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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

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Dependencies/Constraints

Additional Information

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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.

Step	Action
1.	Click the **Banking** link. Banking
2.	Click the **Reconcile Statements** link.
3.	Click the **Manual Reconciliation** link. Manual Reconciliation
4.	Enter "**010107**" in the **From Date** field.
5.	Enter "**013107**" in the **Thru Date** field.
6.	If you wish to limit transactions to only checks, select the 'Check' **Method.**
7.	Click the **Search** button. Search
8.	If your bank is defined to use Automatic Reconciliation, you will receive a warning. Click the **OK** button. OK
9.	Click the **Select** checkbox.
10.	Click the **Select** checkbox.
11.	Click the **Reconcile** button. Reconcile
12.	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. Account Register Report
13.	Click the **OK** button. OK
14.	Click the **Process Monitor** link. Process Monitor

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Step	Action
15.	Click the **Refresh** button. Refresh
16.	Click an entry in the **Details** column. Details
17.	Click the **View/Trace Log** link. View Log/Trace
18.	Click the **File Name** link. FIN4004- 3235.PDF
19.	View the report. Press **Enter** to continue.
20.	Click the **Close** button.
21.	Click the **Return** button. Return
22.	Click the **OK** button. OK
23.	Click the **Go back to Manual Reconciliation** link. Go back to Manual Reconciliation
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.**

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