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	Bank & cash Book	reconciliation		
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Produced by Tim on	11/04/2011 at 08;	28:52.		
BALANCE PER BANK 5	TATEMENT PAGES		488,790.26	
PLUS OPEN BANK PAG	E CHEQUES & CHARGE	5		
Page # Document	Date	Actual	Balance	
1 1212 City of Tshwane	24/03/2011	325.50	489,115.76	
LESS OPEN BANK PAG	E DEPOSITS & CREDI	TS		
Page # Document	Date	Actual	salance	
LESS OPEN CASH BOO	K CHEQUES & CHARGE	5		
Period Document	Date	Actual	Balance	
123 11-046	02/03/2011	-325.00	488,790.76	
123 2323	31/03/2011	-560.00	488,230.76	
123 2324	31/03/2011	-1,200.00	487,030.76	
123 11-053 Correction	\$1/03/2011	-0-50	487,030.26	
PLUS OPEN CASH BOO	K DEPOSITS & CREDI	TS		
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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.

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	Bank & Cash Book r	econciliation				
	Recon Master: 1000 Recon Period: 123	0016 : BANK: HSBC 66868 ; Mar 2011	7666 CURRENT A/C			
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BALANCE PER BANK 5	TATEMENT PAGES		488,790.26			
PLUS OPEN BANK PAG	E CHEQUES & CHARGES					
Page # Document	Date	Actual	Balance			
1 1212 City of Tshwane	24/03/2011	325.50	489,115.76			
LESS OPEN BANK PAG	E DEPOSITS & CREDITS					
Page # Document	Date	Actual	Balance			
LESS OPEN CASH BOO	K CHEQUES & CHARGES					
Period Document	Date	Actual	Balance			
123 11-046	02/03/2011	-325.00	488,790.76			
123 2323	31/03/2011	-560.00	488,230.76			
123 2324	31/03/2011	-1,200.00	487,030.76			
Payment 123 11-053 Correction	31/03/2011	-û. 5û	487,030.26			
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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.

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1 1212 City of Tshwane	24/03/2011	325.50	489,115.76
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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
123 2323	31/03/2011	-560.00	488,230.76
123 2324	31/03/2011	-1,200.00	487,030.76
Correction	31/03/2011	-0.50	487,030.26
PLUS OPEN CASH BOOK	DEPOSITS & CREDITS		
Period Document	Date	Actual	Balance
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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.

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1 1212 City of Tshwane	24/03/2011	325.50	489,115.76
LESS OPEN BANK PAG	E DEPOSITS & CREDITS		
Page # Document	Date	Actual	Balance
LESS OPEN CASH BOO	K CHEQUES & CHARGES		
Period Document	Date	Actual	Balance
123 11-046 City Of Tshwane	02/03/2011	-325.00	488,790.76
123 2323 Revenue	31/03/2011	-560.00	488,230.76
123 2324	31/03/2011	-1,200.00	487,030.76
123 11-053 Correction	31/03/2011	-0.50	487,030.26
PLUS OPEN CASH BOO	K DEPOSITS & CREDITS		
Period Document	Date	Actual	Balance
3			

Slide 4 Slide notes:







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.

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	Perform Auto Matching	^	
	With this option we ask the system to do automatic matching based on Document number. The system will attempt to match any entites (from any of the 4 Pecom pections) where the Document number is the same, and where the sum total of the anticas add up to zero. When the Cash Book is used correctly, i.e. the Document Numbers on Fournals & Transotions are captured correctly, and the Socurent Numbers 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 a 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 Document number does not. On each potential Match offered, we may 'match' or 'skip'.		
	User Directed Hatching		Search Plwase
	This process is used to match those entries that have failed the criteria 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 emounts add up to zero.		Search the IES wells on-line documentation by traing a playage, then choose "search".
	UMmatch by Document Mumber		Bearth
	We use this option to UWmmatch any entries that have been matched in a manner that we do not consider correct.		
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Slide 7 Slide notes:











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

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1 1580454091	11-046	02/03/2011	-325.00	City Of Tahwans	
2 1580729442	2323	31/03/2011	-560.00	Payment	
3 1580729478	2324	31/03/2011	-1,200.0D	Payment	
4 1000/00400	11-053	31/03/2011	-0.30	LOLIECCIDE	

Slide 11 Slide notes:

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2 1580729442	2323	31/03/2011	-560.0D	Payment	
3 1580729478	2324	31/03/2011	-1,200.00	Payment	
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Slide notes: Since the balancing total is zero, we can perform the match.

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

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