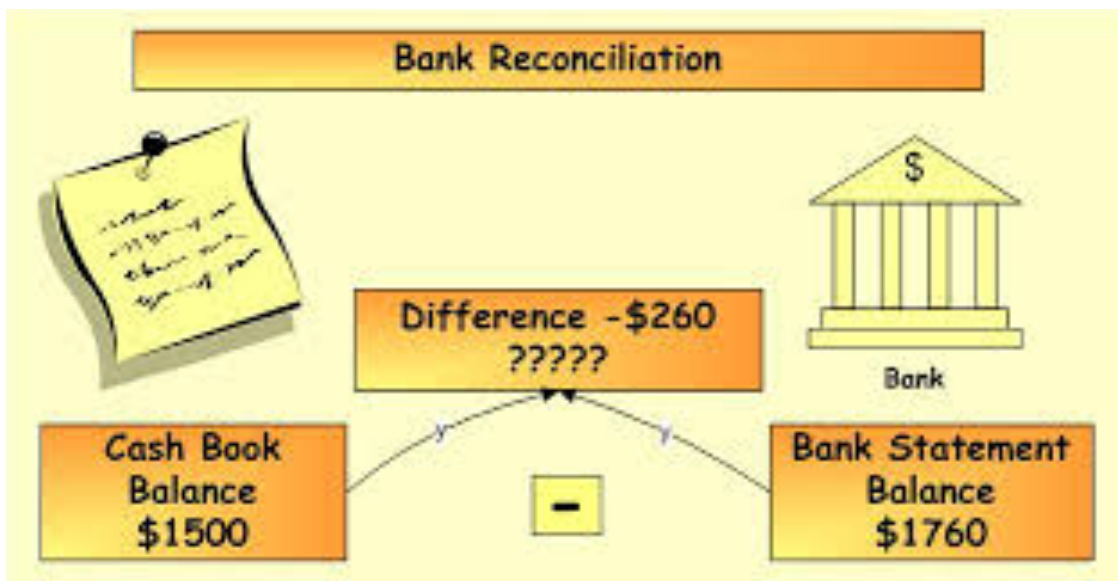


Bank Reconciliation Guide

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

Bank CIMB	
Code	BNK2
Type	Bank and Checks
Make sure You already have Journal of Bank	
Default Debit Account	110402 Bank CIMB
Default Credit Account	110402 Bank CIMB
Advanced Settings Entry Controls Cash Registers	
User	Administrator
Entry Sequence	Bank
Centralized Counterpart	<input type="checkbox"/>
Autopost Created Moves	<input type="checkbox"/>
Allow Cancelling Entries	<input type="checkbox"/>
Check Date in Period	<input type="checkbox"/>
Group Invoice Lines	<input type="checkbox"/>

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

Cancel Entry										Unposted		Posted	
BNK2/2018/0001													
Journal		Bank CIMB (USD)				Reference		Date					
Period		01/2018				Date		08/01/2018					
						To Review		<input type="checkbox"/>					
Journal Items													
Make Cash or Bank Account There													
Invoice	Name	Partner	Account	Due date	Debit	Credit	Amount	Currency	Tax Account	Tax/Base Amount	Status	Reconcile	Partial Reconcile
	Bank In		110402 Bank CIMB		10,000.00	0.00					0.00	Balanced	
	Bank In		110600 Opening Income Account		0.00	10,000.00					0.00	Balanced	
					10,000.00	10,000.00							

3. Check Cash & Bank Mutation on “Bank Reconciliation” Menu

The screenshot shows the Odoo Bank Reconciliation interface. The left sidebar contains a menu with categories: Customers, Suppliers, Bank and Cash, Journal Entries, Charts, Periodic Processing, Reporting, and Configuration. The 'Bank and Cash' section is expanded, showing 'Bank Statement Reconciliation' as the selected option. The main area displays the 'Bank Mutation January 2018' form. The form includes fields for Fiscal Year (2018), Start Date (01/01/2018), and End Date (31/01/2018). It also shows the selected Cash/Bank account (Bank CIMB (USD)), Currency (USD), and Company (Your Company). The form displays two tables: 'Credits, Bank Fee, Income, and Interest (Money IN)' and 'Debits, Withdrawals, and Service Charges (Money OUT)'. The first table shows a transaction on 08/01/2018 for Bank In with an amount of 10,000.00. The second table shows two transactions on 10/01/2018 and 12/01/2018 for Salary Payment with amounts of 300.00 and 100.00 respectively. The form also includes a summary section at the bottom right showing the Beginning Balance (0.00), Credit Total (10,000.00), Debit Total (400.00), and Ending Balance (9,600.00). Red arrows and numbers 1-10 point to specific elements: 1. Invoicing menu item, 2. Bank and Cash menu item, 3. Input Label, 4. Select Fiscal & Date Range, 5. Select Cash or Bank Account, 6. Mutation Transaction Auto Showing, 7. Items Summary, 8. Balance Prev Date, 9. Ending Balance, 10. Click Update for Refresh.

1. Invoicing

2. Bank and Cash

3. Input Label

4. Select Fiscal & Date Range

5. Select Cash or Bank Account

6. Mutation Transaction Auto Showing

7. Items Summary

8. Balance Prev Date

9. Ending Balance

10. Click Update for Refresh

Bank Mutation January 2018

Fiscalyear: 2018
Start Date: 01/01/2018
End Date: 31/01/2018

Cash/ Bank: Bank CIMB (USD)
Currency: USD
Company: Your Company

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

*Transaction Cash or Bank IN

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

*Transaction Cash or Bank OUT

Summary

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

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#

Debit Items#

Created By

Checked By

2

3

Administrator

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 Decrease 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

Post
Unposted Posted

BNK2/2018/0005

Journal
Period

Bank CIMB (USD)
 01/2018

Reference
Date

18/01/2018
 To Review ☐

Journal Items

Invoice	Name	Partner	Account	Due date	Debit	Credit	Amount	Currency	Tax Account	Tax/Base Amount	Status	Reconcile	Partial Reconcile
	Bank Correction	Bank CIMB	110402 Bank CIMB		0.00	5.00	0.00			0.00	Balanced		
	Bank Correction	Bank CIMB	220000 Expenses		5.00	0.00	0.00			0.00	Balanced		
					5.00	5.00							

5. Print Cash and Bank Mutation on Excel Format

Print
More

Mutation Print

Bank Mutation January 2018

Print Mutation

Fiscalyear
Start Date
End Date

2018
 01/01/2018
 31/01/2018

Cash/ Bank
Currency
Company

Bank CIMB (USD)
 USD
 Your Company

Bank Transactions
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		20.00	BNK2/2018/0004 (BNK00001)

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		5.00	BNK2/2018/0005

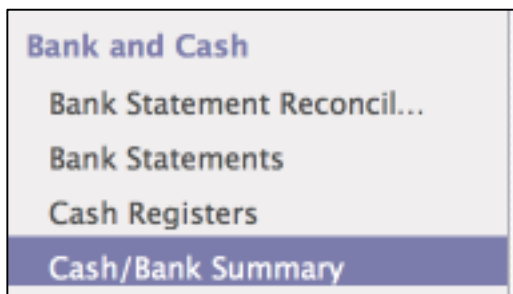
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Summary
 Credit Items# : 2
 Debit Items# : 3
 Beginning Balance : 0.00
 Credit Total# : 10,020.00

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	
<div> <div>Checked by :</div> <div>Created by :</div> </div> <div> <div>#NA Treasury Sec Head</div> <div>Administrator Cashier</div> </div>					

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”

Cash/Bank Summary

Print

or

Cancel

Budget Detail

Company

Your Company

Fiscal Year

2018

Filter

Date

Start Date

01/01/2018

End Date

31/01/2018

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

	Your Company	:			
Tanggal	: 2018-01-01 s/d 2018-01-31				
Cash/ BANK Summary					
Account Code	Beginning Balance	Mutation Debit Credit	Ending Balance		
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.