



Global 3000 Service Pack Note

CM Bank Reconciliation via Imported File

INTRODUCTION

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| Author | DCP | | |
| Project | ZC60_000099.doc | | |
| Version | 1.0 | | 1 of 10 |

This service pack provides a mechanism to import statement details from a csv format file/spreadsheet for use in Bank Reconciliation.

Cash Manager Bank Reconciliation has been updated to include two new buttons. When the first (labelled 'Import Statement') is pressed the user is prompted for import file details and file structure details (which consist of the field/column position for the transaction date, reference, payment amount and receipt amount). The import details are retained and used as defaults the next time the option is selected. File structures can be saved. The file is then imported into memory and its transactions are listed in a scrolled window with the following buttons:

Automatically Match Transactions – 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.

Manually Match – This selects the currently high-lighted imported transaction and displays the list of unrepresented items for the cash book, one (or more) unrepresented items can then be selected and added to the current statement. The imported transaction is then 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.

Remove Match – This marks the currently high-lighted imported transaction as not matched and returns the Cash Manager transaction it was matched with to the unrepresented items list for the cash book.

Include/Exclude Matched Items – This toggles between including and excluding imported items that have already been matched.

View Match Details – This will list the Cash Manager transaction(s) matched with the current item.

Delete Item – This will delete the current imported transaction.

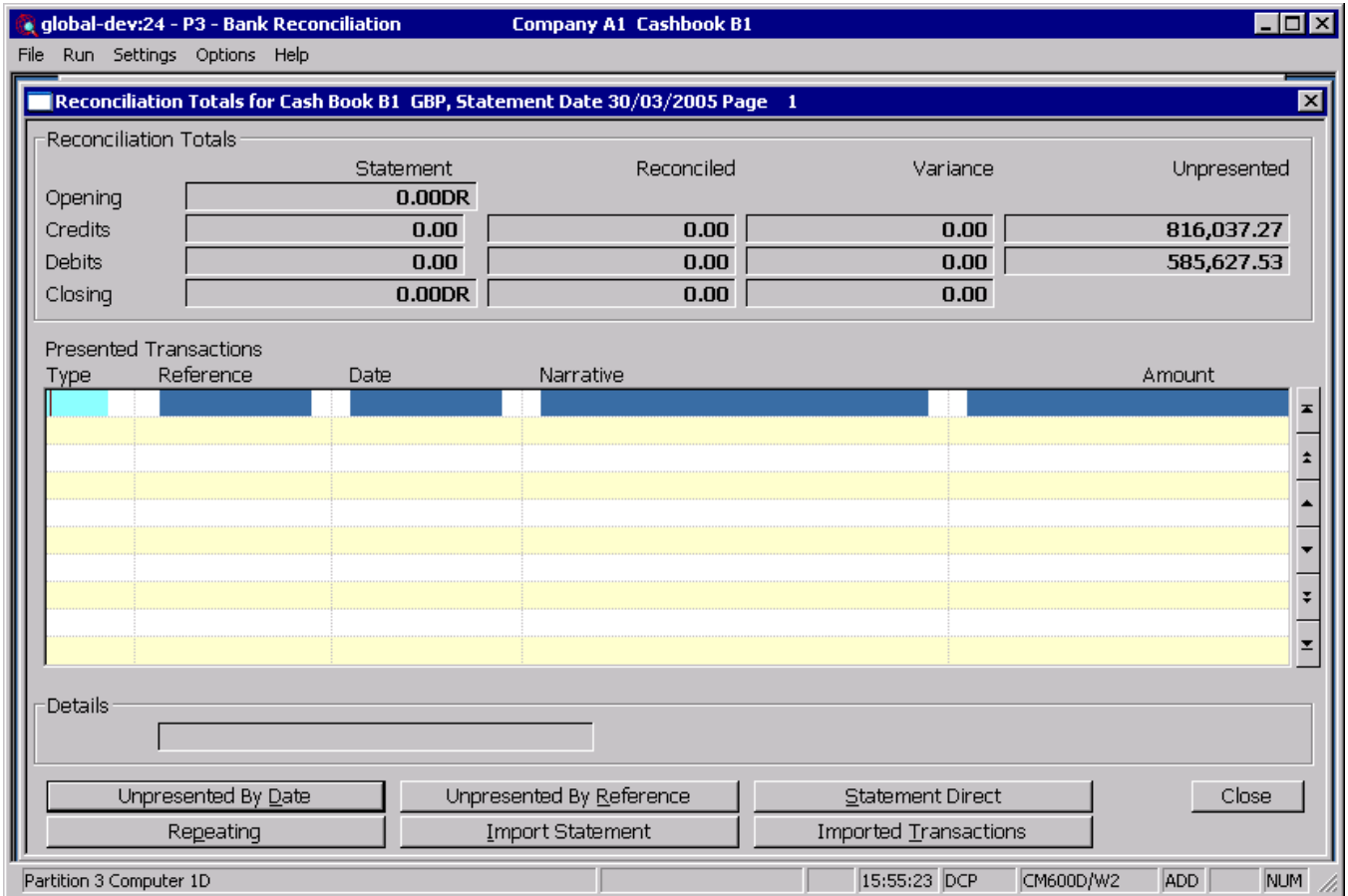
Delete by Reference – This will delete the current imported transaction and any other (un-matched) imported transactions that have the same reference.

Abandon – This abandons all remaining un-matched transactions.

Save and Exit - The window containing the imported transactions is closed. If any transactions have not been matched, the imported transaction details will be saved; these are then recalled the next time the reconciliation is entered or if the Imported Transactions button is pressed.

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Bank Reconciliation



Import Statement

Select this to import statement details from a csv format file/spreadsheet. You are prompted for the import file details and structure; the transactions are then imported from the file/spreadsheet and displayed in a window. They can then be automatically matched with the unpresented items (matching items are included in the current statement), manually matched against the unpresented items for the cash book or included in the current statement as statement direct transactions. If un-matched transactions were saved the last time this option was selected they are automatically recalled the next time this window is displayed.

Please Note

The import process can be configured to ignore the first line in the csv format file/spreadsheet if it contains column headings and will automatically ignore any blank lines, however if the csv format file/spreadsheet contains any other residual lines they must be removed prior to commencing the import.

Please Note

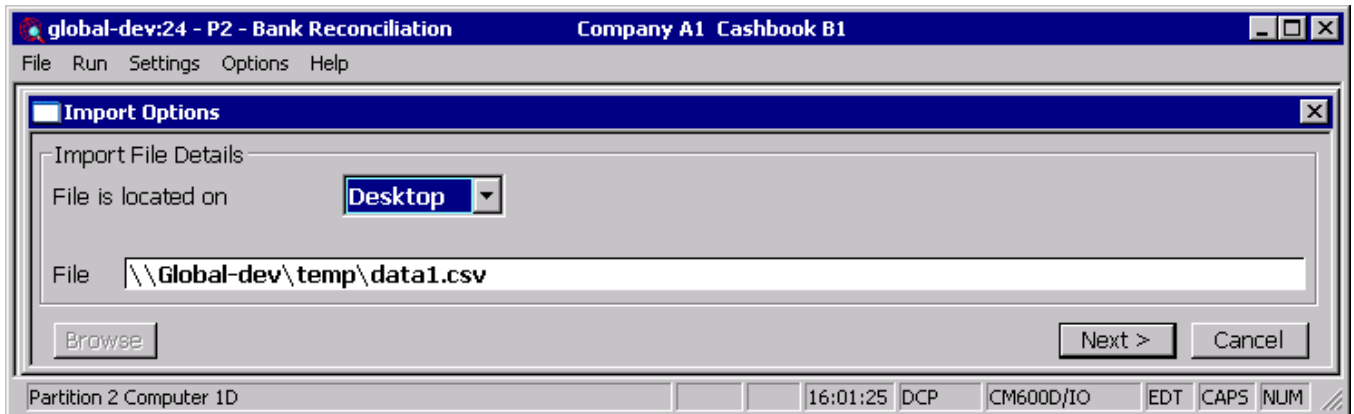
The import process assumes that all transaction values in the csv format file/spreadsheet are in the currency of the cash book for which the reconciliation is being performed.

Imported Transactions

(Only if a list of previously imported transactions has been saved). Select this to return to the list of previously imported transactions.

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Import File Details Window



Purpose This window enables you to specify the import file details.

Please Note The settings in this window default to those used last time this option was selected.

The prompts are:

File is located on Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' to indicate that the import file is located on the main server.

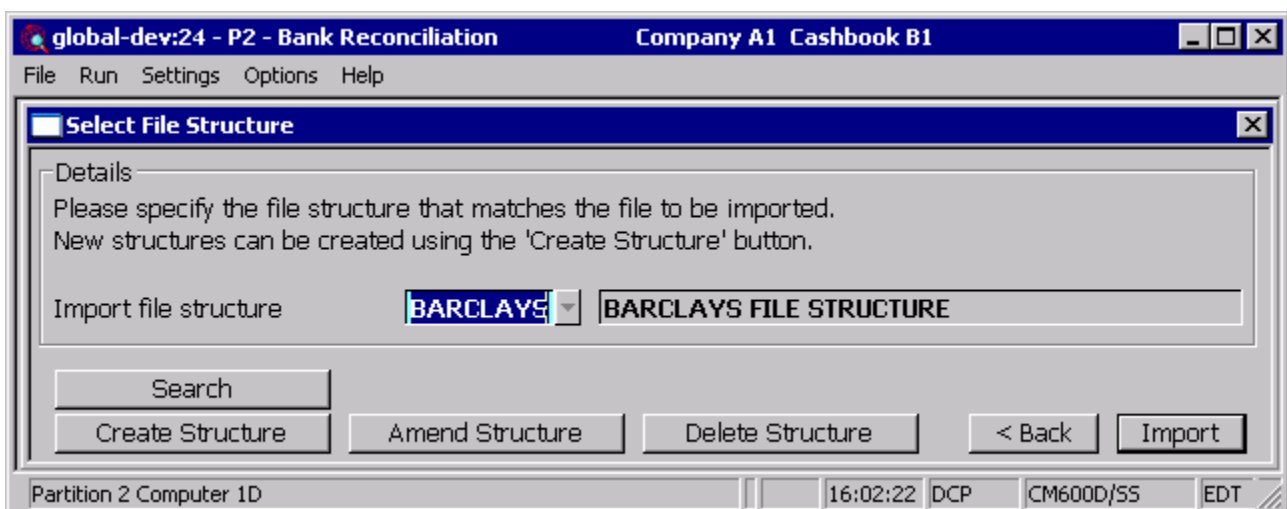
Example Assuming that the path is C:\My Documents, if the import file is located in the 'My Documents' folder on the operator's PC the above option should be set to 'Desktop' alternatively if the import file is located in the 'My Documents' folder on the server the above option should be set to 'Server'.

File Enter the file name (including path and extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

Please note If the import file is located on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

Back Where available this returns to the preceding window.

Select File Structure Window



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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.

Import File Structure Window

global-dev:24 - P2 - Bank Reconciliation Company A1 Cashbook B1

File Run Settings Options Help

File Structure

Details

Please specify the file structure. If the file structure does not have separate fields/columns for payment and receipt amounts then enter the same field/column number at each prompt. If the file contains additional reference fields you can import these as narrative fields.

File Structure

Structure name **BARCLAYS**

Description **BARCLAYS FILE STRUCTURE**

Import file/spreadsheet contains column headings?

Field position/column numbers for:

| | |
|-----------------------|----------|
| Transaction date | 2 |
| Transaction reference | 6 |
| Payment/debit amount | 4 |
| Receipt/credit amount | 4 |
| Narrative 1 | 5 |
| Narrative 2 | 3 |

Column Reference Cancel OK

Partition 2 Computer 1D 16:03:44 DCP

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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 column headings Set this if the first line of the import file/spreadsheet contains column headings.

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.

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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.

Bank Reconciliation – Imported Statement Details Window

| Date | Reference | Type | Amount | Matched |
|------------|---------------------------------------|---------|-----------|---------|
| 08/12/2009 | CHEQUE 100125 | Payment | -19530.66 | No |
| 08/12/2009 | CHEQUE 100128 | Payment | -18850.64 | No |
| 08/12/2009 | CHEQUE 100127 | Payment | -4684.98 | No |
| 08/12/2009 | CHEQUE 100126 | Payment | -3333.86 | No |
| 08/12/2009 | TRANSFER FROM NAT WEST BANK | Receipt | 21446.06 | No |
| 08/12/2009 | TRANSFER FROM HSBC BANK | Receipt | 19530.66 | Yes |
| 09/12/2009 | BACS PAYMENT | Payment | -15914.74 | No |
| 10/12/2009 | TRANSFER FROM NAT WEST BANK | Receipt | 23080.86 | No |
| 10/12/2009 | ANDERSON LTD | Receipt | 22808.96 | No |
| 14/12/2009 | CARD PURCHASE | Payment | -4600.00 | No |
| 14/12/2009 | BANNER LTD | Receipt | 13675.59 | No |
| 14/12/2009 | IXLAND (GB) LTD | Receipt | 13506.23 | No |
| 14/12/2009 | GENWORTH FINANCIAL BL992454490001 DDR | Payment | -15.96 | No |
| 15/12/2009 | CAR LEASING CHARGE | Payment | -18850.64 | No |
| 16/12/2009 | TRANSFER FROM HSBC BANK | Receipt | 31410.40 | No |

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

For each imported transaction the following details are shown:

- Date.

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- 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.

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.

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.

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.

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.

Delete Item *(Not available for items that have been matched)* The currently high-lighted imported transaction is 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.

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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.

Bank Reconciliation – Unpresented Items by Date

| Date | Type | Reference | Narrative | Amount |
|------------|------|------------|---------------------------|--------------|
| 31/12/2004 | POP | OpeningBal | Positive Opening Balance | 31,900.00 |
| 15/01/2005 | STO | Cars | Car Leasing Charge | 4,600.00 DR |
| 17/01/2005 | REC | 4908 | | 23,080.86 |
| 18/01/2005 | CHQ | 101402 | Banner Ltd | 24,335.38 DR |
| 18/01/2005 | CHQ | 101403 | Ixland (GB) Ltd | 18,850.64 DR |
| 18/01/2005 | CHQ | 101406 | Midlands Electricity Boar | 2,335.03 DR |
| 18/01/2005 | CHQ | 101407 | Myelars Ltd | 14,628.46 DR |
| 18/01/2005 | CHQ | 101408 | Pendlebury Paper Products | 23,580.61 DR |
| 18/01/2005 | CHQ | 101409 | Phimet Industries | 7,506.15 DR |
| 18/01/2005 | CHQ | 101410 | Rexon (UK) Ltd | 9,791.26 DR |
| 18/01/2005 | CHQ | 101411 | Winston Storage Products | 24,608.35 DR |
| 18/01/2005 | CHQ | Dec PAYE | Cheque Payment | 50,000.00 DR |

Details
Payer:
Source: Batch: Item:

Include/Exclude Later Transactions This switches between including and excluding unpresented items dated later than the statement date.

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Bank Reconciliation – Unpresented Items by Reference

| Type | Reference | Date | Narrative | Amount |
|------|-----------|------------|---------------------------|--------------|
| CHQ | 101402 | 18/01/2005 | Banner Ltd | 24,335.38 DR |
| CHQ | 101403 | 18/01/2005 | Ixland (GB) Ltd | 18,850.64 DR |
| CHQ | 101406 | 18/01/2005 | Midlands Electricity Boar | 2,335.03 DR |
| CHQ | 101407 | 18/01/2005 | Myelars Ltd | 14,628.46 DR |
| CHQ | 101408 | 18/01/2005 | Pendlebury Paper Products | 23,580.61 DR |
| CHQ | 101409 | 18/01/2005 | Phimet Industries | 7,506.15 DR |
| CHQ | 101410 | 18/01/2005 | Rexon (UK) Ltd | 9,791.26 DR |
| CHQ | 101411 | 18/01/2005 | Winston Storage Products | 24,608.35 DR |
| CHQ | 12984 | 20/01/2005 | Office Supplies | 1,250.00 DR |
| CHQ | 209841 | 27/01/2005 | Computer Maintenance | 1,500.00 DR |
| CHQ | 89233 | 25/02/2005 | Antec (UK) Ltd | 14,281.86 DR |
| CHQ | 89234 | 25/02/2005 | AVP Victor Optik GmbH | 7,009.69 DR |
| CHQ | 89235 | 25/02/2005 | Banner Ltd | 49,405.46 DR |

Details
Payee:

Partition 2 Computer 1D | 16:09:30 DCP | CM600E/W9 | DSP CAPS NUM

Include/Exclude Later Transactions This switches between including and excluding unpresented items dated later than the statement date.

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