



# Bank Reconciliation

Release 2015

**Disclaimer**

This document is provided “as-is”. Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples are for illustration only and are fictitious. No real association is intended or inferred.

This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes only.

**Sample Code Warranty disclaimer**

Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

**License agreement**

Use of this software is covered by a license agreement provided with it. If you have any questions, please call the Customer Assistance Department at 800-456-0025 (in the United States or Canada) or +1-701-281-6500.

**Copyright**

© 2014 Microsoft Corporation. All rights reserved.

**Publication Date**

September 2014

# Contents

<b>Introduction</b>	<b>1</b>
Bank Reconciliation Overview .....	1
Bank Reconciliation Interaction .....	1
User Guide Overview .....	2
What is Covered in the User Guide? .....	2
Who Should Use the User Guide? .....	2
How to Use the User Guide .....	2
<b>Concepts: How This Module Works</b>	<b>3</b>
Interaction with Other Modules .....	3
Required Modules .....	3
Optional Modules .....	3
Design-Related Concepts .....	5
Screen Design .....	5
<b>Task Guidelines</b>	<b>7</b>
Quick Reference Task List .....	7
How do I Change...? .....	7
How do I Check...? .....	7
How do I Close...? .....	7
How do I Configure...? .....	7
How Do I Define...? .....	7
How do I Import...? .....	7
How do I Perform...? .....	7
How do I Print...? .....	7
How Do I Set Up...? .....	7
<b>Setting Up Bank Reconciliation</b>	<b>9</b>
Setting Up Required Modules .....	9
Setting Up Optional Modules .....	10
Defining Bank Reconciliation Module Options and Defaults .....	10
Bank Reconciliation Setup Options .....	10
Setting Up Bank Reconciliation .....	11
Setting Up and Maintaining Bank Accounts .....	14
<b>Reconciling Bank Accounts</b>	<b>15</b>
Importing Transactions for Reconciliation .....	15
Reconciling .....	16
Other Processes .....	19
Closing the Period .....	19
<b>Performing Inquiries Using Reports</b>	<b>21</b>
Generating and Printing Reports .....	21
<b>Input Screens</b>	<b>23</b>
Reconciliation (BR.010.00) .....	23
Deposit Detail (BR.010.01) .....	26
Bank File Import (BR.010.02) .....	27
Transaction Lookup (BR.010.03) .....	30
<b>Maintenance Screens</b>	<b>31</b>

Bank Account Maintenance (BR.200.00).....	31
<b>Process Screens</b>	<b>33</b>
Module Transaction Import (BR.549.00).....	33
<b>Setup Screens</b>	<b>35</b>
BR Setup (BR.950.00) .....	35
BR Setup, General Tab .....	36
BR Setup, Bank Import Tab .....	38
<b>Reports</b>	<b>41</b>
Module Transaction Import List (BR.001.00).....	41
Reconciliation Summary (BR.00S.00) .....	42
Reconciliation Detail (BR.OS3.00).....	43
BR Transactions (BR.CLR.00) .....	44
<b>Glossary of Terms</b>	<b>45</b>
<b>Index</b>	<b>47</b>

# Introduction

## Bank Reconciliation Overview

The Bank Reconciliation module in Microsoft Dynamics® SL helps you easily reconcile your bank accounts. Checks and electronic payments from the Accounts Payable and Payroll modules, receipts (deposits) from Accounts Receivable, and General Ledger adjustment transactions are easily reconciled using *Reconciliation* (BR.010.00). *Bank File Import* (BR.010.02) allows you to import bank files directly into the system to expedite the reconciliation process.

## Bank Reconciliation Interaction

The following diagram illustrates the interaction between Bank Reconciliation and various modules. More information on module interaction can be found in “Concepts: How This Module Works” on page 3.

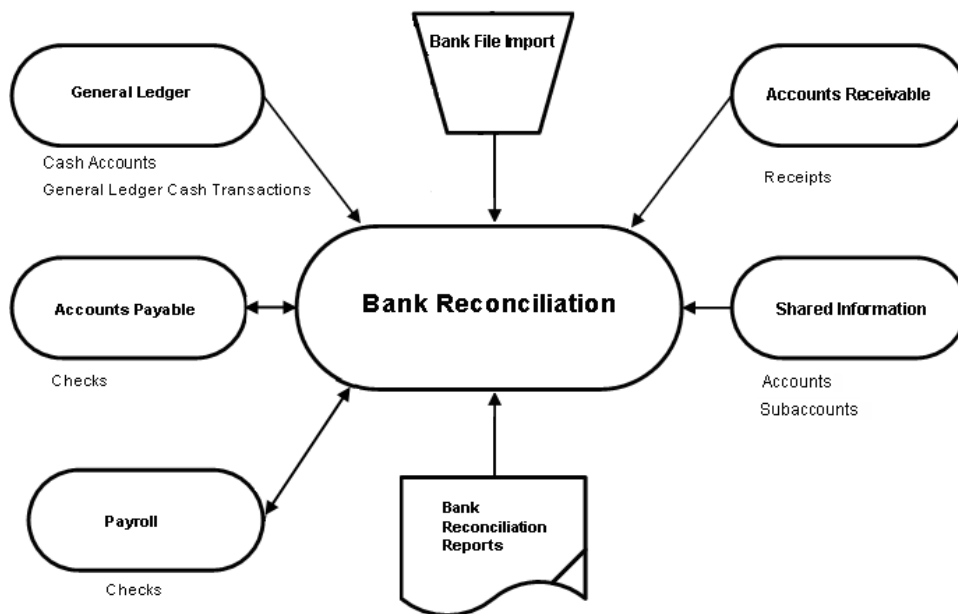


Figure 1: Bank Reconciliation interaction

## User Guide Overview

This user guide provides information regarding the setup and use of the Bank Reconciliation module. Reviewing the user guide can help you make informed decisions regarding the implementation of this module in your business.

### What is Covered in the User Guide?

The user guide consists primarily of procedures and checklists that describe how to perform various tasks in the Bank Reconciliation module. The user guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other user guides.

### Who Should Use the User Guide?

The user guide is designed for those who are new to the Bank Reconciliation module. It provides the information necessary for making decisions regarding how to use this module in order to get the most from your system.

### How to Use the User Guide

Read the appropriate section of the user guide before proceeding with any system customizations. The user guide presents the procedures and steps required for completing the various customization processes. To assist you in locating information, the user guide contains:

- A table of contents of logically organized activities and tasks.
- An alphabetized Quick Reference Task List of commonly performed tasks.
- An alphabetized index of the information provided in the user guide.

# Concepts: How This Module Works

## Interaction with Other Modules

### Required Modules

The System Manager, Shared Information, and General Ledger modules are required to run any other module, including Bank Reconciliation.

#### System Manager

The System Manager module provides control and record maintenance for the system, and it must be set up before you can access the Bank Reconciliation module. System Manager is used to install other modules, create databases, set up companies and departments, and define templates. You can also use System Manager to define system security, such as which users have the authority to access or change certain screens and functions. For more information, refer to the System Manager online help or user guide.

#### Shared Information

The Shared Information module maintains information that is used by more than one module, such as names and addresses, authority levels, and material types. Shared Information is also used to define code segments for subaccounts, vendors, customers, and inventory IDs using the Flexkey feature. For example, the subaccount 03-440-AA-01-03-01 is separated into six segments that identify the division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (01). For more information, refer to the Shared Information online help or user guide.

#### General Ledger

The General Ledger module is the center of the accounting information system. It must be set up before you can run the Bank Reconciliation module. Financial transactions are posted, summarized, processed, and reported in General Ledger, which maintains a complete audit trail of business transactions. For more information, refer to the General Ledger online help or user guide.

### Optional Modules

Other modules can be used with any core module. These modules are Accounts Receivable, Accounts Payable, Payroll, and Customization Manager.

#### Accounts Receivable

The Accounts Receivable module maintains information needed to track customer accounts and generate statements for receivables. Accounts Receivable receipts appear as cash transactions in Bank Reconciliation if you configure the module to bring in transactions from Accounts Receivable in *BR Setup* (BR.950.00). For more information, refer to the Accounts Receivable online help or user guide.

#### Accounts Payable

The Accounts Payable module maintains information about money owed by tracking payments, predicting cash requirements, and taking advantage of terms and discounts. The checks and electronic payments produced from Accounts Payable can be reconciled in the Bank Reconciliation module depending on the options selected in *BR Setup* (BR.950.00). When a check/payment is cleared, the check/payment displays as cleared in the Accounts Payable module. For more information, refer to the Accounts Payable online help or user guide.

## Payroll

The Payroll module performs the functions needed to process payroll for hourly, salary, and exception employees. (Exception employees are salaried employees who become hourly employees when timesheets are entered for them.) With the Payroll module, employees can be paid on any of four pay frequencies: weekly, biweekly, semimonthly, or monthly. You can define and utilize as many types of earnings as you need (for example, regular, overtime, reported tips, and allocated tips). The Payroll module also allows you to define and utilize employee deductions, such as federal income tax, FICA, FUTA, state income tax, local income tax, union dues, and savings plans.

Payroll checks are available to the Bank Reconciliation module for reconciling the payroll bank account depending on the options selected in *BR Setup* (BR.950.00). Payroll checks that are cleared in Bank Reconciliation also appear as cleared in the Payroll module. For more information, refer to the Payroll module help or user guide.

## Customization Manager

The Customization Manager module allows users, MIS staff, and consultants to modify standard screens quickly and easily. Modification capabilities range from simple changes that the system administrator or user can make to complex customizations that are best performed by a programmer or consultant with experience in Visual Basic® programming and SQL syntax.

Functions in the Customization Manager module are organized into separate selections on the Customize menu. Capabilities of the Customization Manager module include:

- Implementing customizations that apply to a single user or to all users.
- Hiding fields.
- Arranging data entry screens to resemble source document formats.
- Moving fields to make room for new fields or to provide a layout that facilitates data entry and viewing.
- Adding new data items, such as records and fields, to screens from anywhere in the SQL database. In addition to new fields, you can add standard object types, such as text boxes, drop-down lists, labels, push buttons, frames, and forms.
- Setting or changing default values.
- Creating or modifying edit masks for items like telephone numbers and social security numbers.

Because no two companies have identical business rules and operations, the need for customization of any software package is inevitable. Once you identify the need for a customization, determine whether it must apply to all or nearly all users or to a small number of users. If only a few users need the customization, create the customization for one user, then use the Customization Import and Export functions to copy it for other users. If many users need the customization, create two customizations: one for the large number of users who need to use the customized version, and another for the few users who need to use the standard version. After you have selected the level, use Customization Manager to create and maintain customizations that modify application screens and the objects they contain, such as fields, field labels, and buttons.

You might meet your company's business needs by simply adding or rearranging objects on an application screen, or your solution may involve adding event logic to display an informational message associated with an object. If your business solution involves adding tables or fields to the database, use Customization Manager to add those objects to application screens.

Use the Customization Import and Export functions to copy your customizations from one system to another and to allow other users to access the customizations. To protect customized screens or objects from unauthorized access, use the system's security functions. To more thoroughly secure data, you may also want to secure access to certain Customization Manager functions, such as the Customization Import and Export functions, from unauthorized access.

For more information, refer to the Customization Manager online help or user guide.



## Design-Related Concepts

The Bank Reconciliation module is designed to help you reconcile your bank accounts. The initial setup, done before you use the module, must be completed in the setup and maintenance screens. The actual reconciliation is performed in the data entry screen.

### Screen Design

The Bank Reconciliation module functions are organized into groups of screens: data entry, setup and maintenance, inquiry, and processes. Information on the screens is grouped on tabs and in frames. Tabs minimize screen size and allow for easy navigation and data entry. Each tab can be viewed as a form or grid and contains fields for data entry. Frames group related fields on a tab or screen.

### Input Screens

Input (data entry) screens are the primary screens you will use to reconcile bank accounts.

### Setup and Maintenance Screens

Setup and maintenance screens are used to define program characteristics by establishing global definitions and system defaults or to enter and maintain non-financial and statistical data. *BR Setup* (BR.950.00) is used during the implementation process. Setup and maintenance screens help you define information about your bank accounts.

### Process Screens

Process screens are used to run specific processes within the program. These processes typically involve some behind-the-scenes program compilation, updating, or calculation.



# Task Guidelines

## Quick Reference Task List

This list contains tasks that are commonly performed with the Bank Reconciliation module. Each task is linked to a specific page in the user guide.

### How do I Change...?

Bank account options — See “Defining Bank Reconciliation Module Options and Defaults” on page 10.

### How do I Check...?

- Transactions imported into the Bank Reconciliation module — See “Module Transaction Import List (BR.001.00)” on page 41.
- Reconciliation transaction summary information — See “Reconciliation Summary (BR.00S.00)” on page 42.
- Reconciliation transaction detail information — See “Reconciliation Detail (BR.OS3.00)” on page 43.
- Status of transactions — See “BR Transactions (BR.CLR.00)” on page 44.

### How do I Close...?

The Bank Reconciliation module — See “Closing the Period” on page 19.

### How do I Configure...?

The Bank Reconciliation module — See “Defining Bank Reconciliation Module Options and Defaults” on page 10.

### How Do I Define...?

- Bank Reconciliation setup options — See “Defining Bank Reconciliation Module Options and Defaults” on page 10.
- Bank accounts — See “Setting Up and Maintaining Bank Accounts” on page 14.

### How do I Import...?

Bank transactions for reconciliation — See “Importing Transactions for Reconciliation” on page 15.

### How do I Perform...?

- Transaction imports — See “Importing Transactions for Reconciliation” on page 15.
- Bank reconciliations — See “Reconciling” on page 16.

### How do I Print...?

- Reports — See “Generating and Printing Reports” on page 21 and “Reports” on page 41.

### How Do I Set Up...?

The Bank Reconciliation module — See “Setting Up Bank Reconciliation” on page 9.

- Bank accounts — See “Setting Up and Maintaining Bank Accounts” on page 14.



# Setting Up Bank Reconciliation



## Setting Up Required Modules

The first step in preparing to use Bank Reconciliation is to set up the modules Bank Reconciliation requires: General Ledger, Shared Information and System Manager. Each of these modules affects Bank Reconciliation setup and operations.

### Setting Up Cash Accounts in General Ledger

Before setting up the Bank Reconciliation module, you need to define all of your bank accounts and subaccounts in the General Ledger. Refer to the General Ledger online help or user guide for complete information on how to set up the General Ledger module.

#### To set up bank accounts and subaccounts in General Ledger:

1. Open General Ledger *Chart of Accounts Maintenance* (01.260.00).
2. Enter an account number with up to 10 digits and an accompanying description. Note that there are particular number ranges for different account categories.
3. Complete the rest of the fields, and then choose the appropriate posting option for this account. Also choose Project Controller options if needed.
4. Click **Save**  on the toolbar.
5. Repeat steps 1 through 4 for all bank accounts.
6. If you plan to use subaccounts, open *Subaccount Maintenance* (01.270.00).
7. Enter the subaccount number and a description.
8. Enter the consolidated subaccount and specify if the subaccount is active.
9. Click **Save** .
10. Repeat steps 6 through 9 for all subaccounts.
11. Attach your new subaccounts to accounts by completing the fields in *Account/Subaccount Maintenance* (01.320.00).

If you are using subaccounts, it is a good idea to divide the subaccount numbers into segments for easier identification and control. For example, if your company has departments, you might want to make department ID a subaccount segment.

**Example:** Company XYZ's departments are defined by the third segment (XX) of their subaccount xx-xxx-XX-xx-xx-x. The CEO has the ability to make purchases that are charged to any subaccount, but an employee from a specific department (ex. xx-xxx-07-xx-xx-x) can only make purchases that are charged against their own department.



You must indicate which segment identifies the department during General Ledger setup. See "Segmenting Subaccounts in Shared Information" on page 9 for more on setting up subaccount segments.

### Segmenting Subaccounts in Shared Information

If you want to use segments in a subaccount or ID number (that is, you to separate the code segments using dashes), then you need to define those segments in the Shared Information module.

#### To define code segments in Shared Information:


1. In the Shared Information module, open *Flexkey Definition* (21.320.00) to define the segments for your code.
2. Type a description and length for each subaccount segment.

3. Define the length, select the alignment (left or right), choose fill characters (blanks or zeros), and segment type (numeric, alphanumeric, etc.), indicate whether or not you want the segment validated, and define what the separator will be.
4. Click **Save**  on the toolbar.
5. If you selected the **Validate** check box for one or more of the code segments, open *Flexkey Table Maintenance* (21.330.00), and then type in the possible values for the segment.
6. Click **Save** .
7. Print the *Flexkey Definitions* (21.920.00) report for a listing of the code segment structure.
8. If you selected the **Validate** check box for one or more of the code segments, print the *Flexkey Tables* (21.930.00) report for a listing of the possible values for these segments.

### Defining User and Group Access in System Manager

You or your system manager will use access rights to determine who can view, update, insert, delete, or enter information on various screens. Users, groups, and passwords need to be defined before you set up access rights. Refer to the System Manager online help or user guide for more detailed information about defining user and group access.

#### To define users, groups, and passwords:

1. In the **Administration** module group, open *Access Rights Maintenance* (95.270.00).
2. Select User or Group from the **Type** list.
3. Type the user or group ID in **Group / User ID**.
4. Type the company identification code in **Company ID** or select the **All Companies** check box.
5. Click the **Preload** button to access *Preload Screens* (95.270.01).
6. Select **Bank Reconciliation** to view the screens for the Bank Reconciliation module, and then click **OK**.
7. In *Access Rights Maintenance* (95.270.00), all of the screen numbers from the Bank Reconciliation module display in **Screen/Report Nbr**. Use the rest of the options in this screen to specify the rights level the user or group has in each screen.
8. Click **Save**  on the toolbar.
9. Repeat this procedure for all users and groups.

## Setting Up Optional Modules

To set up optional modules that integrate with the Bank Reconciliation module, such as Accounts Payable, Accounts Receivable, and Payroll, refer to the online help or user guide for each module.

## Defining Bank Reconciliation Module Options and Defaults

After you have determined which optional modules to use and have completed setup for those modules, you can begin setting up the Bank Reconciliation module.

Before you can use any other Bank Reconciliation screens, you first must complete *BR Setup* (BR.950.00).

### Bank Reconciliation Setup Options

There are options in *BR Setup* (BR.950.00) that are available as defaults for ease of data entry. There are also specific options used to designate business practices. These options need to be considered carefully **before** you configure the Bank Reconciliation module and enter information in *BR Setup* (BR.950.00).

## Bank Import File Format

*BR Setup* (BR.950.00) allows you to choose the type of file you will import from the bank. Make sure that you understand the file format and other characteristics of an import file before you set up the Bank Reconciliation module and use bank import.

## Setting Up Bank Reconciliation

Use the following procedure to select setup options for the Bank Reconciliation module. Choose your options carefully, as your selections will have an impact on how Bank Reconciliation functions. See “BR Setup (BR.950.00)” on page 35 for detailed descriptions of each of the fields on the tabs.

### To select setup options for Bank Reconciliation:

1. Open *BR Setup* (BR.950.00).

The screenshot shows the 'BR Setup (BR.950.00) - Contoso, Ltd:Demo' window. The 'General' tab is active. The 'Company ID' field contains '0060'. The 'Company Name' is 'Contoso, Ltd:Demo', 'Address 1' is '123 Main', 'City' is 'Findlay', 'State/Province' is 'OH', and 'Postal Code' is '12345'. The 'Current' field is '12-1999' and 'No. of Periods Captured' is '1'. The 'Reconciliation by Acct' checkbox is unchecked. Under 'Integrated Modules', the checkboxes for 'Import from General Ledger', 'Import from Payroll', and 'Import from Accounts Payable' are checked, while 'Import from Accounts Receivable' and 'Import Deposit Batches as 1 Line' are unchecked. The status bar at the bottom shows 'BAS | INS | 0060 | SYSADMIN | 10/19/2010'.

Figure 2: BR Setup (BR.950.00), General tab

2. In **Company ID**, type the company identification code.
3. Specify the company name and address information.
4. In **Current Period**, specify the period during which you are initializing the Bank Reconciliation module. It is recommended that this period be set to the same period that General Ledger is in.
5. In **No. of Periods Captured**, it is recommended that you choose “1”. A value of 1 represents the current period. A value of 2 represents the current and the previous period.
6. Select **Reconciliation by Acct** if you want to import transactions into the bank reconciliation tables based **only** on the general ledger accounts entered on *Bank Account Maintenance* (BR.200.00). If this check box is not selected, transactions imported into the bank reconciliation tables will be based on the **combination** of the general ledger account and subaccount entered on *Bank Account Maintenance* (BR.200.00). After the initial setup in *Bank Account Maintenance* (BR.200.00), this field is disabled.
7. In the **Integrated Modules** area, select the check boxes for the modules from which you want to import transactions for reconciling. The options are General Ledger, Payroll, Accounts Payable, and Accounts Receivable.
8. Select **Import Deposit Batches as 1 line** if you want all deposits in Accounts Receivable to show as one line item.

9. Click the **Bank Import** tab.

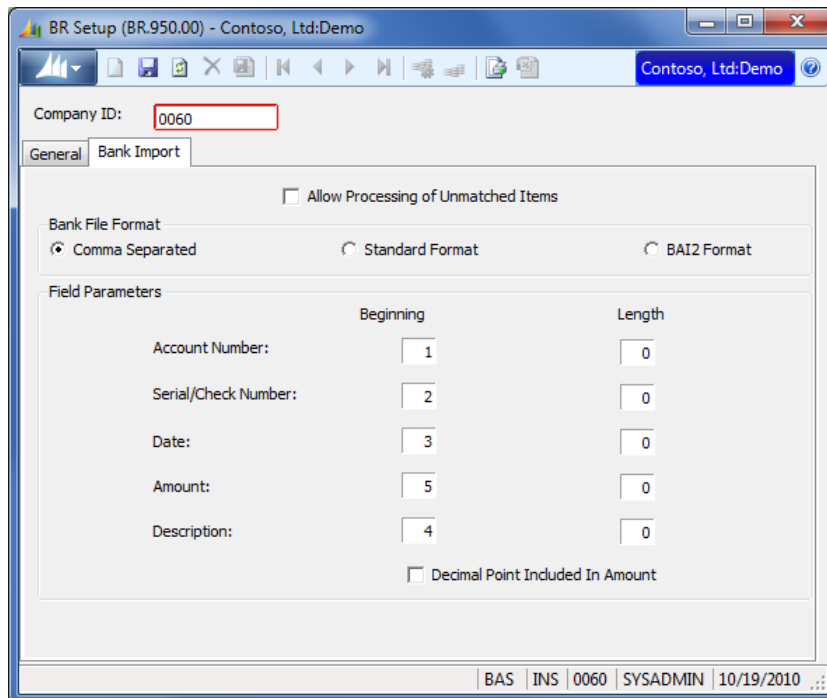



Figure 3: BR Setup (BR.950.00), Bank Import tab

10. Select **Allow Processing of Unmatched Items** if you want the process of clearing bank file transactions to take place regardless of whether there are unmatched bank file transactions. If the check box is not selected and unmatched bank file transactions exist, a notification dialog box will appear, allowing you to cancel the process.
11. Choose the option that represents the type of bank file format you want to import. The options are:
- Comma Separated – Select this option if commas separate the fields in the bank file. The Beginning Position column is enabled if this option is selected. Follow these steps to complete the column:
    - a) In **Account Number**, type the number that coincides with the location of the bank account number in the bank file record.
    - b) In **Serial/Check Number**, type the number that coincides with the location of the serial number or check number in the bank file record.
    - c) In **Date**, type the number that coincides with the location of the transaction date in the bank file record.
    - d) In **Amount**, type the number that coincides with the location of the transaction amount in the bank file record.
    - e) In **Description**, type the number that coincides with the location of the transaction description in the bank file record.
  - Standard Format – Select this option if the bank file has no delimiters separating the fields. The Beginning Position column and Length columns are enabled if this option is selected. Follow these steps to complete the columns:
    - a) Press **TAB** to move to the **Account Number** box in the Beginning Position column, and then type the number that coincides with the location of the first character of the bank account number in the bank file record.
    - b) Press **TAB** to move to the **Account Number** box in the Length column, and then type the number of characters in the bank account number.



- c) Press **TAB** to move to the **Serial/Check Number** box in the Beginning Position column, and then type the number that coincides with the location of the first character of the serial number or check number in the bank file record.
  - d) Press **TAB** to move to the **Serial/Check Number** box in the Length column, and then type the number of characters in the serial number or check number.
  - e) Press **TAB** to move to the **Date** box in the Beginning Position column, and then type the number that coincides with the location of the first character of the transaction date in the bank file record.
  - f) Press **TAB** to move to the **Date** box in the Length column, and then type the number of characters in the transaction date.
  - g) Press **TAB** to move to the **Amount** box in the Beginning Position column, and then type the number that coincides with the location of the first character of the transaction amount in the bank file record.
  - h) Press **TAB** to move to the **Amount** box in the Length column, and then type the number of characters in the transaction amount.
  - i) Press **TAB** to move to the **Description** box in the Beginning Position column, and then type the number that coincides with the location of the first character of the transaction description in the bank file record.
  - j) Press **TAB** to move to the **Description** box in the Length column, and then type the number of characters in the transaction description.
- **BAI2 Format** — Select this option if your bank files conform to the BAI2 format standards as described in the Cash Management Balance Reporting Specifications, Version 2, Technical Reference Manual, which is published by the Bank Administration Institute.
12. Select **Decimal Point Included in Amount** if a decimal point is included in the transaction dollar amount. If the amount does not come through with a decimal point, this should be left unchecked.
  13. Click **Save** .
  14. Complete steps 2 through 13 for each company that has accounts that you plan to reconcile.


## Setting Up and Maintaining Bank Accounts

Use the following procedure to set up and maintain bank accounts in the Bank Reconciliation module. See “Bank Account Maintenance (BR.200.00)” on page 31 for detailed descriptions of each of the fields on this screen.

### To maintain bank accounts for Bank Reconciliation:

1. Open *Bank Account Maintenance* (BR.200.00).

Figure 4: Bank Account Maintenance (BR.200.00)

2. Select the **Active** check box if the account you are setting up is in use and will be reconciled.
3. In **Company ID**, type the identification code for the company that own the bank account you are setting up.
4. In **Account ID**, type the identification code for the general ledger account you will use during the reconciliation process. You can create only one ID for an account and subaccount combination.
5. In **Bank Name**, type the name of the bank holding the account.
6. In **Bank Acct Descr**, type a description that will allow you to quickly recognize the account. For example, you might want to describe the account as a savings or checking account. Or this could be the description of the account in the General Ledger module.
7. In **Bank Acct Nbr**, type the account number the bank assigned to the account
8. **CurrPerNbr** defaults to the current period that displays in *BR Setup* (BR.950.00).
9. In **GL Account**, enter the account number for this bank account from *Chart of Accounts Maintenance* (01.260.00) in the General Ledger module. If you do not know the account number, press F3, and then select it from the list.
10. In **GL Subaccount**, type the subaccount that is associated with the bank account from *Subaccount Maintenance* (01.270.00) in the General Ledger module. If you do not know the subaccount number, press F3, and then select it from the list. If **Reconciliation by Acct** is selected on *BR Setup* (BR.950.00), **GL Subaccount** will remain blank.
11. In **Last Recon Bal**, type the last reconciliation balance. This is the beginning general ledger balance for the account and subaccount combination in the current period.
12. In **Last Recon Date**, type the ending date for the period prior to this current period.
13. Click **Save**  on the toolbar.
14. Repeat steps 2 through 13 for each bank account you want to set up.

# Reconciling Bank Accounts

The following section provides details on how to reconcile a bank account and import bank files.

## Importing Transactions for Reconciliation

*Module Transaction Import* (BR.549.00) makes transactions from integrated modules available for reconciling in *Reconciliation* (BR.100.00).

To import transactions from integrated modules into the Bank Reconciliation module:

1. Open *Module Transaction Import* (BR.549.00).

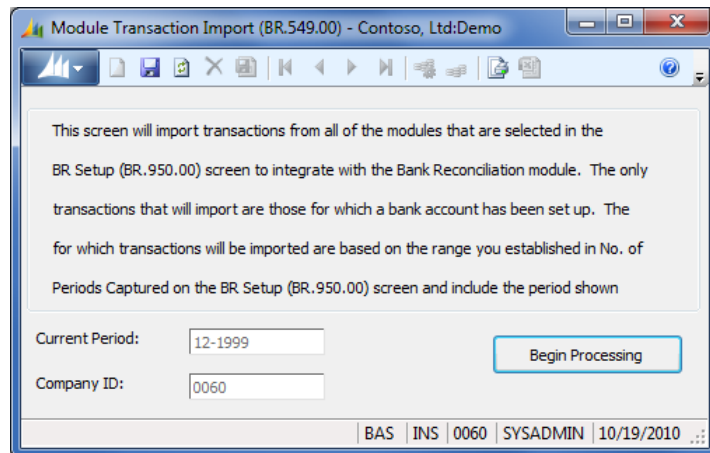


Figure 5: *Module Transaction Import* (BR.549.00)

2. Click **Begin Processing** to import records.
3. When the process is finished, print *Module Transaction Import List* (BR.001.00) to see the transactions that were imported. If more than one transaction import is processed for a period, the list will be cumulative.

### Note:

- Transactions from **released** batches will be available for import.
- *Module Transaction Import* (BR.549.00) selects transactions from the default ledger as defined in *GL Setup* (01.950.00) of the General Ledger module.
- Transactions for all active bank accounts identified in *Bank Account Maintenance* (BR.200.00) will be imported.
- You can run the import process as many times as needed each month.
- The period listed in **Current Period** cannot be changed.
- To change the company identification code displayed in **Company ID**, exit the company and log in to the appropriate company.

## Reconciling

Before accounts can be reconciled, you must complete entries in *BR Setup* (BR.950.00), *Bank Account Maintenance* (BR.200.00) and *Module Transaction Import* (BR.549.00).

### To reconcile an account:

1. Open *Reconciliation* (BR.010.00).

Figure 6: Reconciliation (BR.010.00)

2. **Recon Per Nbr** specify the period number that you want to reconcile.
3. **Company ID** defaults to the identification code of the company to which you are currently logged on. It cannot be changed in this screen.
4. In **Account ID**, type the identification code for the bank account that you are reconciling.
5. In **Beginning Stmt Bal**, type your bank statement beginning balance.
6. Note that **GL Account Balance** defaults to the general ledger account balance.
7. If you want to reconcile manually without importing transactions from your bank, select the **Cleared** check box for each of the items that appear on your bank statement.

8. To import a file from the bank, click **Import Bank File**. *Bank File Import* (BR.010.02) appears.

The screenshot shows the 'Bank File Import (BR.010.02) - Contoso, Ltd:Demo' window. The interface includes a 'File Name:' field with a 'Browse' button and an 'Import' button. The 'View Options' section has radio buttons for 'All Records' (selected) and 'Unmatched Records Only'. Below this is a 'Transactions (F4 for grid/form view)' section with input fields for 'Bank Ref Nbr', 'Book Ref Nbr', 'Tran Date' (set to '//'), 'Tran Amount' (set to 0.00), and a 'Tran' field. At the bottom, there are buttons for 'Clear Import', 'Find Match ...', 'Clear Match', and 'Begin Processing'. The status bar at the bottom right shows 'BAS | INS | 0060 | SYSADMIN | 10/19/2010 ...'.

Figure 7: Bank File Import (BR.010.02) if the Comma Separated or Standard Format bank file format is selected in BR Setup (BR.950.00)

The screenshot shows the 'Bank File Import (BR.010.02) - Contoso, Ltd:Demo' window. The interface is similar to Figure 7 but includes a 'Check Number Option' section with radio buttons for 'Bank Reference Number' (selected) and 'Customer Reference Number'. The 'File Name:' field, 'Browse' button, 'Import' button, 'View Options', and 'Transactions' section are identical to Figure 7. The status bar at the bottom right shows 'BAS | INS | 0060 | SYSADMIN | 10/19/2010 ...'.

Figure 8: Bank File Import (BR.010.02) if the BAI2 Format bank file format is selected in BR Setup (BR.950.00)

9. In **File Name**, type the location and name of the file that you want to import. If you are unsure about this information, choose **Browse** to locate and then select the bank file. The file should correspond to the period and account on *Reconciliation* (BR.010.00).

10. If the BAI2 bank file format was selected in *BR Setup* (BR.950.00), the Check Number Option frame appears. Select **Bank Reference Number** or **Customer Reference Number** to indicate which field in the file contains the check number.
11. Click **Import**. Bank file records appear in the grid.
12. Note a reference number appears in **Book Ref Nbr** for each record that has a matching record in the database. If a matching record is not found, **Book Ref Nbr** is blank. If errors were encountered during the import, an error message will appear, and the grid will be empty.
13. In the event the imported file was incorrect, click **Clear Import**, and then click **Browse** to locate the correct file. Repeat steps 9 through 12 until the correct file is successfully imported.
14. After a successful import, the **View Options** area is enabled. To view only the records which did not have matches during the import, select **Unmatched Records Only**.
15. To find a match for an unmatched record, select the record in the grid, and then click **Find Match Transaction Lookup** (BR.010.03) appears.

Figure 9: Transaction Lookup (BR.010.03)

16. Locate the line item you want to match with the unmatched record you selected on *Bank File Import* (BR.010.02).
17. In **Book Ref Nbr**, type the unmatched transaction's book reference number that was assigned by the system. Check numbers and receipt numbers are examples.

**Note:** If transactions on the bank statement do not appear in Microsoft Dynamics SL, exit this screen. Enter the missing transactions in *Journal Transactions* (01.010.00) of the General Ledger module, and then release and post the batch. Import the new transactions in *Module Transaction Import* (BR.549.00). Then in *Reconciliation* (BR.010.00), click **Import Bank File**. The grid will contain the records from the previously imported bank file. Click **Find Match** and the general ledger transactions will be available for matching.

18. When you are finished matching records, click **Select**. *Transaction Lookup* (BR.010.03) closes and you return to *Bank File Import* (BR.010.02). If there is no **Book Ref Nbr** value and the record was matched in *Transaction Lookup* (BR.010.03), **\*\*\*Match\*\*\*** will appear in **Book Ref Nbr**.
19. To cancel your selection, click **Cancel**.
20. Click **Begin Processing**. When the reconciliation process is complete, *Reconciliation* (BR.010.00) reappears.
21. Note that a change in status is reflected in **Bank Ending Bal – Calc'd** and **GL End Bal – Calc'd**. **Bank Bal Difference** and **GL Difference** should be zero after the reconciliation process completes.

## Other Processes

### Closing the Period

Performing a Bank Reconciliation closing finalizes the module's fiscal period for all companies. Bank Reconciliation periods are closed in *Closing* (01.560.00) of the General Ledger module.

**To close the Bank Reconciliation module:**

1. In the **Financials** module group, within General Ledger, open *Closing* (01.560.00). *Closing* (01.560.00) shows the modules available for closing.

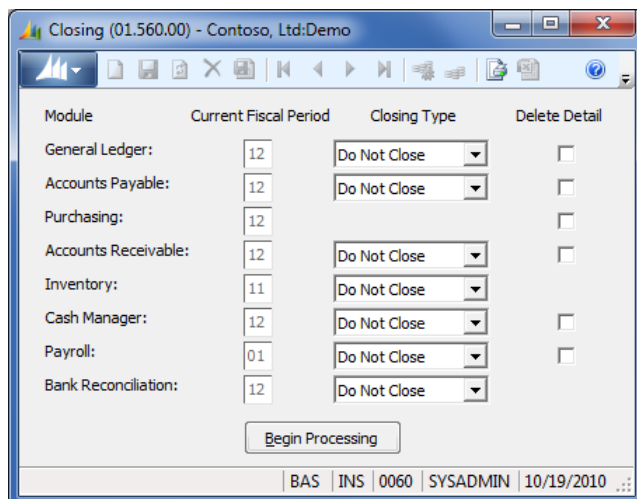


Figure 10: Closing (01.560.00)

2. In the **Closing Type** lists, select the type of closing for each module.

**Note:** You do not have to close all modules at the same time. However, you cannot close the General Ledger module for a specific period until you close all other modules with activity in that same period.

3. Click **Begin Processing**.





# Performing Inquiries Using Reports

The Bank Reconciliation module generates reports that allow you to perform inquiries and review the status of several elements of account reconciliations. You can print a report on a printer or print it to a file. You can also view it on the screen.

The primary reports used for inquiries are:

- *Module Transaction Import List* (BR.001.00) – Lists information that is imported using *Module Transaction Import* (BR.549.00). If the import is done more than once, the data is accumulated on *Module Transaction Import List* (BR.001.00).
- *Reconciliation Summary* (BR.00S.00) – Lists the reconciliation summary totals for each bank account.
- *Reconciliation Detail* (BR.0S3.00) – Lists the summary totals and the reconciliation details for each bank account.
- *BR Transactions* (BR.CLR.00) – Lists reconciliation transactions.

See “Reports” on page 41 for more information about the reports listed above. To view or print any of these reports, use the “Generating and Printing Reports” procedure on page 21.

## Generating and Printing Reports

For complete descriptions of the Bank Reconciliation reports, see the “Reports” section on page 41.

### To generate Bank Reconciliation reports:

1. Open the Bank Reconciliation menu, select the **Reports** option, and select the name of the report you want to view or print.
2. Select the format, sort order, and selection criteria for the report. For an explanation of the standard reporting options, see the System Manager online help or user guide for more information. Also, see the specific report description in “Reports” on page 41.
3. Click **Printer Options** to change the destination of the report output (display, file, or printer).
4. Click **Print** to generate the report.

### To print a Bank Reconciliation report using the Application Server:

1. Open the Bank Reconciliation menu, select the **Reports** option, and select the name of the report you want to print.
2. Complete the fields and options on each tab of the ROI screen. See the System Manager online help or user guide for more information.
3. From the toolbar, choose **Edit | Submit to Application Server**. See the Application Server online help for information on completing this process.



# Input Screens

## Reconciliation (BR.010.00)

Use *Reconciliation* (BR.010.00) to reconcile the bank statement to the balance shown in the General Ledger account.

Field	Value	Field	Value
Beginning Stmt Bal:	0.00	GL Account Balance:	0.00
Bank Deposits Cleared (+):	0.00	Deposits in Transit (-):	0.00
Bank Checks Cleared (-):	0.00	Outstanding Checks (+):	0.00
Bank Ending Bal - Calc'd:	0.00	GL End Bal - Calc'd:	0.00
Bank Ending Bal - Stmt:	0.00	GL End Bal - Stmt:	0.00
Bank Bal Difference:	0.00	GL Difference:	0.00

Figure 11: Reconciliation (BR.010.00)

### Recon Per Nbr

**Recon Per Nbr** identifies the period you are reconciling.

### Company ID

**Company ID** is the identification code for the company associated with the account.

### Account ID

**Account ID** is the identification code for the account you want to reconcile. The account ID is defined in *Bank Account Maintenance* (BR.200.00).

### Beginning Stmt Bal

**Beginning Stmt Bal** is the amount of the beginning balance on the bank statement you are reconciling. It should agree with the previous reconciliation ending balance.

### Bank Deposits Cleared (+)

**Bank Deposits Cleared (+)** is the total of all deposits in the account that are marked as cleared in the detail grid.

**Bank Checks Cleared (-)**

**Bank Checks Cleared (-)** is the total of all checks/electronic payments marked as cleared in the detail grid.

**Bank Ending Bal - Calc'd**

**Bank Ending Bal - Calc'd** is a calculation based on the statement balance and cleared bank deposits checks.

**Bank Ending Bal - Stmt**

**Bank Ending Bal - Stmt** is the ending balance on the bank statement.

**Bank Bal Difference**

**Bank Bal Difference** is the difference between **Bank Ending Bal - Calc'd** and **Bank Ending Balance - Stmt** based on the selections made in this screen.

**GL Account Balance**

**GL Account Balance** is the balance of the bank account in the General Ledger module.

**Deposits in Transit (-)**

**Deposits in Transit (-)** is the total of all deposits not marked as cleared in the detail grid.

**Outstanding Checks (+)**

**Outstanding Checks (+)** is the total of all checks/electronic payments not marked as cleared in the detail grid.

**GL End Bal - Calc'd**

**GL End Bal - Calc'd** is a calculation based on **GL Account Balance**, **Deposits in Transit (-)**, and **Outstanding Checks (+)**.

**GL End Bal - Stmt**

**GL End Bal - Stmt** is the ending balance on the bank statement.

**GL Difference**

**GL Difference** is the difference between **GL End Bal - Calc'd** and **GL End Bal - Stmt**.

**Cleared**

**Cleared** indicates whether the check, electronic payment, or receipt transaction cleared the bank.

**Clear Date**

**Clear Date** indicates the date the check, electronic payment, or receipt transaction cleared the bank.

**Original Module**

**Original Module** displays the two-character abbreviation of the module where the transaction originated. Valid modules are:

- AP - Accounts Payable
- AR - Accounts Receivable
- GL - General Ledger
- PR - Payroll

**Orig Ref Nbr**

**Orig Ref Nbr** displays the unique numeric code assigned to the check, electronic payment, or receipt transaction.

**Tran Amount**

**Tran Amount** displays the dollar amount of the check, electronic payment, or receipt transaction. Enter the amount as a positive number if the transaction is a receipt transaction. Enter the amount as a negative number if the transaction is a check or electronic payment transaction.

**Tran Date**

**Tran Date** displays the date of the check, electronic payment, or receipt transaction.

**Tran Description**

**Tran Description** displays the explanation of the check, electronic payment, or receipt transaction.

**Per Post**

**Per Post** displays the fiscal period and year the check, electronic payment, or receipt posted to the General Ledger.

**View Deposit Detail (button)**

**View Deposit Detail** is enabled when a selected transaction line is a summary of Accounts Receivable receipts. Clicking this button opens *Deposit Detail* (BR.010.01) which displays the supporting detail for summarized transaction batches. See “Deposit Detail (BR.010.01)” on page 26 for information about the screen.

**Import Bank File (button)**

**Import Bank File** is enabled only for the current general ledger period. Clicking this button opens *Bank File Import* (BR.010.02). See “Bank File Import (BR.010.02)” on page 27 for information about the screen.

## Deposit Detail (BR.010.01)

Clicking **View Deposit Detail** opens *Deposit Detail (BR.010.01)* which displays the supporting detail for summarized transaction batches.

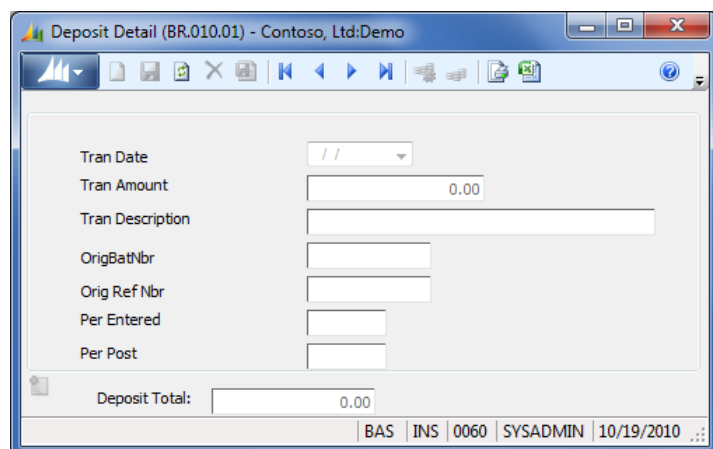


Figure 12: Deposit Detail (BR.010.01)

### Tran Date

**Tran Date** is the transaction date from the Accounts Receivable receipt deposit.

### Tran Amount

**Tran Amount** is the transaction amount from the Accounts Receivable receipt deposit.

### Tran Description

**Tran Description** is the transaction description from the Accounts Receivable receipt deposit.

### OrigBatNbr

**OrigBatNbr** is the transaction batch number from the Accounts Receivable deposit.

### Orig Ref Nbr

**Orig Ref Nbr** is the transaction reference number from the Accounts Receivable deposit.

### Per Entered

**Per Entered** is the transaction period entered from the Accounts Receivable deposit.

### Per Post

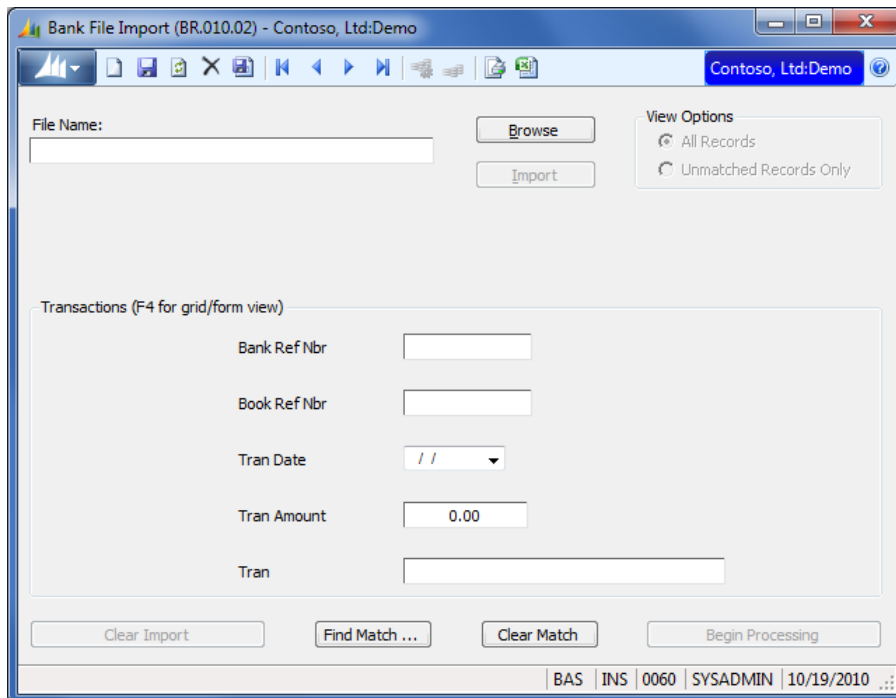
**Per Post** is the transaction posting period from the Accounts Receivable deposit.

### Deposit Total

**Deposit Total** is the transaction amount from the Accounts Receivable deposit.

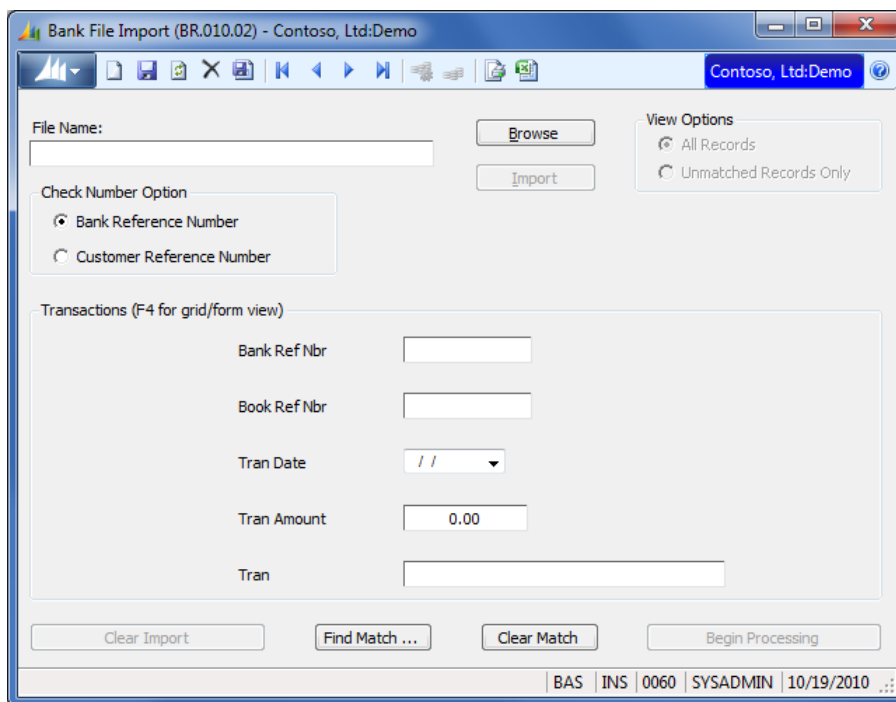
## Bank File Import (BR.010.02)

*Bank File Import* (BR.010.02) allows you to open a file provided by your bank that contains cleared transactions and to import the transactions to the Bank Reconciliation module.



The screenshot shows the 'Bank File Import (BR.010.02) - Contoso, Ltd:Demo' window. It features a standard Windows-style title bar and menu bar. Below the menu bar, there is a 'File Name:' field with a 'Browse' button and an 'Import' button. To the right, under 'View Options', there are two radio buttons: 'All Records' (selected) and 'Unmatched Records Only'. The main area is titled 'Transactions (F4 for grid/form view)' and contains five input fields: 'Bank Ref Nbr', 'Book Ref Nbr', 'Tran Date' (with a dropdown menu showing '//'), 'Tran Amount' (with '0.00' entered), and 'Tran'. At the bottom, there are four buttons: 'Clear Import', 'Find Match ...', 'Clear Match', and 'Begin Processing'. The status bar at the bottom right shows 'BAS | INS | 0060 | SYSADMIN | 10/19/2010 ..'.

Figure 13: Bank File Import (BR.010.02)



This screenshot is identical to Figure 13, but with an additional section titled 'Check Number Option' located below the 'File Name:' field. This section contains two radio buttons: 'Bank Reference Number' (selected) and 'Customer Reference Number'. The rest of the window, including the 'Transactions' section and the bottom buttons, remains the same as in Figure 13.

Figure 14: Bank File Import (BR.010.02) if the BAI2 bank file format was selected

### File Name

**File Name** is used to identify the location and name of the file from the bank that includes the transactions that have cleared.

### Browse (button)

The **Browse** button is enabled when you enter the screen. Click this button if you need to locate the bank file.

### Bank Reference Number

**Bank Reference Number** is located in the Check Number Option frame, which appears only if **BAI2 Format** was selected on the *BR Setup* (BR.950.00), **Bank Import** tab. Select this option to indicate that the check number in the bank file you want to import is located on the 16 - Transaction Detail line in the field, "Bank Reference Number."

### Customer Reference Number

**Customer Reference Number** is located in the Check Number Option frame, which appears only if **BAI2 Format** was selected on the *BR Setup* (BR.950.00), **Bank Import** tab. Select this option to indicate that the check number in the bank file you want to import is located on the 16 - Transaction Detail line in the field, "Customer Reference Number."

### Import (button)

The **Import** button is enabled after a file name is specified in the **File Name** box. When you click this button, transactions are imported. Information about the imported records then displays in the Transactions area of the screen.

### View Options

In the **View Options** area, you can choose to view all transaction records or only those that are unmatched. Information in the Transactions area will display based on your selection here.

- **All Records** – Displays every record that has not cleared and what the bank import has matched to those records.
- **Unmatched Records Only** – Displays records that were not matched, based on a comparison of bank and book reference numbers.

### Bank Ref Nbr

**Bank Ref Nbr** is the reference number assigned by the bank. Checks normally have a fixed numbering system, while other transactions often do not.

### Book Ref Nbr

**Book Ref Nbr** is the reference number assigned by the system. Check/electronic payment numbers and receipt numbers found in Microsoft Dynamics SL will appear in this column.

### Tran Date

**Tran Date** is the transaction date from the Accounts Receivable receipt.

### Tran Amount

**Tran Amount** is the transaction amount from the Accounts Receivable receipt.

### Tran Description

**Tran Description** is the transaction description from the Accounts Receivable receipt.



**Find Match (button)**

Clicking **Find Match** opens *Transaction Lookup* (BR.010.03). See “Transaction Lookup (BR.010.03)” on page 30 for more information.

**Clear Match (button)**

If an incorrect match has been made, select the incorrectly matched record in the grid and then click **Clear Match**.

**Begin Processing (button)**

When all desired matches have been made, click **Begin Processing** which will change the status of all matched records to Cleared. When you exit *Bank File Import* (BR.010.02), note that **Bank Ending Bal – Calc’d** and **GL End Bal – Calc’d** are updated in *Reconciliation* (BR.010.00).

## Transaction Lookup (BR.010.03)

Transaction Lookup (BR.010.03) displays unreconciled transactions allowing you to match a transaction that was imported.

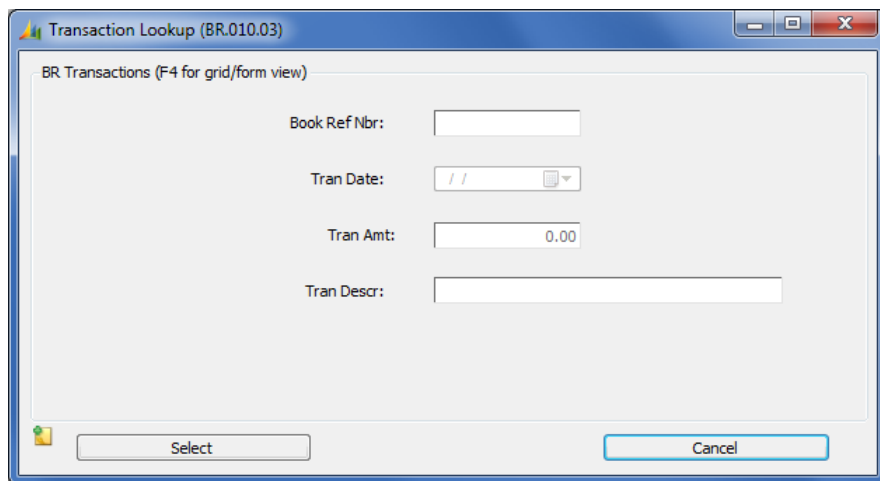


Figure 15: Transaction Lookup (BR.010.03)

### Book Ref Nbr

**Book Ref Nbr** is the reference number assigned by the system.

### Tran Amt

**Tran Amt** is the transaction amount from the Accounts Receivable receipt deposit.

### Tran Date

**Tran Date** is the transaction date from the Accounts Receivable receipt deposit.

### Description

**Description** is the transaction description from Accounts Receivable receipt deposit.

# Maintenance Screens

## Bank Account Maintenance (BR.200.00)

The purpose of *Bank Account Maintenance (BR.200.00)* is to define and maintain all bank accounts you want to reconcile.

**Note:** After you save an entry in this screen, you will need to use Initialize mode if you want to change **Last Recon Bal** and **Last Recon Date**. **CurrPerNbr**, **GL Account**, or **GL Subaccount** cannot be changed.

Figure 16: Bank Account Maintenance (BR.200.00)

### Active (check box)

Select this check box for any bank account that you want to reconcile. Clear this check box if a bank account becomes inactive.

### Company ID

**Company ID** is the identification code for the company associated with the account you are setting up or maintaining.

### Account ID

**Account ID** is the identification code for the account to be reconciled. You can enter up to 10 alphanumeric characters. You cannot create more than one ID for the same account and subaccount combination.

### Bank Name

**Bank Name** is the name of the bank associated with the account.

### Bank Acct Descr

**Bank Acct Descr** is the description of the account. You can use the same description for this account as the one that appears in **Account Description** on *Chart of Accounts Maintenance (O1.260.00)*.

**Bank Acct Nbr**

**Bank Acct Nbr** is the number associated with the bank account. When importing a bank file in *Reconciliation* (BR.010.00), the bank account number specified in the file is validated to verify a bank account set up in *Bank Account Maintenance* (BR.200.00) has that bank account number. If the bank account number in the file does not match an existing bank account's bank account number, the file will not import.

**CurPerNbr**

**CurPerNbr** displays the current period for the Bank Reconciliation module. In new installations, this should correspond with the period number in *BR Setup* (BR.950.00).

**GL Account**

**GL Account** is the account number assigned to this bank account in *Chart of Accounts Maintenance* (01.260.00) in the General Ledger module.

**GL Subaccount**

**GL Subaccount** is the subaccount associated with the general ledger account assigned to this bank account. The subaccount is defined in *Subaccount Maintenance* (01.270.00) in the General Ledger module. If **Reconciliation by Acct** is selected on *BR Setup* (BR.950.00), this field will remain blank.

**Last Recon Bal**

**Last Recon Bal** is the last reconciliation balance of this account in the current period. For reference purposes only.

**Last Recon Date**

**Last Recon Date** is the last reconciliation date for this account. For reference purposes only.

# Process Screens

## Module Transaction Import (BR.549.00)

*Module Transaction Import* (BR.549.00) imports transactions from other modules into the Bank Reconciliation module. The modules that the transactions are imported from are designated in *BR Setup* (BR.950.00).

### Note:

- Transactions from **released** batches will be available for import.
- *Module Transaction Import* (BR.549.00) selects transactions from the default ledger as defined in *GL Setup* (01.950.00) of the General Ledger module.
- Transactions for all active bank accounts identified in *Bank Account Maintenance* (BR.200.00) will be imported.
- You can run the import process as many times as needed each month.
- The period listed in **Current Period** cannot be changed
- To change the company identification code displayed in **Company ID**, exit the company and log in to the appropriate company.

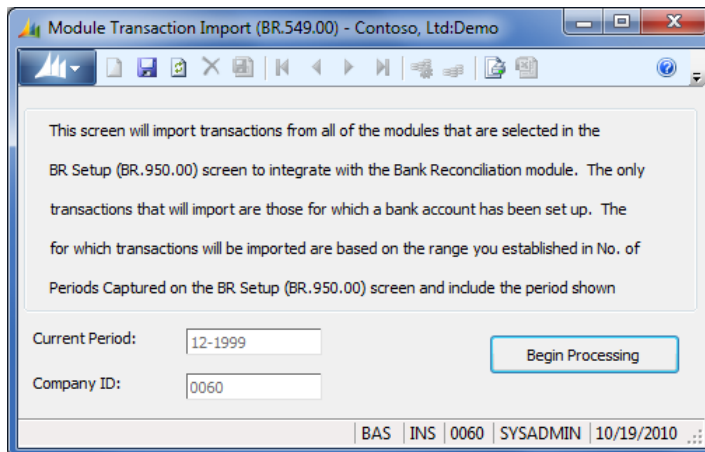


Figure 17: Module Transaction Import (BR.549.00)

### Current Period

**Current Period** displays the period in which the account will be reconciled. This is a display only field.

### Company ID

**Company ID** is the identifier of the company to which you are logged on and which will receive the imported transactions. This is a display only field.

### Begin Processing (button)

Click **Begin Processing** to start the import process.



# Setup Screens

## BR Setup (BR.950.00)

*BR Setup* (BR.950.00) defines how the Bank Reconciliation module works and identifies default values. You indicate which modules integrate with Bank Reconciliation to allow transactions to be reconciled.

**Note:** This screen must be completed before any of the other Bank Reconciliation module screens.

The screenshot shows the 'BR Setup (BR.950.00) - Contoso, Ltd:Demo' window. The 'Company ID' field is highlighted with a red box and contains '0060'. The 'Current' field is also highlighted with a red box and contains '12-1999'. The 'No. of Periods Captured' field contains '1'. The 'Integrated Modules' section has the following checked options: 'Import from General Ledger', 'Import from Payroll', and 'Import from Accounts Payable'. The unchecked options are 'Import from Accounts Receivable' and 'Import Deposit Batches as 1 Line'. The status bar at the bottom shows 'BAS | INS | 0060 | SYSADMIN | 10/19/2010'.

Figure 18: BR Setup (BR.950.00)

### Company ID

**Company ID** is the identification code for the company that is associated with the bank account.

## BR Setup, General Tab

The screenshot shows the 'BR Setup (BR.950.00) - Contoso, Ltd:Demo' window. The 'General' tab is active. The 'Company ID' field is highlighted with a red box and contains '0060'. The 'Current' field is also highlighted with a red box and contains '12-1999'. The 'No. of Periods Captured' field contains '1'. The 'Company Name' is 'Contoso, Ltd:Demo', 'Address 1' is '123 Main', 'City' is 'Findlay', 'State/Province' is 'OH', and 'Postal Code' is '12345'. The 'Reconciliation by Acct.' checkbox is unchecked. Under 'Integrated Modules', the checkboxes for 'Import from General Ledger', 'Import from Accounts Payable', and 'Import from Payroll' are checked, while 'Import from Accounts Receivable' and 'Import Deposit Batches as 1 Line' are unchecked. The status bar at the bottom shows 'BAS | INS | 0060 | SYSADMIN | 10/19/2010'.

Figure 19: BR Setup (BR.950.00), General tab

### Company Name

**Company Name** is the name of the company that is associated with the bank account.

### Address 1

**Address 1** is typically the company's suite number or the name and number of the company's street location.

### Address 2

**Address 2** is used to enter additional address information, such as the company's post office box number.

### City

**City** is the municipality where the company is located.

### State/Province

**State/Province** is the standard two-letter state or province abbreviation.

### Postal Code

**Postal Code** is the zip code or postal code for the company's address.

### Current Period

**Current Period** is the period in which you want to initialize Bank Reconciliation. The current general ledger period is recommended.

### No. of Periods Captured

When you import transactions for reconciliation, the import process will review transactions in periods based on the value you enter here. There is no limit on the number of prior periods that can be



reviewed. The recommended setting for **No. of Periods Captured** is 1, which indicates that only the current period will be reviewed. A value of 2 represents the current and the previous period.

#### **Reconciliation by Acct (check box)**

If **Reconciliation by Acct** is selected, transactions imported for reconciliation are based **only** on the general ledger accounts specified on *Bank Account Maintenance* (BR.200.00). If this check box is not selected, imported transactions are based on the **combination** of the general ledger account and subaccount specified on *Bank Account Maintenance* (BR.200.00). After initial account setup in *Bank Account Maintenance* (BR.200.00), this option is disabled.

#### **Import from General Ledger (check box)**

Select **Import from General Ledger** to import General Ledger journal transactions into *Reconciliation* (BR.010.00).

#### **Import from Payroll (check box)**

Select **Import from Payroll** to import Payroll checks into *Reconciliation* (BR.010.00).

#### **Import from Accounts Payable (check box)**

Select **Import from Accounts Payable** to import Accounts Payable checks/electronic payments into *Reconciliation* (BR.010.00).

#### **Import from Accounts Receivable (check box)**

Select **Import from Accounts Receivable** to import Accounts Receivable receipts into *Reconciliation* (BR.010.00).

#### **Import Deposit Batches as 1 Line (check box)**

If you select **Import Deposit Batches as 1 Line**, all receipts entered in an Accounts Receivable batch are imported as one transaction line. The detail for each receipt can be viewed in *Deposit Detail* (BR.010.01) when reconciling a cash account in *Reconciliation* (BR.010.00). This check box is selected by default.

## BR Setup, Bank Import Tab

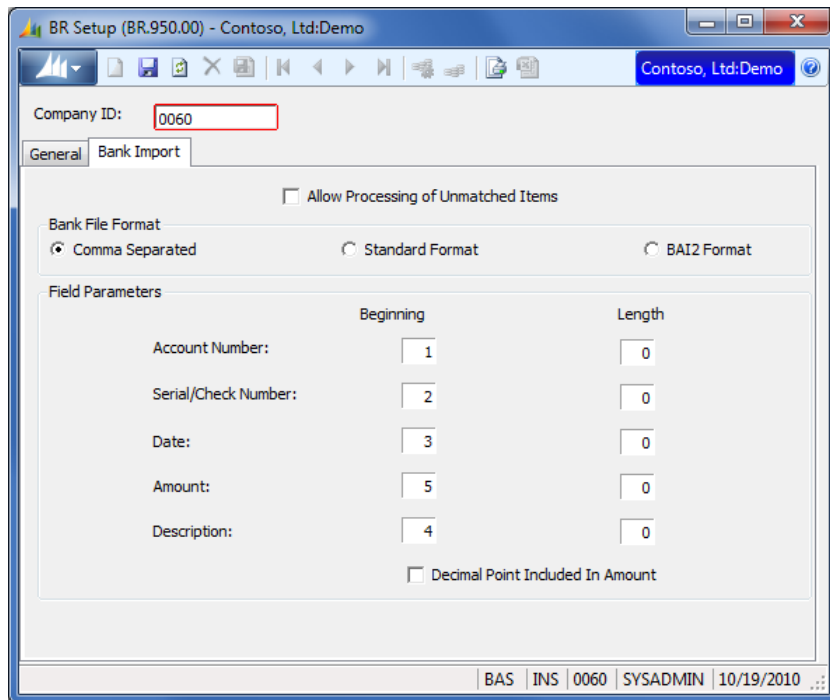


Figure 20: BR Setup (BR.950.00), Bank Import tab

### Allow Processing of Unmatched Items (check box)

Select **Allow Processing of Unmatched Items** if you want the process of clearing bank file transactions to take place regardless of whether there are unmatched bank file transactions. If the check box is not selected and unmatched bank file transactions exist, a notification dialog box appears allowing you to cancel the process.

### Bank File Format Area

#### Comma Separated

Select this option if your bank files are in the comma separated values (CSV) format. After this option is selected, the **Beginning Position** column is available. In this column, type the number that coincides with the location of each field in the bank file record.

**Note:** Field values must not include commas.

**Example:** 1030,00013,1/30/1999,VT0100 Smith International,-550970.92

	Beginning Position
Account	1
Serial/Check Number	2
Date	3
Amount	5
Description	4

#### Standard Format

Select this option if your bank file records contain no delimiters separating the fields. After this option is selected, the **Beginning Position** and **Length** columns are available. In the **Beginning Position**

column, enter the number that coincides with the position of the first character in each of the fields in the bank file record. In the **Length** column, enter the number of characters in each field.

**Example:**

```
P 000000000000000000001030 00000000000000SA4000 000000000000100000 19991111 20021201      adjustment
  |           |           |           |           |           |           |           |
  3           24          43          71          95
```

	Beginning Position	Length
Account	3	20
Serial/Check Number	24	18
Date	71	8
Amount	43	18
Description	95	56

**BAI2 Format**

Select this option if your bank files conform to the BAI2 format standards as described in *Cash Management Balance Reporting Specifications, Version 2, Technical Reference Manual*, which is published by the Bank Administration Institute.

**Field Parameters Area**

See “Bank File Format Area” on page 38 for information about how the fields in this area are used based on the file format selected.

**Account Number**

The **Account Number** row indicates where the bank account number begins and how long it is.

**Serial/Check Number**

The **Serial/Check Number** row indicates where the bank serial number or check number begins and how long it is.

**Date**

The **Date** row indicates where the transaction date begins and how long it is.

**Amount**

The **Amount** row indicates where the transaction amount begins and how long it is.

**Description**

The **Description** row indicates where the transaction description begins and how long it is.

**Decimal Point Included In Amount**

Select **Decimal Point Included In Amount** if amounts in your bank records include decimal points.



# Reports

Recommendations for running reports to help you with such tasks as verifying information and maintaining records for auditing appear throughout this guide. When you select a report from the Bank Reconciliation menu, a screen of options associated with the report appears. These options allow you to define the information included on the report. See the System Manager online help or user guide for more information about the standard report options.

## Module Transaction Import List (BR.001.00)

The *Module Transaction Import List* (BR.001.00) report includes information about each document imported into the Bank Reconciliation module using *Module Transaction Import* (BR.549.00). The default report format prints all Bank Reconciliation transactions with a current period number equal to the report's period to report value. The report is sorted by account ID. The current period number in Bank Reconciliation transactions is set to the Bank Reconciliation module's current period during the transaction import process. The Bank Reconciliation module's current period may or may not match the transaction's period to post since a bank a reconciliation period is usually different from the accounting period.

Before printing the report, you can enter a different period or year in **Period to Report** to display transactions for a prior period, or click the **Select** tab to produce the report for a particular account ID.

Date: Tuesday, August 2, 2005		<b>Contoso, Ltd</b>				Page: 1 of 1	
Time: 04:45 pm		<u>Module Transaction Import List</u>				Report: BR001.rpt	
User: SYSADMIN		Period: 12-99 As of: 8/2/2005				Company: 0080	
Account ID	Account	Subaccount	Date	Ref Nbr	Description	Amount	
Company: 0080							
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	000018	VT0100 Smith International	-25,729.15	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	000019	VT0122 Alpha Omega, Inc.	-40,916.88	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	000020	VT0122 Alpha Omega, Inc.	-40,043.09	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	000021	VT0121 Dan Wolf Lexus	-48,401.92	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	000022	VT0123 PBC Enterprises	-1,003.90	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	200008	CT0100 Smith International	54,068.38	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	200009	CT0120 Massey Inc.	52,864.28	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	200007	CT0130 Faberge USA	179,337.42	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	200010	CT0132 PBC Enterprises	179,337.42	
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	200011	CT0133 J.C. Licht Co.	50,170.18	
ACCT1	1030	01-100-AA-00-00-1	01/01/1900		Journal Entry	-125.25	

Figure 21: Module Transaction Import List (BR.001.00) report

## Reconciliation Summary (BR.00S.00)

*Reconciliation Summary* (BR.00S.00) lists the bank reconciliation summary amounts (beginning statement balance, General Ledger account balance, total deposits in transit, total bank checks/electronic payments cleared, etc.) for each account/subaccount combination that has an account ID. The default report format prints bank reconciliation summary amounts if the reconciliation period number is equal to the report's period to report value. The reconciliation period number in Bank Reconciliation summary accounts is entered on *Reconciliation* (BR.010.00).

Before printing the report, you can enter a different period or year in **Period to Report** to display prior period or year bank reconciliation summary data, or click the **Select** tab to produce the report for a particular account ID.

Information will appear on this report after you start the reconciliation process in *Reconciliation* (BR.010.00).

Date: Friday, July 6, 2007	<b>Contoso, Ltd</b>		Page: 1 of 1
Time: 03:49 pm	<b>Reconciliation Summary</b>		Report: BR001s.rpt
User: SYSADMIN	Period: 12-99 As of: 1/5/2000		Company: 0060
Account ID	Bank Account Name	Reconciliation Period	
Company: 0060			
096785	Third National	12-1999	
Beginning Stmt Bal:	0.00	GL Account Balance:	0.00
Bank Deposits Cleared (+):	0.00	Deposits in Transit (-):	0.00
Bank Checks Cleared (-):	0.00	Outstanding Checks (+):	0.00
Bank Ending Bal - Calc'd:	0.00	GL Ending Bal - Calc'd:	0.00
Bank Ending Bal - Stmt:	0.00	GL Ending Bal - Stmt:	0.00
Bank Bal Difference:	0.00	GL Difference:	0.00

Figure 22: Reconciliation Summary (BR.00S.00) report

## Reconciliation Detail (BR.0S3.00)

*Reconciliation Detail* (BR.0S3.00) lists the bank reconciliation summary amounts displayed on *Reconciliation Summary* (BR.00S.00), as well as the transaction detail that supports the summary amounts for each account and subaccount combination that has as a Bank Reconciliation account ID. The default report format prints bank reconciliation summary amounts and the transactions if the reconciliation period number is equal to the report's period to report. The report is sorted by account ID and document type. For easier readability, a new page starts for each account ID.

Before printing the report, you can enter a different period or year in **Period to Report** to report on prior period or year bank reconciliation summary and detail information, or click the **Select** tab to produce the report for a particular account ID.

Summary information will appear on this report after you start a reconciliation process in *Reconciliation* (BR.010.00).

Ref Nbr	Date	Module	Document Type	Description	Amount
<div style="display: flex; justify-content: space-between;"> <div> <p>Date: Friday, July 6, 2007 Time: 04:39 pm User: SYSADMIN</p> </div> <div style="text-align: center;"> <p><b>Contoso, Ltd</b> <b>Reconciliation Detail</b> Period: 12-99 As of: 12/6/1999</p> </div> <div> <p>Page: 1 of 1 Report: BR001s3.rpt Company: 0060</p> </div> </div>					
Company: 0060					
Account ID: 096785		Bank Account Name: Third National		Reconciliation Period: 12-1999	
Beginning Stmt Bal:		15,863,987.39	GL Account Balance:		12,345,678.90
Bank Deposits Cleared (+):		0.00	Deposits in Transit (-):		0.00
Bank Checks Cleared (-):		5,308,455.43	Outstanding Checks (+):		0.00
Bank Ending Bal - Calc'd:		10,555,531.96	GL Ending Bal - Calc'd:		12,345,678.90
Bank Ending Bal - Stmt:		11,816,593.48	GL Ending Bal - Stmt:		11,816,593.48
Bank Bal Difference:		-1,261,061.52	GL Difference:		529,085.42
000001	12/06/1999	AP	Cleared Check	VT0110 America	-1,976,613.24
000002	12/06/1999	AP	Cleared Check	VT0121 Square	-64,038.90
000003	12/06/1999	AP	Cleared Check	VT0123 Consolidated Messenger	-24,147.49
000004	12/06/1999	AP	Cleared Check	VT0124 Fourth Coffee	-2,345,291.14
000005	12/06/1999	AP	Cleared Check	VT0125 Trey Research	-898,364.66
<b>Doc Type Total:</b>					<b>-5,308,455.43</b>

Figure 23: Reconciliation Detail (BR.0S3.00) report

## BR Transactions (BR.CLR.00)

The *BR Transactions* (BR.CLR.00) report lists bank reconciliation transactions for each account/subaccount combination with a Bank Reconciliation account ID. The default report format, *BR Transactions - Cleared Checks*, prints all bank reconciliation cleared check/electronic payments transactions that have a current period number within the report's **Begin/End Period** range. The report is sorted by account ID.

Before printing the report, you can enter a different period or year in **Begin/End Period** to display prior period or year transactions, or click the **Select** tab to generate the report for a particular account ID. Other report formats produce information about unreconciled checks/electronic payments, cleared deposits, or unreconciled deposits.

Account ID	Date	Ref Nbr	Description	Amount
Date: Friday, July 6, 2007				
Time: 04:33 pm				
User: SYSADMIN				
<b>Contoso, Ltd</b>			Page: 1 of 1	
<b>BR Transactions - Cleared Checks</b>			Report: BR00cc.rpt	
Period: 12-99 As of: 12/6/1999			Company: 0060	
Company: 0060				
096785	12/06/1999	000001	VT0110 America	-1,976,613.24
	12/06/1999	000002	VT0121 Square	-64,038.90
	12/06/1999	000003	VT0123 Consolidated Messenger	-24,147.49
	12/06/1999	000004	VT0124 Fourth Coffee	-2,345,291.14
	12/06/1999	000005	VT0125 Trey Research	-898,364.66
<b>Account ID Total:</b>				<b>-5,308,465.43</b>
<b>Company Total:</b>				<b>-5,308,465.43</b>
<b>Total:</b>				<b>-5,308,465.43</b>

Figure 24: BR Transactions (BR.CLR.00) report

### Report Format

Report formats specify the type of report to print. The options are:

- **BR Transactions - Cleared Checks** — Lists checks and electronic payments that have cleared the bank. This is the default format.
- **BR Transactions - Unreconciled Checks** — Lists only checks and electronic payments that have not yet cleared the bank.
- **BR Transactions - Cleared Deposits** — Lists only deposits that have cleared the bank.
- **BR Transactions - Unreconciled Deposits** — Lists only deposits that have not yet cleared the bank.



# Glossary of Terms

**Account Number**

A unique code assigned to an account to which transactions will be charged. Daily activity is sorted and tracked. Accounts are set up in the General Ledger module.

**Subaccount Number**

A unique code assigned to a subaccount and set up in the General Ledger module. Daily activity can be sorted and tracked by subaccount number.



# Index

## A

- Accounts Payable module
  - integration (interaction) 3
- Accounts Receivable module
  - integration (interaction) 3

## B

- Bank Account Maintenance screen 31
- bank file format 11
- Bank File Import screen 27
- Bank Reconciliation module
  - bank file format 11
  - closing 19
  - maintenance screens 31
  - segmenting subaccounts 9
- BR Transactions report 44

## C

- closing Bank Reconciliation 19
- concepts, design-related 5
- Customization Manager module
  - integration (interaction) 4

## D

- defaults
  - processing 10
  - setting up 10
- defining
  - defaults and processing options 10
  - group and user group access 10
- Deposit Detail screen 26

## F

- formats
  - bank file 11

## G

- General Ledger module
  - accounts and subaccounts 9
  - integration (interaction) 3
  - segmenting subaccounts 9

## H

- How-To links 7

## I

- input screens 23
- inquiries
  - using reports 21
- integration
  - Accounts Payable 3
  - Accounts Receivable 3
  - Customization Manager module 4
  - General Ledger 3
  - module interaction diagram 1
  - optional modules 3
  - Payroll 4
  - required modules 3
  - Shared Information 3
  - System Manager 3

## M

- maintaining
  - bank accounts 14
- maintenance screens 5, 31
- Module Transaction Import List report 41
- Module Transaction Import screen 33
- modules
  - optional 3, 10
  - required 3, 9

## O

- optional modules 3
- options, default 10
- Overview
  - Bank Reconciliation module 1
  - user guide 2

## P

- Payroll module
  - integration (interaction) 4
- printing reports 21
- procedures
  - Bank Reconciliation 15
- process screens 5, 33

## R

- Reconciliation Detail report 43
- Reconciliation screen 23
- Reconciliation Summary report 42
- reconciling bank accounts 15, 16
- reports 41
  - BR Transactions 44
  - generating and printing 21

- inquiries 21
- Module Transaction Import List 41
- Reconciliation Detail 43
- Reconciliation Summary 42
- required modules 3, 9

## S

screens

- Bank Account Maintenance 31
- Bank File Import 27
- BR Setup 35
  - data entry 5
  - Deposit Detail 26
  - input 23
  - maintenance 5, 31
  - Module Transaction Import 33
  - process 5, 33
  - Reconciliation 23
  - setup 5, 35
  - Transaction Lookup 30
- segmenting subaccounts 9
- setting up
  - accounts 9
  - bank file format 11
  - Bank Reconciliation 11
  - BR Setup screen 35
  - defaults and processing options 10
  - group and user access 10
  - optional modules 10
  - Purchasing 9
  - purchasing accounts and subaccounts 9
  - required modules 9
  - subaccount segments 9
  - subaccounts 9
- setup screens 5, 35
- Shared Information module
  - integration (interaction) 3
- subaccounts, segmenting 9
- System Manager module
  - integration (interaction) 3

## T

Transaction Lookup screen 30

## U

user guide overview 2