






# add\_bank\_recon



# Table of Contents



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



## Back Cover