

## Tips & Tricks

### Match a Statement Line to Two Transactions

When you are reconciling a Bank Statement, you may find sometimes that a Statement Line represents two Transactions, so the Line cannot be matched. In this example, the \$17,713.30 Deposit in the Statement Grid is for the two Transactions highlighted in the Unreconciled Grid.


The screenshot shows the 'CB Bank Reconciliation' window for '00CHQ - ABC GROUP LTD'. The 'Statement' grid lists several transactions, with one line highlighted in orange: 'Asheng Eng' for \$17,713.30 on 20/09/2018. The 'Unreconciled' grid below shows two transactions: 'ASHENG' for \$10,000.00 and 'ASHENG' for \$7,713.30, both dated 20/09/2018.

Particulars	Reference	Other Party	Debit/Withd...	Credit/Depo...	Date	Balance	Comment	Action	Rule Analysis Co...
A.R. Roberts	Salary		\$1,769.82		1/10/2018	\$320,284.91	Salary	Reconciled	
G. Donoghue	Salary		\$2,114.43		1/10/2018	\$318,170.48	Salary	Reconciled	
AK Holdings	Rent		\$1,300.80		3/09/2018	\$316,869.68		Reconciled	
S. Munroe	Salary		\$1,769.82		1/10/2018	\$315,099.86	Salary	Reconciled	
Asheng Eng	ABC150			\$17,713.30	20/09/2018	\$332,813.16	Aug	Unmatched	
Smith		HOLDIN...	\$500.00		20/09/2018	\$333,313.16	Debt	Receipt	SMITH
Chq Duty			\$1.50		30/09/2018	\$333,311.66		Unmatched	
P A Rhodes		Trademe	\$50.00		30/09/2018	\$333,261.66	123456789	Unmatched	
2016 I.R.D			\$18,000.00		30/09/2018	\$315,261.66	999-999-999TAX INC ...	Unmatched	


Particulars	Reference	Other Party	Debit/Withd...	Credit/Depo...	Date	Comment
CASH	166239	Cash Purchases		\$56.95	1/09/2018	Lighting Suppliers Ltd
ASHENG	1234	Ash Engineering Ltd		\$10,000.00	20/09/2018	
ASHENG	5678	Ash Engineering Ltd		\$7,713.30	20/09/2018	

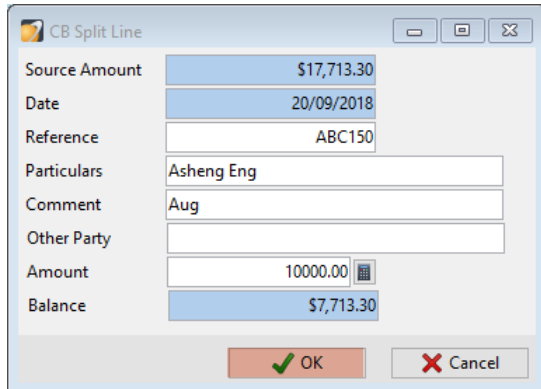
You can now make them match, by splitting the Statement Line in two.

Select the Statement Line and click  **Insert (F4) > Split Line.**

The screenshot shows the same 'CB Bank Reconciliation' window. A context menu is open over the 'Asheng Eng' statement line, with the 'Split Line' option selected. The menu options include: CB Deposit, CB Transfer, AR Receipt, AP Payment, AP Cash Purchase, Unmatched line, and Split Line.

Particulars	Reference	Other Party	Debit/Withd...	Credit/Depo...	Date	Balance	Comment	Action	Rule
CB Deposit		Salary	\$1,769.82		1/10/2018	\$320,284.91	Salary	Reconciled	
CB Transfer		Salary	\$2,114.43		1/10/2018	\$318,170.48	Salary	Reconciled	
AR Receipt		Rent	\$1,300.80		3/09/2018	\$316,869.68		Reconciled	
AP Payment		Salary	\$1,769.82		1/10/2018	\$315,099.86	Salary	Reconciled	
AP Cash Purchase	ABC150			\$17,713.30	20/09/2018	\$332,813.16	Aug	Unmatched	
Unmatched line		HOLDIN...	\$500.00		20/09/2018	\$333,313.16	Debt	Receipt	SMITH
Split Line			\$1.50		30/09/2018	\$333,311.66		Unmatched	
		Trademe	\$50.00		30/09/2018	\$333,261.66	123456789	Unmatched	
			\$18,000.00		30/09/2018	\$315,261.66	999-999-999TAX INC ...	Unmatched	

The CB Split Line window opens with details from the Selected Statement Line. Enter the Amount of one of the Unreconciled Transactions then click  OK (F9).



CB Split Line

Source Amount: \$17,713.30

Date: 20/09/2018

Reference: ABC150

Particulars: Asheng Eng

Comment: Aug

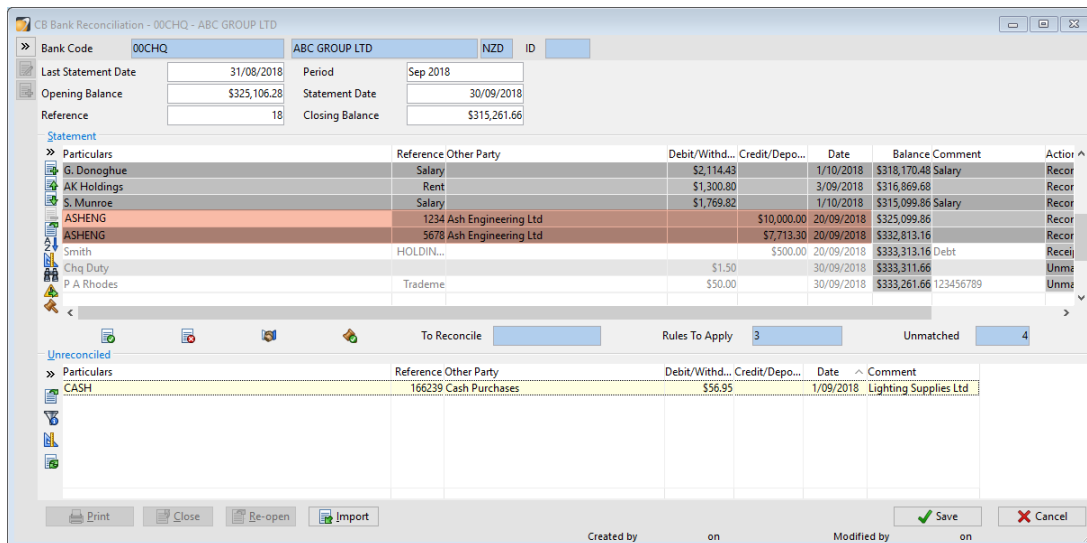
Other Party:

Amount: 10000.00

Balance: \$7,713.30

OK Cancel

If a match is found, the Transactions will be moved to the Statement Grid.



CB Bank Reconciliation - 00CHQ - ABC GROUP LTD

Bank Code: 00CHQ | ABC GROUP LTD | NZD | ID

Last Statement Date: 31/08/2018 | Period: Sep 2018

Opening Balance: \$325,106.28 | Statement Date: 30/09/2018

Reference: 18 | Closing Balance: \$315,261.66

Particulars	Reference Other Party	Debit/Withd...	Credit/Depo...	Date	Balance	Comment	Action
G Donoghue	Salary	\$2,114.43		1/10/2018	\$318,170.48	Salary	Recon
AK Holdings	Rent	\$1,300.80		3/09/2018	\$316,869.68		Recon
S. Munroe	Salary	\$1,769.82		1/10/2018	\$315,099.86	Salary	Recon
ASHENG	1234 Ash Engineering Ltd		\$10,000.00	20/09/2018	\$325,099.86		Recon
ASHENG	5678 Ash Engineering Ltd	\$7,713.30		20/09/2018	\$332,813.16		Recon
Smith	HOLDIN...		\$500.00	20/09/2018	\$333,313.16	Debt	Recei
Clq Duty		\$1.50		30/09/2018	\$333,311.66		Unma
P A Rhodes	Trademe	\$50.00		30/09/2018	\$333,261.66	123456789	Unma

To Reconcile: [ ] Rules To Apply: 3 Unmatched: 4

Unreconciled

Particulars	Reference Other Party	Debit/Withd...	Credit/Depo...	Date	Comment
CASH	166239 Cash Purchases	\$56.95		1/09/2018	Lighting Supplies Ltd

Print Close Re-open Import Save Cancel

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