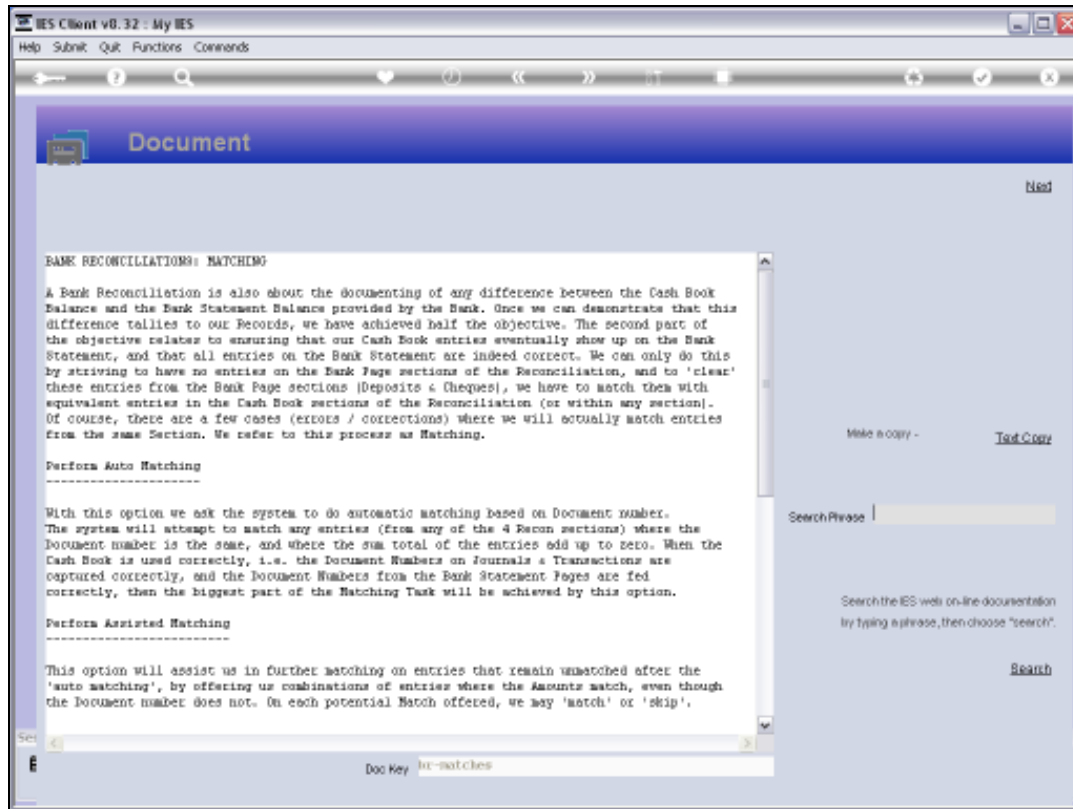




Slide 1

Slide notes: The 1st option when we do matching is always to use 'auto matching'. After all, why would we do anything that the system can do for us automatically?



Slide 2

Slide notes: 'Auto Matching' is explained as the option where the system checks for Document Numbers that are the same, and if the amounts balance to zero, whether for 2 or more entries, then it is an automatic match.



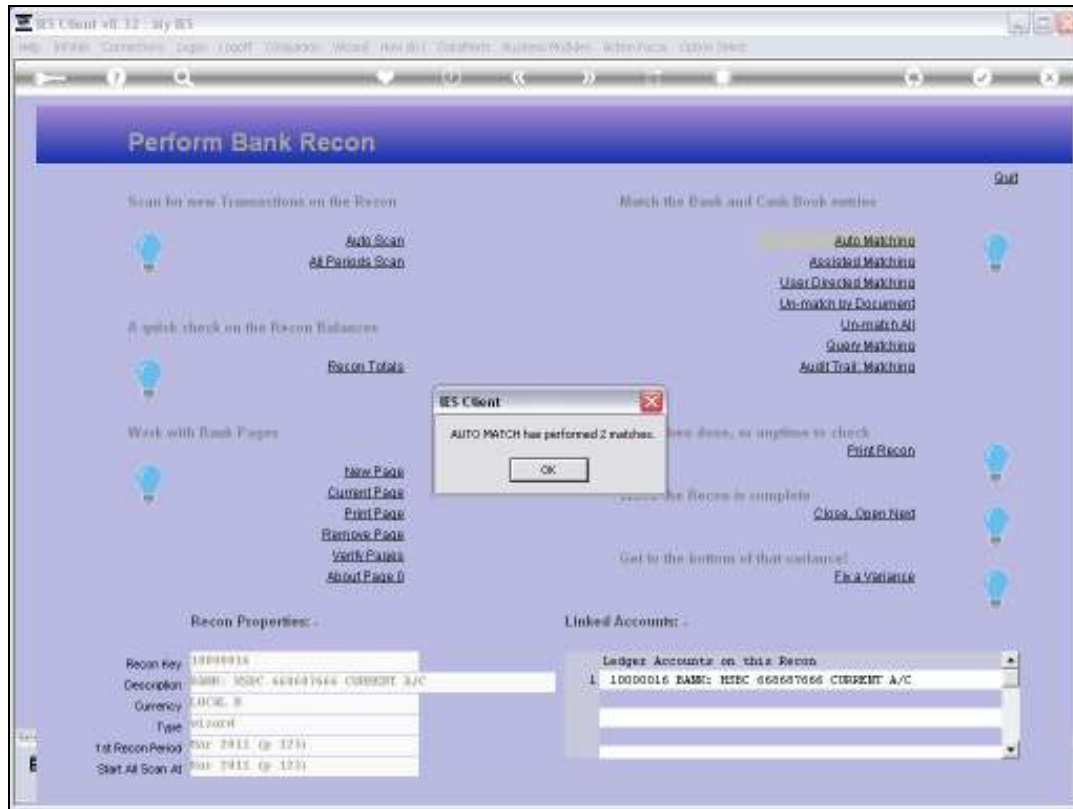
Slide 3

Slide notes:



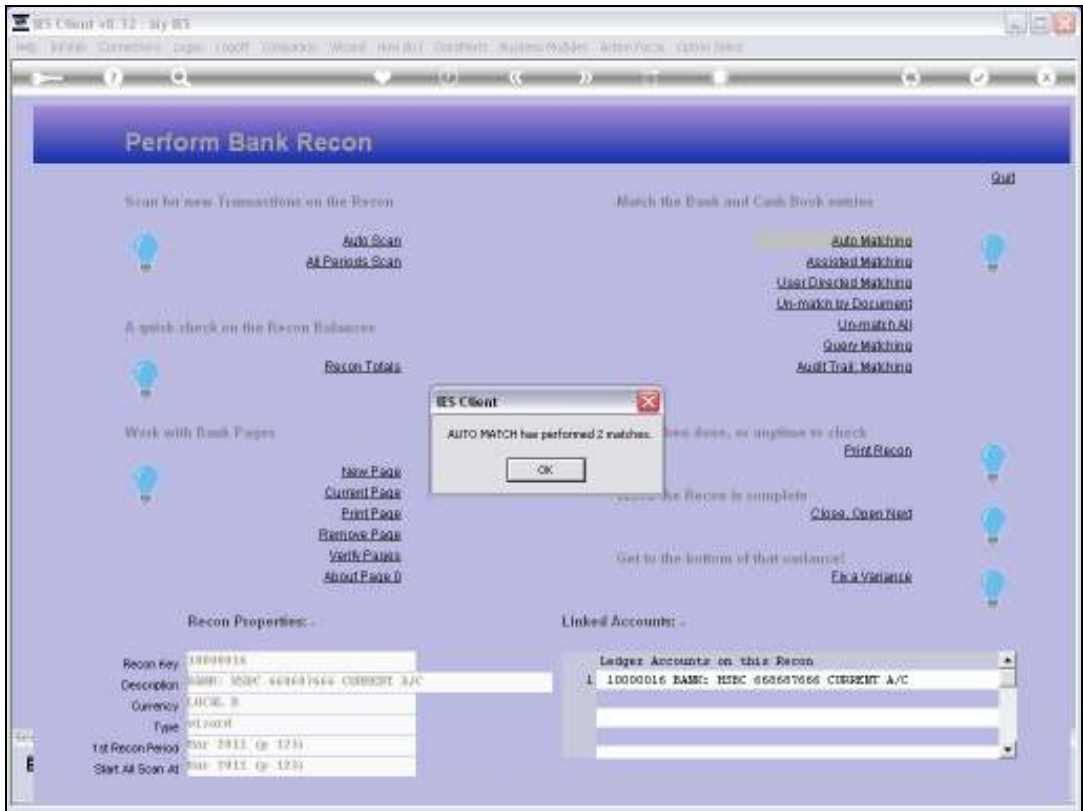
Slide 4

Slide notes:

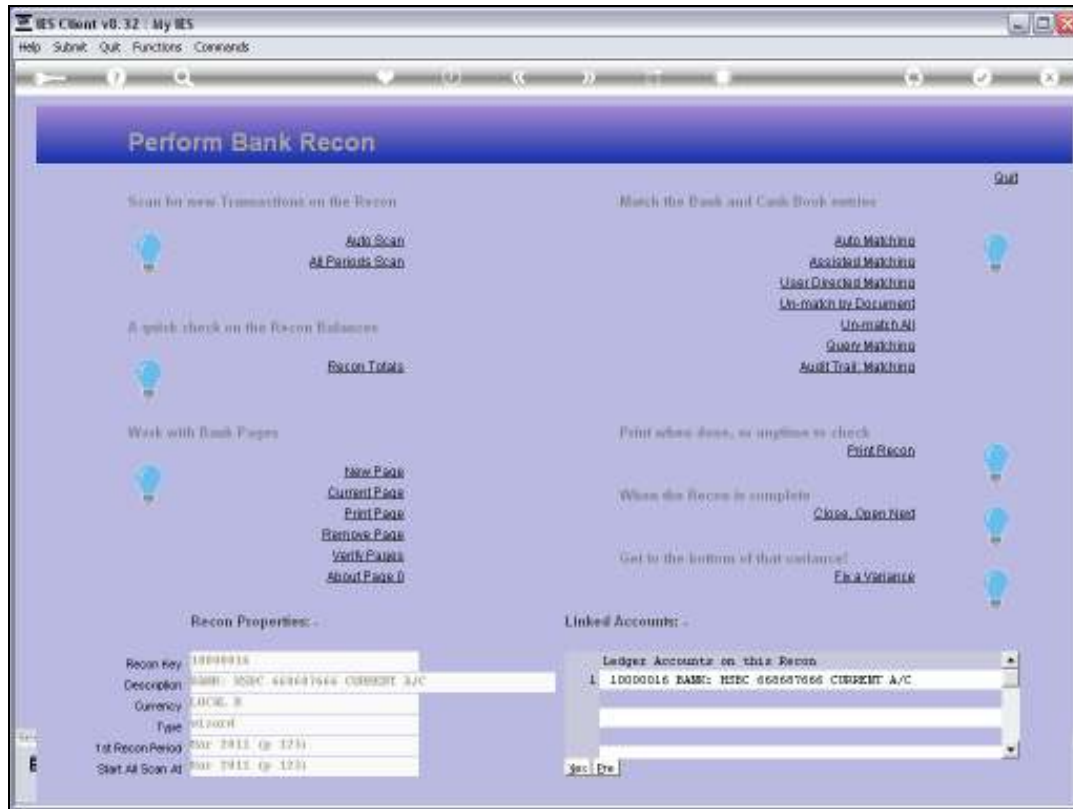


Slide 5

Slide notes: In this case, the system has found only 2 automatic matches. Our example Recon is not very big, and we have deliberately included examples of all the matching types.

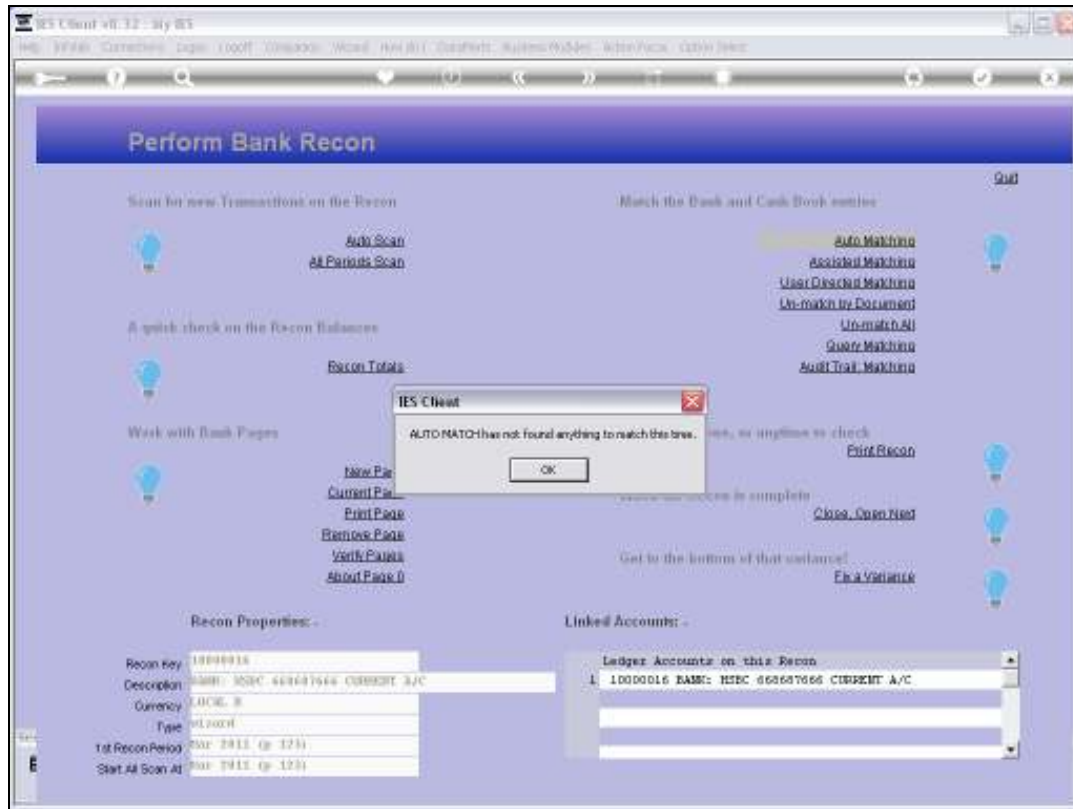


Slide 6
Slide notes:



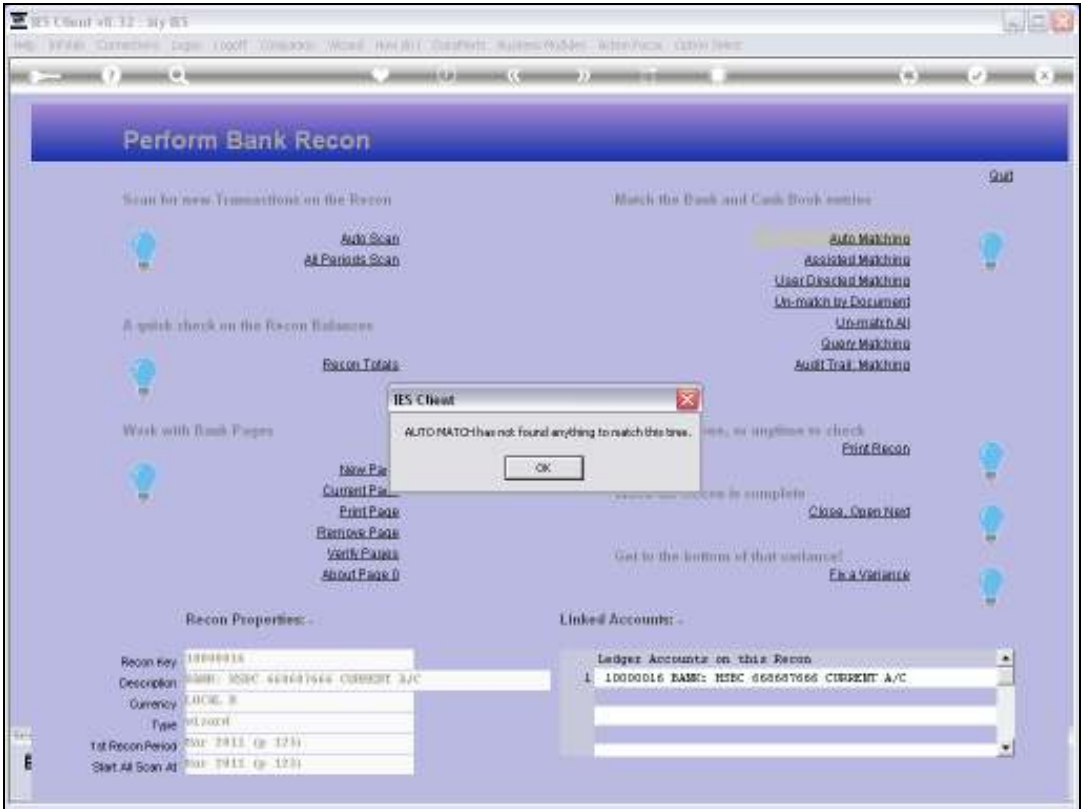
Slide 7

Slide notes: Therefore, since we have no new entries yet, if we immediately use 'auto matching' again, then there should be no automatic matches now.

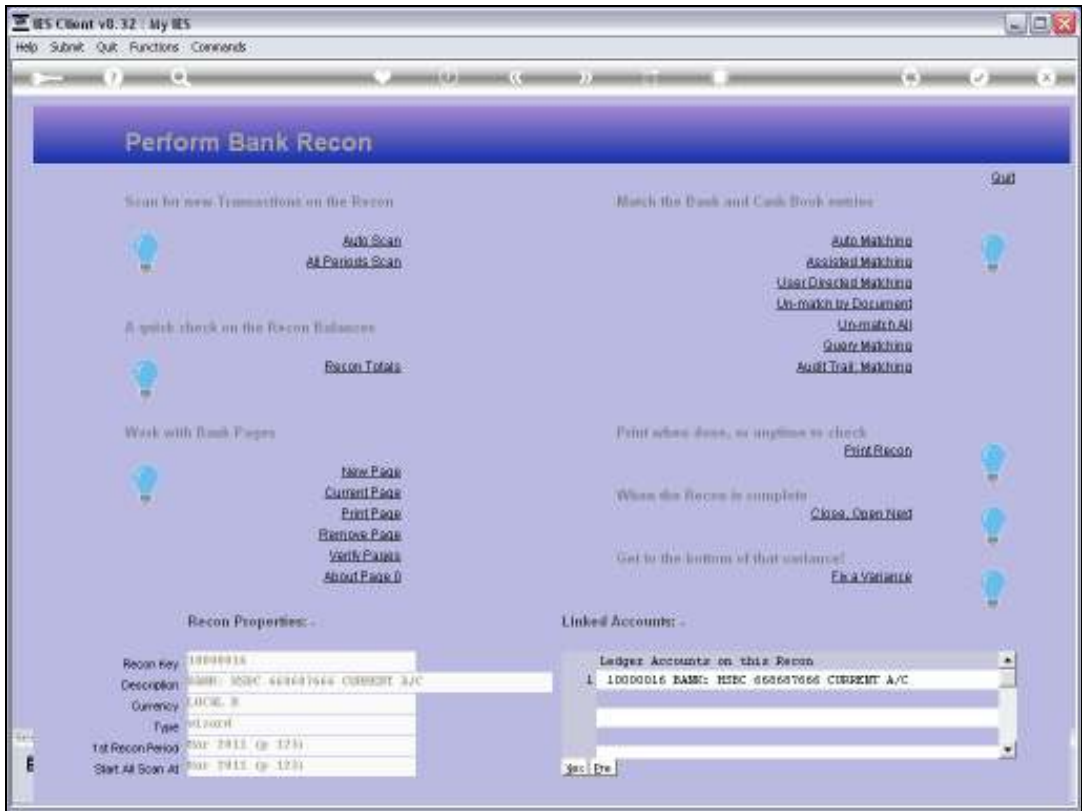


Slide 8

Slide notes: And quite rightly, this is what happens. However, once we have new entries from the Bank Pages or Cash Book, then we can try auto matching again.



Slide 9
Slide notes:



Slide 10

Slide notes:

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File Edit Format View Help

Gummy Hoops Inc.

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Bank & Cash Book reconciliation

Recon Master: 10000016 : BANK: HSBC 608687000 CURRENT A/C

Recon Period: 123 : Mar 2011

Produced by rfm on 10/04/2011 at 12:32:08.

BALANCE PER BANK STATEMENT PAGES 489,115.76

PLUS OPEN BANK PAGE CHEQUES & CHARGES

| Page # | Document | Date | Actual | Balance |
|--|----------|------------|------------|------------|
| 0 0 | | 31/03/2011 | 200,000.00 | 689,115.76 |
| Bank deposit | | | | |
| 1 377 | | 02/03/2011 | 3,500.00 | 692,615.76 |
| IB PAYMENT TO | | | | |
| 1 377 | | 02/03/2011 | 358.00 | 692,973.76 |
| IB PAYMENT TO | | | | |
| 1 377 | | 02/03/2011 | 1,715.00 | 694,688.76 |
| IB PAYMENT TO | | | | |
| 1 6044 | | 10/03/2011 | 556.72 | 695,245.48 |
| DEBIT TRANSFER | | | | |
| 1 75001 | | 10/03/2011 | 1,352.25 | 696,597.73 |
| DEBIT TRANSFER | | | | |
| 1 6021 | | 11/03/2011 | 1,130.77 | 697,728.50 |
| INSURANCE PREMIUM | | | | |
| 1 6021 | | 11/03/2011 | 56.48 | 697,784.98 |
| INSURANCE PREMIUM | | | | |
| 1 6021 | | 11/03/2011 | 25.73 | 697,810.71 |
| INSURANCE PREMIUM | | | | |
| 1 2320 | | 23/03/2011 | 2,100.00 | 699,910.71 |
| CHEQUE | | | | |
| 1 2319 | | 24/03/2011 | 3,505.35 | 703,416.06 |
| CHEQUE | | | | |
| 1 2322 | | 24/03/2011 | 2,200.00 | 705,616.06 |
| CHEQUE | | | | |
| 1 1112 | | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | | |
| 1 6036 | | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | | |
| 1 377 | | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | | |

Slide 11

Slide notes: If we should look at our Recon Print at the moment, we can clearly see some examples of other matches, although not automatic because the Document numbers do not agree.

Q1500645135A.TXT - Notepad

File Edit Format View Help

Gummy Hoops Inc.

12:32:15 10 APR 2011 page 1

Bank & Cash Book reconciliation

Recon Master: 10000016 : BANK: HSBC 008087000 CURRENT A/C

Recon Period: 123 : Mar 2011

Produced by rfm on 10/04/2011 at 12:32:08.

BALANCE PER BANK STATEMENT PAGES 489,115.76

PLUS OPEN BANK PAGE CHEQUES & CHARGES

| Page # | Document | Date | Actual | Balance |
|--|----------|------------|------------|------------|
| 0 0 | | 31/03/2011 | 200,000.00 | 689,115.76 |
| Bank deposit | | | | |
| 1 377 | | 02/03/2011 | 3,500.00 | 692,615.76 |
| IB PAYMENT TO | | | | |
| 1 377 | | 02/03/2011 | 358.00 | 692,973.76 |
| IB PAYMENT TO | | | | |
| 1 377 | | 02/03/2011 | 1,715.00 | 694,688.76 |
| IB PAYMENT TO | | | | |
| 1 6044 | | 10/03/2011 | 556.72 | 695,245.48 |
| DEBIT TRANSFER | | | | |
| 1 75001 | | 10/03/2011 | 1,352.25 | 696,597.73 |
| DEBIT TRANSFER | | | | |
| 1 6021 | | 11/03/2011 | 1,130.77 | 697,728.50 |
| INSURANCE PREMIUM | | | | |
| 1 6021 | | 11/03/2011 | 56.48 | 697,784.98 |
| INSURANCE PREMIUM | | | | |
| 1 6021 | | 11/03/2011 | 25.73 | 697,810.71 |
| INSURANCE PREMIUM | | | | |
| 1 2320 | | 23/03/2011 | 2,100.00 | 699,910.71 |
| CHEQUE | | | | |
| 1 2319 | | 24/03/2011 | 3,505.35 | 703,416.06 |
| CHEQUE | | | | |
| 1 2322 | | 24/03/2011 | 2,200.00 | 705,616.06 |
| CHEQUE | | | | |
| 1 1112 | | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | | |
| 1 6036 | | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | | |
| 1 377 | | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | | |

Slide 12

Slide notes:

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File Edit Format View Help

Gummy Hoops Inc.

12:32:15 10 APR 2011 page 1

Bank & Cash Book reconciliation

Recon Master: 10000016 : BANK: HSBC 008087000 CURRENT A/C

Recon Period: 123 : Mar 2011

Produced by rfm on 10/04/2011 at 12:32:08.

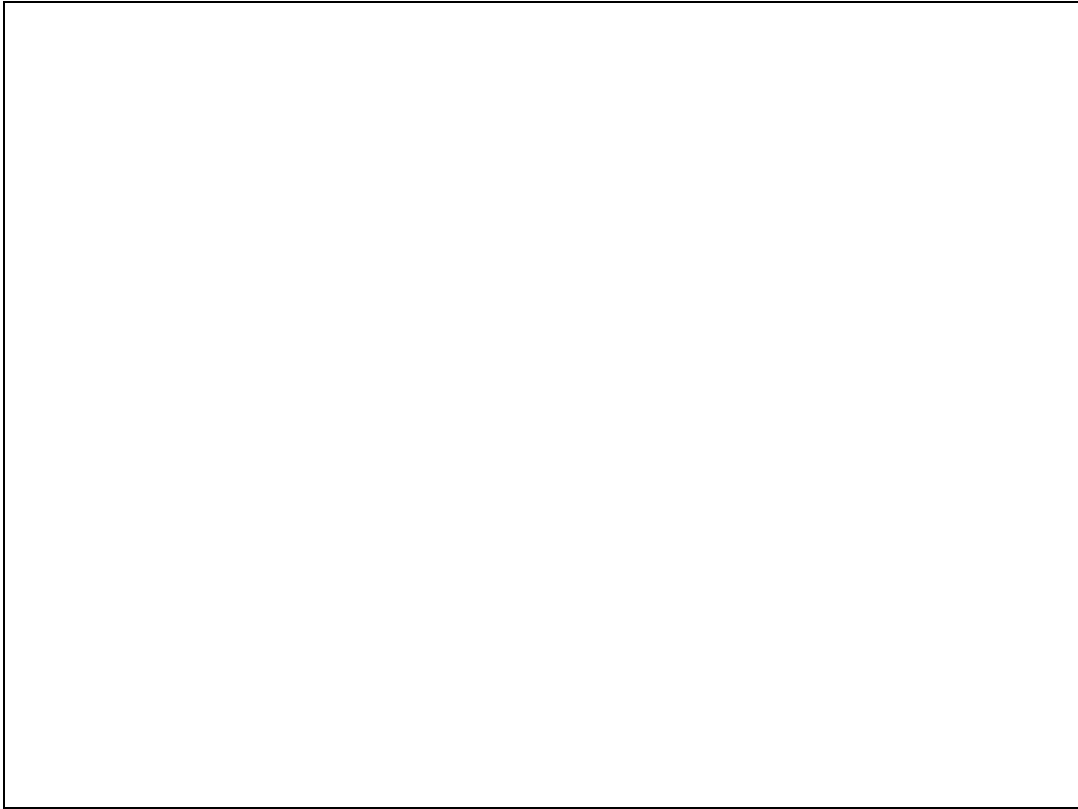
BALANCE PER BANK STATEMENT PAGES 489,115.76

PLUS OPEN BANK PAGE CHEQUES & CHARGES

| Page # | Document | Date | Actual | Balance |
|--|----------|------------|------------|------------|
| 0 0 | | 31/03/2011 | 200,000.00 | 689,115.76 |
| Bank deposit | | | | |
| 1 377 | | 02/03/2011 | 3,500.00 | 692,615.76 |
| IB PAYMENT TO | | | | |
| 1 377 | | 02/03/2011 | 358.00 | 692,973.76 |
| IB PAYMENT TO | | | | |
| 1 377 | | 02/03/2011 | 1,715.00 | 694,688.76 |
| IB PAYMENT TO | | | | |
| 1 6044 | | 10/03/2011 | 556.72 | 695,245.48 |
| DEBIT TRANSFER | | | | |
| 1 75001 | | 10/03/2011 | 1,352.25 | 696,597.73 |
| DEBIT TRANSFER | | | | |
| 1 6021 | | 11/03/2011 | 1,130.77 | 697,728.50 |
| INSURANCE PREMIUM | | | | |
| 1 6021 | | 11/03/2011 | 56.48 | 697,784.98 |
| INSURANCE PREMIUM | | | | |
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| INSURANCE PREMIUM | | | | |
| 1 2320 | | 23/03/2011 | 2,100.00 | 699,910.71 |
| CHEQUE | | | | |
| 1 2319 | | 24/03/2011 | 3,505.35 | 703,416.06 |
| CHEQUE | | | | |
| 1 2322 | | 24/03/2011 | 2,200.00 | 705,616.06 |
| CHEQUE | | | | |
| 1 1112 | | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | | |
| 1 6036 | | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | | |
| 1 377 | | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | | |

Slide 13

Slide notes:



Slide 14

Slide notes:

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File Edit Format View Help

| | | | |
|--|------------|-------------|------------|
| 0 0 | 31/03/2011 | 200,000.00 | 689,115.76 |
| Bank Deposit | | | |
| 1 377 | 02/03/2011 | 3,500.00 | 692,615.76 |
| IB PAYMENT TO | | | |
| 1 377 | 02/03/2011 | 358.00 | 692,973.76 |
| IB PAYMENT TO | | | |
| 1 377 | 02/03/2011 | 1,715.00 | 694,688.76 |
| IB PAYMENT TO | | | |
| 1 6044 | 10/03/2011 | 556.72 | 695,245.48 |
| DEBIT TRANSFER | | | |
| 1 75001 | 10/03/2011 | 1,352.25 | 696,597.73 |
| DEBIT TRANSFER | | | |
| 1 6021 | 11/03/2011 | 1,130.77 | 697,728.50 |
| INSURANCE PREMIUM | | | |
| 1 6021 | 11/03/2011 | 56.48 | 697,784.98 |
| INSURANCE PREMIUM | | | |
| 1 6021 | 11/03/2011 | 25.73 | 697,810.71 |
| INSURANCE PREMIUM | | | |
| 1 2320 | 23/03/2011 | 2,100.00 | 699,910.71 |
| CHEQUE | | | |
| 1 2319 | 24/03/2011 | 3,505.35 | 703,416.06 |
| CHEQUE | | | |
| 1 2322 | 24/03/2011 | 2,200.00 | 705,616.06 |
| CHEQUE | | | |
| 1 1112 | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | |
| 1 6036 | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | |
| 1 377 | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | |
| Page # Document | Date | Actual | Balance |
| 1 597 | 28/02/2011 | -200,000.00 | 507,276.06 |
| DEPOSIT | | | |
| 1 377 | 28/02/2011 | -155.56 | 507,120.50 |
| BANK TRANSFER | | | |
| 1 378 | 01/03/2011 | -2,566.00 | 504,554.50 |
| BANK TRANSFER | | | |
| 1 379 | 01/03/2011 | -1,115.00 | 503,439.50 |
| BANK TRANSFER | | | |
| LESS OPEN CASH BOOK CHEQUES & CHARGES | | | |
| reportkey=RECONPRINT | | | |
| DDGUMMY HOOPS INC. | | | |
| 12:32:15 10 APR 2011 page 2 | | | |

Slide 15

Slide notes:

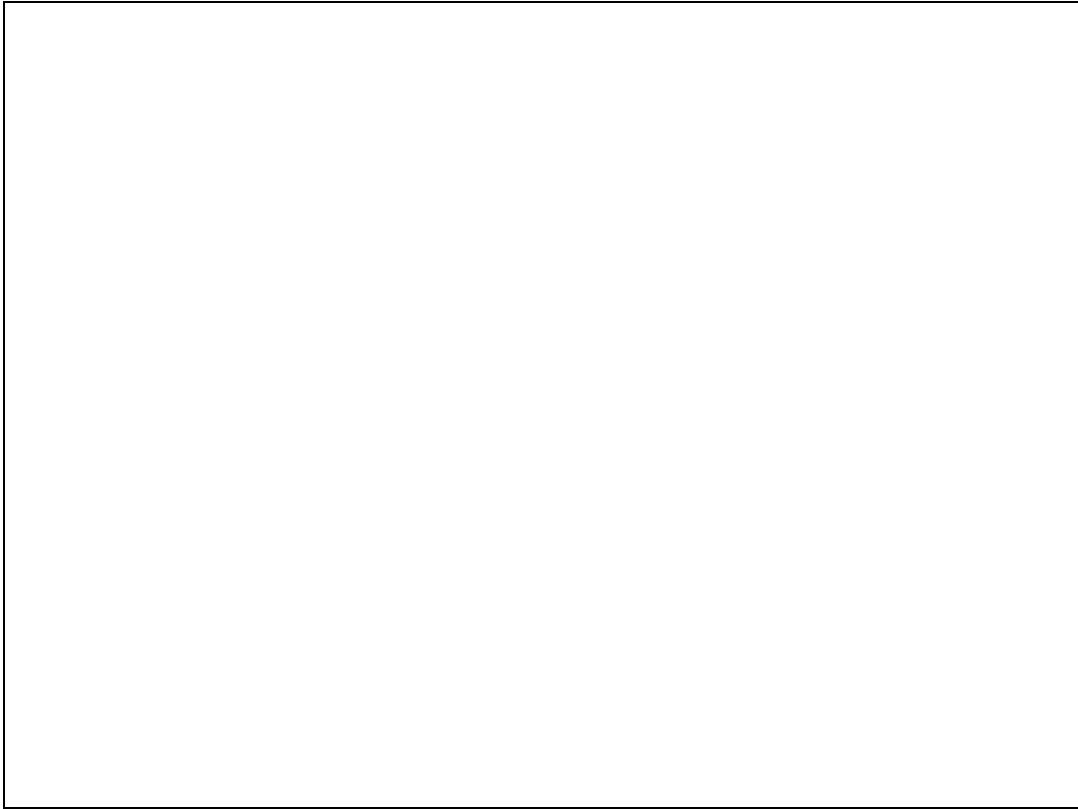
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File Edit Format View Help

| | | | |
|--|------------|-------------|------------|
| 0 0 | 31/03/2011 | 200,000.00 | 689,115.76 |
| Bank Deposit | | | |
| 1 377 | 02/03/2011 | 3,500.00 | 692,615.76 |
| IB PAYMENT TO | | | |
| 1 377 | 02/03/2011 | 358.00 | 692,973.76 |
| IB PAYMENT TO | | | |
| 1 377 | 02/03/2011 | 1,715.00 | 694,688.76 |
| IB PAYMENT TO | | | |
| 1 6044 | 10/03/2011 | 556.72 | 695,245.48 |
| DEBIT TRANSFER | | | |
| 1 75001 | 10/03/2011 | 1,352.25 | 696,597.73 |
| DEBIT TRANSFER | | | |
| 1 6021 | 11/03/2011 | 1,130.77 | 697,728.50 |
| INSURANCE PREMIUM | | | |
| 1 6021 | 11/03/2011 | 56.48 | 697,784.98 |
| INSURANCE PREMIUM | | | |
| 1 6021 | 11/03/2011 | 25.73 | 697,810.71 |
| INSURANCE PREMIUM | | | |
| 1 2320 | 23/03/2011 | 2,100.00 | 699,910.71 |
| CHEQUE | | | |
| 1 2319 | 24/03/2011 | 3,505.35 | 703,416.06 |
| CHEQUE | | | |
| 1 2322 | 24/03/2011 | 2,200.00 | 705,616.06 |
| CHEQUE | | | |
| 1 1112 | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | |
| 1 6036 | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | |
| 1 377 | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | |
| Page # Document | Date | Actual | Balance |
| 1 597 | 28/02/2011 | -200,000.00 | 507,276.06 |
| DEPOSIT | | | |
| 1 377 | 28/02/2011 | -155.56 | 507,120.50 |
| BANK TRANSFER | | | |
| 1 378 | 01/03/2011 | -2,566.00 | 504,554.50 |
| BANK TRANSFER | | | |
| 1 379 | 01/03/2011 | -1,115.00 | 503,439.50 |
| BANK TRANSFER | | | |
| LESS OPEN CASH BOOK CHEQUES & CHARGES | | | |
| reportkey=RECONPRINT | | | |
| DDGUMMY HOOPS INC. | | | |
| 12:32:15 10 APR 2011 page 2 | | | |

Slide 16

Slide notes:



Slide 17

Slide notes:

Q1500645135A.TXT - Notepad

| | | | | |
|--|----------|------------|-------------|--------------|
| 1 | 1112 | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | | |
| 1 | 0036 | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | | |
| 1 | 377 | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | | |
| Page # | Document | Date | Actual | Balance |
| 1 | 597 | 28/02/2011 | -200,000.00 | 507,276.06 |
| DEPOSIT | | | | |
| 1 | 377 | 28/02/2011 | -155.56 | 507,120.50 |
| BANK TRANSFER | | | | |
| 1 | 378 | 01/03/2011 | -2,566.00 | 504,554.50 |
| BANK TRANSFER | | | | |
| 1 | 379 | 01/03/2011 | -1,115.00 | 503,439.50 |
| BANK TRANSFER | | | | |
| LESS OPEN CASH BOOK CHEQUES & CHARGES | | | | |
| reportkey=RECONPRINT | | | | |
| 00Gummy Hoops Inc. | | | | |
| 12:32:15 10 APR 2011 page 2 | | | | |
| Period | Document | Date | Actual | Balance |
| 123 | 11-046 | 02/03/2011 | -325.00 | 503,114.50 |
| city off Tshwane | | | | |
| 123 | 11-047 | 02/03/2011 | -3,500.00 | 499,614.50 |
| city Bank card | | | | |
| 123 | 11-048 | 02/03/2011 | -358.00 | 499,256.50 |
| copwatch | | | | |
| 123 | 11-049 | 02/03/2011 | -1,715.00 | 497,541.50 |
| Pro Admin | | | | |
| 123 | 11-050 | 23/03/2011 | -2,100.00 | 495,441.50 |
| Payment | | | | |
| 123 | 11-051 | 23/03/2011 | -3,505.35 | 491,936.15 |
| Payment | | | | |
| 123 | 11-052 | 23/03/2011 | -2,200.00 | 489,736.15 |
| Payment | | | | |
| PLUS OPEN CASH BOOK DEPOSITS & CREDITS | | | | |
| Period | Document | Date | Actual | Balance |
| 123 | 11-045 | 17/03/2011 | 550,000.00 | 1,039,736.15 |
| Deposit | | | | |
| Balance per Cash Book | | | | 1,039,736.15 |

Slide 18

Slide notes:

Q1500645135A.TXT - Notepad

| | | | | |
|--|----------|------------|-------------|--------------|
| 1 | 1112 | 01/03/2011 | 209.00 | 705,825.06 |
| SERVICE FEE | | | | |
| 1 | 0036 | 01/03/2011 | 1,127.00 | 706,952.06 |
| SERVICE AGREEMENT | | | | |
| 1 | 377 | 02/03/2011 | 324.00 | 707,276.06 |
| IB PAYMENT TO | | | | |
| LESS OPEN BANK PAGE DEPOSITS & CREDITS | | | | |
| Page # | Document | Date | Actual | Balance |
| 1 | 597 | 28/02/2011 | -200,000.00 | 507,276.06 |
| DEPOSIT | | | | |
| 1 | 377 | 28/02/2011 | -155.56 | 507,120.50 |
| BANK TRANSFER | | | | |
| 1 | 378 | 01/03/2011 | -2,566.00 | 504,554.50 |
| BANK TRANSFER | | | | |
| 1 | 379 | 01/03/2011 | -1,115.00 | 503,439.50 |
| BANK TRANSFER | | | | |
| LESS OPEN CASH BOOK CHEQUES & CHARGES | | | | |
| reportkey=RECONPRINT | | | | |
| 00Gummy Hoops Inc. | | | | |
| 12:32:15 10 APR 2011 page 2 | | | | |
| Period | Document | Date | Actual | Balance |
| 123 | 11-046 | 02/03/2011 | -325.00 | 503,114.50 |
| city of tshwane | | | | |
| 123 | 11-047 | 02/03/2011 | -3,500.00 | 499,614.50 |
| city bank card | | | | |
| 123 | 11-048 | 02/03/2011 | -358.00 | 499,256.50 |
| capwatch | | | | |
| 123 | 11-049 | 02/03/2011 | -1,715.00 | 497,541.50 |
| pro Adelin | | | | |
| 123 | 11-050 | 23/03/2011 | -2,100.00 | 495,441.50 |
| Payment | | | | |
| 123 | 11-051 | 23/03/2011 | -3,505.35 | 491,936.15 |
| Payment | | | | |
| 123 | 11-052 | 23/03/2011 | -2,200.00 | 489,736.15 |
| Payment | | | | |
| PLUS OPEN CASH BOOK DEPOSITS & CREDITS | | | | |
| Period | Document | Date | Actual | Balance |
| 123 | 11-045 | 17/03/2011 | 550,000.00 | 1,039,736.15 |
| Deposit | | | | |
| Balance per Cash Book | | | | 1,039,736.15 |

Slide 19

Slide notes: Therefore, after auto matching, we will move to 'assisted matching'. That is discussed in the next tutorial.