BANK IMPORT & RECONCILIATION

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PREFACE

This is the Bank Reconciliation reference guide for IQ Business and IQ Enterprise software systems.

The document will aid in the configuration of the Bank Reconciliation for it to function correctly.

Although every effort has been made to keep this Bank Reconciliation document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Enterprise. This is due to the continuous development and improvement of IQ Enterprise.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the Bank Reconciliation document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the Bank Reconciliation document in some way or another.

Regards,

IQ Retail (PTY) LTD

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INTRODUCTION

A bank reconciliation is the process of matching the balances in the user's accounting records for an account to the corresponding information on a bank statement. The information on the bank statement is the bank's record of all transactions impacting the user's bank account during a past month.

The goal of the bank reconciliation process is to ascertain the differences between the bank statement and the ledger account on the system and to book any changes to the accounting records as appropriate.

A bank reconciliation should be done on regular intervals for all the company's bank accounts, to ensure that the company's banking records are correct. A bank reconciliation will detect some types of fraud and this information can be used to design better controls over the receipt and payment of cash.

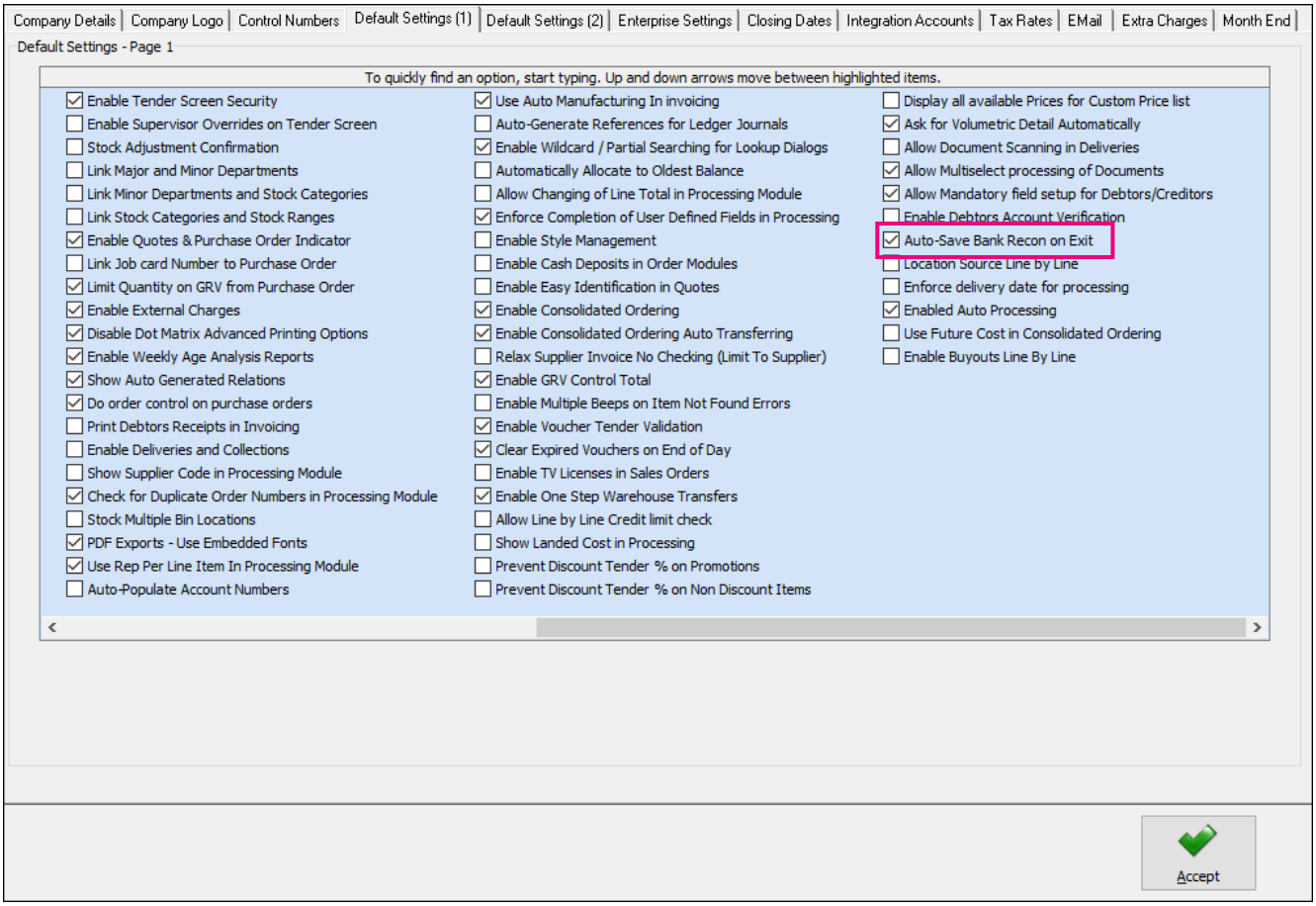
A bank reconciliation should be done at least once a month, as soon as the company received the bank statement. In some companies, the bank reconciliation can be done daily by checking and capturing the month-to-day transactions as recorded on the information on the company's bank account.

SETUP

DEFAULT SETTINGS (1)

From The IQ main menu → Utilities → Setup → Company Details → Default Settings (1).

Search for the option "Auto Save Bank Recon on Exit" and enable it, by ticking the box next to it. By enabling this option, you can save a snapshot of the Bank Reconciliation screen when it is closed.

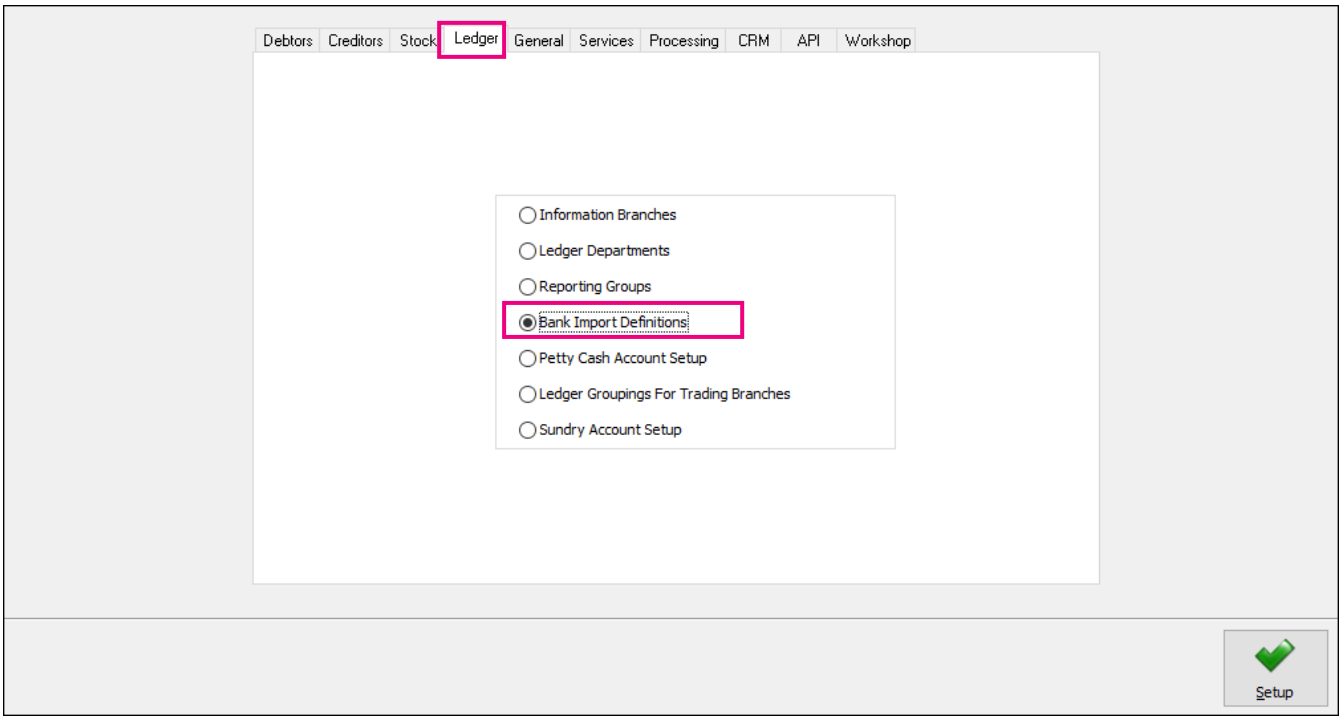


BANK IMPORT

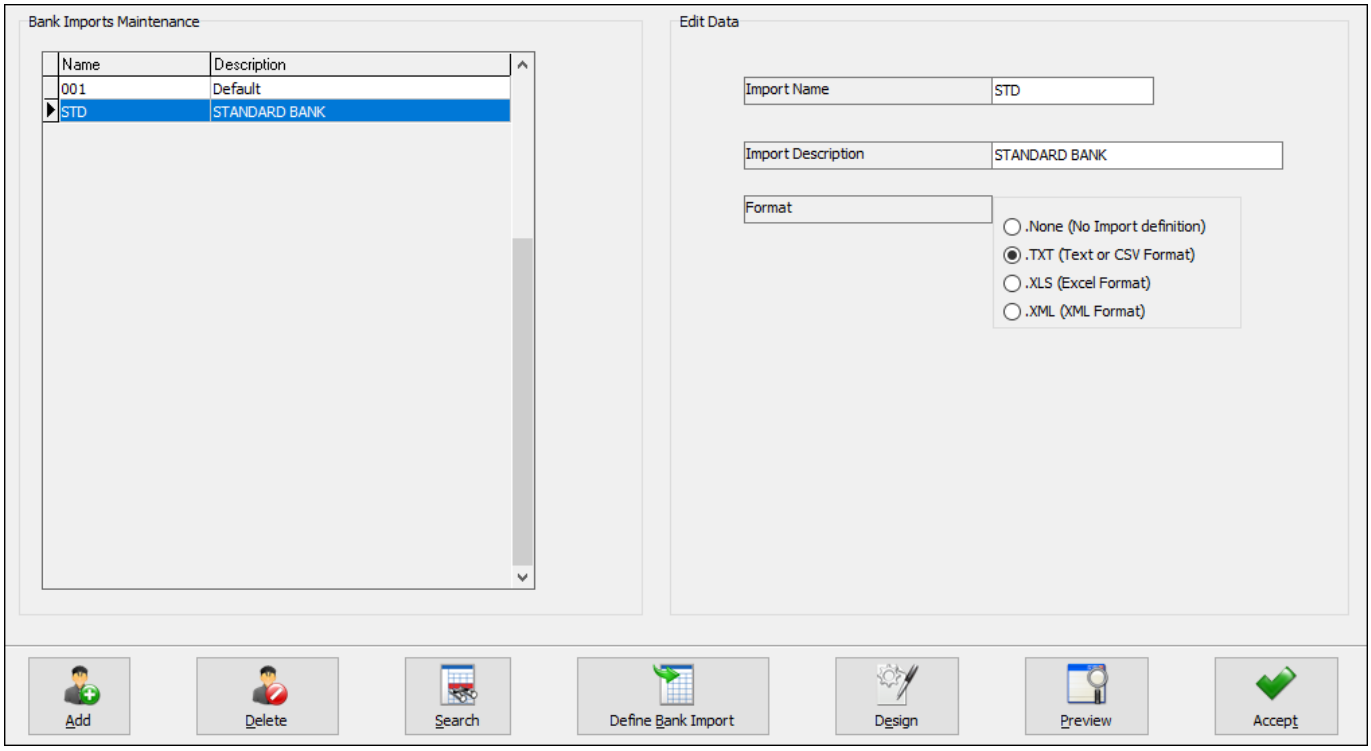
The IQ system allows you to import the bank statements directly out of the bank account, without recapturing any information. You can edit the import and allocate transactions to specific debtors, creditors and ledger accounts.

The system must be setup to enable you to import the bank statement.

From the IQ main menu → Utilities → Setup → Module Parameters → Ledger Tab → Select Bank Import Definitions and click on the Setup button at the bottom of the screen.



There are a few steps to follow to define the bank import file.



All the Bank Imports that have already been defined will be listed in the Bank Imports Maintenance grid.

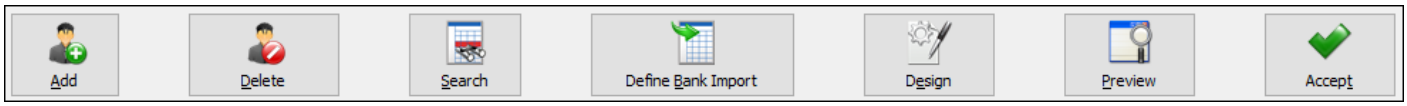
BANK IMPORTS MAINTENANCE

NAME	The Name field displays the name that was given to the bank import. This name is utilized for identifying the bank import. The name allows for 20 characters and can be entered as alpha and / or numeric characters.
DESCRIPTION	The description displays the description or name given to the specific bank import. The bank import description can be 30 characters in length.

EDIT DATA

IMPORT NAME	The import name field is where the bank import name or number is entered, that will identify the relevant bank import. The import name can consist of either alpha and / or numeric characters.
IMPORT DESCRIPTION	The Import description field is where the description or the name of the bank import is entered. Remember to make the import description meaningful, so that you know which bank import it refers to.
FORMAT	The format option allows you to specify in what format the bank import files must be, for them to be imported into the system. The available formats are TXT (text or CSV), XLS (Excel Format) or XML (XML Format).

BUTTON FUNCTIONALITY

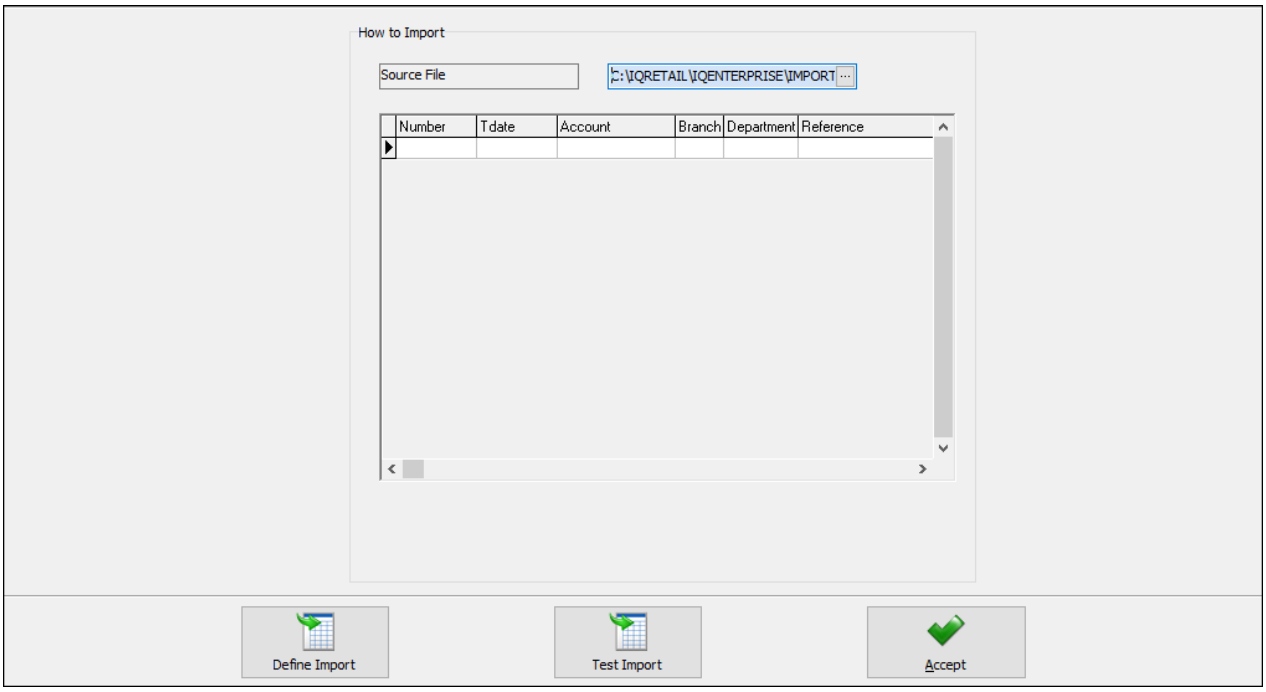


ADD	The Add option allows you to add any new or additional bank import definitions. **NOTE**: Remember that after a new or additional bank import was added, you must define the Bank Import.
DELETE	The delete option allows you to delete any of the existing or newly created bank import definitions.
SEARCH	The search option allows you to search for any information on the bank import definitions screen.
DEFINE BANK IMPORT	The Define Bank Import option allows you to define the bank statement import. (See below how to Define the Bank Import).
DESIGN	The design option allows you to design a Bank Import Definitions report.
PREVIEW	The Preview option allows you to Preview and/or print the Ledger Bank Import Definitions Report as at the date. IQ TRAINING **Ledger Bank Import Definitions as at 03/08/2016** Page 1 **Name** **Description** **Format** FNB First National Bank .TXT (Text or CSV Format) STD Standard Bank .TXT (Text or CSV Format) *** END OF REPORT ***
ACCEPT	The Accept option allows you to save the Bank Import Definitions and to exit the maintenance screen.

DEFINE BANK IMPORT

Once you have selected the Define Bank Import button at the bottom of the screen, the system must be told where to find the Source File.

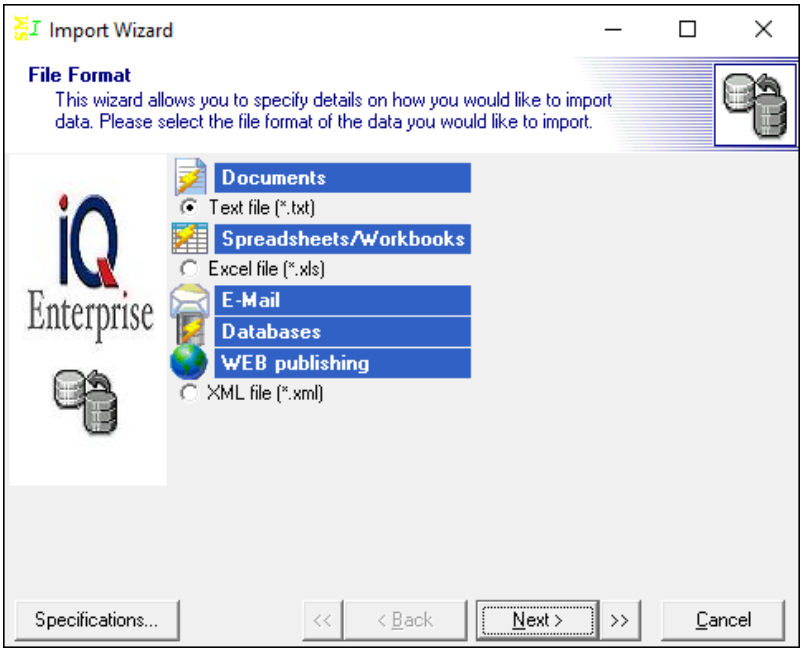
You must export the bank statements on a regular basis (daily) from the bank system and save them in a secure file. This will be the file that will be imported in for the bank reconciliation.



Select the button next to the Source File to select the relevant CSV file format import.

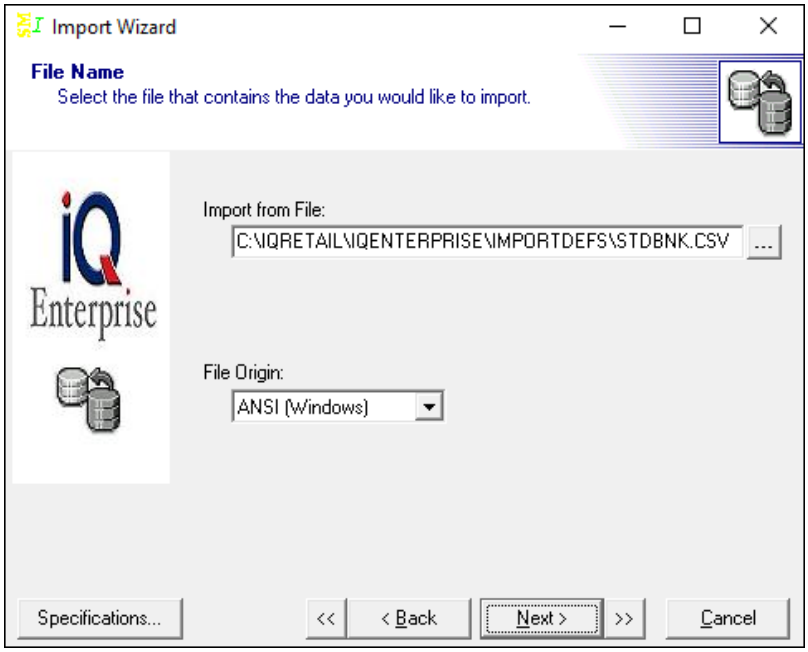
FILE FORMAT

Once the CSV import file has been selected, select the Define Import button at the bottom of the screen. This option starts the Import Wizard, which allows you to specify the details on how the import data should look.



From the Import Wizard screen, select the text file option to import the csv file.

Select the Next option to continue.

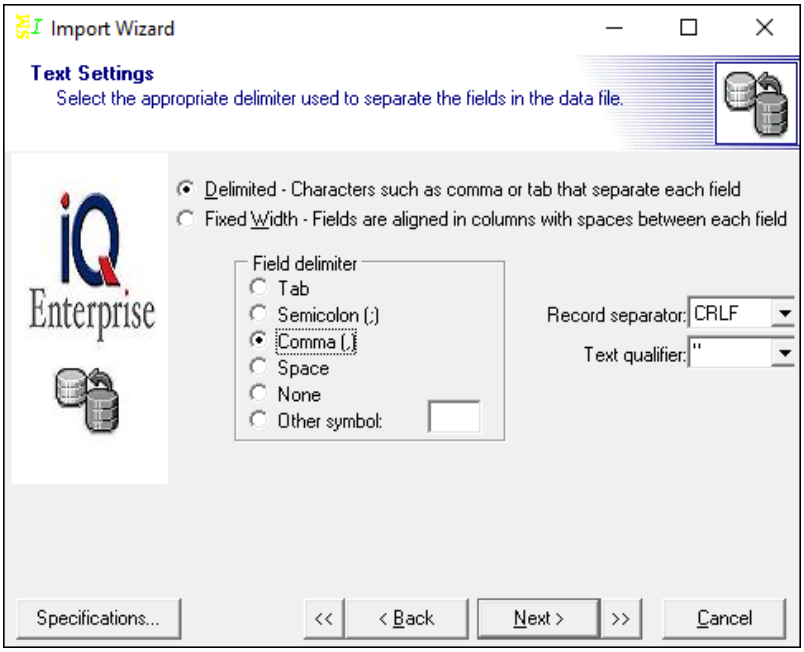


FILE NAME

The system allows you to select the file that contains the data that needs to be imported.

IMPORT FROM FILE	The Import From File option allows you to select the location where the import file was saved. Select the button at the end of the file import location to select the valid import file.
FILE ORIGIN	The file origin specifies whether the file is a windows based file or if it is Dos based. Leave the setting on ANSI (Windows) and select the next option at the bottom of the screen.

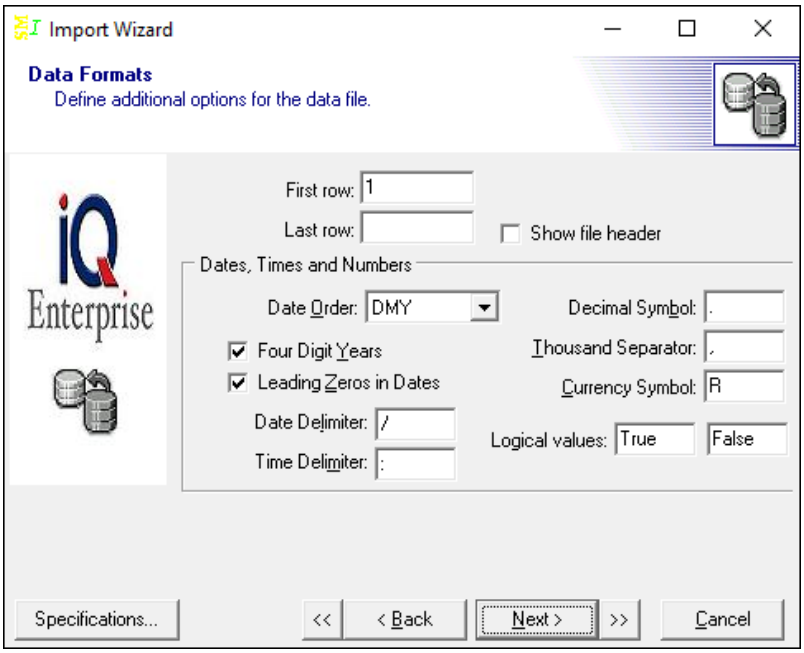
TEXT SETTINGS



DELIMITED	The delimited option is applicable if commas separate the import files' fields.
FIXED WIDTH	The fixed width option is only applicable if the fields in the import file are aligned in columns with spaces between each field.
FIELD DELIMITER	The field delimiter option allows you to specify the type of character that separates the different fields within the import file. In this case, where the file was saved as a .CSV file, the comma option must be selected.
RECORD SEPARATOR	The record separator option allows you to choose how the records for imports are inserted. The following options are available on the drop-down menu next to the field: • CRLF = Character Line Feed • CR = Character Feed • LF = Line Feed **NOTE**: IF the import file is a text or .CSV file, the option must be changed to LF. Click on the Next button at the bottom of the screen to continue with the Import Wizard.

DATA FORMATS

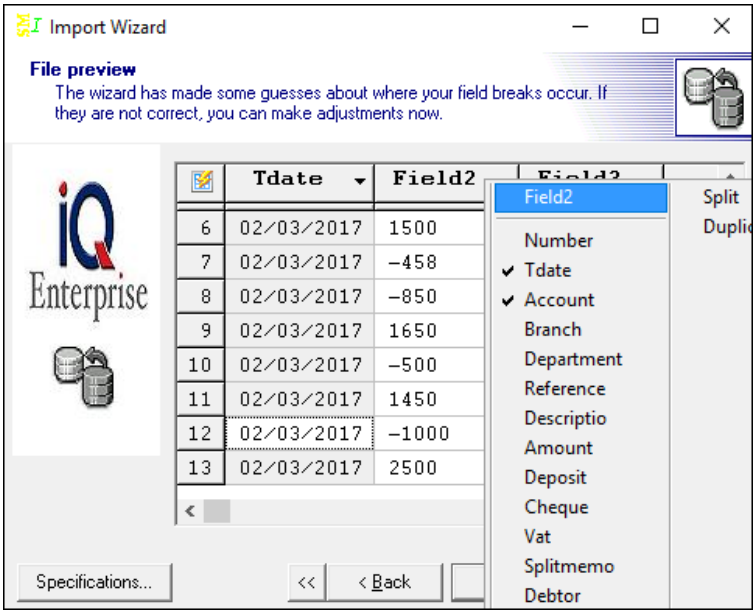
You can now define the additional options for the data import. Ensure that these settings are set correctly; otherwise the import will not work.



FIRST ROW	The first row which is part of the import. In other words, if the import file has headings in, the first row to read might only be row number 2 or 3. You will not count the headings as part of the import.
DATES, TIMES AND NUMBERS	These settings are done to tell the system how the information on the bank statement is displayed and how to read it. The system must be told exactly how to read the date, time and amounts and those settings can be set here. Click on the Next button at the bottom of the screen to continue with the Import Wizard.

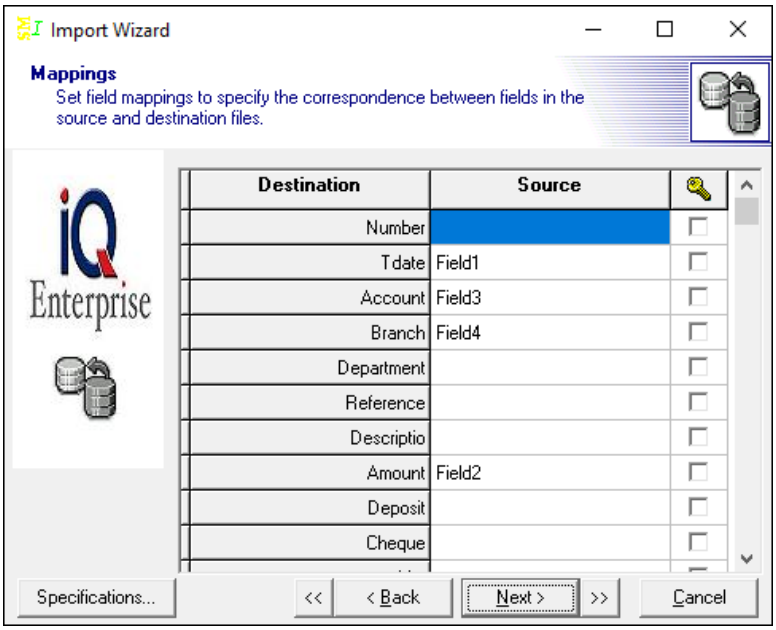
FILE PREVIEW

The file has been selected from the system and the next step is to allocate the correct columns within the import file to the fields used in the Enterprise system. To set the appropriate fields, click on the headers and select the specific fields where the information must be imported to.



The bank import file has now been inserted into a table format, that can be executed by the Enterprise system. From here the system needs to know which of the information in the bank import file must be inserted into which field within the Enterprise database. Click the heading of the column to select the appropriate field. Once completed, select the next option.

MAPPINGS

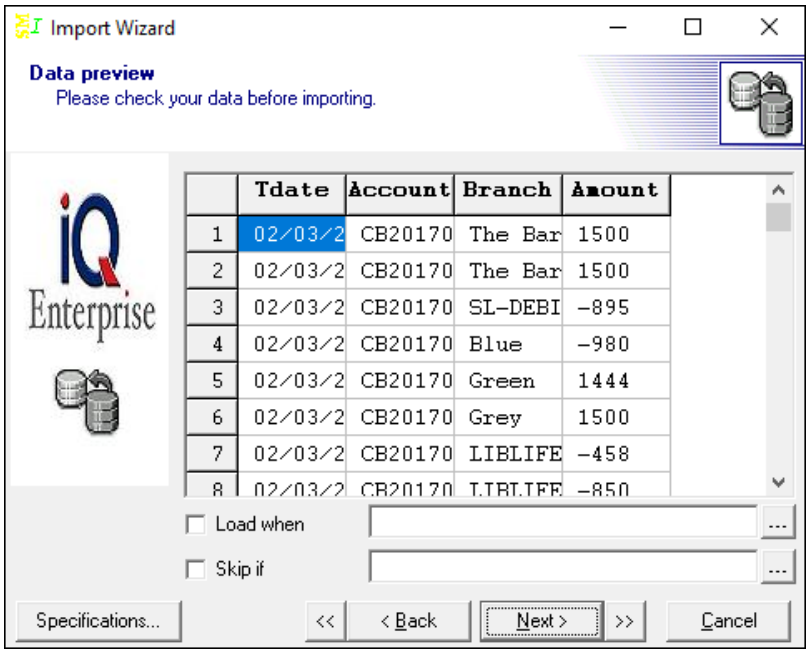


On the Mappings screen the destination and source fields are shown, because the source fields are linked to the appropriate database fields, the system will know where to import the information to.

EXAMPLE: Because the system is told exactly where field1 belongs and because the .CSV import file shows that field1 is the transaction date, this in turn will import the date from our .CSV import file into the Tdate (transaction date) field of the database.

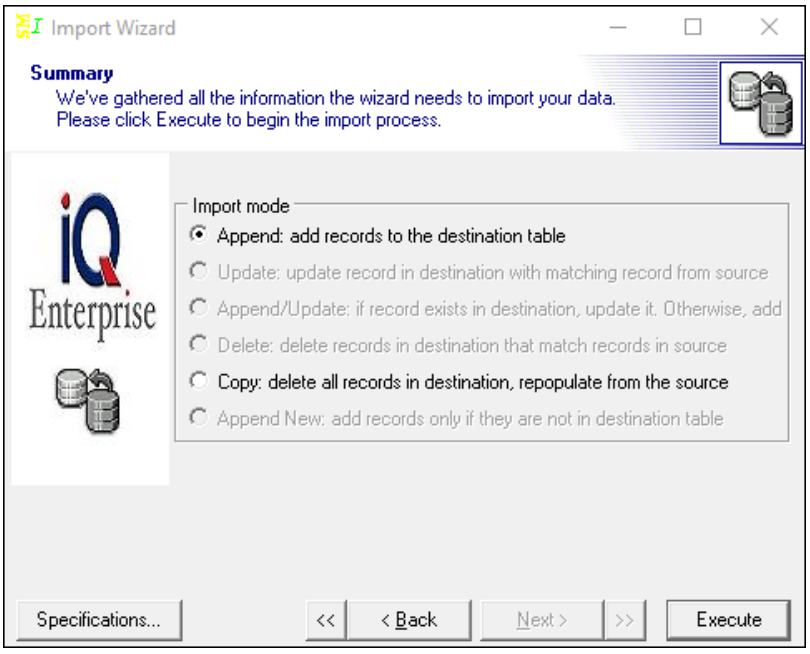
NOTE: The column that is ticked as a “Key” symbol, is processed in the following way: if one had to import debtors for example and the account number is in the import file, then the “Key” option would be utilized.

DATA PREVIEW

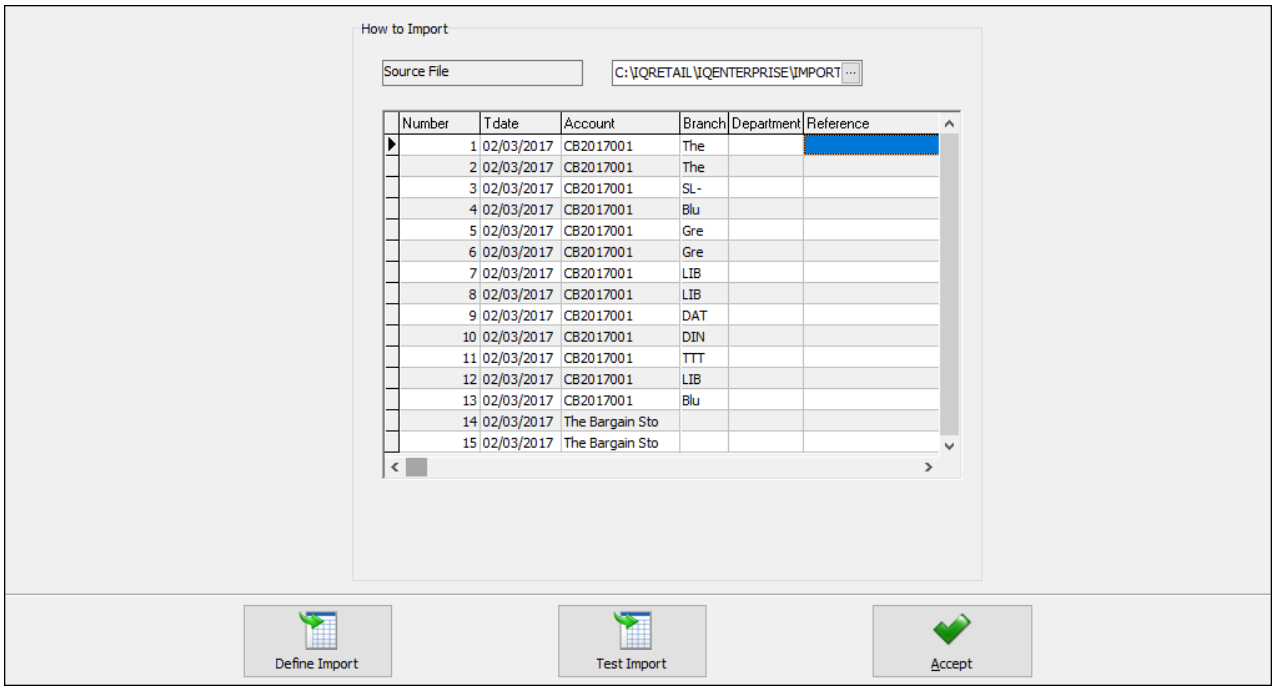


Here, the fields have been mapped accordingly and you can see the result. Select the next option to finalize the bank statement import setup.

SUMMARY



The final step for the import definition wizard, is to select the execute option. Execute will complete the definition of the bank statement import.



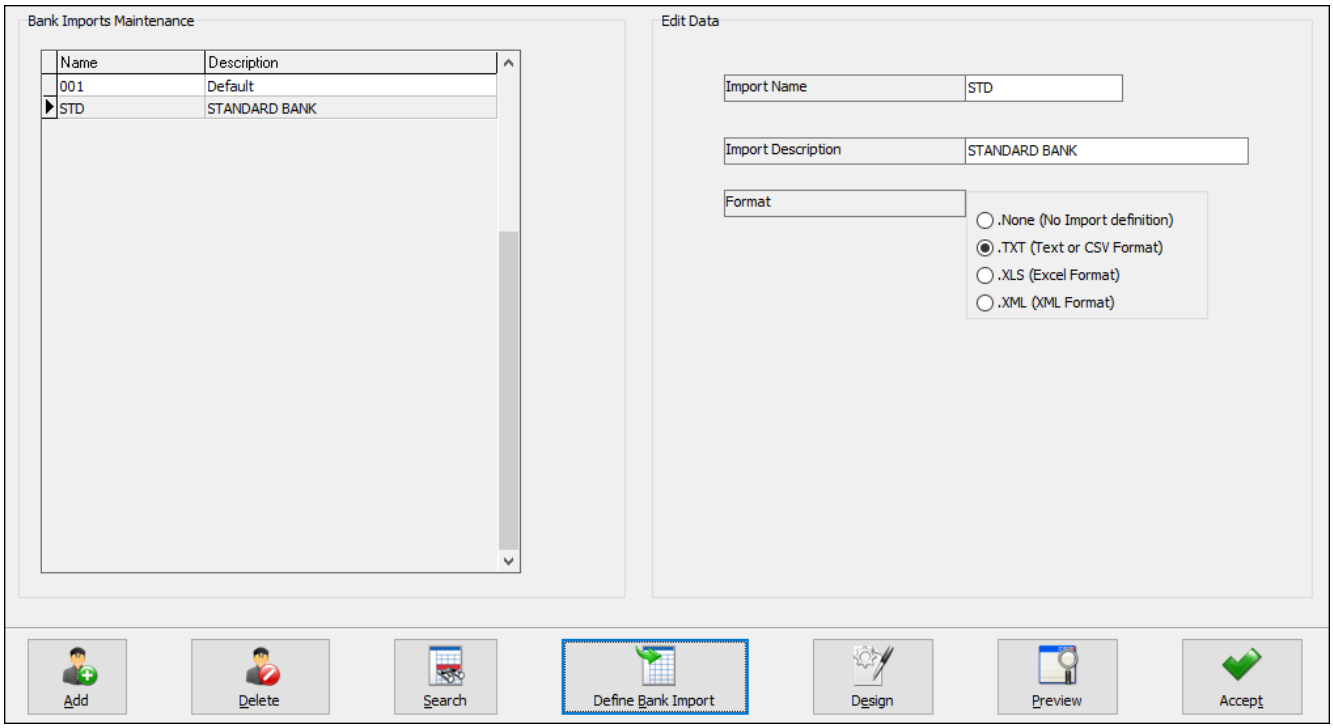
NOTE: The bank statement import file is now completed.

TEST IMPORT

The Test Import option can be selected to test the current imported information. If no errors occur, then the import file is working correctly and the import was successful. If there are error messages that occur, the import is unsuccessful and must be fixed.

ACCEPT

When you are done with the setup or definition of the bank import, the Accept option can be selected to complete and save the bank statement import.



CASHBOOK POSTINGS

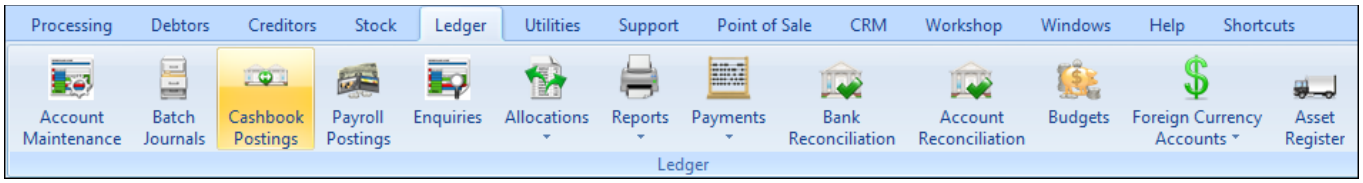
A cashbook is a financial journal that contains all receipts and payments, including bank deposits and withdrawals. A cashbook is regularly reconciled with the bank statements, as an internal auditing measure.

Each month, the bank sends a bank statement, which lists the beginning and ending account balance and transactions that took place throughout the month.

When the cashbook is reconciled, the transactions are compared between the cashbook and the bank statement. Proper adjustments are made to ensure that both accounts report the same amount of cash. Reconciling the bank statement and cashbook allows you to know how much cash the business has available.

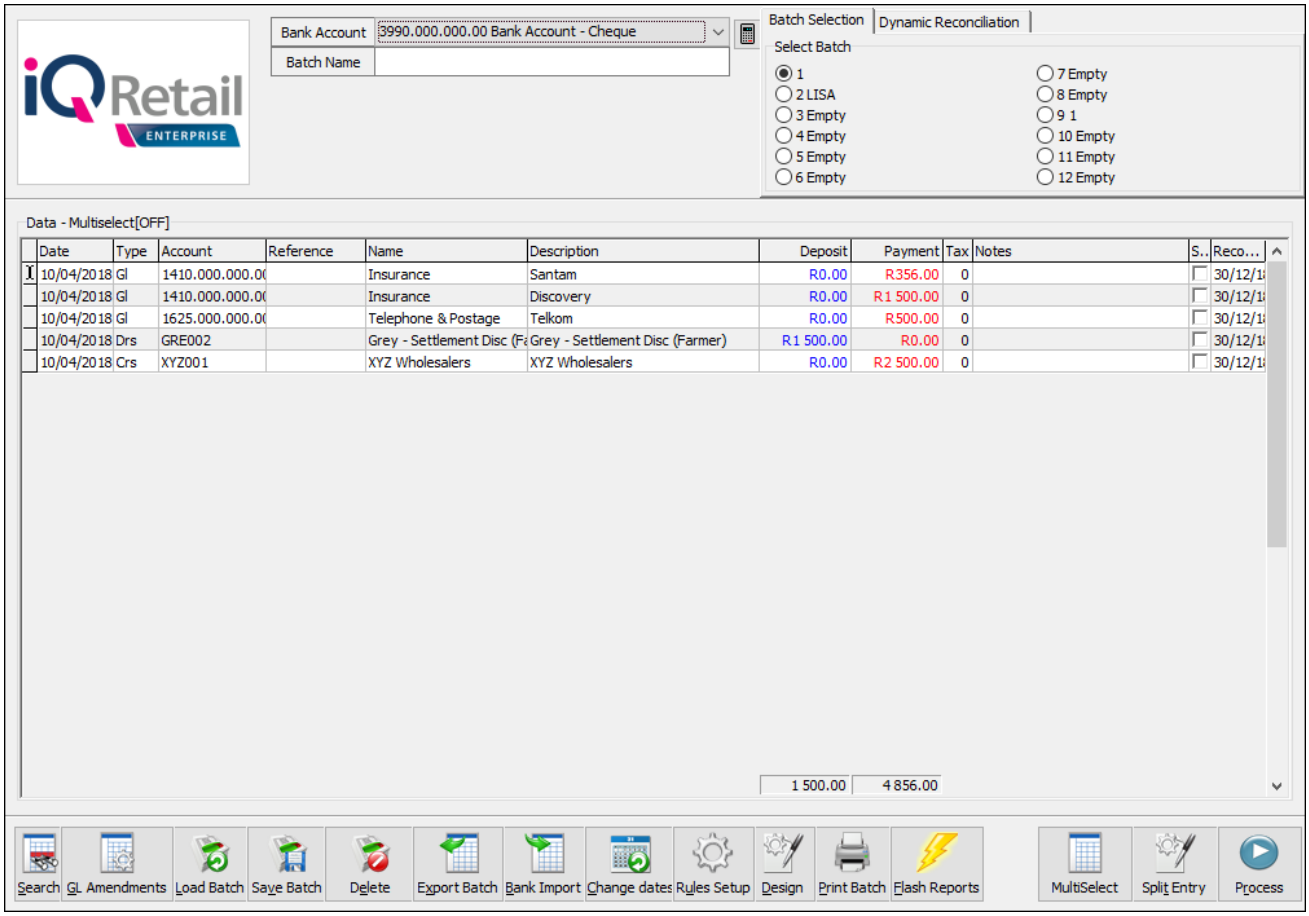
IQ added the option to reconcile the entries as they are added to a cashbook batch. A new field was added to the grid for this purpose.

When the bank statement is imported, you must ensure that no transactions are duplicated. No payments or receipts must be done for the transactions that already appear in the bank statement.

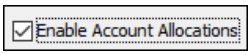


From the IQ main menu → Ledger → Cashbook Postings.

NOTE: The Cashbook Postings are processed in batch format, which allows you to capture the complete cashbook for a period and then process the whole batch at once.



CASHBOOK OPTIONS

BANK ACCOUNT	Select the appropriate bank account from the drop-down menu at the end of the field. Each bank account has its own ledger account and therefore every bank account can be reconciled on its own. This enables you to ensure that each cashbook balances to the appropriate bank statement.
BATCH NAME	The saved batches appear under the Batch selection screen. Once a batch is selected, the name under which the batch was saved, will appear in this field.
ENABLE ACCOUNT ALLOCATIONS	 If this option is enabled, you can allocate debtors receipts and creditors payments directly to selected transactions, once the batch is processed. IQ uses the Open Item posting method. If this option is not enabled (ticked), you will have to do separate debtors and creditors allocations.
ENABLE INCREMENT REFERENCE	If this option is enabled, you can enter a reference to the transaction and the system will automatically increment the reference number for the next line.

BATCH SELECTION

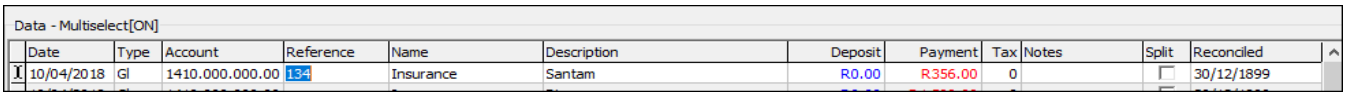
SELECT BATCH	On the top right hand corner of the screen are 12 different cashbook batches listed. Select the batch to be used. If a previous batch has already been used and saved, this batch can be recalled, details amended and / or to process. In other words, this option allows you to work in different batches at any given time.

DYNAMIC RECONCILIATION

After the inclusion of the reconciliation feature in the Cashbook postings, it was necessary to add a view of what the effect of the reconciled records will be, once it is processed. The summary of the Bank Recon module was included into the Cashbook, with a few amendments to assist you in using the new Reconcile feature. It shows the current state of the Bank account, with its closing balance. The new feature of providing a control amount is implemented here. When adding entries to the batch, they will increase the total of cheques and deposits for the current batch. If reconciled, they are used in the calculation to determine the new bank balance after processing the batch.

The refresh button is only available on the Dynamic Reconciliation screen. This option will recalculate all the transactions in the cashbook since the start of the account, to refresh the totals that appear in the Dynamic Recon.

DATA GRID



DATE	Enter the date in the format DDMMYYYY. This date tells the system where in the financial year this transaction is being posted to. The cashbook entries will always be posted to the month as defined by the computer date and the company's financial period starting or ending. It is therefore important to set the computer date to the correct month and to see that the Ledger Closing Dates and Financial year dates are correctly entered (see Utilities → Setup → Company Details → Closing Dates). **NOTE**: The system is a date driven system, transactions will automatically be posted to the date specified.

<table>
<tr><td>TYPE</td><td>The Type field specifies what type of cashbook posting is going to be posted. There are three (3) different types that you may choose from (GL, DRS or CRS).

The GL option allows you to post either a deposit or payment to any of the general ledger accounts. The DRS option allows you to post a debtor receipt, once the DRS option has been selected, to a selected debtors account. The CRS option allows you to post a creditor payment, once the CRS option has been selected, to a selected creditors account.</td></tr>
<tr><td>ACCOUNT</td><td>Enter the account number that the payment (cheque) or the deposit must be allocated to, or use the available search facility (ALT and the down arrow or click on the drop-down button at the end of the field.)</td></tr>
<tr><td>REFERENCE</td><td>Enter the cheque or deposit number in this field. This is a 30-character alphanumeric field.

NOTE: If a numeric value (e.g. 1234) is entered and increment reference is enabled, the number will automatically increment and insert into the reference field of the next line (e.g. 1235).

NOTE: You can press the F8 function key at the beginning of a line, which will duplicate the information of the previous line. You only must enter the amounts for the deposit or payment.</td></tr>
<tr><td>NAME</td><td>This field will default to either the ‘allocated’ account description or the name of the debtor or creditor, whose account was selected in the account field. The name can’t be edited.</td></tr>
<tr><td>DESCRIPTION</td><td>This field will default to either the ‘allocated’ account description or the name of the debtor or creditor, whose account was selected in the account field. Edit this field if required and enter a more descriptive and meaningful description.</td></tr>
<tr><td>DEPOSIT</td><td>Enter the full amount inclusive of VAT under the deposit column.

Deposits represent the entries that show the money coming into the bank account, in other words if will increase the cashbook or bank account.
<table>
<tr><td colspan="2">Cashbook / Bank</td></tr>
<tr><td>Debit +</td><td>Credit -</td></tr>
<tr><td>1,000</td><td></td></tr>
<tr><td colspan="2">Debtor’s Account</td></tr>
<tr><td>Debit +</td><td>Credit -</td></tr>
<tr><td></td><td>1,000</td></tr>
</table>
</td></tr>
</table>

PAYMENT

Enter the full amount inclusive of VAT under the payment column.

Payments represent the entries that show the money going out of the bank account, in other words payments will decrease the cashbook or bank account.

Cashbook / Bank	
Debit +	Credit -
	1,000
	500
Creditor's Account	
Debit -	Credit +
1,000	
Advertising	
Debit +	Credit -
500	

TAX

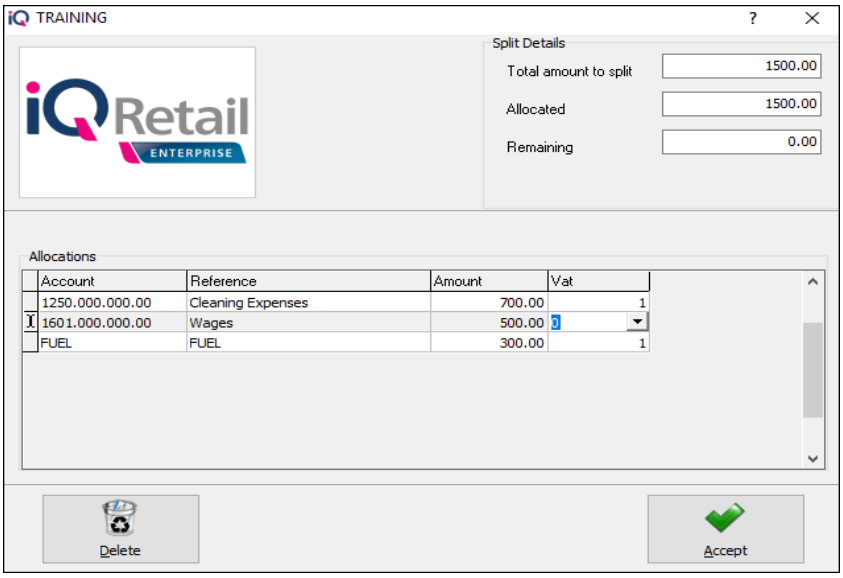
Enter the VAT rate applicable to the transaction into this field. The applicable rate can be selected from the drop-down menu next to the field. The appropriate VAT rate for the ledger account should automatically appear, as each account is setup to link to a VAT rate.

NOTES

The Notes field allows you to enter any additional information regarding the transaction. These notes can be printed at a later stage.

SPLIT

The Split option is only available on the General Ledger accounts. It allows you to split a transaction to more than one ledger account.

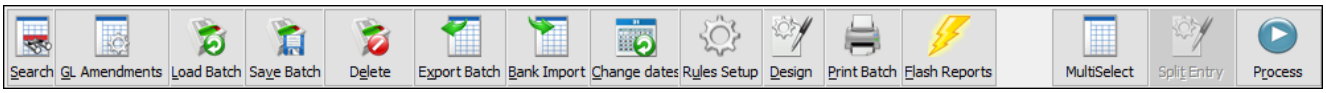


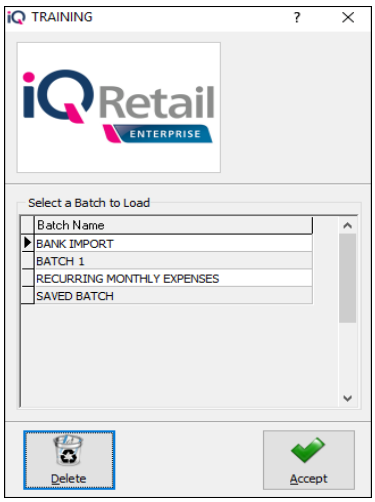
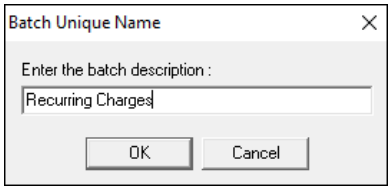
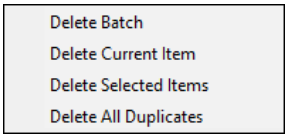
The Cash Book Split Entry screen will appear, when you have ticked the box to split the entry, or when you select the transaction from the cashbook grid and click on the Split Entry button at the bottom right of the screen.

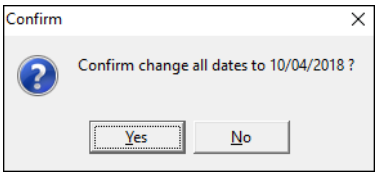
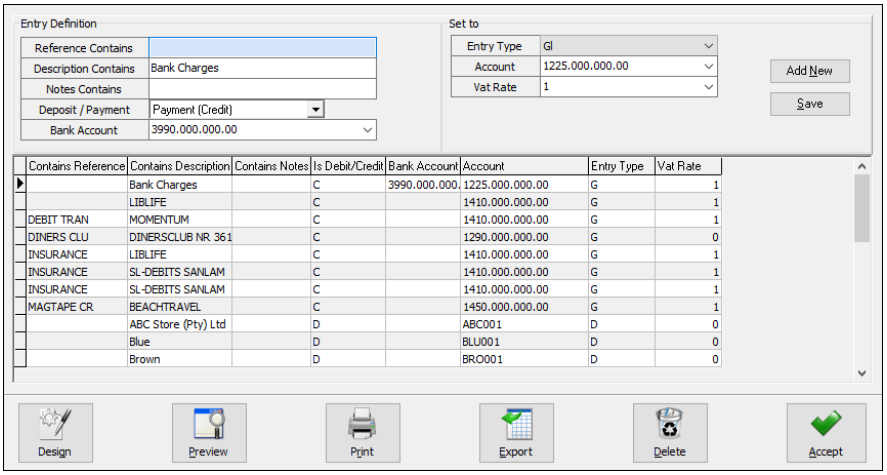
You are then allowed to split the amount to more than one ledger account, until the remaining amount is zero.

	NOTE: You can't exit or close the Split Entry screen unless the whole amount is split and allocated. **NOTE**: Split is not available on the Debtors or Creditors transactions, only the Ledger accounts.
RECONCILED	The Reconciled option allows you to reconcile a transaction as soon as the line is entered. Use the **F9** function key on the keyboard to toggle the transaction to be reconciled, or to un-reconcile the transaction.

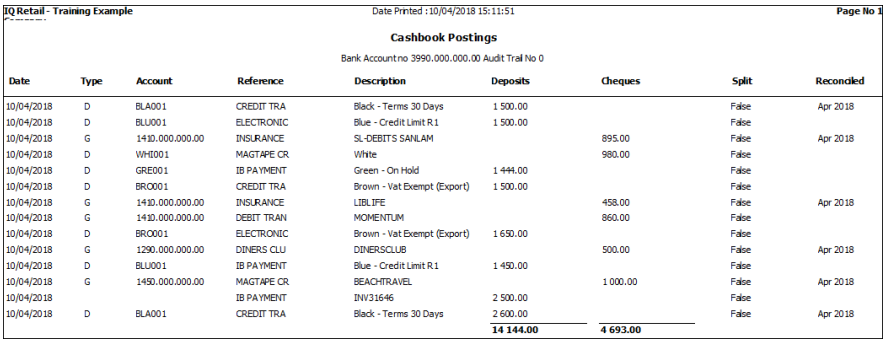
BUTTON FUNCTIONALITY



SEARCH	The search option allows you to search for any information regarding the ledger cashbook that is displayed on the screen.
GL AMENDMENTS	The GL Amendments option allows you to add or edit General Ledger accounts.
LOAD BATCH	The load batch option allows you to load any cashbook batch that has been saved. Select the batch and click on Accept. 
SAVE BATCH	The save batch option allows you to save any cashbook batch. This option is very useful if you needs to save a batch that will be re-used on a regular basis. In other words, a template of the transactions is saved, which can be used over and over. 
DELETE	The Delete option allows you to delete transactions from the batch that is displayed on the screen. There are four (4) methods of deleting information:  **DELETE BATCH** The Delete Batch option allows you to delete the whole batch and start over or to load another batch.

	DELETE CURRENT ITEM The Delete Current Item option allows you to delete only the current highlighted item from the batch. Select the item by highlighting it and then selecting this option from the Delete button at the bottom of the screen. **DELETE SELECTED ITEMS** The Delete Selected Items option allows you to select a few transactions and to delete only the selected items from the batch. **DELETE ALL DUPLICATES** The Delete All Duplicates option allows you to delete all the duplicated transactions.
EXPORT BATCH	Select the Export Batch option to export the current information displayed on the screen, into any of the following formats (.CSV, TXT, HTML, XML and XLS (Excel)).
BANK IMPORT	The Bank Import option allows you to import the bank statement once it has been setup correctly.
CHANGE DATES	The change dates option allows you to change all the dates within the cashbook posting screen, to a selected date. In other words, if the change dates option is selected, the system will change all the dates on the current cashbook postings displayed on the screen to the last date or the date that is currently highlighted. **NOTE**: This option is to be used with the reloading of a saved batch. The saved batch can be loaded and then you must change the dates to the current month. **NOTE**: You need to change the date on the first line of the imported batch to the appropriate date. If you then select the Change Dates option, the system will prompt you to change all the dates in the batch to the selected date. 
RULES SETUP	You can Setup rules on the cashbook postings. If the bank statement is imported and the Reference, Description or Notes contain specific words or information, the system can be set to automatically write these entries to specific accounts. **SETUP F6 (CASHBOOK RULES)**  **RUN F7** The Run Rules function key (**F7**) on the keyboard, allows you to automatically allocate the setup accounts to the entries in the cashbook.

DESIGN	The Design option allows you to modify the Cashbook Postings report layout.
PRINT BATCH	The print batch option allows you to print the existing (current) batch as it is entered on the grid, before the batch is processed. Printing the batch before it's processed helps to see what is going to happen when the batch is processed.
FLASH REPORTS	The Flash Reports option allows you to draw a quick flash report that has been setup specific to Cashbook Postings. This makes it easy if you need to see previous processed information quickly.
MULTISELECT	The Multiselect feature is available to reconcile and delete transactions from the Cashbook Postings screen. The Multiselect feature is enabled by clicking the Multiselect button at the bottom of the screen. You then selects multiple records by holding the Ctrl button on the keyboard and clicking on the records that need to be reconciled or deleted. The feature is turned off by again clicking the button or by reconciling or deleting the transactions.

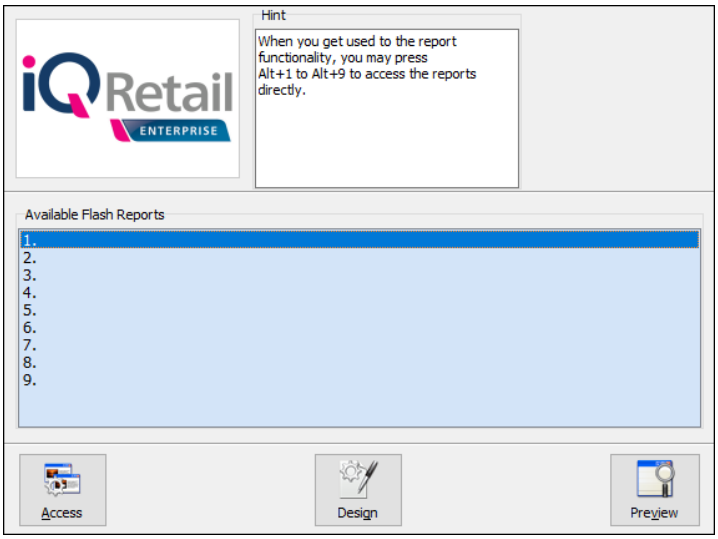


IQ Retail - Training Example — Date Printed : 10/04/2018 15:11:51 — Page No 1

Cashbook Postings

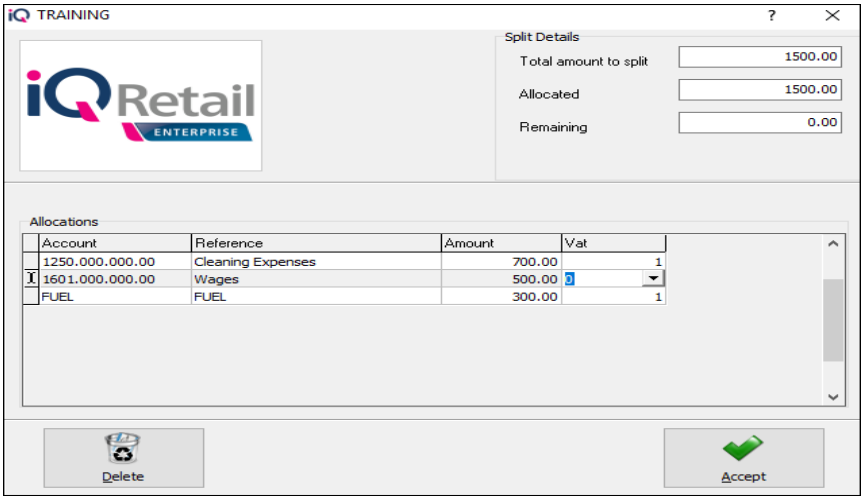
Bank Account no 3990.000.000.00 Audit Trail No 0

Date	Type	Account	Reference	Description	Deposits	Cheques	Split	Reconciled
10/04/2018	D	BLA001	CREDIT TRA	Black - Terms 30 Days	1 500.00		False	Apr 2018
10/04/2018	D	BLU001	ELECTRONIC	Blue - Credit Limit R1	1 500.00		False	
10/04/2018	G	1410.000.000.00	INSURANCE	SL-DEBITS SANLAM		895.00	False	Apr 2018
10/04/2018	D	WHI001	MAGTAPE CR	White		980.00	False	
10/04/2018	D	GRE001	IB PAYMENT	Green - On Hold	1 444.00		False	
10/04/2018	D	BRO001	CREDIT TRA	Brown - Vat Exempt (Export)	1 500.00		False	
10/04/2018	G	1410.000.000.00	INSURANCE	LIBLIFE		458.00	False	Apr 2018
10/04/2018	G	1410.000.000.00	DEBIT TRAN	MOMENTUM		860.00	False	
10/04/2018	D	BRO001	ELECTRONIC	Brown - Vat Exempt (Export)	1 650.00		False	
10/04/2018	G	1290.000.000.00	DINERS CLU	DINERSCLUB		500.00	False	Apr 2018
10/04/2018	D	BLU001	IB PAYMENT	Blue - Credit Limit R1	1 450.00		False	
10/04/2018	G	1450.000.000.00	MAGTAPE CR	BEACHTRAVEL		1 000.00	False	Apr 2018
10/04/2018			IB PAYMENT	INV31646	2 500.00		False	
10/04/2018	D	BLA001	CREDIT TRA	Black - Terms 30 Days	2 600.00		False	Apr 2018
					14 144.00	**4 693.00**		



SPLIT ENTRY

The Split option is only available on the General Ledger accounts. It allows you to split a transaction to more than one ledger account.



The Cash Book Split Entry screen will appear, when you have ticked the box to split the entry, or when you select the transaction from the cashbook grid and click on the Split Entry button at the bottom right of the screen.

You are then allowed to split the amount to more than one ledger account, until the remaining amount is zero.

NOTE: You can't exit or close the Split Entry screen unless the whole amount is split and allocated.

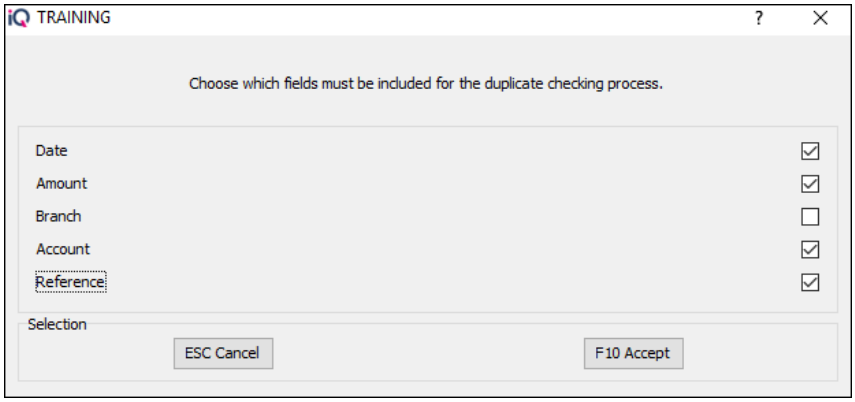
NOTE: Split is not available on the Debtors or Creditors transactions, only the Ledger accounts.

PROCESS

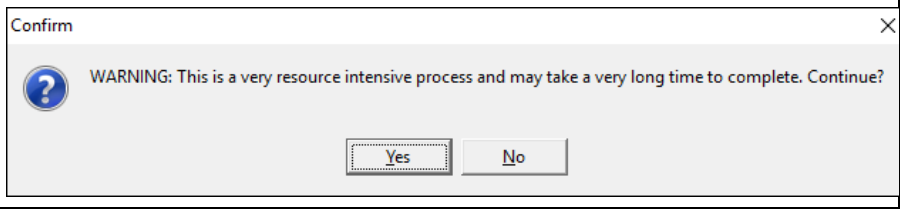
The Process option allows you to process part of or the whole batch. It also allows you to reconcile the entries that are processed.

CHECK FOR DUPLICATES

Once the Check for Duplicates option is selected, you will choose the parameters for the duplicate check. It is recommended that this is made as specific as possible, otherwise false positives may occur.

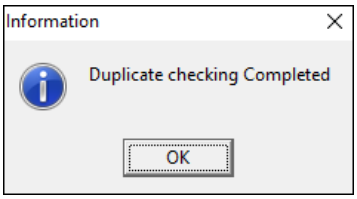


It is important to note that this option can be a very resource intensive process. You will be notified of this and asked to confirm to start this process after pressing the Yes option.



The IQ system will check if there are any duplicates within the current batch (based on the selected parameters). If there are duplicates, BOTH records will be highlighted in blue.

IQ will also check the Ledger for all the dates found in the current batch. If there are duplicates found between postings already done on any of those days and the current batch, the entry in the batch will be highlighted in a lighter blue.



Duplicates already processed can't be picked up by this process. Only the current batch can be changed.

After all the duplicates have been identified, you can choose to delete them manually, or use the feature "Delete all Duplicates" under the Delete menu. The Delete All Duplicates option deletes only **ONE** of the two duplicates, if they are found in the current batch.

RECONCILIATION

You now have the option to reconcile entries as they are added to a cashbook batch. There are a few ways to mark the entries as reconciled: Reconcile a selected item, reconcile all the entries in the batch or reconcile only the selected items.

As the reconciliation is a toggle function, all the reconcile options can be reversed (un-reconciled).

- **RECONCILE THIS ITEM (F9)**

  The Reconcile This Item option allows you to mark only the selected item as reconciled.

- **RECONCILE ALL**

  The Reconcile All option allows you to mark all the entries on the current cashbook as reconciled.

- **RECONCILE SELECTED ITEMS**

  The Reconcile Selected Items option allows you to select a few entries (by clicking on the Multiselect button and then holding the CTRL key on the keyboard and clicking on entries) and reconcile them.

- **UN-RECONCILE THIS ITEM (F9)**

  The Un-reconcile This Item option allows you to mark only the selected item as un-reconciled.

- **UN-RECONCILE ALL**

  The Un-reconcile All option allows you to mark all the entries as un-reconciled.

- **UN-RECONCILE SELECTED ITEMS**

  The Un-reconcile Selected Items option allows you to mark all the selected items as reconciled.

PROCESS BATCH AND RECONCILE ALL

The Process Batch and Reconcile All option allows you to process all the cashbook entries on the batch and to reconcile them all.

	PROCESS BATCH The Process Batch option allows you to Process the batch and to reconcile it at a later stage. Once the batch is processed, it will be removed from the available batches and influence the correct ledger accounts.

HOW TO RECONCILE THE CASHBOOK ACCOUNT?

- Get the bank statement from the bank and / or import it into the IQ system.
- Check off in the Cashbook transactions for the period, all the payments that are listed on the bank statement as having cleared the bank.
- Check off in the Cashbook transactions for the period, all the deposits that are listed on the bank statement as having cleared the bank.
- Enter all the transactions appearing on the bank statement and which have not been recorded in the company's cashbook records.
- Enter the closing balance on the bank statement into the Dynamic Reconciliation field "Bank Statement Bal Actual". If the cashbook and bank statement balances match, then process and reconcile the changes recorded.
- If there is a difference on the balances (this might be due to an incorrect or duplicated entry) – don't process or reconcile the entries on the cashbook. The incorrect entry or duplicated entry must first be corrected, before the cashbook can be reconciled.

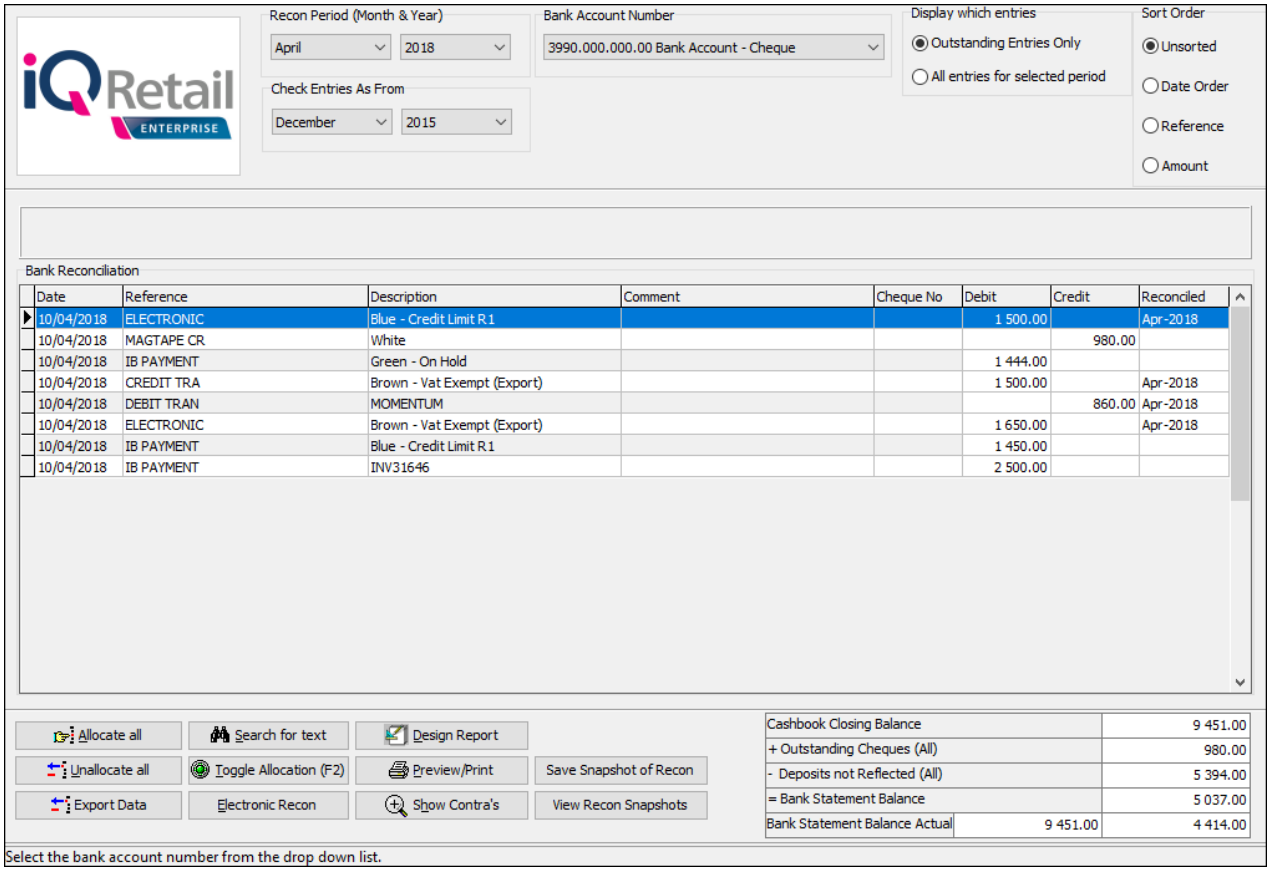
HOW TO CORRECT AN INCORRECT CASHBOOK ENTRY?

To correct an incorrect entry on the cashbook, reverse the transaction and redo the correct transaction.

The reversed entry and the incorrect entry can then be reconciled and the correct entry can be reconciled to the bank statement entry.

BANK RECONCILIATION

IQ added the option to enter the balance of the actual bank statement in the summary section of the Bank Recon module. The bank statement balance calculated by IQ is subtracted from this control amount that is entered by you and the difference will be displayed next to the control amount. These values will also display on the report where applicable. If the difference between the IQ calculated bank statement balance and the control amount is zero (0), they reconcile.

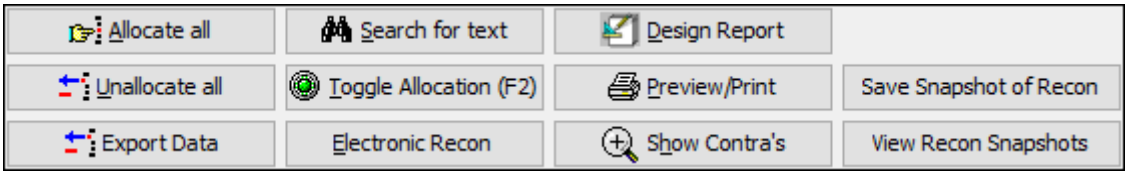


RECON PERIOD (MONTH & YEAR)	The Recon Period allows you to select which month in the year to reconcile.
CHECK ENTRIES AS FROM	The Check Entries As From option allows you to select the period to appear on the Bank Recon screen.
BANK ACCOUNT NUMBER	The Bank Account Number option allows you to select the Bank account that needs to be reconciled.
DISPLAY WHICH ENTRIES	The Display Which Entries option allows you to select which entries should appear on the Bank Recon screen. **OUTSTANDING ENTRIES ONLY** The Outstanding Entries Only option will allow you to see only the entries which have not yet been Reconciled. **ALL ENTRIES FOR SELECTED PERIOD** The All Entries For Selected Period allows you to see all the entries in the Bank account for the selected period.
SORT ORDER	The Sort Order option allows you to change the sequence in which the entries appear on the Bank Reconciliation screen.

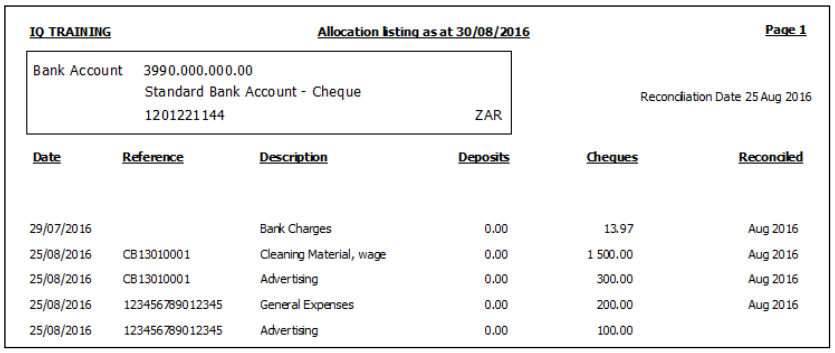
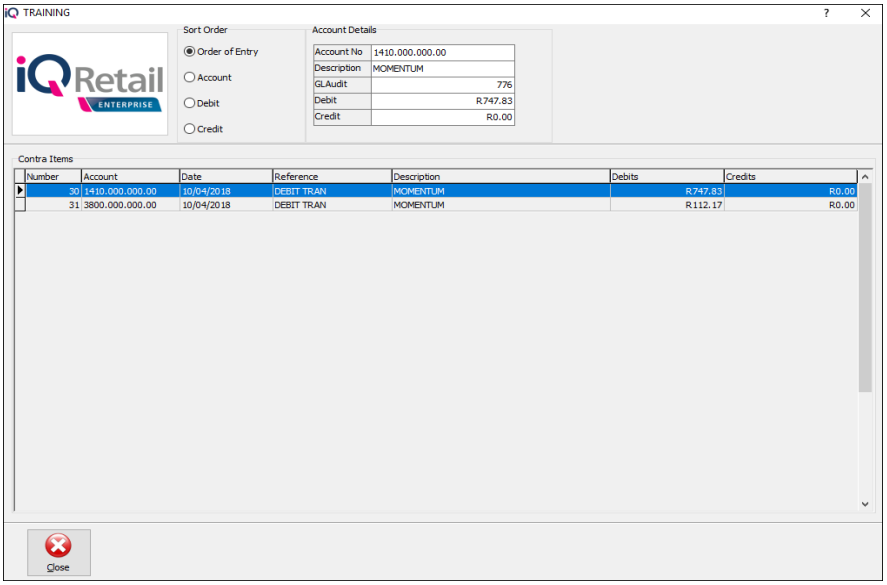
BANK RECONCILIATION

DATE	The Date that the entry was processed in the cashbook.
REFERENCE	The Reference number of the Cashbook entry.
DESCRIPTION	The Description of the entry in the Cashbook.
COMMENT	If a comment was entered on the cashbook entry, it would appear in this column.
CHEQUE NO	If a cheque was issued for the payment, the Cheque Number would appear in this column.
DEBIT/CREDIT	The Total Amount of the transaction.
RECONCILED	Double click with the mouse on an entry or press the F2 function key on the keyboard to reconcile the selected transaction, the month and year of the Recon Period will appear for each reconciled entry

BUTTON FUNCTIONALITY



ALLOCATE ALL	The Allocate All option allows you to Allocate or Reconcile all the entries on the Bank Reconciliation. The Recon Period will appear on each transaction entry.
UN-ALLOCATE ALL	The Un-Allocate All option allows you to Un-allocate or Un-reconcile all the entries on the Bank Reconciliation. The Recon Period will be removed from each transaction entry.
EXPORT DATA	Select the Export Data option to export the current information displayed on the grid, into any of the following formats (.CSV, TXT, HTML, XML and XLS (Excel)).
SEARCH FOR TEXT	The Search For Text option allows you to search for specific text on the Bank Reconciliation Screen.
TOGGLE ALLOCATION (F2)	Click on this button, press the **F2** function key on the keyboard or double click with the mouse on a selected transaction to allocate or reconcile the entry. The same options can be used to un-reconcile or un-allocate the selected entry.
ELECTRONIC RECON	The Electronic Recon allows you to compare the transactions that have already been reconciled, to the newly imported bank statement for the period. See Page 27 for an explanation of the Electronic Recon.
DESIGN REPORT	The Design Report option allows you to design or edit the Bank Reconciliation Report.

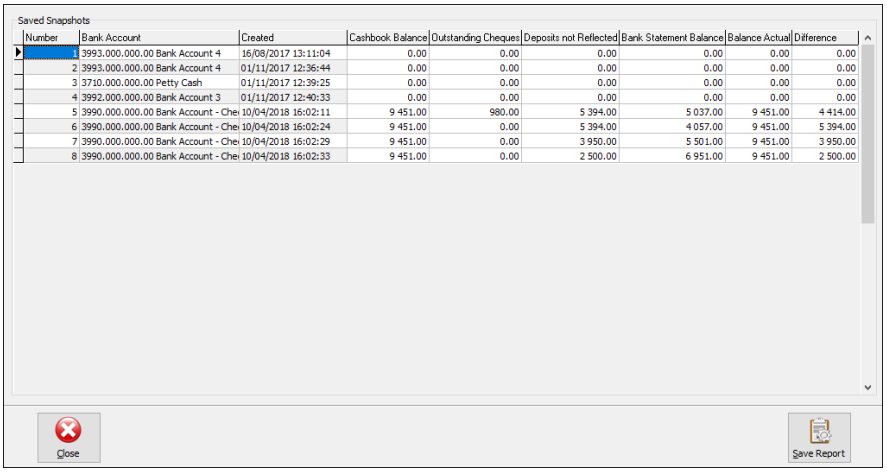
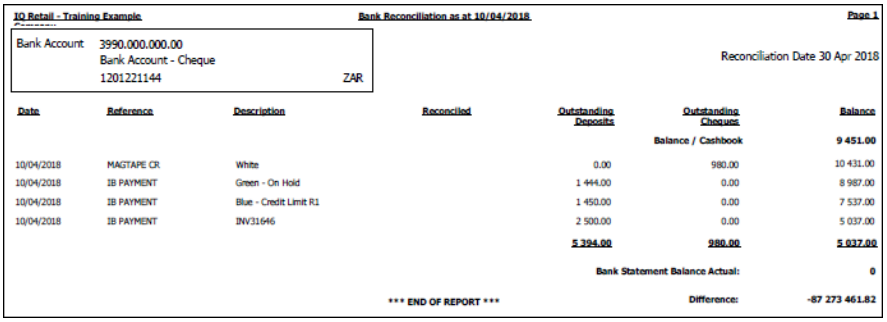
PREVIEW/PRINT	The Preview/Print option allows you to preview or print the Bank Reconciliation.  **SUGGESTION**: If the bank reconciliation is completed at the end of the month, it is suggested to print the bank reconciliation report and file it. This gives auditors ready access to the information if they want to examine the reconciliations later.
SHOW CONTRA'S	 The Show Contra's option allows you to see the contra accounts, in other words the other leg of the cashbook entry.
SAVE SNAPSHOT OF RECON	The Save Snapshot of Recon option allows you to save a snapshot of the bank recon as it is now. A new feature which was added to the Bank Recon screen, is that you can save a snapshot of the current state of the Bank Recon screen. The following values are saved to the table when pressing the "Save Snapshot of Recon" button: • Date/Time • Cashbook Balance • Outstanding cheques • Outstanding Deposits • Bank Statement Balance (Calculated by IQ) • Captured Bank Statement balance • Difference (Between two values above) • Generated Report (in a BLOB field)

IQ TRAINING — Allocation listing as at 30/08/2016 — Page 1

Bank Account 3990.000.000.00
Standard Bank Account - Cheque
1201221144 ZAR

Reconciliation Date 25 Aug 2016

Date	Reference	Description	Deposits	Cheques	Reconciled
29/07/2016		Bank Charges	0.00	13.97	Aug 2016
25/08/2016	CB13010001	Cleaning Material, wage	0.00	1 500.00	Aug 2016
25/08/2016	CB13010001	Advertising	0.00	300.00	Aug 2016
25/08/2016	123456789012345	General Expenses	0.00	200.00	Aug 2016
25/08/2016	123456789012345	Advertising	0.00	100.00	

VIEW RECON SNAPSHOTS	 When pressing the View Recon Snapshots button, a new screen will appear with a grid listing all previous saved snapshots. You can highlight a record and press the Save Report button, which will generate PDF of the report as it was saved. Example of Snapshot Preview of Bank Reconciliation through Cashbook postings:  The report as seen above will be the report that would appear if you pressed the Preview/Print button at the time of Pressing the Save Snapshot button.

BANK RECON SUMMARY

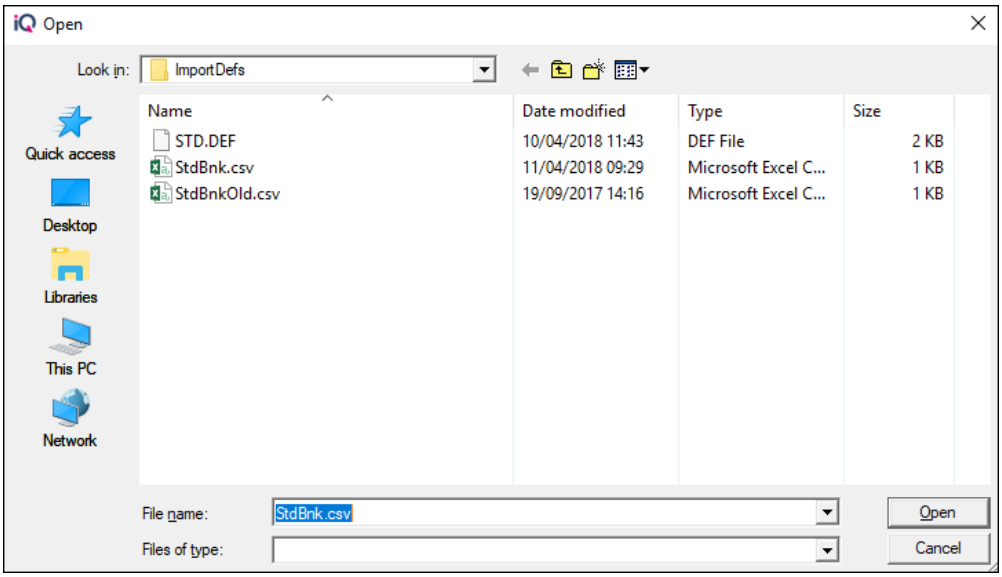
Cashbook Closing Balance		9 451.00
+ Outstanding Cheques (All)		1 840.00
- Deposits not Reflected (All)		2 500.00
= Bank Statement Balance		8 791.00
Bank Statement Balance Actual	9 451.00	660.00

CASHBOOK CLOSING BALANCE	The Cashbook closing Balance reflects the balance of the Cashbook after the previous reconciliation was done.
+OUTSTANDING CHEQUES (ALL)	The Outstanding Cheques reflects the total of all the cheques or payments that have not yet been reconciled.
-DEPOSITS NOT REFLECTED (ALL)	The Deposits Not Reflected shows the total of all the deposits or receipts that have not yet been reconciled.
=BANK STATEMENT BALANCE	The Bank Statement Balance reflected is the balance calculated by the system after all the un-reconciled transactions have been considered.
BANK STATEMENT BALANCE ACTUAL	The Bank Statement Balance Actual is the balance (control) you will enter in this field. This would be the balance as it appears on the bank statement. Next to the Bank Statement Balance Actual you will see the difference between the system calculated cashbook balance and the bank statement balance as entered by you. This amount will then be the amount which still needs to be entered the cashbook until the difference reflected is zero.

ELECTRONIC RECON

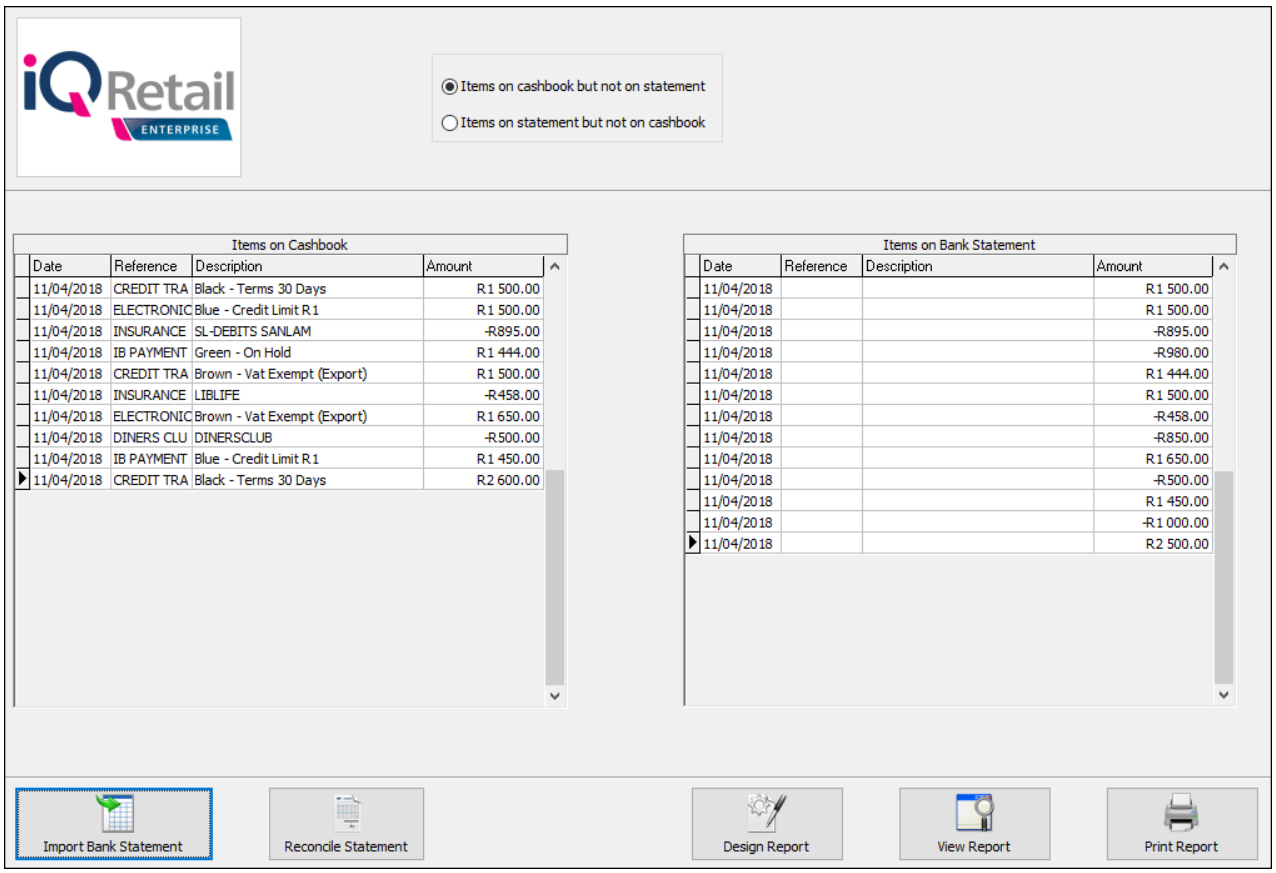
The Electronic Recon allows you to compare the transactions that have already been reconciled, to the newly imported bank statement for the period.

Once the Electronic Recon option has been selected, you must import the latest bank statement into the system. The Electronic Reconciliation screen will appear, with an “Import Bank Statement” button. You must select the latest bank statement from where it is saved, to import it.



The following data will appear on the Electronic Reconciliation screen:

- Items on the Cashbook in the table on the left.
- Items on the Bank Statement in the table on the right.

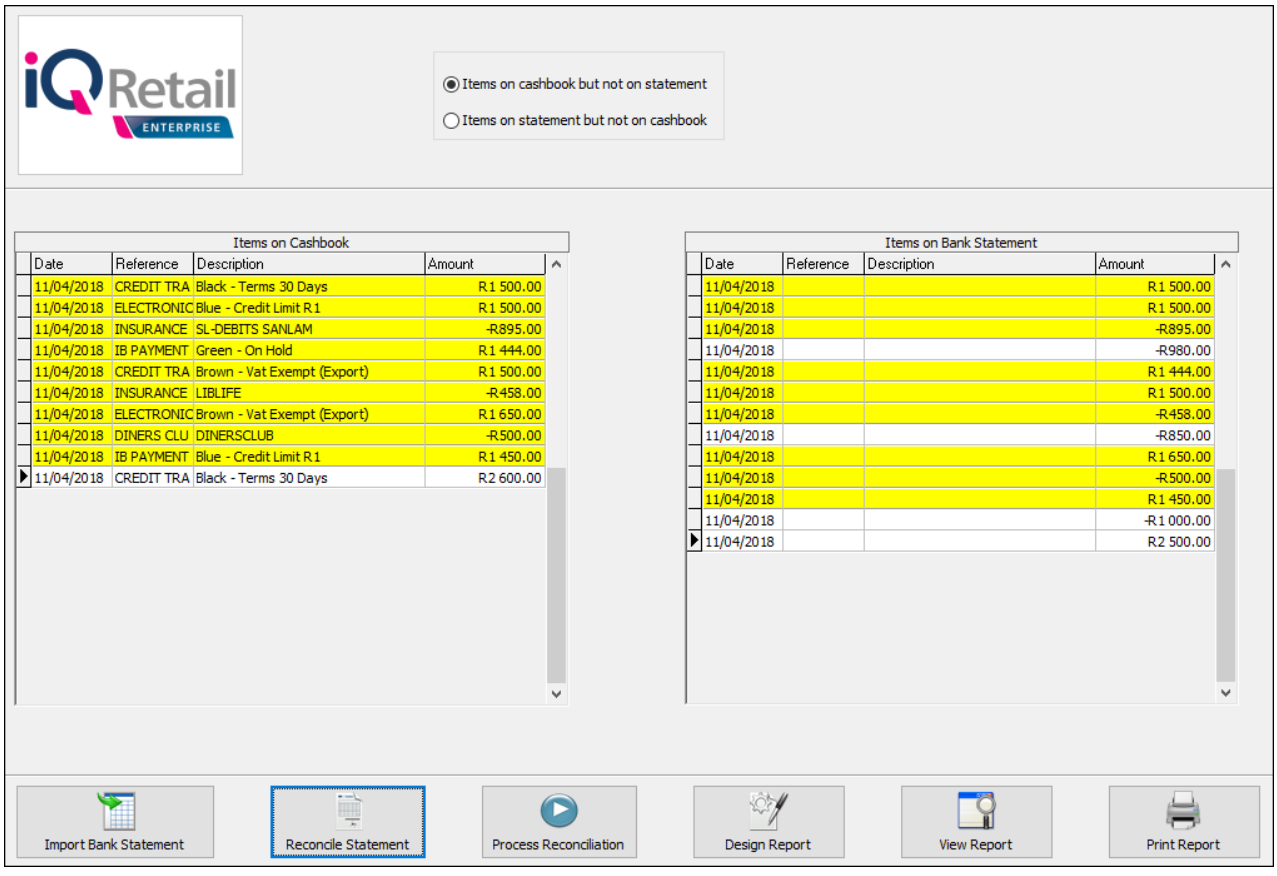


There are two (2) options you can select from, to identify what information you want to preview or print:

- Items on cashbook but not on statement
- Items on Statement but not on cashbook

BUTTON FUNCTIONALITY

IMPORT BANK STATEMENT	The Import Bank Statement option allows you to import the latest bank statement.
RECONCILE STATEMENT	The Reconcile Statement option allows you to link the reconciled items from the cashbook to the items on the bank statement. All reconciled transactions will be highlighted in yellow. The transactions that are not highlighted, will be the transactions that are not on the bank statement (if they appear in the cashbook) or the transactions that are not in the cashbook (if they appear in the Bank Statement).



PROCESS RECONCILIATION	Once you are happy that everything is correct, the Process Reconciliation button will update the Bank Reconciliation data.
DESIGN REPORT	The Design Report option allows you to design or edit the existing Electronic Reconciliation report.

VIEW REPORT	The View Report option allows you to view the two reports, as selected on the top of the screen, either the Items on Cashbook not on Bank Statement or the Items on Bank Statement not on the Cashbook.
PRINT REPORT	The Print Report option allows you to print the selected Bank Reconciliation report.

IQ TRAINING — Bank Reconciliation — 20/09/2016

Items on cashbook but not on bank statement

Bank Account 3990.000.000.00

Start Date 08 Sep 2016 End Date 16 Sep 2016

Date	Reference	Description	Amount
16/09/2016	IB PAYMENT	Green - On Hold	1 444.00
16/09/2016	CREDIT TRA	Brown - Vat Exempt (Export)	1 500.00
16/09/2016	DEBIT TRAN	MOMENTUM	-860.00

IQ TRAINING — Bank Reconciliation — 20/09/2016

Items on bank statement but not on cashbook

Bank Account 3990.000.000.00

Start Date 08 Sep 2016 End Date 16 Sep 2016

Date	Reference	Description	Amount
14/09/2016	CB20160700	LIBLIFE	-850.00
16/09/2016	CB20160701	LIBLIFE	-1 000.00
16/09/2016	CB20160701	INV31646	2 500.00

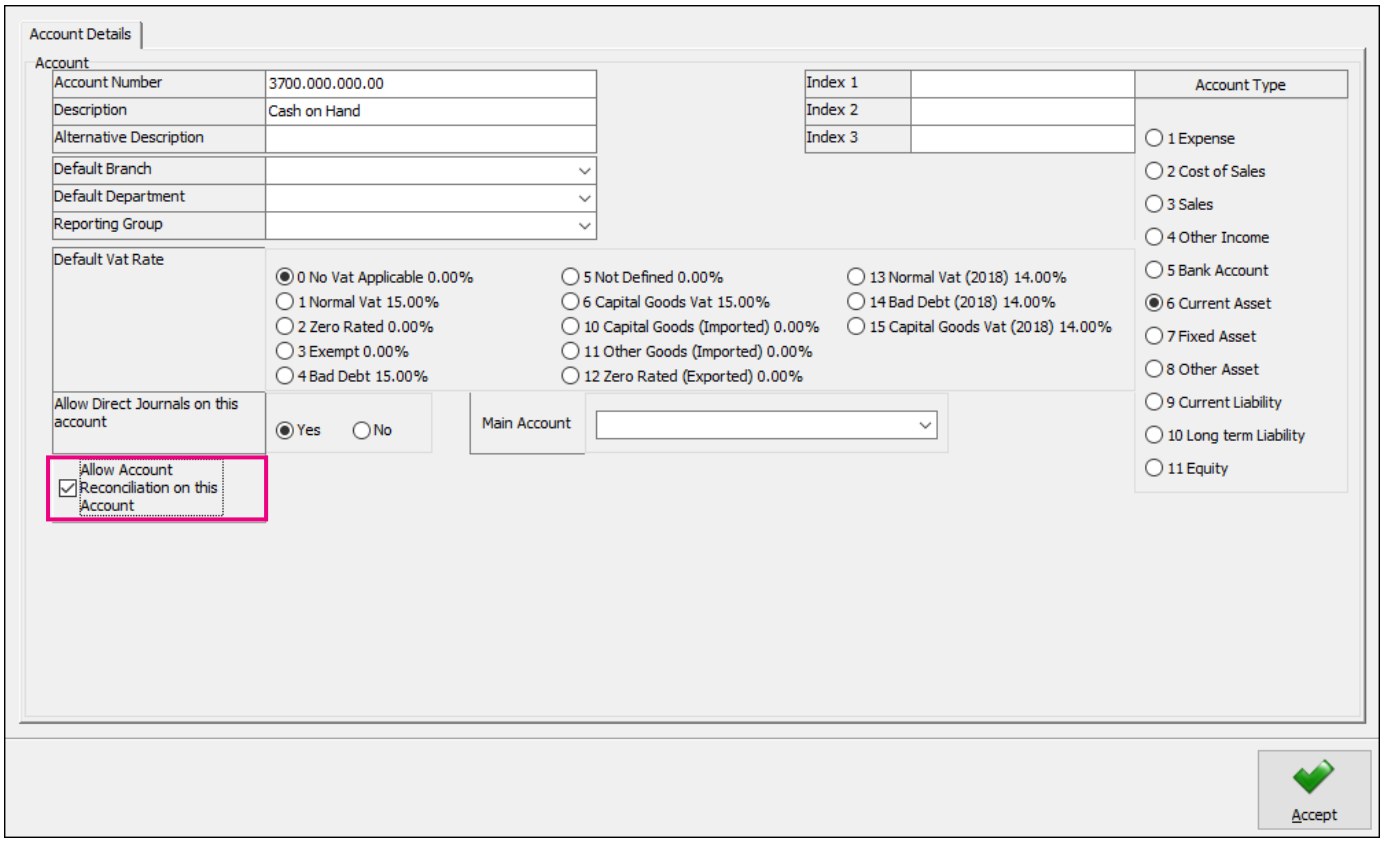
ACCOUNT RECONCILIATION

IQ added a new module that allows you to reconcile individual ledger accounts.

SETUP

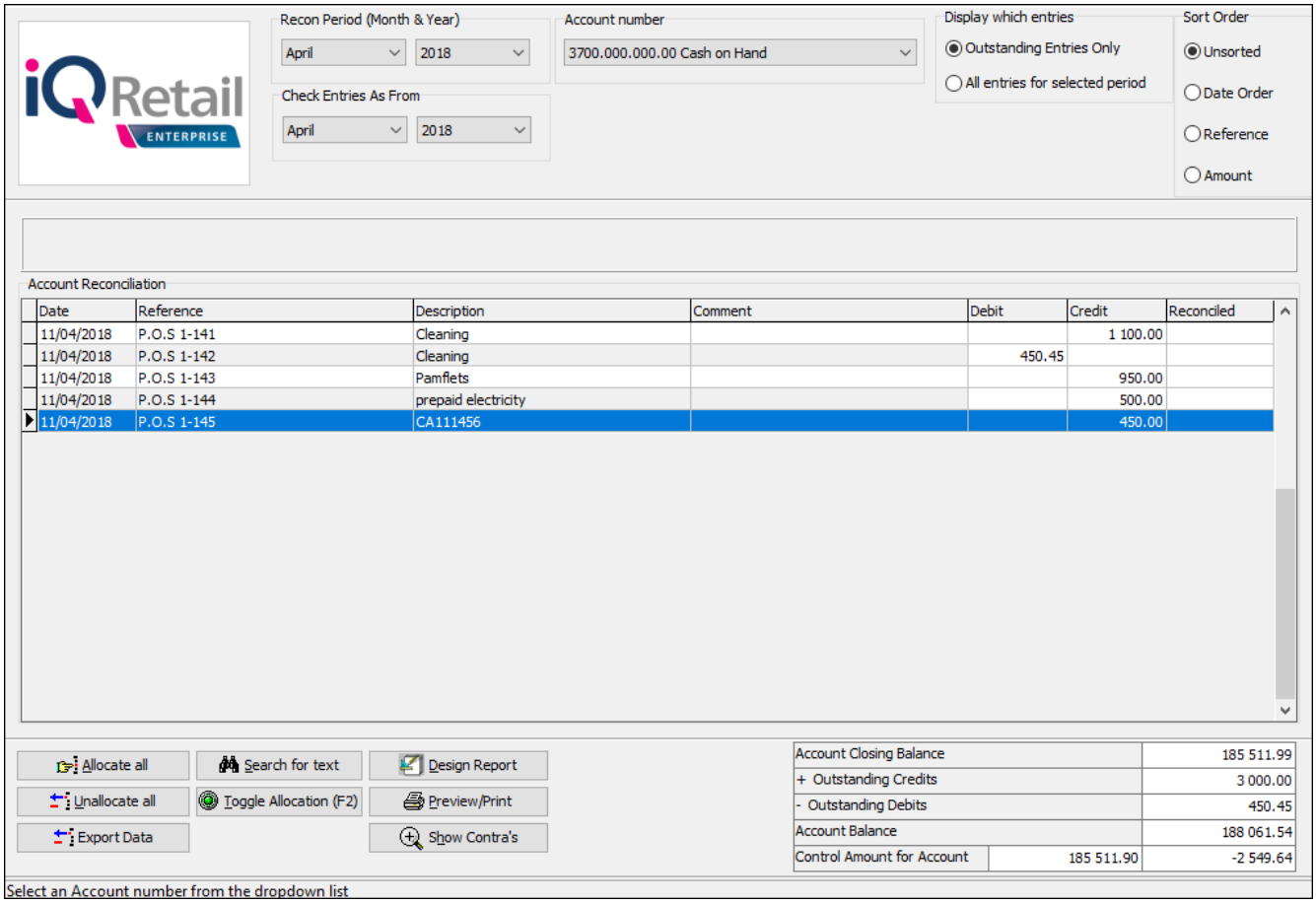
Accounts must be made available for reconciliation.

This is done from the IQ Main Menu → Ledger → Account Maintenance. Select the appropriate account and edit it. Tick the “Allow Account Reconciliation on this Account” option and accept to save the changes made.



Once the first account is allowed, the new Account Reconciliation module becomes available.

Example of Account Reconciliation:

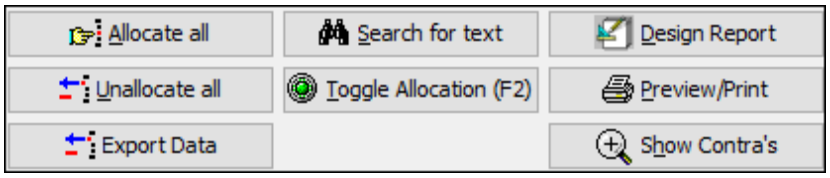


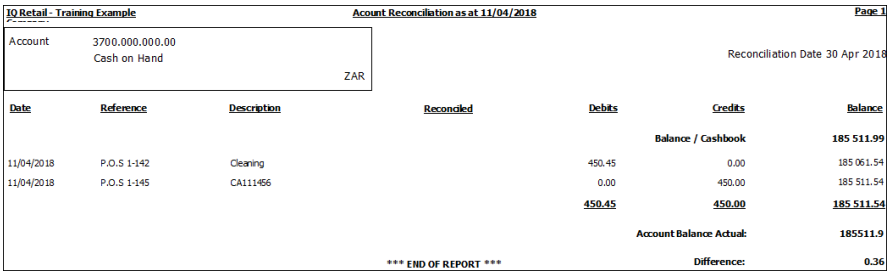
RECON PERIOD (MONTH & YEAR)	The Recon Period allows you to select which month in the year to reconcile.
CHECK ENTRIES AS FROM	The Check Entries As From option allows you to select the period to appear on the Account Recon screen.
ACCOUNT NUMBER	The Account Number option allows you to select the account that needs to be reconciled. Only accounts that have been enabled to be reconciled will appear on the drop-down menu for selection.
DISPLAY WHICH ENTRIES	The Display Which Entries option allows you to select which entries should appear on the Bank Recon screen. • **OUTSTANDING ENTRIES ONLY** The Outstanding Entries Only option will allow you to see only the entries which have not yet been Reconciled. • **ALL ENTRIES FOR SELECTED PERIOD** The All Entries For Selected Period allows you to see all the entries in the account for the selected period.
SORT ORDER	The Sort Order option allows you to change the sequence in which the entries appear on the Account Reconciliation screen.

ACCOUNT RECONCILIATION

DATE	The Date that the entry was processed in the account.
REFERENCE	The Reference number of the account entry.
DESCRIPTION	The Description of the Entry in the account.
COMMENT	If a comment was entered on the transaction entry, it would appear in this column.
DEBIT/CREDIT	The Total Amount of the transaction.
RECONCILED	Double click with the mouse on an entry or press the **F2** function key on the keyboard to reconcile the selected transaction, the month and year of the Recon Period will appear for each reconciled entry.

BUTTON FUNCTIONALITY



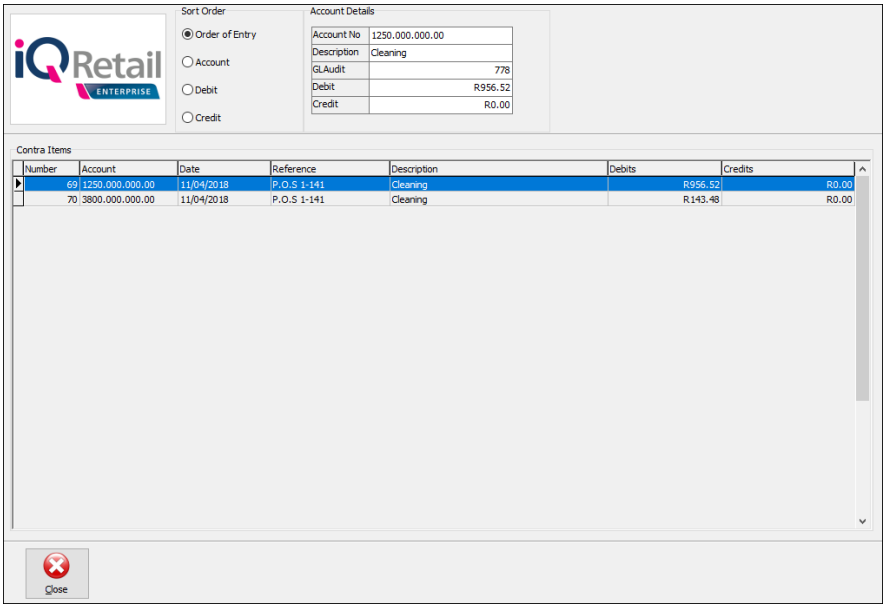
ALLOCATE ALL	The Allocate All option allows you to Allocate or Reconcile all the entries on the account. The Recon month will appear on each transaction entry.
UN-ALLOCATE ALL	The Un-allocate All option allows you to Un-allocate or Un-reconcile all the entries on the Account Reconciliation. The Recon Period will be removed from each transaction entry.
EXPORT DATA	Select the Export Data option to export the current information displayed on the grid, into any of the following formats (.CSV, TXT, HTML, XML and XLS (Excel)).
SEARCH FOR TEXT	The Search For Text option allows you to search for specific text on the Account Reconciliation Screen.
TOGGLE ALLOCATION (F2)	Click on this button, press the **F2** function key on the keyboard or double click with the mouse on a selected transaction to allocate or reconcile the entry. The same options can be used to un-reconcile or un-allocate the selected entry.
DESIGN REPORT	The Design Report option allows you to design or edit the Account Reconciliation Report.
PREVIEW/PRINT	The Preview/Print option allows you to preview or print the Account Reconciliation. 

IQ Retail - Training Example — Acount Reconciliation as at 11/04/2018 — Page 1

Account 3700.000.000.00
Cash on Hand
ZAR

Reconciliation Date 30 Apr 2018

Date	Reference	Description	Reconciled	Debits	Credits	Balance
					Balance / Cashbook	185 511.99
11/04/2018	P.O.S 1-142	Cleaning		450.45	0.00	185 061.54
11/04/2018	P.O.S 1-145	CA111456		0.00	450.00	185 511.54
				450.45	450.00	185 511.54
					Account Balance Actual:	185511.9
			*** END OF REPORT ***		Difference:	0.36

SHOW CONTRA'S	The Show Contra's option allows you to see the contra accounts, in other words the other entries of the ledger transaction. 

ACCOUNT RECON SUMMARY

Account Closing Balance		185 511.99
+ Outstanding Credits		450.00
- Outstanding Debits		450.45
Account Balance		185 511.54
Control Amount for Account	185 511.90	0.36

ACCOUNT CLOSING BALANCE	The Account Closing Balance reflected is the balance of the account after the previous reconciliation was processed.
+OUTSTANDING CREDITS	The Outstanding Credits reflects the total of all the payments that have not yet been reconciled.
- OUTSTANDING DEBITS	The outstanding Debits reflects the total of all the deposits or receipts that have not yet been reconciled.
=ACCOUNT BALANCE	The Account Balance reflectes the balance calculated by the system after all the un-reconciled transactions have been considered.
CONTROL AMOUNT FOR ACCOUNT	The Control Amount for Account is the balance (control) you will enter in this field. This would be the balance as it should be after all transactions have been considered. Next to the Control Amount for Account you will see the difference between the system calculated account balance and the actual balance as entered by you. This amount is the amount which still needs to be entered into the account until the difference reflected is zero.

HOW TO RECONCILE ANY OTHER LEDGER ACCOUNT?

- Get the amount to balance the account to. Example: for the Cash on Hand account, you would want to have the balance of all the cash on hand (the money not yet deposited, the money in the tills (including the float), sales for the day, etc.)
- In the Account Reconciliation, select the appropriate account and compare all the debits and credits to the transactions of the account.
- Select the Outstanding Entries Only option to display the selected period's transactions.
- Enter the control amount for the account into the account Reconciliation field "Control Amount for Account". If the Account Reconciliation and the Control amount for the Account match, then select each transaction and press the **F2** function key on the keyboard to reconcile the changes recorded.
- If there is a difference on the balances (this might be due to an incorrect or duplicated entry), then you exit the reconciliation and edit these transactions on a later stage to finalise the account recon. Incorrect entries or duplicated entries must first be corrected, before the account reconciliation can be finalised.

--- End of Document ---