

MAY 5-7, 2025



INNOVATE

JMT CONSULTING

NASHVILLE

Maximizing Bank Feeds & Bank Rules

JMT
CONSULTING

THE EXPERTS IN
MISSION-DRIVEN
NONPROFIT FINANCE

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Automatic Bank Feed connection choices

- Standard connections
- Premium connections
- Custom connections

Bank Feed connections - Standard

- Standard bank feed connections through Plaid and FISPAN
- Plaid – no fee, completely free for customers.
- FISPAN – you first need to create a FISPAN account, and then you can setup the bank feed in Intacct.

Note: *the bank may charge a fee for these connections, but this is determined by the bank itself and not by Intacct.*

Once connected...

- Bank transactions typically take 10 min -3 days to start arriving in Intacct after connecting.
- It's important to note that while Sage Intacct provides these connections, the success of the connection depends on various factors, and Sage cannot guarantee every bank will connect without issues.

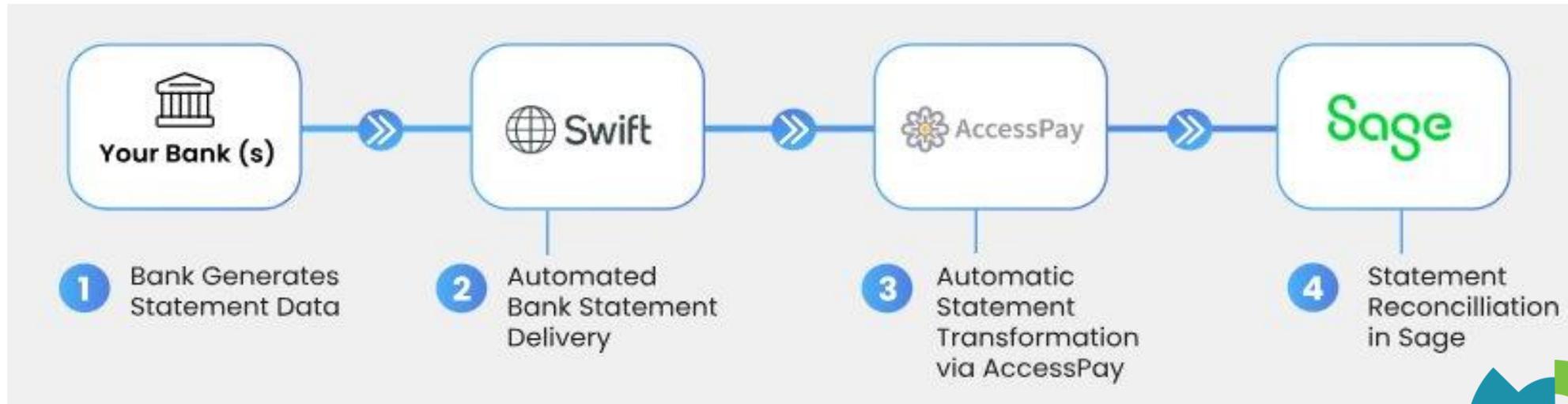


Standard connections

- Standard connections recommended for smaller volumes of transactions
- Customers with large number of connected accounts and large volumes of transactions. Could break the bank feed connection due to overuse

Bank Feed connections - Premium

- Available with a fee through the service provider AccessPay
- Connects to your banks and accounts via the SWIFT bank network.
- Works by receiving daily MT messages (MT940) or CAMT.053 format statements from your connected bank account (s).
- Instantly transforms bank data into the correct format, before automatically delivered to Sage.



Available Options

**Premium
connections**

**Bank
transaction
assist**

**SIG banking
integration**

**Financial
institutions**

Financial Institution

- **Multiple Accounts, One Login**
Ideal for linking several accounts from the same bank—streamlines connection and management.
- **Secure Login with MFA Support**
Supports banks that require multi-factor authentication during setup and ongoing syncs.
- **Supports Common U.S. Institutions**
Most large U.S. banks are supported, with varying compatibility for smaller institutions.

Available Options

Bank transaction assist (no additional fee)

- For when a standard connection is not available
- Uses a file import for bank transactions into Sage Intacct for reconciliation
- Imported transactions automatically match to Intacct transactions
- Uses rules in the account's rule sets

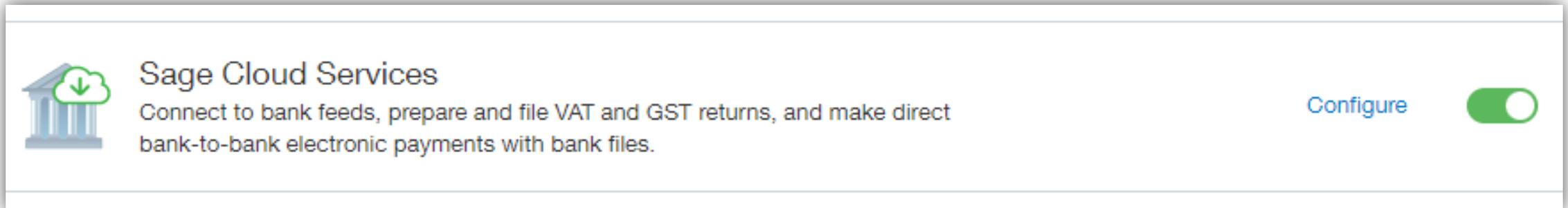
Supported file types:

- | | |
|--------|------------|
| ✓ CSV | ✓ OFX |
| ✓ XLS | ✓ ASO |
| ✓ XLSX | ✓ BAI2 |
| ✓ QIF | ✓ CAMT.053 |



Setup - Sage Cloud Services

- Navigate to Company > Admin > Subscriptions
- Sage Cloud Services



The screenshot shows a user interface for Sage Cloud Services. On the left is an icon of a classical building with a green cloud and a downward arrow. To the right of the icon, the text reads "Sage Cloud Services" in a bold font, followed by a description: "Connect to bank feeds, prepare and file VAT and GST returns, and make direct bank-to-bank electronic payments with bank files." On the far right of the card, there is a blue "Configure" button and a green toggle switch that is currently turned on.



Setup - Connect your Accounts

- Go to Cash Management > Setup > Checking Accounts.
- Banking Cloud tab > Connect.
- Find your bank. Pay attention to the web address if there are multiple options.
- Follow the prompts to connect your bank feed until successful.

Checking account information

Details Check printing Bank file **Banking cloud** Restrictions Pa

[Connect](#)

Find your bank

sage demo

United States of America

My bank is not listed. [Tell us about it](#)

Sage Demo Bank

Chase Bank of America

Bank of America CashPro (US)

Setup unsuccessful – Request account

If no results are found for your bank, choose
“[Tell us about it](#)”

Enter the Bank Name, Account Type and
Bank URL. Submit.

Check often for updates to direct
connections: [Available direct connections for
bank feeds.](#)

Connect your bank

Reduce labor-intensive data entry by connecting Sage to your online bank. We'll automatically check for new transactions on a daily schedule and download them as soon as possible.

Find your bank

Bank not Found

United States of America

No results for "Bank not Found" - [Tell us about it](#)

Chase Bank of America Wells Fargo Citi US Bank PNC

Setup successful - Connect your Accounts

If successful, enter the Start date from which to begin downloading transactions.

- Avoid downloading transactions that you already reconciled
- When reconnecting, always choose the first date of the next month to reconcile.

From what date do you want to download transactions?

Typically, the download date is for the previous 30 days or from the latest reconciliation date.

Download starting from

05/01/2023 

Note: Some banks allow you to download the last 90 days of transactions only.

[Continue](#)



Setup – Bank Transactions Import

★  Company 

Configure Sage Cloud Services

Company information

Company ID	Company name
JMT-Mission-FH	Not-for-Profit
Contact for notifications	Status
fhernandez@jmtconsulting.com	Subscribed

Enable functionality

[About subscribing entities to Sage Cloud Services !\[\]\(510617eadea1db8bae02dd951710d60f_img.jpg\)](#)

- Enable bank feeds
- Enable bank file payment
- Enable Bank transaction assistant file import



Bank Connections - Things to keep in mind

Banks have different methods and can change their methods of authenticating:

- Authorization Required
- Duplicate transactions / Delays
- Custom View are helpful to keep tabs on statuses

Checking accounts Add Done E

Bank Feed Status ▾ Manage views ▾ Include private | [Advanced filters](#) | [Clear all filters](#)

ID ▾	Name	Account No.	Fund	GLA	Bank Feed Status	Last Feed Date	Refresh Status	Next Check No.	Last Recon Date	Last Recon Bal.
Edit View B01	Security State Bank - Checking Main	31264495	100	1100	Connected	05/02/2023	Success	502	10/31/2021	7301919.97
Edit View B02	Security State Bank - Payroll	31245576	100	1120	Connection requested			3245		
Edit View B03	WF - Direct Bank Feed Example	31264497	100	1110	Connection requested			103		



Cash Management - Bank Transactions

- Go to Cash Management > Bank Transactions
- All bank feed transactions are listed here
- Custom Views can be helpful

Bank transactions Done Export

All Manage views Advanced filters Clear all filters

Ignore Stop ignoring (1 - 506 of 506)

Select	Account type	Bank account ID	Bank name	Posting date	Document type	Document number	Currency	Amount	Payee	Description	Transaction type	Status	Amount to match
<input type="checkbox"/>	View Bank	B01	Security State Bank - Checking Main	05/01/2023	CREDIT		USD	1,034.99	123	123	Deposit	Unmatched	1,034.99
<input type="checkbox"/>	View Bank	B01	Security State Bank - Checking Main	05/01/2023	INT		USD	86.00		Invoice 7855 Goods 17944 L17944	Deposit	Unmatched	86.00
<input type="checkbox"/>	View Bank	B01	Security State Bank - Checking Main	05/01/2023	CREDIT		USD	10,561.49	C115	C115 C115	Deposit	Matched	0.00
<input type="checkbox"/>	View Bank	B01	Security State Bank - Checking Main	05/01/2023	DEBIT		USD	9,971.55		D852	Withdrawal	Unmatched	9,971.55
<input type="checkbox"/>	View Bank	B01	Security State Bank - Checking Main	05/01/2023	CREDIT		USD	10.01		85	Deposit	Unmatched	10.01
<input type="checkbox"/>	View Bank	B01	Security State Bank - Checking Main	05/01/2023	DEBIT		USD	84.53			Withdrawal	Unmatched	84.53

Bank Transactions – Ignore and Unignore

- Zero-dollar transactions
- Duplicate transactions
- Bank feed delays that require you to manually upload a file, but then the bank feed downloads the same information.

The screenshot is split vertically by a jagged 'tear' effect. On the left, the 'Bank transactions' list shows three entries for AMEX credit card charges on 04/29/2023. The first entry is selected. On the right, a detailed view shows three transactions: a 396.15 charge (Unmatched), a 0.00 charge (Matched), and a 32.13 charge (Unmatched).

Select	Account type	Bank account ID	Bank name	Posting date	Transaction type	Status	Amount to match
<input type="checkbox"/>		am					
<input checked="" type="checkbox"/>	View Credit card	AMEX	AMEX	04/29/2023	Charge	Unmatched	396.15
<input type="checkbox"/>	View Credit card	AMEX	AMEX	04/29/2023	Charge	Matched	0.00
<input type="checkbox"/>	View Credit card	AMEX	AMEX	04/29/2023	Charge	Unmatched	32.13



Bank Transactions – More Actions

- Bank Transactions do not have GL impact, however...
- If you click View > More Actions

Bank transaction

Done **More actions** ▾

Bank account ID B01	Amount 10,561.49	Amount to match 10,561.49
Posting date 05/01/2023	Payee C115	Match mode --
Document type CREDIT	Description C115 C115	Unmatched date --
Document number --	Transaction type Deposit	
Currency USD	Status Unmatched	

More actions ▾

- Funds transfer
- Interest earned
- Journal entry
- Other receipts
- Receive payments
- Ignore
- Edit this page
- Object definition

Bank transaction

Done **More actions** ▾

Bank account ID AMEX	Amount 90.70	Amount to match 90.70
Posting date 04/30/2023	Payee --	Match mode --
Document type DEBIT	Description [REDACTED]	Unmatched date --
Document number --	Transaction type Charge	Unmatched by --
Currency --	Status Unmatched	

More actions ▾

- Charges and other fees
- Credit card transaction
- Journal entry
- Manual payment
- Ignore
- Edit this page
- Object definition
- Table size

Bank Transactions > More Actions Uses

Use for:

- Transactions that are not already in Intacct
- AR transactions that need to post to the subledger
- Transactions that don't require Purchasing or AP approvals, AP subledger

Examples include:

- Receiving customer payments
- One-time transactions



Create Rules or Match Rules? When to use What?

Example	Subledger Already		How to Handle
	Impact?	posted?	
Charges without approvals	No	No	Create Rules
Bank Fees/Interest earned	No	No	Create Rule
Recurring online payments	No	No	Create Rules
Refunds/Credits/Cash Back	No	No	Create Rules
Unexpected donor contrib.	No	No	Create Rules
Employee ACH payroll	No	Yes	Match Rules
Payroll Taxes	No	Yes	Match Rules
Customer Payments	Yes	No	Bank Trans > More Actions
Refunds/Credit on Vendor charges	Yes	No	Bank Trans > More Actions
Charge payoff	Yes	Yes	Match Rules
Charges that require approval	Yes	Yes	Match Rules
Vendor Payments	Yes	Yes	Match Rules

Match Rule Uses

Use for:

- Transactions that are already in Intacct
- Anything that needs to hit a subledger

Examples include:

- Vendor payments and credits
- Payroll checks and ACH
- Charge payoff payment



Match Rule Setup

1. Details
2. Filter transactions by
3. Group transactions by
4. Matching conditions

Then, add to a Rule Set

Details
About rules ?

Type
Match rule

ID *

Name *

Description

Status
Active

Filter transaction by

	Data source	Field	Operator	Value	
≡ 1	Bank transactions	Transaction type	Equals	Credit	+
≡ 2	Bank transactions	Document type	Equals		+
≡ 3					+

Group transactions by

Matching conditions

	Bank transaction field	Operator	Value	Match with this field in an Intacct transaction	
≡ 1	Document number	Equals		Document number	+
≡ 2	Posting date	Within	1	Posting date	+
≡ 3	Amount	Equals	Value	Amount	+
≡ 4					+



Filter transactions by – Cheat sheet

Account Type	Document Type	Transaction Type	Affect on Account	Examples
Bank	DEBIT	Withdrawal	Decrease balance	Vendor/Employee payments, Service charges, Manual payments
Bank	CREDIT	Deposit	Increase balance	Customer payments, Other Receipts, Interest earned
Credit Cards	DEBIT	Charge	Increase balance	Positive credit card transactions, Charges and Service fees
Credit Cards	CREDIT	Payment	Decrease balance	Statement payments, Refunds, credits on account, cash back

Filter transactions by

- Be specific!
 - Include Transaction type = Debit or Credit
 - Add Descriptions “Contains” whenever possible. **The value is case sensitive.**
 - *Always add a Date filter for when to begin using the rule

▼ Filter transaction by

		Data source	Field	Operator	Value	
☰	1	Bank transactions	Transaction type	Equals	Debit	+ 🗑️
☰	2	Bank transactions	Description	Contains	Bank Fee	+ 🗑️
☰	3	Bank transactions ▼	Posting date ▼	Is greater than ▼	05/01/2023 📅	+ 🗑️
☰	4					+



Match Rules – Group transactions by

- Use more specific filters with Group by
- Group by Intacct transaction matches many Intacct trxn to a lump summed at the bank.
- Group by Bank transactions matches many bank payments to a bill lump summed in Intacct.

Filter transaction by

		Data source	Field	Operator	Value	
☰	1	Bank transactions	Transaction type	Equals	Debit	+ 🗑️
☰	2	Bank transactions	Description	Contains	ADP Payroll	+ 🗑️
☰	3	Bank transactions	Document number	Begins with	00002	+ 🗑️
☰	4					+

Group transactions by

Intacct transactions

Document number

Posting date

Bank transactions

Document number

Posting date

Takes all transactions that meet this criteria and compares them for matching.

Best Practices for Match Rules

- Put most specific / complex rules AKA: “Sniper Rules” first
- The more vague or general rules go last
- Be careful when using too general rules
- For example: You might have multiple transactions with the same amount in a month, if your rule only matches based on Amount, then Intacct may not match any of them because it doesn't know which one to match to.
- Or, it can incorrectly match up transactions, which can be just as confusing.

Match Rule Examples

- Payroll ACH payments that hit the bank in one lump sum
 - Date is known
 - Document number/Description can be known
 - Use Intacct Posting date Group by option

Filter transaction by

		Data source	Field	Operator	Value	
≡	1	Bank transactions	Transaction type	Equals	Debit	+ 🗑️
≡	2	Bank transactions	Description	Contains	ADP Payroll	+ 🗑️
≡	3	Bank transactions	Document number	Begins with	00002	+ 🗑️
≡	4					+ 🗑️

Group transactions by

Intacct transactions

- Document number
- Document number
- Posting date
- Bank transactions
- Document number
- Posting date

Matching conditions

		Bank transaction field	Operator	Value	Match with this field in an Intacct transaction	
≡	1	Posting date	Equals		Posting date	+ 🗑️
≡	2	Amount	Equals	Value	Amount	+ 🗑️
≡	3					+ 🗑️

Reference your Bank data and customize these filters to match how your transactions are fed into Intacct.



Match Rule Examples

- Generic Customer Deposits:
 - You can control the deposit date, but the Doc. Numbers are rarely consistent
 - Filter by Transaction type = Credit
 - Match on Date within a range of days and Amount

▼ Matching conditions

		Bank transaction field	Operator	Value	Match with this field in an Intacct tran
☰	1	Posting date	Within	4	Posting date
☰	2	Amount	Equals	Value	Amount



Match Rule Examples

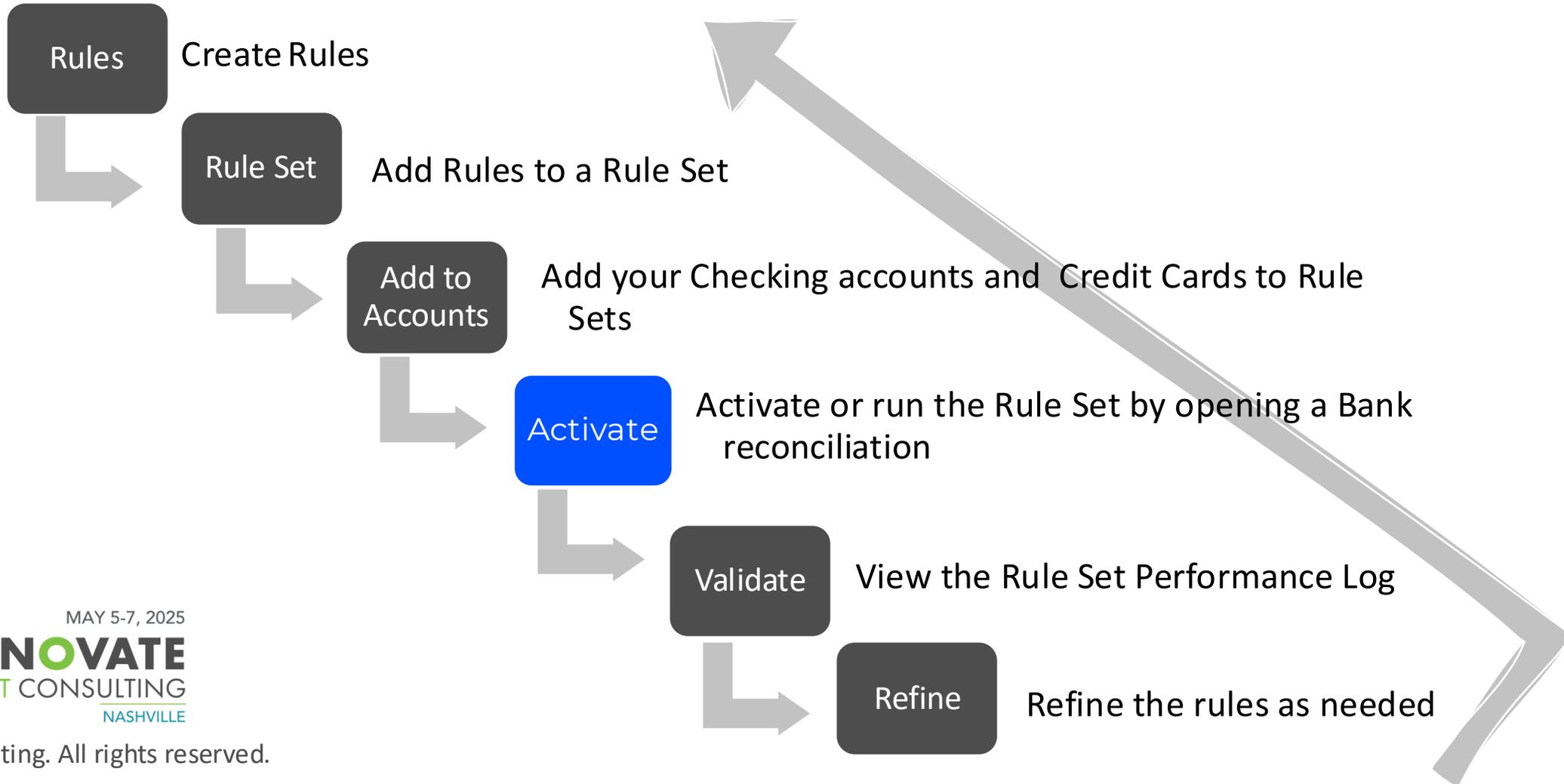
- Generic Vendor/Employee Payments
 - You can't control the vendor/employee deposit date
 - Filter by Transaction type = Debit
 - Match by Amount and Document number

▼ Matching conditions

		Bank transaction field	Operator	Value	Match with this field in an Intacct transaction
☰	1	Amount	Equals		Amount
☰	2	Document number (lea ▼)	Equals ▼	Value	Document number ▼



Cash Management – Match Rules





Cash Management > Setup > Rule set performance log

Reconcile credit card account Edit

AMEX

Statement ending date 05/03/2023 | Last reconciled -- | Bank feed status Connected | Last bank feed date 05/03/2023 | Last bank feed txn date 04/30/2023

Intacct unmatched transactions 14	Intacct unmatched amount -1,161.11	Bank unmatched transactions 108	Bank unmatched amount 3,063.55	Matched charges: -5,475.54	Matched payments: 848.30
--------------------------------------	---------------------------------------	------------------------------------	-----------------------------------	-------------------------------	-----------------------------

Rule set performance log Done Export

All Manage views Advanced filters Clear all filters

Account ID	Account name	Rule set ID	Rule set name	Rules	Bank txns processed	Intacct txns processed	Bank txns matched	Intacct txns created	Runtime	Status
View AMEX	AMEX	002	Credit Card - Match Rule (Date, Amount, Description)	4	208	95	100	20	05/02/2023 01:33:25 AM	Success
View B01	Security State Bank - Checking Main	001	Bank - Match Rule (Date, Amount, Doc#)	5	201	117	4	4	05/01/2023 12:35:36 PM	Success

Rule Set Performance Log



☰ Rule set performance details

Account ID AMEX	Account name AMEX	Rule set ID 002	Rule set name Credit Card - Match Rule (Date, Amount, Description)
Intacct txns processed 95	Bank txns processed 208	Bank txns matched 100	Intacct txns created 20
Runtime 05/02/2023 01:33:25 AM	Status Success		

Rule performance details

	Rule ID	Rule name	Rule type	Amount	Status	Error message
1	Uber Rides - Julie	Uber Rides - Julie	Create rule	56.51	Success	--
2	Uber Rides - Julie	Uber Rides - Julie	Create rule	36.03	Success	--
18	Refunds and Credits	Refunds and Credits	Create rule	7	Success	--
19	Refunds and Credits	Refunds and Credits	Create rule	3000	Success	--
20	Refunds and Credits	Refunds and Credits	Create rule	861.97	Success	--
21	Credit Cards	Credit Cards	Match rule	315	Success	--
22	Credit Cards	Credit Cards	Match rule	99	Success	--
23	Credit Cards	Credit Cards	Match rule	110.15	Success	--
24	Credit Cards	Credit Cards	Match rule	910.74	Success	--

Cash Management > Setup to see which rules are actually working...

Create Rule Uses

Auto-create JEs or CC transactions based on bank feed or bank import data.

Good for:

- Transactions that don't need to post to a subledger and are not 1099-able
- Transactions not otherwise recorded through a different process

Use for any common or definable entries, for example:

- Journal entries to cash
- Bank fees, Interest earned, Other receipts and Funds transfers
- Credit card transactions
- Credits and refunds, cash back



Cash Management – Create Rules

5 steps to create a Rule:

- Details
- Filter by
- Group by
- Define transaction to create
- Create a Transaction template

Lastly, add the rule to a Rule Set.

The screenshot shows the 'Rule' configuration page in a software application. The page is titled 'Cash Management' and 'Rule'. It is divided into several sections:

- Details:** Contains fields for 'Type' (Create rule), 'ID' (WF Deposit), 'Name' (Deposit Creation Rule - WF, highlighted with a red box), 'Description', and 'Status' (Active).
- Filter transaction by:** A table with columns for 'Data source', 'Field', 'Operator', and 'Value'. It lists four filter rules:

	Data source	Field	Operator	Value	
1	Bank transactions	Posting date	greater than	05/12/2022	+ 🗑️
2	Bank transactions	Transaction type	equals	Credit	+ 🗑️
3	Bank transactions	Description	contains	Deposit	+ 🗑️
4					+
- Group transactions by:** A section with a right-pointing arrow and the text '> Group transactions by'.
- Define transaction to create:** Contains fields for 'Transaction type' (Journal entry) and 'Transaction template' (38--Deposit WF).



Define transactions to create

- Transaction type
 - Journal entry
 - Credit Card transaction
 - Transaction templates
 - Cash Mgmt > Setup
- Journals determine approvals in GL Configuration

▼ Define transaction to create

Transaction type:

Transaction template:

Transaction Template for Journal Entry

[Save](#) [Cancel](#)

Name * Description Journal *

Posting state

Journal entry offset [Show defaults](#)

	Account *	Allocation	Department	Location	Memo	
1	4601--Revenue - Subs	Allocation	100--Sales	100--USA	Auto create Deposits from Bank	+
2						+
3						+

[Show Details \(Ctrl+V\)](#) [Add](#) [View](#) [Find](#)

Transaction Templates

The screenshot shows a software navigation menu with the following items:

- Cash Management (dropdown arrow)
- Fixed Assets (right arrow)
- Dashboards (right arrow)
- Additional Dimension (right arrow)
- Accounts Payable (right arrow)
- General Ledger (right arrow)
- Accounts Receivable (right arrow)
- Purchasing (right arrow)
- Time & Expenses (right arrow)
- Cash Management** (right arrow, highlighted in blue)
- Projects or Grants (right arrow)
- Inventory Control (right arrow)

Under the 'Cash Management' dropdown, the following options are visible:

- All
- Setup (underlined)
- Accounts
- Reconciliation rules
 - Rules (with plus icon)
 - Rule set (with plus icon)
 - Rule set performance log
- Reconciliation txn templates** (highlighted with a red box)
- Credit card transaction (with plus icon)
- Journal entry (with plus icon)

A red arrow points from the 'Reconciliation txn templates' box to the 'Rules' option under 'Reconciliation rules'.

Transaction Templates – Journal entry

- Posting State
 - Draft > Requires you to interact with it
 - Posting > Approvals determined by GL Config
- Primary GL account determined by Checking account

☰ Transaction template for journal entry
Save Dupl

ID 1 Name * <input type="text" value="Bank Fee"/> Last modified 05/26/2022 02:12:16 PM	Description <input type="text" value="Bank Fee"/> Posting state <input type="text" value="Draft"/>	Journal * <input type="text" value="CDJ--Cash Disbursements Journal"/> Created on 05/18/2022 08:40:11 AM
---	---	---

Journal entry offset

[Show defaults](#)

	Account *	Allocation	Department	Fund	Memo
☰	1 5400--Banking Fees		100--Counselling Serv	100--General	Bank Fee

©JMT

Transaction Templates – Credit card transaction

- Primary GL account determined by Credit Card setup
- Will post right away, no approvals available
- Will be available in credit card recon and auto-matched

☰ Transaction template for credit card transaction

Save Duplicate Cancel More actions ▾

ID
Refunds

Name *
Refunds

Description
Credit Card Refunds

Created on
04/27/2023 02:16:33 PM

Payee

Last modified
04/27/2023 02:16:33 PM

Credit card transaction offset

[Show defaults](#)

	Account *	Employee	Fund	Department	Project or Grant	Vendor	Memo
☰	5505--Discounts Taker ▾	Employee ▾	100--General ▾	999--Shared ▾	998--Shared ▾	V292--AMEX - Americ ▾	Memo

[Show details \(Ctrl + Down arrow\)](#)

Create Rules Examples

Credit Card Transactions

- Refunds and Credits
 - Filter on Transaction type = Debit, Document type = Payment*, Date
- Credit Card Fees
 - Filter on txn type = Credit, Description and Date
- Recurring online payments
 - Filter on txn type = Credit, Date
 - Set each up with a unique Description

Journal Entries

- Refunds and Credits
 - Filter on Transaction Type = Credit, find Transaction Type, Date
- Bank Fees
 - Filter on Trxn type = Debit and the unique Description, Date
- Cobra Premiums
 - Filter on txn type = Credit, Description, Date

Do's and Don'ts

- Be careful about manually “Matching” transactions
- Be careful about ignoring transactions

Intacct Bank

State: Unmatched Transaction type: Checks and det Bank amount:

Match transactions

Items selected 3

GL post d

1	<input checked="" type="checkbox"/>	12/09/2022	--
2	<input type="checkbox"/>	12/09/2022	--

Transactions can be manually Matched, but be leery of this path...

Intacct **Bank**

State: Unmatched Transaction type: Checks and det

	Date	Last recon	Amount	Payee	Description	Txn type	Action
1	05/01/2023	--	56.73	--	887	Checks and debits	Match
2	05/01/2023	--	9,971.55	--	D852	Checks and	
3	05/01/2023	--	84.53	--	--	Checks and	
4	05/01/2023	--	561.95	--	--	Checks and	
5	05/01/2023	--	99.67	--	--	Checks and	
6	05/01/2023	--	3,903.00	--	--	Checks and	

Transactions can be manually ignored, but be careful when selecting this...

Apply filters Clear filters

	Date	Last recon	Amount	Payee	Description	Txn type	Action
1	05/01/2023	--	56.73	--	887	Checks and debits	Match
2	05/01/2023	--	9,971.55	--	D852	Checks and	
3	05/01/2023	--	84.53	--	--	Checks and	
4	05/01/2023	--	561.95	--	--	Checks and	
5	05/01/2023	--	99.67	--	--	Checks and	
6	05/01/2023	--	3,903.00	--	--	Checks and	

Funds transfer
Journal entry
Manual payment
Service charges
Ignore

MAY 5-7, 2025



Do: Make Rules Specific and Intentional

- **DO: Use multiple, specific filters to narrow down the transactions.**
 - ✓ Example:
 - **Transaction Type = Debit**
 - **Description contains “Shell Gas”**
 - **Document Number begins with “XXX”**
- **DO: Match by both Posting Date and Amount to ensure accuracy.**
 - ✓ Example: Use this combo for recurring gas card charges or utility bills.
- **DO: Use filters that align with consistent vendor naming conventions in your bank feed.**
 - ✓ Example: “Shell Gas” or “Amazon Marketplace” – the more specific, the better.
- **DO: Build filters that reflect how transactions appear in your feed.**
 - ✓ Don’t guess — look at actual posted data.
- **DO: Test rules and review matches before enabling auto-matching.**
 - ✓ You can always adjust.



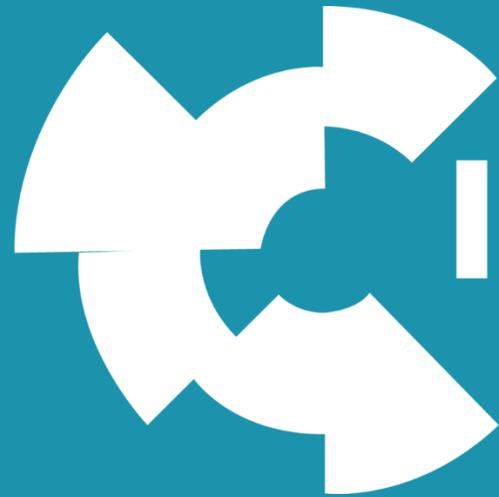
Don'ts for Filters & Matching Conditions

- **DON'T: Rely on single-field filters like “Amount = 100.”**
 - ⊘ Too vague — could apply to tons of unrelated transactions.
- **DON'T: Use general keywords like “purchase” or “transaction.”**
 - ⊘ These show up across many entries and lead to false positives.
- **DON'T: Skip document number filters if your transactions include structured references.**
 - ⊘ Leverage patterns like “GAS,” “INV,” or “UTIL” prefixes where possible.
- **DON'T: Leave filter fields blank unless you're intentionally reviewing all transactions.**
 - ⊘ A blank filter = messy match suggestions.
- **DON'T: Match solely on posting date — that's not unique enough.**
 - ⊘ Always pair it with at least one more specific identifier.

If you're submitting a support case to JMT we need...

The following information is required to open a trouble-shooting case:

- **Intacct Bank ID**
- **Bank Name:** [Wells Fargo / BoA / SVB / etc]
- **Bank URL:** [The URL you use to login to your bank online]
- **Bank Type:** [Checking / Savings / Corporate / etc]
- Provide a Bank Statement or list of expected transactions in **Excel**. Highlight the transactions in question.



MAY 5-7, 2025

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