

BK.020.011 – PERFORMING MANUAL BANK RECONCILIATION

Purpose	<ul style="list-style-type: none"> • To describe the process to manually reconcile transactions. • To identify what report is run after performing manual bank reconciliation. • To perform Manual Bank Reconciliation.
Description	<p>Normally, Automatic Bank Reconciliation is performed. However, you can manually reconcile transactions using this procedure. After reconciling the individually selected system transactions, you can generate the Account Register Report, which lists reconciliation information for a specific bank account.</p> <p>Generally, users should not perform manual reconciliation on bank accounts that will be processed using Automatic Reconciliation. If users open a bank account that is set for Automatic Reconciliation, the system will display a warning message.</p>
Security Role	BOR_BANK_PROCESSING
Dependencies/ Constraints	None
Additional Information	<p>To perform Manual Bank Reconciliation, select individual items to reconcile.</p> <p>After performing Manual Bank Reconciliation, run the Account Register Report, which lists transactions for a specific bank account based on the status (Reconciled or Unreconciled) selected on the Manual Reconciliation page.</p>

Procedure

Below are step by step instructions on how to perform Manual Bank Reconciliation.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Banking link.
4.	Click the Reconcile Statements link.
5.	Click the Manual Reconciliation link.
6.	Enter " 010107 " in the From Date field.
7.	Enter " 013107 " in the Thru Date field.
8.	If you wish to limit transactions to only checks, select the Check Method .
9.	Click the Search button.
10.	If the user's bank is defined to use Automatic Reconciliation, the user will receive a warning. Click the OK button.
11.	Click the Select checkbox.
12.	Click the Select checkbox.
13.	Click the Reconcile button.
14.	Users can run the FIN4004 Account Register report from the Manual Reconciliation page. It will provide a list of transactions depending on the status set on the page. Note that the status is " Unreconciled " so it will list all unreconciled transactions for this bank account. Note: Be sure that you allow the Manual Reconcile page to complete saving before you run the report or no values will be returned on the report. Click the Account Register Report button.
15.	Click the OK button.
16.	Click the Process Monitor link.
17.	Click the Refresh button.
18.	Click an entry in the Details column.
19.	Click the View/Trace Log link.
20.	Click the File Name link.

Step	Action
21.	View the report. Press Enter to continue.
22.	Click the Close button.
23.	Click the Return button.
24.	Click the OK button.
25.	Click the Go back to Manual Reconciliation link.