Microsoft Dynamics® GP

Cashbook Bank Management

Contents

Introduction

Cashbook Bank Management (CBM) allows you to attach unlimited chequebooks to your bank, make bank transfers, enter General Ledger, Receivables Management, and Payables Management transactions, post batches, and build deposits for your bank transactions. You can also import your bank statements into Microsoft Dynamics® GP, and reconcile transactions at any time.

Cashbook Bank Management also integrates with Microsoft Dynamics GP so that transactions entered in Payables Management and Receivables Management update the Cashbook Bank Management reconciliation.

Various reports are also available in Cashbook Bank Management, such as Setup reports, Cashbook report, Bank Reconcile report, Posting Journals, Tax Analysis report, Voided transactions report, Transaction log, Build Deposit history report etc.

Cashbook Bank Management also integrates with Analytical Accounting to provide you with detailed analysis information for transactions posted through Cashbook Bank Management.

Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP online Web site (http://go.microsoft.com/fwlink/?LinkID=161199) for the most current documentation.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to give you an understanding of how to use the features of Cashbook Bank Management, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Cashbook Bank Management, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following chapters:

- Chapter 1, "Cashbook Bank Management Setup," gives you information about setting up Cashbook Bank Management.

- Chapter 2, "Cashbook Bank Management Transactions," explains how to enter different types of transactions inCashbook Bank Management.

- Chapter 3, "Other Transactions," provides information about the various types of Microsoft Dynamics GP transactions that update Cashbook Bank Management.

- Chapter 4, "Reconciliation," gives you information about the various reconciliation processes in Cashbook Bank Management.

- Chapter 5, "Electronic Reconcile Management," describes how to set up a bank import and import a bank statement.

- Chapter 6, "Enquiry," gives you information on various enquiries available in Cashbook Bank Management.

- Chapter 7, "Reports," explains how to set up report options and assign printers to reports. It details the various reports that are available for Cashbook Bank Management.

- Chapter 8, "Routines," explains how to perform routine activities inCashbook Bank Management and how to import payments and deposits into Cashbook Bank Management.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.
	The multicurrency symbol points out features or procedures that apply if you're using Multicurrency Management.
	The integration symbol points out features or procedures that apply only if you are using another specified module.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information   The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources   The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources   The most recent documentation and updated information for developers.

Product support information   Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information   Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community   Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page   A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Cashbook Bank Management Setup

The following information helps you set up the Cashbook Bank Management system. It includes information on setting up bank transfer intercompany codes, banking institutions, chequebooks, giving access to chequebooks, audit trail codes, and exchange rates.

When you set up Cashbook Bank Management, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. Refer to your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

- *Registering Cashbook Bank Management*
- *Setting up Cashbook Bank Management*
- *Setting up bank institutions*
- *Setting up chequebooks*
- *Granting access to chequebooks*
- *Setting up audit trail codes*
- *Entering bank transfer intercompany codes*
- *Setting up exchange rates*
- *Multicurrency rules for Cashbook Bank Management*

Registering Cashbook Bank Management

In order to start using Cashbook Bank Management, you need to register first.

To register Cashbook Bank Management:

1. Open the Registration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Registration)

2. Enter the name of your company in the Site Name field.

3. Enter the unique registration keys for Microsoft Dynamics GP supplied to you.

4. Mark the checkbox for Cashbook Bank Management in the Modules group to register it.

5. Choose OK to close the window.

Setting up Cashbook Bank Management

Use the Bank Management Setup window to set up Cashbook Bank Management.

To set up Cashbook Bank Management:

1. Open the Bank Management Setup window.
   (Cards >> Financial >> Bank Management >> Setup)

The company name and address details are automatically updated from the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company).

2. The Electronic Bank Management Version option must be left unmarked. Once selected, it cannot be cleared and you will not be able to use Cashbook Bank Management. Contact your Microsoft Dynamics GP representative for more information.

3. The Next Bank Transfer Number is utilised by all the chequebooks. You can change the default value that is displayed, if required.

If Intercompany Processing has been registered, you can enter bank transfer intercompany codes by choosing the Next Bank Transfer Number expansion button. Refer to Entering bank transfer intercompany codes on page 12 for more information.

4. Mark the Warning on RM Cash Receipts option to receive a message when you open the Cash Receipts window in the Receivables Management module. The message will warn you that receipts entered directly in the Receivables Management Cash Receipts window do not update Cashbook Bank Management.

5. Mark the Warning on PM Manual Payments option to receive a message when you open the Manual Payments window in the Payables Management module. The message will warn you that payments entered directly in the Payables Management Manual Payments window do not update Cashbook Bank Management.

6. Select a tax schedule ID in the Default PM Receipt Tax Schedule ID field. This ID will be used by all the chequebooks when a refund is received from a creditor in Payables Management.

7. Select a tax schedule ID in the Default RM Payment Tax Schedule ID field. This ID will be used by all the chequebooks when a refund is paid to a debtor in Receivables Management.

8. Choose OK to save the settings and close the window.

Setting up bank institutions

You can set up your bank information in the Bank Institutions Maintenance window. Bank institutions created in this window automatically update the bank details set up in.

To set up bank institutions:

1. Open the Bank Institutions Maintenance window.
    (Cards >> Financial >> Bank Management >> Setup >> Banks button)

2. Enter a bank ID.

3. Enter the name of the bank in the Bank Name field.

4. Enter the address of the bank in the Address 1 and 2 fields.

5. Enter the City, County, Zip Code, Country, Telephone, Fax, E-mail, Branch Code and Bank Branch details of the bank in their respective fields.

6. Choose Save to save the information you have entered.

7. Choose Clear to clear the values you have entered.

8. Choose Delete to delete the bank ID displayed in the window.

9. Choose Close to return to the Bank Management Setup window.

Setting up chequebooks

You can enter Cashbook Bank Management options for your chequebooks in the Bank Management Options window.

To set up chequebooks:

1. Open the Bank Management Options window.
    (Cards >> Financial >> Chequebook >> Bank Management)
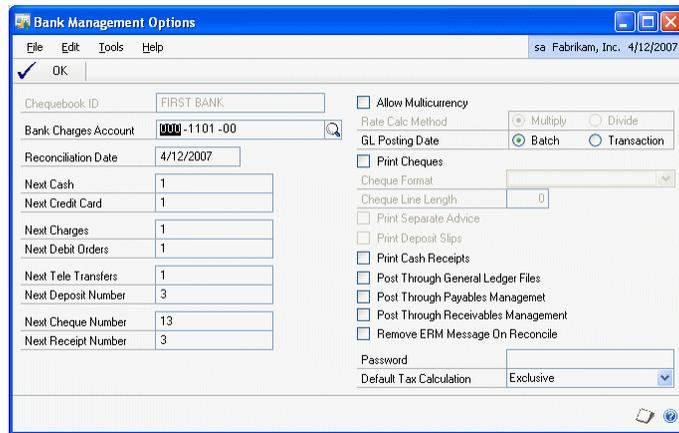
2. The Chequebook ID field displays the chequebook ID from the Chequebook Maintenance window.

3. Enter or select a bank charges account in the Bank Charges Account field. This account will be used when capturing bank charges on bank transfers for this chequebook.

4. The Reconciliation Date field displays the date of the last reconciliation entered in the Bank Statement Reconcile window. You can change this date until the first reconciliation has been posted.

5. Mark the Allow Multicurrency option to allow processing of multicurrency transactions for the selected chequebook.

6. The Rate Calc method option is available when you mark the Allow Multicurrency option. Choose the default calculation method to convert a foreign currency transaction amount to the foreign currency chequebook amount. This rate will only be utilised when neither the chequebook currency nor the transaction currency is the functional currency.

7. In the GL Posting Date field, select whether you want the batch date or the transaction date to update the General Ledger.

8. Mark the Print Cheques option to print cheques. You can print cheques for payments in the chequebook currency.

9. Select the print cheque format you would like to use when printing cheques in Cashbook Bank Management in the Cheque Format field. You can modify any of the formats by selecting the corresponding Dexterity Report using Report Writer. The format options available, along with the corresponding Dexterity Reports are:

    *   No Stub: CB_Print_Check_No_Stub
    *   Stub on top: CB_Print_Check_Stub_Top
    *   Stub on bottom: CB_Print_Check_Stub_Bottom
    *   Stub on bottom/top-text: CB_Print_Check_Stub_TB_Text

- Stub on bottom/top-graphical: CB_Print_Check_Stub_TB_Graphical
- 3 per page/no stub: CB_Print_Check_3_Per_Page_No_Stub
- User Defined Cheque 1: CB_Print_User_Defined_Check_1
- User Defined Cheque 2: CB_Print_User_Defined_Check_2

You also can change the format of the cheque while printing cheque batches.

10. Press TAB after selecting a value in the Cheque Format field to open the Cheque Setup window. Alternatively, you can choose Cards >> Financial >> Bank Management >> Cheque Setup button to open this window.
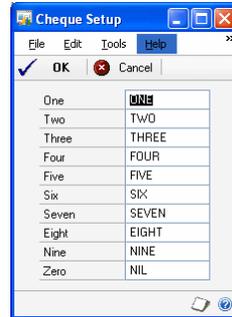
- The Cheque Setup window allows you to enter the word that will be used when printing on a block format cheque. For example, if the block has a value of 2, the word TWO will be printed into the block on the cheque.

- Both block and word cheques can be printed on each format.

- Choose OK to close this window and return to the Bank Management Options window.

11. In the Cheque Line Length field, enter the number of characters that should appear on the first line of a cheque. The words exceeding this length appear on the next line.

12. Mark the Print Separate Advice option to print remittance advices after printing the cheques.

13. Mark the Print Deposit Slips option to print deposit slips from the Build Deposits Entry window.

14. Mark the Print Cash Receipts option if you want to print receipts in the Cash Receipts Entry window.

15. Mark the Post Through General Ledger Files option to update the General Ledger automatically when you post General Ledger transactions in Cashbook Bank Management. Leave this option unmarked to manually post the General Ledger batches created in Cashbook Bank management.

Only transactions that are posted in a batch from Cashbook Bank Management will post through the General Ledger.

16. Mark the Post Through Receivables Management option to automatically update Receivables Management with Accounts Receivables type payments and deposits posted from Cashbook Bank Management. Leave this option unmarked to manually post the Receivables Management batches created in Cashbook Bank Management.

17. Mark the Post Through Payables Management option to automatically update Payables Management with Accounts Payables type payments and deposits posted from Cashbook Bank Management. Leave this option unmarked to manually post the Payables Management batches created in Cashbook Bank Management.

18. Mark the Remove ERM Message On Reconcile option if you do not want to reconcile transactions to a bank statement while manually reconciling the chequebook.

    If you manually reconcile a chequebook when this option is not marked, a message is displayed giving you the option to reconcile transactions to a bank statement. This message appears even though you may not have imported a bank statement file for the chequebook you are reconciling. Refer to *Reconciling transactions* on page 55 for more information on manually reconciling transactions.

    You can still use Electronic Reconciliation Management to reconcile chequebooks, even if you have marked this option. Refer to *Setting up Electronic Reconcile Management* on page 59 for more information.

19. Enter a password for the chequebook if required. You must enter this password to process transactions, look at enquiries, print reports or run maintenance for the chequebook.

20. Select the default for tax calculations in the Default Tax Calculations field. Based on this, tax is calculated on the transaction amount or out of the transaction amount entered in the amount field. To calculate tax on the transaction amount, select Exclusive. To calculate tax out of the transaction amount, select Inclusive. This can be changed when you enter transactions.

21. Enter the next numbers for all transaction types for this chequebook. These numbers may be numeric or alphanumeric. Be sure to use leading zeros to ensure proper sorting order.

    The Payables Management computer cheques and payments use sequential numbers from the Microsoft Dynamics GP Chequebook Maintenance window. The Microsoft Dynamics GP numbers will be displayed in the Transaction Reconcile window for these transactions. The Microsoft Dynamics GP cheque numbers and the Cashbook Bank Management cheque numbers are separate number ranges and do not affect each other.

22. Choose OK to save the information you have set up in this window and return to the Chequebook Maintenance window. You must give access to the chequebooks created in the Chequebook Maintenance window to use them in Cashbook Bank Management. Refer to *Granting access to chequebooks* on page 11 for more information.

Granting access to chequebooks

Use the Chequebook Access window to give users access to selected chequebooks in Cashbook Bank Management. Users can only process transactions for a chequebook that they have been given access to.

To grant access to chequebooks:

1. Open the Chequebook Access window.
   (Cards >> Financial >> Bank Management >> Setup >> Access button)
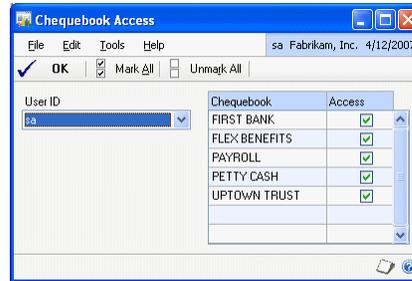
2. Select the user ID for which to give chequebook access.

3. Mark the Access option for each chequebook that the selected user is allowed to process in.

4. Choose the Mark All button to grant access to all the chequebooks.

5. Choose Unmark All to unmark the Access option for all chequebooks.

6. Choose OK to close the window.

Setting up audit trail codes

Audit trail codes will update the Microsoft Dynamics GP batch IDs in Payables Management, Receivables Management and General Ledger. The audit trail codes are also printed on all reports and displayed on all enquiry windows.

To set up audit trail codes:

1. Open the Audit Trail Codes window.
   (Cards >> Financial >> Bank Management >> Setup >> Audit Trails button)
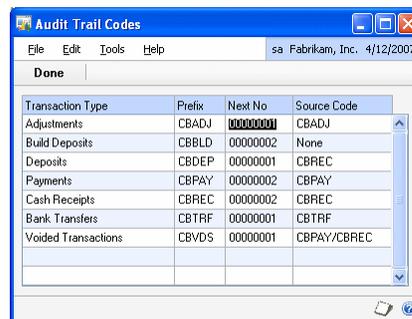
The Transaction Type field displays the different transaction types in Cashbook Bank Management. Each transaction type has a prefix that identifies the transaction when it is posted. For example, when you post a payments batch with General Ledger, Accounts Payable and Accounts Receivable type payments, the Batch ID field for General Ledger Transaction Entry, Payables Management Manual Entry and Receivables Management Transaction Entry is updated with CBPAY+number.

2. You can change the Next No in the scrolling window or choose to keep the default value.

3. Choose Done to close the window.

Entering bank transfer intercompany codes

You must enter bank transfer intercompany codes for the companies you have set up in Microsoft Dynamics GP in order to process intercompany transactions. This option is available only if you have registered Intercompany Processing in Microsoft Dynamics GP.

To enter bank transfer intercompany codes:

1. Open the Bank Transfer IC Codes window.
   (Cards >> Financial >> Bank Management >> Setup >> Next Bank Transfer Number expansion button)
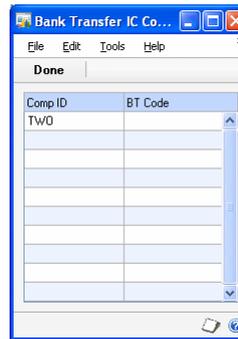
2. The Comp ID field displays the companies you have set up in Microsoft Dynamics GP.

3. Enter a three digit bank transfer code for each company in the BT Code field.

4. Choose Done to close the window and return to the Bank Management Setup window.

Setting up exchange rates

Use the Default Exchange Rate window to set up exchange rates for Cashbook Bank Management transactions. These rates are only used in Cashbook Bank Management to convert the transaction currency to the chequebook currency. These rates can be changed at the time of transaction entry.

To set up exchange rates:

1. Open the Default Exchange Rate window.
   (Cards >> Financial >> Bank Management >> Exchange Rates)

2. In the From Currency ID field, select the default of ALL currencies or choose individual currencies. The currency selected is displayed in the From Currency in the scrolling window, which is the transaction currency. The To Currency field displays all the currencies set up in the Currency Setup window.

3. Enter the exchange rate to convert the From Currency (the transaction currency) to the To Currency (chequebook currency.)

4. Select a default calculation method, whether multiply or divide, to convert the From Currency to the To Currency.

5. Choose OK to close the window.

The Microsoft Dynamics GP exchange rates will be used for Cashbook Bank Management transactions by default and the CBM exchange rate will be used only if necessary.

Multicurrency rules for Cashbook Bank Management

You must have set up multicurrency in Microsoft Dynamics GP to process multicurrency transactions in Cashbook Bank Management. Refer to the Multicurrency Management manual for the correct procedure. Refer to the Payables Management and Receivables Management manuals for information on fields to be entered in the Debtor and Creditor Maintenance windows.

The following points must be noted while processing multicurrency transactions in Cashbook Bank Management:

• Foreign currency bank accounts are held and reconciled in the foreign currency.

• Multicurrency transactions are not allowed for debtors or creditors in Cashbook Bank Management if they do not have a rate type ID attached.

• Cashbook Bank Management payments and deposits, regardless of transaction type, may utilise up to three currencies per transaction, namely functional currency, chequebook currency and transaction currency. The transaction amount is converted to the chequebook currency using Cashbook Bank Management's user-defined exchange rate. The converted chequebook amount

is converted to the functional currency using the applicable Microsoft Dynamics GP exchange table and rate.

- Receivables Management, Payables Management and General Ledger are updated with as much multicurrency information as possible.

- The bank transfers may utilise up to four currencies per transaction, namely functional currency, transaction currency and two chequebook currencies. The transaction amount is converted to the functional currency. The transaction amount is converted to the 'From Chequebook' currency using the Cashbook Bank Management's user-defined exchange rate. The transaction amount is converted to the 'To Chequebook' currency using the Cashbook Bank Management's user-defined exchange rate. The General Ledger is updated with the functional currency and the transaction currency amounts.

- Payables Management and Receivables Management allow a transaction currency to be converted to the functional currency. Therefore computer cheques may utilise only two currencies per batch of cheques. The General Ledger is updated with the functional currency and the transaction currency. Cashbook Bank Management reconciliation and deposits built are updated with the chequebook currency.

Chapter 2: Cashbook Bank Management Transactions

You can enter all your chequebook transactions in Cashbook Bank Management regardless of whether they affect General Ledger, Accounts Payable or Accounts Receivable. You can group transactions of a similar nature and create a batch before posting them. You can enter various types of payments such as cheques, cash, credit card, debit order, bank charges and telegraphic transfers. You also can enter receipts individually or directly into a deposit. Transfer of funds from one or more bank accounts to several bank accounts can also be entered.

This information is divided into the following sections:

- *Entering transactions in batches*
- *Creating recurring batches*
- *Creating multicurrency batches*
- *Posting a batch*
- *Entering payments*
- *Entering tax dates*
- *Entering General Ledger payments*
- *Entering multicurrency payments*
- *Printing a batch of cheques*
- *Printing individual cheques*
- *Entering deposits*
- *Entering General Ledger deposits*
- *Entering multicurrency deposits*
- *Entering cash receipts*
- *Entering General Ledger cash receipts*
- *Entering multicurrency cash receipts*
- *Making bank transfers*
- *Entering bank transfer charges*
- *Building deposits*
- *Viewing distributions for unposted transactions*
- *Multicurrency transactions*
- *Viewing and modifying multidimensional analysis amounts*

Entering transactions in batches

A batch may consist of payments and/or deposits. You can print a batch of transactions before posting. You can also post the batch at any time. Whenever you post a batch, the posting journals are printed automatically.

To enter transactions in batches:

1. Open the CBM Batch Entry window.
    (Transactions >> Financial >> Bank Management >> Batches)
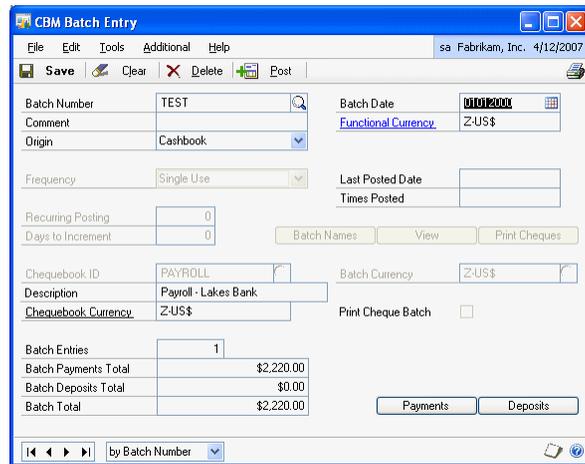
2. Enter an alphanumeric value in the Batch Number field to identify the batch. After you have created a few batches, you can select an existing batch. You only can use a batch number once.

3. Enter the batch date. The default value is the Microsoft Dynamics GP user date. If the General Ledger Posting Date in the Chequebook Maintenance window is set to Batch, the Transaction Entry window is updated with this date for all General Ledger type transactions. Only dates for open periods and dates after the last final reconcile for the batches' chequebook ID are accepted.

4. Enter a description for the types of transactions that you will be including in this batch in the Comment field.

5. The Functional Currency field will display your company's functional currency.

6. The Origin field will display where the transaction originates from.

7. Select the frequency to post the batch for a recurring batch. The Print Cheques button becomes unavailable for all frequencies other than Single Use.

8. Select the chequebook ID to use for the transactions in the batch.

9. The Description field displays the name of the chequebook.

10. The Chequebook Currency field displays the currency for the selected chequebook. All the transactions are reconciled in this currency.

11. Select the batch currency for the batch. All transactions for this batch are entered in this currency.

12. The Batch Entries field is updated automatically with the number of transactions in the batch.

13. The Batch Payments field is updated automatically with the total currency amount for payments in a batch.

14. The Batch Deposits Total field is updated automatically with total currency amount for deposits in a batch.

15. The Batch Total field is updated automatically with total currency amount for payments and deposits in a batch.

16. Choose Payments to enter payments.

17. Choose Deposits to enter deposits.

18. Choose Save to save the batch.

19. Choose Print Cheques to print a batch of cheques. Refer to *Printing a batch of cheques* on page 26 for more information.

20. Choose Clear to clear the window.

21. Choose Delete to delete the batch.

22. Choose Post to post the batch. This will update the Cashbook Bank Management reconciliation with payments and deposits.

Creating recurring batches

Entering transactions in a recurring batch is similar to entering ordinary payments and deposits. Recurring entries are available for payments and deposits in the Batches option. You can edit recurring entries for the current period or the life of the recurring entry before posting.

Multicurrency recurring entries are allowed except for intercompany transactions. The exchange rates are automatically updated to a valid rate from the Microsoft Dynamics GP exchange table ID.

To create a recurring batch:

1. Open the CBM Batch Entry window.
   (Transactions >> Financial >> Bank Management >> Batches)

2. Enter an alphanumeric code to identify the recurring batch and enter the Batch Date.

3. Enter a description for the types of transactions in the Comment field.

4. In the Frequency field, select the frequency with which you want to post the batch.

5. Enter the number of times the batch can be posted in the Recurring Posting field.

6. The Days to Increment field will be available if you select Miscellaneous in the Frequency field. Enter the number of days for the batch to recur.

7. The Times Posted field displays the number of times the batch has been posted. When this number and the number set in the Recurring Posting field are equal, the batch can no longer be posted.

8. Choose Batch Names to open the Recurring Batch Numbers window where you can view the names of recurring batches you have created.
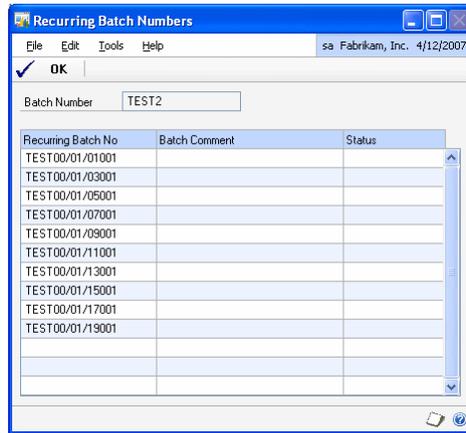
*   Enter a description in the Batch Comment field. This comment will be used to update the Batch Comments in General Ledger, Payables Management and Receivables Management.

*   The Status field is updated with Posted once the batch has been posted.

*   Choose OK to close the window and return to the CBM Batch Entry window.

9. Choose View to open the View Recurring Transactions window.
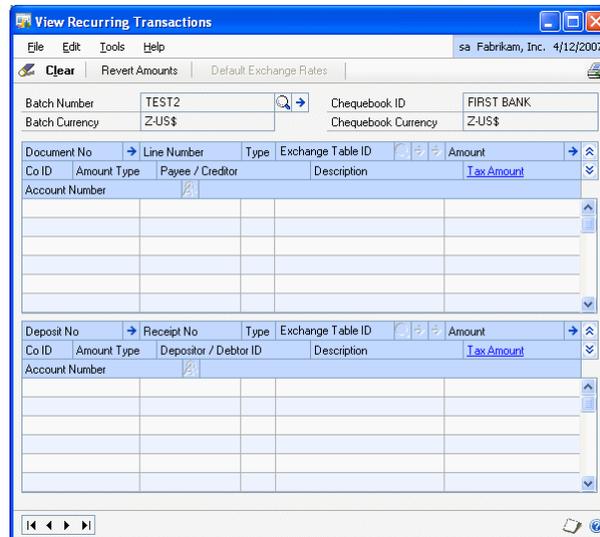
You can select and edit transactions in any batch in the View Recurring Transactions window.

- The Batch Number field displays the batch number. Choose the lookup to select other recurring batches to view. Choose the expansion button next to Batch Number to open the Recurring Batch Detail window, where you can view the details for the selected batch.

- Select a line item and choose the expansion button next to the Document No field to open the Transaction Detail window, where you can view details about the selected transaction.

- Select the first expansion button next to the Exchange Table ID to open the Microsoft Dynamics GP Exchange Rate Entry window, where you can modify the Microsoft Dynamics GP exchange rate to convert the chequebook currency to the functional currency. Select the second expansion button to open the CBM Exchange Rate window, where you can modify the Cashbook Bank Management exchange rate to convert the transaction currency to the chequebook currency.

- Select a line item and choose the Amount expansion button to open the Edit Amount window where you can find out whether the amount has been edited for the current period. This window is available only if you have edited an amount only for the current period.

- Editing the amount in the scrolling window will update the tax amount. The amount can be edited for the current period only or for all the periods in the batch.

- Select a transaction and choose the Tax Amount link to open the Recurring Tax Zoom window, where you can view the tax detail ID and tax amount for the document.
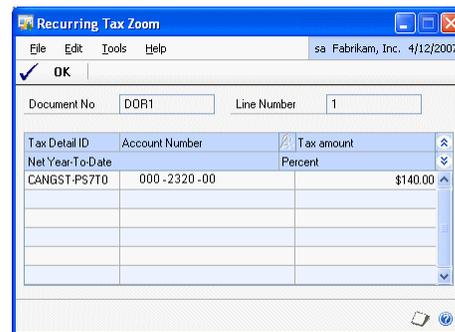
- Choose Revert Amounts to undo all changes that have been made, unless the edit was for all the periods in the batch.

- Choose Default Exchange Rates to undo any multicurrency changes made.

- Choose Clear to clear the window.

- Once you have finished editing the batch, you can print an Edit List with the changes. Edit lists for the current period can only be printed from the View Recurring Transactions window.

Creating multicurrency batches

You can create a multicurrency batch in Cashbook Bank Management to enter multicurrency transactions for your company.

To create a multicurrency batch:

1. Open the Batch Entry window.
    (Transactions >> Bank Management >> Batches)

2. Enter the batch details. Refer to *Entering transactions in batches* on page 15 for more information.

3. The Functional Currency field will display the company's functional currency. You cannot change this field.

4. The Chequebook Currency field will display the currency for the chequebook selected. All transactions are reconciled in this currency.

5. Select the transaction currency for the batch. This may be the same as the chequebook currency or different from both the chequebook and functional currencies. Refer to *Multicurrency transactions* on page 45 for more information.

Posting a batch

The following procedures take place when you post a batch in Cashbook Bank Management:

*   The RM and PM type transactions entered in the CBM Batch Entry window will be posted with the audit trail code generated in Bank Management.

*   The source document code for Receivables Management and Payables Management type transactions posted from Bank Management will be the source document code of Bank Management.

*   The Post Through Receivables Management and Post Through Payables Management options are not dependent on any options set in the Posting Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting).

*   Some options are not applicable to the RM or PM type transactions that are posted from Cashbook Bank Management.

    The following options in the Posting Setup window do not apply.

Options
Create a journal entry per transaction or batch.
Allow transaction posting.
Posting date from batch or transaction. All transactions posted through Receivables or Payables Management are posted with the transaction date.
If existing batch, append or create new. A new batch is created for transactions originating from Cashbook Bank Management.
Verify Number of Trn.
Verify Batch Amounts.
Require Batch Approval.

- If there are any errors when you post the transactions from the CBM Batch Entry window, the transactions will not be posted.

- If the posting is interrupted and you cannot post the transactions from Bank Management, you can recover the batch from the Bank Management Batch Recovery window. Refer to *Batch recovery* on page 103 for more information.

- If there are any errors in the transactions posted from Cashbook Bank Management in Receivables Management and Payables Management modules, the transactions are not posted from the Receivables Management and Payables Management and you can recover the batch from the Microsoft Dynamics GP Batch Recovery window.

Entering payments

You can enter payments that affect the General Ledger, and creditors in Payables Management or debtors in Receivables Management in the Payment Entry window.

To enter payments:

1. Open the Payment Entry window.
   (Transactions >> Financial >> Bank Management >> Batches >> Payments)

The Batch Number, Chequebook ID, Batch Currency and Chequebook Currency fields will be updated with the details entered in the CBM Batch Entry window.

2. Mark the Cancelled Cheque option to enter a cancelled cheque. You must enter a cheque number, payee, and General Ledger account number, and a zero amount in the Amount field. The cancelled cheque will be displayed in the Cashbook Bank Management Reconciliation and on the Cashbook report.

3. In the Payment Method field, select the payment method of the transaction. The options are: Cheque, Credit card, Cash, Bank charges, Debit order or Telegraphic Transfers. When you choose a recurring batch, the payment type can only be debit orders.

4. If you have selected Cheque as the payment method, a Cheque No field will appear. For all other payment methods, a Document Number field will appear. Numbers are allocated automatically for each payment type. You can override them if you want, but duplication is not allowed. You can enter alphanumeric characters in this field.

5. The batch date appears by default in the Document Date field. You can override the date if you want. This date is used to update the General Ledger if you have selected the Transaction Posting option during Chequebook Setup. Manual payments in Payables Management and cash receipts in Receivables Management will be updated with this date.

    You can choose the expansion button to open the Tax Date Entry window where you can enter the tax date for the transaction. The expansion button is available only if you have marked the Enable Tax Date option in the Company Setup Options window. Refer to *Entering tax dates* on page 23 for more information.

6. Select General Ledger, Accounts Payable or Accounts Receivable in the Type field.

    • If you select GL as the payment type, refer to *Entering General Ledger payments* on page 23.

    • If you select AP as the payment type, enter the creditor ID. The Account No. field will display the default account set up for the creditor.

    • If you select AR as the payment type, enter the debtor ID. The Account No. field will display the default account set up for the debtor.

7. Choose the Account Analysis button next to the Account No. field to open the CBM Analysis Posting Detail window. This window is only available after you save and select a line item in the scrolling window. You can view or modify multidimensional analysis amounts for Cashbook Bank Management transactions in this window. Refer to *Viewing and modifying multidimensional analysis amounts* on page 46 for information on entering details in this window.

8. The Line No. field displays the number of distributions that make up the cheque value. If you select a distribution in the scrolling window, the Line No. field displays the line number for that distribution.

9. Enter the total amount of the cheque in the Cheque Amount field if required. The amount entered here, if not zero, must be equal to the cheque total before the cheque can be posted.

10. The Cheque Total field displays the total of all distributions that have been entered for the cheque and must be a positive value. This amount updates the Cashbook Bank Management Reconciliation. This amount must be the same as the Cheque Amount before you can post this transaction.

11. Choose the Print Cheque button to print a cheque. This option is only available for cheques in the same currency as the chequebook. See *Printing individual cheques* on page 28 for more information.

12. Choose Apply to open the Apply Payables Document window. This button is only available for Accounts Payable transactions.

13. Choose Delete next to the Tax Schedule field to delete a highlighted selected line transaction in the scrolling window.

14. Choose Save to save the payment displayed in the window.

15. Choose Clear to clear the window.

16. Choose Delete to delete the payment displayed in the window.

17. Choose Close to exit the Payment Entry window and return to the CBM Batch Entry window.

18. Choose Distributions to open the Payment Distribution window, where you can view the distributions for the payments you've entered. Refer to *Viewing distributions for unposted transactions* on page 44 for more information.

Entering tax dates

Use the Tax Date Entry window to enter tax dates for General Ledger transaction type if you have marked the Enable Tax Date option in the Company Setup Options window. This date is used to validate the tax amounts to be displayed on the tax return.

To enter tax dates:

1. Open the Tax Date Entry window.
(Transactions >> Financial >> Bank Management >> Batches >> Payments >> Document Date expansion button)
(Transactions >> Financial >> Bank Management >> Batches >> Deposits >> Receipt Date expansion button)
(Transactions >> Financial >> Bank Management >> Cash Receipts >> Receipt Date expansion button)
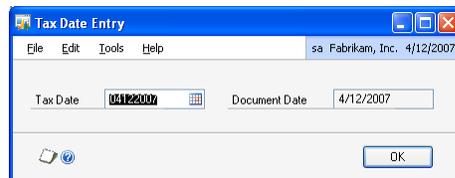
2. The Tax Date field displays the document date by default. Enter a different tax date, if required.

3. The Document Date field displays the document date for the transaction.

4. Choose OK to save the changes and close the window.

Entering General Ledger payments

You can enter transactions in the Payment Entry window that will post to General Ledger.

To enter General Ledger payments:

1. Open the Payment Entry window.
   (Transactions >> Financial >> Bank Management >> Batches >> Payments)

2. Select GL in the Type field.

3. Enter or select the Payee. This will update the Reference field in the Transaction Entry window in General Ledger. Click on the Payee link to open the Misc Creditors Maintenance window. You can enter miscellaneous creditors that will be used with General Ledger transactions in this window. In the Description field, enter a description for the payment.

4. The Company ID field is available if Intercompany is registered in Microsoft Dynamics GP. This allows Intercompany payments for GL type transactions. Enter or select the destination company for the payment. The destination company will be updated with the transaction once the General Ledger journal in the Originating Company is posted.

5. The Amount type selection will determine whether tax is included in the amount or must be added to the amount entered in the amount field. To calculate tax on the amount, select Exclusive. To select the tax component of the amount, select Inclusive. The default is set on the Chequebook Maintenance window.

6. Enter or select a tax schedule. The tax amount is calculated automatically for the Tax Schedule ID selected. To edit the tax amount, click on the relevant line in the detail area and choose the expansion button next to the Tax Amount field to display the Edit Tax Amount window.
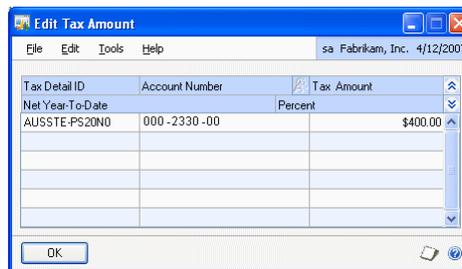
This window displays the tax amounts calculated for each Tax Detail ID. If there are changes to tax amounts that are calculated, you must make them in this window. The changes automatically update the Payment Entry window.

7. In the Account No field, enter or select a General Ledger account number. The account name is displayed in the detail section of the Payment Entry window. If you have selected a different destination company you will need to enter or select an account from the destination company.

8. Enter a description for the distribution in the Description field. This description will update the Distribution Reference field on the Transaction Entry window in the General Ledger.
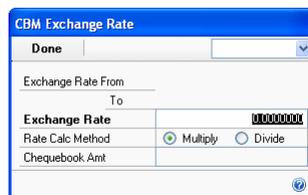
9. Enter the line distribution amount for General Ledger distributions. Once this field has been entered and the value accepted, the distribution is entered automatically into the detail area and the cursor defaults back to the Tax Schedule ID field. To process a negative distribution, enter a negative (-) sign before the amount.

10. Enter all other details for the payment. Refer to *Entering payments* on page 21 for more information.

Entering multicurrency payments

You can enter multicurrency payments in Cashbook Bank Management Payments Entry window. You need to create a multicurrency batch before you can enter multicurrency transactions.

To enter multicurrency payments:

1. Open the Payment Entry window.
    (Transactions >> Financial >> Bank Management >> Batches >> Payments)

2. Enter the details for the payment. Refer to *Entering payments* on page 21 for more information.

3. The document date defaults to the batch date but can be changed if required. This date determines which rate to use for the payment.

4. If the chequebook currency and transaction currency are different from the functional currency, the Microsoft Dynamics GP Exchange Table will default to the currency of the chequebook.

5. If the chequebook currency is the same as the functional currency but with a different transaction currency, the Microsoft Dynamics GP Exchange Table will default to the currency for the transaction currency.

6. General Ledger type transactions always default to the exchange table ID that is linked to the financial rate type. Accounts Payable type transactions always default to the exchange table ID that is linked to the creditor. Accounts Receivable type transactions display the Exchange Table ID that relates to the exchange table ID attached to the debtor. You can select a different exchange table ID, if required.

7. Once you have selected the Payee, Creditor or Debtor, if required, the Cashbook Bank Management's Exchange Rate window will be displayed. This exchange rate is user-defined and will convert the transaction amount to the chequebook currency amount.

- The Exchange Rate From field displays the transaction currency.

- The To field displays the chequebook currency.

- Enter the exchange rate or accept the default to convert the transaction currency to the chequebook currency.

- Select the rate calculation method for conversion or accept the default.

- The Chequebook Amt field is updated automatically once the transaction is entered. This amount will update the Reconciliation.

8. Choose the expansion button in the Exch.Table ID field to display the Microsoft Dynamics GP Exchange Rate Entry window. This window displays the currency ID, rate type ID, exchange rate and the exchange table ID being used for the current transaction.

   The default exchange rate is displayed using the criteria set for the Multicurrency Exchange Rate Table Setup in Microsoft Dynamics GP. You can select another existing rate or click the Exchange Rate link to create a new rate.

   When the batch currency is the same as the functional currency in a foreign currency chequebook, the Microsoft Dynamics GP Exchange Table ID is not available. Cashbook Bank Management's Exchange Rate window can be used to convert the functional currency to the chequebook currency.

9. The Functional Amount field displays the functional currency amount calculated using the exchange rates for each distribution line. Both rates are used to convert the transaction currency to the functional currency.

10. The Cheque Total field displays the total of all payments entered for a batch in the transaction currency.

Printing a batch of cheques

If you mark the Print Cheque Batch option in the CBM Batch Entry window, you can only print a batch of cheques and not individual cheques. When you enter a payment for such a batch, the Print Cheque button, the Cancelled Cheque option and the Document number field becomes unavailable in the Payment Entry window. The Payment Method field displays Print Cheque, and cannot be edited.

You can open the Print Payment Cheques window after you have saved payments for the batch.

To print a batch of cheques:

1. Open the Print Payment Cheques window.
   (Transactions >> Financial >> Bank Management >> Batches >> Print Cheque Batch)
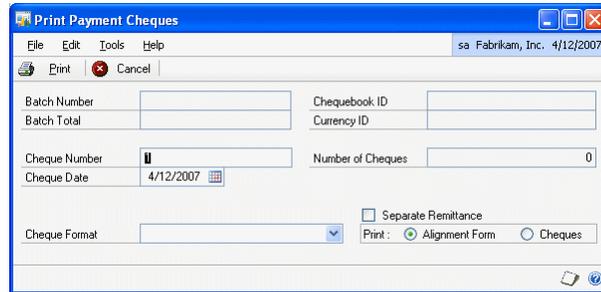
2. The Cheque Number and the Cheque format appear as default values from the Chequebook Maintenance window. The Cheque Date defaults from the user date regardless of the batch date. You can change these values if required.

3. Mark the Separate Remittance option if you want to print a separate remittance advice.

4. In the Print field, select whether to print an Alignment or the Cheques.

5. If you've selected to print an Alignment, the Print Payment Cheques window is redisplayed after the Alignment has been printed.

6. Once you select Cheques and choose Print, the Process Cheques window is displayed.
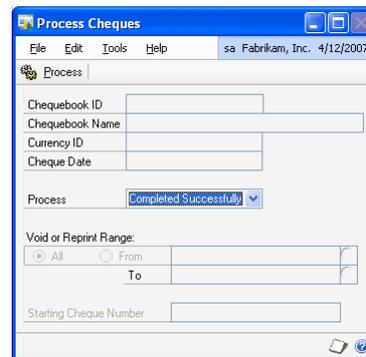
- The Process list displays the following options:

   Completed Successfully: This updates the cheque batch as printed and ready for posting. The printed batch updates the reconciliation when the batch is posted.

   Print Stub Alignments: This prints an alignment. You may want to print another alignment before reprinting cheques. Be sure the Starting Cheque Number is correct.

Reprint Cheques: The Void or Reprint Range fields become available. Choose which cheques you want to reprint and make sure the Starting Cheque Number is correct. The cheque numbers that are reprinted update the reconciliation with a zero value and the new cheque numbers with the values when the batch is posted.

Void Cheques: The Void or Reprint Range become available. Choose which cheques you want to void. The cheques are deleted from the batch and update the reconciliation with zero values.

- Select the process to print and choose Process to print the Cheque Register which displays all voided, alignments and successfully printed cheques.

- If you have selected to print the Separate Remittance Advice, the Print Remittance window opens. Choose Process to print a separate remittance advice.

- The Print Remittance window is displayed again after printing. You may print the remittances again or choose Close to return to the CBM Batch Entry window.

7. Select Post on the CBM Batch Entry window to update the Cashbook Bank Management reconciliation.

Printing individual cheques

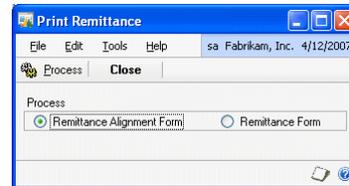You can print cheques only if you have marked the Print Cheques option in the Chequebook Maintenance window. Cheques can only be printed in the chequebook currency. You can print individual cheques from within a batch of payments if you have not marked Print Cheque Batch in the CBM Batch Entry window. Printed cheques may be posted but cannot be deleted.

To print individual cheques:

1. Open the Print Cheques window.
    (Transactions >> Financial >> Bank Management >> Batches >> Payments >> Print Cheque)
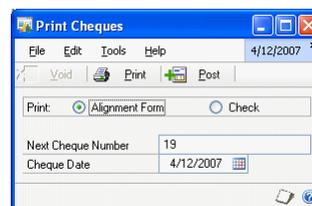
2.   Be sure the cheque number in the Next Cheque Number field is the same as the number of the cheque in the printer. Enter the correct cheque number if required. The Payment Entry window is automatically updated with this number.

3.   Be sure the cheque date is correct. Enter the correct date if required. The Payment Entry window is automatically updated with this date.

4.   Choose Print to print the cheque.

5.   After the cheque has been printed, the Void button is available. If the cheque has not printed correctly, you can void it. Enter the next available cheque number and choose Print to reprint the cheque. A voided cheque automatically updates the Cashbook Bank Management reconciliation with a zero value and the Payment Entry window is updated with the next cheque number.

6.   Select Post if the cheque has printed correctly. You cannot select the Post button until the cheque has been printed.

Entering deposits

Use the Deposit Entry window to enter receipts to make up a deposit amount. The deposit amount will update the Cashbook Bank Management Reconciliation. You can enter receipts directly to the General Ledger or to debtors in the Receivables Management module, and to creditors in the Payables Management module.

To enter deposits:

1.   Open the Deposit Entry window.
(Transactions >> Financial >> Bank Management >> Batches >> Deposits)


The Batch Number, Batch Currency, Chequebook ID, and Chequebook Currency fields are updated with default values from the Batch Entry window.

The No of Receipts field will be updated automatically with the number of receipts in the deposit.

2. The Deposit No field will be updated automatically with a deposit number for a new deposit. Deposit numbers can be changed if required, but cannot be duplicated. You can enter alphanumeric characters in this field.

3. The Deposit Date field will be updated with the batch date, but can be changed if required. The reconciliation is updated with the deposit amount on this date.

4. Receipt numbers are allocated automatically for each receipt. These can be changed if required, but cannot be duplicated. You can enter alphanumeric characters in this field.

5. The Receipt Date field is updated with the default value from the deposit date but can be changed if required. This date is used to update the debtor on the Cash Receipts Entry window in Receivables Management. It will update the creditor on the Payments window in Payables Management. The Transaction Entry window in the General Ledger is updated with this date for General Ledger type receipts if you have selected Transaction Posting in the Chequebook Maintenance window.

    You can choose the expansion button to open the Tax Date Entry window where you can enter the tax date for the transaction. The expansion button is available only if you have marked the Enable Tax Date option in the Company Setup Options window. Refer to *Entering tax dates* on page 23 for more information.

6. Select the type of deposit, whether it is General Ledger, Accounts Receivable or Accounts Payable type of deposit.

    •   If you select GL as the deposit type, refer to *Entering General Ledger deposits* on page 31 for more information.

    •   If you select AR as the deposit type, enter the debtor ID. The Account No. field will display the default account set up for the debtor.

    •   If you select AP as the deposit type, enter the Creditor ID. The Account No. field will display the default account set up for the creditor.

7. Choose the Account Analysis button next to the Account No. field to open the CBM Analysis Posting Detail window. This window is only available after you save and select a line item in the scrolling window. You can view or modify multidimensional analysis amounts for Cashbook Bank Management transactions in this window. Refer to *Viewing and modifying multidimensional analysis amounts* on page 46 for information on entering details in this window.

8. Select the payment method of the deposit. If you choose Cheque, the Cheque Number window will open, where you can enter the cheque details.
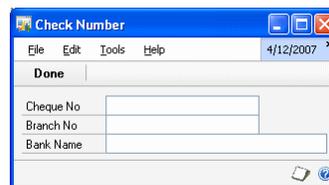
    •   Enter the cheque number on the depositor's cheque.

- Enter the branch code on the depositor's cheque.

- Enter the bank name on the depositor's cheque.

- Choose Done to return to the Deposit Entry window.

9. If you select Credit Cards, the Credit Card Details window will open, where you can enter the credit card details.
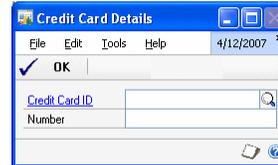
- Enter or select the credit card ID being used by the depositor.

- Enter or select the credit card number.

- Choose Done to return to the Deposit Entry window.

10. Enter a description for the receipt. This description will update the Comment field in the Cash Receipts Entry window in Receivables Management.

11. Enter the total amount of the receipt. Enter a negative (-) sign to process a negative distribution.

12. Press TAB to save the deposit details to the scrolling window.

13. The Deposit Total field displays the total of all receipts entered for a deposit. This amount will update the Cashbook Bank Management reconciliation.

14. Select a receipt in the scrolling window and choose Apply to open the Apply Sales Document Window and apply the transaction selected. This window is available only for Accounts Receivable type transactions that are in the functional currency.

15. Choose Distributions to open the Deposit Distribution window, where you can view the distributions for the deposit entered by you. Refer to *Viewing distributions for unposted transactions* on page 44 for more information.

16. Choose Save to save the deposit.

17. Choose Clear to clear the window.

18. Choose Delete to delete the deposit.

Entering General Ledger deposits

You can process transactions directly to the General Ledger module from the Deposit Entry window.

To enter General Ledger deposits:

1. Open the Deposit Entry window.
    (Transactions >> Financial >> Bank Management >> Batches >> Deposits
    button)

2. Select GL in the Type field.

3. The Company ID field is available in Microsoft Dynamics GP if Intercompany is
    registered and allows intercompany receipts for GL type transactions. Enter or
    select the company that the receipt should go to. The destination company is
    updated with the transaction once the general entry journal in the originating
    company has been posted.

4. Enter a name for the depositor in the Depositor field. This will update the
    Reference field in the Transaction Entry window in General Ledger.

5. Select the amount type, whether exclusive or inclusive. This will determine
    whether the tax is included or must be added to the amount entered in the
    amount field. To calculate tax on the amount, select Exclusive. To calculate the
    tax as a component of the amount, select Inclusive. The default is set on the
    Chequebook Maintenance window.

6. Enter or select a General Ledger account number. If you have set up
    Multidimensional Analysis (MDA), you can enter and view Multidimensional
    Analysis information for GL type transactions in the CBM Analysis Posting
    Detail window. Refer to *Viewing and modifying multidimensional analysis amounts*
    on page 46 for more information on entering details in this window.

7. Select the tax schedule ID. The tax amount is calculated automatically
    depending on the Tax Schedule ID you have selected. You can edit the tax
    amount by highlighting the relevant receipt in the scrolling window and
    clicking the expansion button in the Tax Amount field to display the Edit Tax
    Amount window.
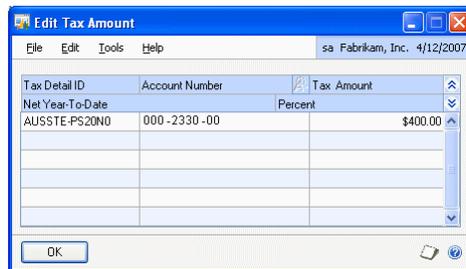
    This window displays the tax amounts calculated for each tax detail ID.
    Changes to the tax amounts that are calculated must be made here. These
    changes will automatically update the Deposit Entry window.

8. Enter a description for the receipt you are entering. This description will update
    the Distribution Reference field on the Transaction Entry window in the
    General Ledger.

9. Enter the details for the deposit. Refer to *Entering deposits* on page 29 for more
    information.

Entering multicurrency deposits

You can enter multicurrency deposits in Cashbook Bank Management.

To enter multicurrency deposits:

1. Open the Deposit Entry window.
   (Transactions >> Financial >> Bank Management >> Batches >> Deposits)

2. Enter the deposit details. Refer to *Entering deposits* on page 29 for more information.

3. The deposit date defaults to the batch date but can be changed. This date determines which exchange rate to use for the deposit.

4. If the chequebook currency and transaction currency are different from the functional currency, the Microsoft Dynamics GP Exchange Table will default to the currency of the chequebook.

5. If the chequebook currency is the same as the functional currency but with a different transaction currency, the Microsoft Dynamics GP Exchange Table will default to the currency for the transaction currency.

6. General Ledger type transactions always default to the Exchange Table ID that is linked to the financial rate type. Accounts Payable type transactions always default to the Exchange Table ID that is linked to the purchasing rate type. You can select a different Exchange Table ID, if required. Accounts Receivable type transactions display the Exchange Table ID that relates to the rate ID attached to the debtor.

7. Once you select the Depositor, Debtor or Creditor, the Cashbook Bank Management's Exchange Rate window is displayed. This Exchange Rate is user-defined and will convert the transaction amount to the chequebook currency amount.

- The Exchange Rate From field displays the transaction currency.

- The To field displays the chequebook currency.

- Enter the exchange rate or accept the default to convert the transaction currency to the chequebook currency.

- Select the rate calculation method for conversion or accept the default.

- The Chequebook Amt field is updated automatically once the transaction is updated. The amount will update the reconciliation.

- Choose Done to close the window.

8. Choose the expansion button in the Exch.Table ID field to display the Microsoft Dynamics GP Exchange Rate Entry window. This window displays the currency ID, rate type ID, exchange rate and the exchange table ID being used for the current transaction.

    The default Exchange Rate is displayed using the criteria set for the Multicurrency Exchange Rate Table Setup in Microsoft Dynamics GP. You can select another existing rate or use the Exchange Rate link to create a new rate.

When the batch currency is the same as the functional currency in a foreign currency chequebook, the Microsoft Dynamics GP Exchange Table ID is not available. Cashbook Bank Management's Exchange Rate window can be used to convert the functional currency to the chequebook currency.

9. The Functional Amount field displays the functional currency amount calculated using the exchange rates for each distribution line. Both rates are used to convert the transaction currency to the functional currency.

10. The Cheque Total field displays the total of all receipts entered for the deposit in the transaction currency.

Entering cash receipts

You can enter and print receipts for amounts received in the Cash Receipts Entry window. The receipt amount will update the Bank Deposit Entry window where you can select a number of receipts to make up a deposit. You can process transactions directly to the General Ledger or to a debtor in Receivables Management. You can also enter multicurrency cash receipts in this window. Refer to *Entering multicurrency cash receipts* on page 37 for more information.

To enter cash receipts:

1. Open the Cash Receipts Entry window.
    (Transactions >> Financial >> Bank Management >> Cash Receipts)
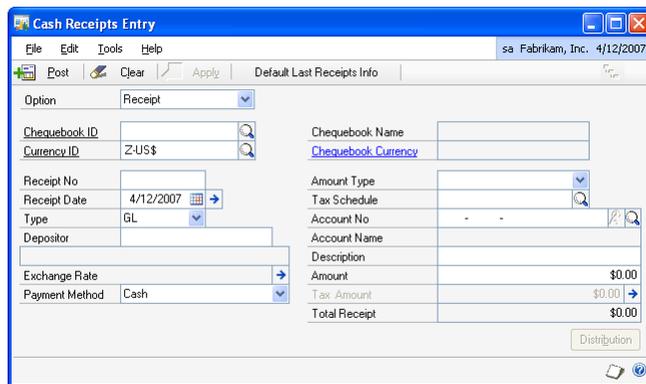
2. Select the Chequebook ID to use for the transaction. The Chequebook Name and Chequebook Currency fields will be updated automatically.

3. Select the Currency ID for the transaction.

4. The Receipt No field is automatically updated with a number for each receipt. You can change the number if required, but cannot duplicate it. You can enter alphanumeric characters into this field.

5. The Receipt Date field is updated with the user date, but can be changed if required. This date is used to update the General Ledger transactions and updates the debtor on the Cash Receipts Entry window in Receivables Management.

    You can choose the expansion button to open the Tax Date Entry window where you can enter the tax date for the transaction. The expansion button is available only if you have marked the Enable Tax Date option in the Company Setup Options window. Refer to *Entering tax dates* on page 23 for more information.

6. Choosing the Default Last Receipts Info button will update the Cash Receipts Entry window with the last receipt's information excluding the amount.

7. Select the type of cash receipt you are entering, whether GL or AR.

    •   If you've selected GL, refer to *Entering General Ledger cash receipts* on page 36 for more information.

    •   If you've selected AR, enter or select the customer ID in the Customer ID field. The Account No. and Account Name fields display the default account number and name for the selected customer.

8. Choose the Account Analysis button next to the Account No. field to open the CBM Analysis Posting Detail window. You can view or modify multidimensional analysis amounts for Cashbook Bank Management transactions in this window. Refer to *Viewing and modifying multidimensional analysis amounts* on page 46 for information on entering details in this window.

9. The Exchange Table ID field is available if you are entering a multi-currency cash receipt. Refer to *Entering multicurrency cash receipts* on page 37 for more information.

10. Select the payment method. Choose from Cheque, Credit Card or Cash. If you choose Cheque or Credit Cards, enter the information in the window that opens when you TAB from the Payment Method field.

11. Enter a description for the receipt. This description will update the Comment field in the Cash Receipts Entry window in Receivables Management for Accounts Receivable type transactions and will update the Distribution Reference field on the Transaction Entry window in the General Ledger for all General Ledger type transactions.

12. Enter the total amount of the receipt for the currency ID you have selected.

13. The Total Receipt field will display the total value of the receipt, including the tax amount as per the selected tax schedule for GL type transactions.

14. If you have selected Print Receipts in Chequebook Maintenance window, choose Print to print the receipt. When the receipt is printed, the Print Receipt window will be displayed.

- The Receipt No field displays the receipt number that has been printed. The receipt can only be voided or posted. If the receipt is voided, the Print button is available and the receipt number will increment by one. Printed receipts cannot be deleted. This window can only be closed if the receipt is posted.

- The posted receipt will update the Bank Deposit Entry window and the Transaction Entry window for GL type receipts. The posted receipt will update the Build Deposits window and the Cash Receipts Entry window for Accounts Receivable type receipts.

15. If you are not printing receipts, choose Post to post the receipt.

16. Choose Apply to open the Apply Sales Document window and apply the transaction. You can only apply Accounts Receivable type receipts that are in the functional currency.

17. Choose Distributions to open the Cash Receipts Distribution window, where you can view the distributions for the cash receipt entered by you. Refer to *Viewing distributions for unposted transactions* on page 44 for more information.

18. Choose Clear to clear the window.

19. Closing the window will automatically print an Audit Trail.

Entering General Ledger cash receipts

You can process transactions to General Ledger from the Cash Receipts window.

To enter General Ledger cash receipts:

1. Open the Cash Receipts Entry window.
   (Transactions >> Financial >> Bank Management >> Cash Receipts)

2. Select GL in the Type field.

3. Enter the name of the depositor.

4. Select the amount type, whether exclusive or inclusive. This will determine whether tax is included or must be added to the amount entered in the amount field. To calculate tax on the amount select Exclusive. To calculate the tax as a component of the amount, select Inclusive. The default is set on the Chequebook Maintenance window. See *Setting up chequebooks* on page 7 for more information.

5. Select a tax schedule ID for the receipt. The tax amount will be calculated automatically depending on the tax schedule ID you have selected. You can edit a tax amount by selecting the expansion button next to Tax Amount and opening the Edit Tax Amount window.

6. Enter or select a General Ledger account number.

   The Account Name field will display the name of the General Ledger account. Choose the Account Analysis button next to the Account No field to open the CBM Analysis Posting Detail window. You can enter or edit the analysis codes

and descriptions in this window. Refer to *Viewing and modifying multidimensional analysis amounts* on page 46 for more information.

7. Enter a description for the receipt. This description will update the Distribution Reference field on the Transaction Entry window in the General Ledger for all General Ledger type transactions.

8. Enter the details for the cash receipt. Refer to *Entering cash receipts* on page 34 for more information.

Entering multicurrency cash receipts

You can enter multicurrency cash receipts in Cashbook Bank Management.

To enter a multicurrency cash receipt:

1. Open the Cash Receipts Entry window.
    (Transactions >> Financial >> Bank Management >> Cash Receipts)

2. Enter all the details for the cash receipt. Refer to *Entering cash receipts* on page 34 for more information.

3. The Receipt Date field is updated with the user date but can be changed if required. This date determines which exchange rate to use for the receipt.

4. If the chequebook currency and transaction currency are different from the functional currency, the Microsoft Dynamics GP Exchange Table will default to the currency of the chequebook.

5. If the chequebook currency is the same as the functional currency but with a different transaction currency, the Microsoft Dynamics GP Exchange Table will default to the currency for the transaction currency.

6. If the functional currency is different from the chequebook currency, then Cashbook Bank Management's Exchange Rate window is displayed. You can enter an exchange rate here to convert the transaction amount to the chequebook currency amount.

*   The Exchange Rate From field displays the transaction currency.

*   The To field displays the chequebook currency.

*   Enter the exchange rate or accept the default to convert the transaction currency to the chequebook currency.

*   Select the rate calculation method for conversion or accept the default.

- The Chequebook Amt field is updated automatically once the transaction is updated. The amount will update the reconciliation.

7. Select the expansion button in the Exch.Table ID field to display the Microsoft Dynamics GP Exchange Rate Entry window. This window displays the Currency ID, Rate Type ID, Exchange rate and the Exchange Table ID being used for the current transaction. General Ledger type cash receipts will always default to the Exchange Table ID linked to the financial rate type.

    The default exchange rate is displayed using the criteria set for the Multicurrency Exchange Rate Table Setup in Microsoft Dynamics GP. You can select another existing rate or click the Exchange Rate link in this window to create a new rate.

8. The Functional Amount field displays the value of the receipt in the functional currency.

Making bank transfers

Use the Bank Transfers window to transfer funds from one chequebook to another. For example, you can transfer funds from a current account to a call account. The transfer amount will update the Cashbook Bank Management reconciliation for both chequebooks in the currency of the chequebook. The transfer amount will update the Transaction Entry window in the General Ledger with the functional currency and transaction currency amount.

You can make multiple transfers for one transfer number, but the Total From and Total To must be equal. Bank charges can be entered in the chequebook currency.

You can process intercompany bank transfers in this window if Intercompany Processing has been registered. The Reconciliation window in the destination company is automatically updated when you post the bank transfer. The General Ledger Journal for this transfer will only update the destination company when the general ledger journal is posted in the originating company.

Intercompany bank transfers can only be made in the functional currency.

To make a bank transfer:

1. Open the Bank Transfer Entry window.
   (Transactions >> Financial >> Bank Management >> Bank Transfers)
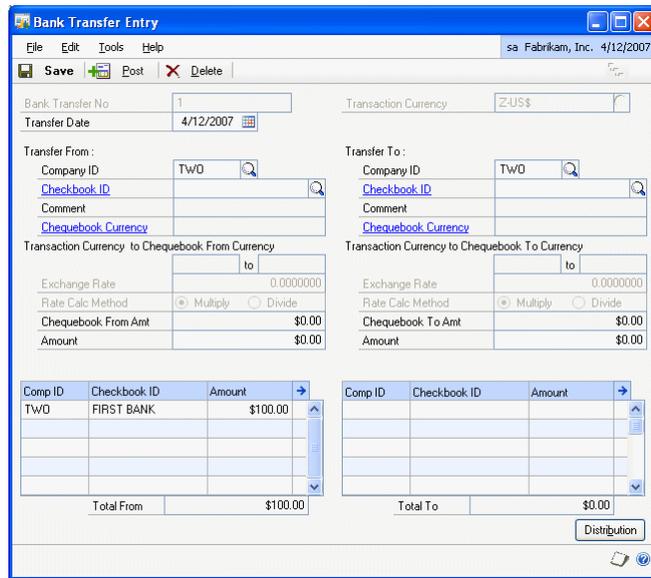
2. The Bank Transfer No. is updated automatically for each transfer from the Bank Management Setup window. You can change this number if required but you cannot duplicate it. This number is set on Bank Management Setup window and is used by all the chequebooks. For an intercompany transfer, the Bank transfer numbers are prefixed with a code in the destination company to identify the source of the transfer.

3. The Transfer Date field is automatically updated with the user date, but can be changed if required. Each Cashbook Bank Management reconciliation and the Transaction Entry window in the General Ledger is updated with this date. This date will determine the exchange rate to be used.

4. Select the transaction currency.

5. If you select a currency that is not the functional currency, the Exchange Table ID field will be displayed. Select the expansion button to display the Microsoft Dynamics GP Exchange Rate Entry window. This window displays the Currency ID, Rate Type ID and the Exchange Table ID being used for the transaction.

   • The default exchange rate is displayed based on the multicurrency setup in Microsoft Dynamics GP. You can select another rate or create a new rate by using the Exchange Rate link and opening the Multicurrency Exchange Rate Maintenance window.

   • The Exchange Table ID field will be updated with the value related to the financial rate type in the multicurrency setup.

6. The Company ID field in the Transfer From details is available if Intercompany Processing is registered and allows intercompany bank transfers. Enter or select the originating company for the transfer.

7. Enter or select the chequebook ID from which the funds are being transferred. If you have selected Intercompany, the chequebook for the destination company will be displayed in the lookup. The reconciliation for this chequebook will be updated with a payment. The Transaction Entry window in the General Ledger will be updated with a credit amount.

8. The Comment field will be updated with the name of the selected chequebook.

9. The Chequebook Currency field will display the currency of the chequebook.

10. The Exchange Rate field is available only if the transaction currency and the chequebook currency are different, except if the chequebook currency is equal to the functional currency. You can enter an exchange rate or accept the default from the Default Exchange Rate window to convert the transaction currency to the chequebook currency. Select the method for conversion or accept the default set in the Chequebook Maintenance window.

11. The Chequebook From Amt field displays the transfer amount in the currency of the chequebook.

12. In the Amount field in Transfer from, enter the amount to transfer in the transaction currency.

13. The Functional Amount field is displayed only if the transaction currency is not the functional currency. This field is updated automatically with the functional amount.

14. The Company ID field in Transfer To is available if Intercompany Processing is registered and allows intercompany bank transfers. Enter or select the destination company for the bank transfer.

15. Enter or select the chequebook ID to which the funds are being transferred. The reconciliation for this chequebook will be updated with a deposit. The Transaction Entry window in General Ledger will be updated with a debit amount.

16. The Comment field displays the name of the chequebook.

17. The Chequebook Currency field displays the currency of the chequebook.

18. In the Rate Calc Method field, select the method for conversion, whether multiply or divide, or accept the default set in the Chequebook Maintenance window.

19. The Chequebook To Amt field displays the transfer amount in the currency of the chequebook.

20. In the Amount field in Transfer To, enter the amount to transfer in the transaction currency.

21. The Functional Amount field is available only if the transaction currency is not the functional currency. This field is automatically updated with the functional amount.

22. Choose Save to save the current bank transfer.

23. Choose Post to update the General Ledger and the Cashbook Bank Management Transaction Reconcile window.

24. For intercompany bank transfers, choose Post to update the reconciliation in the originating and destination companies. The General Ledger journal for this transfer will only update the destination company when the General Entry journal is posted in the originating company.

25. Choose Distributions to open the Bank Transfer Distribution window, where you can view the distributions for the bank transfer entered by you. Refer to *Viewing distributions for unposted transactions* on page 44 for more information.

26. Choose Delete to delete the transfer displayed in the window.

27. Choosing Close will close the Cashbook Bank Management Bank Transfer window and automatically print the Posting journal for all bank transfers posted during the session.

Entering bank transfer charges

You can enter bank transfer charges in the Bank Transfer Charges window.

To enter bank transfer charges:

1. Open the Bank Transfer Charges window.
   (Transactions >> Financial >> Bank Transfer >> Select a line in the scrolling window >> Amount expansion button)

2. The Company ID and Chequebook ID fields are updated with default values from the Bank Transfer Entry window.

3. The Charge Number field is updated with a default value from the Chequebook Maintenance window. You can change this if required.

4. The Account Number field is updated with a default value from the Chequebook Maintenance window. You can change this if required. Choose the MDA button next to the Account Number field and open the MDA window. You can enter or edit the analysis codes and descriptions in this window.

5. Choose the expansion button to change the Cashbook Bank Management exchange rate to convert the transaction currency to the chequebook currency.

6. Choose Distributions to open the Bank Transfer Charges Distribution window, where you can view the distributions for the bank transfer charges you've entered by you. Refer to *Viewing distributions for unposted transactions* on page 44 for more information.

7. Choose Save to save the bank transfer charge you've entered and close the window.

8. Choose Delete to delete the bank transfer charge and close the window.

Building deposits

Use the Build Deposits Entry window to build a deposit from the receipts entered in the following:

- Receipts entered in CBM Cash Receipts Entry window.
- Receipts entered on Orders, Invoices and Returns in the Sales Order Processing module.
- Receipts entered on Invoices and Returns in Invoicing module.
- Receipts entered on the Transaction Entry window in Receivables Management.
- Lockbox.

The total amount of the deposit posted will appear on the Transaction Reconcile window. All returns will update the Bank Deposit Entry Window with a negative amount. A negative amount has to be offset with a receipt amount before it can be posted.

To build deposits:

1. Open the Build Deposits Entry window.
    (Transactions >> Financial >> Bank Management >> Build Deposits)
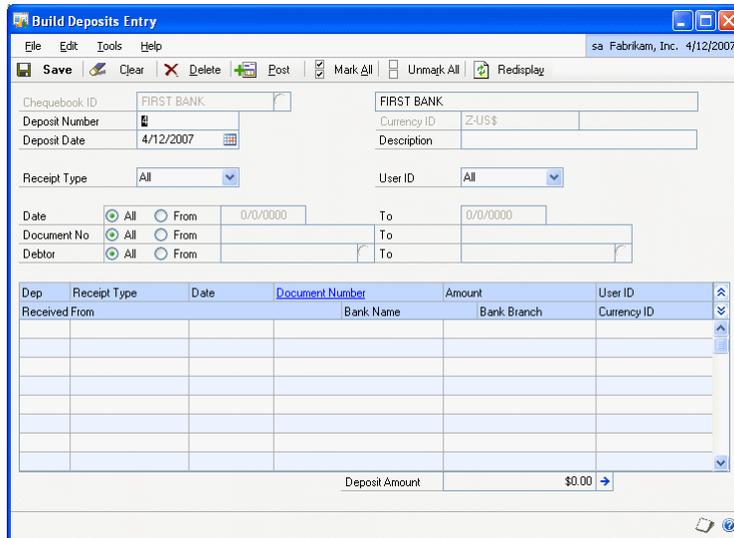
2. Enter or select the chequebook ID for which receipts have been entered. The name of the chequebook will be displayed to the right of this field.

3. Enter the date when the receipts are being deposited into the bank. This date will be used to update the Transaction Reconciliation window in Cashbook Bank Management.

4. Enter a description for the deposit.

5. Select the type of receipt to be displayed in the scrolling window. Choose from All, Cheque, Cash or Credit Card.

6. Select the user ID that entered the receipts. Only receipts entered by the specified user ID will be displayed in the scrolling window.

7. Select whether all receipts or only receipts between two dates are to be displayed in the scrolling window.

8. Select whether all receipts or only receipts between two document numbers are to be displayed in the scrolling window.

Be sure to use leading zeros while entering the numbers to ensure a proper sorting order.

9. Select whether all receipts or only receipts for a debtor or range of debtors are to be displayed in the scrolling window.

    If you choose to display receipts for a range of debtors, make sure that the debtors are sorted by name in the Debtors and Prospects window or the selected range will not be displayed. To do this, click the lookup next to From to open the Debtors and Prospects window and select by Name.

10. Choose Redisplay to process all selections. Receipts will be displayed in the scrolling window according to the selections you have made.

11. In the scrolling window, mark the receipts to be included in the current deposit. Choose the Mark All button to select all the receipts displayed in the scrolling window. Choose Unmark All to clear all the selections you have made that are displayed in the scrolling window.

12. Select a receipt in the scrolling window and click the Document Number link to view the original transaction information for the receipt.

13. The Receipt Type column will display the method of payment, whether Cheque, Cash or Credit Card, used for the receipt.

14. The receipt date from the original transaction will be displayed.

15. The receipt number generated in the Cashbook Bank Management's Cash Receipts Entry window and the payment number generated in Sales Order Processing, Invoicing and Receivables Management modules are displayed in the Document Number field.

16. For amounts refunded on a return for cash or credit card receipt types, the return number will be displayed in the Document Number field, as a payment number for returns is not allocated in Microsoft Dynamics GP. If a cheque receipt type is entered on a return, the amount will go directly to the Transaction Reconcile window and the return number is displayed as the cheque number.

17. The amount of the receipt or refund is displayed in the Amount field in the chequebook currency.

18. The debtor's or creditor's name is displayed in Received From field.

19. The bank name and bank branch of the debtor is displayed if it has been entered in the Debtor Maintenance window or in the Cheque Number window while entering cash receipts in Cashbook Bank Management. See *Entering cash receipts* on page 34 for more information.

20. The Currency ID field displays the currency that the receipt was entered in.

21. The Deposit Amount field will display the total of all receipts that you have marked for the current deposit. This amount will update the Transaction Reconcile window when the deposit is posted. This amount must be positive.

22. The expansion button in the Deposit Amount field opens the Deposit Totals window. This window will display the total amount and the total number of receipts for each receipt type.
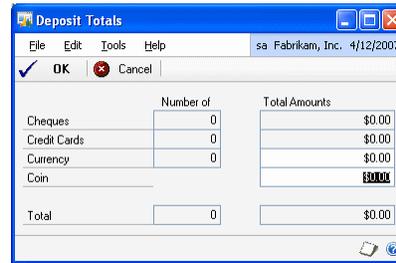
23. Choose Save to save the deposit being built and clear the screen. The next time you select this chequebook, this deposit will be automatically displayed so that it may be completed before another deposit is built.

24. Choose Delete to delete the deposit being built. The receipts will be cleared.

25. Choose Post to post the deposits in the window. When you close the window, an audit trail will be printed.

## Viewing distributions for unposted transactions

You can view the distributions created for unposted transactions in the Transaction Distributions windows. You can view the distributions for unposted payments, deposits, cash receipts, bank transfers, and bank transfer charges. The Distributions button becomes available only after you have entered all the required fields in the Transaction Entry window, specified an amount and saved the payment to the scrolling window. Distributions will be recreated if changes are made to the account or amount of a transaction before posting. Distributions will be re-created if you change the transaction date or exchange rate for multicurrency transactions before posting.

You cannot edit the distributions in the Distributions windows.

To view distributions for unposted transactions:

1. Open the Payment Distributions window.
    (Transactions >> Bank Management >> Batches >> Payments >> Enter and save a payment >> Distribution button)
    (Transactions >> Bank Management >> Batches >> Deposits >> Enter and save a deposit >> Distribution button)
    (Transactions >> Bank Management >> Cash Receipts >> Enter and save a cash receipt >> Distribution button)
    (Transactions >> Bank Management >> Bank Transfer >> Enter and save a transfer entry >> Distribution button)
    (Transactions >> Bank Management >> Bank Transfer >> Enter and save a transfer entry >> Amount expansion button >> Distribution button)
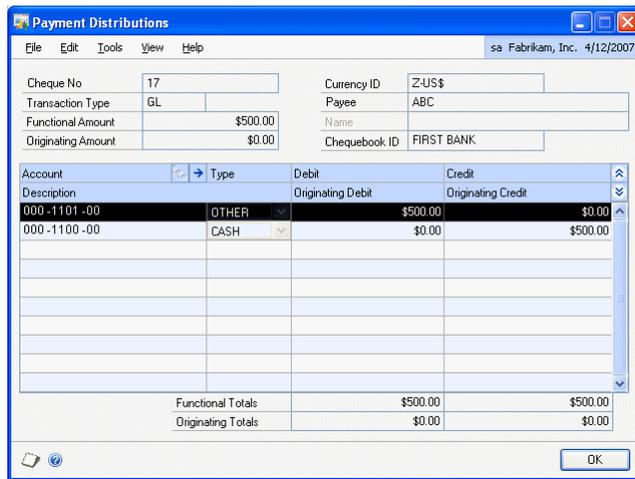
You can view the distributions created for the transaction that you have entered.

In case of multicurrency transactions, distributions will be displayed in the functional currency as well as the currency in which the distribution updates General Ledger, Payables Management or Receivables Management after posting. Refer to *Multicurrency transactions* on page 45 for more information.

2. Choose OK to close the window.

Multicurrency transactions

Cashbook Bank Management supports up to four different currencies within a single transaction. You can have a functional currency, two chequebook currencies (in the case of bank transfers), and a transaction currency. However, when you post transactions from Cashbook Bank Management, only two currencies update the General Ledger, Receivables Management or Payables Management modules.

For example, if your functional currency is the Euro, but you also have transactions in the DEM and the BEF, you could have any of the following currency combinations while entering transactions in Electronic Bank Management:

Functional Currency	Chequebook Currency	Transaction Currency	Currency that a transaction updates GL / RM /PM with
Eur	Eur	Eur	Functional Currency
Eur	Eur	DEM	Functional and Transaction Currency
Eur	DEM	DEM	Functional and Chequebook
Eur	DEM	Eur	Functional
Eur	DEM	BEF	Functional and Chequebook

Refer to the following information to understand which two currencies will update Microsoft Dynamics GP for a transaction.

- If all the currencies are the same as the functional currency, then General Ledger, Payables Management and Receivables Management are updated with the functional currency.

- If the functional currency is the same as the chequebook currency, but the transaction currency is different, then General Ledger, Payables Management and Receivables Management are updated with the functional and transaction currencies.

- If the chequebook and transaction currencies are the same, with a different functional currency, then General Ledger, Payables Management and Receivables Management are updated with the chequebook and functional currencies.

- If the functional and transaction currencies are the same, with a different chequebook currency, General Ledger, Payables Management and Receivables Management are updated with functional currency only.

If Bank Reconciliation is registered, you cannot process Payables Management transactions for this combination of currencies.

- If the functional, chequebook, and the transaction currencies are different, then General Ledger, Payables Management and Receivables Management are updated with the chequebook and functional currencies. The transaction amount is converted to the chequebook amount using Cashbook Bank Management's user-defined exchange rate. The converted chequebook amount is converted to the functional currency using the exchange rate set up in Microsoft Dynamics GP.

The payment must be made in the functional or checkbook currency to apply it to an invoice.

# Viewing and modifying multidimensional analysis amounts

If a transaction includes distributions to an account that you have assigned analysis groups to, Multidimensional Analysis automatically will record amounts against the analysis codes according to the default percentages you've entered for the

account. You must set up and assign the analysis groups and codes for the accounts in the Accounts Analysis Defaults window (Cards >> Financial >> Analysis Defaults) before you can use Multidimensional Analysis in Cashbook Bank Management. Refer to the Multidimensional Analysis documentation for more information.

Use the CBM Analysis Posting Detail window to view and modify the amounts recorded against the analysis codes assigned to an account.

To view and modify multidimensional analysis amounts:

1. Open the CBM Analysis Posting Detail window.
    (Transactions >> Financial >> Bank Management >> Batches >> Payments or Deposits >> Select an account with assigned analysis groups and codes >> Account Analysis button)
    (Transactions >> Financial >> Bank Management >> Cash Receipts >> Account No. Account Analysis button)
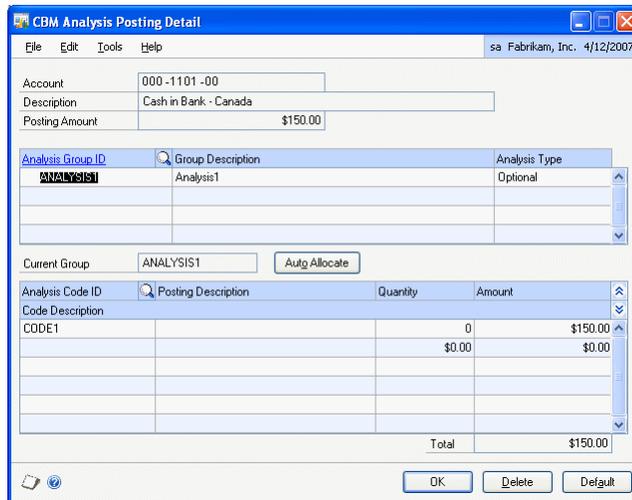
2. You can view any analysis groups assigned to the selected account in this window.

3. Select a group to view the analysis codes and default amounts. Depending on the analysis type of the group, you can make changes to the codes and the amounts for each code.

4. After making the changes, you can choose Default to restore the default analysis groups and amounts.

5. You also can allocate any remaining amount to any codes with an amount of zero by choosing Auto Allocate. For example, to allocate the entire amount of a distribution to a single code, you can delete all the other codes (select each code and choose Edit >> Delete Row), enter a zero amount in the remaining code and then choose Auto Allocate.

6. Choose OK to save your changes and close the window.

Chapter 3:   Other Transactions

The following information explains how chequebook transactions entered elsewhere in Microsoft Dynamics GP will integrate with Cashbook Bank Management.

This information is divided into the following sections:

- *Entering Receivables Management transactions*
- *Entering Payables Management transactions*
- *Printing cheques in Payables Management*
- *Electronic Fund Transfer*
- *Entering Sales Order Processing transactions*
- *Entering invoices*
- *Processing Lockbox receipts*
- *Processing refund cheques*

Entering Receivables Management transactions

Chequebook transactions entered in Receivables Management Transaction Entry will integrate with Cashbook Bank Management.

To enter Receivables Management transactions:

1. Open the Receivables Transaction Entry window.
(Transactions >> Sales >> Transaction Entry)

2. Select the document type. You can choose any type except Warranty and Credit memo as these will not allow you to enter chequebook transactions.

3. Enter the details in the other fields as required in Receivables Transaction Entry.

4. Enter the cash, cheque or credit card amount and choose the expansion button next to the relevant field to open the Receivables Cash Entry window.

   - Select the Chequebook ID for the amount.

   - Choose OK and return to the Receivables Transaction Entry window.

5. Choose Post to post the transaction to Cashbook Bank Management.

   The transaction will appear in the Bank Deposit Entry window. You can then build these receipts into a deposit and post it to the reconcile.

Entering Payables Management transactions

Chequebook transactions entered in Payables Management Transaction Entry will integrate with Cashbook Bank Management.

To enter Payables Management transactions:

1. Open the Payables Transaction Entry window.
(Transactions >> Purchasing >> Transaction entry)

2. Enter or select a voucher number.

3. Select Invoice or Return as the document type.

4. Enter the details in the other fields as required in Payables Transaction Entry.

5. Enter the payment made for this transaction in the Cash or Cheque field and choose the expansion button next to the relevant field to open the Payables Cash Entry window.

6. Enter the chequebook ID for the payment.

7. Choose OK and return to the Payables Transaction Entry window.

8. Choose Post to post these transactions to Cashbook Bank Management.

Printing cheques in Payables Management

Creditors' cheques generated using the Select Cheques and Edit Cheques options automatically update the Transaction Reconcile window in Cashbook Bank Management once the cheques are printed and posted in the Payables Management module. Refer to the Payables Management documentation for more information on printing cheques.

Electronic Fund Transfer

If you have allowed European Electronic Fund Transfer in Company Setup, you can enter electronic funds transfers for computer cheques in Payables Management and these transactions will automatically update the Transaction Reconcile window in Cashbook Bank Management. Transactions entered in the Manual Payments window do not affect Cashbook Bank Management.

Entering Sales Order Processing transactions

Amounts received on orders, invoices or returns will update Cashbook Bank Management.

To enter a Sales Order Processing transaction:

1. Open the Sales Transaction Entry window.
   (Transactions >> Sales >> Sales Transaction Entry)

2. Enter the details related to the transaction.

3. Enter the Amount Received for the order, invoice, or return. Amounts entered on orders will create a transaction in the Build Deposit window when the order is saved. If the order is later deleted, the transaction will be removed or reversed.

4. Choose the expansion button next to Amount Received and open the Sales Payment Entry window.

5. Select the chequebook ID for the transaction.

6. Choose Insert to save the transaction to the scrolling window.

7. Choose OK to return to the Sales Transaction Entry window.

8. If entering an Invoice or a Return, choose Post to post the transaction to Cashbook Bank Management.

9. If entering an Order, choose Transfer to transfer the amount to an invoice or a back order.

The transactions will appear in the Build Deposits window in Cashbook Bank Management when you select the chequebook ID for these transactions. Return documents will have a negative value in the scrolling window. Return cheques will update Cashbook Bank Management reconciliation.

Entering invoices

Amounts received entered on invoices or returns update Cashbook Bank Management.

To enter an invoice:

1. Open the Invoice Entry window.
    (Transactions >> Sales >> Invoice Entry)

2. Choose the transaction type, whether Invoice or Return.

3. Enter the details related to the transaction.

4. Enter the Amount Received for the invoice or return.

5. Choose the expansion button next to Amount Received and open the Invoice Payment Entry window.

6. Select the Chequebook ID for the transaction.

7. Choose Insert to save the transaction to the scrolling window.

8. Choose OK to return to the Invoice Entry window.

9. Choose Post to post the invoice.

Return documents will have a negative value in the scrolling window. The transactions will appear in the Build Deposits window in Cashbook Bank Management when you select the chequebook ID for these transactions. Cheque returns will update the Cashbook Bank Management reconciliation.

Processing Lockbox receipts

Cash receipts created by Lockbox will update Cashbook Bank Management. Refer to the Receivables Management documentation for more information on setting up Lockbox.

To enter Lockbox receipts:

1. Open the Lockbox Entry window.
    (Transactions >> Sales >> Lockbox Entry)

2. Enter the relevant details.

3. Choose Transactions to open the Lockbox Transactions window. The documents will apply automatically if the information in the import file is given correctly.

4. You must correct any errors that exist in the import file. A batch cannot be created unless all the errors in the import file are corrected.

5. Choose Reset Debtor ID to change the debtors assigned to the cash receipt.

6. Select a transaction in the scrolling window, choose Options, and select Auto Apply to apply a cash receipt.

7. Choose Create Batch to create a batch.

8. Choose Save to save the lockbox entry.

9. Open the Receivables Batch Entry window (Transaction >> Sales >> Receivables Batches) and select the batch you have just created.

10. Choose Post to post the transactions to Cashbook Bank Management. Non-lockbox entries entered in the Cash Receipts window will not update Cashbook Bank Management.

Processing refund cheques

You can process refund cheque transactions in Cashbook Bank Management. To do this, you must allow EFT in the Refund Cheques Setup window by choosing Setup >> Sales >> Refund Cheques and marking the Integrate With EFT option. Also, mark the Integrate with EFT option in the Create Refund Cheques window (Transactions >> Sales >> Refund Cheques). Refer to the Receivables Management documentation for more information on refund cheques.

Chapter 4: Reconciliation

You can reconcile, unreconcile, partially reconcile, and void transactions using the Transaction Reconcile window. The reconciliation can be saved at any time during the banking period. A reconcile is processed per chequebook in the currency of that chequebook.

This information is divided into the following sections:

- *Setting up a reconcile*
- *Reconciling transactions*

Setting up a reconcile

To reconcile a chequebook, you need to select the chequebook, enter the date of reconciliation, and mark the relevant transactions.

To set up a reconcile:

1. Open the Bank Statement Reconcile window.
   (Transactions >> Financial >> Bank Management >> Reconciliation)
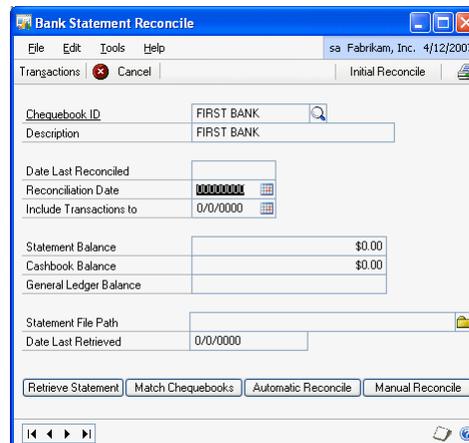
2. Enter or select the chequebook ID that you want to reconcile.

   The Description field will be updated with the description for the chequebook.

   The Date Last Reconciled field will display the date when you processed the last final reconcile for this chequebook.

3. Enter the date of the current reconciliation. This is usually the period end date.

4. In the Include Transactions to field, enter the date up to which you want transactions to be displayed in the Transaction Reconcile window. This is usually the period end date.

   The Reconciliation Date and Include Transactions to date must be the same when performing a final reconcile.

5. The Statement Balance field will display the balance of all the reconciled transactions to date.

6. The Cashbook Balance field will display the cash accounts balance for all transactions up to and including the date entered in the Include Transactions to field.

7. The General Ledger Balance field will display the balance for the period in the functional currency. If there is a difference between the Cashbook balance and the General Ledger balance for a functional currency chequebook, check whether all deposits have been built in the Bank Deposit Entry window. Also make sure that all bank-related transactions have been posted in the sub-ledgers and the General Ledger.

8. Choose Transactions to open the Transaction Reconcile window where you can reconcile transactions for a selected chequebook period. Refer to *Reconciling transactions* on page 55 for more information.

9. You can print an edit list of all the transactions in the Bank Reconciliation by choosing File >> Print. This will print a Bank Reconciliation report, Cashbook Marked Transaction report, and a Outstanding Transaction report.

10. The Retrieve Statement, Match Chequebooks, Automatic Reconcile, and Manual Reconcile buttons are used for Electronic Reconcile Management (ERM). Refer to Chapter 5, "Electronic Reconcile Management" for more information.

11. Choose Final Reconcile to open the Reconcile window if you want to post the final reconcile and print reports. The final reconcile will move all marked transactions to history, close the current period and open a new period.
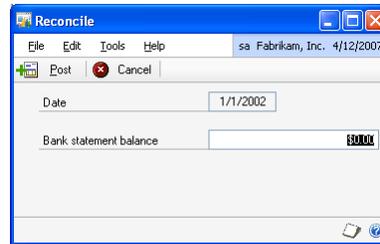
If using a new chequebook or a chequebook from an old system, be sure to post the final reconcile before the current month's work has been processed and after the initial Bank Statement Balance has been entered and outstanding documents processed. This is to make sure that the Cashbook Bank Management's opening balance is correct for the first period.

• The Date field is updated automatically with the Reconciliation Date on the Bank Reconciliation window.

• Enter the balance on your bank statement into the bank statement balance field. Enter a negative sign (-) for a negative balance.

• Choose Post. The bank statement balance entered in this window will be compared to the calculated bank statement balance on the Bank Statement Reconcile window. If the amounts are the same, the reconciliation will be posted. This will print the Bank Reconciliation report, Matched Transaction Report, and the Outstanding Transaction Report. You can then choose to print the Detail and Summary reconciliation reports in the Cashbook

Report window. The Detail report displays the distribution information and the Summary report displays the transaction information.

If the amounts are not the same, a message will appear explaining that the bank statement balance is not equal to the calculated statement balance and the recon cannot be posted.

• Choose Close to close the window and return to the Bank Statement Reconcile window.

12. Choose Cancel to exit the Bank Statement Reconcile window without performing the final reconcile.

Reconciling transactions

You can reconcile, unreconcile, partially reconcile and void transactions in the Transaction Reconcile window. The reconcile can be saved at any time during the banking period.

Transactions that have been reconciled will move to history when a final reconcile is performed.

To reconcile transactions:

1. Open the Transaction Reconcile window.
(Transactions >> Bank Management >> Reconciliation >> Transactions button)
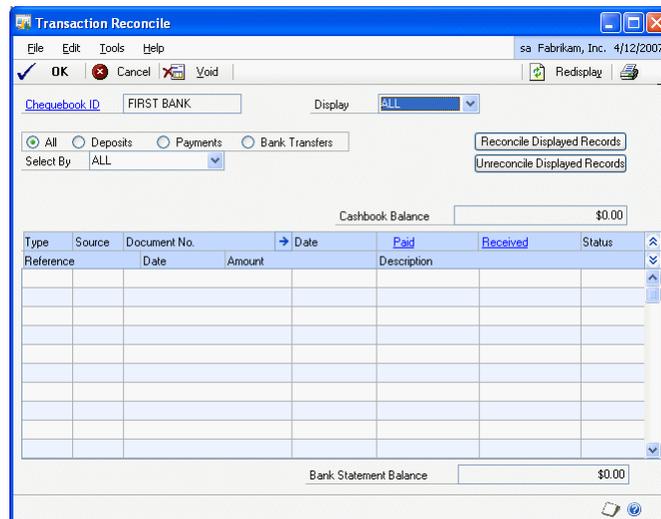
2. The Chequebook ID field will display the chequebook ID of the account being reconciled.

3. In the Display field, select the transactions to be displayed in the scrolling window. Choose from All, Reconciled or Unreconciled transactions.

4. Choose whether you want to display All transactions, Deposits only, Payments only, or Bank Transfers only in the scrolling window. Select All to display all transactions by type and then by document number order.

5. In the Select By field, choose from the following options:

    *   All
    *   by Type
    *   by Document No
    *   by Date
    *   by Amount
    *   by Source

    Select By: by Type: The abbreviated transaction type identifies the transaction. The transactions will be displayed for the type selected.

    Select By: by Document No: Enter a range of document numbers. The transactions within the range are displayed in document number order.

    Select By: by Date: Enter a date range. The transactions within the range will be displayed in date order.

    Select By: by Amount: Enter an amount range. The transactions within the range will be displayed in amount order.

    Select By: by Source: The abbreviated source identifies where the transaction originated. The transactions will be displayed by the transaction source selected.

    The transactions that you select are displayed in the document number order.

    After each selection, you must Choose Redisplay to display the selection in the scrolling window.

6. To reconcile a single transaction, mark the option in the Status column. To unreconcile a single transaction, unmark the option. As you reconcile each transaction, the Bank Statement Balance at the bottom of the window will be updated.

    If you have not marked the option "Remove ERM Message On Reconcile" on the Chequebook Setup Window, a message appears asking if you want to reconcile the selected transaction to a transaction from a bank statement file. Choose Yes to open the Manual Reconcile window, where you can reconcile the selected transaction. Choose No to continue with the reconciliation in the Transaction Reconcile window. Refer to *Setting up chequebooks* on page 7 for more information.

7. To reconcile all the transactions in the scrolling window, choose Reconcile Displayed Records.

8. To unreconcile all the transactions in the scrolling window, choose Unreconcile Displayed Records.

9. The Cashbook Balance field displays the balance calculated using the Include Transactions to date on the Bank Statement Reconcile window.

10. The type of the transaction is displayed in the Type field.

11. The Source identifies where the transaction originated.

12. The Document Number field displays the document number for the transaction.

13. You can partially reconcile a transaction by highlighting a payment or deposit and selecting the expansion button next to Document No. to open the Partial Reconcile window.

   • The Bank Recon Amount field will display the amount entered in Cashbook Bank Management.

   • Enter the amount shown on the bank statement into the Bank Statement Amount field.

   • The Difference field will display the difference between the Cashbook Bank Management amount and the bank statement amount. The difference, and the Cashbook Bank Management and Bank Statement amounts are printed on the Outstanding Documents and Marked Documents reports. This transaction will be marked as reconciled and will have the letters 'ERR' in the status column. A partially reconciled transaction will not move to history until it has been fully reconciled.

   • Choose OK to partially reconcile the transaction.

14. The Date field displays the transaction date.

15. The Paid field displays the transaction amount for all payments. Select a payment and click the Paid link to view the payments in an enquiry window.

16. The Received field displays the transaction amount for all deposits. Select a deposit and click the Received link to view the deposit in an enquiry window.

17. The Status field displays whether the transactions are reconciled, unreconciled or partially reconciled. Reconciled transactions will have a mark in the Status column, an unreconciled transaction will have an empty Status column checkbox and a partially reconciled transaction will have a mark in the Status column checkbox with the letters 'ERR' on the right.

18. Select a transaction and choose Void to open the Deposit Enquiry/Void window or the Payments Enquiry/Void window depending on the transaction you have selected.

Voided transactions will also be reconciled in the Transaction Reconcile window.

If there are voided transactions to include in the Transaction Reconcile window, the status VOIDED TRN will appear in the top right corner of the window. Refer to Chapter 6, "Enquiry" for more information on voiding.

19. When you choose Cancel, a message will appear asking whether you want to Save, Discard or Cancel the reconciliation. Choose Discard to discard all changes and exit the Transaction Reconcile window. Choose Cancel to return to the Transaction Reconcile window. Choose Save to save the changes and exit the Transaction Reconcile window.

20. Choose OK to save your changes and close the Transaction Reconcile window.

Chapter 5: Electronic Reconcile Management

In Cashbook Bank Management, you can import a bank statement file from a bank. You can then automatically or manually reconcile this file to the transactions in the Cashbook Bank Management reconciliation.

This information is divided into the following sections:

- *Setting up Electronic Reconcile Management*
- *Using the Formula window*
- *Importing a bank import layout*
- *Matching chequebooks*
- *Importing a bank statement*
- *Using automatic reconcile*
- *Manually reconciling transactions*
- *Deleting statement transactions*

Setting up Electronic Reconcile Management

Use the ERM Import Setup window to define where the required information is on the bank statement file that you want to import. If a bank import layout already exists in Cashbook Bank Management as a default you can also import it into the ERM Setup window.

If you are setting up the bank import for the first time, you must enter the information into the ERM Import Setup window.

To setup Electronic Reconcile Management:

1. Open the ERM Import Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Bank Management >> ERM Import Setup)

2. Select the Chequebook ID for the import.

3. Enter a name for the import.

4. Select your file type whether Fixed Length or CSV. For a Fixed Length file, enter the From Character and the To Character fields with the start and end position for the relevant field. For a CSV file, enter the Field Number, which is determined by the commas separating the fields.

5. Select whether you want to match payments by Reference by Amount or by Reference by Amount by Date.

6. Select whether you want to match deposits by Amount by Date or by Amount by Reference by Date.

7. Select whether the Transaction Amount will be in one field or two fields, for example debit and credit.

8. In the Chequebook ID field, enter where the bank account number is in the file. If there is only one bank account's transactions in the statement being imported, you can leave this field blank.

9. In the Transaction Date field, define where the transaction date is positioned in the file. If the transaction date is used, a formula is attached to format it to the correct date format. To open the Formula window, mark the Formula option.

10. Select whether the Deposit Date Match Options should be for the exact date or enter the required date range.

11. Enter in the Year field where the year is positioned in the file. This option is only available for fixed length files.

12. Enter in the Month field where the month is positioned in the file. This option is only available for fixed length files.

13. Enter into the Day field where the day is positioned in the file. This option is only available for fixed length files.

If you use the Transaction Date field you cannot use the Year, Month and Day fields and similarly if you use the Year, Month and Day fields you cannot use Transaction Date. If you use the Year, Month and Day fields, you do not need to enter a formula.

14. Enter in the Transaction Amount field where the transaction amount is positioned in the file. Some banks do not enter decimals and/or they may use alpha characters to encode the amount. A formula may be required to convert the amount to a currency format. To open the Formula window, mark the Formula option.

15. If you have selected Two Fields in the Transaction Amount field earlier, Credit and Debit fields will be displayed. In the Credit field, enter where the credit amount is positioned in the file. In the Debit field, enter where the debit amount is positioned in the file.

16. Define where the payment reference is positioned in the file. Choose the expansion button to open the Additional Payment Reference window where you can enter additional reference for the payment reference. Enter a leading character to trim from the payment reference if required.

17. If you have selected Match Deposits by Amount by Reference by Date, the Deposit Reference field is available. Define where the deposit reference is positioned in the file. Enter a leading character to trim from the deposit reference if required.

18. Define where the debit/credit indicators are positioned in the file. A formula may be required to set the debit/credit indicator field in the imported statement file. To open the Formula window, mark the Formula option.

19. Define where the transaction description is positioned in the file.

20. Define where the transaction check digit is positioned in the file.

21. Define what the check digits are. Some banks incorporate transaction identifiers to differentiate between header and transaction lines. Only the transaction lines are imported. Choose the expansion button to open the Import Check Digit window and enter the details to import the check digits into the fields.

This is a required field and must be imported. If the check digit being imported does not match any of the check digits in the grid, no records will be imported.

22. Choose Save to save the bank import information you have set up.

23. Choose Delete to delete the import name displayed in the window.

24. Choose Import Layouts to open the ERM Import Layouts window from where you can import an existing import layout into the main ERM Setup window.

Using the Formula window

Use the Formula window to enter formulae to accurately de-code the transaction date, transactions amount, and debit or credit indicators in the import file.

To use the Formula window:

1. Open the Formula window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Bank
   Management >> ERM Import Setup >> Transaction Date or Transaction
   Amount or Debit/Credit Indicator >> Mark Formula option)
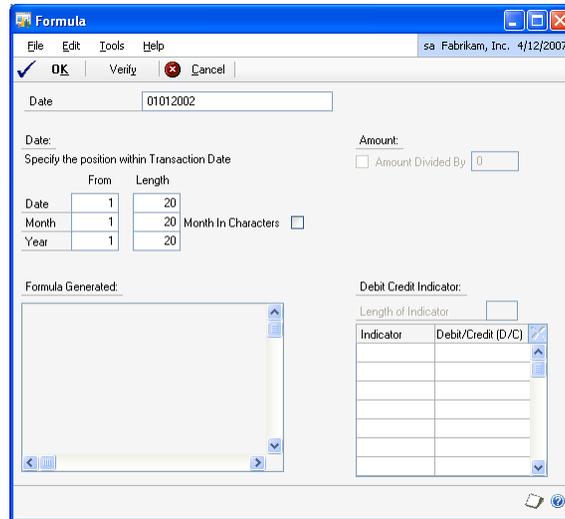
2. Enter the Date, Amount, or the Indicator from the import file, depending on the
   field that you've opened this window from.

3. Enter the details to verify the value you've entered.

   Date Specify the starting position and the length of the date, month and year
   in the import file. Mark the Month in Characters option if the month is given in
   alphabetical characters in the import file.

   Amount Specify the number that the amount has to be divided by to arrive at
   the exact amount.

   Indicator Specify the length of the indicator in the import file. Enter the
   characters that represent the debit and the credit indicators.

4. Choose Verify to verify if the values entered are valid.

5. Choose Cancel to close the window without validating the values entered.

6. Choose OK to close the window after validation.

Importing a bank import layout

You can also import an existing bank import layout that has been set up in
Cashbook Bank Management by selecting the import name in the ERM Import
Layouts window.

To import a bank import layout:

1. Open the ERM Import Layouts window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Bank
   Management >> ERM Import Setup >> Select a checkbook ID >> Import
   Layouts button)

2. This window will be empty when you open it for the first time. Choose the
   Generate Defaults to insert formats created earlier.

3. Select the Import Name in the scrolling window and choose Import. The ERM
   Setup window is updated with the import information.

Matching chequebooks

You need to set up matching for bank statement files that contain transactions for
more than one account. For example, the bank may combine the current account
and the salaries account transactions in one file. This option is not necessary if the
file contains only one bank account's transactions but it could be used as an
additional check. If you have entered a value in the chequebook ID field on the ERM
Setup window you will have to match chequebooks or nothing will be imported.

To match chequebooks:

1. Open the Match Chequebooks for Bank Import window.
   (Transactions >> Financial >> Bank Management >> Reconciliation >> Match
   Chequebooks)
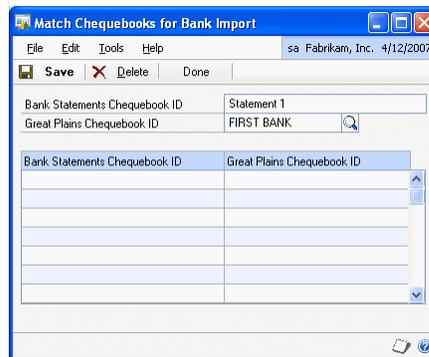
2. Enter the bank account number in the Bank Statements Chequebook ID field.

3. Select the chequebook ID set up in Cashbook Bank Management in the
   Microsoft Dynamics GP Chequebook ID field.

4. Choose Save to insert the information in the scrolling window.

5. To delete a setting, select it in the scrolling window and choose Delete.

6. Choose Done to close the window and return to the Bank Statement Reconcile window.

Importing a bank statement

After setting up the bank import, you can import a bank statement file from a bank.

To import a bank statement:

1. Open the Bank Statement Reconcile window.
(Transactions >> Financial >> Bank Management >> Reconciliation)
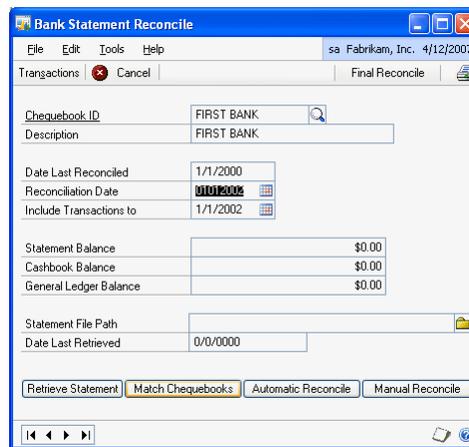
2. Enter or select a chequebook ID.

3. Enter the reconciliation date.

4. In the Include Transactions to field, enter the date up to which transactions should be imported.

5. Select the bank statement file you need to import in the Statement File Path field.

6. The Date Last Retrieved field will display the last time you imported a bank statement for the chequebook.

7. Choose Retrieve Statement to retrieve the information from the bank statement file.

If you are importing a file that contains transactions for multiple chequebooks, you need not import the file per chequebook. The first import will import the records for all the chequebooks.

Using automatic reconcile

You can reconcile items in the Transaction Reconcile window with the retrieved bank statement file using the Automatic Reconcile button.

To use automatic reconcile:

1. Open the Electronic Reconcile window.
    (Transactions >> Financial >> Bank Management >> Reconciliation >> Select a
    chequebook ID >> Automatic Reconcile)

2. Select whether the cheques should be matched by Reference by Amount or by
    Reference by Amount by Date. The cheques are matched and reconciled by this
    selection.

3. Select whether the deposits should be referenced by Amount by Date or by
    Amount by Reference by Date. The deposits are matched and reconciled by this
    selection.

4. Select whether the deposits should be referenced by the exact date or specify the
    date range.

5. Choose OK to automatically reconcile. All the transactions in the current
    reconcile that match transactions from the bank statement will be marked as
    reconciled in the Transaction Reconcile window.

6. Choose Cancel to close the window and discontinue the automatic
    reconciliation.

You can run the reconcile more than once on the same set of data. This allows you to
automatically reconcile using the strictest match criteria and then rerun the
reconcile using more relaxed criteria. This will ensure that the correct transactions
are matched.

Manually reconciling transactions

You can select individual transactions and match them in Cashbook Bank
Management. There are two ways of manually reconciling transactions.

*   Manual reconciliation in the Match Transactions window.

*   Manual reconciliation in the Transaction Reconcile window.

To manually reconcile transactions in the Match Transactions window:

1. Open the Match Transactions window.
    (Transactions >> Financial >> Bank Management >> Reconciliation >> Select a chequebook ID >> Manual Reconcile button)
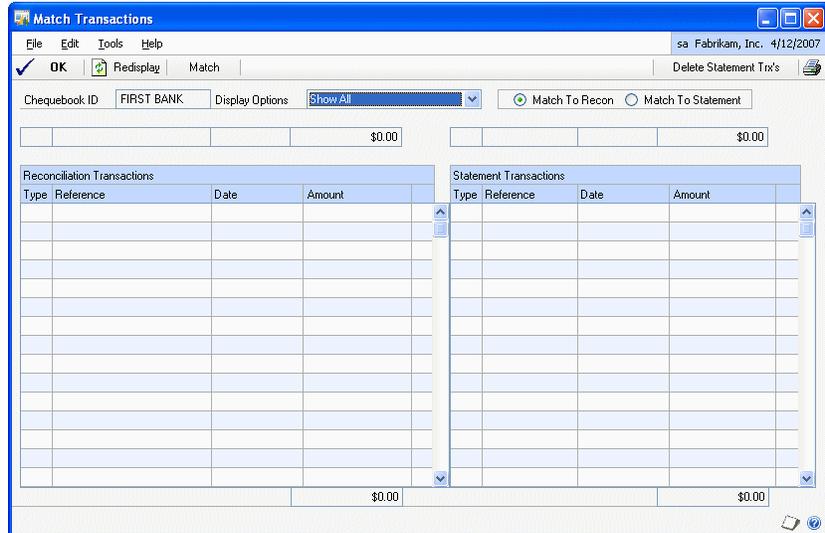
The Chequebook ID field displays the ID selected in the Bank Statement Reconcile window.

2. In this window you can select a Reconciliation transaction and match it to many Statement transactions or you can select a Statement transaction and match it to many Reconciliation transactions. Use the Match To Recon and Match To Statement options to select how you want to match the transactions.

    *   If you select Match to Recon, highlight a transaction in the Statement Transactions grid. This transaction will not be marked but its details will be displayed in the fields above the grid. Mark the checkbox next to the transactions in the Reconciliation Transactions grid that you want to match to this transaction.

    *   If you select Match to Statement, highlight a transaction in the Reconciliation Transactions grid. This transaction will not be marked but the details will be displayed in the fields above the grid. Mark the checkbox next to the transactions in the Statement Transactions grid that you want to match to this transaction.

    Once the amounts are the same, choose Match and the transactions will be reconciled.

3. Select the display option for the transactions in the scrolling window. Once you have selected a record from one of the grids, you can choose whether you want all the transactions, possible matches or possible matches by amount to the selected transaction to be displayed in the other grid.

4. Choose Redisplay to redisplay your selection.

5. Choose Delete Statement Trx's to open the Delete Statement Transactions window. Refer to *Deleting statement transactions* on page 68 for more information.

To manually reconcile transactions in the Transaction Reconcile window:

1. Open the Transaction Reconcile window.
    (Transactions >> Financial >> Bank Management >> Reconciliation >> Select a chequebook ID >> Transactions)
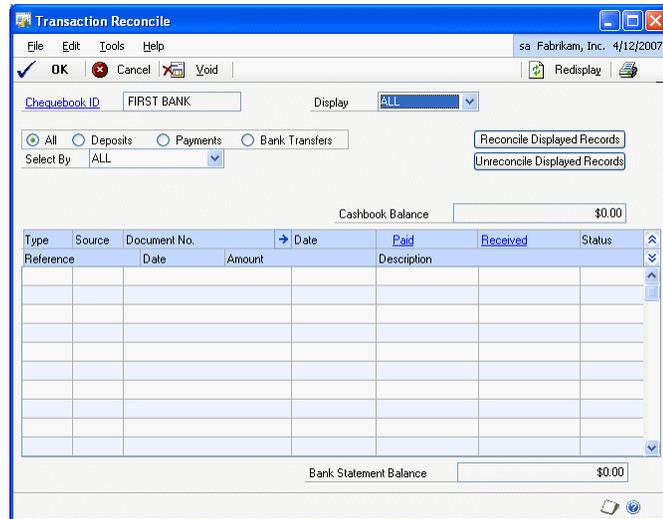
2. Mark the Status checkbox for the transaction you would like to reconcile with the statement transaction. A message will appear asking whether you want to reconcile this transaction with a transaction from the statement. Choose Yes to open the Manual Reconcile window.
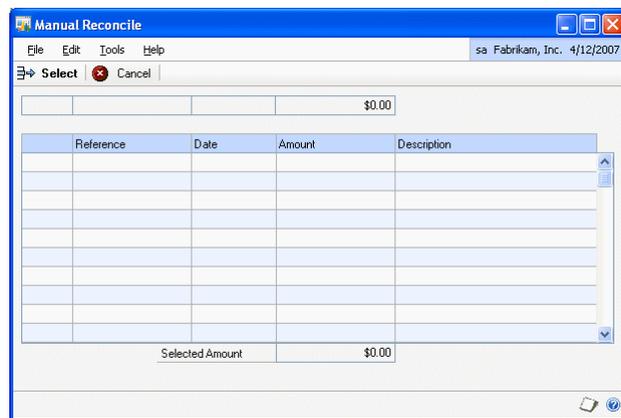
*   The Cashbook Bank Management transaction is displayed in the CHQ field.

*   Mark the checkbox against the transaction you want to reconcile and choose Select. This will close this window and reopen the Transaction Reconcile window where you can select the next transaction to reconcile. You can select many bank statement transactions as long as the selected amount balances to the Cashbook Bank Management transaction amount.

Statement transactions that have been marked will not be displayed again.

Deleting statement transactions

Use the Delete Statement Trx's window to delete transactions from the bank statement file.

To delete statement transactions:

1. Open the Delete Statement Trx's window.
    (Transactions >> Financial >> Bank Management >> Reconciliation >> Select a chequebook ID >> Manual Reconcile >> Delete Statement Trx's button)
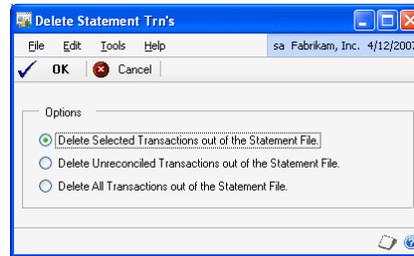
2. Mark the option to define the transactions that you want to delete from the statement file. You can choose to delete selected transactions, unreconciled transactions or all transactions.

3. Choose Cancel to close the window without deleting any transactions.

4. Choose OK to delete the transactions you have selected. If you've marked the 'Delete Selected Transactions out of the Statement File' option, the Select Transactions to Delete window opens.
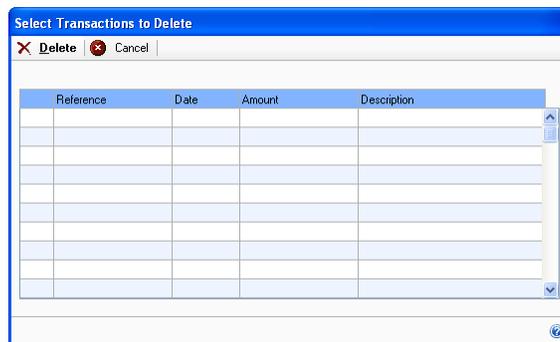
5. Select the transactions that you want to delete, and choose Delete. Choose Cancel to return to the Delete Statement Transactions window.

Chapter 6: Enquiry

Use this information to view and analyse the transactions that you have entered in Cashbook Bank Management.

You can also view transactions posted from Cashbook Bank Management in the Journal Entry Enquiry window. All transactions posted from Cashbook Bank Management will display Bank Management as the originating source.

This information is divided into the following sections:

- *Viewing chequebook periods*
- *Viewing transactions*
- *Voiding transactions*
- *Voiding payments*
- *Voiding receipts*
- *Voiding bank charges*
- *Voiding cash receipts*
- *Maintaining Cashbook Bank Management transactions in General Ledger*
- *Viewing distributions for posted transactions*
- *Viewing distributions for posted payments*
- *Viewing distributions for posted receipts*
- *Viewing distributions for posted cash receipts*
- *Viewing distributions for posted bank transfers*
- *Viewing distributions for posted bank transfer charges*
- *Viewing tax dates*
- *Viewing account analysis information*

Viewing chequebook periods

You can view the opening and closing balances and the statement balance for each period for the selected chequebook.

To view chequebook periods:

1. Open the Chequebook Periods Enquiry window.
   (Enquiry >> Financial >> Bank Management >> Chequebook Periods)
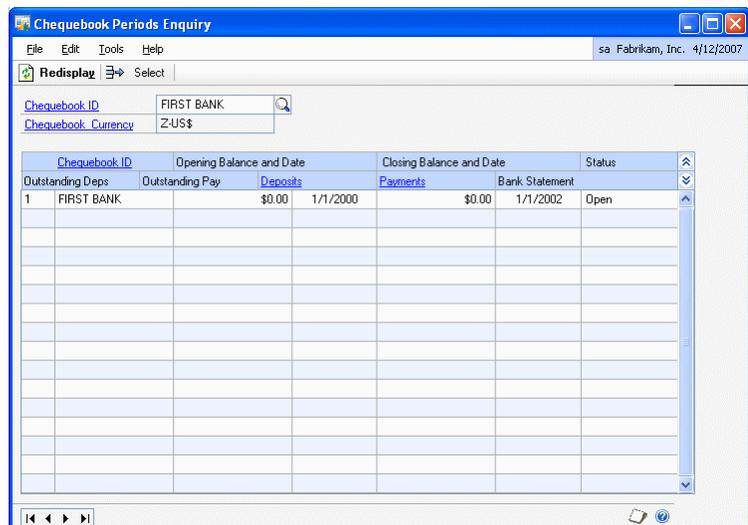
2. Enter or select a chequebook ID. The currency of the selected chequebook will be displayed in the Chequebook Currency field.

    The following information is displayed in the scrolling window:

    •   The periods.

    •   The chequebook ID.

    •   The opening balance and date for the specified period.

    •   The closing balance and date for the specified period.

    •   The status will display Closed when a final reconcile has been performed and Open for current reconciliation information.

    •   Outstanding Deps will display the total of the outstanding deposits for the specified period. For closed periods this will display the outstanding deposits amount at the time of the final reconcile.

    •   Outstanding Pay will display the total of the outstanding payments for the specified period. For closed periods this will display the outstanding payments amount at the time of the final reconcile.

    •   The total amount of the deposits processed for the specified period is displayed in the Deposits column.

    •   The total amount of the payments processed for the specified period is displayed in the Payments column.

    •   The bank statement balance for the specified period is displayed in the Bank Statement column.

3. Choose Redisplay to update the window and include all postings since the window was opened.

4. You can zoom to the Transaction Enquiry/Void window by clicking on the Chequebook ID field, Deposits or Payments column headers or double clicking on the desired period in the scrolling window. The zooms will give you the following information:

    •   Chequebook ID/double clicking – All transactions for the selected period.

    •   Deposits – Receipts/Deposits for the selected period.

    •   Payments – Payments for the selected period.

5. Enter a chequebook ID and choose Select to open the Transaction Enquiry/Void window.

Viewing transactions

You can view the transactions entered in Cashbook Bank Management in the Transactions Enquiry window.

To view transactions:

1. Open the Transaction Enquiry/Void window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void)
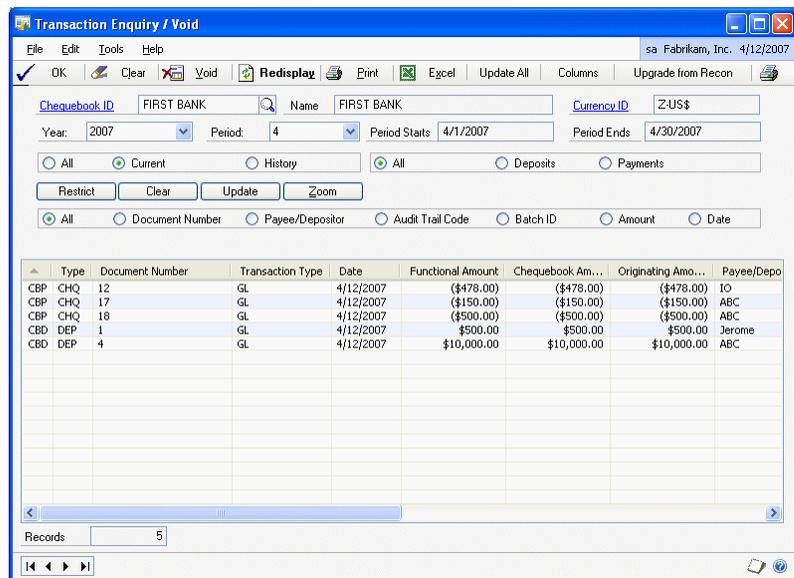
2. Enter or select the chequebook ID for which you want to view transactions. The name of the chequebook and currency ID will appear in the relevant fields.

3. Select whether you want to view All, Current or transactions in History.

4. Select whether you want to view All transactions, Deposits or Payments.

5. Enter the period for which you want to view transactions. Leave the Period field blank if you want to view transactions for all periods.

6. Select whether you want to view all transactions or transactions restricted to certain Document Numbers, Payee/Depositors, Audit Trail Code, Batch ID, Amount or Date. The amount restriction can be done in functional, chequebook or transaction currency.

7. You can place columns in the scrolling window in the order you want by dragging the heading and placing it where you want. You also can increase or decrease the size of the column by dragging it to the right. You also can sort any column by clicking on it.

8. Choose Redisplay or Restrict to display your selection in the scrolling window.

9. Choose Clear to clear the restrictions.

10. Choose Update to update the information for the transaction.

11. Choose Zoom to view the details for a selected transaction.

12. Choose Columns to open the Customise Columns window. You can customise the scrolling window in this window.
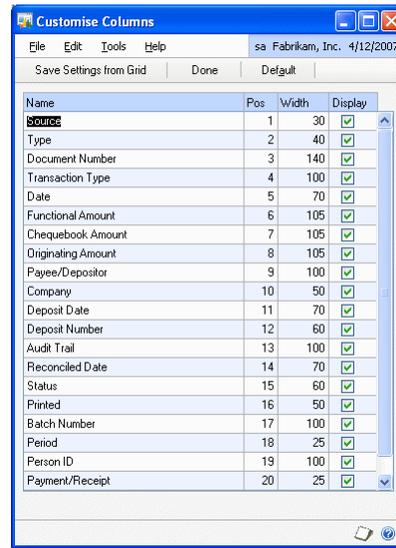
This window allows you to change the name, position and width of a column and to display or hide a column in the scrolling window.

- Choose Save Settings from Grid to save the changes you have made to the grid on the Transaction Enquiry/Void window.

- Chose Default to return to the original Cashbook Bank Management settings.

- Choose Done to save the changes and return to the Transaction Enquiry/ Void window.

13. Choose Update All to update the Enquiry Tables if changes have been made to the tables outside of Cashbook Bank Management. Use this option only if suggested by Microsoft Dynamics GP Support.

14. Choose Clear to clear the window.

15. If you are upgrading from a version that did not have the Transaction Enquiry/ Void window you will need to choose Upgrade from Recon to get all the transactions from before the upgrade into the Transaction Enquiry/Void window.

16. Double-click on a transaction in the scrolling window to view the details of the selected transaction. For example, if you double-click a payment, then the Payment Enquiry/Void window will open. You can view the payment details and zoom on the payment further.

17. Choose Print to open the Print window, where you can select to print any or all of the following reports:
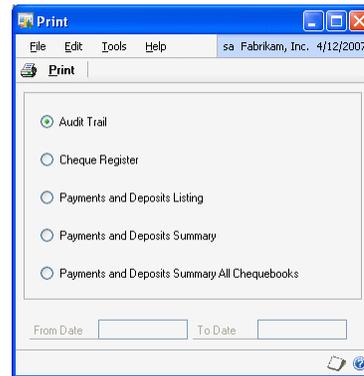
- To print the Audit Trail, highlight the transaction in the scrolling window in the Transaction Enquiry/Void window, and select Audit Trail in the Print window. Choose Print to get a reprint of the actual posting journal.

- The Cheque Register report will print all cheques generated for the selected criteria from the Transaction Enquiry/Void window. This report prints in the chequebook currency.

- The Payments and Deposits Listing will print a detailed list of all payments with a total, all receipts with a total and a net change amount for the selected criteria from the Transaction Enquiry/Void window. This report prints in the chequebook currency.

- The Payments and Deposit Summary will print a total payments amount, a total receipts amount and a net change amount for the selected criteria from the Transaction Enquiry/Void window. This report prints in the chequebook currency.

- The Payments and Deposits Summary All Chequebooks will print a total for each chequebook in the functional and chequebook currency, in addition to the payments and deposits summary. The total net change is displayed in the functional currency. The criteria for this report are set in the Print window. If no dates are entered, the totals are calculated from when the Cashbook Bank Management was created.

Voiding transactions

You can void General Ledger type payments and receipts in the Cashbook Bank Management Transaction Enquiry/Void window. Creditor payments are voided in the Payables Management module, regardless of where they were generated. Debtor receipts are voided in the Receivables Management module regardless of where they are generated. These voided payments will update the reconciliation in Cashbook Bank Management for the applicable chequebook. Refer to the Payables Management documentation for information on voiding Payables Management payments and the Receivables Management documentation for information on voiding Receivables Management receipts.

A debtors refund that is generated in Cashbook Bank Management will become a debit note in Receivables Management. If you void this transaction in Receivables

Management, it will not update the Cashbook Bank Management reconciliation. To do so, you must enter a deposit in the CBM Deposit Entry window as a GL type to match the entry in the Transaction Entry window. Delete this entry in General Ledger or generate an additional General Ledger Journal to reverse this transaction.

Instead of voiding the debit memo, you can also reverse the transaction by entering an Accounts Receivable type receipt on the CBM Deposit Entry window and applying it to the debit memo.

Voiding payments

You can void General Ledger type payments in the Payment Enquiry/Void window. Transaction details related to the payment when it was entered originally will be displayed in this window.

To void payments:

1. Open the Payment Enquiry/Void window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >> Select a payment >> Void)

2. Enter a date in the Posting Date field. This date will update the Transaction Entry window in General Ledger. The Microsoft Dynamics GP user date appears as a default value.

3. Select a line item and choose the Account Analysis button next to the Account No. field to open the CBM Analysis Detail Enquiry Zoom window. You can view the multidimensional analysis details for Cashbook Bank Management transactions in this window. Refer to Multidimensional Analysis documentation for more information.

4. Choose Void to void the payment. The voided transaction will display a zero value unless the payment is from a closed period, then a new record will be created.

5. The payments enquiry will display Voided next to the batch number.

The Transaction Entry window in General Ledger will be updated with the reversal journal. The description "CB Pay Voided Chq No xxx" will be displayed in the Reference field. The General Ledger Transaction Date is updated with the Posting Date for the voided transaction.

Voiding receipts

You can void General Ledger type receipts in the Deposit Enquiry/ Void window. Transaction details related to the receipt when it was entered originally will be displayed in this window.

To void receipts:

1. Open the Deposit Enquiry/Void window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >> Select a deposit >> Void)

2. Enter a date in the Posting Date field. This date will update the Transaction Entry window in General Ledger. The Microsoft Dynamics GP user date appears as a default value.

3. Select a line item and choose the Account Analysis button next to the Account No. field to open the CBM Analysis Detail Enquiry Zoom window. You can view the multidimensional analysis details for Cashbook Bank Management transactions in this window. Refer to Multidimensional Analysis in the Microsoft Dynamics GP documentation for more information.

4. In the scrolling window, select the receipt you want to void and choose Void. A message will appear asking if you are sure that you want to void this receipt. Choose Void or Cancel. The description Voided will be displayed next to the receipt number.

5. Choose Close to close the window and return to the Transaction Enquiry/Void window.

The voided receipt is displayed in the Paid column with the total value of the receipt. The Type is CRG and the Document No is VDxRy where x is the deposit number and y is the receipt number of the original receipt.

The Transaction Entry window in General Ledger will be updated with the reversal journal. The description "Voided Deposit xxx" will be displayed in the Reference field. The General Ledger Transaction Date will be updated with the Posting Date for the voided transaction.

Voiding bank charges

You can void bank charges in the Bank Transfer Charges Enquiry window that opens when you click the expansion button in the Bank Transfer Enquiry window.

You can only void bank transfer charges and not bank transfers.

To void bank charges:

1. Open the Bank Transfer Charges Enquiry window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >> Select a bank transfer > Void >> Amount expansion button)
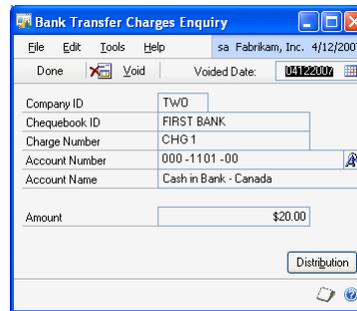
2. Choose the Account Analysis button next to the Account No. field to open the CBM Analysis Detail Enquiry Zoom window. You can view the multidimensional analysis details for Cashbook Bank Management transactions in this window. Refer to Multidimensional Analysis documentation for more information.

3. Choose Void to void the bank charge.

4. Choose Done to close the window and return to the Bank Transfer Enquiry window.

    The voided transaction will display a V in the scrolling window of the Bank Transfer Enquiry window.

    The voided bank charge will create a new record with an amount reversing the value of the charge. The voided transaction will display as VD in the Transaction Enquiry/Void window.

Voiding cash receipts

You can void cash receipts that are in a bank deposit in the Cash Receipts Enquiry window.

To void cash receipts:

1. Open the Cash Receipts Enquiry window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a deposit >> Void >> Select a cash receipt >> Document Number link)

2. Choose the Account Analysis button next to the Account No. field to open the
    CBM Analysis Detail Enquiry Zoom window. You can view the
    multidimensional analysis details for Cashbook Bank Management transactions
    in this window. Refer to Multidimensional Analysis documentation for more
    information.

3. Choose Void to void the cash receipt.

4. Choose OK to close the window and return to the Bank Deposit Enquiry
    window.

    A pay record for the value of the cash receipt will be created and the transaction
    will display voided in the Transaction Enquiry/Void window.

Maintaining Cashbook Bank Management transactions in General Ledger

You can use the following information to delete and void transactions (that you
have entered in Cashbook Bank Management) in the General Ledger. You can also
understand the processes that take place on backing out and correcting journal
entries that originated in Cashbook Bank Management.

Deleting transactions and batches in General Ledger   You can delete
transactions and batches that have originated in Cashbook Bank Management in
General Ledger if you have marked the Deletion of Saved Transactions option in the
General Ledger Setup window (Microsoft Dynamics GP menu >> Tools >>
Setup >> Financial >> General Ledger).

To delete a transaction or batch, open the Transaction Entry (Transactions >>
Financial >> General) or Batch Entry window (Transactions >> Financial >> Batch),
select the transaction or the batch and choose Delete. Refer to General Ledger
documentation for more information.

You can delete an empty batch by choosing the Delete button in the Batch Entry
window, even if you have not marked the Deletion of Saved Transactions option in
the General Ledger Setup window.

Voiding transactions in General Ledger   You can void transactions that originated in Cashbook Bank Management using the Transaction Entry window (Transactions >> Financial >> General) if you have marked the Voiding/Correcting of Subsidiary Transactions option in the General Ledger Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger).

To void a transaction, open the Transaction Entry window, select the transaction and choose Void. These changes will not update Cashbook Bank Management. Refer to General Ledger documentation for more information.

If you void a transaction in a batch, the transaction will be voided and removed from the batch, even if it is the only transaction in the batch.

Backing out and correcting journal entries   You can back out and correct a journal entry that originated in Cashbook Bank Management if you have marked the Voiding/Correcting Subsidiary Transactions option in the General Ledger Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger). When you back out a journal entry that originated in Cashbook Bank Management, the changes will not update Cashbook Bank Management.

Viewing distributions for posted transactions

You can view the distributions for the transactions posted in Cashbook Bank Management by choosing the Distributions button on the Cashbook Bank Management enquiry windows.

If you void a GL type transaction, the distributions created on voiding will be shown on the Distribution Enquiry window, and the status "Voided" will be indicated on the Distribution Enquiry window next to the distribution.

You can only view distributions for General Ledger type transactions in the Distribution Enquiry windows.

Viewing distributions for posted payments

You can view the distributions for posted General Ledger type payments in the Payments Distributions Enquiry window.

In the case of Accounts Payable or Accounts Receivable type payments, the Distribution button will not be available on the Payment Enquiry / Void window.

To view distributions for posted payments:

1. Open the Payment Distributions Enquiry window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
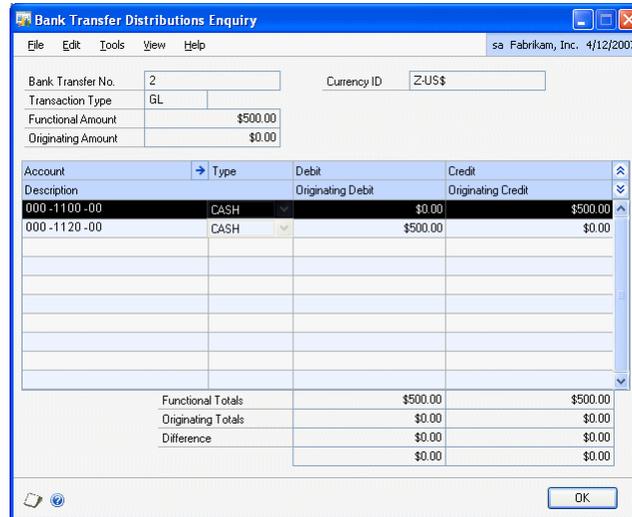   Select a payment >> Zoom / Void >> Distribution button)

2. You can view the distributions for the payment that you have selected.

3. In case of multicurrency transactions, distributions will be displayed in the
    functional currency as well as the currency in which the distributions have
    updated General Ledger after posting.

4. Choose OK to close the window.

Viewing distributions for posted receipts

You can view the distributions for posted General Ledger type receipts in the
Deposits Distributions Enquiry window. If you select receipts other than General
Ledger receipts in the Deposit Enquiry / Void window, then a message appears that
distributions for such transactions cannot be viewed in the Deposits Distributions
Enquiry window.

To view distributions for posted receipts:

1. Open the Deposit Distributions Enquiry window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a General Ledger receipt >> Zoom / Void >> Distribution button)
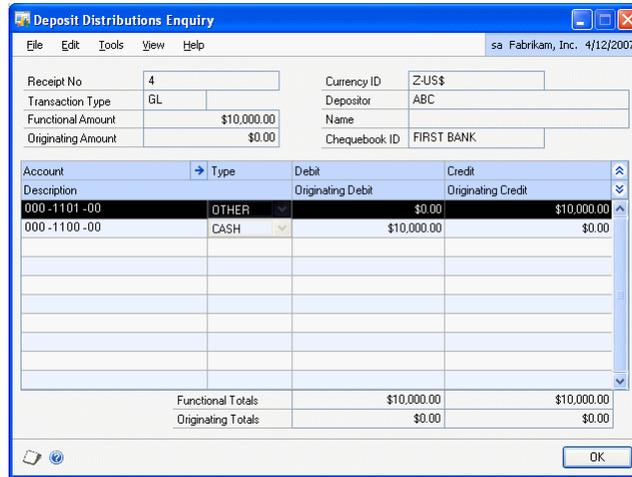
2. You can view the distributions for the General Ledger type receipt that you
    have selected.

3. In case of multicurrency transactions, distributions will be displayed in the
    functional currency as well as the currency in which the distributions have
    updated General Ledger.

4. Choose OK to close the window.

Viewing distributions for posted cash receipts

You can view the distributions for posted General Ledger type cash receipts in the
Cash Receipts Distributions Enquiry window.

In the case of Accounts Receivable type receipts, the Distribution button will not be
available on the Cash Receipts Enquiry window.

To view distributions for posted cash receipts:

1. Open the Cash Receipts Distributions Enquiry window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a deposit >> Zoom / Void >> Select a cash receipt >> Document Number
   link >> Distribution button)

2. You can view the distributions for the cash receipt that you have selected.

3. In case of multicurrency transactions, distributions will be displayed in the
    functional currency as well as the currency in which the distributions have
    updated General Ledger after posting.

4. Choose OK to close the window.

Viewing distributions for posted bank transfers

You can view the distributions for posted bank transfers in the Bank Transfer
Distributions Enquiry window.

To view distributions for posted bank transfers:

1. Open the Bank Transfer Distributions Enquiry window.
   (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
   Select a bank transfer >> Zoom >> Distribution button)

2. You can view the distributions for the bank transfer that you have selected.

3. In case of multicurrency transactions, distributions will be displayed in the
   functional currency as well as the currency in which the distributions have
   updated General Ledger after posting.

4. Choose OK to close the window.

Viewing distributions for posted bank transfer charges

You can view the distributions created for posted bank transfer charges in the Bank
Transfer Charges Distributions Enquiry window.

To view distributions for posted bank transfer charges:

1. Open the Bank Transfer Charges Distributions Enquiry window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a bank transfer >> Zoom >> Select a line in the scrolling window >>
    Amount expansion button >> Distribution button)

2. You can view the distributions for the bank transfer charge that you have
    selected.

3. In case of multicurrency transactions, distributions will be displayed in the
    functional currency as well as the currency in which the distributions have
    updated General Ledger after posting.

4. Choose OK to close the window.

Viewing tax dates

Use the Tax Date Enquiry window to view the tax date for the posted General
Ledger transactions if you have marked the Enable Tax Date option in the Company
Setup Options window.

To view the tax dates:

1. Open the Tax Date Enquiry window.
    (Inquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >> Select a chequebook >> Select a payment transaction >> Zoom >> Document Date expansion button)
    (Inquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >> Select a chequebook >> Select a deposit >> Zoom >> Transaction Date expansion button)
    (Inquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >> Select a chequebook >> Select a deposit >> Zoom >> Select a cash receipt >> Document Number link >> Receipt Date expansion button)
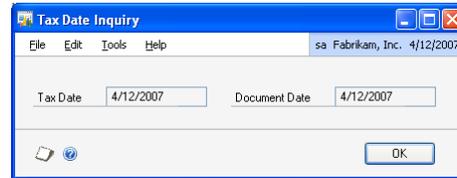
2. The Tax Date field displays the tax date entered during transaction entry.

3. The Document Date field displays the document date of for the transaction.

4. Choose OK to close the window.

Viewing account analysis information

You can use the CBM Analysis Detail Inquiry Zoom window to view multidimensional analysis information for individual accounts in Cashbook Bank Management. You can open this window from the following windows:

*   Bank Transfer Charges Enquiry window
*   Cash Receipts Enquiry window
*   Deposit Enquiry/Void window
*   Payment Enquiry/Void window

When you select an account that has analysis information, the Account Analysis button becomes available. Refer to the Microsoft Dynamics GP documentation for more information on Multidimensional Analysis.

To view account analysis information:

1. Open the CBM Analysis Detail Enquiry Zoom window.
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a deposit or payment in the scrolling window >> Zoom button >> Select
    a line item >> Account Analysis button)
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a cash receipt in the scrolling window >> Zoom button >> Document
    Number link >> Account Analysis button)
    (Enquiry >> Financial >> Bank Management >> Transaction Enquiry/Void >>
    Select a bank transfer in the scrolling window >> Zoom button >> Select a line
    item >> Amount expansion button >> Account Analysis button)

2. You can view the analysis information for the selected account.

3. Choose OK to close the window.

Chapter 7: Reports

Cashbook Bank Management reports help you to analyze setup information, transaction activity and identify errors in transaction entry. Use this information to guide you through printing reports and working with report options.

Bank Management reports are available in the report list. You can select a report in the report list and add it to My Reports for easy access. Refer to the Microsoft Dynamics GP documentation for more information.

This information is divided into the following sections:

- *Specifying posting report options*
- *Using Named Printers to print Bank Management reports*
- *Printing setup reports*
- *Printing a tax analysis report*
- *Printing a posting journal report*
- *Printing a voided transaction report*
- *Printing a bank deposit posting journal report*
- *Printing a historical cashbook report*
- *Printing a transaction log*
- *Printing a cash receipts audit trail*

Specifying posting report options

You can define the setup options for posting reports in Bank Management. These options will determine the destinations to which posting reports of Bank Management will be automatically sent. You can choose the reports that you want to generate and select whether to print them to a file, screen or a printer. To decide the destination of the report just after the transaction has been posted, you can also mark the Ask Each Time option which will open the Report Destination window.

To specify posting report options:

1. Open the Report Setup window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Bank Management >> Reports)
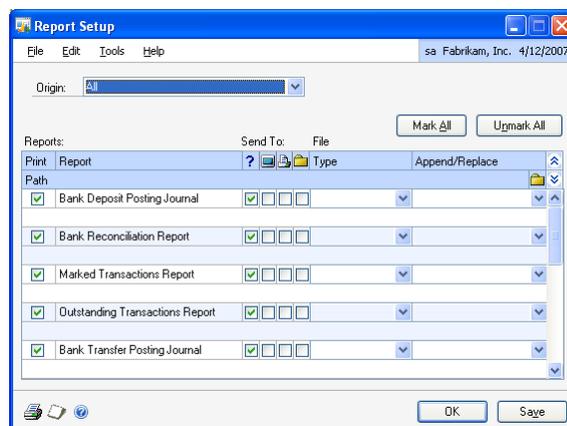
2. From the Origin list, select a transaction origin, i.e. the relevant transaction window from where the posting report is generated.

3. In the Print column of the scrolling window, unmark any reports you don't want to print. All reports are marked to be printed by default.

4. If you do not want to print any of the posting reports that are currently displayed, choose Unmark All.

5. To print all the all reports that are currently displayed in the scrolling window, choose Mark All.

6. The Report column displays the title of each posting report for the selected origin.

7. In the Send To column, specify one or more destinations for the reports you want to print. The options are: Ask each time, screen, printer and file. If you have marked the Print option for a report, you must specify at least one destination before you can save the setup options.

8. If you selected File as one of the options in step 7, make the following selections:

    • In the Type column, select a file format. The default file type is Text. The other file types available are Comma delimited, Tab delimited, HTML file, and Adobe PDF file.

    • In the Append/Replace column, select what to do if the report file already exists. The default option is Append, which will append the new report to the end of an existing report. Choose Replace to replace an existing report with the new report.

    • In the Path column, enter the location and the file name for the report file. You can also browse to the desired location from the window. If you do not enter a file name and path here, you must mark the Ask Each Time option for that report.

9. Choose the Print button to print the Report Settings Report, which shows the options for each posting report of the selected origin.

10. Choose Save to save the report options that you've set up.

11. Choose OK to save your changes and close the window.

Using Named Printers to print Bank Management reports

Certain Bank Management reports have been added to Named Printers in Microsoft Dynamics GP. You can print these reports, which include posting journals, system reports, and company reports, to assigned printers.

Cashbook Bank Management reports

The following table lists the reports that can be printed in each task series.

Task Series	Task Description
Financial	Reports – BM Detailed Cashbook Report .
	Reports – BM Reconcile.
	Reports – BM Cashbook Cheque Register.
	Posting Report – BM Cash Receipts Entry.
	Posting Report – BM Bank Deposit Entry.
	Posting Report – BM Bank Transfer Entry.
	Posting Report – BM Deposit Entry.
	Posting Report – BM Payment Entry.
	Posting Report – BM Voided Transactions.
	Reports – BM Detailed Historical Cashbook.
	Reports – BM Historical Bank Reconciliation.
	Reports – BM Summary Historical Cashbook.
	Reports – BM Summary Cashbook Report.
	Reports – BM Transaction Enquiry /Void.
System	Bank Management – User Transaction Log.
	Bank Management – User Access.
Company	Bank Management – Detailed Cashbook Tax Report.

To use Named Printers to print Bank Management reports:

1. Open the Assign Named Printers window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Named Printers)

    The User ID field and the Company field displays your User ID and the Company you are logged into. You can change these values.

    You must have set up Named Printers in Microsoft Dynamics GP to be able to assign a named printer to Bank Management reports. Refer to the Microsoft Dynamics GP documentation for more information on setting up Named Printers.

2. Select the task series under which the Bank Management report you want to print appears.

3. Select the appropriate Printer Class against the report to be printed. From the Named Printers lookup select the desired Printer ID.

4. Choose OK to close the window.

Printing setup reports

You can print reports of all the setups you have done in Cashbook Bank Management.

To print setup reports:

1. Open the Setup Reports window.
    (Reports >> Financial >> Bank Management >> Setup)
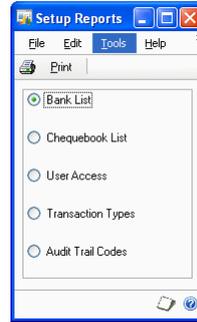
2. Select the option for the report you want to print.

    *   Bank List prints a list of all the banks you have set up.

    *   Chequebook List prints a list of the chequebooks you have set up.

    *   User Access prints a list of the users who have access to different chequebooks.

    *   Audit Trail Codes prints a list of the audit trail for the Cashbook Bank Management transactions.

    The Transaction Type option is only available for Electronic Bank Management

3. Choose Print to print the selected setup report.

4. Choose Close to close the window after the required reports have been printed.

Printing a tax analysis report

You can print a detailed Cashbook Bank Management Tax Report from the VAT Reports window.

To print a tax analysis report:

1. Open the VAT Reports window.
    (Reports >> Financial >> Bank Management >> Tax Analysis)

2. Select the chequebook ID and enter the From Date and To Date for the report.

3. Choose Print to print the report. This report will display the tax amount for transactions during the specified period for the selected chequebook ID.

4. Choose Cancel to close the window without printing the report.

Printing a posting journal report

You can print the posting journal report from the Historical Posting Journals window.

To print a posting journal report:

1. Open the Historical Posting Journals window
    (Reports >> Financial >> Bank Management >> Posting Journals)

2. Select the batch number for the report. The batch date for the batch number you select will appear in the Batch Date field.

3. Choose Print to print the report. You can also choose Enquiry >> Bank Management >> Transaction Enquiry >> Print >> Audit Trail to print the posting journal report.

Printing a voided transaction report

You can print a report for all the voided transactions in Cashbook Bank Management for a selected chequebook from the Voided Documents window.

To print a voided transaction report:

1. Open the Voided Documents window.
   (Reports >> Financial >> Bank Management >> Voided Trans.)

2. Select the chequebook ID for the voided transactions.

3. Select the type of transactions.

4. Enter the From Date and To Date for the transactions.

5. Choose Print to print the report.

Printing a bank deposit posting journal report

The bank deposit posting journal report for each bank can be printed from the Bank Deposit History window.

To print the bank deposit posting journal report:

1. Open the Bank Deposit History window.
   (Reports >> Financial >> Bank Management >> Build Deposits History)
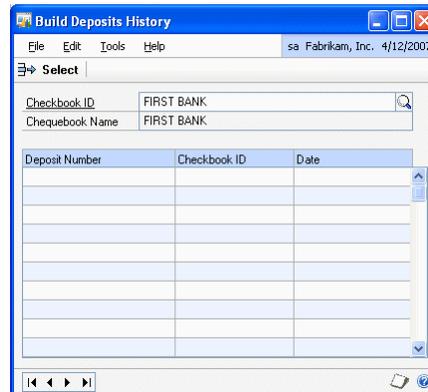
2. Select the Chequebook ID for the bank deposit. All the posted and reconciled bank deposits for that chequebook will be displayed in the scrolling window.

3. Select the deposit in the scrolling window and choose Select to open the Historical Bank Deposit Enquiry window.

   In the Historical Bank Deposit Enquiry window, choose Reprint to reprint the Bank Deposit Posting Journal report.

Printing a historical cashbook report

You can print the Detailed, Summary and Bank Reconciliation reports from the Print Historical Cashbook Report window.

To print a historical cashbook report:

1. Open the Print Historical Cashbook Report window.
   (Reports >> Financial >> Bank Management >> Historical Cashbook)
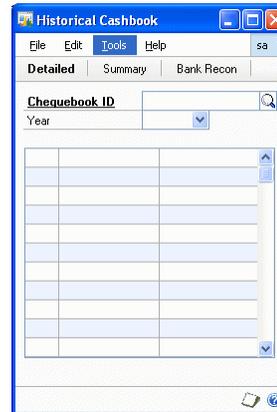
2. Select the chequebook ID for the report.

3. Select the year for which you want the report.

4. In the scrolling window, highlight the period for which you want to print the report.

5. Choose whether you want to print the Detailed, Summary or Bank Reconciliation report. The selected report will be printed.

Printing a transaction log

You can print a log of all the transactions entered and processes run in Cashbook Bank Management from the Transaction Log window.

To print a transaction log:

1. Open the Transaction Log window.
   (Reports >> Financial >> Bank Management >> Transaction Log)
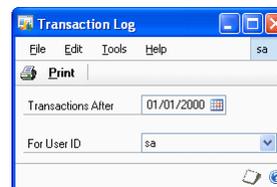
2. Enter the date from which you want to print the log.

3. Select the user ID for the log.

4. Choose Print to print the transaction log. This log will display the company ID, user name, date, time and activity during the period specified.

Printing a cash receipts audit trail

You can print the cash receipts audit trail in Cashbook Bank Management from the Cash Receipts Audit Trail window.

To print a cash receipts audit trail:

1. Open the Cash Receipts Audit Trail window.
    (Reports >> Financial >> Bank Management >> Cash Receipts)
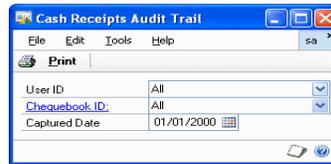
2. Select the user ID.

3. Select the chequebook ID.

4. Enter the date when the receipt was entered.

5. Choose Print to print the report.

Chapter 8: Routines

This part of the documentation includes information about the Cashbook Bank Management routines. Use these routines to perform maintenance activities, import payments, import deposits into a Cashbook Bank Management batch, recover batches, and perform numbers maintenance.

This information is divided into the following sections:

- *Clearing activity*
- *Running numbers check links*
- *Importing payments*
- *Setting up deposit import*
- *Importing deposits*
- *Viewing document number status*
- *Batch recovery*
- *Adding a tax analysis object*

Clearing activity

Each time you work with a chequebook in Cashbook Bank Management, the activity is tracked. If you have not logged out correctly or if a problem occurs where you are unable to exit Cashbook Bank Management, you will be unable to use Cashbook Bank Management until the activity records have been cleared.

To clear activity:

1. Open the Clear Activity window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank Management >> Clear Activity)
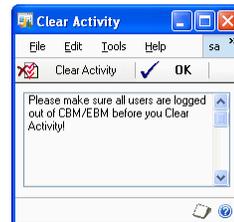
⚠ *Be sure that all users are logged out of Cashbook Bank Management before you clear activity.*

2. Choose Clear Activity to clear all activity records.

Running numbers check links

You can use numbers check links to make sure that there is a locked number for every transaction in history.

This procedure works best when you do not have any saved transactions in Cashbook Bank Management.

To run numbers check links:

1. Open the Numbers Check Links window.
    (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank
    Management >> Maintenance)
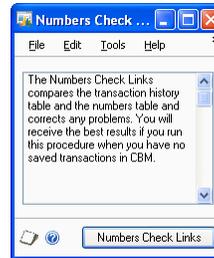
2. Choose Numbers Check Links.

Importing payments

You can import payments into a Cashbook Bank Management batch for General
Ledger, Accounts Payable and Accounts Receivable type payments. The payments
can be imported with the minimum amount of data when you choose default fields
in the Import Payments window. General Ledger type transactions are always
imported inclusive of VAT.

To import payments:

1. Open the ERM Import Payment window.
    (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank
    Management >> ERM Import Payment)
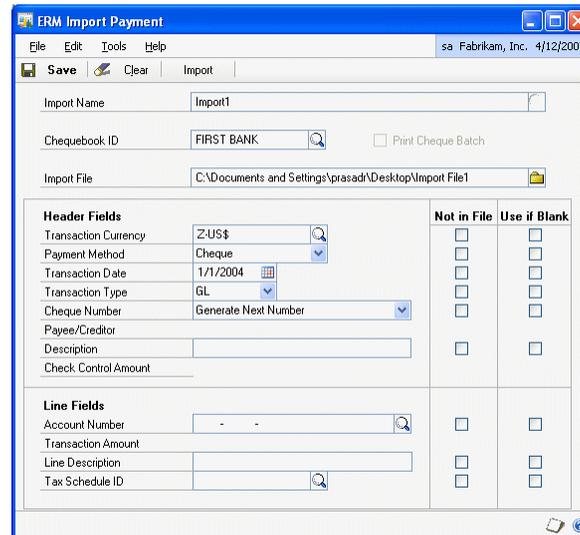
2. Enter or select an import name.

3. Enter or select a chequebook ID.

4. Select the file for importing. Be sure that the format of the file you are importing
    is comma delimited (CSV).

The fields in the Header or Line can either be in the file or you can attach a default to each of the transactions as they are imported. For each default you enter, mark the Not in File or Use if Blank option. If the field is not specified in the import file, the default will be used. If the field is in the file, but some transactions have empty fields, the default will be used.

The file should be created with the fields in the order they are on the window. If Not in File is marked do not include the field in your file. If Use if Blank is marked you must have a column in your file.

If you have a transaction with multiple distributions, then the Header information, the info between the HDR and the LINE needs to be exactly the same for the second line.

The first column in the import file must contain the characters HDR.

5. Select a default currency in the Transaction Currency field.

6. Select a default payment method.

7. Enter a default transaction date. Be sure that the format of the date in the import file is in the custom format of DD/MM/YYYY.

8. Select a transaction type in the Transaction Type field.

9. In the cheque number field, select Generate Next Number and mark the Not in File option to generate next numbers from the next numbers in the Chequebook Maintenance window. If you select Error Message, mark the Use if Blank option to use the numbers in the import file.

10. The Payee/Creditor is the name of the person/Creditor receiving the payment. This is a required field in the import file.

11. Enter a default description for all transactions if required.

12. The first column for the line information in the import file must contain the characters LINE.

13. Enter or select a default distribution General Ledger account number.

14. The Transaction Amount field will display the amount for each distribution as you import each payment. This is a required field in the import file.

15. Enter a default line description for each distribution.

16. Enter or select a default tax schedule.

17. Be sure you have marked either Not in File or Use if Blank for every field.

18. Choose Save to save the import file for the future.

19. Choose Import to import the selected file. A progress bar will be displayed showing the lines being imported.

    A Cashbook Bank Management batch will be created with a Batch ID PM-IMPORT + incremental number for example, PM-IMPORT1.

Setting up deposit import

You can import deposits into the Import Deposit Batch window. Receipts can be imported only for General Ledger and Accounts Receivable type transactions. You can import a number of predefined deposit import files into a deposit batch at any time.

To set up a deposit import:

1. Open the Deposit Import Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Bank Management >> Deposit Import Setup)
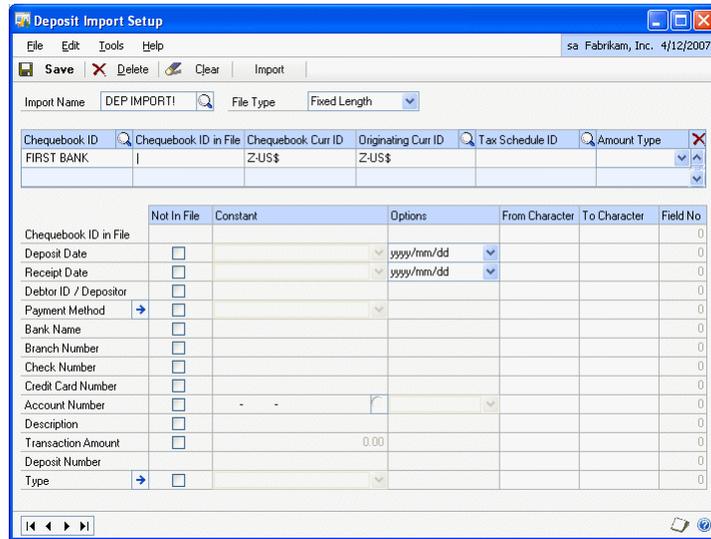
2. Enter a name for the import.

3. Select the file type, whether Fixed Length or CSV.

4. If the file type is Fixed Length, enter the From and To characters to specify the position of fields in the import file. The From Character is the position of the first character of the field in the import file record. The To Character is the position of the last character of the field in the import file record +1.

5. If the file type is CSV, enter the field number to specify the position of a field in the import file.

6. Enter the Chequebook ID for the deposit import.

7. The Chequebook Curr ID appears by default from the Chequebook Setup.

8. Enter or select a Currency ID that will be the originating currency for the transactions from the file that relate to the selected chequebook.

9. Enter or select a Tax Schedule ID if you want to calculate tax distributions for the receipts.

10. If you enter a Tax Schedule ID, specify whether the Amount field in the import file is inclusive or exclusive of tax amount.

11. Choose the Delete button next to Amount to delete the line item in the row.

12. If the import file contains deposits for more than one chequebook, a unique identifier for the chequebook ID is required in the import file. Enter the position of the unique identifier in the import file.

13. If you mark Not in File for the Deposit Date field, select either the user date or the system date. If the deposit date is in the import file, then select a format for the deposit date and specify its position in the import file.

14. If you mark Not in File for the Receipt Date field, select either the user date or the system date. If the receipt date is in the import file, select a format for the receipt date and specify its position in the import file.

15. If you mark Not in File for Debtor ID/Depositor, enter a debtor id/depositor in the Constant field. If you do not mark Not in File, enter the field no in the import file.

16. The Payment Method is a required field if you mark Not in File, select Cheque, Cash or Credit Card. If the payment method is in the import file, choose the expansion button next to the field to specify the cheque, cash or credit card identifier in the import file. This identifier is validated before the import file is imported.

17. If the Payment Method is cheque, specify the position of the bank name in the import file or enter a constant if the bank name is not in the import file.

18. If the Payment Method is Cheque, specify the position of the branch name in the import file or enter a constant if the branch name is not in the import file.

19. If the Payment Method is Cheque, specify the position of the cheque number in the import file or enter a constant if the cheque number is not in the import file.

20. If the Payment Method is Credit Card specify the position of the credit card number in the import file or enter a constant if the credit card number is not in the import file.

21. If Not in File is marked for Account Number, enter or select an existing account number. Select an Option. If you select None, the account number defaults to the Account Number entered for General Ledger and Accounts Receivable type receipts. If you select Default From Debtor, for Accounts Receivable type receipts the Account Number defaults from the Debtor. For GL type receipts the Account Number uses the default entered.

    If the Account Number is in the file, the position must be specified and the Account number entered in the following way:

    • The Account Format is 3 segments, the first segment length is 2 and the second and third segment lengths are 3: 00-300-000.

    • The Account Number in the Import file must be 00300000 in order to import the Account Number. The import reads the Account Format setup information in Microsoft Dynamics GP to determine the number of segments and the length of the segments.

The Account Number in the file is used for General Ledger and Accounts Receivable type receipts.

22. If you mark Not in File for Description, enter a description in the Constant field. If you do not mark Not in File, enter the field number where the description will be in the import fie.

23. If you mark Not in File for Transaction Amount, enter a transaction Amount in the Constant field. If you do not mark Not in File, enter the field number where the transaction amount will be in the import file.

24. Enter the position of the Deposit Number in the import file. The import will validate the deposit number in the file to check if it has been used before importing any records. If it has been used, corrections can then be made to the import file.

25. Type is a required field if Not in File is marked for type select GL or AR. If Type is in the import file, then choose the Type expansion button to specify the General Ledger and Accounts Receivable identifier in the import file. Specify the position of the type identifier in the import file. This identifier is validated before the import file is imported.

26. Choose Save to save the import name.

27. Choose Delete to delete the import name.

28. Choose Clear to clear the contents of the window.

29. Choose Import to open the Import Deposit File window.

Importing deposits

You can import deposits into a Cashbook Bank Management batch for General Ledger and Accounts Receivable type transactions.

To import deposits:

1. Open the ERM Import Deposit window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank Management >> ERM Import Deposit)
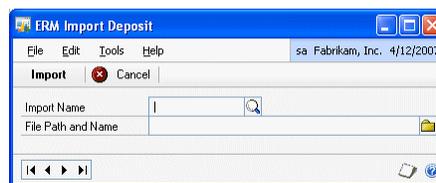
2. In the Import Name field, select the name of the deposit you want to import.

3. Enter the file path and name where the file is located. Choose Import to open the Import Deposit Batches window.
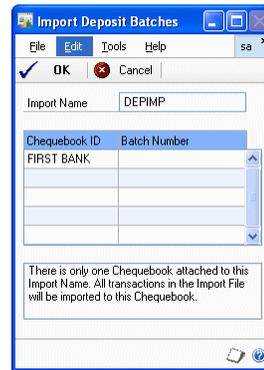
- The import name and chequebook ID will appear as default values from the ERM Import Deposit window. Enter the Batch Numbers for the chequebooks and choose OK.

- If there are any errors in the deposit import, the Import Corrections window will open.
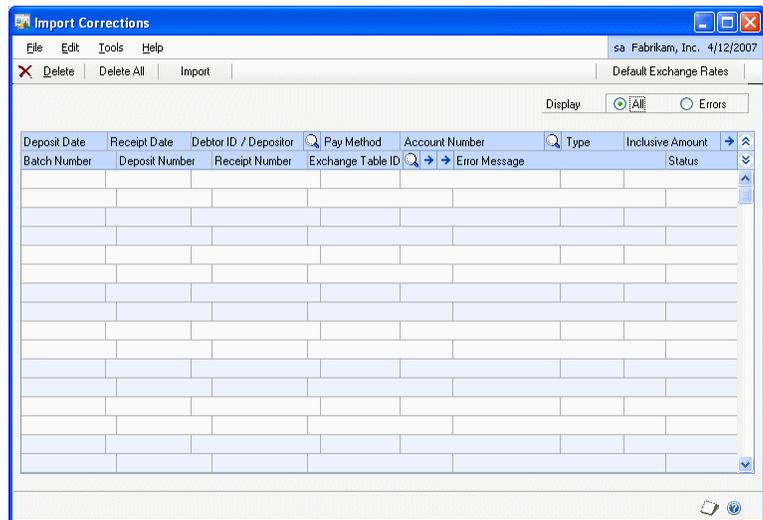
- In the Display options, select All to display all the records in the scrolling window, or Errors to display only records with errors.

- Records which have been imported with errors will display Error in the Status field in the scrolling window. The description of the error will be displayed in the Message field.

- You can edit the Deposit Date, Receipt Date, Debtor ID/Depositor, Account Number and Exchange Table ID in the scrolling window.

• Choose the expansion window next to the Inclusive Amount field to open the Import Detail window.

You can view the receipt or deposit detail of a highlighted transaction. Choose OK to close this window.

• Choose the expansion button next to Exchange Table ID to enter the exchange rate.

• Choose Default Exchange Rate to default the exchange rate information for the imported records.

• Choose Delete to delete a record selected in the scrolling window.

• Choose Delete All to delete all the records in the scrolling window.

• After you have fixed the errors in the imported records, choose Import to import all the records into CBM Batch Entry window.

Viewing document number status

You can view the unused numbers for transactions in the Document Number Status window.

In Cashbook Bank Management, the lowest available number on this window will always be displayed on the relevant transaction entry screen. If a number is appearing that should not, you can delete it in this window. The deleted number will not appear in the Transaction Entry window again.

To view document number status:

1. Open the Document Number Status window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank Management >> Doc. Number Status)
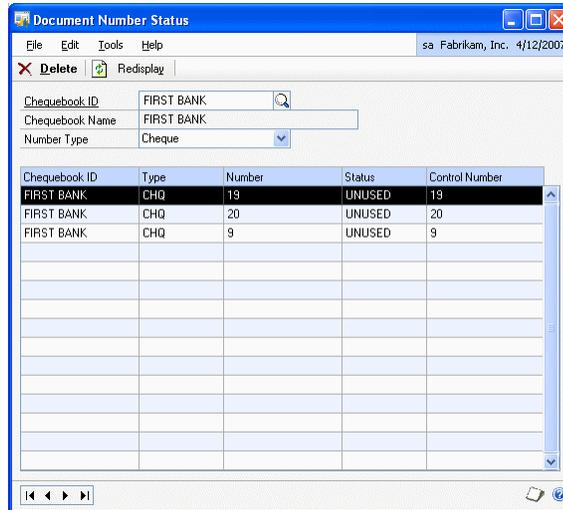
2. Enter or select a chequebook ID. The chequebook name will be displayed for the selected chequebook ID.

3. Select a number type in the Number Types field. The Number Types available are:

   - Cheques
   - Cash
   - Credit Card
   - Charges
   - Debit Order
   - Telegraphic Transfers
   - Deposits
   - Receipts

4. Select the number in the scrolling window and choose Delete to delete the number.

Batch recovery

If an error occurs while you are posting a batch, you can recover the batch in the Batch Recovery window. Batches that have been interrupted during posting will be displayed here. Some of the posted transactions in the batch may have updated Receivables Management cash receipts, Payables Management manual payments, General Ledger and the Transaction Reconcile window. When you recover the batch, these posted transactions will be removed from the batch.

To recover a batch:

1. Open the Batch Recovery window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank
   Management >> Batch Recovery)
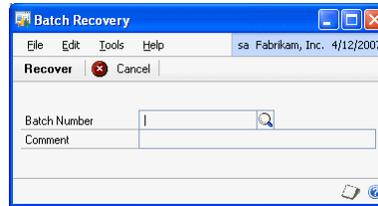
2. Select the interrupted batch. The Comment field will display the description
   entered for the batch.

3. Choose Recover to remove all the posted transactions from the batch.

4. To cancel the recovery, choose Cancel.

Adding a tax analysis object

You can add a Cashbook Bank Management tax analysis object within the SmartList
using the SmartList Maintenance window.

To add a tax analysis object:

1. Open the SmartList Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank
   Management >> SmartList Maintenance)

2. Choose Add Object to add the tax analysis object. The Cashbook Bank
   Management tax analysis object will be added to the SmartList.

3. Choose Remove Object to remove the tax analysis object.

Glossary

Batch

A group of payments and/or deposits with a unique name.

Bank Charges

A charge levied by the bank on its services.

Bank Transfer

Transfer of amounts from one chequebook to another.

Cashbook Balance

Total of all transactions in Cashbook Bank Management. This amount is displayed in the currency of the chequebook.

Last Recon Date

The date of the last bank reconciliation.

Last Recon Balance

The bank statement balance of the last reconciliation.

Reconciliation

A process of making the cash balance shown on the bank statement and the cash balance entered in Cashbook Bank Management match on a certain date.

Reconciliation Date

The date on which you reconcile your transactions for a chequebook.

Recurring Batch

A group of Payments and/or Deposits with a unique name posted at a determined frequency.

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