

V6.09 Training Manual

Banking





Find the freedom to focus on what matters with Nimbus

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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

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

Bank Reconciliation : Lists Ban Filter : No Filter	Recs and s	starts the Bank Rec Process												Ξ
O Refresh Report	• 🗷 E	xport 🔹 😼 Clear Sort 🛛 😼	Clear Filters	Save Report Setting	Clear Report Settin	gs								
Description	Bank	Bank Account	Locked	Status	Reconciliation Required	Statement Date Page	Statement Closing	GL Balance	Unmatched Items	Unpresented Items	Unprinted Deposit Silp\$	GLindex	Currency	BankRec
Current Account National Bank	ASB	12-3165-0062135-00	iorna.mu No	Postings to do New	\$0.00	05 Feb 2022: Pg 49	-\$509,715.40 \$0.00	-\$249,234.46 -\$249,234.46	333	224	\$563.25 \$0.00	9010110 9010110		Current National
Term Deposit Account Term Deposit Account2	BNZ BNZ	12-1234-1234567-12 12-1234-1236621-12	No No	Postings to do	\$0.00	02 Nov 2021: Pg 111113	\$0.00 \$0.00	-\$20.00 -\$20.00	70	15	\$0.00 \$0.00	9010120 9010120		Term Term2

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

- New
 - w 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:

inkRec	Current	Subtotal	(\$330,289.73)									
Description	Current Account	Unposted_Payments	\$182,310.79									
ankAccount	12-3165-0062135	-00 Unposted_Deposits	(\$130,589.54)									
ist_Statement_Date	07 Dec 2021: Pg 3	3 Adjusted_Statement_Ba	(\$278,568.48)									
losing_Balance	(\$493,162.78)	Actual_Nimbus_Balance	(\$278,428.48)									
npresented_Payments	(\$38,670.06)	Reconciliation_Required	(\$140.00)									
npresented_Deposits	\$199,884.11	DepositSlip_To_Print	Y									
Inprinted_Deposit_Slips	\$1,659.00	Locked	No									
ank Reconciliation : List	s Bank Recs and s	arts the Bank Rec Process										
Iter : BankRec equals Cu	urrent											
O Refresh Report	Print 🔻 🛋 Ex	port 🔻 😿 Clear Sort 🥳	Clear Filters	Save Report Setting	Clear Report Setti	ngs						
escription	Bank	Bank Account	Locked	Status	Reconciliation Required	Statement Date Page	Statement Closing	GL Balance	Unmatched Items	Unpresented Items	Unprinted Deposit Silp\$	

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

Lock Bank Rec
Matching History
Print Bank Rec
Print BankRec Period
Bank Rec List
Clear Reconciliations

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:

	Unlock Bank Rec
(Import Bank Statement
	Ents: Statement
	Match Items
c	Matching History
	Print Bank Rec
9	Print BankRec Period
	Bank Rec List
	Clear Reconciliations



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 N Statement D 20-Sep-2022	lumber Ope	ning Balance	Variance	Bank Current Posting N	imbus Only	Total Paid 0.00 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:

20-Sep-2022 d 55.00 0.00 55.00 20-Sep-2022 66 0.00 750.00 DD rent	Text	nt	Amount	Paid \$	Deposit \$	Ref Number	TransDate
20-Sep-2022 66 0.00 750.00 -750.00 DD rent	A	55.00	55.0	0.00	55.00	d	20-Sep-2022
		50.00	-750.0	750.00	0.00	66	20-Sep-2022
20-Sep-2022 0.00 0.00 0.00		0.00	0.0	0.00	0.00		20-Sep-2022

These amounts will automatically total into the header:

Statement Number	Opening Balance	Variance	Bank Current	(Total Paid	20
Statement Date	Closing Balance		Posting Nimbus Only		Total Deposit 55.0	20

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



20-Sep-2022 d 55.00 0.00 55.00 0-Sep-2022 66 0.00 750.00 DD rent 20-Sep-2022 0.00 0.00 0.00	TransDate	Ref Number	Deposit \$	Paid \$	Amount	Text
0-Sep-2022 66 0.00 750.00 -750.00 DD rent 20-Sep-2022 0.00 0.00 0.00	20-Sep-2022	d	55.00	0.00	55.00	
20-Sep-2022 0.00 0.00 0.00	0-Sep-2022	66	0.00	750.00	-750.00	DD rent
<	20-Sep-2022		0.00	0.00	0.00	
4						
	4					
						·

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:



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



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

Bank Statement Import	×
BankRec 'USDollar' (BNZ) is locked by NUser 'wayne. Unable to complete the import	.ha'.
Ok	



Matching of Bank Transactions

Ponce the bank statement has been entered it is time to match off transactions; this is done by clicking on the Match Items header link



Statement items that match existing Nimbus transactions will automatically match and will not display.

This will open this Matching Console:

Bank Trans	actions - Unposted items (On	the Statement I	but not posted in M	Nimbus)					 Nimbu 	s Transaction:	- Unpresented	d items (Posted in M	limbus but not on the State	ment)			0
🔤 Debtor	ebtors Receipts 🔤 Creditors Pay 🧰 Transaction Posting 🥥 Confirm Match Select All Clear All Selected Amount 0 Amount To Balance								0 Select All Clear All								iunt
						I			9			1					
Bank Rec	Trans Date Statementno	Ref Num	Particulars	Code	Text *	Amount Ma	tch? o ^p		Bankre	c Ledger	Transid *	Transdate	Amount Trntype	Transindex	Description	Datetimepost Postedby	Match? do
Current	01/10/2021 Auto					-40.00	- do		^ Current	GL	4326	14/02/2022	-62.00 Pay	8040410	Bank Fees	14/02/2022 lorna.mu	E dº _
Current	01/10/2021 Auto					-40.00	E d ⁰		Current	GL	4325	14/02/2022	-28.75 Pay	1030200	Vehicle Expenses	14/02/2022 lorna.mu	E d ⁰
Current	11/10/2021 Auto					-40.00	E d ⁰		Current	GL	4323	14/02/2022	-25.00 TBank	9010120	Bank Deposits	14/02/2022 lorna.mu	E 8
Current	10/10/2021 Auto					-40.00	0		Current	GL	4321	14/02/2022	25.00 TBank	9010120	Bank Deposits	14/02/2022 lorna.mu	8
Current	01/10/2021 Auto					-40.00	E d ⁰		Current	GL	4320	14/02/2022	20.91 Rec	2030200	Vehicle Expenses	14/02/2022 lorna.mu	E 8
Current	01/10/2021 Auto					-40.00	E d		Current	GL	4319	14/02/2022	19.75 Rec	1030200	Vehicle Expenses	14/02/2022 lorna.mu	E 8
Current	01/10/2021 Auto					-40.00	E d ⁰		Current	Creditor	4318	12/01/2022	-2.00 Payment	MultiCreditor		14/02/2022 lorna.mu	E 8
Current	01/10/2021 Auto					-40.00	E de		Current	Creditor	4317	14/02/2022	-16.16 ManPay	PlacemakersN	Placemakers Nelson	14/02/2022 lorna.mu	0
Current	01/10/2021 Auto					-40.00	e de		Current	Creditor	4316	14/02/2022	-15.15 ManPay	Carters	Carters Building Supplies I	14/02/2022 lorna.mu	E 8
Current	01/10/2021 Auto					-40.00	E &		Current	Creditor	4315	14/02/2022	-14.14 ManPay	Carters	Carters Building Supplies I	14/02/2022 lorna.mu	E 8
Current	01/10/2021 Auto					-40.00	E d ⁰		Current	Creditor	4314	14/02/2022	-13.13 ManPay	Carters	Carters Building Supplies L.	14/02/2022 lorna.mu	0 8
Current	01/10/2021 Auto					-40.00	E &		Current	Debtor	4313	14/02/2022	1.90 DSlip	AutoElec	Automotive Electrical	27/01/2022 lorna.mu	E 8
Current	01/10/2021 Auto					-40.00	e e		Current	Debtor	4312	14/02/2022	28.23 DSlip	MultiDebtor		14/02/2022 lorna.mu	E &
Current	10/10/2021 Auto					-40.00	e e		Current	Debtor	4308	01/08/2021	1,356.49 Rec	AutoElec	Automotive Electrical	25/01/2022 lorna.mu	E 8
Current	10/10/2021 Auto					-40.00	e 🕫		Current	Debtor	4301	01/12/2021	1,701.99 Rec	AutoElec	Automotive Electrical	25/01/2022 lorna.mu	- P

There is a great deal of information here:

									•						-					
Bank Trans	actions - Unposted items (On	the Statement I	out not posted in N	imbus)					0	éimbus T	Transactions	Unpresented it	tems (Posted in Ni	mbus but not on the Statem	ent)					0
Get Resu	Its			•	-					Get Red	sults									
	0 0	C.		8	9	0		3 V									1.4		4	
Debtor	s Receipts Creditors Pay	Irensecta	on Posting	ontern Match S	ielect All Clear	All Ser	ected Amoun	t - 0 Amount to Balance	0 5	ielect All	Clear All						56	ected Amox	ant of the second secon	0
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urrent	01/10/2021 AUto					-40.00	- or		î î	urrent	OL	4326	14/02/2022	-62.00 Pay	8040410	Bank Pees	14/02/2022 18	ma.mu	13	· ·
urrent	01/10/2021 AUto					-40.00	0			urrent	OL	4325	14/02/2022	-28.75 Pay	1030200	Venicie Expenses	14/02/2022 10	ena.mu	E3 -	8
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himent	01/10/2021 Auto					-10.00	E .			urrent	Dabase	4313	14/02/2022	1.90 0.50	AutoFlac	Automotive Electrical	27/01/2022	ine mu	11	2
harrient	01/10/2021 Auto					-40.00	E &			unent	Debtor	4312	14/02/2022	28 23 DSIn	MultiDebtor		14/02/2022 14	rna mu	11	~
ument	10/10/2021 Auto					-40.00	E &			unent	Debtor	4308	01/08/2021	1 356 49 Rec	AutoFiec	Automotive Electrical	25/01/2022	ma mu	11	~
ament	10/10/2021 Auto					-40.00	E e			ument	Debtor	4301	01/12/2021	1 701 99 Bec	Autoflec	Automotive Electrical	25/01/2022 #	CDA (TDU)		æ
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ament	10/10/2021 Auto					-40.00	E de			urrent	Debtor	4287	05/08/2021	2,000,00 Rec	AutoElec	Automotive Electrical	20/01/2022 1	mamu	10	R
ament	10/10/2021 Auto					~40.00	E &		0	urrent	Debtor	4286	05/08/2021	1.234.56 Rec	Baldrick	Baldrick Plumbers	20/01/2022 14	mamu		8
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urrent	01/11/2021 Auto					-40.00	E de		c	urrent	Debtor	4276	05/08/2021	1.234.56 Rec	Baldrick	Baldrick Plumbers	20/01/2022 k	ma mu	FT	d ^o
ament	10/10/2021 Auto					-40.00	E de		0	urrent	Debtor	4275	01/08/2021	2,035.53 Rec	Bally	Baily & Sone Ltd	20/01/2022 k	uma.mu	FI	8
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urrent	01/08/2021 Auto					-40.00	E 00		0	urrent	Debtor	4204	19/01/2022	193.00 DSlp	MultiDebtor		22/04/2021 lo	um.env	10	8
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urrent	01/08/2021 Auto					-40.00	0		~ C	urrent	BankRec	4179	16/01/2022	2.00					121	d ^o
						-64,315.05		16	c	urrent	BankRec	4178	16/01/2022	-1.00					11	de -
														180,501,64						

No Description



- 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:

D	ebtors Receipts 🛛 🔀 Creditors Pay
Bank	DR Nimbus Debtors Receipts - File Help
	Receipt Type: Direct Cred

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 ease of use.

Print the Bank Reconciliation

You can now Print the reconciliation using the header links

Unlock Bank Rec
Import Bank Statement
Enter Statement
Match Items
Matching History
Print Bank Rec
Print bankRee Period

Which will print thus:

Bank Reconciliation

Bank:				
Statement Date:	5 June 2021			
Page No:				
Printed as at:	27 January 2022			
Closing Balance per St	atement:	-\$505,555.58		
Posted but not on Stat	ement:			
Unpresented Payr	-\$53,810.10			
Deposits not on S	\$234,392.20			
Unprinted Deposi	it Slip:			
Adjusted Bank Balance	e:	-\$324,973.40		
On Statement but not	Posted:			
Unposted Paymer	\$ 295,740.79			
Unposted Deposit	-\$ 231,381.74			
		4 9 6 9 6 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9		
Adjusted Statement B	alance:	-\$ 260,614.35		
Adjusted Statement B Actual Nimbus Balance	alance: e:	-\$ 260,614.35 -\$260,614.35		

The elements being:

Closing Balance per Statement

Posted but not on Statement

Less Unpresented Payments - Payments entered into Nimbus but not yest 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:

