Daily Tasks: Transaction Management/Categorization

Check Bank Feeds:

1. Go to Transactions (or Banking), then Bank transactions.
2. **Match** or add new transactions to keep the books real-time.

To ensure accurate recording:

Avoid Duplicate Transactions: A common issue is "***adding***" a bank transaction that should have been "***matched***" to an existing invoice or bill, leading to double-counted income or expenses.

Verify Vendor/Customer Name: Double check there is a name in the payee/payor field for accurate reporting.

Match or "from Pair to Post"

- MATCH - If you see a green **MATCH** in your Bank Transactions, verify the ***DATE*** and ***PAYEE/PAYOR*** are correct before Matching.
- PAIR – if you see a green **PAIR**, it indicates the transaction between two (2) connected accounts are recognized – **POST** to prevent duplicates.

Matching Deposits to Customer Payments:

- If deposits do not automatically link to a payment from a customer; click on the gray **"MATCH"** to open the list of options.
- Check the box of the applicable transaction(s) (invoice/payment) the Deposit is connected to.
- Click **"MATCH"**

Matching Transfers/Credit Card Payments

*****When a Payment is made on the Business Credit Card from the Checking account, make sure to MATCH transactions with each other to prevent duplicates/errors.*****

*****If you see the PAIR option, posting these transactions will prevent this error.*****

Monitor Cash Position:

- Review the Dashboard to see the current balance of all connected accounts and ensure there is enough liquidity for upcoming expenses.