Getting Started Guide – Bank Transaction Categorisation Tool

Welcome! This guide will walk you through using our user-friendly tool, designed to help you effortlessly categorise your bank transactions. You don't need any technical expertise – just follow along!

What This Tool Does

Our Bank Transaction Categorisation Tool is designed to simplify your financial data management. Here’s what it can do for you:

- **Data Cleaning:** It processes and cleans your uploaded bank statement data.
- **Smart Categorisation:** It automatically assigns categories to your transactions based on intelligent matching rules. For example, "Uber" might be categorised as 'Travel', and "Tesco" as 'Groceries'.
- **Easy Download:** It allows you to download a refined file with all transactions neatly categorised, ready for your use.

Before You Begin

Before you start, please ensure you have the following ready:

- **Your Bank Statement File:** This should be in one of the supported formats: CSV, XLSX (Excel), or XLS (Excel).

- **A Rule Set:** You'll need either:
    - A custom rules file that you've prepared.

    - Alternatively, you can simply use one of the convenient built-in rule sets provided directly within the tool.

Step-by-Step Instructions

Here's a simple, step-by-step guide to categorising your bank transactions:

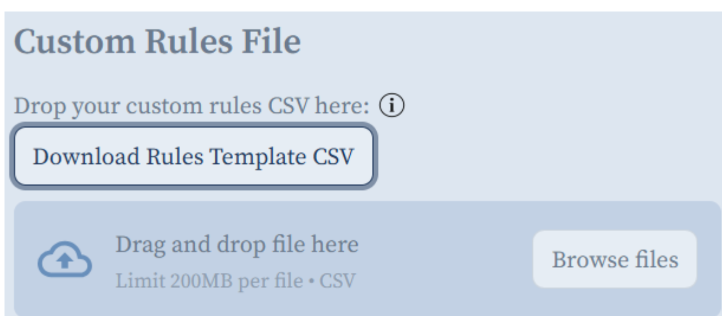
1. Pick a Rule Set

You have two flexible options for selecting your categorisation rules:

- ➤ **Use a Built-in Rule Set:**
  - Simply select your preferred rule set from the "Built-in Rule Sets" dropdown menu available in the application.
- ➤ **Use Your Own Rules File:**
  - If you have specific categorisation needs, you can upload your own custom rules. Your CSV file should have two columns: Description and Category. Each row will define a matching rule, like this:

Description	Category
Coffee	Meals and Entertainment
Uber	Travel
Rent	Rent

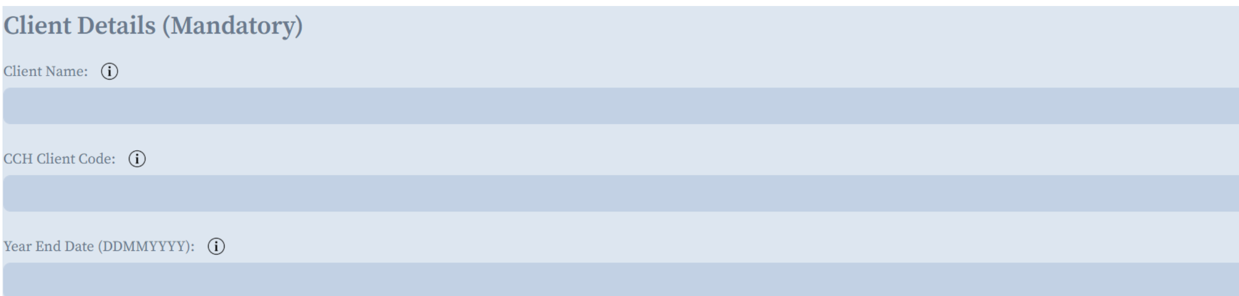
  - A template for this file can be downloaded directly from the app for your convenience.



2. Enter Client Details

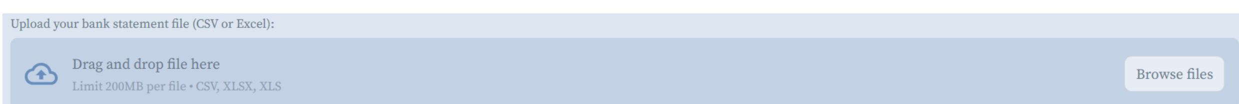
This information helps in automatically naming your output files for easy identification. Please provide:

- **Client Name:** This can be your name, your client's name, or any descriptive name you prefer.
- **CCH Code:** A short identifier, typically 3 to 10 characters long (e.g., ABC123).
- **Year End Date:** Enter the date in DDMMYYYY format (e.g., 31122024 for 31st December 2024).



3. Upload Your Bank Statement

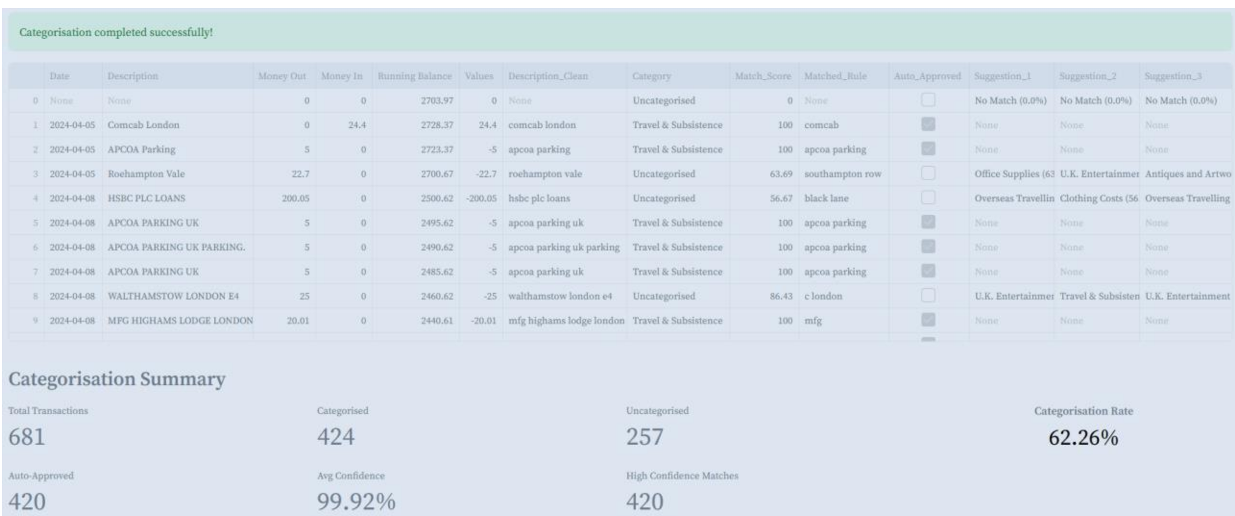
- Click the **"Upload"** button and choose your bank statement file.
- **Supported formats** include CSV, Excel (.xlsx), or legacy Excel (.xls).
- If your Excel file contains multiple sheets, the tool will prompt you to select the relevant one.
- **Important:** Ensure your file has a column titled **"Description"** where the transaction details (e.g., "Uber Eats 01234") are listed. This column is crucial for the categorisation process.



4. Click “Run Categorisation”

Once your rule set, client details, and bank statement are in place, click the **"Run Categorisation"** button. The tool will then perform the following actions:

- It will read and process the data from your bank statement file.
- Each transaction will be matched against your chosen rule set.
- A brand new **"Category"** column will be added to your data, containing the assigned category for each transaction.
- A preview of the categorised results will be displayed for your review.



Categorisation completed successfully!

	Date	Description	Money Out	Money In	Running Balance	Values	Description_Clean	Category	Match_Score	Matched_Rule	Auto_Approved	Suggestion_1	Suggestion_2	Suggestion_3
0	None	None	0	0	2703.97	0	None	Uncategorised	0	None		No Match (0.0%)	No Match (0.0%)	No Match (0.0%)
1	2024-04-05	Comcab London	0	24.4	2728.37	24.4	comcab london	Travel & Subsistence	100	comcab		None	None	None
2	2024-04-05	APCOA Parking	5	0	2723.37	-5	apcoa parking	Travel & Subsistence	100	apcoa parking		None	None	None
3	2024-04-05	Roehampton Vale	22.7	0	2700.67	-22.7	roehampton vale	Uncategorised	63.69	southampton row		Office Supplies (63	U.K. Entertainmer	Antiques and Artwo
4	2024-04-08	HSBC PLC LOANS	200.05	0	2500.62	-200.05	hsbc plc loans	Uncategorised	56.67	black lane		Overseas Travellin	Clothing Costs (56	Overseas Travelling
5	2024-04-08	APCOA PARKING UK	5	0	2495.62	-5	apcoa parking uk	Travel & Subsistence	100	apcoa parking		None	None	None
6	2024-04-08	APCOA PARKING UK PARKING.	5	0	2490.62	-5	apcoa parking uk parking	Travel & Subsistence	100	apcoa parking		None	None	None
7	2024-04-08	APCOA PARKING UK	5	0	2485.62	-5	apcoa parking uk	Travel & Subsistence	100	apcoa parking		None	None	None
8	2024-04-08	WALTHAMSTOW LONDON E4	25	0	2460.62	-25	walthamstow london e4	Uncategorised	86.43	c london		U.K. Entertainmer	Travel & Subsisten	U.K. Entertainment
9	2024-04-08	MFG HIGHAMS LODGE LONDON	20.01	0	2440.61	-20.01	mfg highams lodge london	Travel & Subsistence	100	mfg		None	None	None

Categorisation Summary

Total Transactions
681

Categorised
424

Uncategorised
257

Categorisation Rate
62.26%

Auto-Approved
420

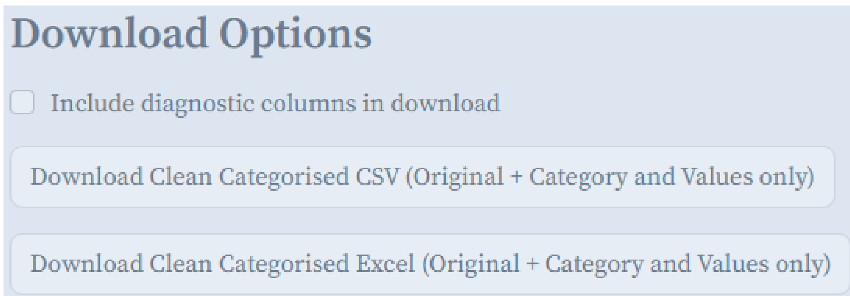
Avg Confidence
99.92%

High Confidence Matches
420

5. Download Your Categorised File

After the categorisation is complete and you've reviewed the preview, scroll down to the **"Download Options"** section to retrieve your file:

- ➤ **Download Options:** Choose the type of file you need:
  - **Clean file:** This includes your original bank statement data along with the newly added 'Category' and 'Values' columns.



  - **Full file:** This comprehensive option provides additional details, such as 'match confidence' and 'rule suggestions', which can be very helpful for detailed review or refining your rules.

- **Files are downloadable as:**
  - CSV
  - Excel (XLSX)

Tips for Best Results

To ensure the most accurate categorisation, consider these tips:

- **Clear Rule Descriptions:** Use precise and distinct descriptions in your rules (e.g., "Shell Petrol") rather than vague terms.
- **Fuzzy Matching:** Don't worry if a transaction description isn't an exact match; the tool employs "fuzzy matching" to find the closest possible match.
- **Uncategorised Transactions:** Any transactions that cannot be matched will be clearly marked as "Uncategorised," and the tool will often provide suggestions for these.

Troubleshooting

If you encounter any issues, here are some common solutions:

- **"Description" Column:** Double-check that your bank statement file contains a column explicitly named "Description."
- **Year End Date Format:** Verify that the "Year End Date" is entered as an 8-digit number (e.g., 01012025).
- **Custom Rules File:** If you're using your own rules file, confirm that it has exactly two columns: "Description" and "Category."
- **Error Messages:** If problems persist, the app will display helpful error messages to guide you.

What Happens to My Data?

Your privacy and data security are paramount.

- Your uploaded files are stored **temporarily** for processing.
- All data is **automatically deleted** after 1 hour.
- You are always in complete control of your data.

Final Output: What You Get

Upon completion, you will receive a perfectly categorised bank statement, ideal for various financial tasks, including:

- Assisting **Accountants** with streamlined data.
- Simplifying data preparation for **Tax Returns**.
- Aiding in efficient **Bookkeeping**.
- Facilitating comprehensive **Business Finance Reviews**.