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Slide notes: We will now look at Assisted Matching and we start by looking at the Matching Document again.



Slide notes: Here we can see that Assisted Matching is the process whereby the system will offer Amounts that match, even though the Document Numbers do not match. The Auto Match process will not match entries where the Document Number is not the same, but Assisted Matching will.

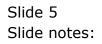
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	Perform Auto Matching	^	
	With this option we ask the system to do sutomatic matching based on Document number. The system will attempt to match any entries (from any of the 4 Becom pections) where the Document number is the same, and where the sum total of the entries add up to sero. When the Cash Book is used correctly, i.e. the Document Numbers on Fournals & Transotions are captured correctly, and the Document Rumbers from the Bank Statement Pages are fed correctly, then the Diggest part of the Matching Task will be schleved by this option.		
	Perform Assisted Matching		Make in copy - Text Copy
	This option will assist us in further matching on entries that remain unmatched after the 'auto matching', by offering us combinations of entries where the Amounts match, even though the Dorument number does not. On each patential Match offered, we may 'match' or 'skip'.		
	User Directed Natching		Search Plwase
	This process is used to match those entries that have failed the oriteria of the previous 2 options described above. In this case, we may select any number of entries from any section, where the sum of the amounts add up to mero.		Search the IES wells on-line documentation by training a plinase, then choose "search".
	Whatch by Document Mumber		Bearch
	We use this option to Whatch any entries that have been matched in a manner that we do not consider correct.	*	
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Slide 3 Slide notes:

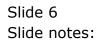
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Summy Hoops Inc.				^
12:32:15 10 APR 20	011 page 1			
	Bank & Cash Book	reconciliation		
	Recon Master: 100 Recon Period: 123	00016 : BANK: HSBC 66868 : Mar 2011	7666 CURRENT A/C	
Produced by Tim on	10/04/2011 at 12:3	2:08.		
BALANCE PER BANK ST	TATEMENT PAGES		489,115.76	
PLUS OPEN BANK PAGE	E 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	
18 PAYMENT TO 1 377	02/03/2011	358.00	692,973.76	
18 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	
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				
CHEQUE	24/03/2011	3,505.35	703,416.06	
CHEQUE	24/03/2011	2,200.00	705,616.06	
1 1112 SERVICE FEE	01/03/2011	209.00	705,825.06	
1 6036 SERVICE AGREEMENT	01/03/2011	1,127.00	706,952.06	
1 377 IB PAYMENT TO	02/03/2011	324.00	707,276.06	
LESS OPEN BANK PAGE	E DEPOSITS & CREDIT	5		
1				21.4

Slide notes: On our example Recon we can see multiple entries where the Amounts match and add up to zero, even though the Document Numbers differ. Such entries are examples of what will be presented as potential matches during the Assisted Matching process.

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Gummy Hoops Inc.				^
12:32:15 10 APR 20	ll page l			
	Bank & Cash Book	reconciliation		
	Recon Master: 100 Recon Period: 123	000016 : BANK: HSBC 66868 8 : Mar 2011	7666 CURRENT A/C	
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BALANCE PER BANK ST	ATEMENT PAGES		489,115.76	
PLUS OPEN BANK PAGE	E CHEQUES & CHARGES	5		
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	
18 PAYMENT TO 1 377	02/03/2011	358.00	692,973.76	
18 PAYMENT TO 1 377	02/03/2011	1,715.00	694,698.76	
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	
IS PAYMENT TO	02/05/2011	524100	101,210,00	
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12:32:13 10 APR 2011 page 1         Bank & Cash Book reconciliation         Recon Master: 10000000 : BANK: HSBC 008087000 CURRENT A/C         Produced by Tim on 10/04/2011 at 12:32:08.         Produced by Tim on 10/04/2011 at 12:32:08.         Balance PER BANK STATEMENT PAGES         Page # Document Date Actual Balance         Document Date Actual Balance         1377 02/03/2011 200,000.00 092,015.70         1 377 02/03/2011 3:50.00 092,973.70         I PAVNENT TO         1 377 02/03/2011 1,715.00 094,088.76         I PAVNENT TO         1 377 02/03/2011 1,715.00 094,088.76         I Solo 201         1 377 02/03/2011 1,715.00 094,088.76         I Solo 201         1 377 02/03/2011 1,352.25 096,597.73         I 10/03/2011 1,352.25 096,597.73         I 10/03/2011 1,352.73 097,784.98         I 10/03/2011 1,30.77 097,784.98         I 10/03/2011 1,30.77 097,784.98         I 10/03/2011 2,00.00 099,910.71         I 2319 24/03/2011 2,200.00 705,610.06         I 2319 24/03/2011 2,200.00 705,825.00         I 2319 24/03/2011 2,200.00 705,825.00	😼 Q1580645135A.TXT	- Notepad			
12:32:13 10 APR 2011 page 1         Bank & Cash Book reconciliation         Recon Master: 10000000 : BANK: HSBC 000007000 CUBRENT A/C         Produced by Tim on 10/04/2011 at 12:32: Nar 2011         Produced by Tim on 10/04/2011 at 12:32:08.         BALANCE PER BANK STATEMENT PAGES 489,115.70         Plus OPEN BANK PAGE CHEQUES & CHARGES         Page # Document Date Actual Balance         Data Data Data Data Data Data Data Data	File Edit Format View H	ielp .			
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Bacon Master: 10000010 ; BANK: HSBC 008087000 CURRENT A/C RECON Period: 123 : Mar 2011           Produced by Tim on 10/04/2011 at 12:32:08.           BALANCE PER BANK STATEMENT PAGES         489,115.70           Page # Document         Date         Actual         Balance           Bala Deposit         13/03/2011         200,000.00         089,115.70           Bank Deposit         0/0         31/03/2011         3,500.00         092,013.70           1377         02/03/2011         3,500.00         092,973.70           15         1377         02/03/2011         1,715.00         094.088.76           16         PANKENT TO         10/03/2011         1,352.25         096,597.73           16         Deating Transfere         11/03/2011         1,352.25         096,597.73           18         NAMENET TO         11/03/2011         1,352.73         097,784.98           18         NAMENET TERMENER         11/03/2011         25.73         097,784.98           18         13220         23/03/2011         2,100.00         099,910.71           18/04.00         13220         23/03/2011         2,200.00         703,416.00           12/320         23/03/2011         2,200.00         705,825.00           12/321         2	12:32:15 10 APR 2	Oll page l			
Bacon Master: 10000010 ; BANK: HSBC 008087000 CURRENT A/C RECON Period: 123 : Mar 2011           Produced by Tim on 10/04/2011 at 12:32:08.           BALANCE PER BANK STATEMENT PAGES         489,115.70           Page # Document         Date         Actual         Balance           Bala Deposit         13/03/2011         200,000.00         089,115.70           Bank Deposit         0/0         31/03/2011         3,500.00         092,013.70           1377         02/03/2011         3,500.00         092,973.70           15         1377         02/03/2011         1,715.00         094.088.76           16         PANKENT TO         10/03/2011         1,352.25         096,597.73           16         Deating Transfere         11/03/2011         1,352.25         096,597.73           18         NAMENET TO         11/03/2011         1,352.73         097,784.98           18         NAMENET TERMENER         11/03/2011         25.73         097,784.98           18         13220         23/03/2011         2,100.00         099,910.71           18/04.00         13220         23/03/2011         2,200.00         703,416.00           12/320         23/03/2011         2,200.00         705,825.00           12/321         2					
Bacon Pariod: 123 : Mar 2011           produced by THM on 10/04/2011 at 12:32:08.           BALANCE PER BANK STATEMENT PAGES         489,115.76           Page & Document         Date         Actual         Balance           0 0         31/03/2011         200,000.00         089,115.76           Bank Deposit         1377         02/03/2011         3,500.00         092,015.76           1 377         02/03/2011         3,500.00         092,973.76         1           1 377         02/03/2011         1,715.00         094,088.76         1           1 8 PANKENT TO         02/03/2011         1,552.25         096,597.73         1           1 0044         10/03/2011         1,352.25         096,597.73         1           1 0052         11/03/2011         1,352.25         096,597.73         1           1 0051         10/03/2011         1,352.25         096,597.73         1           1 0052         11/03/2011         2,573         097,784.99         1           1 NSURANCE PERMINH         1/03/2011         2,100.00         099,910.71           1 2320         23/03/2011         2,200.00         705,016.06           1 2322         24/03/2011         2,200.00         705,016.06 <t< td=""><td></td><td>Bank &amp; Cash Book</td><td>reconciliation</td><td></td><td></td></t<>		Bank & Cash Book	reconciliation		
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PLUS OPEN BANK PAGE CHEQUES & CHARGES Page # Document Date Actual Balance 0 0 Bank Deposit 31/03/2011 200,000.00 609,115.76 1 377 02/03/2011 3,500.00 692,913.76 1 377 02/03/2011 358.00 692,973.76 1 377 02/03/2011 1,715.00 694,008.76 1 30044 10/03/2011 556.72 695,245.48 1 7001 10/03/2011 1,352.25 696,597.73 1 6021 11/03/2011 1,352.25 696,597.73 1 10021 11/03/2011 1,350.77 697,728.50 1 MSURANCE PERTURN 1 0021 11/03/2011 25.73 697,810.71 1 3200 23/03/2011 2,100.00 699,910.71 1 2319 24/03/2011 3,505.35 703,416.06 1 2319 24/03/2011 2,200.00 705,615.06 1 112 01/03/2011 3,217.00 706,952.06 1 112 01/03/2011 3,127.00 706,952.06 1 112 01/03/2011 3,24.00 707,276.06	Produced by Tim on	10/04/2011 at 12:3	2:08.		
Page # Document         Date         Actual         Balance           0 0 Bank Deposit         31/03/2011         200,000.00         609,115.76           Bank Deposit         377         02/03/2011         3,500.00         692,615.76           13 777         02/03/2011         358.00         692,973.76           13 777         02/03/2011         1,715.00         694,608.76           13 777         02/03/2011         1,715.00         694,608.76           14 0044         10/03/2011         556.72         695,245.48           15 PANMENT TO         10/03/2011         1,552.25         696,597.73           16 Dol1         10/03/2011         1,552.25         696,597.73           17 NOL1         1,030.77         697,784.98           1 NOLAMCE PRENTUM         1,032/2011         2,5.73         697,810.71           1 S210         23/03/2011         2,100.00         699,910.71           1 2319         24/03/2011         3,505.35         703,416.06           1 2319         24/03/2011         2,200.00         705,616.06           1 112         0/03/2011         2,200.00         705,825.06           1 0036         01/03/2011         1,127.00         706,952.06           1	BALANCE PER BANK S	TATEMENT PAGES		489,115.76	
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1 377       02/03/2011       3,500.00       092,615.76         1 377       02/03/2011       358.00       092,973.76         1 377       02/03/2011       1,715.00       094,688.76         1 377       02/03/2011       1,715.00       094,688.76         1 8 PAYMENT TO       10/03/2011       556.72       095,245.48         DEBIT TRANSFER       10/03/2011       1,352.25       096,597.73         1 75001       10/03/2011       1,130.77       097,728.50         1 NSURANCE PRENIUM       11/03/2011       25.73       097,810.71         1 NSURANCE PRENIUM       11/03/2011       25.73       097,810.71         1 X320       23/03/2011       2,100.00       699,910.71         1 X320       23/03/2011       3,505.35       703,416.06         CHEQUE       1       2,200.00       705,616.06         1 112       01/03/2011       2,09.00       705,825.06         SERVICE FRE       1       10/03/2011       1,127.00       706,952.06         SERVICE AGREEMENT 10       324.00       707,276.06       18 PAYMENT TO		31/03/2011	200,000.00	689,115.76	
1 377         02/03/2011         358.00         092,973.76           1 377         02/03/2011         1,715.00         094,088.76           18 PAYMENT TO         10/03/2011         556.72         095,245.48           DEBIT TRANSFER         10/03/2011         1,352.25         096,597.73           DEBIT TRANSFER         11/03/2011         1,352.25         096,597.73           DEBIT TRANSFER         11/03/2011         1,130.77         097,728.50           1 MSURANCE PRENIUM 1 0021         11/03/2011         25.73         097,810.71           INSURANCE PRENIUM 1 SUBANCE PRENIUM 1 2200         23/03/2011         2,100.00         099,910.71           INSURANCE PRENIUM 1 2319         24/03/2011         3,505.35         703,416.00           CHEQUE 1 1222         24/03/2011         2,200.00         705,616.00           CHEQUE 1 1112         01/03/2011         2,09.00         705,825.00           SERVICE FRE 1 0036         01/03/2011         1,127.00         706,952.00           SERVICE FRE 1 8 PAYMENT TO         324.00         707,276.06	1'377	02/03/2011	3,500.00	692,615.76	
1 377         02/03/2011         1,715.00         094,608.76           1 6044         10/03/2011         556.72         095,245.48           DETT TRANSFER         175001         10/03/2011         1,352.25         096,597.73           DEBTT TRANSFER         10/03/2011         1,352.25         096,597.73           DEBT TRANSFER         11/03/2011         1,130.77         097,728.50           1 0021         11/03/2011         56.48         097,784.98           1 NSURANCE PRENTUM 1 0021         11/03/2011         25.73         097,810.71           1 MSURANCE PRENTUM 1 2200         23/03/2011         2,100.00         699,910.71           1 X319         24/03/2011         3,505.35         703,416.06           CHEQUE 1 2319         24/03/2011         2,200.00         705,616.06           CHEQUE 1 1112         01/03/2011         209.00         705,825.06           SERVICE FRE 1 0036         01/03/2011         1,127.00         706,952.06           SERVICE AGREEMENT 1 377         02/03/2011         324.00         707,276.06	1 377	02/03/2011	358.00	692,973.76	
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1 0021         11/03/2011         1,130.77         097,728.50           1 0021         11/03/2011         50.48         097,784.98           1 0021         11/03/2011         25.73         097,810.71           1 0021         11/03/2011         25.73         097,810.71           1 0021         12320         23/03/2011         2,100.00         699,910.71           1 2319         24/03/2011         3,505.35         703,416.06           CHEQUE         1         2,200.00         705,616.06           1 112         01/03/2011         209.00         705,825.06           SERVICE FRE         1         0036         01/03/2011         1,127.00         706,952.06           SERVICE AGREEMENT         1         377         02/03/2011         324.00         707,276.06	1 75001	10/03/2011	1,352.25	696, 597. 73	
1 0021         11/03/2011         56.48         097,784.98           1 0021         11/03/2011         25.73         097,810.71           1 0021         11/03/2011         2,100.00         699,910.71           1 2320         23/03/2011         3,505.35         703,416.06           2 2322         24/03/2011         2,200.00         705,616.06           1 112         01/03/2011         209.00         705,825.06           1 0036         01/03/2011         1,127.00         706,952.06           1 877         02/03/2011         324.00         707,276.06	1 6021	11/03/2011	1,130.77	697,728.50	
1 0021         11/03/2011         25.73         097,810.71           1 2320         23/03/2011         2,100.00         699,910.71           1 2320         23/03/2011         3,505.35         703,416.06           2 2322         24/03/2011         2,200.00         705,616.06           1 2122         01/03/2011         209.00         705,825.06           1 1012         01/03/2011         1,127.00         706,952.06           1 8 PAYMENT TO         324.00         707,276.06	1 6021	11/03/2011	56.48	697,784.98	
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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	1	
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 SERVICE AGREEMENT	01/03/2011	1,127.00	706,952.06		
1 377 IB PAVMENT TO	02/03/2011	324.00	707,276.06		
LESS OPEN BANK PAGE	DEPOSITS & CREDI	тя			
Page # Document	Date	Actual	Balance		
1 597	28/02/2011	-200,000.00	507,276.06		
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 reportkey=RECONPRIN DDGummy Hoops Inc.		5			
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Slide 8 Slide notes:

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	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	
18 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	1
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		
SERVICE FEE 1 6036	01/03/2011	1,127.00	-	
SERVICE AGREEMENT 1 377	02/03/2011	324.00		
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LESS OPEN BANK PAGE	DEPOSITS & CREDI	TS		
Page # Document	Date	Actual	Balance	
1 597 DEPOSIT	28/02/2011	-200,000.00	507,276.06	
1 377 BANK TRANSFER	28/02/2011	-155.56	507,120.50	
1 378 BANK TRANSFER	01/03/2011	-2,566.00	504,554.50	
1 379 BANK TRANSFER	01/03/2011	-1,115.00	503,439.50	
LESS OPEN CASH BOOK reportkey=RECONPRIN DDGuwwy Hoops Inc.		5		
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Slide 9 Slide notes: Slide 10 Slide notes:

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1 1112 SERVICE FEE	01/03/2011	209.00	705,825.06	
1 6036	01/03/2011	1,127.00	706,952.06	
SERVICE AGREEMENT 1 377 IB PAYMENT TO	02/03/2011	324.00	707,276.06	
LESS OPEN BANK PAGE	DEPOSITS & CREDIT	5		
Page # Document	Date	Actual	malance	
1 597	28/02/2011	-200,000.00	507,276.06	
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 BANK TRANSFER	01/03/2011	-1,115.00	503,439.50	
LESS OPEN CASH BOOK reportkey=RECONPRIN ODGummy Hoops Inc.				
12:32:15 10 APR 20	ll page 2			
Period Document	Date	Actual	Balance	
123 11-046	02/03/2011	-325.00	503,114.50	
123 11-047	02/03/2011	-3,500.00	499,614.50	
111 Bank Card 123_11-048	02/03/2011	-358.00	499,256.50	
123 11-049	02/03/2011	-1,715.00	497,541.50	
ro Admin 123 11-050	23/03/2011	-2,100,00	495,441.50	
l23 11-051	23/03/2011	-3,505.35	491,936.15	
l23 11-052 ayment	23/03/2011	-2,200.00	489,736.15	
LUS OPEN CASH BOOK	DEPOSITS & CREDIT	s		
eriod pocument	Date	Actual	Balance	
123 11-045 Deposit	17/03/2011	550,000.00	1,039,736.15	

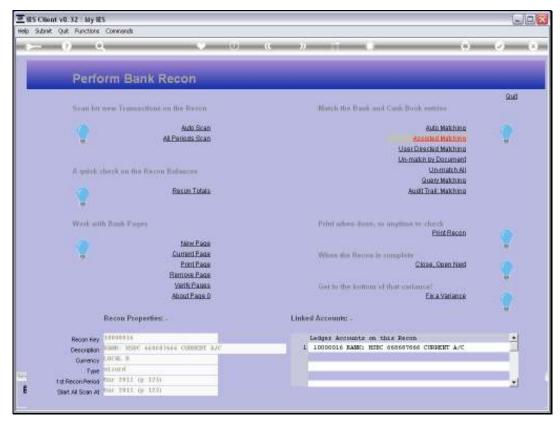
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1 1112 SERVICE FEE	01/03/2011	209.00	705,825.06	
1 6036 SERVICE AGREEMENT	01/03/2011	1,127.00	706,952.06	
1 377 IB PAYMENT TO	02/03/2011	324.00	707,276.06	
LESS OPEN BANK PAGE	DEPOSITS & CREDIT	5		
Page # Document	Date	Actual	Balance	
1 597	28/02/2011	-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 BANK TRANSFER	01/03/2011	-1,115.00	503,439.50	
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		-325.00		
123 11-046 city of Tshwane	02/03/2011		503,114.50	
123 11-047 citi Bank card	02/03/2011	-3,500.00	499,614.50	
123 11-040 copwatch	02/03/2011	-358.00	499,256.50	
123 11-049 Pro Admin	02/03/2011	-1,715.00	497,541.50	
123 11-050 Payment	23/03/2011	-2,100.00	495,441.50	
123 11-051 Payment	23/03/2011	-3,505.35	491,936.15	
123 11-052 Payment	23/03/2011	-2,200.00	489,736.15	
PLUS OPEN CASH BOOM	DEPOSITS & CREDIT	5		
period bocument	Date	Actual	Balance	
123 11-045 Deposit	17/03/2011	550,000.00	1,039,736.15	
Balance per Cash Bo	ισk		1,039,736.15	

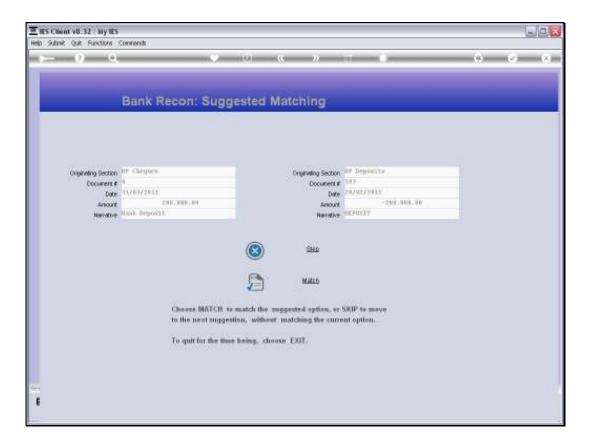
Slide 12 Slide notes:

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Slide notes: After we have used Auto Matching, we will usually move to Assisted Matching.



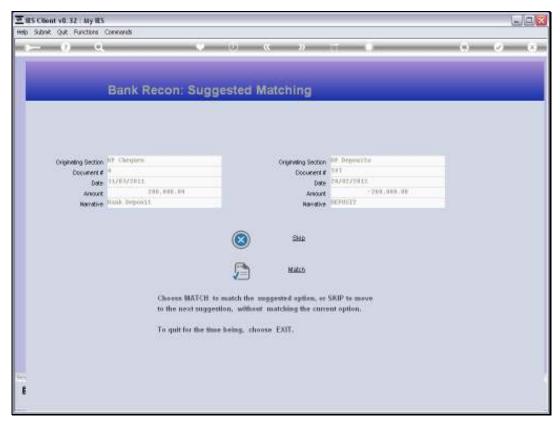




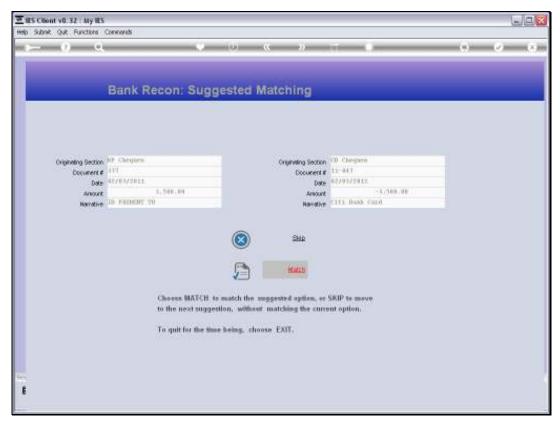
Slide notes: During this process, we will be offered entries that the system thinks may be a match, but we have the choice to approve the match or skip it if it's wrong.



















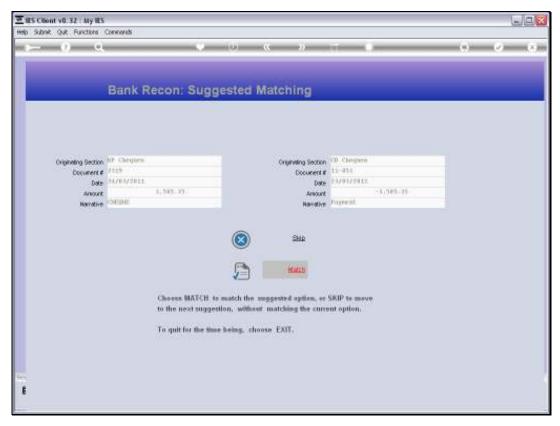
























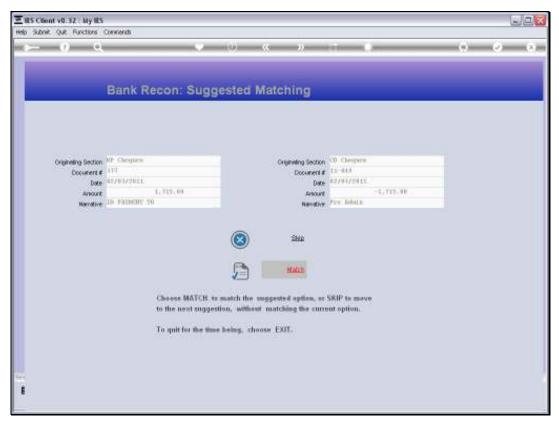






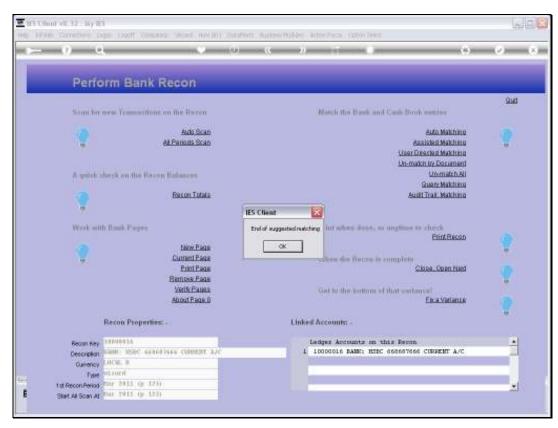




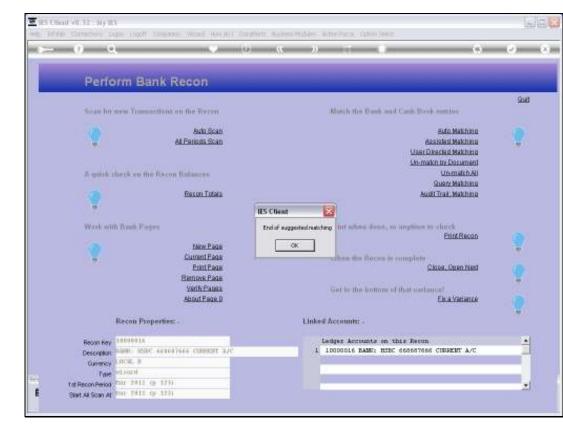












Slide notes: When the options for Assisted Matching are exhausted and there are still entries left on the Recon that should be matched, then it is time to move to 'User Directed Matching'. We discuss that in the next tutorial.

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Slide 32 Slide notes: