



V6.09 Training Manual



Banking



Find the freedom to focus on what matters with Nimbus

Contents

Overview	3
Bank Reconciliation	3
Enter The Bank Statement	5
Matching of Bank Transactions	8
Print the Bank Reconciliation	10

Document Information

Author	Phil Ivamy
QA	
Version	1
Date Created	14 September 2022
Date	14 September 2022

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

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.

Bank Reconciliation

The Bank Rec is in the **Office** menu:



This will display the current bank reconciliations

Description	Bank	Bank Account	Locked	Status	Reconciliation Required	Statement Date Page	Statement Closing	GL Balance	Unmatched Items	Unpresented Items	Unprinted Deposit Slips	GLIndex	Currency	BankRec
Current Account	ASB	12-3165-0062135-00	Yes	Postings to do	\$0.00	05 Feb 2022: Pg 49	-\$509,719.40	-\$249,234.46	333	224	\$563.25	9010110		Current
National Bank			No	New	\$0.00		-\$249,234.46				\$0.00	9010110		National
Term Deposit Account	BNZ	12-1234-1234567-12	No	Postings to do	\$0.00	02 Nov 2021: Pg 111113	\$0.00	-\$20.00	70	15	\$0.00	9010120		Term
Term Deposit Account2	BNZ	12-1234-1236621-12	No	Postings to do	\$0.00		\$0.00	-\$20.00			\$0.00	9010120		Term2

Note that the report shows the status of each reconciliation; available statuses are:

- New The bank rec has not yet started
- Postings to do Live reconciliation
- Out of Balance Needs to be reconciled

Choose the relevant bank reconciliation by clicking on the description; or by filtering to that reconciliation; which will open the detailed report:

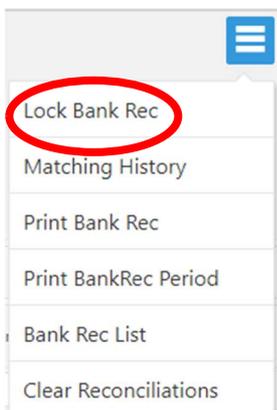
BankRec	Current	Subtotal	(\$330,289.73)
Description	Current Account	Unposted_Payments	\$182,310.79
BankAccount	12-3165-0062135-00	Unposted_Deposits	(\$130,589.54)
Last_Statement_Date	07 Dec 2021: Pg 33	Adjusted_Statement_Bal	(\$278,568.48)
Closing_Balance	(\$493,162.78)	Actual_Nimbus_Balance	(\$278,428.48)
Unpresented_Payments	(\$38,670.06)	Reconciliation_Required	(\$140.00)
Unpresented_Deposits	\$199,884.11	DepositSlip_To_Print	Y
Unprinted_Deposit_Slips	\$1,659.00	Locked	No

Bank Reconciliation : Lists Bank Recs and starts the Bank Rec Process
 Filter : BankRec equals Current

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

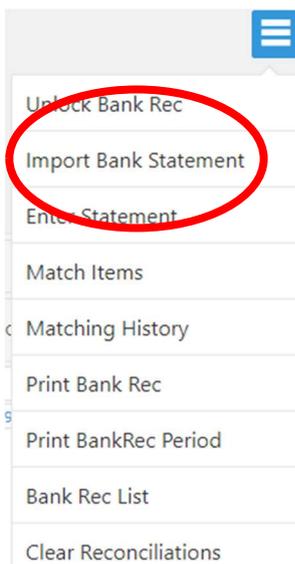
Description	Bank	Bank Account	Locked	Status	Reconciliation Required	Statement Date Page	Statement Closing	GL Balance	Unmatched Items	Unpresented Items	Unprinted Deposit Slips	GLIndex
Current Account	ASB	12-3165-0062135-00	No	Out of Balance	-\$140.00	07 Dec 2021: Pg 33	-\$493,162.78	-\$278,428.48	215	178	\$1,659.00	9010110

Note that there is a 'hamburger' menu header link ; which when clicked on gives these options:



Click on the **Lock Bank Rec** header option – this prevents anyone else from using the bank reconciliation while you are processing it.

After you have locked the bank reconciliation the hamburger menu changes:



Enter The Bank Statement

From the hamburger menu you can either **Import Bank Statement** or **Enter Statement** manually.

Clicking on the **Enter Statement** option opens the input form ready for use:

Statement Number 1	Opening Balance	Variance	Bank Current	Total Paid 0.00
Statement Date 20-Sep-2022	Closing Balance	<input type="checkbox"/> Posting Nimbus Only	Total Deposit 0.00	

TransDate	Ref Number	Deposit \$	Paid \$	Amount	Text
...

Alter the statement date if required and also the closing balance in the header of the Bank Reconciliation.

Then enter the statement items in the grid, tabbing after every field:

TransDate	Ref Number	Deposit \$	Paid \$	Amount	Text
20-Sep-2022	d	55.00	0.00	55.00	...
20-Sep-2022	66	0.00	750.00	-750.00	DD rent
20-Sep-2022	...	0.00	0.00	0.00	...

These amounts will automatically total into the header:

Statement Number 1	Opening Balance	Variance	Bank Current	Total Paid 750.00
Statement Date 20-Sep-2022	Closing Balance	<input type="checkbox"/> Posting Nimbus Only	Total Deposit 55.00	

And forms part of the reconciliation.

Note that these items post to the bank reconciliation only and do not post into the general ledger. When you have all the items entered then press OK

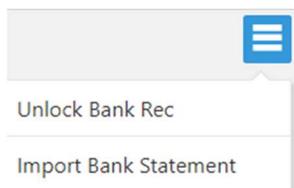
TransDate	Ref Number	Deposit \$	Paid \$	Amount	Text
20-Sep-2022	d	55.00	0.00	55.00	...
20-Sep-2022	66	0.00	750.00	-750.00	DD rent
20-Sep-2022	...	0.00	0.00	0.00	...

Auto Increment Cancel Ok

If the variance is zero the bank reconciliation will be updated; if it is not zero you will need to correct the lines until it is zero.

Note that the Posting Nimbus Only tick box is used to create the initial bank reconciliation and amendments to remove mis postings etc; usually your Nimbus consultant would use this.

The Import Bank Statement header link will do the above postings for you



If importing the following prompt allows you to enter the closing balance:

Enter Closing Balance
✕

Enter Closing Balance

Ok
Cancel

And if this balance differs then the following warning will be generated:

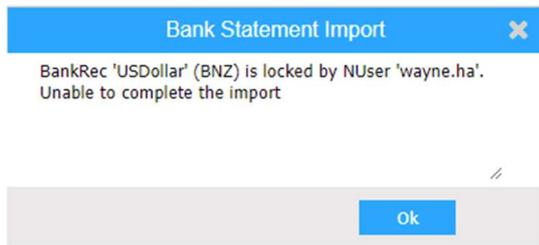
Bank Statement Import
✕

Calculated Closing Balance from file does not match Statement Closing Balance.
 Bankrec: Current.
 Closing balance from Statement : \$-491083.07
 Calculated Closing balance : \$-493162.98
 Do you want to proceed ?

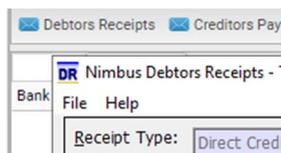
Yes
No

Allowing you to either proceed or to stop the import in order to investigate why there is a difference.

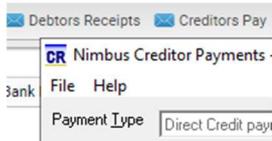
As mentioned earlier the Lock function will inform you if someone else has the bank reconciliation open eg



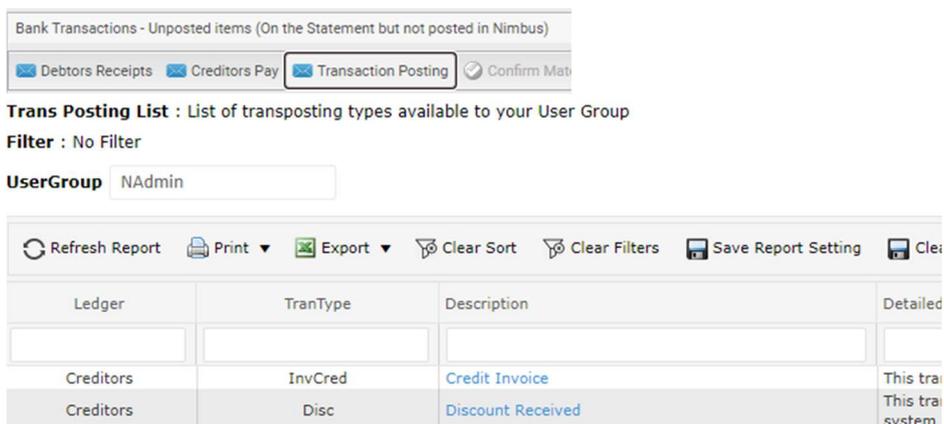
1. Bank Statement transactions not yet posted in Nimbus
2. Nimbus transactions not yet presented at the bank
3. Selected Amount – a running total of the items ticked
4. Selected Amount – a running total of the items ticked
5. Match – click to match the item, or Select All
6. Match – click to match the item, or Select All
7. Amount to Balance – a running total of the amount yet to be matched, once zero you can click-
8. Confirm Match – which is activated once there is no amount yet to be matched
9. Select All – does as it says
10. Clear All – un-selects everything in the grid
11. Debtors Receipts – opens the Debtors Receipt app to allow you to post them from here:



12. Creditors Pay – opens the Creditors Payments app to allow you to process a payment from here:



13. Transaction Posting – takes you to the Transaction posting list in order that you can post items such as interest, rent etc



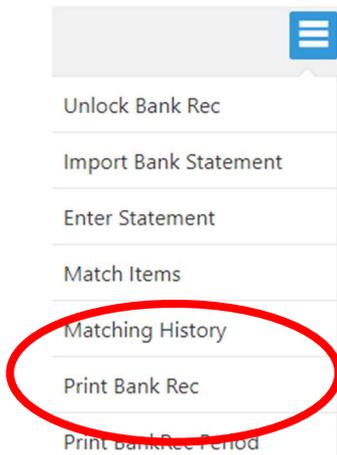
14. Records – the number of records in the grid
15. Records – the number of records in the grid
16. Total of Bank Transactions – yet to be matched
17. Total of Nimbus Transactions – yet to be matched
18. Ledger- drill downs to the source information -Supplier/Client/GL history based on the ledger
19. TransIndex – the supplier (creditor) or client (debtor) index



These icons at the very top right allow you to show in single or split frame for ease of use.

Print the Bank Reconciliation

You can now Print the reconciliation using the header links



Which will print thus:

Bank Reconciliation	
Bank:	Current
Statement Date:	5 June 2021
Page No:	48
Printed as at:	27 January 2022
Closing Balance per Statement:	-\$505,555.58
<i>Posted but not on Statement:</i>	
Unpresented Payments:	-\$53,810.10
Deposits not on Statement:	\$234,392.28
Unprinted Deposit Slip:	
Adjusted Bank Balance:	-\$324,973.40
<i>On Statement but not Posted:</i>	
Unposted Payments:	\$ 295,740.79
Unposted Deposits:	-\$ 231,381.74
Adjusted Statement Balance:	-\$ 260,614.35
Actual Nimbus Balance:	-\$260,614.35
Reconciliation Required:	-

The elements being:

Closing Balance per Statement

Posted but not on Statement

Less Unpresented Payments - Payments entered into Nimbus but not yet in the bank statement eg a post-dated creditors pay run

- Plus Deposits Not on Statement – eg cash receipts not yet banked
- Plus Unprinted Deposit Slip – cash not yet totalled and deposit slip not yet printed – todays takings

Adjusted Bank Balance – adjusted for above items

On Statement but not Posted

- Plus Unposted Payments – on the statement but not in Nimbus yet eg bank fees, APs
- Less Unposted Deposits - on the statement but not in Nimbus yet eg direct credits, interest received

Adjusted Statement Balance – adjusted for above items

Actual Nimbus Balance – the balance from the general ledger for the bank account

Reconciliation required – the variance between these two which ought to be nil!

If the Reconciliation Required is not zero, there are several possible reasons:

The Opening Balance of the bank statement was amended when a statement was posted.
To correct this -

(a) Enter the correct amount in the Opening and Closing balance, enter one positive line and one negative line of the same value, and Accept the statement.

This has a zero net effect and is necessary because it is not permitted to enter a zero transaction or to accept a statement without any transactions.

(b) Enter the correct opening balance when posting the next statement.

(c) If statements are imported, the balance will be corrected in the next import.

A transaction has been entered in Nimbus, affecting the bank account balance but not updating the Bank Reconciliation.

This could be a GL Journal direct to the Bank account (this is normally not allowed, as the Bank account is Integration-only, but sometimes accountants change the setting and post directly to the bank instead of using the standard Chq or Rec transaction type).

To correct this - reverse the posting, and repost using the correct type of transaction.

A transaction type is incorrectly set up, e.g. Debtors Receipt transaction is linked to the bank account but not to the Bank Reconciliation, or is linked to the wrong Bank Reconciliation.

To correct this - on the Statements grid, tick Nimbus Only and post the missing amount.

This will put a transaction in the Unpresented Nimbus Items section of the Matching screen.

In a new system, the GL bank account balance has not been entered or was incorrect.

To correct this - post the opening balance journal, or post a journal to correct the account balance.

Remember to **Unlock** the Bank Reconciliation when finished:

