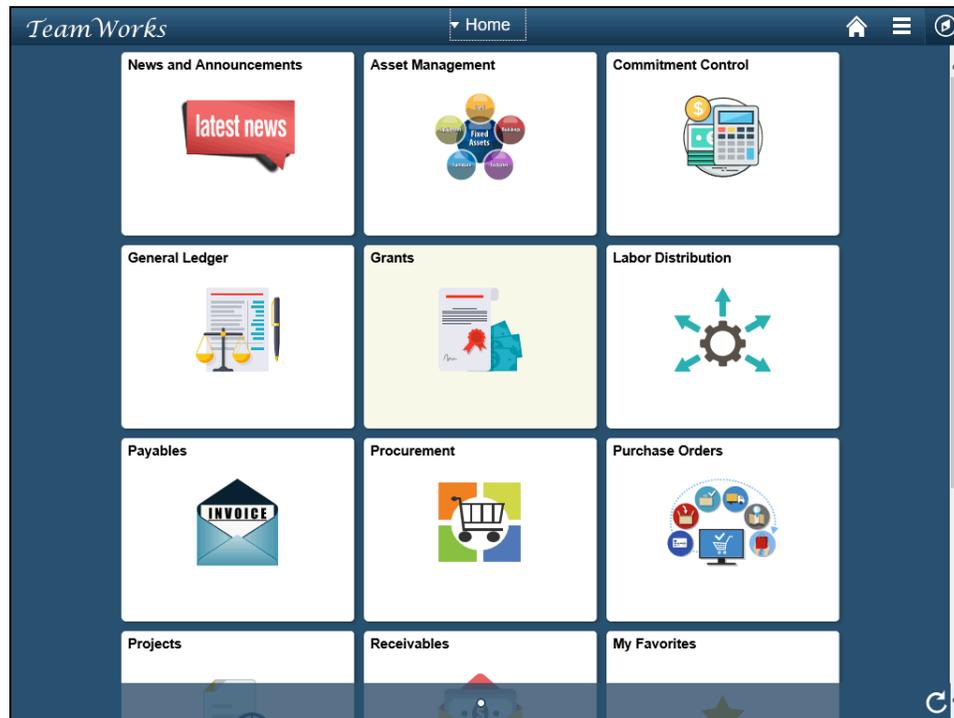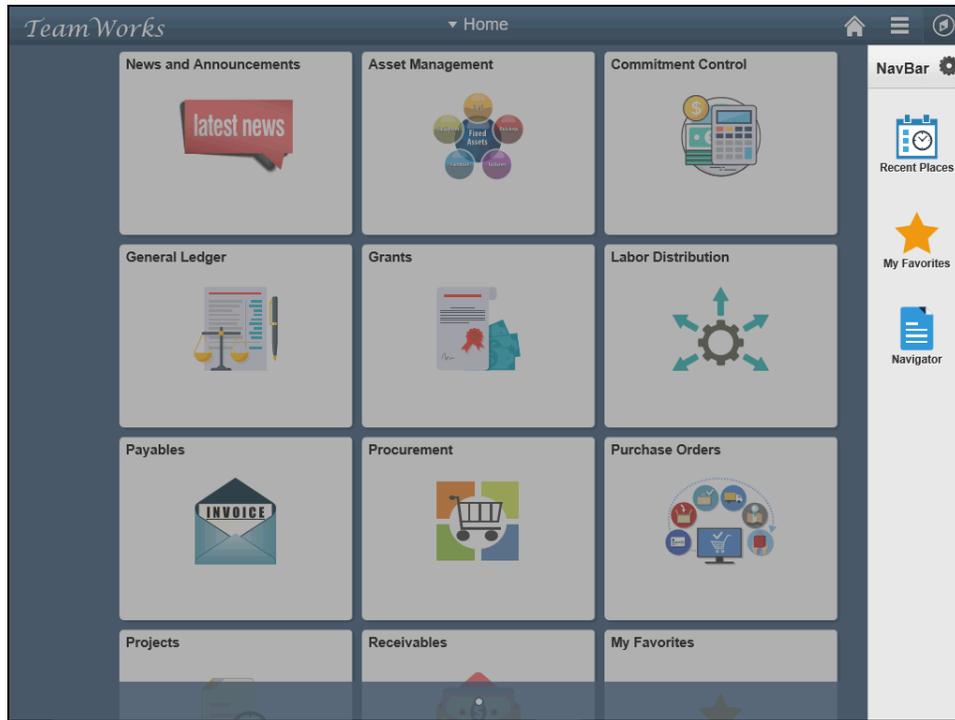# Running the Banking Automatic Reconciliation Process

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.
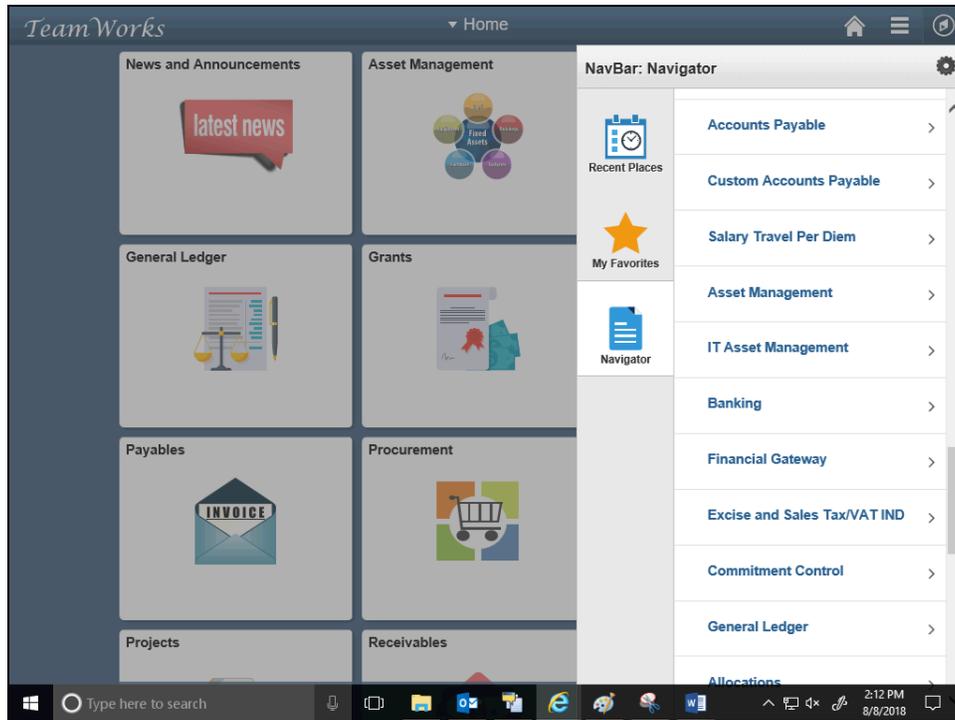

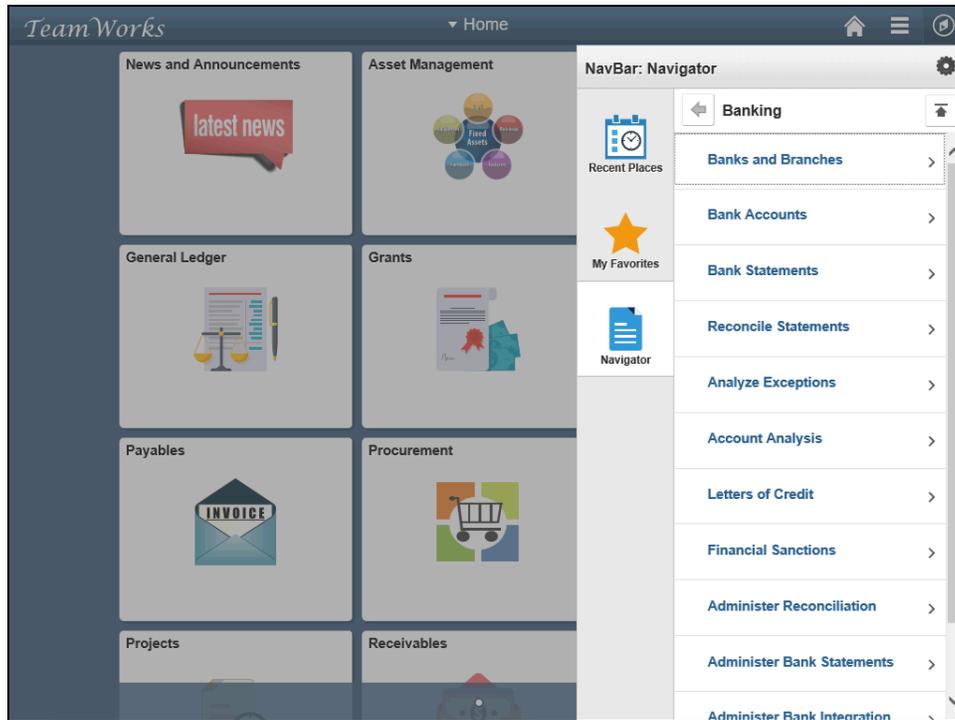| Step	Action
1.	**Note:** This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information). When entering a transaction in the live TeamWorks Financials system please select all values and options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

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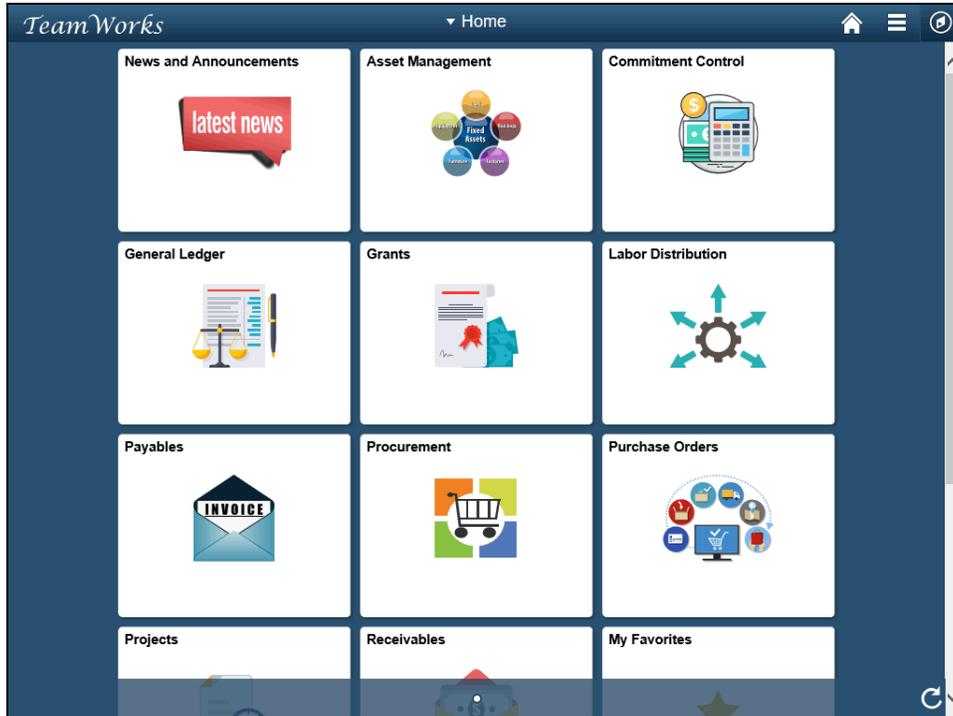
Step	Action
2.	Begin by navigating to the **Automatic Reconciliation** page.
	Click the **NavBar** button.

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

Job Aid

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

Step	Action
5.	Click the **Reconcile Statements** link.
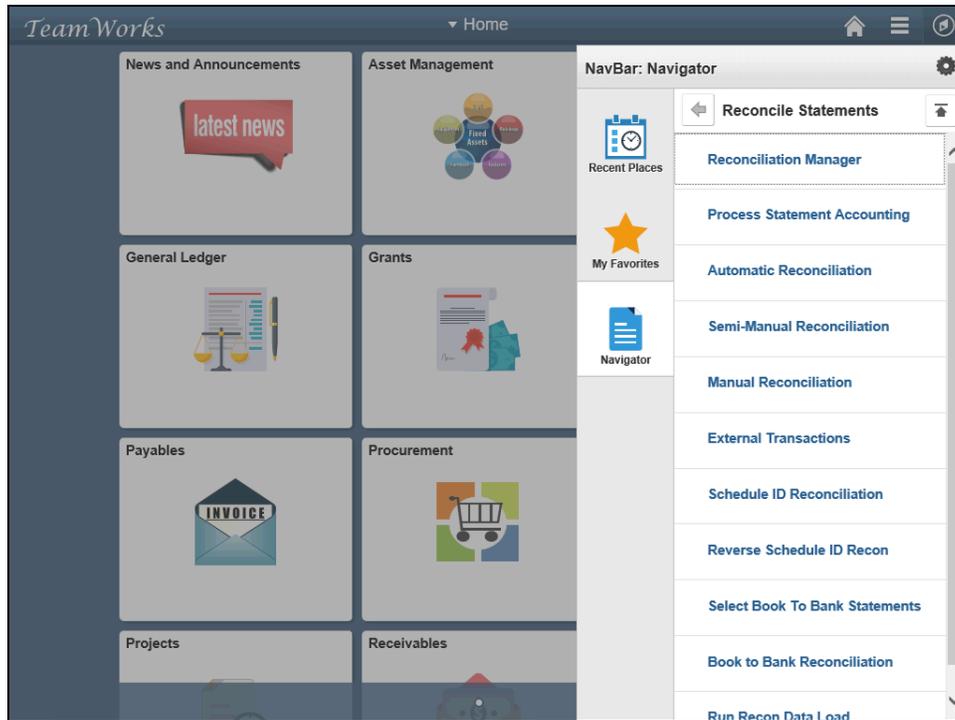
Step	Action
6.	Click the **Automatic Reconciliation** link.
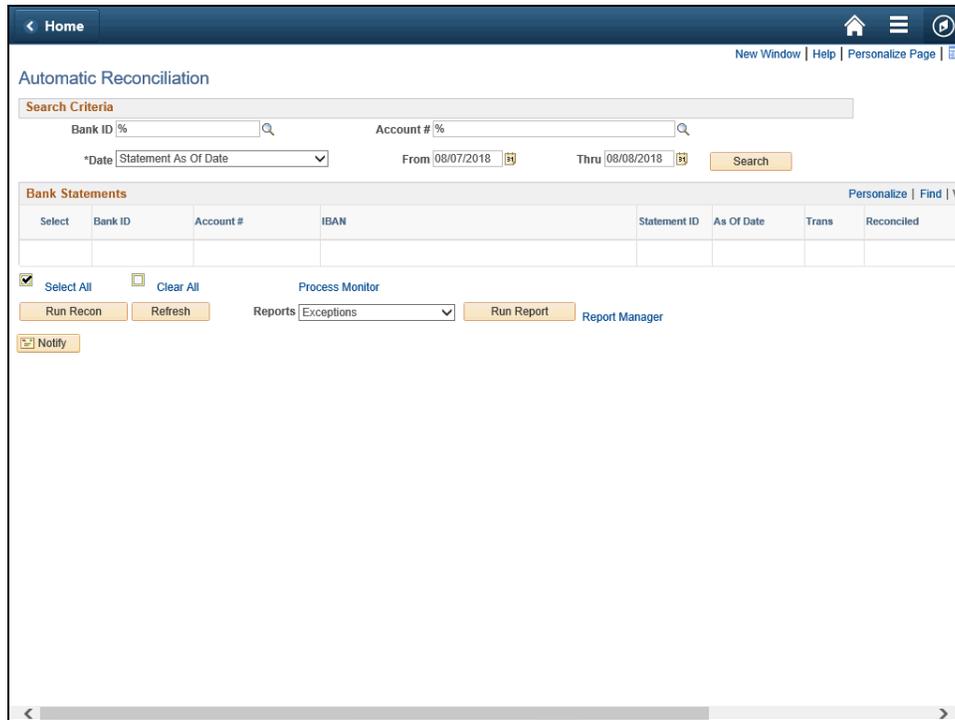
Step	Action
7.	Use the **Automatic Reconciliation** page to review and print a bank statement along with running the Automatic Reconciliation process. Automatic Reconciliation can only be performed after the bank files are loaded in TeamWorks Financials.
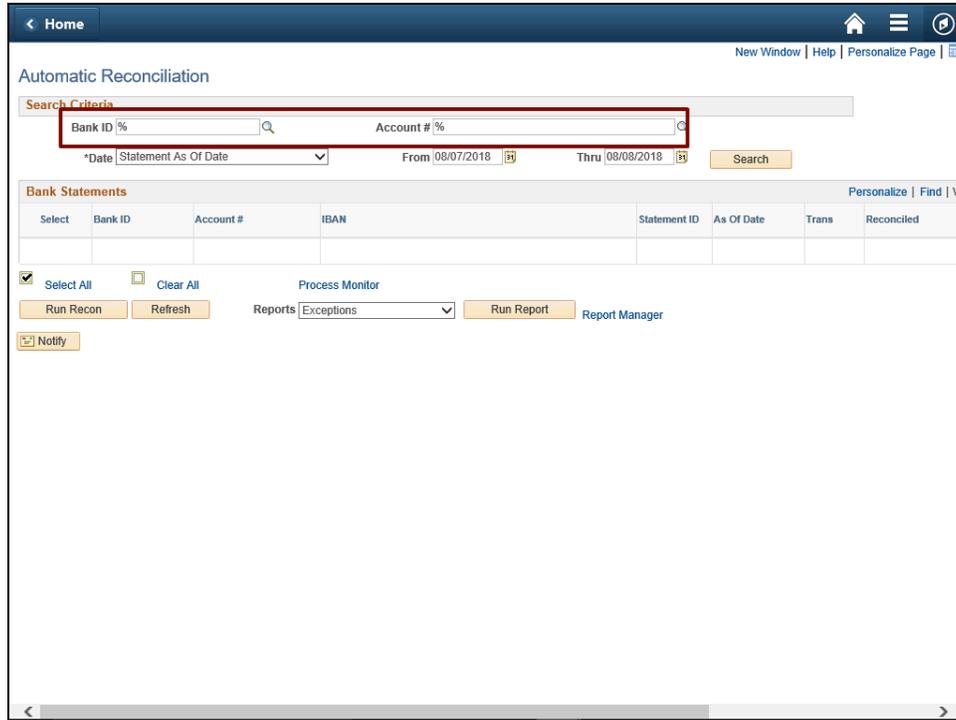
Step	Action
8.	Specify the search criteria by selecting bank statements for processing. For the **Bank ID** and **Account #** fields, you can use the defaulted '%' wildcard characters to retrieve multiple banks or accounts.
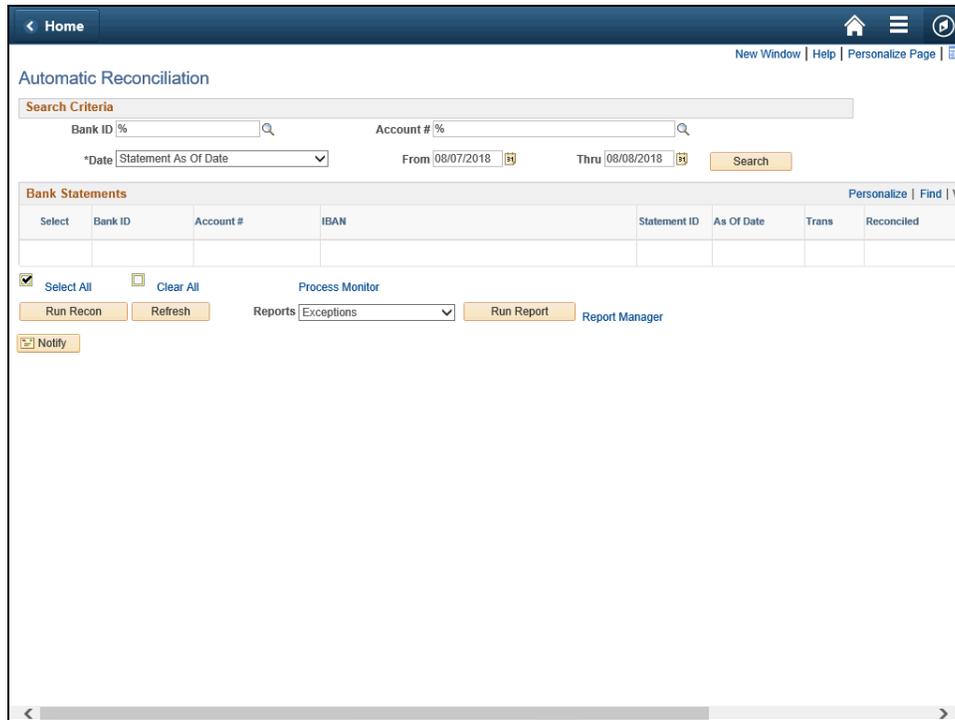
Step	Action
9.	For this example, search for the appropriate **Bank ID**. Click the **Look Up Bank ID** button.

Job Aid

Step	Action
10.	Select the appropriate **External Bank ID** for the reconciliation. For this example, click the **044115443** External Bank ID link for JP Morgan Chase Bank N.A. Click on any link located on the same line as that bank id.

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Step	Action
11.	For this example, click the **Look UP Account #** button.

Step	Action
12.	Select the appropriate **Bank Account #** for the reconciliation. For this example, click the **510883296** **Bank Account #** link. Click on any link located on the same line as that bank account #. **Bank Account #** **Short Description** **Description** 510883296　　　Operating　　　Operating Account

Step	Action
13.	The **Date** drop-down list provides two date options to use to search for the bank statements. **Statement as of Date** is the date the bank statement was generated and cleared. **Date Statement Loaded** is the date the bank statement was loaded into the system. For this example, leave the Date field as the default Statement As of Date.
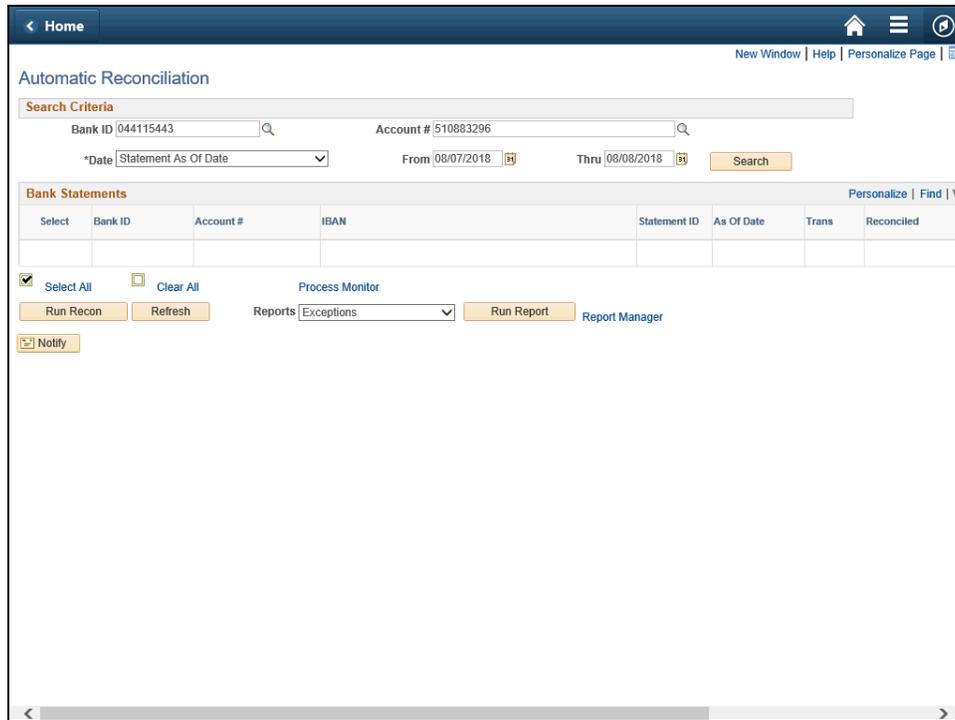
Step	Action
14.	It is very important for users to enter the correct **From** and **To** dates to ensure the system returns the desired values. Click in the **From** date field. From 08/07/2018
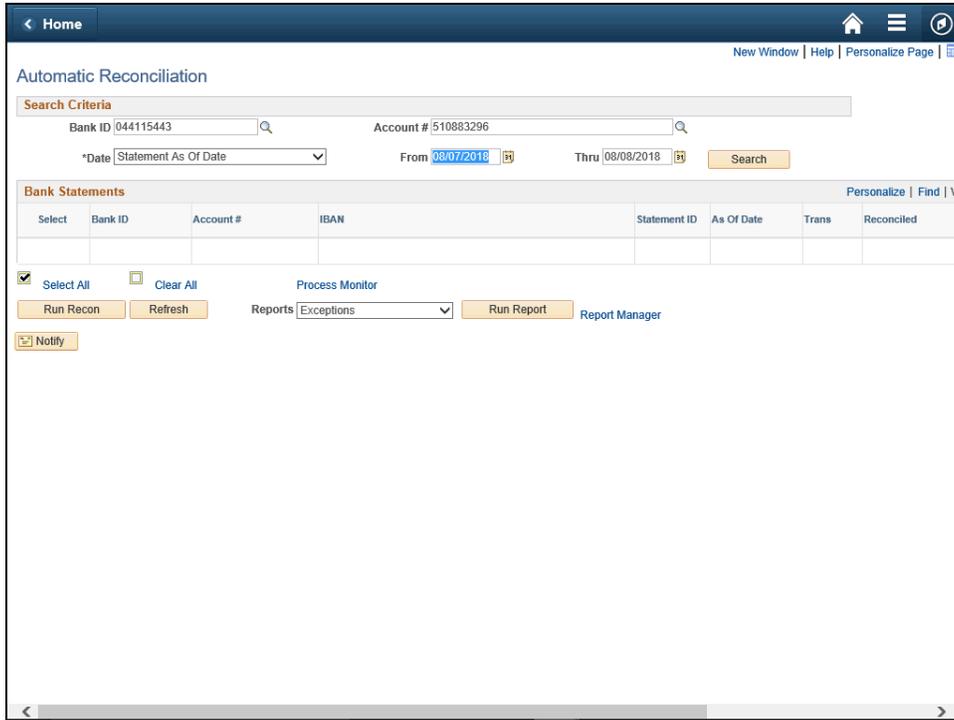
Step	Action
15.	Enter the appropriate beginning date for the bank statements into the **From** field. For this example, type **01/01/2018**. From 08/07/2018
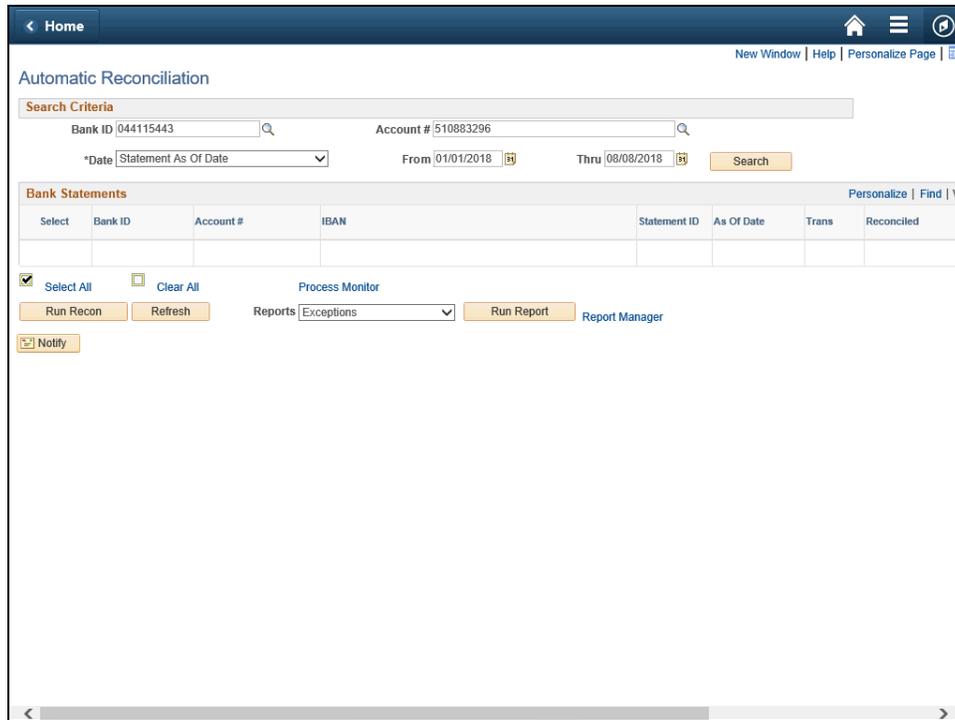
Step	Action
16.	Begin the search after the criteria has been entered. Click the **Search** button.

Step	Action
17.	The **Bank Statements** grid displays the search results.
	Trans column displays the number of transactions that are contained in the bank file.
	Reconciled column displays the number of detail transactions from the bank statement that have been reconciled with transactions in the system. This number is 0 until the Bank Reconciliation process is complete.

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

Step	Action
19.	For this example, there will be two statements to be reconciled. Click the **Select** checkbox to select or check the box for 19429 Statement ID. ☐ 044115443 510883296 19429 01/02/2018 27 0

Step	Action
20.	Select the second Statement to be reconciled.
	Click the **Select** checkbox to select or check the box for 19430 Statement ID.

Step	Action
21.	**Reports** drop-down field provides a choice of 3 reports Register, Error or Exceptions that can be run when the Run Report button is selected. Click the **Run Report** drop-down list. Reports Exceptions

Step	Action
22.	Click the **Register** drop-down list item.
	Register

Step	Action
23.	Click the **Run Report** button. Run Report
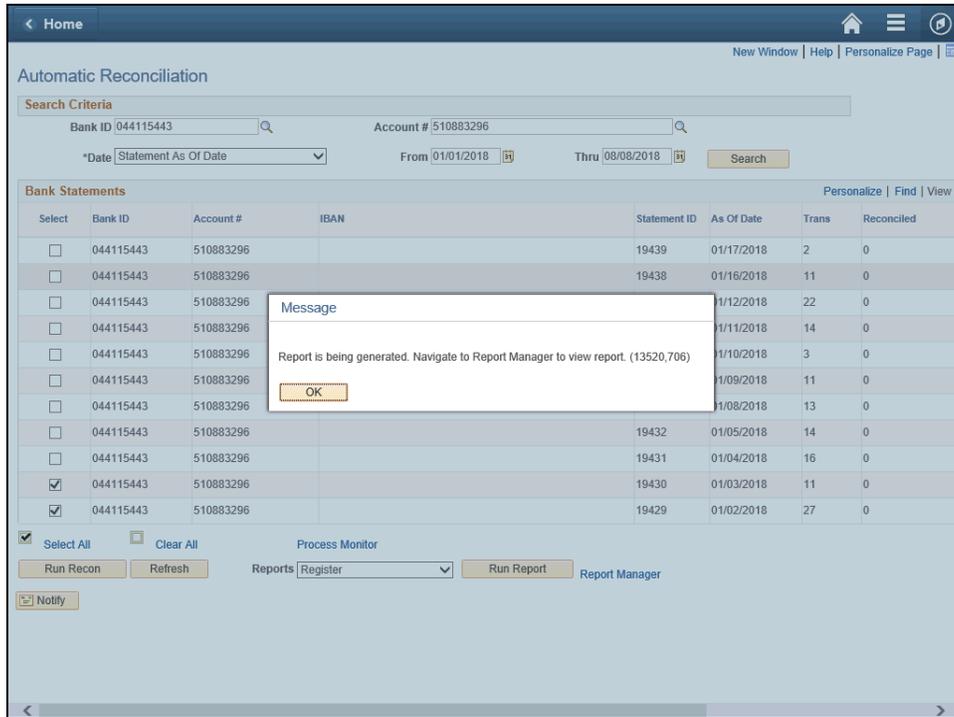
Step	Action
24.	The system provides a popup message informing the user that the report is being generated. To view the report, navigate to the Report Manager. Click the **OK** button to close the popup message. OK

Step	Action
25.	Review the reports generated. Click the **Report Manager** link. Report Manager
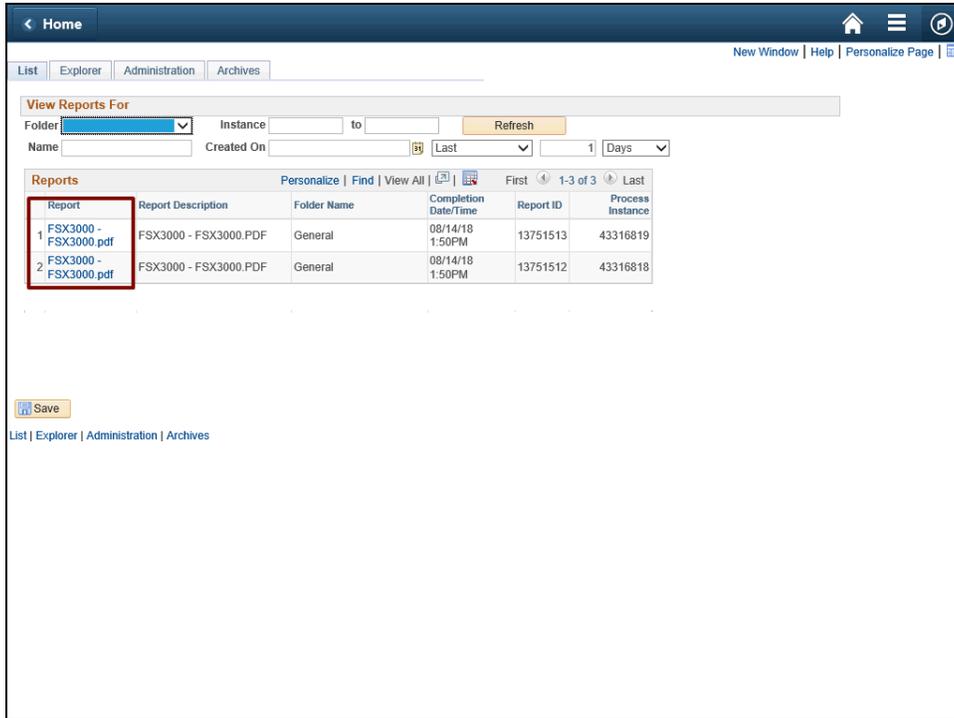
Step	Action
26.	The **Report Manager** opens to display the PDF files that have been generated for each of the selected bank statements.

Step	Action
27.	Review one of the reports.
	Click the **FSX3000-FSX3000.pdf** link for Report ID 13751513.
	<table><tr><td>**Report**</td><td>**Report Description**</td><td>**Folder Name**</td><td>**Completion Date/Time**</td><td>**Report ID**</td><td>**Process Instance**</td></tr><tr><td>FSX3000 - FSX3000.pdf</td><td>FSX3000 - FSX3000.PDF</td><td>General</td><td>08/14/18 1:50PM</td><td>13751513</td><td>43316819</td></tr></table>

Step	Action
28.	Another tab opens with report details of the **Run Status** 'Success' including another PDF link to open the selected report.
	Click the **FSX3000.pdf** link.
	Name FSX3000.pdf

Step	Action
29.	The PDF report opens in another browser tab. You have the option to save the report to your computer.

Step	Action
30.	Return to the **Automatic Reconciliation** page to proceed with reconciling the bank statements. Click the **Automatic Reconciliation** tab. *Automatic Reconciliation*
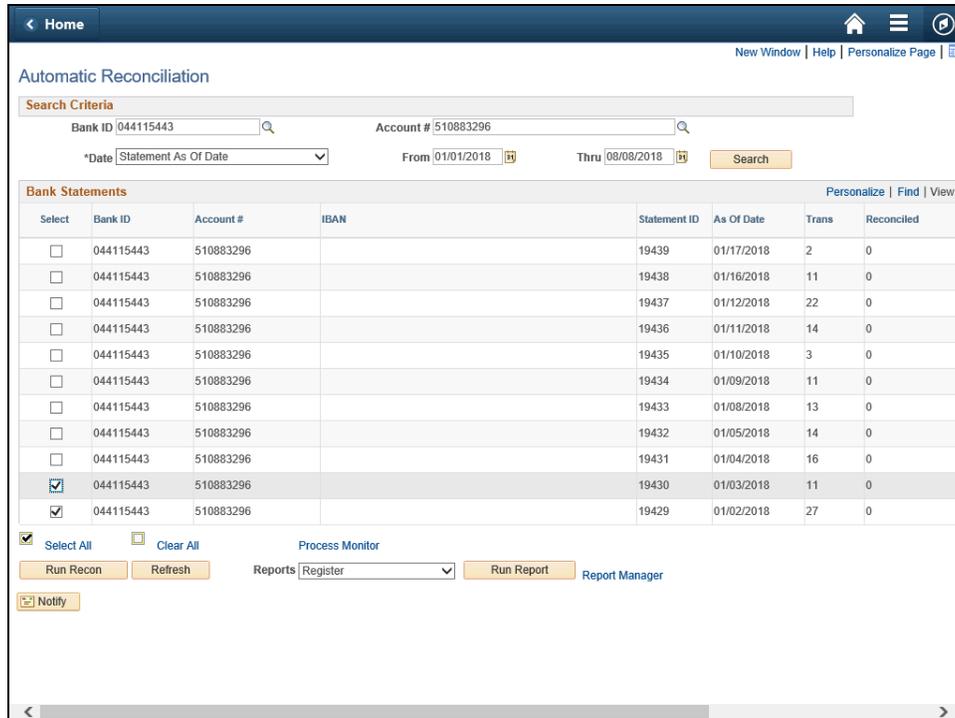
Step	Action
31.	The **Run Recon** button runs the bank reconciliation process for the selected bank statements. Click the **Run Recon** button. Run Recon

Step	Action
32.	The **Refresh** button updates any changes in the Bank Statements grid after running reconciliation. You can review the status in the **Process Monitor** link or continue to click the **Refresh** button to update the page information until Reconciled column quantities change from 0.

Step	Action
33.	Go to the **Process Monitor** to verify that the reconciliation process is successful. Click the **Process Monitor** link. Process Monitor

Job Aid

Step	Action
34.	The **Process List** page displays the status of submitted report or process requests. The Process List page is used to monitor the process requests that you submit. **Run Statuses** flow in the following sequence when no errors are encountered: Initiated > Pending > Queued > Processing > Posting > Success The **Distribution Statuses** are N/A, Not Posted, Posting and Posted. Status definitions are: **Initiated** - the server has acknowledged the new request **Pending or Queued** - indicates that new process request is waiting for the server to pick up the request. **Processing** - indicates the budget checking is running **Posting** - Indicates the process is almost complete **Success** - indicates that the program was successfully completed.

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Step	Action
35.	The current Running status of the process is 'Processing'. This means that the system has received the request to run the process or report and is currently running the process. The process is finished when the **Run Status is** 'Success' and when the **Distribution Status** is 'Posted'. Continue to click the **Refresh** button until the status is 'Success'. **Note**: Users must wait for both statuses to update before attempting to view the documents.
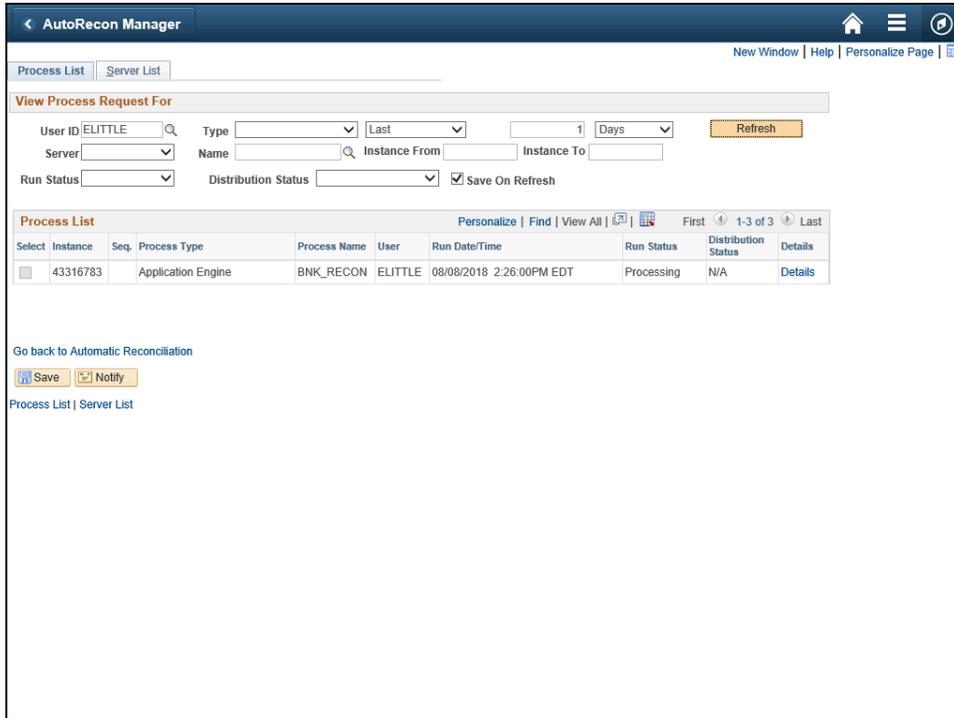
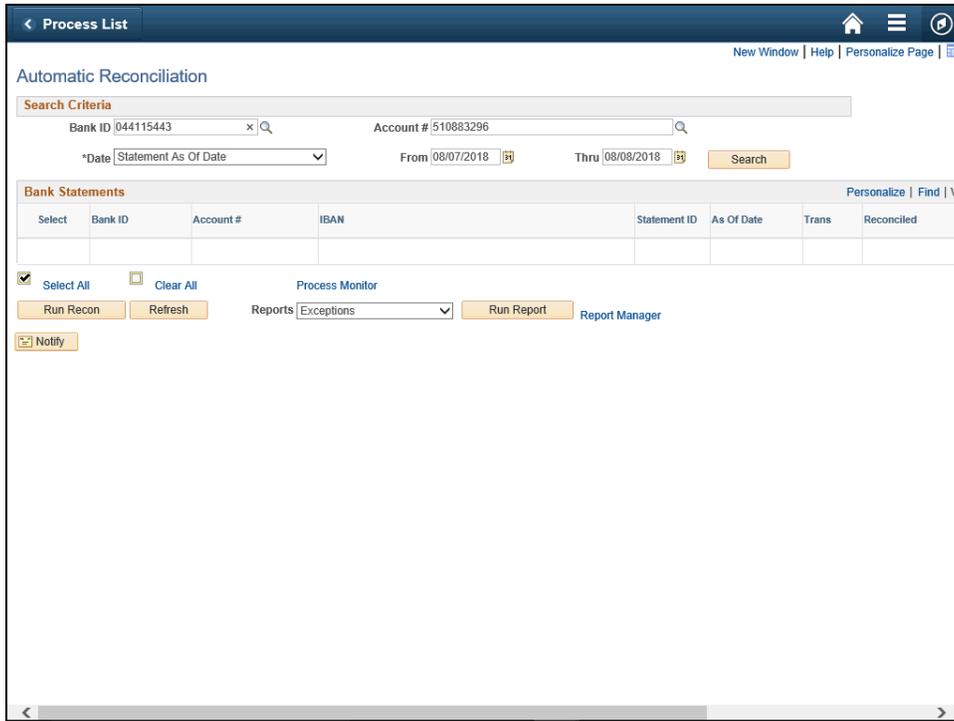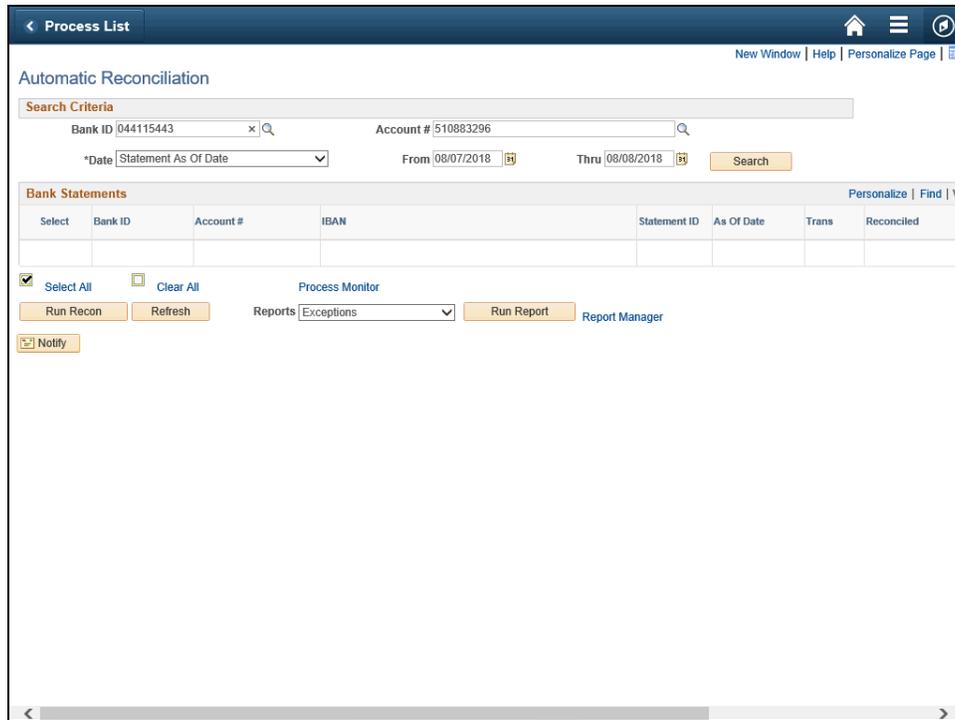| Step	Action
36.	Continue to click the **Refresh** button to update the current status of a submitted process. Click the **Refresh** button. Refresh
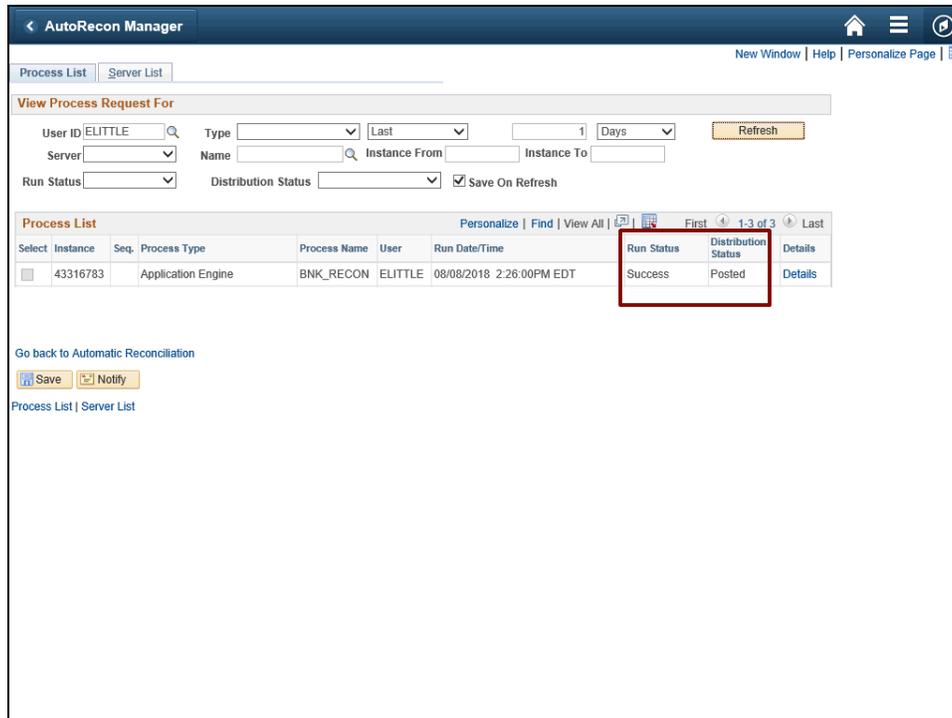
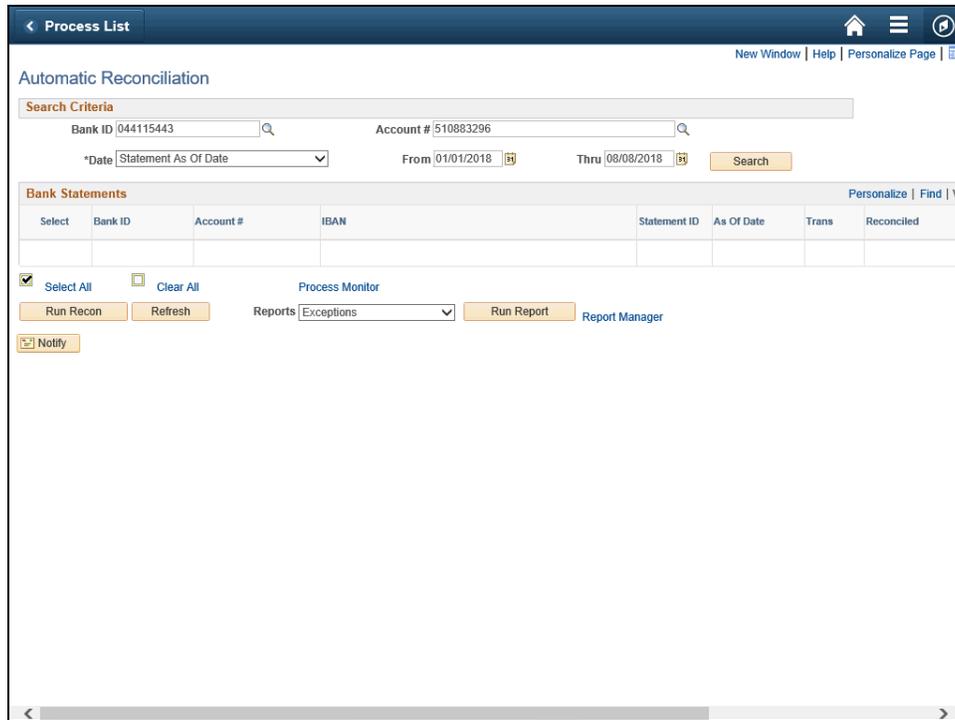| Step	Action
37.	The **Run Status** states Success and the **Distribution Status** shows Posted, which indicates that the Bank Reconciliation has run successfully and completed.
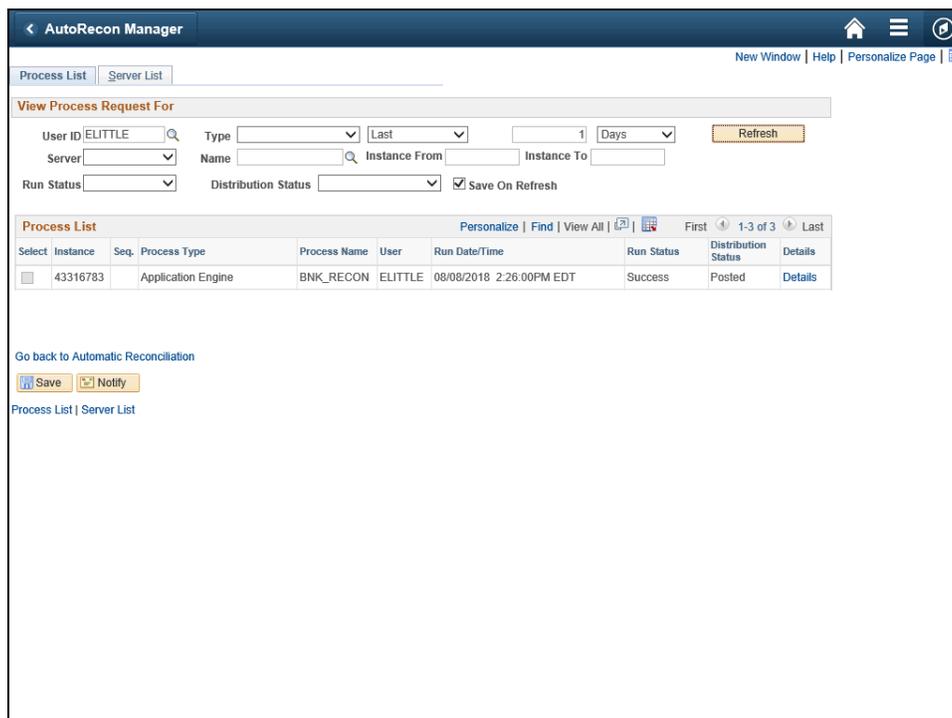
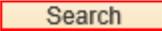| Step	Action
38.	Click the **Go back to Automatic Reconciliation** link. Go back to Automatic Reconciliation

Step	Action
39.	The **Bank ID** and **Account #** are still populated with your original entry, but the **From** and **Thru** Dates need to be updated again before clicking Search. Click in the **From** field. From 08/07/2018

Step	Action
40.	Enter the appropriate information into the **From** field. For this example, type **01/01/2018**. From 08/07/2018

Step	Action
41.	Begin the search. Click the **Search** button. Search

Step	Action
42.	For the statements that were reconciled, the Reconciled column should be populated with the same quantity as the transaction column. You will need to research the issues for transactions that did not reconcile. Use the **Reports** drop-down field to select and generate the **Errors** and **Exceptions** reports. **Errors** generates a report listing instances where a bank reference number does not match any reference number in the TeamWorks system. **Exceptions** generates a report of automatically reconciled exceptions.

Step	Action
43.	If the user's profile has the proper security access, transactions that do not perfectly match can be corrected or forced to reconcile on this page or on the **Manual Reconciliation** page. These transactions should be researched prior to forcing the recon 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
44.	Click **here (**http://www.surveymonkey.com/r/25KG2HH**)** to take a quick survey.

Thank you!