




## **add\_bank\_recon**



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Retrieve a reconciliation record:

<b>Recon Title</b>	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 <a href="#">Reconciliation Search</a> . 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.

<b>Bank Account Grp</b>	<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 <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.</p> <p>Select a bank account group code from the list. Otherwise, click <b>Cancel</b>.</p> <p><b>Note:</b> Only one pending reconciliation is allowed per bank account at a time.</p>
<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**. 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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