



HELP FOR BOOKKEEPERS

BANK-BAL GUIDE

FOR BANK-BAL BASIC & BANK-BAL BASIC PLUS

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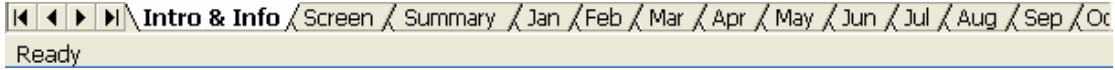


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Explanation of each tab in the spreadsheet



Move left and right through the tabs

- Intro & Info What the program requirements are and what it does
- Screen An explanation of each option as it appears on the month screen
- Summary A summary of the Bank account for each month
- Jan Each month has its own sheet for that months transactions
- to It starts at January and goes to December
- Dec

The "Screen" Page explains each item that appears on the monthly spreadsheet

	A	B	C	D	E	F	G	H	I	J	K
1			Bank Name:								
2			Bank Account Number:								
3	Opening Balance										
4	Closing Balance			0.00							
5	Overdraft Facility										
6	Available			0.00							
7											
8	Receipts	Lodg.	0.00		Payments						
9	Date	No.	Amount	Date	Payee	Chq No.	Amount				
10				Jan	Direct Debits (see below)		0.00				
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											

At the beginning of each January, Enter the Closing Balance [Reconciled balance] (not the Available Balance) in this box
 Each month enter the overdraft facility (if any) that you have for this bank account.

Click here to go to Direct Debits
 Click anywhere in this box to get to the Direct Debits

This give the total amount of lodgements made in the month

This give the total amount of all Payments made in the month. Include Cheques, Bank charges, Direct Debits etc., anything that appears on the bank statement

Scroll down to see explanation of direct debits



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Bank Summary		0		0		Licensee Name Here					Calendar Year End:	31-Dec-06	
2			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3	Opening Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Receipts		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Payments		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Closing Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Overdraft Facility		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Available Cash		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The "Summary" screen shows a summary of the Bank account for each month As you enter a value in one of the months spreadsheets this is automatically updated

The full month looks like this

	A	B	C	D	E	F	G
1			Bank Name: [type bank name here]				
2			Bank Account Number: [type account number here]				
3	Opening Balance			540.00	Licensed to: Licensee Name Here		
4	Closing Balance			1,572.22	Calendar Year End:		31-Dec-06
5	Overdraft Facility			5,000.00			
6	Available			6,572.22			Click here to go to Direct Debits
7							
8	Receipts	Lodg.	1589.00		Payments		556.78
9	Date	No.	Amount	Date	Payee	Chq No.	Amount
10				Jan	<i>Direct Debits (see below)</i>		0.00
11	05/01/2006	234	1589.00	06/01/06	ESB	567	456.78
12				08/01/06	AN Post	568	100.00

You can only enter the opening balance in the January Opening Balance box

Tip:

If you are starting later than January e.g. April, enter the opening April Balance in January and this balance will get carried forward to April's opening balance

The Direct Debits are entered further down the spreadsheet Press the

[Click here to go to Direct Debits](#)

to get quick access to the direct debits (non cheque payments)

100							
101				Direct Debits/Standing Orders etc.			0.00
102				Date - Jan	Payee		Amount
103							
104							
105							



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HOW TO RECORD RECEIPTS (MONEY IN)

For Lodgements using Lodgement Slips

In the 'Date' column, Enter the date that you enter on the lodgement slip (not the date it hit the bank)

In the Lodg. No. column, Enter the lodgement number of the lodgement slip

For Transfers into your bank account

In the 'Receipts Date' column, Enter the date the money hit your bank account.

In the Lodg. No. column, Enter 'TFR' for Transfer or a reference that makes sense to you as there is no lodgement number reference as it was not lodged but paid direct into your account

HOW TO RECORD PAYMENTS (MONEY OUT)

For Cheques written from your cheque book

In the 'Date' column, Enter the date that you wrote on the cheque itself

In the 'Payee' column, Enter the name of the person or company you paid the cheque to.

In the 'Chq No.' column, Enter the cheque number

In the 'Amount' column, Enter the amount the cheque was written for

For payments paid directly from your Bank Account

In the 'Date' column, Enter the date that the amount was taken from your bank account

In the 'Payee' column, Enter the name of the person or company the payment is being made to.

In the 'Ref.' column, Enter DD (Direct Debit), SO (Standing Order), BC (Bank Charge) or similar abbreviations. This is optional and can be left blank.

In the 'Amount' column, Enter the amount that was taken from your bank account



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Bank-Bal Basic Plus has the following additional columns:

- Crs** The amount of this cheque paid to a creditor
- A/c Code** The Suppliers A/c code as set up in your accounts system
- Discount** Any discount taken by you on payment
- Cust Refund** Any amounts refunds to customers for whatever reason
- Nominal** Any amounts to non Creditors are recorded in this column
- Nom Code** The nominal analysis code for this cheque taken form your chart of accounts

The additional columns are as shown in the example below

Payments		1012.78	556.78		0.00	0.00	456.00	
Payee	Chq No.	Amount	Crs	A/c Code	Discount	Cust Refund	Nominal	Nom Code
<i>Direct Debits (see below)</i>		0.00	0.00		0.00	0.00	0.00	
ESB	567	456.78	456.78	ESB01				
AN Post	568	100.00	100.00	POS01				
Wages	569	456.00					456.00	4010

The **Crs** column total must agree with your accounts software printout of payments to suppliers.

The **Cust Refund** column total must be taken into account when your customer receipts are being totalled as this amount will lower your total receipts for the month

The **Nominal** column total must agree with your accounts software printout of non supplier cheques.