	Auto Bank Reconciliation

GL -> Bank Reconciliation -> Create New.

1. Select the Bank Statement Date
2. Select the Account
3. Tick "Show Current Recon Transactions"
4. Click Apply

5. Click Load Statement

6. Select your Bank Statement (pdf / csv)
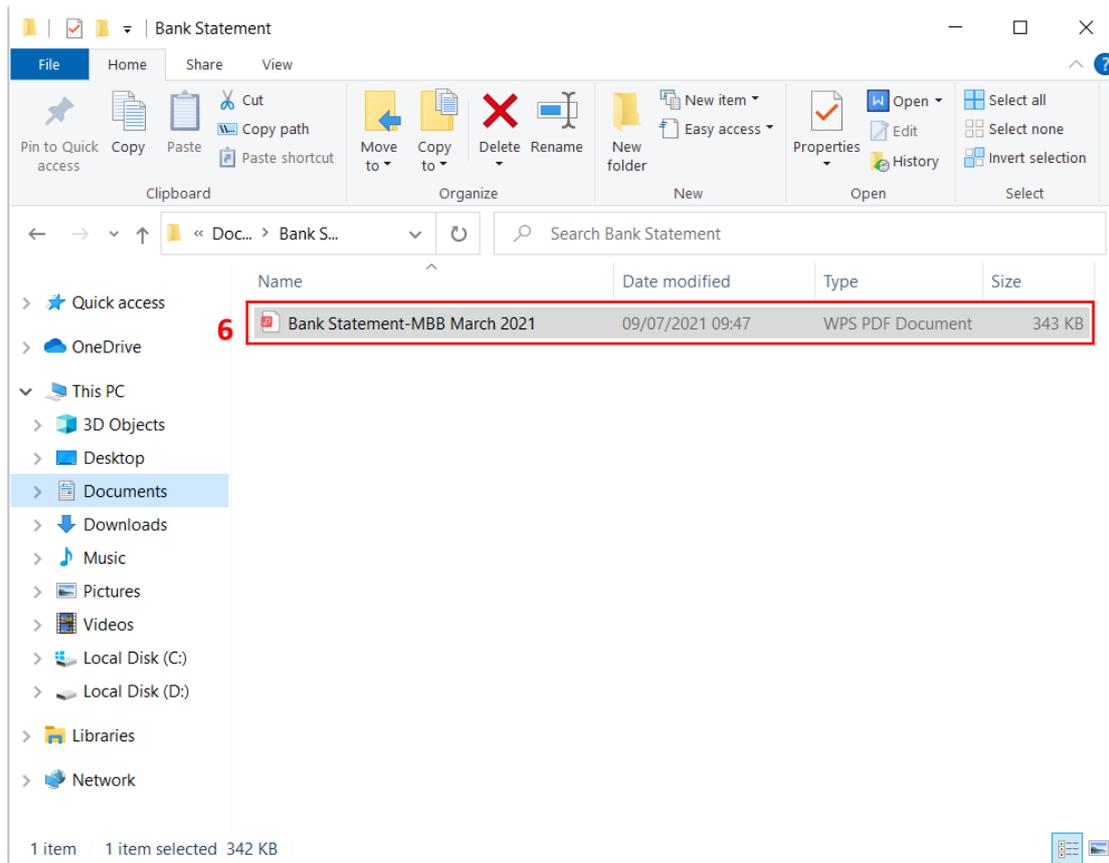
System loading
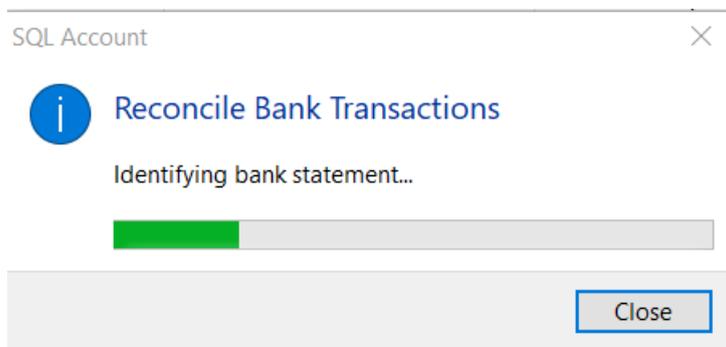
System will detect the Name of your Bank and prompt message below, Click Yes if it is correct.
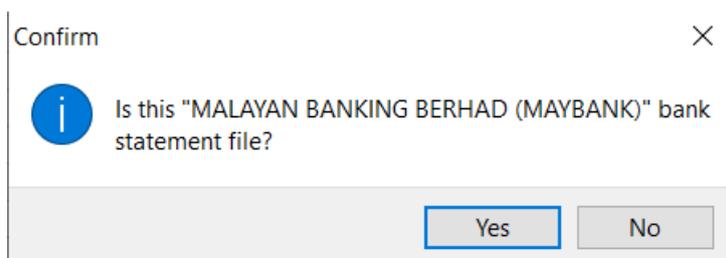
Once you have loaded in your bank statement, bank closing amount will be automatically filled.

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]

				GL					Bank Statement (Match)	
Recon At	Date	Description	Voucher No.	Cheque No.	DR	CR	Tick	Date	Description	
31/03/2021	12/03/2021	Ali Seng	201954	bank	37.35	0.00	☑	12/03/2021	TRANSFER TO A/C CHONG TENG SENG	
31/03/2021	12/03/2021	KITLOONS SDN BHD	OR-00003		23,000.00	0.00	☑	12/03/2021	TRANSFER TO A/C KITLOONS SDN BHD	
31/03/2021	12/03/2021	Assun	201953	Other	755.00	0.00	☑	12/03/2021	TRANSFER TO A/C NOOR	
	12/03/2021	Salary for Ali	OR-0011	bank	50.00	0.00	☐			
31/03/2021	12/03/2021	KITLOONS SDN BHD	201953	Other	18.50	0.00	☑	12/03/2021	TRANSFER TO A/C	
31/03/2021	12/03/2021	Dhineswary	201966	bank	195.00	0.00	☑	12/03/2021	TRANSFER TO A/C DD ROSES ENTERP	
31/03/2021	12/03/2021	Danny	201981	bank	15.92	0.00	☑	12/03/2021	TRANSFER TO A/C SUMITRA A/P MUNE	
31/03/2021	12/03/2021	Usha	201975	bank	60.20	0.00	☑	12/03/2021	TRANSFER TO A/C USHA NANDHINI A/P	
31/03/2021	12/03/2021	Raniza House	201968	bank	40.00	0.00	☑	12/03/2021	TRANSFER TO A/C RAS AZIERA BINTI N	
31/03/2021	12/03/2021	Samah Binti Azman	201967	Other	207.00	0.00	☑	12/03/2021	TRANSFER TO A/C MOHD IRWANDY BIN	
31/03/2021	12/03/2021	Total	201974	bank	326.00	0.00	☑	12/03/2021	TRANSFER TO A/C CHONG TING HEET	
	13/03/2021	99 Speed mart	OR-0023	bank	200.00	0.00	☐			

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)

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

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