



# **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 following 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](#).

## [Bank Reconciliation Q & A](#)

## Set up Bank Reconciliation Options and Tables

1. [Set 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:**

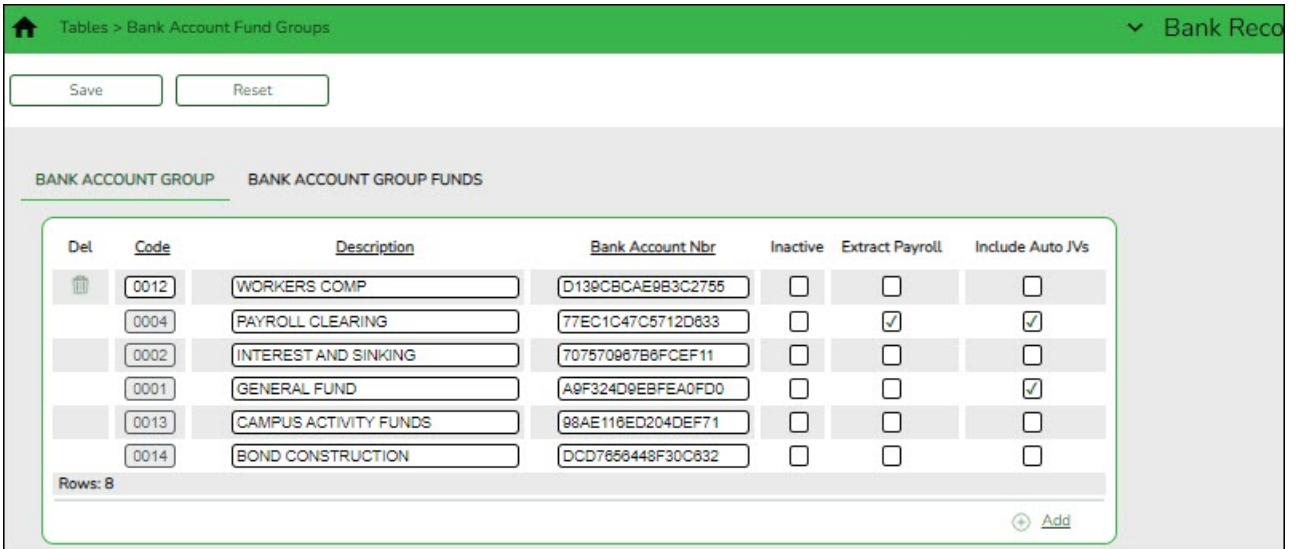
Field	Description
<b>All Computer Checks to Finance Clearing Fund</b>	Select to include computer checks in the bank account group that list the <b>Finance Clearing Fund/Fiscal Year</b> from the <a href="#">Finance &gt; Tables &gt; District Finance Options &gt; Clearing Fund Maintenance</a> tab.  Leave 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
<b>Code</b>	Type the four-character code for the bank account group. Special characters are allowed.
<b>Description</b>	Type the bank account group description. The field can be a maximum of 30 characters. Special characters are allowed.
<b>Bank Account Nbr</b>	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.
<b>Inactive</b>	Select to exclude the bank account group code from being displayed and used throughout the system.
<b>Extract Payroll</b>	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.
<b>Include Auto JVs</b>	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.

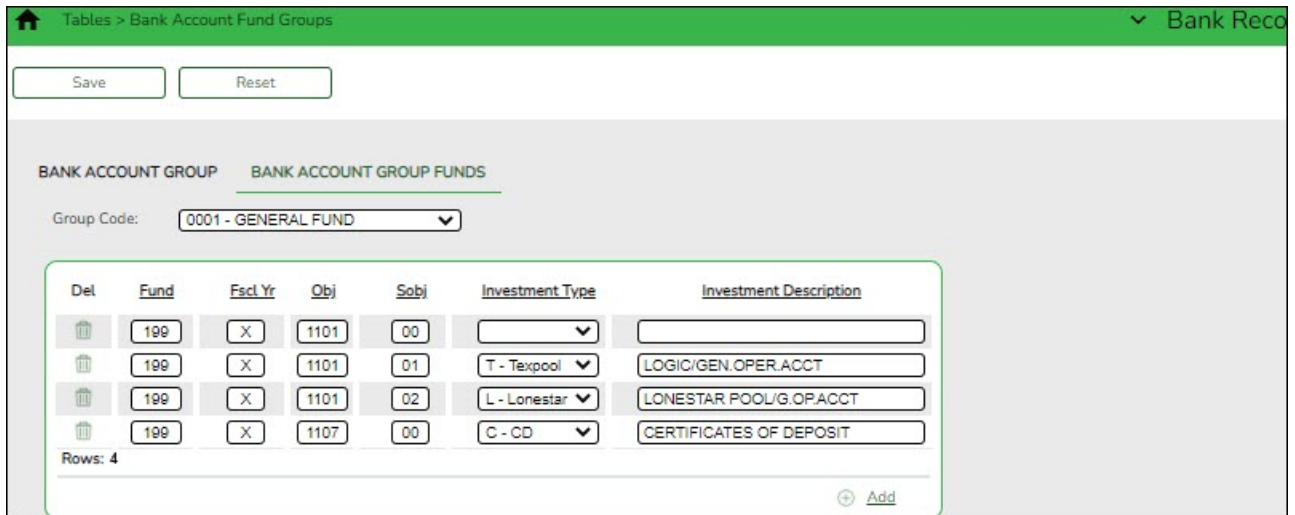
**Other functions and features:**

<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , 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.  Click <b>Save</b> .  <b>Note:</b> You cannot delete a group code if it has associated transactions.

3. [Add the bank account group funds.](#)

**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:


- o For each of the individual funds created, you can have multiple investment and cash object/subobject combinations.
- o You can change between bank groups and edit records. Funds cannot be duplicated.
- o 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
<b>Group Code</b>	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.

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

Click **Save**.

### Other functions and features:

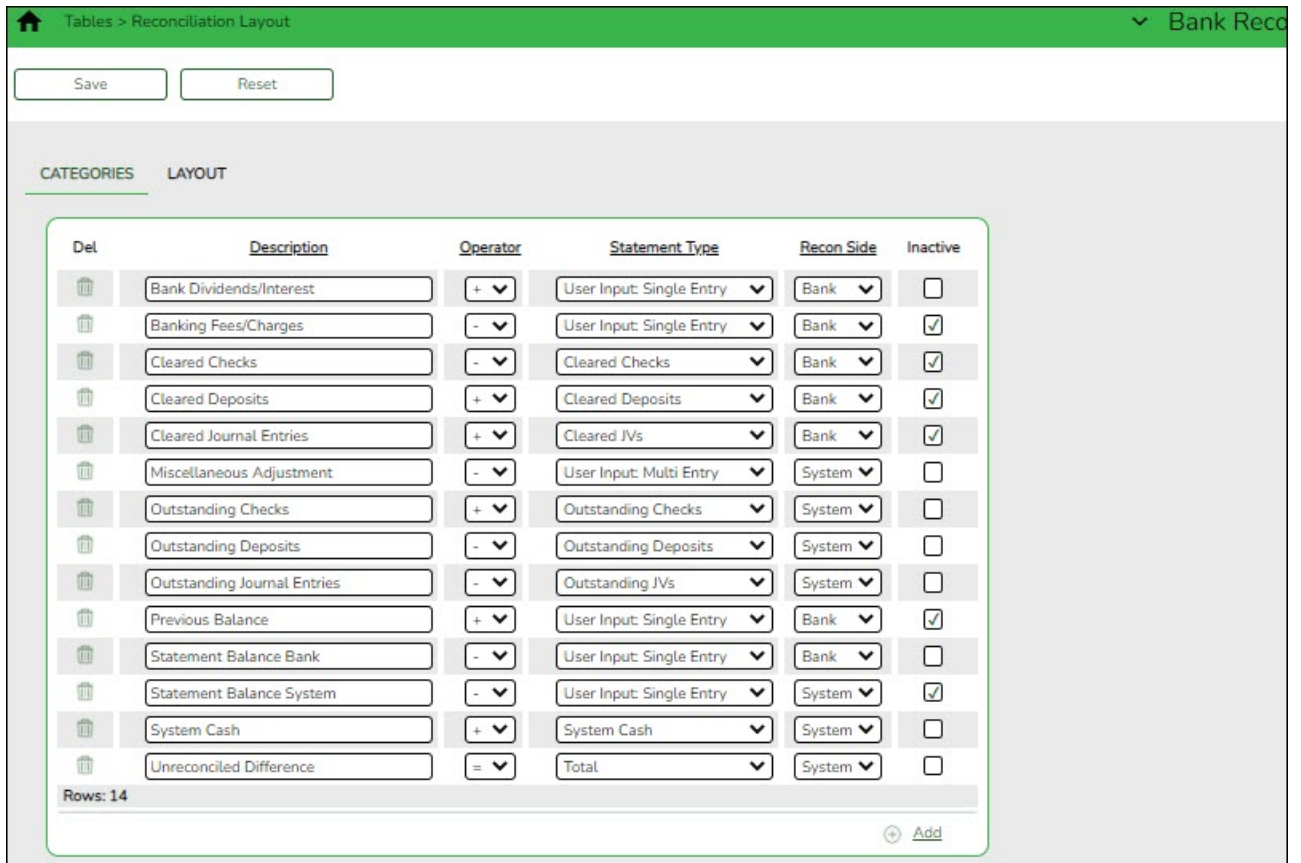
<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .  <b>Note:</b> You cannot delete a group code if it has associated 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
<b>Description</b>	Type the 30-character category description to be displayed in the bank reconciliation layout.
<b>Operator</b>	<p>Click ▾ to select the operation to be used for the category description. If the <b>Statement Type</b> field is set to <i>Total</i>, the <b>Operator</b> field must be set to = <i>Equals</i>.</p> <p>You can select to use a single or double column layout on the <a href="#">Layout</a> tab. If <i>Double Column</i> is selected, only one bank side category and one system side category can be set to = <i>Equals</i>.</p> <p>If <i>Single Column</i> is selected, only one category (field) can be set to = <i>Equals</i>.</p>

Field	Description
<b>Statement Type</b>	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 ( <b>It is recommended</b> 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.

<b>Recon Side</b>	Select the category reconciliation side ( <i>Bank</i> or <i>System</i> ). This field is only displayed if <i>Double Column</i> is selected and saved on the <a href="#">Layout</a> tab.
<b>Inactive</b>	Select to exclude the category from the reconciliation layout. If selected, the category is not displayed on the <a href="#">Layout</a> 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:**

<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , 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.  Click <b>Save</b> .

2. [Organize the bank reconciliation layout template.](#)


**Organize the layout template**

[Bank Reconciliation](#) > [Tables](#) > [Reconciliation Layout](#) > [Layout](#)

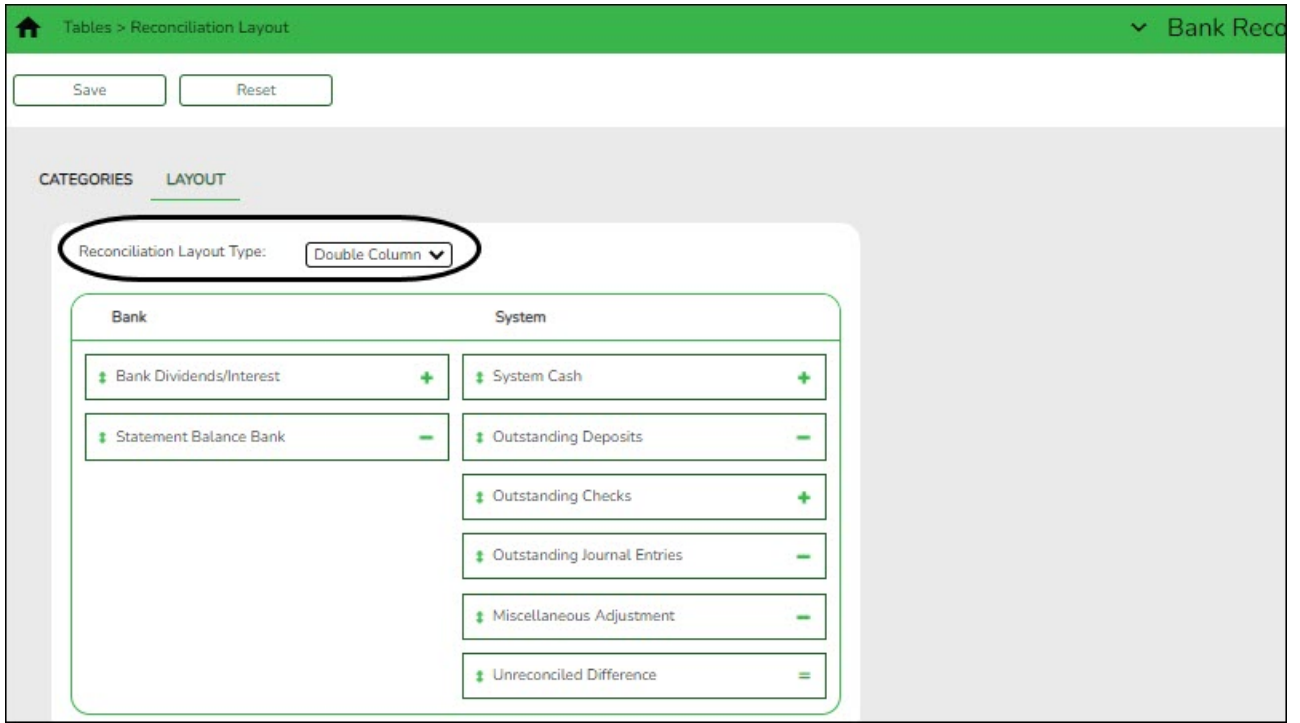
This tab is used to design the bank reconciliation layout template that displays the reconciliation summary information.

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.

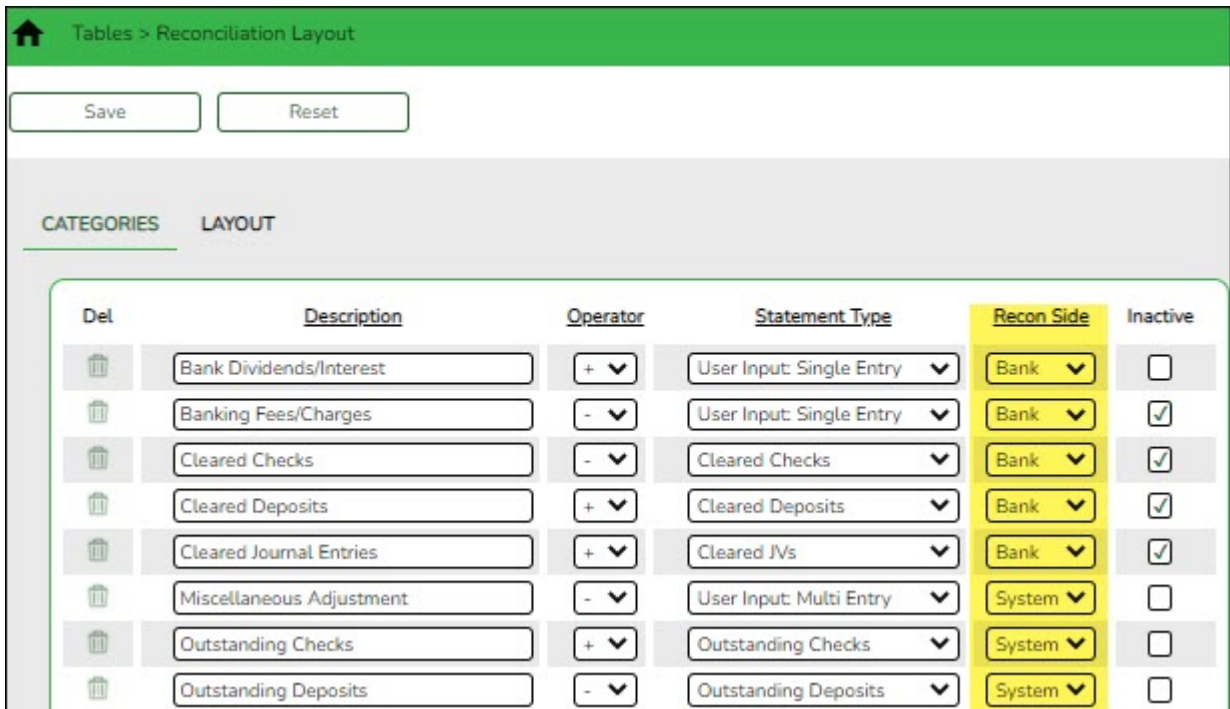
**Set the reconciliation layout:**

Field	Description
<b>Reconciliation Type</b>	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:

<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , any unsaved changes are lost.
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## Manage Transactions

1. [Create transactions.](#)

### Create transactions

[Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions](#)

Maintenance > Bank Transactions Bank Reco

CREATE TRANSACTIONS    TRANSACTION MAINTENANCE

Bank Account Grp: 0004 : PAYROLL CLEARING    Execute    Process

GL File ID: C -    Accounting Period: 8    Pay Date From: 01-01-    To: 01-28-    Cancel

---

Create Transaction - Summary Report  
ISD

Date Run:    Page: 1 of 2  
 Cnty Dist:    Bank Account Grp - 0004 : PAYROLL CLEARING    Pay Date From:  
 GL File ID: C    To:  
 Acct Per: 08

Checks:

Freq	Check Nbr	Amount	Date	Payee Nbr	Payee Name
5	037326	20.08	01-12-	001145	ZERTUCHE, XOCHITL G
5	037333	32.01	01-30-	001145	ZERTUCHE, XOCHITL G
5	037354	41.58	02-15-	001145	ZERTUCHE, XOCHITL G
5	037361	69.96	02-28-	001145	ZERTUCHE, XOCHITL G

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
<b>Bank Account Grp</b>	Type the bank account group code to be used. This field is required.  If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed.  To narrow the search for a bank account group code, type data in the <b>Search</b> field. A list of codes matching the search criteria is displayed.  Select a bank account group code from the list. Otherwise, click <b>Cancel</b> .
<b>GL File ID</b>	Click  to select a general ledger file ID. This field is required.
<b>Accounting Period</b>	Type the accounting period to be used. The leading zero is not required.  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.
<b>Pay Date From and To</b>	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.](#)

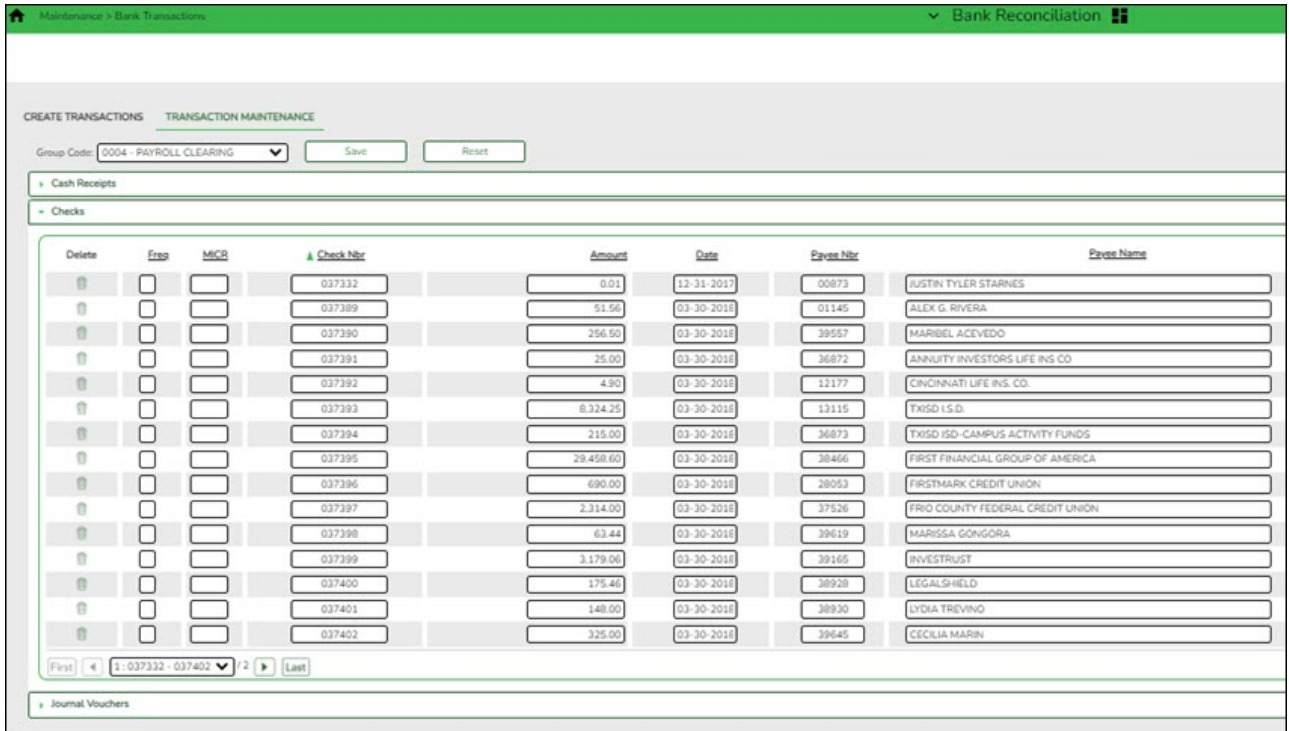
Click **Process** to import the transactions listed on the Summary Report to the Maintenance > Transaction Maintenance page. The **Process** button is disabled until valid transactions are retrieved.

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

## 2. [Perform transaction maintenance.](#)

### 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
<b>Group Code</b>	Click  to select a group code from the drop down. After you select a group code, the associated transactions ( <b>Cash Receipts</b> , <b>Checks</b> , and <b>Journal Vouchers</b> ) 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
- 

## 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
- 

## 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:

<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , 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.  Click <b>Save</b> .

**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

[Reconcile bank transactions.](#)

### Reconcile bank transactions

[Bank Reconciliation > Maintenance > Bank Reconciliation](#)

The screenshot shows the 'Bank Reconciliation' interface. At the top, there are buttons for 'Save As Pending', 'Reconcile', 'Print', 'Comments', and 'Documents'. Below these are input fields for 'Recon Title' (General Operating), 'Bank Account Grp' (0001: GENERAL FUND), 'GL File ID', and 'Accounting Period'. A table titled 'Cash Receipts' is displayed with columns for 'Recon', 'Receipt Nbr', 'Amount', 'Date', and 'Description'. A callout box points to the 'Totals' section at the bottom, which shows 'Unreconciled Difference 165,010.10'. The callout text reads: 'Cash Receipts, Checks, Journal Vouchers that are unreconciled or marked as pending are displayed. Any Total field defined as a Category is displayed on the Totals heading.'

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:

<b>Recon Title</b>	<p>Type a bank reconciliation title or press the SPACEBAR to select from a list of unreconciled records.</p> <p>Reconciled records are not displayed in the drop down, and can only be selected from the reconciliation directory.</p> <p>Click  to select an existing reconciliation record from the <a href="#">Reconciliation Search</a>.</p> <p>This field is required.</p>
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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
<b>Recon Title</b>	Type a bank reconciliation title. This field is required.
<b>Bank Account Grp</b>	Type a bank account group for which you want to reconcile transactions. This field is required.  If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed. To narrow the search for a bank account group code, type data in the <b>Search</b> field. A list of codes matching the search criteria is displayed.  Select a bank account group code from the list. Otherwise, click <b>Cancel</b> .  <b>Note:</b> Only one pending reconciliation is allowed per bank account at a time.
<b>GL File ID</b>	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.
<b>Accounting Period</b>	Type the accounting period to be used. The leading zero is not required. Or, click  to select an accounting period.  Only one accounting period can be reconciled at a time.  If this field is not populated, Finance data is not retrieved.  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.

Maintenance > Bank Reconciliation Bank Reconciliation

Save As Pending Reconcile Print Comments Documents

Recon Title: General Operating Add Reset  
 Bank Account Grp: 0001 - GENERAL FUND GL File ID: C- Accounting Period: B

**Cash Receipts**

Recon	Receipt Nbr	Amount	Date	Description
<input checked="" type="checkbox"/>	001488	25.40	08-31-	
<input checked="" type="checkbox"/>	001505	6.75	08-31-	
<input checked="" type="checkbox"/>	001841	100.00	03-02-	
<input type="checkbox"/>	001842	1,050.00	03-02-	
<input type="checkbox"/>	001843	400.00	03-02-	
<input type="checkbox"/>	001844	1,600.00	03-02-	
<input type="checkbox"/>	001845	250.00	03-12-	
<input type="checkbox"/>	001872	11,782.45	02-28-	
<input type="checkbox"/>	001873	53,808.16	02-28-	
<input type="checkbox"/>	001874	100,879.32	03-20-	
<input type="checkbox"/>	001990	148.65	03-01-	
<input type="checkbox"/>	001991	70.45	03-02-	
<input type="checkbox"/>	001992	84.75	03-05-	
<input type="checkbox"/>	001993	107.00	03-06-	
<input type="checkbox"/>	001994	95.00	03-07-	

First 1: 001488 - 001994 / 6 Last Select All Unselect All

Checks

Journal Vouchers

Totals : Unreconciled Difference 165,142.25

## 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



## 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
- 

## 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

## 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.

OR

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:

<b>Reset</b>	Click to clear the data on the page.
<b>Comments</b>	Click to add comments to the reconciliation record. A comments pop-up window opens. Type your comments and click <b>Save</b> . Otherwise, click <b>Cancel</b> to return to the Bank Reconciliation page. A paperclip icon is displayed on the <b>Comments</b> button if comments exist.

<p><b>Print</b></p>	<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><a href="#">Review the report.</a></p>
	<p>Click to delete the selected reconciliation. A message is displayed prompting you to delete the reconciliation record.</p> <p>Click <b>OK</b> to delete the record. A message is displayed indicating that the record was deleted successfully.</p> <p>Click <b>Cancel</b> 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>
<p><b>Errors</b></p>	<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>
<p><b>Documents</b></p>	<p><a href="#">View or attach supporting documentation.</a></p>

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

## Other Bank Reconciliation Tasks

[Process an auto bank reconciliation.](#)

### Process an auto bank reconciliation


[Bank Reconciliation > Utilities > Auto Bank Reconciliation](#)



This tab is used to import a bank file with bank transactions. Once the bank transactions are imported, they are saved as pending.

[Auto Bank Reconciliation file layout](#)

### Import bank transactions for auto bank reconciliation:

Field	Description
<b>Bank Account Grp</b>	Type the bank account group code(s) to be used. If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed. This field is required.
<b>Import Path</b>	Click <b>Browse</b> . The File name pop-up window opens.  Select a file and click <b>Open</b> . The pop-up window closes and the file name is displayed in the <b>Import Path</b> field.  Click <b>Cancel</b> to close the pop-up window without selecting a file.

Click **Execute** to execute the process. If errors are encountered, an error report is 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.](#)

If no errors are encountered, the **Error Report** and **Summary Report** buttons are not displayed.

Click **Process** to import the transactions listed on the Summary Report to the Maintenance > Bank Reconciliation page. The **Process** button is only displayed if there are valid transactions to be imported.



- The bank account numbers in the file are verified with the account numbers for the selected bank account groups.
- The check numbers are first verified with MICR numbers, and then with the check numbers for the selected bank account group and account number. In addition, the check amounts in the file are verified with the check amounts in the system.

Click **Cancel** to cancel the process and return to the Auto Bank Reconciliation page.

[Perform an inquiry.](#)

### Perform an inquiry

[Bank Reconciliation > Inquiry > Bank Transactions Status Inquiry](#)

Inquiry > Bank Transactions Status Bank Reconciliation  liz 

Retrieve  Reset

Check Nbr From:  To:  JV Nbr:

Cash Rcpt Nbr From:  To:  Vendor Nbr:

Date From:  To:  Emp Nbr:

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▼ Cash Receipts Inquiry (299)

Receipt Nbr	Amount	Date	Description	Status	Group	Recon Title	Recon Date
001835	342.50	01-23	DAYCARE - K. RAMIREZ/G. WILMETH	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001836	300.00	02-06	DAYCARE - A. GOINS	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001837	300.00	02-06	DAYCARE - S. LENART	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001838	450.00	02-06	DAYCARE - MARINA GARCIA	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001839	235.00	02-06	DAYCARE - K. RAMIREZ	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001840	200.00	02-06	DAYCARE - J. ALVAREZ	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001841	100.00	03-02	DAYCARE - C. BOHANNON	Outstanding	0001 - GENERAL FUND		
001842	1,050.00	03-02	DAYCARE - C. BOHANNON	Outstanding	0001 - GENERAL FUND		
001843	400.00	03-02	DAYCARE - G. WILMETH	Outstanding	0001 - GENERAL FUND		
001844	1,600.00	03-02	DAYCARE - LENART, GOINS	Outstanding	0001 - GENERAL FUND		
001845	250.00	03-12	DAYCARE - K. RAMIREZ	Outstanding	0001 - GENERAL FUND		
001861	285,850.77	01-19	TAXES # 1, 2, 3	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001862	85,140.46	01-19	TAXES # 4, 5	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001863	31,995.86	01-19	TAXES # 6	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001864	55,987.14	01-23	TAXES # 7	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-

First  1: 001835 - 001864 / 20  Last

► Checks Inquiry (711)

► Journal Vouchers Inquiry (54)

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
<b>Check Nbr From and To</b>	Type a beginning and ending check number range
<b>Cash Rcpt Nbr From and To</b>	Type a beginning and ending cash receipt number range.
<b>Date From and To</b>	Type a beginning and ending date range for which to retrieve cash receipts, checks, and journal vouchers. Or, select a date from the calendar.
<b>JV Nbr</b>	Type a journal voucher number.
<b>Vendor Nbr</b>	Type a vendor number for which to retrieve check transactions.
<b>Employee Nbr</b>	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

## 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

## 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

## Other functions and features:

<b>Retrieve</b>	Click to retrieve data.
<b>Reset</b>	Click to clear the data on the page.
<b>Errors</b>	<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>

[Mass delete transactions.](#)

## Mass delete transactions

[Bank Reconciliation > Utilities > Mass Delete Transactions](#)

This page is used to mass delete cleared and outstanding transactions.

### Perform a mass delete:

Field	Description
<b>Bank Account Grp</b>	Type the bank account group code to be used. If the bank account group code is not known, click . The <a href="#">Bank Account Grp lookup</a> is displayed. This field is required.
<b>Date From</b>	Type the beginning date from which you want to delete transactions.
<b>Date To</b>	Type the ending date to which you want to delete transactions.
<b>Cleared Only</b>	Select to only delete cleared (reconciled) transactions during the indicated date range.
<b>Outstanding Only</b>	Selected by default. If selected, this field deletes outstanding (unreconciled/pending) transactions during the indicated date range.
<b>Both</b>	Select to delete both cleared (reconciled) and outstanding (unreconciled/pending) transactions during the indicated date range.

Click **Execute**. The Delete Transactions - Summary Report is displayed.

[Review the report.](#)

Click **Process** to continue the mass delete process.

Click **Cancel** to cancel the process and return to the Mass Delete Transactions page.

## Bank Reconciliation Reports

[BBR0100 - Bank Account Fund Groups](#)

**[Bank Reconciliation > Reports > Bank Account Fund Groups](#)**

This report provides a list of group codes, bank account numbers, and associated funds based on

the selected parameter.


Parameter	Description
<b>Bank Account Group(G), Funds(F), or blank for ALL</b>	<p>G - Include bank account group data from the Tables &gt; Bank Account Fund Groups &gt; Bank Account Group tab.</p> <p>F - Include bank account group fund data from the Tables &gt; Bank Account Fund Groups &gt; Bank Account Group Funds tab. Only group codes from the <b>Group Code</b> drop down with associated funds are displayed.</p> <p>Blank - Include both bank account group and fund data.</p>

- Click **Export PDF** to export the report in PDF format.
- Click **Export CSV** to export the report in CSV format.
- Click **Clear Options** to clear the report parameter data.

### [BBR0200 - Bank Transactions](#)

#### **Bank Reconciliation > Reports > Bank Transactions**

This report is used to review all of the items that were reconciled within a particular bank account. It provides a list of bank account group codes and associated bank transactions (cash receipts, checks, and journal vouchers). If you need a detailed report for a particular fund and month, refer to the actual Bank Reconciliation and locate the reconciled account to see if the account was Reconciled or Unreconciled.

Parameter	Description
<b>Bank Account Group</b>	Type the bank account group code to be used. If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed.

- Click **Export PDF** to export the report in PDF format.
- Click **Export CSV** to export the report in CSV format.
- Click **Clear Options** to clear the report parameter data.



## Back Cover