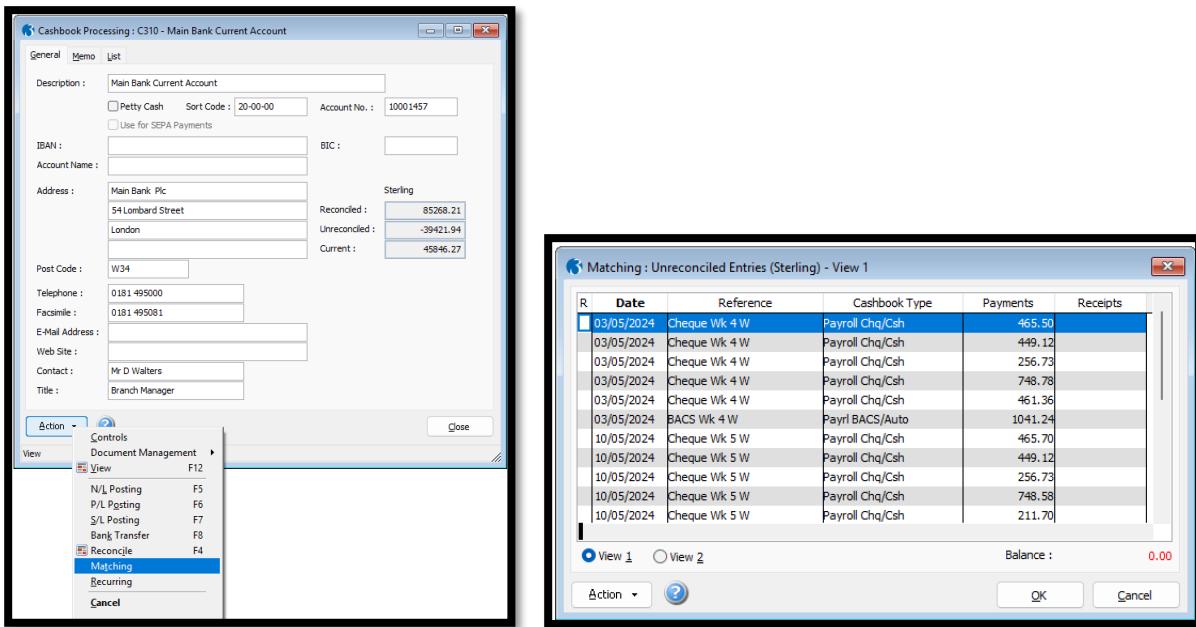


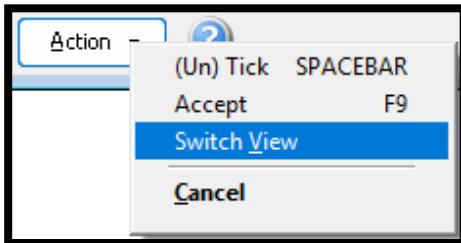
## Cashbook Matching

If cashbook postings have been made in error and correcting postings have also been entered, such transactions will not appear on the statements you receive from your bank, so you will be unable to reconcile them. Instead, you use the Matching command on the Action menu associated with the Bank Account form to match the error and correction postings so you can remove them from the cashbook bank records. You can report on such postings using the Audit Trail command on the Reports menu so you can provide a record of the original entries. Their removal from the bank account record will enable them to be excluded from the Unreconciled Entries grid form when you next use the Reconcile command.



R	Date	Reference	Cashbook Type	Payments	Receipts
03/05/2024	Cheque Wk 4 W	Payroll Chq/Csh	465.50		
03/05/2024	Cheque Wk 4 W	Payroll Chq/Csh	449.12		
03/05/2024	Cheque Wk 4 W	Payroll Chq/Csh	256.73		
03/05/2024	Cheque Wk 4 W	Payroll Chq/Csh	748.78		
03/05/2024	Cheque Wk 4 W	Payroll Chq/Csh	461.36		
03/05/2024	BACS Wk 4 W	Payroll BACS/Auto	1041.24		
10/05/2024	Cheque Wk 5 W	Payroll Chq/Csh	465.70		
10/05/2024	Cheque Wk 5 W	Payroll Chq/Csh	449.12		
10/05/2024	Cheque Wk 5 W	Payroll Chq/Csh	256.73		
10/05/2024	Cheque Wk 5 W	Payroll Chq/Csh	748.58		
10/05/2024	Cheque Wk 5 W	Payroll Chq/Csh	211.70		

When the list is displayed, the following commands are available from the Action menu:



### (Un)Tick (or SPACEBAR)

Mark the highlighted line for matching. Select again to deselect the line.

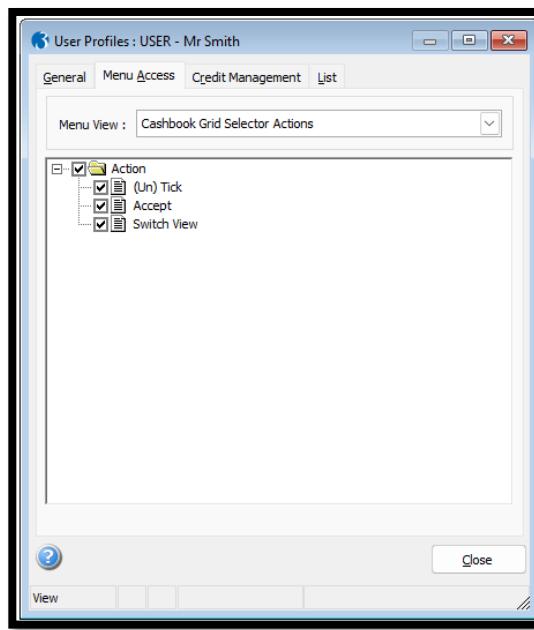
### Accept F9

Removes the selected lines.

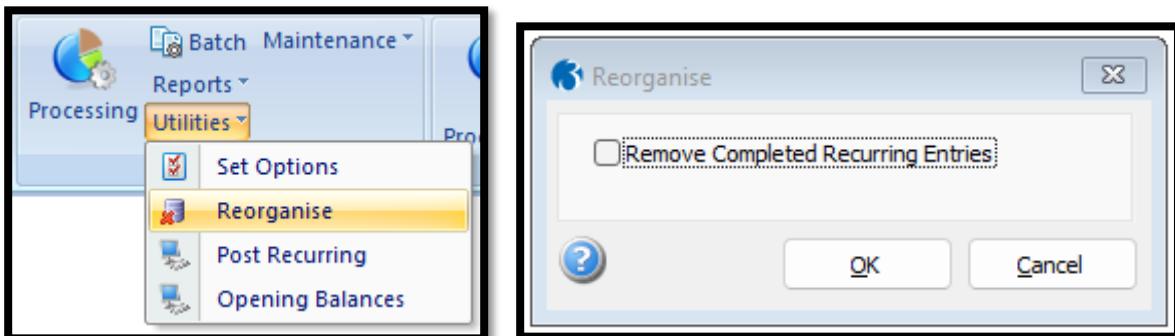
### Switch View

Switches between the summary and detailed views. This is displayed only if the 'Switch View' option is ticked on your user profile. The View 1 and View 2 buttons are also disabled if this option is not ticked.

The 'Switch View' option is selected on the 'Cashbook Grid Selector Actions' list on the Menu Access page of the System - Maintenance - User Profiles form.



Matched transactions are removed when you use the Reorganise command on the Utilities menu.



### Reorganise

Use the Reorganise command to remove items marked for deletion and reconciled transactions (where appropriate) and completed recurring entries. The Reorganise command performs the following actions:

- Removes records marked for deletion, such as accounts, cashbook types, payee names, and so on.
- Removes reconciled transactions that are older than the number of months specified in the Retain Transactions box on the Cashbook - Set Options form.
- Removes, if requested, completed recurring entries.
- Removes matched transactions.