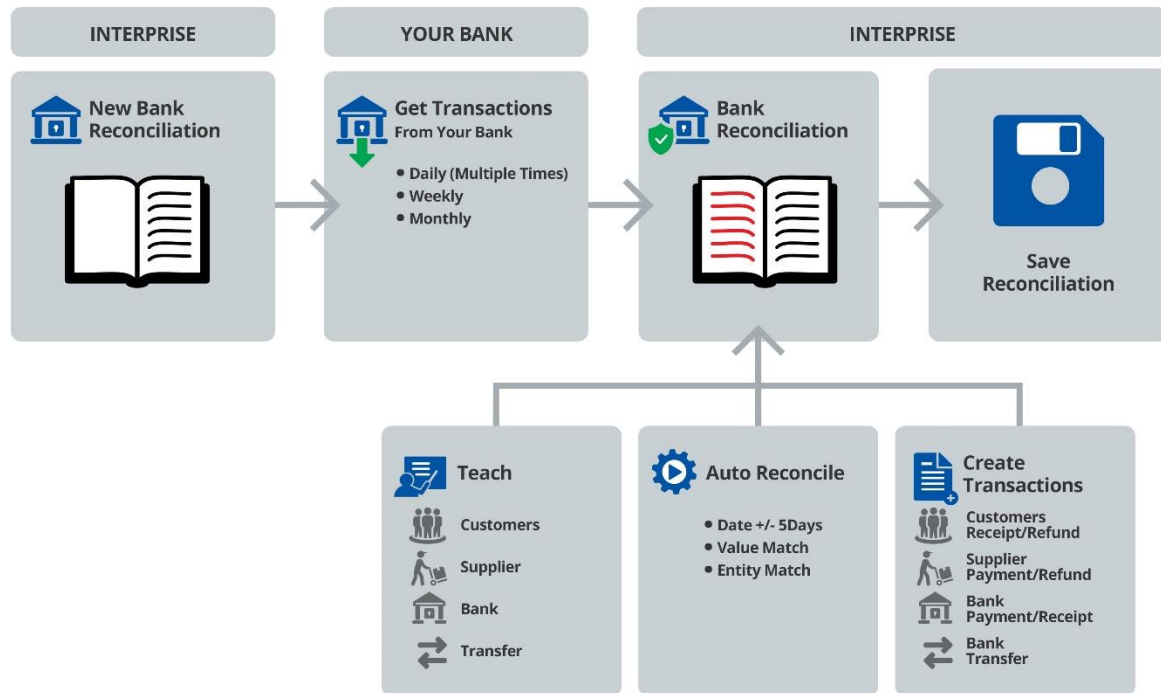




Easy Bank Reconciliation



This plugin allows you to import transactions from your bank via file and then reconcile the transactions already in Interprise or create them as you go.

Envisaged Procedure

Download weekly/ monthly statement from bank and import the file.

Apply Teach so it recognises transactions. This fills in Type and Entity.

Add teach for transactions that are not recognised if possible, so next time it will recognise them. There is an add to teach button on each transaction line to make this easy to do. On initial setup this is more effort but well worth it.

Auto Reconcile is an option that will try to match transactions that match value, are within a date range filter, the entity matches and there is only one transaction in Interprise in the right grid. If you had 2 unreconciled transactions for same amount for same customer / supplier then it would not reconcile either as it cannot assume which is correct.

Now Turn on Auto filter - it will filter on value, date within range, entity so this should make it easy to see transactions on the right already in Interprise and reconcile them even if multiple are listed.

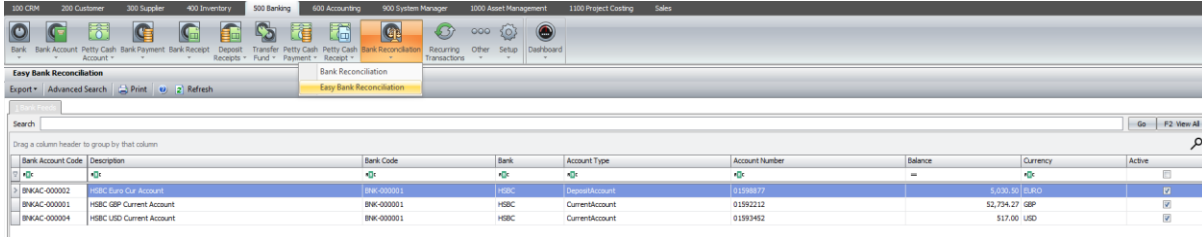
If the transaction is not on the right (already in Interprise) then you can create it from here on the transaction line.



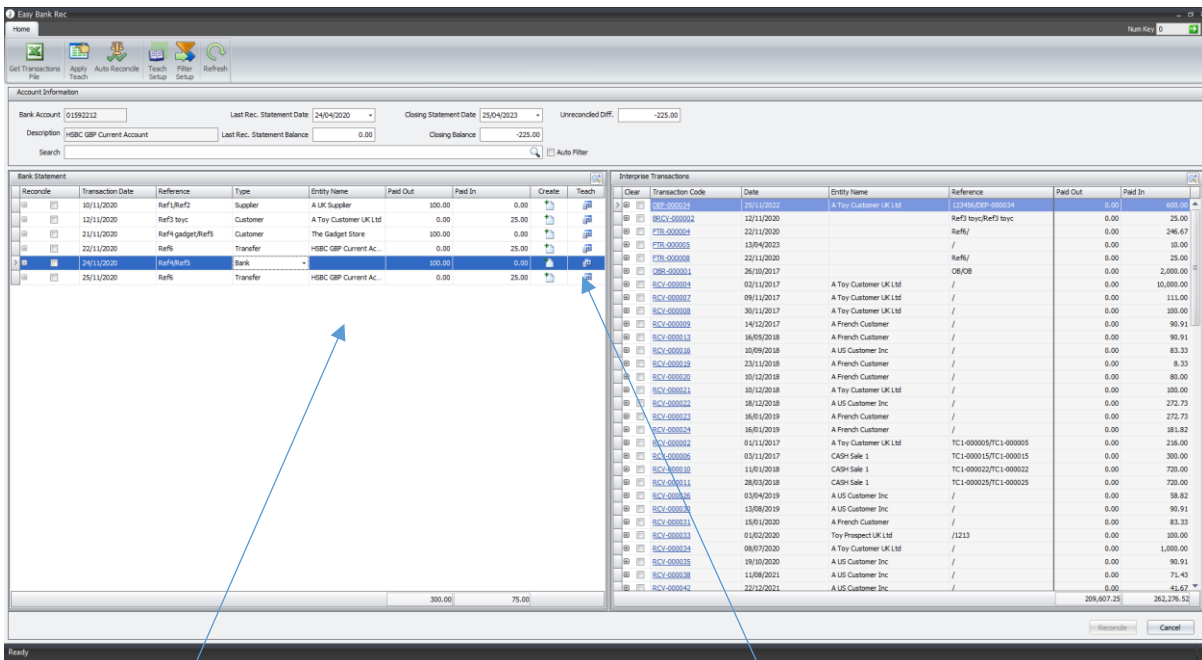
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New Easy Bank Reconciliation

The easy bank reconciliation plugin installs a new menu option in the Banking module in the Bank Reconciliation group called Easy Bank Reconciliation. You can pick any bank account to reconcile from the list.



It would then open the Easy Bank Reconciliation form below:



Imported transactions would be in the left grid and existing unreconciled transactions in Interprise would be in the right grid.

You can create transactions and add to teach using the transaction line buttons.



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Toolbar Menu Explained



Toolbar – Get Transactions File

This will ask for a location and file to import to the left grid. These transactions would have been downloaded to file from your bank.

If you go into your bank software you should be able to download transactions by statement. An example below is HSBC:

Date	Type	Description	Paid out(£)	Paid in(£)	Balance(£)
Back to Top					
Please click here for more information on interest rates applicable to your account				Previous Statement Recent Transactions	

Download
If you wish to download the displayed data to a financial software package please choose an option below and select **Download**.

Transaction Download Select file format: Microsoft Excel Spread Sheet Select to download as 'zip' file

OR

Statement Download PDF [Download](#)

Don't have Adobe PDF Reader? [Download Adobe Reader](#)

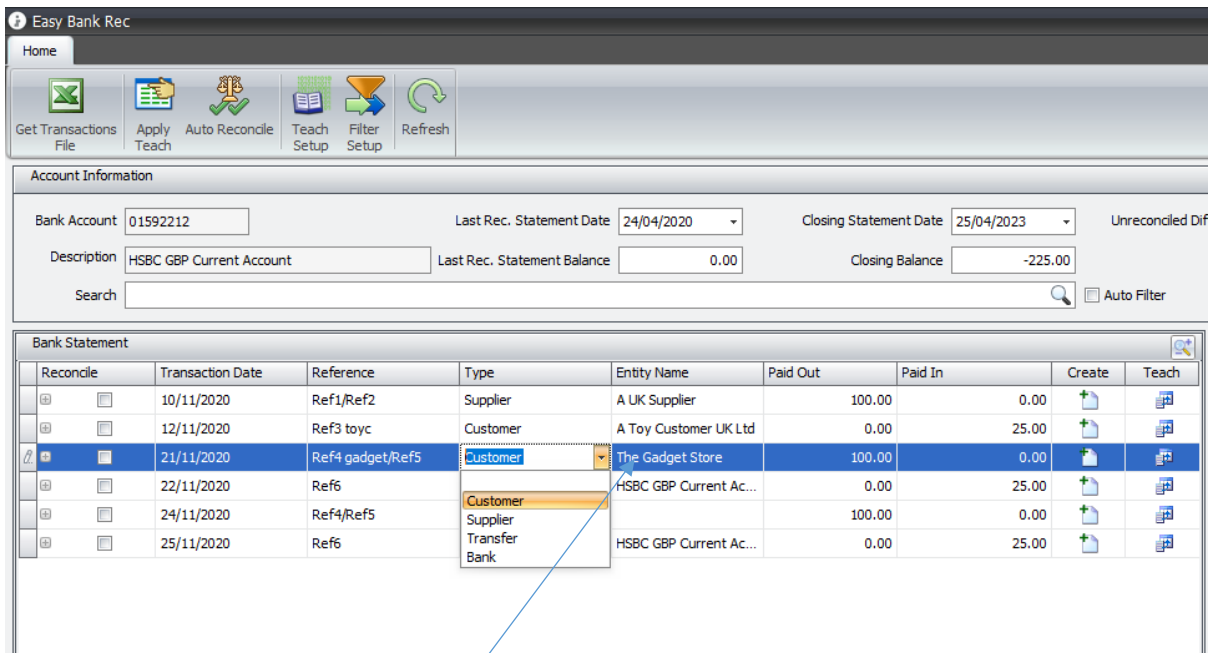


Toolbar - Apply Teach

This will try to identify for transactions the "Type" = Customer, Supplier, Bank or Transfer.

We know by the transaction being paid in or out whether it's a :

- Customer Receipt (in) or Customer Refund (out);
- or Supplier Payment (out) or Refund (in);
- or Bank Payment (out) or Receipt (in);
- or Bank Transfer (in or out).



When the type is identified you can identify the related "Entity" for Customer or Supplier; and Nominal Code and Tax Code for "Bank" payment/receipts; and the Transfer Bank Account for "Transfers".

I would expect someone to do this after bringing in the transactions. The Teach setup has to have something that the description might contain.

Toolbar - Auto Reconcile

This could be run after Apply Teach. This will try to automatically match transactions to existing transactions already in Interprise in the right grid. It will look for Date matches within a range for example +/- XX days, Value match, Entity match and there is only 1 transaction in Interprise in the right grid. If there is more than 1 then it will not reconcile either.



Toolbar - Teach Setup

Reference Teach Keyword	Type	Entity Name/Transfer Bank Acct	Nominal Code	Tax Code
Ref1/Ref2	Supplier	A UK Supplier		
Ref3 toyc	Customer	A Toy Customer UK Ltd		
Ref4 gadget	Customer	The Gadget Store		
Ref4/Ref5	Bank		0021	UK 20 Std Rate Purchases
Ref6	Transfer	HSBC GBP Current Account		
Ref6	Supplier	Gas Supplier		
Ref67	Bank			

Teach setup can be opened from the toolbar or the transaction line. It is easier to add from the transaction line as it copies the details into teach automatically.

Bank file transactions sometimes contain information like the supplier/customer name etc. We can use this reference in the Teach setup. For example we can create a Reference with "UK Supplier" and when we run Apply Teach if any of the descriptions from the bank transactions contains this reference it will apply that Type and Entity. A tip if the Description had "DD/ACustomer" then I would edit this in teach to be "ACustomer".

If a transaction is a bank payment/receipt then the Type would be "Bank" and the entity would be blank. In Teach you can detail 1 nominal code and tax code to use on the line. If none has been entered then it would use the default in the banking preferences. Of course a user can edit this when they create the bank payment/receipt transaction. For Bank type transactions there is also a "+" option that can be used to split the nominal analysis by % further if required. See below:

Nominal Code	Description	% Split	Tax Code
0030	Office Equipment	50.00	UK 0 Zero Rated Purchases
0040	Fixtures & Fittings	50.00	UK 0 Zero Rated Sales

So if you create the bank payment/receipt from the line it will apply 50% of the value to one nominal code and 50% to the other. Again it can be edited by the user in the bank payment/receipt form.

There is also a "Bank Transfer" Type which means Entity name and nominal code will be blank and the Transfer Bank Account will be required. The other bank account number could be in the description.



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Toolbar - Filter Setup

A screenshot of the 'Filter Criteria' dialog box. It has a title bar 'Filter Criteria'. Below the title bar, there are two spinners. The first is labeled 'Transaction Date Range:' and has the number '5' in it, followed by the text 'days before'. The second spinner has the number '5' in it, followed by the text 'days after'. Below these spinners, there is a section titled 'Notes :'. Under 'Notes :', there are three lines of text: 'Type - If Present has to Match', 'Entity - If Present has to Match', and 'Value - Has to Match'. At the bottom of the dialog box, there are two buttons: 'Ok' and 'Cancel'.

This allows you to change the number of days before and after that would be acceptable in an auto reconciliation and transaction filtering.

A date mismatch can happen, sometimes a customer paying you by cheque could be logged off in Interprise dated 04.11.2020 but it does not get entered as a bank transaction or clear until the 09.11.2020 . So we cannot take dates as absolutes. Some users also enter the payment with today's date but forward date the actual payment so dates don't match.

We suggest you make this 20 days to begin with. The right grid is filtered based on this date filter in Auto Filter which should be kept in mind if the date of the actual payment varies to the one entered in Interprise.



Account Information Section

The screenshot shows the 'Easy Bank Rec' software interface. At the top, there is a 'Home' tab and a toolbar with icons for 'Get Transactions File', 'Apply Teach', 'Auto Reconcile', 'Teach Setup', 'Filter Setup', and 'Refresh'. Below this is the 'Account Information' section, which is highlighted with a red box. It contains the following fields:

- Bank Account: 01592212
- Last Rec. Statement Date: 24/04/2020
- Closing Statement Date: 25/11/2020
- Unreconciled Diff.: 0.00
- Description: HSBC GBP Current Account
- Last Rec. Statement Balance: 0.00
- Closing Balance: 0.00
- Search: []
- Auto Filter:

Below the account information are two grids:

Bank Statement								Interprise Transactions		
Reconcile	Transaction Date	Reference	Type	Entity Name	Paid Out	Paid In	Create	Teach	Clear	Transaction Code
<input type="checkbox"/>	10/11/2020	Ref1/Ref2	Supplier	A UK Supplier	100.00	0.00			<input type="checkbox"/>	DEP-000034
<input type="checkbox"/>	12/11/2020	Ref3 toyc	Customer	A Toy Customer UK Ltd	0.00	25.00			<input type="checkbox"/>	BRCV-000002
<input checked="" type="checkbox"/>	21/11/2020	Ref4 gadget/Ref5	Customer	The Gadget Store	100.00	0.00			<input type="checkbox"/>	FTR-000004
<input type="checkbox"/>	22/11/2020	Ref6	Transfer	HSBC GBP Current Ac...	0.00	25.00			<input type="checkbox"/>	FTR-000005
<input type="checkbox"/>	24/11/2020	Ref4/Ref5	Bank		100.00	0.00			<input type="checkbox"/>	FTR-000008
<input type="checkbox"/>	25/11/2020	Ref6	Transfer	HSBC GBP Current Ac...	0.00	25.00			<input type="checkbox"/>	OBR-000001

The right grid, 'Interprise Transactions', shows a list of transaction codes with checkboxes for clearing each one.

The "Last Rec. Statement Date" and "Last Rec. Statement Balance" come from the last reconciliation saved. If there are transactions being imported dated before the last reconciled statement date these would be flagged in red or same date yellow in case you are importing an old file by mistake.

The "Closing Statement Date" defaults to the last transaction date of the imported transactions. The "Closing Balance" is a calculation of the "Last Rec Statement Balance" – "imported transactions total paid out" + "imported transactions total paid in" which again can be edited.

The "Unreconciled Diff" is the difference between the "Last Rec. Statement Balance" and the "Closing Balance". It will not allow you to reconcile until this is 0.

The Search allows you to search both grids for a set of characters. You can sort columns etc.

The auto filter if ticked will filter the right grid Interprise transactions to the left grid transaction highlighted. The filter is based on matching the value and matching the entity name if entered. This makes reconciliation very quick and easy.



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Left Grid – Bank Statement (Unreconciled or New Transactions from the Bank)

Easy Bank Rec

Home

Get Transactions File Apply Teach Auto Reconcile Teach Setup Filter Setup Refresh

Account Information

Bank Account: 01592212 Last Rec. Statement Date: 24/04/2020 Closing Statement Date: 25/11/2020 Unreconciled Diff.: 0.00

Description: HSBC GBP Current Account Last Rec. Statement Balance: 0.00 Closing Balance: 0.00

Search: [] Auto Filter

Reconcile	Transaction Date	Reference	Type	Entity Name	Paid Out	Paid In	Create	Teach
<input type="checkbox"/>	10/11/2020	Ref1/Ref2	Supplier	A UK Supplier	100.00	0.00		
<input type="checkbox"/>	12/11/2020	Ref3 toyc	Customer	A Toy Customer UK Ltd	0.00	25.00		
<input checked="" type="checkbox"/>	21/11/2020	Ref4 gadget/Ref5	Customer	The Gadget Store	100.00	0.00		
<input type="checkbox"/>	22/11/2020	Ref6	Transfer	HSBC GBP Current Ac...	0.00	25.00		
<input type="checkbox"/>	24/11/2020	Ref4/Ref5	Bank		100.00	0.00		
<input type="checkbox"/>	25/11/2020	Ref6	Transfer	HSBC GBP Current Ac...	0.00	25.00		

Interprise Transactions

Clear Transaction Code

- DEP-000034
- BRCV-000002
- FTR-000004
- FTR-000005
- FTR-000008
- OBR-000001
- RCV-000004
- RCV-000007
- RCV-000008
- RCV-000009
- RCV-000013

The Type and Entity field can be manually filled in or Apply Teach will fill it in.

If you select Customer or Supplier as Type then the Entity list will just show customers or suppliers.

If I select Type "Bank" then I get the option to click the "+" to edit the nominal code, split and tax code.

Easy Bank Rec

Home

Get Transactions File Apply Teach Auto Reconcile Teach Setup Filter Setup Refresh

Account Information

Bank Account: 01592212 Last Rec. Statement Date: 24/04/2020 Closing Statement Date: 25/11/2020 Unreconciled Diff.: 0.00

Description: HSBC GBP Current Account Last Rec. Statement Balance: 0.00 Closing Balance: 0.00

Search: [] Auto Filter

Reconcile	Transaction Date	Reference	Type	Entity Name	Paid Out	Paid In	Create	Teach
<input type="checkbox"/>	10/11/2020	Ref1/Ref2	Supplier	A UK Supplier	100.00	0.00		
<input type="checkbox"/>	12/11/2020	Ref3 toyc	Customer	A Toy Customer UK Ltd	0.00	25.00		
<input type="checkbox"/>	21/11/2020	Ref4 gadget/Ref5	Customer	The Gadget Store	100.00	0.00		
<input checked="" type="checkbox"/>	22/11/2020	Ref6	Transfer	HSBC GBP Current Ac...	0.00	25.00		
<input checked="" type="checkbox"/>	24/11/2020	Ref4/Ref5	Bank		100.00	0.00		

Details

Nominal Code	Description	Tax Code	% Split
[]	[]	[]	[]

<input type="checkbox"/>	25/11/2020	Ref6	Transfer	HSBC GBP Current Ac...	0.00	25.00		
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Interprise Transactions

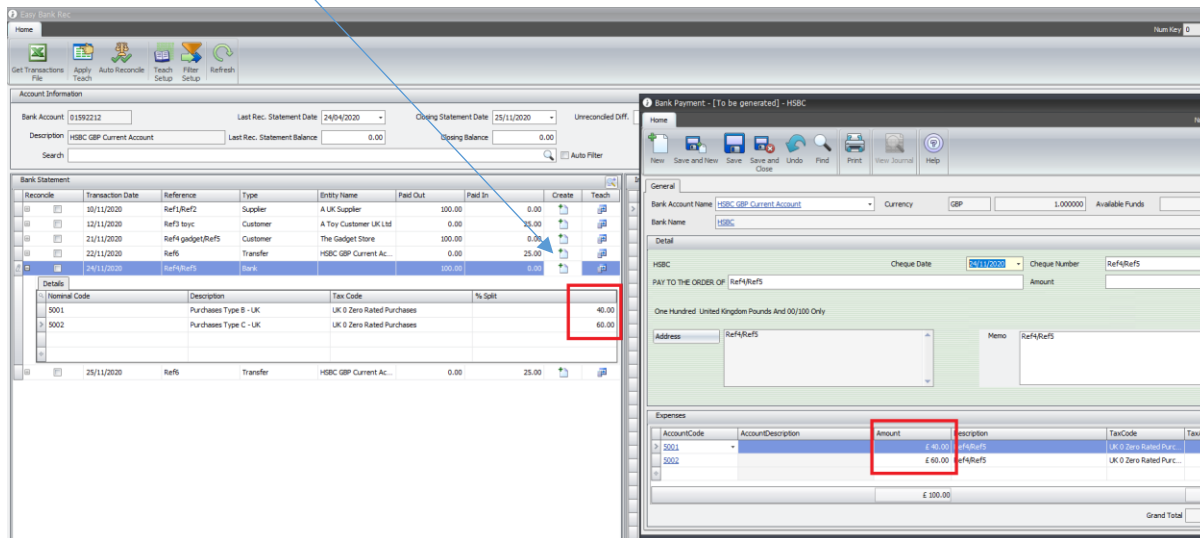
Clear Transaction Code

- DEP-000034
- BRCV-000002
- FTR-000004
- FTR-000005
- FTR-000008
- OBR-000001
- RCV-000004
- RCV-000007
- RCV-000008
- RCV-000009
- RCV-000013
- RCV-000016
- RCV-000019

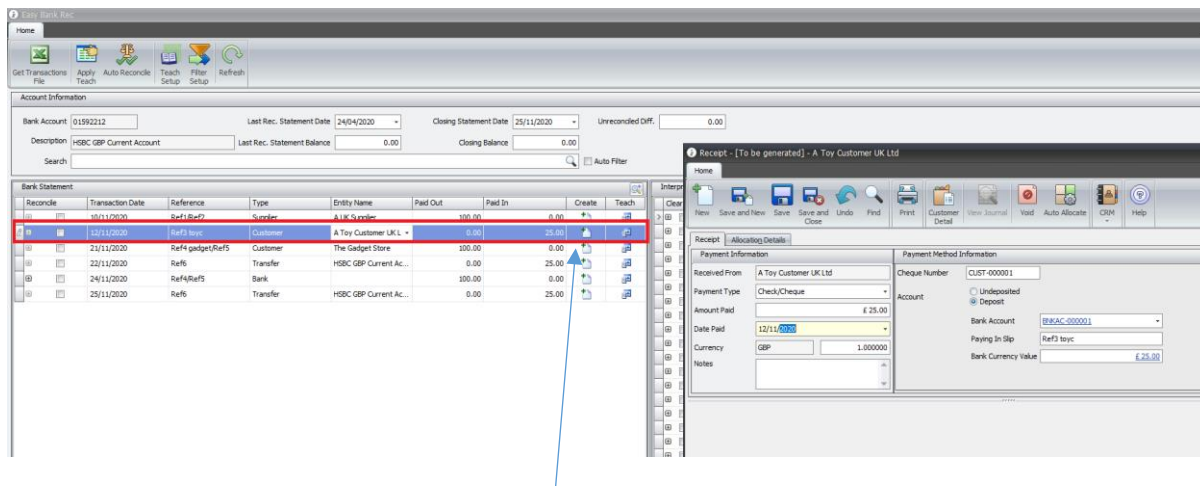


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When I click create new transaction it will open the bank payment form with the nominal filled in. Of course I can edit the payment.



When you create a transaction it will automatically refresh the right grid transactions from Interprise.



The above shows a customer Receipt being created from a line entry.

The create option allows you to quickly create these transactions from this form. Same goes for Customer Refunds, Supplier payments, Supplier Refunds etc.



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The screenshot displays the Interprise Suite interface. At the top, there's a navigation bar with icons for 'Get Transactions', 'Apply Teach', 'Auto Reconcile', 'Teach Setup', 'Filter Setup', and 'Refresh'. Below this is the 'Account Information' section, showing 'Bank Account' 01592212, 'Last Rec. Statement Date' 24/04/2020, and 'Closing Statement Date' 25/11/2020. The 'Description' is 'HSBC GBP Current Account'. Below this is a 'Bank Statement' table with columns for 'Record', 'Transaction Date', 'Reference', 'Type', 'Entity Name', 'Paid Out', 'Paid In', 'Create', and 'Teach'. A 'Teach' button is highlighted on a row. To the right is an 'Interprise Transactions' table. A 'Teach Setup' window is overlaid on the bottom right, showing a table with columns for 'Reference Teach Keyword', 'Type', 'Entity Name/Transfer Bank Acct', 'Nominal Code', and 'Tax Code'. A 'Teach' button is also highlighted in this window. A red box highlights the 'Teach' button in the 'Bank Statement' table, and a blue arrow points from it to the 'Teach' button in the 'Teach Setup' window. Another red box highlights the 'Nominal Code' and 'Tax Code' columns in the 'Teach Setup' table.

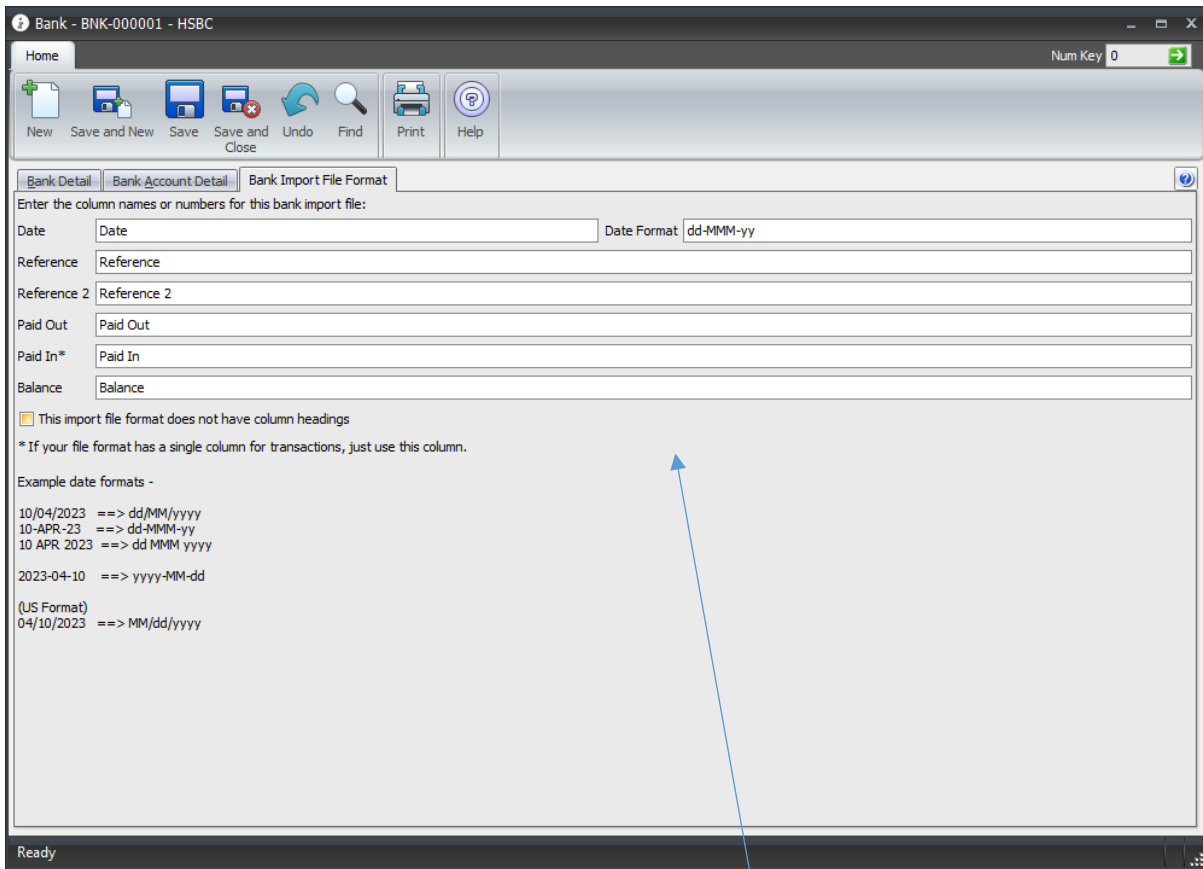
You can also add this easily to the Teach Setup by clicking the Teach button on the line.

For a Bank Type it will also copy across the nominal % split or you can enter in Teach setup as well.



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Bank Account Form - Bank Import File Format



In the Interprise bank form the plugin adds a “Bank Import File Format” tab so you can enter the column headings your bank uses in the file. So whoever you bank with you can import their transactions to the bank rec.

The example below shows what HSBC export file columns are called:

Date	(Date Format)	Reference	Reference 2	Paid Out	Paid In	Balance
Date	dd MMM yyyy	Reference		Paid Out	Paid In	Balance

Another example Coutts & Co export file columns are called:

Date	(Date Format)	Reference	Reference 2	Paid Out	Paid In	Balance
Date	DD/MM/YYYY	Description	Type	Debit GBP	Credit GBP	Balance GBP

Another example Lloyds Bank export file columns:

Date	(Date Format)	Reference	Reference 2	Paid Out
Paid In	Balance			
Transaction Date	dd/MM/yyyy	Transaction Type	Transaction Description	Debit Amount
Credit Amount	Balance			

If your bank file has no column headings then we have an option to just enter the column order number instead.



Other Notes

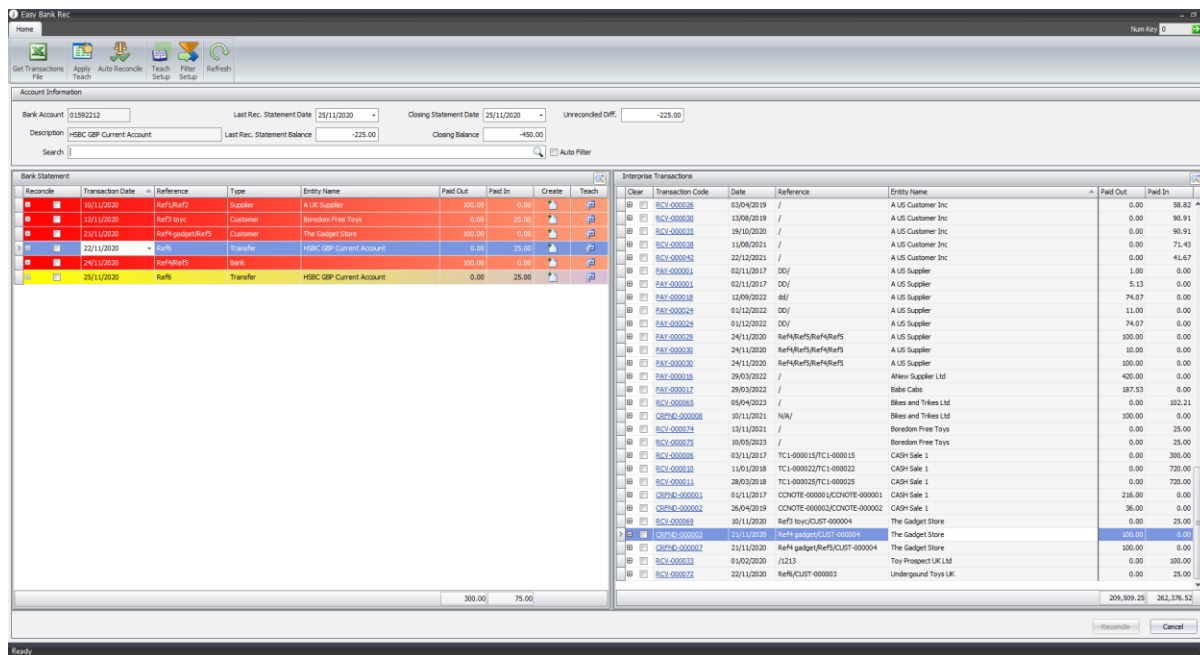
If you only have 1 column for values in your bank file then this will be either a +ve of -ve value for paid in or out. Enter the column name into the Paid In column and it knows to make -ves payments.

The date format of the file can be seen easier by opening the file with notepad if its not working.

The reference 1 field maybe CR or DD and so it is up to you to decide to include it or not. i.e. do you want "DD/UKSupplier" or just "UKSupplier". In file layout setup if you leave the Reference column blank then it would just ignore this data on import.

We notice with some banks their file download format for a date range can be different to their statement file download format. So you will need to decide if you are going to reconcile to statements (Weekly, Monthly etc) or to a date range daily etc. as it is one file format per bank.

If you reconcile to a statement weekly or monthly then this is straight forward as the bank will produce a statement after the statement end date so all transactions for that date range will be in the statement. This is the way we recommend you reconcile.



If you reconcile daily or to a date range of transactions from the bank then you need to be aware of missed transactions or importing them twice. i.e. let us say you reconcile today at 11am that means you have all the transactions dated today but there could be more later in the day. To make sure you get these you will need to download todays transactions again later or tomorrow but these will include the ones you already got at 11am. You will need to remove these from the file or when you import them remove them from the list. We flag any transactions that are the same date as the last reconciled date in amber as some of them may have been



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reconciled already. You can by clicking right mouse remove them from the list. We flag any transactions dated before the last reconciled date in red as they are more likely to be duplicates or the file you are importing has already been imported. We would recommend that you reconcile the day after if doing daily. So today you do yesterdays or whole day periods. The bank file download does not have a time so we cannot automatically cut off transactions for same day.