




body

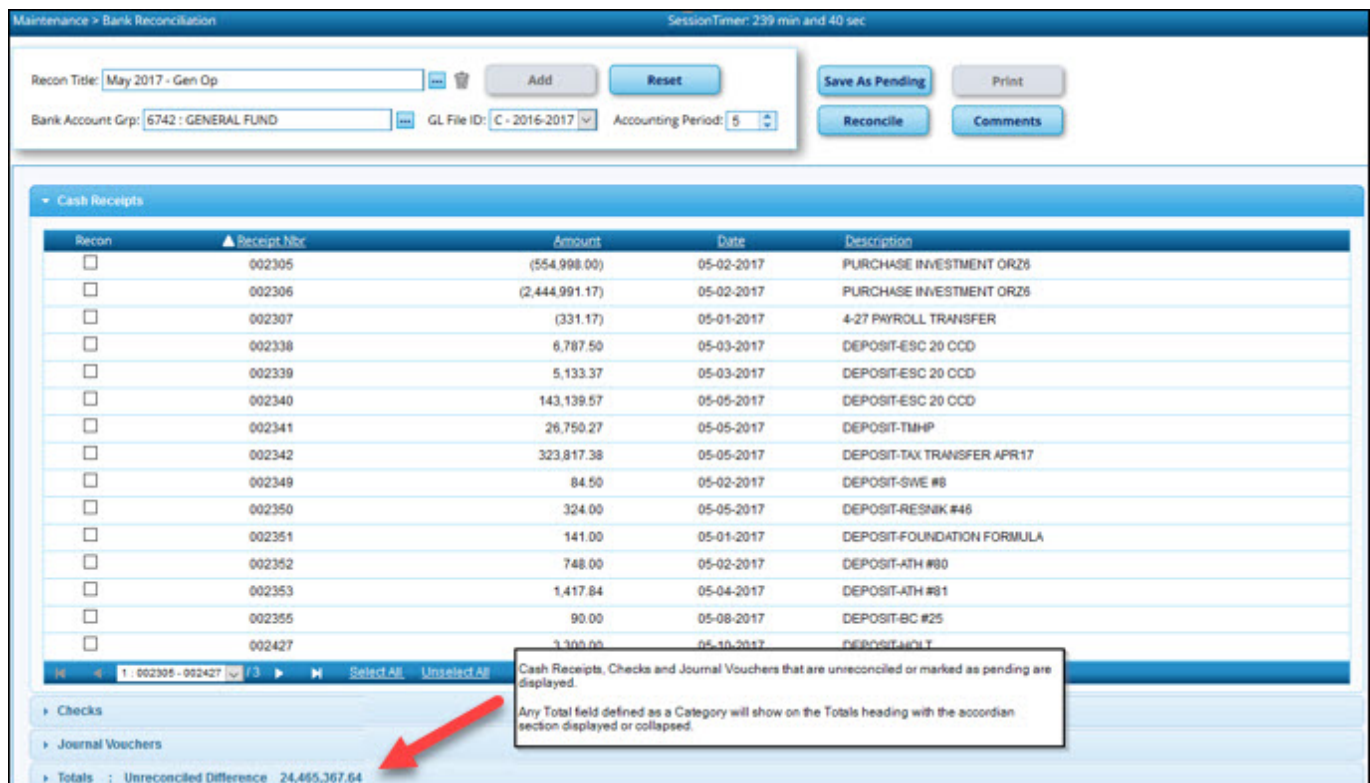
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This page is used to reconcile unreconciled bank transactions from the bank reconciliation transaction table. Review the [Categories](#) tab for more information on the **Totals** section layout.

Retrieve a reconciliation record:

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

Image



The screenshot displays the 'Maintenance > Bank Reconciliation' window. At the top, there's a session timer showing '239 min and 40 sec'. Below this, a form contains fields for 'Recon Title' (May 2017 - Gen Op), 'Bank Account Grp' (6742: GENERAL FUND), 'GL File ID' (C - 2016-2017), and 'Accounting Period' (5). Action buttons include 'Add', 'Reset', 'Save As Pending', 'Print', 'Reconcile', and 'Comments'.

The main section is titled 'Cash Receipts' and contains a table with the following columns: Recon, Receipt Nbr, Amount, Date, and Description. The table lists 18 transactions, each with a checkbox in the 'Recon' column. A red arrow points to the 'Recon' column header.



Below the table, there are sections for 'Checks', 'Journal Vouchers', and 'Totals'. The 'Totals' section shows 'Unreconciled Difference: 24,465,367.64'. A tooltip is visible over the 'Totals' section, stating: 'Cash Receipts, Checks and Journal Vouchers that are unreconciled or marked as pending are displayed. Any Total field defined as a Category will show on the Totals heading with the accordion section displayed or collapsed.'

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.

Other functions and features:

| | |
|--|--|
| Reset | Click to clear the data on the page. |
| Comments | <p>Click to add comments to the reconciliation record. A comments pop-up window opens.</p> <p>Type your comments and click Save. Otherwise, click Cancel to return to the Bank Reconciliation page.</p> <p>A paperclip icon is displayed on the Comments button if comments exist.</p> |
| Print | <p>Click to print data.</p> <p>If the reconciliation record is in a pending status, the Pending Reconciliation Report is displayed.</p> <p>If the reconciliation record is in a reconciled status, the Reconciliation Report is displayed.</p> <p>Review the report.</p> |
|  | <p>Click to delete the selected reconciliation. A message is displayed prompting you to delete the reconciliation record.</p> <p>Click OK to delete the record. A message is displayed indicating that the record was deleted successfully.</p> <p>Click Cancel to return to the Bank Reconciliation page without deleting the record.</p> <p>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.</p> |
| Errors | <p>This button is only displayed if an error is encountered on the page.</p> <p>A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.</p> <p>Click  to close the pop-up window.</p> |
| Documents | View or attach supporting documentation. |



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