

Bank Account Reconciliation

Microsoft Dynamics™ SL

Benefits

- **Easy to Setup** – Define your company's bank accounts and you are ready to start reconciling. Additional features allow you to optionally include transactions from General Ledger, Accounts Payable, Payroll (including ACH/Direct Deposit) and Accounts Receivable modules.
- **Easy to Use** – Once set up, the bank reconciliation process can be performed in three easy steps. First select the period and import cash transactions from the selected modules. Review, and then clear the checks and receipts in the reconciliation screen. Finish by closing the period. It's that simple!
- **Fully Integrated** – Save time by reconciling checks and receipts from multiple modules in one place. Bank Reconciliation provides importing capabilities from Accounts Payable, Accounts Receivable, Payroll and General Ledger. Bank files can be imported to automatically match and clear bank transactions. Several formats are available: Standard Data Format (SDF or Fixed Length), Comma Separated text (CSV) and BAI2, the banking standard for cleared transaction exports.

Make reconciliation of your bank accounts easier and faster by automating your bank reconciliation process

Account reconciliation is a necessary process, but can be a tedious one. Bank Reconciliation in Microsoft Dynamics™ SL provides a simple approach that lets you remove as much paperwork as possible from the process. The module frees up your accounting staff to focus on more strategic work.

Recon Per Nbr:	06-2004	Company ID:	CBS	Account ID:	1001
Beginning Stmt Bal:	86597.22	GL Account Balance:	286328.30		
Bank Deposits Cleared (+):	0.00	Deposits in Transit (-):	2500.00		
Bank Checks Cleared (-):	0.00	Outstanding Checks (+):	89097.22		
Bank Ending Bal - Calc'd:	86597.22	GL End Bal - Calc'd:	372925.52		
Bank Ending Bal - Stmt:	0.00	GL End Bal - Stmt:	0.00		
Bank Bal Difference:	86597.22	GL Difference:	372925.52		

	Cleared	Clear Date	Original Module	Orig Ref Nbr	Tran Amount	Tran Date	Tran Desc
1	<input type="checkbox"/>		AP	001508	-130.63	3/4/2004	BR01 James W. Bruckne
2	<input type="checkbox"/>		AP	001509	-632.25	3/4/2004	CA01 Jered Cady
3	<input type="checkbox"/>		AP	001510	-110.00	3/4/2004	DE01 Deluxe Business Fr
4	<input type="checkbox"/>		AP	001511	-37.60	3/4/2004	DE02 Dex Media, Inc.
5	<input type="checkbox"/>		AP	001512	-274.38	3/4/2004	FR01 Ty Franck
6	<input type="checkbox"/>		AP	001513	-420.00	3/4/2004	HA01 Jerod Hatley
7	<input type="checkbox"/>		AP	001514	-7154.98	3/4/2004	HR01 HR Global Workn

Using a screen that is formatted like your bank statement, enter beginning and ending dates and review transactions. Clear individually, or import transactions from a bank file and automatically match for monthly reconciliation.

FEATURES

BENEFITS

Three-Step Bank Reconciliation Process

First select the period and import cash transactions from the selected modules (Accounts Payable, Accounts Receivable, Payroll or General Ledger). Review and then clear the checks and receipts in the reconciliation screen. Finish by closing the period.

Automated Check Clearing Process

The check clearing process can be performed manually or through an import process. This process uses data provided by your bank and marks the corresponding entries as cleared. Bank files can be imported to automatically match and clear bank transactions. Several formats are available: Standard Data Format (SDF or Fixed Length), Comma Separated text (CSV) and BAI2, the banking standard for cleared transaction export

Easily Manage Account Balances

The reconciliation screen provides a window into your current bank balances. View outstanding checks and receipts and mark items cleared to reconcile your bank accounts.

Reporting

Includes detail and summary reports listing items transferred, cleared and un-cleared, as well as file copies of the bank reconciliation.

For more information about Microsoft Dynamics SL, visit: www.microsoft.com/dynamics/sl

This document is for information purposes only.

MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

© 2005 Microsoft Corporation. All rights reserved.

Microsoft and The Microsoft Dynamics Logo are either registered trademarks or trademarks of Microsoft Corporation or Microsoft Business Solutions ApS in the United States and/or other countries. Microsoft Business Solutions ApS is a subsidiary of Microsoft Corporation.

Microsoft