Easy e-Bank Rec Manual

GP VERSIONS 2013, 2015, 2016, 2018

Jan_2018

Contents

WHAT IS EASY E-BANK REC™? 3
Description of the Easy e-Bank Rec Software 3
EASY E-BANK REC INSTALLATION 3
System Requirements 3
New Installation of Easy e-Bank Rec Software 3
Upgrade Installation of Easy e-Bank Rec 9
EASY E-BANK REC REFERENCE 12
Accessing Easy e-Bank Rec 12
Main Screen 12
Tool Bar 12
Function Bar 16
Screen Elements 18
Right-Click Features 20
Additional Features 22
Maintenance 24
Setup Options 24
Update TRXDATE with GLPOSTDT 32
Bank Code Master List Maintenance 32
Internal ID Maintenance 33
Delete Latest Import 35
Update Internal IDs in Accounting System 35
Maintain AMEX Transaction Codes 35
Configure Automated Import 35
GL Account Overrides 35
Link Multiple Account Numbers to Checkbooks 36
EASY E-BANK REC USER GUIDE 36
Bank Reconciliation 36
Record the Bank Statement 36
Action 1: Import the Bank Tape 37
Preview Matching Transactions 41
Action 2: Preview matching deposit numbers 41
Action 3: Preview matching check numbers 45
Action 4: Process Automated Bank Tape Transactions 47
Action 5: Preview/Create Small Adjustments 49

Action 6: Mark all Matching Items as Reconciled 50
Matching Items manually - Right-click Features 50
To mark all matching items as reconciled 52
One-Click Resolution of Unresolved Items 52
D Button Process 53
N Button Process 54
M Button Process 55
U Button Process 55
Undeposited Receipts 56
Action 7: Preview/Move to Paid No Issue 59
Paid No Issue Transactions 59
Retrieving Paid No Issue Transactions 60
Multi-Location / Multi-Credit Card Wire Reconciliation 61
Right-Click Features for Matching 63
Reconciliation Summary – Book to Bank 64
Variances Drill Down 66
Bank Statement Information 67
Reconciliation Summary Help 68
Reports 68
Printing Reports 69
Appendices 71
Appendix 1: Reconciliation Summary's Great Plains grid 71
Appendix 2: Implementation Considerations 73
Appendix 3: Training Preparation & Checklist 74

WHAT IS EASY E-BANK REC™?

Description of the Easy e-Bank Rec Software

Easy e-Bank Rec is a bank reconciliation product used in Microsoft Dynamics® GP that vastly simplifies the monthly Bank Reconciliation.

With Easy e-Bank Rec, bank reconciliations take minutes to process, regardless of transaction volume. Automate transactions with the bank statement import. Do away with manual matching. Automatically mark reconciled items. Reconcile the GL to the bank balance.

Easy e-Bank Rec is published by GPC Systems, Inc. Since 1987, GPC Systems, Inc., has been helping companies to plan and implement their financial system needs through custom product development and maintenance of their Microsoft Dynamics GP.

Easy e-Bank Rec is licensed per Site Name. For each Site Name, there is unlimited users, companies and checkbooks.

EASY E-BANK REC INSTALLATION

System Requirements

Easy e-Bank Rec has the same system requirements as Microsoft Dynamics GP.

There are no daily, monthly or annual maintenance procedures that must be followed for Easy e-Bank Rec. The application resides within the Dynamics database and is backed up when Microsoft Dynamics GP, and the respective companies, are backed up.

New Installation of Easy e-Bank Rec Software

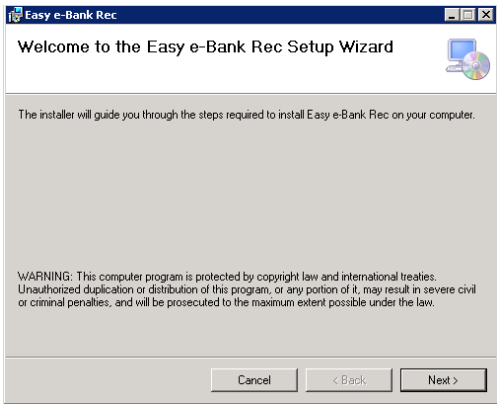
Please make sure that there is a good backup of the SQL Server databases and the Microsoft Dynamics GP installation directory. This is a precautionary step to ensure quick restoration in case the installation has to be rolled back.

Download the required version of Easy e-Bank Rec from GPC System's FTP site. There are separate directories for New Installs and Upgrades. Please contact support@gpcsystems.com for those FTP login details.

ATTENTION:
If upgrading, please reference the Upgrade Instructions section. If upgrading from Easy e-Bank Rec for GP 2010 or earlier, please contact support for special instructions for previous versions.

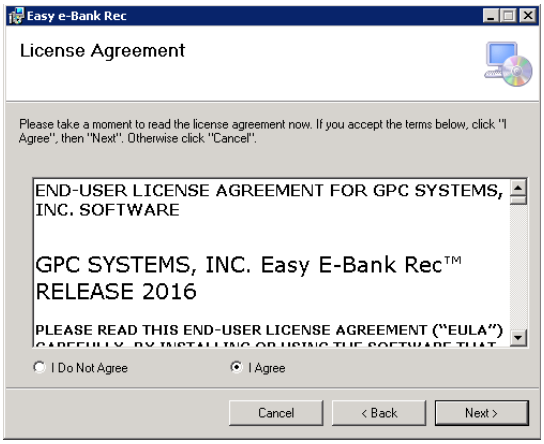
1. Double-click on the version to be installed, such as: "EASYEBANKRECXX_0_8.MSI"

   The file will execute automatically and the installation setup wizard will appear on the screen:



Setup Welcome Screen

2. Click on “Next” to open the License Agreement.

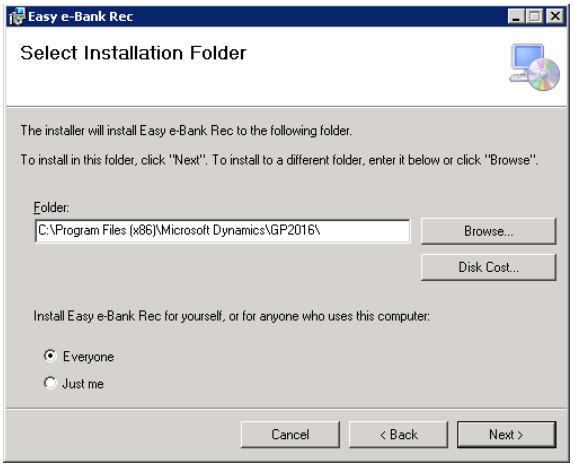


License Agreement Screen

NOTE:
The License Agreement contains the terms and conditions for the use of Easy e-Bank Rec. Using the Easy e-Bank Rec product will constitute acceptance of the License Agreement.

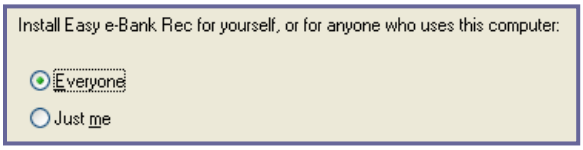
Click on the radio button next to "I AGREE", then click on “Next”.

3. In the Select Installation Folder window, make sure the install folder is the Main GP Directory. If the Main GP Directory does not appear in the folder path, make sure to enter it. A typical path in version 16.0 is: **ProgramFiles > MicrosoftDynamics > GP.**



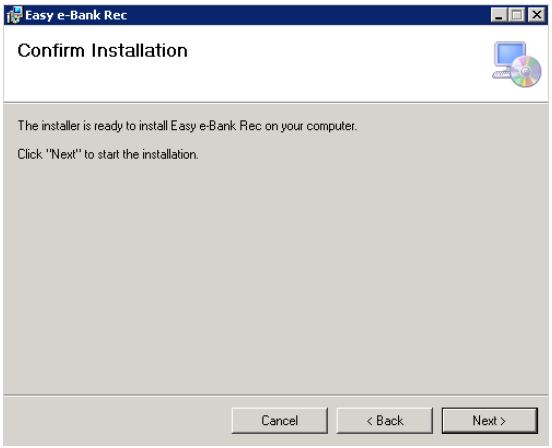
Setup Installation Folder

Depending on whether there will be one or more users on the installation computer, click on the radio button next to "Everyone" (recommended) or "Just me", then click on “Next”.



Access Setting

4. In the next window, you will be prompted to Confirm the Installation. Click on "Next" to start the installation.



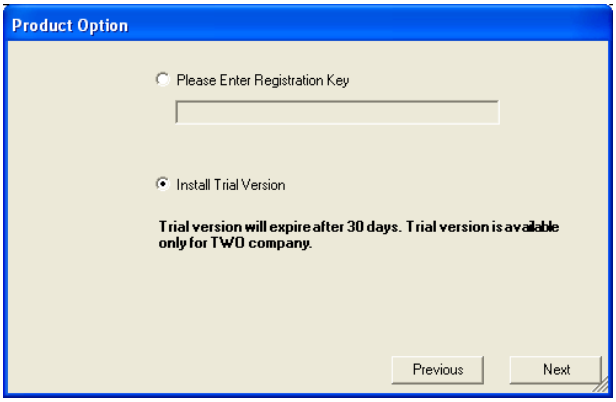
Confirm Installation Window

5. In the Product Option window, enter the Registration Key to install Easy e-Bank Rec on the company database. If a registration key is needed, contact GPC Systems, Inc. at support@gpcsystems.com.

Enter the Registration Key, then click on "Next".

If installing the trial version of Easy e-Bank Rec, click the "Install Trial Version" radio button. No Registration Key is required for the trial version and will expire after 30 days. Note that the trial version works only with the TWO Company.

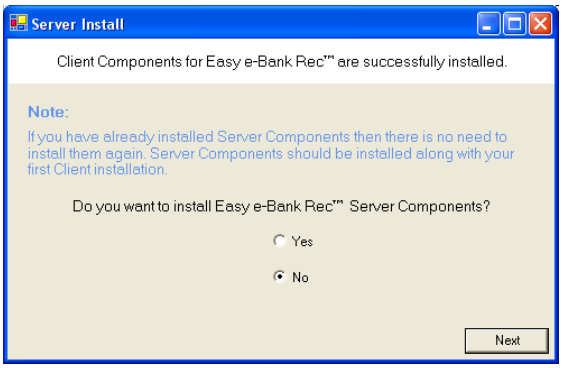
Click on "Next".



Setup Product Options

6. Server Components will be installed in the next window. This is a one-time only installation. Click on the "Yes" radio button to install the components on the SQL server.

   This process installs all the tables for Easy e-Bank Rec in each Dynamics GP company that you designate.

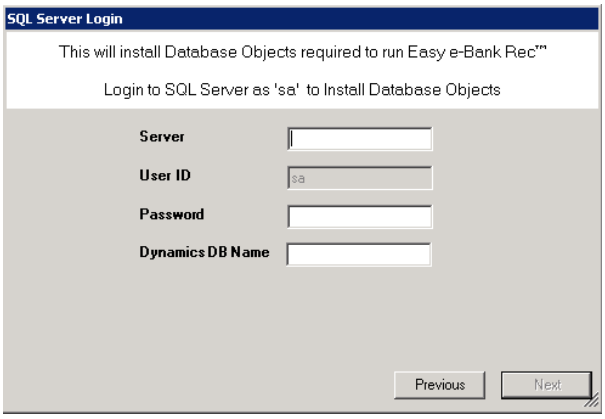


Setup Server Install

NOTE:
If upgrading or performing a client installation, skip steps 7, 8 & 9 and proceed to step 10.

7. In the next window, identify the SQL Server to be used for the Easy e-Bank Rec installation. Enter the SQL Server instance in "Server", enter “sa” (System Administrator) for the "User

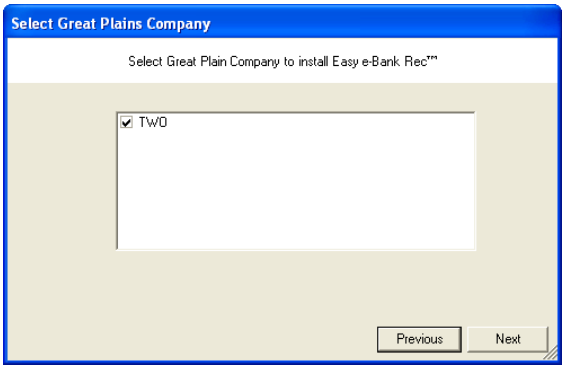
ID" and the System Administrator password in the "Password" field. Also needed is the Dynamics Database name.



SQL Server Login

NOTE:
If upgrading or performing a client installation proceed to step 10.

8. In the Select Microsoft Dynamics GP Company window, select the appropriate Microsoft Dynamics GP company, or companies, for the Easy e-Bank Rec installation, then click on "Next". If you are installing the Easy e-Bank Rec Trial Version, only the TWO company will appear in this window. Click on "Next".

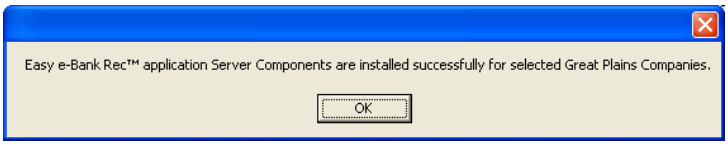


Setup Selected GP Company

NOTE:
If upgrading or performing a client installation proceed to step 10.

9. It may take several minutes to install the server components, depending on the number of companies you have selected. After the application has been installed, you will receive a confirmation.

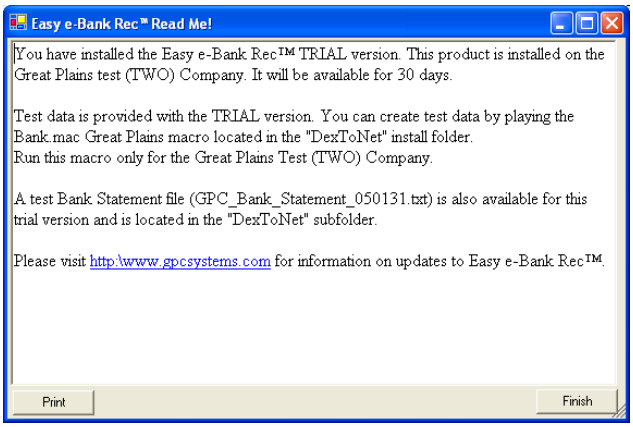
   Click on "OK" to proceed.



Setup Server Components Confirmation

NOTE:
For future workstation installations, be sure to select the "No" default option once the Easy e-Bank Rec components have been installed on the server.

10. If the Easy e-Bank Rec Trial Version has been installed, the following Read Me window will appear on the screen. Read, and click on "Finish" to complete the installation.

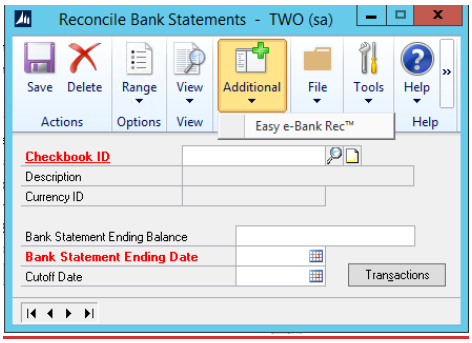


Setup Read Me!

Setup will finish and you'll receive a confirmation if the Setup was successful.

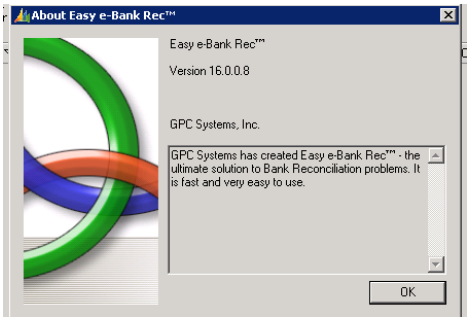
ATTENTION:
In order for Easy e-Bank Rec to post to the accounting system, ensure the company corporate address record is entered properly: ***Tools > Setup > Company****. Company Address and Address-ID needs to be present.*

11. To begin using Easy e-Bank Rec, log into Microsoft Dynamics GP and open Easy e-Bank Rec under Transactions > Financial > Reconcile Bank Statement.



Navigate to Easy e-Bank Rec

12. Verify the version installed by navigating to Additional > Easy e-Bank Rec > About:



About screen

Upgrade Installation of Easy e-Bank Rec

The information below is for an UPGRADE ONLY. The upgrade can be used to install new clients but will not be capable of installing server components. It will only update existing the server components. New installs require a different executable.

ATTENTION:
If upgrading from Easy e-Bank Rec for GP 2010 or earlier, please contact support for special instructions for previous versions.

Before beginning the upgrade process:

1. Please be sure to have a good backup of the SQL server databases and the GP installation directory. This is a precautionary step to ensure quick restoration in case the upgrade should be rolled back.

2. Uninstall Easy e-Bank Rec client through Add/Remove programs in Control Panel. This should be done on each workstation and only on the server, if the client was installed on the server. Please note that data tables are not dropped during this process.

3. Download the upgrade version of Easy e-Bank Rec from GPC System's FTP site. There are separate directories for New Installs and Upgrades. Please contact support@gpcsystems.com for those FTP login details.

4. Navigate to the UPGRADE directory first, then to the VERSION directory.

5. Download the setup file, such as “EasyeBankRecUpgradeXX_0_8.msi”. Please verify the word Upgrade in the filename to confirm the correct file.

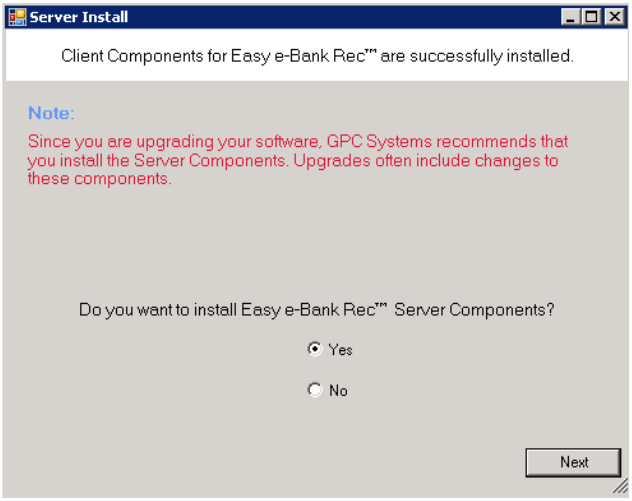
Upgrade Process:

1. Log in with Local Administrator privileges into the machine where Easy e-Bank was previously installed.

2. Run the setup and follow on screen instructions.

3. If prompted for a Registration key, please copy and paste the registration key, making sure there are no extra spaces entered at the end of the key. Contact support@gpcsystems.com for registration key assistance.

4. Please note the two options for installing database components when upgrading.



Server Components

i. Select the "Yes" option the first time, when asked to install database components and then click on "Ok" if prompted about any data loss.

   This procedure updates the databases with the updated SQL stored procedures and does not delete or alter any data. It only needs to be done once, as it updates the server database.

NOTE:
This will fail if this is a first install on a particular database (company) where Easy e-Bank Rec was not installed previously.

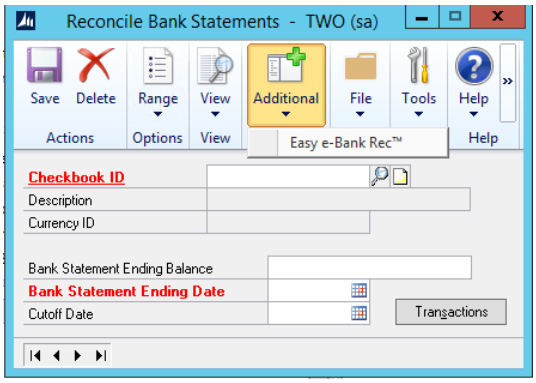
ii. Click on "No" for additional client installs (other workstations that have Easy e-Bank Rec installed), when asked to install database components.

   The setup needs to be run on every client machine on which the application was previously installed.

ATTENTION:

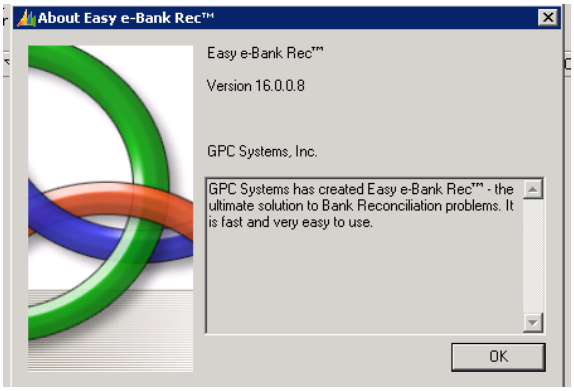
In order to retain the data from previous reconciliations, only install the Upgrade Version of Easy e-Bank Rec that corresponds to the same GP version installed.

5. After logging into GP, open Easy e-Bank Rec under **Transactions > Financial > Reconcile Bank Statement**.



Navigate to Easy e-Bank Rec

6. Verify the version by navigating to **Additional > Easy e-Bank Rec > About**.



About Screen

ATTENTION:
Navigate to the Setup and Maintenance screens to confirm that previous settings are still there and upgrade was successful.

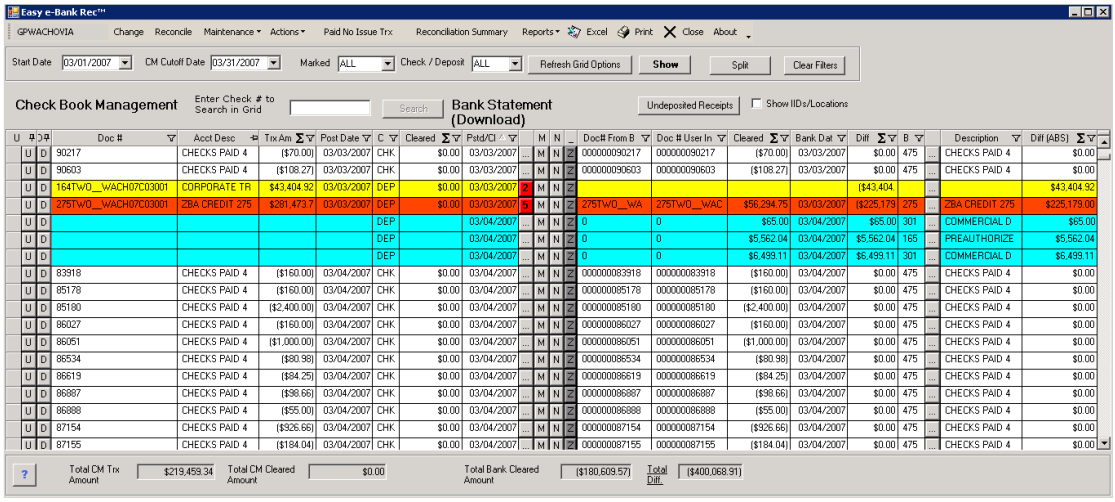
EASY E-BANK REC REFERENCE

Accessing Easy e-Bank Rec

After logging into Microsoft Dynamics GP, open Easy e-Bank Rec under **Transactions > Financial > Reconcile Bank Statement**. Click on the additional menu and select Easy e-Bank Rec.

Main Screen

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



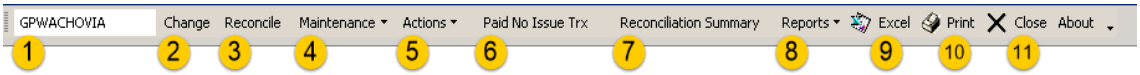
Main Screen

Colors are used on the Main Screen to facilitate matching:

- Yellow: Transactions in the accounting system that are unmatched.
- Teal: Transactions on the bank statement that are unmatched.
- Red: Matched transactions with a variance between Issued and Paid.
- White: Matched transactions with zero variance.

Tool Bar

The Main Screen Tool Bar contains the menu options that allow the user to set defaults and to perform the bank reconciliation.



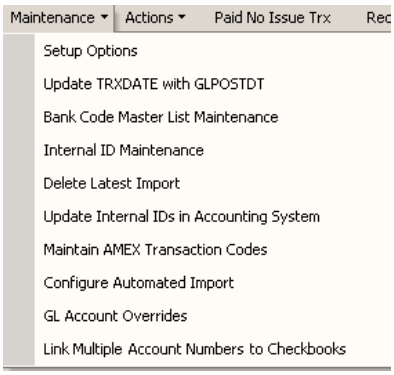
Main Screen Tool Bar

1. Checkbook ID: This field will be populated with the checkbook selected with the “Change" button immediately to the right.

2. Change: Used to change the Checkbook ID field, click on this button to select the appropriate, active Checkbook ID.

3. Reconcile: This button opens the Microsoft Dynamics GP Reconcile Bank Statement window to record the Bank Statement Ending Balance, from the bank statement. This is required to begin the Easy e-Bank Rec bank reconciliation process.

4. Maintenance: These options are used to set up defaults, required information and automation settings for the reconciliation process in Easy e-Bank Rec.



Maintenance Tab

- Setup Options: Used to set all system defaults per selected Checkbook ID, such as passwords and adjustment account information. Users can also set up the import file mapping for automated bank file 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.

- Internal ID Maintenance: This screen provides a view of the 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.

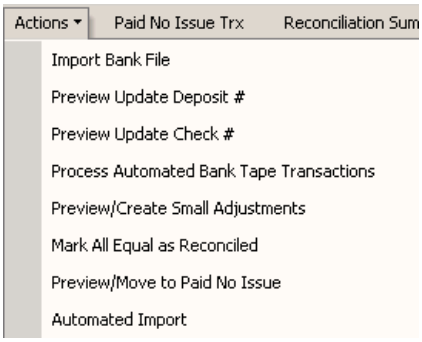
- Maintain AMEX Transaction Codes: This option is to update or modify the BAI codes that are created when importing AMEX or VISA statements.

- Configure Automated Import: Use this option to set up automation that executes the import, matching by amount and automated bank transactions in one step. Each checkbook can be configured with any combination of these steps automated.

- GL Account Overrides: The DR and CR are stored here, for any bank file description, that was saved while setting up automated transactions. It includes full or partial descriptions and the corresponding accounting information.

- Link Multiple Account Numbers to Checkbooks: Link multiple bank account numbers (multiple uploads) to one Checkbook ID in accounting.

5. Actions: These options provide the steps available to complete the bank reconciliation.



Actions Tab

- Import Bank File: Use this option to select the bank file for importing. Document numbers in Microsoft Dynamics GP are matched with document numbers from the bank statement. Leading zeros are removed by the matching.

- Preview Update Deposit #: Select this option to preview all the deposits, with missing document numbers, in the bank file. Deposits, Transfers and Increase Adjustments are matched, by amount, to bank statements entries. 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 file.

The automated matching will not include matching amounts across Internal IDs. Therefore, if an Internal ID is present in accounting or the bank statement transaction, the matching record must contain the same ID.

- Preview Update Check #: Select this option to preview all the checks, with missing document numbers, in the bank file. Checks, Transfers and Decrease Adjustments are matched, by amount, to bank statements entries. Easy e-Bank Rec will automatically match those transactions to the corresponding entries in Microsoft Dynamics GP, and will populate the check number in the bank file.

  Once again, the 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 previews the transactions that fit the criteria of your Automated Transaction setups. This could include items such as ZBAs, interest charges, SWEEP transactions and service fees.

  When these transactions are processed, an increase or decrease bank transaction will be automatically recorded in Microsoft Dynamics GP. Additionally, the Notes button allows users to change any default distribution.

- Preview/Create Small Adjustments: This option previews all the transactions in the bank file and Microsoft Dynamics GP, where the variance is less than the default amount, specified 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 replaces the one-by-one clicking of matching transactions inside the Microsoft Dynamics GP Bank Rec. With this option, instantaneously mark all matching items as reconciled inside Microsoft Dynamics GP.

- Preview/Move to Paid No Issue: Preview all documents in the bank file that are not booked in Microsoft Dynamics GP and move them to the Paid No Issue window to be processed in subsequent step.

- Automated Import: This option provides automation that executes several previous steps in one action; Import, matching by amount and Automated Transactions. Each CheckbookID can be configured individually, with any combination of these automatic processes.

TIP:
This automation is most helpful after using the individual steps to confirm that all the settings are working well.

6. Paid No Issue Transactions Button: this option previews items that were previously moved to Paid No Issue and reverse matching items to Microsoft Dynamics GP.

7. Reconciliation Summary: this screen previews the variances between the Checkbook Management, GL and the Bank Statement. This screen provides tools to resolve any issues highlighted, before reconciling GL to the bank balance.

8. Reports: Access several standard reports available; Bank Tape Report, Paid No Issue Trx, Outstanding Checks Report.

9. Excel: Export the transactions in the Easy e-Bank Rec screen to an Excel spreadsheet. Excel will launch when exporting.

10. Print: This option prints either the grid and the screen.

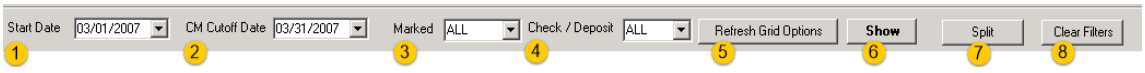
11. Close: Closes the Easy e-Bank Rec application.

NOTE:
There are 3 possible reasons for the Actions tab to be grayed out:

1. *Financial year is history.*
2. *The period that the bank rec is in is closed for the financial series.*
3. *There is no open bank rec for that month (Trx – Fin – Reconcile bank statement) should have two dates filled in.*

Function Bar

The Function Bar contains the following:



Function Bar

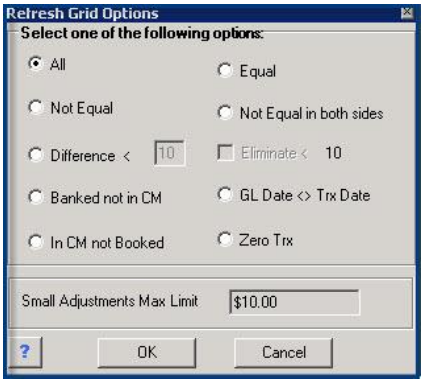
1. **Start Date:** The first day of the fiscal period based on the information in the accounting system. This is determined by using the cut-off date in the reconciliation screen. Alter the start date by using the drop down, by default, it will use the first day of the fiscal period before the cutoff date.

2. **CM Cutoff Date:** Date used in the cut off screen in accounting reconciliation screen.

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:** This button displays the window used to access the options that a user can specify for their view preferences. Used to refresh the data in the main screen (grid). View options are described below:



Refresh Grid Options

- **All:** Displays all transactions on the main screen.
- **Not Equal:** Displays transactions where the difference, between issued and paid, is not equal to zero.
- **Difference <:** Displays transactions where the difference, between issued and paid, is below the default threshold.
- **Banked not in CM:** Displays transactions that have been processed at the bank but no matches are found in the accounting system.
- **In CM not Booked:** Displays outstanding transactions. Transactions that were recorded in the accounting system but have not cleared the bank or no match was found.
- **Equal:** Displays transactions that completely matched, where the variance is equal to zero.
- **Not Equal in Both Sides:** Displays transactions that have a match but there is a variance between the total amount issued and banked.
- **Eliminate <:** Eliminates all transactions, that have a variance below the set minimum dollar amount, from the main screen.
- **GL Date < > Trx Date:** Displays any transaction where the GL date is different from the Transaction date.
- **Zero Trx:** Displays transactions that are zero, in total, in the accounting system.
- **Small Adjustments Max Limit:** Displays the maximum limit for small adjustments established in the Setup.

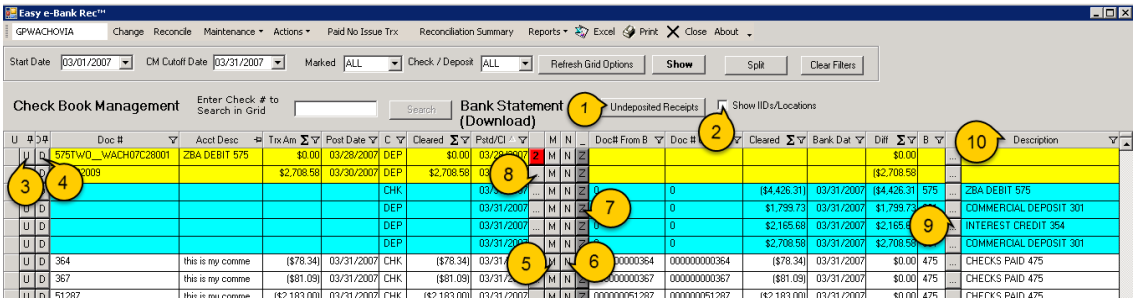
6. **Show:** Used to populate the grid.

7. **Split:** The Split button is used to process selected records and match one-to-many, many-to-many, and many-to-one transactions.

   Begin with selecting multiple records of both the bank transactions and the GP transactions. Select records by clicking on the far left under the "U" column, using the Shift or the Ctrl key for multiple lines. Confirm Variance = $0.00 in "Total Diff" field in the Footer. If Variance = $0.00 then click on "Split" button on the Function Bar to match these items.

8. **Clear Filters:** Click on the “Clear Filters” button to clear all grid filters at once.

Screen Elements



Screen Elements

1. **Undeposited Receipts:** Create a deposit on the fly, using this feature that displays all the unprocessed cash receipts. It just takes seconds to process a very high volume of cash receipts.

2. **Show IIDs / Locations:** Selecting this checkbox expands the main screen to display six additional columns used for credit card wire reconciliations. The additional columns include:
   - Checkbook Management (on left side of main screen):
     - Accounting ID
     - Account Location
     - Bank – the bank Location for sorting purposes
     - Location – Location of the store for sorting purposes
   - Bank Statement (Download) (on right side of main screen):
     - Bank ID – the bank statement Merchant ID
     - Bank Location – derived location from Bank ID

3. **U Button:** This function should be used only after all other bank reconciliation tasks have been performed. It sets aside unidentified or unresolved issues, such as wire transfers or variances, allowing user to close the bank reconciliation while the item is researched.

4. **D Button:** Used to adjust any bank rec transaction, up to a maximum allowable amount, to a default P & L account.

5. **M Button:** Used to mark individual transactions as reconciled, equivalent to placing the reconciled checkmark in GP.

6. **N Button:** Used to move partial or complete amounts, from one document to another (consolidate), with proper traceability. This creates two documents in the bank reconciliation module, one increase and one decrease adjustment.

7. **Z Button:** Allows users to clear out the document number in the bank file upload and adds this document number to the description. This allows matching by amount to operate correctly, as it does not match by amount-only if a document number is present.

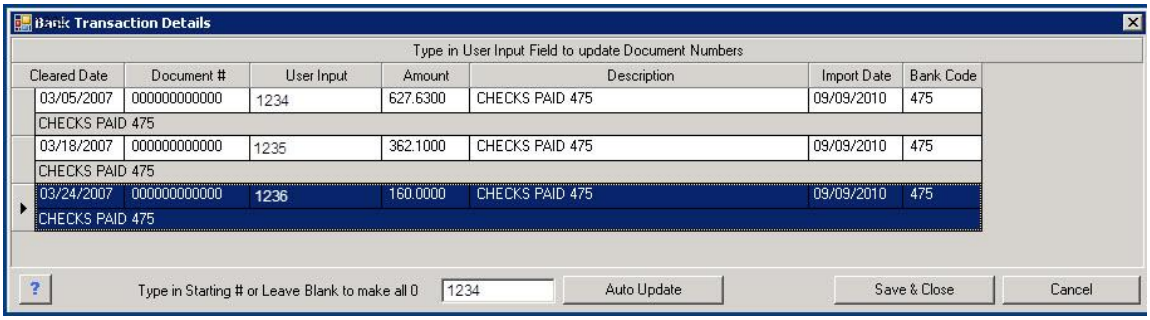
8. **Ellipse Button (Check Book Management):** This button, to the right of the entry, drills down to the associated transaction(s) of that line item.

   If a given entry has only one transaction associated with it, the button displays as an ellipse. If there are multiple *associated transactions in the accounting system*, that number of transactions will appear on the button in red.

9. **Ellipse Button (Bank Statement (Download)):** This button drills down to the Bank Transaction detail window with the comments for the associated transaction(s).

   If a given entry has only one transaction associated with it, the button displays as an ellipse. If there are multiple *associated transactions with the same document number*, that number of transactions will appear on the button in red.

   The Bank Transaction Details window displays the following information listed below:



Ellipse-Bank Transaction Details

- **Cleared Date:** The date the transaction cleared.
- **Document #:** The document number on bank file.
- **User Input:** Enter, modify or delete the corresponding GP document number.
- **Amount:** Per transaction.

- **Description:** Comments from the imported bank file. Specifically, BAI file import details will be displayed as printed on the bank statement. Full descriptions are available by hovering over the description field.

- **Import Date:** Import Date

- **Bank Code:** BAI Code from the bank file.

- **Auto Update button:** Used to split bank file transactions into separate document numbers or re-number each transaction sequentially.

  To split the bank file 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 file transaction grouping into its component transactions.

  The Auto Update feature will also 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.

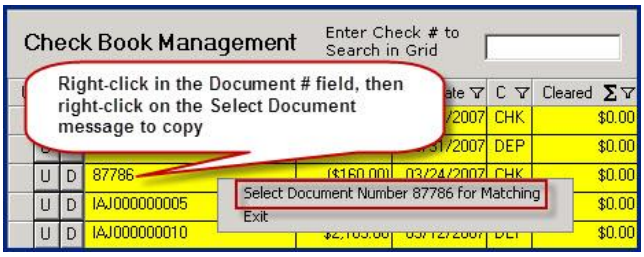
- Click on the "Save & Close" button to return to the main grid.

10. **Description:** This column displays all comments that appear below the transaction on the Bank Statement file, such as Merchant ID, Commercial Deposit, ZBA Credit and so on.

Right-Click Features

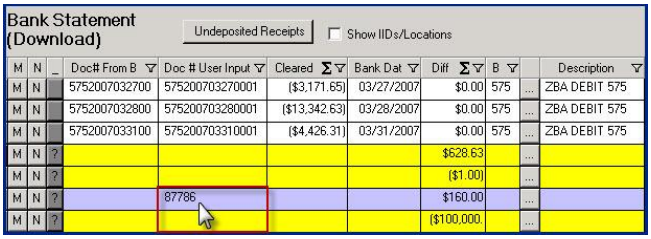
This feature allows users to right-click on a particular field to display possible matches. Columns can be sorted within each view by clicking on the desired header. A list of fields that work with this feature includes:

1. **Document #:** In the Check Book Management (left side), right-click the Doc # to display a message that identifies the match. Use this message to copy the Doc # for matching, by clicking on "Select Document Number".



Right-Click Document Number

2. **Document User Input:** To paste the matching Doc # in the Bank Statement (Download) (right side), right-click the "Doc # User Input" field.



Right-Click Doc # User Input

3. **Amount:** A quick way to access two display options is available by right-clicking on any amount, on either side of the main screen.

Right-Click Amount

- Show Possible Matches - Restricts the main screen view to possible matches.
- Show All Records - Displays all the records in the main screen view.

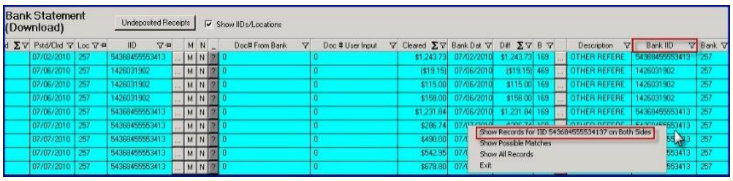
4. **Location:** When using credit card or wire reconciliations, right-click the "Bank Loc" to find location matches on both the Check Book Management and Bank Statement sides of the main screen. Make sure the Show IIDs/Locations checkbox on the Easy e-Bank Rec Main Screen is checked.

Right-Click Location

The options to select from include:

- **Show Records for Location XXX on Both Sides:** To display all the records for the location on both sides of the main screen.
- **Show Possible Matches:** To display possible matches for a particular record.
- **Show All Records:** Displays all the records in the main screen view.

5. **Internal ID (IID):** When using credit card or wire reconciliations, right-click the "Bank ID" or "IID" field to find Internal ID matches on both the Check Book Management and Bank Statement sides of the main screen. Make sure the Show IIDs/Locations checkbox on the Easy e-Bank Rec Main Screen is checked.



Right-Click Internal ID

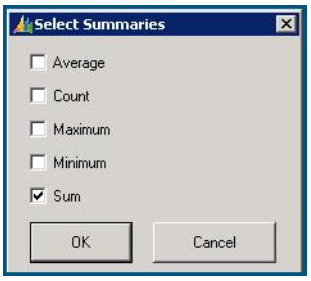
The options to select from include:

- **Show Records for IID XXXXXXXXXX on Both Sides**: To display all the records for the Internal ID on both sides of the main screen.
- **Show Possible Matches**: To display possible matches for a particular record.
- **Show All Records:** Displays all the records in the main screen view.

Additional Features

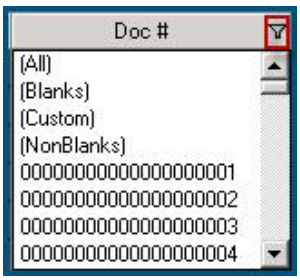
All columns in the Main Screen can be sorted, filtered and summarized. For example, click on any column header to sort the data in the column. The main screen also can be sorted by multiple columns: Press the "Shift" key and click each column in the order to be sorted.

1. **Select Summaries:** To view different summary options, click on the Σ icon in the header of any column. Check the selected option and click "OK".



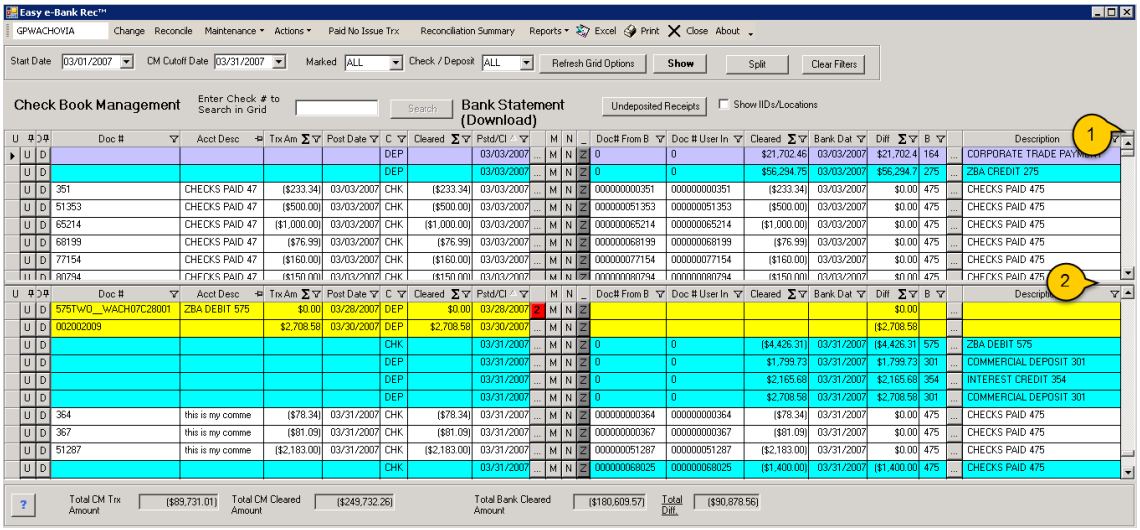
Select Summaries

2. **Column Filters:** The filter icon, in the header of any column, provides a dropdown menu of transaction views. Click in the view to display (in the example below, the Check Book Management Document Number has been selected).



Column Filter Icon

3. **Split Screen Viewing:** View multiple sections of the main screen simultaneously with this feature in the scroll bar on the right.



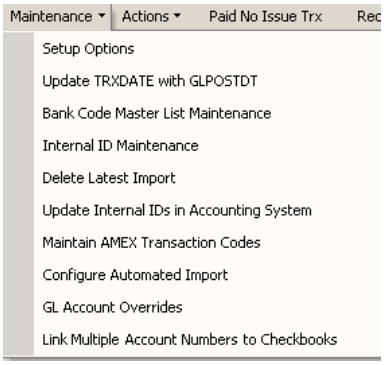
Split Screen View

- **Create Split Screen:** This bar can be clicked and dragged down to create two data views on a single screen.

- **Close Split Screen**: Click and drag horizontal bar to the top of the screen to close multiple views on the screen.

Maintenance

The Maintenance tab options are used to set up defaults, required information and automation settings for the reconciliation process.

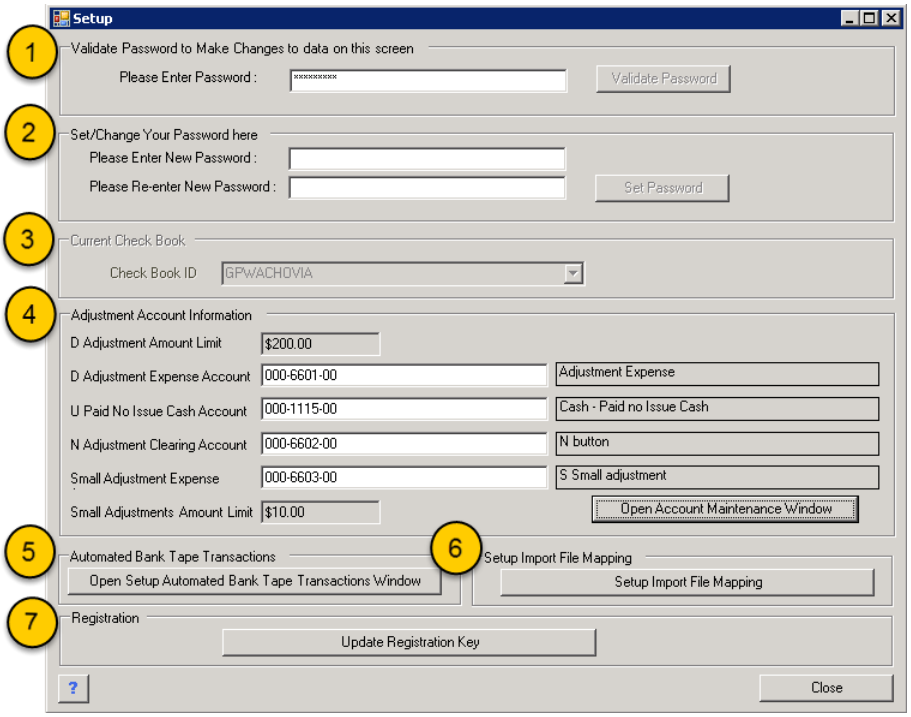


Maintenance Tab

Setup Options

The Setup screen is password protected in order to prevent unauthorized access to the Easy e-Bank Rec system defaults. If this is the initial setup, a password is required for the Setup Screen. Please store this password for future reference.

There are seven setup features available:



Setup Screen

1. **Validate Password to Make Changes to data on this screen:** Each time this Setup screen is accessed, the password will be required. Click on "Validate Password". For initial setup, use Set/Change Your Password below.

2. **Set/Change Your Password here:** This feature is for initial setup and changing the password. It is recommended that the password be changed periodically, to prevent unauthorized access to the system defaults.

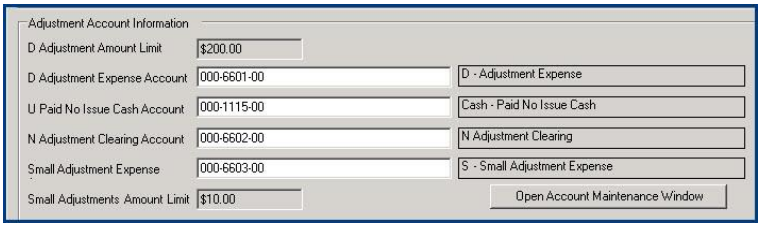
   To change an existing password, use Please Enter New Password and then Re-enter New Password, then click on “Set Password”.

3. **Current Check Book:** Display only, identifies checkbook being set up.

4. **Adjustment Account Information:** This screen is used to designate accounts to be used for automatic transactions. Use BAI codes to generate transactions in the correct GL account, designated here, without manual data entry.

   Typically, these are entries that require the bank statement to be available before a transaction can be booked into the accounting system. Examples of BAI codes that can be used for automation include interest, bank fees, ZBA or Sweep transfers.

   Adjustment Account options:



Adjustment Account Information

- **D Adjustment Amount Limit:** "D" corresponds to the D button feature on the main screen. No adjustment can be greater than the amount specified in this field. The value entered should be, the limit between Issued and Paid entries, that your organization allows.

  Enter the "D Adjustment Amount Limit" in the field.

  The "D" button addresses any variance between the bank statement and the checkbook on a particular document. It will automatically 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.

NOTE:
Enter the account with the necessary spaces, for example 000-1000-00.

- **D Adjustment Expense Account:** Enter the P&L account, from the drop-down menu, in which to record the Adjustment Expense variance. Click on the "Save" button to the right.

- **U Paid No Issue Cash Account:** Enter the Balance Sheet account in which to record the "U Paid No Issue Cash Account" transaction and click on the "Save" button to the right.

  "U" corresponds to the U button on the main screen. This account is used to temporarily record cash transactions that appear on the bank file, but do not correspond to entries on the GL. For example:

  a. The bank issues an erroneous credit or debit on the account and it needs to be recorded in the current month in order to reconcile the bank statement. When the bank reverses the transaction in the next month, credit or debit the Unidentified Cash Account accordingly.

  b. An unidentifiable wire transfer is received, but the bank reconciliation needs to be closed before being able to further research the transaction. This records the wire transfer as a cash transaction for closing the bank reconciliation.

- **N Adjustment Clearing Account:** Enter the appropriate account in which to record the "Adjustment Clearing Account" and click on the "Save" button to the right.

"N" corresponds to the N button on the main screen. This feature creates adjustments to checks, to match them with the Bank Statement for a particular entry. An increase and a decrease will be generated, affecting the cash account and the adjustment clearing account designated above, resulting in a zero transaction in both accounts. This account will always be zero.

- **Small Adjustment Expense:** Enter the P&L account, from the drop-down menu, in which to record the Small Adjustment Expense variances. Click on the "Save" button to the right.

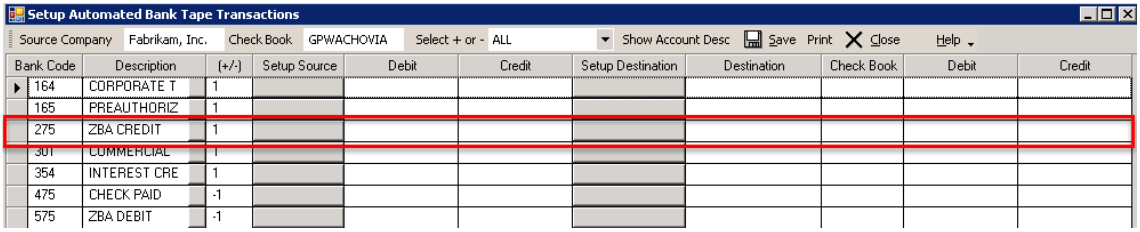
- **Small Adjustments Amount Limit:** Enter the "Small Adjustments Amount Limit" in this field and click on the "Save" button to the right.

  These last two fields set up the Preview/Create Small Adjustments feature that adjusts all small differences simultaneously. For example, if the "Small Adjustment Expense Limit" is $5, all small variances, $5 and less, will automatically be adjusted in the bank reconciliation and expensed to this account.

5. **Automated Bank Tape Transactions:** This feature is used to designate BAI codes, that will be used to automatically process transactions from the bank file, for booking transactions to the appropriate account in the GL.

   Click on the "Open Setup Automated Bank Tape Transactions Window" button.

   A screen will display any BAI code that has been included on any previously imported bank file, uploaded into Easy e-Bank Rec, for this Checkbook ID. If the screen is blank, return to this option after the first import of a bank file to continue with any setup.



Setup Automated Transactions Screen

This screen provides the view to BAI codes, based on your previous bank file imports, that are available to use in Automated Transaction set ups. For example, 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*:

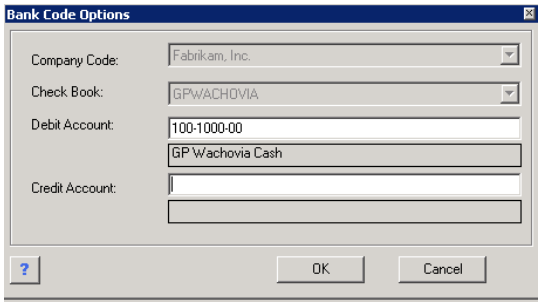
  a. Click on "Bank Code 275" for ZBA credits.

  b. In the Debit column, click on the "Down Arrow" to bring up the list of accounts, and select the appropriate GL account.

c. 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*:

  a. 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

  b. Select the Microsoft Dynamics GP “Company Code” from the drop-down list.

  c. Select the “Checkbook” from the drop-down list.

  d. Select the “Debit” account.

  e. Select the “Credit” account.

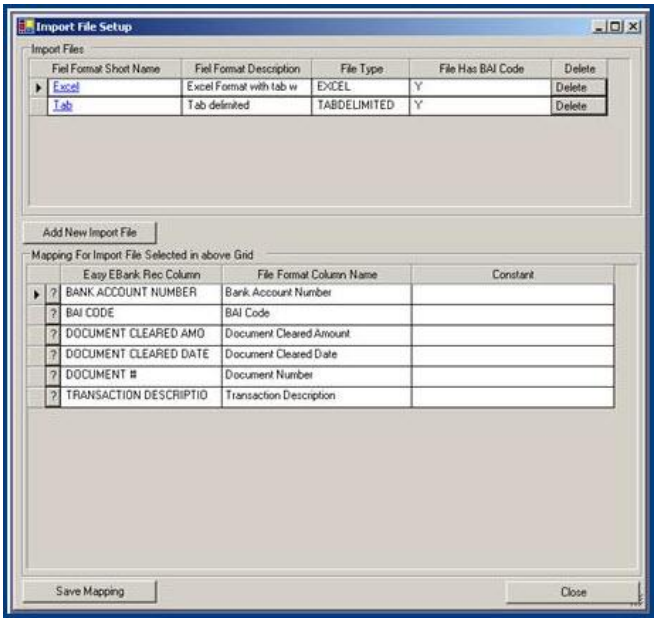
  f. Click on “OK”.

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, set up across companies is not recommended.

6. **Set Import File Mapping:** Set up bank file import mapping.

   Click on the “Setup Import File Mapping” button.



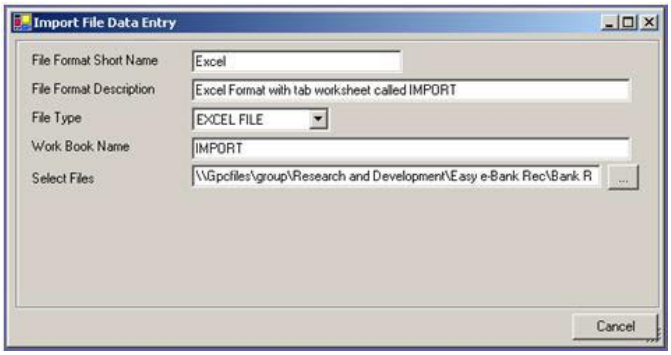
Import File Setup Screen

The screen is divided into two parts:

- Import Files: Select file type for import.
- Mapping For Import File Selected in above Grid

- Excel Header Setup:

a. Click on the “Add New Import File” button.



Import File Data Entry -Excel

b. From the drop-down menu for File Type, Select “EXCEL FILE”.

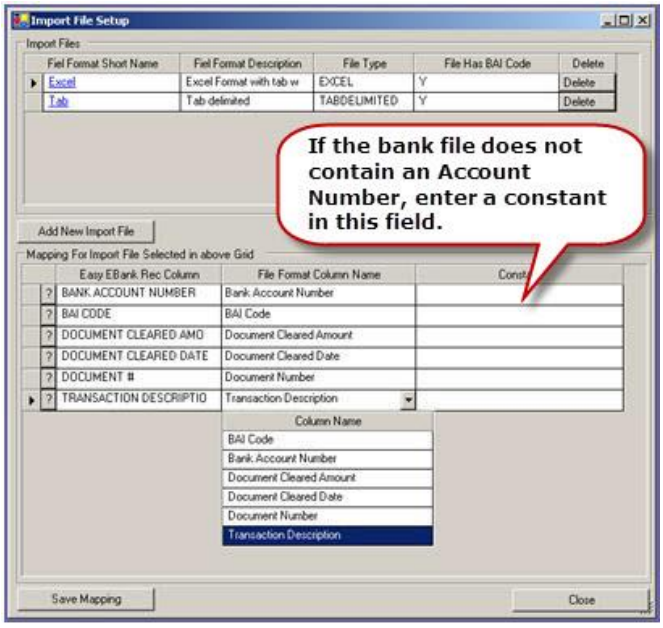
c. Enter the File Format Short Name and File Format Description in the corresponding fields.

d. Enter the Work Book Name in the corresponding field.

e. Click on the “ellipse” button next to the Select Files field to browse for the bank file.

f. Next, 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, it is required to 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, it is required to enter a constant in the “Constant” field to the right. It is appropriate to enter N/A.

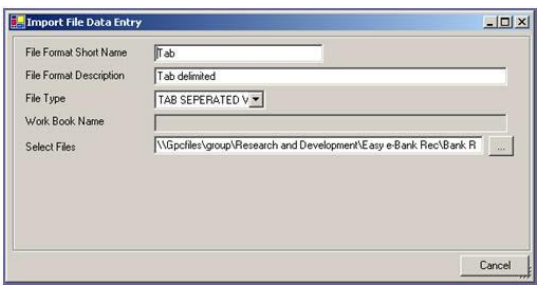


Import File Setup- Excel

g. When finished with mapping each column name, click on “Save Mapping”.

- Tab Header Setup

a. Click on the “Add New Import File” button.



Import File Data Entry -Tab

b. From the drop-down menu for File Type, Select “TAB SEPARATED”.

c. Enter the “File Format Short Name” and “File Format Description” in the corresponding fields.

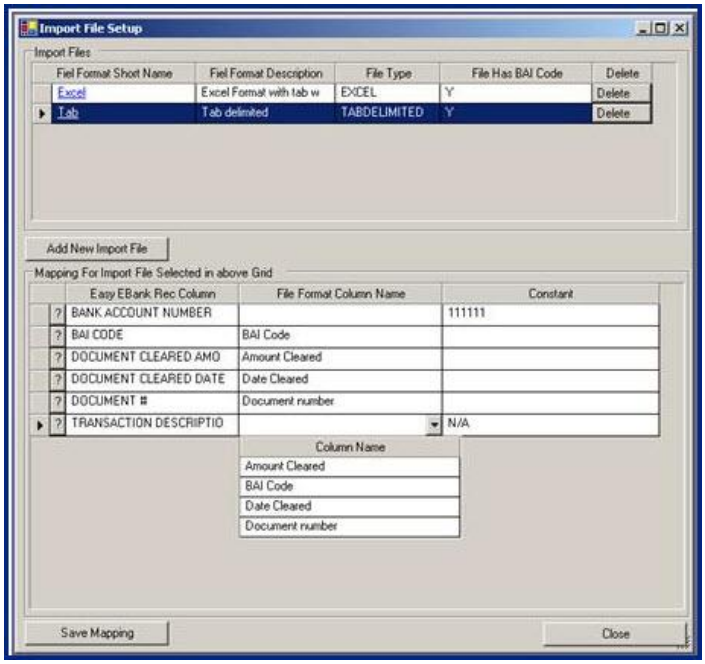
d. Click on the “Ellipse” button next to the Select Files field to browse for your bank file.

e. Next, 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” and select the matching name.

NOTE:

If the bank file does not contain an Account Number, it is required to 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, it is required to enter a constant in the “Constant” field to the right. It is appropriate to enter N/A.

f. When finished mapping each column name, click on “Save Mapping”.

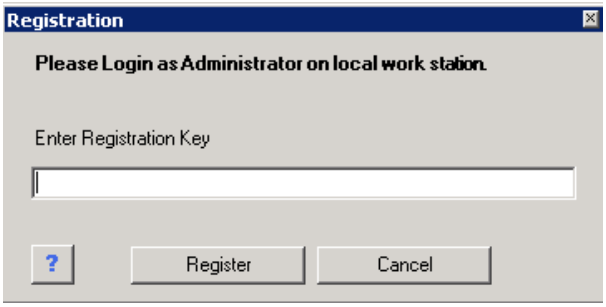


Import File Setup - Tab

7. **Update Registration Key:** Used to enter or update the Registration Keys to activate Easy e-Bank Rec.

   Click on “Update Registration Key”.

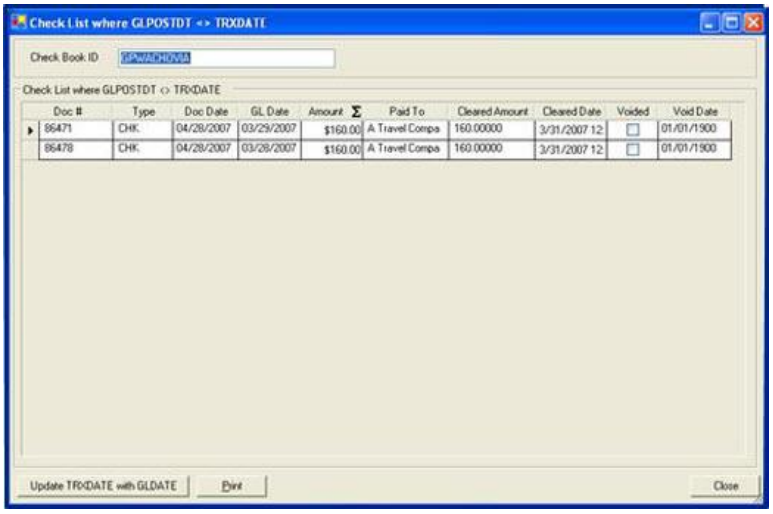
   Enter the Registration Key in the field and click on “Register”.



Registration Screen

Update TRXDATE with GLPOSTDT

Easy e-Bank Rec works on the GL Posted Date and Microsoft Dynamics GP Bank Rec works on the transaction date. If the transaction date is not equal to the GL date, the systems will not be able to reconcile. This feature will store the transaction date in the user defined 1 field and make the transaction equal to the GL Post date so that the Microsoft Dynamics GP bank reconciliation will match the Easy e-Bank Rec reconciliation.



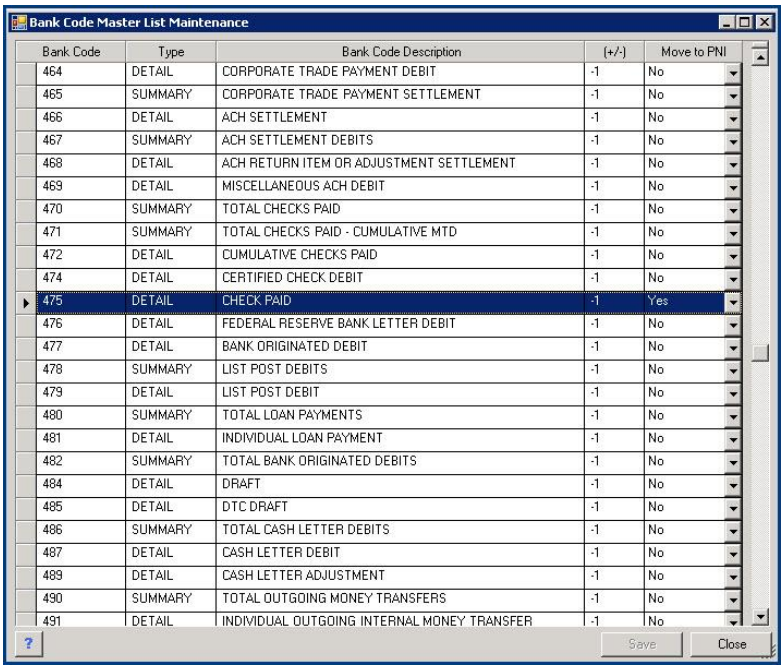
Update TRXDATE with GLPOSTDT

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 displays all standard BAI codes. The cleared check code is highlighted in the figure below.



Bank Code Master List Maintenance

As a default, only BAI code 475 items, “Check Paid”, are moved to the Paid No Issue table. Only items marked “Yes” will be moved to Paid No Issue if that feature is used on the main screen.

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

Any new BAI code (typically non-standard), occurring on any bank file import, will be added to this table at the time of import. BAI codes added to this table require review. Verify "Description" and the "+/-" (inbound or outbound) identifier. Use +1 for inbound monies, or -1 for outbound monies.

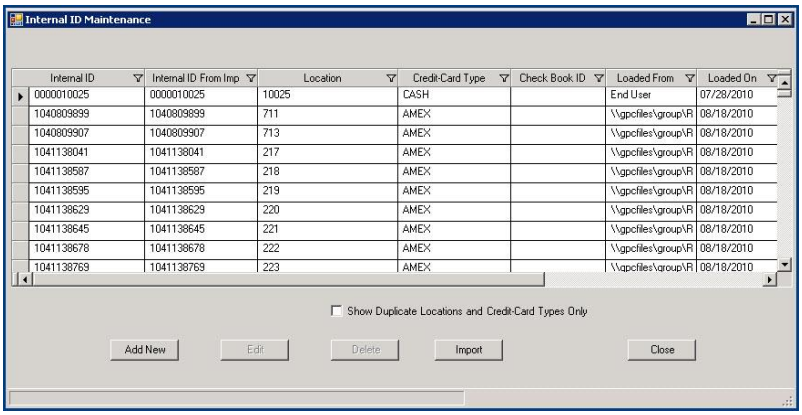
Additional BAI codes, used at the bank's discretion, can range from 900 to 960.

Internal ID Maintenance

This feature is applicable for maintaining custom imports created for Credit Card reconciliations. These custom Credit Card statement imports extract the merchant ID or Location ID from the downloaded Credit Card statement.

The Internal ID Maintenance screen displays 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 that have been made in multiple locations, within a master bank account.

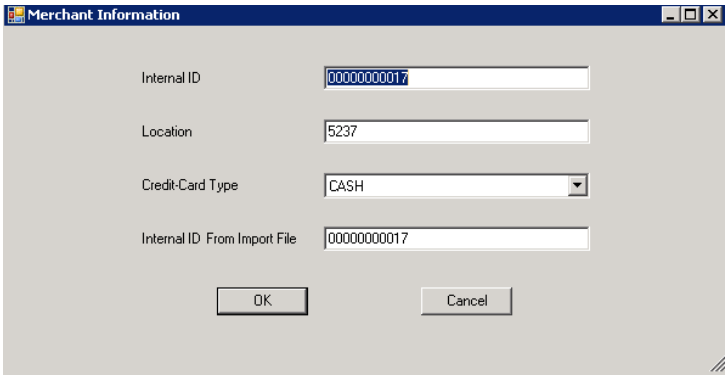
It provides the ability to filter views for particular locations or Internal IDs (merchant ID), within the complete set of data, for the Checkbook ID, no matter how many locations.



Internal ID Maintenance

- Merchant Information

  Update merchant information displayed on the Internal ID Maintenance table.



Merchant Information

  - **Internal ID:** This is the string that can be found in the bank statement description. It is used to identify the unique ID. Typically it could be the merchant ID for the Visa/MC or American Express.

  - **Location:** The location ID of the store or business unit.

  - **Credit Card Type:** Specifies the Credit Card type of the transaction for this merchant ID or internal ID. Examples are Visa/MC, American Express, Discover, Cash, or Other.

  - **Internal ID From Import File:** Used in case the string that can be found in the bank statement description is different from the Internal ID. It is used to identify the unique ID. Typically it could be the merchant ID for the Visa/MC or American Express or subset such as lesser number of digits.

Delete Latest Import

Click on this menu option to delete the most recent import for the displayed Checkbook ID.

Click on "Yes" to confirm the deletion of the file, "No" to cancel.

Update Internal IDs in Accounting System

This feature is applicable for maintaining custom imports created for Credit Card reconciliations. These custom Credit Card statement imports extract the merchant ID or Location ID from the downloaded Credit Card 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.

Confirm the update by clicking "Yes" or select "No" to cancel any updates.

Maintain AMEX Transaction Codes

This option is used to update or modify the BAI code details that are created when importing AMEX or VISA statements.

Any new BAI code (typically non-standard), occurring on any file import, will be added to this table at the time of import. BAI codes added to this table require review.

Configure Automated Import

Use this option to set up automation that executes the Import, matching by amount and automated bank transactions in one step. Each checkbook can be configured with any combination of these steps automated.

GL Account Overrides

The DR and CR are stored here, for any bank file description, that was saved while setting up automated transactions. It includes full or partial descriptions and the corresponding accounting information.

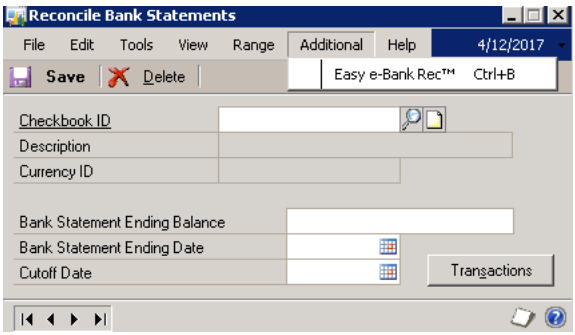
Link Multiple Account Numbers to Checkbooks

Link multiple bank account numbers (multiple uploads) to one Checkbook ID in accounting.

EASY E-BANK REC USER GUIDE

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.



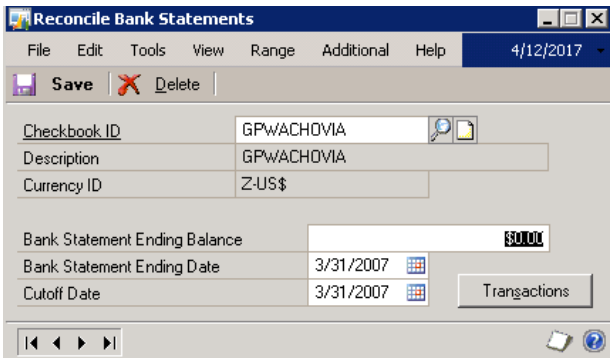
Reconcile Bank Statement Access

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

Record the Bank Statement

1. Click on "Reconcile" in the Tool Bar.

2. Enter the Bank Statement Ending Balance from the bank statement in the field labeled "Bank Statement Ending Balance".



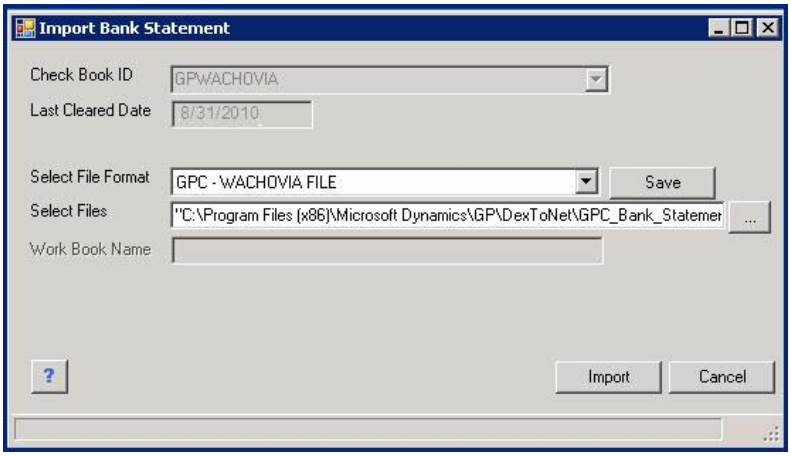
Reconcile Bank Statements

3. 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.

Action 1: Import the Bank Tape

1. Click on "Actions" in the Tool Bar.

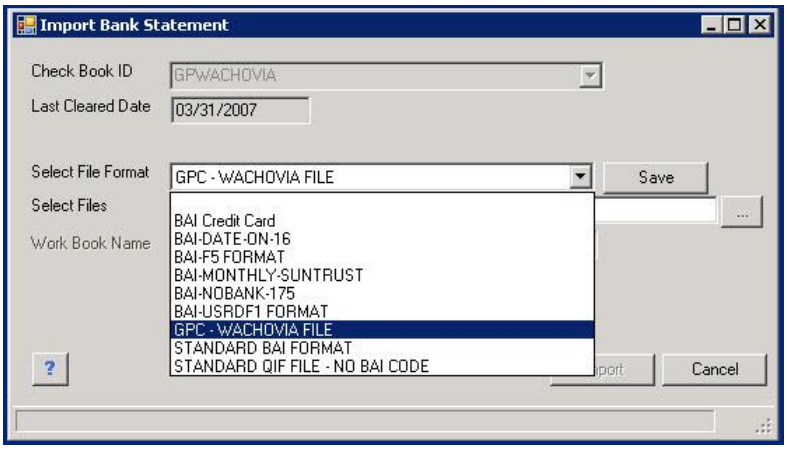
2. Click on "Import Bank File". The Import Bank Statement window appears on the screen:



Import Bank Statement

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

3. 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.



File Format Drop Down Menu

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 files 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:
The Bank Account field in the Checkbook ID must match the value after the 03, 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 Checkbook Maintenance 4121876348.

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

- STANDARD CSV (Date, Description, Amount): The file headers must be Date, Description and Amount at a minimum. File must be comma delimited. Positive amounts will be mapped to BAI code 301, negative amounts will be mapped to BAI code 475. Date must be in format MM/DD/YYYY. Other fields can be present but will not be imported.

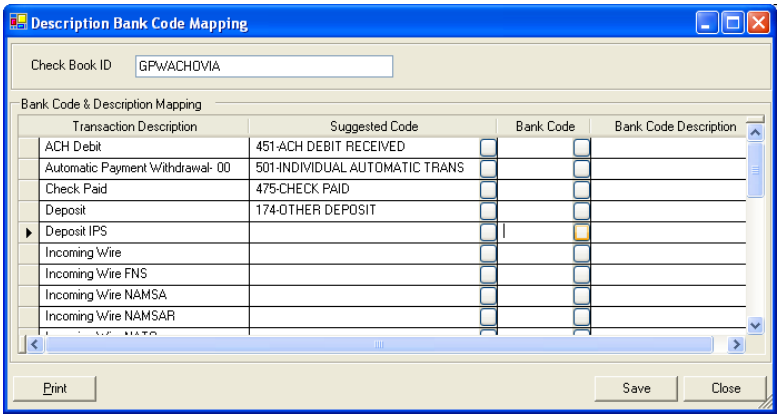
- STANDARD QIF FILE – NO BAI CODE

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

4. 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.

NOTE:
If you have a BAI file, move to Step 2: Preview Matching Transactions.

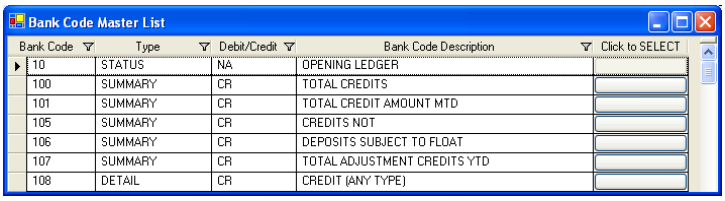
For bank files without BAI codes, it is necessary to map the transaction descriptions to the appropriate BAI codes. A window will appear on the screen that will allow you to map the BAI codes to the description:



Description Bank Code Mapping

i. 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 square button in the "Suggested Code" column to accept the code, then click on "Save" to complete the import process.

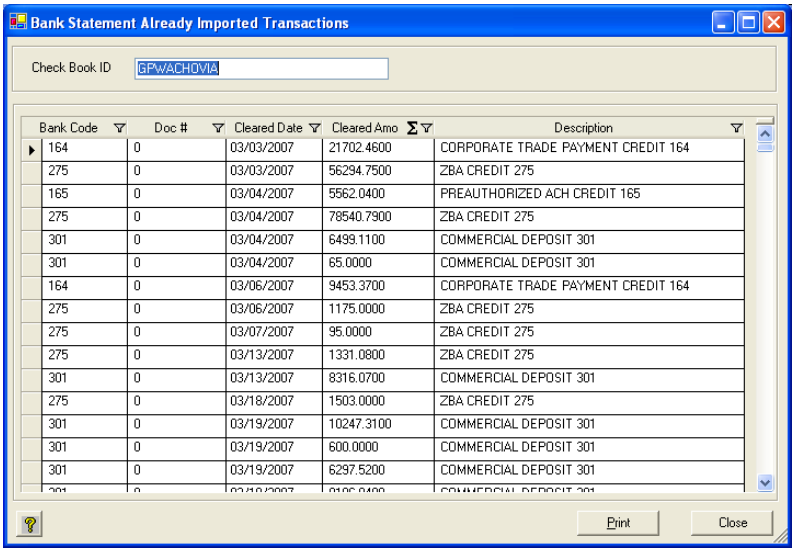
To enter other codes, click on the square button in the "Bank Code" column. A Bank Code Master List window will appear on the screen:



Bank Code Master List

ii. 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 an attempt to re-import the file is made, 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

Preview Matching Transactions

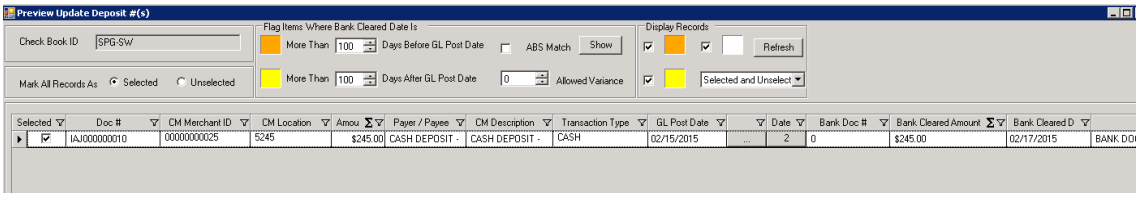
Bank downloads often come without entry document numbers that match the Microsoft Dynamics GP entries. Easy e-Bank Rec automatically finds the matching deposits or check numbers, based on matching transaction amounts in the Microsoft Dynamics GP check register, and assigns those document numbers to the corresponding bank file 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.

Action 2: Preview matching deposit numbers

1. Under "Actions" in the Menu Bar, select "Preview Update Deposit #". The following window displays all of the matching Deposit Numbers.

   Matches are performed for these conditions:
   - The Bank Document Number is zero.
   - The amount matches.
   - There must only be one entry for that document in the bank reconciliation.



Preview Update Deposit #(s)

The window includes:

- The transaction "Payer/Payee" and "CM Description" appear on the left side of the screen:

Preview Update Deposit #(s) - left columns

- The bank download transaction "Description" appears on the far right of the screen:

Preview Update Deposit #(s) - right columns

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

Users are required to review items that are beyond an acceptable date range, as defined in "Flag Items Where Bank Cleared Date Is" (at the top of the screen). If the variance between the date issued and the date banked, is greater than the default entered under "Flag Items Where Bank Cleared Date Is", the click mark on the left of the screen will not be enabled.

- 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 display colors indicate:

- Orange: Transactions that have been banked before recording in the GL.
- Yellow: Transactions that have cleared the bank beyond the user-designated acceptable range of days.
- White: Transactions that are within the acceptable date range.

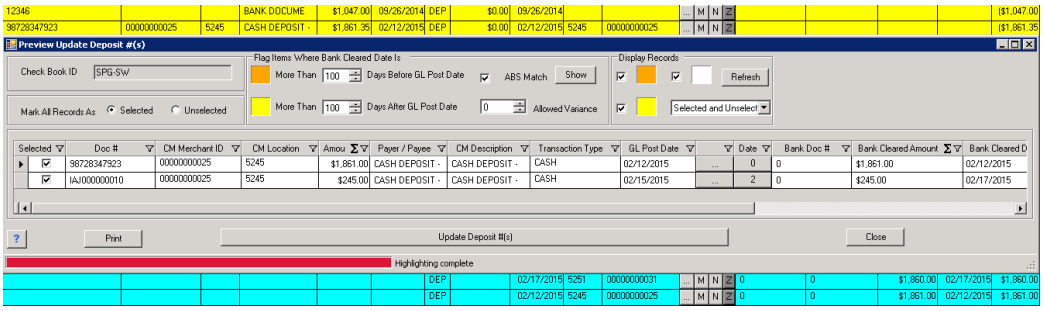
2. To designate the acceptable date ranges, click on the "up" or "down" arrows below "Flag Items Where Bank Cleared Date Is".

3. ABS Matching is an option to execute an absolute match, with items in Yellow, by removing any amount behind the decimal.

   Check the "ABS Match" box found under "Flag Items Where Bank Cleared Date is".

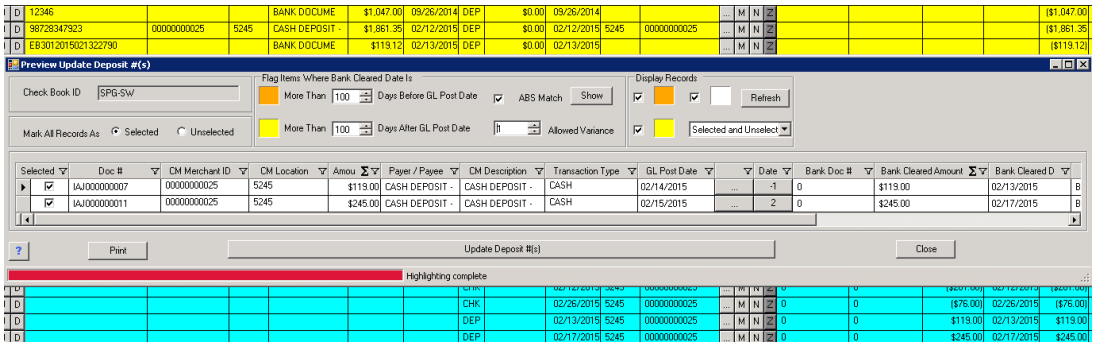
   ABS Match examples:

- In the screenshot below, a deposit of $1,861.35 is altered, for matching purposes, to $1,861.00 and matches the amount of the deposit. This is useful for systems where the cash drawer might record the amount of cash deposited that is slightly differently than what actually goes to the bank.



ABS Match Example 1

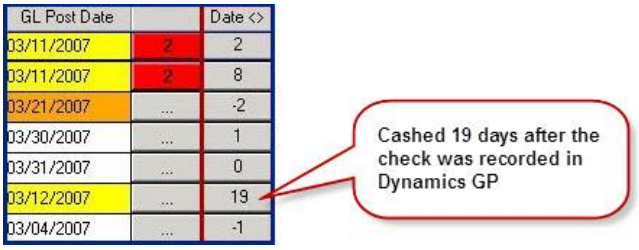
- In this second example, the deposit amount is $118.00 and is adjusted to $119.00 for matching purposes.



ABS Match Example 2

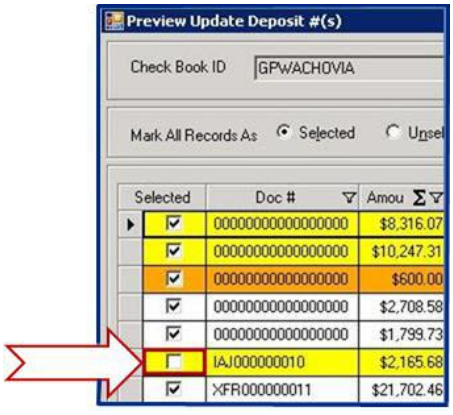
4. Use the "Display Records" check boxes to designate the transactions viewed on the screen to easily identify the anomalies. Select the colors to display and click "Refresh".

   The "Date < >" column in the center of the screen 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.



Preview Update Deposit - # Elapsed Days

5. To undo an automatic match and reconcile manually, un-check the checkbox to the left of the transaction.



Preview Update Deposit - Record Select

NOTE:
The transaction will remain on the Main Screen for manual reconciliation.

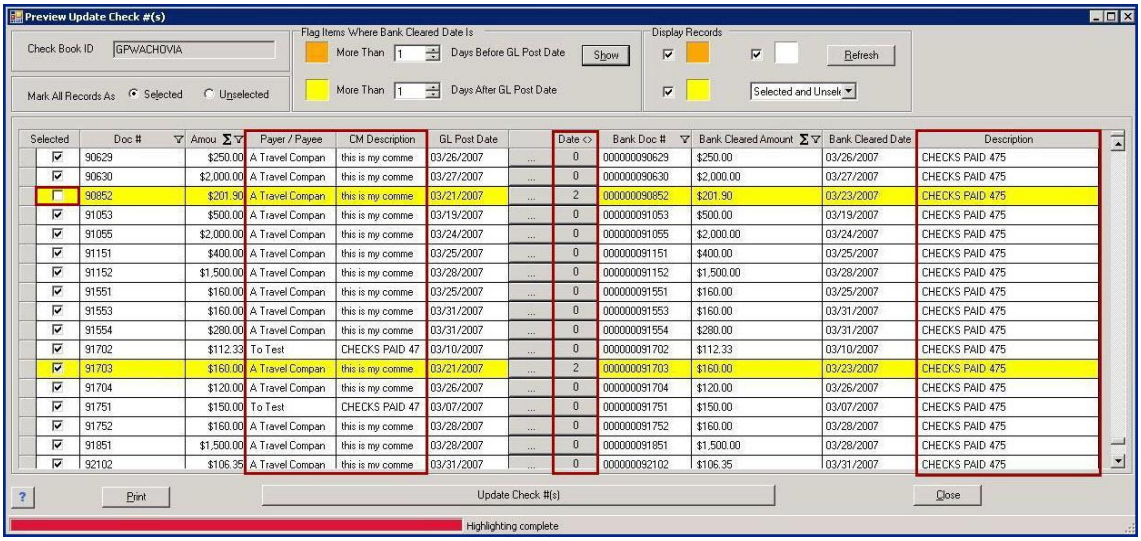
6. Click on the "Update Deposit #(s)" button, at the bottom of the window, to automatically update the document numbers in the Bank Statement Tape with the matching deposit numbers in Microsoft Dynamics GP.

7. The window will close and a "Refresh Grid" option will appear on the Main Screen. Click on "Yes" to refresh the document numbers on the Bank Statement (Download) side.

Action 3: Preview matching check numbers

1. To display all of the matching Check numbers, select "Preview Update Check #(s)" under "Actions" in the Menu bar. The following window displays all of the matching check numbers.

   Matches are performed for these conditions:
   - The Bank Document Number is zero.
   - The amount matches.
   - The check user input field is null or blank
   - There must only be one entry for that document in the bank reconciliation.

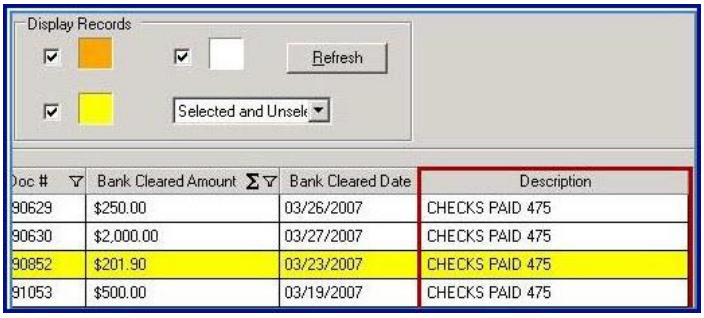


Preview Update Check #(s)

   The window includes:
   - The transaction "Payer/Payee" and "CM Description" appear on the left side of the screen:

Preview Update Check #(s) - left columns

- The bank download transaction "Description" appears on the far right of the screen:



Preview Update Check #(s) - right columns

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

Users are required to review items that are beyond an acceptable date range, as defined in "Flag Items Where Bank Cleared Date Is" (at the top of the screen). If the variance between the date issued and the date banked, is greater than the default entered under "Flag Items Where Bank Cleared Date Is", the click mark on the left of the screen will not be enabled.

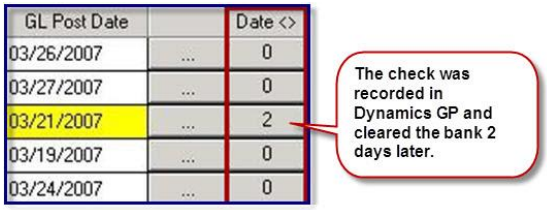
The display colors indicate:

- Orange: Transactions that have been banked before recording in the GL.
- Yellow: Transactions that have cleared the bank beyond the user-designated acceptable range of days.
- White: Transactions that are within the acceptable date range.

2. To designate the acceptable date ranges, click on the "up" or "down" arrows below "Flag Items Where Bank Cleared Date Is".

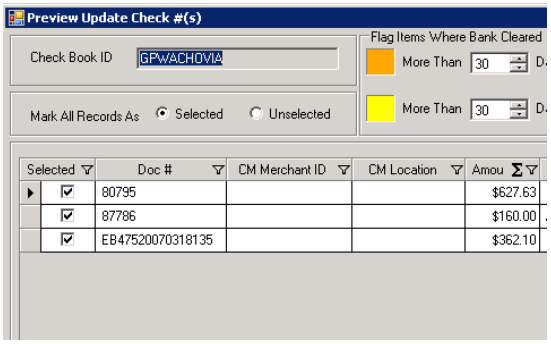
3. Use the "Display Records" check boxes to designate the transactions viewed on the screen to easily identify the anomalies. Select the colors to display and click "Refresh".

The "Date < >" column in the center of the screen 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.



Preview Update Checks - # Elapsed Days

4. To undo an automatic match and reconcile manually, un-check the checkbox to the left of the transaction.



Preview Update Checks - Record Select

NOTE:
The transaction will remain on the Main Screen for manual reconciliation.

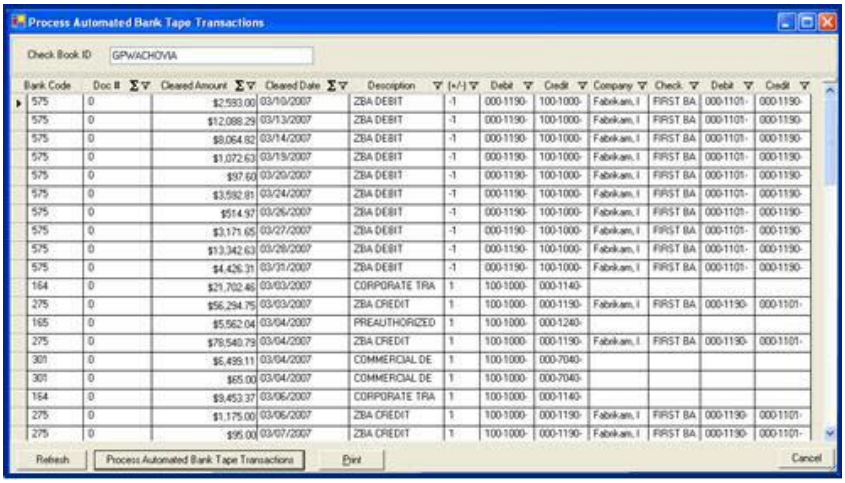
5. Click on the "Update Checks #(s)" button, at the bottom of the window, to automatically update the document numbers in the Bank Statement Tape with the matching check number in Microsoft Dynamics GP.

6. The window will close and a "Refresh Grid" option will appear on the Main Screen. Click on "Yes" to refresh the document numbers on the Bank Statement (Download) side.

Action 4: Process Automated Bank Tape Transactions

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

1. Under "Actions" in the Menu Bar, select "Process Automated Bank Tape Transactions". The following window appears on the screen:



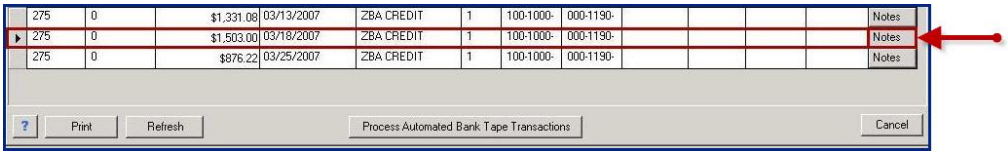
Process Automated Bank Trx - Main Screen

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.

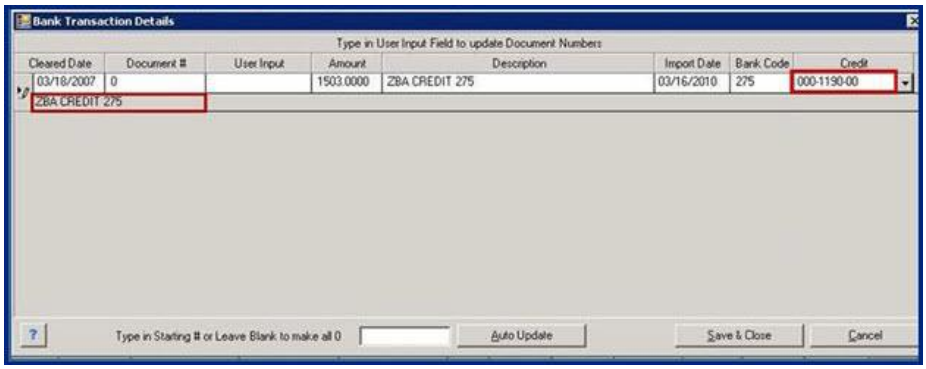
Print Options

4. To view the bank statement detail or change a booking account for a particular transaction, click on the "Notes" button on the selected transaction.



Automated Bank Transactions - Notes

   i. The following window will open which displays the bank statement detail below the line item. Click on the "Down" arrow below "Credit," on the upper right of the screen, to display the accounts and descriptions.



Automated Bank Transactions - Details

ii. To override the default account setup for the transaction, click on the desired "Account#" and "Description".

Automated Bank Transactions - Override Default

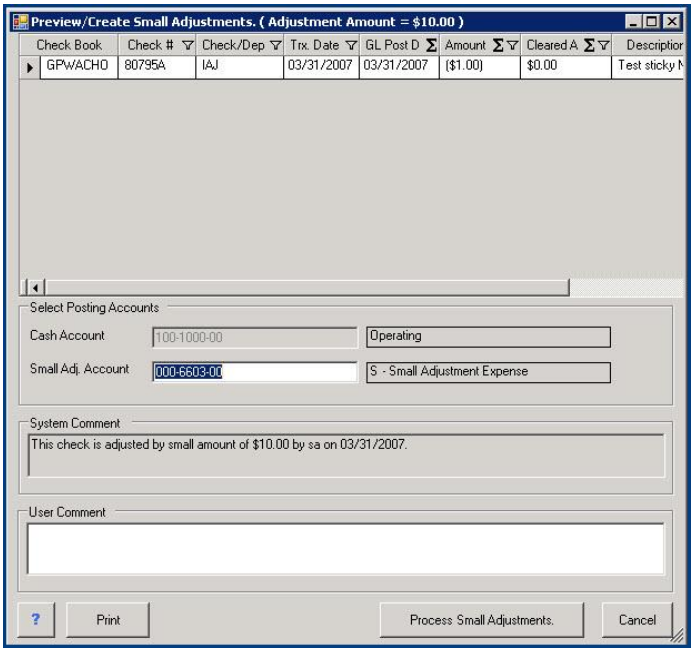
iii. Click on "Save and Close". The transaction type will be permanently associated with the selected account, unless overridden at a future date.

5. Click on the "Process Automated Bank Tape Transaction" button to process the transactions. This will automatically create GL and bank transactions and does not require posting in Microsoft Dynamics GP.

   The window will close and a "Refresh Grid" option will appear on the Main Screen. Click on "Yes" to view the matching Bank Transactions in Microsoft Dynamics GP.

Action 5: Preview/Create Small Adjustments

1. To preview and create small adjustments select "Preview/Create Small Adjustments" from the "Actions" menu. The following screen will appear:



Preview -Create Small Adjustments

The "Small Adj. Account" will default to the accounts already designated in Setup.

Two comment fields appear at the bottom of the screen. Both comments will appear in the yellow post-it note in the Microsoft Dynamics GP bank transactions.

- System Comment: A read-only field that identifies the user, date, and default amount by which the check is to be adjusted.
- User Comment: Used for additional comments.

2. Click on "Process Small Adjustments", a message box appears on the screen to verify creation of small adjustments.

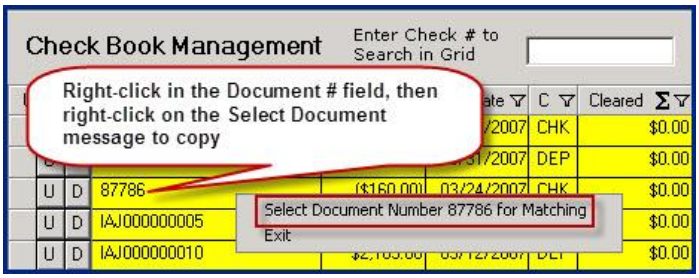
   To continue with the creation of the Small adjustments click on "OK" or "Cancel" to cancel the process

Action 6: Mark all Matching Items as Reconciled

NOTE:
If any matched transaction were set to match manually, during the Preview Matching transactions steps, these transactions should be addressed before completing this step.

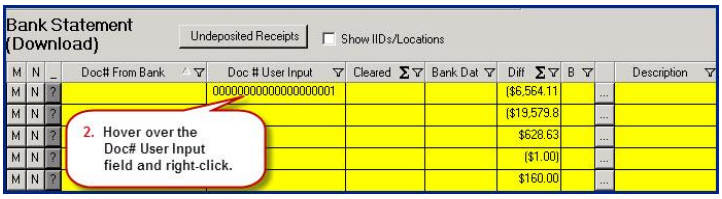
Matching Items manually - Right-click Features

1. **Right-click - Document #:** Hover over the "Doc #" on the left side of the grid (checkbook) and right-click. Click on the "Select Document Number ..." message to copy the Doc # for matching:



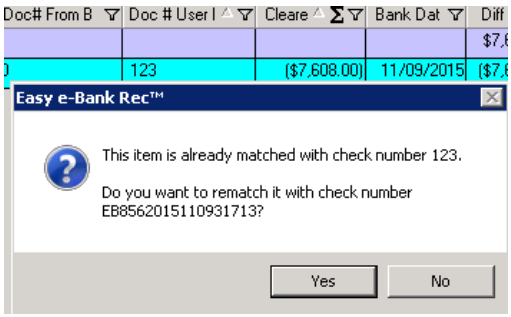
Manual Match – Right-click - Document #

Right-click - Document User Input: To paste the matching Doc # in the Bank Statement (Download) (right side), and right-click the "Doc # User Input" field:



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 an existing Document Number on the Bank Statement side, the user will be prompted to confirm overriding the existing Document Number.



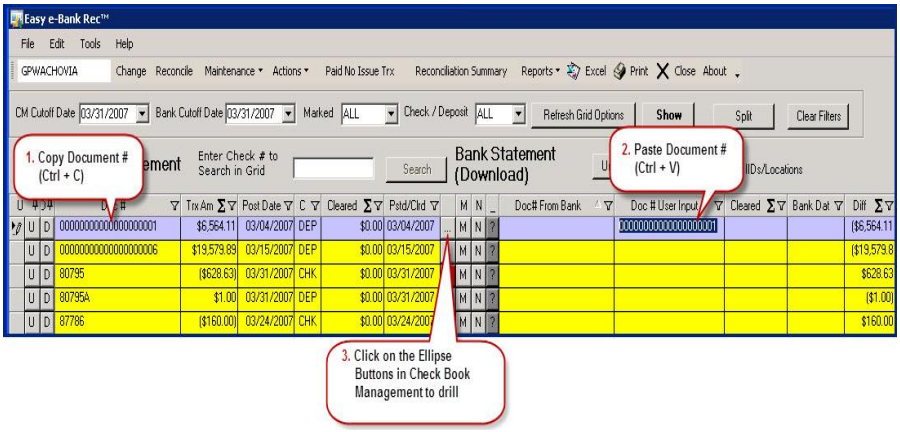
Manual Match - Existing document #'s

- If the amounts do not match, the user will be prompted to confirm the difference in amounts and the choice of matching item.

2. **Right-click - Amount:** A quick way to access two display options is available by right-clicking on any amount, on either side of the main screen.

   - Show Possible Matches - Restricts the main screen view to possible matches, on the opposite side, with the same amount.
   - Show All Records - Displays all the records in the main screen view.

3. 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):

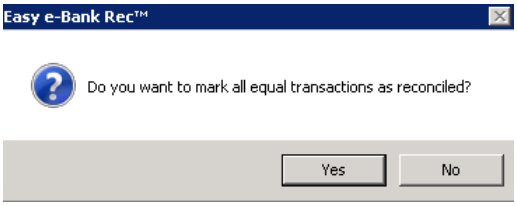


Manual Match - Copy & Paste Document #

To mark all matching items as reconciled

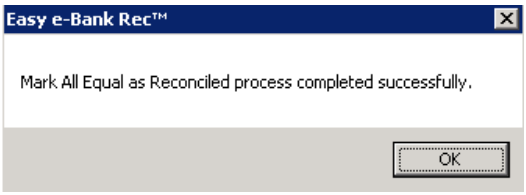
1. Select "Mark All Equal as Reconciled" under the "Actions" menu.

2. A message box appears on the screen to verify marking all equal transactions as reconciled.



Mark all as equal

3. Click on "OK". The application automatically places the check marks inside Dynamics GP.



Mark all as equal - Successful

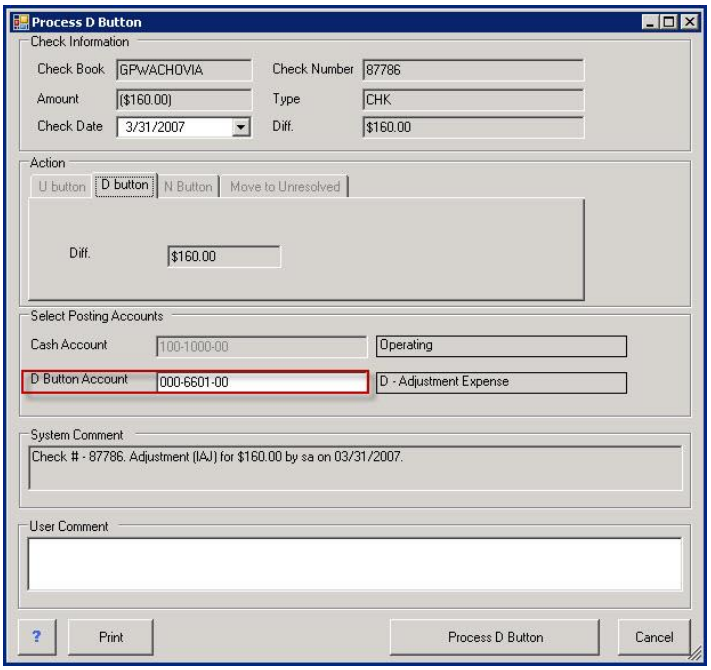
One-Click Resolution of Unresolved Items

These are options available for One-Click Resolutions of common bank reconciliation issues.

D Button Process

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

1. Click on the "D" button next to the transaction to be adjusted. The following window will appear on the screen:



Process D Button

The "D Button Account" will default to the account identified in Setup. This default account can be overridden by keying in any valid GL account.

Two comment fields at the bottom of the window:

- System Comment: is a read-only field that identifies the user, date, transaction, and the transaction amount to be adjusted.
- User Comment: is used for additional comments.

2. Click on "Process D Button". A message box appears to verify the creation of the adjustment.

3. Click on "OK" to create a decrease adjustment and post the GL entry, click on "Cancel" to cancel the process.

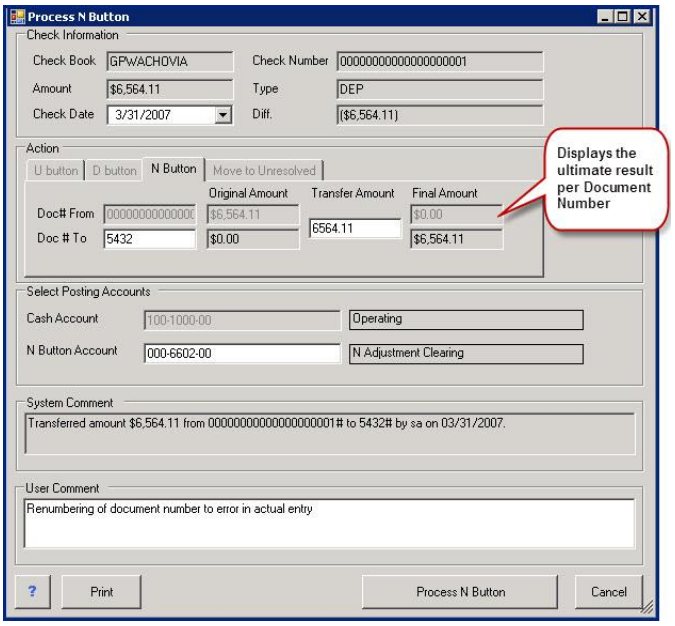
NOTE:

If the "Process D Button" is grayed out and not active, it means either there's no default account in the Setup or the transactions exceed the allowable difference limit designated in the setup.

N Button Process

The "N" button is used to move partial or complete amounts, from one document number to another, in order to consolidate transactions with proper traceability.

1. Click on the "N" button next to the transaction to be transferred. The following window will appear on the screen:



Process N Button

The "N Button Account" will default to the account identified in the Setup.

Two comment fields at the bottom of the window:

- System Comment: is a read-only field that identifies the user, date, transferred amount, and documents numbers.
- User Comment: is used for additional comments.

2. Click on "Process N Button". A message box appears to verify the creation of the adjustment.

3. Click on "OK" to adjust the document. Two entries, one increase adjustment and one decrease adjustment, will be created in the Bank Rec Module. Two GL entries will be posted as well. The effect is zero in the GL.

Conversely, click on "Cancel" to cancel the process.

M Button Process

The "M" button is used to mark individual documents in Microsoft Dynamics GP as reconciled. This is equivalent of click-marking an item inside the bank reconciliation of Microsoft Dynamics GP.

1. Click on the "M" button next to the transaction to mark as reconciled. A message box appears on the screen to verify marking the document as reconciled.

2. To continue with marking the document as reconciled in GP, click on "OK" or click on "Cancel" to cancel the process.

U Button Process

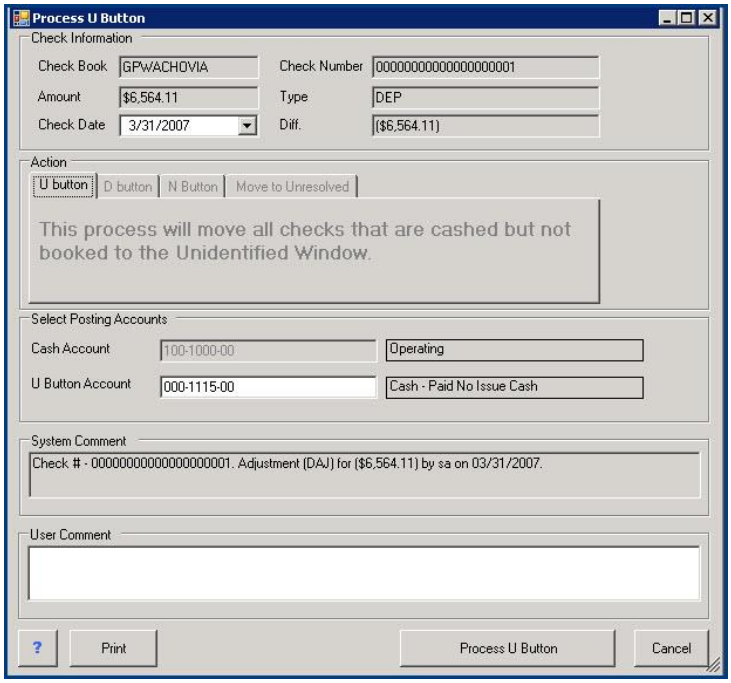
When all efforts to resolve variances have been exhausted, the "U" button can be used. The "U" button is used to set aside unidentified or unresolved transactions such as wire transfers or variances in order to be able to close the bank reconciliation while the item is researched.

A decrease or increase adjustment will be generated in the amount of the variance.

For example, an unidentified wire: Credit GL to cash and Debit to Paid No Issue account. Easy e-Bank Rec holds all these document numbers in a table until reversed under the Paid No Issue grid.

Typically, in Microsoft Dynamics GP they would be reversed in a future period when the accrual is made. 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 file download to clear.

1. To set a transaction aside, click on the "U" button next to the transaction. The following window will appear on the screen:



Process U Button

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

Two comment fields at the bottom of the window:

- System Comment: is a read-only field that identifies the user, transaction, and the amount to be set aside.
- User Comment: is used for additional comments.

2. Click on "Process U Button". A message box appears confirming movement of documents to Paid No Issue.

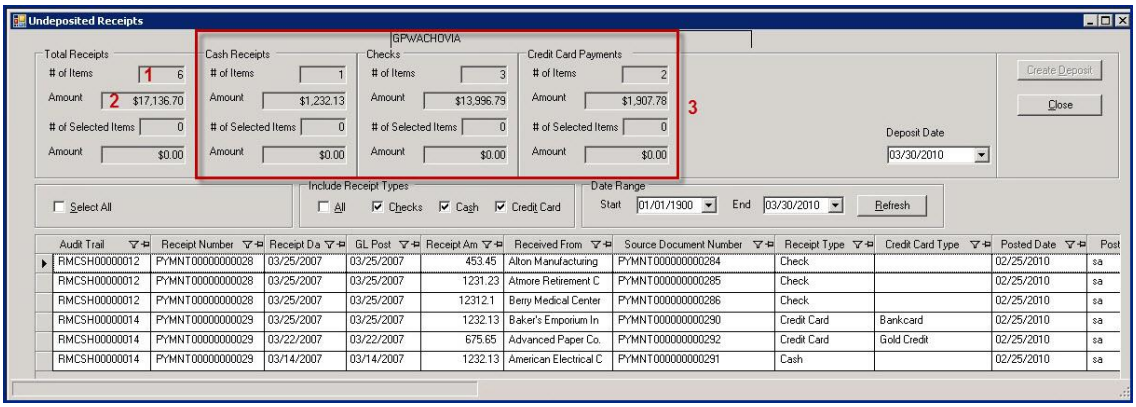
3. To continue with moving the documents to Paid no Issue, click on "OK" or click on "Cancel" to cancel the process.

Undeposited Receipts

The "Undeposited Receipts" screen displays all the cash receipts that have not yet been processed and allows the user to create a deposit on the fly. It only takes seconds to process a very high volume of cash receipts.

1. Click on the "Undeposited Receipts" button on the main Easy e-Bank Rec screen.

   Once the user clicks on the "Undeposited Receipts" button, it takes as little as 20 seconds to bring up 100,000 cash receipts. The following window will appear:



Undeposited Receipts - Main

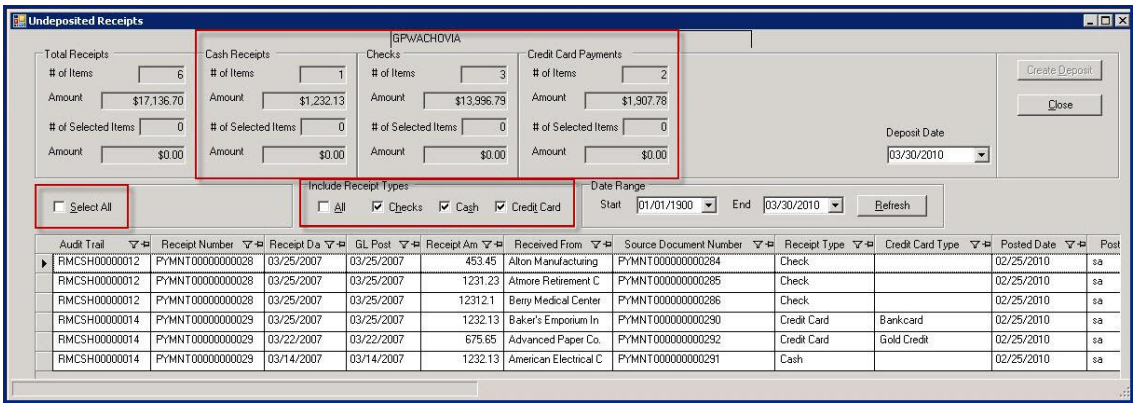
The Undeposited Receipts window displays:

- Total Receipts (# of Items).
- Total Amount of the displayed transactions.
- Receipt Type identifying type of transaction: Cash Receipts, Checks and Credit Card Payments.

2. Use the check boxes in the "Include Receipt Types" area to change the view of the cash receipts, i.e. Checks, Cash, or Credit Card. Click on the "Refresh" button to change the screen to the desired view:

Undeposited Receipts - Refresh

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



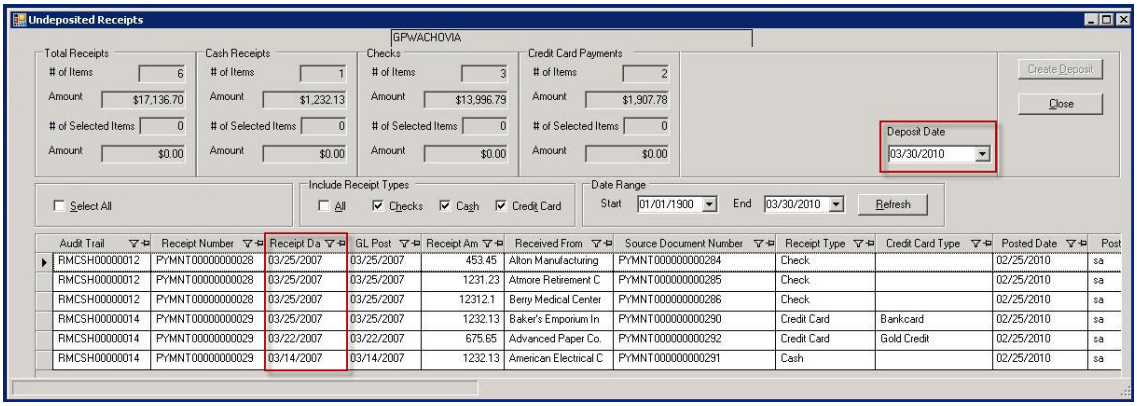
Undeposited Receipts - Refresh Display

3. To create a deposit for the selected transactions:

To select everything displayed, either use the "Select All" checkbox on the left side, or click on the first row, press the "Shift Key", and click on the last row.

To select specific records, use the "Control Key" for multiple lines.

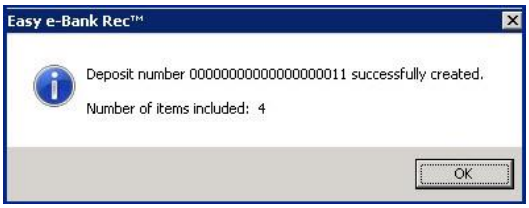
NOTE:
The "Deposit Date" field will automatically display the date of the most recent transaction(s):



Undeposited Receipts - Deposit Date

4. To create the deposit, click on the "Create Deposit" button in the upper right corner.

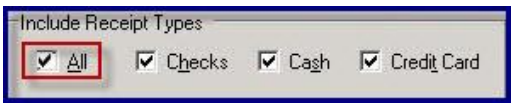
   A dialog box will appear on the screen to confirm the deposit, deposit number and number of items:



Undeposited Receipts - Create Deposit

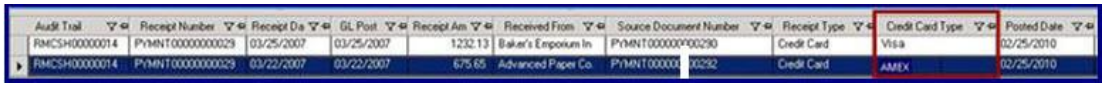
5. Click on "OK".

6. Use "All" under "Include Receipt Types" to display the remaining undeposited receipts.



Undeposited Receipts - Display All

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



Audit Trail	Receipt Number	Receipt Da	GL Post	Receipt Am	Received From	Source Document Number	Receipt Type	Credit Card Type	Posted Date
RMCSH00000014	PYMNT00000000029	03/25/2007	03/25/2007	1232.13	Baker's Emporium In	PYMNT000000 00290	Credit Card	Visa	02/25/2010
RMCSH00000014	PYMNT00000000029	03/22/2007	03/22/2007	675.65	Advanced Paper Co	PYMNT000000 00292	Credit Card	AMEX	02/25/2010

Undeposited Receipts - Credit Card Type

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

7. To create a wire deposit for the AMEX credit card receipt, click on "Create Deposit" in the upper right corner of the window.

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

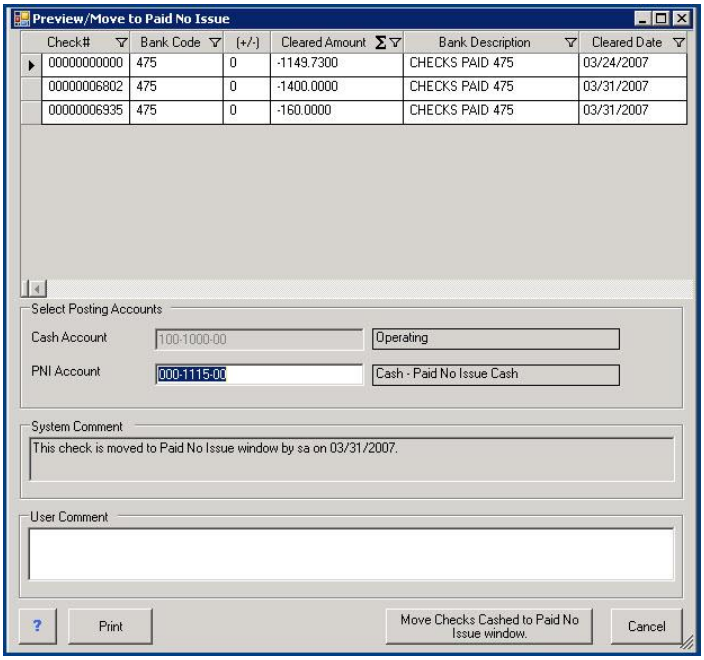
8. Click "OK".

Action 7: Preview/Move to Paid No Issue

Paid No Issue Transactions

This process moves transactions that are in the Bank file, 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 window will appear:



Preview-Paid No Issue

This screen brings up a view of all the transactions that are in the bank file but not recorded in Microsoft Dynamics GP and have Paid No Issue (PNI) marked as “Yes” in the BAI master code table. The view can be sorted, filtered, summarized and printed.

The "PNI Account" will default to the account identified in Setup. This default account can be overridden by keying in any valid GL account.

Two comment fields at the bottom of the screen:

- System Comment: this read-only field identifies the user and the date the transaction was moved to Paid No Issue.
- User Comment: is used for additional comments.

2. Click the "Move Checks Cashed to Paid No Issue Window". A message box appears to confirm moving these checks to Paid No Issue.

3. Click on "OK" to move the checks to Paid No Issue. Conversely, click on "Cancel" to cancel the process.

Retrieving Paid No Issue Transactions

1. To retrieve the bank file transactions that were set aside in Paid No Issue, click on the "Paid No Issue Trx" menu at the top of the Easy e-Bank Rec screen. The following window will appear on the screen:

Paid No Issue - Retrieve Trx

The bank file transactions that were placed in the Paid No Issue holding area will display on the right side of the grid.

The left side of the screen, the Check Book Management side, is used in subsequent bank reconciliations.

- If the left side is blank, it's because the bank file transactions are still unresolved.
- Any matching transactions will appear automatically.

2. Click on the "Ellipsis" to drill down to the details of the transaction.

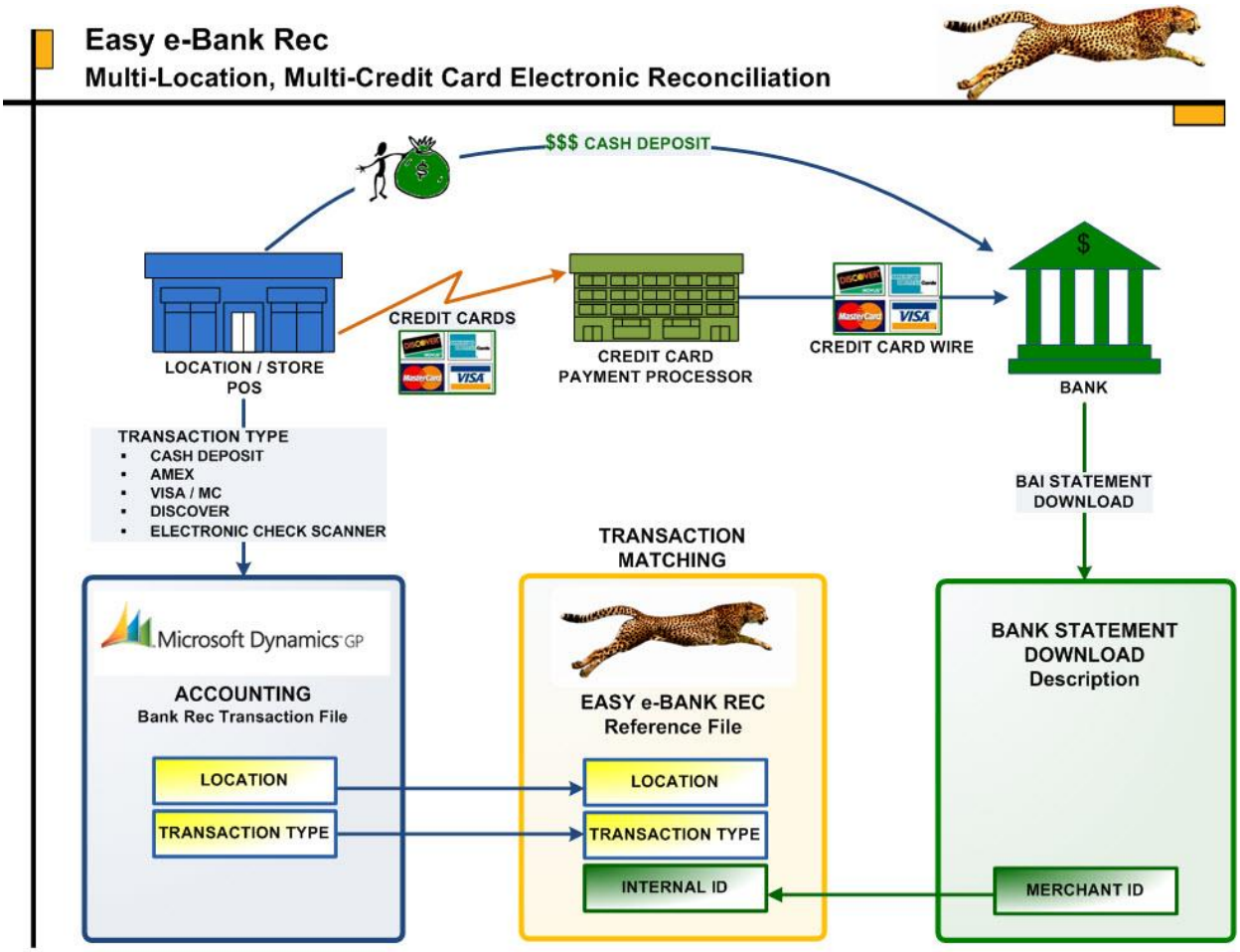
3. To reverse the Paid No Issue to a reconciled transaction, click on the "Reverse" button to the right of the bank file transaction.

   To reverse all matching transactions in one step, click on "Actions" menu at the top of the screen then 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 image below depicts how the bank statement's 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.



Requirements to use credit card reconciliations:

- 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.

1. To begin a credit card wire reconciliation, click on the "Show IIDs/Locations" checkbox on the Main Screen. The grid expands to display six additional columns:

- Checkbook Management (on left side of main screen)
  - Accounting ID
  - Account Location
  - Bank – the bank Location for sorting purposes
  - Location – Location of the store for sorting purposes
- Bank Statement (Download) (on the right side of main screen)
  - Bank ID – the bank statement Merchant ID

- Bank Location – derived location from Bank ID

Colors are used to facilitate matching:

- Yellow: Transactions in the accounting system that are unmatched.
- Teal: Transactions on the bank statement that are unmatched.
- Red: Matched transactions with a variance between Issued and Paid.
- White: Matched transactions with zero variance.

Right-Click Features for Matching

Here's two of multiple Right-Click features that will help with credit card wire reconciliations:

1. Right-Click - Location

This capability is used to find Location matches on both the Check Book Management and Bank Statement sides of the Main Screen for credit card wire reconciliation. Make sure the "Show IIDs/Locations" checkbox is checked. Right-Click the "Bank Location”.

Right-Click Location

The options to select from include:

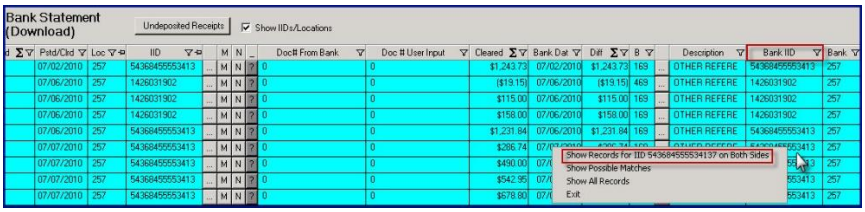
- Show Records for Location XXX on Both Sides - To display all the records for the location on both sides of the main screen.
- Show Possible Matches - To display possible matches for a particular location. It will be filtered by location, not amount.

2. Right-Click - Internal ID

This capability is used to find Internal ID matches on both the Check Book Management and Bank Statement sides of the Main Screen for credit card wire reconciliation. Right-Click on the "Bank ID”.

The options to select from include:

- Show Records for IID XXXXXXXXXX on Both Sides - To display all the records for the Internal ID on both sides of the main screen.



Right-Click Internal ID

- Show Possible Matches - To display possible matches for a particular record.

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

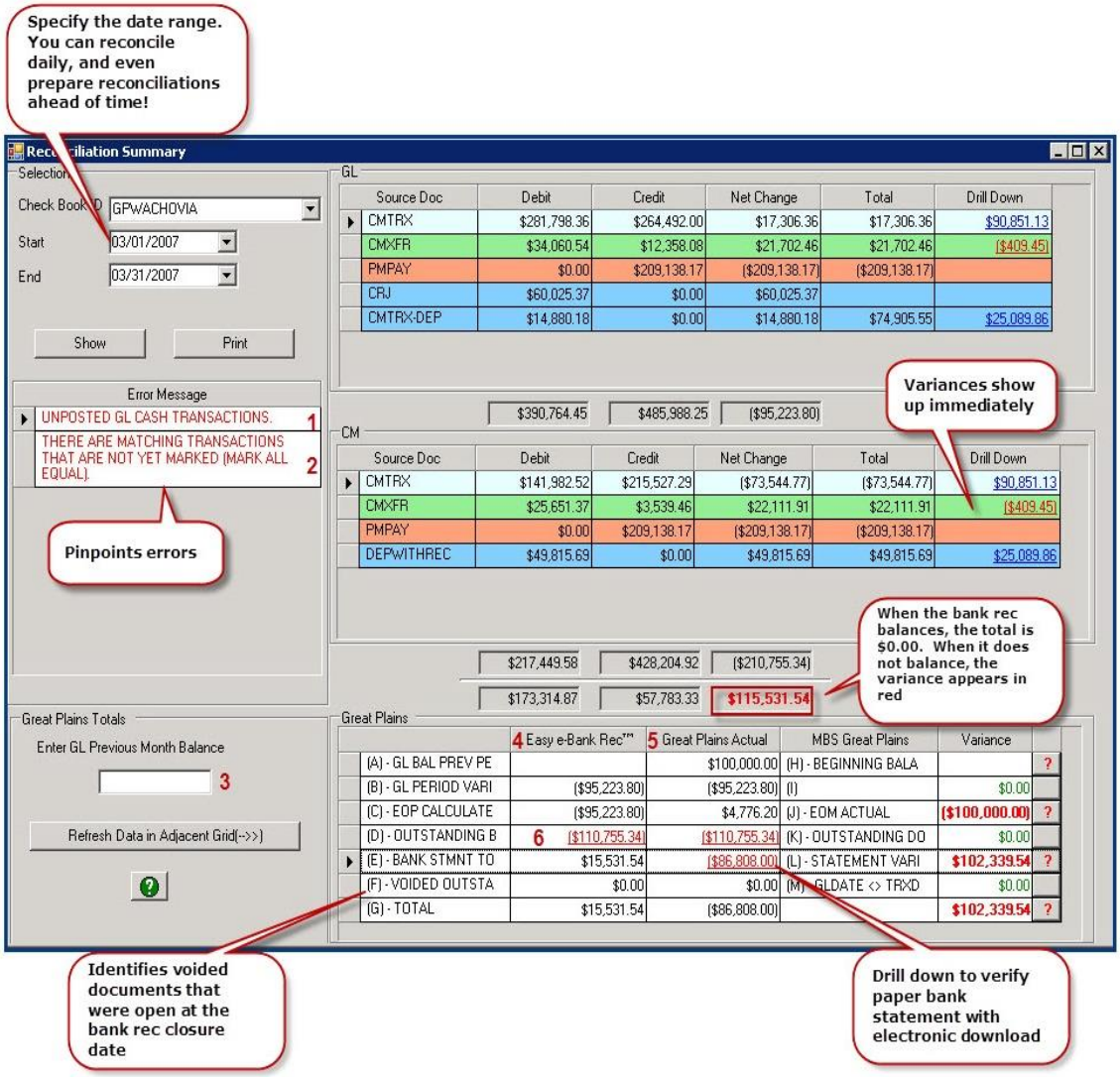
When the transactions from multiple locations and multiple credit card wires have been matched, continue the bank reconciliation or move on to the Reconciliation Summary.

The bank statement reconciliation process is complete.

Reconciliation Summary – Book to Bank

To properly reconcile to the GL, use the Book to Bank Statement in the Reconciliation Summary screen. With Easy e-Bank Rec, readily compare GL transactions with the bank transactions. If there are variances between the cash and GL, they will be identified immediately. Also reconcile the GL and outstanding Document Numbers to compare and match the bank statement.

Click on the "Reconciliation Summary" button on the Main Screen Tool Bar:



Information and tips, numbered on this Reconciliation Summary screenshot, are described here:

1. **Error Message - “There are unposted GL transactions”.:** Financial transactions belonging within the period being reconciled in the work area. Post the unposted GL batches that contain these transactions.

2. **Error Message - “There are matching transactions that are not yet marked "Mark all Equal":** Verify all matching transactions are marked.

   Error Message (not shown) - “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 file upload is incorrect.

3. **Enter GL Previous Month Balance:** Enter the amount of the GL as it was recorded in the last reconciliation.

4. **Great Plains grid - "Easy e-Bank Rec" column:** The values in this column are from Easy e-Bank Rec. They detail transactions in Microsoft Dynamics GP.

   The "(F)-Voided Outstanding" value in this column shows if a document is voided in Microsoft Dynamics GP but the void date is after the statement close date.

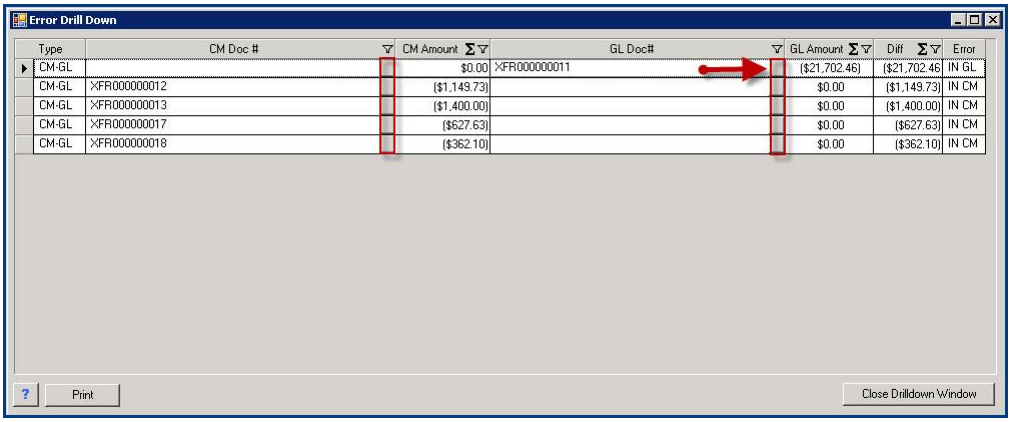
5. **Great Plains grid - "Great Plains Actual" column:** Displays variances based on a comparison of values from Microsoft Dynamics GP Back Office summary tables and values in Easy e-Bank Rec.

6. **"(D)-Outstanding by GL" in "Easy e-Bank Rec" column:** Displays the total Outstanding amount and provides ability to view and print the outstanding list, for this or any previous reconciliation.

Variances Drill Down

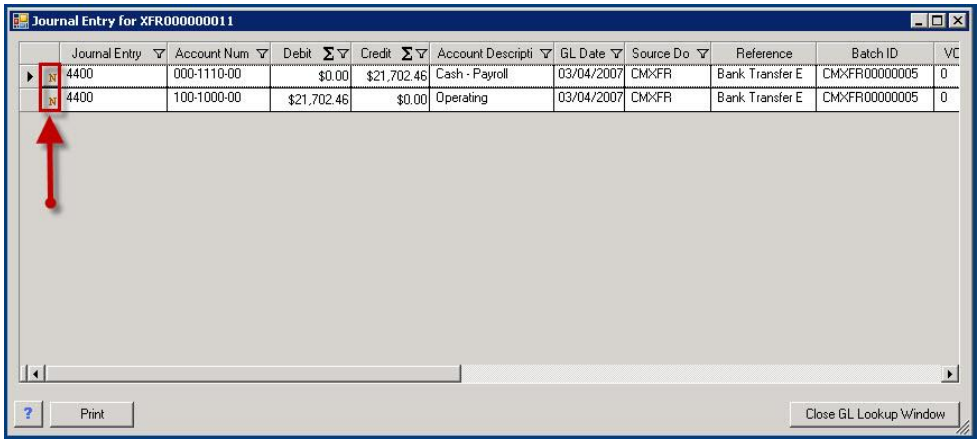
If there are any variances between the GL and Check Book Management, they will appear in the "Drill Down" column on the right side of the grids. Click on the amount to drill down to the details of the transaction. See the example below.

- To drill down to the GL transaction, Click on the button to the right of the CM Doc# or GL Doc#.



Error Drill down

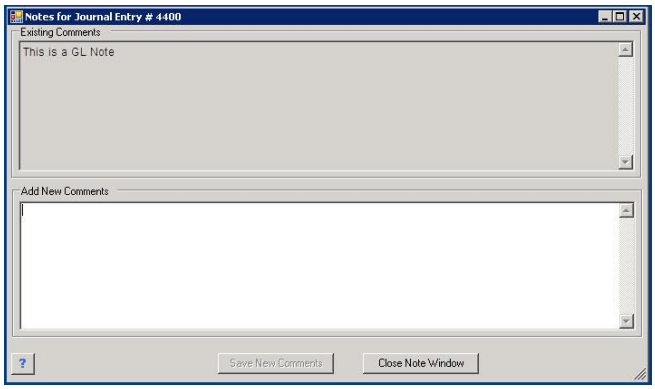
- The Journal Entry for the transaction will appear on the screen. Click on the "N Button", to the left of the Journal Entry item, to view the existing transaction notes in Microsoft Dynamics GP.



N Button - Journal Entry

- The "Existing Comments" is a read-only field. New notes can be added to this transaction in the "Add New Comments" field.

- The Save New Comments button will be enabled when any new notes are entered. Click on the "Save New Comments" button at the bottom of the screen to save remarks.

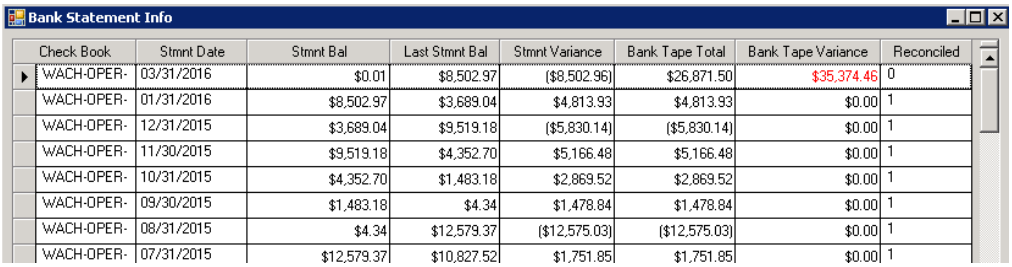


Notes for Journal Entry

Bank Statement Information

In the Great Plains grid, at the bottom of the Reconciliation Summary screen, drill down to view the bank statement and compare it with the electronic bank file. Click on the amount in the "Great Plains Actual" column to the right of "(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.



Check Book	Stmnt Date	Stmnt Bal	Last Stmnt Bal	Stmnt Variance	Bank Tape Total	Bank Tape Variance	Reconciled
WACH-OPER-	03/31/2016	$0.01	$8,502.97	($8,502.96)	$26,871.50	$35,374.46	0
WACH-OPER-	01/31/2016	$8,502.97	$3,689.04	$4,813.93	$4,813.93	$0.00	1
WACH-OPER-	12/31/2015	$3,689.04	$9,519.18	($5,830.14)	($5,830.14)	$0.00	1
WACH-OPER-	11/30/2015	$9,519.18	$4,352.70	$5,166.48	$5,166.48	$0.00	1
WACH-OPER-	10/31/2015	$4,352.70	$1,483.18	$2,869.52	$2,869.52	$0.00	1
WACH-OPER-	09/30/2015	$1,483.18	$4.34	$1,478.84	$1,478.84	$0.00	1
WACH-OPER-	08/31/2015	$4.34	$12,579.37	($12,575.03)	($12,575.03)	$0.00	1
WACH-OPER-	07/31/2015	$12,579.37	$10,827.52	$1,751.85	$1,751.85	$0.00	1

Bank Statement Information

- The "Stmnt Variance" is the ending balance in Microsoft Dynamics GP that was entered at the start of the bank reconciliation.
- The "Bank Tape Total" is the total of the bank file import.
- The "Bank Tape Variance" is the difference between the "Stmnt Variance" and the "Bank Tape Total". It should always be zero. If it is not zero, this indicates a problem in either the import process or in the bank statement total. Some items to check include:
    - Review the bank file to ensure all the transactions have been imported. If all the transactions have been imported, you can filter by Bank Date with sorting.
    - The Bank Statement amount, under Reconcile on the Reconcile Bank Statement window, may have been keyed incorrectly.
    - The dates may be incorrect in the Reconcile Bank Statement window.
    - If there are transactions that are missing, the import was not successful. Use the Delete Latest Import functionality, under Maintenance, and re-import the file.

Reconciliation Summary Help

The Error Message Box to the left of the screen tells you what standard errors have been found.

Additionally, click on the Help (green-question-mark) button to display a detailed explanation of the items in the Great Plains grid in this Reconciliation Summary screen.

This explanation is also included as an Appendix in this manual.

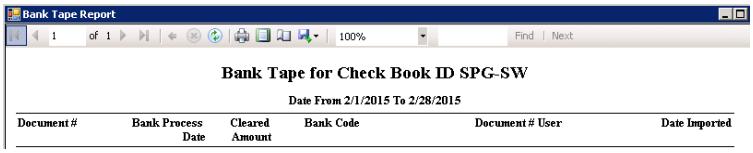
Reports

To access the standard reports, click on the "Report" button in the Easy e-Bank Rec Main Screen. Click on the report to be viewed and/or printed.

Report printing options are on the top bar. The options to export to Excel, PDF or Word is available.

Easy e-Bank Rec provides several reports:

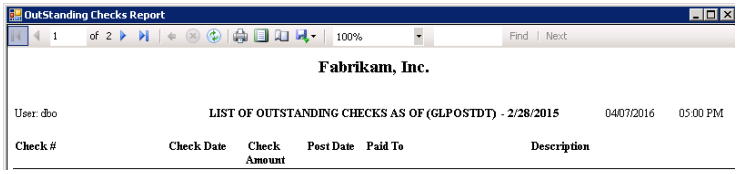
- **Bank Tape Report:** This report displays the debits and credits in the imported Bank File.



Bank Tape Report

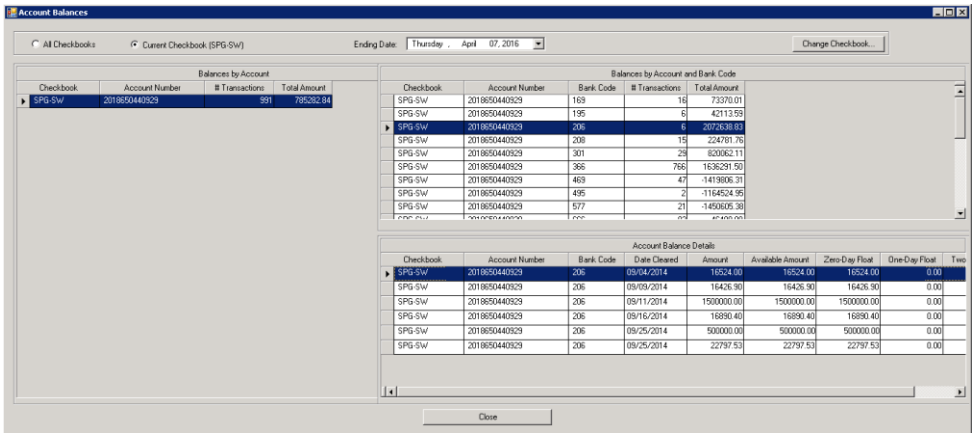
- **Paid No Issue Trx Report:** This report displays the transactions that were set aside in the Paid No Issue holding area.

- **Outstanding Checks Report:** This report displays the outstanding checks and deposits in Microsoft Dynamics GP.



Outstanding Checks Report

- **Account Balances:** This screen displays transactions, per day, for any bank account.



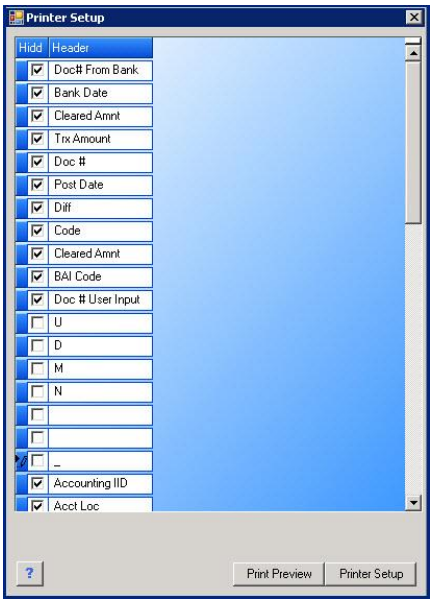
Account Balances

Printing Reports

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

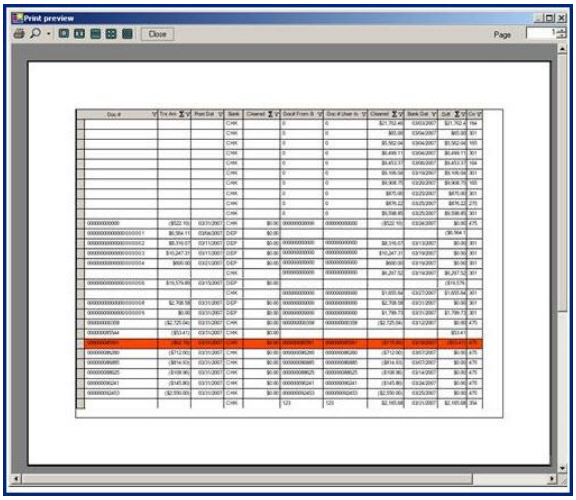
- If “Export to Excel” is used, the application will save the file and then launch Excel.

- The “Print Grid” option opens Printer Setup, which allows users to select or eliminate elements on the report to be included for printing:



Printer Setup

- Select the check boxes of the elements to print, clear any defaults not desired. Click on the "Print Preview" button for the report view:



Print Preview

Appendices

Appendix 1: Reconciliation Summary's Great Plains grid

The Great Plains grid, in the Reconciliation Summary screen, offers a Book to Bank Reconciliation Grid. This grid also compares the calculated total with data stored in the accounting system. Below is an explanation of each 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 usually keyed by end-user.	**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 GL Posting Date 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 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).	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.

Description		Easy e-Bank Rec	Great Plains Actual		Description	How to Resolve Variances
Calculated Bank Statement total based on above transactions. Should match your bank statement ending balance.	**E**	Bank Statement Calculated Balance	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.	
Any document voided beyond the current period ending date.	**F**	Voided Outstanding		**M**		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.
Adjust Calculated Bank Statement Total.	**G**	Total	Total	**N**	Adjusted Great Plains Calculated Total.	

Appendix 2: Implementation Considerations

Implementations will vary due to the complexity and user's familiarity with the Microsoft Dynamics™ GP Bank Reconciliation processes. Here are some things that can influence an implementation.

Items that will simplify the implementation:

- Customer staff already uses the Microsoft Dynamics™ GP Bank Reconciliation module as we supplement the functionality of Microsoft Dynamics GP.
    - If current with bank reconciliation, inside GP or not.
    - You have an outstanding list that at the end of your fiscal period.
    - You have no or few very 'old' items on the outstanding list.
- The variance between the GL and Bank Statement balance matches the outstanding list.
- Access to daily, weekly or monthly BAI or BAI2 files.
- Larger percentage of entries already match the bank statement, by document number or amount.

Items that will make implementation take a little longer:

- Customer staff is not familiar with the Microsoft Dynamics™ GP Bank Reconciliation module at all.
- GL entries are booked directly to the GL without using AP, AR or Microsoft Dynamics™ GP Bank Reconciliation module.
- Reconciling has not occurred in months or years.
- There are a large number of one-to-many, many-to-one or many-to-many matches between the bank statement and Bank Reconciliation module.
- Inbound credit card wires are sent in net amount (credit card fee taken out before deposit).
- Multiple locations within one bank statement.

A simpler implementation will take between 5 to 10 hours, usually in two to three sessions. The longer implementation can take up to 25 hours, depending on the complexity.

Appendix 3: Training Preparation & Checklist

Training sessions take approximately two hours and consists of the following:

- Setup of the defaults and maintenance windows.
- Review of the features of Easy e-Bank Rec™.
- Performance of the bank reconciliation.

This is customer training, using their systems and data, through an online session. The essential information includes:

1. Obtain the download from bank for the month to be reconciled.
2. Schedule the online training session, contact Support@gpcsystems.com for assistance.
3. Include the users who are responsible for reconciling the bank statements.
4. Ascertain that the GL to Bank Statement is available from the prior month.
5. Ascertain that the Bank Statement balance is available for prior and current month being reconciled.
6. Recreate the prior month reconciliation inside if Microsoft Dynamics™ GP for the prior month if Microsoft Dynamics™ GP was not used before the planned reconciliation.
7. Start with the current month reconciliation.

In order to have an effective, efficient Easy e-Bank Rec™ training session, it is best to begin with a fully reconciled bank account with the following requirements:

Training Checklist and items to prepare for Easy e-Bank Rec™	
BAI, tab delimited or csv bank file that has been verified by GPC or Partner. Please provide a BAI file, if possible, for a given bank account(s). Example: to start the Nov. bank rec, get a Nov. bank BAI file for Nov. 1st to 30th.	☐
Please provide a sample file we can test before training. *We must have a file we can validate prior to training.*	☐
The GL balance minus the Outstanding List should match the bank statement of the same period. Have a fully reconciled bank statement with an outstanding list, for the month of Oct. (prior to Nov).	☐
The bank download to be imported for the training session, should be the next period (Nov.).	☐
Microsoft Dynamics™ GP Bank Reconciliation module users: all items that are outstanding should be listed on the outstanding items report in the Microsoft Dynamics™ GP Bank Reconciliation last performed.	☐
Or, if you have *not* been using the Microsoft Dynamics™ GP Bank Reconciliation module, please have the following available:	
1. Outstanding GL balance.	☐
2. A list of outstanding items, as of the last reconciliation, which includes individual documents with the following attributes: Document #, Date, Amount	☐
3. The outstanding balance in the GL plus or minus the list of reconciliation items must match the bank statement balance.	☐
4. All outstanding items must be imported or keyed into the Microsoft Dynamics™ GP Bank Reconciliation module with their GL issuance date.	☐
5. To make the bank reconciliation balance match the GL, make an adjustment entry in the bank reconciliation module without affecting the GL. Once the outstanding list is accurate, this amount will be available in the reconciliation summary print-out in Microsoft Dynamics GP.	☐
6. The Oct. bank rec will be duplicated in Microsoft Dynamics™ GP to start with Nov. bank reconciliation.	☐