



Microsoft Dynamics® GP
Electronic Bank Management

Copyright

Copyright © 2010 Microsoft. All rights reserved.

Limitation of liability

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

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

Intellectual property

This document does not provide you with any legal rights to any intellectual property in any Microsoft product.

You may copy and use this document for your internal, reference purposes.

Trademarks

Microsoft and Microsoft Dynamics are trademarks of the Microsoft group of companies. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

All other trademarks are property of their respective owners.

Warranty disclaimer

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

License agreement

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

Publication date

May 2010

Contents

Introduction	1
What's in this manual.....	1
Symbols and conventions	3
Resources available from the Help menu.....	3
Send us your documentation comments	5
Chapter 1: Electronic Bank Management setup	7
Enabling Electronic Bank Management.....	7
Separate numbering sequence for posting refunds	9
Creating transaction types	10
Setting up bank institutions	11
Creating chequebooks	12
Understanding cash document numbering	15
Granting access to the chequebooks	15
Assigning next document number to audit trail codes	16
Setting up exchange rates	17
Setting up the import file ID	17
Understanding the KSI file format	20
Chapter 2: Bank transactions	21
Matching transactions	21
Selecting a chequebook	23
Entering transactions in Electronic Bank Management	23
Entering tax dates	27
Entering payments to creditors.....	28
Entering receipts from debtors.....	28
Entering refund payments to debtors.....	29
Entering refunds from creditors	29
Viewing distributions for unposted bank transactions	30
Multicurrency rules for Electronic Bank Management	31
Chapter 3: Reconciliation and bank transfer	33
Reconciling a bank statement with the chequebook.....	33
Understanding reconciliation.....	34
Importing a bank statement	36
Automatically matching transactions	37
Entering bank transfers.....	37
Viewing distributions for unposted bank transfers.....	39
Chapter 4: Bank transaction maintenance	41
Deleting transactions and batches in General Ledger	41
Voiding transactions in General Ledger	41
Backing out and correcting journal entries	41

Chapter 5: Clearing and recovery routines	43
Clearing reconciliation activity.....	43
Clearing activity.....	43
Recovering a batch.....	44
Managing document numbers.....	44
Running numbers check links.....	45
Chapter 6: Enquiry	47
Viewing bank reconciliation.....	47
Viewing distributions for bank transactions.....	50
Viewing bank transfers.....	51
Viewing tax dates.....	51
Viewing distributions for bank transfers.....	52
Chapter 7: Reports	53
Specifying posting report options.....	53
Using named printers to print Bank Management reports.....	54
Printing Electronic Bank Management Setup reports.....	55
Printing the unused cash documents numbers list.....	56
Printing the Historical Posting Journal.....	56
Printing the Cashbook report.....	57
Printing the Apply/Match report.....	58
Printing the Unmatched report.....	59
Glossary	61
Index	63

Introduction

Electronic Bank Management is designed to be one module in which all transactions appearing on your bank statement can be entered manually or imported. These transactions include payments to creditors, cash receipts from debtors, bank charges, refunds to debtors, bank transfers, and refunds from creditors.

These transactions are then matched in Electronic Bank Management with the transactions in the holding account, or posted to the General Ledger Bank/Cash account. This also makes sure that the General Ledger Bank/Cash account balance to reconcile to the bank statement balance.

Electronic Bank Management also integrates with Analytical Accounting to provide you with detailed analysis information for transactions posted through Electronic Bank Management. Refer to the Analytical Accounting documentation for more information.

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 Purchase Order Processing, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Electronic 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.

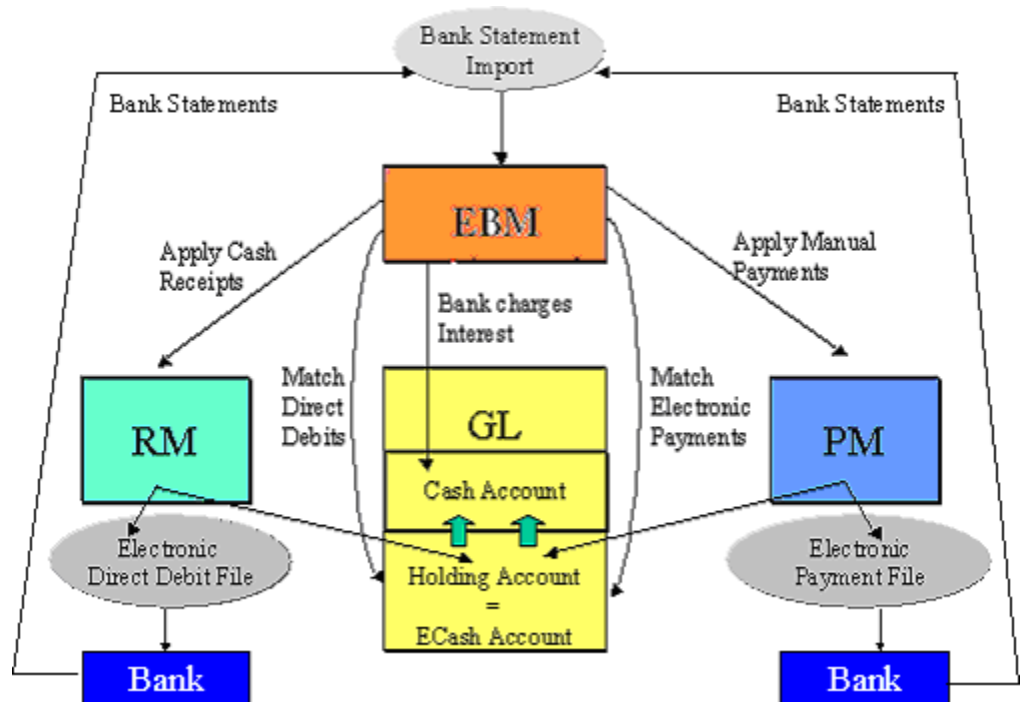
To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following chapters:

- [Chapter 1, "Electronic Bank Management setup,"](#) gives you information about setting up Electronic Bank Management.
- [Chapter 2, "Bank transactions,"](#) shows you how to enter different types of bank transactions in Electronic Bank Management.




- [Chapter 3, "Reconciliation and bank transfer,"](#) provides information about various reconciliation processes in Electronic Bank Management and recording transfer of funds.
- [Chapter 4, "Bank transaction maintenance,"](#) contains information about deleting, voiding, backing out and correcting transactions in General Ledger.
- [Chapter 5, "Clearing and recovery routines,"](#) contains information about various routine activities you can do in Electronic Bank Management.
- [Chapter 6, "Enquiry,"](#) provides information on printing different types of reports in Electronic Bank Management and making enquiries.
- [Chapter 7, "Reports,"](#) explains how to set up report options and assign printers to reports. It details the various reports that are available for Electronic Bank Management.

The following chart shows how Electronic Bank Management interacts with Receivables Management, Payables Management and General Ledger in Microsoft Dynamics GP:



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.

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

Convention	Description
<i>Creating a batch</i>	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: Electronic Bank Management setup

The following information helps you set up the Electronic Bank Management system. It includes information on setting up the transaction types used during processing, setting up banking institutions, chequebook IDs, and user access to the chequebooks. You can define exchange rates for multicurrency transactions. You can also set up import IDs to import a bank statement into Microsoft Dynamics GP.

When you set up Electronic 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:

- [*Enabling Electronic Bank Management*](#)
- [*Separate numbering sequence for posting refunds*](#)
- [*Creating transaction types*](#)
- [*Setting up bank institutions*](#)
- [*Creating chequebooks*](#)
- [*Understanding cash document numbering*](#)
- [*Granting access to the chequebooks*](#)
- [*Assigning next document number to audit trail codes*](#)
- [*Setting up exchange rates*](#)
- [*Setting up the import file ID*](#)
- [*Understanding the KSI file format*](#)

Enabling Electronic Bank Management

Use the Bank Management Setup window to begin using Electronic Bank Management.

To enable Electronic Bank Management:

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

The screenshot shows the 'Bank Management Setup' dialog box. The 'Company Name' is 'Fabrikam, Inc.', 'Address 1' is '4277 West Oak Parkway', 'City' is 'Chicago', 'Borough' is 'IL', and 'Postcode' is '60601-4277'. The 'Telephone' is '31243626710000' and 'Fax' is '3124362896'. The 'Electronic Bank Management Version' checkbox is checked. The 'Next Bank Transfer Number' is set to '1'. There are also checkboxes for 'Next PM Receipt Number' and 'Next PM Refund Number'. At the bottom, there are buttons for 'Banks', 'Access', 'Audit Trails', and 'Transaction Types'.

The company name and address details are automatically updated from the Company Setup window in Microsoft Dynamics GP.

2. Mark the Electronic Bank Management option to install the Electronic Bank Management menu commands.



Once the Electronic Bank Management option is marked, it cannot be unmarked.

3. Enter a Next Bank Transfer Number.
4. Mark the Next PM Receipt Number option to specify a separate numbering sequence that will update the Payables Management with refunds from creditors after they are posted from Electronic Bank Management. You cannot unmark this option once it is marked.

If you have marked this option, BMRP000000000001 is displayed as the next PM receipt number, by default. You can enter a different next PM Receipt Number (alphanumeric or numeric values). The numbers specified in these fields will be used to update the miscellaneous charges voucher number in Payables Management. Refer to [Separate numbering sequence for posting refunds](#) on page 9 for more information.

Be sure to enter a value for the Next PM Receipt Number if you have marked this option.

5. Mark the Next RM Payment Number option to specify a separate numbering sequence that will update the Receivables Management with refunds to debtors after they are posted from Electronic Bank Management. You cannot unmark this option once it is marked.

If you have marked this option, BMRP000000000001 is displayed as the next RM Payment Number, by default. You can enter a different next RM Payment Number (alphanumeric or numeric values). The numbers specified in these fields will be used to update debit notes in Receivables Management. Refer to [Separate numbering sequence for posting refunds](#) on page 9 for more information.

Be sure to enter a value for the Next RM Payment Number if you have marked this option.

6. Enter or select a tax ID in the Default PM Receipt Tax Schedule ID field. This ID will be used by all chequebooks when a refund is received from a creditor in Payables Management. You must select a Tax Schedule or you will need to edit the refund in Payables Management before you can post it.
7. Enter or select a tax ID in the Default RM Payment Tax Schedule ID field. This ID will be used by all chequebooks when a refund is paid to a debtor in Receivables Management. You must select a Tax Schedule or you will need to edit the refund in Receivables Management before you can post it.
8. Choose Chequebook to create chequebooks for Electronic Bank Management and create or modify bank account details. Refer to [Creating chequebooks](#) on page 12 for more information.
9. Choose Banks to set up your bank information. Refer to [Setting up bank institutions](#) on page 11 for more information.

10. Choose Access to give users access to the relevant chequebook in Electronic Bank Management. Refer to [Granting access to the chequebooks](#) on page 15 for more information.
11. Choose Audit Trails to specify the next number for audit trail codes for each transaction type. Refer [Assigning next document number to audit trail codes](#) on page 16 for more information.
12. Choose Transaction Types to create the transaction types that you want to use for all the banking institutions. Refer to [Creating transaction types](#) on page 10 for more information.
13. Choose OK to save the values you have entered and close the window.

Separate numbering sequence for posting refunds

You can specify a separate numbering sequence to update Payables Management with miscellaneous charges (refunds from creditors) and Receivables Management with debit notes (refunds to debtors) after they are posted from Electronic Bank Management. Using this feature, you can make sure that there is a distinct and continuous document numbering sequence for Payables Management receipts and Receivables Management payments posted from Electronic Bank Management. This also makes sure that the document numbers will be different from those specified in the Payables Management and the Receivables Management setup in Microsoft Dynamics GP.

The following procedures take place when you post Payables Management receipts or Receivables Management payments in Electronic Bank Management if you have marked the Next PM Receipt Number or the Next RM Payment Number option in the Bank Management Setup window:

- The Next PM Receipt Number and the Next RM Payment Number fields will be updated with the next available unused PM receipt and RM payment numbers.
- If you enter alphabetic values in these fields, then only the first miscellaneous charges document or the debit note with alphabetical values will be posted. When subsequent statements are posted, an error message is displayed on the Posting Report stating that the default document number is not valid.
- If you enter a value that has already been used in another transaction in the Next PM Receipt Number and Next RM Payment Number fields on the Bank Management Setup window, the next unused number available according to the sequence specified will be displayed in the Bank Management Setup window.
- If the values specified for the Next PM Receipt Number or the Next RM Payment Number is already used in Payables Management or Receivables Management, the transaction is posted in Electronic Bank Management with the next available number in Payables Management or Receivables Management.

For example, if you have specified DEBIT0004 as the Next RM Payment Number in the Bank Management Setup window and the same number is already used in a debit note in Receivables Management. The next RM payment transaction you post in Electronic Bank Management will display DEBIT0005 as the next RM payment number.

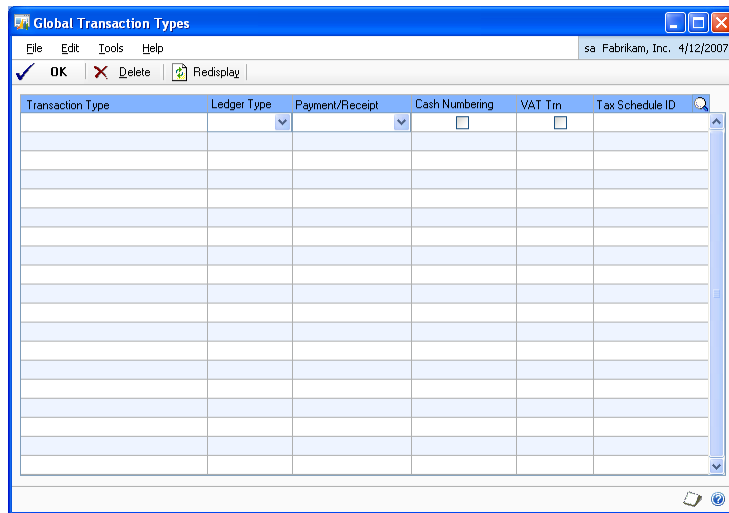
- After a PM receipt or a RM payment transaction is posted in Electronic Bank Management, the Payables Transaction Entry and Receivables Transaction Entry windows will be updated with the document number of the receipt or payment from the Bank Management Setup window.
- The Document Number field in the respective enquiry windows of Payables Management and Receivables Management will be updated with the document number from the Bank Management Setup window for the transactions posted from Electronic Bank Management.

Creating transaction types

Use the Global Transaction Types window to create the transaction types that you want to use for all the banking institutions. You can choose any, or all of the transaction types for each bank.

To create transaction types:

1. Open the Global Transaction Types window.
(Cards >> Financial >> Bank Management >> Setup >> Transaction Types button)



2. Enter a description for the Transaction Type.
3. Select the type of transaction from the list in the Ledger Type field. Select GL for General Ledger, PM for Payables Management, and RM for Receivables Management.
4. Select whether the transaction type is a payment or a receipt for General Ledger, Payables Management and Receivables Management. A PM Ledger Type automatically defaults to Payment and a RM Ledger Type automatically defaults to receipt. You can change this if required.
5. Mark the Cash Numbr. field if you want all the cash documents to be printed with a unique number. Cash numbering is an internal numbering system for receipts and payments per chequebook, per calendar year.

6. Mark the VAT Trn. option to indicate whether value-added tax (VAT) is calculated on the transaction type. VAT is only available for GL Ledger Types.
7. Enter or select a tax schedule ID. The VAT amount is automatically calculated when a tax schedule is selected for a transaction type on the Transaction Entry window.

Setting up bank institutions

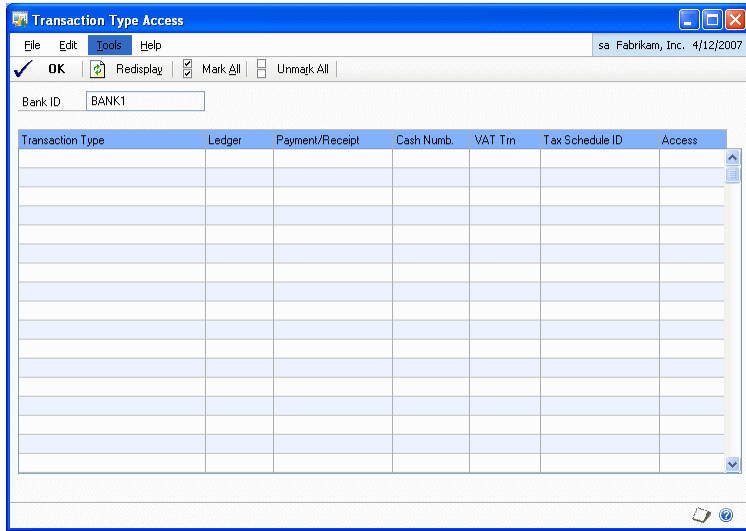
Use the Bank Institutions Maintenance window to set up your bank information. Bank institutions created in Microsoft Dynamics GP may be selected in this window. Bank institutions created in this window automatically update the bank details set up in Microsoft Dynamics GP.

To set up bank institutions:

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

2. Enter or select a Bank ID.
3. Enter the name of the bank in the Bank Name field.
4. Enter the name of the account holder.
5. Enter the bank's address in Address 1 and Address 2 fields.
6. Enter the city, borough, postcode, country, telephone, fax, e-mail, branch code, and bank branch in the respective fields.
7. In the Import ID field, enter the name of the import ID that will be used to import the bank statement file for this bank. You must set up an import ID before you can link it to a bank. Refer to [Setting up the import file ID](#) on page 17 for more information on setting up an import ID.

8. Choose Transaction Types to open the Transaction Type Access window. This will display all the transaction types created in the Global Transaction Types window.



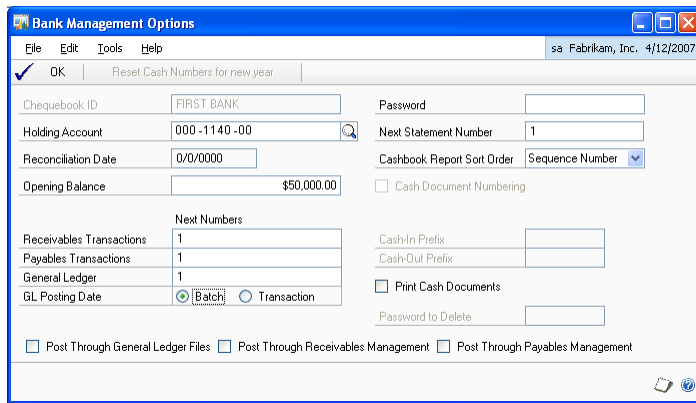
9. In the Transaction Type Access window, mark the Access option for all the transaction types which will be used for any chequebooks attached to this bank ID.
10. Choose Mark All to mark the Access option for all the Transaction Types.
11. Choose OK to close the window and return to the Bank Institutions Maintenance window.
12. Choose Delete to delete the Bank ID displayed in the window. You cannot delete a bank ID that is attached to a chequebook. If a bank is not attached to any chequebook, but has access to any transaction types, then you must first remove access to those transaction types before you can delete the bank ID.
13. Choose Save to save changes and close the Bank Institutions Maintenance window.

Creating chequebooks

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

To create 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 an account in the Holding Account field. A holding account is an account where the transaction is recorded before it is posted to the cash account.



The cash account cannot be the same as the Holding account.

4. Enter the date of the last bank reconciliation. This can be changed if you are yet to post the first reconciliation.
5. Enter the bank statement balance for the last reconciliation. This amount may be changed until the first reconciliation is posted. Enter a minus (-) sign for a negative balance. The balance entered here should be the same value as the GL Cash/Bank Account at the last reconciliation date.
6. Enter the Next Number for the Receivables, Payables and General Ledger Type Transactions. These may be numeric or alpha-numeric. If you enter a number, begin with leading zeros to make sure that the sorted order for transactions is correct.
7. For the GL Posting Date, select either the transaction date or the batch date to update the General Ledger for GL type transactions.
8. Mark the Post Through General Ledger Files option to automatically update the General Ledger posting accounts for all General Ledger transactions posted from Electronic Bank Management excluding bank transfers. This option is not dependent on any options set in the Posting Setup window in Microsoft Dynamics GP.



If you delete a source document in the Source Document Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Source Document), the General Ledger posting accounts will not be updated for General Ledger transactions posted in Electronic Bank Management. This happens even if you have marked this option for the selected chequebook ID.

9. Mark the Post Through Receivables Management option to automatically update Receivables Management with Accounts Receivables type payments and deposits posted from Electronic Bank Management. If you don't mark this option, the Receivables Management batches created in Electronic Bank Management will have to be posted manually.
10. Mark the Post Through Payables Management option to automatically update Payables Management with Accounts Payables type payments and deposits posted from Electronic Bank Management. If you don't mark this option, the Payables Management batches created in Electronic Bank Management will have to be posted manually.
11. Enter a password if required for additional security when accessing this chequebook.
12. Enter a numeric or alpha-numeric value for the Next Statement Number. If you enter a number, begin with leading zeros to be sure of the sorting order. This number will increment by one after you post the reconciliation.
13. In the EBM Report Sort Order field, select Sequence Number or Payments/Receipts. Sequence Number is the order in which transactions are entered in the Bank Transaction Entry window. Payments /Receipts first displays Payments by Sequence Number and then Receipts by Sequence Number.
14. Mark the Cash Document Numbering option to generate an internal non-editable numbering system. Payments and receipts are given a separate numbering system. Refer to [Understanding cash document numbering](#) on page 15 for more information. Once you save the chequebook, the Cash Numbering option will be marked and cannot be edited.
15. In the Cash-In Prefix field, enter a prefix for numbering the cash document for receipts; for example, CI. The number is system generated with a 4-character year and an 8-character incremental number part.
16. In the Cash-Out Prefix field, enter a prefix for cash document numbering for payments; for example, CO. The number is system generated with a 4-character year and an 8-character incremental number part.
17. Mark the Print Cash Documents option to print payment and receipt documents. You can print the cash documents in the Transaction Entry window before posting. You can also print the historical cash documents from the Reconciliation Enquiry window.
18. Enter a password to delete printed cash documents in the Password to Delete field.
19. Choose the Reset Cash Numbers for New Year button to reset the 8-character incremental number part back to 00000001 at the beginning of a calendar year.
20. Choose OK to save the changes made 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 Electronic Bank Management. Refer to [Granting access to the chequebooks](#) on page 15 for more information.

Understanding cash document numbering

You can mark the Cash Document Numbering option in the Chequebook Maintenance window to generate an internal, non-editable numbering system for receipts and payments respectively. A cash document number is generated for the transaction types for which you have marked the 'Cash Numb.' option in the Global Transaction Types window.

The Cash Document Numbering option is also marked automatically if you have performed the following procedures.

- If you have given access to one or more transaction types for the bank that is assigned to the chequebook in the Transaction Types Access window.
- If you have given access to one or more transaction types in the Global Transaction Types window.

After marking the Cash Document Numbering option, it cannot be unmarked, even if you subsequently perform one or all of the following processes:

- Remove the access for the transaction types which had been given access to previously.
- Create new transaction types with the Cash Document Numbering option marked and give access to the banks for these transaction types that are assigned to the chequebook.
- Change the bank in the chequebook to one for which you have not marked the Cash Document Numbering option for the transaction type(s).
- Delete all the transaction types assigned to the chequebooks to which the banks have been given access to.

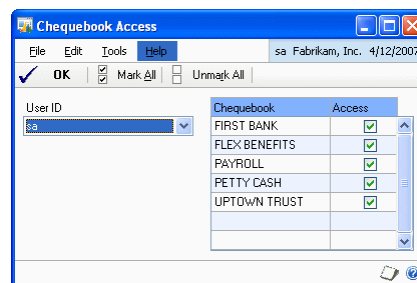
After you save a chequebook with the Cash Document Numbering option marked, you cannot unmark it.

Granting access to the chequebooks

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

To grant access to the chequebooks:

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



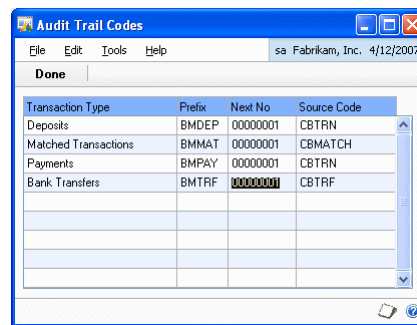
2. Select the user ID for which to give chequebook access.
3. Mark the Access option for each chequebook that the selected user is allowed to process in.
4. Choose the Mark All button to grant access to all the chequebooks.
5. Choose the Unmark All button to unmark the Access option for all the chequebooks.
6. Choose OK to close the window.

Assigning next document number to audit trail codes

Use the Audit Trail Codes window to specify the next document number for an audit trail code for each transaction type. Audit trail codes will update the Microsoft Dynamics GP batch IDs in Payables Management, Receivables Management and General Ledger.

To assign next document number to audit trail codes:

1. Open the Audit Trail Codes window.
(Cards >> Financial >> Bank Management >> Setup >> Audit Trails button)



The Transaction Type column displays the different transaction types available in Electronic Bank Management. The Prefix field displays the first part of an audit trail code and indicates the type of posting journal. Each transaction type has a prefix that identifies the transaction when it is posted.

2. Enter a numeric value in the Next No. field. This number is assigned to the next posting journal for the transaction types displayed and increments by 1, each time a transaction is posted for a transaction type. The field displays 00000001 by default.

You cannot enter a value in the Next No. field which is less than the displayed next available number, even if the lesser number has not been used previously. Also, you cannot enter a number that has already been used.

3. Choose Done to save the changes and close the window.



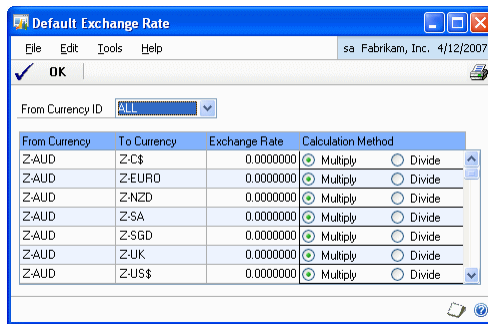
If you delete the source document for the transaction types displayed in this window from Microsoft Dynamics GP, the transactions posted in Electronic Bank Management will not update the General Ledger posting accounts.

Setting up exchange rates

Use the Exchange Rates Setup window to set up exchange rates for Electronic Bank Management transactions. These rates are used in Electronic Bank Management only when no Microsoft Dynamics GP exchange rate can be used. This rate is always used to convert the transaction currency to chequebook currency. These are the default rates that 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)



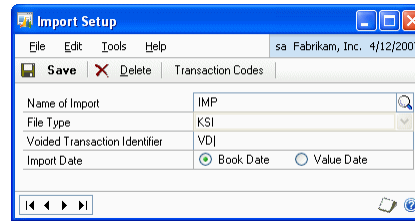
2. In the From Currency ID field, select the default of ALL currencies or choose individual currencies. The currency selected is displayed in the From Currency field in the scrolling window, which is the transaction currency. The To Currency field displays all the currencies set up in the Microsoft Dynamics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

Setting up the import file ID

In the Import Setup window, you can set up the import ID that will be used to import a bank statement in the Select Statement window. You can use this statement to reconcile the chequebooks you've set up in Electronic Bank Management. Refer to [Reconciling a bank statement with the chequebook](#) on page 33 for more information.

To set up the import file ID:

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



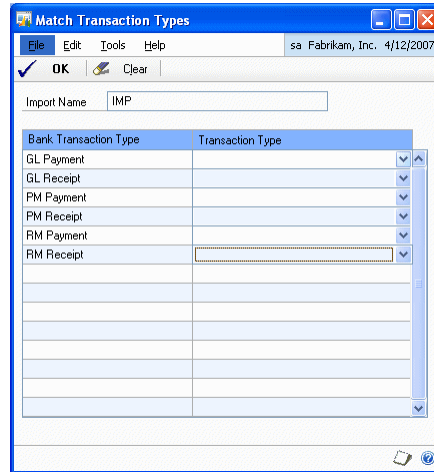
2. In the Name Of Import field, enter a name or select an existing import. The file type is fixed as KSI. In order to import the bank statement, you will need to have your bank statement in the KSI format. Refer to [Understanding the KSI file format](#) on page 20 for more information.



A company called Centric KSI Holding N.V. offers a product called EB Koppeling. This product can convert most European bank statement formats into the KSI format that Electronic Bank Management can import.

3. In the Voided Transaction Identifier field, enter a word usually found on your bank statement to indicate that the transaction has been recalled or could not be processed due to insufficient funds. The import will print a report listing these voided transactions so that you can void or mark these transactions as NSF in Microsoft Dynamics GP.
4. In the Import Date field, choose either the Book Date or the Value Date as applicable to your installation. The date you select here will be the date imported from the KSI file.
5. Choose Save to save the import setup.

6. Choose Transaction Codes to open the Match Transaction Types window. This window will allow you to link the bank's transaction types to the transaction types created for transaction entry.



- The Import Name field displays the name of the import.
 - The Bank Transaction Type field displays the six fixed types of transactions that can be imported.
 - In the Transaction Type field, select a transaction type that you set up in the Bank Management Setup window to link to the bank transaction type. When the bank statement is imported, the transactions will update the Bank Transaction Entry window with the relevant Electronic Bank Management transaction type.
 - Choose OK to return to the Import Setup window.
7. Choose Save to save the import ID you have set up.

Understanding the KSI file format

The KSI file is used to import the bank statement into Microsoft Dynamics GP. You can directly post imported transactions, or match them to transactions you've posted in Receivables and Payables Management. Once all the transactions are posted and/or matched, you can reconcile your Microsoft Dynamics GP chequebooks to your bank statements.

Use the following table to understand the format of the KSI file:

Starting Character	No. of Characters	Description
1	1	Line Number.
36	5	Currency ID.
51	35	Customer/Vendor's Bank Account No.
85	24	Person Description.
110	16	Transaction Amount (Value multiplied by 1000).
126	16	Originating Amount (Value multiplied by 1000).
147	1	Debit or Credit Indicator.
148	8	Book Date.
156	8	Value Date.

Chapter 2: Bank transactions

The following information will help you enter different kinds of bank transactions in Electronic Bank Management. You must complete the required tasks in Microsoft Dynamics GP in order to use Electronic Bank Management.

This information is divided into the following sections:

- [*Matching transactions*](#)
- [*Selecting a chequebook*](#)
- [*Entering transactions in Electronic Bank Management*](#)
- [*Entering tax dates*](#)
- [*Entering payments to creditors*](#)
- [*Entering receipts from debtors*](#)
- [*Entering refund payments to debtors*](#)
- [*Entering refunds from creditors*](#)
- [*Viewing distributions for unposted bank transactions*](#)
- [*Multicurrency rules for Electronic Bank Management*](#)

Matching transactions

You can match the transactions that you've entered in Receivables Management and Payables Management to the transactions imported from your bank statement in Electronic Bank Management.

Be sure you have completed the following procedures before you match a transaction in the Match Transactions window.

- Enable European Electronic Funds Transfer. To do this, mark the Enable European Electronic Funds Transfer option in the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company).
- In the Microsoft Dynamics GP Chequebook Maintenance window (Cards >> Financial >> Chequebook), set up the chequebook that you will be using to enter transactions in Electronic Bank Management. In the Cash-In-Transit-Account field, specify the holding account number that you have specified in the EBM Chequebook Maintenance window for the chequebook. The cash-in-transit account and the holding account must be the same.
- You can match transactions only if the company chequebook has the same country format as the format used by the debtor's/creditor's bank account. Also, you must specify the location for the default output files in the Chequebook Bank Maintenance window (Cards >> Financial >> Chequebook >> Bank Management button).
- In the Debtor Account Maintenance window (Cards >> Sales >> Debtor >> Accounts), be sure that the Use Cash Account From option is set to Chequebook for each debtor that you are entering receipts manually.
- In the Creditor Account Maintenance window (Cards >> Purchasing >> Creditor >> Accounts), be sure that the Use Cash Account From option is set to Chequebook for each creditor that you are entering payments manually.
- Before you post a manual receipt or payment from Receivables Management or Payables Management, you must change the cash account to the holding

account (specified in the Chequebook Maintenance window) in the distributions window.

- Post the transactions from General Ledger so that they appear in the Match Transactions window.

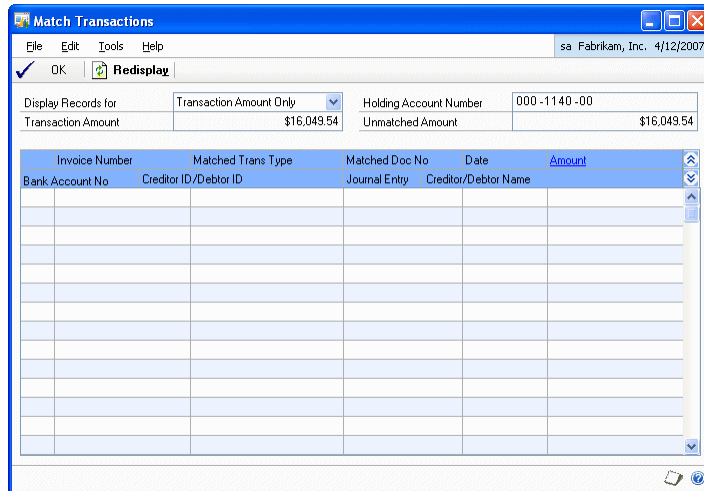


If you do not change the cash account to the holding account, the transactions will not appear on the Electronic Bank Management Match Transactions window. You cannot match such transactions in Electronic Bank Management.

- When you post the statement, in the case of transactions that have been matched, the system will reverse the amount from the holding account and post it to the cash account. This process ensures that the cash account only gets affected by transactions that have appeared on a bank statement.

To match transactions:

1. Open the Match Transactions window.
(Transactions >> Financial >> Bank Management >> Reconciliation >> Transactions button >> Match Trans button)



2. In the scrolling window, mark the transaction that you want to match. The transactions that have been posted to the holding account are always displayed in the functional currency. On marking the transaction, the Matched Trans Type and the Matched Doc No fields are updated.



Once the transactions are matched, the Status field displays Matched and the account number field is blank for that transaction in the Bank Transaction Entry scrolling widow.

3. To unmatch a transaction, unmark it in the scrolling window. You can then edit the transaction if required.
4. Choose OK to close the window and return to the Bank Transaction Entry window.

Selecting a chequebook

Use the Select Statement window to select the chequebook ID for which to enter transactions.

To select a chequebook:

1. Open the Select Statement window.
(Transactions >> Financial >> Bank Management >> Reconciliation)

2. Enter or select the Chequebook ID.

All the transactions that you enter in the Bank Transaction Entry window will be for the chequebook you select here.



Before you start entering transactions in the Bank Transaction Entry window, be sure that you have selected the correct chequebook ID in this window.

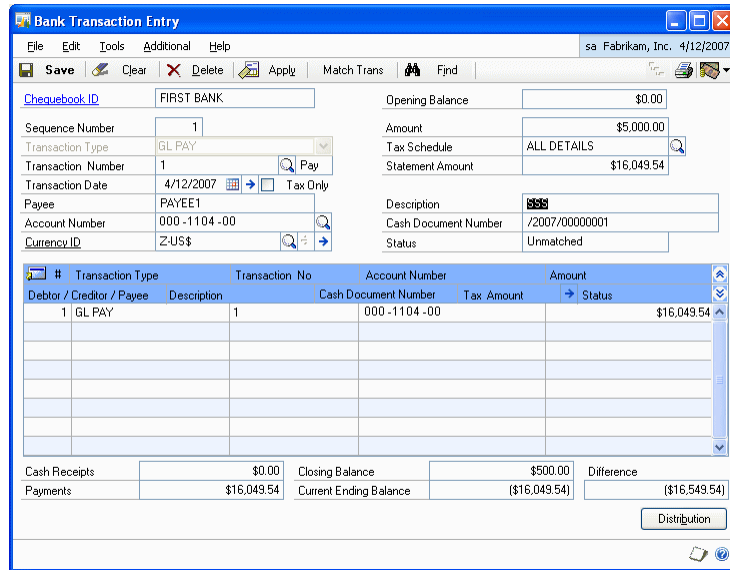
3. The next statement number, date last reconciled, and beginning balance will appear as default values from the Chequebook Maintenance window. These values will be updated after each reconcile.
4. Enter the reconciliation date.
5. Enter the closing balance from the bank statement.
6. Choose Transactions to open the Bank Transaction Entry window. You can now enter all your bank transactions in this window.

Entering transactions in Electronic Bank Management

Use the Bank Transaction Entry window to enter all your General Ledger, Payables Management, and Receivables Management payments and receipts. You can enter bank charges, wire transfer and bank transfer fees, interest earned, refunds to debtors or refunds from creditors. You can also enter tax-only type of transactions.

To enter transactions in Electronic Bank Management:

1. Open the Bank Transaction Entry window.
(Transactions >> Financial >> Bank Management >> Reconciliation >> Transactions button)



2. The chequebook ID that you have selected in the Select Statement window is displayed in the Chequebook ID field.
3. The sequence number will appear as a default value for each transaction that you enter. It will help you track the order in which the transactions are entered. If you delete a transaction, the number will remain unused. In the Additional menu select Renumber to renumber the transactions so that there are no gaps between the numbers.
4. In the Transaction Type field, select the transaction type from the list. The list displays all the transaction types to which access has been given in the Transaction Type Access window.
 - To enter a General Ledger payments transaction, select the transaction type you have created for General Ledger payments on the Global Transaction Types window.
 - To enter a General Ledger receipts transaction, select the transaction type you have created for General Ledger payments on the Global Transaction Types window.
 - To enter manual or electronic payments to a creditor, select the transaction type you have created for Payables Management type payments on the Global Transaction Types window. Refer to [Entering payments to creditors](#) on page 28 for more information.
 - To enter manual or electronic refunds from a creditor, select the transaction type you have created for Payables Management type receipts on the Global Transaction Types window. Refer to [Entering refunds from creditors](#) on page 29 for more information.

- To enter direct debit refunds or manual refunds to a debtor, select the transaction type you have created for Receivables Management type payments on the Global Transaction Types window. Refer to [Entering refund payments to debtors](#) on page 29 for more information.
- To enter direct debit or cash receipts from a debtor, select the transaction type you have created for Receivables Management type receipts on the Global Transaction Types window. Refer to [Entering receipts from debtors](#) on page 28 for more information.



If you cannot see any transaction types in this window, be sure that the Cash Document Numbering option is marked for the chequebook and for the transaction type in the Chequebook Maintenance window.

5. Enter a transaction number or accept the default transaction number.
6. Enter the date of the transaction in the Transaction Date field. Choose the Transaction Date expansion button to open the Tax Date Entry window where you can enter the tax date for the transaction. This 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 27 for more information.
7. Mark the Tax Only option to enter General Ledger type transactions for tax. This option is only available for General Ledger type payments and receipts. If you select this option, the Account Number and Amount fields will not be available. The tax amounts can be entered in the Edit Tax Amount window for the relevant tax detail IDs. Tax Only transactions will be indicated by a "T" in the scrolling window.
8. If you have selected the transaction type for General Ledger type payments or receipts, enter the description in the Payee field.

If you have selected the transaction type relating to Payables Management type payments or receipts, enter or select an existing creditor ID in the Creditor ID field.

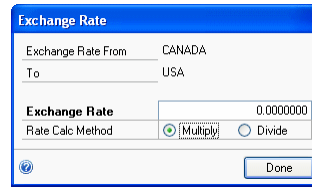
If you have selected the transaction type relating to Receivables Management type payments or receipts, enter or select an existing debtor ID in the Debtor ID field.

9. Enter or select the account number for the General Ledger type transactions. This field will not be available if the Tax Only option is marked.
10. Select a currency in the Currency ID field.

If you enter a transaction in a currency that is different from the functional currency:

- The Apply button will not be available. You can apply a receipt from a debtor to a sales document or other debit document on the Apply Receivables Documents window. Likewise, you can apply a payment from a creditor to a purchase document in the Apply Payables Documents window.

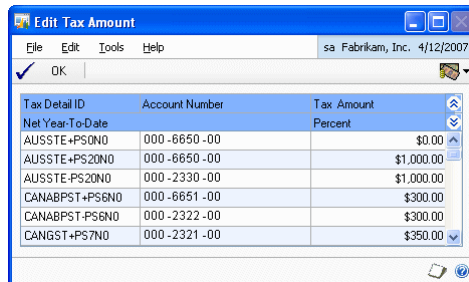
- The Exchange Rate window opens.



You can define exchange rates to convert the transaction currency to chequebook currency in this window. Choose Done to close the window and return to the Bank Transaction Entry window.

Refer to [Multicurrency rules for Electronic Bank Management](#) on page 31 for more information on selecting a currency.

11. Enter the amount for the transaction in the Amount field.
12. You can select an additional cash document number in the Chequebook Maintenance window, which will be displayed in the Bank Transaction Entry scrolling window. Receipts and payments have a separate sequence which is non-editable. The year portion updates automatically on entering a date for a new calendar year.
13. Enter a tax schedule ID. This field is available only for General Ledger type transactions. The tax amount calculated for the selected tax schedule ID is displayed in the Tax Amount field in the scrolling window.
14. Enter the description for the transaction in the Description field.
15. Choose Save to save the values entered. The values for the transaction that you entered will be displayed in the scrolling window after it is saved.
16. Click the Tax Amount expansion button in the scrolling window to open the Edit Tax Amount window.



- The Tax Amount field displays the tax amount calculated for the selected tax schedule ID. You can modify the displayed amount if required.
- The tax or VAT amount will update the VAT details in General Ledger when you post the transaction.
- Choose OK to return to the Bank Transaction Entry window.

17. The scrolling window displays all the saved transactions for a chequebook ID. You can sort the transactions displayed in the scrolling window in ascending or descending order by selecting the sort options icon in the header of the scrolling window. You can sort the transactions using the following options:
- Sequence Number
 - Transaction Number
 - Transaction Date
 - Transaction Type
 - Amount
 - Account Number
 - Document Status
 - Cash Document Number

The transactions are sorted by Sequence Number by default. When you select a sort option from the sort options menu for the first time, the transactions are sorted in ascending order. Select the same option again to sort the transactions in descending order. An arrow displayed next to the Sequence Number field in the scrolling window header indicates if the transactions have been sorted in ascending or descending order.

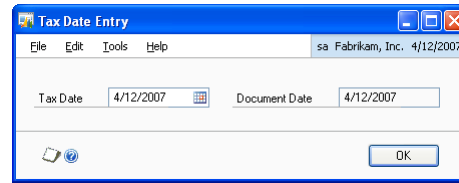
18. Choose Distributions to open the Bank Transaction Distributions window, where you can view the distributions for the transaction. Refer to [Viewing distributions for unposted bank transactions](#) on page 30 for more information on creating distributions.
19. To search for specific transactions in the Bank Transaction Entry scrolling window, select a type, enter a transaction number and choose Find. You must save transactions to the scrolling window before searching for a transaction. The search result is displayed in the scrolling window.
20. Select a transaction with an amount in the scrolling window and choose Match Trans to open the Match Transactions window, where you can match the transaction. Refer to [Matching transactions](#) on page 21 for more information on matching transactions.
21. Choose Apply to open the Apply Payables Documents window or Apply Receivables Documents window, where you can apply payments to invoices. Refer to Microsoft Dynamics GP documentation for more information on applying documents.

Entering tax dates

Use the Tax Date Entry window to enter tax dates for General Ledger transactions 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 >> Reconciliation >> Transactions >> Transaction 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 payments to creditors

You can enter payments to creditors that appear on the bank statement as electronic or manual payments in Electronic Bank Management.

For electronic payments, the outstanding creditor invoices are selected and an electronic batch is sent to the bank in Payables Management. The outstanding amounts are then transferred from the company's bank account to the creditor's bank account.

When an electronic payment that was created in Payables Management appears on the bank statement, you must enter it in the Bank Transaction Entry window and match it against the pending transaction. Refer to [Matching transactions](#) on page 21 for more information on matching transactions. On matching, when the statement is posted, it will reverse the amount out of the holding account and post it to the cash account. These payments may be entered in any currency.



When you match the payment, the Status field for the transaction in the Bank Transaction Entry window displays Matched.

Entering receipts from debtors

You can enter payments from debtors either as direct debits or as cash receipts.

Direct debits

In Receivables Management, outstanding debtor invoices are selected and are sent as an electronic batch to the bank. The outstanding amounts are then transferred from the debtor's bank account to the company's bank account.

Payments collected as direct debits and posted to the holding account can be entered in the Bank Transaction Entry window and matched to the relevant transaction. Refer to [Matching transactions](#) on page 21 for more information on matching transactions. On matching, when the statement is posted it will reverse the amount out of the holding account and post it to the cash account.

When you post a payment from a debtor, it creates a debit note in the Receivables Management Transaction Entry window and is distributed directly to the cash account.

Cash receipts

You can enter receipts from debtors for invoices in Electronic Bank Management.

When a debtor submits payments for invoices, it appears on the bank statement with reference to the invoices being paid off. You can apply the payment against open invoices in Electronic Bank Management.

If you enter a receipt in a currency that is different from the functional currency, the Apply button will not be available. Once the batch has been posted in receivables, you will be able to apply it to the open invoices in the Apply Sales Documents window.

When you post a receipt from a creditor, it updates the Payables Management Transaction Entry as a Misc. Charge and is distributed directly to the cash account.

Entering refund payments to debtors

You can refund money to debtors in case there has been an overpayment or return of goods.

Direct debit refund through Microsoft Dynamics GP

When a refund needs to be made to a debtor, you must first enter a credit note or return document in Receivables Management. Make sure this transaction is marked as a direct debit transaction. Once you have posted the transaction, it can be included in a direct debits refund batch. When you post the batch, it will post to the holding account assigned to the chequebook. You will have to then enter the transaction in the Bank Transaction entry window and match it in the Match Transactions window. Refer to [Matching transactions](#) on page 21 for more information.

Manual refunds to debtors through Electronic Bank Management

In some cases, the money is refunded manually using the banking software or through a bank transfer. In such instances, no transaction will exist in Microsoft Dynamics GP. When a refund appears on the bank statement, you will need to enter the transaction as a payment to a debtor in Electronic Bank Management.

When the transaction is posted, it will create a debit note in Receivables Management Transaction Entry and will be distributed directly to the cash account.

Entering refunds from creditors

When you receive a refund from a creditor, you can enter it in Electronic Bank Management. The refund can be entered even if it has been posted from Payables Management.

Refund through Microsoft Dynamics GP

To receive a refund from a creditor, you must first enter a return in Payables Management with the cash amount. On posting, it will post to the holding account assigned to the chequebook entered in the Chequebook Setup.

When the payment appears on the bank statement, you have to enter the transaction in Electronic Bank Management and match it to the corresponding amount on the Match Transactions window. Refer to [Matching transactions](#) on page 21 for more information on matching transactions.

Manual refund through Electronic Bank Management

When money is refunded manually using the banking software or by filling in a bank transfer form directly with the bank, no transaction will exist in Microsoft Dynamics GP. When the refund appears on the bank statement, you will need to enter the transaction as a receipt from a creditor.

When you post a receipt from a creditor from Electronic Bank Management, it will be updated as a Misc. Charge in Payables Management Transaction Entry and is distributed directly to the cash account.

Viewing distributions for unposted bank transactions

You can use the Bank Transaction Distributions window to view the distributions for the transactions entered in the Bank Transactions Entry window.

The distributions will be created in the chequebook or the transaction currency, other than the functional currency in which distributions are created in General Ledger, Receivables Management or Payables Management after posting. Refer to [Multicurrency rules for Electronic Bank Management](#) on page 31 for more information.



You can open this window only after saving values in the Bank Transaction Entry scrolling window. Also, you will have to select a transaction from the scrolling window before opening the Bank Transaction Distributions window.

Before posting, changes made to a transaction such as account, amount and multicurrency information will affect the distributions created. The changes will be reflected when the Bank Transaction Distributions window is opened, after the changes have been made.

To view distributions for unposted bank transactions:

1. Open the Bank Transaction Distributions window.
(Transactions >> Financial >> Bank Management >> Reconciliation >> Transactions button >> Distribution button)

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
000 -1104 -00	OTHER	\$2,580.44	\$0.00
000 -6650 -00	TAXES	\$1,000.00	\$0.00
000 -2330 -00	TAXES	\$1,000.00	\$0.00
000 -6651 -00	TAXES	\$300.00	\$0.00
000 -2322 -00	TAXES	\$300.00	\$0.00
000 -2321 -00	TAXES	\$350.00	\$0.00
000 -2321 -00	TAXES	\$350.00	\$0.00
000 -2321 -00	TAXES	\$327.11	\$0.00
000 -2321 -00	TAXES	\$327.11	\$0.00
Functional Totals		\$16,049.54	\$16,049.54
Originating Totals		\$0.00	\$0.00

2. The scrolling window displays the distributions created for the transaction selected on the Bank Transaction Entry window. You cannot edit any of the field values.
3. Choose OK to close the window.

Multicurrency rules for Electronic Bank Management

Electronic Bank Management can support up to three different currencies within a single transaction. You can have a functional currency, a chequebook currency and a transactional currency. However, when you post transactions to Microsoft Dynamics GP from Electronic 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.

Chapter 3: Reconciliation and bank transfer

Use this information to understand how the reconciliation and bank transfer processes work in Electronic Bank Management. You can import a bank statement, auto match transactions, and record transfer of funds from one chequebook to another.

This information is divided as follows:

- [Reconciling a bank statement with the chequebook](#)
- [Understanding reconciliation](#)
- [Importing a bank statement](#)
- [Automatically matching transactions](#)
- [Entering bank transfers](#)
- [Viewing distributions for unposted bank transfers](#)

Reconciling a bank statement with the chequebook

Before you post the reconciliation, be sure that all transactions from the bank statement have been entered. The difference on the Bank Transactions Entry window should be zero.

To reconcile a bank statement with the chequebook:

1. Open the Select Statement window.
(Transactions >> Financial >> Bank Management >> Reconciliation)

Field	Value
Chequebook ID	FIRST BANK
Description	FIRST BANK
Statement Number	1
Date Last Reconciled	4/12/2007
Reconciliation Date	12/12/2007
Cash Account Balance	\$163,030.49
Opening Balance	\$0.00
Closing Balance	\$500.00
Statement File Path	
Date Last Retrieved	0/0/0000

2. Select the Chequebook ID that you want to reconcile. Before reconciling transactions, you will have to enter transactions from the bank statement in the Bank Transaction Entry window. Refer to [Entering transactions in Electronic Bank Management](#) on page 23 for more information on entering bank transactions.
3. Enter a reconciliation date for the chequebook.
4. Enter the closing balance for the chequebook.

Be sure that the chequebook closing balance agrees with the bank statement balance.

5. Choose Save to save the entries you have made in this window.

6. Choose Post to reconcile the chequebook balance with the bank statement balance. It will also post the transactions that have been entered on the Bank Transaction Entry window to General Ledger, Receivables Management or Payables Management.

If you have selected the Print Cash Documents option for the chequebook in the Chequebook Maintenance window, a message is displayed if all documents have not been printed.

Also, if there are transactions that are not fully applied or matched, you will receive a message that there are transactions that have not been applied or matched. You can continue posting or stop the routine till you have matched or applied all transactions. Refer to [Understanding reconciliation](#) on page 34 for more information on the reconciliation routine.

7. Choose Cashbook Report to print the cashbook report that displays all the transactions for the selected chequebook and period. Refer to [Printing the Cashbook report](#) on page 57 for more information.
8. Choose Apply/Match Report to print the Apply/Match report that displays all the applied and matched transactions. Refer to [Printing the Apply/Match report](#) on page 58 for more information.
9. Choose Unmatched Report to print the Apply/Match report that displays the unmatched transactions. Refer to [Printing the Unmatched report](#) on page 59 for more information.
10. Choose Transactions to open the Bank Transaction Entry window, where you can enter transactions. Refer to [Entering transactions in Electronic Bank Management](#) on page 23 for more information.
11. Choose Import to import transactions from the bank. Refer to [Importing a bank statement](#) on page 36 for more information.
12. Choose Auto Match to automatically match the unmatched transactions in the Bank Transaction Entry window to the transactions in the Match Transaction Entry window. Refer to [Automatically matching transactions](#) on page 37 for more information.

Understanding reconciliation

Use this information to understand the processes that take place when you reconcile.

- The chequebook closing balance is reconciled with the bank statement balance.
- The General Ledger, Receivables Management and Payables Management transactions are posted to the respective sub-ledger modules.
- All matched transactions are transferred from the holding account to the General Ledger Bank /Cash Account.
- Unmatched General Ledger Payments and Receipts update the GL Bank/Cash Account and the GL Expense account or GL Revenue account.

- Unmatched receipts from debtors update the Cash Receipts window in Receivables Management in a batch. The unmatched payments to debtors update the Receivables Management Transaction Entry window in a batch. These receipts update the General Ledger once they are posted from Receivables Management.
- Unmatched payments to creditors update Manual Payments in Payables Management in a batch. And the unmatched receipts from creditors update a Payables Transaction Entry in a batch. These payments update the General Ledger once they are posted from Payables Management.
- The period that is reconciled is locked and no further transactions can be entered for the chequebook for that period.
- The General Posting Journal is printed if you have marked the option in the Posting Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting). The General Posting Journal displays the multicurrency information for transactions along with errors during posting (if any), if you have marked the Include Multicurrency option in the Posting Setup window.
- The Receivables Management or Payables Management type transactions entered in the Bank Transaction 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) in Microsoft Dynamics GP.

The following options in the Microsoft Dynamics GP Posting Setup window will not be applicable to the Receivables Management or Payables Management type transactions that are posted from Electronic Bank Management:

Posting window options not applicable
Create a Journal Entry per Transaction or Batch.
Allow Transaction Posting.
Posting Date From batch or transaction, as all transactions posted through Receivables or Payables Management will be posted with the transaction date.
If Existing Batch Append or Create New, as a new batch will be 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 Bank Transaction Entry window, the transactions will not be posted.
- If the posting is interrupted and you are not able to post the transactions from Electronic Bank Management, you can recover the batch from the Bank

Management Batch Recovery window. Refer to [Recovering a batch](#) on page 44 for more information.

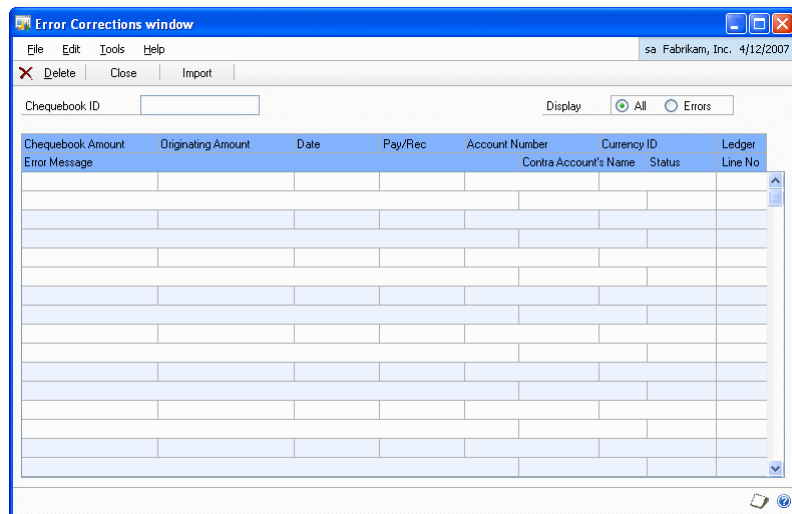
- If there are any errors in the transactions posted from Electronic Bank Management in Receivables Management and Payables Management modules, the transactions will not be posted from the Receivables Management and Payables Management and you can recover the batch from the Microsoft Dynamics GP Batch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

Importing a bank statement

You can import bank statement transactions in Electronic Bank Management instead of entering them manually. After you set up an import file and attach the import ID to a bank, you need to select the bank statement file and import the bank transactions.

To import a bank statement:

1. Open the Select Statement window.
(Transactions >> Financial >> Bank Management >> Reconciliation)
2. Select the Chequebook ID.
3. The statement number appears as a default value in the Statement Number field.
4. Enter the date for the reconciliation.
5. Select the file containing the bank statement transactions that you want to import.
6. Choose Import to import the transactions from the file. If no errors are found, the transaction will be imported. If there are errors in the import file, the Error Corrections window will open.



This window will display all the imported bank statement transactions along with the status of the transaction.

- In the Display options, select All to view all the transactions and select Errors to view only those transactions that have errors in the scrolling window.
 - You can make changes to the transaction date, account number, currency ID, and ledger type for the transactions with the error status, if needed before importing the transactions again.
 - After correcting all the errors, choose Import to import the statements into the Bank Transaction Entry window. Once the transactions are imported, you will be able to apply payments or receipts and match transactions.
 - Select a transaction in the scrolling window and choose delete if you do not want to include the selected transaction in the next import.
7. If there are no errors, the file will be imported and the transactions will appear in the Bank Transaction Entry window.



If you have already imported a statement that had errors, the Error Corrections window will open when you click the Import button on the Select Statement window. You will then need to click on the Import button on the Error Corrections window to try and import the file again.

Automatically matching transactions

Use the Auto Match option in the Select Statement window to automatically match payments to creditors and receipts from debtors to the transactions entered in the Bank Transaction Entry window. This procedure will attempt to match as many transactions as possible by looking at the debtor/creditor ID and the amount.

To automatically match transactions:

1. Open the Select Statement window.
(Transactions >> Financial >> Bank Management >> Reconciliation >> Auto Match button)
2. Select the Chequebook ID for which you want to match transactions.
3. Choose Auto Match to automatically match the unmatched payment and receipt transactions.

Before auto matching transactions, you must be sure that:

- Payments or receipts have been entered in the Bank Transaction Entry window.
- The payment or receipt has been posted from Payables Management or Receivables Management respectively. Refer to [Matching transactions](#) on page 21 for more information on the procedures that need to be performed before transactions can be matched.

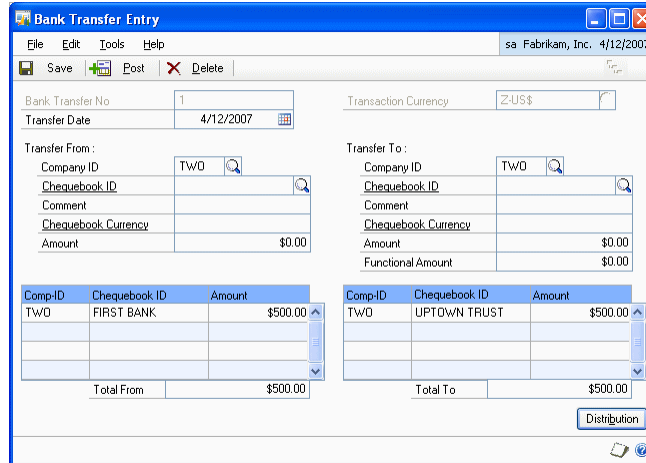
Entering bank transfers

You can use the Bank Transfers window to record the transfer of funds from one chequebook to another. For example, if you want to transfer \$1,000 from your ING bank account (chequebook currency BEF) to your US bank account (chequebook

currency USD) you can record the transaction here. You can also transfer funds from one or more bank accounts to several bank accounts.

To enter bank transfers:

1. Open the Bank Transfer Entry window.
(Transactions >> Financial >> Bank Management >> Bank Transfers)



2. Enter the transfer date.
3. Enter or select the transaction currency.
4. Select the Chequebook ID from which you want to transfer funds.

Enter the amount to be transferred. When you press TAB, the values you have entered will move to the Transfer From scrolling window.

5. Enter the Chequebook ID to which you want to transfer the amount.
6. In the Amount field, enter the amount that is to be transferred.



If you are using Multicurrency Management and you are transferring funds between chequebooks that are assigned to the functional currency, the amount appears in both the Functional Amount and the Amount fields in the Transfer To column. If you are transferring funds between chequebooks that are not assigned to the functional currency, the equivalent amount in the functional currency is also displayed.

7. Choose Save to save the values you have entered in this window.
8. Choose Post to post the bank transfer to the holding account that you have assigned to the chequebook. The transfer will update General Ledger after posting. The Posting Journal is printed after you close the window, displaying all the transfers posted since you opened the window.

When the bank transfer appears on the bank statement, you will need to enter it in the Bank Transactions Entry window and then match it to the transaction that was created in the holding account when the bank transfer was posted from the Bank Transfer Entry window. Refer to [Matching transactions](#) on page 21 for more information.

Viewing distributions for unposted bank transfers

You can use the Bank Transfer Distributions window to view distributions relating to unposted bank transfers entered on the Bank Transfer Entry window.



The distributions for the transfers will be displayed in functional currency. In case of multicurrency transactions, the distributions will be displayed in the functional and the transaction currency.



You can open this window only after saving values in either the Transfer From or Transfer To scrolling window in the Bank Transfer Entry window.

Before posting, changes made to the transaction such as amount and multicurrency information will affect the distributions created. The changes will be reflected when the Bank Transfer Distributions window is opened after the changes have been made.

To view distributions for unposted bank transfers:

1. Open the Bank Transfer Distributions window.
(Transactions >> Financial >> Bank Management >> Bank Transfers >> Distribution button)

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
000 -1103 -00	CASH	\$500.00	\$0.00
000 -1140 -00	CASH	\$0.00	\$500.00
Functional Totals		\$500.00	\$500.00
Originating Totals		\$0.00	\$0.00
Difference		\$0.00	\$0.00

2. The scrolling window displays the distributions created based on the details of the transfer entered in the Bank Transfer Entry window.
3. Choose OK to close the window.

Chapter 4: Bank transaction maintenance

Use this information to delete and void transactions (that you have entered in Electronic Bank Management) in the General Ledger. You can also understand the procedure for backing out and correcting journal entries that originated in Electronic Bank Management.

This information is divided into the following sections:

- [*Deleting transactions and batches in General Ledger*](#)
- [*Voiding transactions in General Ledger*](#)
- [*Backing out and correcting journal entries*](#)

Deleting transactions and batches in General Ledger

You can delete transactions and batches that have originated in Electronic Bank Management 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 or Batch Entry window, select the transaction or the batch and choose Delete. Refer to Microsoft Dynamics GP 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 Electronic Bank Management using the Transaction Entry window 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 Electronic Bank Management. Refer to Microsoft Dynamics GP 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 Electronic 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 Electronic Bank Management, the changes will not update Electronic Bank Management.

Chapter 5: Clearing and recovery routines

You can perform routine activities like clearing user activity and recovering batches using the Routines menu commands. You also can view transaction numbers and run the numbers check links procedure.

This information is divided into the following sections:

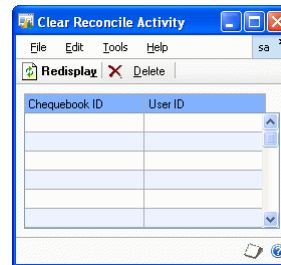
- [Clearing reconciliation activity](#)
- [Clearing activity](#)
- [Recovering a batch](#)
- [Managing document numbers](#)
- [Running numbers check links](#)

Clearing reconciliation activity

You can use the Clear Reconcile Activity window to regain reconciliation access to a chequebook that has been locked.

To clear reconciliation activity:

1. Open the Clear Reconcile Activity window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank Management >> Clear Rec Activity)



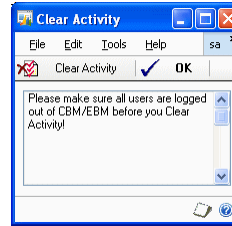
2. Select the chequebook ID that you want to unlock.
3. Choose Delete to make the chequebook available for use.

Clearing activity

Each time you work with a chequebook in Electronic Bank Management, the activity is tracked. If you have not logged out correctly or if a problem occurs and you are stranded in Electronic Bank Management, you will be unable to use Electronic 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 Electronic Bank Management before you clear activity.

2. Click Clear Activity.

Recovering a batch

If an error occurs while posting a bank statement, you can recover the batch in the Reconcile Recovery window. This will reset the batch to the state it was in prior to posting and you can post the statement again. If a chequebook is in recovery, you will receive a message asking you to use the Batch Recover option when you select that chequebook in the Select Statement window.

To recover a batch:

1. Open the Reconciliation Recovery window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank Management >> Batch Recovery)



2. Select the chequebook to recover in the Chequebook ID field.
3. Choose Recover to recover the selected chequebook ID and close the window.

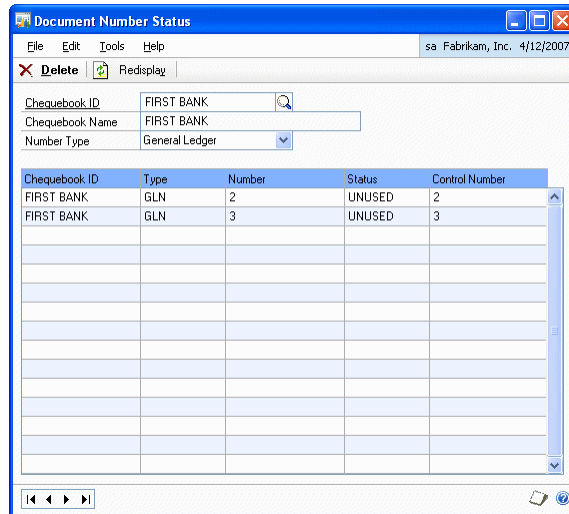
Managing document numbers

You can view unused numbers for statements and transactions in the Document Number Status window.

If an incorrect number keeps appearing in the Bank Transaction Entry window or the Select Statement window, you can delete the incorrect number in this window. When you enter bank statements, you can override the suggested number and fill any number gaps by entering the correct number.

To manage document numbers:

1. Open the Document Number Status window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Bank Management >> Doc. Number Status)



2. In the Chequebook ID field, select a chequebook ID.
3. Select a number type from the list. The available Number Types are:
 - Accounts Payables
 - Accounts Receivables
 - General Ledger
 - Statement Number
 - Cash-In-Documents
 - Cash-Out Documents
4. The unused numbers for the selected number type are displayed in the scrolling window.
5. Select a line in the scrolling window and choose Delete to delete the unused number.
6. Choose Redisplay to update the list of unused numbers in the scrolling window.

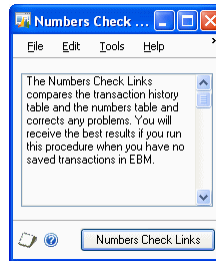
Running numbers check links

You can use the information in this section to make sure that there is a locked number for every transaction in history.

This procedure works best when you have not saved any transactions in the Bank Transaction Entry window.

To run numbers check links:

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



2. Choose Numbers Check Links to check whether there is a locked number for every transaction in history.

Chapter 6: Enquiry

The following information will help you perform different types of enquiries related to transactions entered in Electronic Bank Management.

This information is divided into the following sections:

- [Viewing bank reconciliation](#)
- [Viewing distributions for bank transactions](#)
- [Viewing bank transfers](#)
- [Viewing tax dates](#)
- [Viewing distributions for bank transfers](#)

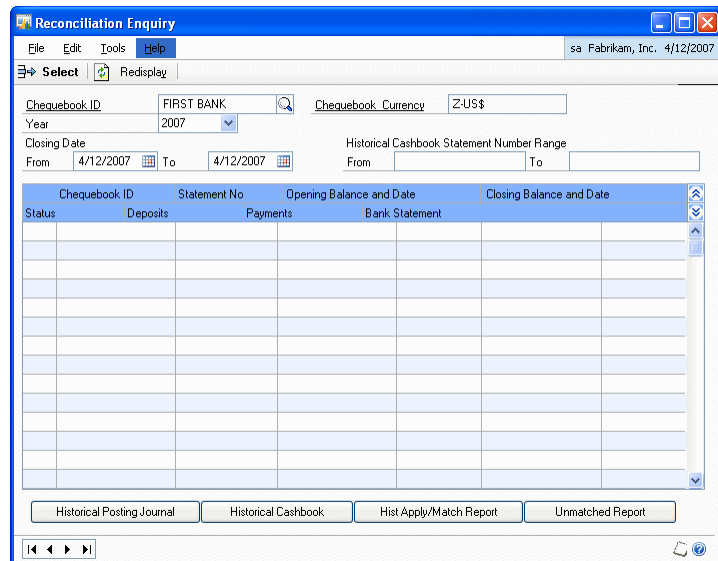
Viewing bank reconciliation

Use the Reconciliation Enquiry window to view the details of posted bank statements. You can also print historical posting journals or reports, listing the details of transactions and the matched or unmatched transactions.

The statements are listed in the Statement Number order. You can restrict the statements for a selected financial year or for a particular date range.

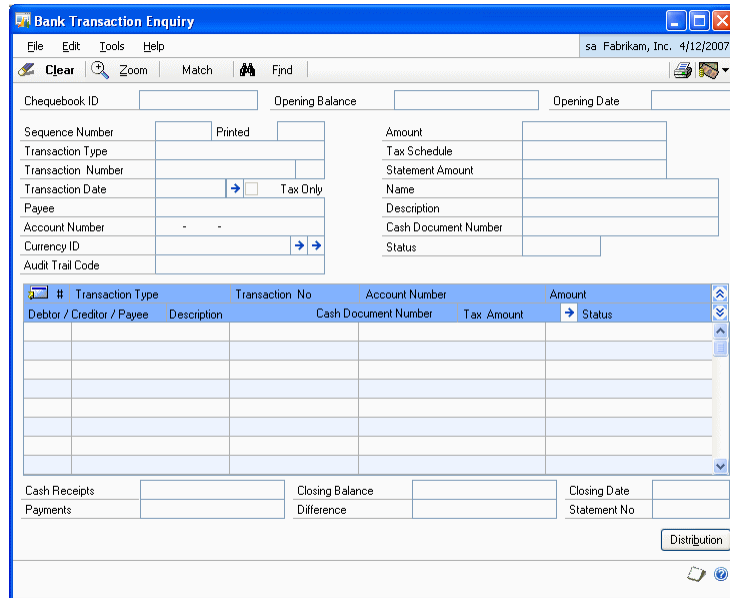
To view bank reconciliation:

1. Open the Reconciliation Enquiry window.
(Enquiry >> Financial >> Bank Management >> Reconcile Enquiry)



2. Select the chequebook ID.
3. Select the year and period for which you want to view the transactions. By default, all the years are included.

4. Based on the year you have selected, all the posted statements for the chequebook are displayed in the scrolling window. Select a statement and choose Select or double-click on the transaction in the scrolling window to open the Bank Transaction Enquiry window.

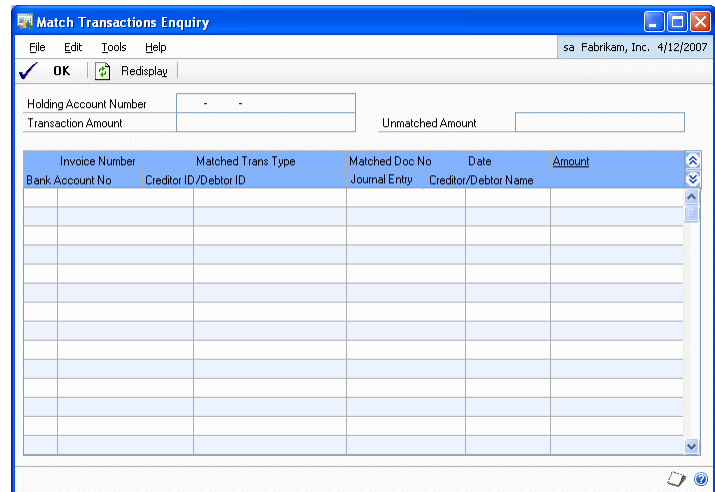


- Select a transaction in the scrolling window to see the transaction details in the fields above the scrolling window. You can sort the transactions displayed in the scrolling window in ascending or descending order by selecting the sort options icon in the header of the scrolling window. You can sort the transactions using the following options:

Sequence Number
 Transaction Number
 Transaction Date
 Transaction Type
 Amount
 Account Number
 Document Status
 Cash Document Number

The transactions are sorted by the Sequence Number option by default. When you select a sort option from the sort options menu for the first time, the transactions are sorted in ascending order. Select the same option again to sort the transactions in descending order. An arrow displayed next to the Sequence Number field in the scrolling window header indicates if the transactions have been sorted in ascending or descending order.

- Choose Match to open the Match Transactions Enquiry window, where you can view the transactions that have been matched.



- Choose Close to return to the Transaction Enquiry window.
 - Select an unmatched transaction in the Bank Transaction Enquiry scrolling window and choose Zoom to view to the original transaction in either Payables Management or Receivables Management. It will open the Payables Payments Zoom window or the Payables Transaction Enquiry Zoom for a Payables Management transaction or the Cash Receipts Enquiry Zoom or the Receivables Transaction Enquiry Zoom for a Receivables Management transaction.
 - Choose Find to search for a transaction. The search result is displayed in the scrolling window.
 - Close the window to return to the Reconcile Enquiry window.
5. Choose Historical Posting Journal to print the posting journal. Refer to [Printing the Historical Posting Journal](#) on page 56 for more information.
 6. Choose Historical Cashbook Report to print the Cashbook report. Refer to [Printing the Cashbook report](#) on page 57 for more information.
 7. Choose Hist Apply/Match Report to print the Apply Match report that displays the reconciled transactions that have been matched and applied Refer to [Printing the Apply/Match report](#) on page 58 for more information.
 8. Choose Unmatched Report to print the Unmatched report that displays all the unmatched reconciled transactions. Refer to [Printing the Unmatched report](#) on page 59 for more information.

Viewing distributions for bank transactions

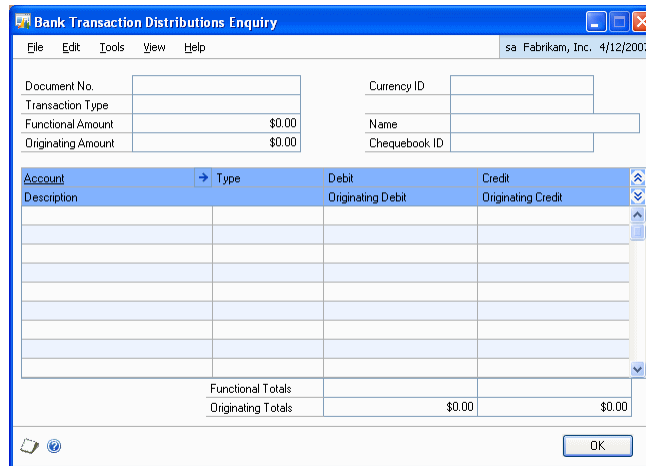
You can use the Bank Transaction Distributions Enquiry window to view the distributions created for General Ledger type transactions displayed in the Bank Transaction Enquiry window.



You can open this window only if you have selected a General Ledger type transaction on the Bank Transaction Enquiry window.

To view distributions for bank transactions:

1. Open the Bank Transaction Distributions Enquiry window.
(Enquiry >> Financial >> Bank Management >> Reconcile Enquiry >> Select a transaction in the scrolling window >> Distribution button)



2. The scrolling window displays the distributions created for the transaction displayed on the Bank Transaction Enquiry window.
3. Choose OK to close the window.

Viewing bank transfers

You can view all the bank transfers made for a chequebook in the Bank Transfer Enquiry window.

To view bank transfers:

1. Open the Bank Transfer Enquiry window.
(Enquiry >> Financial >> Bank Management >> Bank Transfers)

2. Select a bank transfer number.
3. The scrolling window displays the details for the selected bank transfer number. Select a line in the Transfer From or Transfer To scrolling window to view all the bank transfer details in the fields above.
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.
(Enquiry >> Financial >> Bank Management >> Reconcile Enquiry >> Select a reconcile >> Double-click a selection in the scrolling window)

2. The Tax Date field displays the tax date entered during transaction entry.

3. The Document Date field displays the document date for the transaction.
4. Choose OK to close the window.

Viewing distributions for bank transfers

You can use the Bank Transfer Distributions Enquiry window to view the distributions created for the bank transfer.

To view distributions for bank transfers:

1. Open the Bank Transfer Distributions Enquiry window.
(Enquiry >> Financial >> Bank Management >> Bank Transfers >> Distribution button)

The screenshot shows the 'Bank Transfer Distributions Enquiry' window. At the top, it displays 'sa Fabrikam, Inc. 1/1/2000'. Below the menu bar, there are fields for 'Document No.' (1) and 'Currency ID' (Z-US\$). A table shows 'Transaction Type' as 'GL', 'Functional Amount' as '\$500.00', and 'Originating Amount' as '\$0.00'. The main table has columns for 'Account', 'Type', 'Debit', and 'Credit', with sub-columns for 'Description', 'Originaling Debit', and 'Originaling Credit'. Two rows are visible: one for '000 -1103 -00' with a debit of \$500.00 and an originating credit of \$0.00, and another for '000 -1140 -00' with an originating debit of \$0.00 and a credit of \$500.00. Totals at the bottom show 'Functional Totals' of \$500.00 and 'Originaling Totals' of \$0.00. An 'OK' button is at the bottom right.

Account	Type	Debit	Credit
Description		Originaling Debit	Originaling Credit
000 -1103 -00	CASH	\$500.00	\$0.00
000 -1140 -00	CASH	\$0.00	\$500.00
Functional Totals		\$500.00	\$500.00
Originaling Totals		\$0.00	\$0.00

2. The scrolling window displays the distributions relating to the bank transfer displayed on the Bank Transfer Enquiry window.
3. Choose OK to close the window.

Chapter 7: Reports

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

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:

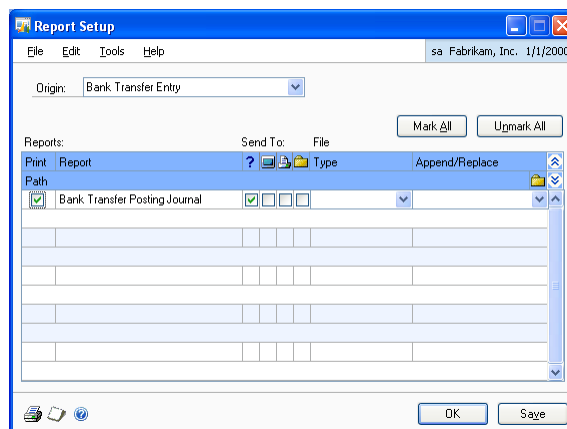
- [*Specifying posting report options*](#)
- [*Using named printers to print Bank Management reports*](#)
- [*Printing Electronic Bank Management Setup reports*](#)
- [*Printing the unused cash documents numbers list*](#)
- [*Printing the Historical Posting Journal*](#)
- [*Printing the Cashbook report*](#)
- [*Printing the Apply/Match report*](#)
- [*Printing the Unmatched report*](#)

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 displaying, 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. The following table lists the Electronic Bank Management reports that can be printed in each task series:

ELECTRONIC BANK MANAGEMENT REPORTS	
Financial	Posting Report – BM Bank Transfer Entry.
	Posting Report – BM Reconcile.
System	Bank Management – User Access.

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.

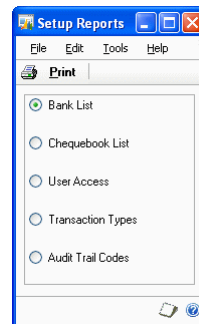
2. Select the task series under which the Bank Management report you want to print appears.
3. Select the appropriate Printer Class against the report to be printed. From the Named Printers lookup select the desired Printer ID.
4. Choose OK to close the window.

Printing Electronic Bank Management Setup reports

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

To print Electronic Bank Management Setup reports:

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



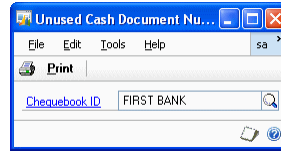
2. Select the report that you want to print from the following options.
 - Bank List: Prints a list of the banks you have set up.
 - Chequebook: Lists the chequebooks you have set up.
 - User Access: Lists the users who have access to different chequebooks. It will also display the chequebooks to which a user has not been given access.
 - Transaction Types: Lists the transaction types you have created.
 - Audit Trail Codes: Lists the prefix, next document number and source document number for the transaction types.
3. Choose Print to print the selected report.

Printing the unused cash documents numbers list

You can print a list of unused cash documents numbers from the Unused Cash Document Numbers window.

To print the unused cash documents number list:

1. Open the Unused Cash Document Numbers window.
(Reports >> Financial >> Bank Management >> Cash Document Numbers)



2. Select the chequebook ID for which you to print the unused numbers.
3. Choose Print to print the unused cash document numbers.

Printing the Historical Posting Journal

The Historical Posting Journal displays all the posted transactions for the period. To print the Historical Journal, choose Enquiry >> Financial >> Bank Management >> Reconciliation >> Select the chequebook ID >> Historical Posting Journal button.

System: 5/5/2004 5:43:11 PM Fabrikam, Inc. Page: 1
 User ID: sa Reconcile Posting Journal Chequebook : FLEX BANK
 Statement Number : 1
 Source: History

#	Transaction Type	Description	Document Number	Type	Date	Payee / Depositor	Status	
Cash Document Number	Exchange Table	Exchange Rates	Rate Calc Methods	Currency ID		Tax Schedule ID	GL Account Number	
						Vat Amount	Exclusive Amount	Transaction Amount

Payments								
1	GL Pay		3	GL	1/1/2000	Afron	UNMATCHED	
	OUT/2000/00000001			Z-US\$		AUSNSWST+20	000-1101-00	
		1.0000000	Multiply	Functional:		\$20.00	\$100.00	\$120.00
				Chequebook:		£20.00	£100.00	£120.00
				Originating:		\$20.00	\$100.00	\$120.00

Audit Trail Code:								
				Functional Totals:		\$20.00	\$100.00	\$120.00
				Chequebook Totals:		£20.00	£100.00	£120.00
=====								

Printing the Cashbook report

The Cashbook Report will display all transactions for the period, opening balance at the beginning of period, closing balance at the end of period, total debits, total credits and control totals.

Before posting a statement, this report can be printed from the Select Statement window. To print the Cashbook Report, choose Transactions >> Financial >> Bank Management >> Reconciliation >> Select the chequebook ID >> Cashbook Report button.

To print the Historical Cashbook Report, choose Enquiry >> Financial >> Bank Management >> Reconcile Enquiry >> Select the chequebook ID >> Historical Cashbook button.

You can print the Historical Cashbook report for multiple concurrent periods. To do this, select a chequebook ID and enter the starting and ending statement numbers in the Historical Cashbook Statement No Range From and To fields. Choose Historical Cashbook to print the Cashbook report.

System:	5/5/2004 6:12:10 PM	Fabrikam, Inc.	Page:	1
User ID:	sa	Cashbook Report for Chequebook ID: FLEX BANK		
Statement Number:	1	Starting Date: 1/1/2000 Ending Date: 1/1/2000		
Source:	History			

ST.No	Transaction Type	Type	Document Number	Date	Cash Document Number	Debit Amount	Credit Amount
#	Payee / Depositor		Name		Tax Schedule ID		
	Account Number		Distribution Amount		Vat Amount		
						Opening Balance:	£100.00
1	GL Pay	GL	3	1/1/2000	OUT/2000/00000001	£0.00	£120.00
1	Afron				AUSNSWST+20		
	000-1101-00			-£100.00	-£20.00	Audit Trail Code:	
1	RM Receipt	RM	1	1/1/2000	IN/2000/00000001	£120.00	£0.00
2	AARONFIT0001			Aaron Fitz Electrical			
	000-1200-00			£120.00	£0.00	Audit Trail Code:	
						Opening Balance:	£100.00
						Turnovers:	£120.00
						Closing Balance:	£100.00
						Control Sum:	£220.00

Printing the Apply/Match report

The Apply/Match Report will display information on transactions that have been matched and/or applied. It will also list the transactions that are unmatched and unapplied.

Before posting a statement, this report can be printed from the Select Statement window. To print the Apply/Match report, choose Transactions >> Financial >> Bank Management >> Reconciliation >> Apply/Match Report button.

To print the Historical Apply/Match report, choose Enquiry >> Financial >> Bank Management >> Reconciliation Enquiry >> Hist Apply/Match Report button.

System: 5/5/2004 6:14:02 PM Fabrikam, Inc. Page: 1
 User ID: sa Apply/Match Report Chequebook : FLEX BANK
 Statement Number : 1
 Source: History

#	Transaction Type Description	Document Number Currency ID	Type Tax Schedule ID	Date Payee / Depositor	GL Account Number	Status	Transaction Amount
1	GL Pay	3	GL	1/1/2000	Afron	UNMATCHED	\$120.00
	OUT/2000/00000001		Z-US\$	AUSNSWST+20	000-1101-00		
	0/0/0000		Audit Trail Code:				
			\$0.00	\$0.00	\$0.00		\$0.00
					Total applied :		\$0.00
							=====
2	RM Receipt	1	RM	1/1/2000	AARONFIT0001	UNAPPLIED	\$120.00
	IN/2000/00000001		Z-US\$		000-1200-00		
	0/0/0000		Audit Trail Code:				
			\$0.00	\$0.00	\$0.00		\$0.00
					Total applied :		\$0.00
							=====

Printing the Unmatched report

Transactions entered in the Bank Transaction Entry window, which are unmatched or unapplied, can be printed in the Unmatched Report.

To print an unmatched report as an Edit List, choose Transactions >> Financial >> Bank Management >> Reconciliation >> Unmatched Report button.

To print a Historical Unmatched report, choose Enquiry >> Financial >> Bank Management >> Reconciliation Enquiry >> Unmatched Report button.

System: 5/5/2004 6:15:26 PM Fabrikam, Inc. Page: 1
 User ID: sa Apply/Match Report Chequebook : FLEX BANK
 Statement Number : 1 Unmatched Report
 Source: History

#	Transaction Type Description	Document Number Currency ID	Type Date Tax Schedule ID	Payee / Depositor GL Account Number	Status	Transaction Amount
1	GL Pay	3	GL 1/1/2000	Afron	UNMATCHED	\$120.00
	OUT/2000/00000001	Z-US\$	AUSNSWST+20	000-1101-00		
	0/0/0000					
		Audit Trail Code:				
		\$0.00	\$0.00	\$0.00		\$0.00
				Total applied :		\$0.00
						=====
2	RM Receipt	1	RM 1/1/2000	AARONFIT0001	UNAPPLIED	\$120.00
	IN/2000/00000001	Z-US\$		000-1200-00		
	0/0/0000					
		Audit Trail Code:				
		\$0.00	\$0.00	\$0.00		\$0.00
				Total applied :		\$0.00
						=====

Glossary

Bank charges

Charges levied by the bank on its services.

Bank transfer

Transfer of amounts from one chequebook to another.

Bank statement

The import file sent by the bank.

Cash document

A voucher for all types of transactions done in Electronic Bank Management.

Cash number

A unique number for each cash document.

Closing balance

The last reconciliation balance for the chequebook.

Holding account

The controlling account in General Ledger for cash in transit.

Matching

A process which reverses the amount in the holding account in Electronic Bank Management and posts it to the GL cash/bank account.

Reconciliation

A process of matching the cash balance on the bank statement and the cash balance entered in Electronic Bank Management on a certain date.

Sequence number

The order in which bank transactions are entered.

Transaction type

The description you give for payments and receipts.

Index

A

Audit Trail Codes window, displaying 16

B

bank institutions, setting up 11

Bank Institutions Maintenance window, displaying 11

Bank Management Setup window, displaying 7

bank statement

import setup 17

importing transactions 36

Bank Transaction Distributions Enquiry window, displaying 50

Bank Transaction Distributions window, displaying 30

Bank Transaction Enquiry window, displaying 48

Bank Transaction Entry window, displaying 24

Bank Transfer Distributions window, displaying 39

Bank Transfer Enquiry window, displaying 51

Bank Transfer Entry window, displaying 38

batch, recovering 44

before matching transactions. procedures 21

C

cash document numbering

enabling 14

explained 15

changes since last release, information about 4

Chequebook Access window, displaying 15

chequebook ID, linking to transactions 23

Chequebook Maintenance window, displaying 13

chequebooks

creating 12

giving access to 15

Clear Activity window, displaying 44

Clear Reconcile Activity window, displaying 43

current upgrade information, accessing on the Web 4

D

Default Exchange Rate window, displaying 17

Document Number Status window, displaying 45

documentation, symbols and conventions 3

E

EBM Bank Transfer Distribution Enquiry window, displaying 52

EBM Exchange Rate window, displaying 26

Edit Tax Amount window, displaying 26

Electronic Bank Management, enabling 7 enquiries

bank reconciliation 47

bank transfers 51

distributions for bank transactions 50

distributions for bank transfers 52

posted bank statements 47

viewing tax dates 51

Error Corrections window, displaying 36

exchange rates, setting up 17

G

Global Transaction Types window, displaying 10

H

help, displaying 3

Help menu, described 3

I

icons, used in manual 3

import file ID

assigning 11

setting up 17

Import Setup window, displaying 18

incorrect numbers, deleting 44

J

journal entries

backing out 41

correcting 41

K

KSI file format, described 20

L

lessons, accessing 4

locked chequebook, accessing 43

lookup window, displaying 4

M

Match Transaction Types window, displaying 19

Match Transactions Enquiry window, displaying 49

Match Transactions window, displaying 22

multicurrency transactions, rules 31

N

new features, information about 4

next document number to audit trail

codes, assigning 16

Number Check Links window, displaying 46

numbering sequence

for refunds from creditors 9

for refunds to debtors 9

numbers check links, running 45

P

post through enabling

for General Ledger 13

for Payables Management 14

for Receivables Management 13

Print Setup window, displaying 55

R

reconciliation

explained 34

posting 33

Reconciliation Enquiry window, displaying 47

Reconciliation Recovery window, displaying 44

Report Setup window, displaying 53

reports

Apply/Match report 58

assigning named printers 54

Bank List report 55

Bank Management Setup report 55

Cashbook report 57

Chequebook List 55

Historical Posting Journal 56

specifying posting report options 53

Transaction Type report 55

Unmatched report 59

unused cash documents numbers list 56

User Access report 55

required fields, described 4

resources, documentation 3

S

Select Statement window, displaying 23, 33

symbols, used in manual 3

T

Tax Date Entry window, displaying 28

Tax Date Inquiry window, displaying 51

tax dates, entering 27

Transaction Type Access window, displaying 12

transaction types

creating payment 10

creating receipt 10

giving access 11

matching 19

transactions

auto-matching 37

bank transfers 37

cash receipts 29

deleting in General Ledger 41

INDEX

transactions (*continued*)
 direct debit receipts 28
 entering 23
 General Ledger 23
 matching 23
 payments to creditors 28
 receipts from debtors 28
 refund from creditors 29
 refunds to debtors 29
 voiding in General Ledger 41
tutorial, accessing 4

U

Unused Cash Document Numbers
 window, displaying 56
unused numbers, viewing 44
upgrade information, accessing on the
 Web 4
user activities, clearing 43

V

viewing distributions
 for unposted bank transactions 30
 for unposted bank transfers 39

W

what's new, accessing 4