

# Microsoft® Small Business Manager

## Banking

Maintain tight control in the important area of banking, while effectively monitoring cash inflows and outflows. Banking in Small Business Manager allows you to seamlessly integrate all cash, check, and credit card transactions, track bank account balances, and automate the monthly process of reconciling these accounts.

*The Select Bank Transactions window is used to perform bank reconciliations.*

*Quick steps help you mark ranges of documents that have cleared the bank.*

Type	Number	Date	Payment	Deposit
DAJ	DAJ000000007	12/27/2002	\$23.33	\$0.00
IAJ	IAJ000000006	12/29/2002	\$0.00	\$4.37
WDL	WDL000000005	12/29/2002	\$50.00	\$0.00
CHK	00000000000000000062	12/30/2002	\$34.00	\$0.00
CHK	00000000000000000047	12/31/2002	\$1,348.05	\$0.00
CHK	00000000000000000048	12/31/2002	\$1,306.87	\$0.00
CHK	00000000000000000049	12/31/2002	\$3,621.25	\$0.00
CHK	00000000000000000050	12/31/2002	\$333.42	\$0.00
CHK	00000000000000000057	12/31/2002	\$482.70	\$0.00
CHK	00000000000000000058	12/31/2002	\$314.54	\$0.00
CHK	00000000000000000059	12/31/2002	\$435.61	\$0.00

Cleared Transactions		Adjusted Bank Balance	Adjusted Book Balance	Difference
No. of	Total Amount	\$547,462.42	\$547,462.42	\$0.00
Payments	19 \$2,493.44			
Deposits	5 \$966.31			

*Clear transactions from Payroll, Purchasing, Sales, and Banking tasks within a single window.*

*On-screen progress helps you reconcile Small Business Manager checkbook balances with bank statement balances.*

### Monitor and predict cash flow

Gain insight into your cash position using an automated cash flow calendar with forecasting capabilities, as well as detailed banking report options.

### Process transactions efficiently

Work from a centralized location and use integrated processes to enter and edit deposits, transfer funds, process payments, and manage account balances.

### Eliminate redundant data entry

All bank-related information automatically flows into banking tasks from other tasks, so you enter information only once.

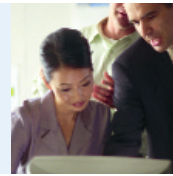
### Access information easily

Use reporting and drill-back tools to view and analyze information about transactions and reconciliations.

### Reconcile statements quickly

Automated reconciliation reduces errors and ensures multiple accounts are up-to-date.

*Small Business Manager can be acquired affordably and maintained as a long-term investment, with software updates and new releases, and full reimbursement if you upgrade to a higher-end Microsoft Business Solutions application.*



## Features List: Banking

### Setup

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| Set up checkbooks | <ul style="list-style-type: none"><li>• Set up an unlimited number of checkbooks for use throughout Small Business Manager and assign each checkbook its own cash account number. Track transactions and balances for each checkbook.</li></ul> |
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### Daily

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| Record deposits | <ul style="list-style-type: none"><li>• Cash receipts entered in other modules automatically appear available to group together on a deposit or enter as a lump-sum deposit. Deposits can be edited or voided from a single location.</li></ul> |
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| Transfer funds | <ul style="list-style-type: none"><li>• Transfer funds from one checkbook to another in a single transaction, saving time and reducing the potential for error.</li></ul> |
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| Transaction entry | <ul style="list-style-type: none"><li>• Easily enter or void transactions including checks, withdrawals, increase adjustments, decrease adjustments, and receipts directly within banking task windows.</li></ul> |
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| Edit or void transactions and checks | <ul style="list-style-type: none"><li>• Edit or void deposits or record single-sum deposits. Void printed checks and record voided manual checks by entering zero-amount checks.</li></ul> |
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| Miscellaneous checks | <ul style="list-style-type: none"><li>• Quickly print and post a check when you need to make a payment to someone who is not set up as a vendor or employee.</li></ul> |
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### Periodic

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| Reconcile checkbooks | <ul style="list-style-type: none"><li>• Reconcile accounts automatically, whether you have one account or several accounts with multiple bank transaction sources and destinations. Perform reconciliations for multiple checkbooks at the same time.</li></ul> |
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| Bank-to-book transactions | <ul style="list-style-type: none"><li>• Enter interest income and service charges during reconciliation to save time. Adjustments automatically post to general ledger accounts during reconciliation.</li></ul> |
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| Adjustments | <ul style="list-style-type: none"><li>• Make adjustments to your records easily, even during reconciliation, without needing to enter a separate transaction.</li></ul> |
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### Reporting

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| Transaction review | <ul style="list-style-type: none"><li>• Drill down for specific transaction information: individual checkbook balances, reconciled and unreconciled transactions, deposit number, date and status.</li></ul> |
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| Cash Flow calendar | <ul style="list-style-type: none"><li>• Gain insight into your cash position using a cash flow calendar that can define specific date views of balances for current and future funds.</li></ul> |
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| Transaction detail reports | <ul style="list-style-type: none"><li>• Define ranges to view unreconciled transactions, reconciled transactions, or all transactions. Drill down to display the originating transaction for complete audit control.</li></ul> |
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| Banking history reports | <ul style="list-style-type: none"><li>• Maintain records of transaction and reconciliation history for as long as you need them.</li></ul> |
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[www.microsoft.com/smallbusinessmanager](http://www.microsoft.com/smallbusinessmanager)