



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

🖥 BarBooks										٩	Unbilled Work Invo	oices 🗘	•	🕘
Raddoord Matter		-	Recepto	-	Reports	Gertauts	Templates	BankRec						
+ Add Bank Accounts	Filters +	Filter by name									Import transactions			
Commonwealth Ba	ink	List of acco per bank	unts						Last import date		button	Shortcut bu	ttons	
Tax Account 🦰						1042-0048		0101-01200	19 hours ago		(import transactions		0	© = ¢ 0
Private Streamline						1000		100.00	19 hours ago		import transactions			

9	Reconciliation Receive
()	Reconciliation Spend
	Transactions
•	Bank Rules
0	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

3 BarBooks	× Bank Accounts	× Bank Accounts
Add Balk Accounts TP2:	Please select your banking institution	Please enter your ANZ New Zealand login credentials Customer Number
Commonwealth Bank	Q or type to search here X	Password
TaxAccount	ANZ C Dankwest 🕺 🛛 Bendigo Bank	Submit Credentials
Private Streamline Joint Credit Card		« Back
MCPersonal MCBusiness	anab estgeorge SUNCORP	
Work Account Home Loan	Westpac	
Angeli S Overlank	Show All	
New Super Account	Snow All	
Montgage Fand to Resembras	Just a note: We do not, and will not, have access to your bank account login or password.	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

	C Reconciliation: Receive	Contract (and				Real Procession	
Period + Fi	Iter by transaction description or amount						
Your bank a	count transactions			Your BarBooks transactions			
ignore	31-12-2017 Money from Crownbet	+\$166.39		Match (0/0) Find Create What do you want to cleate? Matter Receipt	General Receipt	Tax Refund	
A				Match (1/1) Find Create			
Ignore	04-12-2017 Money from Crownbet	+ \$442.86	Match	00000004 Regular Invoice		+ \$442.86 of \$442.86	↑ ↓

Base	Matters Invoices Receipts	×		Find You must select	Invoice at least one poice		×		
ransaction	Account + 455789 858 123 456	Filter by entry numbe	r or matter name		<u>۱</u>				BANE STATEMENT
		Number -	Type 💠 Regular Invoice	Matter \$ Old v New	Firm 🗢	Solicitor	Outst. 0		G Bank Rules
Penod - Filler		00000001	Regular Invoice	Matter1 vs. Matter2		30/11/2017	\$1,032.93		
Your bank accou		Showing 1 to 2 of 2	_	_	_		_		
lgiore	21-12-2017 Direct RVS, 201500 Pertatum Austral Loan 419813		+ \$1.7 of\$24.			March 1000 Engl What whe type of the income? Hhosice	Natter Releyd. :	General Receipt	Tax Reland
Carlorand Transaction	Matters Invoices Receipts	Expenses Reports	× Note Mi		neral Receipt	~			TANK STATION
		1	Date 10	/12/2017	\$ incl. GST	\$325.88 D pm			O Bank Bales
Period.+ Etter			GST 10	96 •	\$ excl. GST	\$196.25			
Your bank acco					\$ GST	\$19.63			
Ignore			Create Rule	52		Myssice			
ignore									

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.

Your bank acco	unt transactions			Your BarBooks transactions	
Ignore	15-01-2018 An uncategorised debit	+ \$110.80 of \$210.80	Match	Match (0/0) Find Create 00000004 Regular Invoice	+ \$210.80 of 5442.86 \$ X
		4 \$ 166 34		Martinia (Mart Carat	Total: Custom Amount S210.80 Custom Percentage

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

	Officer claims from a	Reconciliation: Spend	#Treaster	# Same Assoc
Period + Filter	by transaction description or amount			
Your bank acco	unt transactions		Your BarBooks transactions	
Ignore	14-01-2018 Loan payment	- \$433.89	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.

	Officers laters laters	(Reconciliation: Spend	Prester	B farit faire
Period - Filte	r by transaction description or amount.			8
Your bank acco	ount transactions		Your BarBooks transactions	
Ignore	14-01-2018 Loan payment	- \$333.89 of \$433.89 Match	Match (0/0) Find Create 15 November 2017 Payee: Australian Taxation Office Description: Part 2	- \$130.46 X
			25 November 2017 Payee: Description: Another 128.50 (2) • Add another expense	- \$200.00 × Adjust 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.

	Contraction (perd	i Transactions		Carto Tales	
Ignore Reinstate Un-reconcile Filters Period - Filter by description					
Description ©			Date ©	Amount 👻	Status
Money from Crownbet			30/11/2017	+ \$500.59	Unreconciled
Loan payment			05/12/2017	- \$500.12	Unreconciled
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 Reinstate 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.

@ Recolution Texator	Official and	III Transactions	#terities
Ignore Reinstate Un-reconcile Reconciled - Period - Filter by description			
Description ©			Date ≎ Amount * Status
Money from Crownbet			more 13/01/2018 + \$0.00 Reconcile
MoneyMe payment			of \$166.34
5300 (5) MoneyMe payment (6) MoneyMe payment (6)			of \$481.10
wonistrate footimente 🕓			
Bank Rule			
A REAL PROPERTY AND A REAL		P	Bank Rules
Add rule Filter by name			-
Spend 3			
lignore Receive	E	npty	
× Receive Money Rule	× ×	Spend Money Rule for Gredit Card (sccusco) cost rest	1
for Credit Card #000000000000000000000000000000000000	Rule name Spend	- HER CIPERI CARD DODUCTION (164-155	
Rule name	When bank transaction matches all of the fo	lawing conditions:	
	Description + conta	ns • maney ×	
When bank transaction matches all of the following conditions:		special characters will be ignored when matching rules	-
Special characters will be ignored when matching rules	X The expense generated should have the foll Type Gene		-
	Sub-type Exper		
The receipt generated should have the following details:	65T 10%	ransaction •	
Туре	GST Incl. (8) Payee Type to	search for payees	i i i i i i i i i i i i i i i i i i i
GST incl.		search for categories	
UST IRCL	P Splitting options		
X Ignore Rule v for Credit Card #2000.0007.7554 - 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 Ger	ieral Expense		×
Description	Loan payment				
Date	13/01/2018		\$ incl. GST	\$333.89	
GST	10%	•	\$ excl. GST	\$303.54	
Гуре	Expense	Ŧ	\$ GST	\$30.35	
ayee	Type to search for payees				
Category	Type to search for categorie	25			
₽ Splitting option	S Create Rul	le			
ĸ			nd Money Rule	4 - RSR	
		for Credit Ca	ard #2000 2000 2000 765		
tule name		for Credit Ca	#F0 #XXXX XXXX XXXX 765		
	action matches all of the follow				4
	•	wing conditions:		[4
Vhen bank transa	•	wing conditions:	•	[4
then bank transa	- Spe	wing conditions: colal characters w ng details:	•	[4
Vhen bank transa he expense gene 'ype	Spe rrated should have the followi	wing conditions: colal characters w ng details:	•	[+
When bank transa The expense gene Type iub-type	Spe rrated should have the following General E	wing conditions: ccial characters w ng details: xpense	•	[4
When bank transz The expense gene Type Sub-type Description	spr rated should have the followi General E Expense	wing conditions: ccial characters w ng details: xpense	•	[
When bank transa	Spe rrated should have the following General E Expense From trans	wing conditions: ccial characters w ng details: xpense	•	[+
When bank transa The expense gene Type Sub-type Description SST SST incl.	▼ spr rated should have the followi General E Expense From tran 10%	wing conditions: ccial characters w ng details: xpense	•	[4
[Spe rrated should have the followi General E Expense From tran 10% Type to se	wing conditions: acial characters w ing details: ixpense	vill be ignored when n	[+

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.

	Spend Money Rule for Savings Account #45315 - 858 123 456	~
	Rule name Spend	
	When bank transaction matches all of the following conditions:	+ ×
	Special characters will be ignored when matching rules	
× Create General Expense ✓	The expense generated should have the following details:	
Description Money to Crowrbet	Type General Expense Description From transaction	•
Date 13/02/2018 Image: Sinck. GST 13/02/2018 GST 13/02/2018 Image: Sinck. GST 12/02/2018	65T 10% •	
491 2479 * 3 986.4391 3425.92 \$657 \$22,99	GST Incl. Payee Type to search for payees	
Payee Type to search for payees P Spitting options Cesate fluite	P Splitting options	
Personal GST Type Category % ind. GST edi. GST GST + 10% Depender Type to search for categories 56.51 514.24 5125.85 511.09 X 10% Depender Type to search for categories 63.49 511.00 510.00 510.00 510.00 X	expense Percentage	+ ×
Total: 100 5252,84 5228.85 522,89 Outstanding: 0 50.00 50.00 50.00		x

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 may 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.