

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|----------|-------------------|------------------------------|-------|---|---|---|---|---|---|---|
| 1 | BRANCH | 0 | PRETORIA | | 0 | 0 | | | | | | |
| 2 | ACC-NO | 0 | | | 0 | 0 | | | | | | |
| 3 | OPEN | 481689.5 | OPEN BALANCE | | 0 | 0 | | | | | | |
| 4 | | 200000 | DEPOSIT | | 597 | 0 | | | | | | |
| 5 | | -55000 | CHEQUE | | 2311 | 0 | | | | | | |
| 6 | | -73250 | CHEQUE | | 2317 | 0 | | | | | | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | 377 | 0 | | | | | | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | 378 | 0 | | | | | | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | 379 | 0 | | | | | | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | 1112 | 0 | | | | | | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | 6036 | 0 | | | | | | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | 377 | 0 | | | | | | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | 377 | 0 | | | | | | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | 377 | 0 | | | | | | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | 377 | 0 | | | | | | |
| 16 | | -356.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | 6044 | 0 | | | | | | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502139 | 75001 | 0 | | | | | | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OT5498843/164 | 6021 | 0 | | | | | | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003336822 | 6021 | 0 | | | | | | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | 6021 | 0 | | | | | | |
| 21 | | -2100 | CHEQUE | | 2320 | 0 | | | | | | |
| 22 | | -3505.35 | CHEQUE | | 2319 | 0 | | | | | | |
| 23 | | -2200 | CHEQUE | | 2322 | 0 | | | | | | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | 0 | 0 | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

Slide 1

Slide notes: When we receive an electronic Bank Page from the Bank or download it from Internet Banking, it will be similar to what we see here. Banks usually provide a CSV format option, and that is a format that we can open in a spreadsheet like this.

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|
| 1 | BRANCH | 0 | | PRETORIA | | 0 | 0 | | | | | |
| 2 | ACC-NO | 0 | | | | 0 | 0 | | | | | |
| 3 | OPEN | 481689.5 | OPEN BALANCE | | | 0 | 0 | | | | | |
| 4 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 5 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 6 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | |
| 16 | | -356.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | | 6021 | 0 | | | | | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR003336822 | | 6021 | 0 | | | | | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR000011116 | | 6021 | 0 | | | | | |
| 21 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 22 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 23 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | |

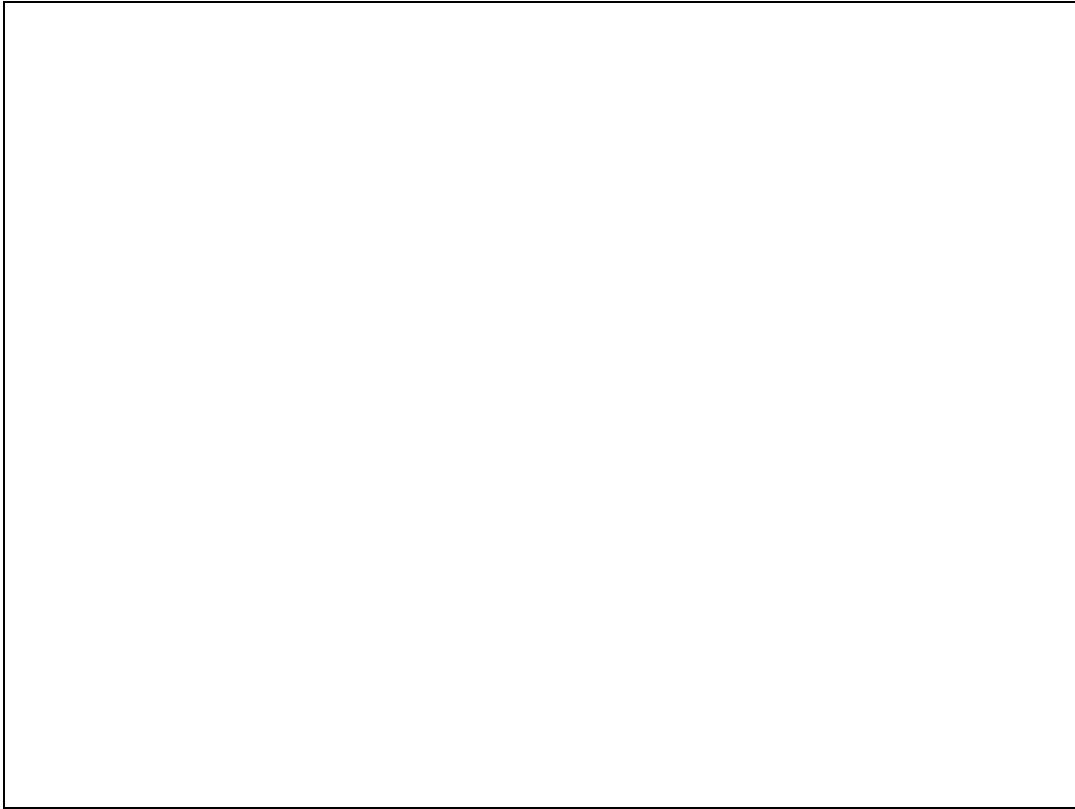
Slide 2

Slide notes: Note the Open Balance at the top and the Closing Balance at the bottom. We will not use these Items.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|---|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|
| 1 | BRANCH | | 0 | | PRETORIA | | 0 | 0 | | | | | |
| 2 | ACC-NO | | 0 | | | | 0 | 0 | | | | | |
| 3 | OPEN | | 481689.5 | OPEN BALANCE | | | 0 | 0 | | | | | |
| 4 | | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 5 | | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 6 | | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 7 | | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 8 | | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 9 | | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 10 | | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | |
| 11 | | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | |
| 12 | | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | |
| 13 | | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | |
| 14 | | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | |
| 15 | | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | |
| 16 | | | -356.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | |
| 17 | | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | |
| 18 | | | -1130.77 | INSURANCE PREMIUM | OUTSurance OTS498643/164 | | 6021 | 0 | | | | | |
| 19 | | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003336822 | | 6021 | 0 | | | | | |
| 20 | | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 21 | | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 22 | | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 23 | | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 24 | CLOSE | | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |

Slide 3

Slide notes:



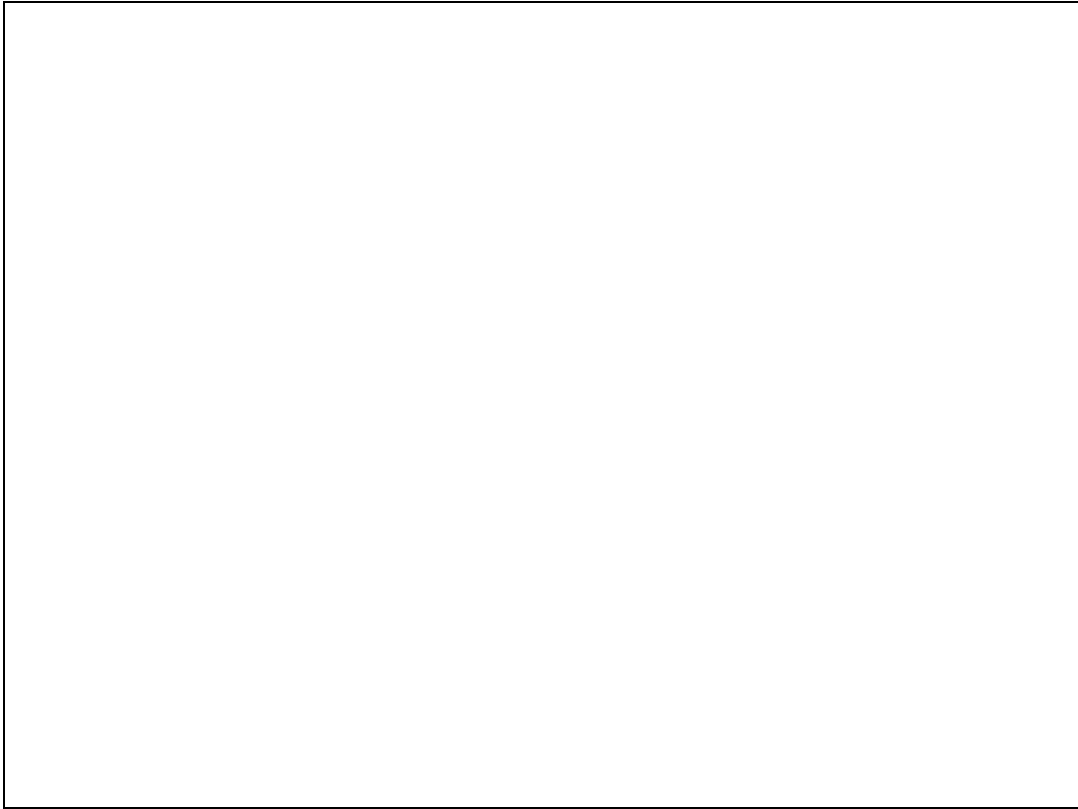
Slide 4

Slide notes: In fact, we can refer to electronic Bank Pages as virtual pages, because we can download data regularly and apply it to our Recon without waiting for the Bank Statement to arrive, if we want.

| | B | C | D | E | F | G | H |
|----|--------|----------|-------------------|------------------------------|-------|---|---|
| 1 | BRANCH | 0 | PRETORIA | | 0 | 0 | |
| 2 | ACC-NO | 0 | | | 0 | 0 | |
| 3 | OPEN | 451689.5 | OPEN BALANCE | | 0 | 0 | |
| 4 | | 200000 | DEPOSIT | | 597 | 0 | |
| 5 | | -55000 | CHEQUE | | 2311 | 0 | |
| 6 | | -75250 | CHEQUE | | 2317 | 0 | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | 377 | 0 | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | 378 | 0 | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | 379 | 0 | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | 1112 | 0 | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | 6036 | 0 | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | 377 | 0 | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | 377 | 0 | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | 377 | 0 | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | 377 | 0 | |
| 16 | | -356.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | 6044 | 0 | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | 75001 | 0 | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | 6021 | 0 | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR003336822 | 6021 | 0 | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR000011116 | 6021 | 0 | |
| 21 | | -2100 | CHEQUE | | 2320 | 0 | |
| 22 | | -3505.35 | CHEQUE | | 2319 | 0 | |
| 23 | | -2200 | CHEQUE | | 2322 | 0 | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | 0 | 0 | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |

Slide 5

Slide notes: And in such cases where we do downloads, we may often have data included that we have imported before into our Recon. For example, if the highlighted data are lines that we have already imported, then we can just delete the section.



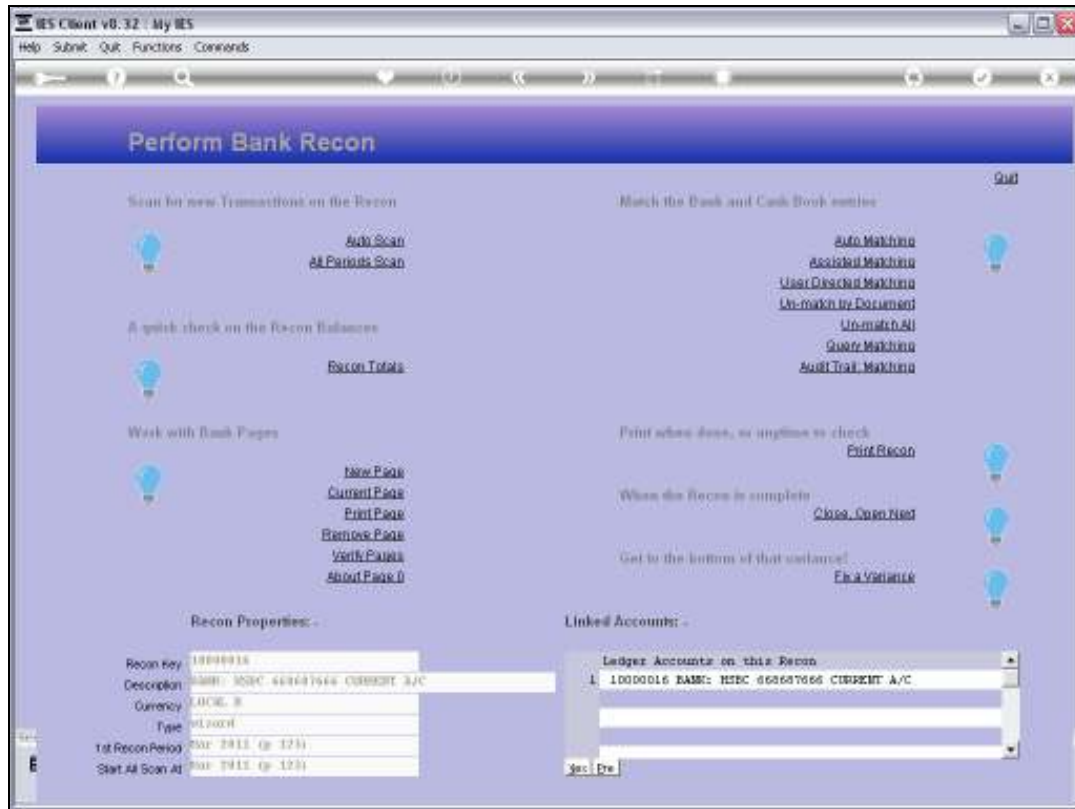
Slide 6

Slide notes:

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|----------|-------------------|------------------------------|-------|---|---|---|---|---|---|---|
| 1 | BRANCH | 0 | | PRETORIA | 0 | 0 | | | | | | |
| 2 | ACC-NO | 0 | | | 0 | 0 | | | | | | |
| 3 | OPEN | 481689.5 | OPEN BALANCE | | 0 | 0 | | | | | | |
| 4 | | 200000 | DEPOSIT | | 597 | 0 | | | | | | |
| 5 | | -55000 | CHEQUE | | 2311 | 0 | | | | | | |
| 6 | | -73250 | CHEQUE | | 2317 | 0 | | | | | | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | 377 | 0 | | | | | | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | 378 | 0 | | | | | | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | 379 | 0 | | | | | | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | 1112 | 0 | | | | | | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | 6036 | 0 | | | | | | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | 377 | 0 | | | | | | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | 377 | 0 | | | | | | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | 377 | 0 | | | | | | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | 377 | 0 | | | | | | |
| 16 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | 6044 | 0 | | | | | | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | 75001 | 0 | | | | | | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSurance OTS498643/164 | 6021 | 0 | | | | | | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR003336822 | 6021 | 0 | | | | | | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR000011116 | 6021 | 0 | | | | | | |
| 21 | | -2100 | CHEQUE | | 2320 | 0 | | | | | | |
| 22 | | -3505.35 | CHEQUE | | 2319 | 0 | | | | | | |
| 23 | | -2200 | CHEQUE | | 2322 | 0 | | | | | | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | 0 | 0 | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | |

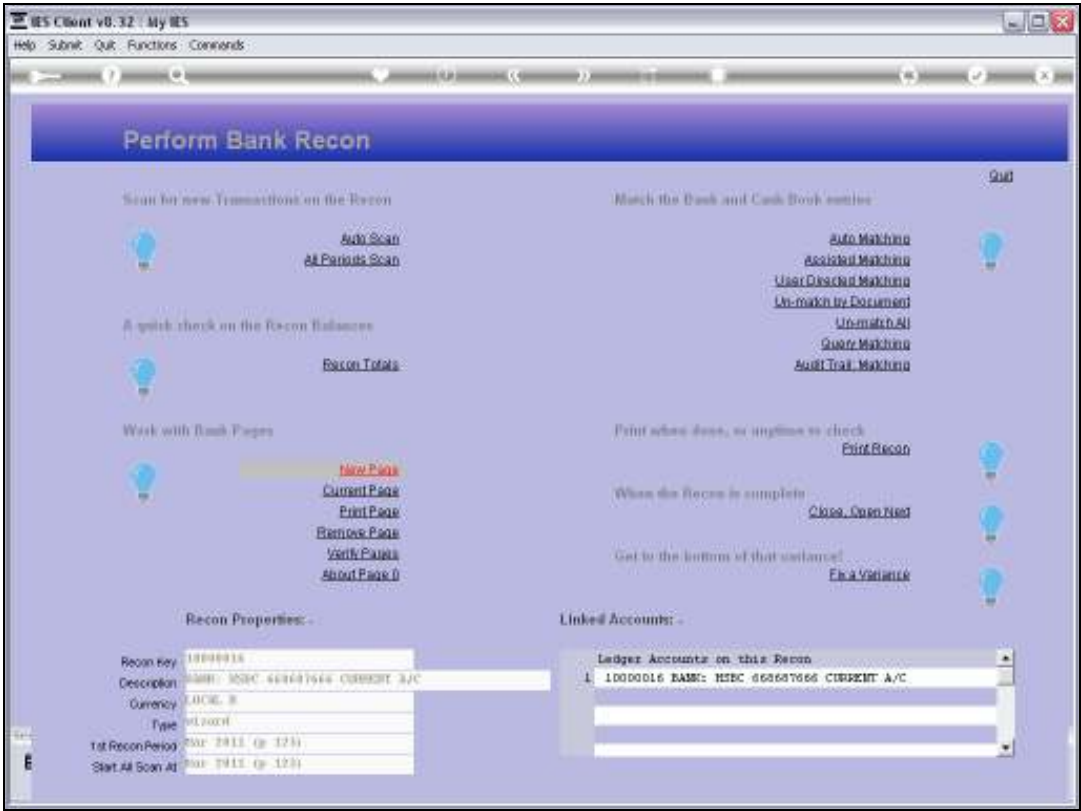
Slide 7

Slide notes: And use only the rest, as highlighted now.



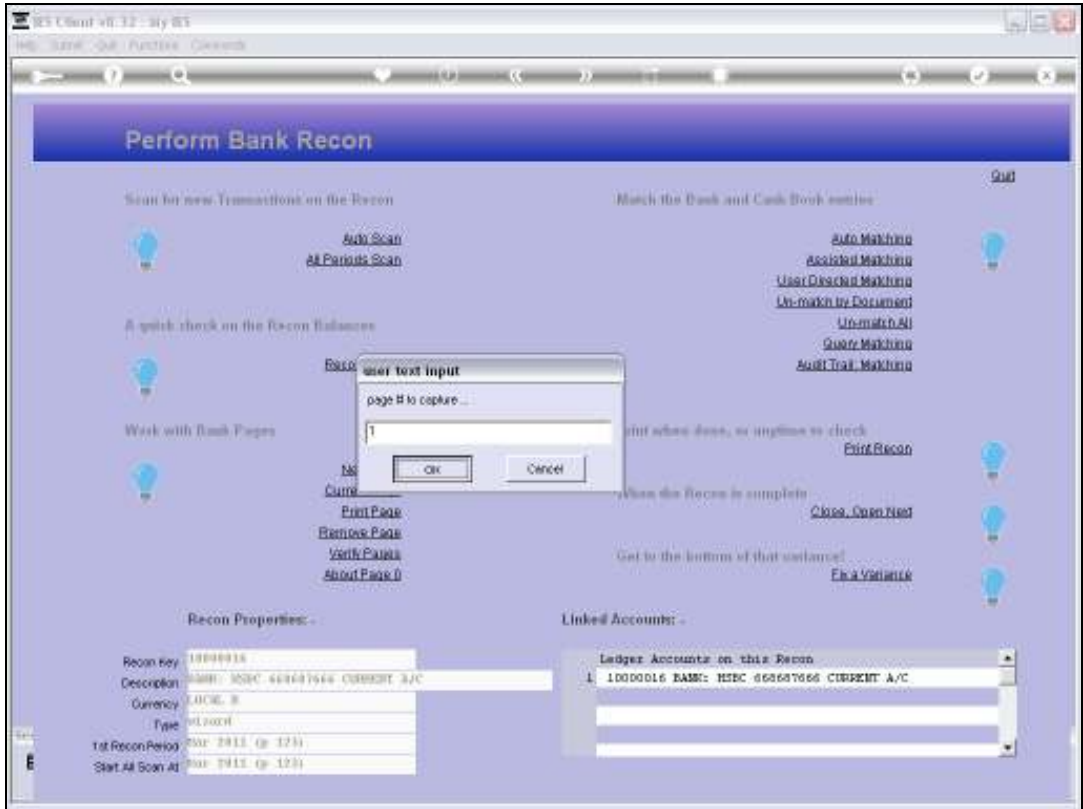
Slide 8

Slide notes: Let's go to our Recon now and note the Opening Bank Page balance for the next Page.



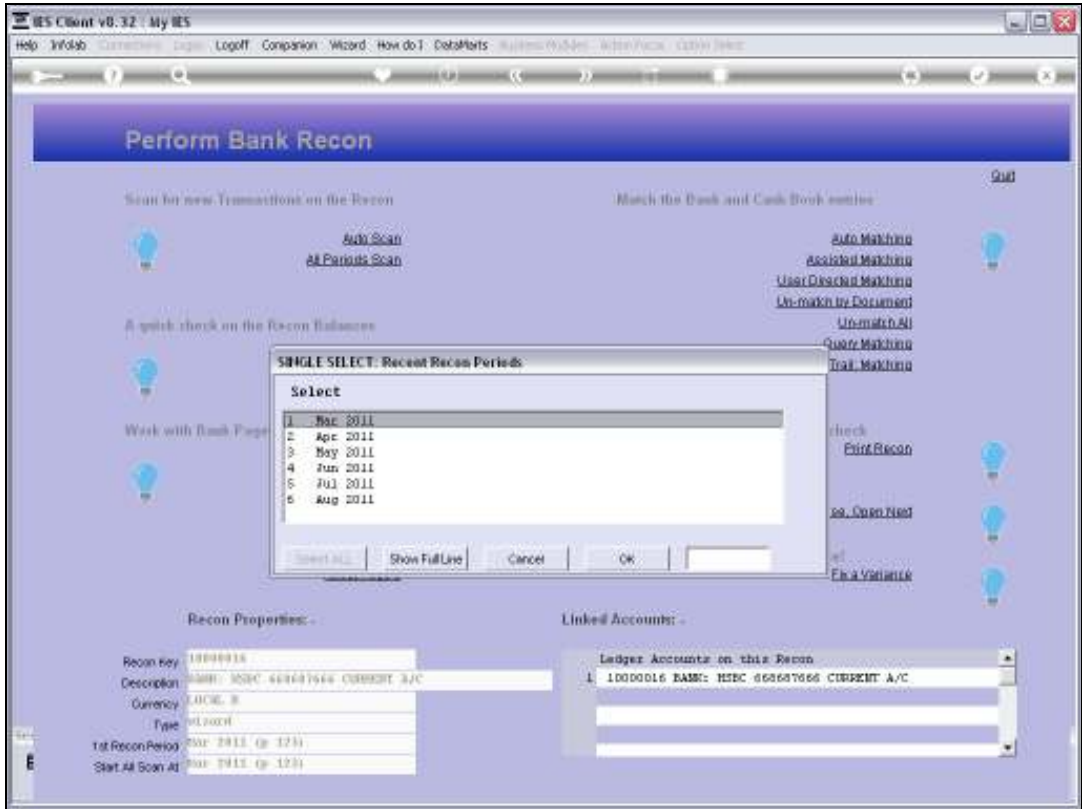
Slide 9

Slide notes:



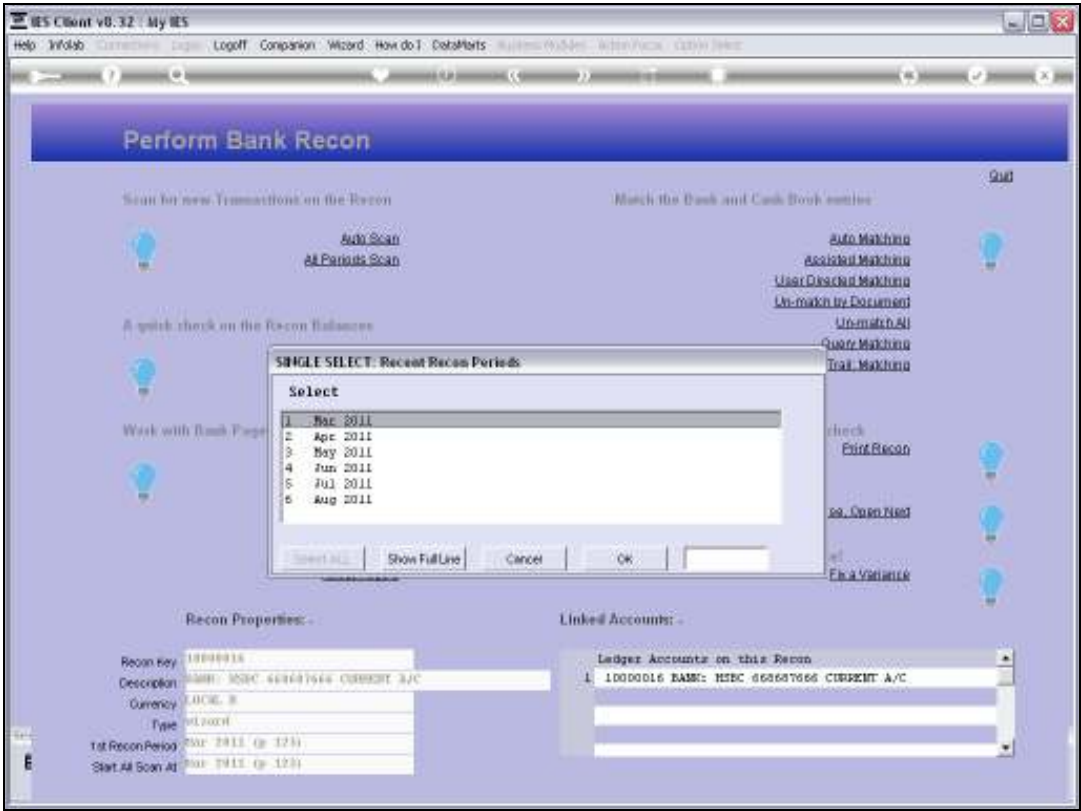
Slide 10

Slide notes:



Slide 11

Slide notes:

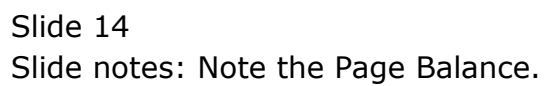


Slide 12

Slide notes:

Slide 13

Slide notes:



Slide 15

Slide notes:

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|----------|-------------------|------------------------------|-------|---|---|---|---|---|---|---|
| 1 | BRANCH | 0 | | PRETORIA | 0 | 0 | | | | | | |
| 2 | ACC-NO | 0 | | | 0 | 0 | | | | | | |
| 3 | OPEN | 481689.5 | OPEN BALANCE | | 0 | 0 | | | | | | |
| 4 | | 200000 | DEPOSIT | | 597 | 0 | | | | | | |
| 5 | | -55000 | CHEQUE | | 2311 | 0 | | | | | | |
| 6 | | -73250 | CHEQUE | | 2317 | 0 | | | | | | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | 377 | 0 | | | | | | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | 378 | 0 | | | | | | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | 379 | 0 | | | | | | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | 1112 | 0 | | | | | | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | 6036 | 0 | | | | | | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | 377 | 0 | | | | | | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | 377 | 0 | | | | | | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | 377 | 0 | | | | | | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | 377 | 0 | | | | | | |
| 16 | | -356.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | 6044 | 0 | | | | | | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | 75001 | 0 | | | | | | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | 6021 | 0 | | | | | | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003336822 | 6021 | 0 | | | | | | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | 6021 | 0 | | | | | | |
| 21 | | -2100 | CHEQUE | | 2320 | 0 | | | | | | |
| 22 | | -3505.35 | CHEQUE | | 2319 | 0 | | | | | | |
| 23 | | -2200 | CHEQUE | | 2322 | 0 | | | | | | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | 0 | 0 | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | |

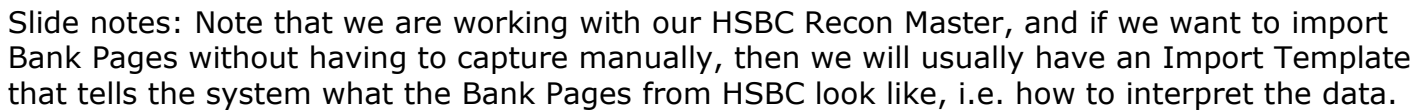
Slide 16

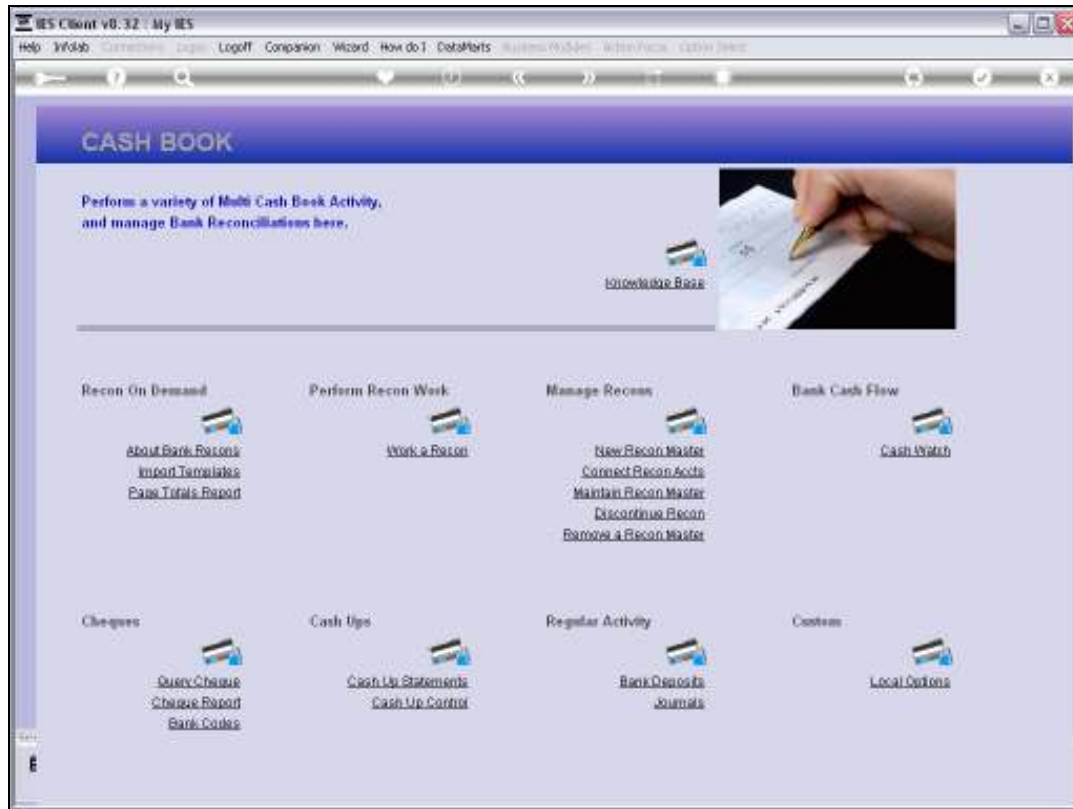
Slide notes: It is the same as on our electronic Page. However, the electronic page format can be different, and if we download part pages regularly, the opening Balance may not agree because then we may work with data portions that do not agree with exact Bank Pages. Nonetheless, it is perfectly fine to do so, as long as we load the correct entries, without skipping any, and without duplicating any.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|---|
| 1 | BRANCH | 0 | | PRETORIA | | 0 | 0 | | | | | | |
| 2 | ACC-NO | 0 | | | | 0 | 0 | | | | | | |
| 3 | OPEN | 431689.3 | OPEN BALANCE | | | 0 | 0 | | | | | | |
| 4 | | 20000 | DEPOSIT | | | 597 | 0 | | | | | | |
| 5 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | | |
| 6 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | | |
| 16 | | -356.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | | 6021 | 0 | | | | | | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR003336822 | | 6021 | 0 | | | | | | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR N58IB MDR000011116 | | 6021 | 0 | | | | | | |
| 21 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | | |
| 22 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | | |
| 23 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |

Slide 17

Slide notes:

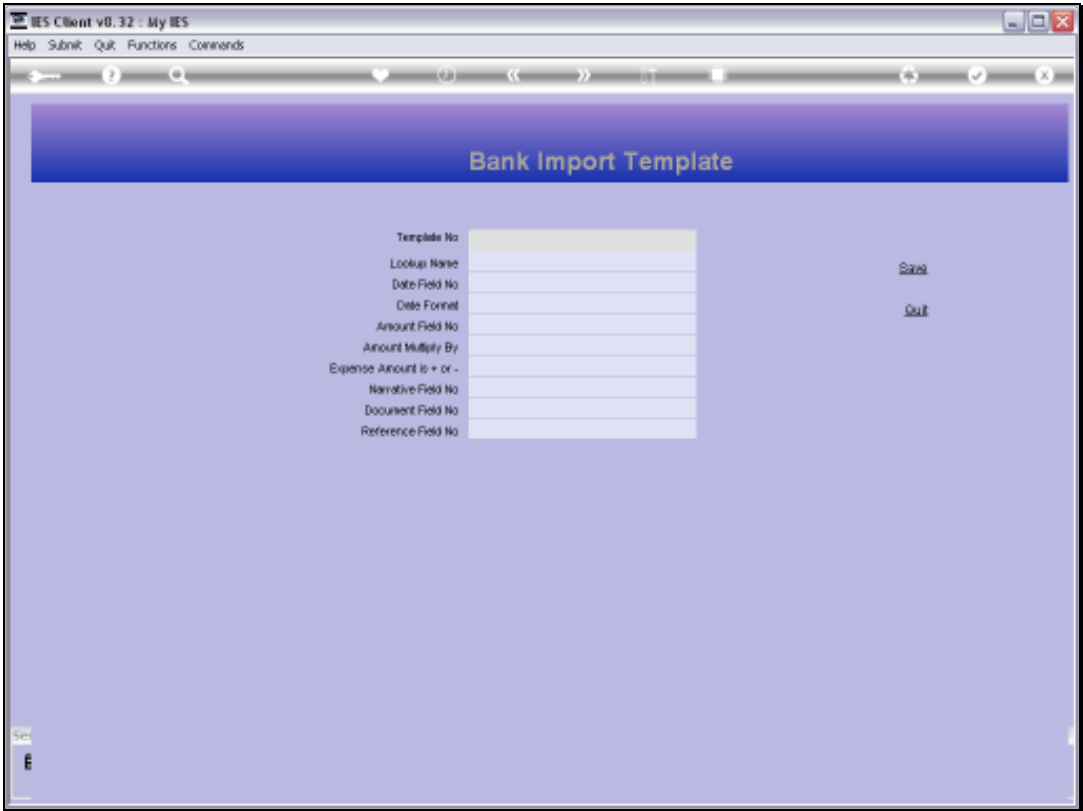




Slide 19

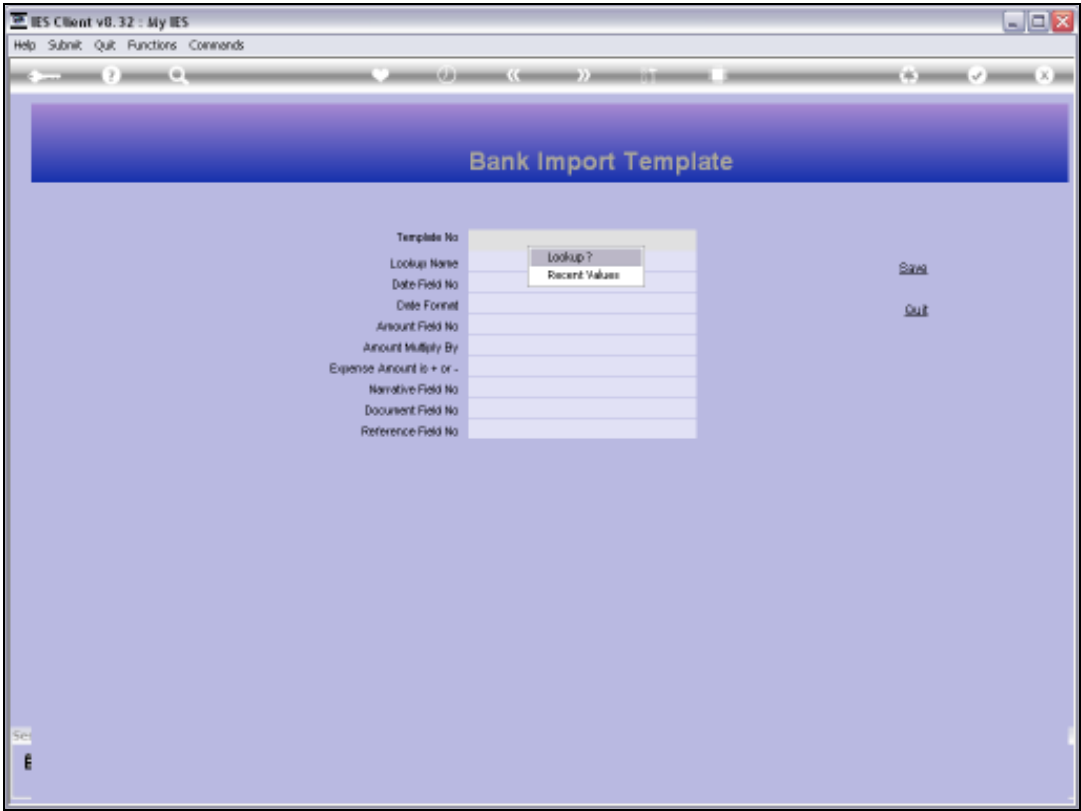
Slide notes:

Slide 20
Slide notes:



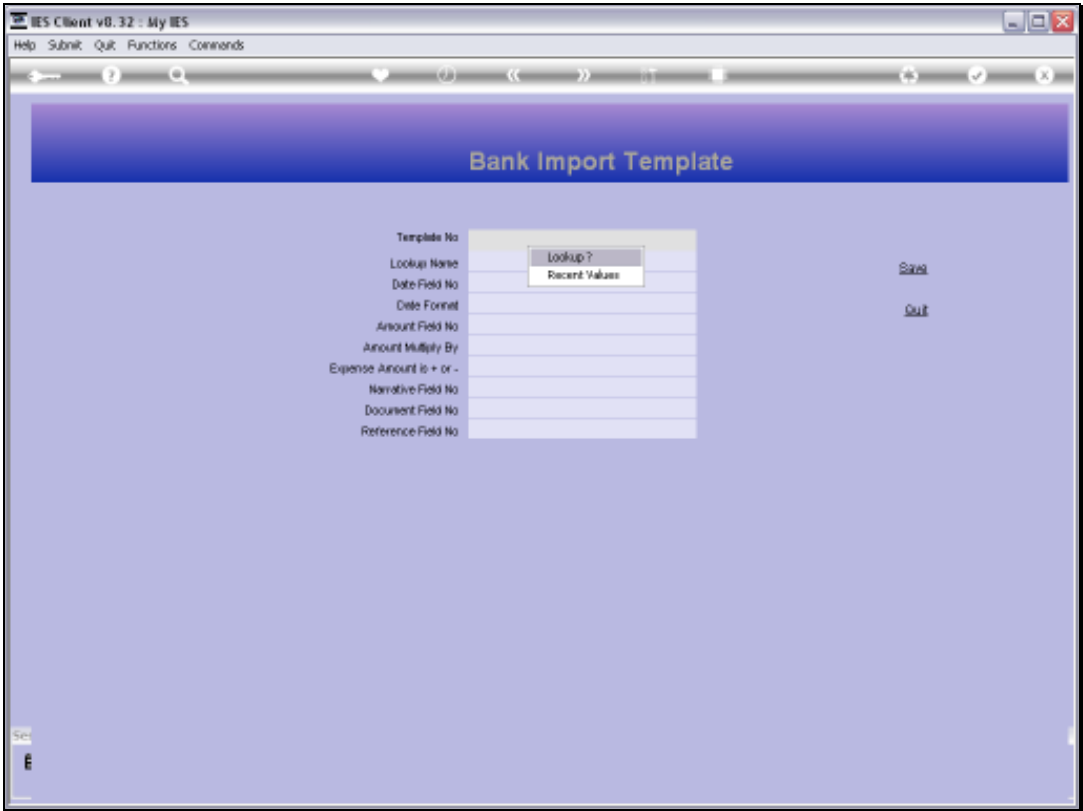
Slide 21

Slide notes:



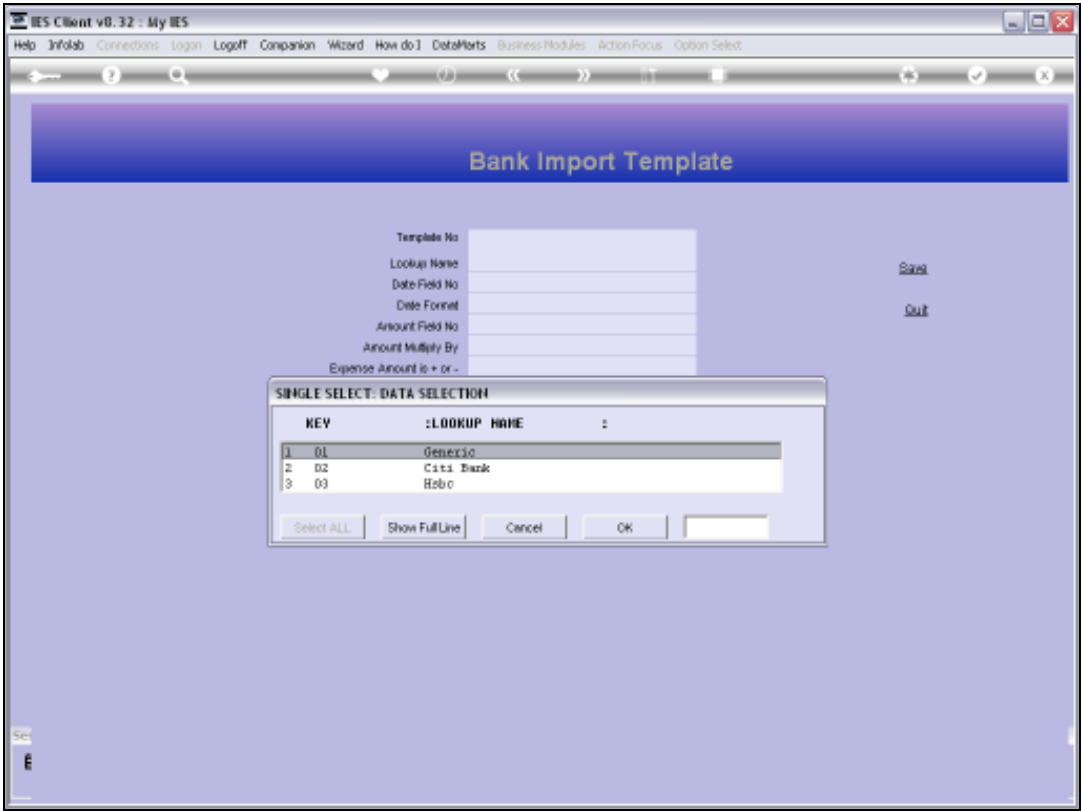
Slide 22

Slide notes:



Slide 23

Slide notes:



Slide 24

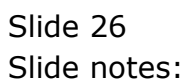
Slide notes:

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| Date Format | YYYYMMDD |
| Amount Field No | 3 |
| Amount Multiply By | 1.00 |
| Expense Amount is + or - | - |
| Narrative Field No | 4 |
| Document Field No | 6 |
| Reference Field No | 5 |

Save Quit

Slide 25

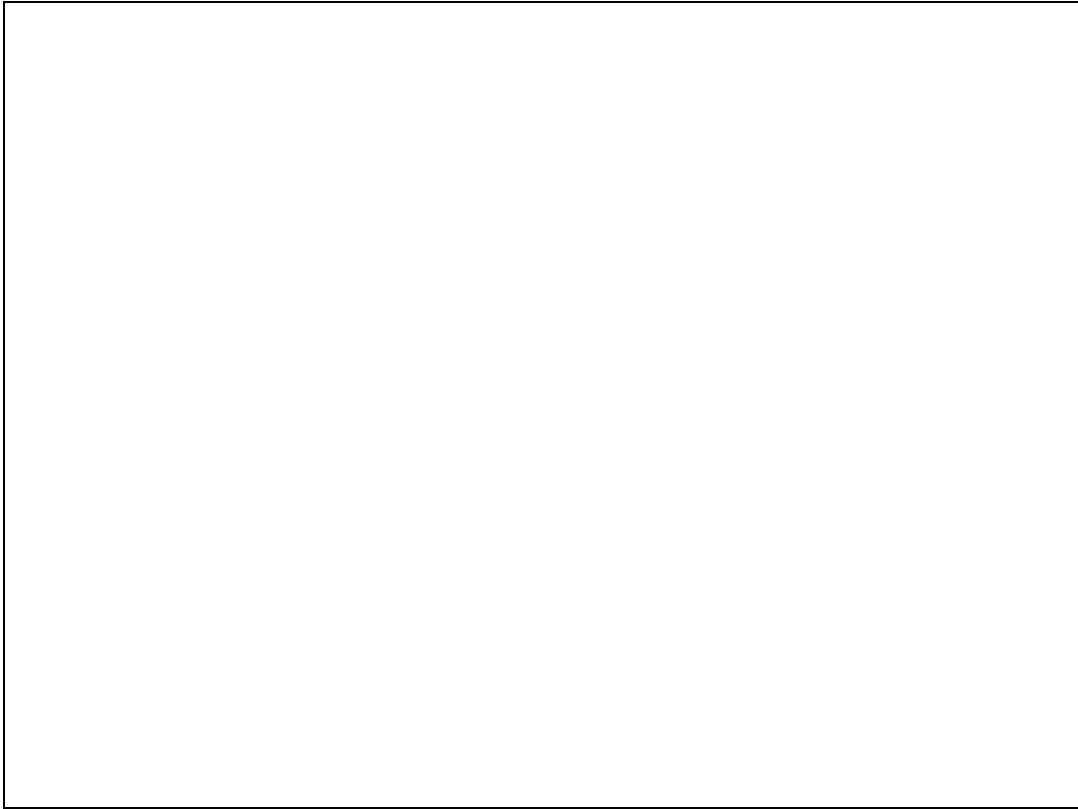
Slide notes: And here is our Template for HSBC Pages. Each time when we import Bank Pages for an HSBC Recon, we just use this Template.



| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|----------|-------------------|------------------------------|-------|---|---|---|---|---|---|---|
| 1 | BRANCH | 0 | | PRETORIA | 0 | 0 | | | | | | |
| 2 | ACC-NO | 0 | | | 0 | 0 | | | | | | |
| 3 | OPEN | 431689.5 | OPEN BALANCE | | 0 | 0 | | | | | | |
| 4 | | 200000 | DEPOSIT | | 597 | 0 | | | | | | |
| 5 | | -55000 | CHEQUE | | 2311 | 0 | | | | | | |
| 6 | | -73250 | CHEQUE | | 2317 | 0 | | | | | | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | 377 | 0 | | | | | | |
| 8 | | 2566 | BANK TRANSFER | A-07306 | 378 | 0 | | | | | | |
| 9 | | 1115 | BANK TRANSFER | A-02203 | 379 | 0 | | | | | | |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | 1112 | 0 | | | | | | |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | 6036 | 0 | | | | | | |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | 377 | 0 | | | | | | |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | 377 | 0 | | | | | | |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | 377 | 0 | | | | | | |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | 377 | 0 | | | | | | |
| 16 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | 6044 | 0 | | | | | | |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | 75001 | 0 | | | | | | |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | 6021 | 0 | | | | | | |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | 6021 | 0 | | | | | | |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | 6021 | 0 | | | | | | |
| 21 | | -2100 | CHEQUE | | 2320 | 0 | | | | | | |
| 22 | | -3505.35 | CHEQUE | | 2319 | 0 | | | | | | |
| 23 | | -2200 | CHEQUE | | 2322 | 0 | | | | | | |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | 0 | 0 | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

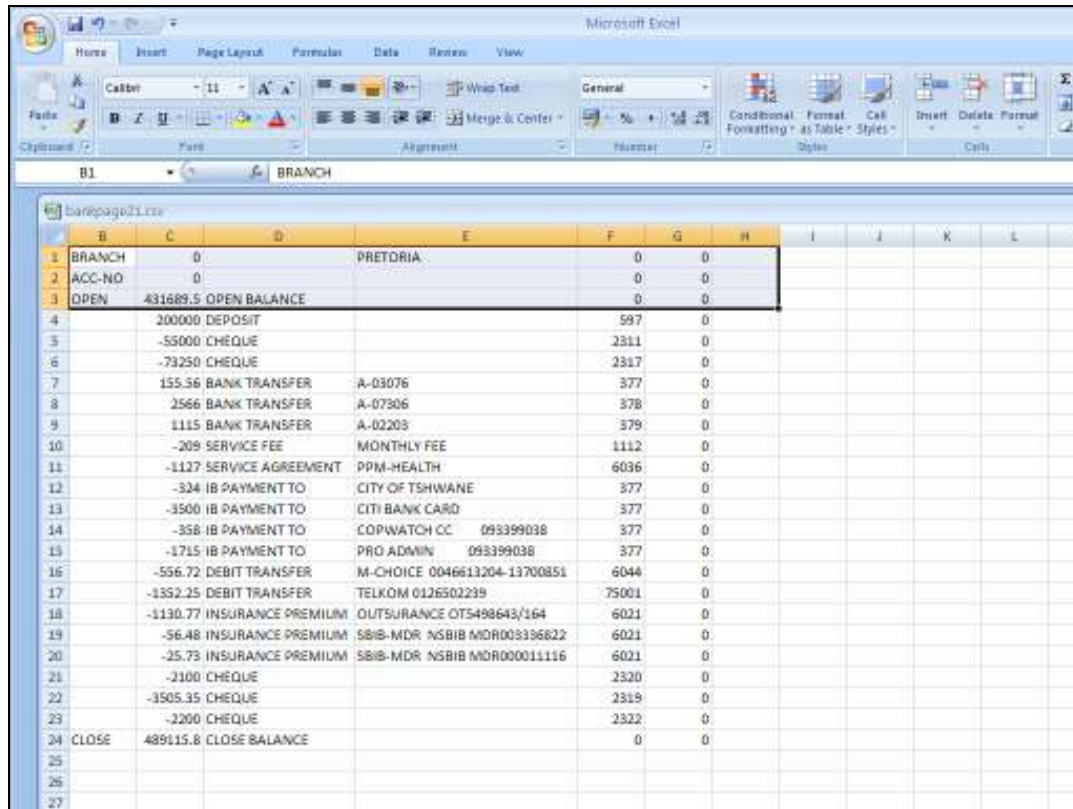
Slide 27

Slide notes:



Slide 28

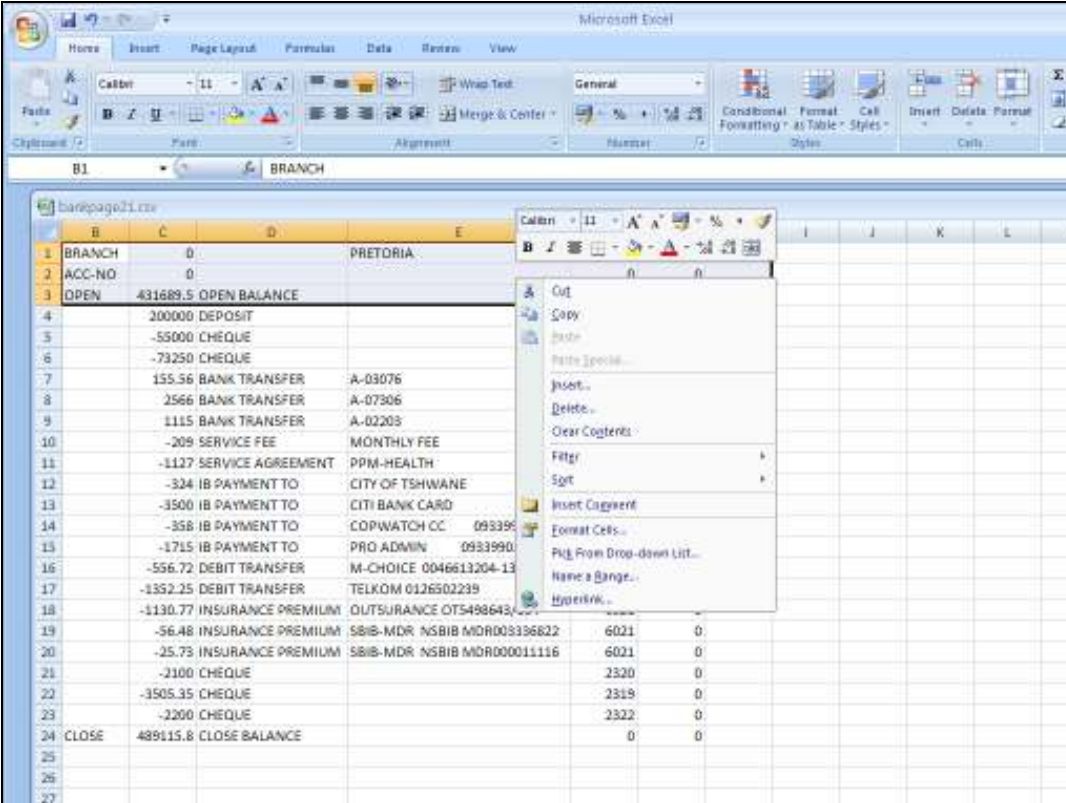
Slide notes:



| Line | Amount | Description | Reference | Debit | Credit | Balance |
|------|----------|-------------------|------------------------------|-------|--------|---------|
| 1 | 0 | PRETORIA | | 0 | 0 | |
| 2 | 0 | | | 0 | 0 | |
| 3 | 431689.5 | OPEN BALANCE | | 0 | 0 | |
| 4 | 200000 | DEPOSIT | | | 597 | 0 |
| 5 | -55000 | CHEQUE | | 2311 | 0 | |
| 6 | -73250 | CHEQUE | | 2317 | 0 | |
| 7 | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 |
| 8 | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 |
| 9 | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 |
| 10 | -209 | SERVICE FEE | MONTHLY FEE | 1112 | 0 | |
| 11 | -1127 | SERVICE AGREEMENT | PPM-HEALTH | 6036 | 0 | |
| 12 | -324 | IB PAYMENT TO | CITY OF TSHWANE | 377 | 0 | |
| 13 | -3500 | IB PAYMENT TO | CITI BANK CARD | 377 | 0 | |
| 14 | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | 377 | 0 | |
| 15 | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | 377 | 0 | |
| 16 | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | 6044 | 0 | |
| 17 | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | 75001 | 0 | |
| 18 | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | 6021 | 0 | |
| 19 | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | 6021 | 0 | |
| 20 | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR00011116 | 6021 | 0 | |
| 21 | -2100 | CHEQUE | | 2320 | 0 | |
| 22 | -3505.35 | CHEQUE | | 2319 | 0 | |
| 23 | -2200 | CHEQUE | | 2322 | 0 | |
| 24 | 489115.8 | CLOSE BALANCE | | 0 | 0 | |

Slide 29

Slide notes: Before we will import, we have to tidy the import file, because we want only the Line Entries, and no headers or opening or closing balances.



Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Calibri 11 A A

Clipboard Font Paragraph Alignment Number Conditional Formatting Styles Cells

B1 BRANCH

bankpage21.rtf

| | B | C | D | E |
|----|--------|----------|-------------------|------------------------------------|
| 1 | BRANCH | 0 | | PRETORIA |
| 2 | ACC-NO | 0 | | |
| 3 | OPEN | 431689.5 | OPEN BALANCE | |
| 4 | | 200000 | DEPOSIT | |
| 5 | | -55000 | CHEQUE | |
| 6 | | -73250 | CHEQUE | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 |
| 8 | | 2566 | BANK TRANSFER | A-07306 |
| 9 | | 1115 | BANK TRANSFER | A-02203 |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 0933990 |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 0933990 |
| 16 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13 |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSurance OTS498643 |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 6021 0 |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR00011116 6021 0 |
| 21 | | -2100 | CHEQUE | 2320 0 |
| 22 | | -3505.35 | CHEQUE | 2319 0 |
| 23 | | -2200 | CHEQUE | 2322 0 |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | 0 0 |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |

Slide 30

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled "bankpage21.rtf". The spreadsheet has columns labeled B, C, D, and E. A context menu is open over cell B3, showing options like Cut, Copy, Paste, Insert, Delete, Clear Contents, Filter, Sort, Insert Comment, Format Cells, Plug From Drop-down List, Name a Range, and Hyperlink. The spreadsheet data is as follows:

| | B | C | D | E |
|----|--------|----------|-------------------|------------------------------------|
| 1 | BRANCH | 0 | | PRETORIA |
| 2 | ACC-NO | 0 | | |
| 3 | OPEN | 431689.5 | OPEN BALANCE | |
| 4 | | 200000 | DEPOSIT | |
| 5 | | -55000 | CHEQUE | |
| 6 | | -73250 | CHEQUE | |
| 7 | | 155.56 | BANK TRANSFER | A-03076 |
| 8 | | 2566 | BANK TRANSFER | A-07306 |
| 9 | | 1115 | BANK TRANSFER | A-02203 |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC 0933990 |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN 0933990 |
| 16 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13 |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643 |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 6021 0 |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR00011116 6021 0 |
| 21 | | -2100 | CHEQUE | 2320 0 |
| 22 | | -3505.35 | CHEQUE | 2319 0 |
| 23 | | -2200 | CHEQUE | 2322 0 |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | 0 0 |

Slide 31

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled 'bankpage21.rtf'. The spreadsheet contains a bank statement template with columns B through H. A 'Delete' dialog box is open, showing options to delete cells, rows, or columns. The dialog box has three radio buttons: 'Shift cells left' (selected), 'Shift cells up', and 'Entire row'. There are also buttons for 'OK' and 'Cancel'.

| | B | C | D | E | F | G | H |
|----|--------|----------|-------------------|-----------------|---------------------|-------|---|
| 1 | BRANCH | 0 | | PRETORIA | | 0 | 0 |
| 2 | ACC-NO | 0 | | | | 0 | 0 |
| 3 | OPEN | 431689.5 | OPEN BALANCE | | | 0 | 0 |
| 4 | | 200000 | DEPOSIT | | | 0 | 0 |
| 5 | | -55000 | CHEQUE | | | 0 | 0 |
| 6 | | -73250 | CHEQUE | | | 0 | 0 |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | | 0 | 0 |
| 8 | | 2566 | BANK TRANSFER | A-07306 | | 0 | 0 |
| 9 | | 1115 | BANK TRANSFER | A-02203 | | 0 | 0 |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | | 0 | 0 |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 0 | 0 |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC | 093399038 | 377 | 0 |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN | 093399038 | 377 | 0 |
| 16 | | -556.72 | DEBIT TRANSFER | M-CHOICE | 0046613204-13700851 | 6044 | 0 |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM | 0126502239 | 75001 | 0 |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE | OTS498643/164 | 6021 | 0 |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR | NSBIB MDR003396822 | 6021 | 0 |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR | NSBIB MDR000011116 | 6021 | 0 |
| 21 | | -2100 | CHEQUE | | | 2320 | 0 |
| 22 | | -3505.35 | CHEQUE | | | 2319 | 0 |
| 23 | | -2200 | CHEQUE | | | 2322 | 0 |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |

Slide 32

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled 'bankpage21.rtf'. The spreadsheet is a bank statement template with columns B through H. A 'Delete' dialog box is open over the spreadsheet, showing options to delete cells, rows, or columns. The dialog box has three radio buttons: 'Shift cells left', 'Shift cells up', and 'Entire row'. The 'Entire row' option is selected. The dialog box also has 'OK' and 'Cancel' buttons.

| | B | C | D | E | F | G | H |
|----|--------|----------|-------------------|-----------------|---------------------|-------|---|
| 1 | BRANCH | 0 | | PRETORIA | | 0 | 0 |
| 2 | ACC-NO | 0 | | | | 0 | 0 |
| 3 | OPEN | 431689.5 | OPEN BALANCE | | | 0 | 0 |
| 4 | | 200000 | DEPOSIT | | | 0 | 0 |
| 5 | | -55000 | CHEQUE | | | 0 | 0 |
| 6 | | -73250 | CHEQUE | | | 0 | 0 |
| 7 | | 155.56 | BANK TRANSFER | A-03076 | | 0 | 0 |
| 8 | | 2566 | BANK TRANSFER | A-07306 | | 0 | 0 |
| 9 | | 1115 | BANK TRANSFER | A-02203 | | 0 | 0 |
| 10 | | -209 | SERVICE FEE | MONTHLY FEE | | 0 | 0 |
| 11 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 0 | 0 |
| 12 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 |
| 13 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 |
| 14 | | -358 | IB PAYMENT TO | COPWATCH CC | 093399038 | 377 | 0 |
| 15 | | -1715 | IB PAYMENT TO | PRO ADMIN | 093399038 | 377 | 0 |
| 16 | | -556.72 | DEBIT TRANSFER | M-CHOICE | 0046613204-13700851 | 6044 | 0 |
| 17 | | -1352.25 | DEBIT TRANSFER | TELKOM | 0126502239 | 75001 | 0 |
| 18 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE | OTS498643/164 | 6021 | 0 |
| 19 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR | NSBIB MDR003396822 | 6021 | 0 |
| 20 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR | NSBIB MDR000011116 | 6021 | 0 |
| 21 | | -2100 | CHEQUE | | | 2320 | 0 |
| 22 | | -3505.35 | CHEQUE | | | 2319 | 0 |
| 23 | | -2200 | CHEQUE | | | 2322 | 0 |
| 24 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |

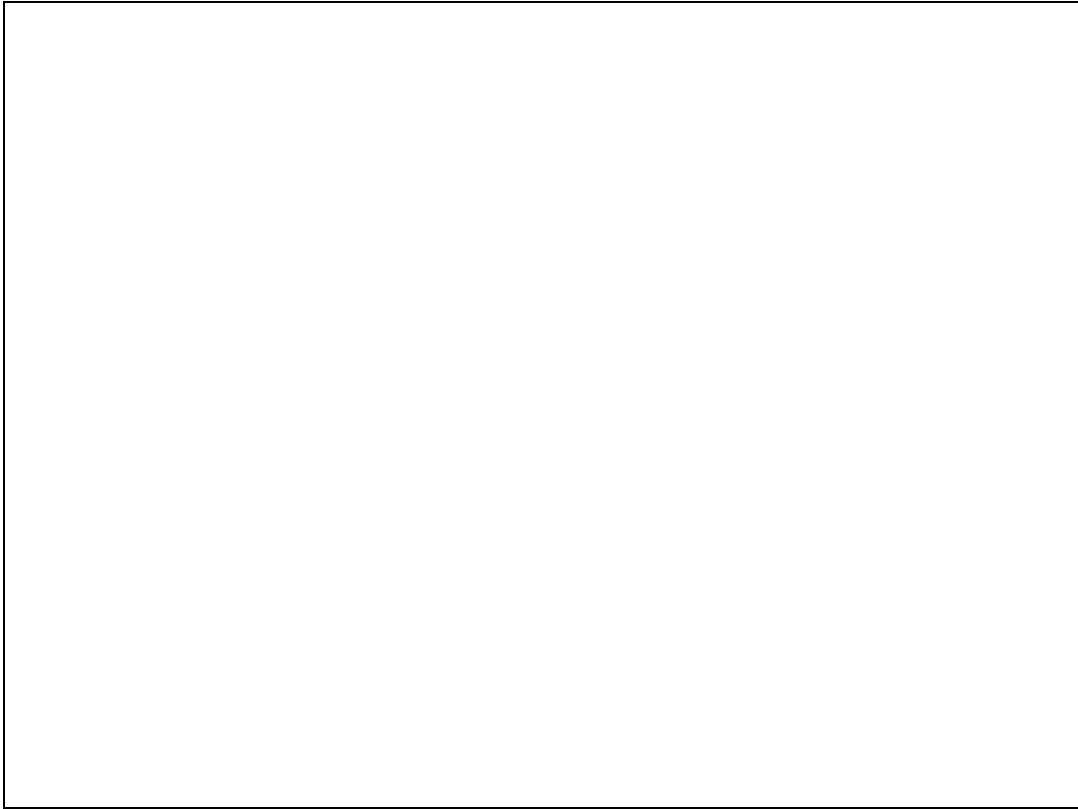
Slide 33

Slide notes:

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|
| 1 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 2 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 3 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 4 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 5 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 6 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 7 | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | |
| 8 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | |
| 9 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | |
| 10 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | |
| 11 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | |
| 12 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | |
| 13 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | |
| 14 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | |
| 15 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | | 6021 | 0 | | | | | |
| 16 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | | 6021 | 0 | | | | | |
| 17 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 18 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 19 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 20 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 21 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

Slide 34

Slide notes:



Slide 35

Slide notes:

Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Calibri 11 A A

Clipboard Font Paragraph Alignment Number Conditional Formatting Styles Cells

B21 CLOSE

bankpage21.xls

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|
| 1 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 2 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 3 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 4 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 5 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 6 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 7 | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | |
| 8 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | |
| 9 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | |
| 10 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | |
| 11 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | |
| 12 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | |
| 13 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | |
| 14 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | |
| 15 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | | 6021 | 0 | | | | | |
| 16 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | | 6021 | 0 | | | | | |
| 17 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 18 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 19 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 20 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 21 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

Slide 36

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled "bankpage21.rtf". The spreadsheet has columns labeled B through M and rows numbered 1 through 27. The data is organized into a table with the following columns: B (Account Number), C (Description), D (Reference Number), F (Debit), and G (Credit). A context menu is open over cell B21, which contains the text "CLOSE". The menu options include Cut, Copy, Paste, Paste Special..., Insert..., Delete..., Clear Contents, Fill, Sort, Insert Comment, Format Cells..., Drag From Drop-down List..., Name a Range..., and Hyperlink... The spreadsheet data is as follows:

| B | C | D | F | G |
|----|----------------------------|-------------|---------------|---|
| 1 | 200000 DEPOSIT | | 597 | 0 |
| 2 | -55000 CHEQUE | | 2311 | 0 |
| 3 | -73250 CHEQUE | | 2317 | 0 |
| 4 | 155.56 BANK TRANSFER | A-03076 | 377 | 0 |
| 5 | 2566 BANK TRANSFER | A-07306 | 378 | 0 |
| 6 | 1115 BANK TRANSFER | A-02203 | | 0 |
| 7 | -209 SERVICE FEE | MONTHLY F | | 0 |
| 8 | -1127 SERVICE AGREEMENT | PPM-HEALT | | 0 |
| 9 | -324 IB PAYMENT TO | CITY OF TSM | | 0 |
| 10 | -3500 IB PAYMENT TO | CITI BANK C | | 0 |
| 11 | -358 IB PAYMENT TO | COPWATCH | | 0 |
| 12 | -1715 IB PAYMENT TO | PRO ADMIN | | 0 |
| 13 | -556.72 DEBIT TRANSFER | M-CHOICE | | 0 |
| 14 | -1352.25 DEBIT TRANSFER | TELKOM 012 | | 0 |
| 15 | -1130.77 INSURANCE PREMIUM | OUTSURAAN | | 0 |
| 16 | -56.48 INSURANCE PREMIUM | SBIB-MDR | | 0 |
| 17 | -25.73 INSURANCE PREMIUM | SBIB-MDR | | 0 |
| 18 | -2100 CHEQUE | | | 0 |
| 19 | -3505.35 CHEQUE | | | 0 |
| 20 | -2200 CHEQUE | | | 0 |
| 21 | CLOSE | 489115.8 | CLOSE BALANCE | 0 |

Slide 37

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled "bankpage21.xls". The spreadsheet has columns labeled B through M and rows numbered 1 through 27. The data is organized into a table with the following columns: B (Account Number), C (Description), D (Reference Number), F (Debit), and G (Credit). The data rows are as follows:

| B | C | D | F | G |
|----|----------------------------|-------------|---------------|---|
| 1 | 200000 DEPOSIT | | 597 | 0 |
| 2 | -55000 CHEQUE | | 2311 | 0 |
| 3 | -73250 CHEQUE | | 2317 | 0 |
| 4 | 155.56 BANK TRANSFER | A-03076 | 377 | 0 |
| 5 | 2566 BANK TRANSFER | A-07306 | 378 | 0 |
| 6 | 1115 BANK TRANSFER | A-02203 | | 0 |
| 7 | -209 SERVICE FEE | MONTHLY F | | 0 |
| 8 | -1127 SERVICE AGREEMENT | PPM-HEALT | | 0 |
| 9 | -324 IB PAYMENT TO | CITY OF TSM | | 0 |
| 10 | -3500 IB PAYMENT TO | CITI BANK C | | 0 |
| 11 | -358 IB PAYMENT TO | COPWATCH | | 0 |
| 12 | -1715 IB PAYMENT TO | PRO ADMIN | | 0 |
| 13 | -556.72 DEBIT TRANSFER | M-CHOICE | | 0 |
| 14 | -1352.25 DEBIT TRANSFER | TELKOM 012 | | 0 |
| 15 | -1130.77 INSURANCE PREMIUM | OUTSURAAN | | 0 |
| 16 | -56.48 INSURANCE PREMIUM | SBIB-MDR | | 0 |
| 17 | -25.73 INSURANCE PREMIUM | SBIB-MDR | | 0 |
| 18 | -2100 CHEQUE | | | 0 |
| 19 | -3505.35 CHEQUE | | | 0 |
| 20 | -2200 CHEQUE | | | 0 |
| 21 | CLOSE | 489115.8 | CLOSE BALANCE | 0 |

A context menu is open over cell B21, showing options: Cut, Copy, Paste, Paste Special..., Insert..., Delete..., Clear Contents, Fill, Sort, Insert Comment, Format Cells..., Drag From Drop-down List..., Name a Range..., and Hyperlink... The menu is currently highlighting the "Delete..." option.

Slide 38
Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled "bankpage21.xls". The spreadsheet contains a list of transactions in columns B through G. A "Delete" dialog box is open, showing options to delete cells, rows, or columns. The dialog box has the following options:

- ☒ Shift cells left
- ☐ Shift cells up
- ☐ Entire row
- ☐ Entire column

The spreadsheet data is as follows:

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------|----------|-------------------|-----------------------------|---|-------|---|---|---|---|---|---|
| 1 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 2 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 3 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 4 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 5 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 6 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 7 | | -209 | SERVICE FEE | MDN | | 1112 | 0 | | | | | |
| 8 | | -1127 | SERVICE AGREEMENT | PPM | | 6036 | 0 | | | | | |
| 9 | | -324 | IB PAYMENT TO | CITY | | 377 | 0 | | | | | |
| 10 | | -3500 | IB PAYMENT TO | CITI | | 377 | 0 | | | | | |
| 11 | | -358 | IB PAYMENT TO | COP | | 377 | 0 | | | | | |
| 12 | | -1715 | IB PAYMENT TO | PRO | | 377 | 0 | | | | | |
| 13 | | -556.72 | DEBIT TRANSFER | M-C | | 6044 | 0 | | | | | |
| 14 | | -1352.25 | DEBIT TRANSFER | TELK | | 75001 | 0 | | | | | |
| 15 | | -1130.77 | INSURANCE PREMIUM | OUT | | 6021 | 0 | | | | | |
| 16 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | | 6021 | 0 | | | | | |
| 17 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 18 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 19 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 20 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 21 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

Slide 39

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled "bankpage21.rtf". The spreadsheet contains a list of transactions in columns B through G. A "Delete" dialog box is open, allowing the user to choose how to delete the selected cell (B21). The dialog box has four options: "Shift cells left", "Shift cells up", "Entire row", and "Entire column". The "Entire row" option is selected. The spreadsheet data is as follows:

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------|----------|-------------------|-----------------------------|---|-------|---|---|---|---|---|---|
| 1 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 2 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 3 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 4 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 5 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 6 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 7 | | -209 | SERVICE FEE | MDN | | 1112 | 0 | | | | | |
| 8 | | -1127 | SERVICE AGREEMENT | PPM | | 6036 | 0 | | | | | |
| 9 | | -324 | IB PAYMENT TO | CITY | | 377 | 0 | | | | | |
| 10 | | -3500 | IB PAYMENT TO | CITI | | 377 | 0 | | | | | |
| 11 | | -358 | IB PAYMENT TO | COP | | 377 | 0 | | | | | |
| 12 | | -1715 | IB PAYMENT TO | PRO | | 377 | 0 | | | | | |
| 13 | | -556.72 | DEBIT TRANSFER | M-C | | 6044 | 0 | | | | | |
| 14 | | -1352.25 | DEBIT TRANSFER | TELK | | 75001 | 0 | | | | | |
| 15 | | -1130.77 | INSURANCE PREMIUM | OUT | | 6021 | 0 | | | | | |
| 16 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | | 6021 | 0 | | | | | |
| 17 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 18 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 19 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 20 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 21 | CLOSE | 489115.8 | CLOSE BALANCE | | | 0 | 0 | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

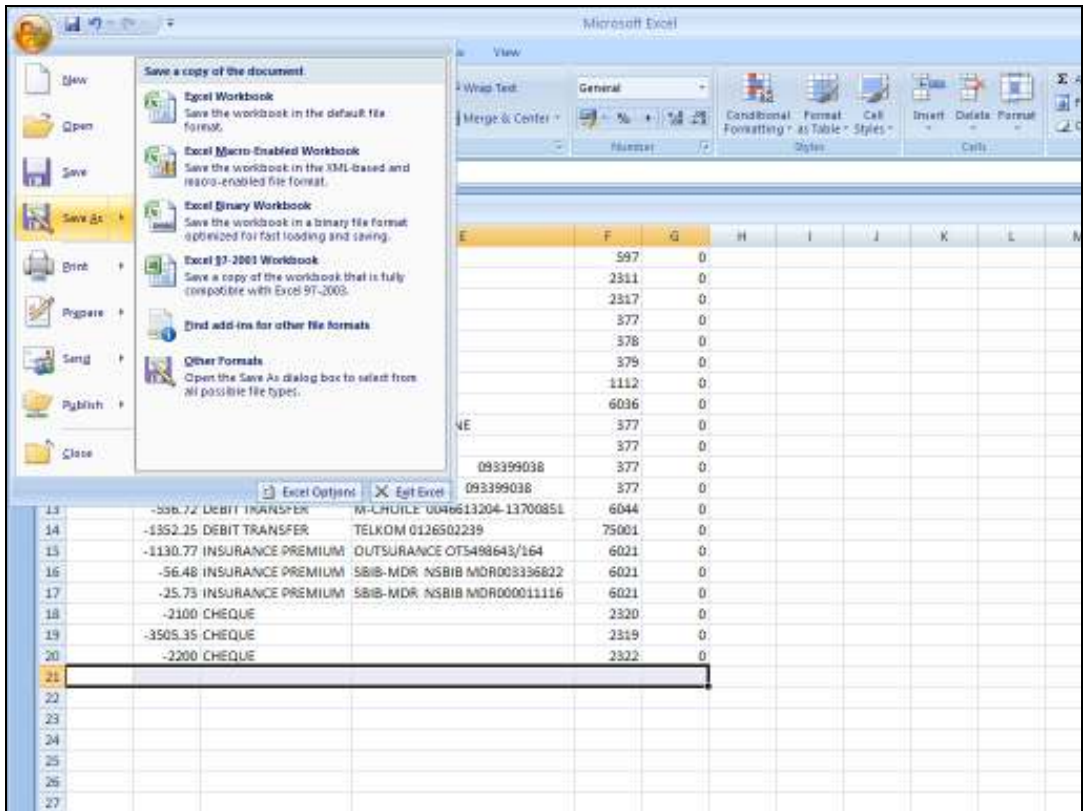
Slide 40

Slide notes:

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|
| 1 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 2 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 3 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 4 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 5 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 6 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 7 | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | |
| 8 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | |
| 9 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | |
| 10 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | |
| 11 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | |
| 12 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | |
| 13 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | |
| 14 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | |
| 15 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | | 6021 | 0 | | | | | |
| 16 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | | 6021 | 0 | | | | | |
| 17 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 18 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 19 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 20 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 21 | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

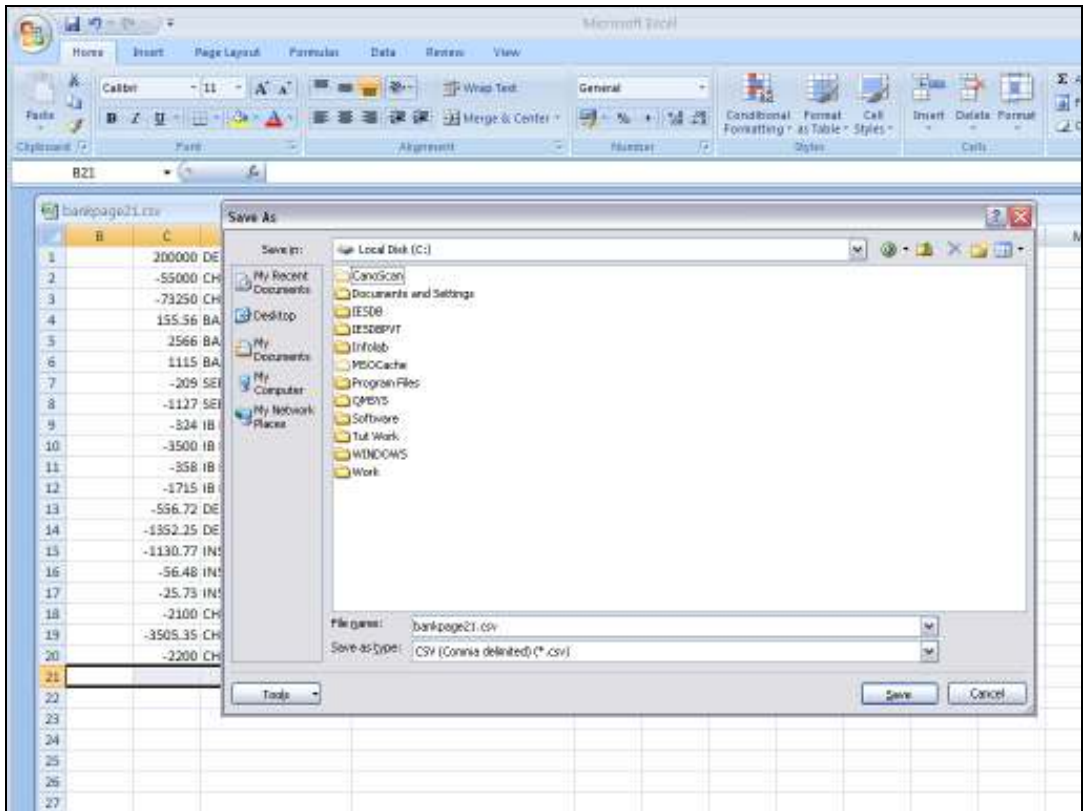
Slide 41

Slide notes: Now our Bank Page includes only the data we want, i.e. the Transaction Lines. We now have to save the Page as a CSV file on the BRIDGE folder on our Server.

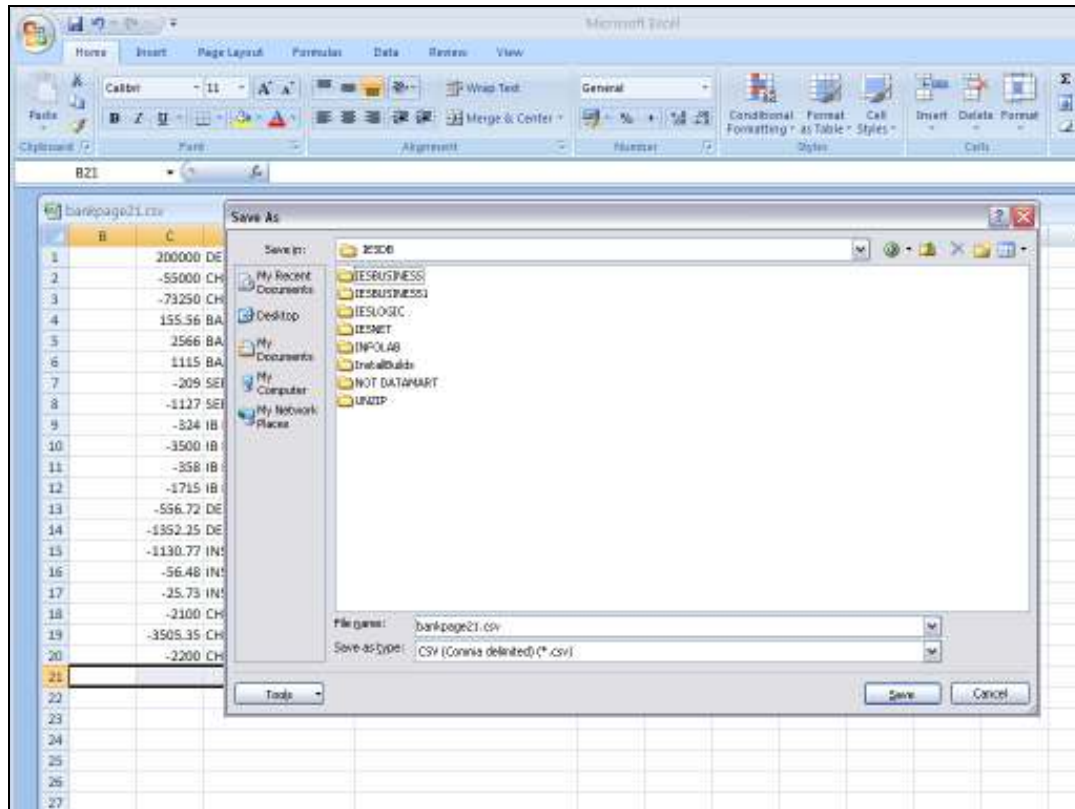


Slide 42

Slide notes:

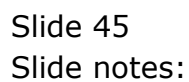


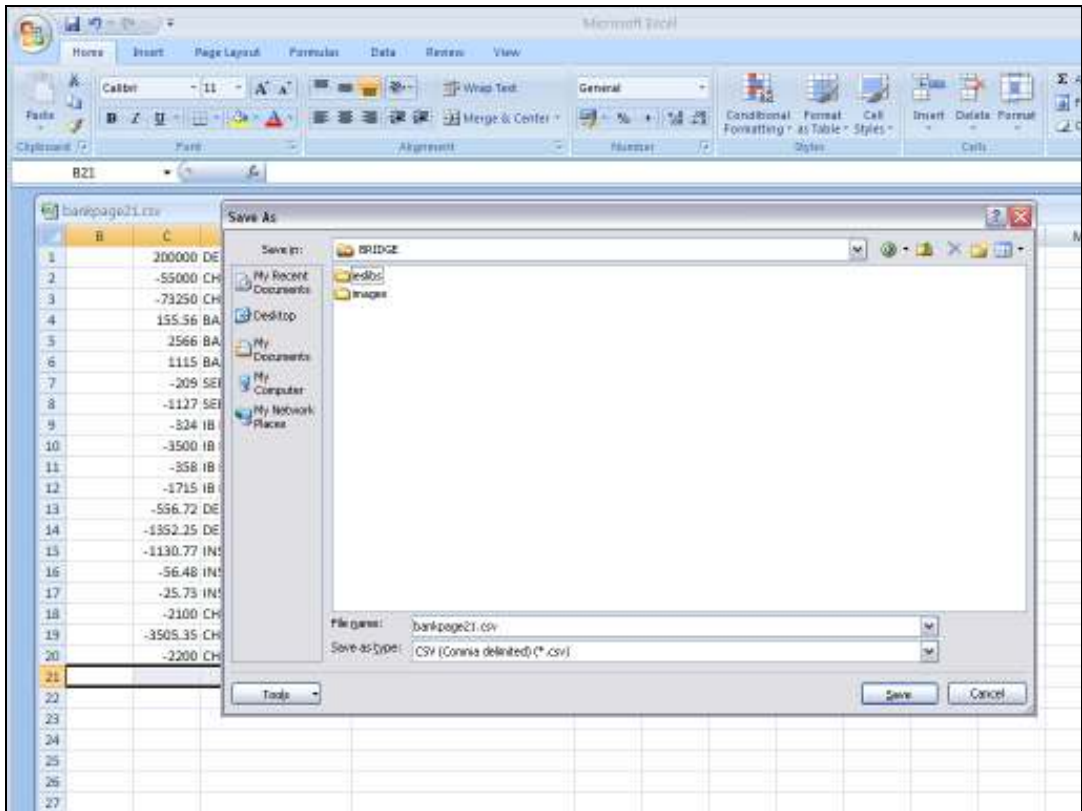
Slide 43
Slide notes:



Slide 44

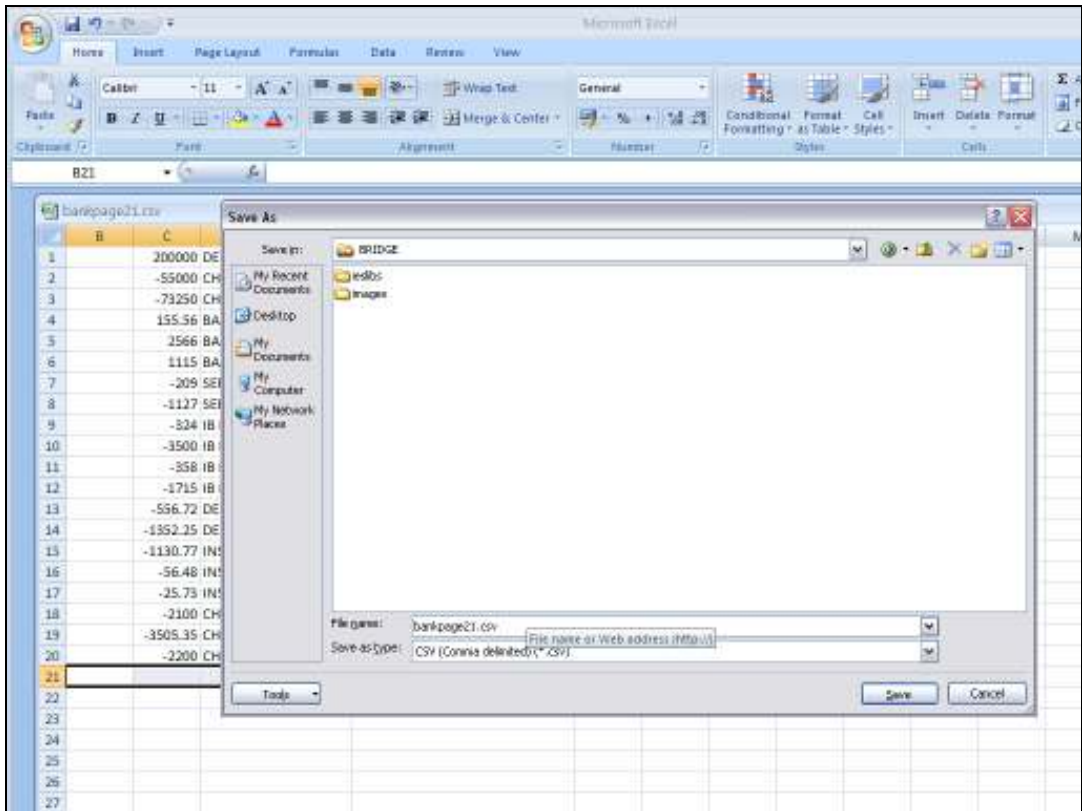
Slide notes:





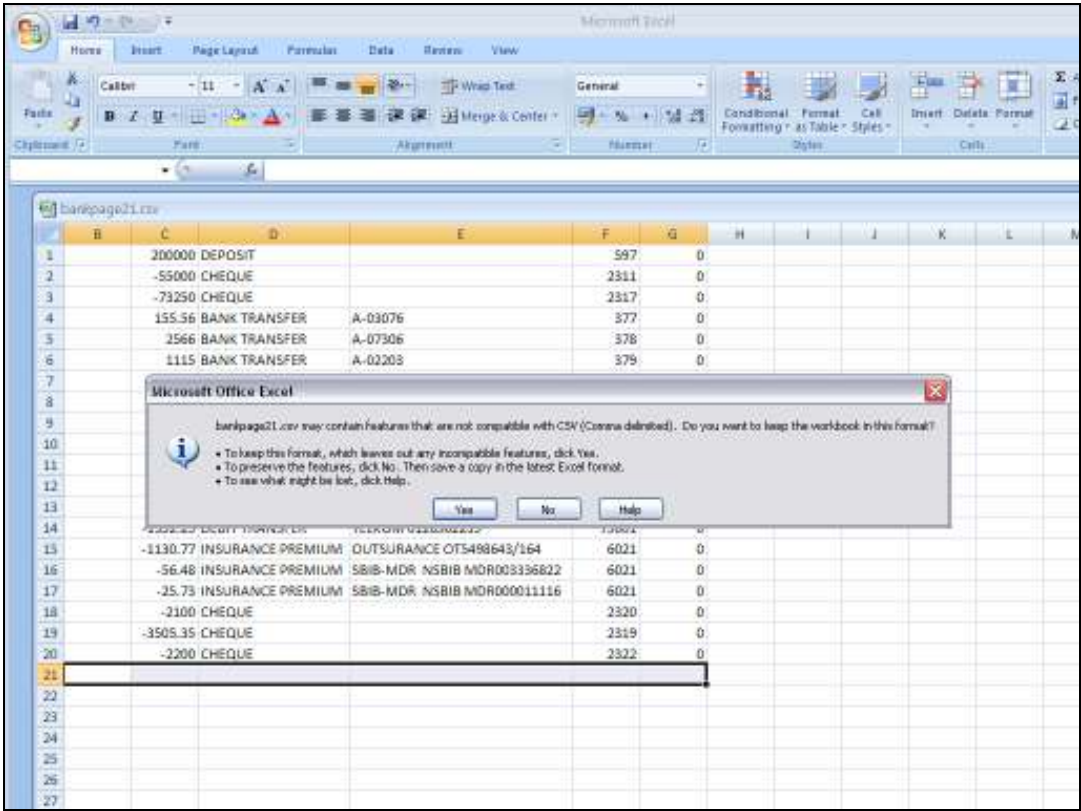
Slide 46

Slide notes:



Slide 47

Slide notes:



Slide 48

Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled 'bankpage21.xls'. The spreadsheet contains a table with columns B through G. The data is organized into rows, with the first row (row 1) highlighted in orange. The table lists various bank transactions, including deposits, cheques, bank transfers, and service fees, along with their respective amounts and dates.

| | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---|----------|-------------------|------------------------------|---|-------|---|---|---|---|---|---|
| 1 | | 200000 | DEPOSIT | | | 597 | 0 | | | | | |
| 2 | | -55000 | CHEQUE | | | 2311 | 0 | | | | | |
| 3 | | -73250 | CHEQUE | | | 2317 | 0 | | | | | |
| 4 | | 155.56 | BANK TRANSFER | A-03076 | | 377 | 0 | | | | | |
| 5 | | 2566 | BANK TRANSFER | A-07306 | | 378 | 0 | | | | | |
| 6 | | 1115 | BANK TRANSFER | A-02203 | | 379 | 0 | | | | | |
| 7 | | -209 | SERVICE FEE | MONTHLY FEE | | 1112 | 0 | | | | | |
| 8 | | -1127 | SERVICE AGREEMENT | PPM-HEALTH | | 6036 | 0 | | | | | |
| 9 | | -324 | IB PAYMENT TO | CITY OF TSHWANE | | 377 | 0 | | | | | |
| 10 | | -3500 | IB PAYMENT TO | CITI BANK CARD | | 377 | 0 | | | | | |
| 11 | | -358 | IB PAYMENT TO | COPWATCH CC 093399038 | | 377 | 0 | | | | | |
| 12 | | -1715 | IB PAYMENT TO | PRO ADMIN 093399038 | | 377 | 0 | | | | | |
| 13 | | -556.72 | DEBIT TRANSFER | M-CHOICE 0046613204-13700851 | | 6044 | 0 | | | | | |
| 14 | | -1352.25 | DEBIT TRANSFER | TELKOM 0126502239 | | 75001 | 0 | | | | | |
| 15 | | -1130.77 | INSURANCE PREMIUM | OUTSURANCE OTS498643/164 | | 6021 | 0 | | | | | |
| 16 | | -56.48 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR003396822 | | 6021 | 0 | | | | | |
| 17 | | -25.73 | INSURANCE PREMIUM | SBIB-MDR NSBIB MDR000011116 | | 6021 | 0 | | | | | |
| 18 | | -2100 | CHEQUE | | | 2320 | 0 | | | | | |
| 19 | | -3505.35 | CHEQUE | | | 2319 | 0 | | | | | |
| 20 | | -2200 | CHEQUE | | | 2322 | 0 | | | | | |
| 21 | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |

Slide 49

Slide notes:

IES Client v8.32 : My IES

Help Submit Quit Functions Commands

Bank Page Console

Recon # 10000016 BANK: NSBC 668687666 CURRENT 3/C

Page # 1

Period Mar 2011 (p 123)

Page Open Balance -431,689.50

Page Closing Balance -431,689.50

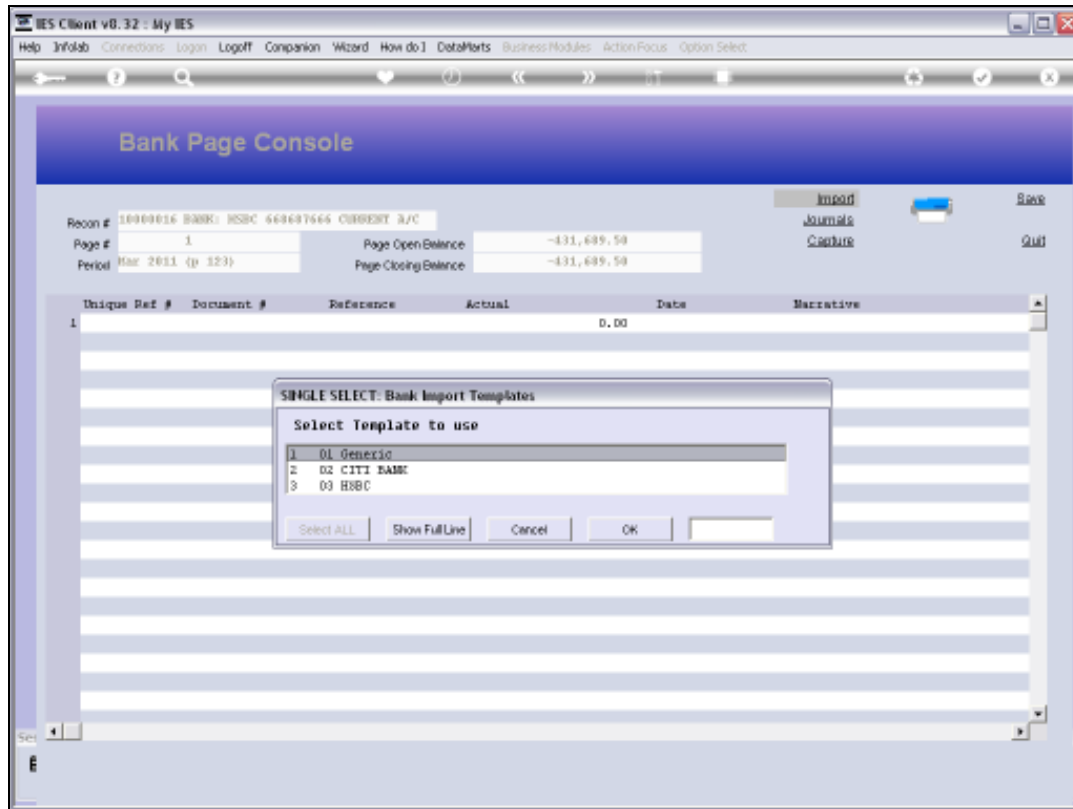
Import Journal Balance Save Quit

| Unique Ref # | Document # | Reference | Actual | Date | Narrative |
|--------------|------------|-----------|--------|------|-----------|
| 1 | | | 0.00 | | |

Set Pre Add Inv Del Del

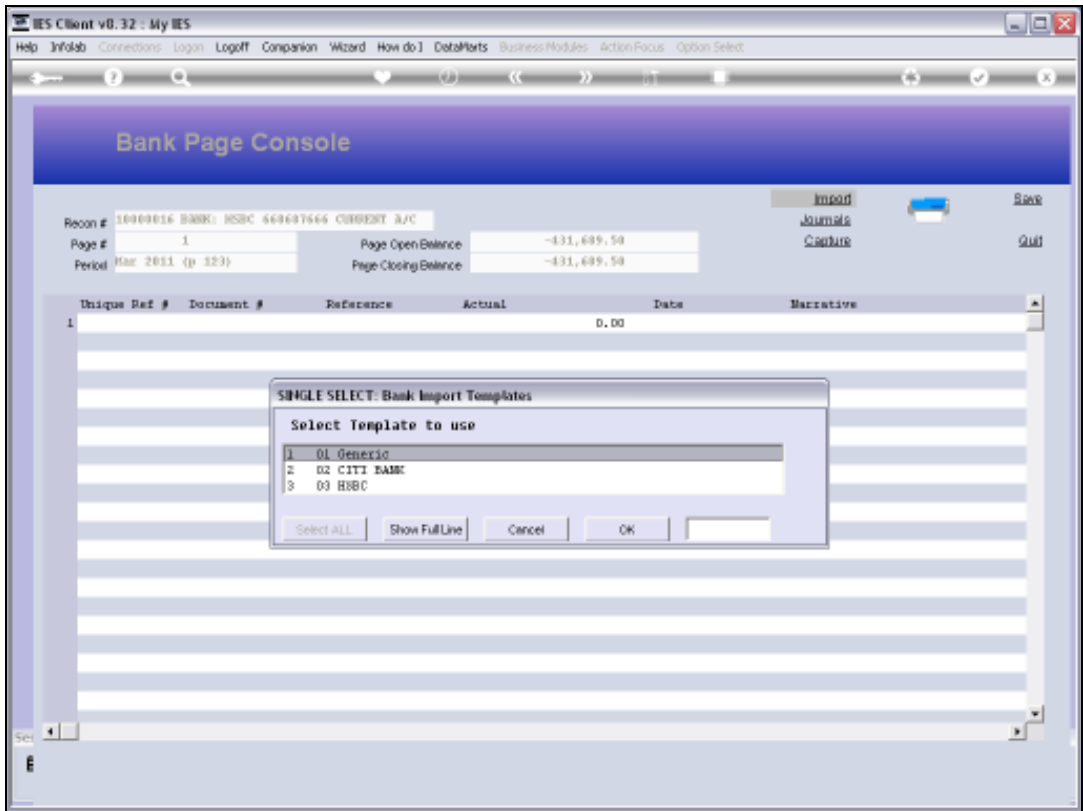
Slide 50

Slide notes: On our Bank Page, we choose 'Import'.

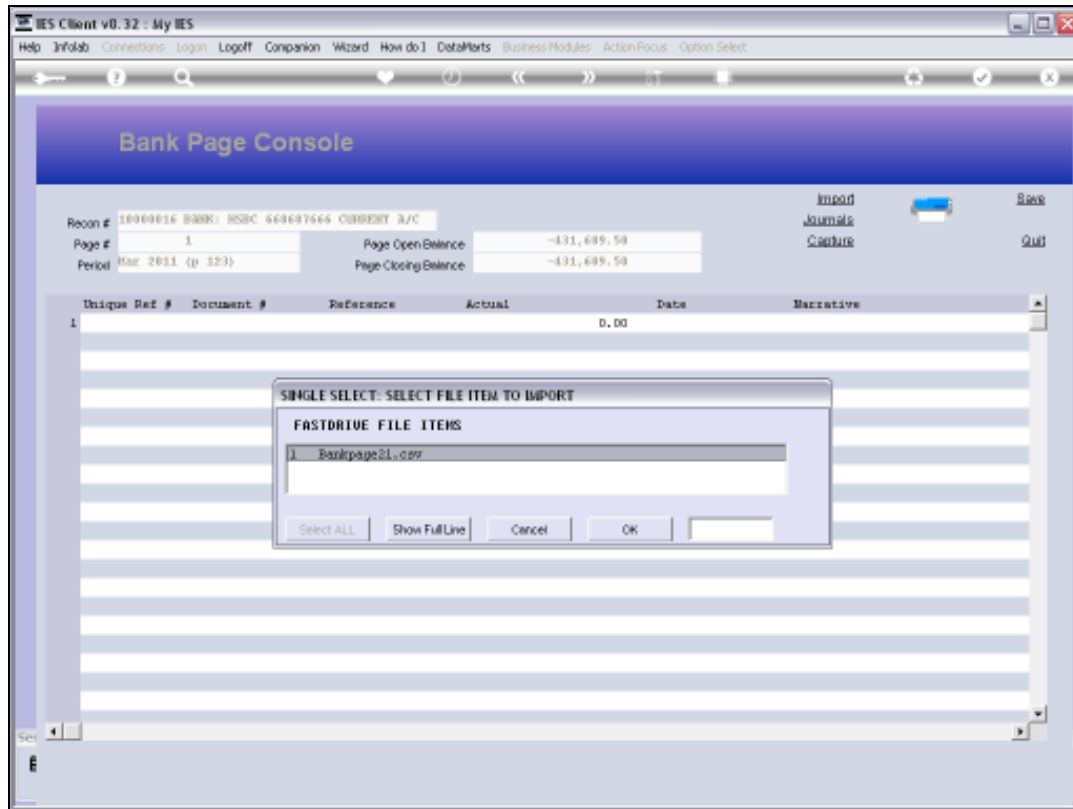


Slide 51

Slide notes: And we select the correct Template to use.

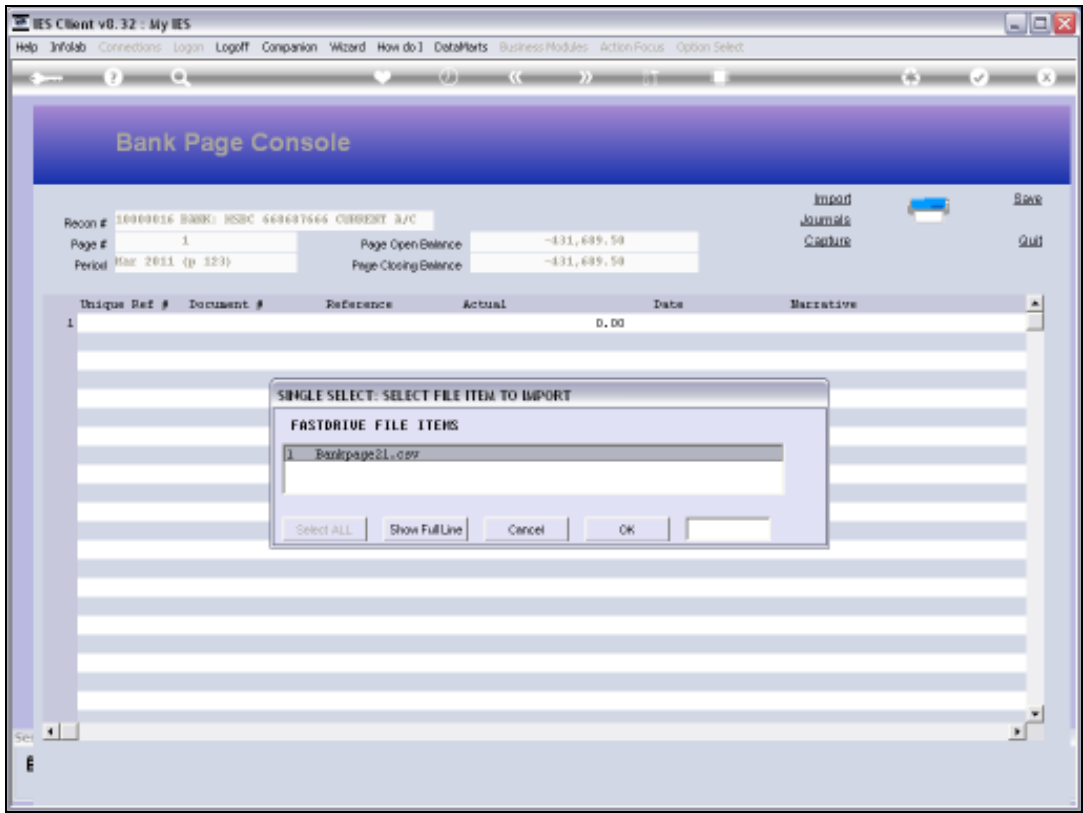


Slide 52
Slide notes:



Slide 53

Slide notes: The system offers available import file options, and we select our Bank Page file.



Slide 54
Slide notes:

IES Client v8.32 : My IES

Help Submit Quit Functions Commands

Bank Page Console

Recon #: 10000016 BANK: NSBC 668687666 CURRENT A/C

Page #: 1 Page Open Balance: -431,689.50

Period: Mar 2011 (p 123) Page Closing Balance: -489,115.76

Import Journal Credit

| Unique Ref # | Document # | Reference | Actual | Date | Narrative |
|--------------|--------------|-----------|-------------|------------|-------------------|
| 1 | 1580442529/1 | 597 | -200,000.00 | 28/02/2011 | DEPOSIT |
| 2 | 1580442529/2 | 2311 | 55,000.00 | 28/02/2011 | CHEQUE |
| 3 | 1580442529/3 | 2317 | 73,250.00 | 28/02/2011 | CHEQUE |
| 4 | 1580442529/4 | 377 | -155.56 | 28/02/2011 | BANK TRANSFER |
| 5 | 1580442529/5 | 378 | -2,566.00 | 01/03/2011 | BANK TRANSFER |
| 6 | 1580442529/6 | 379 | -1,115.00 | 01/03/2011 | BANK TRANSFER |
| 7 | 1580442529/7 | 1112 | 209.00 | 01/03/2011 | SERVICE FEE |
| 8 | 1580442529/8 | 6036 | 1,127.00 | 01/03/2011 | SERVICE AGREEMENT |
| 9 | 1580442529/9 | 377 | 324.00 | 02/03/2011 | IB PAYMENT TO |
| 10 | 1580442529/1 | 377 | 3,500.00 | 02/03/2011 | IB PAYMENT TO |
| 11 | 1580442529/1 | 377 | 358.00 | 02/03/2011 | IB PAYMENT TO |
| 12 | 1580442529/1 | 377 | 1,715.00 | 02/03/2011 | IB PAYMENT TO |
| 13 | 1580442529/1 | 6044 | 556.72 | 10/03/2011 | DEBIT TRANSFER |
| 14 | 1580442529/1 | 75001 | 1,352.25 | 10/03/2011 | DEBIT TRANSFER |
| 15 | 1580442529/1 | 6021 | 1,130.77 | 11/03/2011 | INSURANCE PREMIUM |
| 16 | 1580442529/1 | 6021 | 56.48 | 11/03/2011 | INSURANCE PREMIUM |
| 17 | 1580442529/1 | 6021 | 25.73 | 11/03/2011 | INSURANCE PREMIUM |
| 18 | 1580442529/1 | 2320 | 2,100.00 | 23/03/2011 | CHEQUE |
| 19 | 1580442529/1 | 2319 | 3,505.35 | 24/03/2011 | CHEQUE |
| 20 | 1580442529/2 | 2322 | 2,200.00 | 24/03/2011 | CHEQUE |

Set

Sec Pre Add Inv Tot Del

Slide 55

Slide notes: The Bank Page is imported instantaneously and the Page closing balance should agree with the actual Bank Page closing balance.

Slide 56
Slide notes:

Slide 57

Slide notes:

IES Client v8.32 : My IES

Help Submit Quit Functions Commands

Bank Page Console

Recon #: 10000016 BANK: NSBC 668687666 CURRENT A/C

Page #: 1 Page Open Balance: -431,689.50

Period: Mar 2011 (p 123) Page Closing Balance: -489,115.76

Print Journal Credit

| Unique Ref # | Document # | Reference | Actual | Date | Narrative |
|-----------------|------------|-----------------|-------------|------------|-------------------|
| 1 1580442529/1 | 597 | * | -200,000.00 | 28/02/2011 | DEPOSIT |
| 2 1580442529/2 | 2311 | * | 55,000.00 | 28/02/2011 | CHEQUE |
| 3 1580442529/3 | 2317 | * | 73,250.00 | 28/02/2011 | CHEQUE |
| 4 1580442529/4 | 377 | A-03076 | -155.56 | 28/02/2011 | BANK TRANSFER |
| 5 1580442529/5 | 378 | A-07306 | -2,566.00 | 01/03/2011 | BANK TRANSFER |
| 6 1580442529/6 | 379 | A-02203 | -1,115.00 | 01/03/2011 | BANK TRANSFER |
| 7 1580442529/7 | 1112 | MONTHLY FEE | 209.00 | 01/03/2011 | SERVICE FEE |
| 8 1580442529/8 | 6036 | PFM-HEALTH | 1,127.00 | 01/03/2011 | SERVICE AGREEMENT |
| 9 1580442529/9 | 377 | CITY OF TORONTO | 324.00 | 02/03/2011 | IB PAYMENT TO |
| 10 1580442529/1 | 377 | CITI BANK CARD | 3,500.00 | 02/03/2011 | IB PAYMENT TO |
| 11 1580442529/1 | 377 | COPWATCH CC | 358.00 | 02/03/2011 | IB PAYMENT TO |
| 12 1580442529/1 | 377 | PRO ADMIN | 1,715.00 | 02/03/2011 | IB PAYMENT TO |
| 13 1580442529/1 | 6044 | R-CHOICE 00466 | 556.72 | 10/03/2011 | DEBIT TRANSFER |
| 14 1580442529/1 | 75001 | TELKOM DLS65022 | 1,352.25 | 10/03/2011 | DEBIT TRANSFER |
| 15 1580442529/1 | 6021 | OUTSURANCE OTS4 | 1,130.77 | 11/03/2011 | INSURANCE PREMIUM |
| 16 1580442529/1 | 6021 | SEIB-NBR NSBIN | 56.48 | 11/03/2011 | INSURANCE PREMIUM |
| 17 1580442529/1 | 6021 | SEIB-NBR NSBIN | 25.73 | 11/03/2011 | INSURANCE PREMIUM |
| 18 1580442529/1 | 2320 | * | 2,100.00 | 23/03/2011 | CHEQUE |
| 19 1580442529/1 | 2319 | * | 3,505.35 | 24/03/2011 | CHEQUE |
| 20 1580442529/2 | 2322 | * | 2,200.00 | 24/03/2011 | CHEQUE |

Set: Pre Add Inv Tot Del

Slide 58

Slide notes:

IES Client v8.32 : My IES

Help Submit Quit Functions Commands

Bank Page Console

Recon #: 10000016 BANK: NSBC 668687665 CURRENT A/C

Page #: 1 Page Open Balance: -431,689.50

Period: Mar 2011 (p 123) Page Closing Balance: -489,115.76

Import Journal Credit

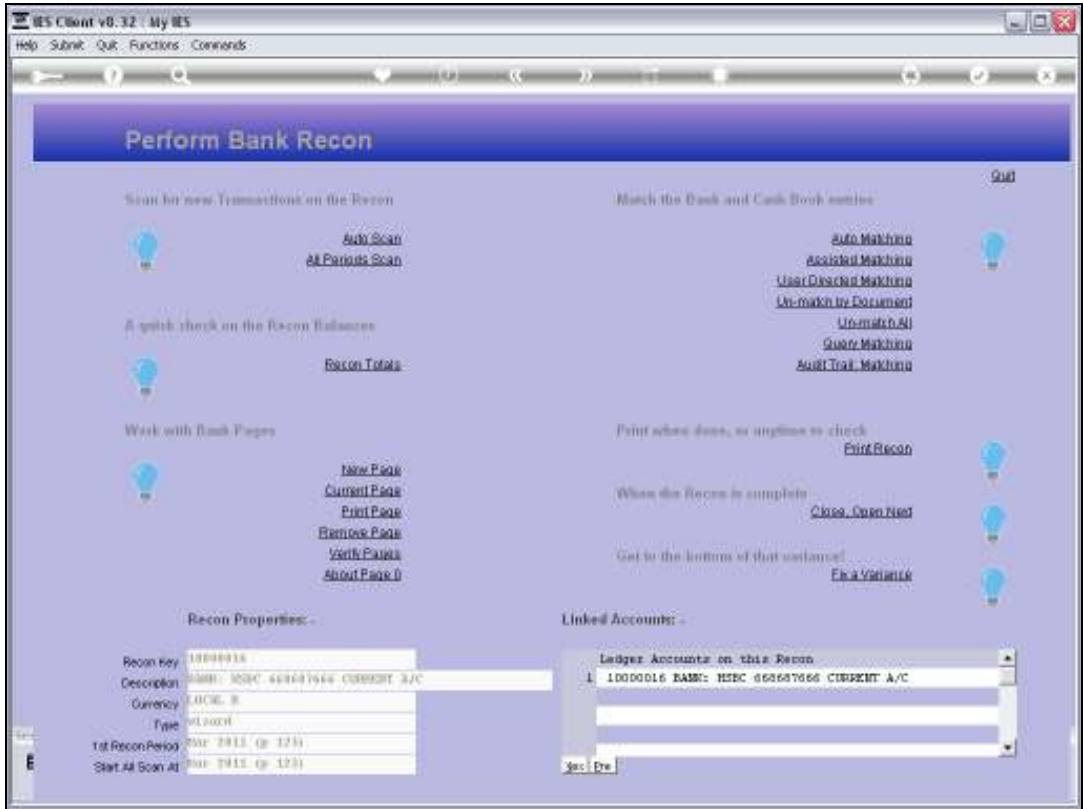
| Unique Ref # | Document # | Reference | Actual | Date | Narrative |
|--------------|--------------|-----------|-------------|------------|-------------------|
| 1 | 1580442529/1 | 597 | -200,000.00 | 28/02/2011 | DEPOSIT |
| 2 | 1580442529/2 | 2311 | 55,000.00 | 28/02/2011 | CHEQUE |
| 3 | 1580442529/3 | 2317 | 73,250.00 | 28/02/2011 | CHEQUE |
| 4 | 1580442529/4 | 377 | -155.56 | 28/02/2011 | BANK TRANSFER |
| 5 | 1580442529/5 | 378 | -2,566.00 | 01/03/2011 | BANK TRANSFER |
| 6 | 1580442529/6 | 379 | -1,115.00 | 01/03/2011 | BANK TRANSFER |
| 7 | 1580442529/7 | 1112 | 209.00 | 01/03/2011 | SERVICE FEE |
| 8 | 1580442529/8 | 6036 | 1,127.00 | 01/03/2011 | SERVICE AGREEMENT |
| 9 | 1580442529/9 | 377 | 324.00 | 02/03/2011 | IB PAYMENT TO |
| 10 | 1580442529/1 | 377 | 3,500.00 | 02/03/2011 | IB PAYMENT TO |
| 11 | 1580442529/1 | 377 | 358.00 | 02/03/2011 | IB PAYMENT TO |
| 12 | 1580442529/1 | 377 | 1,715.00 | 02/03/2011 | IB PAYMENT TO |
| 13 | 1580442529/1 | 6044 | 556.72 | 10/03/2011 | DEBIT TRANSFER |
| 14 | 1580442529/1 | 75001 | 1,352.25 | 10/03/2011 | DEBIT TRANSFER |
| 15 | 1580442529/1 | 6021 | 1,130.77 | 11/03/2011 | INSURANCE PREMIUM |
| 16 | 1580442529/1 | 6021 | 56.48 | 11/03/2011 | INSURANCE PREMIUM |
| 17 | 1580442529/1 | 6021 | 25.73 | 11/03/2011 | INSURANCE PREMIUM |
| 18 | 1580442529/1 | 2320 | 2,100.00 | 23/03/2011 | CHEQUE |
| 19 | 1580442529/1 | 2319 | 3,505.35 | 24/03/2011 | CHEQUE |
| 20 | 1580442529/2 | 2322 | 2,200.00 | 24/03/2011 | CHEQUE |

Set

Sec Pre Add Inv Tot Del

Slide 59

Slide notes: If our closing balance is correct, we can just save the Bank Page. Importing is much less work than capturing.



Slide 60

Slide notes: