24ETAX ERP · PROCESS GUIDE 07

Banking

Covers: Banking › Banking, Cash-flow forecast · Reports › Bank Reconciliation Statement

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Purpose

Brings the bank statement into the system and makes the bank ledger agree with it. Each statement line is either matched to an entry already in the books or turned into a new voucher (bank charges, interest, a receipt nobody entered). The result is the bank reconciliation statement. The forecast shows expected cash for the coming weeks.

Who does what

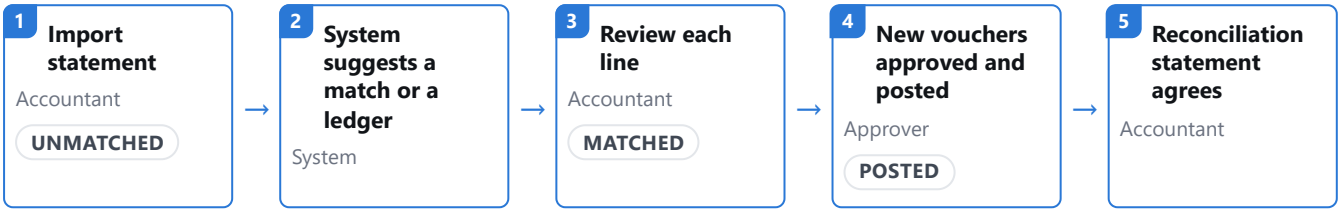
Role	What they do here
Accountant	Imports statements, matches lines, creates draft vouchers for unmatched lines, maintains rules.
Approver	Approves and posts the vouchers created from bank lines.
Admin	Sets the auto-post policy and connects bank feeds. Only administrators change the policy.

Before you start

- The bank account appears in the **Bank account** list. It is created with the bank ledger: in **Masters** › **Ledgers**, **+ New ledger**, tick **Bank** and enter the bank name, account number and IFSC (guide 01). For a bank ledger that has no account details yet, the Banking page shows **Set up a bank account for statement import**; fill it in and click **Save bank account**.
- Download the statement from the bank's site as CSV, XLSX or XLS (the "Excel" download that is really a web page also works; so does a text PDF).
- The period you are importing is not locked.

Process flow

BANK RECONCILIATION



↳ Matching order: quoted invoice or bill number, then exact amount with the party named, then a sum of up to three documents of one party, then your rules, then what was learned from earlier decisions, then the AI provider.

↳ Importing a statement that overlaps an earlier one is safe: lines already present are skipped.

Steps

1. Import the statement

1. Open **Banking** › **Banking**. The page shows each bank account's book balance.
2. Choose the **Bank account**, choose the file and click **Import statement**. Columns are detected automatically for the common bank layouts.
3. If detection fails, click **Map columns manually**: set the **Header row** and point out **Date ***, **Narration**, **Cheque / reference**, **Debit / withdrawal** and **Credit / deposit** (or a single **Amount** column with a **Dr/Cr indicator**).
4. Click **Check this mapping** first. It lists exactly which transactions would be imported, before anything is written. "0 transactions" or wrong amounts mean the mapping is wrong.
5. When the preview is right, click **Import with this mapping**.
6. **Ask AI to map** sends only the first rows to the configured model to identify columns. Always check the preview it produces.

The original file is filed automatically in the Document Manager under bank statements.

2. Work the review queue

1. On the Banking page open the **Review queue** tab. If lines show no suggestion yet, click **Categorise unprocessed lines**.
2. For each line read the suggestion and why it was made, then do one of:
   - **Match** – the line belongs to an entry already in the books (a receipt, a payment, an invoice being paid). Accept the suggested match, or under **or match manually:** pick the right entry and click **Match**. Fuzzy candidates (amount within 1 %, date within 10 days) are marked ≈.
   - **Post a new entry** – for charges, interest or an unrecorded receipt: choose the **Ledger…**, the party and cost centre if needed, and click **Post as chosen**. It posts if your rights allow, otherwise goes for approval. **+ Create voucher** with **Draft** makes a draft instead.
   - **Reject** – the suggestion is wrong; the line stays for you to handle by hand.
   - **Exclude** – the line should not be in the books at all (a duplicate line, a reversed bank error). Give the reason. Excluded lines are listed under **Excluded** and can be brought back with **Include again**.
3. Continue until the queue shows "Nothing to review — every bank line is reconciled or auto-posted."

> **GOOD TO KNOW**
>
> When you correct a suggested ledger and approve, the system remembers it for next time. What it has learned is listed under **Memory**; use **Forget** on anything it learned wrongly.

3. Rules for lines that repeat

1. Open the **Rules** tab.
2. Enter a **Name**; set **When narration** to **contains**, **starts with** or **matches regex** and the **Pattern** (for example "NEFT CHARGES"). Optionally set the **Side** and an **Amount band**.
3. Choose the ledger, and party or cost centre if needed. Set the **Priority** and click **Add rule**.
4. The **Hits** column shows how often each rule is used. **Delete** a rule that misfires.

4. Bank reconciliation statement

1. Open **Bank reconciliation statement** from the Banking page (also under Reports).
2. Choose the **Account** and date.
3. The statement starts from the book balance and lists **Payments not presented** and **Deposits not credited** to arrive at the **Derived balance as per bank statement**.

4. That figure must equal the closing balance on the bank's statement. If it does not, a line is unmatched or a statement is missing – go back to the review queue.
5. Old unpresented cheques (over three months) should be followed up or reversed.

5. Cash-flow forecast

1. Open **Banking** › **Cash-flow forecast**.
2. Read **Opening cash & bank**, **Expected in**, **Expected out** and **Lowest balance** with its date.
3. **Statutory calendar** lists tax and statutory payments in the window. **Every projected movement** lists each receivable, payable, payroll and recurring item with the reason and confidence.
4. Compare **Base case** with **Pessimistic: collections at 80%** before committing large payments.

6. Automatic posting (Admin decision)

By default nothing from the bank is posted without a person. An administrator may allow the system to post very sure, small lines by itself under the **Auto-post policy** tab: **Enable auto-posting for bank feeds** with a **Min confidence %**, **Max amount per line ₹**, **Daily value cap ₹**, **Daily count cap**, **Only known parties** and **Only when a rule matched**; then **Save policy**. Everything posted this way is listed under **Auto-posted** with the reason, and any line can be taken back with **Undo**. **Suspend** stops it at once. Leave it off if every entry must be approved by a person.

Checks and controls

CHECKS AND CONTROLS

- Re-importing the same or an overlapping statement never duplicates lines.
- Vouchers created from bank lines go through the same maker → checker approval.
- Reversing a voucher un-matches its bank line, so it returns to the queue.
- Auto-posting is off by default, capped by amount and count, logged line by line, and suspends itself if too many auto-posts are undone.

Limits

LIMITS

- Statements can be imported only for a bank ledger whose bank name and account number have been entered.
- **Bank feeds** (**Connect via Account Aggregator**) run in test mode only; a live connection to banks is not available yet. Import statements instead.
- Scanned (image) PDF statements are not read; download CSV or Excel from the bank.

Routine checklist

Daily or weekly

- [ ] Statement imported for every account up to yesterday.
- [ ] Review queue empty; drafts created from bank lines are approved.

Month end

- [ ] Statement imported to the last day of the month for every account.
- [ ] Reconciliation statement printed; derived balance equals the bank's closing balance.
- [ ] Unpresented cheques and uncredited deposits older than a month reviewed.

- [ ] Excluded lines and auto-posted lines of the month reviewed by the approver.