Electronic Bank Reconciliation 8.0

An application for Microsoft® Business Solutions—Great Plains®

Encore
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Furthering your success through innovative business solutions

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INTRODUCTION

Introduction

Welcome to Electronic Bank Reconciliation, a powerful companion product to Encore's Multicurrency Bank Reconciliation product and to the Bank Reconciliation module in Microsoft Business Solutions—Great Plains.

Electronic Bank Reconciliation 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 or fixed length)
- 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 Multicurrency Bank Reconciliation module only.)
- Provides detailed reports showing all transactions that are Cleared and Not Cleared (Note: Cleared with a difference is available only when using Electronic Bank Reconciliation with Great Plain's Bank Reconciliation)

What's In This Manual?

This manual contains a detailed description of Encore's Electronic Bank Reconciliation 8.0 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 Great Plains accounting system. It also assumes that Great Plains 8.0 has been installed and configured on your computer.

This manual contains the following chapters:

The *Introduction* chapter lists the benefits and features of the Electronic Bank Reconciliation 8.0 module.

The *Installation & Setup* chapter has step-by-step instructions that guide you through the installation and setup of your Electronic Bank Reconciliation module.

The *Using Electronic Bank Reconciliation* 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 Great Plains 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 not available in this version of Multicurrency Bank Reconciliation.

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
Support Contracts	(888) 898-4330
Fax	(204) 235-2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

Installation & Setup

This chapter describes how to install and set up Electronic Bank Reconciliation.

This chapter contains the following sections:

- *Installing Electronic Bank Reconciliation*
- *Upgrading from previous versions of Electronic Bank Reconciliation*
- *Creating tables*
- *Registering Electronic Bank Reconciliation*
- *Setting up Electronic Bank Reconciliation*

Installing Electronic Bank Reconciliation

You will use the installation program to install Electronic Bank Reconciliation.

Before you begin installing, do the following:

- Note the directory location of your Great Plains installation. You will need this information during the installation.

- Verify that the EBR080.00.01.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 Great Plains data before installing Electronic Bank Reconciliation.

- Exit all applications.

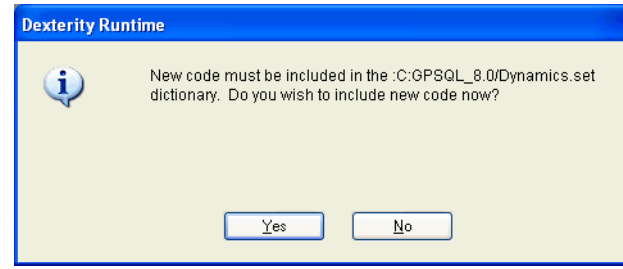
To install Electronic Bank Reconciliation:

1. Open Windows Explorer and locate the EBR080.00.01.xxx.exe file. The location of this file will vary depending on how you acquired the application.

2. Launch the EBR080.00.01.xxx.exe file by double-clicking it. The installation program for Electronic Bank Reconciliation will start.

3. Follow the instructions in each window.

4. Start Great Plains. You will receive the following message box.



5. Select Yes. Information for Electronic Bank Reconciliation and Encore Product Registration will be included in the Dynamics.set file.

For information on the data tables installed for Electronic Bank Reconciliation, refer to *Appendix A, "Data tables,"*

Upgrading from previous versions of Electronic Bank Reconciliation

To upgrade to version 8.0, you will need to obtain a new registration key. Call Encore Business Solutions Inc. toll-free at (888) 898-4330 to obtain the new registration key.

To upgrade from any prior version, you must update tables in the Table Conversion window as described in *Creating tables* on page 13.

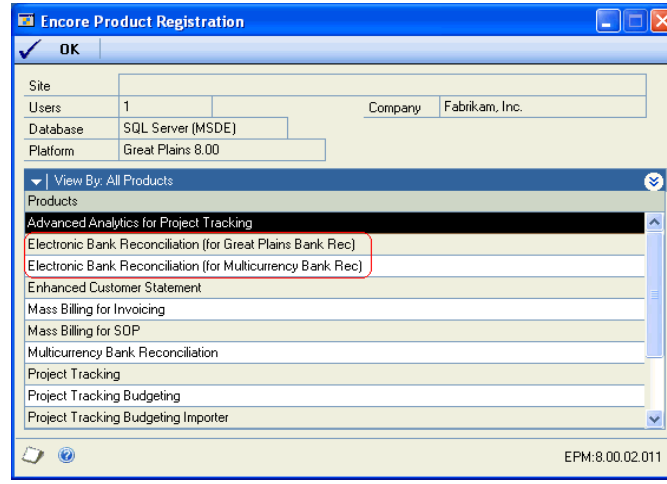
Registering Electronic Bank Reconciliation

Before you can use Electronic Bank Reconciliation with your company data, you must register your software. To register your software enter the product registration key provided to you by Encore. If you choose not to enter the registration key, you will only be able to use Electronic Bank Reconciliation in Fabrikam Inc—the lesson company.

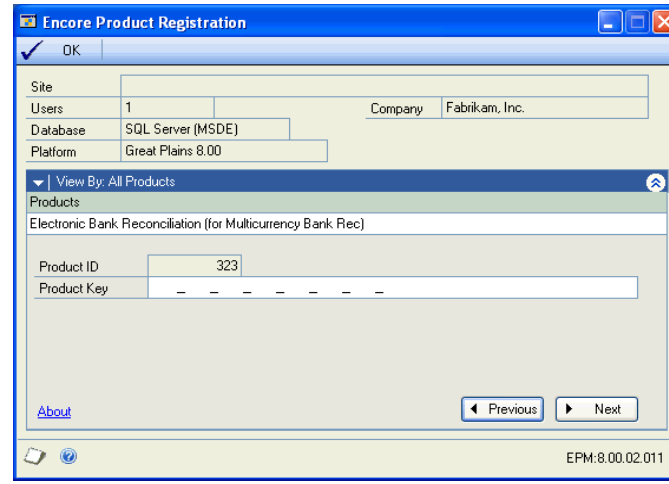
To register your product:

1. Open the Encore Product Registration window.
   (Tools >> Setup >> System >> Encore Product Registration)

2. Select the product you wish to register



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



4. Enter the product registration key provided by Encore for the product that you have purchased.

5. Select the About zoom field to open the About window for this product. This window contains the version number for this product and information on how to contact Encore.

6. Select OK to close the Encore Product Registration window.

Creating tables

Whether you want to demo or run the product, you must run the Table Conversion/Upgrade process to create tables—this will set up SQL components and convert any existing data.

You must log in as System Administrator to run Table Conversion.

To create tables:

1. Open the Table Conversion window.
   (File>> Maintenance >> Encore Bank Reconciliation >> Table Conversion)

2. Select Process. Tables will be created, permissions will be set, and existing data will be converted.

Every time you install Electronic Bank Reconciliation, you must run the table conversion/upgrade process.

Setting up Electronic Bank Reconciliation

Before you can begin to use Electronic Bank Reconciliation to balance your bank account electronically, you must:

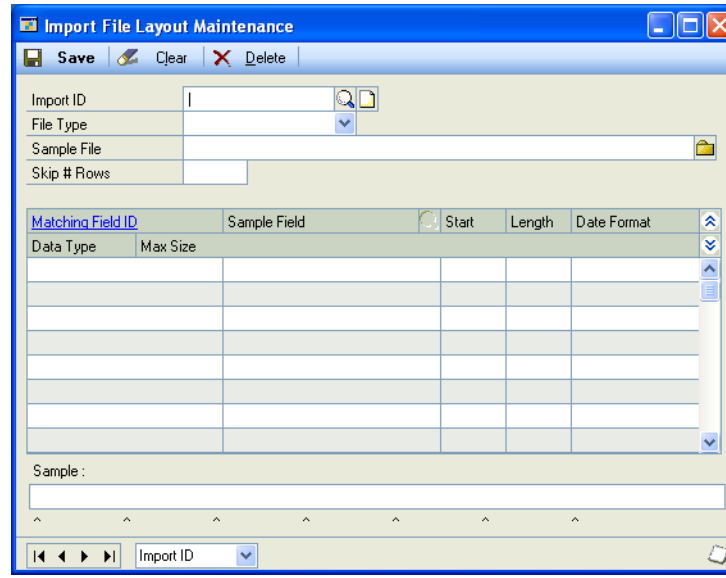
- *Create an import layout*
- *Link layout to chequebook*

Create an import layout

In the Import File Layout Maintenance 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 Electronic BankRec.

To create an import layout:

1. Open the Import File Layout window.
   (Tools >> Setup >> Encore Electronic Bank Reconciliation >> Import File Layout)



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.

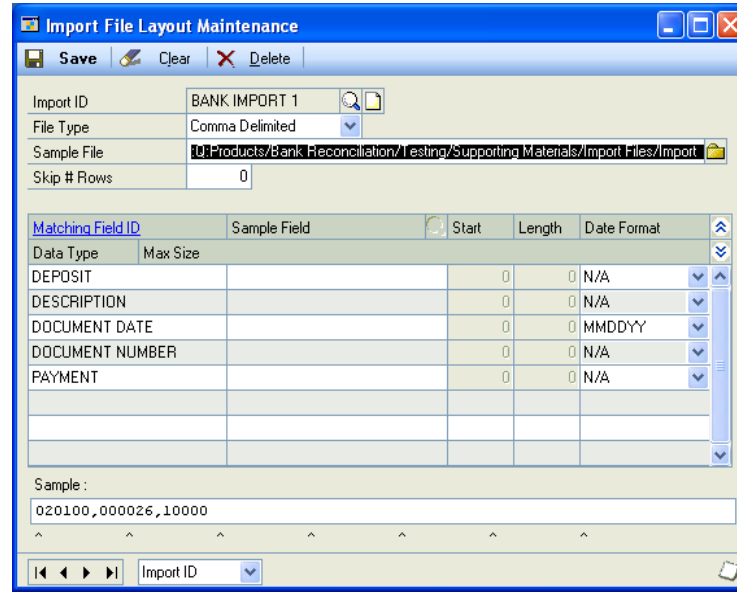
3. Select a file type, either Comma Delimited or Fixed Length.

4. Enter the file location of the sample file of your bank statement or use the file icon to locate it.

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

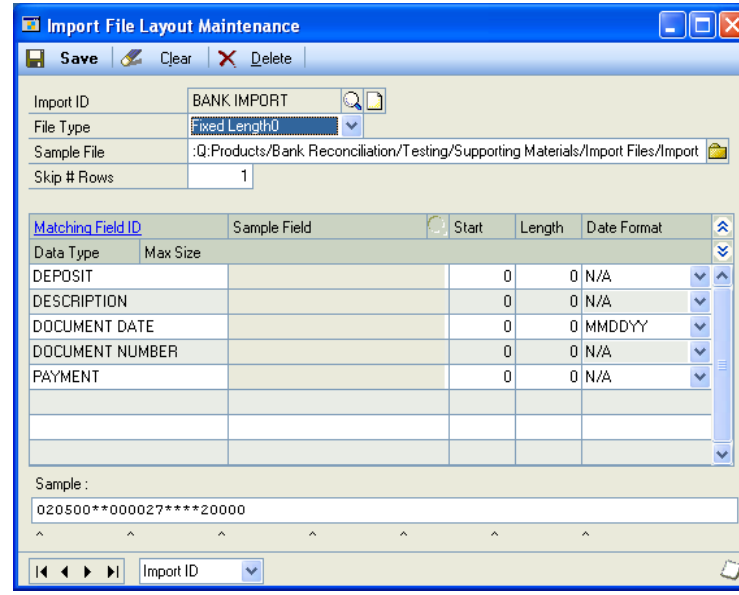
If the correct number isn't entered your file will not be imported successfully.

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 IDs. Once you have completed matching the fields, skip to step 8.



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

7. 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).



8. Select Save to save the changes you made in the Import File Layout Maintenance window.

In order to reconcile deposits, Multicurrency Bank Rec 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.

MCBR_MatchBy=DATE

MCBR_MatchBy=AMOUNT

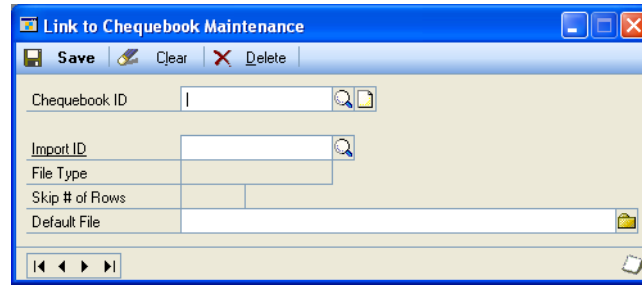
After you add one of these two lines to the Dex.ini file, deposits will be matched by date and amount.

Link layout to chequebook

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

To link layout to chequebook:

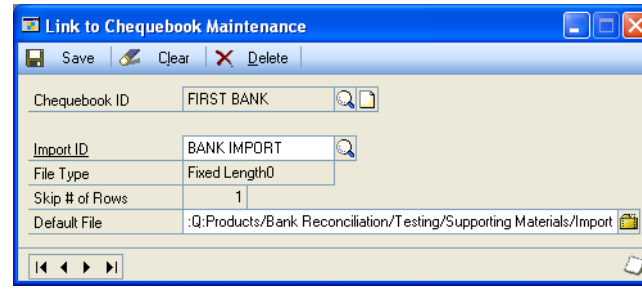
1. Open the Link to Chequebook window.
   (Tools >> Setup >> Electronic Bank Reconciliation >> Link to Chequebook)



2. Choose the Chequebook ID that you want to link to the Import ID.

3. Enter or choose the Import ID created in the Import File Layout Maintenance window.

4. Choose the Default File—location and file name of your bank statement import file.



5. Select Save to save your changes.

Using Electronic Bank Reconciliation

This chapter describes how to use Electronic Bank Reconciliation to reconcile your bank with your bank statement 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 Electronic Bank Reconciliation, you must set up the bank statement information.

See the Multicurrency Bank Reconciliation user manual for setup instructions if you are using Electronic Bank Reconciliation with Encore's Multicurrency Bank Reconciliation.

To set up the bank statement information:

1. Open the Reconcile Bank Statements window.
   (Transactions >> Financial >> Reconcile Bank Statement)

2. Enter or choose a Chequebook ID.

3. Enter the Bank Statement Ending Balance amount reported on your bank statement.

4. Enter the Bank Statement Ending Date that is reported on your bank statement.

5. Enter the Cutoff Date for this reconciliation.

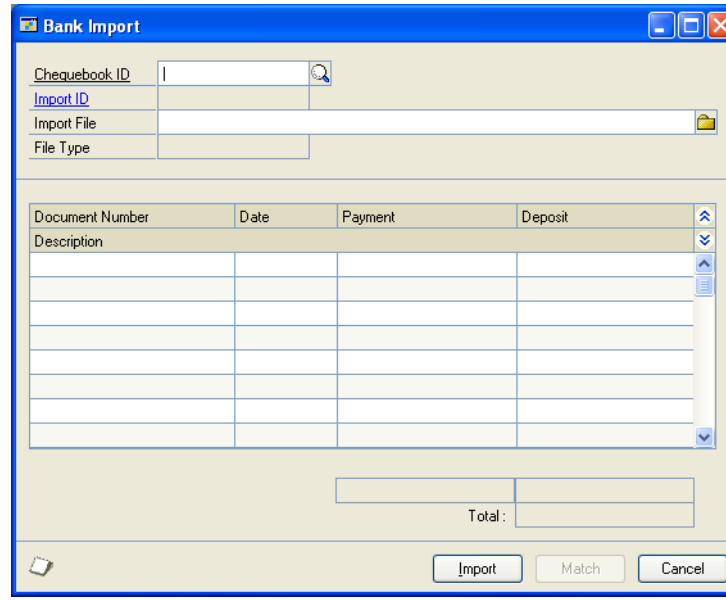
6. Choose Save to save the information in this window. You may choose Delete if you wish to delete the information in this window and begin again.

Importing the bank statement

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

To import the bank statement

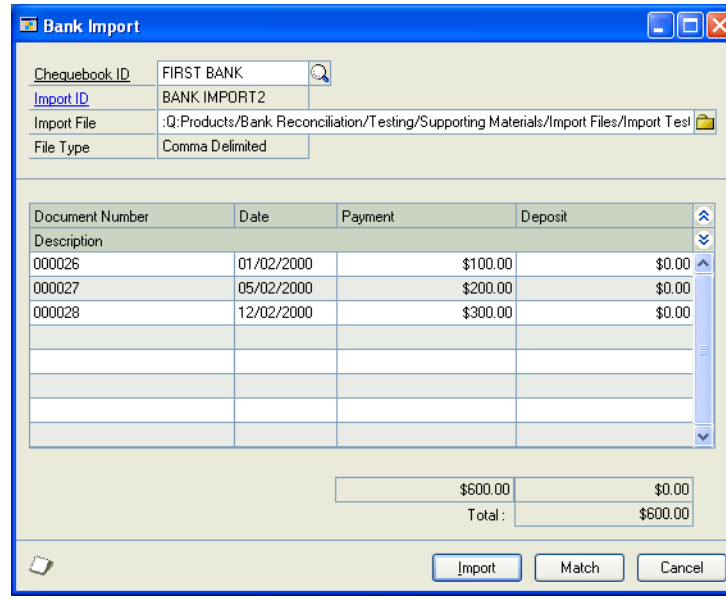
1. Open the Bank Import window.
   (Transactions >> Financial >> Encore Electronic Bank Import)



2. Enter or choose the Chequebook ID that you want to match transactions against.

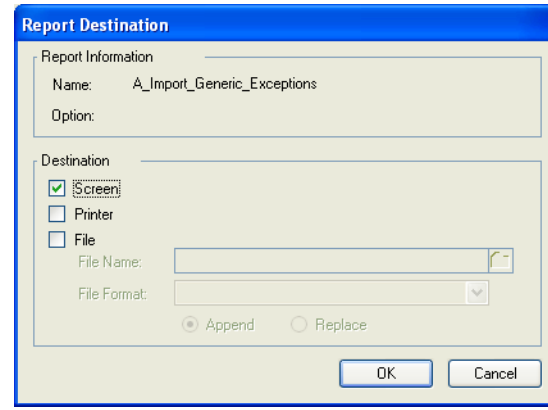
3. Ensure that the Import File displayed is the Import ID that you linked to the selected chequebook in the Link to Chequebook Maintenance window.

4. Choose Import to import the bank statement file.

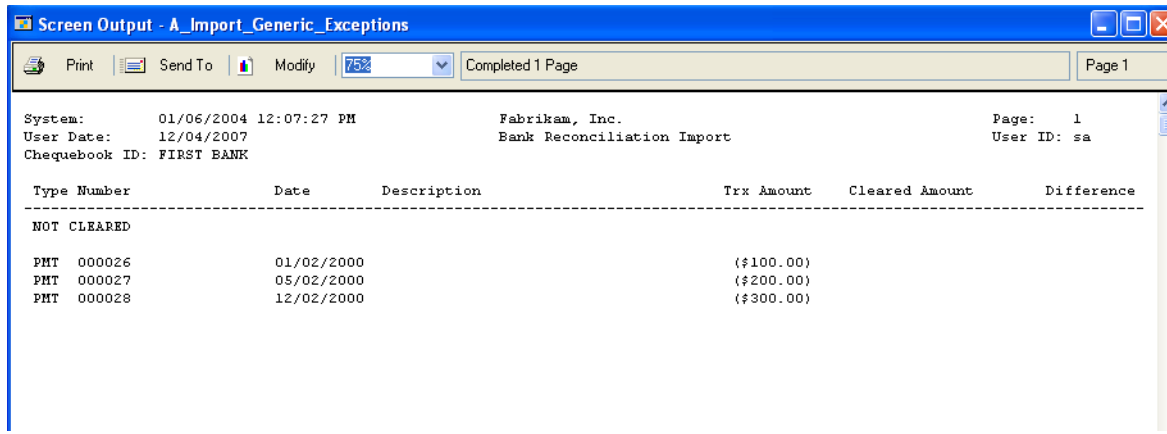


5. Choose Match to start the reconciling process—Cheques will be matched by document number and payment amount and a detailed matching report will be created listing all transactions that cleared or did not clear. (Note: Cleared with a difference is available only when using Electronic Bank Reconciliation with Great Plain's Bank Reconciliation)

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



7. Select the report destination(s) you prefer to view a report similar to the one below.



Appendix A: Data tables

The following charts list all related data tables created in Electronic Bank Reconciliation and their descriptions.

Financial Series

Display Name	Technical Name	Physical Name	Description
A_Import_Banks	A_Import_Banks	BS3000	Import Banks & reports
A_Bankrec_Import_Temp	A_Bankrec_Import_Temp	BS2005	Import Banks & reports
A_Import_Checkbook_MSTR	A_Import_Checkbook_MSTR	IMP0003	Import Checkbook
A_Import_Generic_TEMP	A_Import_Generic_TEMP	TEMP	Temp file for import
A_Import_Field_Match_TEMP	A_Import_Field_Match_TEMP	TEMP	Temp file for import
A_Import_Generic_Exceptions_ RPT	A_Import_Generic_Exceptions_ RPT	TEMP	For Report use only
A_Import_Generic_HDR	A_Import_Generic_HDR	IMP1000	Import Checkbook, File Layout
A_Import_Generic_LINE	A_Import_Generic_LINE	IMP1100	Import Checkbook, File Layout Line
A_Import_Generic_Problem_RPT	A_Import_Generic_Problem_RPT	TEMP	For reports use only

Known Issues

Electronic Bank Reconciliation does not support multicurrency cheque books. If the currency that you are attempting to link to the cheque book ID does not match the functional currency of your company, you will not be able to link that currency.

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 Business Solutions Great Plains and Small Business Manager.

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.

Encore has developed several products including:

Project Tracking Series	**Billing Series**	**Financial Series**
Project Tracking *with Profit Analysis*	Recurring Contract Billing	Electronic Bank Reconciliation
Project Tracking Budgeting	Recurring Contract Billing Importer	Multicurrency Bank Reconciliation
Project Tracking Importer	Recurring Contract Billing ImageLink	GST / PST Distribution
Project Tracking ImageLink	Mass Billing	
Advanced Analytics for Project Tracking	Enhanced Customer Statement	

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