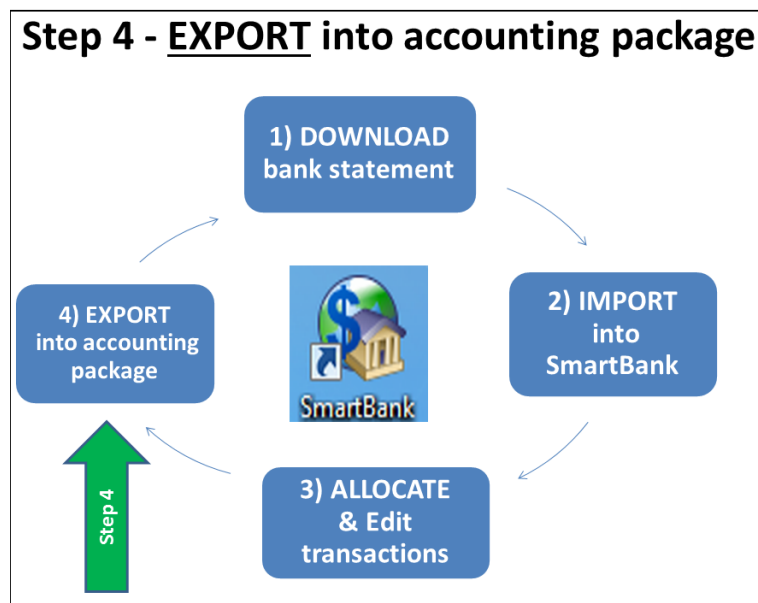


STEP 4 – Export your Deposits & Payments batches from SmartBank



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.

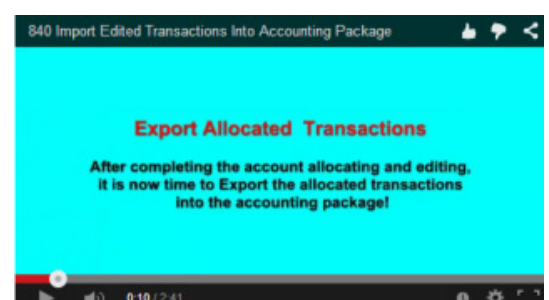
SmartBank normally automatically reconciles the transactions imported by:

- 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		Bank Statement Summary	
Balance per CashBook	41,626.23	Starting Balance	41,626.23
Total Deposits	178,856.61	Deposits	178,856.61
Total Withdrawals	-131,961.88	Withdrawals	-131,961.88
Net Amount - To Export	46,894.73	Closing Balance	88,520.96
Reconciled per CashBook	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	W0					368,521.76
25/06/14	CB 1 Payments	W0					366,750.54
25/06/14	CB 1 Payments	W0				1,736.15	365,014.35
25/06/14	CB 1 Payments	W0				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	D062500			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 balance is different to the SmartBank starting date, then just reconcile by:**

- 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)

2) Untick transactions already in cashbook from last import

1) Date range for import

3) Double click and edit cashbook Opening balance, if required

4) Agree Closing balance to Bank Statement

Bank Description	Amount	Exp	GCS	Account	Tax	Ledger Description	Account Description	Reference	Cost Code	Tax	Disc	Disc Tax	Disc Tax Amt
1 FNB OB 000045887 NORTHLINK COLLEGE	-1,925.00	☐	G	4450000	03	NORTHLINK COLLEGE	Staff Training	W0626001		-236.4	0.00		0.0
2 FNB OB 000045888 NORTHLINK COLLEGE	-1,925.00	☐	G	4450000	03	NORTHLINK COLLEGE	Staff Training	W0626002		-236.4	0.00		0.0
3 ABSA BANK Cabana 518	991.80	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	D0627007		0	0.00		0.0
4 ACC NO: 189	47,036.40	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	D0627009		0	0.00		0.0
5 CASH HANDLING FEE	0.00	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627004		0	0.00		0.0
6 CHEQUE 4610	-3,226.45	☒	G	2000000	03	CHEQUE 4610	Cost of Sales /	W0627010		-396.23	0.00		0.0
7 ENG APPLICATIONS	5,315.19	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	D0627008		0	0.00		0.0
8 FNB OB 000045889 R.J.L INSTALL-SASKO	-10,800.00	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627002		0	0.00		0.0
9 FNB OB PMT FISAASBOS (PTY) LTD	16,718.10	☒	G	1000000	01	FNB OB PMT FISAASBOS	Sales	D0627005		2053.1	0.00		0.0
10 FNB OB PMT STANDARD PROFIL	10,807.20	☒	G	1000000	01	FNB OB PMT STANDARD	Sales	D0627006		1327.2	0.00		0.0
11 FNB OB PMT W G DIXON (PTY) LTD	4,366.20	☒	G	1000000	01	FNB OB PMT W G DIXON	Sales	D0627001		536.2	0.00		0.0
12 ITEM CASHED 4612	-3,000.00	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627003		0	0.00		0.0
13 WALKER BAY GAS INV 13308	2,063.40	☒	G	1000000	01	WALKER BAY GAS INV 13308	Sales	D0628001		253.4	0.00		0.0
14 #CASH HANDLING FEES	-132.00	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627004		0	0.00		0.0
15 #MONTHLY ACCOUNT FEE	-55.50	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627004		0	0.00		0.0
16 #SERVICE FEES	-631.65	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627004		0	0.00		0.0
17 #STATEMENT FEE	0.00	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627004		0	0.00		0.0
18 #VALUE ADDED SERV FEES	-11.50	☒	G	4400092		FAW - Members - Prov fund	Members Prov Fund	W0627004		0	0.00		0.0

Export Reconciliation Summary		Bank Statement Summary	
Balance per CashBook	876605.15	Starting Balance	380,455.15
Total Deposits	601,796.04	Deposits	601,796.04
Total Withdrawals	-793,156.19	Withdrawals	-797,006.19
Net Amount - To Export	-191,360.15	Closing Balance	185,245.00
Reconciled per CashBook	185,245.00		

NOTE that transactions will **ONLY BE EXPORTED** to the Accounting package if:

Note that SmartBank will **ONLY EXPORT** a transaction if it is **BOTH**:

- **Allocated** to a Ledger Account
- **Ticked** (✓) in the “Exp” column

SmartBank will also only **Export the Whole “Date Range”** selected

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

➔ Ensure that **ALL the Accounts are Allocated** 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

1) Select "Date Range"

2) Untick any transactions that must NOT be

3) "Right Click" and select options to cover a wider range of transactions:

- a) Set Export for Allocated Accounts Only
- b) Export All
- c) Do not Export Any

Date	Bank Description	Exp	GCS	Account	Tax	Ledger Description	Account Description	Reference	Cost Code	Debit	Credit	Tax	Disc	R
1 2013/07/01	CHANNELLIF 13070100003885CH	☐	G	2000000	03	CHANNELLIF 13070100003885CH	Cost of Sales /	W0701015		-100.64	0.00	0.00		
2 2013/07/01	FDH HOLDINGS 80100284090	☐	G	2000000	03	FDH HOLDINGS 80100284090	Cost of Sales /	W0701019		-393.47	0.00	0.00		
3 2013/07/01	FDH HOLDINGS 80100284997	☐	G	2000000	03	FDH HOLDINGS 80100284997	Cost of Sales /	W0701018		-285.4	0.00	0.00		
4 2013/07/01	FDH HOLDINGS 80100284090	☒	G	2000000	03	FDH HOLDINGS 80100284090	Cost of Sales /	W0701017		-154.49	0.00	0.00		
5 2013/07/01	GAPBANK_FI85171729173-Lease	☒	G	3950000		GAPBANK_FI85171729173-Lease	Leasing Charges	W0701011		0	0.00	0.00		
6 2013/07/01	GAPBANK_FI85173018700-Lease	☒	G	3950000		GAPBANK_FI85173018700-Lease	Leasing Charges	W0701010		0	0.00	0.00		
7 2013/07/01	GAPBANK_FI85173018902-Lease	☒	G	3950000		GAPBANK_FI85173018902-Lease	Leasing Charges	W0701009		0	0.00	0.00		
8 2013/07/01	GAPBANK_FI85188653373-Lease	☒	G	3950000		GAPBANK_FI85188653373-Lease	Leasing Charges	W0701006		0	0.00	0.00		
9 2013/07/01	GAPBANK_FI85195711124-Lease	☒	G	3950000		GAPBANK_FI85195711124-Lease	Leasing Charges	W0701007		0	0.00	0.00		
10 2013/07/01	741820 - Lease	☒	G	3950000		741820 - Lease	Leasing Charges	W0701008		0	0.00	0.00		
11 2013/07/01	2 STRATUM	☒	G	3950000		2 STRATUM	Supplier 2	W0701014		0	-100.00	03	-12.28	
12 2013/07/01	IOMPREMCRE	☒	G	2400020	03	IOMPREMCRE - Variance	Cost of Sales /	W0701022		-1412.64	0.00	0.00		
13 2013/07/01	IOMPREMCRE	☒	G	2100000	03	IOMPREMCRE - Provision	Direct Cost	W0701022		-306.99	0.00	0.00		
14 2013/07/01	IOMPREMCRE	☒	G	3050000	03	IOMPREMCRE - Adverts	Inventory	W0701022		-245.59	0.00	0.00		
15 2013/07/01	IOMPREMCRE	☒	G	4650000	03	IOMPREMCRE - Transport	Advertising &	W0701022		-220.85	0.00	0.00		
16 2013/07/01	IOMPREMCRE	☒	G	3850000		IOMPREMCRE - Transport	Travel &	W0701022		-104.92	0.00	0.00		
17 2013/07/01	LIBERTY050 0016888247 51238	☒	G	3850000		LIBERTY050 0016888247 51238	Insurance	W0701021		0	0.00	0.00		
18 2013/07/01	LIBLIFE 01JUL58818102000ETC	☒	G	3850000		LIBLIFE 01JUL58818102000ETC	Insurance	W0701020		0	0.00	0.00		
19 2013/07/01	REAL CA MVA 3004007301000	☒	G	3850000		REAL CA MVA 3004007301000	Insurance	W0701019		0	0.00	0.00		

3950000 Leasing Charges

Export Reconciliation Summary

Total Deposits	178,856.61
Total Withdrawals	-124,458.91
Net Amount - To Export	54,397.70

Bank Statement Summary

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

"Exp" Use this column to select transactions that will be exported when using the export function

“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**.