

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.

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	General Ledger	Grants	Labor Distribution			
	Payables	Procurement	Purchase Orders			ľ
	Projects	Receivables	My Favorites			
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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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Step	Action
2.	Begin by navigating to the Manual Reconciliation page.
	Click the NavBar icon.





Step	Action
3.	Click the Navigator tile.
	Navigator



Step	Action
4.	Click the Banking link.
	Banking >



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Step	Action	
5.	Click the Reconcile Statements link.	
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Step	Action
6.	Click the Manual Reconciliation link.
	Manual Reconciliation



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

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Step	Action
8.	Search for or enter the Bank ID by using the bank's routing number.
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Step	Action
9.	Enter the appropriate routing number into the Bank ID field.
	For this example, type 044115443 for JPMorgan Chase Bank N.A. Bank ID



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Step	Action
10.	For this example, the user knows part of the account number and needs to search for it. Click the Look up Account # button. Account #



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Step	Action
11.	Select the appropriate Bank Account # for the reconciliation.
	the same line as that bank account #.
	510928695 Operating Operating Account



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Step	Action
12.	There are only two valid Status values 'Reconciled' and 'Unreconciled'. Users can use 'Reconciled' to review accounts that are reconciled.
	transactions.



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



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Step	Action
14.	For this example, the user wants to review transactions from January 1,2018 through August 15, 2018. Click in the From Date field. From Date 08/12/2018



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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 Date 08/12/2018



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



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



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



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Fro	m Date 01/01/2018	31	Thru Date 08/15/2018		Method	~	Search		
	Total Transac	tion Amou	nt -253,138.72 USD						
ystem T	ransactions				Persona	alize Find	View All 🔄	First	🕚 1-10 of 10 🛞
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
	08/15/2018	UNR	000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH
Select A	JI 🗖 .	Clear All							
Recon	Date Override Opti	ons							
Reconci	ile Run Re	port	Report Manager	Process Monito	r				

Step	Action
19.	Click the Expand Recon Date Override Options button.
	Recon Date Override Options

lanual	Reconciliation			*Search By Fr	om Date / Thru Date	\checkmark		
earch Cr	iteria							
	Bank ID 044115443	2	Account # 510928695	,	Status Unreconciled	~		
Ero	m Date 01/01/2019		Thru Date 09/15/2019	~	Anthod V	Search		
110	01/01/2018		1110 Date 06/13/2018	y ,	veulou	Search		
C	Total Transact	tion Amou	nt -253,138.72 US	D			. 🖽 📼	
system i	Tansactions				Personalize F	-ind view All 🖙	I EEN FI	st @ 1-10 01 10 @
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount Metho	1 Source	Status	Detail
	08/15/2018	UNR	000006577	01/04/2018	-152,700.54 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006578	01/04/2018	-99,693.43 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006579	01/04/2018	-117.20 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006580	01/04/2018	-55.55 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006581	01/12/2018	-345.00 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006582	01/16/2018	-85.00 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006583	01/26/2018	-9.00 ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006585	02/27/2018	-20.00 ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091	01/11/2018	-102.00 CHK	Payables	Paid	Check
	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00 ACH	Payables	Paid	ACH
Colort		Near All						
Recon	Date Override Optic							
Overrie	de Reconciliation Date		Enter Re	econciliation Date 08/1	5/2018 🗒			
Reconc	ile Run Re	port	Report Manager	Process Monitor				
			- report manager	1100033 MONITO				



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

				*Search By F	rom Date / Thru Date	~			
earch Cr	iteria Dank ID Oddata (da)		A anount # 540030005		+Ctatus Harran ital				
Fro	m Date 01/01/2018	~	Thru Date 08/15/2018		Method	Second	arch		
	Total Transact		252 429 72 1100						
iystem T	ransactions	IOII A IIO	IIIL -253,138.72 USD		Persona	lize Find \	/iew All 🗖	First	④ 1-10 of 10 🕑 La
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
	08/15/2018	UNR	000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091	01/11/2018	-102.00	СНК	Payables	Paid	Check
	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH
Select A	JI C	Clear All							
Recon	Date Override Optio	ons							
Overrio	de Reconciliation Date		Enter Reco	onciliation Date 08	/15/2018 🛐				
Reconc	ile Run Re	port	Report Manager	Process Monitor	r				

Step	Action
21.	Before reconciling you are able to run the Register report. Click the Run Report button. Run Report



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Manual F	Reconciliation				*Search By	From Date / Thru Date		New \	Window Help	Personalize Page 📰
Search Crit	eria				- L					
Ba	ank ID 044115443	ξ	Account # 5109	28695	Q	*Status Unreconciled	,	~		
From	n Date 01/01/2018		Thru Date 08/15	/2018		Method	1	Search		
System Tra	Total Transacti ansactions	ion Amoun	it -253,	138.72 USD		Personal	ize Find	View All I	I 🐺 First	④ 1-10 of 10 🕑 La
Select	Reconciliation Date	Status	Reference		Transaction Date	Transaction Amount	Method	Source	Status	Detail
	08/15/2018	UNR	0000006577	Message			н	Payables	Paid	ACH
	08/15/2018	UNR	0000006578	message			н	Payables	Paid	ACH
	08/15/2018	UNR	000006579	Account Regis	ster Report is bein	g generated. (9550,312)	н	Payables	Paid	ACH
	08/15/2018	UNR	000006580	The second sec	- h		н	Payables	Paid	ACH
	08/15/2018	UNR	0000006581	The report car	n be viewed from t	ne Report Manager.	н	Payables	Paid	ACH
	08/15/2018	UNR	0000006582	ОК			н	Payables	Paid	ACH
	08/15/2018	UNR	0000006583		01/26/2018	-9.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006585		02/27/2018	-20.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091		01/11/2018	-102.00	СНК	Payables	Paid	Check
	08/15/2018	UNR	AP000178809	97	01/26/2018	-11.00	ACH	Payables	Paid	ACH
Select All	C	lear All								
Recon I	Date Override Optio	ns		Enter Recor	nciliation Date 09	1/15/2018				
Override	Reconciliation Date			Lino/ Necol	Joint Date 00	13/2010				
Reconcile	e Run Rep	oort	Report Manager		Process Monito	r				
🖃 Notify										
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Step	Action
22.	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 OK button to close the popup message.



anual	Reconciliation			*Search By Fr	om Date / Thru Date		~		, or other than to be a set of the set of th
arch Cri	iteria								
E	Bank ID 044115443	2	Account # 510928695	Q .	Status Unreconciled		~		
Fro	m Date 01/01/2018	21	Thru Date 08/15/2018	1	/lethod	/	Search		
	Total Transact	ion Amou	nt _253 138 72	חפו					
ystem T	ransactions		100,100.12		Persona	lize Find	View All 🔄	First	④ 1-10 of 10 ④
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
	08/15/2018	UNR	000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091	01/11/2018	-102.00	СНК	Payables	Paid	Check
	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH
Select A		lear All							
Recon	Date Override Optio	ns							
Overric	le Reconciliation Date		Enter	Reconciliation Date 08/1	5/2018				
Reconc	ile Run Rej	port	Report Manager	Process Monitor					
Notify									

Step	Action
23.	Review the report generated.
	Click the Report Manager link. Report Manager



View Reports Fo	r	Instance	fe		afreeb			
Name	~	Created On	10	iii Last	v v	1 Days		
Demoste			Descention I Field		First (1) d	-14 @ 11		
Reports	Report Desc	ription	Folder Name	Completion	FIISt 1	Process		
1 FSX4004 - FSX4004.pdf	FSX4004 - I	FSX4004.PDF	General	08/15/18	12770192	Instance		
Save				8:43AM	13/10102	43470207		
Save Explorer Adminis	tration Archiv	es		8 43AM	13770102	43470207		

Step	Action					
24.	Review the reports.					
	Click the FSX4004-FSX4004.pdf link for Report ID 13770182.					
	FSX4004 - FSX4004.pdf					



Report						
Report ID 1377	0182	Process Instance	43470	207	Message Lo	,
Name XML	P	Process Type	XML F	ublisher		
Run Status Succ	ess					
FSX4004 - FSX4004	.pdf					
Distribution Deta	ails					
Distribution Node	RepRPS	Expiration	n Date	08/29/2018		
File List						
Name		File Size (bytes)	Datetime Cre	ated	
Pistribute To		5,403		08/15/2018	8.43.41.07941ZA	NEDI
Distribution ID Type		* Distrib	ution ID			
User		ELITTL	E			

Step	Action
25.	Another page opens with report details of the Run Status 'Success' including the PDF link to open the selected report. Click the FSX4004.pdf link.



Report Definition: FSX4004				Enterprise Fi Account Re	Pag Run Date Run Time	1 of 1 8/15/2018 8:43:35			
Bank Number: Bank Account: IBAN ID:	044115443 510928695		From Dat	e: 1/01/2018	To Date: 8/15/2018				
Reference Number	Transaction	Converted	Transaction	Transaction Status	Transaction Detail	Date	Reconciliation Method	Operator	Status
000006577	Amount 152 700 54	Amount 152 700 54	Date 1/04/2018	Paid	AP Payment		Interconciled		LINR
0000008578	00 603 43	00 803 43	1/04/2019	Paid	AP Payment		Uproconciled		LIND
0000006579	117.20	117.20	1/04/2018	Paid	AP Payment		Unreconciled		UNR
000008580	55.55	55.55	1/04/2018	Paid	AP Payment		Unreconciled		LINR
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
		Unred Unred	onciled Transa onciled Amour	actions: ht:	253,138	10 8.72			
				End of Re	eport				
							_		

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.

Report Definition: F	SX4004		Enterprise Financials Account Register				Page: Run Date: Run Time:		1 of 1 8/15/2018 8:43:35
Bank Number: Bank Account: IBAN ID:	044115443 510928695		From Dat	e: 1/01/2018	To Date: 8/15/2018				
Reference Number	Transaction	Converted	Transaction	Transaction St	atus Transaction Detail	Date	Reconciliation Method	Operator	Status
0000006577	Amount 152.700.54	Amount 152,700.54	Date 1/04/2018	Paid	AP Payment		Unreconciled		UNR
0000006578	99,693.43	99,693.43	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
000006583	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
		Unrec Unrec	onciled Transa onciled Amour	ctions: at:	253,138.	10 72			
				En	d of Report				



Step	Action
27.	Return to the Manual Reconciliation page to proceed with reconciling the transactions.
	Click the Manual Reconciliation tab.
	C Manual Reconciliation

earch Cri	iteria								
E	3ank ID 044115443	Q	Account # 510928695	Q	*Status Unreconciled	~			
Fro	m Date 01/01/2018	Ħ	Thru Date 08/15/2018		Method	S	earch		
	Total Transa	ction Amou	nt -253,138.72 USD					_	
ystem T	ransactions				Persona	lize Find	View All 🖾	First	(1-10 of 10 🕐 Las
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
	08/15/2018	UNR	000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091	01/11/2018	-102.00	СНК	Payables	Paid	Check
	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH
Select A		Clear All							
Recon	Date Override Opt	UIIS							
-	ile Run R	eport							

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



arch Cri	iteria								
E	Bank ID 044115443	2	Account # 510928695	Q	*Status Unreconciled		-		
Fro	m Date 01/01/2018	Ħ	Thru Date 08/15/2018		Method	~	Search		
	Total Transac	tion Amou	nt -253,138.72 USD						
ystem T	ransactions				Persona	lize Find	View All 🔄	Firs	t 🕚 1-10 of 10 🛞
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
	08/15/2018	UNR	000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006579	01/04/2018	-117.20	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006580	01/04/2018	-55.55	ACH	Payables	Paid	ACH
	08/15/2018	UNR	0000006581	01/12/2018	-345.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006582	01/16/2018	-85.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006583	01/26/2018	-9.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	000006585	02/27/2018	-20.00	ACH	Payables	Paid	ACH
	08/15/2018	UNR	6000003091	01/11/2018	-102.00	CHK	Payables	Paid	Check
	08/15/2018	UNR	AP0001788097	01/26/2018	-11.00	ACH	Payables	Paid	ACH
Select A	JI 🗖 (Clear All							
Recon	Date Override Optic	ons							
Reconci	ile Run Re	port	Report Manager	Process Monitor					

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



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Step	Action
30.	After selecting the transactions, you are ready to reconcile them. Click the Reconcile button. Reconcile



Proces	s List								â =	(
lanual F	Reconciliation			*Sear	ch By From Date / Thru	Date	~	New Wind	dow Help Personalize	Page
earch Crit	eria									
Ba	ank ID 044115443		ccount # 510928695	Q	*Status Unrec	onciled	~			
From	Date 08/14/2018	i Ti	hru Date 08/15/2018	31	Method	~	Search	1		
System Tra	Total Transact	ion Amount	0.000) USD	Pers	onalize Fin	d View All	۵ ا	First 🕚 1 of 1 🕑 L	ast
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail	
Select All		lear All								
Recon	ate Override Optic	ons								
Notify		F	keport Manager	Process	s Monitor					

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



anual F	Reconciliation			*5	al Du Tree Date (The	Data		New Win	ndow Help	Personalize Page
anah Crit				^Seal	rch By From Date / Thru	Date	~			
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Eron	n Date 09/14/2019	а, 11 ті	bru Dato 00/15/2010		Mathad		Coardh			
1101	1 Date 08/14/2018	<u>s</u>	00/13/2010	· · · · · · · · · · · · · · · · · · ·	wettod	~	Search			
vetom Tra	Total Transact	ion Amount	0.000	0 USD	Por	onaliza Eine	I Miow All L	71 III	Eiret (4) 1	of 1 D Last
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail	
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Select All Recon I Reconcile Notify	Date Override Optio	ilear All pons port R	leport Manager	Proces	s Monitor					

Step	Action
32.	Click the Status drop-down list.
	*Status Unreconciled

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From	Date 08/14/2018	21	Thru Date 08/15/2018	BI	Method	~	Search			
	Total Transact	tion Amour	nt 0.00)						
System Tra	ansactions				Pers	onalize Fin	d View All	2 🔜	First 🕙 1 of 1	Last
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail	
Select All		Clear All								
Recon E	Date Override Optio	ons								
Reconcile	e Run Re	port	Report Manager	Proces	s Monitor					
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Step	Action
33.	Click the Reconciled drop-down list item.
	Reconciled

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В	ank ID 044115443	۹ ،	Account # 51092869	5 Q	*Status Recon	ciled	\sim			
Fro	m Date 08/14/2018	21	Thru Date 08/15/201	8 崩	Method	~	Search			
Sustam Tr	Total Transac	tion Amoun	t 0.0	00	D		- 1 2 Gerra - All 1 1	(Z) L 🖽	Tink (4) 4 444 (8) 14	-
System 11	ansactions				Pers	onalize Fin			Filst W TOTT W La	st
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail	
Soloct Al		Clear All								
Unrecond	ile Run Re	nort								
<										>

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



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Step	Action
35.	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.
	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.



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

Thank you!