖂 🚺	✓ to 30/09/2017 ✓	System Calculate		(2,936.57)				<u>D</u> elete
		ked Transactions	Out	of Balance by :	(2,936.57)				Caus -
		ent Recon Transactions			(2)555157)				<mark>} S</mark> ave ▼
	 Merge Ban 	k Charges							Cancel
		Discrete Apply						ſ	Refresh
I Recon	At Date	Description	Voucher No	Cheque No.	Debit	Credit	Debit (Net)	Tick	Browse
31/08/203	17 22/08/2017	TM UNIFI	PV-00062	JomPay	0.00	240.00			
31/08/201		TENAGA NASIONAL BER	PV-00063	JomPay	0.00	1,400.00			
31/08/201	17 22/08/2017	Jack	PV-00064		0.00	498.00			Check
31/08/201	17 22/08/2017	Cash Deposit	OR-00069		4,800.00	0.00	4,800.00		Bank Recon
31/08/20:		XXXX	OR-00070		1,130.00	0.00	1,130.00		
31/08/20		XXX	PV-00065		0.00	437.25			J
31/08/20:		TAN	PV-00066		0.00	105.00			
31/08/20		XXXX	OR-00071		1,500.00	0.00	1,500.00		
31/08/201		CASH WITHDRAW	PV-00067		0.00	1,500.00			
31/08/20:		CASH WITHDRAW	PV-00068		0.00	500.00			
31/08/203		XXXX	OR-00072		360.00	0.00	360.00		
31/08/201	17 31/08/2017	CASH WITHDRAW	PV-00069		0.00	2,000.00			
Count =	12				7,790.00	6,680.25			Close
					.,	0,000120			
Date	Transaction	Description			1 2 1		thdrawal	_	Balance
Date Tarikh	Transaction Deskripsi Tra			1	veposit Simpanan	W	thdrawal ngeluoran		Balance Boki
Tarikh		nsaksi		4	Deposit	W			
Tarikh	Deskripsi Tra CA JomPay Paymer 48MRD008217082	nsaksi nt via Internet	-	1	Deposit	W	ngeluoran		
Tarikh 22-08-2017	Deskripsi fra CA JomPay Paymer ISMR0008217082 TM UNIFI 24IR170822676824	nsaksi nt via Internet (21632Y 0			Deposit	W	1geluoran 240,00		
Tarikh 22-08-2017	Deskripsi Tra CA JomPay Paymer 48MRD0008217062 TM UNIFI	nsaksi nt via Internet (21632Y 0			Deposit	W	ngeluoran		
Tarikh 22-08-2017	Deskripsi Tra CA JomPay Paymer 48MR0008217082 TM UNIH 24IR170822676824 CA JomPay Paymer 48MH1VL6217082	nsaksi nt via Internet 21632Y 0 nt via Internet 21633Y			Deposit	W	1geluoran 240,00		
Tarikh 22-08-2017	Deskripsi Tra CA JomPay Paymer 48MRD0QB217082 TM UNIFI 24IR170822676824 CA JomPay Paymer	nsoksi nt via Internet 121632Y 0 nt via Internet 21633Y 8ERHAD			Deposit	W	1geluoran 240,00		
Tarikh 12-08-2017 12-08-2017	Deskripsi Tra EA JomPay Paymer ASMR00q8217082 TM UNIFI 24IR170822676824 CA JomPay Paymer ASMH1VL62110822 TENAGA NASJONAL 24IR170822676834 Fund TH tr CA to S5	nsaksi nt via Internet 21632Y 6 6 11 via Internet 21633Y 8ERHAD 0			Deposit	W	1geluoran 240,00		
Tarikh 12-08-2017 12-08-2017	Deskripsi Tra ISMR00QB217082 TM UNIFI 24IR17082267682 CA JomPay Paymer 48MH1VL6217082 TENAGA NASIONAL 1ENAGA NASIONAL	nsaksi nt via Internet 21632Y 6 6 11 via Internet 21633Y 8ERHAD 0			Deposit	W	1 geluoran 240,00 1,400.00		
	Deskripsi Tra LA jonnay Paymer ISMR0008217082 TM UNIF ZIIR170822676820 CA jonnay Paymer ISMAG NASIONAL 24IR170822676830 Fund Itf Ir CA to 53 Fund Itf Ir CA to 54 F1 To Others	nsaksi nt via Internet 21632Y 6 6 11 via Internet 21633Y 8ERHAD 0			Deposit	Wi	1 geluoran 240,00 1,400.00		Boki
Tarikh 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tra CA jomPay Paymes ASMR0008217022 TM UNIF 2418170822676822 CA jomPay Paymes ASMR1VI6217082: TENAGA NASIONAL 2418170822676833 Fund ItH fr CA to 55 F1 To Others Tack COM Deposit Hub Compet Instan	nsoksi ot va lotemet 21632Y 6 6 1 va lotemet 21633Y 8 BERHAD 8 8 8 8 4-internet 1 4-internet			neposit Simpanan	Wi	1 geluoran 240,00 1,400.00		Boki
Tarikh 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tra CA jomPay Paymer ISMR0008217022 CA jomPay Paymer CA jomPay Paymer ISMR0008217082267683 CA jomPay Paymer ISMR01062210822 ISMR0106221082 Fill To Giblers Fil To Giblers Fil To Giblers Filack COM Deposit	nsoksi ot va lotemet 21632Y 6 6 1 va lotemet 21633Y 8 BERHAD 8 8 8 8 4-internet 1 4-internet			neposit Simpanan	Wi	1geluaran 240,00 1,400.00 498.00		Baki
Tarikh 22-08-2017 22-08-2017 22-08-2017 22-08-2017 28-08-2017	Deskripsi Tra CA jomPay Paymer ISM UNIT 708:2267682 TA UNIT 24181708:2267682 CA jomPay Paymer ISM 11V621/082: TENAGA NASIONAL 24181708:2267683 Fund Itt fr CA to 54 F1 To Others To Others INSTANT TRANSFER PAY-RIBPBE20170	nsoksi nt va Internet 21632Y 6 1 t va Internet 21633Y 88RHAD 8 8 8 4 - Internet transfer from 8 287531			neposit Simponan	0 .	1geluaran 240,00 1,400.00 498.00		Boki (,121.5
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017	Deskripsi Tra CA JomPay Paymer HSMR0008217082 CA JomPay Paymer CA JomPay Paymer HSMR17082267683 HIM TO 18267683 Fund Tri fr CA to SP F1 To Others To Others To Others INSCRIPTION TRANSFE COM Deposit HUB Connect Instar FT To Others INSTANT TRANSFE PAY-RIBPBB20170 House Cheque (8P)	nsoksi ot va Internet 21632Y 0 st va Internet 21633Y 88RHAD 88RHAD 9 st Transfer from 8287531 C)		002104	neposit Simpanan	0 .	1 geluoran 240.00 1,400.00 -198.00 -437.25		Boki 1,121.5
Tarikh 22-08-2017 22-08-2017 22-08-2017	Deskripsi Tra A jornPay Paymer Jakan Vikazi A jorn A Jakan Vikazi A Jakan A Jakan Vikazi A Jakan Jakan Vikazi A Jakan Jakan Vikazi A Jakan Jakan Vikazi A Jakan Jakan Vikazi A Jakan J	nsoksi ot va Internet 21632Y 0 st va Internet 21633Y 88RHAD 88RHAD 9 st Transfer from 8287531 C)		002104	neposit Simponan	0 .	1geluaran 240,00 1,400.00 498.00		Boki 1,121.5
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017	Deskripsi Tra CA jomPay Paymer JAM UNIF Zalit 708:22676822 CA jomPay Paymer AsmiTV621/0822 TENAGA NASIONAL Zalit 708:22676833 Fund ItH fr CA to 52 F1 To Others ItSTANT TRANSFER PAY-RIBPBE20170 House Cheque (RP) Fund ItH FC A to 52	nsoksi nt va internet 21632Y 6 ht va internet 21633Y 887840 887840 8 ht fransfer from 8 k28753Y C) 4-internet		002104	neposit Simponan	10 -	1 geluoran 240.00 1,400.00 -198.00 -437.25		Boki 4,121-5 4,814-3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017	Deskripsi Tra CA jomPay Paymers Jam UNIE Jam UNIE Zalit708.22676821 CA jomPay Paymer ABM1YU62170822 TENAGA NASIONAL Jaka Travestores Fund Inf Ir CA to SP To Others To Others FI To Others FI To Others HuS Connect Instar FT To Others MisSTart Trussee PAY-RIBPBE20170 House Cheque (PP House Cheque (PP For Cultring CA Jon Internane Construction Ca Advision Internane Con- Ca Advision Internane Con- Con- Ca Advision Internane Con-	nsoksi ni va latemet 21632Y 0 tva latemet 21633Y 8ERNAD 8ERNAD 9 4-internet 8287531 C) vinternet 880 at KLM		002104	neposit Simponan 4,800.0	10 -	1 geluoran 240.00 1,400.00 -198.00 -437.25		Baki (,1215 4,814.3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017 19-08-2017 19-08-2017	Deskripsi Tra A jomPay Paymer Jam UNIF Zalit 708.22 676821 CA jomPay Paymer AsmiTV621 / 0821 TENAGA NASIONAL Zalit 708.22 676831 Fund ItH r CA to SF T To Others InSTANT TRANSFER PAY-RIBPORZ 0170 House Cheque (RP) Fund ItH r CA to SF FT o Others INSTANT TRANSFER PAY-RIBPORZ 0170 House Cheque (RP) Fund ItH r CA to SF FT o Others FT O OTHER FT O OTHER	nsoksi nt va internet 21632Y 6 ht va internet 21633Y 887840 887840 8 ht fransfer from 8 k28753Y C) 4-internet		002104	neposit Simponan 4,800.0	10 -	1 geluoran 240.00 1,400.00 498.00 437.25 105.00		Boki 4,121-5 4,814-3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017 19-08-2017 19-08-2017 10-08-2017	Deskripsi Tra CA jomPay Paymers Jam UNIE Jam UNIE Zalit708.22676821 CA jomPay Paymer ABM1YU62170822 TENAGA NASIONAL Jaka Travestores Fund Inf Ir CA to SP To Others To Others FI To Others FI To Others HuS Connect Instar FT To Others MisSTart Trussee PAY-RIBPBE20170 House Cheque (PP House Cheque (PP For Cultring CA Jon Internane Construction Ca Advision Internane Con- Ca Advision Internane Con- Con- Ca Advision Internane Con-	nsoksi ni va latemet 21632Y 0 tva latemet 21633Y 8ERNAD 8ERNAD 9 4-internet 8287531 C) vinternet 880 at KLM		002104	neposit Simponan 4,800.0	10 -	1 geluoran 240.00 1,400.00 -198.00 -437.25		Baki (,1215 4,814.3
Tarikh 12-08-2017 12-08-2017 12-08-2017 12-08-2017 12-08-2017 18-08-2017	Deskripsi Tra CA jomPay Paymes JAN UNIT 24/81708.22.67.6821 CA jomPay Paymes ABMAY MAS21 07282 ABMAY ASSA ABMAY ASSA Fund Inf Ir CA to ST FT To Others INSTANT TRANSFER PAY-RIBPBE.20170 CF Advinterbank CG JULY PAYMENT JULY PAYMENT ATMA Cash ATMA Cash ATMA Cash	nsoksi ni va internet 21632Y 6 6 1 va internet 21633Y 8 BRHAD 8 BRHAD 9 4-internet 8287533 9 4-internet 8287533 9 4-internet 810		002104	neposit Simponan 4,800.0	10 -	1 geluoran 240.00 1,400.00 498.00 437.25 105.00		Boki 4,1215 4,8143 6,2093
Tarikh 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 10-08-2017	Deskripsi Tra A jornPay Paymes dataRooq6217022 Tha UNIF 24/8170822676821 CA jornPay Paymes CA jornPay Paymes Thata Ca Josephil Thata Canada Find Inf Ir CA to SF HB Connect Instan Thata Canada Instant TRANSFER Pays rBBPB20170 Con Deposit HB Connect Instant Thata Connect Instant Thata Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Con Deposit Con Deposit	nsoksi ni va internet 21632Y 6 6 1 va internet 21633Y 8 BRHAD 8 BRHAD 9 4-internet 8287533 9 4-internet 8287533 9 4-internet 810		002104	1,500.0	10 -	1990100707 240.00 1,400.00 -198.00 -198.00 -198.00 -198.00 -198.00 -1,500.00		Boki 4,1215 4,8143 6,2093 1,5693
Tarikh 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 19-08-2017 19-08-2017 19-08-2017 19-08-2017 10-08-2017	Deskripsi Tra CA jomPay Paymer JAM UNIF ZAIRT708.22676821 TAU UNIF ZAIRT708.22676821 CA jomPay Paymer JAM UNIF ZAIRT708.22676831 Fund TH fr CA to S2 F1 To Others TA Cash Pay ATM Cash Pay State Others TA Others TA TA Cash Pay State Others TA Others TA TA Cash Pay State Others TA Others TA TA Cash Pay State Others TA TA Cash Pay State Others TA Ot	nsoksi ni va internet 21632Y 6 6 1 va internet 21633Y 8 BRHAD 8 BRHAD 9 4-internet 8287533 9 4-internet 8287533 9 4-internet 810		002104	1,500.0	10 -	1 geluoran 240.00 1,400.00 498.00 437.25 105.00		
Tarikh 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 10-08-2017	Deskripsi Tra A jornPay Paymes dataRooq6217022 Tha UNIF 24/8170822676821 CA jornPay Paymes CA jornPay Paymes Thata Ca Josephil Thata Canada Find Inf Ir CA to SF HB Connect Instan Thata Canada Instant TRANSFER Pays rBBPB20170 Con Deposit HB Connect Instant Thata Connect Instant Thata Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Con Deposit Con Deposit	nsoksi ni va internet 21632Y 6 6 1 va internet 21633Y 8 BRHAD 8 BRHAD 9 4-internet 8287533 9 4-internet 8287533 9 4-internet 810		002104	1,500.0	10 -	1990100707 240.00 1,400.00 -198.00 -198.00 -198.00 -198.00 -198.00 -1,500.00		Boki 4,1215 4,8143 6,2093 1,5693
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 Tra A jornPay Paymes dataRooq6217022 Tha UNIF 24/8170822676821 CA jornPay Paymes CA jornPay Paymes Thata Ca Josephil Thata Canada Find Inf Ir CA to SF HB Connect Instan Thata Canada Instant TRANSFER Pays rBBPB20170 Con Deposit HB Connect Instant Thata Connect Instant Thata Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Thata Connect Instant Con Deposit HB Connect Instant Con Deposit Con Deposit	nsoksi ni va internet 21632Y 6 6 1 va internet 21633Y 8 BRHAD 8 BRHAD 9 4-internet 8287533 9 4-internet 8287533 9 4-internet 810		002104	1,500.0	10 -	1 geluoran 240.00 1,400.00 -198.00 437.25 105.00 1,500.00		Baki 4,1215 4,8143 6,2093 1,5693

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				- • • ×
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		: 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.



For Opening Bank Reconciliation, you may refer this guideline,

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