

Match Function / Bank Feeds

- 1. Click on the tab called Recognized
- 2. When the text says **1 Record Found**
 - a. Review the date in the column under category/match and review the date on the left side of the row.
 - b. If the dates are within a few days of each other, choose **match**
 - c. If the dates are weeks or more apart, click on the line and then click on the circle for **add**.
- 3. When the text says **2 Records Found**
 - a. Click on the line to expand the details
 - b. Review the related transactions, pick the transaction with the closest date to the date on the left side of the downloaded transaction.
 - c. If there are multiple transactions with the same date... review the bank detail for more information to help you identify which line to match to the transaction.
 (Note: There are no shortcuts to make this easier/smoother/faster.)



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- 2. When the text says 1 Record Found
 - a. Review the date in the column under category/match and review the date on the left side of the row.
 - b. If the dates are within a few days of each other, choose match



c. If the dates are weeks or more apart, click on the line and then click on the circle for **add**.

02/10/2019 Lara's Lamination	1 record found Expense 01/01/2019 150.00	\$150.00	Match
Add Oktoh Record transfer	Not sure?		×
Record found Expense 01/01/2019 \$150.00	Find other records		Match
BANK DETAIL LARA'S LAMINATION BUSINESS CARD			

3. When the text says **2 Records Found**

- a. Click on the line to expand the details
- b. Review the related transactions, pick the transaction with the closest date to the date on the left side of the downloaded transaction.
- c. If there are multiple transactions with the same date... review the bank detail for more information to help you identify which line to match to the transaction.

		View
Add Match Record transfer Not sure?		×
CCE Expense 01/28/2019 19.99 Squeaky Kleen Car Wash Find other records CCE Expense 01/21/2019 \$19.99 Squeaky Kleen Car Wash Find other records		Match
02/11/2019 Zelle Transfer Conf Vidyasagar Chandra 3 records found	\$200.00	Viev
Add Match Transfer		×
Records found		
Invoice 2410 02/01/2019 \$200.00 (open balance) Vidyasagar Chandrasekhar & Gayathria Pandurar	ngaiah	
	Find ot	her records
Invoice 2415 03/01/2019 \$200.00 (open balance) Prabhat Ranjan & Sonali Pingle		nerrecords

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