

## 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

Bank Account Setup - Main Cheque Account (12-1234-2345678-000)	×
Bank Reconciliation Setup	
Reconciliation Method CSV file import (manually downloaded from your bank)	
Manual bank reconciliation Remove Exclusion text from EziFed Service EziFed Service Show Detailed statement data [includes extra reference text]	
Default description for imported transaction details B/state import	
Ban <u>k</u> V F <u>o</u> rmat V	
	Help
	Accept
Account Details Reconciliation EFT Options Other Details	Cancel

- 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.
    - Where it says "opening balance of this account as at" the date it shows is the date you have finalised your reconciliation last time.
    - 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.
    - $\circ~$  The opening balance on the 30/03/2015 must be the same as the closing balance on 29/03/2015 box in CashManager.
    - 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).
    - 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
    - That need to be entered on the box next to "Closing Balance of this account" in your CashManager Reconciliation screen

<ul> <li>Step 1</li> <li>Step 2</li> <li>Step 3</li> <li>Step 3</li> <li>Step 4</li> <li>Step</li></ul>

- 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.
- \*\*\*\*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\*\*\*\*
- 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

Bank Reconciliation Wizard - Visa Card (2)		- 🗆 ×
	Bank Statement Import File Summary	
	This bank statement file contains 19 transactions, as follows:-	
	Total payments 9,933.75 Total deposits 9,095.91	
	Date range 01/01/16 to 23/01/16	
Here is a summary of the Bank Statement Import file. You should check		
that the details appear correct, then move on to Step 2.	Step 2	
	CashManager is now ready to automatically reconcile any entries it can . If you tick the box below, CashManager will also add any transactions like bank fees for which it has "remembered" an account code from previously.	
	Automatically generate cashbook entries 🗹	
	To perform the auto-reconciliation and move to the next step, click Next.	
	Help Cancel Back Next	Finis <u>h</u>

- 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.
    - You can sort the bank statement by date, details which you can't do in paper statement.
    - 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.

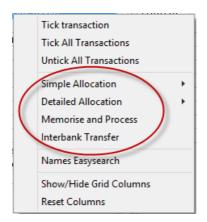
			~~~~
T <u>o</u> tal Bank Statement ticke	6,775.04	Total CashManager ticked	6,775.04
	Help	Cancel <u>B</u> ack <u>N</u> ext	Finis <u>h</u>

• 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.



				Sort Bank T	ransactions by Date	×							Sort CashManager tra	nsactions by	Date	
ent						_	"	Cash <u>M</u> an	ager				j	,	000	
ck	Туре	Ref	Dr A	Cr Am	Details	<		Date 4	-   Ticl	<  R	lef	Туре	Desc	Dr Amount	Cr Amount	Code
	DDep	0		123.00	M Putt			13/12/15	V	12	23001	Chq	Sample Holdings	155.57		Open
<b>~</b>	Chq	23001	155.57		123001		11	18/12/15		12	23002	Chq	Countrywide Traders	798.25		Open
<b>~</b>	Chq	23002	798.25		123002			19/12/15		12	23003	Chq	IT Supplies Ltd	5571.22		Open
$\checkmark$	Chq	23003	5571.22		123003			30/12/15			19 I	Dep	Mary Putt		123.00	Open
	DPay	0	2.50		AP SETUP FEE			05/01/16			1	Dep	National Golf Club		5870.00	230.01
	DPay	0	75.23		Stationery Supplies			05/01/16			2	Dep	City Putt Putt		7723.13	230
	DDep	0		1659.35	Knarf Olibon Inv 100001		-	11/01/16			48	DPay	BP Service Station	87.25		400
	DPay	0	55.42		Lease Ltd 234563			12/01/16		12	23005 (	Chq	IT Supplies Ltd	227.50		742
	DDep	0		69.00	City Putt Putt Inv 99989			21/01/16		12	23004	Chq	Local Real Estate	250.00		427
<b>√</b>	Chq	23004	250.00		123004			30/01/16			49	DPay	ANZ Bank	25.00		309
	DDep	0		5870.00	DEP			31/01/16			5	DDep	Anytown Bank		10000.00	235.10
	DPay	0	2.50		AP SETUP FEE			31/01/16		12	23009	DPay	Fairway Landscaping	5432.45		620.10
	DDep	0		1374.56	DEP		ш	28/02/16			6	DDep	Anytown Bank		12000.00	235.10
	Chq	23005	227.55		123005		9	09/08/16			21	Dep	Credit Card		2789.44	Multi
	Chq	23006	87.25		123006			09/08/16			22	Dep	Deposit List		230.00	230
	DPay	0	2.50		AP SETUP FEE			11/08/16			20	Dep	EFTPOS		68.63	230.01
	DPay	0	900.00		Trfrer to Visa											
	DPay	0	58.78		AIA Insurance											
	DPay	0	1746.98		Vodafone											
				T <u>o</u> tal Ban	k Statement ticked	6,775.0	4						Total Cas	shManager tịck	ed	6,775
	√ √ √	<ul> <li>✓ Chq</li> <li>✓ Chq</li> <li>✓ Chq</li> <li>✓ Chq</li> <li>✓ DPay</li> <li>DPay</li> <li>DDep</li> <li>DPay</li> <li>DDep</li> <li>Chq</li> <li>DPay</li> <li>DDep</li> <li>Chq</li> <li>DPay</li> <li>DDep</li> <li>Chq</li> <li>DPay</li> <li>DDep</li> <li>DPay</li> <li>DPay</li></ul>	DDep         0           ✓         Chq         23001           ✓         Chq         23002           ✓         Chq         23003           DPay         0         DPay         0           DPay         0         DPay         0           DDep         0         Chq         23005           Chq         23005         Chq         23006           DPay         0         DPay         0           DPay         0         DPay         0	DDep         0           ✓         Chq         23001         155.57           ✓         Chq         23002         798.25           ✓         Chq         23003         5571.22           DPay         0         2.50           DPay         0         75.23           DDep         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- 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 automatched, 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

Tick transaction Tick All Transactions Untick All Transactions	F				
Simple Allocation	×	Income	•	198	Sales Discounts
Detailed Allocation	•	Expenses	•	199 🗟	Interest Received
Memorise and Process		Other	•	205	Sundry Income
Interbank Transfer	L	[		230	Sales
Names Easysearch				230.01	Sales - Golf Equipment
				230.02	Sales - Golf Carts
Show/Hide Grid Columns				235.10	No 1 Children's Fairway
Reset Columns				250	Penalty Charges
				940	Interest Received

## **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

Tick transaction Tick All Transactions Untick All Transactions				
Simple Allocation	+			
Detailed Allocation	•		Deposit	
Memorise and Process			Cheque	
Interbank Transfer			Direct Deposit	3
Names Easysearch			Direct Payment EFT Transaction	
Show/Hide Grid Columns Reset Columns		Г		



## • 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

Í	Names File Add - I	Memorise Transactions					
	This payee name is used in the bank statement import transaction matching. Enter the name (with wildcard characters if necessary) to match the bank statement descriptions.						
	<u>S</u> tatement Details	*knarf Olibon*	Preferred Name K Olibor				

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

All Transactions	ODeposits Only (CR)	OPayments Only (DR)
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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

Attac <u>h</u> to	Not attached 🛛 🔽
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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

— Default Di	ssection					
Туре Р	ercentage 🛛 🔽					
Acc <u>o</u> unt	Se	arch				
Percentage	100.00			Job	Search	
D <u>e</u> tails			Search			
Add	Dejete					
Account	Туре	Amount Desc				
	%	100.00				

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.