

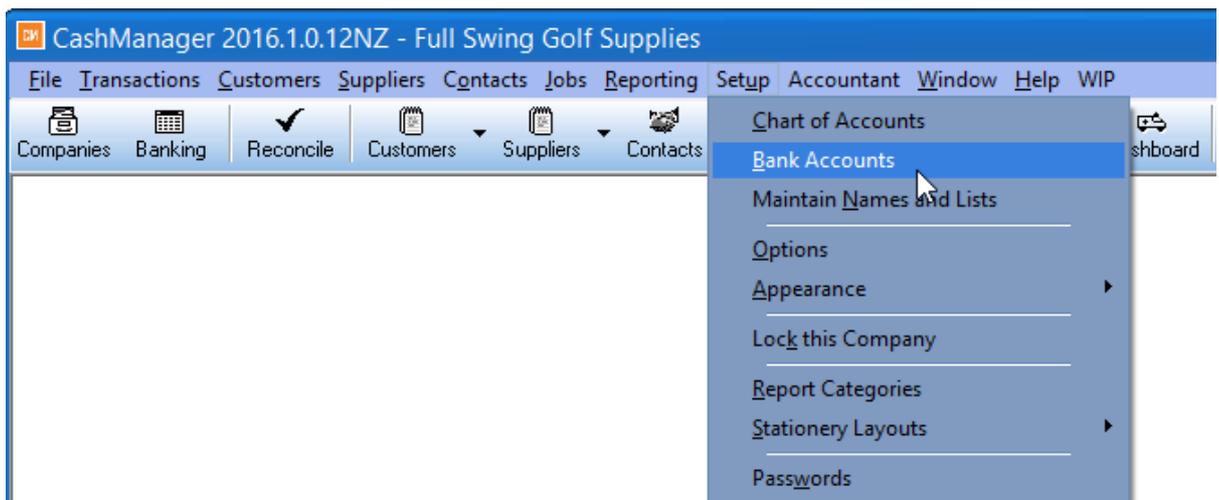
## RECONCILIATION METHODS

The bank reconciliation is the process that the transactions on your bank statement are compared with transactions entered into CashManager. By identifying which transactions have been presented through your account and which ones have not, CashManager can relate the balance showing on the bank statement with what we know to be your true bank balance

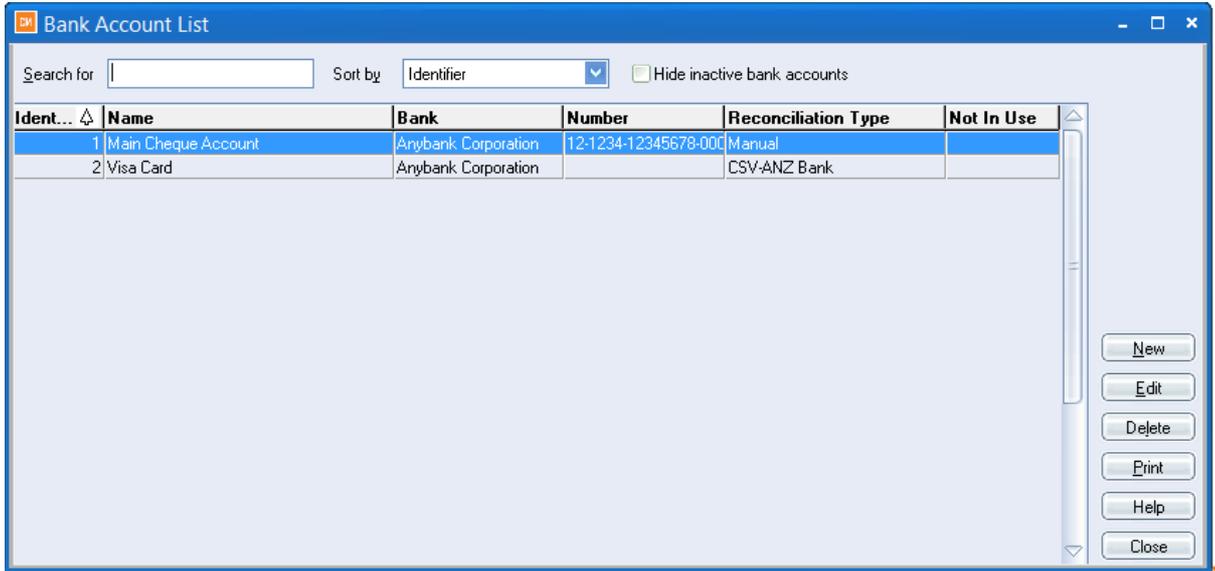
CashManager offers three methods to perform your bank reconciliation

- **Manual Bank Reconciliation** - which involves ticking the transactions in CashManager when they match the amounts shown on your paper bank statement. See [Manual Bank Reconciliation Wizard](#)
- **CSV File Import** - where you download a file showing bank transactions from your bank's web site (or proprietary software package web site), and then import these transactions into CashManager for quick and easy ticking off or processing if they are not already entered into CashManager. See [CSV File Import Reconciliation Wizard](#)
- **Bank Feed Service** - where your bank transactions are automatically downloaded from your bank using your internet connection, and imported into CashManager for quick and easy ticking off or processing if they are not already entered into CashManager.

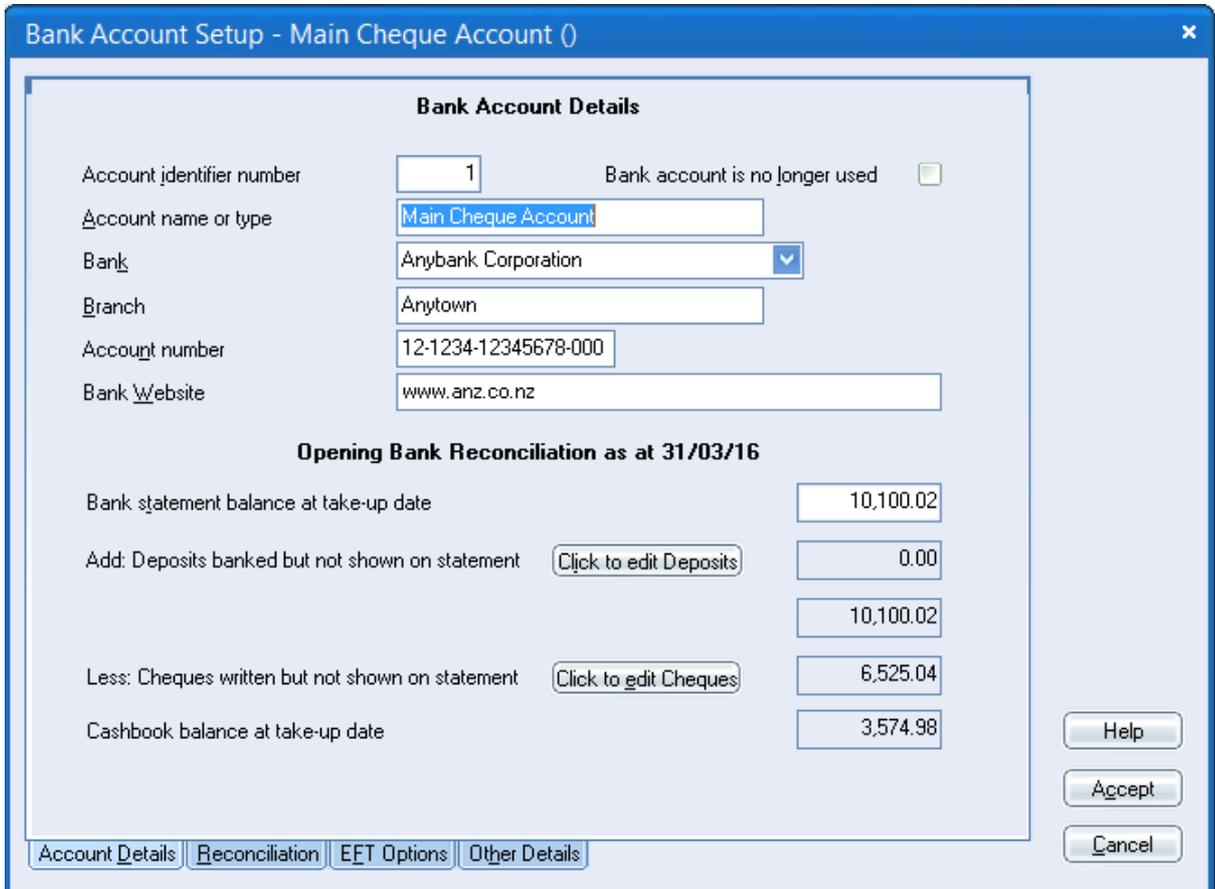
## SETUP THE RECONCILIATION METHOD



- As per the image above go to 'Setup' menu and go to 'Bank Accounts'
- This will open the 'Bank Account List'



- Click on the account you want to setup the Reconciliation method and Click on **'Edit'** on the right hand corner of the screen. If need to create a new Bank Account select **'New'**
- **CashManager let you have as many bank accounts as you need**
- If you select **New** or **Edit** you will be prompt to **'Bank Account Setup'** screen



- If you creating a new account enter details and click on **'Reconciliation'** tab at the bottom and if you are only editing the account to a different method of Reconciliation click straight on to the Reconciliation Tab
- This will open the **'Bank Reconciliation Setup'** Screen

Bank Account Setup - Main Cheque Account (12-1234-12345678-000)

**Bank Reconciliation Setup**

Reconciliation Method

Manual bank reconciliation  
Manual bank reconciliation  
CSV file import (manually downloaded from your bank)  
EziFeed Service

Help  
Accept  
Cancel

Account Details Reconciliation EFT Options Other Details

- Select your preferred method to reconcile out from the drop down options in **'Reconciliation Method'**
- Depending on the Reconciliation type some further steps may be involved. Please refer to the appropriate guide or contact the CashManager Support Team