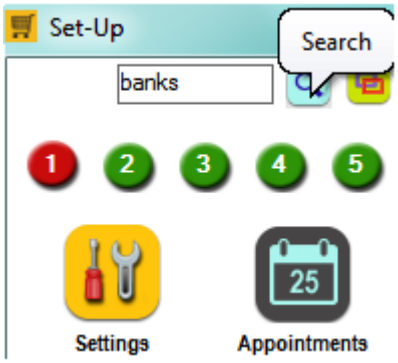
Bank Reconciliation in HDPOS smart

HDPOS Smart V2 Tutorials

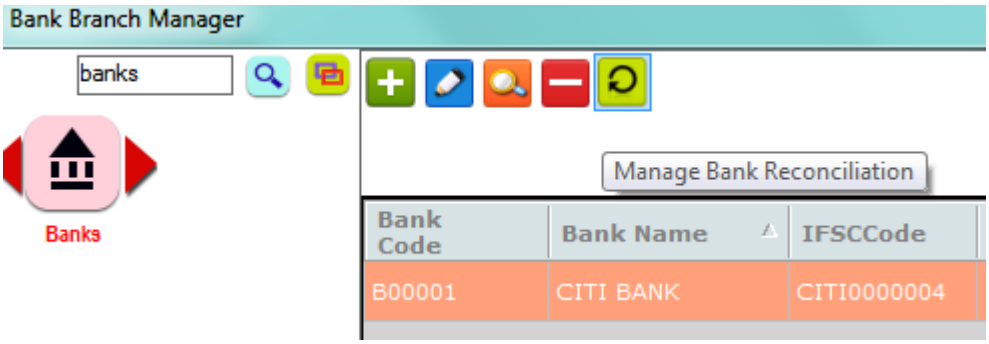
Bank Reconciliation feature of HDPOS smart helps to you in the process of matching the figures in the system accounting records with those displayed on the bank statement.

To reconcile the bank statement:

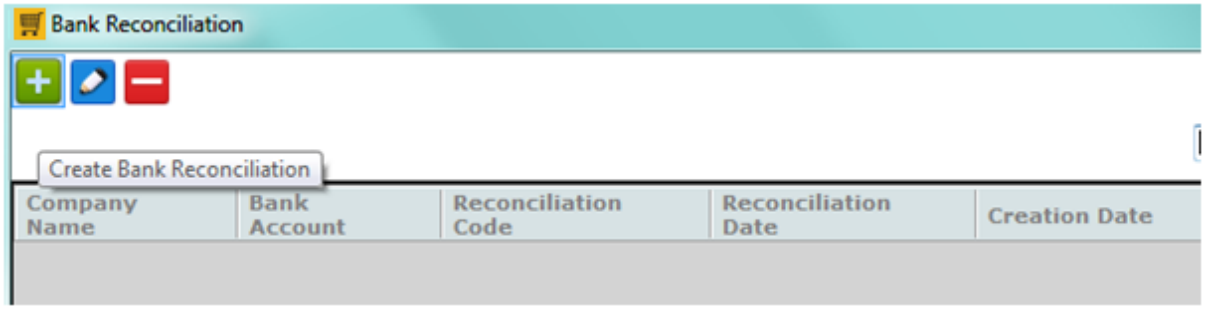
1. From setup, go to Banks module or enter ‘Banks’ in the search field and click on search icon.



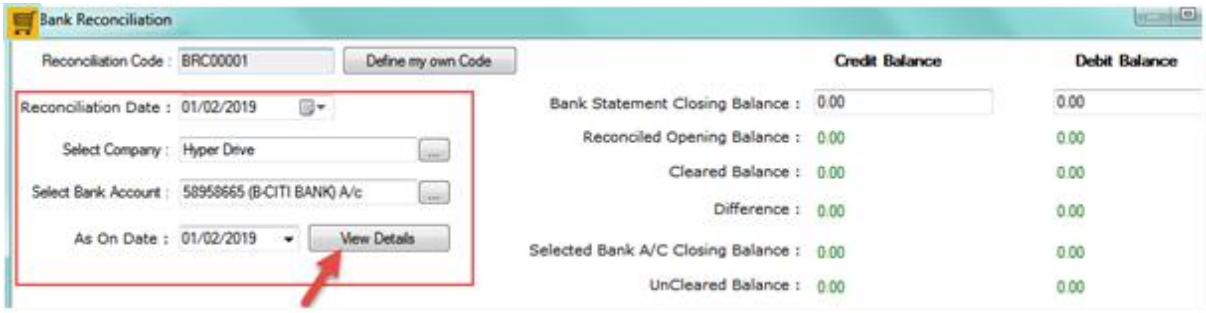
2. Click on Bank Reconciliation button in ‘Bank Branch Manager’ window.



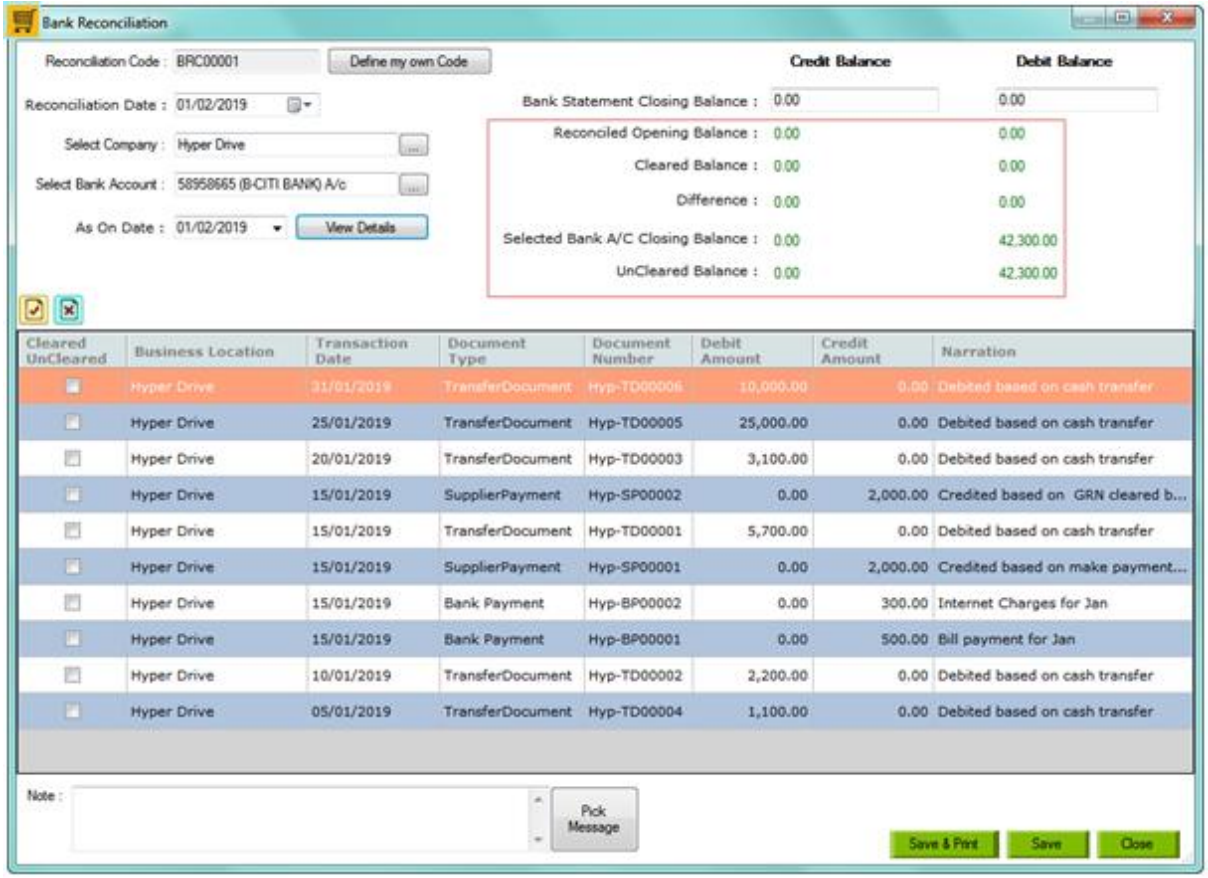
3. Click on Create Bank Reconciliation button.



4. Bank Reconciliation window appears :
    - Select the Company
    - Select the Bank Account Ledger you want to reconcile
    - Select ‘As on Date’ and click on view details: This populates all the transactions of the selected bank account as on date selected.



- Selected bank account details such as Bank A/C closing balance, reconciled opening balance will be displayed on right section ‘Bank Reconciliation’ window.



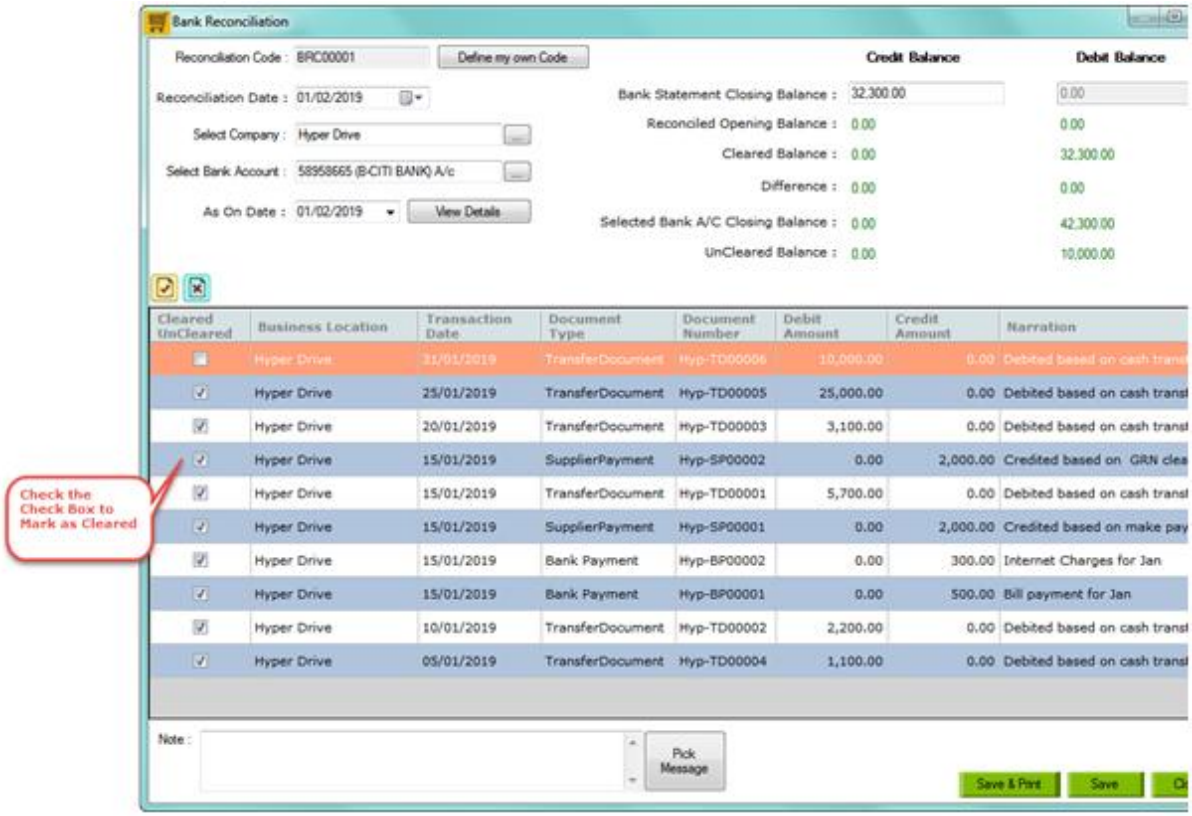
The first step in reconciling the bank statement is to cross check company Ledger and statement of bank.

Note: The debit side of bank statement should be checked with the credit side of system bank account ledger. And credit side of bank statement with the debit side of the system bank account ledger. For more details you can consult your accountant.

- Enter the Bank Statement Closing Balance.



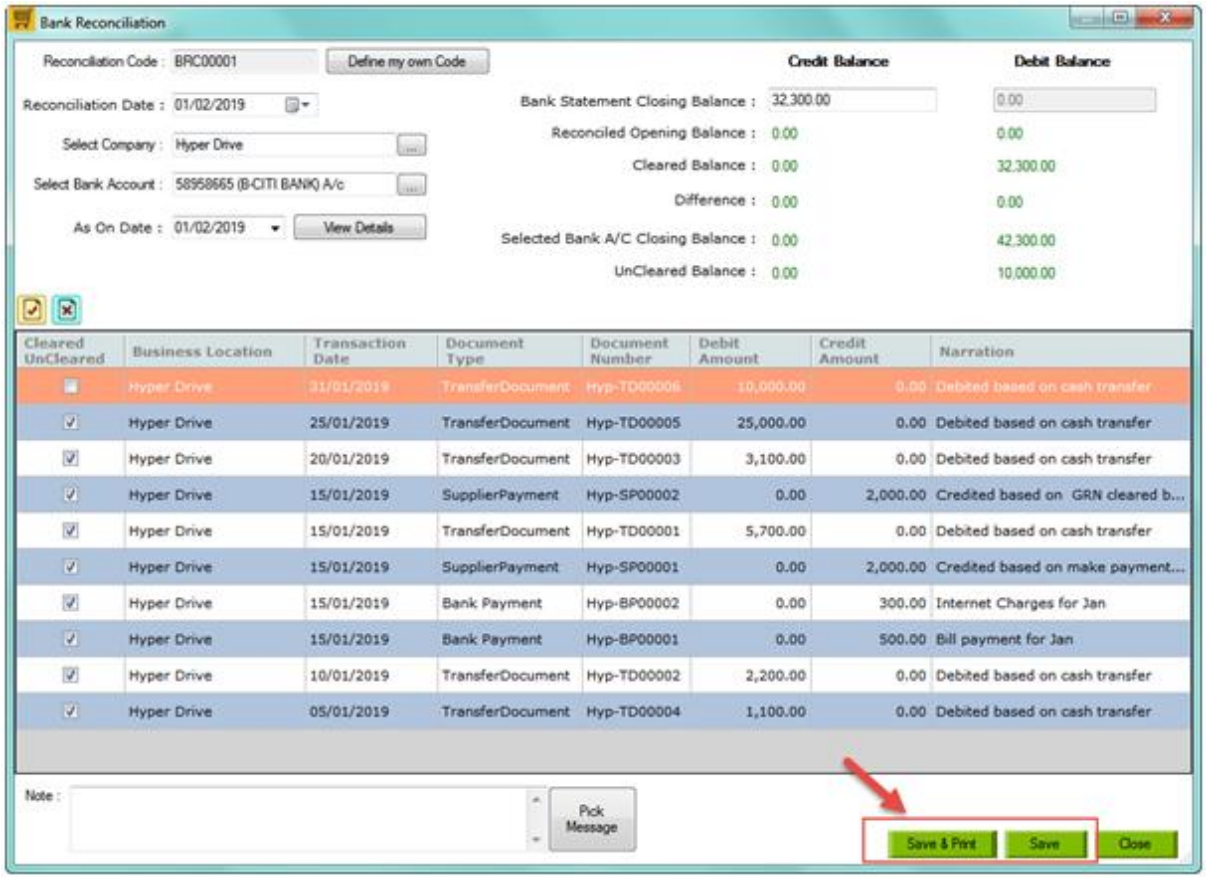
- Compare your bank statement transactions with system transactions
- Mark the transaction as Cleared, if it appears in both the ledgers (Bank account statement and System ledger)



- If a particular transaction in system ledger doesn't appear in bank account statement, mark transaction as Uncleared.
- If a transaction appears in the accounting records but does not appear on the bank statement, then mark the transactions as Uncleared.

Note: Uncleared transactions will carry forwarded for next bank reconciliation.

- Click on Save to complete bank reconciliation or Click on Save & Print to print Bank Reconciliation Statement.



Note: Once you reconcile the bank statement, you are not allowed to Edit or Delete transactional documents such as Sales Invoice, Cash Transfer Document, Receive Payment, and Payment Supplier etc...