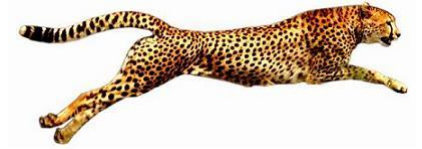


2012

BTP Technologies,
LLC



Dynamics GP Bank Rec with VELOCITY!

EASY E-BANK REC™ MANUAL

Version 10.5

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WHAT'S NEW

Description of the Easy e-Bank™ Software

Easy e-Bank Rec™ is a PC- based tool published by BTPTechnologies, LLC that vastly simplifies the monthly Bank Reconciliation in Microsoft Dynamics™ GP accounting software.

The program is Windows XP, Vista, Win 7, Terminal Server and Windows Server compatible.

Release Notes

Easy e-Bank Rec™ includes the following new features:

- Ability to match one-to-many, many-to-many, and many-to-one transactions.
- Multi-location and multi-credit card electronic wire/ACH reconciliation with the ability to sort, view, and limit the view for a particular site, which provides a micro “location” view/reconciliation within a checkbook ID.
 - Custom import automatically extracts the Merchant ID from the bank statement. (The fee for the custom import will be determined by the Scope of Work).
 - Automatically extracts “Location” and “Transaction Type” from the accounting bank reconciliation transaction.
 - Provides a mapping table for Location, Transaction Type, and Internal ID (merchant ID) that cross references both the accounting and bank statement transactions to produce a Location and Internal ID common to both.
 - Right-clicking on Location or Internal ID provides a view of a single location or Internal ID within a master bank account.
 - Automated matching occurs only within the location. The system prevents the matching of like amounts across locations when Location or ID is present.
- The Preview Update Deposit # and Preview Update Check # windows contain a number of new features:
 - It is possible to de-select automatic matches and manually match the transactions.

- New color coding denotes transactions that are banked beyond the allowable range, and those that are banked before they have been recorded in the GL.
 - The transaction description has been added to the grid.
 - The Payer/Payee descriptions have been added to the Check Management (Dynamics GP) side of the grid.
 - The number of days between booked and banked transactions is displayed.
- A Notes button has been added to Preview Automated Bank Transactions. In this window, the user can change the non-cash account, which will override the default setting for that particular transaction. In other words, the user can override the automated transaction distribution. The full bank statement additional detail is available for viewing.
 - Any issued or banked amount on the grid can be right-clicked to display all the transactions of the same amount on both the Check Management and Bank Statement sides of the grid. The window displays all the items for that amount that have been matched, and those that have not yet been matched.
 - A new column in the main grid called “Pstd/Clrd” contains the date issued (accounting) or the bank cleared date, thus providing the ability to sort all transactions (accounting and bank) in date order.
 - Ability to create a deposit on the fly with any un-deposited Cash Receipts with filtering capability on Cash, Checks or Credit Cards types. (Cash receipts are in the GL but not in the bank reconciliation because the deposit was not created).
 - The speed issue with large Chart of Accounts affecting the N, D, and U drill-down buttons has been resolved.
 - D button screen allows the user to override the default “D” account and book the opposite of cash where required.
 - The full description available in the bank statement download with Automated Bank Transactions is now stored in the yellow sticky note in GP with Automated Bank Transactions.
 - A “Clear Filters” button has been added to clear all grid filters at once.
 - The most recent import can be deleted by the end user and the file can be re-imported.

EASY E-BANK REC REFERENCE MANUAL

Accessing Easy e-Bank Rec

To access Easy e-Bank Rec™, simply [CLICK] on <ADDITIONAL> in your Microsoft Dynamics™ GP toolbar, then [CLICK] on <EASY E-BANK REC™>.



Main Screen

The following is a view of the main screen of Easy e-Bank Rec™:

The screenshot displays the main screen of Easy e-Bank Rec™. It features a menu bar (File, Edit, Tools, Help), a toolbar with various options (Change, Reconcile, Maintenance, Actions, Paid No Issue Trx, Reconciliation Summary, Reports, Excel, Print, Close, About), and a main grid for transaction management. The grid includes columns for document type, document number, transaction amount, post date, cleared status, and description. The 'Check Book Management' section is active, and the 'Bank Statement (Download)' button is visible.

U	D	Doc #	Trx Am	Post Date	C	Cleared	Pstd/Cld	M	N	Doc# From B	Doc # User In	Cleared	Bank Dat	Diff	B	Description
	D	00000000000000000001	\$5,564.11	03/04/2007	DEP	\$0.00	03/04/2007	...	M	N	?			(\$5,564.11)	...	
	D	00000000000000000002	\$8,316.07	03/11/2007	DEP	\$0.00	03/11/2007	...	M	N	?			(\$8,316.07)	...	
	D	00000000000000000003	\$10,247.31	03/11/2007	DEP	\$0.00	03/11/2007	...	M	N	?			(\$10,247.3)	...	
	D	00000000000000000004	\$600.00	03/21/2007	DEP	\$0.00	03/21/2007	...	M	N	?			(\$600.00)	...	
	D	00000000000000000006	\$19,579.89	03/15/2007	DEP	\$0.00	03/15/2007	...	M	N	?			(\$19,579.8)	...	
	D	00000000000000000008	\$2,708.58	03/30/2007	DEP	\$0.00	03/30/2007	...	M	N	?			(\$2,708.58)	...	
	D	00000000000000000009	\$1,799.73	03/31/2007	DEP	\$0.00	03/31/2007	...	M	N	?			(\$1,799.73)	...	
	D	12777	(\$2,000.00)	03/21/2007	CHK	\$0.00	03/21/2007	...	M	N	?			\$2,000.00	...	
	D	12778	(\$1,600.00)	03/28/2007	CHK	\$0.00	03/28/2007	...	M	N	?			\$1,600.00	...	
	D	233	(\$70.40)	03/25/2007	CHK	\$0.00	03/25/2007	...	M	N	?			\$70.40	...	
	D	261	(\$6.17)	03/13/2007	CHK	\$0.00	03/13/2007	...	M	N	?			\$6.17	...	
	D	300	(\$33.10)	03/27/2007	CHK	\$0.00	03/27/2007	...	M	N	?			\$33.10	...	
	D	325	(\$25.00)	03/05/2007	CHK	\$0.00	03/05/2007	...	M	N	?			\$25.00	...	
	D	326	(\$38.60)	03/07/2007	CHK	\$0.00	03/07/2007	...	M	N	?			\$38.60	...	
	D	327	(\$100.00)	03/18/2007	CHK	\$0.00	03/18/2007	...	M	N	?			\$100.00	...	
	D	374	(\$16.36)	03/11/2007	CHK	\$0.00	03/11/2007	...	M	N	?			\$16.36	...	
	D	376	(\$55.29)	03/13/2007	CHK	\$0.00	03/13/2007	...	M	N	?			\$55.29	...	
	D	378	(\$15.00)	03/21/2007	CHK	\$0.00	03/21/2007	...	M	N	?			\$15.00	...	

Main Screen v 10

Tool Bar

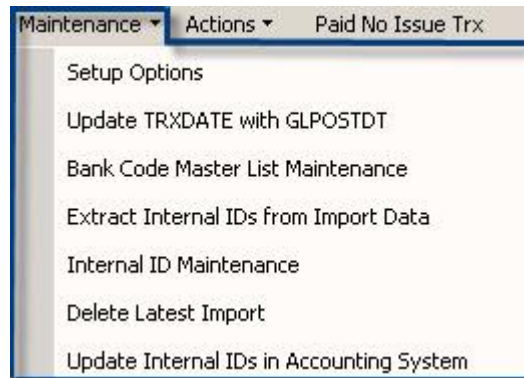
The tool bar contains the menu options that allow the user to set defaults and to perform the bank reconciliation:



Main Screen Tool Bar

The options from left to right are:

1. **Checkbook ID:** This field will be populated with the checkbook you select using the <CHANGE> button to the right.
2. **Change:** To change the Checkbook ID, [CLICK] on the <CHANGE> button to the right of the field and [SELECT] the appropriate active Checkbook ID.
3. **Reconcile:** This button opens the <MICROSOFT DYNAMICS™ GP RECONCILE BANK STATEMENT> window where the Bank Statement Ending Balance from the bank statement is recorded at the beginning of the Easy e-Bank Rec™ bank reconciliation process.
4. **Maintenance:** The options under **Maintenance** all relate to setting up the program and Maintenance. There are seven options:

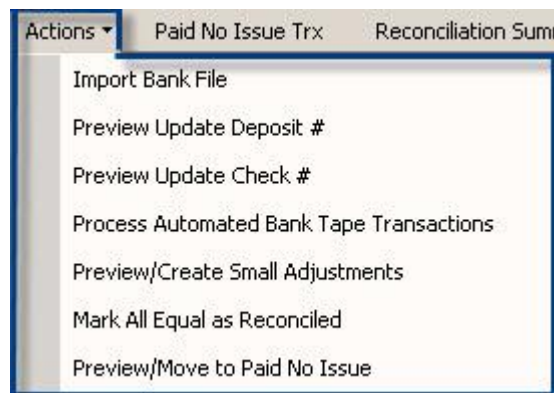


Maintenance Tab

- **Setup Options:** used to set all system defaults per selected Check Book ID, such as passwords and adjustment account information. Users can also set up the import file mapping for automated bank tape transactions.
- **Update TRXDATE with GLPOSTDT:** Microsoft Dynamics™ GP Bank Rec works on the transaction date. If the transaction date is not equal to the GL date, you will not be able to reconcile. This option will store the Transaction Date in the user defined 1 field and make the transaction equal to the GL date. As a result, the Microsoft Dynamics™ GP bank reconciliation will match the Easy e-Bank Rec™ reconciliation.

- **Bank Code Master List Maintenance:** This option allows you to view all the BAI codes. For more information on BAI codes, go to http://www.x9.org/standards/free/X9_BAI_Codes_Version_2_Cash_Management_Balance_Reporting..pdf or <http://www.x9.org> and search for “**Cash Management Balance Reporting Specifications - Version 2**”. In 2009, the standards were transferred by the Banking Association Industry (BAI) to the X9 Financial Industry Standards.
- **Extract Internal IDs from Import Data:** Runs the process that normally happens during the import to extract the Merchant ID from the bank tape information and stores the Bank ID and Bank Location for all bank statement records.
- **Internal ID Maintenance:** This screen provides a view of the Internal ID Maintenance mapping table where the cross-referenced IDs and Locations are maintained for credit card wire reconciliation or cash deposits.
- **Delete Latest Import:** Clicking on this button allows the user to delete the most recent import.
- **Update Internal IDs in Accounting System:** The system will extract the location and transaction type from the accounting transaction and derive the Internal ID from the Internal ID maintenance table.

5. **Actions:** The options under Actions represent the steps to complete the bank reconciliation. They are:



Actions Tab

- **Import Bank File:** this option opens the window that allows you to select the bank file for importing.
- **Preview Update Deposit #:** this option opens the window that allows you to preview all the deposits with missing document

numbers in the bank tape. Items are matched by amount. Easy e-Bank Rec™ will automatically match those transactions to the corresponding entries in Microsoft Dynamics™ GP and will populate the document number in the bank tape.

Deposits, Transfers and Increase Adjustments are matched to bank statements entries.

Automated matching prevents matching of like amounts across Internal IDs. If an Internal ID is present in accounting or the bank statement transaction, the matching record must contain the same ID.

- **Preview Update Check #:** this option opens the window that allows you to preview all the checks with missing document numbers in the bank tape. It will automatically match those transactions to the corresponding entries in Microsoft Dynamics™ GP, and will populate the check number in the bank tape. The Preview Update Deposit # or Checks Matching will actually strip leading zeroes and do the matching for you.

Checks, Transfers and Decrease Adjustments are matched to bank statements entries.

Automated matching prevents matching of like amounts across Internal IDs. If an Internal ID is present in accounting or the bank statement transaction, the matching record must contain the same ID.

- **Process Automated Bank Tape Transactions:** this option opens the window with all the BAI code transactions that you set up to process automatically, such as ZBAs, interest charges, SWEEP transactions and service fees. When these transactions are processed, an increase or decrease bank transaction will be recorded in Microsoft Dynamics™ GP. The Notes button allows the user to change the default distribution.
- **Preview/Create Small Adjustments:** this option opens the window that allows you to view all the transactions in the bank tape and Microsoft Dynamics™ GP where the variance is less than the default amount you specify in Setup. When these transactions are processed, an increase or decrease bank transaction will be recorded in Microsoft Dynamics™ GP.
- **Mark All Equal as Reconciled:** this option allows you to instantaneously mark all matching items as reconciled inside Microsoft Dynamics™ GP. This replaces the one-by-one clicking of matching transactions inside the Microsoft Dynamics™ GP Bank Rec.

- **Preview/Move to Paid No Issue:** this option opens the window that allows you to preview all documents in the bank tape that are not booked in Microsoft Dynamics™ GP and move them to the **Paid No Issue** window.
6. **Paid No Issue Transactions Button:** this option opens the window that allows you to view the items that were previously moved to **Paid No Issue** and reverse matching items to Microsoft Dynamics™ GP.
 7. **Reconciliation Summary:** this option opens the window that allows you to view the variances between the Checkbook Management, General Ledger and the Bank Statement.
 8. **Reports:** this option allows you to run the following reports:

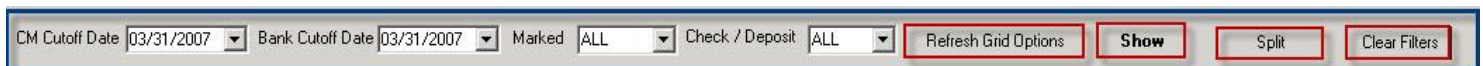


Reports Tab

9. **Excel:** this option allows you to export the transaction in the Easy e-Bank Rec™ screen to an Excel spreadsheet. Excel will launch when exporting.
10. **Print:** this option lets you print both the grid and the screen.
11. **Close:** [CLICK] on this option to close the Easy e-Bank Rec™ application.
12. **Color Scheme** – Colors have been added to the Main Screen grid to facilitate matching:
 - **Yellow:** Transactions highlighted in yellow are items in the accounting system that are unmatched.
 - **Teal:** Transactions highlighted in teal are items on the bank statement that are unmatched.
 - **Red:** Transactions highlighted in red match, but there is a variance between Issued and Paid.
 - **White:** Transactions that completely match (the variance is zero).

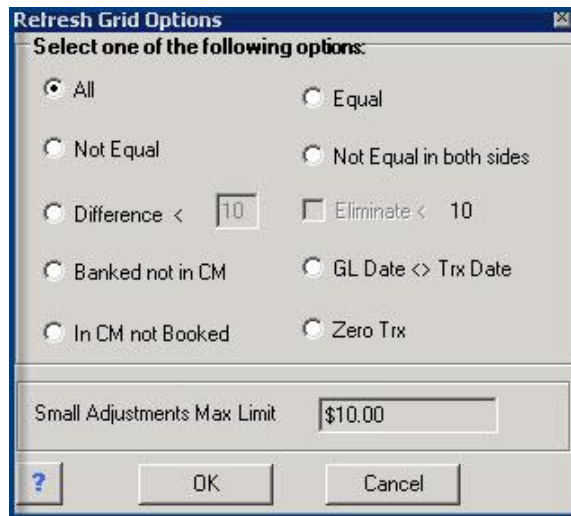
Function Bar

The **Function Bar** contains the following:



1. **CM Cutoff Date**

2. **Bank Cutoff Date**
3. **Marked:** Changes the view to display All, Unmarked, or Marked items in the grid.
4. **Check / Deposit:** Changes the view to display All, Checks or Deposits in the grid.
5. **Refresh Grid Options:** Used to refresh the data in the grid based on user-specified views:

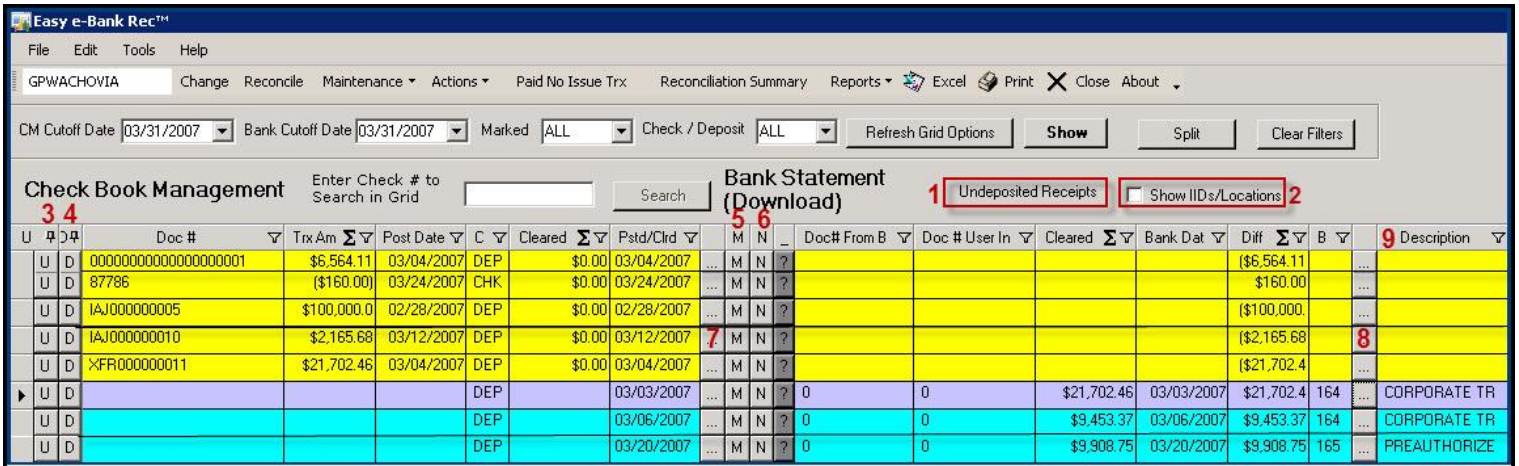


Refresh Grid Options

- **All:** Displays all items on the grid.
- **Not Equal:** Displays items where the difference between issued and paid is not equal to zero.
- **Difference < :** Displays items where the difference between issued and paid is below the default threshold.
- **Banked not in CM:** Displays items that have been processed at the bank but no matches are found in the accounting system.
- **In CM not Booked:** Displays items that were recorded in the accounting system but the bank has not yet cleared them or no match was found. (Outstanding items).
- **Equal:** Displays items that completely matched where the variance is equal to zero.
- **Not Equal in Both Sides:** Displays items that have a match but there is a variance between the total amount issued and banked.
- **Eliminate <:** Eliminates from the grid all items that have a variance below the set minimum dollar amount
- **GL Date <> Trx Date:** Displays any item where the General Ledger date is different from the Transaction date.
- **Zero Trx:** Displays items that are zero in total in the accounting system.

- **Small Adjustments Max Limit:** Displays the maximum limit for small adjustments established in the Setup.
6. **Show:** Used to populate the grid.
 7. **Split Button:** The Split button is used to process selected records and match one-to-many, many-to-many, and many-to-one transactions.
 8. **Clear Filters:** Click on the “Clear Filters” button to clear all grid filters at once.

Main Screen Components



Main Screen Components

1. **Undeposited Receipts Button:** The **Undeposited Receipts** feature displays all of the cash receipts that have not yet been processed and allows the user to create a **Deposit** on the fly. It takes seconds to process a very high volume of cash receipts.
2. **Show IDs / Locations:**



Clicking on the **Show IDs/Locations** checkbox expands the grid to display six columns:

Checkbook Management (Left Side of Grid)

1. **Accounting ID**
2. **Account Location**
3. **Bank** – the bank Location for sorting purposes
4. **Location** – Location of the store for sorting purposes

Bank Statement (Download on Right Side of Grid)

5. **Bank ID** – the bank statement Merchant ID
6. **Bank Location** – derived location from Bank ID

NOTE: This feature is used for credit card wire reconciliation.

3. **U Button:** Used to set aside unidentified or unresolved issues such as wire transfers or variances and close the bank reconciliation while you research the item. This function should be used only after all other bank reconciliation tasks have been performed.
4. **D Button:** Used to adjust any bank rec entry up to a maximum allowable amount to a default P & L account.
5. **M Button:** Used to mark individual entries as reconciled (equivalent to placing the checkmarks in GP).
6. **N Button:** Used to move partial or complete amounts from document to another (consolidate) with proper traceability. This creates two documents in the bank reconciliation module: one increase and one decrease adjustment.
7. **Question Button:** Corresponds to the highlight color and opens a notification that explains the transaction.



Main Grid Question Button



Main Grid Question - Transaction Explanation

8. Ellipse Button: Check Book Management

If a given entry on the left side of the grid has only one transaction associated with it, the button to the right of the entry displays as an ellipse. If there are multiple associated transactions, the actual number will appear on the button in red. For example, if the number “3” appears on the ellipse button, it means there are 3 items in the accounting system that comprise the total that appears in the grid. Clicking on the button will allow you to drill down to the associated transaction(s).



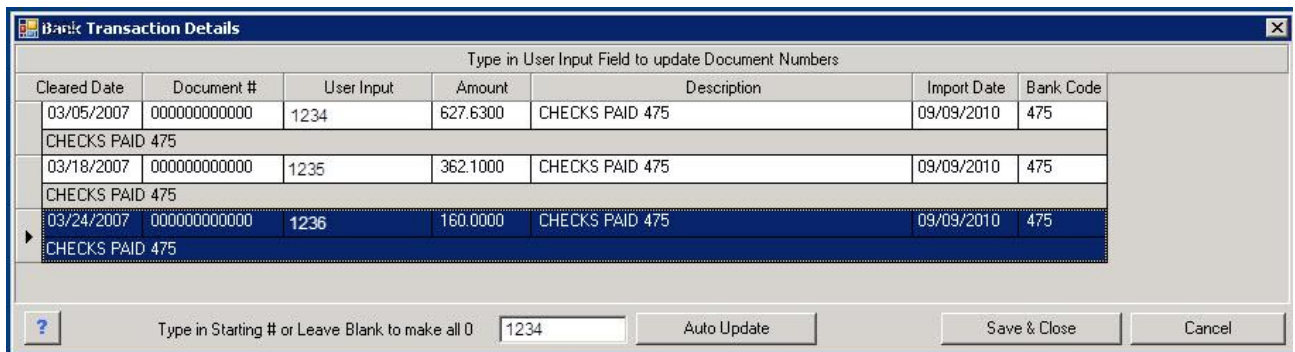
Ellipse Button

9. Ellipse Button: Bank Statement (Download)

If a given entry on the right side of the grid has only one transaction associated with it, the button to the right of the entry displays as an ellipse. If there are multiple transactions associated with the same document number, the actual number will appear on the button. **[CLICK]** on the button to drill down to the bank tape comments for the associated transaction(s).

A window opens that displays the following information:

- **Cleared Date**
- **Document Number Field** – the document number on bank tape.
- **User Input Field** – you can enter, modify or delete the corresponding GP document number.
- **Amount** per transaction
- **Detailed Description** from the bank tape comments. If the file was imported from a BAI file, the details or the transaction as printed on the bank statement will be displayed. If you hover over the description field with your cursor, you will see the full description.
- **Import Date**
- **Bank Code**



The screenshot shows a window titled "Bank Transaction Details" with a table of transactions and control buttons at the bottom. The table has columns for Cleared Date, Document #, User Input, Amount, Description, Import Date, and Bank Code. The first row is highlighted in blue. Below the table is a text input field with the value "1234", an "Auto Update" button, a "Save & Close" button, and a "Cancel" button.

Cleared Date	Document #	User Input	Amount	Description	Import Date	Bank Code
03/05/2007	000000000000	1234	627.6300	CHECKS PAID 475	09/09/2010	475
CHECKS PAID 475						
03/18/2007	000000000000	1235	362.1000	CHECKS PAID 475	09/09/2010	475
CHECKS PAID 475						
03/24/2007	000000000000	1236	160.0000	CHECKS PAID 475	09/09/2010	475
CHECKS PAID 475						

Ellipse - Bank Transaction Details

To split the bank tape transactions into separate document numbers, **[ENTER]** a starting check or deposit number or a zero in the field to the left of the **Auto Update Button**. Then, **[CLICK]** on **<AUTO UPDATE>** to split the bank tape transaction grouping into its component transactions.

The **Auto Update** feature will automatically renumber each transaction sequentially in the User Input column, beginning with the document number you enter. In the example above, 1234 was entered in the **<Type in Starting #>** field. Clicking on **Auto Update** automatically entered the three sequential transaction numbers in the User Input column.

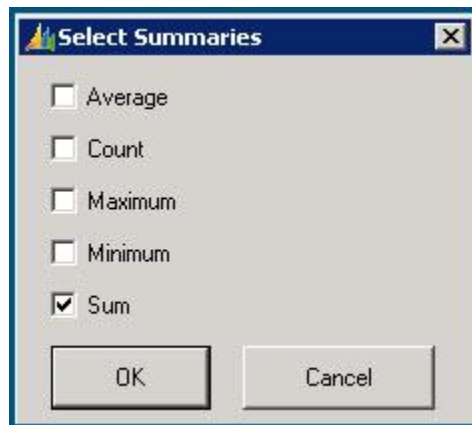
[CLICK] on the **<SAVE & CLOSE>** button to return to the main grid.

10. **Description:** Easy e-Bank Rec displays all comments that appear below the transaction on the Bank Statement Tape, such as Merchant ID, Commercial Deposit, ZBA Credit and so on.

NOTE: All columns in the **Main Screen** can be sorted, filtered and summarized. [CLICK] on any column header to sort the data in the column. [CLICK] on the Σ icon to the right of the column header to view the <SELECT SUMMARIES> window. [CLICK] on the option you want to review. [CLICK] on the filter icon ∇ in each column to display a drop-down menu of transaction views. [SELECT] the value to display only rows with that data. The grid also can be sorted by multiple columns: [PRESS] the <SHIFT> key and click each column in the order you wish to sort them.

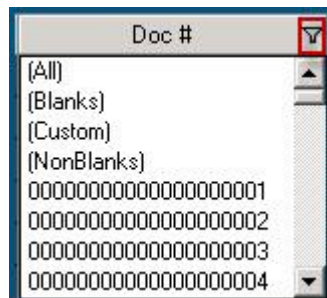
Additional Features

When you click on the Σ icon in the header of any column, a window appears that allows you to select the summary you wish to view. [CLICK] the checkbox to the left of the option you want, and [CLICK] <OK>.



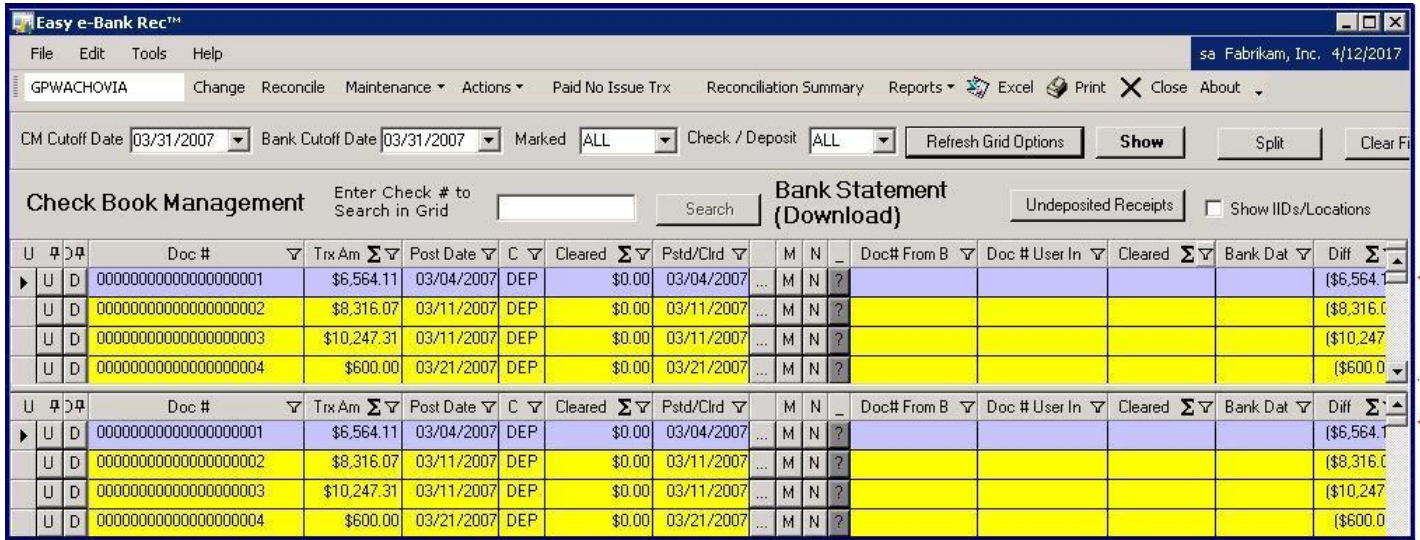
Select Summaries

When you click on the filter ∇ icon in the header of any column, a drop-down menu is displayed with options for transaction views. [CLICK] on the view you want to display (in the example below, the Check Book Management Document Number has been selected).



Column Filter Icon

Split Screen Bar: This bar can be clicked and dragged down to create two data views on the screen.

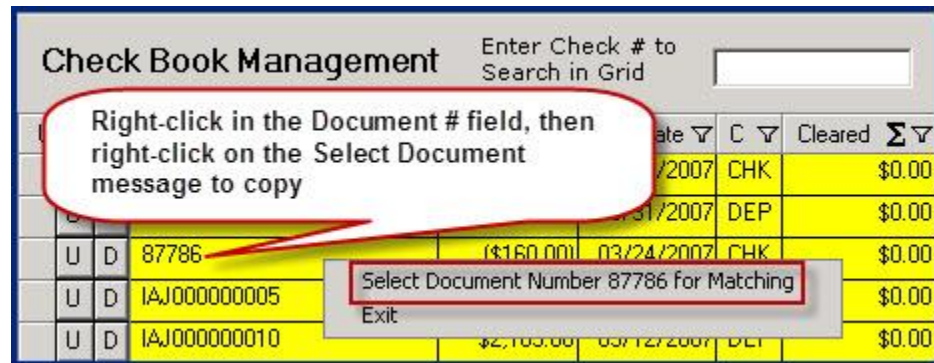


Split Screen Bar

Right-Click Features

Right-Click Features display matches for the following fields:

- **Document #:** [Right-Click] the **Document #** on the Check Book Management side of the grid. A message appears that identifies the match. [Click] on <Select Document Number> to copy the **Document Number**.



Right-Click Document Number

- **Document User Input:** [RIGHT-CLICK] in the <DOC # USER INPUT> field on the right side of the grid to paste the **Document Number**.

Bank Statement (Download)										
Undeposited Receipts <input type="checkbox"/> Show IIDs/Locations										
M	N	Doc# From B	Doc # User Input	Cleared	Bank Dat	Diff	B	Description		
M	N	5752007032700	575200703270001	(\$3,171.65)	03/27/2007	\$0.00	575	ZBA DEBIT 575		
M	N	5752007032800	575200703280001	(\$13,342.63)	03/28/2007	\$0.00	575	ZBA DEBIT 575		
M	N	5752007033100	575200703310001	(\$4,426.31)	03/31/2007	\$0.00	575	ZBA DEBIT 575		
M	N	?				\$628.63				
M	N	?				(\$1.00)				
M	N	?	87786			\$160.00				
M	N	?				(\$100,000)				

Right-Click Doc # User Input

- Amount** – Check Book Management or Bank Statement: **[RIGHT-CLICK]** on any **amount** on either side of the grid to display two options:

Bank Statement (Download)										
Undeposited Receipts <input type="checkbox"/> Show IIDs/Locations										
M	N	Doc# From B	Doc # User Input	Cleared	Bank Dat	Diff	B	Description		
M	N	?	0	\$65.00	03/04/2007	\$65.00	301	COMMERCIAL D		
M	N	?	0	\$5,562.04	03/04/2007	\$5,562.04	165	PREAUTHORIZE		
M	N	?	0	\$6,415.33	03/04/2007	\$6,415.33	01	COMMERCIAL D		
M	N	?	0	\$9,453.33	03/04/2007	\$9,453.33	64	CORPORATE TR		
M	N	?	0	\$6,297.50	03/04/2007	\$6,297.50	301	COMMERCIAL D		

Right-Click Amount

- Show Possible Matches** – Restricts the grid view to possible matches.
- Show All Records** – Displays all of the records in the grid view.

- Location:** used to find **Location** matches on both the Check Book Management and Bank Statement sides of the grid for credit card wire reconciliation. Make sure the Show IIDs/Locations checkbox at the function bar is checked. **[RIGHT-CLICK]** the **<BANK LOCATION>**.

Bank Statement (Download)										
<input checked="" type="checkbox"/> Show IIDs/Locations										
M	N	Doc# From B	Doc # User	Cleared	Bank Date	Diff	B	Description	Bank IID	Bank Loc
M	N	?	0	\$181.53	07/06/2010	\$181.53	169	OTHER REFER	5020798948	205
M	N	?	0	\$1,932.24	07/06/2010	\$1,932.24	169	OTHER REFER	5436845553406	205
M	N	?	0	\$116.15	07/07/2010	\$116.15	169	OTHER REFER	5436845553406	205
M	N	?	0	\$293.87	07/07/2010	\$293.87	169	OTHER REFER	5436845553406	205
M	N	?	0	\$419.92	07/07/2010	\$419.92	169	OTHER REFER	5436845553406	205
M	N	?	0	\$1,053.47	07/07/2010	\$1,053.47		Show Records for Location 205 on Both Sides		
M	N	?	0	\$189.97	07/08/2010	\$189.97		Show Possible Matches		
M	N	?	0	\$386.82	07/09/2010	\$386.82		Show All Records		
Exit										

Right-Click Location

[SELECT] the option you wish. To display **all** the records for the location on both sides of the grid, **[CLICK]** on **<SHOW RECORDS FOR LOCATION XXX ON BOTH SIDES>**. To display possible

matches for that particular record, [CLICK] on <SHOW POSSIBLE MATCHES>.

Note: You can sort the columns within the views. Just click on the desired column header to sort by the criteria within the selected column.

- Internal ID** – used to find **Internal ID** matches on both the Check Book Management and Bank Statement sides of the grid for credit card wire reconciliation. **RIGHT-CLICK**] the <**BANK ID**>. Select the option you wish. To display **all** the records for the Internal ID on both sides of the grid, [CLICK] on <**SHOW RECORDS FOR IID XXXXXXXXXXXX ON BOTH SIDES**>.

Bank Statement (Download)		Undeposited Receipts		Show IIDs/Locations													
d	Σ	Pstd/Cld	Loc	IID	M	N	Doc# From Bank	Doc # User Input	Cleared	Σ	Bank Dat	Dif	Σ	B	Description	Bank IID	Bank
07/02/2010		257		54368455553413	...	M	N	?	0					169	OTHER REFERE	54368455553413	257
07/06/2010		257		1426031902	...	M	N	?	0	(\$19.15)	07/06/2010	(\$19.15)	469	...	OTHER REFERE	1426031902	257
07/06/2010		257		1426031902	...	M	N	?	0	\$115.00	07/06/2010	\$115.00	169	...	OTHER REFERE	1426031902	257
07/06/2010		257		1426031902	...	M	N	?	0	\$158.00	07/06/2010	\$158.00	169	...	OTHER REFERE	1426031902	257
07/06/2010		257		54368455553413	...	M	N	?	0	\$1,231.84	07/06/2010	\$1,231.84	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$286.74	07/07/2010	\$286.74	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$490.00	07/07/2010	\$490.00	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$542.95	07/07/2010	\$542.95	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$678.80	07/07/2010	\$678.80	169	...	OTHER REFERE	54368455553413	257

Right-Click Internal ID

To display possible matches for that particular record, [CLICK] on <SHOW POSSIBLE MATCHES>:

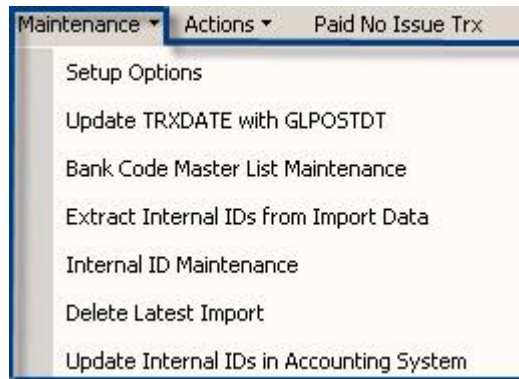
Bank Statement (Download)		Undeposited Receipts		Show IIDs/Locations													
d	Σ	Pstd/Cld	Loc	IID	M	N	Doc# From Bank	Doc # User Input	Cleared	Σ	Bank Dat	Dif	Σ	B	Description	Bank IID	Bank
07/07/2010		257		54368455553413	...	M	N	?	0	\$286.74	07/07/2010	\$286.74	169	...	OTHER REFERE	54368455553413	257

Right-Click Internal ID Bank Statement

Check Book Management		Enter Check # to Search in Grid		Bank Statement (Download)		Undeposited Receipts						
U	D	Doc #	Accounting IID	Acct	Trx Am	Post Date	C	Cleared	Σ	Pstd/Cld	Loc	IID
U	D						DEP			07/07/2010	257	54368455553413

Right-Click Internal ID Check Book

Maintenance



Maintenance Menu

Setup

The Setup screen is password protected in order to prevent unauthorized access to the Easy e-Bank Rec™ system defaults.

There are six Setup features:

1. **Password** entry and verification: Each time you enter Setup, you will be required to enter your password and verify it.
2. **Set/Change Your Password:** This feature will be used when you enter Setup for the first time. It is recommended that you change your password periodically to prevent unauthorized access to the system defaults.
3. **Adjustments Account Information:** This screen allows you to automate BAI codes to generate the transactions in the correct account in the GL without data entry. Examples of BAI codes that can be automated are interest, bank fees, ZBA or Sweep transfers. Typically they are entries that require you to wait for the bank statement to be available before you can book them into your accounting system.
4. **Registration:** This feature is used to enter the Registration Keys to activate Easy e-Bank Rec™.

The first action in Setup is to change your password. [ENTER] your new password in the field labeled **Please Enter New Password**. [RE-ENTER] the password in the next field, then [CLICK] on <SET PASSWORD>.

A screenshot of a password change screen. It has a title bar that says 'Set/Change Your Password here'. Below the title bar, there are two text input fields. The first is labeled 'Please Enter New Password :' and contains six asterisks. The second is labeled 'Please Re-enter New Password :' and also contains six asterisks. To the right of the second field is a button labeled 'Set Password'.

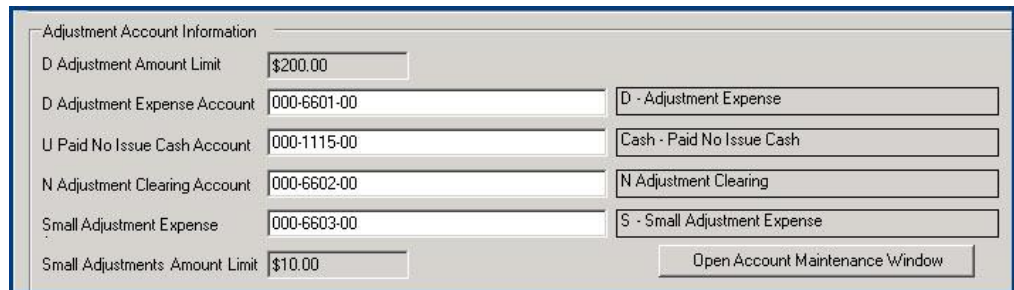
Set /Change Password

Next, you must enter and validate your password in the field labeled **Please Enter Password** at the top of the screen, then [**CLICK**] on **<VALIDATE PASSWORD>**.



Validate Password

You will set up your **Adjustment Accounts Information** next:



Adjustment Accounts Information

1. **D Adjustment Expense Amount Limit:** “**D**” corresponds to the **D button** on the bank reconciliation screen. When you press the **D button** next to a particular document, the variance between the bank statement and the checkbook will be adjusted automatically. The adjustment will create a Decrease Adjustment or an Increase Adjustment on the same document number in the Bank Rec module. GL transactions will be posted as well.

No adjustment can be greater than the amount specified in this field. The value you enter should be the limit between Issued and Paid entries that your organization is comfortable with.

[**ENTER**] the **Adjustment Expense Amount Limit** in the field.

NOTE: For the next four fields, if the account does not validate in the window, [**CLICK**] on **<OPEN ACCOUNT MAINTENANCE WINDOW>** and enter the account information. When you have finished, [**CLICK**] on **<SAVE>** to refresh the drop-down list with the account you have created.

2. **D Adjustment Expense Account:** [**ENTER**] the appropriate account from the drop-down menu in which to record the Adjustment Expense variance. This must be a P&L account. [**CLICK**] on the **<SAVE>** button to the right.
3. **U/Unidentified Cash Account:** “**U**” corresponds to the **U button** on the bank reconciliation screen. This account is used to temporarily record cash transactions that appear on the bank tape, but do not correspond to entries on the GL. For example:

1. the Bank issues an erroneous credit or debit on your account and you need to record it in the current month in order to reconcile your bank statement. When the bank reverses the transaction in the next month, credit or debit the Unidentified Cash Account accordingly.
2. you receive a wire transfer that you can't identify, but you want to close the bank reconciliation and further research the transaction. This feature allows you to record the wire transfer as a cash transaction and close the bank reconciliation.

[ENTER] the appropriate account in which to record the **Unidentified Cash** transaction and [CLICK] on the <SAVE> button to the right. This should be a Balance Sheet account.

4. **N Adjustment Clearing Account:** "N" corresponds to the **N button** on the bank reconciliation screen. Pressing the **N button** allows you to create adjustments to checks to match the Bank Statement transactions. When you press the **N button** next to a particular entry, an increase and a decrease will be generated, affecting the cash account and the adjustment clearing account you have defined, resulting in a zero transaction in both accounts. This account will always be zero.

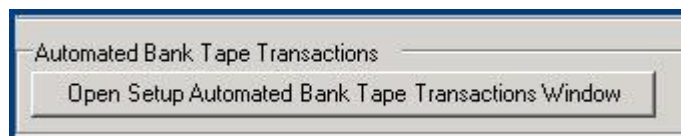
[ENTER] the appropriate account in which to record the **Adjustment Clearing Account** and [CLICK] on the <SAVE> button to the right.

5. **Small Adjustments Expense Account:** [ENTER] the appropriate account from the drop-down menu in which to record the **Small Adjustment Expense** variances. This must be a P&L account. [CLICK] on the <SAVE> button to the right.

This feature adjusts all small differences simultaneously. For example, if you set the **Small Adjustment Expense Limit** to \$5, all small variances will automatically be adjusted in the bank reconciliation and expensed to this account.

Small Adjustments Amount Limit: [ENTER] the **Small Adjustments Expense Amount Limit** in this field and [CLICK] on the <SAVE> button to the right.

6. **Automated Bank Tape Transactions:** [CLICK] on the < OPEN SETUP AUTOMATED BANK TAPE TRANSACTIONS WINDOW> button.



Setup Automated Bank Transactions

All bank BAI codes will appear in the screen, if they have been previously imported through a bank tape upload into Easy e-Bank Rec™ for this Checkbook ID. If the grid is blank, return to this option after your first import of the bank tape.

Bank Code	Description	(+/-)	Debit	Credit	Setup	Destination	Check Book	Debit	Credit
164	CORPORATE T	1							
165	PREAUTHORIZ	1							
275	ZBA CREDIT	1	100-1000-00	000-1190-00		Fabrikam, Inc.	UPTOWN T	000-1190-00	000-1100-00
301	COMMERCIAL	1							
354	INTEREST CRE	1							
475	CHECK PAID	-1							
575	ZBA DEBIT	-1	000-1190-00	100-1000-00					
968	POSITIVE ADJ	1							
969	NEGATIVE ADJ	-1							

Setup Automated Bank Transactions Screen

This screen allows you to set up the BAI codes you want to process automatically from the bank tape to the appropriate accounts in the General Ledger. For example, you can select the BAI code 275 to automatically process ZBAs within one company and/or across Microsoft Dynamics™ GP companies:

To set up to automatically process ZBAs within one company:

1. [CLICK] on <BANK CODE 275> for ZBA credits.
2. In the **Debit** column, [CLICK] on the <DOWN ARROW> to bring up the list of accounts, and [SELECT] the appropriate General Ledger account.
3. In the **Credit** column, [CLICK] on the <DOWN ARROW> to bring up the list of accounts, and [SELECT] the appropriate clearing account.

To set up to automatically process ZBAs across Microsoft Dynamics™ GP Companies:

1. [CLICK] on the <SETUP> button for the 275 BAI code to open the window where you can select the appropriate Microsoft Dynamics™ GP company.

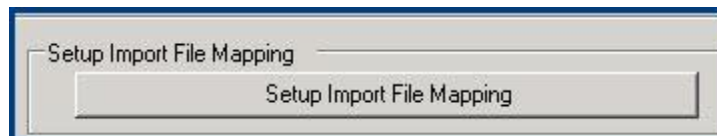
Setup Automated Bank Transactions

2. [SELECT] the Microsoft Dynamics™ GP <COMPANY CODE> from the drop-down list.
3. [SELECT] the <CHECKBOOK> from the drop-down list.
4. [SELECT] the <DEBIT> account from the drop-down list.
5. [SELECT] the <CREDIT> account from the drop-down list.
6. [CLICK] on <OK>.

Repeat this process for each BAI code that you want to automate. Typical BAI codes might include Interest Charges, ZBA transactions, Service Fees, and SWEEP transactions.

NOTE: If the ZBA will be uploaded in the destination company, it is suggested that you not perform the set up across companies.

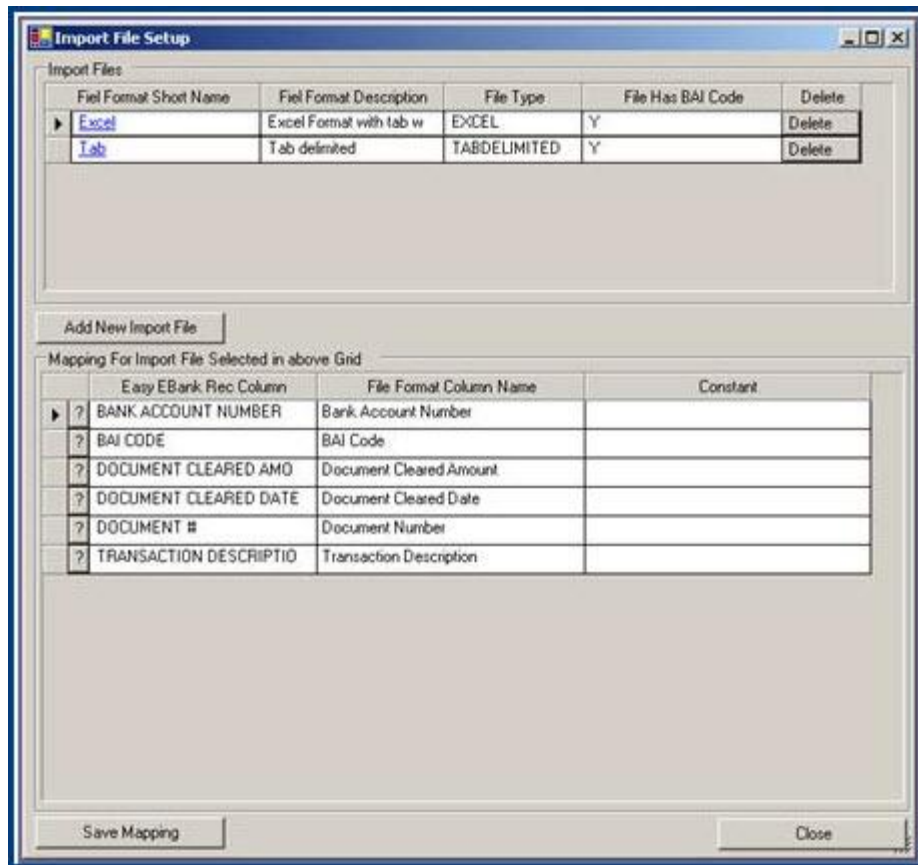
7. **Set Import File Mapping:** This function allows you to set up your bank file import mapping. [CLICK] on the <SETUP IMPORT FILE MAPPING> button.



Setup Import File Mapping Button

The screen is divided into two parts:

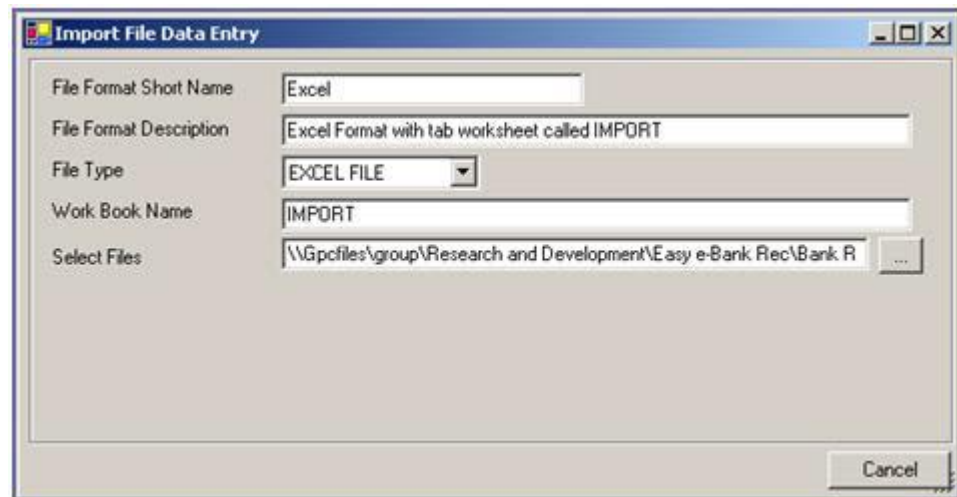
- Add New Import File.
- Mapping for Import File.



Import File Setup Screen

Excel Header Setup

1. [CLICK] on the <ADD NEW IMPORT FILE> button.

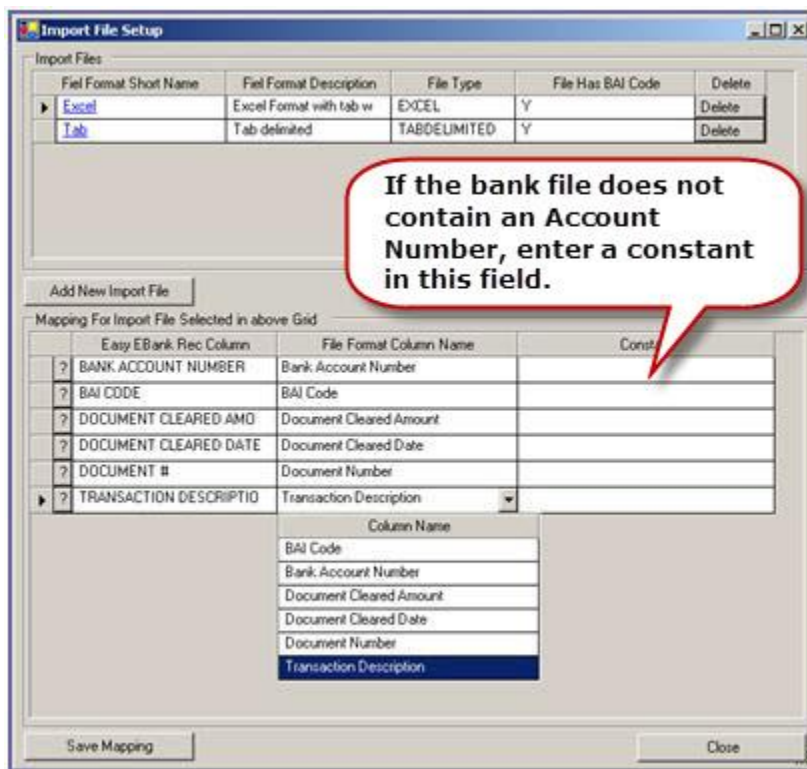


Import File Data Entry Screen

2. From the drop-down menu for **File Type**, [SELECT] <EXCEL FILE>.

3. [ENTER] the **File Format Short Name** and **File Format Description** in the corresponding fields.
4. [ENTER] the **Work Book Name** in the corresponding field.
5. [CLICK] on the <ELLIPSE> button next to the **Select Files** field to browse for your bank file.
6. Next, you will map the file format column names to the columns in Easy e-Bank Rec. [CLICK] in the **FILE FORMAT COLUMN NAME** field to the right of each Easy e-Bank Rec column name and select the matching name.

NOTE: If the bank file does not contain an Account Number, you must [ENTER] a <CONSTANT> in the **Constant** field to the right. It can be any value of your choosing. If there is no matching column name in the bank tape, you must [ENTER] a <CONSTANT> in the Constant field to the right. It is appropriate to enter <N/A>.

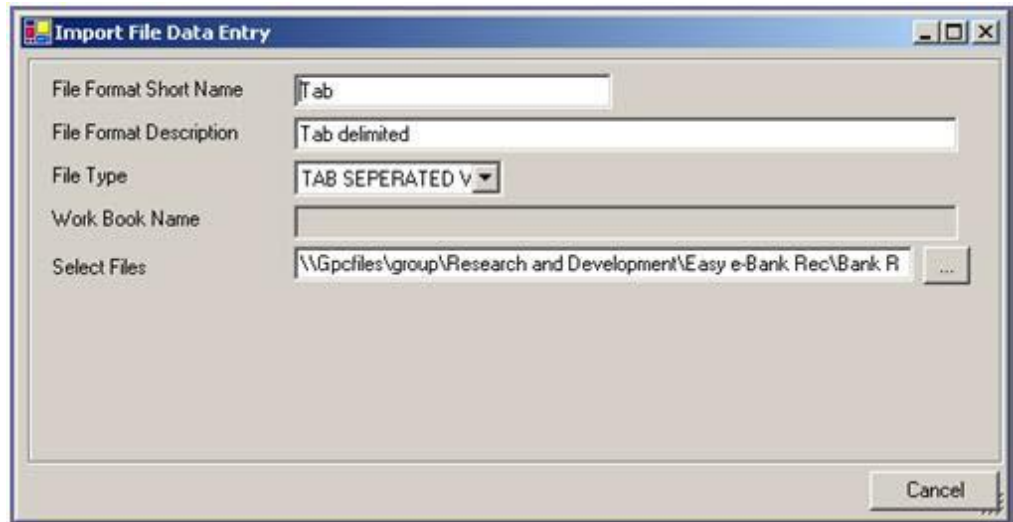


Import File Data Entry – Setup Screen

7. When you have finished mapping each column name, [CLICK] on <SAVE MAPPING>.

Tab Header Setup

1. [CLICK] on the <ADD NEW IMPORT FILE> button.

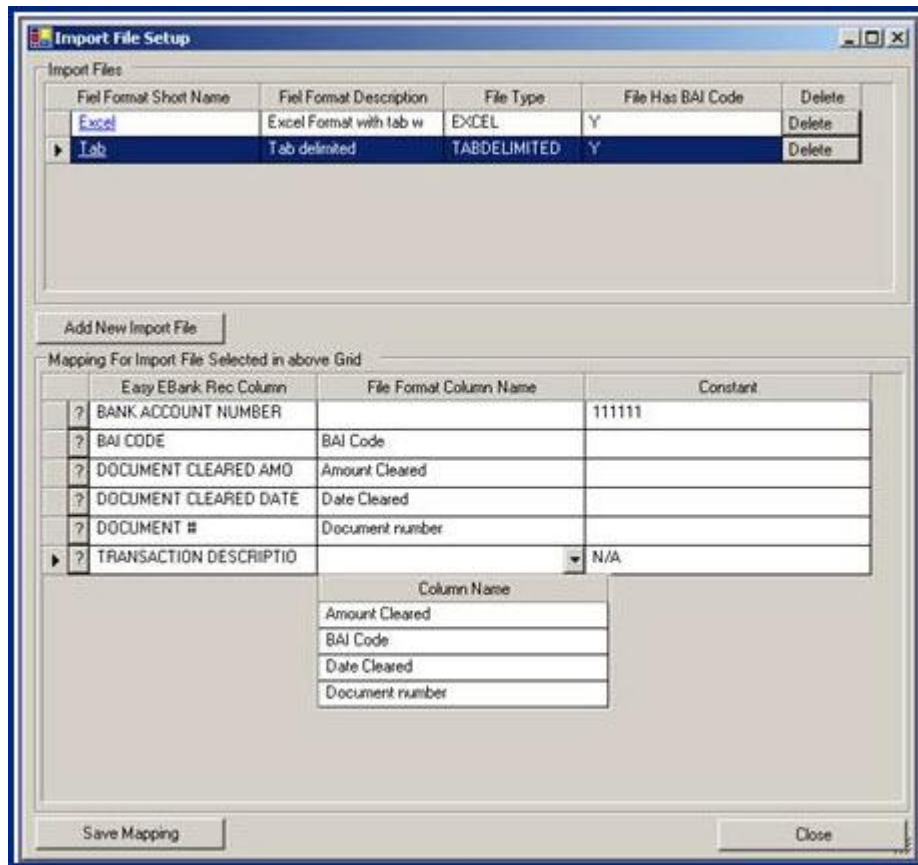


Import File Data Entry Screen 3

2. From the drop-down menu for **File Type**, [SELECT] <**TAB SEPERATED**>.
3. [ENTER] the **File Format Short Name** and **File Format Description** in the corresponding fields.
4. [CLICK] on the <**ELLIPSE**> button next to the **Select Files** field to browse for your bank file.
5. Next, you will map the file format column names to the columns in Easy e-Bank Rec™. [CLICK] in the **FILE FORMAT COLUMN NAME** field to the right of each Easy e-Bank Rec™ column name and select the matching name.

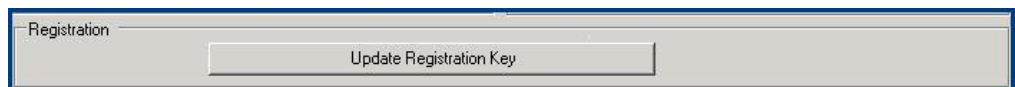
NOTE: If the bank file does not contain an Account Number, you must [ENTER] a <**CONSTANT**> in the **Constant** field to the right. It can be any value of your choosing. If there is no matching column name in the bank file, you must [ENTER] a <**CONSTANT**> in the Constant field to the right. It is appropriate to enter <**N/A**>.

6. When you have finished mapping each column name, [CLICK] on <**SAVE MAPPING**>.



Import File Setup Screen 2

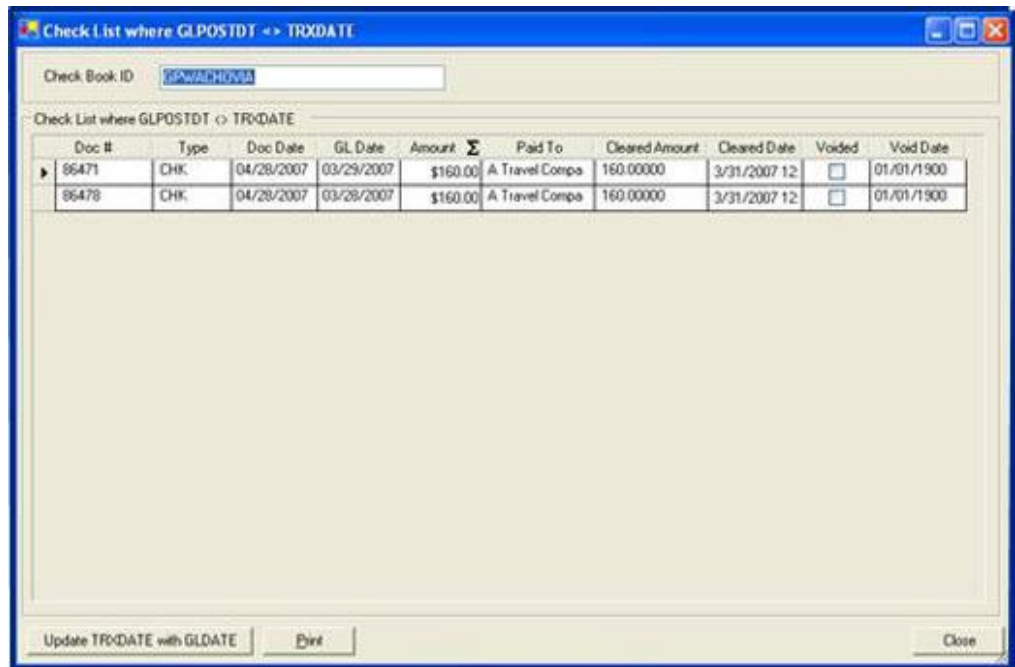
- Registration:** This function is used to activate Easy e-Bank Rec™ from the Trial Version after you have purchased the license. [CLICK] on <UPDATE REGISTRATION KEY>. [ENTER] the **Registration Key** in the field and [CLICK] on <REGISTER>.



Update Registration Key

Update TRXDATE with GLPOSTDT

Update TRXDATE with GLPOSTDT: Microsoft Dynamics™ GP Bank Rec works on the transaction date. If the transaction date is not equal to the GL date, you will not be able to reconcile. This option will store the transaction date in the user defined 1 field and make the transaction equal to the GL date. As a result, the Microsoft Dynamics™ GP bank reconciliation will match the Easy e-Bank Rec™ reconciliation.



Update TRXDATE with GLPOSTDT

[CLICK] on <UPDATE TRXDATE WITH GLDATE> to make the transaction date equal the GL posting date.

[CLICK] on <PRINT> to print the information on the screen.

Bank Code Master List Maintenance

This option allows you to view all the BAI codes. For more information on BAI codes, go to:

http://www.x9.org/standards/free/X9_BAI_Codes_Version_2_Cash_Management_Balance_Reporting..pdf or <http://www.x9.org> and search for “**Cash Management Balance Reporting Specifications - Version 2**”. In 2009, the standards were transferred by the Banking Association Industry (BAI) to the X9 Financial Industry Standards.

In this display, the cleared check codes are shown:

Bank Code	Type	Bank Code Description	(+/-)	Move to PNI
464	DETAIL	CORPORATE TRADE PAYMENT DEBIT	-1	No
465	SUMMARY	CORPORATE TRADE PAYMENT SETTLEMENT	-1	No
466	DETAIL	ACH SETTLEMENT	-1	No
467	SUMMARY	ACH SETTLEMENT DEBITS	-1	No
468	DETAIL	ACH RETURN ITEM OR ADJUSTMENT SETTLEMENT	-1	No
469	DETAIL	MISCELLANEOUS ACH DEBIT	-1	No
470	SUMMARY	TOTAL CHECKS PAID	-1	No
471	SUMMARY	TOTAL CHECKS PAID - CUMULATIVE MTD	-1	No
472	DETAIL	CUMULATIVE CHECKS PAID	-1	No
474	DETAIL	CERTIFIED CHECK DEBIT	-1	No
475	DETAIL	CHECK PAID	-1	Yes
476	DETAIL	FEDERAL RESERVE BANK LETTER DEBIT	-1	No
477	DETAIL	BANK ORIGINATED DEBIT	-1	No
478	SUMMARY	LIST POST DEBITS	-1	No
479	DETAIL	LIST POST DEBIT	-1	No
480	SUMMARY	TOTAL LOAN PAYMENTS	-1	No
481	DETAIL	INDIVIDUAL LOAN PAYMENT	-1	No
482	SUMMARY	TOTAL BANK ORIGINATED DEBITS	-1	No
484	DETAIL	DRAFT	-1	No
485	DETAIL	DTC DRAFT	-1	No
486	SUMMARY	TOTAL CASH LETTER DEBITS	-1	No
487	DETAIL	CASH LETTER DEBIT	-1	No
489	DETAIL	CASH LETTER ADJUSTMENT	-1	No
490	SUMMARY	TOTAL OUTGOING MONEY TRANSFERS	-1	No
491	DETAIL	INDIVIDUAL OUTGOING INTERNAL MONEY TRANSFER	-1	No

Bank Code Master List Maintenance

Only items marked “Yes” will be moved to **Paid No Issue**. As a default, only BAI code 475 items, “Check Paid”, are moved to the **Paid No Issue** table.

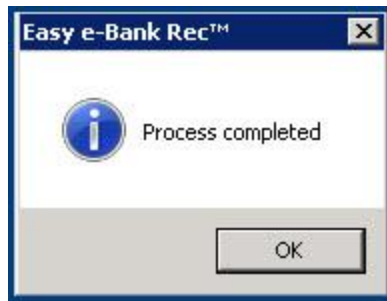
The **Bank Code Description** can be changed to fit your nomenclature.

Any new BAI code (typically non-standard) will be added at the time of importing the bank statement. If necessary, the user must change the description to reflect the description to be used, and +1 for inbound monies, or -1 for outbound monies. BAI contains a range of codes -- 900 to 960 -- that are used at the bank’s discretion.

Extract Internal IDs from Import Data

This feature is useful only for custom imports that extract the **Merchant ID** or **Location ID** from the downloaded bank statement.

[CLICK] on this option to run the process to extract the **Merchant ID** from the bank tape information. This process normally runs during the import. When completed, you will receive the following notification.



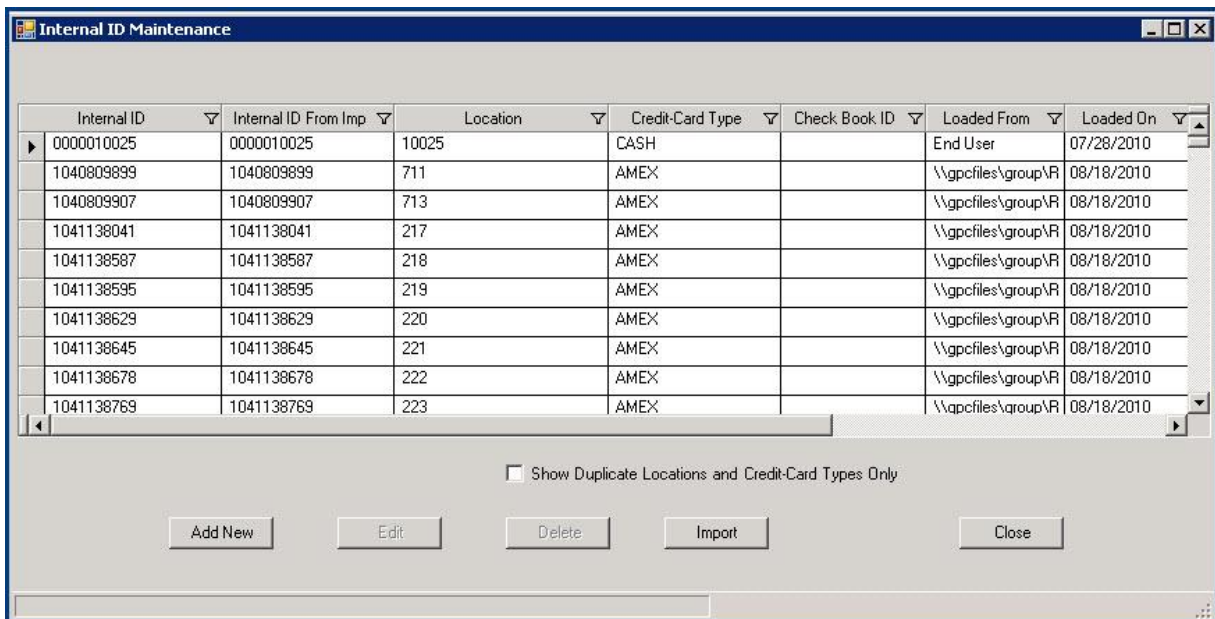
Process Completed Notification

[CLICK] on <OK> to complete.

Internal ID Maintenance

This feature is useful only for custom imports that extract the **Merchant ID** or **Location ID** from the downloaded bank statement.

This screen provides a view of the **Internal ID Maintenance** mapping table where the cross-referenced IDs and Locations are maintained for credit card wire reconciliation and cash deposits made in multiple locations within a master bank account. It will allow end users to view only a particular location or **Internal ID** (Merchant ID) within the complete set of data for the check book ID which might comprise many locations.

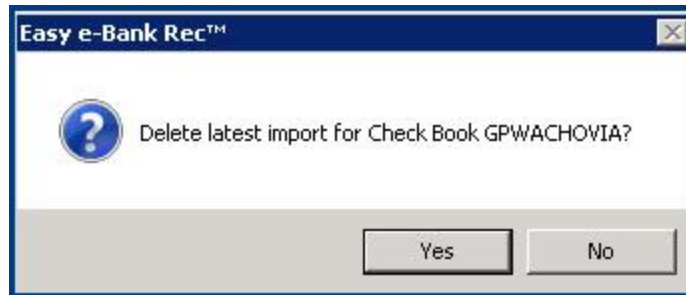


Internal ID Maintenance

Delete Latest Import

This feature is useful only for custom imports that extract the **Merchant ID** or **Location ID** from the downloaded bank statement.

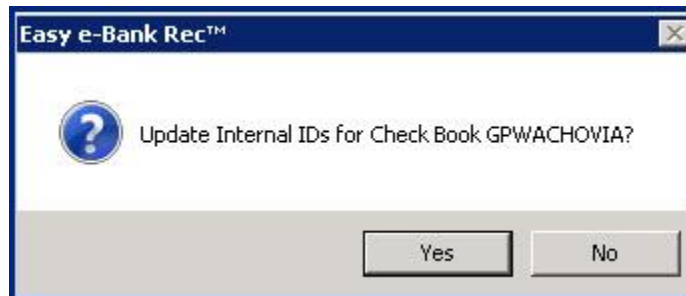
[CLICK] on this menu option to delete the most recent import for the displayed Checkbook ID. The application asks if you wish to delete the file. [CLICK] on <Yes> to complete.



Update Internal IDs in Accounting System

This feature is only useful for imports with a custom code import with the extraction of the **Merchant ID** or **Location ID** from the downloaded bank statement.

[CLICK] on this menu option to update the **Internal IDs** in the accounting system for the displayed **Checkbook ID**. The system will extract the location and transaction type from the accounting transaction and derive the **Internal ID** from the **Internal ID Maintenance Table**. The application asks if you wish to update the Internal IDs.



[CLICK] on <Yes> to complete.

EASY E-BANK REC USER MANUAL

Bank Reconciliation

Open Easy e-Bank Rec™ by clicking on <Easy e-Bank Rec> under the <ADDITIONAL> option in the Microsoft Dynamics™ GP Tool Bar.

Like the Microsoft Dynamics™ GP Bank Rec, Easy e-Bank Rec™ begins with recording the Bank Statement.

Record the Bank Statement

[CLICK] on <RECONCILE> in the Tool Bar.

[ENTER] the Bank Statement Ending Balance from the bank statement in the field labeled <BANK STATEMENT ENDING BALANCE>:

File	Edit	Tools	View	Range	Help	sa Fabrikam, Inc. 4/12/2017
Save		Delete				
Checkbook ID	GPWACHOVIA					
Description	Operating Checkbook					
Currency ID	Z-US\$					
Bank Statement Ending Balance	486,808.00					
Bank Statement Ending Date	3/31/2007					
Cutoff Date	3/31/2007					Transactions

Reconcile Bank Statements

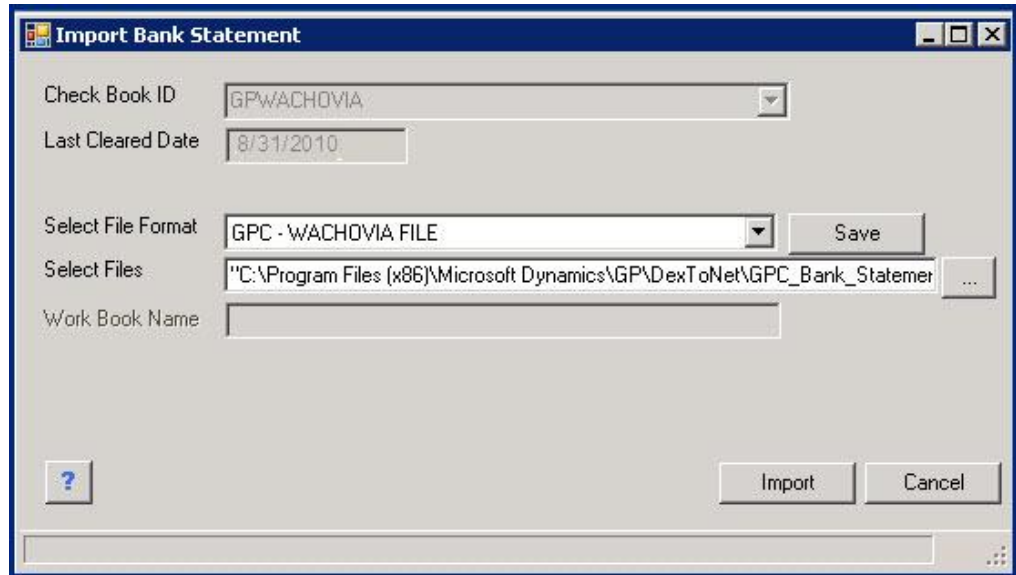
[ENTER] the Bank Statement Ending Date and Cutoff Date in the appropriate fields. [CLICK] on <SAVE>. This is used to determine the period Beginning Date.

There are essentially seven steps to reconciling your bank statement with Easy e-Bank Rec™. These steps are grouped under the **Action** menu on the Tool Bar.

Step 1: Import the Bank Tape

[CLICK] on <ACTIONS> in the Tool Bar. [CLICK] on <IMPORT BANK FILE>.

The **Import Bank Statement** window appears on the screen:

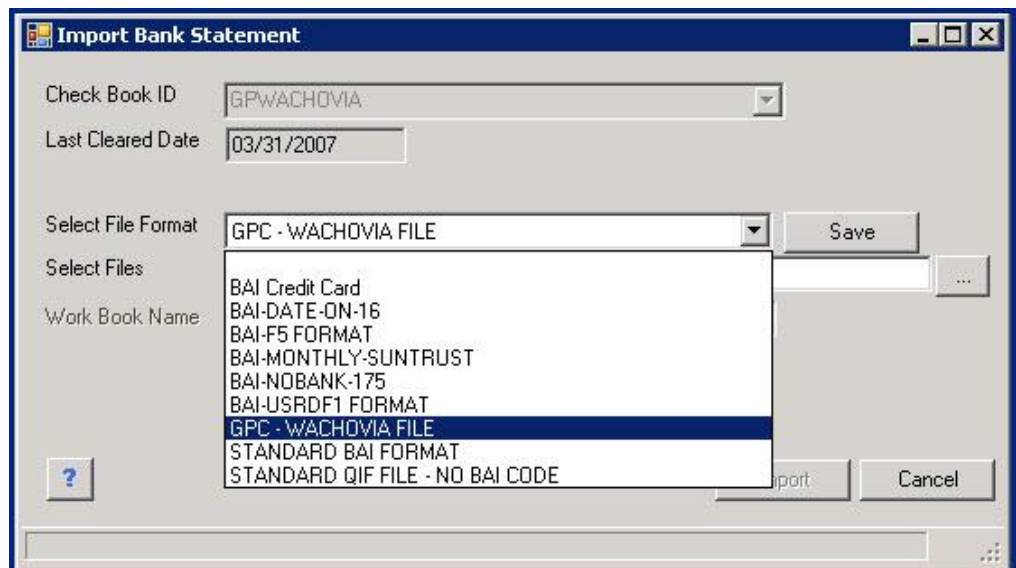


Import Bank Statement

The **Last Cleared Date** field is a read-only field and will display the last imported document date.

[SELECT] the **File Format** from the drop-down menu. [CLICK] on <SAVE>. Easy e-Bank Rec™ will remember the selected file format for all future bank file imports.

The available file formats are:



- **BAI Credit Card**
 - Used to demonstrate retrieval of credit card information and internal ID (for demo purposes only)
- **BAI-DATE-ON-16**
 - For BAI files which have the date in the 16 type records.
- **BAI-F5 Format**
 - For BAI files where the document number is stored in the fifth position rather than the normal 6th position.
- **BAI-Monthly-SunTrust**
 - For a SunTrust BAI that combines all entries for a complete month into one 02, type record.
- **BAI-NOBANK-175**
- For BAI file where the document number (position 6 in 16 type records) is omitted from the Easy e-Bank Rec grid. This is useful in case the document numbers are not matching the data in the Accounting system. The matching only occurs on check numbers that are zero. Many banks now insert miscellaneous information that will not help in recognizing the transaction. The best match is accomplished by amount, but can only occur if the document number is blank
- **BAI-USRDF1 Format**
 - In some instances, the Bank Account number is normally stored in the Account field in the Dynamics GP accounting → Cards → Financial → Checkbook → Checkbook Maintenance screen. The field in question is the 4th one from the bottom left Bank Account. It sometimes conflicts with the number used in the BAI file.
 - For example the Account number field in GP will have 1234567899 while the 03, record in the BAI file will have 001234567899.
 - Some 3rd party software use the account field for safe or MICR printing. This import format will look for the proper match with the BAI file in the user defined field 1, rather than the account field.
- **GPC – Wachovia File**
 - Custom import format from an HTML scrape
- **Standard BAI Format**
 - This format will import any BAI or BAI2 format and respect the special encoding for the funds types in BAI formats as supplied by banks. It should be the default test format for any BAI bank file.
 - No mapping is needed.
 - Note that the Bank Account field in the Check Book ID must match the value after the 03, in a BAI file in order for the system to recognize which section of the BAI to import.

In the example below the following bank account # must be stored in the bank account field in Check Book Maintenance 4121876348

Sample BAI header

01,121000248,876567890,100608,0908,01,080,,2/
02,876567890,121879898,1,100528,,,/
03,4121876348,USD/

- **Standard QIF File – no BAI Code**

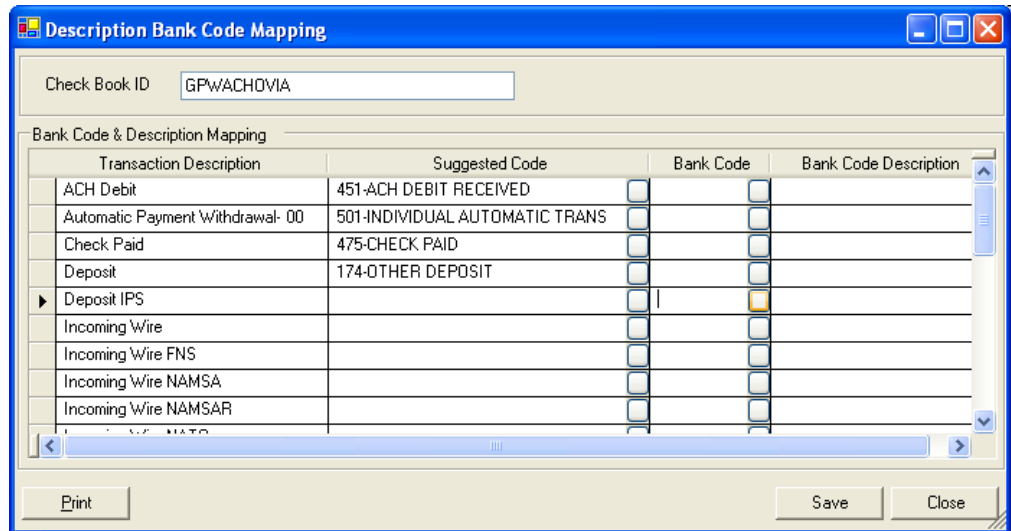
NOTE: If Excel is used, you must specify the name of the sheet inside the workbook, typically Sheet 1 or Import.

[CLICK] on the <ELLIPSE> button to the right of the field labeled **Select Files** to browse to the location of the file. [SELECT] the file to be imported. [CLICK] on <IMPORT>.

A message appears on the screen that the import has been successful.

IF YOU HAVE A BAI FILE, MOVE TO STEP 2, PREVIEW MATCHING TRANSACTIONS.

For bank files without BAI codes, it is necessary to map the transaction descriptions to the appropriate BAI codes. A window will appear on the screen that will allow you to map the BAI codes to the description:



Description Bank Code Mapping

Easy e-Bank Rec™ provides a list of suggested codes for each **Transaction Description** in the **Suggested Code** column. If the suggested codes are acceptable, [CLICK] on the <SMALL BUTTON> in the **Suggested Code** column to accept the code, then [CLICK] on <SAVE> to complete the import process.

If you prefer to enter your own codes, [CLICK] on the <SMALL BUTTON> in the **Bank Code** column. A **Bank Code Master List** window will appear on the screen:

Bank Code	Type	Debit/Credit	Bank Code Description	Click to SELECT
10	STATUS	NA	OPENING LEDGER	
100	SUMMARY	CR	TOTAL CREDITS	
101	SUMMARY	CR	TOTAL CREDIT AMOUNT MTD	
105	SUMMARY	CR	CREDITS NOT	
106	SUMMARY	CR	DEPOSITS SUBJECT TO FLOAT	
107	SUMMARY	CR	TOTAL ADJUSTMENT CREDITS YTD	
108	DETAIL	CR	CREDIT (ANY TYPE)	

Bank Code Master List

[CLICK] on the <BUTTON> in the **Click to Select** column on the right of each line item to map the BAI codes to the transaction descriptions.

If you try to re-import the file by mistake, Easy e-Bank Rec™ will not allow duplicate entries to be re-imported. The duplication is based on the dollar amount in the Document Number. The following window will appear on the screen that displays the previously imported file data.

Bank Code	Doc #	Cleared Date	Cleared Amo	Description
164	0	03/03/2007	21702.4600	CORPORATE TRADE PAYMENT CREDIT 164
275	0	03/03/2007	56294.7500	ZBA CREDIT 275
165	0	03/04/2007	5562.0400	PREAUTHORIZED ACH CREDIT 165
275	0	03/04/2007	78540.7900	ZBA CREDIT 275
301	0	03/04/2007	6499.1100	COMMERCIAL DEPOSIT 301
301	0	03/04/2007	65.0000	COMMERCIAL DEPOSIT 301
164	0	03/06/2007	9453.3700	CORPORATE TRADE PAYMENT CREDIT 164
275	0	03/06/2007	1175.0000	ZBA CREDIT 275
275	0	03/07/2007	95.0000	ZBA CREDIT 275
275	0	03/13/2007	1331.0800	ZBA CREDIT 275
301	0	03/13/2007	8316.0700	COMMERCIAL DEPOSIT 301
275	0	03/18/2007	1503.0000	ZBA CREDIT 275
301	0	03/19/2007	10247.3100	COMMERCIAL DEPOSIT 301
301	0	03/19/2007	600.0000	COMMERCIAL DEPOSIT 301
301	0	03/19/2007	6297.5200	COMMERCIAL DEPOSIT 301

Bank Statement Already Imported Trx

Step 2: Preview Matching Transactions

Bank downloads often come without entry document numbers that match the Microsoft Dynamics™ GP entries. Easy e-Bank Rec™ automatically finds the matching deposits or check numbers based on matching transaction

amounts in the Microsoft Dynamics™ GP check register and assigns those document numbers to the corresponding bank tape entries.

The **Document #** provided in the bank statement is never altered to ensure a proper audit trail. Instead, Easy e-Bank Rec provides a supplemental field called **Doc # User Input** that allows the user to enter a corresponding Check #. In this manner, the integrity of the Document # in the bank statement is preserved with a record of the Document # to which the item was matched.

To preview matching deposit numbers:

1. Under <ACTIONS> in the **Menu Bar**, [**SELECT**] <**PREVIEW UPDATE DEPOSIT #**>. The following window appears on the screen. This window displays all of the matching Deposit Numbers.



Preview Update Deposit #

Matches are performed when the Bank Document Number is zero and the amount matches.

In all cases, there must only be one entry for that document in the bank reconciliation.

NOTE the following features:

- The transaction **Payer/Payee** and item description appear on the left side of the grid:

Preview Update Deposit #(s)

Check Book ID: GPWACHOVIA

Flag Items Where Bank Cleared Date Is

More Than 1 Days Before

More Than 1 Days After GL

Mark All Records As: Selected Unselected

Selected	Doc #	Amou	Payer / Payee	CM Description	GL Post Date
<input checked="" type="checkbox"/>	0000000000000000	\$8,316.07			03/11/2007
<input checked="" type="checkbox"/>	0000000000000000	\$10,247.31			03/11/2007
<input checked="" type="checkbox"/>	0000000000000000	\$600.00			03/21/2007
<input checked="" type="checkbox"/>	0000000000000000	\$2,708.58			03/30/2007
<input checked="" type="checkbox"/>	0000000000000000	\$1,799.73			03/31/2007
<input checked="" type="checkbox"/>	IAJ000000010	\$2,165.68			03/12/2007
<input checked="" type="checkbox"/>	XFR00000011	\$21,702.46	Transfer From PA		03/04/2007

Preview Update Deposit # Payer-Payee

- The bank download transaction description appears on the far right of the grid:

Display Records

Refresh

Selected and Unselk

Doc #	Bank Cleared Amount	Bank Cleared Date	Description
	\$8,316.07	03/13/2007	COMMERCIAL DEPOSIT 301
	\$10,247.31	03/19/2007	COMMERCIAL DEPOSIT 301
	\$600.00	03/19/2007	COMMERCIAL DEPOSIT 301
	\$2,708.58	03/31/2007	COMMERCIAL DEPOSIT 301
	\$1,799.73	03/31/2007	COMMERCIAL DEPOSIT 301
	\$2,165.68	03/31/2007	INTEREST CREDIT 354
	\$21,702.46	03/03/2007	CORPORATE TRADE PAYMENT CR

Preview Update Deposit # Description

Easy e-Bank Rec automatically highlights transactions that are banked beyond a user-defined acceptable range of days, and also flags transactions that have been banked before they have recorded in the GL beyond the user-defined acceptable range.

If the variance between the date issued and the date banked is greater than the default entered at the top of the screen, the click mark on the left of the grid will not be enabled. The intent is to require the end user to review items that are beyond an acceptable date range. For example, if a deposit is recorded on the 10th of the month and the bank shows it deposited on the 25th of the same month, 15 days will have elapsed, which is likely not within the normal range. In order for the software to match the document numbers, a user must click the item by hand (yellow and orange items).

The transactions that have been banked before recording in the GL are color-coded in Orange.

The transactions that have cleared the bank beyond the user-designated acceptable range of days appear in Yellow.

Transactions that are within the acceptable date range appear in White.

2. [CLICK] on the <UP> or <DOWN> arrows below **Flag Items Where Bank Cleared Date Is** to select the appropriate date ranges.

Preview Update Deposit # - Color Scheme

3. [CLICK] on the <CHECK BOXES> by the colors under **Display Records** and [CLICK] on the <REFRESH> button to view the transactions in the grid and instantly identify the anomalies.

The column labeled **DATE <>** in the center of the grid displays the date variance between the booked/banked days required by business rules and the actual days that have elapsed between the banked and booked transactions.

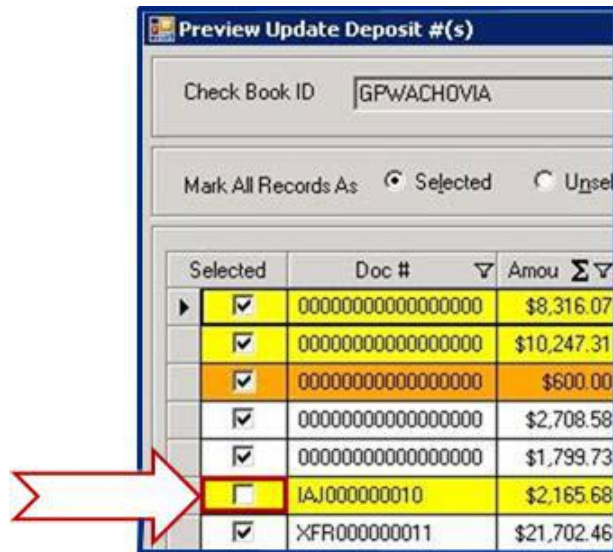
GL Post Date		Date <>
03/11/2007	2	2
03/11/2007	2	8
03/21/2007	...	-2
03/30/2007	...	1
03/31/2007	...	0
03/12/2007	...	19
03/04/2007	...	-1

Cashed 19 days after the check was recorded in Dynamics GP

Preview Update Deposit# Elapsed Days

To undo an automatic match and reconcile manually:

4. [UN-CLICK] the checkbox to the left of the transaction:



Preview Update Deposit# Record Select

THE TRANSACTION WILL REMAIN ON THE MAIN GRID FOR MANUAL RECONCILIATION.

5. [CLICK] on the <UPDATE DEPOSIT #(s)> button at the bottom of the window to automatically update the document numbers in the Bank Tape with the matching deposit numbers in Microsoft Dynamics™ GP.
6. The window will close and a message will appear on the Main Screen that will ask you if you want **Refresh the Grid**. [CLICK] on <YES> to refresh the document numbers on the **Bank Statement (Download)** side.

To preview matching check numbers:

1. Under <ACTIONS> in the **Menu Bar**, [SELECT] <PREVIEW UPDATE CHECK #>. The following window appears on the screen. This window displays all of the matching Check Numbers.

Preview Update Check #(s)

Check Book ID: GPWACHOVIA

Flag Items Where Bank Cleared Date Is: More Than 1 Days Before GL Post Date

Display Records: Selected and Unsek

Mark All Records As: Selected Unselected

More Than 1 Days After GL Post Date

Selected	Doc #	Amou	Payer / Payee	CM Description	GL Post Date	Date	Bank Doc #	Bank Cleared Amount	Bank Cleared Date	Description
<input checked="" type="checkbox"/>	90629	\$250.00	A Travel Compan	this is my comm	03/26/2007	0	000000090629	\$250.00	03/26/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	90630	\$2,000.00	A Travel Compan	this is my comm	03/27/2007	0	000000090630	\$2,000.00	03/27/2007	CHECKS PAID 475
<input type="checkbox"/>	90852	\$201.90	A Travel Compan	this is my comm	03/21/2007	2	000000090852	\$201.90	03/23/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91053	\$500.00	A Travel Compan	this is my comm	03/19/2007	0	000000091053	\$500.00	03/19/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91055	\$2,000.00	A Travel Compan	this is my comm	03/24/2007	0	000000091055	\$2,000.00	03/24/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91151	\$400.00	A Travel Compan	this is my comm	03/25/2007	0	000000091151	\$400.00	03/25/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91152	\$1,500.00	A Travel Compan	this is my comm	03/28/2007	0	000000091152	\$1,500.00	03/28/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91551	\$160.00	A Travel Compan	this is my comm	03/25/2007	0	000000091551	\$160.00	03/25/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91553	\$160.00	A Travel Compan	this is my comm	03/31/2007	0	000000091553	\$160.00	03/31/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91554	\$280.00	A Travel Compan	this is my comm	03/31/2007	0	000000091554	\$280.00	03/31/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91702	\$112.33	To Test	CHECKS PAID 47	03/10/2007	0	000000091702	\$112.33	03/10/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91703	\$160.00	A Travel Compan	this is my comm	03/21/2007	2	000000091703	\$160.00	03/23/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91704	\$120.00	A Travel Compan	this is my comm	03/26/2007	0	000000091704	\$120.00	03/26/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91751	\$150.00	To Test	CHECKS PAID 47	03/07/2007	0	000000091751	\$150.00	03/07/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91752	\$160.00	A Travel Compan	this is my comm	03/28/2007	0	000000091752	\$160.00	03/28/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	91851	\$1,500.00	A Travel Compan	this is my comm	03/28/2007	0	000000091851	\$1,500.00	03/28/2007	CHECKS PAID 475
<input checked="" type="checkbox"/>	92102	\$106.35	A Travel Compan	this is my comm	03/31/2007	0	000000092102	\$106.35	03/31/2007	CHECKS PAID 475

Update Check #(s)

Highlighting complete

Preview Update Check

Matches are performed for these conditions:

1. The Bank Document Number is zero.
2. The amount matches.
3. The check user input field is null or blank.

In all cases, there must only be one entry for that document in the bank reconciliation.

NOTE the following features:

- The transaction Payer/Payee and Checkbook description appear on the left side of the grid:

Preview Update Check #(s)

Check Book ID: GPWACHOVIA

Flag Items Where Bank Cleared Date Is: More Than 1 Days Before GL Post Date

Mark All Records As: Selected Unselected

More Than 1 Days After GL Post Date

Selected	Doc #	Amou	Payer / Payee	CM Description	GL Post Date
<input checked="" type="checkbox"/>	90629	\$250.00	A Travel Compan	this is my comm	03/26/2007
<input checked="" type="checkbox"/>	90630	\$2,000.00	A Travel Compan	this is my comm	03/27/2007
<input type="checkbox"/>	90852	\$201.90	A Travel Compan	this is my comm	03/21/2007
<input checked="" type="checkbox"/>	91053	\$500.00	A Travel Compan	this is my comm	03/19/2007
<input checked="" type="checkbox"/>	91055	\$2,000.00	A Travel Compan	this is my comm	03/24/2007
<input checked="" type="checkbox"/>	91151	\$400.00	A Travel Compan	this is my comm	03/25/2007
<input checked="" type="checkbox"/>	91152	\$1,500.00	A Travel Compan	this is my comm	03/28/2007
<input checked="" type="checkbox"/>	91551	\$160.00	A Travel Compan	this is my comm	03/25/2007

Preview Update Check# Payer-Payee

- The bank transaction description appears on the far right of the grid:

Doc #	Bank Cleared Amount	Bank Cleared Date	Description
90629	\$250.00	03/26/2007	CHECKS PAID 475
90630	\$2,000.00	03/27/2007	CHECKS PAID 475
90852	\$201.90	03/23/2007	CHECKS PAID 475
91053	\$500.00	03/19/2007	CHECKS PAID 475

Preview Update Check # Description

Easy e-Bank Rec automatically highlights transactions that are banked beyond a user-designated acceptable range of days, and also flags transactions that have been banked before they have recorded in the GL.

The transactions that have been banked before recording in the GL are color-coded in **Orange**.

The transactions that have cleared the bank beyond the user-designated acceptable range of days appear in **Yellow**.

Transactions that are within the acceptable date range appear in **White**.

2. [CLICK] on the <UP> or <DOWN> arrows below **Flag Items Where Bank Cleared Date Is** to select the appropriate date ranges.

Flag Items Where Bank Cleared Date Is		Display Records
<input type="checkbox"/> More Than	1 Days Before GL Post Date	<input checked="" type="checkbox"/> <input type="checkbox"/> Refresh
<input type="checkbox"/> More Than	1 Days After GL Post Date	<input checked="" type="checkbox"/> Selected and Unselk

Preview Update Deposit # - Color Scheme

3. [CLICK] on the <CHECK BOXES> by the colors under **Display Records** and [CLICK] on the <REFRESH> button to view the transactions in the grid and instantly identify the anomalies.

The column labeled **DATE < >** in the center of the grid displays the date variance between the booked/banked days required by business rules and the actual days that have elapsed between the banked and booked transactions.

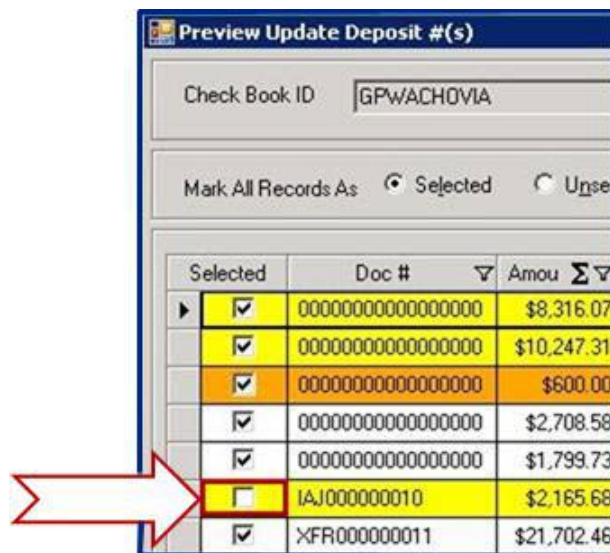
GL Post Date		Date <>
03/26/2007	...	0
03/27/2007	...	0
03/21/2007	...	2
03/19/2007	...	0
03/24/2007	...	0

The check was recorded in Dynamics GP and cleared the bank 2 days later.

Preview Update Check# Elapsed Dates

To undo an automatic match and reconcile manually:

4. [UN-CLICK] the checkbox to the left of the transaction:



Preview Update Check # Record Select

5. [CLICK] on the <UPDATE CHECK #(s)> button at the bottom left side of the window to update the document number in the Bank Tape with the matching check number in Microsoft Dynamics™ GP.
6. The window will close and a message will appear on the Main Screen that will ask you if you want **Refresh the Grid**. [CLICK] on <YES> to refresh the document numbers on the **Bank Statement (Download)** side.

Step 3: Process Automated Bank Tape Transactions

This window is used to process ZBAs, SWEEPs, interest charges, service fees and other BAI code transactions that you identify in the Setup to be processed automatically. This process will create the matching transactions in Microsoft Dynamics™ GP across multiple companies if required.

1. **[CLICK]** on **Actions** in the Tool Bar Menu. **[SELECT]** **<PROCESS AUTOMATED BANK TAPE TRANSACTIONS>**. The following window appears on the screen:

Bank Code	Doc #	Cleared Amount	Cleared Date	Description	(+/-)	Debit	Credit	Company	Check	Debit	Credit
575	0	\$2,593.00	03/10/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$12,088.29	03/13/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$8,064.82	03/14/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$1,072.63	03/19/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$97.60	03/20/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$3,582.81	03/24/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$514.97	03/26/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$3,171.65	03/27/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$13,342.63	03/28/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
575	0	\$4,426.31	03/31/2007	ZBA DEBIT	-1	000-1190	100-1000	Fabrikam, I	FIRST BA	000-1101	000-1190
164	0	\$21,702.46	03/03/2007	CORPORATE TRA	1	100-1000	000-1140				
275	0	\$56,294.75	03/03/2007	ZBA CREDIT	1	100-1000	000-1190	Fabrikam, I	FIRST BA	000-1190	000-1101
165	0	\$5,562.04	03/04/2007	PREAUTHORIZED	1	100-1000	000-1240				
275	0	\$78,540.79	03/04/2007	ZBA CREDIT	1	100-1000	000-1190	Fabrikam, I	FIRST BA	000-1190	000-1101
301	0	\$5,499.11	03/04/2007	COMMERCIAL DE	1	100-1000	000-7040				
301	0	\$65.00	03/04/2007	COMMERCIAL DE	1	100-1000	000-7040				
164	0	\$3,453.37	03/06/2007	CORPORATE TRA	1	100-1000	000-1140				
275	0	\$1,175.00	03/06/2007	ZBA CREDIT	1	100-1000	000-1190	Fabrikam, I	FIRST BA	000-1190	000-1101
275	0	\$95.00	03/07/2007	ZBA CREDIT	1	100-1000	000-1190	Fabrikam, I	FIRST BA	000-1190	000-1101

Process Automated Bank Trx - Main Screen

2. **[REVIEW]** the data on the screen.
3. **Optional:** **[CLICK]** on the **<PRINT>** button. **[SELECT]** from the options, **Export to Excel**, **Print Grid**, or **Print Screen** and follow the directions in the corresponding windows.

Print Options

Export to Excel

Export to Excel

Print

Print Grid

Print Screen

Print Options

To view the bank statement detail or change a booking account for a particular transaction:

4. [CLICK] on the <NOTES> button on the selected transaction:

275	0	\$1,331.08	03/13/2007	ZBA CREDIT	1	100-1000-	000-1190-				Notes
275	0	\$1,503.00	03/18/2007	ZBA CREDIT	1	100-1000-	000-1190-				Notes
275	0	\$876.22	03/25/2007	ZBA CREDIT	1	100-1000-	000-1190-				Notes

? Print Refresh Process Automated Bank Tape Transactions Cancel

Automated Bank Transactions - Notes

The following window will open:

The bank statement detail is displayed below the line item.

5. [CLICK] on the <DOWN ARROW> below <CREDIT> on the upper right of the screen to display the accounts and descriptions:

Cleared Date	Document #	User Input	Amount	Description	Import Date	Bank Code	Credit
03/18/2007	0		1503.0000	ZBA CREDIT 275	03/16/2010	275	000-1190-00

ZBA CREDIT 275

? Type in Starting # or Leave Blank to make all 0 Auto Update Save & Close Cancel

Automated bank transactions - Details

To over-ride the default account setup for the transaction:

Account#	Description
000-1190-00	Cash Suspense
000-1200-00	Accounts Receivable
000-1205-00	Sales Discounts Available
000-1210-00	Allowance for Doubtful Accou
000-1220-00	Credit Card Receivable
000-1220-01	Credit Card Receivable-Ameri
000-1220-02	Credit Card Receivable-Retail
000-1220-03	Credit Card Receivable-Gold

Automated bank transactions –Override Default

6. [CLICK] on the desired **Account** and **Description**.
7. [CLICK] on <SAVE AND CLOSE>. The transaction type will be permanently associated with the selected account, unless over-riden at a future date.
8. [CLICK] on the <PROCESS AUTOMATED BANK TAPE TRANSACTIONS> button to process the transactions. This will automatically create GL and Bank transactions for you and does not require posting in Microsoft Dynamics™ GP.
9. The window will close and a message will appear on the Main Screen that will ask you if you want **Refresh the Grid**. [CLICK] on <YES> to view the matching Bank Tape transactions in Microsoft Dynamics™ GP.

Step 4: Preview/Create Small Adjustments

To preview and create small adjustments:

1. Under <ACTIONS> in the **Menu Bar**, [SELECT] <PREVIEW/CREATE SMALL ADJUSTMENTS>. The following screen will appear

Check Book	Check #	Check/Dep	Trx. Date	GL Post D	Amount	Cleared A	Description
GPWACHD	80795A	IAJ	03/31/2007	03/31/2007	(\$1.00)	\$0.00	Test sticky N

Select Posting Accounts

Cash Account: 100-1000-00 Operating

Small Adj. Account: 000-6603-00 S - Small Adjustment Expense

System Comment: This check is adjusted by small amount of \$10.00 by sa on 03/31/2007.

User Comment:

Buttons: ? Print Process Small Adjustments. Cancel

Preview-Create Small Adjustments

The **Small Adj. Account** will default to the accounts you identified in Setup.

Two comment fields appear at the bottom of the screen:

1. **System Comment:** this is a read-only field that identifies the user and the date and default amount by which the check is to be adjusted.
2. **User Comment:** the user can enter additional comments in this field.

Both comments will appear in the yellow post-it note in the Microsoft Dynamics™ GP bank transactions.

[CLICK] on the button labeled <**PROCESS SMALL ADJUSTMENTS**>. A message box appears on the screen asking if you want to create small adjustments.

[CLICK] on <**OK**> to create small adjustments. Conversely, [CLICK] on <**CANCEL**> to cancel the process.

Step 5: Mark all Matching Items as Reconciled

To mark all matching items as reconciled:

1. Under <ACTIONS> in the **Menu Bar**, [**SELECT**] <**MARK ALL EQUAL AS RECONCILED**>.
2. A message box appears on the screen asking if you want to mark all equal transactions as reconciled.
3. [**CLICK**] on <**OK**>. The application automatically places the check marks inside Dynamics GP.
4. It is also possible to match items manually by copying the Document Number from the Check Management side of the grid and pasting it into the corresponding item(s) in the bank statement (see example below):

The screenshot shows the 'Easy e-Bank Rec' application window. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The 'Actions' menu is open, showing options like 'Change', 'Reconcile', 'Maintenance', 'Paid No Issue Trx', 'Reconciliation Summary', 'Reports', 'Excel', 'Print', 'Close', and 'About'. The 'Marked' dropdown is set to 'ALL'. The 'Check / Deposit' dropdown is also set to 'ALL'. The 'Show' button is highlighted. The grid displays transactions with columns for 'U', 'D', 'Doc #', 'Trx Am', 'Post Date', 'C', 'Cleared', 'Pstd/Cld', 'M', 'N', 'Doc# From Bank', 'Doc # User Input', 'Cleared', 'Bank Dat', and 'Diff'. A callout box points to the 'Doc # User Input' column, indicating where to paste the document number. Another callout box points to the 'M' and 'N' columns, indicating where to click to drill into the check book management.

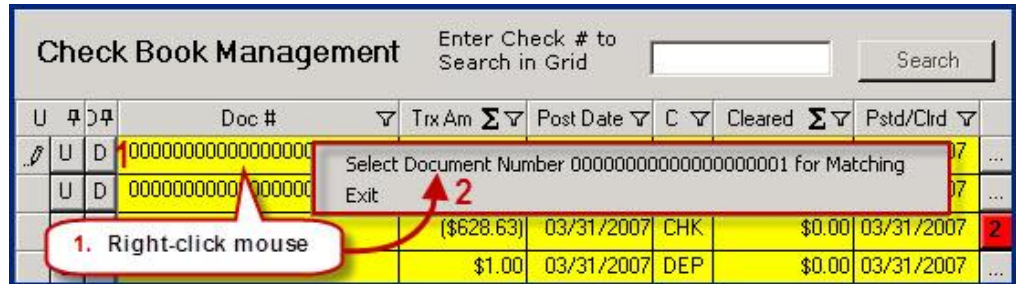
Copy-Paste Document

All equal transactions will be marked as reconciled in Microsoft Dynamics™ GP.

NOTE: If you click on **Cancel** in the message box prompt, your matching transactions in Microsoft Dynamics™ GP will not be reconciled.

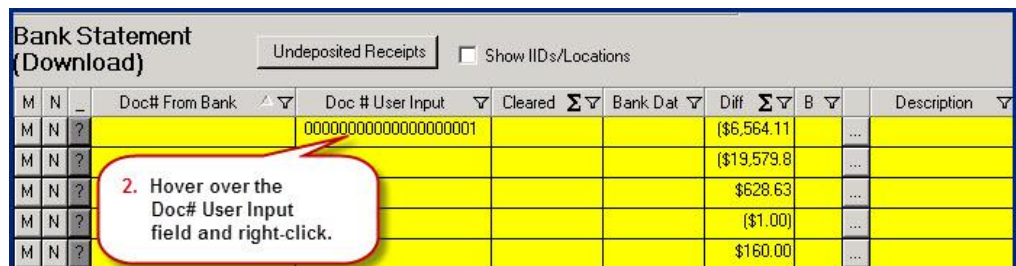
ALTERNATIVELY,

1. **[HOVER]** over the **Document #** on the left side of the grid and **[RIGHT-CLICK]** the mouse. **[CLICK]** on the **Select Document Number** message:



Manual Match - Right-Click

2. **[MOVE]** the cursor to the right side of the grid and hover over the **<DOC # USER INPUT>** field and **[RIGHT-CLICK]**:



Manual Match - Doc# User Input

If there is no Document Number on the Bank Statement side and the amount matches, the Document Number will be pasted in automatically.

If there is a Document Number, the user will be prompted to override the existing Document Number.

If the amounts do not match, the user will be prompted to confirm the choice of matching item

Step 6: One-Click Resolution of Unresolved Items

In the next steps, you will be guided through one-click resolutions of common back reconciliation issues.

Process D Button

The D Button is used to adjust any bank reconciliation entry up to a maximum allowable amount to a default expense account.

[CLICK] on the <D BUTTON> next to the transaction you wish to adjust. The following window will appear on the screen:

The screenshot shows the 'Process D Button' dialog box. The 'Check Information' section includes: Check Book (GPWACHOVIA), Check Number (87786), Amount ((\$160.00), Type (CHK), Check Date (3/31/2007), and Diff. (\$160.00). The 'Action' section has buttons for U button, D button (selected), N Button, and Move to Unresolved. The 'Select Posting Accounts' section shows Cash Account (100-1000-00, Operating) and D Button Account (000-6601-00, D - Adjustment Expense). The 'System Comment' field contains: 'Check # - 87786. Adjustment (IAJ) for \$160.00 by sa on 03/31/2007.' The 'User Comment' field is empty. At the bottom are buttons for a help icon, Print, Process D Button, and Cancel.

Process D Button

The **D-Button Account** will default to the accounts you identified in Setup.

The Default Account for the D button can be overridden by keying any valid GL account.

Two comment fields appear at the bottom of the screen:

1. **System Comment:** this is a read-only field that identifies the user, the date, the transaction and the transaction amount to be adjusted.

2. **User Comment:** the user can enter additional comments in this field.

[CLICK] the button labeled <**PROCESS D BUTTON**>. A message box appears on the screen asking if you want to create the D button adjustment.

[CLICK] on <**OK**> to adjust the document. Conversely, [CLICK] on <**CANCEL**> to cancel the process.

A decrease adjustment will be created and a GL entry will be posted.

If the <**PROCESS D BUTTON**> is grayed out and not active, it means you either do not have an account in the setup or you have exceeded the allowable difference limit set in the setup.

Process N Button

The N Button is used to move partial or complete amounts from one document number to another (consolidate with proper traceability).

[CLICK] on the <**N BUTTON**> next to the transaction you wish to transfer. The following window will appear on the screen:

Doc# From	Original Amount	Transfer Amount	Final Amount
00000000000000000000	\$6,564.11	6564.11	\$0.00
5432	\$0.00		\$6,564.11

Process N Button

The **N Button Account** will default to the accounts you identified in Setup.

Two comment fields appear at the bottom of the screen:

3. **System Comment:** this is a read-only field that identifies the user and the date, and displays the transferred amount and document numbers.
4. **User Comment:** the user can enter additional comments in this field.

[CLICK] the button labeled <**PROCESS N BUTTON**>. A message box appears on the screen asking if you want to create the N Button adjustment.

[CLICK] on <**OK**> to adjust the document. Conversely, [CLICK] on <**CANCEL**> to cancel the process.

Two entries will be created, one increase adjustment and one decrease adjustment in the Bank Rec module. Two GL entries will be posted as well. The effect is zero in the GL.

M Button

[CLICK] on the <**M BUTTON**> to mark individual documents in Microsoft Dynamics™ GP as reconciled. This is equivalent as being inside the bank reconciliation in GP and click marking an item.

A message box appears on the screen asking if you want to mark the document as reconciled.

[CLICK] on <**OK**> to mark the document. Conversely, [CLICK] on <**CANCEL**> to cancel the process.

WHEN ALL EFFORTS TO RESOLVE VARIANCES HAVE BEEN EXHAUSTED, THE U BUTTON CAN BE USED:

Process U Button

The U Button is used to set aside unidentified or unresolved transaction such as wire transfers or variances, and close the bank reconciliation while you research the item.

A decrease or increase adjustment will be generated in the amount of the variance, i.e. wire for \$550.00: credit GL to cash and debit to Paid No Issue account, e.g. 1190. Easy e-Bank Rec™ holds all those Document Numbers in a table until you reverse them under the Paid No Issue grid.

Typically you would reverse them in a future period when the accrual is made in Microsoft Dynamics GP. If the wire is recorded through AP, Easy e-Bank Rec™ reverses the Paid No Issue and the sum will be zero, thus not requiring a bank tape download to clear.

[CLICK] on the <U BUTTON> next to the transaction you wish to set aside. The following window will appear on the screen.

Process U Button

Check Information

Check Book: GPWACHOVIA Check Number: 00000000000000000001

Amount: \$6,564.11 Type: DEP

Check Date: 3/31/2007 Diff.: (\$6,564.11)

Action

U button | D button | N Button | Move to Unresolved

This process will move all checks that are cashed but not booked to the Unidentified Window.

Select Posting Accounts

Cash Account: 100-1000-00 Operating

U Button Account: 000-1115-00 Cash - Paid No Issue Cash

System Comment

Check # - 00000000000000000001. Adjustment (DAJ) for (\$6,564.11) by sa on 03/31/2007.

User Comment

? Print Process U Button Cancel

Process U Button

The **U Button Account** will default to the accounts you identified in Setup.

Two comment fields appear at the bottom of the screen:

1. **System Comment:** this is a read-only field that identifies the user, the transaction and the amount to be set aside.
2. **User Comment:** the user can enter additional comments in this field.

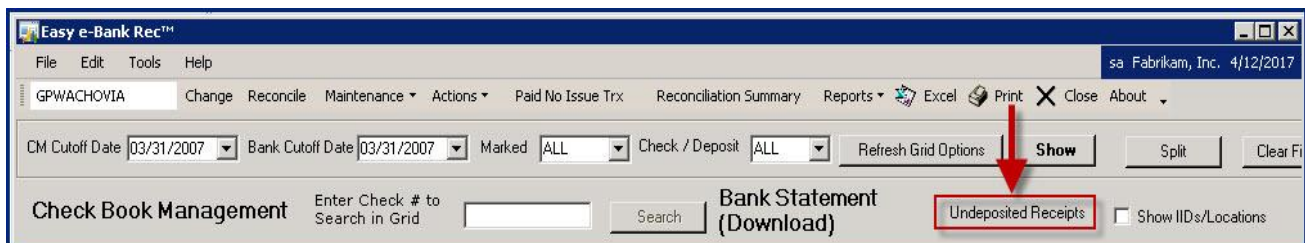
[CLICK] the button labeled <**PROCESS U BUTTON**>. A message box appears on the screen asking if you want to move checks to Paid No Issue.

[CLICK] on <**OK**> to move the documents to Paid No Issue. Conversely, [CLICK] on <**CANCEL**> to cancel the process.

Undeposited Receipts

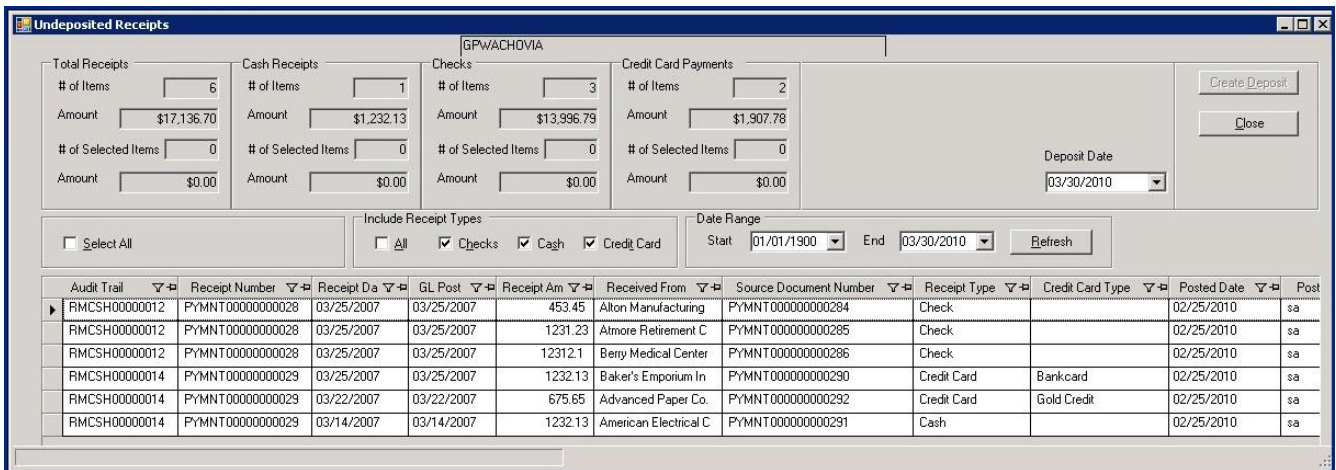
The **Undeposited Receipts** feature displays all of the cash receipts that have not yet been processed and allows the user to create a **Deposit** on the fly. It takes seconds to process a very high volume of cash receipts. Once the user clicks on the <**UNDEPOSITED RECEIPTS**> button, it takes as little as 20 seconds to bring up 100,000 cash receipts.

1. [CLICK] on the <**UNDEPOSITED RECEIPTS**> button.



Undeposited Receipts-Button

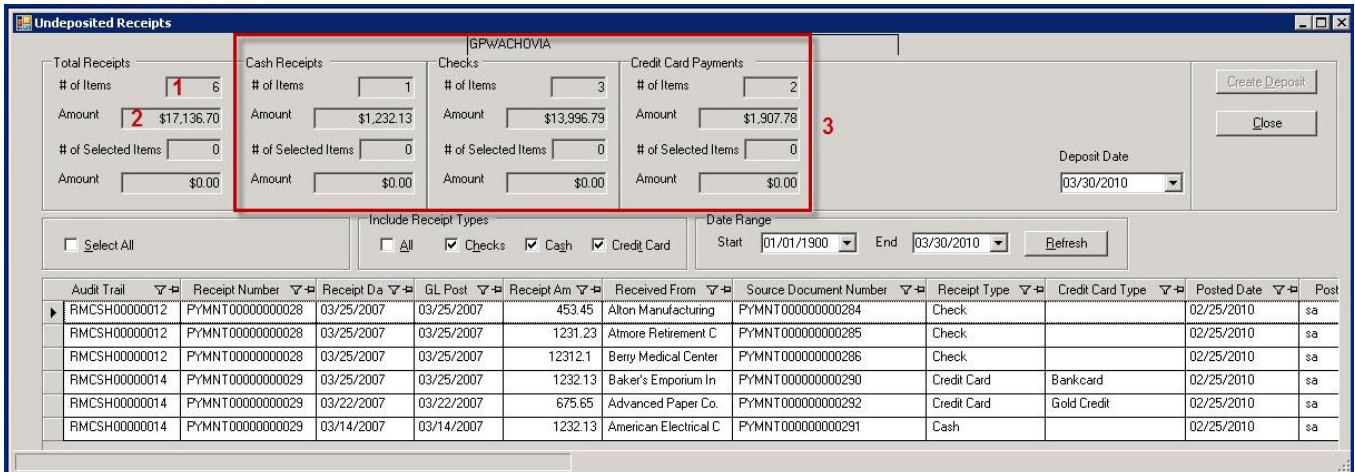
The following window will appear on your screen:



Undeposited Receipts-Main

The Undeposited Receipts window displays:

1. the **Total Receipts** (number of items)
2. the **Total Amount** of the displayed transactions.
3. the breakdown into types of transactions: Cash Receipts, Checks and Credit Card Payments.



Undeposited Receipts - Receipts, Amounts, Types

[CLICK] or [UN-CLICK] the checkboxes in the Include Receipt Types box to change the view of the cash receipts, i.e. Checks, Cash, or Credit Card.

2. [CLICK] on the <REFRESH> button to change the grid to the desired view:

Include Receipt Types: All Checks Cash Credit Card

Date Range: Start End

Undeposited Receipts - Refresh

In this view, Cash, Checks and Credit Card Payments are displayed:

GPWACHOVIA

Total Receipts: # of Items 6 Amount \$17,136.70

Cash Receipts: # of Items 1 Amount \$1,232.13

Checks: # of Items 3 Amount \$13,996.79

Credit Card Payments: # of Items 2 Amount \$1,907.78

of Selected Items: 0 Amount \$0.00

of Selected Items: 0 Amount \$0.00

of Selected Items: 0 Amount \$0.00

of Selected Items: 0 Amount \$0.00

Deposit Date: 03/30/2010

Include Receipt Types: All Checks Cash Credit Card

Date Range: Start 01/01/1900 End 03/30/2010

Audit Trail	Receipt Number	Receipt Da	GL Post	Receipt Am	Received From	Source Document Number	Receipt Type	Credit Card Type	Posted Date	Post
▶ RMCSH00000012	PYMNT00000000028	03/25/2007	03/25/2007	453.45	Alton Manufacturing	PYMNT000000000284	Check		02/25/2010	sa
▶ RMCSH00000012	PYMNT00000000028	03/25/2007	03/25/2007	1231.23	Atmore Retirement C	PYMNT000000000285	Check		02/25/2010	sa
▶ RMCSH00000012	PYMNT00000000028	03/25/2007	03/25/2007	12312.1	Berry Medical Center	PYMNT000000000286	Check		02/25/2010	sa
▶ RMCSH00000014	PYMNT00000000029	03/25/2007	03/25/2007	1232.13	Baker's Emporium In	PYMNT000000000290	Credit Card	Bankcard	02/25/2010	sa
▶ RMCSH00000014	PYMNT00000000029	03/22/2007	03/22/2007	675.65	Advanced Paper Co.	PYMNT000000000292	Credit Card	Gold Credit	02/25/2010	sa
▶ RMCSH00000014	PYMNT00000000029	03/14/2007	03/14/2007	1232.13	American Electrical C	PYMNT000000000291	Cash		02/25/2010	sa

To create a deposit for the selected transactions:

- [CLICK] on the <SELECT ALL> button above the grid on the left side, **OR**
- [CLICK] on the first row, [PRESS] the <SHIFT KEY>, and click on the last row to select all.

NOTE that the **Deposit Date** field will automatically display the date of the most recent transaction(s) in the grid:

Undeposited Receipts – Refresh Display

Total Receipts: # of Items 6 Amount \$17,136.70

Cash Receipts: # of Items 1 Amount \$1,232.13

Checks: # of Items 3 Amount \$13,996.79

Credit Card Payments: # of Items 2 Amount \$1,907.78

of Selected Items: 0 Amount \$0.00

of Selected Items: 0 Amount \$0.00

of Selected Items: 0 Amount \$0.00

of Selected Items: 0 Amount \$0.00

Deposit Date: 03/30/2010

Include Receipt Types: All Checks Cash Credit Card

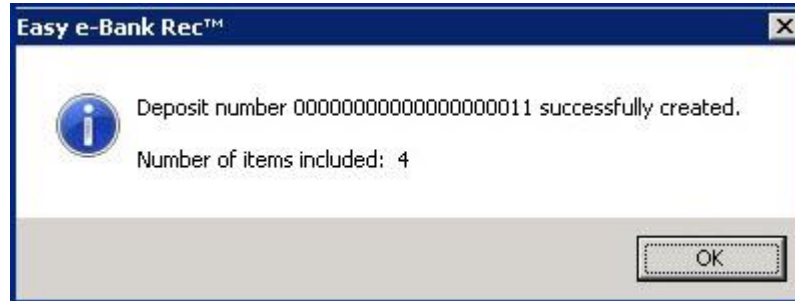
Date Range: Start 01/01/1900 End 03/30/2010

Audit Trail	Receipt Number	Receipt Da	GL Post	Receipt Am	Received From	Source Document Number	Receipt Type	Credit Card Type	Posted Date	Post
▶ RMCSH00000012	PYMNT00000000028	03/25/2007	03/25/2007	453.45	Alton Manufacturing	PYMNT000000000284	Check		02/25/2010	sa
▶ RMCSH00000012	PYMNT00000000028	03/25/2007	03/25/2007	1231.23	Atmore Retirement C	PYMNT000000000285	Check		02/25/2010	sa
▶ RMCSH00000012	PYMNT00000000028	03/25/2007	03/25/2007	12312.1	Berry Medical Center	PYMNT000000000286	Check		02/25/2010	sa
▶ RMCSH00000014	PYMNT00000000029	03/25/2007	03/25/2007	1232.13	Baker's Emporium In	PYMNT000000000290	Credit Card	Bankcard	02/25/2010	sa
▶ RMCSH00000014	PYMNT00000000029	03/22/2007	03/22/2007	675.65	Advanced Paper Co.	PYMNT000000000292	Credit Card	Gold Credit	02/25/2010	sa
▶ RMCSH00000014	PYMNT00000000029	03/14/2007	03/14/2007	1232.13	American Electrical C	PYMNT000000000291	Cash		02/25/2010	sa

Undeposited Receipts – Deposit Date

5. [CLICK] on the <CREATE DEPOSIT> button in the upper right corner of the window to create the deposit.

A dialog box will appear on the screen to confirm the deposit, deposit number and number of items:



Undeposited Receipts – Create Deposit

6. [CLICK] on <OK>.
7. If you previously displayed one or two of the types of receipts, [CLICK] on the **checkbox** labeled <ALL> under **Include Receipt Types** to display the remaining un-deposited receipts:



Undeposited Receipts – Display All

In this example, only two transactions remain. Both are credit card transactions:

Audit Trail	Receipt Number	Receipt Date	GL Post	Receipt Am	Received From	Source Document Number	Receipt Type	Credit Card Type	Posted Date
RMCSH00000014	PYMN100000000029	03/25/2007	03/25/2007	1232.13	Baker's Emporium Inc	PYMN100000000290	Credit Card	Visa	02/25/2010
RMCSH00000014	PYMN100000000029	03/22/2007	03/22/2007	675.65	Advanced Paper Co.	PYMN100000000292	Credit Card	AMEX	02/25/2010

Undeposited Receipts - Credit Card Type

Easy e-Bank Rec™ allows the user to create a deposit for each type of credit card. In this example, the AMEX transaction has been selected.

To create a wire deposit for the AMEX credit card receipt:

8. **[CLICK]** on the **<CREATE DEPOSIT>** button in the upper right corner of the window to create the deposit.

A dialog box will appear on the screen to confirm the deposit, deposit number and number of items.

9. **[CLICK]** on **<OK>**.

Step 7: Preview/Move to Paid No Issue

Paid No Issue Transactions:

This process allows you to move transactions that are in the Bank Tape but not recorded in Microsoft Dynamics™ GP to a holding area for Paid No Issue Transactions. These transactions will be resolved in subsequent Bank Reconciliation(s).

1. Under **<ACTIONS>** in the Menu Bar, **[SELECT] <PREVIEW/MOVE TO PAID NO ISSUE >**. The following screen will appear:

Check#	Bank Code	(+/-)	Cleared Amount	Bank Description	Cleared Date
00000000000	475	0	-1149.7300	CHECKS PAID 475	03/24/2007
00000006802	475	0	-1400.0000	CHECKS PAID 475	03/31/2007
00000006935	475	0	-160.0000	CHECKS PAID 475	03/31/2007

Select Posting Accounts

Cash Account: 100-1000-00 Operating

PNI Account: 000-1115-00 Cash - Paid No Issue Cash

System Comment
This check is moved to Paid No Issue window by sa on 03/31/2007.

User Comment

? Print Move Checks Cashed to Paid No Issue window. Cancel

Preview-Paid No Issue

This screen brings up a view of **all the transactions that are in the Bank Tape but are not recorded in Microsoft Dynamics™ GP and that have PNI marked as “Yes” in the BAI master code table.** Note that you can sort, filter, summarize and print the information in the grid.

The **PNI Account** will default to the accounts you identified in Setup.

Two comment fields appear at the bottom of the screen:

1. **System Comment:** this is a read-only field that identifies the user and the date the transaction was moved to Paid No Issue.
2. **User Comment:** the user can enter additional comments in this field.

[CLICK] the button labeled **<MOVE CHECKS CASHED TO PAID NO ISSUE WINDOW>**. A message box appears on the screen asking if you want to move checks to Paid No Issue.

[CLICK] on **<OK>** to move the checks to Paid No Issue. Conversely, [CLICK] on **<CANCEL>** to cancel the process.

Retrieving Paid No Issue Transactions

To retrieve the bank tape transactions you have set aside in **Paid No Issue**, [CLICK] on the <**PAID NO ISSUE TRX**> button at the top of the Easy e-Bank Rec™ screen. The following window will appear on the screen:



Paid No Issue - Retrieving Trx

The bank tape transactions that you placed in the **Paid No Issue** holding area appear on the right side of the grid. If the field on the left is blank, it is because the transactions are unresolved.

In subsequent bank reconciliations, if there is a matching transaction in Microsoft Dynamics™ GP, it will appear automatically in the **Check Book Management** side of the grid.

[CLICK] on the <**ELLIPSE**> button to drill down to the details of the transaction.

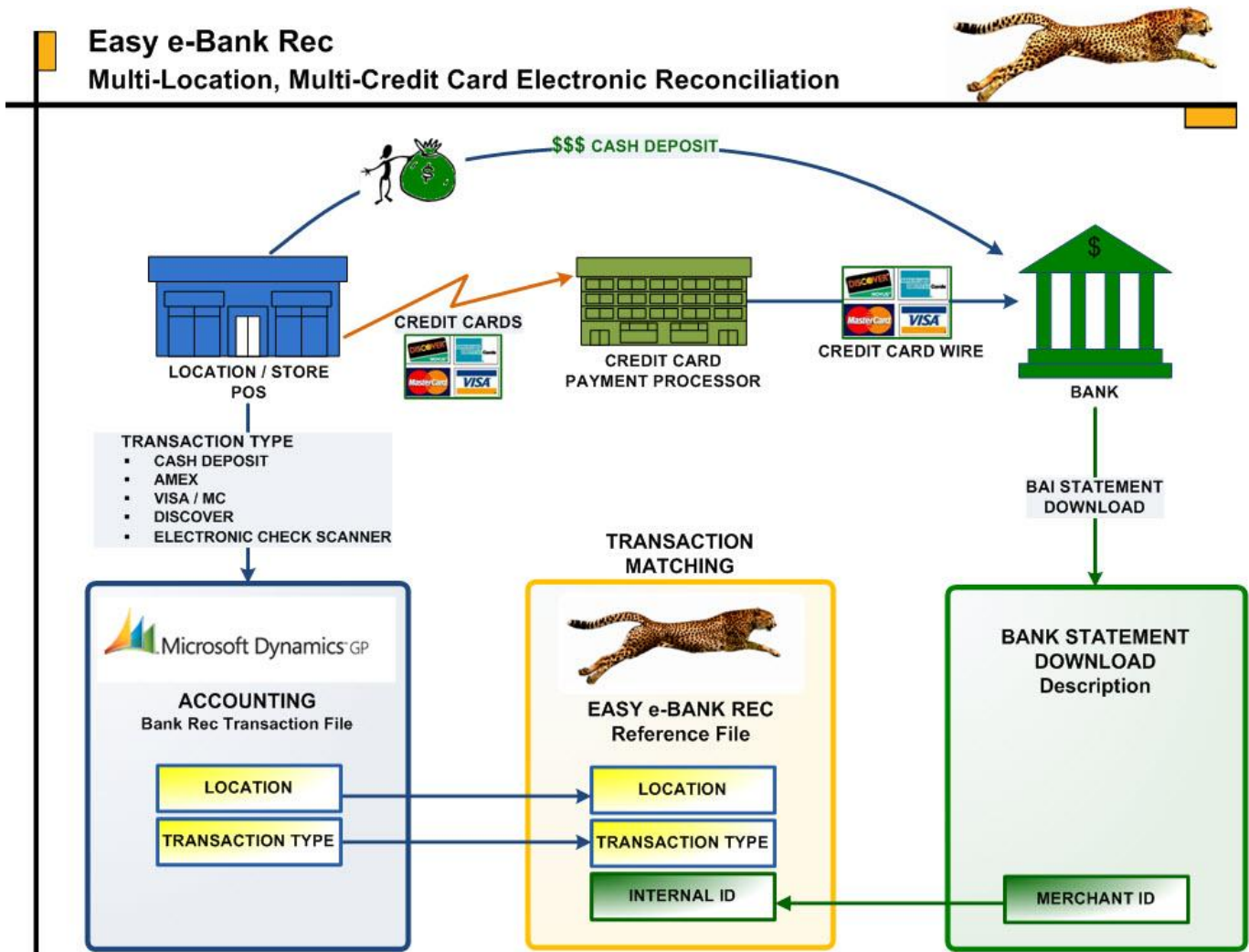
[CLICK] on the <**REVERSE**> button to the right of the Bank Tape transaction to reverse the Paid No Issue to a reconciled transaction.

NOTE: If multiple matching transactions appear in the grid, you can reverse them all at once. [CLICK] on <**ACTIONS**> in the Tool Bar menu at the top of the window. [CLICK] on <**REVERSE ALL EQUAL**>.

Multi-Location / Multi-Credit Card Wire Reconciliation

Easy e-Bank Rec facilitates credit card wire and cash transactions in businesses with multiple locations that process multiple credit card transactions.

The drawing below depicts how the bank statement **Merchant ID** and **Bank Location** are correlated to the **Location** and **Transaction Type** inside the accounting system. This is accomplished in a master cross-reference table called the **Internal ID Maintenance** table.



The **Internal ID** facilitates the matching of credit card wires and cash deposits within a given location.

In order to work:

- A custom import must be developed
- The code is developed from the Doc number and the Description of Paid to extract Location and Transaction Type.
- Install the custom code,.
- Set up Internal ID table
- Select the custom import to import the bank transactions.

To begin, [CLICK] on the <SHOW IIDS/LOCATIONS> checkbox in the Function Bar. The grid expands to display six columns:

Checkbook Management (Left Side of Grid)

1. **Accounting ID**
2. **Account Location**
3. **Bank** – the bank Location for sorting purposes
4. **Location** – Location of the store for sorting purposes

Bank Statement (Download on Right Side of Grid)

5. **Bank ID** – the bank statement Merchant ID
6. **Bank Location** – derived location from Bank ID

The grid will be color-coded as follows:

- **Yellow:** Transactions highlighted in yellow are items in the accounting system that are unmatched.
- **Teal:** Transactions highlighted in teal are items on the bank statement that are unmatched.
- **Red:** Transactions highlighted in red match, but there is a variance between Issued and Paid.
- **White:** Transactions that completely match (the variance is zero).

Right-Click Features for Matching

Right-Click Features allow matching in the following ways:

Document Number

- [Right-Click] the **Document #** on the Check Book Management side of the grid. A message appears that identifies the match. [Click] on <Select Document Number> to copy the **Document Number**.

Check Book Management Enter Check # to Search in Grid

Right-click in the Document # field, then right-click on the Select Document message to copy

					Date ▾	C ▾	Cleared Σ ▾
					2/2007	CHK	\$0.00
					31/2007	DEP	\$0.00
U	D	87786		(\$160.00)	03/24/2007	CHK	\$0.00
U	D	IAJ000000005					\$0.00
U	D	IAJ000000010		\$2,100.00	03/12/2007	DEP	\$0.00

Select Document Number 87786 for Matching
Exit

Right-Click Document Number

- Document User Input: [RIGHT-CLICK] in the <DOC # USER INPUT> field on the right side of the grid to paste the Document Number:

Bank Statement (Download) Undeposited Receipts Show IIDs/Locations

M	N	Doc# From B ▾	Doc # User Input ▾	Cleared Σ ▾	Bank Dat ▾	Diff Σ ▾	B ▾	Description ▾
M	N	5752007032700	575200703270001	(\$3,171.65)	03/27/2007	\$0.00	575	ZBA DEBIT 575
M	N	5752007032800	575200703280001	(\$13,342.63)	03/28/2007	\$0.00	575	ZBA DEBIT 575
M	N	5752007033100	575200703310001	(\$4,426.31)	03/31/2007	\$0.00	575	ZBA DEBIT 575
M	N	?				\$628.63		
M	N	?				(\$1.00)		
M	N	?	87786			\$160.00		
M	N	?				(\$100,000)		

Right-Click Doc # User Input

The possible outcomes by right-clicking in the Doc # User Input field are:

- If the amounts **match** and the **Document # User Input** field is **blank**, the amount will be pasted automatically. There will be no prompt.
- If the amounts **do not match**, but the **Document # User Input** field is **blank**, you will be prompted to confirm the delta (Δ) in the amount.
- If the **amounts match or do not match**, but there is an **existing entry** in the **Document # User Input** field, you will be prompted to confirm the different document number you wish to enter.

Amount

- Amount** – Check Book Management or Bank Statement: [RIGHT-CLICK] on any **amount** on either side of the grid to display two options:

Bank Statement (Download)											
										Undeposited Receipts	<input type="checkbox"/> Show IIDs/Locations
M	N	?	Doc# From B	Doc # User Input	Cleared	Σ	Bank Dat	Diff	Σ	B	Description
M	N	?	0	0	\$65.00		03/04/2007	\$65.00		301	COMMERCIAL D
M	N	?	0	0	\$5,562.04		03/04/2007	\$5,562.04		165	PREAUTHORIZE
M	N	?	0	0	\$6,411.57					01	COMMERCIAL D
M	N	?	0	0	\$9,453.33					64	CORPORATE TR
M	N	?	0	0	\$6,297.50					01	COMMERCIAL D

Right-Click Amount

Show Possible Matches – Restricts the grid view to possible matches on the opposite side with the same amount.

Show All Records – Displays all of the records in the grid view.

Location

This capability is used to find **Location** matches on both the Check Book Management and Bank Statement sides of the grid for credit card wire reconciliation. Make sure the **Show IIDs/Locations** checkbox is checked. **[RIGHT-CLICK]** the **<BANK LOCATION>**.

<input checked="" type="checkbox"/> Show IIDs/Locations													
M	N	?	Doc# From B	Doc # User	Cleared	Σ	Bank Date	Diff	Σ	B	Description	Bank IID	Bank Loc
M	N	?	0	0	\$181.53		07/06/2010	\$181.53		169	OTHER REFER	5020798948	205
M	N	?	0	0	\$1,932.24		07/06/2010	\$1,932.24		169	OTHER REFER	5436845553406	205
M	N	?	0	0	\$116.15		07/07/2010	\$116.15		169	OTHER REFER	5436845553406	205
M	N	?	0	0	\$293.87		07/07/2010	\$293.87		169	OTHER REFER	5436845553406	205
M	N	?	0	0	\$419.92		07/07/2010	\$419.92		169	OTHER REFER	5436845553406	205
M	N	?	0	0	\$1,053.47		07/07/2010	\$1,053.47		169	OTHER REFER	5436845553406	205
M	N	?	0	0	\$189.97		07/08/2010	\$189.97		169	OTHER REFER	5436845553406	205
M	N	?	0	0	\$386.82		07/09/2010	\$386.82		169	OTHER REFER	5436845553406	205

Right-Click Location

[SELECT] the option you wish.

To display **all** the records for the location on both sides of the grid, **[CLICK]** on **<SHOW RECORDS FOR LOCATION XXX ON BOTH SIDES>**.

To display possible matches for that particular location on the opposite side of the grid, **[CLICK]** on **<SHOW POSSIBLE MATCHES>**. It will be filtered by location, not amount.

Note: You can sort the columns within the views. Just click on the desired column header to sort by the criteria within the selected column.

Internal ID

- This capability is used to find **Internal ID** matches on both the Check Book Management and Bank Statement sides of the grid for credit card wire reconciliation. **RIGHT-CLICK** the <**BANK ID**>. Select the option you wish.
- To display **all** the records for the Internal ID on both sides of the grid, [CLICK] on <**SHOW RECORDS FOR IID XXXXXXXXXXXX ON BOTH SIDES**>.

Bank Statement (Download)		Undeposited Receipts		Show IID/Locations													
d	Σ	Pstd/Cld	Loc	IID	M	N	Doc# From Bank	Doc # User Input	Cleared	Σ	Bank Dat	Diff	Σ	B	Description	Bank IID	Bank
07/02/2010		257		54368455553413	...	M	N	?	0					169	OTHER REFERE	54368455553413	257
07/06/2010		257		1426031902	...	M	N	?	0	(\$19.15)	07/06/2010	(\$19.15)	469	...	OTHER REFERE	1426031902	257
07/06/2010		257		1426031902	...	M	N	?	0	\$115.00	07/06/2010	\$115.00	169	...	OTHER REFERE	1426031902	257
07/06/2010		257		1426031902	...	M	N	?	0	\$158.00	07/06/2010	\$158.00	169	...	OTHER REFERE	1426031902	257
07/06/2010		257		54368455553413	...	M	N	?	0	\$1,231.84	07/06/2010	\$1,231.84	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	0					OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$490.00	07/07/2010	\$490.00	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$542.95	07/07/2010	\$542.95	169	...	OTHER REFERE	54368455553413	257
07/07/2010		257		54368455553413	...	M	N	?	0	\$678.80	07/07/2010	\$678.80	169	...	OTHER REFERE	54368455553413	257

Right-Click Internal ID

To display possible matches for that particular record on the opposite side of the grid, [CLICK] on <**SHOW POSSIBLE MATCHES**>:

Bank Statement (Download)		Undeposited Receipts		Show IID/Locations													
leared	Σ	Pstd/Cld	Loc	IID	M	N	Doc# From Bank	Doc # User Input	Cleared	Σ	Bank Dat	Diff	Σ	B	Description	Bank IID	Bank
		07/07/2010	257	54368455553413	...	M	N	?	0	\$286.74	07/07/2010	\$286.74	169	...	OTHER REFERE	54368455553413	257

Right-Click Internal ID Bank Statement

Check Book Management		Enter Check # to Search in Grid		Bank Statement (Download)		Undeposited Receipts						
U	D	Doc #	Accounting IID	Acct	Trx Am	Post Date	C	Cleared	Σ	Pstd/Cld	Loc	IID
U	D						DEP			07/07/2010	257	54368455553413

Right-Click Internal ID Check Book

Note: Easy e-Bank Rec will not allow matching across locations. Matching is permitted only within a given location.

When the transactions from multiple locations and multiple credit card wires have been matched, continue the bank reconciliation or move on to the Reconciliation Summary.

The bank tape reconciliation process is complete. To properly reconcile to the GL, follow the Book to Bank Statement reconciliation in the next section, which describes the **Reconciliation Summary** and how to generate **Reports**.

Reconciliation Summary – Book to Bank

[CLICK] on the <RECONCILIATION SUMMARY> button on the **Tool Bar**:

With Easy e-Bank Rec™, you can readily compare General Ledger transactions with the bank transactions. If there are variances between the cash and General Ledger, they will be identified immediately. You can also reconcile the GL and outstanding Document Numbers to compare and match the match the bank statement.

Specify the date range. You can reconcile daily, and even prepare reconciliations ahead of time!

The screenshot shows the 'Reconciliation Summary' window. On the left, there are controls for 'Check Book ID' (GPWACHOVIA), 'Start' date (03/01/2007), and 'End' date (03/31/2007). Below these are 'Show' and 'Print' buttons. An 'Error Message' section displays two items: 'UNPOSTED GL CASH TRANSACTIONS' (1) and 'THERE ARE MATCHING TRANSACTIONS THAT ARE NOT YET MARKED (MARK ALL EQUAL)' (2). A 'Great Plains Totals' section has an input field for 'Enter GL Previous Month Balance' (3) and a 'Refresh Data in Adjacent Grid(-->)' button. The main area contains three tables: 'GL', 'CM', and 'Great Plains'. The 'GL' table shows transactions with columns for Source Doc, Debit, Credit, Net Change, Total, and Drill Down. The 'CM' table is similar. The 'Great Plains' table compares 'Easy e-Bank Rec™', 'Great Plains Actual', 'MBS Great Plains', and 'Variance'. Callouts highlight: 1. Date range selection; 2. Error messages; 3. Previous month balance input; 4. 'Easy e-Bank Rec™' column; 5. 'Great Plains Actual' column; 6. 'OUTSTANDING B' row; 7. Variance values in red; 8. Drill down functionality.

Pinpoints errors

Variances show up immediately

When the bank rec balances, the total is \$0.00. When it does not balance, the variance appears in red

Identifies voided documents that were open at the bank rec closure date

Drill down to verify paper bank statement with electronic download

Reconciliation Screen Main

Numbered items on the Reconciliation Summary screenshot are described below:

1. **Error: There are unposted GL transactions** – Financial transactions belonging within the period being reconciled are in the work area. Post the unposted General Ledger batches that contain these transactions.
2. **Error: The sum of the bank transactions does not match the variance between bank statements** – Easy e-Bank Rec™ takes the current ending balance and subtracts the prior reconciliation ending balance. The variance is then compared to the download for that period. If they do not match, then either the bank ending balance is wrong, or the bank tape upload is incorrect.
3. **Enter GL Previous Month Balance** – Enter the amount of the GL as it was recorded in your last reconciliation.
4. **Easy e-Bank Rec™ column** – The values in this column are from Easy e-Bank Rec™. They detail transactions in Microsoft Dynamics™ GP.

The **Voided Outstanding (F)** value in the Easy e-Bank Rec™ column shows if a document is voided in Microsoft Dynamics™ GP but the void date is after the statement close date.

5. **Great Plains Actual column** - The values in this column are from Microsoft Dynamics™ GP Back Office summary tables and compared with the values in Easy e-Bank Rec™ to display variances immediately.
6. **Outstanding by GL (D) in Easy e-Bank Rec™** - Display and print the outstanding list for this or any previous reconciliation.

Variances Drill Down

If there are any variances between the General Ledger and Check Book Management, they will appear in the **Drill Down** column on the right side of the grid. **[CLICK]** on the amount to drill down to the details of the transaction. See the example below.

Type	CM Doc #	CM Amount	GL Doc#	GL Amount	Diff	Error
CM-GL		\$0.00	XFR000000011	(\$21,702.46)	(\$21,702.46)	IN GL
CM-GL	XFR000000012	(\$1,149.73)		\$0.00	(\$1,149.73)	IN CM
CM-GL	XFR000000013	(\$1,400.00)		\$0.00	(\$1,400.00)	IN CM
CM-GL	XFR000000017	(\$627.63)		\$0.00	(\$627.63)	IN CM
CM-GL	XFR000000018	(\$362.10)		\$0.00	(\$362.10)	IN CM

Error Drill Down

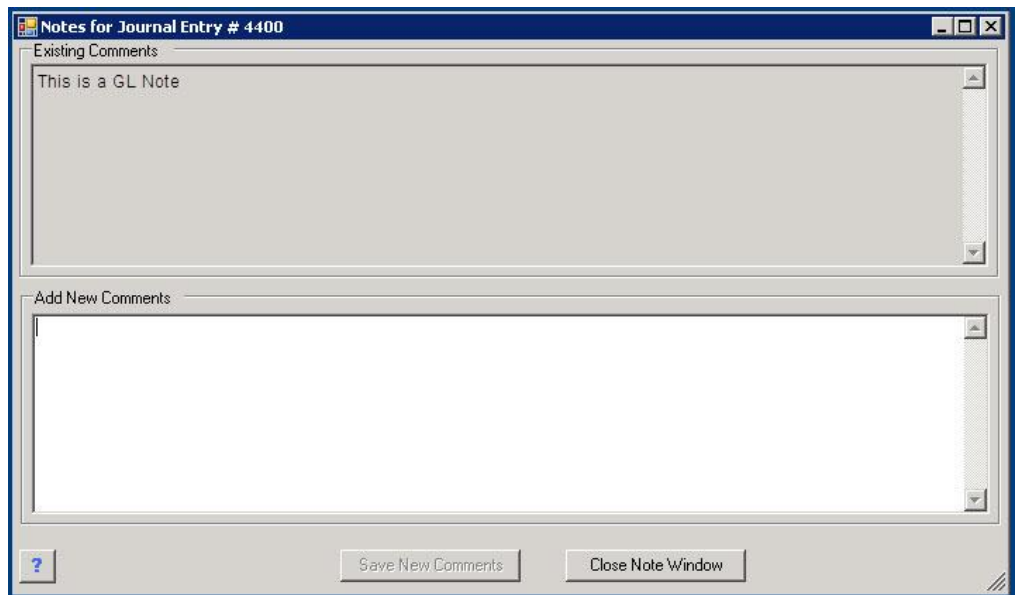
To drill down to the General Ledger transaction, [**CLICK**] on the button to the right of the CM Doc# or GL Doc#. The **Journal Entry** for the transaction will appear on the screen:

Journal Entry	Account Num	Debit	Credit	Account Descripti	GL Date	Source Do	Reference	Batch ID	VC
<N> 4400	000-1110-00	\$0.00	\$21,702.46	Cash - Payroll	03/04/2007	CMXFR	Bank Transfer E	CMXFR000000005	0
<N> 4400	100-1000-00	\$21,702.46	\$0.00	Operating	03/04/2007	CMXFR	Bank Transfer E	CMXFR000000005	0

Journal Entry

[**CLICK**] on the <**N**> **BUTTON**> to the left of the Journal Entry item to view the Existing transaction notes in Microsoft Dynamics™ GP. The Existing Comments is a read-only field. You can also add new notes to this transaction in the **Add New Comments** field.

If you add a new comment, the Save New Comments button will be enabled. [**CLICK**] on the <**SAVE NEW COMMENTS**> button at the bottom of the screen to save your remarks.

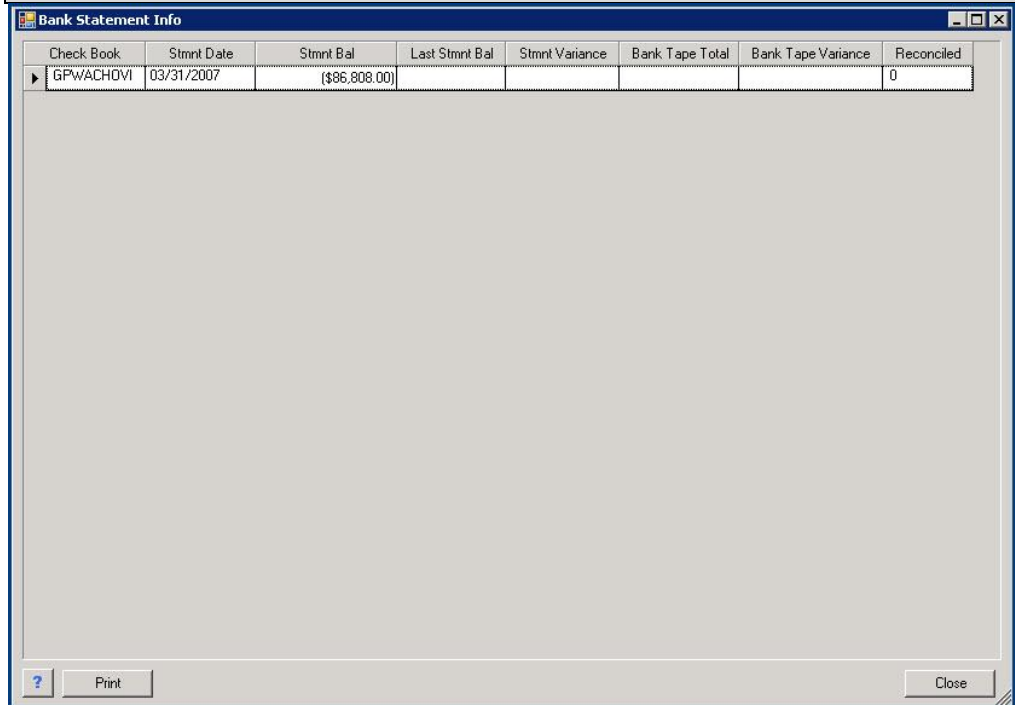


Notes for Journal Entry

Bank Statement Information

In the Great Plains grid at the bottom of the screen, you can drill down to view the bank statement and compare it with the electronic bank tape. [CLICK] on the amount in the **Great Plains Actual** column to the right of **Item E, Bank Statement Total**.

NOTE: If the bank statement ending balance is **negative**, the amount will appear in **Red**. If the ending balance is **positive**, the amount will appear in **blue**.



Bank Statement Info

The **Statement Variance** is the ending balance in Microsoft Dynamics™ GP that you entered at the start of the bank reconciliation. The **Bank Tape Total** is the total of the electronic bank tape import.

The **Bank Tape Variance** is the difference between the **Statement Variance** and the **Bank Tape Total**. It should always be zero. If it is not zero, it means there was a problem in either the import process or in the bank statement total.

1. **[REVIEW]** the bank tape file to ensure all the transactions have been imported. If all the transactions have been imported, you can filter by **Bank Date** with sorting.
2. The Bank Statement amount might have been keyed in incorrectly under **Reconcile** on the **Reconcile Bank Statement** window.
3. The dates may be incorrect in the **Reconcile Bank Statement** window.
4. If there are transactions that are missing, the import was not successful. You can use the **Delete Latest Import** functionality under Maintenance and re-import the file.

Help

Easy e-Bank Rec™ calculates and compares each value with the corresponding Microsoft Dynamics™ GP stored value. It pinpoints variances in order to resolve variances quickly and efficiently. The **Error Message Box** to the left of the screen tells you where the issues are.



For a detailed explanation of the items in the Microsoft Dynamics™ GP grid, **[CLICK]** on the **<HELP>** button:

See Easy e-Bank Rec™ Manual **Addendum** for the explanation available in Help.

Reports

Easy e-Bank Rec™ provides three reports:

1. **Bank Tape Report:** This report displays the debits and credits in the Bank File that you imported.
2. **Paid No Issue Trx Report:** This report displays the transactions that you set aside in the Paid No Issue holding area.
3. **Outstanding Checks Report:** This report displays the outstanding checks and deposits in Microsoft Dynamics™ GP.

To access the reports, [CLICK] on the <REPORT> button in the Easy e-Bank Rec™ Main Screen. [CLICK] on the report you wish to view and/or print.

Print Options

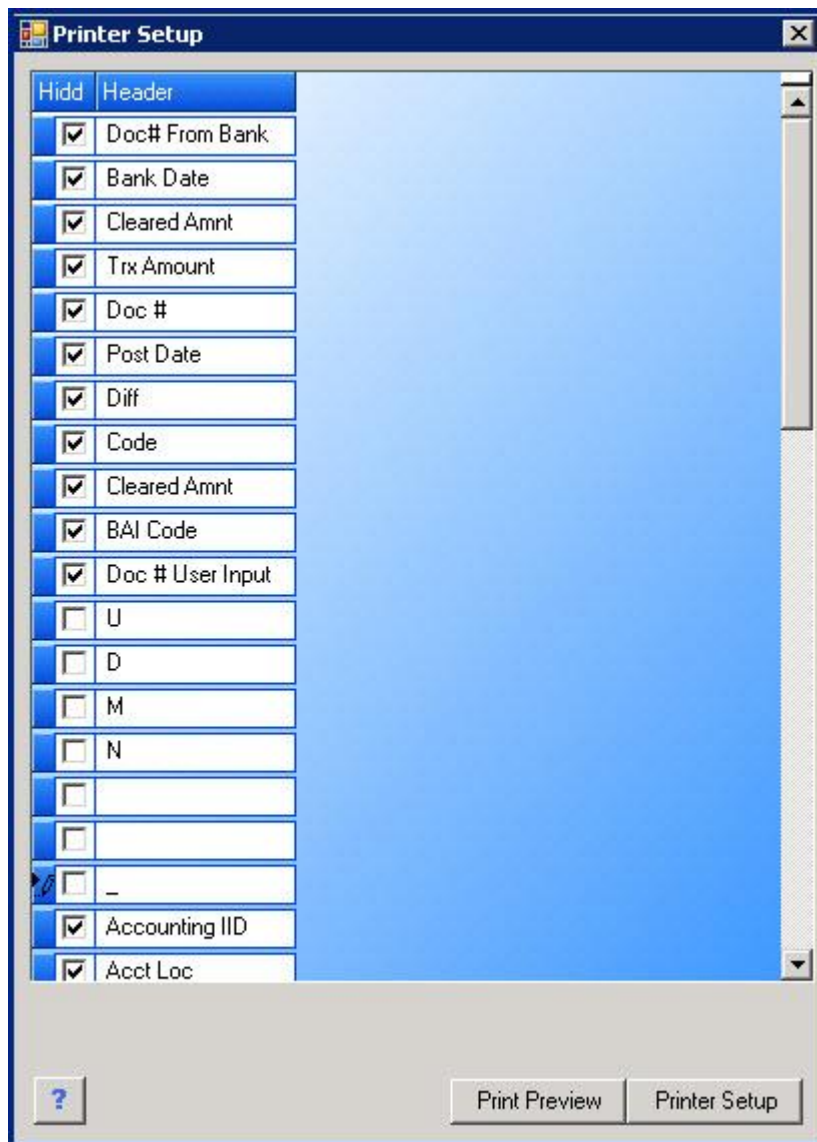
Easy e-Bank Rec™ allows the user to print to **Excel** and the **Screen** or to **Print the Grid**.



Print Options

If you export to Excel, the application will save the file and then launch Excel

The **Print Grid** allows you to eliminate elements on the report you do not wish to print:



Printer Setup

[UN-CLICK] the elements you do not want to print and [CLICK] on the <PRINT PREVIEW> button to see the print view:

Easy e-Bank Rec™ Addendum

Grid for Dynamics GP Reconciliation

The application offers a Book to Bank Reconciliation Grid. The Grid also compares the calculated total with the data stored in the accounting system. Below you will find the explanation of every element in the grid.

Description		Easy e-Bank Rec	Great Plains Actual	Description	How to Resolve Variances
Last GL reconciled statement amount as documented as retrieved from the prior reconciliation.	A	GL Bal Prev Period	Beginning Balance	H The beginning balance as stored in Great Plains.	Transactions were posted in prior period after bank reconciliation was already closed. Make a notation on the paperwork and adjust the beginning balance.
Calculated Sum of all transactions as stored in GP per date range specified from the General Ledger. (not the summary table)	B	GL Period Variance calculated from detail transactions	GL Stored Variance from GP summary tables	I GL Stored Period Variance per Great Plains	Possible unposted GL transactions. GP needs to have summary tables reconciled. GL entries in cash account (GJ) and not in bank reconciliation.
Calculated balance: Sum of A + B	C	EOP Calculated GL	EOP Actual	J Stored End of Period value in Great Plains	This will match A & B
Calculated Amount of outstanding documents by <u>GL Posting Date</u> not marked as cleared (**). GP does this by transaction date, which will cause reconciliation variances with documents that have a transaction date different than the GL Posting Date (drill down to print or re-print previously reconciled bank statements).	D	Outstanding Transaction by GL Date	Outstanding by Transaction date	K Calculated Amount of outstanding documents by Document Transaction date not marked as cleared (**). GP does this by <u>Transaction Date</u> , which will cause reconciliation variances with documents that have a transaction date different than the GL Posting Date (drill down to print or re-print previously reconciled bank statements).	GL Posting date is different than transaction date. GP bank reconciliation only accounts for transaction dates. Variances show items that have different GL posting date. Use Easy e-Bank column to reconcile to your bank statement balance.

Easy e-Bank Rec™ Addendum

Description		Easy e-Bank Rec
Calculated Bank Statement total based on above transactions. Should match your bank statement ending balance.	E	Bank Statement Calculated Balance
Any document voided beyond the current period ending date.	F	Voided Outstanding
Adjust Calculated Bank Statement Total.	G	Total

Great Plains Actual		Description
Ending Balance - Statement Variance drill down	L	This amount is the ending balance in the Great Plains bank reconciliation. This amount can be verified by drilling down and comparing with the previous period balance. The drill down provides an ability to match the downloaded bank transactions and verify that all of them are matching the variance between each reconciled statement.
	M	
Total	N	Adjusted Great Plains Calculated Total.

How to Resolve Variances
If a check is voided in a future month it is no longer accounted for in the Dynamics GP bank reconciliation in versions prior to Dynamics GP 10.0. It is considered 'voided'. However at the end of this closing period it is possible that a check was outstanding as the void occurred in the future. This line compensates for these items.