



Import bank statement

Before you can begin with the import of the bank statements, you have to define the clearance accounts and formats for the bank accounts.

You can define these settings here:

- Payments
- Bank: Basic data
- Bank accounts

format:	format of the import file (it depends on the bank)
delete import file:	If this option is activated, the import file will be deleted after a successful import.
clearance real accounts:	Clearance account for the real account postings.
clearance debtors:	Clearance account for the debtors
clearance creditors:	Clearance account for the creditors
autom. suggestion:	If no account was found on the import, the clearance account program will suggest the clearance account automatically. The real account will be suggested if no bank account exists. The debtor will be suggested on all receipts. The creditor will be suggested on all outgoings.



Info field 1:	Information field which will be displayed if you edit the bank statement.
Format customer's data:	Should the program take customer's data into consideration or not
autom. clearing outgoing:	The program searches and allocates on the import of the bank statement automatically. (outgoing payments) Optional: Number of years back from the current year for search of open items
autom. clearing incoming:	The program searches and allocates on the import of the bank statement automatically. (incoming payments) Optional: Number of years back from the current year for search of open items
Import ZA/ZE:	Here you can choose, if you want to import only incoming payments, only outgoing payments or everything.
Excerpt single edit:	One stack for each bank statement will be created
FormatStatementNr:	You have the possibility to set the option "format bank statement number" with a special format. (at the moment JJIII/SSS at the format MT940) JJ = Year III = bank statement number SSS= page The program will use the bank statement number (III) as internal voucher number and put it in automatically. As external voucher number the program will use the complete format (JJIII/SSS). The input field for the voucher number is inactive at the posting screen.
clearing account:	Account, which should be used on the posting process for an automatic created position split.
account:	Account, which should be suggested on the posting of the bank statement.
voucher type:	Voucher type, which should be suggested on the posting of the bank statement.
Bank/subsidiaries:	The 3digit bankcode/subsidiarycode will put in front of the debtors/creditors bank (only HVB bank hungary)
Search vouchernr. outgoing:	The program will take the 1 st numeric value and put it in as voucher number automatically. (only outgoing, MT940)
Search vouchernr. incoming:	The program will take the 1 st numeric value and put it in as voucher number automatically. (only incoming, MT940)
div. parameters:	Here you have the possibility to define some parameters.



parameter	J/N	d	A	Format
set the assignment field to the first 20 digits of the posting text	<input checked="" type="checkbox"/>			
Search the banking statement with the internal/external voucher no. of the open items	<input checked="" type="checkbox"/>			
wenn das Konto gefunden wurde und der Betrag nur einmalig vorhanden ist -> Zuordnung	<input checked="" type="checkbox"/>			
Betrag und interne/externe Belegnummer sind nur einmalig in den Offene Posten vorhanden -> Zuordnung	<input checked="" type="checkbox"/>			
Anzeige des Anfangs- und Endsaldos des Bankkontos und des Bankauszuges im Bearbeiten	<input checked="" type="checkbox"/>			
Buchungstext: externe Belegnummer, Name des Kunden/Lieferanten	<input checked="" type="checkbox"/>			
check of bank statement	<input type="checkbox"/>			
Buchungstext leer	<input type="checkbox"/>			
Anzeige der Meldungen von Debitoren/Kreditoren im Bearbeiten des Bankauszuges	<input checked="" type="checkbox"/>			
Suche der internen Belegnummer bei Zahlungseingängen mit definierten Format	<input type="checkbox"/>			
Suche der externen Belegnummer bei Zahlungseingängen mit definierten Format	<input checked="" type="checkbox"/>			F#####

parameter 1:

Use the first 20 digits of the posting text as assignment number

parameter 2:

On the import of the bank statement the program will search for the internal and external voucher number of the open items of the found debtor/creditor within the posting text of the bank statement. When the voucher number has been found, it will check the amount with the amount of the open item. If they match, this voucher (invoice) will be cleared automatically. This automatic clearance will be marked with a yellow circle in the edit screen.

parameter 3:

If the amount is unique within the open items of the already found account, the program will do an automatic assignment. The status will be displayed as a yellow circle with the blue "useraction"-picture on the right.

parameter 4:

If the amount and the internal/external voucher number is unique in all open items, the program will do an automatic assignment. The status will be displayed as a yellow circle with the red "useraction"-picture on the right.

parameter 5:

If you activate this parameter, you will see the opening/closing balance according to the bank statement and according to the bank account on the edit-screen. (only available for MT940 Austria)

parameter 6:

The posting text will be structured as follows: External voucher number + name of the customer/supplier

parameter 7:

The bank statement will be checked only (without posting!)

parameter 8:

The posting text will be imported empty – only entries from the user during the edit process will be posted later

parameter 9:

The messages from debtors/creditors will be displayed within the edit screen (tooltip)

parameter 10 + 11:

Search with a special format (e.g. F#####) within the text of the bank statement and use this value as internal/external voucher number.



parameter 12:

Only for format CAMT.053

The value of field payment reference will be interpreted as customer's data

parameter 13:

Only for format CAMT.053

The value of field note for payee will be interpreted as customer's data



Customer's data – voucher types

If you have changed the option "Format customer's data" to "considerate", the customer's data of the payments will be compared with the customer's data within the open items later.

But you will need the following setting on the desired voucher types too:

- Basic data
- Company index
- Voucher types

Choose the desired format of the customer's data here.

All existing OI's will be filled with the field customer's data immediately! This process can take some time.



Account – Terms

You can find this basic data program under:

- Payments
- Bank Statements
- Basic data
- Account – Terms

account	Description / name	Term	P	cost centre	cost unit	code
7300	Parkgebühren	PARKPLATZ	<input type="checkbox"/>			
7800	Miete, Pacht, Leasing	MIETE	<input checked="" type="checkbox"/>			

Here you can enter some terms, which will be searched within the text of the bank statement.

If the program will find one of these terms during the import within the text, it will use the associated account automatically.

Every term can only be used once!

Check "P" (priority):

With this check you set a higher priority than an entered bank account on debtor/creditor side.

Example:

Creditor "leasing company" - bank account has been entered

Cost account "leasing" - term "leasing" - without priority
=> the creditor will be suggested

Cost account "leasing" - term "leasing" - with priority
=> the cost account will be suggested

Cost centre / Cost unit / Code

You are able to enter a cost centre, a cost unit and a tax code in addition to the account number. This information will be suggested as well if the text has been found.



Import of the bank statement

You can find the import of the bank statement here:

- Payments
- Bank Statements
- Import

fc.	bank	bank account	amount
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bank account: Selection of the bank account (bank statement)

import file: Enter of the import file (bank statement file)
or File => Open (CTRL+O)

With F11 you can execute the analysis, which bank account with which amount exists in the bank statement file. The cause of this analysis is, that there exists more bank accounts in one file on the HVB bank. (foreign currency banks too).

With click on the button „Import“ the import starts. You will get one stack for each bank account which you have to complete. Foreign currency banks will not be imported!



Protocol of the imported bank statement

You can print a protocol about the import. You find it here:

- Payments
- Bank Statements
- Bank Statements

stack:	Selection of the stack (created on the import).
sort:	Selection of the sort criteria
status vouchers:	Print out all, found, not found
status accounts:	Print out only these, where the program found an account or the program didn't find an account.



Edit of the imported bank statement

You also have the possibility to edit the stack. You find it here:

- Payments
- Bank Statements
- Edit

stack: Selection of the stack (created on the import).

status vouchers: Display all, found, not found

status accounts: Display only these, where the program found an account or the program didn't find an account.

With F11 you can start the „Edit postings“-screen:

account: Entry/display of the account number. If the account has been found, it will be displayed directly. You have the possibility to search for a voucher with the *(star)-search or with #(amount)-search. The account number will be assumed automatically.

With F6 or double click you can start the clearance. This screen is exactly the same screen like the screen within the posting online.

Red X: Nothing has been found (no account, no voucher)

Blue circle: Parts has been found (at least the account number). It's possible that the amount doesn't match with OI-amount. In this case you have to search for the invoice.



Yellow circle: The program did an automatic clearance of an open item as a result of activated "div. Parameters". (for details see "div. parameters" above)

Green check: The voucher has been found and is ready for posting.

A graphical overview of the different status values will be displayed on the upper right side in form of a bar.

The part under the edit screen shows **detailed informations** about the active row. You can **change the posting text** here.

To delete a single row, click on the menu item "File => **Delete**". To delete the whole import for this bank account, click on "File => **delete selective**".

On "Edit => **Multiple selection**" you can change into a special mode, which makes it possible to mark more than one row for the delete command. (you can see a yellow headline if it is activated)

On "Edit => **Cost-Split**" you can split the costs of a real account posting to different cost centres/cost units. A blue star will be displayed if a cost-split exists. If you overwrite the account or the field cost centre/cost unit, the cost-split will be deleted automatically.

(Please notice: the amount you can split is always the net amount!)

On "Edit => **Legend**" you have the possibility to display a legend of the different possible statuses.

You can **sort** the columns with a double click on the headline (ascending/descending) The sort order will be displayed with an orange arrow.

Function of the right mouse button:

Only available on the top screen:

- You have the possibility to add the bank account of the bank statement to the debtor/creditor automatically with the "right mouse button => **add bank account**" function. (default proposal of the status for the bankaccount is inactive)

The bank details from the statement will be displayed incl. info icon.

AT323200000003063252	🟢	20001
AT742011141002232997	🔴	20006
AT182020510000000000	🔵	

Blue details for the bank information from the bank statement

Red The bank information doesn't exist on the debtor/creditor

Green The bank information exists on the debtor/creditor already



- With “**positionsplitt**” you have the possibility to split a desired position on several different positions. (debtors/creditors/real accounts)
You have to use the complete amount before you can quit the split. You can define as many accounts as you want. (new row / delete row)

Splitt - Konten		
Konto	Bezeichnung	
20198	Musterfirma	4.500,00
6002	Kilometergelder	500,00
Gesamt		0,00

✗	20323946117			25.09.2008		-1.440,00
	609482401			25.09.2008		-5.000,00
○		20198	Musterfirma	25.09.2008		-4.500,00
✓		6002	Kilometergelder	25.09.2008		-500,00
✗	50660059003			26.09.2008		-22,44

Grey: Header line

Blue: Split lines

When you click on the menu item “positionsplitt” on an already splitted position again, you enter the split window again which you see above. There you can change the positions. The further editing process for split rows is the same as on normal rows. (Stati, assignments, tax codes, cost centres/cost units etc.)

With “**delete positionsplitt**” you can undo the split.

A splitted position will be posted only if all rows of the split are correct and have an account entered. You can choose DEBIT/CREDIT for each split position.

- If you click the “right mouse button => **Refresh**”, all search routines will be executed again. Its advantage is, that after some changes you don't have to delete the bank statement and import it again.

Only available on the bottom detail-screen:

- If you mark a text and click the “right mouse button => **add to account terms**”, the marked text will be added under “Basic data => account terms”. (Requirement: The account has to be entered already)

Example of the clearance screen:

account	4001	voucher		assignment amount	154,80	154,80
voucher date	19.06.2007			to divide	845,20	845,20 EUR
voucher no.	0	voucher date	19.06.2007	outstanding surplus	154,80 d	0,00
AR 4448		14.05.2006		-1.000,00 d		0,00
AR 12345		15.05.2006		-6.000,00 d		0,00
AR 4451		15.05.2006		-1.000,00 d		0,00
AR 4452		15.05.2006		-1.000,00 d		0,00
AR 4450		15.05.2006		-1.000,00 d		0,00
in other clearings				2	-2.000,00	
SR 10001		30.06.2006		-2.333,33 d		0,00
AR 6		27.12.2006		-90,00 d		0,00
AR 6		27.12.2006		-9,49 d		0,00
AR 51		28.12.2006		-16,67 d		0,00
AR 5		01.01.2008		-100,00 d		0,00
AR 5		01.01.2008		-100,00 d		0,00
AR 5		01.01.2008		-100,00 d		0,00
				0,00	-1.000,00	
voucher date	14.05.2006	voucher no.	4448	ext vou number	4448	
due	14.05.2006	valuta start	14.05.2006	posting text	CSG Inland	
to				cost centre	3000	
posting date	15.05.2006			cost unit	111	
				assignment		
posting text	Lastschrift (Einzugserm.); EZE-Lastschrift aUPC		cost centre		assignment	
text	Lastschrift (Einzugserm.); EZE-Lastschrift aUPC Austr; GmbH; 1035375; UPC Austria GmbH		cost unit		tax code	
valuta	19.06.2007	Auszug	07108/001			
Customer's data						
customer number						

This screen is as same as the screen you know from posting online. If you click F10 to complete the clearance, the data will be saved automatically.



Posting of the bank statement

The last step is, to post the bank statement. You can find this program here:

- Payments
- Bank Statements
- Posting

- stack:** Selection of the stack, which should be posted.
- voucher type:** Selection of the voucher type, which you want to post with. If there is entered a contra account on this voucher type, this will be suggested as account automatically.
- voucher number:** Enter of the voucher number, which the bank statement should be posted with. (inactive on use of FormatStatementNr)
- account:** Enter of the bank account – will be suggested with the voucher type automatically.
- protocol type:** Choose if you want to print out a total or an error protocol.
- processing:** Choose if you want to check (testing) or post the bank statement.
- All vouchers with green check, yellow circle (incl. useraction) and blue circle will be posted.