



V6.09 Training Manual



Banking



Find the freedom to focus on what matters with Nimbus

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Document Information

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Overview

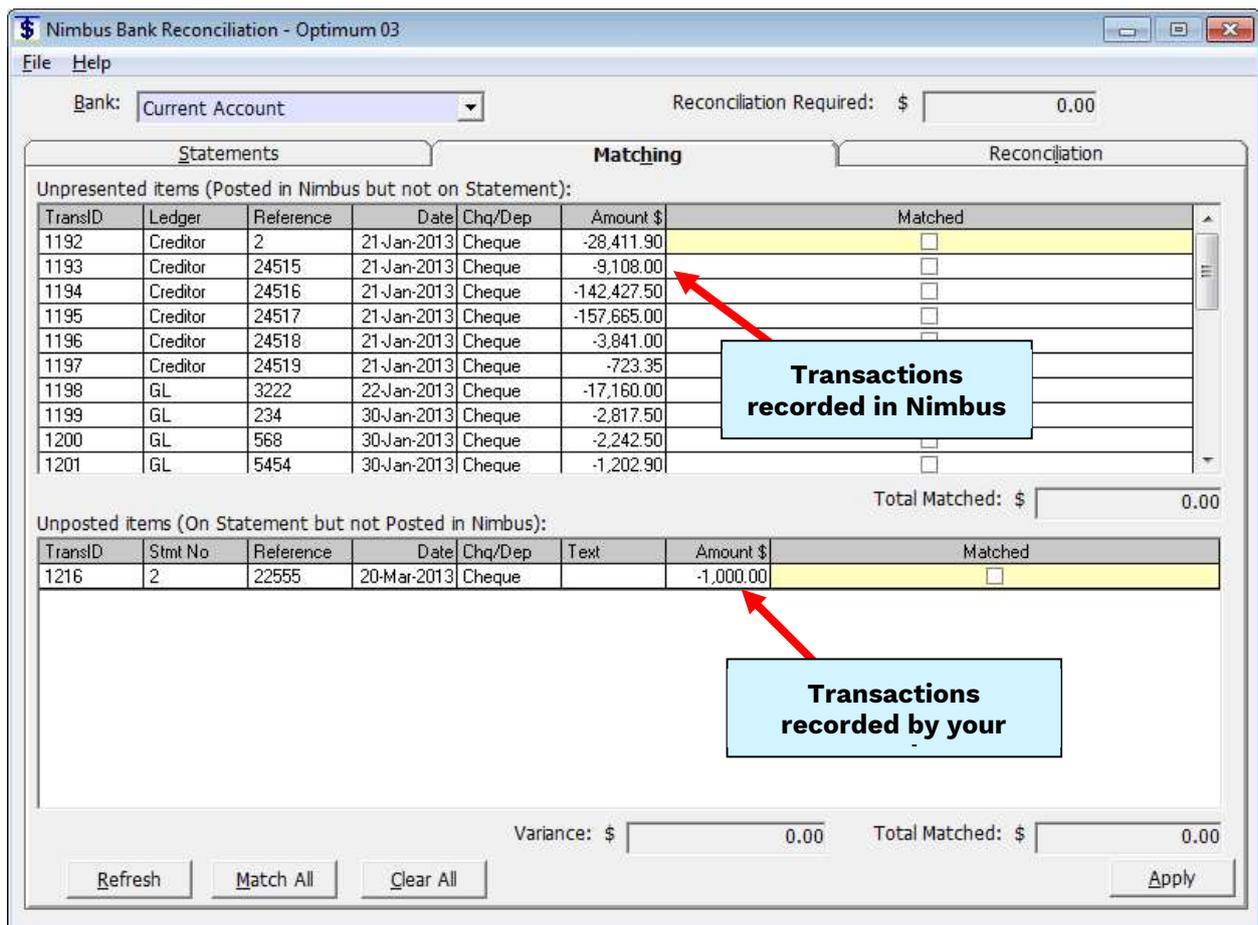
Managing a bank account correctly is an important function in any organisation. Nimbus assists with this by preparing automated deposit slips, providing an application to reconcile your bank accounts and providing a method of transferring amounts between bank accounts.

The Bank Reconciliation Procedure is an important organisational procedure because it verifies system data integrity, therefore these training notes will emphasise this procedure more than the others.

With regard to the Bank Reconciliation Procedure, it is important that users understand what this procedure sets out to do. To explain the overall concept, there are two entities that record your transactions:

1. The business itself (using Nimbus)
2. The bank

Each entity records the transactions independently of each other. If the two sources of information agree with each other then we can say that the data in Nimbus has been verified. It is the bank reconciliation procedure that compares the two independently prepared sources of information.



Bank: Current Account Reconciliation Required: \$ 0.00

Statements Matching Reconciliation

Unpresented items (Posted in Nimbus but not on Statement):

TransID	Ledger	Reference	Date	Chq/Dep	Amount \$	Matched
1192	Creditor	2	21-Jan-2013	Cheque	-28,411.90	<input type="checkbox"/>
1193	Creditor	24515	21-Jan-2013	Cheque	-9,108.00	<input type="checkbox"/>
1194	Creditor	24516	21-Jan-2013	Cheque	-142,427.50	<input type="checkbox"/>
1195	Creditor	24517	21-Jan-2013	Cheque	-157,665.00	<input type="checkbox"/>
1196	Creditor	24518	21-Jan-2013	Cheque	-3,841.00	<input type="checkbox"/>
1197	Creditor	24519	21-Jan-2013	Cheque	-723.35	<input type="checkbox"/>
1198	GL	3222	22-Jan-2013	Cheque	-17,160.00	<input type="checkbox"/>
1199	GL	234	30-Jan-2013	Cheque	-2,817.50	<input type="checkbox"/>
1200	GL	568	30-Jan-2013	Cheque	-2,242.50	<input type="checkbox"/>
1201	GL	5454	30-Jan-2013	Cheque	-1,202.90	<input type="checkbox"/>

Total Matched: \$ 0.00

Unposted items (On Statement but not Posted in Nimbus):

TransID	Stmt No	Reference	Date	Chq/Dep	Text	Amount \$	Matched
1216	2	22555	20-Mar-2013	Cheque		-1,000.00	<input type="checkbox"/>

Variance: \$ 0.00 Total Matched: \$ 0.00

Refresh Match All Clear All Apply

The purpose of a Bank Reconciliation then is to verify the information in your Nimbus database with an external source of reference – your bank statement. The procedure is part of your internal control and this training session introduces you to the five steps required as part of the bank reconciliation procedure.

In Nimbus, the Bank Reconciliation application can be seen as a scratch pad that you use to match the transactions coming from the two different sources of information.

This training session introduces you to a five-step bank reconciliation procedure. When all five steps are adopted and adhered to, you can be confident that you will be doing your bit to maintain data integrity.

Deposit Slips

Cash received will need to be banked. Banks require Deposit Slips to be completed and because the information required on a deposit slip is held in the Nimbus database, Nimbus can print a deposit slip for you. However, whether you print this deposit slip or not, the Deposit Slip procedure must still be done because it is this step that updates the Bank Reconciliation application.

When using Nimbus, a bank account will NOT reconcile if there are funds waiting to be deposited. Because it is necessary to reconcile all bank accounts, the Deposit Slip procedure must always be done before the Bank Reconciliation procedure is done. The procedure will update the Bank Reconciliation application with the latest transactional information. This information will be required for a bank account to reconcile. More often than not, the deposit slip will be printed as soon as all the payments received have been processed through Debtor Receipts, in order that you can take the cash and the deposit slip to the bank. This process is outlined in the Debtors Documentation.

To carry out the Deposit Slip Procedure:

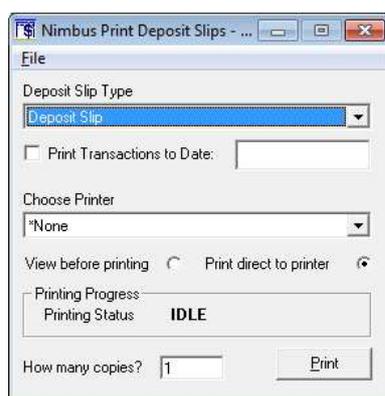
1. From the **Office** menu, click on the **Deposit List** menu item to open the 'Deposit List' web report. This report displays a list of the items that will appear in the next Deposit Slip to be printed.

Deposit List : Deposit transactions waiting to be printed
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Slip	Posted By	Debtor	Ref No	Trans Date	Date Time Posted	Total	Cash
DSlip	Brian	CorkerC	2032	17/11/2014	17/11/2014 22:12	\$741.84	\$0.00
DSlip	Brian	SignsUn	2034	22/11/2014	22/11/2014 22:18	\$560.00	\$0.00

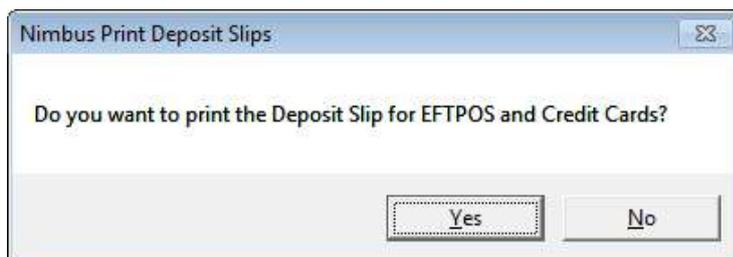
2. Use the Deposit List web report to balance cash takings before printing the Deposit Slip.
3. Once the cash takings are balanced, the Deposit Slip can be printed. From the **Office** menu, click on the **Deposit Slip** menu item; this action opens the deposit slip form as shown below.



The screenshot shows a dialog box titled "Nimbus Print Deposit Slips - ...". It contains the following fields and controls:

- File** menu
- Deposit Slip Type**: A dropdown menu with "Deposit Slip" selected.
- Print Transactions to Date:** [Empty text box]
- Choose Printer**: A dropdown menu with "None" selected.
- View before printing** / **Print direct to printer**
- Printing Progress**: A progress bar showing "Printing Status" as **IDLE**.
- How many copies?**: A text box containing the number "1".
- Print** button.

4. There is usually only one **Deposit Slip Type**, however if your site has more than one type, select the type to proceed with from the drop-down window.
5. The tick box on the Deposit Slip application for Print Transactions to Date defaults to today's date when ticked. The purpose of this field is so you can specify which transactions go to the deposit slip.
6. Using the drop-down window in the **Choose Printer** field, select the printer to print the deposit slip.
The *None option will automatically select the default printer at your site.
7. If you want to view the deposit slip before printing, select the **View Before Printing** option
8. Enter how many copies of the deposit slip you want. Nimbus defaults to one copy, however you can print additional copies if required.
9. Click the **Print** button.
 - a. If the **Print Direct to Printer** option was selected, the deposit slip(s) will be printed.
 - b. If the **View Before Printing** option was selected, the deposit slip is viewed in MS Word. Users are warned that if any editing is done, the changes that are made will NOT write back to the Nimbus database. This means that changes made are cosmetic only. Print as required.
10. If there are Deposit Slips to be printed for EFTPOS and Credit Cards, Nimbus will require confirmation.



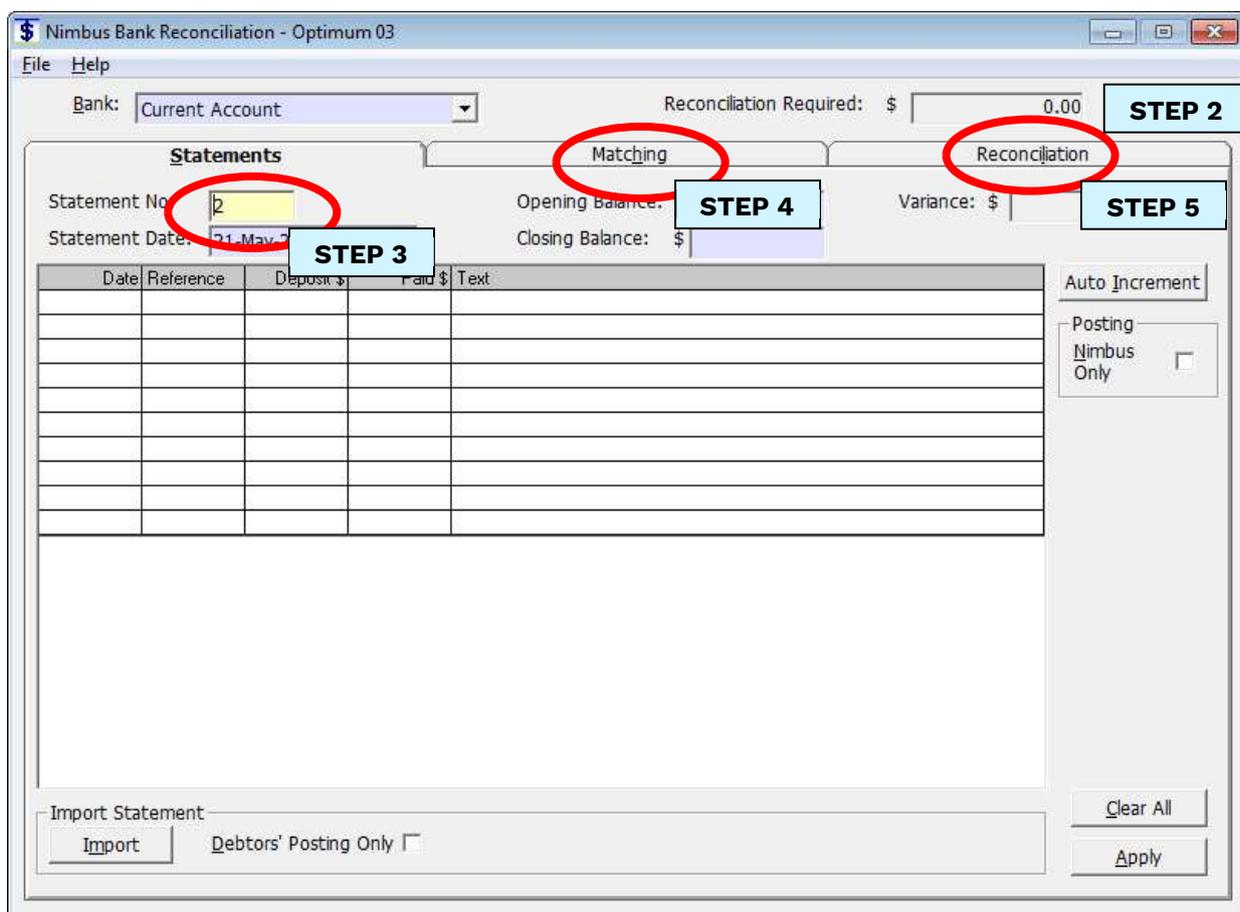
11. Once the Deposit Slip has been printed, Nimbus will prompt you to update the Bank Reconciliation application, as below. Check the printed Deposit Slip against actual cheque and cash amounts. If there are no dollar amount errors in the Deposit Slip, click the Yes button. If there is a dollar amount error, click the No button. This stops the Bank Reconciliation application from being updated with erroneous information. The next step is to fix the error and then repeat the Deposit Slip procedure once more, this time updating the Bank Reconciliation application with correct information.



Bank Reconciliation Procedure

When using Nimbus, a good bank reconciliation procedure to follow includes five steps:

- STEP 1** Process any cash or cheque deposits that may be waiting to be deposited in the bank account. This step includes the processing of the Nimbus Deposit Slip as it is this step that updates the Bank Reconciliation with the latest information.
From the Office menu, click on the Deposit Slip menu item.
- STEP 2** Check that the Reconciliation Required amount is NIL before you start. Do not begin the bank reconciliation procedure until this amount is NIL.
Select the Reconciliation tab in the Bank Reconciliation application.
- STEP 3** Enter the transactions listed on the Bank Statement into the Bank Reconciliation application. (These can be imported directly using your banking software.)
Select the Statements tab in the Bank Reconciliation application.
- STEP 4** Match the transactions that have been recorded from the two different sources of information. This step will usually include updating Nimbus with any transactions that appear on the Bank Statement, i.e. bank fees. When this step has been completed, all of the transactions recorded by your bank will have been removed. Only the transactions recorded in Nimbus (those that the bank does not yet know about) will remain.
Select the Matching tab in the Bank Reconciliation application.
- STEP 5** Check that the Reconciliation Required amount is NIL. If so, print a hard copy of the Bank Reconciliation report and file this with the Bank Statement. If not, begin troubleshooting!
Select the Reconciliation tab in the Bank Reconciliation application.



The screenshot shows the Nimbus Bank Reconciliation window for 'Optimum 03'. The interface includes a menu bar (File, Help), a 'Bank' dropdown menu set to 'Current Account', and a 'Reconciliation Required' field showing '\$ 0.00'. Below these are three tabs: 'Statements', 'Matching', and 'Reconciliation'. The 'Statements' tab is active, showing 'Statement No.' as '2' and 'Statement Date' as '21-May-2013'. A table with columns 'Date', 'Reference', 'Deposits', 'Paid', and 'Text' is visible. On the right, there are fields for 'Opening Balance', 'Closing Balance', and 'Variance: \$'. At the bottom, there are buttons for 'Import Statement', 'Import', 'Debtors' Posting Only', 'Clear All', and 'Apply'. Red circles highlight the 'Statements' tab, the 'Matching' tab, and the 'Reconciliation' field. Blue callout boxes labeled 'STEP 2' through 'STEP 5' point to these specific elements.

Step 1: Carry out the Deposit Slip Procedure

As discussed [above](#), the Deposit Slip Procedure must be done whether you want a printed deposit slip for banking purposes, or not. This is because it is the Deposit Slip Procedure that updates the Bank Reconciliation application. Consequently, the Deposit Slip Procedure must be the first step in the Bank Reconciliation Procedure. Refer to the section [above](#) for further instructions on the procedure.

Step 2: Check Reconciliation Required

Nimbus calculates a **Reconciliation Required** amount as follows:

Closing Balance as per Bank Statement	\$223802.66
LESS Unpresented Payments	-\$16717.13
PLUS Unpresented Deposits	\$6682.85
Calculated Bank Statement Balance	\$213768.38
Closing Balance as per Nimbus General Ledger	\$213768.38
Reconciliation Required	0.00

Because the Reconciliation Required amount is the difference between the 'Calculated Bank Statement Balance' amount and the 'Closing Balance as per Nimbus General Ledger' amount, as shown above, the next step of the Bank Reconciliation procedure is to check that the **Reconciliation Required** amount is NIL.

To view the Reconciliation Required amount:

1. From the **Office** menu, click on the **Bank Rec** menu item to open the Bank Reconciliation application.
2. From the drop-down list in the **Bank** field, select the bank account being reconciled.
3. Click on the **Reconciliation** tab.
4. View the amount in the **Reconciliation Required** field. If the bank account reconciles BEFORE the Bank Reconciliation Procedure begins, the amount in this field should be NIL.

Nimbus Bank Reconciliation - Optimum 03

File Help

Bank: Current Account Reconciliation Required: \$ 0.00

Statements	Matching	Reconciliation
Reconciliation Closing Balance: \$ -1,885.27 Statement No: 1 <i>Posted but not on Statement:</i> Unpresented Payments: \$ -381,780.15 Deposits not on the statement: \$ 112,592.88 Unprinted Deposit Slips: \$ 1,301.84 \$ -269,770.70 <i>On Statement but not Posted:</i> Unposted Payments: \$ 0.00 Unposted Deposits: \$ 0.00 Adjusted Statement Bal: \$ -269,770.70 Actual Nimbus Balance: \$ -269,770.70 Reconciliation Required: \$ 0.00		
Account: Bank Account: Current Bank Account Bank: BNZ Account Number: 12-1234-1234567-12 Unpresented: Payments and Deposits that have been entered in Nimbus but do not yet show on the Bank Statement. Unprinted Deposit Slips: The total of Deposit Slip items that have not yet been updated to the Bank Reconciliation. Unposted: Payments and Deposits that have shown on the Bank Statement and have yet to be entered into Nimbus.		

View before printing:

Print direct to printer:

Choose Printer: *None

Printing Progress Progress:

- If the **Reconciliation Required** amount is NIL, proceed with the next step.
- If the **Reconciliation Required** amount is not NIL, begin trouble shooting. To prevent additional problems, do NOT proceed any further until the **Reconciliation Required** amount is NIL.

STEP 3: Enter Bank Statement Transactions

The transactions held on the Bank Statement can be imported directly into the Bank Reconciliation application if Nimbus has been set up to do so. If not, the transactions will need to be manually entered.

To import the Bank Statement transactions:

- Download the Bank Statement using the software your bank gave you for this task. Your Nimbus Consultant will have configured Nimbus so that it knows where to find this file during the import.
- From the **Office** menu, click on the **Bank Rec** menu item to open the Bank Reconciliation application.
- Select the **Statements** tab.
- From the drop-down list in the **Bank** field, select the bank account you will be importing the Bank Statement transactions for.
- Enter the date of the Bank Statement in the **Statement Date** field.
- If the Debtor Accounts are to be updated with any debtor receipt information included on the Bank Statement, tick the **Debtors Only** tick-box field.
- Click the **Import** button. This action will retrieve the file that has been downloaded from your bank. The Bank Statement transactions are imported into the Bank Reconciliation application. At the same time (if the Debtor tick-box was ticked) the

import data updates the Debtor Accounts with any Debtor receipts that are included on the Bank Statement.

- If the message “There were no statements to post from the file” arises, it means that Nimbus has found the file but it cannot import it. This is a set-up problem; refer it to your Nimbus Consultant.
 - If the file cannot be found, the details of the path and file name will be shown so that you can put the file into the correct location.
 - If the path and file name have not been specified in the setup, a window will open so that you can browse to the file.
8. Some banks supply the opening and closing balance in the Bank Statement file. When this is the case, Nimbus checks the Opening Balance in the Bank Statement file against the Closing Balance in the Bank Reconciliation application. If these do not agree, the details will be shown. Either ignore this and proceed, or exit and abandon the import.
 9. The imported file will be renamed to **path\filenameeyymmdd_hhmm.000**; the import file will be renamed whether it was imported or not.
 10. If errors arise during the import, a warning message will be displayed.

What happens during an import?

The imported Bank Statement will have negative and positive amounts; Nimbus treats negative amounts as cheques and positive amounts as deposits.

If importing Debtor transactions, Nimbus will treat every deposit as a Debtor transaction and will reject sundry deposits that are not debtor receipts. There is no action to take regarding such rejects.

The closing balance on the Reconciliation tab is adjusted when a Bank Statement is imported.

The Bank Statement number does not get incremented when a Bank Statement is imported. This is so that the use of imported Bank Statements will not affect paper Bank Statement numbers when received.

To manually enter the Bank Statement transactions:

1. From the **Office** menu, click on the **Bank Rec** menu item to open the Bank Reconciliation application.
2. Select the **Statements** tab.
3. From the drop-down list in the **Bank** field, select the bank account you will be importing the Bank Statement transactions for.
4. Complete the header fields, as follows:
 - a) Nimbus increments Bank Statement numbers based on previous information entered. It displays this number in the **Statement No** field. If the anticipated page number is not correct, enter the correct Bank Statement number in this field.
 - b) Enter the date of the Bank Statement in the **Statement Date** field.
 - c) Nimbus takes the closing balance from the last time a Bank Reconciliation Procedure was done, and enters this amount in the **Opening Balance** field. This field is editable; however users are warned to take care if choosing to change the amount in this field as it is likely to cause future Bank Reconciliation

Procedure problems. As a general rule, do NOT overwrite the amount in this field.

- d) Enter the closing balance on the Bank Statement in the **Closing Balance** field.
NOTE: Always use the closing balance on the Bank Statement, i.e. never use the amount in the **Variance** field as this is a calculated amount and the General Ledger should never be verified against a calculated amount.
5. In the grid, enter the Bank Statement transactions as they appear on the Bank Statement, as follows:
- a) Enter the transaction date on the Bank Statement in the Date field. Press Tab to follow tab order.
 - b) The Reference column is for entering the transaction reference, i.e. a cheque number. However, this column also has some special features, as follows:
 - If a 'D' is entered into the **Reference** column, Nimbus assumes the transaction is a deposit and tab order will visit the **Deposit \$** and **Text** columns, i.e. the **Paid \$** column is skipped.
 - If anything other than a 'D' is entered into the **Reference** column, Nimbus assumes the transaction is a withdrawal and tab order will visit the **Paid \$** and **Text** columns, i.e. the **Deposit \$** column is skipped.
 - a) If the transaction is a deposit, enter 'D' in the Reference field. If the transaction is a payment, enter the cheque number (or another reference) in the Reference field. Press Tab to follow tab order.
 - b) Enter the transaction amount in the Deposit \$ or Paid \$ column. Press Tab to follow tab order.
 - c) If appropriate, enter a note in the Text column, i.e. bank fees.
 - d) Repeat the above steps until all transactions on the Bank Statement have been entered in the grid. Some tips for faster data entry:
 - If the date entered for the top line item applies for all transactions, you do not need to enter a date in subsequent line items as Nimbus will automatically copy the date down when the **Apply** button is clicked. Note that it is only the date entered on the top line item that is inserted into blank date fields.
 - When in the **Reference** column, you can use the **Auto Increment** button to automatically insert the next number based on the line above. This is useful if entering cheques in numerical order.
6. Note that as each transaction was entered, Nimbus automatically calculates the variance between the amount held in the **Opening Balance** field and the amount held in the **Closing Balance** field; shown below. When the last transaction has been entered, the variance should be NIL.

Nimbus Bank Reconciliation - Optimum 03

File Help

Bank: Current Account Reconciliation Required: \$ 0.00

Statements Matching Reconciliation

Statement No: 2 Opening Balance: \$ -1,885.27 Variance: \$ 0.00

Statement Date: 21-May-2012 Closing Balance: \$ -2,500.00

Date	Reference	Deposit \$	Paid \$	Text
01-Mar-2013	66778		250.00	
05-Mar-2013	66745		364.73	

Auto Increment

Posting Nimbus Only

7. Click the **Apply** button to post all entered Bank Statement transactions to the **Matching** tab. Note that:
 - a) If the calculated variance amount is not NIL, Nimbus will NOT post the Bank Statement transactions. Check each transaction listed in the grid and check the closing balance for inputting error.
 - b) The Bank Statement transactions, once posted to the Matching tab, are compared with information held in Nimbus. If the reference and the dollar amount are same (when comparing), Nimbus will 'auto-match' the two items. This means that the next step will not need to be done for these items.

STEP 4: Match Transactions

Transactions have now been recorded from the two different sources: the Bank Statement and the Nimbus General Ledger. The transactions that are the same in both sources need to be matched. Once matched, only the transactions that cannot be matched are left. The unmatched transactions represent items that are not yet recorded in both the Bank Statement and the Nimbus General Ledger.

- Items in the top half of the Matching tab form represent unmatched General Ledger items from Nimbus. These are items your organisation knows about but your Bank does not yet know about, i.e. unrepresented payments.
- Items in the bottom half of the Matching tab form represent unmatched Bank Statement items. These are items your Bank knows about but you have not yet had the opportunity to enter them in the Nimbus General Ledger, e.g. bank fees.

The items in the bottom half of the **Matching** tab form will need to be entered in the General Ledger and then matched. One of the aims of a Bank Reconciliation Procedure is to empty the bottom half of the **Matching** tab form so that only the unrepresented cheques and deposits within Nimbus remain.

To match transactions:

1. In the Bank Reconciliation application, select the **Matching** tab. All unmatched items are displayed:
2. Unmatched General Ledger items are displayed in the top-half of the form. Note the **Ledger** column. This shows the ledger from where the transaction was posted from, i.e. Debtor, Creditor or GL.

More information on Debtors Ledger transactions:

- If a transaction is posted through the Debtor Receipts application, it will be automatically sent to the Bank Reconciliation application for matching; 'Debtor' will appear in the Ledger column.
- If a transaction is posted through the Transaction Postings application using the Debtor transaction type Refund, it will also be automatically sent to the Bank Reconciliation application for matching; 'Debtor' will appear in the Ledger column.
- All transactions that make up a Deposit Slip are entered as one transaction for matching.
- All deposits are entered as 'Deposit' in the **Chq/Dep** column.
- All deposits are positive amounts in the **Amount \$** column, i.e. 50.00

More information on Creditors Ledger transactions:

- If a transaction has been posted through the Pay Creditors application, it will be automatically sent to the Bank Reconciliation application for matching; 'Creditor' will appear in the **Ledger** column.
- If a transaction is posted through the Transaction Posting application using the Creditor transaction types **Refund** and **Payment**, it will be also be automatically sent to the Bank Reconciliation application for matching; 'Creditor' will appear in the **Ledger** column.
- If the payment has been processed as a Direct Credit, all transactions that make up the Direct Credit are entered as one transaction for matching.
- All payments are entered as 'Cheque' in the **Chq/Dep** column.
- All payments are negative amounts in the **Amount \$** column, i.e. -50.00

More information on General Ledger transactions:

- General Ledger transactions are processed through the Transaction Postings application using the General Ledger transactions types **Payments, Receipts, TF Current to Deposit** and **Rec/Pay for Deposit a/c**. These transaction types will automatically send posted amounts to the Bank Reconciliation application for matching; 'GL' will appear in the **Ledger** column.
 - In the **Chq/Dep** column the transaction appears as 'Deposit' for a receipt or 'Cheque' for a payment.
 - The **Amount \$** column has a positive value for a receipt, or a negative value for a payment.
3. Unmatched Bank Statements items are displayed in the bottom half of the form.
 4. Where an item in the top half of the form can be matched against an item in the bottom half of the form, click in the tick box in the **Matched** column for both transaction items. Note the variance amount; when all matching has been done this amount should be NIL.
 5. Click the **Apply** button to remove matched items. If the variance amount is not NIL, a message will appear advising you of the variance. It will not match any items until the variance amount is NIL.

6. Repeat steps (4) and (5) until all items that can be matched have been matched. Some transactions may require more complex matching, i.e. split transactions. An example of a split transaction is where there is a total amount showing in the top half of the form that represents two or more amounts held in the bottom half of the form.
7. Frequently there will still be items in the bottom half of the form that cannot be matched with an item in the top half of the form. When this occurs, it means that there are items on the Bank Statement that have not yet been entered in the Nimbus General Ledger. Once an entry has been made in Nimbus, these items will be able to be matched. Recall that one of the aims of the Bank Reconciliation Procedure is to see that all items held in the bottom-half of the form are eventually matched against an amount in the top-half of the form, so if possible, do NOT proceed with the next step until the bottom-half of the form is empty. Pause the Bank Reconciliation Procedure for a moment to enter the transactions that still appear in the bottom half of the screen i.e. bank fees. Note that you will need to close the Bank Reconciliation application to refresh it with any new information entered.
8. Once the bottom half of the Matching Tab form is empty, the matching process is complete. The items listed in the top half of the form represent the unrepresented cheques and deposits. These are items that your bank does not yet know about. They will remain in the Matching Tab form and will be available the next time a Bank Reconciliation Procedure takes place.

STEP 5: Check and Print

The final step involves a verification process and the printing of the Bank Reconciliation report. The verification process checks that the **Reconciliation Required** field shows a NIL balance; this balance verifies that the Bank Reconciliation Procedure has been successful. The Bank Reconciliation Report can be printed and filed with the Bank Statement.

To check the reconciliation required amount:

1. In the Bank Reconciliation application, click on the **Reconciliation** tab.
2. View the amount in the **Reconciliation Required** field. If the bank account reconciles AFTER the Bank Reconciliation Procedure begins, the amount in this field should be NIL.
 - a) If the Reconciliation Required amount is NIL, print the Bank Reconciliation Report.
 - b) If the Reconciliation Required amount is not NIL, begin trouble shooting. To prevent additional problems, do NOT proceed any further until the Reconciliation Required amount is NIL.

To print the Bank Reconciliation Report:

1. In the Bank Reconciliation application, click on the **Reconciliation** tab.
2. The Bank Reconciliation Report can be viewed before printing and then printed, or it can be printed directly. Choose the option you prefer by selecting the **View Before Printing** or the **Print Direct to Printer** option.
3. Click the **Print** button. Note that if you selected the **View Before Printing** option, you should still print a hard copy after viewing the report. It is always good practice to file the Bank Reconciliation Report with the Bank Statement it reconciles to as this is your record that the bank reconciled at this point in time. It is also a record of the unrepresented and unposted cheque and deposits at this point

in time. (Note that if the above steps have been followed, there should be no unposted cheques and deposit amounts!)

The Bank Reconciliation Report

The Reconciliation Report takes the closing balance from the Bank Statement currently being reconciled and then adjusts the closing balance amount for **Unpresented Payments** and **Unpresented Deposits**. (These are items that have been posted to Nimbus, but have not yet appeared on a Bank Statement.) The adjusted figure is calculated and shown as the **Adjusted Bank Balance** amount in the Bank Reconciliation Report.

Closing Balance as per Bank Statement	211,391.00
Adjustments:	
Unpresented Payments	-22,624.38
Unpresented Deposits	8204.07
Adjusted Bank Balance	196,970.69

An adjustment is then made for any items that appear on a Bank Statement but have not yet been posted through Nimbus. These appear as **Unposted Payments** and **Unposted Deposits**. One of the aims of the Bank Reconciliation Procedure is to match all of the transactions appearing on the Bank Statement so that only unpresented cheques and unpresented deposits remain. This means that normally the amounts in this section of the Reconciliation Report should be NIL. However, sometimes there are reasons why amounts would appear in this section and so the Reconciliation Report will be adjusted again to take these transactions into account. The adjusted figure is calculated and shown as the **Adjusted Statement Balance** amount in the Bank Reconciliation Report.

Adjusted Bank Balance	196,970.69
Adjustments:	
Unposted Payments	19485.63
Unposted Deposits	-7895.97
Unprinted Deposit Slips	0.00
Adjusted Statement Balance	208,560.35

The **Adjusted Statement Balance** (a calculated amount) is then compared with the **Actual Nimbus Balance**. This amount comes from the General Ledger bank account being reconciled. When comparing these two amounts the difference should be NIL. When this is the case there is no further reconciliation work required. The closing balance on the Bank Statement agrees with the amount held in the Nimbus General Ledger when the adjustments are taken into consideration.

Adjusted Statement Balance	208,560.35
Actual Nimbus Balance	208,560.35
Reconciliation Required	0.00

The rest of the Reconciliation Report lists the unpresented bank items (cheques and deposits), as well as the unmatched items so that the totals given in the report are explained.

Always print a hard copy of the **Reconciliation Report** at the end of the reconciliation process. Reconciliation work can go smoothly for weeks and weeks, and then for no

apparent reason, suddenly go wrong. Troubleshooting is significantly easier if there are hard copies to refer back to. For easier reference, attach the Reconciliation Report to the Bank Statement that it reconciles to.

Bank Transfers

Transferring amounts from one bank account is a common transaction. Amounts are often transferred to high interest bearing bank accounts during cash-rich periods. When there is a shortage of funds in the main account, amounts are transferred from the high interest bearing bank accounts to the main account.

In Nimbus the main account is called the 'Current' account and the main high interest bearing account is called the 'Deposit' account. This section shows you how to transfer amounts between these two accounts.

To transfer an amount from one bank account to another:

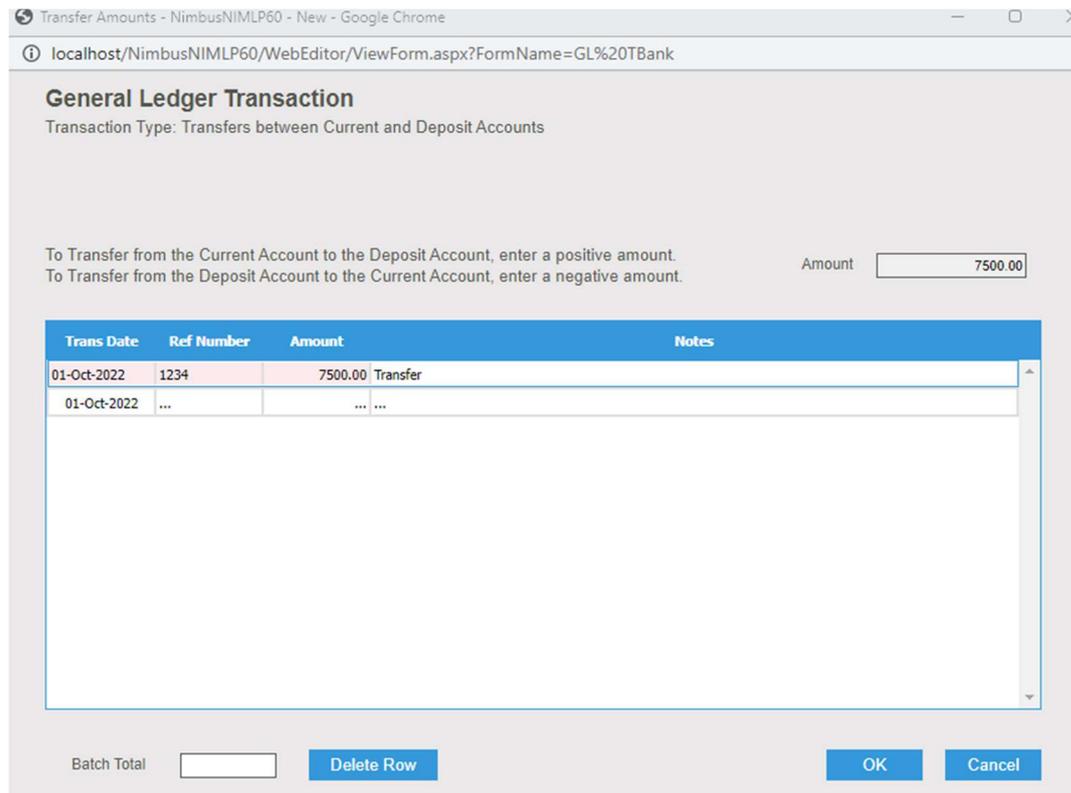
1. From the **Finance** menu, click on the **Trans Posting** menu item.

Trans Posting List : List of transposting types available to your User Group
 Filter : Ledger equals GL
 UserGroup NAdmin

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the period specified, and then you want it automatically reversed in the following period.
GL	Jnl	Journal Entry	Use this transaction type when wanting to enter a journal entry. In the grid, debit entries must equal credit entries. Credit entries are entered with a negative amount.
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want to process through Creditors or Purchase Orders modules. This transaction type will a screen.
GL	DepTrans	REC/PAY for Deposit a/c	Used to process any receipts or payments to/from the Deposit Account. This form is NOT to be used for transferring balances between bank accounts. Please note that r using this form. Make a new transaction type if you make payments that include GST from your deposit account.
GL	Rec	Receipts	Use this transaction type for direct income that you do not want to process through the Debtors module. This transaction type will automatically update the Bank Recon
GL	TBank	TF Current to Deposit	Use this transaction type for transferring amounts from the Current Bank Account to the Deposit Bank Account and vice versa. This transaction type will automatically u screen.

2. From the drop-down list in the **Transaction Type** field, select the **TF Current to Deposit** transaction type as shown in the screenshot above; 'TF' is the abbreviation for 'Transfer'.
3. The **TF Current to Deposit** transaction type is used to transfer money between the 'Current' bank account and the 'Deposit' bank account. Integration is set up for the General Ledger and Bank Reconciliation. Complete the **TF Current to Deposit** transaction type form as follows:



General Ledger Transaction
Transaction Type: Transfers between Current and Deposit Accounts

To Transfer from the Current Account to the Deposit Account, enter a positive amount.
To Transfer from the Deposit Account to the Current Account, enter a negative amount.

Amount

Trans Date	Ref Number	Amount	Notes
01-Oct-2022	1234	7500.00	Transfer
01-Oct-2022

Batch Total

- Enter the date of the transfer in the **Trans Date** field.
- If applicable, enter any reference details in the **Ref Number** field.
- Enter the amount being transferred in the **Amount** field. Follow the rules of entry shown on the form and also shown below.

To transfer from:	To transfer to:	Enter amount:
Current Bank Account	Deposit Bank Account	As a positive, i.e. 1000,00
Deposit Bank Account	Current Bank Account	As a negative, i.e. -1000.00

- If applicable, enter any notes in the **Notes** field.
- There is no GST to account for when transferring an amount from one bank account to another, therefore a **GST** column does not exist in this form.
 - Click the **OK** button to post the transaction.

Bank Transfer Examples

The entry made in the screenshot below will transfer \$1000 from the 'Current' bank account to the 'Deposit' bank account. General Ledger integration will decrease the 'Current' bank account by \$1000 and increase the 'Deposit' bank account by \$1000. The Bank Reconciliation application will be updated with this entry for both bank accounts.

Transfer Amounts - NimbusNIMLP60 - New - Google Chrome

localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=GL%20Bank

General Ledger Transaction

Transaction Type: Transfers between Current and Deposit Accounts

To Transfer from the Current Account to the Deposit Account, enter a positive amount.
 To Transfer from the Deposit Account to the Current Account, enter a negative amount.

Amount

Trans Date	Ref Number	Amount	Notes
01-Oct-2022	1234	7500.00	Transfer

The entry made in the screenshot below will transfer \$5000 from the 'Deposit' bank account to the 'Current' bank account. General Ledger integration will increase the 'Current' bank account by \$5000 and decrease the 'Deposit' bank account by \$5000. The Bank Reconciliation application will be updated with this entry for both bank accounts.

Transfer Amounts - NimbusNIMLP60 - New - Google Chrome

localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=GL%20Bank

General Ledger Transaction

Transaction Type: Transfers between Current and Deposit Accounts

To Transfer from the Current Account to the Deposit Account, enter a positive amount.
 To Transfer from the Deposit Account to the Current Account, enter a negative amount.

Amount

Trans Date	Ref Number	Amount	Notes
01-Oct-2022	1234	-5000.00	Transfer to current ac
...