

Logging in to AIQ system

How to log in to AccountsIQ

Login in AIQ

1. First login using this link <https://hostacct.com/system/menu/index.asp>
2. Then enter your logon details as below
 - Use ABD0000 (four zeros)
 - Use your user name
 - Use your password
3. Click on Login to log into multi-parish view
4. Use 'Forgotten your password?' link if you forgot your password
5. Click 'Log In' to get in to specific parish books

ACCOUNTS IQ

[Forgotten your password?](#)

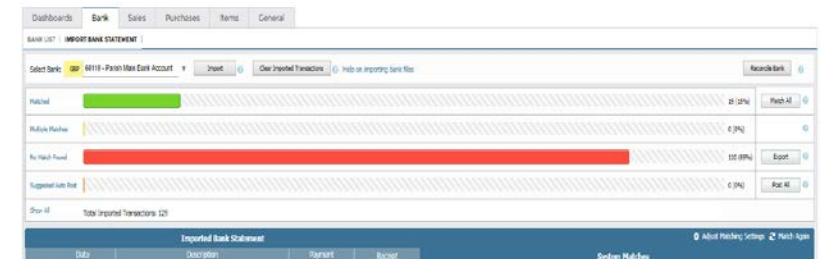
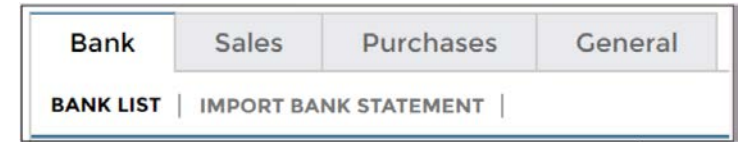
	ID	Entity
	<input type="text"/>	<input type="text"/>
Log In	SWK5545	Parish 1 Training

Bank Reconciliation

How to reconcile your bank in AccountsIQ

Reconciling your Bank – Clearing Green 'matched' and Amber 'suggested' items

1. Go to Bank tab to get started
2. To assist with processing Direct debits and incoming Standing Orders the bank statement from HSBC will be uploaded for you
3. Click on 'Unprocessed Imported (xx)' option to start processing your bank transactions
4. You should now see Green, Red and Amber transactions. These indicate the level of matching the system has achieved
5. A green match indicates the system has found an exact match in the system and you can just tick these clicking on Match All
6. An amber match indicates that the system has found a memorised transaction from a previous period and is suggesting that you post the transaction the same. You need to check these and if happy post by click in Post All
7. Finally you will be left with those transactions that the system cannot find a match and these are shown Red. The method for dealing with these is described on the next screen.
8. You can view the transactions by scrolling down the screen



Dealing with 'no match' Red transactions - (Direct Debit payments & Standing order receipts)

Date	Description	Payment	Receipt	System Matches
02 Jan 2019	GETTING DT&TM		55.00 No match found	Create new posting
02 Jan 2019	SOSS74208		24.00 No match found	Create new posting
02 Jan 2019	D DURNE		15.00 No match found	Create new posting
02 Jan 2019	J R. MILLEN		16.00 No match found	Create new posting
02 Jan 2019	PBMA HAMERTON		25.00 No match found	Create new posting
02 Jan 2019	VENNING RD & J PPS		125.00 No match found	Create new posting
02 Jan 2019	C ANTONINI		20.00 No match found	Create new posting
02 Jan 2019	PATRICIA Taylor 20349324		20.00 No match found	Create new posting

1. The screen will now show the items that need to be posted into the system
2. For each transaction whether it is a receipt or payment the method is the same
3. Click on 'Create new posting' to start posting your payments/ receipts
4. Select Bank Payment/ Bank Receipt option
5. Select GL Account from the dropdown list (you can search by entering name of GL account)
6. Select BI codes from the dropdown list
7. Click on 'Memorise & Post' if this payment/ receipt recurring regularly. System will create a rule to recognise this payment/ receipt next time
8. Click on 'Post' option if this payment/ receipt is once off transaction in your statement

Posting Details Hide

Type: Purchase Payment Bank Payment Bank Transfer

GL Account: 20301 Church supplies Flowers

BI Code: 9666-MC 1-PD1 Parish Discretion 1 St Joseph

Transaction Date: 01 Jan 2019

Transaction Reference: WWW.ALIVEPUBLISHIN

Description: WWW.ALIVEPUBLISHIN

VAT Code: *Please Select a VAT Rate*

[Create Advanced Posting >](#)

Recognise For Future Match

Edit the value in the field below to manage how the system should recognise this transaction in the future.

Recognise based on Description: WWW.ALIVEPUBLISHIN



Reconciling your Bank – Create a Reconciliation

1. When you have cleared the screen of Red transactions by posting all entries into the ledgers then you are ready to Reconcile the bank
2. Click on 'Reconcile Bank' at the top of the screen to finish reconciling your bank account
3. Enter Reference in the Bank Reconciliation screen. This can be reference to Month or Statement Number
4. Enter Date in the To field. This is the date up to which you reconcile your bank nominal account
5. Enter your Opening Balance in the 'Opening' field and enter your Closing Bank Balance in the 'Closing' field
6. You will also see System details for this nominal bank account. These are for checking and comparison only.

Reconcile Bank

Bank Statement Details: Un-Reconciled			
Bank:	70010 - Bank Accou. ▾ (GBP) ?	Opening:	0.00 ?
Reference:	Please enter a unique refer	Closing:	0.00 ?
To:	Please select the closing ▾	Movement:	0.00 ?
View Transactions ?			

System Details:		
Balance as at 31 Dec 2009:	1348.80	(GBP) ?
Unreconciled Receipts:	1481.78	(GBP) ?
Unreconciled Payments:	132.98	(GBP) ?

Reconciling your Bank – step 2

1. The system will then display all the entries it finds in the system from the last reconciliation until the date you entered
2. The items that have been matched will be shown grey with a tick in the Match box on the right hand side of the screen
3. The unmatched transactions will be shown as white with the box unticked. This is how you would manually match items where the system couldn't match them for you
4. If there is a difference amount in the box at the bottom of the screen you will need to tick or untick items by reference to the HSBC bank statements.
5. Only when this difference is zero can you move on to reconcile the bank account

Reconcile Bank

Bank Statement Details: Un-Reconciled			
Bank:	70010 - Bank Accou. ▾ (GBP) ?	Opening:	0.00 ?
Reference:	Please enter a unique refer	Closing:	0.00 ?
To:	Please select the closing ▾	Movement:	0.00 ?
View Transactions ?			

System Details:

Balance as at 31 Dec 2009:	1348.80	(GBP) ?
Unreconciled Receipts:	1481.78	(GBP) ?
Unreconciled Payments:	132.98	(GBP) ?

Reconciling your Bank - finalising

1. Click on 'Reconcile' (green button at the bottom of the screen) to finish reconciling your bank account.
2. This option will only be available if you posted all bank payments and receipts and your 'Difference' field displays zero.

The screenshot displays the 'Bank Reconciliation' window. At the top, there are navigation links: 'Getting Started', 'Support', and 'Help'. The main area is divided into two sections: 'Bank Statement Details: Un-Reconciled' and 'System Details:'.
Bank Statement Details: Un-Reconciled
Bank: 70010 - Bank (GBP) Opening: 1656.00
Reference: 001 - January 2019 Closing: 3054.80
To: 31 Jan 2019 Movement: 1398.80
Buttons: View Transactions, Record Notes
System Details:
Balance as at 31 Jan 2019: 1348.80 (GBP)
Unreconciled Receipts: 10.00 (GBP)
Unreconciled Payments: 60.00 (GBP)
Buttons: Record Notes
Below these sections is a table of transactions with columns: Tran. Type, Acc. Code, Tran. Date, Int. No., Batch No. / Ext. Ref., Description, Payments, Receipts, and Matched. The table contains three rows of data:
1. Receipt: 02 Jan 2019, 000002, BACK G, BACK D, 0.00, 10.00, Matched.
2. BP - Bank Payment: 05 Jan 2019, 000003, 103081, meeting sandwiches, 72.98, 0.00, Matched.
3. BR - Bank Receipt: 08 Jan 2019, 000005, CASH IN AT, CASH IN AT, 0.00, 1,461.78, Matched.
Below the table, there is a pagination control: 'Page 1 of 1 (5 items) | [1] | Displaying 30 records per page'. At the bottom, there are buttons for 'Create Transactions', 'Match All', and 'Difference: 0.00 (GBP)'. The bottom-most bar contains 'Print Reconciliation Report', a green 'Reconcile' button, a green 'Save' button, and a grey 'Close' button.

Tran. Type	Acc. Code	Tran. Date	Int. No.	Batch No. / Ext. Ref.	Description	Payments	Receipts	Matched
Receipt		02 Jan 2019	000002	BACK G	BACK D	0.00	10.00	✓
BP - Bank Payment		05 Jan 2019	000003	103081	meeting sandwiches	72.98	0.00	✓
BR - Bank Receipt		08 Jan 2019	000005	CASH IN AT	CASH IN AT	0.00	1,461.78	✓

Reconciling your bank

- Well done! You have successfully reconciled your nominal bank account to your bank account statement.