



Module	Accounts Payable
File Name	2_11_1 Automatic Reconciliation Process_BUSPROC.doc
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2.11.1 Automatic Reconciliation Process

Prerequisite: Bank statement file loaded from bank.

Concept:

The State of Georgia will support automatic and manual Bank Reconciliation methods of PeopleSoft. Bank Reconciliation is the process by which your cash transactions are reconciled with the bank's records for a specific bank account. Each agency must choose either automatic or manual reconciliation method for each of their bank accounts. Once the agency has received their bank statement or is familiar with their banking cycle for each month, the agency will initiate the PeopleSoft bank reconciliation process.

Additional Information

The following instructions contain sample data. Always use your own data when using these instructions.



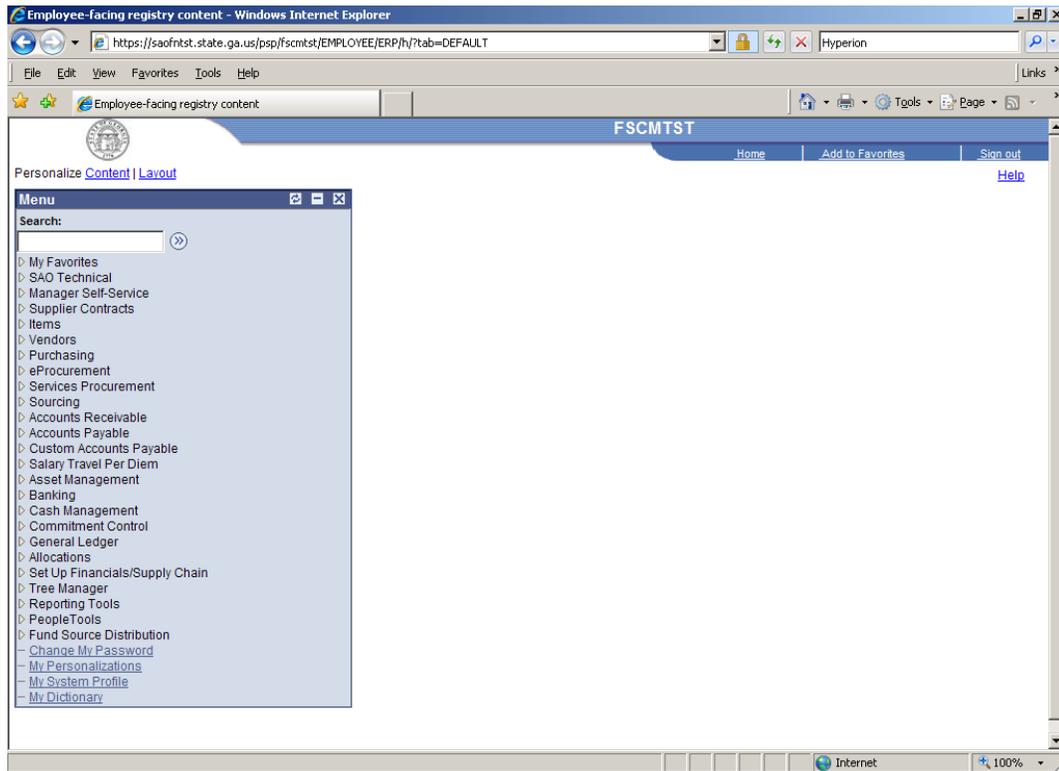
Procedure

Scenario:

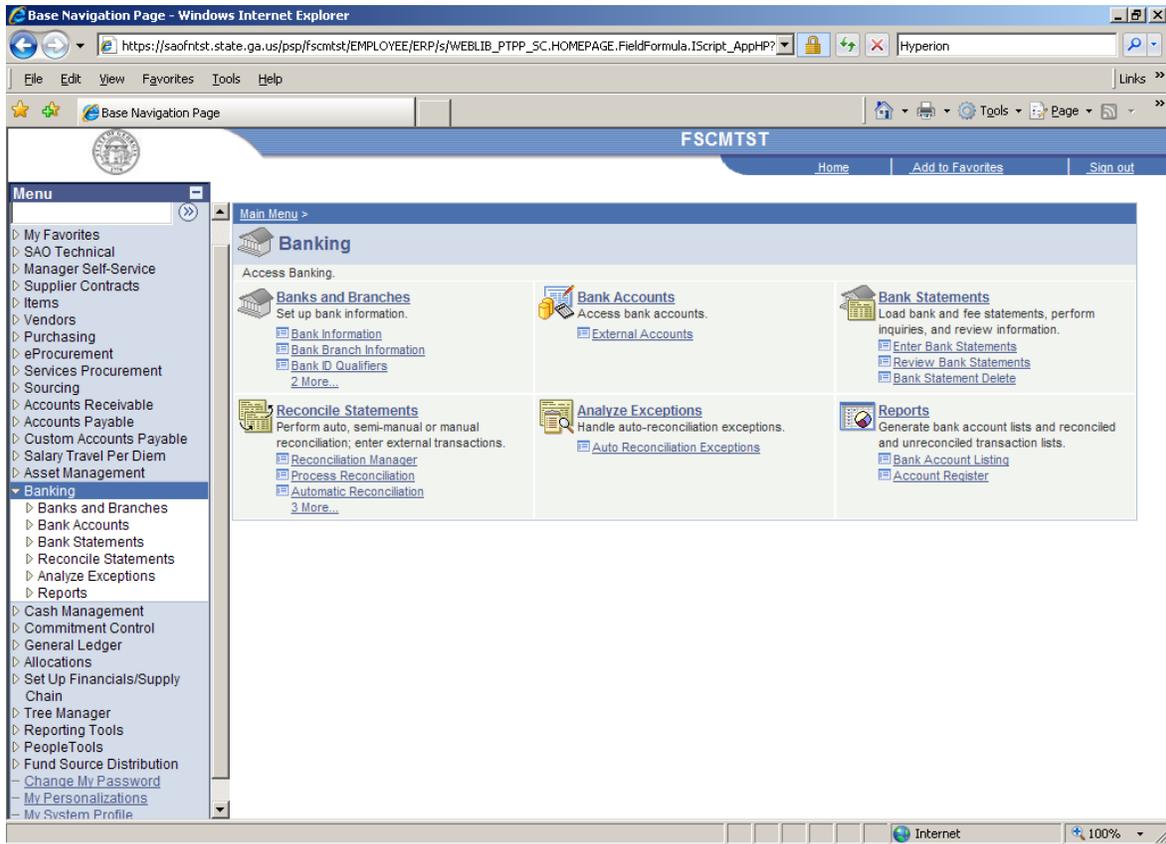
You have received your monthly bank statement and need to reconcile the account. You must verify that the statement has been loaded into PeopleSoft and you will need to run the process.

Note: Before performing the Automatic Reconciliation process, you must obtain the following reports or queries. Use the query version if you wish to export the data to Excel.

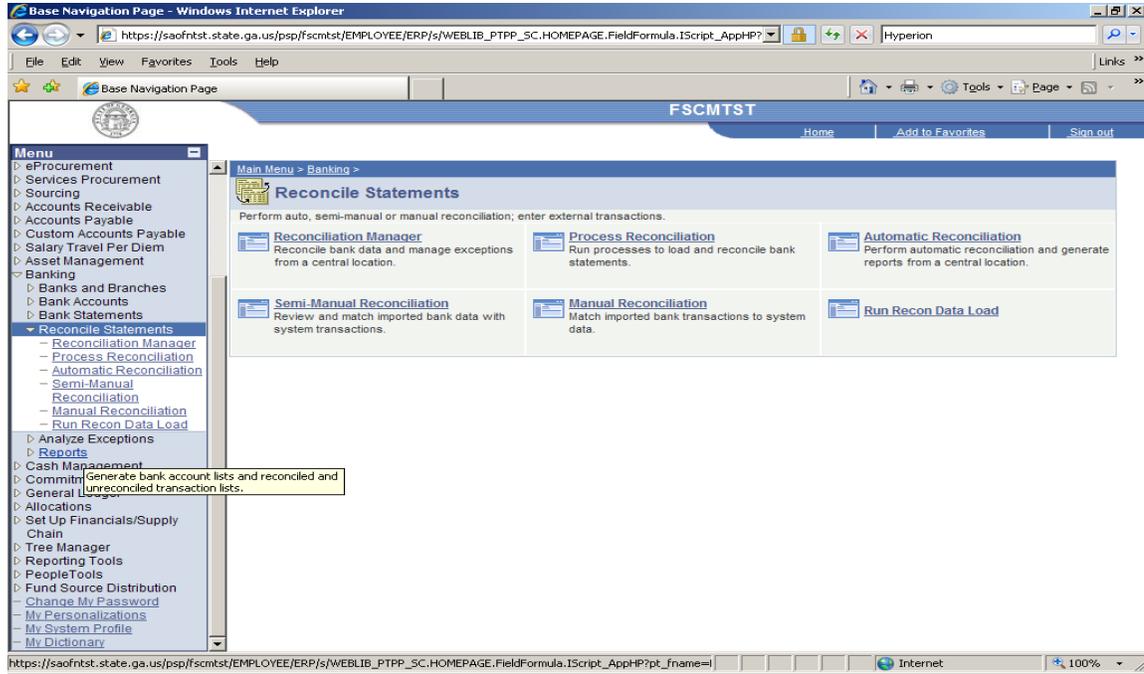
1. Account Register Report, which lists all PS payment activity processed for a specific bank account. (Crystal Report FIN4004 or Query FIN3004)
2. Bank Statement, which lists bank transactions loaded into PS. (Crystal Report FIN4000 or Query FIN3000)



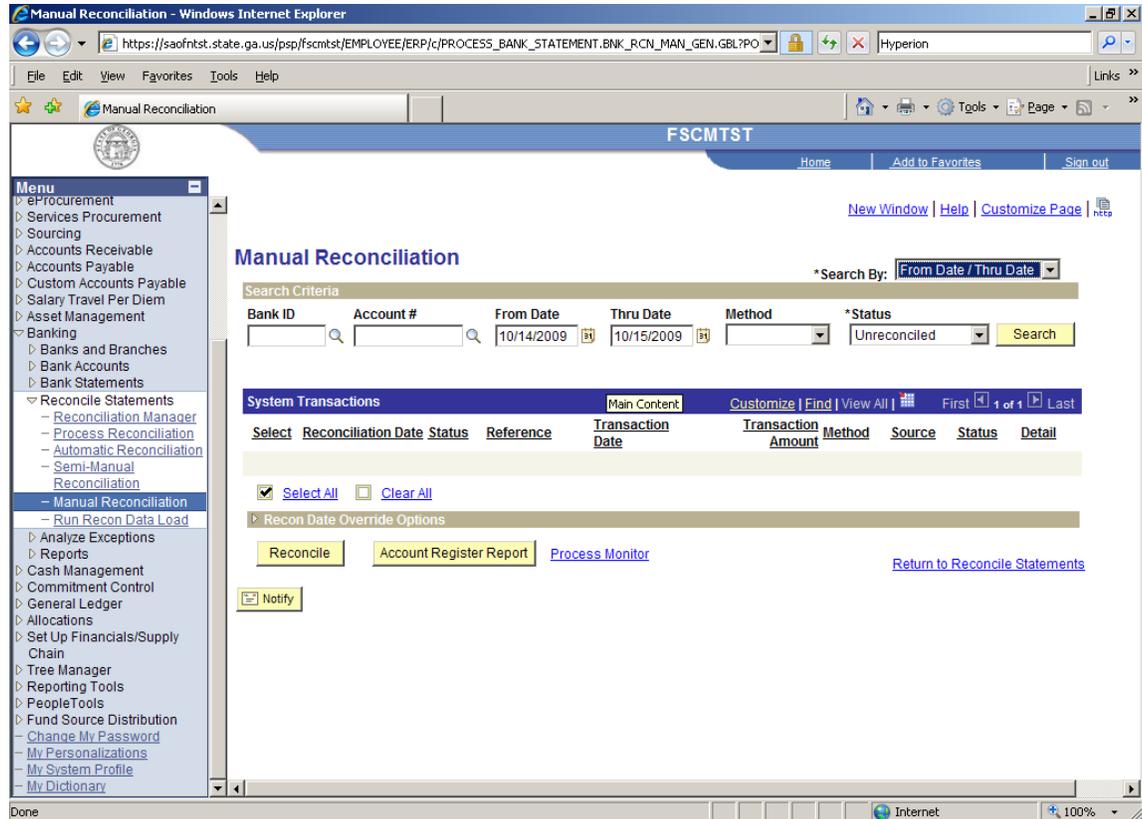
Step	Action
1.	Click the Banking link.
	Banking



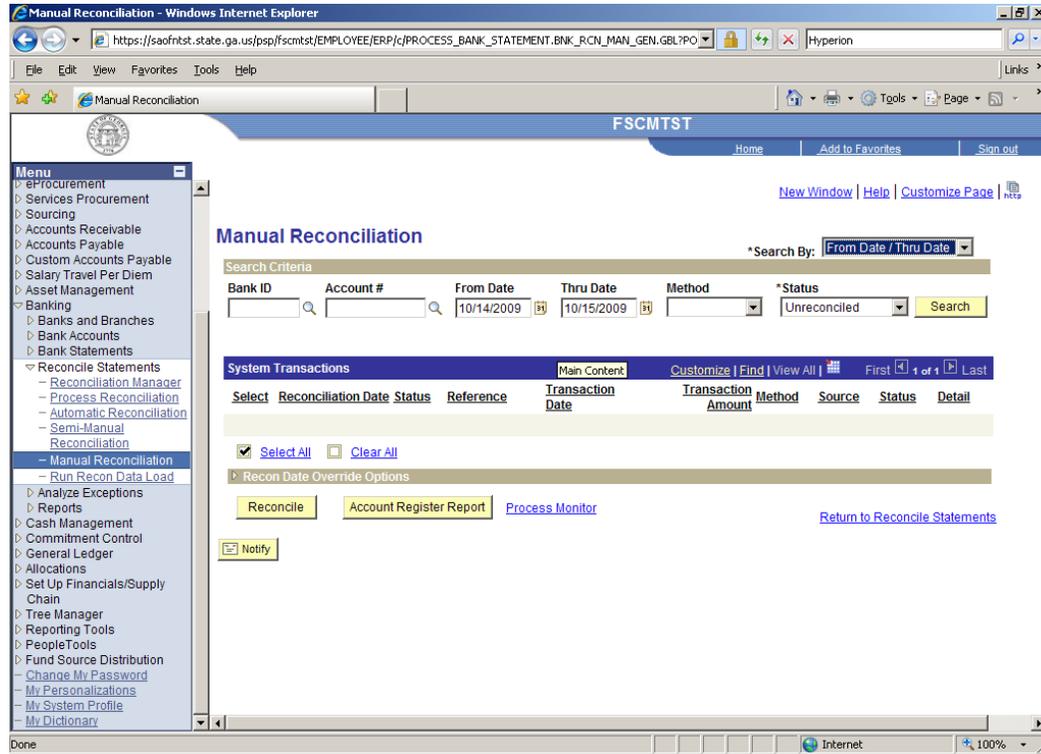
Step	Action
2.	Click the Reconcile Statements link. <u>Reconcile Statements</u>



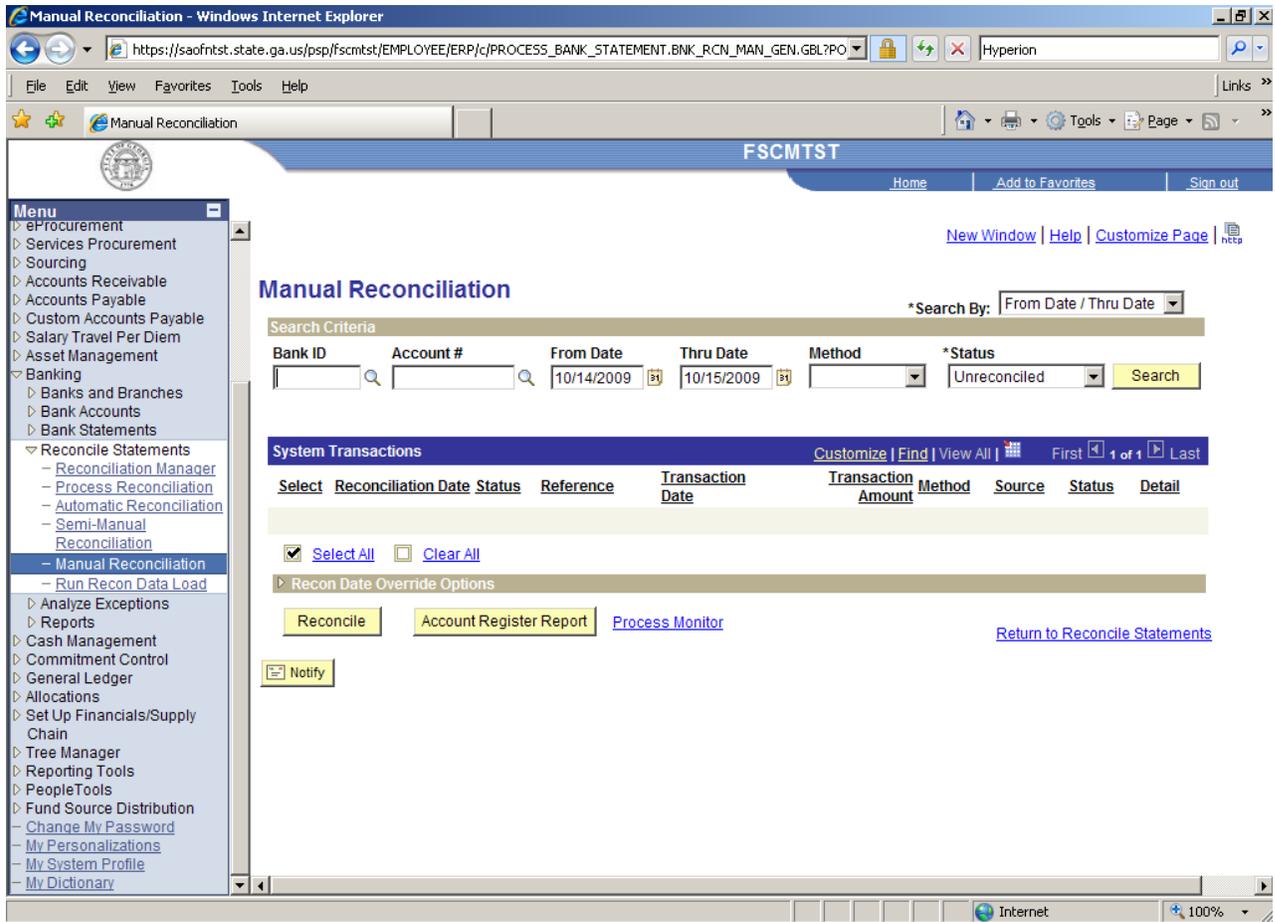
Step	Action
3.	Click the Manual Reconciliation link. Manual Reconciliation



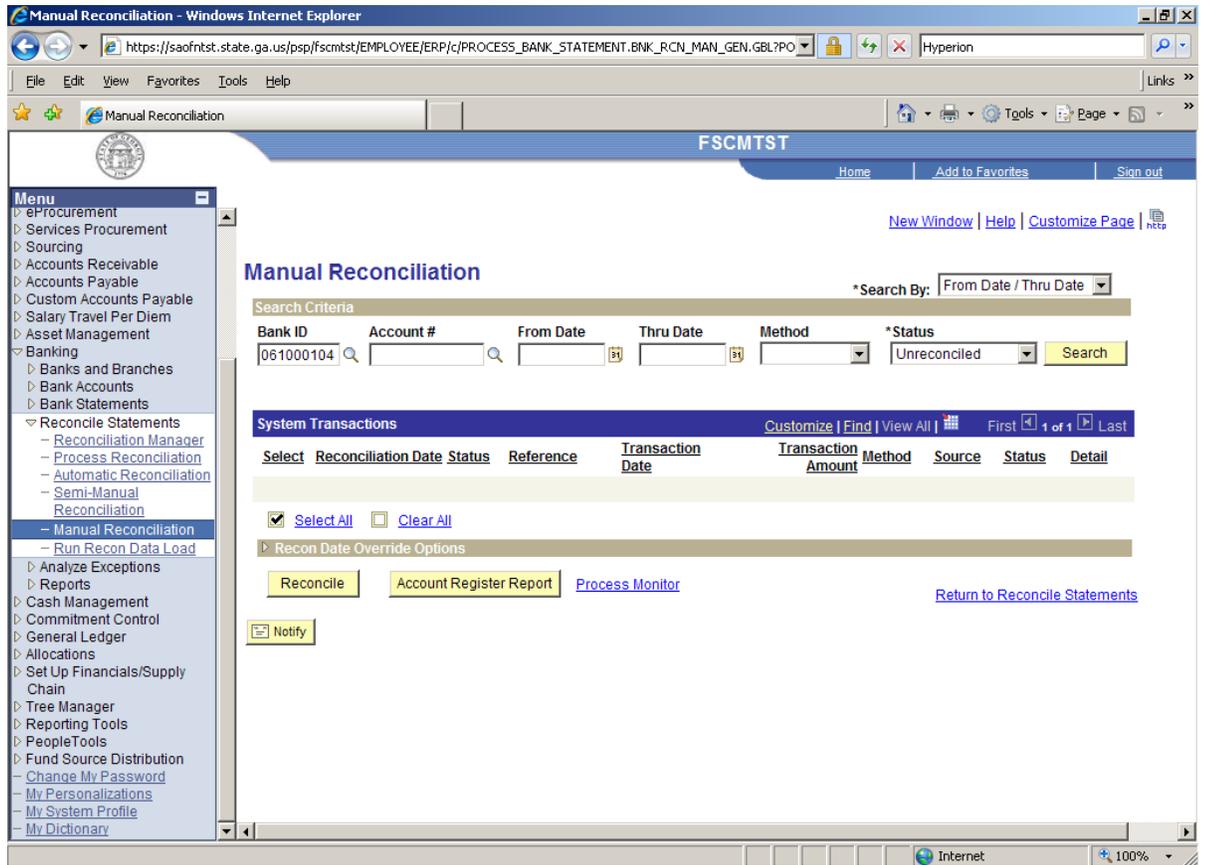
Step	Action
4.	<p>The Manual Reconciliation page enables users to manually reconcile transactions such as System checks, Manual checks, Wire transfers, EFT payments and Deposits. The Account Register Report can also be obtained from the Manual Reconciliation page.</p> <p>Press [Enter] to continue.</p>



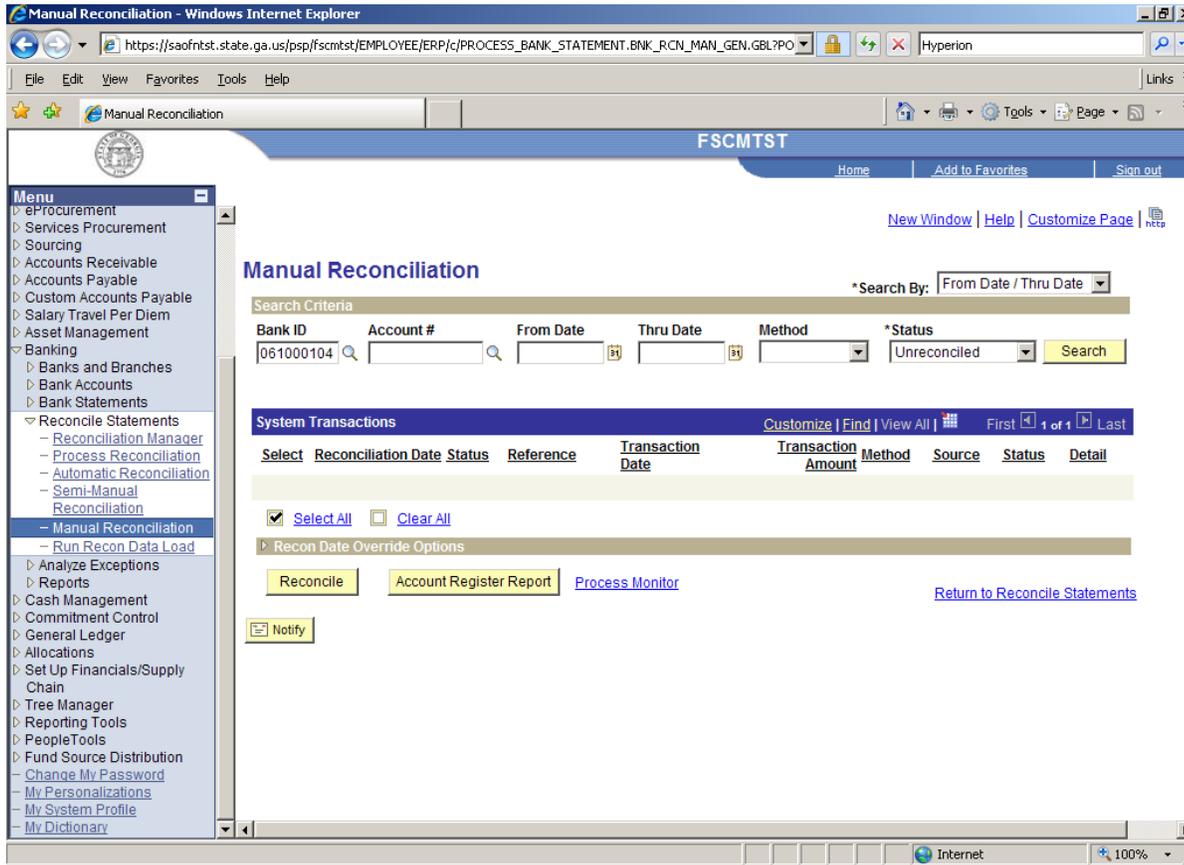
Step	Action
5.	Click in the Bank ID field. <div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 10px;"></div>



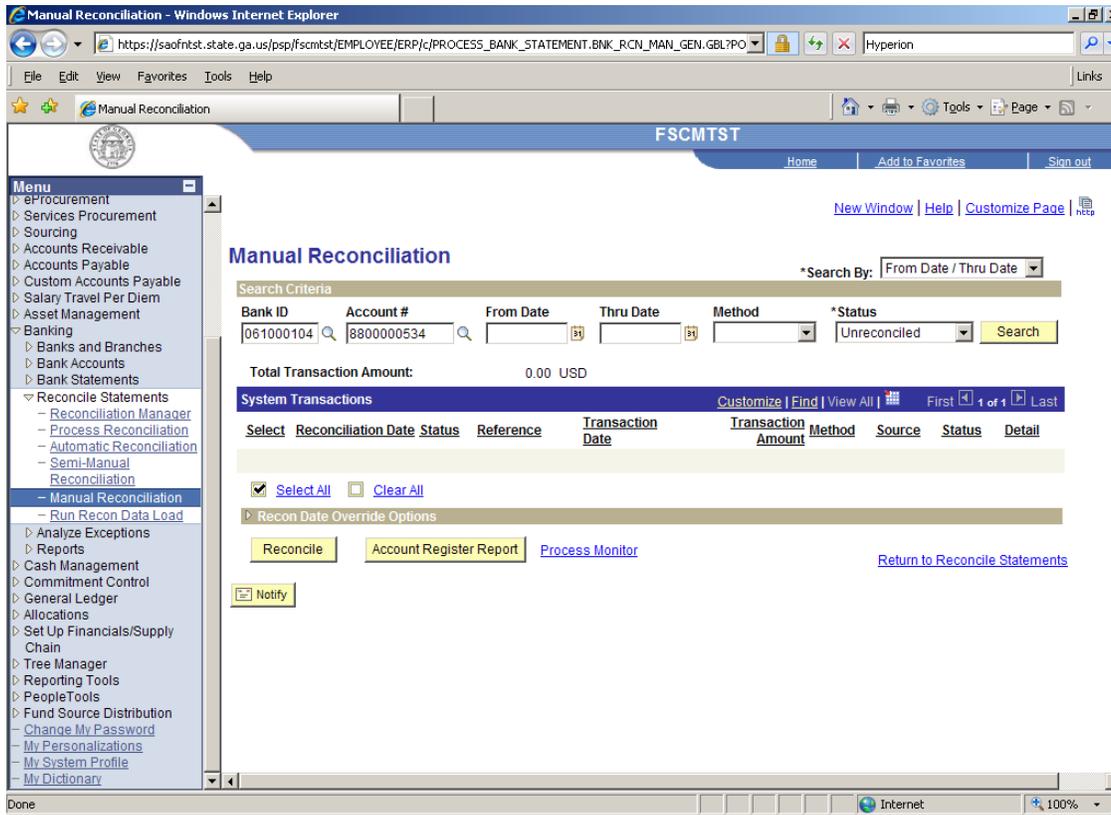
Step	Action
6.	<p>The Bank ID is the bank's routing number. Enter the appropriate information into the Bank ID field.</p> <p>Type 061 (to enter 061000104)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



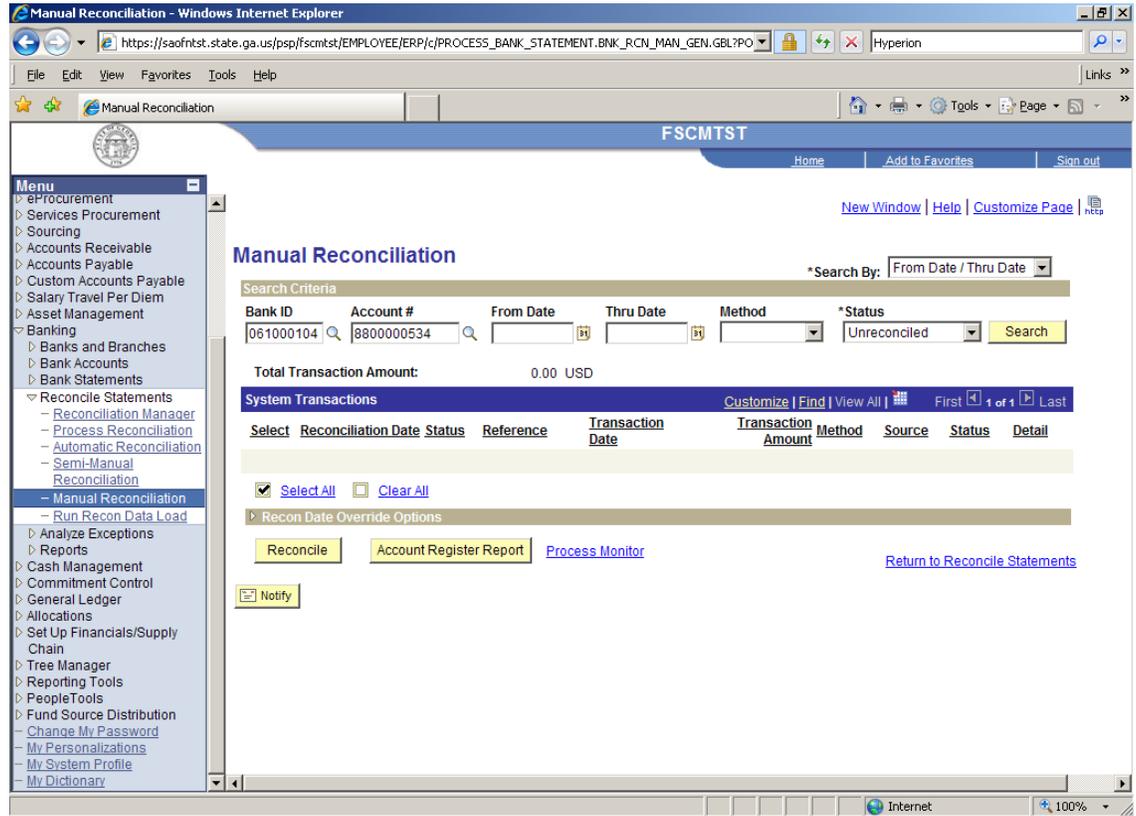
Step	Action
7.	Click in the Account # field. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>



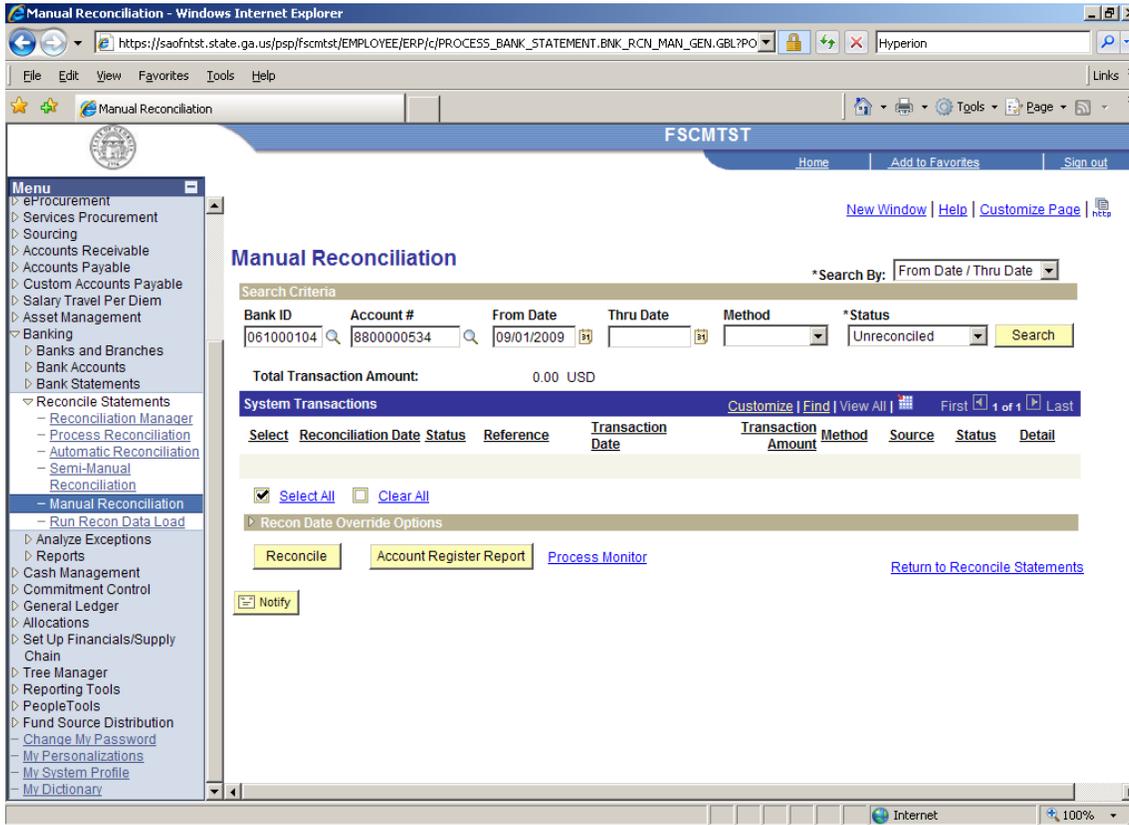
Step	Action
8.	<p>Enter the appropriate information into the Account # field.</p> <p>Type X88 (to enter X8800000534). This is a sample account number used for training purposes.</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



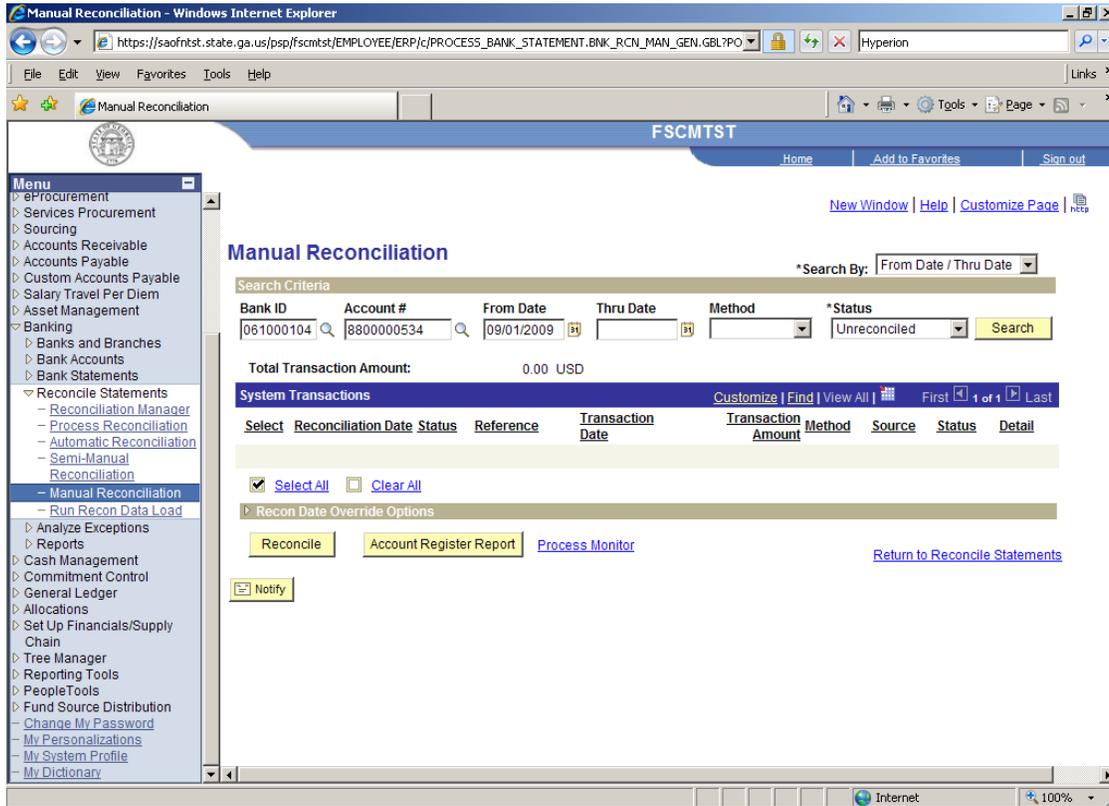
Step	Action
9.	Click in the From Date field. <input data-bbox="358 1440 483 1476" type="text"/>



Step	Action
10.	<p>Enter the appropriate information into the From Date field.</p> <p>Type 09/ (to enter 09/01/2009)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
11.	Click in the Thru Date field. <input data-bbox="407 1461 532 1497" type="text"/>

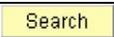


Step	Action
12.	<p>Enter the appropriate information into the Thru Date field.</p> <p>Type 09/ (to enter 09/30/2009)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
13.	<p>The Status must be 'Unreconciled' in order to receive a list of all unreconciled payments.</p> <p>Press [Enter] to continue.</p>



Step	Action
14.	Click the Search button. <div style="text-align: center; margin-top: 10px;">  </div>



Manual Reconciliation

* Search By: From Date / Thru Date

Search Criteria

Bank ID	Account #	From Date	Thru Date	Method	*Status
061000104	8800000534	09/01/2009	09/30/2009		Unreconciled

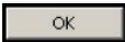
Total Transaction Amount: 27,880,780.44 USD

System Transactions

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/15/2009	UNR	6313725	09/03/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313726	09/04/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313727	09/10/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR						None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR						None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR						None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR						None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313732	09/28/2009	1,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	0001323272	09/01/2009		10.00	CHK	AP	Paid Check

Warning: This bank account is defined to use Automatic Reconciliation. (9550,13)

OK

Step	Action
15.	<p>If the bank account is defined as Automatic Reconciliation and the account is displayed by the Manual Reconciliation page, you will receive a warning. Click the OK button.</p> <p></p>



Manual Reconciliation

Search Criteria

Bank ID: 061000104 Account #: 8800000534 From Date: 09/01/2009 Thru Date: 09/30/2009 Method: Status: Unreconciled

Total Transaction Amount: 27,880,780.44 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/15/2009	UNR	6313725	09/03/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313726	09/04/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313727	09/10/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313728	09/11/2009	2,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313729	09/15/2009	334,353.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313730	09/22/2009	3,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313731	09/23/2009	1,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	6313732	09/28/2009	1,000,000.00	D	AR	None Appl	Deposit
<input type="checkbox"/>	10/15/2009	UNR	0001323272	09/01/2009	10.00	CHK	AP	Paid	Check

Step	Action
16.	Click the right scroll bar to view the bottom portion of this page.



The screenshot displays the 'Manual Reconciliation' web application. The left sidebar contains a menu with options like 'Procurement', 'Accounts Payable', and 'Reconcile Statements'. The main area shows a table of transactions with columns for date, type, amount, and status. A 'Reconcile' button is highlighted in yellow.

Date	Type	Amount	Status
10/15/2009	UNR	16.75	Paid
10/15/2009	UNR	146.62	Paid
10/15/2009	UNR	117.98	Paid
10/15/2009	UNR	81.55	Paid
10/15/2009	UNR	14.78	Paid
10/15/2009	UNR	103.86	Paid
10/15/2009	UNR	18.93	Paid
10/15/2009	UNR	154.05	Paid
10/15/2009	UNR	120.00	Paid
10/15/2009	UNR	20,735.15	Paid
10/15/2009	UNR	50,000.00	Paid
10/15/2009	UNR	23,079.20	Paid
10/15/2009	UNR	210.00	Paid
10/15/2009	UNR	174.41	Paid

Step	Action
17.	Click the Account Register Report button to view and print the Account Register. 



Step	Action
18.	Click the OK button.





The screenshot displays the 'Manual Reconciliation' interface in a web browser. The browser address bar shows the URL: https://saofnrtst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/c/PROCESS_BANK_STATEMENT.BNK_RCN_MAN_GEN.GBL?PO. The page title is 'Manual Reconciliation - Windows Internet Explorer'. The application header includes the 'FSCMTST' logo and navigation links for 'Home', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various accounting functions, with 'Manual Reconciliation' selected. The main content area displays a table of reconciliation items:

Recon Date	Type	Amount	Recon Date	Amount	Check
10/15/2009	UNR	0001323350	09/02/2009	16.75	CHK AP Paid Check
10/15/2009	UNR	0001323351	09/02/2009	146.62	CHK AP Paid Check
10/15/2009	UNR	0001323352	09/02/2009	117.98	CHK AP Paid Check
10/15/2009	UNR	0001323353	09/02/2009	81.55	CHK AP Paid Check
10/15/2009	UNR	0001323354	09/02/2009	14.78	CHK AP Paid Check
10/15/2009	UNR	0001323355	09/02/2009	103.86	CHK AP Paid Check
10/15/2009	UNR	0001323356	09/02/2009	18.93	CHK AP Paid Check
10/15/2009	UNR	0001323357	09/02/2009	154.05	CHK AP Paid Check
10/15/2009	UNR	0001323358	09/02/2009	120.00	CHK AP Paid Check
10/15/2009	UNR	0001323359	09/02/2009	20,735.15	CHK AP Paid Check
10/15/2009	UNR	0001323360	09/02/2009	50,000.00	CHK AP Paid Check
10/15/2009	UNR	0001323361	09/02/2009	23,079.20	CHK AP Paid Check
10/15/2009	UNR	0001323362	09/02/2009	210.00	CHK AP Paid Check
10/15/2009	UNR	0001323363	09/02/2009	174.41	CHK AP Paid Check

Below the table, there are buttons for 'Select All' (checked), 'Clear All', 'Reconcile', 'Account Register Report', and 'Process Monitor'. A 'Return to Reconcile Statements' link is also present. The browser status bar shows 'Internet' and '100%' zoom.

Step	Action
19.	Click the Process Monitor link to view the report. Process Monitor



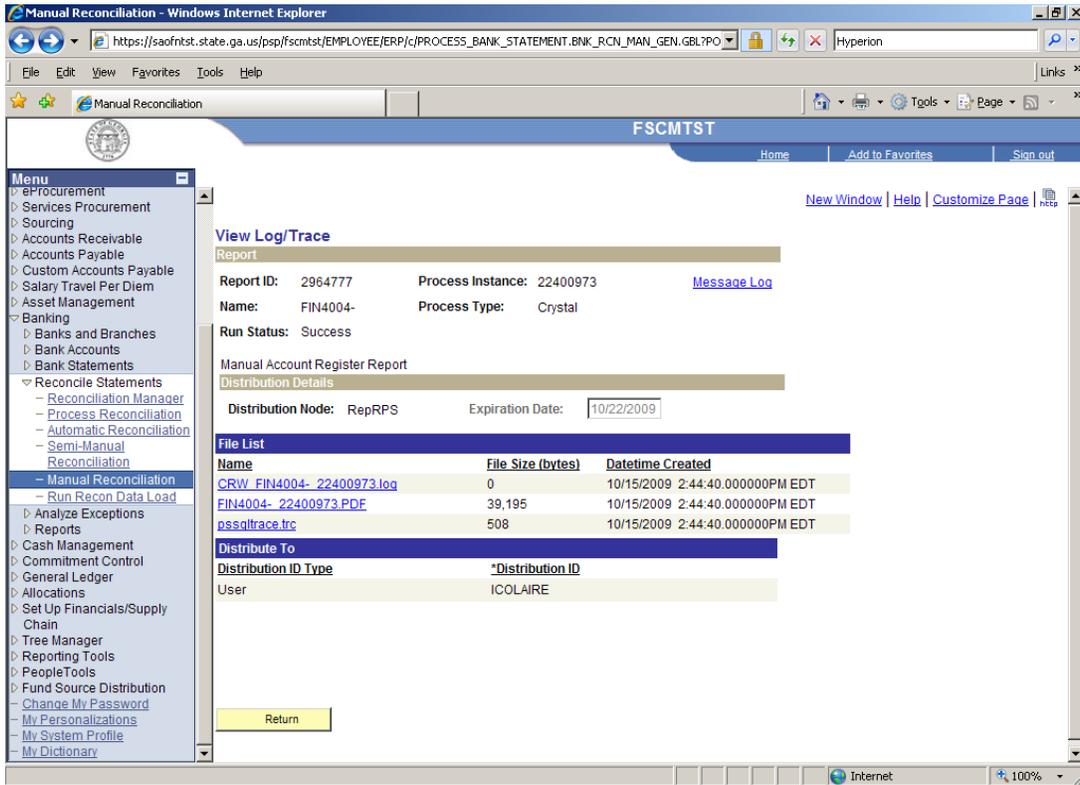
The screenshot shows the 'Manual Reconciliation' page in the FSCMTST system. The 'Process List' table is as follows:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	22400973		Crystal	FIN4004-	ICOLAIRE	10/15/2009 2:43:33PM EDT	Initiated	N/A	Details

Step	Action
20.	Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'. 

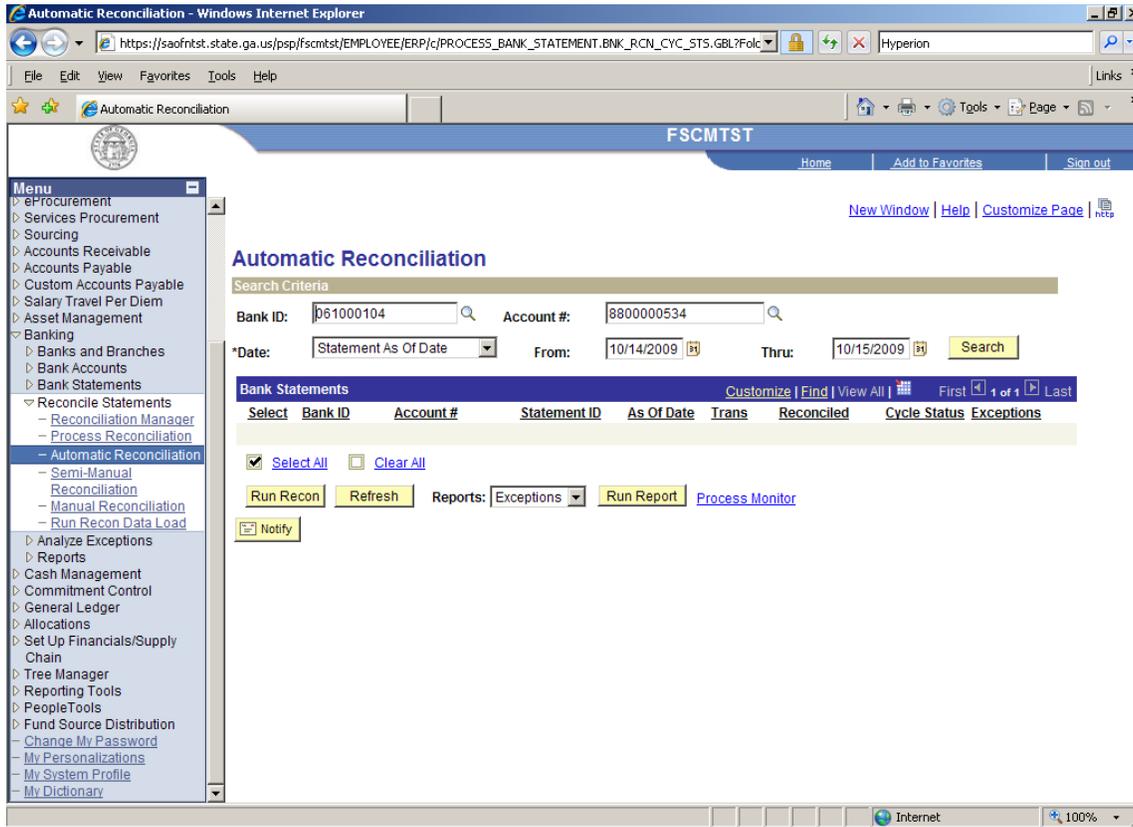


Step	Action
21.a	Click the Details link to view or print the Account Register.
21.b	Click the View Log/Trace link
21.c	Click the FIN4004-XXXX.PDF link to Open the Account Register
	Press [Enter] to continue.

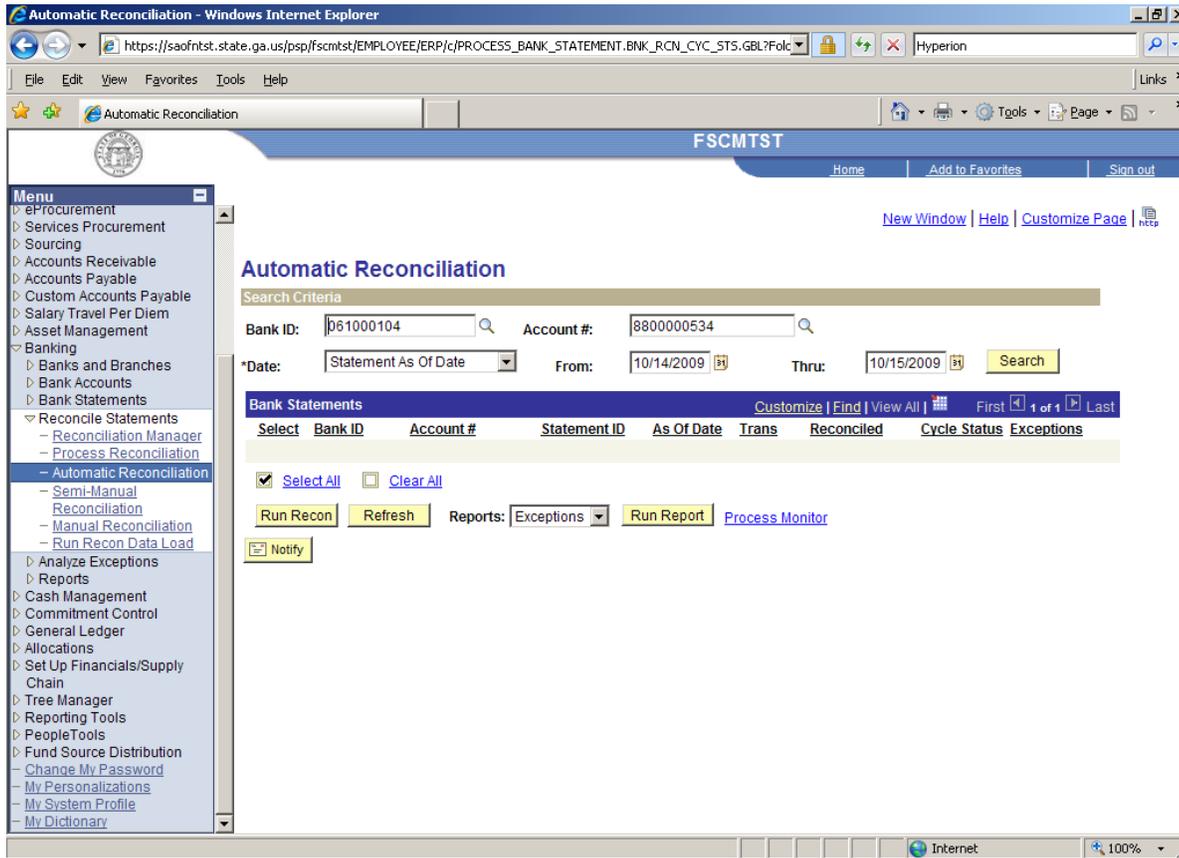


Step	Action
22.	In order to view and print the Bank Statement and run the Automatic Reconciliation process, click the Automatic Reconciliation link.

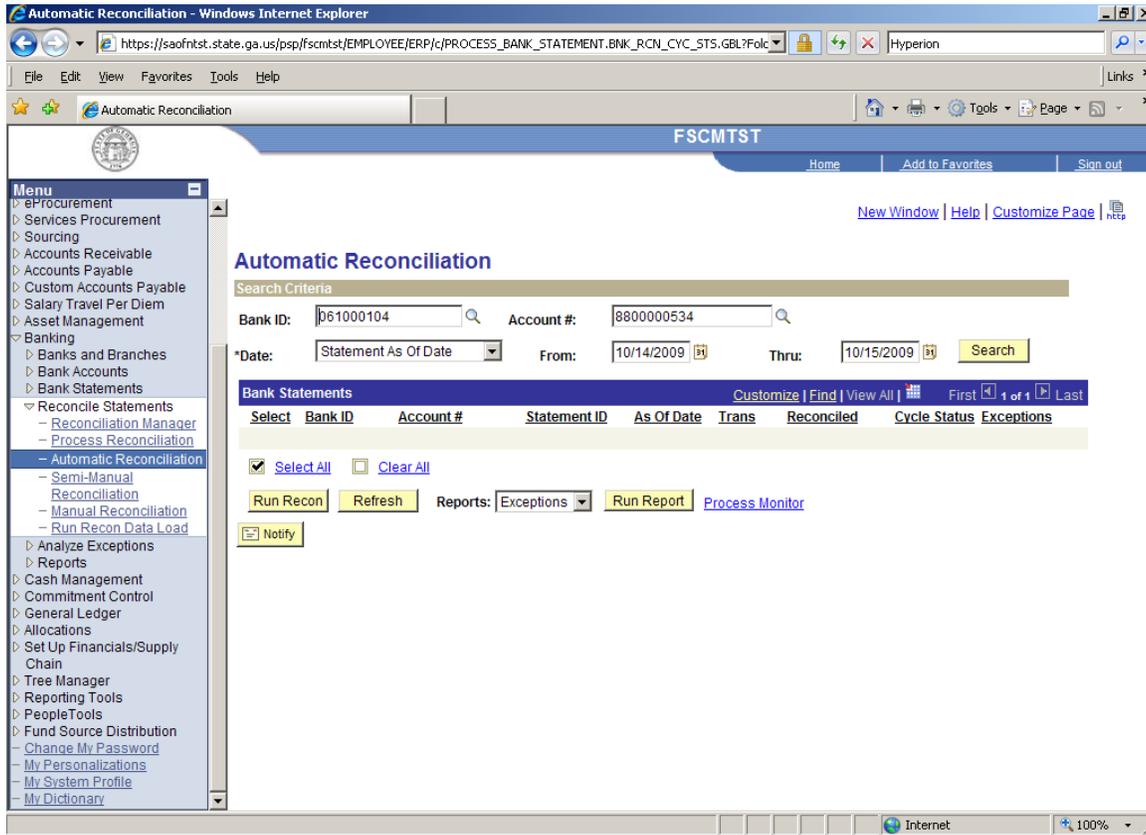
Automatic Reconciliation



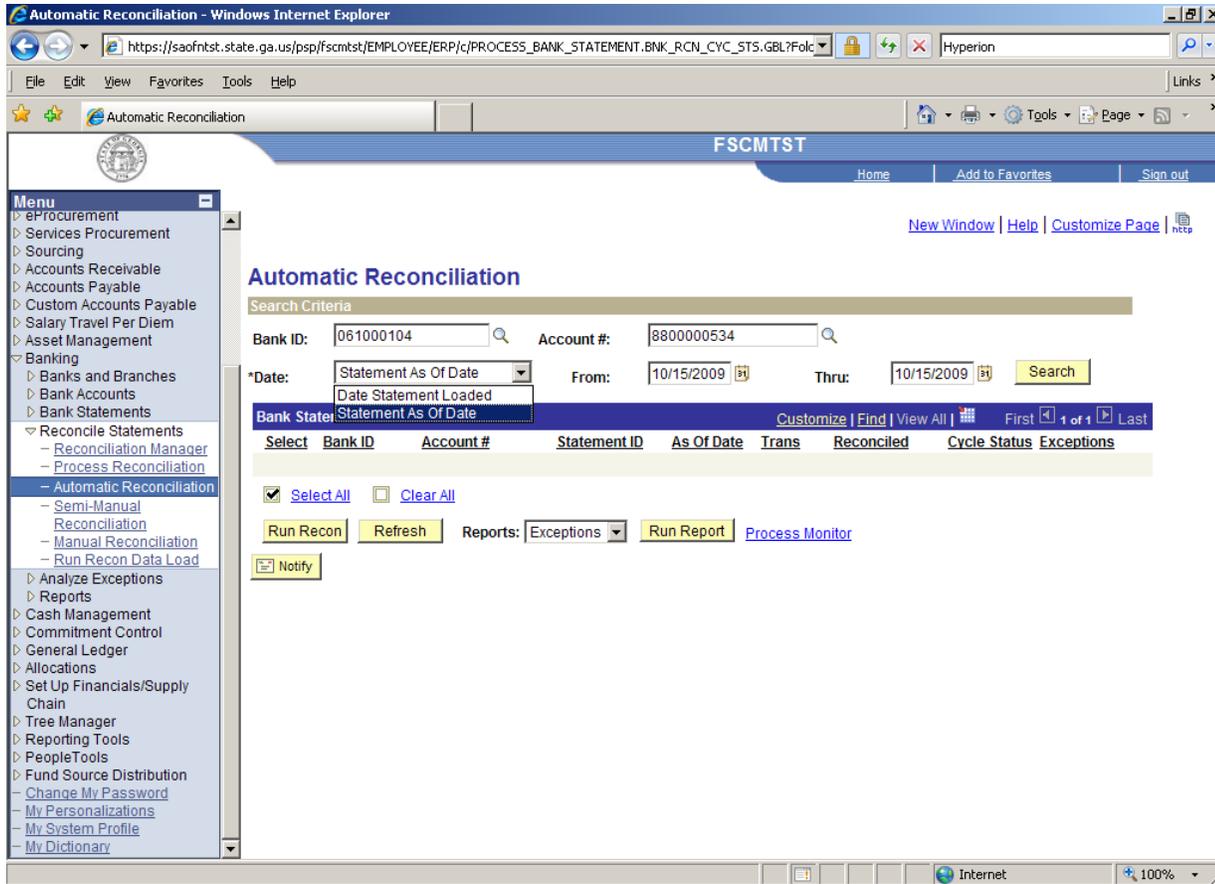
Step	Action
23.	Automatic reconciliation can only be performed after the bank files have been loaded into the PeopleSoft system. Only System checks, Manual checks, and Express checks can be automatically reconciled.
	Press [Enter] to continue.



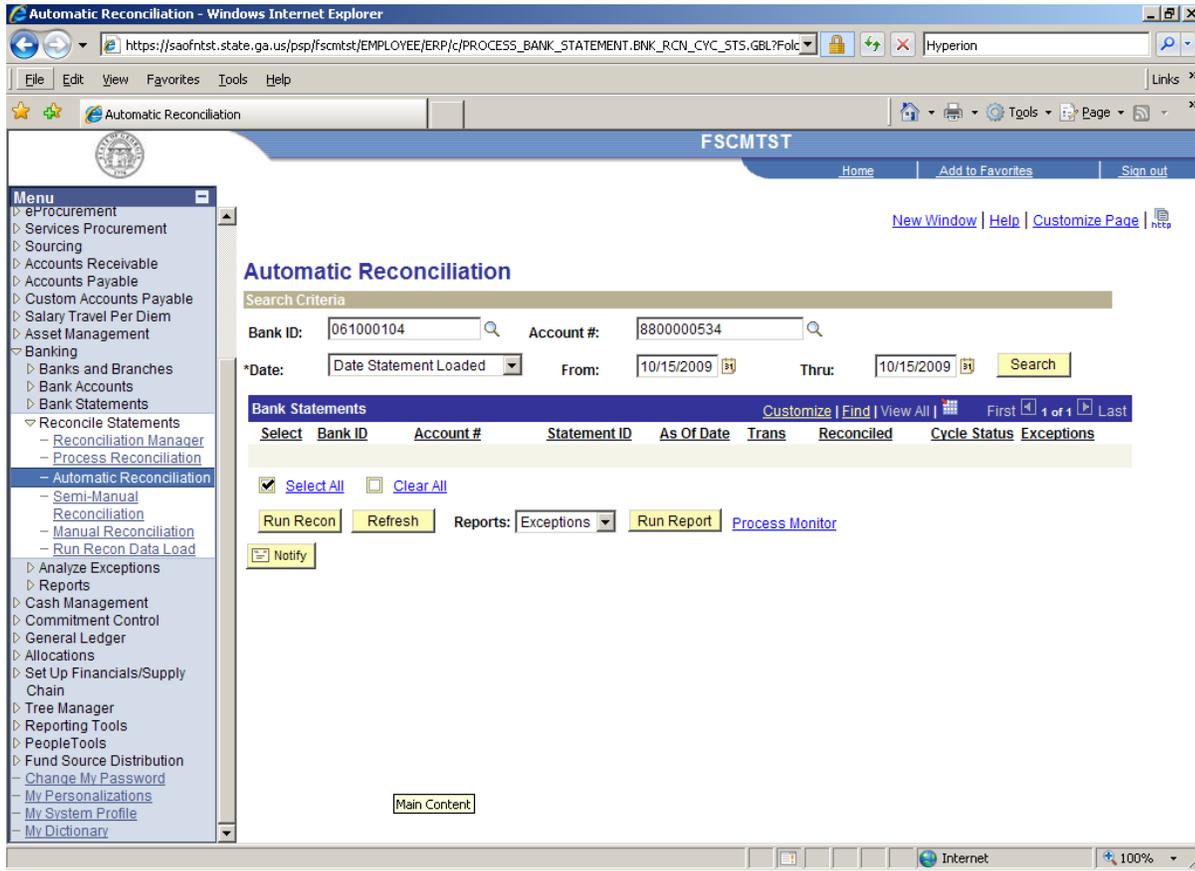
Step	Action
24.	<p>If navigating from the Manual Reconciliation page, the Bank ID (routing number) and Account # fields will automatically populate.</p> <p>Press [Enter] to continue.</p>



Step	Action
25.	Click in the drop down for the *Date field. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Statement As Of Date ▼ </div>



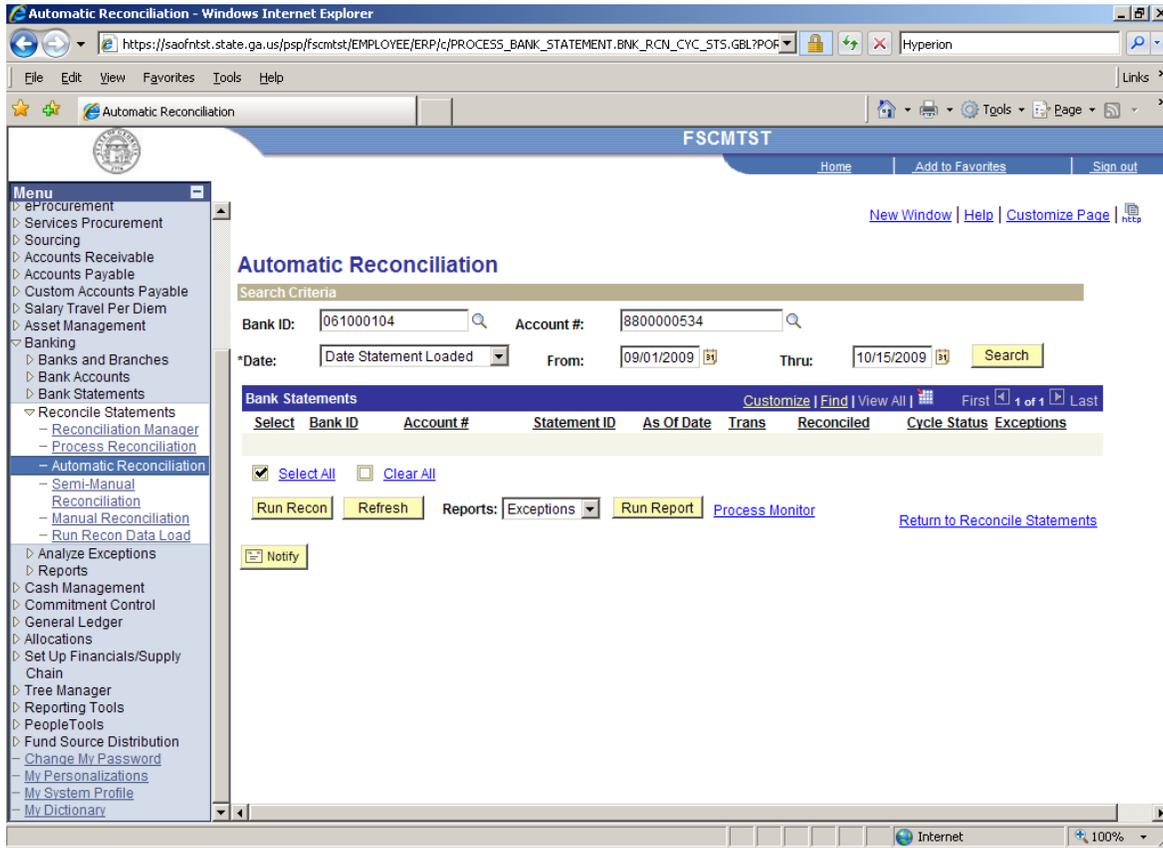
Step	Action
26.	Select the <i>Date Statement Loaded</i> Option <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Date Statement Loaded ▾ </div>



Step	Action
27.	<p>The current date defaults in to the From and Thru fields.</p> <p>Click in the From field.</p> <div data-bbox="300 1512 495 1554" style="border: 1px solid black; padding: 2px;"> 10/14/2009  </div>



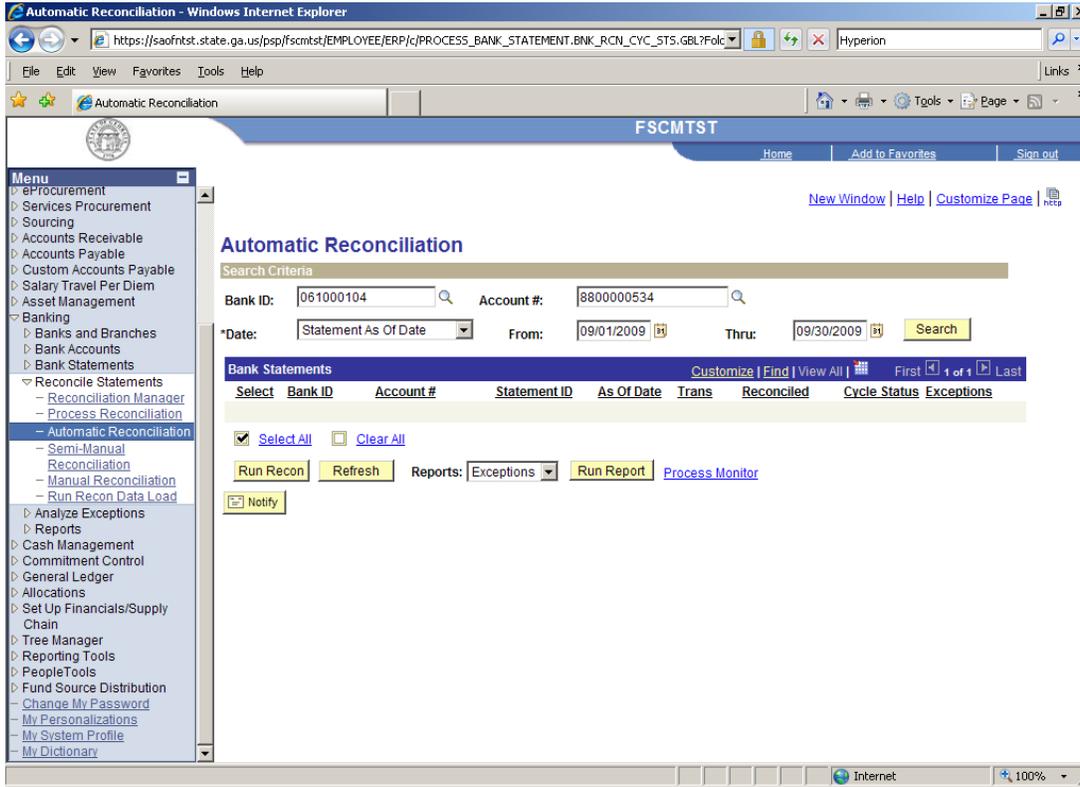
Step	Action
28.	<p>Enter the appropriate information into the From: field.</p> <p>Type 09/ (to enter 09/01/09)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
29.	Click in the Thru field. 



Step	Action
30.	<p>Enter the appropriate information into the Thru field.</p> <p>Type 09/ (to enter 09/30/2009)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
31.	Click the Search button. 



Step	Action
32.	The Stmt ID , Load Date and Time are populated from the bank file. Press [Enter] to continue.



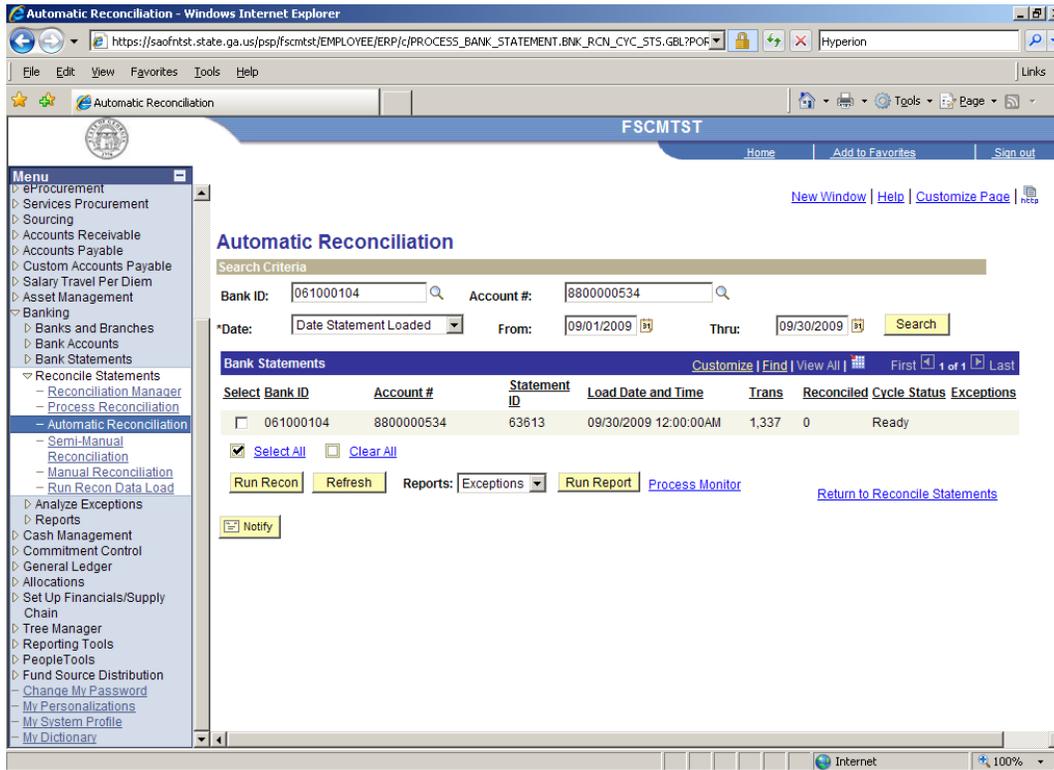
Step	Action
33.	The Trans number is the number of checks contained in the bank file. Press [Enter] to continue.



Step	Action
34.	When the statement is retrieved the Reconciled field will be 0. Press [Enter] to continue.

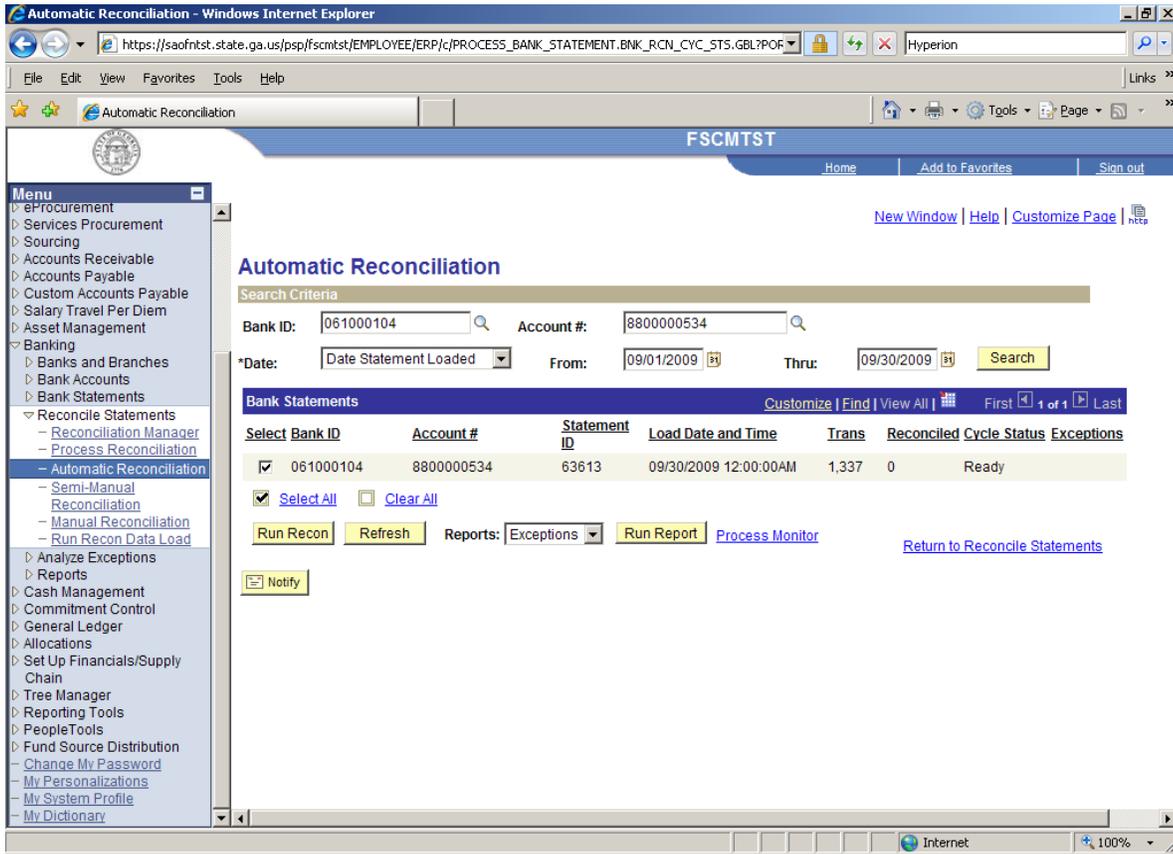


Step	Action
35.	<p>The status of the file will default to Ready when the file is received. It will change to Complete when the total number of Trans equals the total Reconciled.</p> <p>Press [Enter] to continue.</p>

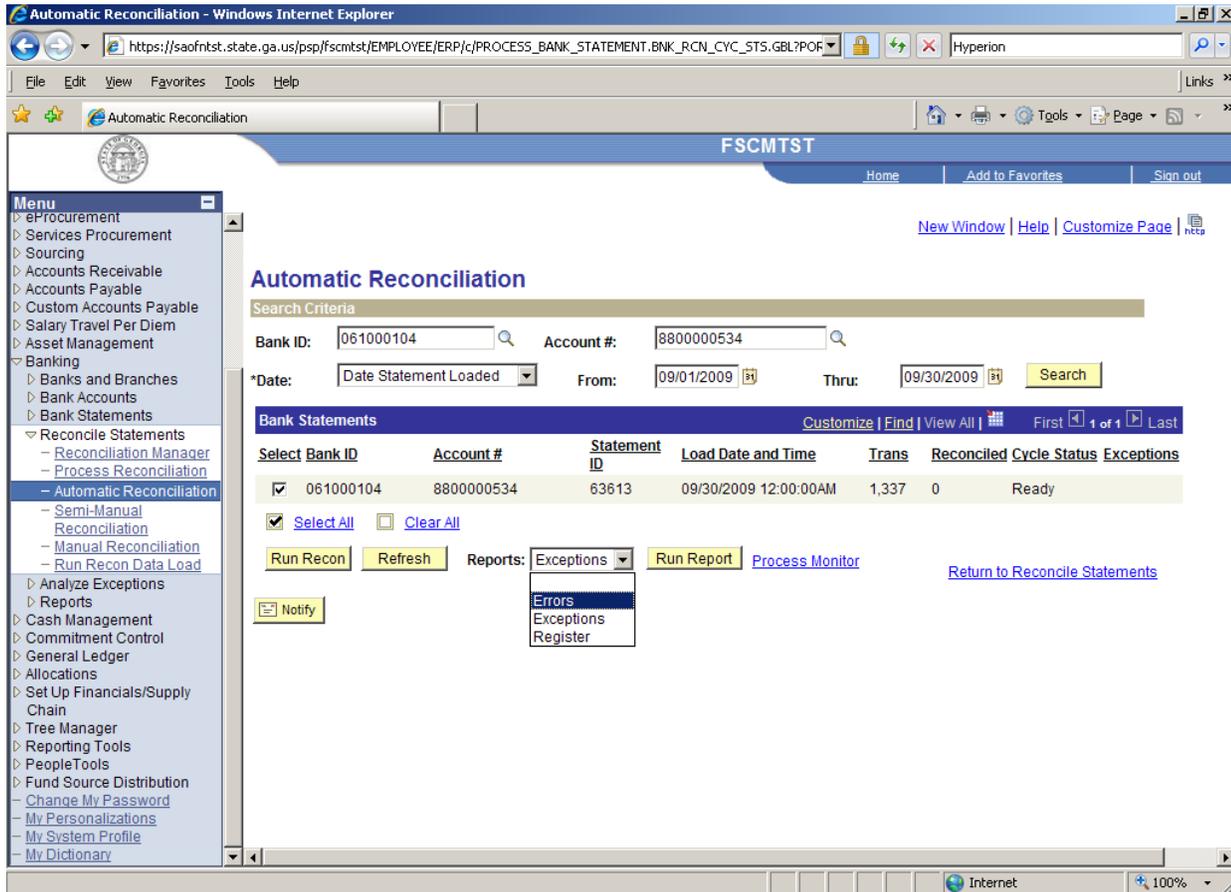


Step	Action
36.	Click the Select box to run the automatic reconciliation process and to run reports.





Step	Action
37.	Click the Reports drop down list. 



Step	Action
38.	To run Crystal reports, select Register to view and print the Bank Statement prior to running the Bank Recon process. Click the Register list item.
	<input type="text" value="Register"/>



Step	Action
39.	Click the Run Report button. 



Step	Action
40.	Click the OK button.





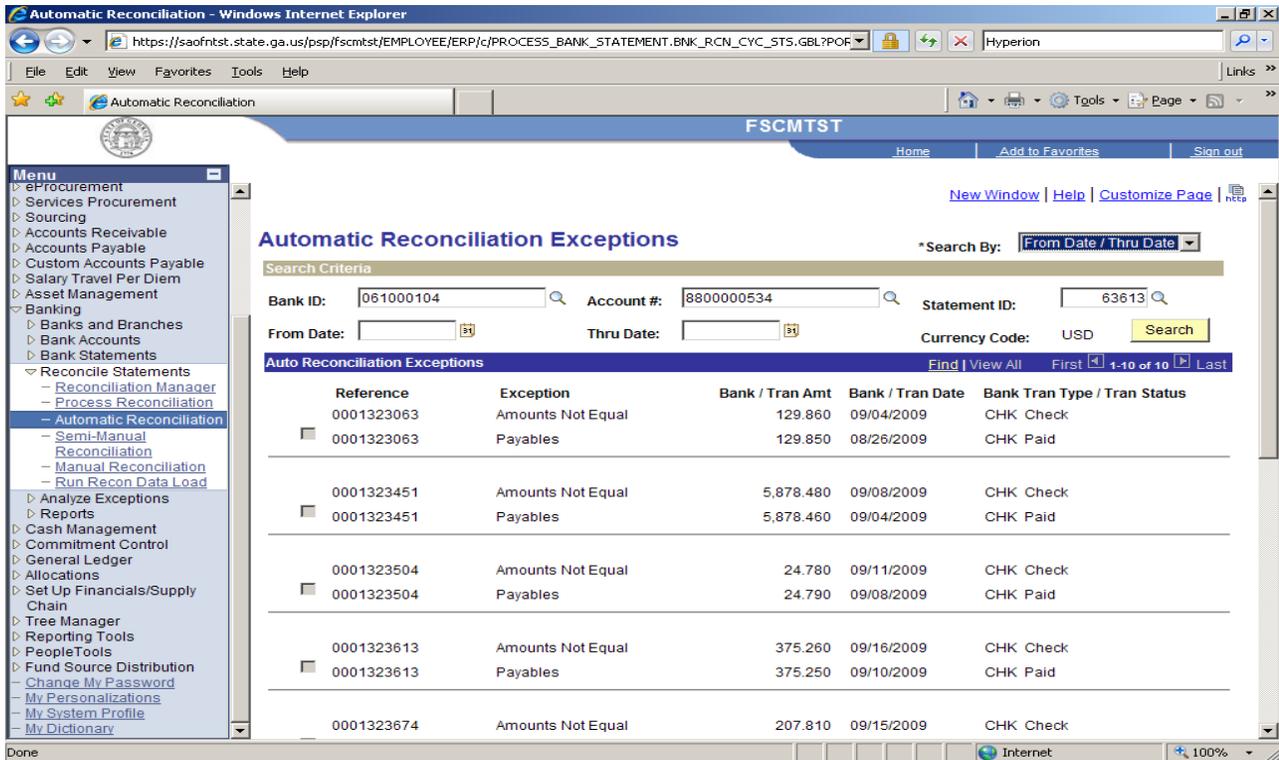
Step	Action
41.	Use the Process Monitor link to view and print reports. Press [Enter] to continue.
42.	Click the Select option. <input type="checkbox"/>
43.	Click Run Recon button to initiate the automatic reconciliation process. <input type="button" value="Run Recon"/>
44.	Notice the Status has changed from 'Ready' to 'Selected' when the process is initiated. Click the Process Monitor link. Process Monitor
45.	Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'. <input type="button" value="Refresh"/>
46.	Click the Go back to Automatic Reconciliation link. Go back to Automatic Reconciliation



47. Notice that the **Reconciled** field has been updated.

Click the **Exceptions** links to review the online exceptions.

[Exceptions](#)



Step	Action
48.	<p>This page displays the “Exceptions” detected by the automatic reconciliation process. There are several different types of exceptions: “Amounts not Equal” are transactions that cleared the bank at a different amount than that posted in PeopleSoft. “Not Found in System” indicates that the payment reference that was found in the bank file did not match a payment reference recorded in PeopleSoft. This could indicate a manual payment not posted or that the bank did not read the payment reference number as it was recorded in PeopleSoft. “Trans Date > Value Date” shows transactions that cleared the bank prior to the payment reference date that was recorded.</p> <p>Press [Enter] to continue.</p>



Automatic Reconciliation Exceptions

* Search By:

Search Criteria

Bank ID: Account #: Statement ID:

From Date: Thru Date: Currency Code: USD

Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
0001323063	Amounts Not Equal	129.860	09/04/2009	CHK Check
<input type="checkbox"/> 0001323063	Payables	129.850	08/26/2009	CHK Paid
0001323451	Amounts Not Equal	5,878.480	09/08/2009	CHK Check
<input type="checkbox"/> 0001323451	Payables	5,878.460	09/04/2009	CHK Paid
0001323504	Amounts Not Equal	24.780	09/11/2009	CHK Check
<input type="checkbox"/> 0001323504	Payables	24.790	09/08/2009	CHK Paid
0001323613	Amounts Not Equal	375.260	09/16/2009	CHK Check
<input type="checkbox"/> 0001323613	Payables	375.250	09/10/2009	CHK Paid
0001323674	Amounts Not Equal	207.810	09/15/2009	CHK Check

Step	Action
49.	<p>Any transactions that do not perfectly match can be corrected or forced to reconcile on this page or on the Manual Reconciliation page. These transactions should be researched prior to forcing the recon status. Payment reference types of Wire, EFT, and, Deposits must be manually reconciled. Transactions should be marked as “reconciled” if all of the payment information matches the bank statement.</p> <p>Press [Enter] to continue.</p>
50.	<p>Use the Run Report button to generate the Exceptions, Errors, and Account Register Crystal reports. Once this option is selected the report may be retrieved by clicking the Process Monitor link.</p> <p>Press [Enter] to continue.</p>
51.	<p>You have successfully completed the Automatic Reconciliation Process topic.</p> <p>End of Procedure.</p>