





add_bank_recon

Table of Contents

Recon Title	Type a bank reconciliation title. This field is required.
Bank Account Grp	<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 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.</p> <p>Select a bank account group code from the list. Otherwise, click Cancel.</p> <p>Note: Only one pending reconciliation is allowed per bank account at a time.</p>
GL File ID	Type the general ledger file ID. This field is required.
Accounting Period	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.

Click **Add**. The reconciliation record is added and is available in the Reconciliation Search. The **Add** button is disabled.



Back Cover