

Fast.  
Safe.  
Yavrio



[ User Guide ]

How to use Yavrio to get  
transactions from your bank  
into Dynamics 365 Business  
Central, without importing  
any files

# Welcome to Yavrio!

This guide will take you step-by-step through the process of pulling down bank transactions into D365 Business Central with Yavrio

Let's begin pulling down your transactions.

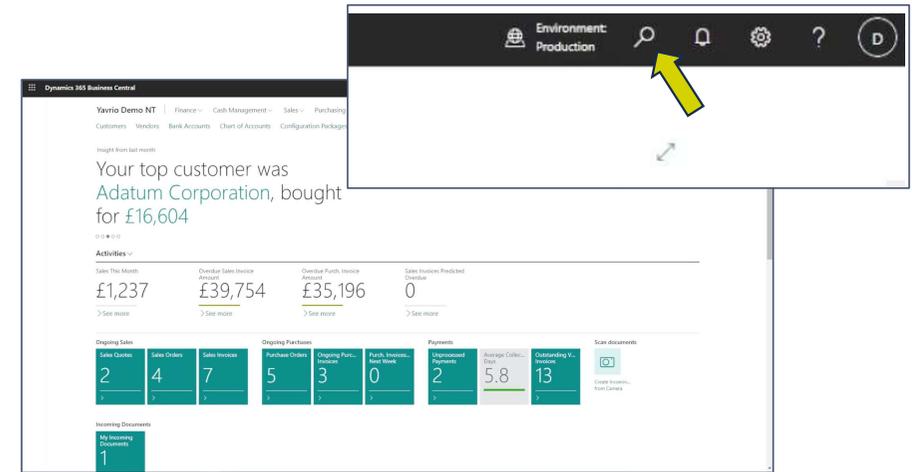
- Log in to your Microsoft Dynamics 365 Business Central account. The process starts from your role centre.

The screenshot displays the Dynamics 365 Business Central interface. At the top, the navigation bar includes 'Yavrio Demo NT' and various functional areas like Finance, Cash Management, Sales, Purchasing, and Shopify. Below this, a navigation pane lists options such as Customers, Vendors, Bank Accounts, and Configuration Packages. The main content area features a 'Your top customer was' section highlighting 'Adatum Corporation' with a value of £16,604. Below this is an 'Activities' section with a summary table:

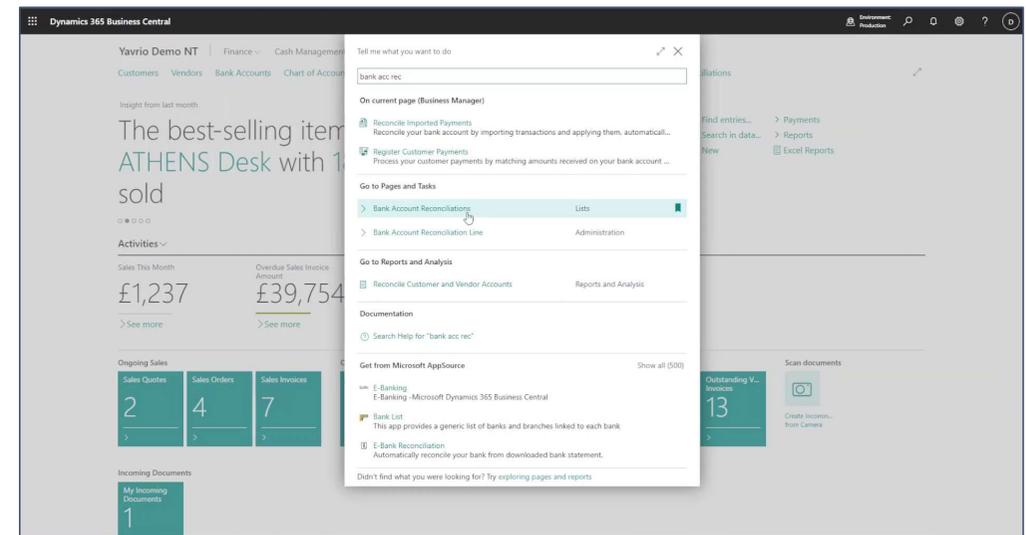
Sales This Month	Overdue Sales Invoice Amount	Overdue Purch. Invoice Amount	Sales Invoices Predicted Overdue
£1,237	£39,754	£35,196	0
> See more	> See more	> See more	> See more

Further down, there are several key performance indicator (KPI) cards for 'Ongoing Sales', 'Ongoing Purchases', and 'Payments'. The 'Ongoing Sales' cards show 2 Sales Quotes, 4 Sales Orders, and 7 Sales Invoices. The 'Ongoing Purchases' cards show 5 Purchase Orders, 3 Ongoing Purch. Invoices, and 0 Purch. Invoices Next Week. The 'Payments' cards show 2 Unprocessed Payments, an Average Collection Days of 5.8, and 13 Outstanding V. Invoices. At the bottom left, an 'Incoming Documents' card shows 1 My Incoming Document. On the right side, there is a 'Scan documents' button with the text 'Create Incoming from Camera'.

- In the top right-hand side of your Business Central window you will find the magnifying glass 'search' icon.
- Click on this and a search bar will appear



- Into the search bar, type 'Bank Account Reconciliations' (or a shortened version to save time e.g. Bank Acc Rec)
- A drop-down list will appear. From this list, select 'Bank Account Reconciliations - Lists'
- Upon selecting this, the 'Bank Account Reconciliations' list will open.

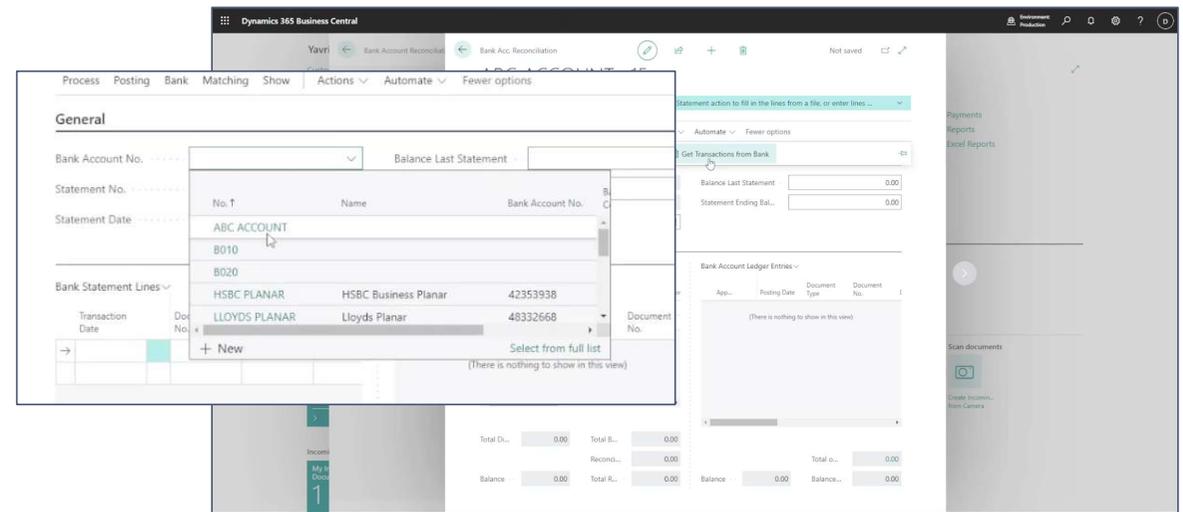
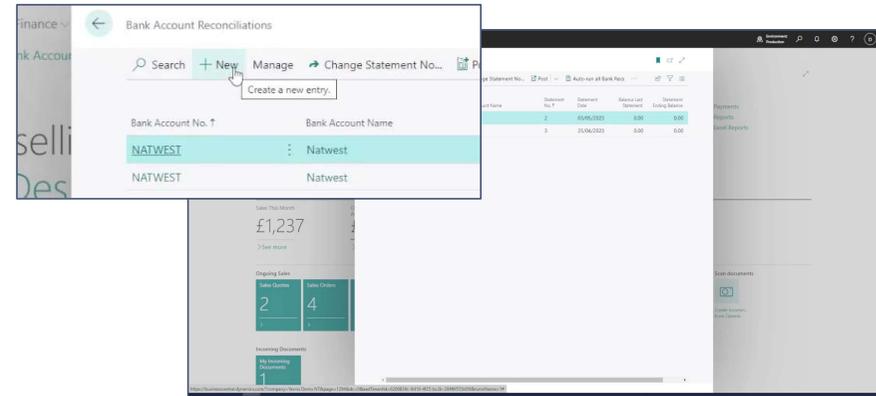


There are two different ways that you can pull down the bank transactions data from here:

*The first method is on an account-by-account basis*

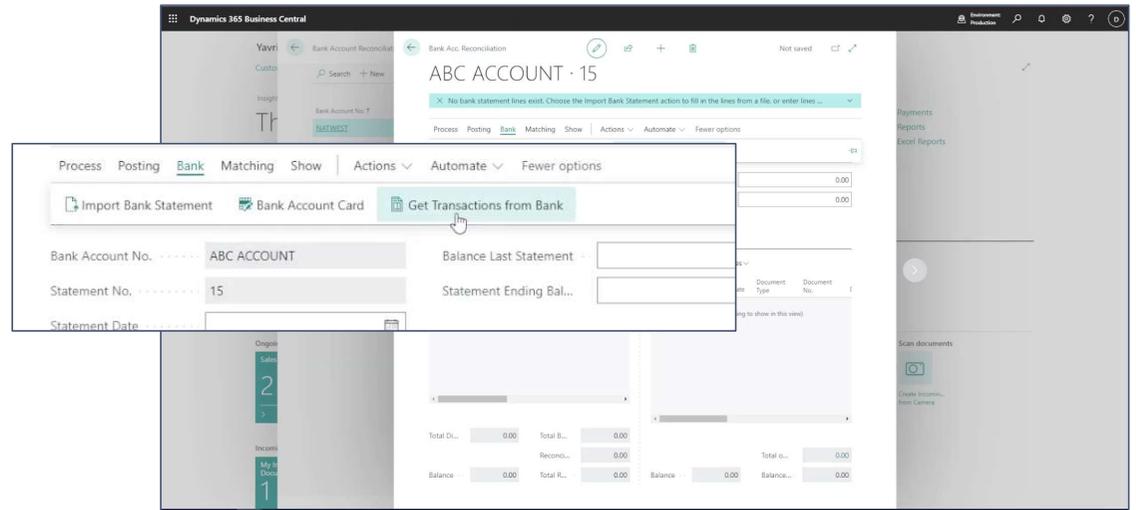
- Select a single bank account if it already appears in the list, and proceed to the next page, or, if it doesn't appear yet, follow these instructions:

- On the ribbon at the top of the page you will notice a 'New' button. Select this to create a new entry.
- A window will open .
- Under "General", select the Bank Account No. Of the account you wish to pull down the transactions from, ready for bank reconciliation, if you have just opened this as

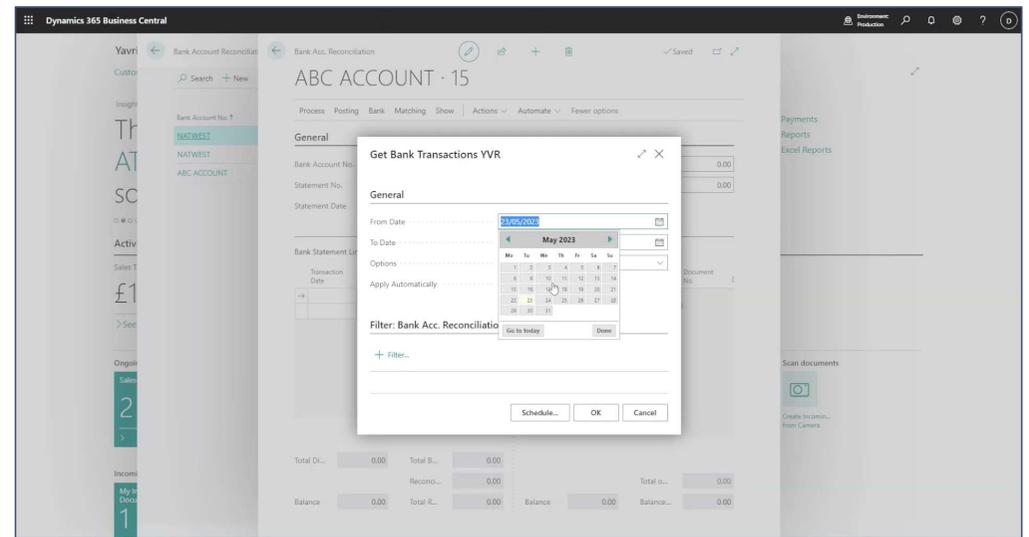


After selecting the desired bank account, so you're now in the Bank Acc. Reconciliation for that account:

- Head to the ribbon at the top of the page and select 'Bank' . This will open a drop-down ribbon.
- Select 'Get Transactions from Bank'.



- Within the Get Bank Transactions YVR box that appears, select the date from which you would like to import the data, and your "to" date, if required. *The system will automatically remember the last date on which you performed this task and enter this into the "From date" field next time.*
- Click 'OK'.



All of your statement lines will now be populated from within the date range requested, ready for your reconciliation process. Your normal process continues from this point onwards.

Bank Account Reconciliation

### ABC ACCOUNT · 15

Process Posting Bank Matching Show Actions Automate Fewer options

**General**

Bank Account No. ABC ACCOUNT Balance Last Statement 0.00

Statement No. 15 Statement Ending Bal... 0.00

Statement Date 23/05/2023

**Bank Statement Lines**

Transaction Date	Document No.	Cheque No.	Description
19/05/2023	YT014002		Debit t
22/05/2023	YT013988		Debit t
22/05/2023	YT013990		Debit t
22/05/2023	YT013963		Debit t
22/05/2023	YT013998		Debit t
22/05/2023	YT013965		Debit t
20/05/2023	YT013999		Debit t
22/05/2023	YT013996		Debit t

**Bank Account Ledger Entries**

(There is nothing to show in this view)

Total Di...	-1,783.70	Total B...	-1,783.70
		Reconci...	0.00
Balance	-10.00	Total R...	0.00
		Balance	0.00

Payments  
Reports  
Excel Reports

Scan documents

Create Incomin...  
from Camera

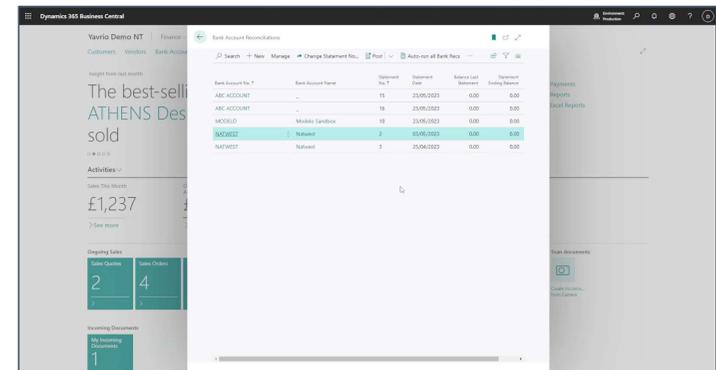
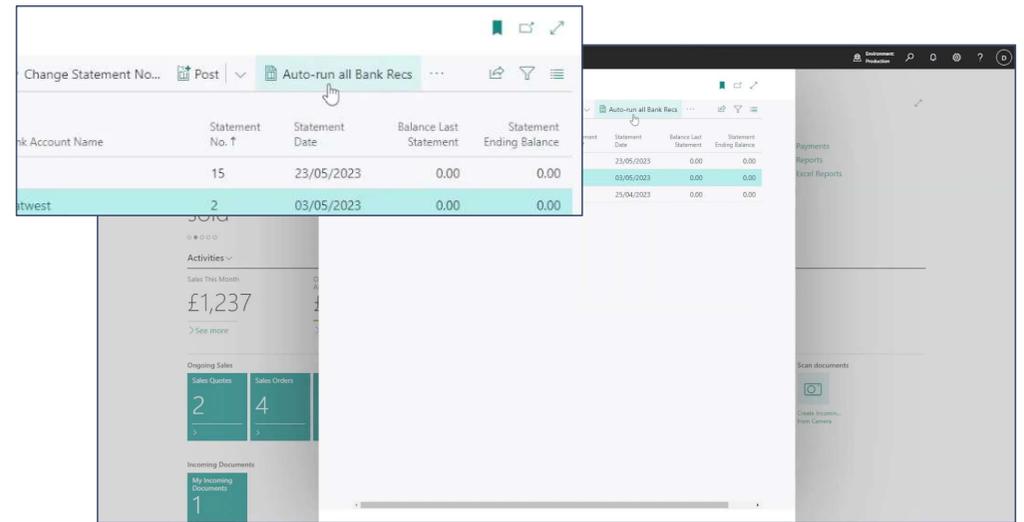
The *second method* is to run all your Bank Recs at once for all connected bank accounts

So whether you have 3, 50, 150, or more bank accounts - you can run Bank Recs for them all at once.

On the ribbon at the top of the Bank Account Reconciliations page you will find an 'Auto-run all Bank Recs' button

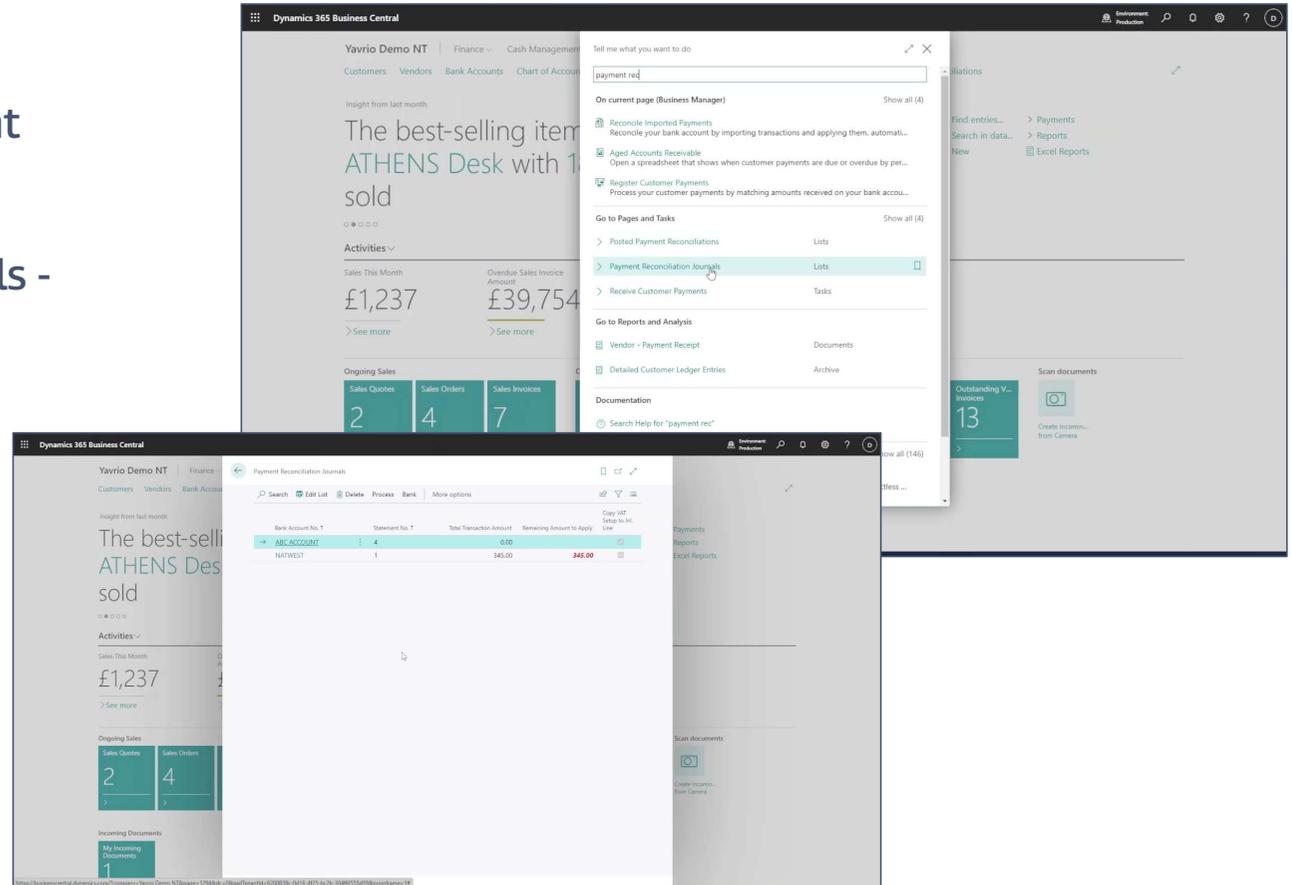
- Click this
- Select the date range from/to which you want to import the statement data from your connected bank account.
- Click 'OK'

BC will then create a new statement for each of those accounts. Visit each statement to complete your bank rec process as normal.



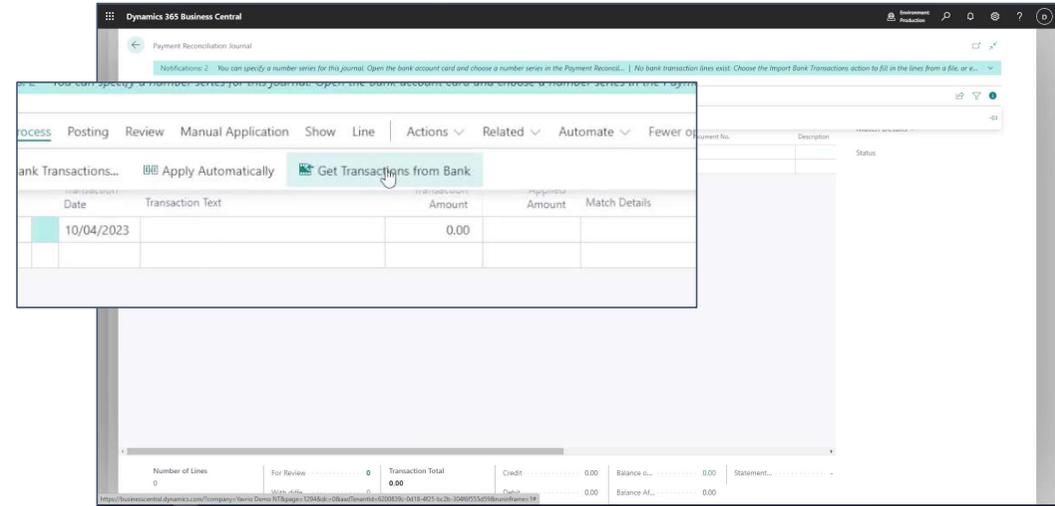
If you choose to use *Payment Reconciliation Journals* for your bank reconciliation within BC, Yavrio is also available for you to use in this context:

- Into the search bar, search for *Payment Reconciliation Journals*
- Select '*Payment Reconciliation Journals - Lists*' from the drop-down menu
- Upon selecting this, the '*Payment Reconciliation Journals*' list will open.



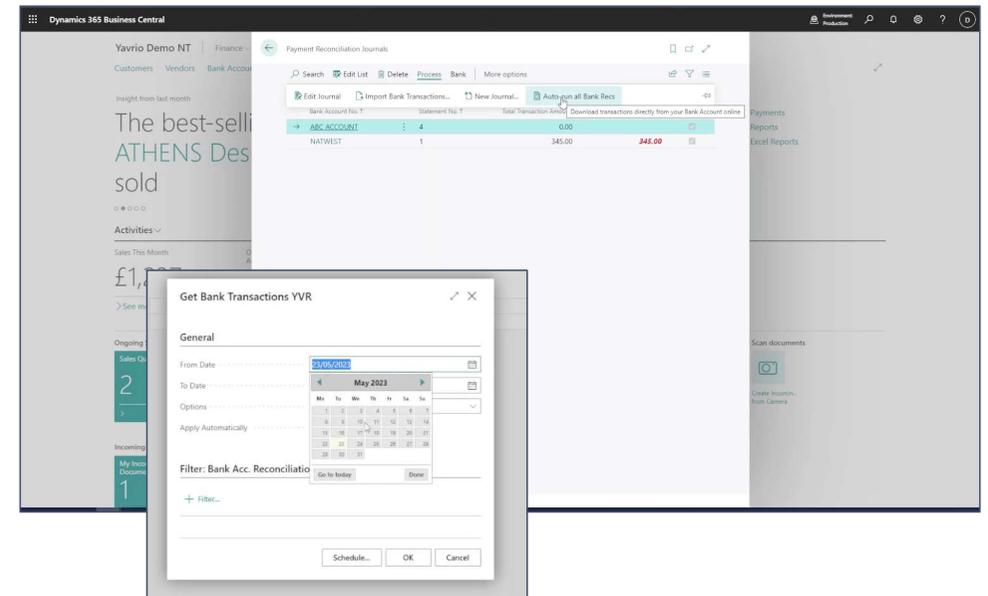
To pull down data for each bank individually, one account at a time from within Payment Reconciliation Journals:

- Select your Bank Account No. (or, if it doesn't appear, select Process, then new Journal, and then select your Bank Account No.)
- Select 'Process' from the top ribbon in the Payment Journal for your account, and then select 'Get transactions from Bank'
- Choose the dates from/to which you want to import your statement lines and click OK to pull these in from your bank.



To pull down transactions for all connected bank accounts at once from within Payment Reconciliation Journals:

- Click 'Process' from within the top ribbon.
- Select "Auto-run all Bank Recs".
- Choose the dates from/to which you want to import your statement lines and click OK to pull these in from your bank.



# Normal Reconciliation Processes Apply

- Once you have pulled down your transactions from your bank, please note that Yavrio doesn't change your normal reconciliation process.
- Whether you're using Bank Account Reconciliations or Payment Reconciliation Journals within BC, the process is almost identical, and once imported, you're all set to reconcile.
- Enjoy!