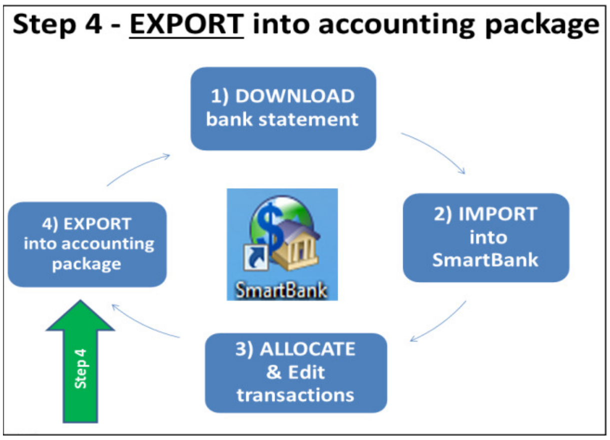
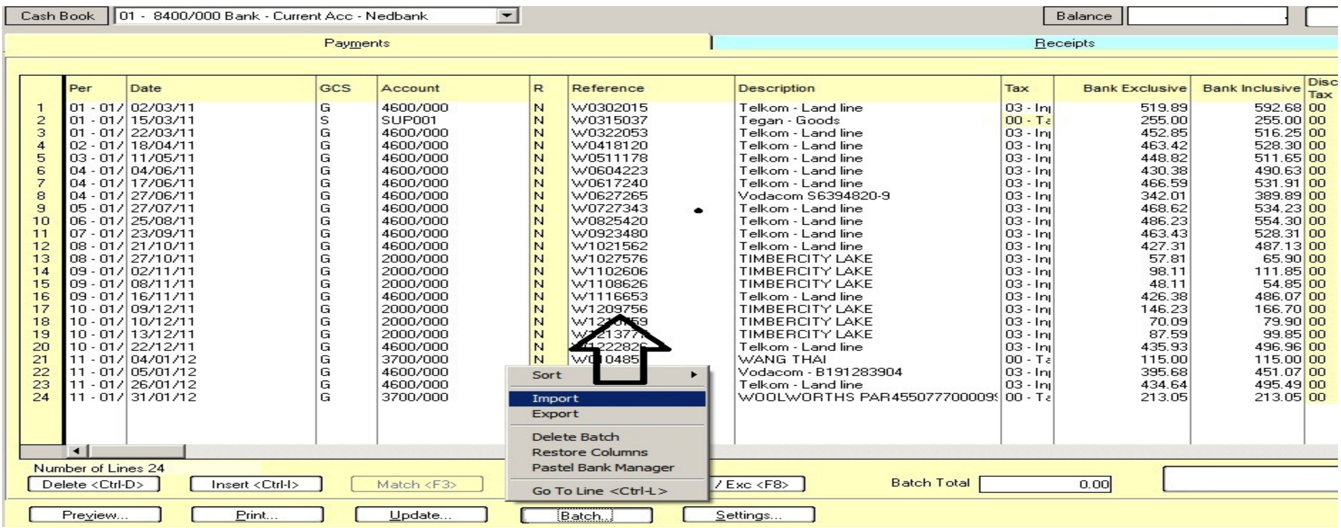
STEP 4 – Export your Deposits & Payments batches from SmartBank

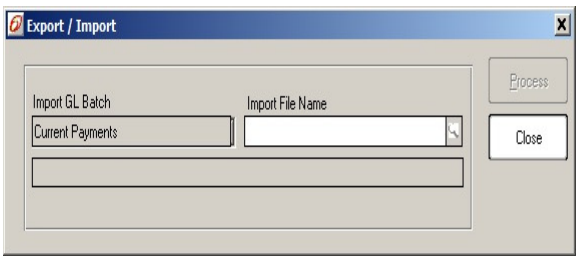


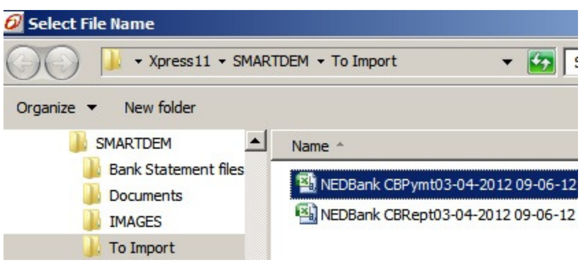
a) How to MANUALLY "Import" & "Reconcile" files in the accounting package



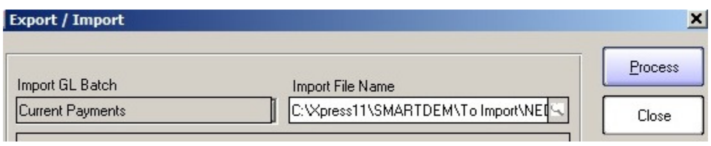
Go into your accounting package (e.g. Pastel), and follow the following steps:

1) Choose the correct Cashbook Payments or Deposits screen
2) Click on "**Batch**" at the bottom of the page
3) Then click on "**Import**" and then select the correct file





4) Click on "**Process**" and the file will automatically be imported into the accounting package



<u>After the SmartBank transactions are successfully imported into the accounting package, the following steps need to be applied:</u>

1) **<u>Do a a quick manual reconciliation</u>** and check that the balance of the accounting cash book agrees and reconciles to your Bank Statement balance. As follows:

- Opening balance per Cashbook	15 000.00
- Plus: Total Receipts	10 000.00
- Less: Payments	- 8 000.00
- Closing balance per cashbook	21 102.03
- Balance pet bank Statement	21 102.03
Difference	**NIL**

2) **If there is a difference, the following steps can be applied to correct the difference:**
   a. Go Back to SmartBank, fix by Ticking or Unticking, re-Export and import back into the accounting package adding or
   b. Edit directly in the Accounting package

3) **<u>Check that the Bank Reconciliation balances</u>**

The Bank Reconciliation can be completed in the accounting package e.g. Pastel Accounting by simply checking that the balance per cashbook ledger (or trial balance) EQUALS the balance on the bank statement at the end of the period under review!!

A Bank Reconciliation statement looking something similar to the following:

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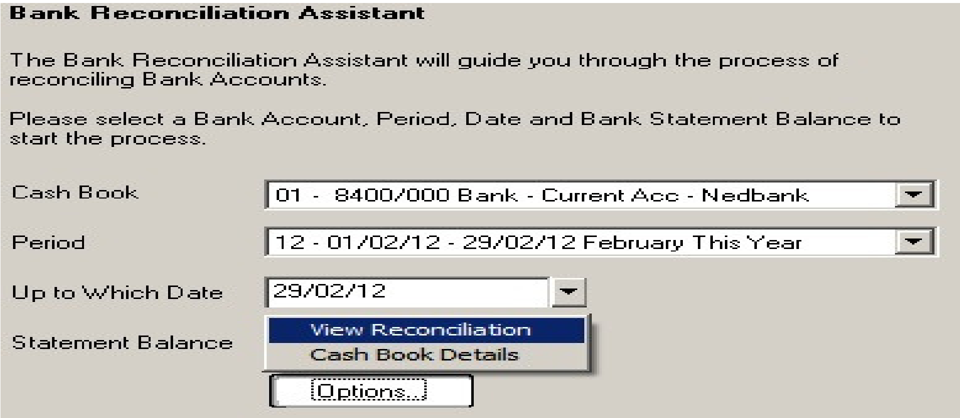
Prepared by: Business Accounting Solutions

Reconciliation Output : Cash Book 1 - 8400/000 - Bank - Current Acc - Nedbank

Closing Balance As Per Bank Statement	21,102.03	
Less Outstanding Current Payments :		
Sub Total	0.00	CR
Plus Outstanding Current Receipts :		
Sub Total	0.00	DR
Reconciled Bank Balance	21,102.03	
Computer Bank Balance As At 29/02/12	21,102.03	
Diff	0.00	

To print this, in Pastel, for example, go to process / Bank Reconciliation and:

- "Select All" and reconcile ALL the transactions
- Enter the balance per the bank statement
- Check the reconciliation as below



5) Update payments and receipts batches to the general ledger

ONLY update once happy that the cash book will balance with the bank statement!