

Bank Import Functionality

This section offers you to import a csv downloaded from your bank account and imported into the system to allocate all transactions

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1. General

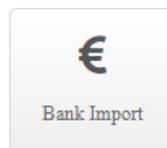
Bank Import offers you one place where you can allocate your account receipts, and the company's other incomes and expenses

To import your csv, you will need to access you online banking, choose relevant statement date to and from if the bank offers you this. Then download the statement in CSV to your desktop or download folder on your computer or device

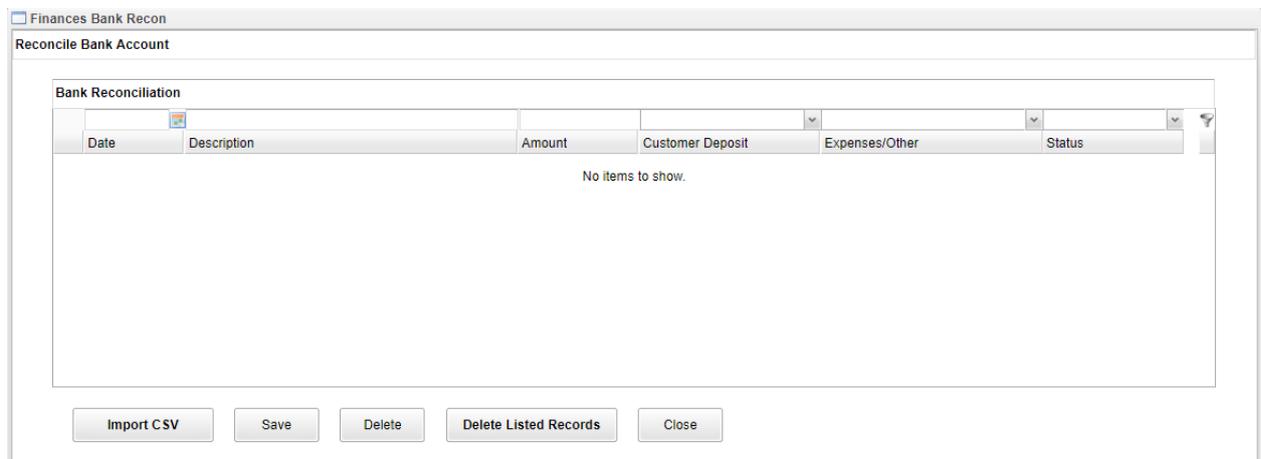
2. Importing a CSV into AdminOnline

Now that you have the csv file on your computer or device, you can import it into AdminOnline.

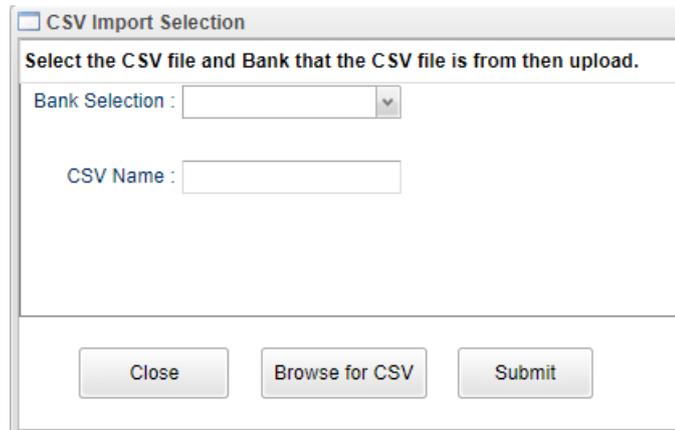
- On your dashboard, select the button “Bank Import”



- You are now on this screen

A screenshot of a web application window titled "Finances Bank Recon". The main heading is "Reconcile Bank Account". Below this is a "Bank Reconciliation" section containing a table with columns: "Date", "Description", "Amount", "Customer Deposit", "Expenses/Other", and "Status". The table is currently empty, with the text "No items to show." centered below the header. At the bottom of the window, there are five buttons: "Import CSV", "Save", "Delete", "Delete Listed Records", and "Close".

- Now select the button below “Import CSV”



The screenshot shows a dialog box titled "CSV Import Selection". Inside the dialog, there is a header instruction: "Select the CSV file and Bank that the CSV file is from then upload." Below this, there are two input fields: "Bank Selection" which is a dropdown menu, and "CSV Name" which is a text box. At the bottom of the dialog, there are three buttons: "Close", "Browse for CSV", and "Submit".

- The new text box offers you to select the bank from which the CSV was downloaded from
- Ignore typing in the CSV name, and click on the “Browse for CSV” button
- The screen will open a search filter on your computer or device to select the CSV file. You will need to guide the search filter to where you saved the CSV file
- Then select the CSV file and click on “Open” on the search filter.
- You will now see the CSV name section is worded with the name of the file and you can now click on the “Submit” button to import those transactions

3. Allocating the Transactions

➤ Now you should have a list of transactions

Finances Bank Recon
Reconcile Bank Account

Bank Reconciliation

Date	Description	Amount	Customer Deposit	Expenses/Other	Status
1 2018-01-22	Payment Received	-R 2080.00			Unallocated
2 2018-01-22	Payment Received	-R 1720.00			Unallocated
3 2018-01-22	BENJAMIN FRANKLIN	-R 2080.00			Unallocated
4 2018-01-22	Petrol Caltex	R 1000.00			Unallocated
5 2018-01-23	ISP VOX APPARAAT	R 100.00			Unallocated
6 2018-01-23	Bank charges	R 1.50			Unallocated
7 2018-01-23	Payment Received PENNY SMITH PAYMENT	-R 650.00			Unallocated
8 2018-01-23	Payment Received DAVID PURDON TRANSFER	-R 610.00			Unallocated
9 2018-01-23	Payment Received JOE 65788 TRANSFER	-R 650.00			Unallocated
10 2018-01-23	Payment Received GRAHAM NEL TRANSFER	-R 650.00			Unallocated
11 2018-01-23	Caltex Petrol	R 500.00			Unallocated
12 2018-01-24	Payment Received ZIGLER FAMILY 1134510253	-R 1660.00			Unallocated
13 2018-01-24	Payment Received 76554 TOMMY TRANSFER	-R 2120.00			Unallocated
14 2018-01-24	Payment Received Z.KHAN TRANSFER 1134596120	-R 530.00			Unallocated
15 2018-01-24	Insurance	R 1000.00			Unallocated
16 2018-01-24	Bank charges	R 3.75			Unallocated
17 2018-01-24	DANNY BURGER ABSA BANK Danielle Joubert	-R 320.00			Unallocated
18 2018-01-24	CLARKE KENT INVESTECPB Robyn Clarke	-R 320.00			Unallocated
19 2018-01-24	JADE SMITH Amber-Jade Akkerjakker TRANSFER	-R 610.00			Unallocated
20 2018-01-24	Checkers	R 945.45			Unallocated

Buttons: Import CSV, Save, Delete, Delete Listed Records, Close

➤ Double click on a transactions amount, and 3 drop down options will open up for you under “Customer Deposit”, “Expense/Other” and “Status”

Bank Reconciliation

Date	Description	Amount	Customer Deposit	Expenses/Other	Status
2018-01-22	Payment Received	-R 2080.00			Unallocated
2018-01-22	Payment Received	-R 1720.00			Unallocated
2018-01-22	BENJAMIN FRANKLIN	-R 2080.00			Unallocated
2018-01-22	Petrol Caltex	R 1000.00			Unallocated
2018-01-23	ISP VOX APPARAAT	R 100.00		Office Internet	Approved
2018-01-23	Bank charges	R 1.50			Unallocated
2018-01-23	Payment Received PENNY SMITH PAYMENT	-R 650.00	17762		Approved
2018-01-23	Payment Received DAVID PURDON TRANSFER	-R 610.00			Unallocated
2018-01-23	Payment Received JOE 65788 TRANSFER	-R 650.00			Unallocated
2018-01-23	Payment Received GRAHAM NEL TRANSFER	-R 650.00			Unallocated
2018-01-23	Caltex Petrol	R 500.00			Unallocated
2018-01-24	Payment Received ZIGLER FAMILY 1134510253	-R 1660.00			Unallocated
2018-01-24	Payment Received 76554 TOMMY TRANSFER	-R 2120.00			Unallocated
2018-01-24	Payment Received Z.KHAN TRANSFER 1134596120	-R 530.00			Unallocated
2018-01-24	Insurance	R 1000.00			Unallocated
2018-01-24	Bank charges	R 3.75		Bank Charges	Approved
2018-01-24	DANNY BURGER ABSA BANK Danielle Joubert	-R 320.00			Unallocated
2018-01-24	CLARKE KENT INVESTECPB Robyn Clarke	-R 320.00			Unallocated
2018-01-24	JADE SMITH Amber-Jade Akkerjakker TRANSFER	-R 610.00			Unallocated
2018-01-24	Checkers	R 945.45			Unallocated
2018-01-25	GAIL PURDON	-R 320.00			Unallocated
2018-01-25	JOE SLOVO STEPH VAN ZYL-JUDO	-R 650.00			Unallocated
2018-01-25	SMS Notification Fee	R 0.80			Unallocated
2018-01-26	SALARY JOHN SMITH CJA DU TOIT	R 7000.00		Salaries and Wages	Approved

- Customers Deposit: If the transaction is monies received for an account payment, you can use the reference in the transaction description to find the account if the account number was not supplied
- Expense/Other: All other transactions other than incoming monies for accounts are done under this column
- Status: Once you have allocated the transaction either to “Customer Deposit” or “Expense/Other” then you need to approve the transaction by selecting in the drop down “Approved”
- Your transaction will now be processed on the relevant account or expense/income folder

Colour coding is done on the transaction to show incoming or outgoing amounts

4. Deleting Transaction

You can remove transactions from the list; keep in mind that a transaction that has the status “Unallocated” means that transaction has not been posted to relevant section. If you have approved a transaction, it is okay to delete it as it has already been posted to the relevant account or folder.

- Deleting a transaction, you need to highlight the transaction and click the button below called “Delete”
- To delete all the listed transaction, then you will highlight any line and click on the “Delete Listed Records”

