Bank Reconciliation in Microsoft Dynamics GP 2015

Course Details

Course Outline

Module 1: Overview and Setup Procedures

This module gives students a general overview of the features and benefits of using the Bank Reconciliation in an integrated environment. It also focuses on the setup procedures for Bank Reconciliation, and the options available to customize it to reflect the way your organization does business. This module also covers entering beginning balances for each checkbook in preparation for using Bank Reconciliation.

Lessons
- Features and Benefits
- Bank Reconciliation Setup
- Checkbook Maintenance
- Transfer Existing Checkbooks to Bank Reconciliation

Lab : Bank Reconciliation Setup

Lab : Checkbook Setup

Module 2: Daily Procedures

This module defines the ways that transactions can be entered and posted in Bank Reconciliation. The different types of transactions, receipts, and deposits that may be entered in Bank Reconciliation are discussed. This module also explains how each type of transaction may update the cash account balance in the General Ledger, the checkbook balance in Bank Reconciliation, or both.

Lessons
- Bank Transaction Entry
- Enter Checks, Withdrawals and Adjustments
- Enter Receipt Transactions
- Miscellaneous Checks
- Bank Transfer Entry
- Deposit with Receipts
- Deposit without Receipts
- Clear Unused Receipts

Lab : Enter an Outstanding Check

Lab : Enter a Check Transaction

Lab : Enter a Cash Receipt

Lab : Printing a Check

Lab : Enter a Bank Transfer

Lab : Enter a Deposit with Receipts

Lab : Enter a Deposit without Receipts

Module 3: Reconcile Bank Statements

This module examines the steps that are required to reconcile a checkbook to the bank statement using Bank Reconciliation. The process to enter miscellaneous transactions and adjustments during the reconcile process is also covered in this module. Time is also spent discussing the transaction posting that occurs during the reconcile process.

Lessons

• Reconcile Bank Statements

• Select Bank Transactions

• Enter Adjustments and Reconcile

Lab : Reconciling a Checkbook

Module 4: Maintaining Records

This module examines the functionality available to maintain Bank Reconciliation records. The processes to void transactions, transfers, and deposits are covered. Time is also spent discussing the procedure for changing and deleting records and how to remove historical information from Bank Reconciliation and the effects of removing this type of history is discussed. The inquiry windows and some reports that can be generated from Bank Reconciliation are also discussed.

Lessons

• Voiding Transactions

• Deleting Checkbooks

• Removing History

• Using Inquiries

• Report Options and Printing

• Report Groups

• Report List

Lab : Removing History