

## **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 <u>Manual Bank</u> 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 <u>CSV File Import Reconciliation Wizard</u>
- **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'



Bank Account List						- 🗆 ×
Sort by	Identifier	🔽 💿 Hide inac	tive bank accounts			
ldent 🖇 Name	Bank	Number	Reconciliation Type	Not In Use		
1 Main Cheque Account	Anybank Corporation	12-1234-12345678-00	(C Manual			
2 Visa Card	Anybank Corporation		CSV-ANZ Bank			
					_	
					-	
						New
					IJ	( <u>E</u> dit
						Delete
						Print
						Help
					$\bigtriangledown$	Close

- 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

Bank Account Setup - Main Ch	eque Account	: 0		×		
Bank Account Details						
Account identifier number	1	Bank account is no	o longer used 📃			
Account name or type	Main Cheque Acc	count				
Ban <u>k</u>	Anybank Corpora	tion	<b>~</b>			
<u>B</u> ranch	Anytown					
Accou <u>n</u> t number	12-1234-1234567	78-000				
Bank <u>W</u> ebsite	www.anz.co.nz					
Opening Bank Reconciliation as at 31/03/16						
Bank statement balance at take-up	date		10,100.02			
Add: Deposits banked but not show	n on statement	Click to edit Deposits	0.00			
			10,100.02			
Less: Cheques written but not show	n on statement	Click to <u>e</u> dit Cheques	6,525.04			
Cashbook balance at take-up date			3,574.98	Help		
				Accept		
Account Details Reconciliation EFT C	Dptions Ot <u>h</u> er Det	tails		<u>C</u> ancel		



- 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 Ch	neque Account (12-1234-12345678-000)	×
Decousilistics Mathed	Bank Reconciliation Setup	
Reconciliation <u>M</u> ethod	Manual bank reconciliation Manual bank reconciliation CSV file import (manually downloaded from your bank) EziFeed Service	Help
Account Details Reconciliation EFT	Options Other Details	Accept Cancel

- 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