

What's new in Bank Reconciliation?

User-friendly Lay out

We have made the lay out easy to understand and easy to locate. The accounts are now listed per Bank.

Importing Transactions

Importing transactions are done per bank account.

Short cut buttons

You now have an option to directly go to your desired tab (e.g. Reconciliation: Spend, Reconciliation: Receive...) unlike the previous set up that once you click the account it will direct you to the accounts transactions. This will now make your reconciliation faster.

Activate and Deactivate Bank Accounts

This option allows you to deactivate a Bank account that you no longer use. But in case you will be needing it for future reference, you may still activate it.

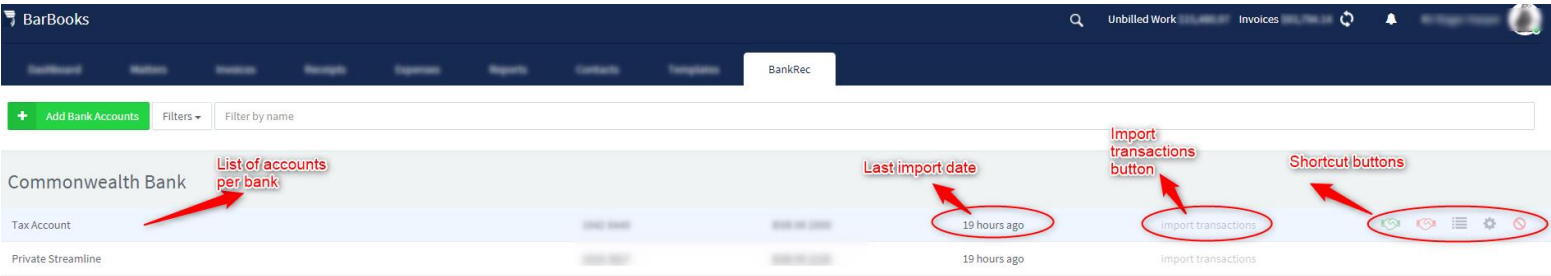
Reconciliation: Receive







Matching Bank transactions by selecting from the list of BarBooks Invoices or receipts or by Creating matter receipts, general receipts

Transactions

You may now see the details of the reconciled transactions like the receipts or expenses created from reconciliation.

Overview and Icons



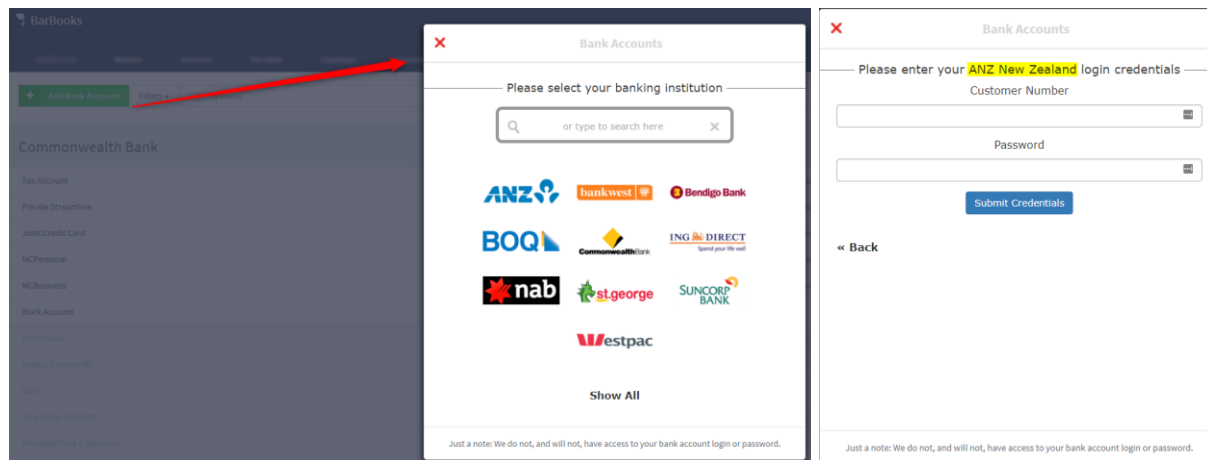
	Reconciliation Receive
	Reconciliation Spend
	Transactions
	Bank Rules
	Deactivate
	Activate

Step by Step Guide

Importing Transactions

1. To import transactions, you can click the 'Import transactions' button and the bank accounts will be updated.
2. The last import date will be shown on the right side of your screen.
3. If you have encountered an error while importing, a message will be shown saying you need to re-add your bank account. Just click on the 'Re-add bank account' button and select your bank account and enter your credentials.

Adding Bank account

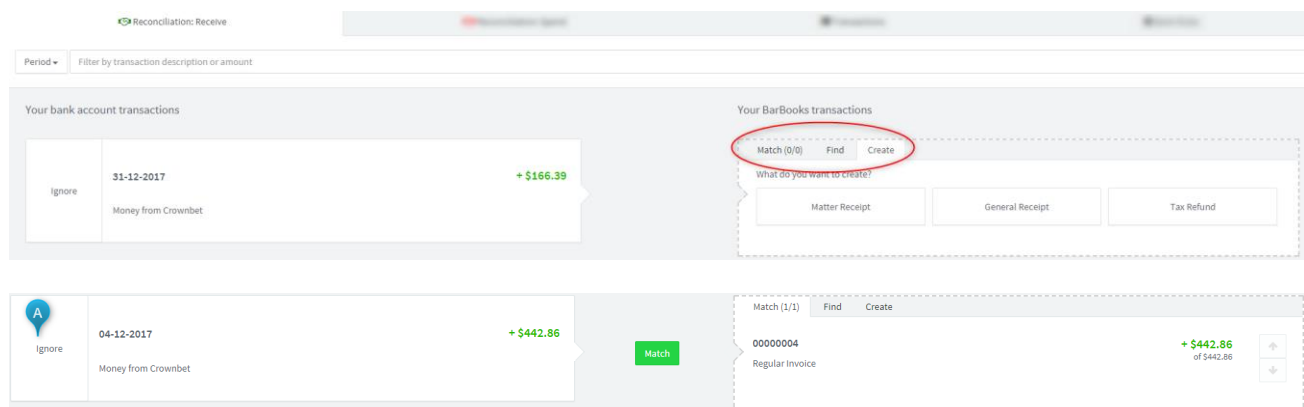


The image shows two screenshots of the BarBooks interface. The left screenshot shows the 'Add Bank Accounts' button highlighted with a red arrow. The right screenshot shows the 'Bank Accounts' modal window. The modal has a search bar and a grid of bank logos including ANZ, bankwest, Bendigo Bank, BOQ, Commonwealth Bank, ING DIRECT, nab, stgeorge, SUNCORP BANK, and Westpac. Below the logos is a 'Show All' button. A note at the bottom states: 'Just a note: We do not, and will not, have access to your bank account login or password.'

1. Click the 'Add Bank accounts' button
2. Select your banking institution
3. Enter your log in credentials

Please note that we do not, and will not, have access to your bank account login or password. You can add bank account as many as you want.

Reconciliation: Receive



The image shows two screenshots of the BarBooks reconciliation interface. The top screenshot shows the 'Reconciliation: Receive' screen with a table of transactions. The bottom screenshot shows a detailed view of a transaction with a 'Match' button highlighted.

Period	Filter by transaction description or amount
31-12-2017	Money from Crownbet
04-12-2017	Money from Crownbet

Match (0/0) Find Create

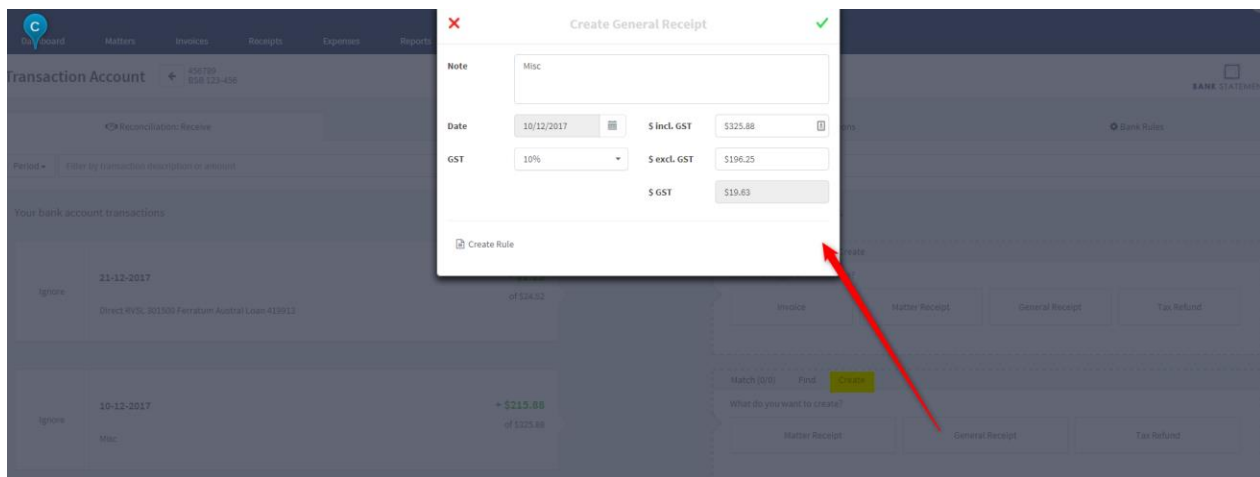
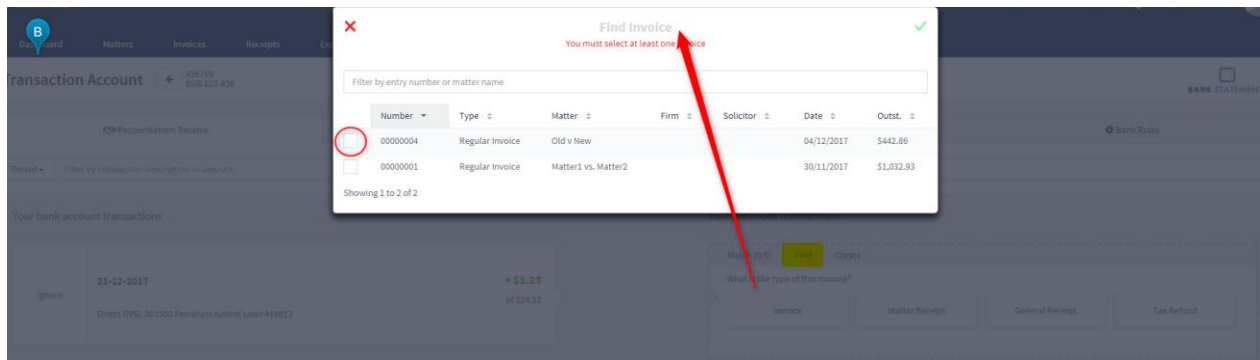
What do you want to create?

Matter Receipt General Receipt Tax Refund

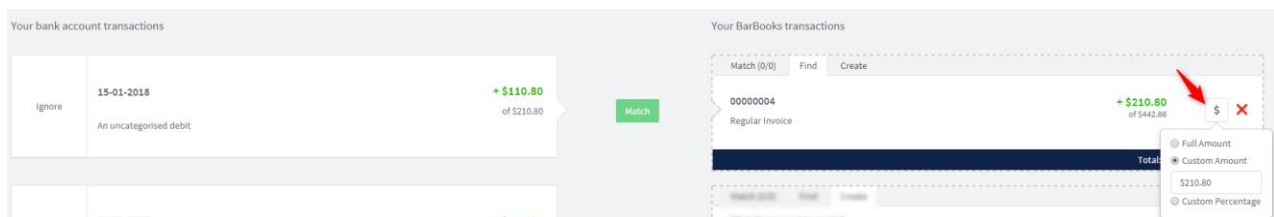
Match (1/1) Find Create

00000004 Regular Invoice

+ \$442.86 of \$442.86



1. Click the Reconciliation: Receive button on the selected Bank account
2. You have 3 options to reconcile the Bank account transaction to BarBooks transactions – Match, Find, Create.
 - a. Match – this will show you an invoice or receipt that is a complete match to the Bank transaction. The amount and date of the invoice and receipt should be the same with the bank transaction. The date should be same or earlier than the bank transaction. To reconcile, just click the Match button located between the transactions
 - b. Find – If there is already an Invoice or receipt created in your account, you can just search it here. Locate the invoice or receipt, then reconcile by clicking the Match button. But if the BarBooks transaction amount is not the same with the Bank transaction amount, you can edit the amount by clicking the Edit button and select from the 3 options.



- c. Create – using this option, a receipt will be created when reconciling. Just choose if it's a Matter receipt, General receipt, or Tax refund. You can check the Receipt tab for the receipt created from reconciliation.

Reconciliation: Spend

Period: Filter by transaction description or amount

Your bank account transactions

	14-01-2018	- \$433.89
Ignore	Loan payment	

Your BarBooks transactions

Match (0/0) Find Create

No matches found among existing expenses Find and match or Create

1. Click the Reconciliation: Spend button on the selected Bank account
2. You have 3 options to reconcile the Bank account transaction to BarBooks transactions – Match, Find, Create.
 - Match – this will show you an existing expense that is a complete match to the Bank transaction. The amount and date of the expense should be the same with the bank transaction. To reconcile, just click the Match button located between the transactions
 - Find – If there is already an expense created in your account, you can just search it here. Locate and select an expense, then reconcile by clicking the Match button. Here, you may select more than 1 expense, and you could adjust the expenses. If the expense from BarBooks transaction is less than the Bank transaction you may still add another expense or just partly reconcile it.

Period: Filter by transaction description or amount

Your bank account transactions

	14-01-2018	- \$333.89
Ignore	Loan payment	of \$433.89

Match

Your BarBooks transactions

Match (0/0) Find Create

15 November 2017	- \$130.46	✗
Payee: Australian Taxation Office	Adjust Expense	
Description: Part 2		
25 November 2017	- \$200.00	✗
Payee:	Adjust Expense	
Description: Another 128.50 (2)		
Add another expense		Total: \$330.46

- Create – using this option, expense will be created when reconciling. Just choose if it's a General expense, Tax Payment, Disbursement, or Personal Expense. You can check the Expense tab for the expense created from reconciliation.

Transactions

This tab lists all the bank transactions whether ignored, reconciled, or unreconciled.

1 2 3

Ignore Reinstated Unreconciled Filters Period: Filter by description

<input type="checkbox"/>	Description	Date	Amount	Status
<input type="checkbox"/>	Money from Crownbet	30/11/2017	+ \$500.59	Unreconciled
<input type="checkbox"/>	Loan payment	05/12/2017	- \$500.12	Unreconciled
<input type="checkbox"/>	Money from Crownbet	02/12/2017	+ \$471.78	Unreconciled

1. You may directly 'Ignore' transactions here. Just select from the list by clicking the box beside the description then select the Ignore button.
2. You may also Reinstated all the Ignored transactions here.

3. You also have an option to Un-reconcile all reconciled transactions here.
4. For all the reconciled and part reconciled transactions, you may view the expense, invoice, or receipt created by clicking the 'More' button then click the arrow button to open the expense, invoice, or receipt.

Reconciled Transactions - Receive		Reconciled Transactions - Spend		Transactions	Bank Rules
ignore	Reconcile	Un-reconcile	Reconciled	Period	Filter by description
<input type="checkbox"/>	Description		Date	Amount	Status
<input type="checkbox"/>	Money from Crownbet		13/01/2018	+ \$0.00 of \$196.34	Reconciled
<input type="checkbox"/>	Moneylife payment		less 06/01/2018	- \$0.00 of \$483.10	Reconciled
	\$300				
	Moneylife payment				
	Moneylife payment				

Bank Rule

2

+ Add rule

Filter by name

Spend

Ignore

Receive

Empty

×

Receive Money Rule

✓

for Credit Card #XXXX XXXX XXXX 7854 - BSB

Rule name

When bank transaction matches all of the following conditions:

+

Special characters will be ignored when matching rules

The receipt generated should have the following details:

Type

Description

GST incl.

×

Spend Money Rule

✓

for Credit Card #XXXX XXXX XXXX 7854 - BSB

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

GST incl.

Payee

Category

IP Splitting options

×

Ignore Rule

✓

for Credit Card #XXXX XXXX XXXX 7854 - BSB

Rule name

When bank transaction matches all of the following conditions:

+

Special characters will be ignored when matching rules

1. To create a Bank rule, just go to the Bank rules tab.
2. Click the 'Add Rule' button
3. Select from the dropdown list.
4. Enter all the necessary information.

Splitting Options

✕

Create General Expense

✓

Description

Loan payment

Date

13/01/2018

\$ incl. GST

\$333.89

GST

10%

\$ excl. GST

\$303.54

Type

Expense

\$ GST

\$30.35

Payee

Type to search for payees

Category

Type to search for categories

Splitting options

Create Rule

✕

Spend Money Rule

✓

for Credit Card #XXXX XXXX XXXX 7654 - BSB

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

General Expense

Sub-type

Expense

Description

From transaction

GST

10%

GST incl.

☒

Payee

Type to search for payees

Category

Type to search for categories

Splitting options

Splitting options can be found when you are creating a General expense or creating a Spend rule with General expense as the type of expense.

Create General Expense

Description: Money to Crownbet

Date: 13/01/2018

GST: 10%

Payee: Type to search for payees

☒ Splitting options ☐ Create Rule

Personal expense	GST	Type	Category	%	Incl. GST	Excl. GST	GST
<input type="checkbox"/>	10%	Expense	Type to search for categories	56.51	\$142.84	\$129.95	\$12.99
<input type="checkbox"/>	10%	Expense	Type to search for categories	43.49	\$110.00	\$100.00	\$10.00
Total:				100	\$252.84	\$229.95	\$22.99
Outstanding:				0	\$0.00	\$0.00	\$0.00

Spend Money Rule
for Savings Account #945315 - 858 123-456

Rule name: Spend

When bank transaction matches all of the following conditions:

The expense generated should have the following details:

Type: General Expense

Description: From transaction

GST: 10%

GST incl. ☒

Payee: Type to search for payees

☒ Splitting options

Type: Amount

Personal expense	GST	Type	Category	%
<input type="checkbox"/>	10%	Expense	Type to search for categories	100
<input type="checkbox"/>	10%	Expense	Type to search for categories	0

1. To split a General expense, go to the Reconciliation: Spend tab, then click the General expense.
2. Click the Splitting option icon.
3. Click the add button to select how many times it will be split.
4. Enter all the required information, but make sure that there is no outstanding amount.
5. In using the splitting options in Spend Rule, you may choose the type of splitting – it may be by amount or percentage. If its percentage, it must total to 100%.

Deactivate and Activate Bank Accounts

You may deactivate a bank account that you will no longer use. Once you deactivated an account, you will not be able to open it, you must click first the activate button.