

Automated Bank Reconciliation

Automated Bank Reconciliation significantly reduces the effort required to reconcile large transaction volumes. Utilising automation, the module will search for appropriate matches within your system and let you reconcile them with a single click. Bank statements can be automatically loaded, saving time, while a detailed notes field makes it easy for operators pick up and solve issues without delay. User-definable matching routines can be configured to your precise needs, enabling you to pinpoint with total accuracy all transactions lodged by your bank against the corresponding transactions within your cash book.

Reference	Type	Date	Value	Rec	Reference 2
JAN06/KBFB	CHQ	10 MAR 09	-41,477.50		Remittance
JAN06/TOW	CHQ	10 MAR 09	-82,430.15		Remittance
CHQ4144	CHQ	10 MAR 09	16,547.49		Receipt
9652	DDR	10 MAR 09	8,719.16		Receipt
14025	BGC	10 MAR 09	15,090.58		Receipt
258	BGC	10 MAR 09	18,066.47		Receipt
BACS7744458	BGC	10 MAR 09	14,697.29		Receipt
AS/55tg	DDR	10 MAR 09	13,663.00		Receipt
BACS879	DDR	10 MAR 09	16,360.17		Receipt
2205	DDR	10 MAR 09	16,222.61		Receipt

Reference	Date	Value	Batch Ref.
REF2	22 DEC 09	200.00	
REF1	22 DEC 09	100.00	
RECEIPT	6 APR 10	15,100.00	
JAN06/TOW	10 MAR 09	-82,430.15	
JAN06/KBFB	10 MAR 09	-41,477.50	
CHQ4144	10 MAR 09	16,547.49	
BACS879	10 MAR 09	16,360.17	
BACS7744458	10 MAR 09	14,697.29	
AS/55tg	10 MAR 09	13,663.00	
9652	10 MAR 09	8,719.16	
76	15 OCT 10	-100.00	
7485	29 JUN 09	-509.83	
636363	17 MAR 09	36,150.80	

Reference	Date	Y/P	Type	Account	Batch Ref.	Description	Value
JAN06/KBFB	10 MAR 09	C1	PAY	TH001		Remittance	-41,477.50

Reconciling a transaction: all your imported transactions are shown in a single screen (left) and matches reconciled in a single click (top, right). So that you can correct any anomalies, any unreconciled transactions are made instantly visible (bottom, right).

Receiving data

The Automated Bank Reconciliation module is flexible and can match and compare any data held in a standard file format that can be read into a database. As well as supporting multiple bank accounts, Automated Bank Reconciliation will receive the following bank formats as standard:

- Alliance & Leicester
- Bank of America
- Barclays
- HBOS
- HSBC
- NatWest
- The Co-operative Bank

Matching templates

Flexible matching routines enable you to reconcile corresponding transactions with precision. They will also flag up any mismatches so that you can quickly reverse and correct transactions entered in error.

Functionality includes:

- Multiple matching templates
- Ability to define formulas for statements and cash book transactions based on transaction type, date, value and reference
- Match within transaction group
- Ability to add transactions that are not in Dimensions from within the Bank Reconciliation screen
- Create transaction based on 'no match' – (e.g. 'match by' Reference, Group, Date Tolerance).

Key benefits

- Reduce processing time
- Resolve anomalies quickly
- Increase accuracy of reconciled transactions
- Eliminate re-keying
- Easy to use, secure system
- Fully auditable

Flexible database

There is no practical limit on the amount of data that can be held within the SQL database, ensuring fast processing however many transactions you need to handle.

- Maintains reconciled and un-reconciled data in a single, open database for instant access and historical data searches.

User access and security

Like any module within an Access solution, your sensitive data is fully protected. Automated Bank Reconciliation:

- supports multiple users with comprehensive system access security and logon controls
- is accessible by any authorised user from any network access point.

Loading data

Automated Bank Reconciliation automates the flow of bank information into your system, saving time and reducing errors. Functionality includes:

- Data load from text files and Excel worksheets
- Ability to add missing transactions on the fly
- Ability to generate nominal transactions where transactions exist on a statement but are generated outside the software
- Auto detects possible matches
- User-definable import format
 - map column to bank reconciliation field
 - option to manually auto-reconcile.

Transaction display screens

Your information is presented in one single screen with easy links to your cash information:

- Side-by-side comparison of statement and reconciliation information
- Sortable columns
- Summary by reference/date
- Shortcuts to all Dimensions cash transactions.

Audit

All your actions are fully visible, essential both for audit purposes and for other system users:

- Comprehensive audit trail for transactions
- Ability to add notes to each transaction
- Option to reverse transactions against Dimensions.

Who we are

Access UK is a specialist software developer and consultancy business with more than 20 years' experience. Our consulting service consists of fully accredited consultants, experts in their field, operating across the UK and Ireland.

Proudly independent, all our software is developed in the UK, supported locally and accessible globally. Our award-winning solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. At every level.

Already field-leaders in accounting and finance, Access also offers solutions for manufacturing and distribution, professional services

automation, carbon emissions measurement, reporting, HR, payroll, document management, service management and CRM.

Access has won a host of prestigious awards; most recently 'Software Package of the Year' at the 2010 Accountancy Age Awards and the 'Enterprise Accounting & Finance' and 'SME Human Resources & Human Capital Management' categories at the 2010 Sift Media Software Satisfaction Awards.

Our solutions are fully accredited by all the recognised industry bodies, including HM Revenue & Customs (HMRC), Business Application Software Developers Association (BASDA) and the Institute of Accountants in England and Wales (ICAEW). We're also committed to developing our software on a Microsoft platform and have been a certified 'Gold Partner' since 2002.

We are proud to have been ranked as one of the UK's top employers, reaching 85th in The Sunday Times 100 Best Companies to Work For 2011.

Further information

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**