



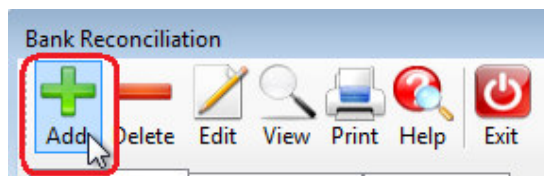
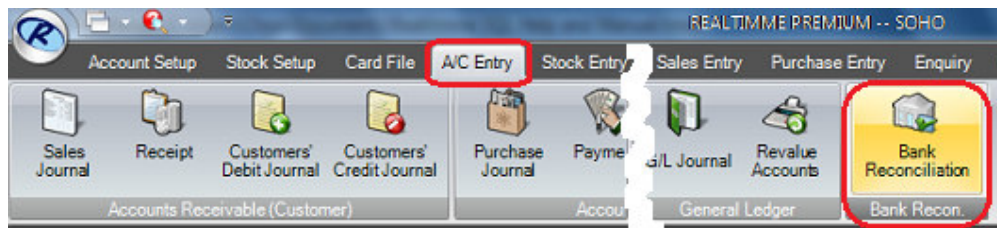
Bank Reconciliation

Every beginning of the month, you will receive Statement of Accounts from your company's bank of the previous month's banking activities of your deposits and payments.

The month end balances will, often than not, never the same figure as compared to your bank ledger in your general ledgers accounts. This is largely due to records shown in your book but not in the bank's record (Statement of Accounts) or vice versa.

In this instance, you must do a bank reconciliation every month to account for the discrepancies.

Click A/c Entry --> Bank Reconciliation



Enter the Bank reconciliation date (e.g. Nov/2010), Bank fast code [1], Amount [155,318.39] (as per your bank statement)

As At		Doc. Date	Ref. No.
Nov/2010		05/12/2010	BRC000012
As Per Bank			Amount
1	D-B001	1	BANK - OCBC (SGD) SGD 155,318.39



Bank Reconciliation

Compare the bank statement against the receipt and payment below,

Tick the receipt that is presented.

Tick the payment that is presented

Select All Receipt						Select All Payment					
No.	RefNo	EntryDatetime	ChequeNo	Amount	Present(Tick)	No.	RefNo	EntryDate	ChequeNo	Amount	Present(Tick)
100	PRC-000000052	27-08-10 6:35 AM	TMCSH 170...	2,007.00	<input checked="" type="checkbox"/>	1	PV-HQ-1000001	02-07-10 5:08:14...	DBS 300668	600.00	<input checked="" type="checkbox"/>
101	PRC-000000054	31-08-10 6:47 AM	MG AMX 29...	3,995.00	<input checked="" type="checkbox"/>	2	PV-HQ-1000002	07-07-10 5:11:19...	DBS 300669	23,327.95	<input checked="" type="checkbox"/>
102	PRC-000000055	29-08-10 7:00 AM	T1AMEX 29...	3,549.56	<input checked="" type="checkbox"/>	3	PV-HQ-1000003	07-07-10 5:13:38...	DBS300672	40.13	<input type="checkbox"/>
103	PRC-000000056	29-08-10 7:08 AM	GW AMX 17...	3,408.85	<input checked="" type="checkbox"/>	4	PV-HQ-1000004	12-07-10 5:18:30...	DBS300673	1,907.48	<input type="checkbox"/>
104	PRC-000000057	29-08-10 7:15 AM	TM AMEX 2...	8,379.58	<input checked="" type="checkbox"/>	5	PV-HQ-1000005	09-07-10 5:20:43...	DBS300674	85.60	<input checked="" type="checkbox"/>
105	PRC-000000059	30-08-10 7:55 AM	MGNVISA 3...	11,127.50	<input checked="" type="checkbox"/>	6	PV-HQ-1000006	15-07-10 5:22:23...	DBS 300675	31.20	<input checked="" type="checkbox"/>
106	PRC-000000061	30-08-10 8:19 AM	T1 NVISA 31...	16,547.92	<input checked="" type="checkbox"/>	7	PV-HQ-1000007	17-07-10 5:24:36...	DBS 300676	41.40	<input type="checkbox"/>
107	PRC-000000062	30-08-10 8:25 AM	GW NVISA 3...	19,808.33	<input checked="" type="checkbox"/>	8	PV-HQ-1000008	07-07-10 5:26:00...	DBS 300677	1,397.91	<input type="checkbox"/>
108	PRC-000000064	30-08-10 8:31 AM	T1POS 3107...	10,926.95	<input checked="" type="checkbox"/>	9	PV-HQ-1000009	15-07-10 5:33:20...	DBS 300678	461.10	<input checked="" type="checkbox"/>
109	PRC-000000065	30-08-10 8:34 AM	MGPOS 300...	2,538.95	<input checked="" type="checkbox"/>	10	PV-HQ-1000010	17-07-10 5:34:36...	DBS 300679	214.00	<input checked="" type="checkbox"/>

Total Unpresented Receipt	0.00	Total Unpresented Payment	3,386.92
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Entry Record

As Per Bank Bal.	155,318.39
Add : Receipt	0.00
Less : Payment	3,386.92
As Per G/L Bal.	151,931.47
Variance	0.00

Variance zero means your reconciliation is complete and proceed to save this work.