


# business_overview_guide_bankreconciliation

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# QuickGuide: Set up and run the Bank Reconciliation Process

The Bank Reconciliation application is used to retrieve transactions from Human Resources and Finance in order to reconcile cash on the books to the bank balance.

About Bank Reconciliation

**ASCENDER Bank Reconciliation** lets you achieve accurate balances.

The application keeps multiple accounts and fiscal years in one location, and simplifies reconciliation with flexible drill-down features, merging tools, and easy recalculation.

This quickguide allows you to complete the Bank Reconciliation tasks:

- Set up bank reconciliation options.
- Set up bank tables.
- Review and update bank reconciliation layouts.
- Create transactions.
- Create a bank reconciliation.
- Reconcile items and finalize bank reconciliation.
- Print reports as needed.

For more detailed information about individual fields, please see Help in TxEIS Bank Reconciliation.

This guide assumes you are familiar with the basic features of the TxEIS Business system and have reviewed the TxEIS Business Overview guide.

## Set up Bank Reconciliation Options and Tables

1. Select bank reconciliation options.

### Select bank reconciliation options

Bank Reconciliation > Tables > Options



This page is used to set a bank reconciliation option, which is used on the Bank Reconciliation page.

### Set option:

❑ Under **Options**:

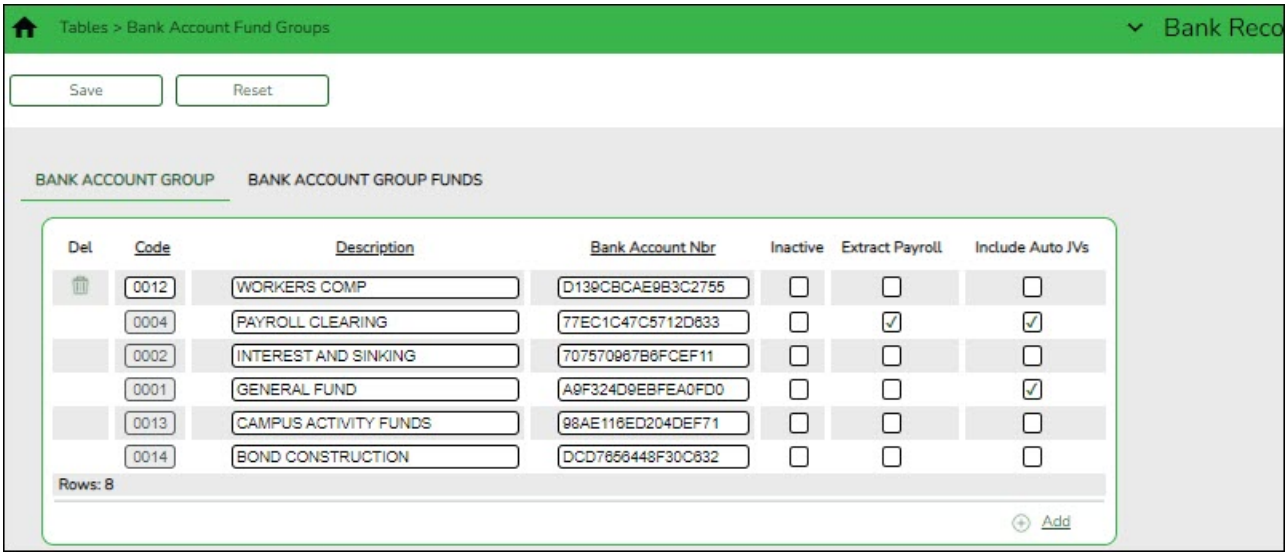
| Field | Description |
|---|---|
| **All Computer Checks to Finance Clearing Fund** | Select to include computer checks in the bank account group that list the **Finance Clearing Fund/Fiscal Year** from the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.<br><br>Leave this field blank to filter computer checks by the bank account group. Cash receipts and district checks posted to funds other than the clearing fund are not affected by this option and are always filtered by the bank account group. |

❑ Click **Save**.

2. Set up the bank account group code table.

### Set up the bank account group table

Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group




This tab is used to manage bank account group codes that are used for bank reconciliation, positive pay, and auto bank reconciliation. Each bank account group has fund codes and fund years associated with that group.

Use the Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group Funds tab to add the applicable funds to the fund groups.

### Add a bank account group code:

❑ Click a column heading to sort the data in ascending or descending order.

❑ Click **+Add** to add a row.

| Field | Description |
|---|---|
| **Code** | Type the four-character code for the bank account group. Special characters are allowed. |
| **Description** | Type the bank account group description. The field can be a maximum of 30 characters. Special characters are allowed. |
| **Bank Account Nbr** | Type the account number for the bank account group. The field can be a maximum of 17 digits. The last four digits of the account number are displayed on the Positive Pay Check Export List report in Finance. |
| **Inactive** | Select to exclude the bank account group code from being displayed and used throughout the system. |
| **Extract Payroll** | Select to include payroll checks and deduction/transfer checks if paid from the payroll check stock in the bank account fund group. This field can only be selected for one bank account group. |
| **Include Auto JVs** | Select to include the automatically created journal vouchers from the payroll and vendor check processing. |

❑ Click **Save**. The code is saved to the grid and is displayed in the **Group Code** drop-down field on the Bank Account Group Funds tab.

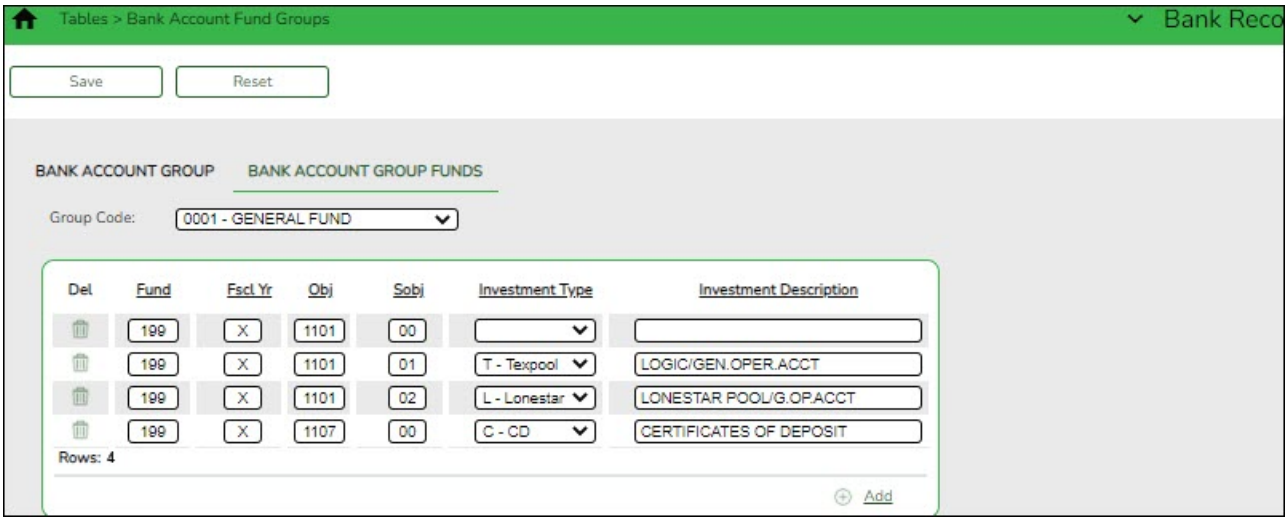
### Other functions and features:

| | |
|---|---|
| **Reset** | Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**.<br><br>**Note**: You cannot delete a group code if it has associated transactions. |

3. Add the applicable fund codes and fund years to each bank account group code.

### Add the bank account group funds

Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group Funds




This tab is used to create multiple group funds for each bank account:

- For each of the individual funds created, you can have multiple investment and cash object/subobject combinations.
- You can change between bank groups and edit records. Funds cannot be duplicated.
- You cannot add the same fund, year, obj, and sobj in an active group if the same fund, year, obj, sobj exists in an inactive group. The fund, year, obj, and sobj combination must be unique for the selected bank account group.

## Add a bank account group fund:

| Field | Description |
|---|---|
| **Group Code** | Click ⌄ to select a bank account group code from the list. All fund codes and years that exist for the group code are displayed. |

❑ Click **+Add** to add a fund to the selected group code.

| | |
|---|---|
| **Fund** | Type the three-digit fund code. |
| **Fscl Yr** | Type the one-digit fiscal year. **It is recommended** to type X to mask the fiscal year. |
| **Obj** | Type the four-digit object code. Object codes in the 1100-1199 and 1800-1999 ranges are allowed. |
| **Sobj** | Type the two-digit subobject code. |
| **Investment Type** | Click ⌄ to select the investment type. This field is optional and affects the Finance Cash Position by Bank reports.<br><br>**Note**: Investment accounts are not extracted on the Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions tab. |
| **Investment Description** | Type the investment description. The field can be a maximum of 30 characters. |

❑ Click **Save**.

### Other functions and features:

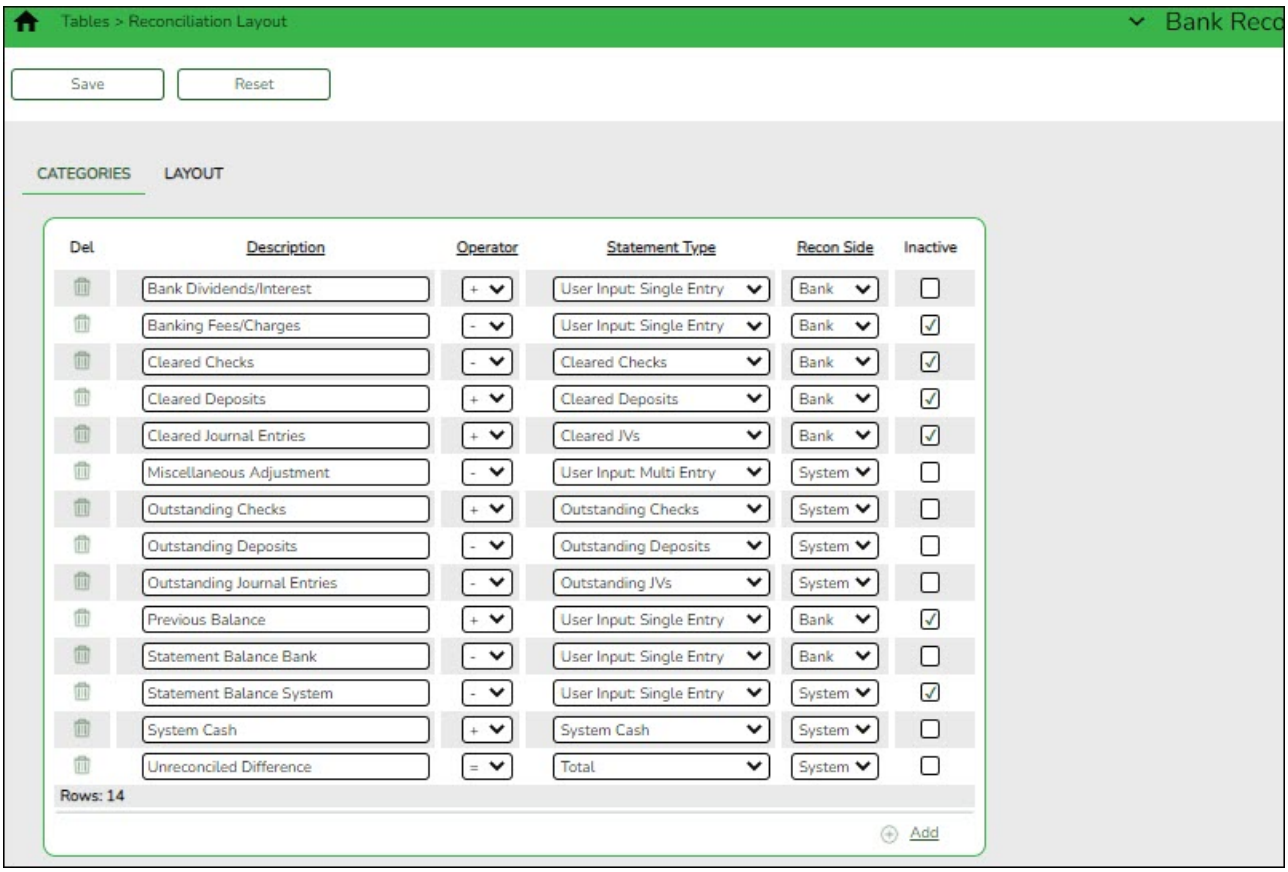
| | |
|---|---|
| **Reset** | Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**.<br><br>**Note**: You cannot delete a group code if it has associated transactions. |

# Customize Your Bank Reconciliation Layout

1. Define the categories (fields) to be used on the Bank Reconciliation page.

### Define categories

Bank Reconciliation > Tables > Reconciliation Layout > Categories




This tab is used to define the categories (fields) displayed on the Bank Reconciliation page. These categories are used in the reconciliation layout template, which is managed on the Layout tab.

There are two layout type options:

- The **Single Column** layout consists of a single column of fields and operations.
- The **Double Column** layout consists of two columns of fields and operations; **System** and **Bank**.
- The **Double Column** layout is the default.

### Add a category:

❑ Click **+Add** to add a row.

| Field | Description |
|---|---|
| **Description** | Type the 30-character category description to be displayed in the bank reconciliation layout. |
| **Operator** | Click ⌄ to select the operation to be used for the category description. If the **Statement Type** field is set to *Total*, the **Operator** field must be set to = *Equals*.<br><br>You can select to use a single or double column layout on the Layout tab. If *Double Column* is selected, only one bank side category and one system side category can be set to = *Equals*.<br><br>If *Single Column* is selected, only one category (field) can be set to = *Equals*. |
| **Statement Type** | Click ⌄ to assign a calculated amount or allow for user entry. |

Default categories (statement types)

| Description | Statement Type |
|---|---|
| Bank Dividends/Interest | User Input Single Entry |
| Banking Fees/Charges | User Input Single Entry |
| Cleared Checks | Cleared Checks |
| Cleared Deposits | Cleared Deposits |
| Cleared JVs | Cleared JVs |
| Miscellaneous Adjustment | User Input Single Entry (**It is recommended** that this field is set up as a Multiple Entry field with a (+) operator.) |
| Outstanding Checks | Outstanding Checks |
| Outstanding Deposits | Outstanding Deposits |
| Outstanding Journal Entries | Outstanding JVs |
| Previous Balance | User Input Single Entry |
| Statement Balance Bank | User Input Single Entry |
| Statement Balance System | User Input Single Entry |
| System Cash | System Cash |
| Unreconciled Difference | Total |

Calculated statement types

The following statement types are calculated amounts:

*Cleared Deposits* - A total of cash receipts with the **Recon** checkbox selected is displayed.

*Outstanding Deposits* - A total of cash receipts without the **Recon** checkbox selected is displayed.

*Cleared Checks* - A total of checks with the **Recon** checkbox selected is displayed.

*Outstanding Deposits* - A total of checks without the **Recon** checkbox selected is displayed.

*Cleared JVs* - A total of JVs with the **Recon** checkbox selected is displayed.

*Outstanding JVs* - A total of JVs without the **Recon** checkbox selected is displayed.

*System Cash* - The general ledger balance of all cash object/subobject codes associated with the bank account group as of the selected accounting period is displayed.

*Total* - A total of all fields in the column is calculated and displayed at the end of the column.

*User Input Single Entry* - An enabled field is provided allowing you to type a single dollar amount.

*User Input Multi Entry* - If you click in the enabled field, a pop-up window is displayed allowing you to add multiple rows of descriptions and associated amounts, as needed. Positive and negative amounts are allowed.

| | |
|---|---|
| **Recon Side** | Select the category reconciliation side (*Bank* or *System*). This field is only displayed if *Double Column* is selected and saved on the Layout tab. |
| **Inactive** | Select to exclude the category from the reconciliation layout. If selected, the category is not displayed on the Layout tab. |

❑ Click **Save**.

**Note:** You can edit field names as needed. For example, the **Bank Statement System** field can be renamed to **Bank Statement Balance**.

### Other functions and features:

| | |
|---|---|
| **Reset** | Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |

2. Organize the bank reconciliation layout template.

## Organize the layout template

Bank Reconciliation > Tables > Reconciliation Layout > Layout

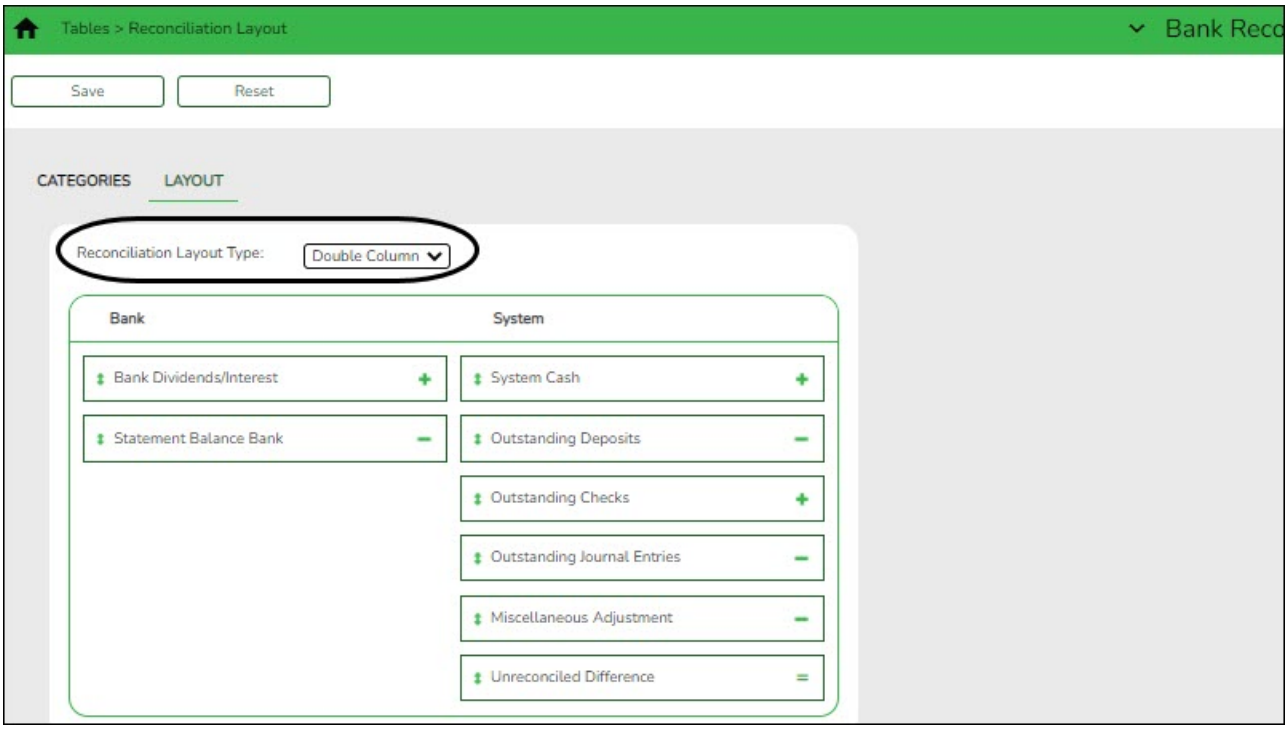
This tab is used to design the bank reconciliation layout template that displays the reconciliation summary information.

A list of the category descriptions with the operator type from the Categories tab is displayed. If **Inactive** is selected for any category on the Categories tab, the category description is not displayed on this tab.

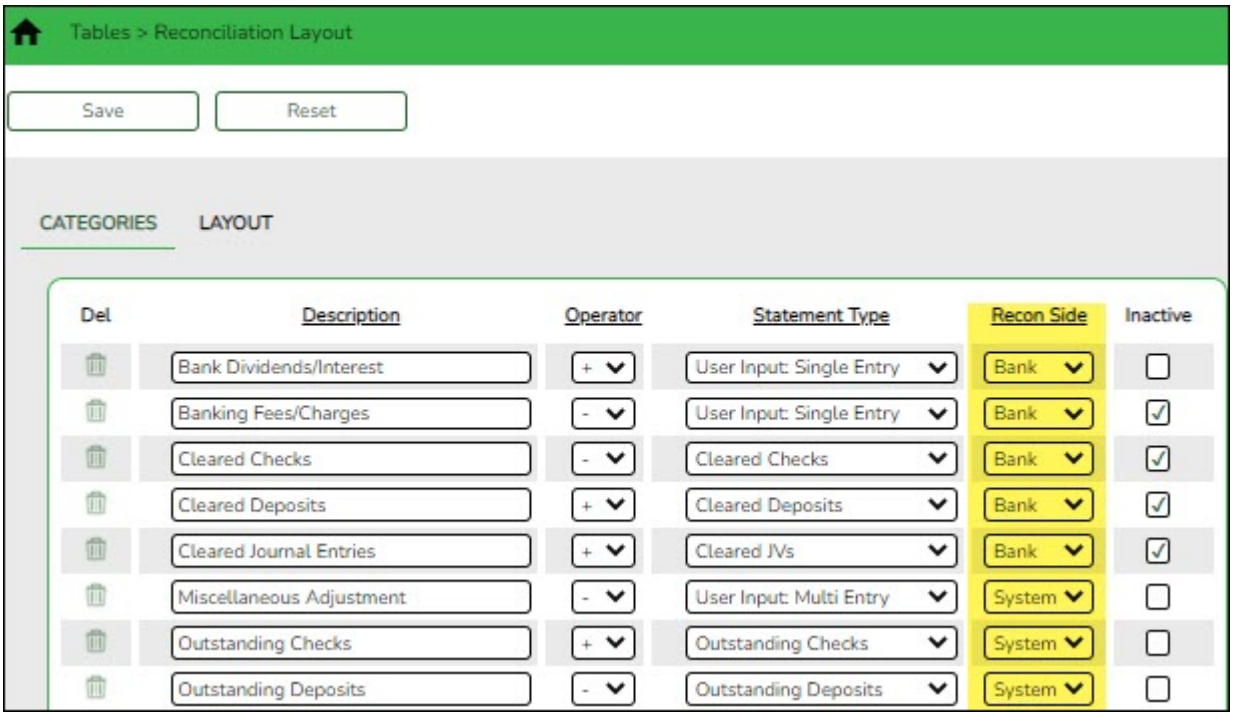
### Set the reconciliation layout:

| Field | Description |
|---|---|
| **Reconciliation Type** | Click ⌄ to select the number of columns to be included in the layout. |

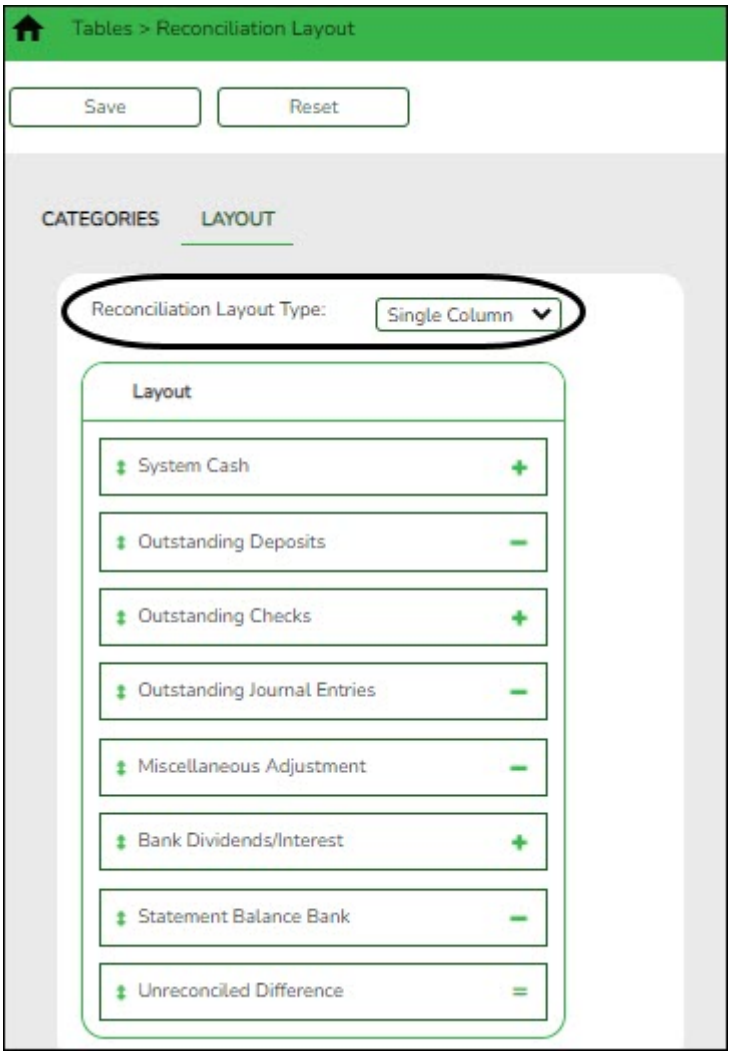
If *Double Column* is selected, the **Bank** and **System** columns are displayed.




The category reconciliation side can be selected in the **Recon Side** field on the **Categories** tab, which is only displayed if *Double Column* is selected and saved on this tab.




If *Single Column* is selected, all active categories are displayed in a single column.




The drag and drop feature is available on this tab, which allows you to change the category order in a column. Hover over a category until the category box color turns a darker shade and

the mouse pointer changes to four arrows, then hold down the left mouse button and drag and drop the category to the desired location within the same column (i.e., **Bank** or **System**).

❑ Click **Save**.

### Other functions and features:

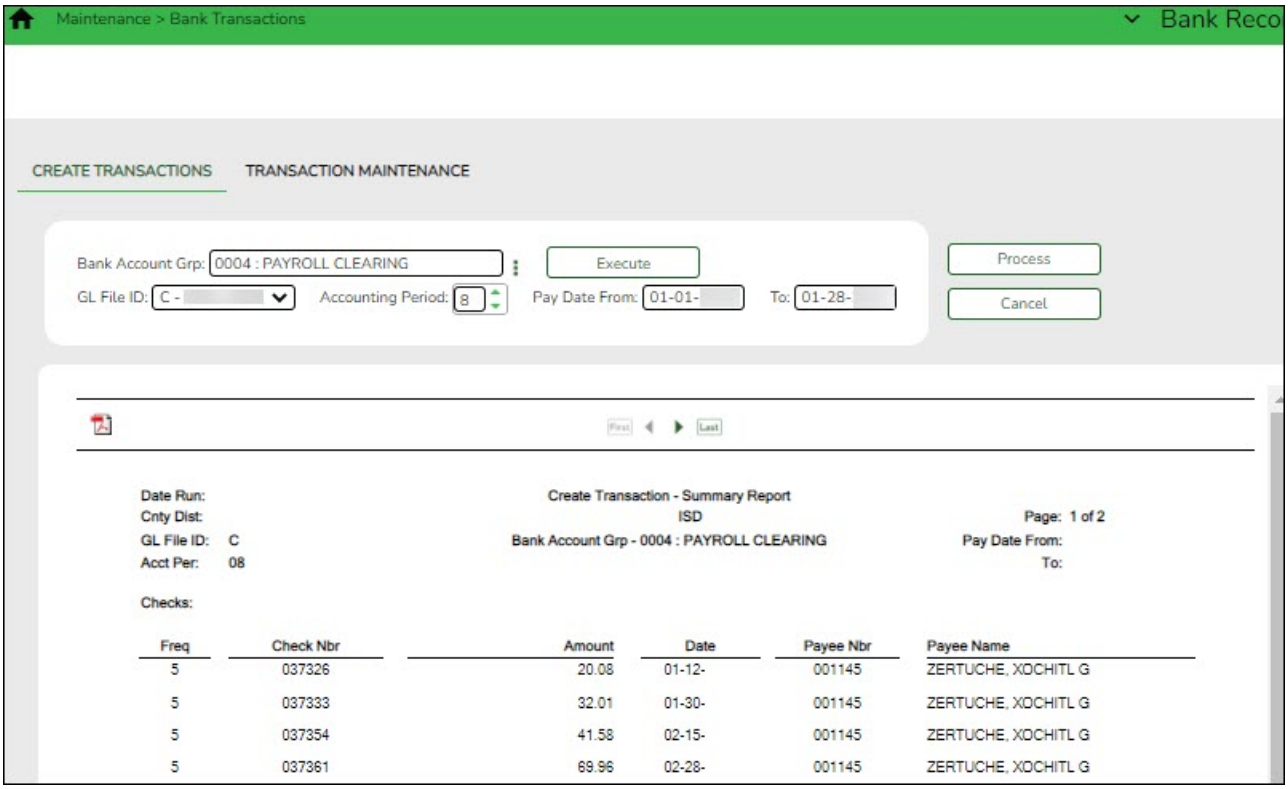
| | |
|---|---|
| **Reset** | Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost. |

# Create Transactions

1. Extract transactions from the Finance and Human Resources tables for bank reconciliation.

### Create transactions

Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions




This tab is used to extract transactions from the Finance and Payroll tables for bank reconciliation.

Transactions are grouped and summarized as follows:

- **Cash Receipts** - Cash receipt number, date, and description
- **Checks** - Vendor number, check number, check date, check void flag (voids are extracted)

- **Payroll Checks** - Employee number, pay frequency, pay date, adjustment number (voids are extracted)

**Note**: The original and voided check transactions are extracted even if the two transactions have the same date.

- **Journal Vouchers** - JV number, JV description (the earliest date is extracted)

EFT payments are extracted as a JV with the following JV number (description for all is EFT Total):

- **Vendor EFT**: EFT-mmddyy where mmddyy is the month/day/year of the check date.
- **Payroll EFT**: PAY EFT-mmddyy where mmddyy is the month/day/year of the pay date.

Payroll transfer transactions are extracted as a JV. An additional extract for the same Bank Account Group, Accounting Period and/or Pay Date range does not create duplicate entries.

**Note**: Accounts with an **Investment Type** selected on the Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group Funds tab are not extracted.

### Create transactions:

| Field | Description |
|---|---|
| **Bank Account Grp** | Type the bank account group code to be used. This field is required.<br><br>If the bank account group code is not known, click ⋮ . The Bank Account Grp lookup is displayed.<br><br>To narrow the search for a bank account group code, type data in the **Search** field. A list of codes matching the search criteria is displayed.<br><br>Select a bank account group code from the list. Otherwise, click **Cancel**. |
| **GL File ID** | Click ⌄ to select a general ledger file ID. This field is required. |
| **Accounting Period** | Type the accounting period to be used. The leading zero is not required.<br>Or, click ▲▼ to select an accounting period. Only one accounting can be used at a time. If this field is not populated, Finance data is not retrieved. |
| **Pay Date From and To** | Type or select from the calendar the from and to pay dates to be used to retrieve payroll data. If you do not need payroll data, leave these fields blank. You can enter the same to and from date to retrieve data for a single date. |

❑ Click **Execute** to retrieve the applicable transactions based on the entered search criteria. All reports are displayed by the transaction category (**Checks**, **Cash Receipts**, and **Journal Vouchers**).

If there are errors, an error report is displayed. If no errors are encountered, the **Error Report** and **Summary Report** buttons are not displayed.

You can toggle between the summary and the error report.

- Click the **Summary Report** button to view the Summary Report.

- Click the **Error Report** button to view the Error report.

Review the report.

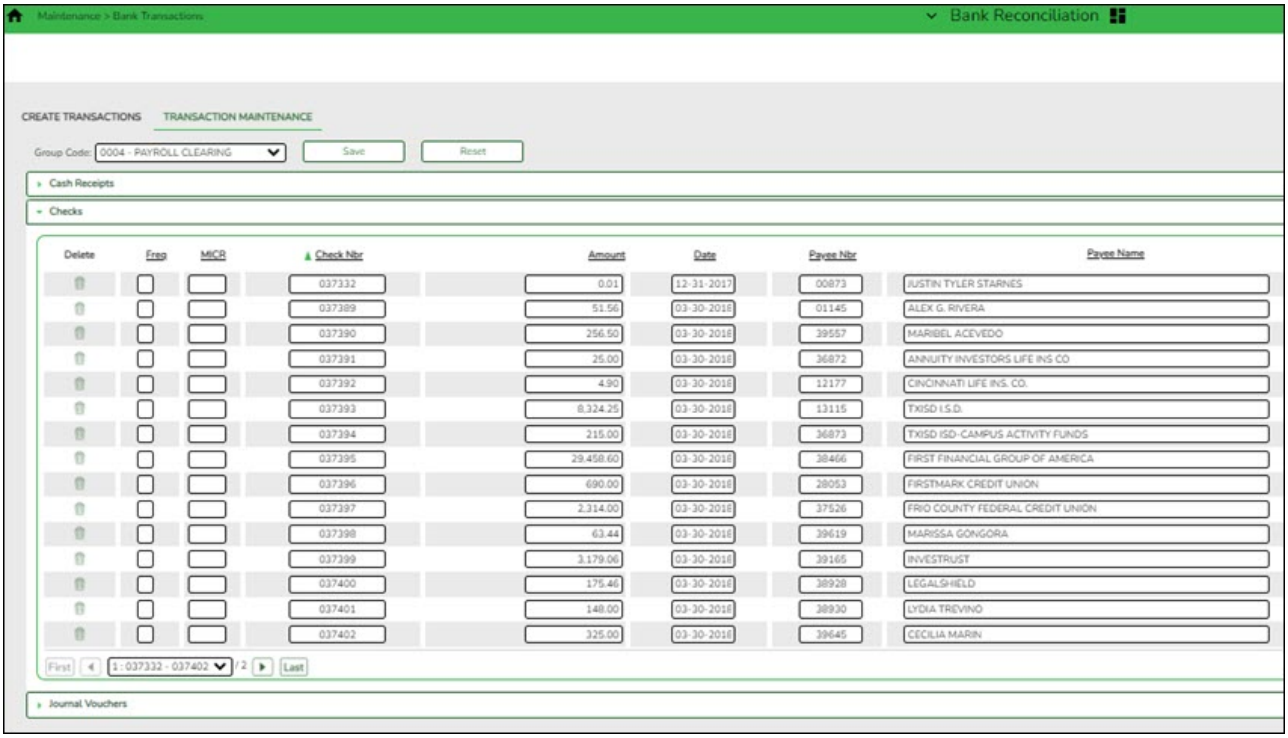
❑ Click **Process** to import the transactions listed on the Summary Report to the Maintenance > Transaction Maintenance page. The **Process** button is disabled until valid transactions are retrieved.

❑ Click **Cancel** to cancel the process and clear the data on the tab.

2. Create, edit, and delete unreconciled data from the bank reconciliation transactions table.

## Perform transaction maintenance

Bank Reconciliation > Maintenance > Bank Transactions > Transaction Maintenance




This tab is used to create, edit, and delete unreconciled data from the bank reconciliation transactions table.

### Retrieve data:

| Field | Description |
|---|---|
| **Group Code** | Click ⌄ to select a group code from the drop down. After you select a group code, the associated transactions (**Cash Receipts**, **Checks**, and **Journal Vouchers**) are displayed in accordion style sections. The group codes are populated from the Tables > Bank Account Fund Groups > Bank Account Group tab. |

## Cash Receipts

The **Cash Receipts** section is expanded by default if cash receipts exist for the selected group code.

❑ Click **Cash Receipts** to collapse the section. The following cash receipt information is displayed and can be modified:

**Receipt Nbr** - cash receipt number
**Amount** - total cash receipt amount
**Date** - cash receipt date
**Description** - cash receipt description

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Checks

❑ Click **Checks** to expand the section and view the checks associated with the selected group code. Click **Checks** again to collapse the section.The following check information is displayed and can be modified:

**Freq** - payroll frequency (if applicable)
**Micr** - check number correction
**Check Nbr** - check number from Finance or Payroll
**Amount** - total check amount
**Date** - check date
**Payee Nbr** - vendor number or employee number
**Payee Name** - vendor name or employee name

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Journal Vouchers

❑ Click **Journal Vouchers** to expand the section and view the journal vouchers associated with the selected group code. Click **Journal Vouchers** again to collapse the section. The following journal voucher information is displayed and can be modified:

**Freq** - payroll frequency (if applicable)
**JV Nbr** - journal voucher number
**Amount** - total JV amount
**Date** - JV date (earliest date if multiple dates exist)
**Description** - JV number description

By default, the results are sorted in ascending order by the journal voucher number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

❑ Click **Save**. After the transaction maintenance is completed, the transactions can be reconciled.

### Other functions and features:

| | |
|---|---|
| **Reset** | Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost. |
| | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |

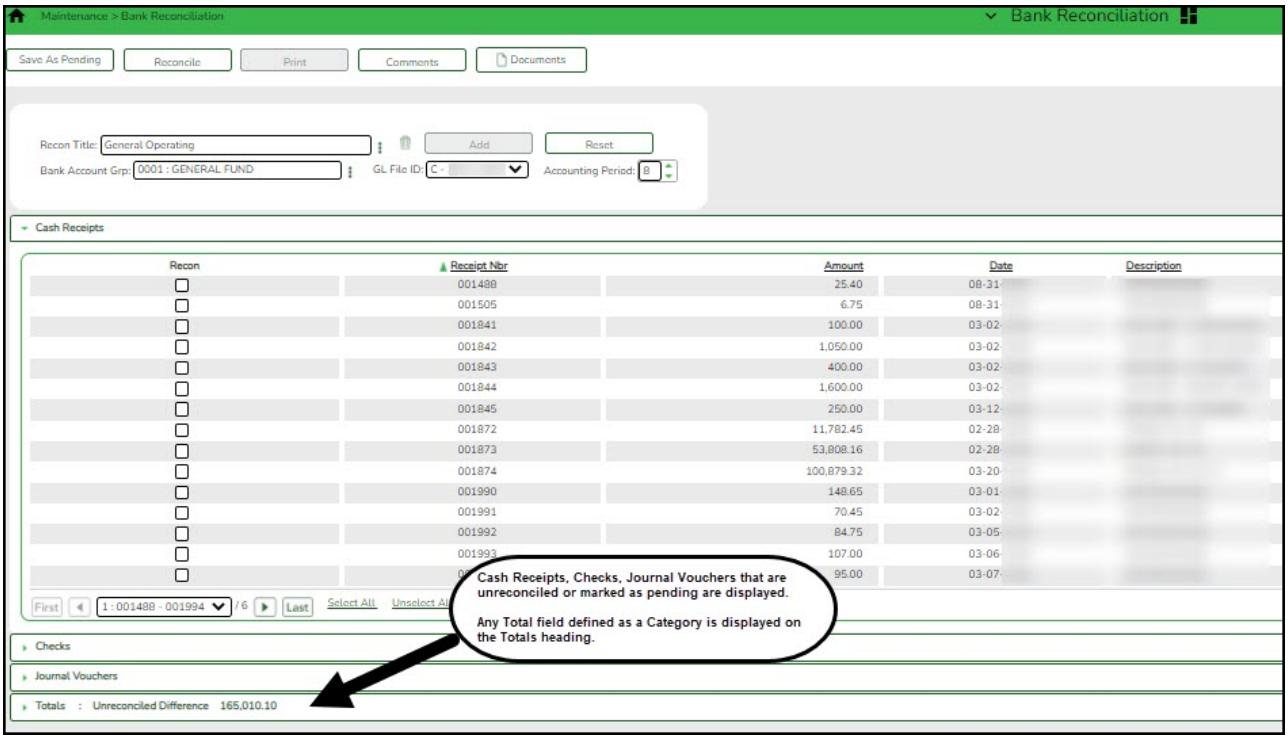
**Note**: You can use the Auto Bank Reconciliation page to import a bank file with bank transactions. The imported bank transactions are saved as pending on the Transaction Maintenance page.

# Reconcile Transactions

1. Reconcile unreconciled bank transactions from the bank reconciliation transaction table.

### Reconcile bank transactions

Bank Reconciliation > Maintenance > Bank Reconciliation




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.<br><br>Reconciled records are not displayed in the drop down, and can only be selected from the reconciliation directory.<br><br>Click ⋮ to select an existing reconciliation record from the Reconciliation Search.<br><br>This field is required. |

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.

**Add a bank reconciliation record:**

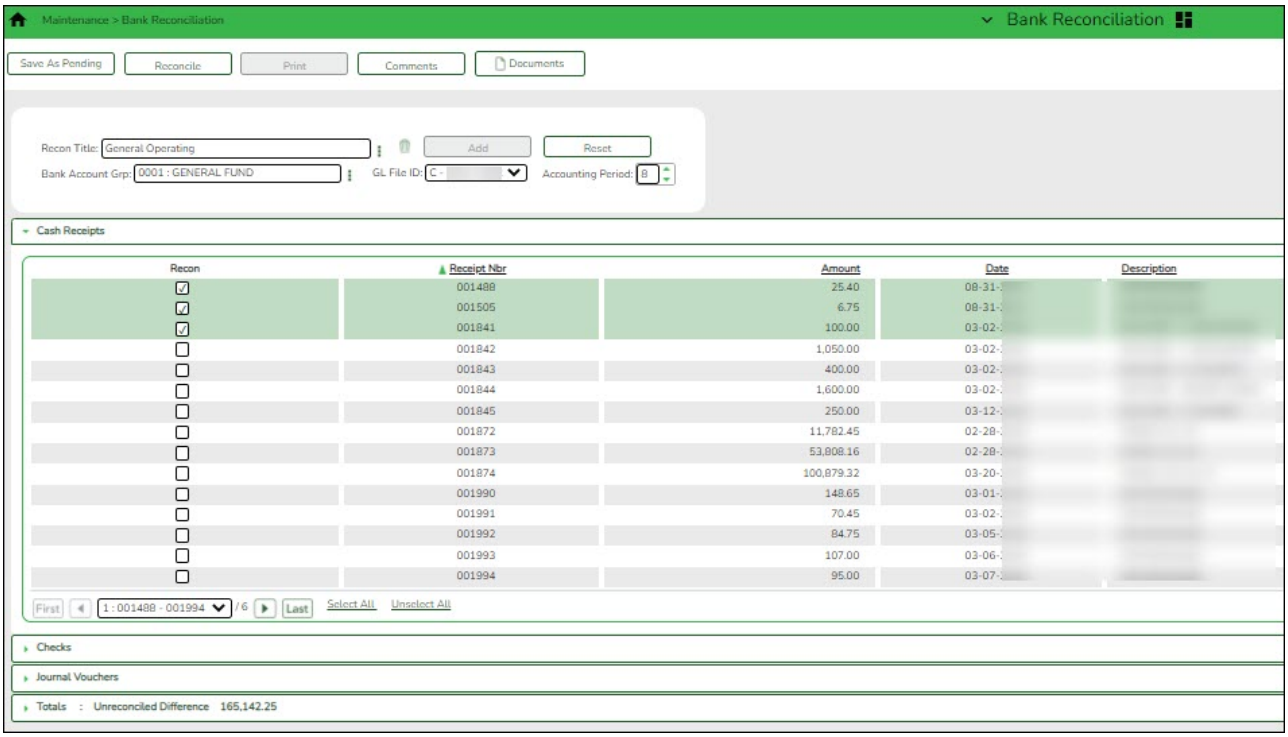
| Field | Description |
|---|---|
| **Recon Title** | Type a bank reconciliation title. This field is required. |
| **Bank Account Grp** | Type a bank account group for which you want to reconcile transactions. This field is required.<br><br>If the bank account group code is not known, click ⋮ . The Bank Account Grp lookup is displayed. To narrow the search for a bank account group code, type data in the **Search** field. A list of codes matching the search criteria is displayed.<br><br>Select a bank account group code from the list. Otherwise, click **Cancel**.<br><br>**Note**: Only one pending reconciliation is allowed per bank account at a time. |
| **GL File ID** | Click ⌄ to select a general ledger file ID. This field is optional when adding a reconciliation record; however, it is required when processing a reconciliation record. |
| **Accounting Period** | Type the accounting period to be used. The leading zero is not required.<br>Or, click ▲▼ to select an accounting period.<br><br>Only one accounting period can be reconciled at a time.<br><br>If this field is not populated, Finance data is not retrieved.<br><br>This field is optional when adding a reconciliation record; however, it is required when processing a reconciliation record. |

❑ Click **Add**. An add successful message is displayed.

- The reconciliation record is available in the Reconciliation Search directory.
- The **Add** button is disabled.
- The order, layout, and statement types are retrieved from the Tables > Reconciliation Layout.
- A list of unreconciled (i.e. status is not *R*) transactions that correspond to the selected **Bank Account Grp** is displayed.
- Totals are calculated and saved with the reconciliation **Totals**.

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

❑ Select the **Recon** check box for the transactions that you want to reconcile.




## Cash Receipts

The **Cash Receipts** section is expanded by default. Click **Cash Receipts** to collapse the section.

❑ Select the **Recon** check box for the transactions that you want to reconcile.

❑ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following cash receipt information is displayed:

**Receipt Nbr**
**Amount**
**Date**
**Description**

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Checks

❑ Click **Checks** to expand the section and view the checks associated with the selected group code. Click **Checks** to collapse the section.

❑ Select the **Recon** check box for the transactions that you want to reconcile.

❑ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following check information is displayed:

**Freq**
**Micr**
**Check Nbr**
**Amount**
**Date**
**Payee Nbr**
**Payee Name**

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

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## Journal Vouchers

❑ Click **Journal Vouchers** to expand the section and view the journal voucher associated with the selected group code. Click **Journal Vouchers** to collapse the section.

❑ Select the **Recon** check box for the transactions that you want to reconcile.

❑ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following journal voucher information is displayed:

**Freq**
**JV Nbr**
**Amount**
**Date**
**Description**

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Totals

❑ Click **Totals** to display the bank reconciliation total fields as defined on the Categories tab. Based on the Categories tab, some of the fields are automatically calculated and cannot be edited.

The totals are updated as transactions are selected or cleared. The **Unreconciled Difference** amount is displayed on the **Totals** header only if the **Totals** section is collapsed. This allows you to view the updated unreconciled difference amount as transactions are selected and cleared.

If the **Totals** section is expanded, the unreconciled difference amount is not displayed on the header.

If the **Statement Type** for a category is set to *User Input: Multi Entry* on the Tables > Reconciliation Layout > Categories tab, click in the category field to open a multi-entry pop-up window allowing you to add user-defined rows of descriptions and amounts to be included in the total calculations.

- In the **Description** field, type a user-defined description for the entry.
- In the **Amount** field, type a dollar amount for the entry.
- Click **+Add** to add a row. Or, a new row is added when you type a description in an existing row and press TAB.

❑ Click **OK**. The multi-entry pop-up window closes, and the entered amounts are totaled and displayed in the corresponding category field.

❑ Click **Cancel** to close the pop-up window without adding additional entries.

❑ Click 🗑 to delete a row.

❑ Click **Save As Pending**. The **Totals** are recalculated to include the multi-entry amounts.

❑ If the **Statement Type** for a category is set to *User Input: Single Entry* on the Tables > Reconciliation Layout > Categories tab, type the amount in the field.

**Total calculations**:

**Cleared Deposits** - Total of cash receipts with the **Recon** checkbox selected.
**Cleared Checks** - Total of cash receipts with the **Recon** checkbox selected.
**Cleared JVs** - Total of JVs with the **Recon** checkbox selected.
**Banking Fees/Charges** - Type the fees/charges from the bank statement.

**Previous Balance** - Type the beginning/previous balance from the bank statement.
**Statement Balance** - Type the ending balance from the bank statement.
**Bank Dividends/Interest** - Type the dividend/interest from the bank statement.
**System Cash** - The general ledger balance of all cash object/subobject codes associated with the bank account group is displayed.
**Outstanding Deposits** - Total of cash receipts without the **Recon** checkbox selected.
**Outstanding Checks** - Total of checks without the **Recon** checkbox selected.
**Outstanding JVs** - Total of JVs without the **Recon** checkbox selected.
**Statement Balance** - The ending balance from the bank statement that you entered under the **Bank Statement** column is displayed.
**Miscellaneous Adjustment** - Type the additional entries that have not been posted yet.
**Unreconciled Difference** - The calculated value based on the following formula is displayed: Unreconciled Difference = System Cash + Outstanding Deposits + Outstanding Checks - Statement Balance - Miscellaneous Adjustment

❑ Click **System Cash** to refresh the system cash totals.

> **Note**: You have the option to save your work as pending or finalize the reconciliation process.

After the applicable transactions are selected and the totals are reviewed:

❑ Click **Save as Pending** to save all of the selected transactions and totals as pending. You can retrieve the reconciliation record at a later time to resume the reconciliation process.

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❑ Click **Reconcile** to begin finalizing the reconciliation process for the selected transactions. The totals and transactions are saved as pending, and a preview report is displayed.

Review the report.

❑ Click **Process** to continue the reconciliation process. The Reconciliation Report is displayed with a list of the transaction statuses and totals.

Review the report.

❑ Click **Cancel** to return to the Bank Reconciliation page.

## Other functions and features:

| | |
|---|---|
| **Reset** | Click to clear the data on the page. |

| | |
|---|---|
| **Comments** | Click to add comments to the reconciliation record. A comments pop-up window opens.<br><br>Type your comments and click **Save**. Otherwise, click **Cancel** to return to the Bank Reconciliation page.<br><br>A paperclip icon is displayed on the **Comments** button if comments exist. |
| **Print** | Click to print data.<br><br>If the reconciliation record is in a pending status, the Pending Reconciliation Report is displayed.<br><br>If the reconciliation record is in a reconciled status, the Reconciliation Report is displayed.<br><br>Review the report. |
|  | Click to delete the selected reconciliation. A message is displayed prompting you to delete the reconciliation record.<br><br>Click **OK** to delete the record. A message is displayed indicating that the record was deleted successfully.<br><br>Click **Cancel** to return to the Bank Reconciliation page without deleting the record.<br><br>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. |
| **Errors** | This button is only displayed if an error is encountered on the page.<br><br>A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.<br><br>Click  to close the pop-up window. |
| **Documents** | View or attach supporting documentation. |

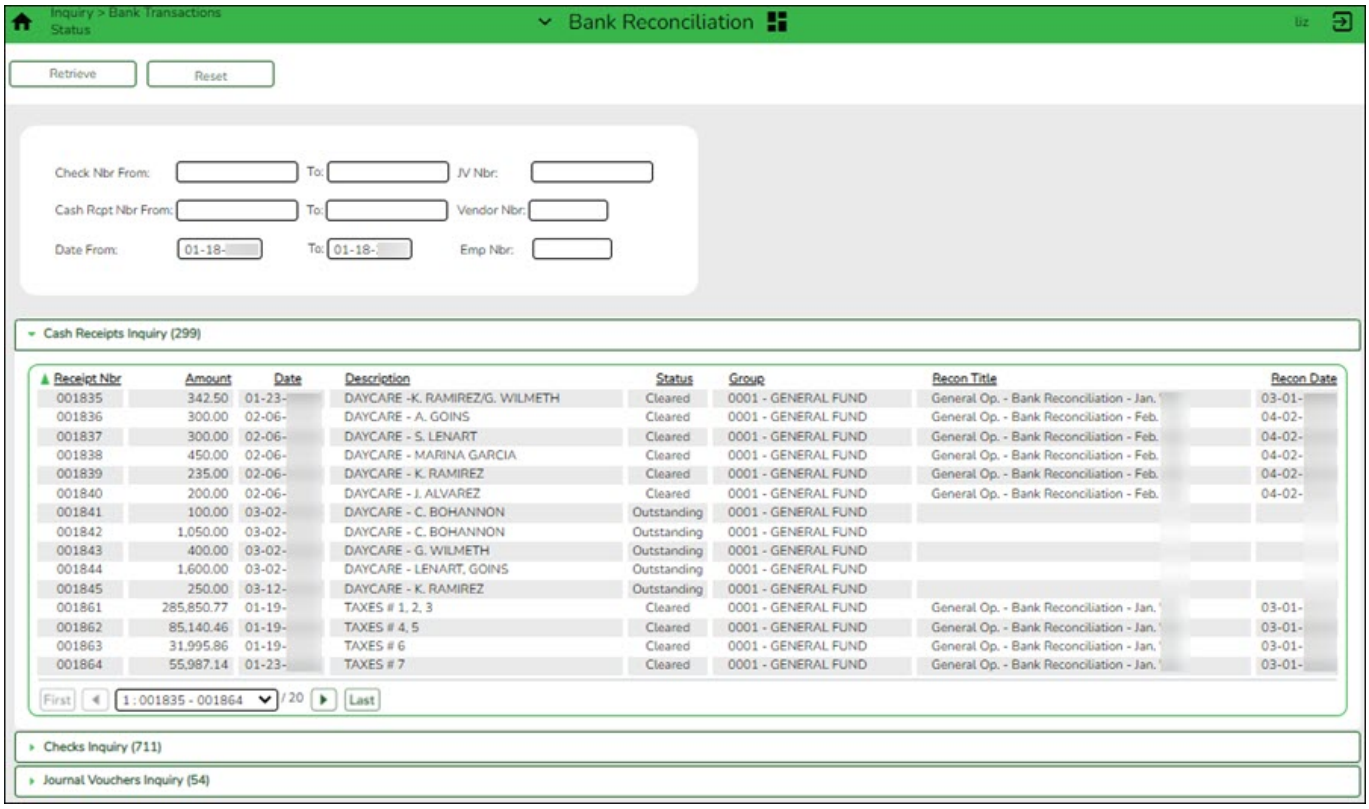
**Note**: You have the option to save your work as pending or finalize the reconciliation process.

# Perform Additional Bank Reconciliation Tasks

Perform an inquiry.

## Perform an inquiry

Bank Reconciliation > Inquiry > Bank Transactions Status Inquiry




This page is used to perform a status inquiry on cash receipts, checks, and journal vouchers.

## Perform an inquiry:

❑ Retrieve bank transactions using one or more of the following search parameters:

**Notes**:

- At least one search parameter must be entered.
- If a to number is not entered, transactions beginning with the from number through the last available number are retrieved.
- If a to date is not entered, transactions beginning with the from date through the current date are retrieved.

| Field | Description |
|---|---|
| **Check Nbr From and To** | Type a beginning and ending check number range |
| **Cash Rcpt Nbr From and To** | Type a beginning and ending cash receipt number range. |
| **Date From and To** | Type a beginning and ending date range for which to retrieve cash receipts, checks, and journal vouchers. Or, select a date from the calendar. |
| **JV Nbr** | Type a journal voucher number. |
| **Vendor Nbr** | Type a vendor number for which to retrieve check transactions. |
| **Employee Nbr** | Type an employee number. |

❑ Click **Retrieve**. The applicable bank transactions are displayed under the respective section.

The number of transactions listed in each section is displayed next to the section heading (e.g., **Cash Receipts Inquiry (50)**).

The section is expanded based on the entered search parameter(s). For example, if only the **Check Nbr** search parameter is used, then the **Checks Inquiry** section is automatically expanded with a list of the applicable check transactions.

## Cash Receipts Inquiry

❑ The **Cash Receipts Inquiry** section is expanded by default if cash receipts are retrieved. Click **Cash Receipts Inquiry** to collapse the section. The following cash receipt information is displayed:

**Receipt Nbr**
**Amount**
**Date**
**Description**
**Vendor name**
**Status**
**Group**
**Recon Title**
**Recon Date**

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Checks Inquiry

❑ Click **Checks Inquiry** to expand the section and view the check transaction details. Click **Checks Inquiry** to collapse the section. The following check information is displayed:

**Freq**
**MICR** - only displays when the check has been reconciled.
**Check Nbr**
**Amount**
**Date**
**Payee Nbr**
**Payee Name**
**Status**
**Group**

**Recon Title**
**Recon Date**

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

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## Journal Vouchers Inquiry

❑ Click **Journal Vouchers** to expand the section and view the journal voucher details. Click **Journal Vouchers** to collapse the section. The following journal voucher information is displayed:

**Freq**
**JV Nbr**
**Amount**
**Date**
**Description**
**Status**
**Group**
**Recon Title**
**Recon Date**

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

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## Other functions and features:

| | |
|---|---|
| **Retrieve** | Click to retrieve data. |
| **Reset** | Click to clear the data on the page. |
| **Errors** | This button is only displayed if an error is encountered on the page.<br><br>A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.<br><br>Click to close the pop-up window. |

- Use the Mass Delete Transactions utility to mass delete cleared and outstanding transactions.
- Run the Bank Reconciliation Reports to verify the transaction information.


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