BANK RECONCILIATION
USER'S GUIDE

DENALI
BY COUGAR MOUNTAIN

Microsoft
GOLD CERTIFIED
Partner

DENALI

Bank Reconciliation
User's Guide

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Learning About this Resource   1

Setting Up the Bank Reconciliation Module   11

Bank Reconciliation Period End and Maintenance 55

Additional Resources 59

Glossary 67

Index 76

Chapter 1

Learning About this Resource

How to Use This Guide

How This Guide Is Organized

Denali Help

Customer Support

Training

Troubleshooting Options

DENALI

Welcome to Denali by Cougar Mountain Software. This guide is designed to help you effectively learn and use the Bank Reconciliation module. This chapter presents an overview on using this guide and where to find additional help, along with introductions to each chapter of the guide.

How to Use This Guide

We wrote this documentation to accommodate a system that has all available modules and enhancements installed and integrated. If this is not the case, some windows and options might be different. After you review this guide, if you would like to expand your software package to get the most out of Denali, refer to our website or contact our Sales Department at (800) 388-3038 for more information.

If you have not done so already, we highly recommend you review the information in the Getting Started guide before you continue. This guide provides valuable information on the commonalities between the Denali modules, customization options to ensure Denali meets your needs, and overviews of the different types of help and training available.

How This Guide Is Organized

Refer to this section for a summary of what is covered in this user's guide and how to get the most out of it.

Chapter 1: Learning About this Resource

This chapter introduces you to the organization of this user's guide. It provides an overall look at the information you can find and how it is designed.

Chapter 2: Setting Up the Bank Reconciliation Module

To get the most out of your software, it is important to set up Bank Reconciliation correctly. This topic covers the general setup for this module, which includes how to integrate with other modules, set up your printing preferences, and establish Bank Reconciliation codes.

Chapter 3: Working with Your Bank Accounts

This section includes information on how to set up, modify, or delete your bank accounts. You can also find information on how to import or export bank account information.

Chapter 4: Managing Bank Account Activity

This section explains the different ways you can enter and reconcile account activity in Bank Reconciliation. You will also find information about batches and how to change the default activity date.

Chapter 5: Bank Reconciliation Reports

To make smart business decisions, you need to track and view data. This section includes samples of the types of reports available in Bank Reconciliation to help you keep your business running smoothly and financially stable.

Chapter 6: Bank Reconciliation Period End and Maintenance

At month, period, and year end, you need to complete procedures to ensure your data is accurate. You might also need to complete data maintenance throughout the year to ensure the system functions to its fullest potential. Refer to this section for information about how to perform period end tasks.

Chapter 7: Additional Resources

This topic provides information on format requirements you must use to import and export data in Bank Reconciliation. You will also find information to help you format user-defined fields.

Denali Help

Cougar Mountain Software is dedicated to providing as much help as you need to feel comfortable using our software. These topics describe the conventions we use in the documentation and the different types of help we offer.

Document Conventions

The following conventions are used throughout the documentation:

Convention	Use
Bold	Titles, names, and anything that appears on the screen will appear in bold, exactly as it appears. • Select **Change Session Date** from the **Common Tasks** menu. • Click the **New** button. • Enter a name in the **Name** box.
Italic	Italics are used for text that you should enter, or text that appears in a box or field within a window. • Enter *Hardwood* in the **Description** box. • The default for this field is *IN Code*.
Uppercase	Uppercase characters will be used to denote keyboard keys or hot key combinations. Some examples are: • To delete an item in the detail grid, select the item and press the DELETE key. • To open the **Enter Transaction Comments** window, simultaneously press SHIFT+C.
>	This character is used to separate menus, submenus, and commands. For example: Select **Renumber / Merge Stock Items** from the **Inventory Items** menu is written as: Select **Inventory Items** > **Renumber / Merge Stock Items** from the left navigation pane.

In-Program and Web Help

Cougar Mountain offers in-program help, which is part of the software, accessible from any Help button, and does not require an Internet connection. We also offer web help that you can access from any Internet browser. The web help includes features not available in the in-program help, such as the ability to comment on topics and share information on social networking platforms. The content is the same in the in-program and web help. You can access the web help for Denali at http://cougarmtnservice.com/help/index.html.

When you access the help, you will find we offer both procedural and window-specific help. If you want to know the steps you need to take to complete a task, you should access the procedural help. If you want to know what an option or field in a window is used for, you should access the window-specific help.

Window-Specific Help

Denali offers window-specific help that explains each field and option available in every window. When you work in the software, you can access help specific to an active window or tab when you click the **Help** button or press F1 on the keyboard.

In many window-specific topics, you can access related task-based help topics when you select the **See Also** button at the bottom of the topic window. You can also access the task-based help from the Table of Contents in the left pane of the Help window.

Procedural Help

Procedural help gives you steps to complete a process from start to finish and general information about the software windows. You can access this help from the left navigation pane in the software when you click **Resources and Tools** > **Access the Denali Help**. You can also access the Help when you select the question mark on the right side of the toolbar. If you already have the Help window open, you can access all the help from the Table of Contents in the left pane of the window.

Reference Help

Denali includes topics that are designed to provide additional information for your reference. For example, format requirements to import transactions and purchase order calculations. Most of these topics can be found in the Appendix, which you can access from the Table of Contents in the in-program and web help.

Navigating the In-Program Help

When you access the Help in the software, you access the in-program help system. To help you find the information you're looking for, we outline the different parts of the Help window.
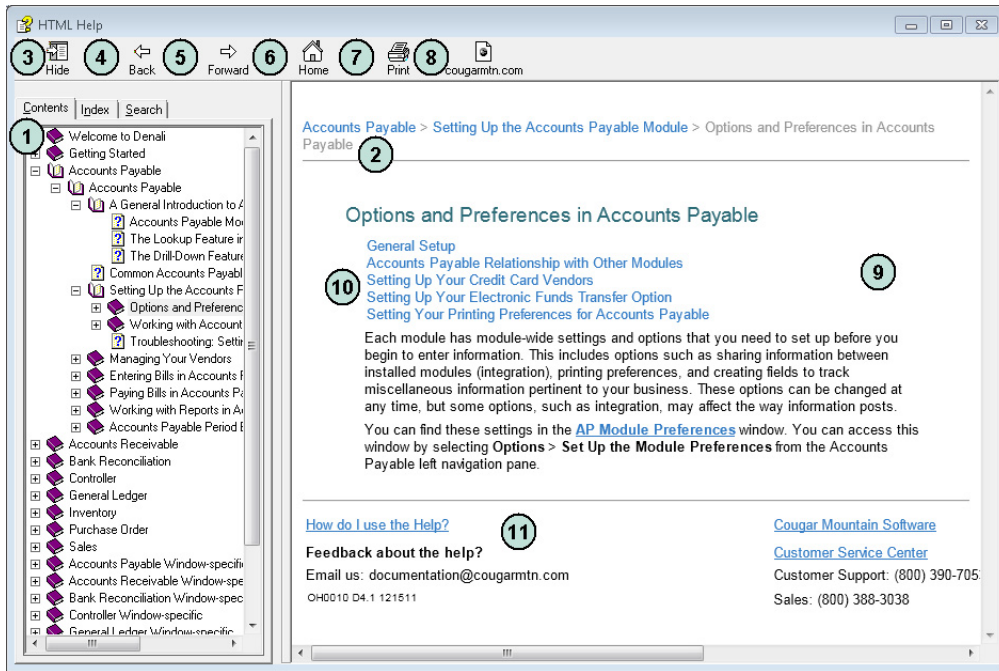
Figure 1: *Navigational points and features available in the in-program help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	**Contents** tab	This is the Table of Contents for the Help. Click on the books to show the related subtopics.
2	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
3	**Hide** button	This hides the Table of Contents and changes to read **Show**, which you can then click to see the Table of Contents.
4	**Back** button	Clicking this button takes you back through the previously viewed topics one at a time.
5	**Forward** button	Clicking this button takes you forward through the topics you have moved back through using the **Back** button, one topic at a time.
6	**Home** button	This button returns you to the main topic window in the Help.
7	**Print** button	If you want to print the current help topic, click this button.
8	Website button	This button opens the Cougar Mountain corporate website through your browser.
9	Topic window	This window displays the open or active topic.
10	Sublinks	The links listed are subtopics of the open topic.

Reference Number	Option Name	Description
11	Email Us	Your feedback on the documentation and Help systems is appreciated. Use this email address to send the Documentation Team your comments or suggestions.

Navigating the Web Help

To help you find the information you're looking for in the web help, we outline the different parts of the window.
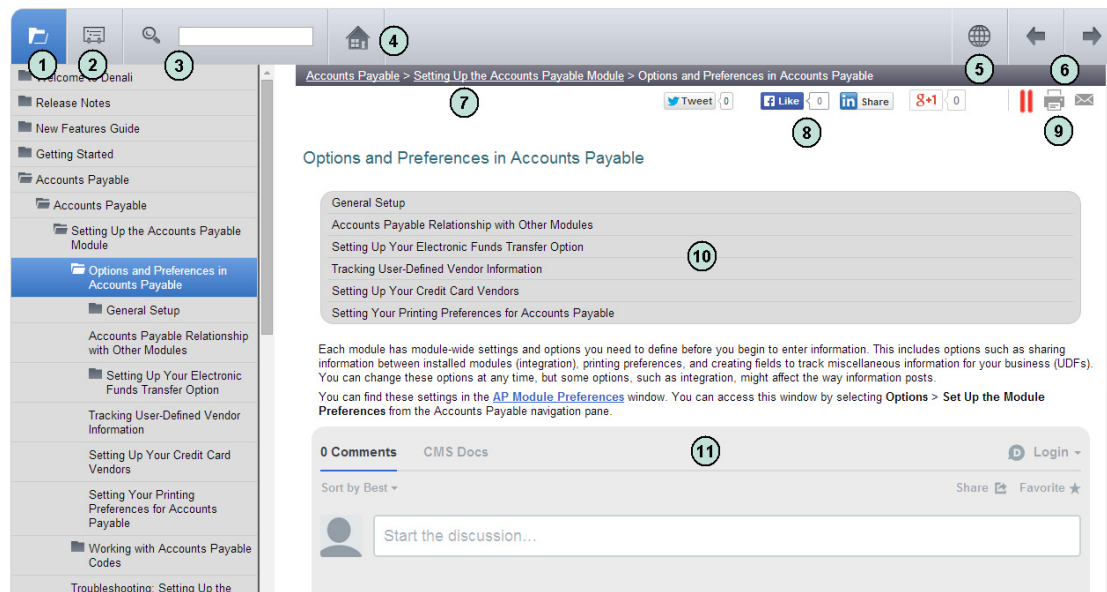
Figure 2: *Navigational points and features available in the web help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	Contents	This is the Table of Contents for the Help. Click on the folders to show the subtopics.
2	Index	Click this to see the index entries for all the guides in the web help.
3	Search	Use the search field to type the area of information you're looking for.
4	Home	Click this button to go to the home page of the web help.
5	Translate	Click this button to translate the web help to another language.
6	Forward and Back	Click these arrows to navigate forward and back through the help topics, one topic at a time.

Reference Number	Option Name	Description
7	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
8	Social Media	Use the social media buttons to share links to the help content.
9	CMS website, Print, Email	Click these buttons to go to the CMS website, print the help topic, or email the CMS Documentation team.
10	Sublinks	The links listed are subtopics of the open topic.
11	Comment	Use this feature to share comments with other Denali users or the CMS Documentation team.

Printing Help Topics

You can print out any help topic to keep for future reference.

To print a single topic:

1   Select the **Print** button or right-click and select **Print** from the right-click menu.

2   If the **Print Topics** window appears, select **Print the selected topic** and then select **OK**.

3   When the **Print** window appears, make any desired adjustments and then select **Print**.

To print multiple topics in the in-program help:

1   Verify the **Contents** tab is visible.

2   Highlight the heading of the section you would like to print.

3   Select the **Print** button.

4   The **Print Topics** window will appear.

5   Select **Print the selected headings and all subtopics** to print the entire section.

User Guides

Denali includes access to PDF (portable document format) versions of the procedural help that you can open with Acrobat® Reader®. This is the same procedural help content that appears in the in-program and web help. To access these user guides, click **Start** > **All Programs** > **Denali by Cougar Mountain** > **Denali Documentation** > **Denali User Guides**. When the Customer Service Center site opens, choose the guide you want to view.

Release Notes

The *Release Notes* include last-minute changes and technical issues not covered in other documentation. You can review the *Release Notes* on the installation screen at the start of the installation process, from the **Start** menu, or through the web help. You need to have Acrobat® Reader® to view the PDF.

To access them from the **Start** menu, click **Start** > **All Programs** > **Denali by Cougar Mountain** > **Denali Documentation**. A submenu will appear from which you can select the *Release Notes* file.

You can access them from the web help at
http://cougarmtnservice.com/help/index.html#page/ReleaseNotes/Release_Notes.htm.

Customer Support

If you come across a problem or an error message you cannot resolve, call our Customer Support Department. Cougar Mountain Software maintains a full-time Customer Support staff at our Boise, Idaho office specially trained to solve problems.

Our Customer Support staff has the expertise to answer your questions about installation and operation of the software. Call (800) 390-7053 to contact a Support Specialist. You can receive customer support over the phone from Cougar Mountain Software or you might be referred to a Cougar Mountain business partner in your area who can provide personalized, local support.

Cougar Mountain Software offers support contract plans that allow you to get help when you need it. You can request a Customer Support Specialist to contact you through our online form or you can send an email to Customer Support. Visit our Customer Support Center online at: http://www.cougarmtn.com/support-request/.

You can also visit the customer service site at http://www.cougarmtnservice.com/ to search for software updates you can download at your convenience.

Information to Gather before You Contact Customer Support

When you contact Cougar Mountain Customer Support, please have your support number ready. This is typically your telephone number with the area code first. It will also be helpful to know your operating system, the Cougar Mountain product(s) you purchased and installed, and the version of the product. If you are not sure how or where to find this information, Customer Support can help.

Contacting Customer Support

Refer to the following table for options available to contact a Customer Support Specialist for answers to your questions. You can also use one of these options to purchase a support contract, which will ensure you get the help you need.

Support Type:	Contact via:
Contact a Customer Support Specialist.	(800) 390-7053
Purchase a Software Assurance plan.	(800) 388-3038
Email questions to a Customer Support Specialist.	technicalsupport@cougarmtn.com
Complete the online Call Back Request form to have a Customer Support Specialist contact you.	http://www.cougarmtn.com/support-request/

Training

While Denali is a comprehensive business accounting solution, the information you can get from the software will only be as good as the information you put in. The more you know about the software, the more you will be able to take advantage of its features. For this reason, we consider training to be a critical part of the learning process. We offer several different types of training—one or more are sure to meet your educational needs, time constraints, and budget. Contact Cougar Mountain at (800) 388-3038 about your training needs.

Online Training

To ensure you get the most out of your accounting software, it is important that you understand all its capabilities. For this reason, as part of our Software Assurance program, we include the opportunity for you to participate in e-learning. This educational resource is offered online through the Cougar Mountain Customer Service Center (CSC) website (http://www.cougarmtnservice.com/). Depending on the subscription you purchase, you can access a wealth of short presentations on the features of Denali. Because these presentations are online, you can view a topic whenever it is convenient for you and/or your employees. For more information on this resource, contact your account executive at (800) 388-3038.

Classroom Training in Boise

We offer training classes on a regular basis at our corporate headquarters in beautiful Boise, Idaho. If you have a few people to train, this is a great way to learn about the software's features and how you can use it to its full potential for your needs. One of the benefits of coming to our training classes is that you can hear from other users of the software, which can remind you of issues that are important to you. Another benefit is that it removes you from the day-to-day tasks at your own office and allows you to concentrate more fully on learning how to use the software. You can use this as a powerful tool to "train your trainer"—once the staff members who attended the training arrive back home, they can teach other staff members the aspects of the software they need to know.

On-Site Training at Your Business

If you have more than a few people to train, you might want to consider on-site training. In this scenario, one of our professional trainers travels to your site and works with your employees. One advantage to this type of training is that you can train as many people as necessary without incurring additional costs and you can have specific people participate for specific sessions depending on their job duties. For example, during the training for Purchase Order, only those associated with handling purchase orders need to be present. This will allow for less interruption in daily productivity. Another advantage of on-site training is that you can work with your own organization's data and business practices while focusing on the specific needs of your business.

Telephone Training

Training can also be done over the telephone. Using network streaming technology via an internet connection between your computer and our trainer's computer, you and your employees can work with one of our professional trainers to focus on the specific parts of the software you choose. The trainer will be able to see your computer screen and you can work with either your own data or the demonstration data to learn how to best use the software for your business. This is a great solution if

you have one or two modules that are new to you and you want thorough training without traveling to our training facility or having a trainer come to you.

Training Videos

Cougar Mountain Software also offers training videos which can help you in specific areas of the software. They serve as a great orientation for people new to your company and/or the software. They also can be a refresher for people who have already used the software, but need help in a few areas or are changing their job responsibilities to include things they haven't done before.

Troubleshooting Options

One goal of Cougar Mountain Software is to make your accounting software experience a positive and effective one. For this reason, we included Troubleshooting sections throughout this documentation to provide answers to problems that might occur. It is our intent to provide many possible solutions to your questions. If you have suggestions for additions to the Troubleshooting sections, please feel free to email us at documentation@cougarmtn.com.

Chapter
2

Setting Up the Bank Reconciliation Module

Module Preferences in Bank Reconciliation

Overview of Codes and Other Options

Troubleshooting: Setting Up the Bank Reconciliation Module

DENALI

This chapter provides setup instructions and information on Bank Reconciliation codes. Bank account records maintain basic account information such as bank name, account number, and contact name and control account activity, such as posting to General Ledger.

Module Preferences in Bank Reconciliation

Before you use Bank Reconciliation, you need to define how you want to print reports and how Bank Reconciliation will integrate to General Ledger. You can change these options at any time, but some options, such as integration, might affect the way information posts.

These settings are defined in the **BR Module Preferences** window. You can access this window by selecting **Options** > **Set Up the Module Preferences** from the Bank Reconciliation left navigation pane.

General Setup

Located on the **General** tab of the **BR Module Preferences** window are the multi-batch option, last posting number, and last batch number references.
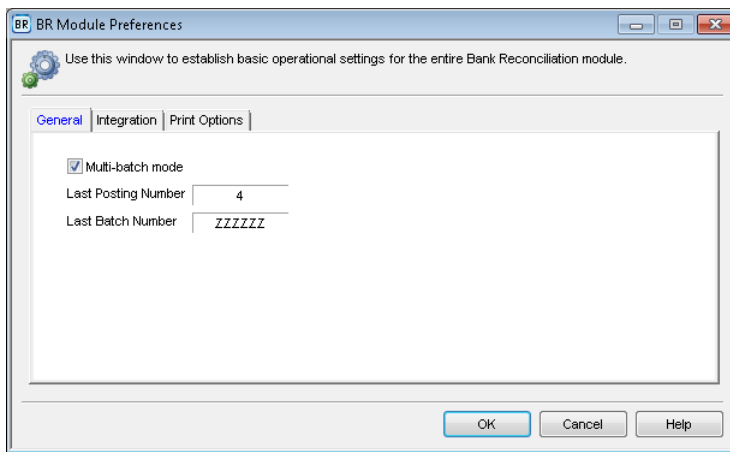
Figure 3: *BR Module Preferences window*

Bank Reconciliation Relationship with Other Modules

If you integrate Bank Reconciliation to General Ledger, bank charges, adjustments, and account information automatically post to the correct General Ledger account. You can also look up General Ledger account information from Bank Reconciliation so you don't have to manually enter account numbers. See the Getting Started guide for more information.

The following image illustrates the type of information that posts from Bank Reconciliation.
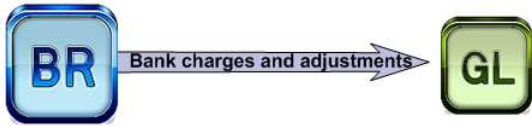
Figure 4: *Posting from Bank Reconciliation to General Ledger*

You can set integration to General Ledger on the **Integration** tab of the **BR Module Preferences** window. To access it, select **Options** > **Set Up Integration Between Modules** from the navigation pane.
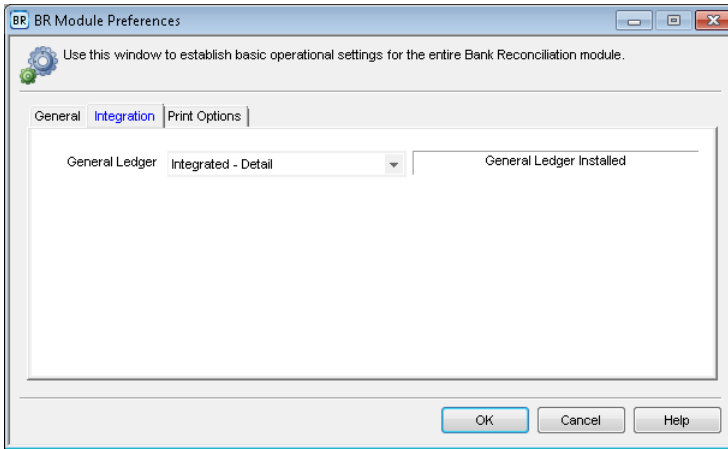
Figure 5: *BR Module Preferences window, Integration tab*

Use the drop-down to define integration between Bank Reconciliation and General Ledger. If you receive an error that indicates integration failed, print the report, make the listed corrections, open Module Preferences again, and select the **Fix GL Integration** button on the **Integration** tab.

> **NOTE:** *You must select the **Balance forward entries completed** check box in GL Module Preferences window before you can post from Bank Reconciliation to General Ledger. For more information on this check box, refer to the General Ledger guide.*

You can view this information on reports that include Bank Reconciliation information. For more information on posting, see "Posting Bank Account Activity" on page 43.

If you integrate your other installed modules with Bank Reconciliation, when you post transactions, those modules automatically share the information to Bank Reconciliation. This level of integration can help streamline your business process and help prevent errors that can be introduced when you enter transactions multiple times.

To ensure you set up integration from other modules to Bank Reconciliation, refer to the Accounts Payable and Accounts Receivable guides.

For more information on integration, review the *Integration Guide.* To access this guide, select **Start** > **All Programs** > **Denali by Cougar Mountain** > **Denali Documentation** > **Denali User Guides**. A browser will open and you can find the *Integration Guide* in the *Other Documentation* subfolder.

Setting Your Printing Preferences

Use the **Print Options** tab of the **BR Module Preferences** window to specify default printing preferences for Bank Reconciliation reports. You can specify print settings for posting reports, checks, and any other reports printed from the module. To learn more about printing reports in Denali, see "Reporting Overview" on page 46.

> **NOTE:** If the check box is checked in the **Edit** column, you have the option to change these settings every time you print. For example, if you sometimes want to preview a report on the screen before you print it, select the **Edit** check box. This way, when you print a report, you will see the **BR Print Options** window, which allows you to specify that the report should print to the screen. After you preview the report, you can choose to print the report to a printer or a file.
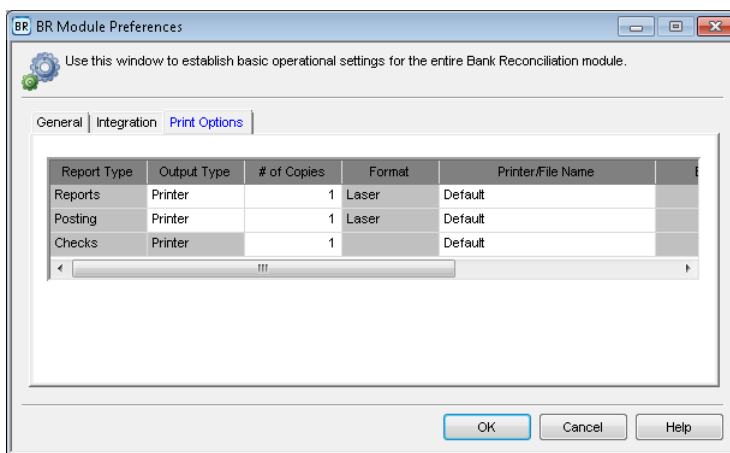
Figure 6: *BR Module Preferences window, Print Options tab*

Select the output type, number of copies, format, and printer/file name for each type of report. You will also specify whether or not you want the report parameters to print. You cannot edit gray fields in this window.

Overview of Codes and Other Options

Bank Reconciliation uses codes to identify items and determine how to perform tasks and post activity. Some codes are required and some codes add optional flexibility. The information in this section describes the codes and how you can use them to your benefit.

Depending on how you set up integration between installed modules, some features of these codes might be different. For more information on integrating modules, see "Bank Reconciliation Relationship with Other Modules" on page 12.

Establish Payee Card Files

You must have a payee card file set up for each person or company you will pay from Bank Reconciliation. You can use the payee card files to select payees when you enter bank activity and sort certain reports. You can set up individual or company payees.

To set up Payee Card Files:

1   Select **Options** > **Establish Payee Card Files** from the navigation pane.

Figure 7:   *BR Payee Card File window*

2   In the **BR Payee Card File** window, use the **Payee Type** radio buttons to specify whether the Payee Type for this card file is a company or an individual.
If you have Accounts Payable installed and integrated to Bank Reconciliation, you can upload one or all of your vendors as payees by selecting the **Add From AP** button and following the on-screen instructions.

3   If this is a company payee type, enter the name of the company in the **Company Name** field. If this is an individual payee type, enter a name in the Name field in the format Last, First, MI.

4   Enter a payee in the **Payee** field.

5   Enter any necessary information in the remaining fields. For detailed information about the options in this window, select the **Help** button in the sofware.

6   **Select** the Save button.

You cannot delete a Payee Card File while it is in use (posted or unposted activity). To delete a card file, first ensure that it is not attached to any activity.

Define Category Codes

Use Category Codes to group bank account activity you want to track. For example, you might set up Category Codes to track expenses in a certain department or to categorize bank charges. When you enter bank account activity, you can add a Category Code to the transaction and then sort by the Code on certain reports.

You can access the **BR Category Codes** window by selecting **Options** > **Define Account Categories** from the navigation pane.
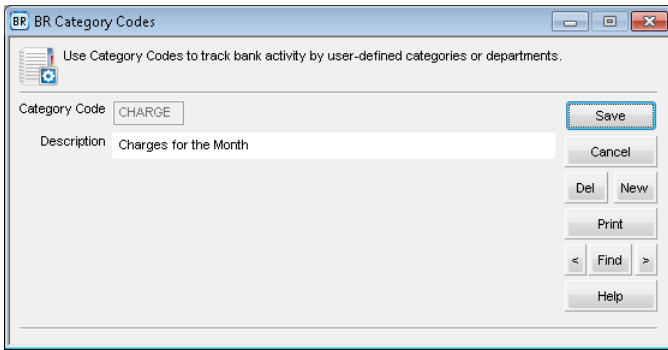
Figure 8:   *BR Category Codes window*

Set Up Recurring Activity

Set up recurring activity for transactions that occurs repeatedly, such as monthly bank charges, quarterly transfers from one bank account to another, or weekly payroll payments. All recurring activity has a Frequency Code attached, which allows you to select and sort which activity you want to process at which time (see "Set Up Frequency Codes for Recurring Activity" on page 17).

If you want to set up recurring activity while you enter activity, you can do so in the Enter Activity window (see "Enter Recurring Account Activity" on page 30).

To set up recurring activity:

1   In the Bank Reconciliation module, select **Options** > **Set Up Recurring Activity** from the navigation pane.
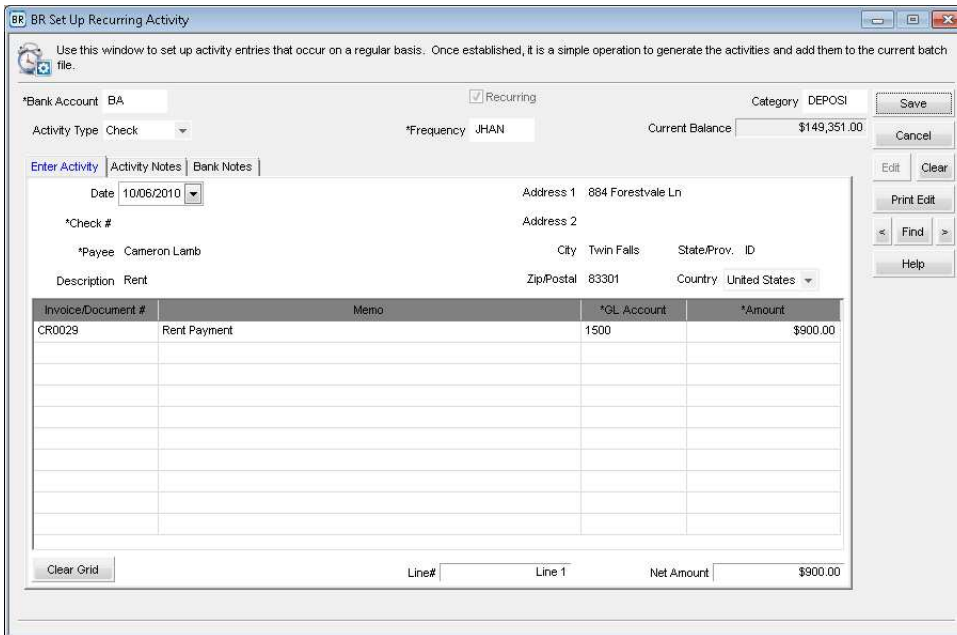
Figure 9:   *BR Set Up Recurring Activity window*

2 Enter the Bank Account Code or use the Lookup to select the account for which you want to set up recurring activity.

3 Select the type of activity from the **Activity Type** drop-down and, if you want to attach a category, enter one in the **Category** field or select one from the Lookup.

4 In the **Frequency Code** field, select when you want to generate this recurring activity.

5 Enter the bank activity that will recur, including Check # and Payee. For detailed information about the options in this window, select the **Help** button in the sofware.

6 Click **Save** when you're finished.

After you set up your recurring activity, see "Generate Recurring Account Activity" on page 31 when you are ready to generate the activity.

Set Up Frequency Codes for Recurring Activity

Frequency Codes allow you to group recurring bank activity that you want to generate together. These are user-defined, six-character codes that represent the different groupings you use. For example, you might create a Frequency Code of *MONTH* for activity that you want to generate on a monthly basis, or you might create *MNTH10* to group all activity you want to generate on the tenth day of each month.

To determine the Frequency Codes you need, list the different ways you might want to group recurring activity. For each group on your list, make up a unique six-character code that represents this group. The code can contain alphanumeric and special characters.

To set up Frequency Codes:

1 In the Bank Reconciliation module, select **Options** > **Set Up the Frequency for Activity** from the left navigation pane.
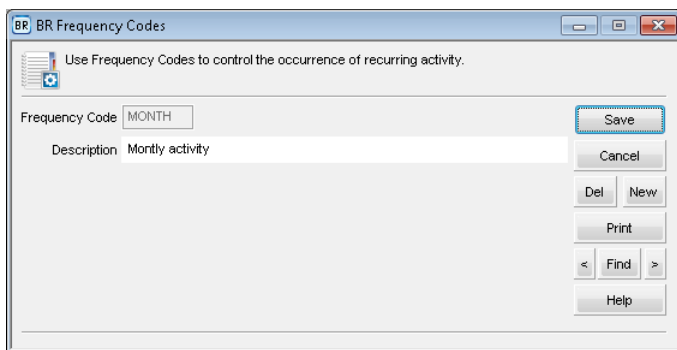
Figure 10: *BR Frequency Codes window*

2 In the **Frequency Code** box, enter a unique six-character code.
This code distinguishes this frequency from any other, and appears in Lookups and on some reports.

3 In the **Description** box, enter a description of up to 50 characters that easily identifies the group this Frequency Code represents.

4 Select **Save**.

When you generate recurring activity, you can select the activity to generate based on the Frequency Code(s).

Changing or Deleting Codes

Once you create a code in Bank Reconciliation, you can change its description and some of the other information at any time. However, once a code is in use, it is important to know how a change will affect the rest of the software. Changes you make to codes will not affect previously posted transactions. If you delete a code, please be aware that you might need to add a new code to any transactions or records it was attached to before you can successfully post.

To change or delete a code:

1 Select **Options** > <Code you want to modify> from the left navigation pane.

2 Use the Lookup to select the Code or type in the code you wish to change or delete.

3 Click the **Edit** button. This button then changes to read **Del**.

4 If you are editing the code, make your changes and select **Save**.
   - or -

   If you are deleting this code, select the **Del** button.

   If you try to delete a code that's attached to records or transactions, you will receive an error message. You can then print out a report that indicates what the code is attached to.

   This table displays information about deleting codes in Bank Reconciliation.

Code type	To delete it
Category	You must unattach Category Codes from all unposted records before you can delete the Codes.
Frequency	You must unattach Frequency Codes from all unposted records before you can delete the Codes.

Troubleshooting: Setting Up the Bank Reconciliation Module

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the "Denali Help" section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
When I view my reports I don't always want to immediately send them to the printer.	On the **Print Options** tab of the **BR Module Preferences** window, select the **Edit** check box for the report types you might want to view before you print. See "Setting Your Printing Preferences" on page 14 for more information.
I have a Frequency Code that I don't use anymore, but the system won't allow me to delete it.	You cannot delete a Category Code or a Frequency Code if it is attached to any records. See "Changing or Deleting Codes" on page 18 for more information.

Chapter
3

Working with Bank Accounts

Adding Bank Accounts

Modifying Bank Accounts

Attaching Files to Bank Accounts

Deleting Bank Accounts

Troubleshooting: Working with Bank Accounts

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Bank accounts are the basis of Bank Reconciliation in Denali. If your business requires it, you can set up multiple bank accounts. If you have multiple accounts, you can include the account information in certain reports for all of your accounts. This chapter covers basic tasks that involve bank accounts.

Adding Bank Accounts

After you determine the number of bank accounts you need for your business, you can set them up in Bank Reconciliation. You must set up a separate account for each account from which you will issue checks or to which you will enter deposits.

To add a new bank account:

1   In Bank Reconciliation, select **Bank Accounts** > **Add Accounts** from the left navigation pane.

Figure 11: *Bank Account window*

2   Enter a code of up to six digits in the **Bank Account** field and enter a meaningful description for the new bank account.

3   Select the type of account, enter the account number, and enter the current balance.
For detailed information about the options in this window, select the **Help** button in the sofware.

4   On the **GL Accounts** tab, enter the general ledger accounts to which information should post. Refer to the General Ledger guide for more information on working with general ledger accounts.

5   On the **Address** tab, enter the information for the bank to which this account belongs.

6   Enter the applicable information on the **General** tab and select **Save**.

The **Financial** tab is informational only and includes account balances, outstanding items, and last check and deposit information for your reference. You can view any notes for this account or you can add a new note on the **Bank Notes** tab. You can add or view attachments for this account on the **Attachments** tab (see "Attaching Files to Bank Accounts" on page 22 for information about how to use this tab).

Modifying Bank Accounts

You can modify most information for a bank account at any time. The only information you cannot modify is the current balance. Once you create the new account and enter the beginning (current) balance, you can no longer edit it. This balance will automatically reflect the current balance of the account, which includes any posted activity. If you need to delete a bank account, see "Deleting Bank Accounts" on page 23 for instructions.

To modify an existing bank account:

1   In Bank Reconciliation, select **Bank Accounts** > **Change Accounts** from the left navigation pane.

2   In the **BR Bank Account** window, type the account code or use the Lookup to select the bank account you want to modify.

3   Select **Edit** and make the desired changes.

4   Select **Save**.

Attaching Files to Bank Accounts

You can use the **Attachments** tab in the **BR Bank Account** window to attach files to your bank accounts. For example, you can attach your bank account statements.

If you want to attach a file to multiple bank accounts or if you need to regularly update the file, you can create a custom menu instead of attaching the file to individual accounts.

To attach a file to a bank account:

1   In Bank Reconciliation, select **Bank Accounts** > **Change Accounts** from the left navigation pane.

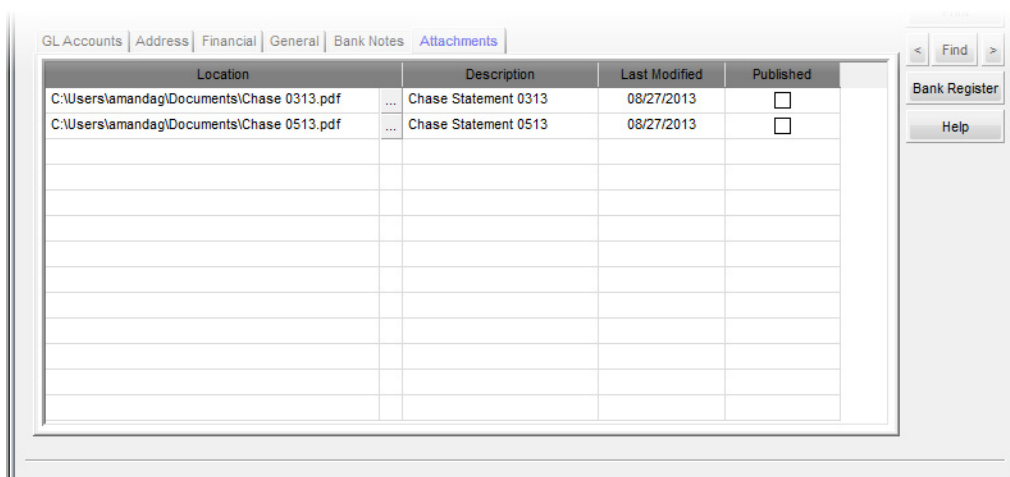2   In the **BR Bank Account** window, select the **Attachments** tab.

Figure 12:   *Bank Account window, Attachments tab*

3 Select the bank account to which you want to attach a file and click **Edit**.

4 Use the browse button in the **Location** field to select the file you want to attach.

5 Enter a description for the attachment.

6 If you want to publish files to the SQL server, select the **Published** check box. This will allow everyone with access to the SQL server to access the file. If you want to allow access only to users on the local machine, leave the check box unchecked.

You can double-click on any row to open the associated attachment. Use the right-click menu to delete a row, open the attachment, or unpublish the file.

When you back up your data through Denali or SQL, unpublished files will not be included.

Deleting Bank Accounts

If you need to delete an existing bank account, you can do so as long as all activity is posted (see "Posting Bank Account Activity" on page 43) and all cleared or voided activity is purged (see "Purging Cleared or Voided Bank Activity" on page 56) for the selected account. Follow the instructions in this section to accomplish this task.

To delete an existing bank account:

1 In Bank Reconciliation, select **Bank Accounts** > **Change Accounts** from the left navigation pane.
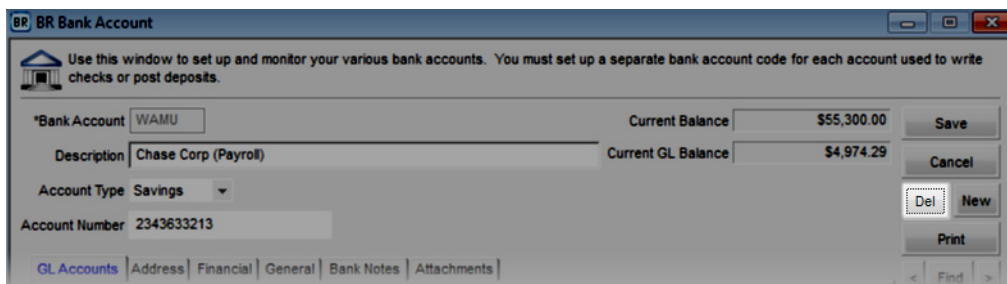
Figure 13: *Bank Account window, Delete button*

2 Type the account code or use the Lookup to select the bank account you want to delete from the system.

3 Select **Edit** and after this button changes to **Del**, select it again to remove this bank account from the system.

Troubleshooting: Working with Bank Accounts

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the "Denali Help" section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I cannot delete an existing bank account.	You might have open activity connected to the account. Make sure you clear all activity for the bank account and then try to delete it again. See "Deleting Bank Accounts" on page 23 for more information.
I cannot update my current bank balance.	When you created the account, you manually entered a starting balance. Once you save the account, you can only modify the balance by posting activity to correct the balance.

Chapter
4

Managing Bank Account Activity

DENALI

When you work with bank accounts, there might be times that you need to enter account activity, for example, monthly bank charges. You might also reconcile your bank accounts on a periodic basis. This chapter provides basic information for completing tasks associated with entering and reconciling your bank accounts. We also include a section on importing account activity from an external file, which might be beneficial if you are new to Denali.

Using Batches in Bank Reconciliation

You can use batches in Bank Reconciliation for different reasons, such as to group account activity by day of the week or by each clerk. You might also want to set up a special batch for recurring activity (see "Enter Recurring Account Activity" on page 30).

If you use batches, the batch information is shown on posting and audit reports and you can also use the Batch Number as a query for tracking purposes in certain reports (see "Report Query Options" on page 47).

Before you can set up multiple batches, you must activate this ability in the **BR Module Preferences** window. Once you ensure multi-batch mode is activated, refer to "Setting Up Batches for Account Activity" on page 26.

Setting Up Batches for Account Activity

If you use multi-batch mode (see "General Setup" on page 12), you can set up as many batches as necessary to meet the needs of your business.

You will set up batches to enter and reconcile bank account activity. Before you set up batches, consider the different ways they might help decrease your workload and allow you to track account activity. You should also determine a naming scheme for new batches and think about the number of batches you want to create. For example, you might choose to have each new batch include the clerk's initials, the day of the week, and the date.

Keep in mind that when you post a batch, the batch clears and becomes unavailable.

To set up a new batch to enter or reconcile account activity:

1   In Bank Reconciliation, select either **Account Activity Tasks** > **Set Up a New Enter Activity Batch** or **Reconciliation Tasks** > **Set Up a New Reconciliation Batch** from the left navigation pane.
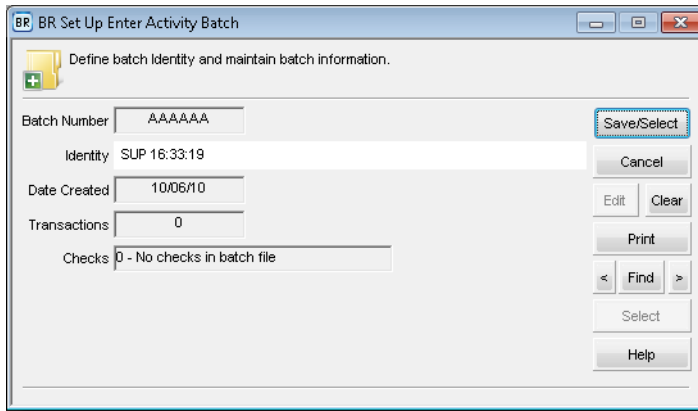
Figure 14: *BR Set Up Enter Activity Batch window*

2   Enter a unique identity for this new batch, or accept the default that includes the User Login and time
the batch is created.
The system auto-generates the information for the batch number, the date the batch was created, the
number of transactions, and the number of checks. You cannot edit this information.

3   Select **Save** to keep this new batch.

After you create the batch, the full batch identification will include the batch number and identity. For
example, using the image in this section, the batch identification is *AAAAAA SUP 16:33:19*. For
information on accessing the batch after you set it up, see "Selecting an Existing Batch for Account
Activity" on page 27.

When you use this batch to post activity, the batch information appears on certain reports and includes
the module that generated the activity, the activity number, and the batch number. For example, using
the image in this section again, the batch information on a posting report is shown as
BR00055AAAAAA.

Selecting an Existing Batch for Account Activity

If you use multi-batch mode (see "General Setup" on page 12) and you haven't set up a batch(es) to
enter or reconcile bank account activity into, see "Setting Up Batches for Account Activity" on page 26.
This topic assumes you already set up at least one batch.

Keep in mind that when you post a batch, the batch clears and becomes unavailable.

To select a batch to enter or reconcile account activity:

1   In Bank Reconciliation, select either **Account Activity Tasks** or **Reconciliation Tasks** from the left
navigation pane and then the plus sign next to **Select an Existing Batch**.
A number appears in brackets to notify you of how many batches are available.

> **NOTE:** *If no plus sign is available or you don't see a batch you set up, select the refresh
> button in the corner of the **Manage Batches** section of the navigation pane.*

2   Double-click the batch you want to work in. The batch ID in the status bar will update with the batch
you select.

If you decide you want to create a new batch instead of select an existing one, refer to "Setting Up
Batches for Account Activity" on page 26 for instructions.

Changing the Default Activity Date

There might be times you need to change the date of bank account activity. For example, maybe you were out of town and unable to enter activity for the end of the month bank charges. You can change the date for the account activity to the correct date in your fiscal calendar so the activity appears in the appropriate time frame. You can do this by selecting **Change the Session Date** from either the **Account Activity Tasks** or **Reconciliation Tasks** menu. When you exit the module, the transaction date reverts back to your original setting.
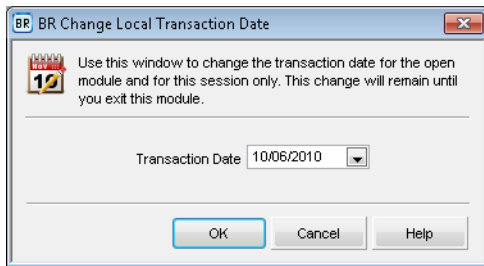

Figure 15: *BR Change Local Transaction Date window*

Entering Bank Account Activity

If you need to enter activity that directly affects your bank accounts, use the **BR Enter Bank Activity** window. Account activity includes checks drawn on, deposits added to, additions to, or deductions from any bank account you set up in Bank Reconciliation. To enter bank activity, you have a few options. You can enter an individual activity, a recurring activity, or you can import activity.

Enter Individual Account Activity

To help decrease your workload, if you have identical activity that you will enter on a regular basis, for instance each month or quarter, you can set up the system to automatically perform the activity. Refer to "Enter Recurring Account Activity" on page 30 for more information.

To enter bank account activity:

1   In Bank Reconciliation, select **Account Activity Tasks** > **Enter Account Activity** from the left navigation pane.

2   If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).
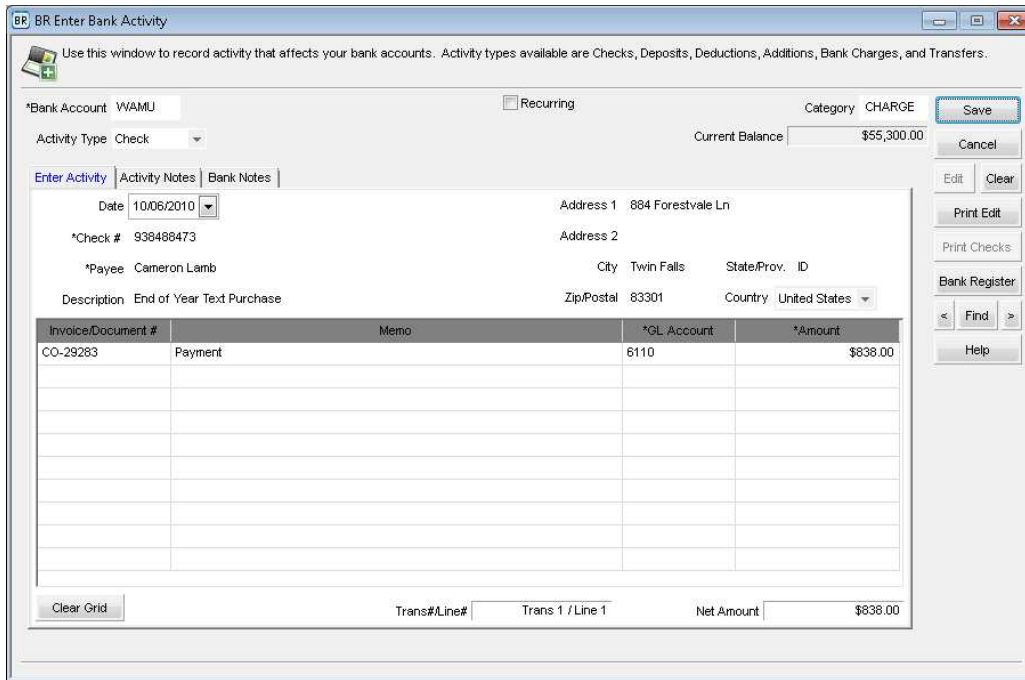
Figure 16: *Enter Bank Activity window*

3 Type in the account name or use the Lookup to enter the Bank Account for this activity.

4 Select the type of activity you will enter from the **Activity Type** drop-down.
For detailed information about any of the options in this window, select the **Help** button in the software.

5 If you do not use Category Codes (see "Define Category Codes" on page 15), continue to the next step.
If you set up Category Codes, type the code or use the Lookup to enter the category for this activity.

6 On the **Enter Activity** tab, enter the appropriate activity. The options on this tab might appear differently depending on the type of activity you selected.

7 You can view existing notes or enter new notes for the selected bank account on the **Activity Notes** or **Bank Notes** tab.

8 Once you finish entering your activity, select **Save**.

You can view the Bank Register at any time during or after you enter activity by selecting the **Bank Register** button in this window (see "Working with the Bank Register" on page 38).

You can also print checks related to the activity you entered if you select the **Print Checks** button. When you select this button, the **BR Print Checks** window appears in which you can determine if you want to print one check or all checks in the batch (see "Using Batches in Bank Reconciliation" on page 26).

After you enter all of your account activity, you are ready to post (see "Posting Bank Account Activity" on page 43).

Enter Recurring Account Activity

To help decrease your workload, you might want to set up recurring account activity if you have identical activity you enter on a regular basis. For example, you might have a monthly bank charge or a quarterly tax payment for which you could set up recurring activity. The instructions in this section will help you accomplish this task.

There are two ways you can set up recurring account activity. The first is to use the **BR Set Up Recurring Activity** window (see "Set Up Recurring Activity" on page 16). The second option is to enter it while you enter bank account activity, which is the option presented in this section.

To enter recurring bank account activity:

1 In Bank Reconciliation, select **Account Activity Tasks** > **Enter Account Activity** from the left navigation pane.

2 If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).
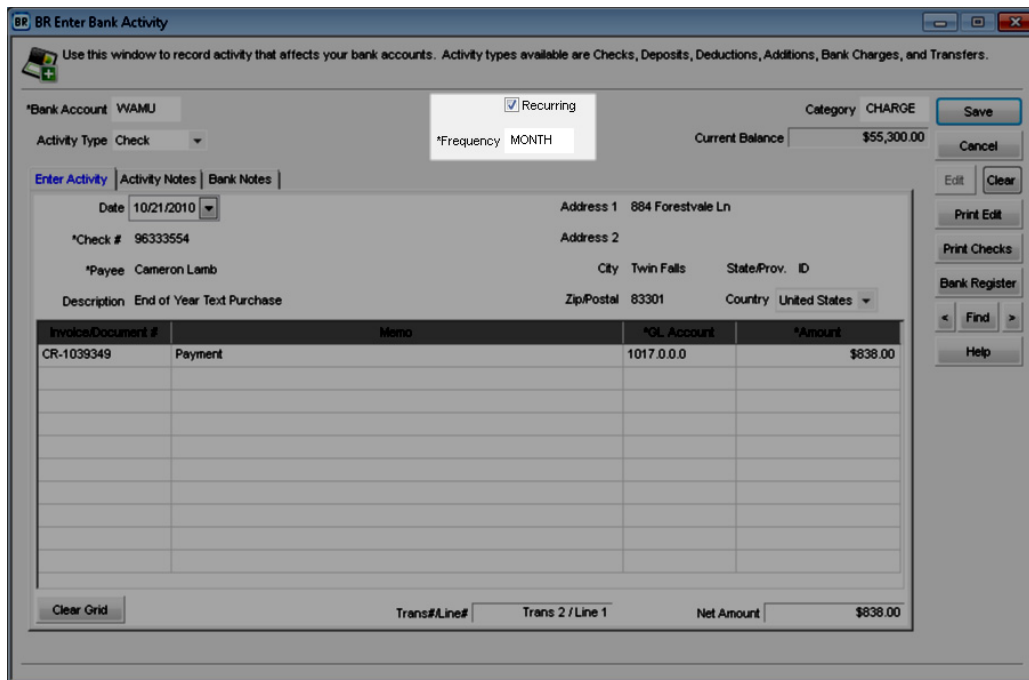

Figure 17: *Enter Bank Activity window, recurring transaction*

3 Type the account name or use the Lookup to enter the Bank Account for this activity and select the type of activity that will recur from the **Activity Type** drop-down.

4 Check the **Recurring** check box and in the **Frequency** field that appears, type the code or use the Lookup to select how often you want this activity to occur (see "Set Up Frequency Codes for Recurring Activity" on page 17).

5 Continue to enter the activity (see "Enter Individual Account Activity" on page 28) and once you finish, select **Save**.

You can view the Bank Register at any time during or after you enter activity by selecting the **Bank Register** button in this window (see "Working with the Bank Register" on page 38). After you enter all of your account activity, you are ready to post (see "Bank Reconciliation Relationship with Other Modules" on page 12).

When you are ready to process the recurring activity, refer to "Generate Recurring Account Activity" on page 31 for assistance.

Generate Recurring Account Activity

If you set up recurring activity in either the **BR Enter Bank Activity** window or **BR Set Up Recurring Activity** window, refer to the instructions in this section when you are ready to generate it. For detailed information about the options in this window, select the **Help** button in the software window.

To generate recurring bank account activity:

1	In Bank Reconciliation, select **Account Activity Tasks** > **Generate Recurring Activity** from the left navigation pane.

2	If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).

Figure 18:	*BR Generate Recurring Activity window*

3	Select the activity date and the range of bank accounts, document numbers, and Frequency Codes for which you want to generate activity and select the **Refresh Grid** button.
The activity based on your settings appears in the grid. Review the items and make any necessary adjustments to your settings before you continue.

4	Select **Generate** to start the process.

Print Checks and Deposit Slips

When you work with bank accounts you will most likely use checks and deposit slips. In Denali, you can print checks when you enter the individual activity or you can print a batch of checks, for example, at the end of the day. You can also automatically generate a deposit slip for all deposit-type activity you enter in Bank Reconciliation. This section provides instructions to print both checks and deposit slips.

Printing Checks in Bank Reconciliation

This section covers how to print checks after you enter all activity. If you want to print checks every time you enter activity, see "Enter Individual Account Activity" on page 28 for instructions. You can print checks for a single activity, all of your activity, for one bank account, or all of your bank accounts. You can also sort the checks by payee and automatically assign check numbers.

To print a check or batch of checks:

1   In Bank Reconciliation, select **Account Activity Tasks** > **Print Checks** from the left navigation pane.
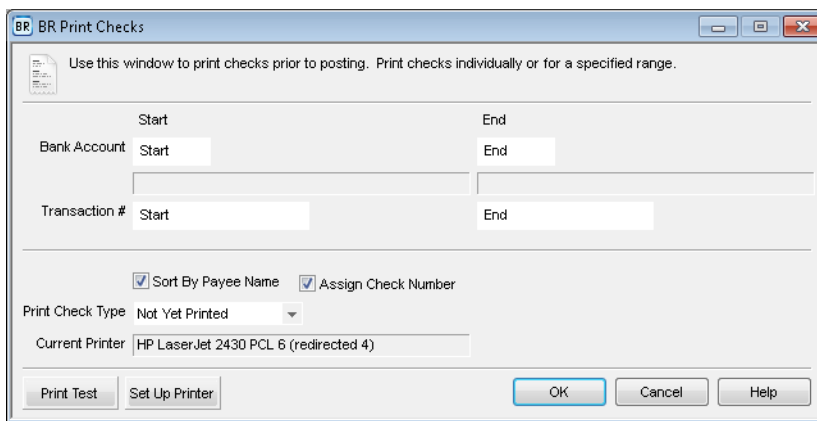

Figure 19:   *BR Print Checks window*

2   Select the starting and ending range of the bank account(s) and activity for which you want to print a check(s).

3   Set the other printing criteria based on your needs and then either select the **Print Test** button to verify accuracy, or select **OK** to print your check(s).

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

Printing Deposit Slips in Bank Reconciliation

This section covers how to print a deposit slip(s) for all deposit-type activity you enter in Bank Reconciliation. See "Enter Individual Account Activity" on page 28 for information on entering deposit-type activity.

To print a deposit slip(s):

1   In Bank Reconciliation, select **Account Activity Tasks** > **Print Deposit Slips** from the left navigation pane.
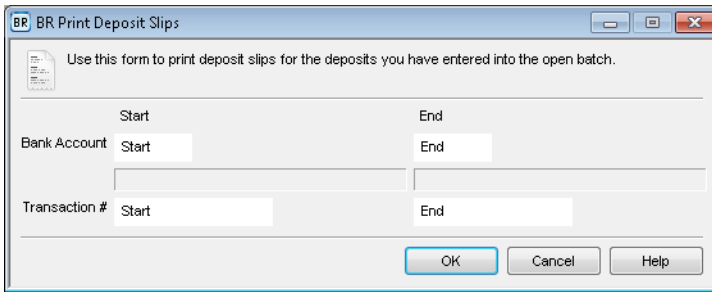
Figure 20: *BR Print Deposit Slips window*

2 Select the starting and ending range of the bank account(s) and activity for which you want to print a deposit slip(s).

3 Click **OK** to print your deposit slip(s).

Clear Bank Account Activity

Whether you find an error in your account activity or you just need to remove the activity because it is no longer applicable, it is easier to clear it before you post. You can either clear all activity from the batch or completely remove the batch so it is no longer available for use. To accomplish this task, select **Account Activity Tasks** > **Clear Account Activity from a Batch** from the left navigation pane.
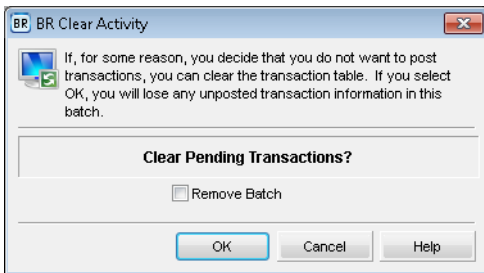

Figure 21: *BR Clear Activity window*

If you only want to remove a single entry, see "Deleting Activity" on page 41, or to reverse posted activity, see "Voiding Bank Account Activity" on page 42.

Importing Account Activity into Bank Reconciliation

Whether you are new to Denali or you are just adding the Bank Reconciliation module to your existing application, you might find it beneficial to import activity so you don't need to enter it again. An example of when this might be useful is if you have existing bank account data in another program, such as Excel.

To import account activity into Bank Reconciliation, the external file must meet specific requirements. Refer to the information available in this section on external files and supported file formats before you import account activity into Bank Reconciliation to ensure a smooth import process.

If for some reason you do encounter problems during the import process, refer to "Import Error Messages" on page 64 for additional help.

> **NOTE:** *If you want to import Payroll transactions, we recommend you use the* Process Payroll Transactions *window accessed from Controller. If you want to manually import Payroll transactions through this window, you must turn off integration to General Ledger before you post. This will prevent duplicate postings. Once posting is complete, you can return integration to General Ledger to the previous setting.*

Import Bank Account Activity

If you have journal entry transaction information in an external file, such as a spreadsheet, refer to this section on how to import the external transactions. Before you import, you need to make sure your external file is in the proper format. See "Format Requirements for Importing Transactions" on page 60 to make sure your external file meets the requirements before you import. This feature can be time-saving and help eliminate potential errors that can occur when you enter transactions twice.

To use the import feature:

1   In Bank Reconciliation, select **Account Activity Tasks** > **Import Account Activity from an External File** from the left navigation pane.

2   If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).
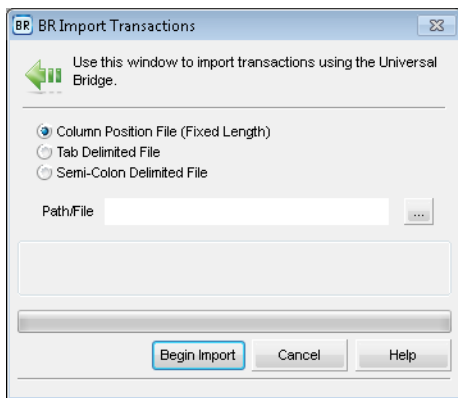

Figure 22:   *BR Import Transactions window*
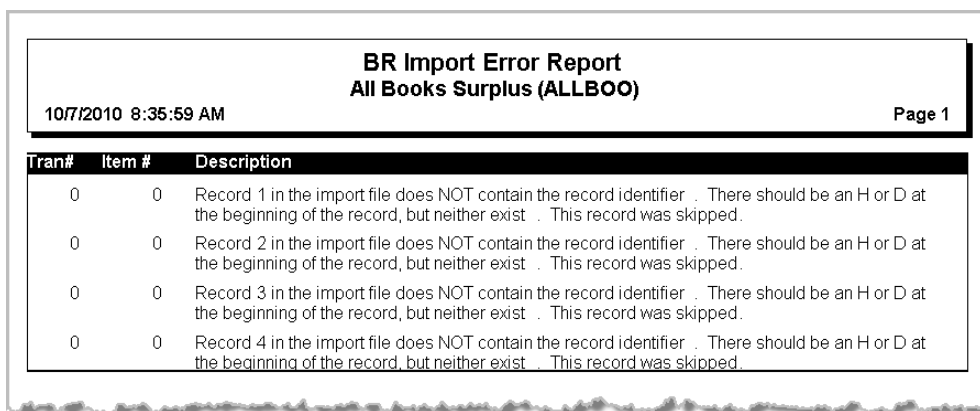
3   Select the file type that describes the format of the file you want to import.
For specific information on these types and requirements, see "File Formats Supported by Denali" on page 60.

4   Select **Begin Import** to start importing the account activity.
Certain information is required to post but not necessary to import activity, such as dates. Be sure to print an Edit Report (see "Printing the Edit Reports" on page 39) and review it before you post imported activity.

Determining and Correcting Errors in Imported Activity Before Posting

When you import activity, the system checks each piece of information to make sure it is in an acceptable format and that required fields are not empty. If there are any errors, you need to correct them before you post.

If the system detects errors during the import process, it automatically generates an error report that indicates the type and number of errors, and a message appears.

Follow the on-screen instructions to print the import error report. This report shows you which activity contains an error and the type of error. Use this report for a reference to correct your errors before you post the activity (see "Correcting Errors in the External Text File" on page 35 or "Correcting Errors in an Imported Batch" on page 35).

Figure 23: *BR Import Error Report*

Once you import, verify, and correct any errors in the activity, you can post it. See "Posting Bank Account Activity" on page 43 for more information and instructions.

Correcting Errors in the External Text File

While it might be possible to correct some of the errors on the error report in the batch file, we recommend you clear the entire batch, correct the errors in the external file, and then import the activity again. For more information, refer to "Clear Bank Account Activity" on page 33.

Correcting Errors in an Imported Batch

If the errors in the imported batch are minimal, you might want to just correct them individually, instead of deleting the batch.

To correct imported activity:

1   In Bank Reconciliation, select **Account Activity Tasks** > **Enter Account Activity** from the menu bar.

2   Use the **Find** button to open the Lookup from which you can select the activity you want to correct.

3   Select the **Edit** button and make any necessary changes.

4   After you make your changes, select **Save** to keep the corrections.

Reconciling Bank Account Activity

When you use bank accounts, at some point, you must reconcile them with the financial institution to which they belong. In Denali, you use the **BR Reconcile Bank Statement** window to accomplish this. Refer to the instructions in this section to perform reconciliation tasks.

Reconcile the Bank Statement

You can reconcile your bank statement(s) after you receive it from your financial institution.

To reconcile a bank statement:

1   In Bank Reconciliation, select **Reconciliation Tasks** > **Reconcile a Bank Statement** from the left navigation pane.

2   If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).

Figure 24:   *BR Reconcile Bank Statement window*

3   Type the account name or use the Lookup to enter the Bank Account you want to reconcile.

4   Enter the closing amount and ending date of the statement and the date you want to cut off activity for this reconciliation.
    For detailed information about the options in this window, select the **Help** button in the software window.

5   Check the type of activity you are reconciling in the **Activity Type** section of the window.

6   You can select specific items or a range of items to reconcile, and then sort them according to your needs by selecting an option from the **Sort Items By** drop-down.
    The information presented at the bottom of the window is informational only and reflects the current amount or status of your reconciliation.

7   Once you finish entering the reconciliation activity, select **Save**.

At any point during the reconciliation process, you can view your Bank Register by selecting the **Bank Register** button in this window (see "Working with the Bank Register" on page 38).

After you reconcile your accounts, you might want to print the reconciliation (see "Print the Reconciliation" on page 37) before you post. We also recommend you review the Edit Report before you post to verify accuracy (see "Posting Bank Account Activity" on page 43).

You might also find that you want or need to clear reconciliation activity, in which case refer to "Clear Reconciliation Activity" on page 37 for instructions.

Print the Reconciliation

After you complete the reconcile process, you can print a report for the current bank reconciliation in the selected batch. To do so, select **Reconciliation Tasks** > **Print the Reconciliation Activity** from the left navigation pane. This report shows the current status of your bank account(s) according to the latest reconciliation.

BR Reconciliation Report

All Books Surplus (ALLBOO)

12/30/2015 10:34:15 AM   Page 1

Bank Account:	BA - Bank of America (Checking)		Cutoff Date:	12/29/2015	Statement Date:	12/29/2015

Reconciliation Detail

Book Balance						$35,977.93
Net Outstanding Items Outside of Cutoff Date						$0.00

Outstanding Checks

10	01/13/2015	Daniel Burt	$9.50
41444	12/29/2015	Joy Gepner	$750.00
84575	11/18/2015	Joy Gepner	$550.00
		Total Outstanding Checks	$1,309.50

Outstanding Additions

554741	12/29/2015		$750.00
		Total Outstanding Additions	$750.00

Change in Balance	($559.50)
Calculated Statement Balance	$36,537.43
Actual Statement Balance	$0.00
Difference	$36,537.43

Figure 25:   *BR Reconciliation Report*

Clear Reconciliation Activity

Whether you find an error in your reconciliation activity or you just need to remove it because it is no longer applicable, it is easier to clear it before you post. You can either clear all reconciliation activity from the batch or completely remove the batch so it is no longer available for use. To accomplish this task, select **Reconciliation Tasks** > **Clear Reconciliation Activity from a Batch** from the left navigation pane.

If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).
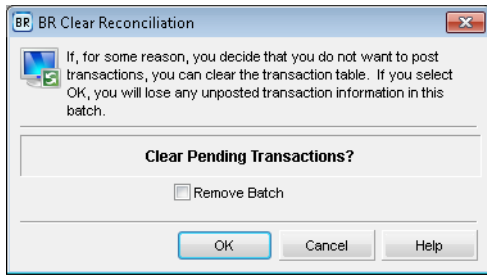
Figure 26: *BR Clear Reconciliation window*

If you only want to remove a single item, see "Deleting Activity" on page 41, or to reverse posted activity, see "Voiding Bank Account Activity" on page 42 for more information.

Working with the Bank Register

The bank register is just like a personal checking account register. You can use it to view all activity for a specific bank account. The activity includes items posted from other integrated modules like Accounts Payable. It also includes outstanding, cleared, or voided items along with all activity types (i.e., checks, deductions). There are several options you can use to sort the activity items to meet your needs.

There are different ways you can access the bank register for an account:

- Select the **Bank Register** button in the **BR Enter Bank Activity** window, the **BR Void Bank Activity** window, or the **BR Reconcile Bank Statement** window.
- Select **Account Activity Tasks** > **View the Current Bank Register** from the left navigation pane.
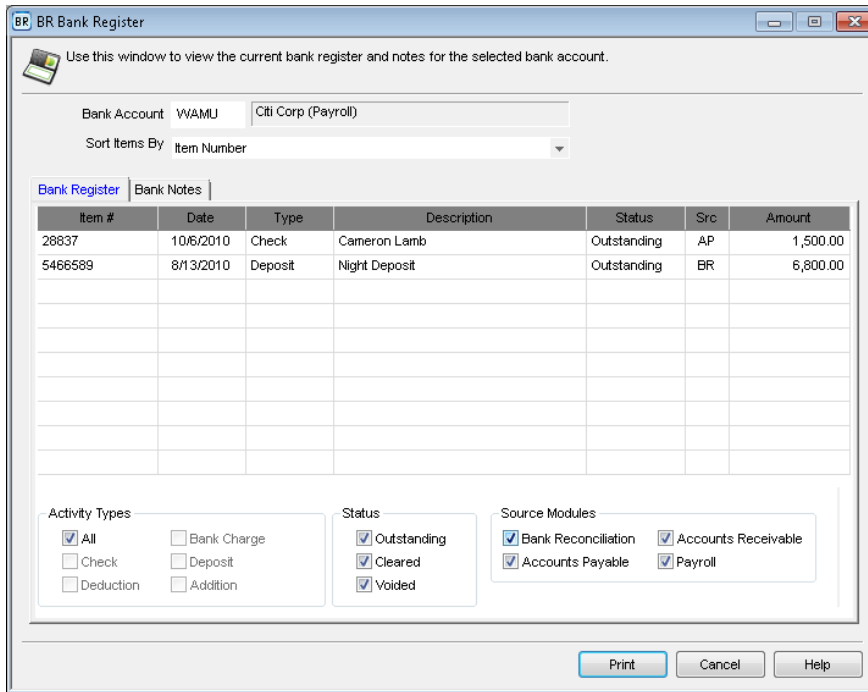
Figure 27: *BR Bank Register window*

Checking Account Activity Accuracy Before Posting

Before you post any bank account activity, we highly recommend you review the Edit Reports to make sure your data is accurate (see "Printing the Edit Reports" on page 39). It is easier to correct an error before you post. You can run an Edit Report for either new activity or reconciled activity and then correct the errors before you post (see "Correcting Activity Errors" on page 40).

Printing the Edit Reports

You should always review the Edit Report to ensure your data is accurate. To run this report, select the **Print Edit** button in the **BR Enter Bank Activity**, the **BR Void Bank Activity**, or **BR Reconcile Bank Statement** window. You can also select either **Account Activity Tasks** > **Preview Account Activity Before Posting** or **Reconciliation Tasks** > **Preview Reconciliation Activity Before Posting** from the left navigation pane to run the report.

BR Activity Edit Report

All Books Surplus (ALLBOO)

12/29/2015 04:04:23 PM   Batch: AAAAAB   Page 1

Bank Code: BA		Bank of America (Checking)					
Tran# Document #	Date	Payee Name	Type	Bank	Category	Total Amount
2 25424	12/29/2015	Bank of Idaho	Bank Charge	BA	CHARGE	$21.50
Description:	Monthly Service					
Line Memo		Inv/Doc #	GL Account			Amount
1		456552	6090000			$21.50
3 98576	12/29/2015		Deposit	BA	DEPOSI	$6,500.00
Description:						
Line Memo		Inv/Doc #	GL Account			Amount
1		65474	1020000			$6,500.00

	Bank Totals	Items		Total Voids	Items
Checks	$0.00	0		$0.00	0
Deposits	$6,500.00	1		$0.00	0
Deductions	$0.00	0		$0.00	0

Figure 28: *BR Activity Edit Report*

After you review the report, if you find an error(s) in the activity refer to "Correcting Activity Errors" on page 40 for additional assistance. If your account activity is accurate, you are ready to post (see "Posting Bank Account Activity" on page 43).

Correcting Activity Errors

If you need to correct or modify an entry because, for example, you find the original amount was entered incorrectly, you found an error on the Edit Report (see "Printing the Edit Reports" on page 39), or you cleared an item during the reconcile process that hasn't actually cleared yet, you can do so in the **BR Enter Bank Activity** window.

If you want to delete activity rather than correct it, refer to "Deleting Activity" on page 41. If you find you need to void posted account activity, refer to "Voiding Bank Account Activity" on page 42.

To correct or modify account or reconciliation activity:

1 In Bank Reconciliation, select either **Account Activity Tasks** > **Enter Account Activity** or **Reconciliation Tasks** > **Reconcile a Bank Statement** from the left navigation pane.

2 If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).

Figure 29: *Enter Bank Activity window, Edit button*

3   Use the **Find** button to open the Lookup from which you can select the activity you want to correct or modify.

4   Select the **Edit** button and make any necessary changes.

5   After you make your changes, select **Save** to keep the changes.

Deleting Activity

You can delete a single entry or you can clear an entire batch of entries. You can also delete either individual account or reconciliation items. Refer to this section for instructions if you need to delete a single activity.

See "Clear Bank Account Activity" on page 33 or "Clear Reconciliation Activity" on page 37 for instructions if you need to delete a batch of activity from the system. If you find you need to void posted account activity, see "Voiding Bank Account Activity" on page 42.

To delete account or reconciliation activity:

1   In Bank Reconciliation, select either **Account Activity Tasks** > **Enter Account Activity** or **Reconciliation Tasks** > **Reconcile a Bank Statement** from the menu bar.

2   If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).
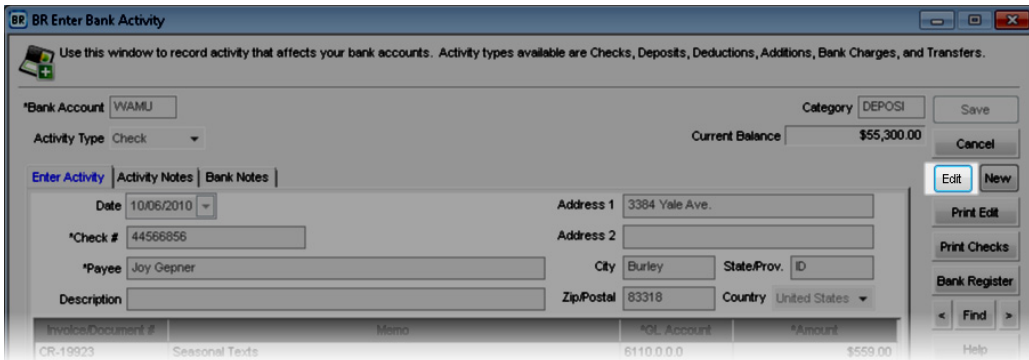

Figure 30: *Enter Bank Activity window, Delete button*

3 Use the **Find** button to open the Lookup from which you can select the activity you want to delete.

4 Select the **Edit** button, which will then read **Del**.

5 Make sure you have the correct activity to delete and then select the **Del** button to remove it from the system.

Voiding Bank Account Activity

You can void posted activity in the **BR Void Bank Activity** window. When you enter a void-type activity, it posts a reversal of the original activity. In other words, if you post a check and then find that the amount was incorrect and you need to void it, when you enter the void activity, the check is voided and the bank account and general ledger accounts (if integrated to General Ledger) are adjusted.

If the activity you need to void was originally entered in another module, you need to void the transaction in that module. This will ensure that your data is properly updated. When you void a transaction, it does not remove the activity from the system.

To void activity:

1 In Bank Reconciliation, select **Account Activity Tasks** > **Void Bank Activity** from the left navigation pane.

2 If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).
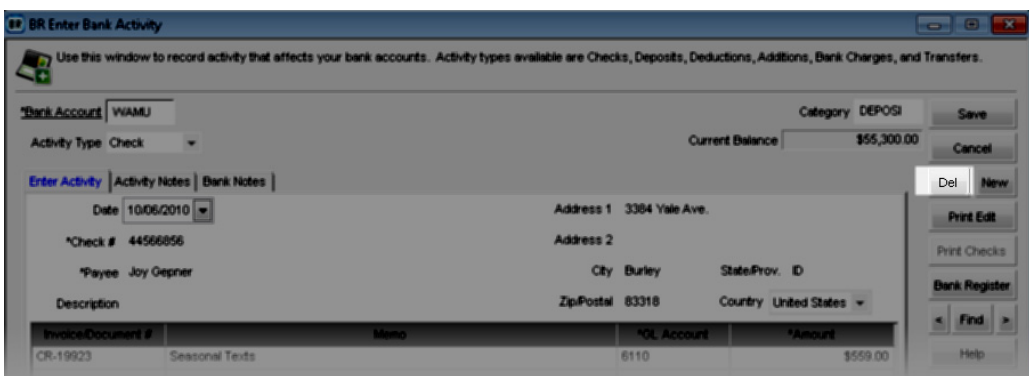

Figure 31: *Void Bank Activity window*

3 Enter the criteria for the activity you want to void. You can use the Lookup to select the posted activity in the **Item to Void** field.

4 Once all the criteria is entered, select **Save** to continue with the void process.

After you post your activity you can verify the void information by running the Bank Register Report (see "Bank Register Report" on page 52).

Posting Bank Account Activity

Before you post any bank account activity, we highly recommend you review the Edit Report(s) for accuracy. It is easier to correct an error before you post. Refer to "Checking Account Activity Accuracy Before Posting" on page 39 for information on running this report.

> **NOTE:** It might be helpful if you have all users exit modules affected by posting before you post. This can help prevent data corruption.

After you review the Edit Report and make any necessary corrections, you are ready to post your bank activity. To post activity, select either **Account Activity Tasks** > **Post Bank Account Activity** or **Reconciliation Tasks** > **Post Reconciliation Activity** from the left navigation pane.
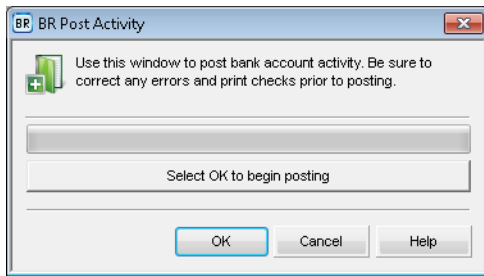

Figure 32: *BR Post Activity window*

If the Select Batch window appears, choose an existing batch from the drop-down or click **New** to create one (see "Using Batches in Bank Reconciliation" on page 26).

If there are unprinted checks in the batch you choose to post, the **Checks Not Printed** window opens. The window displays all the checks in the batch that have not been printed. Select **Yes** if you want to post the batch anyway or **No** to cancel.

Once you post account activity, you can review it on certain reports in Bank Reconciliation and General Ledger, if integrated. For more information on running these reports, see "Bank Reconciliation Reports" on page 51 or the General Ledger guide.

If you find you need to void posted account activity, see "Voiding Bank Account Activity" on page 42.

Troubleshooting: Managing Bank Account Activity

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the "Denali Help" section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I wasn't able to enter bank activity that took place last week. Is there any way to resolve this?	You can change the default activity date to another date in your fiscal calendar. See "Changing the Default Activity Date" on page 28 for more information.
I have bank activity that is the same every month. Is there any way to expedite this process so that I don't have to enter the same information?	Use the recurring bank activity option. See "Enter Recurring Account Activity" on page 30 for more information.

Chapter 5

Bank Reconciliation Reports

Reporting Overview

Bank Reconciliation Reports

Troubleshooting: Working with Bank Reconciliation Reports

DENALI

There are a several reports you can print from Denali. Reports provide important information about a business by showing vital financial information necessary to make good business decisions. This chapter provides an introduction to Denali reports, the types of reports available, information about the report setup options, and explanations and samples of the Bank Reconciliation reports.

Reporting Overview

Reports and financial statements are the lifeblood of any good accounting system because they provide a snapshot of your business. Reports throughout Denali provide specific business information to help you make the right decisions for your organization.

Denali provides a wealth of reports applicable to the needs of any business. Yet any report is only as good as the information it is reporting. For this reason, it is very important to consider what kind of information you will need on your reports when you set up your accounting system. Once you enter the information into the database, you can retrieve and use the data in a variety of ways in the available reports. You can also sort or filter these reports to show only the information you want to see. You can use Crystal Reports to customize the look of your reports, and in some cases, the data it displays. This chapter contains samples of the reports and financial statements available in Denali.

> **NOTE:** *Depending on how your print options were set up in the Module Preferences window, when you click **OK**, a message box might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Denali Reports Available

When you need specific information on the status of your business, you will need reports and financial statements. All Denali reports fall under one of three categories: financial statements, history reports, and control reports. Each report type serves a specific purpose and understanding each purpose will help make it easier to sort through the report options and determine which reports you need. This section gives an overview of the types of reports and statements available throughout Denali as well as in each different module. Depending on the modules you purchased and installed, options might appear differently or not at all.

Financial Statements

This type of report reflects the status of the business. These reports are used to view profits, losses, revenue/income, and expenses for the business. Two examples are the Trial Balance and Balance Sheet in the General Ledger module.

History Reports

This type of report provides a quick view of all the information entered in a module for a certain period. In other words, it is a transaction log. For instance, in the Inventory module, the History Report reflects all additions and subtractions to each individual stock item for the specified range. The Audit Trail is an example of a General Ledger history report.

Control Reports

You would use this type of report to verify the integrity of your data tables. These reports compare the master total to detail or period totals and show any discrepancies. For example, in the Accounts Payable module, the Control Report compares the total due for open invoices to the line detail for each vendor. If there is a discrepancy, an error report is automatically generated for you to use to correct the errors.

Reporting Options in Denali

Denali uses the information gathered in each module to create reports that can show you the information you need to make good business decisions. To increase the flexibility of these reports, Denali has a number of report options that allow you to fine tune your reports to meet your needs. The following options are available in most reports; some reports have additional options unique to them.

Options for Report Type

These options describe the different levels of detail available within some reports. Some of these options will only appear depending on the type of report you choose and the modules you have installed.

- *Detailed:* Shows all activity for a specified range.
- *Condensed:* Shows the group totals for a specified range.
- *Summary:* Shows one total for a specified range.
- *Detailed with Notes*: Shows all activity for a specified range along with any notes entered.
- *Classified:* Sorts by account class subcategories (report groups).
- *Comparative Detailed:* Lists all activity for both the selected year and the year prior to it.
- *Comparative Classified:* Sorts by account class subcategories (report groups) for both the selected year and the year prior to it.

Standard Report Sort Options

Some of the reports include a Sort By option, which offers choices of how the report information should be sorted. For example, in the Accounts Receivable module, you can sort by customer name or Salesperson Code.

Report Query Options

To enhance reporting capabilities, Denali includes querying functionality in several of the reports. This query ability allows you to report information based on specified search criteria. Keep in mind that depending on the integration settings for the module, some query options might appear differently or be unavailable. Refer to "Bank Reconciliation Relationship with Other Modules" on page 12 for more information on how your integration settings might affect the query ability for reports.

In the report window, the fields on the **Search For** tab provide a means to further define your report query. For example, in the **GL Audit Trail Report** window the **Search For** fields have the options of *Amount*, *Batch Number*, *User ID, or Module*. One way to search for specific Batch Number information for this report is to select *contains* from the operand (query option) drop-down list and enter a portion of the batch information. Depending on the report, different search options are available.

The query fields (comparison operator) have the options of *equal to*, *not equal to*, *greater than*, *greater than or equal to*, *less than*, *less than or equal to*, and *contains*. The information in this table explains the differences of each query option (operand).

Operand	Field
equal to	The information returned is equal to the entered value or the selected field's value.
not equal to	The information returned is not equal to the entered value or the selected field's value.
greater than	The information returned is greater than the entered value or the selected field's value.
greater than or equal to	The information returned is greater than or equal to the entered value or the selected field's value.
less than	The information returned is less than the entered value or the selected field's value.
less than or equal to	The information returned is less than or equal to the entered value or the selected field's value.
contains	The information returned contains the information in the **Search For** field.

Once you select the search for option(s) and desired comparison operator(s), enter the amount to use for comparison. If you leave the criteria fields blank, the report will not appear with the enhanced query data. If the report does not provide the information you're looking for, you can select the **Reset** button to reset the query options to the default settings and try different query parameters.

Using the Search Feature in Lookups

You can reduce the amount of time it takes to locate a record by typing one or two characters of the record name or description in the Search box. The window automatically changes to display the section of the Lookup that contains the characters you type. For more information, refer to the Getting Started guide.

Selecting Dates from the Online Calendar

Denali makes it easy to enter dates when you set report criteria. When you see a date box, you can either type the date using the 10-digit format that includes separators, mm/dd/yyyy (e.g., *December 10, 2015 = 12/10/2015*), or you can click the drop-down to open a calendar from which to select the date. For more information, refer to the Getting Started guide*.

Working with Date Ranges

This date range feature is available for several of the reports in Denali and can increase the speed of reporting. You can select a specific date range with one click. The image of the **AR History Report** window in this section illustrates the **Date Range** drop-down list, from which you can choose one of the predefined ranges for the report.
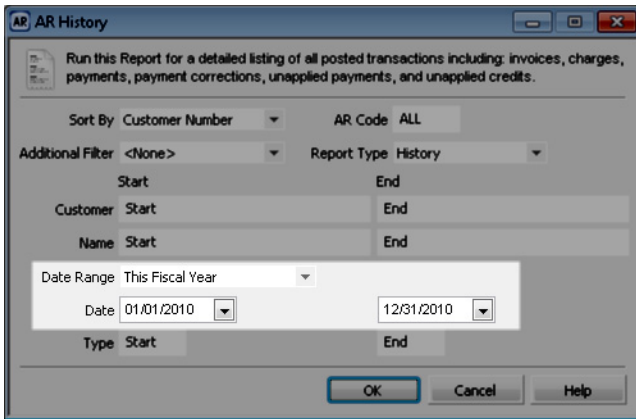
Figure 33: *AR History Report window, Date Range option*

There are several predefined date ranges available and the table in this section provides an overview of each one.

Date Range Option	Start Date for Report	End Date for Report
All	The start date of the Fiscal Calendar.	The current Denali date.
Today	The current Denali date.	The current Denali date.
This Week	The date of the Sunday immediately preceding or equal to the current Denali date.	The date of the Saturday immediately following or equal to the current Denali date.
This Week to date	The date of the Sunday immediately preceding or equal to the current Denali date.	The current Denali date.
This Month	The first day of the month containing the current Denali date.	The last day of the month containing the current Denali date.
This Month to date	The first day of the month containing the current Denali date.	The current Denali date.
This Fiscal Quarter	The first date of the fiscal quarter containing the current Denali date.	The last date of the fiscal quarter containing the current Denali date.
This Fiscal Quarter to date	The first date of the fiscal quarter containing the current Denali date.	The current Denali date.
This Fiscal Year	The first date of the fiscal year containing the current Denali date.	The last date of the fiscal year containing the current Denali date.
This Fiscal Year to date	The first date of the fiscal year containing the current Denali date.	The current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Yesterday	The date immediately preceding the current Denali date.	The date immediately preceding the current Denali date.
Last Week	The date of the Sunday immediately preceding the week containing the current Denali date.	The date of the Saturday immediately preceding the week containing the current Denali date.
Last Week to date	The date of the Sunday immediately preceding the week containing the current Denali date.	The current Denali date.
Last Month	The first day of the month immediately preceding the month containing the current Denali date.	The last day of the month immediately preceding the month containing the current Denali date.
Last Month to date	The first day of the month immediately preceding the month containing the current Denali date.	The current Denali date.
Last Fiscal Quarter	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.
Last Fiscal Quarter to date	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The current Denali date.
Last Fiscal Year	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The last day of the fiscal year immediately preceding the fiscal year containing the current Denali date.
Last Fiscal Year to date	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The current Denali date.
Next Week	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday immediately following the week containing the current Denali date.
Next 4 Weeks	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday of the 4th week following the week containing the current Denali date.
Next Month	The first day of the month immediately following the month containing the current Denali date.	The last day of the month immediately following the month containing the current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Next Fiscal Quarter	The first day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.
Next Fiscal Year	The first day of the fiscal year immediately following the fiscal year containing the current Denali date.	The last day of the fiscal year immediately following the fiscal year containing the current Denali date.

Filter Ranges and Filter Methods

Fields are available to set beginning (Start) and ending (End) ranges to filter the information you will include in the reports or financial statements.

Methods for defining filter ranges are as follows:

- Start/End: *Start* and *End* are the defaults for most of the filter boxes. If you accept the default of *Start* in the **Start** box and *End* in the **End** box, all values for that item are included in the report. You can also type the criteria in the **Start** and **End** boxes. When you enter a specific criterion in the **Start** box, the **End** box will auto-fill with the same criterion.

- In any box where your mouse pointer appears as a magnifying glass, you can double-click to open a Lookup from which you can select the entry. Highlight the desired item, then choose **Select**.

Another filtering method is based on the types of transactions available. For instance, you can choose to run a report that only includes invoices, receipts, or credit adjustments.

Bank Reconciliation Reports

Each Bank Reconciliation report provides management with information about your bank accounts and combines information from bank accounts with posted activity information to give you control over the financial resources of your business.

This section provides summaries of the different reports you can run in Bank Reconciliation. You will also see a sample of each report to help you decide which reports best meet your needs. You might want to try different options with the reports until you get the information you want. Depending on the report type and integration settings, you might not have some of the options shown.

Printing Bank Reconciliation Reports

Module Preferences allow you to define default settings for posting and other reports. All Bank Reconciliation reports use the same Print Options window. This window allows you to select where to print the report, how many copies you want to print, and if you want to print the parameters at the end of the report.

Once you select the report you want to print, enter the criteria you want to include in the report and select the **Print** button. If the option is enabled in Module Preferences, the Print Options window appears for you to select how and where you want to print the report. See "Setting Your Printing Preferences" on page 14 for more information on defining your default print options or refer to the Getting Started guide.

> **NOTE:** *Depending on how your print options are set up in the* **BR Module Preferences** *window, when you click* **OK***, a message might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Bank Register Report

The Bank Register Report shows detailed information of your bank account activity. You can run this report for a single activity or range of activity. There are also several sort and filter options available to tailor the report information to meet your specific business needs.

Figure 34: *BR Bank Register Report*

For more information about working with you bank register, see "Working with the Bank Register" on page 38.

Missing Check Report

The Missing Check Report allows you to track breaks in the check number sequence that posts to the register. You can run this report for a specific date range or range of checks; you can also run this report to verify the status of a single check.

Figure 35: *BR Missing Check Report*

For information on printing or clearing checks in your bank account(s), see "Print Checks and Deposit Slips" on page 32 or "Reconcile the Bank Statement" on page 36. If you need to void a missing check so you can reissue it, see "Voiding Bank Account Activity" on page 42.

Payee Card File Report

The Payee Card File Report provides a general list of your payees. You can run this report for a single payee or range of payees; you can also view this report in detail or summary format depending on your needs.

Figure 36: *BR Payee Card Report*

For more information on working with your payees, see "Establish Payee Card Files" on page 14.

Troubleshooting: Working with Bank Reconciliation Reports

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the "Denali Help" section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I need to find specific information within my reports, but I don't want to wade through all of the unnecessary information.	Use the query options to run your reports based on specific criteria. See "Report Query Options" on page 47 for more information.
I have multiple bank accounts for my business and I want to know if I have checks missing in any of my bank accounts.	Run the "Missing Check Report" on page 52 and set the bank account range to include all of your accounts. This will give you a list of any missing checks separated by bank account.

Chapter
6

Bank Reconciliation Period End and Maintenance

Bank Reconciliation Period End

Bank Reconciliation Maintenance

Troubleshooting: Bank Reconciliation Period End and Maintenance

DENALI

Year-end procedures or any periodic tasks may often be necessary for your organization. There are also tasks that you may want to do periodically to keep your system functioning well.

Bank Reconciliation Period End

During period end, you will print reports to analyze and disclose the results of operations in the period that just ended and then wipe the slate clean so you can begin to gather information in the new period. See "Bank Reconciliation Reports" on page 51 for an introduction to the reports in Bank Reconciliation or "Printing Bank Reconciliation Reports" on page 51 for information on printing a specific report.

Purging Cleared or Voided Bank Activity

There might be reasons you want to purge old activity history, for example, so certain reports that contain bank account history generate faster. You can only purge cleared or voided bank activity in Denali.

> **CAUTION:** *We highly recommend you back up your data before you purge. Once you purge data from the system, you cannot recall it or view it again. For instructions on backing up your data, refer to the Controller user's guide.*

After you back up your data and are ready to purge unwanted history, select **Period End Tasks** > **Purge Cleared or Voided Bank Activity** from the left navigation pane. You can purge history for one bank account or all of your accounts.
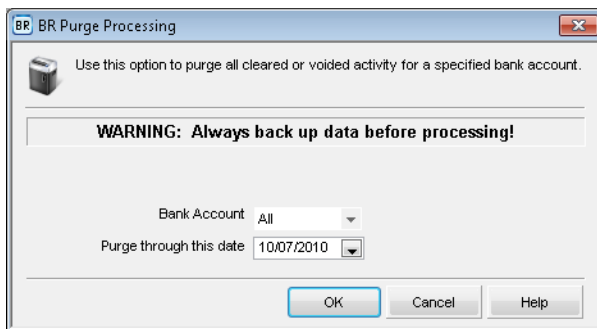
Figure 37: *BR Purge Processing window*

Keep in mind that the date you enter in this window is the date that you want to purge activity history up to and including. For example, if you enter *12/06/13*, all history from December 6th and prior is deleted permanently from the system.

Bank Reconciliation Maintenance

To protect your financial accounts, you might need to occasionally perform maintenance on your account data. This section discusses maintenance tasks you might want to perform, such as rebuilding your bank account totals or viewing data table information.

Rebuilding Bank Account Totals

Occasionally, you might find it necessary to force your bank accounts into balance. To do this, you can rebuild the account totals. This function uses the latest statement amount and the calculated amount of outstanding items to determine the correct running balance.

If you need to rebuild your totals, select **Period End Tasks** > **Rebuild Bank Account Totals** from the left navigation pane.
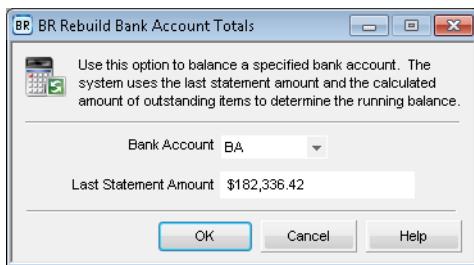

Figure 38:   *BR Rebuild Bank Account Totals window*

Viewing Data Table Information

The **BR Display Table Information** window allows you to view all the Bank Reconciliation data table information in the selected module. The table name, number of records, and the date created are shown. To view your data tables in the Bank Reconciliation module, select **Resources and Tools** > **View Table Information** from the left navigation pane.
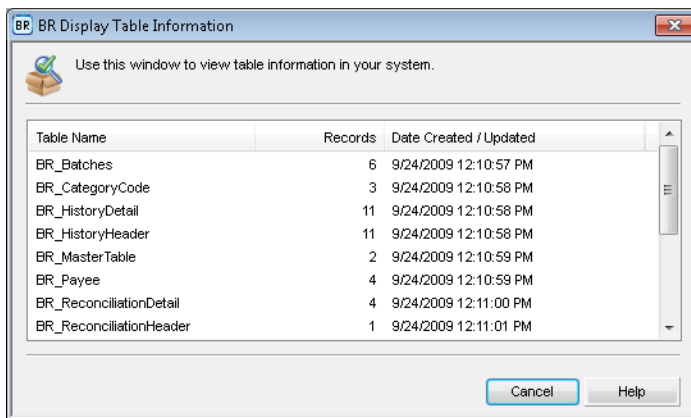

Figure 39:   *BR Display Table Information window*

Troubleshooting: Bank Reconciliation Period End and Maintenance

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the "Denali Help" section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
A couple of my bank accounts are out of balance by a few pennies. What is the easiest way to force them into balance?	Use the rebuild account totals function. For more information, see "Rebuilding Bank Account Totals" on page 57 for more information.
I do not need to keep old voided activity. What is the best way to delete it?	The best way to delete old unwanted data is to purge it. For information on purging data, see "Purging Cleared or Voided Bank Activity" on page 56.

Chapter

7

Additional Resources

Format Requirements for Importing Transactions

Import Error Messages

DENALI

Additional resources are provided in this chapter to better help you with issues that might occur in Denali. Refer to this chapter for import format requirements and error message explanations.

Format Requirements for Importing Transactions

When you import transactions from an external file, the information in the file being imported must be in the proper format. For example, fields need to be a certain length. Make sure that your formatting is correct to avoid possible errors. Information on the various format requirements is contained in this section; be sure to review all the information to help ensure you successfully import your external file.

Certain information, like dates, is required to post, but is not necessary to import transactions. Be sure to print an edit report and review it carefully before you post imported transactions (see "Printing the Edit Reports" on page 39).

File Formats Supported by Denali

The format requirements for a successful import are covered in this section. The file imported will contain multiple records, each having a CR/LF (carriage return/line feed) at the end and an "H" or "D" as the first character. Records with an "H" at the beginning are header or master records, and subsequent records with a "D" at the beginning are the detail lines (sometimes referred to as "child lines") for that header record.

You can name the file anything you want, but the file extension must be .txt or the six character Denali company code, for example, GLXFER.TXT or Income.DMOACT.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as "fixed length".
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s).

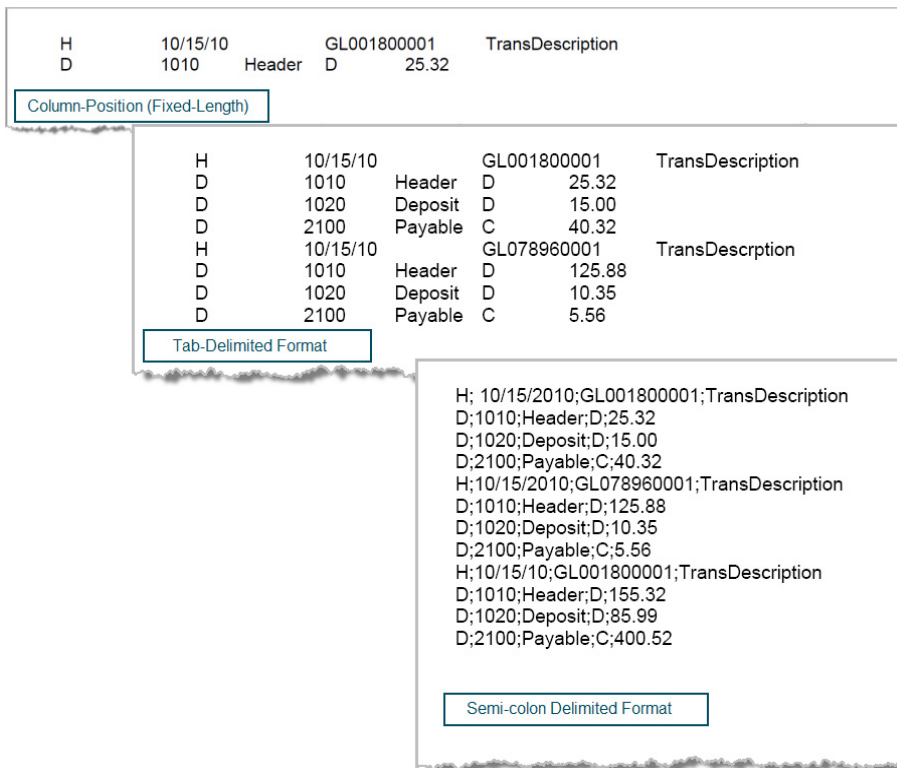Refer to for a list of the required fields and the order of the fields.

Figure 40: *External File Formats Supported by Denali*

Importing Quotation Marks in CSV Files

If you import csv (comma-separated values) data files that contain quotation marks, it is important to understand how Denali handles quotation marks during the import process.

Quotation Mark Rule	Example
Single quotation marks at the start of data in a field are removed. If you want Denali to keep quotation marks at the start of data, you need to add two more sets of quotation marks.	""""these quotation marks should remain"""" = "these quotation marks should remain"
Quotation marks keep items that are separated by commas together as a group. If you have quotation marks at the start of a data field because information inside the quotes is separated by commas, but you want it to remain in one field, leave the quotes as is.	"quotation marks, keep, things, together" = quotation marks, keep, things, together
Quotation marks in the middle of a data string remain just as you typed them.	middle quotation marks "are not" affected = middle quotation marks "are not" affected

Bank Reconciliation File Format Requirements

Before you begin the import process, you need to make sure the text file in is the proper format and that all required fields have entries to help eliminate the possibility of errors.

If errors occur, an Import Error Report generates and errors on the report will indicate exactly which transaction has the problem to help you quickly identify the errors you need to correct. See "Determining and Correcting Errors in Imported Activity Before Posting" on page 35 for more information.

The following tables provide the requirements for the external file used to import Bank Reconciliation activity. After you import the transaction information from your external file, you can view the transactions in the BR Enter Bank Activity window. Reference fields 1-17 shown in Table 1 appear in the header section of this window and the reference fields 18-23 shown in Table 2 appear in the detail grid.

Table 1: Bank Reconciliation External File Format Requirements for the Activity Header					
Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed-Length Format)[c]	Data Type	Required Field
1	Header Identifier	1	1	Char-Caps	Yes, "H"
2	Bank Account Code	6	2	Char-Caps	Yes
3	Check/Doc Number	20	8	Char-Caps	Yes
4	Payee Description	50	28	Character	Yes
5	Memo Description	50	78	Character	No
6	Payee Address 1	35	128	Character	No
7	Payee Address 2	35	163	Character	No
8	Payee City	35	198	Character	No
9	Payee State	35	233	Char-Caps	No
10	Payee Zip Code	35	268	Character	No
11	Payee Country	35	303	Character	Yes
12	Bank Account Transfer To	6	338	Char-Caps	No[d]

Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed-Length Format)[c]	Data Type	Required Field
13	Activity Type 0=Check 1=Deposit 2=Deduction 3=Addition 4=Bank Charge 5=Transfer 6=Void	1	344	Numeric	Yes
14	Category Type	6	345	Char-Caps	No[e]
15	Check Printed? 0=N/A 1=No 2=Yes	1	351	Numeric	No
16	Activity Date	10	352	Date	Yes[f]
17	Activity Amount	17	362	Numeric	No[g]
	End of Record	2	379		Yes

a. This number is for reference purposes only and will not appear in the actual text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length are cut off at the length limit. If the file format is fixed length (column position) each field must be the exact length shown in the **Maximum Field Length** column.
c. If the field doesn't start in the character position specified it will create an error and potentially prohibit the transaction from being imported.
d. This field is required only for Transfer type activity.
e. The Category Type is the same as a (see "Define Category Codes" on page 15).
f. If the Transaction Date is invalid, an error will be printed on the Import Error Report. If the Transaction Date is left blank, it will be imported as zeros.
   If the date is in correct format, but contains a typographical error, it will be imported as is.This means that if the text reflects a date of 01/01/1900, it will be imported as is, because the format is correct. Dates with the year entered as prior to 1900 will generate an error.
g. The Transaction Amount must be entered for transfer activity. For all other types, this amount is calculated based on the detail. The Transaction Amount consists of a plus (+) or minus (-) sign, followed by 11 digits, a decimal point, and 2 decimals.

Table 2: Bank Reconciliation External File Format Requirements for the Activity Detail					
Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed-Length Format)[c]	Data Type	Required Field
18	Detail Identifier	1	1	Char-Caps	Yes, "D"
19	Line Description	50	2	Character	No
20	GL Expense Acct	50	52	Char-Caps	Yes[d]
21	Inv/Doc Number	50	102	Char-Caps	No
22	Detail Amount	17	152	Numeric	Yes
23	Cash Deposit	1	169	Numeric	No
	End of Record	2	170		Yes

a. This number is for reference purposes only and will not appear in the actual text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length is cut off at the length limit. If the file format is fixed length (column position) each field must be the exact length shown in the **Maximum Field Length** column. It cannot be longer or shorter.
c. If the field doesn't start in the character position specified it will create an error and potentially prohibit the transaction from being imported.
d. This is a required field if Bank Reconciliation is integrated to General Ledger.

Import Error Messages

This table provides a basic explanation of the various error messages you might receive during the import process and suggestions to correct any problems. If you perform the suggested fix and still receive the error, contact Customer Support at (800) 390-7053.

If this message appears	It means	Try this to fix it
"Maximum number of transactions reached. The import file is not allowed to have more than 9999 transactions, the remaining transactions will be skipped."	This means that you have over 9999 transactions in the external file and have exceeded the maximum allowed by Denali.	You could break the external file into two files to decrease the number of transactions and retry the import again for those transactions that were skipped.

If this message appears	It means	Try this to fix it
"Tran # xxxxx - Tran Date xx/xx/xxxx is not within fiscal calendar."	This means that the indicated transaction you have tried to import is not within the fiscal calendar in which you are currently working.	You can change the transaction date in the external file to correspond with the fiscal calendar you are working in, or you might need to modify your organization's fiscal calendar to accept the transaction. To modify your fiscal calendar, refer to the Controller guide.
"Tran # xxxxx - Tran Date xx/xx/xxxx is less than Block Date."	This means that the indicated transaction date precedes the date you have determined as the Date Block Period for accepting transactions in the system.	You can either change the date in the external file to a date after the Date Block Period, or modify the Date Block Period in Denali. To change the Date Block Period, refer to the Controller guide.
"Invalid date detected. xx/xx/xxxx is an invalid date."	You will receive this error message when the date is outside of the allowable date range. For instance, if the date is accidentally entered as 02/04/1007, you will receive this error message.	Check the transaction dates in your external file and retry the import process.
"Invalid date format. xxx is an invalid format length."	This means that the date is not in the required format of MM/DD/YYYY.	Revise the date format in the external file to match the required format of MM/DD/YYYY. For additional information, see "File Formats Supported by Denali" on page 60.
"Record xxx in the import file is the wrong length. Record skipped. The record is x characters too short (too long)."	The import file must be in the proper format to be imported. If a transaction contains too few, or too many characters, it cannot be imported.	You will need to adjust your external file to meet the file format requirements for importing into Denali. Refer to "File Formats Supported by Denali" on page 60 for the specific requirements.

If this message appears	It means	Try this to fix it
"Record xxxxx in the import file is not correctly delimited with tabs. Record skipped."	There are specific requirements when you import a tab-delimited file, and this indicates that there is an error in the file format.	Refer to "File Formats Supported by Denali" on page 60 for the correct format and make necessary changes to your external file. Then you can retry the import process.
"Record xxx in the import file is not correctly delimited with semi-colons. Record skipped."	There are specific requirements when you import a semi-colon delimited file, and this indicates that there is an error in the file format.	Refer to "File Formats Supported by Denali" on page 60 for the correct format and make necessary changes to your external file. Then you can retry the import process.
"The import file exceeds the maximum number of 32767 records. Please fix the file and try again."	This means that you have exceeded the maximum allowance of records that can be imported at one time by Denali and the import process was cancelled and no transactions were imported.	You could break the external file into separate files to decrease the number of records and retry the import process.
"Unable to open the file xxx. Please make sure no program is using this file and try again."	The file you are attempting to import is open by you or another user and Denali cannot open it.	You will need to close the file and/or program using the external file and retry the import process.
"An unexpected error has occurred. The error number is xxx at record xxxxx with message x."	Due to the complexity of this error, we recommend contacting Customer Support for assistance at (800) 390-7053.	

A

Accounting Period
The period of time covered by an income statement. One year is often the accounting period for financial reporting, but financial statements are also prepared by most organizations for each quarter and each month.

Accrual Basis of Accounting
The practice of recording revenue in the period in which it is earned and recording expenses in the period in which they are incurred. The effect on the business is recognized as goods or services are rendered or consumed, rather than when cash is received or paid.

Applied Credit
In Accounts Receivable, a credit memo that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

Applied Debit
In Accounts Payable, a debit memo that reduces the amount remaining to be paid on a specific credit item, instead of merely reducing the total amount owed on the account.

Applied Payment
In Accounts Receivable or Sales modules, a payment that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

AP Code
A six-character alphanumeric code attached to vendor master records that directs how transactions are posted to General Ledger accounts and also how they are aged.

AR Code
A six-character alphanumeric code attached to customer master records and used to categorize customers. The AR Code is also used to specify a GL Accounts Receivable account.

Assets
The economic resources owned by a business for the purpose of conducting business operations.

Audit Trail
The documentation of transactions for use by consumers and auditors of financial statements to substantiate the authenticity and accuracy of the financial statements. Also, a report available in the General Ledger module that provides a chronological listing by account of the entries posted to each account.

B

Backups
Periodically updated copies of computer data that ensure against total loss of data from a catastrophic event. Backups can be automatic or manual.

Balance Forward
An AR customer type specified by the AR Code in which all open invoices are compacted into a single monthly balance at the end of each month. *See also* Open Item.

Bank Reconciliation	A report, or the process of preparing it, that lists the outstanding items comprising the difference between the bank statement balance and the organization checkbook balance.
Batch Processing	A transaction processing method that allows for multiple transactions to be entered and edited prior to posting. You can also choose to use one or multiple batches.
Batch Status	The activity status associated with each batch of transactions. The status is viewable through the Batch Status Report for modules set up for multiple batch processing. You can access a batch until it is posted.
Batch Type	Batch types are identified in the Batch Status Reports, with each type of batch containing different transaction types. The different modules have different batch types.
Benefit	Benefit earned by employee such as vacation leave, sick leave, insurance, bonus, etc. Benefits do not increase the amount of the employee's paycheck.

C

CMS Date	The CMS Date (or system date) is the date that all modules and software use by default. This date is set each time the software is opened.
Cash Basis of Accounting	The practice of recording revenue when received in cash and recording expenses when they are paid in cash.
Cash Flow Statement	A statement of sources of cash receipts and purpose of cash disbursements used to explain the change in the Cash account balance.
Cash Key	An indicator that identifies a transaction as a cash transaction and determines which General Ledger Cash account is affected.
Chart of Accounts	A list of the general ledger accounts and corresponding account numbers used to record the events of a business.
Committed	In Inventory, the process of deducting the quantity of stock items that have been included in a transaction that has been saved but not posted from the available quantity of that stock item. Once the sales transaction has been posted, the committed quantity is subtracted from the on-hand quantity, the on-hand quantity is updated, and the committed quantity is reset to zero. For example, if there are 20 widgets in stock and the clerk sells 4 over the course of the day, then the on-hand quantity of the item will still reflect 20, but the Available quantity (which is what appears when you open the stock item lookup when selling an item) will reflect 16, since 4 have been committed. Once the transactions for the day have been posted, the committed quantity is reset to zero, and the on-hand quantity is adjusted to 16, which will match the Available Quantity until more transactions which include that stock item are saved.
Consolidated Financial Statements	Financial statements presenting the combined financial position and operating results of affiliated organizations.

Context-Sensitive Help	Help that is relevant to the current active window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1. (See also the *Task-based Help* definition).
Contra Account	A ledger account which is deducted from a related account.
Contra-Asset Account	An account with a credit balance that offsets an asset account to reflect the appropriate balance sheet value for the asset.
Contra-Liability Account	An account with a debit balance that offsets a liability account to reflect the appropriate balance sheet value for the asset.
Cost Activity	In Job Cost, you enter cost activity to keep track of the progression of your jobs. Activity posts to all affected modules.
Cost Code	In Job Cost, Cost Codes allow you to track activity and cost for specific parts of your jobs. They help you maintain accurate budgets, effective planning, and stay up-to-date on your projects.
Credit	An amount entered in the right-hand column of a ledger account. A credit decreases an asset or expense account balance, and increases a liability, equity, or income account balance.
Credit Memo	A document issued that reduces the amount of a receivable or increases the amount of a payable. These are used to record returned goods, defective goods or services, miscellaneous charges or credits, and error corrections.

D

Database	For Denali, the database refers to the SQL server that stores the software tables. The tables store all of your organization data.
Debit	A debit increases an asset or expense account balance, and decreases a liability, equity, or income account balance.
Deduction	Amount deducted from pre-tax or after-tax wages.
Default	A value automatically placed in a data entry field that is saved unless it's overridden to a different value.
Department Code	A Code that defines the departments within an organization. Department Codes determine which general ledger income accounts are affected by transactions.
Detail Line Type	The type of transaction item entered on a particular line of a transaction document.
Discount Code	A two-part code established in the Sales module which specifies a discount percentage by inventory item and customer. One half of the code is entered on the customer master record and the other half is entered as part of each Inventory master record.
Double-Entry Accounting System	A system in which the total dollar amount of debits must equal the total dollar amount of credits.

Due From	An asset account that indicates the amount of deposits held in another account.
Due To	A liability account that indicates the amount payable to another account.

E

Earnings	Wages, salary, or other compensation.
Edit Report	A listing of entered but not posted transactions for checking the accuracy of the data entry work.
EFT	Electronic Funds Transfer. The electronic transfer of funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's automated Clearing House (ACH).
EFTPS	Electronic Federal Tax Payment System; must be used to make electronic tax payments to the IRS.
EIN	Employer Identification Number; This number is distributed by the IRS and is your business identity; also called Tax Identification Number.
Electronic Constants	Method of saving data in a report format to submit the report electronically, rather than on paper.
Encumber	Setting aside an amount as a planned expense or obligation.
Equity	See *Owner's Equity*.
Expense	The cost of goods or services used for the purpose of generating revenue.
Expense Allocation	The process of allocating indirect expenses of a business among departments.
Extended Price	The result when the quantity invoiced is multiplied by the price per unit. The total for a detail line on an invoice.

F

FICA	Federal Insurance Contributions Act. The tax paid equally by employee and employer, commonly known as Social Security Tax.
FIFO	Also known as "first in, first out", this is an inventory valuation method based on the assumption that the first item acquired is the first item sold, and that the remaining items are the most recently acquired.
Finished Good	A product that is created by combining other items. In Inventory, this is called a Kit. The Finished Good has completed the manufacturing and/or assembly process and is ready for sale.
Form 940	Employer's Annual Federal Unemployment (FUTA) Tax Return.
Form 941	Employer's Quarterly Federal Tax Return.

FUTA Federal Unemployment Tax *(See* Form 940*).*

G

GL Key Six-character alphanumeric entries found in various codes throughout the accounting modules that are used in the Interface Table to specify an associated general ledger account.

H

Hold Invoice A sales invoice that is retained in the batch for further action. A hold transaction remains in the hold batch and does not post until it is retrieved and changed to an invoice.

History Transactions that were posted in any module.

I

IN Code A six-character alphanumeric code attached to IN Stock master records that directs how transactions are posted to General Ledger accounts and the inventory valuation method.

Income Revenue resulting from the operations of a business.

Interface Code It specifies which general ledger accounts are affected by a transaction.

Interface Key Often used interchangeably with GL Key. See *GL Key*.

Interface Table A cumulative table of Interface Codes that directs posting of transactions from the Sales and Accounts Receivable modules to the appropriate general ledger accounts. It is similar to a Lookup table that contains every possible set of transaction circumstances and the accounts affected by transactions conducted under each set of circumstances.

Integration Indicators set within the Module Preferences window of each module that specifies communication of posted information between modules.

Invoice Only Transaction A Purchase Order transaction that invoices items that were previously received into Inventory but not invoiced.

Invoice An itemized statement of goods or services sold that shows quantities, prices, total charges, payment terms, and sales tax. An invoice might also include many other items of information such as item description. The invoice serves as the original evidence of ownership transfer for both the buyer and seller.

J

Journal Entry   This is a transaction created in General Ledger that adjusts particular accounts in your chart of accounts.

K

Kits   This refers to a method of selling a group of inventory items for one price. For example you could create a pizza kit that might include the dough, sauce, and grated cheese. A kit is a group of stock items sold together as a single item.

L

Landing Cost   The costs of acquiring inventory besides the purchase cost. Sales tax and freight charges can be landing costs. Discounts can also be considered landing costs depending on your business.

Liabilities   The claims against the assets of a business. The debts or financial obligations of a business.

LIFO   Also known as "last in, first out" and is an inventory valuation method based on the assumption that the last item acquired is the first item sold, and that the remaining items are the first acquired.

Line Item Types   The different types of transactions that can be documented on a detail line of an invoice.

M

Master Tables   The tables that hold the records containing general information about the participants or objects of transactions within a module. In General Ledger the master table contains the account names, numbers, and balances. In Accounts Receivable the master table contains the customer names, numbers, balances, and other general information. In Inventory the master table contains the inventory item descriptions, stock numbers, and cost and quantity information.

Module   One of the functional applications of Denali. The modules are Controller, General Ledger, Accounts Receivable, Accounts Payable, Sales (Order Entry/Point of Sale), Inventory, Job Cost, Payroll, Purchase Order, and Bank Reconciliation.

N

Nested Tax Codes   A set of Sales Tax Codes that are set up to charge tax on a sale for more than one taxing agency. The total for all agencies is assessed on the sale, and the amounts for the individual agencies are recorded separately.

Non-Inventory Code   A code that defines product categories that are not inventory items.

O

Open Item A line item from a receivable or payable transaction that has an amount remaining to be paid or applied.

Other Time In Payroll, units worked at other than the regular pay rate, such as overtime units.

Outstanding Checks Checks issued on a bank account that have not been presented to the bank for payment.

Owner's Equity The resources invested in a business by the owner plus profits retained in the business. The amount by which the assets of an organization exceed liabilities.

P

Paid Out In Accounts Payable, an invoice paid to a vendor that does not have a vendor record established in the AP module. In Purchase Order, an order made out to a vendor that does not have a vendor record established in the AP module. In the Sales module, a paid out transaction is one in which cash is removed from the drawer to fund a miscellaneous purchase.

Periodic Occurring at regular time intervals.

Phase In Job Cost, phases are groups of Cost Codes that make up different parts of your jobs. As you complete phases, you enter cost activity.

Posting The process of recording the effects of transactions to other integrated modules and General Ledger. Posting creates a history of your transactions.

Prepaid Expenses Expenses, such as rent and insurance, which are paid in advance. The unused portion of prepaid expenses are a balance sheet asset.

Profit The amount by which the revenue from business operations exceeds the cost of operations.

R

Recurring Batch A transaction batch that holds template invoices that can be generated repeatedly. It is used for periodically recurring transactions without having to retype the information each time.

Retained Earnings The portion of owner or stockholder equity that is a result of profit earned by the business.

Revenue (Operating Credit) Income that a business receives from its business operations.

S

SQL Structured Query Language. This is the type of database Denali uses.

Standard Cost An Inventory valuation method by which the cost assigned to an Inventory item at the time of sale is a predetermined estimate. When the actual cost is recognized, any variance between standard and actual costs is posted to an inventory variance account and an expense adjustment account.

T

Tax Number Also known as Tax Identification Number or EIN, this is the number assigned to your business by the IRS.

Terms Code A code in Accounts Receivable that outlines terms for early payment discounts and finance charges. When a Terms Code is attached to a transaction, the terms specified in the code apply to the transaction.

Transaction Batch A group of transactions that will be posted together.

Transactions Business events which can be measured in money.

U

Unapplied Credit A credit in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Unapplied Debit A debit in Accounts Payable that reduces the amount owed a vendor, but does not reduce the amount remaining to paid on a specific credit item. The unapplied item is an open item until the full amount is applied.

Unapplied Payment A payment in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Units The number by which the pay rate is multiplied to calculate gross pay. The most commonly used units in Payroll calculations are hours, but other measures of time or production can be used.

Universal Bridge The Denali feature that imports unposted transactions from an external file. Modules that support this feature are General Ledger, Accounts Receivable, Accounts Payable, Inventory, Sales, Payroll, and Bank Reconciliation.

User Interface The means by which a computer user exchanges information with the computer. The menu and data entry screens are good examples of user interface.

V

Valuation Method   The practice used to assign costs to inventory items sold.

W

W-2   Employee wage and tax statement, provided by the employer to the employee.

W-3   Transmittal of Wage and Tax Statements. Information filed with the Social Security Administration by the employer.

Weighted Average Cost Method   This method of inventory valuation divides the total cost of stock items available to sell by the number of units available.

Window-Specific Help   Help that is relevant to the current window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1.

Index

Index

Index

DENALI

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