





## **add\_bank\_recon**



# Table of Contents



<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>
<b>GL File ID</b>	Type the general ledger file ID. This field is optional when adding 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. Only one accounting can be used at a time. If this field is not populated, Finance data is not retrieved. This field is optional when adding a reconciliation record.</p>

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



## Back Cover