



# Global 3000 Service Pack Note

## CM Bank Reconciliation via Imported File - Revisions

<b>Author</b>	DCP	
<b>Project</b>	ZC60_000125.doc	
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## INTRODUCTION

This service pack makes various updates to the dialogue and options available when importing statement details from a csv format file.

This service pack revises the import of bank statement details in to Cash Manager Bank Reconciliation as follows:

When setting up import file structures it is now possible to specify the number of initial header (column heading) lines to be ignored.

If a statement has already been imported and another statement is imported it is now possible to select between overwriting the current statement or adding to it.

The Imported Statement Details window been updated as follows:

- The header of the window now includes the cashbook, currency, statement date and page you are reconciling.
- A new button labelled “Statement Direct by Reference” has been added. When pressed the net value of all imported transactions with the same reference (as the currently hi-lighted line) is accumulated and added as a single statement direct transaction.
- A new button labelled “Match by Reference” has been added. When pressed the net value of all imported transactions with the same reference (as the currently hi-lighted line) is accumulated and can then be manually matched against the list of unrepresented items for the cash book.
- A new button labelled “Mark Item” has been added. When pressed the currently hi-lighted line is ‘marked’ (or ‘unmarked’). If the currently hi-lighted imported transaction is ‘marked’, the “Manual Match”, “Add as Statement Direct” and “Delete Item” buttons apply to all ‘marked’ transactions.
- The operation of the 'Delete All Items' button has changed so that only items currently displayed in the window are deleted.

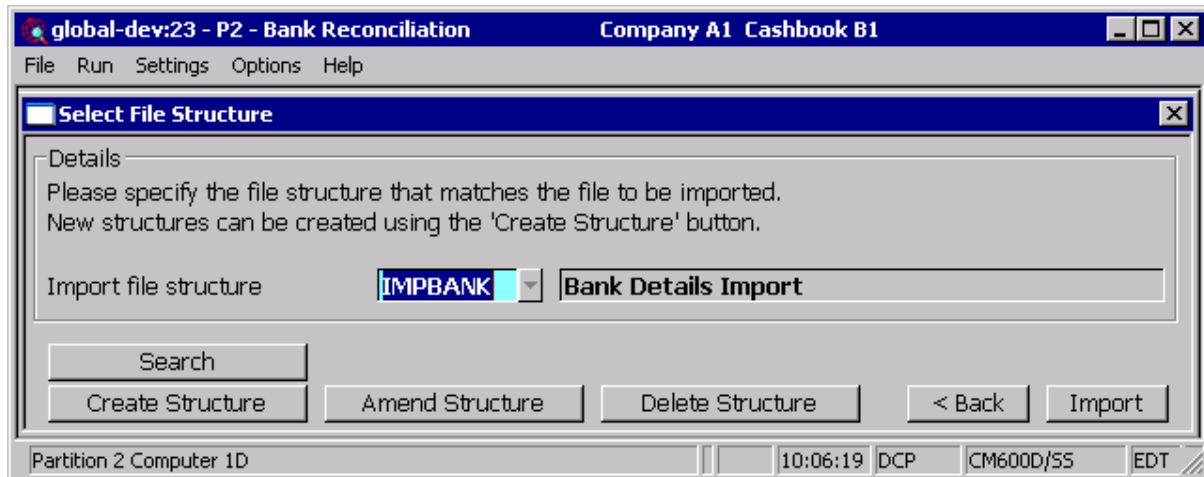
The summary window shown when manually matching imported transactions has been improved.

The unrepresented items windows (by date and by reference) have been updated to show the payer/payee name in the main scrolled area if the narrative is blank.

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## DOCUMENTATION CHANGES

# Select File Structure Window



**Purpose** This window enables you to select the structure of the statement details to be imported.

### *The prompts are:*

**Import file structure** Select the name of the import file structure that matches the file/spreadsheet to be imported. A look-up is available.

### *The buttons are:*

**Search** This provides a look-up of existing file structures.

**Create structure** This allows you to create a new import file structure.

**Amend structure** This allows you to amend an existing import file structure.

**Delete structure** This allows you to delete an existing import file structure.

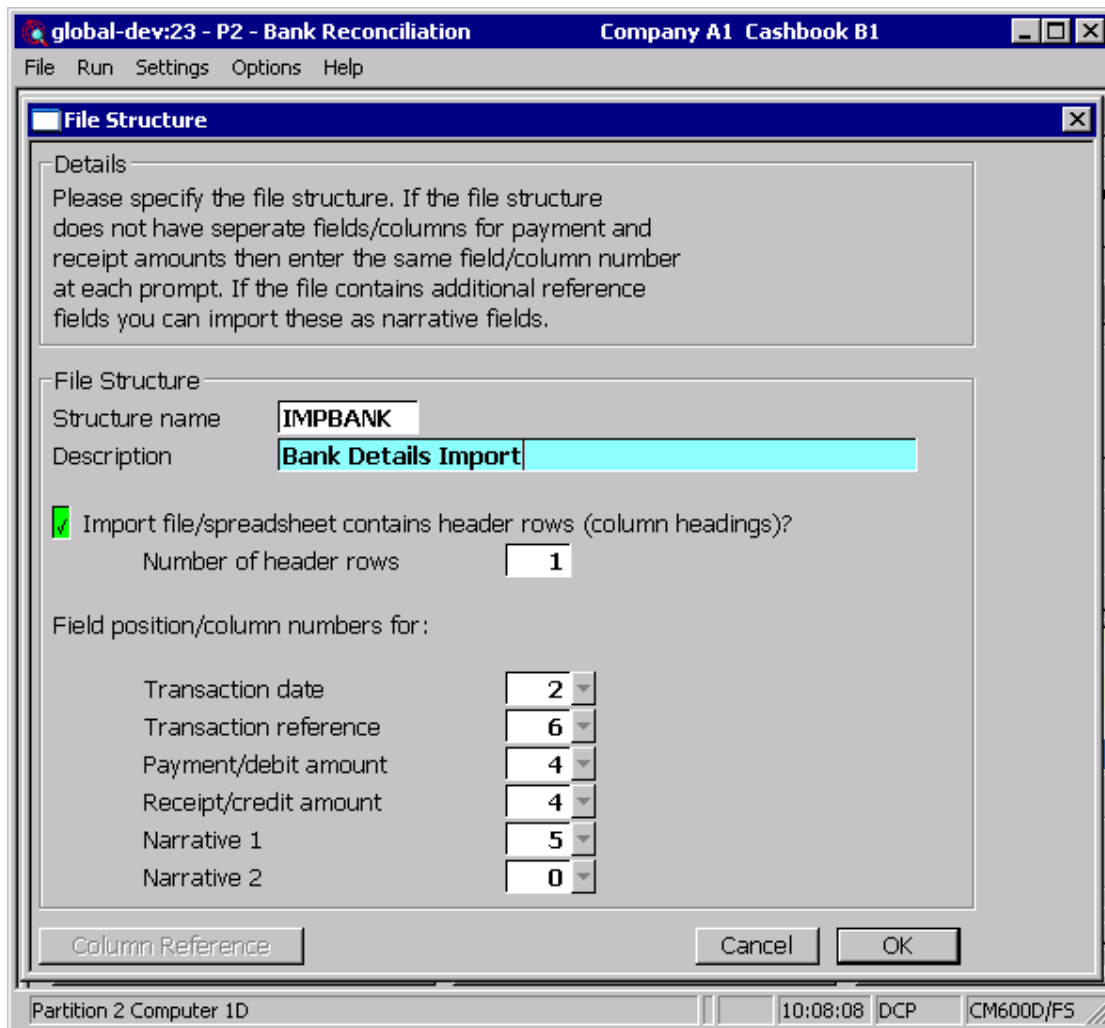
**Back** This returns to the Import File Details window.

**Import** This imports the selected file using the selected file structure.

**Please Note** If a statement has already been imported you are offered the option of either overwriting it or adding the details from the selected file to the current imported details.

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# Import File Structure Window



**Purpose** This window enables you to specify the structure of statement details to be imported.

*The prompts are:*

**Name** Enter a name for the structure being created.

**Description** Enter a description for the structure being created.

**Import file/spreadsheet contains header rows (column headings)** Set this if the first line of the import file/spreadsheet contains column headings.

**Number of header rows** *(Only if the file contains header rows)* Enter the number of header rows within the import file.

**Please Note** The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.

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**Field position/column number for transaction date**

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction date is located.

**Please Note**

Dates in the import file must be in one of the following formats:

- DD/MM/YY
- DD/MM/YYYY
- DD.MM.YY
- DD.MM.YYYY
- DDMMYY
- DDMMYYYY

**Example**

Assuming the import file is a spreadsheet, if the transaction date is the third column in the spreadsheet the above field should be set to 3.

**Field position/column number for transaction reference**

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction reference is located.

**Please note**

When the transaction reference is imported it is truncated to a maximum size of 50 characters.

**Field position/column number for transaction payment amount**

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction value is located when the transaction is a payment.

**Field position/column number for transaction receipt amount**

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction value is located when the transaction is a receipt.

**Please note**

If the import file/spreadsheet has a single column which includes both payment and receipt amounts then set the above two prompts to its field/column number. In this case the import process will assume that payments are negative amounts and receipts are positive amounts.

**Field position/column number for narrative 1**

If the file contains additional reference fields/columns that you wish to import as narrative then set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the information is located. If you do not wish to import additional narrative fields leave this set to zero.

**Field position/column number for narrative 2**

If the file contains additional reference fields/columns that you wish to import as narrative then set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the information is located. If you do not wish to import additional narrative fields leave this set to zero.

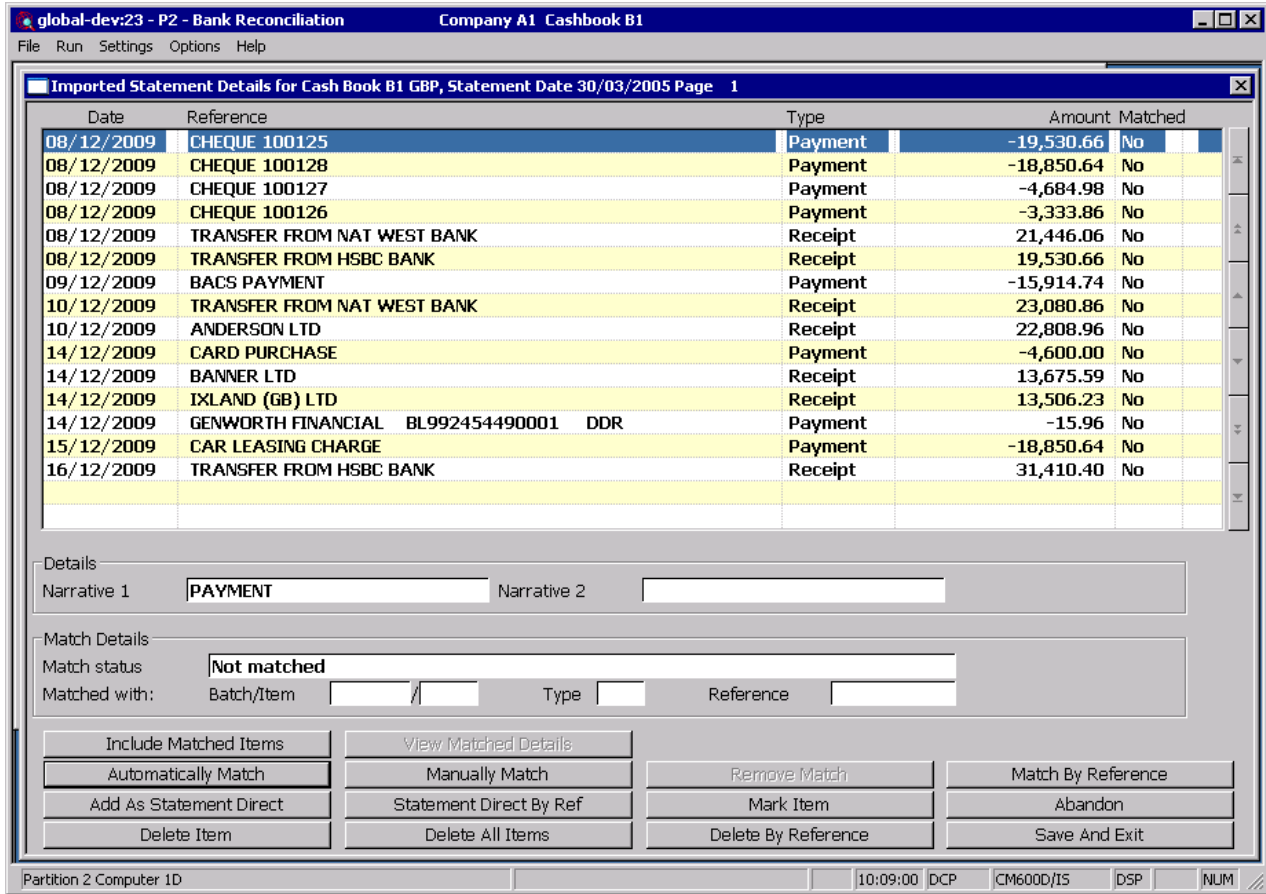
**The buttons are:**

**Column reference**

This button is available at all field position/column number prompts. It allows you to enter a spreadsheet column reference (e.g. 'A', 'B' etc) which will then be automatically converted to a numeric column number.

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# Bank Reconciliation – Imported Statement Details Window



**Purpose** This window enables you to browse the imported transactions and match single or multiple imported transactions against the unrepresented items for the current cash book. It also allows you to select imported transactions to be used as a statement direct transaction on the current statement.

For each imported transaction the following details are shown:

- Date.
- Reference (truncated to a maximum of 50 characters).
- Type (Payment or Receipt).
- Amount
- Matched (Yes/No).
- Narrative 1 (truncated to a maximum of 25 characters).
- Narrative 2 (truncated to a maximum of 25 characters).

Matched transactions are high-lighted and details of the matching Cash Manager transaction are shown in the lower half of the window along with the match status.

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## ***The buttons are:***

**Automatically Match** This compares the imported transaction details (that have not already been matched) with the unrepresented items for the cash book, if a match is found then the unrepresented item is added to the current statement and the imported transaction is marked as having been matched

***Please Note*** When automatically matching transactions they are compared based on the type (payment/receipt) and amount. If a match is found then the unrepresented transaction is added to the current statement and the imported transaction is marked as having been matched.

Transactions are matched on a first found basis, for example if there are three transactions for the same value in the imported statement and three unrepresented transactions with the same value then the first imported transaction is matched with the first unrepresented transaction and so on.

If there are an unequal amount of transactions with duplicate values the automatic matching process ignores them, for example if there are three transactions in the imported statement (with the same value) but only two unrepresented transactions then they are not matched.

Cash Manager unrepresented items dated later than the statement date are ignored when automatically matching.

**Manually Match** This selects the currently high-lighted imported transaction and displays the list of unrepresented items for the cash book, if one or more are selected they are added to the current statement and the imported transaction is marked as having been matched. If the currently hi-lighted imported transaction is 'marked', the net value of all 'marked' items is accumulated and matched against the unrepresented items.

**Remove Match** *(Only available for items that have been matched)* The currently high-lighted imported transaction is marked as not having been matched and the Cash Manager transaction it was matched with is returned to the list of unrepresented transactions.

**Match by Reference** This selects all imported transactions (that have not been matched) that have the same reference as the currently high-lighted item and displays the list of unrepresented items for the cash book. If one or more (unrepresented items) are selected they are added to the current statement and the imported transactions are marked as having been matched.

**Add as Statement Direct** This selects the currently high-lighted imported transaction and adds it to the current statement as a statement direct transaction. The imported transaction is then marked as having been matched. If the currently hi-lighted imported transaction is 'marked', the net value of all 'marked' transactions is accumulated and used to generate a statement direct transaction.

**Statement Direct by Ref** This selects all imported transactions (that have not been matched) that have the same reference as the currently high-lighted item and adds their net value to the current statement as a statement direct transaction. The imported transactions are then marked as having been matched.

**Mark Item** *(Not available for items that have been matched)* This 'marks' the currently high-lighted imported transaction (or un-marks it if it is currently marked) with an '\*' symbol. If one or more imported transactions are marked the following buttons apply to all marked items:

- Add as Statement Direct
- Delete Item
- Manual Match

**Include/Exclude Matched Items** This switches between including and excluding matched items in the list of imported transactions.

**View Match Details** *(Only available for items that have been matched)* This lists the Cash Manager transaction(s) matched with the currently high-lighted imported transaction.

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- Delete Item** *(Not available for items that have been matched)* The currently high-lighted imported transaction is deleted. If the currently hi-lighted imported transaction is 'marked' then all 'marked' items are deleted.
- Delete All Items** This deletes all imported transactions currently listed in the window. If matched items are excluded from the display they are not deleted.
- Delete by Reference** This deletes all imported transactions that have not been matched and have the same reference as the currently high-lighted item.
- Abandon** This closes the window and returns to the Bank Reconciliation Statement Details window without saving the imported transactions.
- Save and Exit** This closes the window and proceeds to the Presented Transactions window, if there are any un-matched items the imported transactions are saved and are then automatically recalled the next time the Reconciliation is amended or if the Imported Transactions button is pressed.

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