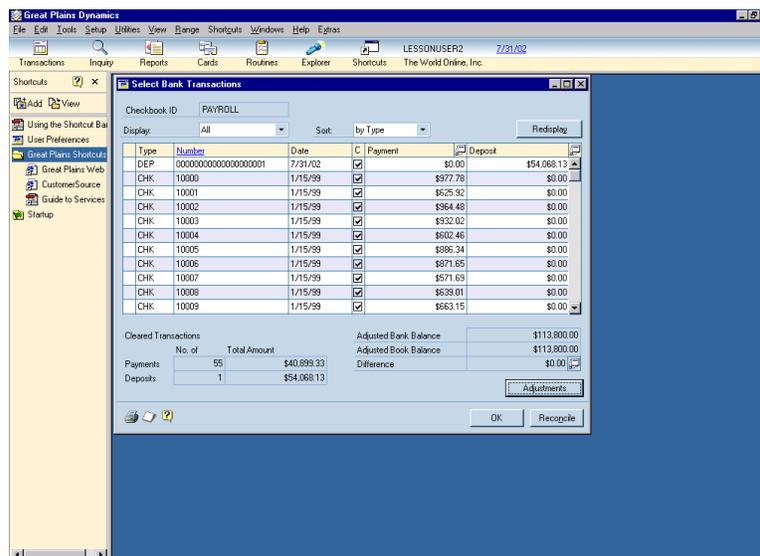# Bank Reconciliation



*Reconciliation is both flexible and efficient using Dynamics Bank Reconciliation. Users can instantly review their transactions, mark those that have cleared, and review summary information making sure reconciliation is accurate and complete.*

Dynamics Bank Reconciliation is the intersection for all bank-related activity throughout Dynamics, seamlessly integrating all cash, check and credit card transactions, tracking bank account balances and automating the monthly process of reconciling these accounts.

By providing a straightforward, consistent approach to managing your bank transactions, Bank Reconciliation saves time, lowers administration costs and gives you tight control over this important business process.

Bank Reconciliation delivers a sound return on investment for all businesses who reconcile bank accounts on a regular basis, especially those handling several bank accounts with multiple bank transaction sources and destinations.

As part of Great Plains Dynamics, the industry's leading accounting solution for Microsoft Windows and Windows NT, Dynamics Bank Reconciliation delivers unparalleled access to decision-driving information, turning data into a powerful competitive weapon. Dynamics' proven track record for delivering the latest and best technologies to customers first ensures you get an outstanding return on investment now, and be perfectly positioned for rapid growth and change. And Great Plains' legendary commitment to customer support means we'll be at your side, whenever you need us.

## An efficient bank reconciliation process saves you time and money

**Reconciliation ranges:** Reconcile your monthly bank statements with ease. Before you begin the reconciliation process, simply enter the bank statement ending balance, ending date, and transaction cutoff date for the checkbook you want to reconcile.

**Transaction sorting:** You can choose to sort transactions either by transaction type or by date, enabling you to match your bank statement layout for quicker reconciling.

**Transaction marking:** Quickly mark the transactions that have cleared the bank, selecting either single transactions or entire ranges of transactions.

**Reconcile:** When your reconcile totals match, press the Reconcile button and Dynamics does the rest for you. All files are updated, adjustments are posted to General Ledger, and Bank Reconciliation reports will contain the latest information for your use.

## Extended reconciliation capabilities facilitate a smooth reconciliation process

**Transaction views:** Focus on the information you want to see. You can limit the transaction view to only those transactions that have not yet been marked for reconcile, only those transactions that have already been marked for reconcile, or you can view all transactions in your reconcile range at the same time.

**Drill down to greater detail:** If you have a question about a deposit, check, or other bank transaction, you can instantly get all the information you need, without interrupting your reconcile process. Dynamics drill downs give you the power to display the originating transaction, regardless of the module of origin, for complete audit control.

**Reconciliation summary information:** Important information is onscreen during reconciliation, giving you immediate process feedback. Information includes adjusted bank balance, adjusted book balance, difference between bank and book balances, number of cleared payments, cleared payments total, number of cleared deposits and cleared deposits total.

**Multiple open reconciles:** Handle multiple reconciles more efficiently and productively. For those occasions when you are reconciling multiple checkbooks on the same day, Dynamics Bank Reconciliation gives you the ability to record multiple reconciles without forcing you to complete each one before beginning the next.

## Flexibility to deal with exceptions as they arise

**Adjustments:** Handle cleared amount differences quickly and easily. If your bank statement differs from your records and you find that you need to make an adjustment to your records, you can easily make the change during reconciliation, without needing to enter a separate transaction.

**Bank to book transactions:** Interest income and service charges can be entered during reconciliation, as well, saving you time and keeping you on track. Adjustments automatically post to Dynamics General Ledger accounts during reconciliation.

## Bank Reconciliation manages all bank-related activity with ease

**"Enter only once" transaction processing:** Increase efficiency and provide accurate, up-to-date information throughout the system.

**Seamless integration:** Bank-related information flows into Bank Reconciliation from other Dynamics modules, so you only have to enter information once. Sources of information include Dynamics Receivables Management, Invoicing, Sales Order Processing, Payroll-USA and Payables Management.

**Transaction review:** After transactions have posted to Bank Reconciliation, you can easily trace the transaction back to its original entry for immediate and effective audit control.

## Complete transaction entry capabilities within Bank Reconciliation increase efficiency and control



*Bank Deposit Entry is quick and efficient.*

**Transaction entry:** Easily enter transactions directly into Bank Reconciliation. Transaction types include checks, receipts, withdrawals, and increase and decrease adjustments.

**Void transactions:** Void transactions using the same window you use for transaction entry.

**Void manual checks:** Track voided manual checks with ease by entering zero-amount checks.

**Transfer funds**: Transfer funds from one checkbook to another in a single transaction, saving time and chance of error.

**Multiple debit and credit distributions per transaction:** Bank Reconciliation enables you to track more complex transactions, such as checks that need to be distributed to multiple expense accounts.

**Single-window deposit entry:** One window access reduces training time and provides convenience and efficiency during data entry. You can enter, edit or void deposits from a single location.

**Deposits without receipts:** Record lump-sum deposits easily and quickly in Bank Reconciliation.

**Build deposits:** Quickly select receipts for deposit, either by receipt type or by a range of dates.

**Bank deposit worksheet:** Print and attach the Bank Deposit Worksheet to your bank deposit slip for easy verification.


## Unparalleled access to decision driving information gives your business a superior competitive advantage

**Bank Reconciliation inquiries:** Get instant answers to your bank-related transaction questions. In Bank Reconciliation, you can view any individual checkbook balance, and view reconciled and unreconciled transactions instantly.

**Detailed transaction information:** Detail at your command includes the deposit number, transaction number, date, transaction type, payment amount, deposit amount, reconciled status, who the transaction amount was paid to or received from, description, and currency ID.

**Drill down from inquiries:** In addition to being able to review originating transactions during the reconciliation process, you can instantly drill down to underlying detail from Bank Reconciliation's inquiry windows, providing detailed information online.

**Print inquiries:** Once you've located the information you need, you can easily print the contents of your inquiry.

## Checkbook and history reporting delivers the Bank Reconciliation control you need

**Bank Reconciliation reports:** Effectively manage your bank-related activity using the Checkbook List, Checkbook Register report, Undeposited Receipts report, Bank Transaction History report, Bank Transaction Distribution History report, and Bank Distribution History report.

**Report options:** Create a suite of reports that present the information you need in the best format for your business. You can save unlimited versions of each report, and group reports for consistent analysis. Reports can also be added to individual's Work Buttons, enabling them to print their own reports whenever needed.

**On-screen reporting:** Quickly print any report to your screen and electronically search for specific information you need.

**Reprint posting journals:** Instantly recreate posting information for audit review or in case paper journals are lost or damaged.

**Post reports on your financial intranet:** Share reports with authorized employees anywhere, any time.

**Custom reports:** For complete reporting flexibility and power, the Dynamics Report Writer and Crystal Reports enable you to modify existing reports or create entirely new reports, including graphing capabilities and the ability to export data to spreadsheets and other applications.
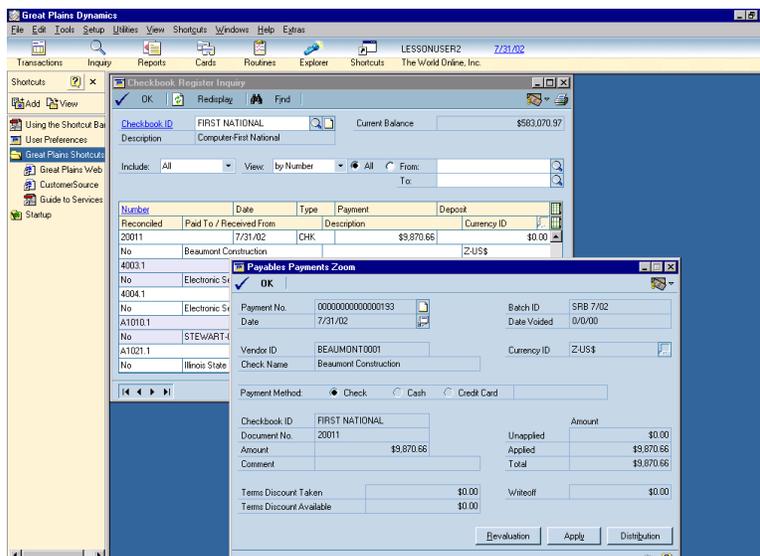


*Get an instant read on the exact information you need through Dynamics Checkbook Inquiry. Here you can easily display the transactions that make up your checkbook activity.*

## Greater Flexibility in Bank Reconciliation using Multicurrency Capabilities

**Full Euro Capabilities:** Enter, view, and reconcile transactions for denomination or euro currency checkbooks.

**Multicurrency Cash Receipts:** Accept cash receipts in multiple currencies for a single checkbook, reconcile that checkbook and report on that activity all within Dynamics Bank Reconciliation.

## Delivering the power of the Internet to your business

**Extend the reach of your information:** Employees throughout your organization can receive accurate and up-to-date business and financial information, without having to access the accounting system. Great Plains eView provides business intelligence by securely connecting your Dynamics information with the Internet.

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