Internet Cash Book

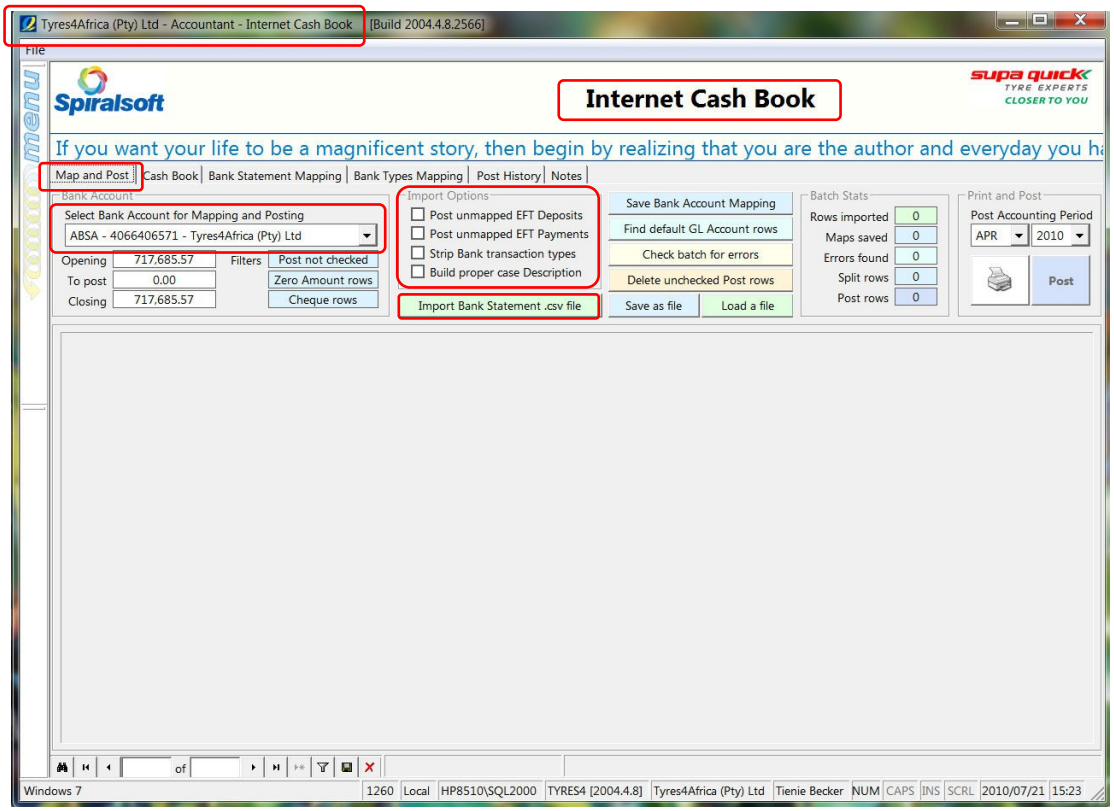
Purpose: Describes functionality for posting bank statements to the Cash Book from bank statement files downloaded in a .csv format from a bank's Internet Banking facility

Where to find it: Click Menu → Accountant → Internet Cash Book

Caution: Before importing your first bank statement, ensure that your bank statement file layout file and the bank transaction types have been mapped to the Advantage Cash Book transaction types. This is done on the Bank Statement Mapping and Bank Types Mapping tabs. Call Spiralsoft for assistance. Example mapping files are available for all the major banks.

Map and Post tab

Importing a bank statement .csv file



Caution: Choose only the .csv file format when downloading bank statement files from your bank's Internet banking facility. Other file formats are not supported.

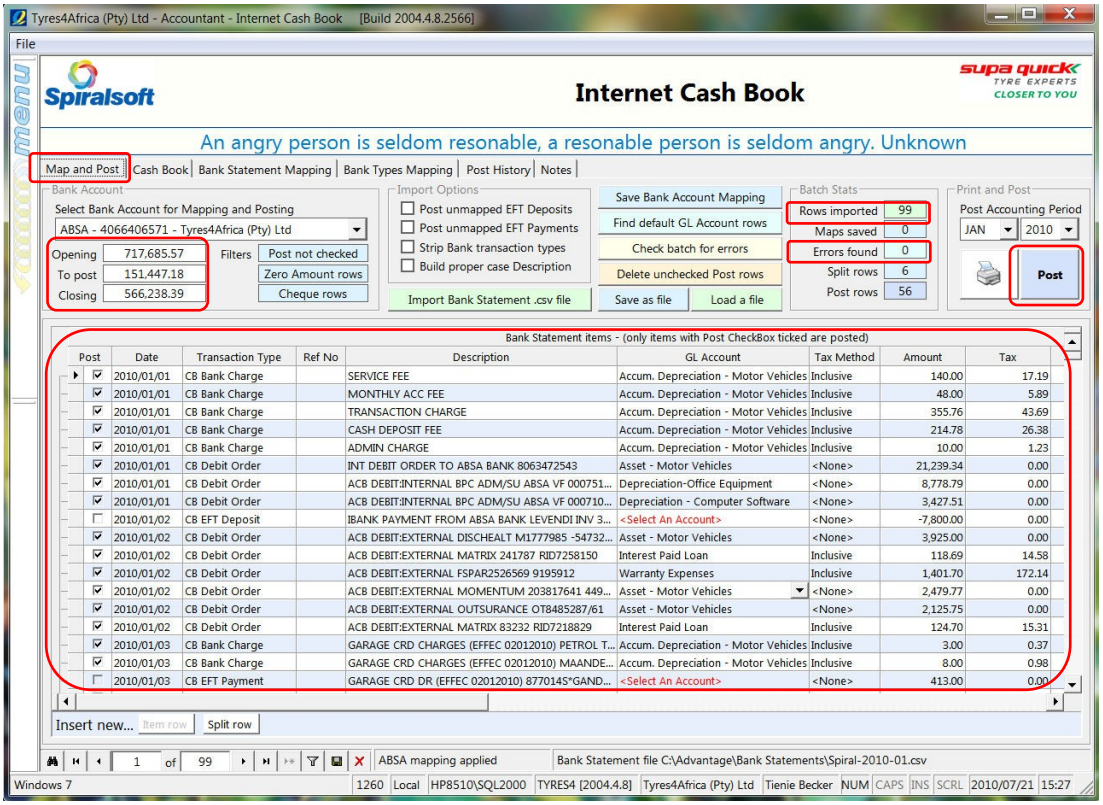
To import a bank statement file, do the following:

1. Select the bank account from the bank account list. Bank accounts are defined in the Company Catalog. Multiple bank accounts can be defined but importing and posting can only be performed if the correct bank is selected.
2. Tick the Import Option, as required. Import options are applied during the bank statement importing process.
   - 2.1. Post unmapped EFT Deposits – If ticked, a transaction's Post checkbox is ticked if it is one of the bank's EFT deposit types.
   - 2.2. Post unmapped EFT Payments – If ticked, a transaction's Post checkbox is ticked if it is one of the bank's EFT payment types.
   - 2.3. Strip bank transaction types – If ticked, the bank's transaction type text is removed from the Description.
   - 2.4. Build proper case Description – If ticked, the Description will be converted into proper case (first letter is in upper case, and the rest of the Description is lower case)
3. Download a bank statement file in the .csv (comma-separated-values) format, and save it to your computer in a defined bank statement folder. See System Options → Accountant tab to specify a bank statement downloads folder.

4. Click 'Import Bank Statement .csv file'. Browse to the folder; select a bank statement to import, and click 'Open'.
5. The bank statement will now pass through a 6-phase validation and mapping process. If any errors are displayed, check the Import File mapping.
6. Once validation and mapping is completed, the bank statement transaction will be displayed in the list below.
7. Imported bank statement transactions are validated against previously processed transactions in the Post History tab. If any are found, they are highlighted in light red in the list.
8. A number of informational and warning messages may be displayed after importing is completed. Read the contents of the messages and take appropriate action.

If the bank statement has been imported successfully, the screen should look similar to the one below:

1. The number of imported rows is displayed.
2. The number of errors is displayed.
3. The 'Post' button is activated.
4. The bank balances are displayed.
5. Imported transactions are displayed in the list.

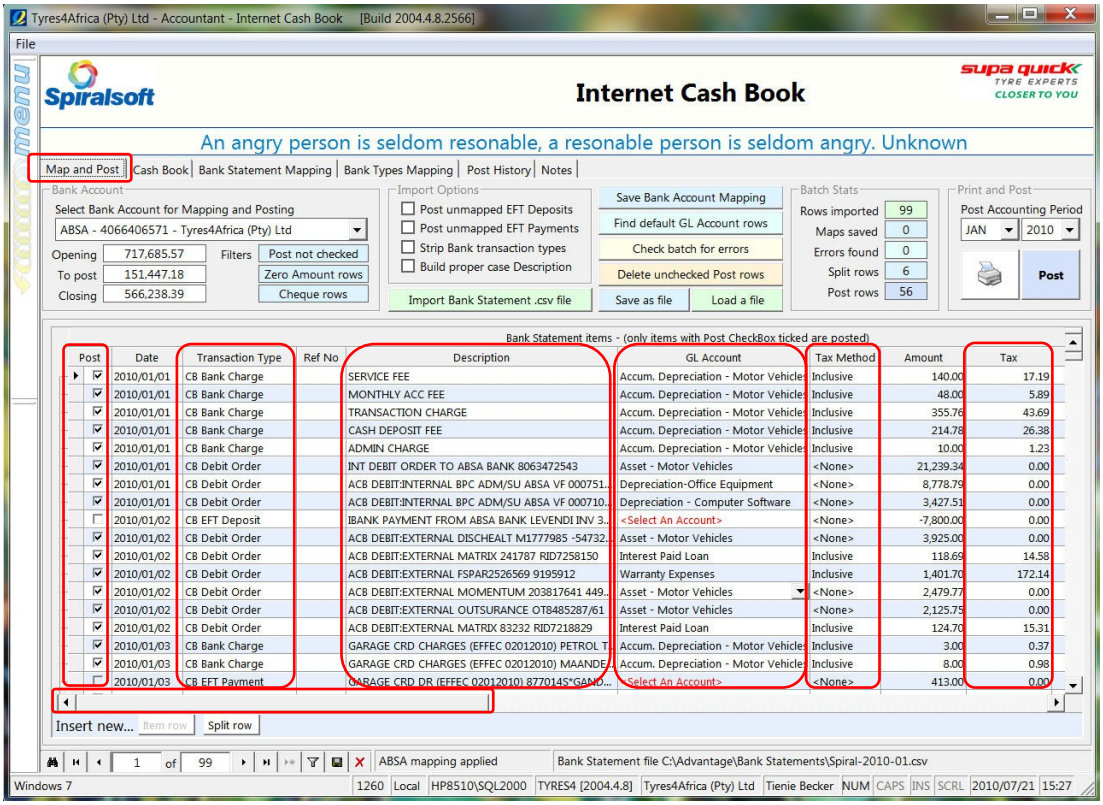


Setting the transaction values

Caution: The Date and Amount column values are imported from the bank statement and cannot be altered. Therefore, all transaction that are ticked to Post, are auto-reconciled when the bank statement is posted.

To set the transaction values, do the following:

1. Tick the Post checkbox if you want the transaction to be posted.
2. Set the Transaction Type by clicking the value in the column you want to change, and selecting a value in the list.
3. Ref No (transaction reference number) is only set if the transaction is a cheque. All other reference numbers are automatically assigned by the system when the bank statement is posted. Cheque numbers are extracted and placed in the Ref No column during the bank statement import phase. If cheque numbers are not extracted, please check the bank statement file layout definitions, and re-import the file.
4. Click in the Description column to change its contents, as required.
5. Set the GL Account by clicking the value in the column you want to change, and selecting a GL account in the list.
6. Set the Tax Type by clicking in the column, and choosing from the list, as required. Tax will be calculated automatically based on the current tax rate setting.



To delete a transaction row, do the following:

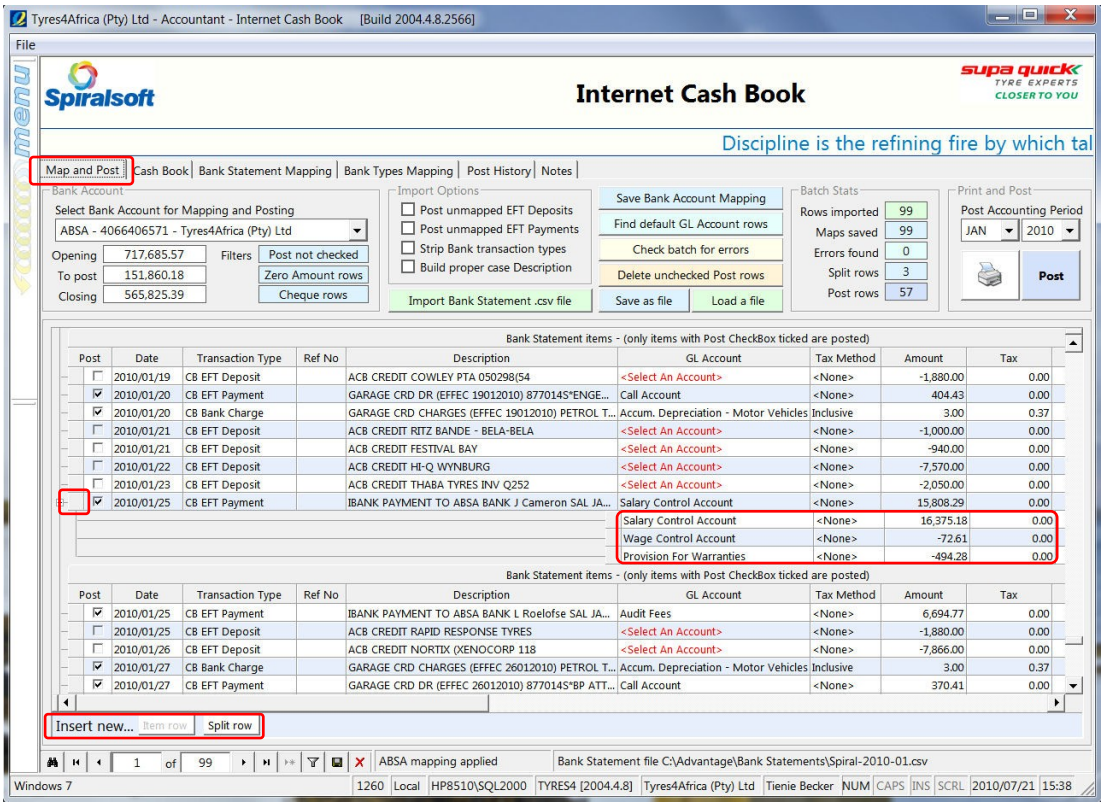
1. Select to row to delete by clicking the row selector on the left of the row. The row is highlighted.
2. Press the Delete button in the Navigation Bar, or press the Delete key on the keyboard.
3. The row is deleted.

Inserting a split transaction

Purpose: Split transactions can be used to allocate a bank transaction to two or more General Ledger accounts. If a transaction contains transaction splits, the General Ledger account assigned to the parent transaction is ignored. However, all other column values of the parent transaction are assigned to each split transaction when posted.

To insert a split transaction, do the following:

1. Highlight the row for which a split row is to be inserted.
2. To insert a split transaction, click on Insert New … Split Row button below the transaction list. A new split row will be inserted below the highlighted row.
3. Select the GL Account.
4. Insert the amount in the Amount column.
5. Select the Tax Method, if applicable. Tax will be calculated automatically based on the current tax rate setting. Tax amounts can be modified. A combination of taxable and non-taxable split rows can set. Split row Tax amounts are automatically aggregated upwards to the parent row, i.e. the parent row tax amount does not necessarily equate to its amount at the current tax rate.
6. To insert another split row, repeat the procedure from item 2 above.



To delete a split transaction row, do the following:

1. Select to split transaction row to delete by clicking the row selector on the left of the row. The row is highlighted.
2. Press the Delete button in the Navigation Bar, or press the Delete key on the keyboard.
3. The row is deleted.

Mapping a transaction

Purpose: Transactions are mapped by Copying and Pasting a *unique* portion(s) of the Bank Description into one or more of the Map columns on the right-hand side of the transaction value settings. The transaction's value settings, excluding the date and amount fields, are saved together with its mapping. When this transaction is imported in subsequent bank statements, its values are automatically and consistently set to those of its last saved mapping.

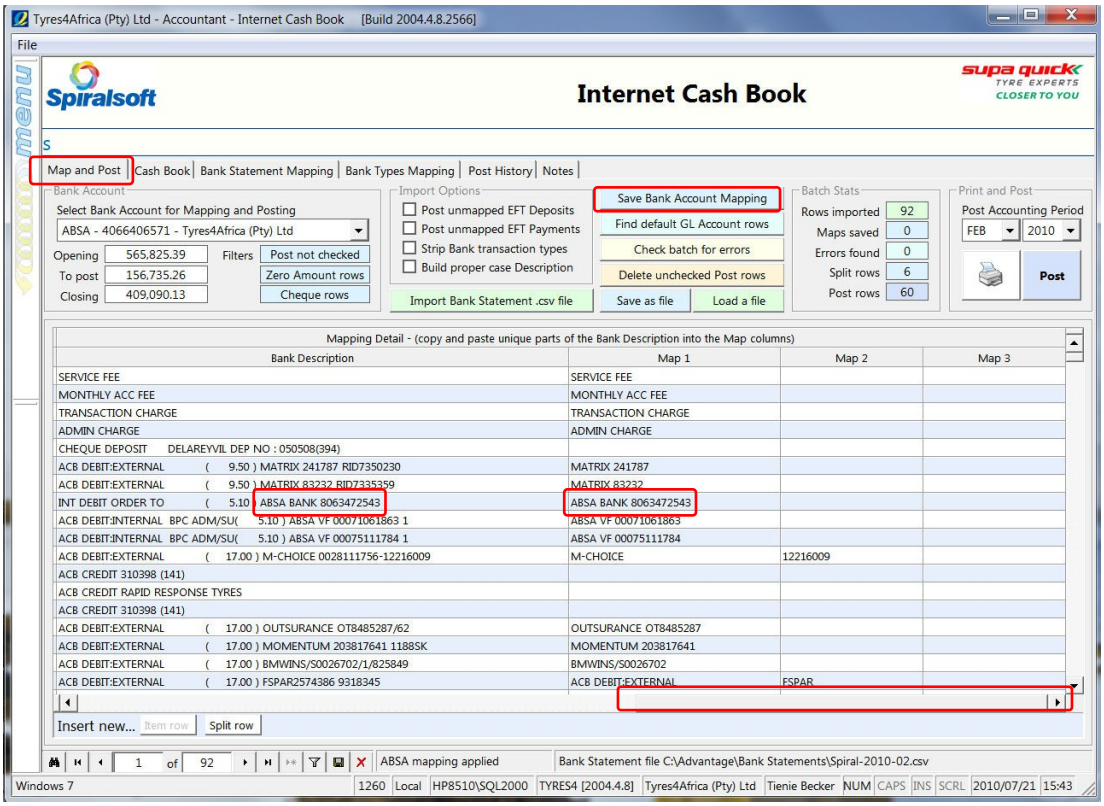
To map a transaction, do the following:

1. Highlight the row that you want to map, by clicking in the Row Selector to the left of the transaction. This makes it easier to identify the row you are working with when scrolling to the mapping section.
2. Click on the scroll bar at the bottom of the list, and drag it all the way to the right. This is the mapping section.
3. Selecting the text in the Bank Description (the part that will recur in future transactions) by highlighting the unique text with the mouse, then Right-Click on the highlighted portion and click 'Copy' in the displayed popup menu. Now Right-Click in the first empty map column (Map 1, Map 2 or Map 3), and click 'Paste' in the displayed popup menu.
4. Click on the scroll bar at the bottom of the list, and drag it all the way left to the transaction details section.
5. Set the values for the transaction, as required, and tick the checkbox in the Post column.
6. Split transaction mapping is performed on the parent row of the split transactions.
7. The transaction is now mapped.
8. Mapping can be saved by clicking in the 'Save Bank Account Mapping' button.
9. Mapping is automatically saved in the pre-posting validation phase when clicking the 'Post' button.

To delete a bank statement mapping row, do the following:

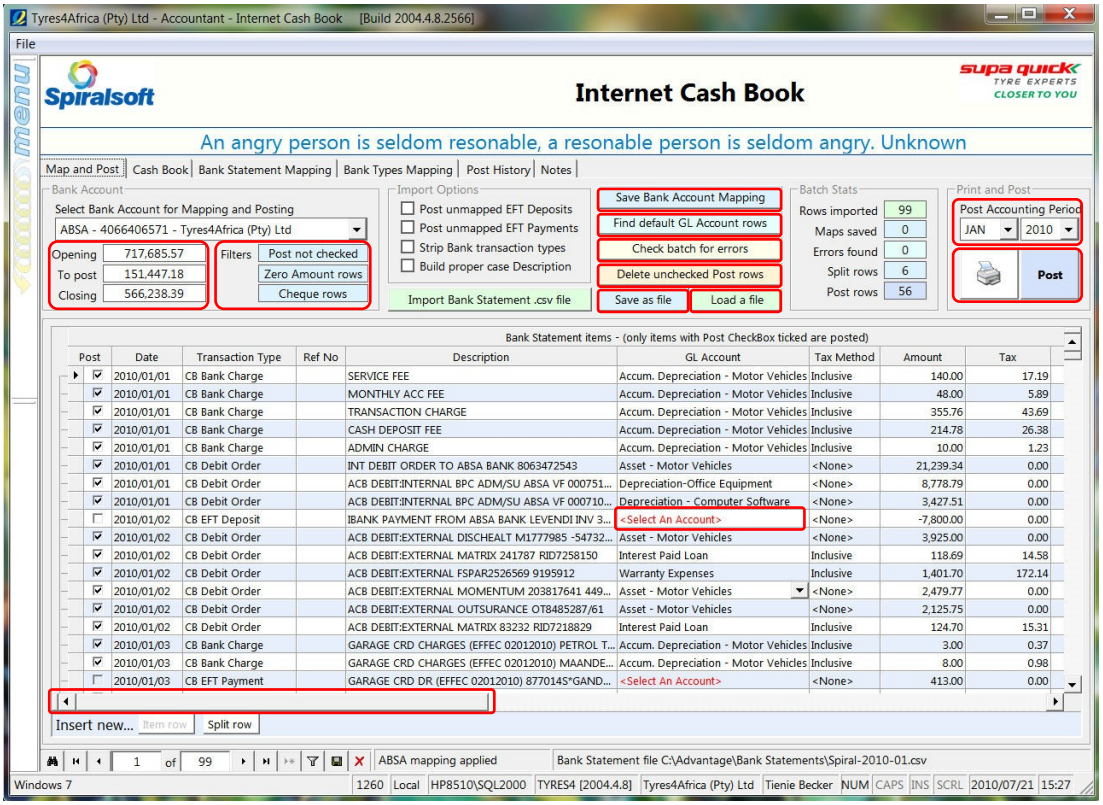
1. Select the row to reverse by clicking the row selector on the left of the row. The row is highlighted.
2. Press the Delete button in the Navigation Bar, or press the Delete key on the keyboard.
3. The row is deleted.

See the example of mapped transactions below:



Using other 'Map and Post' tab functionality

Purpose: To explain other functionality provided to assist in posting a bank statement in the shortest possible time.



Starting from the left on the image above, the following additional functionality is available:

The 'Opening', 'To post', and 'Closing' fields:

1. The 'Opening' field displays the current bank balance of the selected bank account. The opening balance is re-synchronized, together with the other two fields, each time its value field is clicked. This is useful to check if the bank account balances after setting transaction values.
2. The 'To post', and 'Closing' fields are re-synchronized each time either one is clicked, however, the 'Opening' field value is not re-synchronized and remains unchanged.

Filters:

When a filter is clicked, its background colour changes to light yellow, indicating that it is 'filter' mode. Always click the filter again to return the full list of bank statement transactions. Transaction values can be set in filter mode.

1. The 'Post not checked' filter extracts and displays a list of transactions from the bank statement where the 'Post' column is not ticked.
2. The 'Zero Amount rows' filter extracts and displays a list of transactions from the bank statement where the 'Amount' column is zero. You can choose whether zero amount transactions should be posted.
3. The 'Cheque rows' filter extracts and displays a list of transactions from the bank statement that match the following criteria:
   3.1. The transaction type column has a 'CB Cheque' value in it.
   3.2. The 'Description' column contains the value defined in the 'Cheque Identifier' field of the Bank Statement Import file mapping (.csv file), and the 'Ref No' column contains a cheque number.
   3.3. Cheque transactions cannot be mapped because they normally do not contain unique text in the bank description.

Save Bank Account Mapping button:

Mapping is saved when clicking the 'Save Bank Account Mapping' button.

Find default GL Account rows button:

A 'default GL account' is defined as the GL account that appears first in the alphabetical list of General Ledger accounts. The description of this account was originally set as '<Select an Account>'. The Internet Cash Book regards the first alphabetical General Ledger account as the default account. Although '<Select an Account>' is a normal, but nondescript, GL account, transactions are normally not posted to it. Like other lookup type values in the system, such as e.g. '<None>', it is purely used to indicate that a valid GL account has not yet been selected.

The validation is only applied to rows that are ticked in the 'Post' column.

In the bank statement transaction list, the text of each default GL account is highlighted in red. This indicates that a valid GL account has not yet been selected for the transaction, and therefore requires attention. This is the purpose of the 'Find default GL Account rows' button.

This validation is automatically performed in the pre-posting validation phase when the 'Post' button is clicked.

Check batch for errors button:

All transaction amount values (Amount, Tax, and Net) are cross-casted and validated to ensure that they balance. All split transactions are cross-casted and validated to ensure that they balance, and are aggregated upwards to ensure that they balance with the values of their parent rows.

This validation is automatically performed in the pre-posting validation phase when the 'Post' button is clicked. A batch cannot be posted if it fails this validation.

Delete unchecked Post rows button:

All rows that are not ticked in the 'Post' column are deleted from the transaction list.

Save as file button

The bank statement transaction list contents are saved to a file.

Load a file

Loads, validates, and maps, a saved bank statement transaction list file.

Post Accounting Period drop down lists:

Sets the Accounting Period in which the bank statement will be posted in the General Ledger. During the bank statement import phase, the Accounting Period is automatically set to the period of the first transaction in the bank statement, if it differs from the setting in the Accounting Period. A warning message is displayed if the setting is changed.

Print button

To print the contents of the transaction list in a report format, click the Print button.

Post button

The Post button posts the bank statement to the Cash Book and General Ledger.

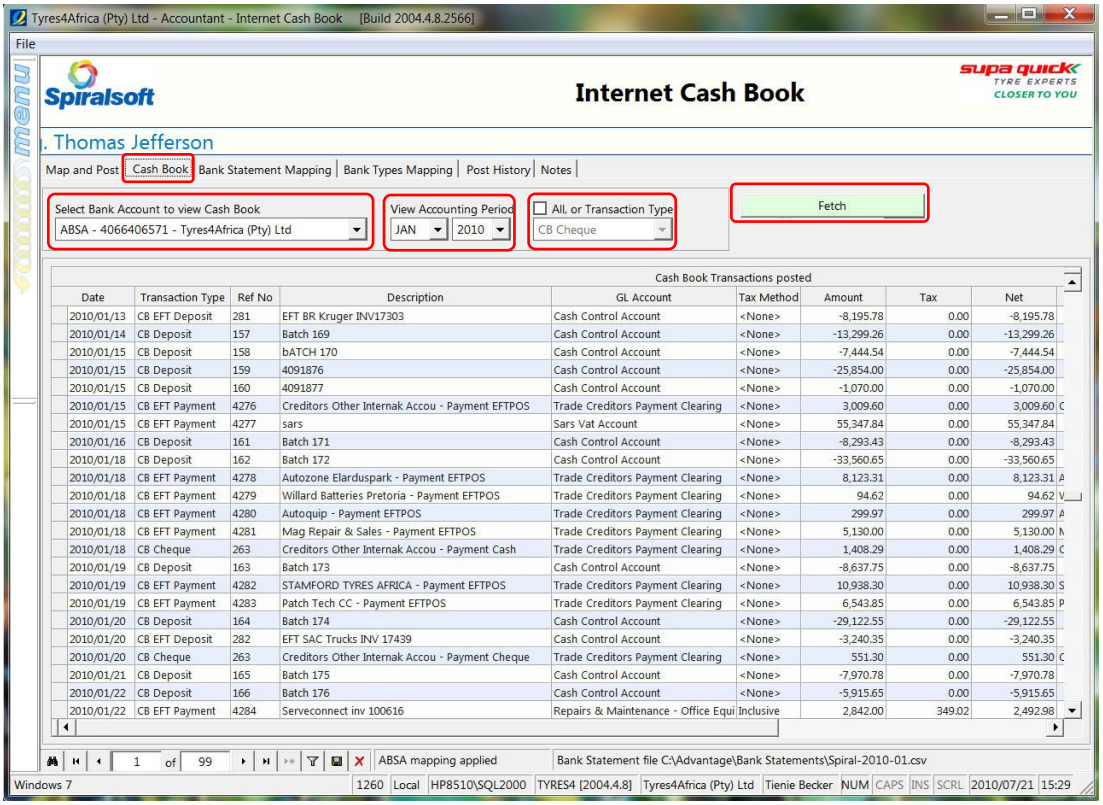
The following procedures and validations are performed in the pre-post phase:

1. Bank Account mapping is saved.
2. All bank statement items that are ticked in the 'Post' column are validated against the post history of the Internet Cash Book, to check if any were posted previously.
3. All bank statement items that are ticked in the 'Post' column are validated to check if default GL account rows exist.
4. Transaction amount casting validation is performed. A batch cannot be posted if it fails this validation.
5. Accounting Period validation is performed, and compared to the computer system's date settings.
6. All transactions in the transaction list are saved in the Posting History. *However, only transactions with a tick in the 'Post' column are posted to the Cash Book*.

Cash Book tab

Purpose: To view transactions already posted in the Cash Book.

Where to find it: Click Menu → Accountant → Internet Cash Book → Cash Book tab



Date	Transaction Type	Ref No	Description	GL Account	Tax Method	Amount	Tax	Net
2010/01/13	CB EFT Deposit	281	EFT BR Kruger INV17303	Cash Control Account	<None>	-8,195.78	0.00	-8,195.78
2010/01/14	CB Deposit	157	Batch 169	Cash Control Account	<None>	-13,299.26	0.00	-13,299.26
2010/01/15	CB Deposit	158	bATCH 170	Cash Control Account	<None>	-7,444.54	0.00	-7,444.54
2010/01/15	CB Deposit	159	4091876	Cash Control Account	<None>	-25,854.00	0.00	-25,854.00
2010/01/15	CB Deposit	160	4091877	Cash Control Account	<None>	-1,070.00	0.00	-1,070.00
2010/01/15	CB EFT Payment	4276	Creditors Other Internak Accou - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	3,009.60	0.00	3,009.60
2010/01/15	CB EFT Payment	4277	sars	Sars Vat Account	<None>	55,347.84	0.00	55,347.84
2010/01/16	CB Deposit	161	Batch 171	Cash Control Account	<None>	-8,293.43	0.00	-8,293.43
2010/01/18	CB Deposit	162	Batch 172	Cash Control Account	<None>	-33,560.65	0.00	-33,560.65
2010/01/18	CB EFT Payment	4278	Autozone Elarduspark - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	8,123.31	0.00	8,123.31
2010/01/18	CB EFT Payment	4279	Willard Batteries Pretoria - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	94.62	0.00	94.62
2010/01/18	CB EFT Payment	4280	Autoquip - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	299.97	0.00	299.97
2010/01/18	CB EFT Payment	4281	Mag Repair & Sales - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	5,130.00	0.00	5,130.00
2010/01/18	CB Cheque	263	Creditors Other Internak Accou - Payment Cash	Trade Creditors Payment Clearing	<None>	1,408.29	0.00	1,408.29
2010/01/19	CB Deposit	163	Batch 173	Cash Control Account	<None>	-8,637.75	0.00	-8,637.75
2010/01/19	CB EFT Payment	4282	STAMFORD TYRES AFRICA - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	10,938.30	0.00	10,938.30
2010/01/19	CB EFT Payment	4283	Patch Tech CC - Payment EFTPOS	Trade Creditors Payment Clearing	<None>	6,543.85	0.00	6,543.85
2010/01/20	CB Deposit	164	Batch 174	Cash Control Account	<None>	-29,122.55	0.00	-29,122.55
2010/01/20	CB EFT Deposit	282	EFT SAC Trucks INV 17439	Cash Control Account	<None>	-3,240.35	0.00	-3,240.35
2010/01/20	CB Cheque	263	Creditors Other Internak Accou - Payment Cheque	Trade Creditors Payment Clearing	<None>	551.30	0.00	551.30
2010/01/21	CB Deposit	165	Batch 175	Cash Control Account	<None>	-7,970.78	0.00	-7,970.78
2010/01/22	CB Deposit	166	Batch 176	Cash Control Account	<None>	-5,915.65	0.00	-5,915.65
2010/01/22	CB EFT Payment	4284	Serveconnect inv 100616	Repairs & Maintenance - Office Equi	Inclusive	2,842.00	349.02	2,492.98

The transaction list contains all the transactions that have been posted to the Cash Book. Transactions in the lists cannot be edited.

To view a list of Cash Book transactions, do the following:

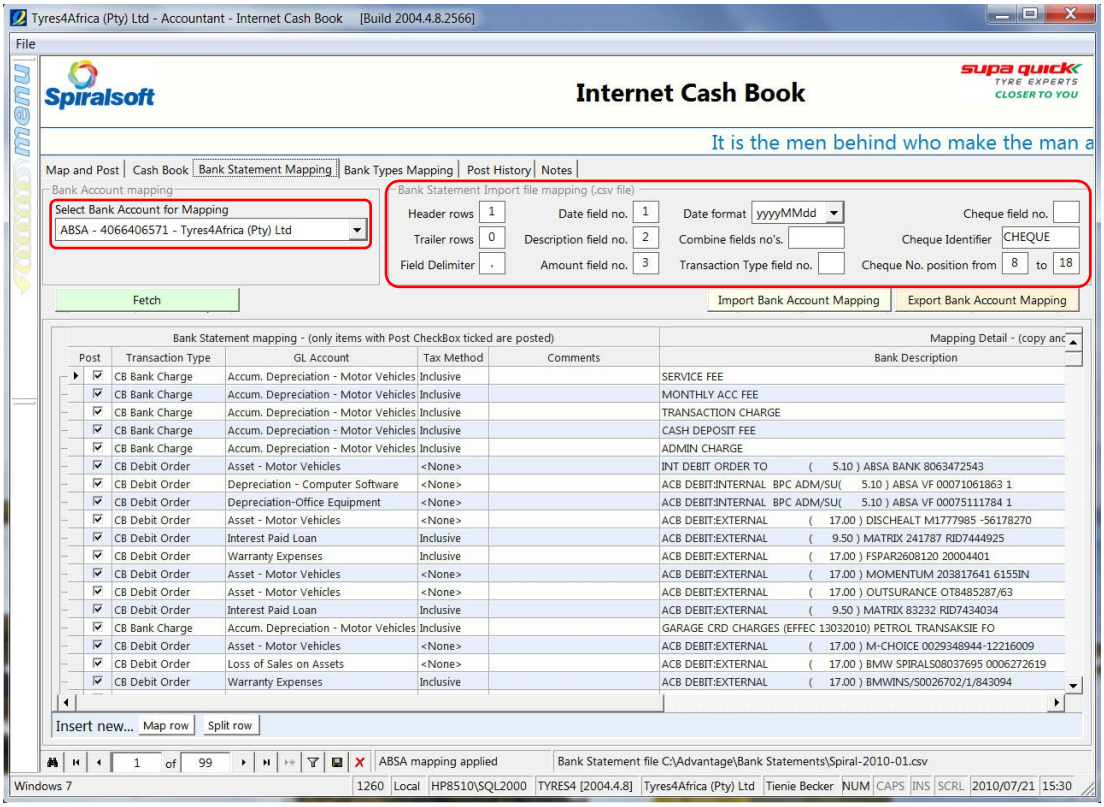
1. Select the Bank Account to view Cash Book transactions.
2. Select the Account Period required.
3. Tick the 'All, or Transaction Type' option to activate the drop down list if you want to display only the transactions for type selected from the drop down list. If not ticked, all transaction types are displayed for the selected Accounting Period.
4. Click the 'Fetch' button.

Bank Statement Mapping tab

Purpose: Describes functionality for mapping the import file layout of a bank statement, and editing bank statement transaction mapping.

Where to find it: Click Menu → Accountant → Internet Cash Book → Bank Statement Mapping tab

Bank Statement Import file mapping (.csv file)



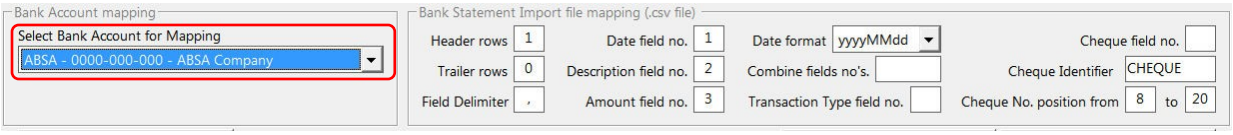
To set the bank statement import file mapping, do the following:

1. Log in to the internet banking facilities provided by your bank. From the download file options, choose the file that is in a .csv (comma separated values) format.
2. Open the downloaded bank statement .csv file using Notepad.
3. Select the bank account for mapping by clicking on the drop down and selecting a bank account to map. Bank accounts are set in the System → Company Catalog form. Ensure that the correct bank is selected in the 'Bank' column, and the correct General Ledger account is selected in the 'GL Control Account' column.
4. Insert the values into the mapping fields using the examples below. Select the Date format from the list that exactly matches the format in the bank statement file.
5. Click Save on the Navigation Bar, when editing is completed.

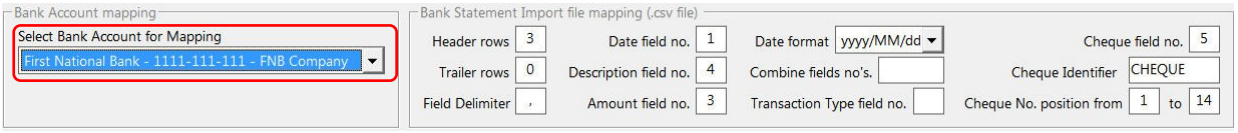
Caution: Bank statement file layouts may differ from the examples provided below.

See examples of import file mapping for the five major banks below:

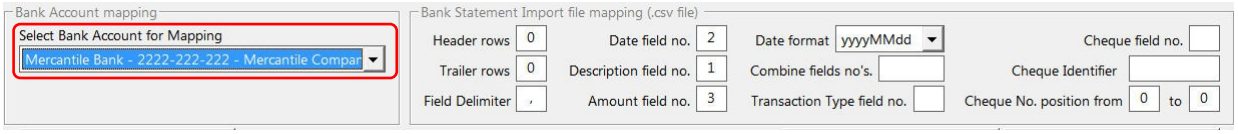
ABSA



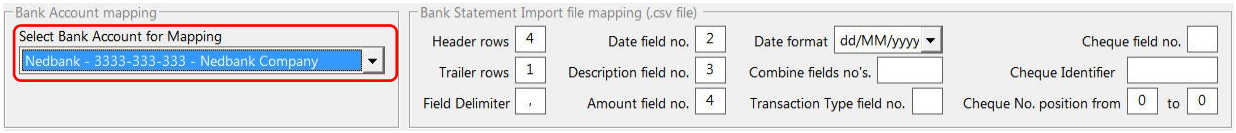
First National Bank (FNB)



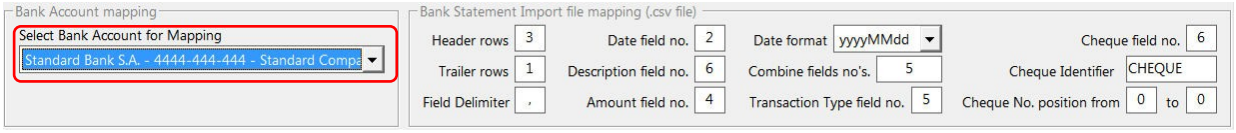
Mercantile Bank



Nedbank

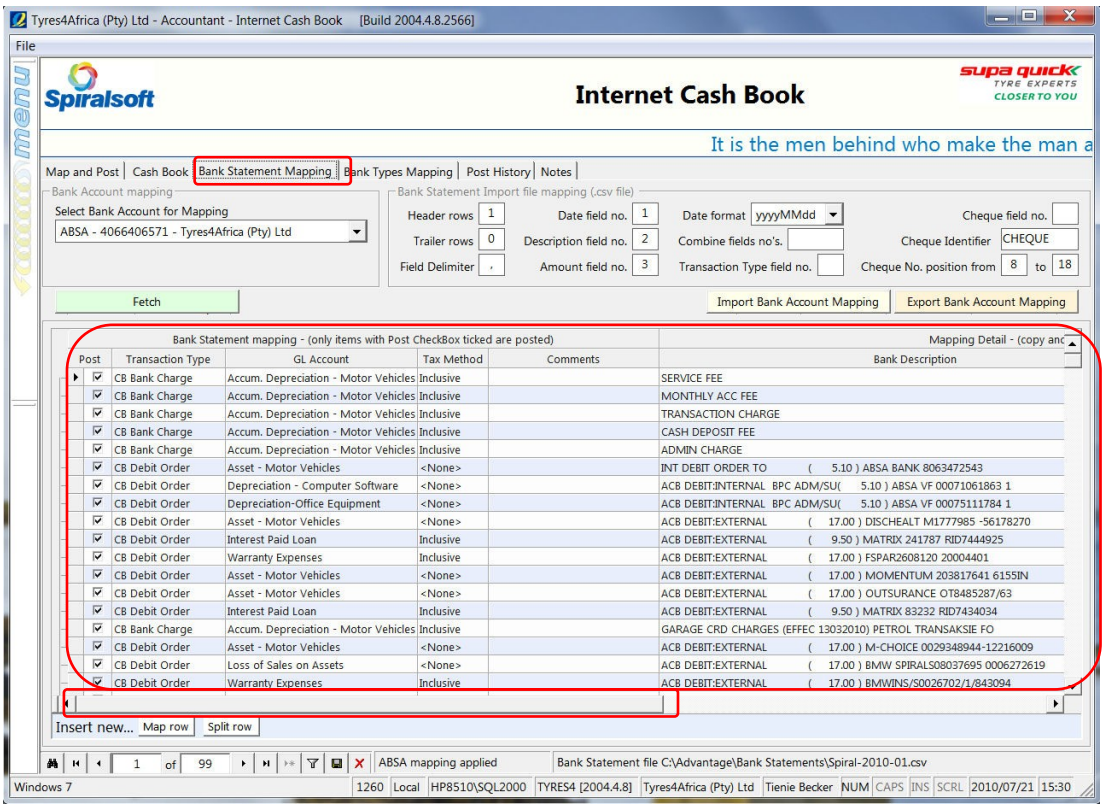


Standard Bank



Bank Statement mapping

Purpose: Displays a list of mapped transactions for the selected bank account, and describes functionality for inserting, editing and deleting the mapping.



To edit the bank statement mapping, do the following:

1. The list contains all mapping done for the transactions on the Map and Post tab.
2. To insert a new mapping, highlight the row in the row selector for which split transactions are to be inserted. Click on Insert… Map row button below the transaction list. A new map row will be inserted below the highlighted row. Click in a column in the transaction section and edit the data.
3. To insert a new mapping split transaction, click on Insert… Split row button below the mapping list. A new map split row will be inserted below the highlighted row. Click on a column in the split row section and edit the data.
4. New mapping cannot be inserted here. Mapping of transactions is created on the Map and Post tab when posting an imported bank statement.
5. The left section displays the transaction.
6. Click on any item in a column in the transaction section and edit the data.
7. Click on the scroll bar at the bottom of the list, and drag it all the way to the right. This is the mapping section.
8. Click on any item in a column in the mapping section and edit the data.
9. To delete a mapping row, click in the row selector next to the row, and click Delete in the Navigation Bar.
10. Click Save in the Navigation Bar, when editing is completed.

To delete a bank statement mapping row, do the following:

1. Select to row to reverse by clicking the row selector on the left of the row. The row is highlighted.
2. Press the Delete button in the Navigation Bar, or press the Delete key on the keyboard.
3. The row is deleted.

Bank Types Mapping tab

Purpose: Describes functionality for mapping bank statement transaction types, to Cash Book transaction types provided in the Advantage system. This enables transactions types to be translated into Advantage transaction types when a bank statement is imported.

Where to find it: Click Menu → Accountant → Internet Cash Book → Bank Types Mapping tab

The following table describes the transaction types provided in the Advantage system, and examples of bank statement transaction type descriptions mapped to Advantage types:

Description	Transaction Code	
Cash Book - Cheque	CB Cheque	CHEQUE
Cash Book - Deposit	CB Deposit	MIXED DEPOSIT
Cash Book - Interest Paid	CB Interest Pay	DEBIT INTEREST
Cash Book - Bank Charge	CB Bank Charge	SERVICE FEE,MONTHLY ACC FEE,TRANSACTION CHARGE,CASH DEPOSIT FEE,ADMIN CHARGE,GARAGE CRD CHARGES,NOTIFIC FEE SMS,INTERNET BANK FEE,CHQ ENCASHMENT
Credit Card - Charge	CB Card Charge	
Credit Card - Payment	CB Card Payment	
Cash Book - Interest Received	CB Interest Rec	
Cash Book - Debit Order	CB Debit Order	INT DEBIT ORDER,ACB DEBIT:INTERNAL,ACB DEBIT:EXTERNAL
Cash Book - EFT Deposit	CB EFT Deposit	IBANK PAYMENT FROM,ACB CREDIT,CHEQUE DEPOSIT,CASH DEPOSIT, CASH DEP BRANCH
Cash Book - EFT Payment	CB EFT Payment	IBANK PAYMENT TO,GARAGE CRD DR
Cash Book - Buy Association	CB Buy Assoc	

The Internet Cash Book uses the description in the Transaction Code column. To insert bank transaction mapping, click on the Bank Types Mapping tab, do the following:

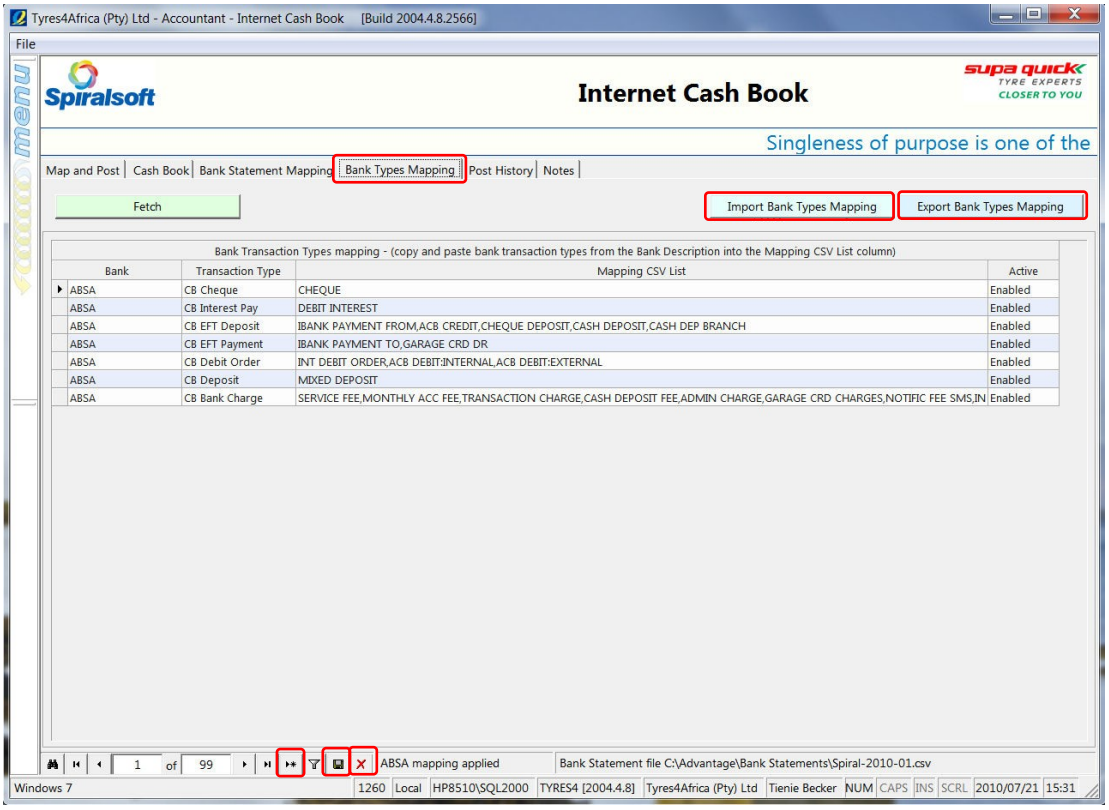
1. On the Map and Post tab, import a bank statement (preferably a statement for a whole month which will contain all the possible bank transaction types)
2. Click on the Bank Types Mapping tab
3. Click on the Insert button on the Navigation Bar, to insert a new row.
4. Select the Bank from the drop down list.
5. Select the Transaction Type form the drop down list.
6. Copy and paste the description from the Bank Description column of the imported bank statement (on the Map and Post tab) into the Mapping CSV List column, as per the example below.
7. To add more than one bank transaction type to an Advantage Cash Book transaction type, insert a comma behind the last type that was inserted, and paste the new type to append it to its types list.
8. Select Enabled form the drop down list in the Active column. Type mapping that is not enabled is ignored when importing a bank statement.
9. Repeat the steps from 3 above, to insert additional types.

To delete a bank transaction mapping row, do the following:

1. Select to row to reverse by clicking the row selector on the left of the row. The row is highlighted.
2. Press the Delete button in the Navigation Bar, or press the Delete key on the keyboard.
3. The row is deleted.

The list of Bank transaction types mapping can be imported and exported using the import and export buttons provided. Spiralsoft has mapping files available for the five major banks in South Africa. These mapping files can be e-mailed and used to import the mapping. Contact Spiralsoft if you need assistance with the mapping.

See the example below of the ABSA Bank transaction types mapping:


Tyres4Africa (Pty) Ltd - Accountant - Internet Cash Book [Build 2004.4.8.2566]
File
menu
Spiralsoft
Internet Cash Book
supa quick
TYRE EXPERTS
CLOSER TO YOU
Singleness of purpose is one of the
Map and Post
Cash Book
Bank Statement Mapping
Bank Types Mapping
Post History
Notes
Fetch
Import Bank Types Mapping
Export Bank Types Mapping
Bank Transaction Types mapping - (copy and paste bank transaction types from the Bank Description into the Mapping CSV List column)
Bank
Transaction Type
Mapping CSV List
Active
ABSA CB Cheque CHEQUE Enabled
ABSA CB Interest Pay DEBIT INTEREST Enabled
ABSA CB EFT Deposit IBANK PAYMENT FROM,ACB CREDIT,CHEQUE DEPOSIT,CASH DEPOSIT,CASH DEP BRANCH Enabled
ABSA CB EFT Payment IBANK PAYMENT TO,GARAGE CRD DR Enabled
ABSA CB Debit Order INT DEBIT ORDER,ACB DEBIT:INTERNAL,ACB DEBIT:EXTERNAL Enabled
ABSA CB Deposit MIXED DEPOSIT Enabled
ABSA CB Bank Charge SERVICE FEE,MONTHLY ACC FEE,TRANSACTION CHARGE,CASH DEPOSIT FEE,ADMIN CHARGE,GARAGE CRD CHARGES,NOTIFIC FEE SMS,IN Enabled
1 of 99
ABSA mapping applied
Bank Statement file C:\Advantage\Bank Statements\Spiral-2010-01.csv
Windows 7
1260 Local HP8510\SQL2000 TYRES4 [2004.4.8] Tyres4Africa (Pty) Ltd Tienie Becker NUM CAPS INS SCRL 2010/07/21 15:31

Post History tab

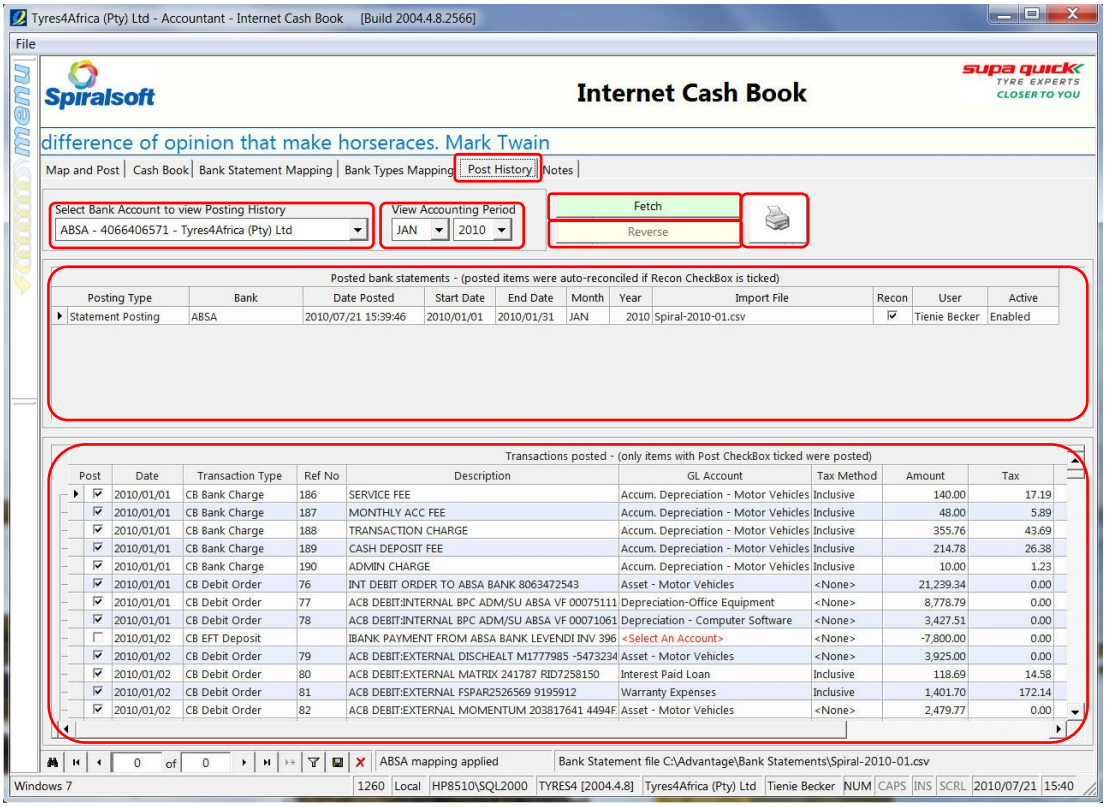
Purpose: Describes functionality of the Post History tab. All bank statements posted in the Internet Cash Book are saved in Post History where they can be viewed, printed, or reversed.

Where to find it: Click Menu → Accountant → Internet Cash Book → Post History tab

To view Post History, do the following:

1. Select the bank account to view from the Bank Account list.
2. Select the Accounting Period month and year from View Accounting Period lists.
3. Click the Fetch button.

If transaction were posted for the Accounting Period, they will be displayed in the two lists in the example below:



Notice that the transaction list contains all the transactions that were ***processed*** when the bank statement was posted. Only the rows with a tick in the Post column were ***posted*** to the Cash Book. Transactions in the lists cannot be edited.

To reverse a posted bank statement, do the following:

1. Select the row to reverse by clicking the row selector on the left of the row. The row is highlighted, its transactions are displayed, and the Reverse button is enabled. The printer button is also enabled.
2. Notice that the transaction
3. Click the Reverse button. All the ***posted*** transactions in the list are reversed in the Cash Book and the General Ledger ***exactly*** as they were posted, and reversal entry for each of the entries is posted the both Cash Book and General Ledger.
4. A reversal row is inserted the Posted bank statements list. The text of a Reversed row is displayed in red.
5. Reversed rows cannot be reversed again.
6. If a reversed bank statement needs to be posted again, import the bank statement, set the transactions as required, and post it.

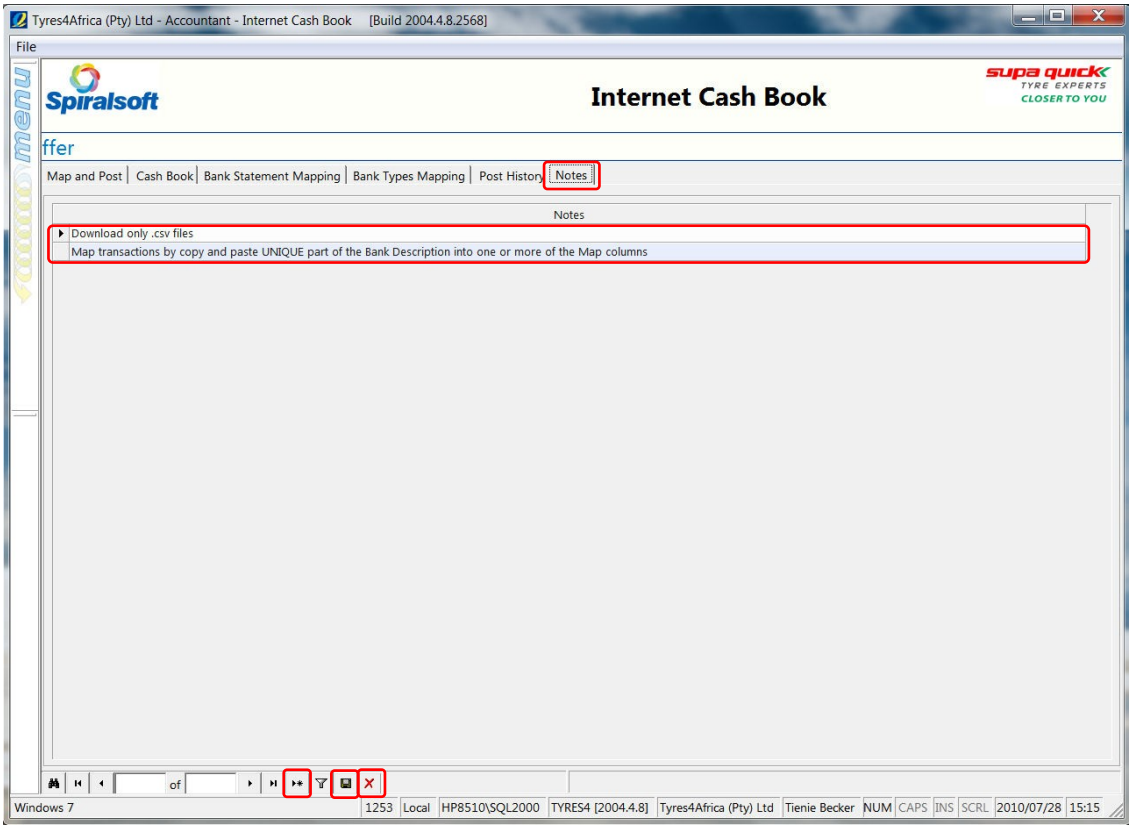
To print a posted bank statement, do the following:

1. Select the row to reverse by clicking the row selector on the left of the row. The row is highlighted, the transactions are displayed, and the printer button is also enabled.
2. Click the printer button. The bank statement will be printed.

Notes tab

Purpose: Describes functionality to insert notes or reminders into the notes list.

Where to find it: Click Menu → Accountant → Internet Cash Book → Notes tab



To insert a note, do the following:

1. Click on the Insert button on the Navigation Bar. A new row is opened in the list.
2. Type in text into the row.
3. Click Save in the Navigation Bar.
4. The row is saved.

To delete a note, do the following:

1. Select the row to reverse by clicking the row selector on the left of the row. The row is highlighted.
2. Press the Delete button in the Navigation Bar, or press the Delete key on the keyboard.
3. The row is deleted.