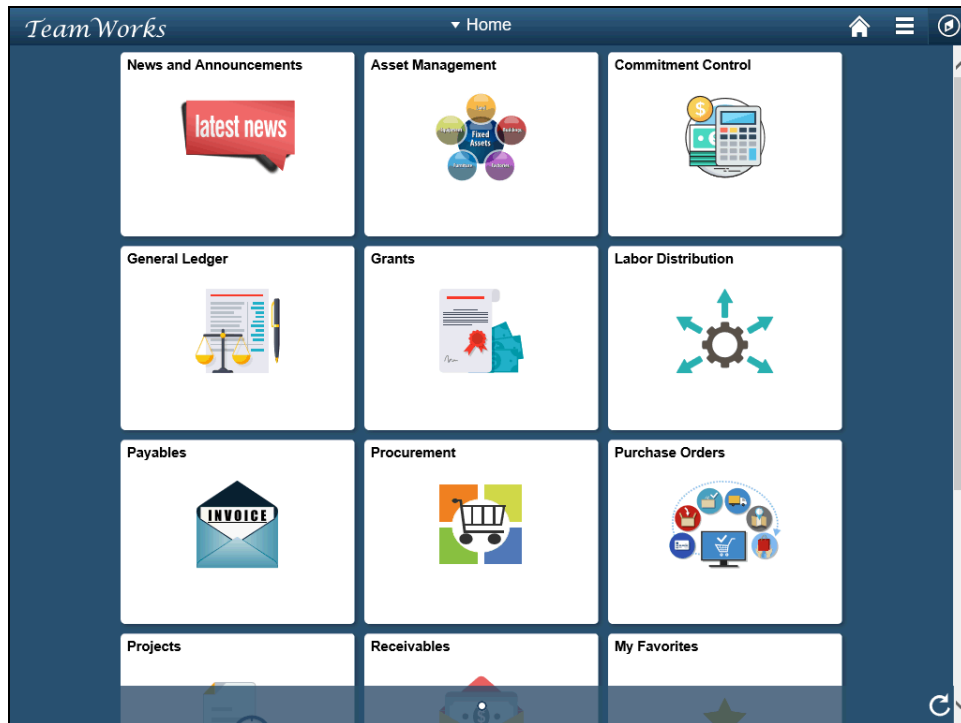
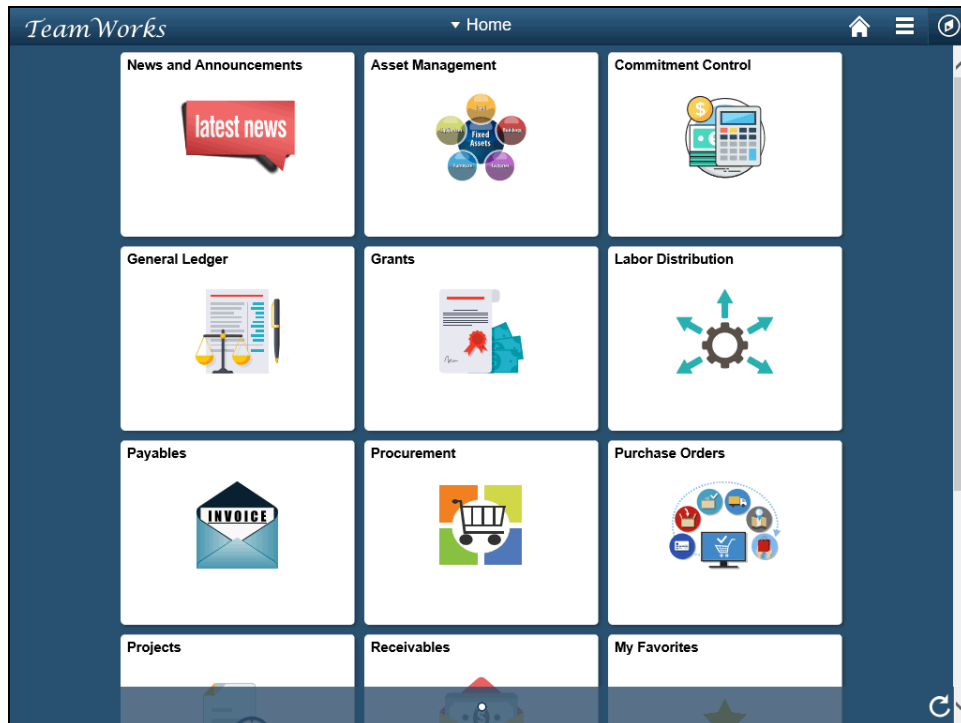



Running the Banking Manual Reconciliation Process

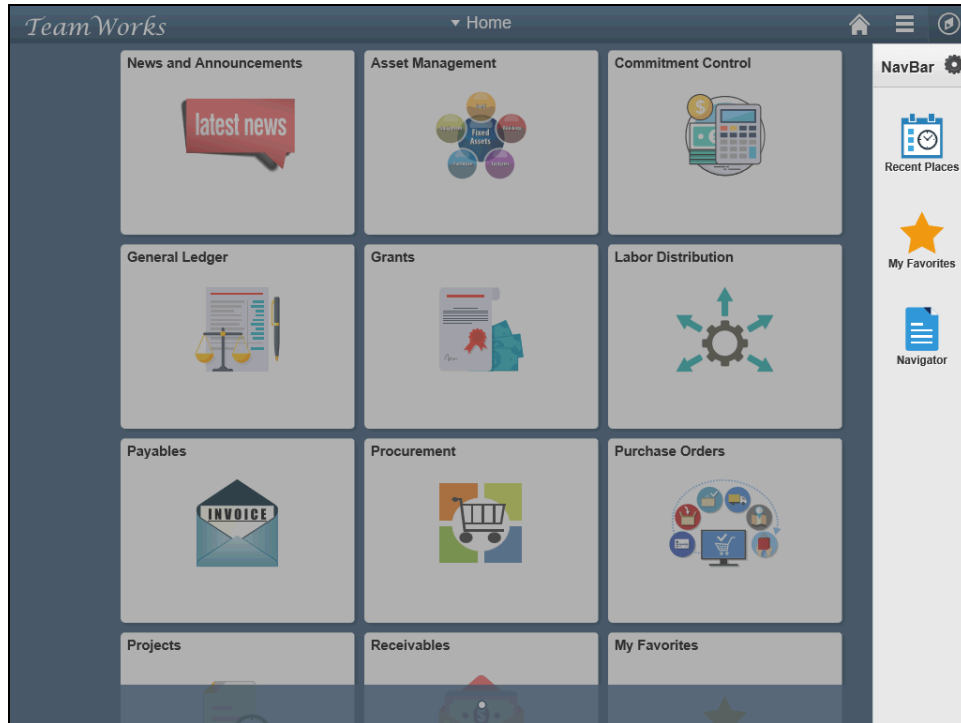
The State of Georgia will support automatic and manual Bank Reconciliation methods of TeamWorks. Bank Reconciliation is the process by which your cash transactions are reconciled with the Bank’s records for a specific Bank account. Each agency must choose either automatic or manual reconciliation method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

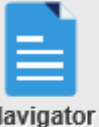


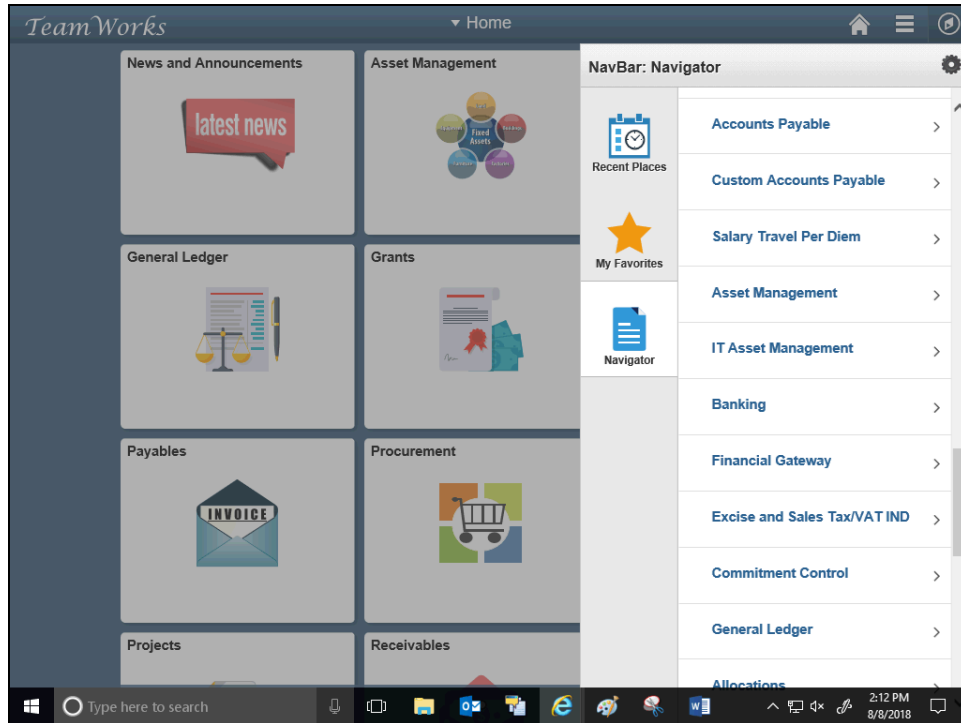
Step	Action
1.	<p>Note: This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financials system please select all values and options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



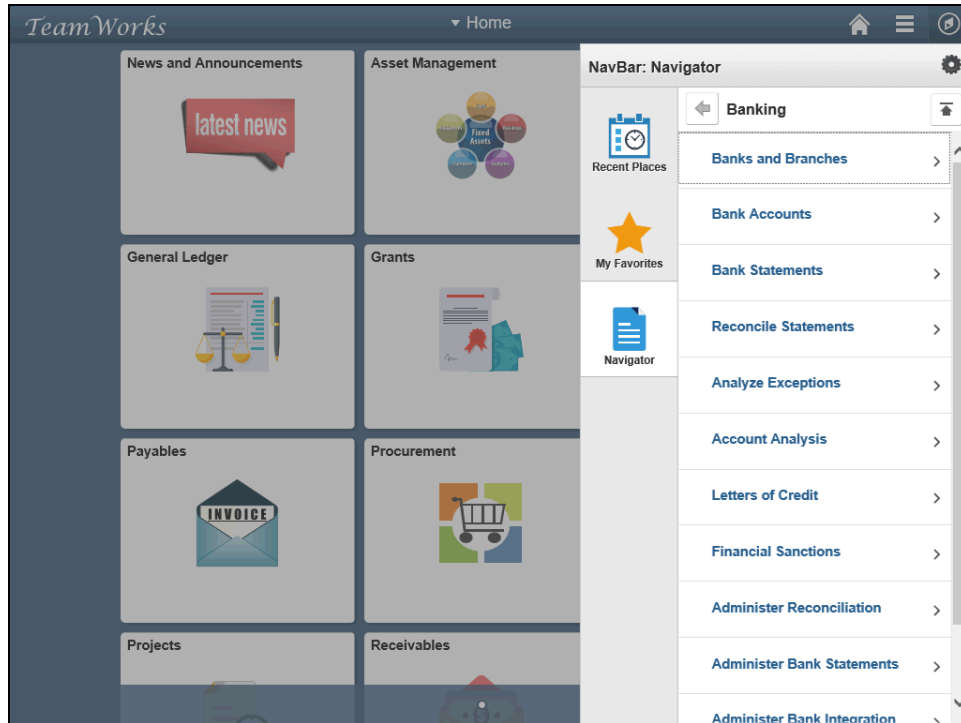
Step	Action
2.	Begin by navigating to the Manual Reconciliation page. Click the NavBar icon. 



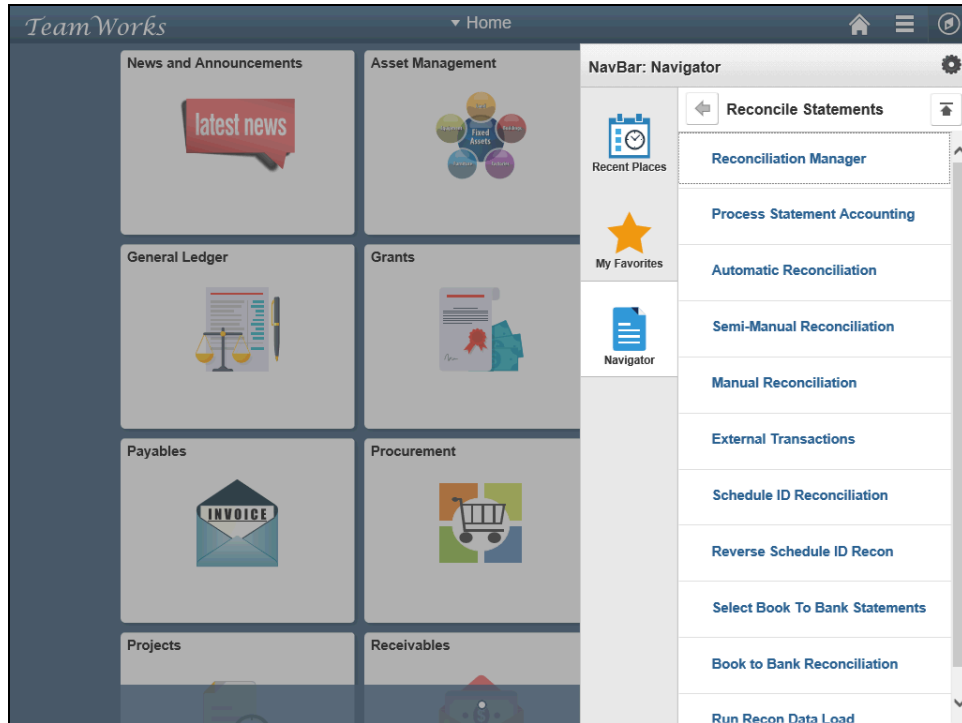
Step	Action
3.	Click the Navigator tile. <div data-bbox="354 1066 557 1276" style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>



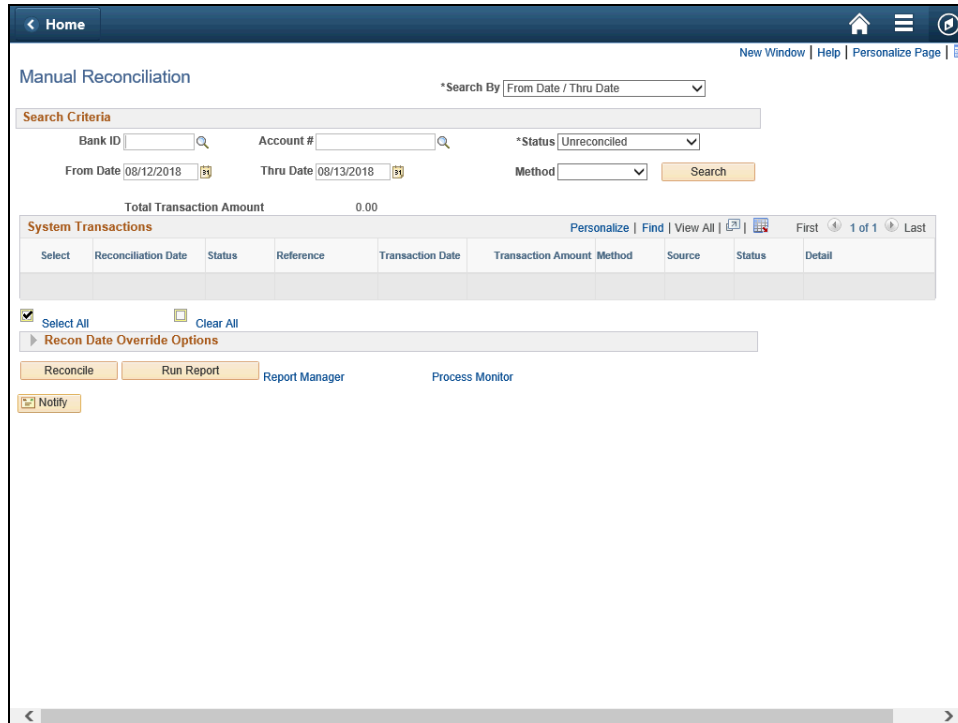
Step	Action
4.	Click the Banking link. 



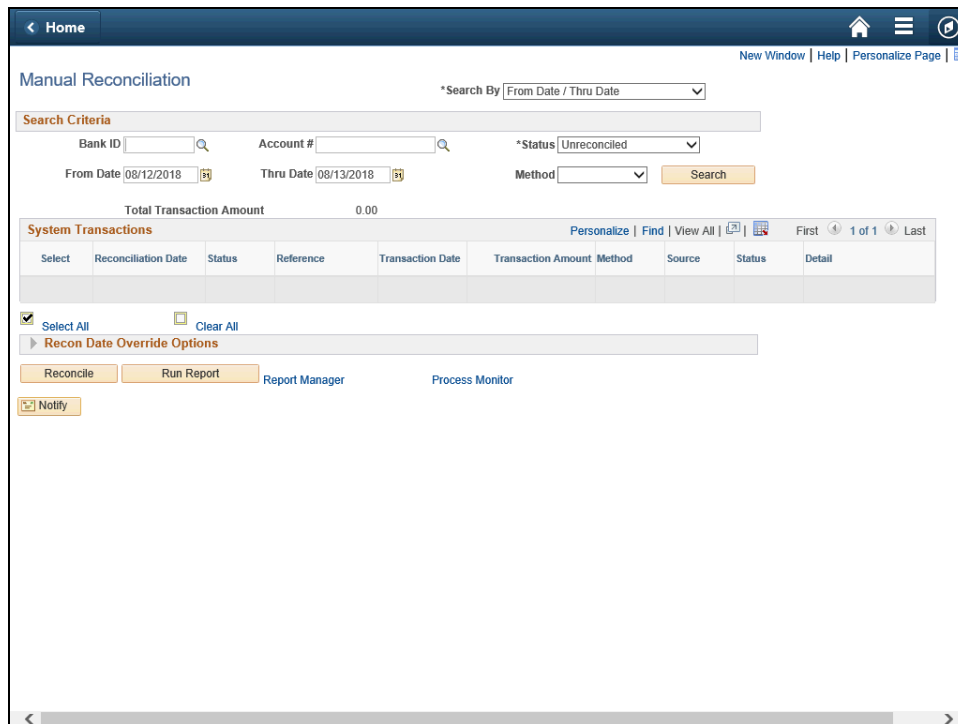
Step	Action
5.	Click the Reconcile Statements link. <div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> Reconcile Statements > </div>



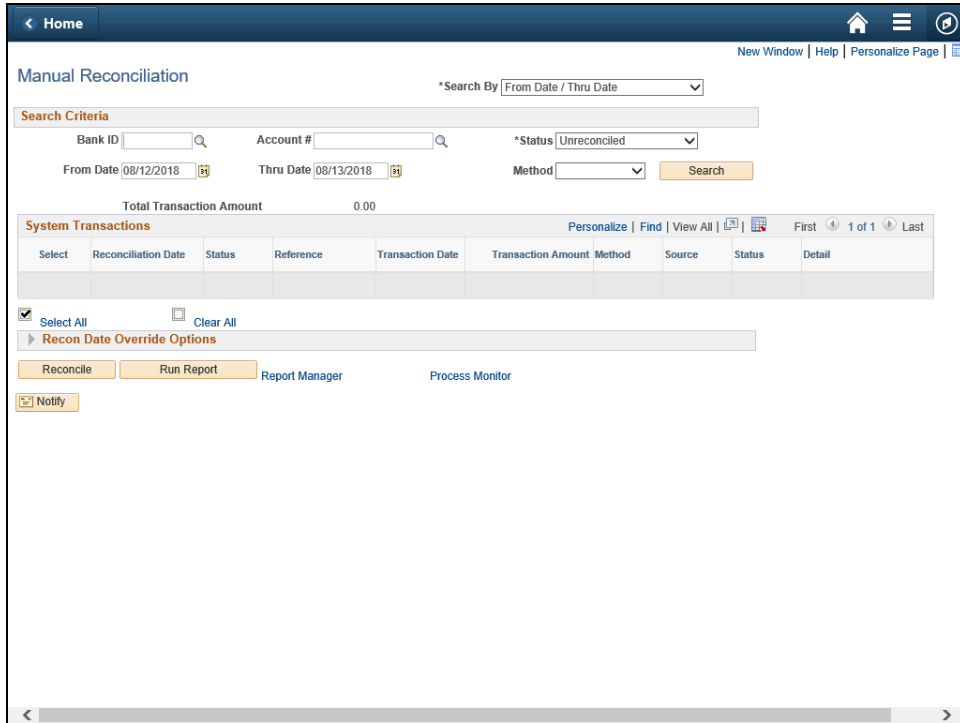
Step	Action
6.	Click the Manual Reconciliation link. <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> Manual Reconciliation </div>



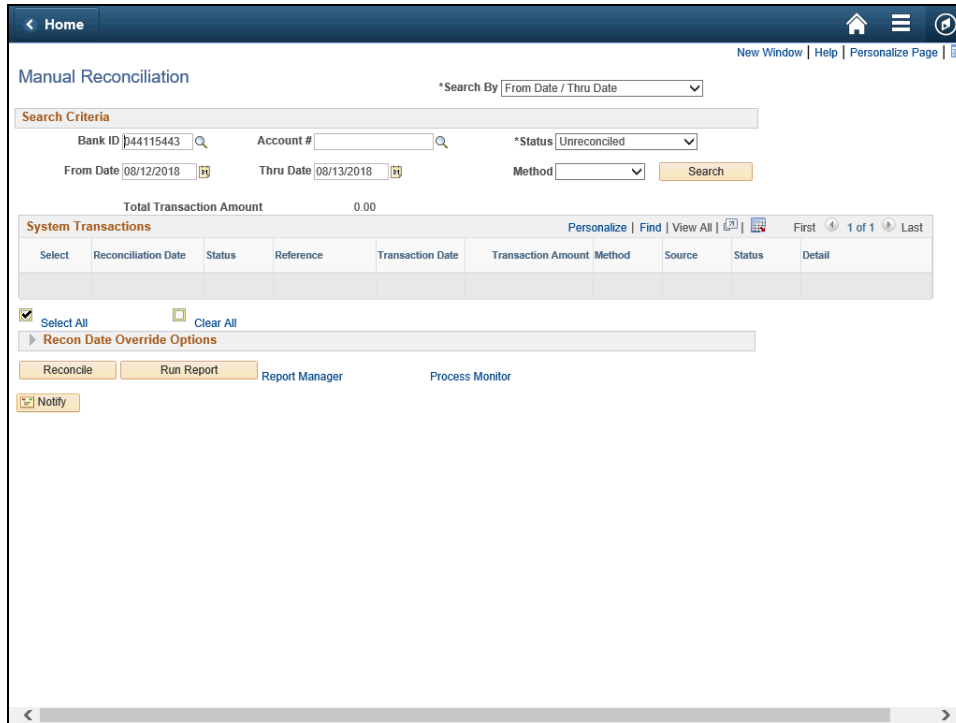
Step	Action
7.	Use the Manual Reconciliation page to search for and review transactions that require a manual reconciliation.




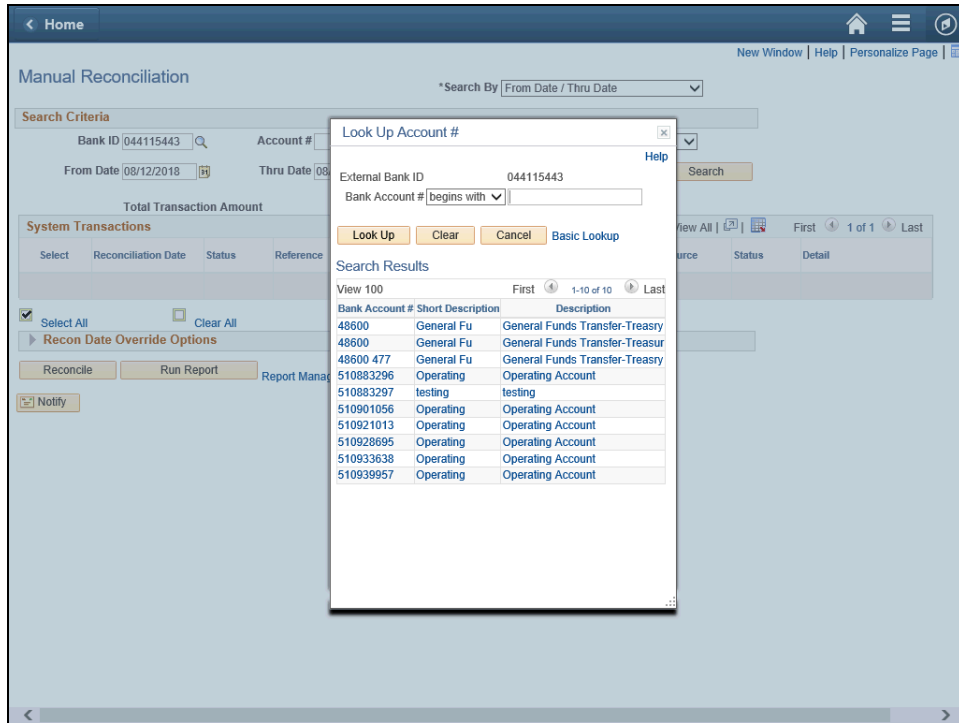
Step	Action
8.	Search for or enter the Bank ID by using the bank's routing number. Click in the Bank ID field. Bank ID <input data-bbox="451 380 602 415" type="text"/>



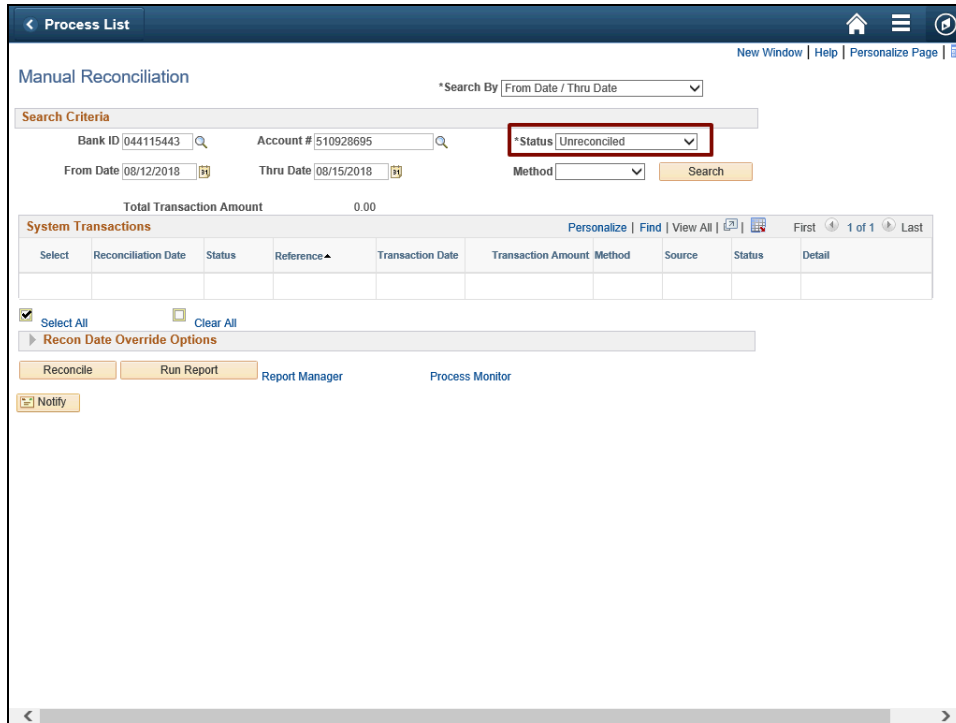
Step	Action
9.	Enter the appropriate routing number into the Bank ID field. For this example, type 044115443 for JPMorgan Chase Bank N.A. Bank ID <input data-bbox="492 1381 649 1417" type="text"/>



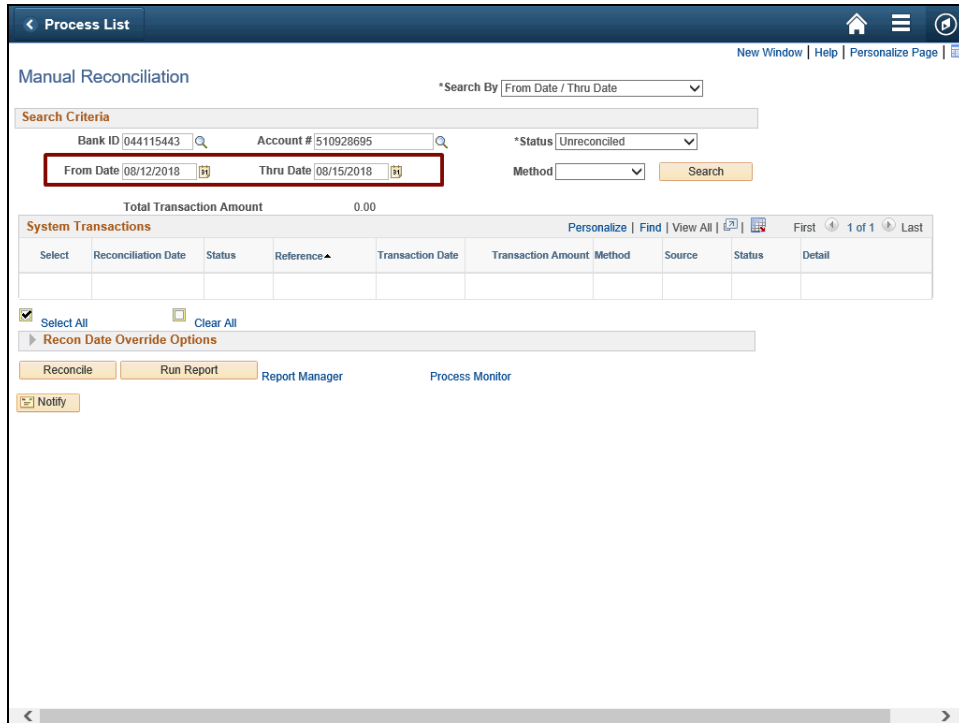
Step	Action
10.	<p>For this example, the user knows part of the account number and needs to search for it.</p> <p>Click the Look up Account # button.</p> <p>Account # <input data-bbox="475 1129 722 1167" type="text"/> </p>



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



Step	Action
12.	<p>There are only two valid Status 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>



Step	Action
13.	<p>An important step in this transaction involves selecting the From and Thru Date 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 From Date field.</p> <p>From Date 08/12/2018</p>

Process List

Manual Reconciliation New Window | Help | Personalize Page

*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
15.	<p>Enter the appropriate beginning date for the bank statements into the From field.</p> <p>For this example, type 01/01/2018.</p> <p>From Date 08/12/2018</p>

Step	Action
16.	Begin the search after the criteria has been entered. Click the Search 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 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."</p> <p>To avoid this warning, you should not perform manual reconciliation on bank accounts whose reconciliation method is Automatic.</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 System Transactions section.</p> <p>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.</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
 Reconcile | | [Report Manager](#) | [Process Monitor](#)

Step	Action
19.	Click the Expand Recon Date Override Options 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

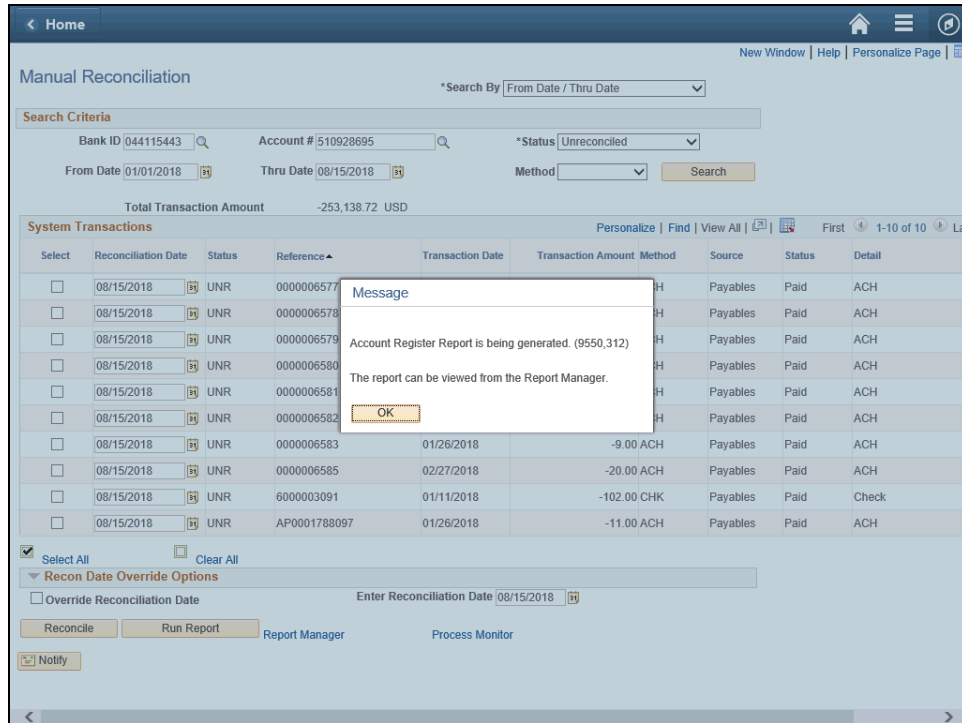
Select All | Clear All
 Recon Date Override Options
 Override Reconciliation Date: Enter Reconciliation Date 08/15/2018

| | [Report Manager](#) | [Process Monitor](#)

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

The screenshot displays 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 lists several transactions with negative amounts and 'Paid' status. At the bottom, the 'Recon Date Override Options' section is visible, featuring a checkbox for 'Override Reconciliation Date' and a text input field for 'Enter Reconciliation Date' set to 08/15/2018. There are also buttons for 'Reconcile', 'Run Report', 'Report Manager', 'Process Monitor', and 'Notify'.

Step	Action
21.	<p>Before reconciling you are able to run the Register report.</p> <p>Click the Run Report 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 OK button to close the popup message.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 10px;">OK</div>

Manual Reconciliation New Window | Help | Personalize Page

* Search By From Date / Thru Date

Search Criteria

Bank ID 044115443 Account # 510928695 *Status Unreconciled

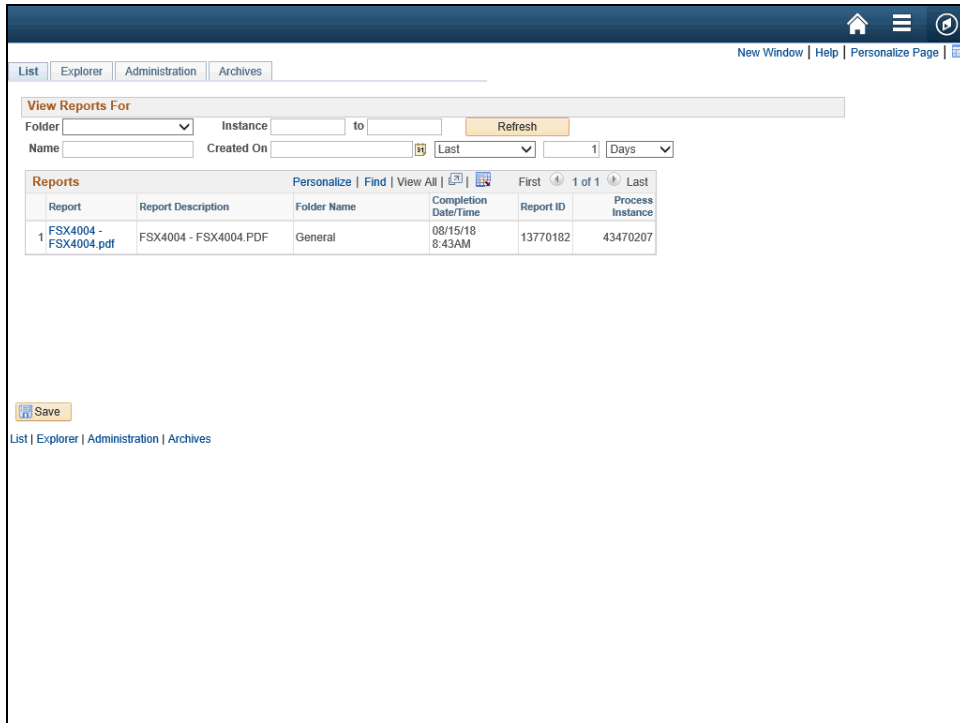
From Date 01/01/2018 Thru Date 08/15/2018 Method Search

Total Transaction Amount -253,138.72 USD

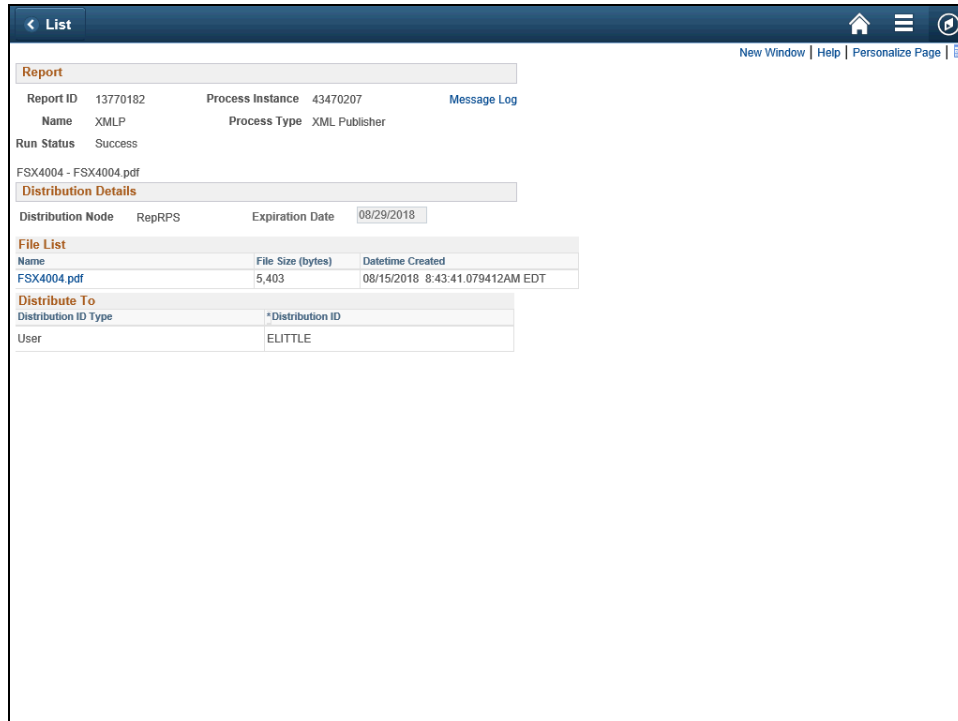
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	08/15/2018	UNR	0000006577	01/04/2018	-152,700.54	ACH	Payables	Paid	ACH
<input type="checkbox"/>	08/15/2018	UNR	0000006578	01/04/2018	-99,693.43	ACH	Payables	Paid	ACH
<input 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 [Report Manager](#) [Process Monitor](#)

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



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



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

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.


ORACLE
 Report Definition: FSX4004
 Enterprise Financials
 Account Register
 Page: 1 of 1
 Run Date: 8/15/2018
 Run Time: 8:43:35

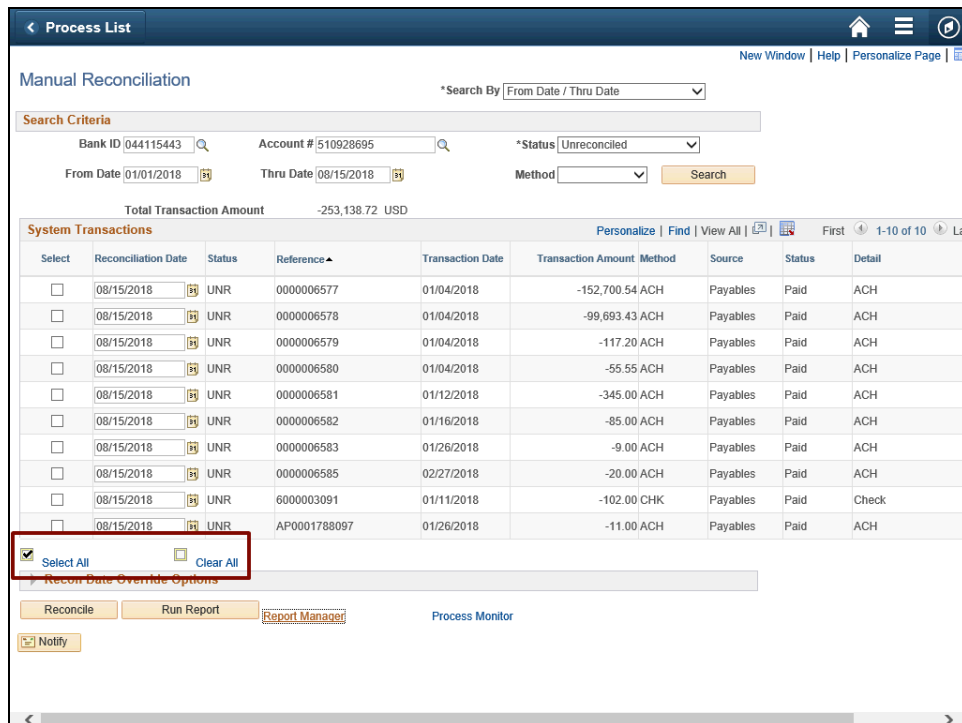
Bank Number: 044115443
 Bank Account: 510028995
 IBAN ID:
 From Date: 1/01/2018 To Date: 8/15/2018

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

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



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

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

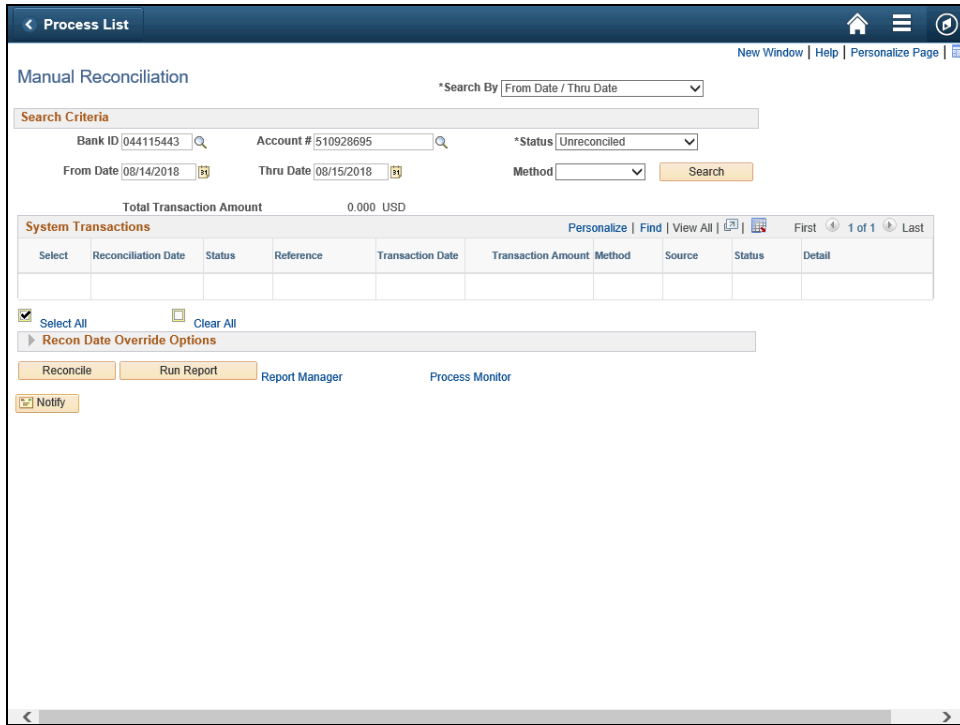
Select All Clear All

Recon Date Override Options

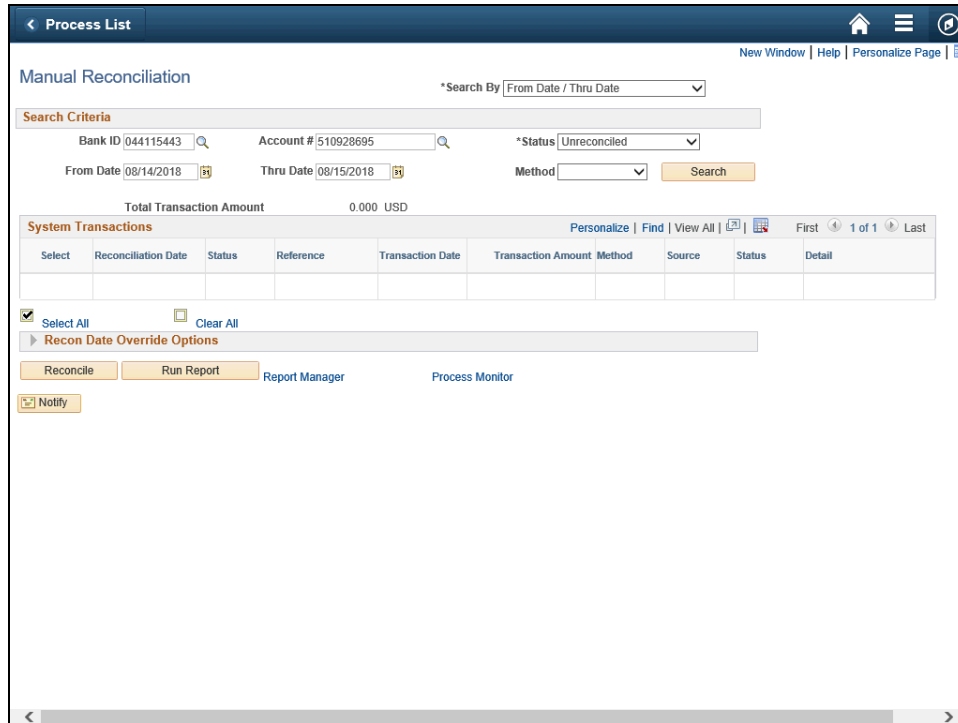
Reconcile Run Report Report Manager Process Monitor

Notify

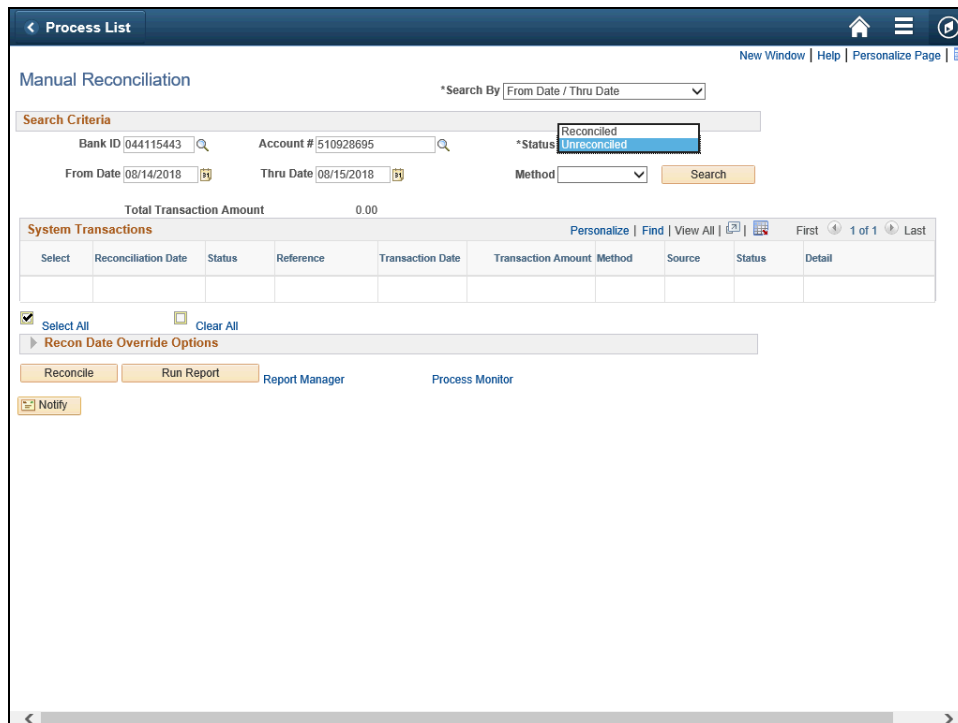
Step	Action
30.	<p>After selecting the transactions, you are ready to reconcile them.</p> <p>Click the Reconcile button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 5px 0;">Reconcile</div>




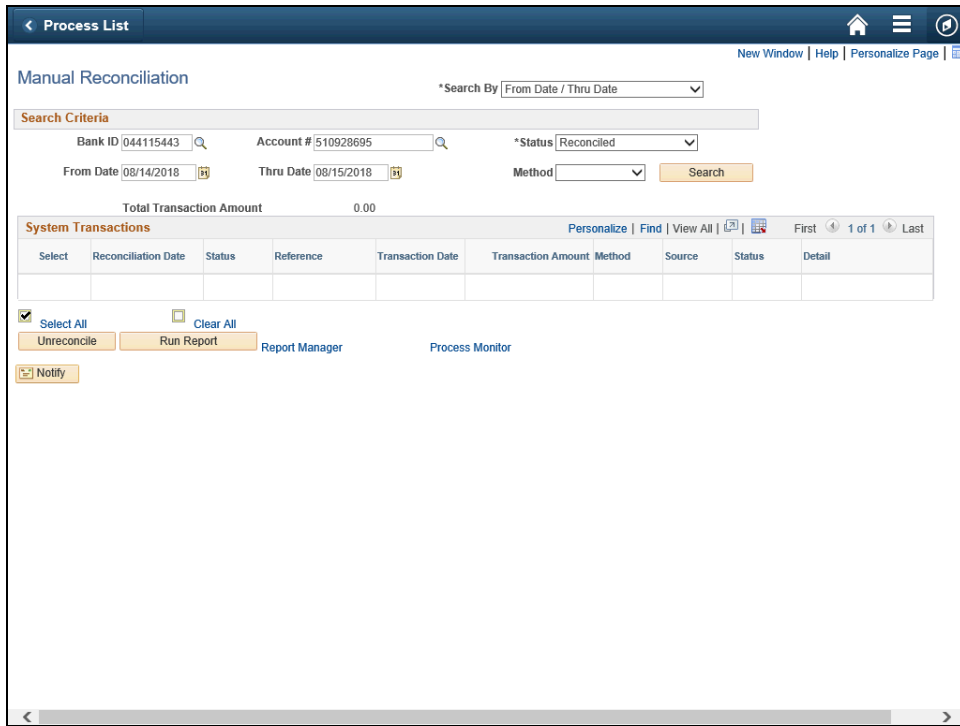
Step	Action
31.	<p>After running the Reconciliation process, the transactions clear from the System Transaction grid.</p> <p>To verify that the transactions successfully cleared, search through the reconciled transactions that have the current Reconciliation Date.</p>




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



Step	Action
33.	Click the Reconciled drop-down list item. 



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. 

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
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 here to take a quick survey.

Thank you!