Nolan
Business Solutions

Advanced Bank Reconciliation

for Microsoft Dynamics GP 2010 to 2018

Install and User Guide

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Introduction

Advanced Bank Reconciliation (ABR) is a Nolan Business Solutions module for Microsoft Dynamics GP that provides a more automated, multi-currency supported bank reconciliation. This module does not require the Dynamics GP Bank Reconciliation module to be registered.

GP transactions are extracted into the Reconcile Bank Transaction window, directly from the general ledger (GL). The bank statement information can either be imported or manually entered into the system. Automatic transaction matching occurs by amount when the Propose button is used, however advanced transaction matching occurs either manually or by using Transaction Type defined Reconcile Rules. ABR supports matching transactions that are either a one-to-one, many-to-one, or many-to-many. A full audit trail of all reconciliations can be recorded and printed.

Support is provided for a system with:

1. Multiple bank accounts.
2. Bank accounts tracking transactions in multiple general ledger accounts.
3. Multi-currency transactions.

Advanced Bank Reconciliation Features:

- **General Ledger transactions extracted directly from the General Ledger (GL)**.. All transactions posted to the "Associated GL Account" for the Bank ID, rather than being generated by a separate posting process. This means that the full functionality of the General Ledger is available, such as multi-currency and recurring transactions.
- **Bank statements can be imported or manually entered.**
  The availability of user defined import formats (.csv) allow you to create and maintain customizable bank import definitions for importing the bank statements. In addition, a BAI format as defined in Appendix A: BAI File Format.
- **Simple reconciliation.**
  The reconciliation window has been designed to be simple and intuitive, while maximizing the ability to reconcile transactions. The **Propose** function removes a large amount of labor by matching any transactions that may be automatically recognized by the system. The Reconcile Propose Rules window allows for clear definition of the rules to be used for matching transactions.
- **Full reporting and audit information.**
  The system produces full reconciliation reports with an audit trail for each reconciliation completed. Where the un-reconciled/reconciled bank account system is being used, reconciliation information is posted through Dynamics GP General Ledger producing the normal reporting and audit information of Dynamics GP. Standard reports are also provided to show reconciled and un-reconciled transactions, from both Dynamics GP General Ledger and the bank statements. For example, the Closing Balance Report shows the detail of the calculated closing balance, based upon the statement ending balance and the un-reconciled transactions.
- **Posting in Summary with detailed Reconciliation**
  When posting to the GL in *Summary* within GP, the details of the transactions are typically lost. However, with ABR it is possible to retrieve those lost details from the Payables management module and use them during reconciliation.
  - Posted in summary – AP Checks is the only case where ABR can drill back from summary GL.
  - Posted in detail – AP and AR transactions will attempt to retrieve a check number.
  - Posted in summary in payroll is not supported in the Advanced Bank Reconciliation module.

Installation and Registration

This part of the documentation discusses how to install and register Advanced Bank Reconciliation (ABR).

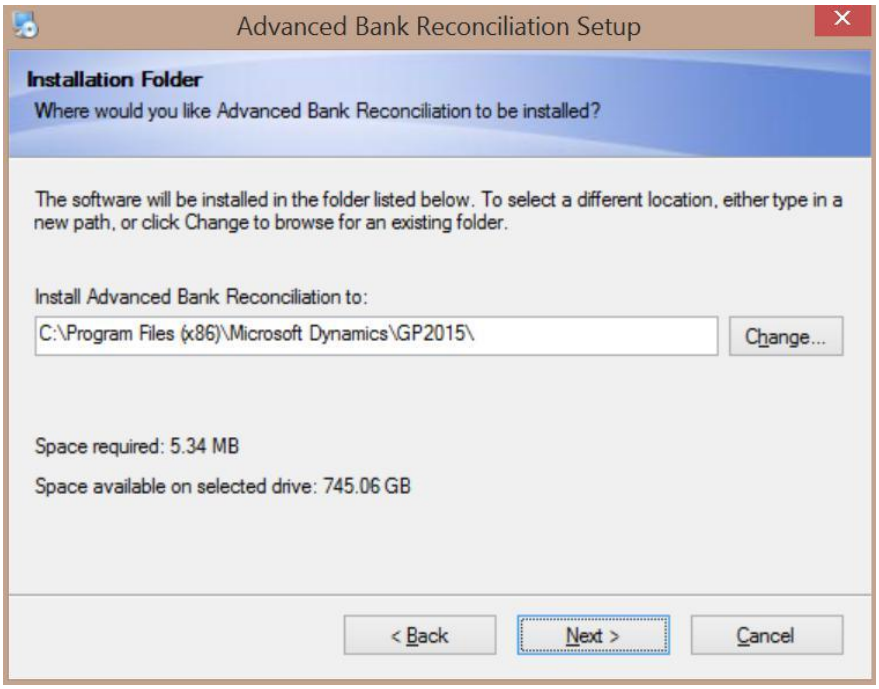
Installation

Before installing Advanced Bank Reconciliation, please ensure that there are no users logged into Dynamics GP as this could adversely affect the installation process. It is also recommended that you back up your system.

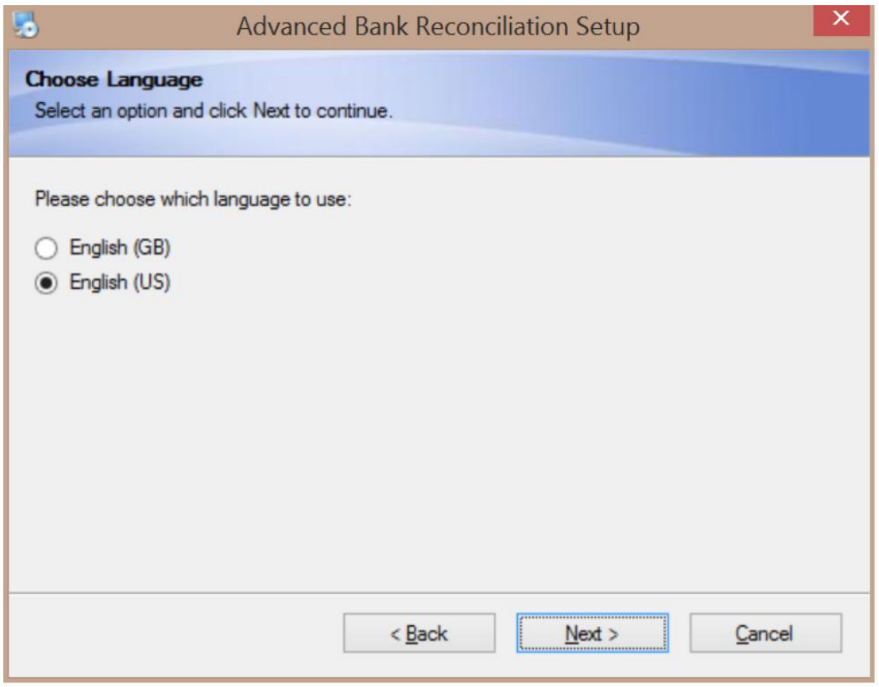
This process will need to be completed on all workstations on which Dynamics GP is installed. However, if Dynamics GP is run from a network (Dynamics.dic is installed in a network location), you only need to install to that location. Follow the on-screen instructions to complete the install.

1. Launch the ABR install file.

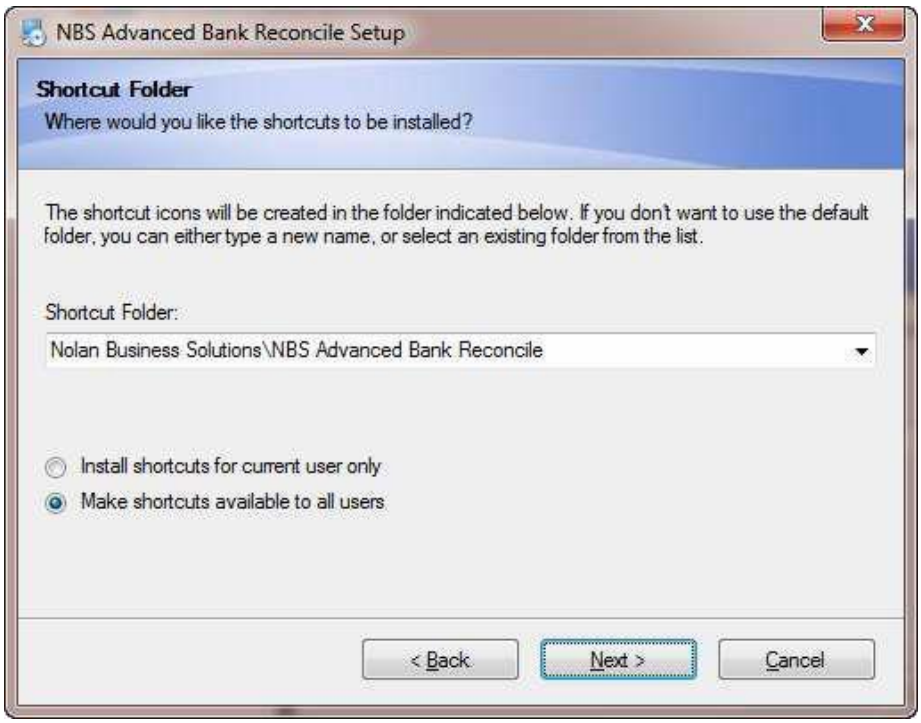
2. The install will prompt for the Dynamics GP directory and will install the Advanced Bank Reconciliation chunk (cnk) file into this directory. If the default path is not correct, then click on the Browse button to navigate to the Dynamics GP directory.



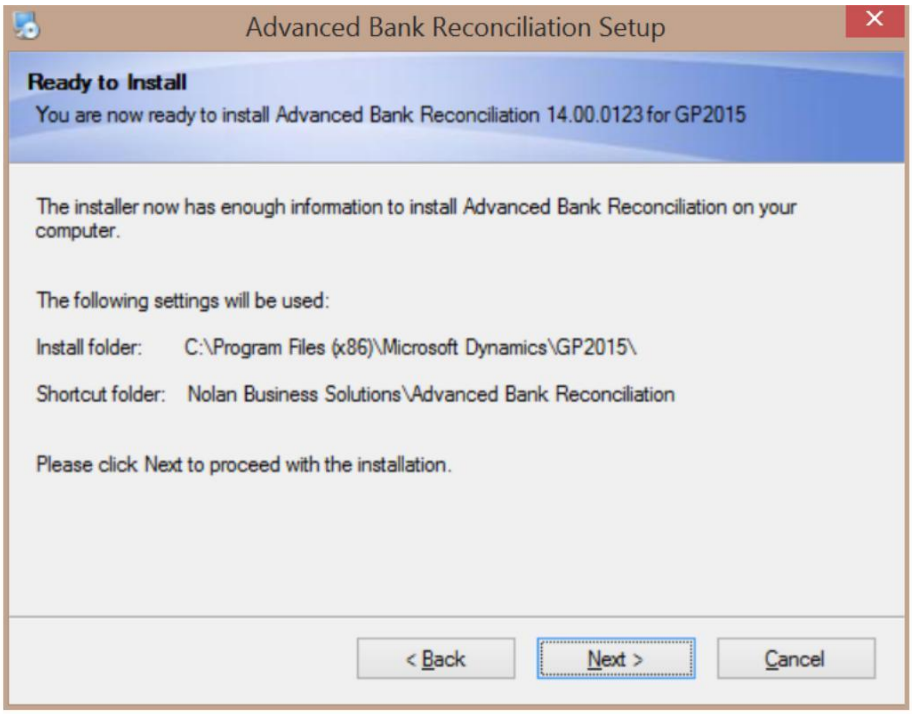
3. Select the Locale Setting – Select US Specific for US and Canadian installs.



4. Shortcut Folder – Choose where you would like Nolan shortcut folder to be placed and click Next.

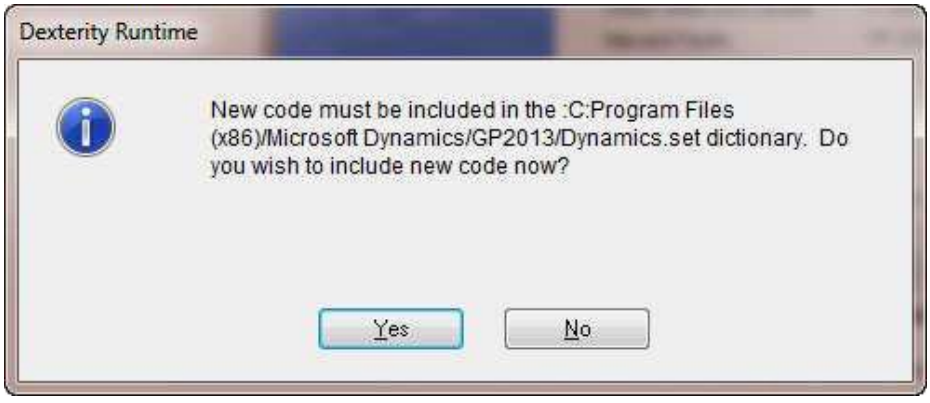


5. Click the Next button on the Ready to Install window to begin the installation process.



6. Once the install has completed, click the Finish button.

7. Launch Dynamics GP to load the new ABR chunk file. Click “yes” to the “Include new code now?” prompt.

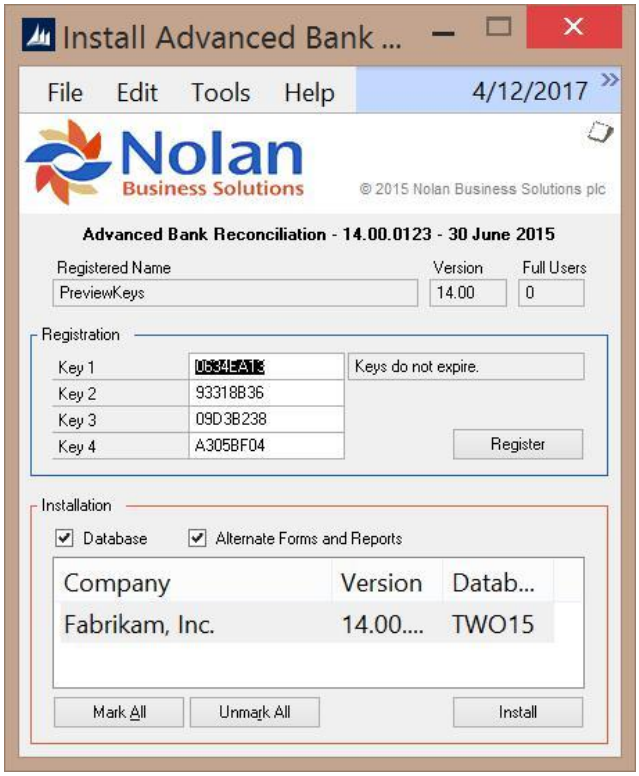


Registration and Company Installation

Form security changes, additions to the menu structure, and any necessary file upgrades are not made during the previous installation step.

Follow the steps below to properly register and install Advanced Bank Reconciliation:

1. **Make sure that no other users are logged into the system.**
2. Start Dynamics GP – if you log in using the 'sa' user, the install window will automatically be added to your shortcuts. You must login as 'sa' to install to a SQL database.
3. Select Install Advanced Bank Reconciliation from the Shortcut Bar. A window showing all the companies will appear.
   (If you are unable to install, right click on the GP icon and "Run as Administrator".)



4. To register Advanced Bank Reconciliation, enter the four 8-Digit Registration Keys in the fields provided by Nolan. (You will have received these Registration Keys with your purchase of Advanced Bank Reconciliation). This is required to enable use of Advanced Bank Reconciliation in companies other than the sample company 'Fabrikam, Inc'.

   Note: The registration keys may have a built in expiration date. This information is displayed in the field to the right of Key 1.
5. Click on the Register button. A message will display indicating if the Registration was successful.
6. For SQL Installations, make sure the Database option is checked to create the tables on SQL, set permissions to them correctly, and install stored procedures.

7. Check the Alternate Forms and Reports option to set default ABR security for all users to access the Nolan Alternate Forms and Reports. This will not replace existing security settings (i.e. it will not grant a user access to postings screens if they did not have access to those screens previously.)
8. Use the Mark All and Unmark All buttons to mark all the companies to install Advanced Bank Reconciliation to or select companies individually.
9. Press the Install button to install the software.

ABR Setup

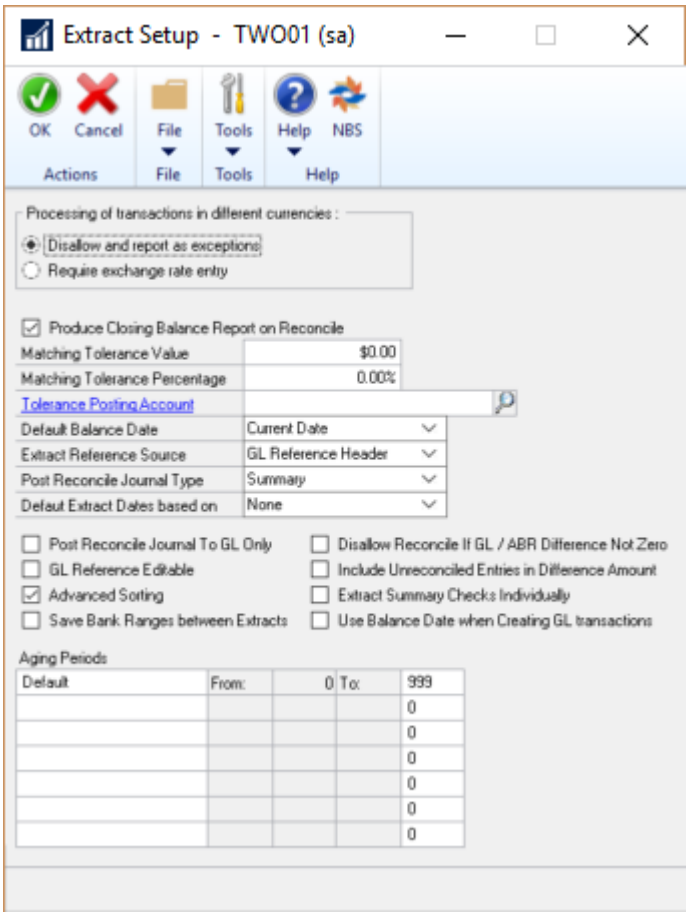
ABR Extract Options (ABR Setup)

The ABR Setup window is used to setup the basic functionality of ABR.

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> ABR Extract Options

Layout



Overview

The ABR Setup window is used to define company level settings. If multi-currency will be used in bank reconciliations, then select the Require Exchange Rate Entry option under Processing of Transactions in Different Currencies. Tolerances can be setup to create more flexible matching limits. Aging periods can be defined for use in the Aged Transactions report, to more clearly show the relative age of any un-reconciled transactions.

Fields

Processing of transactions in different currencies – Select the appropriate option for handling multi-currency transactions during the GL Extract process.

- **Disallow and report as exceptions** – Choose this option to have ABR report errors when attempting to process transactions in varying currencies.
- **Require exchange rate entry** – Choose this option to allow for transactions in varying currencies but require the user to enter an exchange rate.

Produce Closing Balance Report on Reconcile – Check this option to have the Closing Balance report print after completing a reconciliation and to have it saved during the Reconcile process for use in printing the Closing Balance History report.

NOTE: This option must be checked prior to completing a reconciliation to be able to retrieve the Closing Balance History report in the ABR Report window.

Matching Tolerance Value – Enter in the dollar value variance that a GL transaction may have to be considered a match for a bank statement transaction. (Optional)

Matching Tolerance Percentage – Enter a percentage variance that a GL transaction may have to be considered a match for a bank statement transaction. (Optional)

Tolerance Posting Account – Enter the GL Account where the difference between the GL transaction and bank statement transaction will post if using **Matching Tolerance** options. (Optional)

Default Balance Date – The default date populated in the reconcile window. This date can be changed during the reconcile process. Options are:

- Current Date
- End of Last Period
- End of Last Month

Extract Reference Source – Select the reference information to be displayed for the GL Transactions in the Reconcile window. Options are:

- GL Reference Header
- GL Reference Line
- GL Account Description

GL Reference Editable – Check this option to allow the Reference field to be edited in the Reconcile window. When this option is not checked the reference field is read-only.

Advanced Sorting – Allows more sorting options in the Reconcile window.

Post Reconcile Journal To GL Only – This feature is only used when moving cleared GL transactions to a separate Reconciled account upon reconciliation. When this option is checked, then the reconciled transaction will be placed into a batch, NC_ABR. If this option is not checked, the reconciled transactions will be automatically posted to the reconciled account.

Disallow Reconcile if GL / ABR Difference Not Zero - This option specifies whether or not the user is allowed to reconcile the account when the difference between the GL and Bank Statement is not equal to zero. When this option is checked, the reconcile difference must equal zero. If this option is not checked the reconcile difference is not required to equal zero.

Include Unreconciled Entries in Difference Amount – When checked, any unreconciled bank entries are included in the difference amount. When unchecked, any unreconciled bank entries are excluded from the difference calculation.

Extract Summary Checks Individually – This option allows the ability to post AP computer checks to the GL in summary, but to retrieve the detailed transactions from the AP module for use in ABR.

Save Bank Ranges between Extracts – This option allows you to save the From: and To: dates in the Extract Transactions window.

Use Balance Date when Creating GL transactions – When selected, this option uses the Balance Date, when using the Create GL Trx option, in the Reconcile Bank Transactions window, rather than the GP system date.

Aging Periods – Defines the aging periods used on the Aged Transactions report.

Buttons

OK – Save the current settings and close the window

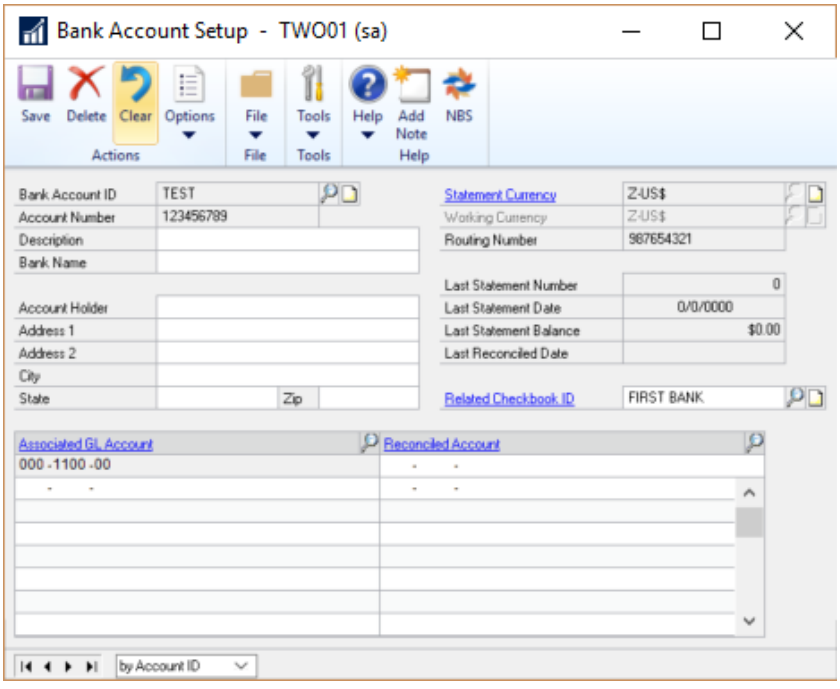
Cancel – Clear all changes and close the window

Bank Setup (Bank Account ID Setup)

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Bank Setup

Layout



Overview

The Bank Account Setup window is used to create ABR Bank Account IDs. The ABR Bank Account IDs define which GL account(s) are related to which bank accounts. One Bank Account ID should be setup for each account at the bank that will be reconciled.

Note: More than one GL cash account can be associated to each ABR Bank Account ID

Entering in the bank's information is for reporting purposes only. Account Holder and address information are optional.

Fields

Bank Account ID – A unique identifier for the Bank Account. If you have existing Checkbook IDs, you can use the same name.

Account Number – The bank's account number. This field is used during the import, along with the routing number, when the bank statement import file contains transactions from multiple bank accounts. This field needs to match the value in the bank file, and can only be changed in SQL Server Management Studio.

Note: If the account number is too long, enter all that will fit and remember to trim the related field on the import definition accordingly. For example, if the Bank Account number is 12345678910123456, only the first 15 digits will fit, so enter 123456789101234 and make sure to set up the Format Definition with "1" for Start and "15" for End**.** Refer to Statement Import Format (Format Definition) for details.

Description – The description of the Bank Account.

Bank Name – The name of the bank.

Statement Currency – The currency of the bank statement transactions. Statement currency is required regardless of whether or not multicurrency is being used.

Note: If multicurrency is not currently setup and the Dynamics GP functional currency is blank, then it will need to be defined. Refer to Appendix C: Functional Currency for details.

Working Currency – The working currency of the Bank Account. (defaults in from the Statement Currency field.)

Routing Number/ Sort Code – The routing number/sort code for the bank. This field is used during the import, along with the account number, when the bank statement import file contains transactions from multiple bank accounts. This field needs to match the value in the bank file, andcan only be changed in SQL Server Management Studio. .

Note: If the routing number is too long, enter all that will fit and remember to trim the related field on the import definition accordingly. For example, if the Sort Code/Routing Number is 12120000343456567878909 0, only the first 20 digits will fit, so enter 12120000343456567878 and make sure to set up the Format Definition with "1" for Start and "20" for End**.** Refer to Statement Import Format (Format Definition) for details.

Account Holder – The registered name on the bank account.

Address 1 – The address of the bank branch.

Address 2 – The second line of the address of the bank branch.

City – The city of the bank branch.

County – The county of the bank branch.

Post – The zip code of the bank branch.

Last Statement Number (read only) – The last statement number for this Bank Account.

Last Statement Date (read only) – The date of the last statement for this Bank Account.

Last Statement Balance (read only) – The ending balance of the last statement imported for this Bank Account.

Last Reconciled Date (read only) – The date this Bank Account was last reconciled.

Related Checkbook ID – The GP Checkbook to use for this account. This field is optional. When a Checkbook ID is selected here, the associated GL account will auto populate in the first row of the grid below.

Associated GL Account – The GL account(s) from which ABR will extract transactions for during the Extract Transaction routine. One or multiple GL accounts can be assigned to each Nolan Bank Account. When a Checkbook ID is assigned to a Bank Account, then the GL Account associated to the Checkbook ID will default in to the Associated GL Account field. The first GL Account row is reserved for the GL account assigned to the Checkbook ID. (this row will be blank if no Checkbook ID is selected above) Additional GL accounts can also be added.

Reconciled Account – The account for which a reconciled transaction will be added to during the Reconcile process. For each GL transaction line that is reconciled during the Reconcile process, a duplicate GL entry will be created against the Reconciled Account. This field is not required.

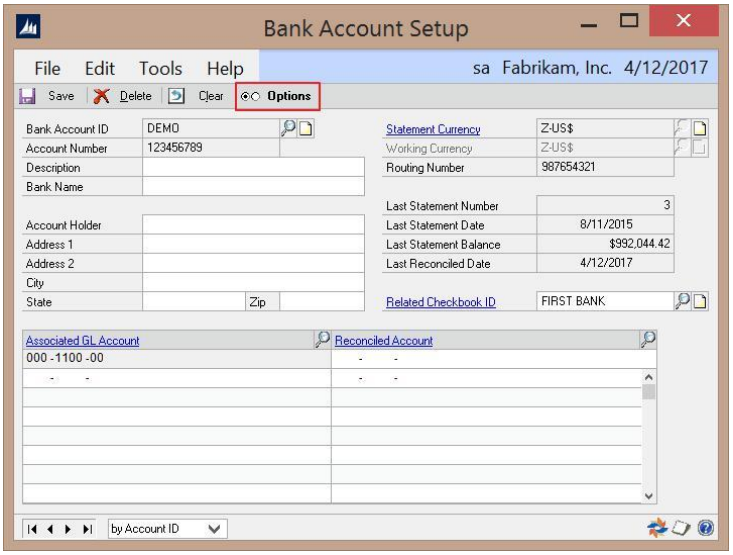
Buttons

Save – Save the current definition

Delete – Delete the current definition. An account cannot be deleted if activity has been processed for the account. The Delete Bank Account utility must be used once activity is processed.

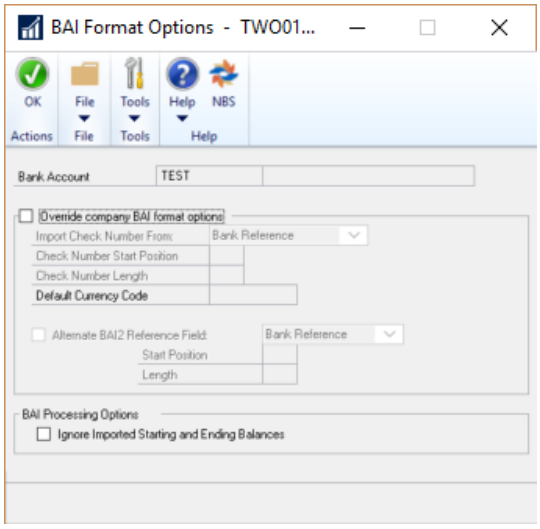
Clear – Clear all fields

Options – The BAI Format Options screen can be accessed from the Options button. This option is applicable only for the selected Bank Account ID. The user can override the company BAI format option for a specific Bank ID from this window when check numbers need to be imported from different BAI fields.



*There are also Bank ID level BAI Format Options, Extract Options, Reconcile Rules and Account Number Aliases.

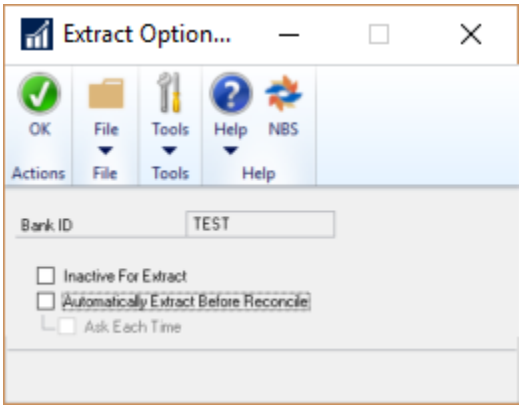
BAI Format Options



Override company BAI Import options: This allows you to import in different reference information for different Bank IDs if one BAI statement contains multiple accounts with different information or if multiple BAI statements are used in one GP company. To override currencies or to Import from a different Reference location

Ignore Imported Starting and Ending Balances: If your BAI statement's beginning and ending balances are being imported in backwards, you can tell it to ignore the balances and the statement ending balance will be automatically calculated using the last statement ending balance and the total of the imported transactions.

Extract Options <u>(Optional)</u>



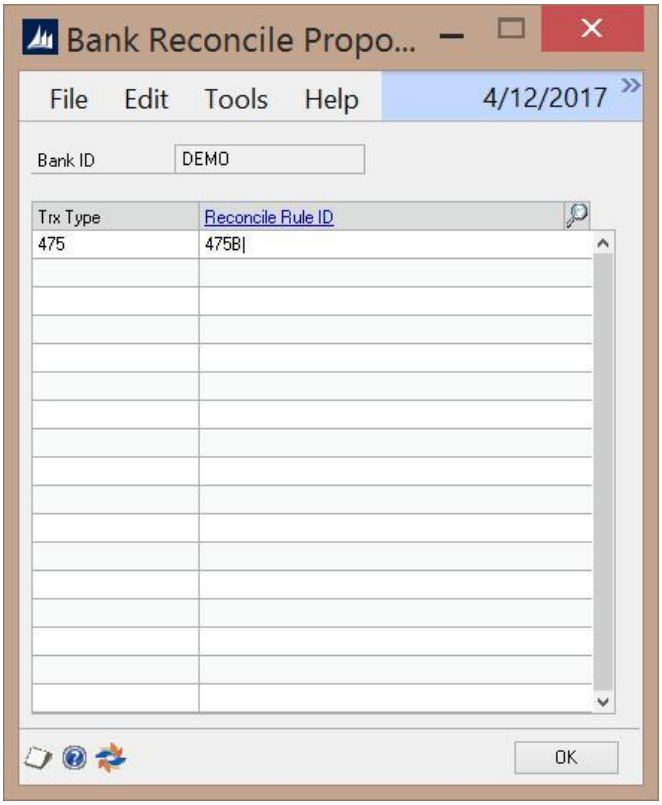
Automatically Extract Before Reconcile: When you choose a Bank ID in the Reconcile Bank Transactions window, it will automatically extract up to the set balance date.

Ask Each Time: This will ask you if you would like to extract when you choose a Bank ID in the Reconcile Bank Transactions window.

Inactive For Extract: Removes the Bank Account ID from the list in the Extract Transactions Bank ID options.

Bank ID Reconcile Propose Rules

Bank Reconcile Propose Rules: This window is used to setup Reconcile Rules per bank ID. You need to first set up the reconcile rules in the Reconcile Propose rules under setup and then assign them to their corresponding Transaction Type. See next section.

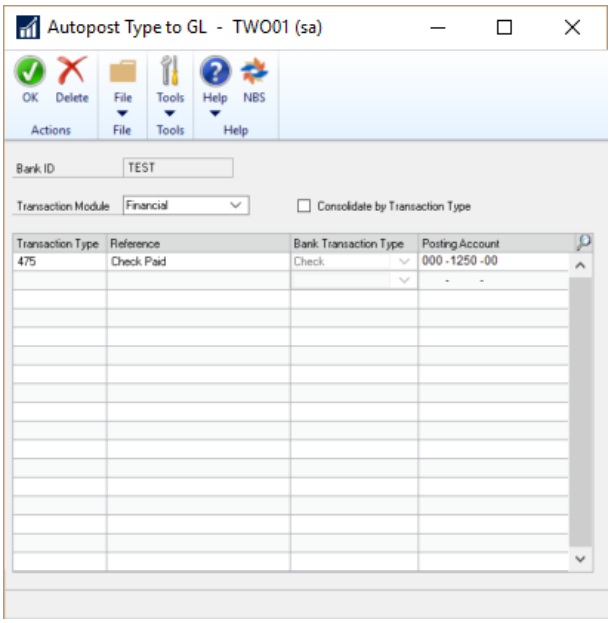


Bank Account Aliases

Bank Account Aliases: This window is used to create Bank Account Aliases when using MT940 Bank Statement Formats.

Autopost Types to GL

Autopost Types to GL: This window allows transactions to autopost to the GL when a statement is Imported, setup by Transaction Type. ABR will post to the cash account and the selected Posting Account, and can be consolidated by transaction type, if the user wants one transaction line for multiple bank transactions.

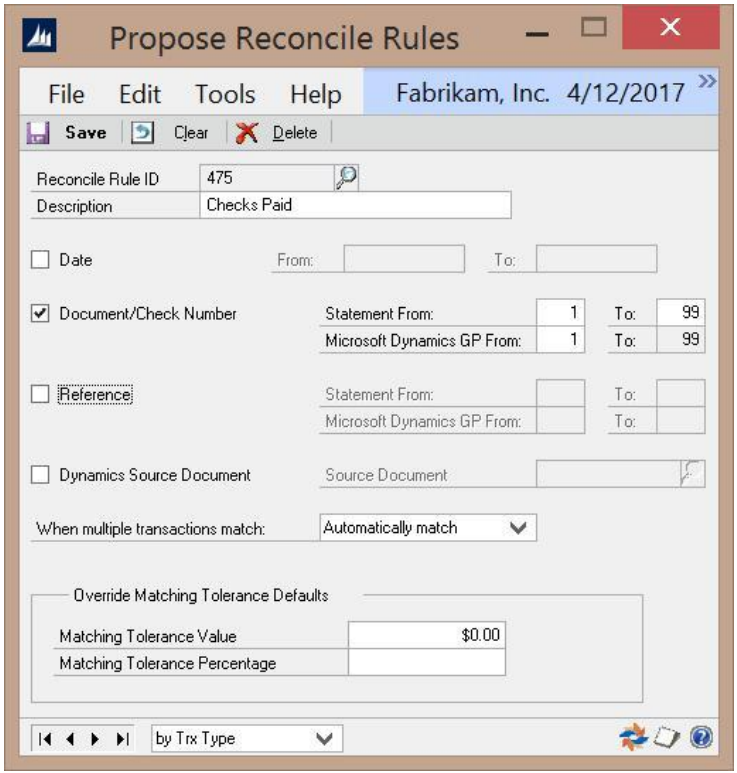


Reconcile Rules (Reconcile Propose Rules)

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Reconcile Rules

Layout



Overview

Reconcile Rules can assist in automating the reconciliation process. This window is used to assign specific reconcile rules to different Transaction Types. These rules are used to match records when using the Propose process in the Reconcile window.

Note: If a .csv file is being imported from the bank, then the import must contain a Transaction Type field in order to use the reconcile rules or another field that can define the transaction type.

Fields

Transaction Type – A unique name to identify the transaction type that the propose rule applies to. For example, the Transaction Type of "Check" can be defined for check transactions, if that is a valid value in the bank file; or if using BAI statement files the BAI Transaction Type number can be used (see figure above); refer to BAI Transaction Types Import for additional information. The value used here must exist in the bank import file (.csv or BAI). These values are defined by the bank.

Description – A general description for this transaction type.

Date – Checking this box forces the Propose process on the Reconcile window to include dates in the matching process. Define a date range to be used for comparing the dates on bank statement transactions to the dates on GL transactions. For example, if -10 is entered in the From field and 1 in the To field, then a GL transaction with a date between 10 days prior to through 1 day after the bank statement transaction date will be considered a match. Leaving this checkbox unchecked and the From and To fields blank means the dates are not considered in the matching process.

Document/Check Number – Checking this box forces the Propose process on the Reconcile window to include document/check numbers in the matching process. (see example below) Define, if necessary, the character range to be used when comparing the check number on the bank transaction to the check number on the GL transaction. (From/To fields can be left blank to match the entire check number from the bank statement transaction to the entire check number from GP). Leaving this checkbox unchecked and the From and To fields blank means the Document/Check Numbers are not considered in the matching process.

Reference – Checking this box forces the Propose process on the Reconcile window to include reference in the matching process. Define the character range used when comparing the reference field on the bank statement transaction to the GL transaction reference. Leaving this checkbox unchecked and the From and To fields blank means the references are not considered in the matching process. Use the From and To fields to only extract partial values.

Dynamics Source Document – Check this option to choose the source document of the GL transaction that matches to this transaction type. Leaving this checkbox unchecked means the Dynamics Source Documents are not considered in the matching process.

Override Matching Tolerance Default – Check this option to have tolerance values set for specific Transaction Types.

Buttons

Save – Save the current Reconcile Propose Rules

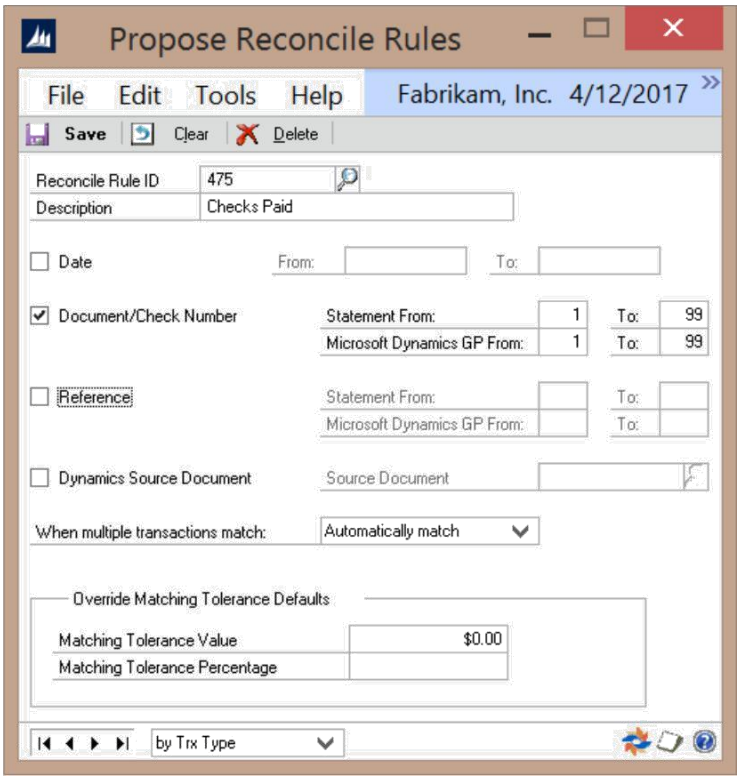
Clear – Clear all fields

Delete – Delete the current Reconcile Propose Rules

Reconcile Rules Example

A company wants to further define the propose rules for AP Checks by matching the Check Number from GP to the Check Number from the bank statement transaction.

For this example, a reconcile rule will be defined in the Reconcile Rules window (Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Reconcile Rules) for the Transaction Type of “475”, which is the BAI Code, contained in the bank file, for Checks Paid.



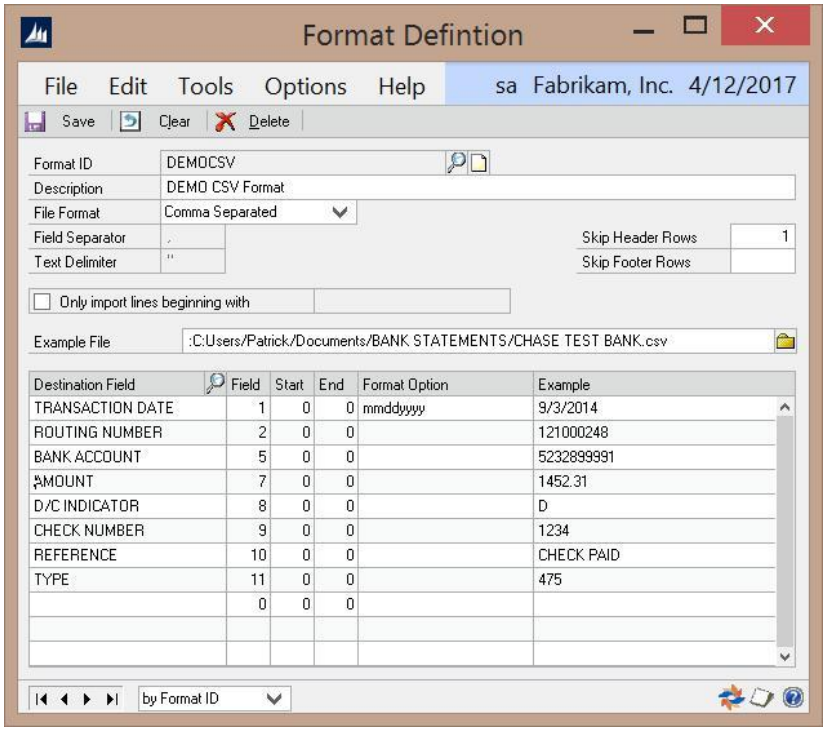
To have the transactions matched by the check number, select the Document/Check Number option and indicate the characters of the document number fields that should be compared. For this example, characters 1 through 6 from the Bank Statement Transaction are being matched to characters 2 through 7 from Dynamics GP. This would accommodate for a leading zero on the GP check number that is not being imported on the Bank Statement Import file. (GP Check Number = 0123456, Bank Statement Check Number = 123456)

Statement Import Format (Import Format Definition)

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Statement Import Format

Layout



Overview

The Format Definition window is used to create a user defined import format that corresponds to the format of the bank statement import file. This is used only with .CSV or Fixed formatted bank statement files. This window will allow for each field in the bank statement file to be defined.

Note: It is not necessary to create a user defined import format when using a BAI import file. Please refer to Import Maintenance for setting up a BAI import definition.

There are a number of fields that are required in the Format Definition, including the Transaction Date, Transaction Amount, and Check Number. Other fields that should be included are Reference and Transaction Type. While Transaction Type is not a required field, including it in the Format Definition allows for "Reconcile Rules" to be defined, which can help simplify the reconcile process.

Fields

Format ID – A unique name to identify the import format definition.

Description – A description for the format.

File Format – The file format of the statement.

- **Fixed Format –** Individual fields on the import file are separated by spaces and appear in the exact same position from line to line.
- **Comma Separated** – Individual fields on the import file are separated by commas.
- **Tab Separated** – Individual fields on the import file are separated by tabs.
- **Custom Separated** – Individual fields on the import file are separated by something other than a comma or tab.

Only import lines beginning with – Turn this option on to specify the text that must appear at the beginning of each line in the file to be imported.

Skip Header Rows – The number of rows to skip in the beginning of the import file. This is useful if the bank includes a header row at the top of the bank statement file.

Skip Footer Rows – The number of rows to skip at the end of the import file. This is useful if the bank includes a footer row at the bottom of the bank statement file.

Example File – Select a file that will be used to verify the field setup. This is used as the fields are defined in the lower section of the window, the Example column will populate with the value from the example file. This allows for verification that the correct fields are chosen and properly formatted.

Grid Fields

Destination Field – This defines the field to populate with data from the import file.

- **Amount –** The amount of the transaction. Positive numbers are considered deposits against the GL account while negative numbers are considered withdrawals to the GL account.
  Note: Cannot be used when Debit Amount/Credit Amount are used.
- **Bank Account –** The bank account number the transaction is associated to. If this field is used, then Sort Code/Routing Number must also be included in the definition.
  Note: If this field is used in a definition, then the Bank ID does not need to be supplied in the Import Definition as this field determines which Bank ID the transaction goes against.
- **Check Number –** The check number for the bank transaction.
- **Credit Amount –** The amount of the transaction as a credit. If this field is used in the definition , then the Debit Amount field must also be included in the definition.
  Note: Cannot be used when **Amount** is used in the definition.
- **Debit Amount –** The amount of the transaction as a debit. If this field is used in the definition , then the Credit Amount must also be included in the definition.
  Note: Cannot be used when Amount is already used in the definition.
- **D/C Indicator –** A one character field indicating if the transaction is a debit or credit. If this field type is used in the definition, then the **Type** field will be ignored.
- **Reference –** The reference for the bank transaction.
- **Sort Code/Routing Number** – The sort code/routing number the transaction is associated to. If this field is used, then the **Bank Account** field must also be included in the definition.
- **Transaction Date –** The date of the bank transaction.
- **Type** – The transaction type must be defined if reconcile rules will be used or if the transaction type is needed to determine whether the transaction is a debit or credit. During import this field is ignored, regarding a debit/credit, if the D/C Indicator field defined.

Field – The field number in the import file to get the data from.

Start – The position in the field to start gathering data from. Leave this field blank to import the entire field. This field is only required for fixed formats.

End – The position in the field to stop gathering data from. Leave this field blank to import the entire field. This field is only required for fixed formats.

Format Option – The field mask for the fields in the bank import file. Formats only need to be defined for the following fields:

- **Transaction Date** – The date format can be defined using any of the following string options, as long as the format contains month, date, and year components.
  - dd – day of the month
  - mm – month of the year (01 for January)
  - MMM – month of the year (JAN for January)
  - yy – two digit year (04)
  - yyyy – four digit year (2004)
  - DDD – day of the year (100 for March 30th in 2004)
  - Any other character will be considered a separator (/)

  Example: mm/dd/yyyy

  Note: The month and day format strings must contain 2 characters (mm/dd/yy). ABR requires that month and day formats have leading zeros in the bank statement import file (02/08/04 instead of 2/8/04).

- **Sort Code / Routing Number**
  - 9 – Specifies a number.
  - "-" – Specifies a dash/hyphen.

  Example: 99-9999-99

- **Amount**
  - # - specifies the number
  - "-" – indicates the amount is signed
  - (2) – indicates the number of implied decimal places.

  Example: -#(2) would format the bank statement number 12345678 during the import as -123456.78

Example – Example data from the example file chosen in the Example File field.

Buttons

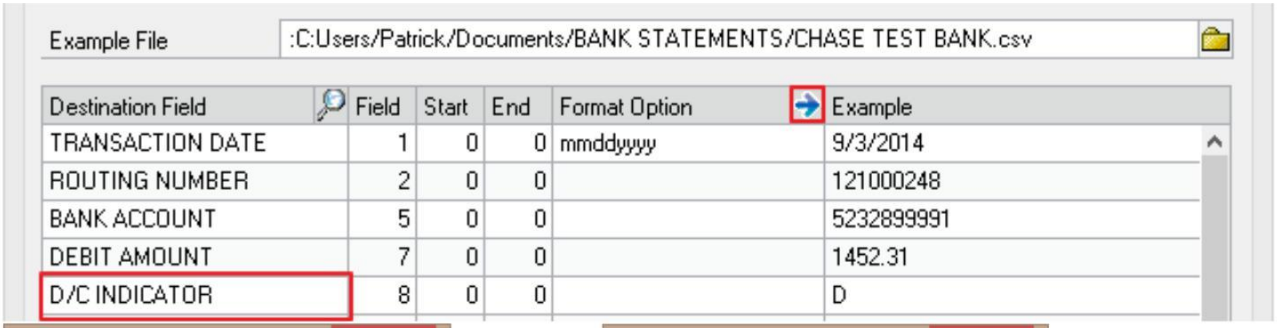
Save – Save the current definition

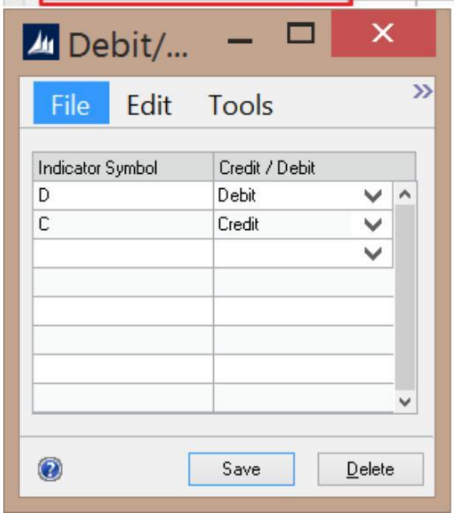
Clear – Clear all fields

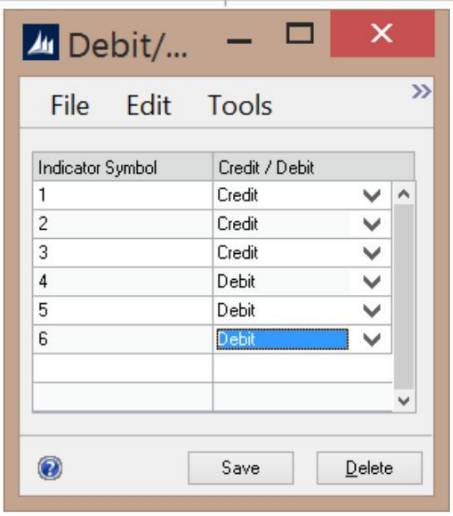
Delete – Delete the current definition

Defining Debits/Credits on the Amount field

Banks may provide a bank statement file in which the transaction amounts come in as all positive (or all negative) values. When this is the case, ABR can't determine, just by looking at the amount, if the transaction is a debit or a credit. If one of the fields in the import file is a Debit/Credit indicator (simply a 'D' or 'C') then just add the D/C Indicator field to the format definition. However, most of the time banks don't supply a simple one character field to indicate Debits/Credits. Instead the Transaction Type field can be used to indicate a debit or credit. To define which Transaction Types are debits and which are credits, click the expansion button in the Format Options field while the cursor is in the Amount field. This will open a new window allowing for each Transaction Type to be associated to a debit/credit value (see figures below).

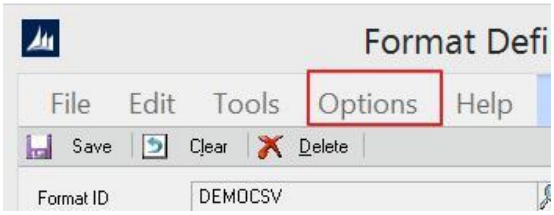






Menus

There is an added Options menu at the top of the Format Definition window. Format Definitions are company specific, so these options can be used to copy a format definition from one company to another. The Options menu has two choices:



- **Import Format Definition –** Import from a file a saved format definition.
- **Export Format Definition –** Export to a file a saved format definition.

Import Format Setup Example

For the purpose of this example, we will use a sample Comma Separated (sample.csv) file with the following data in it:

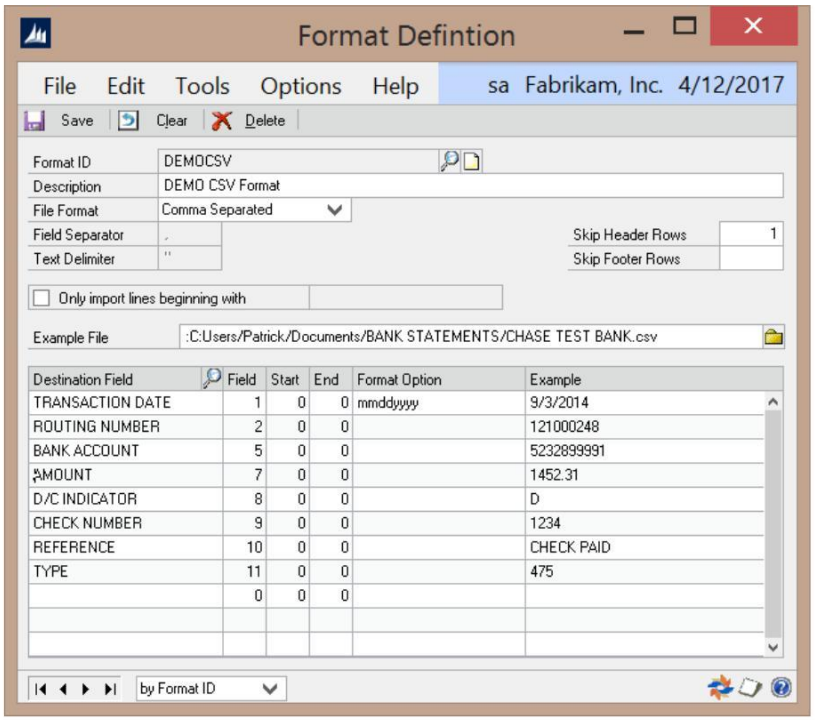
"02/01/2017",475,-1234.56,"Check:1234"
"02/02/2017",475,-123.45,"Check:4323"
"02/03/2017", 175,100.00,"Deposit"

This data will be used to show how to create an import definition. The new import definition is created in the Statement Import Format screen (Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Statement Import Format). A descriptive name is entered in the Format ID (the bank name for example), as well as a description for the format. The Comma Separated option is selected in the File Format, since the sample file is saved as a .CSV format.

The Sample.csv file referenced above is entered in the Example File field. This file is used to display data in the Example column of the grid as fields are added to the Format Definition, allowing for field mapping validation. The Skip Header Rows and Skip Footer Rows are set to '1' since the sample file doesn't contain any headers or footers. If the actual bank statement file had different header or footer information, then these fields will need to be set accordingly.

Note: It is recommended to have the bank statement file open in Notepad/Excel while doing this.

The Field Layout is now defined in the grid section of the screen. Looking at the data from the sample file above, the first field is the transaction date. Starting on the first line in the grid section of the window, *Transaction Date* is selected for the Destination Field using the expansion button. Then the value of *1* is entered in Field, since it is the first field in the bank statement. Start and End are both set to *0* since the entire field is used. A date format is entered in the Format Option field. The date format is entered as "mmddyyyy" to match the format from the sample file. The value of 9/3/2014 displays in the Example column, which is pulled from the Sample.csv file. (see Figure 4 below)



On the second line the value of *Routing Number* is entered in the Destination Field and the value of *2* is entered in Field. On the third line the value of *Bank Account* is entered in the Destination Field and the value of *5* is entered in Field. It is 5 instead of 3, because there was no useful information in column 3 and 4 of this particular statement.

The fourth field *Amount* is in column 7 and since there were no dashes or parenthesis to indicate debit or credit, there was need to indicate this by adding a D/C Indicator field which lies in column 8 of the DEMO bank statement.

Check Number is column 9 and if there happened to be "cluttering information" before the check number, I could skip to the useful information by adding numbers into the Start and End columns. For Example: If in the file the check number displayed as XS0001234 you could enter Start: 6 End: 9 to display just 1234.

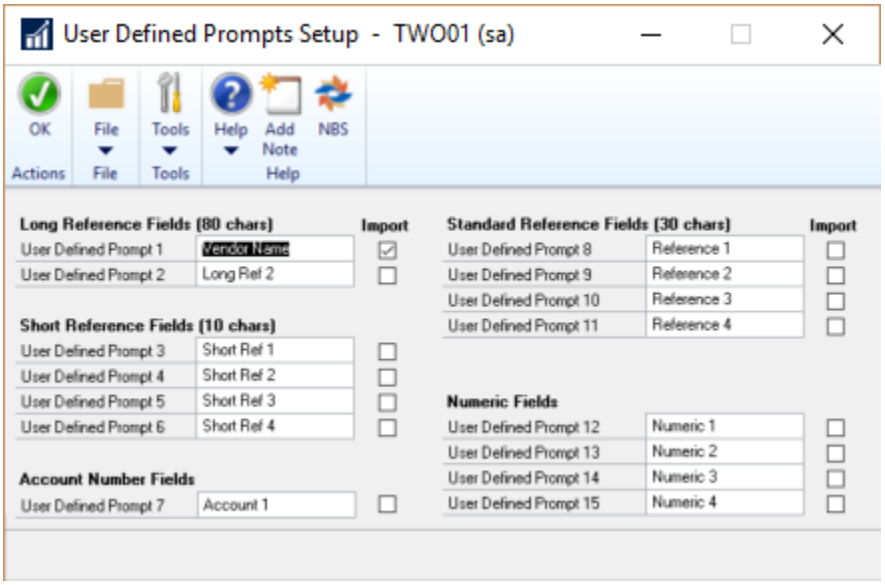
NOTE: There must be a Type field mapped to create reconcile rules. A BAI transaction type can be mapped, as well as a reference to use for grouping. If references are being used as types it is perfectly fine to use the same Field number.

User Defined Prompts Setup

Location

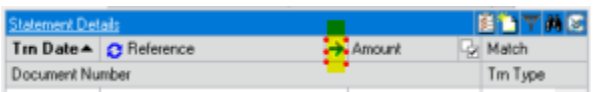
Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> User Defined Prompts Setup

Layout



Overview

This window is used, when there is additional information, in the bank statement than can fit in the normal fields. Users are able to check desired boxes and name them. Once this is done, these options will be added to the Destination Field in the Import Format Definition window. Then, upon Importing the statement file, the information can be accessed by checking statement transaction's check box and clicking the option below, in the Reconcile Bank Transactions window. NOTE: These fields are not available for Reconcile Propose Rules setup.

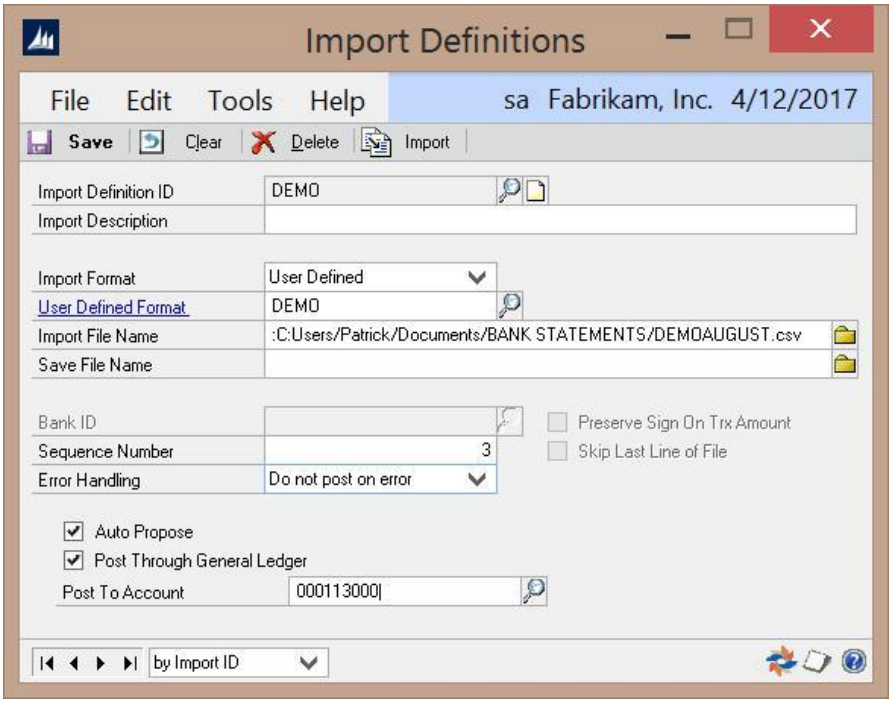


Import Maintenance (Import Definitions)

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Import Maintenance

Layout



Overview

The Import Maintenance screen is used to define which bank statement files get imported for specific bank accounts. Import Definitions are setup for both User Defined and BAI statement formats.

Fields

Import Definition ID – Unique name to identify the import definition

Import Description – Text describing the import definition.

Import Format – Select from the list of format options:

- **Standard –** The import file is a standard UK ABR file format. (see Appendix B: Standard Bank Format for more details)
- **User Defined –** The import file is a user defined format. Example: .CSV format (see Statement Import Format (Format Definition) for more details)
- **BAI –** The import file is a standard BAI file format. (see Appendix A: BAI File Format for more details)

User Defined Format – The Import Format to be used for the import, as previously defined in the Format Definition window.

Note: Disabled unless "User Defined" is chosen for Import Format**.**

Import File Name – The bank statement file and location for importing.

Save File Name – If supplied, the original file as specified in the Import File Name field will be renamed to the Save File Name once the import is finished. You may add a # at the end of the Save File Name to number each one differently.

Bank ID – The Nolan Bank ID to import the statement into. This will be disabled if the Account and Sort Code/Routing Number fields are included in the Format Definition of the User Defined Format selected, as those fields will determine which bank the imported bank statement gets imported to. Selecting the BAI Import Format will also disable this field.

Sequence Number – The sequence of the import file. If the import file name has hash marks (###) in it, when the systems opens the file in the import processing screen, it will replace the hash marks with the Sequence Number when the file is searched for. Example: If the file name of BankImport###.CSV is entered as the import file and the Sequence Number is 1, then ABR will attempt to open/read BankImport001.CSV.

Error Handling –

- **Do not post on error –** Do not import any bank statement transactions if there is an error found within the file.
- **Post only correct –** Import correct lines from the bank statement file and ignore invalid lines.

Preserve Sign On Trx Amount – Check this box to preserve the sign on the bank statement transactions.

Note: This is disabled if "User Defined" is selected for the Import Format.

Skip Last Line of File – Check this box to skip the last line of the bank statement import file.

Note: This is disabled if "User Defined" is selected for the Import Format.

Auto Propose – Check this box to have the Propose, auto match functionality run automatically.

Post Through General Ledger – Check this box if you would like the statement transactions to post to the General Ledger.

Buttons

Save – Saves the import definition.

Clear – Clears all fields.

Delete – Deletes the current Import Definition.

Import – Loads the Import Processing window with the current definition.

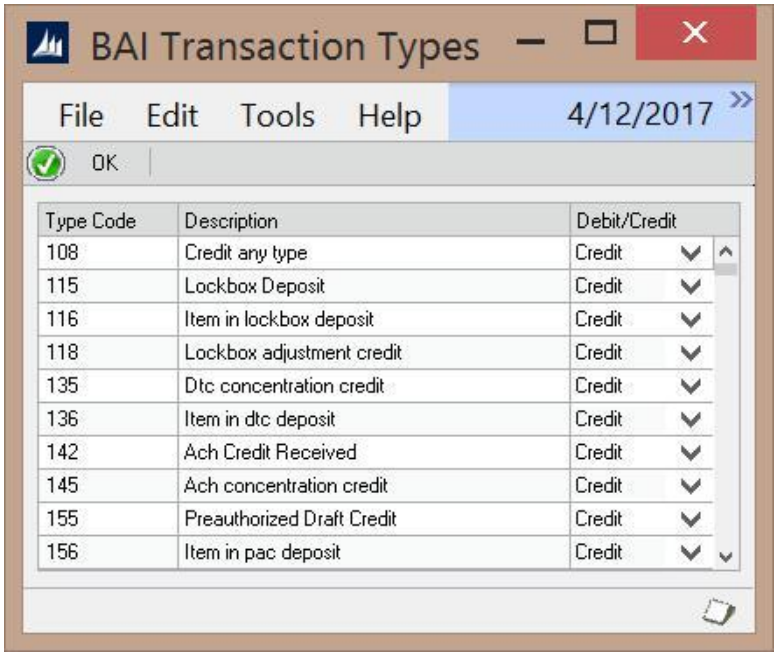
Note: This also saves the current definition before loading the new window.

BAI Transaction Type Setup (BAI Transaction Types)

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> BAI Transaction Type Setup

Layout



Overview

The BAI Transaction Types Setup window is used to create, view and modify BAI transaction types. Use the BAI Transaction Types Import routine to import these values with a file provided by Nolan Business Solutions.

Fields

Type Code – Unique identifier for the Type Code that is contained in a BAI file (See Appendix A: BAI File Format for more details on BAI files).

Description – A description of the Type Code.

Debit/Credit – The BAI file dollar amounts aren't signed, so this field is used to define whether the Type Code has a Debit or Credit value.

*To ignore a specific Transaction Type, remove it from the list to ignore those lines on the BAI statement. You will get an error message when importing saying it cannot find that transaction type. You will also need to change the Error Handling option in the Import Maintenance (Import Definitions) window.

Buttons

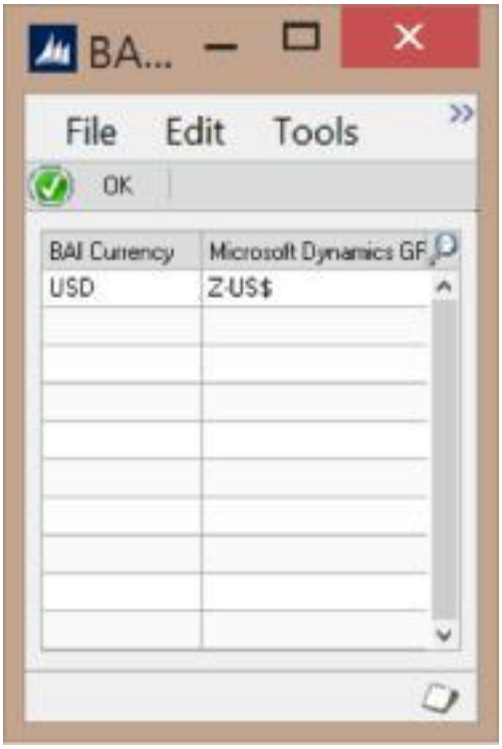
OK – Save and close this window

BAI Currency Setup

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> BAI Currency Setup

Layout



Overview

The BAI Currency Setup window is used to define a relationship between a BAI currency code and a Dynamics GP Currency Code. (See Appendix A: BAI File Format for more details on BAI files).

Fields

BAI Currency – Defines the currency code(s) used in a BAI file.

Great Plains Currency – The Dynamics GP currency that is associated to the specified BAI currency.

Buttons

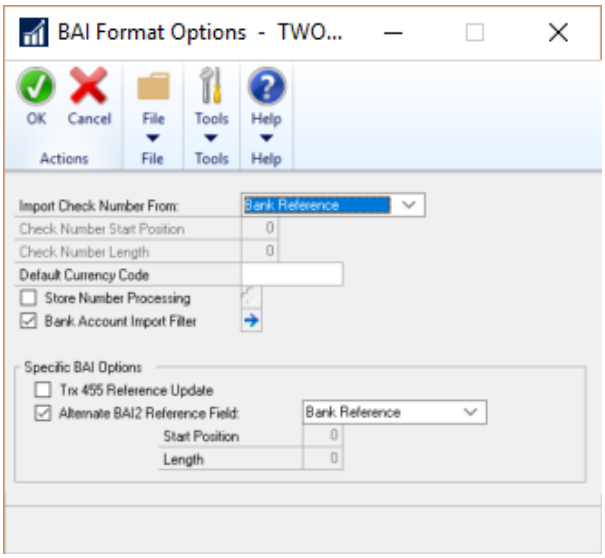
OK – Save and close this window

BAI Format Options

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> BAI Format Options

Layout



Overview

The BAI Format Options window is used to define additional parameters for use when importing BAI files. Some of these parameters are also used for .CSV import files as indicated below.

Fields

Import Check Number From – Specifies where the check number is located in the BAI file (See appendix for more information). Options are:

- **Bank Reference**
- **Customer Reference**
- **Text Reference**

Note: When Text Reference is selected, the Check Number Start Position and Check Number Length fields are enabled. These fields are used to define the position of the Check Number within the Text Reference string in the BAI file.

Default Currency Code – Here you are able to override the Default Currency Code

Store Number Processing – Enables the ability to extract store number information from the BAI file. (see details below under Store Number Translation)

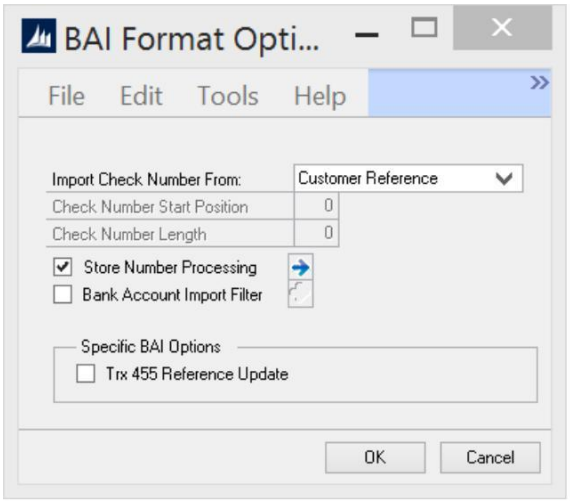
Bank Account Import Filter – Enables the ability to extract specific bank account information from the BAI and CSV import files. This functionality is useful when a single file from the bank contains data for multiple companies. (see Bank Account Import Filter for more details)

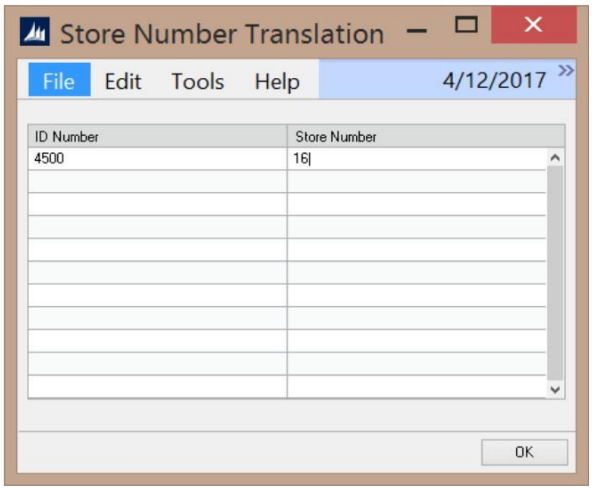
Specific BAI Options – Trx 455 Reference Update – When this is selected, different reference information will come in by all transactions with the Type of 455.

Alternate BAI2 Reference Field – Used to Import different Reference information for BAI files.

Store Number Translation

When Store Number Processing is enabled, this window is used to define relationships between an ID Number (found in the BAI file) and a Store Number from Dynamics GP.





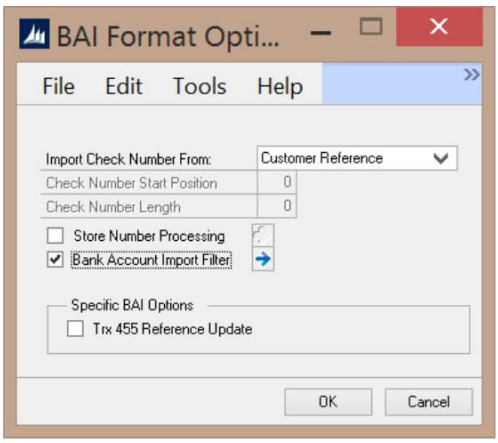
Fields

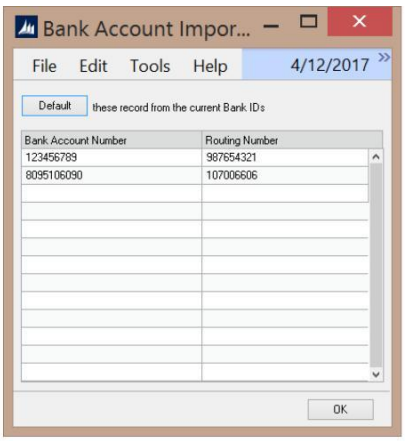
ID Number – The ID Number found in the BAI file. During the Bank Statement Import process, if the characters "ID:" are found in the reference field of the BAI file, then the ID number is extracted as all of the numeric characters that follow "ID:" The ID number is then compared to the values setup in this window, and if it exists, the corresponding Store Number is inserted into the bank statement transaction Reference field.

Store Number – The Store Number that is used in the Reconcile window. This is determined by the last 5 characters of the account number in the GL transaction being extracted, and is appended to the front of the Reference field when processed by the GL Extract routine.

Bank Account Import Filter

When Bank Account Import Filter is enabled this window is used to define specific Bank Account Numbers and Routing Numbers for the specific company's bank statement imports. This is defined for each Company database.





Fields

Bank Account Number – A bank account number imported from the Customer Account Number field in a BAI or CSV file.

Routing Number – The routing number imported from the Originator ID field in the BAI or CSV file.

Button

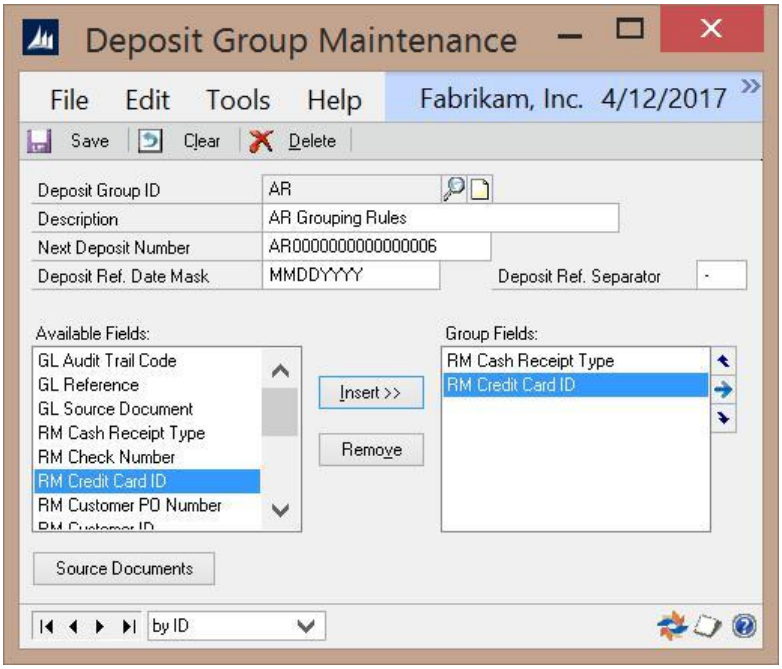
Default – Clicking this button will populate the grid with the Bank Account Number(s) and Routing Number(s) associated to the Bank ID's currently setup in this GP company.

Deposit Groups (Deposit Group Maintenance)

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Deposit Groups

Layout



Overview

The Deposit Group Maintenance window provides the ability to create and maintain grouping information used to consolidate transactions during the Extract Transactions process. Multiple groups can be created.

Note: Transactions will always be grouped by date first before any other grouping criteria are applied.

Fields

Deposit Group ID – A unique ID for each Group created

Description – A Description for the Group ID

Next Deposit Number – The next Transaction Number to be used for the consolidated transaction. This will appear in the Reconcile window in the Document Number field.

Deposit Ref. Date Mask – Used when creating the reference for the consolidated transactions that appears in the Reference field in the Reconcile window.

- **M –** Month

- **D –** Day
- **Y -** Year

Deposit Ref Separator – Used when creating the reference for the consolidated transactions that appears in the Reference field in the Reconcile window.

Available Fields – Shows the fields that are available to group transactions by. To add a group, select it and click Insert.

Group Fields – Show the fields used when grouping transactions together in the reconcile window. The fields are listed in the order that the grouping will occur. Use the arrows on the right to move a field up or down.

Buttons

Save – Saves the Deposit Group

Clear – Clears all fields

Delete – Deletes the Deposit Group

Insert – Inserts an item into the Group Fields column

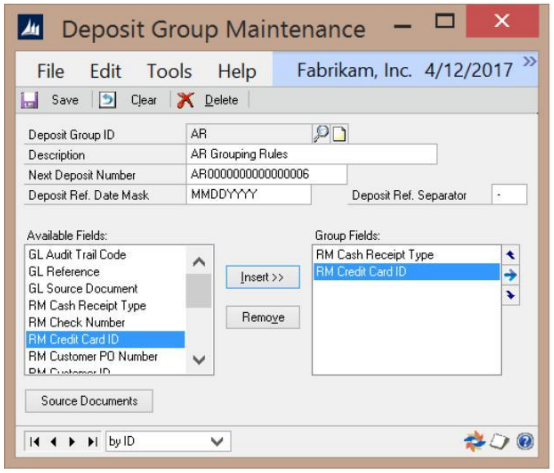
Remove – Removes an item from the Group Fields column

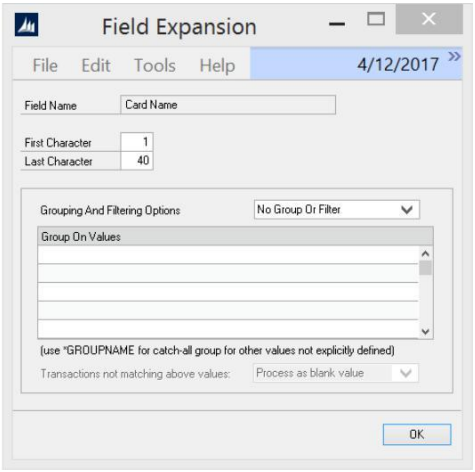
Source Documents – Opens a window which allows the selection of Dynamics GP document origins that the specified Deposit Group will be used for. This is required for each Deposit Group.

Field Expansion

The expansion button opens the Field Expansion window for the highlighted field in the Group Fields column.

Note: If the highlighted field is RM Cash Receipt Type, then the Expansion button will open the Fixed List Field Expansion. (see below for details)





Fields

First Character – Defines the beginning range of characters to use for grouping.

Last Character – Defines the ending range of characters to use for grouping.

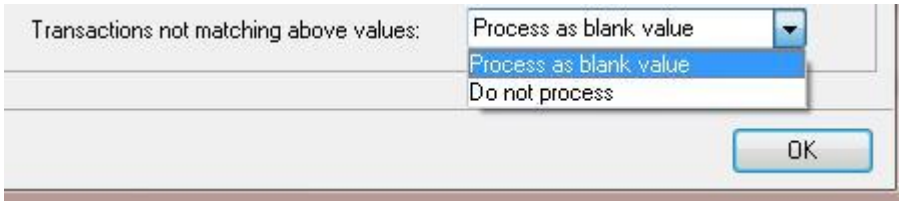
Group By Specific Value – Allows the grouping to be based on some specific values and catch-all group for all other values.

Group On Values – Specific values are entered here. The “catch-all” group is specified by adding a ‘*’ to the start of the name.

Transactions not matching above values:

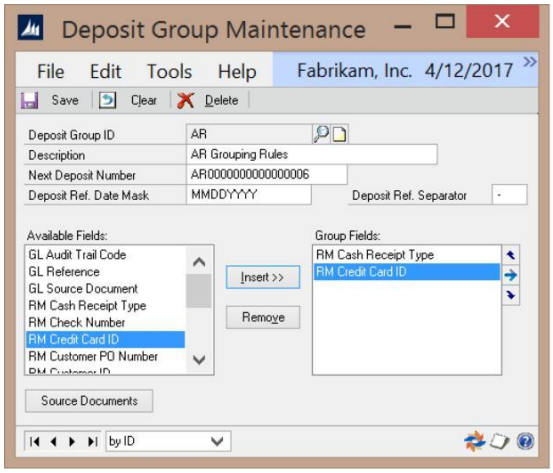
Process as blank value – This will still process transactions in a group.

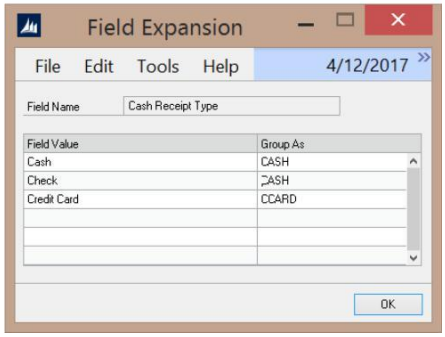
Do not process – This will not process the transaction in a separate group.



Fixed Line Field Expansion

The expansion button opens the Field Expansion window for the highlighted field in the Group Fields column; when the highlighted field is RM Cash Receipt Type, it opens the Fixed List Field Expansion.





Fields:

Field Value – The Dynamics GP Value that will be grouped upon.

Group As – The name of the grouping in the Reconcile window.

Utilities

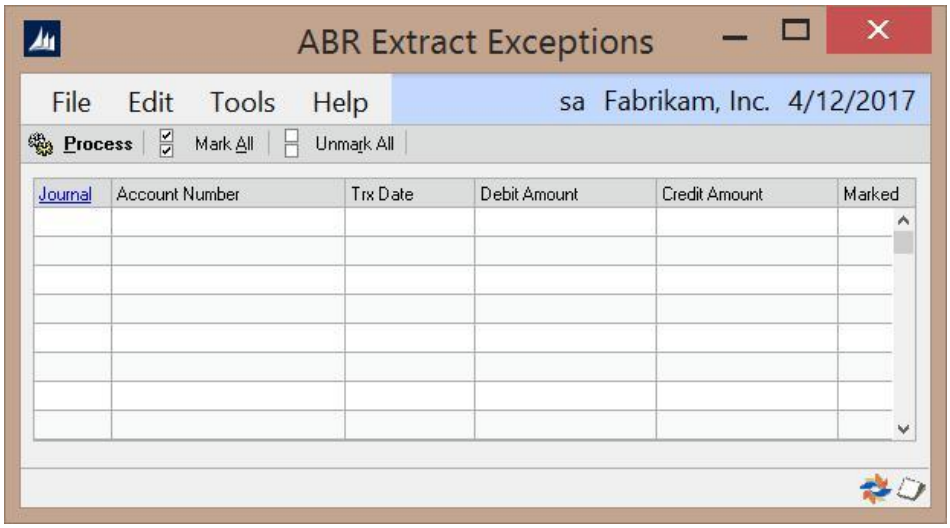
Utilities are the procedures used to maintain the data in the ABR system.

Extract Exceptions (ABR Extract Exceptions)

Location

Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Extract Exceptions

Layout



Overview

This window is used to process exception transactions. If the “Disallow and Report as Exceptions” option is selected in the ABR Setup (see ABR Extractions in the ABR Setup section above) then transactions posted in currencies other than the functional currency will appear in this screen.

Fields

Journal – The Journal number associated to the exception transaction.

Account Number – The Account Number associated to the exception transaction.

Trx Date – The Transaction Date associated to the exception transaction. **Debit**

Amount – The Debit Amount associated to the exception transaction. **Credit**

Amount – The Credit Amount associated to the exception transaction. **Marked**

– Displays whether the exception transaction is Marked or Unmarked

Buttons

Process – Remove the selected transaction from the exception window and no longer attempt to extract them.

Mark All – Marks all of the transactions for processing.

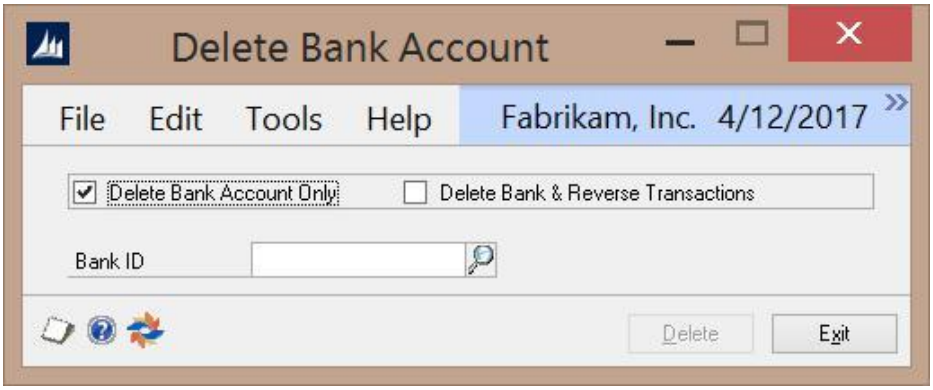
Unmark All – Unmark all of the transactions for processing.

Delete Bank Account

Location

Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Delete Bank Account

Layout



Overview

The Delete Bank Account window is used to delete a Bank Account ID and all related transactions. This can be used to "start over" with a bank account because of data corruption. When a Bank Account is deleted, all of the GL transactions related to that Bank Account will be removed from the ABR system (they will remain in the GL). The bank statements related to the account and all history will also be deleted.

Options

Delete Bank Account Only – Removes the Bank Account and all related information

Delete Bank Account and Reverse Transactions – Removes the Bank Account and posts reversing transactions to the reconcile account, if used.

Buttons

Delete – Delete the Bank Account and related transactions based on the options selected.

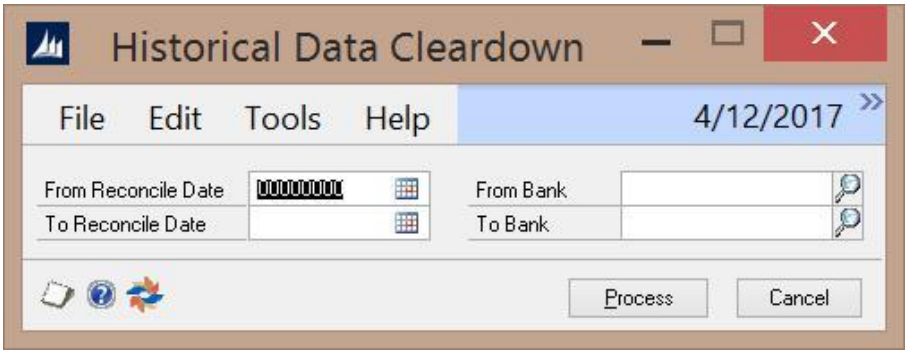
Exit – Exit the window

Remove ABR Data (Historical Data Cleardown)

Location

Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Remove ABR Data

Layout



Overview

The Remove ABR Data window will remove all bank reconciliation data from the specified banks for the specified date range. The data must be in a historical year to be processed through this window. This process does not "undo" any reconciliations; it simply removes the historical data and frees up database space.

Fields

From Reconcile Date – The starting date to have all data cleared

To Reconcile Date – The last reconcile date for which you want to clear data

From Bank – Specifies the first bank (in alphabetical order) to have data cleared from

To Bank – Specifies the last bank (in alphabetical order) to have data cleared from

Buttons

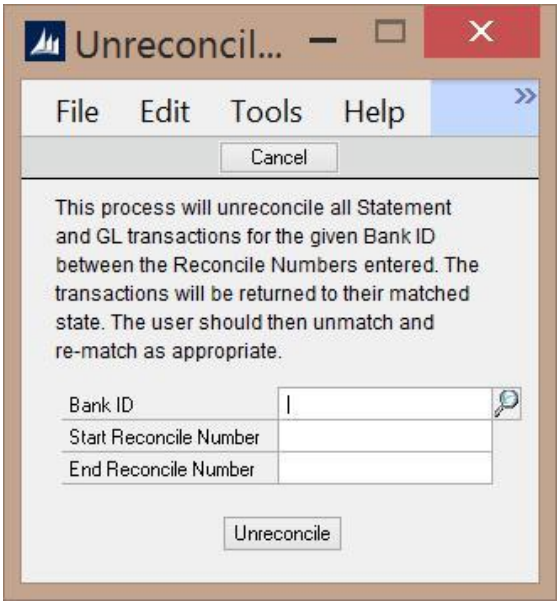
Process – Remove the selected bank reconciliation data based on the dates and Bank accounts selected **Cancel –** Exit the window without processing

Unreconcile Transactions

Location

Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Unreconcile Transactions

Layout



Overview

The Unreconcile Transactions window is used to undo an entire reconciliation or range of reconciliations. Once unreconciled, all transactions are unmatched and are returned to the main Reconcile window. This is useful after a reconciliation is completed and it is discovered that some transactions were incorrectly matched.

Fields

Bank ID – The Bank ID to unreconcile transactions for.

Start Reconcile Number – The beginning of the range of reconciliation numbers you would like to reverse. This number can be found on the Reconcile Report that was printed out at the time of the reconciliation or from the Reconcile Inquiry window.

End Reconcile Number – The end of the range of reconciliation numbers you would like to reverse. This number can be found on the Reconcile Report that was printed out at the time of the reconciliation or from the Reconcile Inquiry window.

Buttons

Unreconcile – Unreconcile the selected Bank Reconciliations

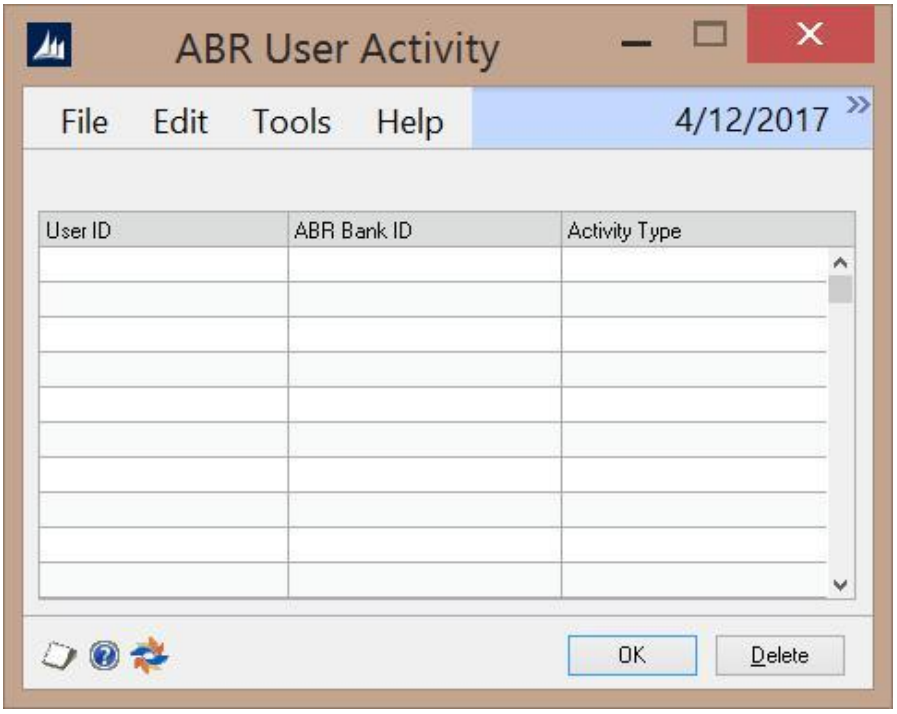
Cancel – Exit the window without processing

ABR User Activity

Location

Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> ABR User Activity

Layout



Overview

The ABR User Activity window is used to delete pending activity for users. This window is useful when Dynamics GP unexpectedly shuts down while a user is processing an ABR request. This can cause the user's activities to become stuck causing the system to not allow other users access to the data.

Fields

User ID – The Dynamics GP User ID

ABR Bank ID – The ABR Bank ID in use by the user

Activity Type – The activity associated to the user

Buttons

Delete – Delete a selected user's activity

OK – Exit the window

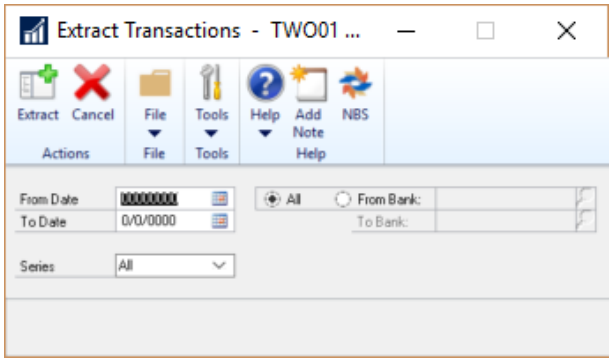
Routines

Extract Transactions

Location

Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Extract Transactions

Layout



Overview

The Extract Transactions window is used to load GL transactions into ABR for reconciliation. Once transactions have been extracted, they cannot be extracted again, regardless of date range selected.

Fields

From Date – The date to begin extracting transactions from the GL. If left blank, the default is the first day of the current open year.

To Date – The date to end extracting transactions from the GL. If left blank, the default is the current system date.

From Bank – The beginning Bank Account ID to start extracting transactions from the GL. If left blank, GL transactions for all the Bank Accounts will be extracted.

To Bank – The ending Bank Account ID to stop extracting transactions from the GL. If left blank, GL transactions for all the Bank Accounts will be extracted.

All – Extracts all Bank IDs that are active.

Series – Allows the used to select which module to Extract from.

Buttons

Extract – Extract the GL transactions for the selected date range and bank

accounts **Cancel –** Exit the window without processing

Currency conditions:

Depending on the use of multicurrency and the settings in the ABR Setup, the following table describes the currency combinations and how ABR handles them.

Currency combination table

	Bank Account			
Transaction	**Functional**	**Euro**	**Euro Denomination**	**Other**
Functional	Extracted	Exception [1]	Exception [1]	Exception [1]
Euro	F.C. Extracted	Extracted	Extracted [2]	Exception [1]
Euro Denomination	F.C. Extracted	Extracted [2]	Extracted [3]	Exception [4]
Other	F.C. Extracted	Exception [1]	Exception [1]	Varies [5]

Notes:

1 An exchange rate between the *functional* currency and bank currency must be supplied, or the transaction is recorded as an exception.

2 The fixed euro relationships will be used to translate between the transaction currency and bank currency.

3 If the currencies are the same, the amount is extracted without conversion. If two different euro denomination currencies are involved, the euro relationships between them and the euro will be used to translate the amount into the bank currency.

4 An exchange rate between the *functional* currency and the *euro* currency must be supplied, and the fixed euro relationships will then be used to complete the conversion to the bank currency.

5 If the currencies are the same, the amount is extracted directly. If not, an exchange rate must be supplied as per note 1.

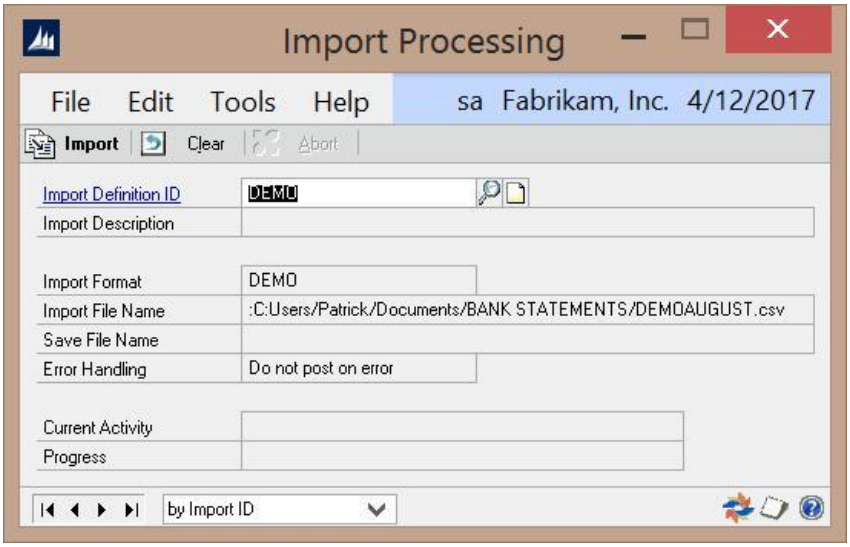
When extracting, transactions identified as 'exceptions' (the transaction does not contain enough information to allow an amount in the bank currency to be determined) can either be processed via the exchange rate assignment window, or recorded as currency exceptions. This is controlled through the ABR Setup window.

Statement Import (Import Processing)

Location

Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Statement Import

Layout



Overview

The Import Processing window is used to process the bank statement import file into ABR as a bank statement.

Fields

Import Definition ID – The import definition ID relating to the bank account that you would like to import.

Import Description – The description associated to the selected Import Definition, as defined in the Import Definition setup window

Import Format – The Import Format ID associated to the selected Import Definition ID, as defined in the Import Definition setup window

Import File Name – The Import File Name associated to the selected Import Definition ID, as defined in the Import Definition setup window

Save File Name – The Save File Name associated to the selected Import Definition ID, as defined in the Import Definition setup window

Error Handling – The Error Handling option associated to the selected Import Definition ID, as defined in the Import Definition setup window

Current Activity – Displays the current activity while the import is being

processed **Progress –** Displays the progress of the import during processing

Buttons

Import – Import the selected bank statement details

Clear – Clear the window

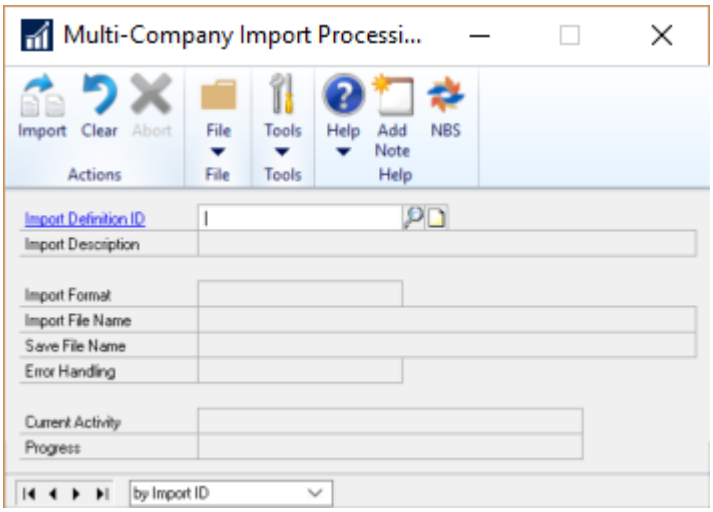
Abort – Abort the import during processing

Multi Company Import Processing

Location

Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Multi Company Import Processing

Layout



Overview

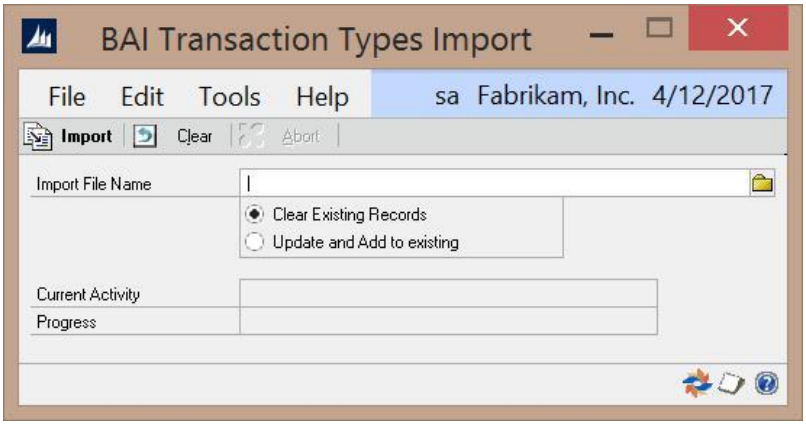
This window is used, in the event where there is a statement import file that contains bank accounts for more than just one company. In this case, bank accounts and related statement setups are performed the same, but the Multi Company Import Processing is used during Import, rather than the Statement Import option.

BAI Transaction Types Import

Location

Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> BAI Transaction Types Import

Layout



Overview

The BAI Transaction Types Import window is used to import a .CSV file containing the transaction types that have been predefined by the BAI specifications. To obtain a copy of this file, please contact a Nolan Business Solutions support representative at USSupport@NolanBusinessSolutions.com.

Fields

Import File Name – The location and name of the file to be imported

- **Clear Existing Records –** Clears all existing BAI Transaction Types and adds the new types contained in the Import File
- **Update and Add to Existing –** Updates existing records and adds new types contained in the Import File

Current Activity – Displays the current activity while the import is being

processed **Progress –** Displays the progress of the import during processing

Buttons

Import – Import the selected import file details

Clear – Clear the window

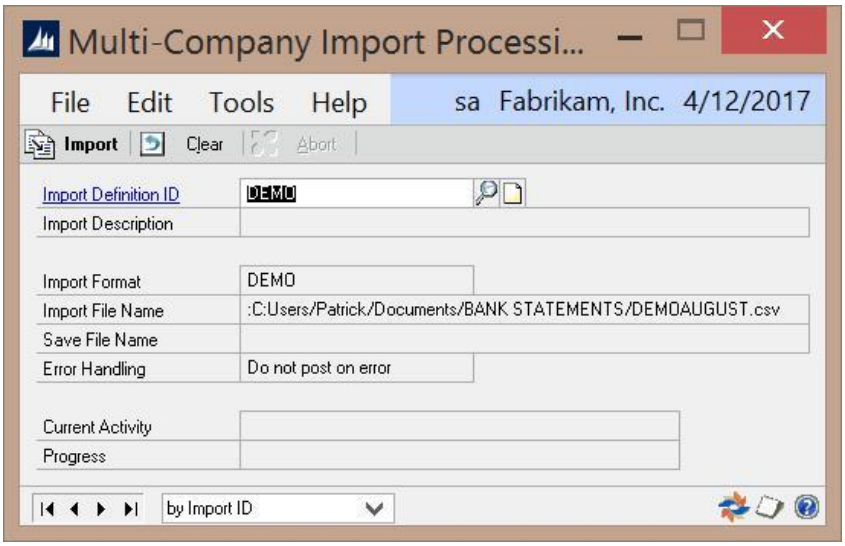
Abort – Abort the import during processing

Multi-Company Import Processing

Location

Tools >> Routines >> Financial >> Advanced Bank Reconciliation

Layout



Overview

Works like the 'Statement Import' routine option, but allows import of a statement file with mixed items for many GP companies and will then Import transactions into the relevant GP company.

Fields

Import Definition ID – The import definition ID relating to the bank account that you would like to import.

Import Description – The description associated to the selected Import Definition, as defined in the Import Definition setup window

Import Format – The Import Format ID associated to the selected Import Definition ID, as defined in the Import Definition setup window

Import File Name – The Import File Name associated to the selected Import Definition ID, as defined in the Import Definition setup window

Save File Name – The Save File Name associated to the selected Import Definition ID, as defined in the Import Definition setup window

Error Handling – The Error Handling option associated to the selected Import Definition ID, as defined in the Import Definition setup window

Current Activity – Displays the current activity while the import is being processed

Progress – Displays the progress of the import during processing

Buttons

Import – Import the selected bank statement details

Clear – Clear the window

Abort – Abort the imort

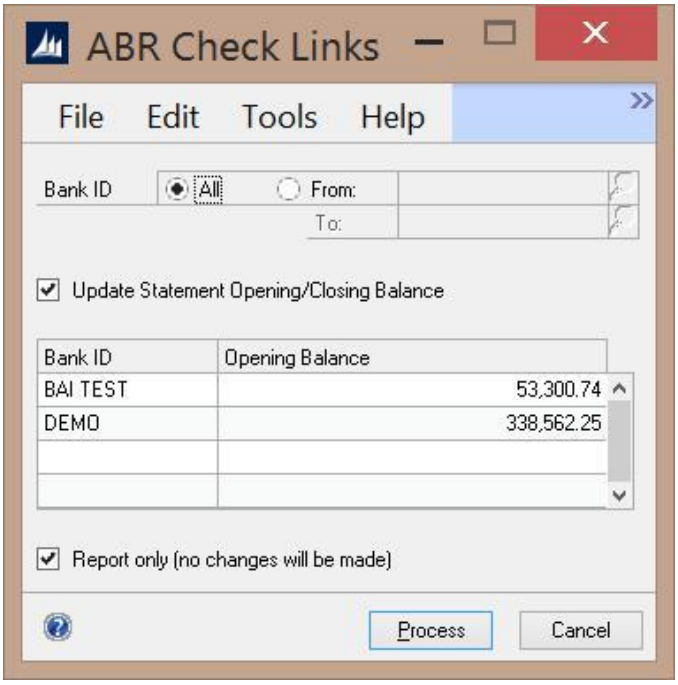
Maintenance

ABR Check Links

Location

Maintenance >> Advanced Bank Reconciliation >> ABR Check Links

Layout



Overview

The ABR Check Links is used to perform checks on the ABR data and correct anomalies where possible

Fields

Bank ID – Select a single Bank ID, range of Bank ID's, or run Check Links on all Bank ID's

Update Statement Opening/Closing Balance – Checking this recalculates the statement ending balance based on the opening balance.

Note: For the statement starting and ending balances to be recalculated, the Report Only option must also be unchecked.

Report Only – Checking this will cause Check Links to analyze the data without making any corrections to it.

Buttons

Process – Run the Check Links process for the selected criteria

Cancel – Exit the window without processing

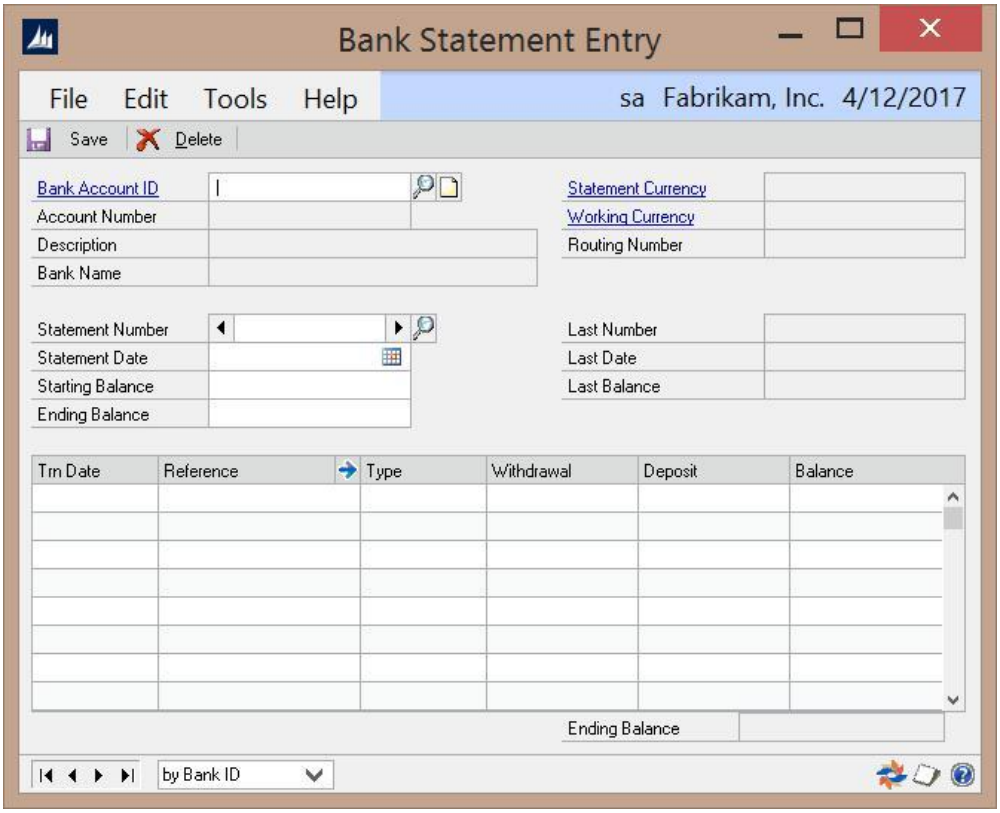
Financial

Bank Statement Entry

Location

Transactions >> Financial >> Advanced Bank Reconciliation >> Bank Statement Entry

Layout



Overview

The Bank Statement Entry window is used to create/modify/delete bank statements that were entered manually or imported through the Statement Import process.

Fields

Bank Account ID – The Bank Account ID for the statement to be created/modified/deleted

Account Number – Displays the account number associated to the Bank Account ID selected

Description – Displays the description associated to the Bank Account ID selected

Bank Name – Displays the bank name associated to the Bank Account ID selected

Statement Currency – Displays the statement currency associated to the Bank Account ID selected

Working Currency – Displays the working currency associated to the Bank Account ID selected

Routing Number – Displays the routing number associated to the Bank Account ID selected

Statement Number – The number of the bank statement

Statement Date – The date the statement was entered or imported

Starting Balance – The starting balance of the selected statement. If this statement was imported, the Starting Balance is copied from the previous statement's ending balance.

Ending Balance – The ending balance of the selected statement. This value should be equal to the calculated field Ending Balance shown in the lower right of the Bank Statement Entry screen.

Grid Fields

Trn Date – The date of the bank statement transaction

Reference – A description of the bank statement transaction

Type – The transaction type

Withdrawal – The withdrawal amount

Deposit – The deposit amount

Balance – A running balance of the bank statement

Buttons

Save – Save the Bank Statement records

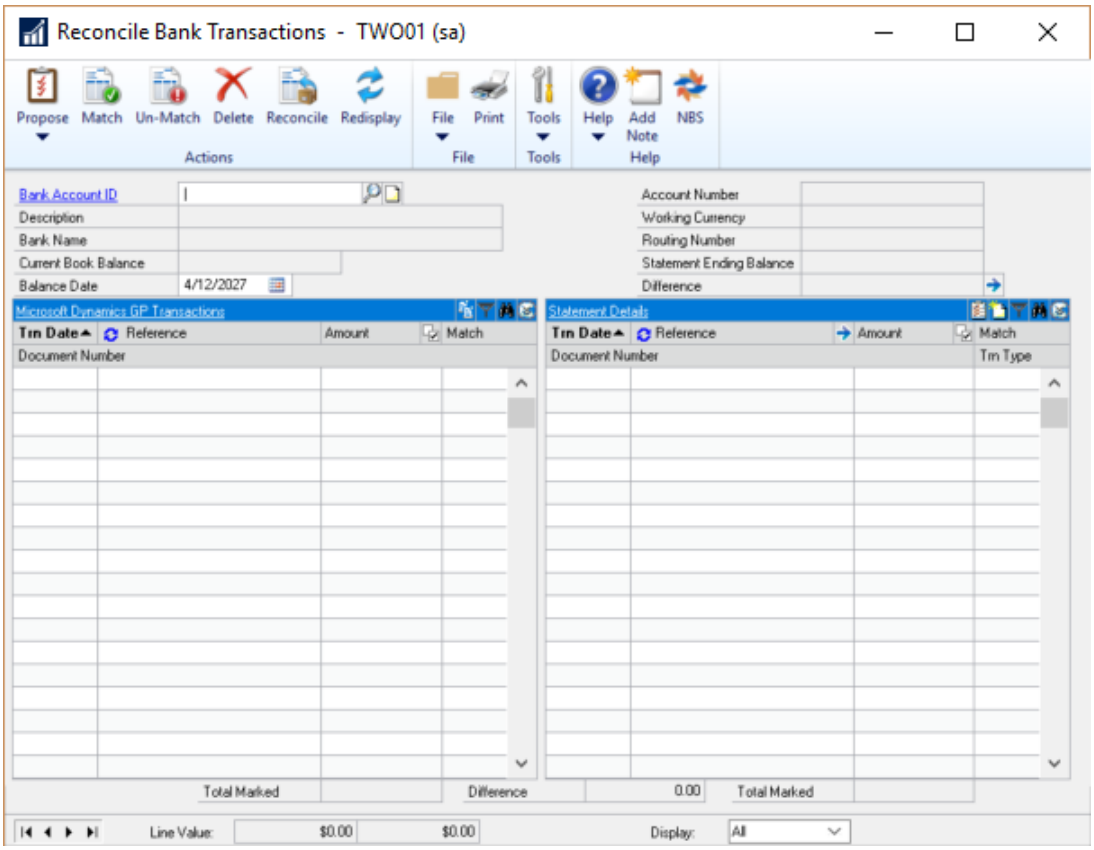
Delete – Delete the Bank Statement records

Reconcile Bank Transactions (Reconcile)

Location

Transactions >> Financial >> Advanced Bank Reconciliation >> Reconcile Bank Transactions

Layout



Overview

The Reconcile window is the central focus of ABR. This window is the starting point for automatically matching transactions between the bank and GL using the Propose button and Reconcile Rules.

Fields

Bank Account ID – The Bank Account to be reconciled

Description – Displays the description of the bank account associated to the selected Bank Account ID

Bank Name – Displays the name of the bank associated to the selected Bank Account ID

Current Book Balance – Displays the GL balance of the account(s) assigned to the selected Bank Account ID. This amount includes all outstanding checks, deposits in transit, etc. If multiple GL accounts are assigned to the Bank Account, then the balances are consolidated.

Balance Date – Enter the ending date of the reconciliation. (Defaults are controlled by the Extract Options setup window)

Account Number – Displays the account number associated to the selected Bank Account ID

Working Currency – Displays the working currency associated to the selected Bank Account ID.

Routing Number – Displays the routing number associated to the selected Bank Account ID.

Statement Ending Balance – Displays the statement ending balance as processed (via Bank Statement Entry or Statement Import) for the current reconciliation.

Difference – Displays the calculated difference between the Current Book Balance and the Statement Ending Balance.

- **Expansion Button** – launches the Difference window which displays the calculation used to derive the difference displayed. See details on the Difference window below.

Grid

Trn Date– Displays the transaction date for the transactions

Reference/Document Number– Changes the display on the first line in the transaction grid from the Reference field to the Document number field.

Amount – Displays the amount for the transactions

Checkbox – In the transaction header there is the "Mark All" button in the Amount column. Clicking this checkbox will select all of the transactions currently displayed. Checking the box for individual transactions allows for manual matching.

Match – Displays the match number assigned to each matched transaction during the reconcile process.

Document Number – Displays the document number for the transactions

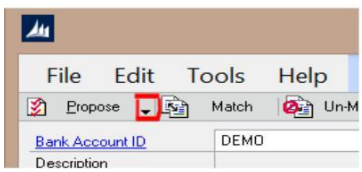
NOTE: All of the above can be sorted by clicking on their respective box.
Consolidate button – launches the Transaction Grouping/Consolidation window. See details of this window below.

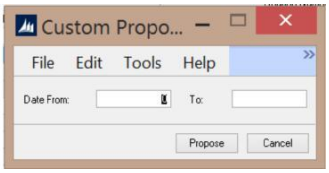
Create GL Trx button – launches Nolan's modified Transaction Entry window. See details of this window below.
Find – Brings up a new window allowing you to search for transactions. The search field is selectable by which sort option is selected.
Filter Transactions – Launches a window where the user can filter transaction using a variety of criteria.
Autopost Types to GL – Launches a shortcut to the Autopost Types to GL window, available in the Bank Setup>>Options window

Buttons

Propose – Runs the Propose process. This process looks at each bank statement transaction and attempts to match it to a GL transaction by the Amount if no reconcile rule exists for that bank statement transaction type. If a reconcile rule does exist for the transaction type, then the rule is used to match the bank statement transaction with the appropriate GL transaction. If tolerance values are displayed, a new window will appear listing any transactions that could be matched within the tolerance values. If you accept the matches then GL transactions will be created to the tolerance account.

- **Custom Propose** – This allows the user to run the propose process for a specified date range. For example if Date From = 1 and To = 10, the propose process will only match transactions from day 1 to day 10 of the reconciliation period.





Match – Manually matches the selected (checked) GL transactions with the selected Statement transactions. The Total Marked amounts must be equal for a manual match to process. If tolerance values are displayed, a new window will appear listing any transactions that could be matched within the tolerance values. If you accept the matches then GL transactions will be created to the tolerance account.

> **Note**: You can match transactions on the same side of the window. Bank transactions can match bank transactions and GL transactions can match GL transactions as long as the transactions net to 0.

Un-Match – Un-matches the currently selected transactions. All transactions with a specific match number must be selected to Un-match. Only one match number can be un-matched at a time.

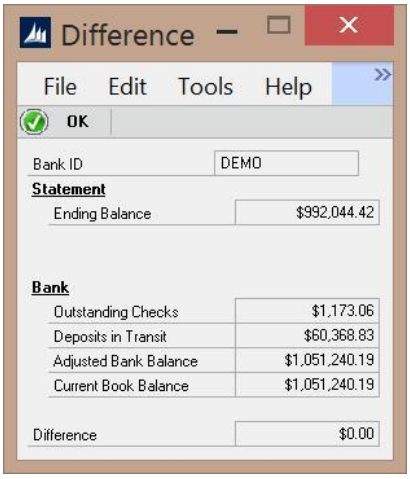
Delete – Deletes all the current matches. This is the same as un-matching all records. This does not delete any transactions.

Reconcile – Runs the reconcile process and produces the reconcile reports.

Redisplay – Refreshes the screen.

Difference Window

This window displays the difference between the Adjusted Bank Statement Balance and the General Ledger for the selected reconciliation.



Bank ID – Displays the Bank ID being reconciled.

Statement
Ending Balance – Displays the Statement ending balance.

Bank
Outstanding Check – Displays the total of all outstanding checks on the GL side.

Deposits in Transit – Displays the total of all deposits in transit on the GL side.

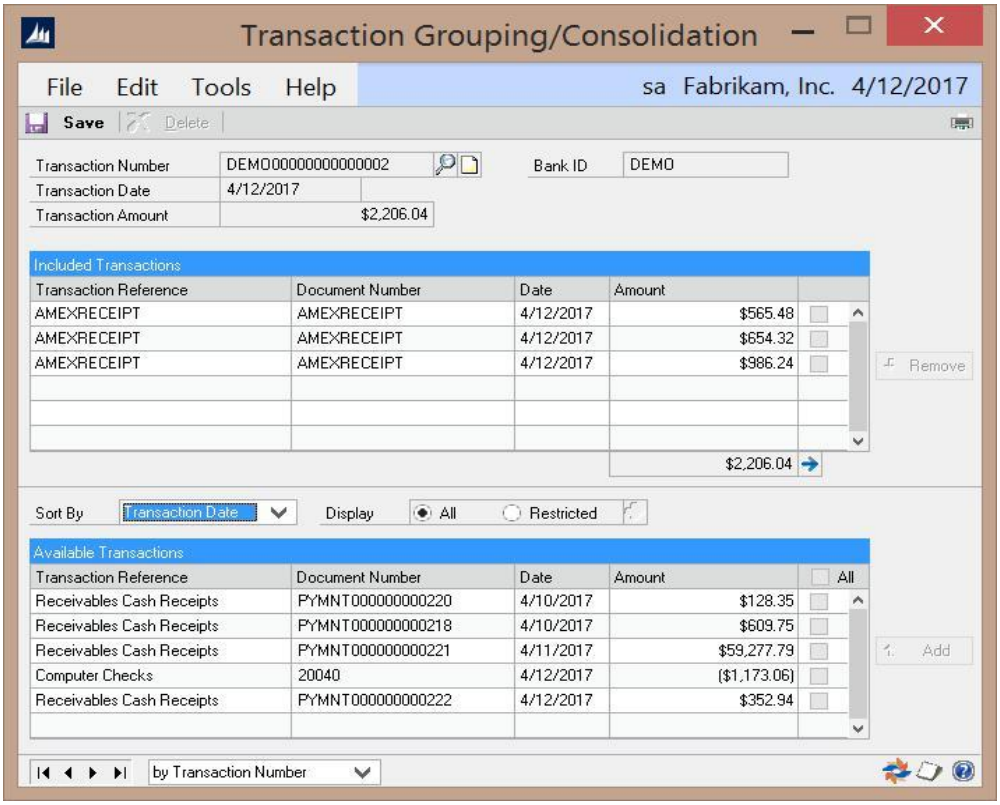
Adjusted Bank Balance – Displays the adjusted bank balance (Statement Ending Balance – Outstanding Checks + Deposits in Transit)

Current Book Balance – Displays the current GL book balance.

Difference – Displays the difference between the Adjusted Bank Balance and the Current Book Balance

Transaction Grouping/Consolidation

This window, launched by clicking on the Consolidate link on the GL side of the Reconcile window, is used to group multiple GL transactions to match with a single Bank Statement transaction. It can also be used to review transactions grouped by the Deposit Groups functionality.



Transaction Number – A unique identifier for the consolidated transaction. This is user assigned when creating a new consolidation and system assigned when the Deposit Grouping functionality creates a consolidation.

Transaction Date – The transaction date for the consolidated transaction. This is user assigned when creating a new consolidation, and system assigned when the Deposit Grouping functionality creates a consolidation.

Transaction Amount – The total amount of the consolidated transaction.

Bank ID – Displays the Bank ID associated to the consolidated transaction.

Transactions Included – This section of the window will display the transactions selected for the consolidated transactions. These transactions are selected from the Available Transactions section below.

- **Transaction Reference –** displays the reference associated to the selected transaction

- **Document Number –** Displays the document number associated to the selected transaction
- **Date –** Displays the transaction date associated to the selected transaction
- **Amount –** Displays the amount associated to the selected transaction

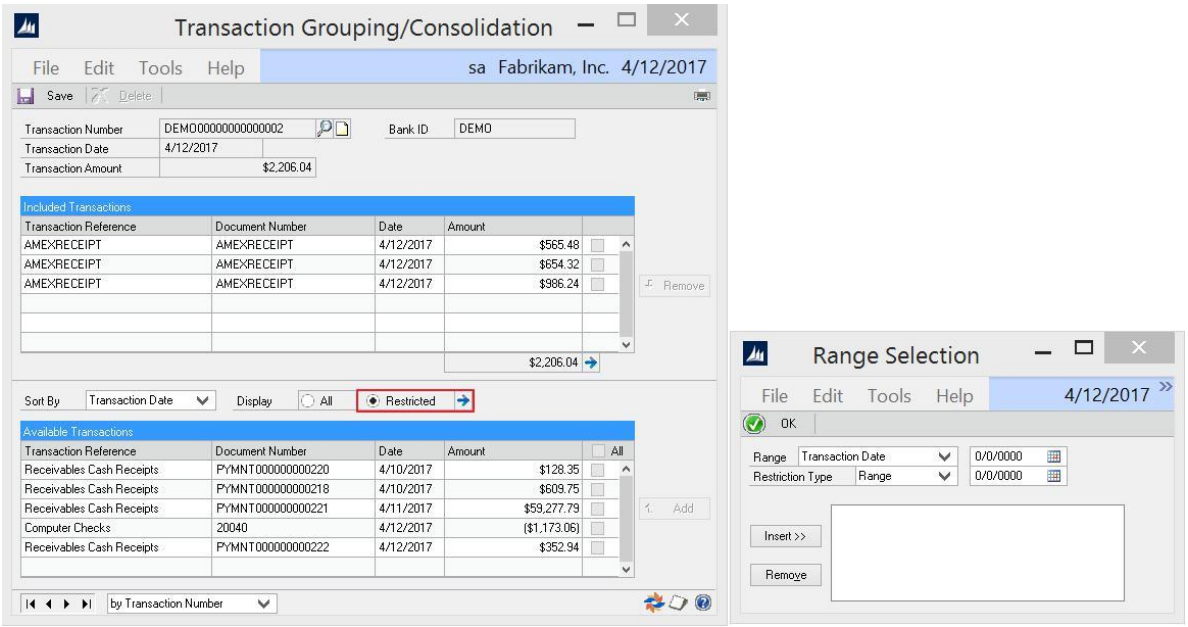
Sort By – Controls the order in which the Available Transactions are sorted/displayed in the grid below.

Display – Controls the transactions that are listed in the Available Transactions grid.

- **All –** displays all outstanding transactions for the reconciliation
- **Restricted –** allows the user to select a range of outstanding transactions by launching the Range Selection window and entering in the selection criteria. See details for this window below

Range Selection

Range Selection window allows the user to enter one or multiple criteria to use in filtering the transactions displayed in the Available Transactions grid.



Range – Select from the list of selection options:

- **Transaction Date**
- **Amount**
- **Reference**
- **Check Number**

Restriction Type – Select a Restriction Type:

- **Range –** allows user to select a range of dates, amounts, references or check numbers
- **Like –** allows user to enter specific data or use wildcard characters as selection criteria. The 'Like' restriction can be used with any wildcard characters that conform to the MS SQL wildcard syntax. (see Appendix D: Consolidate Range Selection Wildcard Options for details)

Insert (button) – Inserts the selection criteria (allowing for multiple selection criteria to be entered)

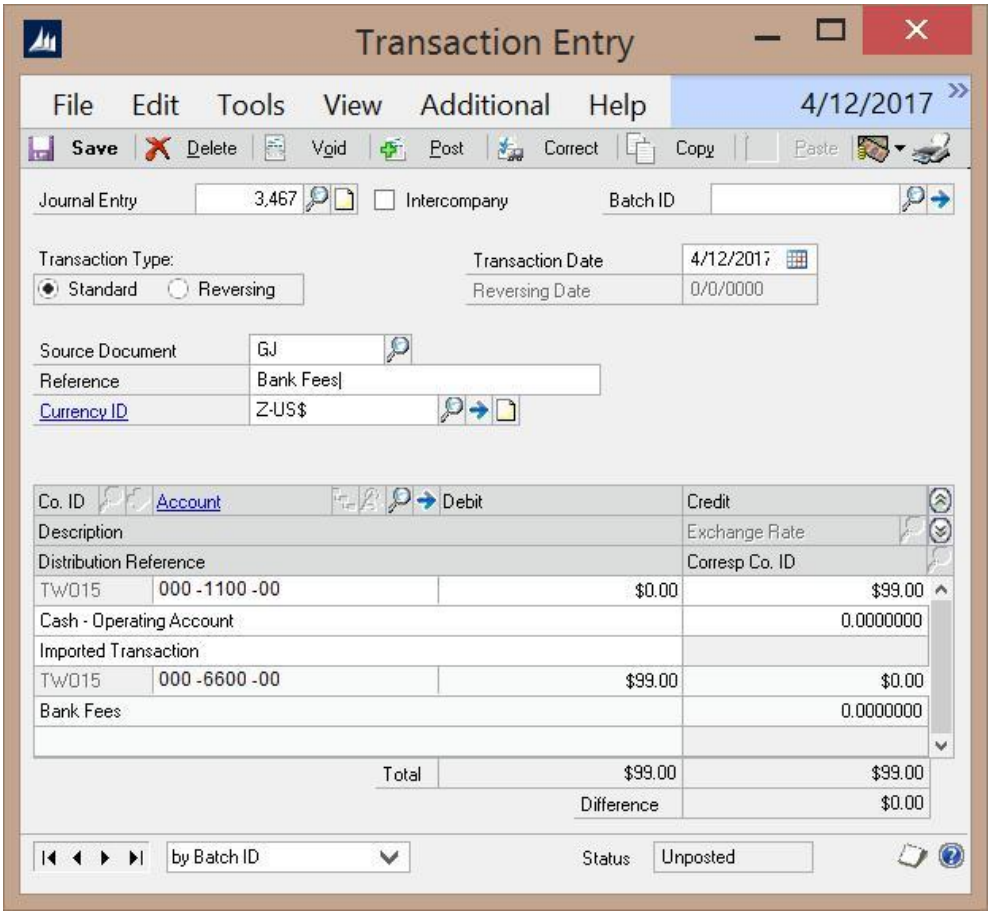
Remove – Removes the selection criteria

OK – Closes the window and applies the selection criteria to the Available Transactions displayed in the grid.

Create GL Trx (Transaction Entry)

This window, launched by clicking on the Create GL Trx link on the Reconcile window, allows the user to create a GL Transaction from a selected Bank Statement Transaction. The Cash Account and Amount are automatically populated based on the Bank Statement transaction selected in the Reconcile window.

Posting a transaction in this window will post it through the GL and add the posted transaction to the GL side of the Reconcile window without having to run the Extract GL routine.



The only fields the user needs to populate on this window are:

Reference – A reference / description for the GL Transaction.

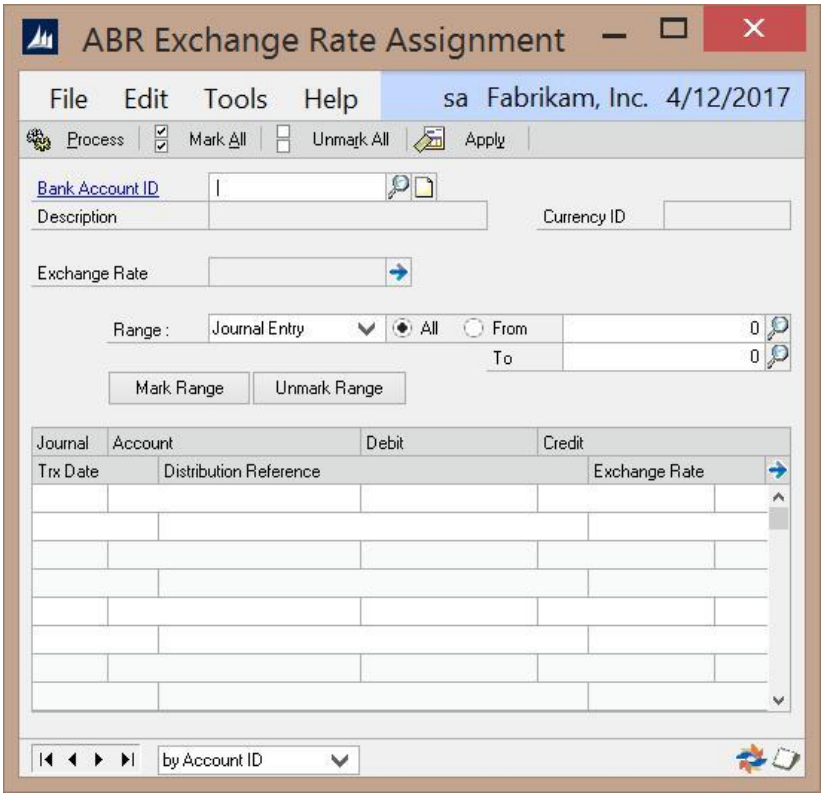
Debit or Credit Account – The GL account associated to the cash transaction.

Exchange Rate Assignment (ABR Exchange Rate Assignment)

Location

Transactions >> Financial >> Advanced Bank Reconciliation >> Exchange Rate Assignment

Layout



Overview

The ABR Exchange Rate Assignment window allows the user to assign multicurrency related exchange rates to specific GL transactions. If the Require Exchange Rate Entry option is selected in the ABR Setup window, then transactions with a different currency will appear in this window.

Fields

Bank Account ID – The Bank Account associated to the Exchange Rate.

Description – Displays the description of the selected Bank ID.

Currency ID – Displays the Currency ID for the selected Bank Account.

Exchange Rate – The exchange rate to use for processing the bank transactions.

Range – Allows user to select a range of transactions to process.

- **Journal Entry**
- **Trx Date**
- **Trx Reference**
- **Dist. Reference**

Buttons

Mark Range – Mark all transactions in the grid for processing the Exchange Rate.

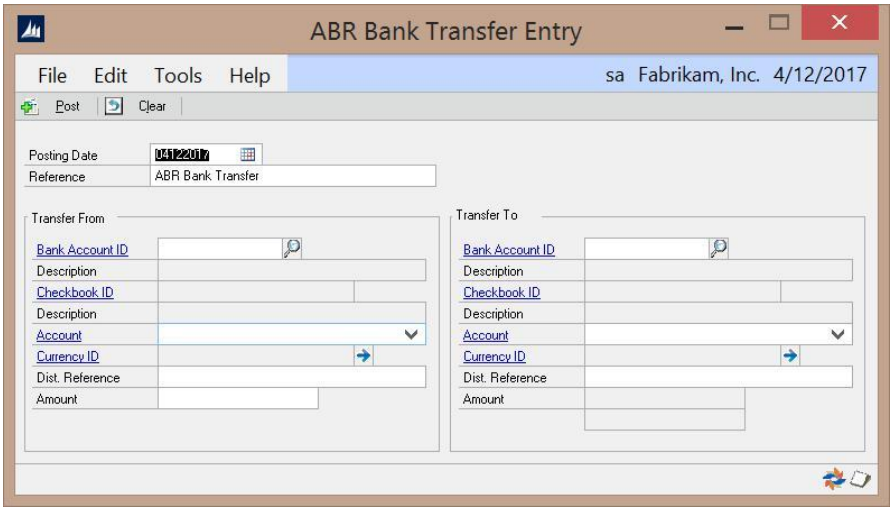
Unmark Range – Unmark all transactions in the grid to allow for individual transaction select for processing the Exchange Rate.

Bank Transfer Entry (ABR Bank Transfer Entry)

Location

Transactions >> Financial >> Advanced Bank Reconciliation >> Bank Transfer Entry

Layout



Overview

This window is used to create bank transfers between banks that have been configured for ABR.

Fields

Posting Date – The date the bank transfer will post.

Reference – A reference / description used to identify the bank transfer.

Bank Account ID (From/To) – The Bank Account ID's that funds are being transferred from and to.

Description (From/To) – Displays the description associated to the selected Bank Account ID.

Checkbook ID (From/To) – Displays the Checkbook ID associated to the selected Bank Account ID.

Description (From/To) – Displays the Description associated to the Checkbook ID.

Account (From/To) – The GL Account the transfer will post from and to. Defaults to the main account associated to the selected Bank Account ID. The drop-down list only includes accounts assigned to the Bank Account ID.

Currency ID – Displays the Currency associated to the Bank Account ID.

Dist. Reference – A reference / description used to identify the bank transfer.

Amount – The amount to be transferred.

Buttons

Post – Post the bank transfer.

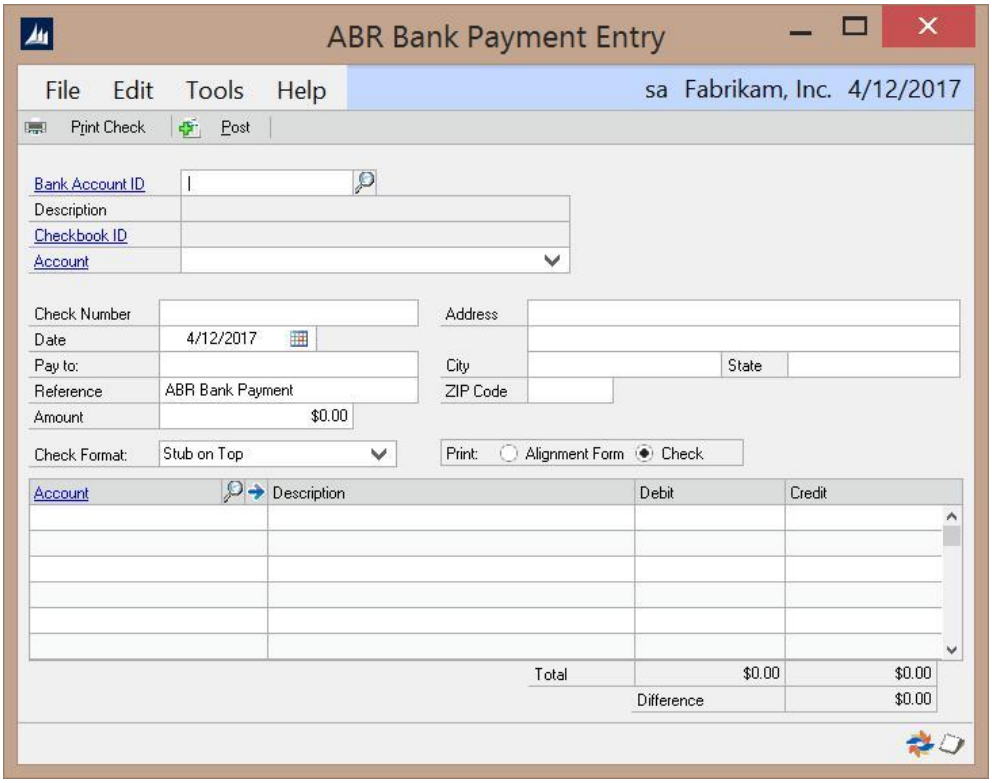
Clear – Clear the data from the window.

Bank Payment Entry (ABR Bank Payment Entry)

Location

Transactions >> Financial >> Advanced Bank Reconciliation >> Bank Transfer Entry

Layout



Overview

The Bank Payment Entry window is used to create Bank Payments from a specified bank to one or more GL accounts.

Fields

Bank Account ID – The Bank Account the Bank Payment is being posted to.

Description – Displays the description associated to the selected Bank Account ID.

Checkbook ID – Displays the description associated to the selected Bank Account ID.

Account – The GL Account the payment will post to. Defaults to the main account associated to the selected Bank Account ID. The drop-down list only includes accounts assigned to the Bank Account ID.

Check Number – The Check number associated to the Bank Payment.

Date –The date that the transaction will post on.

Pay To – The name that will appear on the check.

Amount – The amount that is to be paid.

Address, City, State, Zip Code – The address that will appear on the check

Check Format – Select the check format to print the check on.

Print – Select the format to print

- **Alignment Form**
- **Check**

Grid Fields

Account(s) – The GL Accounts that the payment will be posted to.

Description – A description for the payment account line(s).

Debit & Credit – The amounts to debit or credit for each account listed.

Buttons

Print Check – Prints the check for the payment.

Post – Posts the payment.

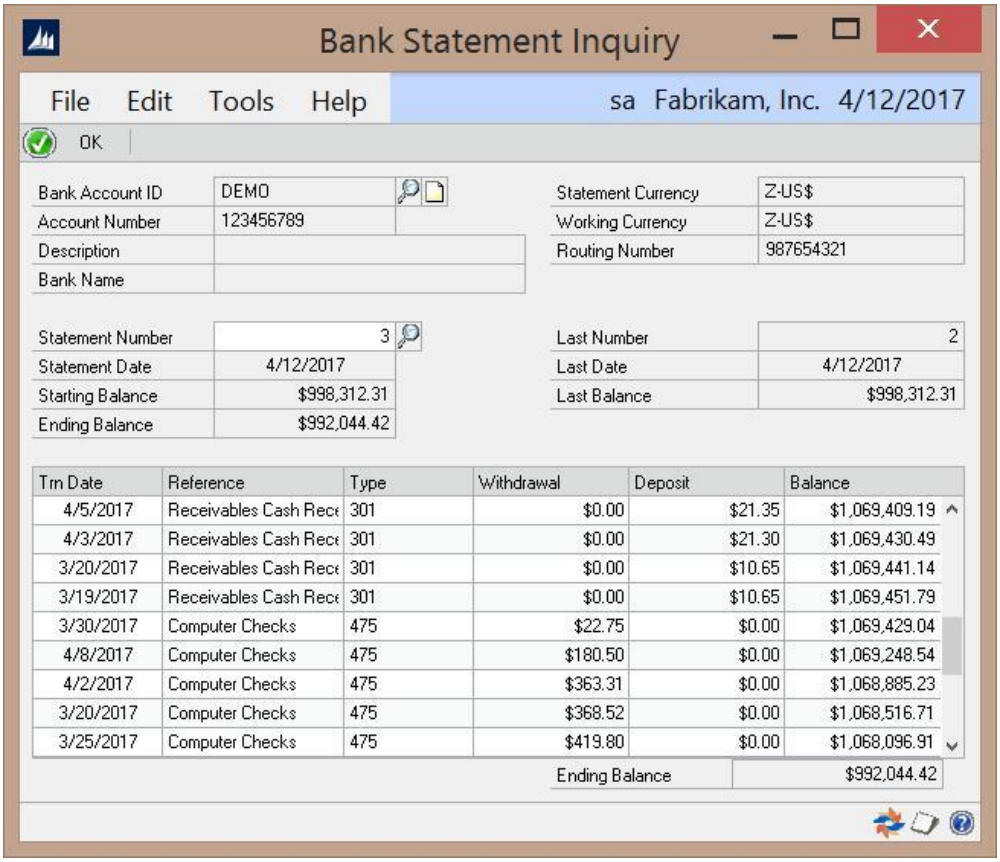
Inquiry

Bank Statements (Bank Statement Inquiry)

Location

Inquiry >> Financial >> Advanced Bank Reconciliation >>Bank Statements

Layout



Overview

The Bank Statement Inquiry window is used to view entered/imported bank statements.

Fields

Bank Account ID – The Bank Account being inquired about.

Account Number – Displays the account number associated to the selected Bank Account ID.

Description – Displays the description associated to the selected Bank Account ID.

Bank Name – Displays the bank name associated to the selected Bank Account ID.

Statement Currency – Displays the statement currency associated to the selected Bank Account ID.

Working Currency – Displays the working currency associated to the selected Bank Account ID.

Routing Number – Displays the routing number associated to the selected Bank Account ID.

Statement Number – The bank statement number to be viewed.

Statement Date – Displays the statement date associated to the selected Bank Statement.

Starting Balance – Displays the starting balance associated to the selected Bank Statement.

Ending Balance – Displays the ending balance associated to the selected Bank Statement.

Last Number – Displays the last (prior) statement number.

Last Date – Displays the last (prior) statement date.

Last Balance – Displays the last (prior) statement balance.

Grid Fields

Trn Date – Displays the transaction date for the bank statement records.

Reference – Displays the reference for the bank statement records. **Type –**

Displays the transaction type for the bank statement records. **Withdrawal –**

Displays the withdrawal amount for the bank statement records. **Deposit –**

Displays the deposit amount for the bank statement records.

Balance – Displays the balance in the account after the transaction was processed.

Ending Balance – Displays the ending balance for the selected bank statement.

Button

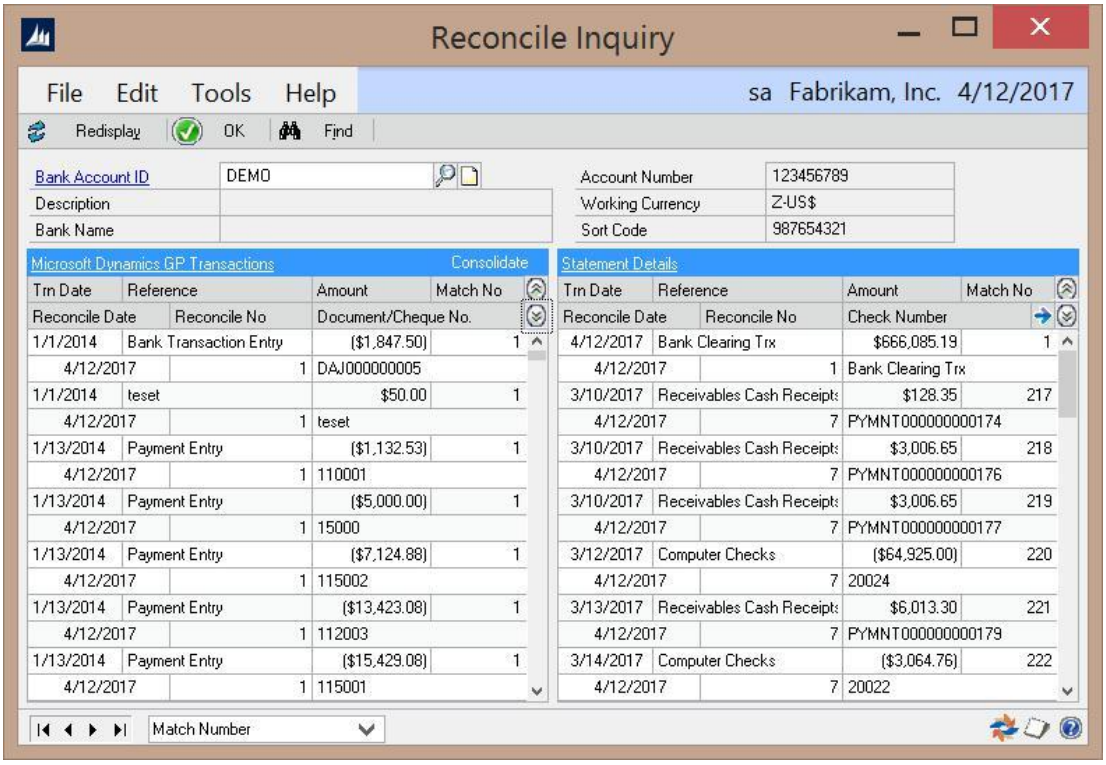
OK – Closes the window.

Reconcile Inquiry

Location

Inquiry >> Financial >> Advanced Bank Reconciliation >> Reconcile Inquiry

Layout



Overview

The Reconcile Inquiry window is used to view past reconciled transactions.

Fields

Bank Account ID – The Bank Account being inquired about.

Description – Displays the description associated to the selected Bank Account ID.

Account Number – Displays the account number associated to the selected Bank Account ID.

Bank Name – Displays the bank name associated to the selected Bank Account ID.

Description – Displays the description associated to the selected Bank Account ID.

Working Currency – Displays the working currency associated to the selected Bank Account ID.

Routing Number – Displays the routing number associated to the selected Bank Account ID.

Grid Fields

Dynamics Transactions – Displays the details of the reconciled GL transactions for the selected bank account.

Statement Details – Displays the details of the reconciled bank transactions for the selected bank account.

Buttons

Redisplay – Redisplays the data in the grids.

OK – Closes the window.

Find – Opens a find window used for searching for transactions.

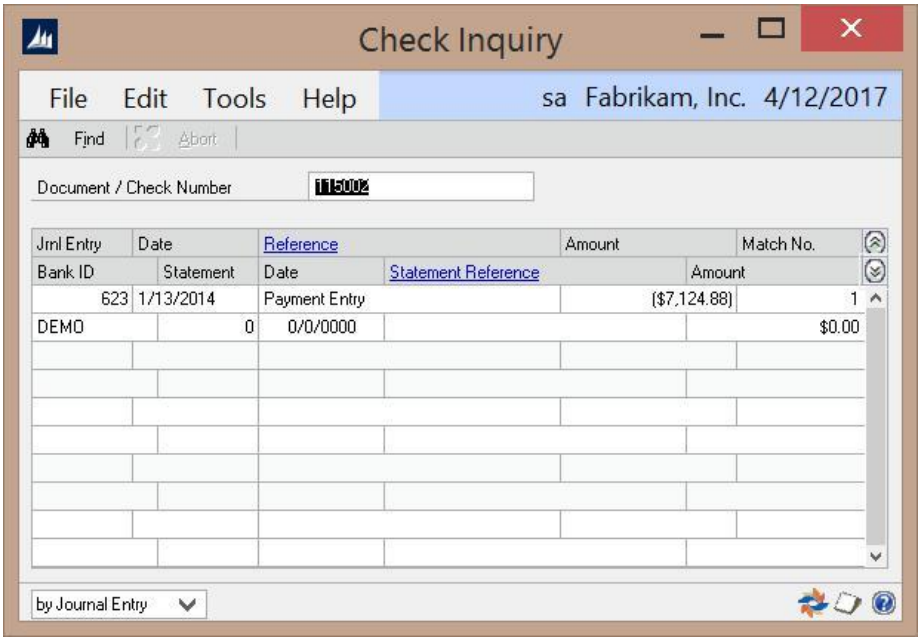
Note: The dropdown box in the lower left determines which field to search on.

Check Inquiry

Location

Inquiry >> Financial >> Advanced Bank Reconciliation >> Check Inquiry

Layout



Overview

The check inquiry window allows for searching through extracted GL Transactions for a specific document or check number. Any transaction that matches is shown in the grid section of the window.

Additionally, each transaction line is checked to see if has been reconciled. If it has, the information from the statement line is shown on the second row of the transaction.

Fields

Document / Check Number – The document or check number being inquired about.

Grid Fields

Jrnl Entry – Displays the journal entry associated to the selected Document / Check Number.

Date – Displays the date associated to the selected Document / Check Number.

Reference – Displays the reference associated to the selected Document / Check Number. Click on the Reference link to launch the GL Transaction Entry window to display the journal entry for a selected transaction.

Amount – Displays the amount associated to the selected Document / Check Number.

Match No. – Displays the match number associated to the reconciled transaction.

Bank ID – Displays the Bank Account ID associated to the reconciled transaction.

Statement – Displays the statement number associated to the reconciled transaction.

Date – Displays the date that the transaction was reconciled.

Statement Reference – Displays the reference associated to the reconciled transaction. Click on the Statement Reference link to launch the Bank Statement Inquiry window to display the bank statement for the selected transaction.

Amount – Displays the amount of the reconciled transaction.

Buttons

Find – Opens a find window used for searching for transactions.

Note: The dropdown box in the lower left determines which field to search on.

Abort – Cancels an in progress search and displays any results that were found up to that point.

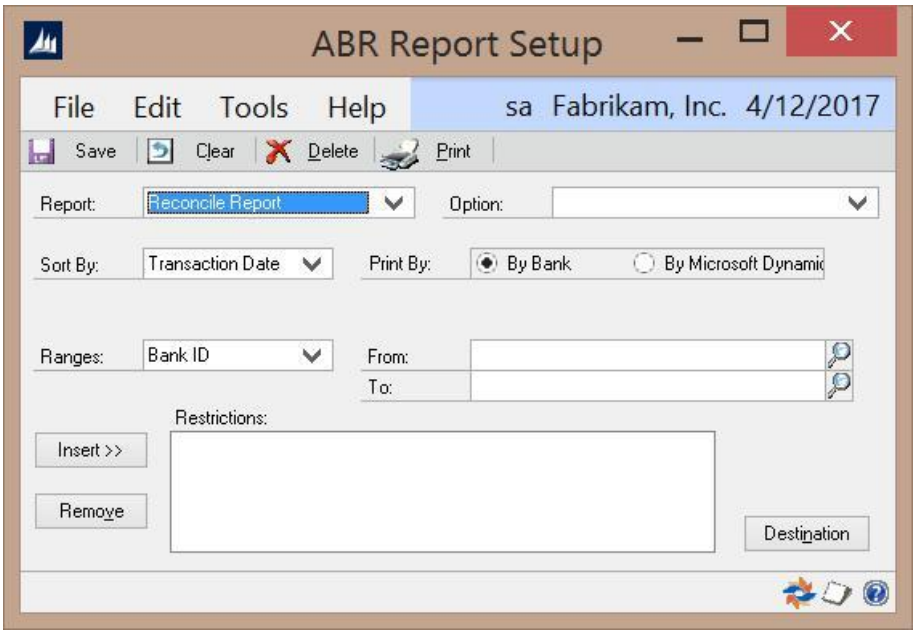
Reports

Bank Reconciliation Reports (ABR Report Setup)

Location

Reports >> Financial >> Advanced Bank Reconciliation

Layout



Overview

The ABR Report Setup window is used to view / print a variety of ABR reports. The Option field can be used to store and retrieve common report settings for each report.

Reports

Reconcile Report – This report includes reconciled transactions, both bank and GL, along with the matching numbers and the reconcile number.

Unreconciled Report – This report includes all the un-reconciled transactions.

Bank Details – This report includes all of the setup information for each ABR Bank Account.

User Defined Format – This report includes all of the User Defined Format settings including field definitions and format options.

Closing Balance Report – This is the same Bank Reconciliation report that prints after a reconciliation is completed. This report includes a summary of the reconciliation: bank and GL balances, the calculated differ ence, starting balance and adjusted ending balance; as well as a list of all un-reconciled transactions.

Reconcile History Report – This report includes all the reconciled transactions (both GL and bank) for a given date range.

Closing Balance History – This report is used to print historical Closing Balance Reports. You will need the reconcile number to run this report.

> **Note:** The Produce Closing Balance Report option must be selected in the ABR setup window to produce this report.

GL Reconcile Balance – This report includes the opening balance, all unreconciled transactions, and an adjusted balance as of the last reconciliation.

Aged Transactions – This report includes all of the unreconciled bank transactions and GL transactions broken out in each of the aging periods defined in the ABR Setup window.

Unmatching Transactions – This report includes all of the unmatched transactions.

Creating Beginning Balances for Bank Accounts

The initial setup of a Bank Account in ABR involves a few one-time steps.

In most cases, the Bank Account has been previously reconciled, either through the Dynamics GP Bank Reconciliation module, by a third party system, or by hand. Regardless of how the account has been reconciled in the past, those periods do not need to be reconciled again in ABR. However, it is important to make sure that the GL/Bank transactions that have been previously reconciled don't show up in ABR. Once all the previously reconciled transactions are out of the system, then ABR is considered "clean" and ready for use.

The following guide will help clear out all previously reconciled transactions, as well as pull in any outstanding checks that are in a previously closed year.

Assumptions: For the purpose of this guide it is assumed that the Bank Account has already been setup in ABR. It is also assumed that the date is Feb 1st, and that the month of January has previously been reconciled with a number of checks still outstanding from both the previous year and the current year. A calendar year is being used for this example.

Clearing out reconciled transactions

The first step is to clear all of the previously reconciled transactions out of ABR, so they don't interfere with future reconciliations. In order to do this, these transactions must be extracted from the GL into ABR.

1. Launch the Extract Transactions window (Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Extract Transactions) to extract the transactions from the GL.
    a. Leave the From Date field blank and enter a "cutoff" date in the To Date field. The "cutoff" date should be the date of the last successful reconciliation. (Jan 31 in this example)
    b. Select the Bank Account ID in the From Bank and To Bank fields.
    c. Click Extract to extract all transactions from the GL for all open years.
    d. Close the NC Extract Log.
2. Open the Reconcile Bank Transactions window (Transactions >> Financial >> Advanced Bank Reconciliation >> Reconcile Bank Transactions).
    a. Select the Bank Account from the Bank Account ID lookup or type it in. This will load all the extracted transactions on the left side of the Reconcile window.
    b. Enter in the "cutoff" date (from step 1a) in the Balance Date field. The Current Book Balance will update based on the GL Transactions populated in the grid. This should be the same balance as the GL balance on the last reconciliation report. If this balance isn't the same as the balance at the end of the last reconcile, then transactions have been posted to the related period since the last reconcile. Those transactions should be confirmed, as they will be added to the list of outstanding checks.
    c. The next step is to select all the transactions from the left side of the Reconcile window that have already been reconciled outside of ABR (leaving just the outstanding transactions that have not been reconciled). It may be easier to mark all the transactions, and then unmark those transactions that are outstanding. Also be sure to unmark any transactions that were posted to the period since the last reconcile, as noted in the previous step.

d. Once all the previously reconciled transactions have been selected, make note of the Total Marked below the GL transactions list. This is the total net amount of all the selected transactions. Leave the Reconcile window open for now.

3. Launch the Bank Statement Entry window **(**Transactions >> Financial >> Advanced Bank Reconciliation >> Bank Statement Entry).

   a. Choose the Bank Account from the Bank Account ID lookup window or type it in. There shouldn't be any previous bank statements for this Bank Account, so "1" should appear in Statement Number field**.**

   b. Set the Statement Date to the ending date of the last reconciliation (the "cutoff" date from step 1a). In this example the ending date should be Jan 31st. Set the Ending Balance to the known bank statement ending balance as of the statement date ("cutoff" date).

   c. Add one line to the bank statement, with the Trn Date *(Transaction date)* set to Jan 31st (the same as Statement Date). Set Reference **= "**Clearing GL transactions", and then fill in the amount into either the Withdrawal or Deposit column with the total marked transactions from step 2d above. (a positive amount is a deposit and a negative amount is withdrawal)

   d. Set the Starting Balance to be equal to the Ending Balance (from step 3b) minus the *clearing GL transactions* amount (from step 2d), since Ending Balance = Starting Balance + Transactions.

      Example: if the Ending Balance is $100.00 and the one transaction is for -$100.00, then the Starting Balance should be $200.00 ($200 = $100 – {-$100.00}). During the initial setup, this calculated starting balance does not directly relate to the starting balance from the previous bank statement.

   e. The Ending Balance (read only) which appears in the lower right corner of the window should be equal (in sign and amount) to the Ending Balance field entered in step 3b.

   f. Save the statement and close the window.

4. Go bac to the Reconcile window and click on Redisplay.

   a. Now all the transactions selected on the left side and the one bank transaction on the right side should appear in the grid. Select the bank transaction created in step 3c and click Match.

   b. If there are any outstanding checks on the reconcile report (from outside ABR) that do not appear in ABR, they need to be created manually. Follow the steps in the next section (Adding in Outstanding Checks from Closed Years) before proceeding.

   c. At this point, all of the matched transactions (transactions that have a match number other then 0) are transactions that have been previously reconciled outside of ABR. All of the unmatched transactions are those transactions that were outstanding at the end of the last reconciliation (or posted after the last reconciliation).

   d. Confirm that the Current Book Balance, the Statement Ending Balance, and the Difference are all correct as compared to the last reconcile report. If any of these numbers are off, then there are some transactions or other data missing that should be resolved before continuing.

   e. Once the reconciled and outstanding transactions look correct, click Reconcile to reconcile the Account. Print out the Reconciled Report and Closing Balance reports for future reference.

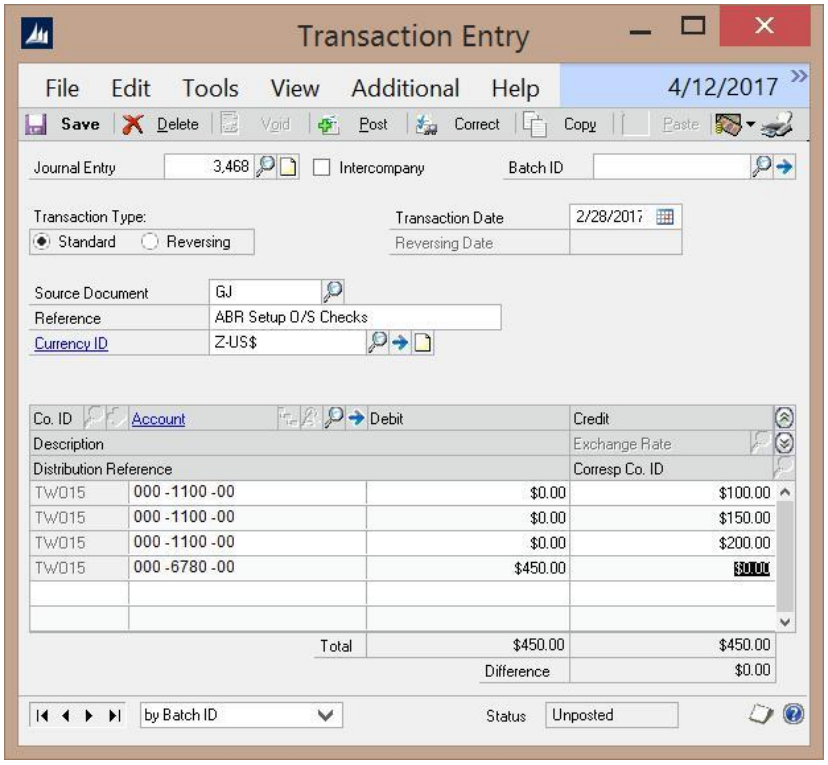
   f. Once reconciled, only the un-reconciled transactions should appear on the left side (GL side) of the ABR Reconcile window and the right (bank side) should be blank.

Adding in Outstanding Checks from Closed Years

There may be some transactions that did not appear in the reconcile window during the Creating Beginning Balances process. This is most likely because they were posted in a closed year and ABR didn't extract them. In this example, they will be manually entered into the system. If there are a lot of open transactions, the checks can be extracted from a historical year. (See How can I extract GL transactions from a historical year? under FAQ's for more details)

In the example below, GL transactions will be entered for the outstanding checks. (The same process can also be done for outstanding deposits and other transactions as well.) Since these GL transactions should not affect the GL balance, they will need to be reversed out, resulting in a net change to the GL account of $0.00. The Nolan Source Document type of "NCABR" will be used for the reversing entries, so that they do not get extracted into ABR.

1. Create the Journal Entry to record the details of the outstanding transactions to be extracted into ABR.

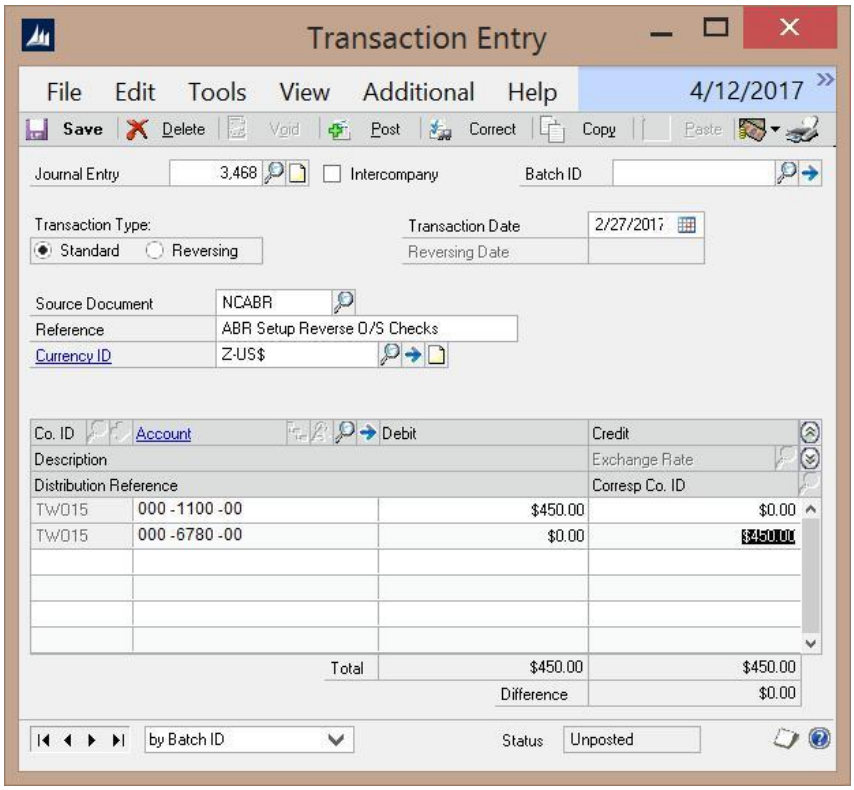


   a. Launch the GL Transaction Entry window (Transactions >> Financial >> General)
   b. Set the Transaction Date to the date the outstanding checks were written on.

      Note: With this example, all outstanding checks will get the same transaction date. If it is necessary for the checks to have separate dates, then go through this procedure and create a new transaction for each check setting the date appropriately.
   c. Enter "Outstanding Checks" in the Reference field (or any reference of choice).
   d. Select the GL account associated to the bank account being reconciled.
   e. Enter the amount of the outstanding check in the Credit column.

f. Enter the Check Number on the Distribution Reference line.
g. Repeat steps 1d through 1f for each outstanding check to be entered for this transaction date.
h. Choose an offset account and enter a debit amount to balance the transaction. (The debit to this account will be reversed in the next few steps, so any temporary holding account can be used). The window should now look like the example above.
i. Post the transaction.

2. Create the NCABR clearing entry so the GL balance is not affected.



a. Create a new GL transaction using the Source Document type of "NCABR" (create it if it doesn't already exist).
b. The Debit and Credit amounts will be the opposite of the first transaction entered. This transaction will reverse out the previous transaction. The window should look like the example above.

Note: The amount posted to the cash account can be summarized for this clearing entry, if preferred.

c. Post the transaction.

3. Extract the GL Transactions

a. Launch the Extract Transactions window and extract the transactions. (Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Extract Transactions).
b. Set the From Date and To Date to reflect the date(s) of the transactions entered above. Confirm the Bank IDs and click Extract. Close the Extract Log report.

Note: If multiple transactions were created because there were different transaction dates, the extract should be run for a range of transaction dates.

c. Launch the Reconcile window and confirm that the transactions are now in the window.

Using Advanced Bank Reconciliation

This section will describe how to use Advanced Bank Reconciliation to perform bank reconciliations.

Overview of Process Workflow

The typical workflow, once the ABR system is installed and the beginning balances are created, is as follows:

1. Extract GL transactions from the General Ledger into ABR
2. Enter/import bank statement into ABR
3. Launch the ABR Reconcile window
4. Click Propose to automatically match GL transactions to bank transactions. (optional)
5. Manually match remaining transactions
6. Click Reconcile to complete the reconciliation
7. Repeat at desired intervals (daily, once a week, once a month, etc.)

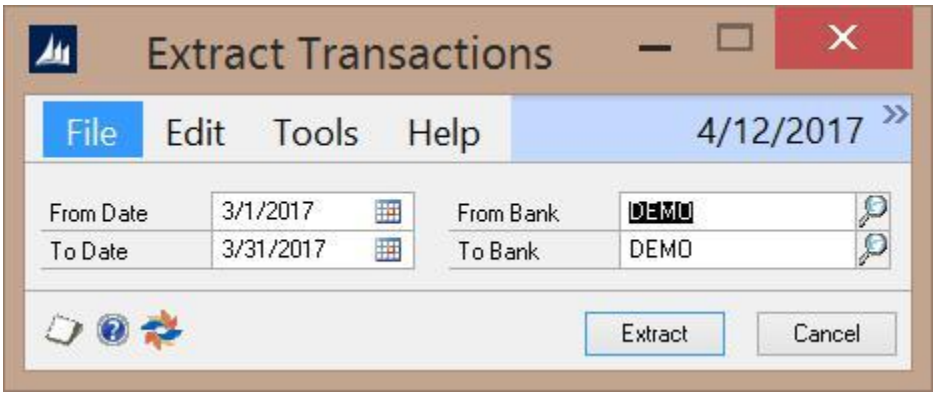
Reconciling a Bank Account

The most common task performed when working with ABR is reconciling an account. This section will go more in-depth regarding the process.

Note: The initial setup of ABR, creating a "clean" system that is ready for use, is the key to successful reconciliations. Please refer to the Creating Beginning Balances for Bank Accounts section above, as the initial setup phase will need to be completed before starting a reconciliation on an account.

Extract GL Transactions

The first step in processing a reconciliation is to extract all of the GL transactions. Open the Extract Transactions window (Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Extract Transactions).



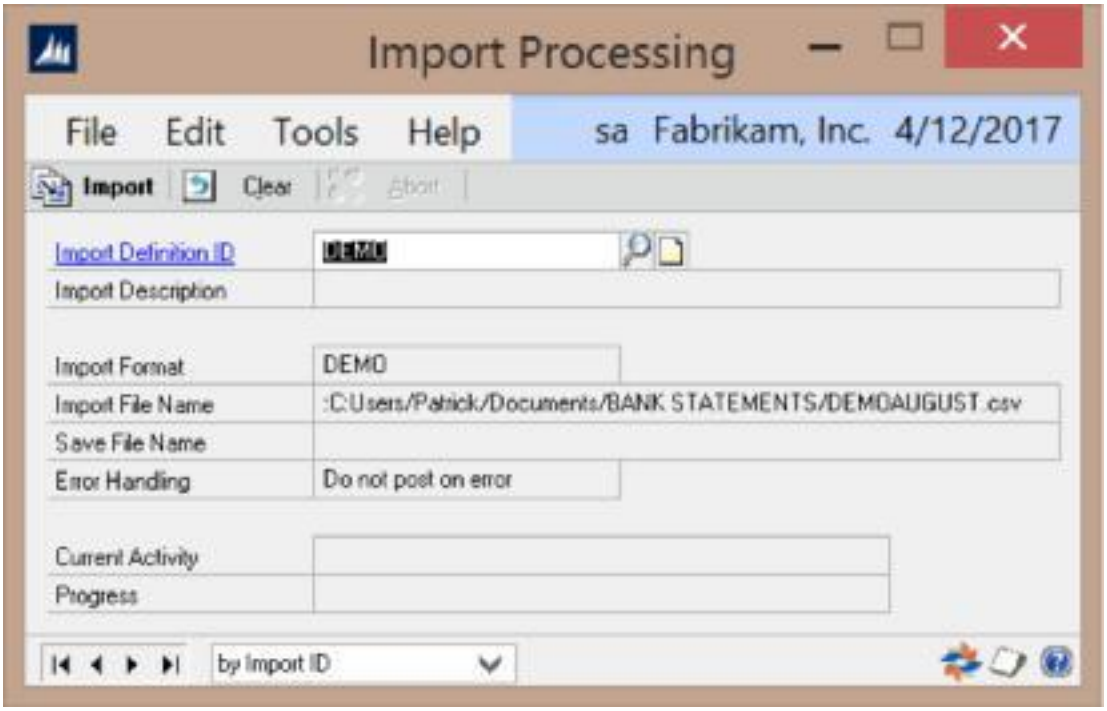
Enter the From and To Dates and select the Bank Account ID to be reconciled in the From Bank and To Bank fields. Click the Extract button to extract the GL transactions for the selected period. The Extract Transaction Log will print, indicating the number of transactions extracted and any exceptions.

Bank Statement Import

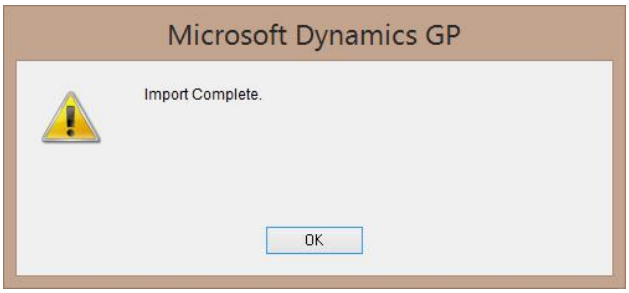
Bank transactions may be manually entered or imported into the Bank Statement Entry window. See Import Format Setup and Import Maintenance Setup for setting up bank statement import definitions.

Open the Statement Import window (Tools >> Routines >> Financial >> Advanced Bank Reconciliation >> Statement Import) to import the bank statement transactions. Select the Import Definition relating to the bank account being imported and click on the Import button to import the statement.

Note: In order to import a statement, the bank statement file must be downloaded from the bank and saved to the location specified in the Import Processing window.

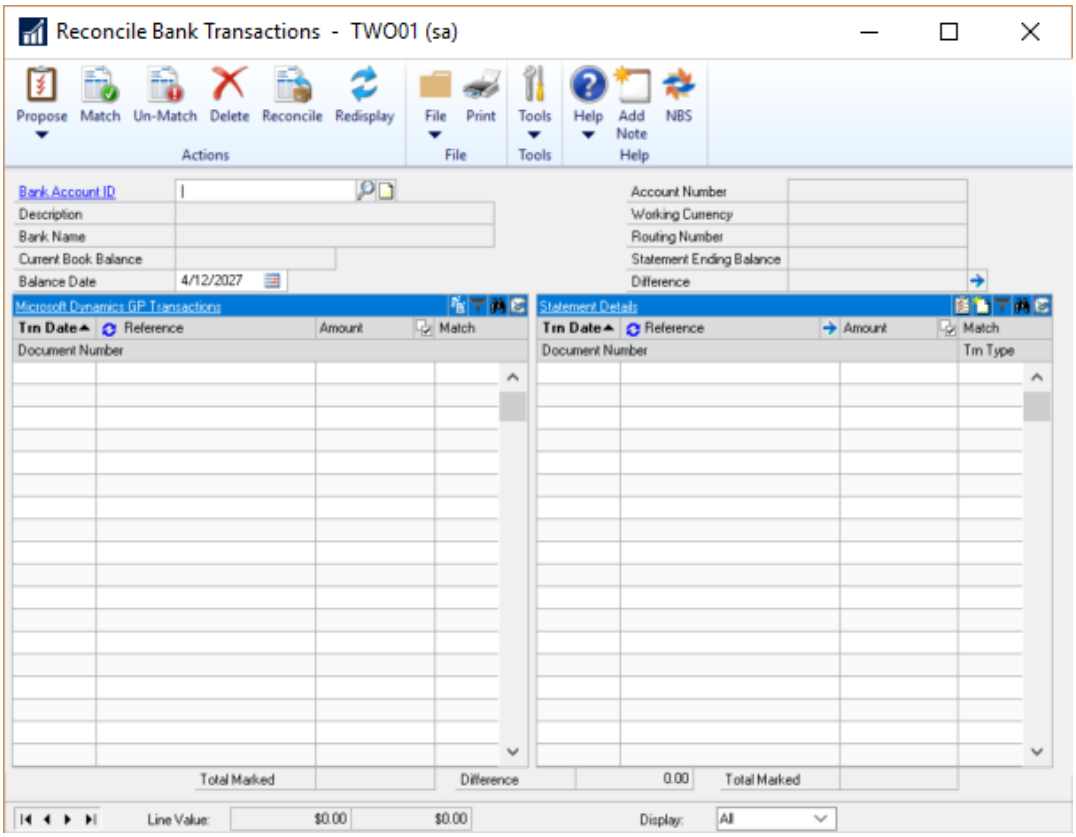


When the import is complete, a notification will display to indicate completion or that errors occurred. If errors occur, correct them and then re-run the statement import.



Reconcile

Launch the Reconcile window (Transaction >> Financial >> Advanced Bank Reconciliation >> Reconcile Bank Transactions) to begin the reconciliation process. Select the Bank Account ID and enter the Balance Date (ending date of the reconciliation).

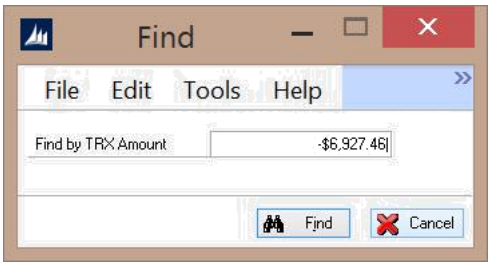


The grids will populate with the GL Transactions on the left, and the Bank Statement Transactions on the right. Review the transactions to verify that everything came in correctly, prior to reconciling. Verify the Current Book Balance and the Statement Ending Balance.

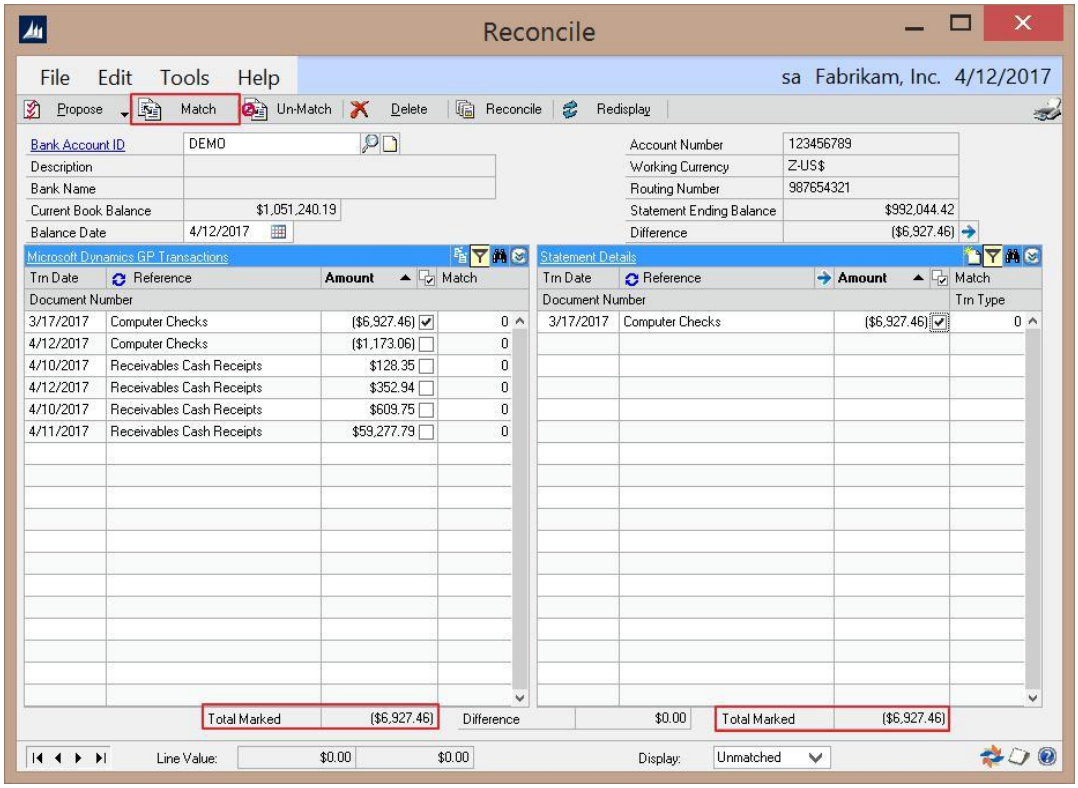
Now that all of the transactions are in the Reconcile window, click on the Propose button. This will match up the transactions based on amounts and apply any Reconcile Rules and/or tolerances that have been set. The Propose process saves a great deal of time during a reconciliation, as it should auto-match the majority of the transactions.

There may be transactions left after the Propose process that will need to be matched manually. To locate the unmatched transactions, select Unmatched from the Display dropdown box in the lower right of the screen. Now only the GL and Bank transactions that are not currently matched will be displayed.

Use the Find button at the top of either the GL or Statement sides to search for matching items. To change the field used to search on, click the appropriate criteria.



Once the GL transaction and the matching Bank transaction are located, check the checkboxes next to both transactions, verify that the Total Marked is the same on both the GP and Statement sides, and click the Match button.

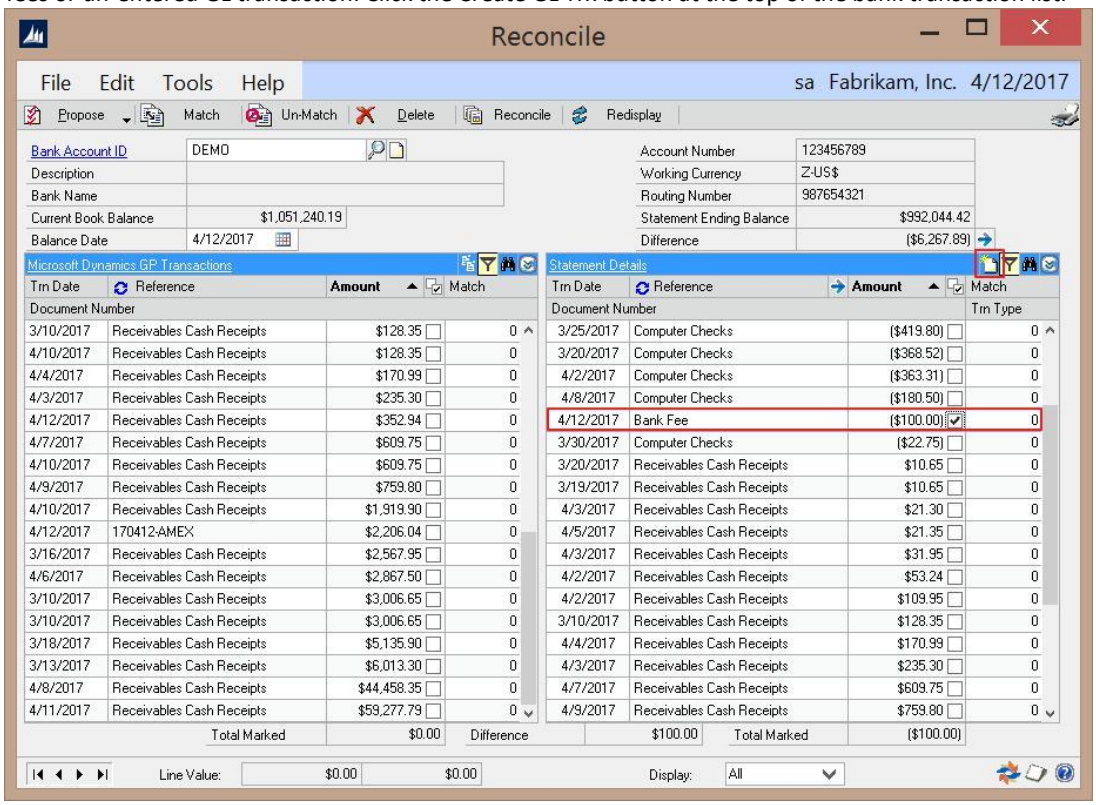


Note: Multiple GL transactions can be matched to multiple bank transactions, as long as the Total Marked on each side are equal. This can be useful if one bank transaction represents multiple GL transactions or vice versa. A bank transaction can also be matched against another bank transaction as long as the selected transactions net to 0.00 The same applies to GL transactions as well.

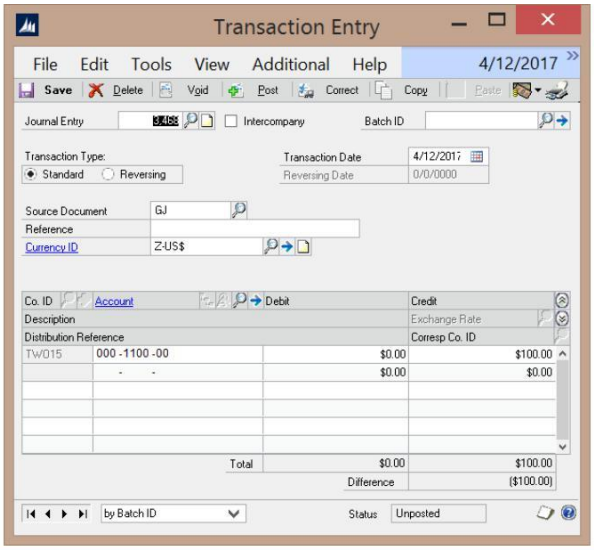
Transactions should be matched one at a time. Do not start selecting all the bank transactions and then select all the matching GL transactions, as this will assign one match number for all the transactions. This can make checking your work and un-matching more difficult. For most cases, each bank transaction should have a unique match number.

Creating GL Transactions within the Reconcile window

It is possible that bank statement transactions may not match up with any existing GL transactions. This can happen if there are bank fees or interest income that were not entered in the GL prior to starting the bank reconciliation. These transactions can be entered during reconciliation. To do so, mark the bank statement transaction that represents the bank fees or un-entered GL transaction. Click the Create GL Trx button at the top of the bank transaction list.



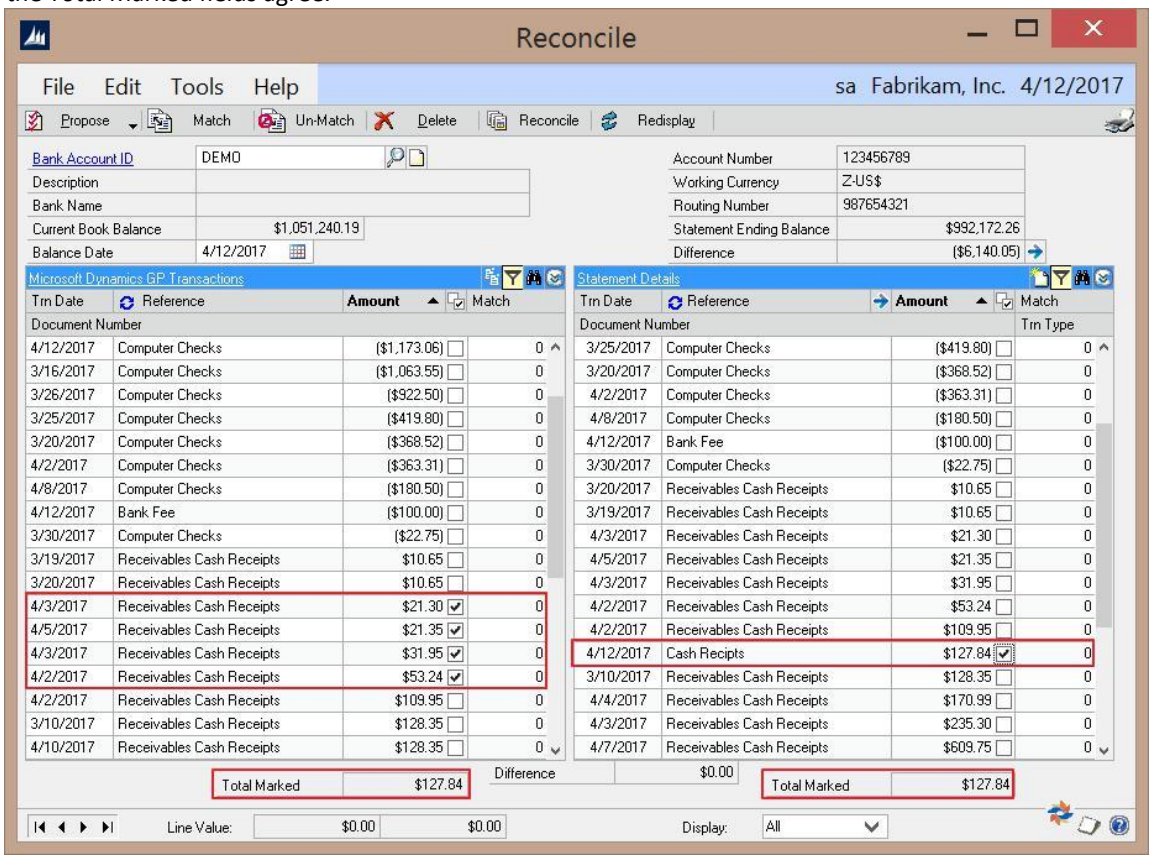
A Transaction Entry window will appear allowing for a GL transaction to be entered to balance the selected bank transaction.



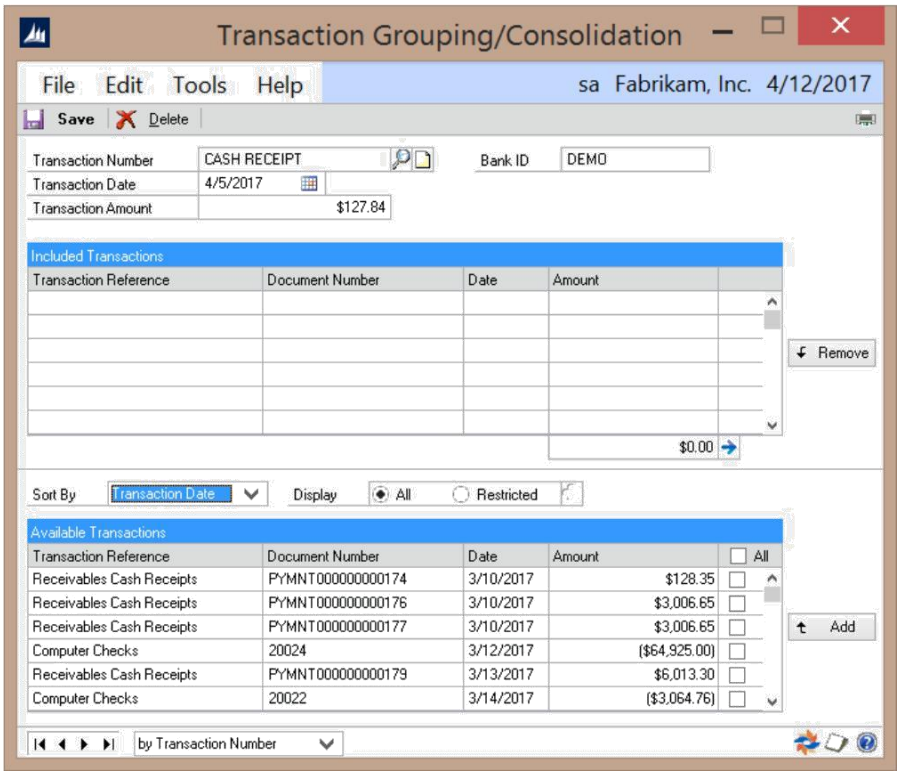
The Transaction Date and first distribution line will default with the current date and the main GL account associated to the Bank Account being reconciled. Enter in the balancing distribution account and a Reference for the transaction. Click Post and the transaction will post through the GL and automatically display in the Reconcile window. It will be marked to be matched with the selected bank transaction. Click the Match button to match the transactions and continue.

Consolidating Transactions

There may be cases where a single bank deposit transaction (right side) matches with multiple GL check deposits (left side). These may be manually matched as in the example below by manually checking the match box, as long as the Total Marked fields agree.

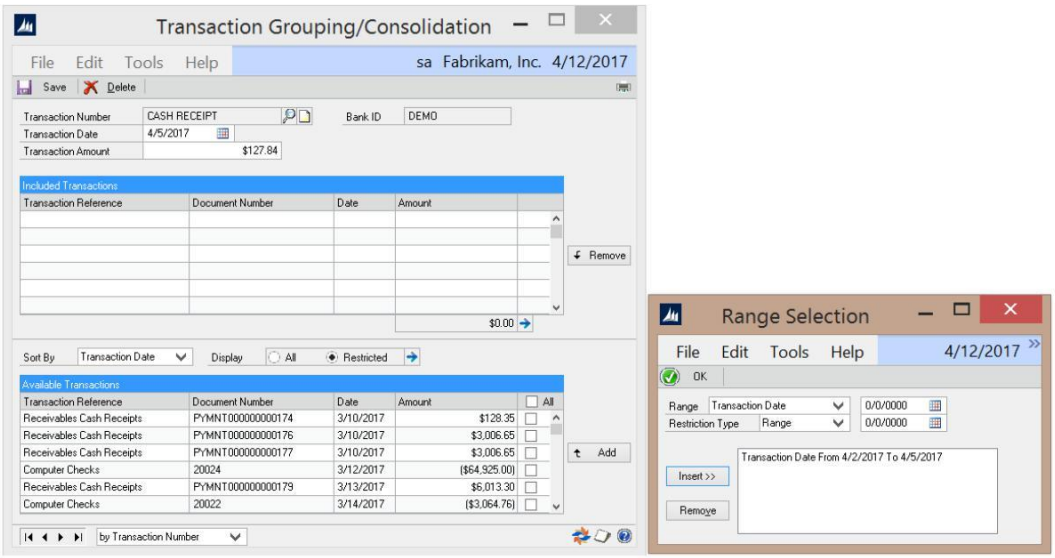


The Consolidate feature can also be used to group the GL check deposits into a single Deposit entry. To accomplish this, click on the Consolidate button (top right corner of GL side). This launches the Transaction Grouping/Consolidation window.

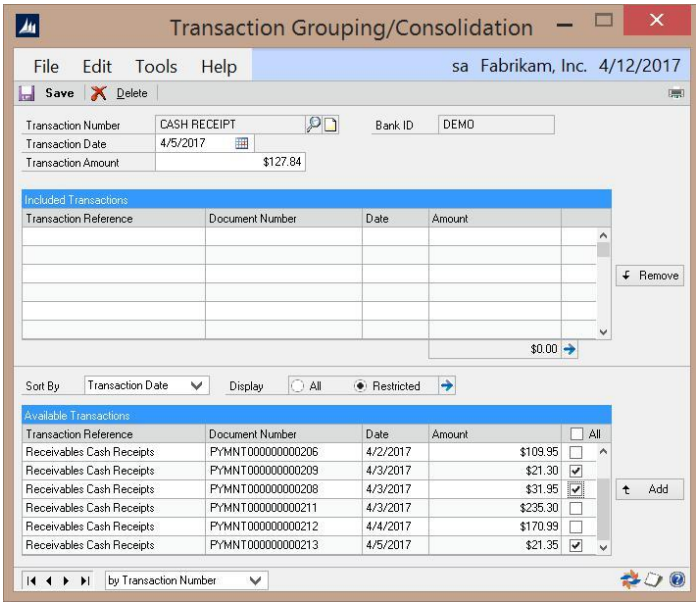


Enter a description (possibly a deposit slip number) in the Transaction Number field, and the date of the deposit in the Transaction Date field. Enter the deposit slip amount in the Transaction Amount field. Locate the GL transactions in the Available Transactions list (lower portion of the window), select them and click Add. This will move them to the Transactions Included section of the window to be included in the consolidation.

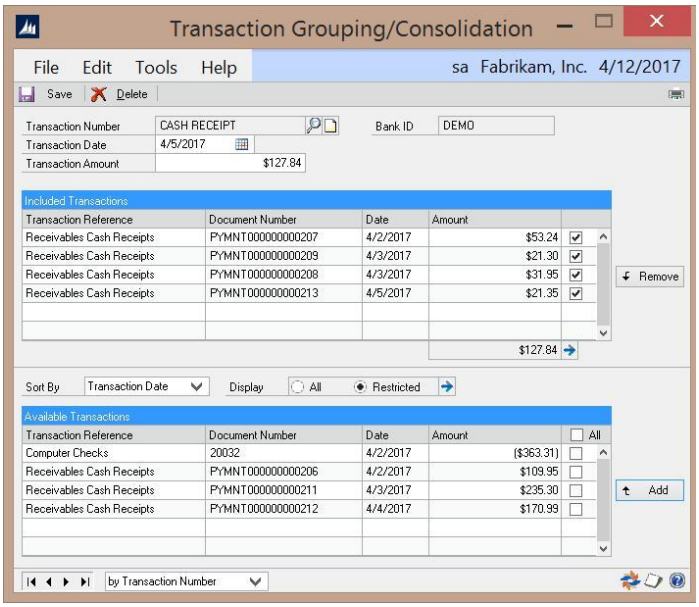
If the GL transactions are not easily identified, the Restricted display option can be used to limit the transactions included in the Available Transactions list. Clicking the expansion button next to the Restricted display option will launch the Range Selection window.



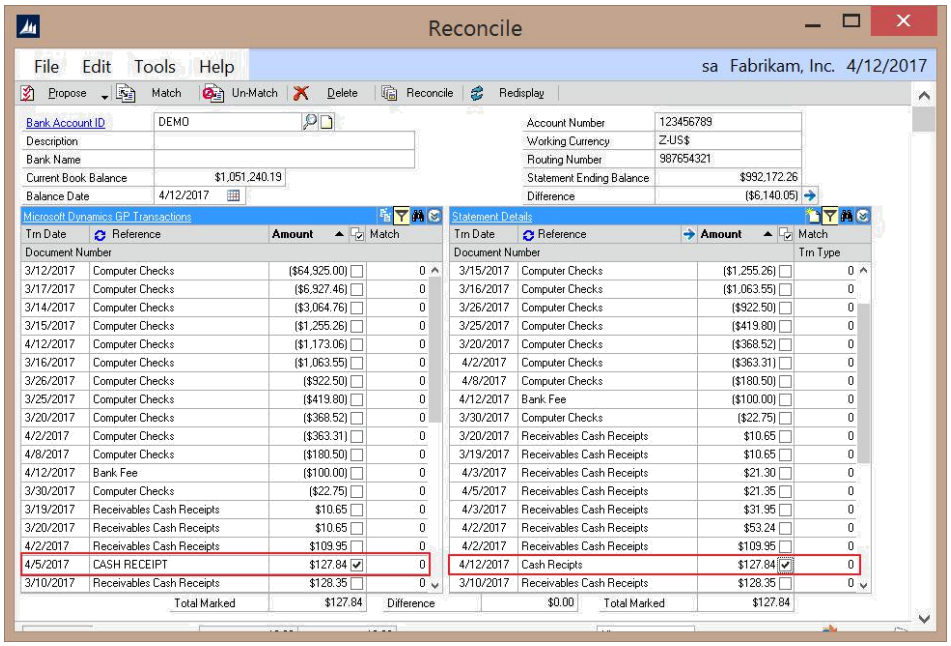
The Range Selection window allows the user to enter one or multiple criteria to use in filtering the transactions displayed in the Available Transactions grid (see details on Range Selection options on page 52). Apply the selected filter(s) by clicking on the OK button. This will close the Range Selection window and apply the filter.



Select the appropriate transactions, or use the Mark All box, then click the Add button. This will move the transactions to the Transactions Included grid. Verify that the total Transactions Included is equal to the Transaction Amount, and click the Save button to create the consolidated transaction.



Close the window and go back to the Reconcile window. There will now be one GL entry with the reference being the Transaction Number and one bank transaction that are the deposits. Mark the deposit transactions on both sides and click the Match button to manually match the transactions.

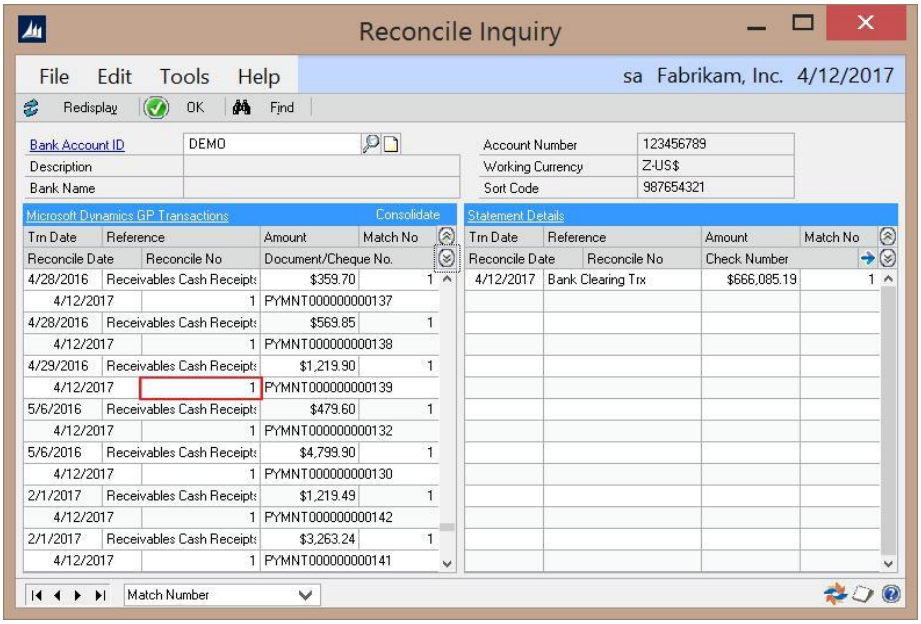


Once all of the transactions are matched, verify that the Difference field is zero, then click on the Reconcile button to reconcile your bank account. All the matched transactions will be removed from the Reconcile window and reports will be generated detailing the entire reconciliation.

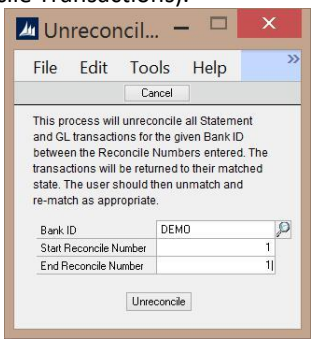
Un-reconciling a Bank Account

It may be necessary to un-reconcile a bank account, because of incorrectly matched transactions. When a reconciliation is un-done, all the matched/reconciled transactions are returned to the Reconcile window. They will no longer have match numbers assigned, which means all transactions must be re-matched.

The first step in un-reconciling an account is to locate the reconcile number associated to the transactions that were incorrectly matched, by looking at the Reconciled Transactions report that was generated during the initial reconciliation. This number can also be found in the Reconcile Inquiry window (Inquiry >> Financial >> Advanced Bank Reconciliation >> Reconcile Enquiry). Once in the window, select the Bank Account ID and locate the transactions that were mismatched. Expand the list to view the Reconcile Number.



Once the reconcile number is located, launch the Unreconcile window (Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Unreconcile Transactions).



Enter in the Bank Account ID and the Start Reconcile and End Reconcile numbers. These numbers can be the same if a range is not being reconciled. Click Unreconcile to return the transactions to the Reconcile window.

Appendix A: BAI File Format

ABR is capable of importing BAI (Bank Administrative Institute) files during the statement import procedure. A BAI file is a complex, strictly formatted statement file. It may contain statement transactions for multiple bank accounts. Because of its strict formatting and multi-account support, it is the ideal format for importing bank statements into ABR.

Most banks support BAI files. However, each bank differs, so it is important to verify that your bank offers BAI as a downloadable statement file format.

To view the entire BAI specification, please visit BAI.org and download the free BAI specification at the following link:http://www.bai.org/Libraries/Site-General-Downloads/Cash_Management_2005.sflb.ashx

BAI Setups

Setting up ABR to import a BAI file requires a few simple steps. To complete these steps, open the BAI file using Notepad or another text editor. The following steps outline how to get the information to complete all setups prior to importing a BAI file.

Bank Account Setup

To identify the Bank Account Number(s) in the BAI file, first locate the lines in the file that begin with "03". These are the Account Header and Summary records. The 2nd field in these records is the Bank Account Number. In the example below, the Bank Account Number is '1234567890'.

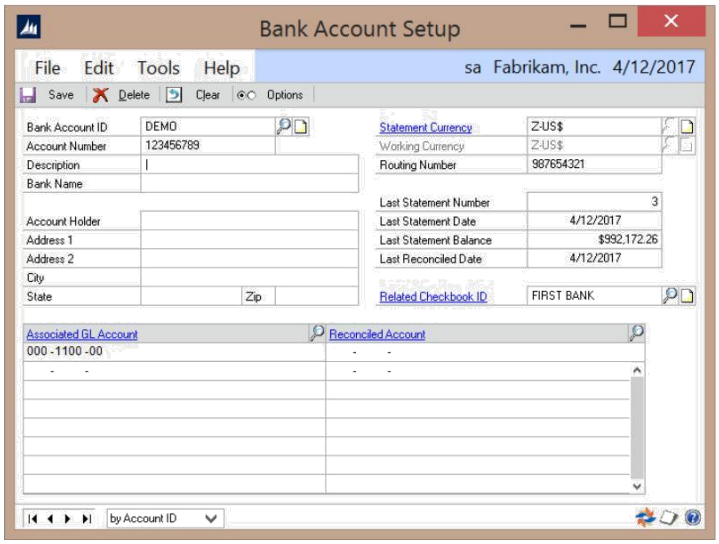
Example: 03, **1234567890**, USD, 45, 30000, …..

Next the Routing Number for the bank accounts needs to be identified. To do this, locate the lines in the file that begin with "02". These are the Group Header records. The 3rd field in these records is the Routing Number for the bank account(s). . In the example below, the Routing Number is '121000248'.

Example: 02, 1234, **121000248**, 1, 060312, …..

Make a note of each Bank Account Number and the corresponding Routing Numbers in the BAI File. Verify that each account is setup in the Bank Setup window in ABR.

1. Launch the Bank Setup window. (Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Bank Setup)



2. Verify that each ABR Bank Account is setup using the exact same Account Number and Routing Number that are contained in the BAI file.

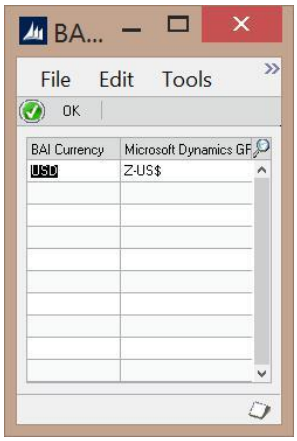
BAI Currency Setup

To identify the Currency ID(s) in the BAI file, locate the lines in the file that begin with "03". These are the Account Header and Summary records. The 3rd field in these records is the Currency ID. In the example below, the 3rd field is 'USD' for US Dollars.

Example: 03, 1234567890, **USD**, 45, 30000, …..

Make a note of the Currency Code(s) in the BAI file, noting that there can be different currencies for each bank account in the file. Each BAI Currency Code will need to be setup.

1. Launch the BAI Currency Setup window. (Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> BAI Currency Setup)

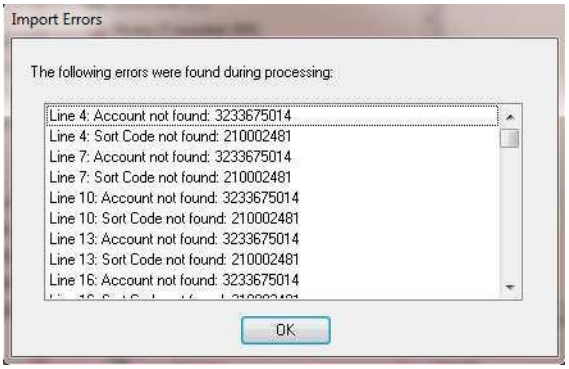


2. Enter the BAI Currency Code(s) identified in the BAI file and map each one to a GP Currency code.
3. Click OK to save the records.

Troubleshooting BAI File Import Errors

Currency Code Not Found – This error indicates that a currency code in the BAI file is not setup in the BAI Currency Setup window. Follow the steps above in BAI Currency Setup to resolve this error.

Account not found, Sort Code not found – These errors indicate that the Bank Account and/or the Sort Code (Routing Number) in the BAI file cannot be found in one of the ABR Bank records.



If the Bank Account has not been setup in ABR, then follow the steps above in Bank Account Setup to setup it up and resolve the error.

If the Bank Account has already been setup but the Bank Account and/or Sort Code (Routing Number) are different from the ones listed in the error message, then follow the instructions in the How can I modify the Account Number or Routing Number in an ABR Bank Account? section under Frequently Asked Questions.

Appendix B: Standard Bank Format

The standard import format that is utilized in ABR is defined below. It consists of two header rows, which are not utilized by the ABR import process. These rows are reserved for comments or notations.

Additional rows after the two headers are data lines. Each data line contains the following fields (in the sequence given):

- Group
- Account ID
- Account Number
- Type
- Sort Code
- Currency
- Entry Date
- As At
- Amount
- TLA Code
- Cheque Number
- Status
- Description

Of the fields provided, the following fields are not utilized by Advanced Bank Reconciliation:

- Group
- Account ID
- Type
- Currency
- As At
- Status

The 'TLA Code' field is used to identify the transaction type, as shown in the table on the following page.

Transaction 'TLA' Codes:

TLA Code	Special Circumstances	Transaction Type
ADV		Deposit
STO	Positive Amount	Deposit
STO	Negative Amount	Withdrawal
REV		Withdrawal
DDR		Withdrawal
DIV		Withdrawal
UNP		Withdrawal
BCC		Withdrawal
ATM		Withdrawal
RCT		Deposit
SUP	Positive Amount	Deposit
SUP	Negative Amount	Withdrawal

TFR	Positive Amount	Deposit
TFR	Negative Amount	Withdrawal
(blank)	Cheque Number given	Cheque
(blank)	Positive Amount	Deposit
(blank)	Negative Amount	Withdrawal
(unknown)	Positive Amount	Deposit
(unknown)	Negative Amount	Withdrawal

The file format is summarized in the following table:

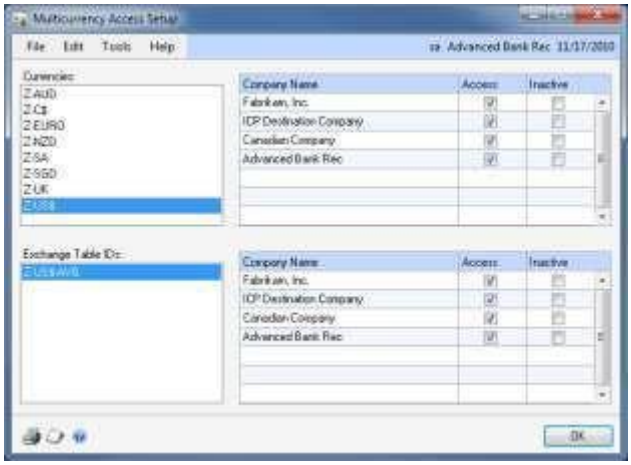
Row	**Field**	**Import Action**
First	N/A	Ignored
Second	N/A	Ignored
Third and onward	Group	Ignored
	Account ID	Ignored
	Account Number	Bank Account Number
	Type	Ignored
	Sort Code	Bank Sort Code – formatted as '999999' or '99-99-99'
	Currency	Ignored
	Entry Date	Transaction Date – formatted as 'dd/mm/yy' – year of '54' or lower becomes 20yy (e.g. 2054), '55' or higher is 19yy (e.g. 1955) – or formatted as 'dd/mm/yyyy'
	As At	Ignored
	Amount	Transaction Amount
	TLA Code	Transaction Type, translated as shown previously
	Cheque Number	Cheque Number
	Status	Ignored
	Description	Transaction Narrative

Appendix C: Functional Currency

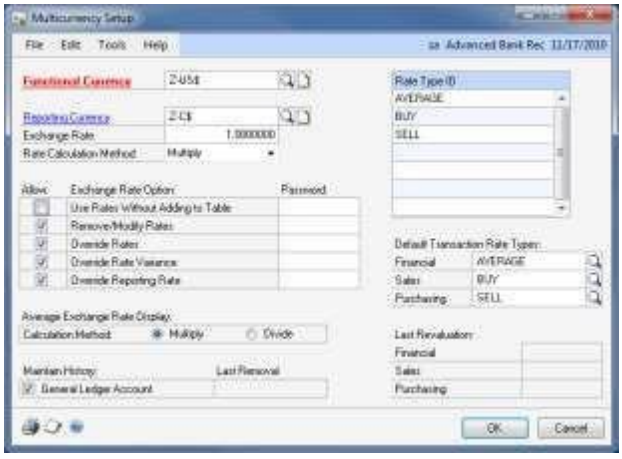
Advanced Bank Reconciliation requires a functional currency to be set for each company that will be using the module.

Functional Currency in GP 10, 2010, & 2013

1. Backup up all databases
2. Launch the Multicurrency Access window (Setup >> Tools >> System >> Multicurrency access)



   a. Select the Functional currency from the list of Currencies on the left side of the window
   b. Click on the Access check box next to each company using ABR
   c. Click on the OK button to save the changes
3. Launch the Multicurrency Setup window (Setup >> Tools >> Financial >> Multicurrency)



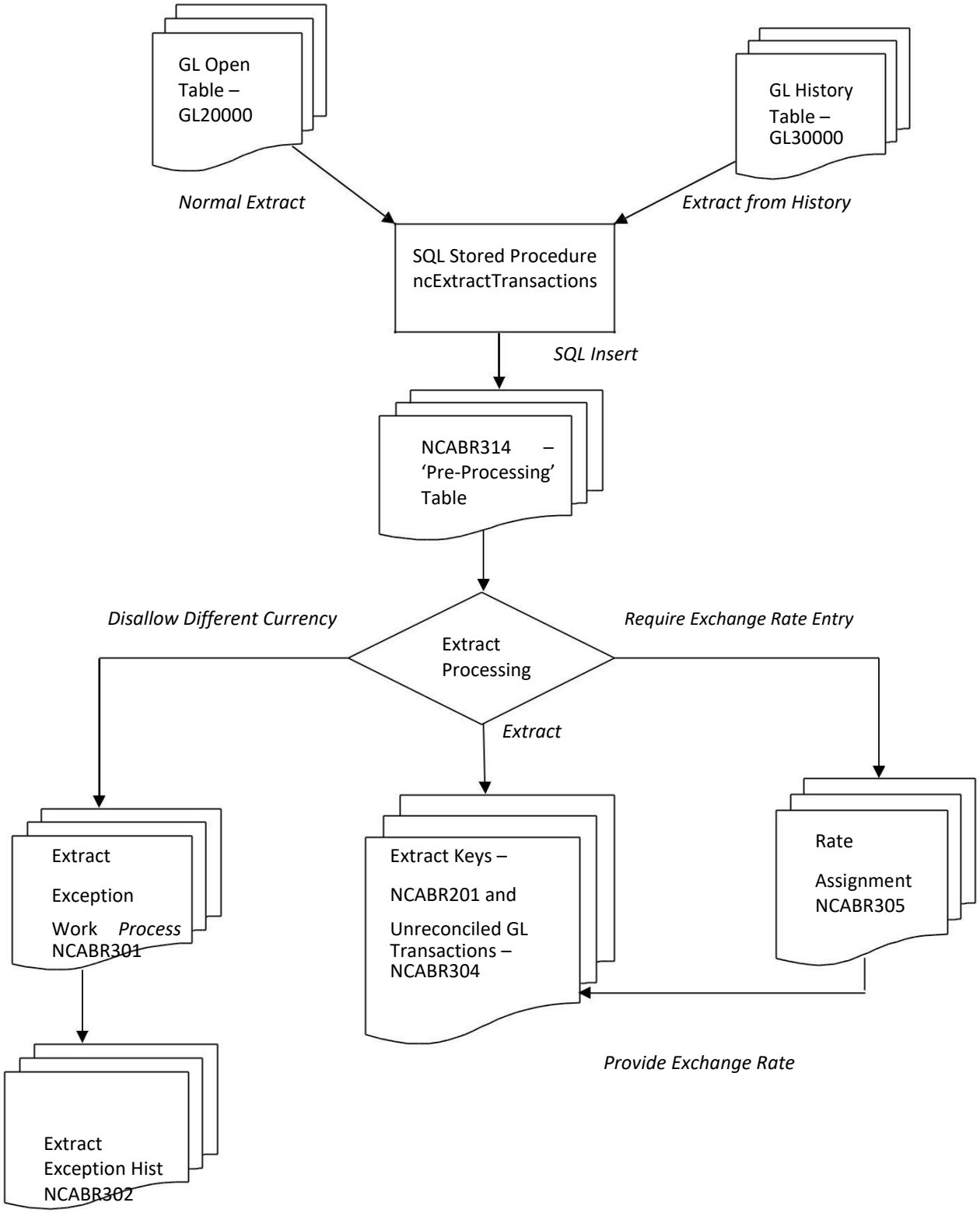
   a. In the Currencies list, select the Functional Currency.
   b. In the Default Transaction Rate Types area, select a rate type in the Financial, Purchasing, and Sales fields. Then, click OK.
   c. A warning will appear prompting to run Check Links on the Multicurrency Setup Table. Click OK, and then run Check Links.

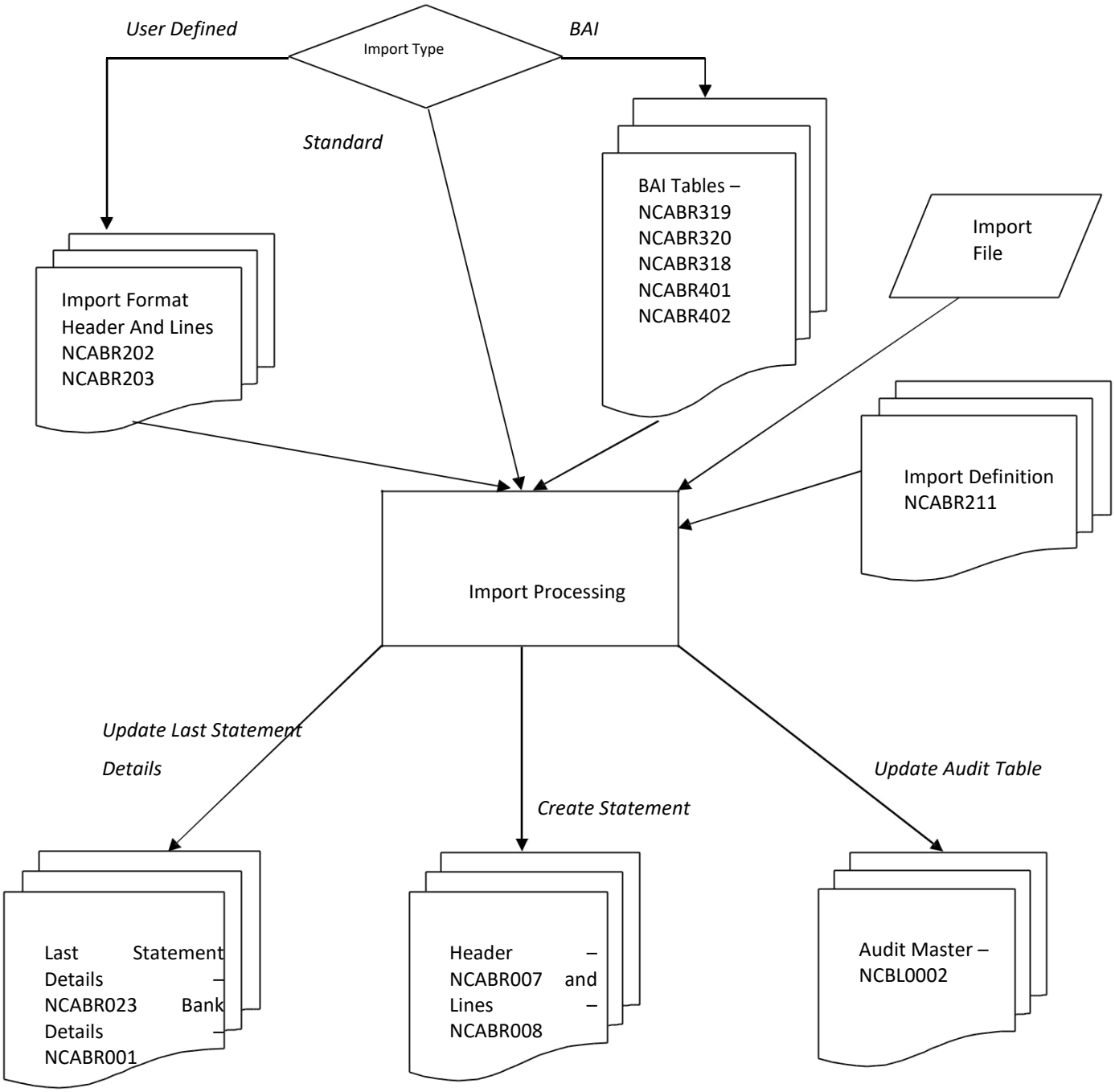
Appendix D: Consolidate Range Selection Wildcard Options

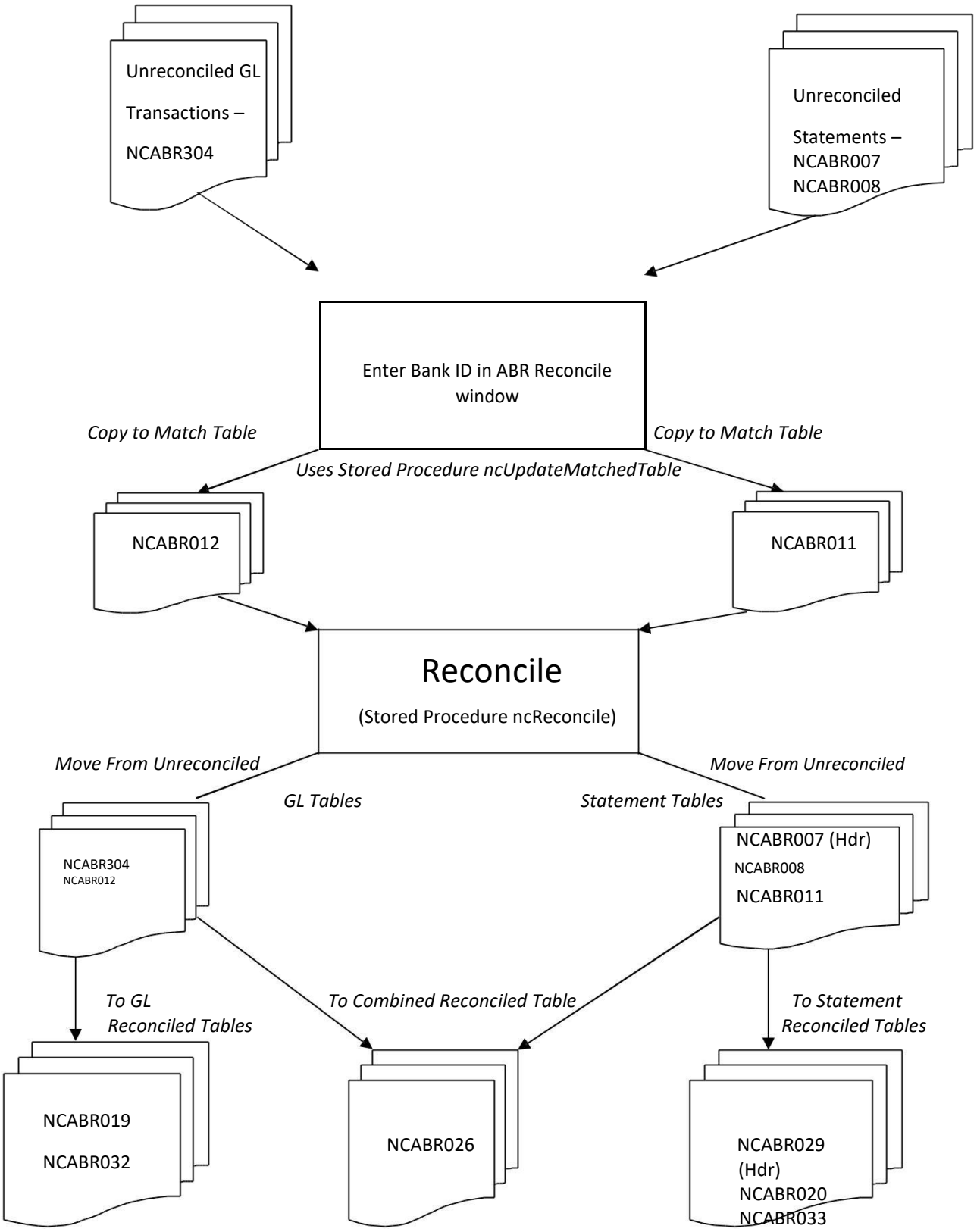
When using the Range Selection option in the Transaction Groupings/Consolidation window, the following wildcard characters can be used to create range selection criteria:

Wildcard character	Description	Example
%	Any string of zero or more characters.	WHERE title LIKE '%computer%' finds all book titles with the word 'computer' anywhere in the book title.
_ (underscore) [ ] [^]	Any single character. Any single character within the specified range ([a-f]) or set ([abcdef]). Any single character not within the specified range ([^a-f]) or set ([^abcdef]).	WHERE au_fname LIKE '_ean' finds all four-letter first names that end with ean (Dean, Sean, and so on). WHERE au_lname LIKE '[C-P]arsen' finds author last names ending with arsen and starting with any single character between C and P, for example Carsen, Larsen, Karsen, and so on. WHERE au_lname LIKE 'de[^l]%' all author last names starting with de and where the following letter is not l.

Appendix E: ABR Extract Process (diagram)




User Defined
Import Type
BAI
Standard
BAI Tables –
NCABR319
NCABR320
NCABR318
NCABR401
NCABR402
Import
File
Import Format
Header And Lines
NCABR202
NCABR203
Import Definition
NCABR211
Import Processing
Update Last Statement
Details
Create Statement
Update Audit Table
Last Statement
Details –
NCABR023 Bank
Details –
NCABR001
Header –
NCABR007 and
Lines –
NCABR008
Audit Master –
NCBL0002


Unreconciled GL Transactions – NCABR304
Unreconciled Statements – NCABR007 NCABR008
Enter Bank ID in ABR Reconcile window
Copy to Match Table
Uses Stored Procedure ncUpdateMatchedTable
Copy to Match Table
NCABR012
NCABR011
Reconcile
(Stored Procedure ncReconcile)
Move From Unreconciled GL Tables
Move From Unreconciled Statement Tables
NCABR304
NCABR012
NCABR007 (Hdr)
NCABR008
NCABR011
To GL Reconciled Tables
To Combined Reconciled Table
To Statement Reconciled Tables
NCABR019
NCABR032
NCABR026
NCABR029 (Hdr)
NCABR020
NCABR033

Appendix F: Frequently Asked Questions

Could you explain the Closing Balance Report?

1. The Statement Ending Balance is what the bank tells us is our current statement balance.
2. However, ABR tells us that there are unreconciled statement transactions, so we REVERSE these from the Statement Ending Balance to get back to a reconciled statement balance (Net Ending Balance).
3. We then add on to the reconciled statement balance the unreconciled GL transaction to get a figure which should agree to what Dynamics GP tells us is the bank balance (Overall Book Balance).

Why aren't some statement transactions appearing on the Reconcile window?

The first thing to look at when unreconciled statement transactions do not appear on the right hand side of the Reconcile window is to make sure that the statement which the transactions appear on is balanced. That is, on the Bank Statement Entry window, check that the user-entered Ending Balance in the statement header information is equal to the calculated Ending Balance at the bottom right of the window.

The calculated Ending Balance is the Starting Balance plus all the statement transaction amounts. An unbalanced statement can be saved by the user overriding a warning message, but none of the transactions will appear on the Reconcile window.

How can I modify the Account Number or Routing Number in an ABR Bank Account?

If the Bank Account or Routing Number need to be modified for an existing ABR Bank Account, the values will need to be updated in the NCABR001 table. Edit the following SQL script to include the appropriate Bank Account Number (BNKACTNM), Routing Number (TRNSTNBR). Then replace the 'BANKID' text with the appropriate ABR Bank ID, and then run the script against the Dynamics GP company database .

```
UPDATE NCABR001 SET BNKACTNM = '0123456789012', TRNSTNBR = '012345678'
WHERE BANKID = 'BANKID'
```

How do I delete a duplicate statement?

You can delete any unreconciled statements by calling it up in the Bank Statement Entry window (**Transactions >> Financial >> Bank Statement Entry**) and clicking the Delete button at the top of the window. However, if this does not cause the statements after the deleted statement to have their starting and ending balances calculated automatically, you could try the following:

1. Make sure that you have a good backup of your data, and that all users are logged out of ABR.
2. Run an ABR Checklinks, for the appropriate Bank ID only, with the Report Only Option checked. You may need to add the Checklinks to the Shortcut Bar - it's in the Financial Series of the Nolan's Advanced Bank Rec product.

3. Check the report produced, if there are no fatal errors reported (they have the words 'Checklinks cannot fix this' in the error message) then proceed to 4), otherwise contact the Nolan Business Solutions Support Desk for advice.

4. Re-run the ABR Checklinks with the Report Only option unchecked. This will correct any non-fatal errors, and also recalculate the statement starting and ending balances. Please be aware that the checklinks will also renumber the statements so that they are in sequence, so any breaks in the sequence of statement numbers will be corrected.

How do I remove duplicate statement transactions from the ABR Reconcile window?

1. If the duplicated transactions are all on the same statement number, then go in to Bank Statement Entry, call up the appropriate Bank ID and Statement Number and click on the Delete button at the top of the Bank Statement Entry window.

2. If the duplicated statement transactions are on a statement number which also contains valid statement transactions, then go in to Bank Statement Entry, select the appropriate Bank ID and Statement Number and, for each of the duplicated transactions, highlight the transaction in the scrolling window, click on the Edit menu item in the toolbar, and choose Delete Row from the dropdown menu. **The Statement Ending Balance will then need to be adjusted to reflect the new value before saving the statement.**

3. In both of the above cases you will need to refresh the Reconcile window for the appropriate Bank ID by clicking on the Delete button in the Reconcile window. This will not delete any of the statement transactions themselves, but will delete transactions from the copy table that the Reconcile window uses. Re-entering the Bank ID into the Reconcile window will cause the copy table to be rebuilt from the underlying transactions. Please be aware that refreshing the Reconcile window in this way will cause any match or checked information already in the Reconcile window to be lost.

How do I populate ABR Check Number when using Integration Manager

On the ABR Reconcile window for GL transactions the Reference field corresponds to the Reference (REFRENCE) column in the GL Open table (GL20000), and the Document / Cheque Number corresponds to the Originating Document Number (ORDOCNUM) column.

Either of these fields can be used to set up reconcile rules which will allow automatic propose / matching of GL transactions with statement transactions

Why are negative bank statement amounts showing as zero on the reconcile window?

The problem being encountered is due to the fact that the Bank Statement Entry window doesn't like negative amounts in the Withdrawal and Deposit columns. It processes the amounts entered so that withdrawals become negative amounts on the ABR Reconcile window, and deposits become positive amounts.

To rectify the problem, delete the rows with the negative amounts from the Bank Statement Entry window, then re-enter any negative deposits as a withdrawal, and any negative withdrawals as a deposit.

How can I extract GL transactions from a historical year?

Normally the ABR GL Extract process will only extract GL transactions from the GL Open table (GL20000) into the ABR Unreconciled GL transactions table. However, in some cases, it is necessary to extract transactions from the GL Historical Transactions table (GL30000).

NOTE: In later releases of v6.00 ABR and all releases of v7.00 ABR, this can be accomplished as follows - Exit from Dynamics GP, edit the Dex.ini file in the Dynamics GP client directory (in GP 10 the file located inside the Data directory of your GP directory)on the workstation from which you will run the historical extract to add the line:

HistoryExtract=TRUELog back into Dynamics GP and, when you open the ABR Extract window, you should see an extra button marked Extract From History. This button performs exactly the same function as the normal Extract button, but will work on the GL30000 table instead of the GL20000 table. The History Extract facility should be used with care, we would recommend keeping the date range of the extract as small as possible, and removing the facility once it is no longer needed by removing the appropriate line in the Dex.ini file, or changing it to:

HistoryExtract=FALSE

How can I make a GL posting that won't be extracted into ABR ?

The way to enter a transaction against the Bank GL account and ensure that it is not extracted into ABR, is to give it a Source Document type of NCABR. This document type is usually reserved for GL postings made by the ABR module itself, and is ignored by the ABR extract.

How can I remove incorrectly extracted GL transactions from ABR?

**** These actions are best carried out under the supervision of Nolan Support ****

Unfortunately this is a bit of a 'grey area'. There is no way via the ABR front end to remove unreconciled GL transactions from the Reconcile window. What we usually do in this case is to delete the transactions from the underlying tables.

There are three tables involved (Assuming Dynamics GP v6.00 and above) - the unreconciled GL transactions table (NCABR304), the matched GL transactions table (NCABR012), and the extract keys table which keeps a record of all of the transactions that have been extracted (NCABR201). The approved method is to uniquely identify the transactions that you want to delete in these tables, then delete them.

The only problem with this is that, as we are deleting rows from the extract keys table, the transactions could be potentially be extracted again if the appropriate date range were entered. We could just omit deleting the rows from the keys table, but the next time that an ABR Checklinks is run it will realise that the rows in the keys table refer to transactions which don't exist anywhere else in ABR, and will delete them itself anyway.

Error Message: A remove operation on table NC_Unreconciled_GL_TRX failed

If you receive the error message 'A remove operation on table NC_Unreconciled_GL_TRX failed because record could not be locked' when running an ABR reconcile, this usually indicates that the reconcile has failed for some reason.

Please see the FAQ 'How Do I Back out a Reconcile' for details on how to unreconcile the failed reconcile.

How do I remove unwanted unreconciled transactions?

1. Enter a GL journal with a source document type of GJ between the bank account and a suspense account for an amount which will contra off the unwanted transaction.
2. Enter an equal and opposite journal to 1) above, with a source document type of NCABR. This will not be extracted by the ABR Extract as it ignores transactions with a source document type of NCABR because this is what ABR uses when it is posting reconcile journals.
3. Run an ABR Extract, which will extract the transaction from 1). This can be matched against the unwanted transaction in the ABR Reconcile window and reconciled. There will be no effect on your GL from the journals in 1) and 2) as they are equal and opposite.

Regarding unwanted statement transactions:

You can remove unwanted statement transactions by accessing the statement via the Bank Statement Entry window, highlighting the appropriate statement lines and clicking on Edit >> Delete Row. **You will need to adjust the statement ending balance to reflect the new statement total before you are able to save the sta tement.**

What does the ABR "Check Links" do?

The ABR Checklinks will perform the following checks on the data and correct anomalies where possible:

1. Check that for every row in the reconciled statement line auxiliary table (NCABR033) there is a matching row in the main reconciled statement line table (NCABR020).
2. Check that for every row in the reconciled GL line auxiliary table (NCABR032) there is a matching row in the main reconciled GL line table (NCABR019).
3. Check that for every row in the unreconciled statement line (NCABR008) and reconciled statement line (NCABR020) tables, there is a header row in the unreconciled statement header (NCABR007) and reconciled statement header (NCABR029) tables.
4. Recalculate the statement starting and ending balances in the unreconciled and reconciled statement header tables (NCABR007 and NCABR029), and update the last statement balance in the last statement number table (NCABR023).
5. If there are any statements which have rows in the unreconciled statement header table (NCABR00 7) but which have no lines in the unreconciled statement line table (NCABR008), remove the orphaned header row.
6. Check that all statement headers have a statement date, if not set the header statement date to the latest date of this statement's lines.
7. Check that each row in the extract keys table (NCABR201) has a matching row either in the unreconciled GL transactions (NCABR304) or reconciled GL transactions (NCABR019 and NCABR032) tables. If it doesn't, then remove the row from the keys table.
8. Check that the totals for each Match Number in the reconciled GL transactions table (NCABR032) and reconciled statement line table (NCABR033) agree. If not then flag an error.
9. Remove all rows from the matched GL transactions table (NCABR012) and matched statement trans action table (NCABR011) so that these tables are rebuilt the next time the Bank ID is entered into the Reconcile

window. Be aware that this will cause all match / mark information present when the checklinks is run to be lost.

If I reset the Dynamics GP journal numbers at the beginning of each year, will it cause an issue with Nolan's Advanced Bank Reconciliation?

Advanced Bank Reconcilation tables contain an index that requires the journal numbers to be unique. Therefore, if the Dynamics GP journal numbers are being reset at the beginning of each year, they will need to be reset using a unique identifier, such as a two (2) digit year at the beginning of the journal number (example: 1000000 for the year 2010, 1100000 for the year 2011, etc)

How do I uninstall ABR?

1. From later releases of v6.00 Nolan's ABR on SQL onwards, stored procedures are created in EACH company database. If they are present they will need to be removed using MS SQL Enterprise Manager. The stored procedures are:

   ncExtractGLTransaction
   s
   ncUpdateMatchedTable
   ncReconcile

2. In each client directory, delete the abr.dic dictionary, and, if present, the NCLF2440.dic and NCLR2440.dic modified forms and reports dictionaries. Edit the Microsoft Dynamics GP.set file to remove all references to Nolan's ABR.

3. Remove all Nolan ABR menu items. These are:

   Transactions >> Financial
   Bank Statement Entry, ABR Reconcile, ABR Ex.Rate Assign
   Routines >> Financial
   ABR Extract Trx, ABR Statement Import
   Tools >> Setup >> Financial
   ABR Import Maint, ABR Import Format, ABR Reconcile Rules, ABR Bank Setup, ABR Extract Setup
   Reports >> Financial
   Adv. Bank Rec.
   Utilities >> Financial
   ABR Extract Except, ABR Bank Cleardown, ABR Bank TRX Cleardown
   Enquiry >> Financial
   ABR Bank Statements, ABR Reconcile, ABR Cheque Enquiry

4. If desired (although this is not strictly necessary), remove all ABR tables from the company databases. These all begin with NCABR.

Contact us

We welcome comments regarding the usefulness of the Nolan Business Solutions documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: info@nolanbusinesssolutions.com.

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