Operating Auto Bank Reconciliation

Total Standard Accounts users can now use online banking CSV transaction files (e.g. statements) to help the bank reconciliation process. This automatically ticks off un-reconciled transactions in Total against matching items from the CSV bank file.

Contents

Overview

Handling has so far been put in place for CSV files from:

Barclays
HSBC
Lloyds
Nat West
Santander
Yorkshire Bank

Files from other bank systems may be compatible depending on the information they contain and the format they are in.

Total will notify you if the file you are trying to use is not recognised, please contact the **Support Team** with details as we would like to increase the compatibility of the facility.

Saving Transaction Documents from Online Banking

Before using this facility, you will need to download a file in CSV format of the transaction details for the account and period you are reconciling in Total. This file will need to be saved to your PC in a location you can access. Please refer to your bank website instructions for how to produce this type of file.

Auto-Bank Reconciliation in Total

From **Actions/Usage** select **Reconcile Bank**, select the bank **Account** you want to work with and set the **Target Balance** and **Date** you are trying match as you would normally.

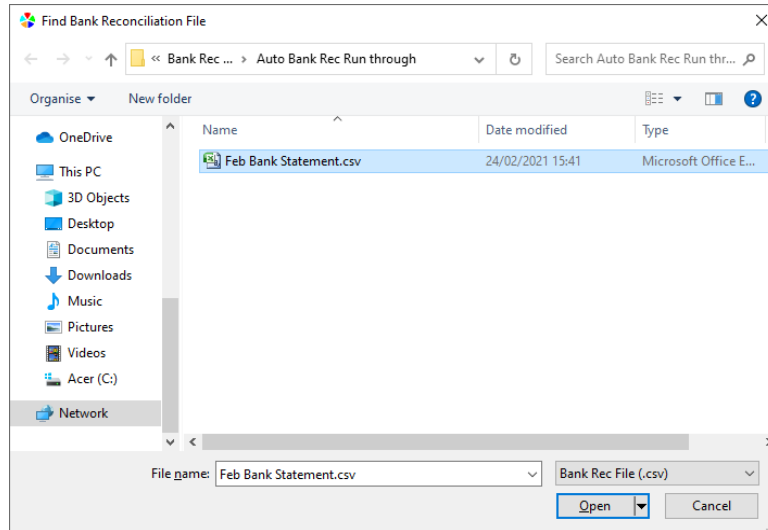An **Auto Bank Rec** button has been added to the normal **Bank Reconciliation** screen:

When you click it, Total will open a **Find Bank Reconciliation File** window. Use this to navigate to where you saved the **CSV bank file**:

Double click on the **CSV bank file** to open it and start the **Matching Process**.

The Matching Process

Total will attempt to match the transaction values in the uploaded **CSV bank file** to un-reconciled transactions in Total to tick them as reconciled.

The type and format of the information available to Total varies greatly between banks. Total will attempt to match transactions based firstly on **Customers/Suppliers** or **Cheque Number**, then by transaction **Value** (must be exact) and **Date** (allowing +/-5 days for transactions to clear).

Once this initial process is finished, Total will display a dialogue box indicating how many lines have been processed and how many have not been matched:
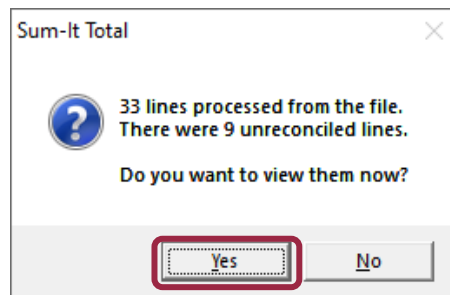
Click **Yes** to view the lines from the **CSV bank file** that did not match a transaction in Total:

This report displays the details from the **CSV bank file** and is split into 2 sections:

Unmatched Customers	These are the lines that Total cannot match from the **CSV bank file** to **Customers/Suppliers** in Total.
Unmatched Date and/or Value	These are items that can be matched to a **Customer/Supplier** but there is no match for the **Value** and/or **Date** in Total.

Handling Unmatched Customers/Suppliers

These are the lines from the **CSV bank file** that cannot be match to **Customers/Suppliers** in Total. The detail in the **Name** column is pulled directly from the **CSV bank file**. In the **Matched Customer Name** box double click (or hit enter on the keyboard) and select the **Customer/Supplier** you want the detail to be linked with.

Some banks will include additional information such as the invoice number or date as part of the name which will change each time you download a file.

If this is the case, click in the **Partial File Name Match Text** column to select the details Total should use in the match process going forward (so it ignores the details that will keep changing).

If there are multiple lines with the same **Unmatched Customer/Supplier** detail, you only need to set the match on the first line, all others will be updated.

Total will store the match details and use them next time the **Auto Bank Rec** facility is used. Over time unmatched items will reduce as Total 'learns'.

Note: If you set the match to the wrong Total **Customer/Supplier** you can click on the selected name and correct it or select the **REMOVE MATCH** option at the top of the list to clear both boxes or select **REMOVE PARTIAL MATCH**. You can also see and amend the details in **Total Configuration – Accounts – Auto Bank Reconciliation.**

Once you have made all the relevant matches (there may be lines remaining, for example transfers that aren't able to be matched, see below), click the **Update** button and Total will tick these payments where the **Value** and **Date** matches.

A window will appear with the option to view the updated 'unreconciled lines':
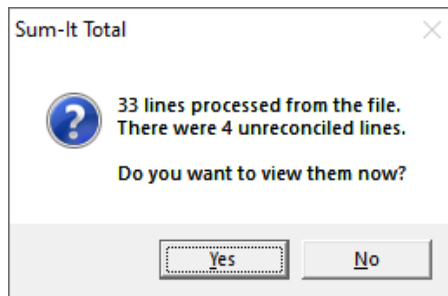
You may find items moving out of the **Unmatched Customers** area in to the **Unmatched Date and/or Value** area if they fail to be matched under these criteria.

Handling Unmatched Date and/or Value

These are lines in the **CSV bank file** where Total can find a match for the **Customer/Supplier** (either directly or by the matching details supplied previously) but cannot find the exact **Value** on a **Date** +/- 5 days from that in the **CSV bank file**.

These will need to be investigated manually. **Print** the details to help track the records and reconcile the items as you usually would with the full bank statement, if appropriate.

When you **Exit** the **Unreconciled Transactions** screen you will return to the normal **Bank Reconciliation** screen with all the matched items ticked. Use the **Add Invoice** or **Add Interest/Charges** buttons if required or exit **Bank Reconciliation** to use reports to look for the 'missing' details and **View/Pay Debtors/Creditors** etc. to add in items, as you usually would.

You can view the details that couldn't be match by clicking the **Un-Reconciled Lines** on the **Bank Reconciliation** screen at any time:
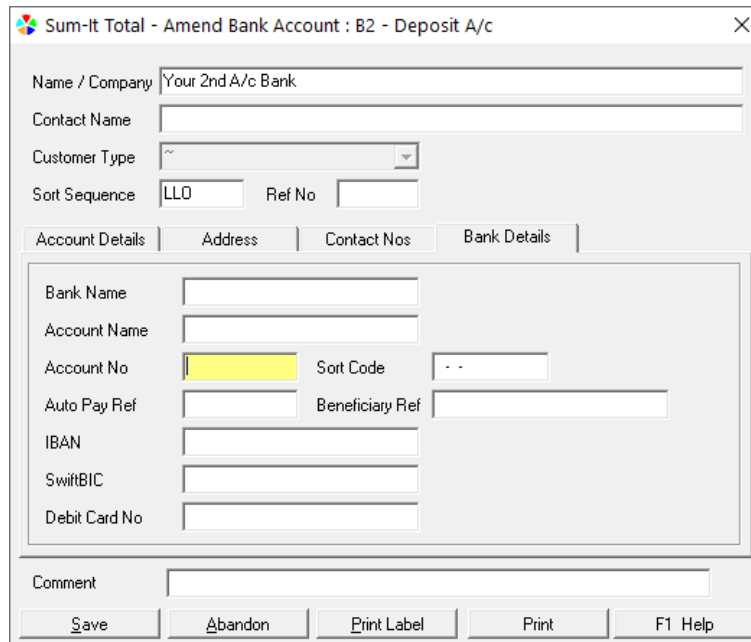

Note: the lines that you have ticked off manually will not update the **Un-Reconciled Lines** list as Total has no way of recognising these.

These details will be retained until you **Closedown** from the dataset or load a fresh **CSV bank file** using the **Auto Bank Rec** button.
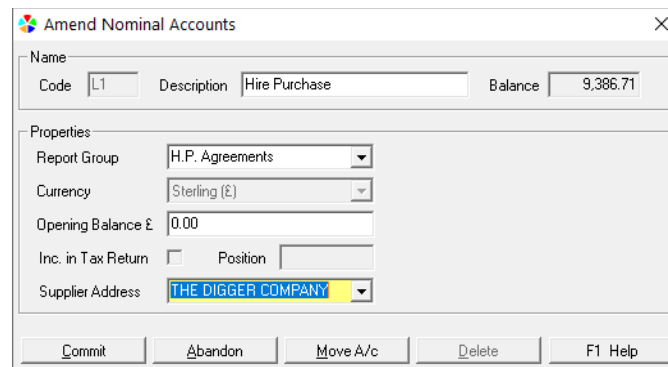
Note: the system will warn you if you try to load a new file when one is already being processed.

Transfers

If money is being moved between bank accounts and the **CSV bank file** has the **Account Number** in the reference, these can be automatically reconciled by setting the **Account No** on your **B** accounts in **Total Configuration**:

For bank payments that are transfers to **Liabilities** in Total (Loan/HP repayments etc), they can be automatically reconciled by setting a **Supplier Address** againt the **L** code in **Total Configuration**:

Please call the Total Support Helpline on 01844 213003
if you have any issues getting going with Auto Bank Reconciliation.