



Aritma Finance Manager

User Guide for Aritma Finance Manager in Microsoft Dynamics 365 Business Central

(Version 1.4)

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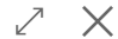
Solution Overview

Aritma Finance Manager addresses common challenges in managing bank-related processes in Microsoft Dynamics 365 Business Central by providing a secure, automated, and transparent integration between Business Central and the bank.

When Finance Manager is installed, three new areas become available in the Role Center or through search.

The page: **Finance Manager Operations** is the main entry point of the solution and brings together all work related to payments, incoming transactions, and bank account reconciliation.

Tell me what you want to do



fin man op

Go to Pages and Tasks

> Finance Manager Operations

Administration

Finance Manager Operations

Finance Manager

Bank Transfers

 4	 2	 4	 19	 0
Suggested	To Approve	In Process	Recently Completed	Rejected

Bank Account Balance





Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date
→ JESBANK	1 744 879 867,21	SEK	1 772 158 876,00	-27 279 008...	2026-01-08 11:04

Bank Transactions

 8	 8
To Handle	Not Posted

The **Bank Transfers** area supports the outgoing payment flow described in **1. Pay**, including creating payments, tracking payment statuses throughout the process, and handling rejected payment files.

Bank Transfers

 4	 2	 4	 19	 0
Suggested	To Approve	In Process	Recently Completed	Rejected

The **Bank Transactions** area displays all reporting received from the bank, related to both outgoing and incoming payments. This is where bank transactions are retrieved from the bank

and posted in Business Central, either automatically or manually and are described below in **2. Posting.**



The final area is **3. Bank Account Balance & Reconciliation**, which shows the daily opening bank balance retrieved from the bank by bank account that is in the solution, the bank account balance posted in the Business Central Bank Account module, and the daily difference between the opening balance and the bank account balance.

Bank Account Balance ▾

Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date
→ JESTBANK	1 744 879 867,21	SEK	1 772 158 876,00	-27 279 008,...	2026-01-08 11:04

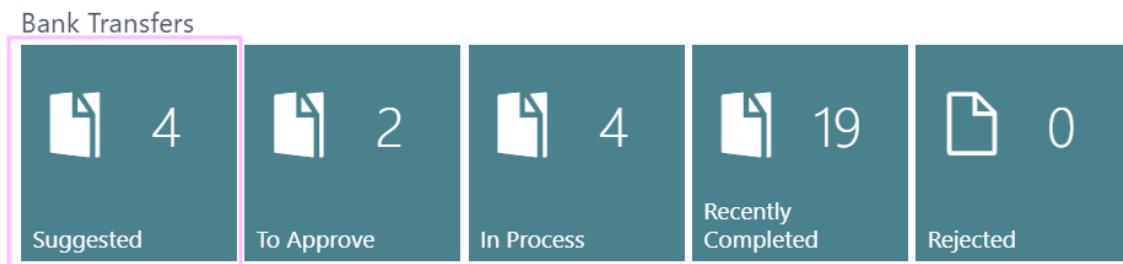
1. Pay

Pay Overview

There are two ways to initiate payment proposals. Payment proposals can be created automatically by enabling the boolean **Add to Suggestion when Posting** in Page: **Finance Manager Setup**, or they can be created manually.

When **Add to Suggestion when Posting** is enabled, a payment proposal is automatically generated when a purchase invoice is posted in Business Central.

To initiate payment proposals, or to review previously created payment proposals, go to **Suggested** under **Bank Transfers** on the **Finance Manager Operations** page:



The upper part of the page provides an overview of all created payment proposals grouped in batches. When a batch is selected, the lower part of the page displays the underlying invoices

and credit memos included in the batch:

Bank Transfer List

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date	Reje... Han...	Message	Payment Id
115	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-500,00	1	Suggested	2026-01-09	<input type="checkbox"/>		
113	Vendor	20000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Suggested	2026-01-31	<input type="checkbox"/>		
114	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-1 000,00	1	Suggested	2026-01-31	<input type="checkbox"/>		
112	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-100,00	1	Suggested	2026-02-28	<input type="checkbox"/>		

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.	Amount	Message
Invoice	108289	3636	345234244543		345234244543	-2 500,00	
Invoice	108292	3642	543443		543443	-250,00	

Create Payment suggestion Manually

To create a payment proposal manually, select **Suggest bank transfers**.

Bank Transfer List

Suggest Bank Transfers

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date	Reje... Han...	Message	Payment Id
115	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-500,00	1	Suggested	2026-01-09	<input type="checkbox"/>		
113	Vendor	20000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Suggested	2026-01-31	<input type="checkbox"/>		
114	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-1 000,00	1	Suggested	2026-01-31	<input type="checkbox"/>		
112	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-100,00	1	Suggested	2026-02-28	<input type="checkbox"/>		

The Bank Transfer Suggestions page opens. Start by entering a **Last Payment Date** to filter which payment dates should be included.

You can also choose to **Include Payment Discounts** and, if you want to override the due date from the document, select **Override Due Date** and specify a new Payment Date.

In this case, vendor payments and credit memos are included, but it is also possible to include customer and employee payments. Further down the page, you can apply additional filters, such as filtering by a specific vendor, customer, or other criteria. Once the filtering is complete, choose **OK**.

Bank Transfer Suggestions

Options

General

First Payment Date:

Last Payment Date: 2026-01-31

Include Payment Discount:

Override Due Date:

Payment Date:

Vendor

Include Vendor Payments:

Include Credit Memos:

Customer

Include Customer Refunds:

Include Invoices:

Employee

Include Employee Payments:

Include Employee Debt:

Schedule... **OK** Cancel

The payment proposal is created.

Note: Payments are automatically grouped by vendor and payment date:

Bank Transfer List

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date	Reje... Han...	Message
115	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-500,00	1	Suggested	2026-01-09	<input type="checkbox"/>	
→ 113	Vendor	30000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Suggested	2026-01-31	<input type="checkbox"/>	
114	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-1 000,00	1	Suggested	2026-01-31	<input type="checkbox"/>	
112	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-100,00	1	Suggested	2026-02-28	<input type="checkbox"/>	

Payment Reference
Specifies the value of the Payment Reference field.
Show Help

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.	Amount	Message
Invoice	108289	3636	345234244543		345234244543	-2 500,00	
→ Invoice	108292	3647	543443		543443	-250,00	

Once the payment proposal is complete, the next step is to send it for signing.

This can be done either automatically by setting up the Job Queue **72850696 – ARIFM JQ Sched. Bulk Payment**, which sends payments continuously, or manually by selecting **Send Bank Transfers**:

Bank Transfer List

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date	Reje... Han...	Message
115	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-500,00	1	Suggested	2026-01-09	<input type="checkbox"/>	
→ 113	Vendor	30000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Suggested	2026-01-31	<input type="checkbox"/>	
114	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-1 000,00	1	Suggested	2026-01-31	<input type="checkbox"/>	
112	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-100,00	1	Suggested	2026-02-28	<input type="checkbox"/>	

Bank Transfer Summary

To get a quick overview of liquidity, including **Balance in Bank**, **Payments in Process**, and **Payment Suggestions**, press **F7** while you are on any payment-related page:

Bank Transfer Summary

Description	Amount	Amount (LCY)
TESTBANK - SEK		
Balance in Bank	1 744 868 317,21	1 744 868 317,21
Payments In Process	-84 375,00	-84 375,00
Payment Suggestions		
Net Amount	1 744 783 942,21	1 744 783 942,21

The page is displayed per bank account that is used in Finance Manager.

Exclude Transactions

If, for any reason, you want to exclude a specific vendor or a specific vendor ledger entry from payment suggestion, the solution respects the standard field **Exclude from Pmt. Practices**. This field is evaluated in the following places:

Vendor Card

Vendor Card



30000 · Graphic Design Institute

Home Request Approval New Document Vendor Prices & Discounts Report More options

Contact Merge With... Apply Template Send Email Pay Vendor

General >

Graphic Design Institute

Address & Contact >

DE-72800 bryce.jasso@contoso.com Lars Henriksson

Invoicing >

Payments

Show less

Prepayment %	<input type="text" value="0"/>	Preferred Bank Account Code	<input type="text" value="LEV BET"/>
Application Method	<input type="text" value="Manual"/>	Partner Type	<input type="text"/>
Payment Terms Code	<input type="text" value="AM"/>	Intrastat Partner Type	<input type="text"/>
Payment Method Code	<input type="text"/>	Cash Flow Payment Terms Code	<input type="text"/>
Priority	<input type="text" value="0"/>	Creditor No.	<input type="text"/>
Block Payment Tolerance	<input type="checkbox"/>	Exclude from Payment Practices	<input checked="" type="checkbox"/>

Purchase Invoice

Purchase Invoice



107298 · Graphic Design Institute

Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show

Home Prepare Request Approval Invoice More options

Post Release Get Vendor Subscription Contract Lines Get latest coding from vendor Update VAT Product Posting Group

Address	<input type="text" value="Arbachtalstrasse 6"/>	Purchaser Code	<input type="text"/>
Address 2	<input type="text" value="Unter Achalm"/>	Campaign No.	<input type="text"/>
City	<input type="text" value="Eningen"/>	Alternate Vendor Address Code	<input type="text"/>
Post Code	<input type="text" value="DE-72800"/>	Responsibility Center	<input type="text"/>
Country/Region	<input type="text" value="DE"/>	Assigned User ID	<input type="text"/>
Contact No.	<input type="text" value="CT000008"/>	Status	<input type="text" value="Open"/>
Phone No.	<input type="text"/>	Exclude from Pmt. Practices	<input checked="" type="checkbox"/>

Vendor Ledger Entry

In addition, all entries that contain a value in the standard field **On Hold** are excluded.

If the company has previously used Swebase, any entries where the field **VP Pack No.** contains a value are also excluded.

Vendor Ledger Entries

Posting Date	Document No.	External Document No.	Vendor No.	Vendor Name	Description	VP Pack No.	Payment Status	Exclude from Pmt. Practices	On Hold
2025-12-04	01000000A56...	01000000A56576866...	10000	Fabrikam, Inc.	108254 Faktura betalning lever...			<input type="checkbox"/>	
→ 2025-12-01	108248	292290	10000	Fabrikam, Inc.	Faktura 107251		Completed and settled	<input checked="" type="checkbox"/>	
2025-11-27	01000000523...	01000000523426237...	10000	Fabrikam, Inc.	108240 Invoice payment vendor			<input checked="" type="checkbox"/>	
2025-11-25	108227	49222	10000	Fabrikam, Inc.	Faktura 107233		Completed and settled	<input checked="" type="checkbox"/>	
2025-11-25	108226	44930	10000	Fabrikam, Inc.	Faktura 107232		Completed and settled	<input checked="" type="checkbox"/>	
2025-11-20	108225	440303	10000	Fabrikam, Inc.	Faktura 107228		Completed and settled	<input checked="" type="checkbox"/>	
2024-03-07	108196	107196	20000	First Up Consultants	Faktura 107196			<input checked="" type="checkbox"/>	

Approval process

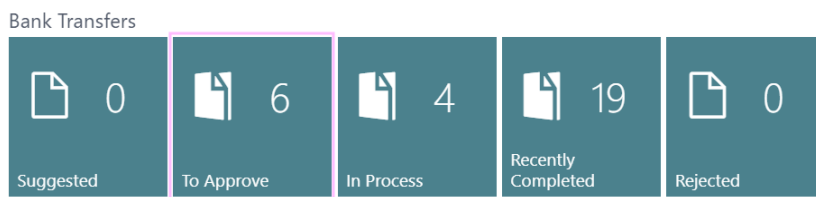
Overview

Signing can be performed either directly in Business Central, in Finance Manager, or as a combination where the first signature is completed in Business Central and the second in Finance Manager.

The description below shows the signing flow in Business Central. For the signing flow in Finance Manager, refer to the separate manual.

Approve Payments in Business Central

To approve payments in Business Central, go to Finance Manager Operations, Bank Transfers, To Approve:



The Bank Transfers to Sign page opens.

To sign a single payment or selected payments, select the payment(s) and choose **Sign Selected**. To sign all payments listed on the page, choose **Sign All**.

Bank Transfers to sign

Manage Sign Selected Sign All More options

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	No. of Lines	Pay to Bank Account No.	Amount	Transfer Status	Payment Date	Payment ID
98	Vendor	10000	Fabrikam, Inc.	TESTBANK		2	LEVBET	-40,000.00	To approve	2025-11-30	p1b4e83f87c3d1f0118195000...
84	Vendor	10000	Fabrikam, Inc.	TESTBANK		1	LEVBET	-1,000.00	To approve	2025-12-02	p1b29629a895cf0118195000...
115	Vendor	30000	Graphic Design Institute	TESTBANK		1	LEVBET	-500.00	To approve	2026-01-09	p1b4719154355e0118195000...
113	Vendor	20000	First Up Consultants	TESTBANK		2	LEVBET	-2,750.00	To approve	2026-01-31	p1b4219154355e0118195000...
114	Vendor	30000	Graphic Design Institute	TESTBANK		1	LEVBET	-1,000.00	To approve	2026-01-31	p1b4519154355e0118195000...
112	Vendor	30000	Graphic Design Institute	TESTBANK		1	LEVBET	100.00	To approve	2026-02-28	p1b4019154355e0118195000...

Bank Transfer Lines

Document Type	Document No.	Entry No.	Original Reference	Structural Reference	Internal Document No.	Amount	Message
Invoice	108289	3676	345234246543		345234246543	-2,500.00	
Invoice	108292	3870	543443		543443	250.00	

Note: This page has the same structure as the payment proposal page, where details for the selected line are displayed in the lower part of the page in **Bank Transfer Lines**.



When you select Sign, Aritma's approval page opens. Review the information and choose **Approve Payment**.



Are you sure you want to approve?

You are about to approve 1 payment. Once approved, the payment will be sent and cannot be reversed.

Sender	Account number	# of payment lines	Total amount
CRONUS International Ltd.	1542 8038 441	2	2,750.00

Select **Mobile Phone** (you will receive an SMS with a verification code on your phone) or **Authenticator** (you will receive a verification code in your Microsoft Authenticator app):



Choose an authentication method

- Mobile Phone
- Authenticator

Add input code and **Continue**:



Open your authenticator app and enter the current code.

Bank transfers In process

After the signing process is completed, the payment is set to **In Process**. The payment remains in this status until the bank executes the payment.

Bank Transfers



At this stage, the payment status is retrieved continuously via Job **72850697– ARIFM JQ Status Update**. The frequency of the status updates is defined on the standard **Job Queue Entry** page. The status is displayed on the **In Process** page in the **Bank Transfers** list:

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date †	Reje... Han...
70	Vendor	20000	First Up Consultants	TESTBANK	LEVBET	14 775,00	1	Awaiting banks acceptance.	2025-04-30	<input type="checkbox"/>	
67	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	-600,00	1	Accepted and set for due date	2025-11-30	<input type="checkbox"/>	
82	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	-66 000,00	2	Awaiting banks acceptance.	2025-12-31	<input type="checkbox"/>	
83	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	-3 000,00	1	Awaiting banks acceptance.	2025-12-31	<input type="checkbox"/>	
→ 113	Vendor	20000	First Up Consultants	JESTBANK	LEVBET	-2 750,00	2	Awaiting banks acceptance.	2026-01-31	<input type="checkbox"/>	

As well as on the Vendor ledger entry page:

Document Type	Document No.	Ledger Entry No.	Payment Reference
→ Invoice	108289	3536	345234244543
Invoice	108289		

108289
Faktura 107294
2026-01-31

-2 500,00

Open full list

Vendor Ledger Entries

Posting Date	Document Date	Document Type	Document No.	External Document No.	Vendor No. 4	Vendor Name	Description	VP Pack No.	Payment Status	Excl... from Print. Prac...
→ 2026-01-09	2026-01-09	Invoice	108289	345234244543	20000	First Up Consultants	Faktura 107294		Awaiting banks acceptance.	<input type="checkbox"/>

It is also possible to manually trigger a status update by opening the bank transfer and selecting **Actions → Update Status**:

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date †	Reje... Han...
70	Vendor	20000	First Up Consultants	TESTBANK	LEVBET	-14 775,00	1	Awaiting banks acceptance.	2025-04-30	<input type="checkbox"/>	
67	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	-600,00	1	Accepted and set for due date	2025-11-30	<input type="checkbox"/>	
82	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	-66 000,00	2	Awaiting banks acceptance.	2025-12-31	<input type="checkbox"/>	
83	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	-3 000,00	1	Awaiting banks acceptance.	2025-12-31	<input type="checkbox"/>	
→ 113	Vendor	20000	First Up Consultants	JESTBANK	LEVBET	-2 750,00	2	Awaiting banks acceptance.	2026-01-31	<input type="checkbox"/>	

Bank Transfer 113

Actions Automate

- Send to Bank
- Cancel Payment
- Sign payment
- Update Status
- Set Rejection Handled

Account No.: 20000
 Creditor Name: First Up Consultants
 Pay-to Bank Account No.: LEVBET
 Payment Date: 2026-01-31

Transfer Status: Awaiting banks acceptance.
 Currency Code: TESTBANK
 Amount: -2 750,00
 Payment Id: p1b421915a35fedf0118195000d3abd1337
 Signing status: Signing finalized
 Rejection Handled:
 Message:

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.	Amount	Message
Invoice	108289	3626	345234244543		345234244543	-2 500,00	
Invoice	108292	3647	543443		543443	-250,00	

Recently Completed

The Recently Completed queue shows payments where the bank has executed the payment. The queue is filtered dynamically to display payments with a payment date up to **one month back in time**. The posting of the payment is completed when the bank reports the transaction in Bank Transactions (see 3. *Bank Transactions* below).

Bank Transfers

- Suggested: 0
- To Approve: 5
- In Process: 4
- Recently Completed: 20
- Rejected: 0

Use the standard filters to display any other, older payments.

Bank Transfer List

Views

Filter list by:

- Payment Date: 25-12-10..26-02-21
- Transfer status: Completed and settled

Entry No.	Account type	Account No.	Creditor Name	Bank Account No.	Currency Code	Payment Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date	Rejection Handled	Message
85	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-12 000,00	2	Completed and settled	2025-12-31		
86	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-60 000,00	2	Completed and settled	2025-12-31		
88	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-11 000,00	2	Completed and settled	2025-12-31		
90	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	500,00	1	Completed and settled	2025-12-31		
91	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-4 800,00	2	Completed and settled	2025-12-31		
92	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-4 600,00	2	Completed and settled	2025-12-31		
93	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-49 700,00	4	Completed and settled	2025-12-31		
97	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-2 400,00	2	Completed and settled	2025-12-31		
99	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-6 600,00	2	Completed and settled	2025-12-31		
100	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-4 400,00	2	Completed and settled	2025-12-31		
101	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	10 100,00	2	Completed and settled	2025-12-31		
104	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	-2 200,00	2	Completed and settled	2025-12-31		
105	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBET	LEVBET	8 800,00	2	Completed and settled	2025-12-31		

Bank Transfer Lines

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.	Amount	Message
Invoice	108248	2229	252220		252220	-4 000,00	
Invoice	108249	3533	990807		990807	-8 000,00	

Rejected Bank transfers that are not

accepted by the bank are placed in the **Rejected** queue.

Bank Transfers

- Suggested: 0
- To Approve: 5
- In Process: 5
- Recently Completed: 19
- Rejected: 0

If a bank transfer is rejected, you can handle it directly on the Bank Transfer page by selecting **Set Rejection Handled**.

This allows you to create a new payment proposal for the rejected transfer.

The screenshot shows the SAP Bank Transfer page for document 113. The 'Actions' menu is open, highlighting 'Set Rejection Handled'. The main form displays the following details:

- Transfer Status: Awaiting banks acceptance.
- Currency Code: TESTBANK
- Amount: -2 750,00
- Payment Id: p1b421915a35fedf0118195000d3abd1337
- Signing status: Signing finalized
- Rejection Handled:
- Message: (empty)

The 'Bank Transfer Lines' table below shows the following data:

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.	Amount	Message
→ Invoice	108289	3636	345234244543		345234244543	-2 500,00	
Invoice	108292	3647	543443		543443	-250,00	

2. Posting

Bank Transactions – overview

Finance Manager Operations

Finance Manager

Bank Transfers summary:

- Suggested: 0
- To Approve: 5
- In Process: 4
- Recently Completed: 20
- Rejected: 0

Bank Account Balance

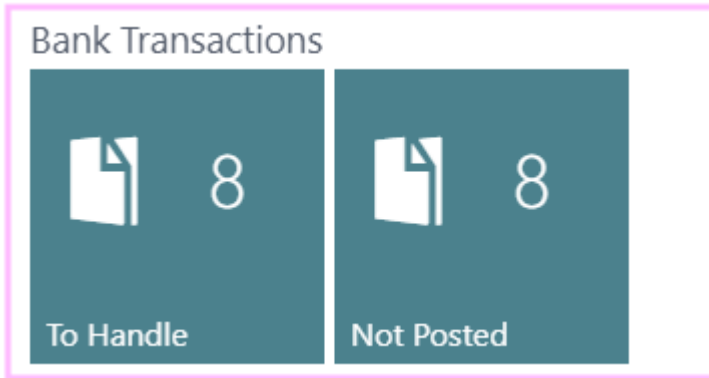
Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Date
→ TESTBANK	1 744 879 867,21	SEK	1 772 158 876...	-27 279 00...	2024

Bank Transactions summary:

- To Handle: 8
- Not Posted: 9

The **Bank Transactions** pages display all reporting received from the bank, covering both outgoing and incoming payments. Bank transactions are typically retrieved nightly via Job **72850695 – ARIFM JQ Fetch Transactions**, and, if automatic posting is enabled, they are posted via Job **72850694 – ARIFM JQ Bookkeeping**.

It is possible to retrieve and post transactions manually. However, the most common approach is to automatically post all transactions that can be matched, and only work with exceptions where the system is unable to find a matching entry in **To Handle**:



The **To Handle** view shows all transactions that have not been matched, or where an error occurred during posting and the transaction gets Status: **Open**.

The **Not Posted** view shows all bank transactions that have not been posted. In a typical scenario, work is primarily performed from the **To Handle** view.

To Handle

The **To Handle** view shows all transactions with the status **Open**.

This usually means that the transaction has not been fully matched against a ledger entry or a Bookkeeping Rule, and therefore requires manual handling.

Bank Transaction List

Transaction Id	Status	Post...	Bank Account	Currency Code	Transaction Amount	Transaction Currency Code	Amount	Charge Amount	Transaction Type	Booking Date	Applies-to Bank Document No.	Message
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-2 750,00	SEK	-2 750,00	0,00	Payment	2026-01-09 01:00		
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-281 037,72	SEK	-281 037,72	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
→ 010000009...	Open	<input type="checkbox"/>	JESTBANK	SEK	-623 373,19	SEK	-623 373,19	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-344 908,51	SEK	-344 908,51	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-658 243,29	SEK	-658 243,29	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-312 031,47	SEK	-312 031,47	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-24 811 872,...	SEK	-24 811 872,...	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-765 386,68	SEK	-765 386,68	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-646 871,92	SEK	-646 871,92	0,00	Payment	2026-01-08 01:00		Transaktionen matchar inte ...

End-to-End Id	Transaction Amount	Transaction Currency Code	Creditor Name	Account Type	Account No.	Description	Applies-to Doc. Type	Applies-to Doc. No.	Remittance Type	Remittance Reference	Remittance Text
V6788	36 227,94	SEK	Underleverantör	G/L Account							506104901
→ V6516	91 917,24	SEK	Underleverantör	G/L Account							10336670
V6580	98 331,62	SEK	Underleverantör	G/L Account							321410896
V6660	24 718,39	SEK	Underleverantör	G/L Account							334608469
V5313	0,00		Wide World Importers	G/L Account							
V6526	0,00		Wide World Importers	G/L Account							
V6357	0,00		Wide World Importers	G/L Account							
V6638	0,00		Wide World Importers	G/L Account							
V6686	0,00		Wide World Importers	G/L Account							
V5877	0,00		Wide World Importers	G/L Account							
V6708	22 824,14	SEK	Underleverantör	G/L Account							891097843

Manual Accounting

To help the system find a ledger entry, or to link the transaction to a G/L Account or a bank account, select **Manual Accounting** when selection the line:

Bank Transaction List

Transaction ID	Status	Post.	Bank Account	Currency Code	Transaction Amount	Transaction Currency Code	Amount	Charge Amount	Transaction Type	Booking Date	Applies to Bank Document No.	Message
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-2 750,00	SEK	-2 750,00	0,00	Payment	2026-01-09 01:00		
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-281 037,72	SEK	-281 037,72	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
→ 010000009...	Open	<input checked="" type="checkbox"/>	TESTBANK	SEK	-623 373,19	SEK	-623 373,19	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-344 908,51	SEK	-344 908,51	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-658 243,29	SEK	-658 243,29	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-312 031,47	SEK	-312 031,47	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-24 811 872,...	SEK	-24 811 872,...	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-765 386,68	SEK	-765 386,68	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-646 871,92	SEK	-646 871,92	0,00	Payment	2026-01-08 01:00		Transaktioner matchar inte ...

Transaction Details

End-to-End Id	Transaction Amount	Currency Code	Creditor Name	Account Type	Account No.	Description	Applies to Doc. Type	Applies to Doc. No.	Remittance Type	Remittance Reference	Remittance Text
V6788	36 227,94	SEK	Underleverantör	G/L Account							506104901
→ V6516	91 917,24	SEK	Underleverantör	G/L Account							10336670
V6580	98 331,62	SEK	Underleverantör	G/L Account							321410896
V6660	24 718,39	SEK	Underleverantör	G/L Account							334608469

Here, you can link the transaction to a ledger entry or a **G/L Account** by selecting the appropriate **Account Type**. You can also add a description, which is transferred to the general ledger entry, and apply dimensions if needed.

Transaction Journal - 01000009CAAFF29C539B08DE4E9D41C1 - 350000

Transaction Details

Amount		Remittance information		Debtor information	
Original Transaction Amount	91 917,24	Remittance Text	10336670	Debtor Name	
Original Instructed Amount	91 917,24	Remittance Reference		Debtor IBAN	
		Creditor information			
		Creditor Name	Underleverantör		
		Creditor IBAN	SE940000000000056465464		

Transaction Journal Lines

Amount	Currency Code	Account Type	Account No.	Avdelning Kod	Kundgrupp Kod	Description	Applies to Doc. Type	Applies to Doc. No.	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Amount
90 000,00		G/L Account	6560						Purchase	INRIKES	VAT25	18 000,00
→ 1 917,24		G/L Account	6570									0,00

OK Cancel

If you want to link the transaction to a vendor ledger entry for example, first select **Account Type: Vendor** and enter the vendor number in **Account No.**. Then link the specific ledger entry by entering the document number in **Applies-to Doc. No.**

Transaction Journal Lines

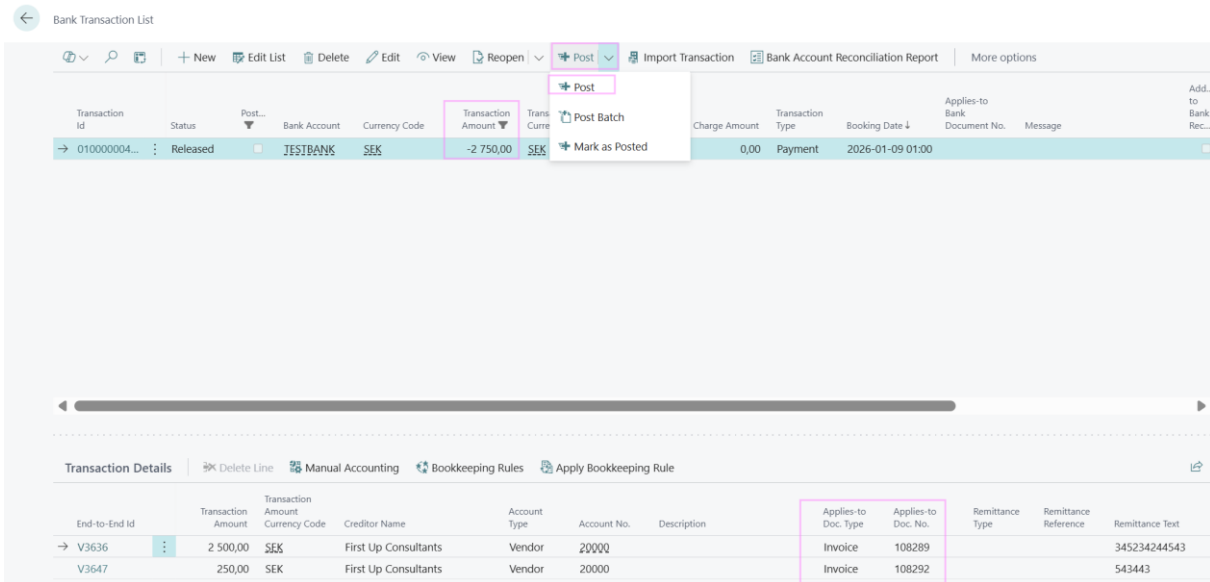
Amount	Currency Code	Account Type	Account No.	Avdelning Kod	Kundgrupp Kod	Description	Applies-to Doc. Type	Applies-to Doc. No.	Gr Ty
→ 90 000,00		Vendor	10000				Invoice	102303	

By opening the information pane on the right-hand side, you can attach documents to the selected line, and they will be included in the General ledger entries: When done, choose OK:

Not Posted

The **Not Posted** view shows fully matched transactions that have not yet been posted. Posting is usually performed via an automatic job, but it is also possible to select **Post** in the upper part of the page.

The transaction shown below is the same transaction that was handled in Chapter 2, *Pay*. You can see that it has been fully matched and can therefore be posted either manually or automatically. In the example below, the transaction is posted manually:

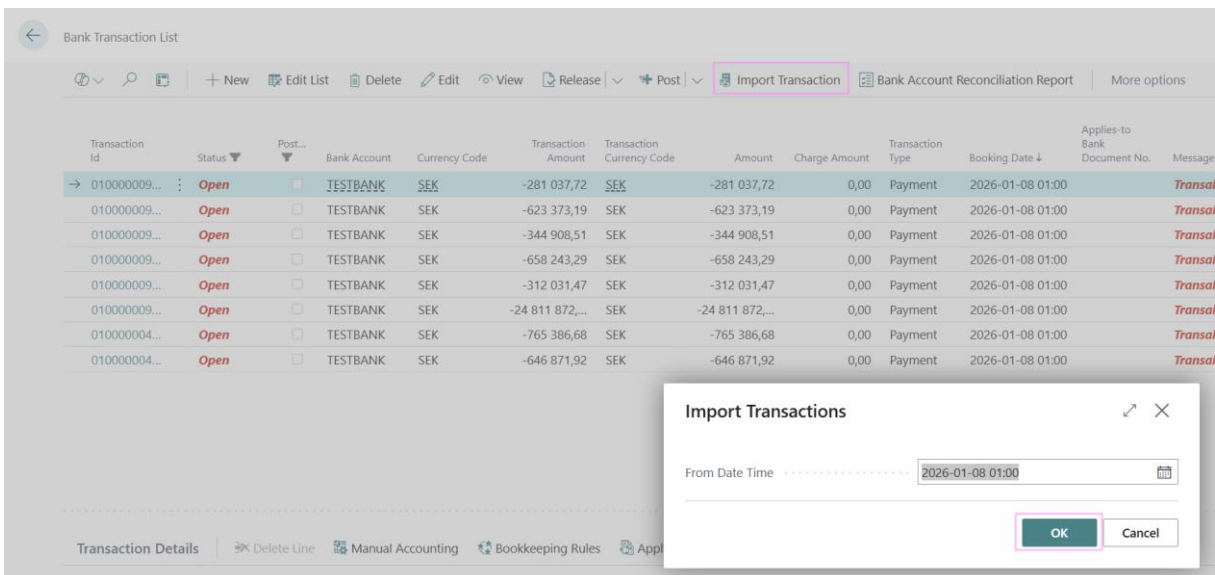


Transaction Id	Status	Post...	Bank Account	Currency Code	Transaction Amount	Trans. Curre	Charge Amount	Transaction Type	Booking Date	Applies-to Bank Document No.	Message	Add. to Bank Rec...
010000004...	Released	<input type="checkbox"/>	TESTBANK	SEK	-2 750,00	SEK	0,00	Payment	2026-01-09 01:00			

End-to-End Id	Transaction Amount	Transaction Currency Code	Creditor Name	Account Type	Account No.	Description	Applies-to Doc. Type	Applies-to Doc. No.	Remittance Type	Remittance Reference	Remittance Text
V3636	2 500,00	SEK	First Up Consultants	Vendor	20000		Invoice	108289			345234244543
V3647	250,00	SEK	First Up Consultants	Vendor	20000		Invoice	108292			543443

Manual import of transactions

To import transactions manually, go to the **Bank Transactions** page and select **Import Transactions**:



Transaction Id	Status	Post...	Bank Account	Currency Code	Transaction Amount	Transaction Currency Code	Amount	Charge Amount	Transaction Type	Booking Date	Applies-to Bank Document No.	Message
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-281 037,72	SEK	-281 037,72	0,00	Payment	2026-01-08 01:00		Transa
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-623 373,19	SEK	-623 373,19	0,00	Payment	2026-01-08 01:00		Transa
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-344 908,51	SEK	-344 908,51	0,00	Payment	2026-01-08 01:00		Transa
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-658 243,29	SEK	-658 243,29	0,00	Payment	2026-01-08 01:00		Transa
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-312 031,47	SEK	-312 031,47	0,00	Payment	2026-01-08 01:00		Transa
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-24 811 872,...	SEK	-24 811 872,...	0,00	Payment	2026-01-08 01:00		Transa
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-765 386,68	SEK	-765 386,68	0,00	Payment	2026-01-08 01:00		Transa
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-646 871,92	SEK	-646 871,92	0,00	Payment	2026-01-08 01:00		Transa

Import Transactions

From Date Time 2026-01-08 01:00

Date filters can be used to exclude older dates that you do not want to include.

Note: The system dynamically remembers and suggests a start date from the last date for which transactions were retrieved.

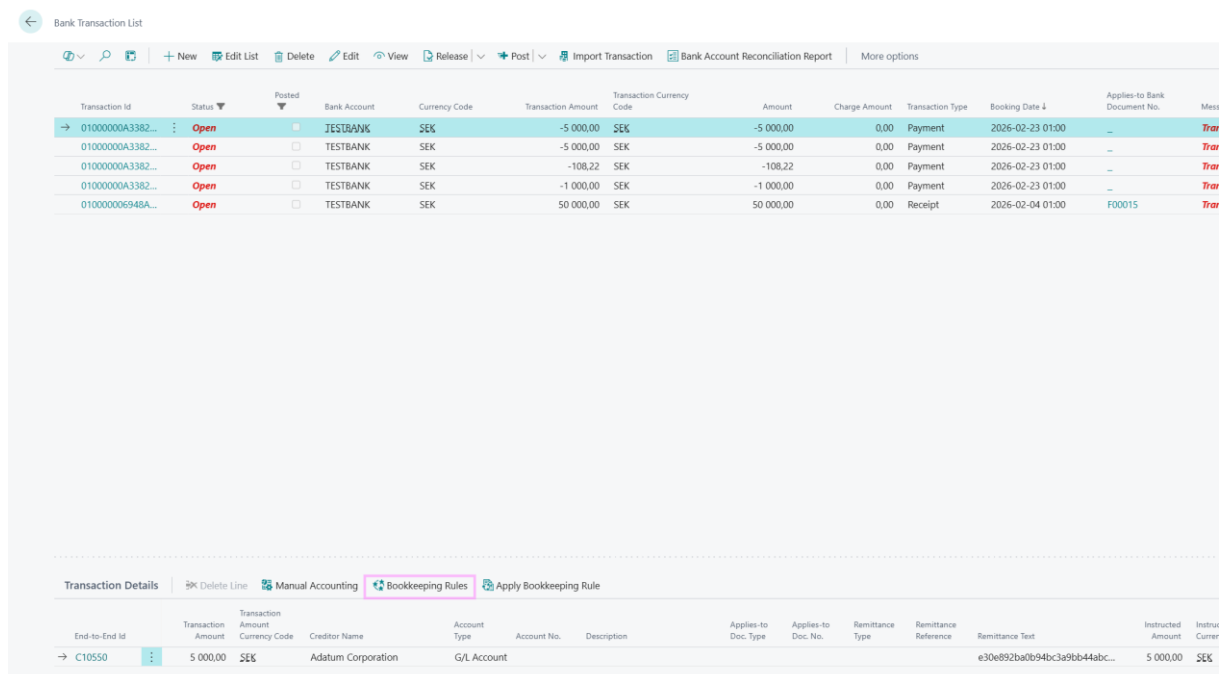
Not Posted transactions can be deleted by selecting one or more transactions and choosing **Delete**.

Note: that the transaction will reappear if transactions are imported again for the same date.

Bookkeeping Rules

If a specific text appears in the bank statement describing a transaction, or if there are known dates and expected amounts, it is possible to set up automatic posting rules.

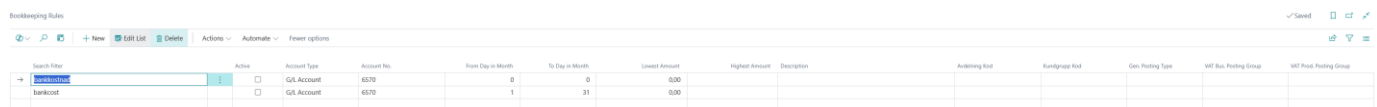
Bookkeeping rules are created by navigating to the **Bank Transaction Page** and selecting **“Bookkeeping Rules”**.



The screenshot shows the 'Bank Transaction List' interface. At the top, there are navigation icons and a toolbar with options like '+ New', 'Edit List', 'Delete', 'Edit', 'View', 'Release', 'Post', 'Import Transaction', 'Bank Account Reconciliation Report', and 'More options'. Below this is a table of transactions with columns: Transaction Id, Status, Posted, Bank Account, Currency Code, Transaction Amount, Transaction Currency, Amount, Charge Amount, Transaction Type, Booking Date, Applies to Bank Document No., and Mess. The table contains five rows of transactions, all with a status of 'Open'. Below the table, there are tabs for 'Transaction Details', 'Delete Line', 'Manual Accounting', 'Bookkeeping Rules', and 'Apply Bookkeeping Rule'. The 'Bookkeeping Rules' tab is selected, showing a table with columns: End-to-End Id, Transaction Amount, Transaction Currency Code, Creditor Name, Account Type, Account No., Description, Applies to Doc. Type, Applies to Doc. No., Remittance Type, Remittance Reference, Remittance Text, Instructed Amount, and Instru Currer. The table shows one rule with End-to-End Id 'C10550', Transaction Amount '5 000,00', Transaction Currency Code 'SEK', Creditor Name 'Adatum Corporation', Account Type 'G/L Account', and Instructed Amount '5 000,00'.

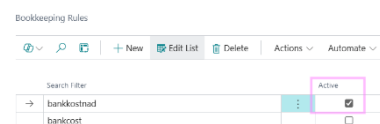
The rules below specify that transactions with the reference text “bankcost” or “bankkonstnad” are automatically posted to G/L account 6570.

Additional settings allow you to define minimum and maximum amounts, date ranges within the month, and to assign dimensions, a specific description, or predefined posting templates.



The screenshot shows the 'Bookkeeping Rules' configuration interface. At the top, there are navigation icons and a toolbar with options like '+ New', 'Edit List', 'Delete', 'Actions', and 'Automate'. Below this is a table with columns: Search Filter, Active, Account Type, Account No., Bank Day in Month, To Day in Month, Lowest Amount, Highest Amount, Description, Accounting Unit, Fundgroup Key, Gen. Posting Type, VBT Bus. Posting Group, and VBT Prod. Posting Group. The table contains two rows of rules. The first row has Search Filter 'bankkonstnad', Active checkbox checked, Account Type 'G/L Account', Account No. '6570', Bank Day in Month '0', To Day in Month '0', Lowest Amount '0,00', and Highest Amount '0,00'. The second row has Search Filter 'bankcost', Active checkbox checked, Account Type 'G/L Account', Account No. '6570', Bank Day in Month '1', To Day in Month '31', Lowest Amount '0,00', and Highest Amount '0,00'.

The **“Active”** boolean ensures that the bookkeeping rule is applied automatically upon import of transactions.



The screenshot shows the 'Bookkeeping Rules' configuration interface. At the top, there are navigation icons and a toolbar with options like '+ New', 'Edit List', 'Delete', 'Actions', and 'Automate'. Below this is a table with columns: Search Filter, Active, Account Type, Account No., Bank Day in Month, To Day in Month, Lowest Amount, Highest Amount, Description, Accounting Unit, Fundgroup Key, Gen. Posting Type, VBT Bus. Posting Group, and VBT Prod. Posting Group. The table contains two rows of rules. The first row has Search Filter 'bankkonstnad', Active checkbox checked, Account Type 'G/L Account', Account No. '6570', Bank Day in Month '0', To Day in Month '0', Lowest Amount '0,00', and Highest Amount '0,00'. The second row has Search Filter 'bankcost', Active checkbox checked, Account Type 'G/L Account', Account No. '6570', Bank Day in Month '1', To Day in Month '31', Lowest Amount '0,00', and Highest Amount '0,00'.

It is also possible to apply a bookkeeping rule manually to an unmatched transaction via **“Apply Bookkeeping Rule”** in the **Bank Transaction List**.

The screenshot shows the 'Apply Bookkeeping Rule' button highlighted in a pink box. The interface includes a top navigation bar with options like 'Delete Line', 'Manual Accounting', 'Bookkeeping Rules', and 'Apply Bookkeeping Rule'. Below this is a table with columns for 'End-to-End Id', 'Transaction Amount', 'Transaction Amount Currency Code', 'Creditor Name', 'Account Type', 'Account No.', and 'Description'. A row is visible with 'C10550', '5 000,00', 'SEK', 'Adatum Corporation', and 'G/L Account'.

Select the relevant rule and confirm by clicking **OK**.

The screenshot shows the 'Bookkeeping Rules' dialog with a search filter 'bankkostnad' and a table of rules. The first rule is selected. Below the table are 'OK' and 'Cancel' buttons.

Search Filter	Active	Account Type	Account No.	From Day in Month	To Day in Month	Lowest Amount
→ bankkostnad	<input checked="" type="checkbox"/>	G/L Account	6570	0	0	0,00
bankcost	<input type="checkbox"/>	G/L Account	6570	1	31	0,00

3. Bank Account Balance & Reconciliation

Account Balance & Reconciliation - Overview

All bank accounts, including foreign currency accounts, that are part of the solution are displayed in the **Bank Account Balance** area on the **Finance Manager Operations** page.

One of the key strengths of the solution is that there is no need to perform a traditional bank reconciliation. By following the Finance Manager processes as intended, you maintain real-time visibility into bank balances without requiring a separate reconciliation process.

Finance Manager Operations

The screenshot shows the 'Finance Manager Operations' page. On the left, there are 'Bank Transfers' and 'Bank Transactions' sections with various status counts. On the right, the 'Bank Account Balance' section is highlighted, showing a table with columns for 'Bank Account', 'Balance Amount', 'Currency Code', 'Bank Account Balance', 'Balance Difference', and 'Last Changed Date'. A row is visible for 'JESTRANK' with a balance difference of -27 290 558,79.

The **Bank Account** field displays the bank account that is mapped to the standard **Bank Accounts** in Business Central.

Bank Account Balance ▾

Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date
→ JESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,...	2026-01-09 15:29

Bank Accounts

✕ This page contains sensitive business data. You can set up a notification to alert you when data changes. [Enable Field Monitoring](#)

+ New Manage Bank Account Report More options

Dimensions-Multiple ▾ Statistics Comments Contact Balance Ledger Entries

No. ↑	Name	Phone No.	Contact	Balance	Bal
CHECKER	World Wide Bank		Grant Culbertson	116 940,55	11
SHB-EUR	Handelsbanken EUR			0,00	
SHB-SEK	Handelsbanken SEK			774,00	
SPARKONTO	World Wide Bank		Grant Culbertson	-116 940,55	-11
TESTBANK				1 772 158 876...	1 772 1

The **Balance Amount** field shows the latest actual bank balance retrieved directly from the bank. This typically represents the previous day's closing balance and is updated nightly from the bank. If no activity occurs on the bank account on a given day, no update is fetched to the list.

Bank Account Balance ▾

Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date
→ JESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,...	2026-01-09 15:29

Click the balance amount to open a log showing all balance retrievals from the bank:

← Bank Balances

+ New Edit List Delete More options

Bank Account	Balance Amount	Booking Date ↓	Last Changed Date	Currency Code
→ JESTBANK	1 744 868 317,21	2026-01-09 01:00	2026-01-09 15:29	SEK
TESTBANK	1 744 879 867,21	2026-01-08 01:00	2026-01-08 11:04	SEK
TESTBANK	1 773 323 592,47	2026-01-05 01:00	2026-01-05 09:27	SEK

Bank Account Balance shows the running balance of the bank account based on the standard **Bank Account Ledger Entries** in Business Central.

Select the field to open the **Bank Account Ledger Entries** page.

Bank Account Balance ▾

Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date
→ JESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,...	2026-01-09 15:29

TESTBANK

Bank Account Ledger Entries

Posting Date ↓	Document Type	Document No.	Bank Account No.	Description	External Document No.	Awdelning Kod	Kundgrupp Kod	Amount	Running Balance	Open	Entry No.
2026-01-08	Payment	B110	TESTBANK		010000004273EE...			-8 800,00	1 772 158 876,00	<input type="checkbox"/>	3679
2026-01-05	Payment	B260	TESTBANK		010000009CAAF...			-2 000,00	1 772 167 676,00	<input type="checkbox"/>	3710
2025-12-31		G00016	TESTBANK					573 000 000,00	1 772 169 676,00	<input checked="" type="checkbox"/>	3624
2025-12-31		G00015	TESTBANK					1 200 000 000,00	1 199 169 676,00	<input checked="" type="checkbox"/>	3622
2025-12-19	Payment	B010	TESTBANK		0100000009628E...			-9 900,00	-830 324,00	<input type="checkbox"/>	3650
2025-12-17	Payment	B020	TESTBANK		0100000009628E...			-7 700,00	-820 424,00	<input type="checkbox"/>	3653

Balance Difference displays the difference between the balance reported by the bank and the balance posted in the Bank Account module. Selecting the amount opens the same **To Handle** list used for bank transactions.

Bank Account Balance ▾

Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date
→ TESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,79	2026-01-09 15:29

Bank Account Reconciliation Report

Even though a traditional bank reconciliation is not required, there may be situations where you need to print or generate a report showing that the bank account is reconciled, for example as documentation for an auditor. In such cases, a dedicated report is available.

To access the report, go to **Bank Transactions List**:

Finance Manager Operations

Finance Manager

Bank Transfers

Suggested	To Approve	In Process	Recently Completed	Rejected
0	5	4	20	0

Bank Account Balance ▾

Bank Account	Balance Amount	Currency Code	Bank Account Balance	Balance Difference	Last Changed Date †
→ TESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,79	2026-01-09 15:29

Bank Transactions

To Handle	Not Posted
9	9

Bank Transaction List

Bank Account Reconciliation Report

Transaction Id	Status	Post...	Bank Account	Currency Code	Transaction Amount	Transaction Currency Code	Amount	Charge Amount	Transaction Type	Booking Date ↓	Applies-to Bank Document No.	Message
→ 010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-2 750,00	SEK	-2 750,00	0,00	Payment	2026-01-09 01:00		
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-281 037,72	SEK	-281 037,72	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-623 373,19	SEK	-623 373,19	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-344 908,51	SEK	-344 908,51	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-658 243,29	SEK	-658 243,29	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-312 031,47	SEK	-312 031,47	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000009...	Open	<input type="checkbox"/>	TESTBANK	SEK	-24 811 872,...	SEK	-24 811 872,...	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-765 386,68	SEK	-765 386,68	0,00	Payment	2026-01-08 01:00		Transaktioner i
010000004...	Open	<input type="checkbox"/>	TESTBANK	SEK	-646 871,92	SEK	-646 871,92	0,00	Payment	2026-01-08 01:00		Transaktioner i

Transaction Details

End-to-End Id	Transaction Amount	Transaction Amount Currency Code	Creditor Name	Account Type	Account No.	Description	Applies-to Doc. Type	Applies-to Doc. No.	Remittance Type	Remittance Reference
→ V3636	2 500,00	SEK	First Up Consultants	Vendor	20000		Invoice	108289		
V3647	250,00	SEK	First Up Consultants	Vendor	20000		Invoice	108292		

Enter the date up to which the bank accounts should be reconciled, and choose whether to include details in the report or not.

Bank Account Reconciliation Report

Printer: (Handled by the browser)

Report Layout: Layouts\BankAccReconReport.rdl

General

Date Filter: 25-12-31

Print Details:

Filter: Bank Account

+ Filter...

Filter totals by:

+ Filter...

Advanced >

Send to... Print Preview Cancel

Bank Account Reconciliation Report			
CPONUS SE		28-01-11 19:50:52	
Period Filter: 25-12-31		Page 1	
Posting Date	Description	Amount	Posted Balance
TESTBANK			
	Balance Bank Account	1 772 169 676,00	
	Balance in Bank	1 773 325 592,47	
	Balance G/L Account	1 772 287 390,55	
2025-12-31		1 200 000 000,00	1 200 000 000,00
2025-12-31		573 000 000,00	1 773 000 000,00
		1 773 000 000,00	

Setup

Pay - Payment Merging Options

On Page: Finance Manager setup: Merge Payment Option has several options for grouping payments and credit memos.

Finance Manager Setup

Actions Related Automate

General

G/L Account Bank Charges: 6570

No. Series Remittance: BANK

Add to Suggestion when Posting:

Local Country/Region Code: SE

Fetch Transaction Type:

Merge Payment:

- Only Full Deduction per Payment Date
- Await Net Balance for Payment
- Merge via Finance Manager Portal
- No Merging - Payment per Transaction
- Payments Only (No Credit Memos)

Subscription Name: NN7GJGHC8EL-SRAUTLD

Resource Group Id:

Option 1: Only Full Deduction per Payment Date

The system checks whether the total amount of debit invoices per payment date exceeds the available credit memo amount.

- **If yes:**
The credit memo is fully applied against the debit invoices.
- **If no:**
The debit invoices are included in the payment proposal, while the credit memo remains in the ledger until future invoices allow full application.

Option 2: Await Net Balance for Payment (Recommended)

When this feature is enabled, a monitoring queue called **“Await Net Balance for Payment”** is created.

- Invoices are placed in the queue until the vendor’s net balance is positive (i.e., there is an amount to be paid).
- Once a net balance exists, the invoices are merged into a single payment proposal.

The user can:

- Manually select debit invoices for payment
- Exclude specific debit and/or credit memos from the queue

Option 3: Merge via Finance Manager Portal

All handling of debit and credit invoices, including merging, is performed in the Finance Manager Portal instead of directly in Business Central.

Option: No Merging – Payment per Transaction

No merging is performed.

- Each debit invoice is paid separately
- One payment is created per individual transaction

Option 4: Payments Only (No Credit Notes)

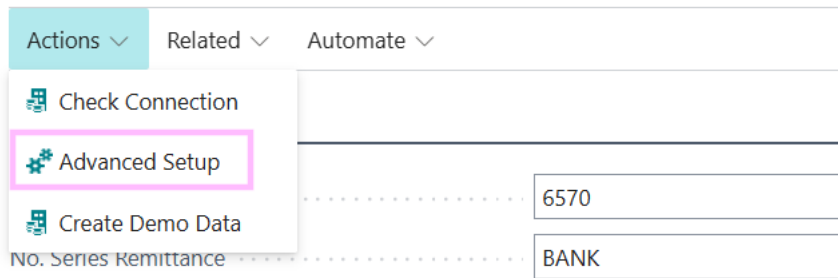
Only debit invoices are included in the payment proposal.

- Credit memos are not included in merging or payments
- No application against credit memos is performed

Advanced Setup

Payment merging options can be configured per vendor via **Actions > Advanced Setup** on the Finance Manager Setup page. This allows you to override the general setup for specific vendors when required.

Finance Manager Setup



The setup below illustrates an example where the general payment merging configuration is not applied to vendor 1000. This vendor follows a separate process for handling credit memos, which are therefore always excluded from the payment proposal.



Job Queues

Various job queues are used to set up automation between the Finance Manager and Business Central. The section below provides an overview of the job queues that can be configured and describes their purposes.

Nedan bild visar en översikt på alla jobbköer i Finance manager.

Status	Last Run Failed	Object Type to Run	Object ID to Run	Object Caption to Run	Description
Ready	<input type="checkbox"/>	Codeunit	72850695	ARIFM JQ Fetch Transactions	ARIFM JQ Fetch Transactions
Ready	<input type="checkbox"/>	Codeunit	72850694	ARIFM JQ Bookkeeping	ARIFM JQ Bookkeeping
Ready	<input type="checkbox"/>	Codeunit	72850697	ARIFM JQ Status Update	Bank Transfer Status Update
Ready	<input type="checkbox"/>	Codeunit	72850696	ARIFM JQ Sched. Bulk Payment	ARIFM JQ Sched. Bulk Payment

72850695 - ARIFM JQ Fetch Transactions

The Fetch Transactions job is used to retrieve bank transactions from the bank. It is uncommon not to set up this job. It is typically run only once or a few times each night, as different banks make transactions available at different times. The job should run at least once before the start of the workday in the morning.

72850694 - ARIFM JQ Bookkeeping

ARIFM JQ Bookkeeping is used to automatically post the transactions retrieved by **72850695 – ARIFM JQ Fetch Transactions** that have been matched to a ledger entry. The job is configured depending on the level of automation that is desired.

When this job is configured, manual posting should only be required for exceptions where a 100% match is not achieved. This job queue should preferably be scheduled to run a few minutes after **72850695 – ARIFM JQ Fetch Transactions** to ensure that all transactions have been retrieved before posting begins.

72850697 - ARIFM JQ Status Update

ARIFM JQ Status Update is used to continuously retrieve the transfer status of outgoing payments. **This job should always be set up.** The **Transfer Status** field is available on the **Bank Transfer List** and in the **Vendor Ledger Entries**.

This job queue can advantageously be run more frequently, for example once every two minutes, to ensure that the correct status is reflected promptly.

72850696 - ARIFM JQ Sched. Bulk Payment

ARIFM JQ Sched. Bulk Payment is used depending on the desired level of automation for the outgoing payment process.

If the **Add to suggestion when posting** setting is enabled in **Finance Manager Setup** and you want to avoid a manual step for sending payments for approval, this job queue can be configured to schedule the submission of outgoing payments for approval in Finance Manager at the frequency specified in the job queue settings, prior to payment execution.