





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 optional when adding a reconciliation record.
Accounting Period	<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.
- The order, layout, and statement types are retrieved from the Tables > Reconciliation Layout.
- Unreconciled (i.e. status is not *R*) transactions that correspond to the selected **Bank Account Grp** are retrieved.
- Totals are calculated and saved with the **Recon Totals**.



Back Cover