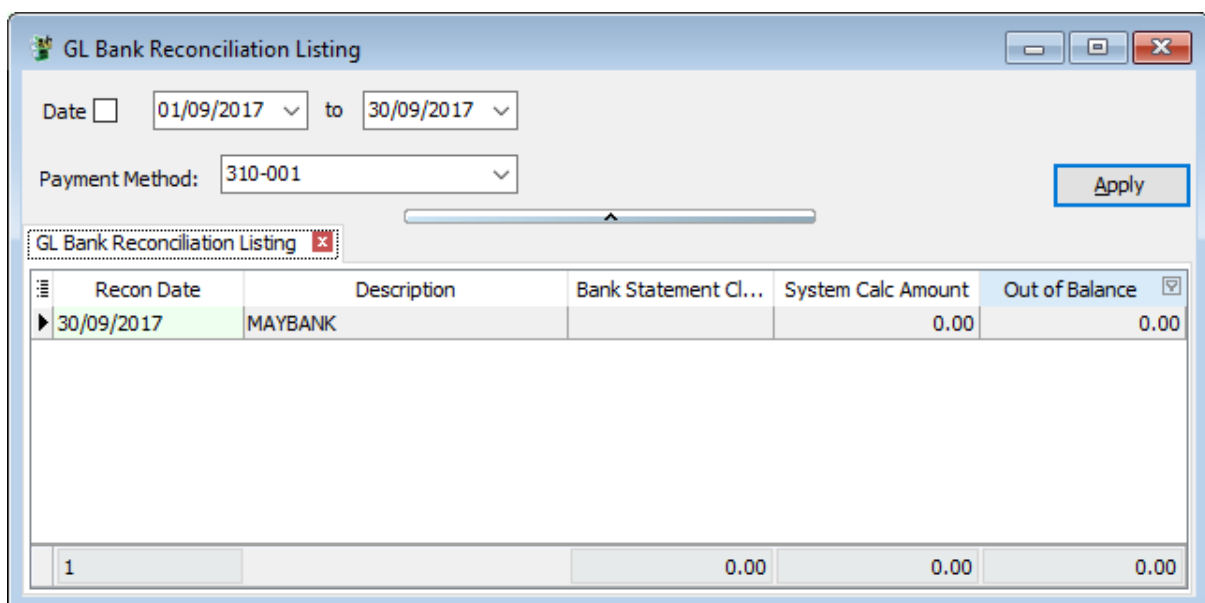
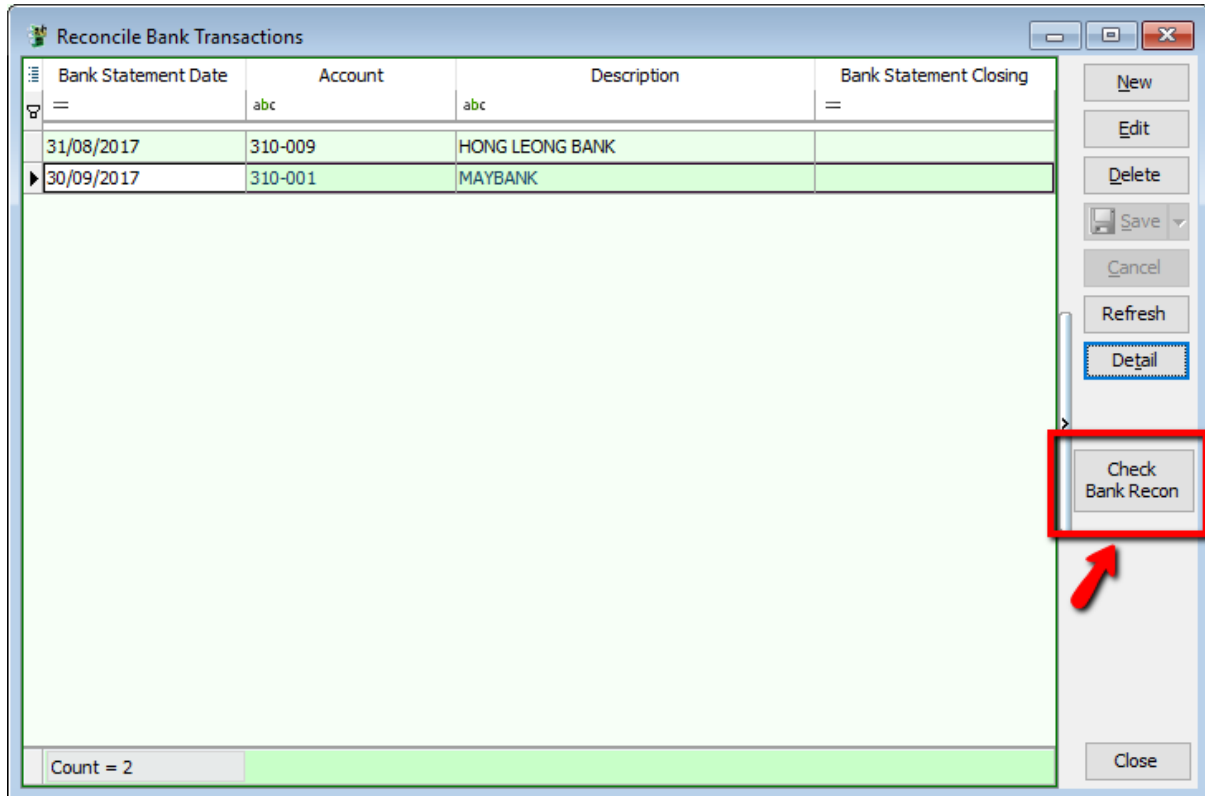


Bank Reconciliation

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

Reconcile Bank Transactions

Bank Statement Date: 31/08/2017
 Account: 310-009
 Display Period: // to 30/09/2017

Bank: HONG LEONG BANK
 Bank Statement Bank Closing:
 System Calculate Bank Closing: (2,936.57)
 Out of Balance by: (2,936.57)

Show Unticked Transactions
 Show Current Recon Transactions
 Merge Bank Charges

Apply

| Recon At | Date | Description | Voucher No | Cheque No. | Debit | Credit | Debit (Net) | Tick |
|------------|------------|------------------------|------------|------------|----------|----------|-------------|-------------------------------------|
| 31/08/2017 | 22/08/2017 | TM UNIFI | PV-00062 | JomPay | 0.00 | 240.00 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 22/08/2017 | TENAGA NASIONAL BER... | PV-00063 | JomPay | 0.00 | 1,400.00 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 22/08/2017 | Jack | PV-00064 | | 0.00 | 498.00 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 22/08/2017 | Cash Deposit | OR-00069 | | 4,800.00 | 0.00 | 4,800.00 | <input checked="" type="checkbox"/> |
| 31/08/2017 | 28/08/2017 | XXXX | OR-00070 | | 1,130.00 | 0.00 | 1,130.00 | <input checked="" type="checkbox"/> |
| 31/08/2017 | 28/08/2017 | XXX | PV-00065 | | 0.00 | 437.25 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 29/08/2017 | TAN | PV-00066 | | 0.00 | 105.00 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 29/08/2017 | XXXX | OR-00071 | | 1,500.00 | 0.00 | 1,500.00 | <input checked="" type="checkbox"/> |
| 31/08/2017 | 30/08/2017 | CASH WITHDRAW | PV-00067 | | 0.00 | 1,500.00 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 30/08/2017 | CASH WITHDRAW | PV-00068 | | 0.00 | 500.00 | | <input checked="" type="checkbox"/> |
| 31/08/2017 | 30/08/2017 | XXXX | OR-00072 | | 360.00 | 0.00 | 360.00 | <input checked="" type="checkbox"/> |
| 31/08/2017 | 31/08/2017 | CASH WITHDRAW | PV-00069 | | 0.00 | 2,000.00 | | <input checked="" type="checkbox"/> |
| Count = 12 | | | | | 7,790.00 | 6,680.25 | | |

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Check Bank Recon, Close

| Date Tarikh | Transaction Description Deskripsi Transaksi | Deposit Simpanan | Withdrawal Pengeluaran | Balance Baki |
|---|--|---------------------|---------------------------|--|
| 22-08-2017 | CA JomPay Payment via Internet 48MRDQB21708221632Y TM UNIFI 24IR170822676820 | | 240.00 | |
| 22-08-2017 | CA JomPay Payment via Internet 48MH1VL621708221633Y 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 | 4,800.00 | | 4,121.58 |
| 28-08-2017 | HLB Connect Instant Transfer From FT To Others INSTANT TRANSFER | | 437.25 | |
| 28-08-2017 | PAY-RIBPBB201708287531 House Cheque (RPC) | 002104 | 1,130.00 | 4,814.33 |
| 29-08-2017 | Fund Trf fr CA to SA-Internet FT To Others TAN TAN TAN | | 105.00 | |
| 29-08-2017 | Cr Adv-Interbank GIRO at KLM JULY PAYMENT CON 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 FT To Others L | 360.00 | | 4,569.33 |
| 31-08-2017 | ATM Cash | | 2,000.00 | 2,569.33 |
| Total Withdrawals / Jumlah Pengeluaran : | | 28 | 19,813.09 | Date / Tarikh : 31-08-2017 |
| Total Deposits / Jumlah Simpanan : | | 13 | 18,336.10 | Closing Balance / Baki Akhir : 2,569.33 |

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) |
| Add: Cheque(s) not credited by Bank | | | | | |
| 29/08/2017 | OR-00071 | | XXXX | 1,500.00 | 1,500.00 |
| Less: Unpresented Cheque(s) | | | | | |
| 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