**Valid 8 Financial Learning Guide**

**Step 1: Create an engagement**

**Step 2: Dashboards - Account Status**

* Account Status: go through all the bank accounts that you have or expect to have, could add more accounts.

**Step 2: Load Documents**

* Statements (PDFs, CSVs): can assign accounts that you have or expect to have
* Checks (PDFs, CSVs):
* Accounting data
* Others: Import button (Transaction Lists, Check Images, Check Item List, etc.)

**Step 3: Refine**

* Reconcile: make sure data are reconciled
* Transactions: extract transactions out, quickly analyze and categorize transactions, Can filter transactions
* Match: match transfers (approve & reject): quickly identify matches
* Check-bank Match

**Step 4: Analyze**

* Cash Flow Visualization
* Exports

**Q&A**

1. **How to create engagement?**

It is created by the administrator.

1. **How to import Transaction List?**

To import a Transaction List, follow these guidelines:

* Ensure you’re using the official template with the CSV format having exactly 6 columns. This template is available in the Valid8 Help Section.
* If you have more data (beyond the 6 columns), merge that extra information into the Description, Name, and Memo columns in the template.
* After uploading, you can then separate or “break up” the merged data within Valid8 for detailed analysis.

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1. **How do we deal with missing/duplicate data?**

For **Missing Data:**

* Use the "Date Gaps to Excel" option from the Export button.
* This will give you a list of dates with missing information.
* Contact your bank with this list to clarify.

For **Duplicate Data:**

* Identify duplicates by spotting the yellow time slot.
* Click on it to review the details.
* Cross-reference with your statement file.
* If confirmed as a duplicate, proceed to delete it.

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1. **Examples of filtering data**

Use filters on the Keyword, Data Vis Col, and Custom Col all at once. This lets you narrow down your data across different criteria simultaneously.

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1. **How to approve unmatched checks?**

Post-matching, you’ll notice several checks awaiting your approval. Here's a simplified approach:

* Display the ITEM# next to the Description column
* Confirm a match if:

- The ITEM# aligns with the Description.

- The dates between entries are no more than 7 days apart (this is the default setting). - The amounts in ITEM AMT and STMT AMT are identical.

* Once these criteria are met, approve the match.

1. **How to interpret the viz?**

To make sense of your transaction data:

* Begin by removing smaller dollar amount transactions. Set a limit like $500 or $1000, and filter out everything under this. This step will help you focus on more significant transactions.
* Next, label or tag each transaction based on its description or purpose. This way, you can quickly identify and categorize them for better clarity.

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1. **When to use custom field?**

They are especially beneficial in scenarios where you need to filter or export specific transactions.

* You need to create custom columns for specific transactions, like those needing a “Follow-up” or ones that seem “Abnormal.”
* By setting up these custom columns, it’s easier to sort, analyze, and export these transactions for discussions with your bank or deeper analysis.

1. **How to use Excel Sync?**

Excel Sync helps you to export either all or selected transactions for more in-depth analysis using your preferred tools, such as Excel or Python. Here’s how to do it:

* Begin by exporting the transactions you wish to clean-up or analyze.
* Use tools like Excel for detailed data manipulation and clean-up.
* Once your data is refined, use Excel Sync to reintegrate the transactions into Valid8. Remember, the system will only update the transactions based on the transaction ID that’s already defined. This ensures that your data remains consistent and avoids duplication or errors.

(Updates will continue as additional cases emerge.)

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