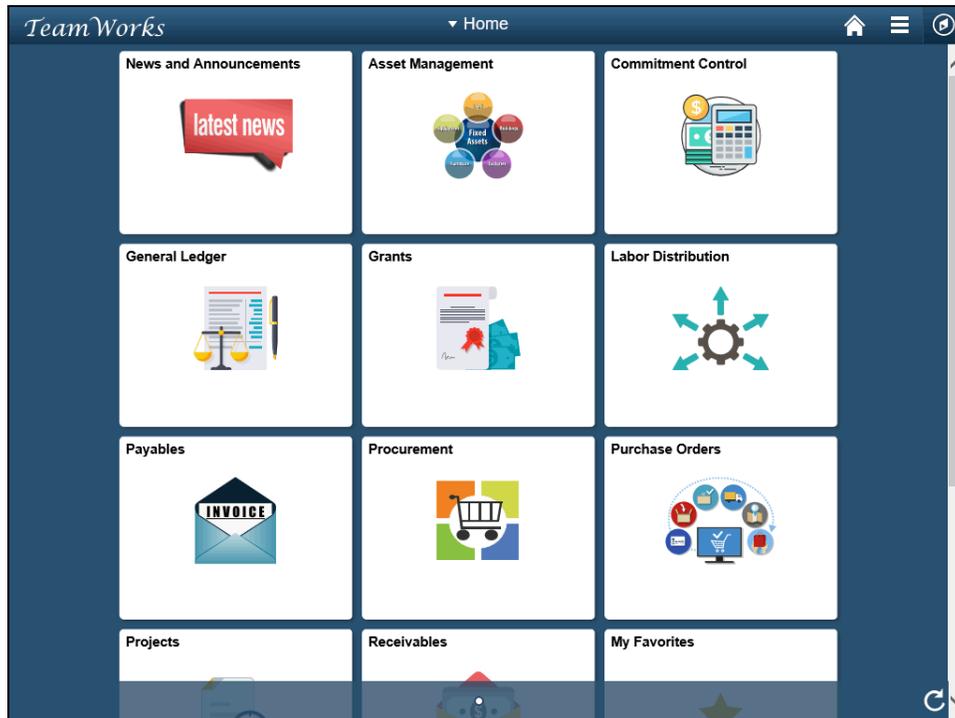
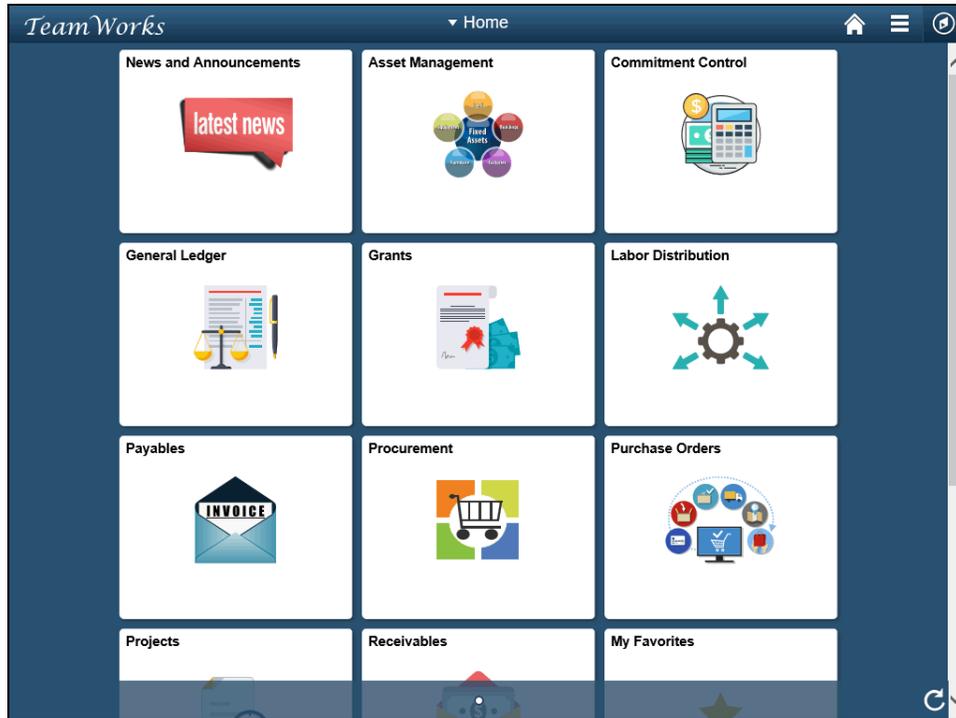


## Running the Banking Manual Reconciliation Process

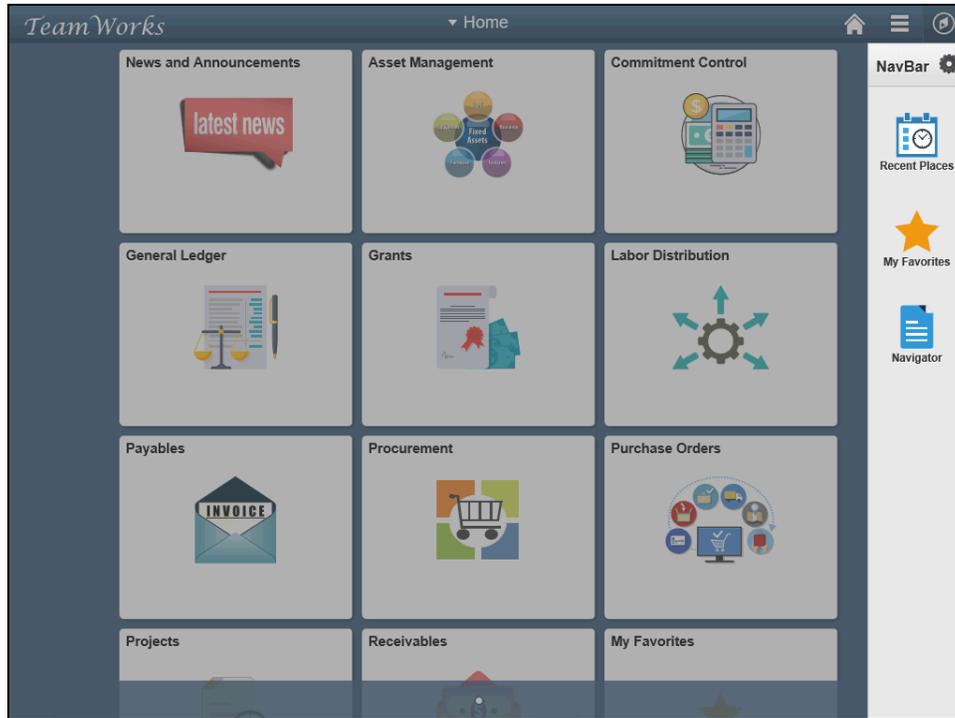
The State of Georgia will support automatic and manual Bank Reconciliation methods of TeamWorks. Bank Reconciliation is the process by which your cash transactions are reconciled with the Bank’s records for a specific Bank account. Each agency must choose either automatic or manual reconciliation method 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.



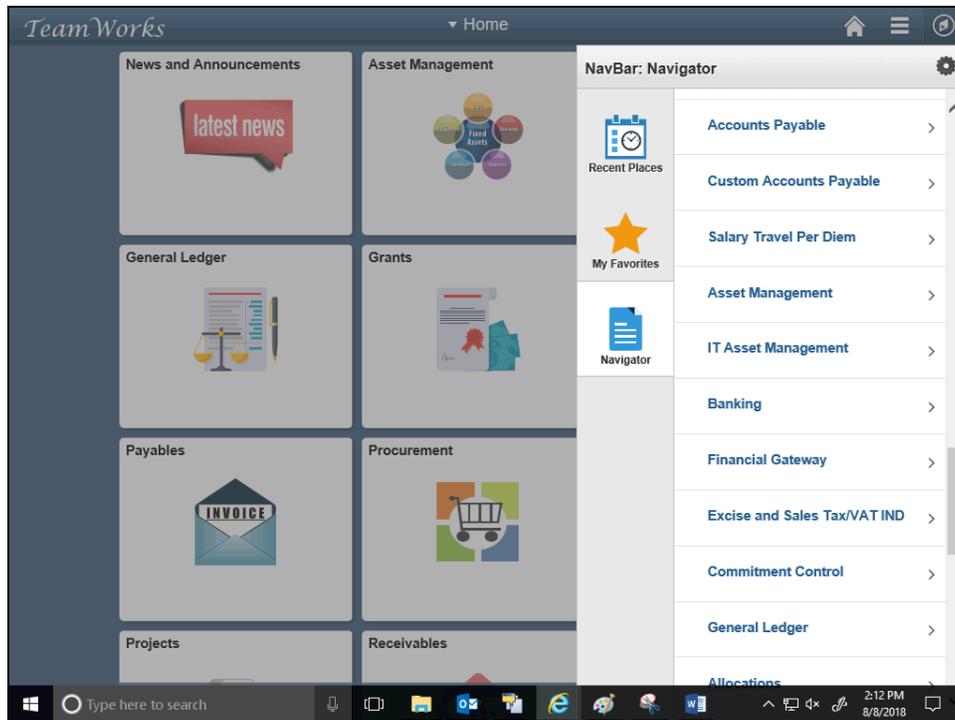
Step	Action
1.	<p><b>Note:</b> This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financials system please select all values and options based on your agency policy, paperwork on hand and current situation.</p>



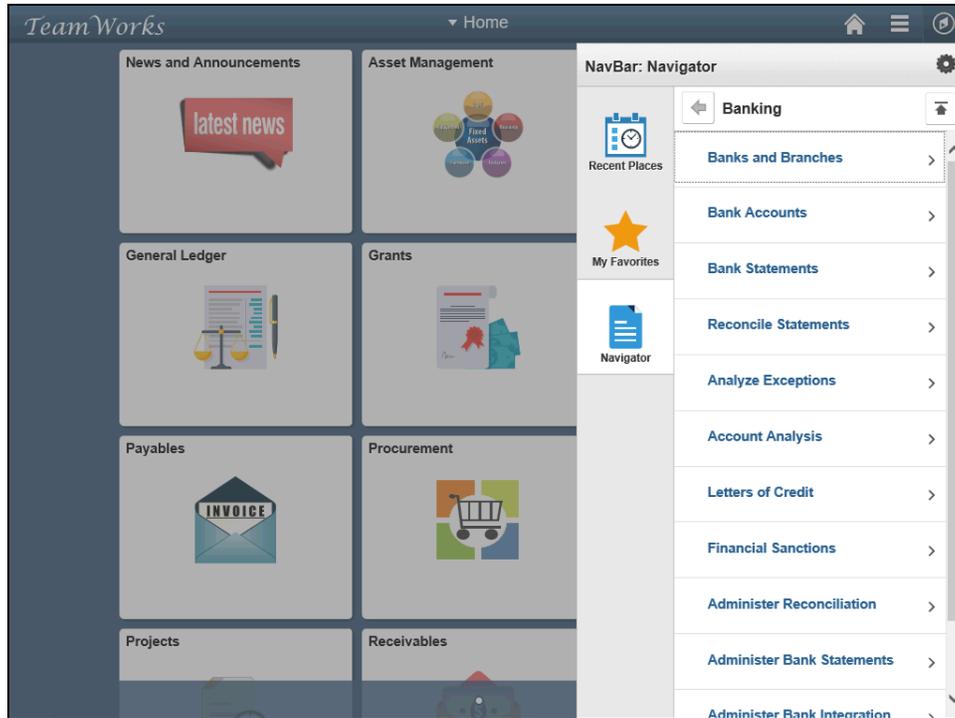
Step	Action
2.	<p>Begin by navigating to the <b>Manual Reconciliation</b> page.</p> <p>Click the <b>NavBar</b> icon.</p> 



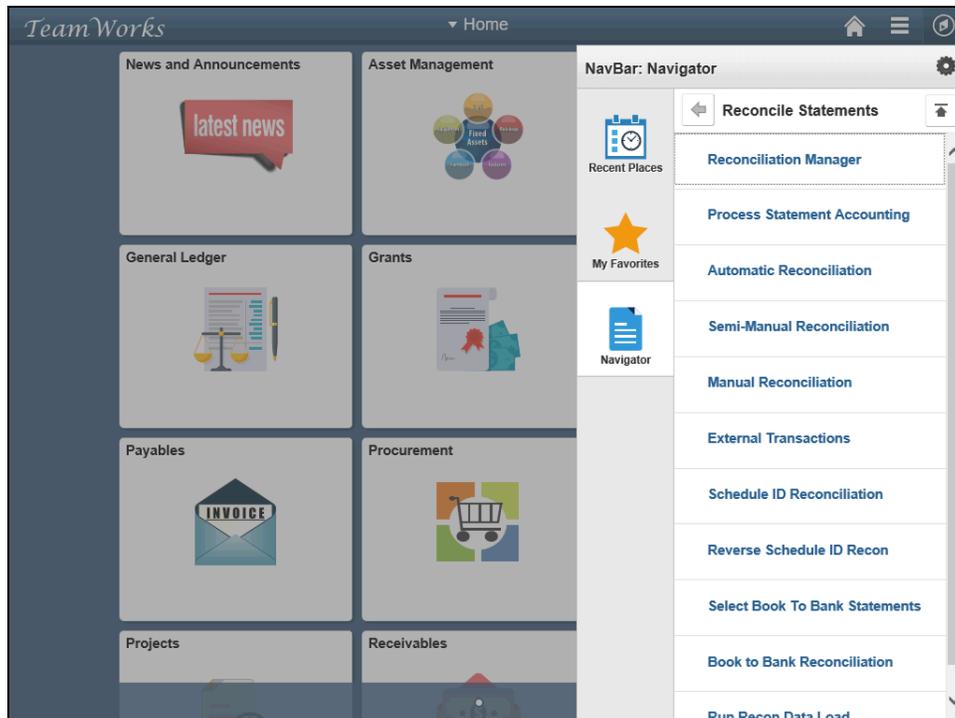
Step	Action
3.	Click the <b>Navigator</b> tile. <div data-bbox="354 1066 557 1270" style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>



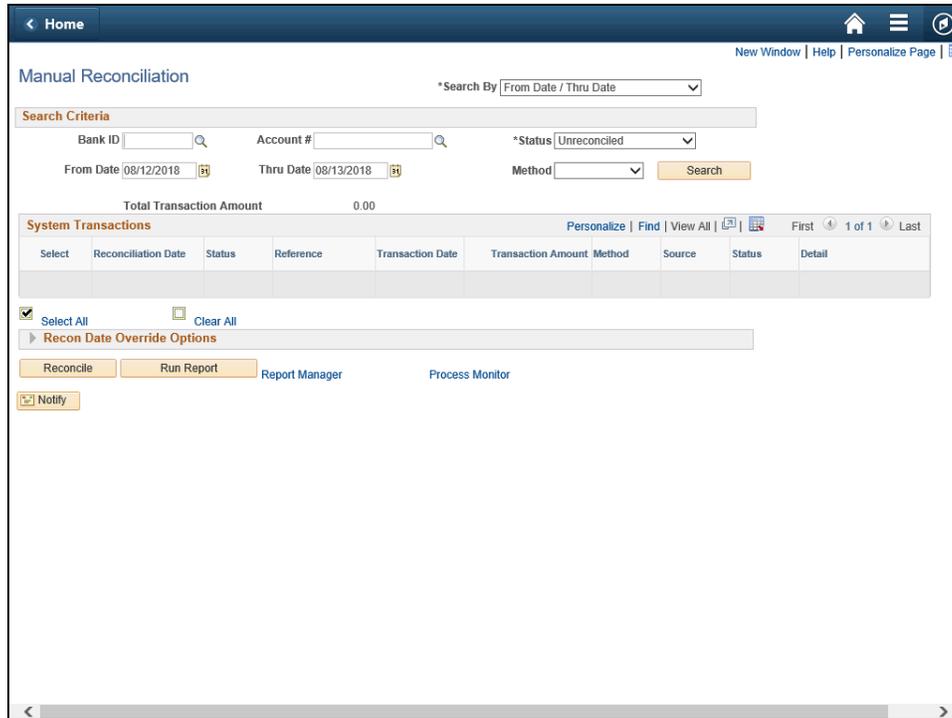
Step	Action
4.	Click the <b>Banking</b> link. 



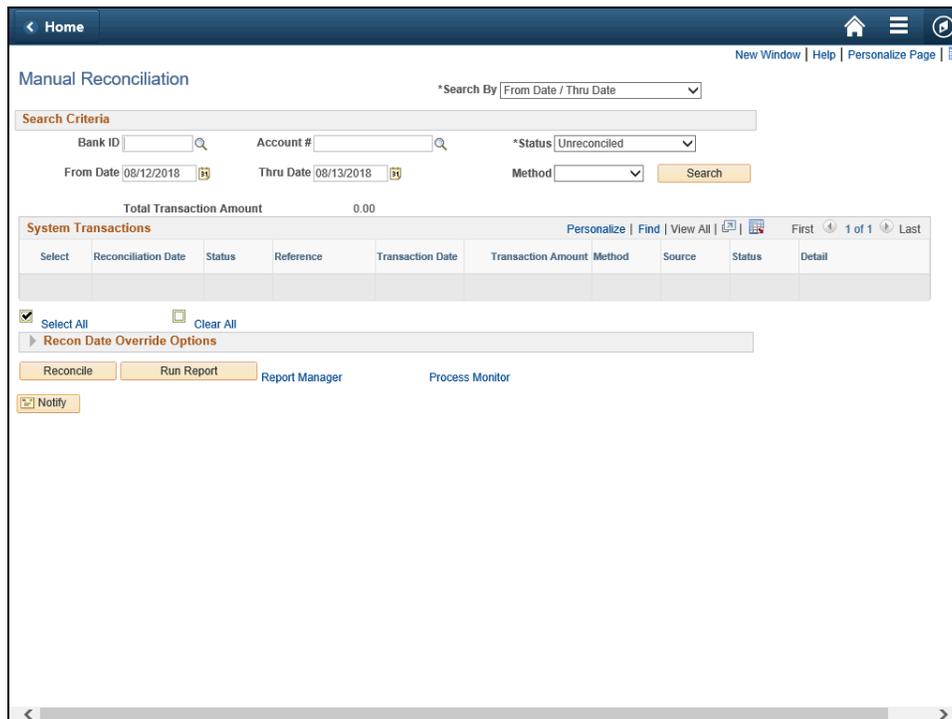
Step	Action
5.	Click the <b>Reconcile Statements</b> link. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <b>Reconcile Statements</b> &gt;           </div>



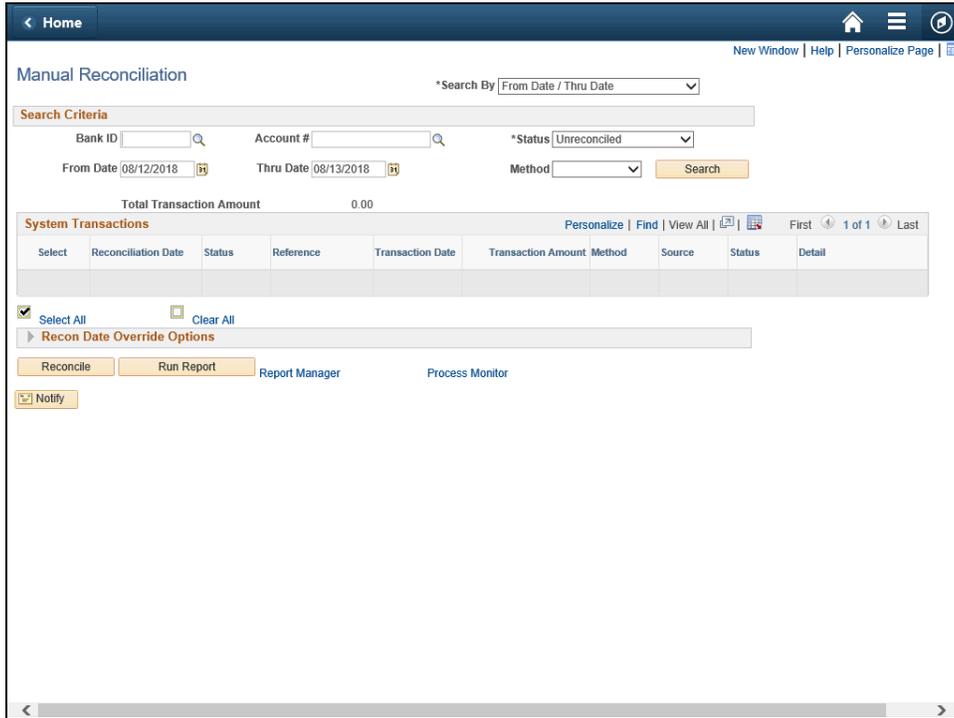
Step	Action
6.	Click the <b>Manual Reconciliation</b> link. <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <b>Manual Reconciliation</b> </div>



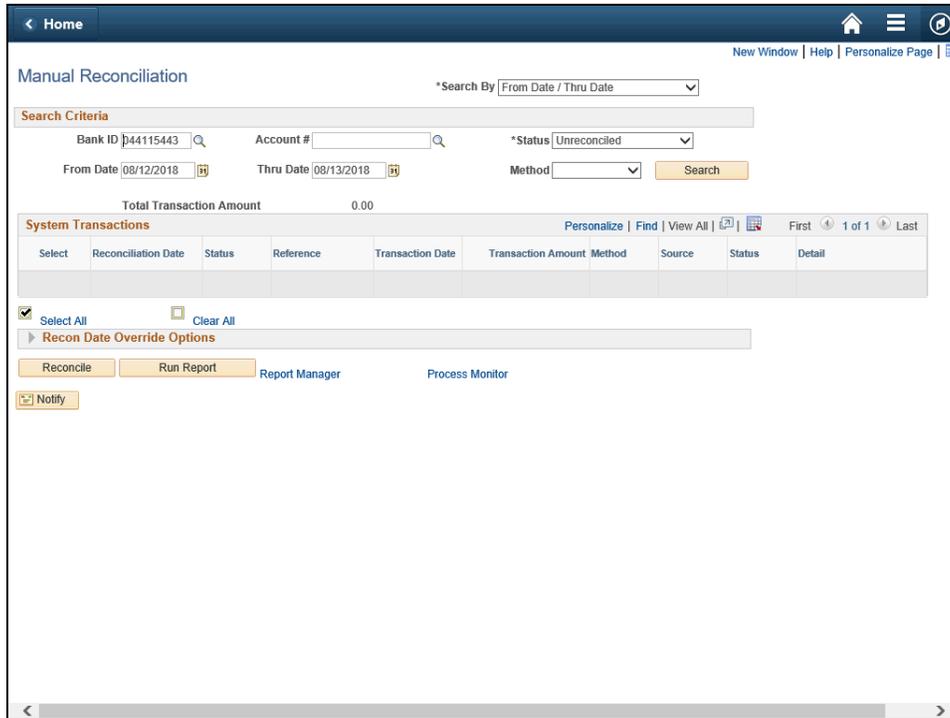
Step	Action
7.	Use the <b>Manual Reconciliation</b> page to search for and review transactions that require a manual reconciliation.



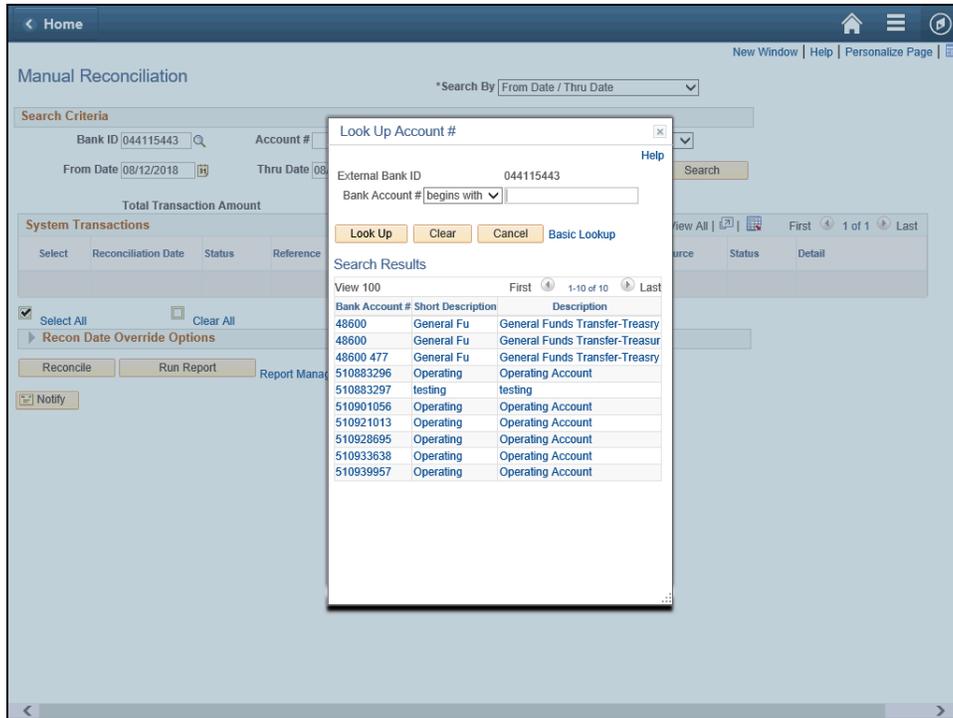
Step	Action
8.	<p>Search for or enter the <b>Bank ID</b> by using the bank's routing number.</p> <p>Click in the <b>Bank ID</b> field.</p> <p>Bank ID <input type="text"/></p>



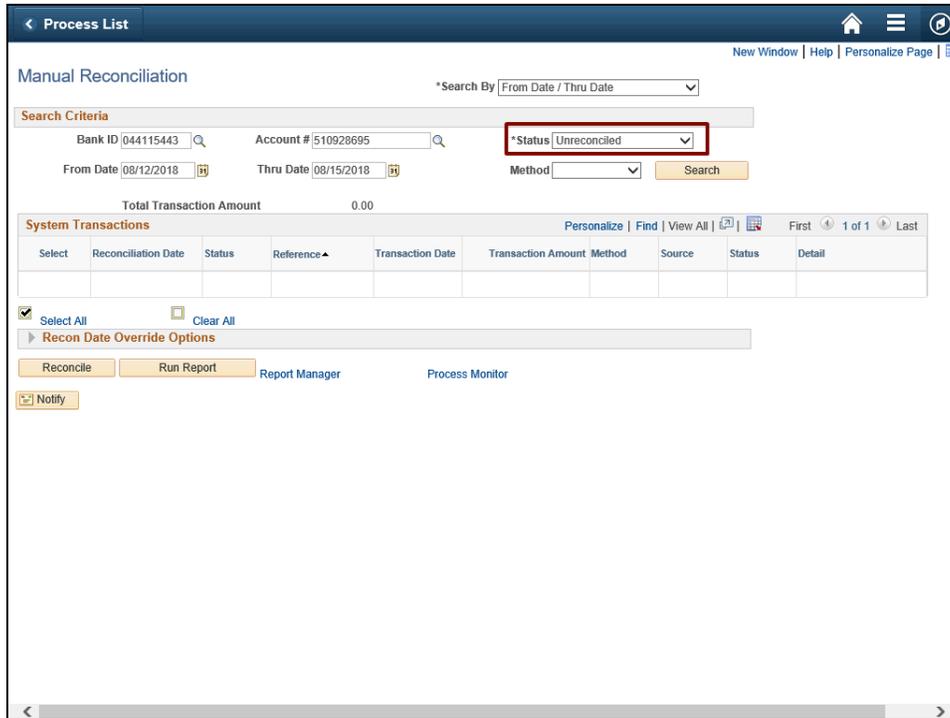
Step	Action
9.	<p>Enter the appropriate routing number into the <b>Bank ID</b> field.</p> <p>For this example, type <b>044115443</b> for JPMorgan Chase Bank N.A.</p> <p>Bank ID <input type="text"/></p>



Step	Action
10.	<p>For this example, the user knows part of the account number and needs to search for it.</p> <p>Click the <b>Look up Account #</b> button.</p> <p>Account # <input data-bbox="474 1129 722 1165" type="text"/> </p>



Step	Action
11.	<p>Select the appropriate <b>Bank Account #</b> for the reconciliation.</p> <p>For this example, click the <b>510928695 Bank Account #</b> link. Click on any link located on the same line as that bank account #.</p> <p><b>510928695</b>   <b>Operating</b>   <b>Operating Account</b></p>



Step	Action
12.	<p>There are only two valid <b>Status</b> values 'Reconciled' and 'Unreconciled'. Users can use 'Reconciled' to review accounts that are reconciled.</p> <p>For this example, the user is performing a reconciliation, so search for 'Unreconciled' transactions.</p>

Process List

Manual Reconciliation

\*Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 08/12/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount 0.00

System Transactions Personalize Find View All First 1 of 1 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>									

Select All Clear All

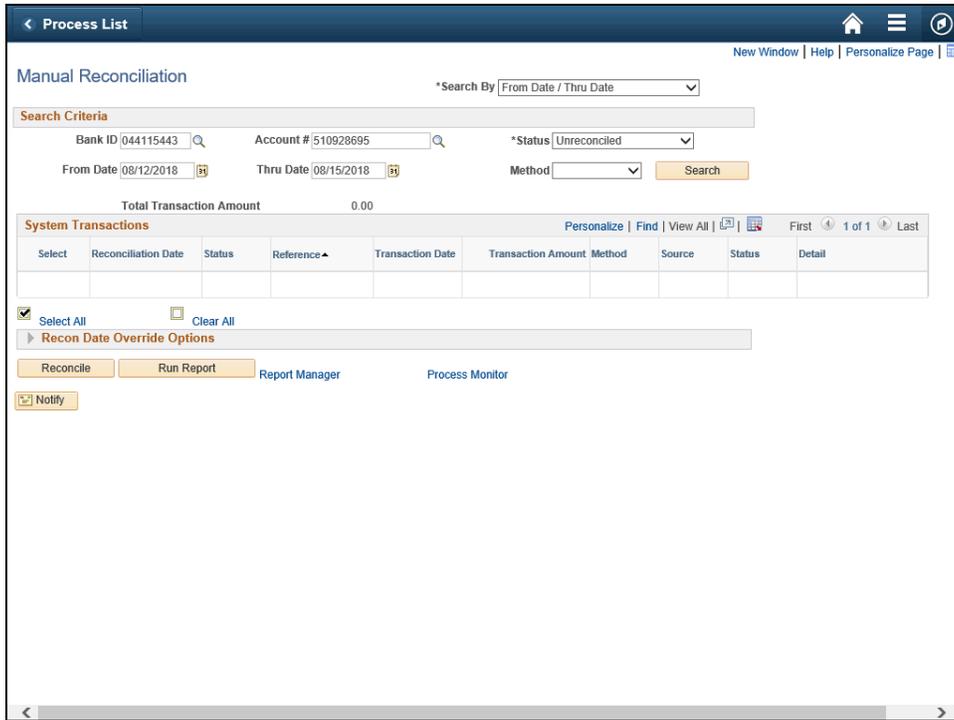
Recon Date Override Options

Reconcile Run Report Report Manager Process Monitor

Notify

Step	Action
13.	<p>An important step in this transaction involves selecting the <b>From</b> and <b>Thru Date</b> range for the transaction.</p> <p>If the user selects the wrong date range, the system may return incorrect transactions or no transactions at all.</p>

Step	Action
14.	<p>For this example, the user wants to review transactions from January 1,2018 through August 15, 2018.</p> <p>Click in the <b>From Date</b> field.</p> <p><b>From Date</b> <span style="border: 1px solid red; padding: 2px;">08/12/2018</span></p>



Step	Action
15.	Enter the appropriate beginning date for the bank statements into the <b>From</b> field.  For this example, type <b>01/01/2018</b> . From Date <span style="border: 1px solid red; padding: 2px;">08/12/2018</span>

Step	Action
16.	Begin the search after the criteria has been entered.  Click the <b>Search</b> button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Search</div>

Manual Reconciliation

\*Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

Select All Clear All

Recon Date Override Options

Reconcile Run Report Report Manager Process Monitor

Notify

Step	Action
17.	<p>If you open a bank account in the <b>Manual Reconciliation</b> page that is set for automatic reconciliation, a popup warning message displays stating "This bank account is set up to use Automatic Reconciliation."</p> <p>To avoid this warning, you should not perform manual reconciliation on bank accounts whose reconciliation method is <b>Automatic</b>.</p>

Manual Reconciliation

\*Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

System Transactions

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

Select All Clear All

Recon Date Override Options

Reconcile Run Report Report Manager Process Monitor

Notify

Step	Action
18.	<p>The system displays transactions that meet the search criteria in the <b>System Transactions</b> section.</p> <p><b>Reconciliation Date</b> is the date the transaction cleared the bank.  <b>Status</b> is UNR for unreconciled or REC for reconciled.  <b>Transaction Date</b> is the date the system transaction occurred.  <b>Status</b> is the payment status for payables transactions.  <b>Detail</b> is the transaction type or payment method.</p>

Manual Reconciliation

\*Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

Select All Clear All

Recon Date Override Options

Reconcile Run Report Report Manager Process Monitor

Notify

Step	Action
19.	Click the <b>Expand Recon Date Override Options</b> button. 

Manual Reconciliation

\*Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

Select All Clear All

Recon Date Override Options

Override Reconciliation Date Enter Reconciliation Date 08/15/2018

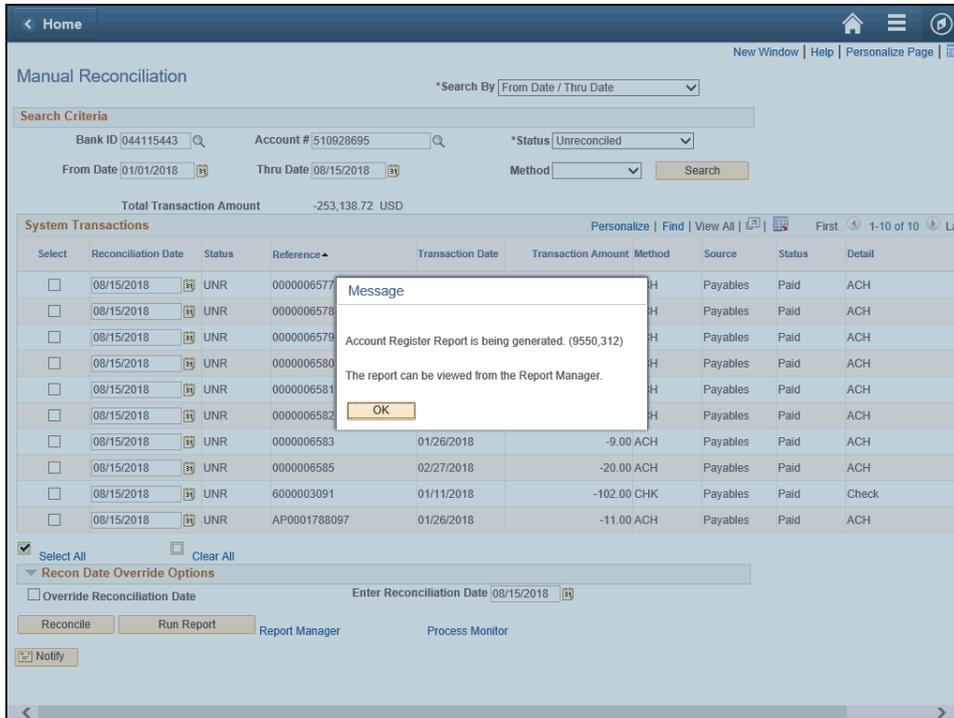
Reconcile Run Report Report Manager Process Monitor

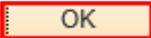
Notify

Step	Action
20.	The <b>Recon Date Override Options</b> section provides users with the functionality to override the default reconciliation date during the process.

The screenshot shows the 'Manual Reconciliation' interface. At the top, there are search criteria fields for Bank ID (044115443), Account # (510928695), and Status (Unreconciled). Below this is a table of 'System Transactions' with columns for Select, Reconciliation Date, Status, Reference, Transaction Date, Transaction Amount, Method, Source, Status, and Detail. The table contains 12 rows of transactions. Below the table, there are 'Select All' and 'Clear All' buttons, followed by the 'Recon Date Override Options' section. This section includes a checkbox for 'Override Reconciliation Date' and a text input field for 'Enter Reconciliation Date' set to 08/15/2018. At the bottom, there are buttons for 'Reconcile', 'Run Report', 'Report Manager', and 'Process Monitor', along with a 'Notify' button.

Step	Action
21.	<p>Before reconciling you are able to run the Register report.</p> <p>Click the <b>Run Report</b> button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">Run Report</div>



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

Manual Reconciliation New Window | Help | Personalize Page

\* Search By From Date / Thru Date

**Search Criteria**

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

**System Transactions** Personalize | Find | View All | First | 1-10 of 10 | Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

Select All  Clear All

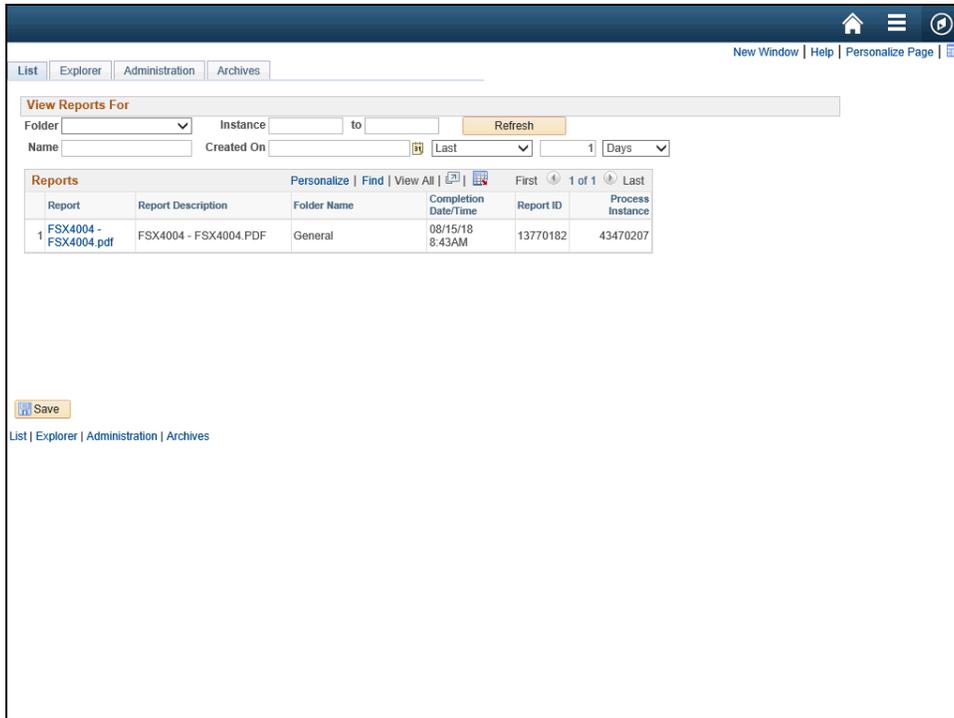
**Recon Date Override Options**

Override Reconciliation Date Enter Reconciliation Date 08/15/2018

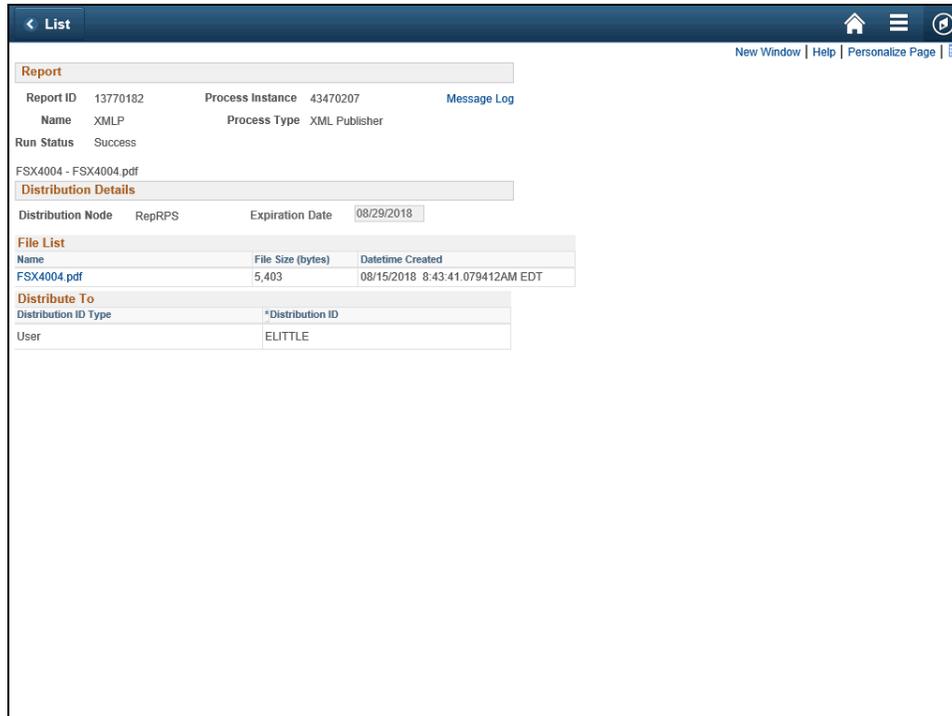
Reconcile Run Report Report Manager Process Monitor

Notify

Step	Action
23.	<p>Review the report generated.</p> <p>Click the <b>Report Manager</b> link.</p> <p><b>Report Manager</b></p>



Step	Action
24.	<p>Review the reports.</p> <p>Click the <b>FSX4004-FSX4004.pdf</b> link for Report ID 13770182.</p> <p>Report</p> <p><b>FSX4004 - FSX4004.pdf</b></p>



Step	Action
25.	<p>Another page opens with report details of the <b>Run Status</b> 'Success' including the PDF link to open the selected report.</p> <p>Click the <b>FSX4004.pdf</b> link.</p> <p><b>Name</b>  <span style="border: 1px solid red; padding: 2px;">FSX4004.pdf</span></p>

**ORACLE**  
 Report Definition: FSX4004

Enterprise Financials  
 Account Register

Page: 1 of 1  
 Run Date: 8/15/2018  
 Run Time: 8:43:35

Bank Number: 044115443  
 Bank Account: 510028995  
 IBAN ID:

From Date: 1/01/2018    To Date: 8/15/2018

Reference Number	Transaction Amount	Converted Amount	Transaction Date	Transaction Status	Transaction Detail	Date	Reconciliation Method	Operator	Status
0000006577	152,700.54	152,700.54	1/04/2018	Paid	AP Payment		Unreconciled		UNR
0000006578	99,893.43	99,893.43	1/04/2018	Paid	AP Payment		Unreconciled		UNR
0000006579	117.20	117.20	1/04/2018	Paid	AP Payment		Unreconciled		UNR
0000006580	55.55	55.55	1/04/2018	Paid	AP Payment		Unreconciled		UNR
0000006581	345.00	345.00	1/12/2018	Paid	AP Payment		Unreconciled		UNR
0000006582	85.00	85.00	1/16/2018	Paid	AP Payment		Unreconciled		UNR
0000006583	9.00	9.00	1/26/2018	Paid	AP Payment		Unreconciled		UNR
0000006584	11.00	11.00	1/26/2018	Paid	AP Payment		Unreconciled		UNR
0000006585	20.00	20.00	2/27/2018	Paid	AP Payment		Unreconciled		UNR
6000003091	102.00	102.00	1/11/2018	Paid	AP Payment		Unreconciled		UNR

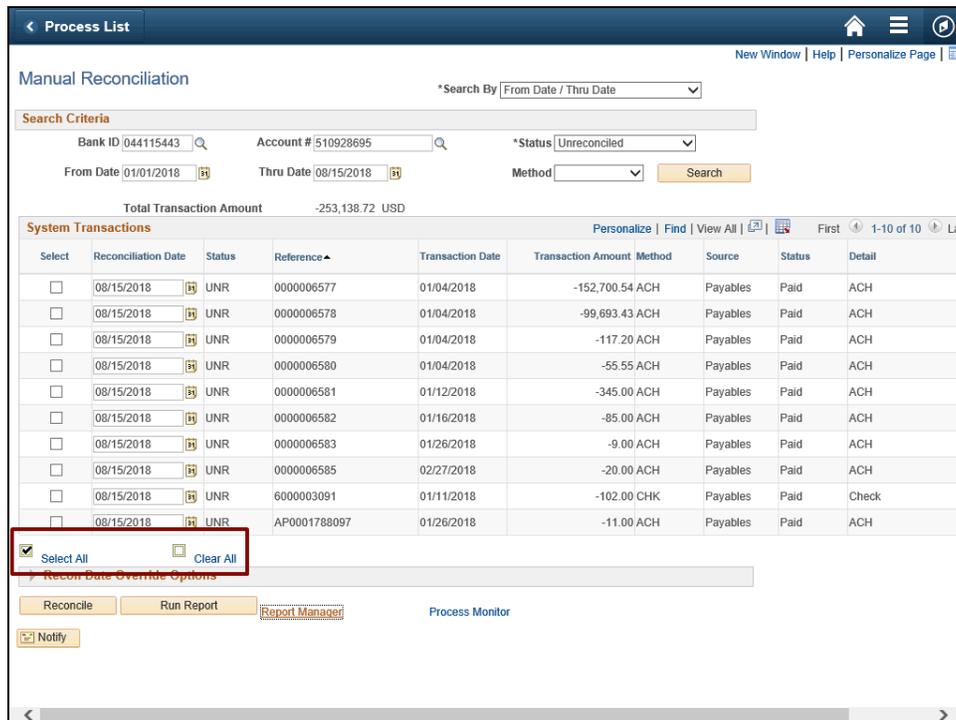
Unreconciled Transactions: 10  
 Unreconciled Amount: 253,138.72

End of Report

1 / 1

Step	Action
26.	The PDF report opens in another browser tab. You have the option to save the report to your computer and use to verify the transactions reconciled.

Step	Action
27.	<p>Return to the <b>Manual Reconciliation</b> page to proceed with reconciling the transactions.</p> <p>Click the <b>Manual Reconciliation</b> tab.</p> 



Step	Action
28.	<p><b>Select All</b> link enters a check mark in the Select checkbox of every transaction in the search results.</p> <p><b>Clear All</b> link deselects or clears the check mark in the Select checkbox of every transaction in the search results.</p>

Process List New Window | Help | Personalize Page

Manual Reconciliation \*Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

Select All  Clear All  
 Reconcile Run Report Report Manager Process Monitor  
 Notify

Step	Action
29.	<p>The transactions can be selected individually or all at the same time.</p> <p><b>Note:</b> For reconciliation, only select the transactions that have cleared the bank.</p> <p>Click the <b>Select All</b> link to place a check mark beside all of the transactions.</p> 

**Process List** New Window | Help | Personalize Page

**Manual Reconciliation** \*Search By From Date / Thru Date

**Search Criteria**

Bank ID 044115443 Account # 510928695 \*Status Unreconciled

From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

**System Transactions** Personalize | Find | View All | First 1-10 of 10 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
<input checked="" type="checkbox"/>	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input checked="" type="checkbox"/>	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH

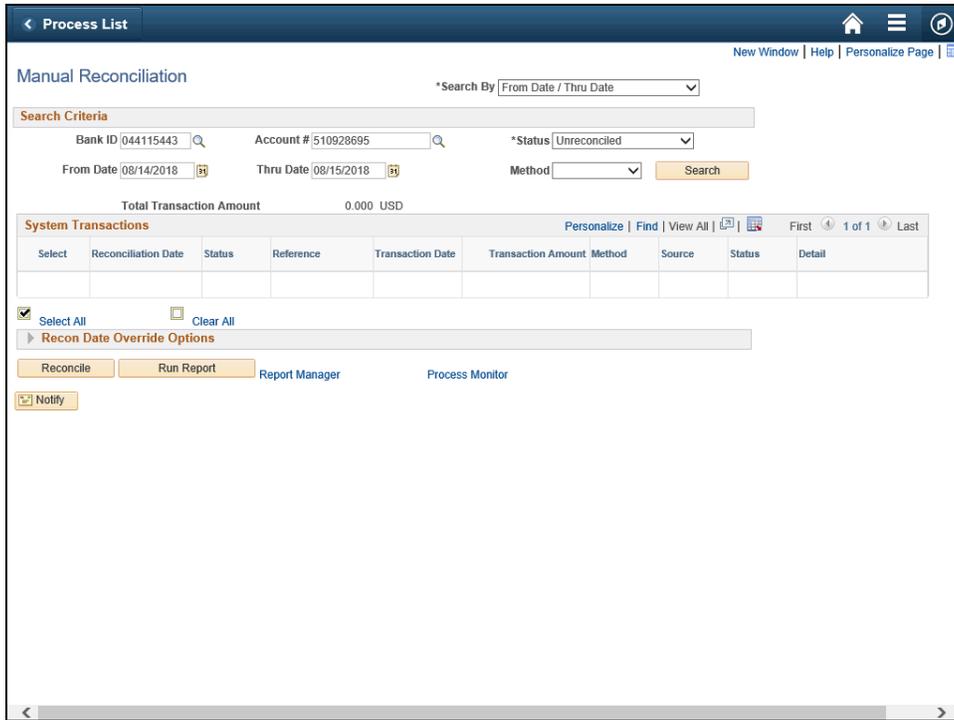
Select All  Clear All

Recon Date Override Options

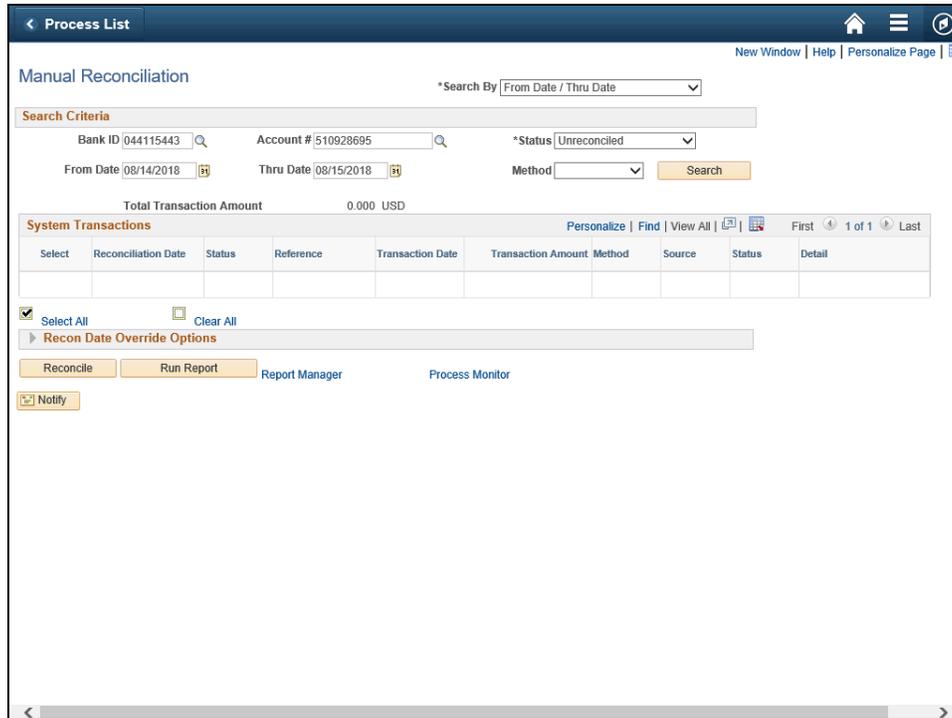
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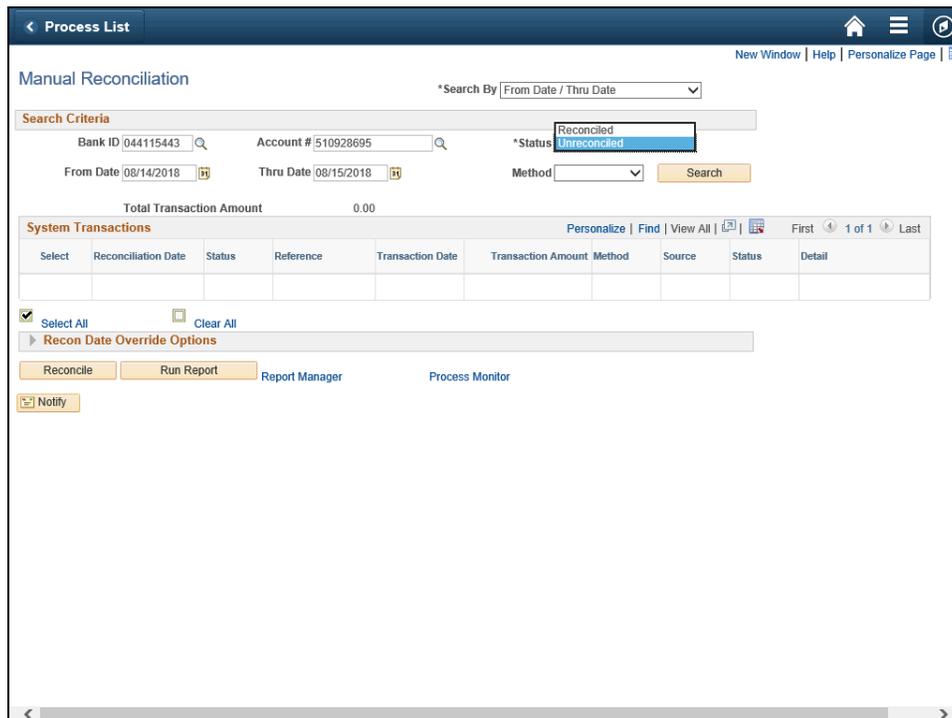
Step	Action
30.	<p>After selecting the transactions, you are ready to reconcile them.</p> <p>Click the <b>Reconcile</b> button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 5px 0;">Reconcile</div>



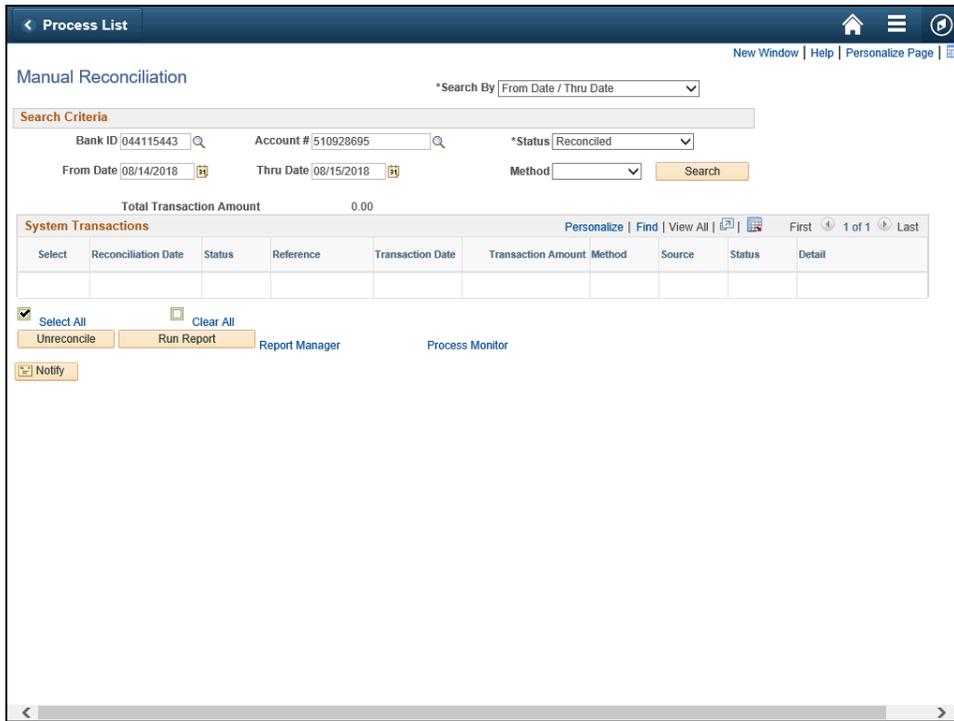
Step	Action
31.	<p>After running the <b>Reconciliation</b> process, the transactions clear from the System Transaction grid.</p> <p>To verify that the transactions successfully cleared, search through the reconciled transactions that have the current Reconciliation Date.</p>

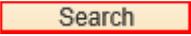


Step	Action
32.	Click the <b>Status</b> drop-down list. *Status <b>Unreconciled</b> ▼



Step	Action
33.	Click the <b>Reconciled</b> drop-down list item. 



Step	Action
34.	As necessary, make updates to <b>From</b> and <b>Thru Dates</b> criteria. For this example, no more changes are needed.  Click the <b>Search</b> button. 

**Manual Reconciliation**

\*Search By | From Date / Thru Date

**Search Criteria**

Bank ID 044115443 Account # 510928695 \*Status Reconciled

From Date 08/14/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,098.72 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	REC	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	REC	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH

Select All Clear All

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

Process List

Manual Reconciliation

\*Search By | From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 \*Status Reconciled

From Date 08/14/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,098.72 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	REC	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	08/15/2018	REC	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	REC	0000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH

Select All Clear All

Unreconcile Run Report Report Manager Process Monitor

Notify

Step	Action
36.	Click <a href="http://www.surveymonkey.com/r/25KG2HH">here</a> to take a quick survey.

Thank you!