

## BK.020.011 – PERFORMING MANUAL BANK RECONCILIATION

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To describe the process to manually reconcile transactions.</li> <li>• To identify what report is run after performing manual bank reconciliation.</li> <li>• To perform Manual Bank Reconciliation.</li> </ul>
<b>Description</b>	<p>Normally, Automatic Bank Reconciliation is performed. However, you can manually reconcile transactions using this procedure. After reconciling the individually selected system transactions, you can generate the Account Register Report, which lists reconciliation information for a specific bank account.</p> <p>Generally, users should not perform manual reconciliation on bank accounts that will be processed using Automatic Reconciliation. If users open a bank account that is set for Automatic Reconciliation, the system will display a warning message.</p>
<b>Security Role</b>	<b>BOR_GL_BANKING</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	<p>To perform Manual Bank Reconciliation, select individual items to reconcile.</p> <p>After performing Manual Bank Reconciliation, run the Account Register Report, which lists transactions for a specific bank account based on the status (Reconciled or Unreconciled) selected on the Manual Reconciliation page.</p>

## Procedure

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

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.	Enter " <b>010107</b> " in the <b>From Date</b> field.
7.	Enter " <b>013107</b> " in the <b>Thru Date</b> field.
8.	If you wish to limit transactions to only checks, select the <b>Check Method</b> .
9.	Click the <b>Search</b> button.
10.	If the user's bank is defined to use Automatic Reconciliation, the user will receive a warning.  Click the <b>OK</b> button.
11.	Click the <b>Select</b> checkbox.
12.	Click the <b>Select</b> checkbox.
13.	Click the <b>Reconcile</b> button.
14.	Users can run the FIN4004 Account Register report from the Manual Reconciliation page. It will provide a list of transactions depending on the status set on the page. Note that the status is " <b>Unreconciled</b> " so it will list all unreconciled transactions for this bank account.  Note: Be sure that you allow the Manual Reconcile page to complete saving before you run the report or no values will be returned on the report.  Click the <b>Account Register Report</b> button.
15.	Click the <b>OK</b> button.
16.	Click the <b>Process Monitor</b> link.
17.	Click the <b>Refresh</b> button.
18.	Click an entry in the <b>Details</b> column.
19.	Click the <b>View/Trace Log</b> link.
20.	Click the <b>File Name</b> link.

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Step	Action
21.	View the report. Press <b>Enter</b> to continue.
22.	Click the <b>Close</b> button.
23.	Click the <b>Return</b> button.
24.	Click the <b>OK</b> button.
25.	Click the <b>Go back to Manual Reconciliation</b> link.