

municipal financial software

USER MANUAL

Munsoft 7.0.14 v1

BANK RECONS

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INTRODUCTION

Bank reconciliation is the process of matching transactions of your cashbook to the corresponding information on a bank statement (i.e. comparing your records against the bank records).

A bank reconciliation should be completed at regular intervals (weekly is best) for all bank accounts, to ensure that a company's cash records are correct, and to spot and correct problems immediately. Otherwise, it may find that cash balances are much lower than expected, resulting in bounced cheques or overdraft fees. A bank reconciliation will also help identify any unusual transactions that might be caused by fraud or accounting errors.

It is extremely unlikely that a company's ending cash balance and the bank's ending cash balance will be identical, since there are probably multiple payments and deposits in transit at all times, as well as bank service fees, penalties (usually for overdrafts), and not sufficient funds deposits that the company has not yet recorded.

PARAMETERS

The only parameter that is relevant to bank recon, is the bank code setup (bank account name). This code is important as it relates to the bank statement layout that has been hard coded in the system.

SUPERVISOR > PARAMETERS > CASH BOOK > BANK MASTER FILES

- Bank GL code: Select a bank.
- Bank name: auto populated depending on the bank selected.

DETAILS TAB

• **Bank account name**: This is important when importing bank statements as the bank account code is linked to a specific layout, that has been setup in the system. Valid bank codes to use are FNB, STD, ABSA, NED, RMB, BIS, ABINT, ABSABI, FNBOBE, STDBO.

M Bank Code Maintenance		23
MUNSOFT	Bank Account Maintenance	
Bank GL Code Bank Name Cash Book Grp Code Address Tel/Co	000005 Specify ((Standard Bank Main 0 STD BANK T T Details	
Branch Code Parent Cost Centre Bank Account No Bank Branch Code Jank Account Name Current Balance Currency VAT Code From Cheque No	MC1 MUNSOFT - Training 67347610-1 MUNSOFT - Training 0000083290044 050511 STDB0 81440471.60 RSA J 01 1 5.00 To Cheque No	
[@] Currency [®] ∨⊄	IT Codes	
🕂 Add 🛛 🏷 Change 🕞	Delete Q View Vok X Ca	ncel

IMPORTING BANK STATEMENTS

Extract the bank statement from your bank(s) and import it into Munsoft, making sure to select the correct format.

CASH BOOK > NEW BANK RECON > IMPORT BANK ST'MNTS

- Chart of accounts: Select SC for the SCOA chart.
- Bank account: Select the bank who's statement is being imported.
- Import layout: Select the layout of the bank statement being imported. If unsure what the layout should look like, click on the "see layout" dropdown arrow. If another bank statement layout looks like your bank statement layout, then that layout can be used. It is only using the layout to import the data.
- **Upload file**: Search for the statement to upload.

Μ		—
MUNSOFT	Bank File Import	?
Path Chart Of Accounts Bank Account Import Layout Upload File See layout	/u1/proclassic/bank_recon SC 000005 Munsoft Layout	
🕂 Add 🛛 🎦 Change 🕞 Deid	ete 🔍 View 🗸 Ok	Cancel

Munsoft layout

BRANCH CODE DATE OF TRANSACTION (YYYYMMDD) STATEMENT NO DESCRIPTION REFERENCE AMOUNT

FNB layout (YYYY-MM-DD)

ACCOUNT TRANSACTION HISTORY					
FOR ACCOUNT NUMBER					
Effective Date(YYYY-MM-DD)	SERVICE FEE	Amount	DESCRIPTION	CHEQUE NUMBER	Balance

FNB layout (DD/MM/YYYY)

ACCOUNT TRANSACTION HISTORY					
FOR ACCOUNT NUMBER					
Effective Date(YYYY-MM-DD)	SERVICE FEE	Amount	DESCRIPTION	CHEQUE NUMBER	Balance

ABSA layout

BRANCH CODE REFERENCE DATE(YYYYMMDD) STATEMENT NO DESCRIPTION TYPE AMOUNT

Standard bank

BANK CODE DATE(YYYYMMDD) BRANCH AMOUNT REFERENCE DESCRIPTION

Nedbank layout

Statement Enquiry Account Number: Account Description :

RECONCILING THE CASH BOOK

Once the bank statement has been uploaded, can the bank statement transactions be matched to transactions in the cash book.

CASH BOOK > NEW BANK RECON > RECONCILE CASH BOOK

- Bank account: Select the bank you are reconciling.
- **Fiscal:** Enter the month/period you are reconciling.
- Refresh/do not refresh list: Indicate whether you want to refresh the list.
- Show unmatched/matched items: Indicate whether you want to see unmatched or matched items. Hit "enter".

M Bank Recon		—
MUNSOFT Ba	nk Reconciliation	
Bank Account: 000005 ▼ STD BANK Fiscal: 2018/04 <td< th=""><th>Refresh List: © Do not refresh list: C</th><th>Show UnMatched Items: C Show Matched Items: C Cashbook CBal 81,440,471.60</th></td<>	Refresh List: © Do not refresh list: C	Show UnMatched Items: C Show Matched Items: C Cashbook CBal 81,440,471.60

A bank recon sort and filter screen will appear.

- **Order by**: Here you can choose to order/sort your data either by matched, amount, document number, date, sequence, reference or description.
- **Filter by**: Here you can filter the date to reconcile according to a date range, or filter by an amount range.

M bank recon sort			X
MUNSOFT	Bank Reco	n Sort	
Order By	Matched Amount Doc Number Date Seq	C Reference C Description C ⊙ C	0
Filter by Date Filter by Amount		to 0.00 to 0.00	
		√ Ok	

Your data selection will be shown. The bank statement is shown on the left. And the cash book is shown on the right.

MUNSOFT	Bank R	econciliation			
Bank Account: 000005	STD BANK	Refresh List:	۲	Show UnMatched Items:	6
Fiscal: 2018/04		Do not refresh list:	0	Show Matched Items:	0
Bank CBal 71,200,033.99			C	ashbook CBal 81,440,471	1.60
	- No II Deference II De			Daa Na III Dafaaaaa III Da	
Seq Date Amount Do	SE IL ACC 082437238 II 11	sc > Seq	Date Amount	I FEODRAG7-0005 II II CRS AUT	SC -
× 053533 20180403 -1.083.92	SE IL ACC 083290044 II 1	1 082648	20180409 -1 204.17	II EF008496-0002 II II CRS AUTO	0
× 053330 20180329 -54.40	FEE II ACC 083290044 CH	082647	20180409 -1.143.01	EF008496-0001 CRS AUT	0
× 053403 20180331 -50.16	FFF II ACC 083290044 CH	C 82672	II 20180409 II -1 999.56	II FF008497-0008 II II CRS AUTO	0
× 053402 20180331 -27.12	FEE II ACC 083290044 CH	C -× 082671	20180409 -39.464.52	II EF008497-0007 II II CRS AUT	0
× 053401 20180331 -53.07	FEE II ACC 083290044 CH	082649	20180409 -1.444.29	II EF008496-0003 II II CRS AUT	0
× 053822 20180405 -23.15	FEE II ACC 083290044 CH	C 082669	20180409 -5.171.61	II EF008497-0004 II II CRS AUT	0
× 053985 20180407 -47.35	FEE ACC 083290044 CH	C 082668	20180409 -449,292.5	5 EF008497-0002 CRS AU	тс
× 053329 20180329 -120.00	FEE II ACC 08 329 004 4 II	082666	20180409 -1.639.72	II EF008496-0020 II II CRS AUTO	0
× 049772 20180226 1.085.00	DEP AUX KASS 6 DIAZ 23	× 082665	20180409 -2,348.10	EF008496-0019 CRS AUT(0
× 053823 20180405 -8,014.65	ACB 0000008243723805	5 082664	20180409 -5,664.82	EF008496-0018 CRS AUT(0
× 053949 20180407 550.00	INTPAY 0042039487 0003	7: 082663	20180409 -5,788.74	EF008496-0017 CRS AUT(0
-X 053852 20180406 136.40	ACB 006 105 1683 0060	8 082662	20180409 -3,270.20	EF008496-0016 CRS AUT	0
→ 053870 20180406 1,540.52	INTPAY 0061031178 000	37 082661	20180409 -1,662.56	EF008496-0015 CRS AUT(0
X 053869 20180406 433.96	INTPAY 0061141933 0003	7: 082660	20180409 -735.54	EF008496-0014 CRS AUTC) F
→ 050488 II 20180302 II 385.00 II	DEP 01/03/2018 1273	× 082659	II 20180409 II -1.477.27	II EF008496-0013 II II CRS AUTO	• •
< III			III		•
Bank		Aatc		斝 Cash Bo	ook

At any point can you re-order your data by clicking on the drop down for either the bank statement or cash book.

Bank Account: 000005	Bank Reco	nciliation	
Bank Account: 000005			
Bank CBal 71.200.033.99	▼ STD BANK Re Do	efresh List: © o not refresh list: ©	Show UnMatched Items: Show Matched Items: Cashbook CBal 81,440,471.60
Seq Date Amount Doc No	o Reference Desc >	Seq Date Amou	unt Doc No Reference Desc >
▼ 053535 20180403 -54.00 ▼ 053534 20180403 -1,083.92	SF ACC 082437238 111 ^ SF ACC 083290044 11	082670 20180409 -4 082648 20180409 -1	3,890.00 EF008497-0005 CRS AUTO - ,204.17 EF008496-0002 CRS AUTO -
	FEE ACC 083290044 CHEC FEE ACC 083290044 CHEC	× 082647 20180409 -1 × 082672 20180409 -1 × 082671 20180409 -1	,143.01 EF008496-0001 CRS AUTO ,999.56 EF008497-0008 CRS AUTO 9.464.52 EF008497-0007 CRS AUTO
→ 053402 20180551 -27.12	FEE ACC 083290044 CHEC FEE ACC 083290044 CHEC FEE ACC 083290044 CHEC	× 082699 20180409 -1 × 082669 20180409 -1	,444.29 EF008496-0003 CRS AUTO ,171.61 EF008497-0004 CRS AUTO
→ 053985 20180407 -47.35 F → 053329 20180329 -120.00	FEE ACC 083290044 CHEC FEE ACC 08 329 004 4 00	→ 082668 20180409 -44 → 082666 20180409 -1	9,292.55 EF008497-0002 CRS AUTC ,639.72 EF008496-0020 CRS AUTO
→ 049772 20180226 1,085.00 → 053823 20180405 -8,014.65 → 053949 20180407 550.00 10	DEP AUX KASS 6 DIAZ 23/2 ACB 000000824372380505	× 082665 20180409 -2 × 082664 20180409 -5 × 082663 20180409 -5	,348.10 EF008496-0019 CRS AUTO ,664.82 EF008496-0018 CRS AUTO 5788.74 EF008496-0017 CRS AUTO
→ 053852 20180406 136.40 → → 0538570 20180406 1,540.52 IN	ACB 006 105 1683 00037 NTPAY 0061031178 00037	× 082662 20180409 -3 × 082661 20180409 -1	,270.20 EF008496-0016 CRS AUTO ,662.56 EF008496-0015 CRS AUTO
→ 053869 20180406 433.96 IN → 050488 20180302 385.00	ITPAY 0061141933 00037: DEP 01/03/2018 1273	→ 082660 20180409 -1	735.54 EF008496-0014 CRS AUTO F .477.27 EF008496-0013 CRS AUTO
Bank 0.00	@	Match 0.00	帶 Cash Book 0.00

MATCHING TRANSACTIONS

Now you can start matching the bank transactions on the left with the cash book transactions on the right. Unmatched transactions are indicated by a red cross, and matched transactions are indicated by a green tick.

Once matched, the bank amount should match the cash book amount, so that when subtracted from one another equals to zero.

If there is a difference, then you would need to investigate this. Perhaps some transactions have not been posted to the cash book?

In some instance there is a 1-to-1 correlation between the cash book and bank, but there might also be instances where a transaction corresponds to multiple transactions.

k Recon							
MUNSOFT	Bank	Reconciliation					
Bank Account: 000005	▼ STD BANK	Refresh List:	c	:	Show UnMatch	ed Items:	0
Fiscal: 2018/04 Bank CBal 71,200,033.99		Do not refresh li	st: C	Cash	Show Matched book CBal	ltems: 0) 60
Seg Date Amount Doc	No II Peference II D		n II Date II		No Il Pefere		~ *
× 053765 20180405 18.931.840.50	CATSTR 08-243-723-8	SI(^) × 082	588 20180406	18.931.927.73	20180406-DIR	IL CASHIER RECI	
× 053491 20180403 1.220.126.42	CATSTR II 08-243-723-8	SI0 × 082	720 20180409	4.659.918.56	20180409-ACB	II CASHIER REC	
× 053875 20180406 1.047.478.92	CATSTR 08-243-723-8	SI0 × 082	722 20180417	4.625.763.22	20180417-ACB	II CASHIER REC	
× 053623 20180404 950.682.88	CATSTR 08-243-723-8	SIO(× 082	517 20180404	1,220,396.38	20180404-DIR	CASHIER RECE	
✓ 053951 20180407 240,663.12	CATSTR 08-243-723-8	SIO(× 082		1,056,548.41	20180409-DIR	CASHIER RECE	
× 053489 20180403 228,282.54	PAY ITRON PREPAID E	LEC 📐 🛛 🗙 082		959,239.62	20180405-DIR	CASHIER RECEI	
× 050645 20180305 109,135.07	PAY ITRON PREPAID E	LEC X 082		383,605.79	20180409-DIR	CASHIER RECEI	
× 053851 20180406 104,026.43	ACB TRONOXNS 3300	057 082		246,636.60	20180409-NMT	CASHIER REC	
× 049741 20180226 90,035.47	PAY ITRON PREPAID EL	.EC 🚺 🚺 082	637 20180409	240,663.12	20180409-DIR	CASHIER RECEI	
× 052812 20180326 89,041.87	PAY ITRON PREPAID EL	EC X 082	352 20180403	194,226.53	20180403-ECL	CASHIER RECE	
× 051434 20180312 60,873.70	PAY ITRON PREPAID EL	EC X 082		188,930.57	20180409-191	CASHIER RECEI	
× 053700 20180404 59,469.60	DEP KASS 6 DIAZVILLE	1 × 082		171,866.10	20180406-191	CASHIER RECEI	
× 053983 20180407 58,190.85	EFTPOS DR EFTPOS JEA	2 0 🗙 080	974 20180226	160,400.21	20180226-ECL	CASHIER RECE	
× 053101 20180328 56,581.24	PAY ITRON PREPAID EL	EC X 082	179 20180326	158,100.00	20180326-ECL	CASHIER RECE	
× 050068 20180228 56,351.08	PAY ITRON PREPAID EL	.EC 🗙 082	711 20180409	152,917.44	20180409-153	CASHIER RECEI	
× 053267 20180329 55.973.54	PAY II ITRON PREPAID EL	EC 🔨 📉 🗙 082	675 II 20180409 II	136.645.83 II	20180409-DIR II	CASHIER RECEI	-
< III		•				•	
🛱 Bank		🛱 Match				舉 Cash Bool	k
240,663.12		0.00				240,663.	12
							-
🖗 Journal 🖤 Statements 🍄 Auto Match	🛱 Imp Match			Hold	Print CPr	ocess 🗙 Can	ce
				7=	~		

AUTO MATCH

Auto match will match the transactions automatically based the matching criteria you select. Use this function with care! Only use this function if you are certain of the matching criteria.

	Bank Recor	ciliation		
Bank Account: 000005	STD BANK	resh List: 📀	Show	UnMatched Items:
Fiscal: 2018/04	Do	not refresh list: O	Show	Matched Items:
Bank CBal 71,200,033.99			Cashbook	CBal 81,440,471.6
Seq Date Amount Doo	No Reference Desc >	 Seq Date 	Amount Doc No	Reference Desc
× 053765 20180405 18,931,840.50	CATSTR 08-243-723-8 SI -	▶ 082588 20180406	18,931,927.73 201	80406-DIR CASHIER RECL
× 053491 20180403 1,220,126.42	CATSTR 08-243-723-8 SI0	× 082720 20180409	4,659,918.56 2018	B0409-ACB CASHIER REC
	CATSTR 08-243-723-8 SI0	····× 082722 20180417	4,625,763.22 2018	80417-ACB CASHIER REC
	CATSTR 08-243-723-8 SI0(× 082517 20180404	1,220,396.38 2018	80404-DIR CASHIER RECE
····★ 053951 20180407 240,663.12	CATSTR 08-243-723-8 SI0(× 082636 20180409	1,056,548.41 2018	80409-DIR CASHIER RECE
	PAY ITRON PREPAID ELEC	₩ 082548 20180405	959,239.62 2018	0405-DIR CASHIER RECEI
────────────────────────────────────	PAY ITRON PREPAID ELEC	₩ 082667 20180409	383,605.79 2018	0409-DIR CASHIER RECEI
────────────────────────────────────	ACB TRONOXNS 3300057	▶ 082641 20180409	246,636.60 2018	0409-NMT CASHIER REC
→ X 049741 20180226 90,035.47	PAY ITRON PREPAID ELEC	▶ 082637 20180409	240,663.12 2018	0409-DIR CASHIER RECEI
────────────────────────────────────	PAY ITRON PREPAID ELEC	▶ 082352 20180403	194,226.53 2018	0403-ECL CASHIER RECE
→ 051434 20180312 60,873.70	PAY ITRON PREPAID ELEC	₩ 082718 20180409	188,930.57 2018	0409-191 CASHIER RECEI
→ 053700 20180404 59,469.60	DEP KASS 6 DIAZVILLE 1	₩ 082634 20180406	171,866.10 2018	0406-191 CASHIER RECEI
	EFTPOS DR EFTPOS JEA 2 0		160,400.21 2018	0226-ECL CASHIER RECE
× 053101 20180328 56,581.24	PAY ITRON PREPAID ELEC	X 082179 20180326	158,100.00 2018	0326-ECL CASHIER RECE
× 050068 20180228 56,351.08	PAY ITRON PREPAID ELEC		152,917.44 2018	0409-153 CASHIER RECEI
× 053267 20180329 55.973.54	PAY II ITRON PREPAID ELEC	× 082675 II 20180409 II	136.645.83 II 2018	0409-DIR II CASHIER RECEI
* III		•		4
😂 Bank	8	Match		😂 Cash Book
0.00		0.00		0.0

- Match: Indicate if you want to match 1-to-1 transactions or 1-to-many.
- Indicate which fields the system must look at before a match is made. More than one selection can be made. Please note that 2 or more selection need to be made before you can proceed. Click "ok" when done.

M Bank Recon Auto Mat	tch				— ×-
MUNSOFT		Match Criteria			
Match Amount Doc Number Date	ⓒ One To One I▼ I□ I▼	C One To Many	C All		
Reference Description					
				√ Ok	X Cancel

MANUAL MATCH

You are also able to match/unmatch transactions manually. Right click on a bank transaction and select "match".

MUNSOFT	Bank Re	econciliation				
Bank Account: 000005	STD BANK	Refresh List:	۲	S	how UnMatched It	ems: @
Fiscal: 2018/04		Do not refresh list:	0	S	how Matched Item	is: O
Bank CBal 71,200,033.99				Casht	book CBal 81,4	440,471.6
Seq Date Amount	Doc No Reference Des	ic> 🔽 Seq	Date A	mount Doc	No Reference	Desc
▶ 053765 20180405 18,931,840.50	CATSTR 08-243-723-8 SI	II 🔺 🛛 🗙 082588	20180406	18,931,927.73	20180406-DIR CAS	SHIER RECI
→ × 053491 20180403 1,220,126.42	CATSTR 08-243-723-8 SI	0 082720	20180409	4,659,918.56	20180409-ACB CA	SHIER REC
	CATSTR 08-243-723-8 SI	0 82722	20180417	4,625,763.22	20180417-ACB CA	SHIER REC
	CATSTR 08-243-723-8 SI0	K X 082517	20180404	1,220,396.38	20180404-DIR CAS	HIER RECE
✓ 053951 II 20180407 II 240.663.12	CATSTR 08-243-723-8 SI0	× 082636	20180409	1,056,548.41	20180409-DIR CAS	HIER RECE
	PAY ITRON PREPAID ELE	C X 082548	20180405	959,239.62	20180405-DIR CASE	HIER RECEI
-× 050 5.07	PAY ITRON PREPAID ELE	C X 082667	20180409	383,605.79	20180409-DIR CASH	HIER RECEI
	ACB TRONOXNS 330005	7 082641	20180409	246,636.60	20180409-NMT CA	SHIER REC
× 049741 20180226 90,035.47	PAY ITRON PREPAID ELEC	082637	20180409	240,663.12	20180409-DIR CASE	HIER RECEI
× 052812 20180326 89,041.87	PAY ITRON PREPAID ELEC	X 082352	20180403	194,226.53	20180403-ECL CAS	HIER RECE
× 051434 20180312 60.873.70	PAY II ITRON PREPAID ELEC	× 082718	II 20180409 II	188,930.57	20180409-191 II CASI	HIER RECEI
× 053700 20180404 59.469.60	DEP II KASS 6 DIAZVILLE II	1 × 082634	II 20180406 II	171.866.10	20180406-191 II CASE	HIER RECEI
× 053983 20180407 58.190.85	EFTPOS II DR EFTPOS JEA 2	0 × 080974	II 20180226 II	160,400,21	20180226-ECL II CAS	HIER RECE
× 053101 20180328 56.581.24	PAY II ITRON PREPAID FLEC	× 082179	II 20180326 II	158 100.00	20180326-ECL CAS	HIER RECE
× 050068 20180228 56 351.08	PAY II ITRON PREPAID FLE	× 082711	II 20180409 II	152 917.44	20180409-153 IL CASE	HIER RECEI
× 053267 20180329 55 973.54	PAY II ITRON PREPAID FLE	× 082675	II 20180409 II	136 645.83	20180409-DIR CASE	HIFR RECEL
< [•	•				+
🕸 Bank	6	S Match			102	Cash Book
240.663.12		0.00			2	240.663.1

Go to the corresponding cash book transaction, and do the same there. Click on "view" to view the actual cash book transaction.

		concination		
Bank Account: 000005	STD BANK	Refresh List: ©	Sh	ow UnMatched Items: 🛛 ®
Fiscal: 2018/04	1	Do not refresh list: O	Sh	ow Matched Items:
Bank CBal 71,200,033.99			Cashbo	ok CBal 81,440,471.60
Seq Date Amount D	oc No Reference Desc	> 🔽 Seq Date	Amount Doc N	o Reference Desc >
✓ 053765 20180405 18,931,840.50	CATSTR 08-243-723-8 SI000	▲ 082588 20180406	18,931,927.73 2	20180406-DIR CASHIER RECI
🔀 053491 20180403 1,220,126.42	CATSTR 08-243-723-8 SI000	X 082720 20180409	4,659,918.56 2	0180409-ACB CASHIER REC
× 053875 20180406 1,047,478.92	CATSTR 08-243-723-8 SI000:		4,625,763.22 2	0180417-ACB CASHIER REC
× 053623 20180404 950,682.88	CATSTR 08-243-723-8 SI0001		1,220,396.38 2	0180404-DIR CASHIER RECE
✓ 053951 20180407 240,663.12	CATSTR 08-243-723-8 SI0001		1,056,548.41 2	0180409-DIR CASHIER RECE
▶ 053489 20180403 228,282.54	PAY ITRON PREPAID ELECTF		959,239.62 20	0180405-DIR CASHIER RECE
✗ 050645 20180305 109,135.07	PAY ITRON PREPAID ELECTF	→ 082667 20180409	383,605.79 20	0180409-DIR CASHIER RECEI
✗ 053851 20180406 104,026.43	ACB TRONOXNS 330005770		246,636.60 20	0180409-NMT CASHIER REC
× 049741 20180226 90,035.47	PAY ITRON PREPAID ELECTR	082627 11 20180400	240 663.12 20	0180409-DIR CASHIER RECEI
× 052812 20180326 89,041.87	PAY ITRON PREPAID ELECTR	Match Y/N	26.53 20	0180403-ECL CASHIER RECE
× 051434 20180312 60,873.70	PAY ITRON PREPAID ELECTR		30.57 20	0180409-191 CASHIER RECEI
× 053700 20180404 59,469.60	DEP KASS 6 DIAZVILLE 127	× 01	66.10 20	0180406-191 CASHIER RECEI
× 053983 20180407 58,190.85	EFTPOS DR EFTPOS JEA 2 000		160,400.21 20	0180226-ECL CASHIER RECE
× 053101 20180328 56,581.24	PAY ITRON PREPAID ELECTR		158,100.00 20	0180326-ECL CASHIER RECE
× 050068 20180228 56,351.08	PAY ITRON PREPAID ELECTR		152,917.44 20	0180409-153 CASHIER RECEI
× 053267 II 20180329 II 55.973.54 II	PAY II ITRON PREPAID ELECTR	▼ 082675 II 20180409	I 136.645.83 II 20	0180409-DIR II CASHIER RECEI
eta III	4	<		192
87 Bank	527 Frys	² Match		💖 Cash Book

• Once done click on the "process" sub menu key to remove the matched items from the list.

IMPORT MATCH

Use this function if you wish to do your reconciliation in excel.

MUNSOFT	Bank 6	Reconciliation				
Bank Account: 000005	▼ STD BANK	Refresh List:	c	1	Show UnMatched	l Items: @
Fiscal: 2018/04		Do not refresh lis	t: 0	1	Show Matched Ite	ems: O
Bank CBal 71,200,033.99				Cash	book CBal 8	1,440,471.6
Seq Date Amount D	oc No Reference De	esc> 🚽 Seq	Date	Amount Doc	No Reference	e Desc
× 053765 20180405 18,931,840.50	CATSTR 08-243-723-8	SIX 🔺 💙 🗙 0825	88 20180406	18,931,927.73	20180406-DIR (CASHIER RECI
× 053491 20180403 1,220,126.42	CATSTR 08-243-723-8	510 827	20 20180409	4,659,918.56	20180409-ACB	CASHIER REC
× 053875 20180406 1,047,478.92	CATSTR 08-243-723-8	510 X 0827	22 20180417	4,625,763.22	20180417-ACB	CASHIER REC
053623 20180404 950,682.88	CATSTR 08-243-723-8 S	10(🛛 🗙 0825	17 20180404	1,220,396.38	20180404-DIR C	CASHIER RECE
→ 053951 20180407 240,663.12	CATSTR 08-243-723-8 S	10(🗙 0826	36 20180409	1,056,548.41	20180409-DIR C	ASHIER RECE
····★ 053489 20180403 228,282.54	PAY ITRON PREPAID EL	EC X 0825	48 20180405	959,239.62	20180405-DIR C	ASHIER RECEI
→ × 050645 20180305 109,135.07	PAY ITRON PREPAID EL	EC 🛛 📉 🗙 0826	67 20180409	383,605.79	20180409-DIR C	ASHIER RECEI
→ 053851 20180406 104,026.43	ACB TRONOXNS 33000	157 🗙 0826	41 20180409	246,636.60	20180409-NMT	CASHIER REC
→ 049741 20180226 90,035.47	PAY ITRON PREPAID ELE	EC 🛛 🗙 0826	37 20180409	240,663.12	20180409-DIR C	ASHIER RECEI
	PAY ITRON PREPAID ELE	EC 🛛 📉 🗙 0823	52 20180403	194,226.53	20180403-ECL C	ASHIER RECE
	PAY ITRON PREPAID ELE	EC 📉 🗙 0827	18 20180409	188,930.57	20180409-191 C	ASHIER RECEI
× 053700 20180404 59,469.60	DEP KASS 6 DIAZVILLE	1 × 0826	34 20180406	171,866.10	20180406-191 C	ASHIER RECEI
× 053983 20180407 58,190.85	EFTPOS DR EFTPOS JEA 2	0 🗙 🕺 🗙 0809	74 20180226	160,400.21	20180226-ECL C	ASHIER RECE
	PAY ITRON PREPAID ELE	EC X 0821	79 20180326	158,100.00	20180326-ECL C	ASHIER RECE
× 050068 20180228 56,351.08	PAY ITRON PREPAID ELE	EC 🛛 📉 🗙 0827	11 20180409	152,917.44	20180409-153 C	ASHIER RECEI
× 053267 20180329 55.973.54	PAY II ITRON PREPAID ELE	EC 🔪 📉 🗙 0826	75 20180409	136.645.83 II	20180409-DIR II C	ASHIER RECEI
183 ·		-				·
Bank		Ser Match			,	Cash Book
0.00		0.00				0.0

- **Side**: Select whether you are uploading the "bank" or "cash book" spreadsheets. Remember to do first the one AND then the other.
- See layout: Click on the drop down arrow to view either the bank or cash book layout to use.
- **Upload file**: Once you have populated your data in the 2 spreadsheets, upload them both (depending on what was selected under "side").
- **Excel**: This function exports either the bank or cash book transactions to excel.

м		23
MUNSOFT	Bank File Matching Import	?
Path Bank Account Side Upload File See layout	/u1/proclassic/bank_recon 000005	
🕂 Add 📄 Change 🗋	t Delete Q _{na} View	X Cancel

Bank & cash book layout

SEQUENCE FISCAL DOC NUMBER DESCRIPTION AMOUNT MATCH Y/N

• Use this excel extract and indicate in the last column with either a Y (Yes) or N (No) whether these transactions are matched to ones in the cash book excel extract.

SEQUENCE	FISCAL	DOC NUMBER	DESCRIPTION	AMOUNT	MATCH Y/N
32444	201709	DEP	1273	0.8	
25734	201706		1273	0.03	
26425	201706		1273	39	
48242	201802	DEP	1273	35	
49199	201802	DEP	1273	14	
49200	201802	DEP	1273	21	
49201	201802	DEP	1273	94.5	
49202	201802	DEP	1273	147	
49203	201802	DEP	1273	196	
49205	201802	DEP	1273	483	
49206	201802	DEP	1273	525	
49899	201802	PAY	621	54254.74	
49940	201802	DEP	1273	14	
49941	201802	DEP	1273	21	
49942	201802	DEP	1273	70	
49945	201802	DEP	1273	227.5	
49946	201802	DEP	1273	241.5	
49949	201802	DEP	1273	1004.02	
49950	201802	DEP	1273	1095.5	

DELETING BANK STATEMENTS/TRANSACTIONS

This screen is used for deleting individual rows/transactions from a bank statement, or to delete all transactions on a bank statement. Only unmatched items can be deleted.

CASH BOOK > NEW BANK RECON > PURGE BANK ST'MNTS

- **Bank code**: Select the bank statement from the drop down arrow.
- **Deletion mark**: Indicate whether you want to delete all transactions or one by one.

If deleting one by one, place a tick mark next to those transactions. If you had selected to delete all, a tick mark will automatically be placed next to all transactions. Once done click on the "process" sub menu key to finalise this.

MUNSOF			Bank Statement Maintenance		
Bank Code	000005	-			
Deletion Mark	⊙ All	C One By One			
Date	Amount	Doc Num	Reference	Description	Delete
06/04/2018	1,030.00	DEP	6508150143085	001273	× .
06/04/2018	14,238.00	DEP	LOUWVILLE	001273	
06/04/2018	795.72-	ACB	EASYPAY EASYP 1986000109	006044	×
06/04/2018	54,922.14-	ACB	PAY AT 35898323 SAGEPAY	006036	
					_
					=
+Add De	Change 🖹 Delete 🔾	View			C Process X Cancel

ENQUIRIES & REPORTS

EXTRACT FOR BANK RECON

CASH BOOK > ENQUIRIES & REPORTS > EXTRACT FOR B/RECON

Period	Payee	ChequeNo	Doc Number	Doc Date	Amount	Description
Apr-18	ACB - Debtors debit orders		20180417-ACB	17/04/2018	4625763.22	CASHIER RECEIPTS
Apr-18	6.04		BC000972	19/04/2018	-9069.49	06.04.18 b/charges c
Apr-18	3 06.04.18 b/charges main		BC000973	19/04/2018	-55717.86	06.04.18 b/charges m
Apr-18	3 07.04.18 b/charges main acc		BC000974	19/04/2018	-47.35	07.04.18 b/charges m
Apr-18	03.04.18 bank charges main account		BC000975	19/04/2018	-162400.59	03.04.18 b/charges m
Apr-18	04.04.18 bank charges main account		BC000976	19/04/2018	-8556.74	04.04.18 b/charges m
Apr-18	04.04.18 bank charges main account		BC000977	19/04/2018	-996.18	04.04.18 b/charges m
Apr-18	3 05.04.18 bank charges cdi		BC000978	19/04/2018	-87.23	05.04.18 b /charges
Apr-18	3 05.04.18 bank charges main account		BC000979	19/04/2018	-8482.72	05.04.18 b/charges m
Apr-18	29.03.18 bank charges main account		BC000980	19/04/2018	-4100.7	29.03.18 b/charges m
Apr-18	31.03.18 bank charges main account		BC000981	19/04/2018	-130.35	31.03.18 b/charges m
Apr-18	3 03.04.18 bank charges cdi account		BC000982	19/04/2018	-269.96	03.04.18 b/charges c
Apr-18	03.04.18 bank charges traffic account		BC000983	19/04/2018	-160.56	03.04.18 b/charges t
Apr-18	03.04.18 transactional reversal traffic		TO001111	19/04/2018	-1000	03.04.18 t/reversal
Apr-18	31.03.18 MULTICHOICE		TO001112	19/04/2018	-1025.1	31.03.18 MULTICHOICE
Apr-18	CHICCOS HOLDINGS PTY LTD		TO001113	19/04/2018	-100000	STATIONERY
Apr-18	3 MAST		BC000984	19/04/2018	-550	BANK CHARGES
Apr-18	THE PARISH OF ST ANDREW HOEDJIES BAY		EF008498-0016	19/04/2018	400	HIRE OF HALL SBM
May-18	3 KGOLO INSTITUTE		EF008500-0001	19/04/2018	-415351.52	123
May-18	WACO AFRICA PTY LTD T/A SANITECH		EF008500-0002	19/04/2018	-122299.2	123
May-18	AMAPHAFINZI CC			19/04/2018	0	AMAPHAFINZI CC
May-18	KGOLO INSTITUTE		EF008500-0001	19/04/2018	415351.52	KGOLO INSTITUTE
May-18	WACO AFRICA PTY LTD T/A SANITECH		EF008500-0002	19/04/2018	122299.2	WACO AFRICA PTY LTD
Opening Balance	47163519.28	Closing Balance	81440471.6			

BANK RECON STATEMENTS

Extracting the bank recon statement.

CASH BOOK > NEW BANK RECON > RECON STATEMENTS

- Chart of accounts: Select SC for the scoa chart.
- Bank code: Select the bank you are reconciling.
- **Report type**: Indicate whether you want to see a detailed or summary report.
- Include matched item: Indicate to include matched items or not.
- Transaction list: Indicate whether to extract a full or monthly list.
- **Excel or print**: Indicate how to display this report.

M bank recon reports			—
MUNSOFT	Stat	ement	
Chart Of Accounts	SC 💌		
Bank Code	000005	▼ STD BAN	ик
Report Type	C Detailed	Summary	O Detail with tot
Include Matched Item Transaction List	⊙ No ⊙ Full	○ Yes ○ Monthly	
		,,	
Date	30/04/2018		
		X Excel	

<u>On the bank recon statement extract</u>: The 3 symbols indicated in RED below are not a positive/negative indication. This is to indicate how the recon gets calculated. E.g. The balance as per bank statement is NOT a negative. These symbols are also in a different colour AND there is a space between the figure and symbol.

Bank Code : 000005 Balance as per Bank Statement Outstanding Deposits Plus BANK STATEMENT	As At Period 71,200,033.96 - 15,460,537.69	: 30/04/2018 : 201804
Balance as per Bank Statement Outstanding Deposits Plus BANK STATEMENT	71,200,033.96 <mark>-</mark> 15,460,537.69	
Balance as per Bank Statement Outstanding Deposits Plus BANK STATEMENT	71,200,033.96 <mark>-</mark> 15,460,537.69	
Outstanding Deposits Plus	15,460,537.69	
BANK STATEMENT		
	0.00	
	0.00	
DEPOSIT	15,459,532,59	
ELECTRONIC TRANSFER	0.00	
RD CHEQUES	0.00	
REVERSALS	0.00	
TRANSFER TO BANK ACC	0.00	
TRANSFER IN	0.00	
TRANSFER OUT	0.00	
OTHER TRANSACTIONS	905.00	
Outstanding Payments Minus	1,021,836.81-	
BANK STATEMENT	0.00	
CHEQUE EXPENSE	25,324.80-	
DEPOSIT	0.00	
ELECTRONIC TRANSFER	642,463.37-	
RD CHEQUES	0.00	
REVER8AL8	0.00	
TRANSFER TO BANK ACC	0.00	
TRANSFER IN	0.00	
TRANSFER OUT	102,025.10-	
OTHER TRANSACTIONS	252,023.54-	
Calculated Balance	85,638,734.87 -	
B/S Outstanding Payments Minus	235,595.63-	
B/S Outstanding Deposits Plus	4,433,858.90	
Final Calculated Balance	81,440,471.60 +	
Balance as per Cash Book	81,440,471.60	
Difference	0.00	

How to read the bank recon statement

	Balance as per bank statement	R 71 200 033.99
+	Outstanding deposits	R 15 460 537.69
-	Oustanding payments	R 1 021 836.81
=	Calculated balance	R 85 638 734.87

	В	ank Reconciliation Summary	
Bank Code	: 000005	As At	: 30/04/2018
		Period	: 201804
Palance as not Pank St	atomont	71 200 022 00	
Balance as per Bank 30	atement	11,200,033.88	
Outstanding Deposits P	lus	15,400,537.69	
BANK STATEMENT		0.00	
CHEQUE EXPENSE		0.00	
DEPOSIT		15,459,632.69	
ELECTRONIC TRANSFER		0.00	
RD CHEQUES		0.00	
REVERSALS		0.00	
TRANSFER TO BANK ACC		0.00	
TRANSFER OUT		0.00	
OTHER TRANSACTIONS		905.00	
Outstanding Payments	Minus	1,021,836.81	
BANK STATEMENT		0.00	
CHEQUE EXPENSE		25,324.80-	
DEPOSIT		0.00	
ELECTRONIC TRANSFER		642,463.37-	
RD CHEQUES		0.00	
REVERSALS		0.00	
TRANSFER TO BANK ACC		0.00	
TRANSFER IN		0.00	
TRANSFER OUT		102,025.10-	
OTHER TRANSACTIONS		252,023.54*	
Calculated Balance		85,638,734.87 -	
B/S Outstanding Payme	nts Minus	235.595.63	
B/S Outstanding Deposi	its Plus	4 433 858 90	
Final Calculated Balanc	e	81.440.471.60 +	
Balance as per Cash Bo	ok	81 440 471 60	
Datance as per odon bo		01,110,111.00	
Difference		0.00	
Difference		0.00	

	Calculated balance	R 85 638 734.87
+	B/S Outstanding Payments minus	R 23 595.63
-	B/S Outstanding Deposits plus	R 4 433 858.90
=	Final Calculated balance	R 81 228 471.60

"Balance as per cash book" is as per the system.

In order to get the green and blue figures on the bank recon statement, pull the report as follows:

	Ba	nk Reconciliation Summary	
Bank Code	: 000005	As At Period	: 30/04/2018 : 201804
Balance as per Bank \$	itatement	71,200,033.99 -	
Outstanding Deposits	Plus	15,460,537.69	
BANK STATEMENT CHEQUE EXPENSE DEPOSIT ELECTRONIC TRANSFER RD CHEQUES REVERSALS TRANSFER TO BANK ACC TRANSFER IN TRANSFER OUT OTHER TRANSACTIONS		0.00 0.00 15,459,632.69 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
		1 001 000 01	
BANK STATEMENT CHEQUE EXPENSE DEPOSIT ELECTRONIC TRANSFER RD CHEQUES REVERSALS TRANSFER TO BANK ACC TRANSFER IN TRANSFER IN TRANSFER OUT OTHER TRANSACTIONS	5 MILLUS	0.00 25,324,80- 0.00 642,453,37- 0.00 0.00 0.00 0.00 102,025,10- 252,023,54-	
Calculated Balance B/S Outstanding Payn B/S Outstanding Depo	nents Minus Isits Plus	85,638,734.87 - 235,595.63- 4,433,858.90	
Final Calculated Balan Balance as per Cash E	ice Book	81,440,471.60 + 81,440,471.60	
Difference		0.00	

M bank recon reports			—
MUNSOFT	State	ement	
Chart Of Accounts	SC 💌		
Bank Code	000005	 STD BANK 	
Report Type	C Detailed	C Summary	• Detail with tot
Include Matched Item	⊙ No	C Yes	
Transaction List	⊙ Full	C Monthly	
		_	
Date	30/04/2018		
		× Excel	X Cancel

BANK CODE:	5		AS AT:	20180606					
CASH BOOK									
DATE	PERIOD	REFERENCE	DOCUMENT NUMBER	MATCHED	GROUP NUMBER	DATE MATCHED	AMOUNT	SEQ	DOC TYPE
20180403	201804	6032	ACB	N			-53.04	53548	
20180331	201803	1229	FEE	N			-50.16	53403	
20180407	201804	1229	FEE	N			-47.35	53985	
20180331	201803	1229	FEE	N			-27.12	53402	
20180405	201804	1229	FEE	N			-23.15	53822	
TOTAL B/S OUSTANDING DEPOSITS							-235595.63		
20180406	201804	6088	ACB	N			104026.43	53851	
20180305	201803	621	PAY	N			109135.07	50645	
20180403	201804	621	PAY	N			228282.54	53489	
20180404	201804	1252	CATSTR	N			950682.88	53623	
20180406	201804	1252	CATSTR	N			1047478.92	53875	
TOTAL B/S OUSTANDING PAYMENTS							4433858.9		

BANK CODE:	5		AS AT:	20180606					
CASH BOOK									
DATE	PERIOD	REFERENCE	DOCUMENT NUMBER	MATCHED	GROUP NUMBER	DATE MATCHED	AMOUNT	SEQ	DOC TYPE
20180419	201804		BC000981	N			-130.35	82822	BC
20180419	201804		BC000983	N			-160.56	82824	BC
20180419	201804		BC000984	N			-550	82828	BC
OTHER TRANSACTIONS							-252023.54		
20180409	201804		7501	N			-3323	82673	CQ
20180409	201804		7502	N			-1511.2	82674	CQ
CHEQUE EXPENSE							-25324.8		
20180409	201804		EF008495-0001	N			-588.04	82646	EF
20180409	201804		EF008498-0014	N			-773	82689	EF
20180409	201804		EF008498-0015	N			-1400.31	82690	EF
20180409	201804		EF008498-0017	N			-400	82692	EF
ELECTRONIC TRANSFER							-642463.37		
20180419	201804		TO001111	N			-1000	82825	то
20180419	201804		TO001112	N			-1025.1	82826	то
20180419	201804		TO001113	N			-100000	82827	то
TRANSFER IN							-102025.1		
TOTAL OUSTANDING PAYMENTS							-1021836.8		

BANK CODE:	5		AS AT:	20180606					
CASH BOOK									
DATE	PERIOD	REFERENCE	DOCUMENT NUMBER	MATCHED	GROUP NUMBER	DATE MATCHED	AMOUNT	SEQ	DOC TYPE
TOTAL OUSTANDING	PAYMEN	TS					-1021836.8		
20170525	201705	ITRON/ONTEC IMPORTS	1071	N			35	71789	
20170524	201705	ITRON/ONTEC IMPORTS	1016	N			70	71744	
20170221	201702	RENE VENTER	849	N			800	71729	
OTHER TRANSACTIO	NS+						905		
20180409	201804		20180409-283	N			23506.26	82716	DP
20180409	201804		20180409-078	N			747	82717	DP
20180409	201804		20180409-191	N			188930.57	82718	DP
20180409	201804		20180409-047	N			89439.68	82719	DP
20180412	201804		20180412-D02	N			1480	82723	DP
20180409	201804		20180409-ACB	N			4659918.56	82720	DP
20180412	201804		20180412-D02	N			750	82721	DP
20180417	201804		20180417-ACB	N			4625763.22	82722	DP
DEPOSIT							15459632.7		
TOTAL OUSTANDING	DEPOSIT	rs					15460537.7		

MONTH-END

If a new bank was added to your system, then you are able to move unreconciled items from the old/current bank code to the new bank code.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > B/RECON MONTH END > BANK CODE TRANSFER

- **Current bank code**: Select the old/current bank.
- **New bank code**: Select the new bank to where the unreconciled items of the old bank will be moved to.

Month End Screen				—
MUNSOFT	SC	Bank Recon bank code		?
Current Bank Cod New Bank Code	000005	•		
	ge 📑 Delete	Q _{sa} View	√ Ok	X Cancel

After reconciling for the month, the period should be closed. If you have more than one bank account, remember to do this process for all bank accounts.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > B/RECON MONTH END > MONTH END

- Bank code: Select the bank you are doing month end for.
- **Month end**: Click on month end run to close month end. Once done a tick mark will be placed next to that period that has been closed.
- **Unreconcile**: Click this button if you made a mistake and wish to redo your reconciliation.

м				23
MUNSOFT	Bank Month End Run			?
Company SC v Bank Code 000005	v			
-Month End Month End Run for Period	2018/04 -	Period Close 2017/07 - 2017/08 - 2017/09 - 2017/10 - 2017/10 - 2017/11 - 2017/12 - 2018/02 - 2018/03 - 2018/04 - 2018/05 - 2018/06 -	Obal 46,379,959.84 48,431,756.69 41,837,207.73 123,482,268.37 118,471,550.12 45,866,301.00 42,153,386.37 39,112,973.14 49,725,726.44 40,770,826.27 71,200,033.99 0.00	Cbal 48,431,756.69 41,837,207.73 123,482,268.37 118,471,550.12 45,866,301.00 42,153,386.37 39,112,973.14 49,725,726.44 40,770,826.27 71,200,033.99 0.00 0.00
+Add Change C Delete C	X View		``	/ Ok X Cancel