**Bank Reconciliation in BC**

Landing Page of BC:

Table

Description automatically generated

Search for “Bank Account Reconciliations”

Graphical user interface, text, application, email

Description automatically generated

Select “Process” then “New”:

Graphical user interface, text, application

Description automatically generated

Select “Income Assistance Imprest”:

Graphical user interface, text, application, email

Description automatically generated

Change the value in the “Balance Last Statement” field to equal the amount to be reconciled + $1.00. In this example, we are reconciling one payment for “Apple Stroodle”, an EFT payment for $285.00. So, the amount of $286.00 is entered in this field.

Graphical user interface, application

Description automatically generated

After entering $286.00 in this field, the following window will appear. Select “Yes”.

Graphical user interface, application, table

Description automatically generated

Enter a value of $1.00 in the “Statement Ending Balance” field:

Graphical user interface, text, application, email

Description automatically generated

Create the Bank file that will be used to be imported into BC (see two documents attached – one for cheques & echeques, another for EFTs). Note that EFTs and cheque/echeques can be combined in the same XML file. For this example however, we will be using just the EFT componant in the Bank file.

Note the following for all XML files:

* The following dates must be completed following the format in the orange highlighted fields:

Graphical user interface, text, application

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* The opening balance or “OPBD” should reflect the amount entered in “Balance Last Statement” field.

Text

Description automatically generated

* The actual amount to be reconciled will be entered into the remaining fields in the file as shown below:

Text

Description automatically generated

* For each cheque/echeque, the cheque number must be entered, which was system generated when the payment was made in BC:

Application

Description automatically generated with low confidence

The following section reflects the portion required for an EFT XML file. Note that there are only three highlighted areas to complete.

Date of payment(s) made

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Description automatically generated

Total amount of every EFT payment for the date

After the Bank Statement file is ready, Select “Bank” followed by “Import Bank Statement”:

Graphical user interface, application, email

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A window will appear asking the user to Select a file. Select “Choose” followed by the bank statement file that was created in previous steps. The bank statement has now been imported:

Graphical user interface, application

Description automatically generated

Select “Matching” followed by “Auto-Match RBC File”:

Graphical user interface, text, application, email

Description automatically generated

If successful, the following window will be displayed (note – only reconciled one payment for this example). Click “OK”:

Table

Description automatically generated

Note the payment on the right-hand side (Business Central) is highlighted in green as is the payment on the left-hand side (the bank statement):

Graphical user interface, text, application

Description automatically generated

Select “Posting”, followed by “Post”:

Graphical user interface, text, application

Description automatically generated

The following window will appear. Select “Yes”:

Graphical user interface, table

Description automatically generated

Search for the Payment Status list from the Landing Page:

Graphical user interface, text, application, email

Description automatically generated

Search using a filter for the on the Entry No. column (you must know the entry number to use as the filter)

A screenshot of a computer

Description automatically generated with medium confidence

In this scenario, after posting the bank reconciliation, the invoice should provide a Payment status of “Cleared”, as shown below.

Graphical user interface, text, application, email

Description automatically generated