Banking Electronic Transactions

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This process describes how to Bank any electronic transactions such as those from How

From the CR Dashboard:

1. Select **Reconciliations** from Menu.

2. Select **Change Search Criteria** button.

3. Select **Create Search Reconciliation** button.

    a. The Transactions displayed is now refined.

4. Once confirmed the money has been received into your bank account, select the **Bank** button next to relevant

    transaction.

    a. A green message will display " Transaction Successfully banked".

5. Repeat this process, until all transactions are 'banked'.