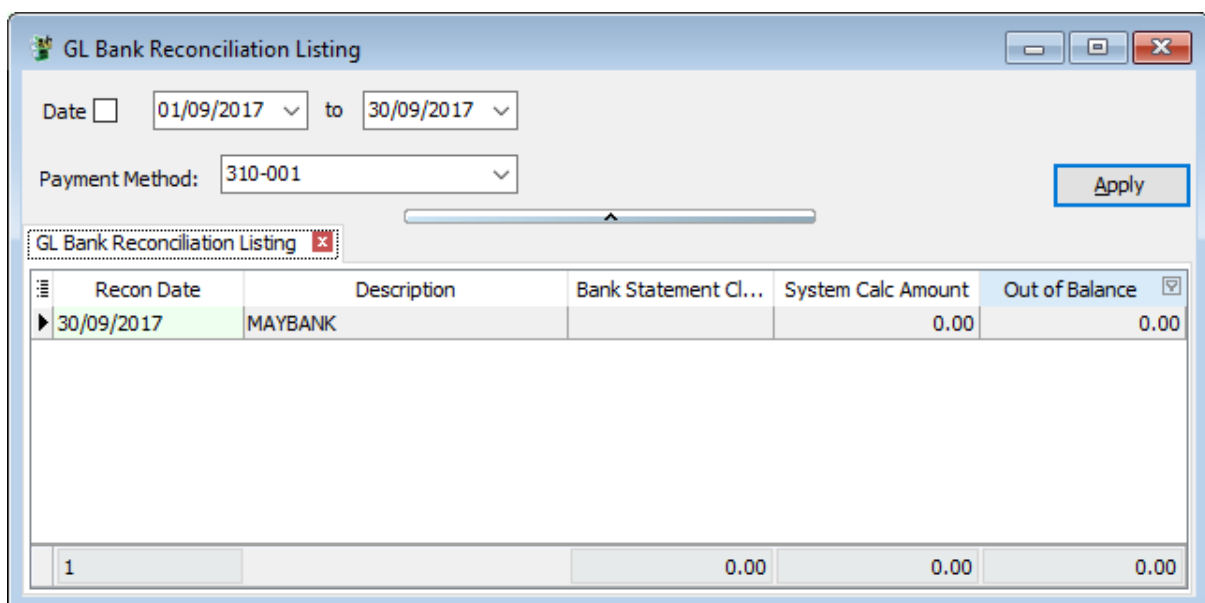
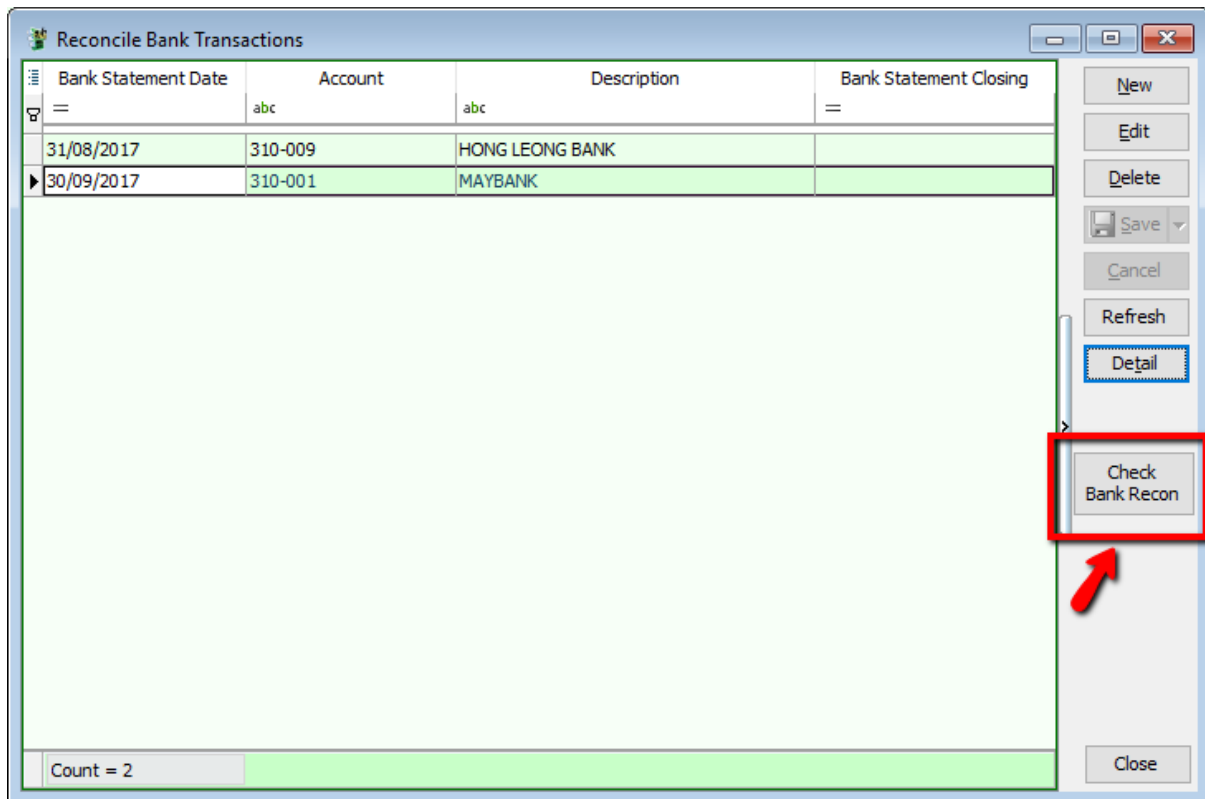


## Bank Reconciliation

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

### 1. Reconciliation Bank Transaction

GL | Bank Reconciliation



# SQL Account Reference Guide – Bank Reconciliation

## 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(√) Show Unticked Transaction
- Check(√) Show Current Recon Transaction
- Check(√) Merge Bank Charges
- Click Apply
- You may tick the bank transaction reconcile with the transaction show in Bank Statement and save

Date Tarikh	Transaction Description Deskripsi Transaksi	Deposit Simpanan	Withdrawal Pengeluaran	Balance Baki
22-08-2017	CA JomPay Payment via Internet 48MR00021708221632Y TM UNIFI 24IR170822676826		240.00	
22-08-2017	CA JomPay Payment via Internet 48MH1VL621/08221633Y TENAGA NASIONAL BERHAD 24IR170822676830		1,400.00	
22-08-2017	Fund Trf fr CA to SA-Internet FT To Others Jack		498.00	
22-08-2017	CDM Deposit HLB Connect Instant Transfer from FT To Others INSTANT TRANSFER	4,800.00	437.25	1,121.58
28-08-2017	PAY-RIBPBB201708287531 House Cheque (RPC) 002104	1,130.00	105.00	4,814.33
29-08-2017	Fund Trf fr CA to SA-Internet FT To Others		105.00	
29-08-2017	Cr Adv-Interbank GIRO at KLM JULY PAYMENT KON BHD	1,500.00		6,209.33
30-08-2017	ATM Cash		1,500.00	
30-08-2017	ATM Cash		500.00	
30-08-2017	Fund Trf fr SA to CA-Internet	360.00		4,569.33
31-08-2017	ATM Cash		7,000.00	2,569.33
<b>Total Withdrawals / jumlah Pengeluaran :</b>		<b>28</b>	<b>19,813.09</b>	<b>Date / Tarikh :</b>
<b>Total Deposits / jumlah Simpanan :</b>		<b>13</b>	<b>18,336.10</b>	<b>Closing Balance / Baki Akhir :</b>
				<b>31-08-2017</b>

## SQL Account Reference Guide – Bank Reconciliation

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

Bank Statement Date : 31/08/2017  
Bank Account Code : 310-009  
Bank Account Desc : HONG LEONG BANK

15/09/2017 16:31:32  
ADMIN

### Bank Reconciliation Report

Testing Company July17 () Page 1 of 1

Doc Date	Doc No	Chq. No.	Description	Amount	Balance
Balance As Per Bank Statement					(3,999.32)
<b>Add: Cheque(s) not credited by Bank</b>					
29/08/2017	OR-00071		XXXX	1,500.00	1,500.00
<b>Less: Unpresented Cheque(s)</b>					
28/08/2017	PV-00065		XXX	437.25	437.25
Balance As Per Account					(2,936.57)

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