

# PASTEL | BANK MANAGER

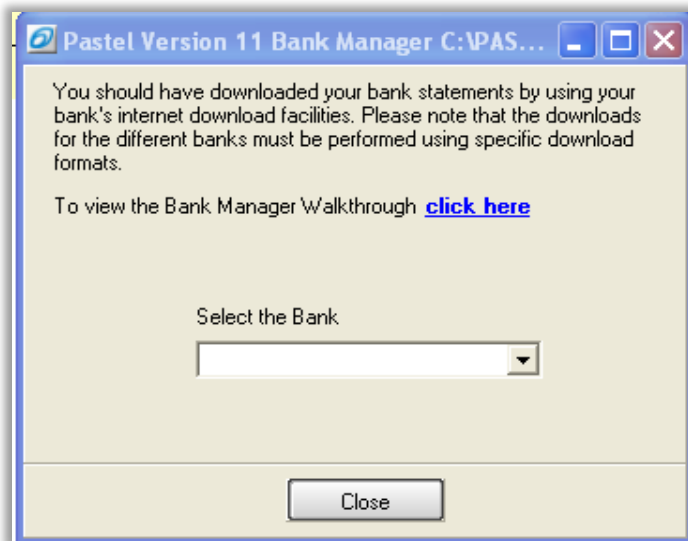
Pastel Bank Manager has had an overall facelift, including new innovative functions and features that eliminate the stress of completing your monthly bank reconciliation. The following document will outline the differences between the previous version of Pastel Bank Manager and the new version.

Pastel Bank Manager V2 will still launch out of the Cash Book screen and 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.

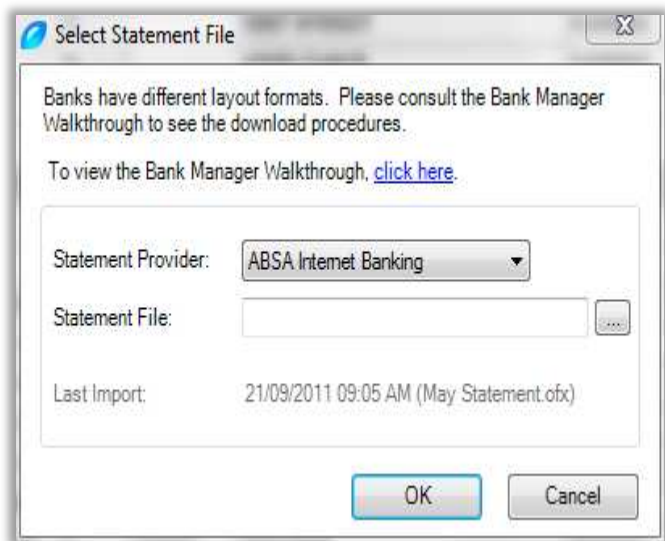
## What's new in Bank Manager V2?

Let's take a closer look at the new features!

BANK MANAGER V1

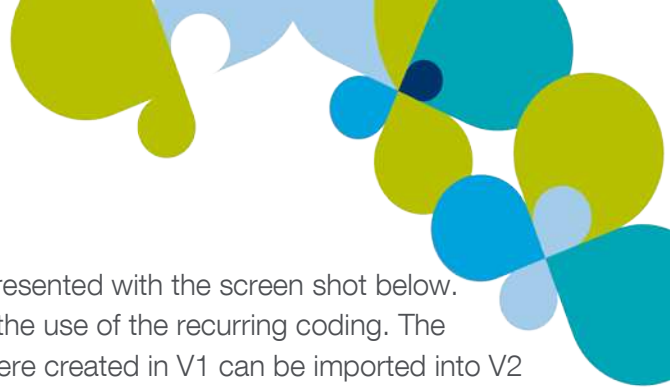


BANK MANAGER V2

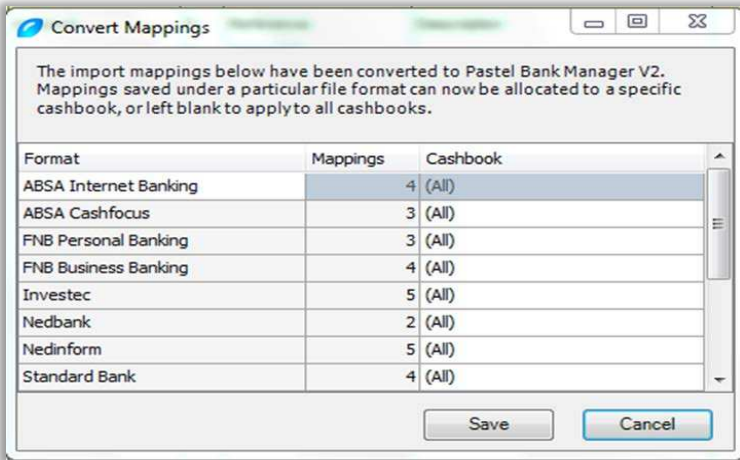


From the screen shots above you'll notice a few changes in the way you are able to select a bank, as well as the bank statement you'd like to work with. Furthermore, you'll notice that Bank Manager V2 now displays the date of the last import. You are now also able to import multiple statements.

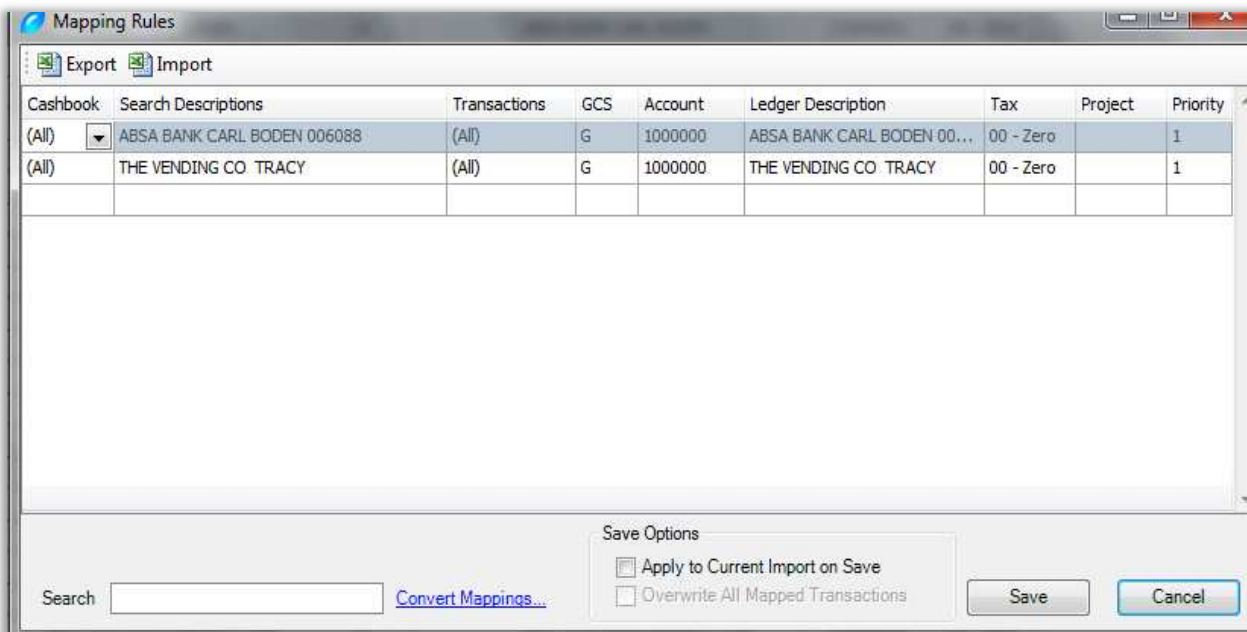
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Once you've located and selected the desired statement, you'll be presented with the screen shot below. The key to making your bank reconciliation process more efficient is the use of the recurring coding. The recurring coding is now referred to as **Mappings** in V2. Codes that were created in V1 can be imported into V2 using the **Convert Mappings Assistant**.

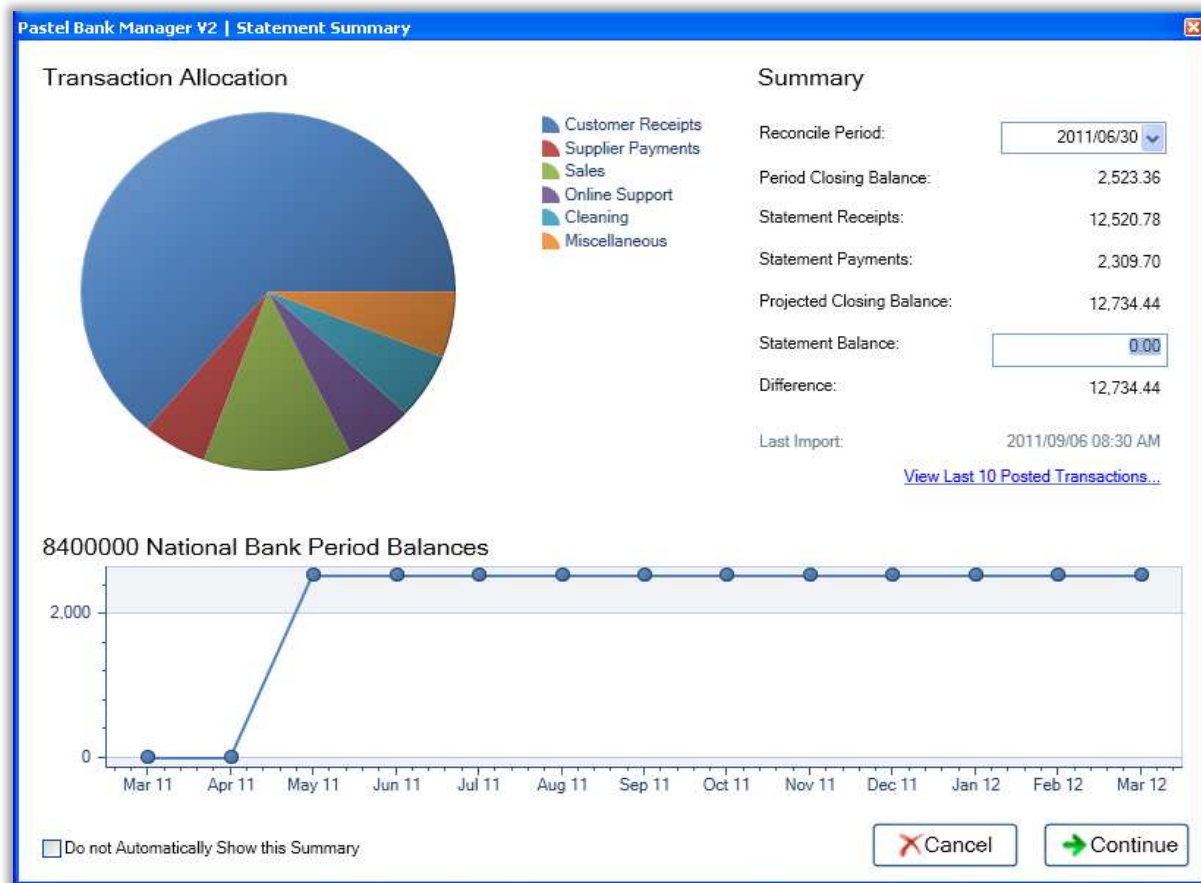


If you did not save your mappings on the **Convert Mappings** screen, you'll need to go to **Configure Mappings** and select **Convert Mappings**. Should the existing format, mappings & cashbook be different to what you require you may edit this **Convert Mappings** functionality screen and then save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



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After you've done your mapping conversion you'll then be presented with the **Statement Summary** screen as shown below.



New features and the functionality include:

- A pie chart giving a breakdown of the transaction allocations. You will be able to further drill down in each slice of the pie chart to see the detail.
- A summary of the bank reconciliation.
- An option to view the last 10 posted transactions (5 payments and 5 receipts).
- A line graph indicating the period balances for the selected cashbook.
- You can change the Recon period and statement balance.

Please note: If you do not wish to see the Summary Statement screen display each time Bank Manager is launched, you can tick the **Do Not Automatically Show This Summary** option at the bottom of the screen.

After you have clicked **Continue** on the **Statement Preview Screen**, you'll be presented with all your transactions as displayed in the following screen shots.

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This is how Bank Manager V1 looks

The screenshot shows the 'Pastel Bank Manager' window with a table of transactions. The table has columns for Row, Period, Date, Reference, GCS, Account, TaxType, Description, and Amount. A red arrow points to the top of the window.

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

This is the new screen in Bank Manager V2

The screenshot shows the 'Statement Preview' window in Bank Manager V2. It features a search bar at the bottom left, highlighted with a red box and arrow. The table below has columns for Row, Date, Period, Statement Description, GCS, Account, Ledger Description, Reference, Tax, Project, Receipt, and Payment. A red arrow points to the top of the window.

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 BERG1306	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

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

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A number of menu options are available on the previously displayed screens. Let's take a look at each of these menu options.

## Close Button

Closes the application.

## Import File Button

Clicking this button takes you to the Import a File screen where you can import a downloaded statement.

## 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

You can create batches, make changes to batches and then export batches. You 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:

**New Mapping**

Search Bank Statement for:  ⓘ

Ledger Description:

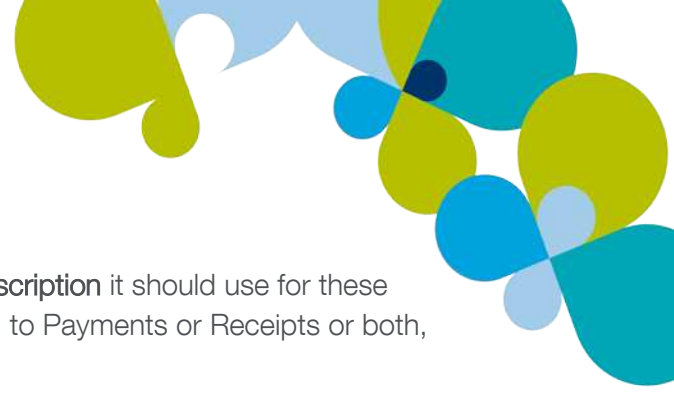
Apply Mapping to:  Payments  Receipts

Current Cashbook (8400000 National Bank)

All Cashbooks

Apply to Current Import on Save:

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Here, you can select the keywords to 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**

If you make changes or add new mappings and;

- Click **Save** (with no **Save Options** selected) it will NOT affect the current import. The effect will only take place when importing 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.

**Please note should you require a demonstration or further information on Bank Manager V2, please contact the Pastel Support Centre on 086 11 COVER (26837) for assistance.**