Account Reconciler
2016

An application for Microsoft Dynamics™ GP 2016

encore

Furthering your success through innovative business solutions

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Table of Contents

Chapter: Introduction 6

Features and Benefits 6

What's In This Manual? 7

Symbols and conventions 8

Additional resources 8

Chapter 1: Installation and Setup 12

Installing Account Reconciler 12

Prior to Upgrading or Installing a new build 13

Registering Account Reconciler 13

Table Maintenance 16

Chapter 2: Getting Started 20

Setting up initial checkbook information 20

Setting up Account Reconciler 22

To set up Account Reconciler for a new installation: 23

To set up Account Reconciler for an existing installation: 25

Chapter 3: Reconciling your bank accounts 30

Monthly or periodic reconciliations 30

Auto Pull in Historical Transactions 36

Voiding Reconciled Transactions 38

Checkbook Segments Out of Sync 39

Reports 40

Average Days to Clear Analysis 40

Chapter 4: Reset Utility 44

The Account Reconciler Reset Utility 44

Appendix A: Data Tables & Default Security Tasks 49

Data Tables 49

Default Security Tasks & Role 49

Whats New Encore Products 55

About Encore Business Solutions 57

INTRODUCTION

Introduction

Welcome to Account Reconciler, a powerful companion product to Microsoft Dynamics GP Financial Series. Account Reconciler is also compatible with Encore's Auto Reconciler module.

Account Reconciler allows users to reconcile their bank statements—including multicurrency transactions—using the transactions that are posted to the checkbook's general ledger account.

The Account Reconciler module reads the Microsoft Dynamics GP General Ledger year-to-date transaction open file to reconcile transaction information. The Redisplay process in the Account Reconciler window transfers all transactions that have not been updated since the last reconciliation into the Account Reconciler window and flags these general ledger transactions. We recommend that you update transactions to the Account Reconciler window prior to closing the fiscal year.

Features and Benefits

Account Reconciler provides the following features and benefits:

- Reconciles checkbooks in their originating or functional currency
- Uses the General Ledger account number associated with the checkbook for its source of data
- Zooms to the transaction origins in the General Ledger and in other modules where cash transactions are recorded from the Account Reconciler window
- Prints multiple reports at any time to assist in the reconciliation process
- Allows you to select a currency and display the appropriate currency symbol with the amounts
- Allows you to select a Microsoft Dynamics GP checkbook, identify the originating currency and translate that currency into the functional checkbook currency (this must be determined at setup)
- Allows you to review combined deposits based on Bank Entry.
- Allows you to review combined transactions by Audit Trail Code.

⚠ *Account Reconciler supports only one currency per originating currency checkbook.*

Account Reconciler and Auto Reconciler are separate products but both are included in one dictionary. You will need two separate registration keys, one to register Account Reconciler and one to register Auto Reconciler.

What’s In This Manual?

This manual contains a detailed description of Account Reconciler and step-by-step instructions to guide you through the installation and setup of your Account Reconciler module. As well, this manual contains instructions for first-time users, instructions for reconciling Account Reconciler periodically or at year-end, and a Reset Utility section explaining how to reset transactions using the Account Reconciler Reset Utility.

This manual assumes that you are familiar with navigation principles in Microsoft Dynamics GP and that you know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP 2016 has been installed and configured on your computer.

This manual contains the following chapters:

The *Introduction* chapter lists the benefits and features of Account Reconciler.

The *Installation & Setup* chapter has step-by-step instructions that guide you through the installation and setup of your Account Reconciler module.

The *Getting Started* chapter explains how to set up *Account Reconciler* for either a new or existing installation.

Reconciling Account Reconciler describes the steps necessary to reconcile monthly or periodic reconciliations, year-end procedures, and provides a list of available reports.

The *Reset Utilities* chapter explains how to update from history and how to reset transactions using the Account Reconciler Reset Utility.

Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
⚠	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
💡	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The (>>) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

Additional resources

Documentation is provided in online or hard copy format as an Adobe Acrobat .PDF file. Online help is available for this version of Account Reconciler.

To obtain product support services:

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330
Support Contacts (North America only)	888.898.4330
Fax	204.235.2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

Before You Call Support

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?

- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Have you performed any of the table maintenance procedures such as check links?
- If have performed table maintenance procedures and received error messages, what kind of messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?

Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.

To locate the version number for Account Reconciler in version 2016, 2015, 2013, and 2010 go to Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration. The Version number is located on the right hand side beside the product name listed. You can also access the About window which can be located by selecting Account Reconciler (for Microsoft Dynamics GP Bank Rec) and expanding the window. The About window link is located in the bottom left hand corner of the window.

INSTALLATION & SETUP

Installation and Setup

This chapter describes how to install and set up Account Reconciler.

This chapter contains the following sections:

- *Installing Account Reconciler*
- *Prior to Upgrading or Installing a new build*
- *Registering Account Reconciler*
- *Table Maintenance*

Installing Account Reconciler

You will use the installation program to install Account Reconciler.

Before you begin the installation, do the following:

- Note the directory location of your Microsoft Dynamics GP 2016 installation. You will need this information during the installation.
- Verify that the AR2016.00.xxx.exe file has been loaded on to your computer.
  (The x's in the file name will be replaced with numbers.)
- Create a backup of your Microsoft Dynamics GP data before installing Account Reconciler.
- Exit all applications.

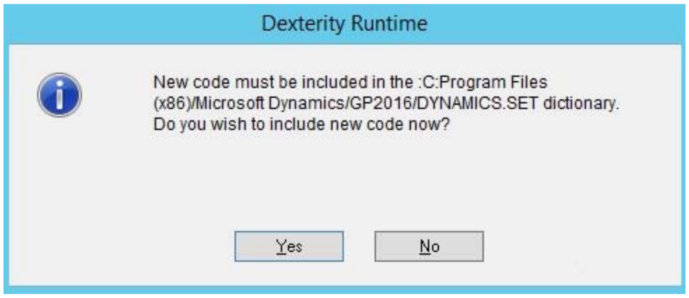
To install Account Reconciler:

1. Open Windows Explorer and locate the AR2016.00.xxx.exe file. The location of this file will vary depending on how you acquired the application.
   (The x's in the file name will be replaced with numbers.)
2. Launch the AR2016.00.xxx.exe file by double-clicking it. The installation program for Account Reconciler will start.
   (The x's in the file name will be replaced with numbers.)

For information on the data tables installed for Account Reconciler, refer to *Appendix A, "Data Tables & Default Security Tasks,"*

3. Follow the instructions in each window.

4. Start Microsoft Dynamics GP 2016. You will receive the following message box.



Dexterity Runtime

New code must be included in the :C:Program Files (x86)/Microsoft Dynamics/GP2016/DYNAMICS.SET dictionary. Do you wish to include new code now?

5. Select Yes. The Account Reconciler and Encore Product Registration modules will be included in the Dynamics.set file.

Prior to Upgrading or Installing a new build

Before upgrading from an earlier version or installing a new build of Account Reconciler, be sure to back up your data, especially any customized reports/windows. Once your backup files have been created you can complete the installation and setup procedures described in this manual.

To create a backup file of your customized reports/ windows:

1. Open the Customization Maintenance window. (Microsoft GP>>Tools>>Customize>>Customization Maintenance)

2. Locate the customized Encore product in the Product column.

3. Highlight all the Modified Reports/Windows in the list.

4. Click on Export.

5. Enter a name for the file.

6. Select a folder location to save the package to.

To upgrade from any prior version, you must update tables using the file maintenance process as described in *Table Maintenance* on page 16

Registering Account Reconciler

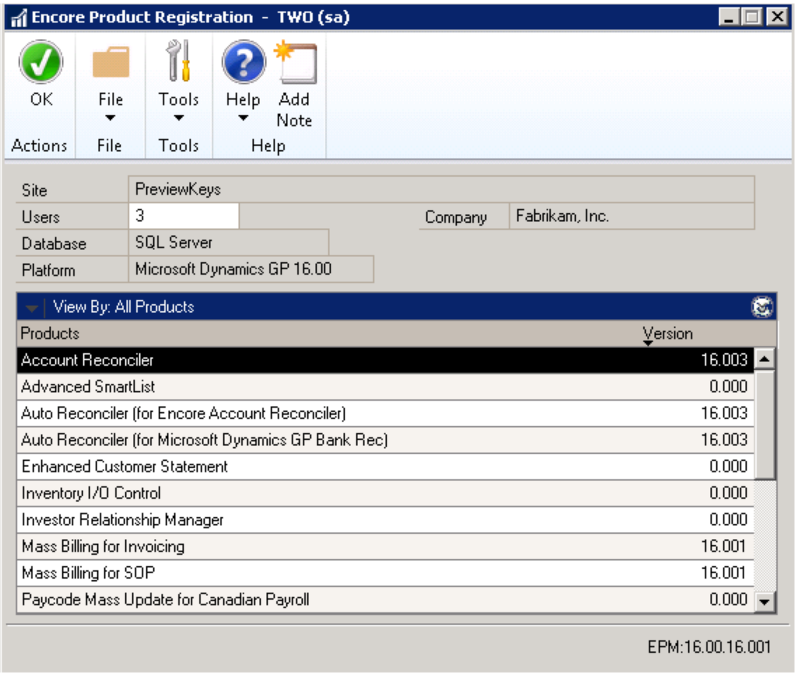
Before you can use Account Reconciler with your company data, you must register your software. To register your software, you can enter the product registration key or use the drop file provided to you by Encore. If you choose not to enter the registration keys, you will only be able to create sample transactions using Fabrikam Inc - the lesson company.

Account Reconciler and Auto Reconciler are separate products but both are included in one dictionary. You need separate registration keys to register both Account Reconciler and Auto Reconciler.

To register your product using registration keys:

1. Open the Encore Product Registration window.
   (Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration)

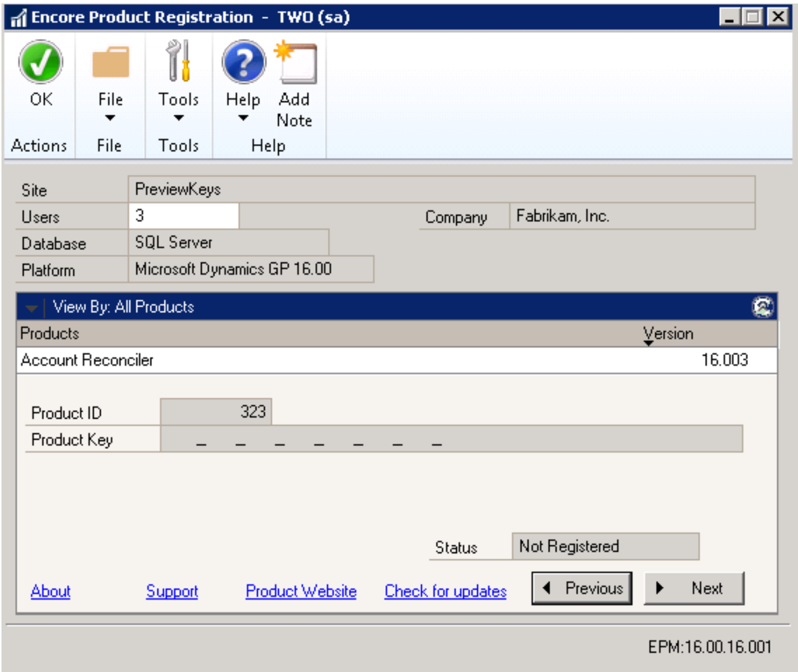
2. Highlight the product you wish to register.



Site: PreviewKeys
Users: 3
Company: Fabrikam, Inc.
Database: SQL Server
Platform: Microsoft Dynamics GP 16.00

Products	Version
Account Reconciler	16.003
Advanced SmartList	0.000
Auto Reconciler (for Encore Account Reconciler)	16.003
Auto Reconciler (for Microsoft Dynamics GP Bank Rec)	16.003
Enhanced Customer Statement	0.000
Inventory I/O Control	0.000
Investor Relationship Manager	0.000
Mass Billing for Invoicing	16.001
Mass Billing for SOP	16.001
Paycode Mass Update for Canadian Payroll	0.000

3. Choose the show details expansion button to display the detailed view of the registration window.



Encore Product Registration - TWO (sa)

Site: PreviewKeys
Users: 3
Company: Fabrikam, Inc.
Database: SQL Server
Platform: Microsoft Dynamics GP 16.00

Products	Version
Account Reconciler	16.003

Product ID: 323
Product Key: _ _ _ _ _ _ _
Status: Not Registered

EPM:16.00.16.001

4. Copy and paste or manually enter the product registration key provided by Encore for the product that you have purchased.
   If manually entering the key ignore the section breaks. Select OK.

5. To view product specific information such as the version number click on the About zoom field to open the About window.

6. Select OK to close the Encore Product Registration window.

To register your product using a drop file:

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.
   For Example: C:\ Microsoft Dynamics GP\

2. Log in to Microsoft Dynamics GP 2016 as system administrator.

3. The system will notify you that it has found a registration file, accept the prompt so the drop key gets applied.

4. The system will notify you when the product has been registered.

5. Open the Encore Product Registration window and select your product to verify that it is registered.
   (Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration)

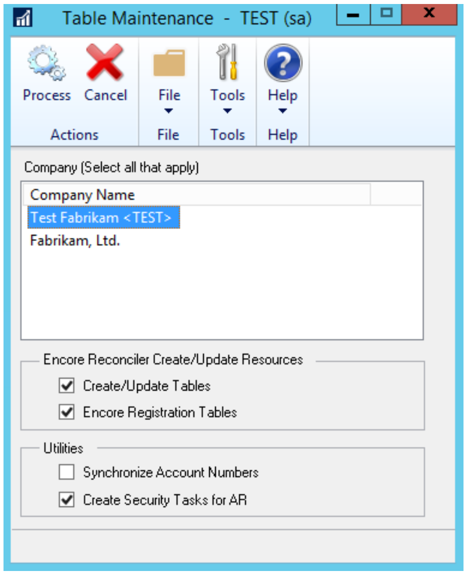
Table Maintenance

The Table Maintenance window is used to create and/ or update all the necessary components to use this product. After you've installed and registered the product, you must run the table maintenance process to evaluate all resources and upgrade them to the latest version as necessary. In the Table Maintenance window you can select multiple company Db's. You can also complete the Table creation for the Encore Product registration window for multiple company Db's.

You must log in as System Administrator to access the Table Maintenance window.

To create tables:

1. Open the Table Maintenance window.
   (Microsoft Dynamics GP Menu >> Maintenance >> Encore Reconciler >> Table Maintenance)



Company (Select all that apply)

Company Name
Test Fabrikam <TEST>
Fabrikam, Ltd.

Encore Reconciler Create/Update Resources
☑ Create/Update Tables
☑ Encore Registration Tables

Utilities
☐ Synchronize Account Numbers
☑ Create Security Tasks for AR

2. By default the company you are logged into is selected. You can select multiple company Db using the CTRL / Shift Keys and select each Company Db you will be using Subscription Billing in.

If multiple Company Db's are selected, they will run concurrently one after the other until all have been completed.

3. Ensure the Create / Update Tables box is marked.

4. Ensure Encore Registration Tables is selected to complete Encore Product registratin table creation for multiple company Db's.

5. The Synchronize Account Number option provides the ability to update the GL account information to reflect changes made to the Microsoft Dynamics GP GL account framework. Use it when:

    - Changes have been made to the account framework, such as adding or deleting segments to the account numbers or changing the existing account numbers.

6. The Create Security Tasks option provides the ability to create default Security Tasks for Auto Reconciler.

    This option creates a security task for each section / form of Account Reconciler. Further Details on the security tasks and Role generated see Default Security Tasks & Role.

7. Select the Process button. Tables will be created, permissions and any existing data will be set. The SQL Server components for Account Reconciler will be created.

Every time you install Account Reconciler, you must run the table maintenance process for each company.

Getting Started

This chapter describes how to set up Account Reconciler to reconcile your bank data with your bank statement information.

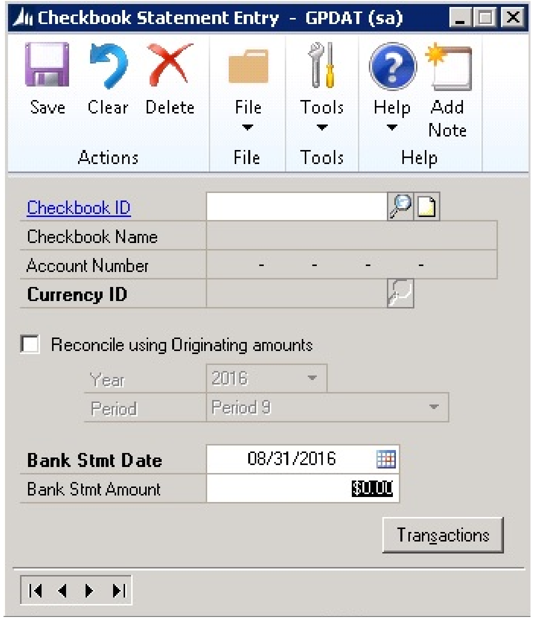
- *Setting up initial checkbook information*
- *Setting up Account Reconciler*

Setting up initial checkbook information

For either an existing or a new installation, you must set up the checkbook information before setting up Account Reconciler.

To set up initial bank information:

1. Open the Checkbook Statement Entry window.
   (Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Checkbook Statement Entry)
   or
   (Transactions >> Financial >> Encore Reconciler >> Checkbook Statement Entry)


Checkbook Statement Entry - GPDAT (sa)
Save
Clear
Delete
Actions
File
File
Tools
Tools
Help
Add Note
Help
Transactions

Checkbook ID
Checkbook Name
Account Number - - - -
Currency ID

☐ Reconcile using Originating amounts

Year 2016
Period Period 9

Bank Stmt Date 08/31/2016
Bank Stmt Amount $0.00

2. Setup the posting options in the Microsoft Dynamics GP Account Maintenance window.
   (Cards >> Financial >> Accounts)

For more information about setting up posting accounts, refer to the Microsoft Dynamics GP General Ledger documentation.

The Account Reconciler *module transfers data from the Year-to-Date Transaction Open file (GL20000) to the* Account Reconciler *files. It is recommended that posting options be set to post in detail from the Purchasing Series and to post in summary from the Sales Series. This will allow easy matching of checks and deposits.*

3. Enter or select the checkbook ID that you wish to reconcile.

4. Verify that the selection in the Currency ID field is appropriate for the check book you will be reconciling. If not, select the appropriate currency.

5. If the checkbook transaction amounts are different than the company's functional currency, do the following:

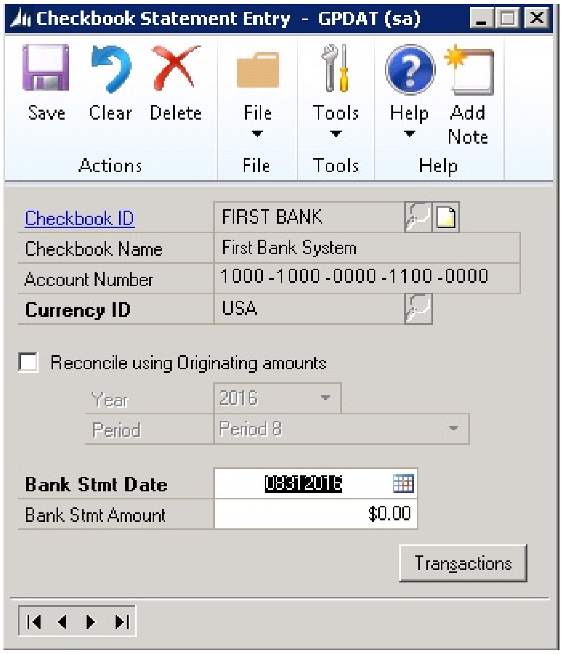
    - Mark the Reconcile using originating amounts option. If this option is selected, only transactions in the originating currency will be calculated as part of the book balance. This option is locked once the checkbook ID is saved.

    - Select the year you want to reconcile.

    - Select the period you want to reconcile.

6. The Bank Stmt Date will default as the system date. Change this date to be the cut-off date for the period to be reconciled - this does not have to be an end-of-month date. However, if the option "Reconcile using originating amounts" is selected, the Bank Stmt Date must be equal to the ending date of the period selected in order to access all transactions up to that date.

7. Select Save to save the changes for that bank checkbook. Repeat the above steps to setup other checkbook ID’s.


Checkbook Statement Entry - GPDAT (sa)
Save
Clear
Delete
Actions
File
File
Tools
Tools
Help
Add Note
Help
Transactions

Checkbook ID: FIRST BANK
Checkbook Name: First Bank System
Account Number: 1000 -1000 -0000 -1100 -0000
Currency ID: USA

☐ Reconcile using Originating amounts

Year: 2016
Period: Period 8

Bank Stmt Date: 08312016
Bank Stmt Amount: $0.00

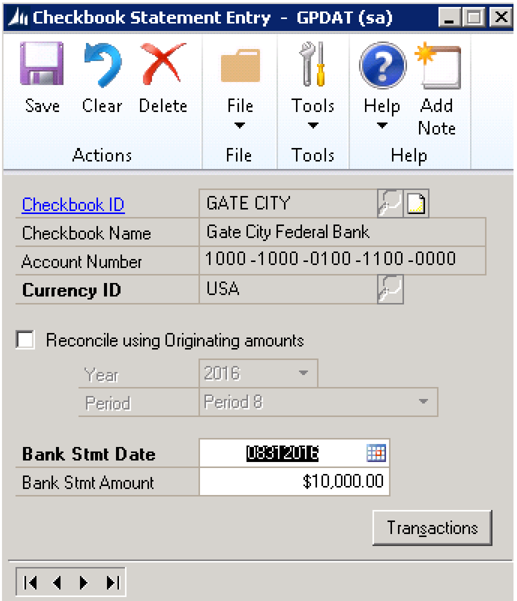
Setting up Account Reconciler

There are two procedures for setting up Account Reconciler. The procedure you use depends on whether or not your installation is a new installation or an upgrade from an existing installation. Identify which of the following situations applies to you and complete the applicable procedures.

- *To set up Account Reconciler for a new installation:*
  —OR—
- *To set up Account Reconciler for an existing installation:*

To set up Account Reconciler for a new installation:

1. Set up the checkbook information in the Checkbook Statement Entry window (refer to *Setting up initial checkbook information* on page 20).



Checkbook Statement Entry - GPDAT (sa)

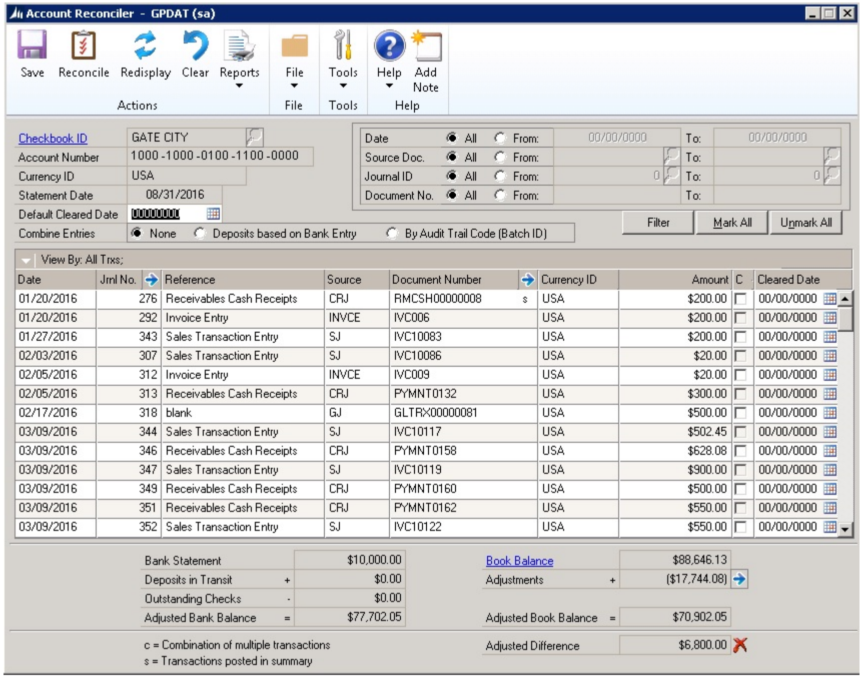
Checkbook ID	GATE CITY
Checkbook Name	Gate City Federal Bank
Account Number	1000 -1000 -0100 -1100 -0000
Currency ID	USA

☐ Reconcile using Originating amounts

Year	2016
Period	Period 8

Bank Stmt Date	08312016
Bank Stmt Amount	$10,000.00

2. Choose the Transactions button to open the Account Reconciler window with the Checkbook selected.



Account Reconciler - GPDAT (sa)

Checkbook ID	GATE CITY
Account Number	1000 -1000 -0100 -1100 -0000
Currency ID	USA
Statement Date	08/31/2016
Default Cleared Date	00000000
Combine Entries	● None ○ Deposits based on Bank Entry ○ By Audit Trail Code (Batch ID)

Date	● All	○ From:	00/00/0000	To:	00/00/0000
Source Doc.	● All	○ From:		To:	
Journal ID	● All	○ From:	0	To:	0
Document No.	● All	○ From:		To:	

View By: All Trxs;

Date	Jrnl No.	Reference	Source	Document Number		Currency ID	Amount	C	Cleared Date
01/20/2016	276	Receivables Cash Receipts	CRJ	RMCSH00000008	s	USA	$200.00	☐	00/00/0000
01/20/2016	292	Invoice Entry	INVCE	IVC006		USA	$200.00	☐	00/00/0000
01/27/2016	343	Sales Transaction Entry	SJ	IVC10083		USA	$200.00	☐	00/00/0000
02/03/2016	307	Sales Transaction Entry	SJ	IVC10086		USA	$20.00	☐	00/00/0000
02/05/2016	312	Invoice Entry	INVCE	IVC009		USA	$20.00	☐	00/00/0000
02/05/2016	313	Receivables Cash Receipts	CRJ	PYMNT0132		USA	$300.00	☐	00/00/0000
02/17/2016	318	blank	GJ	GLTRX00000081		USA	$500.00	☐	00/00/0000
03/09/2016	344	Sales Transaction Entry	SJ	IVC10117		USA	$502.45	☐	00/00/0000
03/09/2016	346	Receivables Cash Receipts	CRJ	PYMNT0158		USA	$628.08	☐	00/00/0000
03/09/2016	347	Sales Transaction Entry	SJ	IVC10119		USA	$900.00	☐	00/00/0000
03/09/2016	349	Receivables Cash Receipts	CRJ	PYMNT0160		USA	$500.00	☐	00/00/0000
03/09/2016	351	Receivables Cash Receipts	CRJ	PYMNT0162		USA	$550.00	☐	00/00/0000
03/09/2016	352	Sales Transaction Entry	SJ	IVC10122		USA	$550.00	☐	00/00/0000

Bank Statement		$10,000.00	Book Balance		$88,646.13
Deposits in Transit	+	$0.00	Adjustments	+	($17,744.08)
Outstanding Checks	-	$0.00			
Adjusted Bank Balance	=	$77,702.05	Adjusted Book Balance	=	$70,902.05
			Adjusted Difference		$6,800.00

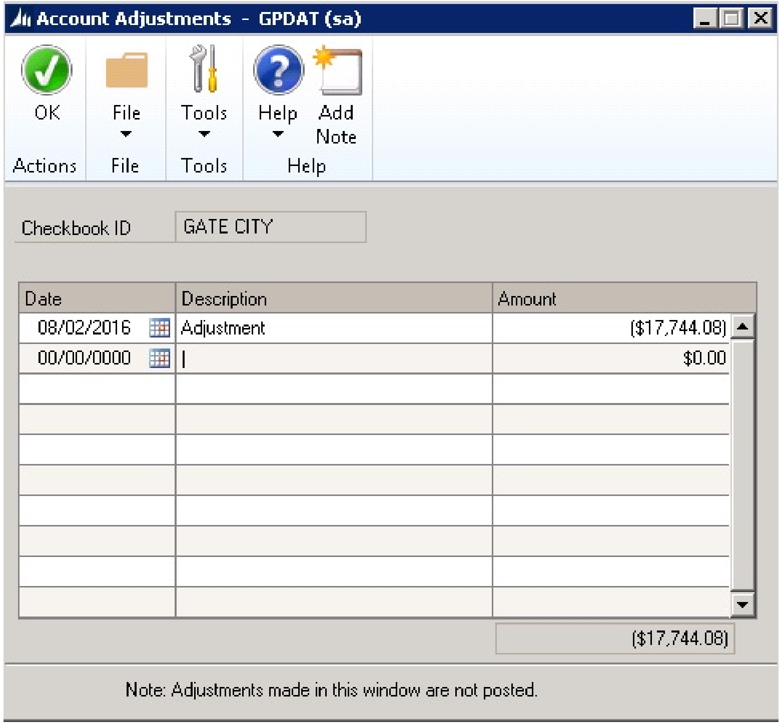
c = Combination of multiple transactions
s = Transactions posted in summary

3. When you open the window for the first time select Redisplay to display your transactions.

4. To make any adjustments open the Account Adjustments window by selecting the Adjustments expansion icon.

The adjustments made in this window will not be posted.

5. Enter all of your outstanding checks (using a minus sign) and outstanding deposits from prior to your reconciliation in the Adjusting Entries window.


Account Adjustments - GPDAT (sa)
OK
File
Tools
Help
Add Note
Actions
File
Tools
Help

Checkbook ID GATE CITY

Date	Description	Amount
08/02/2016	Adjustment	($17,744.08)
00/00/0000	|	$0.00

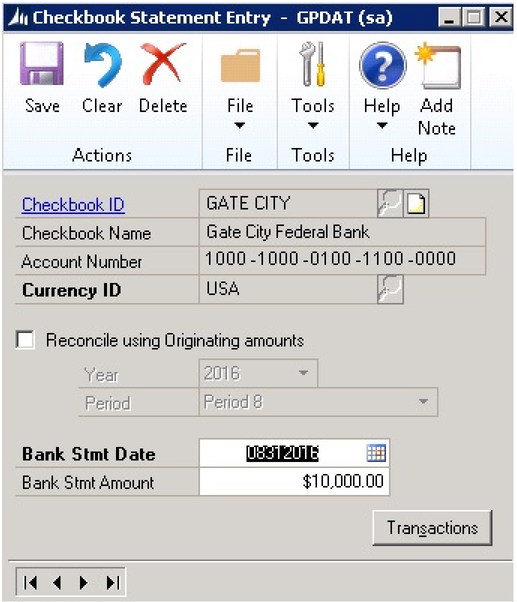
($17,744.08)

Note: Adjustments made in this window are not posted.

6. Select OK, changes will be automatically saved.

To set up Account Reconciler for an existing installation:

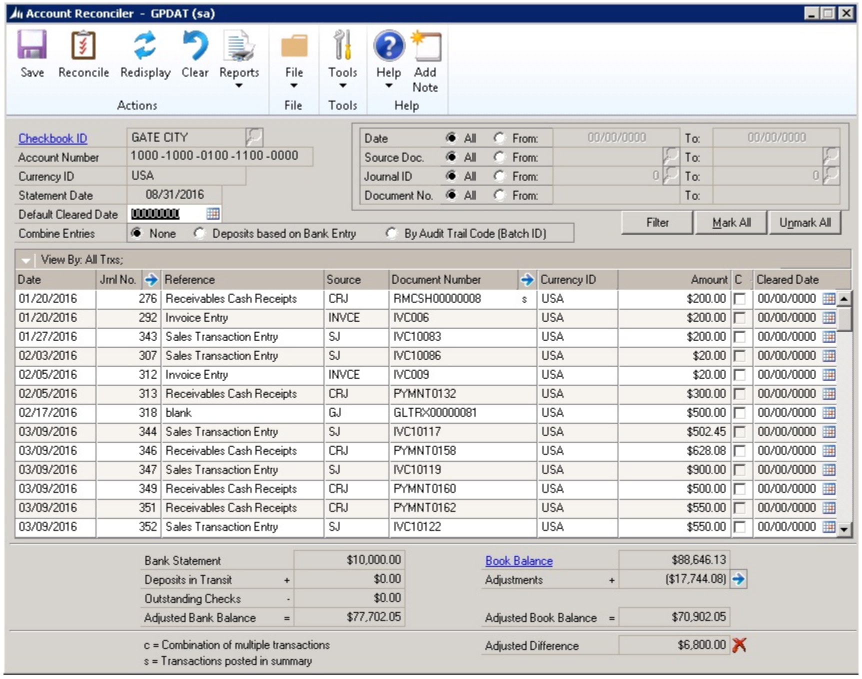
1. After you set up the checkbook information in the Checkbook Statement Entry window (refer to the section *Setting up initial checkbook information* on page 20).


Checkbook Statement Entry - GPDAT (sa)
Save
Clear
Delete
Actions
File
File
Tools
Tools
Help
Add Note
Help
Transactions

Checkbook ID: GATE CITY
Checkbook Name: Gate City Federal Bank
Account Number: 1000 -1000 -0100 -1100 -0000
Currency ID: USA
☐ Reconcile using Originating amounts
Year: 2016
Period: Period 8
Bank Stmt Date: 08/31/2016
Bank Stmt Amount: $10,000.00

2. Choose the Transactions button to open the Account Reconciler window go to
(Transactions >> Financial >> Encore Reconciler >> Checkbook Statement Entry)

3. Choose the Redisplay button to transfer all new transactions from your general ledger to the Account Reconciler module for the selected checkbook.



Checkbook ID: GATE CITY
Account Number: 1000 -1000 -0100 -1100 -0000
Currency ID: USA
Statement Date: 08/31/2016
Default Cleared Date: 00000000
Combine Entries: ● None ○ Deposits based on Bank Entry ○ By Audit Trail Code (Batch ID)

Date: ● All ○ From: 00/00/0000 To: 00/00/0000
Source Doc.: ● All ○ From: To:
Journal ID: ● All ○ From: 0 To: 0
Document No.: ● All ○ From: To:

View By: All Trxs;

Date	Jrnl No.	Reference	Source	Document Number		Currency ID	Amount	C	Cleared Date
01/20/2016	276	Receivables Cash Receipts	CRJ	RMCSH00000008	s	USA	$200.00	☐	00/00/0000
01/20/2016	292	Invoice Entry	INVCE	IVC006		USA	$200.00	☐	00/00/0000
01/27/2016	343	Sales Transaction Entry	SJ	IVC10083		USA	$200.00	☐	00/00/0000
02/03/2016	307	Sales Transaction Entry	SJ	IVC10086		USA	$20.00	☐	00/00/0000
02/05/2016	312	Invoice Entry	INVCE	IVC009		USA	$20.00	☐	00/00/0000
02/05/2016	313	Receivables Cash Receipts	CRJ	PYMNT0132		USA	$300.00	☐	00/00/0000
02/17/2016	318	blank	GJ	GLTRX00000081		USA	$500.00	☐	00/00/0000
03/09/2016	344	Sales Transaction Entry	SJ	IVC10117		USA	$502.45	☐	00/00/0000
03/09/2016	346	Receivables Cash Receipts	CRJ	PYMNT0158		USA	$628.08	☐	00/00/0000
03/09/2016	347	Sales Transaction Entry	SJ	IVC10119		USA	$900.00	☐	00/00/0000
03/09/2016	349	Receivables Cash Receipts	CRJ	PYMNT0160		USA	$500.00	☐	00/00/0000
03/09/2016	351	Receivables Cash Receipts	CRJ	PYMNT0162		USA	$550.00	☐	00/00/0000
03/09/2016	352	Sales Transaction Entry	SJ	IVC10122		USA	$550.00	☐	00/00/0000

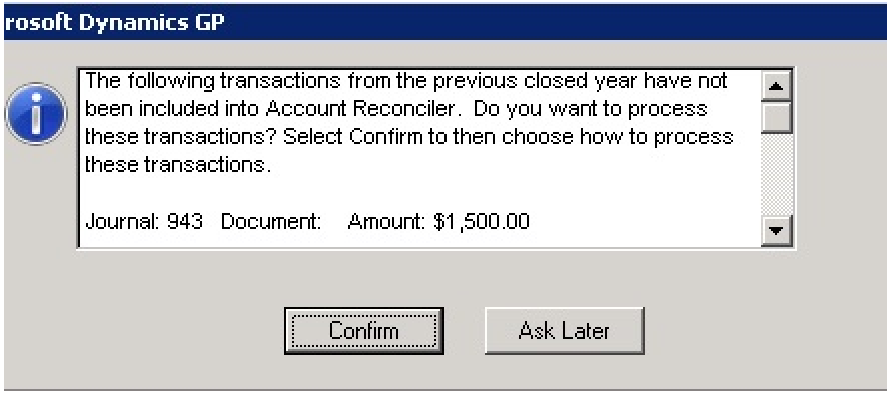
Bank Statement: $10,000.00
Deposits in Transit +: $0.00
Outstanding Checks -: $0.00
Adjusted Bank Balance =: $77,702.05

Book Balance: $88,646.13
Adjustments +: ($17,744.08)
Adjusted Book Balance =: $70,902.05
Adjusted Difference: $6,800.00

c = Combination of multiple transactions
s = Transactions posted in summary

4. If the checkbook has any Historical Transactions, you will receive a notification of the historical transactions and provided with the decision if you wish to pull in these historical transactions into the Account Rec window. See *Auto Pull in Historical Transactions* for further information regarding Historical Transactions.

Historical Transactions are transactions posted to the Checkbook after the Fiscal year is closed.



The following transactions from the previous closed year have not been included into Account Reconciler. Do you want to process these transactions? Select Confirm to then choose how to process these transactions.

Journal: 943 Document: Amount: $1,500.00

5. Once the update process is complete, the Account Reconciler window will display all General Ledger work file transactions relating to the checkbook. In order to eliminate references to transactions dated prior to your reconciliation start date, you can do one of the following:

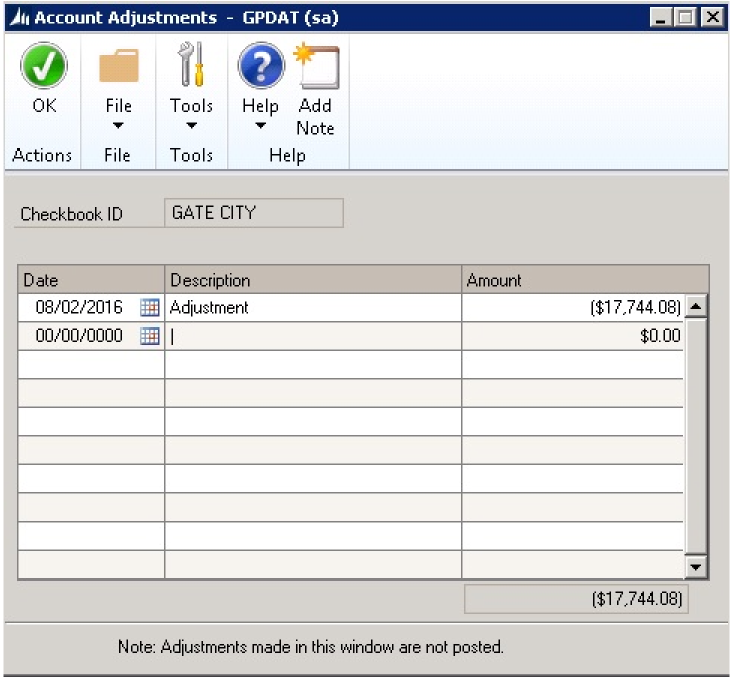
   - Mark the C (Cleared) check boxes to manually clear the items.

   —OR—

   - Reset the checkbook to the beginning date of your reconciliation period. (See the Utilities chapter of this manual for instructions *The Account Reconciler Reset Utility*.) If you opt to Reset, you must also rerun the redisplay process in the Account Reconciler window to transfer only general ledger transactions with dates equal or greater than the Reset date.

Resetting the checkbook can have an adverse effect on the outcome and balances of future reconciliation sessions. Do not use this option unless you are familiar with file maintenance and account reconciliation procedures.

6. Choose the Adjustments expansion icon and enter all of your outstanding checks (using a minus sign) and deposits from your prior reconciliation in the Account Adjustments window. This would only include amounts that have not been entered in the General Ledger.



Checkbook ID GATE CITY

Date	Description	Amount
08/02/2016	Adjustment	($17,744.08)
00/00/0000		$0.00

($17,744.08)

Note: Adjustments made in this window are not posted.

The adjustments made in this window will not be posted.

7. Select OK, changes will be automatically saved.

RECONCILING YOUR BANK ACCOUNTS

Reconciling your bank accounts

This chapter describes how to use Account Reconciler to reconcile your bank account with your bank statement information. It includes the following sections:

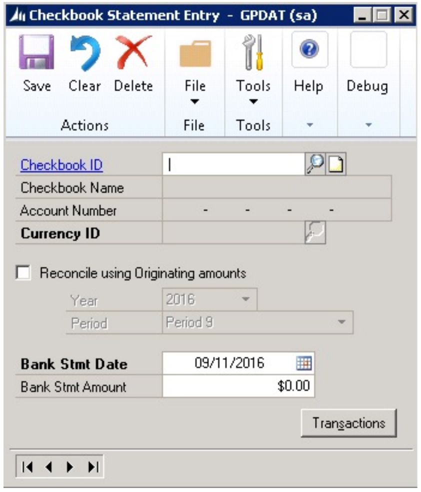
- *Monthly or periodic reconciliations*
- *Auto Pull in Historical Transactions*
- *Reports*

Monthly or periodic reconciliations

The following procedure describes how to reconcile your bank statement on a monthly or periodic basis using Account Reconciler.

To setup the checkbook ID for reconciling bank accounts:

1. Open the Checkbook Statement Entry window.
   (Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Checkbook Statement Entry)
   or
   (Transactions >> Financial >> Encore Reconciler >> Checkbook Statement Entry)

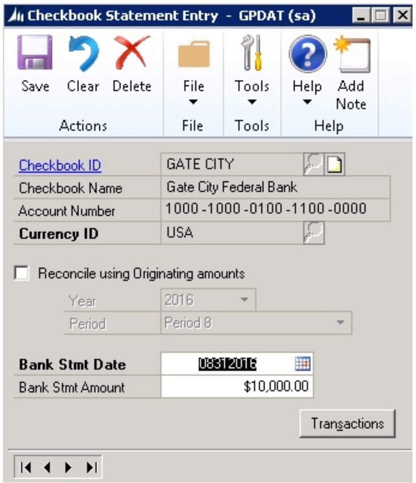

Checkbook Statement Entry - GPDAT (sa)
Save
Clear
Delete
File
Tools
Help
Debug
Actions
File
Tools
Checkbook ID
Checkbook Name
Account Number
Currency ID
Transactions

☐ Reconcile using Originating amounts
Year 2016
Period Period 9
Bank Stmt Date 09/11/2016
Bank Stmt Amount $0.00

2. Enter or select the checkbook ID that you want to reconcile.

3. Change the Bank Stmt Date to be the cut-off date for the statement to be reconciled - this does not have to be an end-of-month date. However, if the multicurrency option is selected, the bank statement date must be equal to the ending date of the period selected in order to access all transactions to that date.

4. Enter the bank statement amount for the period or month to be reconciled.


Checkbook Statement Entry - GPDAT (sa)
Save
Clear
Delete
Actions
File
File
Tools
Tools
Help
Add Note
Help
Transactions

Checkbook ID: GATE CITY
Checkbook Name: Gate City Federal Bank
Account Number: 1000 -1000 -0100 -1100 -0000
Currency ID: USA

☐ Reconcile using Originating amounts

Year: 2016
Period: Period 8

Bank Stmt Date: 08312016
Bank Stmt Amount: $10,000.00

5. Select Save to save the changes for that bank checkbook.

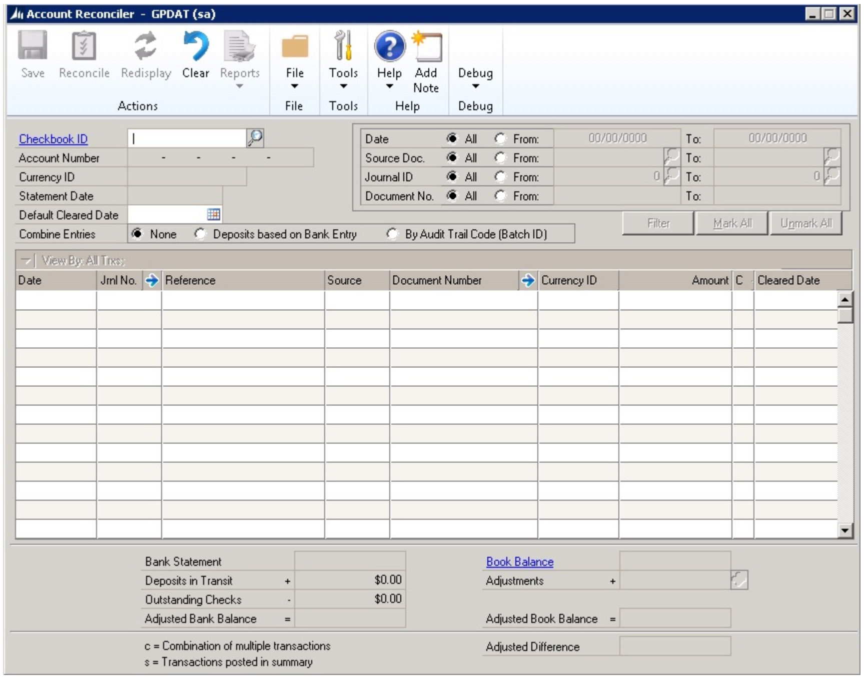
6. Selecting Clear; will Clear the Checkbook Statement Entry Window.

7. Selecting Delete; will Delete the Checkbook.

Should you select the wrong selection for the option Reconcile using Originating amounts it would be necessary to delete then recreate the Checkbook ID to correct the option selection.

To reconcile bank accounts

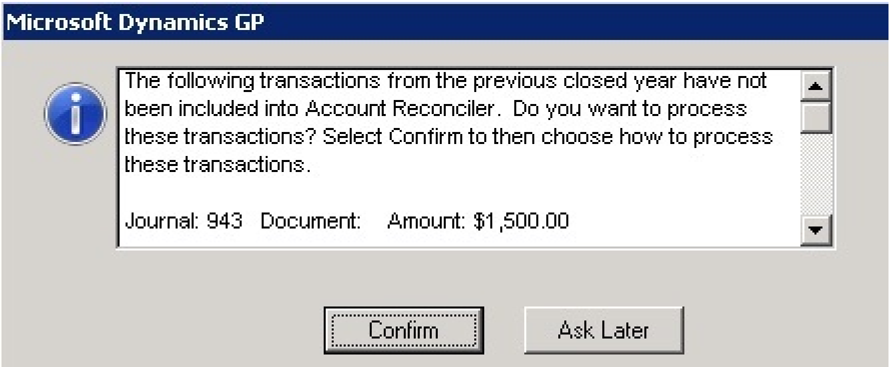
1. Open the Account Reconciler window.
   (Transactions >> Financial >> Encore Reconciler >> Account Reconciler)


Account Reconciler - GPDAT (sa)
Save
Reconcile
Redisplay
Clear
Reports
Actions
File
File
Tools
Tools
Help
Add Note
Help
Debug
Debug
Checkbook ID
Account Number
Currency ID
Statement Date
Default Cleared Date
Combine Entries
● None
○ Deposits based on Bank Entry
○ By Audit Trail Code (Batch ID)
Date
Source Doc.
Journal ID
Document No.
● All
○ From:
To:
00/00/0000
Filter
Mark All
Unmark All
View By: All Trxs:
Date
Jrnl No.
Reference
Source
Document Number
Currency ID
Amount
C
Cleared Date
Bank Statement
Deposits in Transit +
$0.00
Outstanding Checks -
$0.00
Adjusted Bank Balance =
Book Balance
Adjustments +
Adjusted Book Balance =
Adjusted Difference
c = Combination of multiple transactions
s = Transactions posted in summary

2. Select or enter the checkbook ID that you want to reconcile. It will reflect the changes made in the Checkbook Statement Entry window.

When you open the window for the first time select Redisplay to display your transactions.

3. Should any Historical transactions not previously reconciled be posted to the checkbook then you receive the notification that historical transactions have been found. You can then choose how to handle these transactions. See Auto Pull in Historical Transactions for further details.


Microsoft Dynamics GP

The following transactions from the previous closed year have not been included into Account Reconciler. Do you want to process these transactions? Select Confirm to then choose how to process these transactions.

Journal: 943 Document: Amount: $1,500.00

Confirm
Ask Later

4. To set a default cleared date, enter a date in Default Cleared Date field. The system will use this date as the “Cleared date” when transactions are marked to be cleared. If there is no Default Cleared Date specified or it has been set to prior to the transaction date, the clear date on the marked item will be set with its document date.

⚠ *The default cleared date will not be saved.*

5. To filter your transactions to be more manageable you can make selections for the following ranges:

   - Date
   - Source Doc.
   - Journal ID
   - Document No.

6. You can change how the documents are displayed in the scrolling window by having them combined. This is done by changing the Combine Entries selection:

   - **None:** This is the default setting when the window is opened. When this option is selected all transactions will be displayed in the scrolling window.

   - **Deposits Based on Bank Entry:** When this option is selected the scrolling window will display the deposit slip for all the receipts posted into a deposit slip. Only ”Deposits with Receipts” is supported with this feature. Note the following for the combined transaction shown in the scrolling window:

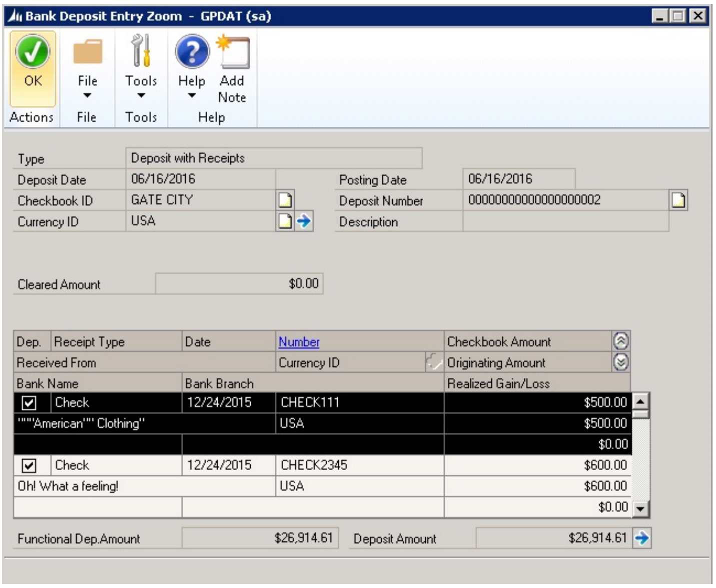
The Date displayed is the Deposit Date of the Bank Deposit Entry
The Journal Entry No will be 0
The Reference will be ”Bank Deposit Entry”
The Document Number will be the Deposit Number from the Bank Deposit Entry
The Document Number flag will be set to “c”
The Amount is the Bank Deposit Amount (sum of all the Transactions
The Clear Checkbox will only be marked if all transactions within the deposit slip have the clear checkbox marked. Should you select the Clear checkbox then all underlying transactions will be marked as cleared.

   - **By Audit Trail Code:** This option allows you to combine transaction that have the same Audit Trail Code / Batch ID. Note the following for the combined transaction shows in the scrolling window.

The Date displayed is the Date from the first Transaction
The Journal Entry No will be 0
The Reference will be the Transaction type
The Document Number will be the Audit Trail Code
The Document Number flag will be set to "c"
The Amount is the Sum of all the transactions
The Clear Checkbox will only be marked if all transactions within the deposit slip have the clear checkbox marked. Should you select the Clear checkbox then all underlying transactions will be marked as cleared.

7. Zoom to an original transaction by selecting a transaction and then selecting the zoom into option available for either the Document Number or Jrnl No.

Selecting The Document Number Zoom on an entry flagged as combined will open the Combined Documents Zoom. This will display all the transactions that are combined.



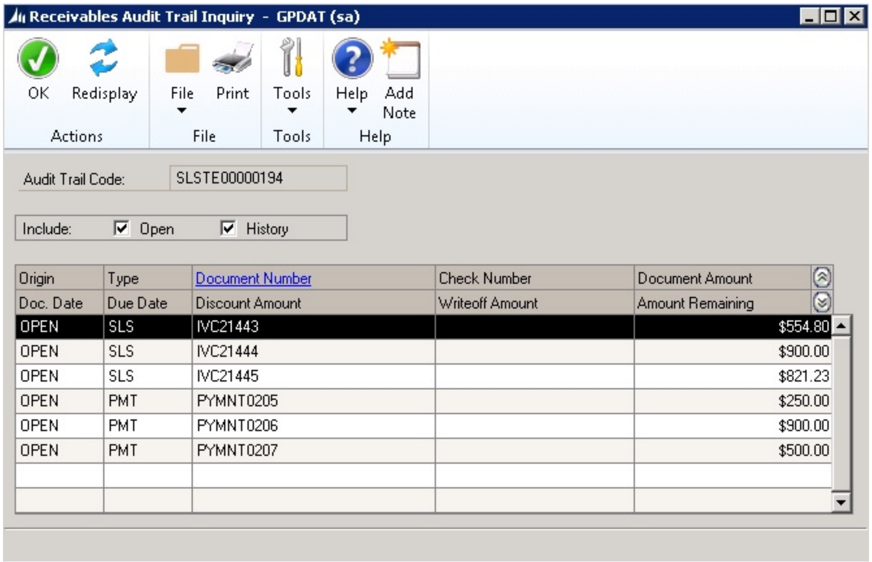
Type: Deposit with Receipts
Deposit Date: 06/16/2016
Posting Date: 06/16/2016
Checkbook ID: GATE CITY
Deposit Number: 00000000000000000002
Currency ID: USA
Description:

Cleared Amount: $0.00

Dep.	Receipt Type	Date	Number	Checkbook Amount
Received From			Currency ID	Originating Amount
Bank Name		Bank Branch		Realized Gain/Loss
☑	Check	12/24/2015	CHECK111	$500.00
"""American""" Clothing"			USA	$500.00
				$0.00
☑	Check	12/24/2015	CHECK2345	$600.00
Oh! What a feeling!			USA	$600.00
				$0.00

Functional Dep.Amount: $26,914.61
Deposit Amount: $26,914.61

Selecting the Document Number Zoom on an entry flagged as a transaction posted in summary "s" will open the Audit Trail inquiry which lists all the transactions posted to the audit trail.



Audit Trail Code: SLSTE00000194

Include: ☑ Open ☑ History

Origin	Type	Document Number	Check Number	Document Amount
Doc. Date	Due Date	Discount Amount	Writeoff Amount	Amount Remaining
OPEN	SLS	IVC21443		$554.80
OPEN	SLS	IVC21444		$900.00
OPEN	SLS	IVC21445		$821.23
OPEN	PMT	PYMNT0205		$250.00
OPEN	PMT	PYMNT0206		$900.00
OPEN	PMT	PYMNT0207		$500.00

8. Change the sort order of the transactions by selecting any of the column header labels.

9. If an item is listed on the bank statement and in the Account Reconciler module, mark the item as cleared.

   To mark individual items as cleared:

   - Mark the C check box next to the item.

     —OR—

   - Enter a range using either document number, source doc or journal ID. Select Filter.

   - Choose Mark All to mark the selected range or mark the C check box next to each of the items.

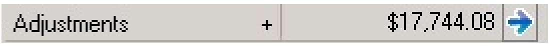
   To mark all items as cleared:

   - Select the Mark All button.

10. To view only unmarked transactions, select the Hide Cleared Transactions feature from the scrolling window toolbar All Trxs menu. Selecting the Show Cleared Transactions will redisplay all the unreconciled transactions into the scrolling window.

The hide / show feature will only work when transactions that are marked have been previously saved.

11. Choose the Adjustments expansion icon.



Enter any adjusting entries that appear on your bank statement but are not listed in the Account Reconciler window. For example, opening balance, service charges, earned interest, etc.

Information entered in this screen is static; these entries will not update your checkbook or the Microsoft Dynamics GP General Ledger. To update the GL you must create journal entries.

You can delete transactions in the Account Adjustments window by pressing the DELETE key as you tab through the fields and or you may select Edit >> Delete Row from the Microsoft Dynamics GP menu bar.

12. To print the information on this window in a report select one of the report options from the print menu. Refer to *Reports* on page 40 for a list of all the available reports.

Print all necessary reports prior to reconciling. Once the transactions have been reconciled they are no longer available for the reports.

13. When the difference between the checkbook and bank statement balance equals zero, you may choose Reconcile to reconcile all "marked" transactions.

—OR—

Use the following table to see other options you have when completing a session or for use during a reconciliation.

To...	**Do This...**
Save the current session for future use...	Choose Save
Clear all "marked" transactions since the last reconciliation	Choose Unmark All
Transfer all new transactions from your general ledger to the Account Reconciler module for the selected checkbook.	Choose Redisplay (If the screen comes up blank, it may be because the redisplay button was not clicked or because the wrong bank statement date was entered.)

14. Select Save to save changes.

Auto Pull in Historical Transactions

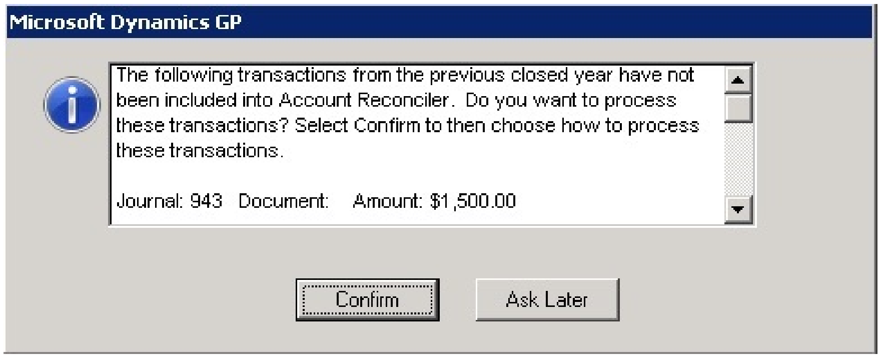
Account reconciler will notify you of Historical transactions that have not been reconciled or pulled into the Account Reconciler window or reconciled through Account Reconciler.

Historical Transactions are transactions that have been posted to the checkbook after the close of the Fiscal year. Account Reconciler will only notify of transactions in the previous closed fiscal year.

You will be notified of the found Historical transaction and provided options on how to resolve the transaction.

Historical Transaction Notification.

Account reconciler will notify you if there has been a historical transaction posted to the checkbook in the previous closed fiscal year.

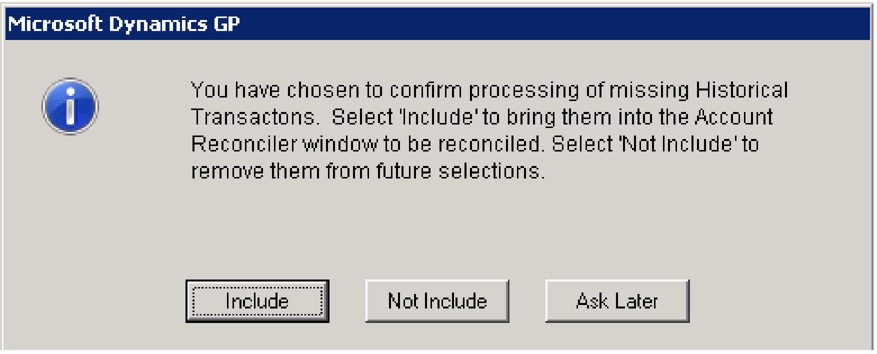


The following transactions from the previous closed year have not been included into Account Reconciler. Do you want to process these transactions? Select Confirm to then choose how to process these transactions.

Journal: 943   Document: Amount: $1,500.00

Should you receive this notification it is recommended to copy the message in the scrolling window so you retain a copy of the Journal id's for future review.

1. Choose between the following actions should you wish to resolve the transaction now or later:
    - **Ask Later** - This will close the notification window. Selecting redisplay or re-opening account reconciler to the checkbook will repopulate the message.
    - **Confirm** - This action will redirect you to the confirmation notification to choose how to resolve the historical transaction.
2. Should you Choose Confirm you will receive the Confirm Notification to choose how to resolve the historical transaction.



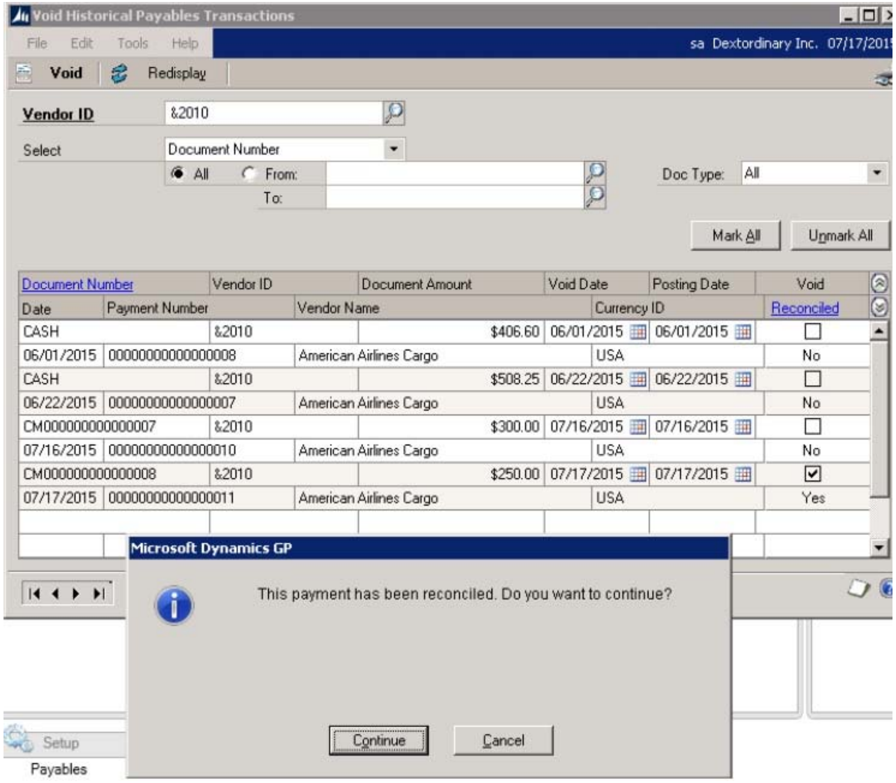
You have chosen to confirm processing of missing Historical Transactons. Select 'Include' to bring them into the Account Reconciler window to be reconciled. Select 'Not Include' to remove them from future selections.

From this Notification you can choose how to resolve the transaction. Select one of the following options:

- **Include** - Selecting this option will pull in the transaction into the Account reconciler window so you can reconcile the transaction. This will flag the Transaction in the GP historical table that it has been pulled into the Account Reconciler window.
- **Not Include** - This option will NOT pull the transaction into the Account Reconciler window. The transaction will be flagged in the GP historical table to signify that it has been cleared. This will prevent the transaction from being seen as a missing historical transaction automatically by Account Reconciler.
- **Ask Later** - This will close the Confirmation notification window. The Transaction will not be pulled into the Account Reconciler window. Should a user select Redisplay or close then re-open the checkbook in Account reconciler they will receive the Historical validation to choose how to resolve the transaction.

Voiding Reconciled Transactions

Users will now receive a Warning if the transaction being voided in Void Historical Payments and Open Payables Transactions has been reconciled. They can choose to Continue with the Void or Cancel.



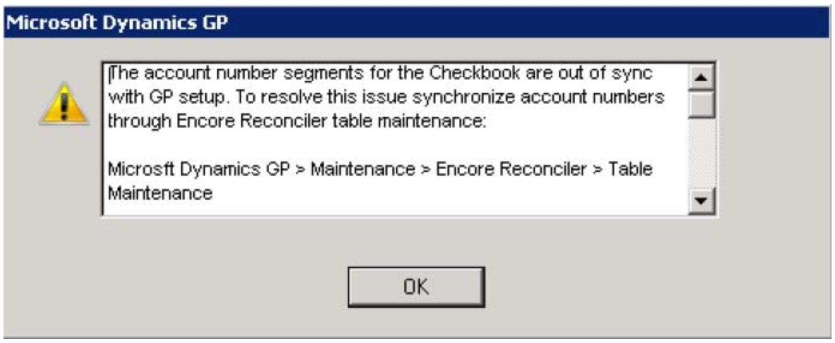
Vendor ID: &2010
Select: Document Number
● All ○ From:
To:
Doc Type: All

Document Number	Vendor ID	Document Amount	Void Date	Posting Date	Void
Date	Payment Number	Vendor Name	Currency ID		Reconciled
CASH	&2010	$406.60	06/01/2015	06/01/2015	☐
06/01/2015	00000000000000008	American Airlines Cargo	USA		No
CASH	&2010	$508.25	06/22/2015	06/22/2015	☐
06/22/2015	00000000000000007	American Airlines Cargo	USA		No
CM000000000000007	&2010	$300.00	07/16/2015	07/16/2015	☐
07/16/2015	00000000000000010	American Airlines Cargo	USA		No
CM000000000000008	&2010	$250.00	07/17/2015	07/17/2015	☑
07/17/2015	00000000000000011	American Airlines Cargo	USA		Yes

This payment has been reconciled. Do you want to continue?

Checkbook Segments Out of Sync

Validation message will now be displayed if the account Segments are out of sync when accessing the Checkbook in Checkbook Statement Entry and Account Reconciler. To resolve this conflict, you will need to Synchronize the Account Numbers in the *Table Maintenance* Window.



The account number segments for the Checkbook are out of sync with GP setup. To resolve this issue synchronize account numbers through Encore Reconciler table maintenance:

MicrRosft Dynamics GP > Maintenance > Encore Reconciler > Table Maintenance

Reports

1. Open the Account Reconciler window and select a checkbook ID. (Transactions >> Financial >> Encore Reconciler >> Account Reconciler).

2. Select the Print icon on the Account Reconciler window.

3. Select one of the following reports from the print icon menu:

    - **Detail Report** - provides a report of the checkbook reconciliation in detail. (details deposits in transit, outstanding checks, etc.)

    - **Summary Report** - provides a summary report of the checkbook reconciliation. (deposits in transit, outstanding checks, etc.)

    - **Adjustment Report** - provides a report of all of the adjusting entries.

    - **Deposits in Transit Report**- provides a report of all of the deposits in transit.

    - **Outstanding Checks Report**- provides a report of all of the outstanding checks.

    - **Deposits and Disbursements Report** - lists all the deposits and disbursements for a selected date range. (The starting date for this report is entered on the Deposits/Disbursements Report window which opens when you click on Deposits and Disbursements Report.)

    - **Reconciled Report**- provides a report of all the transactions that have been marked as cleared.

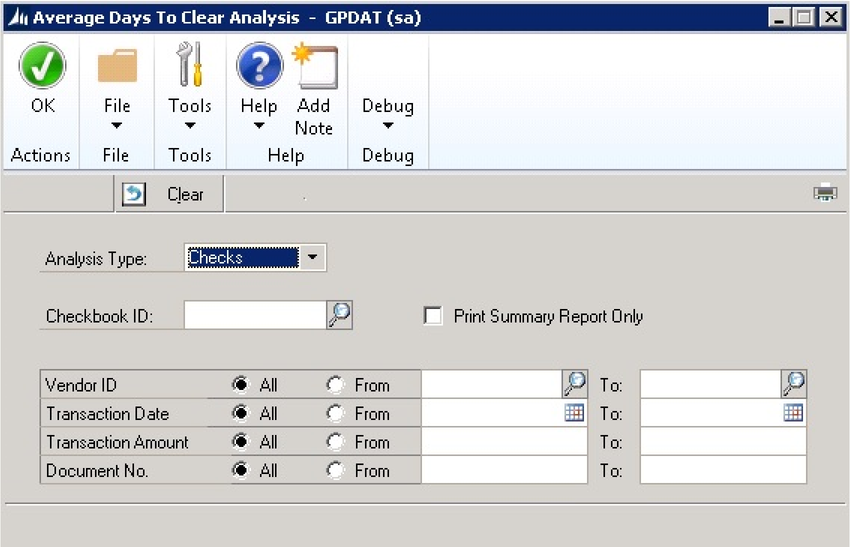
Average Days to Clear Analysis

This section explains how to run analysis for how long it takes for checks/ deposits to clear the bank.

You will use the Average Days to Clear Analysis window to configure and print the Average Days for Checks/Deposits to Clear report. There are options for restricting and grouping the information that can be used to create detail and summary type of report.

To configure Average Days to Clear Analysis report:

1. Open the Average Days to Clear Analysis window. (Transactions >> Financial >> Encore Reconciler >> Average Days to Clear Analysis).



Analysis Type: Checks

Checkbook ID:

☐ Print Summary Report Only

Vendor ID ● All ○ From To:
Transaction Date ● All ○ From To:
Transaction Amount ● All ○ From To:
Document No. ● All ○ From To:

2. Choose an analysis type. This option allows you to run a report with either Check transactions or Deposits transactions.

3. Select or enter the checkbook ID that you want to analyze.

4. To print a summary report, mark the Print Summary Report Only check box. The printed summary report will only display the totals per vendor or for all deposits.

5. To filter the transactions to be analyzed, make entries or selections for the following ranges:

   - Vendor ID
   - Transaction Date
   - Transaction Amount
   - Document No.

The range selection for vendor ID only applies to Checks type of analysis.

6. Click the Print icon to print the Average Days for Checks to Clear or Average Days for Deposits to Clear Report.

Average Days to Clear Report.

Two types of analysis reports can be printed based on which type of analysis you specified. The report includes the number of days it takes to clear the bank for each transaction item, the subtotal of the average days taken by each Vendor, and the grand total of the average number of days for individual type of deposits or payments.

RESET UTILITY

Reset Utility

This chapter describes how to use Account Reconciler to reset your current and historical transactions with your bank statement information so they can be reconciled. It includes the following sections:

- *The Account Reconciler Reset Utility*

The Account Reconciler Reset Utility

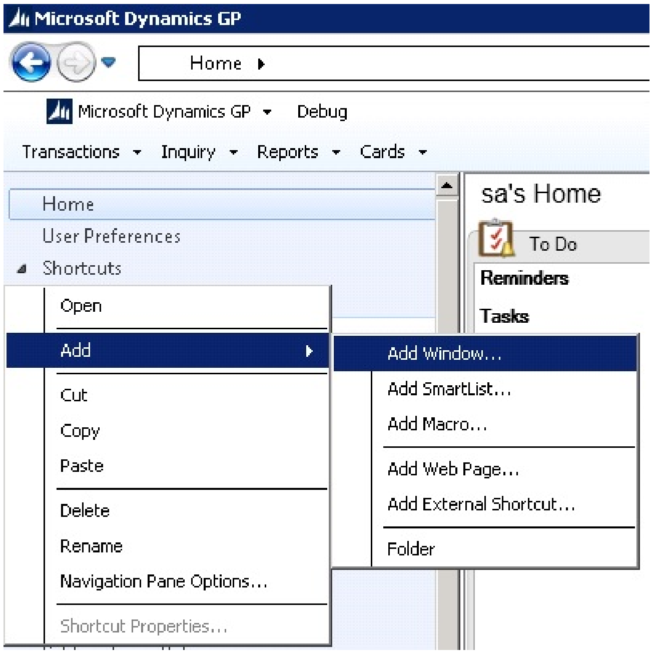
Occasionally it may be necessary to reset the flag for transactions in the General Ledger file by using the Account Reconciler Reset utility. For example, you would need to do this if you had been running Microsoft Dynamics GP for a period of time but are just going to start using Account Reconciler as of your current open period. Resetting your bank reconciliation file ensures that only current transactions appear in the Account Reconciler window.

This feature should be used with caution. If not utilized correctly, there could be an adverse effect on the outcome and balances of future reconciliation sessions. If you are not knowledgeable about bank reconciliation procedures, contact Encore's Support Team at (888) 898-4330 (North America only) or support@encorebusiness.com.

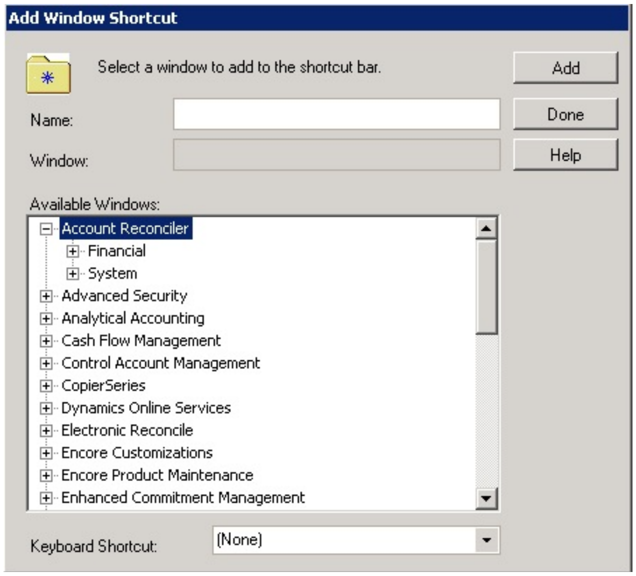
To use the Account Reconciler Reset:

Before using the Account Reconciler Reset, be sure to back up your data. Also be sure that you have the Deposits in Transit and Outstanding Checks report from your last successful reconciliation.

1. From the Home Navigation Pane select the Shortcut option and do a right click in the menu, highlight the ADD selection and scroll over to Add Window.


Microsoft Dynamics GP
Home
Microsoft Dynamics GP
Debug
Transactions
Inquiry
Reports
Cards
Home
User Preferences
Shortcuts
sa's Home
To Do
Reminders
Tasks
Open
Add
Cut
Copy
Paste
Delete
Rename
Navigation Pane Options...
Shortcut Properties...
Add Window...
Add SmartList...
Add Macro...
Add Web Page...
Add External Shortcut...
Folder

2. When the "Add Window Shortcut" window opens highlight and click on Account and Auto Reconciler.

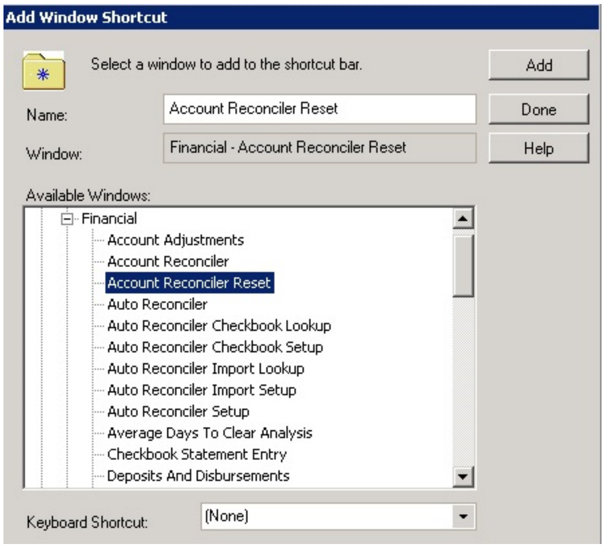

Add Window Shortcut
Add
Done
Help
Name:
Window:
Available Windows:
Account Reconciler
Financial
System
Advanced Security
Analytical Accounting
Cash Flow Management
Control Account Management
CopierSeries
Dynamics Online Services
Electronic Reconcile
Encore Customizations
Encore Product Maintenance
Enhanced Commitment Management

Select a window to add to the shortcut bar.

Keyboard Shortcut: (None)

3. Click on Financial to expand the menu.

4. Highlight Account and Auto Reconciler Reset.

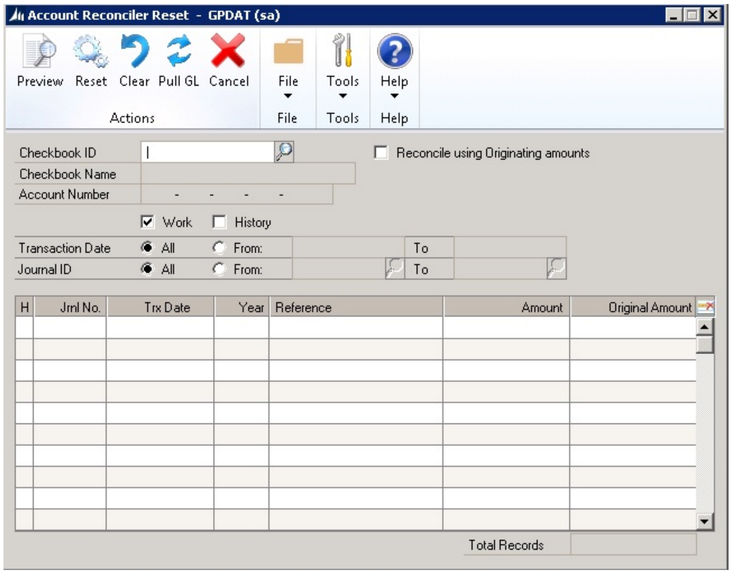

Add Window Shortcut
Select a window to add to the shortcut bar.
Add
Done
Help
Available Windows:
Financial
Account Adjustments
Account Reconciler
Account Reconciler Reset
Auto Reconciler
Auto Reconciler Checkbook Lookup
Auto Reconciler Checkbook Setup
Auto Reconciler Import Lookup
Auto Reconciler Import Setup
Auto Reconciler Setup
Average Days To Clear Analysis
Checkbook Statement Entry
Deposits And Disbursements

Name: Account Reconciler Reset
Window: Financial - Account Reconciler Reset
Keyboard Shortcut: (None)

5. Choose Add. An Account Reconciler Reset window shortcut will be added to your Microsoft Dynamics GP shortcut menu.

6. Select Done.

7. From the shortcut menu, select the Account Reconciler Reset shortcut. The Account Reconciler Reset window will open.


Account Reconciler Reset - GPDAT (sa)
Preview
Reset
Clear
Pull GL
Cancel
Actions
File
File
Tools
Tools
Help
Help
Checkbook ID
Checkbook Name
Account Number
Transaction Date
Journal ID
From:
To
H
Jrnl No.
Trx Date
Year
Reference
Amount
Original Amount
Total Records

☐ Reconcile using Originating amounts
☑ Work ☐ History
Transaction Date ● All ○ From:
Journal ID ● All ○ From:

This feature should be used with caution. If not utilized correctly, there could be an adverse effect on the outcome and balances of future reconciliation sessions. If you are not knowledgeable about bank reconciliation procedures, contact Encore's Support Team at (888) 898-4330 (North America only) or support@encorebusiness.com.

8. Enter or select the checkbook ID of the account you wish to reset transactions for. Verify that the account number corresponds with the selected checkbook ID.

If the checkbook is a multicurrency checkbook, open the Checkbook Statement Entry window (Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Checkbook Statement Entry) and ensure that Reconcile using Originating amounts option is checked.

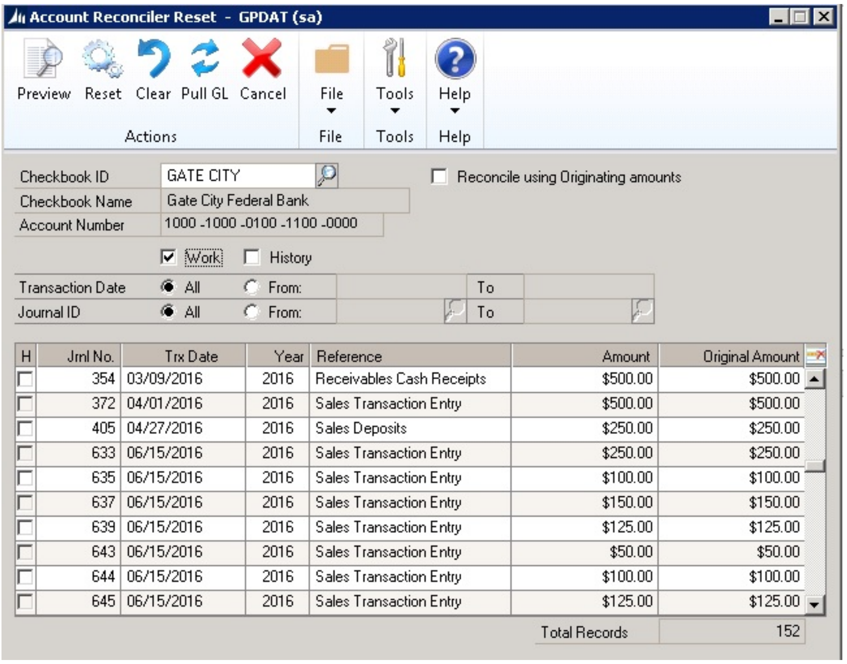
9. Select Work.

The history option is only used when you want to pull in specific transactions from a previously closed historical year.

10. Accept the default of All or enter the date or date range for the range of transactions you want to reset. (Optional)

11. Accept the default of All or enter a range for the journal numbers you want to reset. (Optional)

12. Choose Preview to view the specified transaction or range of transactions.



Checkbook ID: GATE CITY

☐ Reconcile using Originating amounts

Checkbook Name: Gate City Federal Bank

Account Number: 1000 -1000 -0100 -1100 -0000

☑ Work ☐ History

Transaction Date ● All ○ From: To

Journal ID ● All ○ From: To

H	Jrnl No.	Trx Date	Year	Reference	Amount	Original Amount
☐	354	03/09/2016	2016	Receivables Cash Receipts	$500.00	$500.00
☐	372	04/01/2016	2016	Sales Transaction Entry	$500.00	$500.00
☐	405	04/27/2016	2016	Sales Deposits	$250.00	$250.00
☐	633	06/15/2016	2016	Sales Transaction Entry	$250.00	$250.00
☐	635	06/15/2016	2016	Sales Transaction Entry	$100.00	$100.00
☐	637	06/15/2016	2016	Sales Transaction Entry	$150.00	$150.00
☐	639	06/15/2016	2016	Sales Transaction Entry	$125.00	$125.00
☐	643	06/15/2016	2016	Sales Transaction Entry	$50.00	$50.00
☐	644	06/15/2016	2016	Sales Transaction Entry	$100.00	$100.00
☐	645	06/15/2016	2016	Sales Transaction Entry	$125.00	$125.00

Total Records 152

13. Verify that the transactions are the ones that you want to reset.

If there are transactions that you do not want to reset, highlight the transaction and then select the delete row icon to delete it from the scrolling window.

14. Choose Reset - resets all the current selected transactions into the Account Reconciler window. The status for the reset transactions will be reset so that they can be reconciled again.

    —OR—

    Choose Pull GL - resets all the selected historical transactions that need to be reconciled.

    —OR—

    Choose Clear - selecting clear will clear or reconcile the selected transactions that should not be available in Account Reconciler. These transactions will not be able to be reconciled again.

The Clear feature can also be used to remove historical transactions that were previously reconciled.

15. To view the transactions that you selected to be reset, open the Account Reconciler window and choose the Redisplay button. All the reset transactions from your general ledger will be transferred into the Account Reconciler module for the selected checkbook.

Appendix A: Data Tables & Default Security Tasks

The following chapter will review the *Data Tables* and *Default Security Task Details* for Account Reconciler.

Data Tables

The following charts list all related data tables created in Account Reconciler and their descriptions.

Financial Series

Display Name	Technical Name	Physical Name	Description
Account Reconciler Checkbook Statements	Bank_Rec_Statement	BS2001	Account Reconciler Checkbook Statements
Account Reconciler Transaction Work	Bank_Rec	BS2002	Account Reconciler Transaction Work
Account Reconciler Adjustments	A_Bankrec_Adj	BS2006	Account Reconciler Adjustments
Account Reconciler Transaction History	BR_History	BR30000	Account Reconciler Transaction History
Account Reconciler Transaction Temp	A_Bankrec_Temp	TEMP	For report use only
Account Reconciler Detail Report Temp	AC_Detail_Report_Temp	TEMP	For report use only

Default Security Tasks & Role

When using *Table Maintenance* to create Security Tasks for Account Reconciler the following Tasks will be generated:

- *ENCORE ACCOUNT REC RESET*
- *ENCORE ACCOUNT RECONCILER*
- *ENCORE AR AVG DAY TO CLR*
- *ENCORE AR CHECKBOOK*
- *ENCORE AR TABLE MAINT*

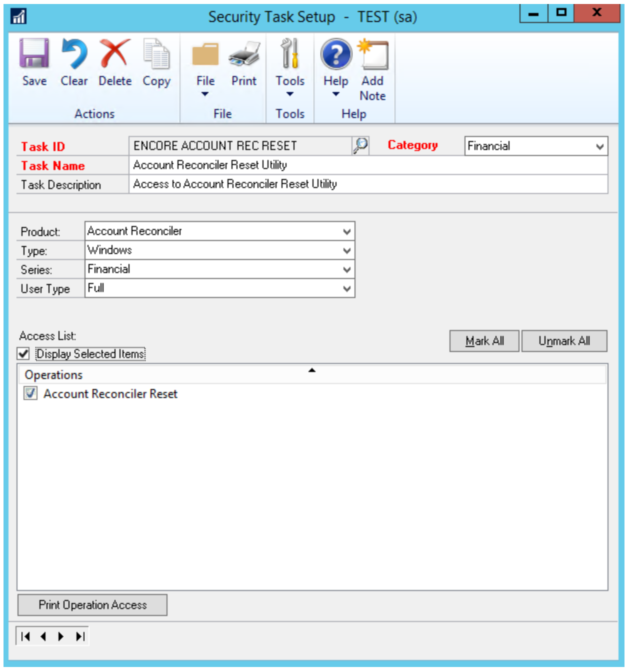
The process will also generate a default security role that contains all the security tasks called *ENCORE AR POWER USER.*

Default Security Task Details

Below are the Details for each default Security Task.

ENCORE ACCOUNT REC RESET

This security task provides access to the following windows and reports.


Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID: ENCORE ACCOUNT REC RESET
Category: Financial
Task Name: Account Reconciler Reset Utility
Task Description: Access to Account Reconciler Reset Utility

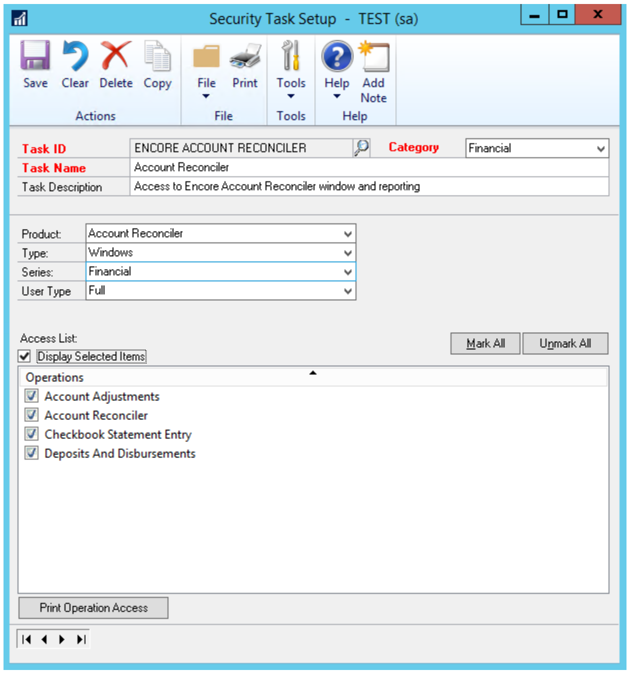
Product: Account Reconciler
Type: Windows
Series: Financial
User Type: Full

Access List:
☑ Display Selected Items

Operations
☑ Account Reconciler Reset

ENCORE ACCOUNT RECONCILER

This security task provides access to the following windows and reports.

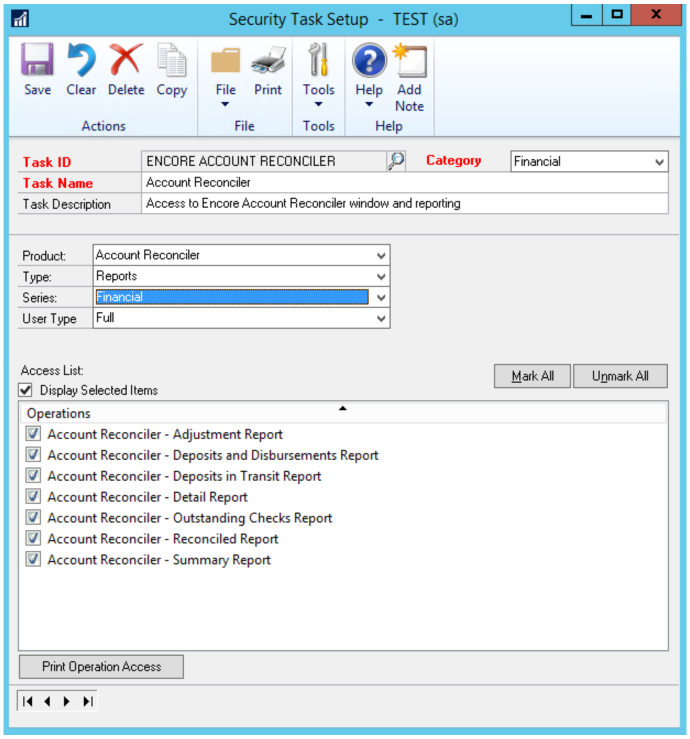

Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID: ENCORE ACCOUNT RECONCILER
Category: Financial
Task Name: Account Reconciler
Task Description: Access to Encore Account Reconciler window and reporting

Product: Account Reconciler
Type: Windows
Series: Financial
User Type: Full

Access List:
☑ Display Selected Items

Operations
☑ Account Adjustments
☑ Account Reconciler
☑ Checkbook Statement Entry
☑ Deposits And Disbursements


Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID ENCORE ACCOUNT RECONCILER

Category Financial

Task Name Account Reconciler

Task Description Access to Encore Account Reconciler window and reporting

Product: Account Reconciler

Type: Reports

Series: Financial

User Type Full

Access List:

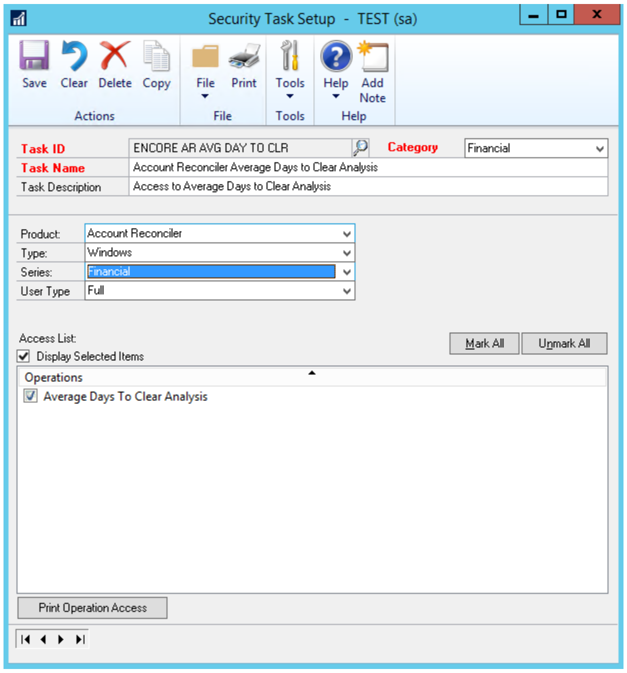
☑ Display Selected Items

Operations

☑ Account Reconciler - Adjustment Report
☑ Account Reconciler - Deposits and Disbursements Report
☑ Account Reconciler - Deposits in Transit Report
☑ Account Reconciler - Detail Report
☑ Account Reconciler - Outstanding Checks Report
☑ Account Reconciler - Reconciled Report
☑ Account Reconciler - Summary Report

ENCORE AR AVG DAY TO CLR

This security task provides access to the following windows and reports.

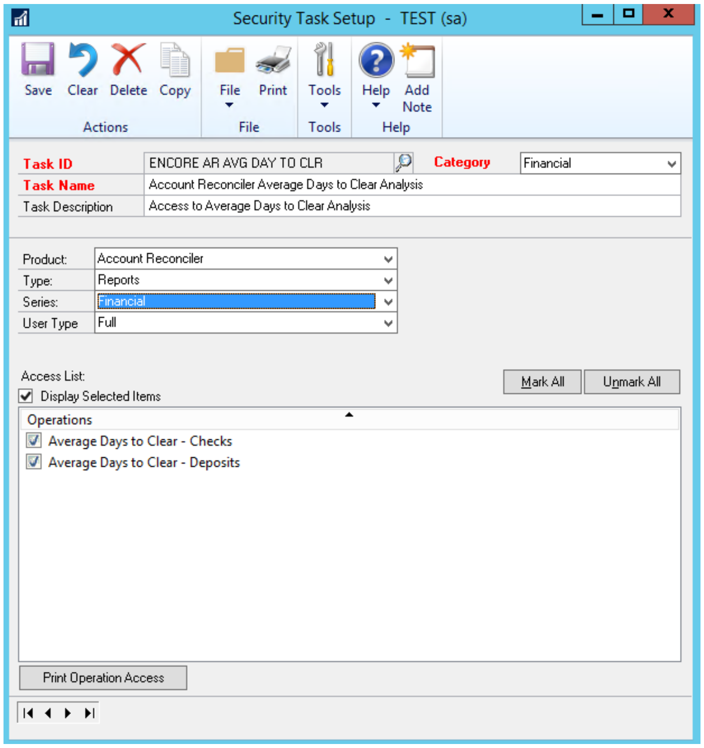

Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID ENCORE AR AVG DAY TO CLR
Category Financial
Task Name Account Reconciler Average Days to Clear Analysis
Task Description Access to Average Days to Clear Analysis

Product: Account Reconciler
Type: Windows
Series: Financial
User Type Full

Access List:
☑ Display Selected Items

Operations
☑ Average Days To Clear Analysis


Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID ENCORE AR AVG DAY TO CLR
Category Financial
Task Name Account Reconciler Average Days to Clear Analysis
Task Description Access to Average Days to Clear Analysis

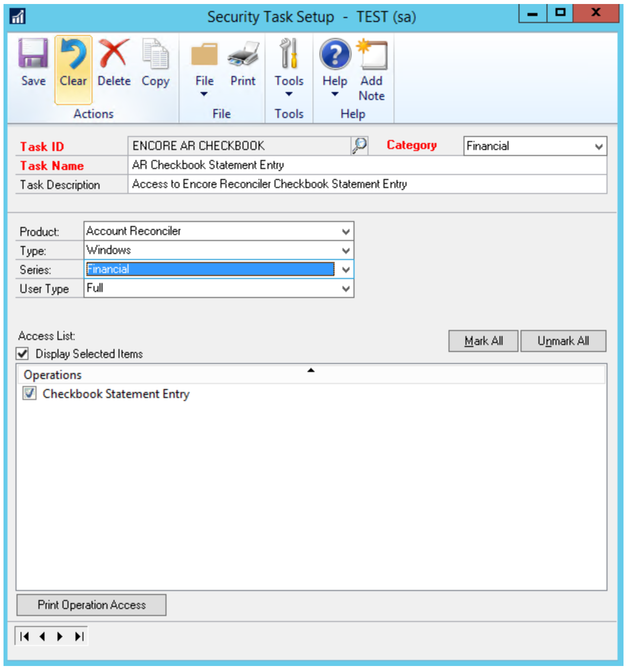
Product: Account Reconciler
Type: Reports
Series: Financial
User Type Full

Access List:
☑ Display Selected Items

Operations
☑ Average Days to Clear - Checks
☑ Average Days to Clear - Deposits

ENCORE AR CHECKBOOK

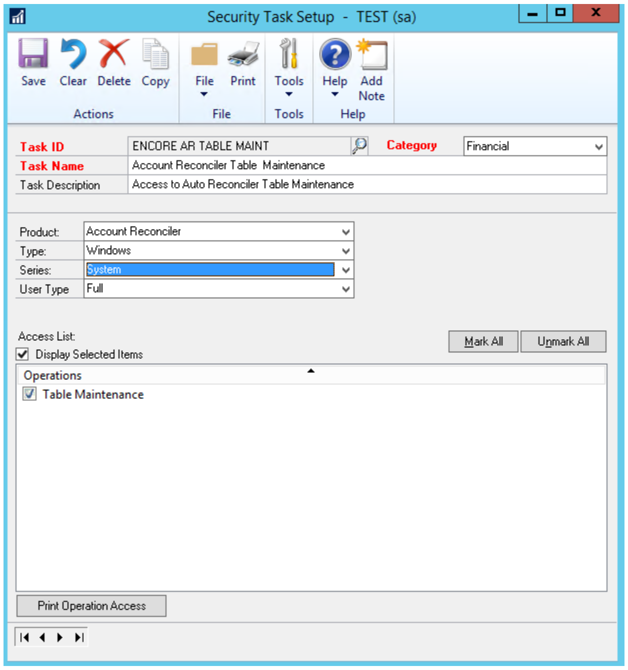
This security task provides access to the following windows and reports.


Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID: ENCORE AR CHECKBOOK
Category: Financial
Task Name: AR Checkbook Statement Entry
Task Description: Access to Encore Reconciler Checkbook Statement Entry
Product: Account Reconciler
Type: Windows
Series: Financial
User Type: Full
Access List:
☑ Display Selected Items
Operations
☑ Checkbook Statement Entry

ENCORE AR TABLE MAINT

This security task provides access to the following windows and reports.

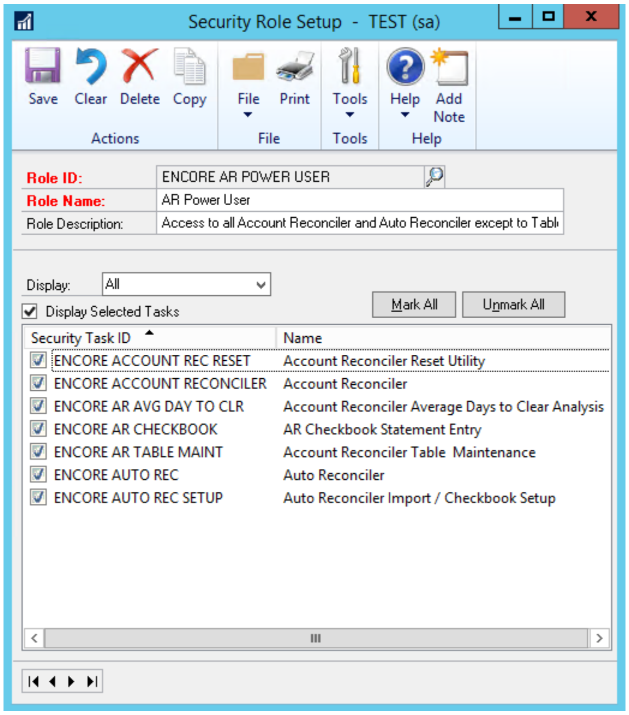

Security Task Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All
Print Operation Access

Task ID: ENCORE AR TABLE MAINT
Category: Financial
Task Name: Account Reconciler Table Maintenance
Task Description: Access to Auto Reconciler Table Maintenance
Product: Account Reconciler
Type: Windows
Series: System
User Type: Full
Access List:
☑ Display Selected Items
Operations
☑ Table Maintenance

Defaults Security Role Details

The following default Security role is created with the following assigned security tasks:

ENCORE AR POWER USER.


Security Role Setup - TEST (sa)
Save
Clear
Delete
Copy
Actions
File
Print
File
Tools
Tools
Help
Add Note
Help
Mark All
Unmark All

Role ID: ENCORE AR POWER USER

Role Name: AR Power User

Role Description: Access to all Account Reconciler and Auto Reconciler except to Tabl

Display: All

☑ Display Selected Tasks

Security Task ID	Name
☑ ENCORE ACCOUNT REC RESET	Account Reconciler Reset Utility
☑ ENCORE ACCOUNT RECONCILER	Account Reconciler
☑ ENCORE AR AVG DAY TO CLR	Account Reconciler Average Days to Clear Analysis
☑ ENCORE AR CHECKBOOK	AR Checkbook Statement Entry
☑ ENCORE AR TABLE MAINT	Account Reconciler Table Maintenance
☑ ENCORE AUTO REC	Auto Reconciler
☑ ENCORE AUTO REC SETUP	Auto Reconciler Import / Checkbook Setup

Whats New Encore Products

What’s New in Account Reconciler for 2016

Account Reconciler has been fully upgraded to be compatible with Microsoft Dynamics GP 2016.

New Features added as part of initial release:

Multiple Company Db Table Creation.

Combine Entries options in Account Reconciler window. This allows users to combined Deposits based on bank Entry and combine transactions by Audit Trail Code.

Default Security Tasks option added to Table Maintenance window.

Clear Option added to Account Reconciler window to allow users clear the window to select a different checkbook.

What’s New in Account Reconciler for 2015

Account Reconciler has been fully upgraded to be compatible with Microsoft Dynamics GP 2015.

New Features since initial release:

Multiple Company Db Table Creation.

Combine Entries options in Account Reconciler window. This allows users to combined Deposits based on bank Entry and combine transactions by Audit Trail Code.

Default Security Tasks option added to Table Maintenance window.

Clear Option added to Account Reconciler window to allow users clear the window to select a different checkbook.

Void historical payments and open payables transactions enhancement. Users will now receive a warning indicating payment has been reconciled should they attempt to void a transaction that has been reconciled through Account Reconciler.

Account Segments Out of Sync Validation Warning.

Locked the option Reconciler using Originating amounts when checkbook is saved.

What's New in Account Reconciler for 2013

Account Reconciler has been fully upgraded to be compatible with Microsoft Dynamics GP 2013.

New Features since initial release:

Relabeled Multicurrency Checkbox option to Reconcile using Originating Amounts.

Locked the option Reconciler using Originating amounts when checkbook is saved

What's New in Encore Products for 2016

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2016.

New Product Paycode Mass Update for Canadian Payroll released.

What's New in Encore Products for 2015

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2015.

New Product Paycode Mass Update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.

What's New in Encore Products for 2013

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better describe the solutions feature set.

New Product Paycode Mass Update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.

About Encore Business Solutions

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft® Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include:
Project Tracking Solutions:
- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

Billing Solutions:
- Subscription Billing
- Subscription Billing Importer
- Subscription Billing CRM Integrator

Bank Reconciliation Solutions:
- Auto Reconciler
- Account Reconciler

Canadian Payroll Add-Ons:
- ePayStub for Canadian Payroll (including T4 & T4A report package)
- T4 & T4A Report package
- Paycode Mass Update

Additional Encore Products:
- Advanced SmartList
- Tax Distribution
- REAP

SPLA pricing is also available for Encore products. If you have questions regarding any Encore product or service, feel free to contact us.

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