

# All About Banking and Cash Management

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DEANDORTON

# Agenda



- Today
  - Approaching a bank reconciliation
  - Adding bank data
- Roadmap
  - Bank reconciliation
  - Bank data

# Two ways to participate in polls

## TEXT

1. Dial 22333
2. Enter message “deandorton”
3. Text “A” or “B” to respond to each question

## INTERNET

1. Go to [www.pollev.com](http://www.pollev.com)
2. Type “deandorton” and select “Join”



# Bank Account Reconciliation Approach

# Approach to reconciling



- Not all bank reconciliations are considered equal
- Prioritize the accounts
- What is the volume of data
- How often should the account be reconciled
- Use Matching and Create Rules
  - Remember there is a grouping feature
  - Date matching can use the “within” operator




# Bank Feeds

# Types of connections and who should use them

- Direct Connections
  - Might have a fee
  - Check Help Center for list
  - Very reliable option
  - Banks w/ key fobs or tokens work
- Indirect Connections
  - Relies on 3rd party aggregators
  - Sometimes no fee
  - Only works with banks that don't require tokenization
  - Less control
  - More inconsistency
- File Import
  - Manual work
  - A good last resort
  - No fee
- Sage Custom Integration
  - Custom integration to bank
  - Use when Direct connection is not available and an indirect connection doesn't suffice
  - Most expensive

# Setup - Sage Cloud Services

- Navigate to Company > Admin > Subscriptions
- Sage Cloud Services



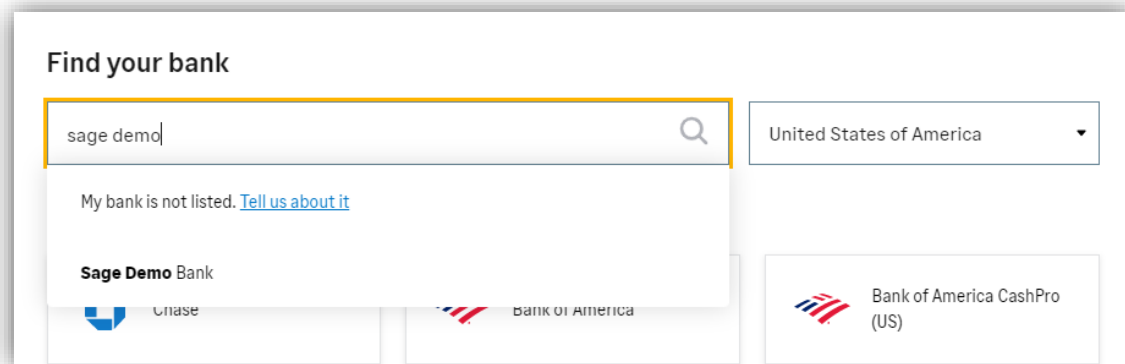
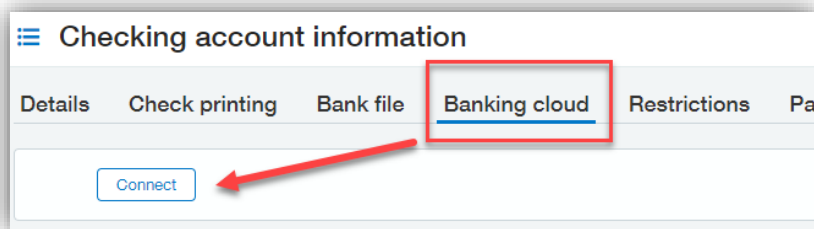
**Sage Cloud Services**  
Connect to bank feeds, prepare and file VAT and GST returns, and make direct bank-to-bank electronic payments with bank files.

[Configure](#)



# Setup - Connect your Accounts

- Go to Cash Management > Setup > Checking Accounts.
- Banking Cloud tab > Connect.
- Find your bank. Pay attention to the web address if there are multiple options.
- Follow the prompts to connect your bank feed until successful.



# Setup unsuccessful – Request account

- If no results are found for your bank, choose “Tell us about it”
- Enter the Bank Name, Account Type and Bank URL. Submit.
- Check often for updates to direct connections: [Available direct connections for bank feeds](#)).

The screenshot shows a web interface titled "Connect your bank". Below the title is a sub-header "Find your bank". There is a search input field containing the text "Bank not Found" and a search icon. To the right of the search field is a dropdown menu showing "United States of America". Below the search field, a message reads "No results for 'Bank not Found' - Tell us about it". A red arrow points to the "Tell us about it" link. Below this message are six buttons representing different banks: Chase, Bank of America, Wells Fargo, Citi, US Bank, and PNC.


# Setup successful - Connect your Accounts

- If successful, enter the Start date from which to begin downloading transactions.
  - Avoid downloading transactions that you already reconciled
  - When reconnecting, always choose the first date of the next month to reconcile.

**From what date do you want to download transactions?**

Typically, the download date is for the previous 30 days or from the latest reconciliation date.

**Download starting from**

05/01/2023 

Note: Some banks allow you to download the last 90 days of transactions only.

[Continue](#)

A group of business professionals in a meeting, with a blue overlay and the text "Bank Transactions".

# Bank Transactions

# Cash Management - Bank Transactions

- Go to Cash Management > Bank Transactions
- All bank feed transactions are listed here

Bank transactions Done Export

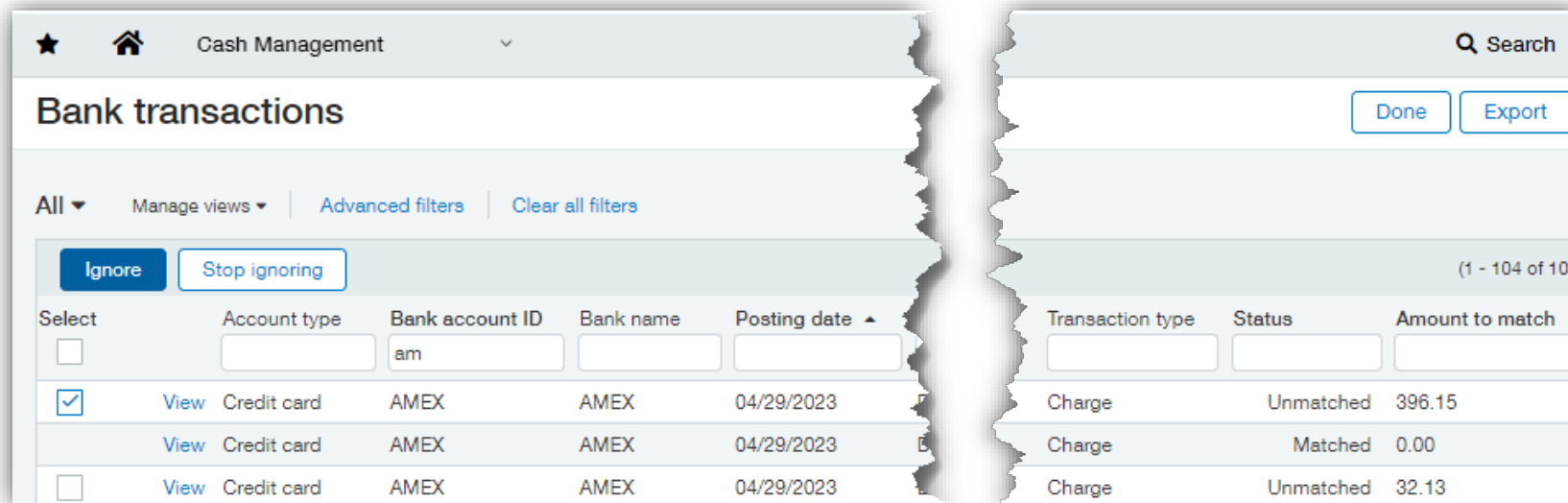
All Manage views Advanced filters Clear all filters

Ignore Stop ignoring (1 - 506 of 506)

Select	Account type	Bank account ID	Bank name	Posting date	Document type	Document number	Currency	Amount	Payee	Description	Transaction type	Status	Amount to match
<input type="checkbox"/>	<a href="#">View</a> Bank	B01	Security State Bank - Checking Main	05/01/2023	CREDIT		USD	1,034.99	123	123	Deposit	Unmatched	1,034.99
<input type="checkbox"/>	<a href="#">View</a> Bank	B01	Security State Bank - Checking Main	05/01/2023	INT		USD	86.00		Invoice 7855 Goods 17944 L17944	Deposit	Unmatched	86.00
<input type="checkbox"/>	<a href="#">View</a> Bank	B01	Security State Bank - Checking Main	05/01/2023	CREDIT		USD	10,561.49	C115	C115 C115	Deposit	Matched	0.00
<input type="checkbox"/>	<a href="#">View</a> Bank	B01	Security State Bank - Checking Main	05/01/2023	DEBIT		USD	9,971.55		D852	Withdrawal	Unmatched	9,971.55
<input type="checkbox"/>	<a href="#">View</a> Bank	B01	Security State Bank - Checking Main	05/01/2023	CREDIT		USD	10.01		85	Deposit	Unmatched	10.01
<input type="checkbox"/>	<a href="#">View</a> Bank	B01	Security State Bank - Checking Main	05/01/2023	DEBIT		USD	84.53			Withdrawal	Unmatched	84.53

# Bank Transactions – Ignore and Unignore

- Zero-dollar transactions
- Duplicate transactions
- Any issues that require you to manually upload a file, but then the bank feed downloads the same information.



The screenshot displays a financial management interface. The left pane shows a list of bank transactions under the heading "Bank transactions". It includes filters for "All", "Manage views", "Advanced filters", and "Clear all filters". There are buttons for "Ignore" and "Stop ignoring". The table lists transactions with columns: Select, Account type, Bank account ID, Bank name, and Posting date. The right pane shows a detailed view of a transaction with columns: Transaction type, Status, and Amount to match. It includes buttons for "Done" and "Export".

Select	Account type	Bank account ID	Bank name	Posting date
<input type="checkbox"/>		am		
<input checked="" type="checkbox"/>	<a href="#">View</a> Credit card	AMEX	AMEX	04/29/2023
<input checked="" type="checkbox"/>	<a href="#">View</a> Credit card	AMEX	AMEX	04/29/2023
<input type="checkbox"/>	<a href="#">View</a> Credit card	AMEX	AMEX	04/29/2023

Transaction type	Status	Amount to match
Charge	Unmatched	396.15
Charge	Matched	0.00
Charge	Unmatched	32.13

# Bank Transactions – More Actions

- Bank Transactions do not have GL impact, however...
- If you click View > More Actions ↓

**Bank transaction**

Bank account ID B01	Amount 10,561.49	Amount to match 10,561.49
Posting date 05/01/2023	Payee C115	Match mode --
Document type CREDIT	Description C115 C115	Unmatched date --
Document number --	Transaction type Deposit	Unmatched by --
Currency USD	Status Unmatched	

Matched transactions

GL post date	Check no. or doc no.	Description	Bank amount	Payee	Txn date	Txn type	Pymt type	Txn curr	Txn amount	Base amount	Matched amount
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**Bank transaction**

Bank account ID AMEX	Amount 90.70	Amount to match 90.70
Posting date 04/30/2023	Payee --	Match mode --
Document type DEBIT	Description [REDACTED]	Unmatched date --
Document number --	Transaction type Charge	Unmatched by --
Currency --	Status Unmatched	

A group of business professionals in a meeting, with a blue overlay. The text "Create Rules" is centered in the image.

# Create Rules



# Create Rule Uses

- Auto-create JEs or CC transactions based on bank feed or bank import data.
- Good for:
  - Transactions that don't need to post to a subledger and are not 1099-able
  - Transactions not otherwise recorded through a different process
- Use for any common or definable entries, for example:
  - Journal entries to cash
  - Bank fees, Interest earned, Other receipts and Funds transfers
  - Credit card transactions
  - Credits and refunds, cash back

# Cash Management – Create Rules

- 5 steps to create a Rule:
  - Details
  - Filter by
  - Group by
  - Define transaction to create
  - Create a Transaction template
  - Lastly, add the rule to a Rule Set.

The screenshot shows the 'Cash Management - Rule' configuration page. The 'Name' field is highlighted with a red box. The 'ID' field contains 'WF Deposit' and the 'Status' is set to 'Active'. The 'Filter transaction by' section contains a table with 4 rows. The 'Define transaction to create' section has 'Journal entry' selected for 'Transaction type' and '38--Deposit WF' for 'Transaction template'.

	Data source	Field	Operator	Value	
≡ 1	Bank transactions	Posting date	greater than	05/12/2022	+ 🗑️
≡ 2	Bank transactions	Transaction type	equals	Credit	+ 🗑️
≡ 3	Bank transactions	Description	contains	Deposit	+ 🗑️
≡ 4					+

# Create Rules – Filter transactions by

- Setup a split screen with your Bank transactions
- Be specific!
  - Include Transaction type = Debit or Credit
  - Add Descriptions “Contains” whenever possible. The value is case sensitive.
  - \*Always add a Date filter for when to begin using the rule

Filter transaction by

		Data source	Field	Operator	Value	
☰	1	Bank transactions	Transaction type	Equals	Debit	+ 🗑️
☰	2	Bank transactions	Description	Contains	Bank Fee	+ 🗑️
☰	3	Bank transactions	Posting date	Is greater than	05/01/2023 📅	+ 🗑️
☰	4					+

# Filter transactions by – Cheat Sheet

Account Type	Document Type	Transaction Type	Affect on Account	Examples
Bank	DEBIT	Withdrawal = Debit	Decrease balance	Vendor/Employee payments, Service charges, Manual payments
Bank	CREDIT	Deposit = Credit	Increase balance	Customer payments, Other Receipts, Interest earned
Credit Cards	DEBIT	Charge = Debit	Increase balance	Positive credit card transactions, Charges and Service fees
Credit Cards	CREDIT	Payment = Credit	Decrease balance	Statement payments, Refunds, credits on account, cash back

# Create Rules – Group by

- Group by only if needed. May not make sense here...

Filter transaction by

		Data source	Field	Operator	Value
☰	1	Bank transactions	Transaction type	Equals	Debit
☰	2	Bank transactions	Description	Contains	Bank Fee
☰	3	Bank transactions	Posting date	Is greater than	05/01/2023
☰	4				

Group transactions by

Bank transactions

Document number

Posting date

Takes all transactions that meet this criteria and creates a transaction by Document Number or Posting Date..

# Create Rules – Define transactions to create

- Transaction type
  - Journal entry
  - Credit Card transaction
- Journals determine approvals in GL Configuration
- Transaction templates
  - Cash Mgmt > Setup

▼ Define transaction to create

Transaction type: Journal entry

Transaction template: 38--Deposit WF

Transaction Template for Journal Entry

Name \* Deposit WF

Description Auto create Deposits from Bank Transactions

Journal \* CRJ--Cash Journal

Posting state Draft

Journal entry offset [Show defaults](#)

	Account *	Allocation	Department	Location	Memo	
1	4601--Revenue - Sube	Allocation	100--Sales	100--USA	Auto create Deposits from Bank	+ -
2						+ -
3						+ -

100--USA

# Transaction Templates

The screenshot shows a navigation menu with the following items:

- Cash Management (selected)
- Fixed Assets
- Dashboards
- Additional Dimension
- Accounts Payable
- General Ledger
- Accounts Receivable
- Purchasing
- Time & Expenses
- Cash Management** (highlighted)
- Projects or Grants
- Inventory Control

The sub-menu for 'Cash Management' is open, showing:

- All
- Setup
- Accounts
- Reconciliation rules
  - Rules
  - Rule set
  - Rule set performance log
- Reconciliation txn templates** (highlighted with a red box)
- Credit card transaction
- Journal entry

A red arrow points from the 'Reconciliation rules' section to the 'Reconciliation txn templates' section.

# Transaction Templates – Journal entry

- Posting State –
  - Draft > Requires you to interact with it
  - Posting > Approvals determined by GL Config
- Primary GL account determined by Checking account
- As of 5.12.2023
- Entity will also be determined by the Checking account setup – which is great to trigger your IETs

The screenshot shows a web-based form titled "Transaction template for journal entry". The form contains the following fields and values:

- ID:** 1
- Description:** Bank Fee
- Journal \*:** CDJ--Cash Disbursements Journal
- Name \*:** Bank Fee
- Posting state:** Draft
- Created on:** 05/18/2022 08:40:11 AM
- Last modified:** 05/26/2022 02:12:16 PM

Below the form is a section titled "Journal entry offset" with a "Show defaults" link. It contains a table with the following data:

	Account *	Allocation	Department	Fund	Memo
1	5400--Banking Fees		100--Counselling Serv	100--General	Bank Fee



# Transaction Templates – credit card transaction

- Primary GL account determined by Credit Card setup
- Will post right away, no approvals available
- Will be available in credit card recon and auto-matched

The screenshot shows a web interface for creating a transaction template. At the top, a red box highlights the title "Transaction template for credit card transaction". To the right of the title are buttons for "Save", "Duplicate", "Cancel", and "More actions". Below the title, there are three columns of input fields: "ID" (containing "Refunds"), "Description" (containing "Credit Card Refunds"), and "Payee" (empty). Below these are "Name \*" (containing "Refunds"), "Created on" (containing "04/27/2023 02:16:33 PM"), and "Last modified" (containing "04/27/2023 02:16:33 PM"). A section titled "Credit card transaction offset" contains a "Show defaults" link and a table with the following data:

Account *	Employee	Fund	Department	Project or Grant	Vendor	Memo
5505--Discounts Taker	Employee	100--General	999--Shared	998--Shared	V292--AMEX - Americ:	Memo

Below the table is a button labeled "Show details (Ctrl + Down arrow)".

# Create Rules Examples

- Journal Entries
- Refunds and Credits
  - Filter on Transaction Type = Credit, find Transaction Type, Date
- Bank Fees
  - Filter on Trxn type = Debit and the unique Description, Date
- Cobra Premiums
  - Filter on trxn type = Credit, Description, Date
- Credit Card Transactions
- Refunds and Credits
  - Filter on Transaction type = Debit, Document type = Payment\*, Date
- Credit Card Fees
  - Filter on trxn type = Credit, Description and Date
- Recurring online payments
  - Filter on trxn type = Credit, Date
  - Set each up with a unique Description

A group of business professionals in a meeting, with a blue overlay. The image shows several people sitting around a table, looking at laptops and documents. The text 'Match Rules' is centered over the image.

# Match Rules

# Match Rule Uses

- Use for:
  - Transactions that are already in Intacct
  - Anything that needs to hit a subledger
- Examples include:
  - Vendor payments and credits
  - Payroll checks and ACH
  - Charge payoff payment

# Match Rule Setup

- 4 steps to create a rule:
  - Details
  - Filter transactions by
  - Group transactions by
  - Matching conditions
- Then, add to a Rule Set

The screenshot displays the 'Match Rule Setup' interface. At the top, the 'Details' section includes a 'Type' dropdown menu with 'Match rule' selected (highlighted by a red box), an 'ID' field, a 'Name' field, a 'Description' field, and a 'Status' dropdown menu set to 'Active'. Below this is the 'Filter transaction by' section, which contains a table with columns for 'Data source', 'Field', 'Operator', 'Value', and action icons. The table has three rows: Row 1: Bank transactions, Transaction type, Equals, Credit; Row 2: Bank transactions, Document type, Equals; Row 3: (empty). Below the filter section is the 'Group transactions by' section, which is currently collapsed. The 'Matching conditions' section is expanded and contains a table with columns for 'Bank transaction field', 'Operator', 'Value', and 'Match with this field in an Intacct transaction'. The table has four rows: Row 1: Document number, Equals, (empty), Document number; Row 2: Posting date, Within, 1, Posting date; Row 3: Amount, Equals, Value, Amount; Row 4: (empty).

# Best Practices for Match Rules

- Put most specific / complex rules AKA: “Sniper Rules” first
- The more vague or general rules go last
- Be careful when using too general rules
  - For example: You might have multiple transactions with the same amount in a month, if your rule only matches based on Amount, then Intacct may not match any of them because it doesn’t know which one to match to.
  - Otherwise, it can incorrectly match up transactions, which can be just as confusing.

# Filter transactions by – Cheat sheet

Account Type	Document Type	Transaction Type	Affect on Account	Examples
Bank	DEBIT	Withdrawal	Decrease balance	Vendor/Employee payments, Service charges, Manual payments
Bank	CREDIT	Deposit	Increase balance	Customer payments, Other Receipts, Interest earned
Credit Cards	DEBIT	Charge	Increase balance	Positive credit card transactions, Charges and Service fees
Credit Cards	CREDIT	Payment	Decrease balance	Statement payments, Refunds, credits on account, cash back

# Match Rules – Group transactions by

- Use more specific filters with Group by
- Group by Intacct transaction matches many Intacct transactions to a lump summed at the bank.
- Group by Bank transactions matches many bank payments to a bill lump summed in Intacct.

The screenshot displays a software interface with two main sections. The top section, titled 'Filter transaction by', contains a table with the following data:

		Data source	Field	Operator	Value	
☰	1	Bank transactions	Transaction type	Equals	Debit	+ 🗑️
☰	2	Bank transactions	Description	Contains	ADP Payroll	+ 🗑️
☰	3	Bank transactions	Document number	Begins with	00002	+ 🗑️
☰	4					+

The bottom section, titled 'Group transactions by', lists two categories: 'Intacct transactions' and 'Bank transactions'. Under 'Intacct transactions', there are two options: 'Document number' (unchecked) and 'Posting date' (checked with a green circle). Under 'Bank transactions', there are two options: 'Document number' (unchecked) and 'Posting date' (unchecked). A red arrow points from the 'Posting date' option in the 'Intacct transactions' group to a callout box that reads: 'Takes all transactions that meet this criteria and compares them for matching.'



# Match Rule Examples

- Payroll ACH payments that hit the bank in one lump sum
  - Date is known
  - Document number/Description can be known
  - Use Intacct Posting date Group by option

Filter transaction by

	Data source	Field	Operator	Value	
≡ 1	Bank transactions	Transaction type	Equals	Debit	+ 🗑️
≡ 2	Bank transactions	Description	Contains	ADP Payroll	+ 🗑️
≡ 3	Bank transactions	Document number	Begins with	00002	+ 🗑️
≡ 4					+

Group transactions by

Intacct transactions

- Document number
- Posting date

Bank transactions

- Document number
- Posting date

Matching conditions

	Bank transaction field	Operator	Value	Match with this field in an Intacct transaction	
≡ 1	Posting date	Equals		Posting date	+ 🗑️
≡ 2	Amount	Equals	Value	Amount	+ 🗑️
≡ 3					+

Reference your Bank data and customize these filters to match how your transactions are fed into Intacct.

# Match Rule Examples

- Generic Vendor/Employee Payments
  - You can't control the vendor/employee deposit date
  - Filter by Transaction type = Debit
  - Match by Amount and Document number

▼ Matching conditions

		Bank transaction field	Operator	Value	Match with this field in an Intacct transaction
☰	1	Amount	Equals		Amount
☰	2	Document number (lea ▼)	Equals ▼	Value	Document number ▼

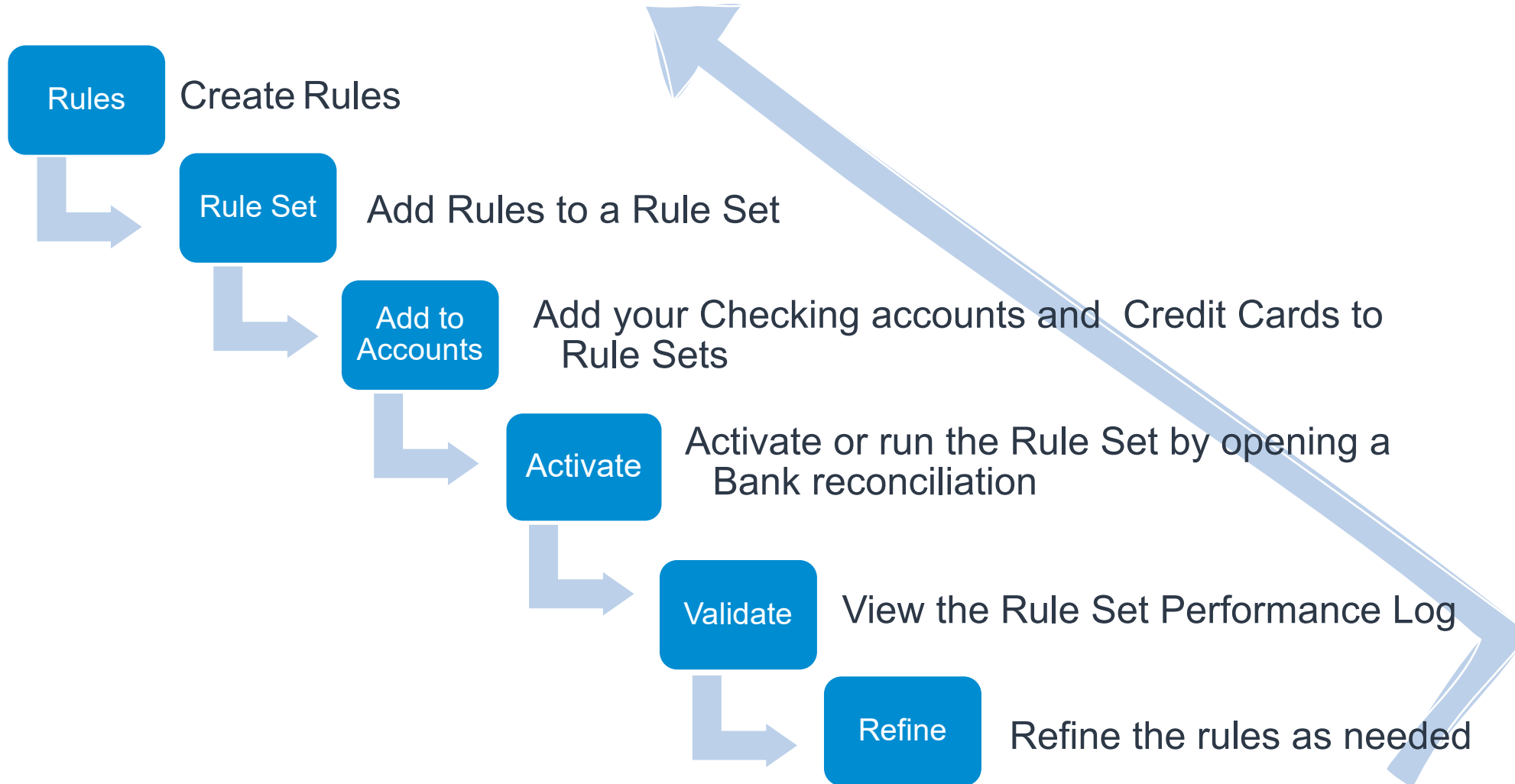
# Match Rule Examples

- Generic Customer Deposits:
  - You can control the deposit date, but the Doc. Numbers are rarely consistent
  - Filter by Transaction type = Credit
  - Match on Date within a range of days and Amount

▼ Matching conditions

		Bank transaction field	Operator	Value	Match with this field in an Intacct tran
☰	1	Posting date	Within	4	Posting date
☰	2	Amount	Equals	Value	Amount

# Cash Management – Match Rules



# Cash Management > Setup > Rule set performance log

**Reconcile credit card account** Edit

AMEX

Statement ending date 05/03/2023 | Last reconciled -- | Bank feed status Connected | Last bank feed date 05/03/2023 | Last bank feed txn date 04/30/2023

Intacct unmatched transactions 14	Intacct unmatched amount -1,161.11	Bank unmatched transactions 108	Bank unmatched amount 3,063.55	Matched charges: -5,475.54	Matched payments: 848.30
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**Rule set performance log** Done Export

All Manage views Advanced filters Clear all filters

Account	Account name	Rule set ID	Rule set name	Rules	Bank txns processed	Intacct txns processed	Bank txns matched	Intacct txns created	Runtime	Status
<a href="#">View</a> AMEX	AMEX	002	Credit Card - Match Rule ( Date, Amount, Description)	4	208	95	100	20	05/02/2023 01:33:25 AM	Success
<a href="#">View</a> B01	Security State Bank - Checking Main	001	Bank - Match Rule ( Date, Amount, Doc#)	5	201	117	4	4	05/01/2023 12:35:36 PM	Success

A group of business professionals in a meeting, with a blue overlay. The image shows several people sitting around a table, looking at documents and laptops. The text "Putting it all together" is centered over the image.

# Putting it all together

# Anatomy of the Bank Bank Rec.

**Beginning Balance =**  
Last reconciled balance

**Statement ending balance (AKA Bank Balance)** comes from your bank statement.

**Difference =**

**Book balance**  
**- Statement Ending Balance**

**|Uncleared Transactions|**

Beginning balance	0.00	Difference	7,802.42
Statement ending balance	10.00	Uncleared	-7,792.42
Book balance	-7,792.42	<hr/>	
		Amount to reconcile	10.00

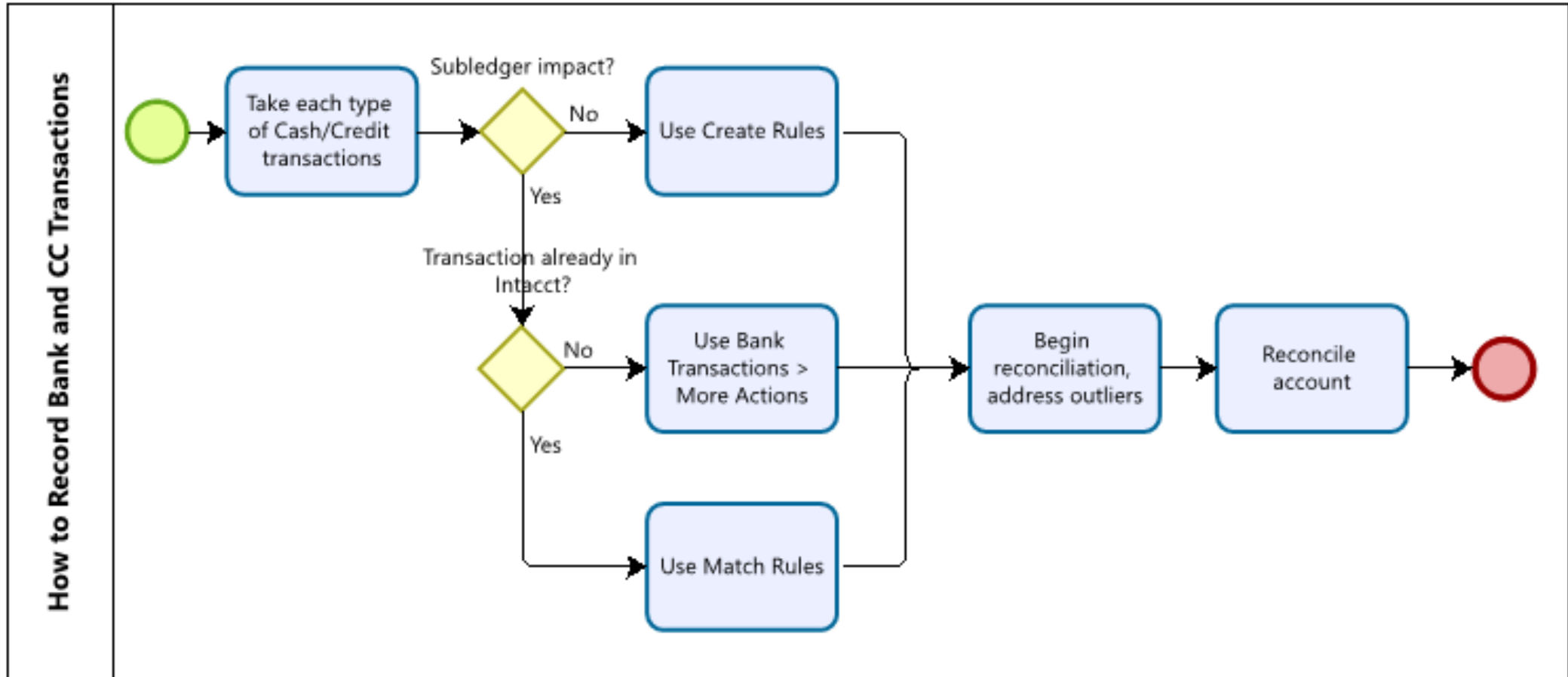
**Book Balance =**  
(Bank balance) +  
(In transit debits) - (In  
transit credits)

Or

**Book Balance =**  
(Beginning Balance) +  
(Cleared debits) -  
(Cleared credits)

Must be zero  
to reconcile

# Proposed process to game plan...





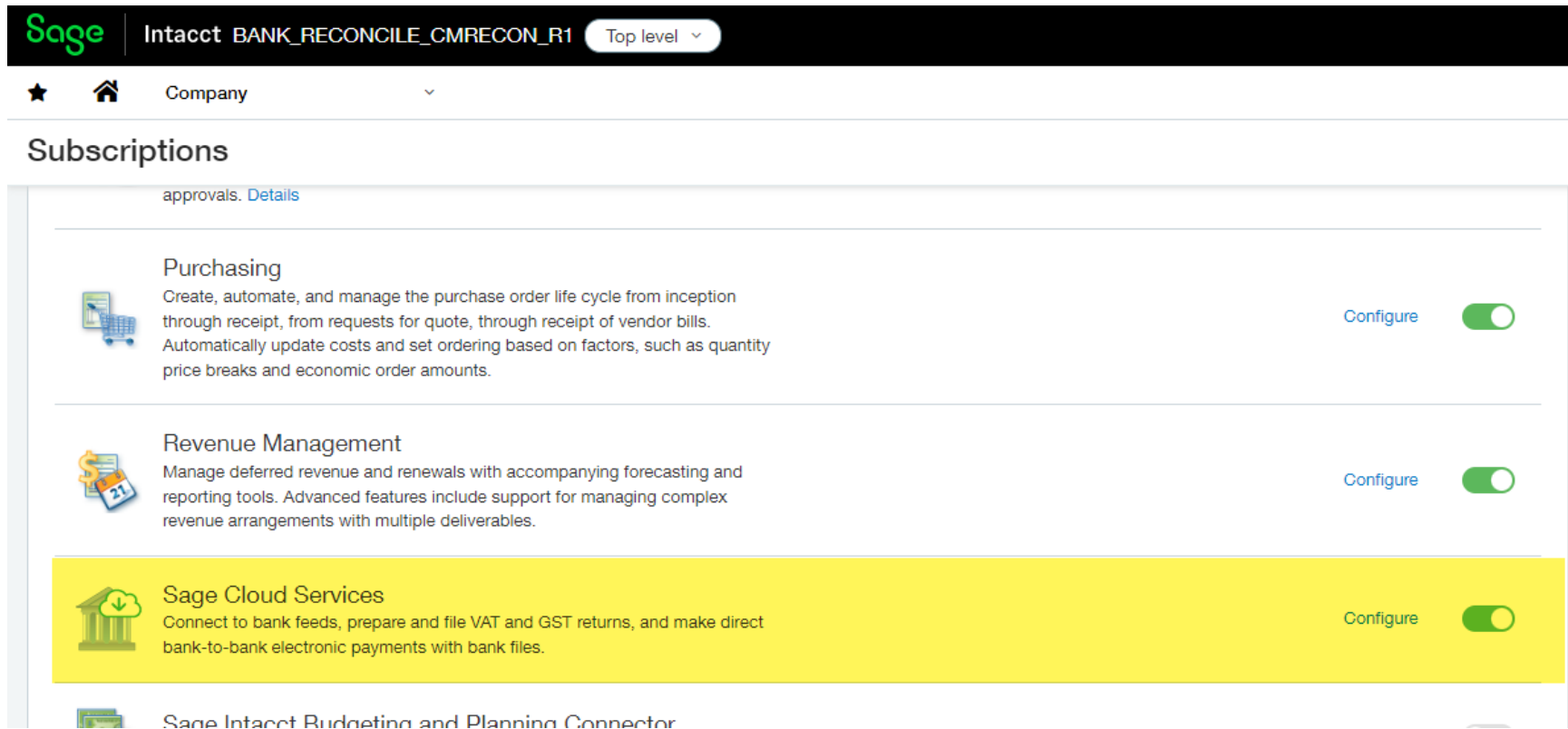
# Cash Management plan

Account Type	Example	Subledger Impact?	Already posted?	How to Handle
Credit Cards	Charges that don't require approval	No	No	Create Rules
Bank	Bank Fees	No	No	Create Rule
Bank	Cobra Payments	No	No	Create Rules
Bank	Interest earned	No	No	Create Rules
Bank	Recurring online payments	No	No	Create Rules
Credit Cards	Refunds/Credits/Cash Back	No	No	Create Rules
Bank	Unexpected donor contributions	No	No	Create Rules
Bank	Employee ACH payroll	No	Yes	Match Rules with Group by
Bank	Payroll Taxes	No	Yes	Match Rules
Bank	Customer Payments	Yes	No	Bank Trans > More Actions
Credit Cards	Refunds/Credit on Vendor charges	Yes	No	Bank Trans > More Actions
Credit Cards	Charge payoff	Yes	Yes	Match Rules
Credit Cards	Charges that require approval	Yes	Yes	Match Rules
Bank	Vendor Payments	Yes	Yes	Match Rules





# New Bank File Import Process

# Configurations

- Sage Cloud Services subscription is required



The screenshot shows the Sage Intacct user interface for configuring subscriptions. The top navigation bar includes the Sage logo, the company name 'Intacct BANK\_RECONCILE\_CMRECON\_R1', and a 'Top level' dropdown menu. Below the navigation bar, there are icons for a star and a home button, followed by the text 'Company'. The main section is titled 'Subscriptions' and contains a list of subscription options. Each option includes an icon, a title, a brief description, a 'Configure' link, and a toggle switch. The 'Sage Cloud Services' option is highlighted in yellow.

Subscription	Description	Configure	Status
 Purchasing	Create, automate, and manage the purchase order life cycle from inception through receipt, from requests for quote, through receipt of vendor bills. Automatically update costs and set ordering based on factors, such as quantity price breaks and economic order amounts.	<a href="#">Configure</a>	<input checked="" type="checkbox"/>
 Revenue Management	Manage deferred revenue and renewals with accompanying forecasting and reporting tools. Advanced features include support for managing complex revenue arrangements with multiple deliverables.	<a href="#">Configure</a>	<input checked="" type="checkbox"/>
 Sage Cloud Services	Connect to bank feeds, prepare and file VAT and GST returns, and make direct bank-to-bank electronic payments with bank files.	<a href="#">Configure</a>	<input checked="" type="checkbox"/>
 Sage Intacct Budgeting and Planning Connector			

# Configurations

- Sage Cloud Services subscription is required

Sage | Intacct BANK\_RECONCILE\_CMRECON\_R1 | Top level ▾

★ 🏠 Company ▾

### Configure Sage Cloud Services

**Company information**

Company ID	Company name
XMLGatewayTest632529	BANK_RECONCILE_CMRECON_R1
Contact for notifications	Status
rjagtap@intacct.com	Subscribed

**Enable functionality**

- Enable bank feeds
- Enable bank file payment
- Enable bank txn file imports

This option is automatically enabled with the feature flag

	Entity ID	Entity name	Status
1	8	China	Subscribed
2	9	Mexico	Subscribed
3	North America	North America	Subscribed

# Configurations

- Grant permissions to file import

Cash Management permissions for Dulcy

Save Cancel Help

Activities and lists Permission  None  Read only  All

Period	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Close							
Print payment copies	<input checked="" type="checkbox"/> Run								
Initial open items	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Reconcile bank	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Reconcile	<input checked="" type="checkbox"/> Report	<input type="checkbox"/> Reopen	
Bank transactions	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Edit	<input type="checkbox"/> Ignore	<input type="checkbox"/> Manual match				
<b>Bank transaction import files</b>	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete						
Bank transaction rules	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete				

# Tips and known limitations

- In process bank reconciliations that have bank data imported using the classic import must be completed before using the new one.
- The import template is available during the import process in the help notes.
- Known limitations for EA
  - A file may display an import status of completed, but some data is being populated into Sage Intacct. It can take up to 15 minutes for data to appear.
  - Closing the import screen after selecting a file for import and then closing the screen prematurely will lock the import for that account.

# Tips with bank files

- The minimum required information is date, description and amount. Amounts can be in one column as a (+ or -) or two separate columns.
- Date format can be DD/MM/YY, MM/DD/YY or YY/MM/DD. Use a forward slash /, dash – or period. to separate the values.
- XLS and XLSX Excel files, only the first tab/worksheet will be imported.
- Add additional optional data columns using the correct header names
- Maximum file sizes CSV 9MB, XLS 250 KB, XLSX 2 MB, QIF 30 MB, and OFX 30 MB

A group of business professionals in a meeting, with a blue overlay and the word 'Demonstration' in the center. The image shows several people in business attire gathered around a table, looking at laptops and documents. The scene is dimly lit, with a strong blue color cast over the entire image. The word 'Demonstration' is written in a bold, dark blue font in the center of the image.

# Demonstration



A group of business professionals in a meeting, with a blue overlay. The image shows several people in business attire gathered around a table, looking at documents and laptops. The scene is dimly lit, and a semi-transparent blue filter is applied over the entire image.

# Workflow of Import

# Workflow – Managing Import Files

- New menu item to manage import files
- Cash Management | All | Transactions | Bank transaction import files

The screenshot displays the Sage Intacct user interface. At the top, the Sage logo is on the left, and the user's session information 'Intacct BANK\_RECONCILE\_CMRECON\_R1' and 'Top level' is on the right. A navigation sidebar on the left lists various applications, with 'Cash Management' highlighted in blue. The main content area shows a sub-menu for 'Cash Management' with 'All' and 'Setup' tabs. Under the 'All' tab, the 'Transactions' section is expanded, and 'Bank transaction import files' is highlighted in yellow. Other sections visible include 'Accounts', 'Reconciliation', 'Payment files', 'Subledger', and 'More'.

# Workflow – Managing Import Files

- Add, delete, and partially delete files
- View the history of file imports

The screenshot displays the Sage Intacct interface for managing bank transaction import files. The header includes the Sage logo, the user name 'Mr. 2nd, 4th, 6th Level Approver', and a 'Help & Support' link. The main content area is titled 'Bank transaction import files' and features a 'Delete' button highlighted in yellow. Below the title is a table with 11 columns: Select, Bank account, Bank name, Import date, Account type, File name, Import ID, Status, When created, Downloaded transactions, and Created by. The table contains 8 rows of data, with the first row highlighted. A 'Delete' button is also highlighted in yellow above the table.

Select	Bank account	Bank name	Import date	Account type	File name	Import ID	Status	When created	Downloaded transactions	Created by
<input type="checkbox"/>										
<input type="checkbox"/>	BOA	Bank of America	06/09/2023	Bank	1sign.csv	96b50e66-eabc-4cac-830f-aff85cbb17f2	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	BOA	Bank of America	06/09/2023	Bank	1sign.csv	9094f1db-8784-4f41-b899-88b112246465	Deleted	06/08/2023 17:00:00	1,004	1
<input type="checkbox"/>	BOA	Bank of America	06/09/2023	Bank	ABA_testing_CR-shorter doc number.csv	2c7f8e80-a212-474d-b76a-da1a0d2bdbee	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	stmt_y4.qif	77cfc1a-4c34-4106-b697-8dc948455133	Completed	06/08/2023 17:00:00	27	1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	1sign.csv	9a7542a9-28c5-4c32-9517-d185f08fb96d	Completed	06/08/2023 17:00:00	1,004	1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	ABA_testing_CR-shorter doc number.csv	25f758c5-0760-4627-89e2-32dde77aa458	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	ABA_testing_CR-shorter doc number.csv	1e6966c7-7f17-44ce-98bb-b8e9c4f0a2d9	Deleted	06/08/2023 17:00:00	14	1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	1sign.csv	6a010383-cbae-4371-8744-1f1f5aa6581	Initiated	06/08/2023 17:00:00		1

# Workflow – Prepare data for import

- Minimum 3 or 4 column layout, then add additional data using the predefined column names

The top screenshot shows a 4-column CSV import template in Excel. The columns are: Date, Description, Money in, and Money out. The data rows are:

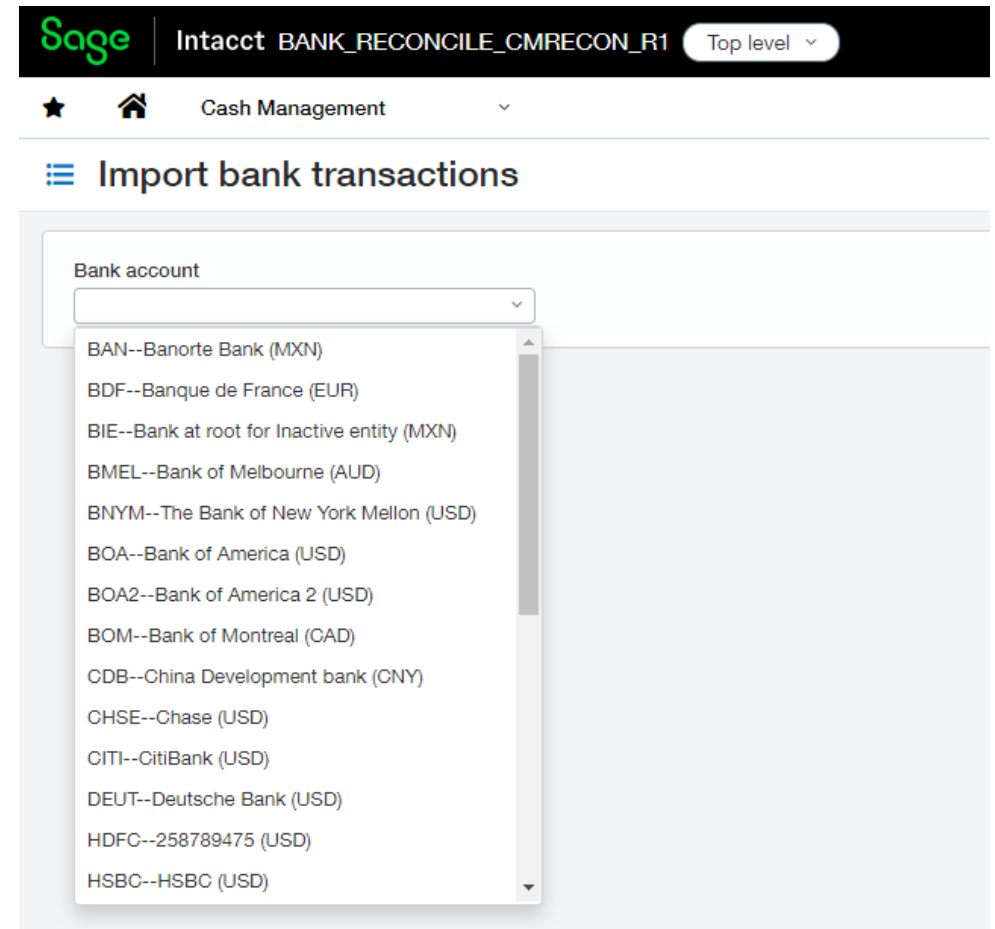
	A	B	C	D	E	F	G	H	I	J
1	Date	Description	Money in	Money out						
2	4/1/2021	Shoe purchase		50						
3	5/1/2021	Shoe purchase another pair		50						
4	6/1/2021	Shoes refund	50							
5	7/1/2021	T-shirt purchase		10						
6	7/1/2021	Coffee purchase refund	2.2							

The bottom screenshot shows a 3-column CSV import template in Excel. The columns are: Date, Description, and Amount. The data rows are:

	A	B	C	D	E	F	G	H	I	J
1	Date	Description	Amount							
2	4/1/2021	Shoe purchase	-50							
3	5/1/2021	Shoe purchase another pair	-50							
4	6/1/2021	Shoes refund	50							
5	7/1/2021	T-shirt purchase	-10							
6	7/1/2021	Coffee purchase refund	2.2							

# Workflow – Select a Destination Bank Account

- Select a bank account
  - One bank account at a time
  - One file at a time
- A bank with a reconciliation in progress that is using the legacy import will not be in the list of bank accounts



# Workflow – Import a File

- After selecting an account, the last import is displayed for reference, then continue to import

Sage Intacct BANK\_RECONCILE\_CMRECON\_R1 Top level

Cash Management

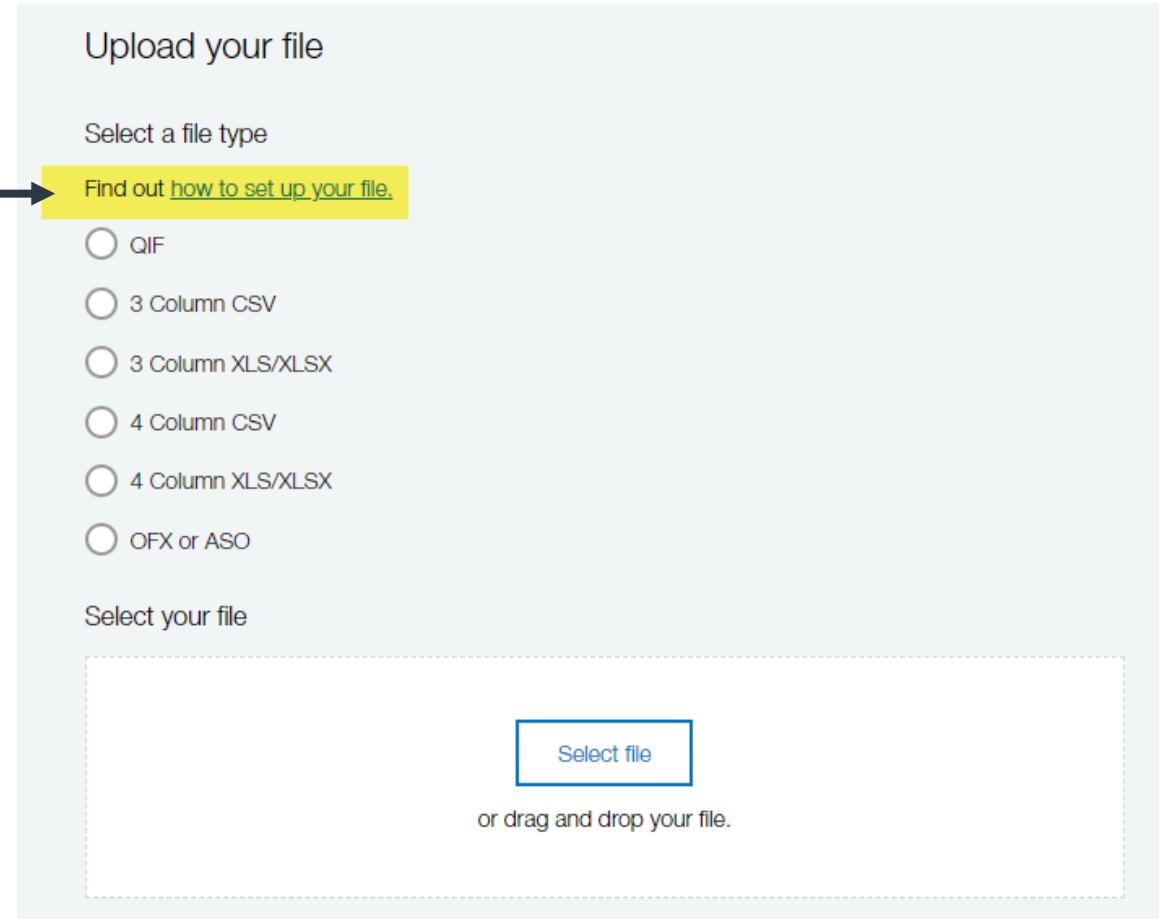
### Import bank transactions

Bank account  
BOA2--Bank of America 2 (USD)

Date	Number of transactions	Net amount (Bank credits less bank debits)
--	--	--

# Workflow – Import a File

- Use the help link for more information.
- From the help link a template can be downloaded



Upload your file

Select a file type

Find out [how to set up your file.](#)

QIF

3 Column CSV

3 Column XLS/XLSX

4 Column CSV

4 Column XLS/XLSX

OFX or ASO

Select your file

Select file

or drag and drop your file.

# Workflow – Add a file to import

- Choose a file type and select a file for upload.
- Select a date format and add an optional comment. (not pictured here)

Upload your file

Select a file type

Find out [how to set up your file.](#)

QIF

3 Column CSV



3 Column XLS/XLSX

4 Column CSV

4 Column XLS/XLSX

OFX or ASO

Select your file

  
4-column-CSV-import-template.csv  
[Remove](#) 



# Workflow – Add a file to import

- Select a date format and optionally add a comment.



Select the order the dates are displayed in your file

We need to know the order of the dates in your file so we can process it successfully.

If you'd prefer your dates in a different format to how they appear in the file from your bank, edit the dates in your file, then select your file and the date order.

day month year

month day year

year month day


Comment (optional)

Leave a comment on the import so you can identify it later.

0/250

# Workflow – File error will stop the process

- This will allow the process to be restarted

 An error occurred with your import

Your bank transactions could not be imported at this time. Please wait a few moments, then try uploading your file again.

Start upload again

# Workflow – Verify the amount field

- When the amount is in a single column, a transaction is displayed to confirm if it is money in or money out.



Select a transaction type

We need to know if this transaction shows money coming in or money going out of your account. We can then display the rest of your transactions in the correct format.

Date  
January 4, 2021

Description  
Shoe purchase

Amount  
-\$50.00

What type of transaction is this?

Money into the account

Money out of the account

If your transaction doesn't look right, go to the [file format guide](#) and check your file is set up correctly.

# Workflow – Verify the amount field

The transactions in the import file can be viewed for accuracy. If there are any errors, changes will need to be made to the original file and process restarted.



Review transactions

5 transactions from January 4, 2021 to January 7, 2021.

Date	Description	Type	Amount
January 4, 2021	Shoe purchase	Money-out	-\$50.00
January 5, 2021	Shoe purchase another pair	Money-out	-\$50.00
January 6, 2021	Shoes refund	Money-in	\$50.00
January 7, 2021	T-shirt purchase	Money-out	-\$10.00
January 7, 2021	Coffee purchase refund	Money-in	\$2.20

Show  items [First](#) [Previous](#) Page  of 1 [Next](#) [Last](#) 5 items

# Workflow – Continue and data is imported

- Files used for importing into Sage Intacct will appear in the import file list.
- File(s) can be deleted using the checkbox.

Bank transaction import files

Add Done Export

All Manage views

Select	Bank account	Bank name	Import date	Account type	File name	Import ID	Status	When created	Downloaded transactions	Created by
<input type="checkbox"/>										
<input type="checkbox"/>	BNYM 02	The Bank of New York Mellon 2	06/13/2023	Bank	3-column-CSV-import-template.csv	e1163dfe-0d01-40e1-a2bc-de298cddb1c7	Initiated	06/12/2023 17:00:00		1
<input type="checkbox"/>	BNYM 02	The Bank of New York Mellon 2	06/13/2023	Bank	3-column-CSV-import-template (2).csv	0bd55008-e734-478d-b990-30e1e0a02a69	Initiated	06/12/2023 17:00:00		1
<input type="checkbox"/>	BNYM 02	The Bank of New York Mellon 2	06/13/2023	Bank	3-column-CSV-import-template.csv	e49cf92c-6391-40a4-ac5d-8428d23ee88f	Initiated	06/12/2023 17:00:00		1
<input type="checkbox"/>	UN	Union Bank	06/13/2023	Bank	3-column-CSV-import-template (1).csv	7847360d-5511-4922-b740-59404cc4104c	Completed	06/12/2023 17:00:00	5	1
<input type="checkbox"/>	BOA	Bank of America	06/09/2023	Bank	ABA_testing_CR-shorter doc number.csv	2c7f8e80-a212-474d-b76a-da1a0d2bdbee	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	BOA	Bank of America	06/09/2023	Bank	1sign.csv	96b50e66-eabc-4cac-830f-aff85cbb17f2	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	BOA	Bank of America	06/09/2023	Bank	1sign.csv	9094f1db-8784-4f41-b899-88b112246465	Deleted	06/08/2023 17:00:00	1,004	1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	1sign.csv	9a7542a9-28c5-4c32-9517-d185f08fb96d	Completed	06/08/2023 17:00:00	1,004	1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	1sign.csv	6a010383-cbae-4371-8744-1f1f6aa6581	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	ABA_testing_CR-shorter doc number.csv	25f758c5-0760-4627-89e2-32dde77aa458	Initiated	06/08/2023 17:00:00		1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	ABA_testing_CR-shorter doc number.csv	1e6966c7-7f17-44ce-98bb-b8e9c4f0a2d9	Deleted	06/08/2023 17:00:00	14	1
<input type="checkbox"/>	CHSE	Chase	06/09/2023	Bank	stmt_y4.qif	77cffc1a-4c34-4106-b697-8dc948455133	Completed	06/08/2023 17:00:00	27	1

# Workflow – Continue and data is imported

- Imported transactions will soon appear in the bank transactions list.

★ Home Cash Management Search

Bank transactions Done Export

All Manage views Advanced filters Clear all filters

Ignore Stop ignoring (1 - 5 of 5)

Select	Account type	Bank account ID	Bank name	Posting date	Document type	Document number	Currency	Amount	Payee	Description	Transaction type	Reconciliation status	Amount to match
<input type="checkbox"/>		UN											
<input type="checkbox"/>	<a href="#">View</a> Bank	UN	Union Bank	01/06/2021	CREDIT		USD	\$2.20	Coffee purchase refund	Coffee purchase refund	Deposit	Unmatched	\$2.20
<input type="checkbox"/>	<a href="#">View</a> Bank	UN	Union Bank	01/06/2021	DEBIT		USD	\$10.00	T-shirt purchase	T-shirt purchase	Withdrawal	Unmatched	\$10.00
<input type="checkbox"/>	<a href="#">View</a> Bank	UN	Union Bank	01/05/2021	CREDIT		USD	\$50.00	Shoes refund	Shoes refund	Deposit	Unmatched	\$50.00
<input type="checkbox"/>	<a href="#">View</a> Bank	UN	Union Bank	01/04/2021	DEBIT		USD	\$50.00	Shoe purchase another pair	Shoe purchase another pair	Withdrawal	Unmatched	\$50.00
<input type="checkbox"/>	<a href="#">View</a> Bank	UN	Union Bank	01/03/2021	DEBIT		USD	\$50.00	Shoe purchase	Shoe purchase	Withdrawal	Unmatched	\$50.00



**Questions?**

**DEANDORTON**

# Thank you

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