Microsoft Dynamics SL

Bank Reconciliation

Release 2015

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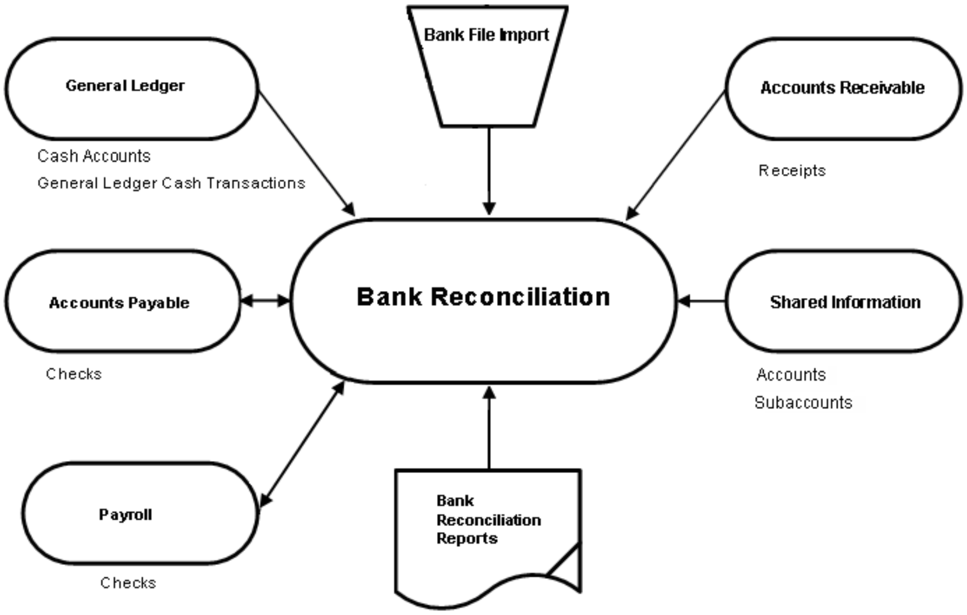
Introduction

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.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General Ledger
Cash Accounts
General Ledger Cash Transactions
Accounts Receivable
Receipts
Accounts Payable
Checks
Bank Reconciliation
Shared Information
Accounts
Subaccounts
Payroll
Checks
Bank Reconciliation Reports

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.0S3.00)” 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

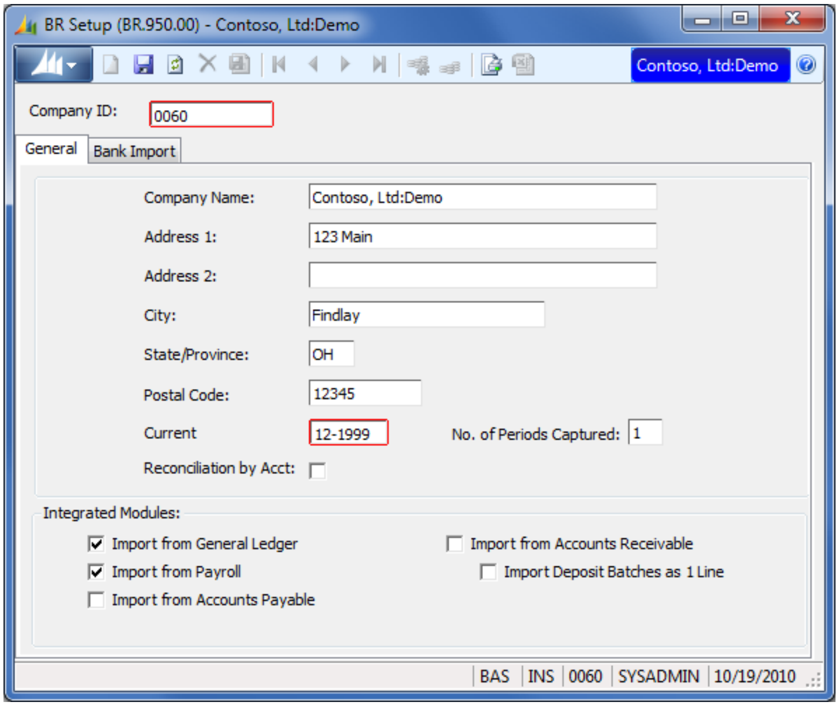
BR Setup (BR.950.00) allows you to choose the type of file you will import from the bank. Make sure that you understand the file format and other characteristics of an import file before you set up the Bank Reconciliation module and use bank import.

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).



Company ID: 0060

Company Name: Contoso, Ltd:Demo
Address 1: 123 Main
Address 2:
City: Findlay
State/Province: OH
Postal Code: 12345
Current 12-1999
No. of Periods Captured: 1
Reconciliation by Acct: ☐

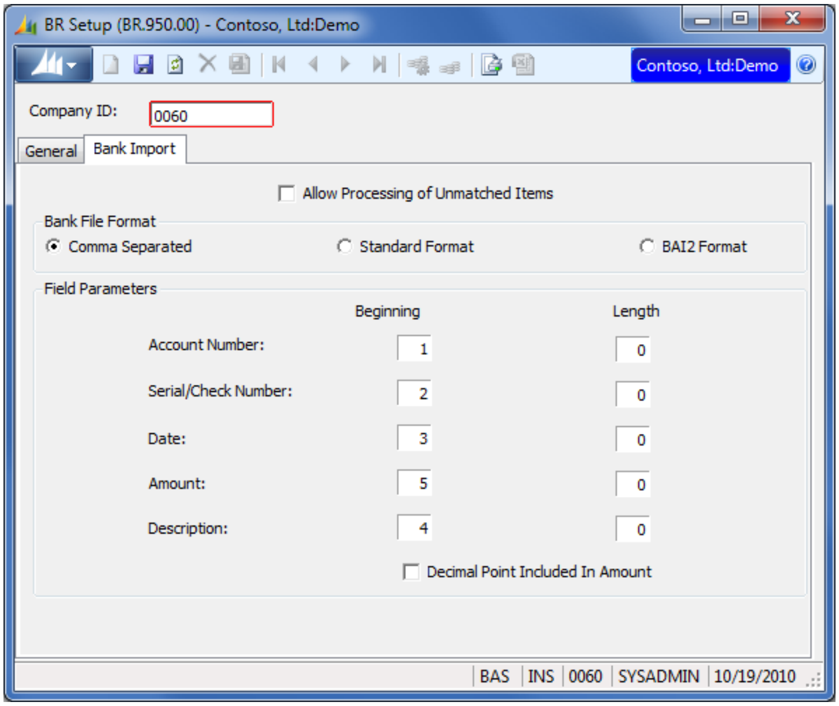
Integrated Modules:
☑ Import from General Ledger
☑ Import from Payroll
☐ Import from Accounts Payable
☐ Import from Accounts Receivable
☐ Import Deposit Batches as 1 Line

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.


BR Setup (BR.950.00) - Contoso, Ltd:Demo
Contoso, Ltd:Demo
General
Bank Import
BAS | INS | 0060 | SYSADMIN | 10/19/2010

Company ID: 0060

☐ Allow Processing of Unmatched Items

Bank File Format

● Comma Separated ○ Standard Format ○ BAI2 Format

Field Parameters

	Beginning	Length
Account Number:	1	0
Serial/Check Number:	2	0
Date:	3	0
Amount:	5	0
Description:	4	0

☐ Decimal Point Included In Amount

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.

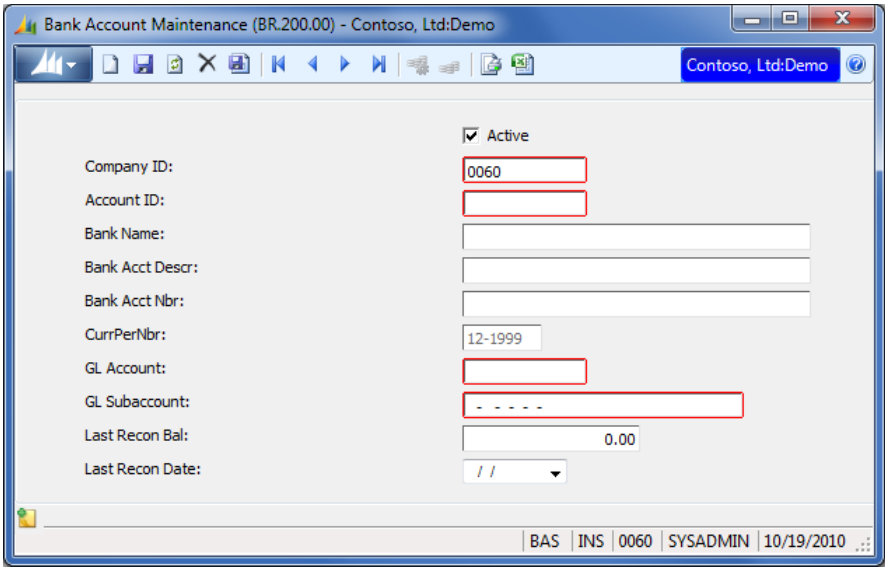
12. Select **Decimal Point Included in Amount** if a decimal point is included in the transaction dollar amount. If the amount does not come through with a decimal point, this should be left unchecked.
13. Click **Save** 💾.
14. Complete steps 2 through 13 for each company that has accounts that you plan 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).



☑ Active
Company ID: 0060
Account ID:
Bank Name:
Bank Acct Descr:
Bank Acct Nbr:
CurrPerNbr: 12-1999
GL Account:
GL Subaccount: - - - - -
Last Recon Bal: 0.00
Last Recon Date: / /

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

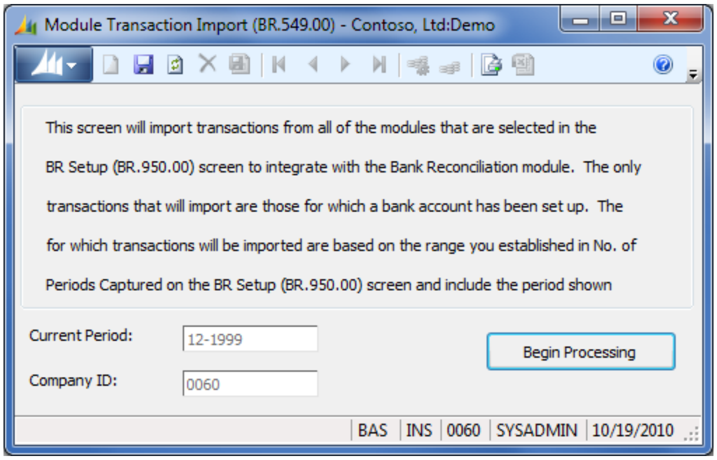
The following section provides details on how to reconcile a bank account and import bank files.

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).



This screen will import transactions from all of the modules that are selected in the BR Setup (BR.950.00) screen to integrate with the Bank Reconciliation module. The only transactions that will import are those for which a bank account has been set up. The for which transactions will be imported are based on the range you established in No. of Periods Captured on the BR Setup (BR.950.00) screen and include the period shown

Current Period: 12-1999

Company ID: 0060

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:

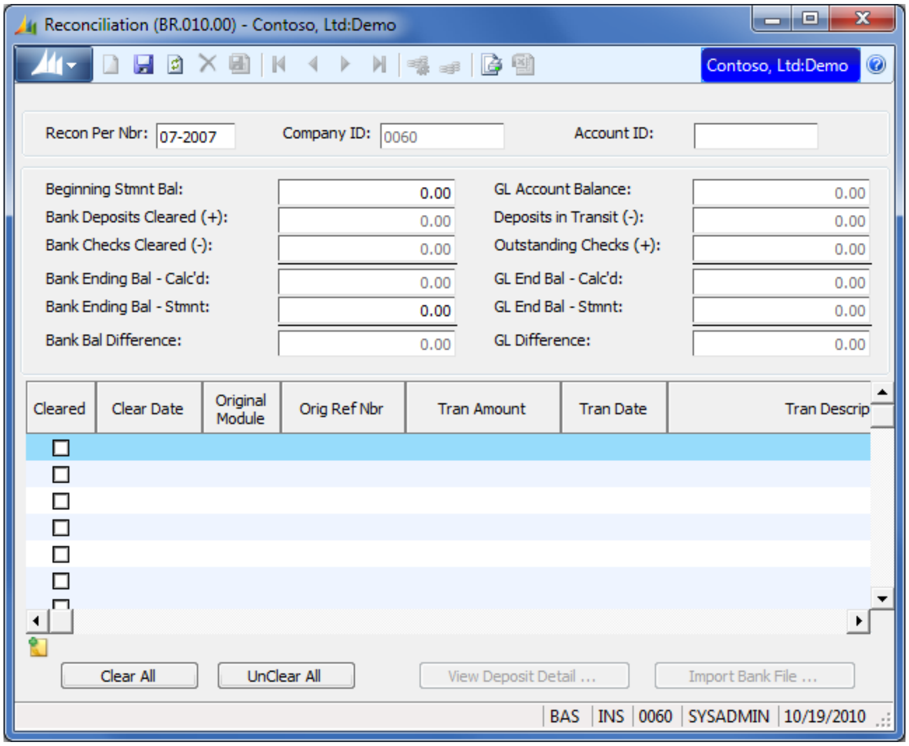
- Transactions from **released** batches will be available for import.
- *Module Transaction Import* (BR.549.00) selects transactions from the default ledger as defined in *GL Setup* (01.950.00) of the General Ledger module.
- Transactions for all active bank accounts identified in *Bank Account Maintenance* (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).


Reconciliation (BR.010.00) - Contoso, Ltd:Demo
Contoso, Ltd:Demo
Cleared
Clear Date
Original Module
Orig Ref Nbr
Tran Amount
Tran Date
Tran Descrip
Clear All
UnClear All
View Deposit Detail ...
Import Bank File ...

Recon Per Nbr: 07-2007
Company ID: 0060
Account ID:

Beginning Stmnt Bal: 0.00
Bank Deposits Cleared (+): 0.00
Bank Checks Cleared (-): 0.00
Bank Ending Bal - Calc'd: 0.00
Bank Ending Bal - Stmnt: 0.00
Bank Bal Difference: 0.00

GL Account Balance: 0.00
Deposits in Transit (-): 0.00
Outstanding Checks (+): 0.00
GL End Bal - Calc'd: 0.00
GL End Bal - Stmnt: 0.00
GL Difference: 0.00

☐
☐
☐
☐
☐
☐

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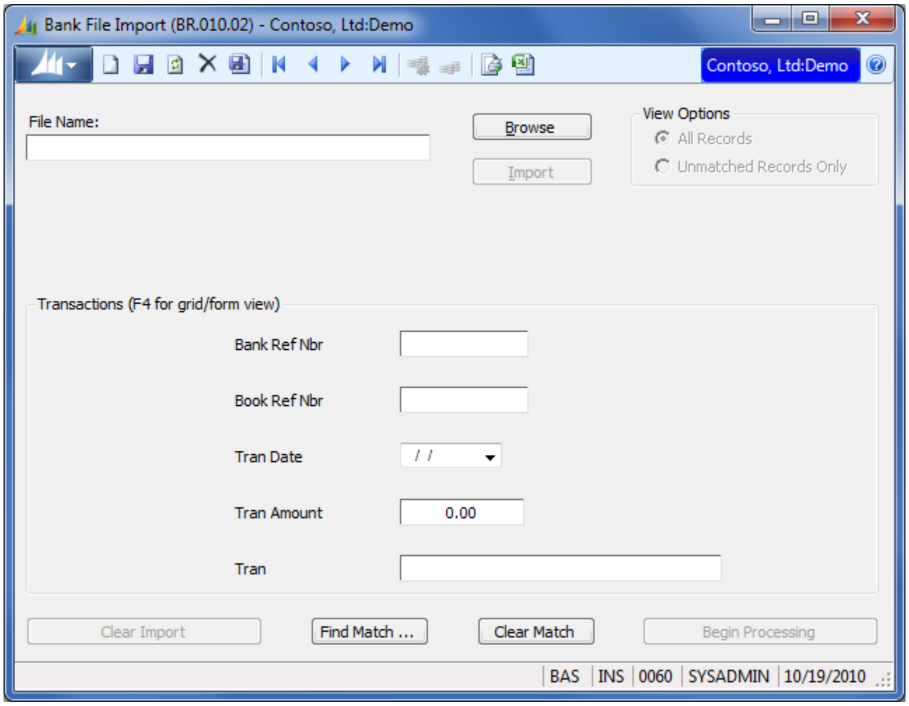
Figure 6: Reconciliation (BR.010.00)

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 Stmnt 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.



Bank File Import (BR.010.02) - Contoso, Ltd:Demo

Contoso, Ltd:Demo

File Name:

View Options

● All Records

○ Unmatched Records Only

Transactions (F4 for grid/form view)

Bank Ref Nbr

Book Ref Nbr

Tran Date / /

Tran Amount 0.00

Tran

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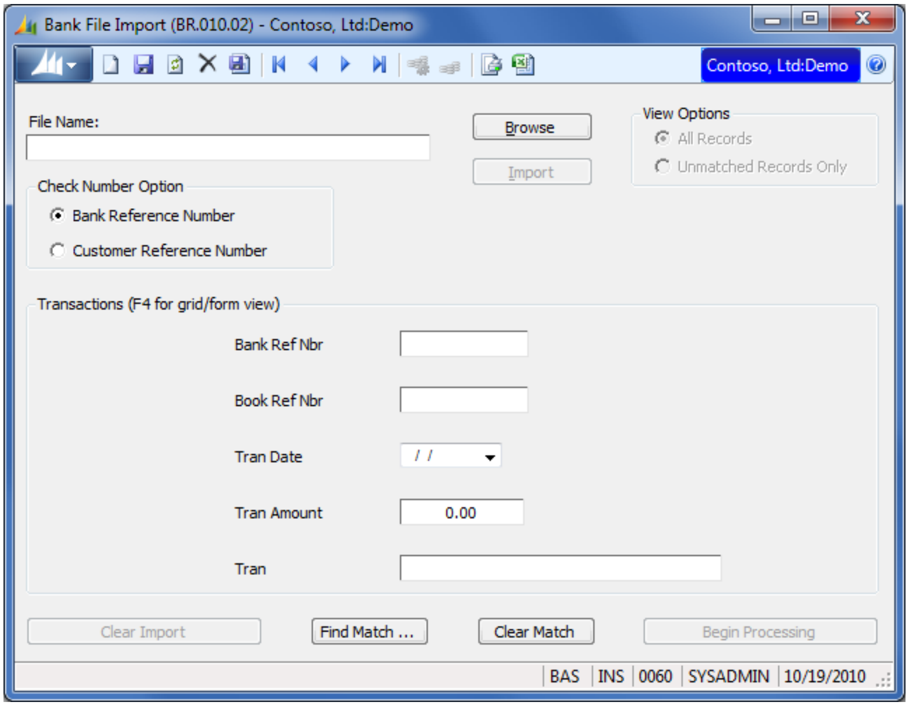
Browse
Import
Clear Import
Find Match ...
Clear Match
Begin Processing

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)



Bank File Import (BR.010.02) - Contoso, Ltd:Demo

Contoso, Ltd:Demo

File Name:

Check Number Option

● Bank Reference Number

○ Customer Reference Number

View Options

● All Records

○ Unmatched Records Only

Transactions (F4 for grid/form view)

Bank Ref Nbr

Book Ref Nbr

Tran Date / /

Tran Amount 0.00

Tran

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Browse
Import
Clear Import
Find Match ...
Clear Match
Begin Processing

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.

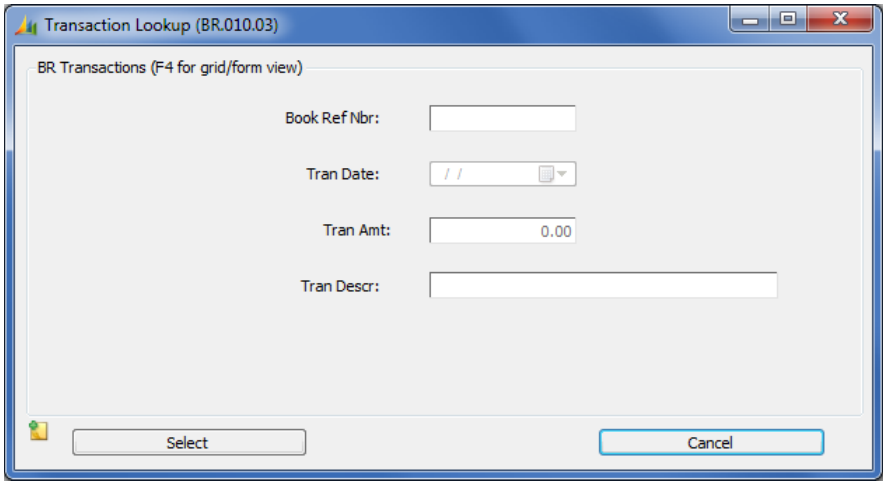

Transaction Lookup (BR.010.03)
BR Transactions (F4 for grid/form view)
Book Ref Nbr:
Tran Date:
/ /
Tran Amt:
0.00
Tran Descr:
Select
Cancel

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.

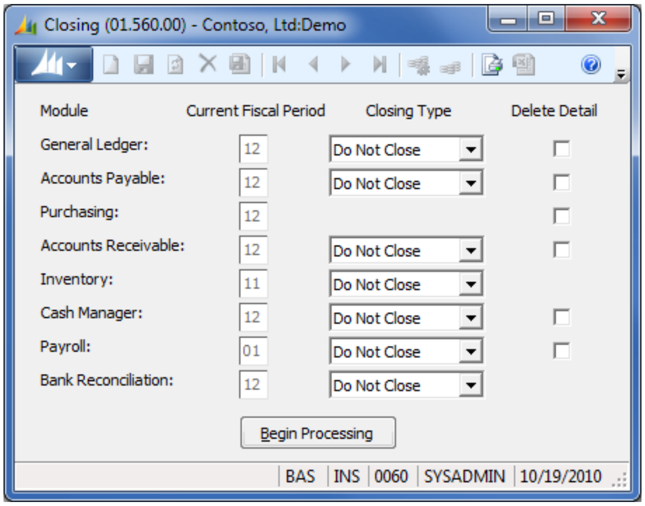
Other Processes

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.



Module	Current Fiscal Period	Closing Type	Delete Detail
General Ledger:	12	Do Not Close	☐
Accounts Payable:	12	Do Not Close	☐
Purchasing:	12		☐
Accounts Receivable:	12	Do Not Close	☐
Inventory:	11	Do Not Close	
Cash Manager:	12	Do Not Close	☐
Payroll:	01	Do Not Close	☐
Bank Reconciliation:	12	Do Not Close	

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 inquires 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.

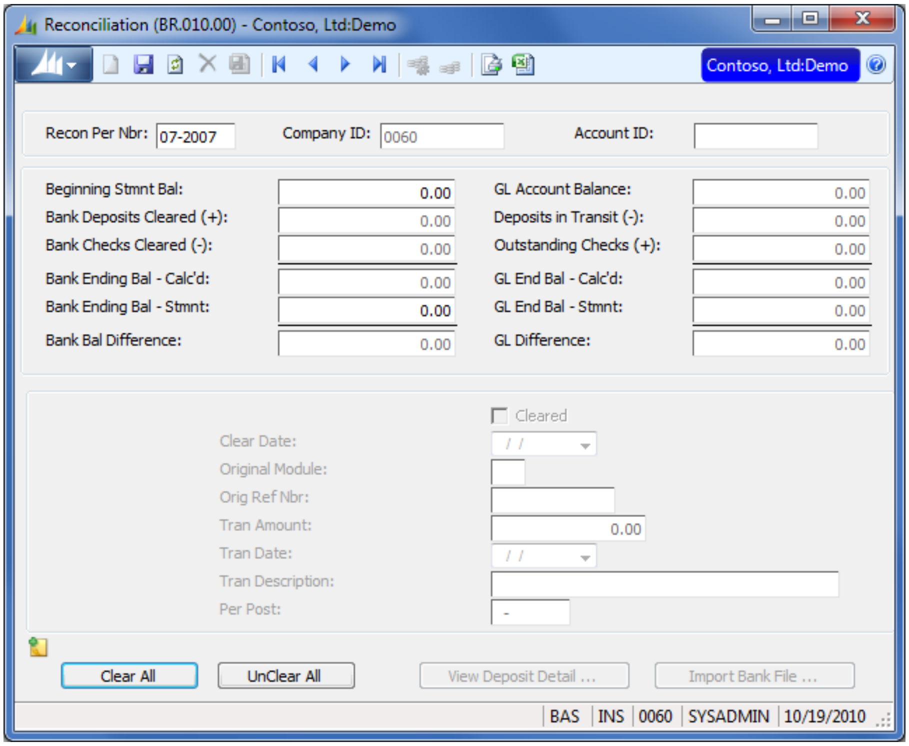
To print a Bank Reconciliation report using the Application Server:

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.



Recon Per Nbr: 07-2007
Company ID: 0060
Account ID:

Beginning Stmnt Bal: 0.00
Bank Deposits Cleared (+): 0.00
Bank Checks Cleared (-): 0.00
Bank Ending Bal - Calc'd: 0.00
Bank Ending Bal - Stmnt: 0.00
Bank Bal Difference: 0.00

GL Account Balance: 0.00
Deposits in Transit (-): 0.00
Outstanding Checks (+): 0.00
GL End Bal - Calc'd: 0.00
GL End Bal - Stmnt: 0.00
GL Difference: 0.00

☐ Cleared
Clear Date: / /
Original Module:
Orig Ref Nbr:
Tran Amount: 0.00
Tran Date: / /
Tran Description:
Per Post: -

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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 Stmnt Bal

Beginning Stmnt 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 - Stmnt

Bank Ending Bal – Stmnt 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 – Stmnt** 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 – Stmnt

GL End Bal - Stmnt 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 - Stmnt**.

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)

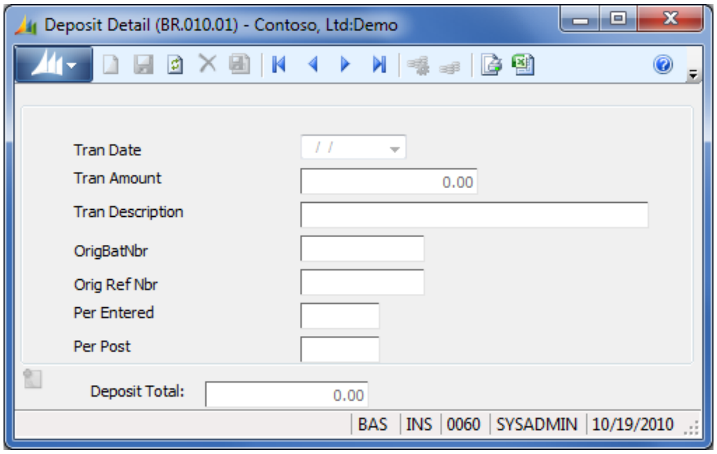
View Deposit Detail is enabled when a selected transaction line is a summary of Accounts Receivable receipts. Clicking this button opens *Deposit Detail* (BR.010.01) which displays the supporting detail for summarized transaction batches. See “Deposit Detail (BR.010.01)” on page 26 for information about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



Tran Date / /
Tran Amount 0.00
Tran Description
OrigBatNbr
Orig Ref Nbr
Per Entered
Per Post
Deposit Total: 0.00

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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

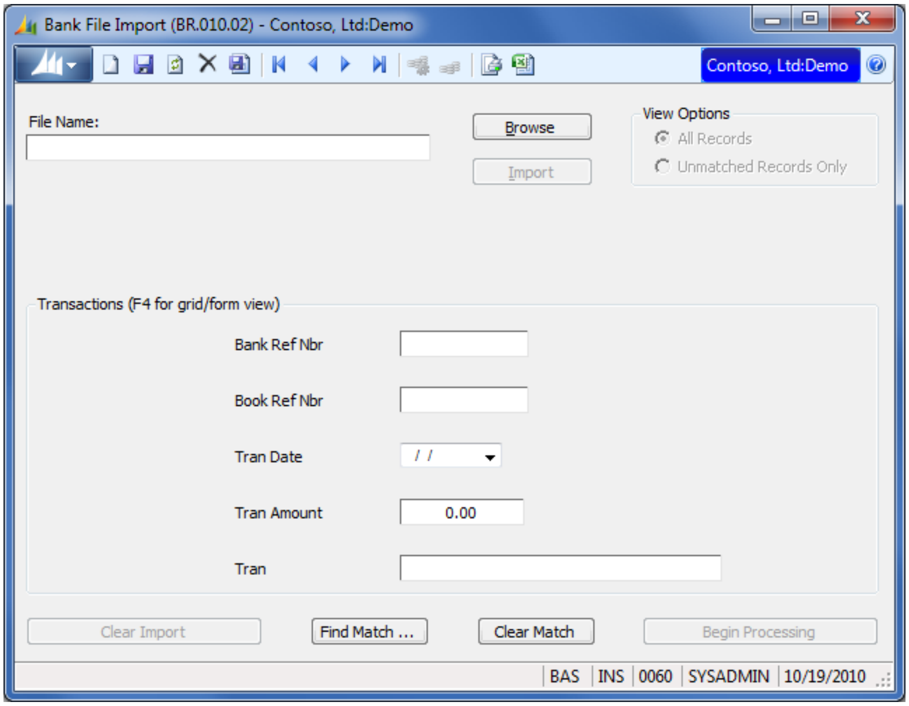
Per Post is the transaction posting period from the Accounts Receivable deposit.

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.


Bank File Import (BR.010.02) - Contoso, Ltd:Demo
Contoso, Ltd:Demo
Browse
Import
View Options
Clear Import
Find Match ...
Clear Match
Begin Processing
BAS
INS
0060
SYSADMIN
10/19/2010

File Name:

○ All Records
○ Unmatched Records Only

Transactions (F4 for grid/form view)

Bank Ref Nbr

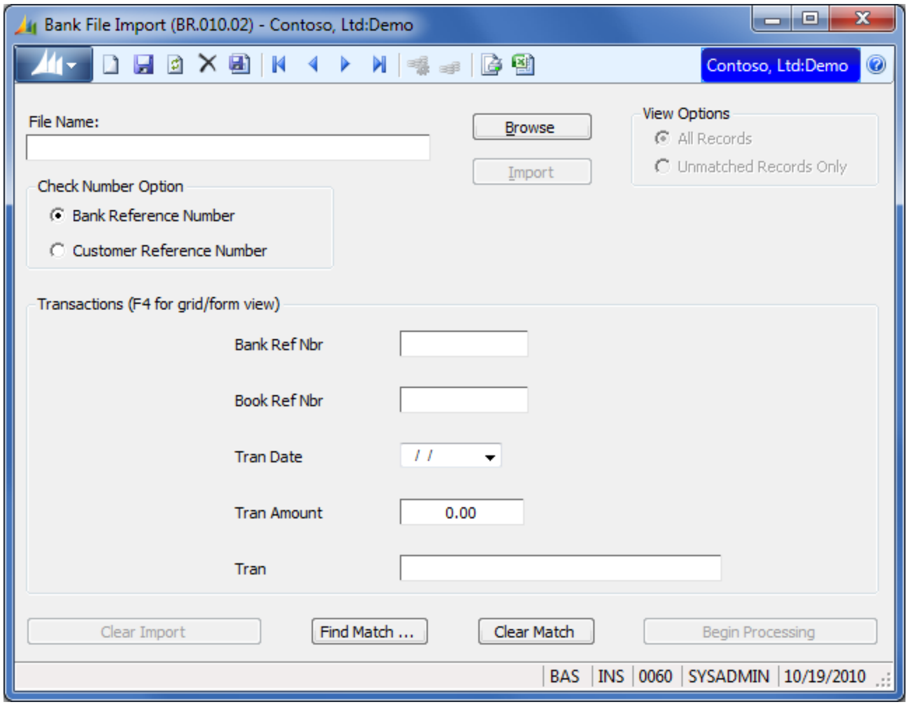
Book Ref Nbr

Tran Date / /

Tran Amount 0.00

Tran

Figure 13: Bank File Import (BR.010.02)


Bank File Import (BR.010.02) - Contoso, Ltd:Demo
Contoso, Ltd:Demo
Browse
Import
View Options
Clear Import
Find Match ...
Clear Match
Begin Processing
BAS
INS
0060
SYSADMIN
10/19/2010

File Name:

○ All Records
○ Unmatched Records Only

Check Number Option
● Bank Reference Number
○ Customer Reference Number

Transactions (F4 for grid/form view)

Bank Ref Nbr

Book Ref Nbr

Tran Date / /

Tran Amount 0.00

Tran

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)

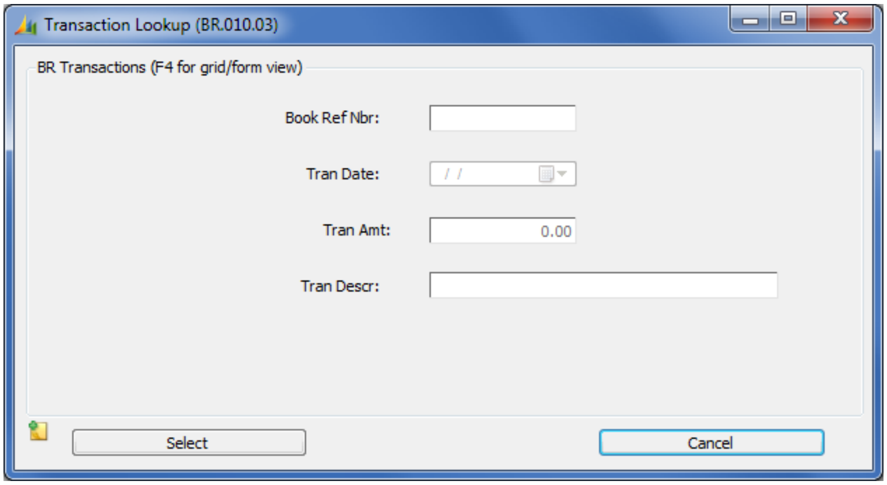
If an incorrect match has been made, select the incorrectly matched record in the grid and then click **Clear Match**.

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.



Transaction Lookup (BR.010.03)

BR Transactions (F4 for grid/form view)

Book Ref Nbr:

Tran Date: / /

Tran Amt: 0.00

Tran Descr:

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

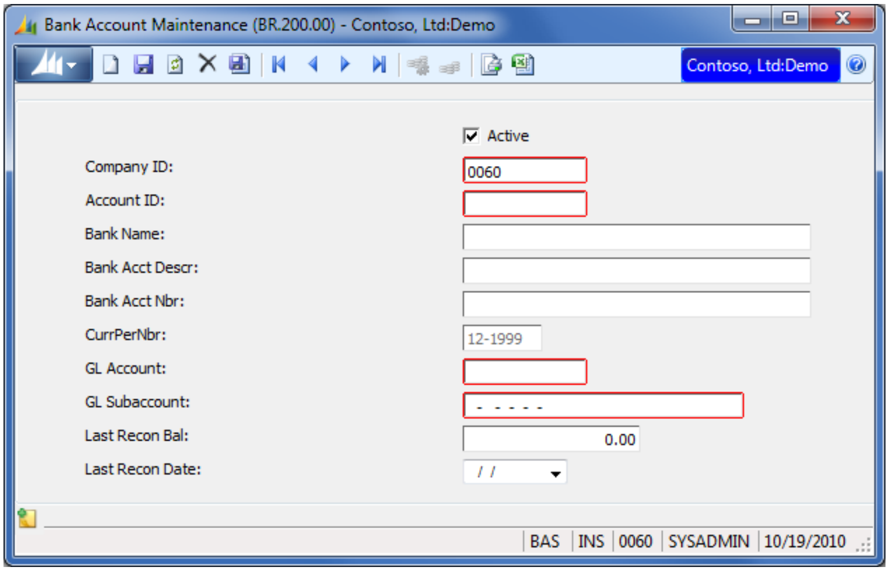
Description is the transaction description from Accounts Receivable receipt deposit.

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.



☑ Active
Company ID: 0060
Account ID:
Bank Name:
Bank Acct Descr:
Bank Acct Nbr:
CurrPerNbr: 12-1999
GL Account:
GL Subaccount: - - - - -
Last Recon Bal: 0.00
Last Recon Date: / /

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* (01.260.00).

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.

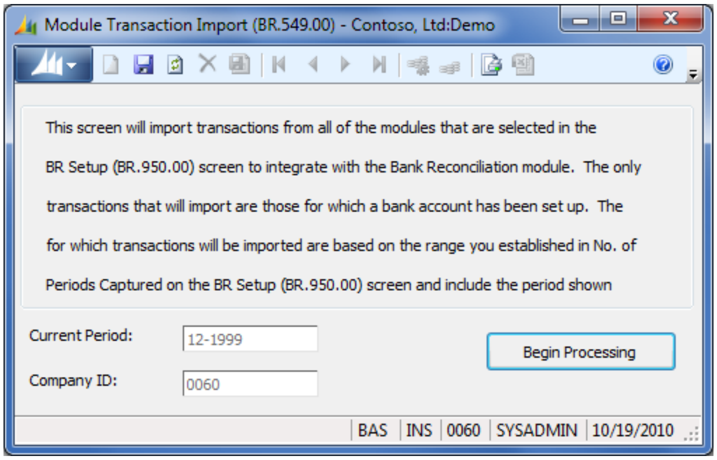
Process Screens

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.



Module Transaction Import (BR.549.00) - Contoso, Ltd:Demo

This screen will import transactions from all of the modules that are selected in the BR Setup (BR.950.00) screen to integrate with the Bank Reconciliation module. The only transactions that will import are those for which a bank account has been set up. The for which transactions will be imported are based on the range you established in No. of Periods Captured on the BR Setup (BR.950.00) screen and include the period shown

Current Period: 12-1999

Company ID: 0060

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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)

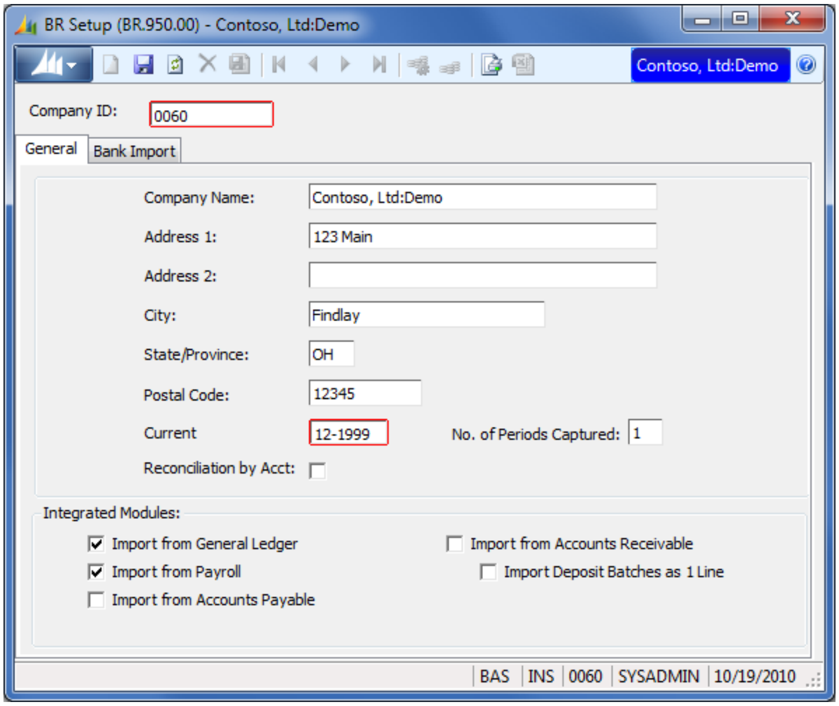
Click **Begin Processing** to start the import process.

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.


BR Setup (BR.950.00) - Contoso, Ltd:Demo
Contoso, Ltd:Demo
General
Bank Import
BAS
INS
0060
SYSADMIN
10/19/2010

Company ID: 0060

Company Name: Contoso, Ltd:Demo

Address 1: 123 Main

Address 2:

City: Findlay

State/Province: OH

Postal Code: 12345

Current: 12-1999

No. of Periods Captured: 1

Reconciliation by Acct: ☐

Integrated Modules:

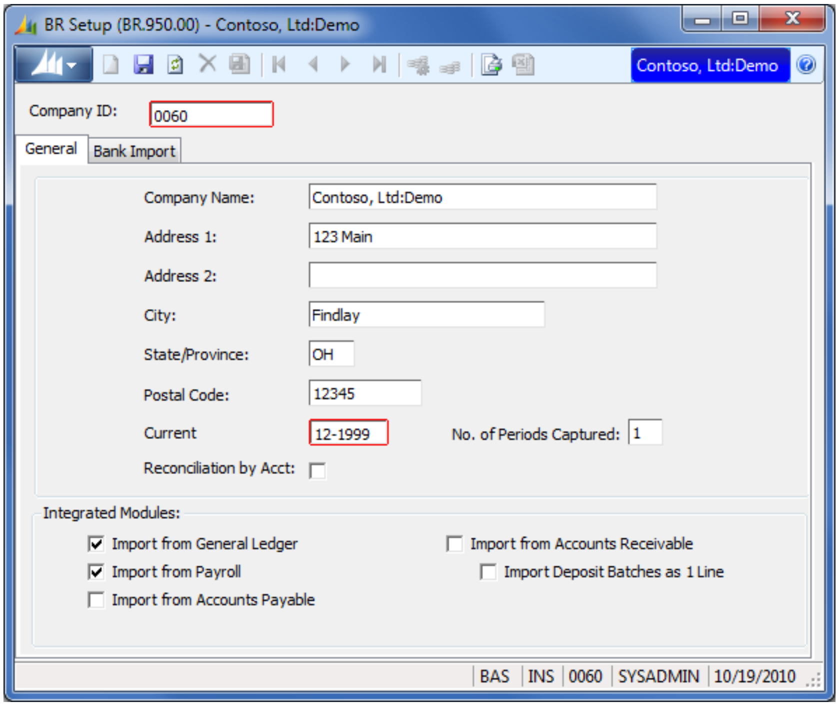
- ☑ Import from General Ledger
- ☑ Import from Payroll
- ☐ Import from Accounts Payable
- ☐ Import from Accounts Receivable
  - ☐ Import Deposit Batches as 1 Line

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



Company ID: 0060

Company Name: Contoso, Ltd:Demo
Address 1: 123 Main
Address 2:
City: Findlay
State/Province: OH
Postal Code: 12345
Current 12-1999
No. of Periods Captured: 1
Reconciliation by Acct: ☐

Integrated Modules:
☑ Import from General Ledger
☑ Import from Payroll
☐ Import from Accounts Payable
☐ Import from Accounts Receivable
☐ Import Deposit Batches as 1 Line

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).

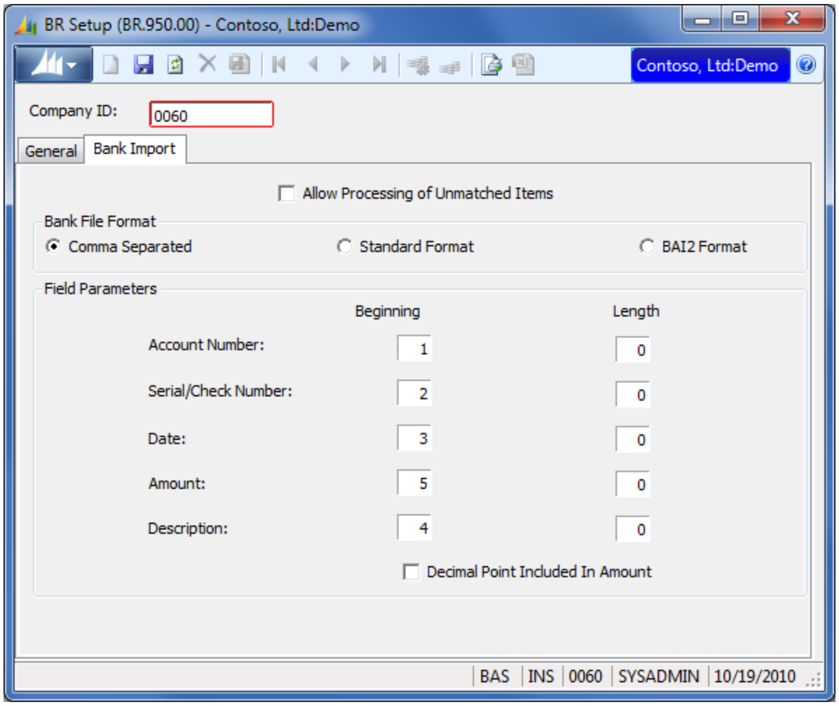
Import from Accounts Receivable (check box)

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



Company ID: 0060

☐ Allow Processing of Unmatched Items

Bank File Format
● Comma Separated ○ Standard Format ○ BAI2 Format

Field Parameters

	Beginning	Length
Account Number:	1	0
Serial/Check Number:	2	0
Date:	3	0
Amount:	5	0
Description:	4	0

☐ Decimal Point Included In Amount

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.

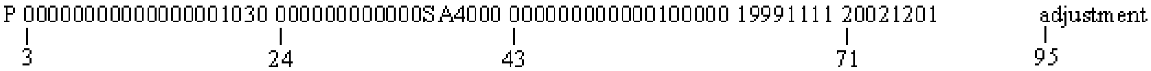
Example: 1030,00013,1/30/1999,VT0100 Smith International,-550970.92

	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 00000000000000001030 000000000000SA4000 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.

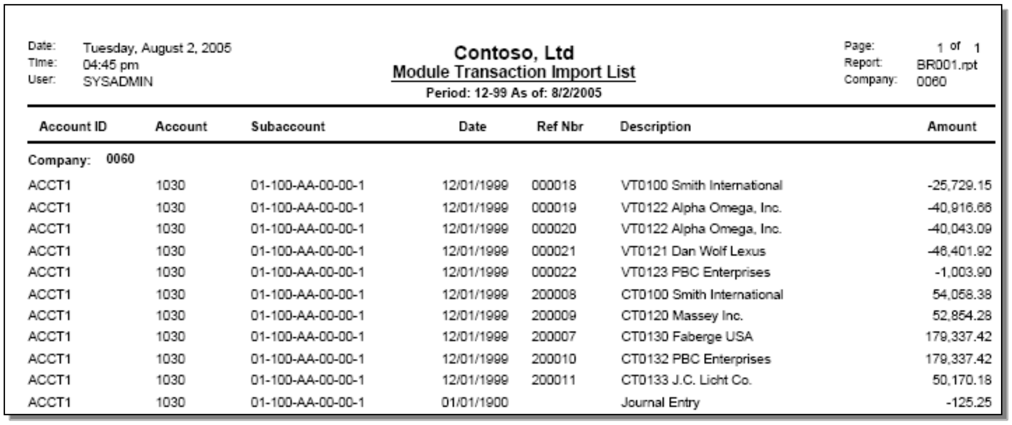
Reports

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
Time: 04:45 pm
User: SYSADMIN

Contoso, Ltd
Module Transaction Import List
Period: 12-99 As of: 8/2/2005

Page: 1 of 1
Report: BR001.rpt
Company: 0060

Account ID	Account	Subaccount	Date	Ref Nbr	Description	Amount
Company:	**0060**					
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.	-40,916.66
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	-46,401.92
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	54,058.38
ACCT1	1030	01-100-AA-00-00-1	12/01/1999	200009	CT0120 Massey Inc.	52,854.28
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

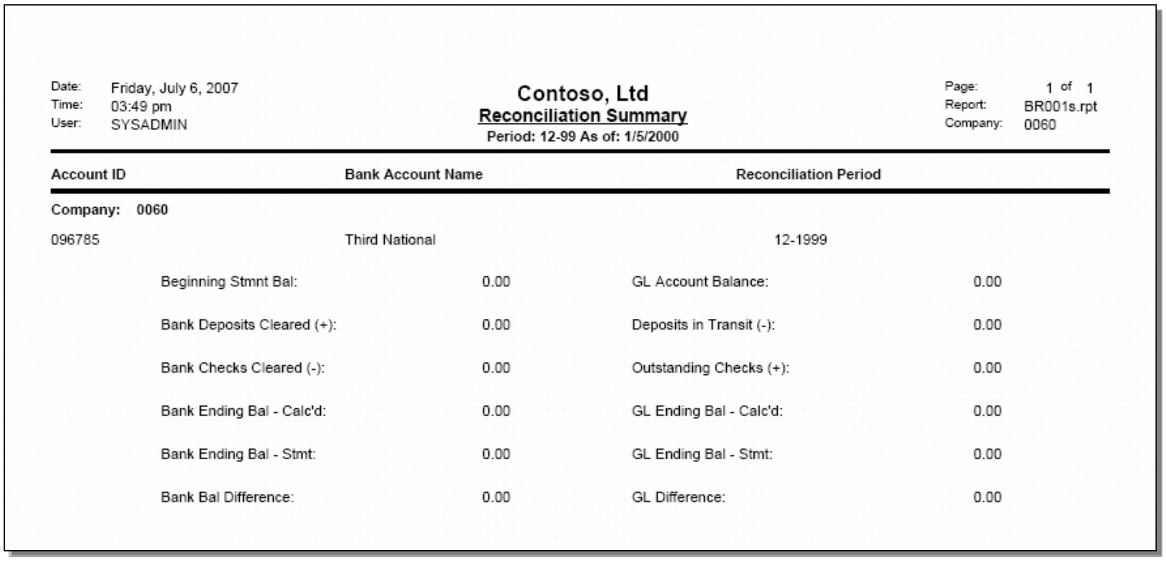
Figure 21: Module Transaction Import List (BR.001.00) report

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
Time: 03:49 pm
User: SYSADMIN

Contoso, Ltd
Reconciliation Summary
Period: 12-99 As of: 1/5/2000

Page: 1 of 1
Report: BR001s.rpt
Company: 0060

Account ID	Bank Account Name	Reconciliation Period
Company: 0060		
096785	Third National	12-1999

Beginning Stmnt 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

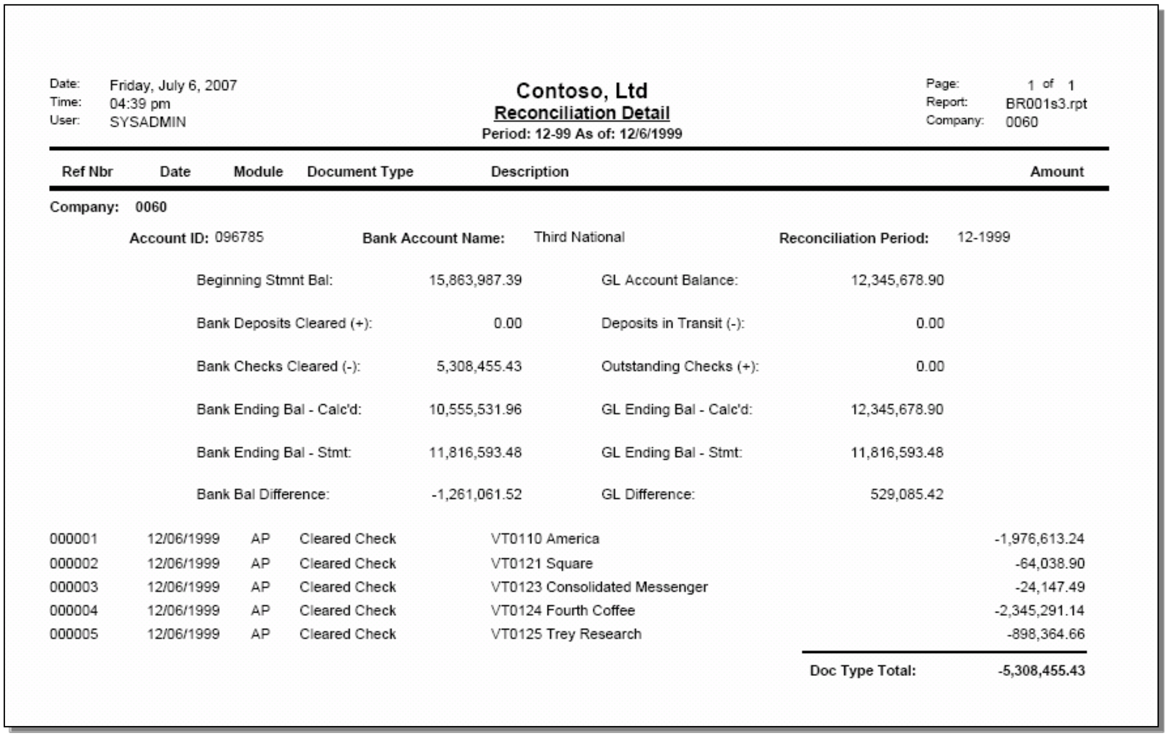
Figure 22: Reconciliation Summary (BR.00S.00) report

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).



Date: Friday, July 6, 2007
Time: 04:39 pm
User: SYSADMIN

Contoso, Ltd
Reconciliation Detail
Period: 12-99 As of: 12/6/1999

Page: 1 of 1
Report: BR001s3.rpt
Company: 0060

Company: 0060

Account ID: 096785 **Bank Account Name:** Third National **Reconciliation Period:** 12-1999

Beginning Stmnt 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

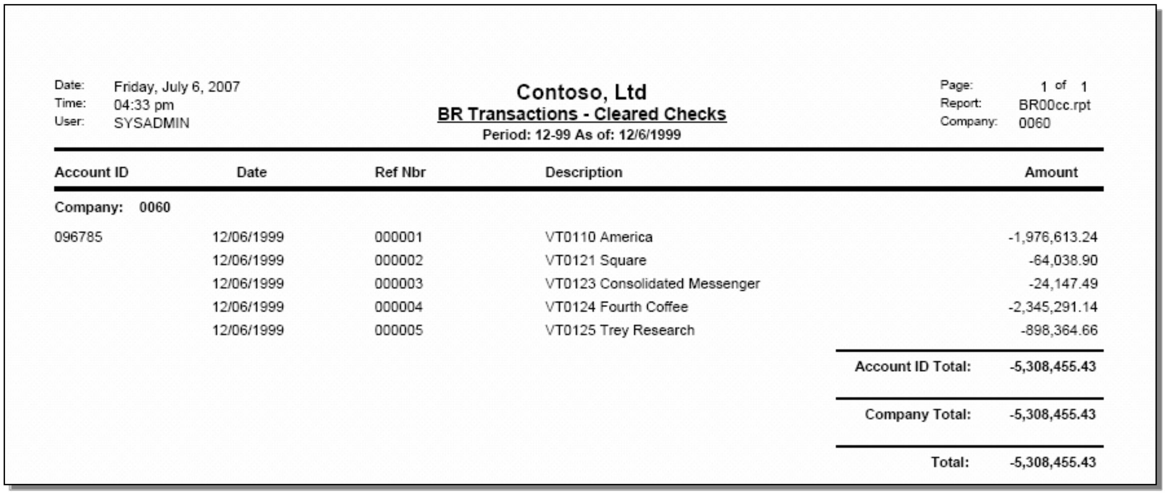
Ref Nbr	Date	Module	Document Type	Description	Amount
000001	12/06/1999	AP	Cleared Check	VT0110 America	-1,976,613.24
000002	12/06/1999	AP	Cleared Check	VT0121 Square	-64,038.90
000003	12/06/1999	AP	Cleared Check	VT0123 Consolidated Messenger	-24,147.49
000004	12/06/1999	AP	Cleared Check	VT0124 Fourth Coffee	-2,345,291.14
000005	12/06/1999	AP	Cleared Check	VT0125 Trey Research	-898,364.66
				Doc Type Total:	**-5,308,455.43**

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.



Date: Friday, July 6, 2007
Time: 04:33 pm
User: SYSADMIN

Contoso, Ltd
BR Transactions - Cleared Checks
Period: 12-99 As of: 12/6/1999

Page: 1 of 1
Report: BR00cc.rpt
Company: 0060

Account ID	Date	Ref Nbr	Description	Amount
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
			Account ID Total:	**-5,308,455.43**
			Company Total:	**-5,308,455.43**
			Total:	**-5,308,455.43**

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.

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