

Auto Allocation of Recurring transactions

Below is a step by step summary of how to Auto Allocate a Recurring Transaction:

For the first time, when setting up the Recurring Normal transactions, it is best but not essential, to download and **Import 2 or more months of transactions into SmartBank**, as this makes it a lot easier to identify:

- Genuine “recurring transactions” and
- The “Part” or “Whole” of the “Bank description” that is ACTUALLY Recurring

FDH HOLDINGS 80100284090
FDH HOLDINGS 80100284997
FDH HOLDINGS 80100287798

The first transaction is highlighted with a red box and labeled 'Recurring'. The other two are labeled 'NOT Recurring'.

Before Auto Allocating a recurring transaction, it is important to check whether the NUMERIC part of the Bank Description is the SAME or DIFFERENT every month.

Select the “Recurring” Transaction as follows:

- Click on the “Display List” & Select “Deposits Only” or “Withdrawals Only” (Preferably)
- Click on “Bank Description” once or twice to sort the Bank Description in Ascending or Descending order
- Select the Recurring transaction to “Edit” and “Save” as a Recurring Transaction

1) Click on "Display List & make selection"

2) Click on "Bank Description" and sort transactions

3) Select RECURRING transaction that needs to be Auto Allocated

Bank Account		925153 985	Displayed List		Show All Transactions	Batch Mode		Show All Bats
Date	Bank Description					CS	Account	Tax
2014/06/01	STOP ORDER DEBIT NEDBANK Constantia court							
14 2014/05/01	STOP ORDER DEBIT NEDBANK Constantia court	-983.00	✓			G		
15 2014/04/01	STOP ORDER DEBIT NEDBANK Constantia court	-983.00	✓			G		
16 2014/05/31	INTERNET BANK FEE					G		
17 2014/04/30	INTERNET BANK FEE					G		
18 2014/03/31	INTERNET BANK FEE					G		
19 2014/03/28	INETBNK PAY DEL					G		
20 2014/05/31	DIRECT DEBIT SBSA HOMEL 216134218 1405	-1,836.14	✓			G		
21 2014/04/30	DIRECT DEBIT SBSA HOMEL 216134218 1404	-1,836.14	✓			G		

Then EDIT the “FIRST” RECURRING transaction as follows:

- **CSG** - Select **“G”-General Ledger, “C-Customer” or “S-Supplier”**
- **Account** - **Allocate the transaction** to the correct General Ledger, Customer or Supplier
- **Tax** - Select the **correct Tax/Vat Type** – if required

Then follow the in Complete the:

- **Ledger Description** - Edit the **Ledger Description** to suite the ledger account being allocated
- **Cost/Project/Dept** - Select the Cost / Project / Dept code – if applicable

Note that this will DICTArE ALL the Allocations and Descriptions of the Recurring transactions thereafter.

To Auto Allocate a Recurring transaction -> Follow the following steps:

Step 1 – Allocate / Edit the Ledger Account

Step 2 - Double Click on “Bank description”

Step 3 - Highlight “Whole” or “Part” of the Bank Description

Step 4 - Click on “Add Selection”

1) Allocate the "Account" and "Tax" to the FIRST recurring transaction

2) Double Click on the "Bank description"

3) Highlight "Whole" or "Part" of the Bank Description

4) Click on "Add Selection"

The screenshot displays a financial software interface with a transaction list and an 'AutoAllocation' dialog box. The transaction list has columns for Date, Bank Description, Amount, Exp, GCS, Account, Tax, Ledger Description, and Account. The first transaction is dated 2014/06/01 with a Bank Description of 'STOP ORDER DEBIT NEDBANK Constantia court', Amount of -983.00, Exp checked, GCS 'G', Account '4050000', and Tax '01'. The 'AutoAllocation' dialog box is open, showing the 'Match Selection' section with 'Bank Description as per statement' and the selected text 'STOP ORDER DEBIT NEDBANK Constantia court'. The 'Add Selection' button is highlighted. The 'Ledger Description' section shows 'Type your own Description' and the 'Extra Option' section shows 'STOP ORDER DEBIT NEDBANK Constantia court'. The 'Apply' and 'Cancel' buttons are at the bottom.

Step 5 - Select and complete the BEST "Action" as per "Extra Options" list

Date	Bank Description	Amount	Exp	GCS	Account	Tax
2014/06/01	STOP ORDER DEBIT NEDBANK Constantia court	-983.00	☒	G	4050000	01
2014/05/01	STOP ORDER DEBIT NEDBANK Constantia court	-983.00	☒	G		

Create AutoAllocation

Match Selection
Bank Description as per statement
STOP ORDER DEBIT NEDBANK Constantia court

Selected Text
Select Part or whole text in the top box

Ledger Description
Action
Extra Option

1 - Type your own Description
2 - Copy the whole bank Description
3 - Copy only the selected text from the bank Description
4 - Copy bank Description by removing only the selected text
5 - Copy bank Description AFTER the word starting with "xxx"
6 - Copy bank Description BEFORE the word starting with "xxx"
7 - Copy whole bank Description AFTER selected text
8 - Copy whole bank Description BEFORE selected text
9 - Use Ledger Description plus Description AFTER word starting with "xxx"
10 - Use Ledger Description plus Description BEFORE word starting with "xxx"

5) Select & complete the "Extra Options" list below

Step 6 - Edit "Extra Option" if required

Step 7 - Click on "Apply"

Create AutoAllocation

Match Selection
Bank Description as per statement
STOP ORDER DEBIT NEDBANK Constantia court

Selected Text
NEDBANK Constantia court

Ledger Description
Action
Type your own Description
Extra Option
NEDBANK Constantia court

6) Edit "Extra Option", if required

7) Click on "Apply"

Auto Allocated transactions are saved to the “Auto Allocation List”

Step 8 - View the completed Auto Allocation of ALL the Recurring transactions in that “Date Range”

Step 9 - Note that the “Auto Allocation” is saved to the “Auto Allocation List on the Menu Bar

8) Auto Allocation Completed

9) Auto Allocation is SAVED to the "Auto Allocation List" on the menu

From Bank Statement	GCS	Account	Tax Type	Ledger Description
1 NEDBANK Constantia court	G	4050000	01	NEDBANK Constantia court

Note that, it may take a few attempts to get the BEST “Ledger Description” Auto Allocation and if the SAME transaction is saved a few times please note that following:

Step 1 - The previous Auto Allocations will STAY in the Auto Allocation List until deleted using the “Delete Rule”

Step 2 - The Last “Create Auto Allocation” will “Override” the previous Auto Allocations attempts

To delete an incorrect allocation, note that it is important to click on “Delete Rule” and easily delete any of the previous incorrect transactions saved to the Auto Allocation List.

2) Then "Delete Rule"

1) The last saved Auto Allocation overrides the first 2 transactions

From Bank Statement	GCS	Account	Tax Type	Ledger Description
1 TRANSACTION CHARGE	G	3200000	03	TRANSACTION CHARGE
2 @ONLY()TRANSACTION	G	3200000	03	TRANSACTION CHARGE
3 @LOOK(CHARGE)TRANSACTION CHARGE	G	3200000	03	TRANSACTION