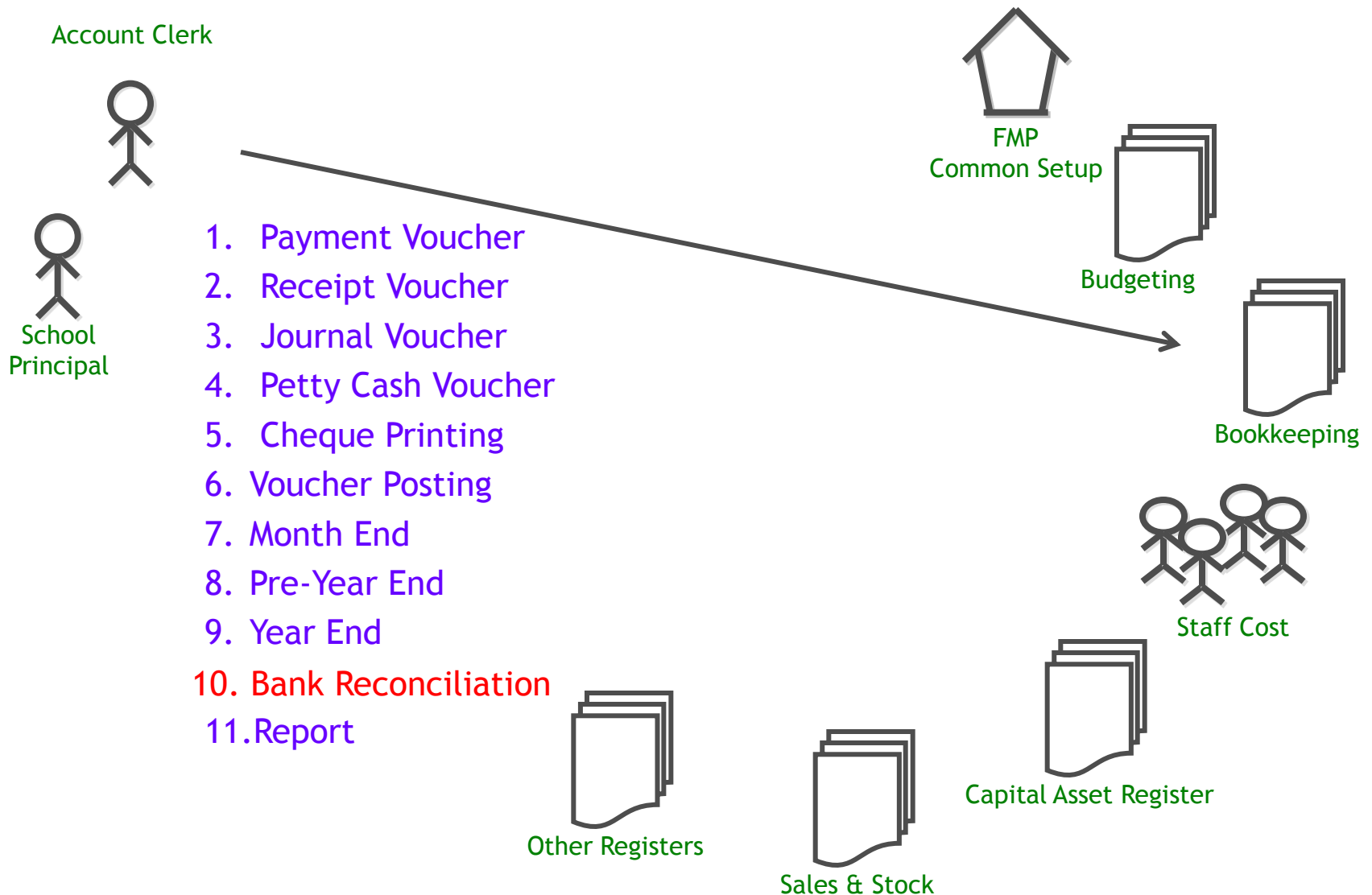


FMP – Bookkeeping



Bookkeeping - Bank Reconciliation

- This function is used to reconcile the transaction upon receiving the hardcopy bank statements to avoid error and fraud.
- Only posted vouchers with bank ledger transactions are able to be reconciled in this function.
- Transactions may have 3 recon status:
 - “Match”
 - transaction matched with bank statement
 - “Unmatch”
 - transaction does not match or is not found in the bank statement
 - “Other”
 - for those transactions involving bank ledger but they are of adjustment nature and without actual cash movement
- Default reconciliation status of a bank ledger transaction is “Unmatch”.
- User should retrieve the vouchers and verify them with the bank statements. Then set the reconciliation status to “Match”.

Reconcile Bank Transaction

[S-FBK11-01] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Reconciliation Month To Prepare (MM/YYYY)

Bank Ledger Code

Transaction Type

Voucher No.

To

Transaction Date (DD/MM/YYYY)



To



Recon Status



Search



Reset

Step 1. Click [Bookkeeping] → [Bank Reconciliation] from the left menu

Step 2. Enter the search criteria

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

Pre-Year End

Year End

Bank Reconciliation

Reconcile Bank Transaction

[S-FBK11-01] FMP > Bookkeeping > Bank Reconciliation

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

ALL

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Voucher No.

Transaction Date (DD/MM/YYYY)

Recon Status

Step 3. Select Bank
Ledger Code

Transaction Type includes
Payment Voucher, Receipt Voucher,
Journal Voucher and Petty Cash
Voucher. User may select a
specific Transaction Type.

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

Pre-Year End

Year End

Bank Reconciliation

Reconcile Bank Transaction

[S-FBK11-01] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

ALL

Unmatch

Match

Other

 Search

 Reset

Recon Status includes Unmatch, Match and Other. User may select a specific Recon Status to search for transactions.

Step 4. Click [Search] button

Reconciliation status and remarks for “Match” or “Other” cannot be amended other than the month when the status is changed from default “Unmatch”

Reconcile Bank Transaction

[S-FBK11-02] FMP > Bookkeeping > Bank Reconciliation

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

Transaction Date (DD/MM/YYYY)

Recon Status

ALL

<input type="checkbox"/>	Transaction Date (DD/MM/YYYY)	Voucher No. ▲	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Unmatch		09/2002
<input type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Match	Remarks 1	10/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Other	Remarks 2	10/2002

Selected transactions are listed

Reconcile Bank Transaction

1. Match with Bank Statement

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 17:22

[S-FBK11-02] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

 Search  Reset

<input type="checkbox"/>	Transaction Date (DD/MM/YYYY)	Voucher No. ▲	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input checked="" type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Unmatch		09/2002
<input checked="" type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Unmatch		09/2002
<input checked="" type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Unmatch		09/2002

Match Unmatch Other Save Remarks

Step 1. Select the checkbox(es) next to [Transaction Date]

Step 2. Fill in [Remarks], if necessary

Step 3. Click [Match] button

Reconcile Bank Transaction

1. Match with Bank Statement

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 17:22

[S-FBK11-02] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Record updated successfully.

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

 Search  Reset

<input type="checkbox"/>	<u>Transaction Date</u> (DD/MM/YYYY)	<u>Voucher No.</u> ▲	<u>Cheque No.</u>	<u>Transaction Amount</u> \$	<u>Dr/Cr</u>	<u>Recon Status</u>	<u>Remarks</u>	<u>Reconciliation Month To Prepare</u> (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Match		09/2002

[Recon Status] is
changed to 'Match'

Reconcile Bank Transaction

2. Unmatch with Bank Statement

- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation

[S-FBK11-02] FMP > Bookkeeping > Bank Reconciliation

Record updated successfully.

Reconciliation Month To Prepare (MM/YYYY) 09/2002

Bank Ledger Code G5001 - Bank - Government Fund

Transaction Type ALL

Voucher No. To

Transaction Date (DD/MM/YYYY) To

Recon Status ALL

Search Reset

<input type="checkbox"/>	Transaction Date (DD/MM/YYYY)	Voucher No. ▲	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Match		09/2002
<input checked="" type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Match		09/2002

Step 1. Select the checkbox(es) next to [Transaction Date]

Step 2. Fill in [Remarks], if necessary

Step 3. Click [Unmatch] button

Reconcile Bank Transaction

2. Unmatch with Bank Statement

- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation

[S-FBK11-02] FMP > Bookkeeping > Bank Reconciliation

Record updated successfully.

Reconciliation Month To Prepare (MM/YYYY) 09/2002

Bank Ledger Code G5001 - Bank - Government Fund

Transaction Type ALL

Voucher No. To

Transaction Date (DD/MM/YYYY) To

Recon Status ALL

Search Reset

<input type="checkbox"/>	Transaction Date (DD/MM/YYYY)	Voucher No. ▲	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Unmatch		09/2002

[Recon Status] is changed to 'Unmatch'

Reconcile Bank Transaction

3. Voided, Adjustment or Non-Cash Movement

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 17:23

[S-FBK11-02] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Record updated successfully.

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

Search Reset

<input type="checkbox"/>	Transaction Date (DD/MM/YYYY)	Voucher No. ▲	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Match		09/2002
<input checked="" type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Unmatch		09/2002

Step 1. Select the checkbox(es) next to [Transaction Date]

Step 2. Fill in [Remarks], if necessary

Step 3. Click [Other] button

Reconcile Bank Transaction

3. Voided, Adjustment or Non-Cash Movement

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 17:23

[S-FBK11-02] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Record updated successfully.

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

 Search  Reset

<input type="checkbox"/>	<u>Transaction Date</u> (DD/MM/YYYY)	<u>Voucher No.</u> ▲	<u>Cheque No.</u>	<u>Transaction Amount</u> \$	<u>Dr/Cr</u>	<u>Recon Status</u>	<u>Remarks</u>	<u>Reconciliation Month To Prepare</u> (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Match		09/2002
<input type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Other		09/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Unmatch		09/2002

[Recon Status] is
changed to 'Other'

Reconcile Bank Transaction

4. Save Remarks

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

7 June 2003 17:23

[S-FBK11-02] [FMP](#) > [Bookkeeping](#) > [Bank Reconciliation](#)

Record updated successfully.

Reconciliation Month To Prepare (MM/YYYY)

09/2002

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

 Search  Reset

<input type="checkbox"/>	<u>Transaction Date</u> (DD/MM/YYYY)	<u>Voucher No.</u> ▲	<u>Cheque No.</u>	<u>Transaction Amount</u> \$	<u>Dr/Cr</u>	<u>Recon Status</u>	<u>Remarks</u>	<u>Reconciliation Month To Prepare</u> (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	09/2002
<input type="checkbox"/>	30/09/2001	GP0901-01		10,000.00	Cr	Match	Match with the bank statement	09/2002
<input type="checkbox"/>	30/09/2001	PF01/09-00003		19,000.00	Cr	Other		09/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Unmatch		09/2002

Step 1. Fill in [Remarks]

Step 2. Click [Save Remarks] button

Reconcile Bank Transaction

5. Retrieve Transactions of Next Month

[S-FBR11-02] FMP > Bookkeeping > Bank Reconciliation

Reconciliation Month To Prepare (MM/YYYY)

10/2002

The following month of
Bank Reconciliation

Bank Ledger Code

G5001 - Bank - Government Fund

Transaction Type

ALL

Voucher No.

To

Transaction Date (DD/MM/YYYY)

To

Recon Status

ALL

<input type="checkbox"/>	Transaction Date (DD/MM/YYYY)	Voucher No. ▲	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
<input type="checkbox"/>	30/09/2001	CA0005		123,000.00	Cr	Unmatch	Pending for matching. It will appear in the fut	10/2002
<input type="checkbox"/>	30/09/2001	PF0109-01		2,000.00	Cr	Unmatch		10/2002

Items brought over
from last month

Note:

Transactions with status set to “Match” or “Other” will not appear in the next or future reconciliation months. Transactions with status set as “Unmatch” will, however, re-appear in the next or future reconciliation months until the status is set as either “Match” or “Other”.

Note:

- The School Account Staff can
 - (i) click the checkbox to mark the transaction as 'Other' if the cheque has been voided, or
 - (ii) mark the transaction as 'Match' if the cheque has been presented at the bank.

In any case, user is allowed to change back the status to 'Unmatch' any time in the selected reconciliation month.

Note:

- Bank Reconciliation Report can be retrieved in Bookkeeping > Report - FBK 2 Monthly Report R-FBK039-E
- For transactions appear on Bank Statement but not yet recorded in bank ledger, user should enter amount in “Amount Not Yet Recorded” on “Report” screen.

Primary AM (School Type 2) User: fmpuser Login Time: 12/08/2003 10:47 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 12 August 2003 11:25

[S-FBK15-39] FMP > Bookkeeping > Report

Bank Reconciliation Statement (R-FBK039-E):-
Built-in Template

Please input the print criteria.

Bank Ledger Code	G5001 Bank - Government Fund
Reconciliation Month (MM/YYYY)	09/2003
Amount Not Yet Recorded	+ 2500
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

Enter Amount Not Yet Recorded

Bank Reconciliation Statement report (R-FBK039-E)

Press
ESCAPE
to return

R-FBK039-E

PRIMARY SCHOOL (AM) (TYPE 2)
BANK RECONCILIATION STATEMENT

Bank Ledger Account : G5001 Bank - Government Fund

Print by : fmpuser

Date : 08/10/2003

Time : 15:40

Page : 1 of 2

Bank Reconciliation Month : 09/2003

<u>VOUCHER NO. (CHEQUE NO.)</u>	<u>REMARK</u>	\$	\$
Balance Per Bank Ledger 30/09/2003			0.00
Less: Transactions not recorded in Statement			
AAGP0703-2		2,500.00 Cr	
CATEST888		6.00 Cr	
GP0011		6.00 Cr	
GP0114-04		1,360.00 Cr	
GP0206-01		1,000.00 Cr	
GP0703-4		12.00 Cr	
			4,884.00 Cr
Add: Transactions not recorded in Ledger			
Balance Per Bank Statement 30/09/2003			<u>2,500.00</u> <u>7,384.00</u>

Amount not yet
recorded