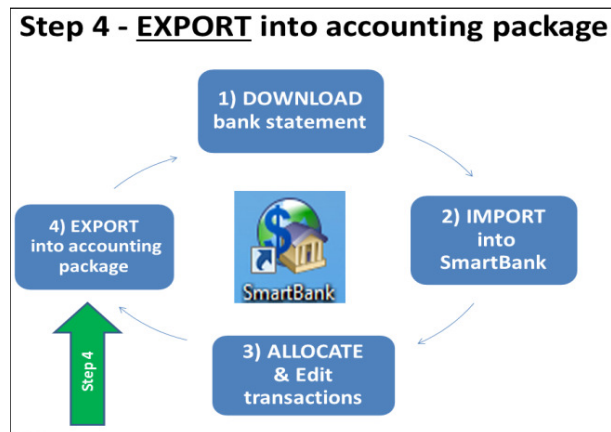


STEP 4 – Export your Deposits & Payments batches from SmartBank



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

Cash Book

01 - 8400/000 Bank - Current Acc - Nedbank

Payments

Receipts

Per	Date	GCS	Account	R	Reference	Description	Tax	Bank Exclusive	Bank Inclusive	Disc Tax
1	01 - 01/02/03/11	G	4600/000	N	W0302015	Telkom - Land line	03 - Inq	519.89	592.68	00
2	01 - 01/15/03/11	S	SUP001	N	W0315037	Tegan - Goods	00 - Tz	255.00	255.00	00
3	01 - 01/22/03/11	G	4600/000	N	W0322053	Telkom - Land line	03 - Inq	452.85	516.25	00
4	02 - 01/18/04/11	G	4600/000	N	W0418120	Telkom - Land line	03 - Inq	463.42	528.30	00
5	03 - 01/11/05/11	G	4600/000	N	W0511178	Telkom - Land line	03 - Inq	448.82	511.65	00
6	04 - 01/04/06/11	G	4600/000	N	W0604223	Telkom - Land line	03 - Inq	430.38	490.63	00
7	04 - 01/17/06/11	G	4600/000	N	W0617240	Telkom - Land line	03 - Inq	466.59	531.91	00
8	04 - 01/27/06/11	G	4600/000	N	W0627265	Vodacom 5634820-9	03 - Inq	342.01	399.89	00
9	05 - 01/27/07/11	G	4600/000	N	W0727343	Telkom - Land line	03 - Inq	468.62	534.23	00
10	06 - 01/25/08/11	G	4600/000	N	W0825420	Telkom - Land line	03 - Inq	486.23	554.30	00
11	07 - 01/23/09/11	G	4600/000	N	W0923480	Telkom - Land line	03 - Inq	463.43	528.31	00
12	08 - 01/21/10/11	G	4600/000	N	W1021562	Telkom - Land line	03 - Inq	427.31	487.13	00
13	08 - 01/27/10/11	G	2000/000	N	W1027576	TIMBERCITY LAKE	03 - Inq	57.81	65.90	00
14	09 - 01/02/11/11	G	2000/000	N	W1102606	TIMBERCITY LAKE	03 - Inq	98.11	111.85	00
15	09 - 01/08/11/11	G	2000/000	N	W1108626	TIMBERCITY LAKE	03 - Inq	48.11	54.85	00
16	09 - 01/16/11/11	G	4600/000	N	W1116653	Telkom - Land line	03 - Inq	426.38	486.07	00
17	10 - 01/03/12/11	G	2000/000	N	W1203766	TIMBERCITY LAKE	03 - Inq	146.23	166.70	00
18	10 - 01/10/12/11	G	2000/000	N	W1210769	TIMBERCITY LAKE	03 - Inq	70.09	79.90	00
19	10 - 01/13/12/11	G	2000/000	N	W1213772	TIMBERCITY LAKE	03 - Inq	87.59	98.85	00
20	10 - 01/22/12/11	G	4600/000	N	W1222822	Telkom - Land line	03 - Inq	435.93	496.96	00
21	11 - 01/04/01/12	G	3700/000	N	W1010485	WANG THAI	00 - Tz	115.00	115.00	00
22	11 - 01/05/01/12	G	4600/000	N	W1010485	Vodacom - B191283904	03 - Inq	395.68	451.07	00
23	11 - 01/26/01/12	G	4600/000	N	W1010485	Telkom - Land line	03 - Inq	434.64	495.49	00
24	11 - 01/31/01/12	G	3700/000	N	W1010485	WOOLWORTHS PAR4550777000095	00 - Tz	213.05	213.05	00

Sort

Import

Export

Delete Batch

Restore Columns

Postal Bank Manager

Go To Line <Ctrl>L>

Number of Lines 24

Delete <Ctrl>D>

Insert <Ctrl>I>

Match <F3>

/ Exc <F8>

Batch Total

0.00

Preview...

Print...

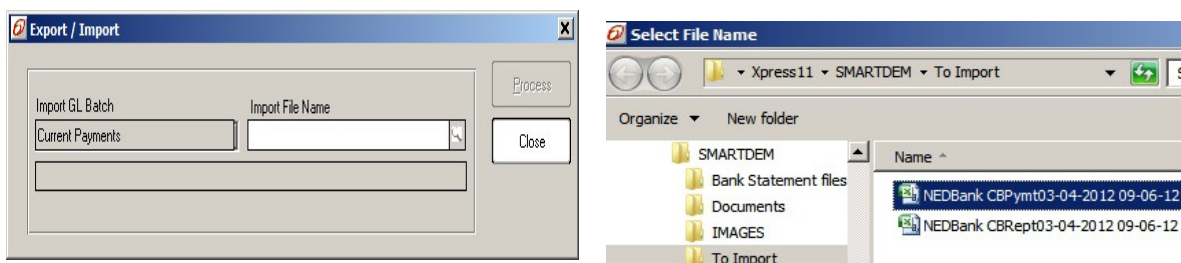
Update...

Batch...

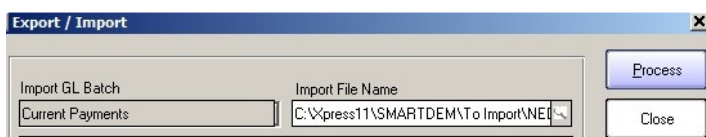
Settings...

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



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

- 1) **Do a quick manual reconciliation** 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	<u>- 8 000.00</u>
- Closing balance per cashbook	21 102.03
- Balance per bank Statement	<u>21 102.03</u>

Difference

NIL

- 2) **If there is a difference, the following steps can be applied to correct the difference:**

- Go Back to SmartBank, fix by Ticking or Unticking, re-Export and import back into the accounting package adding or
- Edit directly in the Accounting package

- 3) **Check that the Bank Reconciliation balances**

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:

SMARTBANK - DEM V2

03/04/12 11:18 Page: 1

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	<u>0.00 CR</u>
Plus Outstanding Current Receipts :	
Sub Total	<u>0.00 DR</u>
Reconciled Bank Balance	21,102.03
Computer Bank Balance As At 29/02/12	<u>21,102.03</u>
Diff	<u>0.00</u>

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

Bank Reconciliation Assistant

The Bank Reconciliation Assistant will guide you through the process of reconciling Bank Accounts.

Please select a Bank Account, Period, Date and Bank Statement Balance to start the process.

Cash Book: 01 - 8400/000 Bank - Current Acc - Nedbank

Period: 12 - 01/02/12 - 29/02/12 February This Year

Up to Which Date: 29/02/12

Statement Balance: View Reconciliation
Cash Book Details

Options...

5) Update payments and receipts batches to the general ledger

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

Update Payments Batch

Update Payments and Receipts Batches

Update... Batch...