



Module	Accounts Payable
File Name	2_11_2 Manual Bank Reconciliation Process_BUSPROC.doc
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2.11.2 Manual Bank Reconciliation Process

Prerequisite: A Bank Statement that needs to be reconciled.

Concept:

The State of Georgia will support automatic and manual Bank Reconciliation methods of PeopleSoft. 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 PeopleSoft bank reconciliation process.

Additional Information

The following instructions contain sample data. Always use your own data when using these instructions.



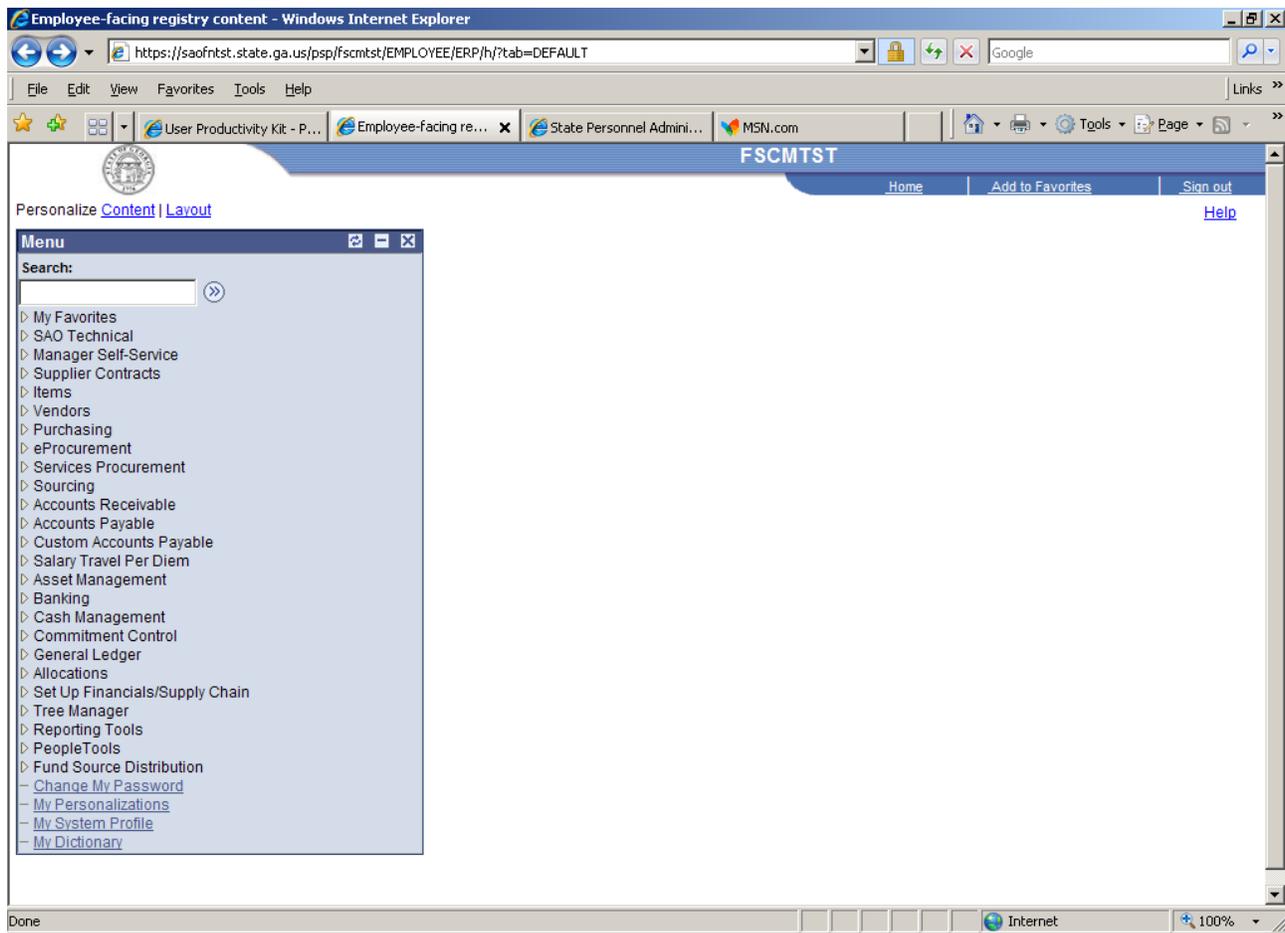
Procedure

Scenario:

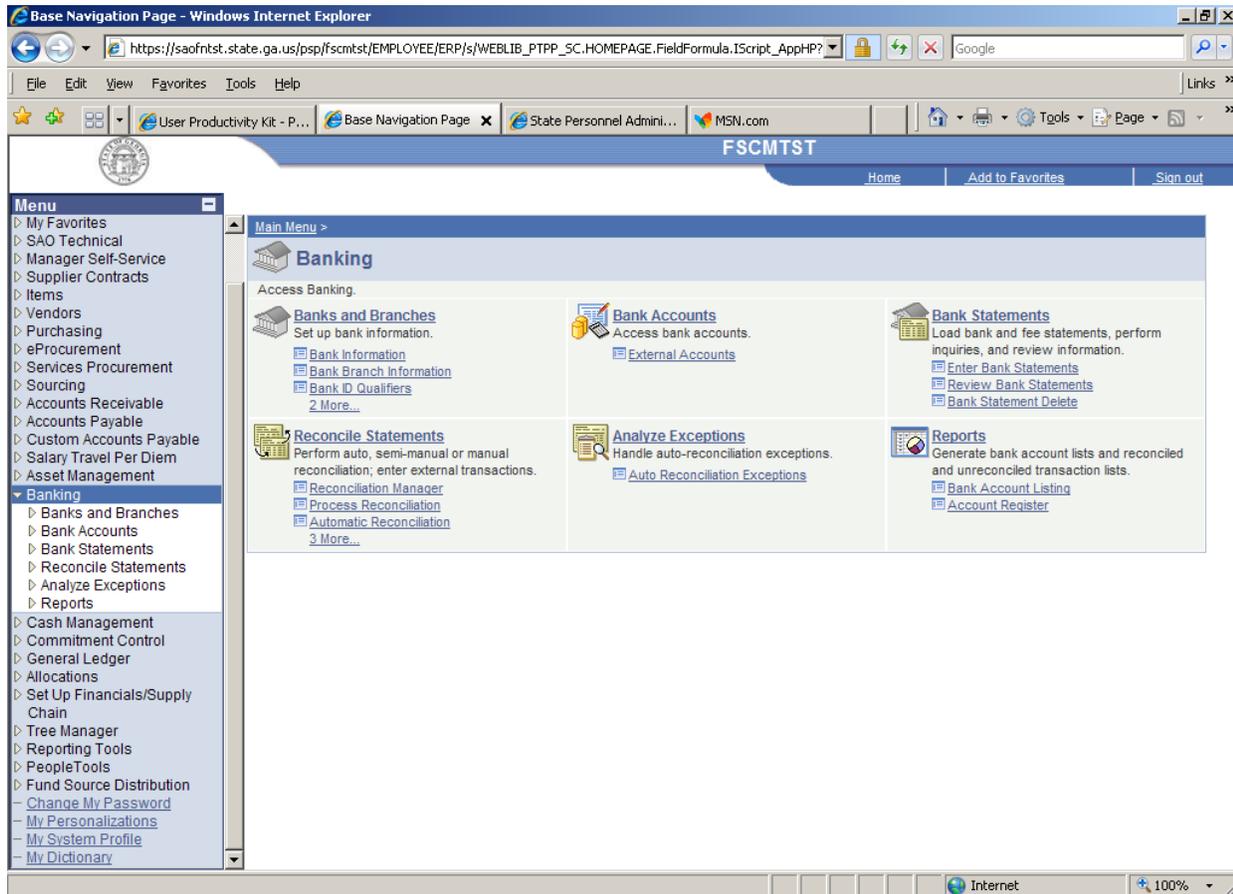
You have received the monthly bank statement for an account. Your agency reconciles deposits, wires and EFTs manually. You must perform the manual reconciliation for the account.

Note: Before performing the Manual Reconciliation request, obtain the following report or query. Use the query version if you wish to export the data to Excel.

1. Account Register Report, which lists all PS payment activity processed for a specific bank account. (Crystal Report FIN4004 or Query FIN3004)



Step	Action
1.	Click the Banking link. Banking



Step	Action
2.	Click the Reconcile Statements link. <input type="text" value="Reconcile Statements"/>



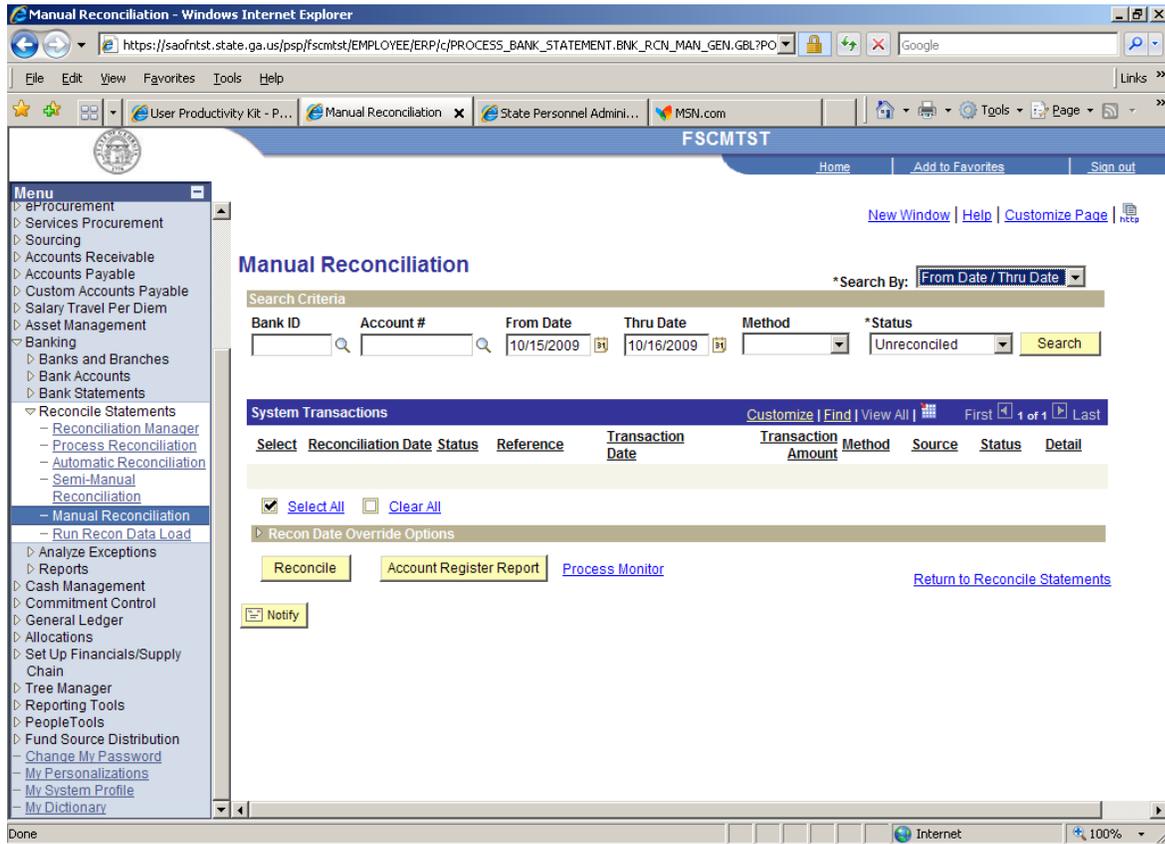
The screenshot shows the FSCMTST web application interface. The browser window title is "Base Navigation Page - Windows Internet Explorer". The address bar shows the URL: https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?. The page content includes a navigation menu on the left and a main content area titled "Reconcile Statements". The main content area contains the following options:

- Reconciliation Manager**: Reconcile bank data and manage exceptions from a central location.
- Process Reconciliation**: Run processes to load and reconcile bank statements.
- Automatic Reconciliation**: Perform automatic reconciliation and generate reports from a central location.
- Semi-Manual Reconciliation**: Review and match imported bank data with system transactions.
- Manual Reconciliation**: Match imported bank transactions to system data.
- Run Recon Data Load**

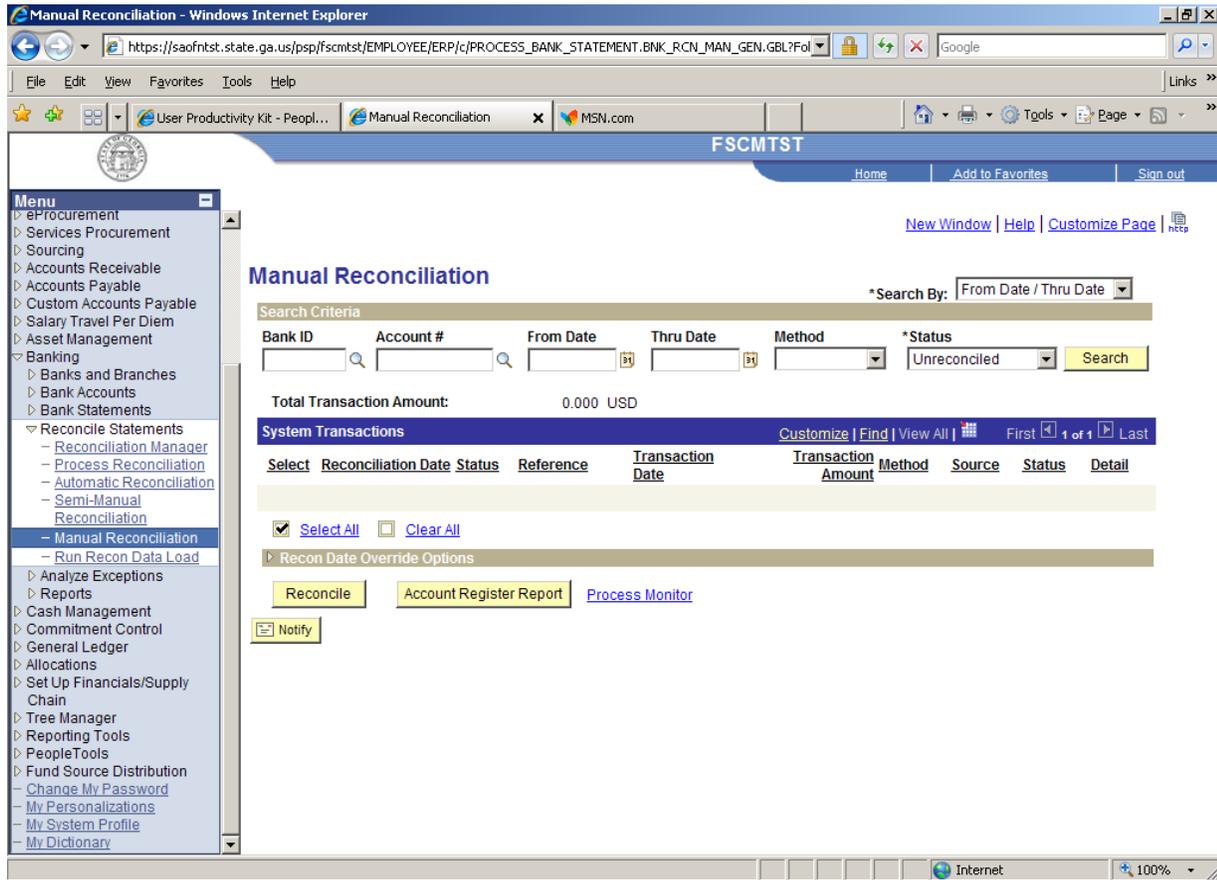
Step	Action
3.	Click the Manual Reconciliation link. Manual Reconciliation



Step	Action
4.	<p>The Manual Reconciliation process enables a user to reconcile statements for banks that do not provide an electronic file for their transaction data.</p> <p>Note: Void payments are automatically reconciled and Stopped payments must be manually reconciled.</p> <p>Press [Enter] to continue.</p>



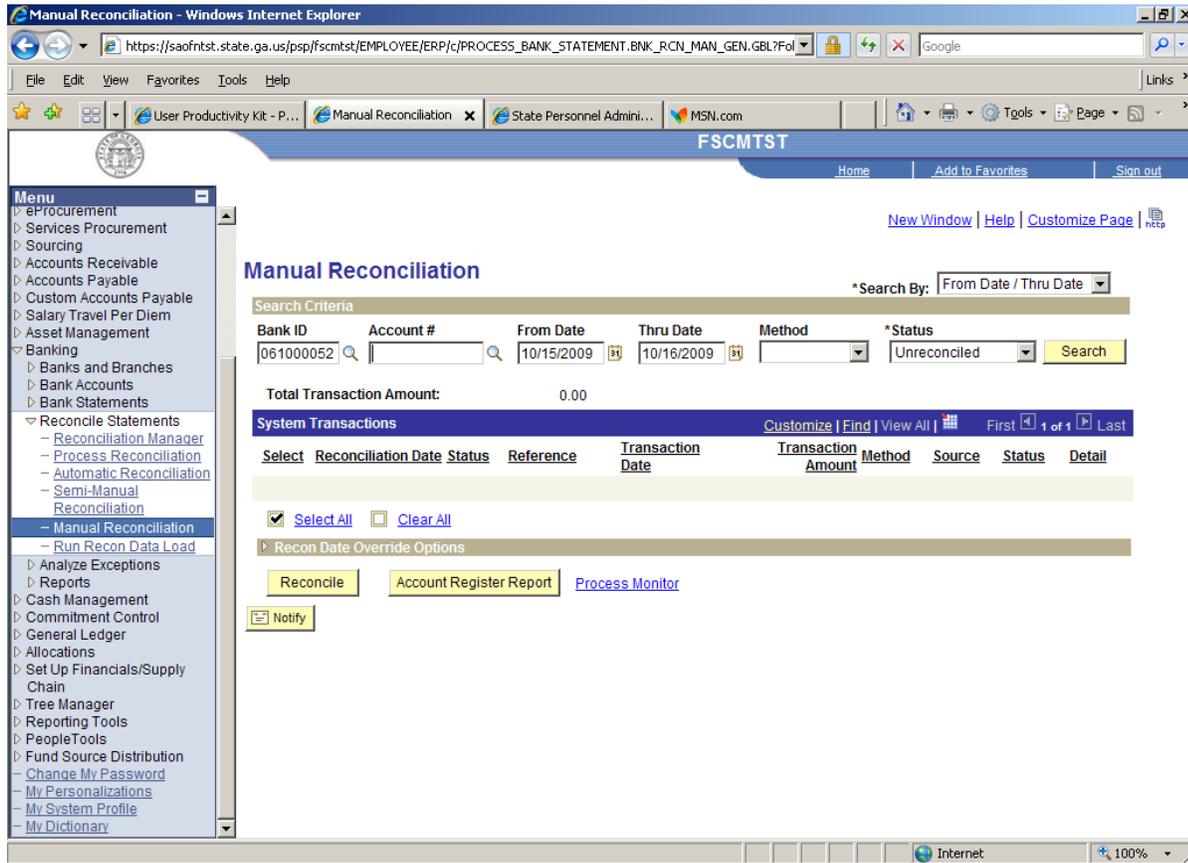
Step	Action
5.	Click in the Bank ID field. <input type="text"/>



Step	Action
6.	<p>The Bank ID is the bank's routing number. Enter the appropriate information into the Bank ID field.</p> <p>Type 061 (to enter 061000052)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
7.	Click in the Account # field. <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>



Step	Action
8.	<p>Enter the appropriate information into the Account # field.</p> <p>Type XX3 (to enter XX0032630889). This is a sample account number used for training purposes.</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
9.	Click in the From Date field. <input type="text"/>



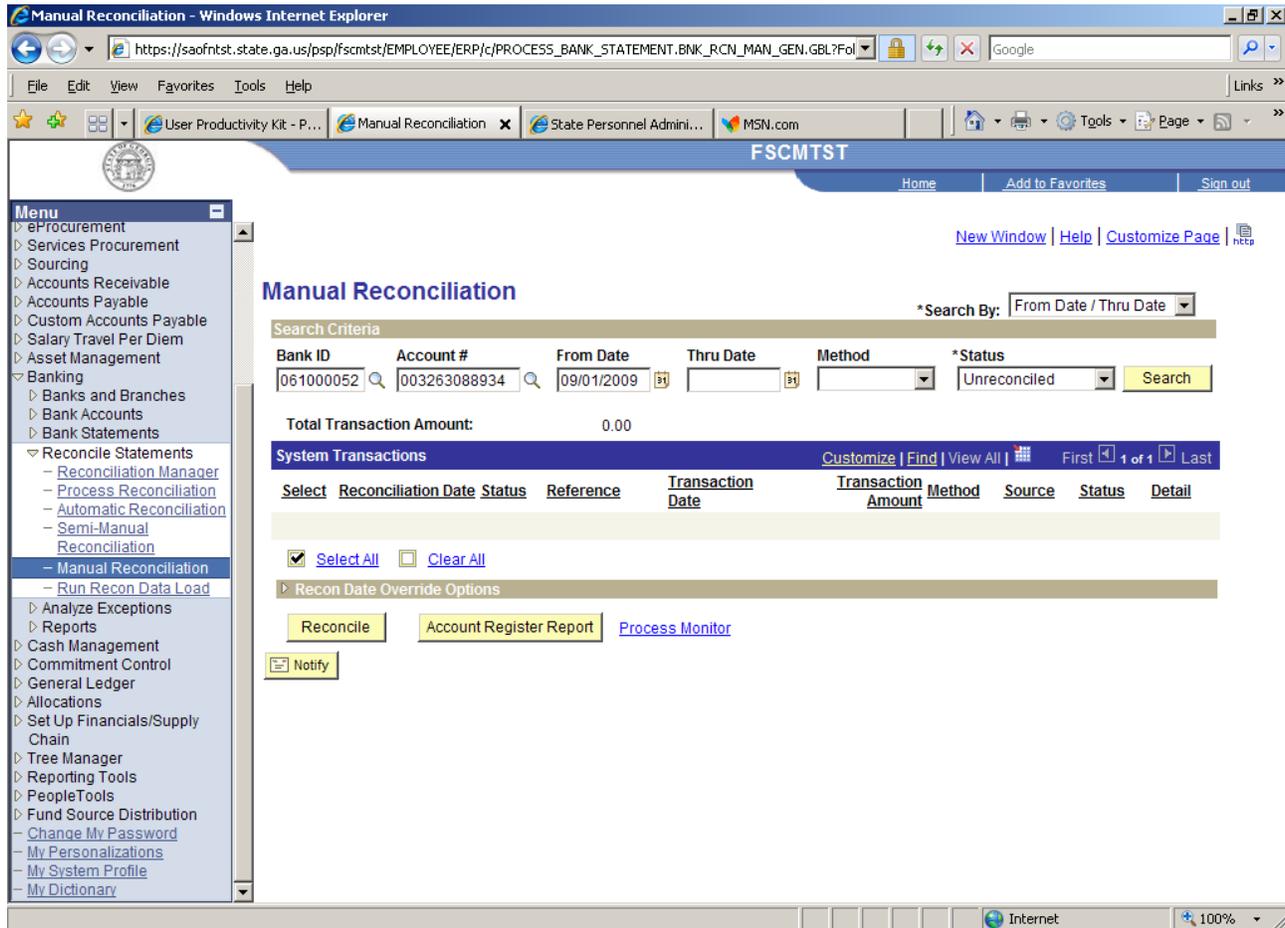
Step	Action
10.	<p>Enter the appropriate information into the From Date field.</p> <p>Type 09/ (to enter 09/01/2009)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



Step	Action
11.	Click in the Thru Date field. <input data-bbox="310 1402 435 1444" type="text"/>



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Step	Action
12.	<p>Enter the appropriate information into the Thru Date field.</p> <p>Type 09/ (to enter 09/30/2009)</p> <p>Tip: For this exercise, the complete field value will auto-populate once you type in the specific text.</p>



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Step	Action
13.	A user may search for both reconciled and unreconciled transactions. Press [Enter] to continue.



Step	Action
14.	<p>The Search By field enables the user to specify criteria for the transactions to be reconciled. Transactions may be searched by either the date range or by a range of transaction references (check, wire, EFT. Deposit, manual).</p> <p>Press [Enter] to continue.</p>



The screenshot displays the 'Manual Reconciliation' web application. The browser window title is 'Manual Reconciliation - Windows Internet Explorer'. The address bar shows the URL: https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/c/PROCESS_BANK_STATEMENT.BNK_RCN_MAN_GEN.GBL?PO. The application header includes 'FSCMTST' and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various accounting functions, with 'Manual Reconciliation' selected. The main content area is titled 'Manual Reconciliation' and features search criteria for Bank ID (061000052), Account # (003263088934), From Date (09/01/2009), and Thru Date (09/30/2009). The search results show a total transaction amount of 0.00 USD and a table of system transactions. A 'Search' button is highlighted in the interface.

Step	Action
15.	Once the search criteria have been entered, click the Search button. 



Manual Reconciliation

*Search By: From Date / Thru Date

Bank ID: 061000052 Account #: 003263088934 From Date: 09/01/2009 Thru Date: 09/30/2009 Method: *Status: Unreconciled Search

Total Transaction Amount: 6,003,655.14 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/19/2009	UNR	0000042593	09/04/2009	421.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042597	09/04/2009	189.65	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042594	09/04/2009	490.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042592	09/04/2009	430.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042595	09/04/2009	620.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042596	09/04/2009	428.88	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042598	09/04/2009	419.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042599	09/04/2009	439.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042600	09/04/2009	186.03	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042528	09/04/2009	614.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042601	09/04/2009	43.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042602	09/04/2009	51.18	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042603	09/04/2009	797.75	CHK	AP	Paid	Check

Step	Action
16.	Click the right scroll bar to view the bottom portion of this page.



The screenshot displays the 'Manual Reconciliation' web application. The main area shows a table of transactions with the following columns: Date, Amount, Currency, and Status. The transactions listed are:

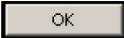
Date	Amount	Currency	Status
10/19/2009	427.73	CHK	Paid
10/19/2009	330.00	CHK	Paid
10/19/2009	437.00	CHK	Paid
10/19/2009	435.00	CHK	Paid
10/19/2009	1,752.38	CHK	Paid
10/19/2009	288.00	CHK	Paid
10/19/2009	286.00	CHK	Paid
10/19/2009	752.02	CHK	Paid
10/19/2009	357.01	CHK	Paid
10/19/2009	412.00	CHK	Paid
10/19/2009	492.40	CHK	Paid
10/19/2009	414.00	CHK	Paid
10/19/2009	476.14	CHK	Paid
10/19/2009	68.20	CHK	Paid

Below the table, there are buttons for 'Reconcile', 'Account Register Report', and 'Process Monitor'. The 'Account Register Report' button is highlighted in the screenshot.

Step	Action
17.	Click the Account Register Report button to view and print the Account Register report prior to manually reconciling the transactions.

Account Register Report

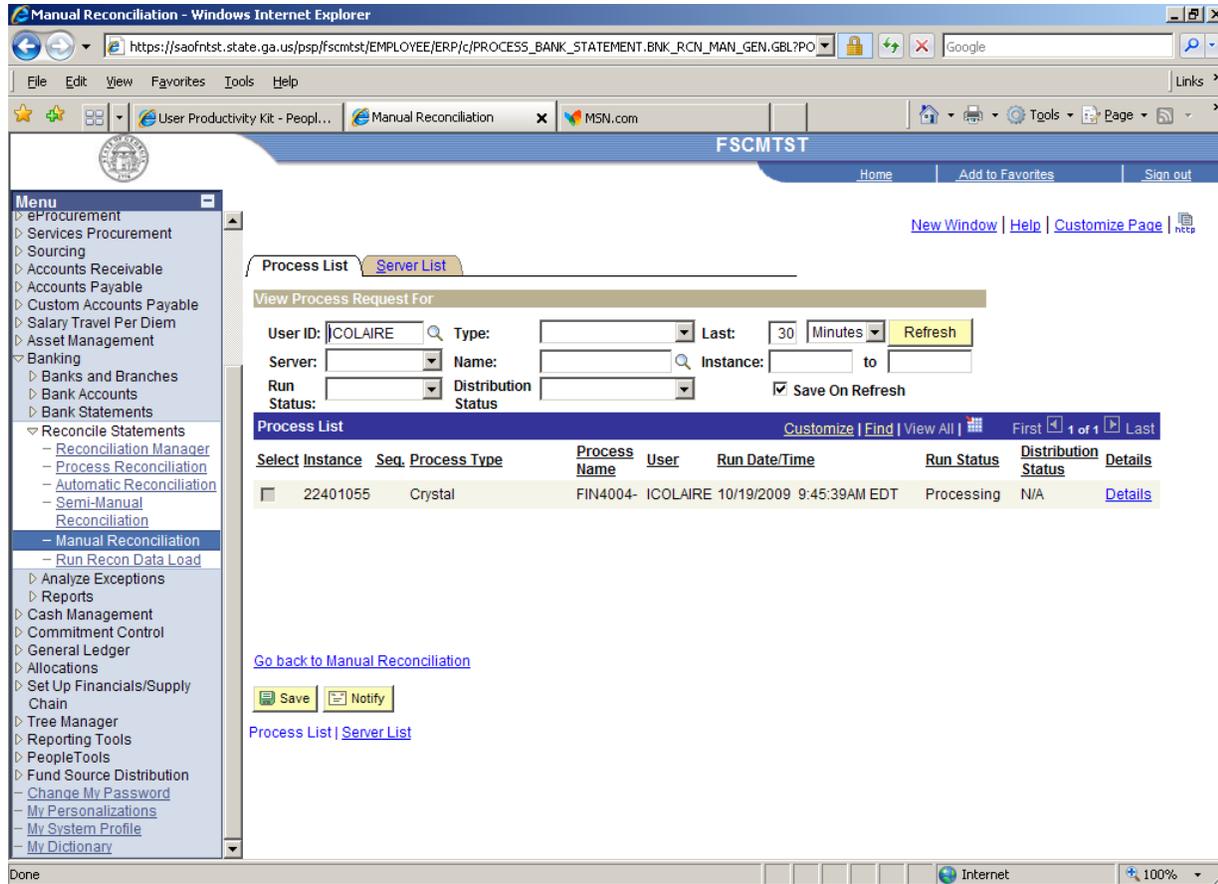


Step	Action
18.	Click the OK button. <div style="text-align: center; margin-top: 10px;">  </div>



Date	Amount	Currency	Status
10/19/2009	427.73	CHK	Paid
10/19/2009	330.00	CHK	Paid
10/19/2009	437.00	CHK	Paid
10/19/2009	435.00	CHK	Paid
10/19/2009	1,752.38	CHK	Paid
10/19/2009	288.00	CHK	Paid
10/19/2009	286.00	CHK	Paid
10/19/2009	752.02	CHK	Paid
10/19/2009	357.01	CHK	Paid
10/19/2009	412.00	CHK	Paid
10/19/2009	492.40	CHK	Paid
10/19/2009	414.00	CHK	Paid
10/19/2009	476.14	CHK	Paid
10/19/2009	68.20	CHK	Paid

Step	Action
19.	Click the Process Monitor link to view the report. Process Monitor



Step	Action
20.	Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'. 



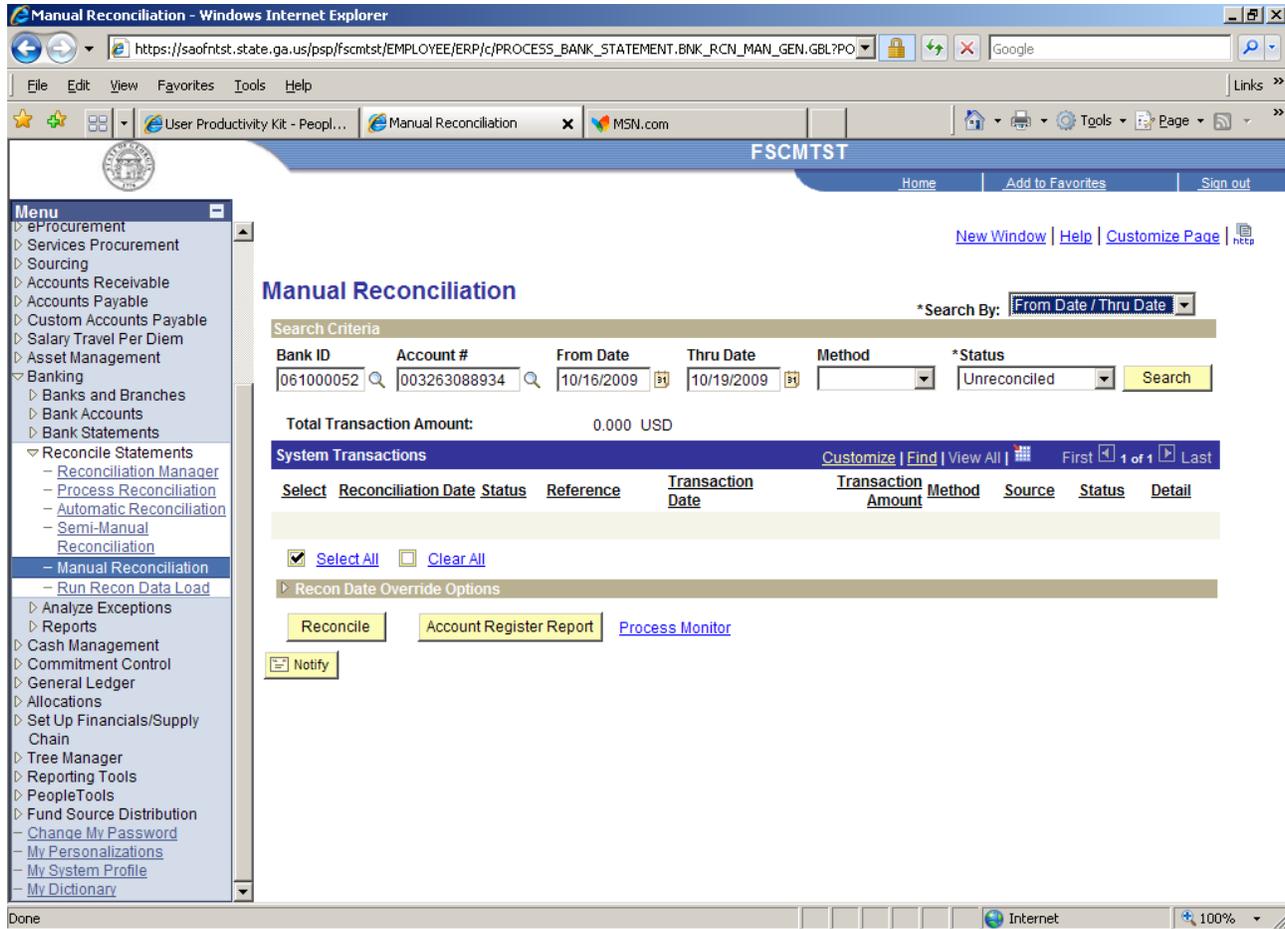
Step	Action
21.a	Click the Details link to view or print the Account Register.
21.b	Click the View Log/Trace link
21.c	Click the FIN4004- _XXXX.PDF link to Open the Account Register
	Press [Enter] to continue.



Step	Action
22.a	Click the Return link to return to the Process Detail
22.b	Then Click the Cancel link to return to the Process List Press [Enter] to continue.



Step	Action
23.	<p>Click the Go back to manual Reconciliation</p> <p>Go back to Manual Reconciliation</p> <p>Press [Enter] to continue.</p>



Step	Action
24.a	<p>If navigating back to the Manual Reconciliation page, the Bank ID (routing number) and Account # fields will automatically populate.</p> <p>The current date defaults in to the From and Thru fields.</p>
24. b	<p>Enter the appropriate information in the From and Thru fields.</p> <p>09/01/2009 09/30/2009 </p>
24.c	<p>Click the Search button.</p> <p></p> <p>Press [Enter] to continue.</p>



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Step	Action
25.	<p>Click the Select checkbox to choose the transaction reference id to be reconciled or click on the Select All button at the bottom to select all transactions to be reconciled.</p> <p>Note: Only select the transactions that have cleared the bank.</p> <p><input type="checkbox"/></p>



Manual Reconciliation - Windows Internet Explorer

https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/c/PROCESS_BANK_STATEMENT.BNK_RCN_MAN_GEN.GBL?PO

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- Reporting Tools
- PeopleTools
- Fund Source Distribution
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: 061000052 Account #: 003263088934 From Date: 09/01/2009 Thru Date: 09/30/2009 Method: Unreconciled Status: Unreconciled Search

Total Transaction Amount: 6,003,655.14 USD

System Transactions Customize Find View 100 First 1-100 of 456 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/19/2009	UNR	0000042593	09/04/2009	421.00	CHK	AP	Paid	Check
<input checked="" type="checkbox"/>	10/19/2009	UNR	0000042597	09/04/2009	189.65	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042594	09/04/2009	490.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042592	09/04/2009	430.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042595	09/04/2009	620.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042596	09/04/2009	428.88	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042598	09/04/2009	419.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042599	09/04/2009	439.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042600	09/04/2009	186.03	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042528	09/04/2009	614.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042601	09/04/2009	43.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042602	09/04/2009	51.18	CHK	AP	Paid	Check

Step	Action
26.	<p>Reconciliation Date is the date that the transaction cleared the bank. Enter the date shown on the bank statement. This date will be displayed as the Cleared On date on the Payment Inquiry page.</p> <p>Press [Enter] to continue.</p>



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Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID	Account #	From Date	Thru Date	Method	*Status
061000052	003263088934	09/01/2009	09/30/2009		Unreconciled

Total Transaction Amount: 6,003,655.14 USD

System Transactions

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/19/2009	UNR	0000042593	09/04/2009	421.00	CHK	AP	Paid	Check
<input checked="" type="checkbox"/>	10/19/2009	UNR	0000042597	09/04/2009	189.65	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042594	09/04/2009	490.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042592	09/04/2009	430.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042595	09/04/2009	620.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042596	09/04/2009	428.88	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042598	09/04/2009	419.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042599	09/04/2009	439.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042600	09/04/2009	186.03	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042528	09/04/2009	614.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042601	09/04/2009	43.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042602	09/04/2009	51.18	CHK	AP	Paid	Check

Step	Action
27.	<p>Transaction Date is the date that the system transaction occurred.</p> <p>Press [Enter] to continue.</p>



Manual Reconciliation - Windows Internet Explorer

https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/c/PROCESS_BANK_STATEMENT.BNK_RCN_MAN_GEN.GBL?PO

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- Reconcile Statements
 - Reconciliation Manager
 - Process Reconciliation
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 - Semi-Manual Reconciliation
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- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools
- Fund Source Distribution
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

New Window | Help | Customize Page |

Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: 061000052 Account #: 003263088934 From Date: 09/01/2009 Thru Date: 09/30/2009 Method: *Status: Unreconciled Search

Total Transaction Amount: 6,003,655.14 USD

System Transactions Customize | Find | View 100 | First 1-100 of 456 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/19/2009	UNR	0000042593	09/04/2009	421.00	CHK	AP	Paid	Check
<input checked="" type="checkbox"/>	10/19/2009	UNR	0000042597	09/04/2009	189.65	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042594	09/04/2009	490.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042592	09/04/2009	430.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042595	09/04/2009	620.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042596	09/04/2009	428.88	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042598	09/04/2009	419.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042599	09/04/2009	439.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042600	09/04/2009	186.03	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042528	09/04/2009	614.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042601	09/04/2009	43.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042602	09/04/2009	51.18	CHK	AP	Paid	Check

Internet 100%

Step	Action
28.	The Source field displays the origin application for the transactions. Press [Enter] to continue.



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Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID	Account #	From Date	Thru Date	Method	*Status
061000052	003263088934	09/01/2009	09/30/2009		Unreconciled

Total Transaction Amount: 6,003,655.14 USD

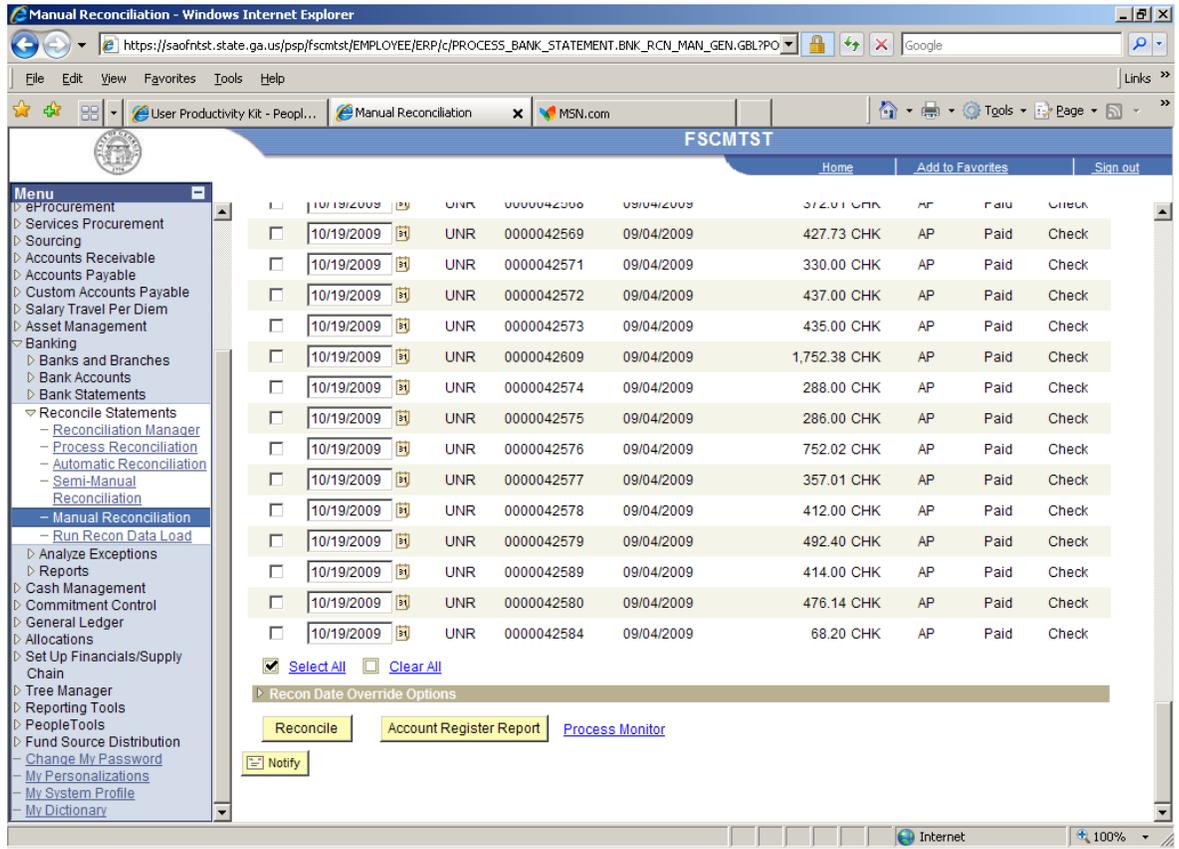
System Transactions Customize | Find | View 100 | First 1-100 of 456 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/19/2009	UNR	0000042593	09/04/2009	421.00	CHK	AP	Paid	Check
<input checked="" type="checkbox"/>	10/19/2009	UNR	0000042597	09/04/2009	189.65	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042594	09/04/2009	490.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042592	09/04/2009	430.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042595	09/04/2009	620.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042596	09/04/2009	428.88	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042598	09/04/2009	419.40	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042599	09/04/2009	439.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042600	09/04/2009	186.03	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042528	09/04/2009	614.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042601	09/04/2009	43.00	CHK	AP	Paid	Check
<input type="checkbox"/>	10/19/2009	UNR	0000042602	09/04/2009	51.18	CHK	AP	Paid	Check

29.	Click the right scroll bar to view the bottom portion of this page.
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Step	Action
30.	<p>After the cleared transactions have been selected, click the Reconcile pushbutton. The transactions will now be reconciled. Be certain that all transactions selected have cleared the bank.</p> <p>Note: Reconcile is the same as Save.</p> <p>Reconcile</p>



Date	Status	Amount	Currency	Type	Action
10/19/2009	UNR	0000042727	09/14/2009	390.72 CHK	AP Paid Check
10/19/2009	UNR	0000042726	09/14/2009	407.03 CHK	AP Paid Check
10/19/2009	UNR	0000042728	09/14/2009	390.32 CHK	AP Paid Check
10/19/2009	UNR	0000042737	09/14/2009	400.17 CHK	AP Paid Check
10/19/2009	UNR	0000042736	09/14/2009	370.45 CHK	AP Paid Check
10/19/2009	UNR	0000042738	09/15/2009	30.00 CHK	AP Paid Check
10/19/2009	UNR	4180000450	09/14/2009	126.00 EFT	AP Paid EFT
10/19/2009	UNR	0000042734	09/14/2009	382.71 CHK	AP Paid Check
10/19/2009	UNR	0000042733	09/14/2009	54.00 CHK	AP Paid Check
10/19/2009	UNR	0000042735	09/14/2009	410.00 CHK	AP Paid Check
10/19/2009	UNR	0000042717	09/11/2009	280.50 CHK	AP Paid Check
10/19/2009	UNR	0000042716	09/11/2009	170.00 CHK	AP Paid Check
10/19/2009	UNR	0000042719	09/11/2009	4,450.00 CHK	AP Paid Check
10/19/2009	UNR	0000042718	09/11/2009	20.00 CHK	AP Paid Check
10/19/2009	UNR	0000042714	09/11/2009	635.28 CHK	AP Paid Check

Select All Clear All
 Reconcile Account Register Report Process Monitor
 Notify

Step	Action
31.	Click the Account Register Report button. This report shows the Unreconciled references or the Reconciled payments based on the status that has been selected. 
32.	You have successfully completed the Manual Bank Reconciliation Process topic. End of Procedure.