

# Auto Reconciler 2013

An application for Microsoft Dynamics® GP 2013



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# INTRODUCTION





# Introduction

Welcome to Auto Reconciler, a powerful companion product to Encore's Account Reconciler product and to the Bank Reconciliation module in Microsoft Dynamics® GP 2013.

Auto Reconciler provides the following features and benefits:

- Reads bank statement transactions
- Allows flexibility in defining the type of file format to use in the matching process (comma delimited, fixed length, TD BAI, CIBC OSC or BAI2)
- Automatically matches payments and deposits - greatly reduces the amount of time you will spend tediously matching entries against the bank statement  
Note: Matching deposits is supported when using Encore's Account Reconciler module only.
- Provides detailed reports showing all transactions that are Cleared and Not Cleared  
Note: Cleared with a difference is available only when using Auto Reconciler with Microsoft Dynamic GP 2013 Bank Reconciliation.



## What's In This Manual?

This manual contains a detailed description of Encore's Auto Reconciler module, step-by-step instructions to guide you through the installation and setup, and instructions for how to reconcile your bank statement electronically.

This manual assumes that you are familiar with and know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP 2013 has been installed and configured on your computer.

This manual contains the following chapters:



The [\*Introduction\*](#) chapter lists the benefits and features of the Auto Reconciler.

The [\*Installation & Setup\*](#) chapter has step-by-step instructions that guide you through the installation and setup of your Auto Reconciler module.

The [\*Using Auto Reconciler\*](#) chapter describes how to set up bank statement information and how to import the bank statement when reconciling bank accounts.

## Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The ( >> ) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.





## Additional resources

Documentation is provided in online or hard copy format as an Adobe Acrobat PDF file.

Online help is available for this version of Auto Reconciler.

### To obtain product support services

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330
Toll Free (North America only)	888.898.4330
Fax	204.235.2331
E-mail	<a href="mailto:support@encorebusiness.com">support@encorebusiness.com</a>
Web	<a href="http://www.encorebusiness.com">www.encorebusiness.com</a>

### Before You Call Support

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?

- Have you performed any of the table maintenance procedures such as check links?
- If have performed table maintenance procedures and received error messages, what kind of messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?  
Verify the version numbers for Microsoft Dynamics GP 2013, your database software, Encore products and Windows. Also note service packs.

To locate the version number for Auto Reconciler in version 2013, 2010, and 10.0 go to Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration. The About window can be located by selecting Auto Reconciler (for Microsoft Dynamics GP Bank Rec) and expanding the window. The About window link is located in the bottom left hand corner of the window.

To locate the version number for Auto Reconciler in version 9.0 and 8.0 go to Tools >> Setup >> System >> Encore Product Registration. The About window can be located by selecting Auto Reconciler (for Microsoft Dynamics GP Bank Rec) and expanding the window. The About window link is located in the bottom left hand corner of the window.

## INSTALLATION & SETUP





# Installation & Setup

This chapter describes how to install and set up Auto Reconciler.

- [\*Installing Auto Reconciler\*](#)
- [\*Upgrading from previous versions of Auto Reconciler\*](#)
- [\*File Maintenance\*](#)
- [\*Registering Auto Reconciler\*](#)
- [\*Setting up Auto Reconciler\*](#)

## Installing Auto Reconciler

You will use the installation program to install Auto Reconciler.

Before you begin installing, do the following:

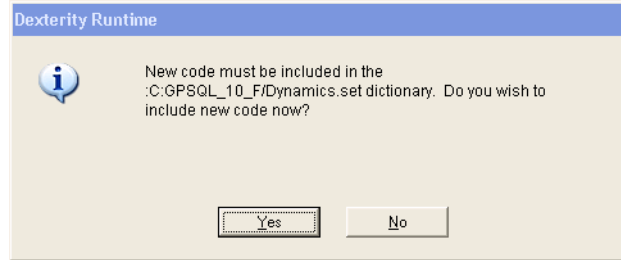
- Make a note of the directory location of your Microsoft Dynamics GP 2013 installation. This information will be required during the installation.
- Verify that the AR12.00.01.xxx.exe file has been loaded on to your computer.  
(The x's in the file name will be replaced with numbers.)
- Create a backup of your Microsoft Dynamics GP data before installing Auto Reconciler.
- Exit all applications.

### To install Auto Reconciler:

1. Open Windows Explorer and locate the AR12.00.01.xxx.exe file. The location of this file will vary depending on how you acquired the application.  
(The x's in the file name will be replaced with numbers.)
2. Launch the AR12.00.01.xxx.exe file by double-clicking it. The installation program for Auto Reconciler will start.



3. Follow the instructions in each window.
4. Start Microsoft Dynamics GP. You will receive the following message box.



5. Select Yes. The Auto Reconciler and Encore Product Registration modules will be included in the Dynamics.set file.



*For information on the data tables installed for Auto Reconciler, refer to [Appendix A, "Data tables,"](#)*

## Upgrading from previous versions of Auto Reconciler

To upgrade to a new version, you will need to obtain a new registration key. Call Encore Business Solutions Inc. toll-free at (888) 898-4330 (North America only) to obtain the new registration key.

To upgrade from any prior version, you must update tables using the File Maintenance process as described in [File Maintenance](#) on page 17.

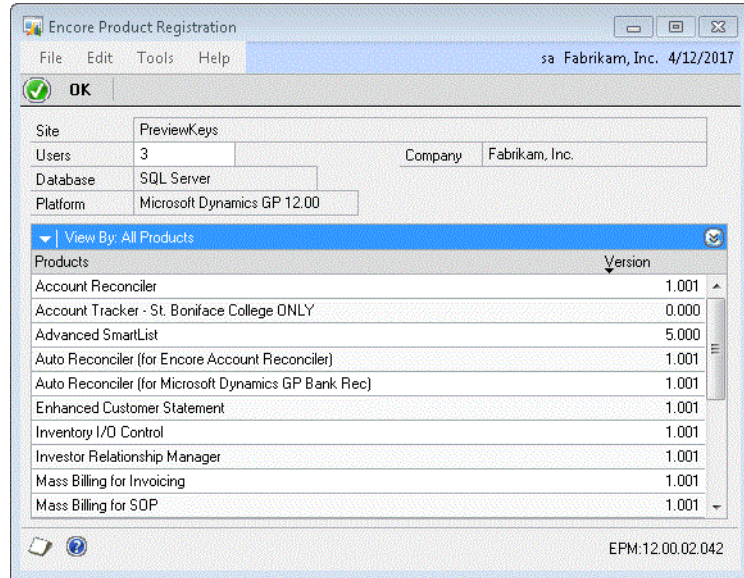
## Registering Auto Reconciler

Before you can use Auto Reconciler with your company data, you must register your software. To register your software enter the product registration key or the drop file provided to you by Encore. If you choose not to enter the registration keys, you will only be able to create sample transactions using Fabrikam Inc - the lesson company.

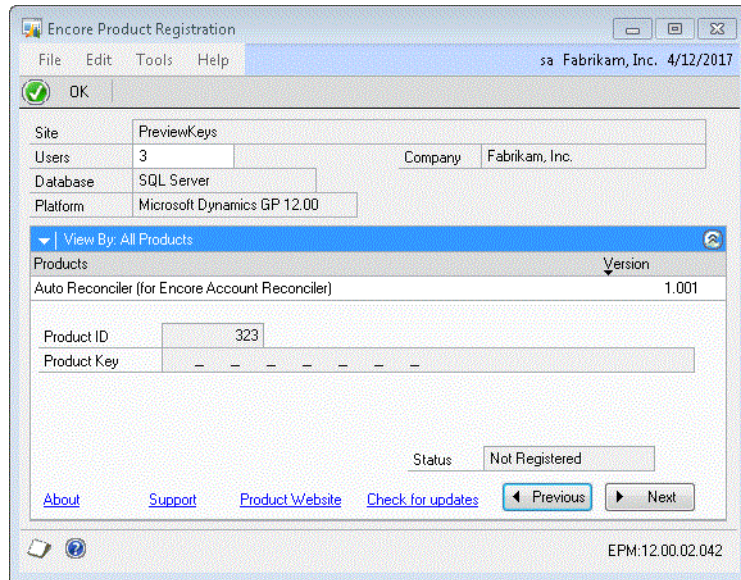


### To register your product using registration keys:

1. Open the Encore Product Registration window.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration)
2. Highlight the product you wish to register



3. Choose the show details expansion button to display the detailed view of the registration window.



4. Copy and paste or manually enter the product registration key provided by Encore for the product that you have purchased. If manually entering the key ignore the sections. Select OK.
5. To view product specific information such as the version number click on the About zoom field to open the About window.
6. Select OK to close the Encore Product Registration window.

**To register your product using a drop file:**

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.  
For Example: C:\ Microsoft Dynamics GP\
2. Log in to Microsoft Dynamics GP as a system administrator.
3. The system will notify you that it has found a registration file, accept the prompt so the drop key gets applied.





4. The system will notify you when the product has been registered.
5. Open the Encore Product Registration window and select your product to verify that it is registered.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration)

## File Maintenance

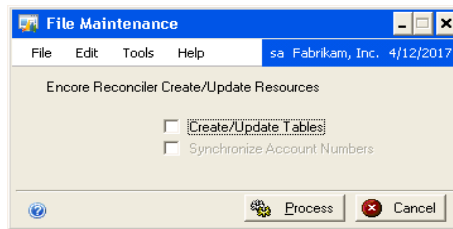
The File Maintenance window is used to create and/ or update all the necessary components to use this product. After you've installed and registered the product, you must run the file maintenance process to evaluate all resources and upgrade them to the latest version as necessary.



*You must log in as System Administrator to run the file maintenance process.*

### To run file maintenance:

1. Open the File Maintenance window.  
(Microsoft Dynamics GP Menu >> File >> Maintenance >> Encore Reconciler >> File Maintenance)



2. Ensure the Create / Update Tables box is marked.
3. Select the Process button. Tables will be created, permissions and any existing data will be set. The SQL Server components for Auto Reconciler will be created.
4. The Synchronize Account Number option provides the ability to update the GL account information to reflect changes made to the Microsoft Dynamics GP GL account framework. Use it when:

- Auto Reconciler has been upgraded from a version prior to version 9.0.
- Changes have been made to the account framework, such as adding or deleting segments to the account numbers or changing the existing account numbers.



*Every time you install Auto Reconciler, you must run the file maintenance process for each company.*



## Setting up Auto Reconciler

Before you can begin to use Auto Reconciler to balance your bank account electronically, you must:

- [Create an import layout](#)
- [Link import layout to checkbook](#)

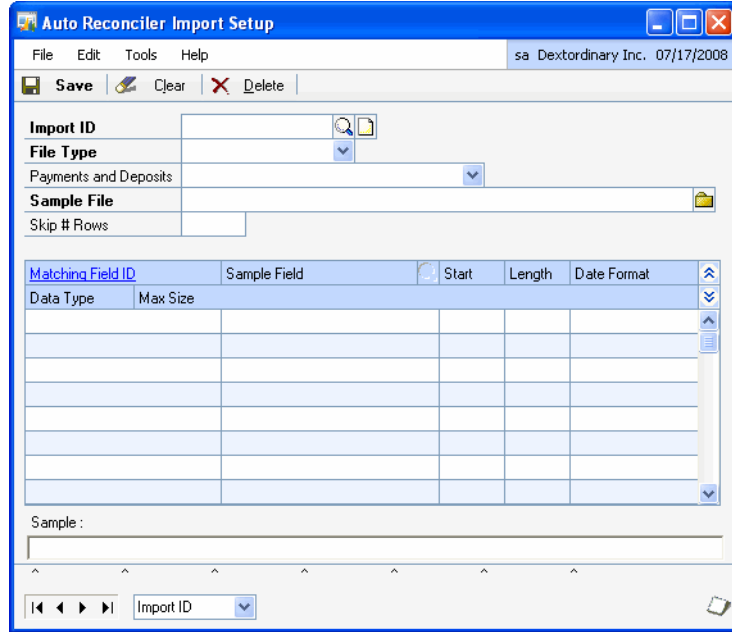
### Create an import layout

The Auto Reconciler Import Setup window is used to create an import ID template for an import file which can be used to import your bank statement. Once a file is created it allows you to match the fields in your bank statement to those in Auto Reconciler.

Matching Field ID	Sample Field	Start	Length	Date Format
Data Type	Max Size			

### To create an import layout:

1. Open the Auto Reconciler Import Setup window.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Auto Reconciler Import Setup)



2. Enter the import ID you will use to import your bank files each month. You may define this ID tag as you wish - an example would be Bank Import.
3. If the bank import file is a generic type file select a file type of either Comma Delimited or Fixed Length. Go to steps 6 and 7.

-or-

To import bank statements for TD or CIBC select the bank file format type TD BAI, CIBC OSC or BAI2.



If you are using TD BAI, CIBC OSC or BAI2, see your bank representative for a sample file to provide you with information on setting up your bank import field.

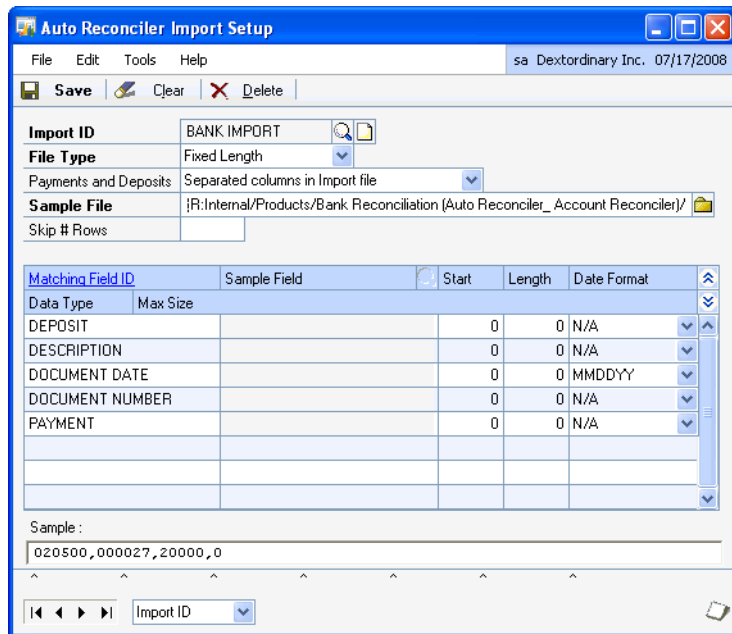
4. If you are using Comma Delimited or Fixed Length file type, select the payment and deposit option from the drop down list.
5. Enter the file location of the sample file of your bank statement or use the file icon to locate it.
6. If you are using Comma Delimited, select the Sample Field that matches the one displayed in the Matching Field ID column until you have matched all required fields. See the table below the illustration which provides a description of all matching field ID's. Once you have completed matching the fields, skip to step 8.

Matching Field ID	Sample Field	Start	Length	Date Format
DEPOSIT		0	0	N/A
DESCRIPTION		0	0	N/A
DOCUMENT DATE		0	0	MMDDYY
DOCUMENT NUMBER		0	0	N/A
PAYMENT		0	0	N/A

Sample : 020500,000027,20000,0

Matching Field ID	Required	Description
Deposit	No	Deposit amount field
Description	No	Description of Transaction
Document Date	Yes	Date transaction cleared bank
Document Number	Yes	Field containing cheque #, Deposit #, etc.
Payment	Yes	Payment amount field

- If you are using Fixed Length, enter the Start position (the starting position - count the characters in the Sample at the bottom of the window to determine this) of the various matching fields and the Length of each of the fields (number of digits).



- Count the number of header lines in your sample bank file. Enter this number in the Skip # rows field.



*If the correct number isn't entered your file will not import successfully.*

9. Select Save to save the changes you made in the Auto Reconciler Import Setup window.



*In order to reconcile deposits, Account Reconciler looks for matching document numbers and deposit amounts. If your bank file does not include document numbers for deposits, you must enter ONE of the following two lines into the Dex.ini file to change this criteria.*

*AR\_MatchBy=DATE*

*AR\_MatchBy=AMOUNT*

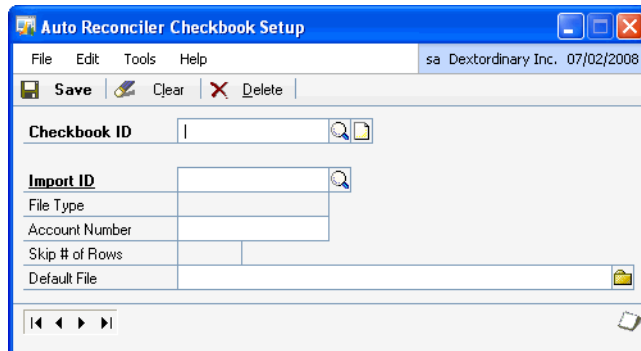
*After you add one of these two lines to the Dex.ini file, deposits will be matched by date or amount.*

## Link import layout to checkbook

This procedure links the import layout you just defined to the checkbook that you want to reconcile.

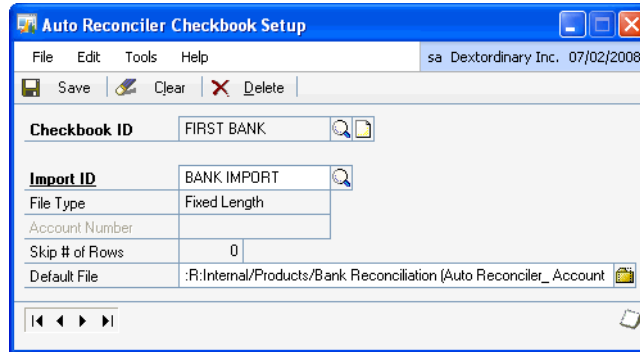
### To link import layout to checkbook:

1. Open the Link to Checkbook window.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Auto Reconciler Checkbook Setup)



2. Select the checkbook ID that you want to link to the import ID.
3. Enter or choose the import ID created in the Auto Reconciler Import Setup window.

4. Enter the account number if BAI2 was selected as the file format type.
5. Enter the file location for the default file of your bank statement or use the file icon to locate it.



6. Select Save to save your changes.



## USING AUTO RECONCILER





## Using Auto Reconciler

This chapter describes how to use Auto Reconciler to reconcile your bank statement with your Microsoft Dynamics GP account information. It includes the following sections:

- [Setting up the bank statement information](#)
- [Importing the bank statement](#)

### Setting up the bank statement information

Before you can begin to reconcile bank statements using Auto Reconciler with Microsoft Dynamics GP Bank Rec, you must set up the bank statement information in the Microsoft Dynamics GP Reconcile Bank Statements window.



*If you are using Auto Reconciler with Encore's Account Reconciler see the Account Reconciler user manual for setup instructions.*

### Importing the bank statement

Once your bank statement information is set up, you can import the bank statement.



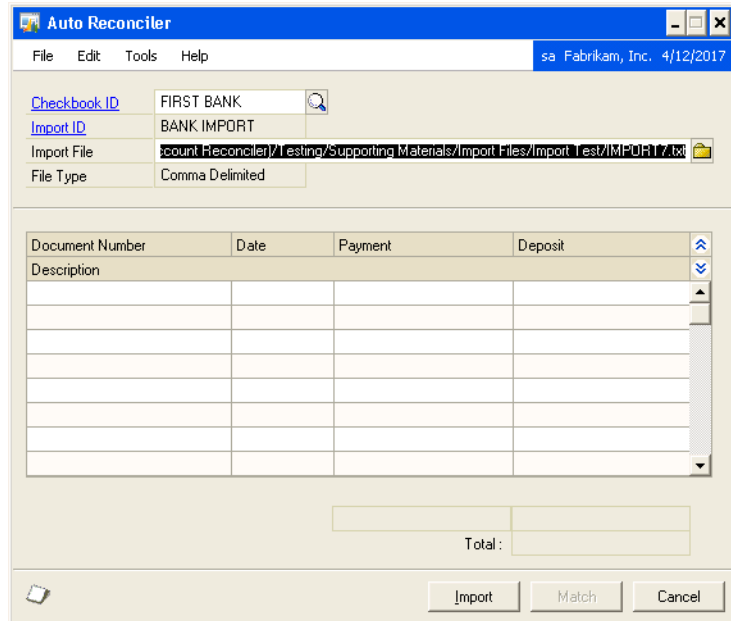
## To import the bank statement

1. Open the Auto Reconciler window.  
(Transactions >> Financial >> Encore Reconciler >> Auto Reconciler)

Document Number	Date	Payment	Deposit
Description			

2. Enter or choose the checkbook ID that you want to match transactions against.
3. Ensure that the import file displayed is the import ID that you linked to the selected checkbook in the Auto Reconciler Checkbook Setup window.

4. Choose the Import button to import the bank statement file.



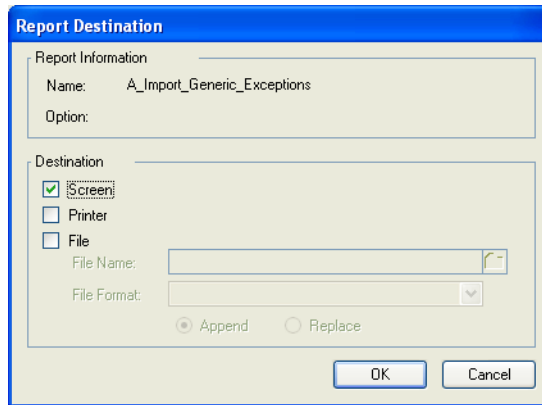
5. Choose Match to start the reconciling process - checks will be matched by document number and payment amount.



*Cleared with a difference is available only when using Auto Reconciler with Microsoft Dynamics GP Bank Reconciliation.*



- The report destination dialog box will appear when the match reconciliation process is finished.



The 'Report Destination' dialog box has a blue title bar and a light gray background. It is divided into two main sections: 'Report Information' and 'Destination'. The 'Report Information' section contains a 'Name' field with the text 'A\_Import\_Generic\_Exceptions' and an empty 'Option' field. The 'Destination' section has three radio buttons: 'Screen' (checked), 'Printer', and 'File'. Below the 'File' radio button are fields for 'File Name' and 'File Format'. At the bottom of the dialog are 'Append' and 'Replace' radio buttons, and 'OK' and 'Cancel' buttons.

- Select the report destination(s) you prefer to view a report.
- A detailed matching report will be created listing all transactions that cleared or did not clear.



The screenshot shows a window titled 'Screen Output - A\_Import\_Generic\_Exceptions'. The window has a menu bar with 'Print', 'Send To', 'Modify', and a zoom dropdown set to '75%'. It also shows 'Completed 1 Page' and 'Page 1'. The main content area displays system information and a table of transactions.

System: 01/06/2004 12:07:27 PM Fabrikam, Inc. Page: 1  
User Date: 12/04/2007 Bank Reconciliation Import User ID: sa  
Chequebook ID: FIRST BANK

Type Number	Date	Description	Trx Amount	Cleared Amount	Difference
NOT CLEARED					
PMT 000026	01/02/2000		(\$100.00)		
PMT 000027	05/02/2000		(\$200.00)		
PMT 000028	12/02/2000		(\$300.00)		



## USING AUTO RECONCILER



## Appendix A: Data tables

The following charts lists data tables created in Auto Reconciler and their descriptions.

### Financial Series

Display Name	Technical Name	Physical Name	Description
Auto Reconciler Import Banks	A_Import_Banks	BS3000	Import Banks & reports
Auto Reconciler Import Temp	A_Bankrec_Import_Temp	BS2005	Import Banks & reports
Auto Reconciler Checkbooks	A_Import_Checkbook_MSTR	IMP0003	Import Checkbook
Auto Reconciler Import Temp	A_Import_Generic_TEMP	TEMP	Temp file for import
Auto Reconciler Import Field Match Temp	A_Import_Field_Match_TEMP	TEMP	Temp file for import
Auto Reconciler Import Exceptions	A_Import_Generic_Exceptions_RPT	TEMP	For Report use only
Auto Reconciler Import Master	A_Import_Generic_HDR	IMP1000	Import Checkbook, File Layout
Auto Reconciler Import Line	A_Import_Generic_LINE	IMP1100	Import Checkbook, File Layout Line
Auto Reconciler Problem Report	A_Import_Generic_Problem_RPT	TEMP	For reports use only



## APPENDIX A DATA TABLES





## What's New in Auto Reconciler for 2013

Auto Reconciler has been fully upgraded to be compatible with Microsoft Dynamics GP 2013.

## What's New in Auto Reconciler for 2010

Auto Reconciler has been fully upgraded to be compatible with Microsoft Dynamics GP 2010 and Windows 7.

- Auto Reconciler has been enhanced to support non-functional checkbooks.
- A new Dex.ini option has been added so that the system can be set to allow payment/cheques to perform an additional search for matching transactions. If there is no document number or it doesn't find a match based on the document number, the system will try to find a match based on the amount. It will do this for both functional and non-functional amounts.  
Dex.ini option setting is: AR\_MatchPaymentsBy=AMOUNT

## What's New in Auto Reconciler for 10.0 SP3

Auto Reconciler now automatically saves the date the cheque or deposit cleared the bank so that you can run analysis on how long it takes for checks/deposits to clear the bank.

Auto Reconciler now is able to perform a smart matching to ignore the leading zeros on imported check/deposit document numbers.

## What's New in Auto Reconciler for 10.0 SP2

Auto Reconciler now supports a general implementation of the BAI2 file type. If your BAI2 file contains transactions for different bank accounts you now have the ability to specify an account number in the Auto Reconciler



Checkbook Setup window so that only the transactions specific to the selected account number will be imported.

Additionally Auto Reconciler now supports comma delimited or fixed length files where the payment and deposit amount are in the same column. A Payments and Deposits drop down list has been added to the Auto Reconciler Import Setup window. which includes the following options:

- Separated Columns in Import file
- Combined Column: payments are negative
- Combined Column: deposits are negative

## What's New in Auto Reconciler for 10.0

Auto Reconciler has been upgraded to be compatible with Microsoft Dynamics GP version 10.0.

## What's New in Auto Reconciler for 9.0

For the version 9.0 release of Bank Reconciliation a new name has been established. Bank Reconciliation will now be called Auto Reconciler. The new name is a more defining name for this product.

To go along with the new product name there has been changes to the window naming and the menu naming. The following chart provides details of the menu and window changes:

Window	8.0 and before	9.0 (new)
<b>File Maintenance</b> (previously Table Conversion)	File >> Maintenance >> Encore Bank Reconciliation >> Table Conversion	File >> Maintenance >> Encore Bank Reconciliation >> File Maintenance
<b>Auto Reconciler Import Setup</b> (previously Import File Layout Maintenance)	Tools >> Setup >> Encore Bank Reconciliation >> Import File Layout	Tools >> Setup >> Encore Bank Reconciliation >> Auto Reconciler Import Setup



Window	8.0 and before	9.0 (new)
<b>Auto Reconciler</b> (previously Bank Import)	Transactions >> Financial >> Encore Electronic Bank Import	Transactions >> Financial >> Encore Bank Reconciliation >> Auto Reconciler
<b>Auto Reconciler Checkbook Setup</b> (previously Link to Checkbook Maintenance)	Tools >> Setup >> Encore Bank Reconciliation >> Link to Checkbook	Tools >> Setup >> Financial >> Encore Bank Reconciliation >> Auto Reconciler Checkbook Setup
Bank Statement Entry' (previously Bank Reconciliation)	Transactions >> Financial >> Encore Multicurrency Bank Reconciliation	Tools >> Setup >> Financial >> Encore Bank Reconciliation >> Bank Statement Entry or Transactions >> Financial >> Encore Bank Reconciliation >> Bank Statement Entry
<b>Multicurrency Bank Reconciliation</b> (previously Bank Reconciliation Utility)	Transactions >> Financial >> Encore Multicurrency Bank Reconciliation >> Transaction button	Transactions >> Financial >> Encore Bank Reconciliation >> Multicurrency Bank Reconciliation button
Account Adjustments (previously Bank Reconciliation Adjusting Entries)	Transactions >> Financial >> Encore Multicurrency Bank Reconciliation >> Transaction button >> Adjustment expansion button	Transactions >> Financial >> Encore Bank Reconciliation >> Multicurrency Bank Reconciliation >> Adjustment expansion button

### Improvements to Auto Reconciler

Previously in the Auto Reconciler /Bank Import window when a file was being imported additional blank lines were being included. This functionality has been changed so there are no longer any additional blank lines being included in the import.

### File Maintenance

The File Maintenance window, renamed from Table Conversion, has received additional functionality. It now has the ability to synchronize account numbers. This functionality was added to allow the Bank



Reconciliation module to update its GL account information to reflect changes made to the Microsoft Dynamics GP GL account framework.

### **Microsoft Dynamics GP Calendar Feature**

For Auto Reconciler version 9.0 we have taken advantage of the Microsoft Dynamics GP calendar feature and included it for all editable date fields on the Auto Reconciler windows.

## **New Encore Products**

### **Investor Relationship Manage**

Investor Relationship Manager developed by Encore Business Solutions Inc seamlessly integrates with Microsoft Dynamics GP. Investor Relationship Manager allows users to coordinate, monitor and manage various types of third party investments including shareholder investments and equities such as stock certificates and dividends.



## Known Issues

1. Auto Reconciler only supports bank statements that are imported with amounts that are in the functional currency. If a bank statement is imported that is in a currency other than the functional currency it will be translated into the functional currency which will cause discrepancies.
2. The Auto Reconciler import file requires that each amount includes 2 decimal places in order to display imported amounts in the correct format. A source file containing the value \$50.1 will be imported as \$5.01, \$50 will be imported as \$0.50. The 2 implied decimal place format is always assumed regardless of the decimal point position. Note: If you are using the Tab-delimited (.txt) or Comma-delimited (.csv) file types the amounts shown on the import window may not be equal to the amounts in the source file.

### **To work around this issue:**

To successfully import all amounts in the source file ensure that the 2 decimal requirement is met by adding 2 zeros and a decimal point at the end of every amount that does not have a decimal or does not have 2 figures after the decimal. For example: if your amount is equal to \$50 change the source amount to \$.50 or \$50.00; if your amount is equal to \$50.1 change the source amount to \$5.01 or \$50.10.



## About Encore Business Solutions

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft® Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include:

### Project Tracking Solutions:

- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

### Billing Solutions:

- Recurring Contract Billing
- Recurring Contract Billing Importer

### Bank Reconciliation Solutions:

- Auto Reconciler
- Account Reconciler

### Bio-fuel Solutions:

- REAP
- REAP Auto Delivery
- REAP Integration
- REAP eConnect

### Additional Encore Products:

- Advanced SmartList
- Investor Relationship Manager
- Inventory I/O Control

If you have questions regarding any Encore product or service, feel free to contact us.

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