
# Reconcile bank transactions

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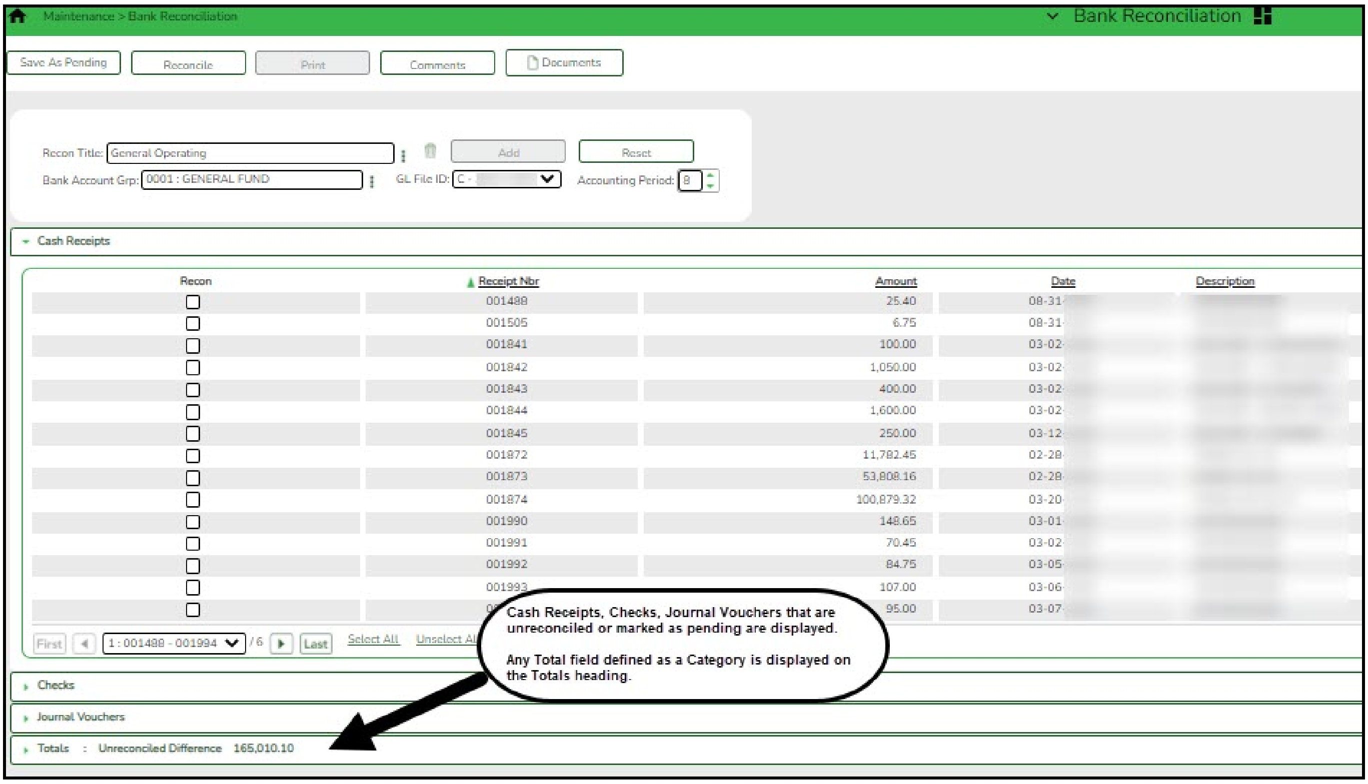



This page is used to reconcile unreconciled bank transactions from the bank reconciliation transaction table. Review the Categories tab for more information on the **Totals** section layout.

### Retrieve a reconciliation record:

| | |
|---|---|
| **Recon Title** | Type a bank reconciliation title or press the SPACEBAR to select from a list of unreconciled records.<br><br>Reconciled records are not displayed in the drop down, and can only be selected from the reconciliation directory.<br><br>Click ⋮ to select an existing reconciliation record from the Reconciliation Search.<br><br>This field is required. |

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 in a pending status, 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, recalculated, and saved.
- If the reconciliation record is reconciled:
  - The layout for the **Totals** section is retrieved and the totals are not recalculated.
  - The **Recon Title**, **Bank Account Grp**, **GL File ID**, and **Accounting Period** fields are

disabled.
  - The **Add**, **Save As Pending**, and **Reconcile** buttons are disabled.
  - You can print the Reconciled Report.
  - You can view and add comments.

**Add a bank reconciliation record:**

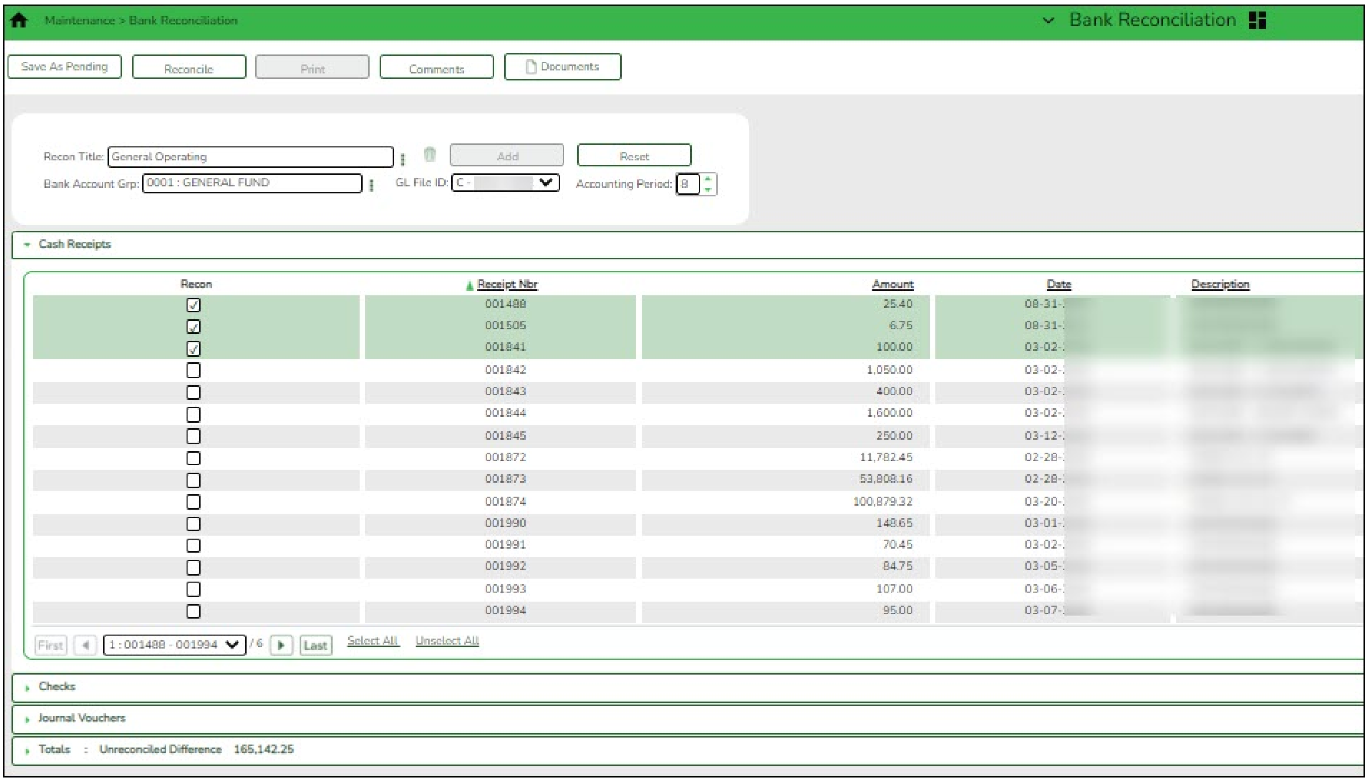
| Field | Description |
|---|---|
| **Recon Title** | Type a bank reconciliation title. This field is required. |
| **Bank Account Grp** | Type a bank account group for which you want to reconcile transactions. This field is required.<br><br>If the bank account group code is not known, click ⋮ . The 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.<br><br>Select a bank account group code from the list. Otherwise, click **Cancel**.<br><br>**Note**: Only one pending reconciliation is allowed per bank account at a time. |
| **GL File ID** | Click ⌄ to select a general ledger file ID. This field is optional when adding a reconciliation record; however, it is required when processing 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.<br><br>Only one accounting period can be reconciled at a time.<br><br>If this field is not populated, Finance data is not retrieved.<br><br>This field is optional when adding a reconciliation record; however, it is required when processing 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.
- A list of unreconciled (i.e. status is not *R*) transactions that correspond to the selected **Bank Account Grp** is displayed.
- Totals are calculated and saved with the reconciliation **Totals**.

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

❑ Select the **Recon** check box for the transactions that you want to reconcile.




## Cash Receipts

The **Cash Receipts** section is expanded by default. Click **Cash Receipts** to collapse the section.

❑ Select the **Recon** check box for the transactions that you want to reconcile.

❑ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following cash receipt information is displayed:

**Receipt Nbr**
**Amount**
**Date**
**Description**

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

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## Checks

❑ Click **Checks** to expand the section and view the checks associated with the selected group code. Click **Checks** to collapse the section.

❑ Select the **Recon** check box for the transactions that you want to reconcile.

❑ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following check information is displayed:

**Freq**
**Micr**
**Check Nbr**
**Amount**
**Date**
**Payee Nbr**
**Payee Name**

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

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## Journal Vouchers

❑ Click **Journal Vouchers** to expand the section and view the journal voucher associated with the selected group code. Click **Journal Vouchers** to collapse the section.

❑ Select the **Recon** check box for the transactions that you want to reconcile.

❑ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following journal voucher information is displayed:

**Freq**
**JV Nbr**
**Amount**
**Date**
**Description**

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Totals

❑ Click **Totals** to display the bank reconciliation total fields as defined on the Categories tab. Based on the Categories tab, some of the fields are automatically calculated and cannot be edited.

The totals are updated as transactions are selected or cleared. The **Unreconciled Difference** amount is displayed on the **Totals** header only if the **Totals** section is collapsed. This allows you to view the updated unreconciled difference amount as transactions are selected and cleared.

If the **Totals** section is expanded, the unreconciled difference amount is not displayed on the header.

If the **Statement Type** for a category is set to *User Input: Multi Entry* on the Tables > Reconciliation Layout > Categories tab, click in the category field to open a multi-entry pop-up window allowing you to add user-defined rows of descriptions and amounts to be included in the total calculations.

- In the **Description** field, type a user-defined description for the entry.
- In the **Amount** field, type a dollar amount for the entry.
- Click **+Add** to add a row. Or, a new row is added when you type a description in an existing row and press TAB.

❑ Click **OK**. The multi-entry pop-up window closes, and the entered amounts are totaled and displayed in the corresponding category field.

❑ Click **Cancel** to close the pop-up window without adding additional entries.

❑ Click to delete a row.

❑ Click **Save As Pending**. The **Totals** are recalculated to include the multi-entry amounts.

❑ If the **Statement Type** for a category is set to *User Input: Single Entry* on the Tables > Reconciliation Layout > Categories tab, type the amount in the field.

**Total calculations**:

**Cleared Deposits** - Total of cash receipts with the **Recon** checkbox selected.
**Cleared Checks** - Total of cash receipts with the **Recon** checkbox selected.
**Cleared JVs** - Total of JVs with the **Recon** checkbox selected.
**Banking Fees/Charges** - Type the fees/charges from the bank statement.
**Previous Balance** - Type the beginning/previous balance from the bank statement.
**Statement Balance** - Type the ending balance from the bank statement.
**Bank Dividends/Interest** - Type the dividend/interest from the bank statement.
**System Cash** - The general ledger balance of all cash object/subobject codes associated with the

bank account group is displayed.
**Outstanding Deposits** - Total of cash receipts without the **Recon** checkbox selected.
**Outstanding Checks** - Total of checks without the **Recon** checkbox selected.
**Outstanding JVs** - Total of JVs without the **Recon** checkbox selected.
**Statement Balance** - The ending balance from the bank statement that you entered under the **Bank Statement** column is displayed.
**Miscellaneous Adjustment** - Type the additional entries that have not been posted yet.
**Unreconciled Difference** - The calculated value based on the following formula is displayed:
Unreconciled Difference = System Cash + Outstanding Deposits + Outstanding Checks - Statement Balance - Miscellaneous Adjustment

❏ Click **System Cash** to refresh the system cash totals.

**Note**: You have the option to save your work as pending or finalize the reconciliation process.

After the applicable transactions are selected and the totals are reviewed:

❏ Click **Save as Pending** to save all of the selected transactions and totals as pending. You can retrieve the reconciliation record at a later time to resume the reconciliation process.

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OR
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❏ Click **Reconcile** to begin finalizing the reconciliation process for the selected transactions. The totals and transactions are saved as pending, and a preview report is displayed.

Review the report.

❏ Click **Process** to continue the reconciliation process. The Reconciliation Report is displayed with a list of the transaction statuses and totals.

Review the report.

❏ Click **Cancel** to return to the Bank Reconciliation page.

## Other functions and features:

| | |
|---|---|
| **Reset** | Click to clear the data on the page. |
| **Comments** | Click to add comments to the reconciliation record. A comments pop-up window opens.<br><br>Type your comments and click **Save**. Otherwise, click **Cancel** to return to the Bank Reconciliation page.<br><br>A paperclip icon is displayed on the **Comments** button if comments exist. |

| | |
|---|---|
| **Print** | Click to print data.<br><br>If the reconciliation record is in a pending status, the Pending Reconciliation Report is displayed.<br><br>If the reconciliation record is in a reconciled status, the Reconciliation Report is displayed.<br><br>Review the report. |
| | Click to delete the selected reconciliation. A message is displayed prompting you to delete the reconciliation record.<br><br>Click **OK** to delete the record. A message is displayed indicating that the record was deleted successfully.<br><br>Click **Cancel** to return to the Bank Reconciliation page without deleting the record.<br><br>After a bank reconciliation is saved, the delete option is no longer available. If a bank reconciliation is saved but needs to be deleted, you must mass delete the transactions prior to deleting the reconciliation. |
| **Errors** | This button is only displayed if an error is encountered on the page.<br><br>A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.<br><br>Click X to close the pop-up window. |
| **Documents** | View or attach supporting documentation. |


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