

## **BANKING**

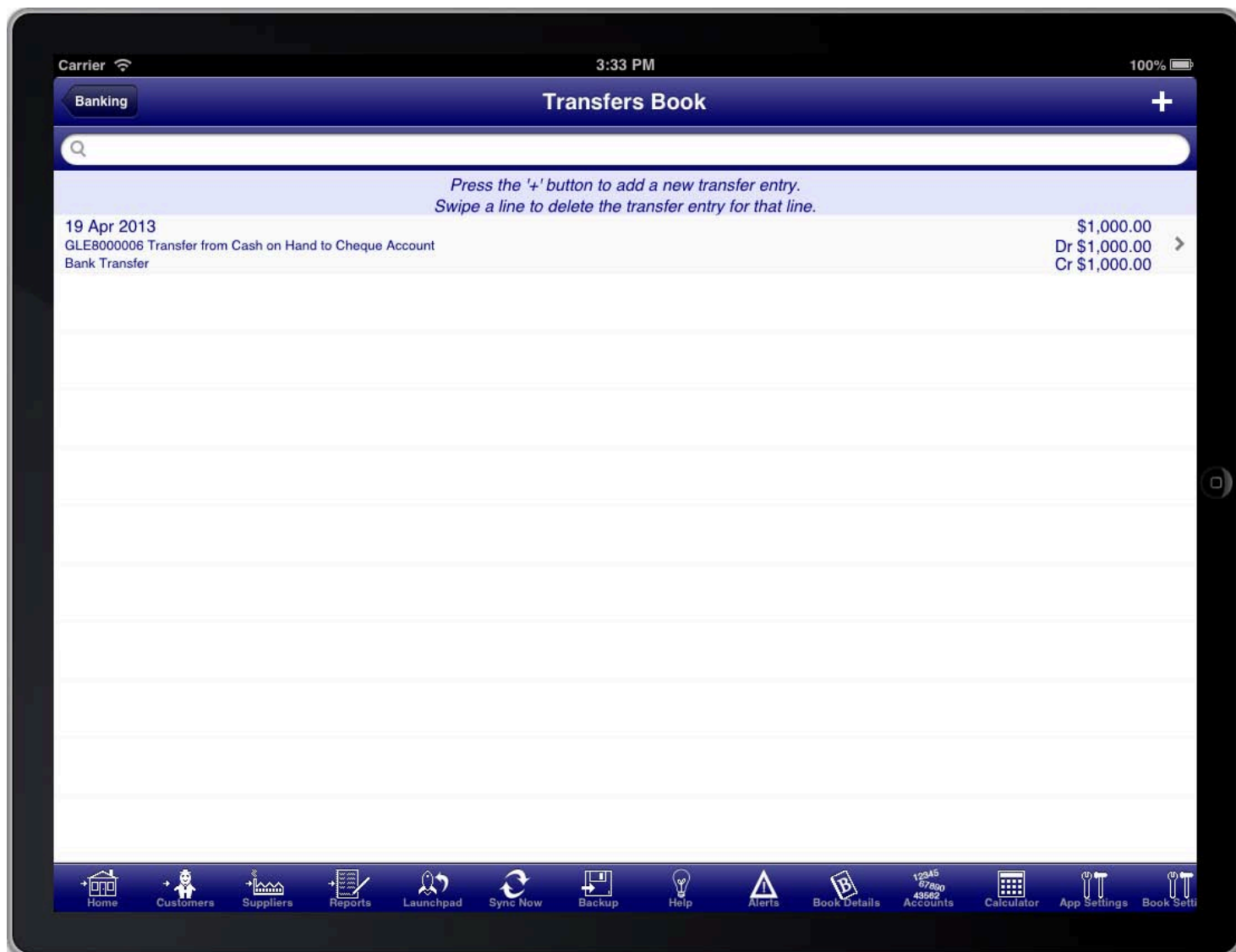
1. **Depositing cash on hand in the bank**
2. **Recording Bank Interest earned**
3. **Recording Bank Charges incurred, or Bank Interest charged**
4. **Recording payment of a credit card bill**
5. **Using a Cheque (Check) book to write cheques**
6. **Depositing a Cheque into an account**
7. **Importing Bank Transactions in BAI2 format**
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9. **Reconciling a Bank Account**
10. **Reconciling transactions**

## DEPOSITING CASH ON HAND IN THE BANK

When you deposit cash on hand in your bank account you need to enter a transaction in Bookkeeping to record this. From the perspective of the Bookkeeping program this is just a transfer of funds from the “Cash On Hand” account to the “Bank Account”.

You should have a separate “Bank” account for each actual bank account that you have. To enter this deposit of cash from your cash on hand you use the “Transfers Book” facility.

The "Transfers Book" facility is accessible from the "Banking" menu.



To create a new transfer press the "+" button at the top right of the transfers book screen.

Carrier 3:29 PM 100%

**Transfers Book** **Transfer From Cash on Hand**

*From Account*  
 ➤ Cash on Hand = \$0.00

*Cheque Number*  
 Cheque Number

*Description*  
 Transfer from Cash on Hand to Cheque Account

*To Account*  
 ➤ Cheque Account = \$1,896.51

*Job*  
 ➤

*View Ledger*  
 ➤➤ View Ledger

*Transfer Date*  
 ➤ 19 Apr 2013

*Amount*  
 1,000

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Select the "From Account" as the "Cash On Hand" account.

Select the "To Account" as the account where the money is deposited.

Select the date when the deposit occurred, enter a description for the transfer (or leave the default description if it is suitable), and enter the amount into the "Amount" field.

When you enter information into the fields on this screen you are actually creating a general journal entry. You can find it in the general journals list with a type of "Bank Transfer". You can select the record in the general journals list and the "Transfers" screen will be shown with the relevant details.

## RECORDING BANK INTEREST EARNED

To record bank interest that you have earned in an account you use the "Deposit Book" screen.

The deposit book screen is used to record the receipt of money into a bank account that is not related to sales or purchases.

The "Deposit Book" screen is accessible from the "Banking" menu.



To create a new deposit press the "+" button at the top right of the screen.

Carrier 3:34 PM 100%

**Deposit Book** **Deposit For Cheque Account**

*Bank Account*  
➤ Cheque Account = \$1,909.48 *View Ledger*  
➤➤ View Ledger

*Cheque Number*  
Cheque Number *Deposit Date*  
➤ 19 Apr 2013

*Customer* ➤ *Supplier* ➤

*Description*  
Bank Interest

*Revenue Account* ➤ Bank Interest = \$12.97 *Amount*  
12.97

*Sales Tax Code* ➤

*Withholding Account* ➤

*Job* ➤

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Select the bank account that the bank interest was deposited into. Set this in the "Bank Account" field.

Select the account that the money relates to. For bank interest this would be something like "Interest Earned" revenue account.

Enter a description, select the date when the money was received, and enter the amount of the interest that was received.

# RECORDING BANK CHARGES INCURRED, OR BANK INTEREST CHARGED

To record bank charges that you have incurred on an account you use the “Cheque Book” screen.

The cheque book screen is used to record the payment of money from a bank account that is not related to sales or purchases.

The "Cheque Book" screen is accessible from the "Banking" menu.



To create a new cheque book entry press the "+" button at the top right of the screen.

Carrier 3:37 PM 100%

**Cheque Book** **Cheque For Cheque Account**

*Bank Account*  
 ➤ Cheque Account = \$1,893.98 *View Ledger*  
 ➤➤ View Ledger

*Cheque Number*  
 Cheque Number *Cheque Date*  
 ➤ 19 Apr 2013

*Customer* *Supplier*  
 ➤ ➤

*Description*  
 Bank Charges

*Expenditure Account* *Amount*  
 ➤ Bank Charges = \$15.50 15.5

*Sales Tax Code*  
 ➤

*Withholding Account*  
 ➤

*Job*  
 ➤

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- Select the bank account that the bank charges were deducted from. Set this in the "Bank Account" field.
- Select the account that the money relates to. For bank charges this would be something like "Bank Fees" expense account.
- Enter a description, select the date when the charges were deducted, and enter the amount of the charge that was deducted.

## RECORDING PAYMENT OF A CREDIT CARD BILL

To record the payment of a credit card bill you use the "Transfer Book" facility.

When you pay a credit card bill you are simply transferring funds from one bank account to another.

The "Transfer Book" facility is accessible from the "Banking" menu.



To create a new transfer press the "+" button at the top right of the screen.



Carrier 3:42 PM 100%

Transfers Book

### Transfer From Cheque Account

**From Account**  
Cheque Account = \$1,393.98

**To Account**  
Credit Card = \$0.00

**Description**  
Pay Credit Card

**Transfer Date**  
19 Apr 2013

**Amount**  
500

**Job**

View Ledger  
View Ledger

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Select the "From Account" as the account where you paid the credit card bill from.

Select the "To Account" as the credit card account.

Select the date when the payment occurred, enter a description for the payment, and enter the amount into the "Amount" field.

## USING A CHEQUE (CHECK) BOOK TO WRITE CHEQUES

If you operate a cheque account then you can use the "Cheque Book" facility to enter cheques that you have written. This is a simple screen that creates a general journal entry for the issuing of a cheque. The screen also allows the recording of the amount of tax that was included in the cheque.

If you operate a very simple business, or home finances, then you could use the cheque book facility to record all spending.

Do not use the cheque book facility to make a payment for a purchase that has been entered. You must use the payment module for this purpose.

The "Cheque Book" screen is accessed from the "Banking" menu which is accessible from the main menu.

Carrier 3:50 PM 100%

**Cheque Book** **Cheque For Cheque Account**

**Bank Account**  
Cheque Account = \$1,106.54 [View Ledger](#)  
[View Ledger](#)

**Cheque Number**  
1234 [Cheque Date](#)  
19 Apr 2013

**Customer** **Supplier**

**Description**  
Paid Utility Bill

**Expenditure Account** **Amount**  
Utility Bills = \$250.00 287.44

**Sales Tax Code** **Tax Amount**  
TAX (14.975%) 37.44

**Withholding Account**

**Job**

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When entering a cheque that is written remember to enter the cheque number into the "Cheque Number" field.

If sales tax, VAT, GST, etc was paid as part of the amount on the cheque then this can be recorded by selecting the sales tax code.

If only part of the payment has tax applied then you can override the tax total amount with the appropriate amount of tax and the program will correctly calculate the amount of the payment that had tax applied.

If the payment includes a withholding component then this too can be recorded. Select the withholding account

and then enter the amount of withholding that is attributable to this payment.

The withholding amount is in addition to the payment amount. This can be used if you are paying wages by cheque and need to record the income taxes withheld from the payment to the employee.

## DEPOSITING A CHEQUE INTO AN ACCOUNT

If you wish to record the cheque number of a deposited cheque then you can use the “Deposit Book” screen. This is a simple screen that creates a general journal entry for the depositing of a cheque or other money. The screen also allows the recording of the amount of tax that was included in the deposit.

If you operate a very simple business, or home finances, then you could use the deposit book facility to record all receipt of funds (e.g. Wages).

Do not use the deposit book facility to receive payment for an invoice/sale that has been entered. You must use the receipts module for this purpose.

Carrier 3:57 PM 100%

**Deposit Book** **Deposit For Cheque Account**

*Bank Account*  
Cheque Account = \$1,856.54 [View Ledger](#)  
[View Ledger](#)

*Cheque Number*  
17171 [Deposit Date](#)  
19 Apr 2013

*Customer* [Supplier](#)

*Description*  
Wages Received

*Revenue Account* [Amount](#)  
Wages Received = \$1,000.00 750

*Sales Tax Code*

*Withholding Account* [Withheld Amount](#)  
Wage Taxes Withheld = \$250.00 250

*Job*

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When entering a deposited cheque remember to enter the cheque number into the "Cheque Number" field.

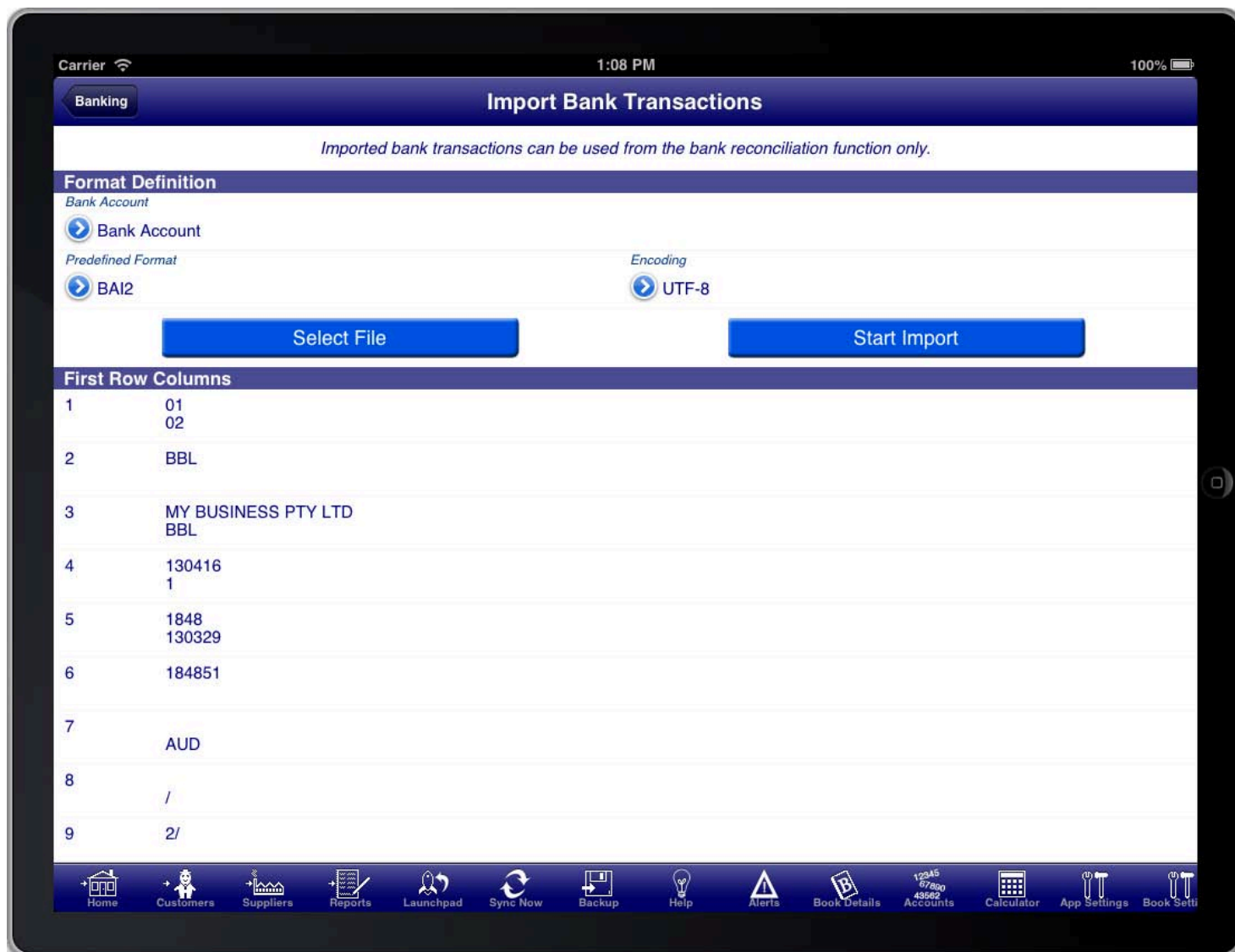
If sales tax, VAT, GST, etc is incurred by you as part of the deposited amount on the cheque then this can be recorded by selecting the sales tax code.

If only part of the deposit has tax applied then you can override the tax total amount with the appropriate amount of tax and the program will correctly calculate the amount of the deposit that had tax applied.

If the deposit includes a withholding component then this too can be recorded. Select the withholding account and then enter the amount of withholding that is attributable to this deposit.

The withholding amount is in addition to the deposit amount. This can be used if you are receiving wages that are paid by cheque and have had income taxes withheld from the deposit by your employer.

## IMPORTING BANK TRANSACTIONS IN BAI2 FORMAT



### SCREEN: IMPORT BANK TRANSACTIONS

Bank transactions can be imported to a bank account defined in Bookkeeping so that they can be used as part of the bank reconciliation process.

Select the BAI2 file from Dropbox by pressing the "Select File" button and selecting the BAI2 file.

The Bookkeeping program will automatically detect that the file is a BAI2 format file and set the format to BAI2 automatically.

Select the bank account that the transactions relate to.

Then press the "Start Import" button to import the transactions from the BAI2 file into Bookkeeping.

On the completion of the import a status message will be displayed informing you of the number of transactions imported and the date of the reconciliation that was created.

An option button will appear at the top right of the screen. From the option menu you can open the bank reconciliation that was created.

The files are imported from Dropbox if you have specified that Dropbox is used for importing on the Dropbox screen. The folder where the files are imported from is the folder specified as the import folder on the Dropbox

screen.

# IMPORTING BANK TRANSACTIONS IN CSV FORMAT

Carrier 1:22 PM 100%

**Banking** **Import Bank Transactions**

*Imported bank transactions can be used from the bank reconciliation function only.*

**Format Definition**

Bank Account

Bank Account

Date Column: 2 Date Format: dd/MM/yyyy Description Column: 6 Reference Column: Reference Column

Identifier Column: Identifier Column Amount Column: 4 Debit Column: Debit Column Credit Column: Credit Column

Header On First Row: OFF Negate Values: OFF

Predefined Format: Bendigo Bank Column Separator: COMMA Encoding: UTF-8 Decimal Separator: Default

Select File Start Import

**First Row Columns**

1	633-001 182723734 633-001 182723734
2	26/03/2013 25/03/2013
3	TDR06 JCR10
4	-600.00 9617.00
5	E-BANKING TRANSFER DIRECT CREDIT
6	00182721 DIVIDENDS INC DIRECT 01/03/2013

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## SCREEN: IMPORT BANK TRANSACTIONS

Bank transactions can be imported to a bank account defined in Bookkeeping so that they can be used as part of the bank reconciliation process.

Select the CSV file from Dropbox by pressing the "Select File" button and selecting the CSV file.

Select the bank account that the transactions relate to.

Select the predefined format if you have previously saved a mapping for this type of CSV file.

Otherwise touch the row in the bottom section of the screen and then tap the corresponding field in the top section of the screen.

For example: tap the row containing the transaction date, and then tap the date column field.

Make sure that you set the date format to match the format used in the CSV file.

Once you have mapped all the fields that are necessary, and set the other fields as appropriate, you can save the mapping as a predefined format by pressing the predefined format button and selecting "Save Current Format".

Normally money deposited is a positive value, and money withdrawn is a negative value. If the file has these the other way around then set the "Negate Values" switch ON.



Then press the "Start Import" button to import the transactions from the BAI2 file into Bookkeeping.

On the completion of the import a status message will be displayed informing you of the number of transactions imported and the date of the reconciliation that was created.

An option button will appear at the top right of the screen. From the option menu you can open the bank reconciliation that was created.

The files are imported from Dropbox if you have specified that Dropbox is used for importing on the Dropbox screen. The folder where the files are imported from is the folder specified as the import folder on the Dropbox screen.

## RECONCILING A BANK ACCOUNT

Carrier 1:51 PM 100%

Import Bank Transactions Bank Account

Bank Statement Date  
26 Mar 2013

Bank Statement Balance  
-4.8

Reconciled Amount  
-\$4.80

Reconciled Difference  
\$0.00

Reconciliation Items  
2 Items

Locked  
NO

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### SCREEN: ACCOUNT RECONCILIATION

A bank reconciliation for a bank account can be created automatically when importing bank transactions, or can be created manually from the "Bank Reconciliation" screen in the "Banking" menu.

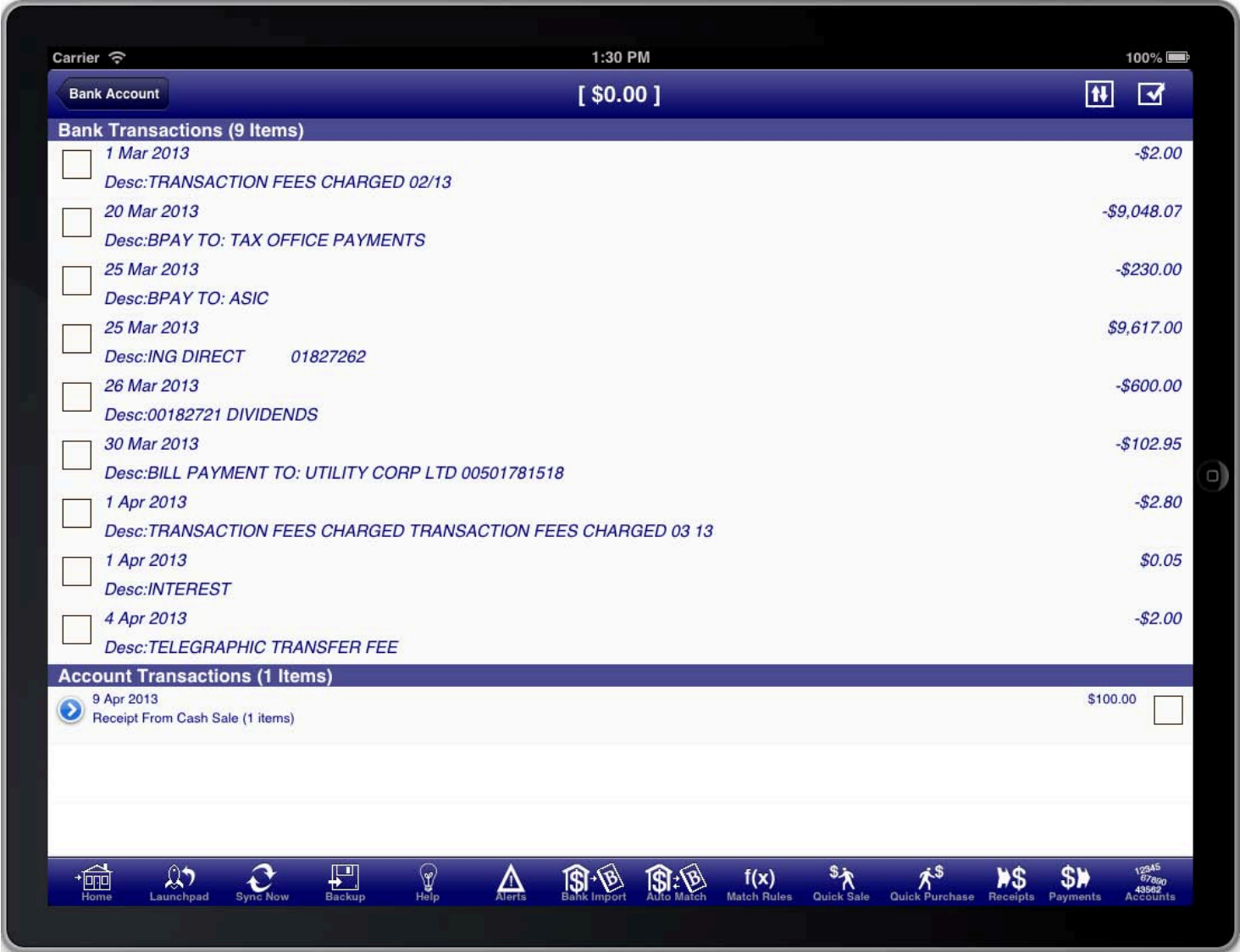
The bank statement date is the date that the bank statement ends.

The Bank statement balance is the closing balance on the bank statement.

To reconcile the actual transactions tap the "Reconciliation Items" line to reveal the "Reconcile Transactions" screen.

The option button can be used to access the "Generate Reconciliation" facility to generate a PDF report of the reconciliation.

RECONCILING TRANSACTIONS



SCREEN: RECONCILE TRANSACTIONS

There are several ways to use the reconcile transactions screen.

The default display has the bank transactions at the top and the account transactions, those transactions already entered into Bookkeeping, at the bottom. If you wish to switch this order so that the bank transactions are at the bottom then press the button at the top right of the screen that has two opposing vertical arrows displayed.

BULK PROCESSING BANK TRANSACTIONS

Each bank transaction has a box to the left. The box is used to select a group of transactions that can then be used to generate account transactions. Tap the box of each transaction that you want to process together (e.g. all payments to the same supplier).

An option button will appear at the top right of the screen once at least one bank transaction has been selected. The options available are:

Option	Purpose
Reconcile As Sales	To create a sale and receipt for each of the selected transactions
Reconcile As Purchases	To create a purchase and payment for each of the selected transactions
Reconcile As Deposit	To create a bank deposit for each of the selected transactions
Reconcile As Withdrawal	To create a bank withdrawal for each of the selected transactions

Reconcile As Transfers    To create a bank transfer for each of the selected transactions

When you select an option a screen will appear to allow you to provide the relevant information for the transactions.

Then press the "Bulk Reconcile Withdrawals" button to create the transactions. The transactions will be created and reconciled and you will be returned to the reconcile transactions screen.

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### RECONCILING BANK TRANSACTIONS AGAINST EXISTING ACCOUNT TRANSACTIONS

Instead of selecting the bank transaction by tapping the box to the left of the transaction you can tap anywhere else on the line and the bank transaction line will be selected. Doing this will then filter the list of account transactions to show only those with the same amount. You can then tap on the line that is the matching account transaction and the selected bank transaction will be reconciled with it.

This only works if you have no bank transactions selected for bulk processing.

Tapping the bank transaction line a second time unselects it and all account transactions and bank transactions are then shown again.

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### RECONCILING ACCOUNT TRANSACTIONS AGAINST EXISTING BANK TRANSACTIONS

Tap the switch sections button at the top right of the screen to show the account transactions at the top and the bank transactions at the bottom.

Then tap the relevant account transaction to filter the list of bank transactions to those with the same amount as the selected account transaction.

You can then tap on the line that is the matching bank transaction and the selected transactions will be reconciled.

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### MANUALLY RECONCILING ACCOUNT TRANSACTIONS WITHOUT ASSOCIATED BANK TRANSACTIONS

You can do a paper reconciliation of a bank statement with the account transactions without importing the bank transactions to match against.

Simply tap the box to the right of the account transaction to manually mark it as reconciled.

Usually you would tick the paper reconciliation line that you reconciled so that you know which lines you have reconciled.

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### UN-RECONCILING A PREVIOUSLY RECONCILED ITEM

To undo a previously reconciled item simply tap the tick box that is to the right of the account transaction.

If the account transaction was reconciled with an imported bank transaction then that transaction will be unlinked and shown in the bank transactions section again.

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### USING THE BANK TRANSACTION DETAILS TO CREATE ANOTHER TRANSACTION

If you select a bank transaction by tapping on the bank transaction line then the details can be used to enter an account transaction.

With a bank transaction selected use the toolbar buttons: "Quick Sale", "Quick Purchase", "Receipts", "Payments". Using these toolbar buttons with the bank transaction selected will copy the details from the bank transaction into the screen being processed.

## CREATING OTHER ACCOUNT TRANSACTIONS TO RECONCILE AGAINST

If there are other transactions that need to be created to reconcile against, and that cannot be created using the above methods, then the best method is to use the "Launchpad" from the reconcile transactions screen.

Press the "Launchpad" button on the toolbar, create the required transaction, and then press the "Return" button to return to the reconcile transactions screen.

Then reconcile the transaction that was created using the above methods.

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## MATCHING USING RULES (ENHANCED BANK RECONCILIATION MODULE)

The Rule Match facility allows you to set up matching rules that can be used to automatically match and create transactions based on the descriptions of bank transactions.

You can use a bank transaction as the basis for a new rule on the Rule Match screen by selecting the transaction and then pressing the "+" button at the top of the screen.

The "Match Bank Transaction Description", "Match Bank Transaction Identifier", and "Match Bank Transaction Reference" fields can contain an " " *mark to indicate that the match should be performed on anything after that point. For example if you specify "Direct Credit" in the "Match Bank Transaction Description" field then any bank transaction with a description starting with "Direct Credit" will be matched.*

The "Rule Action" can be "Create" to create new missing records, or "Match" to match existing records only.

The "Rule Type" can be "General Journal", "Purchase", or "Sale" to create the respective record if a match occurs.

The "Use Rule Description", "Use Bank Description", "Use Bank Identifier", and "Use Bank Reference" indicate which fields from the bank transaction to use when constructing the description on any created record, or when matching an existing record.

You can manage the rules from the "Match Rules" screen.

To apply the rules to the current list of bank transactions press the "Rule Match Transactions" button on the "Rule Match" screen.

## SMART MATCH FACILITY (ENHANCED BANK RECONCILIATION MODULE)

The smart match facility applies logic to automatically match transactions in certain circumstances. If there is a single occurrence of an amount in both the bank transactions list and the account transactions list, and these are unreconciled, then the smart match facility will automatically match them. If there is a sale with an amount that matches a bank transaction and the invoice number appears somewhere in the bank transaction description then the smart match facility will automatically match them, creating the necessary receipt record in the process. If there is a purchase with an amount that matches a bank transaction and the order number appears somewhere in the bank transaction description then the smart match facility will automatically match them, creating the necessary payment record in the process.

## RECONCILIATION PROCESSING ORDER

The following order is recommended when performing a bank reconciliation.

1. Execute the smart match facility
2. Execute the rule match facility
3. Bulk reconcile any remaining transactions
4. Use Launchpad and other facilities to create any remaining entries that are missing and then manually reconcile.