
BK.020.013 – PERFORMING BANK RECONCILIATION – SPECIAL TRANSACTIONS

Purpose	<ul style="list-style-type: none"> To identify the transaction types that cannot be reconciled via normal Automatic Reconciliation. To identify what report is pulled after reconciling special transactions and what information it provides. To perform Bank Reconciliation on Special Transactions.
Description	<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>
Security Role	BOR_GL_BANKING
Dependencies/ Constraints	None
Additional Information	None

Procedure

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Banking link.
4.	Click the Reconcile Statements link
5.	Click the Manual Reconciliation 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 Search button.
7.	Click the vertical scrollbar.
8.	Click the Select All link.
9.	Click the Expand section button.
10.	Click the Override Reconciliation Date checkbox.
11.	Enter " 03/31/2005 " in the Enter Reconciliation Date field.
12.	Click the Reconcile button.
13.	Click the Account Register Report button.
14.	Click the OK button.
15.	Click the Process Monitor link.
16.	Click the Refresh button.
17.	Click an entry in the Details column.
18.	Click the View/Trace Log link.
19.	Click the FIN4004 link.
20.	Click the Close button.
21.	Click the Return button.
22.	Click the OK button.
23.	Click the Go back to Manual Reconciliation link.
24.	Enter " 01/03/2005 " in the From Date field.
25.	Enter " 03/31/2005 " in the Thru Date field.
26.	Click the EFT list item.

Step	Action
27.	Click the Search button.