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## BK.020.013 – PERFORMING BANK RECONCILIATION – SPECIAL TRANSACTIONS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the transaction types that cannot be reconciled via normal Automatic Reconciliation.</li> <li>To identify what report is pulled after reconciling special transactions and what information it provides.</li> <li>To perform Bank Reconciliation on Special Transactions.</li> </ul>
<b>Description</b>	<p>Certain transactions cannot be reconciled via normal Automatic Reconciliation. This includes \$0 checks that are never reported in the bank reconciliation file but show as “outstanding” in PeopleSoft.</p> <p>Also included are bank errors where a check clears but is not included in the Reconciliation file. EFT and ACH transactions make up the last type of special transactions that must be reconciled in this way. After reconciling the special transaction, users can pull the Account Register Report to see if anything remains unreconciled.</p>
<b>Security Role</b>	<b>BOR_BANK_PROCESSING</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to perform Bank Reconciliation on Special Transactions.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Banking</b> link.
4.	Click the <b>Reconcile Statements</b> link
5.	Click the <b>Manual Reconciliation</b> link.
6.	For this demonstration, you have been advised EFT payments for the 1st quarter need to be reconciled.  After filling in the appropriate search criteria, click the <b>Search</b> button.
7.	Click the <b>vertical</b> scrollbar.
8.	Click the <b>Select All</b> link.
9.	Click the <b>Expand section</b> button.
10.	Click the <b>Override Reconciliation Date</b> checkbox.
11.	Enter " <b>03/31/2005</b> " in the <b>Enter Reconciliation Date</b> field.
12.	Click the <b>Reconcile</b> button.
13.	Click the <b>Run Report</b> button to run the Account Register.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link.
16.	Click the <b>Refresh</b> button.
17.	Click an entry in the <b>Details</b> column.
18.	Click the <b>View/Trace Log</b> link.
19.	Click the <b>FIN4004</b> link.
20.	Click the <b>Close</b> button.
21.	Click the <b>Return</b> button.
22.	Click the <b>OK</b> button.
23.	Click the <b>Go back to Manual Reconciliation</b> link.
24.	Enter " <b>01/03/2005</b> " in the <b>From Date</b> field.
25.	Enter " <b>03/31/2005</b> " in the <b>Thru Date</b> field.
26.	Click the <b>EFT</b> list item.

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Step	Action
27.	Click the <b>Search</b> button.