

Contents

FNSACM312 Reconcile financial transactions

Chapter 1:	The Sales and Expenditure Cycles	5
1.1	The Accounting Process	6
1.2	Account Classifications	12
1.3	Source Documents for Cash Receipts	16
1.4	Source Documents for Cash Payments	20
1.5	The Business Record	24
1.6	The Bank Statement	24
1.7	Reconciling the Bank Records	26
Chapter 2:	Matching Banking Records to Transactions	49
2.1	Getting Started with Xero	50
2.2	Introducing the Business	60
2.3	Contacts	64
2.4	Invoices and Bills	70
2.5	The Bank Reconciliation	76
2.6	Troubleshooting the Bank Reconciliation	95
Chapter 3:	Recording Unmatched Transactions	99
3.1	Multiple Invoices Paid	102
3.2	Overpayment of an Invoice	104
3.3	Multiple Bills Paid	107
3.4	Invoice Paid in Instalments	108
3.5	Bill Incorrectly Allocated	110
3.6	Underpayment of an Invoice	113
3.7	Receipt with no Identifying Details	115
3.8	Invoice Paid Twice	116
3.9	The Bank Reconciliation Report	121
3.10	Items Requiring Further Action	124
Chapter 4:	Finalising the Bank Reconciliation	125
4.1	Allocate an Overpayment to an Invoice	126
4.2	Inform Customer of Underpayment of an Invoice	131
4.3	Report an Unresolved Issue	134
4.4	Refund Money to a Customer	136
4.5	File Documentation	138
4.6	Resolution of Previously Unresolved Issue	139
4.7	Correcting Incorrectly Allocated Payments	144