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Microsoft Dynamics™

CASHBOOK BANK MANAGEMENT TRAINING NOTES

INVESTORS IN PEOPLE

THE SUNDAY TIMES 100 BEST SMALL COMPANIES TO WORK FOR 2007

QMS ISO 9001 REGISTERED FIRM

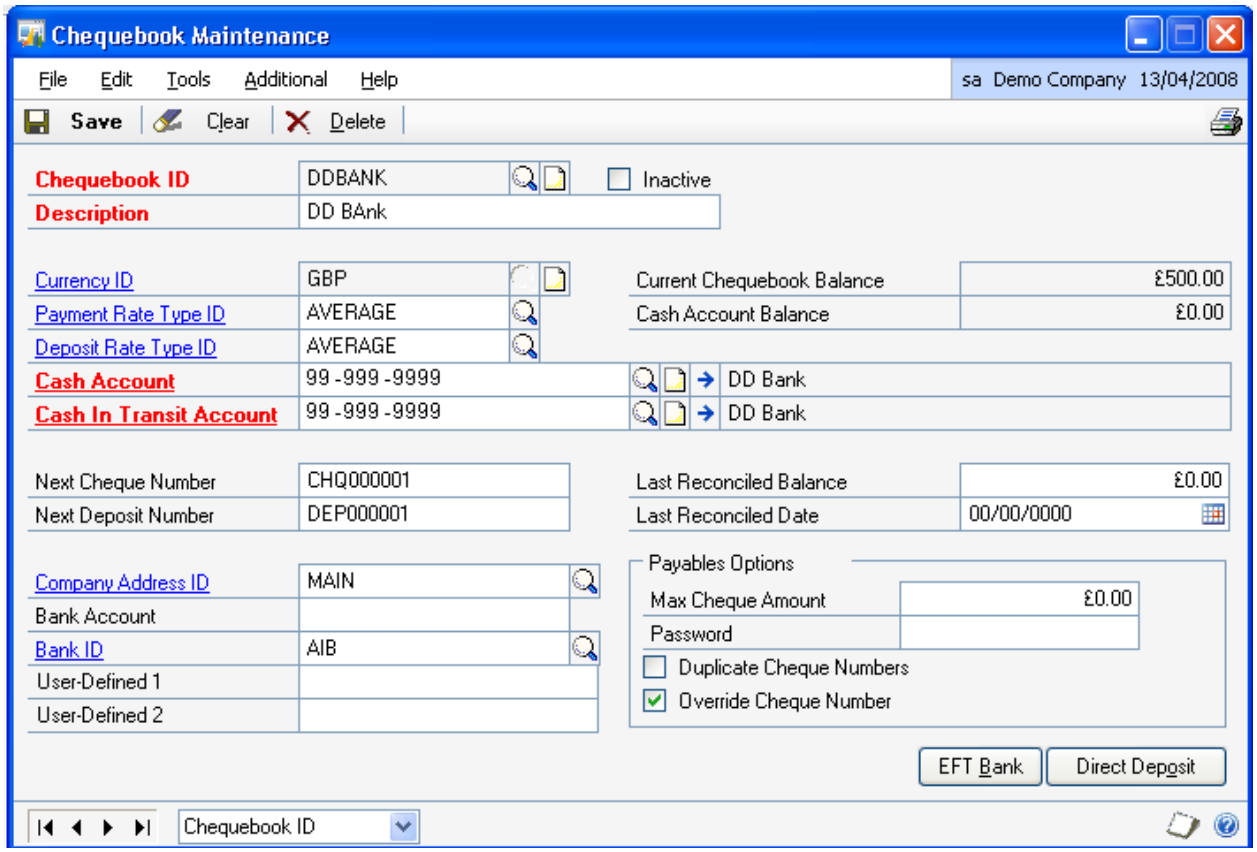
JM Computing Ltd
Registered in Cardiff No. 1131358
Registered Office as above

CASHBOOK SETUP

How to set up Bank Management

CARDS>FINANCIAL>CHEQUEBOOK

Use the Chequebook Maintenance window to set up chequebook information for an unlimited number of chequebooks. You can use chequebooks to maintain deposits or cash paid out. You can also reconcile this information with the statement of activity provided by your bank.

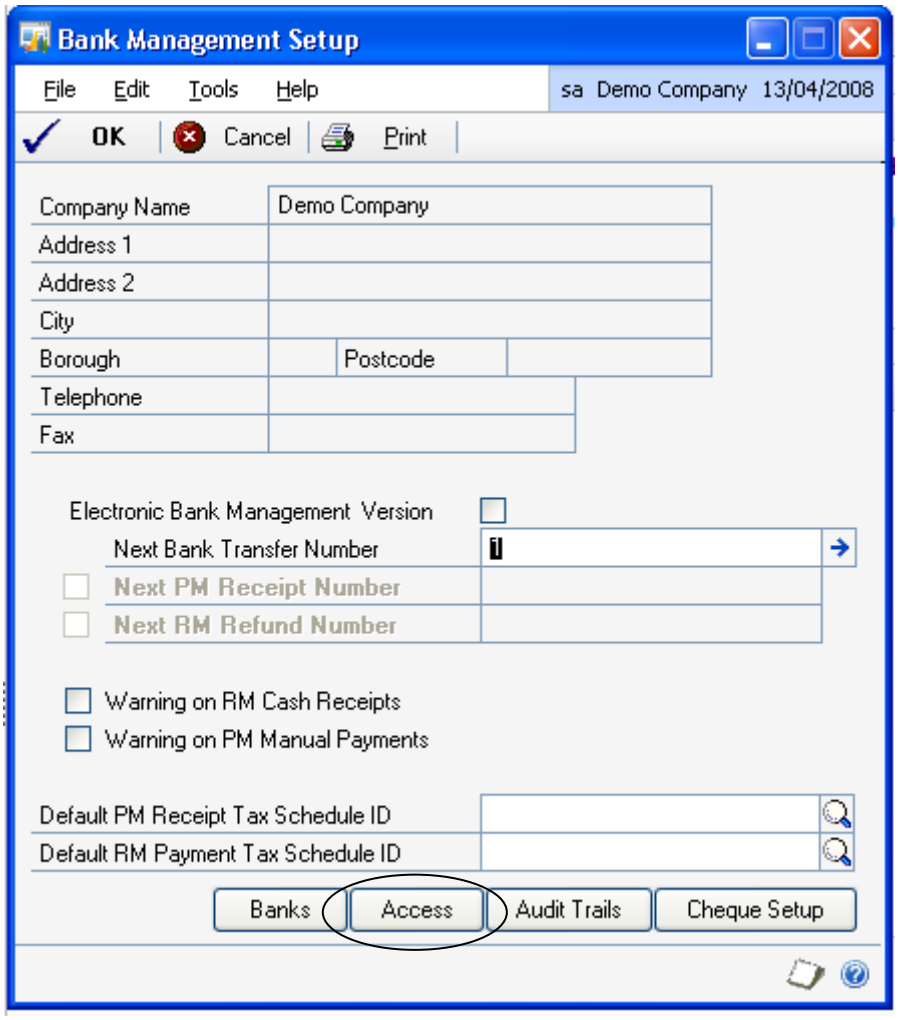


NOTES:

How to set up Bank Management (cont.)

CARDS>FINANCIAL>BANK MANAGEMENT>SETUP

You are required to give users access to the newly created bank account now within Bank Management.

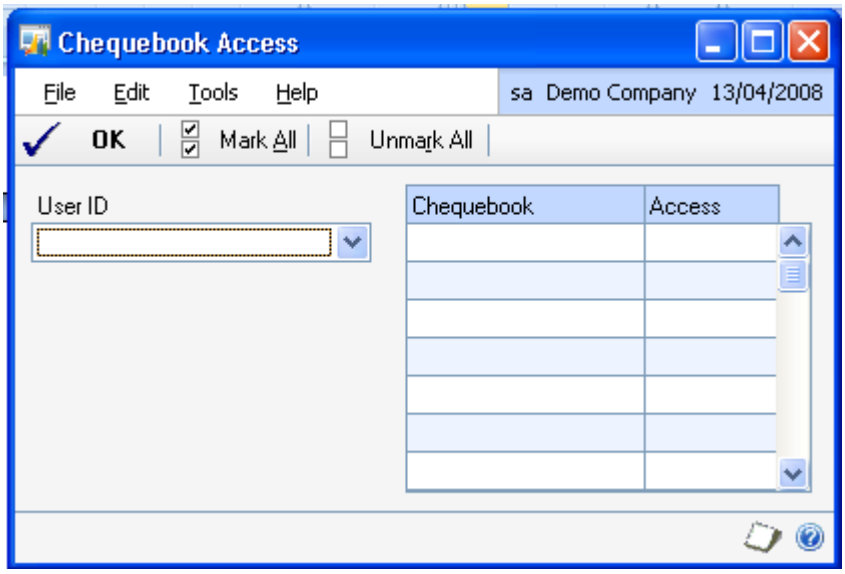


NOTES:

How to apply user access to bank accounts

CARDS>FINANCIAL>BANK MANAGEMENT>SETUP>ACCESS BUTTON

Use the Chequebook Access window to give users access to selected chequebooks in Cashbook Bank Management.

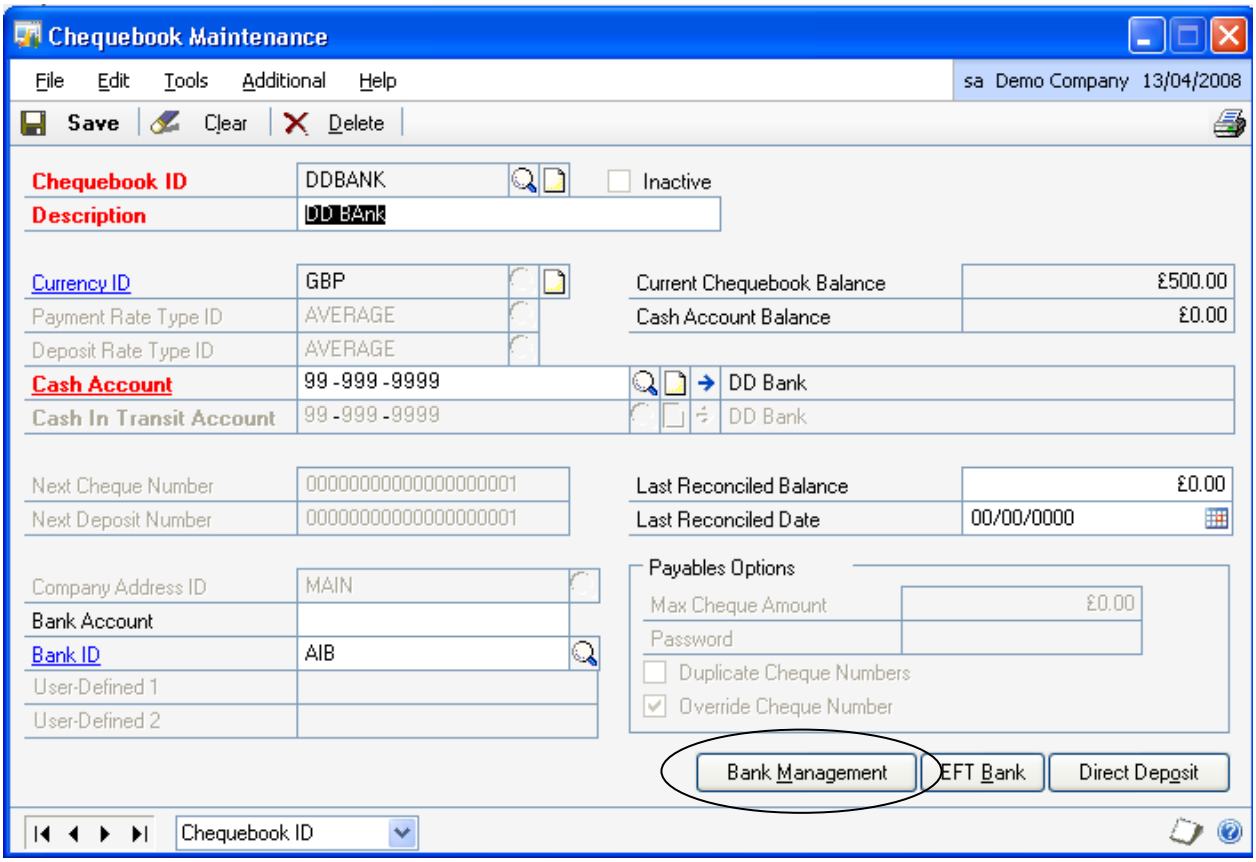


NOTES:

How to apply user access to bank accounts (cont.)

CARDS>FINANCIAL>CHEQUEBOOK

Return to the Chequebook Maintenance window once access has been granted, you will now have the Bank Management button will now be available.

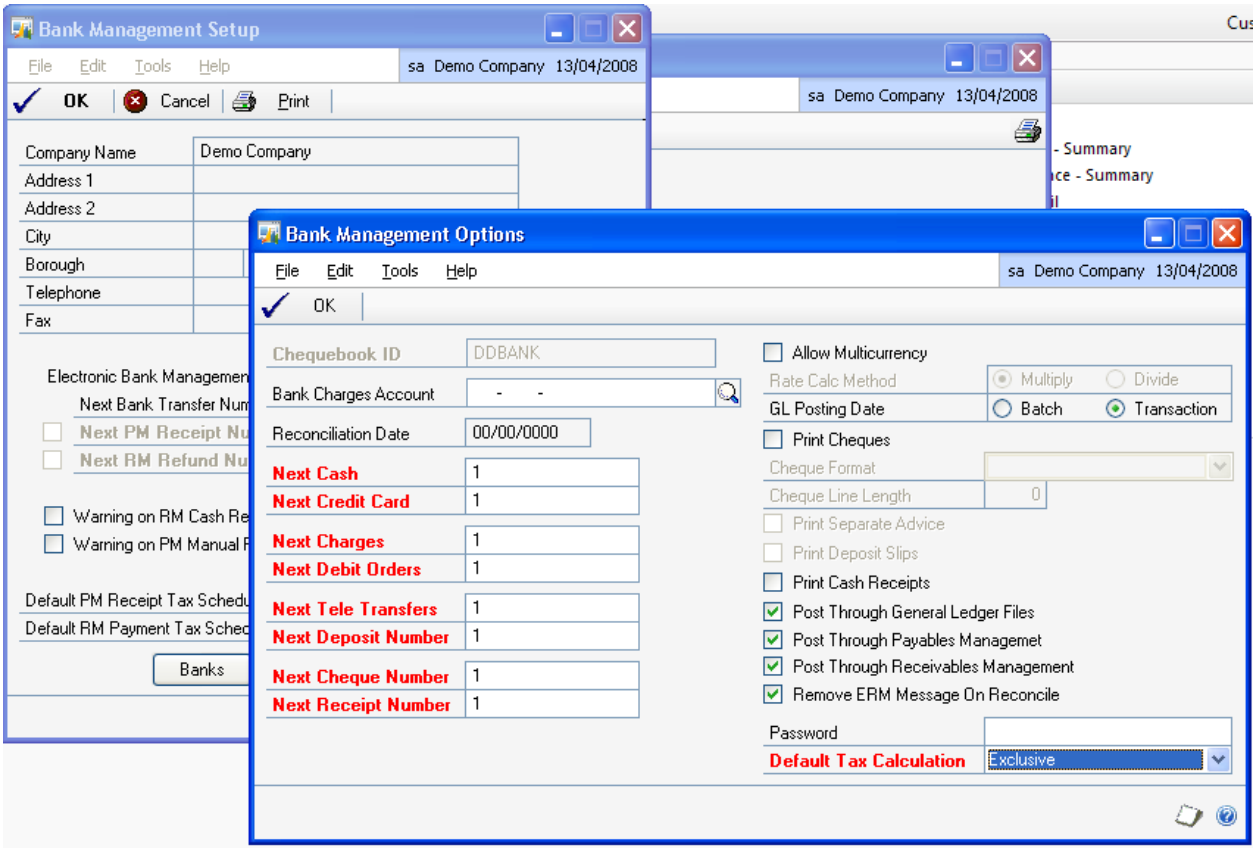


NOTES:

How to set up Cheque Books within Bank Management

CARDS>FINANCIAL>CHEQUEBOOK>BANK MANAGEMENT BUTTON

Use the Bank Management Options window to set up chequebooks for Cashbook Bank Management.



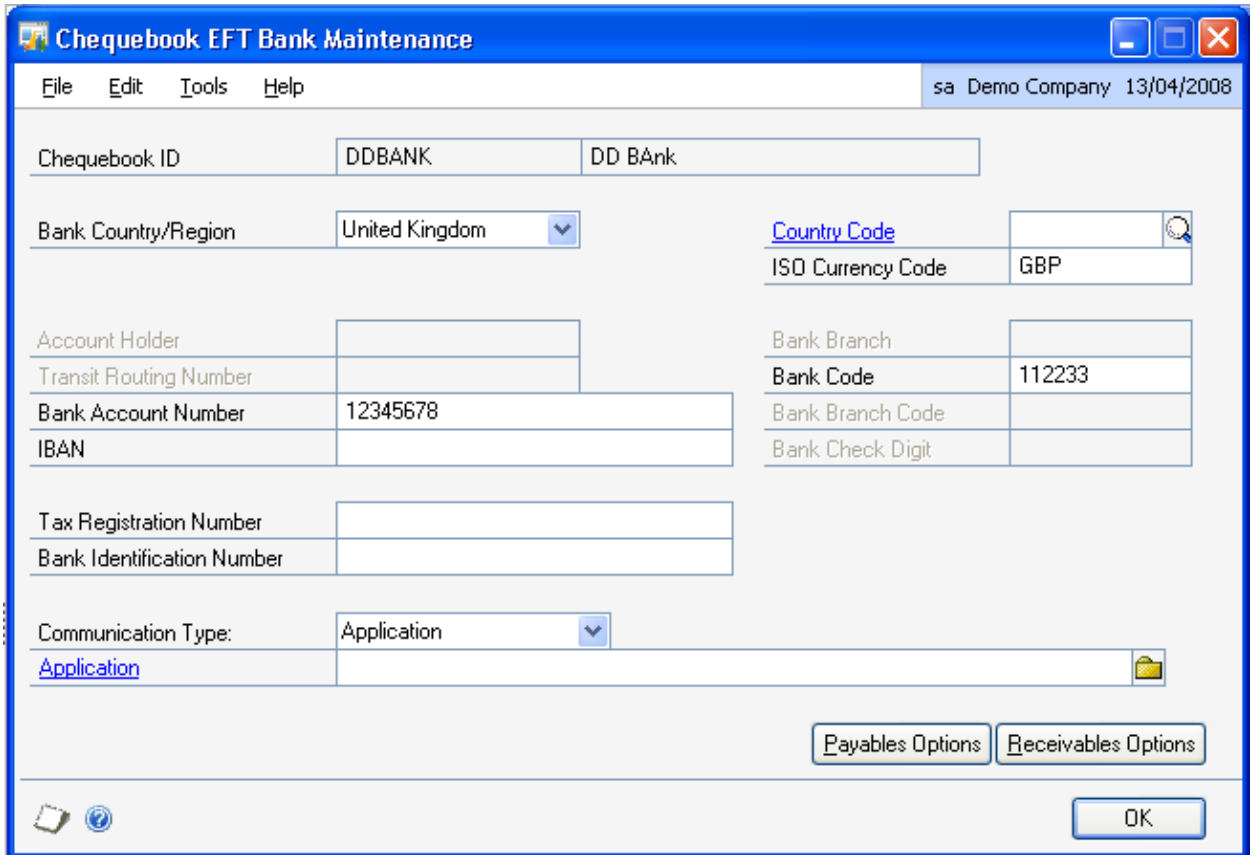
NOTES:

How to enable Cheque Books to process BACS payments (EFT)

If you are using EFT BACS runs for each bank account you must go to the following:

CARDS>FINANCIAL>CHEQUEBOOK>EFT BANK BUTTON

Use the Chequebook EFT Bank Maintenance window to set up electronic file format information for the chequebook's bank account. The fields in this window vary depending on your selection in the Bank Country field. Your bank will provide information for most of the fields in this window

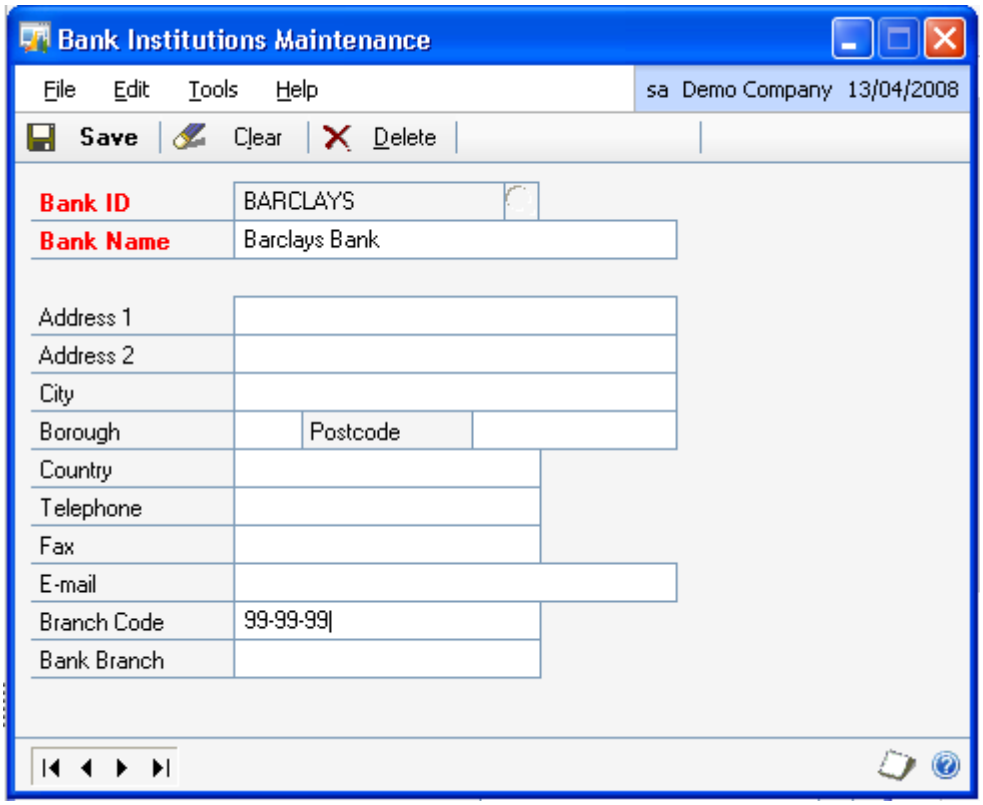


NOTES:

How to set up Bank Branch Details

CARDS>FINANCIAL>BANK MANAGEMENT>SETUP>BANKS BUTTON

Use the Bank Institutions Maintenance window to enter bank details. The information entered in this window will automatically update the bank details in Microsoft Dynamics GP.

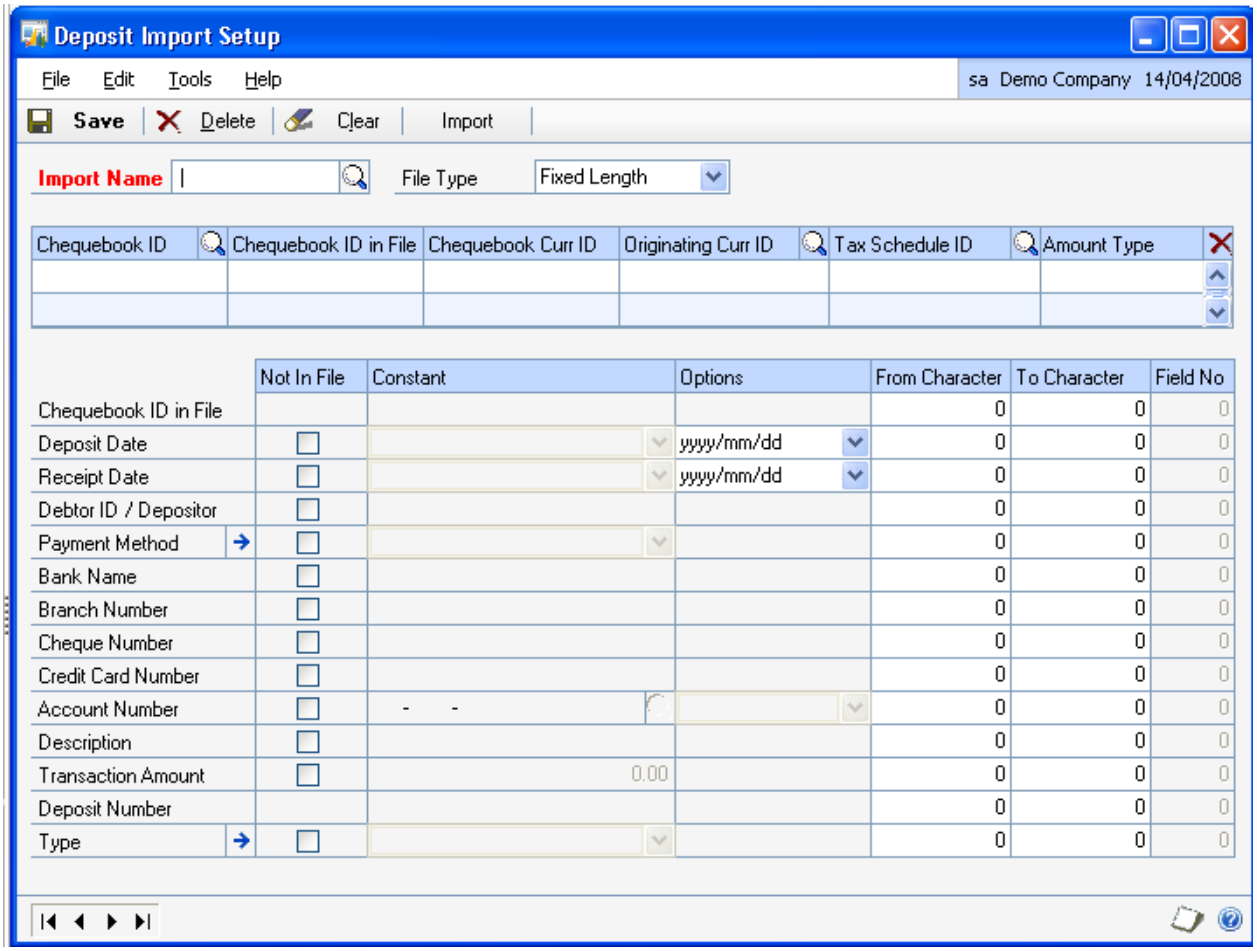


NOTES:

How to set up Bank Deposit Imports

TOOLS>SETUP>FINANCIAL>BANK MANAGEMENT>DEPOSIT IMPORT SETUP

Use the Deposit Import Setup window to import deposits into the Cashbook Bank Management Import Deposit Batches window. You can import receipts only for General Ledger and Accounts Receivable type transactions. You can import a number of predefined deposit import files into a deposit batch at any time



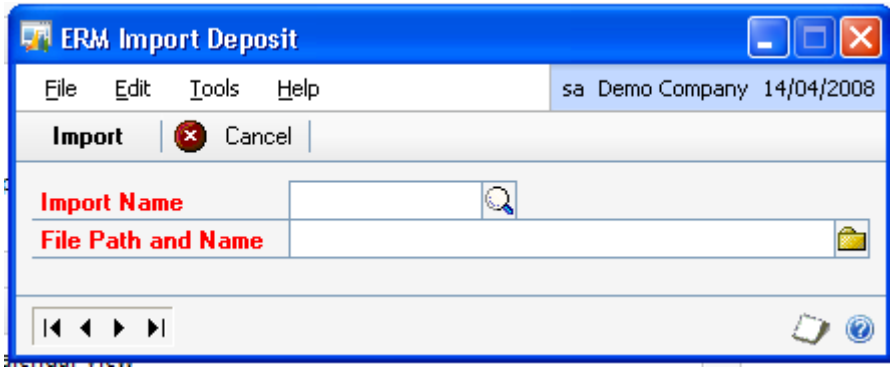
NOTES:

CASHBOOK TRANSACTIONS

How to import deposits using the Bank Management ERM Import Deposits window

TOOLS>ROUTINES>FINANCIAL>BANK MANAGEMENT>ERM IMPORT DESPOSITS

Use the ERM Import Deposit window to import deposits into a Cashbook Bank Management batch for General Ledger and Accounts Receivable type transactions.

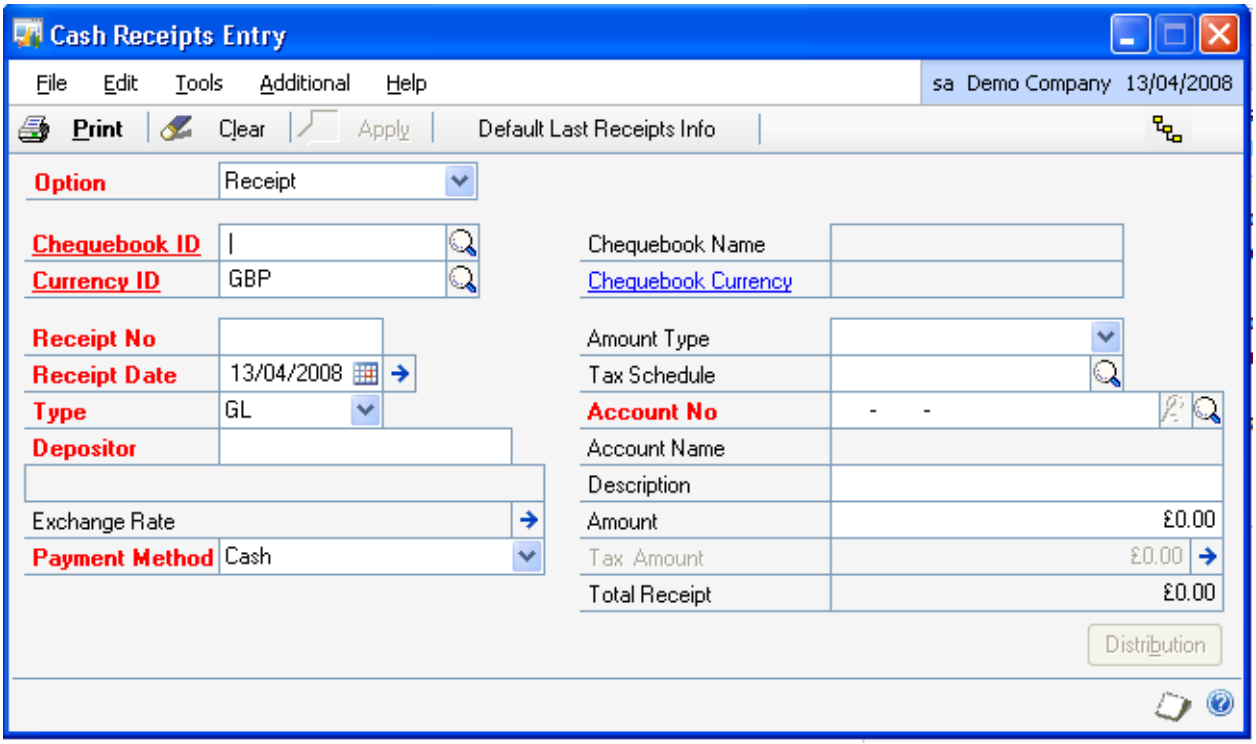


NOTES:

How to enter Cash Receipts using the Bank Management Cash Receipt window

TRANSACTIONS>FINANCIALS>BANK MANAGEMENT>CASH RECEIPTS

Use the Cash Receipts Entry window to enter and print receipts for cash received. The receipts amount will update the Build Deposits Entry window, where you can select several receipts to make up a deposit.



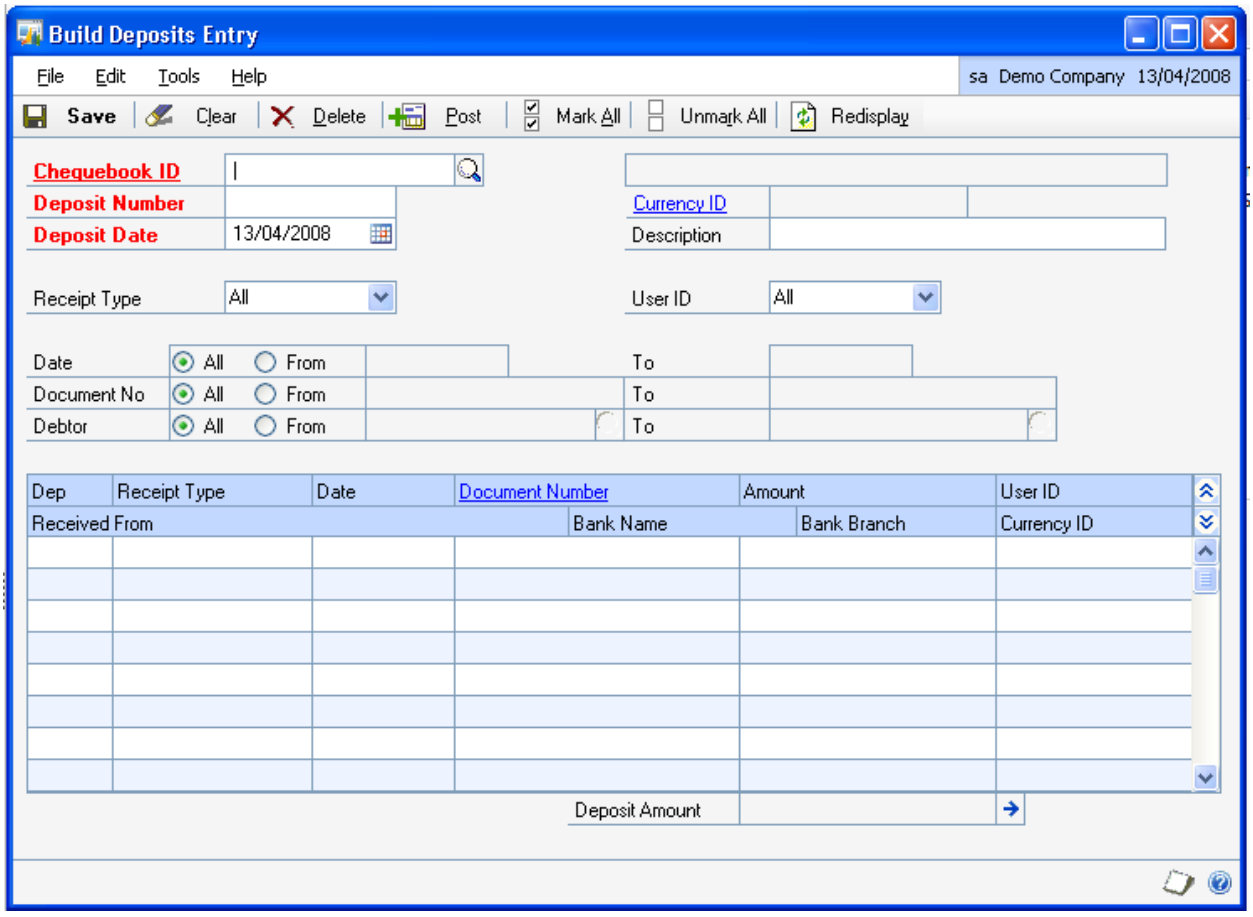
NOTES:

How to Build Deposits

TRANSACTIONS>FINANCIALS>BANK MANAGEMENT>BUILD DEPOSIT

Use the Build Deposits Entry window to build a deposit from the following:

- Receipts entered in Cash Receipts Entry window.
- Receipts entered on Orders, Invoices and Returns in the Sales Order Processing module.
- Receipts entered on Invoices and Returns in Invoicing module.
- Receipts entered on the Receivables Transaction Entry window in Receivables Management.
- Lockbox.

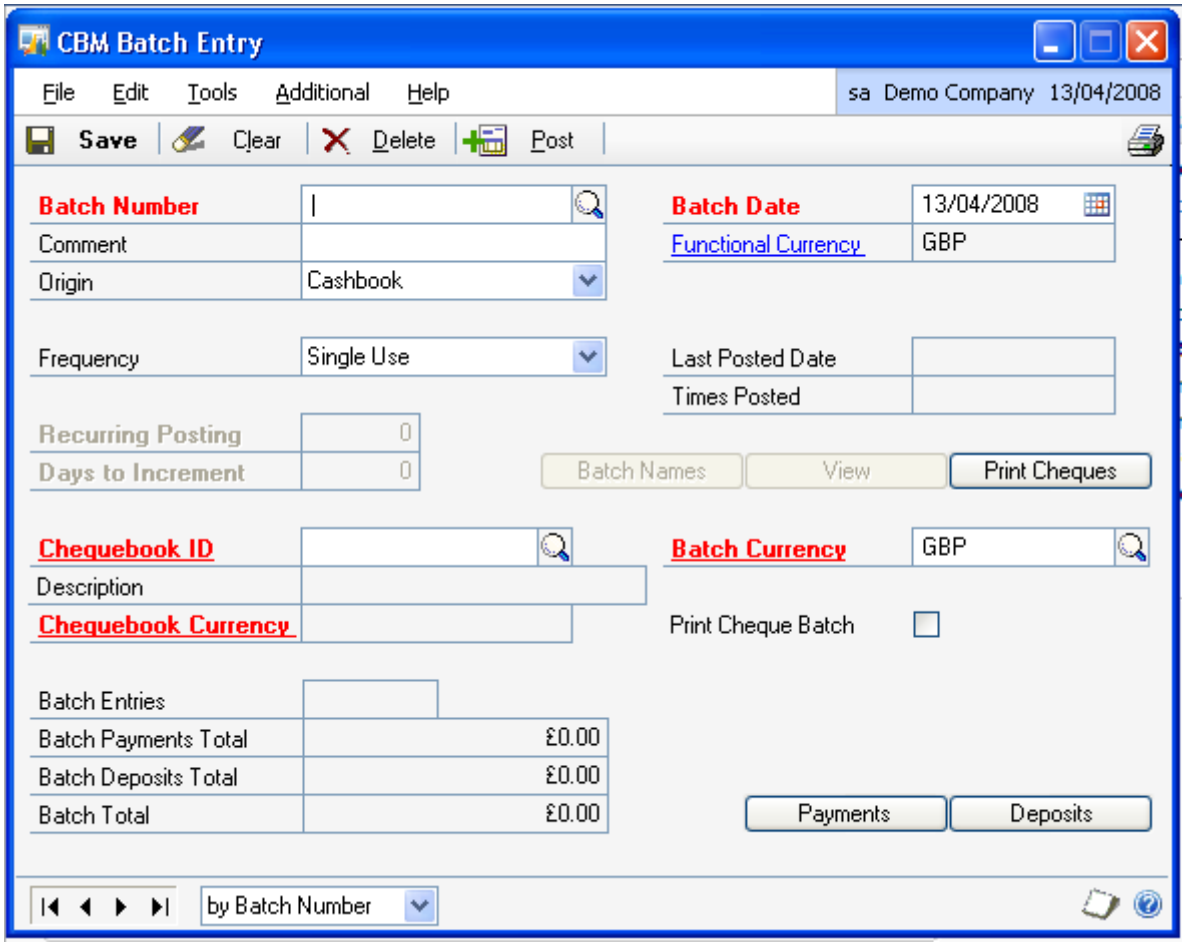


NOTES:

How use Batches within Bank Management

TRANSACTIONS>FINACIAL>BANK MANAGEMENT>BATCHES

Use the CBM Batch Entry window to group transactions of a similar nature in batches. You can save or post a batch, and also print transactions in a batch before posting.

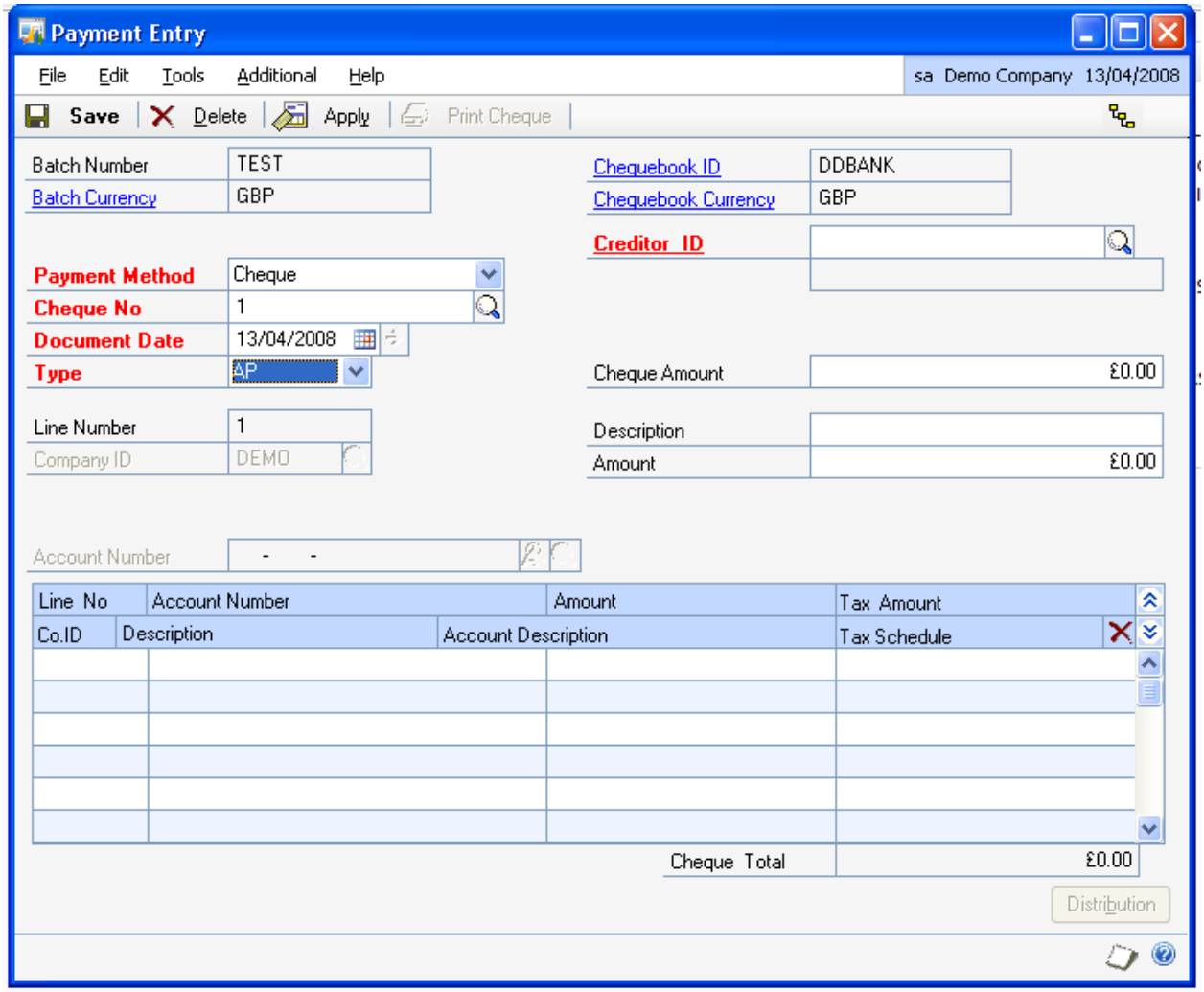


NOTES:

How to process Payments using Batches

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>BATCHES>PAYMENT BUTTON

Use the Payment Entry window to enter payments in the form of cheques, cash, credit cards, debit orders, bank charges and electronic funds transfers.

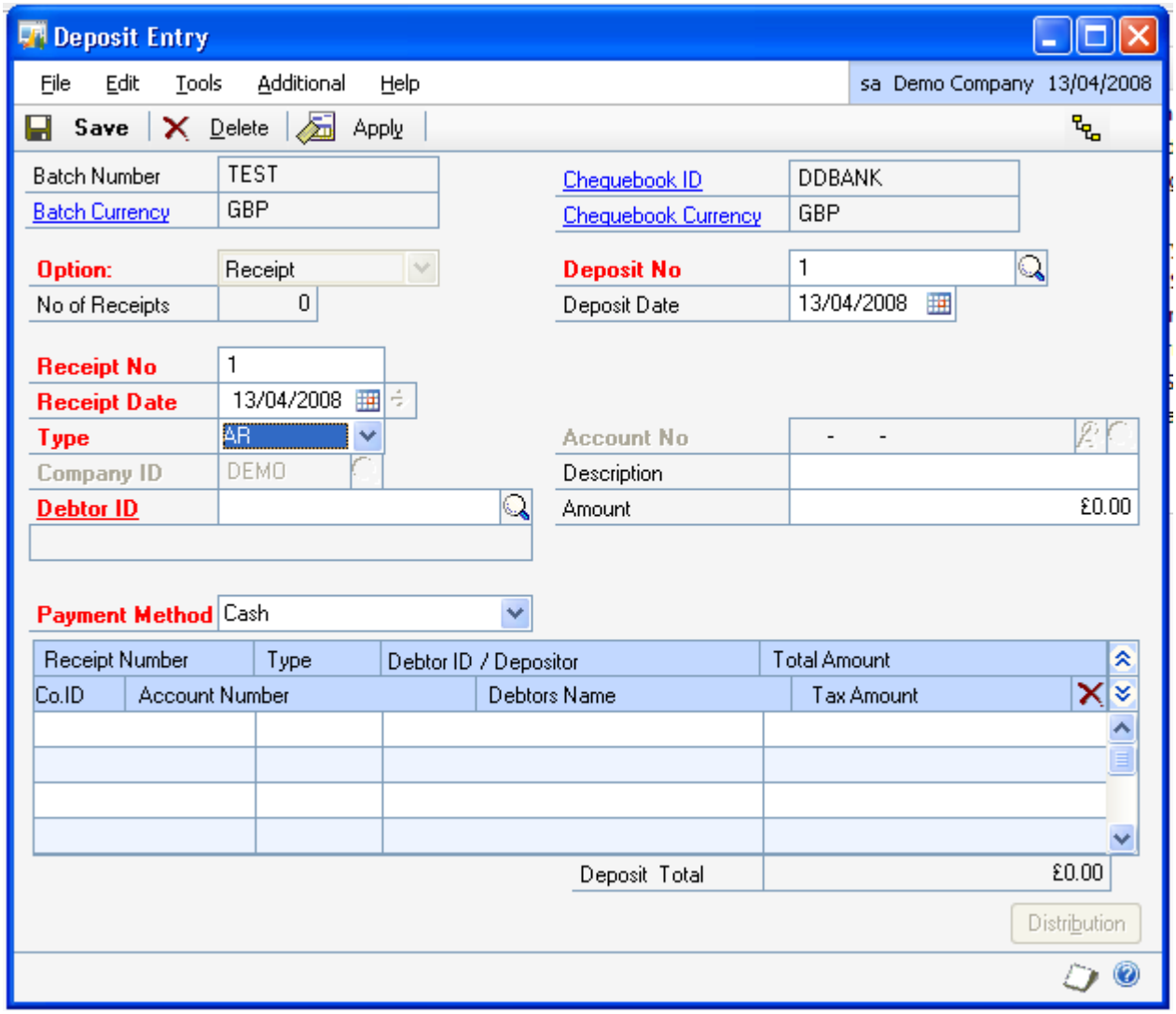


NOTES:

How to process Deposits using Batches

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>BATCHES>DEPOSIT BUTTON

Use the Deposit Entry window to enter receipts to make up a deposit amount. Receipts will update General Ledger or Receivables Management or Payables Management after they are posted from Cashbook Bank Management based on the nature of the receipt.



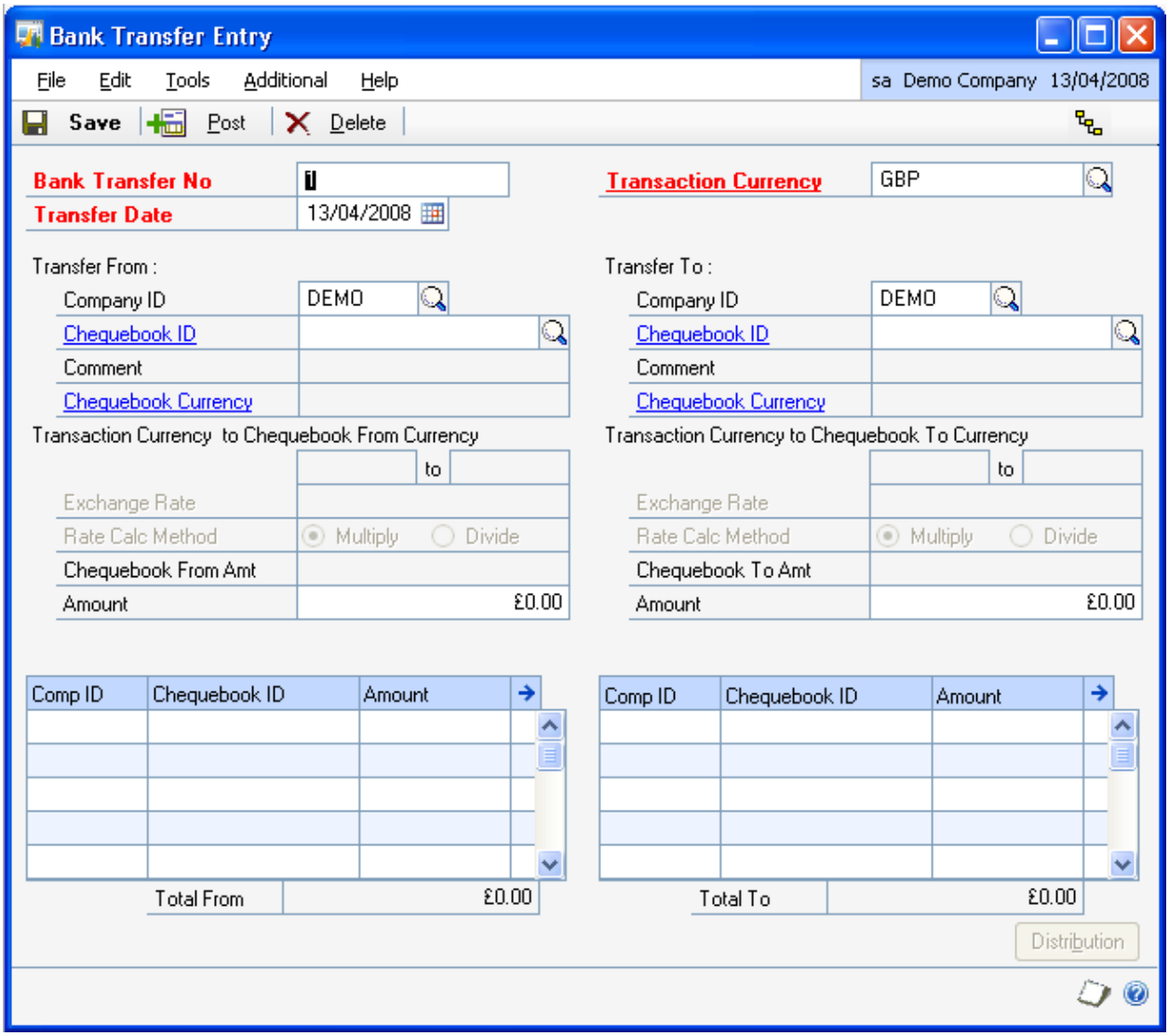
NOTES:

How to process Bank Transfers

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>BANK TRANSFERS

Use the Bank Transfer Entry window to transfer funds from one chequebook to another, such as from a current account to a deposit account. The transfer amount will update the Transaction Reconcile window and the Transaction Enquiry / Void window for both chequebooks in the chequebook currency. It will also update the Transaction Entry window in the General Ledger in the functional currency and transaction currency.

You can also enter bank charges in the chequebook currency and process intercompany bank transfers in the functional currency, if Intercompany has been registered.



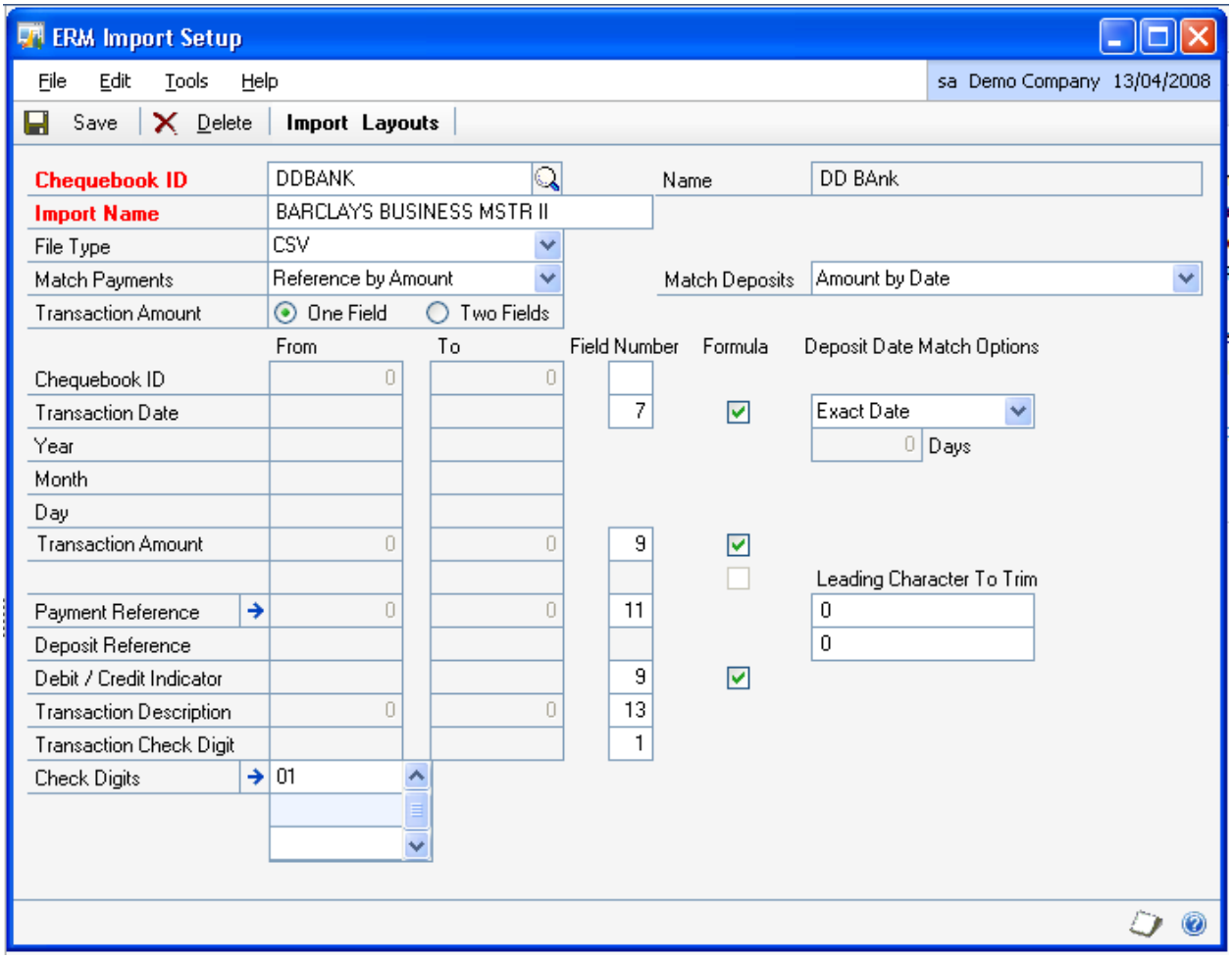
NOTES:

RECONCILING YOUR BANK ACCOUNTS

How to set up Bank Statement Import

TOOLS>SETUP>FINACIAL>BANK MANAGEMENT>ERM IMPORT SETUP

Use the ERM Setup window to define where to find required information on the bank statement file you want to import.

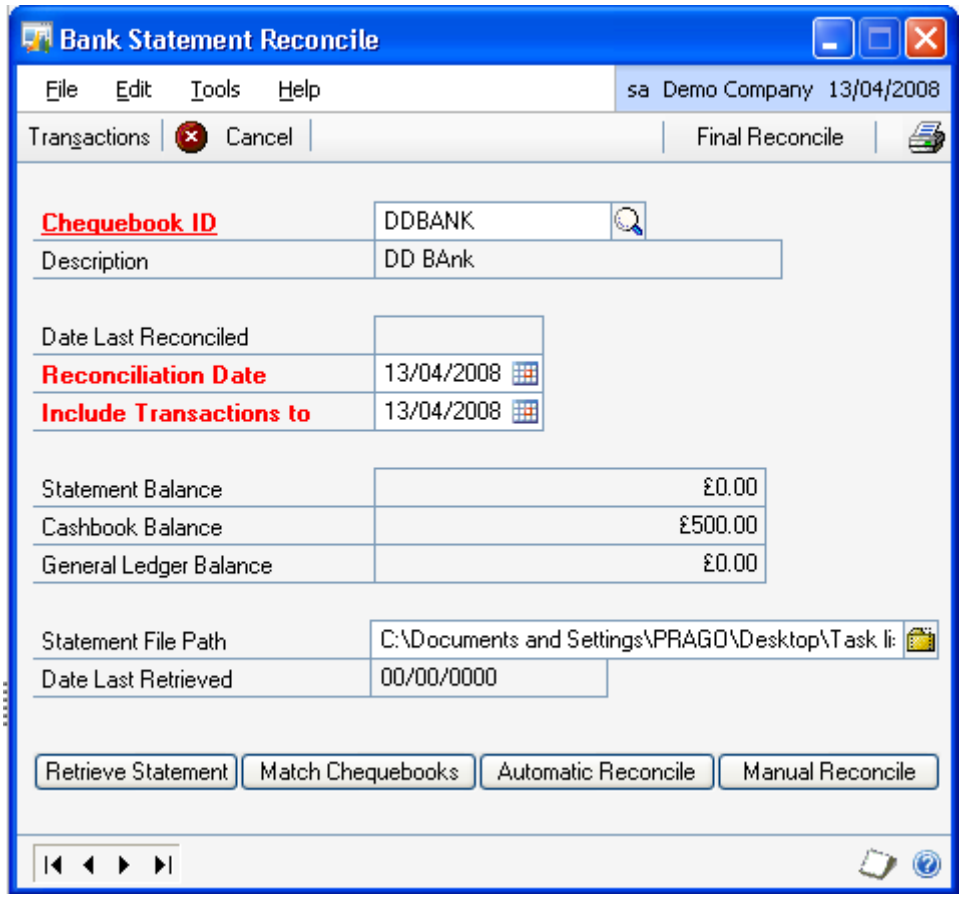


NOTES:

How to process Bank Reconciliation

TRANSACTIONS>FINACIALS>BANK MANAGEMENT>RECONCILIATION

Use the Bank Statement Reconcile window to set up reconciliation, by selecting a chequebook, relevant transactions and the date of reconciliation.

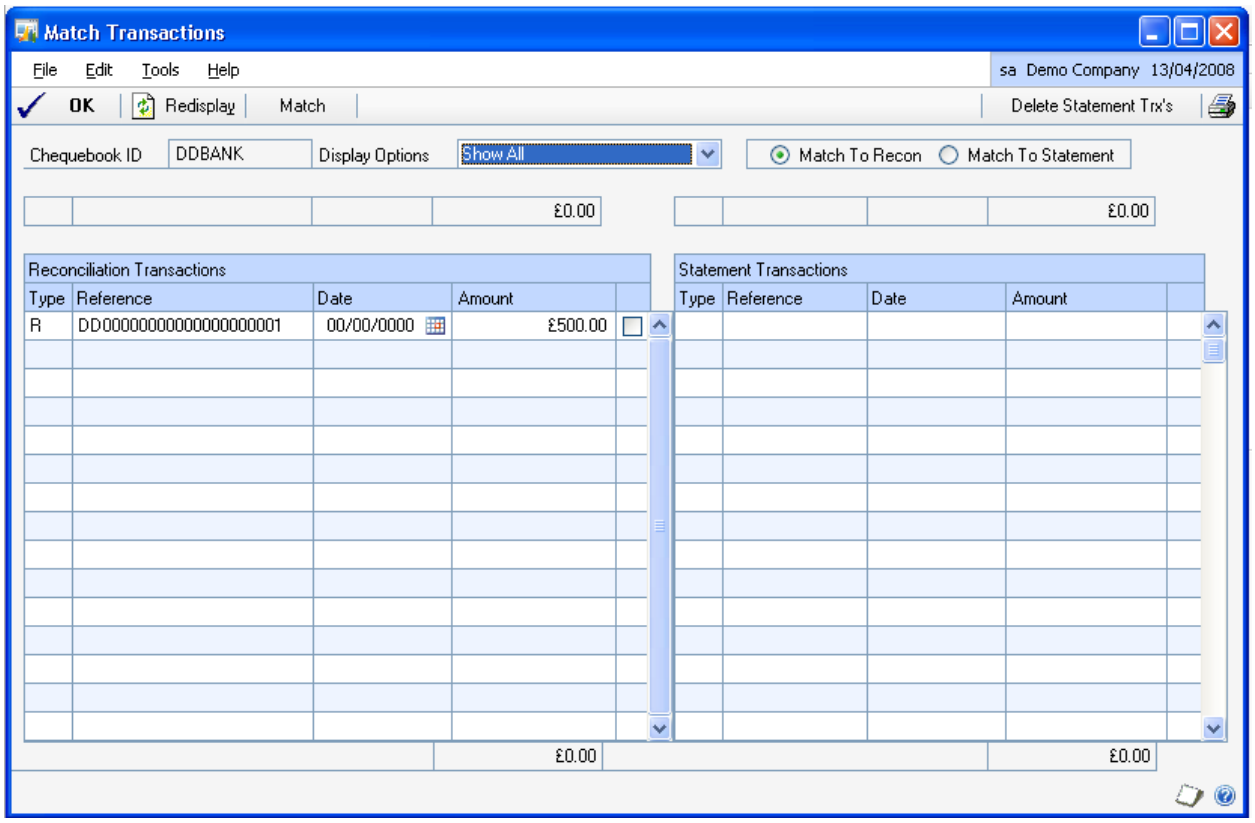


NOTES:

How to manually complete Reconciliation after Automatic Reconcile

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>MANUAL RECONCILE

Use the Match Transactions window to select and match individual transactions.

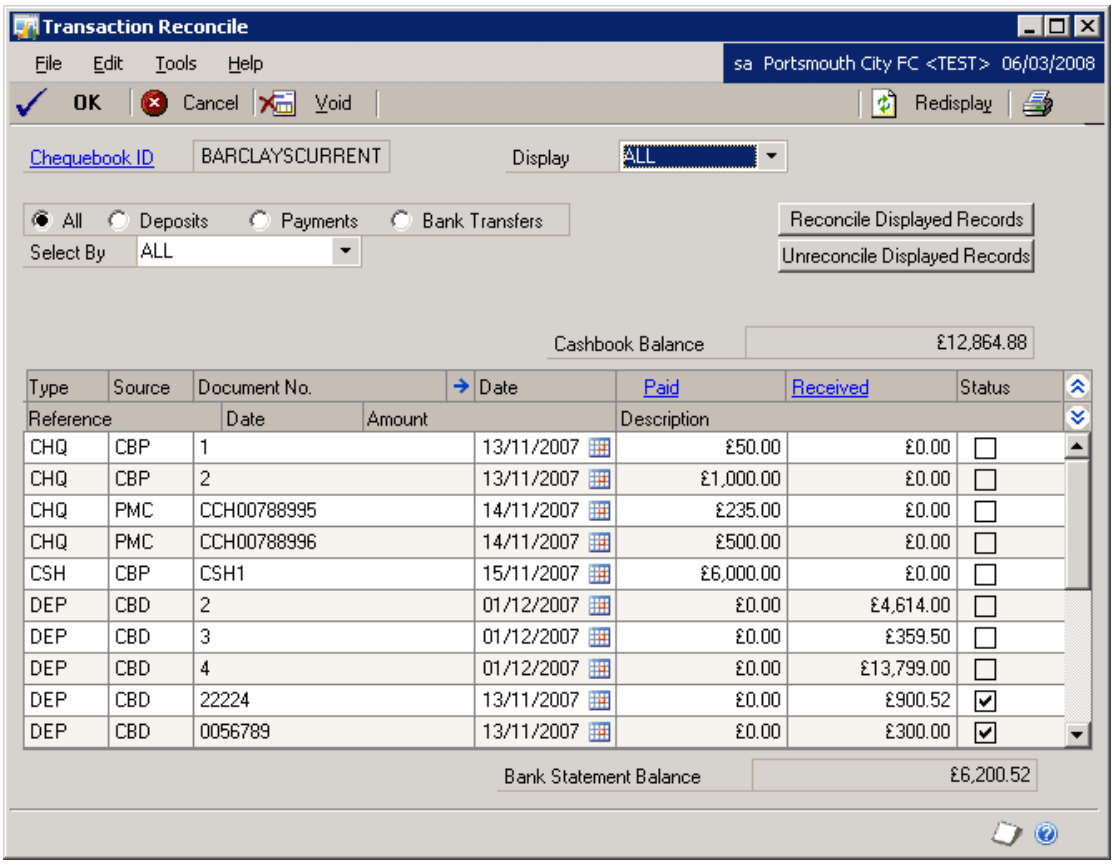


NOTES:

How to manually complete Reconciliation

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>TRANSACTION BUTTON

Use the Transaction Reconcile window to reconcile, unreconcile, partially reconcile and void transactions.

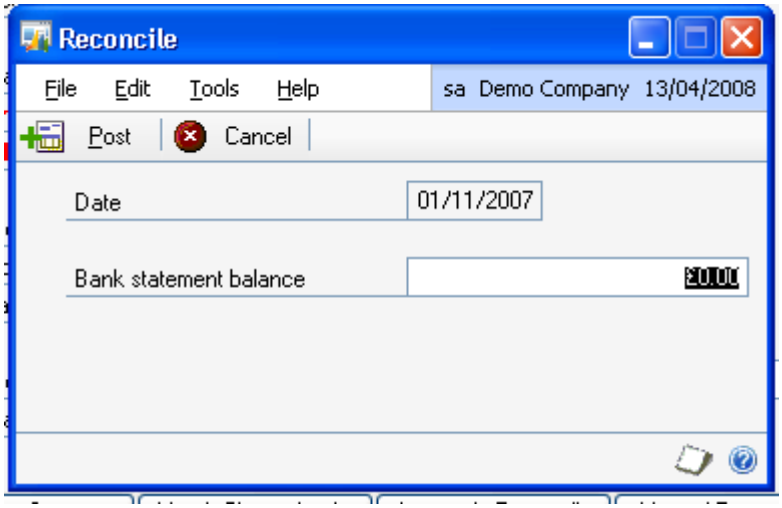


NOTES:

How to complete the Bank Management Reconciliation

TRANSACTIONS>FINANCIAL>BANK MANAGEMENT>RECONCILIATION>FINAL RECONCILE

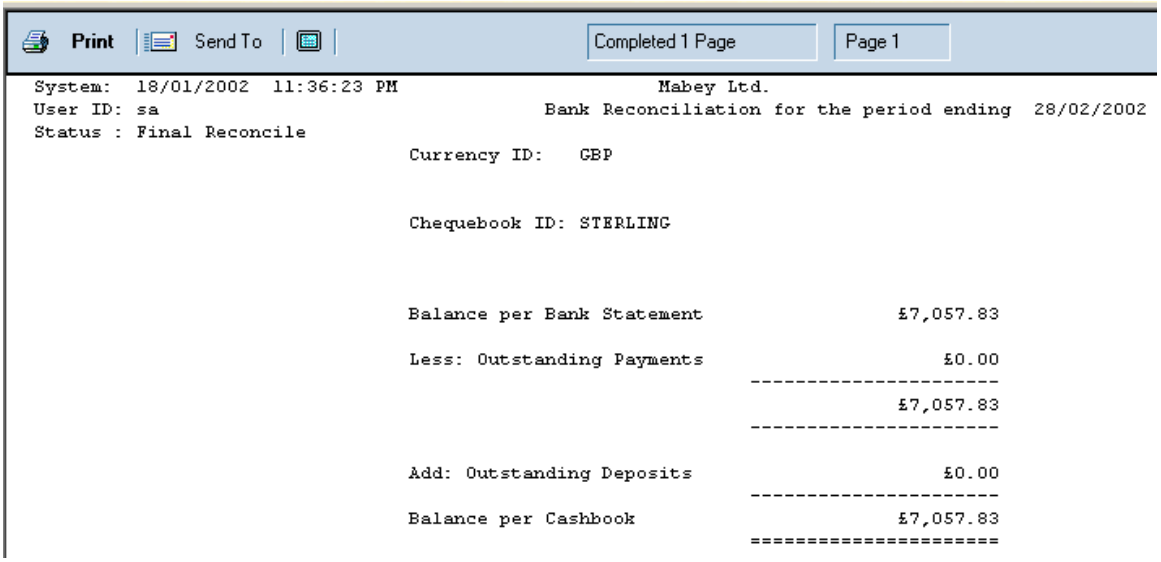
This window is used to confirm the actual month end reconciliation procedure on the bank account. You must enter the statement balance as per the Bank Reconcile window, and then click the POST button.



NOTES:

Reports

Bank Reconciliation Report



Print | Send To | Completed 1 Page | Page 1

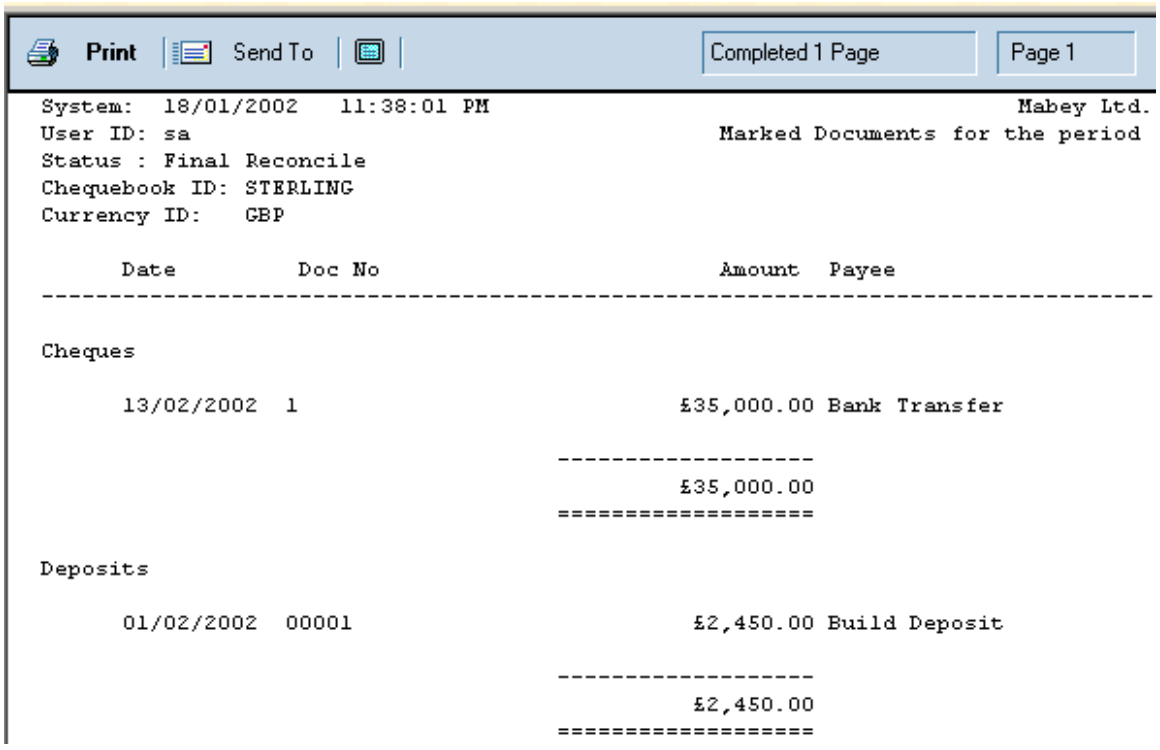
System: 18/01/2002 11:36:23 PM Mabey Ltd.
User ID: sa Bank Reconciliation for the period ending 28/02/2002
Status : Final Reconcile

Currency ID: GBP

Chequebook ID: STERLING

Balance per Bank Statement	£7,057.83
Less: Outstanding Payments	£0.00
	£7,057.83
Add: Outstanding Deposits	£0.00
Balance per Cashbook	£7,057.83

Marked Transactions Report



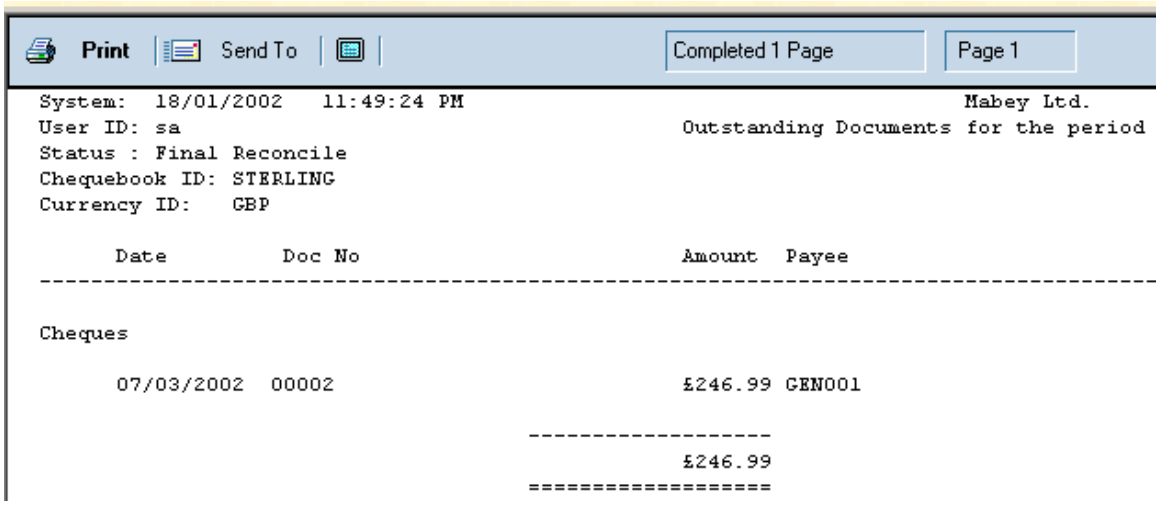
Print | Send To | Completed 1 Page | Page 1

System: 18/01/2002 11:38:01 PM Mabey Ltd.
User ID: sa Marked Documents for the period
Status : Final Reconcile
Chequebook ID: STERLING
Currency ID: GBP

Date	Doc No	Amount	Payee
Cheques			
13/02/2002	1	£35,000.00	Bank Transfer
		£35,000.00	
Deposits			
01/02/2002	00001	£2,450.00	Build Deposit
		£2,450.00	

Reports (cont.)

Outstanding Transactions Report



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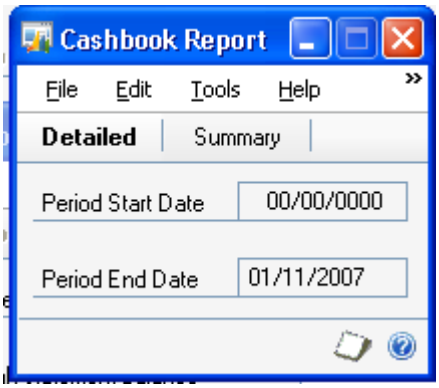
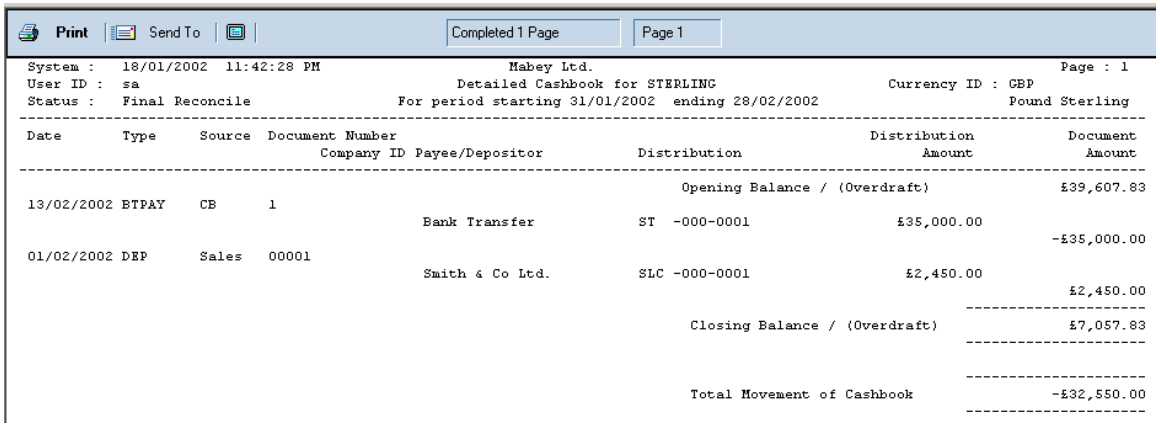
```
System:   18/01/2002    11:49:24 PM                                  Mabey Ltd.
User ID: sa                                          Outstanding Documents for the period
Status : Final Reconcile
Chequebook ID: STERLING
Currency ID:    GBP

      Date          Doc No                              Amount   Payee
-------------------------------------------------------------------------------------

Cheques

      07/03/2002   00002                               £246.99 GEN001

                                                  -------------------
                                                        £246.99
                                                  ===================
```

i). Once you have printed the three reports, the **Print Cashbook Report** window opens:



If you select the **Detailed Button**, the Detailed Cashbook report is printed for the chequebook that you are reconciling. This report gives an opening balance as at the start of the month (brought forward from the previous month), a detailed breakdown of all the transactions that have hit the chequebook during the specified reconciliation period, and a closing balance for the chequebook:

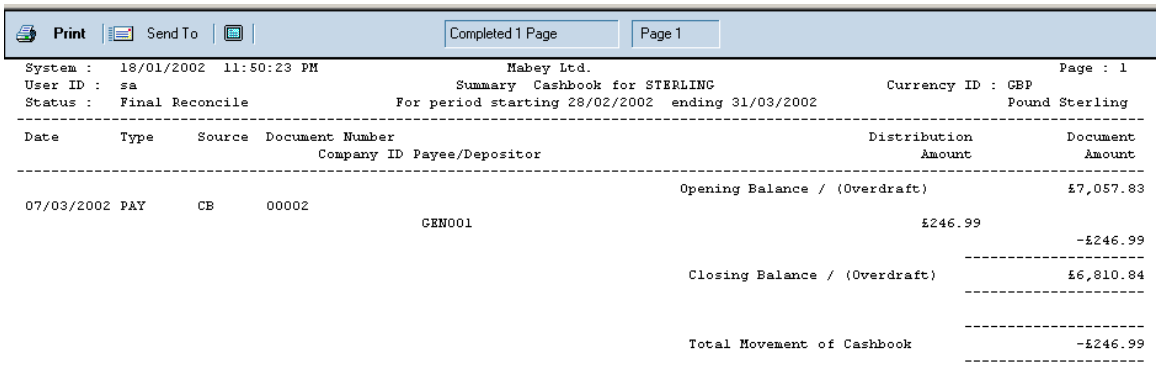


Print | Send To | Completed 1 Page | Page 1

```
System :   18/01/2002  11:42:28 PM                  Mabey Ltd.                                    Page : 1
User ID :  sa                                Detailed Cashbook for STERLING          Currency ID : GBP
Status :   Final Reconcile                For period starting 31/01/2002  ending 28/02/2002      Pound Sterling
-------------------------------------------------------------------------------------------------------------
Date       Type     Source  Document Number                                    Distribution          Document
                            Company ID Payee/Depositor          Distribution          Amount            Amount
-------------------------------------------------------------------------------------------------------------
                                                        Opening Balance / (Overdraft)                £39,607.83
13/02/2002 BTPAY    CB      1
                                       Bank Transfer            ST  -000-0001       £35,000.00
                                                                                                   -£35,000.00
01/02/2002 DEP      Sales   00001
                                       Smith & Co Ltd.          SLC -000-0001       £2,450.00
                                                                                                    £2,450.00
                                                                                    ----------------------
                                                        Closing Balance / (Overdraft)                £7,057.83
                                                                                    ----------------------

                                                                                    ----------------------
                                                        Total Movement of Cashbook                  -£32,550.00
                                                                                    ----------------------
```

Reports (cont.)

If you select the **Summary** button, the Summary Cashbook report is printed for the chequebook that you are reconciling. This report gives an opening balance as at the start of the month (brought forward from the previous month), a detailed breakdown of all the transactions that have hit the chequebook during the specified reconciliation period, and a closing balance for the chequebook:



Print | Send To | Completed 1 Page | Page 1

System : 18/01/2002 11:50:23 PM Mabey Ltd. Page : 1
User ID : sa Summary Cashbook for STERLING Currency ID : GBP
Status : Final Reconcile For period starting 28/02/2002 ending 31/03/2002 Pound Sterling

Date	Type	Source	Document Number / Company ID	Payee/Depositor	Distribution Amount	Document Amount
				Opening Balance / (Overdraft)		£7,057.83
07/03/2002	PAY	CB	00002			
			GEN001		£246.99	
						-£246.99
				Closing Balance / (Overdraft)		£6,810.84
				Total Movement of Cashbook		-£246.99

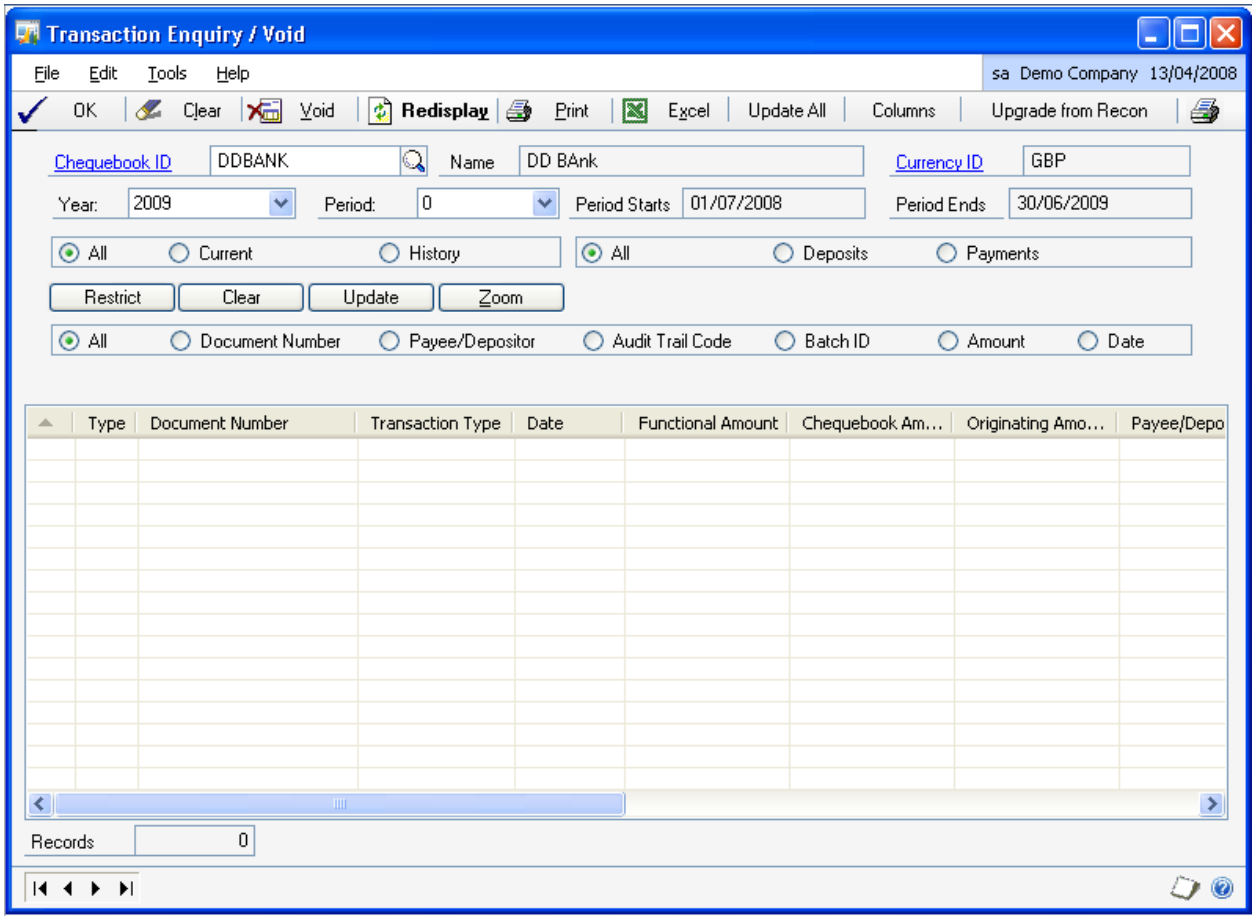
NOTES:

CASHBOOK ENQUIRIES

Transaction Enquiry

ENQUIRY > FINANCIAL > BANK MANAGEMENT > TRANSACTION ENQUIRY

Use the Transaction Enquiry window to view the transactions entered in Cashbook Bank Management. You can place columns in the scrolling window in the order you want by dragging the column and placing it where you want. You also can increase or decrease the size of the column by dragging it to the right or left. You can also sort any column by clicking on it.

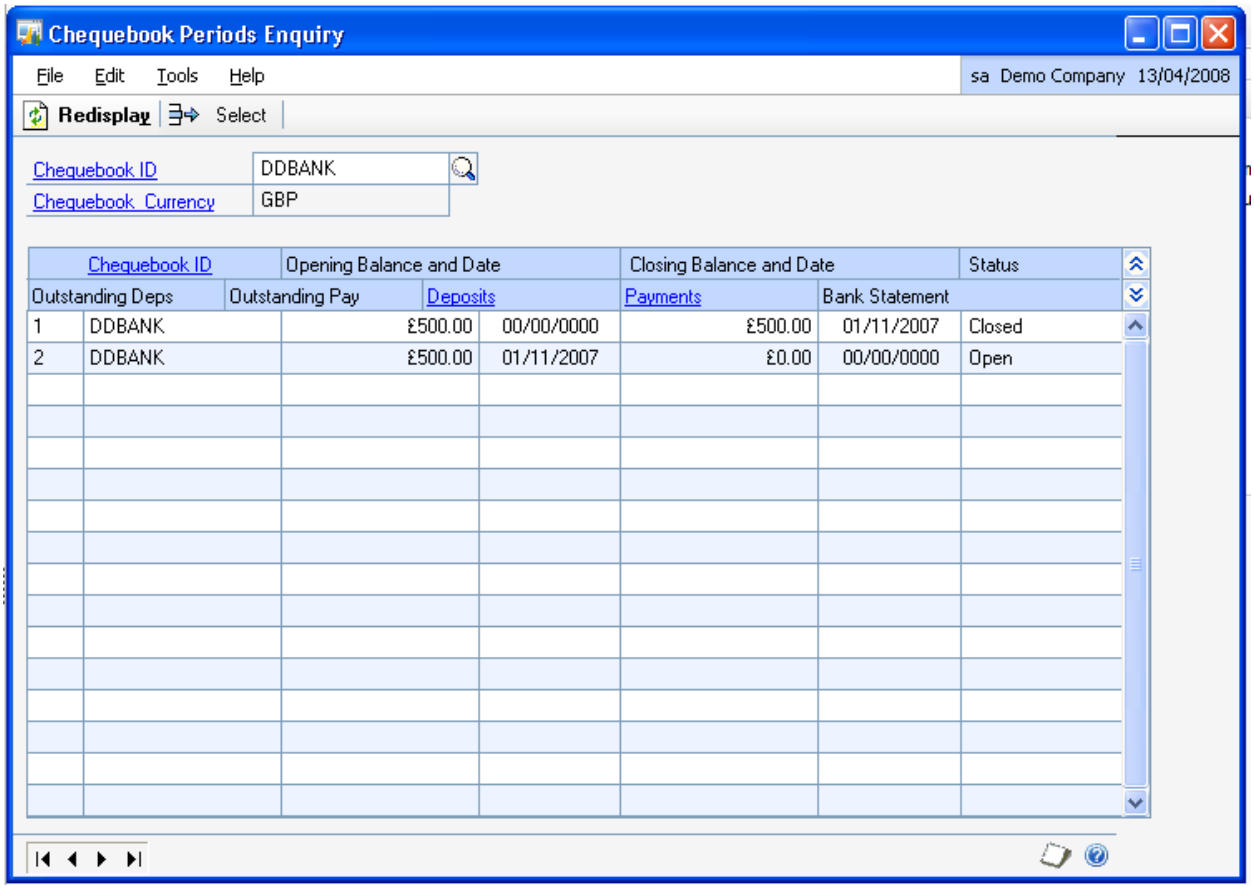


NOTES:

CHEQUEBOOK PERIODS ENQUIRY

ENQUIRY > FINANCIAL > BANK MANAGEMENT > CHEQUEBOOK PERIODS

Use the Chequebook Periods Enquiry window to view opening, closing and statement balances for each period for specific chequebooks.



NOTES: