

# **Auto Reconciler 2016**

**An application for Microsoft Dynamics™ GP 2016**



**encore**

**Furthering your success through innovative business solutions**

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## INTRODUCTION



## Introduction

Welcome to Auto ReconcilerAuto Reconciler, a powerful companion product to Encore's Account Reconciler product and to the Bank Reconciliation module in Microsoft Dynamics® GP 2016.

Auto Reconciler provides the following features and benefits:

- Reads bank statement transactions
- Allows flexibility in defining the type of file format to use in the matching process (comma delimited, fixed length, TD BAI, CIBC OSC or BAI2)
- Automatically matches payments and deposits - greatly reduces the amount of time you will spend tediously matching entries against the bank statement  
Note: Matching deposits is supported when using Encore's Account Reconciler module only.
- Provides detailed reports showing all transactions that are Cleared and Not Cleared  
Note: Cleared with a difference is available only when using Auto Reconciler with Microsoft Dynamic GP 2016 Bank Reconciliation.



## What's In This Manual?

This manual contains a detailed description of Encore's Auto Reconciler module, step-by-step instructions to guide you through the installation and setup, and instructions for how to reconcile your bank statement electronically.

This manual assumes that you are familiar with and 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 the Auto Reconciler.



The [Installation & Setup](#) chapter has step-by-step instructions that guide you through the installation and setup of your Auto Reconciler module.

The [Using Auto Reconciler](#) chapter describes how to set up bank statement information and how to import the bank statement when reconciling bank accounts.



## 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 Auto 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	
Toll Free (North America only)	888.898.4330	
Fax	204.235.2331	
E-mail	support@encorebusiness.com	
Web	<a href="http://www.encorebusiness.com">www.encorebusiness.com</a>	

### 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?



## INTRODUCTION

- 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 2016, your database software, Encore products and Windows. Also note service packs.

To locate the version number for Auto 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 Auto 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 & Setup

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

- [Installing Auto Reconciler](#)
- [Prior to Upgrading or Installing a new build](#)
- [Table Maintenance](#)
- [Registering Auto Reconciler](#)
- [Setting up Auto Reconciler](#)

### Installing Auto Reconciler

You will use the installation program to install Auto Reconciler.

Before you begin installing, do the following:

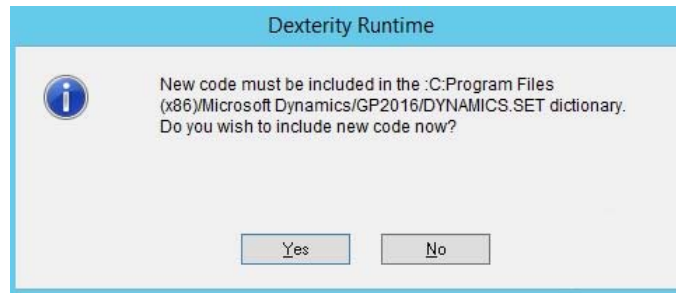
- Make a note of the directory location of your Microsoft Dynamics GP 2016 installation. This information will be required during the installation.
- Verify that the AR2016.00.xxx.exe file has been loaded on to your computer.  
(The x's in the file name will be replaced with numbers.)
- Create a backup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

#### To install Auto 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 Auto Reconciler will start.



3. Follow the instructions in each window.
4. Start Microsoft Dynamics GP. You will receive the following message box.



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



*For information on the data tables installed for Auto Reconciler, refer to [Appendix , “Data Tables.”](#)*



## Prior to Upgrading or Installing a new build

Before upgrading from an earlier version or installing a new build of Auto 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.

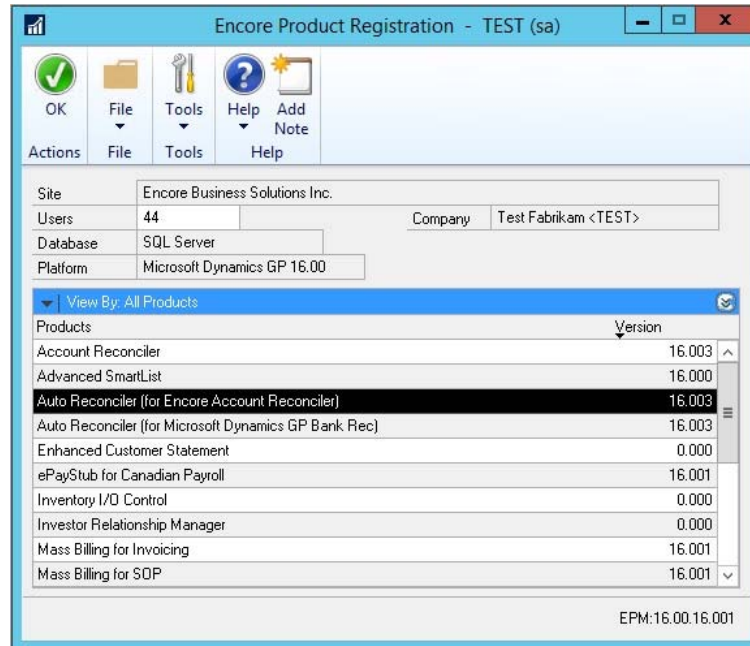
## Registering Auto Reconciler

Before you can use Auto Reconciler with your company data, you must register your software. To register your software enter the product registration key or 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.

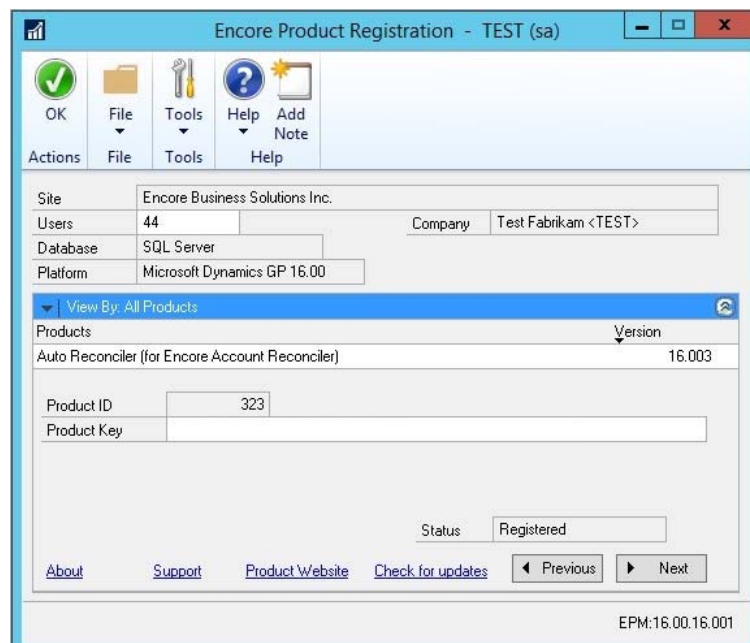


## To register your product using registration keys:

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



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





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 sections. 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 as a 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.



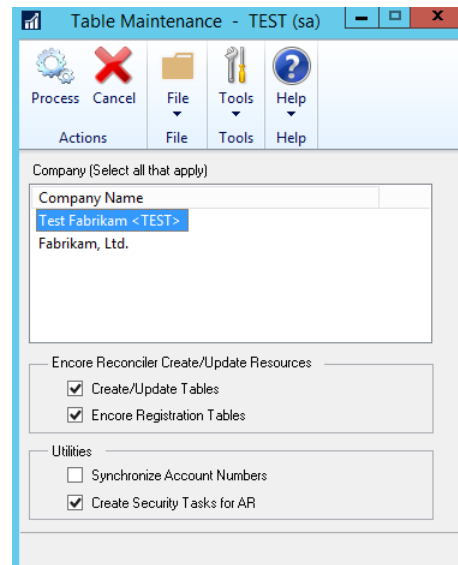
*You must log in as System Administrator to run the table maintenance process.*





## To run table maintenance:

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



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. Select the Process button. Tables will be created, permissions and any existing data will be set. The SQL Server components for Auto Reconciler will be created.
6. 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.
7. The Create Security Tasks option provides the ability to create default Security Tasks for Auto Reconciler.



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*This option creates a security task for each section / form of Auto Reconciler. Further Details on the security tasks and Role generated see [Default Security Tasks & Role](#).*



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



## Setting up Auto Reconciler

Before you can begin to use Auto Reconciler to balance your bank account electronically, you must:

- [Complete Auto Reconciler Setup](#)
- [Create an import layout](#)
- [Link import layout to checkbook](#)

## Complete Auto Reconciler Setup

The Auto Reconciler Setup window is used to create the default settings for Auto Reconciler. From this window you can enable secondary pass options for matching when using the Auto reconciler. You can also enable default selection options for the Auto Reconciler window.

### To complete Auto Reconciler Setup:

1. Open the Auto Reconciler Import Setup window.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Auto Reconciler Setup)

**Auto Reconciler Setup - GPDAT (sa)**

Save File Tools Help

Actions File Tools Help

**Match Deposits By:**  
Primary: Doc, Number and Amount  
Enable Secondary Pass:  
☐ None  
☐ Amount  
☒ Date and Amount  
Tolerance +/- 8 Days

**Match Payments By:**  
Primary: Doc, Number and Amount  
Bank Reconciliation product t  
☐ None  
☒ Amount  
☐ Date and Amount (GP Only)

Defaults for Auto Reconciler window  
☐ Import file has no Decimals in Amounts  
☐ Use BMD BAI 2 format

For Great Plains Bank Rec  
☐ Allow partial Document Number matching on Payments  
Example: Doc Number is ABC999123, Import file has 123, Match will occur

Bank Reconciliation product to use for matching transactions  
☒ Ask Each Time  
☐ Encore (Encore Account Rec is Registered)  
☐ Great Plains (GP Bank Rec is Registered)

2. By default the “Match Deposits By” selection option is set to None for the Secondary Pass. You can change the secondary pass to be the following:
  - **Amount:** A secondary pass will occur should a match not occur with the document number. The secondary pass will attempt to match by the document amount.



- **Date and Amount:** A secondary pass will occur should a match not occur with the document number. The secondary pass will attempt to match by both date and amount. This secondary pass has the option Tolerance Days that you can specify. The tolerance days will match transactions that match the amount and date within (+/-) days of the date listed in the import file.
3. By default the “Match Payments By” selection option is set to None for the Secondary pass. You can change the secondary pass to be the following:
    - **Amount:** A secondary pass will occur should a match not occur with the document Number. The secondary pass will attempt to match by the document amount.
    - **Date and Amount:** This option is only available for GP Bank Reconciler. A secondary pass will occur should a match not occur with the document number. The secondary pass will attempt to match by both date and amount.
  4. You can set the default selection options for the Auto Reconciler window. By selecting either of the following they will be default as checked in the Auto Reconciler window.
    - Import file has no Decimals in Amounts
    - Use BMO BAI 2 format.
  5. Select Allow partial Document Number matching on Payments if you need to enable partial document number matching. This feature is only available for use with GP Bank Reconciler.
  6. The Bank Reconciliation product to use for matching transactions section is enabled only if Auto Reconciler is registered for both Encore Account Reconciler and GP Bank Reconciler. If enabled you can choose which module the Match will occur for:
    - **Ask Each time:** This is the default selection. This option allows the user to select which module Auto Reconciler will attempt to match to when selecting the Match Button.
    - **Encore:** This option will default the match to Encore Account Reconciler.
    - **Great Plains:** This option will default the match to GP Bank Reconciler.

## Create an import layout

The Auto Reconciler Import Setup window is used to create an import ID template for an import file which can be used to import your bank



statement. Once a file is created it allows you to match the fields in your bank statement to those in Auto Reconciler.

**Auto Reconciler Import Setup - GPDAT (sa)**

Save Clear Delete File Tools Help Add Note

Actions File Tools Help

Import ID

File Type

Payments and Deposits

Sample File

Skip # Rows

Matching Field ID	Sample Field	Start	Length	Date Format
Data Type	Max Size			

Sample:

Import ID

## To create an import layout:

1. Open the Auto Reconciler Import Setup window.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Auto Reconciler Import Setup)

**Auto Reconciler Import Setup - GPDAT (sa)**

Save Clear Delete File Tools Help Add Note

Actions File Tools Help

Import ID:

File Type: Payments and Deposits

Sample File:

Skip # Rows:

Matching Field ID	Sample Field	Start	Length	Date Format	Data Type	Max Size

Sample:

Import ID:

2. Enter the import ID you will use to import your bank files each month. You may define this ID tag as you wish - an example would be Bank Import.
3. If the bank import file is a generic type file select a file type of either Comma Delimited or Fixed Length. Go to steps 6 and 7.

-or-

To import bank statements for TD or CIBC select the bank file format type TD BAI, CIBC OSC or BAI2.



*If you are using TD BAI, CIBC OSC or BAI2, see your bank representative for a sample file to provide you with information on setting up your bank import field.*

4. If you are using Comma Delimited or Fixed Length file type, select the payment and deposit option from the drop down list.



## 5. Select the Payments and Deposits Option:

- Separated columns in Import File
- Combined column; payments are negative
- Combined column; deposits are negative

## 6. Enter the file location of the sample file of your bank statement or use the file icon to locate it.

## 7. If you are using Comma Delimited, select the Sample Field that matches the one displayed in the Matching Field ID column until you have matched all required fields. See the table below the illustration which provides a description of all matching field ID's. Once you have completed matching the fields, skip to step 8.

**Auto Reconciler Import Setup - GPDAT (sa)**

Save Clear Delete File Tools Help Add Note

Actions File Tools Help

Import ID: BANK IMPORT

File Type: Comma Delimited

Payments and Deposits: Combined column: payments are negative

Sample File: C:\Products\Bank Reconciliation\Auto Rec\Bank Statement.csv

Skip # Rows: 1

Matching Field ID	Sample Field	Start	Length	Date Format
DOCUMENT DATE	01/29/2016			MMDDYYYY
DESCRIPTION	AMEX DISC 012857483			N/A
PAYMENT / DEPOSIT	-71.41			N/A
DOCUMENT NUMBER	0001234			N/A

Sample:

DEBIT, 01/29/2016, AMEX\*DISC\*012857483, -71.41, ACH\_DEBIT, 300862.56, 0001234

Import ID

Matching Field ID	Required	Description
Deposit	No	Deposit amount field
Description	No	Description of Transaction
Document Date	Yes	Date transaction cleared bank

Document Number	Yes	Field containing cheque #, Deposit #, etc.
Payment	Yes	Payment amount field

8. If you are using Fixed Length, enter the Start position (the starting position - count the characters in the Sample at the bottom of the window to determine this) of the various matching fields and the Length of each of the fields (number of digits).

**Auto Reconciler Import Setup - GPDAT (sa)**

Save Clear Delete File Tools Help Add Note

Import ID: BANK IMPORT

File Type: Fixed Length

Payments and Deposits: Separated columns in Import file

Sample File: C:\Products\Bank Reconciliation\Auto Rec\Bank Statement.csv

Skip # Rows: 1

Matching Field ID	Sample Field	Start	Length	Date Format
DEPOSIT		0	0	N/A
DESCRIPTION		0	0	N/A
DOCUMENT DATE		0	0	MMDDYY
DOCUMENT NUMBER		0	0	N/A
PAYMENT		0	0	N/A

Sample :

DEBIT,01/29/2016,AMEX\*DISC\*012857483,-71.41,ACH\_DEBIT,300862.56,0001234

Import ID

9. Count the number of header lines in your sample bank file. Enter this number in the Skip # rows field.



*If the correct number isn't entered your file will not import successfully.*

10. Select Save to save the changes you made in the Auto Reconciler Import Setup window.



*In order to reconcile deposits, Account Reconciler looks for matching document numbers and deposit amounts. If your bank file does not include document numbers for deposits, you must enable the secondary pass option for "Match Deposits By" outlined in [Complete Auto Reconciler Setup](#)*

## Link import layout to checkbook

This procedure links the import layout you just defined to the checkbook that you want to reconcile.





## To link import layout to checkbook:

1. Open the Link to Checkbook window.  
(Microsoft Dynamics GP Menu >> Tools >> Setup >> Financial >> Encore Reconciler >> Auto Reconciler Checkbook Setup)

2. Select the checkbook ID that you want to link to the import ID.
3. Enter or choose the import ID created in the Auto Reconciler Import Setup window.
4. Enter the account number if BAI2 was selected as the file format type.



*BAI 2 files may contain multiple Bank accounts. Listing the Account number as part of the Checkbook Setup will ensure the proper transactions are matched to the correct checkbook. For further details on the BAI2 File Layout see [BAI2 File Layout](#).*

5. Enter the file location for the default file of your bank statement or use the file icon to locate it.

6. Select Save to save your changes.



## INSTALLATION & SETUP

## USING AUTO RECONCILER





## Using Auto Reconciler

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

- [Setting up the bank statement information](#)
- [Importing the bank statement](#)

### Setting up the bank statement information

Before you can begin to reconcile bank statements using Auto Reconciler with Microsoft Dynamics GP Bank Rec, you must set up the bank statement information in the Microsoft Dynamics GP Reconcile Bank Statements window.



*If you are using Auto Reconciler with Encore's Account Reconciler see the Account Reconciler user manual for setup instructions.*

### Importing the bank statement

Once your bank statement information is set up, you can import the bank statement.



## To import the bank statement

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

Auto Reconciler - GPDAT (sa)

Cancel File Tools Help Add Note

Checkbook ID |

Import ID

Import File

File Type

☐ Amounts do not include decimal: 198 becomes \$1.98

☐ BMO BAI2 format

Document Number	Date	Payment	Deposit	Description

Total :

Import Match

2. Enter or choose the checkbook ID that you want to match transactions against.
3. Ensure that the import file displayed is the import ID that you linked to the selected checkbook in the Auto Reconciler Checkbook Setup window.
4. If the Amounts on the import does not include Decimals then select the option “Amounts do not include decimals”. This option can be defaulted as checked in the Auto Reconciler window see [Complete Auto Reconciler Setup](#) for instructions.
5. If the bank statement is BMO BAI2 format then select the “BMO BAI2” checkbox. This option can be defaulted as checked in the Auto Reconciler window see [Complete Auto Reconciler Setup](#) for instructions.



6. Choose the Import button to import the bank statement file.

Document Number	Date	Payment	Deposit
1234	01/29/2020	\$71.41000	\$0.00000
1236	01/29/2020	\$456.63000	\$0.00000
12378	01/29/2020	\$650.20000	\$0.00000
61232	01/29/2020	\$6,518.26000	\$0.00000
128531	01/29/2020	\$0.00000	\$32.00000
123153	01/29/2020	\$0.00000	\$40.00000
2353	01/29/2020	\$0.00000	\$123.71000
22235	01/29/2020	\$0.00000	\$985.46000
531335	01/29/2020	\$0.00000	\$1,840.00000
		\$7,696.50000	\$3,021.17000
		Total :	\$4,675.33000

7. Choose Match to start the reconciling process - checks will be matched by document number and payment amount.



*Cleared with a difference is available only when using Auto Reconciler with Microsoft Dynamics GP Bank Reconciliation.*

8. If Auto Reconciler setup is set to match using “Ask each Time” users will receive the following pop up to choose which method to match. You would need to select which option to match by. If Auto Reconciler setup is set to either option it will match to that option.

Microsoft Dynamics GP

Against which Bank Reconciliation product do you wish to match your transactions?

Encore Great Plains Cancel



9. The report destination dialog box will appear when the match reconciliation process is finished.

**Report Destination**

Report Information

Name: A\_Import\_Generic\_Exceptions

Option:

Destination

Report Type: Standard

☒ Screen

☐ Printer

☐ File

File Name:

File Format:

☐ Append ☐ Replace

OK Cancel

10. Select the report destination(s) you prefer to view a report.
11. A detailed matching report will be created listing all transactions that cleared or did not clear.

Screen Output - A\_Import\_Generic\_Exceptions

File Edit Tools Find Help

Print Send To Modify 100% Completed 1 Page

System: 08/29/2016 10:19:03 PM Dextordinary Inc.  
User Date: 08/29/2016 Bank Reconciliation Import  
Checkbook ID: GATE CITY

Type Number	Date	Description	Trx Amount	Clear
NOT CLEARED				
PMT 1234	01/29/2016	AMEX DISC 012857483	(\$71.41000)	
PMT 1236	01/29/2016	AMEX DISC 07582483	(\$456.63000)	
PMT 12378	01/29/2016	AMEX DISC 01285283	(\$650.20000)	
PMT 61232	01/29/2016	AMEX DISC 01289985	(\$6,518.26000)	
DEP 128531	01/29/2016	MERCHANT BNKCD ID: 93971252	\$32.00000	
DEP 123153	01/29/2016	MERCHANT BNKCD ID: 93923442	\$40.00000	
DEP 2353	01/29/2016	MERCHANT BNKCD ID: 93965567	\$123.71000	
DEP 22235	01/29/2016	MERCHANT BNKCD ID: 46744252	\$985.46000	
DEP 531335	01/29/2016	MERCHANT BNKCD ID: 93678655	\$1,840.00000	



U S I N G   A U T O   R E C O N C I L E R





## Appendix A: Data Tables & Default Security Tasks

The following chapter will review the [Data Tables](#) and [Default Security Tasks & Role](#) for Account Reconciler.

### Data Tables

The following charts lists data tables created in Auto Reconciler and their descriptions.

#### Financial Series

Display Name	Technical Name	Physical Name	Description
Auto Reconciler Import Banks	A_Import_Banks	BS3000	Import Banks & reports
Auto Reconciler Import Temp	A_Bankrec_Import_Temp	BS2005	Import Banks & reports
Auto Reconciler Checkbooks	A_Import_Checkbook_MSTR	IMP0003	Import Checkbook
Auto Reconciler Import Temp	A_Import_Generic_TEMP	TEMP	Temp file for import
Auto Reconciler Import Field Match Temp	A_Import_Field_Match_TEMP	TEMP	Temp file for import
Auto Reconciler Import Exceptions	A_Import_Generic_Exceptions_RPT	TEMP	For Report use only
Auto Reconciler Import Master	A_Import_Generic_HDR	IMP1000	Import Checkbook, File Layout
Auto Reconciler Import Line	A_Import_Generic_LINE	IMP1100	Import Checkbook, File Layout Line
Auto Reconciler Problem Report	A_Import_Generic_Problem_RPT	TEMP	For reports use only
Bank_Rec_Setup	Bank_Rec_Setup	BS0100	Setup options for Auto Reconciler

### Default Security Tasks & Role

When using [Table Maintenance](#) to create Security Tasks for Account Reconciler the following Tasks will be generated:

- [ENCORE AUTO REC](#)
- [ENCORE AUTO REC SETUP](#)
- [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 AUTO REC

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

The screenshot shows the 'Security Task Setup - TEST (sa)' window. The 'Task ID' is 'ENCORE AUTO REC' and the 'Category' is 'Financial'. The 'Task Name' is 'Auto Reconciler' and the 'Task Description' is 'Access to Auto Reconciler'. The 'Product' is 'Account Reconciler', 'Type' is 'Windows', 'Series' is 'Financial', and 'User Type' is 'Full'. The 'Access List' section has 'Display Selected Items' checked. The 'Operations' list includes 'Auto Reconciler' and 'Auto Reconciler Checkbook Lookup', both of which are checked. There are 'Mark All' and 'Unmark All' buttons. A 'Print Operation Access' button is at the bottom. Navigation arrows are at the very bottom.

This screenshot shows the same 'Security Task Setup - TEST (sa)' window, but with different operations selected in the 'Operations' list. The 'Product' is 'Account Reconciler', 'Type' is 'Reports', 'Series' is 'Financial', and 'User Type' is 'Full'. The 'Access List' section has 'Display Selected Items' checked. The 'Operations' list includes 'A\_Import\_Generic\_Exceptions' and 'A\_Import\_Generic\_Problem\_Report', both of which are checked. There are 'Mark All' and 'Unmark All' buttons. A 'Print Operation Access' button is at the bottom. Navigation arrows are at the very bottom.



## ENCORE AUTO REC SETUP

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

The screenshot shows the 'Security Task Setup - TEST (sa)' window. The title bar includes standard window controls. The menu bar contains: Save, Clear, Delete, Copy, File, Print, Tools, Help, Add Note. The main area is divided into sections: Task ID (ENCORE AUTO REC SETUP), Task Name (Auto Reconciler Import / Checkbook Setup), Task Description (Access to Auto Reconciler Import and Checkbook Setup), Product (Account Reconciler), Type (Windows), Series (Financial), and User Type (Full). Below these is the 'Access List' section with a 'Display Selected Items' checkbox checked. The 'Operations' list includes: Auto Reconciler Checkbook Setup, Auto Reconciler Import Lookup, Auto Reconciler Import Setup, Auto Reconciler Setup, Field Inquiry, Lookup, and Sample Field Lookup, all of which are checked. At the bottom, there is a 'Print Operation Access' button and a navigation bar with arrows.

## ENCORE AR TABLE MAINT

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

The screenshot shows the 'Security Task Setup - TEST (sa)' window for the 'ENCORE AR TABLE MAINT' task. The title bar and menu bar are identical to the previous window. The main area shows: Task ID (ENCORE AR TABLE MAINT), Task Name (Account Reconciler Table Maintenance), Task Description (Access to Auto Reconciler Table Maintenance), Product (Account Reconciler), Type (Windows), Series (System), and User Type (Full). The 'Access List' section has 'Display Selected Items' checked. The 'Operations' list includes 'Table Maintenance', which is checked. At the bottom, there is a 'Print Operation Access' button and a navigation bar with arrows.



### 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 File Print Tools Help Add Note

Actions File Tools Help

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 Mark All Unmark All

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



## Appendix B:BAI2 File Layout

The BAI 2 file may contain multiple bank accounts. As such it is recommended to set the Account number in the Checkbook setup as described in [Link import layout to checkbook](#). The following table describes the File Layout.

Record ID	Record Type	Description
01	File Header	indicating the begining of the file.
02	Group Header	Identifying the group of accounts.
03	Account Identifier & Summary Status	indicating the account number, activity summary and account status information.
16	Transaction Detail	Transaction detail information.
49	Account Trailer	Indicating account control totals
88	Continuation Record	Continuation record if any record type exceeds the physical record size.
98	Group Trailer	Indicating group control totals.
99	File Trailer	End of file indicator.



## APPENDIX B: BAI2 FILE LAYOUT



## Whats New Encore Products

### What's New in Auto Reconciler for 2016

Auto 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.

New Auto Reconciler Setup window allowing users to complete setup options for matching and import. New setup window will replace previous dex.ini statements to enable option.

Default Security Tasks option added to Table Maintenance window.

Improved character limit to 510 characters on import file.

Improved Validation on Auto Reconciler window to ensure Import ID is setup.

### What's New in Auto Reconciler for 2015

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

New Features since initial release:

Multiple Company Db Table Creation.

New Auto Reconciler Setup window allowing users to complete setup options for matching and import. New setup window will replace previous dex.ini statements to enable option.

Default Security Tasks option added to Table Maintenance window.

Improved character limit to 510 characters on import file.



Improved Validation on Auto Reconciler window to ensure Import ID is setup.

## **What's New in Auto Reconciler for 2013**

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

New Features since initial release:

Enabled option for Auto Reconciler to Match payments and deposits on GP Bank reconciler to match by Amount. New Dex.ini file statements to enable feature:

- AR\_MatchBy = AMOUNT
- AR\_MatchPaymentsBy = AMOUNT

Enabled new option for GP Bank Reconciliation for partial document number matching. This feature is enabled by adding the dex.ini statement "EBS\_BR\_UsePartialDocNumber = TRUE".

New checkbox option on Auto Reconciler window for "Amounts do not include decimal"





## **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.





## Known Issues

1. Auto Reconciler only supports bank statements that are imported with amounts that are in the functional currency. If a bank statement is imported that is in a currency other than the functional currency it will be translated into the functional currency which will cause discrepancies.
2. The Auto Reconciler import file requires that each amount includes 2 decimal places in order to display imported amounts in the correct format. A source file containing the value \$50.1 will be imported as \$5.01, \$50 will be imported as \$0.50. The 2 implied decimal place format is always assumed regardless of the decimal point position. Note: If you are using the Tab-delimited (.txt) or Comma-delimited (.csv) file types the amounts shown on the import window may not be equal to the amounts in the source file.

### **To work around this issue:**

To successfully import all amounts in the source file ensure that the 2 decimal requirement is met by adding 2 zeros and a decimal point at the end of every amount that does not have a decimal or does not have 2 figures after the decimal. For example: if your amount is equal to \$50 change the source amount to \$.50 or \$50.00; if your amount is equal to \$50.1 change the source amount to \$5.01 or \$50.10.



## 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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