

Quick Guide to the Process BACS Transactions Application

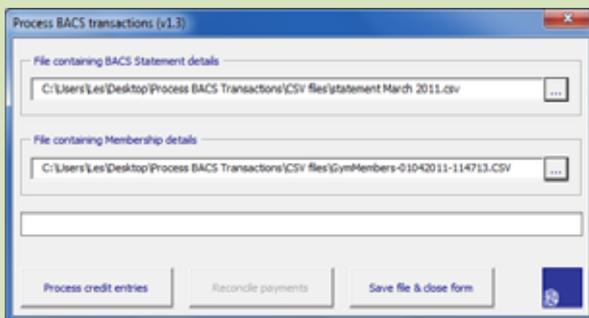
The **Process BACS Transaction Application** is a Microsoft Excel spreadsheet containing VBA macros. It helps you to reconcile the payments received (via BACS) from members of your gym with the amounts expected.

Before running the application:

Two CSV (comma-separated variable) files are used to perform the reconciliation. You must download these files onto your computer before you run the **Process BACS Transaction Application**. These files are:

- **BACS Statement details** - use your on-line banking application to download a CSV file containing details of account transactions for the calendar month to be checked.
- **Membership details** - use the Gym Software **Member search** → **Show all members** → **Export data** function to create a CSV file containing the latest membership details for your business.

Running the application

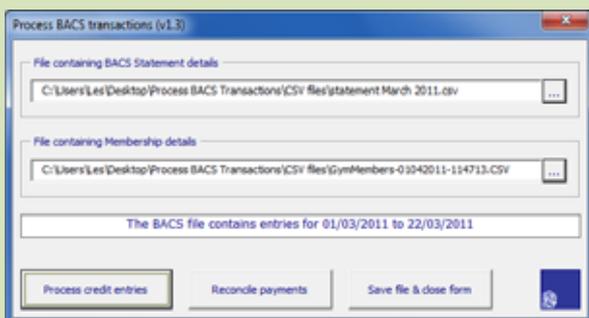


To run the **Process BACS Transaction Application**:

- Open Microsoft Excel;
- Browse to the file **ProcessBACS.xlsm** and open it*;
- The Control Panel (shown left) is displayed.

*The first time that you run the application you will be asked if you wish to run macros; if possible select the option "Always trust files from this publisher" otherwise you will receive this prompt every time you run the application (see Note 2 overleaf).

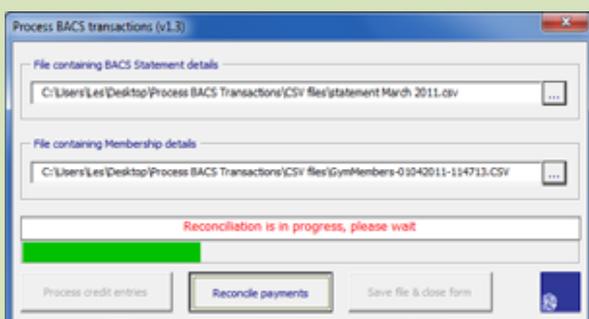
Processing credit entries



To extract the entries from the BACS Statement details file:

- On the Control Panel, click the button to the right of the **File containing BACS Statement details** textbox;
- Browse to the CSV file you downloaded from your bank, select it and click **Open**;
- On the Control Panel, click the button to the right of the **File containing Membership details** text box;
- Browse to the CSV file you downloaded from the Gym Software application, select it and click **Open**;
- Click **Process credit entries**; when complete, a message indicates the first and last date of entries in the file.

Reconciling payments



To reconcile the payments:

- Click **Reconcile payments**;
- Each entry in the Membership details file is compared with the data extracted from the BACS statement to try to find a matching payment. This may take up to a minute depending on how many members' entries need to be processed;
- A progress bar is displayed during the reconciliation process; a message is displayed when processing is complete;
- Click **Save file & close form** to close the form and view the results of the reconciliation (see details overleaf).

Viewing the results

The results of the reconciliation are displayed in the following six worksheets in the **Process BACS Transaction Application**:

- BACS Numbered** - contains all the BACS payments that have a membership number as the BACS reference. Entries in green indicate that a corresponding entry has been found in the membership records (the associated member's name is also displayed). Entries in red indicate either a second entry for the membership number within the month or a BACS reference that does not have a corresponding entry in the membership records (these may have been incorrectly entered when the BACS payment was set up; a member's name is not displayed as it cannot be determined).
- BACS Unnumbered** - contains all the BACS payments that don't have an obvious membership number as the BACS reference. You should compare these entries with the **No Payments** worksheet to identify members who have paid but whose BACS reference is not set to their membership number.
- Correct Payments** - contains details of those members with a Status other than 'Closed' for whom there is a payment of the expected amount on the **BACS Numbered** worksheet.
- Incorrect Payments** - contains details of those members with a Status other than 'Closed' for whom there is a payment on the **BACS Numbered** worksheet but the amount paid doesn't match the 'expected' amount in the membership records.
- No Payments** - contains details of those members with a Status other than 'Closed' for whom there isn't a payment on the **BACS Numbered** worksheet. You should compare these entries with the **BACS Unnumbered** worksheet and with any red entries on the **BACS Numbered** worksheet to identify members who have paid but whose BACS reference is not set to their membership number.
- Unexpected Payments** - contains details of payments received from those members whose Status is 'Closed'. If these members are still current, you should update their Status in the membership records.

You can print out each worksheet from Excel to help you manually check unreconciled payments.

Notes:

1. The **Process BACS Transaction Application** runs on Microsoft Office Excel versions 2007 and 2010 only.
2. The **Process BACS Transaction Application** has a 'Digital Signature' which indicates that the VBA macros it contains have not been tampered with. If the Digital Signature is not set as a "Trusted Publisher" in Excel, a "Macros have been disabled" message and an **Enable Macros** button will be displayed every time the application is opened.
To set the Digital Signature as a "Trusted Publisher" (this process is for Microsoft Excel 2010, the process for Excel 2007 is similar):
 - a) In Excel, open the **Process BACS Transaction Application**; the "Macros have been disabled" message is displayed at the top.
 - b) Click on the text "Macros have been disabled" in the message.
 - c) An "Information about <filename> window" is displayed.
 - d) Click on the Enable Content button and select the **Advanced Options** option.
 - e) A "Microsoft Office Security Options" window is displayed.
 - f) Select "Trust all documents from this publisher" (the bottom option) and click **OK**.
 - g) The macros will run and the Control Panel will be displayed.
3. To reduce the possibility of duplicate BACS entries, the BACS Statement file downloaded from the bank must contain transactions within a single calendar month only. However, the file does not have to contain transactions for the entire month.
If the file contains entries for more than one month, when you click the **Process credit entries** button a warning message is displayed.
4. The **Process BACS Transaction Application** looks for membership numbers only in the "Narrative #1" and "Narrative #2" fields of the BACS statement file. The following assumptions are made:
 - If the field contains any alphabetic character, it is assumed that it **doesn't** hold a membership number.
 - If the field contains only numeric characters, it is assumed that it **does** hold a valid membership number.
5. If the structure of the BACS statement or membership CSV file changes for any reason (for example, if the bank account is moved to a different bank or a new version of Gym Software application is used to create the membership file) the **Process BACS Transaction Application** may no longer work correctly.
You may need a new version of the **Process BACS Transaction Application**. In this case, please click on the logo at the bottom right of the Control Panel which will open an internet browser and display the home page of the Carruthers Solutions website. Contact us using the details on the Contact page.