

BK.070.100 – RUNNING BANK ACCOUNT REGISTER REPORT (FIN3004)

Purpose	To Run the Bank Account Register Report.
Description	The FIN3004 Bank Account Register Report provides a list of payment transactions with a transaction date within the specified date range. You can obtain a list of either Reconciled or Unreconciled payments
Security Role	BOR_BANK_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to Run the Bank Account Register Report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Banking link.
4.	Click the Reports link.
5.	Click the Account Register link.
6.	Click the Add a New Value tab.
7.	Enter " BNK_REG " in the Run Control ID field.
8.	Click the Add button.
9.	Enter " 061202533 " in the Bank ID field.
10.	Enter " 310002202 " in the Bank Account # field.
11.	Click the Look up Reconciliation Status (Alt+5) button.

Step	Action
12.	Click an entry in the Reconciliation Status column. Select " Unrecon " status to see all unreconciled transactions for this bank account.
13.	Enter " 02012008 " in the From field.
14.	Press [Tab] .
15.	Click the OK button.
16.	Enter " 02292008 " in the Thru field.
17.	Click the Run button.
18.	Click the OK button.
19.	Click the Process Monitor link.
20.	Click the Refresh button.
21.	Click an entry in the Details column.
22.	Click the View Log/Trace link.
23.	Click an entry in the Name column.
24.	Click the Increase Page Size (using plus (+)) object.