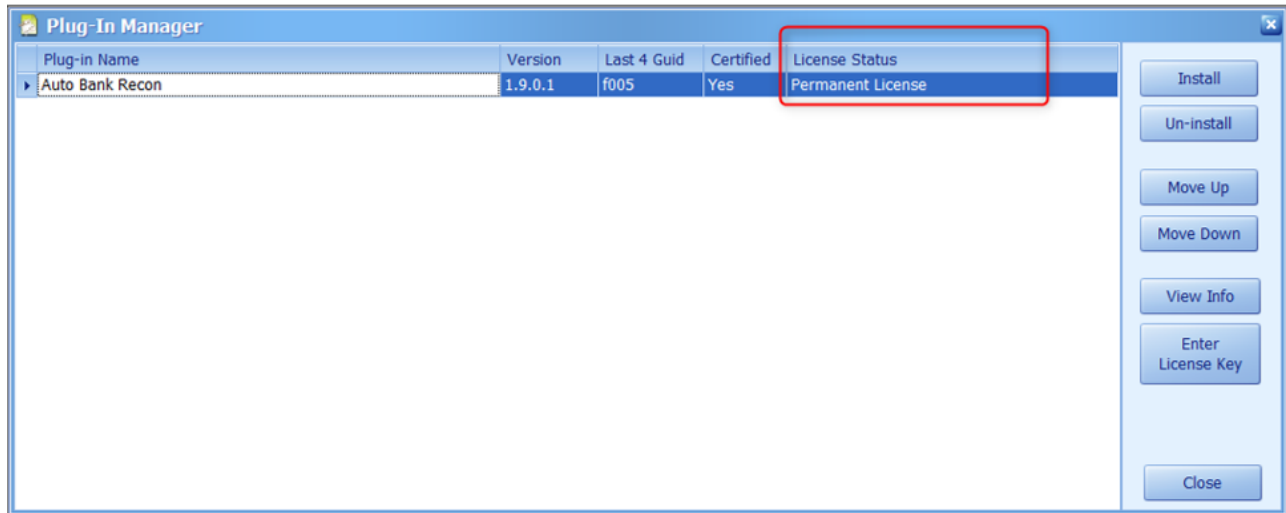


Introduction

Auto Bank Recon plug-in is an add-on function for AutoCount Accounting users to reconcile automatically the matching info by using excel file with bank transactions record.

To use this plug-in, user must install the plug-in and register with valid license (Temporary or Permanent).



Function and Features

After installed the plug-in, there will be a function 'FTP Profile Setting' under Auto Bank Recon menu. User may ignore this function as this function is not applicable to all users.



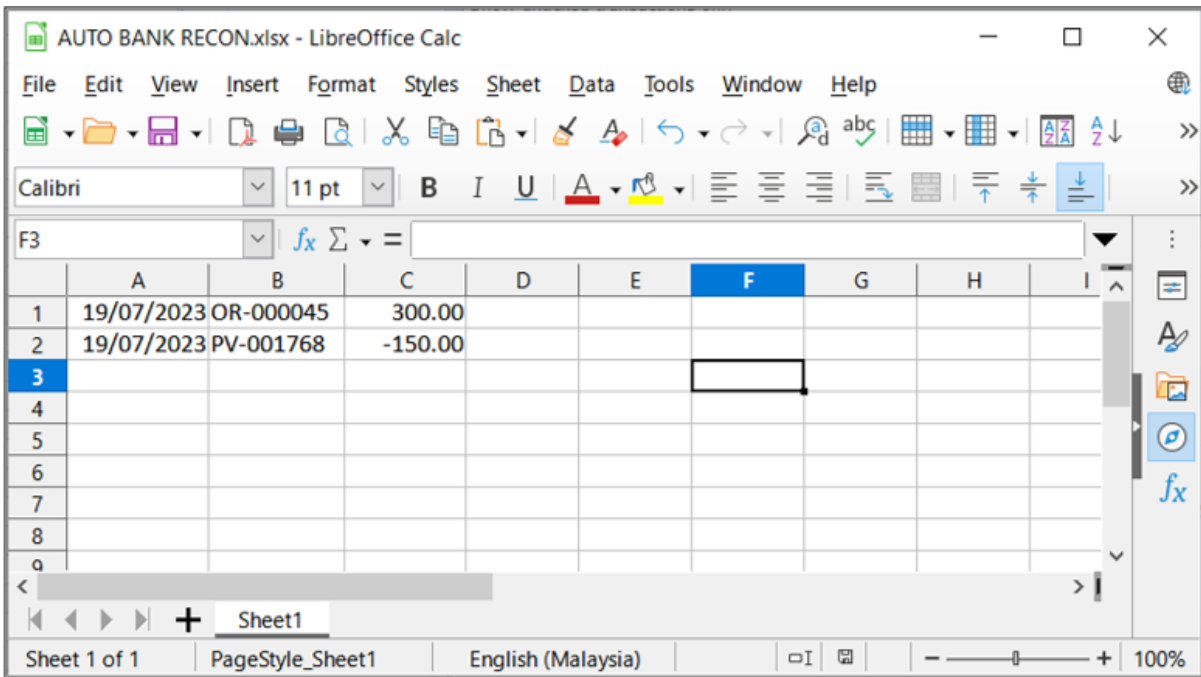
The main function for this plug-in is at **GL > Bank Reconciliation**.

Step by step guide (using Auto Bank Recon)

1) Auto Bank Recon Excel Template

Users need to convert or download their bank statement into excel format as below.
 DocDate, DocNo, Amount.

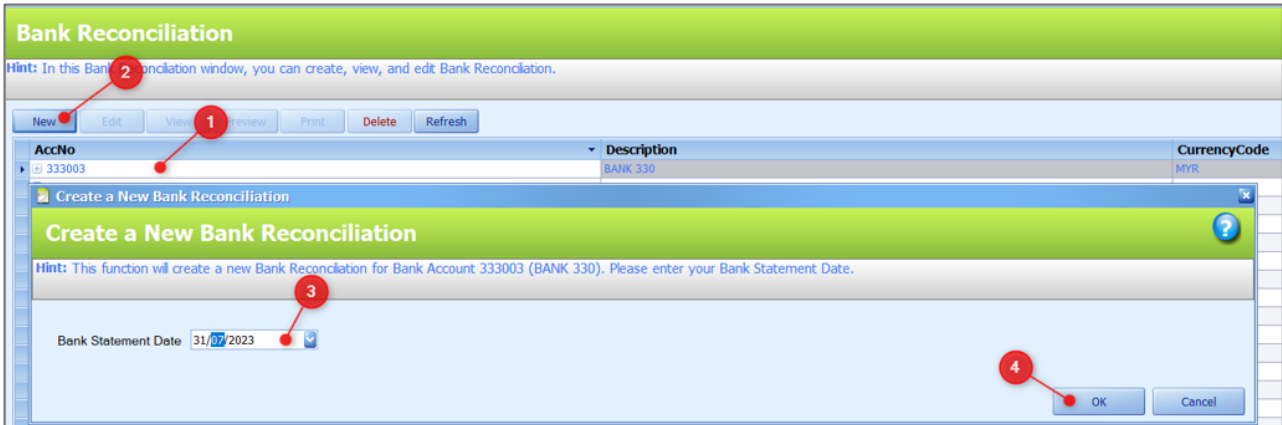
Remark: for PV, amount should put in negative sign.



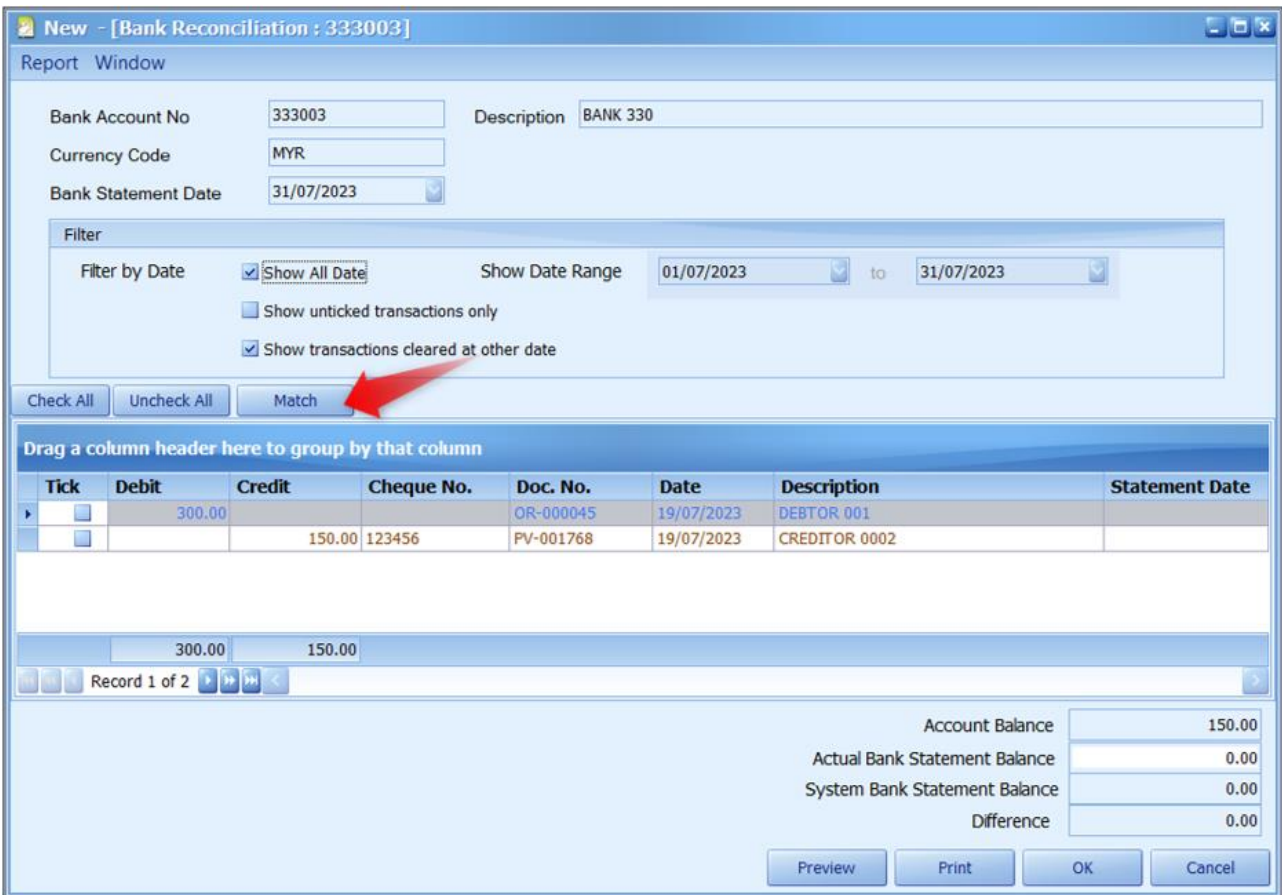
2) Go to **GL > Bank Reconciliation**.



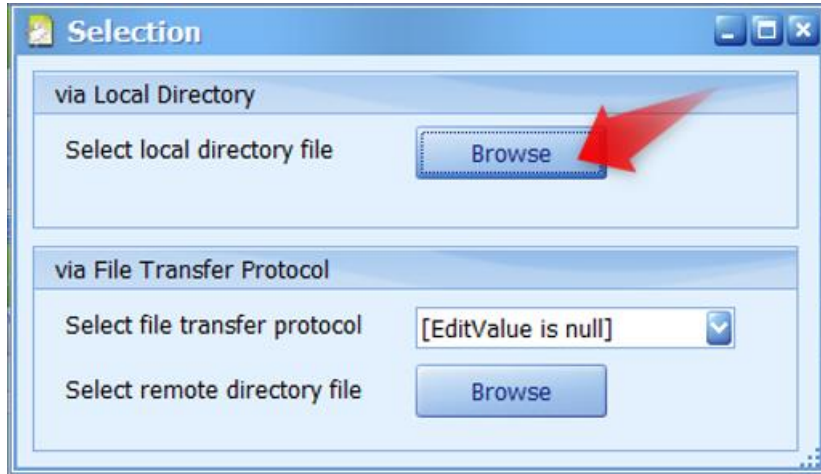
3) Select the bank account. Click on **New**. Choose **Bank Statement Date**. Click on **OK**.



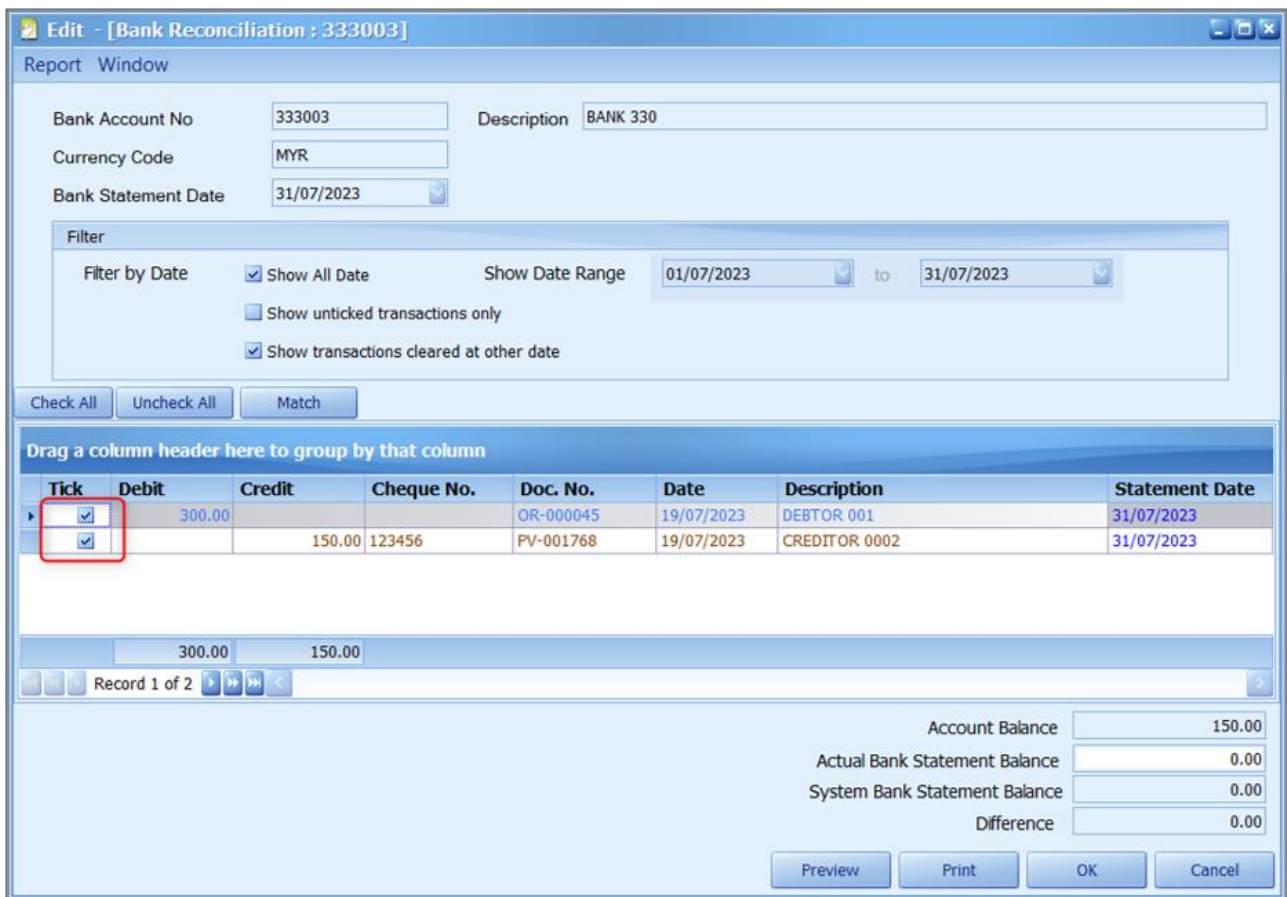
4) Click on **Match**.



5) Click on **Browse**. Select the **AUTO BANK RECON excel template**.



6) Plug-in will match excel template records with AutoCount transactions. If these fields: DocDate, DocNo, and Amount are matched, the plug-in will automatically check it (reconcile).



7) Now, you may click on **OK** to save.

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