

Automatic Processing on...

Calls to our Helpdesk indicate that the recent changes we have made to speed up the automatic processing when importing your data have been well received. However, you do need to be aware of what you are doing.

If you have selected Transaction Reference Generator and Automatic Processing on the Select Source screen you will no longer be warned that the reference already exists.

This means that if you have already imported the transactions you could unknowingly import them again. This would be obvious when you check the balance on the Bank Statement screen.

RULE OF THUMB: MAKE A BACKUP BEFORE YOU START YOUR TRANSACTION IMPORT AND MAKE SURE THAT THE START DATE FOR THE TRANSACTIONS YOU ARE IMPORTING IS CONSISTANT WITH YOUR LAST FINISH DATE.

To check the current status of your cashbook go to **Cashbook – Transactions – Review Transactions** – select the last month and click OK. (Or, to select all months click on the red button in the centre)

