

1 How to reconcile bank accounts?

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For any business, it is very important that bank accounts always match their books. It is important from the legal view point that books should match but at the same time, our world is moving towards digital transactions, causing a large number of transactions on our bank accounts. It is becoming very difficult to keep accounts manually.

Zippy Fin provides a very simple and powerful user interface to keep your bank accounts upto date with your books. This includes following simple steps:

Load your bank statement exported from your bank portal into Zippy Fin.

Use our automated tool to match transactions in books with transactions from statement. Review the transactions and save.

Manually match the remaining transactions and save.

Import the remaining transactions in your statement to your books.

Let's look at step by step guide to update your bank accounts.

Step 1: Load your bank statement

Open Bank Reconciliation view from Reports -> Accounting Transaction Register

To load the bank books and statement perform the following steps:

Select the bank ledger

Select the duration for which you want to reconcile the books

Click on 'Show' button to show the details from the books

Login to your bank website and save the bank statement to excel, if you have not already done.

Select the 'Statement Format' based on your bank. If the format is not present in the list, then use 'Statement Configuration' tool to configure the bank statement.

Browse the path of bank statement and click on 'Load' button.

The data will be loaded and will look like:

Bank Reconciliation

Bank: ICICI Bank Account Date From: 01-04-2019 Date To: 31-03-2020 Show: Show Matched Lines

Bank Report As Per Books

Match with Bank Statement Link Selection with Statement Save Matched Lines

Date	Type	Voucher No.	Description	Deposit	Withdraw
<input type="checkbox"/> 08/04/2019	Payment	62		0.00	14135.00
<input type="checkbox"/> 08/04/2019	Payment	63		0.00	9040.00
<input type="checkbox"/> 08/04/2019	Payment	64		0.00	6330.00
<input type="checkbox"/> 08/04/2019	Payment	66		0.00	4630.00
<input type="checkbox"/> 10/04/2019	Payment	65		0.00	6290.00
<input type="checkbox"/> 10/04/2019	Payment	67		0.00	999.00
<input type="checkbox"/> 12/04/2019	Receipt	28		25000.00	0.00
<input type="checkbox"/> 20/04/2019	Receipt	29		2000.00	0.00
<input type="checkbox"/> 20/04/2019	Journal	111		0.00	48.00
<input type="checkbox"/> 01/05/2019	Receipt	24		14160.00	0.00
<input type="checkbox"/> 03/05/2019	Payment	68		0.00	1750.00
<input type="checkbox"/> 03/05/2019	Payment	69		0.00	8846.00
<input type="checkbox"/> 03/05/2019	Payment	70		0.00	13846.00
<input type="checkbox"/> 03/05/2019	Payment	71		0.00	3770.00
<input type="checkbox"/> 03/05/2019	Payment	72		0.00	7670.00
<input type="checkbox"/> 03/05/2019	Payment	73		0.00	15000.00
<input type="checkbox"/> 06/05/2019	Journal	96		0.00	568.00
<input type="checkbox"/> 06/05/2019	Receipt	45		24000.00	0.00
<input type="checkbox"/> 07/05/2019	Receipt	25		1000.00	0.00
<input type="checkbox"/> 09/05/2019	Payment	74		0.00	999.00
<input type="checkbox"/> 10/05/2019	Payment	96		0.00	568.00
<input type="checkbox"/> 15/05/2019	Receipt	77		5000.00	0.00

Bank Statement Information

Statement Format: ICICI_CORPORATE Statement Configuration

Path: C:\Users\arora\Downloads\OpTransactionHistoryUX329-0 Browse Load

Reset Line Import Lines As Bank Tx

To create new BankTx, select a line and press F3 to select Ledger.

Date	Ledger	Deposit	Withdraw	Balance	Ne
08/04/2019		0.00	9040.00	37580.41	MMT/IMF
08/04/2019		0.00	4630.00	32950.41	MMT/IMF
08/04/2019		0.00	6330.00	26620.41	MMT/IMF
10/04/2019		0.00	6290.00	20330.41	INF/02114
10/04/2019		0.00	999.00	19331.41	BIL/00166
12/04/2019		25000.00	0.00	44331.41	BIL/INF/2
20/04/2019		1952.00	0.00	46283.41	CMS/NEI
01/05/2019		14160.00	0.00	60443.41	CLG/MOI
03/05/2019		0.00	13846.00	46597.41	MMT/IMF
03/05/2019		0.00	8846.00	37751.41	MMT/IMF
03/05/2019		0.00	3770.00	33981.41	MMT/IMF
03/05/2019		0.00	1750.00	32231.41	MMT/IMF
03/05/2019		0.00	15000.00	17231.41	INF/02115
07/05/2019		1000.00	0.00	18231.41	NEFT-N12
09/05/2019		0.00	999.00	17232.41	BIL/0017C
10/05/2019		23432.00	0.00	40664.41	CMS/NEI
15/05/2019		5000.00	0.00	45664.41	UPI/91354
15/05/2019		0.00	7500.00	38164.41	MMT/IMF

Step 2: Use automated tool to match transactions

Click on 'Match with Bank Statement' button to automatically match all transactions.

It will match the transaction. You can see a special icon and check box against all matches transactions.

You can click on any matched transaction and the system will show the matched transaction on the other side.

Bank Report As Per Books

Match with Bank Statement Link Selection with Statement Save Matched Lines

Date	Type	Voucher No.	Description	Deposit	Withdraw
<input type="checkbox"/> 08/04/2019	Payment	62		0.00	14135.00
<input checked="" type="checkbox"/> 08/04/2019	Payment	63		0.00	9040.00
<input checked="" type="checkbox"/> 08/04/2019	Payment	64		0.00	6330.00
<input checked="" type="checkbox"/> 08/04/2019	Payment	66		0.00	4630.00
<input checked="" type="checkbox"/> 10/04/2019	Payment	65		0.00	6290.00
<input checked="" type="checkbox"/> 10/04/2019	Payment	67		0.00	999.00
<input checked="" type="checkbox"/> 12/04/2019	Receipt	28		25000.00	0.00
<input type="checkbox"/> 20/04/2019	Receipt	29		2000.00	0.00
<input type="checkbox"/> 20/04/2019	Journal	111		0.00	48.00
<input checked="" type="checkbox"/> 01/05/2019	Receipt	24		14160.00	0.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	68		0.00	1750.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	69		0.00	8846.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	70		0.00	13846.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	71		0.00	3770.00
<input type="checkbox"/> 03/05/2019	Payment	72		0.00	7670.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	73		0.00	15000.00

Bank Statement Information

Statement Format: ICICI_CORPORATE Statement Configuration

Path: C:\Users\arora\Downloads\OpTransactionHistoryUX329-0 Browse Load

Reset Line Import Lines As Bank Tx

To create new BankTx, select a line and press F3 to select Ledger.

Date	Ledger	Deposit	Withdraw	Balance	Ne
08/04/2019		0.00	9040.00	37580.41	MMT/IMF
08/04/2019		0.00	4630.00	32950.41	MMT/IMF
08/04/2019		0.00	6330.00	26620.41	MMT/IMF
10/04/2019		0.00	6290.00	20330.41	INF/02114
10/04/2019		0.00	999.00	19331.41	BIL/00166
12/04/2019		25000.00	0.00	44331.41	BIL/INF/2
20/04/2019		1952.00	0.00	46283.41	CMS/NEI
01/05/2019		14160.00	0.00	60443.41	CLG/MOI
03/05/2019		0.00	13846.00	46597.41	MMT/IMF
03/05/2019		0.00	8846.00	37751.41	MMT/IMF
03/05/2019		0.00	3770.00	33981.41	MMT/IMF
03/05/2019		0.00	1750.00	32231.41	MMT/IMF
03/05/2019		0.00	15000.00	17231.41	INF/02115
07/05/2019		1000.00	0.00	18231.41	NEFT-N12
09/05/2019		0.00	999.00	17232.41	BIL/0017C
10/05/2019		23432.00	0.00	40664.41	CMS/NEI
15/05/2019		5000.00	0.00	45664.41	UPI/91354
15/05/2019		0.00	7500.00	38164.41	MMT/IMF

Verify all matches. If you don't want to ignore any specific transaction, then uncheck the check box on that line.

Click on 'Save Matched Lines' to save this information.

System will record these transactions, and you will see the updated lines with green tick.

Bank Report As Per Books

Match with Bank Statement
 Link Selection with Statement
 Save Matched Lines

Date	Type	Voucher No.	Description	Deposit	Withdraw
<input type="checkbox"/> 08/04/2019	Payment	62		0.00	14135.00
<input checked="" type="checkbox"/> 08/04/2019	Payment	63	MMT/IMPS/909814723746/March...	0.00	9040.00
<input checked="" type="checkbox"/> 08/04/2019	Payment	64	MMT/IMPS/909814752741/March...	0.00	6330.00
<input checked="" type="checkbox"/> 08/04/2019	Payment	66	MMT/IMPS/909814738892/Feb M...	0.00	4630.00
<input checked="" type="checkbox"/> 10/04/2019	Payment	65	INF/021142385961/March pay	0.00	6290.00
<input checked="" type="checkbox"/> 10/04/2019	Payment	67	BIL/001683514747/Internet bill/SR...	0.00	999.00
<input checked="" type="checkbox"/> 12/04/2019	Receipt	28	BIL/INF/001685003785/NA/ ASH...	25000.00	0.00
<input type="checkbox"/> 20/04/2019	Receipt	29		2000.00	0.00
<input type="checkbox"/> 20/04/2019	Journal	111		0.00	48.00
<input checked="" type="checkbox"/> 01/05/2019	Receipt	24	CLG/MOHITA FURNISHNGS/0000...	14160.00	0.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	68	MMT/IMPS/912307392644/April s...	0.00	1750.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	69	MMT/IMPS/912307374769/April p...	0.00	8846.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	70	MMT/IMPS/912307369474/April P...	0.00	13846.00
<input checked="" type="checkbox"/> 03/05/2019	Payment	71	MMT/IMPS/912307380325/MAHB...	0.00	3770.00
<input type="checkbox"/> 03/05/2019	Payment	72		0.00	7670.00

Bank Statement Information

Statement Format:
 Statement Configuration:

Path:
 Browse Load

To create new BankTx, select a line and press F3 to select Ledger.

Date	Ledger	Deposit	Withdraw	B.
<input checked="" type="checkbox"/> 08/04/2019		0.00	9040.00	37!
<input checked="" type="checkbox"/> 08/04/2019		0.00	4630.00	32!
<input checked="" type="checkbox"/> 08/04/2019		0.00	6330.00	26!
<input checked="" type="checkbox"/> 10/04/2019		0.00	6290.00	20!
<input checked="" type="checkbox"/> 10/04/2019		0.00	999.00	19!
<input checked="" type="checkbox"/> 12/04/2019		25000.00	0.00	44!
<input checked="" type="checkbox"/> 20/04/2019		1952.00	0.00	46!
<input checked="" type="checkbox"/> 01/05/2019		14160.00	0.00	60!
<input checked="" type="checkbox"/> 03/05/2019		0.00	13846.00	46!
<input checked="" type="checkbox"/> 03/05/2019		0.00	8846.00	37!

Step 3: Manually match the transactions

After saving transactions matched automatically, there can be few transactions which are still remaining for matching.

To manually link transactions:

Select the line in account books

Select line in bank statement

Click on 'Link Selection with Statement' button

Repeat above steps for all such transactions

After matching all these transactions, click on 'Save Matched Lines' button to save.

You can also filter the data by using 'Show Matches Lines' check box. It will hide the lines which are already matched and reduce the data from your view.

Step 4: Import missing transactions

If you still have a few transactions in your bank statement which are not in your books, then we can import these transactions directly from your statement.

For each such transaction, select the line in bank statement and use **F3** key to select the ledger associated.

To create new BankTx, select a line and press F3 to select Ledger.

Date ^	Ledger	Deposit	Withdraw
✓ 08/04/2019		0.00	9040.00
✓ 08/04/2019		0.00	4630.00
✓ 08/04/2019		0.00	6330.00
✓ 10/04/2019		0.00	6290.00
✓ 10/04/2019		0.00	999.00
✓ 12/04/2019		25000.00	0.00
20/04/2019	Bhushan Bagul	1952.00	0.00
✓ 01/05/2019		14160.00	0.00
✓ 03/05/2019		0.00	13846.00
✓ 03/05/2019		0.00	8846.00
✓ 03/05/2019		0.00	3770.00
✓ 03/05/2019		0.00	1750.00
✓ 03/05/2019		0.00	15000.00
✓ 07/05/2019		1000.00	0.00
✓ 09/05/2019		0.00	999.00
10/05/2019	Sagar Naykode	23432.00	0.00
✓ 15/05/2019		5000.00	0.00
✓ 15/05/2019		0.00	7500.00

After selecting the ledger for these transactions, click on ‘Import Lines As Bank Tx’ button. It will import these lines as bank transactions.

If you have selected the ledger for any line in bank statement to import as transaction, but you think you don’t want to import then click on ‘Reset Line’ button.

2 How to convert H2 database to Postgres?

H2 database is prone to corruption on power failure so to convert the database into Postgres.

1. First you have to close the software if it is open.
2. Rename the installation folder i.e. ZippyFin_backup_date.
3. Install the new software from <https://ZippyFin.io>
4. Paste the database from the last installation folder into the data folder of new installation folder.
5. Launch Zippy Fin software from new installation folder.

6. Open the company, if it asks for upgrade say “Yes”.
7. Close the software and open it again. Do not login and cancel the company selection frame.
8. Go to the Help > convert H2 Database to Postgres > select the database mv.db form new installation folder.
9. Go to the company selection frame, it will show the company name with Postgres URL.
10. Select the company and open it again. Check if Postgres database service is running.
11. If you get an error same database already exists then rename the mv.db file.
12. After successful conversion of database would be moved to “Converted to Postgres” folder.

3 How can I import Items from excel?

If you are a new user of Zippy Fin Software and you want to import your items to Zippy Fin, follow the following steps:

Export Item to Excel:

Launch the Zippy Fin software, first export item list by using Export Item to Excel for use as template to import items in software.

1. Go to **Tools >Import/Export>Export Item to Excel.**
2. File Path: Enter your Excel file path where you want to create the Excel sheet Or select the already created blank Excel Sheet.

Use this exported item list to “Import Item from Excel”:

1. Go to **Tools >Import/Export>Import Item from Excel**
2. File Path: Enter your Excel file path which you have created through Export Item to Excel or click on the Browse button to select an Excel file.
3. Click on the Ok button.

Note: 1. Please Do not provide any information in the ‘**Id**’ column in excel while importing ledger.

2. **Item Name and Unit** are the mandatory fields so you must have to fill those fields while importing items.

4 How can I import ledger to Zippy Fin?

If you are new user of Zippy Fin Software and you want to import your ledgers to Zippy Fin, follow the following steps:

Export Ledger to Excel:

Launch the Zippy Fin software, first export ledger list by using

Export Ledger to Excel for used as template to import ledgers in software.

1. Go to **Tools > Import/Export > Export Ledger to Excel**.
2. File Path: Enter your Excel file path where you want to create the Excel sheet Or select the already created blank Excel Sheet.

Import Ledger from Excel:

1. Go to **Tools > Import/Export > Import Ledger from Excel**
2. File Path: Enter your Excel file path which we have created through Export Ledger to Excel or click on Browse button to select Excel file.

Click on the Ok button.

Note:

1. Please Do not provide any information in 'Id' column in excel while importing data.
2. Ledger name is mandatory field so you must have to fill the field while importing ledgers.

5 How can I create a new Barcode in Zippy Fin?

1. Go to **Master > Bar Code**.
2. Click on the 'New' button present on top left of corner.
3. Fill in the details of the bar code.

Item: enter the item name for which you want to create barcode.

quantity: enter quantity of item.

unit: select unit.

M.R.P.: enter M.R.P.

Rate: Enter Rate

Rate code: Enter rate code.

4. Click on **OK**.

5. Go to **Master > Item >** select item click on **Edit**.

6. click on Barcode tab.

7. select Bar Code format.

Note: Before sending any type of email from Zippy Fin you need to configure email setting.

To send Email: Go to menu Tools > Email.

1. To: Enter the email id of the customer or press F3 to select contact.

2. Subject: Enter the subject of email

3. Message: Enter the message.

4. Attachment: Attach the document or file.

5. Click on the send button to send email.

6 How to search a ledger?

You can enter ledger name (Which you want to search) in “Filter” text of Ledger view. Using this you can search ledgers.

7 How can I send Quotation using Email?

Note: Before sending any type of email from Zippy Fin you need to configure email setting.

1. Goto Transaction > Quotation
 2. Fill in the details of quotation. (If Quotation is already created then you can edit that quotation and follow the below steps.)
 3. Press on the OK button.
 4. Now dialog box is open which shows message Do you want to send quotation by email?
 5. Click on the OK button of dialog box. 6. Now one window is open you need to select the Recipient (while creating ledgers if you give email id of recipient then only it shows email id)
- You can select multiple recipients.
7. click on the OK button.
 8. Then Email dialog box is open in which you need to write a subject and message which you want to send with quotation
 9. click on the Send button.

To open Ledger view: Go to Menu Master > Ledger. The ledger view will open

8 How can I send SMS using Zippy Fin?

1. Go to **Tools > SMS**.
2. SMS dialog gets open, click on F3 to select contact.
3. Write an SMS.
4. Click on **Send**.

Note

1. You need to purchase the SMS gateway from outside.

(if you don't know anything about that and want to purchase SMS then you can contact to Zippy Fin support team.)

2. Go to **Setup > Configuration > SMS Setting** enter the details of SMS gateway.

9 Which type of SMS I can send using Zippy Fin?

Using Zippy Fin you can send below type of SMS:

promotional

Birthday

Anniversary

Payment Due

Receipt

Sale

Item Out of Stock

Note 1. you need to purchase the SMS gateway from outside.

Go to **Setup > Configuration > SMS Setting** enter the details of SMS gateway

10 Can I send SMS of Payment Due to particular ledgers?

Yes, you can send SMS of Payment Due.

Set Text of SMS manually

Go to **Setup > Configuration > SMS Setting** > click on **Payment Due**

At the end of page you can see the SMS text **Dear, your account** here you can write the text of SMS **Thanks!**

Click on OK button.

Send SMS

1. Go to **Reports > Accounting Reports > Outstandings**
1. Tick on the check box of ledger for whom you want to send reminder of Payment Due.
2. Click on the **Send Reminder** button.
3. One dialog is open which ask confirmation for sending reminder.
4. Click on **the OK** button.

Note

1. you need to purchase the SMS gateway from outside. (if you don't know anything about that and want to purchase SMS then you can contact to Zippy Fin support team.)
2. Go to **Setup > Configuration > SMS Setting** enter the details of SMS gateway

11 How can I send Invoice using Email?

Note: Before sending any type of email from Zippy Fin you need to configure email setting.

1. To send invoice using email go to **Reports > Day Book >** select **Date from** and **Date To**
 2. Now click on the transaction whose invoice you want to send by email.
 3. Then click on the down arrow near to Print voucher Button, click on **E-mail**.
 4. Email dialog box is get open then fill details in that.
- To:** Enter the email id of recipient or press F3 to select contact.
- Subject:** Enter the subject of email.
- Message:** Enter the message which you want to send with the Invoice.
5. Then click on the **Send** button to send an email.

12 How can I send data to CA?

Note: **Before sending any type of email from Zippy Fin you need to

1. configure email setting.
2. you need to fill in the details of CA in Company Details.

To send invoice using email,

1. Go to Reports > Day Book > select Date from and Date To
2. Now click on the transaction whose invoice you want to send by email.
3. Then click on the down arrow near to Print voucher Button.
4. Click on E-mail.
5. Email dialog box is get open, in which you can see the check box of CA and Accountant Email Id.
6. If you want to send email only to accountant or only to CA then click (remove the tick of check box) of Accountant or CA Name. (you can also send that invoice to other persons for that fill the detail of recipient)
7. Subject: Enter the subject of email.
8. Message: Enter the message which you want to send with Reports.
9. Then click on the Send button to send email.

13 Can I take backup in different folder?

Yes, you can take backup in different folders.

To take backup in different folders click on **Tools** present on top of screen then click on **Backup** one new window opens in which you need to select the **backup path**, or you can create new folder for backup.

To create a new folder just Click on '**Make New Folder**' Button.

Finally, you need to click on **OK** button.

14 How do I create voucher number Manually/Automatically?

To open Voucher Configuration view: Go to **Setup > Voucher Configuration > Sale**

Click on the **Add** button to set voucher number.

Date From: Enter the starting date that user wants to generate voucher number from.

Date to: Enter the end date that user wants to generate voucher number to.

Number Start From: Enter the starting number for the voucher.

i.e Some companies starts invoice numbers from 1, and some prefer 1001 onward, some chooses 101 etc. We can use 101

Prefix: User can enter prefix for the entered voucher number. The prefix can be whatever We can use INV-

Suffix: User can enter suffix for the entered voucher number. suffixes can be a month name or whatever you want.

Minimum width of voucher number: User decides how long voucher number he wants, It can be specified in digit.

Edit Button: User can edit created voucher number.

Delete Button: User can remove created voucher number.

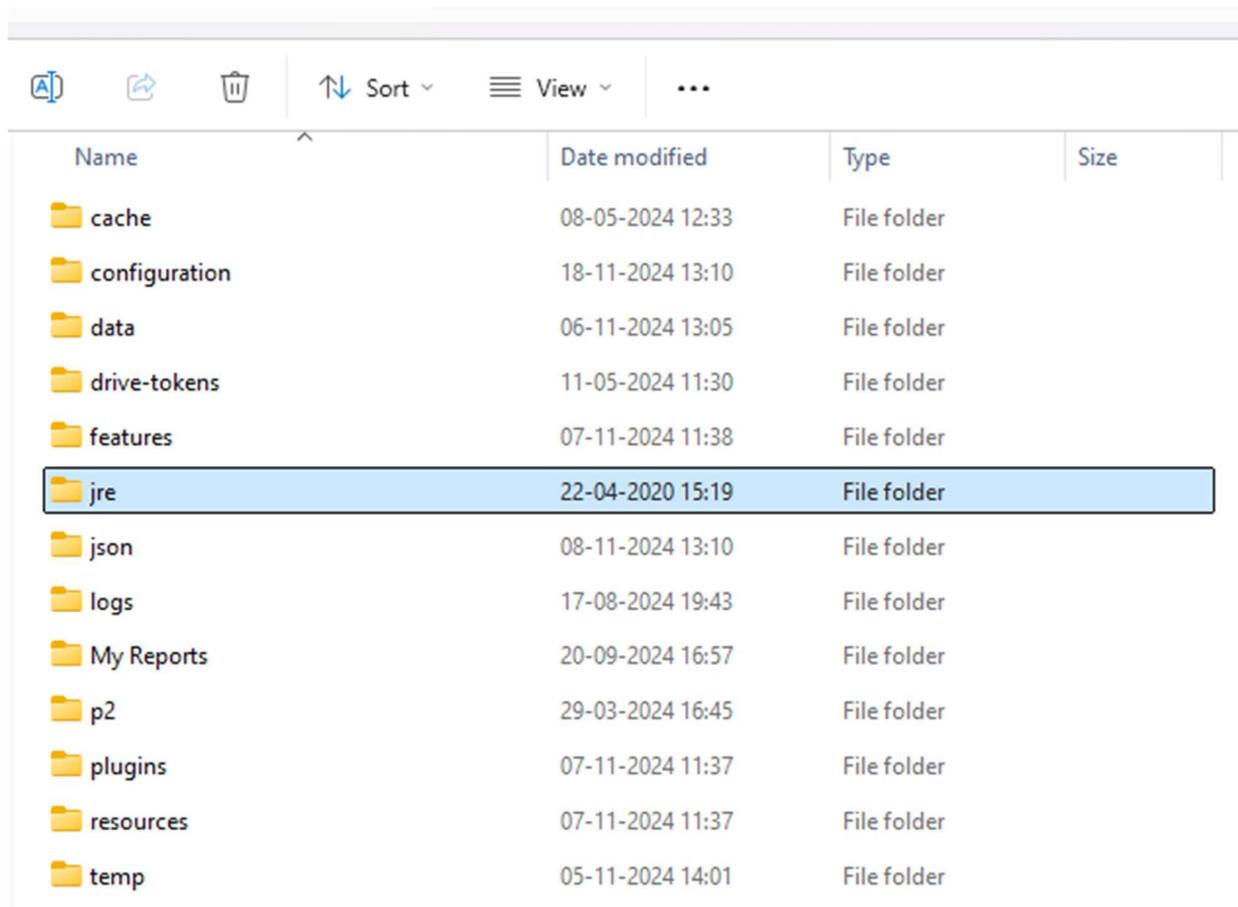
To edit the voucher configuration: Select the configuration > Click on **Edit** button.

15 How to solve Barcode error problem?

While creating barcode below error is showing how to resolve

Go to the Software Installation Location

For example, "C:\ZippyFin\ZippyFin"



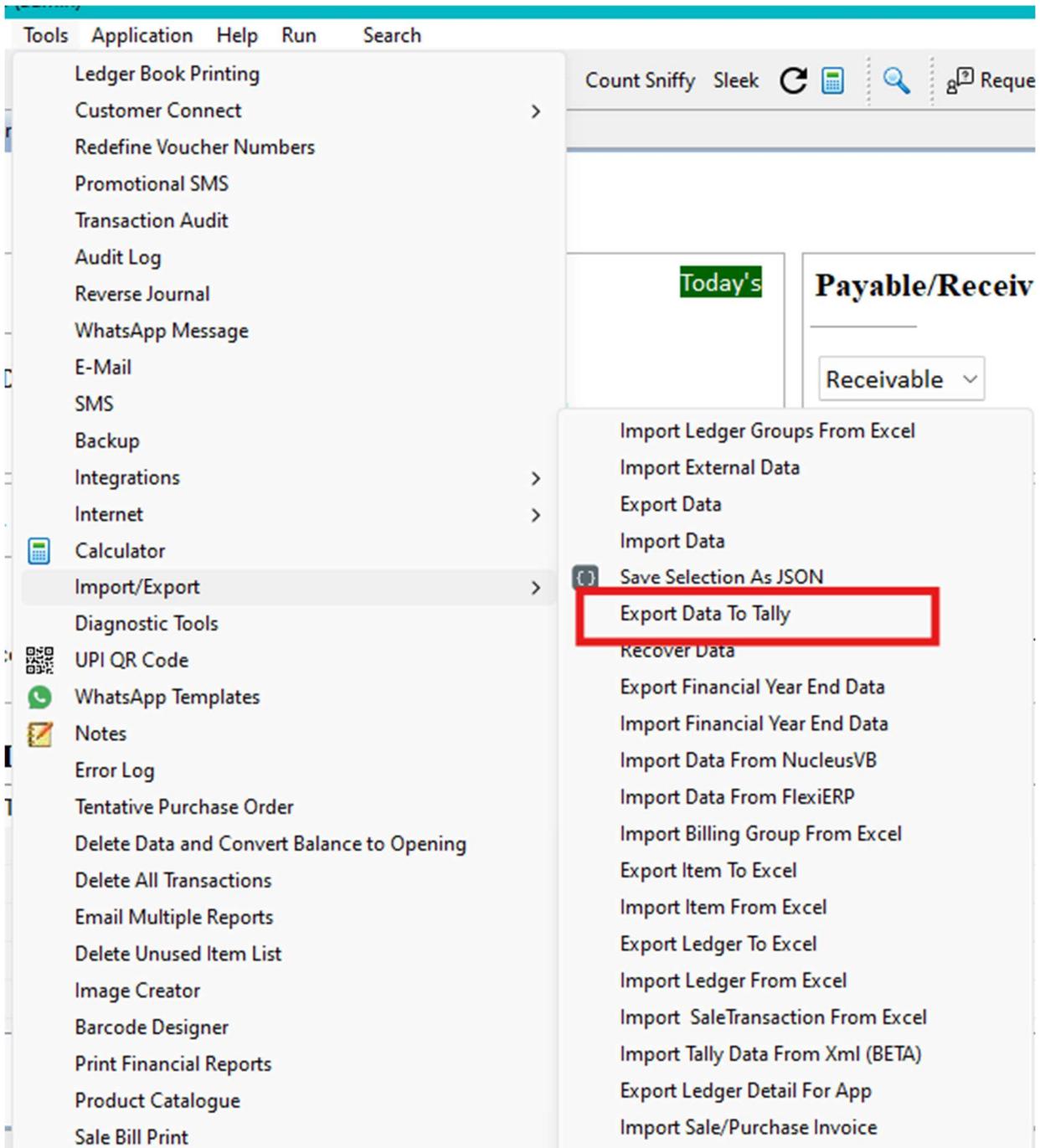
The screenshot shows a file explorer interface with a toolbar at the top containing icons for search, share, delete, sort, view, and a menu. Below the toolbar is a table listing folders with columns for Name, Date modified, Type, and Size. The 'jre' folder is highlighted with a blue selection bar.

Name	Date modified	Type	Size
cache	08-05-2024 12:33	File folder	
configuration	18-11-2024 13:10	File folder	
data	06-11-2024 13:05	File folder	
drive-tokens	11-05-2024 11:30	File folder	
features	07-11-2024 11:38	File folder	
jre	22-04-2020 15:19	File folder	
json	08-11-2024 13:10	File folder	
logs	17-08-2024 19:43	File folder	
My Reports	20-09-2024 16:57	File folder	
p2	29-03-2024 16:45	File folder	
plugins	07-11-2024 11:37	File folder	
resources	07-11-2024 11:37	File folder	
temp	05-11-2024 14:01	File folder	

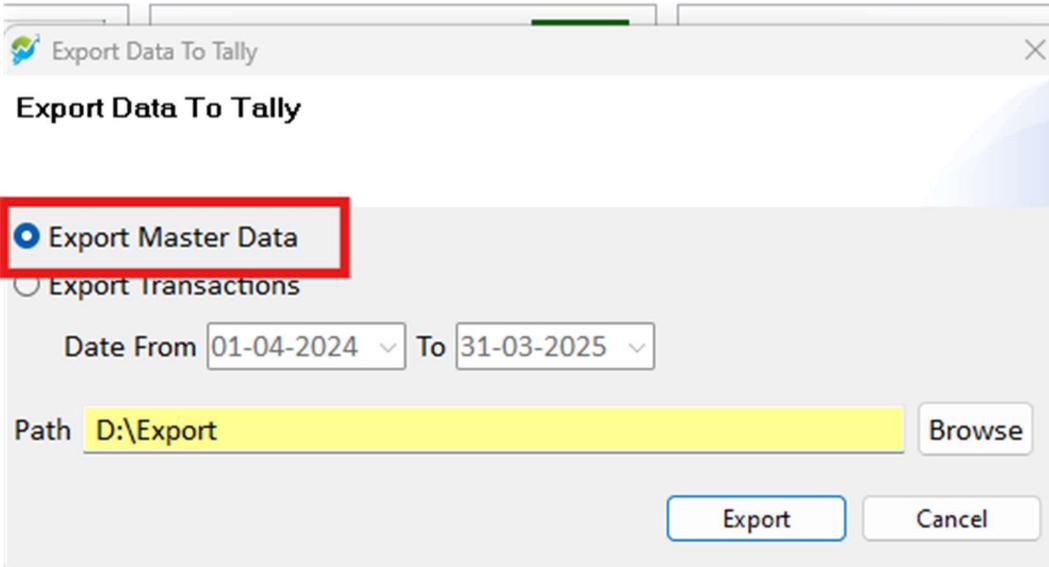
Paste the **jre** folder and also rename the older one with different name.

16 How to export data to tally?

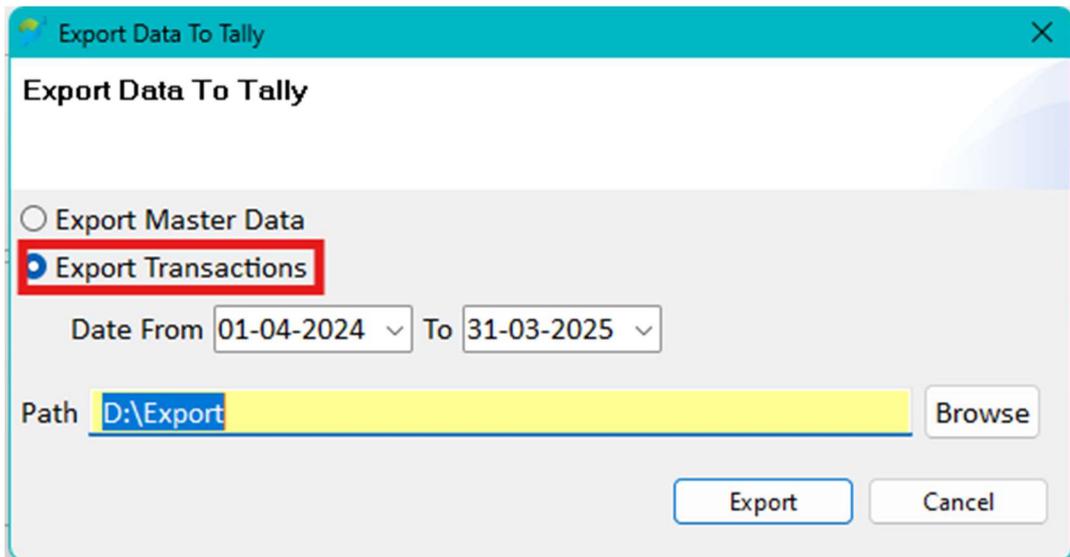
1. Go to **Tools -> Import/Export -> Export Data to Tally**



2. Click on the “**Browse**” button to select the location of your file. Then, choose the “**Export Master Data**” option and specify the date range using the “**Date From**” and “**Date To**” fields. After that, click on the **Export** button.



3. After exporting master data then only export the transaction data for that again Go to **Tools-> Import/Export** then **“Export Data to Tally”** then now choose the **“Export Transactions”** option to export transactions



4. Then import the exported file in Tally