



## Bank Reconciliation



# Table of Contents

<b>Bank Reconciliation</b>	1
<b>Inquiry</b>	2
<b>Bank Transactions Status</b>	3
<b>Maintenance</b>	6
<b>Bank Reconciliation</b>	7
<b>Bank Transactions</b>	13
<b>Create Transactions</b>	14
<b>Transaction Maintenance</b>	16
<b>Reports</b>	18
<b>Bank Reconciliation Reports</b>	19
<b>BBR0100 - Bank Account Fund Groups</b>	22
<b>BBR0200 - Bank Transactions</b>	23
<b>Tables</b>	24
<b>Bank Account Fund Groups</b>	25
<b>Bank Account Group</b>	26
<b>Bank Account Group Funds</b>	27
<b>Options</b>	29
<b>Bank Reconciliation Layout</b>	31
<b>Categories</b>	32
<b>Layout</b>	35
<b>Utilities</b>	36
<b>Auto Bank Reconciliation</b>	37
<b>Mass Delete Transactions</b>	38



# 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.

# Inquiry

Use the Table of Contents to access a page.

# Bank Transactions Status

## Bank Reconciliation > Inquiry > Bank Transactions Status

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:

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**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>

# Maintenance


Use the Table of Contents to access a page.

# Bank Reconciliation

## 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:



<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>	<p>Type a bank account group for which you want to reconcile transactions. This field is required.</p> <p>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.</p> <p>Select a bank account group code from the list. Otherwise, click <b>Cancel</b>.</p> <p><b>Note:</b> Only one pending reconciliation is allowed per bank account at a time.</p>

Field	Description
<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>	<p>Type the accounting period to be used. The leading zero is not required. Or, click  to select an accounting period.</p> <p>Only one accounting period can be reconciled at a time.</p> <p>If this field is not populated, Finance data is not retrieved.</p> <p>This field is optional when adding a reconciliation record; however, it is required when processing a reconciliation record.</p>

☐ 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

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▼ - 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

## 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.

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.

<b>Print</b>	<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>
<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>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



# Bank Transactions

Use the Table of Contents to access a page.

# 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
<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.

# 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 ( <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> .

# Reports

Use the Table of Contents to access a page.

# Bank Reconciliation Reports

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

This page allows you to select the report you want to generate.

### Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

☐ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

[Review, save and/or print the report.](#)

### Sort and filter:

Some reports may or may not provide the sort and/or filter option.

<b>Sort</b>	<p><b>Sort report data:</b></p> <p>You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.</p> <p>From the report window, click <b>Sort/Filter</b> to open the Sort/Filter window. By default, the <b>Sort Criteria</b> section is expanded. If not, click <b>Sort Criteria</b>.</p> <table border="1" data-bbox="212 309 1479 745"> <tr> <td data-bbox="212 309 518 416"><b>(Left grid) Columns Available for Sorting</b></td><td data-bbox="523 309 1479 456">Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under <b>Sort Columns</b>. Continue moving columns to the right grid as needed.</td></tr> <tr> <td data-bbox="212 463 518 528"><b>(Right grid) Sort Columns</b></td><td data-bbox="523 463 1479 745"> <p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p> </td></tr> </table> <p>Click <b>OK</b> to apply the selected sort criteria to the report.</p> <p>Click <b>Cancel</b> to close the window without re-sorting.</p>	<b>(Left grid) Columns Available for Sorting</b>	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under <b>Sort Columns</b> . Continue moving columns to the right grid as needed.	<b>(Right grid) Sort Columns</b>	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>
<b>(Left grid) Columns Available for Sorting</b>	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under <b>Sort Columns</b> . Continue moving columns to the right grid as needed.				
<b>(Right grid) Sort Columns</b>	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>				



<b>Filter</b>	<b>Filter report data:</b> When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click <b>Sort/Filter</b> to open the <b>Sort/Filter</b> window. By default, the <b>Sort Criteria</b> section is expanded. Click <b>Filter Criteria</b> to expand the <b>Filter Criteria</b> section. If the report does not allow sorting, the <b>Filter</b> button is displayed instead of the <b>Sort/Filter</b> button, and sort criterion fields are not available. Click <b>Add Criterion</b> to add new filter criteria. A blank row is displayed in the grid.	
	<b>Field</b>	<b>Description</b>
	<b>Column</b>	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	<b>Operator</b>	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	<b>Value</b>	Type the value by which you want to filter. For example, if you selected a date in the <b>Column</b> field, type a date to view only data for a specific date.
	<b>Other functions and features:</b>	
	<b>Add Criterion</b>	<a href="#">Add another row.</a> Select the logical connector ( <b>AND</b> or <b>OR</b> ) in the <b>Logical</b> field. Continue adding rows as needed. Using the <b>AND</b> operator limits search results, because the program looks only for records that contain both criterion. Using the <b>OR</b> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	<b>Delete Selected</b>	<a href="#">Delete selected row.</a> Select the row, and then click the <b>Delete Selected</b> button. The row is deleted from the filter criteria.
	<b>Click OK to apply the selected filter criteria to the report.</b> <b>Click Cancel to close the dialog box without applying a filter.</b>	
	<b>Reset</b>	<a href="#">Reset report data.</a> Click to restore the report to the original view, removing all sorting and filtering that has been applied.
<b>Reset</b>	<b>Reset report data:</b> Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

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

- ☐ 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.

# Tables

Use the Table of Contents to access a page.

# Bank Account Fund Groups

Use the Table of Contents to access a page.

# Bank Account Group

## 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.


# 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. <b>It is recommended</b> 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.  <b>Note:</b> Investment accounts are not extracted on the <a href="#">Bank Reconciliation &gt; Maintenance &gt; Bank Transactions &gt; Create Transactions</a> 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 <b>Reset</b> , any unsaved changes are lost.
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Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

**Note:** You cannot delete a group code if it has associated transactions.



# 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>	<p>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.</p> <p>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.</p>

☐ Click **Save**.

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~~HIDEPAGE~~

# Bank Reconciliation Layout

Use the Table of Contents to access a page.

# 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>	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> .  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> .  If <i>Single Column</i> is selected, only one category (field) can be set to = <i>Equals</i> .
<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.
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Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

# Layout

## **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 necessary 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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# Utilities

Use the Table of Contents to access a page.




# 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>	<p>Click <b>Browse</b>. The File name pop-up window opens.</p> <p>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.</p> <p>Click <b>Cancel</b> to close the pop-up window without selecting a file.</p>

☐ 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.

# 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. Or, select a date from the calendar.
<b>Date To</b>	Type the ending date to which you want to delete transactions. Or, select a date from the calendar.
<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.



## Back Cover