

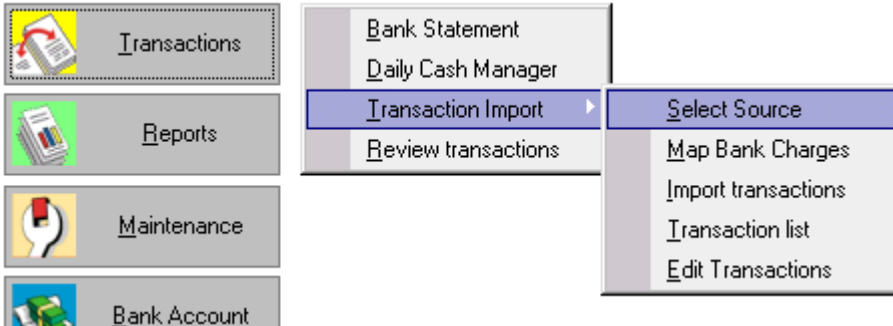
# Importing Your Bank Transactions

Notes for importing your data from BankData Services.

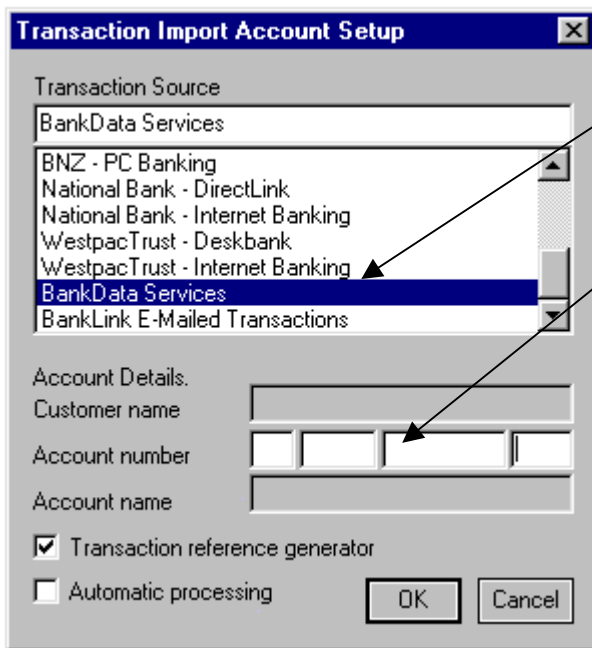
## Step one: Checking the Setup

In order to import the transaction details from BankData Services you should check your set up within EasyBooks.

To do this simply choose **Select Source** from **Transaction Import** from the **Transaction** menu on the Cashbook screen.



The system will display the following screen.



In this screen you must

1. Specify BankData Services.
2. Specify your bank account number.
3. Turn the Transaction Reference Generator on or off.
4. Turn Automatic Processing on or off.

### Transaction Reference Generator

When you are importing transactions into EasyBooks you will come across some which don't have a reference number e.g. Bank Fees. In these cases switching Transaction Reference Generator on will allow EasyBooks to create a reference number for the transaction.

### Automatic Processing

As you import transactions you can choose to review each one, or, if you switch Automatic Processing EasyBooks will process each transaction without stopping and will only stop on a transaction if it requires further information.

## Step two: Edit Transactions

If you wish to review and edit your transactions before you import them go to Transactions – Transaction Import – Edit Transactions. This will bring up the following screen that is designed to look like your bank statement.

Date	Reference	Payee Code	Payee Name	Ledger Code	Ledger Name	Other Party	Particulars	Type	Amount
03/07/2003	50329	32	Causeway Products	280	Purchases		10301686799	Pay	374.04
05/07/2003	50331	36	Winstone_Sons	280	Purchases	Winstone_Sons	Cheque	Pay	1160.35
29/07/2003	145873	9	Banking	230	Sales - Local	DEBTORS BANKING		Rec	-2135.32
05/07/2003			Bank Initiated Trans	311	Bank Charges	BANK FEE	WDWL FEE	Pay	0.50
07/07/2003	50328	55	Auckland Aggregate	280	Purchases	CHEQUE		Pay	135.30
08/07/2003	50327	19	Black Construction L	280	Purchases	BLACK CONSTRUCTION		Pay	200.10
10/07/2003	50335	38	BMW Motors Ltd	Multi	Default Split De		622085328	Pay	102.70
12/07/2003	50336	24	D C Trucks Ltd	283	Vehicle Expense		000222142779	Pay	73.49
18/07/2003			Bank Initiated Trans	311	Bank Charges		MONTHLY BANK	Pay	6.55
19/07/2003	50339	26	Euro Materials Ltd	287	Purchases - Imp		000222173840	Pay	301.56
20/07/2003		76	J P Turner Ltd	429	Rent_Rates	J P TURNBULL	RENT	Pay	525.00
21/07/2003			Bank Initiated Trans	311	Bank Charges		CHQ FEE	Pay	1.25
23/07/2003	50340	35	Clear Communicatio	460	Telephone_Fax	CLEAR COMMUNICATIO	020202003335	Pay	71.47
24/07/2003	50341	88	Plant Workshop Ltd	430	Repairs- Buildin		CSN 507118	Pay	262.04
25/07/2003			Bank Initiated Trans	311	Bank Charges		CHQ FEE	Pay	1.75

Click on Report for a list of unmatched Payee or Payer codes and default ledger codes with no % split

Press F3 to lookup Payee or Payer Codes

Report Save Cancel

- 1 The Analysis code field within the banking system is displayed as the Payee code. If you have coded your cheques, deposits and other bank transactions these codes will appear in the Payee Code field. If this field is blank you can enter the Payee Code by typing directly into this field.
- 2 If the Payee code is setup then the system will match and display the name of the Payee and the default ledger code that this Payee is linked to.
- 3 If there is more than one default ledger code for the Payee and percentages are assigned to each then the system will show the word `Multi' in the ledger code field and the words `Default split defined' in the Ledger Name field.
- 4 If there is more than one default ledger code for the Payee and percentages are **not** assigned to each then the system will show the word `Multi' in the ledger code field and the words `No default split' in the Ledger Name field.
- 5 If Bank charges have been mapped then these transaction will display with the Payee Code greyed out and the words `Bank Initiated Transaction' in the `Payee Name' field.
- 6 The transactions are flagged with either PAY(= Payment) or REC(=Receipt)

### Unmatched Transactions

Transactions included in the download file that are not matched with a Payee or Payer code will not have a name displayed. Click on 'Report' and the system will display these transactions and a report can be printed for the notation of additional details.



## Coding your Cheques

In order for your cheques to be processed automatically you need to provide a Payee Code on the cheque when you write it.

Some banks can provide you with cheques with Code Boxes printed on them. When you write the cheque you are allowed to write a **numeric Payee Code** (up to 4 digits) in the box. When the bank processes the cheque it enters the code into your statement information. Therefore when you import your bank statement information into EasyBooks the Payee Code is included and your cheques will be processed automatically.

## Pre-coding Automatic Payments

In the same way automatic payments and direct debits should be set up with a **numeric Payee Code** to appear in the Code column on your bank statement.

When specifying this you should ensure that the code is aligned to the right and does not contain leading zeros.

## Pre-coding EFTPOS Transactions

### If you have an EFTPOS Machine

EFTPOS transactions (ie sales) can be pre-coded so that they will process automatically when your bank statement details are imported. This is done by setting up the Payee Code to appear on your bank statement directly into the EFTPOS machine. If you would like further information regarding this either contact your bank or the EFTPOS helpdesk.

### If you pay by EFTPOS

If you set up the EFTPOS merchants that you use frequently as Payees, with the name exactly as it appears on your bank statement, EasyBooks will recognise the Merchant name and process the transaction as if it was a pre-coded cheque.