

 **Viewpoint**  
Jobpac Connect<sup>™</sup>

**Bank Reconciliation  
Module Guide  
Version: 1.0**

# Document Control Table

<b>Prepared by</b>	Damien Bourke
<b>Approved or authorised by</b>	
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## Introduction

The General Ledger account representing a bank account is updated every time a Deposit, Cheque, EFT, Direct Debit, or a General Journal to a bank account, is processed.

Deposits, Cheques, and EFT can be presented at a different time to the original transaction. The presentation date should be the date it first appears in the Bank Statement from the Bank.

The Bank reconciliation report at a particular date, determines the Jobpac bank balance by using the balance as at the end of the prior month, plus all transactions with a date less than or equal to the statement date, less any unrepresented transactions at that date.

Direct debits and Journals are regarded as presented immediately they are processed.

An upload of the bank statement can be configured for some banks. Your Jobpac consultant can assist you with this.

There is a very old feature in the bank reconciliation where unrepresented cheques can be marked as 'Held' or 'Sent'. This is for information only.

# Bank Reconciliation

## Direct Debit Entry

There are a number of different transaction that appear on an organisation's bank statement that may not have been previously processed such as Automatic Payments, Bank fees and Direct Debit Authorities. These transactions need to be recorded in Jobpac to enable reconciliation of the bank statement to the General Ledger Bank account.

### Entering the Direct Debit

To enter a direct debit to record such transactions: Select **Finance>Bank Reconciliation>Direct Debit Entry**. The following screen will be displayed and data can be entered.

Bank Account Direct Debit Entry
⌵ ACTIONS

Batch B1445

Bank account to credit

Transaction date

Transaction amount

GST code  GST Tax Invoice Held

Tax Amount

Nett Amount 90.91

Description

G/L account to debit  Labour

Work Id

Job

Cost Centre

Resource Code

Asset

Work Order

Cost Type

Internal Reference

**Bank Account Direct Debit Entry**

Field Name	Description
<b>Batch</b>	The system generated batch number
<b>Bank Account to credit</b>	The GL Bank Account Number. This defaults to the main bank account, but can be changed.
<b>Transaction Date</b>	Date of the Transaction
<b>Transaction Amount</b>	Amount of Direct Debit, inclusive of GST
<b>GST Code</b>	The Transaction GST applicable rate
<b>Tax Amount</b>	The GST Amount. System will calculate
<b>Description</b>	Brief description of the transaction

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<b>Field Name</b>	<b>Description</b>
<b>GL Account to Debit</b>	Where the item is to be expensed to will need to be entered if no Job Cost information is entered.
<b>Work ID</b>	Work ID the item is to be expensed to
<b>Job</b>	Job number if applicable
<b>Cost Centre</b>	Cost Centre if applicable
<b>Asset</b>	Asset Number if applicable
<b>Work Order</b>	Work Order if applicable
<b>Cost Type</b>	Work Order Cost Type if applicable
<b>Internal Reference</b>	Transaction Reference (Mandatory)

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## Manual Presenting of Cheques/EFTs/Deposits

This screen lists all un-presented cheques, EFTs and Deposits. The filter for presented transactions can be turned on to see all presented transactions.

Bank Reconciliation - Presentation Status

Bank Account:  Statement Date:  Total: 3,056,109.71 Statement Value:

< > ...

Type:  All  EFT  Cheque  Deposit 
 Presented  Unpresented

Contains

Type	Bank Account	Trans Date	Trans Number	Supplier Name	Amount	Present Date	Direct Entry No	Batch No.	Pres	Unpres	Held	Sent
C	10001101	31/08/2017	5759	REST Superannuation	4,200.00			P0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	10001101	12/03/2022	3045	Construction Company	7,000.00-			R1869	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	10001101	21/09/2021	3043	Civil Pty Ltd	2,400.00			R1844	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	10001101	5/08/2021	3037	Brisbane City Council	47,888.98			R1832	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	10001101	4/08/2021	14222	Coates Hire	1,747.16		1176	P3618	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	10001101	4/08/2021	14224	City Of Ryde	740.28			P3619	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Column Name	Description
-------------	-------------

Type	C = Cheque, E = EFT, D = Deposit
Bank Account	Bank account as determined by entry field at top of screen.
Trans Date	This is the date of the cheque or EFT, or Deposit
Trans Number	Either Cheque No, or EFT number, or Deposit number
Supplier name	Creditor Name of Debtor name
Amount	Amount of Transaction, including GST
Present Date	Date transaction presented
Batch No	The GL batch number when the transaction was processed
Held/Sent	If the Held/Sent function is turned on, the user can record whether a cheque had actually been sent to a supplier or was being held.

**Options in the Action button are:**

Option	Description
Clear Filters	Selecting this option will return screen to default position, i.e. all unpresented transactions.
Bank Reconciliation	This can be used to display the bank reconciliation statement. This uses the Bank Account, Statement Date, and Direct Statement Value at the top of the screen.
Bulk Present	This will present all filtered transactions on this screen. A check screen is presented with the number of transaction to be presented. The Statement date is used as the presented date.
Bulk Un-Present	This will un-present all filtered transactions on this screen. A check screen is presented with the number of transaction to be un-presented. This will only include transactions back to the first day of the previous month, regardless of the filtering. This is to protect against un-presenting many transactions by mistake.

# Bank Reconciliation

The presented checkbox can be ticked for an unrepresented transaction, and then OK. This will mark it as presented with a presentation date of the Statement Date. If you want a different date, just enter that date.

By default, presented transactions more than two months old do not appear. More transactions can be displayed by using the parameter BNKMTH.

## Bank Reconciliation Report

Enter the Bank Statement Balance, Date and GL Bank account.

Make sure all Direct Debits have been processed. Present any Cheques, EFTs or Bank Deposits using Manual Present.

Select the **Actions** option **Bank Reconciliation**

Bank Reconciliation - Presentation Status

Bank Account: 10001101 | Statement Date: 21/03/2022 | Total: 52,538.92 | Statement Value: [ ]

Hide | Apply

Type:  All  EFT  Cheque  Deposit |  Presented  Unpresented

Type	Bank Account	Trans Date	Trans Number	Supplier Name	Amount	Present Date	Direct Entry No	Batch No.	Pres	Unpres	Held	Sent
C	10001101	31/08/2017	5759	REST Superannuation	4,200.00			P0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	10001101	12/03/2022	3045	Construction Company	7,000.00-			R1869	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	10001101	21/09/2021	3043	Civil Pty Ltd	2,400.00			R1844	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This will present you with the following screen:

Bank Reconciliation Report

Statement Balance: 1,559,730.13

Statement Date: 21/03/2022

G/L Bank Account to Balance: 10001101

Select OK, and the following report is displayed.

Bank Reconciliation Report

As at 21 March 2022

G/L Bank Account	10001101	Main Bank Account
Balance as per Bank Statement		1,559,730.13
Less Sent Cheques		0.00
Available Cash At Bank		1,559,730.13
Unmatched Bank Statement Transactions		0.00
Outstanding EFTs		5,049.94-
Outstanding Cheques		4,200.00-
Outstanding BPays		0.00
Outstanding Deposits		43,288.98
		1,593,769.17
General Ledger Bank Account Balance		1,593,769.17
		0.00

Print the reconciliation report and exit the program



Tick the Box at the bottom, and select OK, and the Bank Reconciliation prints

<b>**TEST** DMB Holding Company</b>				
<b>Bank Reconciliation Report</b>				
<i>Bank Account 10001101 Main Bank</i>				
<i>Account</i>		<i>As At 21 March 2022</i>		
Reference/Number	Date	Payee	Amount	Source
Balance as per Bank Statement			1,559,730.13	
Less Sent Cheques			0.00	
<b>Available Cash at bank</b>			<b>1,559,730.13</b>	
Outstanding EFTs			-5,049.94	
Outstanding Cheques			-4,200.00	
Outstanding BPays			0.00	
Outstanding Deposits			43,288.98	
<b>Sub Total</b>			<b>1,593,769.17</b>	
<i>G/L Bank A/C balance at end of last period</i>			1,617,140.00	
Debtors Deposits this period	21/03/2022		-23,370.83	
Creditors Cheques this period up to	21/03/2022		0.00	
Direct Debits this period up to	21/03/2022		0.00	
G/L Other Entries this period up to	21/03/2022		0.00	
<i>G/L Bank A/C balance at</i>	21/03/2022		1,593,769.17	
Unmatched Bank Statement Transactions			0.00	
<b>Adjusted G/L Bank A/C Balance at</b>			<b>21/03/2022</b>	<b>1,593,769.17</b>
<b>Outstanding EFTs</b>				
	14222	04/08/2021	Coates Hire	1,747.16 Creditor
	14224	04/08/2021	City Of Ryde	740.28 Creditor
	14225	04/08/2021	Ledwidge Family Holdings Pty L	2,562.50 Creditor
<b>Total EFTs</b>			<b>5,049.94</b>	
<b>Outstanding Cheques - Not Sent</b>				
	5759	31/08/2017	REST Superannuation	4,200.00 Prompt
<b>Total Cheques</b>			<b>4,200.00</b>	
<b>Outstanding Deposits</b>				
		05/08/2021		47,888.98
		21/09/2021		2,400.00
		12/03/2022		-7,000.00
<b>Total Deposits</b>			<b>43,288.98</b>	

## Hold/Sent Feature for Cheques

The parameter BNKREC position 2 turns this feature on. It provides the facility to mark Unpresented Cheques (only) as either Held (i.e. in a drawer) or Sent (In the mail). It is rarely used these days, but can provide another level of cash management.

## Bank Statement Upload

### Define Bank Statement Format

With configuration it is possible to upload from your bank transactional information into Jobpac to be processed by Jobpac to reconcile transactions automatically. This requires individual setup for each bank as each bank statement format can be different. Each bank needs to have its bank statement format linked to a standard format within Jobpac. The following screen is used to establish this link.

**YOU SHOULD NOT CHANGE THESE TABLES WITHOUT CONSULTING YOUR JOBPAC CONSULTANT**

#### Bank Statement Definition

Select menu option **Bank Statement Definition**

Bank Reconciliation Import Definition ACTIONS OK BACK

This table should only be changed after consultation with your Jobpac Consultant

Hide Apply + < > ...

From  Contains

From

=

From

To

To

To

Bank Id	Description	No. Of Heading Row	Record Type - Pos Start	Record Type - Pos Length	File Type
ANZ	ANZ bank statement upload				CSV
CBA	CBA bank statement upload	1	1	2	CSV

Column Name	Description
<b>Bank Id</b>	This three character name must be the same as the one held on the CASH parameter for the bank id.
<b>No of heading rows</b>	These are rows that are to be ignored by the upload program.
<b>Record Type – Position start</b>	If there are different types of records on the statement file, e.g. Heading, Detail, Summary, this will indicated the start position of the record type.
<b>Record Type – Position Length</b>	Length of the record type.
<b>File type</b>	e.g. CSV, TXT.

## Import File Definition

Selecting a Bank using the RMB option **Select** displays the following screen

Bank Reconciliation Import Definition
ACTIONS OK BACK

This table should only be changed after consultation with your Jobpac Consultant

Bank Code ANZ  
Number of Heading Row

Hide Apply
+ < > ...

From	From	From	From	From	From	Contains	From	Contains	From
To	To	To	To	To	To		To		To

Record Type	Field No.	Start Pos	Field Len	Prefix	Suffix	Description	Jobpac Field	Description	Date Fmt
			9			Transaction Date	3	Transaction Date	13
	1	1	6			BSB	4	Bank BSB Number	
	1	7	10			Account No	5	Bank Account Number	
	7		15			Transaction Type	7	Transaction Type	
	8		15			Reference	8	Reference	
	8		6			Transaction No	11	Cheque/EFT Number	
	9		15			Amount	9	Amount	
	10		50			Narrative	10	Narrative	

This screen sets up the relationship between the bank statement file and the standard Jobpac Statement file.

In the example above there are no record types, i.e. every record has the same format. If there are record types, then the fields for each record type must be linked to the Jobpac statement fields.

Column Name	Description
<b>Record Type</b>	Record type from the bank statement format.
<b>Field No</b>	The field no of each field within that record type
<b>Field No – Position start</b>	Starting position of that field.
<b>Field No – Position Length</b>	If the file type is csv, then this is only required if part of the field is required to be mapped to a Jobpac field. E.g. the bank statement has BSB and account no concatenated, but Jobpac required two separate fields. In this case the field number is repeated on this screen.
<b>Prefix</b>	Enter any fixed values that must be inserted in front of a field. E.g. a BSB may come through on a bank statement without the leading two characters, as they are always the same for this bank.
<b>Suffix</b>	Enter any fixed values that must be inserted at the end of a field.
<b>Description</b>	Description of the Bank statement field.
<b>Jobpac Field</b>	This is the Jobpac field number of the field in the Jobpac standard bank statement file. There is a lookup for these fields.

# Bank Reconciliation

Column Name	Description
Date Type	This is the format of the date in the bank statement file. There is a lookup for this.

An example of an Import File follows

22-Mar-22	9999999999999999					C	REF1xxxxxxxxxxxx005759	4200	Test
21-Sep-21	9999999999999999					D	REF2xxxxxxxxxxxx003043	2400	TEST
22-Mar-22	32088112125					E	REF3xxxxxxxxxxxx014224	740.28	TEST
22-Mar-22	9999999999999999					O	REF4xxxxxxxxxxxx005759	3000	TEST

## Transaction Type Definition

Right mouse click the row called Transaction Type. This displays a screen where the transaction type on the import file is matched to a transaction type in Jobpac.

There are only four options in Jobpac. CHQ, DEP, EFT, OTH. There may be many more on the import file. Each must be matched to a Jobpac Transaction type.

Bank Statement Transaction Type ACTIONS OK BACK

This table should only be changed after consultation with your Jobpac Consultant

Bank Code ANZ Bank Statement definition

Hide Apply + < > ...

From	From	From	From	Contains	From	From
To	To	To	To		To	To

Transaction Type	Jobpac Tran Type	Start Pos	Length	Program Id	User	Timestamp
C	CHQ		15	BNKTRNTYP	BOUDAM0	2022-03-22-09.05.24.639000
D	DEP		15	BNKTRNTYP	BOUDAM0	2022-03-22-09.05.24.642000
E	EFT		15	BNKTRNTYP	BOUDAM0	2022-03-22-09.05.24.643000
O	OTH		15	BNKTRNTYP	BOUDAM0	2022-03-22-09.05.24.643000

## Link to Bank Account

Each one of these entries need to be linked to a Bank Account in Jobpac. Right mouse click each and select.

Bank Reconciliation Import Definition ACTIONS OK BACK

This table should only be changed after consultation with your Jobpac Consultant

Bank Code ANZ Bank Statement definition  
Transaction Type C

Hide Apply + < > ...

From	From	Contains	From	From	Contains	=	From
To	To		To	To		To	

Seq No.	Jobpac Field	Description	Range From	Range To	Contains	Wkid	G/L Bank Account
1	11	Cheque/EFT Number	1	999999		910	10001101

Select any Jobpac field and enter either a range of values, or a text string within the field that will determine the bank account. There may be more than one bank account in the bank file

# Bank Reconciliation

Here is another example using Deposits

Bank Reconciliation Inport Definition ACTIONS OK BACK

This table should only be changed after consultation with your Jobpac Consultar

Bank Code ANZ Bank Statement definition  
Transaction Type D

Hide Apply + < > ...

From	From	Contains	From	From	Contains	=	From	
To	To		To	To		To		
Seq No.	Jobpac Field	Description	Range From	Range To	Contains		Wkid	G/L Bank Account
1	10	Narrative			TEST		910	10001101

## Uploading the Bank Statement

The bank statement would be received in a csv file, and is then uploaded to the Bank Transactions file. These records are then matched with cheques, EFTs and Deposits. If a match is found, then the Jobpac transaction becomes presented.

\*\*TEST\*\* DMB Holding Company ACTIONS OK BACK

Jobpac Bank Code ANZ

Enter The Statement Date To Use 24/03/2022

Selecting OK displays the standard upload process.

### Upload - Bank Reconciliation Upload

- 1 Open Template**  
 Click here to open a new template then populate with your new data and save locally. Or, skip this step if you have a template already prepared.
- 2 Upload To Server**  
 Click here to locate your excel file and upload it to the Jobpac Connect Cloud.
- 3 Validate And Insert**  
 Check additional upload options if you see any below, then click here to validate and insert the uploaded data into your database.

Close

3NKREUPL

Selecting “Validate and Insert” will translate the bank statement file to the Jobpac format, automatically match all cheques, EFTs, and Deposits that it can.

### Matching protocols

- Cheques Matched on GL Cash Account, Cheque number and Amount
- EFTs Matched on BSB and Bank Account, GL Cash Account, and Amount
- Deposits Matched on GL Cash Account plus date and amount.

# Bank Reconciliation

An Audit report is produced

Statement Date: 24/03/22		**TEST** DMB Holding Company Bank Reconciliation Update Audit Report					Generated 8:58:31 24/03/22 BNKRECPD 9.1 BOUDANO Page 1		
Type	Payee	Cash A/C	BSB No	Bank Account	Chq/EFT	Date	Amount Presented	Narrative	Error
Cheques	REST Superannuation	10001101	999-999	999999999	005759	22/03/22	4200.00	22/03/22 Test	
					<b>Total</b>	<b>Cheques</b>	<b>4200.00</b>		
Deposits		10001101	999-999	999999999	003043	21/09/21	2400.00	21/09/21 TEST	
					<b>Total</b>	<b>Deposits</b>	<b>2400.00</b>		
EFTs		10001101	032-088	112125	014224	22/03/22	740.28	TEST	No matching EFT journal records
					<b>Total</b>	<b>EFTs</b>	<b>740.28</b>		
Others		10001101	999-999	999999999	005759	22/03/22	3000.00	TEST	
					<b>Total</b>	<b>Others</b>	<b>3000.00</b>		
					<b>Report Total</b>		<b>10340.28</b>		

Records that are not matched can be viewed in the Upload File Enquiry.

Bank Reconciliation Unmatch Transaction										ACTIONS	OK	BACK
STATEMENT		ACCOUNT NUMBER										
Hide Apply Clear										< > ...		
From	From	From	=	Contains	From	From	From	From				
To	To	To			To	To	To	To				
Bank Id	Upload Date	Trans Date	Tran Type	Reference	Amounts	Chq#/EFT#	Wkid	G/L Account				
ANZ	24/03/2022	22/03/2022	EFT	REF3xxxxxx	740.28	14224	910	10001101				
ANZ	24/03/2022	22/03/2022	OTH	REF4xxxxxx	3,000.00	5759	910	10001101				

Right Mouse button options

Column	Description
<b>Direct Debit Entry</b>	This option will bring up the direct debit entry screen populated with the bank statement data. Costing information can be added. This is for transactions like bank fees. This is used only on OTH Transaction Types
<b>Select General Journal</b>	Any number of transactions can be selected with this option. Then the left panel option Process journal is selected to prepare a general journal. You may need to add transactions to balance. This is for bank statement transactions that need to be processed via a journal, i.e. bank account transfers. This is used only on OTH Transaction Types
<b>Delete</b>	Used to delete a transaction that has been processed elsewhere in Jobpac, or does not need processing.

For transactions like the EFT not matched, they need to be checked against EFTs not presented in the Bank Reconciliation screen. If a match is found, present the EFT in the Bank Reconciliation screen, and then delete it from the screen above.