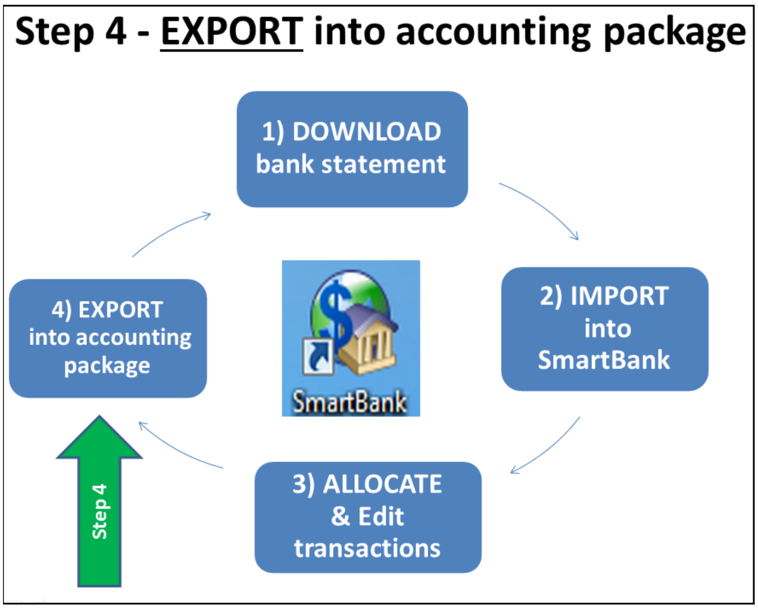
[STEP 4 – Export your Deposits & Payments batches from SmartBank]



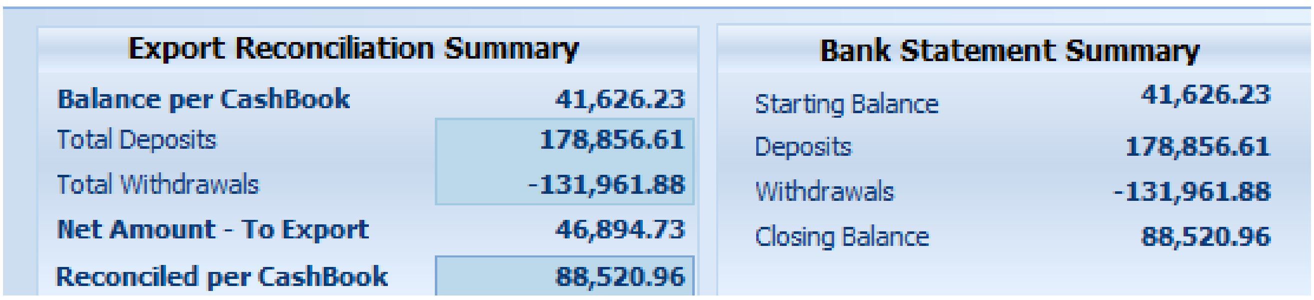
a) How to Reconcile Cashbook to Bank Statement before Exporting into accounting package

Before Exporting into the accounting package, it is VERY IMPORTANT to check that the transactions in the selected “DATE RANGE” are correctly:

1) ALLOCATED and 2) TICKED in the EXP (EXPORT Column) and RECONCILES to the Cashbook and Bank Statement.

SmartBank normally automatically reconciles the transactions imported by:

- Reading the opening balance in the cashbook package
- “Unticking” any transactions already updated to the cashbook
- Automatically recognising overlapping transactions from the previous download

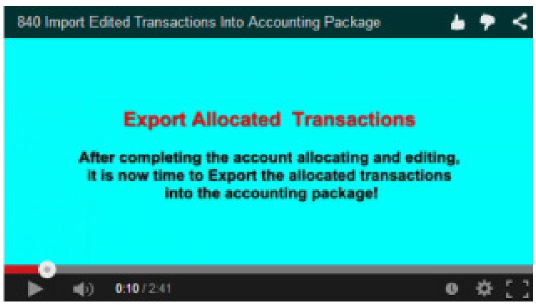


Export Reconciliation Summary	
Balance per CashBook	41,626.23
Total Deposits	178,856.61
Total Withdrawals	-131,961.88
Net Amount - To Export	46,894.73
Reconciled per CashBook	88,520.96

Bank Statement Summary	
Starting Balance	41,626.23
Deposits	178,856.61
Withdrawals	-131,961.88
Closing Balance	88,520.96

Watch the “RECONCILIATION video to see how SmartBank Reconciles BOTH BEFORE exporting from SmartBank and AFTER importing into the Accounting package:

To watch the Export from SmartBank Video – Click HERE



The SmartBank "Export Reconciliation Summary" is the key Reconciliation tool that makes sure that SmartBank ALWAYS RECONCILES before exporting into the accounting package!

The Bank "Bank Statement Summary" reads the bank statement imported and always agrees with the "Total Deposits" and "Total Payments" imported.

Note that the Bank Statement Summary does not always agree re the "Opening and Closing Balances" because of the different formats that the bank statements are imported from the different banks.

The KEY is that is that the TOTAL DEPOSITS and WITHDRAWALS do AGREE.

NOTE that SmartBank will ONLY export a Transaction if the transaction is BOTH:

1) **Ticked – re the "EXP" Column**
2) **Allocated to an Account**

This SmartBank Bank Manager video show how easy SmartBank reconciles batches imported with and without overlapping transactions. This video also show how easily SmartBank exports the reconciled transactions straight into the Sage Pastel Partner and Xpress packages with a few clicks.

Date Range Reconciliation

SmartBank can also be reconciled by changing the "**Date Range**" to leave out unwanted transactions imported etc

Using SmartBank to Reconcile the transactions to the Bank Statement – NOTES

The following notes will walk you through the steps show how to correctly Reconcile the transactions to the bank Statement…

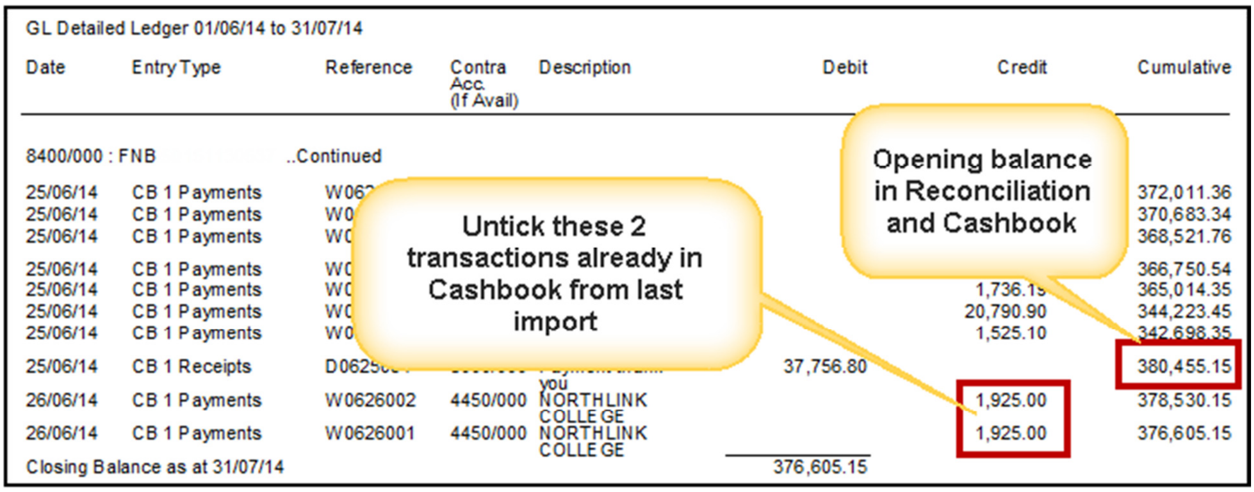
Step 1) Check Cashbook for duplicate transactions BEFORE Export

Before Exporting into the Accounting package, it is always advisable to check for:

-> Transactions already in:

- Cash book ledger

- OPEN Batches of the accounting packages that have already been posted to that cashbook in the date range about to be imported. e.g. **Interbank account Transfers**



GL Detailed Ledger 01/06/14 to 31/07/14

Date	Entry Type	Reference	Contra Acc. (If Avail)	Description	Debit	Credit	Cumulative
8400/000 : FNB		..Continued					
25/06/14	CB 1 Payments	W062					372,011.36
25/06/14	CB 1 Payments	W0					370,683.34
25/06/14	CB 1 Payments	WC					368,521.76
25/06/14	CB 1 Payments	WC					366,750.54
25/06/14	CB 1 Payments	WC				1,736.1	365,014.35
25/06/14	CB 1 Payments	WC				20,790.90	344,223.45
25/06/14	CB 1 Payments	W0				1,525.10	342,698.35
25/06/14	CB 1 Receipts	D0625		you	37,756.80		380,455.15
26/06/14	CB 1 Payments	W0626002	4450/000	NORTHLINK COLLEGE		1,925.00	378,530.15
26/06/14	CB 1 Payments	W0626001	4450/000	NORTHLINK COLLEGE		1,925.00	376,605.15
Closing Balance as at 31/07/14					376,605.15		

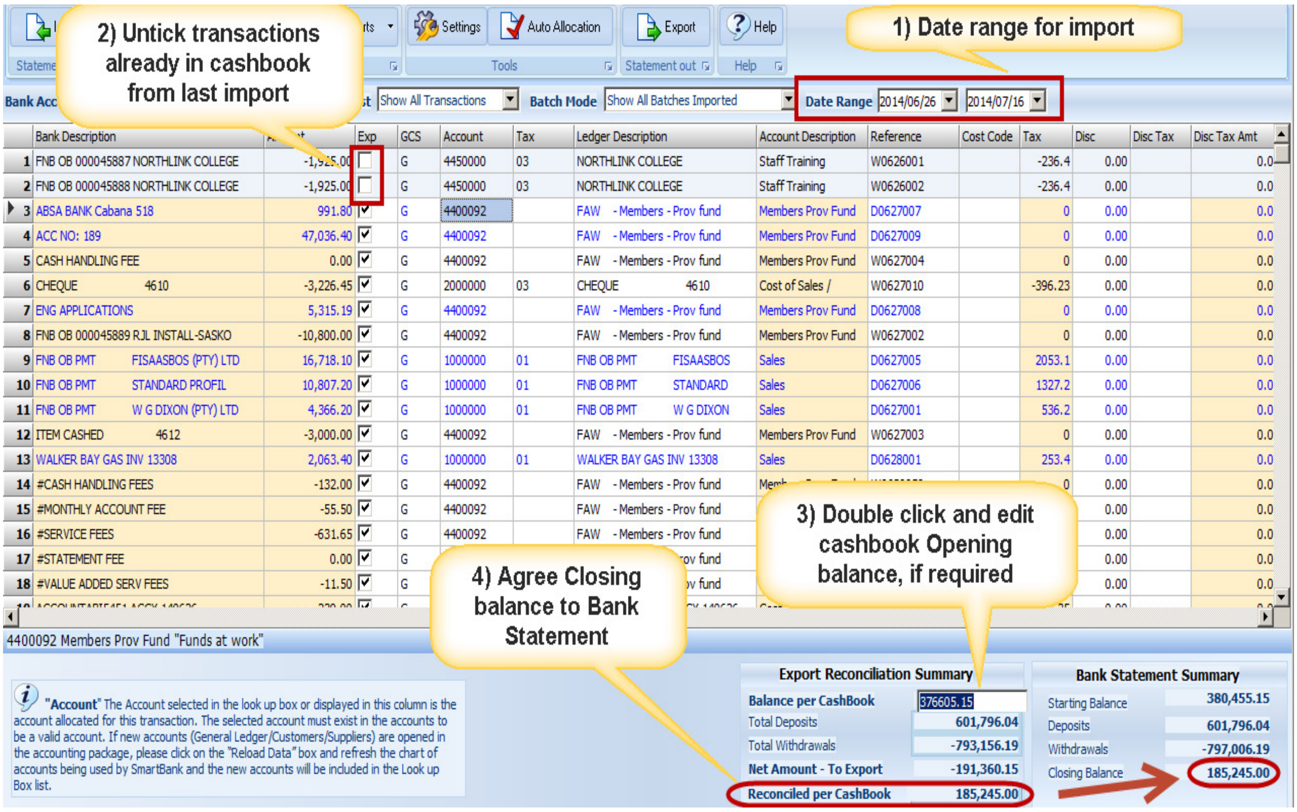
Step 2) Reconcile cashbook to bank statement using “Export Reconciliation Summary”

If there are a few transactions already in the cashbook ledger account (or open batches), as shown above, and **the cashbook <u>balance is different</u> to the SmartBank starting date, <u>then just reconcile by:</u>**

1) “Untick” the duplicate transactions in SmartBank in 2) below

2) **Check that the “Reconciled per Cashbook” total agreed to the bank Statement balance** at that closing date

3) **If required, “double click” on the Balance per cashbook** (3) below) on the SmartBank “Export Reconciliation Summary” and **manually enter the cashbook balance** (as shown in 3) below)



<u>NOTE</u> that transactions will <u>ONLY BE EXPORTED</u> to the Accounting package if:

Note that SmartBank will <u>ONLY EXPORT a transaction if it is BOTH</u>:

- **<u>Allocated</u> to a Ledger Account**
- **<u>Ticked</u> (√) in the “Exp” column**

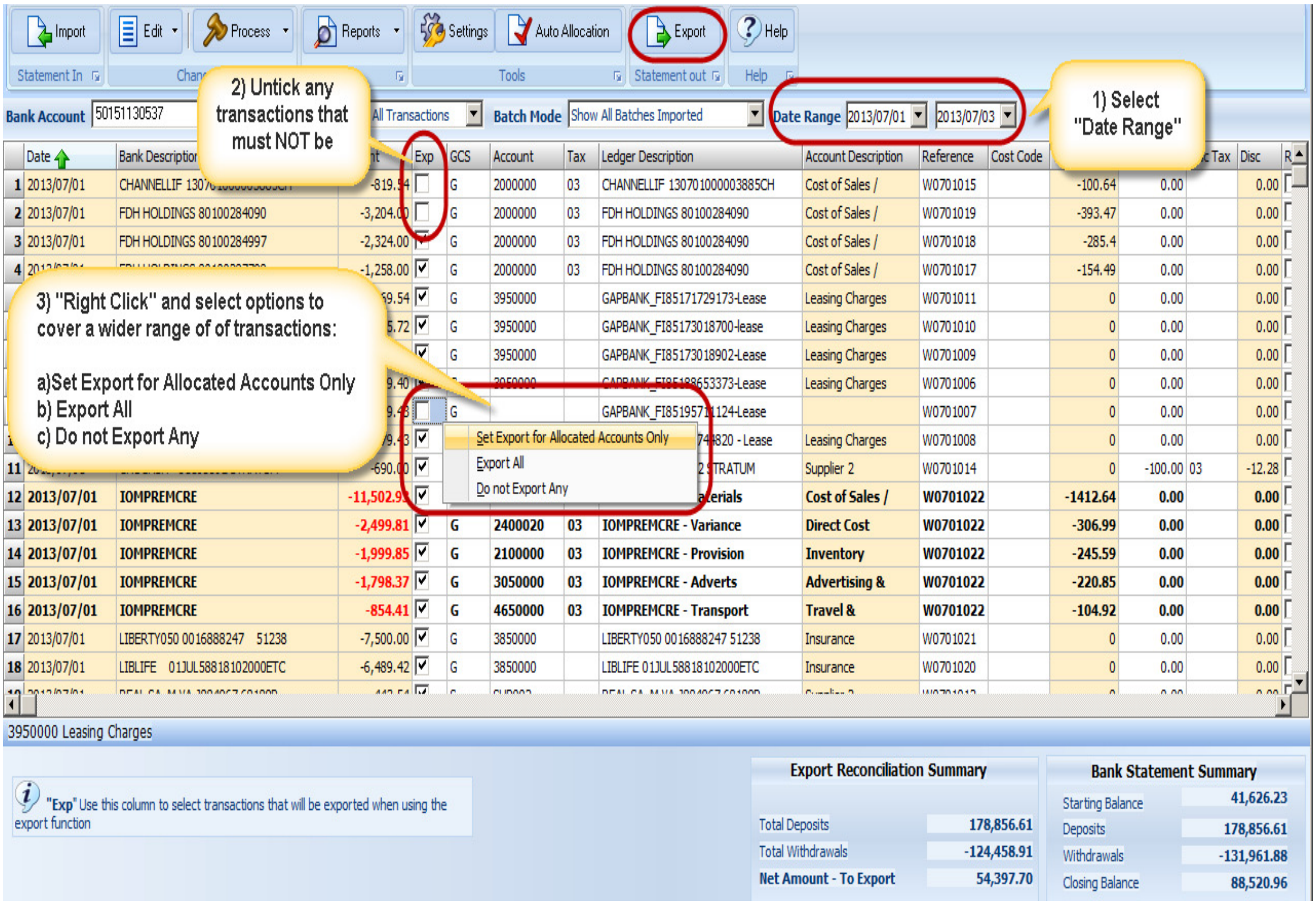
SmartBank will also only <u>Export the Whole “Date Range</u>” selected

➔ **Default “Date Range” is normally from the last statement imported)**

➔ **Ensure that <u>ALL the Accounts are Allocated</u> to ALL the “Ledger Accounts” and “Tax” columns**

Remove the (√) or "untick" and transactions that do NOT need to be exported by:

- **Manually UNTICKING a specific transaction in the "EXP" column ...OR**
- **Right Click on the "EXP" Column and select either:**
  - **Set "Export" for Allocated Accounts Only -> Unticks ALL the transactions NOT Allocated**
  - **Export All -> Ticks (√) ALL transactions in the current Date Range**
  - **Do Not Export Any -> Untick ALL the transactions in the current Date Range**



"Display" List EXPORTING Options:

Note that it is IMPORTANT to CHECK the "Display List" before Exporting as follows:

1) **Show ALL Transactions -> Will Export ALL the transactions** (Both Deposits and Withdrawals)
2) **Deposits Only -> Will ONLY Export the Deposits Transactions**
3) **Withdrawals Only -> Will ONLY Export the Withdrawals Transactions**

Note that 2 files will always be exported BUT if "Only Deposits" or "Only Withdrawals" are selected, **BOTH files will be Exported BUT the OTHER FILE will NOT have any transactions in it and will be BLANK.**