



add_bank_recon

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Recon Title	Type a bank reconciliation title or press the SPACEBAR to select from a list of unreconciled records. Or, click  to select an existing reconciliation record from the Reconciliation Search . 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**. An add successful message is displayed.

- The reconciliation record 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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