



## **Bank Reconciliation Manager – User Guide**

**Version 5.6A**

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This document is the software documentation for the Bank Reconciliation Manager Module.

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*Commercial in Confidence*



## **User Guide – Bank Reconciliation Manager**

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### **Disclaimer**

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## **1. Introducing Bank Reconciliation Manager**

The Bank Reconciliation Manager module provides an easy way to reconciling online bank statements with Sage Accpac ERP bank transactions.

### **Technical Features:**

- Same look and feel as Sage Accpac ERP.
- Uses Accpac LanPaks.
- Uses Accpac security.
- Tight integration with Accpac Bank Services module.
- Fully developed using the ACCPAC SDK.
- Supports Accpac web deployment.

### **Functional Features:**

- Imports bank statements into Accpac.
- Automatically reconciles cheques in Accpac Bank Services based on the statement file.



## **2. Program Installation**

### **2.1. Installation Requirements**

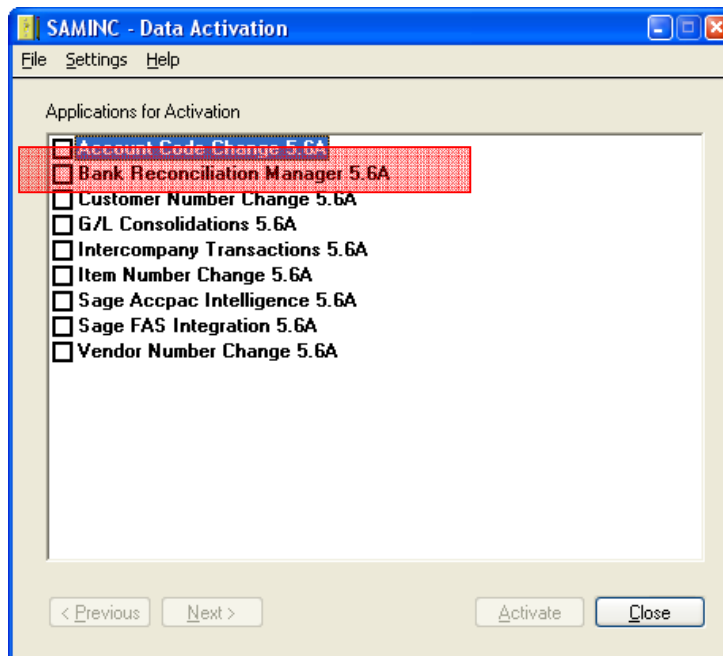
1. Sage ACCPAC ERP, System Manager v. 5.6A.
2. The users of this program will need reconciliation rights to ACCPAC Bank Services module.

### **2.2. Installation Procedure**

To Install the Banking Reconciliation Manager, run the installation package - BI56A\_Setup.exe and follow the prompts.

### 2.3. Activation Process

1. Log in to Sage Accpac ERP.
2. Select 'Data Activation' from Administrative Services.
3. Select 'Bank Reconciliation Manager' to activate the module.



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**2.4. Tables**

The activation process will create the following tables:

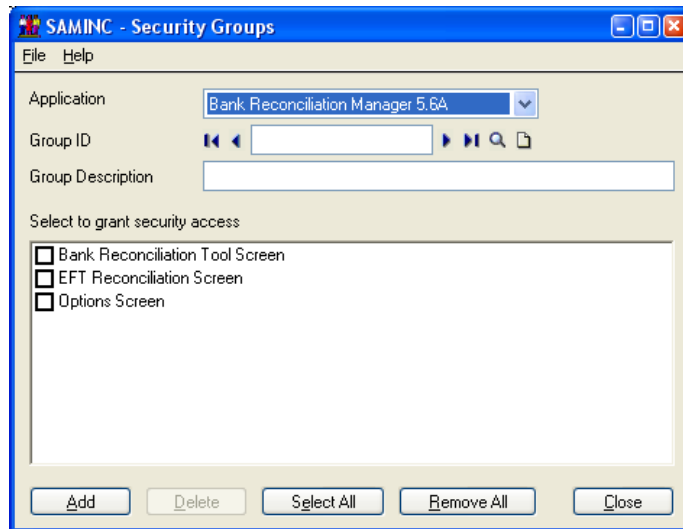
Table Name	Description
BIBKFMT	Bank File Format
BIOPT	Module Options
BIRCLOPT	User Options
BIRCLRPT	Report Print Table
BIMAPTBL	Accounts Mapping Table

**3. Security**

As with any Sage Accpac ERP module, the administrator can create and maintain Security Groups for Bank Reconciliation Manager. The groups will then be assigned to each user based on the tasks they will have access to.

The main Bank Reconciliation Manager screens are:

1. Bank Reconciliation Tool Screen
2. EFT Reconciliation Screen
3. Options Screen



## User Guide – Bank Reconciliation Manager

To create a new Security Group, first assign it a Group ID (name) and enter description. Then select tasks that members of this group will be allowed to perform. (Selected screen will have 'ticked' box). Click Add to save the profile.

Next, you have to assign this Security Group to each user using User Authorization screen from Administrative Services.

Note that to restrict access to Bank Reconciliation Manager, first turn on security for the system database using Database Setup.

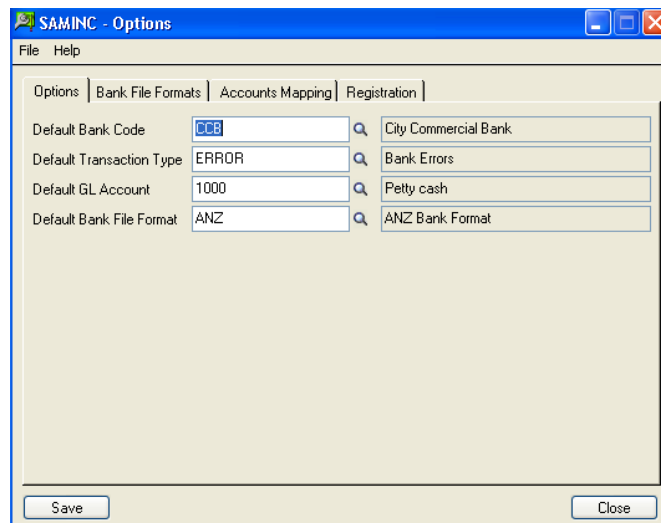
## 4. Setup Options

### 4.1. Options

Default Bank Code – The bank which is set as default in Bank Services will appear first.

The Default Transaction Type and Default GL Account will be automatically assigned in the reconciliation tool screen to every entry that has not been matched. These values can be changed by accessing the finder.

The Default Bank File Format will determine the default bank file format to be loaded in Bank Reconciliation screen. This can be changed by accessing the finder.





## **4.2. Bank File Formats**

Use this screen to configure the format of your bank statements.

The best approach is to either contact your bank or open your bank statement csv file supplied by your bank and examine the file. (Please note, that the Bank Reconciliation Manager **only** imports csv files). The numbers entered in the example below correspond with column numbers containing the requested information.

Each bank file format can be entered individually or imported (File – Import) using prepared excel template similar to file BankFileFormats.xls, which is saved in BI56A folder).

To set up your bank file format you need to review your csv bank statement and specify the **column numbers** corresponding with each of the below Field Index:

- Total Number of Fields - number of columns on your csv file
- Transaction Date
- Transaction Amount
- Account Name
- Narrative
- Account Number – Account number has to be identical to the one set up in your Bank Services – Banks. **If the number doesn't match you will not be able to import your bank statements.**
- Currency Code
- Cheque Identifier Field
- Cheque Number – this column contains your cheque number
- Cheque Identifier Text – this setting varies with each bank, it could be numerical code or text but it's extremely important this is set up correctly. If you are unsure please consult your bank institution.
- Deposit Number – This column contains the deposit number
- Deposit Identifier Text – Text to identify the transaction as a bank deposit.

(For an example how to configure a bank file format please refer to Chapter 8 of this User Guide.)

A pre-defined file containing ANZ and Westpac file formats can be imported using the Bank Reconciliation Manager – Options - File – Import function. The file resides in BI56A folder in Program files directory.

**User Guide – Bank Reconciliation Manager**

**SAMINC - Options**

File Help

Options | Bank File Formats | Accounts Mapping | Registration

Bank File Format: ANZ

Description: ANZ Bank Format

Total Number of Fields: 15  Contains column headings

Field Index Definition

Transaction Date	1		
Transaction Amount	8		
Account Name	3		
Narrative	11		
Account Number	2		
Currency Code	6		
Transaction Type Field	8		
Cheque Number	9	Cheque Identifier Text	CHEQUE
Deposit Number	9	Deposit Identifier Text	DEPOSIT

Save Delete Close

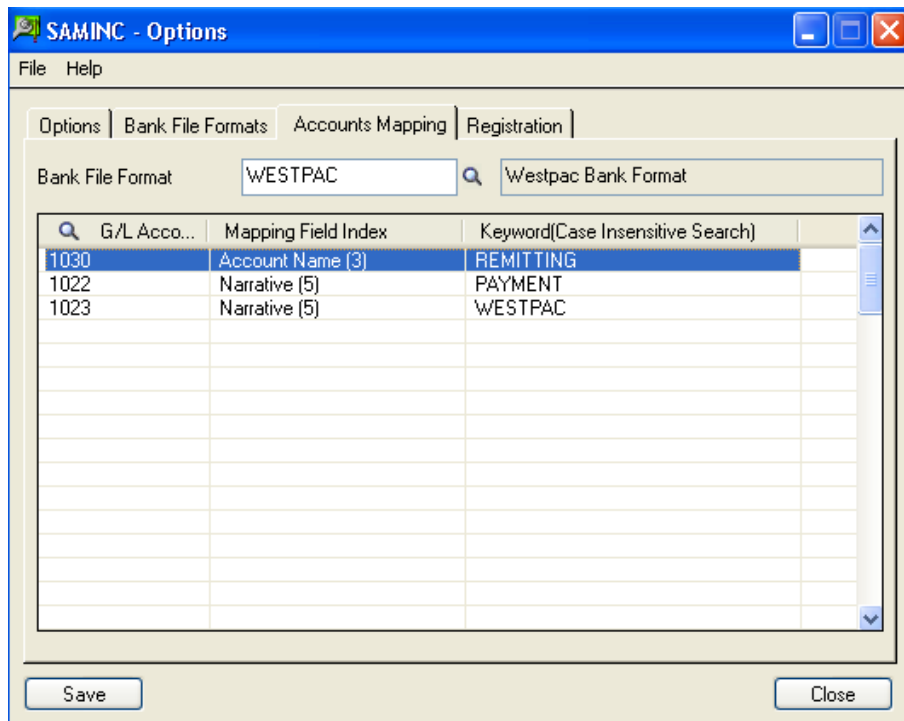
## User Guide – Bank Reconciliation Manager

### 4.3. Accounts Mapping Setup

This tab enables users to create 'templates' for the Bank Reconciliation Manager to follow when processing bank statement entries.

Using this tab you can pre-define some of your repetitive transactions by identifying part of narrative, specific account number or a static amount on a bank statement and allocate to the correct GL account. During bank statement import the Bank Reconciliation Manager will automatically match these entries with your predefined GL account.

Unmatched entries will be allocated against the default GL account specified in the Options tab.



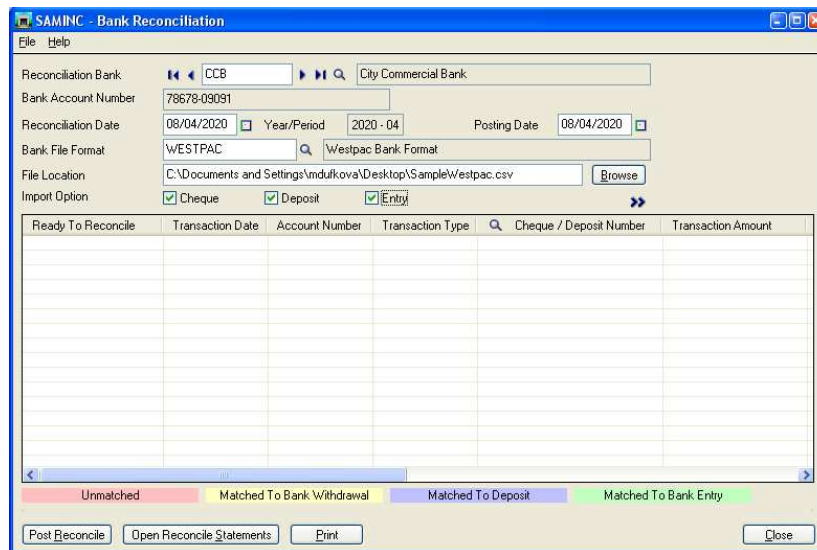
## 5. Bank Reconciliation

This chapter describes how to use Bank Reconciliation Manager to reconcile the bank statement csv files with the transactions in Sage Accpac ERP. Automating the reconciliation process can save you a lot of time, especially, if you have a lot of transactions. (Please note that the system imports csv files **only**.)

1. To start your reconciliation, open Bank Reconciliation Manager – Bank Reconciliation Import and select the correct bank in the Reconciliation Bank field.

The Bank Account Number will be automatically populated – it is the same as the one entered in Bank Services – Banks. Please note that if this number doesn't match the account number on your bank statement csv file, the statement will fail to load.

2. Enter Year/Period and Reconciliation Date. This step is the same as during Reconcile Bank Statements in Bank Services.
3. Default Bank File Format will be populated based on your settings in Options. You can select a different one by clicking on the Finder.



4. File Location field specifies where the Bank Statement downloaded from your bank resides. Click on Browse to search.

## User Guide – Bank Reconciliation Manager

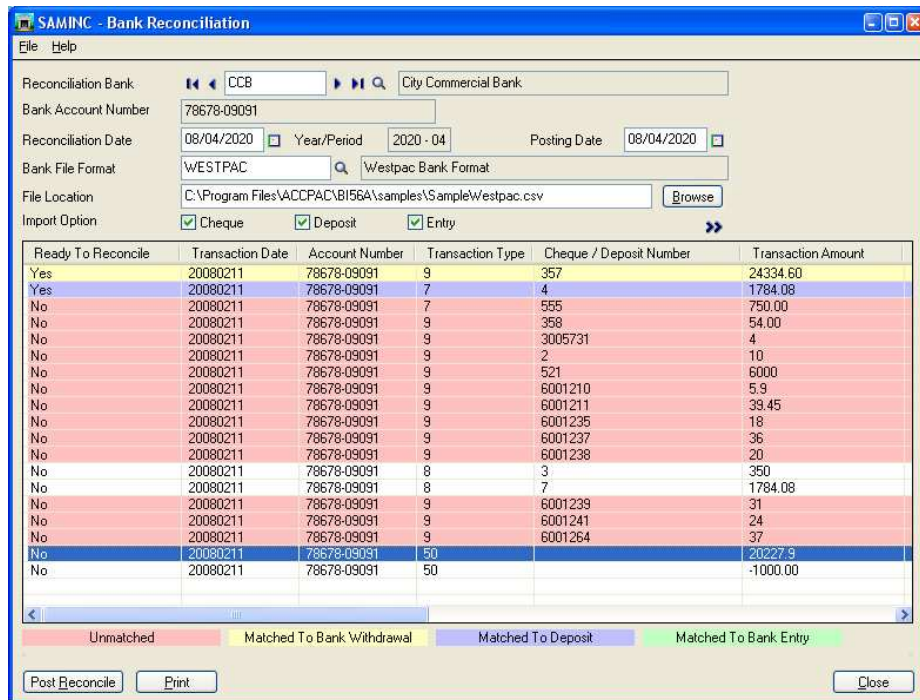
5. In Import Option select the type of transactions you want to import (ticking Cheque, Deposit and Entry will import all transactions).
6. Press arrows and the statement transactions will appear in the detail window. Each transaction will be highlighted in a colour indicating its status.

Green – Matched to Bank Entry (any record that is not a cheque transaction)

Yellow – Matched to Withdrawal

Purple – Matched to Deposit

Red – Unmatched



Ready To Reconcile	Transaction Date	Account Number	Transaction Type	Cheque / Deposit Number	Transaction Amount
Yes	20080211	78678-09091	9	357	24334.60
Yes	20080211	78678-09091	7	4	1784.08
No	20080211	78678-09091	7	555	750.00
No	20080211	78678-09091	9	358	54.00
No	20080211	78678-09091	9	3005731	4
No	20080211	78678-09091	9	2	10
No	20080211	78678-09091	9	521	6000
No	20080211	78678-09091	9	6001210	5.9
No	20080211	78678-09091	9	6001211	39.45
No	20080211	78678-09091	9	6001235	18
No	20080211	78678-09091	9	6001237	36
No	20080211	78678-09091	9	6001238	20
No	20080211	78678-09091	8	3	350
No	20080211	78678-09091	8	7	1784.08
No	20080211	78678-09091	9	6001239	31
No	20080211	78678-09091	9	6001241	24
No	20080211	78678-09091	9	6001264	37
No	20080211	78678-09091	50		20227.9
No	20080211	78678-09091	50		-1000.00

Legend: Unmatched (Red), Matched To Bank Withdrawal (Yellow), Matched To Deposit (Purple), Matched To Bank Entry (Green)

The Bank Reconciliation Manager will only reconcile transactions marked as YES in Ready To Reconcile column. You can change the status by double-clicking on the field.

On clicking the Post Reconcile button, the system will automatically clear cheques that have been matched with transactions in Sage Accpac Bank Services and have been marked YES in Ready To Reconcile column.

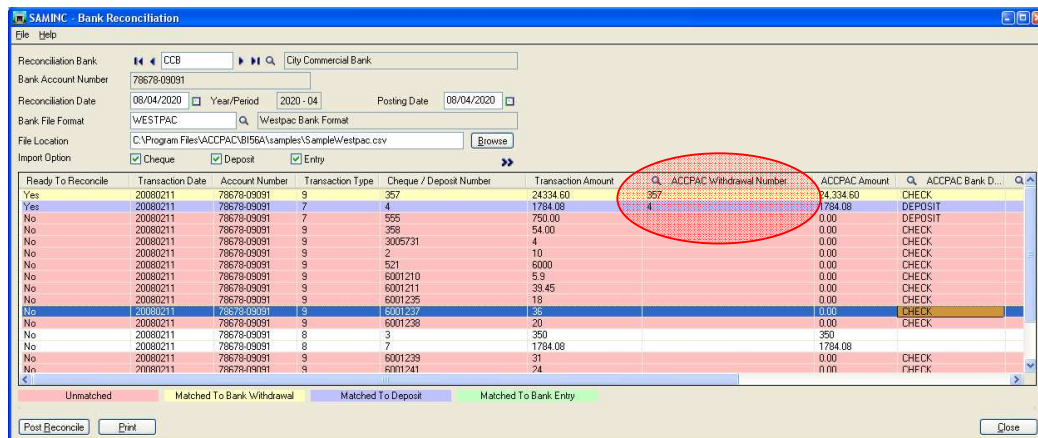
## User Guide – Bank Reconciliation Manager

### Reconciliation of Deposits

Unlike cheques, where the system only reconciles those transactions where cheque number AND cheque amount matches, The Deposited will automatically reconcile if the deposit number and the deposit amount matches the deposits, **however**, if the deposit number does not match the users has the ability to change it match the one from the outstanding deposit in bank Services.

This extended functionality allows companies to use bank pre-printed deposit books with it's own numbering.

To change the deposit number, simply double click on the number in ACCPAC Withdrawal /Deposit Number column and select the correct one using the Finder. This feature will user allows to match bank statement deposits to Accpac deposit when the deposit numbers doesn't match.



The screenshot shows the SAMINC - Bank Reconciliation window. The interface includes a menu bar (File, Help), a toolbar with navigation icons, and a main data table. The table has columns for 'Ready To Reconcile', 'Transaction Date', 'Account Number', 'Transaction Type', 'Cheque / Deposit Number', 'Transaction Amount', 'ACCPAC Withdrawal Number', 'ACCPAC Amount', and 'ACCPAC Bank D...'. A red circle highlights the 'ACCPAC Withdrawal Number' column. Below the table, there are status indicators: 'Unmatched', 'Matched To Bank Withdrawal', 'Matched To Deposit', and 'Matched To Bank Entry'. At the bottom, there are buttons for 'Post Reconcile', 'Print', and 'Close'.

Ready To Reconcile	Transaction Date	Account Number	Transaction Type	Cheque / Deposit Number	Transaction Amount	ACCPAC Withdrawal Number	ACCPAC Amount	ACCPAC Bank D...
Yes	20080211	78678-09091	9	357	24334.60	357	34,334.60	CHECK
Yes	20080211	78678-09091	7	4	1784.08		1784.08	DEPOSIT
No	20080211	78678-09091	9	358	54.00		0.00	CHECK
No	20080211	78678-09091	9	3005731	4		0.00	CHECK
No	20080211	78678-09091	9	2	10		0.00	CHECK
No	20080211	78678-09091	9	521	6000		0.00	CHECK
No	20080211	78678-09091	9	6001210	5.9		0.00	CHECK
No	20080211	78678-09091	9	6001211	39.45		0.00	CHECK
No	20080211	78678-09091	9	6001235	18		0.00	CHECK
No	20080211	78678-09091	9	6001237	36		0.00	CHECK
No	20080211	78678-09091	8	6001238	20		0.00	CHECK
No	20080211	78678-09091	8	3	360		360	
No	20080211	78678-09091	8	7	1784.08		1784.08	
No	20080211	78678-09091	9	6001239	31		0.00	CHECK
No	20080211	78678-09091	9	6001241	24		0.00	CHECK

To print the reconciliation report press button Print.

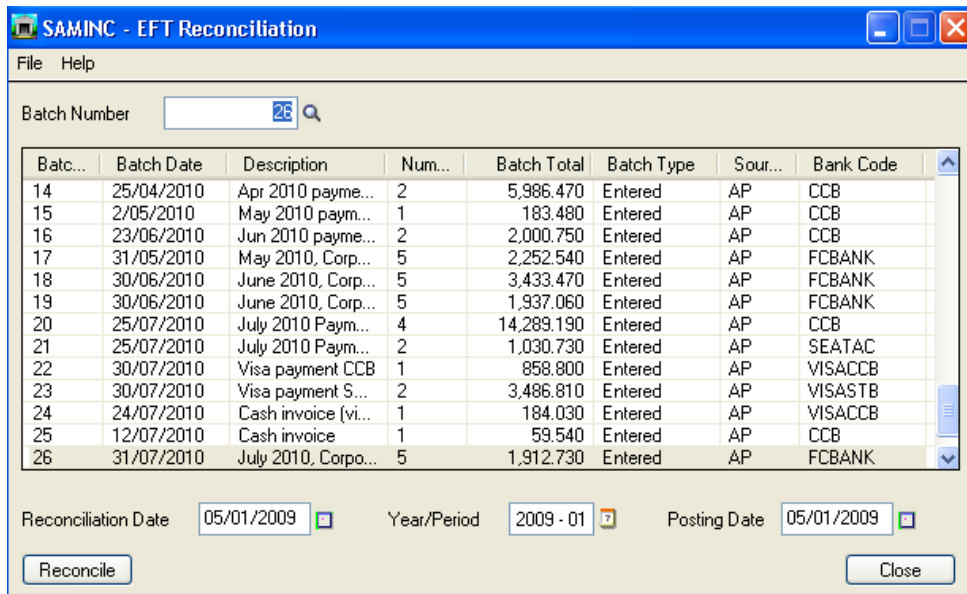
## 6. EFT Reconciliation

This screen allows you to quickly clear cheque batches entered via AP Payment Batch and showing as detail cheques amount in Bank Services.

To use start, simply select the AP Payment Batch and click the Reconcile button. The system will check Bank Services for all the entries matching with the AP Payment Batch and mark all the cheques as cleared.

A message will be displayed at the end of the process showing the number of cleared entries.

The reconcile date / period will be used as the reconciliation date of the cheque.



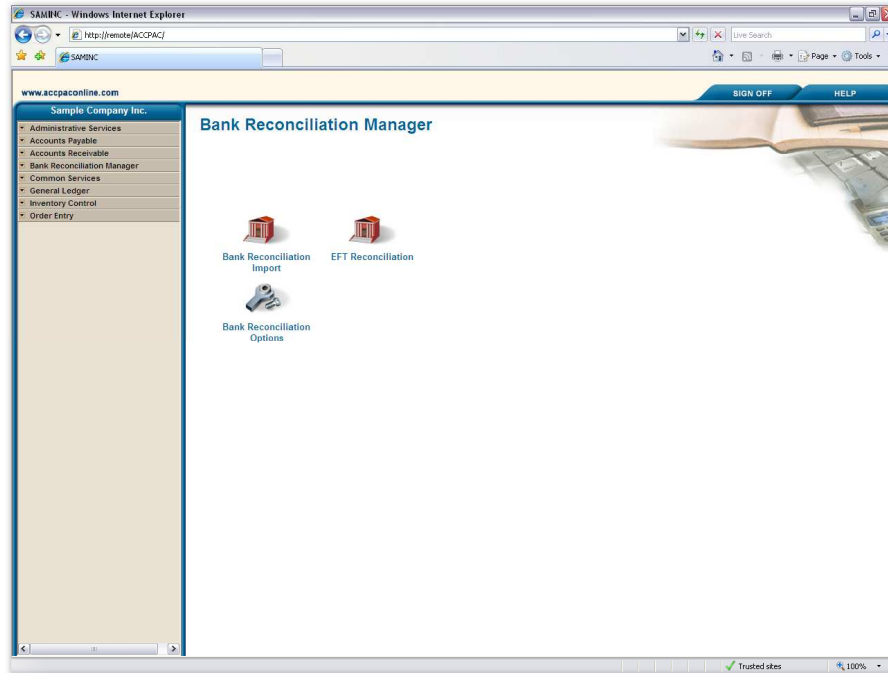
Batc...	Batch Date	Description	Num...	Batch Total	Batch Type	Sour...	Bank Code
14	25/04/2010	Apr 2010 payme...	2	5,986.470	Entered	AP	CCB
15	2/05/2010	May 2010 paym...	1	183.480	Entered	AP	CCB
16	23/06/2010	Jun 2010 payme...	2	2,000.750	Entered	AP	CCB
17	31/05/2010	May 2010, Corp...	5	2,252.540	Entered	AP	FCBANK
18	30/06/2010	June 2010, Corp...	5	3,433.470	Entered	AP	FCBANK
19	30/06/2010	June 2010, Corp...	5	1,937.060	Entered	AP	FCBANK
20	25/07/2010	July 2010 Paym...	4	14,289.190	Entered	AP	CCB
21	25/07/2010	July 2010 Paym...	2	1,030.730	Entered	AP	SEATAC
22	30/07/2010	Visa payment CCB	1	858.800	Entered	AP	VISACCB
23	30/07/2010	Visa payment S...	2	3,486.810	Entered	AP	VISASTB
24	24/07/2010	Cash invoice (vi...	1	184.030	Entered	AP	VISACCB
25	12/07/2010	Cash invoice	1	59.540	Entered	AP	CCB
26	31/07/2010	July 2010, Corpo...	5	1,912.730	Entered	AP	FCBANK

Reconciliation Date: 05/01/2009    Year/Period: 2009 - 01    Posting Date: 05/01/2009

Buttons: Reconcile, Close

## 7. Web Deployment

The Bank Reconciliation Manager is fully compatible with Accpac web deployment.

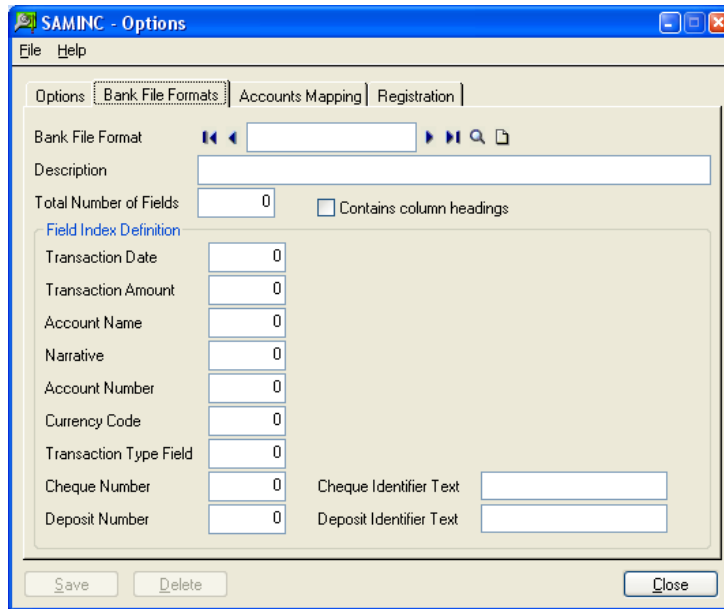




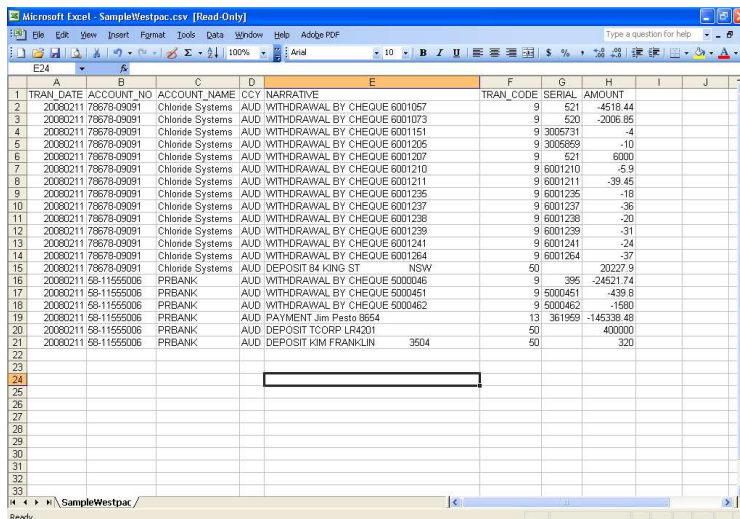
## 8. Examples

### 8.1. Configure Bank File Format - Sample Westpac (Australia)

2. Open Bank Reconciliation Manager – Options
  - Select Bank File Formats tab



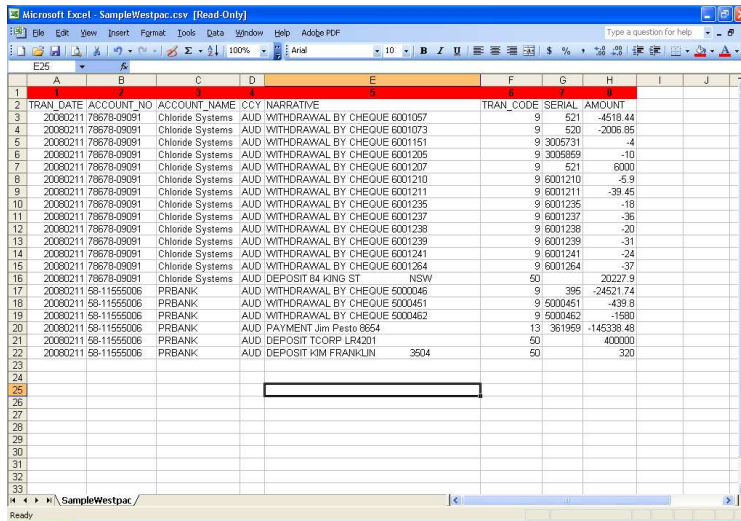
3. Open your bank statement received from Westpac (csv format)



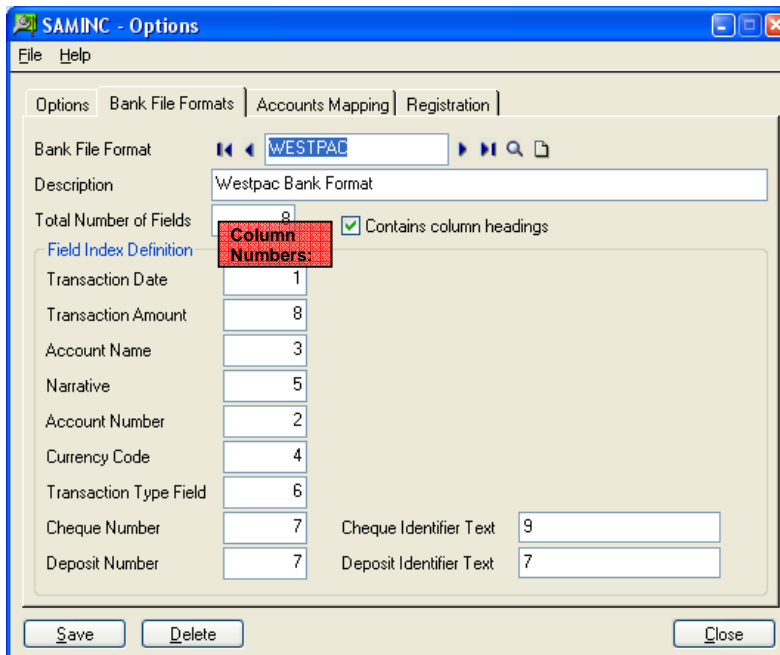
TRAN_DATE	ACCOUNT_NO	ACCOUNT_NAME	CCY	NARRATIVE	TRAN_CODE	SERIAL	AMOUNT
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001057	9	521	-4518.44
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001073	9	520	-2006.85
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001151	9	3005731	-4
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001205	9	3006959	-10
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001207	9	521	6000
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001210	9	6001210	-5.9
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001211	9	6001211	-39.45
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001235	9	6001235	-18
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001237	9	6001237	-36
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001238	9	6001238	-20
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001239	9	6001239	-31
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001241	9	6001241	-24
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001264	9	6001264	-37
20080211	78678-09091	Chloride Systems	AUD	DEPOSIT 84 KING ST NSW	50		20227.9
20080211	58-11555006	PRBANK	AUD	WITHDRAWAL BY CHEQUE 5000046	9	395	-24521.74
20080211	58-11555006	PRBANK	AUD	WITHDRAWAL BY CHEQUE 5000451	9	5000451	-439.6
20080211	58-11555006	PRBANK	AUD	WITHDRAWAL BY CHEQUE 5000462	9	5000462	-1450
20080211	58-11555006	PRBANK	AUD	PAYMENT Jim Pesto 8654	13	361959	-145338.48
20080211	58-11555006	PRBANK	AUD	DEPOSIT TCCORP LR4201	50		400000
20080211	58-11555006	PRBANK	AUD	DEPOSIT KIM FRANKLIN 3504	50		320

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- The red row is to indicate the column number (the row has been added for example purposes only; you will not find it on your bank statement). Enter the column number (highlighted red) to its appropriate Field Index Definition in the Sage Accpac – Bank Reconciliation Manager – Setup - Options tab, as showed in example below.



TRAN_DATE	ACCOUNT_NO	ACCOUNT_NAME	CCY	NARRATIVE	TRAN_CODE	SERIAL	AMOUNT
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001057	9	521	-4618.44
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001073	9	520	-2006.85
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001151	9	3005731	-4
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001205	9	3005959	-10
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001207	9	521	6000
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001210	9	6001210	-5.9
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001211	9	6001211	-39.45
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001235	9	6001235	-18
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001237	9	6001237	-36
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001238	9	6001238	-20
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001239	9	6001239	-31
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001241	9	6001241	-24
20080211	78678-09091	Chloride Systems	AUD	WITHDRAWAL BY CHEQUE 6001284	9	6001284	-37
20080211	78678-09091	Chloride Systems	AUD	DEPOSIT 64 KING ST NSW	50		20227.9
20080211	58-11555006	PRBANK	AUD	WITHDRAWAL BY CHEQUE 5000046	9	395	-24521.74
20080211	58-11555006	PRBANK	AUD	WITHDRAWAL BY CHEQUE 5000451	9	5000451	-439.8
20080211	58-11555006	PRBANK	AUD	WITHDRAWAL BY CHEQUE 5000462	9	5000462	-1580
20080211	58-11555006	PRBANK	AUD	PAYMENT Jim Peate 8654	13	361959	145339.48
20080211	58-11555006	PRBANK	AUD	DEPOSIT TCORP LR4201	50		400000
20080211	58-11555006	PRBANK	AUD	DEPOSIT KIM FRANKLIN 3504	50		320



**SAMINC - Options**

Options | Bank File Formats | Accounts Mapping | Registration

Bank File Format: WESTPAC

Description: Westpac Bank Format

Total Number of Fields: 8  Contains column headings

Field Index Definition

Transaction Date	1	
Transaction Amount	8	
Account Name	3	
Narrative	5	
Account Number	2	
Currency Code	4	
Transaction Type Field	6	
Cheque Number	7	Cheque Identifier Text: 9
Deposit Number	7	Deposit Identifier Text: 7


Buttons: Save, Delete, Close

- Total Number of Fields - number of columns on your csv file
  - Transaction Date
  - Transaction Amount
  - Account Name
  - Narrative
  - Account Number – Account number has to be identical to the one set up in your Bank Services – Banks. **If the number doesn't match you will not be able to import your bank statements.**
  - Currency Code
  - Transaction Type Field
  - Cheque Number – this column contains your cheque number
  - Cheque Identifier Text – this setting varies with each bank, it could be numerical code or text but it's extremely important this is set up correctly. If you are unsure please consult your bank institution.
  - Deposit Number – this column contains the deposit number
  - Deposit Identifier Text – this setting varies with each bank, it could be numerical code or text but it's extremely important this is set up correctly. If you are unsure please consult your bank institution.
5. Press Save button to save your settings and try to import a bank statement.
  6. If you have set up your bank file format correctly, you will be able to import bank statements from your bank. If you receive an error messages you will need to review your Options configuration again.

## **8.2. Test Bank Reconciliation in Sample Company using test bank statement**

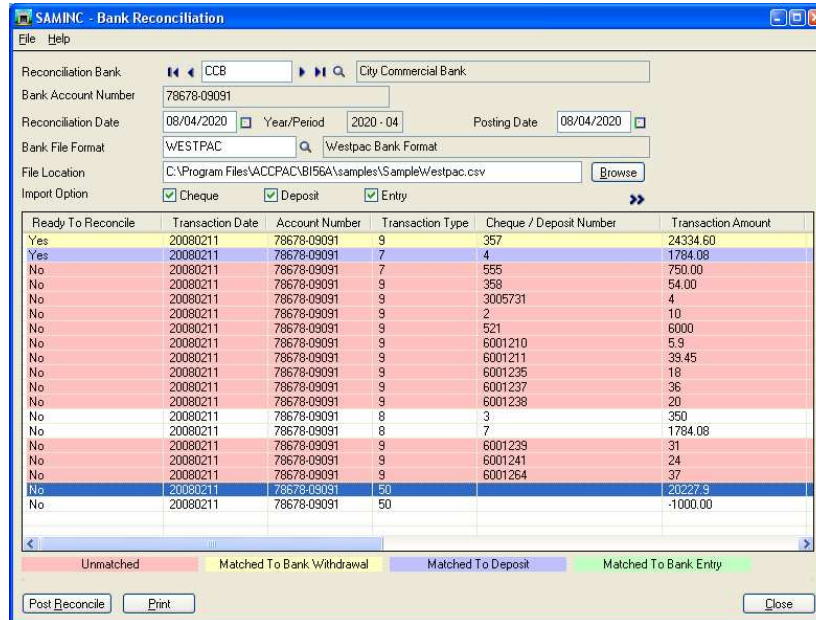
You can test how Bank Reconciliation Manager works using your Sample Company data (Sample Company database is part of Sage Accpac installation. If you haven't set up Sample Company yet, ask your Sage Accpac provider or your administrator to create a test company for you and load the data using Accpac Database Load utility. The data resides in Sage Accpac program folder under Samdata).

To proceed with testing, all appropriate modules have to be activated and permissions set up for the user.

1. Open your Sample Company
2. If you haven't done so yet, import Bank File Formats file. Open Options and select Bank File Formats tab. Click on File – Import – and navigate to BI56A program folder and select BankFileFormats.xls. Click Open and OK to initiate the import.
3. To start the bank reconciliation open Bank Reconciliation Manager and Bank Reconciliation Import.
4. Select City Commercial Bank (CCB) as your Reconciliation Bank.
5. Enter Reconciliation Date
6. Enter Year / Period
7. Enter Posting Date
8. In Bank File Format field select WESTPAC
9. In File Location click on Browse and navigate to your BI56A program folder – Samples – select SampleWestpac.csv
10. You can modify your Import Option preference, by having both options (Cheque only AND Entry Only) ticked the complete statement will be imported.
11. Click on double arrow button  to start the import.

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Depending on your settings, you will receive screen similar to the one below:



The screenshot shows the SAMINC - Bank Reconciliation window. The interface includes a menu bar (File, Help), a Reconciliation Bank dropdown (CCB), a Bank Account Number field (78678-09091), a Reconciliation Date field (08/04/2020), a Bank File Format dropdown (WESTPAC), and a File Location field (C:\Program Files\ACCPAC\BI56A\samples\SampleWestpac.csv). The Import Option section has checkboxes for Cheque, Deposit, and Entry, all of which are checked. Below this is a table of transactions with columns for Ready To Reconcile, Transaction Date, Account Number, Transaction Type, Cheque / Deposit Number, and Transaction Amount. The table contains 25 rows of data. At the bottom of the window, there are buttons for Post Reconcile, Print, and Close, and a legend for transaction status: Unmatched (red), Matched To Bank Withdrawal (yellow), Matched To Deposit (blue), and Matched To Bank Entry (green).

Ready To Reconcile	Transaction Date	Account Number	Transaction Type	Cheque / Deposit Number	Transaction Amount
Yes	20080211	78678-09091	9	357	24334.60
Yes	20080211	78678-09091	7	4	1784.08
No	20080211	78678-09091	7	555	750.00
No	20080211	78678-09091	9	358	54.00
No	20080211	78678-09091	9	3005731	4
No	20080211	78678-09091	9	2	10
No	20080211	78678-09091	9	521	6000
No	20080211	78678-09091	9	6001210	5.9
No	20080211	78678-09091	9	6001211	39.45
No	20080211	78678-09091	9	6001235	18
No	20080211	78678-09091	9	6001237	36
No	20080211	78678-09091	9	6001238	20
No	20080211	78678-09091	8	3	350
No	20080211	78678-09091	8	7	1784.08
No	20080211	78678-09091	9	6001239	31
No	20080211	78678-09091	9	6001241	24
No	20080211	78678-09091	9	6001264	37
No	20080211	78678-09091	50		20227.9
No	20080211	78678-09091	50		-1000.00

According to this, your statement contains only 1 cheque and 1 deposit that could be matched. To finish the reconciliation click Post Reconcile.