Bank Reconciliation

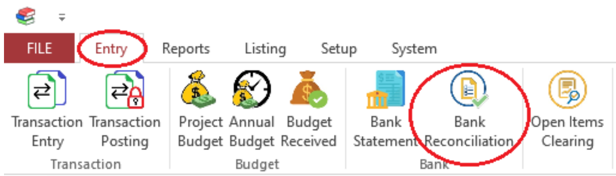
Bank statement should be entered in the system of each period to do Bank Reconciliation. Bank Reconciliation in the system will be done at organization level. Some bank account may be used for multiple projects, so for those bank account there will be only one bank reconciliation for the period. To identify the transaction of the project, Project ID and Account ID (display) of each transaction will be displayed in the transaction list.

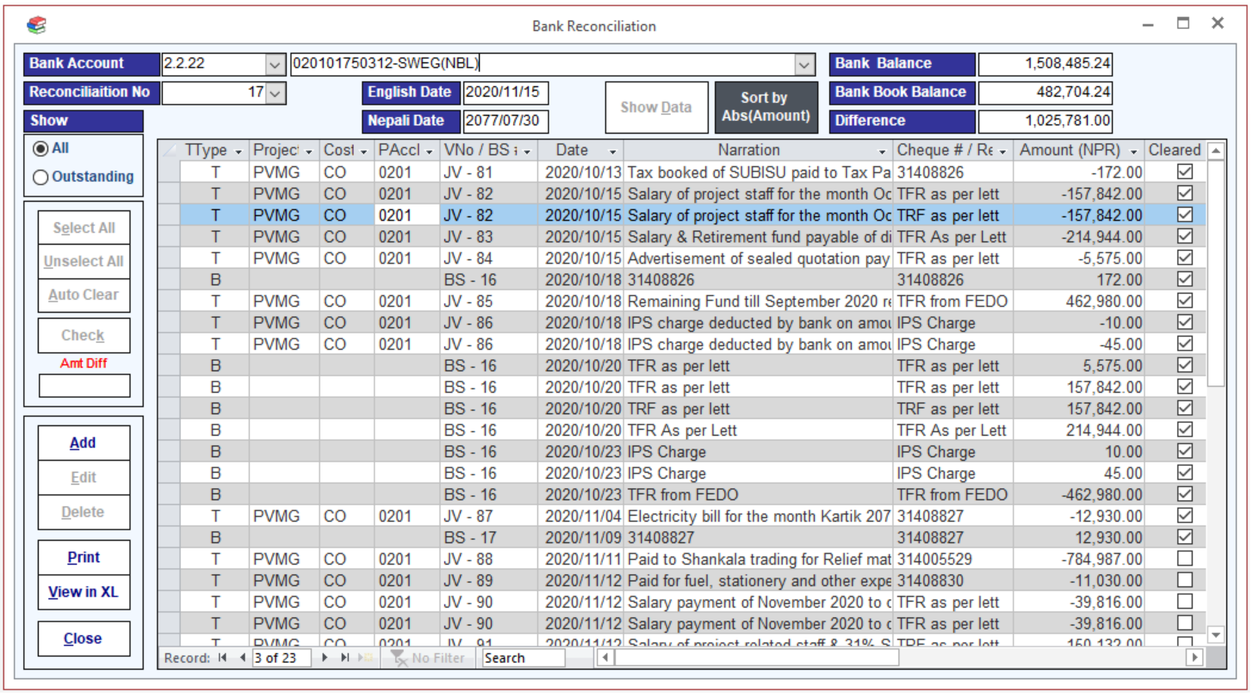
Before processing for reconciliation make sure that all the transaction of the bank is booked / entered in the system.

Process for Bank Reconciliation

- Go to *Entry* menu
- Click on *Bank Reconciliation*

Bank Reconciliation dialog box will open.





To do bank reconciliation

- Select Bank Account from *Bank Account* drop-list.
- Click *Add* Button

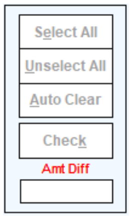
  System will input *Bank Reconciliation No.* which cannot be changed. Numbering is done for each bank account.
- Enter reconciliation date in *English Date* or *Nepali date.* System will auto fill other date. Reconciliation date should be reporting period end date.
- Click *Show Data* Button.

  All the open transaction (not reconciled before) of both bank statement and transaction (voucher) will be displayed in the table.

  For bank statement transaction, system will display *Bank Statement* in *TType* Column

  For transaction (voucher), system will display *Transaction* in *TType* Column
- Mark the transaction which are reconciled in *Cleared* Column.
- Click *Save* Button to save the bank reconciliation.

Note:



1. For mark automatically reconciled transaction, click *Auto Clear* button. System will mark in Cleared column of which *Cheque #/Ref* and *Amount* (without considering +/- sign) are same.
2. Click *Select All* button to select all transaction and *Unselect All* button to deselect all.
3. Click *Check* button to check the total of marked transaction. It should be Zero (0) to save the reconciliation. Difference will be displayed in *Amt Diff*.
4. Click *Sort by Abs(Amount)* button to sort the displayed transaction in amount without considering +/- sign.

To Edit

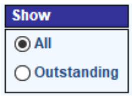
- Select Bank Account from *Bank Account* drop-list.
- Select reconciliation number from *Reconciliation No.* drop-list.

  Edit button will be enabled only for the last reconciliation. Other reconciliation cannot be edited.
- Click *Edit* Button and make necessary changes
- Click *Save* Button to save the changes.

To View

- Select Bank Account from *Bank Account* drop-list.
- Select reconciliation number from *Reconciliation No.* drop-list.

  All the transaction of the reconciliation will be displayed in the table. Reconciled transaction will be marked in *Cleared* column.

  To list all transaction of the reconciliation Select *All* in Show Box and to list outstanding transactions select Outstanding.

To Print / Export

- Select Bank Account from *Bank Account* drop-list.
- Select reconciliation number from *Reconciliation No.* drop-list.
- Click *Print* button to print hard copy

  Or

  Click *View in XL* to export the reconciliation report in MS Excel.