

## 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. Each year, your accountant must ask your financial institution for a bank confirmation, that is, a complete financial profile of your company.

Financial institutions generally take several days to process bank confirmation requests and charge accountants an average of \$20 per confirmation. You are also normally charged for the accountant's time in the form of professional fees for the verification of your statements.

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

Bank reconciliations used to cost time and money, but you can now do them online at no charge.

First, before the company's year-end, you will have to contact your caisse to make sure that the year-end for each business folio corresponds with the date indicated in the caisse application (SIMIC). Then, all you will have to do is give your AccèsD access code to your accountant, who will then just print the confirmation, for free!

### Legal value of an AccèsD Affaires bank confirmation

You can produce a bank confirmation yourself and use it as a supporting document for your files. However, **only the bank confirmation printed by your accountant has true legal value. 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 ONLY and restricting access to any other confidential information. However, there are several advantages to providing your accountant with access to part, or even all, of your information; several companies have saved money by assigning certain tasks to their accountants, such as filing government remittances.

### Advantages of online bank confirmations

- **Quick** – Bank confirmations are available at the end of your company's fiscal year.
- **Economical** – AccèsD Affaires bank confirmations are free, while confirmations made at a caisse will cost an average of \$20.
- **Practical** – Get your bank confirmation without going to your caisse or simply assign this task to your accountant.
- **Reliable** – AccèsD Affaires bank confirmations respect the standards of the Canadian Bankers Association (CBA) and the Canadian Institute of Chartered Accountants (CICA).
- **Flexible** – You can consult and print your bank confirmations as often as you wish any time up to six months after year-end.

### Access rights

Administrators must 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 caisse.
- Note that you may not obtain bank confirmations for folios held by others.
- Companies who do not have a year-end corresponding to the last day of a month cannot use this service.

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

## Producing a bank confirmation

### Assigning access to your accountant

The person with the AccèsD Affaires primary administrator access code (generally the person who signs the AccèsD Affaires registration agreement) 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 your Caisse.

### Viewing your bank confirmation: it's easy and free

To view a bank confirmation, the user must select the **Statements** menu, the **Bank Confirmation** sub-menu and then the name of the appropriate caisse. 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**

		<h2 style="margin: 0;">Bank confirmation <span style="color: red;">①</span></h2>					
<b>FINANCIAL INSTITUTION <span style="color: red;">②</span></b> C.P. DESJARDINS 4000, BOUL. DE LA RIVE SUD LEVIS, QUEBEC G6W 1H7 (418) 000-0000			<b>CLIENT <span style="color: red;">④</span></b> IOCO IQDZ DZL IVF. 333 PWB VS NHNPKACEE-ULMJOIJ UKYGEX 0 BCZVDUIMO , QC R9G 7H0				
<b>CONFIRMATION DATE <span style="color: red;">③</span></b> 31 DECEMBER 2003							
<b>1. LOANS AND OTHER DIRECT AND CONTINGENT LIABILITIES</b>							
NATURE OF LIABILITY /CONTINGENT LIABILITY <span style="color: red;">⑤</span>	INTEREST		DUE DATE <span style="color: red;">⑧</span>	DATE OF AGREEMENT <span style="color: red;">⑨</span>	AMOUNT AUTHORIZED <span style="color: red;">⑩</span>	AMOUNT OUTSTANDING <span style="color: red;">⑪</span>	CURRENCY <span style="color: red;">⑫</span>
	RATE	DATE PAID TO					
COMMERCIAL LINE OF CREDIT 0000000-PR2 <span style="color: red;">⑥</span>	TP+2.156	31/12/1997	30/06/2004	01/05/1997	35000.00	0.00	CAD
	<b>Guarantees</b>		Ranking	Description <span style="color: red;">⑬</span>	Due date		
			01	GHISLAIN LAGACE			
			01	RECEVABLES			
		01	PIÈCES ET VÉHICULES				
TERM LOAN TO CORPORATIONS 0000000-PR4 <span style="color: red;">⑦</span>	8.950	N/A	16/12/2004	20/12/1999	12480.00	2954.01	CAD
	<b>Guarantees</b>		Ranking	Description	Due date <span style="color: red;">⑭</span>		
			01	GMC Sonoma 1996			
		01	GMC Sonoma 1996				
<b>2. DEPOSITS AND OVERDRAFTS <span style="color: red;">⑮</span></b>							
TYPE OF ACCOUNT <span style="color: red;">⑯</span>	INTEREST RATE		ISSUE DATE	MATURITY DATE	AMOUNT	CURRENCY	
CHEQUING ACCOUNT (C) 0000000-EOP	N/A		N/A	N/A	385073.96	CAD	
QUALIFYING SHARE (A) 0000000-CS	N/A	<span style="color: red;">⑰</span>	N/A	<span style="color: red;">⑱</span>	N/A	<span style="color: red;">⑲</span>	5.00 <span style="color: red;">⑳</span> CAD <span style="color: red;">㉑</span>
This electronic bank confirmation form respects the corresponding instructions established by the Canadian Bankers Association and the Canadian Institute of Chartered Accountants.							
Please print this page and keep it for your records.							
<input type="button" value="Close"/>							

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

## Questions/Answers

Questions	Answers
Is online bank confirmation valid?	Desjardins created the electronic bank confirmation document together with the Ordre des comptables agréés du Québec. To ensure that the document is valid, the Order asks that accountants produce the confirmations themselves in AccèsD Affaires.
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 <b>Business</b> tab, then <b>Users</b> .
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 <b>Statements</b> tab, then <b>Bank Confirmation</b> . 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?

Call your Caisse

## 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 caisse.
- 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 caisse, 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 caisse, where the company holds one or more folios.
- Bank confirmations can be done in English or French.