

The Bank Reconciliation Process Manual

Definition of Bank Reconciliation:

In bookkeeping, a **bank reconciliation** statement is a process that explains the difference on a specified date between the **bank** balance shown in an organization's **bank** statement, as supplied by the **bank**, and the corresponding amount shown in the organization's own accounting records.



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

- Menu
- Administration
- Golfer
- ActivityScheduler
- SpaScheduler
- Restaurateur
- ShopKeeper
- AssetManager
- WebRes
- InnSync
- Fax Server
- Phoneman
- TimeKeeper
- Configuration
- EXEUP
- Close Menu
- Exit Menu

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Language: English (United Kingdom)

Database: CiMSODemo_V417 on vmserver

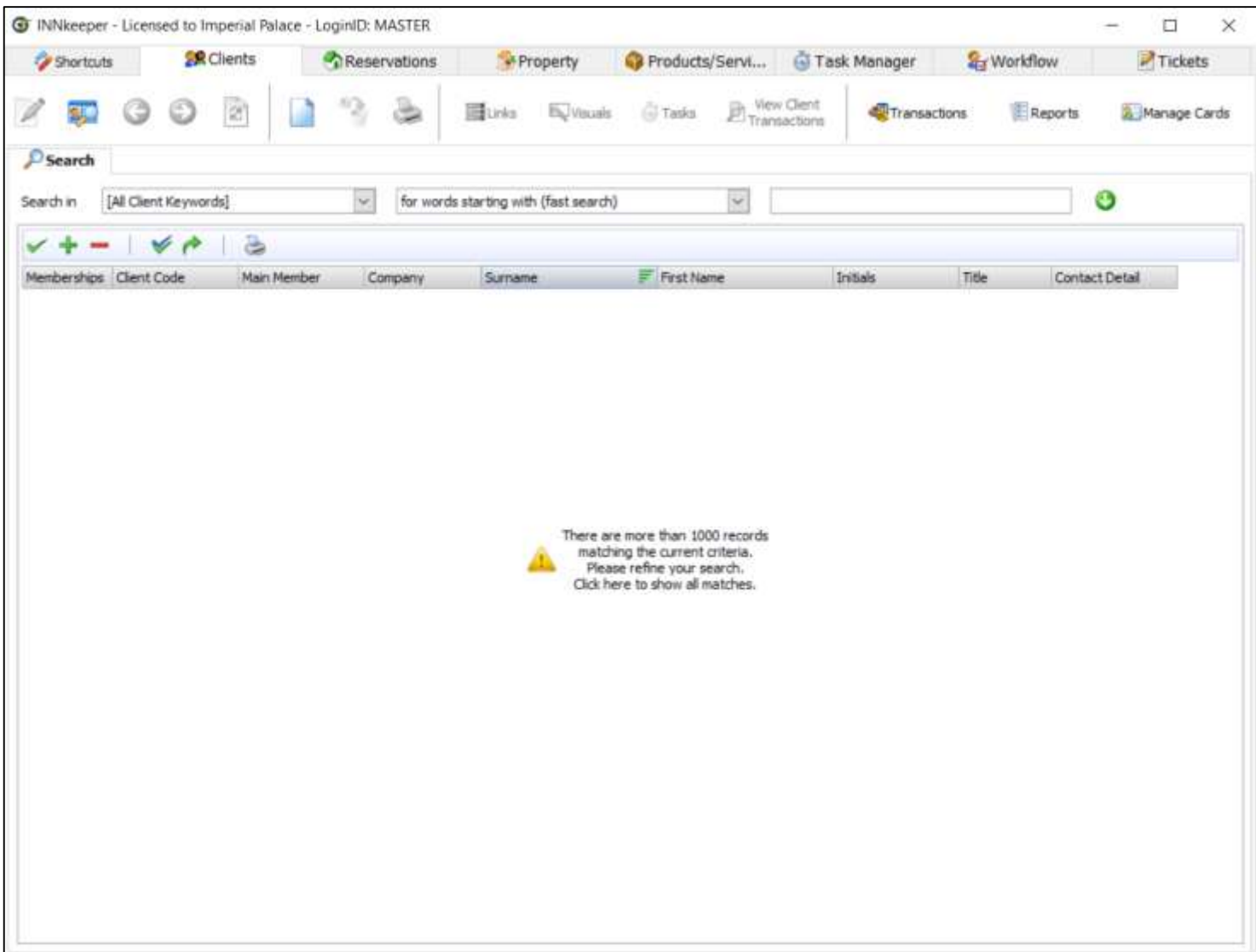
Location: MAIN Imperial Palace Rooms

Login ID: master

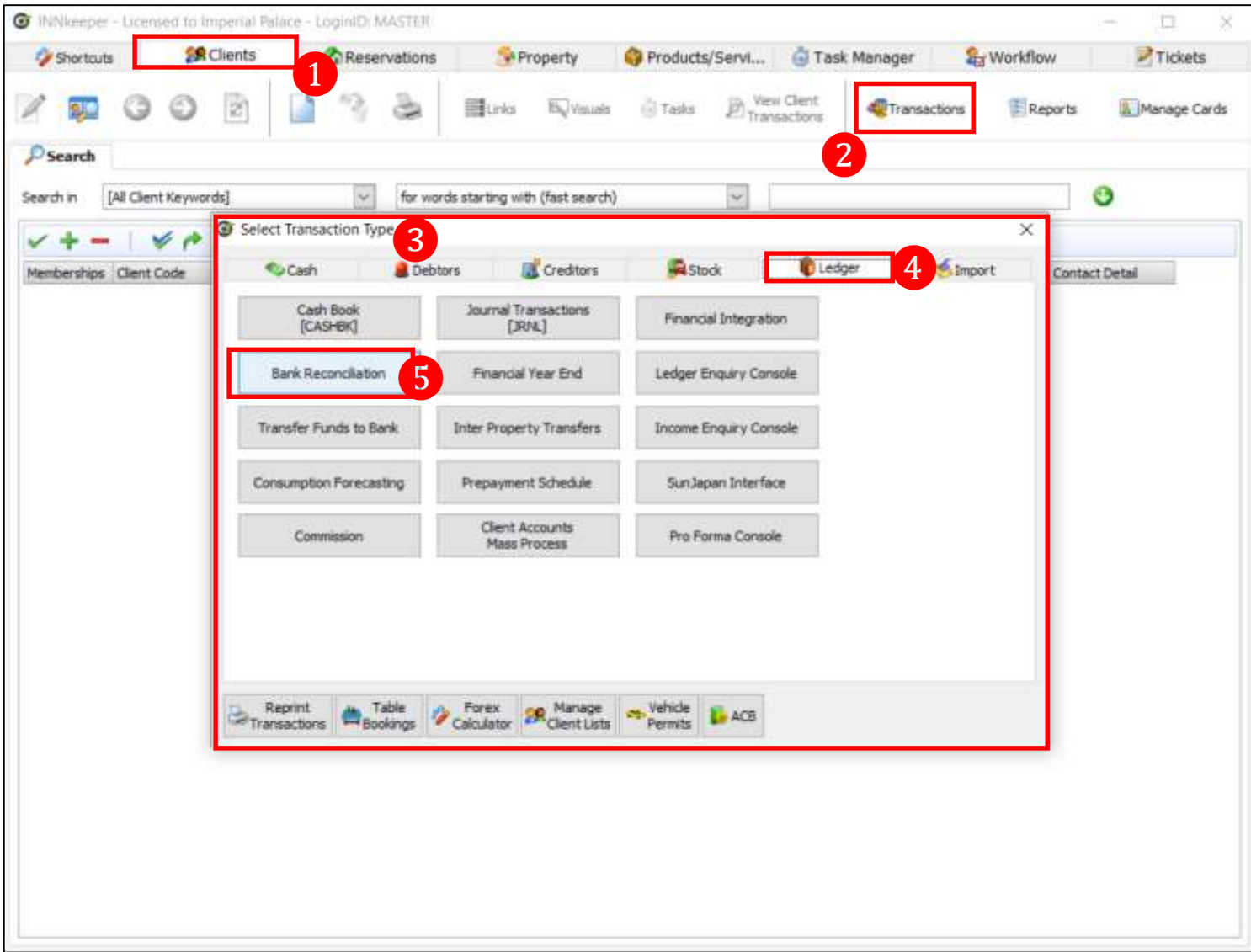
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in



Once logged into Administration, you are able to navigate through the database



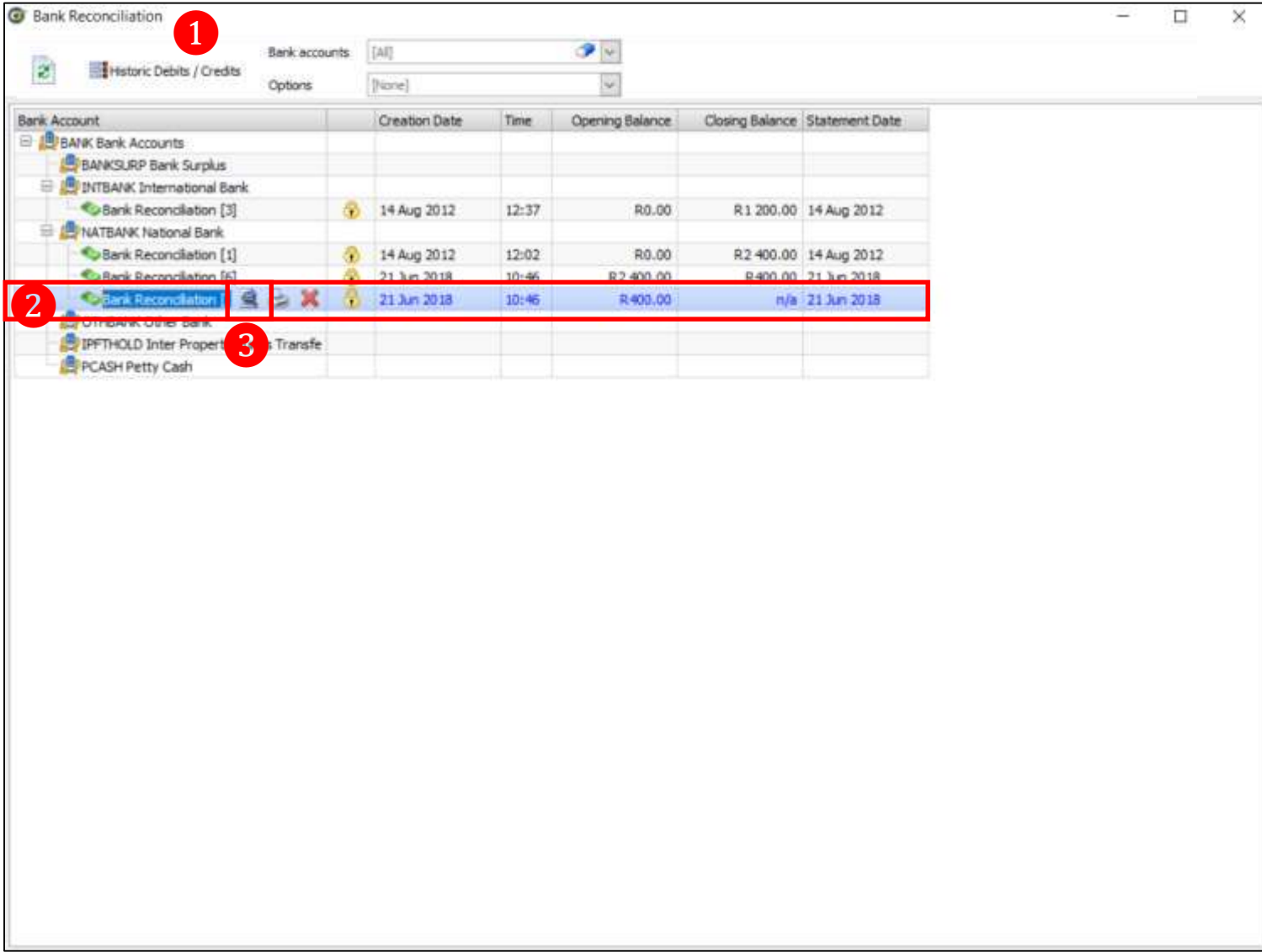
Navigation: The Bank Reconciliation

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Ledger tab
- 5 Select the Bank Reconciliation button

The Bank Reconciliation Process:

1 Bank Reconciliation window

Bank Account	Creation Date	Time	Opening Balance	Closing Balance	Statement Date
BANK Bank Accounts					
BANKSURP Bank Surplus					
INTBANK International Bank					
Bank Reconciliation [3]	14 Aug 2012	12:37	R0.00	R1 200.00	14 Aug 2012
NATBANK National Bank					
Bank Reconciliation [1]	14 Aug 2012	12:02	R0.00	R2 400.00	14 Aug 2012
Bank Reconciliation [6]	21 Jun 2018	10:46	R2 400.00	R400.00	21 Jun 2018
Bank Reconciliation [7] (Open)	21 Jun 2018	10:46	R400.00	n/a	21 Jun 2018
OTHBANK Other Bank					
IPFTHOLD Inter Property Funds Transfe					
PCASH Petty Cash					



The Bank Reconciliation Process:

- 1 Bank Reconciliation window
- 2 Locate & Select: select to highlight the required bank account
- 3 Select the **Edit Bank Reconciliation** (page & magnifying glass glyph)

1 Edit Bank Reconciliation

Group Ungroup Set Primary TRX Cash Book List transactions posted before 28 Jun 2018 Options: Group bookings

Code	Number	Description	Reference	Creation Date	Document Date	Client	Booking	Amount	Reconciled
CASHBK	6	Other, ZAR South A		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	7	Other, ZAR South A		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	8	Other, ZAR South A		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	9	Other, ZAR South A	distribution to secur	21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	(R1 000.00)	✓
CASHBK	10	Other, ZAR South A		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	(R500.00)	✓
CASHBK	21	Cash, ZAR South A	CU: 1, 2, 3, 5, 6, 7	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R328 705.37	✓
CASHBK	25	Credit Card, ZAR S	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R200.00	✓
CASHBK	26	Credit Card, ZAR S	18	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R261.25	✓
CASHBK	27	Credit Card, ZAR S	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	28	Credit Card, ZAR S	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	29	Credit Card, ZAR S	Acc Settle #Robins	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R10 000.00	✓
CASHBK	30	Direct Deposit, ZAR	DDEP	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R5 000.00	✓
CASHBK	31	Direct Deposit, ZAR		21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R5 000.00	✓
CASHBK	32	Direct Deposit, ZAR		21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R5 000.00)	✓
CASHBK	33	Direct Deposit, ZAR	DDEP	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R5 000.00	✓
CASHBK	34	Direct Deposit, ZAR	DDEP	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	35	Direct Deposit, ZAR	DDEP	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R500.00	✓
CASHBK	36	Direct Deposit, ZAR	DDEP	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R19 200.00	✓
CASHBK	37	Direct Deposit, ZAR	DDEP Weste Depos	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R51 268.55	✓
CASHBK	38	Direct Deposit, ZAR	DDEP #Weste 7138	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R3 000.00	✓
CASHBK	39	Internet Transfer, :	INET	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R105.80)	✓
CASHBK	40	Internet Transfer, :	INET EFT Account 5	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R753.30)	✓
CASHBK	41	Internet Transfer, :	INET(CPAB3) Wron	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R753.30)	✓
CASHBK	42	Internet Transfer, :	INET	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R2 000.00	✓
CASHBK	43	Internet Transfer, :	INET Error Stateme	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R2 000.00)	✓
CASHBK	63	SALARIES Salaries : Lily		22 Jun 2018 08:47	22 Jun 2018 08:45	n/a	n/a	(R2 500.00)	✓
CASHBK	64	SALARIES Salaries : Leon		22 Jun 2018 08:47	22 Jun 2018 08:45	n/a	n/a	(R2 500.00)	✓
CASHBK	65	Mr B Hollenbach	Mid Month Creditor	26 Jun 2018 16:01	26 Jun 2018 16:00	NBRE0001 Mr B Holl	n/a	(R 169 865.13)	✓

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Bank Reconciliation Summary

Bank statement opening balance (reconciled balance) R400.00 + reconciled transaction movement R419 522.77 = Bank statement closing balance (reconciled balance) R419 922.77

3 Final Post Accept Cancel

The Bank Reconciliation Process:

- 1** Edit Bank Reconciliation window
- 2** Reconciled column: check the block relevant to the transaction, adding a check tick (green tick glyph)
- 3** Select the **Final Post** button

*Note: If you locate a transaction on your statement but not on your bank reconciliation, select the **Cash Book** button. Refer to the following manual for assistance: **TD-SOPCASHBK Cashbook***

The **Confirmation** window, confirming the process of the Bank Reconciliation. Select the **Yes** button to proceed

Code	Number	Description	Reference	Creation Date	Document Date	Client	Booking	Amount	Reconciled
CASHBK	6	Other, ZAR South #		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	7	Other, ZAR South #		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	8	Other, ZAR South #		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	9	Other, ZAR South #	distribution to secur	21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	(R1 000.00)	✓
CASHBK	10	Other, ZAR South #		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	(R500.00)	✓
CASHBK	21	Cash, ZAR South A	CU: 1, 2, 3, 5, 6, 7	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R328 705.37	✓
CASHBK	25	Credit Card, ZAR Si	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R200.00	✓
CASHBK	26	Credit Card, ZAR Si	18	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R261.25	✓
CASHBK	27	Credit Card, ZAR Si	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	37	Direct Deposit, ZAR	DDEP Weste Depos	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R51 268.55	✓
CASHBK	38	Direct Deposit, ZAR	DDEP #Weste 713E	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R3 000.00	✓
CASHBK	39	Internet Transfer, :	INET	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R105.80)	✓
CASHBK	40	Internet Transfer, :	INET EFT Account 5	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R753.30)	✓
CASHBK	41	Internet Transfer, :	INET(CPAB3) Wron	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R753.30)	✓
CASHBK	42	Internet Transfer, :	INET	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R2 000.00	✓
CASHBK	43	Internet Transfer, :	INET Error Stateme	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R2 000.00)	✓
CASHBK	63	SALARIES Salaries	Lilly	22 Jun 2018 08:47	22 Jun 2018 08:45	n/a	n/a	(R2 500.00)	✓
CASHBK	64	SALARIES Salaries	Leon	22 Jun 2018 08:47	22 Jun 2018 08:45	n/a	n/a	(R2 500.00)	✓
CASHBK	65	Mr B Hollenbach	Mid Month Credit	26 Jun 2018 16:01	26 Jun 2018 16:00	NBRE0001 Mr B Holl	n/a	(R169 865.13)	✓

Confirmation

Any bank reconciliation changes will be applied during final posting. No changes will be allowed after final posting. Are you sure you want to continue?

Bank Reconciliation Summary

Bank statement opening balance (reconciled balance) R400.00 + reconciled transaction movement R419 522.77 = Bank statement closing balance (reconciled balance) R419 922.77

Edit Bank Reconciliation

Group Ungroup Set Primary TRX Cash Book List transactions posted before 28 Jun 2018 Options Group bookings

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CASHBK	8	Other, ZAR South #		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	R500.00	✓
CASHBK	9	Other, ZAR South #	distribution to secur	21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	(R1 000.00)	✓
CASHBK	10	Other, ZAR South #		21 Jun 2018 11:39	21 Jun 2018 11:29	n/a	n/a	(R500.00)	✓
CASHBK	21	Cash, ZAR South A	CU: 1, 2, 3, 5, 6, 7	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R328 705.37	✓
CASHBK	25	Credit Card, ZAR Si	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R200.00	✓
CASHBK	26	Credit Card, ZAR Si	18	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R261.25	✓
CASHBK	27	Credit Card, ZAR Si	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	28	Credit Card, ZAR Si	DEFCC#	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	29	Credit Card, ZAR Si	Ac	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R10 000.00	✓
CASHBK	30	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R5 000.00	✓
CASHBK	31	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R5 000.00	✓
CASHBK	32	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R5 000.00)	✓
CASHBK	33	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R5 000.00	✓
CASHBK	34	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R1 000.00	✓
CASHBK	35	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R500.00	✓
CASHBK	36	Direct Deposit, ZAR	DO	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R19 200.00	✓
CASHBK	37	Direct Deposit, ZAR	DDEP Waste Depos	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R51 268.55	✓
CASHBK	38	Direct Deposit, ZAR	DDEP #Weste 713E	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R3 000.00	✓
CASHBK	39	Internet Transfer, I	INET	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R105.80)	✓
CASHBK	40	Internet Transfer, I	INET EFT Account 5	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R753.30)	✓
CASHBK	41	Internet Transfer, I	INET(CPA83) Wron	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R753.30)	✓
CASHBK	42	Internet Transfer, I	INET	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	R2 000.00	✓
CASHBK	43	Internet Transfer, I	INET Error Stateme	21 Jun 2018 11:43	21 Jun 2018 11:41	n/a	n/a	(R2 000.00)	✓
CASHBK	63	SALARIES Salaries I	Lilly	22 Jun 2018 08:47	22 Jun 2018 08:45	n/a	n/a	(R2 500.00)	✓
CASHBK	64	SALARIES Salaries I	Leon	22 Jun 2018 08:47	22 Jun 2018 08:45	n/a	n/a	(R2 500.00)	✓

Information
This bank reconciliation was final-posted successfully.
OK

Bank Reconciliation Summary
Bank statement opening balance (reconciled balance) R400.00 + reconciled transaction movement R419 522.77 = Bank statement closing balance (reconciled balance) R419 922.77

Final Post Accept Cancel

The **Information** window, confirming the Bank Reconciliation has successfully posted

Thank you!