



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS  
& BLOCK MANAGERS

# RUNNING A BANK RECONCILIATION

## TRAINING GUIDE

DEC 2020

Version 1.0



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## INTRODUCTION

Once all users have completed regular payment reconciliations then your payments will have hit the bank nominal which represents your physical bank account set up in the system.

It is best practice to regularly reconcile this nominal against your 'real life' bank account to make sure you aren't missing anything which should have been entered into CPL.

Normally you would be sitting with a paper or digital copy of your bank statement and running the bank reconciliation tool in CPL to compare them and make sure everything has been posted to the bank nominal correctly in CPL.

Payment reconciliations would be done daily or weekly but bank reconciliation would only need to be done once a month or whenever you get access to your bank statement. Some people do this daily.

If all users run Payment Reconciliation regularly to match with actual bank lodgements then this means that the batches in the Bank Reconciliation will be of a more manageable size and should match accordingly. This will help you when you go to work out where something is missing or incorrect. If you only run your payment reconciliation once a month, immediately before running your bank reconciliation then entries/batches appearing in your bank reconciliation will be much larger and difficult to unpick where any errors have occurred.

Running your Bank Reconciliation regularly should allow you to have confidence that your use of the CPL system represents the actual live position. It will allow you to identify where something may have been posted incorrectly or not at all. If you leave it and don't do it very often then it could be harder to unpick or track back to identify when something has gone wrong.

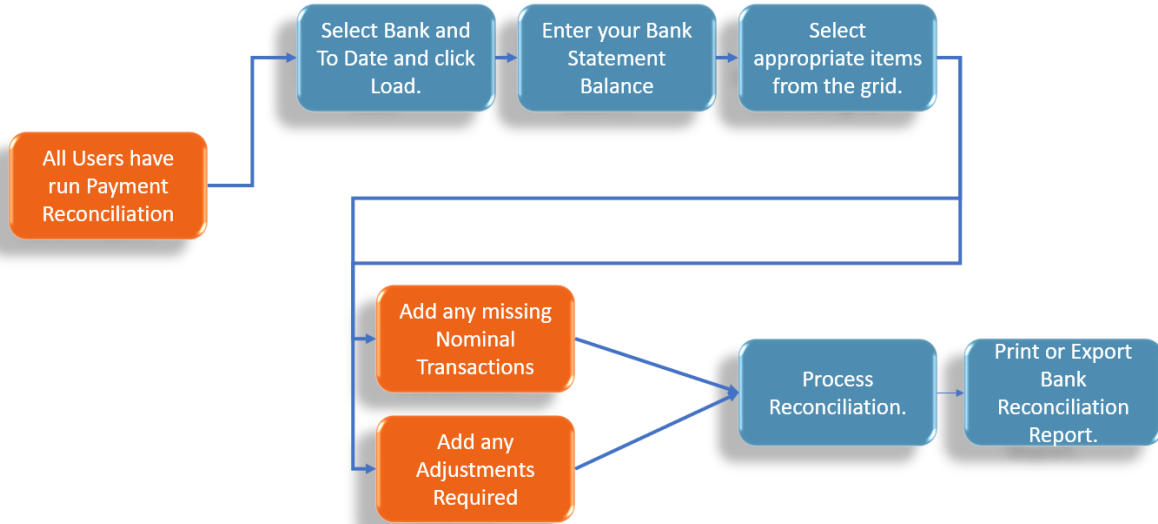
Batches cannot be broken down once they make it to the bank reconciliation, although you could use the **Adjustments** tool within the bank reconciliation to show batches being reduced and separate them in this manner.

For example, if you had a batch listed with 10 entries totalling £1000 and your bank statement showed it had a £900 entry and a £100 entry.

You could post an adjustment as a -£100 noting the batch number and a +£100 noting what that was for.

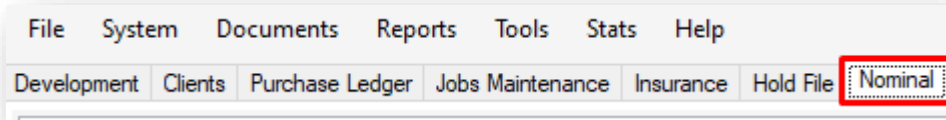
These would then appear as entries in the grid. If you reconcile all of these, you would have an audit trail.

The diagram below represents the steps involved in running the Bank Reconciliation Process:

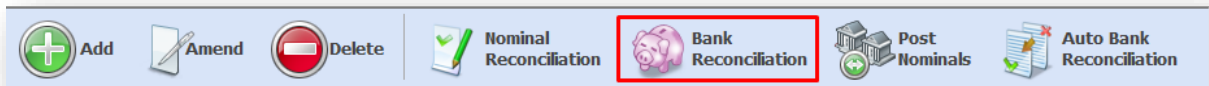


### LOCATING THE BANK RECONCILIATION TOOL IN CPL

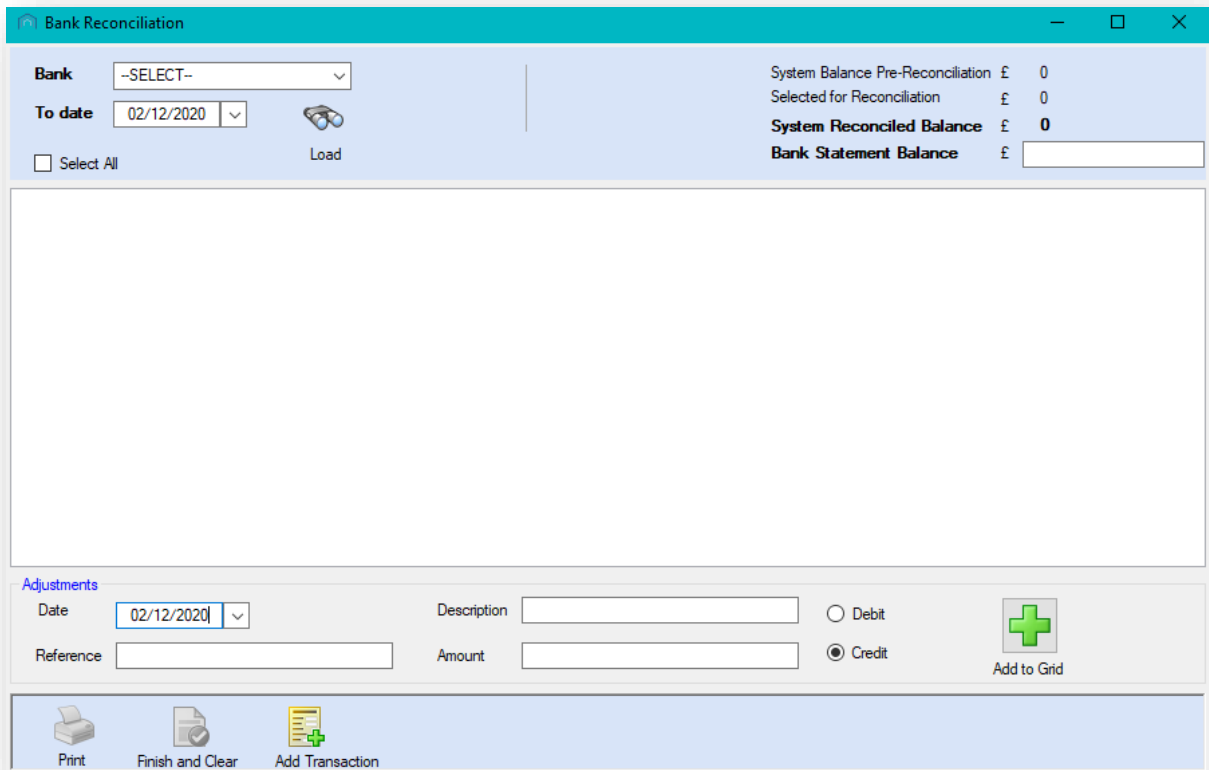
Select the **Nominal** tab from the main screen in CPL.



On the blue action bar across the middle of the page click on the **Bank Reconciliation** icon.



This will open the **Bank Reconciliation** screen.



### RUNNING YOUR BANK RECONCILIATION

Select the **Bank** you want to reconcile from the drop-down menu in the field at the top-left of the screen.

**Bank**   ▼

Your **To date** would normally be the end date covered by your bank statement.

**To date**  ▼

Once you have selected both the bank and the date, click on the **Load** icon.



The grid below will list a number of entries which have yet to be reconciled with your bank statement.

	Date	Reference	Description	Money IN	Money OUT
<input type="checkbox"/>	23/07/2019 09:32	1	8079 - Purchase Payment		120.00
<input type="checkbox"/>	23/07/2019 09:32	Posting for PL Pa...	8080 - Purchase Payment - Cheque No 1	120.00	
<input type="checkbox"/>	01/08/2019	Monthly Direct D...	7974 - Direct Debit	44.45	
<input type="checkbox"/>	01/09/2019	Monthly Direct D...	8046 - Direct Debit	5.00	
<input type="checkbox"/>	01/09/2019	Monthly Direct D...	8874 - Direct Debit	15.00	
<input type="checkbox"/>	13/09/2019 13:49	(1/58 - Dev 0001...	8813 - Client Payment Reconciliation	20,000.00	
<input type="checkbox"/>	18/03/2020 19:54	6345	9345 - Purchase Payment		153.00
<input type="checkbox"/>	18/03/2020 19:54	Posting for PL Pa...	9346 - Purchase Payment - Cheque No 6345	0.00	
<input type="checkbox"/>	15/10/2020	Monthly Direct D...	9939 - Direct Debit	59.47	
<input type="checkbox"/>	01/12/2020 15:11	Posting For PL P...	10090 - Purchase Payment		4,000.00
<input type="checkbox"/>	01/12/2020 15:22	transfer	10094 - Nominal Posting	1,000.00	

At the top-right of the screen you will see some balances:

System Balance Pre-Reconciliation	£	28800.00
Selected for Reconciliation	£	0.00
<b>System Reconciled Balance</b>	£	<b>28800.00</b>
<b>Bank Statement Balance</b>	£	<input type="text"/>

The **System Balance Pre-Reconciliation** is what you said the bank balance was the last time you completed a bank reconciliation.

System Balance Pre-Reconciliation £ 28800.00

Set the **Bank Statement Balance** to match the amount on your paper/ online bank statement. This is the amount you want to reconcile to.

Bank Statement Balance £ 28950.00

Make your way down the list of entries in the grid and mark them off when you have verified that they appear in your bank statement.

If you have been through them all, you can select and deselect all of them by ticking the **Select All** box located above the grid.

Select All

The **Selected for Reconciliation** amount is everything you start to tick off in the grid. This amount will increase as you tick more items from the grid.

Bank Reconciliation					
<b>Bank</b>	1024 Dev 8 Nominal			System Balance Pre-Reconciliation	£ 28800.00
<b>To date</b>	02/12/2020			<b>Selected for Reconciliation</b>	£ 167275.10
<input checked="" type="checkbox"/> Select All	Load			<b>System Reconciled Balance</b>	£ 196075.10
				<b>Bank Statement Balance</b>	£ 28950.00
Date	Reference	Description	Money IN	Money OUT	
<input checked="" type="checkbox"/> 06/07/2018 14:38	(1/52 - Dev 0001...	5641 - Client Payment Reconciliation	222.00		
<input checked="" type="checkbox"/> 10/07/2018 12:14	sjcBR1001	5700 - Nominal Posting		1,000.00	
<input checked="" type="checkbox"/> 07/08/2018 09:14	sjc08-10-01	5915 - Nominal Posting		222.00	
<input checked="" type="checkbox"/> 07/08/2018 09:14	sjc08-10-01	5915 - Nominal Posting	222.00		
<input checked="" type="checkbox"/> 10/08/2018 09:41	sjc02	5916 - Nominal Posting		11.00	
<input checked="" type="checkbox"/> 29/08/2018 15:44	sjc 2.49 test	6013 - Nominal Posting		1,230.00	
<input checked="" type="checkbox"/> 01/10/2018	Monthly Direct D...	6325 - Direct Debit	787.17		
<input checked="" type="checkbox"/> 11/10/2018 17:16	(1/103 - Dev 000...	6304 - Client Payment Reconciliation	882.63		

The **System Reconciled Balance** will start to count down whilst you are checking off items in the grid.

System Reconciled Balance £ 196075.10

When this gets to match your **Bank Statement Balance** the **Finish and Clear** icon on the action bar at the bottom of the screen will become available.



### ADDING MISSING NOMINAL TRANSACTIONS

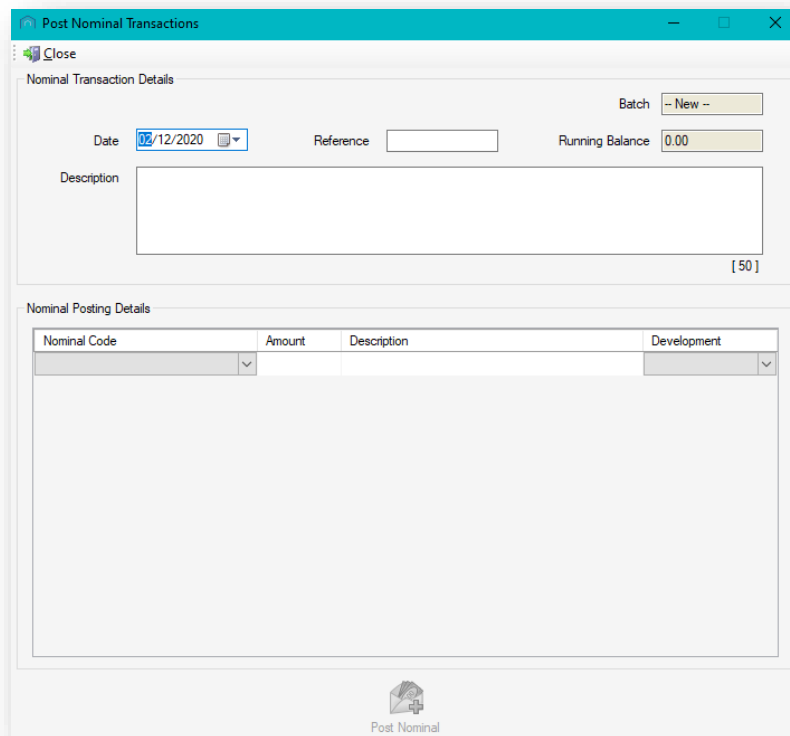
You may notice an entry on your bank statement which doesn't have a corresponding entry listed in the grid for your client bank nominal, for example bank interest or bank charges.

The **Add Transaction** facility in this screen will allow you to post any nominal transactions which may not have been entered into CPL previously.

To do this, click on the **Add Transaction** icon in the action bar at the bottom of the screen.



This will open the standard **Post Nominal Transactions** window.



Post Nominal Transactions

Close

Nominal Transaction Details

Date: 02/12/2020 [Calendar Icon] Reference: [Text Box] Batch: - New - Running Balance: 0.00

Description: [Text Area] [ 50 ]

Nominal Posting Details

Nominal Code	Amount	Description	Development
[Dropdown Arrow]			[Dropdown Arrow]

Post Nominal



You can use this screen to post anything which has not hit the client bank nominal during the period covered by your bank statement.

In the **Nominal Transaction Details** section, select an appropriate date in the **Date** field.

Date

Add an appropriate **Reference** and **Description**.

Date  Reference  Running Balance

Description

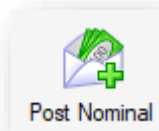
5

In the **Nominal Posting Details** section, enter the appropriate details for your nominal transaction.

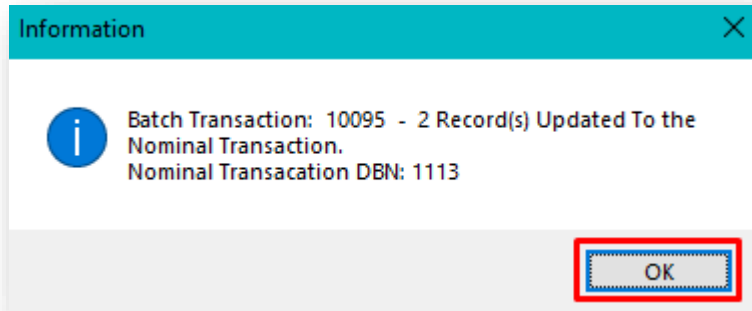
Nominal Posting Details

Nominal Code	Amount	Description	Development
1008 RBS Main Account	20.00	Bank Interest received into factoring account	0008 - Balmedie ...
BI Bank Interest	-20.00	Bank Interest received into factoring account	8 - Balmedie Heights

Click on The **Post Nominal** icon when you have entered all relevant details.



You will see an **Information** pop-up window which will confirm the transaction and you can click on **Ok** to dismiss this.



You can now close the **Post Nominal Transactions** window.

If you return to your **Bank Reconciliation** screen you will notice that the nominal transaction has been added to the grid.

	Date	Reference	Description	Money IN	Money OUT
<input type="checkbox"/>	04/07/2019 12:28	910704	8008 - Nominal Posting	142.00	
<input type="checkbox"/>	09/12/2020 13:13	Bank Interest Re	10165 - Nominal Posting	20.00	
<input type="checkbox"/>	31/05/2018 10:12	Client Transactio...	5434 - Money Transfer		51.51
<input type="checkbox"/>	25/07/2018 12:17	Jack Test02	5764 - Nominal Posting	200.00	

Now that you have rectified the missing nominal posting you can continue to select items in the grid to be reconciled.

### ADDING ADJUSTMENTS FOR BANK ACCOUNT ONLY ITEMS

The **Adjustments** section in the lower half of the screen is for when you have something on your bank statement that there isn't a corresponding item for in CPL. It is purely for the purpose of reconciling at that point and any adjustment made should have a corresponding opposite adjustment at a different point. For instance, an outgoing Direct Debit that has come the bank that you have not posted yet and you will post later. Make an adjustment today for the payment out and an opposite adjustment in say a week when you are actually going to do the posting, then you have 2 transactions for next week's bank reconciliation that square to zero as the bank side is already reconciled.

You will need to use the **Adjustments** section to add items from your bank statement in order to have them appear in the grid to enable you to select them to be reconciled.

Use the available fields to enter the information, including whether it is a debit or a credit and then click the **Add to Grid** icon.

Adjustments

Date: 09/12/2020


Description: DD through bank but not through system

Reference: DD in bank

Amount: 230

Debit

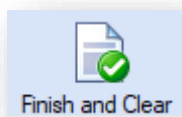
Credit



This will now appear as an entry in the grid and can be ticked similar to the system entries in order to be reconciled.

	Date	Reference	Description	Money IN	Money OUT
<input type="checkbox"/>	04/07/2019 12:28	910704	8008 - Nominal Posting	142.00	
<input type="checkbox"/>	09/12/2020 13:13	Bank Interest Re...	10165 - Nominal Posting	20.00	
<input type="checkbox"/>	31/05/2018 10:12	Client Transactio...	5434 - Money Transfer		51.51
<input type="checkbox"/>	09/12/2020	DD in bank	DD through bank but not through system	230.00	
<input type="checkbox"/>	25/07/2018 12:17	JackTest02	5764 - Nominal Posting	200.00	
<input type="checkbox"/>	25/07/2018 12:21	JackTest04	5765 - Nominal Posting	200.00	
<input type="checkbox"/>	12/10/2018 16:44	Monthly Direct D...	6324 - Direct Debit	280.00	
<input type="checkbox"/>	02/07/2019 11:35	Monthly Direct D...	7973 - Direct Debit	200.00	
<input type="checkbox"/>	17/10/2019 16:27	Monthly Direct D...	8873 - Direct Debit	450.00	
<input type="checkbox"/>	01/02/2018	Monthly Direct D...	5657 - Direct Debit	20.00	
<input type="checkbox"/>	13/02/2018	Monthly Direct D...	4300 - Direct Debit	32.00	
<input type="checkbox"/>	14/02/2018	Monthly Direct D...	4320 - Direct Debit	11.00	

This will now allow you to get the balances to match, so that you can get to the same point and be able to hit **Finish and Clear**.



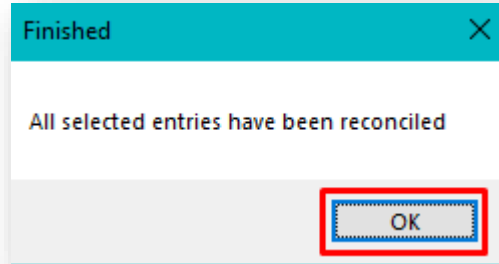
Once you have clicked on this you will see a pop-up window asking you to confirm you wish to go ahead.

Click on **Yes** to confirm.

Reconciling

This will mark the items selected as Reconciled and will not appear when the next Bank Reconciliation is performed. Would you like to continue?

Once this process is completed you will see a **Finished** pop-up confirmation window.



Clicking on **OK** will dismiss this message and a **Nominal Bank Reconciliation Report** window will open containing all details of the reconciliation process.

Transaction Date	Reference	Description	Money In	Money OUT
06/07/2018	(152 - Dev 0002) / (14/05 - Dev 0011) / (11/19 - De	5641 - Client Payment Reconciliation	222	0
10/07/2018	sjcBR1001	5700 - Nominal Posting	0	1000
07/08/2018	sjc08-10-01	5915 - Nominal Posting	0	222
07/08/2018	sjc08-10-01	5915 - Nominal Posting	222	0
10/08/2018	sjc02	5916 - Nominal Posting	0	11
29/08/2018	sjc 2.49 test	6013 - Nominal Posting	0	1230
04/10/2018	Monthly Direct Debit Payment Run	6325 - Direct Debit	787.17	0

You can print this report or export it to save to your network/ machine.

You can return to the Bank Reconciliation tool when you receive your next bank statement.



## CPL KNOWLEDGE BASE

This training guide forms part of CPL's Knowledge Base which is available for all CPL users at <https://contact.cplsoftware.com/portal/home>

The CPL Knowledge Base will be continually updated with additional guides and information. If you have any questions or suggestions for further guides we'd be happy to hear from you. You can contact CPL Support by emailing us at [support@cplsoftware.com](mailto:support@cplsoftware.com) or through our portal at <https://contact.cplsoftware.com/portal/home> or calling us on 0345 646 0240 (option 1).