

E-Bank Reconciliation

Benefits Bullets:

- Reconcile your bank in a few minutes!
- Download statements electronically from bank
- Automatically reconcile all entries that match
- Easy interface to match the remaining entries
- Automatically create adjustments when matching imbalanced numbers
- Fully integrated to the existing Navision Reconciliation system

This product allows you to download and import your bank statements electronically from your bank and automatically reconcile all entries that match.

The system utilizes the current bank reconciliation feature from Microsoft Navision.

Here is how it works:

Download your bank statement from your bank in Quicken or Microsoft Money format.

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)

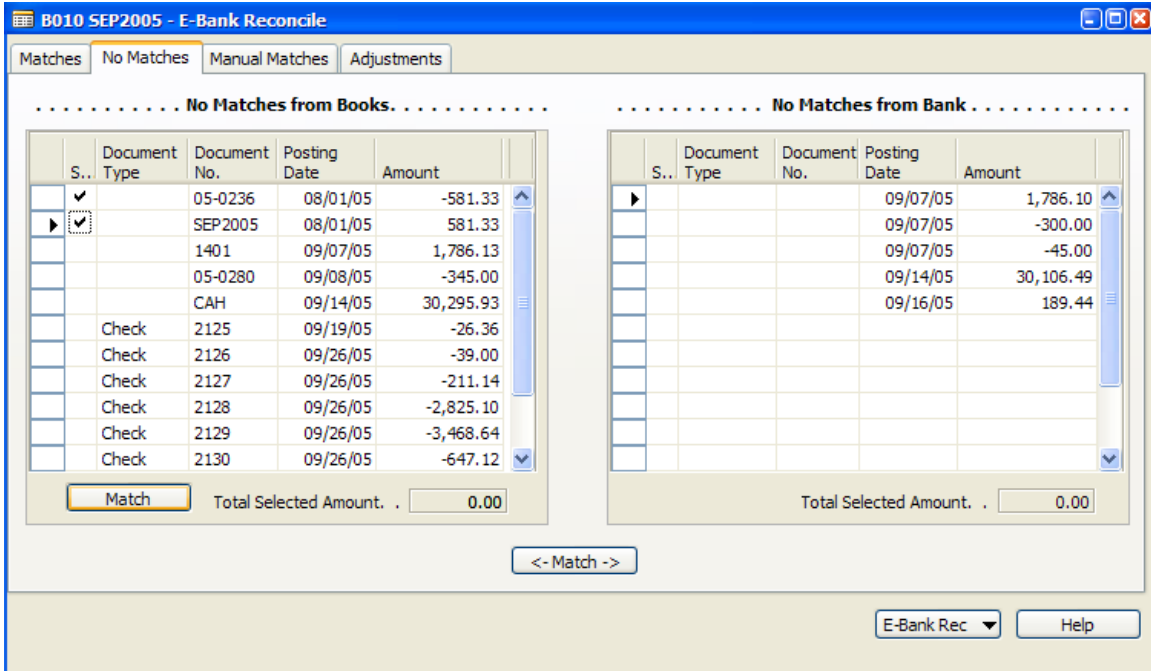
Step 3 Choose File Type:

- 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 is downloaded and is imported into Microsoft Navision you will be able to start the reconciliation.



All entries that were automatically matched show up in a separate window. You are able to un-match matched entries if necessary.

The un-matched section enables you to manually match entries. You can match entries on the Books Screen against entries on the Bank Screen or against other entries on the Books Screen.

In the above example, the -\$581.33 and the \$581.33 are both on the Books Screen and can be selected and matched against each other.

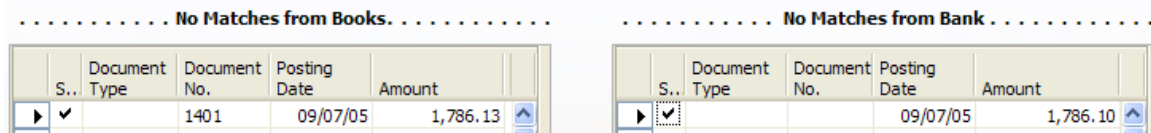
Another example is the -\$345.00 on 09/08/05. On the bank you have two entries with -\$300 and -\$45 that match to the booked entry. They can all be matched.

Once matched the entries will show under Manual Matches:

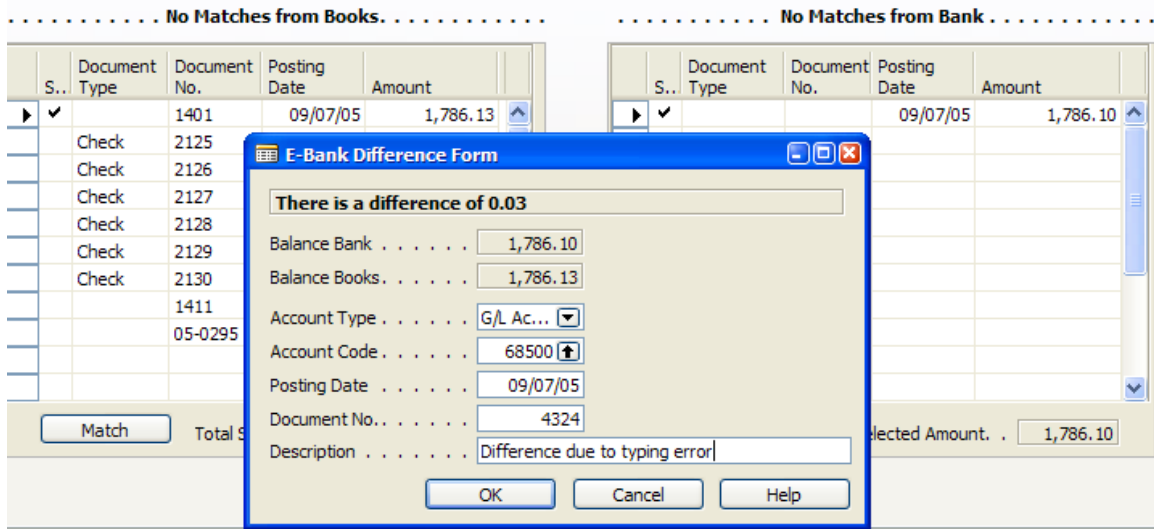
..... **Manual Matches**

Posting D...	Amount	Description
08/01/05	-581.33	Bank of America, Checking
08/01/05	581.33	Airband moved to B010
09/08/05	-345.00	Bank of America, Checking

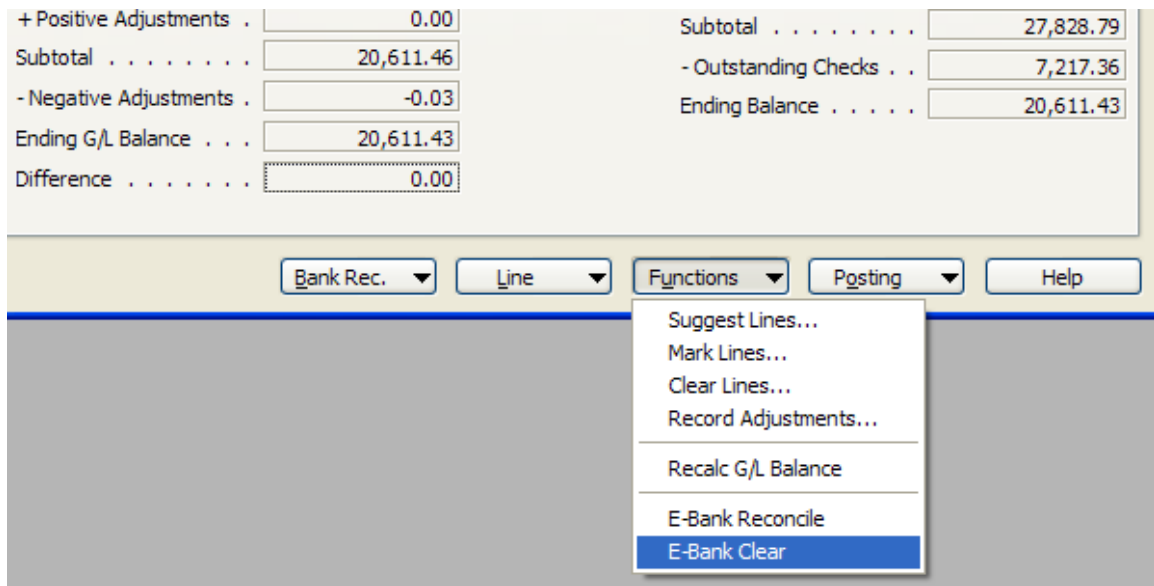
You are also able to match entries that don't balance.



If that is the case the system will prompt you to enter the account that the difference is going to be posted to. The system will then automatically create an adjustment in the Navision Bank Reconciliation system.



Once there are no more un-matched entries from the Bank Screen you are able to completely clear the Navision Bank Reconciliation automatically.



Dependencies: Bank Account Management and Bank Reconciliation. Your bank must provide downloadable statements in MS Money or Quicken formats.