

Manual Bank Recon Process

Each agency must initiate their own bank reconciliation process. Once you receive your (paper) bank statement from the bank – you can begin the manual bank reconciliation process in PeopleSoft.

Check the Bank Accounts panel to obtain your bank account # number established in PeopleSoft. Check the Account Information panel to obtain your DFI ID. Navigation: GO – Define Business Rules – Manage Bank Accounts – Use – Bank Information – (Bank Accounts panel or Account Information panel).

I. Report/Query

Before beginning reconciliation, obtain the following crystal report or query:

1. **Account Register** report, which lists all PeopleSoft payment activity processed through a specific bank account. This report is sorted in transaction amount (descending) order. This crystal report can be exported to Excel and sorted any way you wish.

Navigation to the Account Register report:

GO- Process Financial Information-Perform Reconciliation- Use- Manual Reconciliation

Once on the panel, enter the applicable External Bank ID (DFI #), Account #, and From Date/Thru Date. The From Date/Thru Date should be based on the dates from on the (paper) bank statement. Click on the flashlight for the panel values to be populated. Click on the Register button to view and print the Account Register.

2. **0AP_009_BANK_RECON_PYMNT_REF** query, lists all PeopleSoft payment activity processed through a specific bank account and Payment dates. This query is sorted in Reference

Manual Bank Recon Process

number (ascending) order. This query also lists Remit Vendor # and Vendor Name.

Navigation to the AP_009_Bank_Recon_Pymt_Ref query:

View – Navigator Display – Query

Enter:

Bank Code
Bank Account
Pymnt From Date
Pymnt Thru Date

II. Recon Process

1. Navigate to Perform Reconciliation – Use – Manual Reconciliation

Enter/Select: Bank ID
 Account #
 From/Thru Date

Do Not Select: Payment Method

2. Click on the Flashlight to populate panel transaction values.
3. Select transactions to be reconciled individually or click on the Recon All button. Recon All will select all transactions to be reconciled. The Value Date defaults to current date; however entering the cleared date based on the bank statement is recommended. The Value date will be displayed as the Cleared On date on the Payment Inquiry panel.

Manual Bank Recon Process

4. Once an item is selected to be reconciled and the panel is saved, it **cannot** be changed, so be positively sure before forcing a transaction to reconcile.

5. Save Reconciliation by hitting the green diskette.

III. Rerun Report

Request the Account Register Report to obtain a listing of all outstanding (unreconciled) transactions.

IV. Helpful Hints

All Deposits must be forced to reconcile.

Interest and fees cannot be reconciled so it is necessary to make journal entries to the general ledger to record them. The bank's monthly bank statements will list any interest or fee amounts.

Once a payment has been voided in PeopleSoft, it is automatically updated as reconciled.