Optimizing Efficiency: Step-by-Step Guide to Automating Bank Reconciliation using QNE AI Cloud Accounting.

Todays Guide regarding QNE Template.

Step 1 - Press 'General Ledger' > Press 'Bank Reconciliation'

General Ledger

Chart of Account

Journal Vouchers

Receipt Vouchers

Payment Vouchers

Assets And Depreciation

Opening Balances

Bank Reconciliation

Bank Reconciliation OB

Stock Value Maintenance

Monthly Budget

Step 2 - After Press 'Bank Reconciliation', system will prompt Bank Reconciliation
Then Press 'Add'
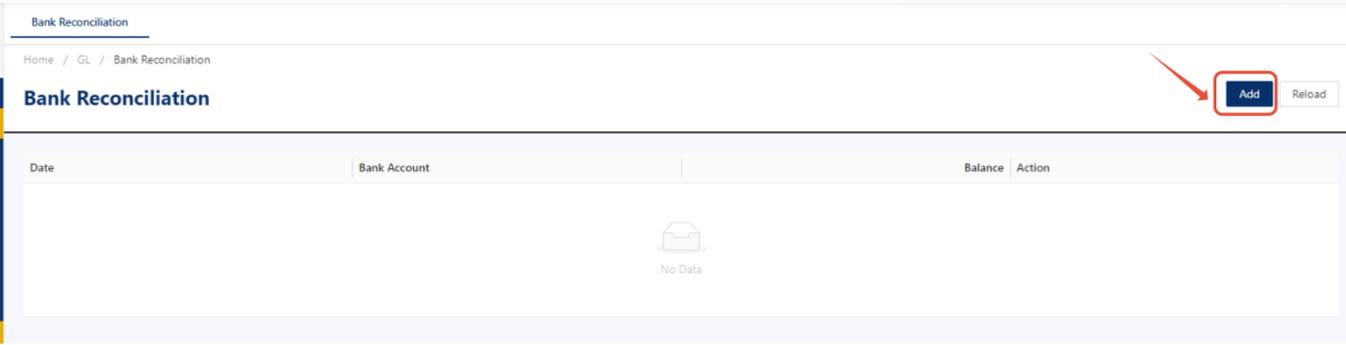
Step 3 - In Order to Press 'Auto Bank Recon Button', User may need to select 'Bank Account' 1st, Then Press 'Auto-Recon' Button.
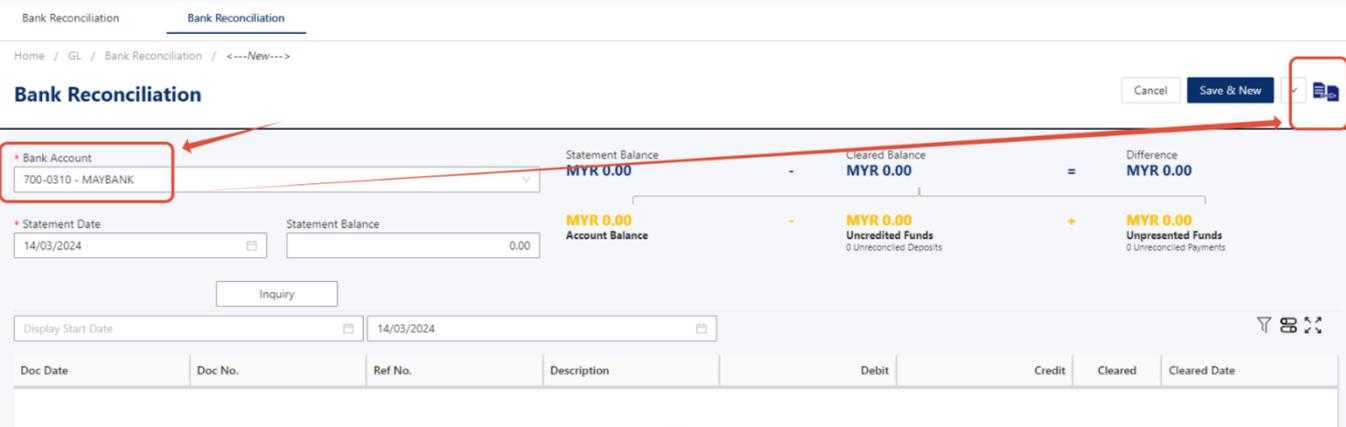
Step 4 - After Press 'Auto-Recon' Button, Press 'QNE Template'.

Choose a Template

QNE Auto-Recon will automatically compare and match your uploaded bank's e-statements with the system bank transactions. Export in CSV Format and choose from the options below:

Bank Statement

Choose from our supported banks or perform self-mapping if your bank isn't on the list.

QNE Template

Don't have Bank E-Statement in CSV Format? Download QNE CSV Template and "copy + paste" your bank transactions.

Step 5 - i will Suggest user to choose 2 Columns
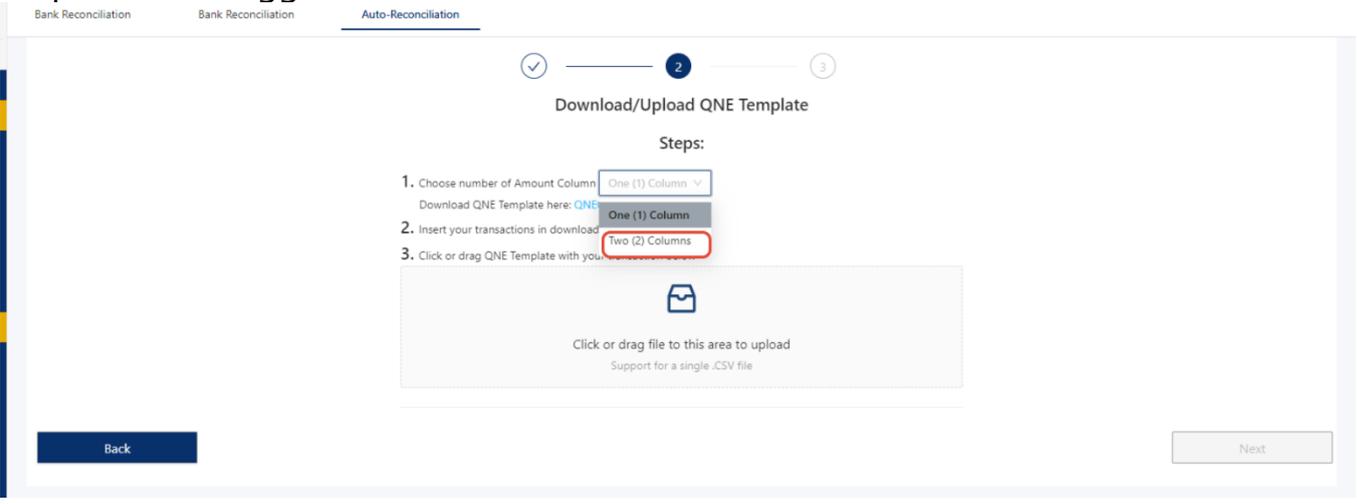
After Choose 2 Columns, then Press Download 2Columns Template.
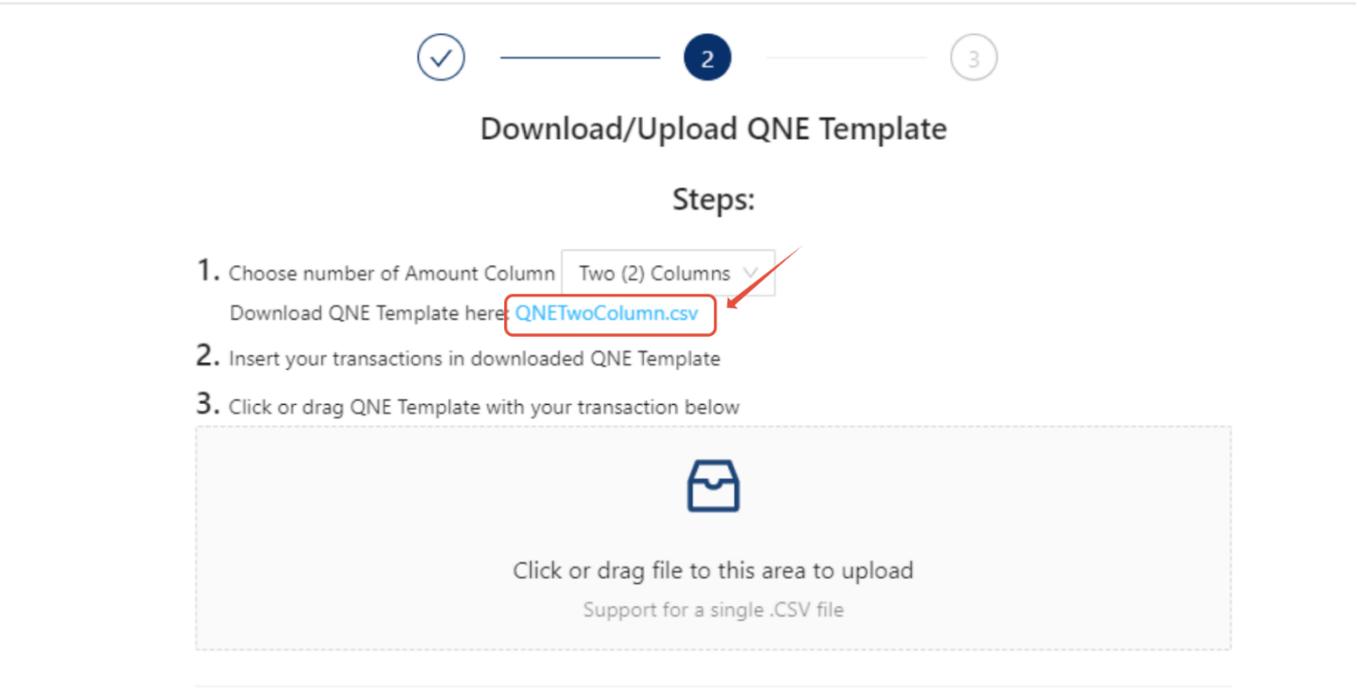
This is How 2Columns Excel look like
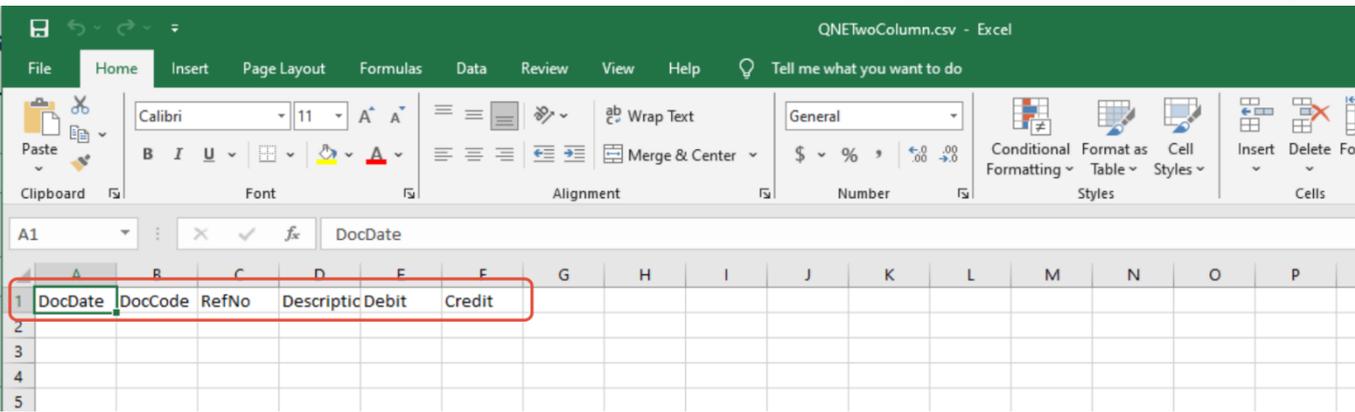
Step 6 - User fill in the excel or copy form Bank Statement CSV which download from Bank Website

Require Field : Date, Debit, Credit

Optional Field : DocCode, RefNo, Description
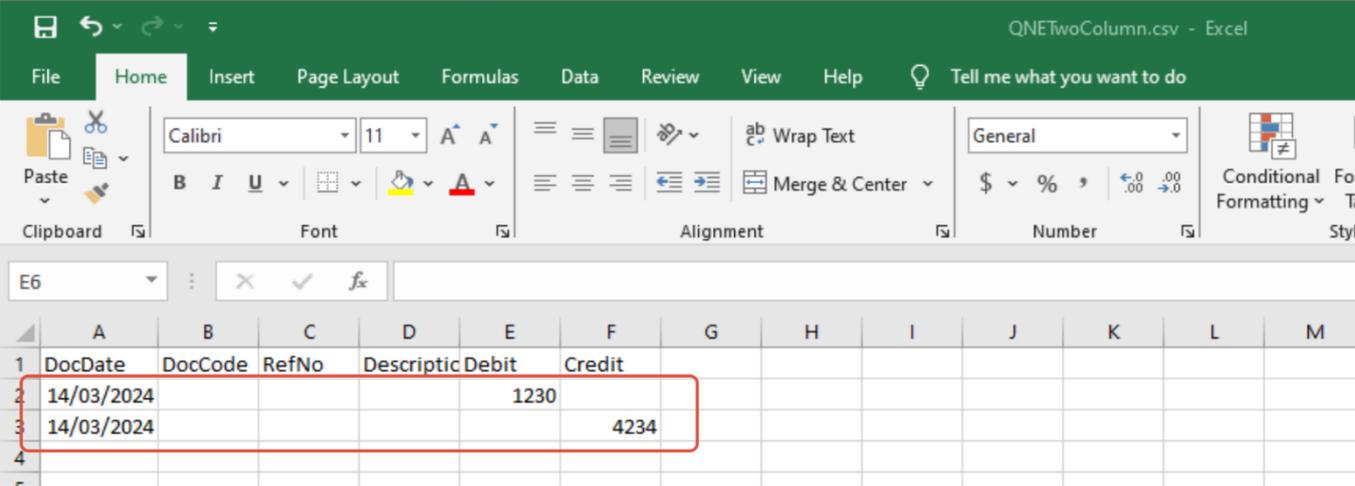
Step 7 - Click on upload Button, Select the Excel File > then Press Open
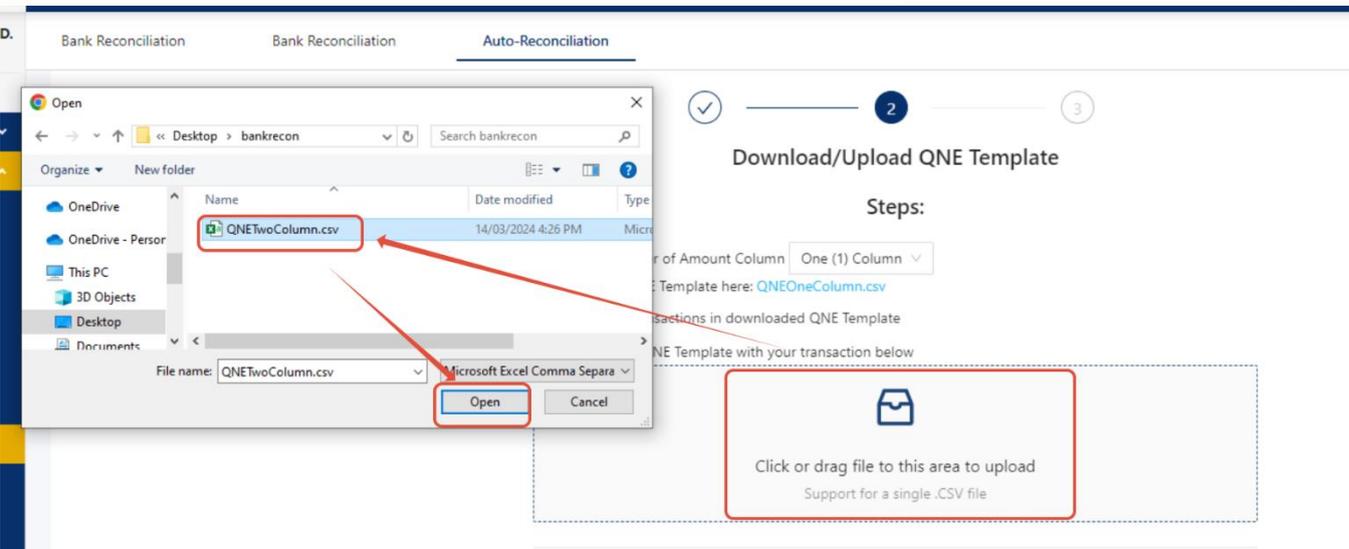
System will Prompt 'Read qne template Success'
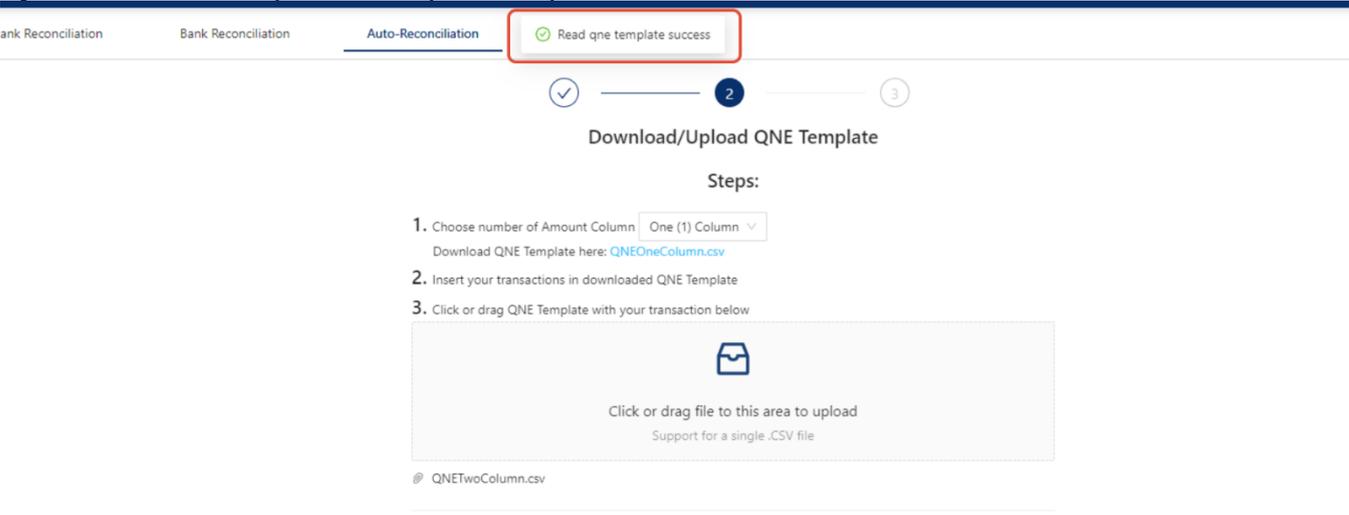
Step 8 - Press 'Next'

Download/Upload QNE Template

Steps:

1. Choose number of Amount Column   One (1) Column ▾
   Download QNE Template here: QNEOneColumn.csv
2. Insert your transactions in downloaded QNE Template
3. Click or drag QNE Template with your transaction below

Click or drag file to this area to upload
Support for a single .CSV file

⬀ QNETwoColumn.csv

Back   Next

Step 9 - System will appear below Screen, and find the transaction, user are allow to select others transaction if system matched incorrectly

If everything Correct, then Press Submit

Review Imported Transaction

Review your bank transactions and their matching system transactions. For item(s) with no found matches, you have the option to create a new transaction or manually match it with existing records.

Statement Date	Description	Deposit	Withdrawal	Status	Doc Date	Doc No.	Customer/Supplier	Amount	Action
Mar 14, 2024		1,230.00		⊘	Mar 14, 2024	OR2403/001 ▾		1,230.00	
Mar 14, 2024			4,234.00	⊘	Mar 14, 2024	PV2403/001 ▾		4,234.00	

Allow to change others Document

< 1 >

Back   Reload   Submit

Done

Bank Reconciliation   Add   Reload

Date	Bank Account		Balance	Action
Mar 14, 2024	700-0310 - MAYBANK			Delete

1 - 1 of 1   < 1 >   10 / page ▾

Bank Reconciliation

Add | **Edit** | Preview ▾

* Bank Account		Statement Balance	Cleared Balance	Difference
700-0310 - MAYBANK		**MYR 0.00** —	**MYR 115,306.00** =	**-MYR 115,306.00**

* Statement Date	Statement Balance	MYR 9,595.00	MYR 198,500.00	MYR 304,211.00
14/03/2024	0.00	**Account Balance** —	**Uncredited Funds** + 17 Unreconciled Deposits	**Unpresented Funds** 81 Unreconciled Payments

Inquiry

Display Start Date	14/03/2024							▽ 🗗 ⤢

Doc Date	Doc No.	Ref No.	Description	Debit	Credit	Cleared	Cleared Date	
14/03/2024	OR2403/001	CHQ1		1,230.00		⊘	14/03/2024	
14/03/2024	PV2403/001	CHQ2			4,234.00	⊘	14/03/2024	

knowledge is power