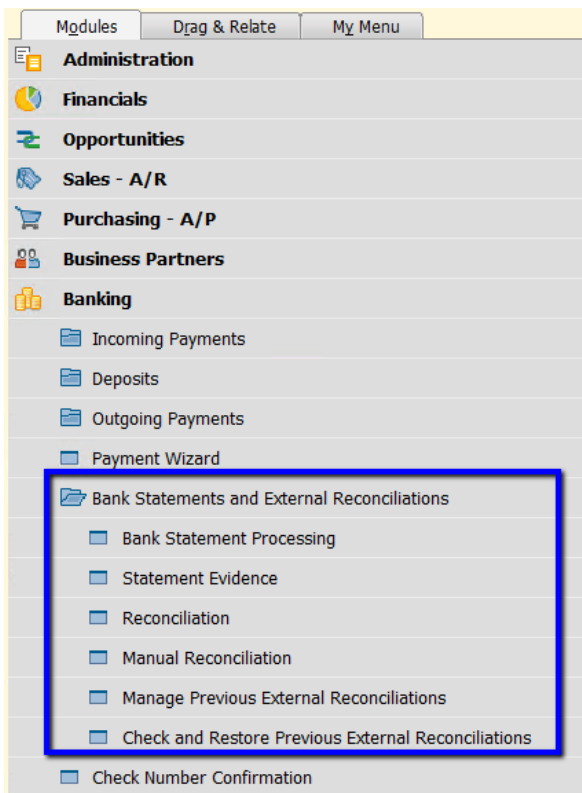




## Bank Statement Reconciliation

### Background

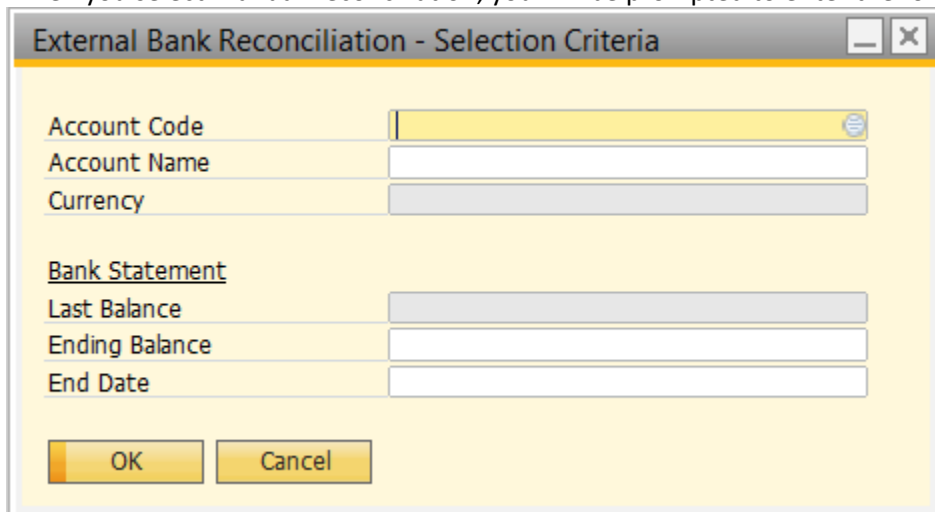
In addition to entering banking transactions in SAP, you may also receive bank statements from your bank. You will want to match the transactions in the bank recorded from your company with those recorded in SAP. Remember that incoming payments, outgoing payments, and deposits post journal entries to your house bank account in SAP. You will need to match the house bank transactions as registered in SAP Business One with the bank statement data and adjust where needed. You should not match these open items until you receive the bank statement showing that the bank has actually made or received the payment. This process is what we call Bank Reconciliation, in which you compare an account with external data. Bank reconciliation processes can be found in the Bank Statements and External Reconciliations folder within the Banking module:



You have the option to process the reconciliations either manually or by importing a bank file.

## Manual Reconciliation

When you select Manual Reconciliation, you will be prompted to enter the following selection criteria:

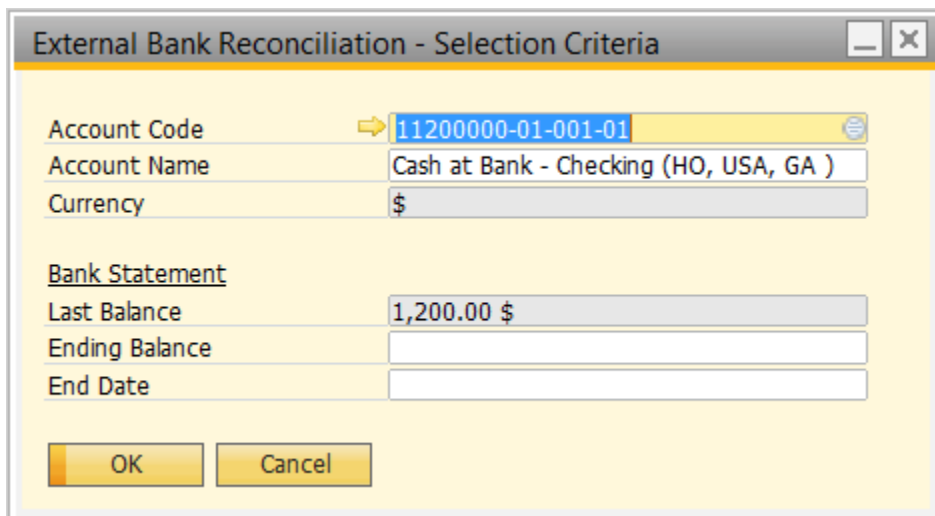


The screenshot shows a dialog box titled "External Bank Reconciliation - Selection Criteria". It contains the following fields:

|                       |  |
|-----------------------|--|
| Account Code          |  |
| Account Name          |  |
| Currency              |  |
| <u>Bank Statement</u> |  |
| Last Balance          |  |
| Ending Balance        |  |
| End Date              |  |

At the bottom, there are two buttons: "OK" and "Cancel".

After selecting the account code, the you will need to complete the ending balance and statement date of the bank statement you are about to reconcile:



The screenshot shows the same dialog box, but with the following values entered:

|                       |                                        |
|-----------------------|----------------------------------------|
| Account Code          | 11200000-01-001-01                     |
| Account Name          | Cash at Bank - Checking (HO, USA, GA ) |
| Currency              | \$                                     |
| <u>Bank Statement</u> |                                        |
| Last Balance          | 1,200.00 \$                            |
| Ending Balance        |                                        |
| End Date              |                                        |

At the bottom, there are two buttons: "OK" and "Cancel".

Note that if you have never completed an external bank statement reconciliation for the selected account, the Last Balance will always be \$0.

### Reconciliation Bank Statement Window

Upon entering an Ending Balance and End Date, the system will display the Reconciliation Bank Statement window, which will list all uncleared transactions to the selected account up to the End Date:

Reconciliation Bank Statement

Account Code  Statement No.

Display

Find  Last Statement Balance

| #  | Cleared                  | Type | Date       | Trans. No. | Ref. 1 (Row) | Payment      | Deposit      | Cleared Amount |
|----|--------------------------|------|------------|------------|--------------|--------------|--------------|----------------|
| 1  | <input type="checkbox"/> | DP   | 01/01/2006 | 1          |              | 0.00 \$      | 50,000.00 \$ | 0.00 \$        |
| 2  | <input type="checkbox"/> | PS   | 03/31/2006 | 365        | 4            | 38,970.00 \$ | 0.00 \$      | 0.00 \$        |
| 3  | <input type="checkbox"/> | PS   | 03/31/2006 | 366        | 5            | 5,845.50 \$  | 0.00 \$      | 0.00 \$        |
| 4  | <input type="checkbox"/> | DP   | 03/31/2006 | 372        | 3            | 0.00 \$      | 20,000.00 \$ | 0.00 \$        |
| 5  | <input type="checkbox"/> | PS   | 04/30/2006 | 378        | 6            | 6,332.63 \$  | 0.00 \$      | 0.00 \$        |
| 6  | <input type="checkbox"/> | PS   | 04/30/2006 | 385        | 9            | 3,604.73 \$  | 0.00 \$      | 0.00 \$        |
| 7  | <input type="checkbox"/> | PS   | 05/31/2006 | 394        | 12           | 11,160.58 \$ | 0.00 \$      | 0.00 \$        |
| 8  | <input type="checkbox"/> | PS   | 05/31/2006 | 395        | 13           | 433.00 \$    | 0.00 \$      | 0.00 \$        |
| 9  | <input type="checkbox"/> | PS   | 07/31/2006 | 419        | 19           | 2,987.70 \$  | 0.00 \$      | 0.00 \$        |
| 10 | <input type="checkbox"/> | DP   | 01/31/2007 | 675        | 56           | 0.00 \$      | 14,973.88 \$ | 0.00 \$        |
| 11 | <input type="checkbox"/> | PS   | 01/31/2007 | 678        | 51           | 74,692.50 \$ | 0.00 \$      | 0.00 \$        |
| 12 | <input type="checkbox"/> | DP   | 01/31/2007 | 680        | 10           | 0.00 \$      | 52,470.00 \$ | 0.00 \$        |
| 13 | <input type="checkbox"/> | DP   | 01/31/2007 | 681        | 11           | 0.00 \$      | 49,795.00 \$ | 0.00 \$        |

Total No.  Total Amount

Payment

Deposit

Cleared Book Balance

Statement Ending Balance

Difference

You can use the following to remember the Cleared Book Balance:



You will select the transactions that you see in your statement, and the system will track the changes in the cleared book balance:

Reconciliation Bank Statement

Account Code: 11200000-01-001-01      Statement No.:

Display: All

Find:      Last Statement Balance: 1,200.00 \$

| #  | Cleared                             | Type | Date       | Trans. No. | Ref. 1 (Row) | Payment      | Deposit      | Cleared Amount |
|----|-------------------------------------|------|------------|------------|--------------|--------------|--------------|----------------|
| 2  | <input type="checkbox"/>            | PS   | 03/31/2006 | 365        | 4            | 38,970.00 \$ | 0.00 \$      | 0.00 \$        |
| 3  | <input type="checkbox"/>            | PS   | 03/31/2006 | 366        | 5            | 5,845.50 \$  | 0.00 \$      | 0.00 \$        |
| 4  | <input checked="" type="checkbox"/> | DP   | 03/31/2006 | 372        | 3            | 0.00 \$      | 20,000.00 \$ | 20,000.00 \$   |
| 5  | <input checked="" type="checkbox"/> | PS   | 04/30/2006 | 378        | 6            | 6,332.63 \$  | 0.00 \$      | 6,332.63 \$    |
| 6  | <input type="checkbox"/>            | PS   | 04/30/2006 | 385        | 9            | 3,604.73 \$  | 0.00 \$      | 0.00 \$        |
| 7  | <input checked="" type="checkbox"/> | PS   | 05/31/2006 | 394        | 12           | 11,160.58 \$ | 0.00 \$      | 11,160.58 \$   |
| 8  | <input type="checkbox"/>            | PS   | 05/31/2006 | 395        | 13           | 433.00 \$    | 0.00 \$      | 0.00 \$        |
| 9  | <input checked="" type="checkbox"/> | PS   | 07/31/2006 | 419        | 19           | 2,987.70 \$  | 0.00 \$      | 2,987.70 \$    |
| 10 | <input type="checkbox"/>            | DP   | 01/31/2007 | 675        | 56           | 0.00 \$      | 14,973.88 \$ | 0.00 \$        |
| 11 | <input type="checkbox"/>            | PS   | 01/31/2007 | 678        | 51           | 74,692.50 \$ | 0.00 \$      | 0.00 \$        |
| 12 | <input type="checkbox"/>            | DP   | 01/31/2007 | 680        | 10           | 0.00 \$      | 52,470.00 \$ | 0.00 \$        |
| 13 | <input type="checkbox"/>            | DP   | 01/31/2007 | 681        | 11           | 0.00 \$      | 49,795.00 \$ | 0.00 \$        |
| 14 | <input type="checkbox"/>            | PS   | 03/31/2007 | 712        | 55           | 87,141.25 \$ | 0.00 \$      | 0.00 \$        |

Total No.      Total Amount

Payment      3      20,480.91 \$

Deposit      1      20,000.00 \$

Cleared Book Balance      719.09 \$

Statement Ending Balance      2,000.00 \$

Difference      -1,280.91 \$

Reconcile      Cancel      Save      Adjustments

In order to reconcile, the difference between the cleared book balance must be 0. If you see there are SAP transactions that are in process but are not yet reflected in the statement, you can simply leave them for the next statement. However, if you see that the statement contains transactions that are not reflected in SAP, you may want to create adjusting transactions.

When clicking Adjustments, you will be asked to add a journal entry, incoming payment, outgoing payment, check for payment, or deposit:

Reconciliation Bank Statement

Account Code: 11200000-01-001-01      Statement No.:

Display: All      Last Statement Balance: 1,200.00 \$

| #  | Cleared                             | Type | Date       | Trans. No. | Ref. 1 (Row) | Payment | Deposit | Cleared Amount |
|----|-------------------------------------|------|------------|------------|--------------|---------|---------|----------------|
| 1  | <input type="checkbox"/>            | DP   | 01/01/2006 |            |              |         | 00 \$   | 0.00 \$        |
| 2  | <input type="checkbox"/>            | PS   | 03/31/2006 |            |              |         |         | 0.00 \$        |
| 3  | <input type="checkbox"/>            | PS   | 03/31/2006 |            |              |         |         | 0.00 \$        |
| 4  | <input checked="" type="checkbox"/> | DP   | 03/31/2006 |            |              |         | 00 \$   | 20,000.00 \$   |
| 5  | <input checked="" type="checkbox"/> | PS   | 04/30/2006 |            |              |         |         | 6,332.63 \$    |
| 6  | <input type="checkbox"/>            | PS   | 04/30/2006 |            |              |         |         | 0.00 \$        |
| 7  | <input checked="" type="checkbox"/> | PS   | 05/31/2006 |            |              |         |         | 11,160.58 \$   |
| 8  | <input type="checkbox"/>            | PS   | 05/31/2006 |            |              |         |         | 0.00 \$        |
| 9  | <input checked="" type="checkbox"/> | PS   | 07/31/2006 |            |              |         |         | 2,987.70 \$    |
| 10 | <input type="checkbox"/>            | DP   | 01/31/2007 |            |              |         | 88 \$   | 0.00 \$        |
| 11 | <input type="checkbox"/>            | PS   | 01/31/2007 |            |              |         |         | 0.00 \$        |
| 12 | <input type="checkbox"/>            | DP   | 01/31/2007 |            |              |         | 00 \$   | 0.00 \$        |
| 13 | <input type="checkbox"/>            | DP   | 01/31/2007 |            |              |         | 00 \$   | 0.00 \$        |

**Adjustments**

- Journal Entries
- Incoming Payment
- Outgoing Payment
- Checks for Payment
- Deposit

OK      Cancel

Total No.      Total Amount      Cleared Book Balance      719.09 \$

Payment      3      20,480.91 \$      Statement Ending Balance      2,000.00 \$

Deposit      1      20,000.00 \$      Difference      -1,280.91 \$

Reconcile      Cancel      Save      Adjustments

When creating the adjustment documents, ensure that the posting date is no later than the statement end date:

Journal Entry

Series: Primary      Number: 2985      Posting Date: 07/31/2018      Due Date: 07/31/2018      Doc. Date: 07/31/2018

Origin:      Origin No.:      Trans. No.:      Template Type:      Template:      Indicator:      Project:

Trans. Code:      Ref. 1:      Ref. 2:      Ref. 3:

Blanket Agreement:

Expand Editing Mode

| # | G/L Acct/BP Code   | G/L Acct/BP Name                      | Debit       | Credit      | Ref. 3 | Tax Posting Account | Tax Code | Tax Jurisdiction Type | Tax Jurisdiction Code | Fed... |
|---|--------------------|---------------------------------------|-------------|-------------|--------|---------------------|----------|-----------------------|-----------------------|--------|
| 1 | 11200000-01-001-01 | Cash at Bank - Checking (HO, USA, GA) | 1,280.91 \$ |             |        |                     |          |                       |                       |        |
| 2 | 62300000-01-001-01 | Miscellaneous Expense (HO, USA, GA)   |             | 1,280.91 \$ |        |                     |          |                       |                       |        |
| 3 |                    |                                       |             |             |        |                     |          |                       |                       |        |
|   |                    |                                       | 1,280.91 \$ | 1,280.91 \$ |        |                     |          |                       |                       |        |

Add      Cancel      Display in FC      Display in SC      Cancel Template

After adding the document(s) that make up the difference, the document will automatically be added in the Reconciliation Bank Statement Window and the Cleared Book Balance and Statement Ending Balance will be equal:

**Reconciliation Bank Statement**

Account Code: 11200000-01-001-01      Statement No.:

Display: All      Last Statement Balance: 1,200.00 \$

| #  | Cleared                             | Type | Date       | Trans. No. | Ref. 1 (Row) | Payment      | Deposit      | Cleared Amount |
|----|-------------------------------------|------|------------|------------|--------------|--------------|--------------|----------------|
| 1  | <input type="checkbox"/>            | DP   | 01/01/2006 | 1          |              | 0.00 \$      | 50,000.00 \$ | 0.00 \$        |
| 2  | <input type="checkbox"/>            | PS   | 03/31/2006 | 365        | 4            | 38,970.00 \$ | 0.00 \$      | 0.00 \$        |
| 3  | <input type="checkbox"/>            | PS   | 03/31/2006 | 366        | 5            | 5,845.50 \$  | 0.00 \$      | 0.00 \$        |
| 4  | <input checked="" type="checkbox"/> | DP   | 03/31/2006 | 372        | 3            | 0.00 \$      | 20,000.00 \$ | 20,000.00 \$   |
| 5  | <input checked="" type="checkbox"/> | PS   | 04/30/2006 | 378        | 6            | 6,332.63 \$  | 0.00 \$      | 6,332.63 \$    |
| 6  | <input type="checkbox"/>            | PS   | 04/30/2006 | 385        | 9            | 3,604.73 \$  | 0.00 \$      | 0.00 \$        |
| 7  | <input checked="" type="checkbox"/> | PS   | 05/31/2006 | 394        | 12           | 11,160.58 \$ | 0.00 \$      | 11,160.58 \$   |
| 8  | <input type="checkbox"/>            | PS   | 05/31/2006 | 395        | 13           | 433.00 \$    | 0.00 \$      | 0.00 \$        |
| 9  | <input checked="" type="checkbox"/> | PS   | 07/31/2006 | 419        | 19           | 2,987.70 \$  | 0.00 \$      | 2,987.70 \$    |
| 10 | <input type="checkbox"/>            | DP   | 01/31/2007 | 675        | 56           | 0.00 \$      | 14,973.88 \$ | 0.00 \$        |
| 11 | <input type="checkbox"/>            | PS   | 01/31/2007 | 678        | 51           | 74,692.50 \$ | 0.00 \$      | 0.00 \$        |
| 12 | <input type="checkbox"/>            | DP   | 01/31/2007 | 680        | 10           | 0.00 \$      | 52,470.00 \$ | 0.00 \$        |
| 13 | <input type="checkbox"/>            | DP   | 01/31/2007 | 681        | 11           | 0.00 \$      | 49,795.00 \$ | 0.00 \$        |

Total No.      Total Amount      Cleared Book Balance: 2,000.00 \$

Payment: 3      20,480.91 \$      Statement Ending Balance: 2,000.00 \$

Deposit: 2      21,280.91 \$      Difference: 0.00 \$

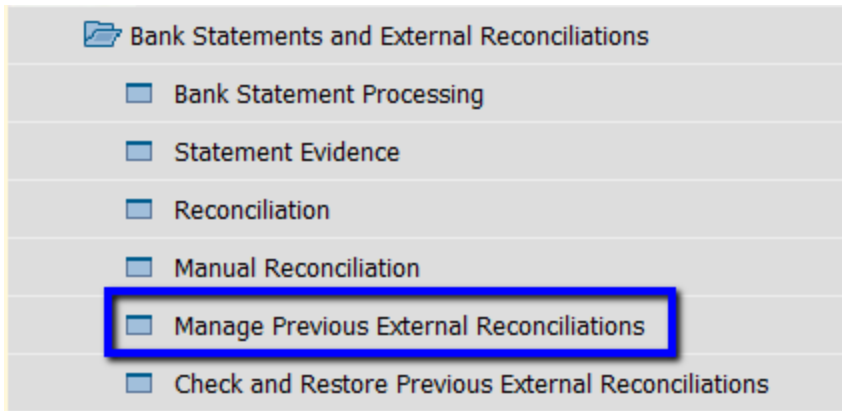
Buttons: Reconcile, Cancel, Save, Adjustments

You will then be able to Reconcile.

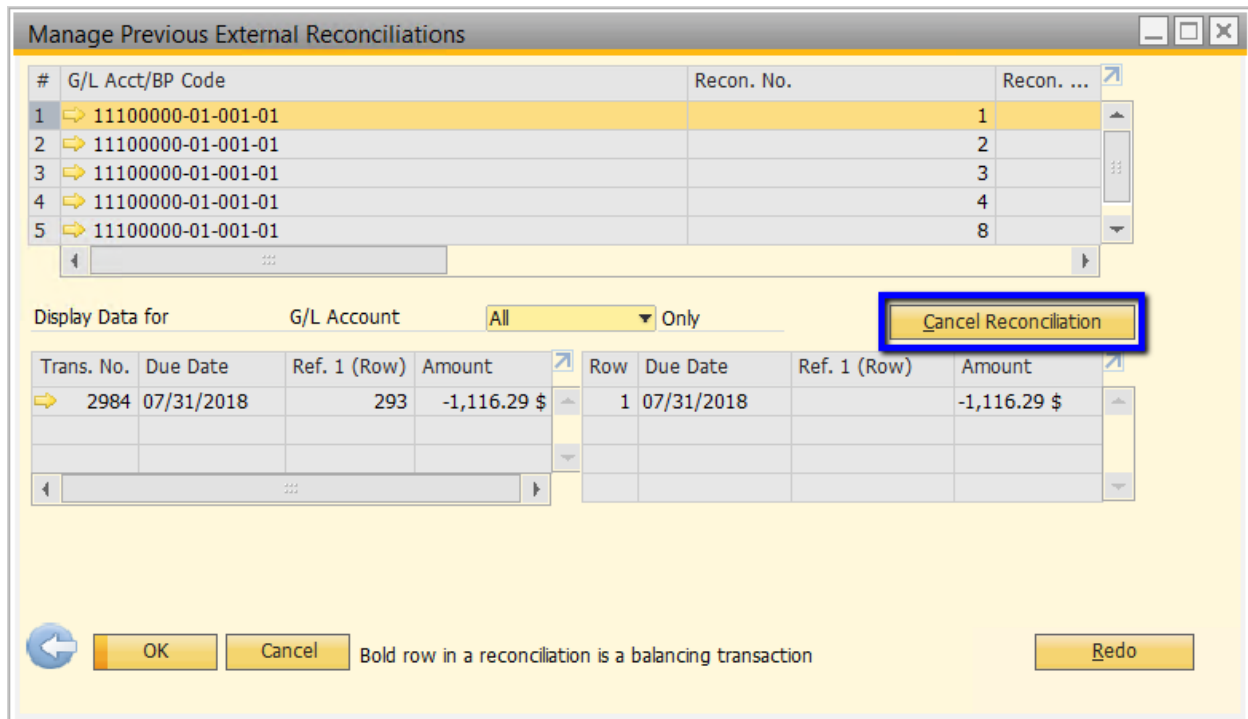
Note: You may also input the Statement No. if you wish. Only numbers are allowed in this field.

### Cancelling Previous Reconciliations

If you have made a mistake in selecting transactions to reconcile, you can Cancel Reconciliations by selecting Manage Previous External Reconciliations:



The Manage Previous External Reconciliations window will display past external reconciliations. You can select the reconciliation you would like to undo and click Cancel Reconciliation:



The SAP transaction will then appear as an uncleared transaction in the Reconciliation Bank Statement window.

## Bank Statement Processing

If your bank statement transaction volume is high enough to render manual reconciliations unfeasible, you may want to use the Bank Statement Processing feature, which assists you in matching SAP transactions to bank statement rows.

### Prerequisites

In order to use Bank Statement Processing, a superuser must enable the following in Administration > System Initialization > Company Details > Basic Initialization tab:

The screenshot shows the 'Company Details' window with the 'Basic Initialization' tab selected. The following settings are visible:

- Chart of Accounts Template: US\_CoA
- Local Currency: US Dollar
- System Currency: US Dollar
- Default Account Currency: All Currencies
- Display Credit Balance with Negative Sign
- Use Segmentation Accounts
- Allow Negative Amounts for Reversal Transaction Posting
- Permit More than One Document Type per Series
- Multi-Language Support
- Use Perpetual Inventory
- Item Groups Valuation Method: Moving Average
- Manage Item Cost per Warehouse
- Allow Stock Release Without Item Cost
- Manage Serial and Batch Cost By:
  - Items Group Valuation Method
  - Serial/Batch Valuation Method
- House Bank:
  - Default Bank Country: USA
  - Default Bank: Bank of New York
  - Default Account No.: 145-4267-6703
  - Default Branch: Main
- Install Bank Statement Processing

**IMPORTANT:** This setting is irreversible once you have imported a bank file and you will no longer be able to perform Manual Reconciliations.

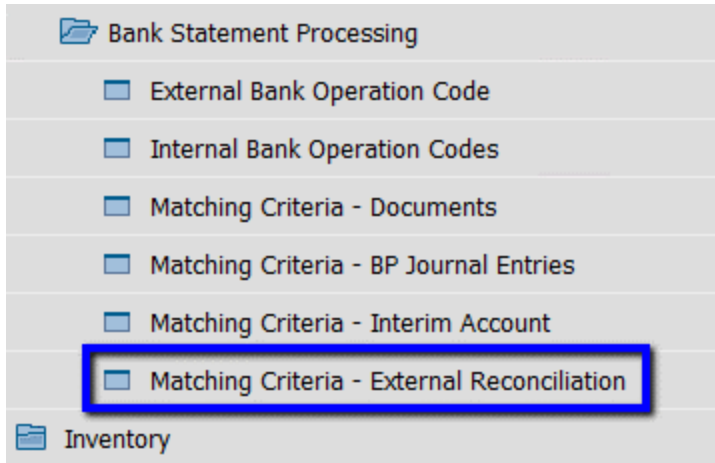
### Setup

Banks may provide slightly differing bank file formats. For example, bank codes (which signify the transaction type) may vary depending on the bank. For this reason, you must define both External and Internal Bank Operation Codes under Administration > Setup > Banking > Bank Statement Processing:

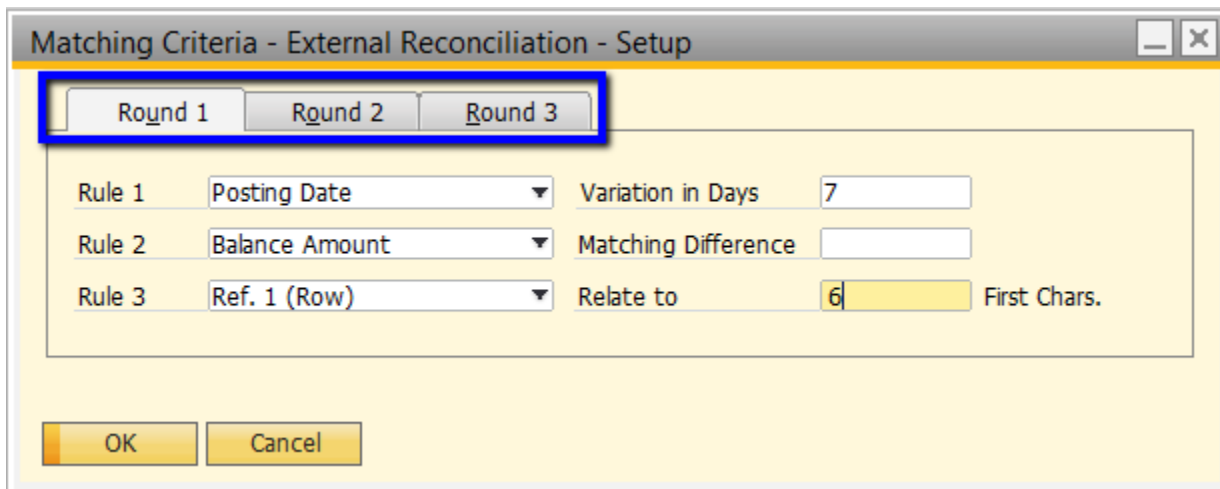




You must specify the matching criteria for performing external reconciliation so that SAP will know which transactions to propose during reconciliation. You can access the Matching Criteria – External Reconciliation by navigating to Administration > Setup > Banking > Bank Statement Processing > Matching Criteria – External Reconciliation.



You will be able to define three rules for the rounds.



During automatic reconciliation, SAP Business One first attempts to match transactions according to the rules defined in round 1; then if no transactions were found in round 1, it attempts to match transactions according to rules defined in round 2; and finally if there were no transactions found in round 1 and 2, then the system attempts to match transactions according to the rules defined in round 3.

Once matching transactions have been found by a round, the system does not continue to find further matches in the subsequent rounds. Although it is possible to define three rounds for the matching criteria, you can specify only one or two if required. However, you must specify at least one.

Note that each parameter can be used for only one rule in a specific round. Once you assign a

parameter to a rule, it is removed, for the same round, from the dropdown lists of the other rules. For example, once you specify that the posting date can vary up to 7 days for rule 1, the posting date parameter will not be selectable for rules 2 and 3. It will, however, be available for rounds 2 and 3.

SAP recommends that you narrow the earlier rounds as much as possible and broaden the selection in subsequent rounds. If no matches were found in the first round, the system will check the rules in round 2 where the chances of finding a reconciliation match are bigger as there are fewer or more flexible rules.

### BSP Process

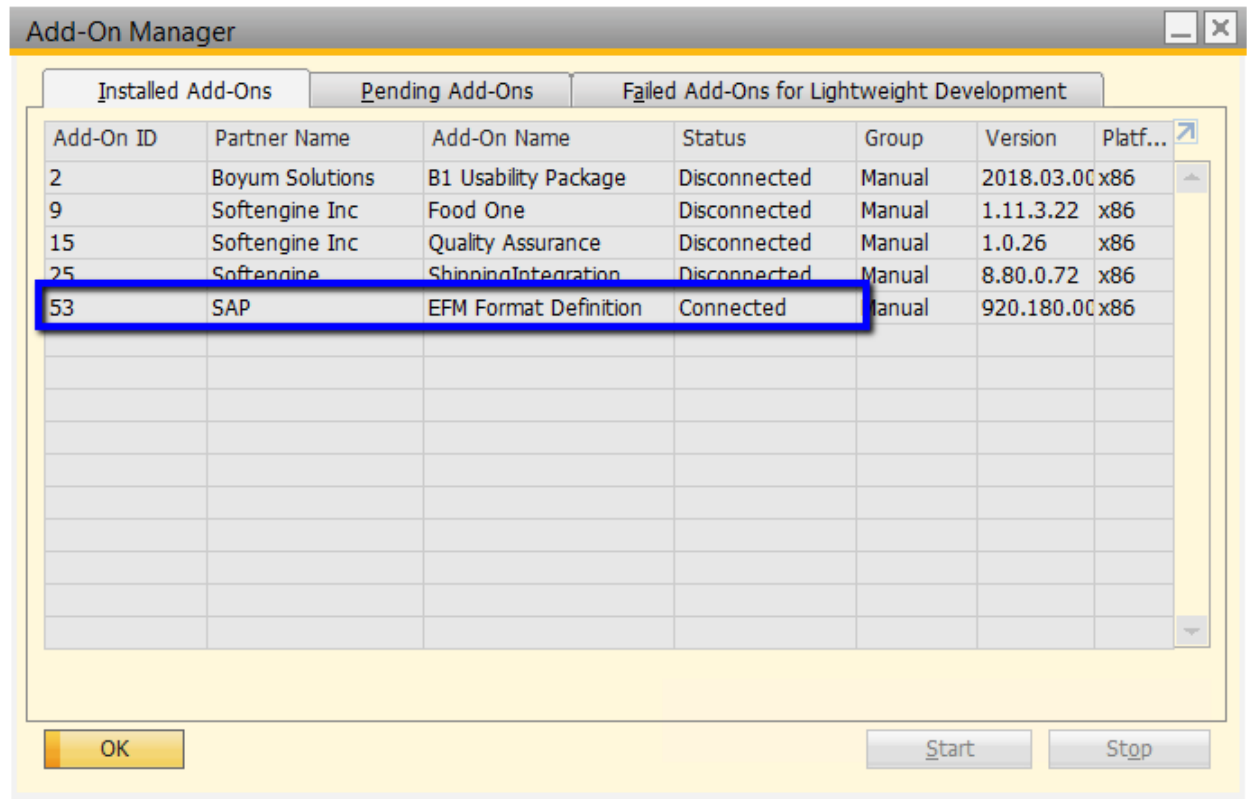
Steps for Bank Statement Processing can be summarized as follows:

1. Enter bank statements
2. Process bank statements
3. Perform manual reconciliation
4. Process multiple payments
5. Finalize bank statements
6. Generate bank statement information reports

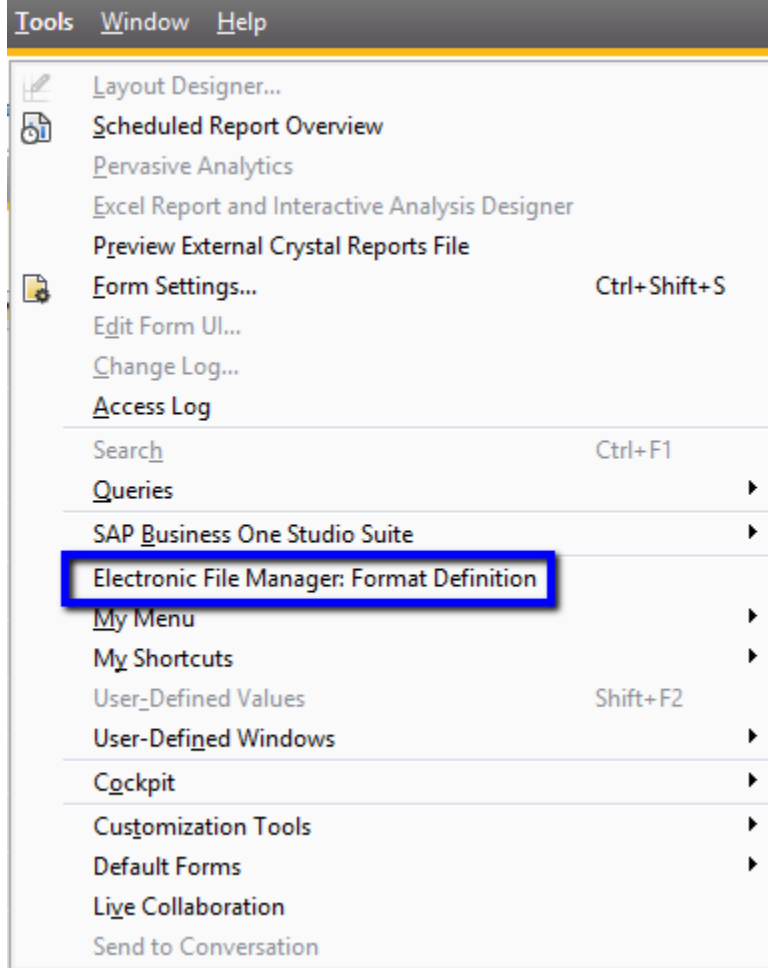
Entering bank statements into SAP requires the Electronic File Manager add-on to enable you to import information for reconciliation contained in a flat file for Bank Statement Processing.

### Electronic File Manager Configuration

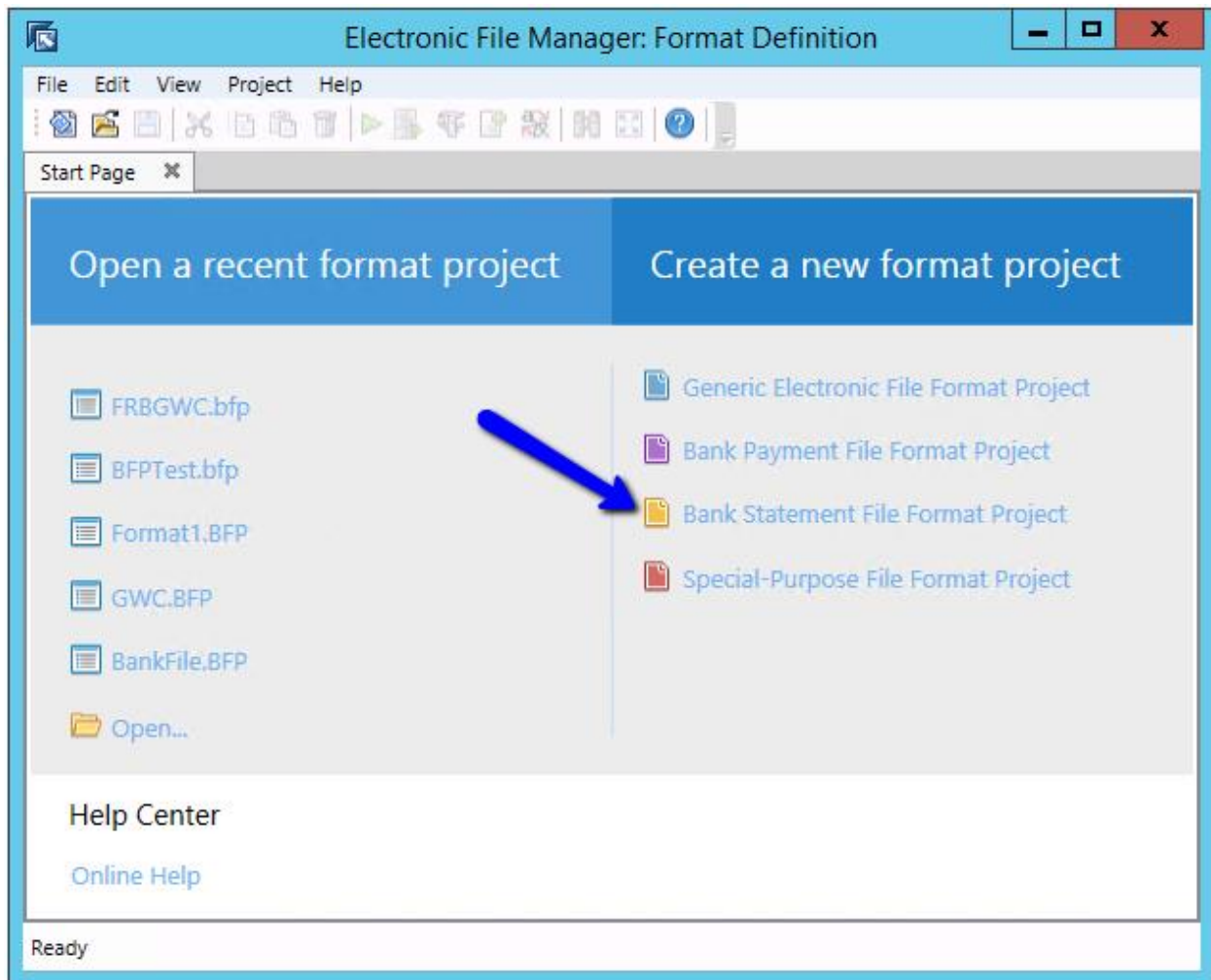
Ensure your Electronic File Manager add on is connected:



To create the BFP format, go to Tools > Electronic File Manager: Format Definition



This will open the Electronic File Manager application. Select Bank Statement File Format project to create a bfp file. *Details for configuring the BFP will be covered in a separate document.*



Once you have successfully configured the the project, save it as a BFP (Bank Format Project) file. You must then assign this to a House Bank account. Navigate to Administration > Setup > Banking > House Bank Accounts. Check the Imported Bank Statement box and assign an Import File Name. Ensure that the Format Type of the File Format Name is Bank Statement and assign the BFP file that you created.

House Bank Accounts - Setup

| # | Bank Code | Country | Branch        | Account No.   | Next Check No. | G/L Account        | G/L Interim Account | Imported                            | Bank Statement | Import File Name |
|---|-----------|---------|---------------|---------------|----------------|--------------------|---------------------|-------------------------------------|----------------|------------------|
| 1 | BNY       | US      | Main          | 145-4267-6703 | 42             | 11220000-01-001-01 |                     | <input type="checkbox"/>            |                |                  |
| 2 | BNY       | US      | OEC Computers | 200-4554-6756 |                | 11230000-01-001-01 |                     | <input type="checkbox"/>            |                |                  |
| 3 | BOA       | US      | Main          | 100-3443-7867 | 8              | 11200000-01-001-01 | 11300000-01-001-    | <input type="checkbox"/>            |                | BFP Test         |
| 4 | CITI      | CA      | Main          | 1234          |                | 11100000-01-001-01 |                     | <input checked="" type="checkbox"/> |                | BFP Test         |
| 5 | CITI      | US      | Main          | 300-4562-7690 |                | 11210000-01-001-01 |                     | <input type="checkbox"/>            |                |                  |
| 6 | HSBC      | US      | Main          | 200-4554-6756 |                | 11230000-01-001-01 |                     | <input type="checkbox"/>            |                |                  |
| 7 |           |         |               |               |                |                    |                     | <input type="checkbox"/>            |                |                  |

File Formats - Setup

| # | File Format Name  | Encoding Type | System Format                       | Format Type     | Format Project |
|---|-------------------|---------------|-------------------------------------|-----------------|----------------|
| 1 | US_IN_BT          |               | <input type="checkbox"/>            | Payment File    |                |
| 2 | US_OUT_BT         |               | <input type="checkbox"/>            | Payment File    |                |
| 3 | SAPBPXXIPBOE_OBOE |               | <input checked="" type="checkbox"/> | Payment File    |                |
| 4 | SAPBPXXIPDD_OPEX  |               | <input checked="" type="checkbox"/> | Payment File    |                |
| 5 | SAPBPXXOPBT_OPEX  |               | <input checked="" type="checkbox"/> | Payment File    |                |
| 6 | SAPBPUSOPBT_NACHA |               | <input checked="" type="checkbox"/> | Payment File    | Assigned       |
| 7 | BFP Test          |               | <input checked="" type="checkbox"/> | Bank Statements | Assigned       |
| 8 | Copy              |               | <input type="checkbox"/>            | Payment File    |                |

Context menu for row 7 (BFP Test):

- Copy
- Copy Table
- Maximize/Restore Grid
- Remove
- Assign format project...**
- Download format project...
- Clear format project...

Once this has been assigned, you are ready to import the files.

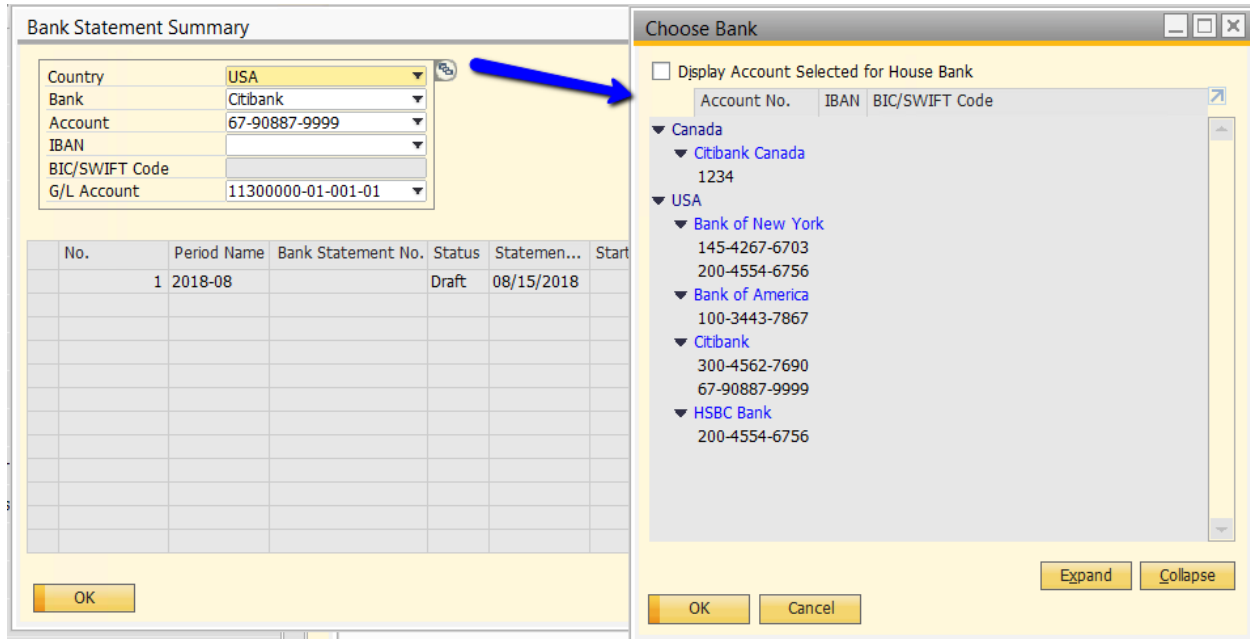
### Importing

To import a file, navigate to Banking > Bank Statements and External Reconciliations > Bank Statement Processing

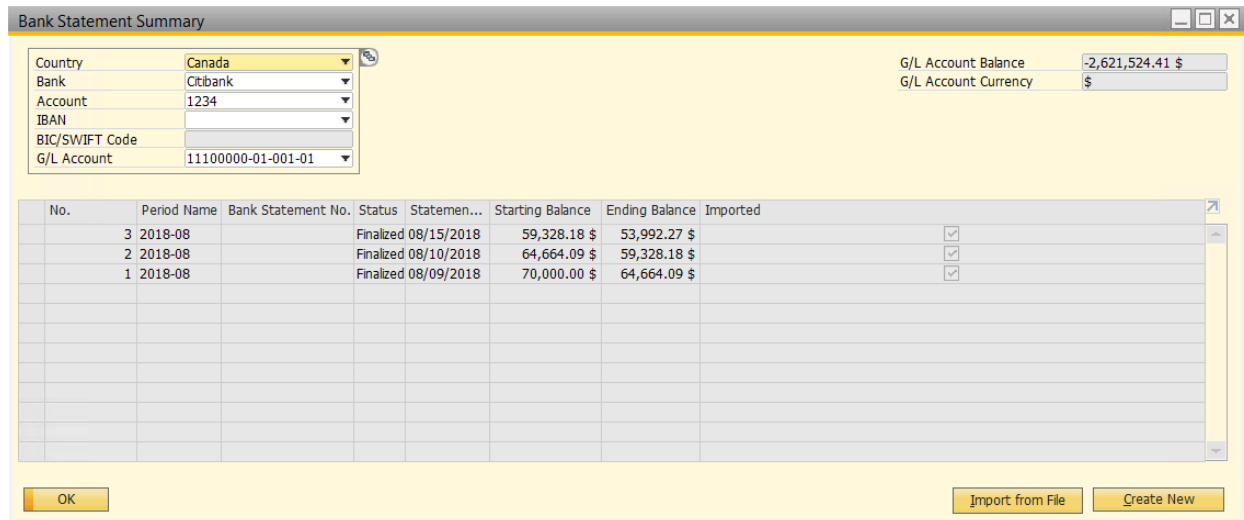
**Banking**

- Incoming Payments
- Deposits
- Outgoing Payments
- Payment Wizard
- Bank Statements and External Reconciliations**
  - Bank Statement Processing**
  - Statement Evidence
  - Reconciliation
  - Manual Reconciliation
  - Manage Previous External Reconciliations
  - Check and Restore Previous External Reconciliations
  - Check Number Confirmation

Make sure to select the proper bank prior to importing:



After selecting the bank, the system will populate the grid with previous reconciliations. Select Import from File to import an external bank file:



Once you successfully import, the newly imported file will remain as a draft until you finalize it.

**Bank Statement Summary**

Country: Canada  
 Bank: Citibank Canada  
 Account: 1234  
 IBAN:  
 BIC/SWIFT Code:  
 G/L Account: 11100000-01-001-01

G/L Account Balance: -2,621,524.41 \$  
 G/L Account Currency: \$

| No. | Period Name | Bank Statement No. | Status    | Statement... | Starting Balance | Ending Balance | Imported                            |
|-----|-------------|--------------------|-----------|--------------|------------------|----------------|-------------------------------------|
| 4   | 2018-08     |                    | Draft     | 08/15/2018   | 53,992.27 \$     | 0.00 \$        | <input checked="" type="checkbox"/> |
| 3   | 2018-08     |                    | Finalized | 08/15/2018   | 59,328.18 \$     | 53,992.27 \$   | <input checked="" type="checkbox"/> |
| 2   | 2018-08     |                    | Finalized | 08/10/2018   | 64,664.09 \$     | 59,328.18 \$   | <input checked="" type="checkbox"/> |
| 1   | 2018-08     |                    | Finalized | 08/09/2018   | 70,000.00 \$     | 64,664.09 \$   | <input checked="" type="checkbox"/> |

OK Import from File Create New

Double click the row to open the details of the imported file:

**Bank Statement Details**

Bank Statement No.: No. 4  
 Bank Name: Citibank Canada  
 Bank Account: 1234  
 IBAN:  
 BIC/SWIFT Code:  
 G/L Account: 11100000-01-001-0

Statement Date: 08/15/2018  
 Starting Balance: 53,992.27 \$  
 Ending Balance: 0.00 \$  
 Difference: -48,656.36 \$

G/L Account Currency: \$  
 Interim Account:

| Cleared/Selected         | External Operation Code | Internal Operation Code | Posting Method          | Statement Row Date | Statement Due Date | G/L Account/Doc. Identification No. | Incoming Amt. -... |
|--------------------------|-------------------------|-------------------------|-------------------------|--------------------|--------------------|-------------------------------------|--------------------|
| <input type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> | BAI-142                 | D-IN                    | External Reconciliation | 07/31/2018         | 07/31/2018         |                                     |                    |
| <input type="checkbox"/> |                         |                         |                         | 08/15/2018         | 08/15/2018         |                                     |                    |

Records: Incoming 1 6,986.06 \$  
 Outgoing 6 12,321.97 \$

Expand All Collapse All  
 Posting Proposal for Uncleared Rows

Click on Posting Proposal for Uncleared Rows so that the system can match the imported transactions with system transactions according to the matching criteria set earlier:



**Bank Statement Details**

|                    |                   |                  |               |                      |    |
|--------------------|-------------------|------------------|---------------|----------------------|----|
| Bank Statement No. |                   | No.              | 4             | G/L Account Currency | \$ |
| Bank Name          | Citibank Canada   | Statement Date   | 08/15/2018    | Interim Account      |    |
| Bank Account       | 1234              | Starting Balance | 53,992.27 \$  |                      |    |
| IBAN               |                   | Ending Balance   | 0.00 \$       |                      |    |
| BIC/SWIFT Code     |                   | Difference       | -48,656.36 \$ |                      |    |
| G/L Account        | 11100000-01-001-0 |                  |               |                      |    |

| Cleared/Selected                      | External Operation Code | Internal Operation Code | Posting Method          | Statement Row Date | Statement Due Date | G/L Account/Doc. Identification No. | Incoming Amt. ... |
|---------------------------------------|-------------------------|-------------------------|-------------------------|--------------------|--------------------|-------------------------------------|-------------------|
| 1 <input checked="" type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         | JE 2984/0 - PS 293                  |                   |
| 2 <input checked="" type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         | JE 2983/0 - PS 292                  |                   |
| 3 <input checked="" type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         | JE 2979/0 - PS 288                  |                   |
| 4 <input checked="" type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         | JE 2978/0 - PS 287                  |                   |
| 5 <input checked="" type="checkbox"/> | BAI-475                 | C-OUT                   | External Reconciliation | 07/31/2018         | 07/31/2018         | JE 2980/0 - PS 289                  |                   |

|          |         |              |
|----------|---------|--------------|
| Incoming | Records | Amount       |
|          | 1       | 6,986.06 \$  |
| Outgoing | 6       | 12,321.97 \$ |

The transactions that are marked as cleared indicate an exact match. Click Finalize to complete the reconciliation.