What to do when one Statement Line represents more than one Transaction

What do you do when you have imported your Statement and found a Statement line that represents two transactions keyed into Accredo (as shown below)?

1 Change the A<small>MOUNT</small> on the Statement Line, so that it matches one of the Transactions it represents.

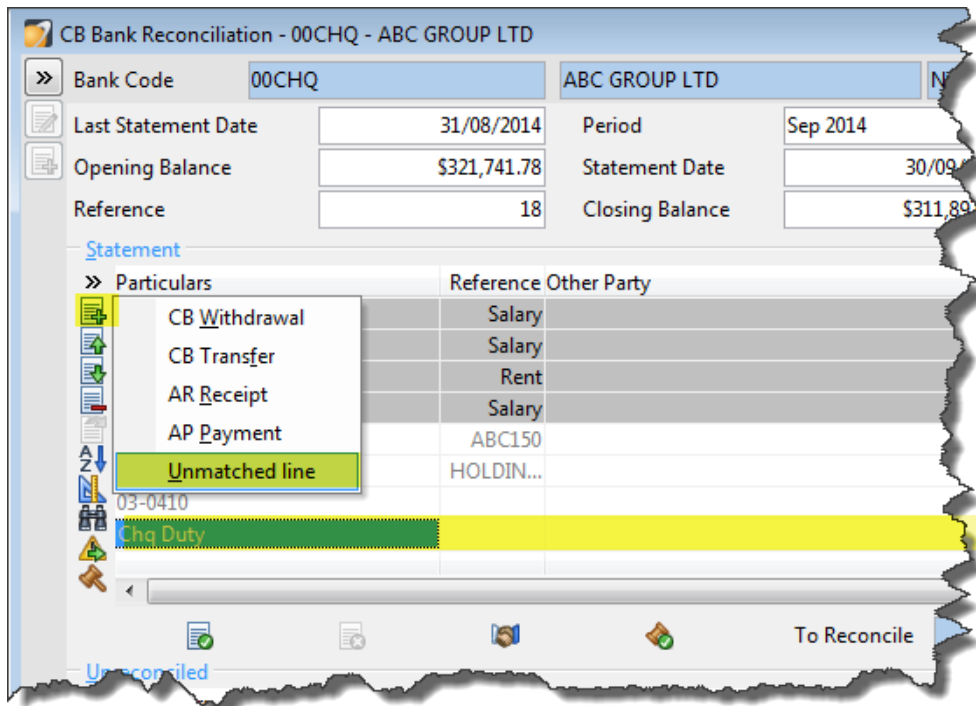| CB Bank Reconciliation - 00CHQ - ABC GROUP LTD							
Bank Code	00CHQ		ABC GROUP LTD	NZD	ID		
Last Statement Date	31/08/2014	Period	Sep 2014				
Opening Balance	$321,741.78	Statement Date		30/09/2014			
Reference	18	Closing Balance		$311,897.16			

Statement

Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Balan
A.R. Roberts	Salary		$1,769.82		30/09/2014	$316,9:
G. Donoghue	Salary		$2,114.43		30/09/2014	$314,805.9
AK Holdings	Rent		$1,300.80		1/09/2014	$313,505
S. Munroe	Salary		$1,769.82		30/09/2014	$311,73:
Asheng Eng	ABC150			$17,713.30	20/09/2014	$329,448.(
Smith	HOLDIN...			$500.00	20/09/2014	$329,94.
03-0410				$3,928.54	21/09/2014	$333,877.2
Chq Duty			$1.50		30/09/2014	$333,875

				To Reconcile	$3,928.54		Rules To Apply	3

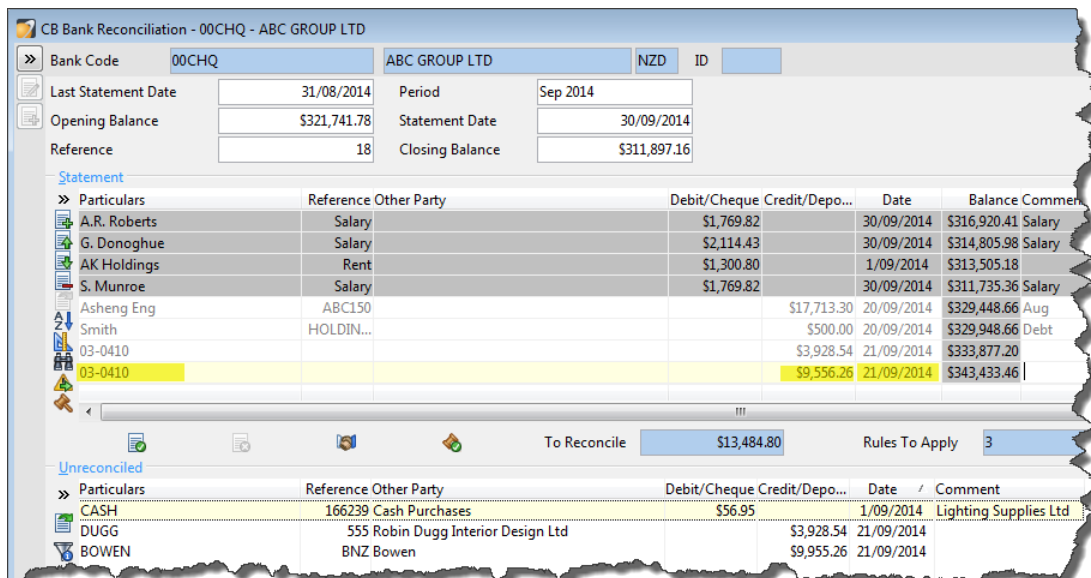**Unreconciled**

Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Commen
CASH	166239	Cash Purchases	$56.95		1/09/2014	Lighting
DUGG	555	Robin Dugg Interior Design Ltd		$3,928.54	21/09/2014	
BOWEN	BNZ	Bowen		$9,955.26	21/09/2014	

2 2. Click in the line below the Statement Line, then click **Insert** > UNMATCHED LINE.

Press Ctrl+' (Ditto) to copy any text from the field above, such as Particulars and Date, then key in the Amount of the second transaction.

3. Click **Match All**.

The Transactions are matched to the Statement lines.