BK.020.011 - Performing Manual Bank Reconciliation

Trigger:

Concept

Note: This Business Process number changed from GL.020.011 to BK.020.011.

This topic demonstrates how to perform Manual Bank Reconciliation. 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.

Generally, you should not perform manual reconciliation on bank accounts that will be processed using Automatic Reconciliation. If you open a bank account that is set for Automatic Reconciliation, the system will display a warning message.

Topic Objectives:
Upon completion of this topic, you will be able to:
- Describe the process to manually reconcile transactions.
- Identify what report is run after performing manual bank reconciliation.
- Perform Manual Bank Reconciliation.

Assumptions
Dependencies/Constraints

Additional Information
## Procedure

For this topic, imagine that you need to manually reconcile specific transactions for your Bank that are listed as Unreconciled from January, 2007. Let’s see how this is done.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Banking link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Reconcile Statements link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Manual Reconciliation link.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter &quot;010107&quot; in the From Date field.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter &quot;013107&quot; in the Thru Date field.</td>
</tr>
<tr>
<td>6.</td>
<td>If you wish to limit transactions to only checks, select the 'Check' Method.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>8.</td>
<td>If your bank is defined to use Automatic Reconciliation, you will receive a warning. Click the OK button.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the Select checkbox.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the Select checkbox.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the Reconcile button.</td>
</tr>
<tr>
<td>12.</td>
<td>You 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 our status is Unreconciled 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 Account Register Report button.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the OK button.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the Process Monitor link.</td>
</tr>
</tbody>
</table>
### Step 15
Click the **Refresh** button.  
- Refresh

### Step 16
Click an entry in the **Details** column.  
- Details

### Step 17
Click the **View/Trace Log** link.  
- View Log/Trace

### Step 18
Click the **File Name** link.  
- FIN4004_3235.PDF

### Step 19
View the report. 
Press **Enter** to continue.

### Step 20
Click the **Close** button.  
- Close

### Step 21
Click the **Return** button.  
- Return

### Step 22
Click the **OK** button.  
- OK

### Step 23
Click the **Go back to Manual Reconciliation** link.  
- Go back to Manual Reconciliation

### Step 24
Congratulations. You have just completed the **Performing Manual Bank Reconciliation** topic. Below is a summary of the key concepts of this lesson:

- Generally, you will perform Automatic Bank Reconciliation. Manual Bank Reconciliation is considered the exception.
- To perform Manual Bank Reconciliation, select individual items to reconcile.
- 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.

**End of Procedure.**