



BarBooks

An accounting package created
for barristers, by barristers

Bank Reconciliation

USER GUIDE:

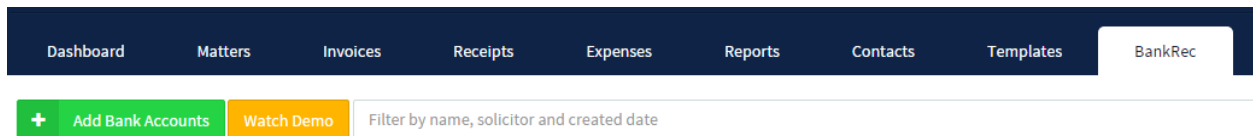
- ADDING AND REMOVING ACCOUNTS
- RECONCILING PAYMENTS
- PAYMENT FOR MULTIPLE INVOICES
- INVOICE RECEIPTS
- CREATE BANK RULE
- IGNORE RULE (NEW!)
- CREATING MANUAL EXPENSES
- CREATING EXPENSE FROM BANK TRANSACTION
- SPLITTING OPTIONS (NEW!)
- RECONCILING INCOME IN THE ACCOUNTS TRANSACTION TAB (NEW!)

ADDING AND REMOVING ACCOUNTS

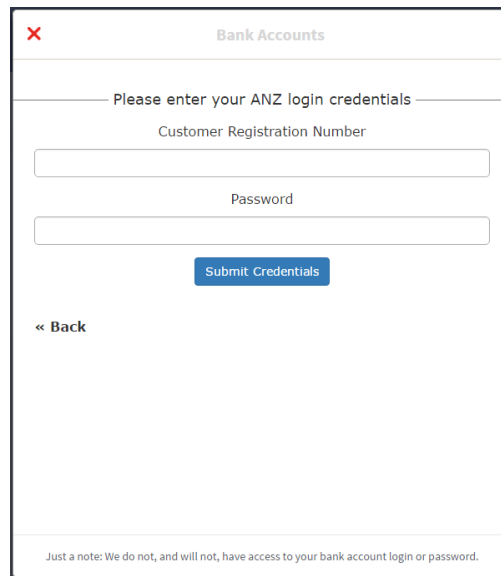
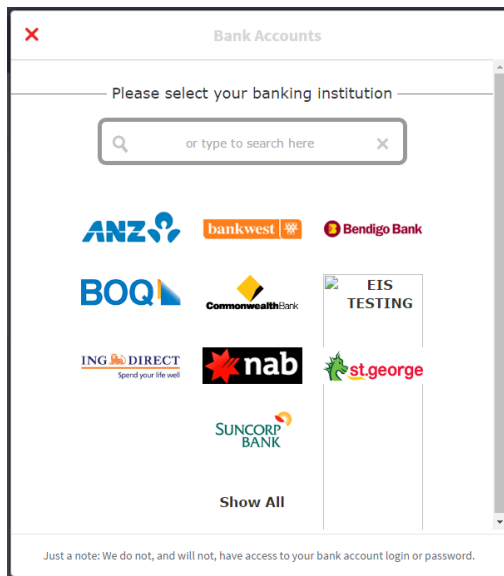
To start using the Bank Reconciliation and all its functionality, you need to incorporate your bank accounts into BarBooks. Setting up your accounts includes adding and removing your bank accounts. Here are the steps in adding and removing accounts:

Adding Bank Accounts

1. Go to the Bank Reconciliation Tab
2. Click the “Add Bank Accounts” button



3. Select your banking institution by clicking on the icon on the list or you can type in the name on the search box. Once you have selected a bank, you will be asked to enter your credentials. Click Submit once you have entered all the required information.



Removing Account

1. Select the account which you would like to remove
2. Click the “Manage” button and Select “Delete account”

Savings Account

Bank of Statements
945315 - BSB 123-456

Manage ▾
Delete account

BANK STATEMENTS

Account Holder **Mary Jones and Tom Jones**

Imported date **12 Dec 2016**

RECONCILING PAYMENTS

To ensure that the records in BarBooks are consistent with your Bank records, we need to reconcile payments from customers. There are two ways to reconcile, Full payment and Partial payments: Here are the steps:

Reconciling Full Payment

1. Select an Account

Dashboard Matters Invoices Receipts Expenses Reports Contacts Templates BankRec

+ Add Bank Accounts
Watch Demo
Filter by name, solicitor and created date

Transaction Account

Bank of Statements
456789 - BSB 123-456

Manage ▾
BANK STATEMENTS

Account Holder **Mary Jones**

Imported date **12 Dec 2016**

Savings Account

Bank of Statements
945315 - BSB 123-456

Manage ▾
BANK STATEMENTS

Account Holder **Mary Jones and Tom Jones**

Imported date **12 Dec 2016**

2. Go to the “Reconcile” tab and then the “Receive” tab

Dashboard Matters Invoices Receipts Expenses Reports Contacts Templates BankRec

< All Accounts
Transaction Account

Reconcile

Account Transactions

Receive

Spend

Filters ▾ Filter by invoice number or matter name or invoice amount

3. Click Match

16 December 2016

Matter: You v Me
Invoice Number: 00000016

+ \$458.01

More info

Match

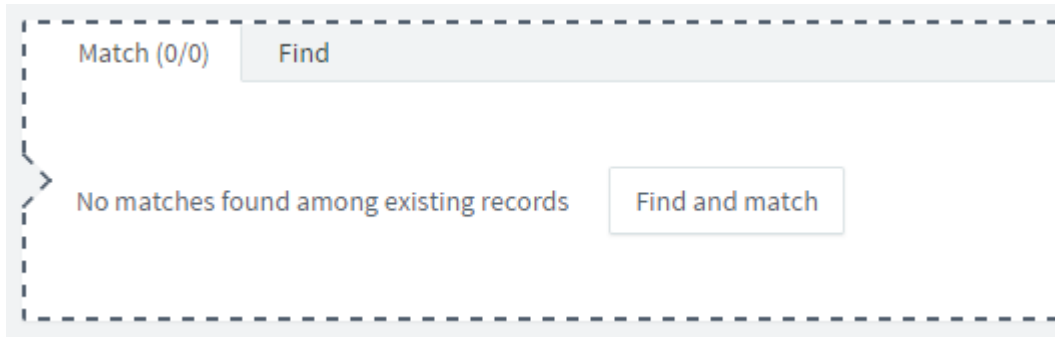
Match (1/1) Find

24 November 2016

Description: Direct RVSL to company

+ \$458.01

- If there is no corresponding bank transaction yet, you may click the Find and Match button



- A list of Credit transaction will appear, choose from the selection then click the Check button. Click Match

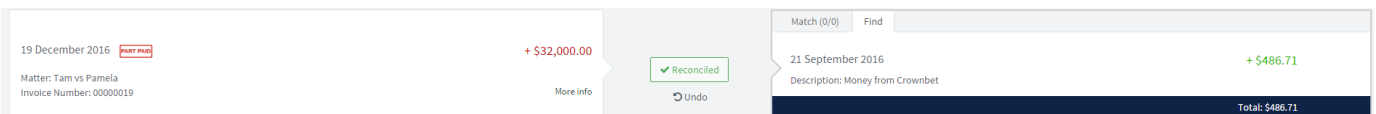
Description	Date	Avail. Amount	Status
<input type="checkbox"/> Money from Crownbet	21/09/2016	\$486.71	Unreconciled
<input type="checkbox"/> Wage from delivery service job	01/10/2016	\$475.58	Unreconciled
<input type="checkbox"/> Direct RVSL to company	24/11/2016	\$458.01	Unreconciled
<input type="checkbox"/> Misc	13/10/2016	\$357.81	Unreconciled

- Refresh the overview of your accounts on the upper right of the screen to show the changes.



Partial Payments

- Select an account
- Go to the "Reconcile" tab and then the "Receive" tab
- Click the Find and Match button, then the list of Credit transaction will appear. Select from the transaction then click the Check button.
- The Part Paid status will appear on your BarBooks transactions.



PAYMENT FOR MULTIPLE INVOICES

We can also record payment for multiple invoices here in Bank Reconciliation through Lump Sum, here are the steps:

Lump Sum Payment

1. Select an account
2. Go to the “Reconcile” tab then the “Receive” tab
3. Click the Find and Match button, then the list of Credit transaction will appear. Locate Lump Sum
4. Reconcile the 1st invoice by clicking the Match button
5. Click again the Find and Match button for the next transaction. Locate same Lump Sum on the list of Credit transaction.
6. Reconcile the 2nd invoice by clicking the Match button

INVOICE RECEIPTS

Once the invoices are reconciled and recorded as Paid, the Receipt will be automatically generated. You can check and download the receipts on the Receipt tab. Here are the steps:

Receipts



1. Select an account
2. Go to the “Reconcile” tab then the “Receive” tab
3. Reconcile Invoice
4. Go to the “Receipts” tab
5. Find Invoice

Dashboard	Matters	Invoices	Receipts	Expenses	Reports	Contacts
<div style="display: flex; align-items: center;"> + Add receipt <div style="margin-left: 10px;"> Filters 🗑️ </div> <input style="margin-left: 10px;" type="text" value="Filter by name, solicitor and created date"/> </div>						
Number	Type	Date	Invoice Matter			
<input type="checkbox"/> 00000010	Matter Receipt	21/09/2016	00000019 Tam vs Pamela			
<input type="checkbox"/> 00000009	Matter Receipt	22/09/2016	00000015 Tam vs Pamela			

6. Then download the receipt

< Invoices - A v B
00000006

Download
Save
PAID

Issued 09/12/2016 
Due 08/01/2017 

CREATE BANK RULE

Bank rules are made to easily reconcile expenses. You can set up your rules, so all the items relating to your bank rule will be easily reconciled. Here are the steps in creating bank rules: A new rule is added from the selection – Ignore rule.

1. Select an account
2. Go to the “Bank Rules” tab
3. Click the “Add rule” button and select from the drop down list

Dashboard Matters Invoices Receipts Expenses Reports Contacts Templates BankRec

< All Accounts
Transaction Account

Reconcile Account Transactions Bank Rules

+ Add rule Filter by name
 Spend
 Ignore
 Receive Type

4. The Rule box will appear, enter all the required details then click the “Check” button

Spend Money Rule
for Transaction Account #001789 - 850 123-456

Rule name

When bank transaction matches all of the following conditions: +

x

Special characters will be ignored when matching rules

The expense generated should have the following details:

Type

Sub-type

Description

GST Incl.

Payee

Category

Receive Money Rule
for Transaction Account #456789 - 850 123-456

Rule name

When bank transaction matches all of the following conditions: +

x

Special characters will be ignored when matching rules

The expense generated should have the following details:

Type

Description

GST Incl.

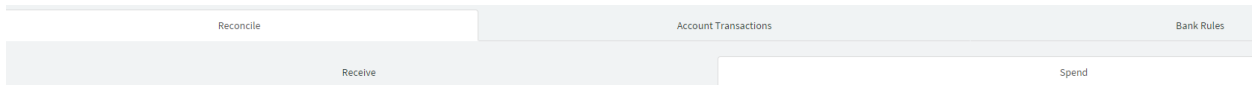
- A new rule has been added – Ignore rule. This will enable you to ignore all the transactions not necessary in your account quickly. After creating the rule, a pop up message will appear to verify if you want to apply the changes and another message will appear saying the total number of transactions affected in that rule.

CREATING EXPENSES

There are two ways of reconciling an expense, one is through manual creation in the "Expense" tab, and another is creating directly in the Bank Reconciliation tab.

Manual Expenses

- Select an account
- Go to the "Reconcile" tab then the "Spend" tab



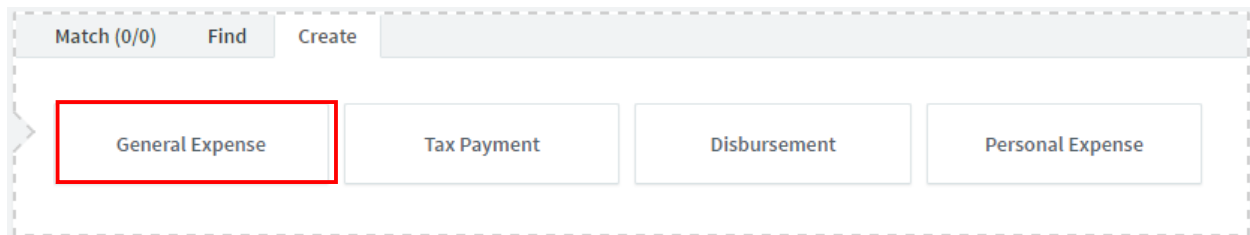
- Match the expense to the transaction. Go to the "Expenses" tab
- Click the "Add Expense" button then Add the same details in the transaction

- Return to the “Spend” tab, then you will see that the Manual expense will match. You can now click the ‘Match” button

From Bank Transaction

Create Expense

- Select an account
- Go to the “Reconcile” tab then the “Spend” tab
- Click “General Expense” on the BarBooks transactions



- Enter the required details on the Create General Expense box

Create General Expense

Description: Sunshine Loan Repayment

Date: 04/05/2017 \$ incl. GST: \$278.19

GST: 10% \$ excl. GST: \$252.90

Type: Expense \$ GST: \$25.29

Payee: Australian Bank

Category: Accounting/Bookkeeping fees

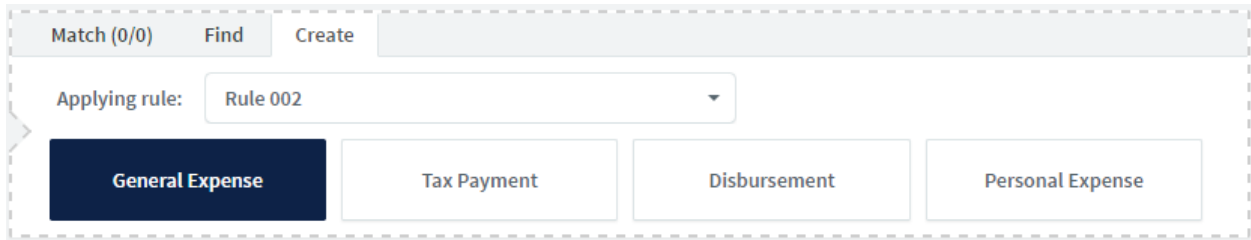
P Splitting options

Match Expense

- Select an account
- Go to the “Reconcile” tab then the “Spend” tab
- Click the “Match” button

Applying Bank Rule

- Select an account
- Go to the “Reconcile” tab then the “Spend” tab
- Click the General expense on where there is Spend rule applied. Then the Create general expense box will appear. Enter the details required.



Match (0/0) Find Create

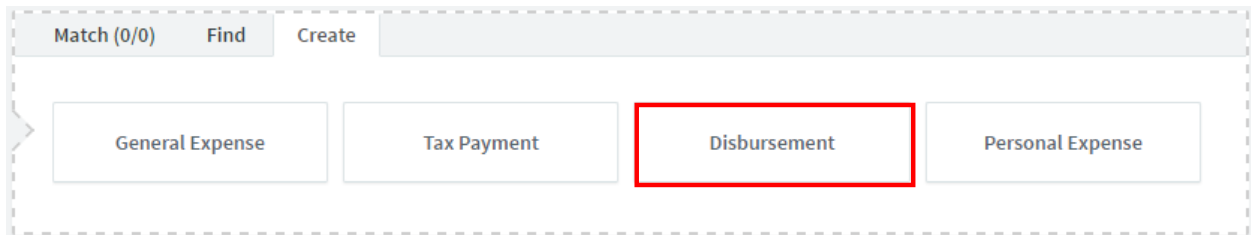
Applying rule: Rule 002

General Expense Tax Payment Disbursement Personal Expense

4. Click the “Check” button and the transaction will be reconciled.

Disbursements

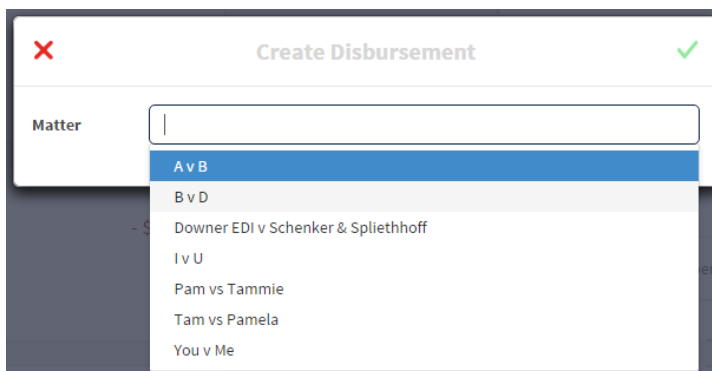
1. Select an account
2. Go to the “Reconcile” tab then the “Spend” tab
3. Click the “Disbursement” button on the BarBooks transaction side.



Match (0/0) Find Create

General Expense Tax Payment Disbursement Personal Expense

4. Create Disbursement box will appear, choose the Matter you want to have a disbursement

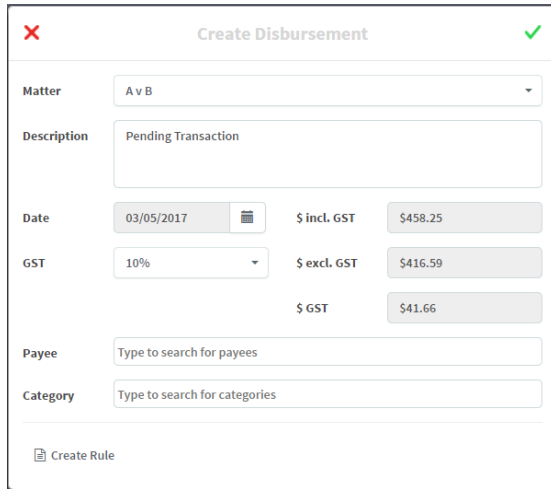


✕ Create Disbursement ✓

Matter

- A v B
- B v D
- Downer EDI v Schenker & Spliethhoff
- I v U
- Pam vs Tammie
- Tam vs Pamela
- You v Me

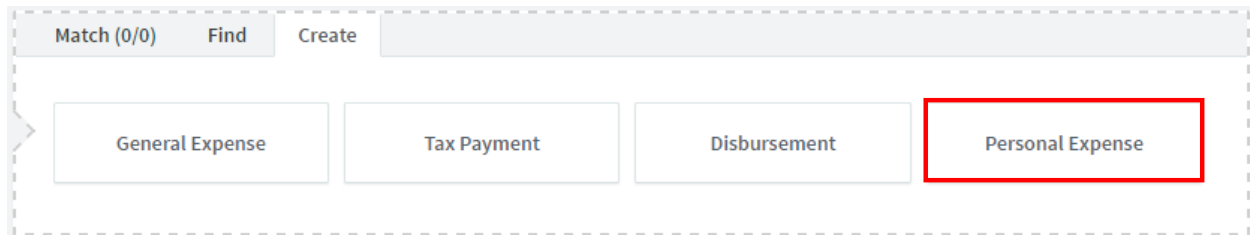
5. Enter the required details of disbursement



6. Click the Check button

Personal Expense (New!)

1. Select an account
2. Go to the “Reconcile” tab then the “Spend” tab
3. Click the “Personal Expense” button on the BarBooks transaction side.



4. Create Personal Expense box will appear, then fill out all the required details.

SPLITTING OPTIONS (NEW!)

This feature allows you to split your expenses into different types and categories.

Reconciling General Expense

1. When reconciling a general expense, you need to click the General expense box in the Barbooks transaction side. Then the “Create General Expense” box will appear. A button for the new feature – Splitting options is located on the left bottom area of the box. If you want to split the expenses, you may click the button.

✕
Create General Expense
✓

Description

Date **\$ incl. GST**

GST **\$ excl. GST**

Type **\$ GST**

Payee

Category

[P_Splitting options](#)

- Once you have click the Splitting options button, an extension of the box will appear and it will allow you to manage the split. Just click on the Plus sign button on the right side of the screen depending on how many times you want your expenses to be divided.

✕
Create General Expense
✓

Description

Date **\$ incl. GST**

GST **\$ excl. GST**

\$ GST

Payee

[P_Splitting options](#)

Personal expense	GST	Type	Category	%	incl. GST	excl. GST	GST
							<input type="button" value="⊕"/>
Total:					\$0.00	\$0.00	\$0.00
Outstanding:					\$211.93	\$192.66	\$19.27

- You may click the box on the Personal expense if you want to allocate a certain expense to personal. You may also change the GST option, select a category, and type. Just make sure to have a zero-outstanding balance and percentage.

✗
Create General Expense
✓

Description

Date **\$ incl. GST**

GST **\$ excl. GST**

\$ GST

Payee

Splitting options

Personal expense	GST	Type	Category	%	incl. GST	excl. GST	GST	
<input type="checkbox"/>	10%	Expense	Accounting/Bookkeeping fees	30.00	\$63.58	\$57.80	\$5.78	✗
<input checked="" type="checkbox"/>	10%	Expense	Accounting/Bookkeeping fees	50.00	\$105.97	\$96.33	\$9.63	✗
<input type="checkbox"/>	10%	Expense	Accounting/Bookkeeping fees	20.00	\$42.39	\$38.53	\$3.85	✗
Total:					\$211.93	\$192.66	\$19.27	
Outstanding:					\$0.00	\$0.00	\$0.00	

- After entering all the required details, you may click the green check button and the transaction will be reconciled. An expense will also be created and can be found in the Expense tab. A Splitting option icon will be seen beside the expense, to easily determine which of the expenses is created using the said option.

Your bank account transactions

Ignore	29 May 2017 Description: Sunshine Loan Repayment	-\$211.93	<input checked="" type="button" value="Reconciled"/> <input type="button" value="Undo"/>
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Your Barbooks transactions

Match (0/0)

02 June 2017	Payee: Australian Bank Description: Sunshine Loan Repayment	-\$211.93	Expense created.
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	Description	Category	Payee	Type	Date	Invoice Matter	Excl. GST	GST	Incl. GST
<input type="checkbox"/>	☒ Sunshine Loan Repayment	Accounting/Bookkeeping fees	Australian Bank	General Expense	29/05/2017		\$38.53	\$3.86	\$42.39
<input type="checkbox"/>	☒ Sunshine Loan Repayment	Accounting/Bookkeeping fees	Australian Bank	Personal Expense	29/05/2017		\$96.33	\$9.64	\$105.97
<input type="checkbox"/>	☒ Sunshine Loan Repayment	Accounting/Bookkeeping fees	Australian Bank	General Expense	29/05/2017		\$57.80	\$5.78	\$63.58

Creating Spend money Rule- General expense

- Another way to split a general expense is through the creation of Spend money rule. Just click the Add Spend rule in the Bank Rules tab, then enter the required details in the Spend Money rule box. In the type box, just select the General expense, then the Splitting option button will appear.

Spend Money Rule ✓
for Transaction Account #456789 - BSB 123-456

Rule name

When bank transaction matches all of the following conditions: +

✗

Special characters will be ignored when matching rules

The expense generated should have the following details:

Type:

Sub-type:

Description:

GST:

Payee:

Category:

Splitting options

2. Select the type of splitting then enter the category, click Personal expense box if necessary and enter the amount/percentage of the split.

Spend Money Rule ✓
for Transaction Account #456789 - BSB 123-456

Rule name

When bank transaction matches all of the following conditions: +

✗

Special characters will be ignored when matching rules

The expense generated should have the following details:

Type:

Description:

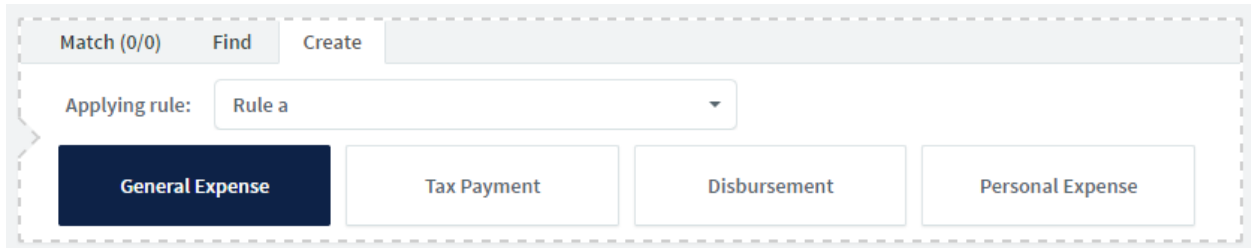
GST:

Payee:

Splitting options

Type	Personal expense	GST	Type	Amount	Percentage	incl. GST	excl. GST	GST	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="10%"/>	<input type="text" value="Expense"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="✗"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="10%"/>	<input type="text" value="Expense"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="✗"/>

- If you will apply a rule in the transaction while reconciling, the splitting of the expense will also be applied. You may check the expenses tab, to see the expenses created.



Match (0/0) Find Create

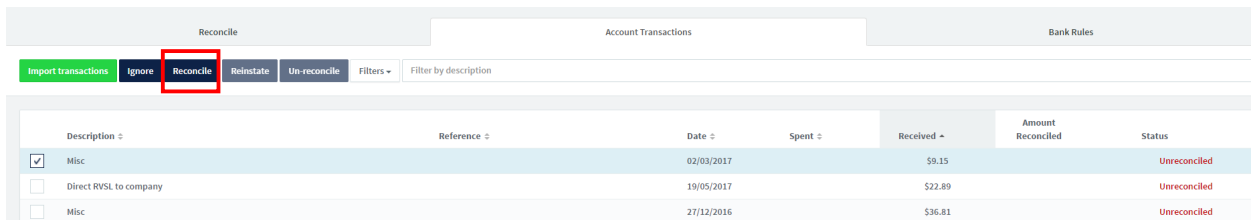
Applying rule: Rule a

General Expense Tax Payment Disbursement Personal Expense

RECONCILING INCOME (NEW!)

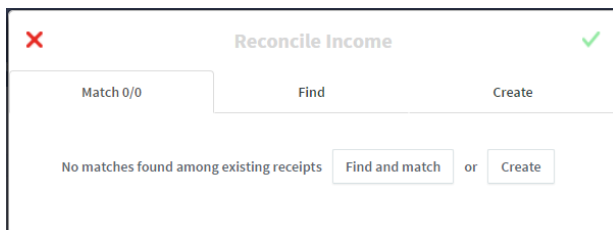
You can now reconcile income through the accounts transaction tab and create general receipts and tax refund.

- Just go to the Accounts transaction tab, click the Unreconciled transaction and click the Reconcile button.



Description	Reference	Date	Spent	Received	Amount Reconciled	Status
<input checked="" type="checkbox"/> Misc		02/03/2017		\$9.15		Unreconciled
<input type="checkbox"/> Direct RVSL to company		19/05/2017		\$22.89		Unreconciled
<input type="checkbox"/> Misc		27/12/2016		\$36.81		Unreconciled

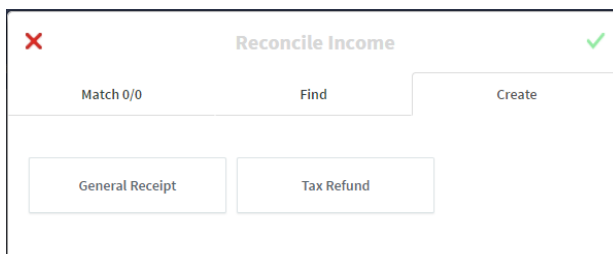
- The reconcile income box will appear. You may choose to find and match with existing receipts or Create a General receipt/Tax Refund.



Reconcile Income

Match 0/0 Find Create

No matches found among existing receipts Find and match or Create




Reconcile Income

Match 0/0 Find Create

General Receipt Tax Refund

✖ **General Receipt** ✔


Note

Number Date 

GST \$ incl. GST

\$ excl. GST

\$ GST

 Create Rule