



# HELP GUIDE - BANK ACCOUNTS

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# 1. How do I record cash and cheque deposits to my bank account?

## IMPORTANT NOTE

All income should be recorded via the INCOME area in the first instance.

Once the income transaction has been entered, cash or cheque subsequently deposited to a bank account may then be recorded.

SECTION : BANK  
SUBSECTION : DEPOSIT

1. The screen shows a list of all income received by cheque where the it has not been recorded as deposited in the bank.

Home | Statement | **Deposit** | Withdrawals | Transfers | Reconcile | Account Creation | Credit Card Setup | Accounts

My Details | Bank Entries | Add Loan Account | Statement Entry | Import Statement | Repeat Transfer

Income | Record individual deposits into any bank account here, including total amounts of cash and cheques separately.

Expenses

**Bank**

Accountant

Cars/Equip

Personal

Reports

Messages

Date of Deposit \* 14/04/2008

Account \* Anybank PLC CC (Credit card)

Paying in Book Ref

Notes

AutoRef	Type	Date	Reference	Gross	Deposit
	Income	06/04/2008	Full Payment	£100.00	<input type="checkbox"/>
	Income	08/04/2008	Full Payment	£125.00	<input type="checkbox"/>
	Income	15/04/2008	Full Payment	£150.00	<input type="checkbox"/>

Undeposited Cheques

Cash Deposited 0

Deposit Total \* 0

Process Transfer

2. Enter the date the deposit was made.
3. Choose the bank account and enter the paying in book reference number.
4. Tick the cheques that are being deposited, the deposit total will self calculate. You may enter as many cheques as you require.

For business cheques, only those previously recorded as income can be shown as deposited here. If you have a personal cheque, it must be entered via the Personal section.

5. Add in the amount of any cash being deposited.

6. Check the total matches that of your paying in book, then 'Process Transfer'.

Home | Statement | **Deposit** | Withdrawals | Transfers | Reconcile | Account Creation | Credit Card Setup | Accounts

My Details | Bank Entries | Add Loan Account | Statement Entry | Import Statement | Repeat Transfer

Income  
Expenses  
**Bank**  
Accountant  
Cars/Equip  
Personal  
Reports  
Messages

Record individual deposits into any bank account here, including total amounts of cash and cheques separately.

Date of Deposit \* 18/04/2008

Account \* Business Acc.1

Paying In Book Ref 1217890

Notes Weekly Bank Deposits

AutoRef	Type	Date	Reference	Gross	Deposit
	Income	06/04/2008	Full Payment	£100.00	<input checked="" type="checkbox"/>
	Income	08/04/2008	Full Payment	£125.00	<input checked="" type="checkbox"/>
	Income	15/04/2008	Full Payment	£150.00	<input checked="" type="checkbox"/>

Cash Deposited 150

Deposit Total \* 525.00

Process Transfer

## 2. How do I record cash withdrawals from my bank account to put into petty cash?

SECTION : BANK  
SUBSECTION : WITHDRAWALS

1. Choose the date of the withdrawal, a reference number, the appropriate bank account and amount.

Home  
My Details  
Income  
Expenses  
**Bank**  
Accountant  
Cars/Equip  
Personal  
Reports  
Messages

Statement Deposit Withdrawals Transfers Reconcile Account Creation Credit Card Setup Accounts  
Bank Entries Add Loan Account Statement Entry Import Statement Repeat Transfer

Record individual deposits into any bank account here, including total amounts of cash and cheques separately.

Date of Deposit \* 14/04/2008  
Account \* Anybank PLC CC (Credit card)  
Paying In Book Ref  
Notes

AutoRef	Type	Date	Reference	Gross	Deposit
	Income	06/04/2008	Full Payment	£100.00	<input type="checkbox"/>
	Income	08/04/2008	Full Payment	£125.00	<input type="checkbox"/>
	Income	15/04/2008	Full Payment	£150.00	<input type="checkbox"/>

Cash Deposited 0  
Deposit Total \* 0

Process Transfer

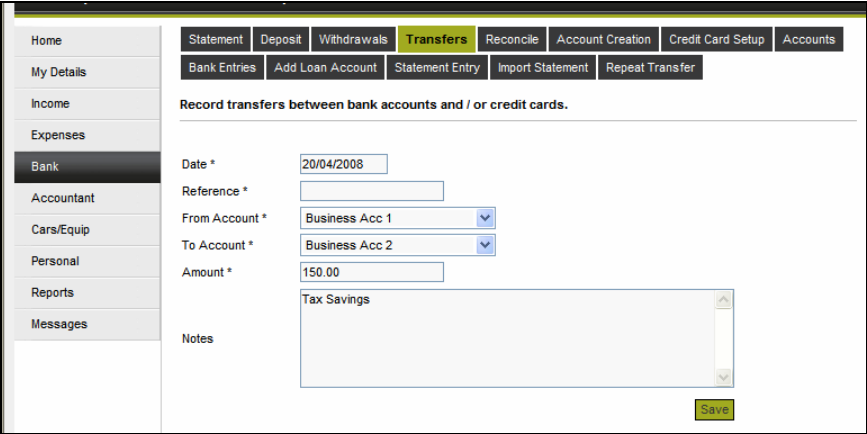
2. Click Save

The money has now moved from your bank to your petty cash account.

### 3. How do I record transfers between bank accounts?

SECTION : BANK  
SUBSECTION : TRANSFERS

- 1. Choose the date of the transfer, a reference number, the account details and the amount to transfer.



- 2. Click Save

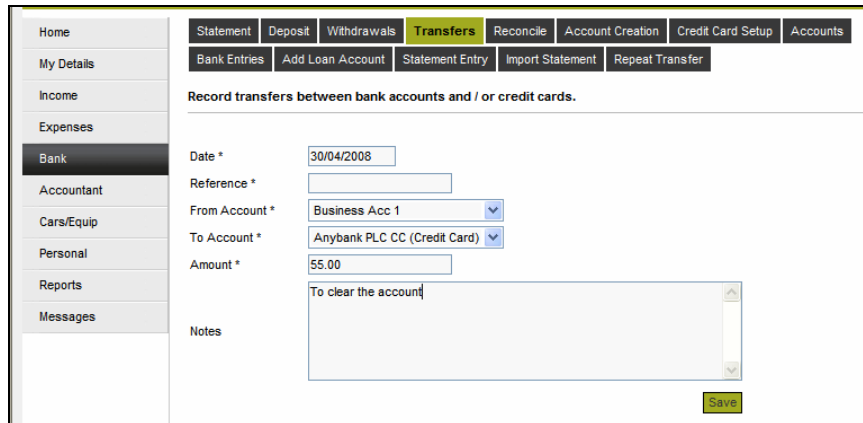
The balances of the two accounts will be updated accordingly.

## 4. How do I show payments made to my credit card?

SECTION : BANK  
SUBSECTION : TRANSFERS

This is essentially the same as transferring money from one bank account to another. The process is the same as paying into a credit card account.

1. Choose the date of the transfer, a reference number, the account details and the amount to transfer.
2. The "To account" should be the credit card account.



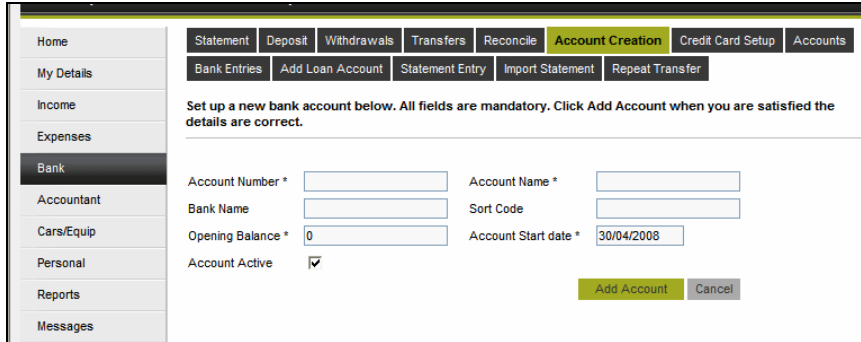
The screenshot shows a web application interface for recording transfers. On the left is a navigation menu with options: Home, My Details, Income, Expenses, Bank (selected), Accountant, Cars/Equip, Personal, Reports, and Messages. The main content area has a top navigation bar with tabs: Statement, Deposit, Withdrawals, Transfers (highlighted), Reconcile, Account Creation, Credit Card Setup, and Accounts. Below this is a sub-navigation bar with buttons: Bank Entries, Add Loan Account, Statement Entry, Import Statement, and Repeat Transfer. The main heading reads "Record transfers between bank accounts and / or credit cards." The form fields are: Date \* (30/04/2008), Reference \* (empty), From Account \* (Business Acc 1), To Account \* (Anybank PLC CC (Credit Card)), Amount \* (55.00), and Notes (To clear the account). A Save button is located at the bottom right of the form.

3. Click Save

## 5. How do I set up a new bank account?

SECTION : BANK  
SUBSECTION : ACCOUNT CREATION

1. Enter the details as required.



The screenshot shows a software interface for creating a new bank account. On the left is a vertical navigation menu with options: Home, My Details, Income, Expenses, Bank (highlighted), Accountant, Cars/Equip, Personal, Reports, and Messages. The main content area has a top navigation bar with tabs: Statement, Deposit, Withdrawals, Transfers, Reconcile, Account Creation (highlighted), Credit Card Setup, and Accounts. Below this is a sub-navigation bar with buttons: Bank Entries, Add Loan Account, Statement Entry, Import Statement, and Repeat Transfer. The main form area contains the following text and fields:

Set up a new bank account below. All fields are mandatory. Click Add Account when you are satisfied the details are correct.

Account Number \*  Account Name \*   
Bank Name  Sort Code   
Opening Balance \*  Account Start date \*   
Account Active

At the bottom right of the form are two buttons: 'Add Account' (highlighted in green) and 'Cancel'.

2. (Standard Version only) The "Opening Balance" is a mandatory field. This should be the balance of the account at the start of the current accounting period.

For the Premium version, the opening balance is added via the 'Add Opening Balances' section. The Opening Balance field will not be shown when creating a bank account. (Getting Started 2.7)

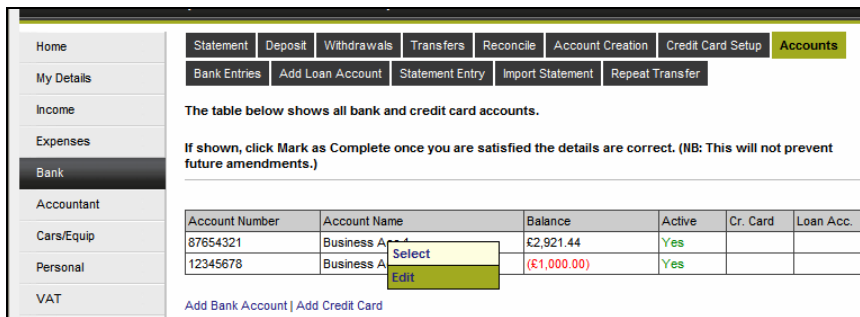
You can add as many accounts as you like.

## 6. How do I delete a bank account?

SECTION : BANK  
SUBSECTION : ACCOUNTS

The system does not allow for bank accounts to be deleted. However, they can be made inactive.

1. Select the bank account that you wish to make inactive and left click with the mouse.
2. A menu will show. Select "Edit"

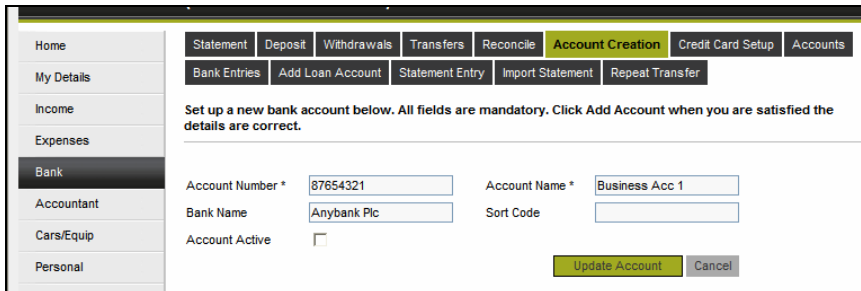


The screenshot shows the 'Accounts' page in a software application. The left sidebar has 'Bank' selected. The main content area has a table with the following data:

Account Number	Account Name	Balance	Active	Cr. Card	Loan Acc.
87654321	Business A	£2,921.44	Yes		
12345678	Business A	(£1,000.00)	Yes		

A context menu is open over the second row, with 'Edit' selected. The text above the table reads: 'The table below shows all bank and credit card accounts. If shown, click Mark as Complete once you are satisfied the details are correct. (NB: This will not prevent future amendments.)'

3. Details of the account will be shown. Remove the tick from the 'Active Account box' and then click Update Account'.



The screenshot shows the 'Account Creation' page. The left sidebar has 'Bank' selected. The main content area has the following form fields:

Account Number \*  Account Name \*

Bank Name  Sort Code

Account Active

Update Account Cancel

The text above the form reads: 'Set up a new bank account below. All fields are mandatory. Click Add Account when you are satisfied the details are correct.'

4. The account will remain in the system but will be inactive.

## 7. How do I import my online bank statement?

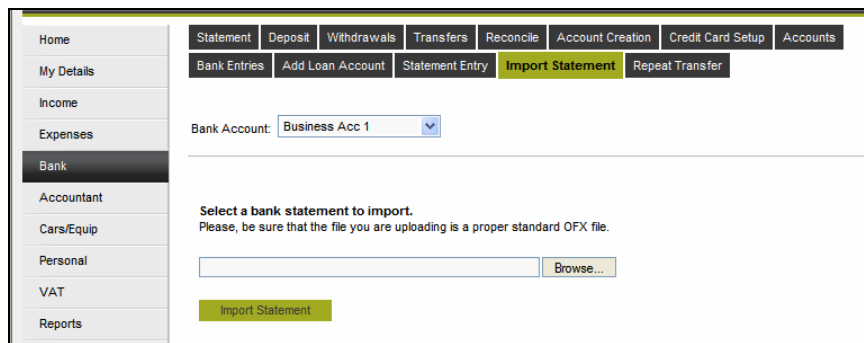
SECTION : BANK  
SUBSECTION : IMPORT STATEMENT

You may import your online bank statement. However, we would suggest that this should be done only if it is to be the main method of entering your transactions. This will help prevent duplicate entries.

1. Logon to your internet banking and download your bank statement to your desktop.

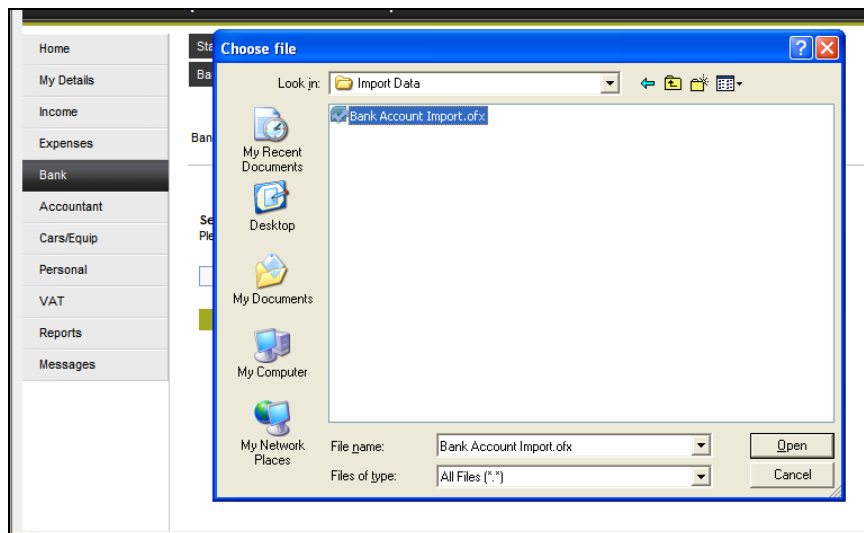
This MUST be done in the Microsoft Money (.ofx) format. You cannot import other formats such as CSV into the system.

2. From the bank account menu select the bank account which you wish to import.



3. Click the 'Browse' button. This will open a new window to allow you to locate your bank statement.

The file name will end with .OFX. Highlight the file and click Open



- Then click 'Import Statement'

- The entries in the statement will be shown, with account number, sort code and period displayed.

Import Statements						
Sort Code: 010338 - Bank Account: 12437123						
Import Period: 16/04/2008 - 13/05/2008						
Import	Date	Reference	Type	Import as	Amount	
<input checked="" type="checkbox"/>	16/04/08	BRITISH GAS SERVS	DIRECTDEBIT	Expense	-16.58	
<input checked="" type="checkbox"/>	16/04/08	UNITED UTIL PLC	DIRECTDEBIT	Expense	-32.20	
<input checked="" type="checkbox"/>	18/04/08	FROM A/C 12474037	XFER	Bank Transfer In	840.00	Select a bank account
<input checked="" type="checkbox"/>	18/04/08	FROM A/C 12474037	XFER	Bank Transfer In	490.00	Select a bank account

- In the column "Import As", each entry is identified as Income, Expenses, Bank Transfer In or Bank Transfer Out.

The system will import the transactions according to this label. Using the drop down at the side of each entry you can change these types as appropriate.

Import Statements						
Sort Code: 010338 - Bank Account: 12437123						
Import Period: 16/04/2008 - 13/05/2008						
Import	Date	Reference	Type	Import as	Amount	
<input checked="" type="checkbox"/>	16/04/08	BRITISH GAS SERVS	DIRECTDEBIT	Expense	-16.58	
<input checked="" type="checkbox"/>	16/04/08	UNITED UTIL PLC	DIRECTDEBIT	Expense	-32.20	
<input checked="" type="checkbox"/>	18/04/08	FROM A/C 12474037	XFER	Bank Transfer In	840.00	Select a bank account
<input checked="" type="checkbox"/>	18/04/08	FROM A/C 12474037	XFER	Bank Transfer In	490.00	Select a bank account

- For bank transfers choose the corresponding bank account involved in the transfer.

<input checked="" type="checkbox"/>	18/04/08	FROM A/C 12474037	XFER	Bank Transfer In	840.00	Select a bank account
<input checked="" type="checkbox"/>	18/04/08	FROM A/C 12474037	XFER	Bank Transfer In	490.00	Select a bank account

- If there are any transactions that should not be imported, untick the box in the "Import" column.

- When all transactions have been checked and confirmed, click Import.



- A new screen will be displayed showing all the entries to be imported.

Expenses	Bank Account:	Business Acc 1	Transaction Type:	-- Please select item --				
Bank	Please pick a transaction type to start							
Accountant	<b>Transactions entered so far:</b>							
Cars/Equip	Accept	Date	Ref	Type	Other Info	Paid Out	Paid In	Balance
Personal	Opening Balance							
VAT	<input type="checkbox"/>	16/04/2008		Personal Expense	BRITISH GAS SERVS	16.58		-16.58
Reports	<input type="checkbox"/>	16/04/2008		Personal Expense	UNITED UTIL PLC	32.20		-48.78
Messages	<input type="checkbox"/>	18/04/2008		Bank Transfer	FROM A/C 12474037		840.00	791.22
	<input type="checkbox"/>	18/04/2008		Bank Transfer	FROM A/C 12474037		490.00	1,281.22
	<input type="checkbox"/>	18/04/2008		Expense	UNION CONTRIBUTION	5.65		1,275.57
	<input type="checkbox"/>	21/04/2008		Bank Transfer	FROM A/C 03412474		350.00	1,625.57
	<input type="checkbox"/>	21/04/2008		Bank Transfer	TO A/C 12474037	840.00		785.57
	<input type="checkbox"/>	21/04/2008		Personal Expense	SKY DIGITAL	35.00		750.57
	<input type="checkbox"/>	21/04/2008		Personal Expense	NWST STKH INV CTAW	10.00		740.57
	<input type="checkbox"/>	22/04/2008		Personal Income	CHILD TAX CREDIT		41.89	782.46
	<input type="checkbox"/>	22/04/2008		Expense	O2	15.48		766.98
	<input type="checkbox"/>	22/04/2008		Personal Expense	NATWEST MTGE PAYT	864.11		-97.13
	<input type="checkbox"/>	22/04/2008		Expense	PHOENIX	36.58		-133.71
	<input type="checkbox"/>	24/04/2008		Income	HOBSON V A / STU		75.00	-58.71
	Delete All		Confirm Transactions					

- Each entry will have a “Type”.

You do not need to make any further changes to the Personal Income, Personal Expenses or Bank Transfers.

- For income and expenses this will default to the general heading of “Sales” or “Expenses”. To allocate an entry to a particular Customer or Supplier, follow steps 13 – 15.

- Click on the relevant entry. A menu will be shown. Click Edit.

Messages	Accept	Date	Ref	Type	Other Info	Paid Out	Paid In	Balance
	<input type="checkbox"/>	18/04/2008		Bank Transfer	FROM A/C 12474037		840.00	791.22
	<input type="checkbox"/>	18/04/2008		Bank Transfer	FROM A/C 12474037		490.00	1,281.22
	<input type="checkbox"/>	18/04/2008		Expense	UNION CONTRIBUTION	5.65		1,275.57
	<input type="checkbox"/>	21/04/2008		Bank Transfer	FROM A/C 03412474		350.00	1,625.57
	<input type="checkbox"/>	21/04/2008		Bank Transfer	TO A/C 12474037	840.00		785.57

14. On the new screen, specify the customer or supplier. Reference numbers can be added, and income or expenses heading can be changed.

15. Once you have made the changes click "Update".

16. When the entries have been amended as required, tick the Accept box for to confirm each one should be imported.

17. Click "Confirm Transactions". All entries marked "Accept" will be recorded.

Accept	Date	Ref	Type	Other Info	Paid Out	Paid In	Balance
	Opening Balance						0.00
<input checked="" type="checkbox"/>	16/04/2008		Personal Expense	BRITISH GAS SERV	16.58		-16.58
<input checked="" type="checkbox"/>	16/04/2008		Personal Expense	UNITED UTIL PLC	32.20		-48.78
<input checked="" type="checkbox"/>	18/04/2008		Bank Transfer	FROM A/C 12474037		840.00	791.22
<input checked="" type="checkbox"/>	18/04/2008		Bank Transfer	FROM A/C 12474037		490.00	1,281.22
<input checked="" type="checkbox"/>	18/04/2008		Expense	UNION CONTRIBUTION	5.65		1,275.57
<input checked="" type="checkbox"/>	21/04/2008		Bank Transfer	FROM A/C 03412474		350.00	1,625.57
<input checked="" type="checkbox"/>	21/04/2008		Bank Transfer	TO A/C 12474037	840.00		785.57
<input checked="" type="checkbox"/>	21/04/2008		Personal Expense	SKY DIGITAL	35.00		750.57
<input checked="" type="checkbox"/>	21/04/2008		Personal Expense	NWST STKH INV CTAW	10.00		740.57
<input checked="" type="checkbox"/>	22/04/2008		Personal Income	CHILD TAX CREDIT		41.89	782.46
<input checked="" type="checkbox"/>	22/04/2008		Expense	O2	15.48		766.98
<input checked="" type="checkbox"/>	22/04/2008		Personal Expense	NATWEST MTGE PAYT	864.11		-97.13
<input checked="" type="checkbox"/>	22/04/2008		Expense	PHOENIX	36.58		-133.71
<input checked="" type="checkbox"/>	24/04/2008		Income	HOBSON V A / STU		75.00	-58.71

Delete All Confirm Transactions

## 8. How do I reconcile my bank statement?

SECTION : BANK  
 SUBSECTION : RECONCILE

IMPORTANT NOTE : Once a transactions has been reconciled it cannot be deleted from your records.

1. Choose the bank account to reconcile from the drop down menu.

The screenshot shows the 'Reconcile' section of the software. The top navigation bar includes 'Statement', 'Deposit', 'Withdrawals', 'Transfers', 'Reconcile' (highlighted), 'Account Creation', 'Credit Card Setup', and 'Accounts'. Below this, there are sub-menus for 'Bank Entries', 'Add Loan Account', 'Statement Entry', 'Import Statement', and 'Repeat Transfer'. The main content area contains a text box explaining the reconciliation process and a 'Bank Account' dropdown menu with a list of accounts including 'Business Acc 1' and 'Business Acc 2'.

2. A list of unreconciled entries on that account will be shown.
3. The first time you use this facility you will need to enter the Statement Number. When you return to this page this number will be automatically incremented.
4. Enter the Closing Balance as shown on your bank statement.
5. Go through your bank statement. When you identify an entry that is shown in the reconcile list, tick the select box on the system.

The screenshot shows the 'Bank Account' dropdown set to 'Business Acc 1'. Below it, there are input fields for 'Statement Number \*' (value: 1), 'Statement Closing Balance \*' (value: 2904.86), 'Statement Opening Balance' (value: 1000), and 'Unreconciled Balance' (value: -16.58). The main table lists transactions with columns: AutoRef, Date, Reference, Taken Out, Paid In, and Select. Each row has a checkbox in the 'Select' column and a link to 'Edit Payment | Delete' or 'Edit Expense | View'.

AutoRef	Date	Reference	Taken Out	Paid In	Select	
100001	22/07/2008			£1,814.20	<input checked="" type="checkbox"/>	Edit Payment   Delete
200002	15/04/2008	Full Payment	£45.00		<input checked="" type="checkbox"/>	Edit Expense   View
200003	30/04/2008	Full Payment	£6.80		<input checked="" type="checkbox"/>	Edit Expense   View
100005	30/06/2008	Full Payment		£117.50	<input checked="" type="checkbox"/>	Edit Income   View
100006	31/07/2008	Full Payment		£117.50	<input checked="" type="checkbox"/>	Edit Income   View
200005	30/04/2008	Full Payment	£18.99		<input checked="" type="checkbox"/>	Edit Expense   View
200006	31/05/2008	Full Payment	£18.99		<input checked="" type="checkbox"/>	Edit Expense   View
200007	30/06/2008	Full Payment	£18.99		<input checked="" type="checkbox"/>	Edit Expense   View
200008	31/07/2008	Full Payment	£18.99		<input checked="" type="checkbox"/>	Edit Expense   View
800000	16/04/2008		£16.58		<input type="checkbox"/>	Edit Personal   View
800001	16/04/2008		£32.20		<input type="checkbox"/>	Edit Personal   View

6. As entries are marked, the **Unreconciled Balance** is recalculated.
7. When the **Unreconciled Balance** is £0.00 the reconciliation process can be completed.
8. Next to each entry is the option to Edit, View or Delete. These can be used to correct any entries as necessary.

9. If you find that you have missed out an entry, an example would be bank charges then you can use the save as draft function.

Go to the EXPENSE section, make the entry and then return to the reconciliation screen. Your new entry will appear in the list, enabling you to complete the reconciliation process.