

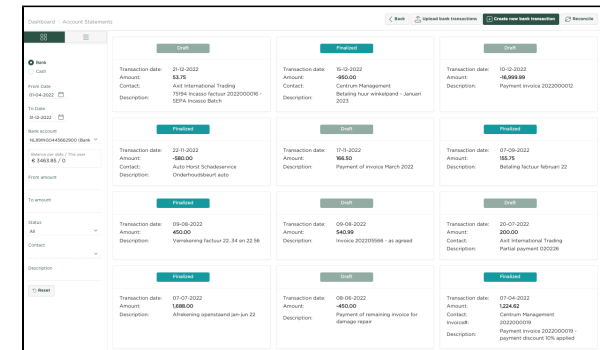
# Account statement

Within the application, all transactions on one of your bank accounts are shown on the Account Summary page

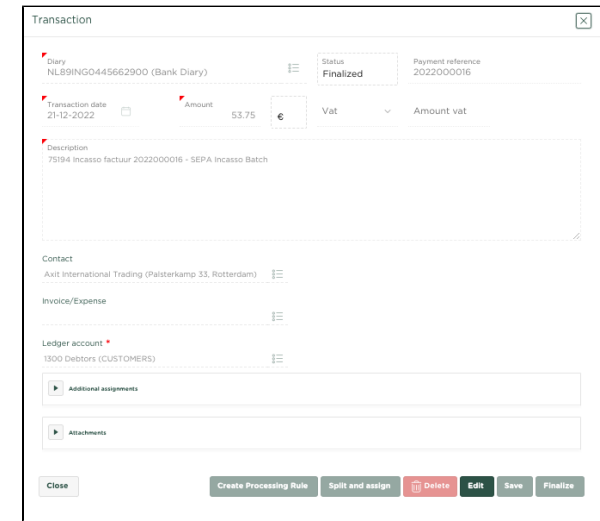
How do you get to this page?

- From the menu select **Financial - Account Statement** or
- At the top left of the search window, type '**Account Statement**'

The Account Summary page has 2 formats - **Tiles** and **Overview**. You will automatically end up in the Tile format, see the following example:



As the example shows, a Tile is shown for each transaction. If we select one of the tiles, we will see the following dialogue:



The above example shows a transaction that has already been processed and therefore has the status **Fi**

**nal**. We can only do something within this card if we first press **Edit**.

In the following example we show how to select a transaction that has not yet been processed and therefore has the status **Draft**.

Transaction

Diary: NL89ING0445662900 (Bank Diary) | Status: Draft | Payment reference: 2022000016

Transaction date: 21-12-2022 | Amount: 53.75 € | Vat: | Amount vat: |

Description: 75194 Inco...

Search modal:

No Invoice/Expense assigned

Date	Contact	Number	Balance	Status	Type
12-12-2022	Axit Interna...	2022000016	53.75	Finalized	Invoice

Load More Rows

Additional assignments

Attachments

Buttons: Close, Create Processing Rule, Split and assign, Delete, Edit, Save, Finalize

The example shown shows that we now have the option to assign the transaction to an Invoice or Expense, we can possibly adjust the description, assign a Contact and also the General Ledger account to which the transaction should be posted. Once the desired allocation has been made, the transaction

can be processed by pressing **Finalize**

If we have chosen the Overview format, a report overview of the transactions on the selected bank account will follow.

See the following example from the Account Statement overview page

Bank	Date	Amount	Description	Status	Payment reference
Bank	01-01-2022	1,234.56	Payment invoice 2022000019 - payment discount 10% applied	Finalized	2022000019
	01-01-2022	-450.00	Payment of outgoing invoice for damage repair	Draft	
	01-01-2022	1,000.00	Settlement outstanding Jan-Jan 22	Finalized	
	01-01-2022	200.00	Partial payment 100008	Draft	
	01-01-2022	100.00	Invoice 2022000001 - no agreed	Draft	
	01-01-2022	-450.00	Settlement of invoice 01, 04 and 03, 04	Finalized	
	01-01-2022	100.00	Payment invoice February 22	Finalized	
	01-01-2022	100.00	Payment of invoice March 2022	Draft	
	01-01-2022	-200.00	Car maintenance	Finalized	
	01-01-2022	-10,000.00	Payment invoice 2022000012	Draft	
Bank account	01-01-2022	100.00	Payment of rent for retail premises - January 2022	Finalized	
	01-01-2022	53.75	75194 Direct Debit Invoice 2022000016 - 0024 Direct Debit Status	Finalized	

This page shows transactions on the bank account selected on the left side of the page, within a date range also entered on the left side of the page.

Bank transactions can be included in your administration in the following ways:

- Automatically - Via the Bank link, you hereby give permission to the bank to share data with Yoursminc Online Bookkeeping - See
- Importing Bank Transactions (changes) file from your bank's internet portal. The most commonly used formats (CAMT053, MT940 and CODA) are all supported
- Enter the transactions manually yourself

We will now describe the manual entry of Bank transactions in this article

To manually enter a bank transaction, we look at the following example:

Press **Create new bank transaction**, after which the following window will be displayed:

Transaction

Diary

NL89ING0445662900 (Bank Diary)

Status

Draft

Payment reference

Transaction date

02-01-2023

Amount

2550

€

Vat

9% (Low Tari)

Amount vat

210.55

Description

Turnover sales during Christmas fair 2022

Contact

No Contact assigned.

Invoice/Expense

Exact Amount

Ledger account

8040 Low rate sales proceeds (REVENUE)

Ledger Account difference

Additional assignments

Attachments

Close

Create Processing Rule

Delete

Save

Finalize

In the example shown, we enter the turnover of a fair of € 2,550, for which we indicate that the VAT rate of 9% applies, after which the VAT amount is automatically calculated. We enter a description and assign

the entry to general ledger account 8040 - Turnover sales low rate. By pressing **Finalize** the transaction is definitively recorded and processed within the general ledger. The Account Statement is automatically updated, showing the transaction just entered.

Transaction Date	Amount	Description	Status	Invoice number
07-04-2022	1,224.62	Payment invoice 2022000010 - payment discount 10% applied	Finalized	2022000010
08-06-2022	-400.00	Payment of remaining invoice for damage repair	Draft	
07-07-2022	1,688.00	Settlement outstanding Jan-Jun 22	Finalized	
09-07-2022	200.00	Partial payment 000206	Draft	
09-08-2022	400.00	Settlement of invoice 22_34 and 22_56	Finalized	
09-08-2022	540.00	Invoice 202200009 - as agreed	Draft	
07-09-2022	152.75	Payment invoice February 22	Finalized	
17-11-2022	166.00	Payment of invoice March 2022	Draft	
22-11-2022	-680.00	Car maintenance	Finalized	
10-12-2022	-16,999.99	Payment invoice 2022000012	Draft	
15-12-2022	-400.00	Payment of rent for retail premises - January 2023	Finalized	
21-12-2022	62.76	73076 Debit batch invoice 2022000010 - 80FA Debit Batch	Finalized	
30-01-2023	2,550.00	Turnover sales during Christmas fair 2022	Finalized	
02-01-2023	2,550.00	Onset workshop brocante kerstmarkt dec 22	Finalized	
08-01-2023	575.23	Bekleding festival 0011	Finalized	2022000011
27-01-2023	53.71	73076 Invoice batch 2022000010 - 80FA Invoice Batch	Finalized	2022000010
Total 16				

## Status

We see that the overview shows a status for each transaction:

- **Draft** - Transaction has been entered, but not yet posted within the general ledger, you can now check the transaction and adjust it if necessary before making it Final.
- **Final** – Transaction has been entered and posted within the general ledger. You are still able to adjust the transaction if you would like.

As you can see, you can also select a status in the left pane of the page, which is set to **All** by default, so that the Account Statement shows transactions of both the **Draft** and **Final** status.

This can be useful in the situation where you have several transactions of both **Final** and **Draft** status and you want to focus on only the **Draft** status transactions to process them. Then choose status **Draft** in the left pane of the page, as in the following example:

Dashboard - Account Statements

Bank

Filtered bank transactions

Bank

Create new bank transaction

Batch selected statements

Finalize selected statements

Reconcile

Transaction Date

Amount

Description

Status

Invoice number

08-08-2022

-400.00

Payment of remaining invoice for damage repair

Draft

20-07-2022

200.00

Partial payment 000206

Draft

09-08-2022

540.00

Invoice 202200009 - as agreed

Draft

17-11-2022

166.00

Payment of invoice March 2022

Draft

10-12-2022

-16,999.99

Payment invoice 2022000012

Draft

1 transaction selected

Total 16

Bank account

NL89ING0445662900 - Bank

From Date

01-01-2023

To Date

31-01-2023

Bank account

NL89ING0445662900 - Bank

From amount

€ 9192.83 / 0

To amount

Status

Draft

Contact

Description

The overview now only shows the transactions that still need to be processed

## Related articles

- [Rekeningoverzicht](#)
- [Boekingsregels](#)
- [Activeren van de automatische bankkoppeling](#)
- [Inlezen en verwerken van banktransacties](#)
- [Betalingskorting boeken](#)