

Tips & Tricks

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)?

The screenshot displays the 'CB Bank Reconciliation' window for 'ABC GROUP LTD'. The interface includes fields for Bank Code (00CHQ), Last Statement Date (31/08/2014), Opening Balance (\$321,741.78), Reference (18), Period (Sep 2014), Statement Date (30/09/2014), and Closing Balance (\$311,897.16).

The 'Statement' table shows the following data:

| Particulars | Reference | Other Party | Debit/Cheque | Credit/Depo... | Date | Balance | Comment | Action | Rule Analyz |
|--------------|-----------|-------------|--------------|----------------|------------|--------------|---------|------------|-------------|
| Teleco | Sept | | \$99.50 | | 30/09/2014 | \$318,690.23 | 123456 | Payment | TELECO |
| A.R. Roberts | Salary | | \$1,769.82 | | 30/09/2014 | \$316,920.41 | Salary | Reconciled | |
| G. Donoghue | Salary | | \$2,114.43 | | 30/09/2014 | \$314,805.98 | Salary | Reconciled | |
| AK Holdings | Rent | | \$1,300.80 | | 1/09/2014 | \$313,505.18 | | Reconciled | |
| S. Munroe | Salary | | \$1,769.82 | | 30/09/2014 | \$311,735.36 | Salary | Reconciled | |
| Asheng Eng | ABCL50 | | | \$17,713.30 | 20/09/2014 | \$329,448.66 | Aug | Unmatched | |
| Smith | HOLDIN... | | | \$500.00 | 20/09/2014 | \$329,948.66 | Debt | Receipt | SMITH |
| 03-0410 | | | | \$13,883.80 | 21/09/2014 | \$343,832.46 | | Unmatched | |

The 'Unreconciled' table shows the following data:

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

The interface also shows a 'To Reconcile' amount of \$13,883.80 and 3 'Rules To Apply'. The 'Unmatched' count is 6. The bottom of the window includes buttons for Print, Close, Re-open, Import, Save, and Cancel, along with 'Created by' and 'Modified by' fields.

1 Change the AMOUNT 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

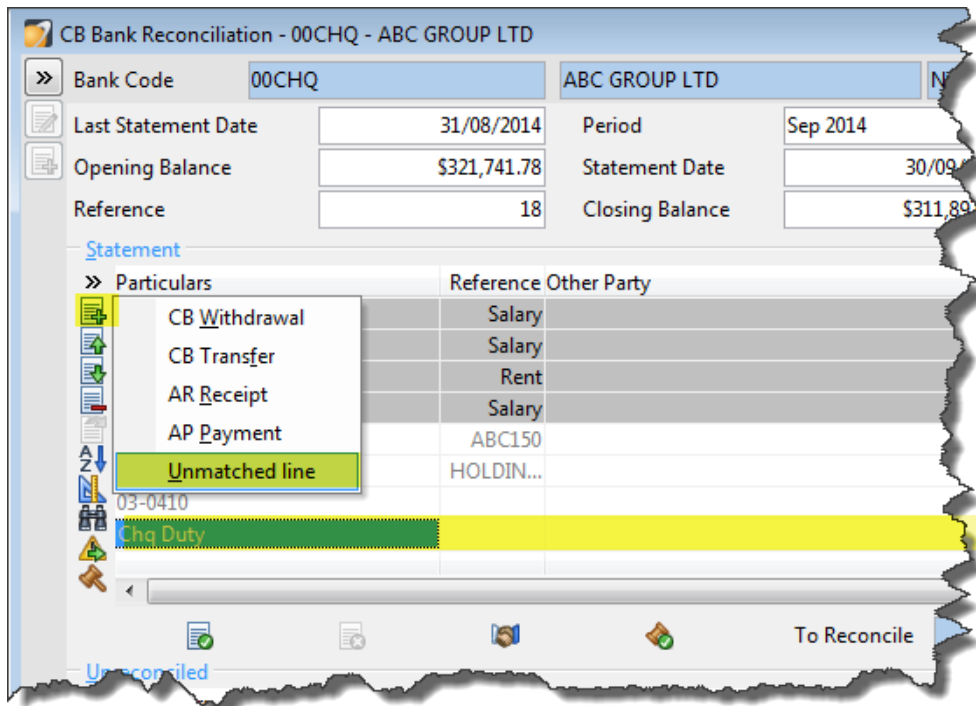
| Particulars | Reference | Other Party | Debit/Cheque | Credit/Depo... | Date | Balance |
|--------------|-----------|-------------|--------------|----------------|------------|--------------|
| A.R. Roberts | Salary | | \$1,769.82 | | 30/09/2014 | \$316,927.36 |
| G. Donoghue | Salary | | \$2,114.43 | | 30/09/2014 | \$314,812.93 |
| AK Holdings | Rent | | \$1,300.80 | | 1/09/2014 | \$313,512.13 |
| S. Munroe | Salary | | \$1,769.82 | | 30/09/2014 | \$311,742.31 |
| Asheng Eng | ABC150 | | | \$17,713.30 | 20/09/2014 | \$329,455.61 |
| Smith | HOLDIN... | | | \$500.00 | 20/09/2014 | \$329,955.61 |
| 03-0410 | | | | \$3,928.54 | 21/09/2014 | \$333,877.25 |
| Chq Duty | | | \$1.50 | | 30/09/2014 | \$333,875.75 |

To Reconcile: \$3,928.54 Rules To Apply: 3

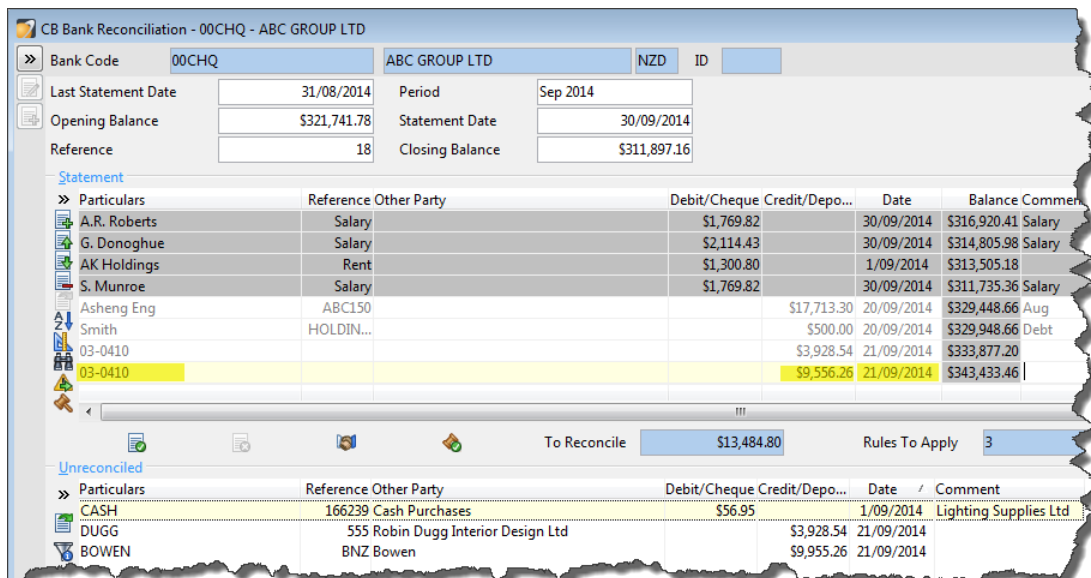
Unreconciled

| Particulars | Reference | Other Party | Debit/Cheque | Credit/Depo... | Date | Comment |
|-------------|-----------|------------------------------------|--------------|----------------|------------|----------|
| 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. Click in the line below the Statement Line, then click **Insert** > UNMATCHED LINE.



Press **Ctrl+V** (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 screenshot shows the 'CB Bank Reconciliation' window for '00CHQ - ABC GROUP LTD'. The 'Statement' section lists various transactions with their respective dates and amounts. The 'Unreconciled' section shows a list of transactions that have not yet been matched to the statement lines. A yellow box highlights the 'Match All (Ctrl+M)' button in the toolbar.

| Particulars | Reference | Other Party | Debit/Cheque | Credit/Depo... | Date | Bal |
|-------------|-----------|-------------|--------------|----------------|------------|---------|
| AK Holdings | Rent | | \$1,300.80 | | 1/09/2014 | \$313.5 |
| S. Munroe | Salary | | \$1,769.82 | | 30/09/2014 | \$311.7 |
| Asheng Eng | ABC150 | | | \$17,713.30 | 20/09/2014 | \$329.4 |
| Smith | HOLDIN... | | | \$500.00 | 20/09/2014 | \$329.9 |
| 03-0410 | | | | \$3,928.54 | 21/09/2014 | \$333.8 |
| 03-0410 | | | \$0.00 | 9955.26 | 21/09/2014 | \$333.8 |
| Chq Duty | | | \$1.50 | | 30/09/2014 | \$333.8 |
| P A Rhodes | Trademe | | \$50.00 | | 30/09/2014 | \$333.8 |

| Particulars | Ref | Match All (Ctrl+M) | Debit/Cheque | Credit/Depo... | Date | Comme |
|-------------|--------|------------------------------------|--------------|----------------|------------|----------|
| 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 | |

The Transactions are matched to the Statement lines.

The screenshot shows the 'CB Bank Reconciliation' window after the 'Match All' action. The 'Statement' section now includes an 'Action' column, and the 'Unreconciled' section shows that the transactions have been successfully matched to the statement lines.

| Particulars | Reference | Other Party | Debit/Cheque | Credit/Depo... | Date | Balance | Comment | Action | Rule Analy |
|-------------|-----------|------------------------------------|--------------|----------------|------------|--------------|-----------|------------|------------|
| AK Holdings | Rent | | \$1,300.80 | | 1/09/2014 | \$313,505.18 | | Reconciled | |
| S. Munroe | Salary | | \$1,769.82 | | 30/09/2014 | \$311,735.36 | Salary | Reconciled | |
| Asheng Eng | ABC150 | | | \$17,713.30 | 20/09/2014 | \$329,448.66 | Aug | Unmatched | |
| Smith | HOLDIN... | | | \$500.00 | 20/09/2014 | \$329,948.66 | Debit | Receipt | SMITH |
| DUGG | | 555 Robin Dugg Interior Design Ltd | | \$3,928.54 | 21/09/2014 | \$333,877.20 | | Reconciled | |
| BOWEN | | BNZ Bowen | | \$9,955.26 | 21/09/2014 | \$343,832.46 | | Reconciled | |
| Chq Duty | | | \$1.50 | | 30/09/2014 | \$343,830.96 | | Unmatched | |
| P A Rhodes | Trademe | | \$50.00 | | 30/09/2014 | \$343,780.96 | 123456789 | Unmatched | |