



Aritma Finance Manager

User Guide

for Microsoft Dynamics 365 Business Central

Release 26.24

October 2026

This manual is based on *Finance Manager User Guide – version 1.4* (Aritma, April 2026), extended and corrected against the source code of Finance Manager release 26.24. Screenshots are taken from a test environment with the same functionality as release 26.24, or extracted from the source document.

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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.

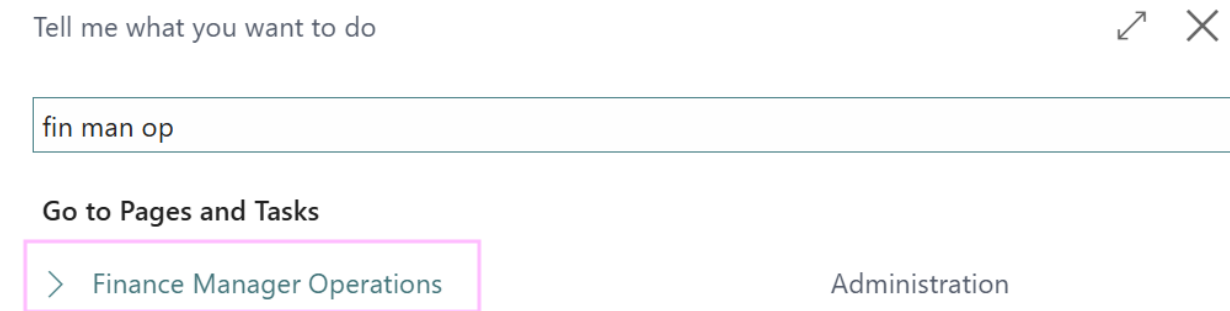


Figure 1: Searching for Finance Manager Operations

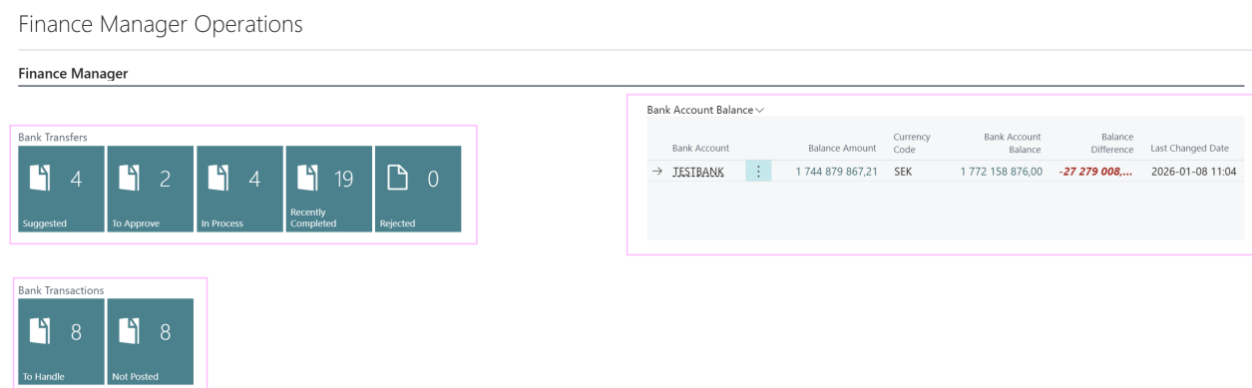


Figure 2: Finance Manager Operations page

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.

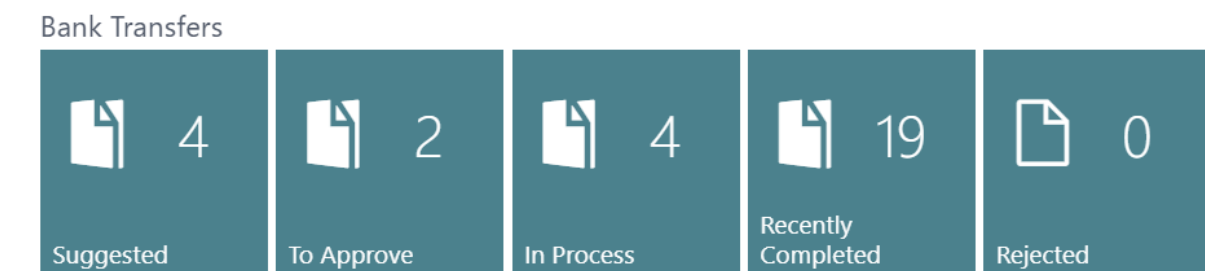


Figure 3: Bank Transfers area

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. It is described in [2. Posting](#).

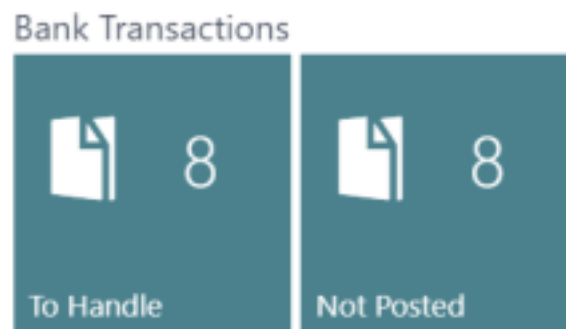


Figure 4: Bank Transactions area

The final area is [3. Bank Account Balance & Reconciliation](#). It shows the daily opening bank balance retrieved from the bank for each bank account 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
→ JESTIBANK	:	1 744 879 867,21	SEK	1 772 158 876,00	-27 279 008,...	2026-01-08 11:04

Figure 5: Bank Account Balance area

The same tiles and the **Bank Account Balance** part are also added to the top of the standard **Business Manager** Role Center, together with the navigation items **Bank Transfers** and **Bank Transactions**.

The tiles have the following meaning:

Area	Tile	Shows
Bank Transfers	Suggested	Bank transfers that have been suggested but not yet sent to the bank.
Bank Transfers	To Approve	Bank transfers waiting to be signed (status <i>To approve</i> or <i>Partially approved</i>). Opens Bank Transfers to sign .
Bank Transfers	In Process	Bank transfers that have been signed and are being processed by the bank.
Bank Transfers	Recently Completed	Bank transfers completed by the bank with a payment date within the last 30 days.

Area	Tile	Shows
Bank Transfers	Await Net Balance	Payment groups held back because credit memos exceed invoices. Only shown when Merge Payment on Finance Manager Setup is set to <i>Await Net Balance for Payment</i> .
Bank Transfers	To Handle	Bank transfers that need attention: <i>Rejected by bank, Mixed Payment Status, Cancelled</i> or <i>Validation Error</i> , and not yet marked as handled. Shown in red when the count is above zero.
Bank Transactions	To Handle	Bank transactions with status <i>Open</i> that are not posted.
Bank Transactions	Not Posted	All bank transactions that are not yet posted.

Note: There are two tiles named **To Handle** – one for outgoing bank transfers and one for bank transactions. They count different things.

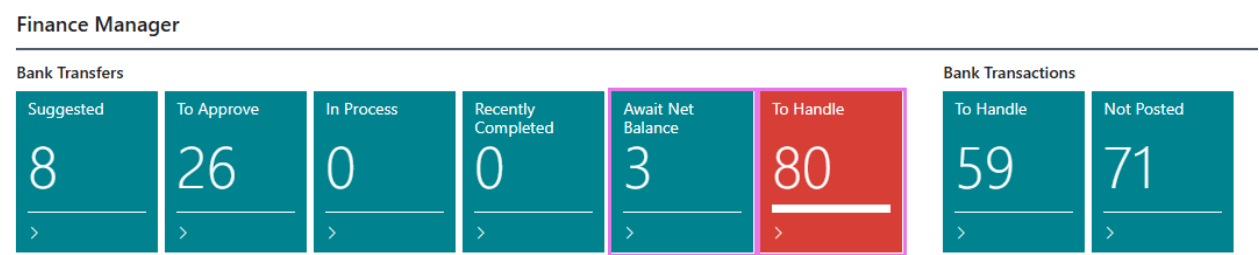


Figure 6: Finance Manager tiles on the Role Center

Getting Started

This chapter is intended for the administrator who connects Business Central to Aritma and the bank for the first time.

Prerequisites

Before you start the setup wizard, make sure that:

- **Company Information → Registration No.** is filled in. It is used to identify the company at Aritma.
- Every bank account you want to connect has **Bank Account No.**, **SWIFT Code** and **IBAN** filled in on the **Bank Account Card**. Bank accounts that are missing any of these fields are not shown in the wizard.
- The user running the wizard has administrator rights in Business Central. The wizard registers the Microsoft Entra application **Finance Manager Hub** in Business Central.
- A person with signing authority for the company's bank accounts (a *signatory*) is available, either during the wizard or afterwards by e-mail.

Setup Wizard – Get started with Aritma

When Finance Manager has not been set up yet, a notification is shown on the Role Center:

“Finance Manager is now available! Start the setup wizard to connect your bank accounts and automate your payments and receipts.”

Choose **Start Setup Wizard** in the notification. You can also start the wizard at any time from **Finance Manager Setup → Finance Manager Setup** action, or by searching for **Get started with Aritma**.

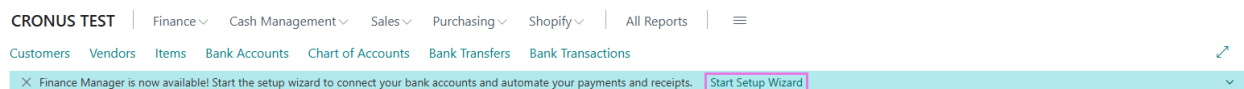


Figure 7: Notification with the Start Setup Wizard action

The wizard guides you through the following steps:

1. **Welcome** – choose **Next**.
2. **Use Existing Environment** – only shown if a tenant has already been configured, for example for another company in the same environment. Select the tenant and choose **Use Existing Tenant**, or choose **Create New Tenant**.
3. **Create tenant** – enter a **Tenant Name**, the **main contact** (e-mail and phone of the person responsible for your organization) and a **technical contact** (name, e-mail and phone). Choose **Next** to submit the request to Aritma.
4. **Tenant Created** – choose **Finish**. Aritma now approves the tenant. When it has been approved, a new notification is shown on the Role Center: *“You are now ready to onboard your bank accounts.”* Choose **Start Bank Account Onboarding** to continue.
5. **Before You Connect Your Bank** – a reminder to check the prerequisites above.
6. **Connect Bank Accounts to setup** – select the bank accounts to connect. If a bank account is missing, check that it has Bank Account No., SWIFT Code and IBAN, that it is not already connected, and that the bank is supported by Aritma.
7. **Authentication Handling** – the bank connection must be authorised by a signatory with BankID.
 - Leave **I will authenticate** selected if the signatory is present.
 - Otherwise clear the checkbox and enter the **Recipient** (name, e-mail and phone of the signatory) and **Sender** details. The authentication links are then sent by e-mail.
8. **Authenticate Bank Connections** – choose the link for each bank (– *Authenticate with BankID*) and complete the authentication. If only one bank is selected, the link opens directly. This step is skipped

if the links were sent by e-mail. If you continue without completing the links, Aritma will follow up before the connection is activated.

9. **You have finished the setup** – choose the link for each bank (– *View instructions*) to see what must be done on the bank's side before the connection is active.

Step 2 – Use Existing Environment:

Get started with Aritma ✕

One or more tenants are already configured. Select a tenant from the list to use it, or create a new one.

Tenants 🔗

	Subscription Name *	Tenant Id
	GUSTAFFAGERBERG	
→	SWEBASE	

Create New Tenant Cancel Back Use Existing Tenant

Figure 8: Use Existing Environment

Step 3 – Create tenant:

Get started with Aritma ✕

Tenant Name *

Who should be our main contact?
Enter the email of the person responsible for your organization.

Contact Email *

Contact Phone Number

Do you have a technical contact?
Provide a technical contact.

Technical Contact Name *

Technical Contact Email *

Technical Phone Number

Cancel Back Next

Figure 9: Create tenant

Step 6 – Connect Bank Accounts to setup:

Get started with Aritma ✕

Select the bank accounts you want to connect. If any are missing, configure them before continuing.

Bank Accounts 🔗

	Selected	Bank No. 1	Name	Bank Account No.	BIC
	☐	NOK			SHEDNO22
→	☐	SEK	SEK		ESSESESS

Cancel Back Next

Figure 10: Connect Bank Accounts to setup

Step 7 – Authentication Handling, with **I will authenticate** cleared:

Get started with Aritma

As part of the onboarding process, Aritma must verify that the company has access to the account, and onboarding must be completed by a signatory. If that person is available during onboarding, check the box. Otherwise, they will receive an email with further instructions after you complete the wizard.

I will authenticate

Recipient

Name

*

Email

*

Phone Number

*

Sender

Name

*

Company

*

Cancel

Back

Next

Figure 11: Authentication Handling

After the Wizard

When the bank has activated the connection, Finance Manager links the bank’s accounts to your Business Central bank accounts automatically, matching on bank account number and currency. Bank accounts in local currency are matched against Business Central bank accounts with a blank **Currency Code**.

If an account cannot be matched automatically, the page **Match Bank Accounts** opens. Select the corresponding Business Central bank account for each row and choose **OK**.

A background job checks the connection status once a day until all bank accounts are connected. You can also check the status manually from the **Bank Accounts** list with the action **Get Consent Status**.

When the bank accounts are connected, the **Aritma Account Id** field is filled in on the **Bank Account Card** (group **Aritma Finance Manager**).

Finally, review the job queue entries that were created when the app was installed and set the ones you want to use to **Ready**. See [Job Queues](#).

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1. Pay

Pay Overview

There are two ways to initiate payment proposals. Payment proposals can be created automatically by enabling **Add to Suggestion when Posting** on the **Finance Manager Setup** page, 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:

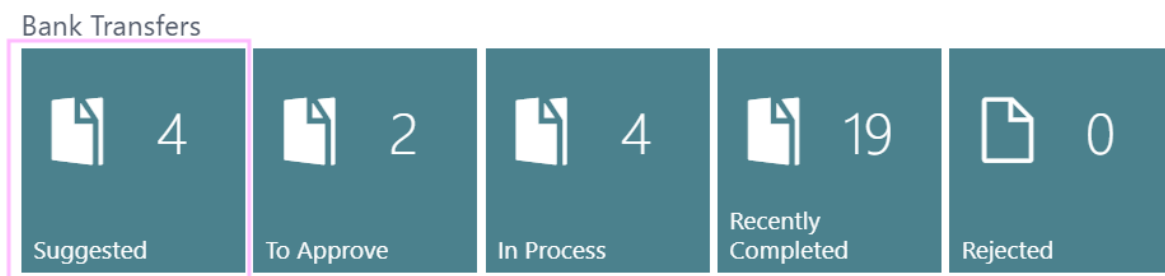


Figure 12: Suggested under Bank Transfers

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	☐		
→ 113	Vendor	20000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Suggested	2026-01-31	☐		
114	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-1 000,00	1	Suggested	2026-01-31	☐		
112	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-100,00	1	Suggested	2026-02-28	☐		

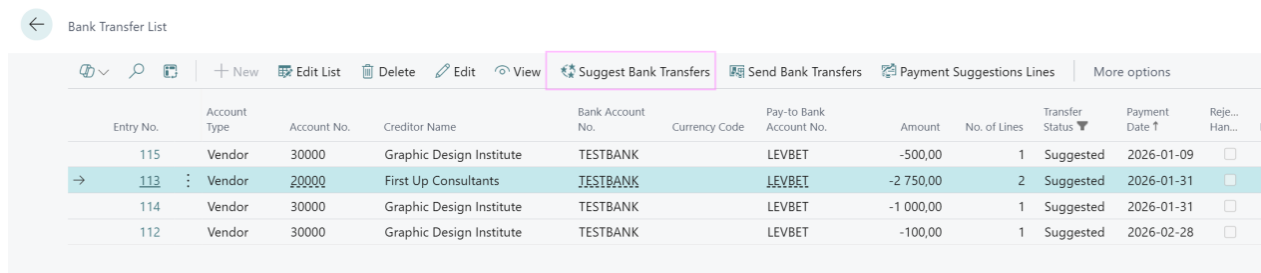
Bank Transfer Lines

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	

Figure 13: Payment proposal batches and lines

Create Payment Suggestion Manually

To create a payment proposal manually, select **Suggest Bank Transfers**. The same function can also be found by searching for **Bank Transfer Suggestions**.



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	Rejection Handled
115	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-500,00	1	Suggested	2026-01-09	☐
→ 113	Vendor	200000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Suggested	2026-01-31	☐
114	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-1 000,00	1	Suggested	2026-01-31	☐
112	Vendor	30000	Graphic Design Institute	TESTBANK		LEVBET	-100,00	1	Suggested	2026-02-28	☐

Figure 14: Suggest bank transfers action

The **Bank Transfer Suggestions** page opens. Start by entering a **Last Due Date**. All open entries with a due date up to and including this date are included.

The request page has the following options:

Group	Field	Description
General	Last Due Date	The latest due date that is included in the payment suggestions.
General	Include Payment Discount	Includes entries where a payment discount can still be taken. The entry is then proposed on the payment discount date and the discount is deducted from the amount.
General	Override Due Date	Uses Requested Payment Date as payment date for all entries instead of the due date.
General	Requested Payment Date	The date the payments should be executed when Override Due Date is selected.
Vendor	Include Vendor Payments	Creates payment suggestions for vendors.
Customer	Include Customer Refunds	Creates payment suggestions for customer refunds (credit memos).
Customer	Include Invoices	Also includes customer invoices in the customer suggestion.
Employee	Include Employee Payments	Creates payment suggestions for employees.
Employee	Include Employee Debt	Also includes employee debt in the employee suggestion.

Further down the page, you can filter on **No.** and **Currency Code** for vendors, customers and employees. Once the filtering is complete, choose **OK**.

Bank Transfer Suggestions



Use default values from

Last used options and filters



Options

General

Last Due Date 2035-01-01

Include Payment Discount ☐Override Due Date ☐

Requested Payment Date



Vendor

Include Vendor Payments ☒

Customer

Include Customer Refunds ☐Include Invoices ☐

Employee

Include Employee Payments ☐Include Employee Debt ☐

Filter: Vendor

Schedule...

OK

Cancel

Figure 15: Bank Transfer Suggestions page

The payment date of each line is set as follows:

- The due date, if it is in the future; otherwise today's date.
- The payment discount date, if **Include Payment Discount** is selected and the discount can still be taken.

- The **Requested Payment Date**, if **Override Due Date** is selected.

The following entries are never included in a suggestion: entries that are **On Hold**, entries marked **Exclude from Pmt. Practices**, entries that have an **Applies-to ID**, entries that are already on a bank transfer, and entries on a rejected bank transfer until the rejection has been marked as handled.

The recipient bank account is taken from the **Recipient Bank Account** on the ledger entry, otherwise from the vendor's **Preferred Bank Account Code**. If neither is set, the vendor's only bank account is used, or the only bank account in the currency of the entry. If the vendor has several bank accounts that could be used, no bank account is selected and the bank transfer gets a **validation error** – set a **Preferred Bank Account Code** on the vendor to avoid this.

If problems are found during the suggestion, for example a missing bank account, you are asked whether you want to open the list of bank transfers with validation errors. See [Validation Errors](#).

The payment proposal is created.

Note: Payments are automatically grouped by vendor, recipient bank account, currency 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	LEV BET		-500,00	1	Suggested	2026-01-09	☐	
→ 113	Vendor	20000	First Up Consultants	TESTBANK	LEV BET		-2 750,00	2	Suggested	2026-01-31	☐	
114	Vendor	30000	Graphic Design Institute	TESTBANK	LEV BET		-1 000,00	1	Suggested	2026-01-31	☐	
112	Vendor	30000	Graphic Design Institute	TESTBANK	LEV BET		-100,00	1	Suggested	2026-02-28	☐	

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	

Figure 16: Payments grouped by vendor and payment date

Create a Bank Transfer from a Ledger Entry

You can also create a suggestion for a single entry directly from **Vendor Ledger Entries**, **Customer Ledger Entries** or **Employee Ledger Entries** with the action **Create Bank Transfer**. A bank transfer with status *Suggested* is created for the selected entry.

The ledger entry pages also show the columns **Payment Status** and **Exclude from Pmt. Practices**.

Posting Date	Document Date	Document Type	Document No.	External Document No.	Vendor No.	Vendor Name	Description	VP Pack No.	Payment Status
2027-08-01	2027-08-01	Credit Memo	A00189	273060473	82000	Underleverantör	Demo Data		
2027-08-01	2027-08-01	Credit Memo	A00182	32845040	82000	Underleverantör	Demo Data		
2027-08-01	2027-08-01	Credit Memo	A00175	601307058	82000	Underleverantör	Demo Data		
2027-08-01	2027-08-01	Credit Memo	A00168	686245222	82000	Underleverantör	Demo Data		
2027-08-01	2027-08-01	Credit Memo	A00161	696734293	82000	Underleverantör	Demo Data		
2027-08-01	2027-08-01	Credit Memo	A00154	337886861	82000	Underleverantör	Demo Data		
2027-08-01	2027-08-01	Invoice	A00147	55653377	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00140	841059200	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00133	437410103	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00126	203941331	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00119	203082068	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00112	480474307	82000	Underleverantör	Demo Data		Suggested
2027-08-01	2027-08-01	Invoice	A00105	256799554	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00098	982549729	82000	Underleverantör	Demo Data		To approve
2027-08-01	2027-08-01	Invoice	A00091	877158366	82000	Underleverantör	Demo Data		To approve

Figure 17: Create Bank Transfer on Vendor Ledger Entries

Sending Bank Transfers

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

This can be done either automatically by setting up the job queue **72850696 – Sched. Bulk Payment**, or manually from the **Bank Transfer List** opened from the **Suggested** tile. The **Send Bank Transfers** button contains two actions:

- **Send Selected Bank Transfers** – sends only the bank transfers you have selected.
- **Send All Suggested Bank Transfers** – sends all suggested bank transfers within the current filter.

Only bank transfers with status *Suggested* can be sent. You can also send a single bank transfer from the **Bank Transfer** card with **Send to Bank**.

Entry No.	Account Type	Account No.	Creditor Name	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Tran
1482	Vendor	40000	Wide World Importers	SEK	LEVBET	-347 869.94	19	Sug
1491	Vendor	50000	Nod Publishers	SEK	LEVBET	-115 346.94	3	Sug
1495	Vendor	82000	Underleverantör	SEK	BANK	-207 851.71	3	Sug
1473	Vendor	20000	First Up Consultants	SEK	SEB	-225 108.61	6	Sug
1483	Vendor	40000	Wide World Importers	SEK	LEVBET	-118 254.36	3	Sug
1492	Vendor	50000	Nod Publishers	SEK	LEVBET	-193 583.24	4	Sug
1496	Vendor	82000	Underleverantör	SEK	BANK	-169 600.35	4	Sug
2499	Vendor	50000	Nod Publishers	SEK	EUR	-2 782.27	3	Sug

Figure 18: Send Selected Bank Transfers and Send All Suggested Bank Transfers

Before a bank transfer is sent, each line is checked against its ledger entry. If the entry has been closed, or if the remaining amount no longer matches the amount on the line, sending is stopped with a message that shows the ledger amount and the bank transfer line amount. Run the suggestion again or correct the line before you send.

Note: Bank transfers cannot be sent from a sandbox environment.

The action **Payment Suggestions Lines** opens a flat list of all suggested bank transfer lines with header information, which is useful for review or for exporting to Excel.

Validation Errors

Bank transfers are validated when they are suggested and before they are sent. If a problem is found, the bank transfer gets the status **Validation Error** and cannot be sent. These bank transfers are shown in the **To**

Handle tile under **Bank Transfers**.

Each problem is listed on its own line in the **Validation Error Log** fact box on the **Bank Transfer List** and on the **Bank Transfer** card. Typical errors are:

Message	What to do
<i>Bank Account No. or IBAN must be specified for the bank account</i>	Enter a bank account number or IBAN on the vendor's or customer's bank account (or on the employee card).
<i>Bank Giro No. or Plus Giro No. must be specified for the bank account</i>	Enter a Bank Giro or Plus Giro number on the recipient bank account.
<i>SWIFT Code '...' is not valid.</i>	Correct the SWIFT code on the recipient bank account. A blank SWIFT code is accepted.
<i>Regulatory reporting code is missing...</i>	For cross-border payments (the paying bank account and the recipient are in different countries), enter a Regulatory reporting Code on each bank transfer line. Not required in Finland, Denmark, Germany and the United Kingdom.

Lines whose ledger entry is marked **Exclude from Pmt. Practices** are removed from the bank transfer during validation.

While a bank transfer has the status *Validation Error*, you can edit the **Pay-to Bank Account**, the **Payment Date** and the lines directly on the bank transfer. When you have corrected the master data, choose **Validate Bank Transfers** to validate the bank transfers again. Bank transfers without errors get the status *Suggested*. The job queue **Validation Transfer** can also do this automatically.

The screenshot displays the 'Bank Transfer List' application. The top navigation bar includes a search icon, a '+ New' button, and a menu with 'Edit List', 'Delete', 'Edit', 'View', and 'Validate Bank Transfers' (which is highlighted with a red box). Below the navigation bar, there are tabs for 'Create automated flow', 'Create action based on a flow', and 'Manage flows'. The main area shows a table of bank transfer lines with columns: Entry No., Account Type, Account No., Creditor Name, Bank Account No., Currency Code, Pay-to Bank Account No., Amount, No. of Lines, and Tran. The table lists several entries, with the first one (Entry No. 158) highlighted in blue. To the right of the table is a 'Bank Transfer Details' fact box containing fields for Pay-to Account Details, Pay-to Bank Account Code, Currency Code, SWIFT Code, IBAN, Bank Branch No., Bank Account No., Code for Bank of..., Bank Giro No., and Plus Giro No. Below the details box is a 'Validation Error Log' fact box, also highlighted with a red box, which contains an 'Error Message' field with two entries: 'Bank Account No. or IBAN must be sp...' and 'Bank Giro No. or Plus Giro No. must b...'. At the bottom of the interface, there is a 'Bank Transfer Lines' section with a table showing Document Type, Document No., Ledger Entry No., Payment Reference, Structured Reference, and External Document No.

Figure 19: Validation Error Log and Validate Bank Transfers

The **Bank Transfer Details** fact box shows the recipient's bank account details – **Pay-to Bank Account Code**, **Currency Code**, **SWIFT Code**, **IBAN**, **Bank Branch No.** and **Bank Account No.** – so you can check where a payment is going before it is sent.

Working with Bank Transfer Lines

The bank transfer lines show, among other things, **Document Type**, **Document No.**, **Payment Reference**, **Amount**, **Due Date** and **Regulatory reporting Code**. The following columns are hidden by default and can be added with **Personalize**:

- **Initial Due Date** – the due date of the original posted invoice or credit memo, before any change on the ledger entry.
- **Pmt. Discount Date** – the last date for the payment discount. The date is shown in green when the payment discount has been applied to the line.
- **Document Date.**

To see the invoice behind a line, select the line and choose **View Document** (Ctrl+F6). The action is available when an incoming document with an attachment is linked to the ledger entry.

The screenshot shows the 'Bank Transfer List' interface. The top toolbar includes options like '+ New', 'Edit List', 'Delete', 'Edit', 'View', 'Suggest Bank Transfers', 'Send Selected Bank Transfers', 'Payment Suggestions Lines', 'Actions', 'Automate', and 'Fewer opt'. Below the toolbar, there are filters and a table of bank transfer lines.

Entry No.	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Transfer Status	Payment Date ↑	Reje... Han...	Mes
1473		SEB	-225 108,61	6	Suggested	2027-08-11	☐	
1483		LEVBET	-118 254,36	3	Suggested	2027-08-11	☐	
1492		LEVBET	-193 583,24	4	Suggested	2027-08-11	☐	
1496		BANK	-169 600,35	4	Suggested	2027-08-11	☐	
→ 2499	EUR	LEVBET	-2 782,27	3	Suggested	2027-08-31	☒	
2500	NOK	LEVBET	-8 018,27	1	Suggested	2027-08-31	☐	

Below the table, there are buttons for 'Bank Transfer Lines', 'Payment Plan', 'View Document', and 'Delete Line'. The 'View Document' button is highlighted with a pink box.

Document Type	External Document No.	Amount	Due Date	Pmt. Discount Date	Initial Due Date	Regulatory reporting Code	Message
Invoice	71435134761234	-1 000,00	2027-08-31	2027-08-01			
Invoice	13412341	-1 000,00	2027-08-31	2027-08-01			
→ Invoice	8795498	-782,27	2027-08-31	2027-08-01			

Figure 20: Bank transfer lines with Pmt. Discount Date and Initial Due Date

Payment Plans

A payment plan splits one suggested bank transfer line into several payments with different payment dates, for example when you agree with a vendor to pay an invoice in instalments.

1. Open a bank transfer with status *Suggested*, select the line and choose **Payment Plan**.
2. The **Payment Plan** page shows the creditor, payment reference and the original **Amount**. The first line is the original line.
3. Add lines with **Amount** and **Payment Date** for each instalment. **Difference Amount** shows how much remains to be distributed and must be 0.
4. If needed, change the **Posting Description** (default *Payment Plan - <Document No.>*).
5. Choose **OK** and confirm that you want to post the payment plan.

The bank transfer line is reduced to the first instalment, which is paid as normal. The remaining instalments are posted as new open ledger entries with the instalment's payment date as due date. They are included the next time a payment suggestion runs with a **Last Due Date** on or after that date (or immediately if **Add to Suggestion when Posting** is enabled). Payment plans are intended for vendor entries. **No. Series Remittance** must be set up in **Finance Manager Setup**.

Payment Plan



Account Type	Vendor	External Document No.	358883390
Account No.	20000	Amount	-10 739,94
Creditor Name	First Up Consultants	Difference Amount	0,00
Payment Reference	358883390	Posting Description	Payment Plan Invoice - A00016
Structured Reference			

Manage



	Amount		Payment Date
	-5 000,00		2027-08-11
→	-5 739,94	:	2027-11-01

OK

Cancel

Figure 21: Payment Plan

Await Net Balance

When **Merge Payment** is set to *Await Net Balance for Payment* (globally or for a vendor in [Advanced Setup](#)), a vendor's invoices and credit memos are netted. If the credit memos are larger than or equal to the invoices, the whole group gets the status **Await Net Balance** and is not sent. These groups are shown in the **Await Net Balance** tile (the tile is only visible when the setting is made on **Finance Manager Setup**; otherwise filter the **Bank Transfer List** on **Transfer Status**).

Every time the payment suggestion runs, the groups are rebuilt from the vendor's open entries, so they are released automatically when new invoices make the net balance payable.

On a line in a group with status *Await Net Balance* you can:

- **Set Invoice as Suggested** – pays the selected invoice in a separate bank transfer without netting it against the credit memos. The vendor's remaining *Await Net Balance* group is removed and created again the next time the payment suggestion runs.
- **Exclude from Payment Practices** – removes the selected document from the payment process. The entry is marked **Exclude from Pmt. Practices**.

Bank Transfer List

Views: All

Filter list by: Transfer Status

Await Net Balance

+ Filter...

Entry No.	Account Type	Account No.	Creditor Name	Bank Account No.	Currency Code	Pay-to Bank Account No.	Amount	No. of Lines	Tran
2505	Vendor	10000	Fabrikam, Inc.	SEK	LEVRET	346 659.01	6	Aw	
2506	Vendor	30000	Graphic Design Institute	SEK	LEVRET	454 384.04	6	Aw	
2507	Vendor	64000	Vattenkraftverk	SEK	BANK	342 623.46	6	Aw	

Bank Transfer Lines

Set Invoice as Suggested Exclude from Payment Practices View Document Delete Line

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.
Credit Memo	A00148	4942	18213625		18213625
Credit Memo	A00169	4984	382260917		382260917
Credit Memo	A00155	4956	976707833		976707833
Credit Memo	A00183	5012	574696936		574696936
Credit Memo	A00162	4970	457002023		457002023
Credit Memo	A00176	4998	82842225		82842225

Bank Transfer Details

Pay To Account Details

Pay-to Bank Account Code LEVBET

Currency Code

SWIFT Code

IBAN

Bank Branch No.

Bank Account No.

Code for Bank of S...

Bank Giro No. 5898-2059

Plus Giro No.

Validation Error Log

Error Message

(There is nothing to show in this view)

Figure 22: Await Net Balance with Set Invoice as Suggested and Exclude from Payment Practices

Bank Transfer Summary

To get a quick overview of liquidity, choose **Payment Summary** or press **F7** on the **Bank Transfer List** or **Bank Transfers to sign**. The page is displayed per bank account and shows:

- **Overdraft** – only shown when an **Overdraft** amount is entered on the Bank Account Card.
- **Balance in Bank** – the latest balance received from the bank.
- **Payments In Process** – bank transfers sent to the bank but not yet completed.
- **Payment Suggestions** – suggested bank transfers.
- **Net Amount** – the sum of the above, which is what is available after the payments. Shown in red when it is negative.

By default only bank accounts with suggested or in-process bank transfers are shown. Choose **View All Accounts** to show all connected bank accounts, and **Update** (Ctrl+F5) to recalculate.

Bank Transfer Summary

Update View All Accounts

Description	Amount	Amount (LCY)
NOK - NOK		
Overdraft	50,00	50,00
Balance in Bank	7 533 882,39	7 533 882,39
Payments In Process		
Payment Suggestions	-8 018,27	-8 018,27
Net Amount	7 525 914,12	7 525 914,12
SEK - SEK		
Balance in Bank	8 417 063,60	8 417 063,60
Payments In Process	-2 334 616,39	-2 334 616,39
Payment Suggestions	-735 064,83	-735 064,83
Net Amount	5 347 382,38	5 347 382,38

Figure 23: Bank Transfer Summary (F7) with Overdraft and Net Amount

Exclude Transactions

If, for any reason, you want to exclude a specific vendor or a specific vendor ledger entry from payment suggestions, 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 %	0	Preferred Bank Account Code	LEV BET
Application Method	Manual	Partner Type	
Payment Terms Code	AM	Intrastat Partner Type	
Payment Method Code		Cash Flow Payment Terms Code	
Priority	0	Creditor No.	
Block Payment Tolerance	☐	Exclude from Payment Practices	☒

Figure 24: Exclude from Pmt. Practices on the Vendor Card

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	Arbachtalstrasse 6	Purchaser Code	
Address 2	Unter Achalm	Campaign No.	
City	Eningen	Alternate Vendor Address Code	
Post Code	DE-72800	Responsibility Center	
Country/Region	DE	Assigned User ID	
Contact No.	CT000008	Status	Open
Phone No.		Exclude from Pmt. Practices	☒

Figure 25: Exclude from Pmt. Practices on the Purchase Invoice

Vendor Ledger Entry

Vendor Ledger Entries

[Home](#) | [Entry](#) | [More options](#)

[Create Bank Transfer](#) | [Show Document](#) | [Apply Entries](#) | [Find entries...](#) | [Create Payment](#) | [Reverse Transaction...](#)

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...			☐	
→ 2025-12-01	108248	292290	10000	Fabrikam, Inc.	Faktura 107251		Completed and settled	☒	
2025-11-27	010000000523...	010000000523426237...	10000	Fabrikam, Inc.	108240 Invoice payment vendor			☐	
2025-11-25	108227	49222	10000	Fabrikam, Inc.	Faktura 107233		Completed and settled	☒	
2025-11-25	108226	44930	10000	Fabrikam, Inc.	Faktura 107232		Completed and settled	☒	
2025-11-20	108225	440303	10000	Fabrikam, Inc.	Faktura 107228		Completed and settled	☒	
2024-03-07	108196	107196	20000	First Up Consultants	Faktura 107196			☒	

Figure 26: Exclude from Pmt. Practices on the Vendor Ledger Entry

The field is also available on **Customer Ledger Entries** and **Employee Ledger Entries**, and on the transaction journal lines in [Manual Accounting](#).

When you change **Exclude from Pmt. Practices** on a vendor or customer card, you are asked whether the change should also be applied to the existing ledger entries for that vendor or customer.

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.

Approval Process

Overview

Signing can be performed 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**:

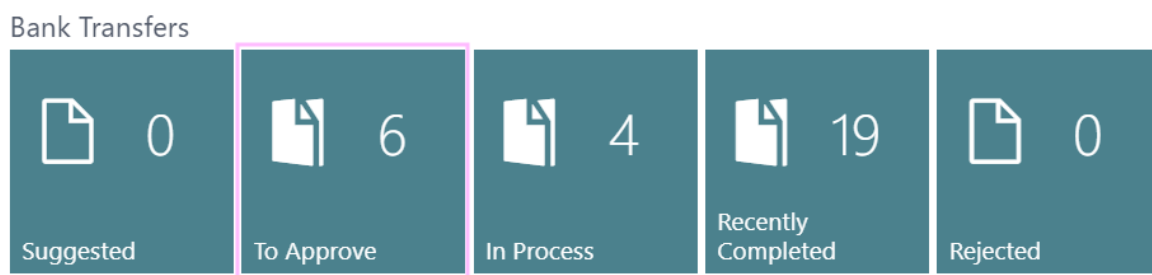


Figure 27: To Approve under Bank Transfers

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	LEV BET	-40 000,00	To approve	2025-11-30	p1ba483fe87c3d1f0118195000...
84	Vendor	10000	Fabrikam, Inc.	TESTBANK		1	LEV BET	-1 000,00	To approve	2025-12-02	p1b29629e8959cf#0118195000...
115	Vendor	30000	Graphic Design Institute	TESTBANK		1	LEV BET	-500,00	To approve	2026-01-09	p1b471915a35fed0118195000...
112	Vendor	20000	First Up Consultants	TESTBANK		2	LEV BET	-2 750,00	To approve	2026-01-31	p1b421915a35fed0118195000...
114	Vendor	30000	Graphic Design Institute	TESTBANK		1	LEV BET	-1 000,00	To approve	2026-01-31	p1b451915a35fed0118195000...
112	Vendor	30000	Graphic Design Institute	TESTBANK		1	LEV BET	-100,00	To approve	2026-02-28	p1b401915a35fed0118195000...

Bank Transfer Lines

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	

Figure 28: Bank Transfers to Sign page

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**.

Only bank transfers with status *To approve* or *Partially approved* are signed. You can also sign a single bank transfer from the **Bank Transfer** card with **Sign payment**.

The signing status of each bank transfer is shown in the field **Signing status** on the **Bank Transfer** card: *Not signed*, *Partly signed* or *Signing finalized*.

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

Figure 29: Aritma approval page

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):

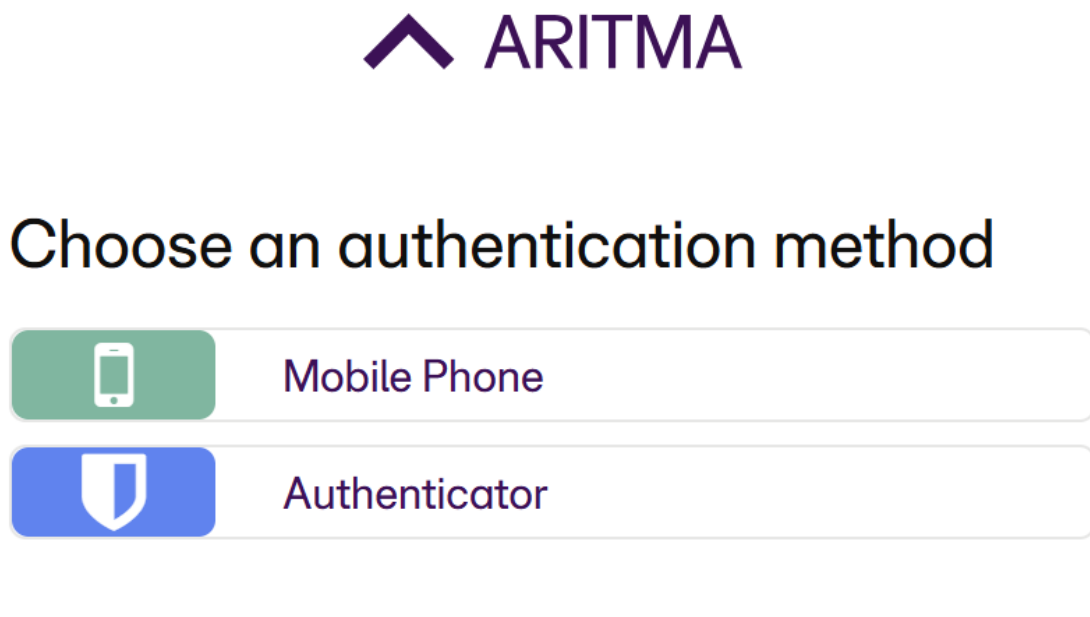


Figure 30: Choose verification method

Enter the code and choose **Continue**:

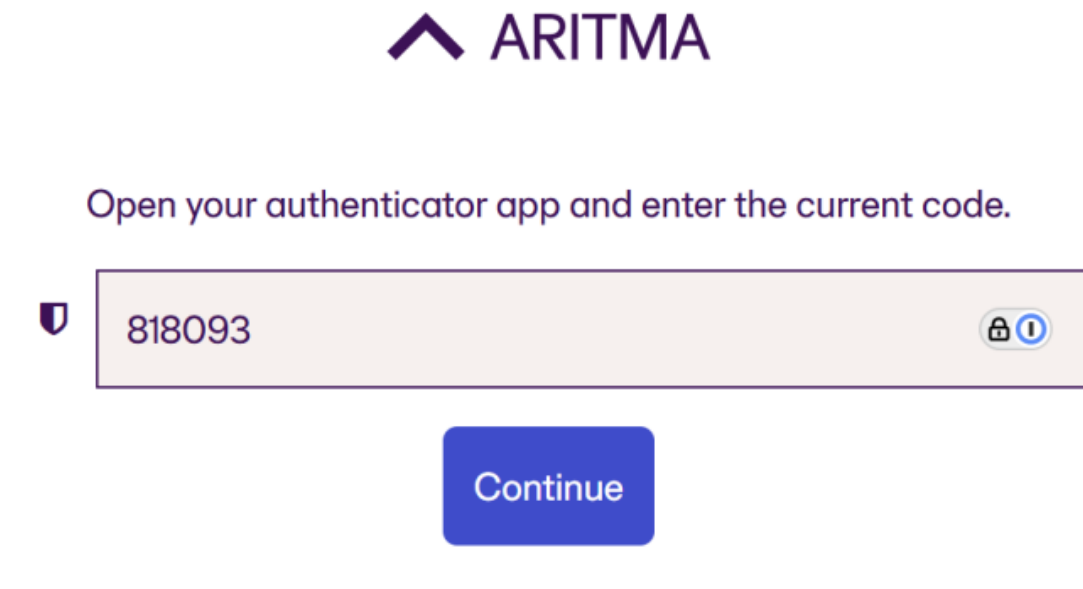


Figure 31: Enter verification code

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

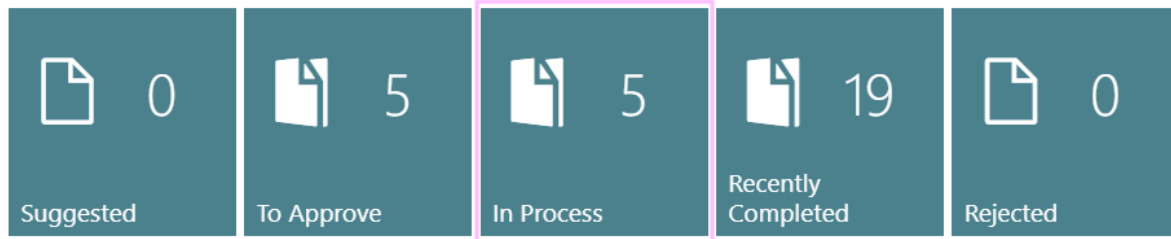


Figure 32: In Process under Bank Transfers

At this stage, the payment status is retrieved via job queue **72850697 – Bank Transfer Status Update** and, when webhooks are set up, pushed automatically from the bank as soon as it changes. The frequency of the job queue is defined on the standard **Job Queue Entry** page. The status is displayed on the **In Process** page in the **Bank Transfers** list:

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	Reg. Plan	Message
70	Vendor	20000	First Up Consultants	TESTBANK		LEVRET	-14 775,00	1	Awaiting banks acceptance.	2025-04-30	☐	
67	Vendor	10000	Fabrikam, Inc.	TESTBANK		LEVRET	-600,00	1	Accepted and set for due date	2025-11-30	☐	
82	Vendor	10000	Fabrikam, Inc.	TESTBANK		LEVRET	-66 000,00	2	Awaiting banks acceptance.	2025-12-31	☐	
83	Vendor	10000	Fabrikam, Inc.	TESTBANK		LEVRET	-3 000,00	1	Awaiting banks acceptance.	2025-12-31	☐	
→ 113	Vendor	20000	First Up Consultants	TESTBANK		LEVRET	-2 750,00	2	Awaiting banks acceptance.	2026-01-31	☐	

Bank Transfer Lines

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	

Figure 33: Transfer status in the Bank Transfers list

As well as on the **Vendor Ledger Entries** page:

Bank Transfer Lines

Document Type	Document No.	Ledger Entry No.	Payment Reference
→ Invoice	108289	3636	345234244543
Invoice	108292		

108289
Faktura 107294
2026-01-31
-2 500,00

Open full list

Figure 34: Ledger entry lookup from Bank Transfer Lines

Vendor Ledger Entries

Posting Date	Document Date	Document Type	Document No.	External Document No.	Vendor No.	Vendor Name	Description	VP Pack No.	Payment Status	Excl... from Pmt. Prac...
→ 2026-01-09	2026-01-09	Invoice	108289	345234244543	20000	First Up Consultants	Faktura 107294		Awaiting banks acceptance.	

Figure 35: Payment status on Vendor Ledger Entries

It is also possible to manually trigger a status update by opening the bank transfer and selecting **Actions → Update Status**. To update all bank transfers at once, choose **Update Payment Status** on the **Bank Transfer List** or **Bank Transfers to sign**:

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...
70	Vendor	20000	First Up Consultants	TESTBANK		LEVBET	-14 775,00	1	Awaiting banks acceptance.	2025-04-30	☐
67	Vendor	10000	Fabrikam, Inc.	TESTBANK		LEVBET	-600,00	1	Accepted and set for due date	2025-11-30	☐
82	Vendor	10000	Fabrikam, Inc.	TESTBANK		LEVBET	-66 000,00	2	Awaiting banks acceptance.	2025-12-31	☐
83	Vendor	10000	Fabrikam, Inc.	TESTBANK		LEVBET	-3 000,00	1	Awaiting banks acceptance.	2025-12-31	☐
→ 113	Vendor	20000	First Up Consultants	TESTBANK		LEVBET	-2 750,00	2	Awaiting banks acceptance.	2026-01-31	☐

Figure 36: Bank Transfer List

Bank Transfer

113

Actions

Automate

Send to Bank

Cancel Payment

Sign payment

Update Status

Set Rejection Handled

113

Transfer Status

Awaiting banks acceptance.

TESTBANK

Currency Code

Vendor

Amount

-2 750,00

Account No.

20000

Payment Id

p1b421915a35fedf0118195000d3abd1337

Creditor Name

First Up Consultants

Signing status

Signing finalized

Pay-to Bank Account No.

LEVBET

Rejection Handled

☐

Payment Date

2026-01-31

Message

Bank Transfer Lines

Delete Line

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	

Figure 37: Actions → Update Status

Transfer Status Values

The **Transfer Status** field can have the following values:

Transfer Status	Shown in tile	Meaning
Suggested	Suggested	Created by the payment suggestion, not yet sent.

Transfer Status	Shown in tile	Meaning
<i>Validation Error</i>	To Handle	The bank transfer has errors and cannot be sent. See Validation Errors .
<i>Await Net Balance</i>	Await Net Balance	Held back until the vendor's net balance is payable.
<i>To approve</i>	To Approve	Received by the bank, waiting to be signed.
<i>Partially approved</i>	To Approve	Signed by some, but not all, required signatories.
<i>Pending, Pending - funds checked, Accepted technical validation, Accepted and set for due date, Accepted and set for due date with change, Accepted - waiting to be posted, In process - accepted and set for due date</i>	In Process	Accepted by the bank and waiting to be executed.
<i>Completed, Completed and settled</i>	Recently Completed	Executed by the bank.
<i>Rejected by bank</i>	To Handle	Rejected by the bank. See Rejected .
<i>Mixed Payment Status</i>	To Handle	Some payments in the bank transfer succeeded and others did not. Check the status on each line.
<i>Cancelled</i>	To Handle	The payment has been cancelled.

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 [2. Posting](#)).

Bank Transfers

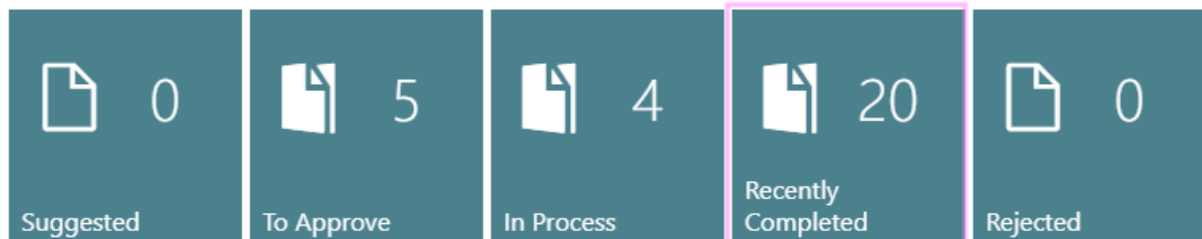


Figure 38: Recently Completed under Bank Transfers

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

Bank Transfer List

Views

All

Filter list by:

Payment Date

25-12-10,26-02-01

Transfer Status

Completed/Completed and settled

+ Filter...

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
85	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-12 000,00	2	Completed and settled	2025-12-31		
88	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-60 000,00	2	Completed and settled	2025-12-31		
88	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-11 000,00	2	Completed and settled	2025-12-31		
90	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	500,00	1	Completed and settled	2025-12-31		
91	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-3 800,00	2	Completed and settled	2025-12-31		
92	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-4 600,00	2	Completed and settled	2025-12-31		
93	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-49 700,00	4	Completed and settled	2025-12-31		
97	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-2 400,00	2	Completed and settled	2025-12-31		
99	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-6 600,00	2	Completed and settled	2025-12-31		
100	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-4 400,00	2	Completed and settled	2025-12-31		
101	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	10 100,00	2	Completed and settled	2025-12-31		
104	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	-2 200,00	2	Completed and settled	2025-12-31		
105	Vendor	10000	Fabrikam, Inc.	TESTBANK	LEVBEI	LEVBEI	8 800,00	2	Completed and settled	2025-12-31		

Bank Transfer Lines

Bank Delete Line

Document Type	Document No.	Ledger Entry No.	Payment Reference	Structured Reference	External Document No.	Amount	Message
Invoice	108248	2225	2592290		2592290	-1 000,00	
Invoice	108248	3538	990887		990887	-8 000,00	

Figure 39: Filtering older payments

Rejected

Bank transfers that are not accepted by the bank – status *Rejected by bank* or *Mixed Payment Status* – are shown in the **To Handle** tile under **Bank Transfers**, together with cancelled bank transfers and bank transfers with validation errors. The tile is shown in red when the count is above zero. The reason for the rejection is shown in the **Message** field on the bank transfer and its lines.

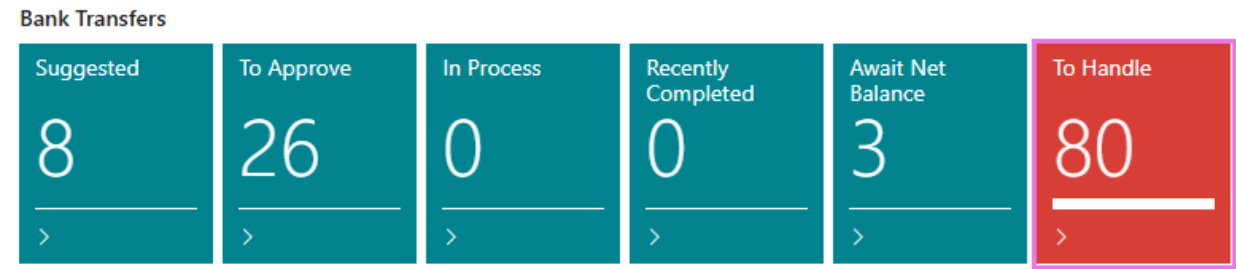


Figure 40: To Handle under Bank Transfers

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.

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:

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	3636	345234244543		345234244543	-2 500,00	
Invoice	108292	3647	543443		543443	-250,00	

Figure 41: Set Rejection Handled

Cancelling and Deleting Bank Transfers

A bank transfer that has been sent to the bank can be cancelled with **Cancel Payment** on the **Bank Transfer** card. A cancellation request is sent to the bank, and the status of the bank transfer is updated with the bank's response – normally *Cancelled*. Whether a payment can still be cancelled depends on the bank. Check the **Transfer Status** afterwards.

Bank transfers can only be deleted when the status is *Suggested*, *Validation Error* or *Await Net Balance*, and only if they have not been sent to the bank. A bank transfer that has already been sent cannot be deleted – cancel the payment instead. When a bank transfer is deleted, the entries become available for the next payment suggestion.

Note: **Set Rejection Handled** can only be used for bank transfers with status *Rejected by bank* or *Mixed Payment Status*.

Inyett Detect Payment Control

If your company uses the Inyett Detect payment control service, Finance Manager can send the payment suggestions to Inyett for analysis before they are sent to the bank. The functionality is only visible when an **API Key** is entered in the **Payment Control** group on **Finance Manager Setup**.

On the **Bank Transfer List**, the **Inyett Detect** button contains:

- **Send to Inyett** – sends the suggested vendor and customer payments to Inyett Detect. Wait a minute while Inyett processes them.
- **Show warnings** – retrieves and shows the warnings from Inyett on the **Inyett Detect warnings** page. Choose **Show warning** on a line to open the details in Inyett Detect.
- **Revoke sent task** – withdraws the suggestion from Inyett, for example if you need to change it.

After the warnings have been retrieved, the column **Warning status** on the bank transfer lines shows whether there is a warning for the line. Use **Show warnings** on a line to see the warnings for that line only.

When a suggestion has been sent to Inyett, the bank transfers cannot be sent to the bank until the warnings have been retrieved with **Show warnings**. If **Mandatory to get warnings from Inyett before creating the payment file** is selected in setup, this always applies.

Note: The vendors and customers must have a bank account (Bank Giro, Plus Giro, IBAN or bank account number) to be sent to Inyett. If **Mandatory Registration No.** is selected in setup (default), they must also have a **Registration No.**

2. Posting

Bank Transactions – Overview



Figure 42: Bank Transactions area

The **Bank Transactions** pages display all reporting received from the bank, covering both outgoing and incoming payments. Bank transactions are typically retrieved early in the morning via job queue **72850695 – Fetch Transactions** and, if automatic posting is enabled, they are posted via job queue **72850694 – Book-keeping**.

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 the exceptions where the system is unable to find a matching entry in **To Handle**:

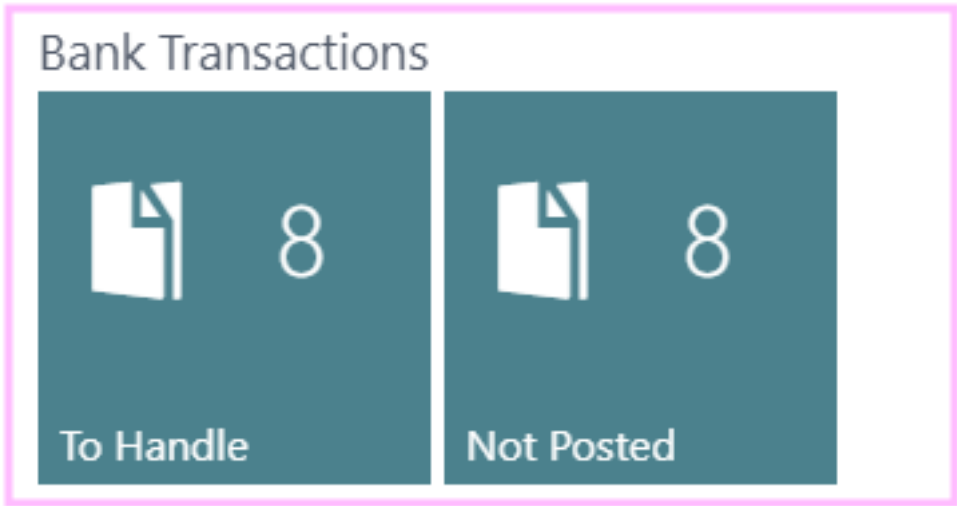


Figure 43: To Handle and Not Posted views

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.

A bank transaction has the **Status** *Open* or *Released*, and the checkbox **Posted** shows whether it has been posted. *Open* is shown in red and means that the transaction needs to be handled. Use **Release** (Ctrl+F9) and **Reopen** to change the status manually.

On the **Bank Transaction List**, the posting actions are grouped under **Post**:

Action	Description
Post (F9)	Posts the selected bank transaction.
Post Batch	Posts all released bank transactions that are not posted.
Mark as Posted	Closes an already posted entry without new postings. See Already Posted .
Mark as Posted Batch	Marks all released, applied bank transactions as posted.
Preview Posting (Ctrl+Alt+F9)	Shows the entries that posting would create. See Preview Posting .
Post Internal Bank Transfer	Posts a transfer between two of your own bank accounts. See Post Internal Bank Transfer .

On the **Bank Transaction** card, the **Post** menu also contains **Reverse Mark as Posted**.

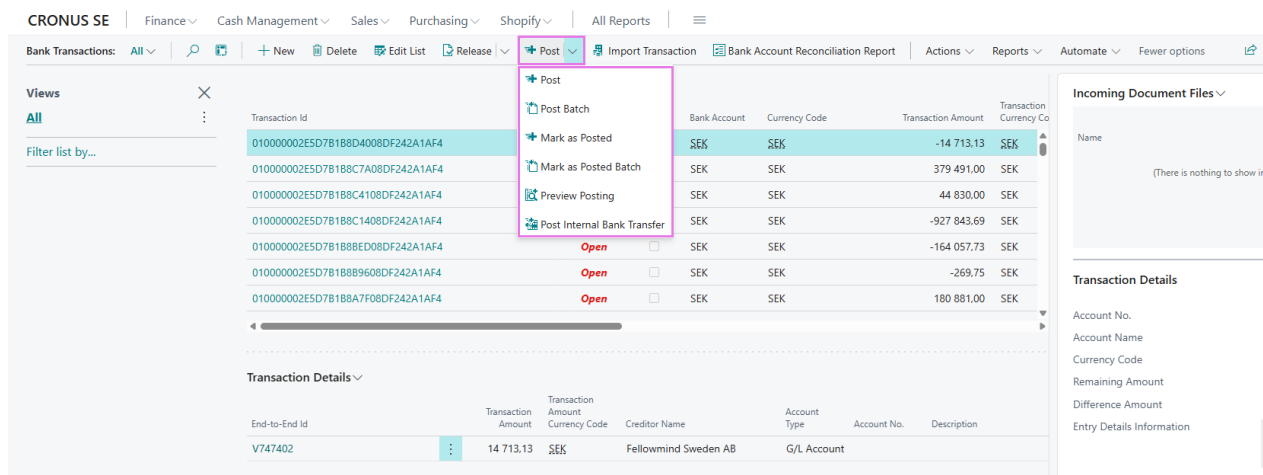


Figure 44: Post menu on the Bank Transaction List

When a transaction is posted, the **Transaction Id** from the bank is used as **External Document No.** on the posted entries. On **General Ledger Entries** and **Bank Account Ledger Entries** you can drill down on **External Document No.** to open the bank transaction it came from.

How Automatic Matching Works

When bank transactions are imported, Finance Manager tries to find the right account for each line automatically.

Incoming payments are matched in this order:

1. **Structured invoice reference** – a reference from the bank that is an invoice or credit memo number for a customer ledger entry. If the entry is already closed, the line gets a message and no further matching is tried.
2. **Payment reference and message** – invoice numbers (also OCR/KID references with check digits) found in the payment reference or the free-text message. If several invoices are found, the line is split into one line per invoice.
3. **Known payer** – the payer's bank account or name from earlier payments, combined with an open entry with exactly the same amount.
4. **Internal transfer** between your own bank accounts that was initiated from Finance Manager.
5. [Bookkeeping Rules](#).

6. Apply Bank Ledger Rules.

Outgoing payments that were created by Finance Manager carry a reference to the vendor, customer or employee ledger entry they were paid from, and are matched back to that entry. Other outgoing payments are matched with bookkeeping rules and apply bank ledger rules.

Lines that cannot be matched get a message, for example *No match has been found for this transaction*, and the transaction stays **Open** in **To Handle**.

Tip: Incoming payments that should never be matched automatically, and payments that should not be split per invoice reference, can be configured in [Advanced Setup](#).

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. The reason is shown in red in the **Message** field.

Bank Transaction List

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.
010000004...	Open	☐	TESTBANK	SEK	-2 750,00	SEK	-2 750,00	0,00	Payment	2026-01-09 01:00	
010000009...	Open	☐	TESTBANK	SEK	-281 037,72	SEK	-281 037,72	0,00	Payment	2026-01-08 01:00	
→ 010000009...	Open	☐	TESTBANK	SEK	-623 373,19	SEK	-623 373,19	0,00	Payment	2026-01-08 01:00	
010000009...	Open	☐	TESTBANK	SEK	-344 908,51	SEK	-344 908,51	0,00	Payment	2026-01-08 01:00	
010000009...	Open	☐	TESTBANK	SEK	-658 243,29	SEK	-658 243,29	0,00	Payment	2026-01-08 01:00	
010000009...	Open	☐	TESTBANK	SEK	-312 031,47	SEK	-312 031,47	0,00	Payment	2026-01-08 01:00	
010000009...	Open	☐	TESTBANK	SEK	-24 811 872,...	SEK	-24 811 872,...	0,00	Payment	2026-01-08 01:00	
010000004...	Open	☐	TESTBANK	SEK	-765 386,68	SEK	-765 386,68	0,00	Payment	2026-01-08 01:00	
010000004...	Open	☐	TESTBANK	SEK	-646 871,92	SEK	-646 871,92	0,00	Payment	2026-01-08 01:00	
Transaction Details											
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

Figure 45: To Handle list

The **Transaction Details** fact box shows the **Account Name**, **Currency Code**, the **Remaining Amount** of the matched invoice, and the **Difference Amount** between the paid amount and the remaining amount. This makes over- and underpayments easy to spot.

On the **Transaction Details** lines you can also:

- Choose **View Document** (Ctrl+F6) to open the invoice the line is matched to.
- Choose **Read Entry Details Information** to see exactly what the bank sent for the line. This information is available until the transaction is posted.
- Drill down on **End-to-End Id** on outgoing payments to open the ledger entry the payment was made

from.

The screenshot shows the 'Bank Transaction List' window. The main table lists transactions with columns: Transaction Id, Status, Post..., Bank Account, Currency Code, Transaction Amount, and Transac Currency. One transaction is highlighted in blue. To the right, the 'Incoming Document Files' section is empty. Below the main table, the 'Transaction Details' section is expanded, showing a table with columns: End-to-End Id, Transaction Amount, Transaction Currency Code, Creditor Name, Account Type, Account No., and Description. The 'Manual Accounting' button is highlighted in the top bar. The 'Transaction Details' fact box on the right shows 'Remaining Amount' as 15.25 and 'Difference Amount' as -0.31.

Figure 46: Transaction Details fact box with Remaining Amount and Difference Amount

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 the line and choose **Manual Accounting**:

The screenshot shows the 'Bank Transaction List' window with a list of transactions. The 'Manual Accounting' button is highlighted in the top bar. The 'Transaction Details' section is expanded, showing a table with columns: End-to-End Id, Transaction Amount, Transaction Currency Code, Creditor Name, Account Type, Account No., and Description. The 'Manual Accounting' button is highlighted in the top bar. The 'Transaction Details' fact box on the right shows 'Remaining Amount' as 15.25 and 'Difference Amount' as -0.31.

Figure 47: Manual Accounting action

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. The column **Account Name** shows the name of the selected account; drill down on it to open the account card.

Transaction Journal - 010000009CAAF29C539B08DE4E9D41C1 - 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	SE9400000000000056465464		

Transaction Journal Lines | New Line | Delete Line | Dimensions | Bookkeeping Rules

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		GA Account	6560						Purchase	INRIKES	VAT25	18 000,00
1 917,24		G/L Account	6570									0,00

OK Cancel

Figure 48: Manual Accounting – Account Type

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 | New Line | Delete Line | Dimensions | Bookkeeping Rules

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	

Figure 49: Manual Accounting – Applies-to Doc. No.

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**:

Transaction Journal - 010000009CAAF29C539B08DE4E9D41C1 - 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	SE9400000000000056465464		

Transaction Journal Lines | New Line | Delete Line | Dimensions | Bookkeeping Rules

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		GA Account	6560						Purchase	INRIKES	VAT25	18 000,00
1 917,24		GA Account	6570									0,00

Incoming Document Files

- Upload main attachment
- Upload supporting attachments
- Incoming Document
- View
- Download
- Open in Parent
- Delete Line

OK Cancel

Figure 50: Attach documents in the information pane

Additional possibilities in **Manual Accounting**:

- **Split a payment over several lines.** Add one line per account or invoice. When you add a new line, the remaining amount is suggested automatically. The lines must add up to the transaction amount before you choose **OK**; otherwise you are asked whether you want to close the page and start over later.
- **Look up the invoice.** In **Applies-to Doc. No.**, select the open entry. **Account No.**, **Currency Code** and the remaining amount are filled in automatically. If a payment discount can still be taken on the booking date, it is deducted from the proposed amount.
- **Foreign currency.** The header shows **Original Transaction Amount**, **Original Instructed Amount** and the **Exchange Rate** used by the bank. You can change the **Exchange Rate**. On the lines, enter the **Instructed Amount** in the invoice currency and the **Amount** in the transaction currency is calculated.
- **Projects.** The columns **Project No.** and **Project Task No.** can be added with **Personalize**. Projects can only be used on lines with **Account Type G/L Account**.
- **Exclude from Payment Practices** can be set on customer, vendor and employee lines.
- **Excel.** Use **File Handling** → **Export Journal Lines to Excel** and **Import Journal Lines from Excel** to prepare many lines in Excel. Importing replaces the existing lines.

In the example below, an invoice in USD is paid from a SEK bank account. The **Exchange Rate** is used to calculate the SEK amount from the instructed USD amount.

Transaction Journal - 010000006C9C8AD6676008DEE31201C5 · 20000

Transaction Details

Amount		Remittance Information	
Original Transaction Amount	119.85	Remittance Text	
Transaction Currency Code	SEK	Remittance Reference	
Original Instructed Amount	14.94	Creditor Information	
Instructed Currency Code	USD	Creditor Name	Fabrikam, Inc.
Exchange Rate	0.124658	Creditor IBAN	
		Debtor Information	
		Debtor Name	
		Debtor IBAN	

Transaction Journal Lines Manage File Handling

Export Journal Lines to Excel Import Journal Lines from Excel Import Direct Debit Reconciliation File

Amount	Currency Code	Amount	Type	Account No.	Account Name	Avdelning Kod	Kod	Description	Doc. Type	Doc. No.	Ty
→ 14.94	USD	119.85	Vendor	10000	Fabrikam, Inc.			Faktura 108265 - 4588	Invoice	108265	

Incoming Document Files

Name File Extension

(There is nothing to show in this view)

Transaction Details

Account No. 10000

Account Name Fabrikam, Inc.

Currency Code USD

Remaining Amount 15.25

Difference Amount 104.60

OK Cancel

Figure 51: Transaction Journal for a foreign-currency payment

Already Posted

If a bank transaction has already been posted earlier, either through another process or manually, it is possible to close the transaction in the bank module and remove it from the **To Handle** list without creating any new accounting entries.

The **To Handle** list is based on open Bank Account Ledger Entries. By selecting the already posted transaction in **Applies-to Bank Document No.** on the bank transaction header and choosing **Mark as Posted**, the related Bank Account Ledger Entry is closed.

Choosing ... in **Applies-to Bank Document No.** opens **Apply Bank Account Ledger Entries**, which lists the open bank account ledger entries for the bank account. Select **Apply Entry** on one or more entries and adjust **Amount to Apply** if needed. **Remaining Amount to Apply** must be 0 (shown in green) before the transaction can be marked as posted. When several entries are applied, the field shows *Multiple entries...*

Apply Bank Account Ledger Entries

Total Amount to Apply	-14 713,13
Remaining Amount to Apply	0,00

Apply Entry	Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Remaining Amount	Amount to Apply	Open	Entry No.†
☒	2027-06-01		G00001	SEK	SEK	-400 000,00	-400 000,00	-14 713,13	☐	4370

Figure 52: Apply Bank Account Ledger Entries

Bank Transaction

010000004273EEF8C8A408DE4F8B7115

Release Actions Automate Fewer options

General

- Post Bank Transaction
- Mark as Posted
- Download Transaction in JSON

Bank Account		Status	Open
Booking Date	2026-01-09 01:00	Transaction Type	Payment
Amount	-2 750,00	Bank Transaction Cod...	
Charge Amount	0,00	Additional Information	
Currency Code	SEK	Applies-to Bank Docu...	

Figure 53: Applies-To Bank Document No.

This action does not create any new general ledger entries and does not post the transaction again. It only closes the Bank Account Ledger Entry and marks the bank transaction as posted, removing it from the **To Handle** list.

Bank Account Ledger Entries - TESTBANK

Posting Date	Document Type	Document No.	Bank Account No.	Description	External Document No.	Awdelning Kod	Kundgrupp Kod	Amount	Running Balance	Open	Entry No.
2025-12-31		G00016	TESTBANK		-			573 000 000,00	1 772 169 676,00	☐	3624
2025-12-31		G00015	TESTBANK		-			1 200 000 000,00	1 199 169 676,00	☐	3622
2025-11-17	Payment	0100000063EB1...	TESTBANK		-			-10 335,00	-196 109,00	☐	3423
2025-11-14		010000001E393...	TESTBANK		-			-774,00	-185 774,00	☐	3424
2025-10-28	Payment	F00016	TESTBANK		-			-140 000,00	-185 000,00	☐	3414
→ 2025-10-28	Payment	F00015	TESTBANK		-			-45 000,00	-45 000,00	☒	3411

OK Cancel

Figure 54: Mark as Posted

If a transaction has been marked as posted by mistake, open the **Bank Transaction** card and choose **Post** →

Reverse Mark as Posted. The bank account ledger entries are reopened and the transaction gets the status *Open* again.

Note: A transaction that has an **Applies-to Bank Document No.** cannot be posted, only marked as posted.

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.

In the example below, the transaction has been fully matched and can therefore be posted either manually or automatically. Here it is posted manually:

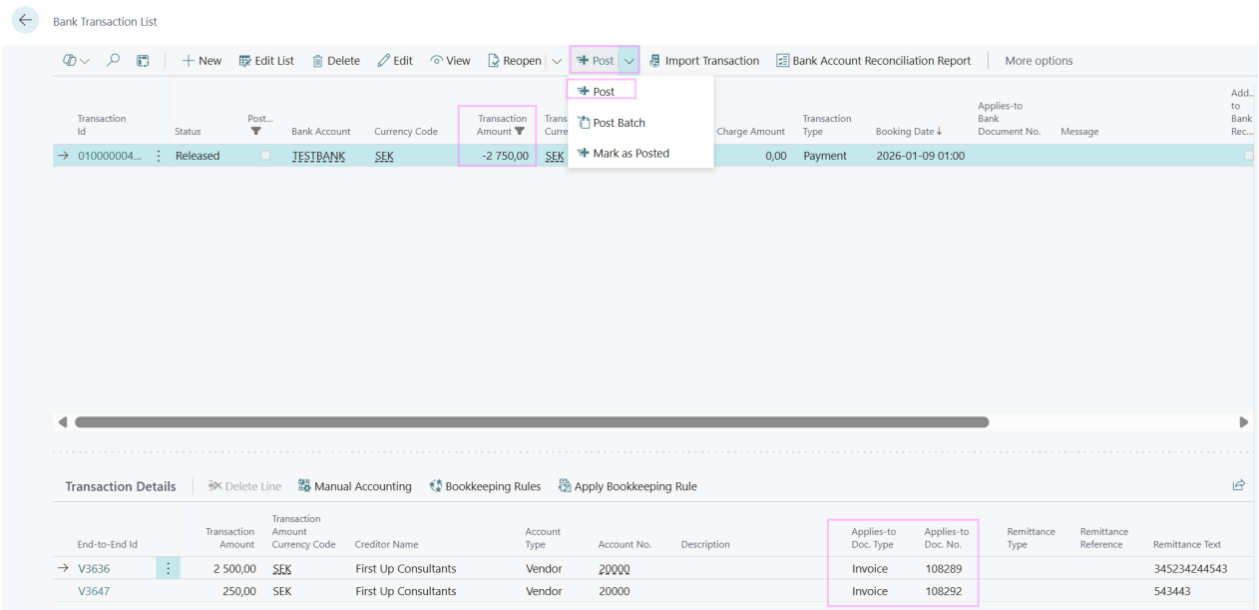


Figure 55: Post a matched transaction

Manual Import of Transactions

To import transactions manually, go to the **Bank Transaction List** and select **Import Transaction**:

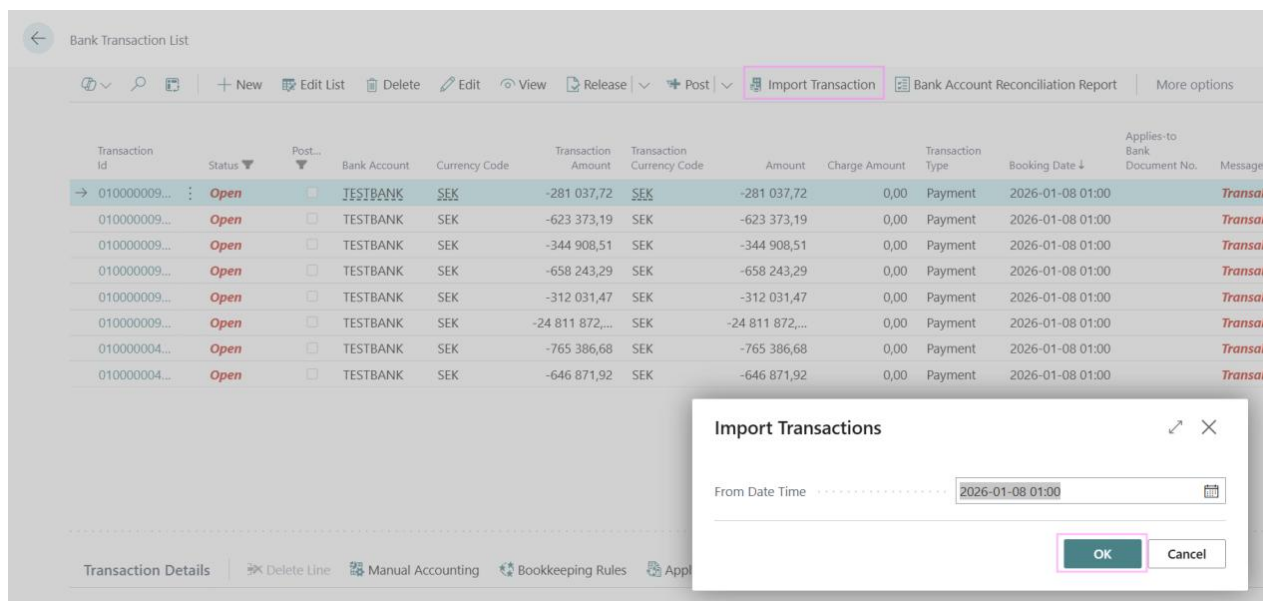


Figure 56: Import Transactions

In **From Date Time**, enter the date and time from which transactions should be imported.

Note: The system suggests a start date based on the posted transactions on your connected bank accounts, so that no transactions are missed on any account.

If a transaction has been imported incorrectly, or if you want to start over with a transaction you have been working on, select it and choose **Reload transaction**. The transaction is deleted and the bank account's transactions for that booking date are imported again from the bank. Any manual accounting on the transaction is lost. Posted transactions cannot be reloaded.

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

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

Preview Posting

Before you post a bank transaction, you can see exactly which entries will be created. Select the transaction and choose **Post** → **Preview Posting** (Ctrl+Alt+F9). The standard Business Central posting preview opens and shows the G/L, customer, vendor, bank account and VAT entries. Nothing is posted.

The transaction must be fully matched – all lines must have an account – before it can be previewed.



Figure 57: Posting preview

Post Internal Bank Transfer

A transfer between two of your own bank accounts is reported as two bank transactions: a payment from one account and a receipt into the other. To post them together:

1. In the **Bank Transaction List**, select both transactions.
2. Choose **Post** → **Post Internal Bank Transfer** and confirm.

The selection must contain exactly two transactions – one payment and one receipt – with the same booking date, and neither may be posted. Transfers between bank accounts in different currencies are supported, and any realised exchange rate gain or loss is posted automatically.

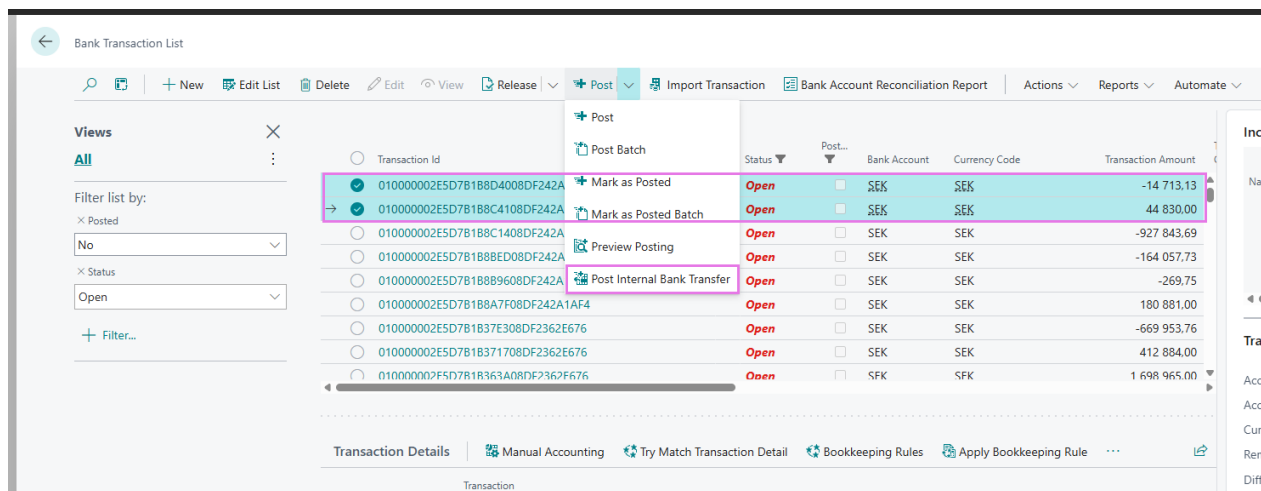


Figure 58: Post Internal Bank Transfer

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 Transactions** page and selecting **Bookkeeping Rules**. A rule is applied when the message text of the transaction contains the text in **Search Filter**. Wildcards are not needed.

Bank Transaction List

Transaction Id	Status	Posted	Bank Account	Currency Code	Transaction Amount	Transaction Currency Code	Amount	Charge Amount	Transaction Type	Booking Date	Applies-to Bank Document No.	Message
→ 01000000A3382...	Open	☒	TESTBANK	SEK	-5 000,00	SEK	-5 000,00	0,00	Payment	2026-02-23 01:00	—	Tran
01000000A3382...	Open	☐	TESTBANK	SEK	-5 000,00	SEK	-5 000,00	0,00	Payment	2026-02-23 01:00	—	Tran
01000000A3382...	Open	☐	TESTBANK	SEK	-108,22	SEK	-108,22	0,00	Payment	2026-02-23 01:00	—	Tran
01000000A3382...	Open	☐	TESTBANK	SEK	-1 000,00	SEK	-1 000,00	0,00	Payment	2026-02-23 01:00	—	Tran
010000006948A...	Open	☐	TESTBANK	SEK	50 000,00	SEK	50 000,00	0,00	Receipt	2026-02-04 01:00	F00015	Tran

Transaction Details | ☒ Delete Line | ☒ Manual Accounting | **Bookkeeping Rules** | ☒ Apply Bookkeeping Rule

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	Instr. Curr.
→ C10550	5 000,00	SEK	Adatum Corporation	G/L Account							e30e892ba0b94bc3a9bb44abc...	5 000,00	SEK

Figure 59: Bookkeeping Rules action

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 **Lowest Amount** and **Highest Amount**, a day range within the month (**From Day in Month** and **To Day in Month**), and to assign dimensions, a specific **Description**, **Gen. Posting Type** and VAT posting groups. **Project No.** and **Project Task No.** can be added with **Personalize** for rules posting to a G/L account.

Note: The search text is compared exactly as written. Enter it in the same case as it appears in the bank message.

Bookkeeping Rules

Search Filter	Active	Account Type	Account No.	From Day in Month	To Day in Month	Lowest Amount	Highest Amount	Description	Accounting Ref.	Bankgroup Ref.	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group
bankcost	☒	G/L Account	6570	0	0	0,00							
bankkost	☐	G/L Account	6570	1	31	0,00							

Figure 60: Bookkeeping rules example

The **Active** field ensures that the bookkeeping rule is applied automatically when transactions are imported.

Bookkeeping Rules

			+ New	Edit List	Delete	Actions ▾	Automate ▾
Search Filter			Active				
→	bankkostnad	⋮	☒				
	bankcost		☐				

Figure 61: Active field on bookkeeping rule

It is also possible to apply a bookkeeping rule manually to an unmatched transaction via **Apply Bookkeeping Rule** on the **Transaction Details** lines in the **Bank Transaction List**. Select several lines to apply the rule to all of them at once.

Transaction Details

 Delete Line

 Manual Accounting

 Bookkeeping Rules

 Apply Bookkeeping Rule

End-to-End Id	Transaction Amount	Transaction Amount Currency Code	Creditor Name	Account Type	Account No.	Description
→ C10550	5 000,00	SEK	Adatum Corporation	G/L Account		

Figure 62: Apply Bookkeeping Rule

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

Bookkeeping Rules

</

Figure 63: Select bookkeeping rule

Apply Bank Ledger Rules

Some bank transactions correspond to entries that are already posted in Business Central, for example card settlements or payments posted from another system. **Apply Bank Ledger Rules** applies such transactions automatically to the matching open bank account ledger entry and, optionally, marks them as posted.

Open the page from the **Bank Transaction List** with **Apply Bank Account Rules**, or search for **Apply Bank**

Ledger Rules. Each rule has:

Field	Description
Search Filter	Text that the message of the transaction must contain.
Active	The rule is used when transactions are imported.
Mark as Posted	The transaction is also marked as posted when the rule is applied.
Transaction Type	<i>Payment or Receipt.</i>
Currency Code	Limits the rule to a currency.
Range Posting Date Formula	How many days before and after the booking date the posting date of the ledger entry may be, for example 3D.
From Day in Month / To Day in Month	Limits the rule to certain days of the month.

A rule is only applied when **exactly one** open bank account ledger entry has the same amount and a posting date within the range. If there are several candidates, the transaction is left for you to handle.

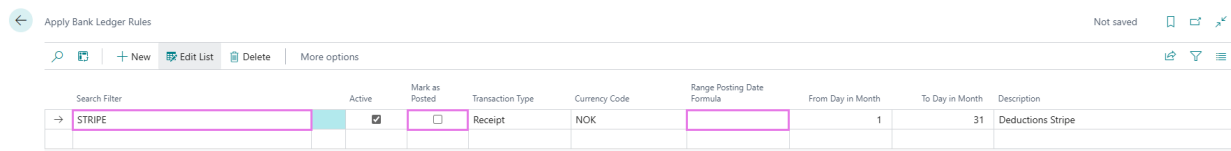


Figure 64: Apply Bank Ledger Rules

Bank Transactions Report

To print a bank transaction as it was delivered by the bank – for example as documentation for an auditor – select the transaction in the **Bank Transaction List** and choose **Report** → **Bank Transactions**. The report shows account, sender or receiver, date, amount, booking reference and message for each line.

3. Bank Account Balance & Reconciliation

Account Balance & Reconciliation – Overview

All bank accounts that are part of the solution, including foreign currency accounts, 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.

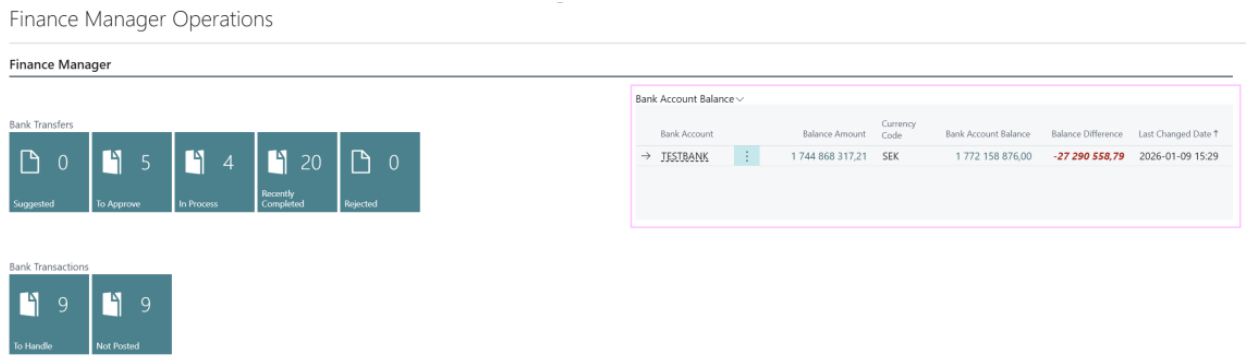


Figure 65: Bank Account Balance area

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

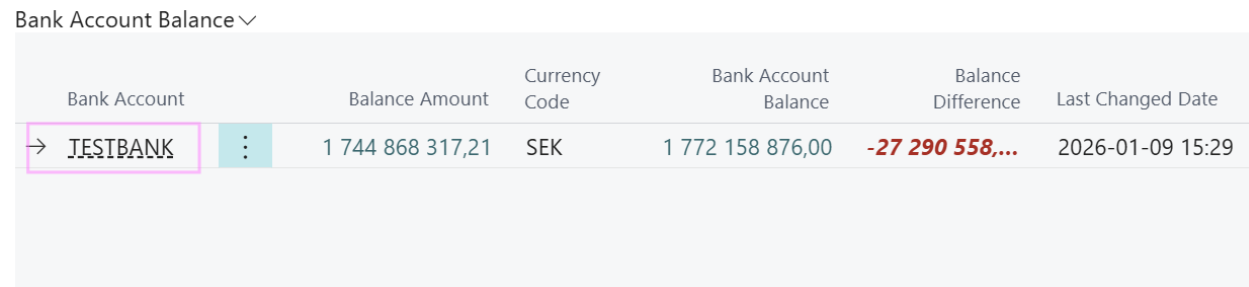


Figure 66: Bank Account field

Bank Accounts

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

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

Figure 67: Bank Account card

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
→ TESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,...	2026-01-09 15:29

Figure 68: Balance Amount field

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

Bank Account	Balance Amount	Booking Date	Last Changed Date	Currency Code
→ TESTBANK	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

Figure 69: Balance retrieval log

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
→ TESTBANK	1 744 868 317,21	SEK	1 772 158 876,00	-27 290 558,...	2026-01-09 15:29

Figure 70: Bank Account Balance field

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	☐	3679
2026-01-05	Payment	B260	TESTBANK		010000009CAAF...			-2 000,00	1 772 167 676,00	☐	3710
2025-12-31		G00016	TESTBANK		-			573 000 000,00	1 772 169 676,00	☒	3624
2025-12-31		G00015	TESTBANK		-			1 200 000 000,00	1 199 169 676,00	☒	3622
2025-12-19	Payment	B010	TESTBANK		0100000009628E...			-9 900,00	-830 324,00	☐	3650
2025-12-17	Payment	B020	TESTBANK		0100000009628E...			-7 700,00	-820 424,00	☐	3653

Figure 71: Bank Account Ledger Entries

Balance Difference displays the difference between the balance reported by the bank and the balance posted in the Bank Account module. It is shown in red when it is not zero. Selecting the amount opens the **Bank Transaction List** with the bank transactions for that bank account that are not yet posted.

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

Figure 72: Balance Difference field

The balances are shown as of the work date. To retrieve the latest balances from the bank immediately, choose **Get Account Balances** in the **Bank Account Balance** part. When webhooks are set up, balances are also updated automatically when the bank reports a change.

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 the **Bank Transactions** list:

Finance Manager Operations

Finance Manager

Bank Transfers

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

Bank Transactions

9	9
To Handle	Not Posted

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

Figure 73: Bank Transactions list

← Bank Transaction List

+ New Edit List Delete Edit View Release Post Import Transaction Bank Account Reconciliation Report More options

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	☐	TESTBANK	SEK	-2 750,00	SEK	-2 750,00	0,00	Payment	2026-01-09 01:00		
010000009...	Open	☐	TESTBANK	SEK	-281 037,72	SEK	-281 037,72	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000009...	Open	☐	TESTBANK	SEK	-623 373,19	SEK	-623 373,19	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000009...	Open	☐	TESTBANK	SEK	-344 908,51	SEK	-344 908,51	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000009...	Open	☐	TESTBANK	SEK	-658 243,29	SEK	-658 243,29	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000009...	Open	☐	TESTBANK	SEK	-312 031,47	SEK	-312 031,47	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000009...	Open	☐	TESTBANK	SEK	-24 811 872,...	SEK	-24 811 872,...	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000004...	Open	☐	TESTBANK	SEK	-765 386,68	SEK	-765 386,68	0,00	Payment	2026-01-08 01:00		Transaktionen i
010000004...	Open	☐	TESTBANK	SEK	-646 871,92	SEK	-646 871,92	0,00	Payment	2026-01-08 01:00		Transaktionen i

Transaction Details Delete Line Manual Accounting Bookkeeping Rules Apply Bookkeeping Rule

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		

Figure 74: Bank Account Reconciliation Report action

In **Date Filter**, enter the period to reconcile, for example 010126..311226 (required). The opening balance is calculated as of the start of the period and the closing balance as of the end. Select **Print Details** to include the individual bank account ledger entries with a running balance. You can also filter on specific bank accounts.

Bank Account Reconciliation Report



Printer (Handled by the browser) ▾

Report Layout Layouts\BankAccReconReport.rdl ...

General

Date Filter 27-01-01..27-12-31

Print Details ☒

Filter: Bank Account

× No. SEK ▾

+ Filter...

Filter totals by:

+ Filter...

Advanced >

Send to... Print Preview Cancel

Figure 75: Report request page

Bank Account Reconciliation Report			
CRONUS SE		26-10-09 17:25:36	
565-44-448		Page 1	
Period Filter: 27-01-01		SUPER	
Posting Date	Description	Amount	Posted Balance
SEK	SEK	SEK	
	Balance Bank Account	973 854,18	
	Balance in Bank	8 417 063,60	
	Balance G/L Account 1920 - SEK	856 913,63	
Opening Balance as of 27-01-01			934 179,52
2027-01-01	1022604010008770-2482765 Renewi Nederland B.V.	39 674,66	973 854,18
Closing Balance as of 27-01-01			39 674,66 973 854,18

Figure 76: Bank Account Reconciliation Report output

For each bank account connected to Finance Manager, the report compares the balance in the bank, the balance of the bank account and the balance of the related G/L account. Below that, the **Opening Balance** and **Closing Balance** for the period are shown, and with **Print Details** each bank account ledger entry with its **Posted Balance**.

Standard Bank Account Reconciliation

If you still want to use the standard Business Central bank account reconciliation, the bank transactions from Finance Manager can be used as bank statement. On the **Bank Acc. Reconciliation** page, choose **Get Bank Statement Transactions**. All Finance Manager bank transactions up to the **Statement Date** that have not been imported before are added to the statement lines.

On **Bank Account Ledger Entries**, the action **Close/Reopen Entry** can be used to close or reopen selected entries manually. A closed entry is considered reconciled between Business Central and the bank.

Setup

Finance Manager Setup Page

Search for **Finance Manager Setup** to open the setup page.

General

Field	Description
G/L Account Bank Charges	G/L account used for the bank charges reported on bank transactions. Must be filled in before posting.
No. Series Remittance	Number series used for the document numbers of posted bank transactions, internal transfers and payment plans. Must be filled in before posting.
Add to Suggestion when Posting	Updates the payment suggestion for the vendor automatically when a vendor invoice or credit memo is posted.
Local Country/Region Code	Your company's country. Used to decide whether a payment is domestic or cross-border.
Bank Signing URL	The address you are returned to after signing payments at the bank.
Fetch Transaction Type	Which bank transactions to fetch: blank (all), <i>Receipt</i> or <i>Payment</i> .
Merge Payment	How credit memos are netted against invoices. See Pay – Payment Merging Options .
Set Unmatched Transaction Open	Imported transactions that are not fully matched get the status <i>Open</i> .

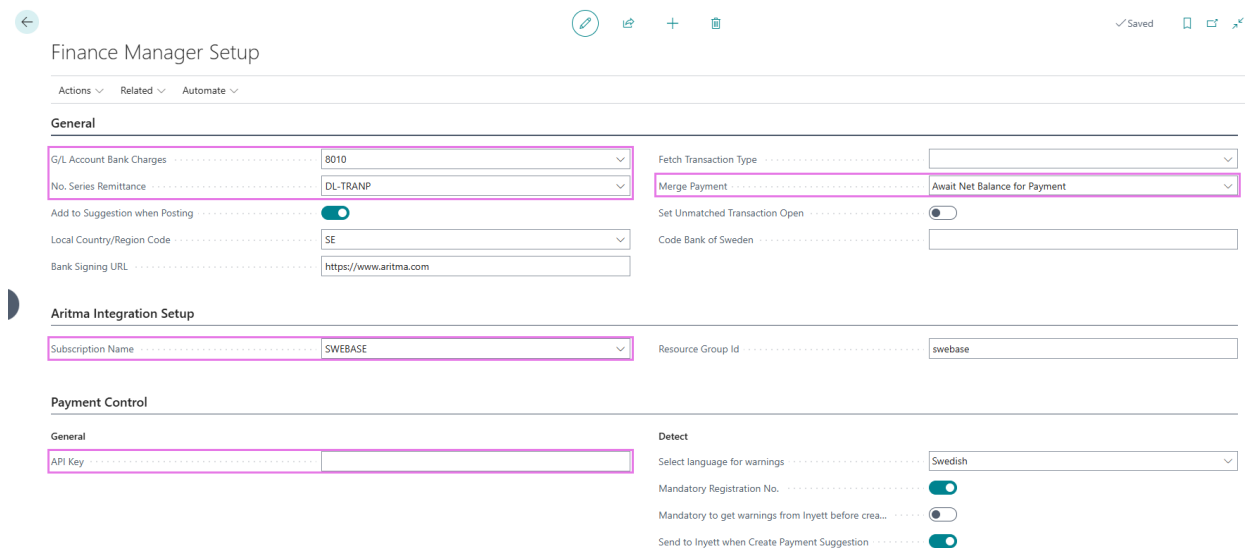
Country-specific versions of Finance Manager can add fields to this group, for example **Code Bank of Sweden** in the Swedish version.

Aritma Integration Setup contains **Subscription Name** and **Resource Group Id**. These are filled in by the [setup wizard](#).

Payment Control contains the settings for [Inyett Detect](#): **API Key**, the language for warnings, whether **Registration No.** is mandatory, whether warnings must be retrieved before payments are sent, and whether suggestions are sent to Inyett automatically when they are created.

The page also has the following actions:

- **Check Connection** – tests the connection to Aritma.
- **Finance Manager Setup** – starts the setup wizard.
- **Advanced Setup** – see [Advanced Setup](#).
- **Go to Bank Accounts**, **Go to Job Queues** and **Go to Webhook Subscriptions**.



Finance Manager Setup

Actions ▾ Related ▾ Automate ▾

General

G/L Account Bank Charges 8010

No. Series Remittance DL-TRANP

Add to Suggestion when Posting ☒

Local Country/Region Code SE

Bank Signing URL https://www.aritma.com

Fetch Transaction Type

Merge Payment Await Net Balance for Payment

Set Unmatched Transaction Open ☒

Code Bank of Sweden

Aritma Integration Setup

Subscription Name SWEBASE

Resource Group Id swebase

Payment Control

General

API Key

Detect

Select language for warnings Swedish

Mandatory Registration No. ☒

Mandatory to get warnings from Inyett before crea... ☐

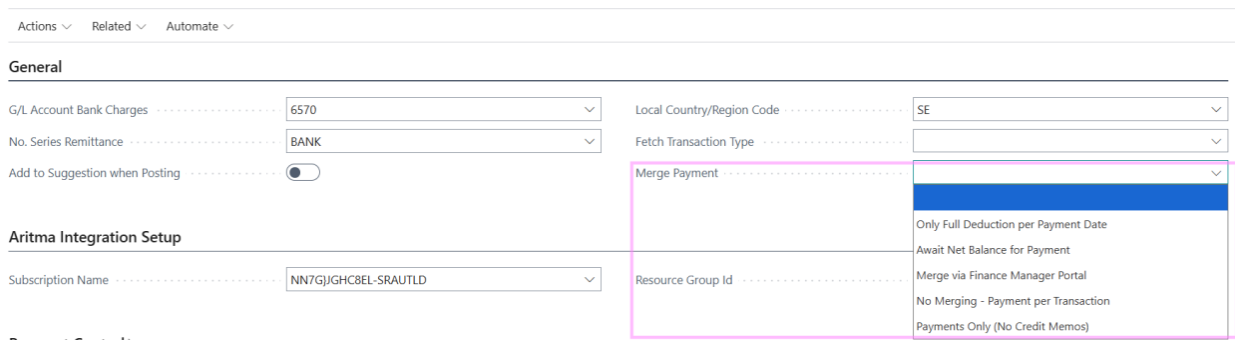
Send to Inyett when Create Payment Suggestion ☒

Figure 77: Finance Manager Setup

Pay – Payment Merging Options

On the **Finance Manager Setup** page, the **Merge Payment** field has several options for grouping payments and credit memos. If the field is blank, *Only Full Deduction per Payment Date* is used.

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

Aritma Integration Setup

Subscription Name NN7GJGH8C8EL-SRAUTLD

Resource Group Id

Payment Control

General

Detect

Select language for warnings Swedish

Mandatory Registration No. ☒

Mandatory to get warnings from Inyett before crea... ☐

Send to Inyett when Create Payment Suggestion ☒

Figure 78: Merge Payment Option on Finance Manager Setup

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 option 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 (that is, 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 invoices 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 Memos)

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.

Each line in **Advanced Setup** has a **Main Category**, a **Sub Category**, an **Account Type** and an **Account No.** There are two main categories:

Main Category	Sub Category	Effect
Merge Payment	One of the five merge options	Overrides the Merge Payment setting for the vendor in Account No.
Receipt Transactions	Exclude from matching	Incoming transactions that meet the filter are not matched automatically and are left for manual handling.
Receipt Transactions	Do not split by structured remittance information	Incoming transactions that meet the filter are kept as one line instead of being split into one line per invoice reference.

For **Receipt Transactions**, choose **Advanced Setup Filter** to define which transactions the line applies to: select a text field on the transaction (for example the message text) and enter the text it must contain in **Filter Text Contains**.

Finance Manager Setup

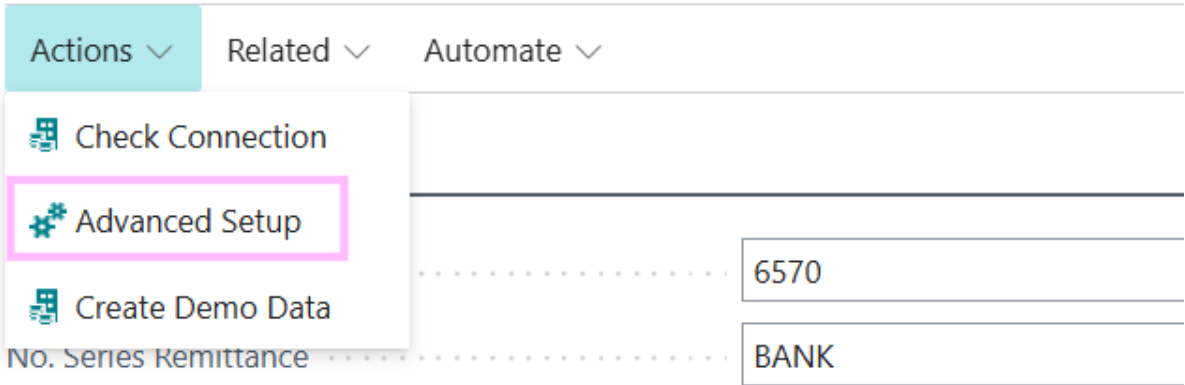


Figure 79: Advanced Setup action

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.

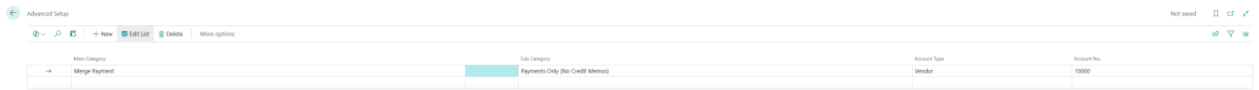


Figure 80: Advanced Setup per vendor

The example below excludes incoming payments whose **Remittance Reference** contains *REDOVISNING* from automatic matching:

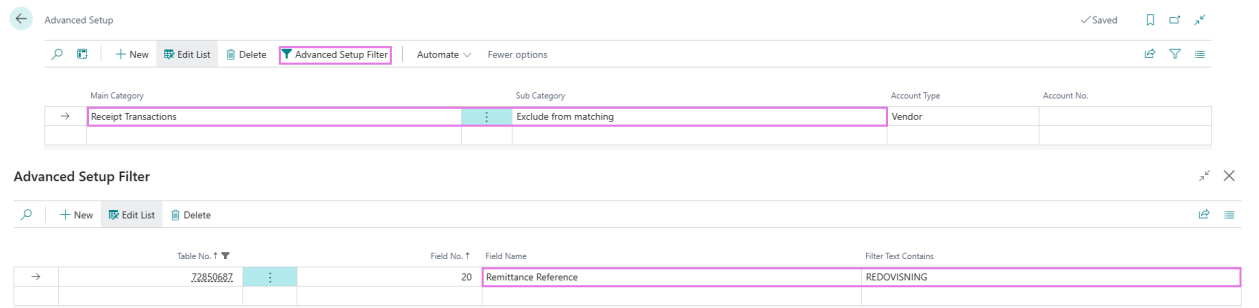


Figure 81: Advanced Setup and Advanced Setup Filter

Bank Account Settings

The **Bank Account Card** has a group **Aritma Finance Manager** with the following fields:

Field	Description
Aritma Account Id	Filled in automatically when the bank account is connected. Only bank accounts with an Aritma Account Id are used by Finance Manager.

Field	Description
Exchange Rate Source	How the exchange rate for foreign-currency transactions is determined: <i>Calculated</i> (from the transaction amounts), <i>Exchange Rate From Bank</i> or <i>Currency Factor From Bank</i> (the rate reported by the bank). Use <i>Calculated</i> if the bank's rates do not match the basis you want to post on.
Overdraft	The overdraft limit of the account. Included in the Net Amount in the Bank Transfer Summary .

The pay-from bank account for a payment is the connected bank account in the currency of the payment. If there are several, the one marked **Use as Default for Currency** is used.

Figure 82: Aritma Finance Manager group on the Bank Account Card

Job Queues

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

When Finance Manager is installed, the following job queue entries are created in each company. They are all created with the status **On Hold**. Review them and set the ones you want to use to **Ready** (open them with **Go to Job Queues** on **Finance Manager Setup**).

Object	Description	Purpose	Default schedule
Codeunit 72850695	Fetch Transactions	Retrieves bank transactions from the bank.	Every 30 min, 06:00–07:00, all days
Codeunit 72850718	Mark As Posted	Marks applied bank transactions as posted.	Every 30 min, 06:05–07:05, all days
Codeunit 72850694	Bookkeeping	Posts matched bank transactions.	Every 30 min, 06:15–07:15, all days
Report 72850676	Bank Transfer Suggestions	Creates payment suggestions for vendors.	Every 30 min, 07:00–08:00, all days

Object	Description	Purpose	Default schedule
Codeunit 72850722	Validation Transfer	Validates bank transfers with validation errors again.	Every 15 min, 07:30–08:00, weekdays
Codeunit 72850696	Sched. Bulk Payment	Sends suggested payments to the bank for approval.	Once a day, 11:00–11:10, weekdays
Codeunit 72850697	Bank Transfer Status Update	Retrieves the status of outgoing payments.	Every 720 min, 06:00–18:00, all days

On Hold	SUPER	Codeunit	72850697	ARIFM JQ Status Update	Bank Transfer Status Update	Normal	☐	☒	720	
On Hold	SUPER	Codeunit	72850695	ARIFM JQ Fetch Transactions	Fetch Transactions	Normal	☐	☒	30	
On Hold	SUPER	Codeunit	72850694	ARIFM JQ Bookkeeping	Bookkeeping	Normal	☐	☒	30	
On Hold	SUPER	Codeunit	72850718	ARIFM JQ Mark As Posted	Mark As Posted	Normal	☐	☒	30	
On Hold	SUPER	Codeunit	72850696	ARIFM JQ Sched. Bulk Payment	Sched. Bulk Payment	Normal	☐	☒	1440	
On Hold	SUPER	Codeunit	72850722	ARIFM JQ Validation Transfer	Validation Transfer	Normal	☐	☒	15	
On Hold	SUPER	Report	72850676	Bank Transfer Suggestions	Bank Transfer Suggestions	Normal	2026-10-09 16:52	☐	☒	30

Figure 83: Finance Manager job queues after installation

During onboarding, two additional job queue entries are created in the category **ARIFMRDM: Aritma Onboarding Redeem Polling** and **Aritma Onboarding Consent Status Polling**. They remove themselves when onboarding is completed.

72850695 – 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 – Bookkeeping

Bookkeeping is used to automatically post the transactions retrieved by **72850695 – 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 – Fetch Transactions** to ensure that all transactions have been retrieved before posting begins.

72850718 – Mark As Posted

Mark As Posted marks bank transactions that have been applied to existing bank account ledger entries – manually or with [Apply Bank Ledger Rules](#) – as posted. Transactions that cannot be marked as posted get the status *Open* and an explanation in **Message**.

72850722 – Validation Transfer

Validation Transfer validates all bank transfers with the status *Validation Error* again, so that they get the status *Suggested* as soon as the master data has been corrected.

Bank Transfer Suggestions (report 72850676)

This job queue entry runs the payment suggestion automatically, with vendor payments included. Use it if you want new payment suggestions to be created without anyone running **Suggest Bank Transfers** manually.

Important: Before you set this entry to **Ready**, open **Report Request Page** on the job queue entry and set the options, in particular **Last Due Date** (use a date formula, so that the date moves forward each day). Without a Last Due Date, no entries are suggested.

72850697 – Bank Transfer Status Update

Bank Transfer Status Update is used to 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**.

When webhook subscriptions are set up, status changes are also pushed automatically from the bank, and this job serves as a fallback. If webhooks are not used, you can run the job more frequently to ensure that the correct status is reflected promptly.

72850696 – Sched. Bulk Payment

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

If **Add to Suggestion when Posting** 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 submit outgoing payments for approval in Finance Manager at the frequency specified in the job queue settings, prior to payment execution.

Webhook Subscriptions

Webhook subscriptions let the bank push changes to Business Central as soon as they happen, instead of Business Central asking the bank on a schedule. They are created by the setup wizard. Three subscriptions are used:

- **Consent** – changes in the connection status of the bank accounts.
- **Payment** – changes in the status of bank transfers and payment lines.
- **Balance** – changes in the bank account balance.

Open the page with **Go to Webhook Subscriptions** on **Finance Manager Setup**. The actions are:

- **New Subscription** – creates the subscriptions, for example if they have been deleted.
- **Delete** – deletes the selected subscriptions.
- **Verify Grant Consent** – checks that the Microsoft Entra consent for the integration is in place.

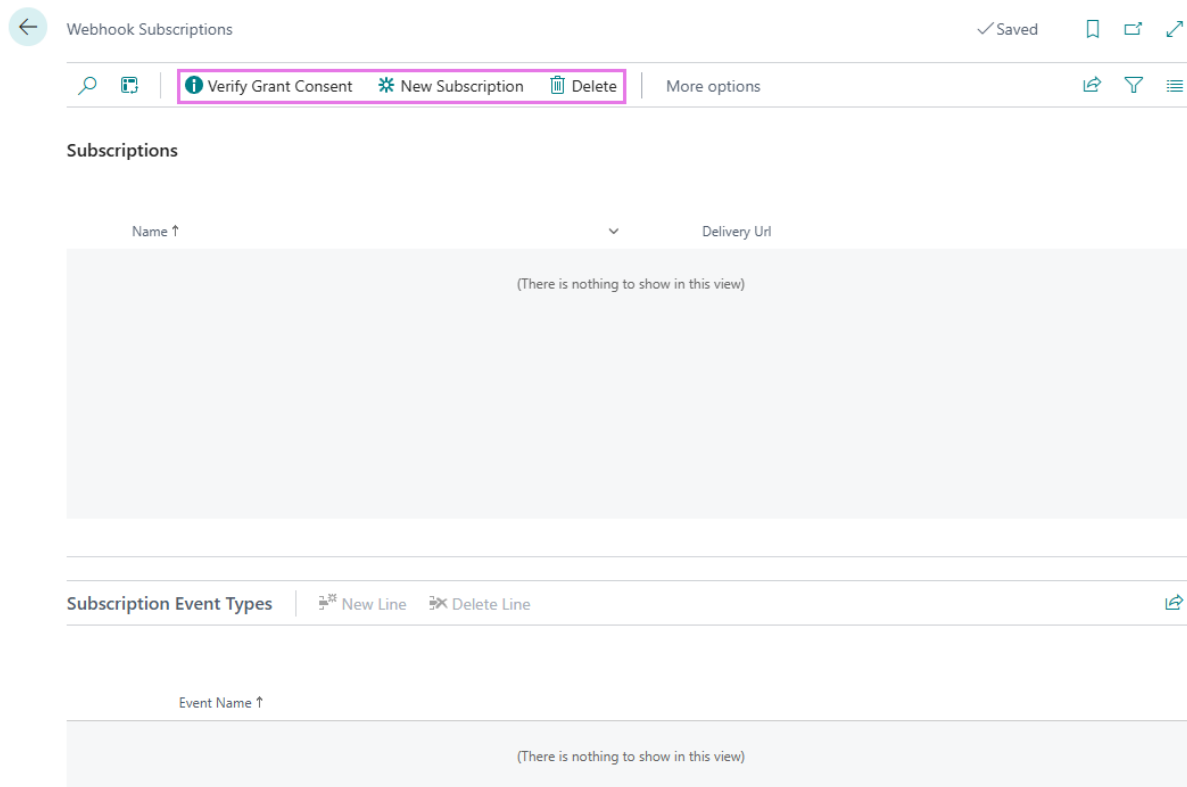


Figure 84: Webhook Subscriptions

Note: When a production environment is copied to a sandbox, the webhook subscriptions are removed from the sandbox automatically, so that the sandbox does not receive updates intended for production.

Permissions

Finance Manager includes two permission sets:

- **ARIFM BASIC** – read and write access to all Finance Manager data. Includes **ARIFM EXECUTE**.
- **ARIFM EXECUTE** – permission to run all Finance Manager functions.

ARIFM BASIC is included in the standard permission set **D365 BASIC**, so users with D365 BASIC have access to Finance Manager. Running the setup wizard requires administrator rights.