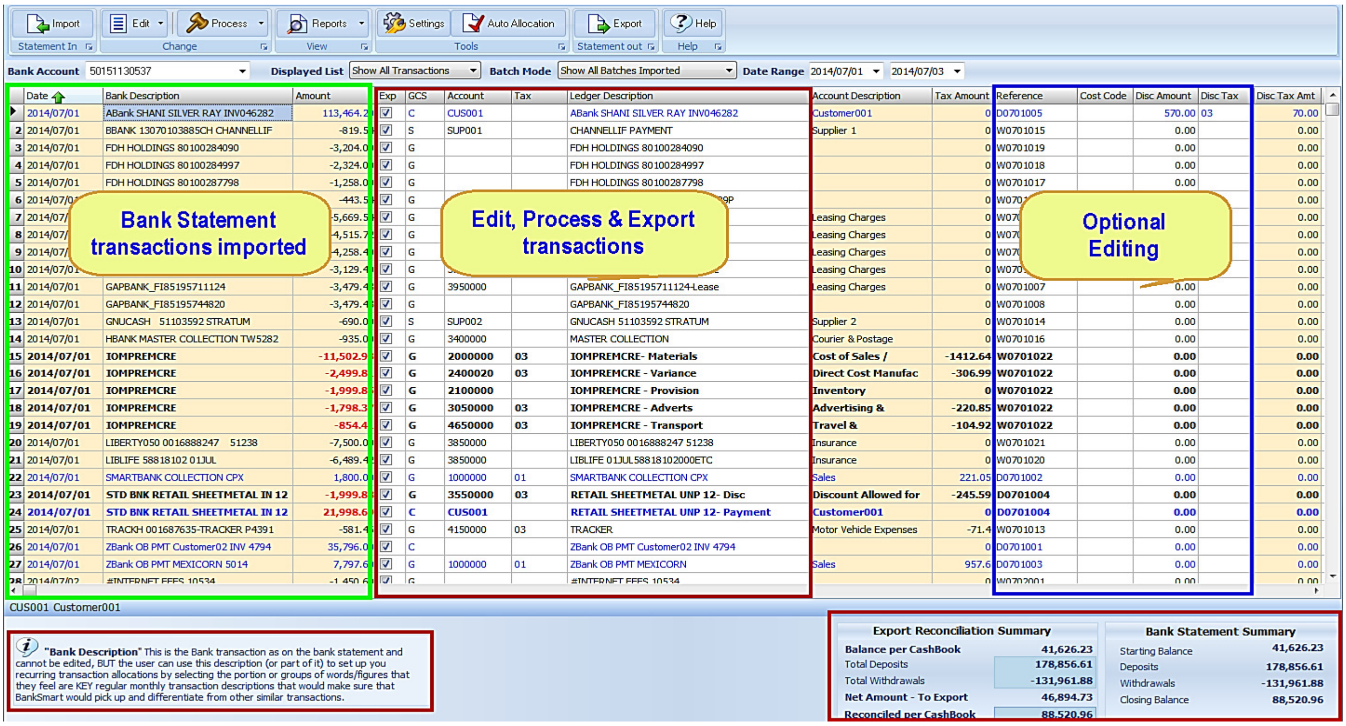
SmartBank COLUMN - Explanations



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Date Date can be changed to ascending and descending order as shown by the green arrow

Bank Description This is the Bank Description as on the bank statement and cannot be edited, BUT the user can use the whole or part of the Bank Description to set up the “Auto Allocation” transaction allocations that will save up to 80% of the user time

Amount DEPOSITS are +ve amounts and displayed in **BLUE** and WITHDRAWALS (Payments) are –ve amounts and displayed in **BLACK.** Transactions can also be split over 2 or more accounts

Exp (Export) Export – TICK this column block to select the transactions that you wish to be exported when using the “Export” function. The default is automatically ticked and assumes that all transactions in the batch will be exported.

Please UNTICK all the rows that do NOT need to be exported into your accounting package due to the fact that the unticked transactions have already been entered manually into this cashbook or from another bank account

CSG The CSG column sets the account type per line. The user can filter the account Lookup Box. Select "G" for General ledger (Default), "C" for Customer or "S" for Supplier;

Account Click with mouse (or type in) the relevant General ledger, Customer or Supplier account code

Tax / Vat If the transaction is Vatable, then click and enter the Tax number from the look up box type or enter the Vat type.

Vat Amount Vat amount is purely to confirm that the tax is correctly calculated

Ledger Description	Ledger Description displays the description that will end up in the general ledger/Customer/Supplier accounts when imported into the accounting package. NOTE: The Ledger description can be manually changed and edited using 1) Abbreviations 2) Copy/Paste and 3) Auto Allocate options to minimize and simplify manual editing.
Reference	The References for Deposits (D) and Withdrawals (W) are generated by SmartBank and each transaction has its own unique reference..
Project / Cost code	Edit / allocate if applicable
Discount Amount	Enter the “Settlement Discount Amount (Suppliers are –ve & Customers are +ve)
Discount Tax Code	Enter the “Settlement Discount Tax Code (Suppliers & Customers normally use the same Input vat code)
Discount Tax Amnt	Discount Vat Amount is purely to confirm that the tax is correctly calculated
Rec (Reconciled)	Each line is ticked as reconciled by default and can be unticked if required. Note the whole column can also be ticked or unticked by clicking at the top of the reconciled row

For more information and videos explanations, please go to our website at www.SmartBank.co.za or email us at info@smartbank.co.za