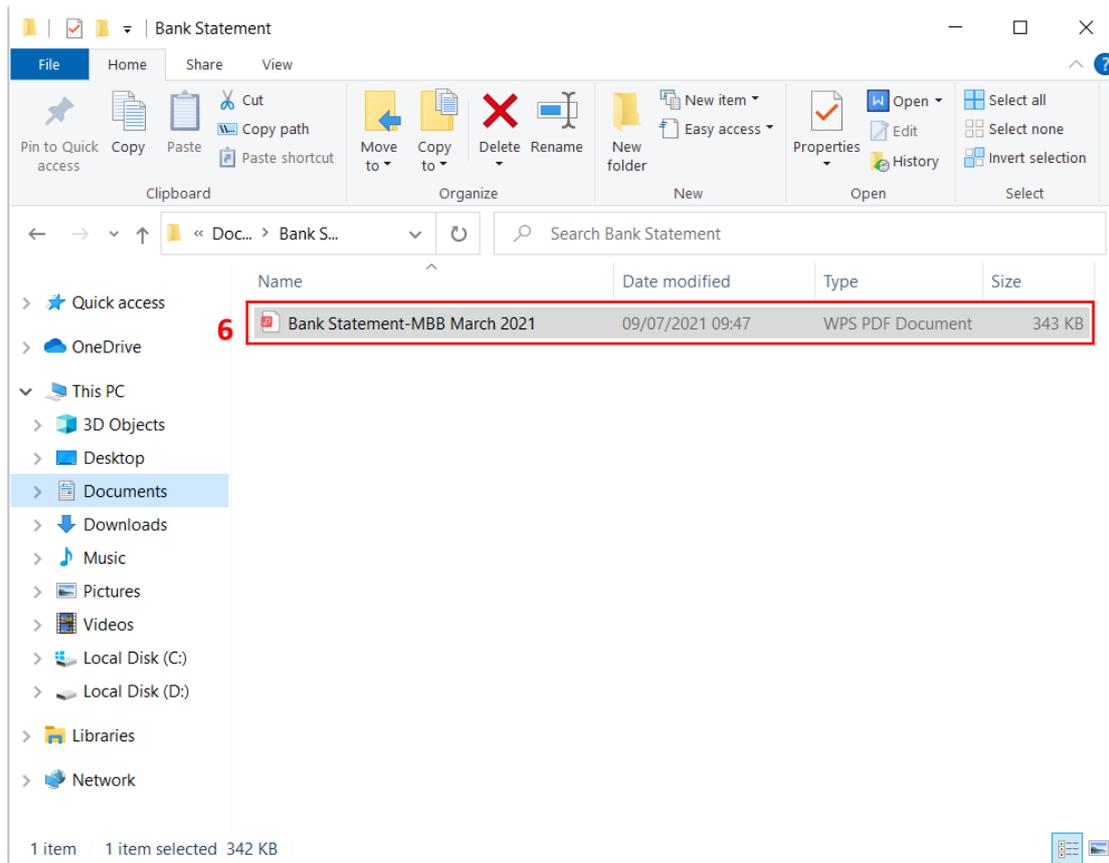
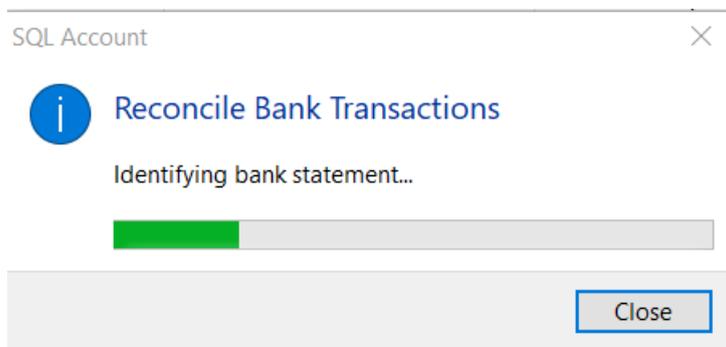




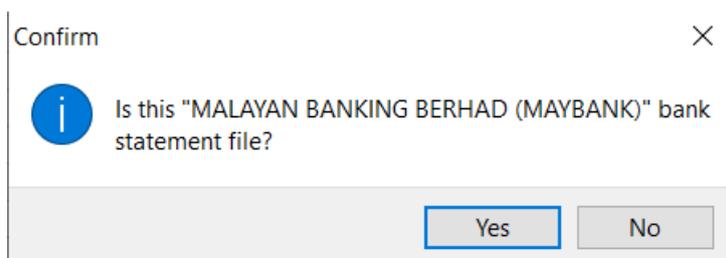
## 6. Select your Bank Statement (pdf / csv)



## System loading



System will detect the Name of your Bank and prompt message below, Click Yes if it is correct.



Once you have loaded in your bank statement, bank closing amount will be automatically filled.

**Reconcile Bank Transactions**

Bank Statement Date: 31/03/2021 **MAYBANK**

Account: 310-001 **Out of Balance by : (126,127.66)**

Display Period  01/09/2020 to 31/03/2021

Show Unticked Transactions **Apply**

Show Current Recon Transactions **Classic View**

Merge Bank Charges

**Bank Statement Bank Closing : 180,649.15**

System Calculate Bank Closing : 54,521.49

**Criteria to Match:**

1. **Cheque number + Amount**
2. **Description + Amount**

System will auto match the transactions with the bank statement and auto ticked.

(yellow highlighted)

But some transactions may not be able to auto match [red box]

Recon At	Date	Description	Voucher No.	GL	Cheque No.	DR	CR	Tick	Bank Statement (Match)
31/03/2021	12/03/2021	Transfer to AC	OR-0001	bank		31.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0002	bank		21.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0003	bank		29.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
	12/03/2021	Salary for Ali	OR-0011	bank		50.00	0.00	<input type="checkbox"/>	
31/03/2021	12/03/2021	Transfer to AC	OR-0004	bank		20.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0005	bank		18.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0006	bank		15.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0007	bank		10.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0008	bank		10.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0009	bank		20.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
31/03/2021	12/03/2021	Transfer to AC	OR-0010	bank		20.00	0.00	<input checked="" type="checkbox"/>	TRANSFER TO AC
	13/03/2021	99 Speed mart	OR-0023	bank		200.00	0.00	<input type="checkbox"/>	

## Step to match on unmatched transactions with bank statement

1. Click on the untick transaction.

At the bottom, search for SAME DR/CR AMOUNT, you will find that is a “Match” button or few “Match” button...(if there are few same amount, eg. 50.00)

Recon At	Date	Description	Voucher No.	Cheque No.	DR	CR	Tick	Bank Statement (Match)
31/03/2021	12/03/2021	Ali Seng	201954	bank	37.35	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C CHONG TING SENG...
31/03/2021	12/03/2021	KTLOOKS SDN BHD	OR-0003		23,000.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C KTLOOKS SDN BHD...
31/03/2021	12/03/2021	Isaac	201953	Other	255.40	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C ISAC SENG SENG...
31/03/2021	12/03/2021	Salary for Ali	OR-0011	bank	50.00	0.00	<input type="checkbox"/>	
31/03/2021	12/03/2021	Muhammad Izni Bin No...	201963	Other	78.50	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C MUHAMMAD IZNI BIN...
31/03/2021	12/03/2021	Dhineswary	201966	bank	195.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C DD ROSES ENTERP...
31/03/2021	12/03/2021	Danny	201981	bank	15.92	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C SUMITRA A/P MUNE...
31/03/2021	12/03/2021	Usha	201975	bank	60.28	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C USHA NANDHINI A/P...
31/03/2021	12/03/2021	Ranaga House	201968	bank	48.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C RAS AZERA BINTI M...
31/03/2021	12/03/2021	Salmah Binti Aoman	201967	Other	207.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C MOHD SWANDI BIN...
31/03/2021	12/03/2021	Tong	201974	bank	376.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C CHONG JANG MEEI F...
31/03/2021	13/03/2021	Mans GRT	201986-1	bank	200.00	0.00	<input checked="" type="checkbox"/>	
31/03/2021	13/03/2021	M Balloone	202005	bank	258.10	0.00	<input checked="" type="checkbox"/>	13/03/2021 TRANSFER TO A/C TAN SEW HEE BIN 2...
Count = 707					293,417.84	162,109.43	Untick = 265	

Date	Description	DR	CR	Balance	Match
18/03/2021	TRANSFER TO A/C RAS AZERA BINTI MOP' Nahan MBG CT Min	48.00	PM	90,856.73 JE	
16/03/2021	TRANSFER TO A/C SHAKIA BINTI WAT SP' Nakom MBG CT	48.50	CR, PM	121,192.63 JE	
12/03/2021	TRANSFER TO ALI	50.00	OR, PM	72,442.56 JE	Match

2. Click on “Match” when this is the correct bank transactions for [Salary for Ali]

Recon At	Date	Description	Voucher No.	Cheque No.	DR	CR	Tick	Bank Statement (Match)
31/03/2021	12/03/2021	Ali Seng	201954	bank	37.35	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C CHONG TING SENG...
31/03/2021	12/03/2021	KTLOOKS SDN BHD	OR-0003		23,000.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C KTLOOKS SDN BHD...
31/03/2021	12/03/2021	Isaac	201953	Other	255.40	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C ISAC SENG SENG...
31/03/2021	12/03/2021	Salary for Ali	OR-0011	bank	50.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO ALI
31/03/2021	12/03/2021	Muhammad Izni Bin No...	201963	Other	78.50	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C MUHAMMAD IZNI BIN...
31/03/2021	12/03/2021	Dhineswary	201966	bank	195.00	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C DD ROSES ENTERP...
31/03/2021	12/03/2021	Danny	201981	bank	15.92	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C SUMITRA A/P MUNE...
31/03/2021	12/03/2021	Usha	201975	bank	60.28	0.00	<input checked="" type="checkbox"/>	12/03/2021 TRANSFER TO A/C USHA NANDHINI A/P...

After click “Match”, system will auto tick the transactions and show the date and bank description at Bank Statement (Match) Column.