add_bank_recon

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Recon Title	Type a bank reconciliation title. Or, click ⋮ to select an existing pending reconciliation record from the Reconciliation Search directory. This field is required.
Bank Account Grp	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 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. Select a bank account group code from the list. Otherwise, click **Cancel**. **Note**: Only one pending reconciliation is allowed per bank account at a time.
GL File ID	Type the general ledger file ID. This field is optional when adding a reconciliation record.
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. This field is optional when adding a reconciliation record.

Click **Add**.

- The reconciliation record is added and 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.
- Unreconciled (i.e. status is not *R*) transactions that correspond to the selected **Bank Account Grp** are displayed.
- Totals are calculated and saved with the reconciliation **Totals**.


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