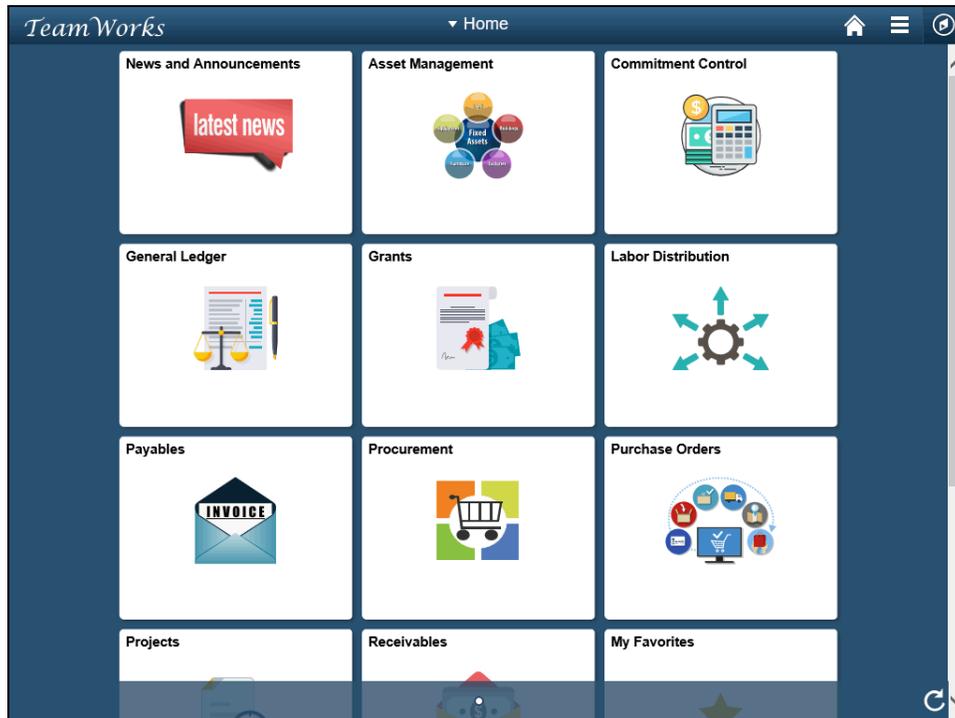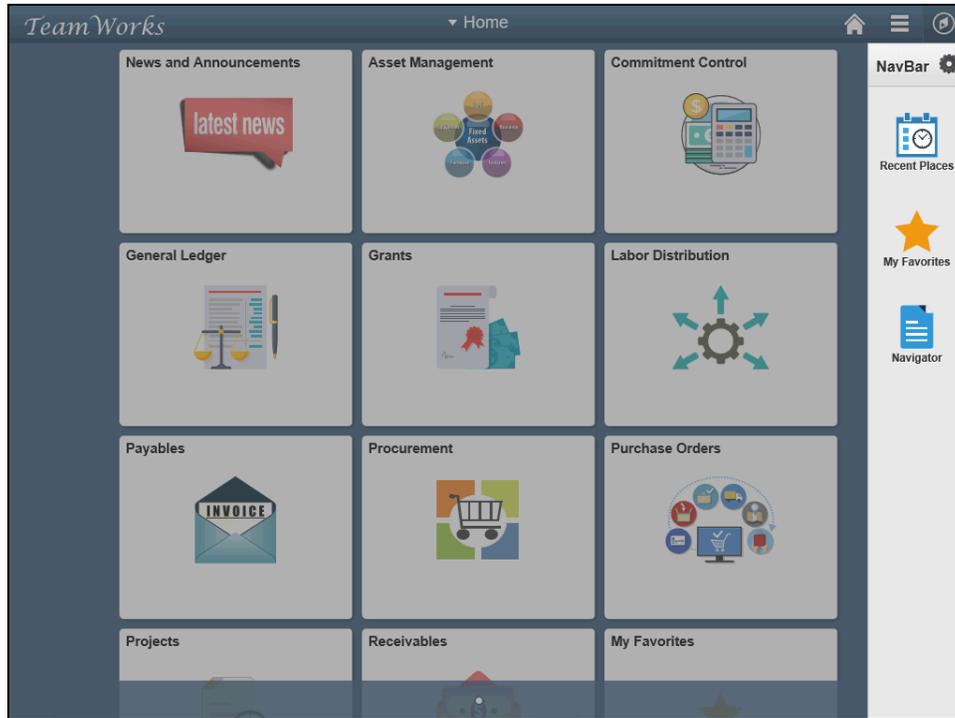# Running the Banking Manual Reconciliation Process

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.
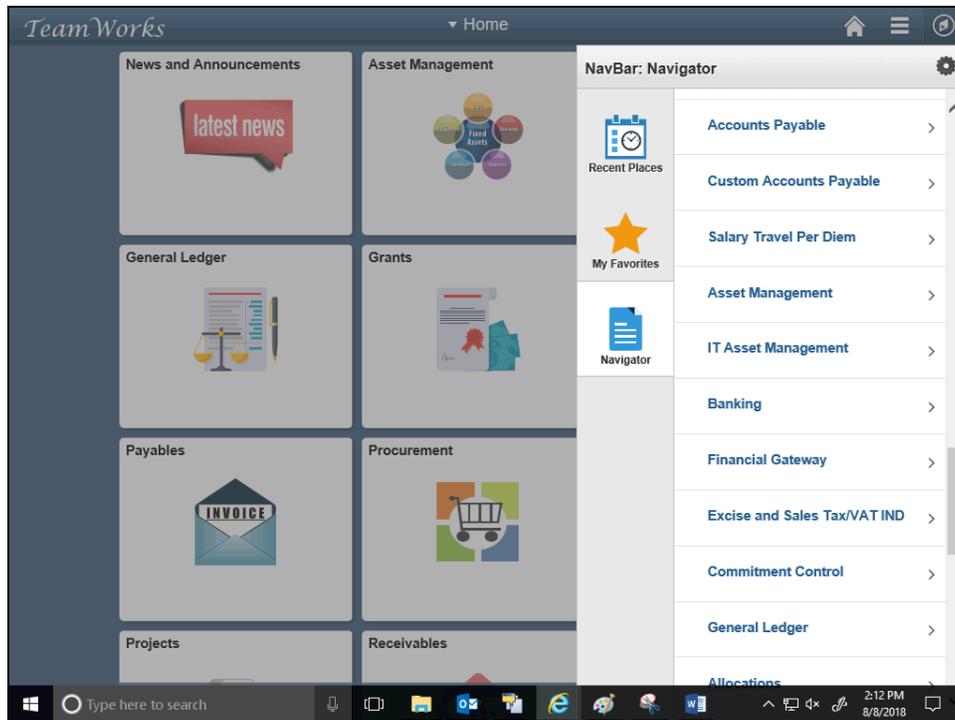

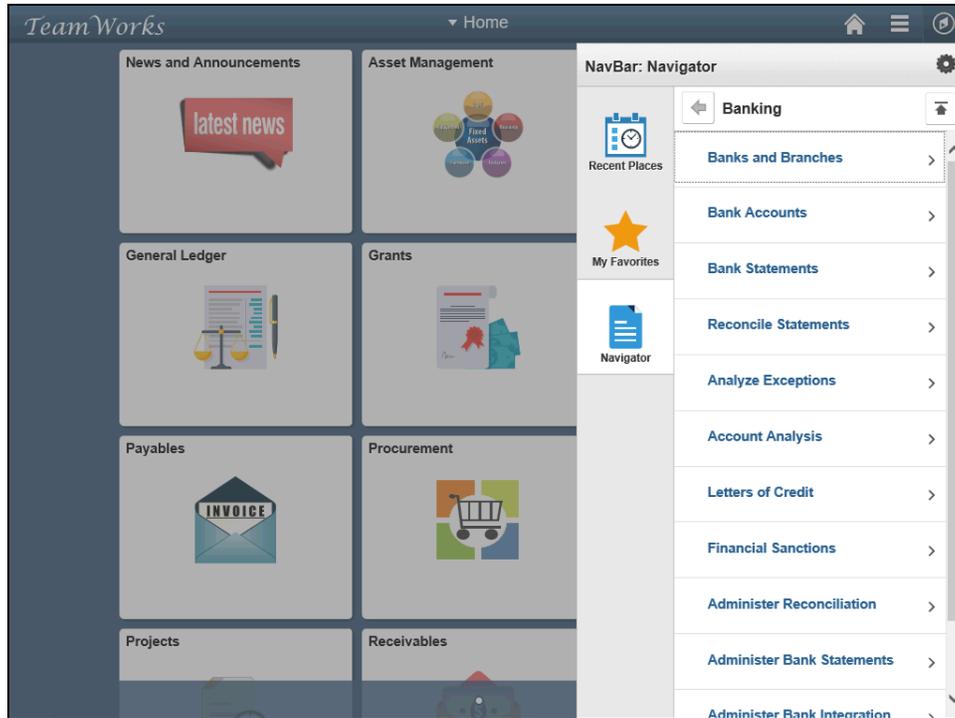| Step	Action
1.	**Note:** This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information). When entering a transaction in the live TeamWorks Financials system please select all values and options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

Job Aid
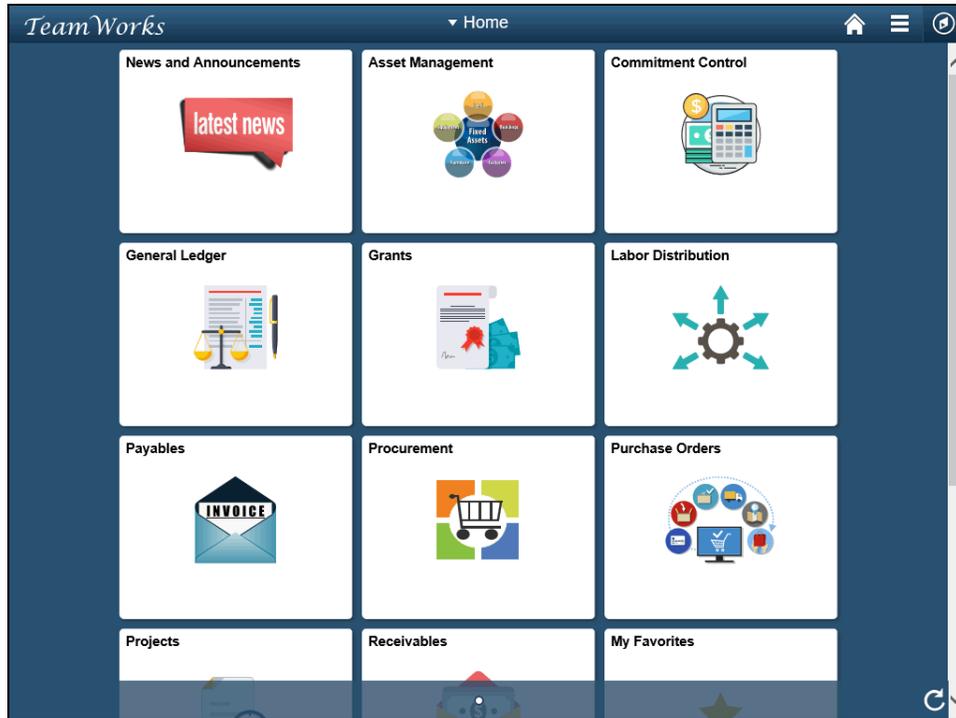
Step	Action
2.	Begin by navigating to the **Manual Reconciliation** page. Click the **NavBar** icon.

Step	Action
3.	Click the **Navigator** tile.

Job Aid

Step	Action
4.	Click the **Banking** link.

Date Created: 4/9/2019 9:52:00 AM

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

Job Aid
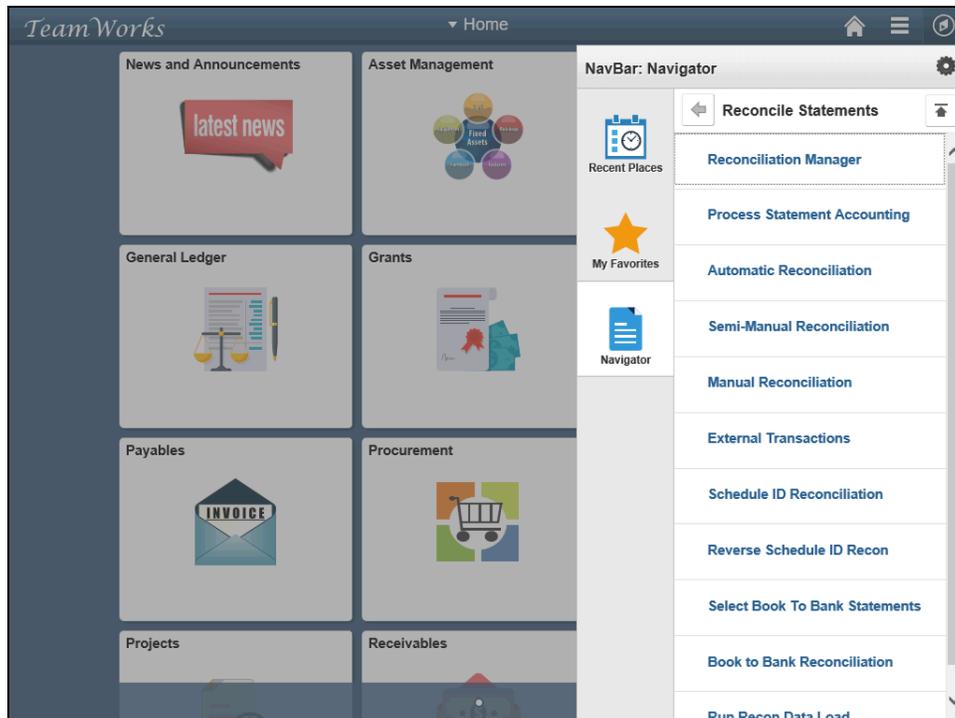
Step	Action
6.	Click the **Manual Reconciliation** link. **Manual Reconciliation**
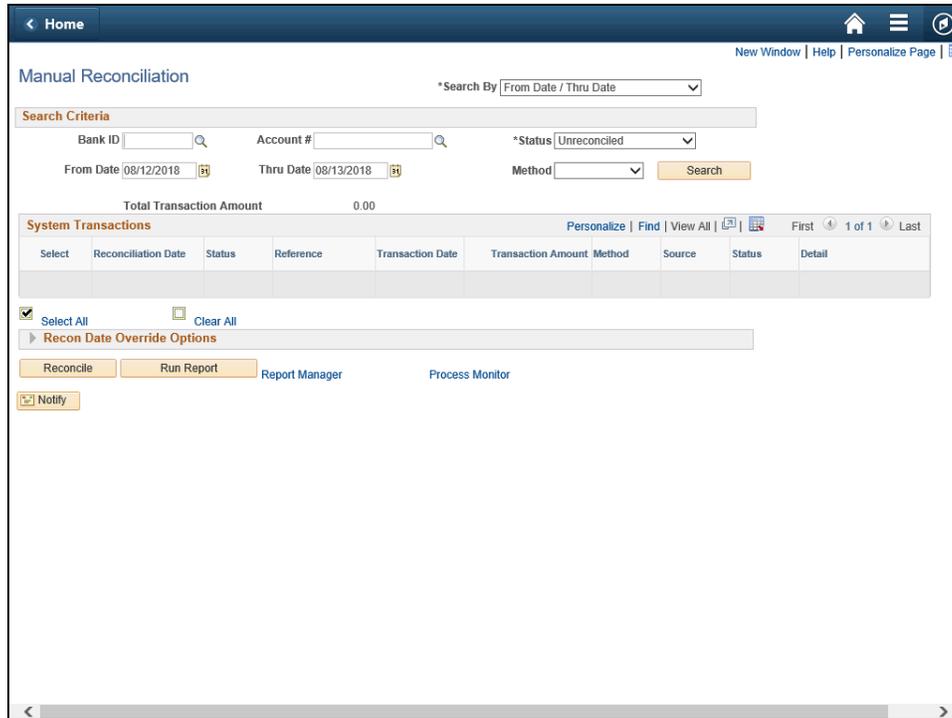
Step	Action
7.	Use the **Manual Reconciliation** page to search for and review transactions that require a manual reconciliation.
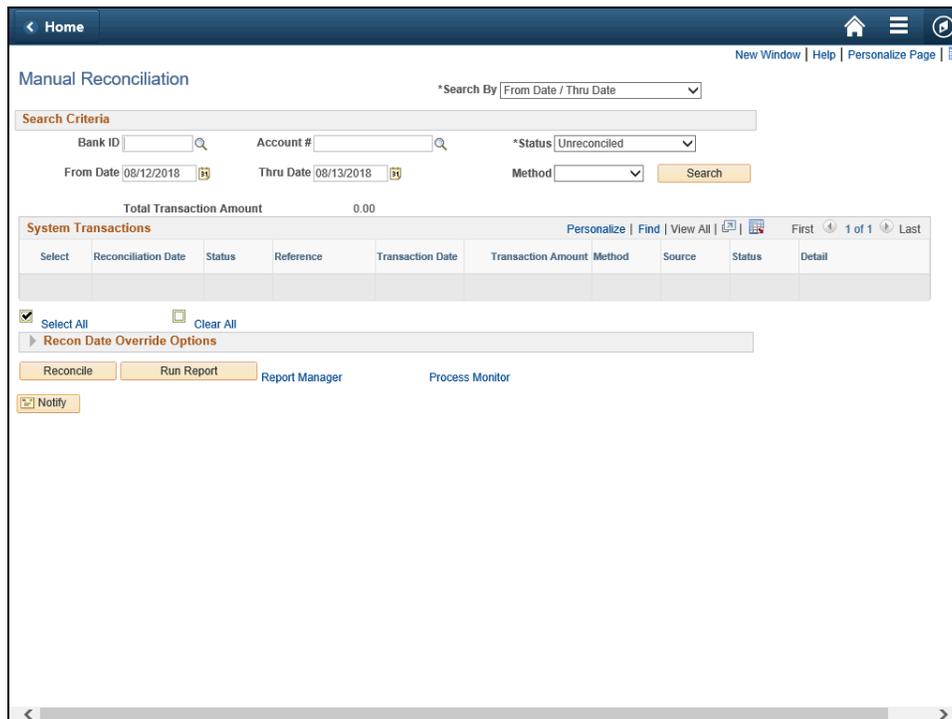
Step	Action
8.	Search for or enter the **Bank ID** by using the bank's routing number. Click in the **Bank ID** field. Bank ID [ ]
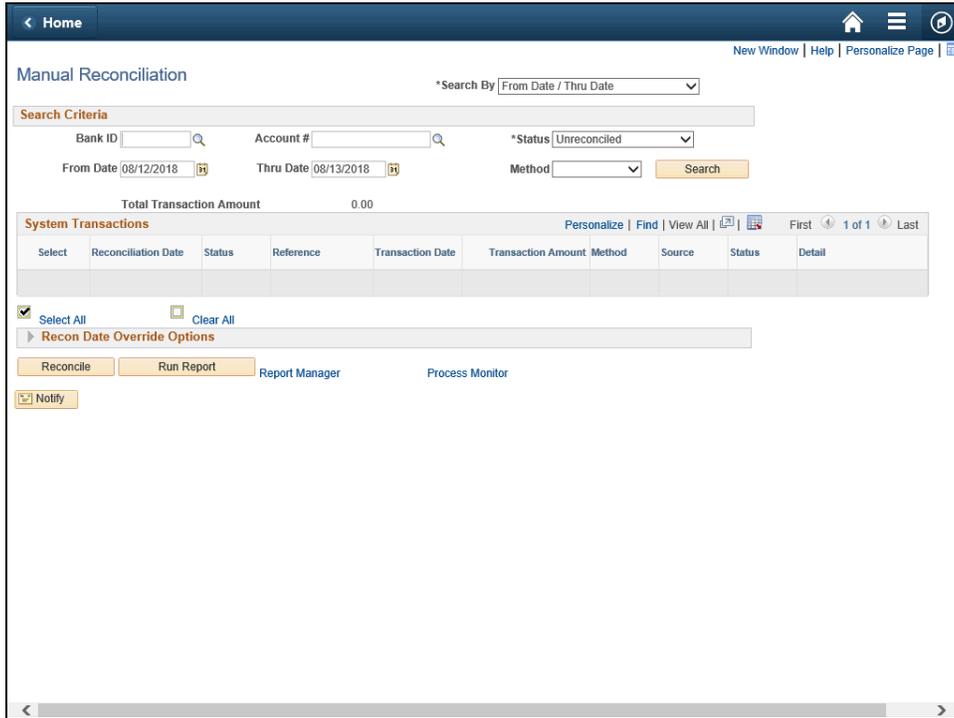
Step	Action
9.	Enter the appropriate routing number into the **Bank ID** field. For this example, type **044115443** for JPMorgan Chase Bank N.A. Bank ID [ ]
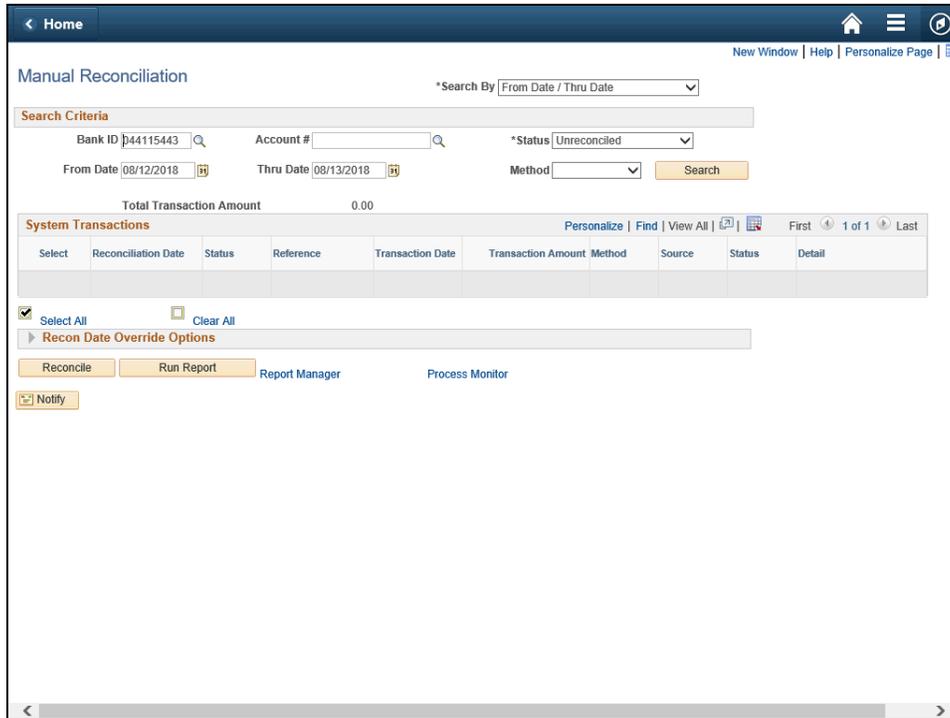
Step	Action
10.	For this example, the user knows part of the account number and needs to search for it. Click the **Look up Account #** button. Account # [ ] 🔍

Job Aid
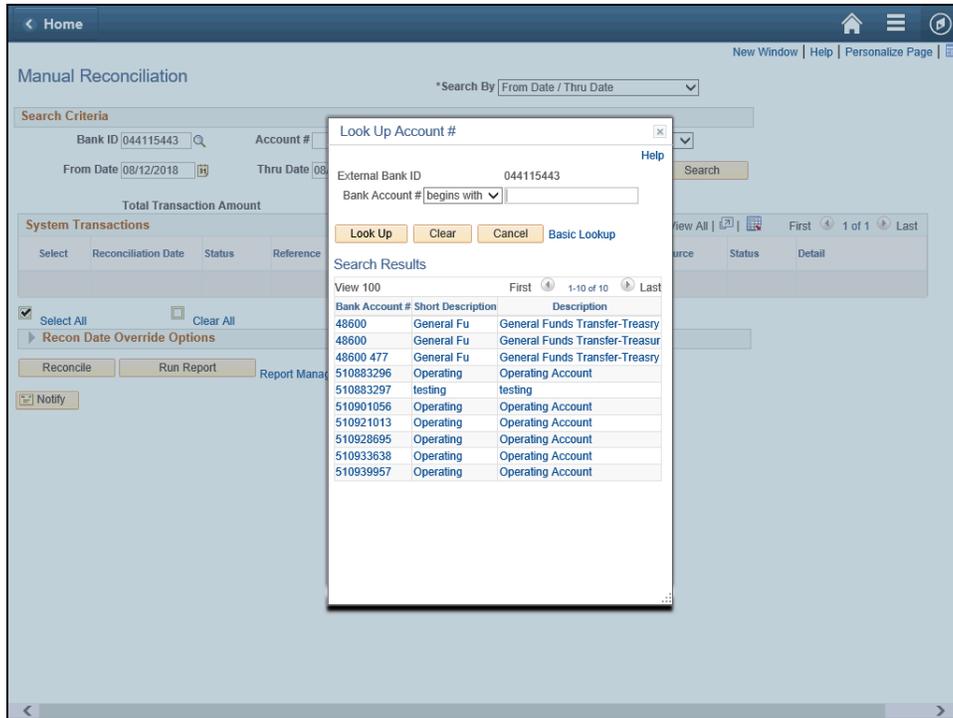
Step	Action
11.	Select the appropriate **Bank Account #** for the reconciliation. For this example, click the **510928695 Bank Account #** link. Click on any link located on the same line as that bank account #. 510928695 Operating Operating Account
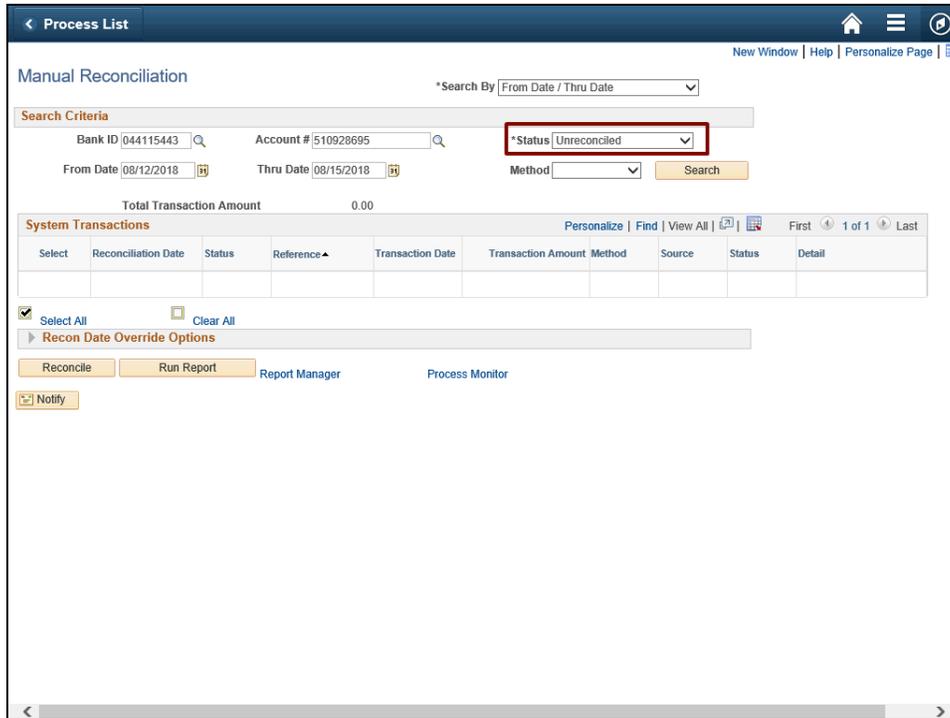
Step	Action
12.	There are only two valid **Status** values 'Reconciled' and 'Unreconciled'. Users can use 'Reconciled' to review accounts that are reconciled. For this example, the user is performing a reconciliation, so search for 'Unreconciled' transactions.

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.

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

Job Aid
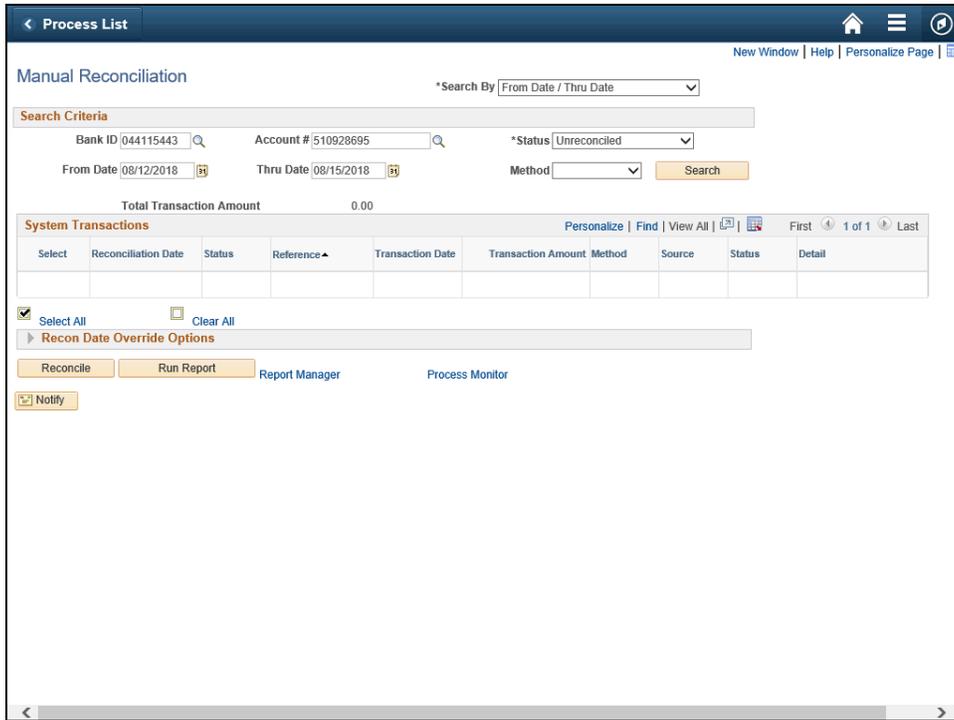
Step	Action
15.	Enter the appropriate beginning date for the bank statements into the **From** field. For this example, type **01/01/2018**. From Date 08/12/2018

Step	Action
16.	Begin the search after the criteria has been entered. Click the **Search** button. ![Search button]

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**.

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.

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

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

Step	Action
21.	Before reconciling you are able to run the Register report. Click the **Run Report** button. Run Report
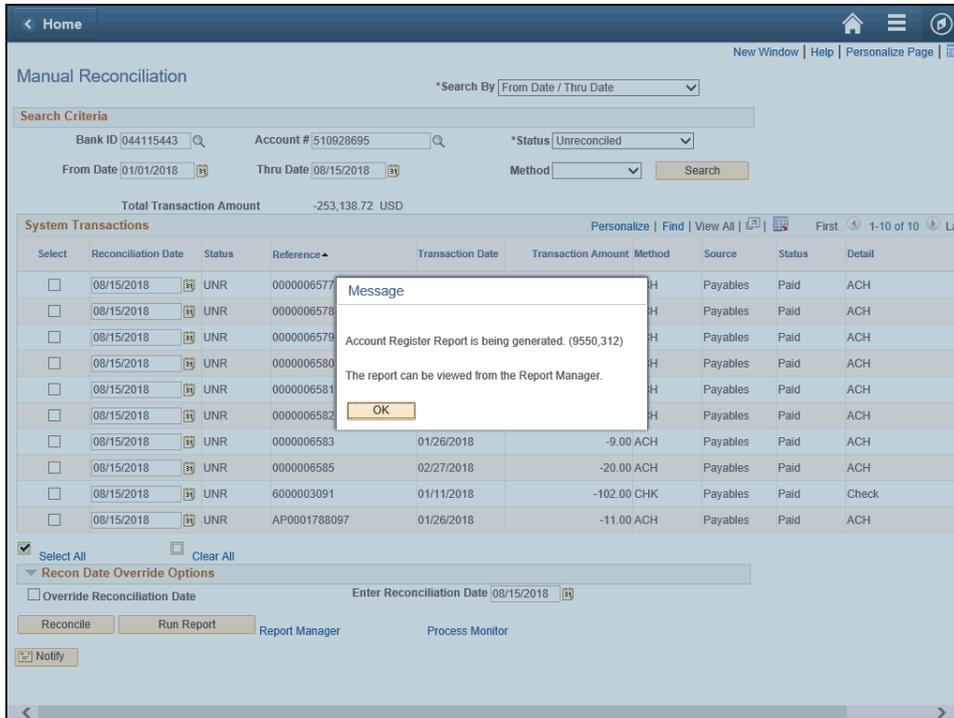
Step	Action
22.	The system provides a popup message informing the user that the report is being generated. To view the report, navigate to the Report Manager. Click the **OK** button to close the popup message. OK

Step	Action
23.	Review the report generated.
	Click the **Report Manager** link.
	Report Manager
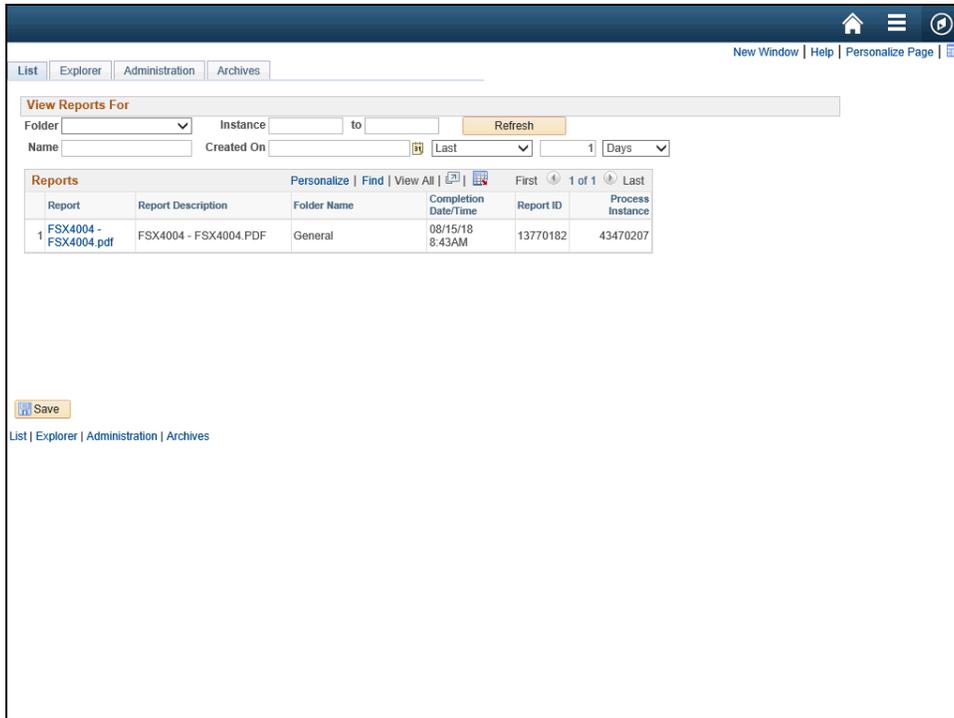
Step	Action
24.	Review the reports. Click the **FSX4004-FSX4004.pdf** link for Report ID 13770182. Report FSX4004 - FSX4004.pdf
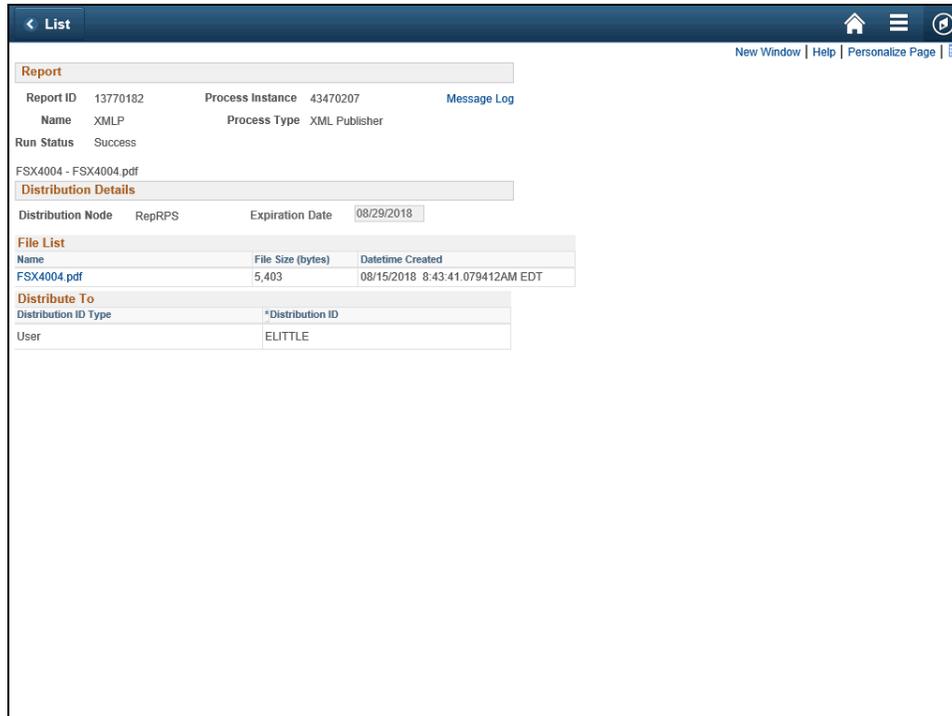
Step	Action
25.	Another page opens with report details of the **Run Status** 'Success' including the PDF link to open the selected report.

Click the **FSX4004.pdf** link.

Name
FSX4004.pdf |

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.	Return to the **Manual Reconciliation** page to proceed with reconciling the transactions.
	Click the **Manual Reconciliation** tab.
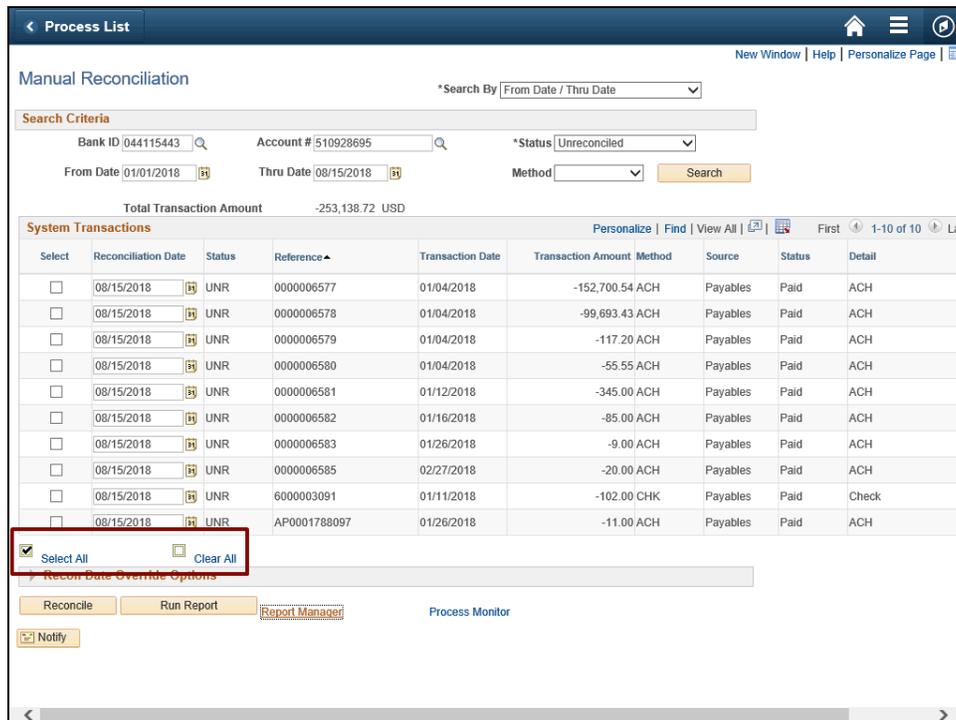
Step	Action
28.	**Select All** link enters a check mark in the Select checkbox of every transaction in the search results.
	Clear All link deselects or clears the check mark in the Select checkbox of every transaction in the search results.

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

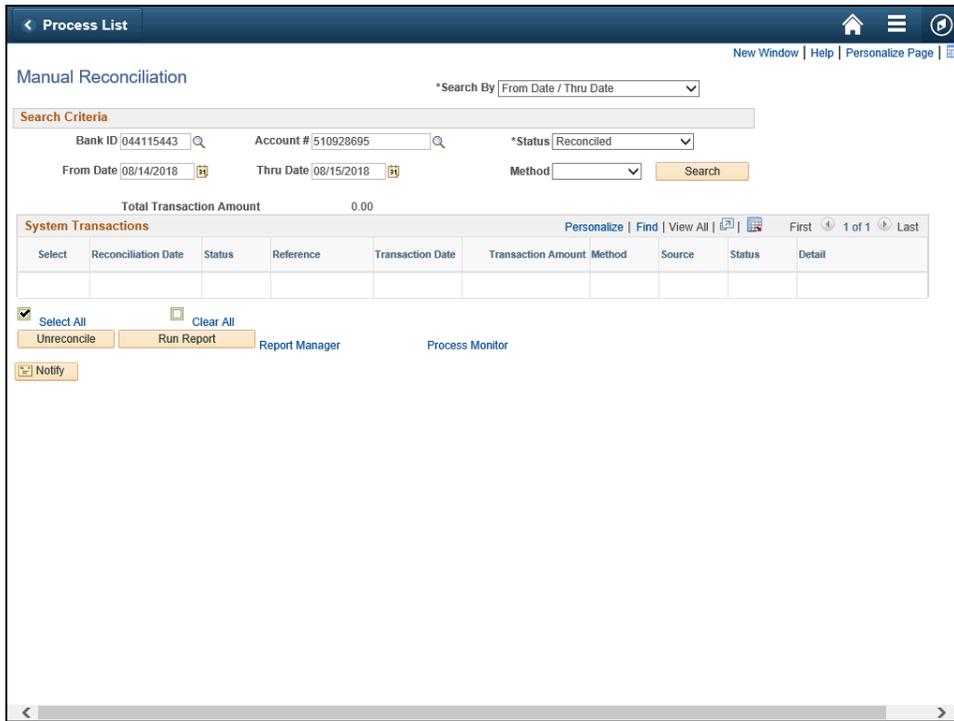| Step	Action
30.	After selecting the transactions, you are ready to reconcile them. Click the **Reconcile** button. Reconcile
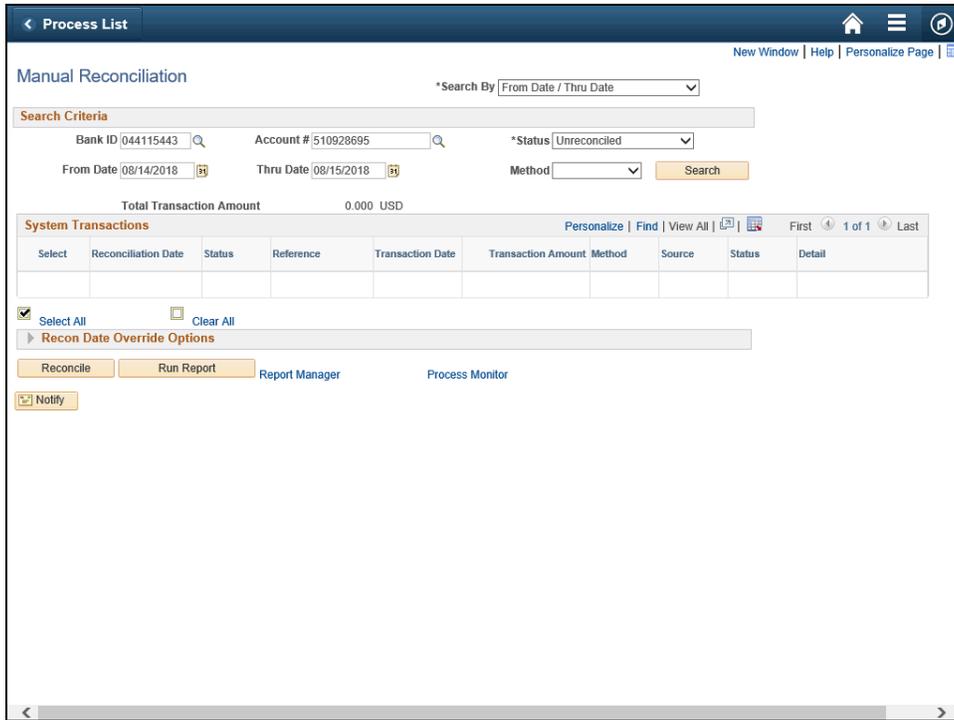
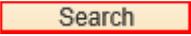| Step	Action
31.	After running the **Reconciliation** process, the transactions clear from the System Transaction grid. To verify that the transactions successfully cleared, search through the reconciled transactions that have the current Reconciliation Date.
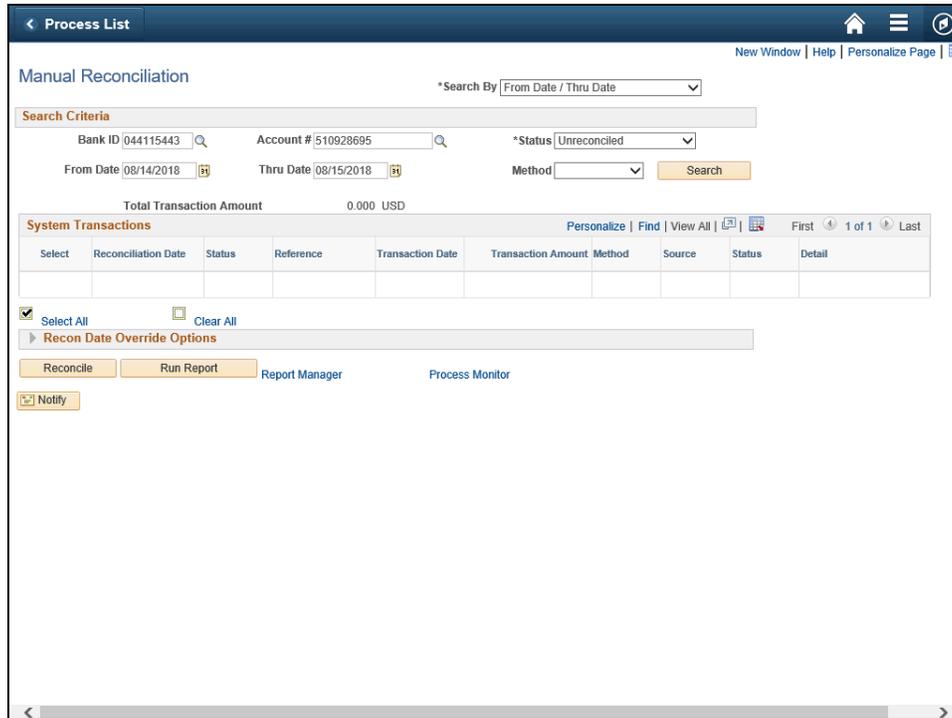
Step	Action
32.	Click the **Status** drop-down list.
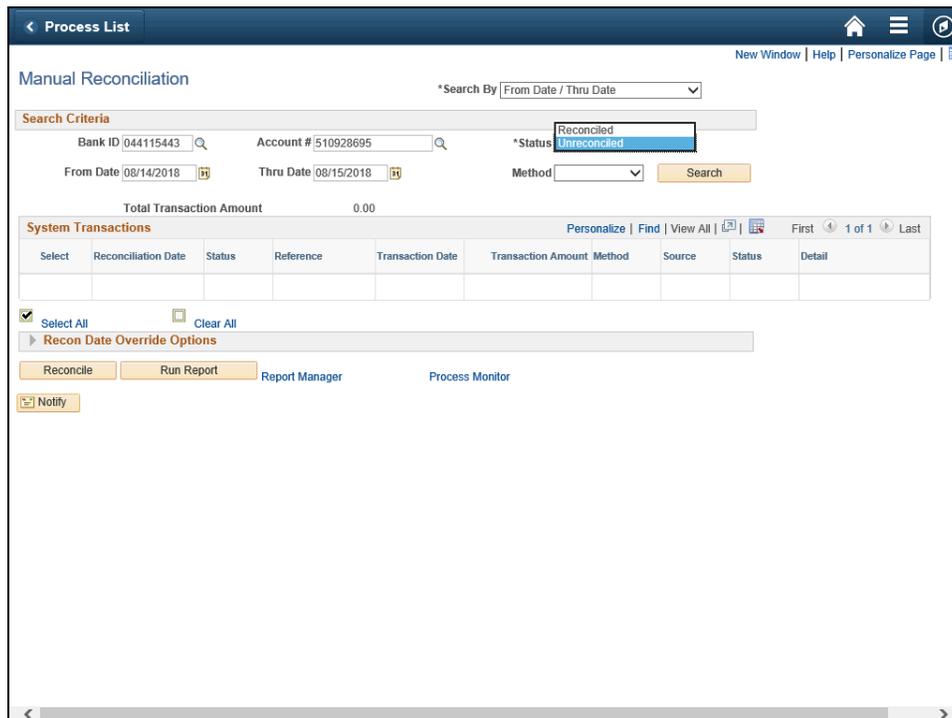
Step	Action
33.	Click the **Reconciled** drop-down list item. Reconciled

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

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.

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

Thank you!