ERP: Cash-Banking

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HOUSEKEEPING

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SESSION OVERVIEW: CASH-BANKING

Create a Bank Account

Record a Bank Deposit

Record Customer Payments

Bank Reconciliation

CREATE A BANK ACCOUNT

Go to Cash and bank management **> Bank accounts > Bank accounts.**

Click New.

In the Main account field, specify the desired values.

In the Bank account field, type a value.

In the Routing number field, type a value.

In the Bank account number field, type a value.

In the Bank groups field, enter or select a value.

Close the page.

In the Active to field, enter a date and time.

In the Credit limit field, enter a negative number.

In the Name field, type a value.

In the Active from field, enter a date and time.

CREATE A BANK ACCOUNT

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In the Format field, select a value.

Click Save.

Expand the Additional identification section.

Expand the Payment management section.

Expand the Reconciliation section.

Expand the Negotiable instrument section.

Expand the Address section.

Expand the Contact information section.

Expand the Financial dimensions section.

Click Save.

RECORD A BANK DEPOSIT

Go to **General ledger > Journal entries > General journals.**

1. Click New.

2. In the list, mark the selected row.

3. In the Name field, enter or select a value.

4. In the list, click the link in the selected row.

5. In the Account field, enter the Bank Account and Fund.

6. Enter a value in the Description field.

7. In the Debit field, enter the value.

8. In the Offset account, enter the value.

9. Repeat steps 1-8 as needed. Click Post in batch.

10. Go to **Validate > Stimulate posting**.

Click Save. Click Post.

RECORD CUSTOMER PAYMENTS

Go to **Cash and bank management > Bank accounts > Bank accounts.**

Select the Bank account.

Go to **Manage payments > Journals > Customer payments.**

Create New.

In the Name field, Select a value.

Click Open lines in Excel for multiple payments. **or**

Click Lines to enter Customer payments in ERP.

In the Account field, Select a customer.

In the Invoice field, Select the invoice number.

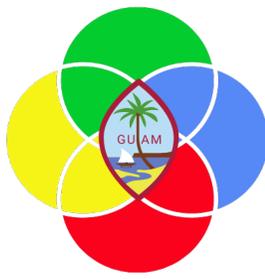In the Description field, select a value.

In the Offset account, select the Bank.

In the Method of payment, select a value.

In the Payment reference field, enter a value.

Click Validate.

Click Post.

BANK RECONCILIATION

Go to **Cash and bank management** > **Bank Accounts** > **Bank accounts**.

Select the bank account (e.g., GEN FUND) to reconcile with the bank statement and select **Reconcile** > **Account reconciliation**.

Enter information in the **Bank statement date** and **Bank statement** fields. In the **Ending balance** field, you can enter the balance of the bank account as it appears on the bank statement.

Select **Transactions** to open the **Account reconciliation** page.

Select the **Cleared** checkbox if the amount in Dynamics 365 Finance corresponds to the amount on the bank statement. You can also enter or modify the value in the **Bank transaction type** field. This field value is important for bank transaction statistics and for some reports.

If the amount for a bank account transaction doesn't correspond to the amount for the transaction on the bank statement, enter the amount of the correction in the **Correction amount** field.

BANK RECONCILIATION

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Create transactions for entries, such as fees and interest, that are on the bank statement but that are not recorded in Finance. Enter the **Bank transaction type** and appropriate financial dimensions.

As the transactions on the bank statement are marked as **Cleared**, the amount in the **Unreconciled** field, which is recalculated continuously as you make changes, approaches zero. When it reaches zero, select **Reconcile account** to post the reconciliation, and the transactions and corrections that you have created.

After the reconciliation is posted, the transactions that have been included can't be modified or corrected, and they are not displayed for future account reconciliation.

To view bank transactions that have not yet been reconciled, use the **Unreconciled bank transactions** report. To view the bank statement for a bank account, use the **Bank statement** report.

Please complete the post-training survey:
https://s.surveyplanet.com/fhpkg489

THANK YOU!
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