



#### Overview:

A bank reconciliation is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a bank statement.

In Optimum, we have enhanced the user experience by introducing a cutting-edge automation feature: **Auto Bank Reconciliation**.

Now, you can effortlessly upload your bank statements and have the system handle the reconciliation process, eliminating the tedious manual clearing tasks.

#### Procedure:

1. In the Navigation Pane, select General Ledger and below it, choose Bank Reconciliation.





2. Next, choose your Bank Account.

🍃 Bank F	Re	conciliatio	on												
Bank Info				📄 📑 View Variant	s 🔹 🧭 Tick All 🛛 😣	Untick All 🔘 🕘 📑	- 😡								
Bank Account				Doc Date	🐨 Doc Cod	de		RefNo	Description	Debit	Credit	Debit Foreign	Credit Forei	Cleared D	late Cleared
Statement Date		Account #	Ac	ount Name											
Statement Balance	•	101-0010	ME	TROBANK		]									
		101-0020	CR	EDIT CARD											
Display Options		101-0030	BA	NCO DE ORO											
Start Date															
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Summary															
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3. In the top section, click Auto Recon under the Home tab.





4. When you click on "Auto Recon", a prompt window will appear presenting your options:



On the left, there's a list of available banks. If your bank isn't listed, you can choose "Other banks" as an alternative.

On the right, you may opt to import your bank transactions using the QNE CSV Template to ensure the efficiency, accuracy, and effectiveness of the data upload and reconciliation process within the platform.



## Listed Available Banks

1. Upon selecting your bank, you will be introduced to an enhanced bank reconciliation interface, featuring an additional section below that lists your uploaded bank transactions.

Bank Account         Dir/s TROBAK           Bank Account         Dir/s TROBAK           Statement Date         01/31/0023         Pr2301/006         Eff No         Description         Debit         Ordst         Debit Fore         Ordst Fore         Constr         End Outso           Statement Balance         0.01/31/0023         Pr2301/006         Eff Outso         Eff Outso         Mol CC CHCBP         15.         C         0 //31/0023           Statement Balance         0.0/31/0023         Pr2301/006         Mol CC CHCBP         15.         C         0 //31/0023           State Date         01/31/0023         Pr2301/006         Mol CC CHCBP         199,         C         0 //31/0023           State Date         01/31/0023         Pr2301/001         Mol DC CHCDP         116.         C         0 //31/0023           Start Date         01/31/0023         Pr2301/001         Mol DC CHCDP         116.         C         0 //31/0023           Start Date         01/31/0023         Pr2301/001         Mol DC CHCDP         116.         C         0 //31/0023           Summary         01/90/0023         0R2300/002         Mol DC CHCDP         116.         C         0 //31/0023           Summary         01/90/0023         Pr2301/00	Sank Reconciliation											
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- Uncredited Fund 290,380.00 Auto Bank Recon												
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= Balance 1,146,153.49 Match Doc Date Doc Code Ref No Description Debit Credit T Status Action												
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Statuses that could appear in the Status column include the following:

- a. Matched Found There is a matched transaction to the uploaded file.
- b. Transaction Not Found There is no matched transaction to the uploaded file.
- c. **Duplication Found** There is already matched or saved transaction with same date and amount.
- 2. The system effortlessly handles the matching process with precision, yet for added assurance, it's recommended to perform a quick review before finalization.

Once you've confirmed the accuracy, click the **Save** button to apply changes.



Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u> Follow our Twitter and Instagram account: @qnesoftwareph



### Other Banks

1. By picking "Other Banks", you can upload your own bank statement. This flexibility ensures that end-users can smoothly use other bank statements even if it's from a bank that is not currently supported.

Once file is located, click Next.

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	Welcom	e to the import wizard		
	Excel file			
	Sheet	Header Row     Header Row     T     T	10 🗘	
	Drag a column	header here to group by that column		
		< Back Nevt	Cancel	



2. Each column in your uploaded CSV File Bank statement is displayed in the 1st column. Navigate to the **Map To** column, where a dropdown selection allows you to match it with the system fields.

If your file has any unnecessary columns, feel free to skip them. Click **Import** to proceed with the next step.

Man To
Man To
Map To
hidp to
0 Property Name
/2023 DocDate
Debit
43 Credit
61.79 -
4

3. Once you have successfully imported the file you can click **Finish**.

			- 0
Completing th	ne wizard		
Drag a column header here to	group by that column		
Time	Action	Info	Result
12/14/2023	Commit Changes	Committing changes to database	PROCESSING
12/14/2023	Commit Changes	Committed	SUCCESS
12/14/2023	Commit Changes	Committing changes to database	PROCESSING
12/14/2023	Commit Changes	Committed	SUCCESS
12/14/2023	Commit Changes	Committing changes to database	PROCESSING
12/14/2023	- Commit Changes	Committed	SUCCESS
			Buuunuuuuu

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4. It will return to the Bank Reconciliation screen and can now Save the records.

File	Home	Edit Info	View	Tool	s In	iquiry	Mainter	ance	
Save	Save and Close	View Variants	Online Help	Inquiry	ිම්ම් Search	Preview	Print	Auto Recon	Close
9	Save				View				Close

# **QNE CSV Template**

1. An alternative is utilizing the QNE CSV File for Bank Statement. Populate it manually or paste data from external sources of bank transactions. This option ensures a standardized format for your bank statement data, reducing the risk of errors during the upload process.

Given that amounts may be presented differently in bank statements, with either a (+/-) per row or separate columns for deposits and payments, ensure to select the correct option on this screen (One Column or Two Column).

Auto Bank Reconciliation	_		×						
Number of columns that (	display the	amount							
One Column -									
Download QNE CSV Template here									
	ОК	Can	cel						



If you don't have a template of QNE CSV format, you can directly download from the system by clicking **Download QNE CSV Template here**. The generated template will depend to the column you will choose from the option.

Auto Bank Reconciliation	-	-		$\times$			
Number of columns that d	isnlav	the am	ount				
One Column	One Column						
Download QNE CSV Template	Download QNE CSV Template here						
-							
	OK		Cancel				

2. After you have chosen the template and the file, it will return to the Bank Reconciliation working screen as shown earlier. Once finalized, you can now Save the records.





# Application:

Automating the reconciliation of your bank transactions with Optimum not only streamlines your workflow but also guarantees accuracy, minimizing the potential errors linked to manual data entry.

Say goodbye to tedious clicking! Auto bank recon does the heavy lifting by reading your statement and clearing transactions for you.

	Doc Date	*	Doc Code			RefNo	Description	Debit	Credit	Debit Foreign	Credit Forei	Cleared	Date Cleared
	01/26/2023		OR2301/005					10,00					
	01/25/2023 O		OR2301/004					280,0					
•	01/23/2023		PV2301/004						10,45				
	01/23/2023		PV2301/003	3					17,67			~	01/31/2023
	01/23/2023 OR2		OR2301/00	13				376,8				$\checkmark$	01/31/2023
	01/20/2023 PV2301		PV2301/002					52,72			$\checkmark$	01/31/2023	
	01/19/2023 PV2301		PV2301/001					6,414			$\checkmark$	01/31/2023	
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		01/18/2023				ET	DB SSS PYMT	23,779.14		Tra	nsaction Not Fou	nd Crea	ate
		01/18/2023				ET	DB PHLHEALTH	48,359.00		Tra	nsaction Not Fou	nd Crea	ate
		01/18/2023				ET	DB SSS PYMT	118,025.00		Tra	nsaction Not Fou	nd Crea	ate
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