

Running the Banking Automatic Reconciliation Process

The State of Georgia will support automatic and manual Bank Reconciliation methods of TeamWorks. 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 TeamWorks bank reconciliation process.

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	Payables	Procurement	Purchase Orders			ľ
	Projects	Receivables	My Favorites			c.v
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Step	Action
1.	Note: This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).
	When entering a transaction in the live TeamWorks Financials system please select all values and options based on your agency policy, paperwork on hand and current situation.



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	General Ledger	Grants	Labor Distribution	
	Payables	Procurement	Purchase Orders	
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Step	Action
2.	Begin by navigating to the Automatic Reconciliation page.
	Click the NavBar button.





Step	Action
3.	Click the Navigator tile.
	Navigator



Step	Action
4.	Click the Banking link.
	Banking >





Step	Action
5.	Click the Reconcile Statements link.
	Reconcile Statements >





Step	Action
6.	Click the Automatic Reconciliation link.
	Automatic Reconciliation



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Step	Action
7.	Use the Automatic Reconciliation page to review and print a bank statement along with running the Automatic Reconciliation process.
	Automatic Reconciliation can only be performed after the bank files are loaded in TeamWorks Financials.



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	*Date Statement	As Of Date	~		From 08/07/20	18 31	Thru 08/08	/2018	Search		
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Step	Action
8.	Specify the search criteria by selecting bank statements for processing.
	For the Bank ID and Account # fields, you can use the defaulted '%' wildcard characters to retrieve multiple banks or accounts.



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Bank ID % Q. *Date Statement As Of Date	Account # %	C Thru 08/08/2018	Q B Search	١	
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Step	Action
9.	For this example, search for the appropriate Bank ID . Click the Look Up Bank ID button. Bank ID %



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		061000227	SouthTrust Bank of Georgia	SouthTrust					
		061000227	Wachovia BANK, N.A.	SouthTrust					
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		061004812	Capital City Bank & Trust Co	Capital Ci					
		061010220	Citizens Trust Bank	Citizens T					
		061100606	Columbus Bank & Trust	CB&T					
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		061100606	Synovus	Synovus					
		061100790	SunTrust Bank	SunTrust B					
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Step	Action			
10.	Select the app	ropriate External Bank ID	for the reconcili	iation.
	For this examp N.A. Click on	ple, click the 044115443 Ex any link located on the sar	xternal Bank ID I ne line as that ba	link for JP Morgan Chase Bank nk id.
	External Bank	Description	Short	
	ID	Description	Description	
	044115443	JPMorgan Chase Bank N A	JPMRGN]



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Step	Action
11.	For this example, click the Look UP Account # button.
	Account # %

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Bank Account # Short Description Description				
510883296 Operating Operating Account 510901056 Operating Operating Account				
510921013 Operating Operating Account				
510928695 Operating Operating Account				
510933638 Operating Operating Account				
510939957 Operating Operating Account				
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Step	Action
12.	Select the appropriate Bank Account # for the reconciliation.
	For this example, click the 510883296 Bank Account # link. Click on any link located on the same line as that bank account #.
	Bank Account # Short Description Description
	510883296 Operating Operating Account

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Step	Action
13.	 The Date drop-down list provides two date options to use to search for the bank statements. Statement as of Date is the date the bank statement was generated and cleared. Date Statement Loaded is the date the bank statement was loaded into the system.
	For this example, leave the Date field as the default Statement As of Date.



utomatic Record earch Criteria Bank ID (9441 *Date State ank Statements Select All Run Recon Notity	IS443 Q ment AS Of Date Account # Clear All PP Refresh Reports E	Account # 51088	13296 12018 🕞 Run Report	Thru 08/08/2	2018 iii Statement ID	Search As Of Date) F	Personalize F Reconciled
earch Criteria Bank ID 0441 *Date (State ank Statements Select All Run Recon Notify	15443 Q ment AS Of Date Account # Clear All PP Refresh Reports E	Account # 51088	13296 12018 jij Run Report	Thru 08/08/2	2018 jij Statement ID	Search As Of Date	F Trans	Personalize F Reconciled
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Step	Action
14.	It is very important for users to enter the correct From and To dates to ensure the system returns the desired values.
	Click in the From date field. From 08/07/2018



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Step	Action
15.	Enter the appropriate beginning date for the bank statements into the From field. For this example, type $01/01/2018$
	From 08/07/2018



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Step	Action
16.	Begin the search after the criteria has been entered.
	Click the Search button.



Ba	ank ID 044115443	Q	Account # 510883296	٩			
	*Date Statement	As Of Date	From 01/01/2018 Thru 08	3/08/2018	Search		
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	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
	044115443	510883296		19430	01/03/2018	11	0
	044115443	510883296		19429	01/02/2018	27	0
Select / Run Re	All Clea	ar All F esh Reports	rocess Monitor Exceptions Run Report Report	Manager			

Step	Action
17.	The Bank Statements grid displays the search results.
	Trans column displays the number of transactions that are contained in the bank file.
	Reconciled column displays the number of detail transactions from the bank statement that have been reconciled with transactions in the system. This number is 0 until the Bank Reconciliation process is complete.



B	ank ID 044115443	3 Q	Account # 5108832	96	Q			
	*Date Statement	As Of Date	✓ From 01/01/20)18 🛐 Thru (8/08/2018	Search		
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Select	Bank ID	Account #	IBAN		Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296			19439	01/17/2018	2	0
	044115443	510883296			19438	01/16/2018	11	0
	044115443	510883296			19437	01/12/2018	22	0
	044115443	510883296			19436	01/11/2018	14	0
	044115443	510883296			19435	01/10/2018	3	0
	044115443	510883296			19434	01/09/2018	11	0
	044115443	510883296			19433	01/08/2018	13	0
	044115443	510883296			19432	01/05/2018	14	0
	044115443	510883296			19431	01/04/2018	16	0
	044115443	510883296			19430	01/03/2018	11	0
	044115443	510883296			19429	01/02/2018	27	0
Select / Run Re	All Cle econ Refr	ear All resh Reports	Process Monitor	Run Report Report	rt Manager			

Step	Action
18.	Select All link enters a check mark in the Select checkbox of every Account in the search results.
	Clear All link deselects or clears the check mark in the Select checkbox of every Account in the search results.



Ba	ank ID 044115443	Q	Account # 510883296		٩			
	*Date Statement	As Of Date	✓ From 01/01/2018	3 Thru 08/0	8/2018	Search		
ank Stat	tements						Pers	onalize Find Vi
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	044115443	510883296			19439	01/17/2018	2	0
	044115443	510883296			19438	01/16/2018	11	0
	044115443	510883296			19437	01/12/2018	22	0
	044115443	510883296			19436	01/11/2018	14	0
	044115443	510883296			19435	01/10/2018	3	0
	044115443	510883296			19434	01/09/2018	11	0
	044115443	510883296			19433	01/08/2018	13	0
	044115443	510883296			19432	01/05/2018	14	0
	044115443	510883296			19431	01/04/2018	16	0
	044115443	510883296			19430	01/03/2018	11	0
	044115443	510883296			19429	01/02/2018	27	0
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Step	Action					
19.	For this example, there will be two statements to be reconciled.					
	Click the Select checkbox to select or check the box for 19429 Statement ID.					
	044115443 510883296 19429 01/02/2018 27 0					



Ba	ank ID 044115443	Q As Of Date	Account # 5	10883296	08/08/2018	Search	1	
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Select	Bank ID	Account #	IBAN		Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296			19439	01/17/2018	2	0
	044115443	510883296			19438	01/16/2018	11	0
	044115443	510883296			19437	01/12/2018	22	0
	044115443	510883296			19436	01/11/2018	14	0
	044115443	510883296			19435	01/10/2018	3	0
	044115443	510883296			19434	01/09/2018	11	0
	044115443	510883296			19433	01/08/2018	13	0
	044115443	510883296			19432	01/05/2018	14	0
	044115443	510883296			19431	01/04/2018	16	0
	044115443	510883296			19430	01/03/2018	11	0
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Select A Run Re Notify	All Cle econ Refre	ar All Pr esh Reports R	ocess Monitor egister	Run Report Rep	ort Manager			

Step	Action					
20.	Select the second Statement to be reconciled.					
	Click the Select checkbox to select or check the box for 19430 Statement ID.					
	044115443 510883296 19430 01/03/2018 11 0					



Ba	ank ID 044115443	Q	Account # 510883296	٩			
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	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
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Select A	All 🗖 Clea	ar All Pro	ocess Monitor				
Run Re	con Refre	esh Reports E	ceptions Run Report Report	lanager			

Step	Action
21.	Reports drop-down field provides a choice of 3 reports Register, Error or Exceptions that can be run when the Run Report button is selected.
	Click the Run Report drop-down list. Reports



		~~~		Account # 510883296		Q			
	Date Statement	As Of Date	$\sim$	From 01/01/2018	Thru 08/0	8/2018 🛐	Search		
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Select	Bank ID	Account #	IBAN			Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296				19439	01/17/2018	2	0
	044115443	510883296				19438	01/16/2018	11	0
	044115443	510883296				19437	01/12/2018	22	0
	044115443	510883296				19436	01/11/2018	14	0
	044115443	510883296				19435	01/10/2018	3	0
	044115443	510883296				19434	01/09/2018	11	0
	044115443	510883296				19433	01/08/2018	13	0
	044115443	510883296				19432	01/05/2018	14	0
	044115443	510883296				19431	01/04/2018	16	0
$\checkmark$	044115443	510883296				19430	01/03/2018	11	0
~	044115443	510883296				19429	01/02/2018	27	0

Step	Action
22.	Click the <b>Register</b> drop-down list item.
	Register

B	ank ID 044115443	Q	Account # 510883296	٩			
	*Date Statement As O	)f Date	✓ From 01/01/2018 第 Thru 0	08/08/2018	Search		
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Select	Bank ID	Account#	IBAN	Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
$\checkmark$	044115443	510883296		19430	01/03/2018	11	0
	044115443	510883296		19429	01/02/2018	27	0



Step	Action
23.	Click the <b>Run Report</b> button.
	Run Report

Ba	nk ID 044115443	<u></u> Q	Account # 510883296	٩			
	*Date Statement /	As Of Date	From 01/01/2018      Thru 08/08	/2018 时	Search		
Bank Stat	ements					Perso	onalize   Find   Vie
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	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296 Mess	age		)1/12/2018	22	0
	044115443	510883296			)1/11/2018	14	0
	044115443	510883296 Report	is being generated. Navigate to Report Manager to view report.	(13520,706)	)1/10/2018	3	0
	044115443	510883296	K		)1/09/2018	11	0
	044115443	510883296			1/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
$\checkmark$	044115443	510883296		19430	01/03/2018	11	0
$\checkmark$	044115443	510883296		19429	01/02/2018	27	0
Select A Run Ren	dl Clea	ar All Pro	gister V Run Report Ma	nager			

Step	Action
24.	The system provides a popup message informing the user that the report is being generated. To view the report, navigate to the Report Manager.
	Click the <b>OK</b> button to close the popup message.



B	*Date Statement A	Q As Of Date	Account # 510883296	Q Thru 08/08/2018	Search		
ank Sta	tements				Search	Pers	sonalize   Find   V
Select	Bank ID	Account #	IBAN	Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
$\checkmark$	044115443	510883296		19430	01/03/2018	11	0
$\checkmark$	044115443	510883296		19429	01/02/2018	27	0
Select /	044115443 044115443 All Clea	510883296 510883296 rr All Pr sh Reports R	occess Monitor egister V Run Report	19430 19429 Report Manager	01/03/2018 01/02/2018	11 27	0

Step	Action
25.	Review the reports generated.
	Click the <b>Report Manager</b> link. Report Manager



ler		Instance		to		Ref	resh	_		
ne	•	Created On		3	Last	T Con	<b>~</b>		1 Da	ays
ports			Personalize	Find   View All	2	Fi	irst 🕚	1-3 (	of 3 🕑	Last
Report	Report Descri	ption	Folder Name	•	Comple Date/Tit	tion me	Report	ID	P	rocess stance
FSX3000 - FSX3000.pdf	FSX3000 - FS	SX3000.PDF	General		08/14/1 1:50PN	18	13751	513	433	16819
FSX3000 - FSX3000 pdf	FSX3000 - FS	SX3000.PDF	General		08/14/1 1:50PM	18	13751	512	433	16818
ive cplorer   Administ	ration   Archive	s								
<mark>ive</mark> cplorer   Administ	ration   Archive	s								

Step	Action
26.	The <b>Report Manager</b> opens to display the PDF files that have been generated for each of the selected bank statements.

ist       Explorer       Administration       Archives         View Reports For Folder         r       instance       to       Refresh         Name       Created On       ist       ist       ist         Report       Report Description       Folder Name       Completion       Process         1       FSX3000 - FSX3000 - FSX3000 - DF       General       08/14/18       13751512       43316819         2       FSX3000 - FSX3000 - FSX3000 - FSX3000 - DF       General       08/14/18       13751512       43316818				_					New Window		
View Reports For         Report       Instance       Instance       Instance         Report       Created On       Is Last       I Days         Report       Report       Processing         Report       Report Bescription       Folder Name       Completion       Processing         1       FSX3000       FSX300 <th>ist Explorer</th> <th>Administration</th> <th>Archives</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>New Window</th> <th>T Help T Person</th> <th>alize raye</th>	ist Explorer	Administration	Archives						New Window	T Help T Person	alize raye
Folder       Instance       to       Refresh         Name       Created On       IB       Last       1       Days         Reports       Personalize   Find   View All [2]       IFIst       4       1.3 of 3       Last         Report       Report       Report Report Description       Folder Name       Completion       Report ID       Instance         1       FSX3000.pdf       General       06/14/18       13751512       43316818       2       FSX3000.pdf       FSX300.pdf       FSX3000.pdf       FSX3000.pdf	View Reports Fo	r									
Name       Created On       Image: Created On	Folder	$\checkmark$	Instance	to		Refresh					
Reports       Personalize   Find   View All [2]	Name		Created On	Ħ	Last	$\sim$	1 Days	/			
Report         Report Description         Folder Name         Completion Def/Time Bact/Time Def/Time FSX3000 pdf         Report UD FSX3000 pdf         Process Finance FSX3000 pdf           1         FSX3000 pdf         FSX3000 - FSX3000 PDF         General         08/14/18 1:50PM         13751513         43316819           2         FSX3000 pdf         FSX3000 - FSX3000 PDF         General         08/14/18 1:50PM         13751512         43316818	Reports			Personalize   Find   View All	🗷   🔣	First 🕙 1-3	3 of 3 🛞 Last				
1       FSX3000 -FSX3000 PDF       General       08/14/18 1:50PM       13751513       43316819         2       FSX3000 - FSX3000 pdf       FSX3000 - FSX3000 PDF       General       08/14/18 1:50PM       13751512       43316818	Report	Report Desc	ription	Folder Name	Completion Date/Time	Report ID	Process Instance				
2         FSX3000 - FSX3000 pdf         FSX3000 - FSX3000 PDF         General         08/14/18 1:50PM         13751512         43316818           Image: Save Isophic F   Administration   Archives         Image: Save	1 FSX3000 - FSX3000.pdf	FSX3000 - I	FSX3000.PDF	General	08/14/18 1:50PM	13751513	43316819				
Save Save I Explorer   Administration   Archives	2 FSX3000 - FSX3000.pdf	FSX3000 - I	FSX3000.PDF	General	08/14/18 1:50PM	13751512	43316818				
	1 N 101/0										



Step	Action							
27.	Review one of the reports.							
	Click the <b>FSX3000-FSX3000.pdf</b> link for Report ID 13751513.							
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
	FSX3000 - FSX3000.pdf	FSX3000 - FSX3000.PDF	General	08/14/18 1:50PM	13751513	43316819		

Step	Action
28.	Another tab opens with report details of the <b>Run Status</b> 'Success' including another PDF link to open the selected report. Click the <b>FSX3000.pdf</b> link. Name FSX3000.pdf



Report Definition: FSX3000			Enterprise Financials Bank Statement Register			Page: Run Date: Run Time:		1 of 1 8/14/2018 13:50:19
Bank Number:	044115	143 JPN	Aorgan Chase	Bank N.A.				
Bank Account:	510883	296						
Bank Statement	Date: 1/03/20	18						
Statement ID:	19430							
Currency Code:	USD							
IBAN ID:								
Record	Reference	Transaction Amount	Bank Date	Recon Trans Code	Recon Status	Statement Activity Type	Statement	Credit/Debit
401 582 583 584 585 585 589 5810 5811 Transactions in Transaction Am Credit Total: Debit Total: Dunidentified Tot	05300116747723 346756827683 346756827683 346756827883 346756827883 346756827883 346756828885 346756828885 346756828885 Statement: ount in Statement: al:	10.500,000 -16.205,71 -406,02 -359,93 -359,93 -359,93 -359,93 -359,93 -37,00 -35,68 -21.89 -1.29	1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018	Receipt Receipt EFT EFT EFT EFT EFT EFT EFT EFT EFT 2000 0.00 0.00	Not Found In System Not Found In System	1055 4055 4055 4055 4055 4055 4055 4055	165 455 455 455 455 455 455 455 455 455 4	
						1		

Step	Action
29.	The PDF report opens in another browser tab. You have the option to save the report to your computer.

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Report Defin	LE' ition: FSX3000			Enterprise Fi Bank Statemer	nancials it Register		Pa Run Da Run Tir	ge: ite: ne:	1 of 1 8/14/2018 13:50:19
Bank Number:	04411544	3 JPN	lorgan Chase	Bank N.A.					
Bank Account:	51088329	8							
Bank Statemen	nt Date: 1/03/2018								
Statement ID:	19430								
Currency Code	E USD								
IBAN ID:									
Record	Reference	Transaction Amount	Bank Date	Recon Trans Code	Recon Status		Statement Activity Type	Statement	Credit/Debit
051 052 053 054 059 057 058 059 0510 0510 0511 Transaction <i>B</i> Transaction <i>B</i> Transaction <i>B</i> Transaction <i>B</i> Transaction <i>B</i>	053000196747722 053000196747723 346759627883 34695040081 34695040081 34695040081 34695040081 34695040081 34695040081 34695040081 34695040081 346759628885 a4685040081 a46759628885 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a585040081 a58504081 a585040081 a585040081 a585040081 a585040081 a585040081 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595040 a595000 a5950000 a59500000000000000000	15,900.00 360.00 -16,296.71 -846.20 -350.86 -350.86 -37.60 -37.60 -37.60 -21.89 -1.29	1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018 1/03/2018	Receipt Receipt EFT EFT EFT EFT EFT EFT EFT EFT EFT 83.97 0.00 0.00	No Found in System No Found in System		105 105 455 455 455 455 455 455 455 455 455 4	165 165 455 455 455 455 455 455 455 455	
				End of	Report				
				Private and C	onfidential				



Step	Action
30.	Return to the <b>Automatic Reconciliation</b> page to proceed with reconciling the bank statements.
	Click the Automatic Reconciliation tab.
	Automatic Reconciliation

Ba	tDate Statement	As Of Date	Account # 510883296	Q	01	1	
	Date	AS OF Date			Search	J	
ink Stat	ements					Pers	onalize   Find
Select	Bank ID	Account #	IBAN	Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
☑	044115443	510883296		19430	01/03/2018	11	0
$\checkmark$	044115443	510883296		19429	01/02/2018	27	0

Step	Action
31.	The <b>Run Recon</b> button runs the bank reconciliation process for the selected bank statements.
	Click the Run Recon button. Run Recon



		Q	Account # 510883296	Q			
*	Date Statement	As Of Date	✓ From 01/01/2018 ₩ Thru	08/08/2018	Search		
nk State	ements					Pers	onalize   Find   \
Select	Bank ID	Account #	IBAN	Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
$\checkmark$	044115443	510883296		19430	01/03/2018	11	0
<b>1</b>	044115443	510883296		19429	01/02/2018	27	0

Step	Action
32.	The <b>Refresh</b> button updates any changes in the Bank Statements grid after running reconciliation.
	You can review the status in the <b>Process Monitor</b> link or continue to click the <b>Refresh</b> button to update the page information until Reconciled column quantities change from 0.



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Select	Bank ID	Account #	IBAN		Statement ID	As Of Date	Trans	Reconciled
	044115443	510883296			19439	01/17/2018	2	0
	044115443	510883296			19438	01/16/2018	11	0
	044115443	510883296			19437	01/12/2018	22	0
	044115443	510883296			19436	01/11/2018	14	0
	044115443	510883296			19435	01/10/2018	3	0
	044115443	510883296			19434	01/09/2018	11	0
	044115443	510883296			19433	01/08/2018	13	0
	044115443	510883296			19432	01/05/2018	14	0
	044115443	510883296			19431	01/04/2018	16	0
$\checkmark$	044115443	510883296			19430	01/03/2018	11	0
✓	044115443	510883296			19429	01/02/2018	27	0

Step	Action
33.	Go to the <b>Process Monitor</b> to verify that the reconciliation process is successful.
	Click the Process Monitor link. Process Monitor



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elect	Instance	Seq.	Process Type		Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	
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Step	Action
34.	The <b>Process List</b> page displays the status of submitted report or process requests. The
	Process List page is used to monitor the process requests that you submit.
	Run Statuses flow in the following sequence when no errors are encountered:
	Initiated > Pending > Queued > Processing > Posting > Success
	The <b>Distribution Statuses</b> are N/A, Not Posted, Posting and Posted.
	Status definitions are:
	Initiated - the server has acknowledged the new request
	<b>Pending or Queued</b> - indicates that new process request is waiting for the server to pick up the request
	<b>Processing</b> - indicates the budget checking is running
	Posting - Indicates the process is almost complete
	Success - indicates that the program was successfully completed.



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	43316783		Application Engine	BNK_RECON	ELITTLE	08/08/2018 2:26:00PM EDT	Processing	N/A	Details
ess	List   Serve	r List							

Step	Action
35.	The current Running status of the process is 'Processing'. This means that the system has received the request to run the process or report and is currently running the process.
	The process is finished when the <b>Run Status is</b> 'Success' and when the <b>Distribution Status</b> is 'Posted'. Continue to click the <b>Refresh</b> button until the status is 'Success'.
	<b>Note</b> : Users must wait for both statuses to update before attempting to view the documents.



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ct Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	
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Step	Action
36.	Continue to click the <b>Refresh</b> button to update the current status of a submitted process. Click the <b>Refresh</b> button.
	Refresh



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ect	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
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Step	Action
37.	The Run Status states Success and the Distribution Status shows Posted, which indicates
	that the Bank Reconciliation has run successfully and completed.

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Select	Instance	Seq.	Process Ty	ре	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details		
	43316783		Application	Engine	BNK_RECON	ELITTLE	08/08/2018 2:26:00PM EDT	Success	Posted	Details		
Go bac	ck to Automa	tic Re	econciliation									



Step	Action
38.	Click the Go back to Automatic Reconciliation link.
	Go back to Automatic Reconciliation

Process List		
		New Window   Help   Personalize Page
Automatic Reconciliation		
Search Criteria		
Bank ID 044115443 × Q	Account # 510883296	Q
*Date Statement As Of Date	From 08/07/2018 B Thru 0	08/08/2018 🗑 Search
Bank Statements		Personalize   Find
Select Bank ID Account #	IBAN	Statement ID As Of Date Trans Reconciled
Select All Clear All Pro Run Recon Refresh Reports Ex Notify	eptions  Run Report Repo	st Manager
<		

Step	Action
39.	The <b>Bank ID</b> and <b>Account #</b> are still populated with your original entry, but the <b>From</b> and <b>Thru</b> Dates need to be updated again before clicking Search. Click in the <b>From</b> field. <b>From</b> 08/07/2018



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arch Cr	iteria										
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Select A	All 🛄 Cle	ar All	Pro	cess Monit	or						
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Run Re	con Refr	sh	Reports Ex	ceptions	~	Run Report	Report Ma	nager			
Run Re	con Refr	ish	Reports Ex	ceptions	~	Run Report	Report Ma	nager			
un Re	con Refr	sh	Reports Ex	ceptions	~	Run Report	Report Ma	nager			
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Run Re	con Refr	sh	Reports Ex	ceptions	V	Run Report	Report Ma	nager			
Run Rei	con Refr	sh	Reports Ex	ceptions	V	Run Report	Report Ma	nager			
Run Rei	con Refn	sh	Reports Ex	ceptions	V	Run Report	Report Ma	nager			

Step	Action
40.	Enter the appropriate information into the <b>From</b> field.
	For this example, type <b>01/01/2018</b> .  From <b>08/07/2018</b>



Select All Run Reco Notify	c Reconciliation teria hk ID 044115443 Date Statement As Of Date ments Bank ID Account i Clear All on Refresh	# IBAN Process Moni Reports Exceptions	Account # 510883296 From 01/01/2018	ii) Thru 0	Statement ID As	Search Of Date Trans	Personalize Page E
earch Crite Bani *E ank Stater Select Select All Run Reco Notify	teria sk ID 044115443 Date Statement As Of Date ments Bank ID Account i Clear All on Refresh	IBAN     IBAN     Process Moni Reports Exceptions	Account # 510883296 From 01/01/2018	3 Thru 0	Statement ID As	Search Of Date Trans	Personalize   Find   \ Reconciled
Banl *E ank Stater Select All Run Reco Notify	I Clear All On Refresh	IBAN     IBAN     Process Moni Reports Exceptions	Account # 510883296 From 01/01/2018 or	B Thru 0	Statement ID As	Search Trans	Personalize   Find   \ Reconciled
*E ank Stater Select All Run Reco Notify	Date Statement As Of Date ments Bank ID Account : Clear All on Refresh	# IBAN Process Moni Reports Exceptions	From 01/01/2018	B Thru 0	Statement ID As	Search Of Date Trans	Personalize   Find   \ Reconciled
*E ank Stater Select Select All Run Reco Notify	ments Bank ID Account i Clear All on Refresh	# IBAN Process Moni Reports Exceptions	or	Run Report Report	Statement ID As	Of Date Trans	Personalize   Find   N Reconciled
ank Stater Select Select All Run Reco Notify	ments Bank ID Account 1 Clear All on Refresh	# IBAN Process Monil Reports Exceptions	or V	Run Report Report	Statement ID As	Of Date Trans	Personalize   Find   \ Reconciled
Select All Select All Run Reco	Bank ID Account I Clear All on Refresh	# IBAN Process Monit Reports Exceptions	or V F	Run Report Repor	Statement ID As	Of Date Trans	Reconciled
Select All Run Reco Notify	Ctear All	Process Monit Reports Exceptions	or V F	Run Report Report	rt Manager		
Select All Run Reco Notify	Clear All Clear All Refresh	Process Monit	or V F	Run Report Report	rt Manager		

Step	Action
41.	Begin the search.
	Click the Search button.



Account # 3 510883296	IBAN				Pers	eneline   Find   M
Account #	IBAN					onalize   Find   V
3 510883296			Statement ID	As Of Date	Trans	Reconciled
			19439	01/17/2018	2	0
3 510883296			19438	01/16/2018	11	0
3 510883296			19437	01/12/2018	22	0
3 510883296			19436	01/11/2018	14	0
3 510883296			19435	01/10/2018	3	0
3 510883296			19434	01/09/2018	11	0
3 510883296			19433	01/08/2018	13	0
3 510883296			19432	01/05/2018	14	0
3 510883296			19431	01/04/2018	16	0
3 510883296			19430	01/03/2018	11	11
3 510883296			19429	01/02/2018	27	27
	3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       Clear All     Report	3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       4     Process Monitor       Reports     Exceptions	3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       3     510883296       Clear All     Process Monitor       Reports Exceptions V Run Report	3     510883296     19437       3     510883296     19436       3     510883296     19435       3     510883296     19434       3     510883296     19433       3     510883296     19433       3     510883296     19432       3     510883296     19432       3     510883296     19431       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       3     510883296     19430       4     19430     19430       5     19430     19430       5     19430     19430       5     19430     19430	3     51083296     19437     01/12/2018       3     51083296     19436     01/11/2018       3     51083296     19436     01/10/2018       3     51083296     19434     01/09/2018       3     51083296     19433     01/08/2018       3     510883296     19432     01/06/2018       3     51083296     19431     01/06/2018       3     51083296     19431     01/04/2018       3     51083296     19431     01/04/2018       3     51083296     19430     01/03/2018       3     51083296     19430     01/03/2018       3     51083296     19430     01/02/2018       Clear All     Process Monitor       Renort Manager	3       510883296       19437       01/12/2018       22         3       510883296       19436       01/11/2018       14         3       510883296       19436       01/11/2018       3         3       510883296       19435       01/02/018       3         3       510883296       19434       01/09/2018       11         3       510883296       19433       01/08/2018       13         3       510883296       19432       01/05/2018       14         3       510883296       19431       01/04/2018       16         3       510883296       19431       01/04/2018       16         3       510883296       19430       01/03/2018       11         3       510883296       19430       01/03/2018       11         3       510883296       19429       01/02/2018       27         Clear All Process Monitor         Reports Exceptions         Run Report

Step	Action
42.	For the statements that were reconciled, the Reconciled column should be populated with the same quantity as the transaction column. You will need to research the issues for transactions that did not reconcile.
	Use the <b>Reports</b> drop-down field to select and generate the <b>Errors</b> and <b>Exceptions</b> reports.
	<b>Errors</b> generates a report listing instances where a bank reference number does not match any reference number in the TeamWorks system.
	Exceptions generates a report of automatically reconciled exceptions.



Ba	ank ID 044115443	Q As Of Date	Account # 510883296	Thru 08/20/201		Orarah		
ank Stat	Date Otatement			1110 00/20/20		Search	Borr	
Select	Bank ID	Account #	IBAN	Sta	tement ID	As Of Date	Trans	Reconciled
	044115443	510883296		10/	139	1/17/2018	2	0
	044115443	510883296		19	138	01/16/2018	11	0
	044115443	510883296		194	137	01/12/2018	22	0
	044115443	510883296		194	136 (	01/11/2018	14	0
	044115443	510883296		194	135 0	01/10/2018	3	0
	044115443	510883296		194	134	01/09/2018	11	0
	044115443	510883296		194	433	01/08/2018	13	0
	044115443	510883296		194	132	01/05/2018	14	0
	044115443	510883296		194	131 (	01/04/2018	16	0
	044115443	510883296		194	430	01/03/2018	11	11
	044115443	510883296		194	429	01/02/2018	27	27
Select / Run Re Notify	All Cie econ Refr	ar All esh Reports	Process Monitor Exceptions Run Report	Report Manag	er			

Step	Action
43.	If the user's profile has the proper security access, transactions that do not perfectly match can be corrected or forced to reconcile on this page or on the <b>Manual Reconciliation</b> page. These transactions should be researched prior to forcing the recon status.
	Payment reference types of Wire, EFT, and, Deposits must be manually reconciled, unless the agency loads the CTAS files.
	Transactions should be marked as 'Reconciled' if all of the payment information matches the bank statement.





Ba	ank ID 044115443	٩	Account # 510883296	Q			
	*Date Statement	As Of Date	✓ From 01/01/2018 射	Thru 08/20/2018 🛐	Search		
ank Stat	tements					Pers	sonalize   Find
Select	Bank ID	Account#	IBAN	Statement	ID As Of Date	Trans	Reconciled
	044115443	510883296		19439	01/17/2018	2	0
	044115443	510883296		19438	01/16/2018	11	0
	044115443	510883296		19437	01/12/2018	22	0
	044115443	510883296		19436	01/11/2018	14	0
	044115443	510883296		19435	01/10/2018	3	0
	044115443	510883296		19434	01/09/2018	11	0
	044115443	510883296		19433	01/08/2018	13	0
	044115443	510883296		19432	01/05/2018	14	0
	044115443	510883296		19431	01/04/2018	16	0
	044115443	510883296		19430	01/03/2018	11	11
	044115443	510883296		19429	01/02/2018	27	27
Select /	All Cle	ar All P	ocess Monitor				
Run Re	Refre	esh Reports E	xceptions V Run Re	port Report Manager			

Step	Action
44.	Click here ( <u>http://www.surveymonkey.com/r/25KG2HH</u> ) to take a quick survey.

Thank you!