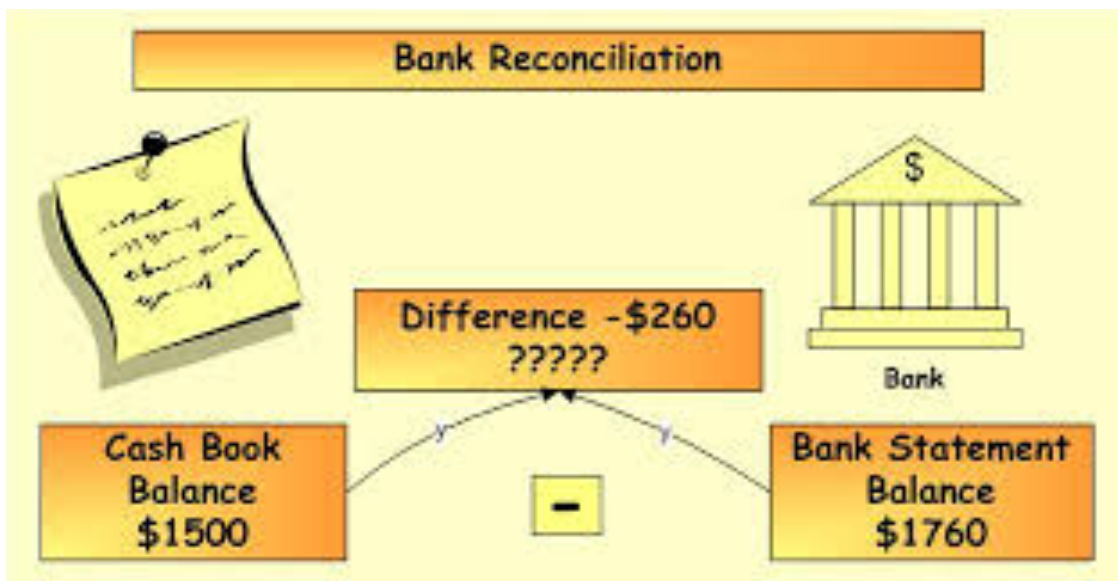# Bank Reconciliation Guide

Main Function

- Crosscheck Cash & Bank Mutation System vs Your Bank Statement Account.
- Add Bank Charges & Bank Interest on Bank Reconciliation.
- Auto Create Journal for Bank Charges & Bank Interest and etc from Bank Reconciliation.
- Print Cash and Bank Mutation on Excel Format.
- Print Cash and Bank Mutation Summary on Excel Format.

Main Goal

Help you cross check and Manage for Cash & Bank Transaction on The System.

Crosscheck Cash & Bank Mutation System vs Your Bank Statement Account

1. Setting Your Bank Journal

   *Invoicing/Configuration/Journals/Journal

2. Create Cash or Bank Transaction

   * You can Create Any Transaction with Cash or Bank Account

   * Make sure Your Transaction already Created on Journal Entries

   * Invoicing/Journal Entries/ Journal Entries

3. Check Cash & Bank Mutation on "Bank Reconciliation" Menu

4. Auto Create Journal for Bank Charges & Bank Interest and etc from Bank Reconciliation.

Bank Mutation January 2018

Fiscalyear	2018		Cash/ Bank	Bank CIMB (USD)
Start Date	01/01/2018		Currency	USD
End Date	31/01/2018		Company	Your Company

Bank Transactios   Bank Transactions Mutation

Credits, Bank Fee, Income, and Interest (Money IN)

Date	Description	Reference	Partner	Account	Amount	Journal Item	
08/01/2018	Bank In				10,000.00	BNK2/2018/0001	
31/01/2018	Bank Interest	BNK00001	Bank CIMB	111111 Bank Interest	20.00		✓

Debits, Withdrawals, and Service Charges (Money OUT)

Date	Description	Reference	Partner	Account	Amount	Journal Item	
10/01/2018	Salary Payment				300.00	BNK2/2018/0002	
12/01/2018	Salary Payment				100.00	BNK2/2018/0003	
18/01/2018	Bank Correction		Bank CIMB	220000 Expenses	5.00		✓

###

Credit Items#	2
Debit Items#	3
Created By	Administrator
Checked By	

Summary

Beginning Balance :	0.00
Credit Total# :	10,000.00
Debit Total# :	400.00
Ending Balance :	9,600.00

If You want add Transaction Related with cash or bank Selected you can input like Example above.

Fill on "Credit, Bank Fee, Income and Interest" for Increate Bank Amount, then

Fill on "Debit, Withdrawals, Service Charges" for Decreate Bank Amount.

When you Finish Fill the data :

1. Click Button **SAVE**
2. Click ✅   Button For Execute Transaction then System Will Create Auto Journal

Result Journal

5. Print Cash and Bank Mutation on Excel Format

Your Company
Laporan Bank CIMB
From 2018-01-01 To 2018-01-31

Date	Source No.	Description	Increase	Decrease	Balance
Last Balance					0.00
2018-01-08	BNK2/2018/0001	Bank In	10,000.00	0.00	
2018-01-10	BNK2/2018/0002	Salary Payment	0.00	300.00	
2018-01-12	BNK2/2018/0003	Salary Payment	0.00	100.00	
2018-01-18	BNK2/2018/0005	Bank Correction	0.00	5.00	
2018-01-31	BNK2/2018/0004	Bank Interest	20.00	0.00	
Total of Bank CIMB			**10,020.00**	**405.00**	

Checked by :   Created by :

#NA   Administrator
Treasury Sec Head   Cashier

The Picture above is result for Bank Mutation on Excel Format

6. Print Cash and Bank Mutation Summary on Excel Format
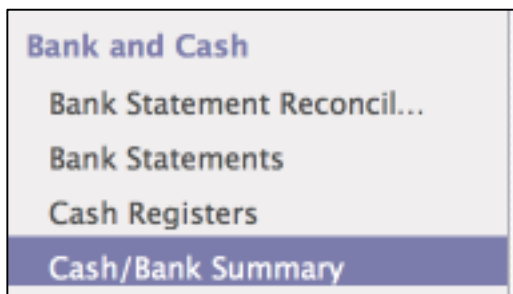
Select **"Cash/Bank Summary"**

Fill Filter like you want. Then **Click Print**

	Your Company				
		:			
	Tanggal	: 2018-01-01 s/d 2018-01-31			

Cash/ BANK Summary

Account Code	Begining Balance	Mutation		Ending Balance
		Debit	Credit	
Bank CIMB				
Acc No. 110402	0.00	10,020.00	405.00	9,615.00
Cash				
Acc No. 110401	0.00			0.00
				, 2018-01-08
		Checked by,		Created by,
		Treasury Sect. Head		Cashier

The Picture above is Result Printed on Excel Format.