

Bank Confirmation

How it works

Each year, your chartered accountant reviews the company financial statements and needs a bank confirmation to check the company's accounting information.

This document provides written confirmation of all your account balances in each of your caisses on your company's financial year-end.

In the past, your accountant had to wait several days while your financial institution produced the bank confirmation.

With AccèsD Affaires, bank confirmations can be produced automatically.

Your bank confirmations are available for six months as of the end of your financial year.

Online bank confirmation with AccèsD Affaires: just a click away!

Before you register for this function, verify certain elements.

A few weeks before your company's year end date, contact your caisse or business centre to make sure that the year end date for all your accounts corresponds with the date indicated in our files. This is an important step to ensure that your bank confirmation will be automatically generated by AccèsD Affaires on the appropriate date and that it contains all your accounts' information.

You can also assign access to this function to your accountant. All you have to do is give him or her restricted access to your AccèsD Affaires file to use the bank confirmation function only. All your accountant will have to do is print out the confirmation on your company's financial year-end date.

Validity of an AccèsD Affaires bank confirmation

You can produce a bank confirmation yourself and use it as a supporting document for your files. However, to submit this document with audited financial statements, we recommend that you have your accountant print it out to ensure integrity and compliance. Delegating access rights to your AccèsD Affaires file is key.

Note: If you are not comfortable assigning access rights to your AccèsD Affaires file to another party, keep in mind that you have the option of providing access to bank confirmations.

Advantages of online bank confirmations

- Bank confirmations are available at the end of your company's fiscal year.
- Get your bank confirmation without going to your caisse or simply assign this task to your accountant.
- When produced by an accountant, AccèsD Affaires bank confirmations meet Canadian Bankers Association requirements.
- You can view and print your bank confirmations as often as you wish any time up to six months after year end.

Access rights

Administrators can assign the use of this service to their accountant. They can also assign or restrict employee access to this or any other service.

How to register

- To register for the bank confirmation service, contact your branch.
- Note that you may not obtain bank confirmations for folios that do not belong to your company.
- This service is only available to companies whose year-end corresponds to the last day of the month.

One bank confirmation is generated per branch, where the company holds one or more folios.

Producing a bank confirmation

Assigning access to your accountant

Only the AccèsD Affaires primary administrator can assign access to an employee or to a secondary administrator. Here's how:

- 1- Select the **Business** tab, then **Users**.
- 2- Click on the **Add a user** button.
- 3- Enter your accountant's information (name, telephone number) in the appropriate fields.
- 4- Under **Bank Confirmation: Authorized Access**, select the company (or companies) for which you want to authorize access.
- 5- Click on the **Validate** button, and the system will provide you with a user code and temporary password to give to your accountant.

If you have questions, or if you would like more information on assigning access rights, do not hesitate to call **1866 7ACCÈSD**.

Viewing your bank confirmation

To view a bank confirmation, the user must select the **Statements** menu, the **Bank Confirmation** sub-menu and then the name of the appropriate branch. If the company did not sign a user agreement upon registering for AccèsD Affaires, an online agreement will be displayed and the user will be able to register for the service by entering his or her password.

Confirmation list

> Online bank confirmation is available for 6 months following the financial year end.

IOCO IQDZ DZL IVF. at December 31, 2003

[C.P. DESJARDINS](#)

Description of a bank confirmation

Bank confirmation ¹							
FINANCIAL INSTITUTION ² CAISSE POPULAIRE STE-EDITH 123 RUE PRINCIPALE ST-SACREDO, QUEBEC JOJ 0J0 (514) 111-2222			CLIENT ⁴ LES ENTREPRISES ALPHOSE DESJARDINS 123 RUE DESJARDINS MONTREAL QUEBEC H1H 1H1				
CONFIRMATION DATE ³ 31 DECEMBER 2004							
1. LOANS AND OTHER DIRECT AND CONTINGENT LIABILITIES							
NATURE OF LIABILITY /CONTINGENT LIABILITY ⁵	INTEREST		DUE DATE ⁸	DATE OF AGREEMENT ⁹	AMOUNT AUTHORIZED ¹⁰	AMOUNT OUTSTANDING ¹¹	CURRENCY ¹²
	RATE	DATE PAID TO					
COMMERCIAL LINE OF CREDIT ⁶ 0000000-PR2	TP+2.156	31/12/1997	30/06/2004	01/05/1997	35000.00	0.00	CAD
	Guarantees		Ranking	Description	Due date		
			01	INVENTAIRES			
			01	RECEVABLES			
			01	PIECES ET VEHICULES			
TERM LOAN TO CORPORATIONS ⁷ 0000000-PR4	8.950	N/A	16/12/2004	20/12/1999	12480.00	2954.00	USD
	Guarantees		Ranking	Description	Due date		
			01	GMC Somona 1996			¹⁴
			01	GMC Somona 1996			
2. DEPOSITS AND OVERDRAFTS ¹⁵							
TYPE OF ACCOUNT ¹⁶	INTEREST RATE	ISSUE DATE	MATURITY DATE	AMOUNT	CURRENCY		
CHEQUING ACCOUNT (C) ¹⁷ 0000000-EDP	N/A	N/A ¹⁸	N/A ¹⁹	1200.00 ²⁰	CAD ²¹		
QUALIFYING SHARE (A) 0000000-C.S	N/A	N/A	N/A	5.00	CAD		

1. Statement title
2. Address of the branch where the company account is held
3. Bank confirmation year-end date
4. Business member contact information
5. Description of company loans
6. Description of line of credit
7. Description of commercial loan
8. Due date of loan
9. Date loan was made
10. Initial loan amount, or authorized line of credit limit
11. Balance of loan
12. Currency of loan
13. Description of company guarantees
14. Due date of guarantee on loan
15. Other deposits and overdrafts
16. Description of other deposits and overdrafts
17. Interest rates
18. Issue date of certificate of deposit
19. Due date of deposit
20. Deposit amounts
21. Currency of deposit

Questions/Answers

Questions	Answers
Is online bank confirmation valid?	Yes. To submit this document with audited financial statements, we recommend that the bank confirmation be produced in AccèsD Affaires by a chartered accountant.
If I give my accountant access to my AccèsD Affaires profile, can I limit her to the bank confirmation service?	Yes. You can give her access only to this service by selecting the Business tab, then Users .
When can my accountant produce an online bank reconciliation in AccèsD Affaires?	Bank confirmations are available for six months in your AccèsD Affaires profile as of the end of your financial year. Your accountant will have plenty of time to print it at her convenience.
How do I sign up?	Just select the Statements tab, then Bank Confirmation . Read, print and accept the terms of the user agreement and you will be able to use the service for your next financial year-end.

Would you like additional information about this function?

1 866 7ACCESD, code 239

Technical information

Terms of use

- AccèsD Affaires generates bank confirmations for businesses with at least one folio registered for the Cash Management service.
- All associated folios are included in the bank confirmation, whether or not they are registered for the Cash Management service.
- The bank confirmation is generated on the last day of the financial year: one statement per branch.
- It is available for a six-month period as of the last day of the financial year. After this date, requests must be made to the branch, using the appropriate printed form.
- All folios for which bank confirmations are produced must have the same financial year-end.
- Folios that do not have a year-end corresponding to the last day of a month cannot use this service.
- Bank confirmations are not available for personal folios.
- One bank confirmation is generated per branch, where the company holds one or more folios.
- Bank confirmations can be done in English or French.