

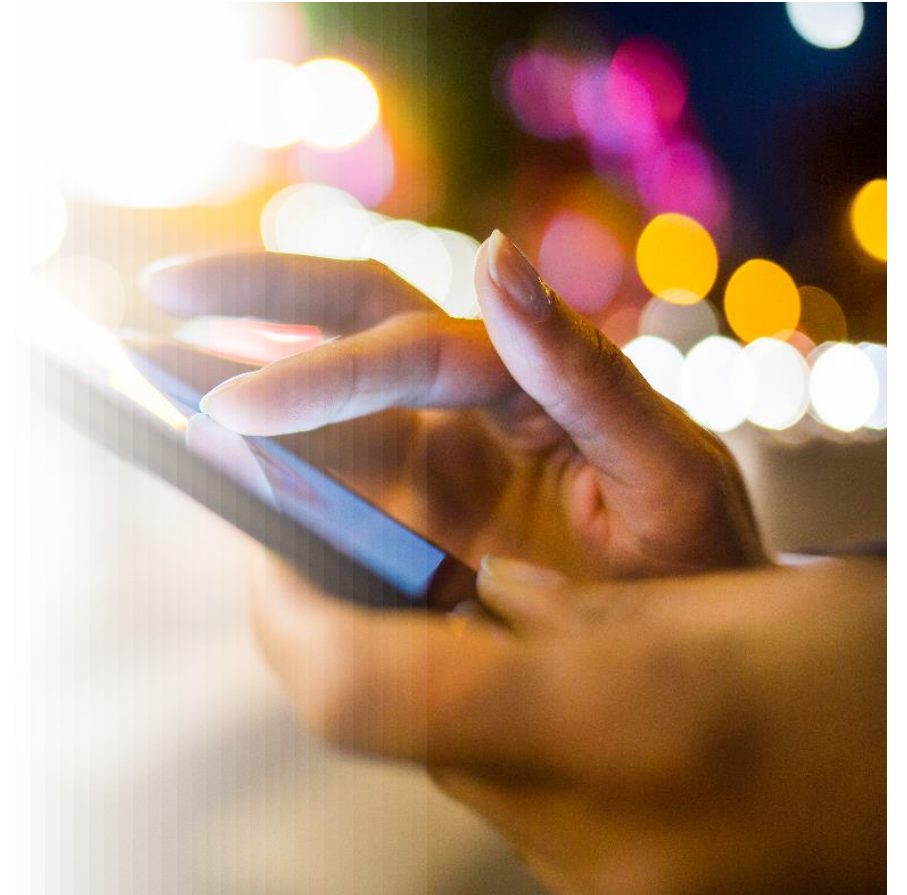
Hong Kong Trade Development Council

End User Training – Cash Management

27 AUG 2020

Agenda

- Bank Reconciliation
 - Loading Bank Statement
 - Reconcile Bank Statement Automatically
 - Reconcile Bank Statement Manually
- Q&A



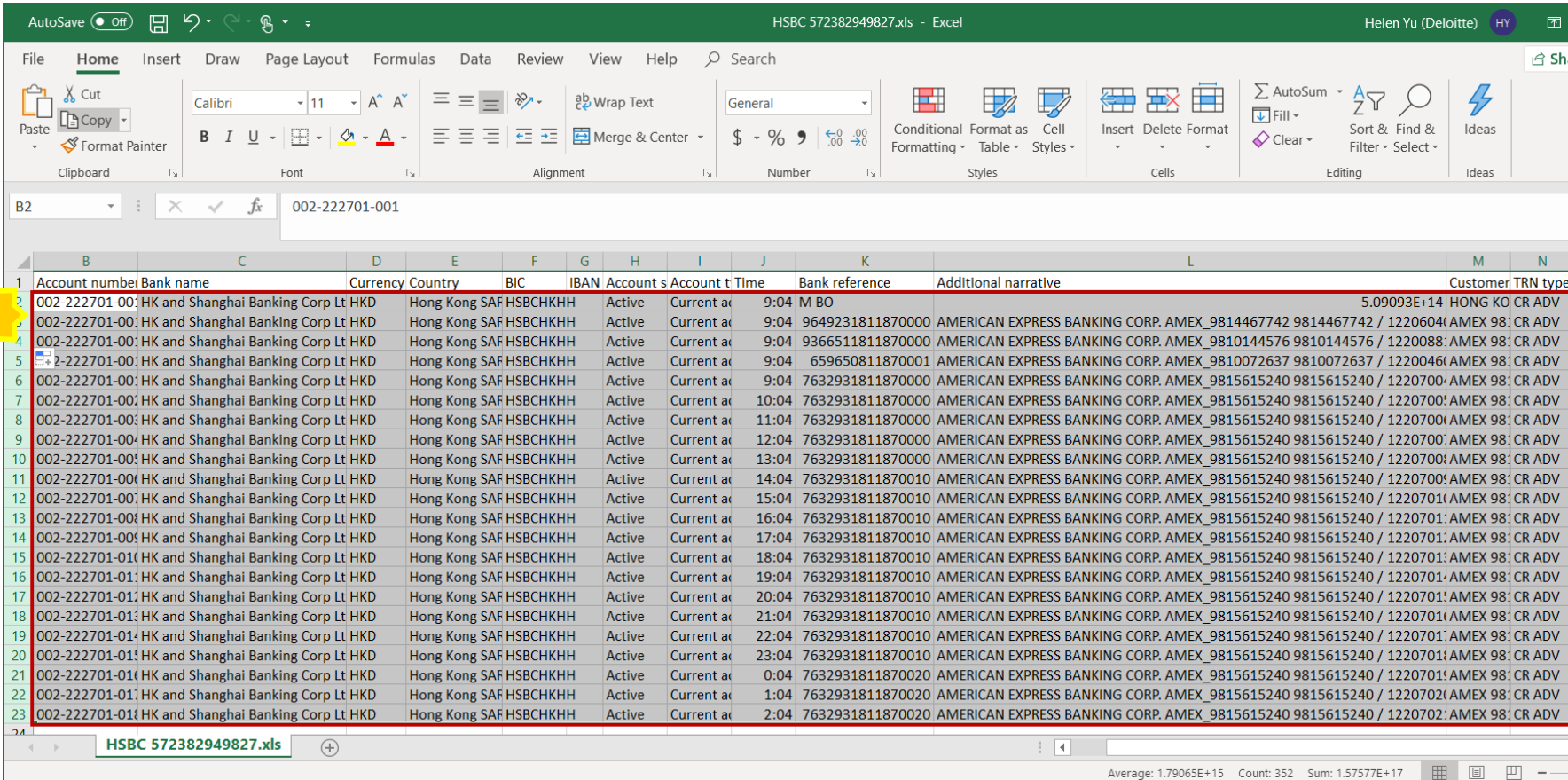
Bank Reconciliation

Load Bank Statement

Bank Reconciliation

Convert HSBC Bank Statement File (1/2)

1. Open the bank statement file from HSBC



HSBC 572382949827.xls - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Search

Clipboard Font Alignment Number Styles Cells Editing Ideas

B2 002-222701-001

	B	C	D	E	F	G	H	I	J	K	L	M	N
	Account number	Bank name	Currency	Country	BIC	IBAN	Account status	Account type	Time	Bank reference	Additional narrative	Customer TRN type	
1	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		9:04	M BO		5.09093E+14	HONG KO CR ADV
2	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		9:04	9649231811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9814467742 9814467742 / 12206041	AMEX 98: CR ADV	
3	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		9:04	9366511811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9810144576 9810144576 / 12200881	AMEX 98: CR ADV	
4	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		9:04	659650811870001	AMERICAN EXPRESS BANKING CORP. AMEX_9810072637 9810072637 / 12200461	AMEX 98: CR ADV	
5	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		9:04	7632931811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207001	AMEX 98: CR ADV	
6	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		10:04	7632931811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207001	AMEX 98: CR ADV	
7	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		11:04	7632931811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207001	AMEX 98: CR ADV	
8	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		12:04	7632931811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207001	AMEX 98: CR ADV	
9	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		13:04	7632931811870000	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207001	AMEX 98: CR ADV	
10	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		14:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207001	AMEX 98: CR ADV	
11	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		15:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
12	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		16:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
13	002-222701-001	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		17:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
14	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		18:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
15	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		19:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
16	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		20:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
17	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		21:04	7632931811870020	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
18	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		22:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
19	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		23:04	7632931811870010	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
20	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		0:04	7632931811870020	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207011	AMEX 98: CR ADV	
21	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		1:04	7632931811870020	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207021	AMEX 98: CR ADV	
22	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account		2:04	7632931811870020	AMERICAN EXPRESS BANKING CORP. AMEX_9815615240 9815615240 / 12207021	AMEX 98: CR ADV	
23	002-222701-011	HK and Shanghai Banking Corp Lt HKD	HKD	Hong Kong	SAFHSBCHKHH	Active	Current account						

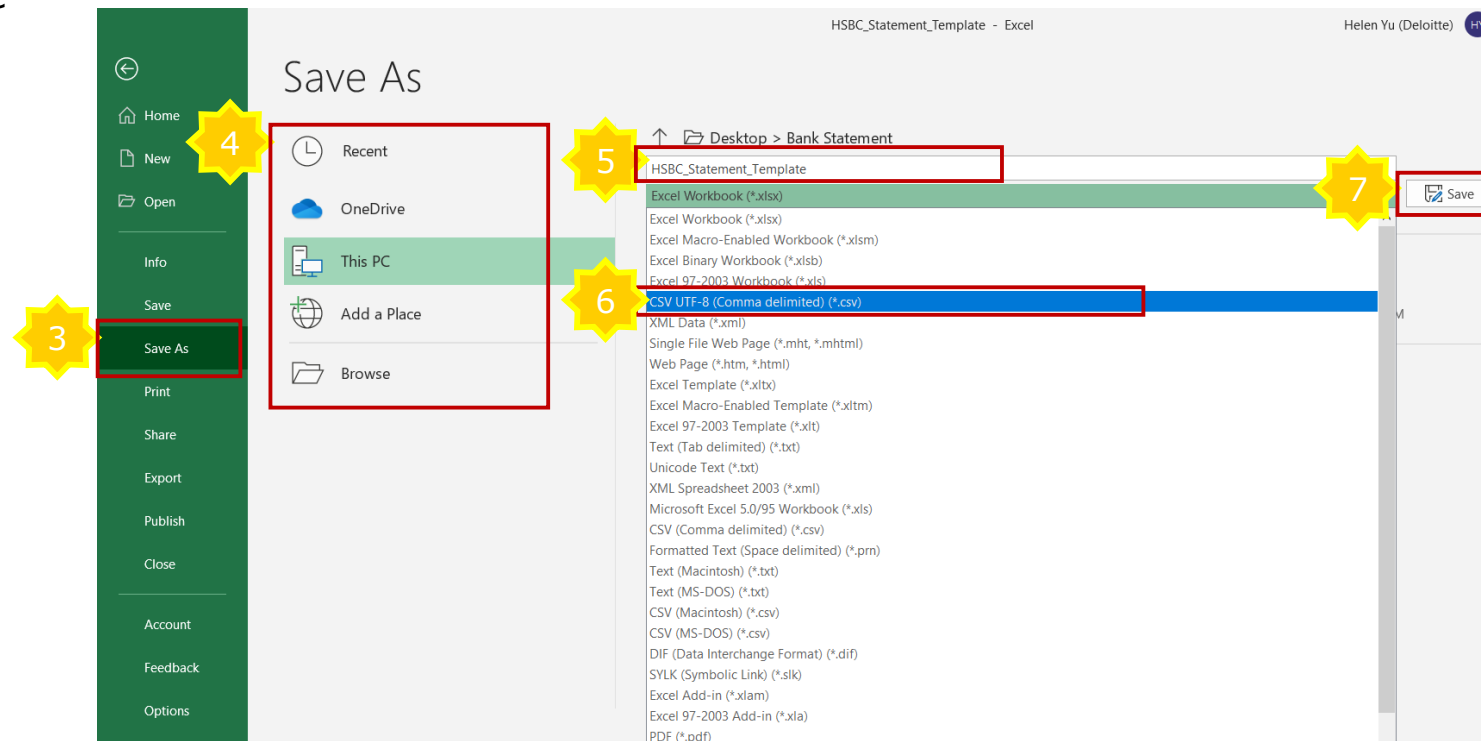
HSBC 572382949827.xls

Average: 1.79065E+15 Count: 352 Sum: 1.57577E+17

Bank Reconciliation

Convert HSBC Bank Statement File (2/2)

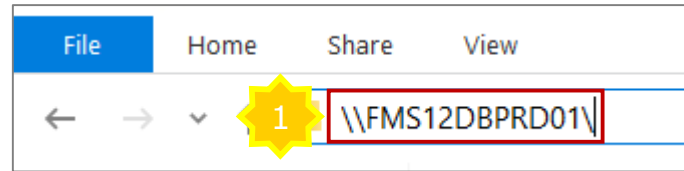
2. Click "Save As"
3. Choose position to place the statement file
4. (Optional) Rename statement file
5. Choose "CSV UTF-8 (Comma delimited) (*.csv)" as format
6. Click "Save"



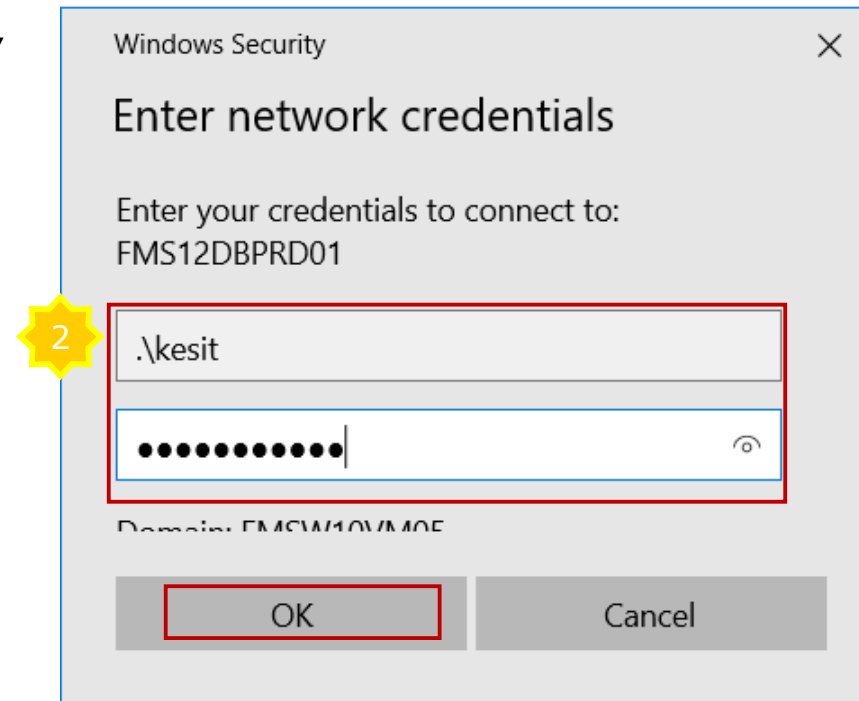
Bank Reconciliation

Load Bank Statement (1/6)

1. Open File Explorer, go to `\\FMS12DBPRD01\`



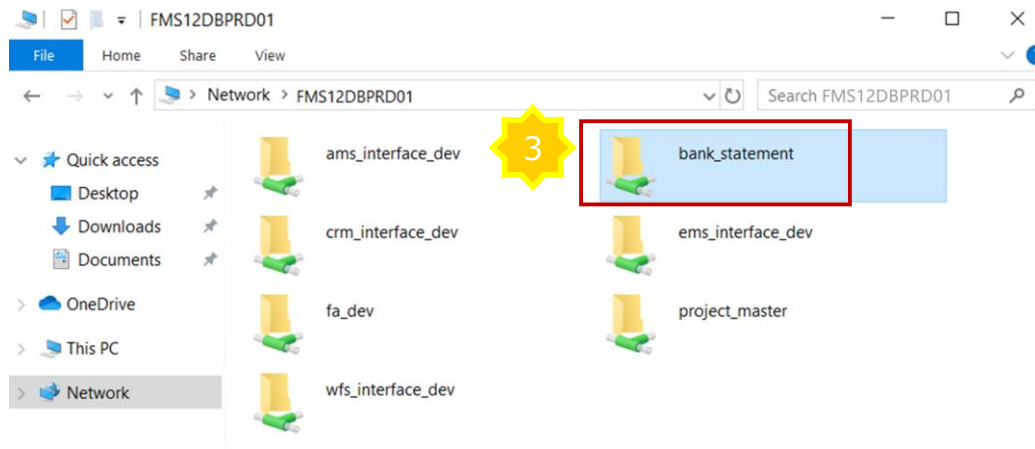
2. Enter your login information and click "OK"



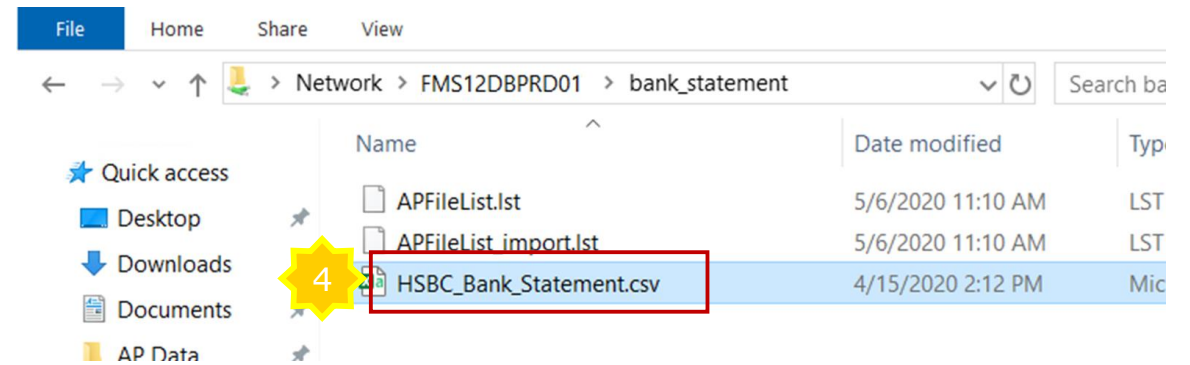
Bank Reconciliation

Load Bank Statement (2/6)

3. Open folder "bank_statement"



4. Put bank statement files (in csv format) in the folder and note down the file name



Bank Reconciliation

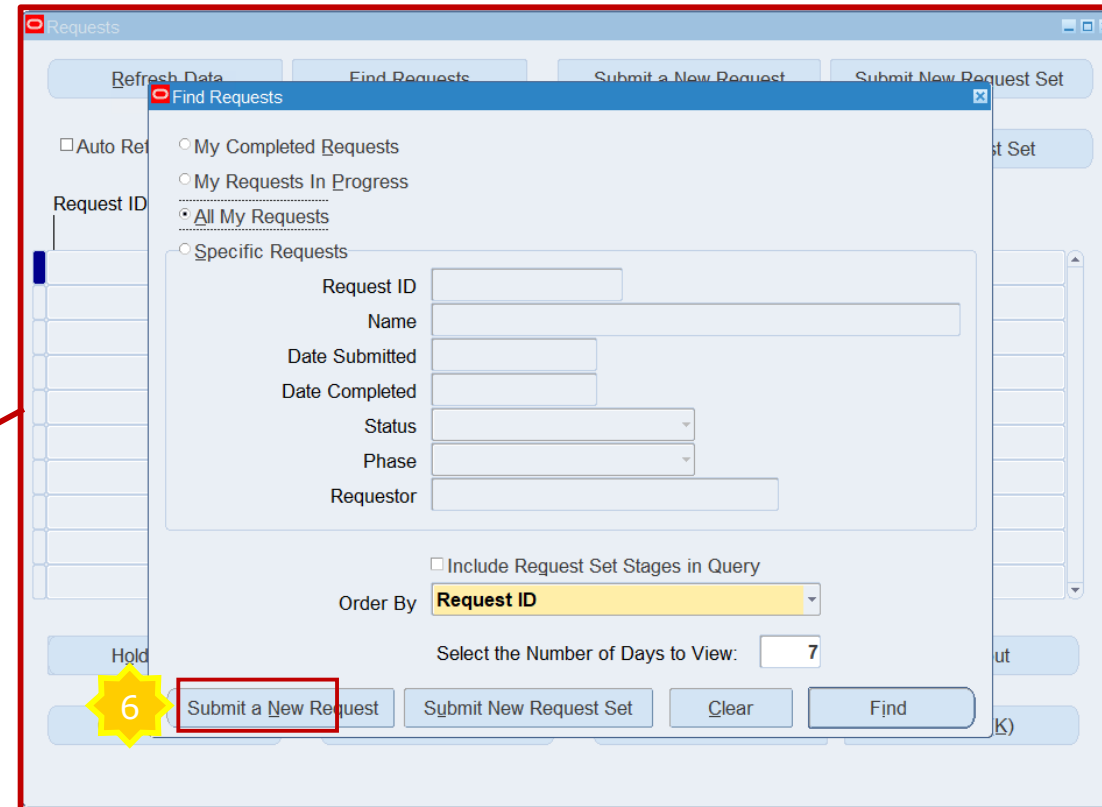
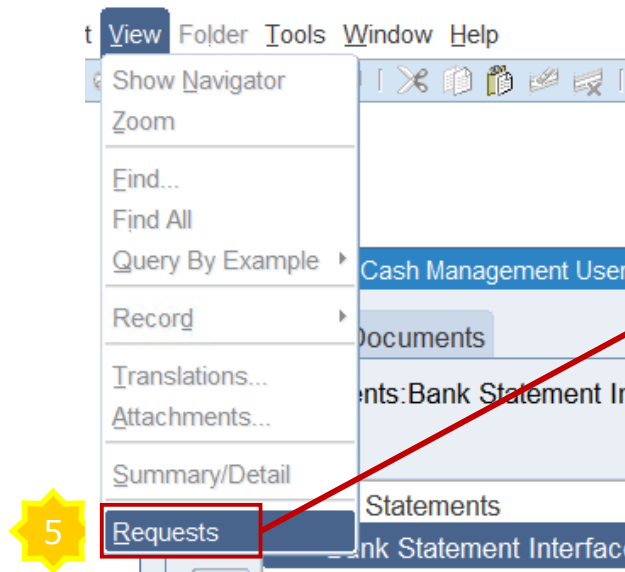
Load Bank Statement (3/6)

Responsibility:

TDC Cash Management User

5. View > Requests

6. Click "Submit a New Request"



Bank Reconciliation

Load Bank Statement (4/6)

7. Select request "TDC Bank Statement Loader (HSBC) – Main Process"
8. Enter the name of the bank statement file you uploaded.
9. Click "OK".
10. Click "Submit".

The screenshot shows the 'Submit Request' dialog box with the following elements and annotations:

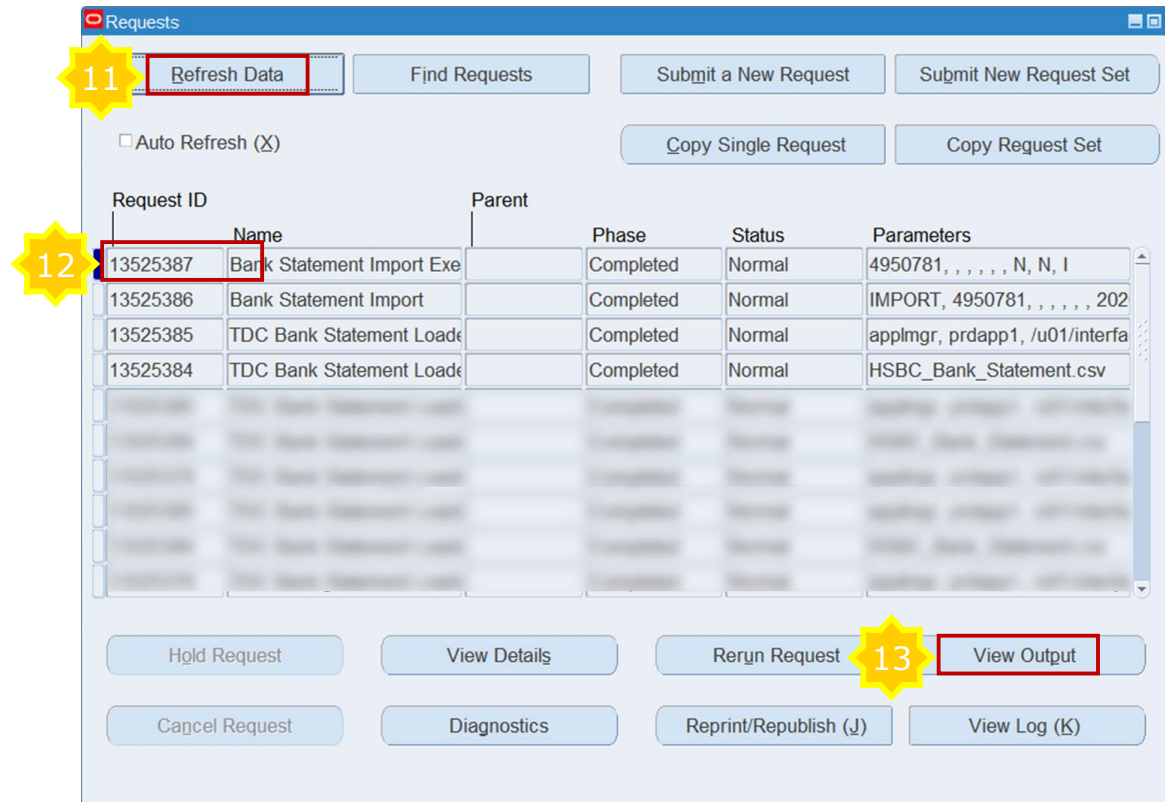
- Step 7:** A yellow star with the number 7 is next to the 'Name' field, which contains 'TDC Bank Statement Loader (HSBC) - Main Process'.
- Step 8:** A yellow star with the number 8 is next to the 'Statement File Name' field in the 'Parameters' sub-dialog, which contains 'HSBC_Bank_Statement.csv'.
- Step 9:** A yellow star with the number 9 is next to the 'OK' button in the 'Parameters' sub-dialog.
- Step 10:** A yellow star with the number 10 is next to the 'Submit' button at the bottom of the main dialog.

The dialog box includes sections for 'Run this Request', 'Parameters', 'At these Times', 'Upon Completion', and 'Layout'. The 'Submit' button is located at the bottom right of the main dialog.

Bank Reconciliation

Load Bank Statement (5/6)

11. Click "Refresh Data" until the requests completed normally.
12. Select the "TDC Bank Statement Loader (HSBC) – Main Process" request.
13. Click "View Output".



Bank Reconciliation

Load Bank Statement (6/6)

14. Review if there is any error in processing the statement file.

Note: Statement lines of the same value date will be grouped into one statement and the value date will be used as the statement number. No duplicate statement number for the same bank account would be allowed.

Bank Statement Loader (HSBC) Exception Report		
Proc Date	:	14-MAY-2020 17:24:01
Run ID	:	13537485
File Name	:	HSBC_Bank_Statement.csv
No. of Statement Lines Imported	:	0
Statement Number	Line No	Error
-----	-----	-----
15-MAY-2020	1	Invalid Account Number 002-222701-999
15-MAY-2020	2	Invalid Account Number 002-222701-999
15-MAY-2020	3	Invalid Account Number 002-222701-999
15-MAY-2020	4	Invalid Account Number 002-222701-999
15-MAY-2020	5	Invalid Account Number 002-222701-999
15-MAY-2020	6	Invalid Account Number 002-222701-999
15-MAY-2020	7	Invalid Account Number 002-222701-999
- End of Report -		

Bank Reconciliation

Reconcile Bank Statement Automatically

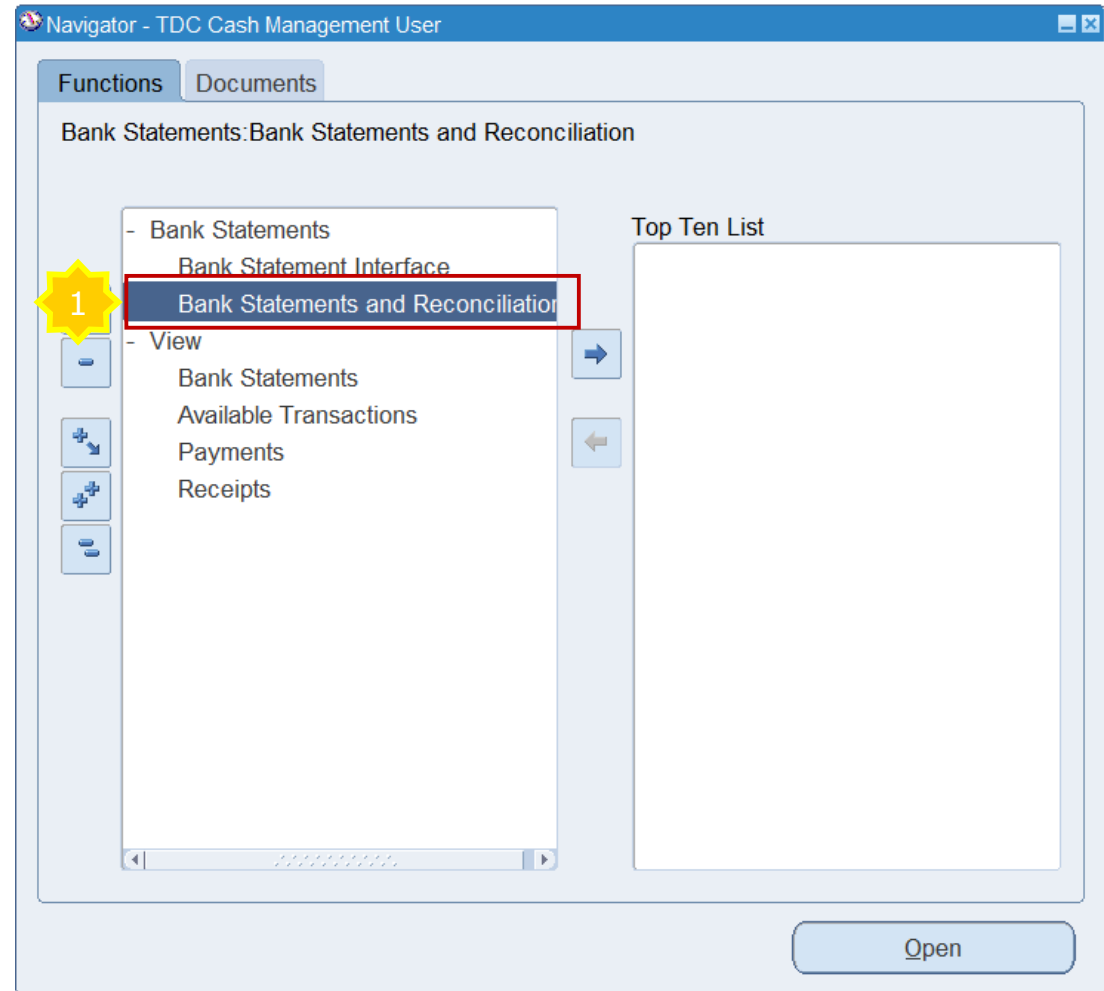
Bank Reconciliation

Reconcile Bank Statement Automatically (1/6)

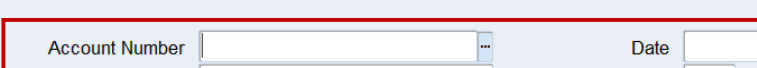
Responsibility:

TDC Cash Management User

1. Bank Statement > Bank Statement and Reconciliation



Reconcile Bank Statement Automatically (2/6)

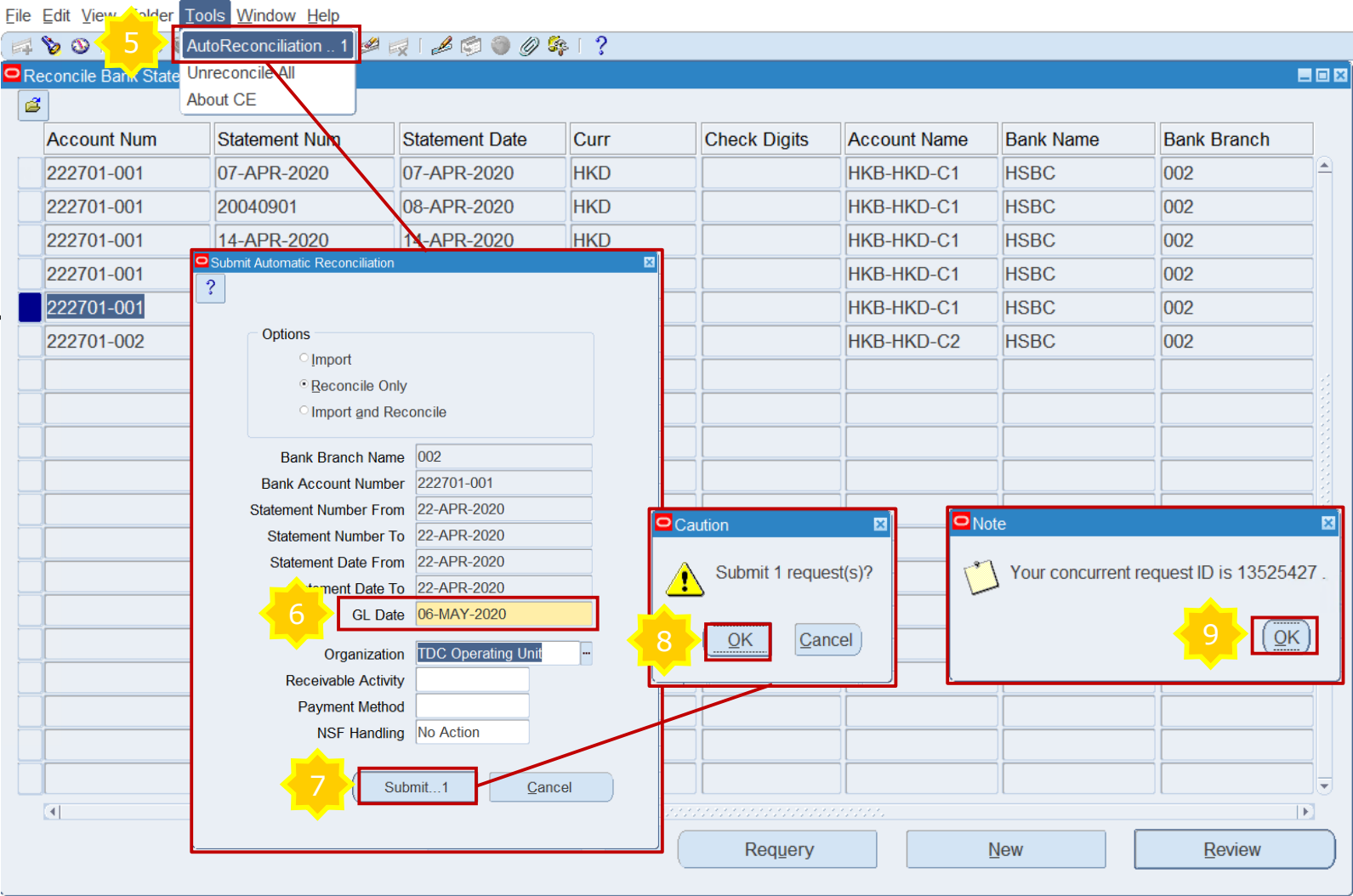
- 
- Find Bank Statements
- Account Number
- Statement Number
- Document Number
- GL Date
- Complete
- Date
- Currency
- Check Digits
- Clear New Find

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Bank Reconciliation

Reconcile Bank Statement Automatically (3/6)

- 5. Select Tools > AutoReconciliation
- 6. Select any date in the open AP period.
- 7. Click "Submit".
- 8. Click "OK".
- 9. Click "OK".

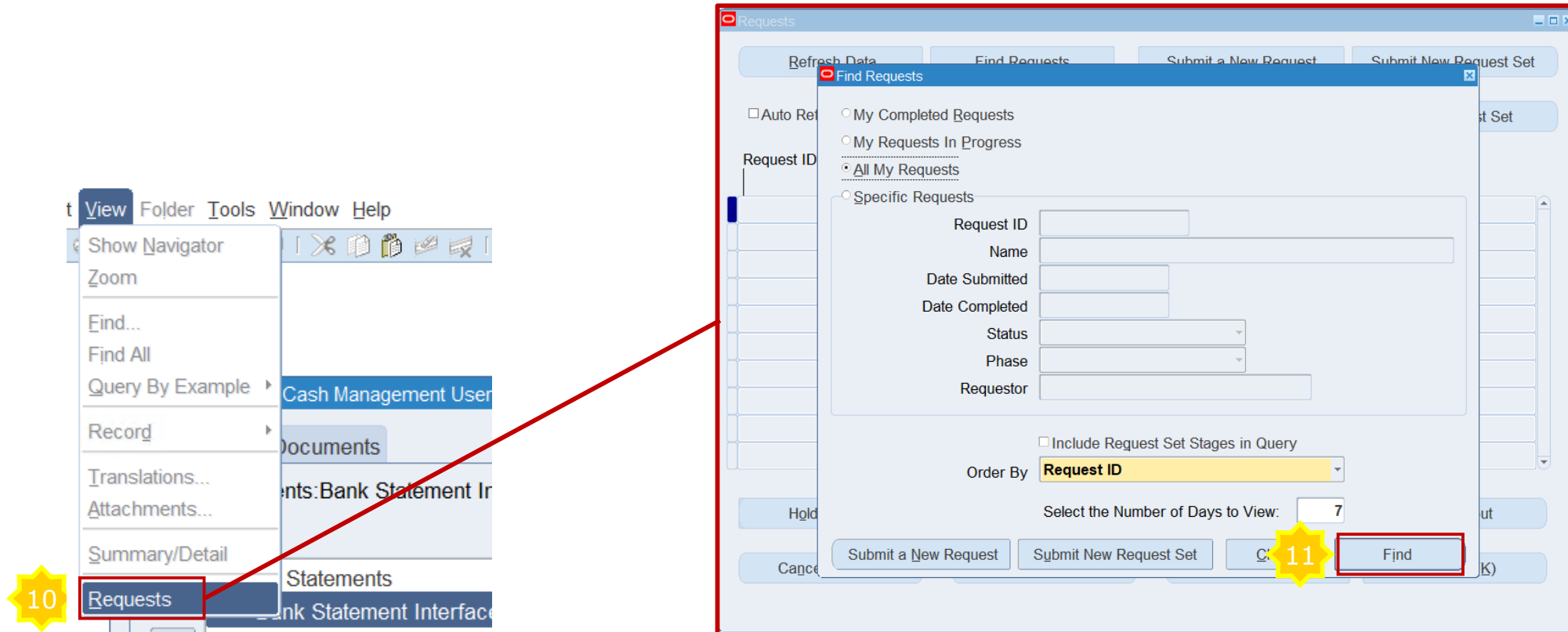


Bank Reconciliation

Reconcile Bank Statement Automatically (4/6)

10. View > Requests

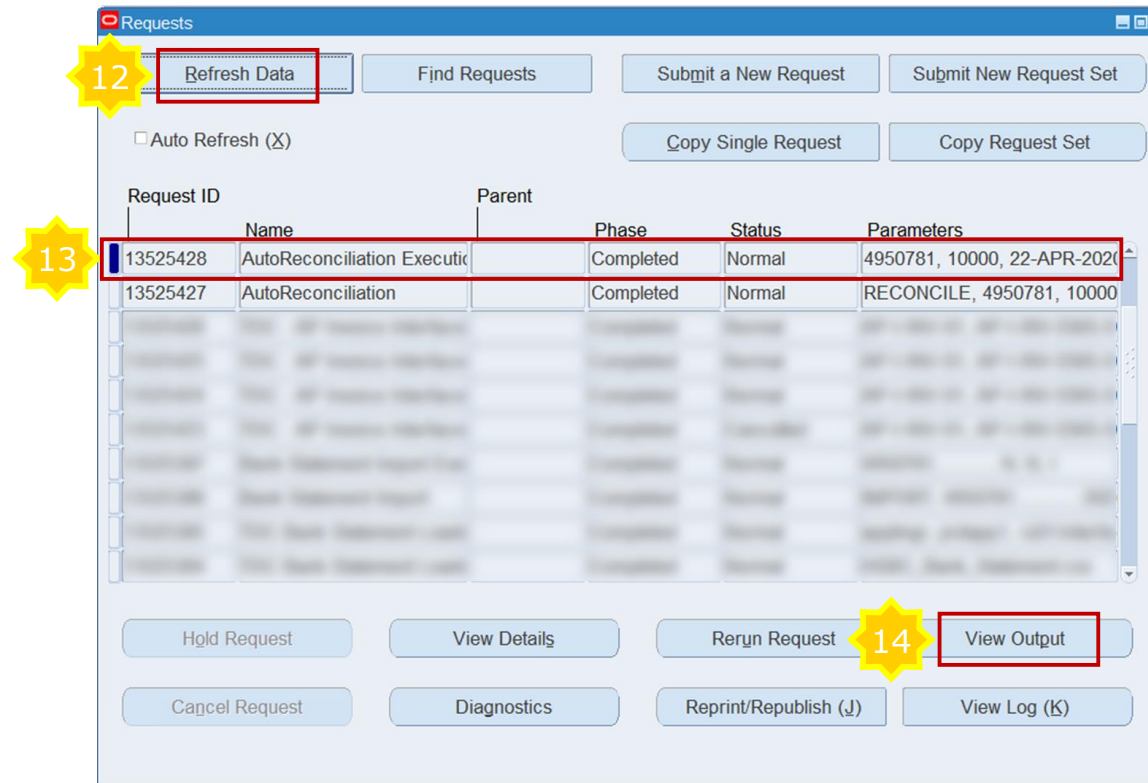
11. Click "Find"



Bank Reconciliation

Reconcile Bank Statement Automatically (5/6)

- 12. Click "Refresh Data" until the requests completed normally.
- 13. Select the "AutoReconciliation Execution Report" request.
- 14. Click "View Output".



Bank Reconciliation

Reconcile Bank Statement Automatically (6/6)

12. Review the statement lines that cannot be automatically reconciled

Execution Report

Report Date 15-MAY-20 10:18

Statement Number 23-APR-2020 - 23-APR-2020

Statement Date -

Bank Branch Name 002

Bank Account Number 222701-001

Bank Account Name HKB-HKD-C1

Bank Name HSBC

Bank Account Currency HKD

Statement Number 23-APR-2020

Statement Date 23-APR-20

Document Number

Bank Account Number 222701-001

Reconciliation Exceptions

-----Transaction-----

Line	Numbe	Type	Date	Error	Curr	Amount
1	Customer reference AMEX 9815615240	Receipt	23-APR-20	No matching remittance batch	HKD	7,600.00
1	Customer reference reference Customer reference AMEX 9815615240	Receipt	23-APR-20	No matching receipt	HKD	7,600.00
1	Customer reference reference Customer reference AMEX 9815615240	Receipt	23-APR-20	No matching receipt for the invoice number and the agent name.	HKD	7,600.00
	Customer					

Bank Reconciliation

Reconcile Bank Statement Manually

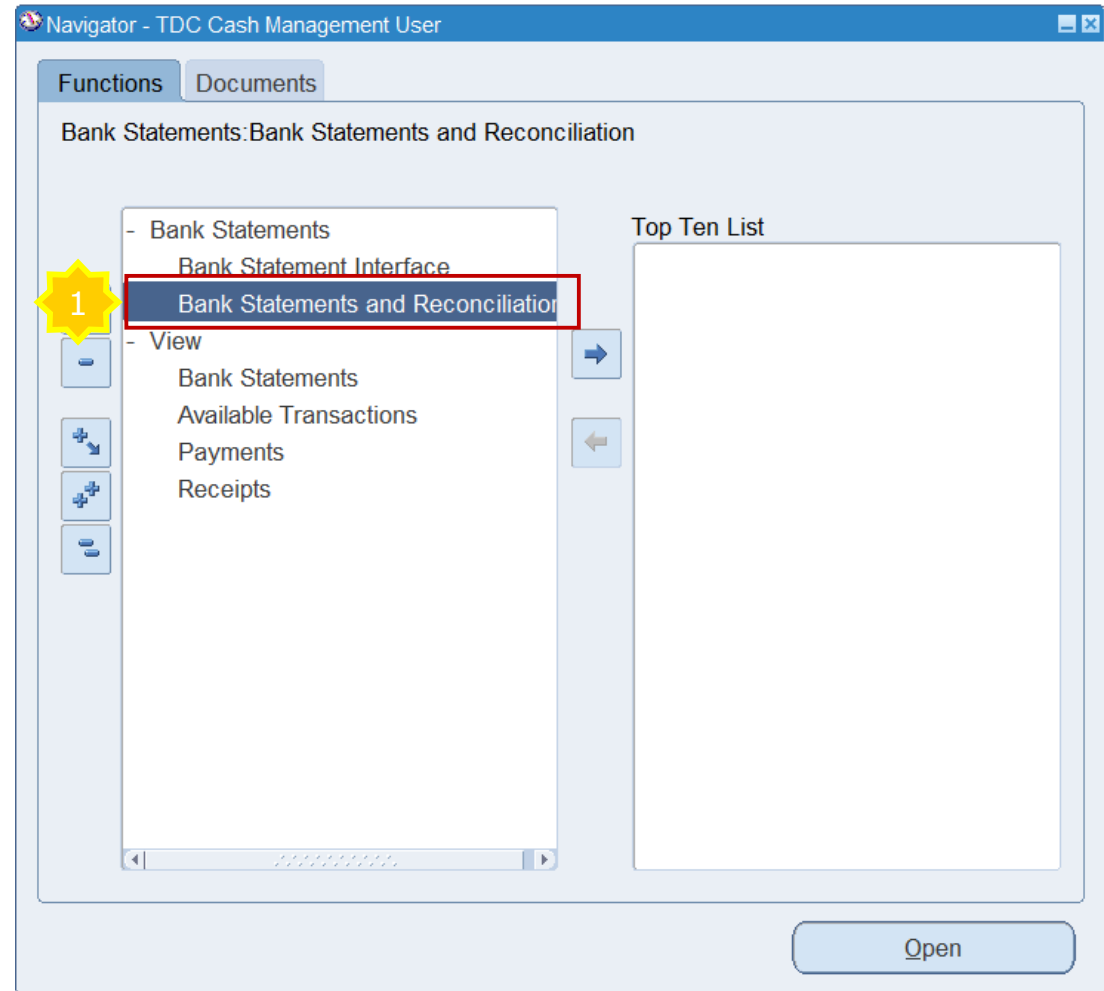
Bank Reconciliation

Reconcile Bank Statement Manually (1/7)

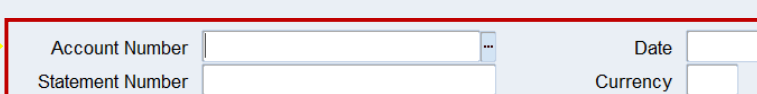
Responsibility:

TDC Cash Management User

1. Bank Statement > Bank Statement and Reconciliation



Reconcile Bank Statement Manually (2/7)

- 
- Find Bank Statements**
- Account Number
- Statement Number
- Document Number
- GL Date
- Complete
- Date
- Currency
- Check Digits
-

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Bank Reconciliation

Reconcile Bank Statement Manually (3/7)

6. Click “Lines” to open the bank statement lines.

Bank Statement

Account Number222701-001

Bank NameHSBC

Date22-APR-2020

Document Number

GL Date06-MAY-2020

Account NameHKB-HKD-C1

Bank Branch002

CurrencyHKD

Statement Number22-APR-2020

Check Digits

Control Totals

	Amount	Lines
Opening Balance		
Receipts		
Payments		
Closing Balance		
Available Balance		
Value Dated Balance		
1 Day Float		
2 Day Float		

Line Totals

	Amount	Lines
Opening Balance		
Receipts	0.00	
Payments	21,668.00	9
Closing Balance	(21,668.00)	

Unreconciled

(8,888.00)	1
------------	---

☐ Complete

[]

Errrs

Reversals

Reconciled

Available

6

Lines

Bank Reconciliation

Reconcile Bank Statement Manually (4/7)

7. Select a bank statement line.
8. Click "Available".

Bank Statement Lines - 22-APR-2020

Account: 222701-001 Date: 22-APR-2020

Amounts Exchange Reference Description

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	
1	Payment	D	140595	22-APR-2020	22-APR-2020	8,888.00			Unreconciled	
2	Payment	D	140598	22-APR-2020	22-APR-2020	4,444.00	4,444.00		Reconciled	
3	Payment	D	140627	22-APR-2020	22-APR-2020	4,334.00	4,334.00		Reconciled	
4	Payment	D	140631	22-APR-2020	22-APR-2020	77.00	77.00		Reconciled	
5	Payment	D	140632	22-APR-2020	22-APR-2020	2,222.00	2,222.00		Reconciled	
6	Payment	D	140633	22-APR-2020	22-APR-2020	33.00	33.00		Reconciled	
7	Payment	D	140634	22-APR-2020	22-APR-2020	999.00	999.00		Reconciled	
8	Payment	D	140635	22-APR-2020	22-APR-2020	666.00	666.00		Reconciled	
9	Payment	D	140636	22-APR-2020	22-APR-2020	5.00	5.00		Reconciled	

Mark... Create... Errrs Reconciled Available

Bank Reconciliation

Reconcile Bank Statement Manually (5/7)

9. Select "AR Receipt" to review unreconciled Receivable Receipt.
10. Select "AP Payment" to view unreconciled Payable Payment.
11. Select "Miscellaneous" to view unreconciled Miscellaneous Receipt.
12. Select "Journal" to view unreconciled GL Journal (e.g. bank charges).
13. Enter searching criteria e.g. amounts
14. Click "Find".

Find Transactions - 22-APR-2020, 1, Payment

Detail Batch Group

☒ AR Receipt

☒ AP Payment

☐ Cash Management Cashflow

☒ Miscellaneous

☒ Journal

☐ Payroll

☐ Payroll EFT

Transaction Agent Receipt Journal Ordering

Numbers 140595 - 140595

Dates -

Amounts -

Maturity Dates -

Batch Names -

Remittance Numbers -

Cashflow Numbers -

Organization

Status

Currency

Clear Cancel Find

Bank Reconciliation

Reconcile Bank Statement Manually (6/7)

15. Select all transactions that are to be matched to this statement line.
16. Click "Reconcile".
17. Click "Next" to move to the next statement line
18. Or click "Close" to close this form.

[illegible]

Bank Reconciliation

Reconcile Bank Statement Manually (7/7)

19. The status of the statement line changed to "Reconciled".

Bank Statement Lines - 22-APR-2020

Account: 222701-001 Date: 22-APR-2020

Amounts Exchange Reference Description

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	
1	Payment	D	140595	22-APR-2020	22-APR-2020	8,888.00	8,888.00		Reconciled	
2	Payment	D	140598	22-APR-2020	22-APR-2020	4,444.00	4,444.00		Reconciled	
3	Payment	D	140627	22-APR-2020	22-APR-2020	4,334.00	4,334.00		Reconciled	
4	Payment	D	140631	22-APR-2020	22-APR-2020	77.00	77.00		Reconciled	
5	Payment	D	140632	22-APR-2020	22-APR-2020	2,222.00	2,222.00		Reconciled	
6	Payment	D	140633	22-APR-2020	22-APR-2020	33.00	33.00		Reconciled	
7	Payment	D	140634	22-APR-2020	22-APR-2020	999.00	999.00		Reconciled	
8	Payment	D	140635	22-APR-2020	22-APR-2020	666.00	666.00		Reconciled	
9	Payment	D	140636	22-APR-2020	22-APR-2020	5.00	5.00		Reconciled	

Mark... Create... Errors Reconciled Available

Unreconcile Bank Statement (1/5)

1. Select a bank statement
2. Click "Review"

[illegible]

Bank Reconciliation

Unreconcile Bank Statement (2/5)

3. Click “Lines” to open the bank statement lines.

Bank Statement

Account Number222701-001

Bank NameHSBC

Date22-APR-2020

Document Number

GL Date06-MAY-2020

Account NameHKB-HKD-C1

Bank Branch002

CurrencyHKD

Statement Number22-APR-2020

Check Digits

Control Totals

	Amount	Lines
Opening Balance		
Receipts		
Payments		
Closing Balance		
Available Balance		
Value Dated Balance		
1 Day Float		
2 Day Float		

Line Totals

	Amount	Lines
Opening Balance		
Receipts	0.00	
Payments	21,668.00	9
Closing Balance	(21,668.00)	

Unreconciled

(8,888.00)	1
------------	---

☐ Complete

[]

Errgrs

Reversals

Reconciled

Available

3

Lines

Bank Reconciliation

Unreconcile Bank Statement (3/5)

4. Select a reconciled bank statement line.
5. Click "Reconciled".

Bank Statement Lines - 22-APR-2020

Account: 222701-001 Date: 22-APR-2020

Amounts Exchange Reference Description

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	[]
1	Payment	D	140595	22-APR-2020	22-APR-2020	8,888.00	8,888.00		Reconciled	
2	Payment	D	140598	22-APR-2020	22-APR-2020	4,444.00	4,444.00		Reconciled	
3	Payment	D	140627	22-APR-2020	22-APR-2020	4,334.00	4,334.00		Reconciled	
4	Payment	D	140631	22-APR-2020	22-APR-2020	77.00	77.00		Reconciled	
5	Payment	D	140632	22-APR-2020	22-APR-2020	2,222.00	2,222.00		Reconciled	
6	Payment	D	140633	22-APR-2020	22-APR-2020	33.00	33.00		Reconciled	
7	Payment	D	140634	22-APR-2020	22-APR-2020	999.00	999.00		Reconciled	
8	Payment	D	140635	22-APR-2020	22-APR-2020	666.00	666.00		Reconciled	
9	Payment	D	140636	22-APR-2020	22-APR-2020	5.00	5.00		Reconciled	

Mark... Create... Errors Reconciled Available

Unreconcile Bank Statement (4/5)

6. Select the line to be unreconcile
7. Click 'Unreconcile'

[illegible]

Bank Reconciliation

Unreconcile Bank Statement (5/5)

8. To review the bank statement line

- Note: You can mark a bank statement complete to prevent any changes to the statement or statement lines until you specifically unmark the completed bank statement.

Bank Statement Lines - 22-APR-2020

Account 222701-001 Date 22-APR-2020

Amounts Exchange Reference Description

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	[]
1	Payment	D	140595	22-APR-2020	22-APR-2020	8,888.00	8,888.00		Reconciled	
2	Payment	D	140598	22-APR-2020	22-APR-2020	4,444.00			Unreconciled	
3	Payment	D	140627	22-APR-2020	22-APR-2020	4,334.00	4,334.00		Reconciled	
4	Payment	D	140631	22-APR-2020	22-APR-2020	77.00	77.00		Reconciled	
5	Payment	D	140632	22-APR-2020	22-APR-2020	2,222.00	2,222.00		Reconciled	
6	Payment	D	140633	22-APR-2020	22-APR-2020	33.00	33.00		Reconciled	
7	Payment	D	140634	22-APR-2020	22-APR-2020	999.00	999.00		Reconciled	
8	Payment	D	140635	22-APR-2020	22-APR-2020	666.00	666.00		Reconciled	
9	Payment	D	140636	22-APR-2020	22-APR-2020	5.00	5.00		Reconciled	

Mark... Create... Errors Reconciled Available

Bank Reconciliation

Mark Bank Statement as Complete (1/1)

You can mark a bank statement complete to prevent any changes to the statement or statement lines until you specifically unmark the completed bank statement.

1. Check the "Complete" checkbox.
2. Click "Yes" to confirm.
3. Save the changes.

The screenshot shows the 'Bank Statement' window with the following details:

- Account Number:** 222701-001
- Bank Name:** HSBC
- Date:** 22-APR-2020
- Document Number:** (empty)
- GL Date:** 06-MAY-2020
- Account Name:** HKB-HKD-C1
- Bank Branch:** 002
- Currency:** HKD
- Statement Number:** 22-APR-2020
- Check Digits:** (empty)

Control Totals:

	Amount	Lines
Opening Balance		
Receipts		
Payments		
Closing Balance		
Available Balance		
Value Dated Balance		
1 Day Float		
2 Day Float		

Line Totals:

	Amount	Lines
Opening Balance		
Unreconciled	(4,444.00)	1

Decision Dialog:

This statement has unreconciled statement lines. Do you still want to continue marking your statement complete?

Buttons: No, Yes (highlighted with a red box and a yellow star with the number 2).

Complete Checkbox: ☒ Complete (highlighted with a red box and a yellow star with the number 1).

Footer Buttons: Errors, Reversals, Reconciled, Available, Lines.

Q&A



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