


# Reconciliation Search

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# Reconciliation Search

| | |
|---|---|
| **Recon Title** | Type a bank reconciliation title. |
| **Bank Account Grp** | Type a bank account group. |
| **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. |
| **Status** | Select a status(es) (**Outstanding**, **Pending**, **Reconciled**) 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.


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