

User Manual: Bank Reconciliation Automation Tool

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Workbook Type: Excel Macro-Enabled (.xlsm)

Project Name: BankReconAutomation

Purpose of the Tool

This Excel-based automation tool streamlines the bank reconciliation process by:

- Cleaning raw transaction data
 - Importing new transactions into the ledger
 - Validating balances
 - Linking cheque records
 - Highlighting discrepancies
 - Providing search functionality
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Workbook Structure

Sheet Name	Purpose
Raw_Data	Holds raw bank statements before cleaning
Cleaned_Data	Power Query output of cleaned transactions
EDC	Main ledger for validated transactions
Cheques	Cheque records for cross-referencing

How to Use the Tool

Step 1: Import Raw Bank Data

- Paste your raw bank statement into the `Raw_Data` sheet.
- Ensure columns are consistent with previous imports.

Step 2: Clean the Data

- Click the **Refresh Clean Data** button (or run `RefreshCleanData` macro).
- This triggers Power Query to clean and load data into `Cleaned_Data`.

Step 3: Append New Transactions

- Run the macro `AppendNewTransactions_TableSafe`.

- This will:
 - Compare dates in `Cleaned_Data` vs `EDC`
 - Append only new transactions
 - Sort the ledger by date (newest first)
 - Automatically clear the `Cleaned_Data` sheet

Step 4: Validate BALANCE

- Run the macro `BalanceValidation`.
- This will:
 - Calculate expected balances based on transaction type
 - Compare expected vs actual balances
 - Highlight mismatches in red

Step 5: Link Cheques

- Run the macro `LinkEDCtoCheque`.
- This will:
 - Match cheque numbers between `EDC` and `Cheques`
 - Transfer cheque metadata (e.g., date) into the `EDC` sheet

Step 6: Search Transactions

- To search in `EDC`, type a keyword in cell `D4` and run `SearchEDC`.
- To search in `Cheques`, type a keyword in cell `D5` and run `SearchCHEQUES`.
- Matching cells will be highlighted in yellow.

Reset for Next Cycle

- After reconciliation is complete, the `Cleaned_Data` sheet is automatically cleared.
- You can now paste new raw data into `Raw_Data` and repeat the process.

System Requirements

- Microsoft Excel 2016 or later
- Macros must be enabled
- Developer tab activated
- Power Query installed and configured

Tips for Users

- Always refresh `Cleaned_Data` before appending.
- Do not manually edit the `EDC` table unless necessary.

- Use consistent labels for transaction types (D for Debit, C for Credit).
 - Save your workbook before running macros to avoid data loss.
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Support

For questions or troubleshooting, contact:

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GitHub: <https://github.com/Nkemjika123>