Electronic Bank Reconciliation

This product allows you to reconcile your bank electronically by downloading the bank transaction files from your bank and importing them into Dynamics NAV. After the import, the product will attempt to reconcile your Books with the Bank. The product provides an easy interface to allow you to resolve reconciliation conflicts.

The overall objective of the product is to save the user a significant amount of time in the bank reconciliation process. Some companies have hundreds of check entries per month and reconciling them using the standard functionality is very time consuming and tedious. The SimCrest E-Bank product will reconcile all book entries it is able to match to a bank entry and will leave the entries that don't match for the user to manually reconcile.

Installation

To install the system please follow the instructions below:

- Start Navision
- Copy the SimEbank.ocx file to your hard drive.
- Register the OCX in Navision by going to the "Tools" menu and selecting "Custom Controls". In the Custom Controls form, click on the "Control" button and select "Browse" from the dropdown menu. Browse to the SimEbank.ocx file and select it.
- Copy the license file to your hard drive (the file that ends with .REG). Double click on the license file to register the license. You will have to register the license file on all computers that will need access to E-Bank Rec.

Below you will find the instructions on how to use the product.

Prerequisites

The following conditions must be met to enable this product to work:

- The product must run the United States version of MBS Navision 5.0 or later. Other international versions are not supported
- You must have access to the bank Reconciliation Granule
- Your bank must support downloading statements in Quicken or MS Money format.

Setup

E-Bank offers 2 matching options when auto-matching bank transactions to NAV book transactions.

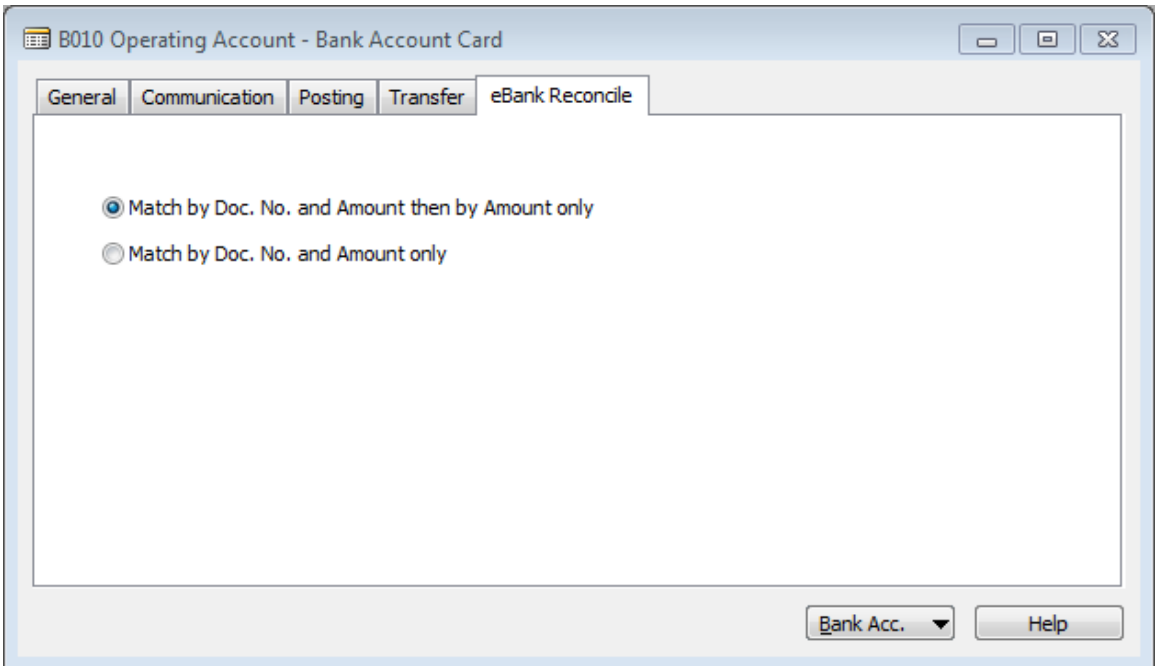
By default, the system will automatically match entries using the following priority:

1. Document/Check No. and Amount

2. Amount Only

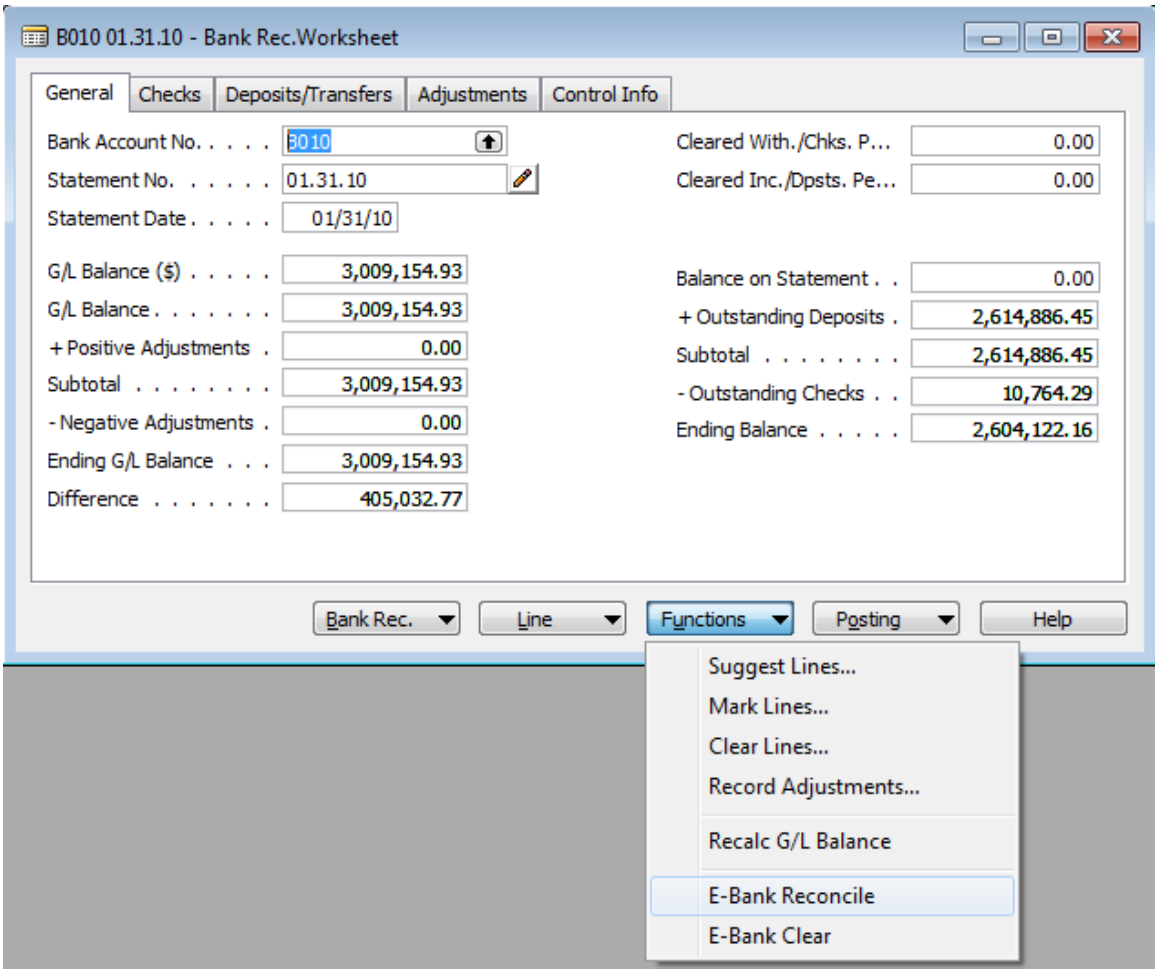
First the book transactions will be matched to the bank transactions where the document No. and the amount are the same. The remaining unmatched entries will then be matched by amount only.

A second matching option is available. The second option will match by document No. and amount. When this option is used, both the document No. and the amount must be the same before auto-matching will occur. To change the matching criteria to document No. and amount, open the appropriate bank account card and go to the 'eBank Reconcile' tab. Use the radio buttons to select the desired matching criteria for the bank account.



Step 1: Prepare Navision for bank reconciliation

The first step is to create a Bank Reconciliation using standard Navision functionality. Once the new bank reconciliation is created, use the 'Suggest Lines' function to pull the open bank transactions into the bank reconciliation.



Once the Bank Reconciliation Worksheet is populated you start the Electronic Bank Reconciliation from the worksheet form. To do this, click on the 'Functions' button and select 'E-Bank Reconcile' from the menu. The E-Bank Reconcile form will open.

Step 2: Download and import the file from the bank

The next step is to download the transaction file from the bank. You will have to download the transaction file in either Quicken or MS Money format. Most banks will offer a download in at least one of these formats and it is usually available for download directly from the bank's online banking website.
Below is an example of a download from Bank of America.

Download transaction information for checking, savings, and credit card accounts by completing these three steps.

Step 1 Select Account:
Select an account and click **Select**

Business Economy Chk - 3112

Select

Step 2 Choose Date:

Complete transaction period

Current Transactions

Specific range

Beginning: 04/01/2005 (mm/dd/yyyy)

Ending: 09/29/2005 (mm/dd/yyyy)

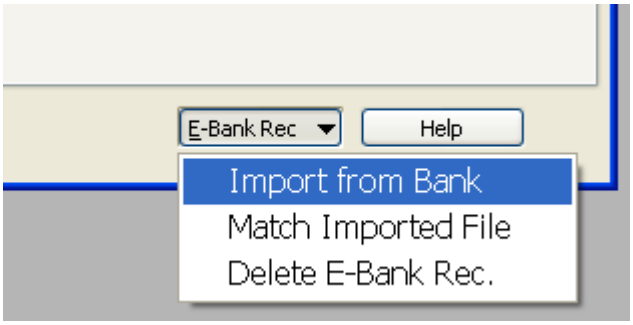
Step 3 Choose File Type:

- WEB Connect for Quicken 2003 and above
- Active Statement for MS Money 2000
- Managing Your Money - QIF file (2 digit)
- Quicken and Microsoft Money - QIF file (4 digit)
- Microsoft Excel Format
- Printable Text Format

NOTE: Exclusive use of Active Statement and WEB Connect downloads should help prevent duplicate transactions from being downloaded.

Download Transactions | Return to Account Activity

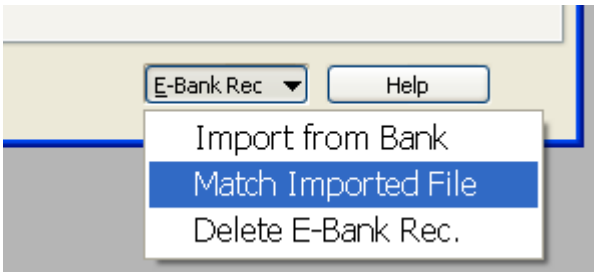
Once the file of cleared items has been downloaded from the bank it can be imported into Navision. To import the bank file, click on the 'E-Bank Rec' button that is in the lower right corner of the E-Bank Reconcile form. Select the 'Import from Bank' menu option and browse to the file previously downloaded from your bank. Click 'OK' to import the bank file.



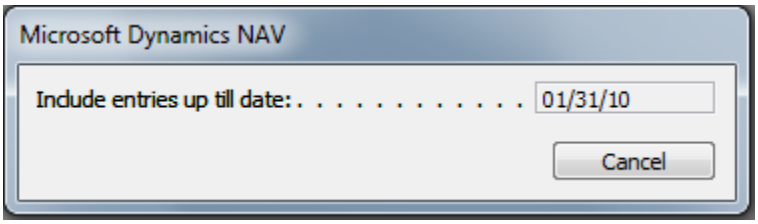
The imported data stays in NAV until the bank reconciliation is posted or deleted. This allows the user to start over with the matching process if necessary.

Step 3: Automatically match imported file

The next step is to match the imported file (Bank) with the Bank Entries in Navision (Books). Click on the 'E-Bank Rec' button again and select 'Match Imported File' from the menu.



A message will appear warning the user that any current reconciliation will be deleted. Click 'Yes' to continue. Any existing E-Bank reconciliation for this bank account will be replaced.



The user will be asked to provide a cut-off date for the reconciliation. This date should be the same to-date used for the Statement Date and in the 'Suggest Lines' functionality of the NAV reconciliation. Once the date is entered, press the 'Enter' key to begin the matching process.

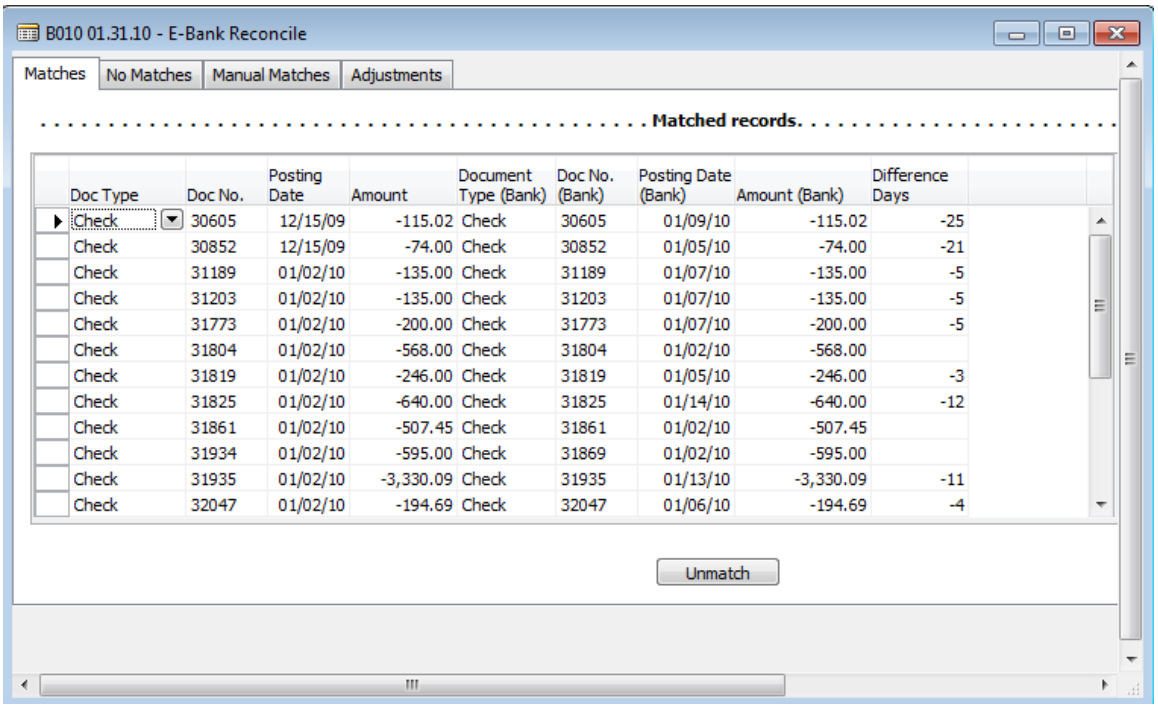
By default, the system will automatically match entries using the following priority:

1) Document/Check No. and Amount
2) Second match: Amount Only

First the book transactions will be matched to the bank transactions where the document No. and the amount are the same. The remaining unmatched entries will then be matched by amount only.

A second matching option is available. The second option will match by document No. and amount. When this option is used, both the document No. and the amount must be the same before auto-matching will occur. To change the matching criteria to document No. and amount, open the appropriate bank account card and go to the 'eBank Reconcile' tab. Use the radio buttons to select the desired matching criteria for the bank account.

To see the auto-matched entries go to the Matches tab.



Doc Type	Doc No.	Posting Date	Amount	Document Type (Bank)	Doc No. (Bank)	Posting Date (Bank)	Amount (Bank)	Difference Days
Check	30605	12/15/09	-115.02	Check	30605	01/09/10	-115.02	-25
Check	30852	12/15/09	-74.00	Check	30852	01/05/10	-74.00	-21
Check	31189	01/02/10	-135.00	Check	31189	01/07/10	-135.00	-5
Check	31203	01/02/10	-135.00	Check	31203	01/07/10	-135.00	-5
Check	31773	01/02/10	-200.00	Check	31773	01/07/10	-200.00	-5
Check	31804	01/02/10	-568.00	Check	31804	01/02/10	-568.00	
Check	31819	01/02/10	-246.00	Check	31819	01/05/10	-246.00	-3
Check	31825	01/02/10	-640.00	Check	31825	01/14/10	-640.00	-12
Check	31861	01/02/10	-507.45	Check	31861	01/02/10	-507.45	
Check	31934	01/02/10	-595.00	Check	31869	01/02/10	-595.00	
Check	31935	01/02/10	-3,330.09	Check	31935	01/13/10	-3,330.09	-11
Check	32047	01/02/10	-194.69	Check	32047	01/06/10	-194.69	-4

The product will provide additional information like date difference to help in the matching process. If you want to un-match two entries just highlight the line in question and click the Unmatch button. The entries will move to the No Match Tab.

Step 4: Manually matching entries

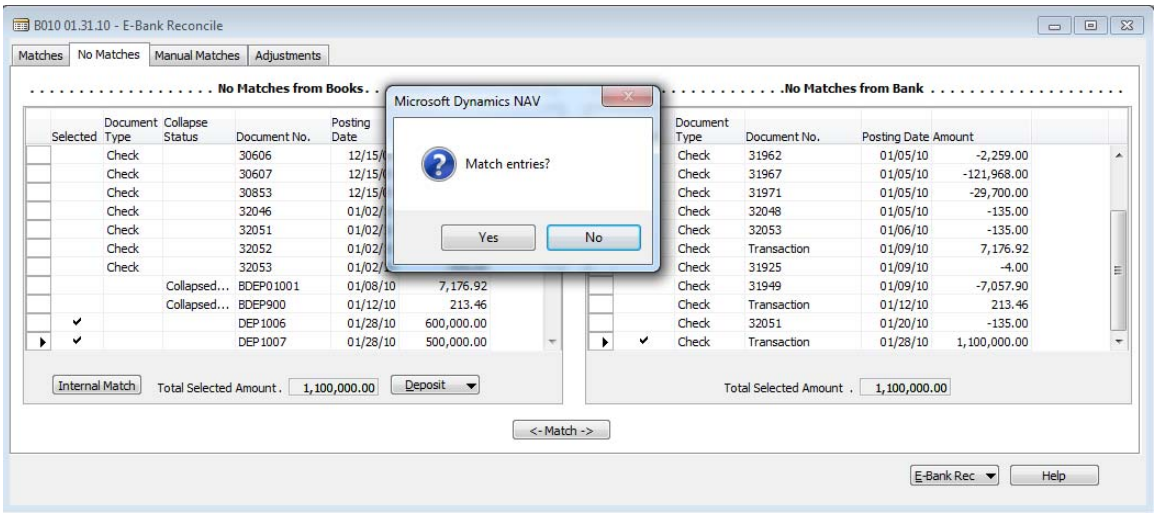
Usually there will be entries on the books and on the bank statement that will not match. The following scenarios can happen:

1. An entry on the books side could encompass two or more entries on the bank side, or vice versa
2. Two or more entries on the books balance to zero and do not show up on the bank at all
3. A difference appears between the books amount and the bank amount because of wrongful posting on the books or the bank (usually the books)

The product will handle all situations.

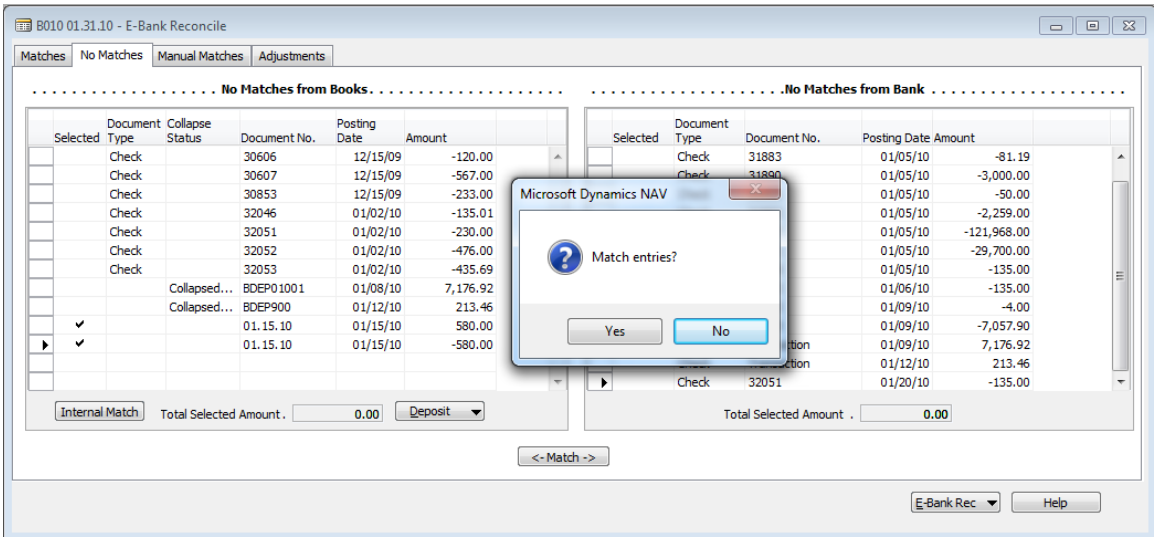
Below are examples of the above scenarios.

Scenario 1: An entry on the book is posted as two or more entries on the bank



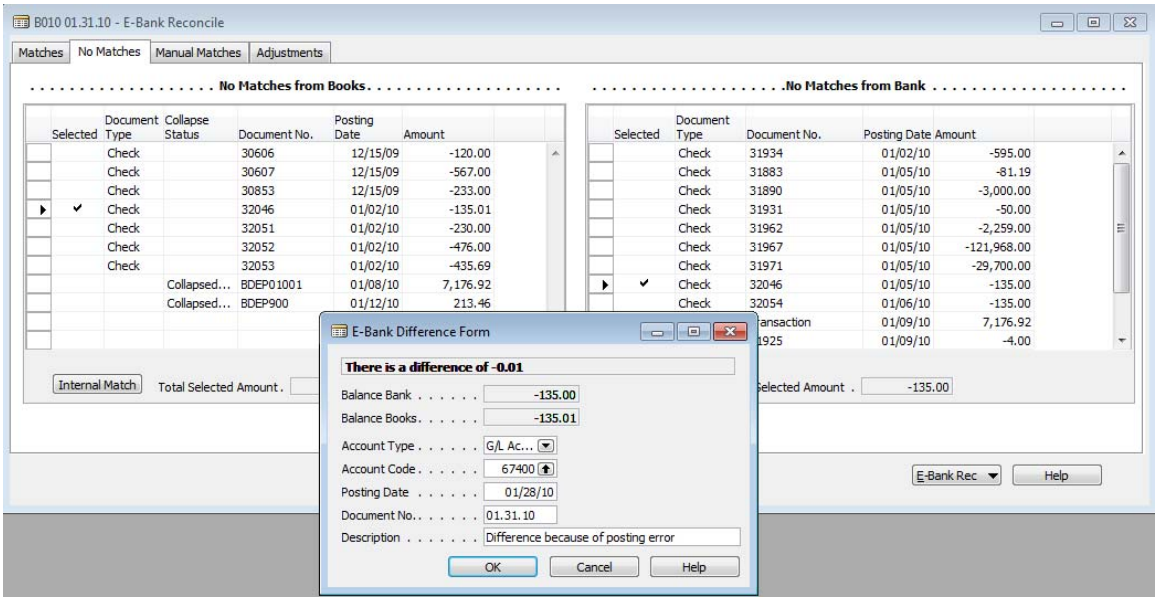
The $600,000.00 and $500,000.00 on 01/28/10 was posted as two entries on the books but was posted as one entry at the bank. To manually match book entries to bank entries, first select entries to be matched using the ‘Selected’ column. Once entries have been selected for matching, click on the ‘Match’ button in the lower center of the form and all selected entries will be matched and moved to the ‘Manual Matches’ unless the total from the Books side differs from the total on the Bank side. See example below of matching entries where there are differences between the total for Books and the total for Bank.

Scenario 2: Two or more entries on the books balance to zero.



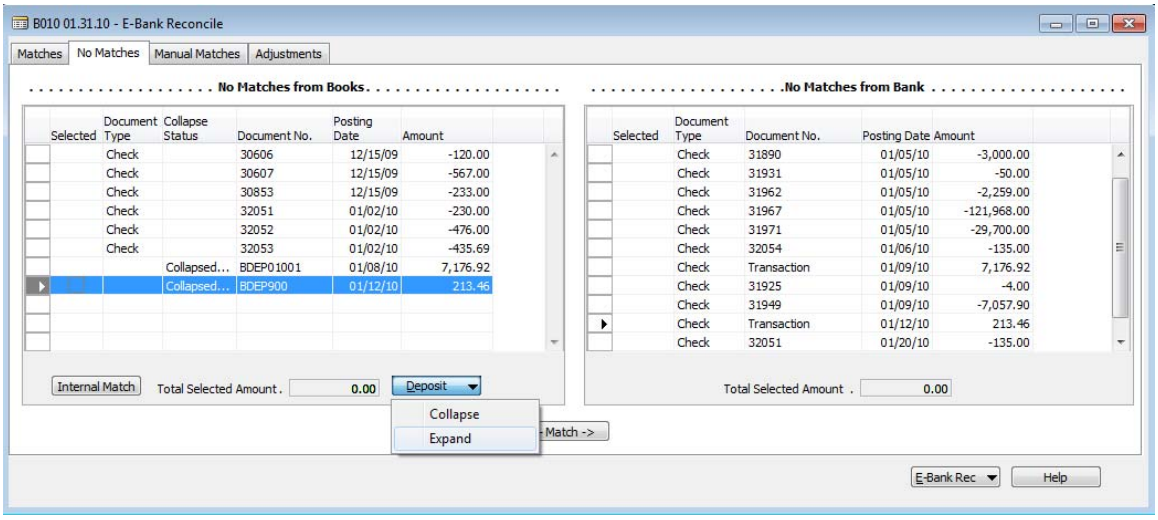
The two entries on 01/15/10 for -$580.00 and $580.00 balance to zero and do not show up on the bank. This in an internal match. To match two or more book entries that sum to $0.00, select the entries to be matched then click on the ‘Match’ button in the lower left section of the Books side. The matched entries will be moved to the ‘Manual Matches’ tab.

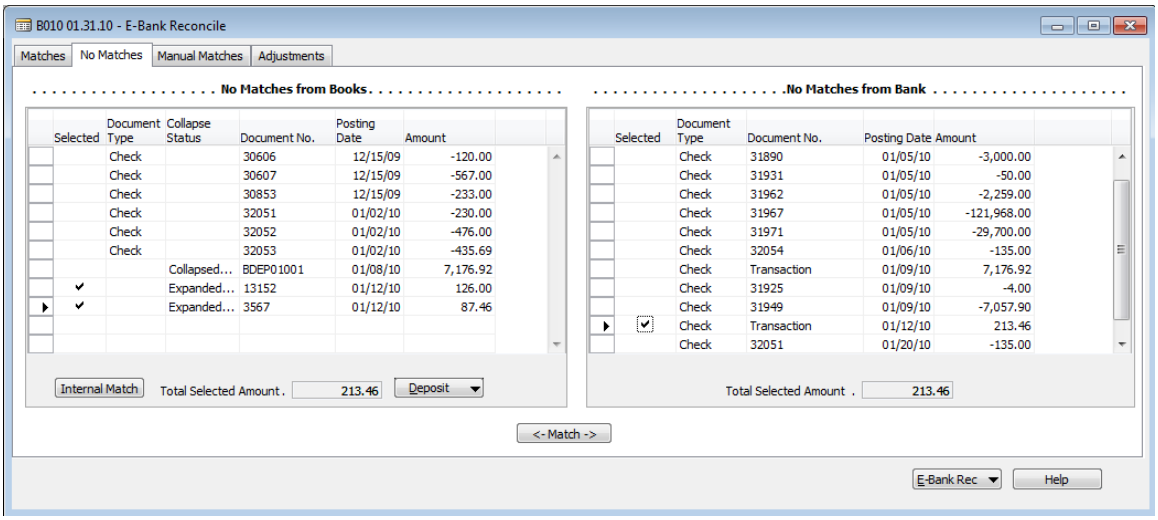
Scenario 3: A difference appears because of wrongful posting on the books.



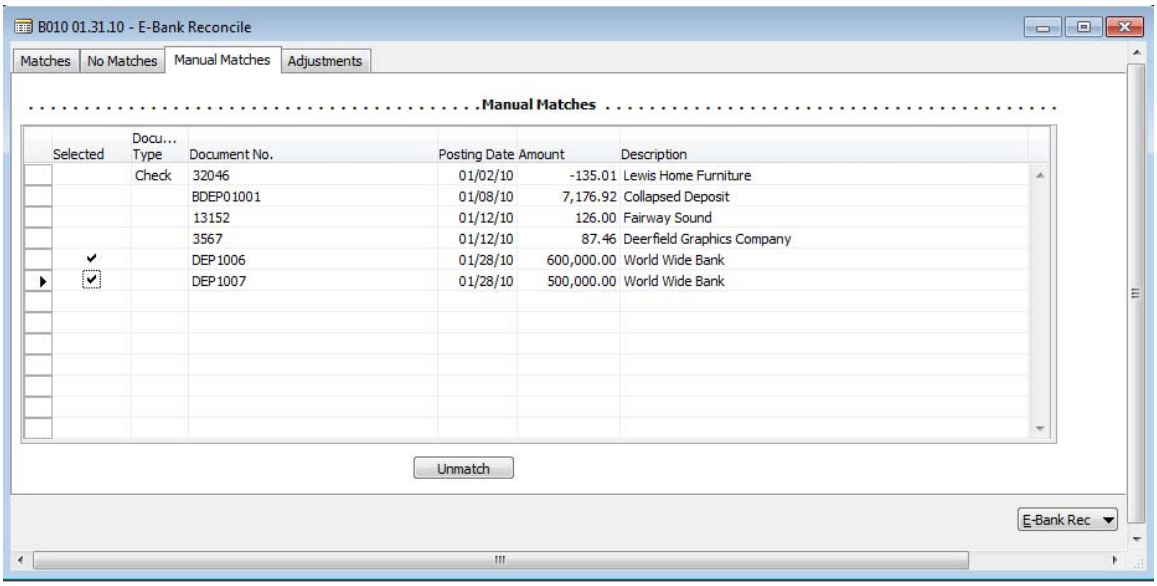
The entry on the books on 01/02/10 is posted with the wrong amount (1 cent off). In order to reconcile this entry to the bank, an adjusting entry must be created. E-Bank rec will ask the user to select a bank or G/L account where the difference/adjustment will be posted. An adjusting entry will be created in the 'Adjustments' tab. The adjustment is later transferred to the standard Navision bank reconciliation worksheet.

Collapsed deposit entries can be matched to bank entries in their collapsed state or can be expanded and matched separately in their expanded state. To expand or re-collapse entries, highlight the entry then click on the 'Deposit' button located at the bottom of the Book entries and select either 'Collapse' or 'Expand.'

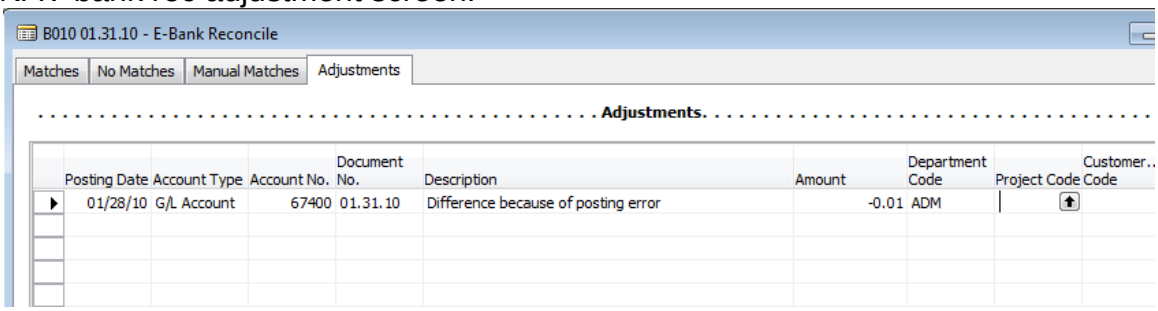




At any time the user can view the manual matches and adjustments that have been made by clicking on the appropriate tab. Manual matches can be unmatched by selecting the entry(s) to be unmatched by placing a check mark in the ‘Selected’ column and clicking the ‘Unmatch’ button. All entries that were matched together will be unmatched together.

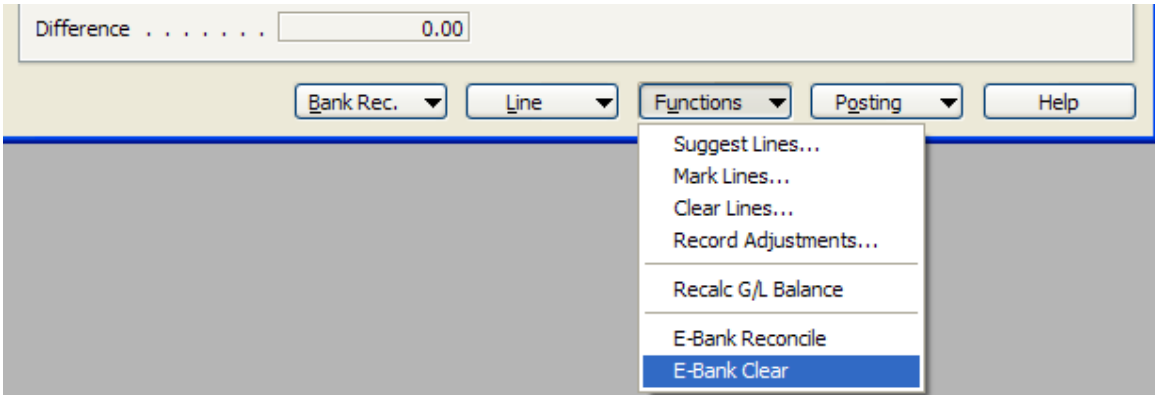


Dimensions can be added to the adjustment entries and will flow to the standard NAV bank rec adjustment screen.



Step 5: Apply the reconciliation to the standard system

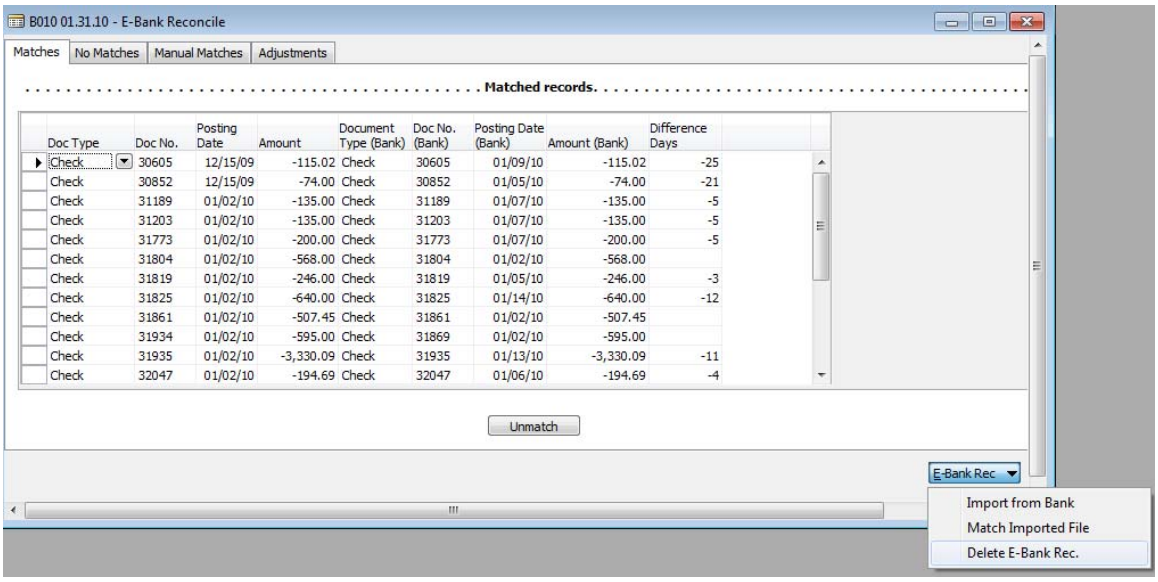
When there are no more un-matched entries on the bank side, the user is able to "clear" the matched book entries in the standard NAV bank reconciliation worksheet. To clear the book entries, the user will close the E-Bank rec form and go back to the standard NAV Bank Rec worksheet. From the bank rec worksheet, the user will click on the Functions button and select E-Bank Clear.



This will transfer the matching and the adjustments to the standard NAV bank reconciliation.

Step 6: Deleting the E-Bank reconciliation and starting over

At any point prior to clearing the matched entries in the standard NAV bank reconciliation (Step 5 above) the E-Bank reconciliation can be deleted. To delete the E-Bank reconciliation click on the E-Bank Rec button located in the lower right corner of the E-Bank reconciliation form and select 'Delete E-Bank Rec.' At this point the bank transaction file can be re-imported and the matching/reconciliation process can be started over.

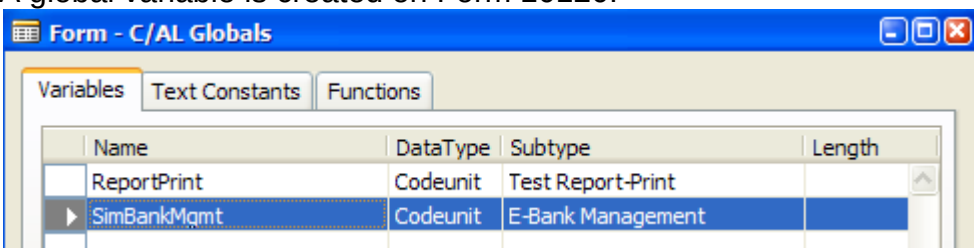


After performing step 5 to clear the matched entries in the standard NAV bank reconciliation you can still start over by deleting the unposted NAV bank reconciliation, creating a new one then re-importing the bank transaction file.

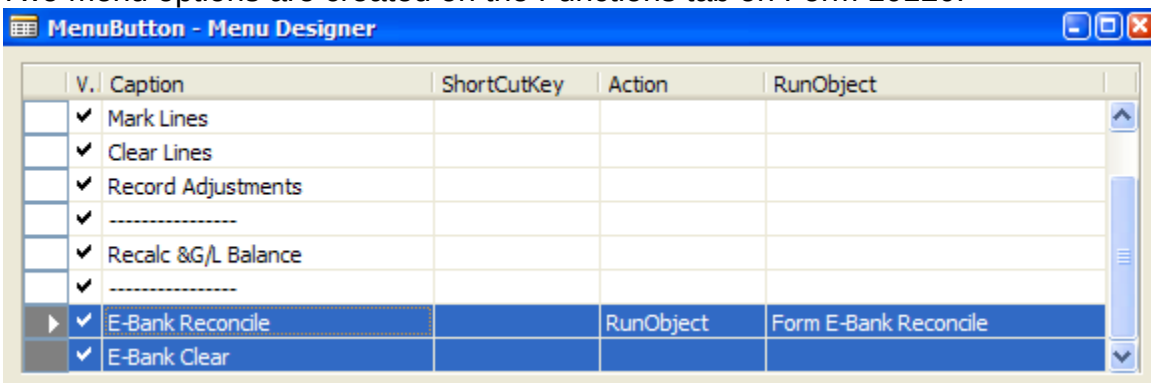
Appendix A: Footprint in Standard Navision

There is almost no footprint in standard Navision. If you import the objects into a database and there is a conflict, choose not to import the conflicting objects and implement the changes below.

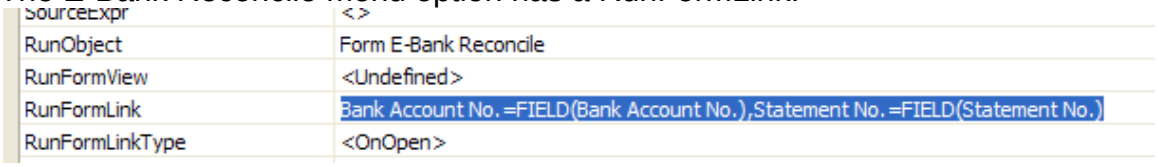
A global variable is created on Form 10120:



Two menu options are created on the Functions tab on Form 10120:



The E-Bank Reconcile menu option has a RunFormLink:



The E-Bank Clear has the following code OnPush:

```
<Control1102620000> - OnPush()
//!SimBankRec 1.00
SimBankMgmt.UpdateBankAccountRec("Bank Account No.","Statement No.");
```

Table 10121 has the following key added:
“Bank Ledger Entry No.”,”Check Ledger Entry No.” (No SumIndex)

Table 10120 (Bank Rec. Header) has the following global variable:

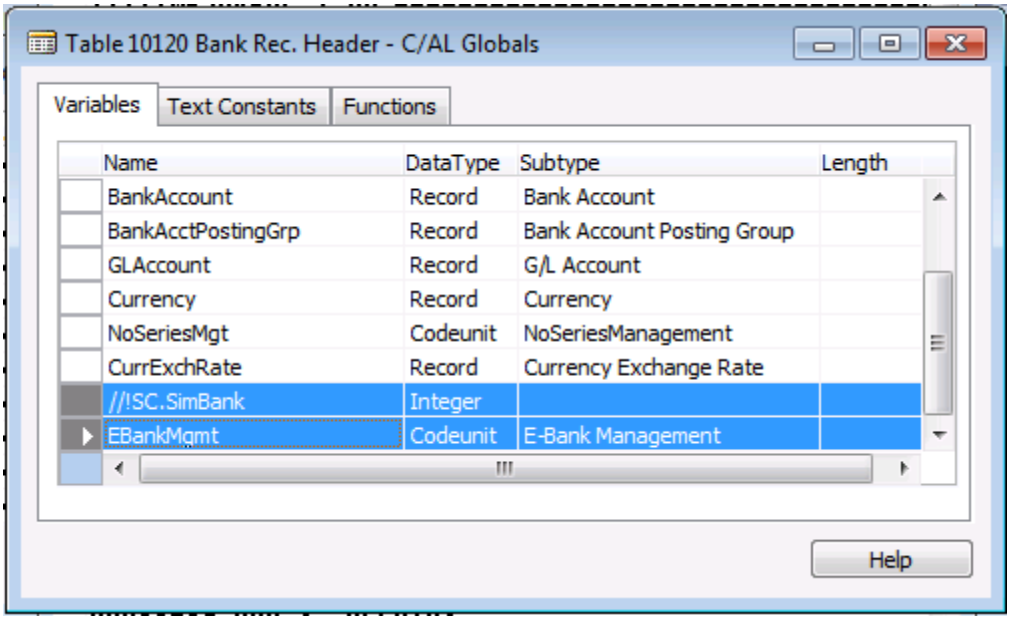
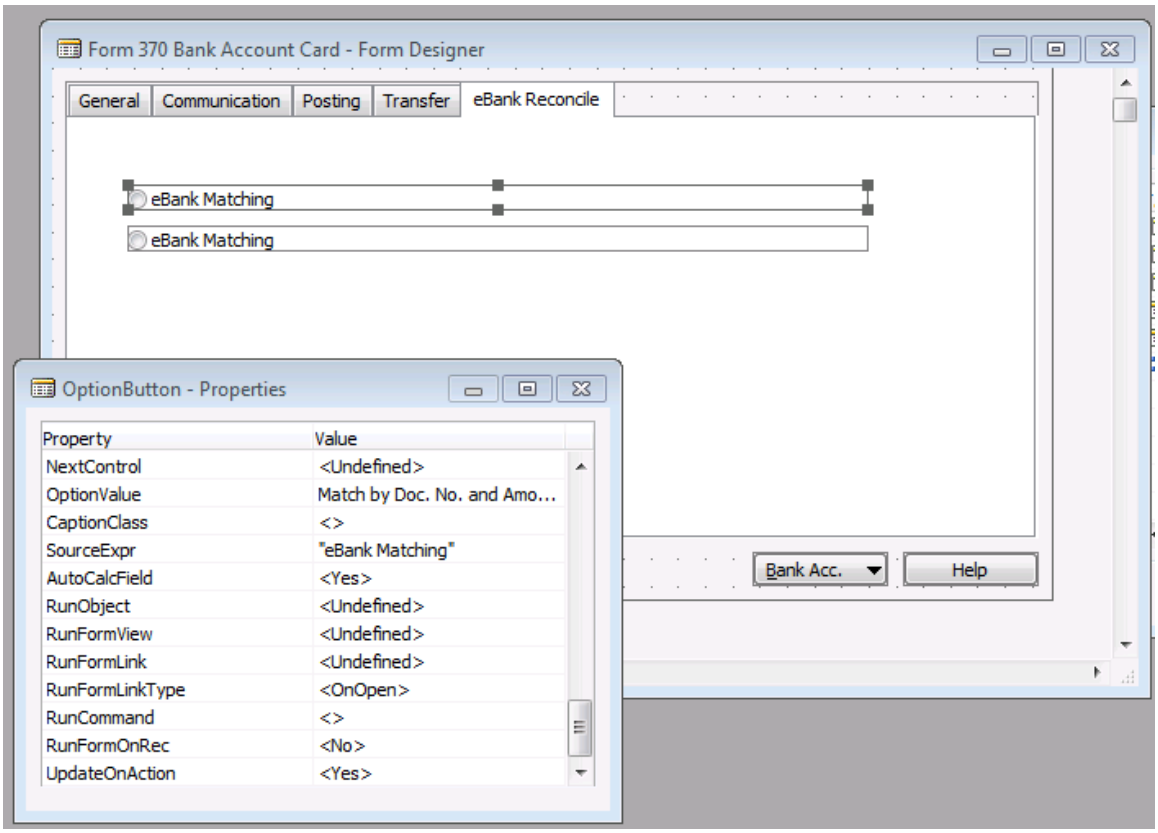


Table 10120 (Bank Rec. Header) has the following code addition at the end of the OnDelete trigger:

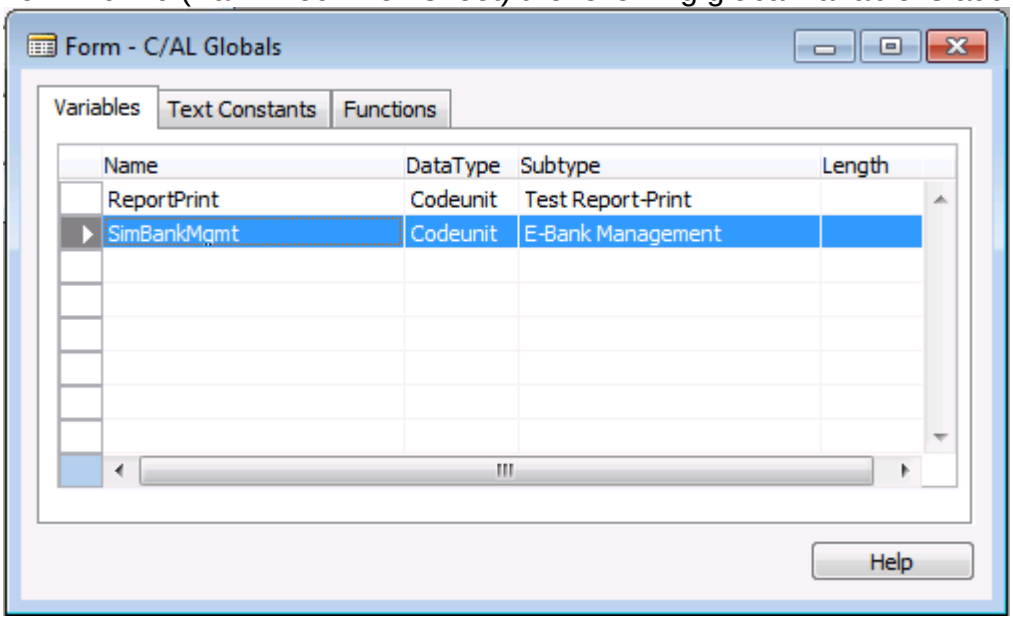
```
//!SC.SimBankRec 06-09-2009
EBankMgmt.DeleteEBankRecsForBank("Bank Account No.");

OnRename()
ERROR(Text003,TABLECAPTION);
```

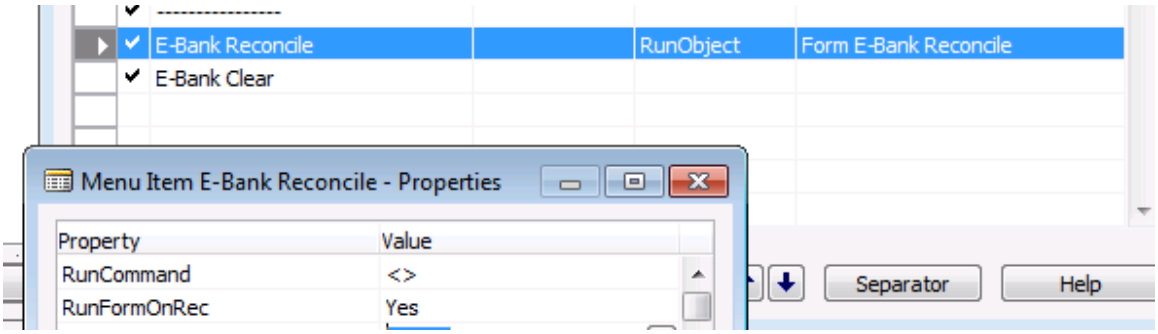
The following tab and fields are added to Form 370 (Bank Account Card):



Form 10120 (Bank Rec. Worksheet) the following global variable is added::



Form 10120 (Bank Rec. Worksheet) has the following menus under the Functions menu button:



The E-Bank Clear menu option has the following code:

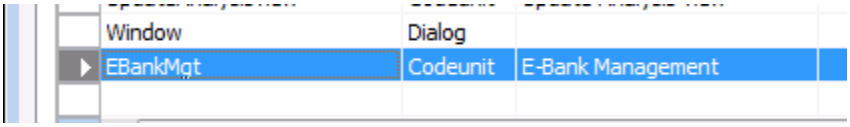
```
<Control1102620002> - OnPush()
//!SimBankRec 1.00
SimBankMgmt.UpdateBankAccountRec("Bank Account No.","Statement No.");
```

Codeunit 10120 (Bank Rec.-Post) has the following code change near the end of the OnRun trigger:

```
  BankAccount.GET(BankRecHeader."Bank Account No.");
  BankAccount."Last Statement No." := BankRecHeader."Statement No.";
  BankAccount."Balance Last Statement" := BankRecHeader."Statement Balance";
  BankAccount.MODIFY;

  //!SC.MBK SimBank 06-16-2009
  EBankMgt.DeleteEBankRecsForBank(BankRecHeader."Bank Account No.");

  BankRecHeader.DELETE;

  COMMIT;
  Window.CLOSE;
END;
Rec := BankRecHeader;
MESSAGE(Text009);
UpdateAnalysisView.UpdateAll(0,TRUE);
```

This requires the following global variable: