BANK STATEMENT IMPORT (CSV FILE IMPORT)

Before you start, you need to setup the bank reconciliation method for the bank account in **Setup, Bank Accounts** on the menu.

Select the Reconciliation Method from the drop down box to "CSV file import (manually downloaded from your bank)" option.

From the Bank and Format boxes select appropriate bank and the format needed- Please contact the Support team if you should have any concerns.

Once they are selected, click on Accept
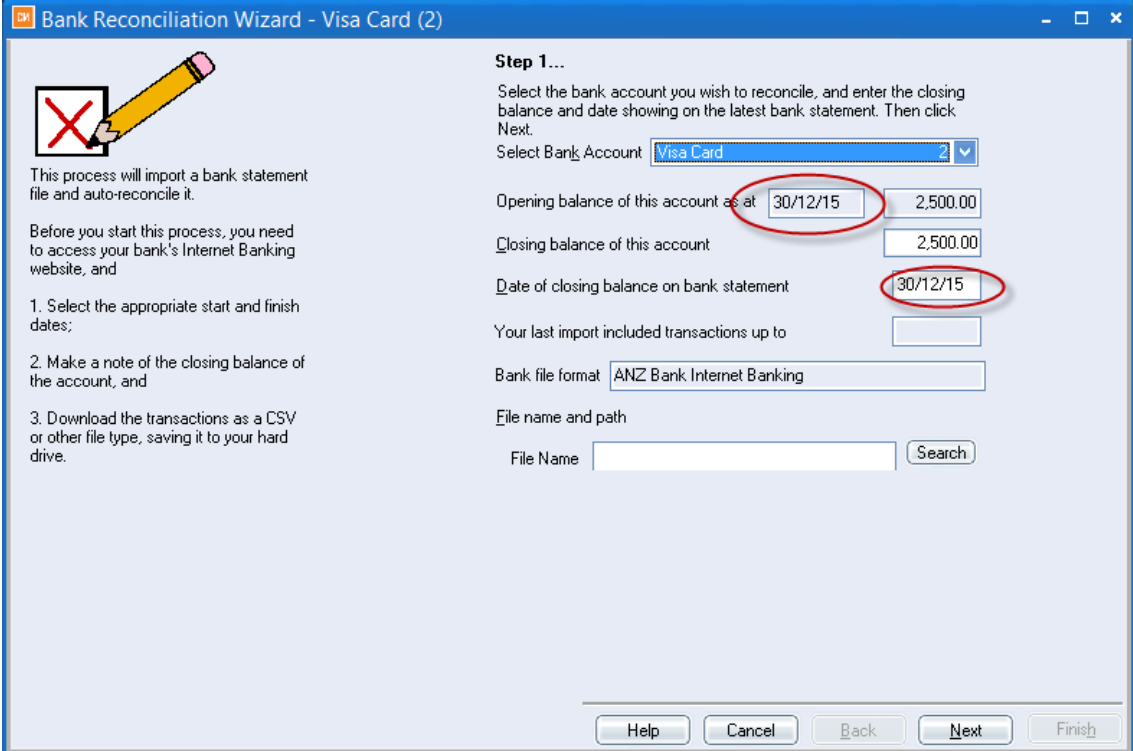
1. The first step to do next is to download the bank statement from your Internet banking Site. Log in to your "Online banking" account and find the date range you wanting to reconcile.

   • You can find the dates on the main screen of the reconciliation page of CashManager.

     o Where it says "opening balance of this account as at" the date it shows is the date you have finalised your reconciliation last time.
     o Therefore the "From" date you need to search on the Online Banking site is the day after what's shown in that box, according to the picture below it should be from 30/03/2015.
     o The opening balance on the 30/03/2015 must be the same as the closing balance on 29/03/2015 box in CashManager.
     o The date what you want to reconcile to can be any day Prior to today. (You cannot reconcile to today's date as today is not finished yet and some transactions may be pending).
     o Once you have brought up the transactions on the Online banking site, note down the closing balance of the "TO" date- i.e.- if you are reconciling to the 01/04/2015 the you will write down the closing balance of the 01/04/2015
     o That need to be entered on the box next to "Closing Balance of this account" in your CashManager Reconciliation screen

o   Select export option available on the Online Banking site then select it to be CSV file format. (the options available will be different from bank to bank, so if you are not sure make sure you give the support team a call and they will guide you through) you then download it to a location on the PC where you can access from CashManager.

o   ****MAC users please make sure you download the file on your Windows environment or save the file to a location accessible from your Windows area****

o   Select this file by using the Search button on the Screen below. Select Next Once you have followed above steps

2. You will be taken to the Step 2 screen.
    - Make sure you select the tick box if you would like CashManager to automatically tick the transactions that matches to your bank statement
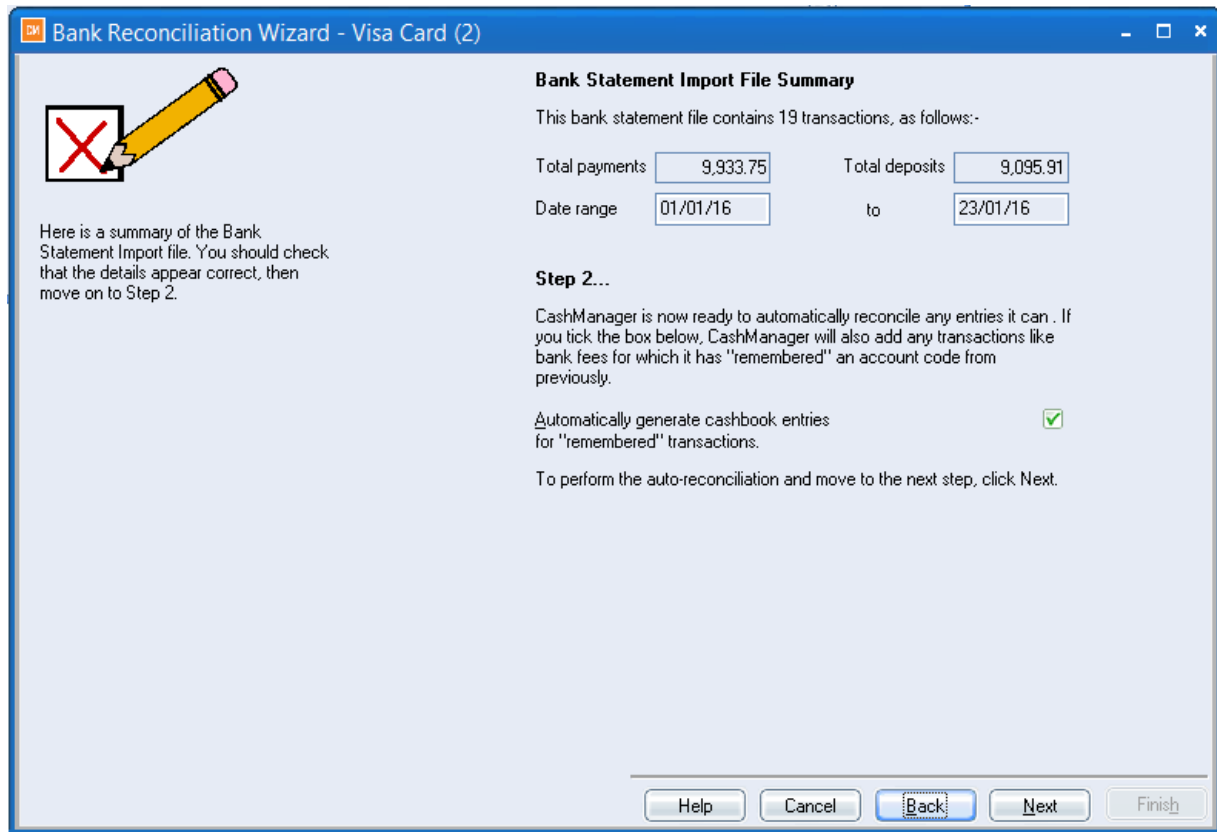

3. Next screen will bring up a two panes or grids side by side.
    - The Left pane is the Bank statement you downloaded and Right pane is data you have entered in CashManager.

        o You can sort the bank statement by date, details which you can't do in paper statement.
        o The total bank statement/CashManager tick boxes on the bottom of each pane, this will show you if in bold that the items ticked are balanced.
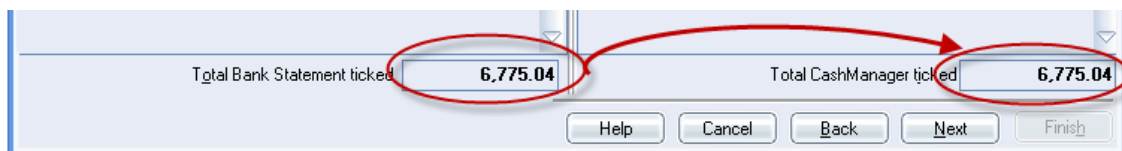
    - You may find it easier to maximise the window. You can also re-size the column widths and move columns around the grid by dragging the column headings to your preference.
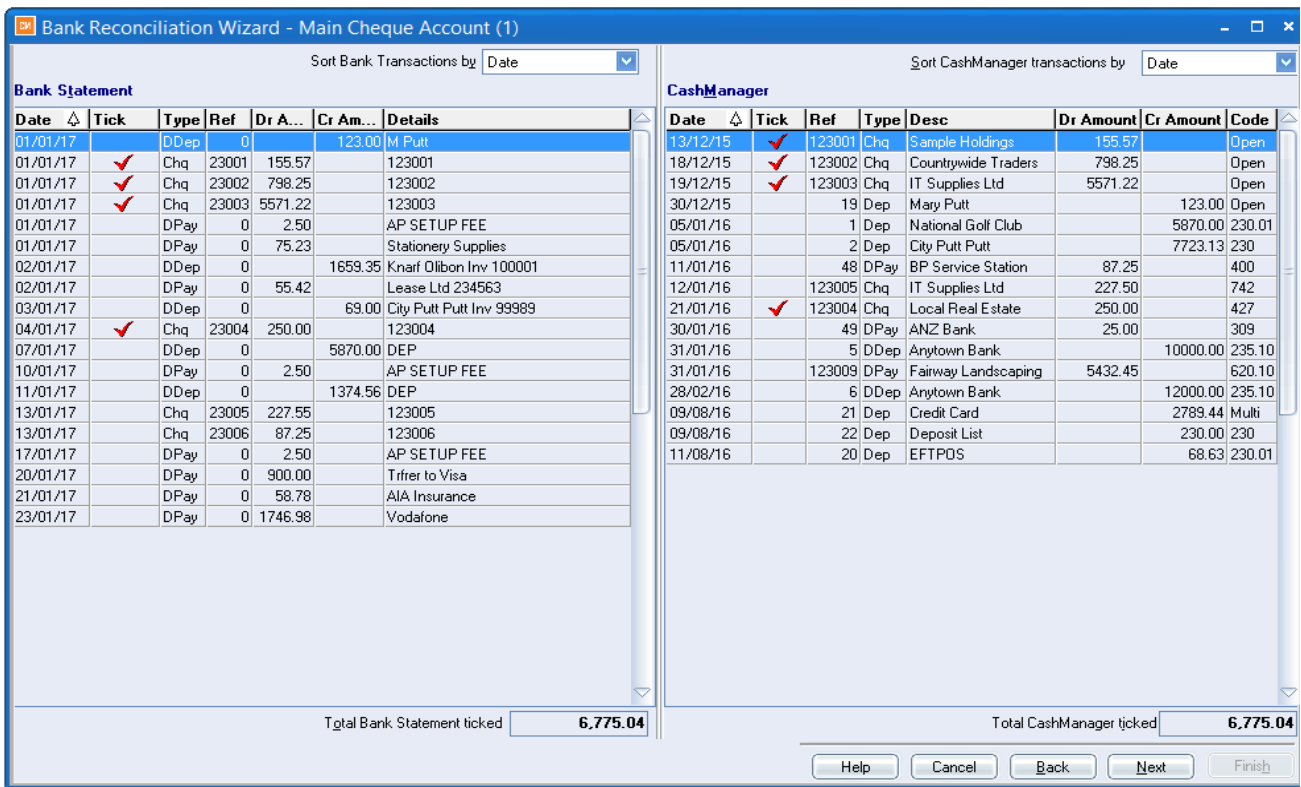
- Transactions that have been auto-matched, or that have been auto-generated, are ticked on both sides. You will see the account code which the transactions are allocated to on the right hand pane under column "Code"- you must check if these are correct and edit them if need to be
- You now need to work your way through all transactions on the left hand grid (the Bank Statement side).
- If the transaction already exists in the right hand pane (the CashManager side), but wasn't auto-matched, you can simply tick the transaction on both sides
- If a transaction appears on the right side, but the amount is incorrect, you can right-click the transaction on the right hand grid (the CashManager side) and choose **Edit**. This will allow you to edit the transaction in the normal Transaction Entry screen
- If the transaction is not on the right hand pane the bank statement transaction will need to be added to CashManager. You can do this by right-clicking the transaction, you will get a pop-up box like below and choose one of the four methods
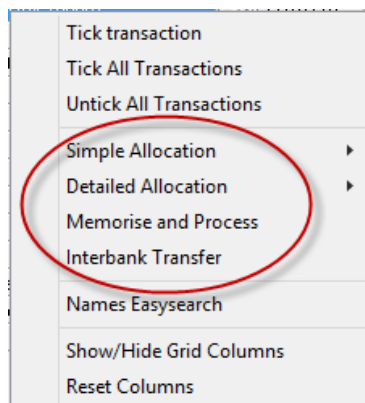
o **Simple Allocation**

➢ Ideal for single dissection transactions that have a standard GST component
➢ Quickest and Easiest allocation method of all
➢ Presents you with your complete chart of accounts as a pop-up menu, grouped by the reporting categories (e.g. income, expenses, etc.). Simply select the account code that belong to the transaction and it will enter the transaction on the CashManager side (right hand pane) with the date description as per the bank statement with the account code you selected. GST component will added as per the code selected


o **Detailed Allocation**

➢ This takes you to the normal transaction entry window in CashManager
➢ You can enter the full details of the transaction
➢ Appropriate details will be loaded in to various fields, such as date description as per bank statement and amount. You need to allocate the transaction to the account codes
➢ Transaction can be dissected more than one with this method
➢ You can allocate to the invoices if you wish at this stage too

o **Memorise and Process**

➢ Ideal for transactions that are regular in your statements or where the descriptions on the statement appears similar
➢ When setup accurately you will save at least 75% of your data entry time
This will allow you to set up the CashManager system to automatically attach the account codes set by you for the future bank statement imports
➢ You can use a "wild card" which is an "*" at the beginning or at the end to tell CashManager to ignore the text that always changes in a regular transaction you want to memorise
➢ Also this will allow you to attach a "mask" to those transaction that have an enormous amount of details by using the "preferred name" box
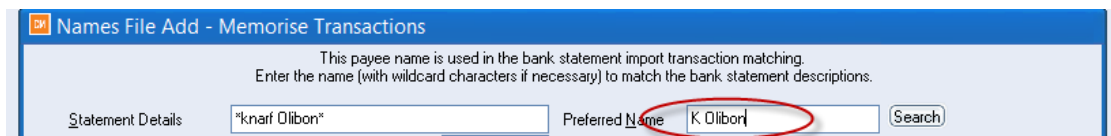

➢ When you have the same transaction details that appears for the deposits and payments in your bank statement you can use the options below to make them memorise separately


➢ If you want to attach to a customer or a supplier ledgers you can set it up here as well. Simply select on the "Attach to" box

➢ You can dissect it any number of times and also have 3 different types (by percentage, fixed amount, balance)you can choose from, so you can use this option in many number of ways
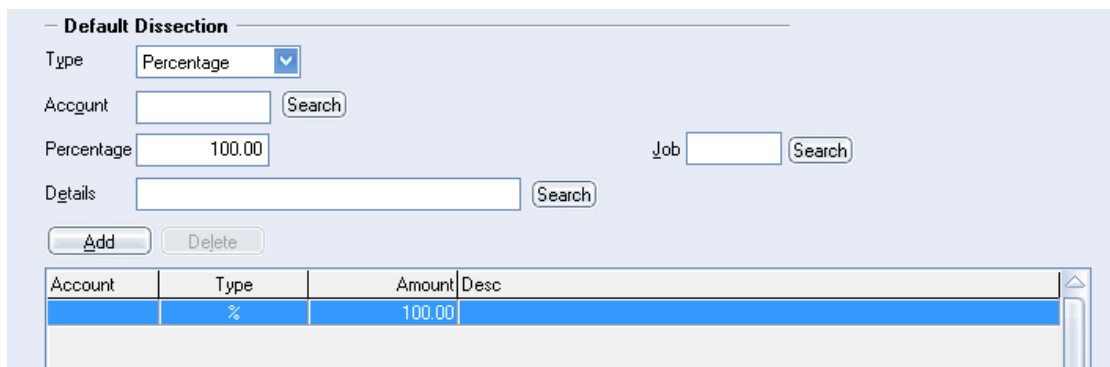
➢ Once you have finished up with the desired changed you can select accept and the system will browse through the Bank statement pane and add the transaction for you and in the future imports they will be added for you when you view this split screen
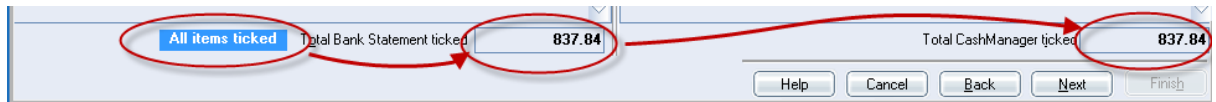
- When all items on bank statement pane is ticked, you will be shown on the bottom of the screen on left pane. Then you can click on next
- The reconciliation will be balanced and you may print your reconciliation report and finalise the reconciliation for that period.