

Q1500730533A.TXT - Notepad

File Edit Format View Help

Gummy Hoops Inc.

08:28:53 11 APR 2011 page 1

Bank & Cash book reconciliation

Recon Master: 10000016 : BANK: HSBC 668687666 CURRENT A/C
Recon Period: 123 : Mar 2011

Produced by Tim on 11/04/2011 at 08:28:52.

BALANCE PER BANK STATEMENT PAGES 488,790.26

PLUS OPEN BANK PAGE CHEQUES & CHARGES

Page #	Document	Date	Actual	Balance
1	1212	24/03/2011	325.50	489,115.76

City Of Tshwane

LESS OPEN BANK PAGE DEPOSITS & CREDITS

Page #	Document	Date	Actual	Balance
--------	----------	------	--------	---------

LESS OPEN CASH BOOK CHEQUES & CHARGES

Period	Document	Date	Actual	Balance	
123	11-046	02/03/2011	-325.00	488,790.76	
City Of Tshwane	123	2323	31/03/2011	-560.00	488,230.76
Payment	123	2324	31/03/2011	-1,200.00	487,030.76
Payment	123	11-053	31/03/2011	-0.50	487,030.26
Correction					

PLUS OPEN CASH BOOK DEPOSITS & CREDITS

Period	Document	Date	Actual	Balance
--------	----------	------	--------	---------

Slide 1

Slide notes: We will now perform an instance of User Directed Matching. On our Recon Print, we see an entry at the Bank Page Cheque section for 325.50.

Q1500730533A.TXT - Notepad

File Edit Format View Help

Gummy Hoops Inc.

08:28:53 11 APR 2011 page 1

Bank & Cash Book reconciliation

Recon Master: 10000016 : BANK: HSBC 668687666 CURRENT A/C

Recon Period: 123 : Mar 2011

Produced by Tim on 11/04/2011 at 08:28:52.

BALANCE PER BANK STATEMENT PAGES 488,790.26

PLUS OPEN BANK PAGE CHEQUES & CHARGES

Page #	Document	Date	Actual	Balance
1	1212	24/03/2011	325.50	489,115.76
City of Tshwane				

LESS OPEN BANK PAGE DEPOSITS & CREDITS

Page #	Document	Date	Actual	Balance

LESS OPEN CASH BOOK CHEQUES & CHARGES

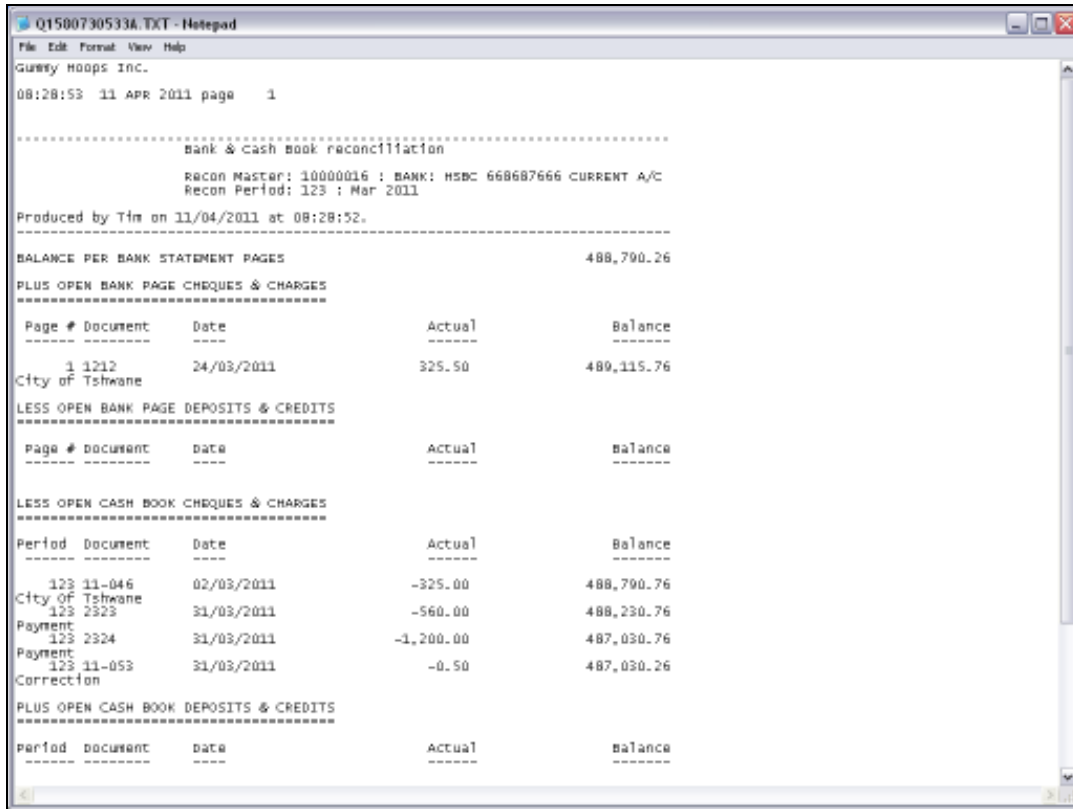
Period	Document	Date	Actual	Balance
123	11-046	02/03/2011	-325.00	488,790.76
City of Tshwane				
123	2323	31/03/2011	-560.00	488,230.76
Payment				
123	2324	31/03/2011	-1,200.00	487,030.76
Payment				
123	11-053	31/03/2011	-0.50	487,030.26
Correction				

PLUS OPEN CASH BOOK DEPOSITS & CREDITS

Period	Document	Date	Actual	Balance

Slide 2

Slide notes: On the Cash Book side we have an entry for 325.00, and we recognize that it is the same Transaction, but we noticed when we received the Bank Page that we have incorrectly posted the amount in the Cash Book as 325.00 instead of 325.50.



Slide 3

Slide notes: Therefore, we also posted a correction Journal for the 0.50 difference, and now we can only match this with User Directed Matching, because neither Auto Matching nor Assisted Matching can bring these 3 entries together for a match on Document Number or Amount.

Q1500730533A.TXT - Notepad

File Edit Format View Help

GURRY HOOPS INC.

08:28:53 11 APR 2011 page 1

Bank & Cash Book reconciliation

Recon Master: 10000016 : BANK: HSBC 668687666 CURRENT A/C

Recon Period: 123 : Mar 2011

Produced by Tim on 11/04/2011 at 08:28:52.

BALANCE PER BANK STATEMENT PAGES 488,790.26

PLUS OPEN BANK PAGE CHEQUES & CHARGES

Page #	Document	Date	Actual	Balance
1	1212	24/03/2011	325.50	488,115.76
City of Tshwane				

LESS OPEN BANK PAGE DEPOSITS & CREDITS

Page #	Document	Date	Actual	Balance

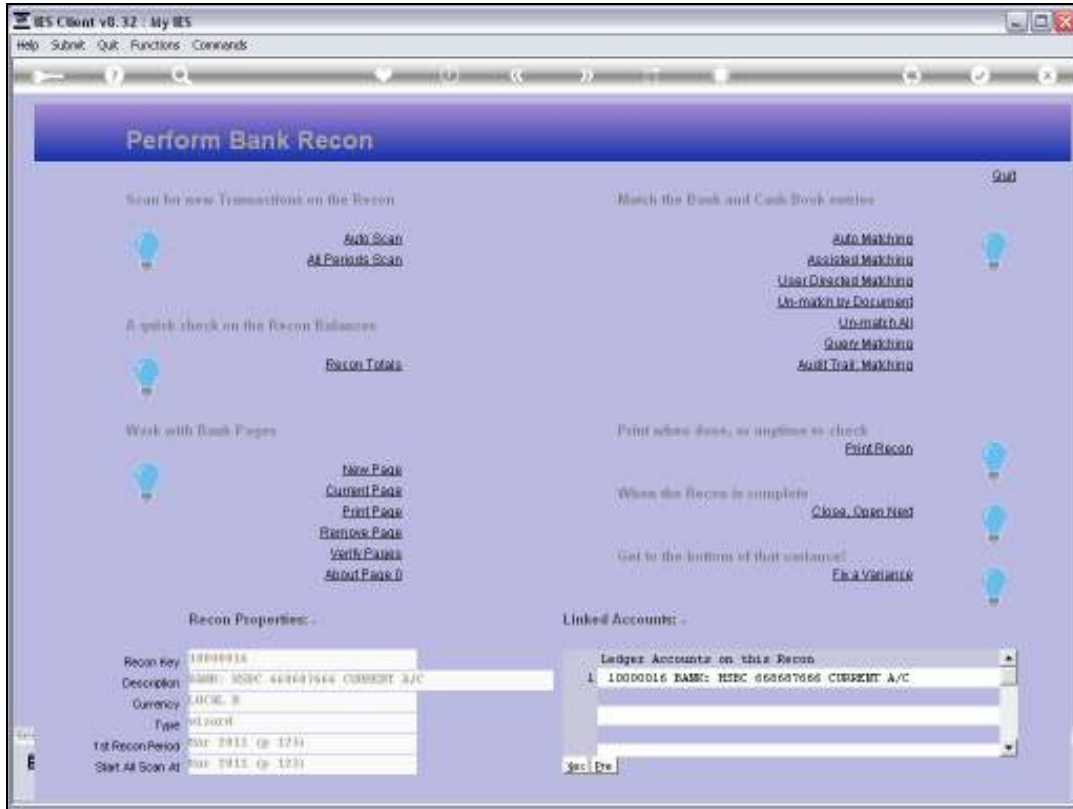
LESS OPEN CASH BOOK CHEQUES & CHARGES

Period	Document	Date	Actual	Balance
123	11-046	02/03/2011	-325.00	488,790.76
City of Tshwane				
123	2323	31/03/2011	-560.00	488,230.76
Payment				
123	2324	31/03/2011	-1,200.00	487,030.76
Payment				
123	11-053	31/03/2011	-0.50	487,030.26
Correction				

PLUS OPEN CASH BOOK DEPOSITS & CREDITS

Period	Document	Date	Actual	Balance

Slide 4
Slide notes:



Slide 5
Slide notes:



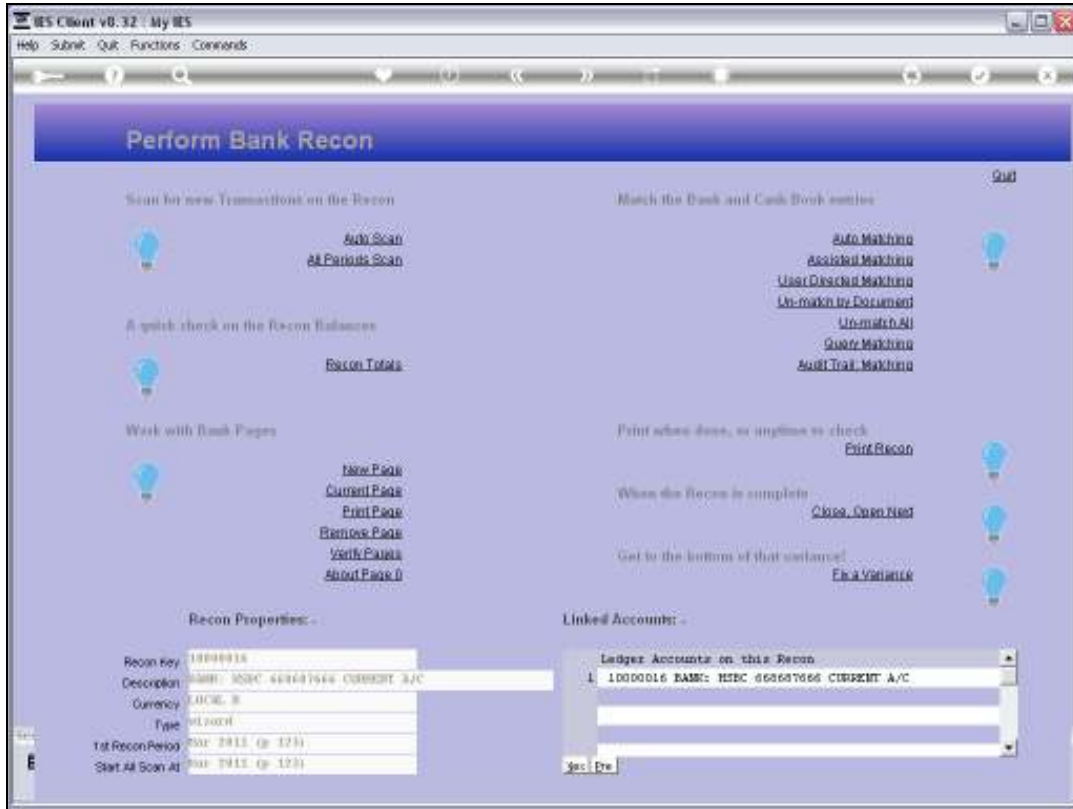
Slide 6

Slide notes: When we look at the help document for matching, we can see what User Directed Matching is about. In fact, it can be used to match any number of entries with different Document Numbers and Amounts, from any of the Recon Sections, as long as the total Amount balances to zero.



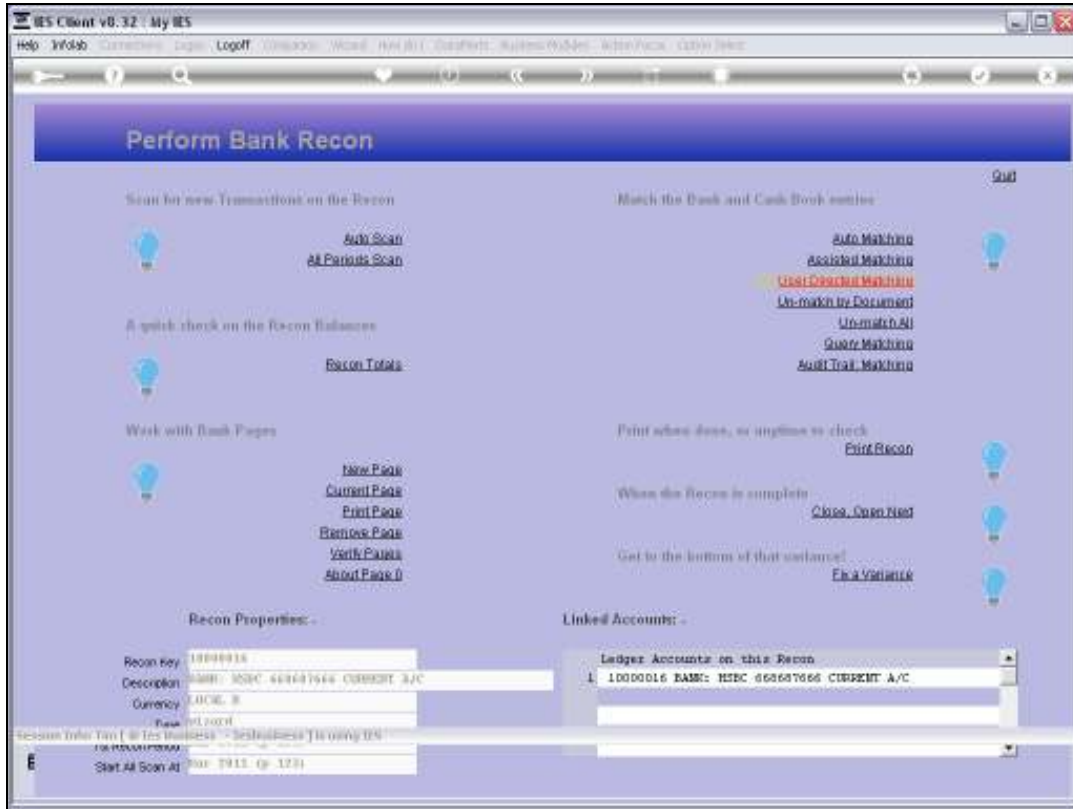
Slide 7

Slide notes:

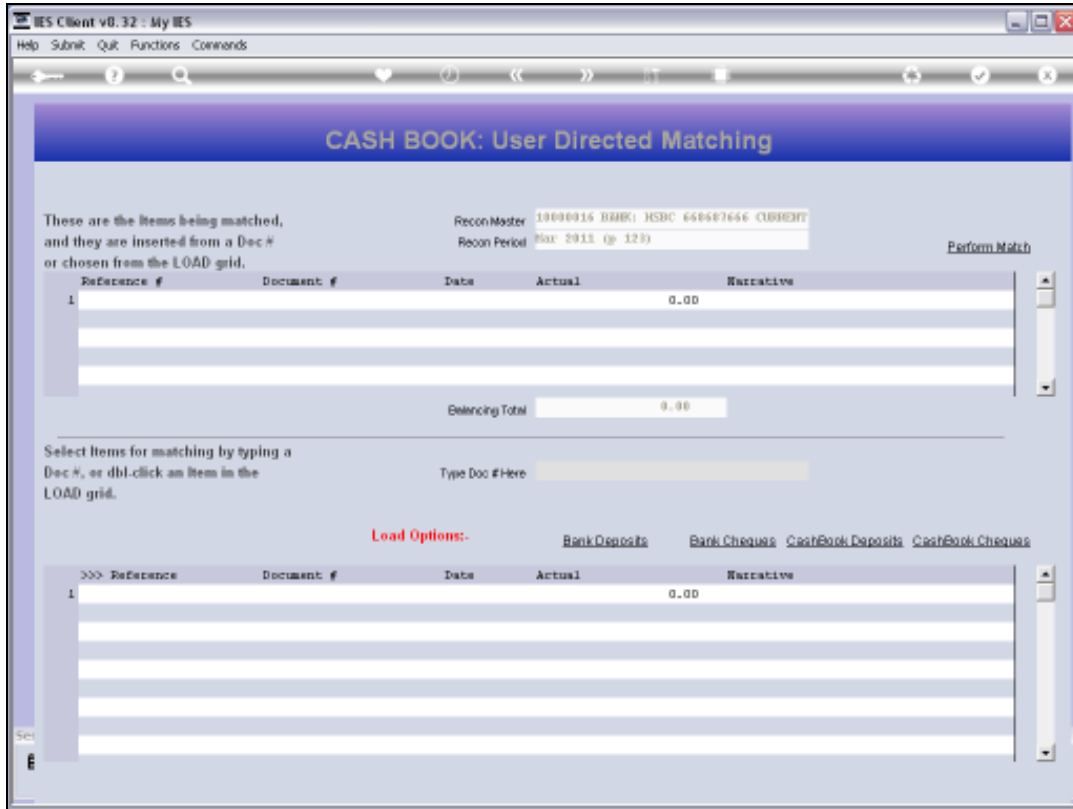


Slide 8

Slide notes:

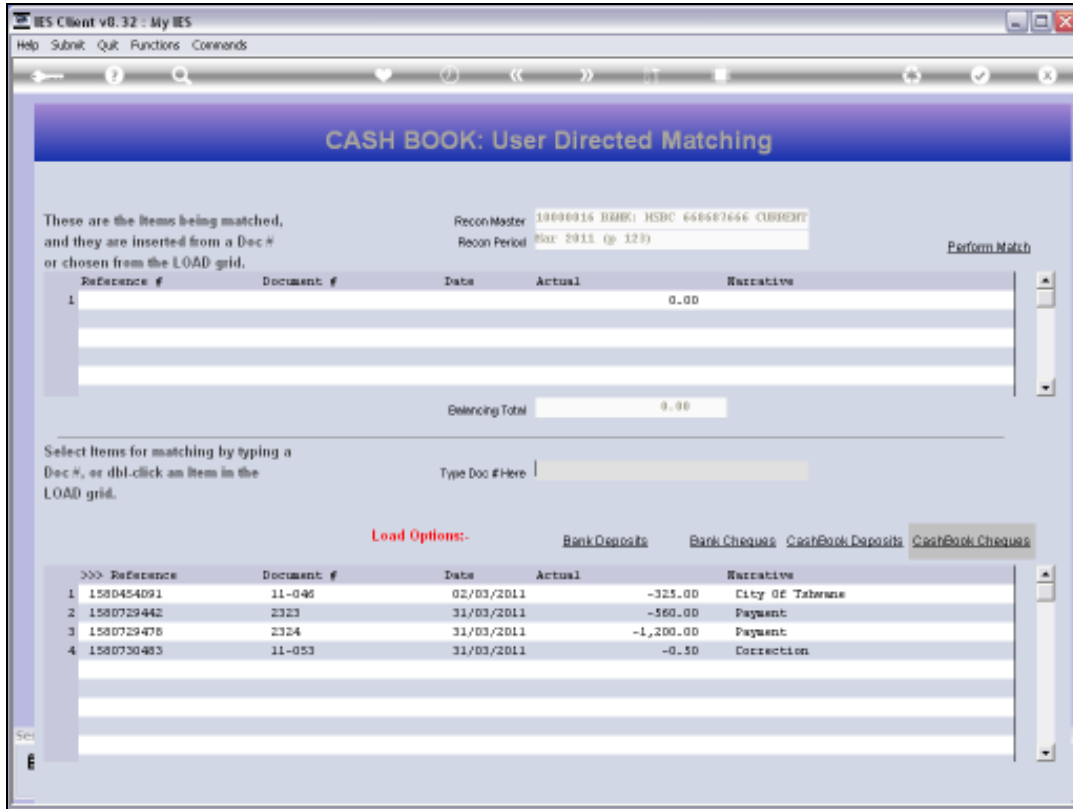


Slide 9
Slide notes:



Slide 10

Slide notes: We can show any of the Recon Section entries, and select Items that we want to include in the Match.



Slide 11
Slide notes:

IES Client v8.32 : My IES

Help Submit Quit Functions Commands

CASH BOOK: User Directed Matching

These are the items being matched, and they are inserted from a Doc # or chosen from the LOAD grid.

ReconMaster: 19800915 BMR: HSBC 64667666 CURRENT
Recon Period: Mar 2011 to 123

Perform Match

Reference #	Document #	Date	Actual	Narrative
1	1580454091	11-046	02/03/2011	-325.00 City Of Taberna

Balancing Total: -325.00

Select items for matching by typing a Doc #, or dbl-click an item in the LOAD grid.

Type Doc #Here

Load Options:- [Bank Deposits](#) [Bank Cheques](#) [CashBook Deposits](#) [CashBook Cheques](#)

Reference	Document #	Date	Actual	Narrative
1	1580454091	11-046	02/03/2011	-325.00 City Of Taberna
2	1580729442	2323	31/03/2011	-560.00 Payment
3	1580729478	2324	31/03/2011	-1,200.00 Payment
4	1580730483	11-053	31/03/2011	-0.50 Correction

Ctrl Del Esc Ins End Del

Slide 12
Slide notes:

IES Client v8.32 : My IES

Help Submit Quit Functions Commands

CASH BOOK: User Directed Matching

These are the items being matched, and they are inserted from a Doc # or chosen from the LOAD grid.

ReconMaster: 10000014 BANK: HSBC 660607666 CUBR03T
 Recon Period: Mar 2011 (p 123) Perform Match

Reference #	Document #	Date	Actual	Narrative
1	1580454091	11-046	02/03/2011	-325.00 City Of Taberna
2	1580730483	11-053	31/03/2011	-0.50 Correction
Balancing Total			-325.50	

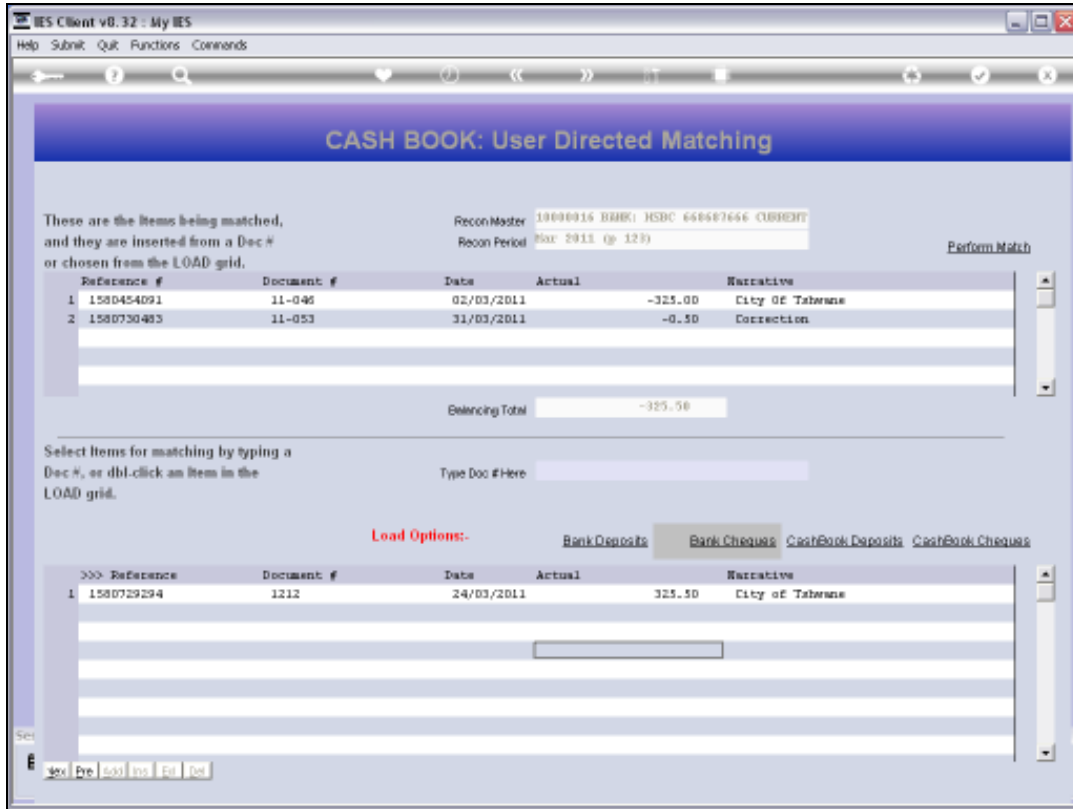
Select items for matching by typing a Doc #, or dbl-click an item in the LOAD grid. Type Doc #Here

Load Options:- [Bank Deposits](#) [Bank Cheques](#) [CashBook Deposits](#) [CashBook Cheques](#)

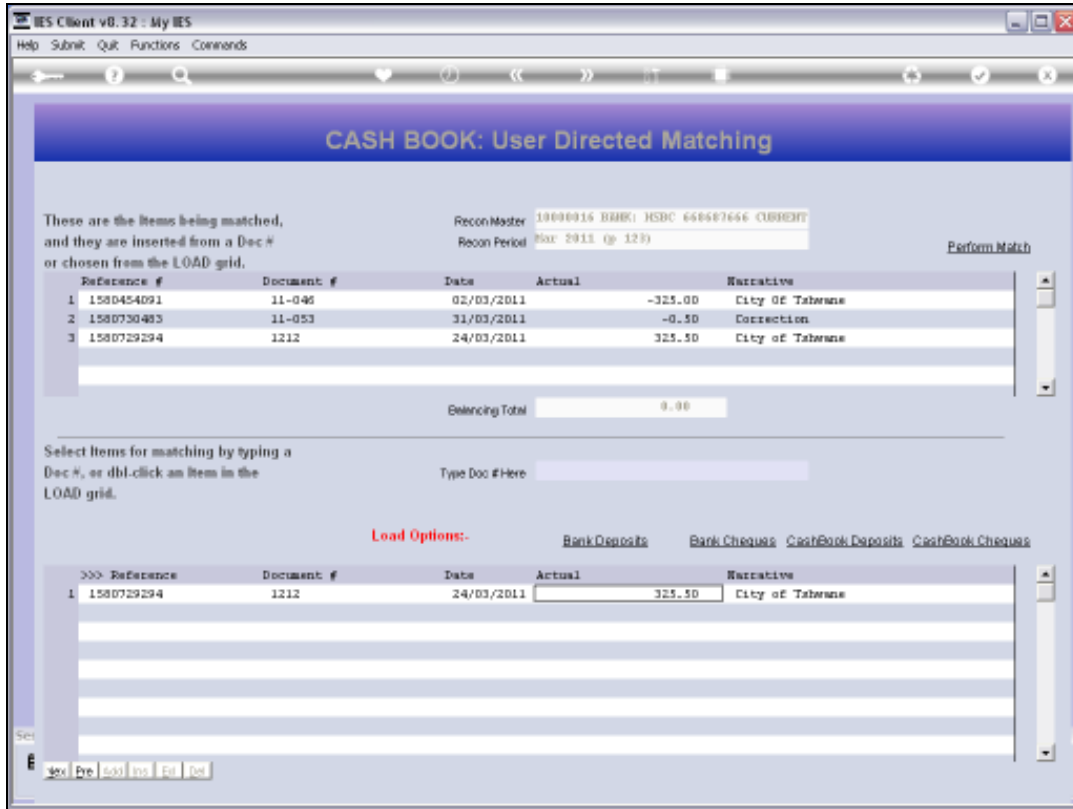
>>> Reference	Document #	Date	Actual	Narrative
1	1580454091	11-046	02/03/2011	-325.00 City Of Taberna
2	1580729442	2323	31/03/2011	-560.00 Payment
3	1580729478	2324	31/03/2011	-1,200.00 Payment
4	1580730483	11-053	31/03/2011	-0.50 Correction

Sci: |< Pre Next End Del

Slide 13
 Slide notes:



Slide 14
Slide notes:



Slide 15

Slide notes: Since the balancing total is zero, we can perform the match.

The screenshot shows the 'CASH BOOK: User Directed Matching' window in the IES Client v8.32. The window title is 'My IES' and it includes a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main content area has a purple header with the title 'CASH BOOK: User Directed Matching'. Below the header, there is a text area stating: 'These are the items being matched, and they are inserted from a Doc # or chosen from the LOAD grid.' To the right of this text are two input fields: 'ReconMaster' with the value '10000016 BMR: HSBC 66067666 CUBERT' and 'Recon Period' with the value 'Mar 2011 (p 123)'. A 'Perform Match' button is located to the right of the 'Recon Period' field. Below this is a table with the following data:

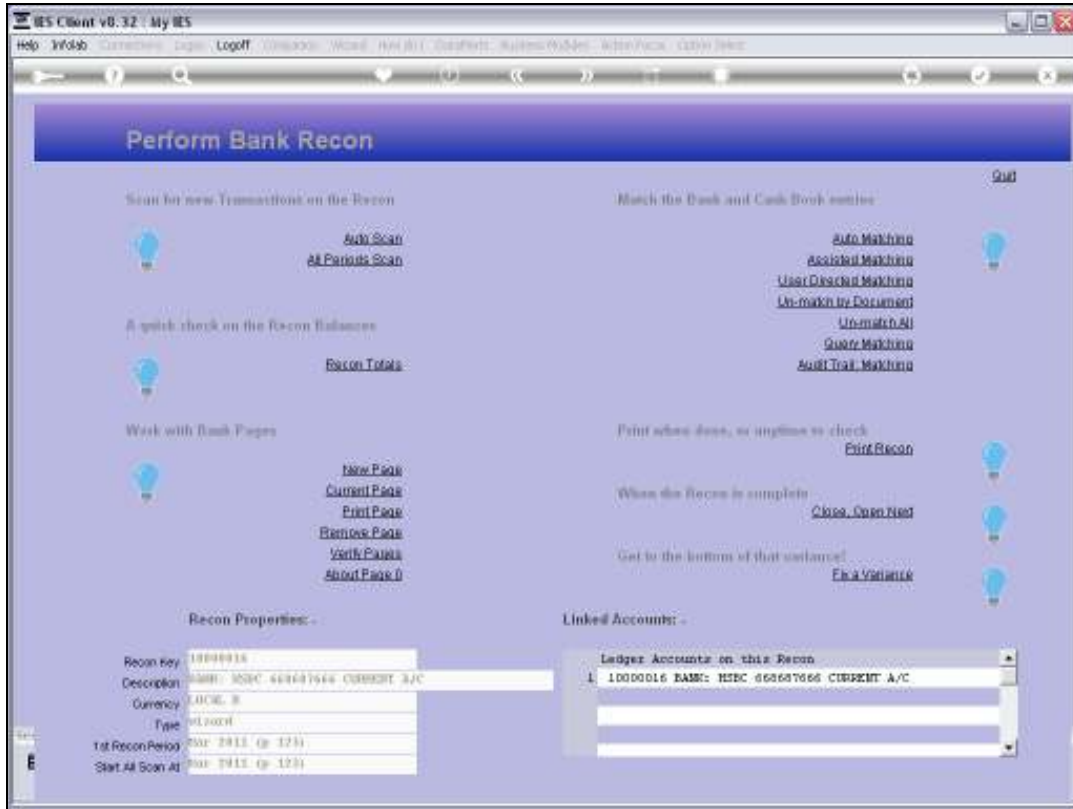
Reference #	Document #	Date	Actual	Narrative
1 1500454091	11-046	02/03/2011	-325.00	City of Taberna
2 1500730483	11-053	31/03/2011	-0.50	Correction
3 1500729294	1212	24/03/2011	325.50	City of Taberna

Below the table is a 'Balancing Total' field with the value '0.00'. Below this is a text area with the instruction: 'Select items for matching by typing a Doc #, or dbl-click an item in the LOAD grid.' To the right of this text is a 'Type Doc # Here' input field. Below this is a section titled 'Load Options:-' with four sub-sections: 'Bank Deposits', 'Bank Cheques', 'CashBook Deposits', and 'CashBook Cheques'. Below these is another table with the following data:

>>> Reference	Document #	Date	Actual	Narrative
1 1500729294	1212	24/03/2011	325.50	City of Taberna

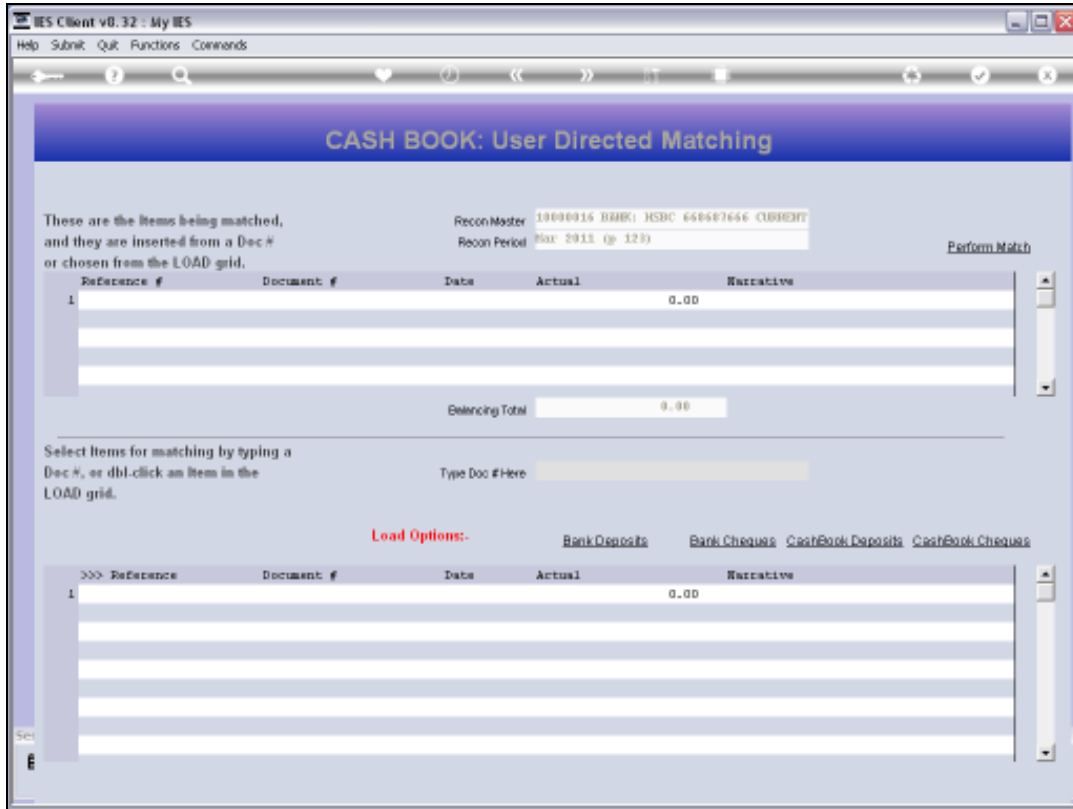
At the bottom of the window, there is a 'Set' button and a keyboard shortcut indicator 'E' followed by a row of buttons: 'New', 'Pre', 'Add', 'Inv', 'Est', 'Del'.

Slide 16
Slide notes:



Slide 17

Slide notes: So that is what we use the 'User Directed Matching' option for.



Slide 18
Slide notes: