

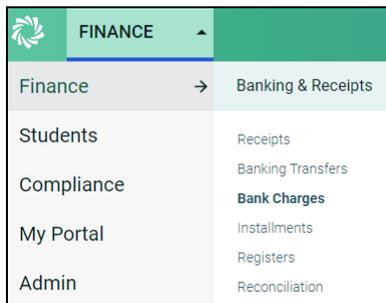
Uploading Bank Charges into WebSmart

Introduction

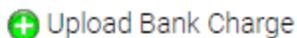
WebSmart has added the ability to upload a Bank Charge into a bank account. When the user uploads a bank charge, the transaction is posted to the General Ledger, and the amount is recorded in the Bank Register. It will also appear in the bank reconciliation statement. The process is very similar to uploading Journal Entries, and the inclusion of the Cash account for the bank is not required on the upload file.

Uploading Bank Charges

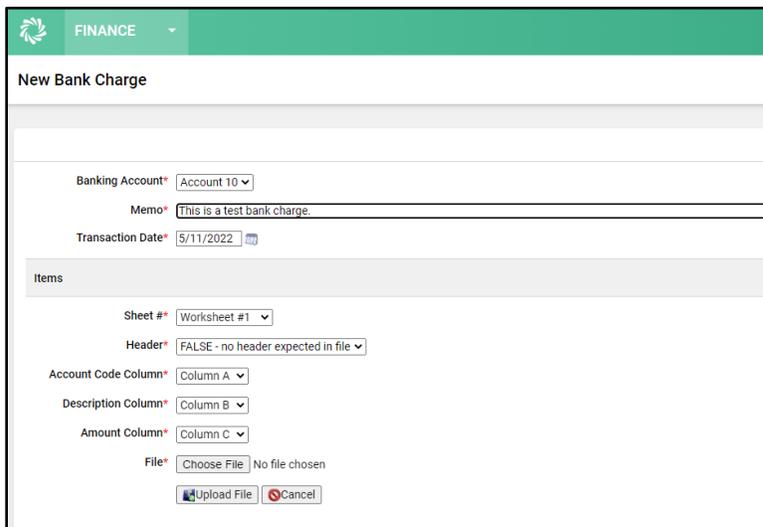
To upload a bank charge, go to *Finance > Banking & Receipts > Bank Charges*:



Click "Upload Bank Charge" to begin:



The resulting page will ask for the Banking Account, the Transaction Date, and a Memo (all are required) for the transaction. The Items section asks for the Excel Worksheet number, whether there is a header row, and which columns represent the Account Code, the Description, and the Amount (all are required). Once these fields are filled in, click **Choose File** and select the upload file. Then click **Upload File** to complete the process.



The screenshot shows the 'New Bank Charge' form. It includes the following fields and options:

- Banking Account***: Account 10 (dropdown)
- Memo***: This is a test bank charge. (text input)
- Transaction Date***: 5/11/2022 (calendar icon)
- Items** section:
 - Sheet #***: Worksheet #1 (dropdown)
 - Header***: FALSE - no header expected in file (dropdown)
 - Account Code Column***: Column A (dropdown)
 - Description Column***: Column B (dropdown)
 - Amount Column***: Column C (dropdown)
 - File***: Choose File | No file chosen
- Buttons**: Upload File, Cancel



Verifying Bank Charges

Once the upload is complete, the bank charge can be reviewed on the Bank Charge list:

Bank Charge						
						+ Create Bank Charge + Upload Bank Charge
Page Size: 10		Filter: <u>Uncleared Bank Charges</u>				
Audit ID	Transaction Date	Bank Account	Reference	Memo	Amount	Actions
42485	5/9/2022	Account 11	CHG042485		\$325.00	
42486	5/10/2022	Account 11	CHG042486	QA testing the Bank charge upload	\$175.00	
Records: 2						Page 1 of 1

Clicking the Edit icon will open the bank charge for editing. Clicking the Delete icon will delete the charge from the bank. A Bank Charge Report or a Ledger Detail Report is available by clicking the appropriate button.

Bank Charge		Demo District 1 1776 Constitution Ave Somewhere, TX 00000		Bank Charge Reference CHG042485	
PHONE (254) 555-1212	FAX (254) 555-1212			Charge Date 05/09/2022	Void Date
Banking Account Account 11					
MEMO:					
Item Description	Account	Amount			
QA Charge 2 making update	211-11-6399.00-101-2-24-0-00	\$325.00			
	211-00-1101.00-000-2-00-0-00				
					Total Amount: \$325.00
5/11/2022 11:55:46 AM					Page 1

Bank Charge Report

Ledger Transactions						
Date	Voucher	Account	Item Description	Credit	Debit	
5/9/2022	Recording bank charge	211-00-1101.00-000-2-00-0-00	Recording bank charge	\$325.00	\$0.00	
				Total For 211-00-1101.00-000-2-00-0-00	\$325.00	\$0.00
5/9/2022	Recording bank charge	211-11-6399.00-101-2-24-0-00	Recording bank charge	\$0.00	\$325.00	
				Total For 211-11-6399.00-101-2-24-0-00	\$0.00	\$325.00
NOTICE: This report may contain information that is privileged, confidential and/or exempt from disclosure under applicable law.						
Page 1 of 1						
Ledger Transactions						
				Totals	Credit	Debit
211-11XX					\$325.00	\$0.00
211-63XX					\$0.00	\$325.00
Transaction Reference: Voucher #91837 - Bank Charge #42485/1				Credit Total:	\$325.00	
				Debit Total:		\$325.00

Ledger Detail Report