# BankRec

# **USER MANUAL**

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# **Getting Started - BankRec**

# 1 Getting Started - BankRec



#### Introduction

The goal of BankRec is to assist you in reconciling your corporate accounts – both financial and nonfinancial. Import your General Ledger and your bank statement, and BankRec will match the data and quickly prepare an exception list.

This Getting Started guide covers downloading, installing and the basic use of BankRec.

#### Steps

BankRec Set Up Steps

- 1. Download and install the software
- 2. Create and setup accounts
- 3. Import general ledger files
- 4. Import bank files
- 5. Run Automated Transaction Matching
- 6. Run Reconciliation Report if desired.

Next: Download and install >>

# 1.1 Download and Install

#### **Download BankRec**

Download BankRec from our website at <u>http://www.treasurysoftware.com/download.aspx</u>. Your installation password will be sent to your email – be sure you enter it correctly. When prompted either

save the download file to your computer or run it.

The file is approximately 77 MB (subject to change).

#### Install BankRec

After the download is complete, double-click the file to begin installation.

#### **Next Step**

Once the installation is complete, you are ready to use BankRec.

Next: Create and setup accounts >>

### 1.2 Create and Setup Accounts

#### **Start Bank Reconciliation**

Start BankRec by clicking on the Start Button, selecting Programs (or All Programs), selecting Treasury Software, and clicking the Treasury Software Icon.

The Welcome New Users page will load. Select the Option for "Bank Rec"



#### **Create Account**

Click File>New Account to create an account for your testing.



Select the option to "Create an Account and Add it to your Catalog" and click Next.

Enter a name for the account. This name is strictly internal and should help you identify the purpose of the account. For example, if this account is an operating account, you might call it "Operating". After the name is entered, click Next.

You will be prompted to select your accounting. The default is months. If you use a different method of periods, select it as appropriate. Once selected, click Next.

Congratulations! You have finished creating the account. Click Finish to begin using this account.

#### **Next Step**

You are now ready to import general ledger data into Bank Reconciliation.

Next: Import GL Data >>

# **1.3** Import GL Data

#### **Obtaining General Ledger Files**

Before importing general ledger into Bank Reconciliation, they must be obtained from your accounting package. The exact process depends on the package, but in general you will run a check register report for a given date range and then export this report to an Excel spreadsheet or CSV file. For more information or assistance in this, contact your corporate IT.

#### Importing General Ledger File

Click the Import GL button on the main screen to start the Import Wizard.

Sample



Import Bank







Click the Open Folder Icon on the General Ledger Import Wizard.

Select your file to Import and click Open. Common file types are Excel (.xls), Access (.mdb), Comma Delimited (.csv or .txt), tab delimited (.txt), and text (.txt).

Click Next.

#### Mapping

The General Ledger Column Mapping screen allows you to specify the purpose of each column. Simply highlight a column, and select the appropriate column mapping from the drop down for the data.

# **Getting Started - BankRec**

This screen lets you select ( to skip the column, and do import the column and assi You do NOT need to map e	) not import (red) ign it to a field (green).	Select a Mappir	ng Template via save as default
Remember: You typically or and CheckNumber.	nly need to map Date, Amount		
Only map the columns you	i need to import (click the columi	n to select).	
Select		·	
E1 CheckN	1	F4	
General Ledge Amount Amount Descript	_Reverse_Sign		Selec
Date Debit Credit		🖕 Document #	Desc
2/1/2008 A/F	P 80178	46008	Arour
2/1/2008 A/F	80178	46009	Bergli 💌
Help <u>H</u> elp	Cancel < <u>B</u> ack	<u>N</u> ext >	<u>F</u> inish

After selecting the Column Mapping, the section about the column names (F1, F2, F3, etc) will switch from Red to Green and list the selected mapping.



Repeat for each field that needs to be imported. Above, Date is mapped to the field containing transactions dates. Some common fields for Bank Reconciliation are CheckNumber for check number, Amount for transaction amounts (alternatively, Debit/Credit if amount is split into two fields), and Description for transaction description. See <u>Selecting fields to represent amount</u> for more information on choosing an amount mapping field.

Once all fields are mapped, click Next.

#### **Review Records**

This screen will display a list of the importable rows and invalid rows. To review the list of Importable Records, click on the "+" sign as shown below.

If the "Amount" and "# of Records" columns are correct, click Next and go to Finish.

Review the summary bel	ow.				
If it appears correct, pres the left of the summary to	s 'Next' to continue	e. Otherwise, (	click the '+' sig	in to	
the left of the summary to	) teview (ne detail.				
	Amount	# of records	From	To	
🕂 📃 Importable	\$521,110.74	235	2/1/2008	2/28/2008	
	# of records				
主 📕 Invalid rows	11				
•		1			
	1	· 	L YOUR	just importe records. Cl	d
Print	Cancel	Back <u>N</u> e	ext > on 'N		

The grid will display the list of importable checks, and the basic check information.

Review the summar	y below	ν.					
If it appears correct, the left of the summ			e. Otherwise, i	click t	he '+' sig	n to	
		Amount	# of records	F	rom	To	
🖃 📃 Importat	ole	\$521,110.74	235	2/1/	2008	2/28/2008	
Da	te	Check	Amoun	ıt	Des	cription	
- 2/1/20	108	46008	B (\$7,26	(2.35	Around	the Horn	
- 2/1/20	108	4600\$	9 (\$6,64	7.51)	Berglun	ids snabbki	
- 2/1/20	108	46010	D (\$7,37	'1.40)	Split Ra	ail Beer & Al	
2/1/20	108	46011	1 (\$95	64.61)	Familia.	Arquibaldo	
2/1/20	108	46012	2 (\$7,04	7.03)	Santé 6	iourmet	
2/1/20	108	46010	3 (\$5,56	8.16)	Seven	Seas Impor	
2/1/20	)08	46014	4 (\$2,31	7.83)	Bottom-	Dollar Mark	
2/1/20	108	4601	5 (\$6,96	(2.65	Ernst H	andel	-
•							•
Print	C	Cancel <	<u>B</u> ack <u>N</u> e	ext >		just impor records. Jext'	

The Invalid Rows section will list all rows that will not be imported into Bank Reconciliation. The software will automatically mark Header rows, footer rows, summation lines, and blank lines as invalid. For each row that is invalid, a check mark will be placed in the appropriate column indicating why the row was invalid. In the screenshot below, there were several footer and summary rows which were automatically scrubbed out, as well as several blank rows.

Review the su	immary belov	Ν.				
If it appears co the left of the s	orrect, press summary to r	'Next' to conti eview the deta	nue. Otherwis ail.	e, click the '+'	sign to	
		# of record	s			
🗄 📕 İnv	valid rows	11				
	Date	Description	Check	Debit	Credit	Dat
- G	ieneral Led	Select 'Edit',				
D	)ate	Description	Document #	Debit	Credit	
P	eriod Activi			1,602,380.94	1,081,270.20	
N	let Period A				521,110.74	
			1	Yo	u just impor	ted
Pr	rint	Cancel	< <u>B</u> ack	Maula yo	ur records. Next	

Once you have verified the importable information is accurate, click Next. If you wish to Cancel the import process and try again, simply hit Cancel.

Click Finish to complete the General Ledger Import Wizard.



#### **Next Step**

The next step is to import your bank data.

Next: Import Bank Data >>

# 1.4 Import Bank Data

#### **Obtaining Bank Files**

Before importing bank data into Bank Reconciliation, it must be obtained from your bank. Each bank has different methods and procedures for providing you this data. Bank Reconciliation's only requirement is that it be in Excel spreadsheet (xls), comma-delimited (csv), tab-delimited text (txt), or even fixed width. It does not matter what order the fields are in internally as long as one of the listed formats can be obtained. Contact your bank for more information and assistance with this.

#### **Importing Bank File**

Click the Import bank button on the main screen to start the Import Wizard.

Sample





Import GL



Delimited (.csv or .txt), tab delimited (.txt), and text (.txt).

Click the Open Folder Icon on the General Ledger Import Wizard. Select your file to Import and click Open. Common file types are Excel (.xls), Access (.mdb), Comma

Click Next.

#### Mapping

The General Ledger Column Mapping screen allows you to specify the purpose of each column. Simply highlight a column, and select the appropriate column mapping from the drop down for the data.

Matching Rules

# **Getting Started - BankRec**

to skip the colum	ou select each colu n, and do not impo n and assign it to a I to map every field	rt (red)	. I r	ielect a M (default)	apping Template
Remember: You t and CheckNumbe		o map Date, Amount			
- Only map the col	Select	mport (click the colum	n to se	elect). —	
	Select Date		<u> </u>		
As of Date	CheckNumber		E	eck	Amount 🚍
2/8/2008	Amount Amount Deverse	Cien		46008	-7262.
2/8/2008	Amount_Reverse_ Description	_oiyn		46009	-6647.
2/8/2008	Debit Credit		+	46010	-737
2/8/2008	410000654	765432176		46011	-954.
2/8/2008	410000654	765432176		46012	-7047. 💌
•					•
18 Help	<u>H</u> elp C	ancel < <u>B</u> ack		<u>N</u> ext >	<u> </u>

After selecting the Column Mapping, the section about the column names (F1, F2, F3, etc) will switch from Red to Green and list the selected mapping.



16

Repeat for each field that needs to be imported. Above, Date is mapped to the field containing transactions dates. Some common fields for Bank Reconciliation are CheckNumber for check number, Amount for transaction amounts (alternatively, Debit/Credit if amount is split into two fields), and Description for transaction description. See <u>Selecting fields to represent amount</u> for more information on choosing an amount mapping field.

Once all fields are mapped, click Next.

#### **Review Records**

This screen will display a list of the importable rows and invalid rows. To review the list of Importable Records, click on the "+" sign as shown below.

If the "Amount" and "# of Records" columns are correct, click Next and go to Finish.

Review the summary be	elow.				
If it appears correct, pre the left of the summary	ess 'Next' to continue	e. Otherwise, (	click the '+' sig	n to	
the left of the summary	to review the detail.				
·	Amount	# of records	From	To	
🛨 🔚 Importable	\$501,784.19	220	2/8/2008	2/28/2008	
	# of records				
🗄 📕 Invalid rows	1				
•			1		Þ
				just importe	d
Print	Cancel	Back <u>N</u> e	ext > your on 'N	records. Cli Jext'	ick

The grid will display the list of importable transactions, and the basic information on each transaction.

lf it appea the left of	rs correct, press the summary to i	'Next' to continue review the detail.	e. Otherwise, (	eliek t	he '+' sig	ın to	
	cords						
		Amount	# of records	F	rom	То	
÷	Importable	\$501,784.19	220	2/8/7	2008	2/28/2008	
	Date	Check	Amoun	t	Des	scription	
	2/8/2008	4600	3 (\$7,26	2.35)	Controll	ed Disburse	
	2/8/2008	4600	9 (\$6,64	7.51)	Controll	ed Disburse	
	2/8/2008	46010	) (\$7,37	1.40)	Controll	ed Disburse	
	2/8/2008	4601	1 (\$95	4.61)	Controll	ed Disburse	
	2/8/2008	4601:	2 (\$7,04	7.03)	Controll	ed Disburse	
	2/8/2008	46010	3 (\$5,56	8.16)	Controll	ed Disburse	
	2/8/2008	46014	4 (\$2,31	7.83)	Controll	ed Disburse	
	2/8/2008	4601	5 (\$6,96	2.65)	Controll	ed Disburse	-
•							▶
	Print	Cancel	<u>}</u> ack <u>N</u> e	ext >		just impor records. Jext'	

The Invalid Rows section will list all rows that will not be imported into Bank Reconciliation. The software will automatically mark header rows, footer rows, summation lines, and blank lines as invalid. For each row that is invalid, a check mark will be placed in the appropriate column indicating why the row was invalid. In the screenshot below, there was one transaction marked invalid due to a missing date.

the left o	ars correct, press f the summary to records			se, (	click the '+' si	gn to	
	Importable	Amount \$501,784.1	# of reco		From 2/8/2008	To 2/28/2008	
Ēn	📕 Invalid rows	# of record: 1	-				,
	Date	Amount (\$45,045.36)	Check 95002	-	escription ecutive Di	Date Invalid 🔽	Amo
•							Þ
						just importe r records. Cl	

Once you have verified the importable information is accurate, click Next. If you wish to Cancel the import process and try again, simply hit Cancel.

Click Finish to complete the General Ledger Import Wizard.



#### Next Step

Now that your General Ledger and Bank data has been imported, it is time to run Automated Transaction Matching to look for exceptions.

Next: Run Automated Transaction Matching >>

### **1.5** Run Automated Transaction Matching

#### **Matching Overview**

After importing bank and general ledger data, you are now ready to use Bank Reconciliation's highspeed matching system.

Matching your data is a two-step process. Step one is to allow Bank Reconciliation to run Automated Transaction Matching. It will then match as much of the data as possible based on several matching rules. The default rules are check number to check number and amount to amount and void checks to issue checks within the general ledger. There are several other rules available off-the-shelf that will satisfy most needs. Once that is completed, step two is to review the remaining unmatched records and make manual matches as necessary.

#### **Run Automated Transaction Matching**

To run Automated Transaction Matching, select "Matching" from the top menu, then select "System Matching (Automated Transaction Matching)". Matching will start immediately. A box will be displayed confirming that matching has started. Depending on the amount of records, the box may not be visible

for very long, but it will always remain visible as long as matching is in progress. Very important: once started, do not switch out of Bank Reconciliation until the process completes.

#### **Run Manual Matching**

With System Matching complete, it is now time to look for manual matches. Select Matching from the top menu, then select "Manual Matching".

Date	/ 🔽	Check <b>D</b>	Amount <b>D</b>	Description	Σ	Date		Check <b>D</b>	Amount Σ	Description	-	ext1 Σ	Absolute_Amt	Σ
	- 2	Check Z	Amount Z	Description			~ <b>Z</b>	Check Z	Amount Z	Description	<u> </u>		Absolute_Ami	2
2	2/15/2008	0	(\$1,200,00)	Fees - Account Summary		Image: A = 1 = 1	2/19/2008	0	\$17,000.00	NY #620			\$17,000	00
►	2/19/2008	0		Interest Earned		-	2/19/2008			NY #620 Adjustment			\$250	
	2/19/2008	0		Funding Credit			2/27/2008			Wartian Herkku			\$7,743	
-	2/19/2008	87777		Controlled Disbursement		_	2/27/2008			Blondel père et fils			\$4,987	
	2/28/2008	46191		Controlled Disbursement			2/27/2008			Wellington Importadora			\$953	
	LILUILUUU	40101	(00,010.00)			_	2/27/2008		1	Reggiani Caseifici			\$2,417	
							2/27/2008	46212		Que Delícia			\$9,029	
						_	2/27/2008			QUICK-Stop			\$2,431	
							2/27/2008	46214		Great Lakes Food Market			\$1,962	
						_	2/27/2008			Mère Paillarde			\$5,911	
							2/27/2008	46216		Vaffeljernet			\$3,450	
							2/27/2008			Lehmanns Marktstand			\$9,527	
							2/27/2008			Lehmanns Marktstand			\$6,846	
							2/27/2008			Old World Delicatessen			\$1,043	
							2/27/2008			Ernst Handel			\$1,043	
						_	2/27/2008			White Clover Markets			\$417	
							2/27/2008			Piccolo und mehr			\$7,505	
							2/27/2008			Rattlesnake Canyon Groce			\$7,237	
							2/27/2008	46225		Hungry Coyote Import Store			\$6,669	
						_	2/28/2008			Corporate #619			\$84,746	
							12/21/2012			Acme Holdings		322		.00

Depending on the success of System Matching, you may have very few records or you may have quite a lot. In either event, check through the data looking for matches that were missed by the system. Misses can occur for several reasons and is usually directly attributable to the cleanliness of the data.

In the screenshot above, there is 1 match that can be done manually. On the bank side is a Funding Credit on 2/19/2008 for \$16,750.00. On the GL side are two records, one for \$17,000 to NY #620 and the other is an adjustment to NY #620 for -\$250.00. Clearly these two sum together to equal the bank record and are a match. To match them manually, select the relevant records. To select multiple records on a side, hold the Control key while selecting records.

# **Getting Started - BankRec**

Date / ∑ Chec 2/15/2008 2/19/2008 ≥ 2/19/2008 2/19/2008 2/28/2008	eck Σ 0 0 87777 46191
2/15/2008 2/19/2008 2/19/2008 2/19/2008	0 0 87777
2/15/2008 2/19/2008 2/19/2008 2/19/2008	0 0 87777
2/19/2008 2/19/2008	0 87777
2/19/2008	87777
2/28/2008	46191
Gelect records to match, the click a match button to the r	

You can see at the bottom that each side has 16,750.00 of transactions selected and the difference (in the box above Match Bank to G/L) is 0.00. To match, click the "Match Bank to G/L" link. This will match the records and remove them from the unmatched list as you can see below:

				Bank					Ge	neral Ledger
Date	Δ	Check 🛆	Amount	Description			Date 🛛 🗠	Check 🛆	Amount	Description
2/15	/2008	0	(\$1,200.00)	Fees - Account Summary			2/27/2008	46208	(\$7,743.35)	Wartian Herkku
2/19	/2008	0	\$1,604.16	Interest Earned			2/27/2008	46209	(\$4,987.85)	Blondel père et fils
2/19	/2008	87777	(\$5,368.24)	Controlled Disbursement			2/27/2008	46210	(\$953.35)	Wellington Importadora
2/28	/2008	46191	(\$8,515.00)	Controlled Disbursement			2/27/2008	46211	(\$2,417.15)	Reggiani Caseifici
							2/27/2008	46212	(\$9,029.66)	Que Delícia
							2/27/2008	46213	(\$2,431.21)	QUICK-Stop
							2/27/2008	46214	(\$1,962.15)	Great Lakes Food Market
							2/27/2008	46215	(\$5,911.81)	Mère Paillarde
							2/27/2008	46216	(\$3,450.14)	Vaffeljernet
							2/27/2008	46217	(\$9,527.68)	Lehmanns Marktstand
							2/27/2008	46218	(\$6,846.29)	Lehmanns Marktstand
							2/27/2008	46219	(\$1,043.15)	Old World Delicatessen
							2/27/2008	46220	(\$765.60)	Ernst Handel
							2/27/2008	46221	(\$417.34)	White Clover Markets
							2/27/2008	46222	(\$7,505.17)	Piccolo und mehr
							2/27/2008	46223	(\$7,237.08)	Rattlesnake Canyon Grocery
							2/27/2008	46225	(\$6,669.55)	Hungry Coyote Import Store
							2/28/2008	0	\$84,746.00	Corporate #619
							12/29/2008	75447	(\$600.00)	
					-					
•						•				Þ

At this point we can continue moving through our data looking for additional matches. Since there are no more, we have now completed the matching process. To exit this window, click the red X in the upper right corner of the screen.

#### **Next Step**

With all your matching completed, it is time to review the exception list. This will provide detailed information on all unmatched records to aid you in researching your high-risk items.

Next: Getting Exception List >>

BankRec

# Imports

### 2 Imports

#### Overview

Importing is the process to bring data into the program. For Bank Reconciliation, there will be at minimum two imports, one for bank data (or data external to your company) and one for general ledger data (data internal to your company). For Bank Reconciliation, you will only be importing general ledger data, specifically checks.

#### Required

Before importing it into Bank Reconciliation the data must exist in tabular-formatted source files.

#### Importing the data

You are free to use any or all of these methods for importing data.

#### Importing source files

Use one of these methods when all data is contained in source files. See <u>Importing Bank Data</u> and <u>Importing General Ledger Data</u> for information on each of those imports.

#### Entering records manually

You would import manually when you need to add transactions not contained in a file. This saves you from having to create a file just to import the records. By its nature, manual imports are for very small numbers of transactions. It is far faster to use a file import.

See Entering Data Manually for more information

# 2.1 Importing Bank Data

#### **Importing Bank Data**

#### In this section, you will learn:

• How to import data from your bank into Bank Reconciliation

#### Required

Before continuing, you must:

- 1. Have data from your bank in a file or multiple files in tabular format.
- 2. Be working in the proper account.

#### Overview

Obtain a copy of your bank transactions in a usable file format - Excel spreadsheet, comma-separated values (CSV), tab-delimited, etc).

Every bank uses its own format to order the data fields. Fortunately, Bank Reconciliation will handle any source file as long as it is in a tabular format.

#### Steps To Import Data

BankRec

1. From the Home Screen, click the Import Bank button. Sample



This will load the Bank Import Wizard (Figure 2 below).

ŵ		Ba	ank Imp	ort Wiza	rd			×
Select the so Cut and Past	ource file to impo e the data from	ort OR Excel to the	e grid below					
- Select a file to impo	rt, or							
C:\Users\Public	c\Treasury Soft	ware\Tutoria	al\BankDat	a\March_B	ank.xls		<u></u>	elect File
Paste from Excel	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field
Paste								
	L		The	n click 'I	Next'			
	Help		Cancel	< <u>B</u> a	ick <u>N</u>	ext>	Import Nov	v >>

- 2. In the wizard, you can either:
- Browse to a saved file by clicking the folder icon (Figure 2 above)
- Copy data from Excel and paste it into the grid a the bottom of the screen.

Note: It is best practice to import a saved file.

When finished, click Next.

a. If the file was an Access database:

The Select a Table dialog box (Figure 3 below) is displayed.

- b.If the file was a multi-sheet Excel spreadsheet
  - The "Select a worksheet or range" dialog box would be displayed.

Choose the proper table or sheet and click Next.

Select a table to import. If only one is listed, simply press 'Next'.												
			$\searrow$	▶ Feb_Bank								
Sai	mple data for Fel	b_Bank (first 25 row	s)									
	As of Date	Bank ID	Account ID	Check	Amount	Currency						
€	2/1/2001	410000654	765432176	45247	-4722.56	USD						
	2/1/2001	410000654	765432176	45523	-2368.66	USD						
	2/2/2001	410000654	765432176	45628	-4770.88	USD						
	2/2/2001	410000654	765432176	45804	-7265.31	USD						
	2/3/2001	410000654	765432176	45898	-9492.43	USD						
	2/3/2001	410000654	765432176	45952	-920.21	USD						
		, ,				•						
1.	•											

Figure 3- Select a Table dialog box

You will now be at the Bank Column Mapping dialog box (Figure 4 below).

🐈 Bank Column	Mapping	$\mathbb{Z}^{n}$		×								
This screen lets you select each column and decide: to skip the column, and do not import (red) import the column and assign it to a field (green). You do NOT need to map every field Bemember: You tupically only need to map Date Amount												
Remember: You typically only need to map Date, Amount and CheckNumber.												
$\log \log $	umns you need to ir	mport (click the col	umn to select). —									
		Select		•								
Date			CheckNumber	Amount								
As of Date	As of Date Bank ID Account ID Check Amount											
2/1/2001	410000654	765432176	45247	-4722.								
2/1/2001	410000654	765432176	45523	-2368.								
2/2/2001	410000654	765432176	45628	-4770.								
2/2/2001	410000654	765432176	45804	-7265.								
2/3/2001	410000654	765432176	45898	-9492.								
				•								
📷 Help	Help     Help     Cancel     < Back     Next >     Finish											
	Eiguro 4 P	ank Column Map	ning dialog box									

Figure 4 - Bank Column Mapping dialog box

At this point the import process is not yet complete. The data which has been brought into Bank Reconciliation must be mapped to identify each field to Bank Reconciliation.

Note: The data only needs to be mapped once. Bank Reconciliation automatically remembers your settings.

#### Next Step

Mapping Bank Data

# 2.2 Importing General Ledger Data

#### Importing General Ledger Data

#### In this section, you will learn:

• How to import data from your general ledger into Bank Reconciliation

#### Required

Before continuing, you must:

- 1. Have data from your accounting system in a file or multiple files in tabular format.
- 2. Be working in the proper account. See Creating a new account or Switching to a different account

#### Overview

The general ledger contains a record of all financial transactions by a business. Everything that affects an organization's balance will be listed in the general ledger.

This data typically resides in your accounting system. Before importing, it must be exported from the accounting system to a tabular-formatted file. Alternatively, you can use any report writer to achieve the same result.

Steps

1. From the Home Screen, click the Import General Ledger button.

This will load the General Ledger Import Wizard (Figure 2 below).

۳ <b>r</b>		Genera	I Ledger	Import	Wizard				×			
Select the so Cut and Pasi	purce file to impo te the data from	ort OR Excel to the	e grid below									
- Select a file to impo	rt, or											
C:\Users\Public	c\Treasury Soft	ware\Tutori	al\GLData\	March_GL.	xls		<u></u>	elect File				
Paste from Excel												
	Field 1       Field 2       Field 3       Field 4       Field 5       Field 6       Field 7       Field 4											
Paste												
			The	n click 'N	Next'							
	Help		Cancel	< <u>B</u> a	ck <u>N</u>	ext >	Import Nov	v >>				

- 2. In the wizard, you can either:
- Browse to a saved file by clicking the folder icon (Figure 2 above)
- Copy data from Excel or other program and paste it into the grid a the bottom of the screen.

Note: It is best practice to import a saved file.

When finished, click Next.

- a. If the file was an Access database or multi-sheet spreadsheet: The Select a Table dialog box (Figure 3 below) will be displayed.
- b. If the file was an multi-sheet Excel spreadsheet, The "Select a worksheet or range" dialog box. The intention is the same.

Choose the proper table or sheet and click Next.

53	Select a table						x
	Select a table to im press 'Next'.	port. If only one is l	isted, simply			A	
			N	Feb_Bank			
			Z				
	Sample data for Fe	b_Bank (first 25 row	s)				
	As of Date	Bank ID	Account ID	Check	Amount	Currency	H
	▶ 2/1/2001	410000654	765432176	45247	-4722.56	USD	
	2/1/2001	410000654	765432176	45523	-2368.66	USD	_
	2/2/2001	410000654	765432176	45628	-4770.88	USD	_
	2/2/2001	410000654	765432176	45804	-7265.31	USD	_
	2/3/2001	410000654	765432176	45898	-9492.43	USD	_
	2/3/2001	410000654	765432176	45952	-920.21	USD	
	•						•
	<u>H</u> elp		Cance	el < <u>B</u> ack	<u>N</u> ext >	<u>F</u> inish	

Figure 3 - Select a table dialog box

You will now be at the General Ledger Column Mapping dialog box (Figure 4 below).

🐈 General Ledger Co	lumn Mapping	and the second		×
This screen lets you sel to skip the column, an import the column and You do NOT need to m	d do not import (red) assign it to a field (g	l green).	Gelect a Mapping Te	mplate
Remember: You typica and CheckNumber.	lly only need to map	Date, Amount	(default)	as default
Only map the columns			select).	
	Selec	st	<b></b>	
Date			CheckNumber	
F1	F2	F3	F4	
General Ledger Tr				Selec
Date	Journal	Journal #	Document #	Desc
2/1/2001	A/P	80178	46008	Arour
2/1/2001	A/P	80178	46009	Bergli _
24172001	A./D	00170	40010	
📷 Help 🔡	<u>t</u> elp Cancel	< <u>B</u> ack	<u>N</u> ext >	nish

Figure 4 - General Ledger Column Mapping dialog box

At this point the import process is not yet complete. The general ledger data which has been brought into Bank Reconciliation must be mapped to identify each field.

Note: The data only needs to be mapped once. Bank Reconciliation automatically remembers your settings.

#### Next Step

Mapping General Ledger Data

## 2.3 Entering Data Manually

#### **Entering Data Manually**

#### In this section, you will learn:

How to manually enter records (both bank and general ledger)

#### Overview

The majority of the time, your data (either bank or general ledger) will be contained in source files that will be imported as an entire file. This is efficient and accurate as it involves no data entry and the data is obtained directly from a bank or accounting system.

In some situations, however, you may need to import transactions manually.

#### Steps

- 1. At the Bank Reconciliation select Add a Record from the Home tab.
- 2. Select Add Record(s). You will see the screen in Figure 1 (below).

8		Ac	dd a Record	d			×
	any other check th A list of all checks Reminder: Checks	iat you did not entered in this issued (cut) re	already import. manner can be ducing the acc	d. You may add a Voideo found in 'Reports', 'Manu ount balance should be N balance should be POS	ual Additions		
▶ General Ledger	Date ▼	Check	Amount	Description	Site	Record_Type	Ma
Reminder: POSITIVE = Void check NEGATIVE = Issued/Paid cl	heck				Display ar	dditional fields	

In the dropdown box, you see listed the type of import. In this case, the check will go into General Ledger data. To import into Bank data, change the option in the dropdown box.

3. Fill out each of the fields with the appropriate data. Every field is required.

Regardless of importing a check as general ledger or bank:

- ✓ Enter voided checks as positive values (only general ledger)
- $\checkmark$  Enter issued checks as negative values

When finished, click OK.

- 4. For each check you need to add, repeat steps 1 through 3.
- 5. Click OK.

#### **Related Topics**

<u>Deleting a record</u> to delete a single record. <u>Deleting an entire import</u> to delete all records from a file import.

# 2.4 Deleting a record

#### Deleting a record

#### In this section, you will learn:

How to delete a single record from Bank Reconciliation (either bank or general ledger record)

#### Overview

Follow these steps to delete a single record, regardless of whether it was entered manually or imported in a file with other records.

- 1. From the Reports tab select All Reports and select All Records.
- 2. From the top menu select Actions then Delete record(s).

Actions \	/iew Export Cha	nge Current Per	iod - 02/29/2008				
👍 🔳   🔳	i 💷   🏜 📑   🗙	🄊 📝 📕 🖻	• 🗈   🖳 🕜				
All Records	-	All Periods	✓ From:	01/01/1990 👻	To: 12/31/2021	Run	1
		,					, 
Drag a colur	mn header here to gr	oup by that colu	ımn				
Origin	Σ Date	Σ Check	Σ Amount Σ	Description <b>D</b>	Status 2	Audit <b>Σ</b>	Follow_up
▶ G/L	02/01/2008	80178	(\$7,009.32)		Unmatched	0	
G/L	02/01/2008	80178	(\$8,085.28)		Unmatched	0	
G/L	02/01/2008	80178	(\$7,693.83)		Unmatched	0	
G/L	02/01/2008	80178	(\$3,259.46)		Unmatched	0	
G/L	02/01/2008	80178	(\$3,313.17)		Unmatched	0	
G/L	02/01/2008	80178	(\$755.43)		Unmatched	0	
G/L	02/01/2008	80178	(\$1,229.28)		Unmatched	0	
G/L	02/01/2008	80178	(\$4,900.62)		Unmatched	0	
G/L	02/01/2008	80178	(\$1,099.68)		Unmatched	0	
G/L	02/01/2008	80178	(\$2,046.87)		Unmatched	0	
G/L	02/01/2008	80178	(\$5,275.02)		Unmatched	0	
G/L	02/01/2008	80178	(\$3,230.31)		Unmatched	0	
G/L	02/01/2008	80178	(\$7,930.44)		Unmatched	0	
G/L	02/01/2008	80178	(\$687.46)		Unmatched	0	

3. Once the record is highlighted, click the red X in the toolbar to delete the record (Figure 2 below, Delete button circled).

Actions View	Export Chang	e Current Period	1 - 02/29/2008	Stop 2	,	
		- 19 <b>m</b> P		Step 2	•	
All Records	-	All Periods	<ul> <li>From:</li> </ul>	01/01/1990 🖵	To: 12/31/2021	Run
Drag a column hea	ader here to grou	p by that colum	n			
Origin <b>S</b>	Date S	Check <b>Σ</b>	Amount <b>D</b>	Description <b>D</b>	Status 2	Audit <b>∑</b> Follow_
2						
G/L	02/01/2008	80178	(\$7,009.32)		Unmatched	0
JL.	02/01/2008	80178	(\$8,085.28)		Unmatched	0
G/L	02/01/2008	80178	(\$7,693.83)		Unmatched	0
G/L	02/01/2008	80178	(\$3,259.46)		Unmatched	0
G/L Step 1	02/01/2008	80178	(\$3,313.17)		Unmatched	0
G/L	02/01/2008	80178	(\$755.43)		Unmatched	0
G/L	02/01/2008	80178	(\$1,229.28)		Unmatched	0
G/L	02/01/2008	80178	(\$4,900.62)		Unmatched	0
G/L	02/01/2008	80178	(\$1,099.68)		Unmatched	0
G/L	02/01/2008	80178	(\$2,046.87)		Unmatched	0
G/L	02/01/2008	80178	(\$5,275.02)		Unmatched	0
G/L	02/01/2008	80178	(\$3,230.31)		Unmatched	0
G/L	02/01/2008	80178	(\$7,930.44)		Unmatched	0

4. A dialog box will be displayed to confirm the deletion. Click Yes to delete, No to cancel and retain the record.

#### **Related Topics**

See <u>Deleting an import</u> to learn how to delete an entire file.

# 2.5 Deleting an import

#### **Deleting an import**

In this section, you will learn:

• How to delete an entire imported file from Bank Reconciliation

#### Overview

Follow these steps to delete an entire file import

- 1. From the Home menu, Delete Entire Import
- 2. The Report Creator will load the "Import Logs" report (Figure 1 below).

Actions View E	xport			t Period - 02/2 • 🗈   🖳 🔅		008 Record D	ota									
Import Logs	=			)ate Range 💌	1	From: 01/01/			: 12	//31/2021 🖵	Run					
Origin ⊽																
Import_Number	Σ	Imported On	Σ	From	Σ	То	Σ	Count	Σ	Amount <b>S</b>	File Name	Σ	Table	Σ	Full Path	Σ
Origin : G/L (1 item)																
Import_Number	Σ	Imported On	Σ	From	Σ	То	Σ	Count	Σ	Amount 2	File Name	Σ	Table	Σ	Full Path	Σ
101		01/03/2013		02/01/2008		02/28/2008		235		(\$1,081,270	Feb_GL.xls		[Feb2002\$]		C:\Users\Publi	ic\
Origin : Bank (1 item)	)															
Import_Number	_	Imported On 01/03/2013	Σ	From 02/08/2008	Σ	To 02/28/2008	Σ	Count 220	Σ		File Name Feb Bank.mdb	Σ	Table [Feb Bank]	Σ	Full Path C:\Users\Publi	Σ

This report is grouped by Bank or G/L. You can see all the files imported, including date of import, location of import, number of records, and subtotal of amounts. This helps you distinguish the files to ensure the correct one is deleted.

3. To delete a file, click the record to highlight it in blue. Then click the red X, the Delete button, in the toolbar. Figure 2 below shows the highlighted file and the delete button.

Actions View Export Change Current Period - 02/29/2008								
🖕 💷   🔤 💷   📲 =	"_X 🛛 🗎	P 🖬 🖪 🌘	Record D	etail				
Import Logs  Select a Date Range  From: 01/01/1990  To: 12/31/2021  Run								
Origin V Step 2								
Import_Number S	Imported On	Σ From	Σ Το	Σ Count	Σ Amount Σ	File Name <b>D</b>	Table <b>D</b>	Full Path <b>D</b>
Origin : G/L (1 item)	Step 1							
Import_Number	Imported On	Σ From	Σ Το	Σ Count	Σ Amount Σ	File Name 🛛 🗴	Table <b>S</b>	Full Path <b>S</b>
► 101	01/03/2013	02/01/2008	02/28/2008	235	(\$1,081,270	Feb_GL.xls	[Feb2002\$]	C:\Users\Public\
Origin : Bank (1 item)								
Import_Number 2	Imported On	Σ From	ΣΤο	Σ Count	Σ Amount Σ	File Name 🛛 🗴	Table <b>S</b>	Full Path <b>S</b>
100	01/03/2013	02/08/2008	02/28/2008	220	\$501,784.19	Feb_Bank.mdb	[Feb_Bank]	C:\Users\Public\

In Figure 2, all records imported in Feb\_GL.xls on 1/03/2013 will be deleted when you click the Delete button (Step 2 above).

4. A dialog box will be displayed to confirm the deletion. Click Yes to delete, No to retain the records. You may perform further deletions if you wish.

Note: If any of the records have been matched, Bank Reconciliation will unmatch them.

#### **Related Topics**

See <u>Deleting a record</u> to learn how to delete a single record.

# 2.6 Importing/editing in a Reconciled Period

Importing/editing in a Reconciled Period

Once you reconcile a period, the system locks down that period and all periods before it - as
reconciliations are a history-to-date report.

How to unmark a period as being reconciled

In order to add, edit or delete records in a reconciled period (or prior to a reconciled period), you must unmark that period as being reconciled.

#### Form the Reports tab > All Reports > select Periods from the drop down list and click 'Run'. FILE HOME REPORTS SETTINGS AUTOMATION HELP 🚆 Legacy Main Menu • **\_**A L Hide Ribbon Bar Ŧ All Unmatched Past 3 Import Reconciliation Ribbon Bar Min/Max Cî. Reports Records Months Logs Report Navigation Reports Actions Change Current Period - 03/31/2018 View Export d-b ×. Save 12 Periods From: 01/01/1990 <Select date below> 💌 To: 12/31/2029 Run ×.

	1	1 1	
Reconciled	Σ Period	$\Sigma$ Bank Ending $\Sigma$	G/L Ending <b>Σ</b>
	09/30/2017	\$0.00	\$0.00
	10/31/2017	\$0.00	\$0.00
	11/30/2017	\$0.00	\$0.00
	12/31/2017	\$0.00	\$0.00
	01/31/2018	\$0.00	\$0.00
	02/28/2018	\$0.00	\$0.00
	03/31/2018	\$1,605,582.56	\$1,643,928.14
	04/30/2018	\$0.00	\$0.00
	05/31/2018	\$0.00	\$0.00

Then select the period to be unmarked and click on the Report Submenu 'Actions' > 'Unmark Period as Reconciled'

FILE HON	VIEW 3N	SETTINGS AUT	OMATION HEL	Р		
	atched Past 3	Import Reconciliati	on Hide Ribb		<b>SQL</b> Beta Migra	ation to SQL
Reports P		Actions >	Unmark I	Period	l as Rec	onciled
Actions View	w Export Cha	nge Current Period - 2	2/28/2014			
Save			Save	0		
Unmark P	eriod as Reconciled		From: 02/28	2014 🗸 1	To: 12/31/2014	Run
		-				
Drag a column	header here to gro	oup by that column				
Drag a column Reconciled	_1		G/L Ending D	-		
	Σ Period	Σ Bank Ending Σ				
Reconciled	2 Period 2	E Bank Ending Σ \$212,956.92	\$193,829.51			
Reconciled	∑ Period ∑ 12/31/2017 01/31/2018	E Bank Ending Σ \$212,956.92 \$259,643.33	\$193,829.51 \$259,643.33			
Reconciled	∑ Period ∑ 12/31/2017 01/31/2018 02/38/2018	E Bank Ending Σ \$212,956.92 \$259,643.33 \$259,643.33	\$193,829.51 \$259,643.33 \$259,643.33			
Reconciled	∑ Period ∑ 12/31/2017 01/31/2018 02/38/2018 03/31/2018	∑ Bank Ending ∑ \$212,956.92 \$259,643.33 \$259,643.33 \$0.00	\$193,829.51 \$259,643.33 \$259,643.33 \$0.00			
Reconciled	∑ Period ∑ 12/31/2017 01/31/2018 02/38/2018	E Bank Ending Σ \$212,956.92 \$259,643.33 \$259,643.33	\$193,829.51 \$259,643.33 \$259,643.33			

Remember: All periods prior to (earlier) than a reconciled period are considered reconciled as well.

# **Reconciling a Period**

Tip: Did you have to unmark several periods to work on a period?

To mark them as reconciled, start with the earliest one that was reconciled, and run a Reconciliation Report. This will mark the period as reconciled.

Then run a report for each subsequent period until you have finished.

Mapping Your Data

# 3 Mapping Your Data

# **Mapping Overview**

Bank Reconciliation conforms to your data, not the other way around. In the mapping process, you tell Bank Reconciliation what each field of your data represents. This process only needs to be performed once for each unique layout of your data.

You can use the default template or one of the other 'user-defined' mapping templates.

# Before You Begin

Required:

- 1. You have <u>created your own account</u> (not using the Sample account).
- 2. You have already imported your bank or general ledger data.

# 3.1 Deciding What to Map

# Why do I need to map the data?

Mapping translates your internal data name into a name the software knows. Without this step, the software will not know, for example, if a field holds transaction date or check number.

# **Choosing fields**

For the majority of cases, the mappings below are suggested.

# **Bank Reconciliation**

At a minimum, positive pay files sent to the bank will include: check number, amount, date, usually the payee name, and sometimes a void indicator. Perform these mappings as follows:

Field From Data	Bank Reconciliation field
Check number	CheckNumber
Amount	If amounts in file are positive and all checks are issued checks - Amount_Reverse_Sign
	If amounts in file are negative and all checks are issued checks - Amount
	If amounts in file are both positive and negative but signed correctly - Amount
Date	Date
Payee name	Description
Void check indicator	Void_Check_Indicator

See Mapping General Ledger Data for the steps to actually create the mapping.

# **Bank Reconciliation**

In Bank Reconciliation, you will have two kinds of data: bank data and general ledger data. For the most part, you can follow the guidelines listed above for Bank Positive Pay. However, you must pay special attention to how the amounts are listed. In some cases, the bank data will have two columns, one marked Debit and one Credit, while other times the amounts are in one field and signed. Special care must be taken as positive and negative values have different meaning to the bank than to your company.

For Debit/Credit mappings, please see Debit versus Credit.

For amounts in one field, it is important to know that Bank Reconciliation views all negative values as being ones that reduce your general ledger, such as payments and issued checks, while positive values increased your general ledger, such as deposits and void checks. If this is accurately represented in the bank data, map the amount as Amount. If the signs are exactly the opposite, map the amount as Amount\_Reverse\_Sign. See <u>Selecting fields to represent amount for more information</u>

# More Resources

For definitions of the available fields, see **Definitions - Mapping Fields** 

To learn how to map the data, see Mapping Bank Data and Mapping General Ledger Data

# 3.2 Selecting fields to represent amount

# In this article, you will learn:

• How to choose the proper Bank Reconciliation field to represent dollar values

# Required

• Review Debit versus Credit

# Overview

Bank Reconciliation requires four fields be mapped for any imported data: Date, CheckNumber, and Amount. However, Amount really refers to a category of fields that can be mapped for this purpose. These fields are:

- 1. Amount
- 2. Amount\_Reverse\_Sign
- 3. Amount and Sign
- 4. Debit and Credit (always mapped as a pair)

In making the selection, the main criteria is: Do these values have the correct sign? In other words, if all the transactions have positive amount values, do all of them increase the account balance? If some decrease the balance, are they negative values? If the answer to both is yes, Amount is probably the right choice. If no, you should explore the other options.

# Amount

Choose Amount when data in a file is both positive and negative.

However, the following must be true about the data:

- ✓ Positive increases the account balance
- ✓ Negative decreases the account balance

For example, if you are mapping bank data, debit transactions (voided checks and deposits) must be negative and credit transactions must be positive.

If true, map the field as Amount

# Amount\_Reverse\_Sign

Amount\_Reverse\_Sign is exactly the opposite of Amount: it will reverse the sign of the data when it is imported. This can be necessary if the transactions that should increase an account balance are negative values in the file and vice-versa.

For example, if you are mapping bank data, debit transactions (voided checks and deposits) should be negative and credit transactions should be positive. If they are reversed, map this field to correct the sign instead of having to manually edit the data outside of Bank Reconciliation and then import it.

#### Sign

The Amount field includes both the value of the transaction (how much money) as well as the sign of the data (positive or negative). In some situations, the source data will provide you with amounts that are all absolute, but a second field will tell you the sign of the data. For example, a data file might look like the following:

67.22 credit 41.14 credit 99.18 debit 56.10 debit

Map the first column as Amount and map the second column as Sign.

In the second column, the word "credit" identifies a transaction that should be treated as a credit transaction and "debit" identifies a debit transaction. See <u>Debit versus Credit</u> for more information.

By default, Bank Reconciliation uses "debit" and "credit" as the text identifying those respective transactions. See <u>Changing debit and credit text</u> to enter text identifiers specific to your data.

# **Debit and Credit**

Debit and Credit are used when the source data splits the amounts into two separate fields, one for debit transactions and one for credit transactions. This effectively splits the data into what should be positive values and negative values.

By default, Bank Reconciliation interprets the text "debit" and "credit" as referring to those respective transactions. See <u>Changing debit and credit text</u> to enter text identifiers specific to your data.

For more information on debit and credit as they relate to sign, see Debit versus Credit.

#### 3.3 **Mapping Bank Data - Bank Reconciliation**

# **Required:**

 At this point, you have followed the steps in Importing Bank Data to import bank data into Bank Reconciliation.

# Suggested:

It is recommended that you have read the Mapping Overview and Deciding What to Map articles

If you need more information on a particular field, please Definitions - Mapping Fields

# **Mapping Bank Data**

At this point, you have a screen similar to Figure 1 (data in grid will be different).

<b>*</b> 1	Bank Column I	Mapping	$\mathbb{Z}$		X
to im You Ren and	skip the column port the column u do NOT need member: You ty d CheckNumber	u select each colur , and do not impor and assign it to a f to map every field vpically only need to umns you need to ir	t (red) iield (green). o map Date, Amour	nt (default)	pping Template
			Select		•
	Date			CheckNumber	Amount 📩
	As of Date	Bank ID	Account ID	Check	Amount 🗖
	2/1/2001	410000654	765432176	45247	-4722.
	2/1/2001	410000654	765432176	45523	-2368.
	2/2/2001	410000654	765432176	45628	-4770.
	2/2/2001	410000654	765432176	45804	-7265.
	2/3/2001	410000654	765432176	45898	-9492. 💌
	•			_	•
	🕲 Help	<u>H</u> elp Ca	ancel < Ba	ok <u>N</u> ext >	<u> </u>

Figure 1 - Bank Column Mapping dialog box

This file contains 7 fields (columns), as listed by the column header in the grey box. They are:

- Date
- Amount
- Bank ID

- Currency (not visible)
- Account ID
- Transaction Type (not visible)
- CheckNumber

The topmost row has green and red headers. Date, CheckNumber, and Amount are in green

while the red boxes have no label. Green means mapped. Red means not mapped. In the movie below, you can see how to map those same 3 fields from start to finish.

# To map:

- 1. Click on the red header.
- 2. In the dropdown, select the appropriate entry

The header will turn green and the field name will be displayed inside.

# To unmap:

- 1. Click on the green header
- 2. In the dropdown, choose "Select..."

The header will turn red and the field name will be removed.

# How do I know which field names to use?

Look at the data in the movie above. Each column is labeled with internal field fields. Of these, five correspond directly to a Bank Reconciliation field while the others can map to a text field if you need to retain them.

Internal	Maps As	Bank Reconciliation Field
Field		

# **Mapping Your Data**

Date	Date
Check Number	CheckNumber
Amount	Amount
Transaction Type	Description
Bank ID	Text1
Currency	Text2
Account ID	Text3

# Which fields do I map?

Outside of the required fields, you are free to map as many or as few fields as you wish. These decisions are affected greatly by your situation and how much data you wish to retain later in the matching process. Note that including additional fields does not guarantee increased matching accuracy. You should assume that any fields you include are solely for your benefit later.

Here is one way for the above data:

- 1. Map all required fields (Date, Check Number, Amount)
- 2. Map all fields you wish to retain (Transaction Type as Description)

# **Next Step**

If you have more Bank data to import, or have not yet imported General Ledger data at all: <u>Importing General Ledger Data</u>

If you have already imported all General Ledger data and you have no more Bank data: <u>Matching Your Data</u>

# 3.4 Mapping General Ledger Data - Bank Reconciliation and Bank Positive Pay

#### **Required:**

• At this point, you have followed the steps in <u>Importing General Ledger Data</u> to import general ledger data into Bank Reconciliation.

#### Suggested:

It is recommended that you have read the <u>Mapping Overview</u> and <u>Deciding What to Map</u> articles

If you need more information on a particular field, please <u>Definitions - Mapping Fields</u>

# Mapping General Ledger Data

At this point, you have a screen similar to Figure 1 (data in grid may be different).

# **Mapping Your Data**

General Ledger Co This screen lets you sel to skip the column, an import the column and You do NOT need to m Remember: You typica and CheckNumber.	ect each column an d do not import (red) assign it to a field ( <u>c</u> ap every field	preen).	Select a Mapping Te (default)	emplate
Only map the columns	you need to import Selec	-	select).	
Date			CheckNumber	
F1	F2	F3	F4	
General Ledger Tr				Selec
Date	Journal	Journal #	Document #	Desc
2/1/2001	A/P	80178	46008	Arour
2/1/2001	A/P	80178	46009	Bergli
		00170		
	telp Cancel	< <u>B</u> ack	<u>N</u> ext > <u>Fin</u>	nish

Figure 1 - General Ledger Column Mapping dialog box

This file contains 7 fields (columns), listed by column headers in the 3rd row. They are:

- Date
- Description (partially visible)
- Journal
- Debit (not visible)
- Journal
- Journal IDDocument #
- Credit (not visible)
- The topmost row has green and red headers. Date, CheckNumber, Debit, and Credit are in green while the red boxes have no label. **Green** means mapped. Red is not mapped. In the movie below, you can see how to map those same four fields from start to finish.



#### To map:

- 1. Click on the red header.
- 2. In the dropdown, select the appropriate entry

The header will turn green and have the field name inside.

# To unmap:

- 1. Click on the green header
- 2. In the dropdown, choose "Select..."

The header will turn red and the field name will be removed.

# **Next Step**

If you have more Bank data to import: Mapping Bank Data - Bank Reconciliation

If you have already imported all General Ledger data and you have no more Bank data: <u>Matching Your Data</u>

# Matching - BankRec

# 4 Matching - BankRec

# Overview

Matching is the process that pairs a bank record with a general ledger record (or sometimes multiple records). For example, a cleared check on the bank side is matched with the issued check on the general ledger side. These records are either time-based exceptions (a deposit in transit or an outstanding check, both of which will have a match once enough time passes) or permanent exceptions that should trigger an investigation.

# What Creates a Match

Matches are created based on attributes. For example, check number to check number and amount to amount is a very basic two-attribute match used for checks. For more information, see <u>Types of Matches</u>

Bank Reconciliation makes one pass through the unmatched records looking for matches for each set of matching rules turned on. For example, by default, check to check, void to issue, and non-check are turned on. Bank Reconciliation will attempt to match the data using three separate passes. It will apply the check to check rules for the first pass, void to issue for the second pass, and non-check matching for the last pass.

Unmatched records remaining after system and manual matching is rolled forward to the next period.

# **Matching Processes**

Bank Reconciliation performs two kinds of matching:

- 1. System Matching (also called Automated Transaction Matching)
- 2. Manual Matching

# System Matching

When activated, Automated Transaction Matching matches bank records to general ledgers in a high speed process.

Records can remain unmatched for a variety of reasons, such as:

- Unrecorded bank transactions (interest, fees)
- Items that have not cleared the bank (outstanding checks, deposits in transit)
- · Disputed items
- · Possible fraud items
- · Bank records that need multiple general ledger records to create a match
- Non-check records with date outside the set range
- Transactions with site number on one transaction but not on the other

Of these, Bank records that require multiple General Ledger records can be matched manually. The others cannot be matched with the currently imported data and using the current date range.

See Performing System Matching to learn how to start the process.

# **Manual Matching**

The Manual Matching windows displays a list of all unmatched records (bank records on left side, general ledger records on right side).

Using a point-and-click interface, you can match records on a one to one or many to many basis.

See <u>Performing Manual Matching</u> to learn how to match records by hand.

# 4.1 Types of Matches

# Overview

The Automatic Transaction Matching process is a series of matching passes (also called rules or subroutines). These passes can be turned on or off to fit your particular situation.

# Matching rules

From the home page - click on the matching options icon in the lower right corner.

💀 Matching	Rules		×
	Matching Rules		
Click	the desired Matching option button to turn on or off the asso	ciated Matching Rule	e.
To lea	rn more about each Matching Rule, move the mouse over th	he button to display t	he rule information.
ম	Check to Check		
2	Void to Issue		
	Alphanumeric Matching Field In order of execution Alphanumeric - 3 Matching Fields Alphanumeric - 2 Matching Fields Alphanumeric Matching Field		
<u>v</u>	Include Include I	lumber Include Numeric Alphanumeric	Date Max # of days in match 31 Min # of days in match -31
V	Amount		Save and Close Close without Saving

By default, Check to Check, Void to Issue, and Non-Check matching are on and Many to Many and Alphanumeric Matching are off.

# 4.1.1 Check to Check

# **Check to Check Matching**

**Default:** On **Possible Settings:** On or Off **Attributes:** Records are matched using check number and amount.

The match will be a cleared check from the bank to an issued check on the general ledger.

Sign of the checks must be the same (negative to negative). A cleared check will not match a voided check, even if the amounts and check numbers are the same as the signs will be different.

# **Exceptions Generated**

Cleared check on bank side without corresponding entry on general ledger is marked "Check Cleared bank, no G/L record" (Exception #310)

Cleared check on bank side already matched against the general ledger (regardless of amount) is considered a duplicate clearing check and is marked "Check cleared more than one" (Exception #115)

Cleared check on bank side matched an entry in the general ledger, but the amounts do not match is marked "Bank amount differs from G/L amount" (Exception #110) on bank side and "G/L amount differs from Bank amount" (Exception #210) on general ledger side.

All remaining issued checks are marked as Outstanding Checks (Exception #498).

# 4.1.2 Void to Issue

# Void to Issue Matching

# Default: On

# Possible Settings: On or Off

**Attributes:** Records are matched using using check number and amount from void check to same fields of issued check. Records are general ledger to general ledger.

This type of matching occurs solely in general ledger data. A check number and amount of an issued check will be matched to a check number and amount of a voided check.

Voided check amounts should be positive; issued check amounts should be negative.

# **Exceptions Generated**

A voided check with no corresponding issued check is marked "Voided check, no record of issuance" (Exception #410)

A voided check with a corresponding issuance that has already been matched (to a cleared check or a previously voided check) is marked "Voided check duplicate" (Exception #415)

A voided check with a corresponding issuance but differing amounts is marked "Amount on issued check differs from amount voided" (Exception #420/#425)

Note: All unsuccessful void to issue matches are considered to be high risk exceptions

# 4.1.3 Alphanumeric

# **Alphanumeric Matching**

Default: Off Possible Settings: On or Off Attributes: Reference code in Matching\_Field or Text1 and amount Note: To use Alphanumeric Matching, you must turn off Non-Check Matching. See Note at bottom.

Alphanumeric Matching uses either Matching\_Field or Text1 as a unique reference field to match records. Either field can be mapped for this purpose, but Bank Reconciliation will not allow you to map both (this would be the same as giving the same name to two entirely different things). Each non-check transaction on the bank side is matched to a similar record on the general ledger using the reference code and amount.

For a match to be successful, both records must have the same reference code and contain equal amounts. Both amounts can be either positive or negative. In addition, the records may not contain a check number, and the reference code should be at least one character long.

Records with a check number are not matched using this process. Checks are matched in the Check to Check and Void to Issue processes. Also, records with no entry in the reference field will by definition not be matched by this process.

Note:

Non-Check Matching must be turned off or the matching by the Non-Check pass will mark these records according to those rules and not apply Matching\_Field as a match attribute. See <u>Non-Check</u> <u>Matching</u> for information on non-check rules. See <u>Types of Matches</u> for instructions on toggling the matching options.

# 4.1.4 Alphanumeric 2 and 3 field matches

The Alphanumeric 2 and 3 matching rules operate similar to the Alphanumeric matching rule, but add additional fields.

# **Matching - BankRec**

Thi to im You	Bank Column Ma is screen lets you s skip the column, a port the column ar u do NOT need to	elect each colun and do not import nd assign it to a fi map every field	: (red) ield (green).	(def		mplate
	member: You typic d CheckNumber.	cally only need to	map Date, Am	ount		
	nly map the colum	ns you need to in elect	nport (click the	column to select	)	
	Date	Text1	Text2	Text3	Amount	
	Field 1	Field 2	Field 3	Field 4	Field 5	
	As of Date	Criteria 1	Criteria 2	Criteria 3	Amount	Cur
	11/29/2010	45247	NY	765432176	-4722.56	US
	11/29/2010	45523	NY	765432176	-2368.66	US
	11/29/2010	45628	NY	765432176	-4770.88	US
	11/29/2010	45804	NY	765432176	-7265.31	US
	11/20/2010	45000	KICZ.	705400170	0402.42	
	18 Help	<u>H</u> elp Ca	ancel	Back <u>N</u> ex	t > <u>F</u> inis	h

Alphanumeric 2 matching rule matches Bank to G/L records based on an exact match of the following fields:

--Amount

--Text 1

--Text 2

Alphanumeric 3 matching rule matches Bank to G/L records based on an exact match of the following fields:

--Amount

--Text 1

--Text 2

--Text 3

General notes:

--It does not matter which field is mapped text 1 vs text 2, etc...

--Use 'Text 1' (not 'Matching Field') to map your first field.

--There must be a value (no blanks) in each of the fields text fields mapped in order for them to be matched.

--If you have three text fields to match - of course use Alphanumeric 3. Do not also use Alphanumeric 2, as it would then ignore the third field, and give you unintended matches.

--If you have more than three text fields to base a match on, we suggest concatenating the data prior to importing into Bank Reconciliation.

# 4.1.5 Non-Check Matching

# Non-Check Matching

# Default: On

Possible Settings: On or Off

Attributes: Records are matched using using amount, site number, and that the records are within the data range

Transactions are grouped on the Bank and G/L by site. If site is not used, all sites are grouped into the default site group (0).

For each Bank record, the system looks for an equal amount on the G/L side. It then qualifies the record(s) by examining the business days (weekdays) between the two dates. See Adjusting the data range for information on modifying the range.

If multiple Bank transactions satisfy multiple general ledger transactions, both sides are matched sequentially in ascending date order.

Without matching on the group number, there is a possibility of a false positive match. For example, two deposits are made on the same day, one in the morning, one in the afternoon, each for \$100. The bank clears one deposit (made in the morning) the next day, while the afternoon deposit clears two days later. Bank Reconciliation may cross match the deposits, as the general ledger deposit date was the same.

However, if the bank deposits were on sequential days the system would not cross match the records as the system would work with records in an ascending date order on both sets of data.

# **Exceptions Generated**

Unmatched Bank records are marked either "Unrecorded bank deposits" (Exception #335) or "Unrecorded bank withdrawals" (Exception #340).

Unmatched general ledger records which decrease the account balance are marked as "General ledger reduced, no bank entry" (Exception #230).

Unmatched general ledger records which increase the account balance are marked either "Deposits in Transit" (Exception #240) or "Missing Deposit" (Exception #220). The exact exception generated depends on the date range.

# 4.1.6 Out of Balance Matching

# Out of Balance Matching

Typically, matches are 'in balance', meaning that the sum of the Bank records equals the sum of the General Ledger records, within a match group.

However, there are times when records need to be matched, but they are out of balance.

The most common scenarios are when:

--cash is deposited at a retail location (internal G/L records), but when the bank counts the deposit, it is slightly different, and

--when credit card fees are calculated - but there are minor differences in merchant fees (card not present, card classification, etc...)

Note: If you don't want to allow out of balance matches, simply do nothing (see below). If your users need to match records, they can 'Add a Record' and then include this added record within the match group.

Out of Balance matching is available once you've migrated from our trial desktop to either SQL Express or SQL Server.

# Specifying an allowance (tolerance)

In order to use this feature, you must first specify an allowance. Settings > 'Import, Matching, System' > Match.

Below we entered \$1,000 as our allowance (of course, your allowance will differ). ♠ ⓒ ④



Creating an Out of Balance Match 1. Select the records in the Matching Window, and then click in the lower left corner.

# Matching - BankRec

Home	HOME Back to Welcome Navigation	Quick Start		SETTINGS	Record	ON HE Matching Window • n Activities	Unmatched Records	All	Delete Unmat	elete Records Entire Import tch Records		Site and	<ul> <li>Site Index</li> <li>Import Site Index</li> <li>Transaction Types</li> <li>Setup</li> </ul>	
8 1		<b>a</b>   10	2 🔍	\$					6		a 🖻 🥻 🔤	\$		
				Unma	tched Bank								Unmatched	G/L
ate	_ Σ	Check	Σ	Amount 2	Description		Σ Record_T	ype_Description	Date	Δ	Check <b>D</b>	Amount 2	Description	Σ
l														
	3/20/2018		47569							3/19/2018				
	3/21/2018		47238							3/28/2018				
	3/31/2018 3/31/2018		0	4	Monthly fee					3/29/2018 3/30/2018				
	3/31/2018		0	\$217.33	Analysis fee					3/30/2018			Cash and Check Dep	_
										3/31/2018	-			u
										4/1/2018			Manually Added:Estin	
					_									
				/				>						
												1		
	ecords to ma match button						Match	Bank	Mat	ch Bank to GL	1	Match GL		

# 2. Confirm

You'll receive a confirmation pop-up as below. Click OK.



# 3. Select the 'type' of out of balance matching.

	Force Out	of Baland	te Match	×
ForceC	)ut of Bala	ance Ma	itch	
You can match the selected records.				
However, to remain in balance, the s for the difference of \$-62.07	ystem will aut	omatically	create a new, offsetting record	
Create Record Type	(amounte al	haven halav	vare examples)	
	(amounts si	nown below	are examples)	
	Bank	G/L		
Balancing record	\$100.00	\$99.00	These two records were selected in	
		\$1.00	the matching window Balancing record.	
		01.00	Balancing record.	11
	Bank	G/L		
C. Deleccies around a Official Decard	\$100.00	\$99.00	These two records were selected in the matching window	
C Balancing record + Offset Record		\$1.00	Balancing record.	
	(	-\$1.00	Offset to balancing record. Use when	
		$\square$	a correcting entry will be imported.	
Description Manually Added:Estimate	e for			
			Save Cancel	

The top selection just adds the balancing record (enabling the system to match). The bottom selection adds the balancing record plus an offsetting record.

# Example

For example, if the bank deposit was \$100, and the G/L record was \$99 - the balancing record will be \$1 on the G/L side in order for the system to match it.

If you're using the top selection:

If you then go ahead and create a journal entry in your accounting system for \$1 to increase cash by \$1 - and then import it into Treasury Software - the \$1 journal entry will remain as an unmatched item. There is nothing to match it to.

In addition, if you are using our reconciliation report - you'll have more activity for the period and be out of balance (beginning balance + activity <> ending balance).

However, if you selected our Bottom selection:

It will avoid this situation, as it will also create an 'offset' record.

The 'offset' record is the offset of the balancing record. Here the balancing record of \$1 (positive), would have an offset record of -\$1 (negative).

Therefore, in this example - when the journal entry of \$1 (positive) is imported into Treasury Software:

--it can be matched against this offset record (a G/L +\$1 with a G/L -\$1), and --the net activity is \$0 - and therefore will not change the reconciliation report.

How do I know which option to use?

#### Golden Rule

If you will be making a journal entry for the out of balance record into your accounting package - and then importing it into Treasury Software - you will want to use the bottom selection.

If the above scenario sounds familiar and you're importing your journal entries to account for out of balances - use the bottom selection. Otherwise, please use the top selection.

Tips for use with the Reconciliation Report I'm out of balance - and I used the bottom selection - what happened? The bottom selection will not cause an out of balance condition. However, if you created a journal entry in the same period - and imported that into Treasury Software - please remember to update your new ending balance for the General Ledger (you just updated it! - there's a new ending balance) at the Reconciliation Report.

# 4.2 Performing System Matching

#### Overview

System Matching, also called Automated Transaction Matching, uses a high-speed matching engine to pair a bank record with a general ledger record.

Following System Matching, you will do Manually Matching to pair bank records that required multiple general ledger records to create a match.

#### Steps

1. From the Bank Reconciliation Main Home tab, click the Matching Windows button. If you are using a version prior to 2013 click the Match Records button located in the Bank Reconciliation Main Screen.

If you watch quickly, you will see the progress of the Automated Transaction Matching.

Alternatively, you can select Matching from the top menu, then System Matching and this will do exactly the same thing as the steps above.

You will now see the Manual Matching screen (Figure 2 below). System Matching with all imported data has been completed. The records currently remaining are unmatched.

Next Step Manually Matching

# 4.3 Performing Manual Matching

#### Overview

Following Automated System Matching, you should check the data to ensure all records are matched that should have been matched.

#### Steps

Following System Matching, you will see the screen in Figure 1 (below). The data will be different as it will reflect your data.

					Unma	tched E	Bank	
/	Σ	Check <b>D</b>	Amount	Σ	Site	Σ	Description	Σ
	3/20/2018	47569	(\$12,856	6.03)	0		Check	
	3/20/2018	47569	(\$12,856	6.03)	0		Check	
	3/21/2018	47238					Check	
	3/31/2018	0		7.93			Analysis fee	
	3/31/2018	0	\$21	7.93	0		Analysis fee	
		ah ihaa						
	ecords to mat natch button to	cn, then						

The left pane holds bank records, the right pane holds general ledger records. Look through the data in each to see if there are any matches.

In Figure 1 (above), the bank side has a Funding credit on 2/19/2001 in the amount of \$16,750.00. Look on the general ledger side. There is what appears to be a deposit listed as NY #620 for \$17,000.00. Right below it, there is a record for - \$250.00, listed as NY #620 Adjustment. Clearly the intent is to make the NY #620 deposit for \$16,750.00. This matches the Funding Credit record on the bank side. These 3 records (1 bank, 2 general ledger), are a match. Follow these steps to manually match these records.

1. Select each of these records by clicking on them (to select multiple records in the same pane, hold Control). They will not be highlighted in blue (Figure 2 below).

	🖨 🤃 🗖						1	1 🛛 🖨	87 🔳		pa -					
			U	nmatched Bank												Unmatch
ate	~ Σ	Chec <b>D</b>	Amount 2	Description	Σ Text Σ	Absolute_Amt 2	Da	ate / Σ	Check	Σ	Amount	Σ	Description 2	Text <b>Σ</b>	Absolute_Amt	Σ
1								1								
	2/15/2008	0	(\$1,200.00)	Fees - Account Summary		\$1,200.00		2/19/2008	3	0	\$17,000.0	)0	NY #620		\$17,00	0.00
	2/19/2008	0	\$1,604.16	Interest Earned		\$1,604.16	•	2/19/2008	3	0	(\$250.0	0)	NY #620 Adjustment		\$25	0.00
	2/19/2008	0	\$16,750.00	Funding Credit		\$16,750.00		2/27/2008	3	46208	(\$7,743.3	5)	Wartian Herkku		\$7,74	3.35
(	2/19/2008	87777	(\$5,368.24)	Controlled Disbursement		\$5,368.24		2/27/2008	3	46209	(\$4,987.8	5)	Blondel père et fils		\$4,98	7.85
	2/28/2008	46191	(\$8,515.00)	Controlled Disbursement		\$8,515.00		2/27/2008	3	46210	(\$953.3	5)	Wellington Importadora		\$95	3.35
								2/27/2008	3	46211	(\$2,417.1	5)	Reggiani Caseifici		\$2,41	7.15
								2/27/2008		46212		6)	Que Delícia		\$9,02	9.66
								2/27/2008	3	46213	(\$2,431.2	1)	QUICK-Stop		\$2,43	1.21
								2/27/2008		46214	(\$1,962.1	5)	Great Lakes Food Market		\$1,96	2.15
								2/27/2008	3	46215	(\$5,911.8	1)	Mère Paillarde		\$5,91	1.81
								2/27/2008	3	46216	(\$3,450.1	4)	Vaffeljernet		\$3,45	0.14
								2/27/2008		46217			Lehmanns Marktstand		\$9,52	
								2/27/2008		46218	1 · · · ·		Lehmanns Marktstand		\$6,84	
								2/27/2008		46219			Old World Delicatessen		\$1,04	
								2/27/2008		46220			Ernst Handel			5.60
								2/27/2008		46221	4		White Clover Markets			7.34
								2/27/2008		46222			Piccolo und mehr		\$7,50	
								2/27/2008		46223			Rattlesnake Canyon Groce		\$7,23	
								2/27/2008		46225			Hungry Coyote Import Store		\$6,66	
								2/28/2008	3	0	\$84,746.0	00	Corporate #619		\$84,74	6.00
				m		•										

In the bottom of the screen, notice that you see 16,750.00 in the text boxes corresponding to each pane. The difference between the two, 0.00, is in the middle textbox. To match, click the "Match Bank to G/L" link. The system will match the records and remove them from the screen (Figure 3 below).

Scan through the data again. There are no more matches. Click "View Easy Steps - Home" to go back to the Main Screen.

# Next Step

The next step is to run reports on the matched and unmatched records. See <u>Reports</u>

# 4.4 Unmatching records

# Unmatching records

To unmatch records, run a report that displays at least one member of the match group that you want to unmatch.

1. From the Reports window run one of the following reports:

All Records Bank only G/L only

2. Select at least one member of the matched group that you want to unmatch.

3. Click on the unmatch icon (looks like a dark blue 'undo' arrow) from the Reports toolbar.

Actions	View	Export	Change Current Period - 02/29/2008
i 👍 🔳		• =	🗙 🤊 🛃 📙 🖻 🛅 🖳 🕘

The records are now unmatched.

# If the records were matched by the system (Automated Transaction Matching)

When you enter into the Reports window - or the manual matching window - the system will re-run the Automated Transaction Matching process again (by default).

If you do not turn off the default behavior, the system will simply rematch the records - undoing the work you've done in steps #1 through #3 above.

To turn off the ATM process, from the top menu select Settings > Import,System > Match tab. Change the options below as needed.

<b>0</b> , 0	ptions	X
Imp	ort Match Reports System BAI	Resume Startup   Bank Code   Custom
1	Matching	
0	AutoMatch - Matching Window	On 🔺
1	AutoMatch - Reporting Window	On
	Match: Check to Check	On
	Match: Void to Issue	On
	Match: Alphanumeric Matching Field	
	Match: Many to Many	Off
	the Matching Window.	

# Notes:

--If you turn off the ATM (per above), you can always run ATM from the main window.



-- If you manually matched the records, you do not have to turn off the ATM to prevent them from being matched.

--If the account has reconciled periods, the unmatched records can not be in a reconciled (or earlier) period.

# Reports

# 5 Reports

# Required

- You have imported bank and general ledger data
- You have matched the data (using either System or Manual Matching, or both)

# Overview

Reporting is the last step in using Bank Reconciliation. In this step, you will run reports describing your data, both matched and unmatched records, to speed up the process of using the data for reconciliation and making it easier to see exceptions.

# **Loading Report Creator**

To view the Report Creator click on the View tab then All Reports.

If you are using a version prior to 2013. There are two ways to load the Report Creator. You can select Reports from the main menu or click the Reports button on the Main Screen. The Report Creator will load.

File	Home	View	Settings	Help							
All Reports	Unmatched Records	Past 3 Months Reports	Logs	Reconciliation Report	<ul> <li>Display Main Menu I Ribbon Bar Min/Max</li> <li>Hide Ribbon Bar</li> <li>Left Shortcut Bar</li> <li>Navigation</li> </ul>						
🕼 🕲 =											
Drag a c	Drag a column header here to group by that column										

In the top left corner is the report selection dropdown box. In this box you can select the report you wish to view. The reports are broken into 3 categories:

- Record Listings (list all records, just bank records, or just general ledger records)
- Reports... (create a variety of reports on matched and unmatched data)
- Other

If you are unsure which report to run, see <u>Commonly used reports</u>.

See Toolbar Buttons for more information on each button on the toolbar.

See <u>Commonly used reports</u> to learn about popular reports.

See <u>Grouping data</u> to learn how to group data on different fields.

# 5.1 List of Reports

Bank Reconciliation contains a number of reports available for your use. These reports include the following:

- All Records
   Show all reported for
- Show all records for a given date rangeBank Only
- Shows all bank records for a given date range
- GL Only Shows all GL records for a given date range
- Unmatched items (period sensitive) Show all unmatched items through the period ending date.
- Unmatched items (thru current) Show all unmatched items
- Unmatched w/o OS checks Show all unmatched items except for outstanding checks
- Matched only (grouped) Show all matched record (grouped by audit trail number)
- Outstanding Checks
   Show all outstanding checks
- Periods Show period ending listings, including whether period is reconciled and the ending balance
- Import Logs

All files imported into the system by type (GL or Bank). Includes record counts, total imported amounts, and date range

- Manually Added Records
   Only transactions that were manually added through the Add Record function
- All Records (All Text Fields) Similar to All Records, but displays all optional text fields
- Bank Statement Summary
   Displays bank statement for selected period
- Bank Statement Detail Similar to Bank Statement Summary, but can be drilled into for more information
- GL Statement Summary Displays GL statement for selected period
- GL Statement Detail Similar to GL Statement Summary, but can be drilled into for more information
- Balancing Entries Entries created by the system during reconciliation to correct an out-of-balance

Through a combination of grouping and filtering, it is possible to obtain a very customized report which can then be exported to Excel for later use or import into another system.

See <u>Grouping data</u> to learn how to use different data groupings within the report (change data view)

# 5.2 Toolbar Buttons - Reporting

At the top of the Report Creator is the toolbar (Figure 1 below). Each button in the icon offers quick access to features common for working with reports.

Actions	View	Export	Change Current Period - 02/29	/2008		
i 👍 🔳		• =	🗙 🤊 🛃 🖶 🖻 🐴	0		
Select a Re	port		▼ Select a Date Range ▼	From:	02/01/2008 💌 To:	02/29/2008 💌 Run

# Running a report

In the upper left, change to a different report by using the dropdown box (currently reads "Select a Report").

# Changing date range

Select the appropriate date range from the dropdown box. Some reports are period-sensitive. If so, change the system period by clicking "Current Period - 2/29/2008" (will display current period ending date selected, in this case 2/29/2008)

# Saving a report layout

If you will repeatedly use the same report on similarly-formatted data, you can save the exact field groupings using the User Layouts menu. This will save you from having to regroup your report each time if you always want the same view.

# Loading a saved layout

Select "Load User Layout" from the User Layouts menu.

ф	Print
	Columns: Hide/Display, Group, Sort, Filter, Order
	Select all rows
	Clear selected rows
•	Expand groups
5	Unmatch records
E <sub>1</sub>	Copy selected rows and columns to clipboard (can paste into Excel)
×,	Export
0	Help on button choices

# 5.3 Grouping data

Reports are only useful if they can be interpreted quickly and accurately. It is both cumbersome and error-prone to be forced to scroll through tens or hundreds of records looking for certain ones.

Bank Reconciliation allows you to group report data on many different fields to see a breakdown by category.

In Figure 1 (below), Report Creator is showing the Unmatched items (period sensitive) report, and the data is grouped first by origin (Bank or G/L) and then by Period. This means that all the records are put into two groups, Bank or G/L. Next, still inside the respective groups, each of the records is ordered by Period.

matched Items	s thru cum	ent 💌	<b>∦</b> ]  Se	elect a Date	Rang	≝, Ø je _ From: 02	/01/2008 [	▼ To: 02/29/2008 ▼ Run					
Origin	Σ	Check	Σ	Amount	Σ	Description	Σ	Exception	Σ	Follow_up	Σ	Absolute_Amount	Σ
Origin	Σ	Check	Σ	Amount	Σ	Description	Σ	Exception	Σ	Follow_up	Σ	Absolute_Amount	Σ
G/L		80178		(\$4,458	3.93)			O/S check detail				\$4,458	3.9
G/L		80178		(\$3,230	).31)			O/S check detail				\$3,230	).3
G/L		80178		(\$7,009	).32)			O/S check detail				\$7,009	).3
G/L		80178		(\$687	7.46)			O/S check detail				\$687	.4
G/L		80178		(\$3,658	3.06)			O/S check detail				\$3,658	3.00
G/L		80178		(\$1,099	9.68)			O/S check detail				\$1,099	).68
Date : 2/2/200	8 (3 item:	3)											
Origin	Σ	Check	Σ	Amount	Σ	Description	Σ	Exception	Σ	Follow_up	Σ	Absolute_Amount	Σ
G/L		80194		S	0.00			Deposit in Transit (Missing Deposit)				\$C	0.00
G/L		80194		S	0.00			Deposit in Transit (Missing Deposit)				\$C	0.00
G/L		80194		S	0.00			Deposit in Transit (Missing Deposit)				SC	0.00

# To create or remove a grouping:

Creating or removing a grouping is as easy as dragging the column heading to the grey bar (to group) or drag it back to the grid (to ungroup).

# **Related Topics**

See <u>Commonly used reports</u> to learn about popular reports.

# 5.4 Troubleshooting

My Reports do not show all the records that I was expecting. I can see unmatched G/L checks on the 'All Records' report, but when I run an 'Outstanding Check list' - they don't show up.

Please check your current period. If you imported checks dated September 2010, but are running an Outstanding Check List as of August, the checks will not show up on the report.

You can verify/change your current period by going to the Reports Menu (View, Export, Actions, Current Period). If you need to change the current period - click on 'Current Period'...

# Is your Reconciliation Report out of balance?

If so, please follow these steps to identify the transaction - and get back in balance.

When the system attempts to run the reconciliation report, it is really running two processes:

1. It first runs a report to make sure that your current period is balance (Ending Balance = Beginning Balance + Net Activity).

If your current period is out of balance - you'll get the 'Red Screen' and be asked to re-enter your ending balance.

Of course, if the issue is in the net activity, you should exit the report and add/delete/update your current period's transactions.

If both the Bank and G/L are in balance, it then proceeds to the next process.

2. The system then runs the reconciliation report - which is a history to date report. If there is an out-of-balance, a transaction(s) in a prior period has been added, deleted or adjusted. Note: With the introduction of our Stay-In-Balance lock feature - prior periods are automatically locked.

Check to see if transactions have been introduced circumventing our security (via SQL), or if a user has unlocked prior periods.

If you cannot identify the entry, re-run the reconciliation report for earlier periods until it is back in balance. Therefore if November 2014 and earlier was in balance, and December 2014 and forward is out of balance - investigate/make the entry for December 2014.

Once you identify the entry in the prior period entry that knocked it out of balance - please update.

Note: Depending on your version, the system may prohibit you from making the entry (Stay-In-Balance lock).

You'll then need to unmark the periods as reconciled - in order to make the entry. To do so: Run the 'Periods' report (View > All Reports > Periods). Select/highlight the period. On the Report sub-menu select Actions > 'Unmark Period as Reconciled'.

Repeat this unmarking for the period containing the error - as well as all subsequent periods. In the example, you would unmark December 2014 and all subsequent/future periods.

You can then make the correcting entry. Note: In subsequent versions, we have blocked all activity to reconciled periods with our 'Stay in Balance' feature - you may want to upgrade.

Once you have made the entry - re-run the Reconciliation Report for that period (ie. December 2014). Then re-run all subsequent periods.



# 6 Reference

# 6.1 Accounts

# Overview

An account is used to contain all data imported, stored, and used by Bank Reconciliation or Bank Positive Pay. Using an account organizes data around a logical point (for example, payroll records into an account called "Payroll") and keeps it separate from the data from other accounts.

# Why not use the Sample account?

Bank Reconciliation and Bank Positive Pay come with a built-in account, Sample, which is used solely to demonstrate use of the system. You should NEVER use the Sample account for your company's account as it resets each time the program is started. This means that every time the program runs, the Sample account has no data associated with it. You should create an account and always use it for your data.

# Valid Account Names

You should give your accounts names that make sense in the context of the data. For example, call the account "Payroll" for payroll data. Calling it "Data Set A" is unintuitive and is likely to cause at best confusion and at worst, erroneous imports.

There are only a few rules for account names.

- 1. They can only contain letters, numbers and the underscore, no special characters or spaces.
- 2. Do not start an account name with a number.
- 3. Must be unique (cannot have multiple accounts named Payroll, for obvious reasons).
- 4. You are allowed up to 255 characters for the name, but for practical reasons related to your use and to internal

storage, you should keep the name under 20 characters.

To learn how to create the account see <u>Creating an account</u> To use a previously created account see <u>Switching accounts</u> To delete an account, see <u>Deleting an account</u>

Treasury Software Copyright.

# 6.1.1 Creating an account

# Creating the account

1. From the Main Screen, select File, then New Account.



The two choices are:

- Create an account + Add to catalog By using this option, the Account Creation process will create a new account and add it to the local catalog
- Add an existing account to your catalog Select if the account already exists

By far the most common option is to simply create the account from scratch. Leave that selected and click Next.

2. You will now see this screen:


Enter the name you wish to use for the account. Pick something that will help you distinguish the account's meaning (for example, Payroll for a payroll account). Bank Reconciliation will not allow spaces in account names so use the underscore (\_) or internal capitalization to make the name clear.

Remember:

- Do not start an account with a number
- Keep the account name under 20 characters
- It must be unique from other account names

After entering, click Next.

3. In Bank Reconciliation only, you will now see this screen:



Select the accounting period for this account. The most common choice is simply using months.

Note: You cannot change the period type once data is imported or entered into the period.

Click Next.

4. You will now see this screen.



The account has now been successfully created. Click Finish.

#### **Related Topics**

Switching accounts to learn how to move among accounts

## 6.1.2 Switching accounts

#### Overview

Switching accounts is necessary when you are using multiple accounts in Bank Reconciliation and you wish to move from the current account to another.

#### Required

It is required that you have created at least one account.

Note: The Sample account should never be used for live data.

#### Steps

Switching accounts is very straight-forward. There are two ways to do it. For either method, you need to be at the Bank Reconciliation Main Screen.

1. Select File, then the account you want to work out of. If you are using a version prior to 2013 then click on Accounts on the lower left corner.



## 6.1.3 Deleting an account

## Overview

Deleting an account should not be undertaken lightly. Any data imported under that account name will be inaccessible. Please only delete an account when you are sure the account data will never be needed by Bank Reconciliation again (without having to be reimported).

## Steps

1. Select File then Delete Account.

of Accounts/Delet	e Periods Register	SQL Test Permissions Switc	h Programs Other	
dit/Listing Delete	Accounts Edit Sort By O	rder Delete Data		
⊢ Select the accou	Ints to Delete Note: Neve	er delete the Sample account		
Step 1				
Ulep 1				
	Name	Location	า	
	Test POS Pay C:\L	Isers\Public\Treasury Software\da	ata\Test POS Pay.brd	
	Test ACH C:\L	Isers\Public\Treasury Software\da	ata\Test ACH.brd	-
	Bank Rec C:\L	Isers\Public\Treasury Software\d	ata\Bank Rec.brd	-
Delete		Jsers\Public\Treasury Software\da		-
		,		
Step 2	N	EVER DELETE the Sample accou	int	
			Clo	1

# 6.2 Definitions

## 6.2.1 Mapping Fields

Mapping is the process that translates your internal data field names to names with which Bank Reconciliation is familiar.

For information on the available fields, see the field definition.

## 6.2.1.1 Amount

## <u>Amount</u>

**Usage:** Dollar amount of a transaction **Required:** Yes (unless mapping Debit/Credit or Amount\_Reverse\_Sign) **Restrictions:** Cannot map with Debit/Credit or Amount\_Reverse\_Sign fields

Amount is used when the transaction data represents both positive and negative numbers.

For all data:

- Positive increases a balance
- Negative decreases a balance

Bank account balance and general ledger account balance are inverses of each other. A transaction that increases the general ledger balance decreases the bank balance and vice-versa. See <u>Debit</u> <u>versus Credit</u> for more information.

## 6.2.1.2 Amount\_Reverse\_Sign

## Amount\_Reverse\_Sign

**Usage:** Used when entire import reduces balance, but the amounts are absolute (positive) **Required**: No

Restrictions: Cannot map with Amount, Debit/Credit, or Sign fields.

A common situation for using Amount\_Reverse\_Sign is when a bank transmits separate files for credit and debit transactions, but all amount values are absolute.

When imported as bank data, map the debit file using Amount\_Reverse\_Sign for the amount values, but use Amount for the credit file.

For more information on meaning of debit and credit, see Debit versus Credit

#### 6.2.1.3 BAI

#### <u>BAI</u>

**Usage:** Used to determine sign in modified inter-bank BAI (Bank Administration Institute) files **Required:** No

Restrictions: All data in Amount field must be positive. Do not use with Sign.

If choosing between the Sign field and the BAI field, use the Sign field as accuracy will be the same but processing will be faster..

## 6.2.1.4 Check Number

#### CheckNumber

**Usage:** There are separate CheckNumber and Description columns (typically General Ledger). **Required:** Yes (can be turned off).

**Restrictions:** Do not use with CheckNumber+Description, CheckNumber+TrailingVoid, or LeadingVoid +CheckNumber

Check number can be formatted internally as:

- Numeric e.g. 8524
- Prefaced with text information e.g. Check # 8524 or #8524

If the field containing the check number also contains a void indicator, either leading or trailing, see <u>LeadingVoid+CheckNumber</u> or <u>CheckNumber+TrailingVoid</u>

See <u>Turning off check number requirement</u> for non-check based accounts.

## 6.2.1.5 Check Number + Description

#### **CheckNumber+Description**

**Usage:** Typically used with Bank imports when the Description field also contains the check number **Required:** No

Restrictions: Do not use with CheckNumber

This field is rarely used. Some banks used to export check number and description as one field, but seldom is that the case today. Retained for backward compatibility, but in almost every case, you will use CheckNumber.

## 6.2.1.6 Description

#### **Description**

**Usage:** Textual description of the transaction. Typically used with General Ledger imports to capture vendor name or code. **Reguired:** No

## Restrictions: None

If the Description also contains the transaction's check number, see CheckNumber+Description

## 6.2.1.7 Date

#### <u>Date</u>

**Usage:** A date in any Windows-compatible format. **Required:** Yes **Restrictions:** None

By default, the system assumes you are using a date in the form MM/DD/YYYY. This also includes dates of form M/D/YYYY.

If your data uses a different date format, see Changing the default date format.

## 6.2.1.8 Filter

#### **Filter**

**Usage:** Use to restrict import based on certain criteria (example: import data into different accounts based on a certain field).

#### Required: No

Restrictions: Not necessary to map if only one account is present in data file.

Filter is used mainly with Bank data in situations where transaction records for multiple accounts is recorded in one file. By using Filter, it is possible to import the data into the proper Bank Reconciliation account based on a filter on one field in the file.

For example, if a checking account ends 123 and savings account 456, can set the Filter text to be 123. On the import, Bank Reconciliation will separate the data into the proper Bank Reconciliation account.

See Setting bank account number for more information.

## 6.2.1.9 Matching\_Field

## Matching Field

**Usage:** Use when data has a corresponding field holding a unique identifier solely for purpose of transaction matching **Required:** No **Restrictions:** None

## 6.2.1.10 Sign

<u>Sign</u>

**Usage:** Used to hold the debit or credit text, typically for bank imports **Required:** No **Restrictions:** Only use when all data in Amount is positive. Can only map with Amount.

Sign is used when amount values are absolute and the sign is indicated in a separate field. For example, the file may have data similar to:

47.22 debit68.19 debit32.40 credit101.80 debit

The first column would be mapped as Amount; the second column would be mapped as Sign.

The Sign field is Bank-centric. In other words, Bank Reconciliation will treat amounts associated with "debit" as being negative.

For more information on debit and credit related to sign, see Debit versus Credit

If your data uses indicators other than "debit" and "credit", see Changing debit and credit text

#### 6.2.1.11 Site

#### <u>Site</u>

**Usage:** Used typically for depository accounts with MICR encoding on deposit slips **Required:** No **Restrictions:** None

Site adds an additional attribute for the system to use when performing Automated Transaction Matching.

## 6.2.1.12 Void Check Indicator

## Void Check Indicator

Usage: Used exclusively for importing check registers Required: No Restrictions: None

Map when importing a check register and the void indicator is in a separate column from the check number. By default, Bank Reconciliation uses a void indicator of "v" (or "V", case-insensitive).

If your void indicator is in the same field as the check number, see <u>CheckNumber+TrailingVoid</u> or <u>LeadingVoid+CheckNumber</u>.

If you need to change the void indicator, see <u>Changing void check indicator</u> for more information.

## 6.2.1.13 CheckNumber + TrailingVoid

## CheckNumber + TrailingVoid

Usage: Used exclusively for general ledger data when the void indicator is appended to the check number (e.g. 1234v) Required: No

Restrictions: Only available on General Ledger imports

Commonly used when importing check registers, mapping this field will indicate to Bank Reconciliation that voided checks will have the void indicator appended to the check number. For example, data may look similar to:

Date	Check #	Amount
5/12/2007	1859	45.12
5/13/2007	1860v	67.89
5/13/2007	1861	101.42
5/14/2007	1862	66.07

Figure 1 - Trailing Void Indicator

In Figure 1 (above), check 1860 is as voided check in the amount of 67.89. The other 3 checks are issued checks. The Check # field should be mapped as CheckNumber+TrailingVoid. Note: "v" is the default void indicator. See Changing the void indicator.

#### Related

See <u>LeadingVoid+CheckNumber</u> if the void indicator prefixes the check number.

See Changing the void indicator to set the specific void indicator for your data.

## 6.2.1.14 LeadingVoid + CheckNumber

#### LeadingVoid + CheckNumber

Usage: Used exclusively for general ledger data when the void indicator is prepended to the check number (e.g. v1234)

#### Required: No

Restrictions: Only available on General Ledger imports

Commonly used when importing check registers, mapping this field will indicate to Bank Reconciliation that voided checks will have the void indicator prepended to the check number. For example, data may look similar to:

Date	Check #	Amount
5/12/2007	1859	45.12
5/13/2007	v1860	67.89
5/13/2007	1861	101.42
5/14/2007	1862	66.07

Figure 1 - Leading void indicator

In Figure 1 (above), check 1860 is a voided check in the amount of 67.89. The other 3 checks are issued checks. The Check # field should be mapped as LeadingVoid+CheckNumber. Note: "v" is the default void indicator. See Changing the void indicator.

#### Related

See <u>CheckNumber</u> if there is no void indicator in the same field as the check number. See <u>CheckNumber+TrailingVoid</u> if the void indicator prefixes the check number.

See <u>Changing the void indicator</u> to set the specific void indicator for your data.

## 6.2.2 General Information

#### 6.2.2.1 Debit versus Credit

For any account, a transaction either increases or decreases the account balance. However, an increase is not always a debit or always a debit. The context determines the meaning.

	Bank	General Ledger
Debit	Decrease	Increase
Credit	Increase	Decrease

Debit transactions include:

- Voided checks
- Deposits

Credit transactions include:

- Issued checks
- Withdrawals

For example, a file consisting solely of voided checks imported as general ledger data can be referred to as debit transactions, but if imported as bank data, those same transactions are credit transactions.

During the mapping process, you will determine what fields in the source file represent the dollar value for the transaction. These will sometimes all be positive, even when they decrease the balance. You must understand how each transaction affects the balance for that data set (bank or general ledger) in order to determine which field is the right one. Mapping the field improperly will lead to inaccurate matching because the sign will be incorrect.

#### 6.2.2.2 Changing void check indicator

When importing a check register, both issued as well as voided checks are likely to be included. By default, the system will interpret a check number ending with a "v" to be a voided check e.g. 4523v would indicate check # 4523 and it would be a voided check. However, not all systems use the same indicator. Follow these steps to change the indicator for your data.

Select the Settings tab > Import,System tab > Import tab.

If you are using a version prior to 2013 please follow the next steps.

- 1. While working in the appropriate account, select File from the main menu
- 2. Select Options, then General.
- 3. In the corresponding textbox for "Void Check Indicator", type in your indicator.
- 4. Click Close.

The system will now use the indicator you inputted to determine voided checks for all imports into this account.

Not sure how to change accounts? See Switching accounts.

## 6.2.2.3 Changing debit and credit text

Some banks will send transactional data with all amounts as absolute (positive) values. Alongside the data will be a field indicating whether the transaction was debit or credit.

For example, data could look similar to:

47.22 debit 68.12 debit 42.14 debit

98.11 credit

The first column would be mapped as the Amount field; the second column would be mapped as the Sign field.

By default, Bank Reconciliation will use "debit" and "credit" to represent those transactions as such.

However, what if the credit used is "d" and "c"?

Select the Settings tab > Import,System tab > Import tab.

If you are using a version prior to 2013.

- 1. Select File from the main menu
- 2. Select Options, then General
- 3. Under the Import tab, look for "Text for 'Debit' "
- 4. In its corresponding textbox, change "debit" to "d"
- 5. Follow same steps with "Text for 'Credit' " entry
- 6. Click Close

When working with your data, replace "d" and "c" above with the text for your particular situation.

## 6.2.2.4 Turning off check number requirement

## Turn off check number requirement

Not all accounts are check-based. For example, the concept of check number is meaningless for a depository account. By default, CheckNumber (or one of the fields that contains CheckNumber) is required. However, you can turn off this requirement.

- 1. From the Main Screen, select File, then General, then Options.
- 2. Under the Import tab, find the option labeled "Check number mapping required?" Set it to "Off."
- 3. Click Close.

## 6.2.2.5 Turning off decimals in amount

Suppose your bank data resembles the following:

83

Date	Check #	Amount			
5/14/2007	1892	42793			
5/15/2007	1893	48201			
5/15/2007	1894	36413			
5/16/2007	1895	7891			
Figure 1 - Amounts without decimals					

In Figure 1 above, Bank Reconciliation will treat each of the amounts as a whole dollar value. In other words, Bank Reconciliation will handle check 1892 as being issued for the amount \$42,793.00. However, that amount should actually be \$427.93. Follow these steps to turn on decimal periods. The bank and general ledger can be set separately as you will see below.

Select the Settings tab > Import,System tab > Import tab. Under the import tab:

- a. For Bank data, set "Imported amounts need decimals Bank" to "On"
- b. For General Ledger data, set "Imported amounts need decimals G/L" to "On"

If you are using a version prior to 2013.

- 1. At the Bank Reconciliation Main Screen, Select File from the main menu.
- 2. Select Options, then General.
- 3. Under the Import tab:
  - a. For Bank data, set "Imported amounts need decimals Bank" to "On"
- b. For General Ledger data, set "Imported amounts need decimals G/L" to "On"
- 4. Click Close.

## 6.2.3 Options

Bank Reconciliation is incredibly customizable, from date formats and embedded check numbers to custom imports and automated scheduling. Taking advantage of some of these features involves setting the appropriate options.

#### **Required:**

• You must be working in the appropriate account.

Options are account-specific and will not care over to multiple accounts. This is good because it allows you to keep them static for data that will always be formatted the same. However, you must take care to change them in the correct account.

Select Settings tab > Import, System > Import tab.

If you are using a version prior to 2013: All these options are found by: 1. Select File from the main menu

2. Select Options, then General

You will see Figure 1 (below).



Figure 1 - Options dialog box

There are 7 tabs available:

- Import (currently selected)
- Match
- Reports
- System
- BAI
- Resume Startup
- Bank Code
- Custom

## 6.2.3.1 Import

The Import tab is selected by default when General Options is loaded. It looks like Figure 1 (below).



Figure 1- Options dialog box (Import tab selected)

Below are all the options available under the Import tab. Click the link for more information. Please note: options can be set differently for bank and general ledger data. The options below group multiples into one link to save space. These will have an X where the option would be with the type (bank, G/L) listed in parentheses and separated by semicolons.

- Text for 'Check'
- Void Check Indicator
- Text for 'Debit'
- Text for 'Credit'
- Check Number Mapping Required?
- Date Mapping Required?
- Multi-line Check Format
- Imported amounts need decimals X (Bank;G/L)
- Custom Date Import (CDI): X (Bank; G/L; CC)
- CDI: Source Format X (Bank; G/L; CC)
- CDI: Separator X (Bank; G/L; CC)
- CDI: Embedded Start X (Bank; G/L; CC)
- X Daily Reconciliations (Bank; G/L)
- X Import contains: (Bank; G/L)
- X Import: Search for non-check dupes (Bank; G/L)
- X Import: Stop import or exclude on dupes? (Bank; G/L)
- X Import: Use multi-period warnings (advanced) (Bank; G/L)
- Filter Import X (Bank; G/L)
- SQL Timeout (in seconds)

- # X copy and paste (columns; rows)
- G/L Only: Suppress Void Indicator when embedded
- Text for Manually Added records
- Suppress void check warning on import
- Suppress prompt to show file after creation

## 6.2.3.2 Match

Enter topic text here.

## 6.2.3.3 Reports

Enter topic text here.

## 6.2.3.4 System

Enter topic text here.

## 6.2.3.5 BAI

Enter topic text here.

## 6.2.3.6 Resume Startup

Enter topic text here.

## 6.2.3.7 Bank Code

Enter topic text here.

## 6.2.3.8 Custom

Enter topic text here.

## 6.3 Periods

## Periods

All Treasury Software products have a built in calendar - called 'Periods'.

Periods are typically the end of each month. If you run the 'Periods' report (View > All Reports > Periods), it might look like:

🚔 🕞 🏵			
FILE HON	AE VIEW S	ETTINGS AUT	OMATION HELP
		mport Reconciliati Logs Report	on Fibbon Bar Migration Bar Navigation
Actions View	w Export Chang	ge Current Period - 5	5/31/2007
🗠 💶 🖬 🖬	I 🕈 🎫 🔊 🖥	i 🕫 🗈 🗟	Save @
Periods	•	<select below="" date=""></select>	▼ From: 05/01/2007 ∨ To: 05/31/2007 ∨ F
Drag a column	header here to grou	ip by that column	
Reconciled	Σ Period Σ	Bank Ending <b>D</b>	G/L Ending <b>Σ</b>
	06/30/2016	\$0.00	\$0.00
	07/31/2016	\$0.00	\$0.00
	08/31/2016	\$0.00	\$0.00
	09/30/2016	\$0.00	\$0.00
	10/31/2016	\$0.00	\$0.00
	11/30/2016	\$0.00	\$0.00
	12/31/2016		0.00
	12/31/2010	\$0.00	\$0.00
	01/31/2017	\$0.00	
	01/31/2017	\$0.00	\$0.00 \$0.00
	01/31/2017 02/28/2017	\$0.00 \$0.00	\$0.00 \$0.00

## Adding / Changing Periods

# Changes to the Period table are permanent - and incorrect changes can render the account useless. Make a backup prior to modifying your periods.

To modify your periods, navigate to Settings > Maintenance > Periods > Change and Update Periods. All Period changes start at this screen.

FILE HOME VIEW Access Control Security		ate to Remote Citrix ktop, Citrix Main	Maintenan	ce	Resto
Actions	lete Periods Register SQL	Maintenance Check In Balance	est Permissions Sw	ritch Programs )	X Other
Drag a colu  Reconciled  Change  Change  NEVEF	Inge and update periods iods - Change your accounting period Pate 030 < Enter period first Add a Period Periods from Months and/or import your list R DELETE a period that has data ete all data in that period, then de	Delete a Period	Date Ending 1/31/1997 2/28/1997 3/31/1997 4/30/1997 5/31/1997 6/30/1997 ( )		

## Rule 1 - Golden Rule Never change (or delete) a period which contains data - or any period before it.

# Therefore, if you have transactions in the period March 2015 - you can only change periods April 2015 and after.

For example, you are currently using monthly periods (default) and you want to change to a weekly basis.

First, run a report to view the latest transaction. For this example, it would March 29, 2015. Since the current periods are monthly - that means only periods after March 31, 2015 can be updated (deleted/ added).

Rule 2 - Leave extra periods at the beginning. You must have at least 6 periods prior to the first transaction date (for reports) and for the prior period balance.

Therefore, if you plan on importing data starting January 1, 2015 - your first period (if months), should be July 2014.

How to change periods - if you haven't imported any transactions to the account (easy)

#### You can either:

#### Manually

--Select all of the periods on the right side of the above image, then click 'Delete a Period'. --Then manually on the left side of the above image - edit the date and then click 'Add a Period'. Note: Start with the earliest period to add.

#### Importing

--Click on the link in the image above labeled 'Change Periods from Months and/or import your list' This will open the form below.

Use this form to import a list of periods. Since you're just starting out and you have no data in the account - select 'Replace'. The replace option will take care of deleting all of your current periods.

#### Period Import screen

۵,	Reporting Periods 🛛 🗕 🗖 🗙
	This window allows you to perform a mass import of your reporting periods.
	Periods are defined by their Period Ending (P/E) date. The default period is monthly. The system can handle 4-4-5, 13-4, weekly, daily or any custom periods you may have.
1	Import your own reporting periods
	APPEND existing periods
	REPLACE existing periods Caution: You must include at least 6 (six) periods prior to the period you will be entering data for. Example - If your first period is July 2008, your period list should start with January 2008. NEVER REPLACE existing periods if you already have data in this account. If you need to re-work your periods - delete all bank and G/L transactions, then replace the periods.
	File requirements: A text file (fixed width, comma delimited, or tab delimited), with one column per row. The column should be in an acceptable local date format (ie. in the US: 12/31/2009).
	Hint: This file can be created in a text editor (Notepad) or in Excel (Save As CSV or Text-Tab).
	Help Cancel < Back Next> Finish

How to change periods - if you already have data in the account

First, determine the last period which contains data. For example, let's say that March 2015 is the last

period with data in it.

#### **Period Maintenance Screen**

		Maintenance					
ist of Accounts/Delete Period	8 Register SQL	Check In Balance	Test	t Permissions	Switch Programs	Other	
nstructions Change and upda	te periods						
Reporting Periods - Chang Add a Reporting Period	your accounting pe	eriods from monthly (o Delete a Period	lefault	t) to another fis	cal calendar		
Date				Date Ending			
► 1/1/2030			•	1/31/1997			
• 17172030	< Enter period first			2/28/1997			
+ Add a Period				3/31/1997	_		
				4/30/1997	_		
		-	. —	5/31/1997			
Change Periods from		Delete a		6/30/1997			
import you	1151	Period	Ŀ				
NEVER DELETE a first delete all data ir		in it. If you need to a elete the period.	chang	ge the period e	nding date for a peri	1	

## You can either:

## Manually

--On the Period Maintenance Screen, select the periods to delete, then click 'Delete a Period'. For this example, you would only click periods April 2015 or later.

--Then manually on the left side of the above image - edit the date and then click 'Add a Period' - adding the periods starting with the earliest period.

## Importing

--Delete the periods as noted in the 'Manual' section above. Note: We need to delete the periods here (versus the earlier example), because we won't be using the 'Replace' option in the next step. --On the Period Maintenance Screen, click on the link labeled 'Change Periods from Months and/or import your list'

This will open the Period Import screen. Create a list of periods (in this example, your periods should start after March 31, 2015).

Use this form to import a list of periods. Since you're keeping the list of periods March 31, 2015 and prior - select '**Append'** (not Replace). Note: Strike-through font on purpose.

Run a Period report to check you work (View > All Reports > Periods),

# 6.4 FAQS

See below for FAQS

## 6.4.1 How many "accounts" are needed?

How many "accounts" need to be created in the software?

Golden Rule: An account should be created for each reconciliation report needed. Ex: A company has two bank accounts, checking and savings. Each account is separate and needs a reconciliation report containing only that account's information. In this scenario, two accounts in Bank Rec will be needed.

## **To Create an Account**

Click File>New Account to create a new account.

$\overline{\mathbf{e}}$	
New Account	
Open Account	Recent Accounts
Delete Account	Sample
Recent Accounts	
Upsize / Copy Account	
Backup	
Restore	
Fix	
Enter / Remove License Codes	
Exit	

Select the option to "Create an Account and Add it to your Catalog" and click Next.



Enter a name for the account. This name is strictly internal and should help you identify the purpose of the account. For example, if this account is an operating account, you might call it "Operating". After the name is entered, click Next.

🖏 Account Wizard	- 0	×			
You are now logged into the SQL Server with Administrative rights. This screen allows you to create a database on the SQL server and r data from a non-SQL Server version of this program. The Account name: will identify the account in the 'Account Selector' is used as the SQL database name -no special characters or spaces (underscore ok) start with a letter (not a number) needs to be unique from other account names already in the program					
	Enter Account Name Account name				
C ACH Universal C Positive Pay 📀 Bank Reconciliation					
<u>Debuq Mode</u>	Cancel < <u>B</u> ack <u>N</u> ext >				

Congratulations! You have finished creating the account. Click Finish to begin using this account.

## 6.4.2 I don't have a "Bank" or "GL" file-can I still use Bank Rec?

I don't have a "Bank" or "GL" file-can I still use Bank Rec?

Yes.

Bank Rec can match any two pieces of information using the mapped criteria. "Bank" and "GL" are the most common.

Image: Select a Mapping         Image: Select a Mapping         Image: Select a Mapping Template         Image: Select A Mapping						
Only map the columns you need to import (click the column to select).						
Date F1	 F2	 F3	CheckNumber F4	<u> </u>		
General Ledger Tr	F2	r3	Г4	Selec		
Date	Journal	Journal #	Document #	Desc		
2/1/2001	A/P	80178	46008	Arour		
2/1/2001	A/P	80178	46009	Bergli		
171,70001   ◀						
Help     Cancel     < Back     Next >     Finish						

## To map:

- 1. Click on the red header.
- 2. In the dropdown, select the appropriate entry

The header will turn green and the field name will be displayed inside.

#### To unmap:

- 1. Click on the green header
- 2. In the dropdown, choose "Select..."

The header will turn red and the field name will be removed.

## How do I know which field names to use?

Look at the data in the movie above. Each column is labeled with internal field fields. Of these, five correspond directly to a Bank Reconciliation field while the others can map to a text field if you need to retain them.

Internal Field	Maps As	Bank Reconciliation Field
Date		Date
Check Number		CheckNumber

Amount
Description
Text1
Text2
Text3

## 6.4.3 Have multiple bank accounts on one file, how do I filter them?

Have multiple bank accounts on one file, how do I filter them?

Bank Rec has a filter option for both the Bank and the GL.

From the Settings Menu select Import, Matching, System. On the Import tab, scroll to the Filter Option.

<b>f (</b> )	
FILE	HOME REPORTS SETTINGS AUTOMATION HELP
Access Control	Encrypt File Change Password Migrate to SQL Migrate to Remote Chirix Express, SQL Server Desktop, Citrix Maint Security Multi-User M
	, Options X mport Match Reports System BAI Resume Startup Bank Code Custom
	Import 🗸
	CDI: Embedded Start G/L 0
	G/L Import: Search for non-check dupes No search
	Filter Import - Bank 0
	Filter Import - GL 0
	SQL - Timeout (in seconds) 300
	# Columns copy & paste 16
	Filter Import - Bank Used when the import ('source') file contains data for more than one account. If the source file contains a field which identifies the account it belongs to (such as account number, etc), then enter the value here. Notes: -This function looks to see if your entry you enter here is within the field (when in doubt, do NOT enter leading zeroes)You can enter numbers or letters (lowercase). Remember: You must map the 'Filter' field to activate this.
	Close
- L	

Enter the filter criteria.

Proceed to import and map the data. Note, the filter criteria column must be mapped using "Filter" in

order for this function to work properly.

🐈 General Ledger Column Mapping 🛛 🕹					
This screen lets you select each column and decide: to skip the column, and do not import (red) import the column and assign it to a field (green). You do NOT need to map every field					
Remember: ` and CheckNo	You typically only ne umber.	ed to map Date, Am	ount		
0.1			Category	v Type▼	
	ie columns you need ter	to import (click the i	column to select J. —		
-			Filter		
d 3	Field 4	Field 5	Field 6	Field 7	
🖻 He	lp <u>H</u> elp	Cancel	Back <u>N</u> ext >	<u> </u>	

# 6.4.4 Does Bank Rec include template files?

Does Bank Rec include template files?

Yes.

When Bank Rec is downloaded a tutorial folder is created in the C:\Users\Public\Treasury Software \Tutorial.

> Thi	is PC → satadrv1 (C:) → Users → Publ		~	
	Name	Date modified	Туре	Size
*	CustomOutput	4/6/2016 12:01 PM	File folder	
*	Import	4/6/2016 12:01 PM	File folder	
*	Logs	4/6/2016 12:01 PM	File folder	
*	La Tutorial	4/6/2016 12:01 PM	File folder	
77	UserDefinedReports	4/6/2016 12:01 PM	File folder	
		4/6/2016 12:01 PM	File folder	
	📙 To Bank	4/6/2016 1:38 PM	File folder	
	📊 Data	4/9/2016 8:31 AM	File folder	
	Reports	4/25/2016 11:44 AM	1 File folder	
	Archive	4/26/2016 12:15 PM	File folder	

This folder contains both sample Bank and sample GL data, meant to help with mapping information correctly.

Name	^	Date modified	Туре
ACH2Excel		4/6/2016 12:01 PM	File folder
ACHData		4/6/2016 12:01 PM	File folder
BAI2Excel		4/6/2016 12:01 PM	File folder
🛛 BankData		4/6/2016 12:01 PM	File folder
EDI2Excel		4/6/2016 12:01 PM	File folder
GLData		4/6/2016 12:01 PM	File folder
MerchantNum	pers	4/6/2016 12:01 PM	File folder

## 6.4.5 How do I change/add periods?

Changes to the Period table are permanent - and incorrect changes can render the account useless. Make a backup prior to modifying your periods.

To modify your periods, navigate to Settings > Maintenance > Periods > Change and Update Periods. All Period changes start at this screen.

FILE HOME VIEW FILE HOME VIEW Control Security		ate to Remote Citrix sktop, Citrix Main	Maintenand		
	nge and update periods riods - Change your accounting pe porting Period Date	Delete a Period	ult) to another fiscal c Date Ending ↓ 1/31/1997 2/28/1997 3/31/1997 4/30/1997 5/31/1997 6/30/1997 ↓	alendar	
first de	elete all data in that period, then de	elete the period.		Close	

## Rule 1 - Golden Rule

Never change (or delete) a period which contains data - or any period before it.

# Therefore, if you have transactions in the period March 2015 - you can only change periods April 2015 and after.

For example, you are currently using monthly periods (default) and you want to change to a weekly basis.

First, run a report to view the latest transaction. For this example, it would March 29, 2015. Since the current periods are monthly - that means only periods after March 31, 2015 can be updated (deleted/ added).

Rule 2 - Leave extra periods at the beginning. You must have at least 6 periods prior to the first transaction date (for reports) and for the prior period balance.

Therefore, if you plan on importing data starting January 1, 2015 - your first period (if months), should be July 2014.

## 6.4.6 How do I change the company name on Reports?

How do I change the company name on Reports?

To change the company name that appears on the top of printed reports go to the Settings Menu->Import, Matching, System--> Reports



## 6.4.7 What do I enter into the Reconciliation Report?

The Reconciliation Report is a check on the information that has been imported into Bank Rec.

To run the report click on Reports--> Reconciliation Report

On the window that opens, check or change the Period Ending date by clicking on the drop down menu.

Next enter the Bank- Ending Balance as per the Bank statement.

Enter the G/L-Ending Balance as per company policy.

Click Run Report.

3. Reconciliation Report - To close, click the red X --->

Period Ending	Bank - Ending Balance	G/L - Ending Balance	
4/30/2016 🗨	\$0.00	\$0.00	Click> Run Report

## 6.4.8 How do I see the records that Bank Rec Matched?

Run the "Matched Records report" to view the records Bank Rec automatically matched, or records that were manually matched.

From the Reports menu choose "All Reports"

From the Report list, chose "Matched Only" and select the date range for your report. Hit Run.

