

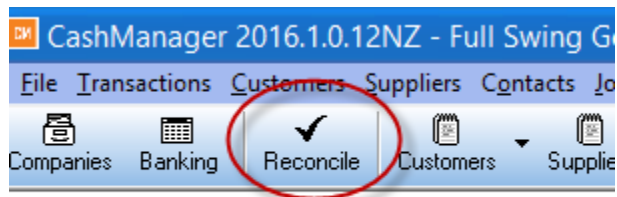
## MANUAL RECONCILIATION

- You would manually enter all the data to the CashManager
- Manually tick all of the transaction against your Bank statement for the period you are reconciling

To Setup Manual Reconciliation follow the steps from “**SETUP THE RECONCILIATION METHOD**” and select the method “Manual Bank Reconciliation” and Click Accept.

### Reconciling the Bank Account

1. Click on the Reconcile Button



2. In STEP 1

- Select the Bank account you would like to reconcile from the drop down box
- “Opening Balance on Statement as at” will show you the date you reconciled the statement last and the Closing balance on that date
- “Closing balance on bank statement” this is the closing balance on the date you want to reconcile up to
- “Date of closing balance on bank statement” is the date you want to reconcile up to
- Then Select “**Next**”

**Step 1...**

Select the bank account you wish to reconcile, and enter the closing balance and date showing on the latest bank statement. Then click Next.

Select Bank Account

Opening balance on statement as at	<input type="text" value="31/12/15"/>	<input type="text" value="22,302.80"/>
Closing balance on bank statement		<input type="text" value="21,464.96"/>
Date of closing balance on bank statement		<input type="text" value="23/01/16"/>

3. In STEP 2- Ticking off screen

- The **Ticking Off** screen, which lists all currently un-cleared transactions

**Step 2...**  
Tick each transaction that appears on the statement, and click Next when done. To add or edit transactions, right click on the list.  
As you work through the statement, the running balance in the box below should correspond with the running statement balance.

Date	Tick	Ref	Type	Desc	Dr Amount	Cr Amount	Code
13/12/15	✓	123001	Chq	Sample Holdings	155.57		Open
18/12/15	✓	123002	Chq	Countrywide Traders	798.25		Open
19/12/15	✓	123003	Chq	IT Supplies Ltd	5571.22		Open
30/12/15	✓	19	Dep	Mary Putt		123.00	Open
01/01/16	✓	106	DPay	Local Real Estate	7464.18		427
05/01/16	✓	1	Dep	National Golf Club		5870.00	230.01
05/01/16	✓	2	Dep	City Putt Putt		7723.13	230
11/01/16	✓	48	DPay	BP Service Station	87.25		400
12/01/16	✓	123005	Chq	IT Supplies Ltd	227.50		742
21/01/16	✓	123004	Chq	Local Real Estate	250.00		427
30/01/16		49	DPay	ANZ Bank	25.00		309
31/01/16		5	DDep	Anytown Bank		10000.00	235.10
31/01/16		123009	DPay	Fairway Landscaping	5432.45		620.10
28/02/16		6	DDep	Anytown Bank		12000.00	235.10
09/08/16		21	Dep	Credit Card		2789.44	Multi
09/08/16		22	Dep	Deposit List		230.00	230
11/08/16		20	Dep	EFTPOS		68.63	230.01

Bank statement details  
Final date 23/01/16  
Final balance 21,464.96  
In balance

- Because this screen holds a lot of information, you may find it easier to maximise the window by clicking in the small square at the top right corner of the form, or widening it by dragging the right edge. You can also re-size individual column widths and move columns around the grid by dragging the column headings
- To perform the reconciliation, work your way down the actual bank statement from top to bottom, locate each item on the screen, highlight it, and check it off by clicking once in the Tick column with your mouse. If you accidentally check an item as being presented when it is not on the bank statement, you can un-check it by clicking once in the Tick column again. (you can use spacebar to tick and untick when the line is highlighted as well)
- Use the Sort transactions by to change the sort order of the ticking-off list in a number of ways: Date, Reference, Amount, as ticked, as entered, Details

★ *Don't just look at the Reference Number when checking off items. Ensure that the amount on the bank statement is the same as the amount on the screen*

Throughout the checking-off process, you should check the bank statement details panel on the lower left side of the form, which shows the running bank statement balance. This balance is updated after every time you check an item, and if you are ticking off in the same sequence as the bank statement, this balance should be the same as the running balance on the statement

- If you come across an amount on the screen that has been incorrectly entered, right click on that transaction. This will pop up a menu, giving you the opportunity of editing the transactions. You can also add new transactions this way. See also Editing Transactions.
  - During ticking-off, you may find it easier to re-sort the transactions on the screen. The default sequence is date order, but the list box at the top of the grid lets you re-sort the transactions into alternative sequences
  - If you are certain that all transactions have been cleared, right-click and select **Tick All Transactions**
  - When you have completed ticking off, click **Next**
4. In STEP 3- Final Step of the Reconciliation
- This will let you know if you reconciliation is in balance or not.


**Bank Reconciliation Wizard - Main Cheque Account (1)**

**Step 3...**

Congratulations! Your cashbook is reconciled with your bank statement.

To view and print a copy of the reconciliation, complete with outstanding deposits and unrepresented cheques, click View.

Then click Finish to finalise the reconciliation.



**Bank Reconciliation as at 23/01/16**

Balance per bank statement	21,464.96	
Add: Outstanding deposits	25,088.07	
	46,553.03	<input type="button" value="Reset"/>
Less: Unrepresented cheques	5,457.45	<input type="button" value="Proforma"/>
<b>Adjusted bank balance</b>	<b>41,095.58</b>	<input type="button" value="View"/>
<b>Cashbook balance</b>	<b>41,095.58</b>	<input type="button" value="Print"/>

**In balance.**

When you click Finish a PDF file of your bank reconciliation will be saved to the data folder automatically.

- If account is balanced you can finalise your Reconciliation and also view and print the reconciliation report. ( if you have forgotten to print the report but you have already finalised, Your reconciliation report copy can be found on **Reporting** menu under '**View Reconciliation Reports**')
- If your Reconciliation is not balanced it will show you in **red** (as per the image below), and it will also show you by how much. You can select **Back** button to go and review your data

*Few things that may make your reconciliation out of balance,*

- *You may have recorded and incorrect amount when entering transactions (different to what your bank statement shows. I.e.: Might have typed a 9 instead of a 6)*
- *Might have ticked a transaction that was not presented in the statement (most of the time the cheques entered will only show up on your statement when they will be presented by the Payee. So you would have them unticked until they show on the statement)*

- *The closing or the opening balance of the account is not the same as per the bank statement (if the closing balance from last reconciliation was incorrect then the opening balance for the current reconciliation is incorrect. And if the closing balance is incorrect for current reconciliation you will be shown that your reconciliation is out of balance due to that)*
  - *You can print the Pro forma statement (click on the **Proforma** button) and compare it to the bank statement to compare and make any adjustments needed. Should you wish to **RESET** all to the time when the data was last balanced, click on the **Reset** button*
5. When you are satisfied with the reconciliation and it's in balance you can click on the **Finish** button to finalise the reconciliation