



## Reconciliation Search



## Table of Contents

<b>Reconciliation Search .....</b>	1
------------------------------------	---



# Reconciliation Search

<b>Recon Title</b>	Type a bank reconciliation title.
<b>Bank Account Grp</b>	Type a bank account group.
<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.
<b>Status</b>	Select a status(es) ( <b>Outstanding</b> , <b>Pending</b> , <b>Reconciled</b> ) for which to retrieve reconciliation records.

Click **Search** to retrieve the results based on the entered criteria.

Click **Cancel** to close the Reconciliation directory without selecting a reconciliation record.



## Back Cover