



add_bank_recon

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Retrieve a reconciliation record:

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.
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The transactions associated with the selected bank account group are displayed under the respective drop-down sections (**Cash Receipts**, **Checks**, **Journal Vouchers**).

If the reconciliation record is pending, the layout in the **Totals** section remains as it was saved even if the layout changed on the Tables > Reconciliation Layout page. The corresponding unreconciled transactions are retrieved, and recalculated and saved.

If the reconciliation record is reconciled, the layout for the **Totals** section is retrieved and the totals are not recalculated.

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	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**. 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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