




body

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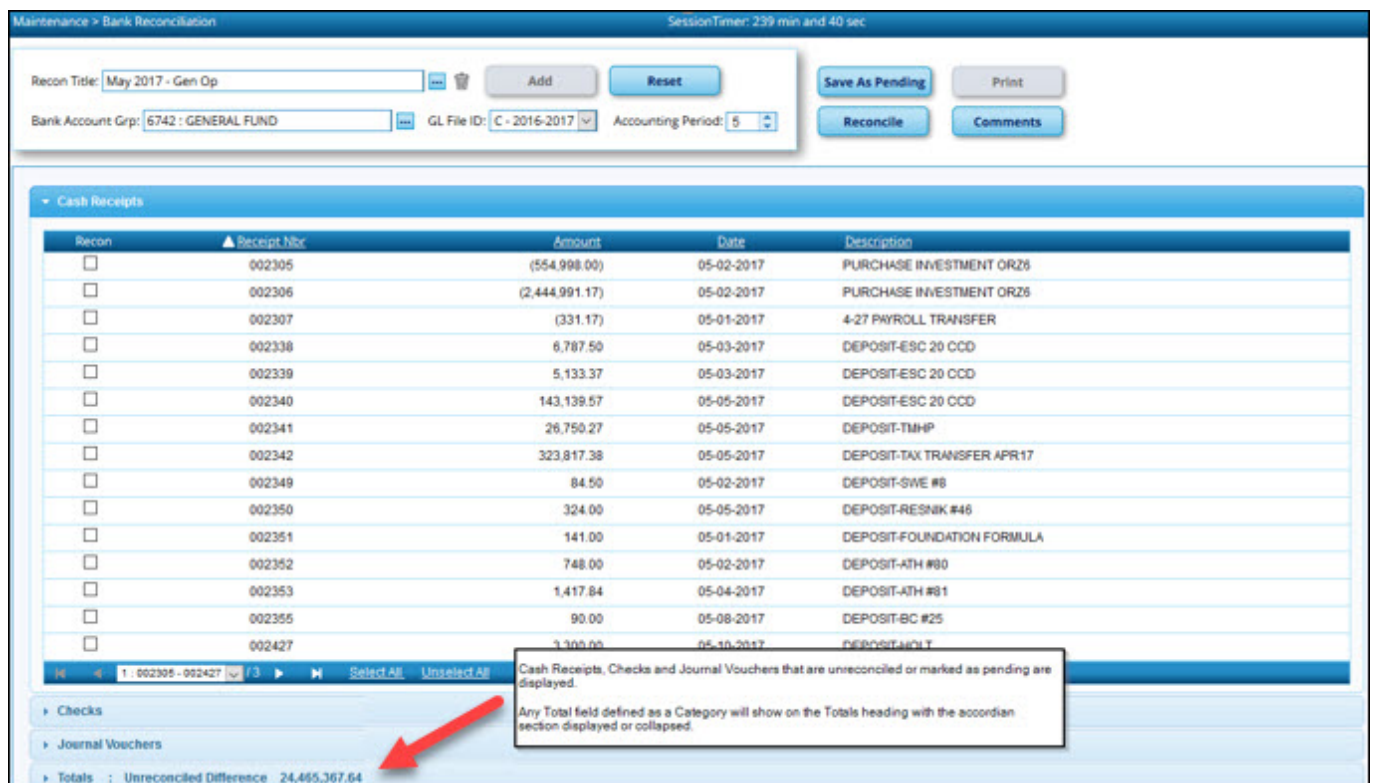
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This page is used to reconcile unreconciled bank transactions from the bank reconciliation transaction table. Review the [Categories](#) tab for more information on the **Totals** section layout.

Retrieve a reconciliation record:

Recon Title	Type a bank reconciliation title or press the SPACEBAR to select from a list of unreconciled records.
	Reconciled records are not displayed in the drop down, and can only be selected from the reconciliation directory.
	Click  to select an existing reconciliation record from the Reconciliation Search .
	This field is required.

Image



The screenshot displays the 'Bank Reconciliation' window. At the top, there are input fields for 'Recon Title' (May 2017 - Gen Op), 'Bank Account Grp' (6742 : GENERAL FUND), 'GL File ID' (C - 2016-2017), and 'Accounting Period' (5). Buttons for 'Add', 'Reset', 'Save As Pending', 'Print', 'Reconcile', and 'Comments' are visible. Below these is a table of transactions under the 'Cash Receipts' category. The table has columns for 'Recon', 'Receipt Nbr', 'Amount', 'Date', and 'Description'. A red arrow points to the 'Totals' section at the bottom, which shows 'Unreconciled Difference 24,465,367.64'. A tooltip is visible over the 'Totals' section, stating: 'Cash Receipts, Checks and Journal Vouchers that are unreconciled or marked as pending are displayed. Any Total field defined as a Category will show on the Totals heading with the accordion section displayed or collapsed.'

Recon	Receipt Nbr	Amount	Date	Description
<input type="checkbox"/>	002305	(554,998.00)	05-02-2017	PURCHASE INVESTMENT OR26
<input type="checkbox"/>	002306	(2,444,991.17)	05-02-2017	PURCHASE INVESTMENT OR26
<input type="checkbox"/>	002307	(331.17)	05-01-2017	4-27 PAYROLL TRANSFER
<input type="checkbox"/>	002338	6,787.50	05-03-2017	DEPOSIT-ESC 20 CCD
<input type="checkbox"/>	002339	5,133.37	05-03-2017	DEPOSIT-ESC 20 CCD
<input type="checkbox"/>	002340	143,139.57	05-05-2017	DEPOSIT-ESC 20 CCD
<input type="checkbox"/>	002341	26,750.27	05-05-2017	DEPOSIT-TMHP
<input type="checkbox"/>	002342	323,817.38	05-05-2017	DEPOSIT-TAX TRANSFER APR17
<input type="checkbox"/>	002349	84.50	05-02-2017	DEPOSIT-SWE #8
<input type="checkbox"/>	002350	324.00	05-05-2017	DEPOSIT-RESNIK #46
<input type="checkbox"/>	002351	141.00	05-01-2017	DEPOSIT-FOUNDATION FORMULA
<input type="checkbox"/>	002352	748.00	05-02-2017	DEPOSIT-ATH #80
<input type="checkbox"/>	002353	1,417.84	05-04-2017	DEPOSIT-ATH #81
<input type="checkbox"/>	002355	90.00	05-08-2017	DEPOSIT-BC #25
<input type="checkbox"/>	002427	1,300.00	05-10-2017	DEPOSIT-AUTH

Totals : Unreconciled Difference 24,465,367.64



The transactions associated with the selected bank account group are displayed under the respective drop-down sections (**Cash Receipts, Checks, Journal Vouchers**).

- If the reconciliation record is in a pending status, the layout in the **Totals** section remains as it was saved even if the layout changed on the Tables > Reconciliation Layout page. The corresponding unreconciled transactions are retrieved, recalculated, and saved.
- If the reconciliation record is reconciled:
 - The layout for the **Totals** section is retrieved and the totals are not recalculated.
 - The **Recon Title, Bank Account Grp, GL File ID, and Accounting Period** fields are

disabled.

- The **Add**, **Save As Pending**, and **Reconcile** buttons are disabled.
- You can print the Reconciled Report.
- You can view and add comments.

Other functions and features:

Reset	Click to clear the data on the page.
Comments	<p>Click to add comments to the reconciliation record. A comments pop-up window opens.</p> <p>Type your comments and click Save. Otherwise, click Cancel to return to the Bank Reconciliation page.</p> <p>A paperclip icon is displayed on the Comments button if comments exist.</p>
Print	<p>Click to print data.</p> <p>If the reconciliation record is in a pending status, the Pending Reconciliation Report is displayed.</p> <p>If the reconciliation record is in a reconciled status, the Reconciliation Report is displayed.</p> <p>Review the report.</p>
	<p>Click to delete the selected reconciliation. A message is displayed prompting you to delete the reconciliation record.</p> <p>Click OK to delete the record. A message is displayed indicating that the record was deleted successfully.</p> <p>Click Cancel to return to the Bank Reconciliation page without deleting the record.</p> <p>After a bank reconciliation is saved, the delete option is no longer available. If a bank reconciliation is saved but needs to be deleted, you must mass delete the transactions prior to deleting the reconciliation.</p>
Errors	<p>This button is only displayed if an error is encountered on the page.</p> <p>A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.</p> <p>Click  to close the pop-up window.</p>
Documents	View or attach supporting documentation.