

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 Dynamics NAV Classic Client
- 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 in the Role Taylored Client version of Dynamics NAV.

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

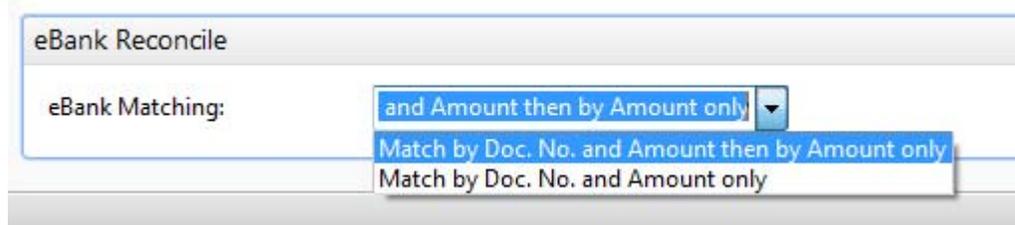
E-Bank offers 2 matching options when auto-matching bank transactions to NAV book transactions.

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

1. Document/Check No. and Amount
2. Amount Only

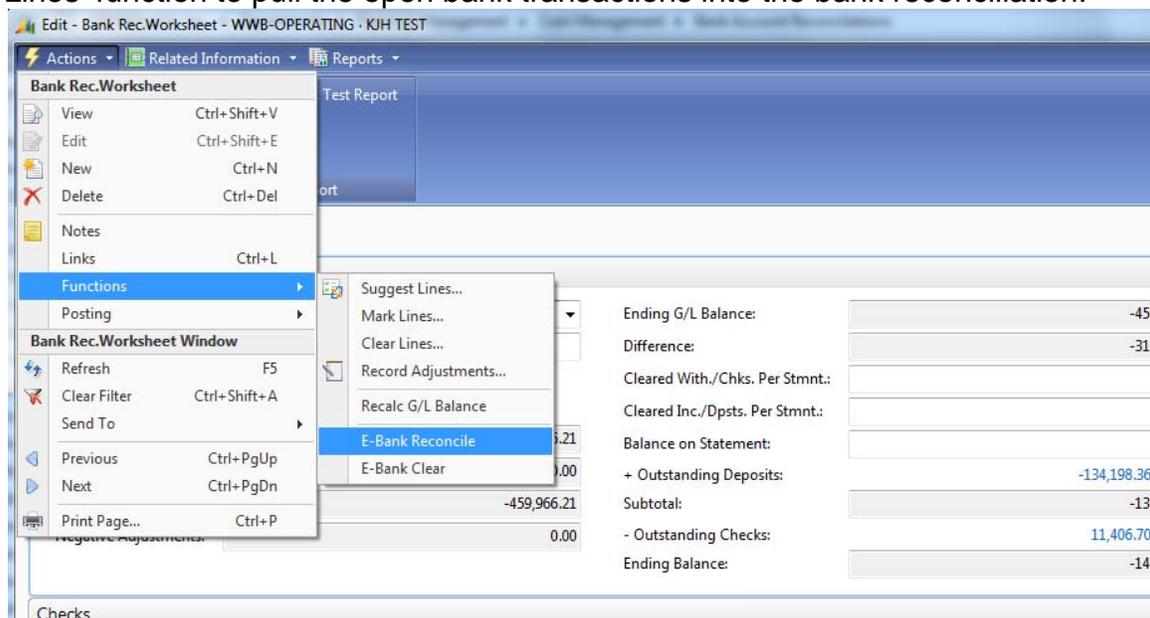
First the book transactions will be matched to the bank transactions where the document No. and the amount are the same. The remaining unmatched entries will then be matched by amount only.

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' FastTab. In the eBank Matching field 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 **Actions, Functions, 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**

Step 2 Choose Date: **Complete transaction period**
 ▼

Specific range
 Beginning:
(mm/dd/yyyy)
 Ending:
(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](#)

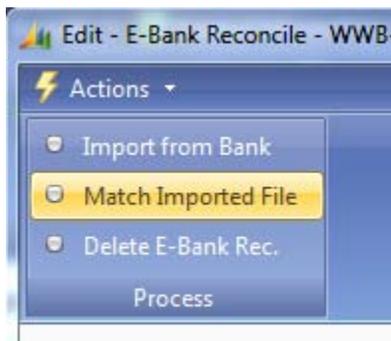
Once the file of cleared items has been downloaded from the bank it can be imported into Navision. To import the bank file, click **Actions, Import from Bank** on the E-Bank Reconcile form and then browse to the file previously downloaded from your bank. Click 'OK' to import the bank file.



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 **Actions, Match Imported File** on the E-Bank form.



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.

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 both 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' FastTab and change the matching option.

To see the auto-matched entries go to the 'Matched Lines' FastTab.

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Document Type	Document No.	Posting Date	Amount	Description	Document Type (Bank)	Doc No. (Bank)	Posting Date (Bank)	Amount (Bank)	Description (Bank)	Difference Days
Check	1557	10/16/2009	-95.99	Custom Metals Incorpora...	Check	1557	11/4/2009	-95.99		-19
Check	1560	9/20/2009	-54.50	Custom Metals Incorpora...	Check	1560	11/4/2009	-54.50		-45
Check	1561	9/20/2009	-181.67	Custom Metals Incorpora...	Check	1561	11/25/2009	-181.67		-66
Check	1619	10/2/2009	-159.50	Custom Metals Incorpora...	Check	1619	11/13/2009	-159.50		-42
Check	1653	10/16/2009	-39.00	Custom Metals Incorpora...	Check	1653	11/5/2009	-39.00		-20
Check	1674	10/16/2009	-22.00	Custom Metals Incorpora...	Check	1674	11/3/2009	-22.00		-18
Check	1707	10/16/2009	-13.00	Progressive Home Furnis...	Check	1817	11/19/2009	-13.00		-34
Check	1717	10/16/2009	-100.00	Progressive Home Furnis...	Check	1717	11/19/2009	-100.00		-34
Check	1719	10/16/2009	-273.00	American Wood Exports	Check	1719	11/24/2009	-273.00		-39
Check	1721	10/16/2009	-130.00	American Wood Exports	Check	1721	11/12/2009	-130.00		-27

Total Selected Amount: 0.00

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 select 'Unmatch' in the action pane on the FastTab. The unmatched entries will be moved to the 'No Match' FastTab.

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 bank side is posted as two or more entries on the books

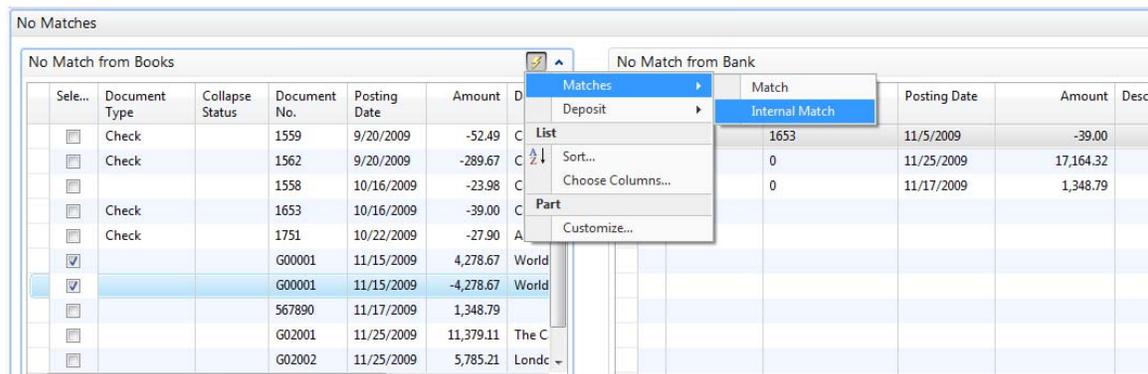
No Match from Books						No Match from Bank			
Sele...	Document Type	Collapse Status	Document No.	Posting Date	Amount	Match	Posting Date	Amount	
<input type="checkbox"/>	Check		1562	9/20/2009	-289.67				
<input type="checkbox"/>			1558	10/16/2009	-23.98				
<input type="checkbox"/>	Check		1653	10/16/2009	-39.00				
<input type="checkbox"/>	Check		1751	10/22/2009	-27.90				
<input type="checkbox"/>			G00001	11/15/2009	4,278.67				
<input type="checkbox"/>			G00001	11/15/2009	-4,278.67				
<input type="checkbox"/>			567890	11/17/2009	1,348.79				
<input checked="" type="checkbox"/>			G02001	11/25/2009	11,379.11				
<input checked="" type="checkbox"/>			G02002	11/25/2009	5,785.21				

Match	Posting Date	Amount
Internal Match		
1653	11/5/2009	-39.00
0	11/17/2009	1,348.79
0	11/25/2009	17,164.32

Selected Amount: 17,164.32

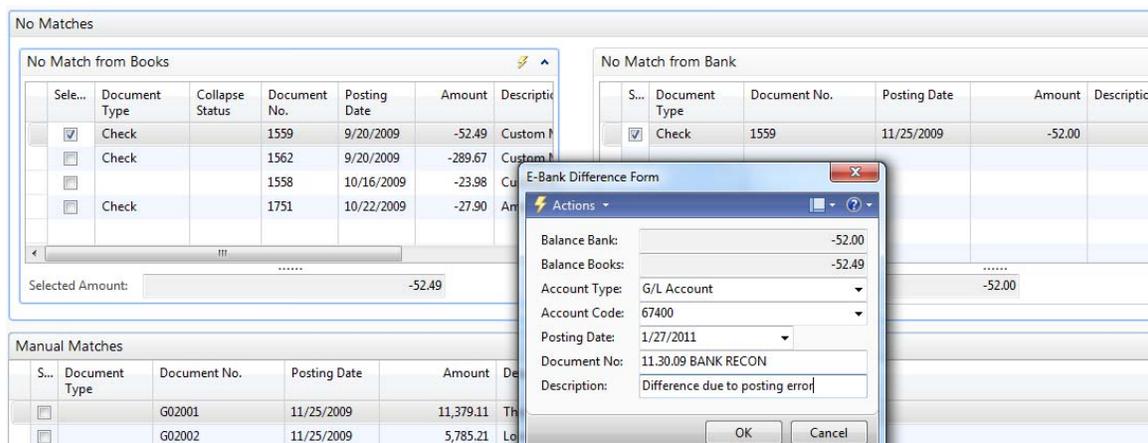
The \$11,379.11 and \$5,785.21 on 11/25/09 was posted as two entries on the books but was posted as one entry at the bank. To manually match book entries to bank entries, first select entries to be matched using the 'Selected' column. Once entries have been selected for matching, in the 'No Match from Books' section click **Actions, Matches, Match**. All selected entries will be matched and moved to the 'Manual Matches' FastTab 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 11/15/09 for $-\$4,278.67$ and $\$4,278.67$ balance to zero and do not show up on the bank side. This is an internal match. To match two or more book entries that sum to \$0.00, select the entries to be matched then on the books side click on **Actions, Matches, Internal Match**. 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 09/20/09 is posted with the wrong amount (49 cents 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' FastTab. 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, select the entry then click **Actions, Deposits** and then **'Collapse'** or **'Expand.'**

No Match from Books							No Match from Bank						
Sele...	Document Type	Collapse Status	Document No.	Posting Date	Amount	Descripti	S...	Document Type	Document No.	Posting Date	Amount	Desc	
<input type="checkbox"/>	Check		1559	9/20/2009	-52.49	Custom M	<input type="checkbox"/>	Check	1871	11/25/2009	-663.00		
<input type="checkbox"/>	Check		1562	9/20/2009	-289.67	Custom M	<input type="checkbox"/>	Check	1884	11/27/2009	-39.00		
<input type="checkbox"/>			1558	10/16/2009	-23.98	Custom M	<input type="checkbox"/>	Check	1813	11/27/2009	-52.00		
<input type="checkbox"/>	Check		1751	10/22/2009	-27.90	Amerivi	<input checked="" type="checkbox"/>	Check	0	11/29/2009	8,500.00		
<input type="checkbox"/>			G02001	11/25/2009	11,379.11	The Cann	<input type="checkbox"/>	Check	0	11/30/2009	7,983.94		
<input type="checkbox"/>			G02002	11/25/2009	5,785.21	London C	<input type="checkbox"/>	Check	0	11/30/2009	8,436.89		
<input checked="" type="checkbox"/>		Collapsed ...	BDEP01007	11/29/2009	8,500.00	Collapsed	<input type="checkbox"/>	Check	0	11/30/2009	8,557.15		
<input type="checkbox"/>		Collapsed ...	BDEP01006	11/30/2009	12,000.00	Collapsed	<input type="checkbox"/>	Check	0	11/30/2009	8,666.19		
					Selected Amount:	8,500.00						Selected Amount:	8,500.00

No Match from Books							No Match from Bank						
Sele...	Document Type	Collapse Status	Document No.	Posting Date	Amount	Descripti	S...	Document Type	Document No.	Posting Date	Amount	Desc	
<input type="checkbox"/>	Check		1562	9/20/2009	-289.67	Custom	<input type="checkbox"/>	Check	1871	11/25/2009	-663.00		
<input type="checkbox"/>			1558	10/16/2009	-23.98	Custom	<input type="checkbox"/>	Check	1884	11/27/2009	-39.00		
<input type="checkbox"/>	Check		1751	10/22/2009	-27.90	Amerivi	<input type="checkbox"/>	Check	1813	11/27/2009	-52.00		
<input type="checkbox"/>			G02001	11/25/2009	11,379.11	The Ca	<input checked="" type="checkbox"/>	Check	0	11/29/2009	8,500.00		
<input type="checkbox"/>			G02002	11/25/2009	5,785.21	Londo	<input type="checkbox"/>	Check	0	11/30/2009	7,983.94		
<input checked="" type="checkbox"/>		Expanded ...	654678	11/29/2009	3,000.00	The Ca	<input type="checkbox"/>	Check	0	11/30/2009	8,436.89		
<input checked="" type="checkbox"/>		Expanded ...	54567	11/29/2009	5,000.00	New C	<input type="checkbox"/>	Check	0	11/30/2009	8,557.15		
<input checked="" type="checkbox"/>		Expanded ...	54356	11/29/2009	500.00	Spotsr	<input type="checkbox"/>	Check	0	11/30/2009	8,666.19		
<input type="checkbox"/>		Collapsed ...	BDEP01006	11/30/2009	12,000.00	Collap	<input type="checkbox"/>	Check	0	11/30/2009	8,785.53		
					Selected Amount:	8,500.00						Selected Amount:	8,500.00

At any time the user can view the manual matches and adjustments that have been made by going to the appropriate FastTab. Manual matches can be unmatched by selecting the entry(s) to be unmatched (place a check mark in the 'Selected' column) and clicking **Action, Unmatch**. All entries that were matched together will be unmatched together. See the screen shot below.

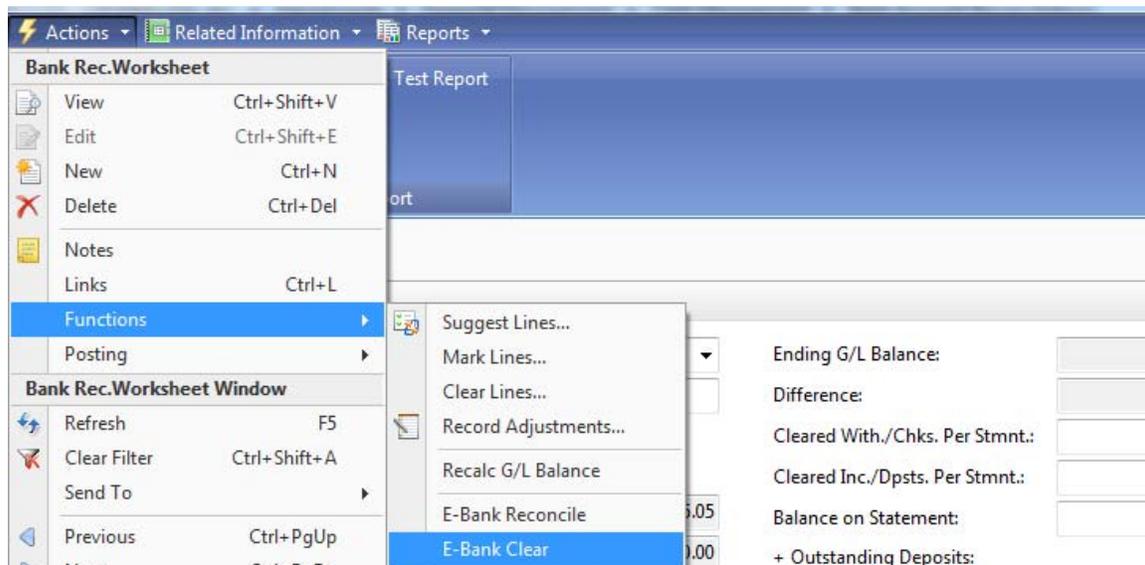
S...	Document Type	Document No.	Posting Date	Amount	Description
<input type="checkbox"/>		G00001	11/15/2009	4,278.67	World Wide Bank
<input type="checkbox"/>		G00001	11/15/2009	-4,278.67	World Wide Bank
<input checked="" type="checkbox"/>		654678	11/29/2009	3,000.00	The Cannon Group PLC
<input checked="" type="checkbox"/>		54567	11/29/2009	5,000.00	New Concepts Furniture
<input checked="" type="checkbox"/>		54356	11/29/2009	500.00	Spotsmeyer's Furnishings

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

Posting Date	Account Type	Account No.	Document No.	Description	Amount	Department Code	Project Code	Customer..
01/28/10	G/L Account	67400	01.31.10	Difference because of posting error	-0.01	ADM		

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 **Actions, Functions, E-Bank Clear**.



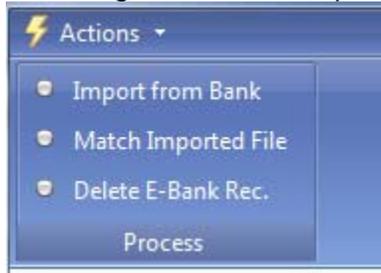
The screenshot shows the 'Bank Rec. Worksheet' window with the 'Functions' menu open. The 'E-Bank Clear' option is highlighted. The background shows a summary table with the following data:

Ending G/L Balance:	
Difference:	
Cleared With./Chks. Per Stmt.:	
Cleared Inc./Dpsts. Per Stmt.:	
Balance on Statement:	
+ Outstanding Deposits:	

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 Delete E-Bank Rec option beneath the action pane. At this point the bank transaction file can be re-imported and the matching/reconciliation process can be started over.

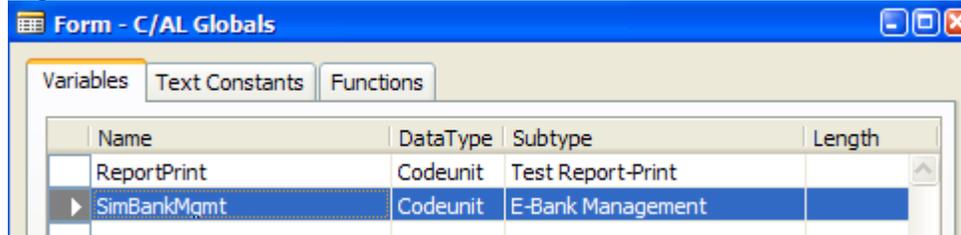


After performing step 5 to clear the matched entries in the standard NAV bank reconciliation you can still start over by deleting the unposted NAV bank reconciliation, creating a new one then re-importing the bank transaction file.

Appendix A: Footprint in Standard Navision

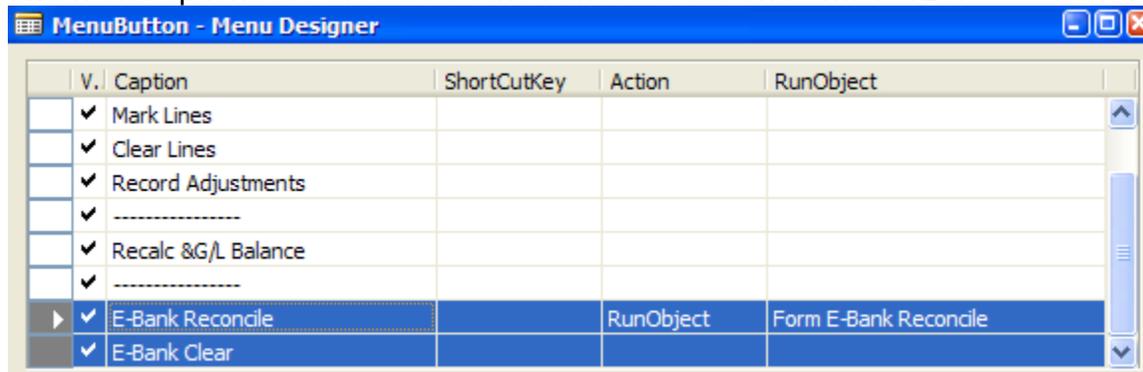
There is almost no footprint in standard Navision. If you import the objects into a database and there is a conflict, choose not to import the conflicting objects and implement the changes below.

A global variable is created on Form 10120:



Name	Data Type	Subtype	Length
ReportPrint	Codeunit	Test Report-Print	
SimBankMgmt	Codeunit	E-Bank Management	

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



V.	Caption	ShortCutKey	Action	RunObject
<input checked="" type="checkbox"/>	Mark Lines			
<input checked="" type="checkbox"/>	Clear Lines			
<input checked="" type="checkbox"/>	Record Adjustments			
<input checked="" type="checkbox"/>	-----			
<input checked="" type="checkbox"/>	Recalc &G/L Balance			
<input checked="" type="checkbox"/>	-----			
<input checked="" type="checkbox"/>	E-Bank Reconcile		RunObject	Form E-Bank Reconcile
<input checked="" type="checkbox"/>	E-Bank Clear			

The E-Bank Reconcile menu option has a RunFormLink:

SourceExpr	<>
RunObject	Form E-Bank Reconcile
RunFormView	<Undefined>
RunFormLink	Bank Account No. =FIELD(Bank Account No.),Statement No. =FIELD(Statement No.)
RunFormLinkType	<OnOpen>

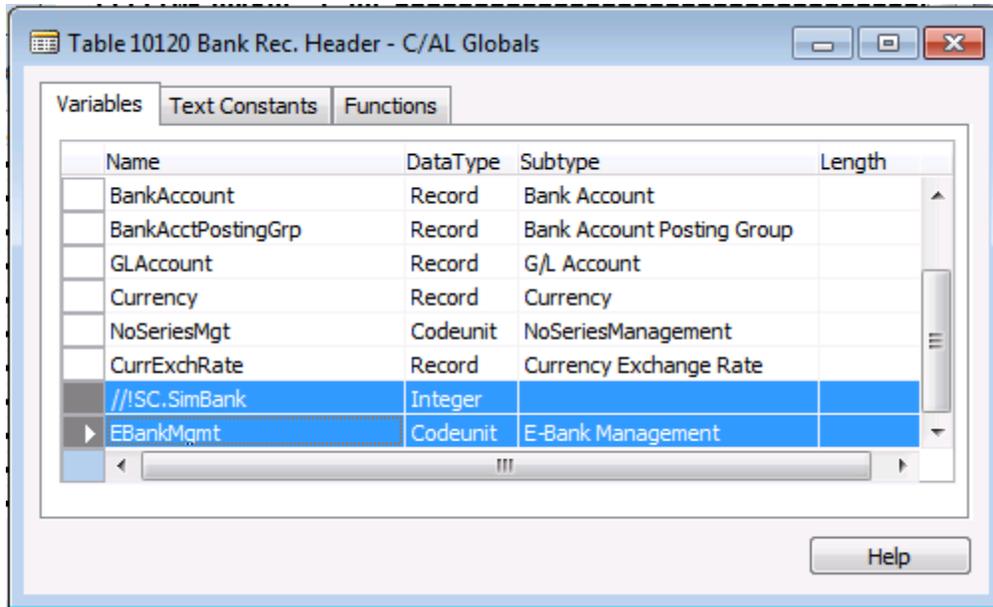
The E-Bank Clear has the following code OnPush:

```
<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:



Name	Data Type	Subtype	Length
BankAccount	Record	Bank Account	
BankAcctPostingGrp	Record	Bank Account Posting Group	
GLAccount	Record	G/L Account	
Currency	Record	Currency	
NoSeriesMgt	Codeunit	NoSeriesManagement	
CurrExchRate	Record	Currency Exchange Rate	
/// SC.SimBank	Integer		
EBankMgmt	Codeunit	E-Bank Management	

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

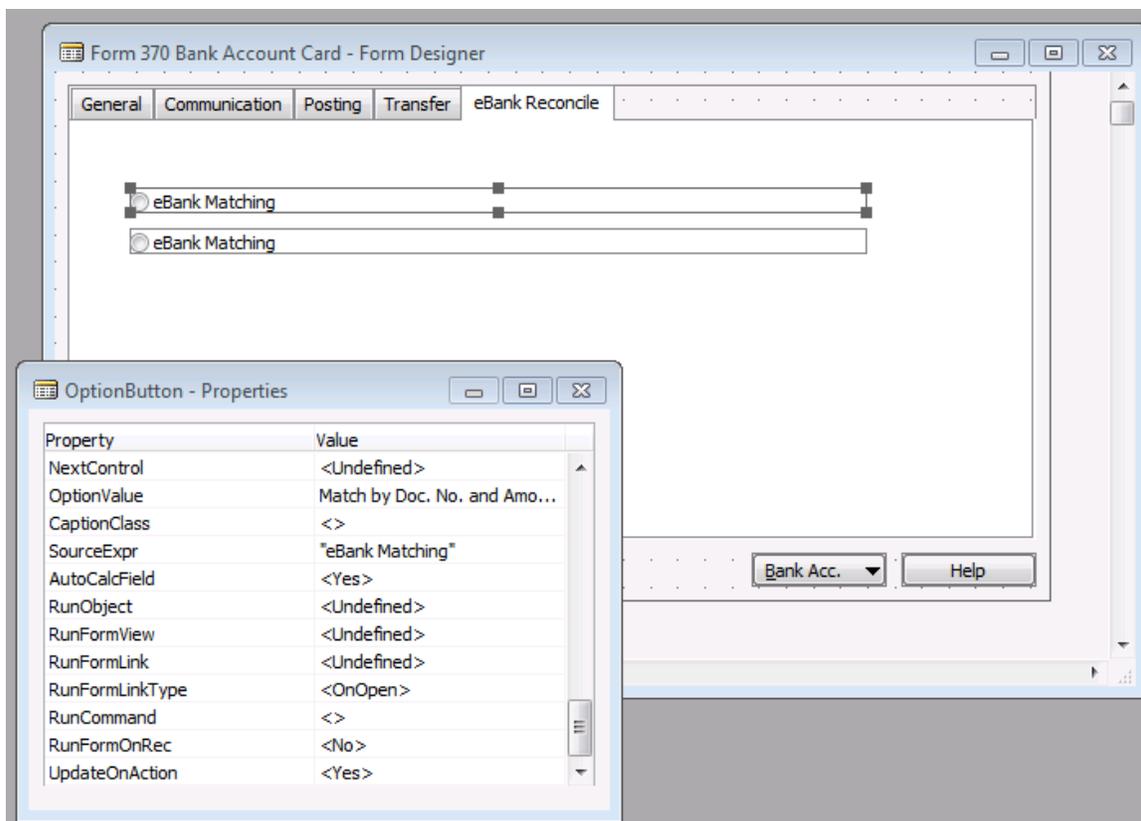
```

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

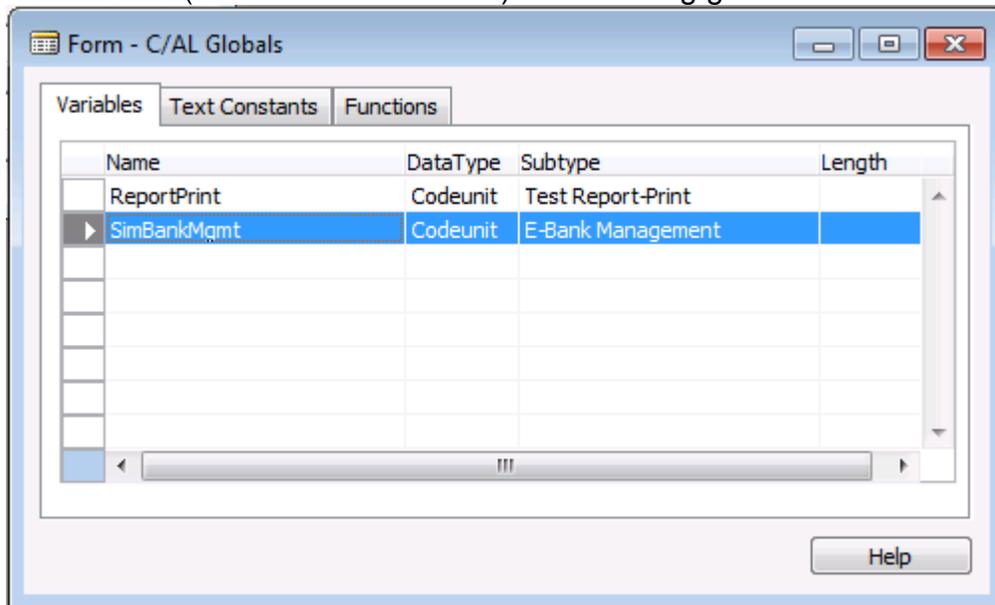
OnRename()
ERROR(Text003, TABLECAPTION);

```

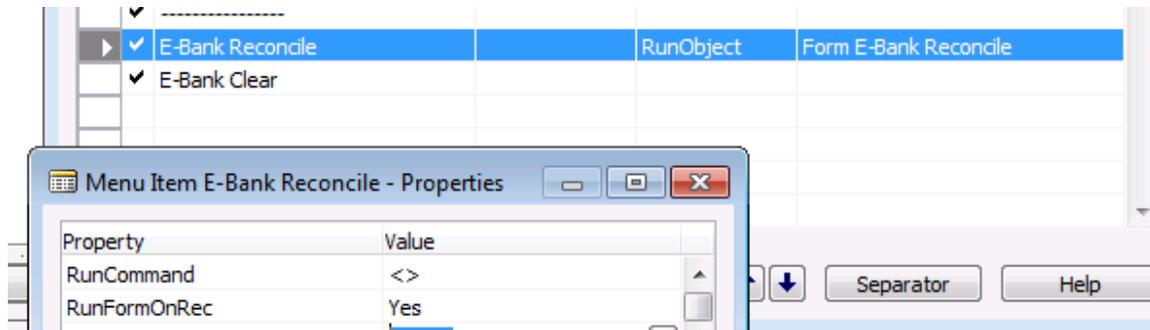
The following tab and fields are added to Form 370 (Bank Account Card):



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:

Window	Dialog	Codeunit	E-Bank Management
EBankMgt		Codeunit	E-Bank Management