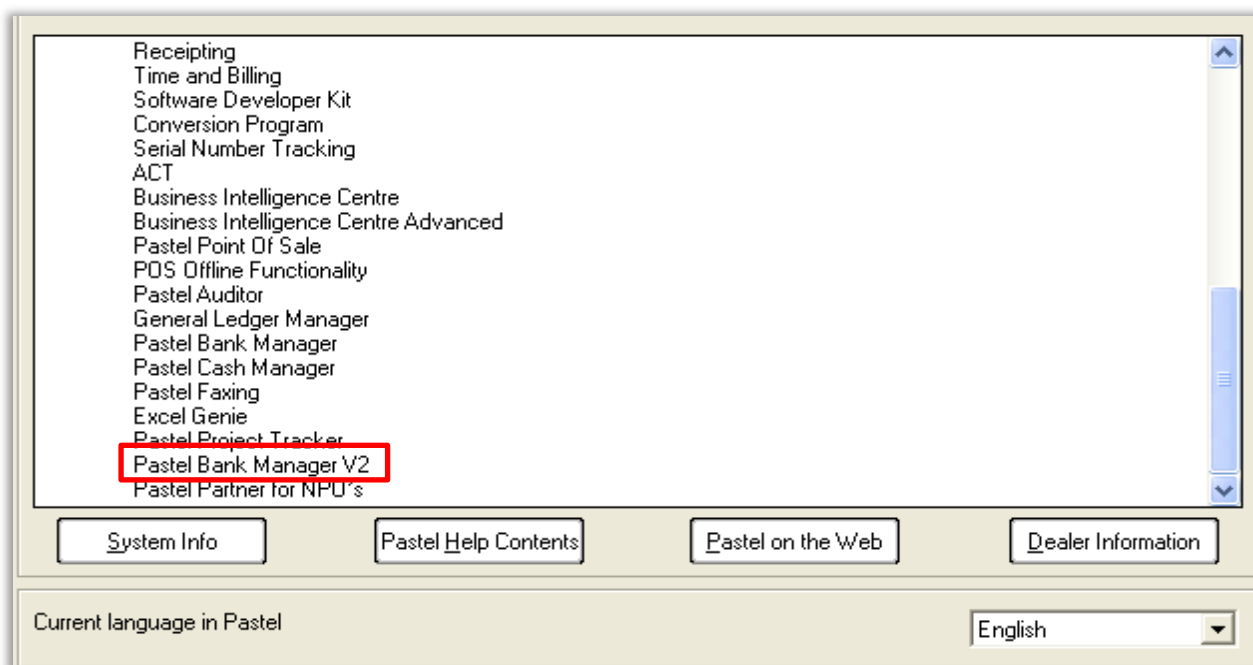


# PASTEL | BANK MANAGER

Pastel Bank Manager has had an overall facelift, including new innovative functions and features that eliminate the stress of completing your monthly bank reconciliation process. The following document will outline the differences between the previous versions of Pastel Bank Manager to the current version.

Pastel Bank Manager V1 and V2 still operate on the same principle. Both still launch out of the Cash Book screen and both still serve the same purpose of avoiding manual bank reconciliations. However, there are some core changes to the way Bank Manager V2 now works. These changes will be explained in the following document as a comparative to Bank Manager V1.

As with the previous version of Pastel Bank Manager you'll need to purchase and register this add-on module. Should you wish to test the product you can do so either in the Pastel Demo Company, or request a free 30-day trial version. Refer to the screen shot below which shows how you'll verify that you are using the Bank Manager V2 by going to the **Help>About** menu option.

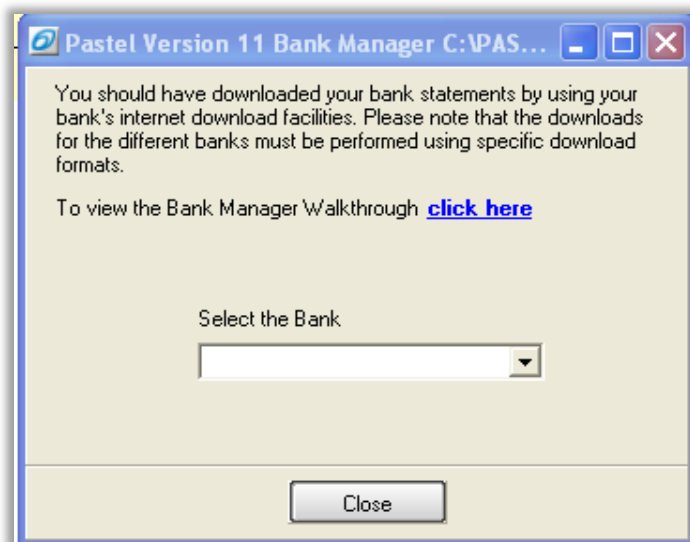


# PASTEL | BANK MANAGER

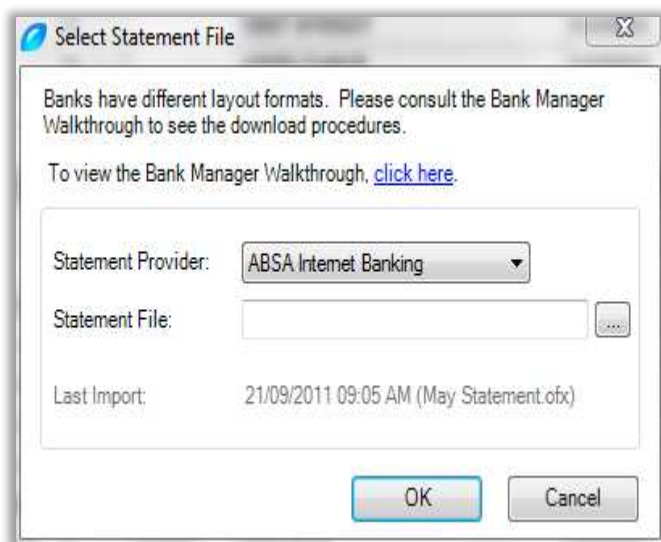
## New Features in Bank Manager V2

As mentioned in the start of this document, both versions of Bank Manager launch the same way. We'll now take a closer look at the new features that are not available in Bank Manager V1.

BANK MANAGER V1

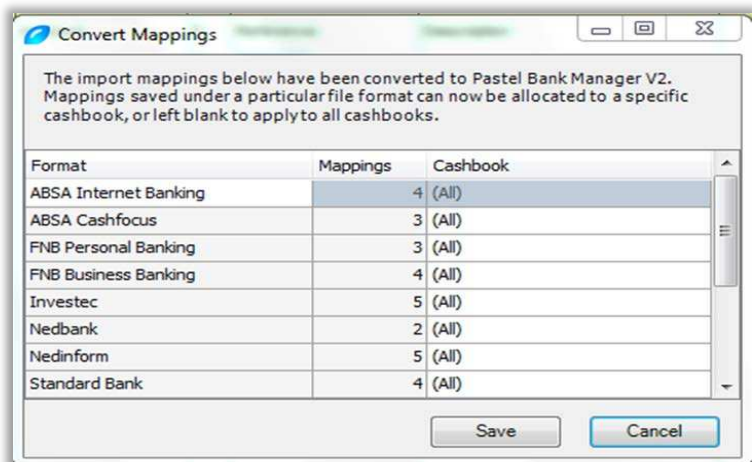


BANK MANAGER V2



From the screen shots above you'll notice a few changes in the way you are able to select a bank, as well as the bank statement you'd like to work with. Further to this, you'll notice that Bank Manager V2 now gives the date you last worked on the statement. You are now also able to import multiple statements.

Once you've located and selected the desired statement, you'll be presented with one of the new features in Bank Manager V2 (refer to screen shot to the right). The key to making your bank reconciliation process more efficient was the use of the recurring coding in Bank Manager V1. This has changed - not in the way these codes are used but in what they are referred to as. These codes are now referred to as MAPPINGS. Codes that were created in Bank Manager V1 can be imported into Bank Manager V2 using the **Convert Mappings Assistant**.



# PASTEL | BANK MANAGER

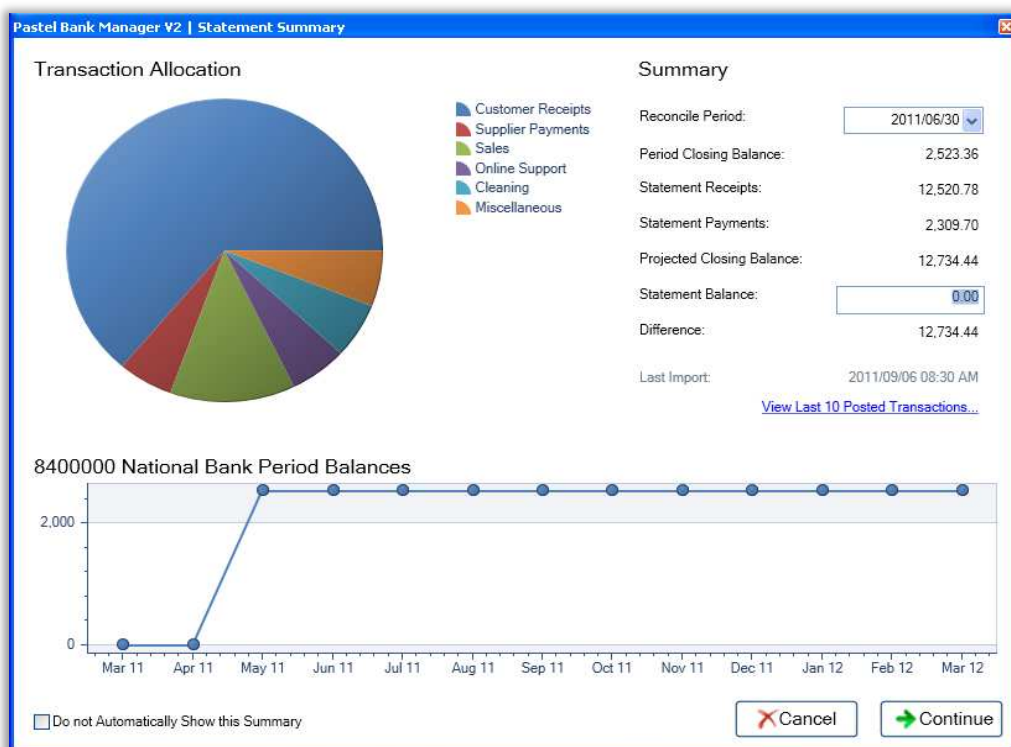
If you did not save your mappings on the screen above, you'll need to go to **Configure Mappings**. You then need to select **Convert Mapping** (which displays the above screen). Should the existing format, mappings & cashbook be different to what you require you may edit this **Convert Mappings** functionality screen and then **Save**. Once saved the highlighted option below **Convert Mappings** will then disappear (as displayed in the screen shot below).

The Mapping Rules window displays a table with the following data:

Cashbook	Search Descriptions	Transactions	GCS	Account	Ledger Description	Tax	Project	Priority
(All)	ABSA BANK CARL BODEN 006088	(All)	G	1000000	ABSA BANK CARL BODEN 00...	00 - Zero		1
(All)	THE VENDING CO. TRACY	(All)	G	1000000	THE VENDING CO. TRACY	00 - Zero		1

At the bottom, there is a Search field, a [Convert Mappings...](#) link, and a Save Options section with two checkboxes: ☐ Apply to Current Import on Save and ☐ Overwrite All Mapped Transactions. There are also Save and Cancel buttons.

After you've done your mapping conversion you'll then be presented with a pop-up screen which is a great feature in Bank Manager V2 (displayed in the screen shot below). These features are all new and not available in Bank Manger V1.



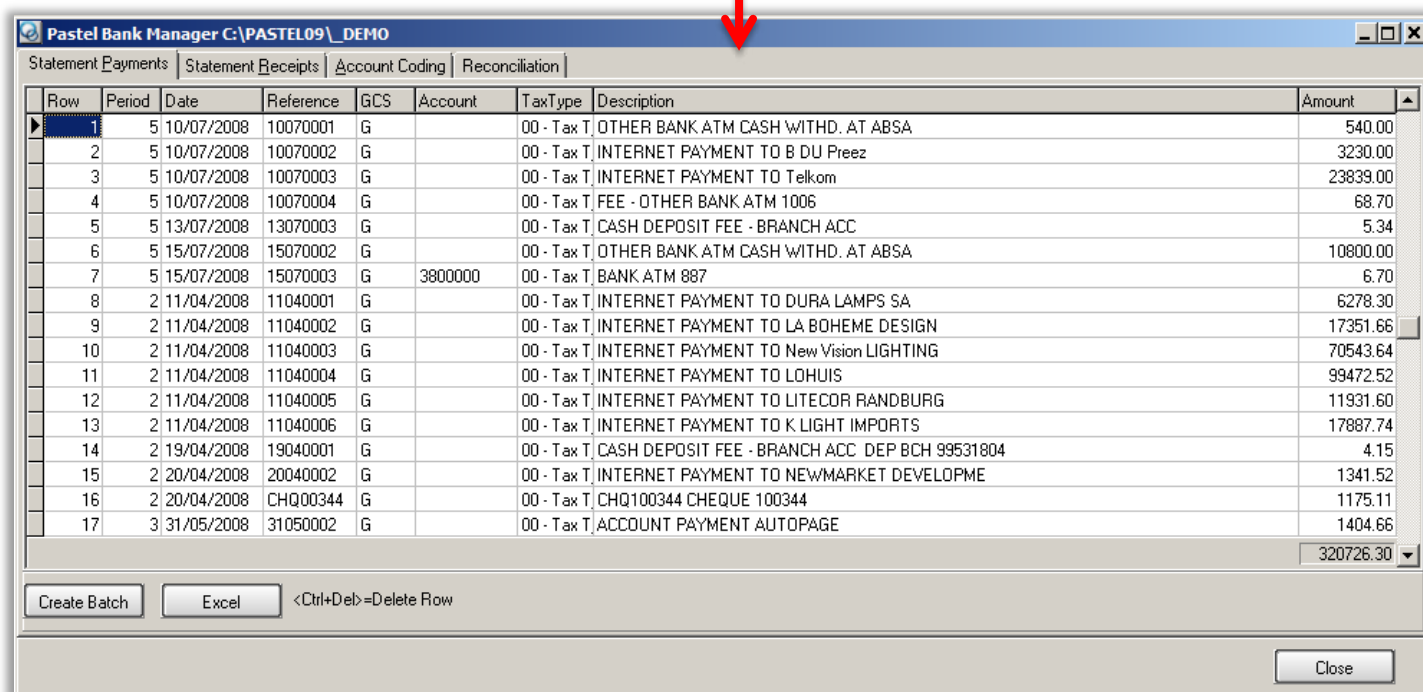
# PASTEL | BANK MANAGER

The new features and the functionality include:

- A pie chart giving a breakdown of the transaction allocation. You will be able to further drill down eg. Unallocated amounts, etc.
- A summary for the bank reconciliation.
- An option to view the last 10 post transactions (5 payments and 5 receipts).
- A graph indicating the period balances for the selected cashbook.
- You can change the Recon period and statement balance.
- Should the option **Do not Automatically Show this Summary** not be ticked this screen will display each time Bank Manager is launched.

Once the user clicks continue, he will be taken to the **Statement Preview Screen**.

## BANK MANAGER V1



**Pastel Bank Manager C:\PASTEL09\ DEMO**

Statement Payments | **Statement Receipts** | Account Coding | Reconciliation

Row	Period	Date	Reference	GCS	Account	TaxType	Description	Amount
1	5	10/07/2008	10070001	G		00 - Tax T	OTHER BANK ATM CASH WITHD. AT ABSA	540.00
2	5	10/07/2008	10070002	G		00 - Tax T	INTERNET PAYMENT TO B DU Preez	3230.00
3	5	10/07/2008	10070003	G		00 - Tax T	INTERNET PAYMENT TO Telkom	23839.00
4	5	10/07/2008	10070004	G		00 - Tax T	FEE - OTHER BANK ATM 1006	68.70
5	5	13/07/2008	13070003	G		00 - Tax T	CASH DEPOSIT FEE - BRANCH ACC	5.34
6	5	15/07/2008	15070002	G		00 - Tax T	OTHER BANK ATM CASH WITHD. AT ABSA	10800.00
7	5	15/07/2008	15070003	G	3800000	00 - Tax T	BANK ATM 887	6.70
8	2	11/04/2008	11040001	G		00 - Tax T	INTERNET PAYMENT TO DURA LAMPS SA	6278.30
9	2	11/04/2008	11040002	G		00 - Tax T	INTERNET PAYMENT TO LA BOHEME DESIGN	17351.66
10	2	11/04/2008	11040003	G		00 - Tax T	INTERNET PAYMENT TO New Vision LIGHTING	70543.64
11	2	11/04/2008	11040004	G		00 - Tax T	INTERNET PAYMENT TO LOHUIS	99472.52
12	2	11/04/2008	11040005	G		00 - Tax T	INTERNET PAYMENT TO LITECOR RANDBURG	11931.60
13	2	11/04/2008	11040006	G		00 - Tax T	INTERNET PAYMENT TO K LIGHT IMPORTS	17887.74
14	2	19/04/2008	19040001	G		00 - Tax T	CASH DEPOSIT FEE - BRANCH ACC DEP BCH 99531804	4.15
15	2	20/04/2008	20040002	G		00 - Tax T	INTERNET PAYMENT TO NEWMARKET DEVELOPME	1341.52
16	2	20/04/2008	CHQ00344	G		00 - Tax T	CHQ100344 CHEQUE 100344	1175.11
17	3	31/05/2008	31050002	G		00 - Tax T	ACCOUNT PAYMENT AUTOPAGE	1404.66
								320726.30

Create Batch   Excel   <Ctrl+Del>=Delete Row

Close

# PASTEL | BANK MANAGER

## BANK MANAGER V2



Row	Date	Period	Statement Description	GCS	Account	Ledger Description	Reference	Tax	Project	Receipt	Payment
1	10-Jul-08	05	OTHER BANK ATM CASH WITHD. AT A...	G		OTHER BANK ATM CASH WITHD. AT A...	10070001	00 - Zero		0.00	540.00
2	10-Jul-08	05	INTERNET PAYMENT TO B DU Preez	G		INTERNET PAYMENT TO B DU Preez	10070002	00 - Zero		0.00	3,230.00
3	10-Jul-08	05	INTERNET PAYMENT TO Telkom	G		INTERNET PAYMENT TO Telkom	10070003	00 - Zero		0.00	23,839.00
4	10-Jul-08	05	FEE - OTHER BANK ATM 1006	G		FEE - OTHER BANK ATM 1006	10070004	00 - Zero		0.00	68.70
5	10-Jul-08	05	CREDIT CARD EFTPOS SETTLEMENT S...	G	1000000	SB EFTPOS	10070005	00 - Zero		3,966.33	0.00
6	13-Jul-08	05	CASH / CHEQUE DEPOSIT DE Beers RV...	G	1200000	RVD BERG 1306	13070001	00 - Zero		11,937.33	0.00
7	13-Jul-08	05	CREDIT CARD EFTPOS SETTLEMENT S...	G	1000000	SB EFTPOS	13070002	00 - Zero		8,758.32	0.00
8	13-Jul-08	05	CASH DEPOSIT FEE - BRANCH ACC	G		CASH DEPOSIT FEE - BRANCH ACC	13070003	00 - Zero		0.00	5.34
9	14-Jul-08	05	CREDIT TRANSFER INVSTC PB	G	2000000	CREDIT TRANSFER	14070001	00 - Zero		1,624.26	0.00
10	14-Jul-08	05	CREDIT CARD EFTPOS SETTLEMENT S...	G	1000000	SB EFTPOS	14070002	00 - Zero		3,056.52	0.00
11	15-Jul-08	05	INTERNET PAYMENT FROM SBT WRIGHT	G		INTERNET PAYMENT FROM SBT WRIGHT	15070001	00 - Zero		33,479.89	0.00
12	15-Jul-08	05	OTHER BANK ATM CASH WITHD. AT A...	G		OTHER BANK ATM CASH WITHD. AT A...	15070002	00 - Zero		0.00	10,800.00
13	15-Jul-08	05	FEE - OTHER BANK ATM 887	G		FEE - OTHER BANK ATM 887	15070003	00 - Zero		0.00	6.70
14	15-Jul-08	05	CREDIT CARD EFTPOS SETTLEMENT S...	G	1000000	SB EFTPOS	15070004	00 - Zero		1,617.03	0.00
15	17-Jul-08	05	CREDIT CARD EFTPOS SETTLEMENT S...	G	1000000	SB EFTPOS	17070001	00 - Zero		25,636.94	0.00
16	11-Apr-08	02	INTERNET PAYMENT TO DURA LAMPS SA	G		INTERNET PAYMENT TO DURA LAMPS SA	11040001	00 - Zero		0.00	6,278.30
17	11-Apr-08	02	INTERNET PAYMENT TO LA BOHEME D...	G		INTERNET PAYMENT TO LA BOHEME D...	11040002	00 - Zero		0.00	17,351.66
18	11-Apr-08	02	INTERNET PAYMENT TO New Vision LI...	G		INTERNET PAYMENT TO New Vision LI...	11040003	00 - Zero		0.00	70,543.64
19	11-Apr-08	02	INTERNET PAYMENT TO LOHUIS	G		INTERNET PAYMENT TO LOHUIS	11040004	00 - Zero		0.00	99,472.52
20	11-Apr-08	02	INTERNET PAYMENT TO LITECOR RAN...	G		INTERNET PAYMENT TO LITECOR RAN...	11040005	00 - Zero		0.00	11,931.60
21	11-Apr-08	02	INTERNET PAYMENT TO K LIGHT IMPO...	G		INTERNET PAYMENT TO K LIGHT IMPO...	11040006	00 - Zero		0.00	17,887.74
										236,684.85	320,726.30

Search

66 records

Cashbook: 1 8400000 - National Bank

The above feature allows the user to search the bank statement for entries either by ledger description or reference.

## Save Changes

Any changes made to the statement, accounts selection, dates entered etc. will be saved when you click this button.

## Revert Changes

To undo all changes made since your last save, click this button.

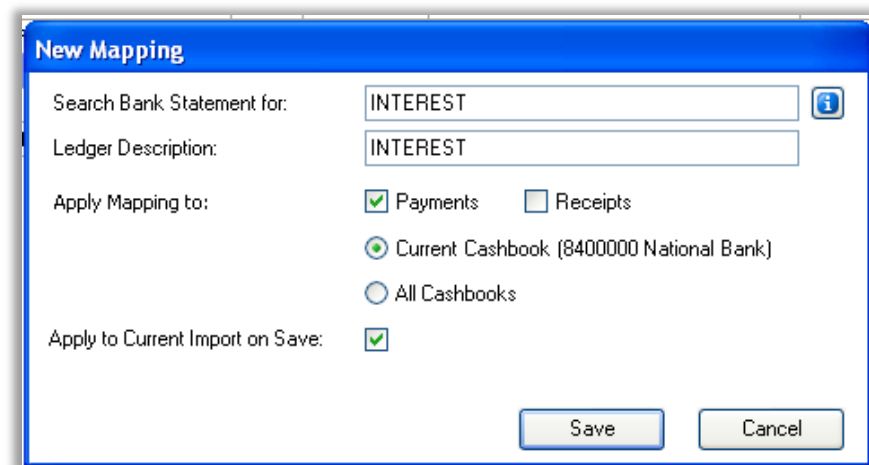
## Create Batches

Users can create batches, make changes to batches and then export batches. Users can either select to create only the payments or receipt batches individually by selecting the relevant option from the drop down menu or, create both payments and receipts batches by clicking only on the **Create Batches** button.

## Add Mapping

Once you have imported a bank statement the **Add Mapping** button will be available (the first line of the batch is highlighted). It becomes active once you highlight a record in the **Ledger Description Column**. To complete a mapping, click the **Add Mapping** button.

The following screen will display:



The 'New Mapping' dialog box contains the following fields and options:

- Search Bank Statement for:** A text box containing 'INTEREST' with an information icon (i) to its right.
- Ledger Description:** A text box containing 'INTEREST'.
- Apply Mapping to:** Two checkboxes, 'Payments' (checked) and 'Receipts' (unchecked).
- Current Cashbook (8400000 National Bank):** A radio button (checked).
- All Cashbooks:** A radio button (unchecked).
- Apply to Current Import on Save:** A checkbox (checked).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Here, you can select the keywords the **Bank Statement** should search for, and the **Ledger Description** it should use for these transactions. You can also specify if this **Mapping** should be applied to Payments or Receipts or both, and across all cashbooks or only the current cashbook.

You can also select if it should apply to **Current Import on Save**. If this option is ticked, it will apply the changes on the current statement import. If not, the mapping will only come into effect when a new statement is imported.

## Configure Mappings

On this screen, the user can make changes to the current mappings on the system. You can also export and import Mappings. To save changes, click the **Save** button, or to leave the screen without making any changes, select the **Cancel** button.

New options have been added called 'Save Options' with 2 check boxes. The first check box has to be selected to enable the second check box;

Check box 1: **Apply to Current Import on Save**

Check box 2: **Overwrite All Mapped Transactions**



# PASTEL | BANK MANAGER



If you make changes or add new mappings and;

- Click **Save** (with no **Save Options** selected) it will NOT affect the current import only when import a new bank statement.
- Select the 1st check box, **Apply to Current Import on Save** and click **Save**, this will ONLY affect transactions that match the mapping criteria but NOT against transactions that are already allocated to an account.
- Select both check boxes in **Save Options** (remember that the 2nd check box **Overwrite All Mapped Transactions** is ONLY available/enabled if the 1st check box **Apply to Current Import on Save** is selected) and click **Save**, this will apply to the current import by overwriting all transactions which are mapped and transactions which have accounts allocated against them BUT match the mapping criteria.

## Summary

This takes you back to the **Statement Summary** screen.

## Export/Import Buttons

This will allow users to export/import batches from an excel spreadsheet from/into the application. **You are able to select whether you'd like to import payment/receipts into Bank Manager.**