
FINANCE IMPACT DEPARTMENT

Branded



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Bank Reconciliation

Welcome



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Using PS Reconciliation First Time

- First time users of PeopleSoft Bank Reconciliation post conversion.
- Record outstanding ScoutNet checks into PeopleSoft



Outstanding Checks

Bank Reconciliation Report
For Check Date Ending 04/15/2013

Check#	Bank Account Number Reference	Status	Source	Date	Debit	Credit
74521		N	CD	02/29/2012		136.83
74541		N	CD	03/20/2012		20.83
75050		N	CD	06/06/2012		32.70
75155		N	CD	06/15/2012		900.00
75814		N	CD	07/26/2012		40.00
76215		N	CD	08/20/2012		225.00
76273		N	CD	08/31/2012		10.00
76725		N	CD	12/04/2012		3.80
76831		N	CD	12/28/2012		200.00
76925		N	CD	01/25/2013		100.00
76992		N	CD	02/05/2013		159.95
77084		N	CD	03/07/2013		95.75
77091		N	CD	03/07/2013		65.32
77098		N	CD	03/07/2013		11.02
77127		N	CD	03/07/2013		119.60
77168		N	CD	03/22/2013		120.23
77169		N	CD	03/22/2013		20.00
77185		N	CD	03/22/2013		10,114.50
77188		N	CD	03/22/2013		60.03
77191		N	CD	03/22/2013		50.00
77212		N	CD	03/22/2013		338.16
77213		N	CD	03/22/2013		39.19
77221		N	CD	03/22/2013		327.05
77224		N	CD	03/22/2013		175.00
77232		N	CD	03/25/2013		1,450.00
575		N	CD	04/02/2013		7,838.07
576		N	CD	04/02/2013		4,922.83
77233		N	CD	04/03/2013		7.51
77234		N	CD	04/03/2013		240.00
77235		N	CD	04/03/2013		400.00
77236		N	CD	04/03/2013		500.00
77237		N	CD	04/03/2013		10.00
77238		N	CD	04/03/2013		225.00
77239		N	CD	04/03/2013		250.00
77240		N	CD	04/03/2013		240.00
77241		N	CD	04/03/2013		315.00
77242		N	CD	04/03/2013		12,932.00
77243		N	CD	04/03/2013		487.97
77244		N	CD	04/03/2013		1,235.00
77244		N	CD	04/03/2013		1,510.00
77245		N	CD	04/03/2013		4,297.84
77246		N	CD	04/03/2013		1,004.45
77247		N	CD	04/03/2013		1,439.00
77248		N	CD	04/03/2013		583.20
77249		N	CD	04/03/2013		337.84
77250		N	CD	04/03/2013		1,713.55
77251		N	CD	04/03/2013		719.25
77252		N	CD	04/03/2013		1,506.25



Journal Entry

			Check #	Name	Date check done
1-1001-079-00	1931.24				
1-1001-079-00		20.83	74641	...	6/6/2012
1-1001-079-00		32.70	75050	...	6/6/2012
1-1001-079-00		900.00	75155	...	6/15/2012
1-1001-079-00		40.00	75814	...	7/26/2012
1-1001-079-00		225.00	76215	...	8/20/2012
1-1001-079-00		10.00	76273	...	8/31/2012
1-1001-079-00		3.80	76825	...	12/4/2012
1-1001-079-00		200.00	76831	...	12/28/2012
1-1001-079-00		95.75	77084	...	3/7/2013
1-1001-079-00		65.32	77091	...	3/7/2013
1-1001-079-00		337.84	77249	...	4/3/2013
	<u>1931.24</u>	<u>1931.24</u>			
2-1001-079-00	583.20				
2-1001-079-00		583.20	77248	...	4/3/2013



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Preparation

- Using the information provided on your bank statement, calculate the amounts needed to perform the Bank Reconciliation in PeopleSoft.



Preparation

<u>Query Name</u>	<u>Description</u>
LC_AP_PAYMENT_JOURNAL_DETAILS	Detail of AP PAYMENTS
LC_CR_JOURNAL_DETAILS	Detail of CR Journals for date
LC_GJ_JOURNAL_DETAILS	Detail of GJ Journals for date
LC_MJ_JOURNAL_DETAILS	Detail of MJ Journals for date
LC_PR_JOURNAL_DETAILS	Detail of PR Journals for date
LC_TP_JOURNAL_DETAILS_KS	Detail of TP Journals for date



Preparation

- You will need four (4) pieces of information
 - Total Deposits
 - Total PeopleSoft generated checks and vouchers marked as manual check in PeopleSoft
 - Total Membership and Payroll withdrawals
 - Total Other withdrawals



Preparation

Account summary

Your previous balance as of 03/29/2013	\$313,461.89
Checks	- 92,633.30
Other withdrawals, debits and service charges	- 472,012.30
Deposits, credits and interest	+ 842,489.14
Your new balance as of 04/30/2013	= \$591,305.43

The amount highlighted above - Total Deposits should be entered in the Bank Transaction Entry screen as a code 174. This amount will be reconciled in the Book to Bank Reconciliation step.



Step 1

Calculate Total Deposits:

- 30-Apr Total Deposits
Per Statement 842,489.14
- Total Code 174 842,489.14



Preparation

04/09	77254	755.66	04/08	77273	125.00	04/10	77292	161.65
04/25	77255	235.74	04/08	77274	500.00	04/11	77293	174.29
04/29	77256	54.10	04/09	77275	525.08	04/15	77294	3.00
04/09	77257	90.77	04/09	77276	2,249.29	04/10	77295	456.96
04/19	77258	1,553.22	04/08	77277	1,239.53	04/15	77296	22.00
04/09	77259	40.59	04/08	77278	50.49	04/10	77297	225.72
04/08	77260	343.07	04/09	77279	1,166.06	04/30	*77333	75.00
04/08	77261	2,821.63	04/09	77280	352.82	04/30	*77336	68.84
04/24	77262	432.07	04/08	77281	215.00	04/29	*77338	8,045.36
04/08	77263	508.43	04/08	77282	1,598.00	04/30	*77358	86.10
04/08	77264	546.87	04/08	77283	233.71	04/30	77359	120.00
04/08	77265	571.20	04/19	77284	86.25	04/30	*77362	174.90
04/09	77266	660.25	04/09	77285	169.00	04/30	*77365	1,014.24
04/10	77267	663.50	04/09	77286	112.00	04/30	*77375	265.94
04/08	77268	56.74	04/12	77287	255.10	04/30	77376	385.99
04/09	77269	648.10	04/16	77288	590.95	04/30	*77385	3,150.00
						Total checks		= \$92,633.30

* indicates a skip in sequential check numbers above this item

Other adjustments, additions and service charges

04/17	RETURN DEPOSIT ITEM	99000511			10,426.00
04/17	ACH CORP DEBIT TRANSFERS	BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI			1205.00
04/19	DEPOSIT	TSYS MERCHANT BLUE RIDGE MOUNTAINS C	2999704091		9,064.25
04/22	ACH CORP DEBIT TRANSFERS	BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI			19.95
04/23	RETURN DEPOSIT ITEM	99000629			369.75
04/24	ACH CORP DEBIT TRANSFERS	BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI			156.00
					2,345.00

PeopleSoft generated checks highlighted above total 13,386.37. These checks will be reconciled in the Semi Manual section.
The remaining checks were generated through ScoutNet and will be available to be reconciled on the Book to Bank Reconciliation section.



Preparation

Other withdrawals, debits and service charges			AMOUNT(S)
DATE	DESCRIPTION		
04/01	ACH CORP DEBIT CL PYMT BB&T OF VA XXXXXXXXXXXXX0008		7,838.07
04/02	ACH CORP DEBIT BILLING AUTHNET GATEWAY BLUERIDGE MOUNTAINS CO		19.15
04/02	ACH CORP DEBIT GLOBAL STL GLOBAL PAY CAMP OTTARI - BSA 88430078773		36.95
04/02	ACH CORP DEBIT GLOBAL STL GLOBAL PAY CAMP POWHATAN - BSA 88430078783		79.20
04/02	ACH CORP DEBIT GLOBAL STL GLOBAL PAY CLAYTOR LAKE AQUATICS 88430078785		79.20
04/02	ACH CORP DEBIT GLOBAL STL GLOBAL PAY BLUE RIDGE MOUNTAINS C 88430069498		1,540.24
04/02	ACH CORP DEBIT DERIVATIVE BBTNC Blue Ridge Mountains		4,922.83
04/03	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		17,092.00
04/05	PAYROLL KXXAA-INTERLOGIC XXXXXXXXXXXXX3801		111.85
04/05	ACH CORP DEBIT CL PYMT BB&T OF VA XXXXXXXXXXXXX0009		269,243.40
04/08	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		6,108.00
04/10	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		12,045.00
04/11	ACH CORP DEBIT PAYMENT MUT-L OF AMERICA Blue Ridge Mountains		3,350.15
04/11	PAYROLL IOI BA599 BLUE R XXXXXXXXXXXXXRIDG		19,823.03
04/11	PAYROLL BLUE RIDGE MOUNT XXXXXXXXXXXXX3757		42,901.07
04/15	CASH TRANS MERCURYPAYSYSOPR XXXXXXXXXXXXX1295		8.40
04/15	MERCH FEE TSYS MERCHANT BLUE RIDGE MOUNTAINS C 2999704091		150.12
04/15	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		10,426.00
04/17	RETURN DEPOSIT ITEM 99000511		205.00
04/17	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		8,004.29
04/19	DEPOSIT TSYS MERCHANT BLUE RIDGE MOUNTAINS C 2999704091		89.95
04/22	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		869.75
04/23	RETURN DEPOSIT ITEM 99000629		156.00
04/24	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		3,155.00
04/26	PAYROLL KXXAA-INTERLOGIC XXXXXXXXXXXXX0853		91.65
04/29	ACH CORP DEBIT TRANSFERS BSA NATIONAL OFC BLUE RIDGE MTNS COUNCI		143.75
04/29	PAYROLL IOI BA599 BLUE R XXXXXXXXXXXXXRIDG		20,796.69
04/29	PAYROLL BLUE RIDGE MOUNT XXXXXXXXXXXXX0849		43,985.45
04/30	ACH CORP DEBIT PAYMENT MUT-L OF AMERICA Blue Ridge Mountains		3,350.15
Total other withdrawals, debits and service charges			= \$472,012.30

The items highlighted above are those marked as manually paid vouchers in PeopleSoft. These must be added to the total amount of PeopleSoft generated checks in the prior step. The total of the highlighted items equals 6,791.97. 13,389.37 plus 6,791.97 equals 20,178.34 which is the amount to be recorded in the Bank Transaction Entry step as code 475. The total of payroll and membership withdrawals should be coded as 697. Any other items should be coded as 699. The amounts coded as 475 are reconciled in the Semi Manual Reconciliation step and codes 174, 697, and 699 are reconciled in the Book to Bank Reconciliation step.

04/01	ALLO UNITED WAY MARTI XXXXXXXXXXXXX2706		1,666.67
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continued



Step 2

Calculate Total Checks generated through PeopleSoft and vouchers marked as Paid by Manual Check in PeopleSoft. Those vouchers marked as being Paid by Manual check normally appear in Bank Statements under Other Withdrawals (ACH payments)

30-Apr	77333	75.00	11-Apr Mutual America	3,350.16	
30-Apr	77336	68.84	26-Apr Payroll Interlog	91.65	
29-Apr	77338	8,045.36	30-Apr Mutual America	3,350.16	
30-Apr	77358	86.10			
30-Apr	77359	120.00			
30-Apr	77362	174.90			
30-Apr	77365	1,014.24			
30-Apr	77375	265.94			
30-Apr	77376	385.99			
30-Apr	77385	3,150.00			
Total PS Checks		13,386.37	Total Manual Checks	6,791.97	Total Code 475 20,178.34

* These are checks generated in PeopleSoft

* These are vouchers marked as being paid by manual check in PeopleSoft



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Step 3

From the Other Withdrawals transactions Add the Membership and Payroll withdrawals.

3-Apr BSA Membership	17,092.00	11-Apr IOI	19,823.03		
8-Apr BSA Membership	6,108.00	11-Apr IOI	42,901.07		
10-Apr BSA Membership	12,045.00	29-Apr IOI	20,796.69		
15-Apr BSA Membership	10,426.00	19-Apr IOI	43,985.45		
17-Apr BSA Membership	10,154.35				
22-Apr BSA Membership	369.75				
24-Apr BSA Membership	3,155.00				
29-Apr BSA Membership	143.75				
	59,493.85		127,506.24	Total Code	
				697	187,000.09



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Step 4

Add ScoutNet generated checks to the remaining Other Withdrawals

30-Apr Total Checks

Per Statement	92,633.30
PS Checks	(20,178.34)
Total SN Checks	112,811.64

30-Apr Total Withdrawals

Per Statement	472,012.30
Total Code 697	(187,000.09)
Total Other Withdrawals	659,012.39

Total Code 699 771,824.03



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Basic Steps

1. Enter Bank Statement Information
2. Semi Manual Reconciliation
3. Select Book to Bank Statements
4. Book to Bank Reconciliation
5. Confirm and Print Report



Enter Bank Statement

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Banking > Bank Statements > Enter Bank Statements

New Window | Help | http

Enter Bank Statements

Find an Existing Value | **Add a New Value**

SetID: 

External Bank ID: 

Bank Account #: 

Statement ID:

Add

Find an Existing Value | Add a New Value

Set ID is your Business Unit. Click on the Look Up icon to Select the Bank. Click on the Look Up Icon to select the appropriate bank account which you are reconciling. The Statement ID should be the Ending Balance Date from your Bank Statement followed by your council number. For example: 04302013660. Click Add.



Enter Bank Statement

Bank Balance Entry Tab:

- Enter information from bank statement
- Use only the codes referred to in the User's Guide



Bank Balance Entry

Bank Transaction Entry

Bank ID: Account #: Currency: USD
Statement ID: Statement Date: 04/30/2013 Status: Ready
Load Date/Time: 05/30/2013 3:48:59PM Creation Date: 05/30/2013

Bank & Balances

Customize | Find | View All | | First 1-2 of 2 Last

Bank Balances

Funds Availability

*Statement Code	Description	Value Date	Balance		
<input type="text" value="010"/>	OPENING LEDGER	04/01/2013	<input type="text" value="313,461.89"/>		
<input type="text" value="015"/>	CLOSING LEDGER	04/30/2013	<input type="text" value="591,305.43"/>		

Enter Beginning Balance and Ending Balance as stated on your Bank Statement. Make sure to use Statement code 010 for Beginning Balance and 015 for the Ending Balance.

Save Return to Search Notify Refresh

Add Update/Display

Bank Balance Entry | [Bank Transaction Entry](#)

Enter Bank Statements

YOUR ACCOUNT STATEMENT
For 04/30/2013

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- Encourages direct deposit of payroll
- Promotes employee financial well-being
- Requires no additional time investment from you for support

For more information on how your company can take advantage of BB&T@Work, visit your nearest BB&T financial center or www.BBT.com/atwork.

BUSINESS ANALYZED CHECKING

Account summary

Your previous balance as of 03/29/2013	\$313,461.89
Checks	- 92,633.30
Other withdrawals, debits and service charges	- 472,012.30
Deposits, credits and interest	+ 842,489.14
Your new balance as of 04/30/2013	= \$591,205.43

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
04/01	20824	659.25	04/01	*77127	119.60	04/08	77235	400.00
04/01	*20826	639.68	04/24	*77168	120.23	04/18	77236	500.00
04/12	20827	775.50	04/15	77169	70.00	04/09	*77238	225.00

Enter Bank Statement

Bank Transaction Entry Tab:

- Enter Deposit and withdrawal information from bank statement
- Use only the codes referred to in the User's Guide



Account #: Currency: USD

Statement ID: Statement Date: 04/30/2013 Status: Ready

Load Date/Time: 05/30/2013 3:48:59PM Creation Date: 05/30/2013

Bank Transactions

Customize | Find | View All | First 1-4 of 4 Last

Transaction Information Recon Information Addenda Information

Statement Code	Description	Reference	Bank Date	Transaction Amount	Funds Availability	Value Date
174	OTHER DEPOSIT	TOTAL DEPOSITS	04/30/2013	842,489.14	\$	04/30/2013
475	CHECK PAID	AP CHECKS ONLY	04/30/2013	20,178.34	\$	04/30/2013
697	CUMULATIVE DEBITS	PR, TP, FR,MJ	04/30/2013	187,000.09	\$	04/30/2013
699	MISCELLANEOUS DEBIT	GJ JOURNALS	04/30/2013	357,467.17	\$	04/30/2013

Use code 174 Enter Total Deposits per Bank Statement

Use code 475 Enter Total PeopleSoft generated checks plus vouchers marked as manually paid in PeopleSoft per Bank Stat

Use code 697 Enter Payroll and Membership withdrawals per Bank Statement

Use code 699 Enter Total Other Wihdrawls per Bank Statement

Save Return to Search Notify Refresh

Add Update/Display

30-Apr	77333	75.00	11-Apr Mutual America	3,350.16	
30-Apr	77336	68.84	26-Apr Payroll Interlog	91.65	
29-Apr	77338	8,045.36	30-Apr Mutual America	3,350.16	
30-Apr	77358	86.10			
30-Apr	77359	120.00			
30-Apr	77362	174.90			
30-Apr	77365	1,014.24			
30-Apr	77375	265.94			
30-Apr	77376	385.99			
30-Apr	77385	3,150.00			
Total PS Checks		13,386.37	Total Manual Checks		6,791.97
					Total Code 475
					20,178.34

3-Apr BSA Membership	17,092.00	11-Apr IOI	19,823.03	
8-Apr BSA Membership	6,108.00	11-Apr IOI	42,901.07	
10-Apr BSA Membership	12,045.00	29-Apr IOI	20,796.69	
15-Apr BSA Membership	10,426.00	19-Apr IOI	43,985.45	
17-Apr BSA Membership	10,154.35			
22-Apr BSA Membership	369.75			
24-Apr BSA Membership	3,155.00			
29-Apr BSA Membership	143.75			
		59,493.85	127,506.24	Total Code 697
				187,000.09

30-Apr Total Checks		30-Apr Total Withdrawals		
Per Statement	92,633.30	Per Statement	472,012.30	
PS Checks	(20,178.34)	Total Code 697	(187,000.09)	
Total SN Checks	112,811.64	Total Other Withdrawals	659,012.39	Total Code 699
				771,824.03

30-Apr Total Deposits				
Per Statement	842,489.14			Total Code 174
				842,489.14



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Semi Manual Reconciliation

Step 1:

- Enter Bank ID and Account Number
- Click Search
- On left side of screen check box next to PeopleSoft generated checks that have cleared the bank (Code 475) you entered in the Bank Transaction Entry step.



Semi Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID:	<input type="text"/>	Account #:	<input type="text"/>	Statement ID:	<input type="text"/>
From Date:	04/01/2013	Thru Date:	04/30/2013	*Reconciliation Status:	Unreconciled
From Amount:	<input type="text"/>	To Amount:	<input type="text"/>	Currency Code:	<input type="text"/>

Click Search to populate Bank Transactions

Search

Advanced Search

Bank Transactions					System Transactions						
Customize	Find	View All	First	1-3 of 3	Last	Customize	Find	View All	First	76 of 76	Last

Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	TOTAL DEPOSITS	04/30/2013	842,489.14		<input type="checkbox"/>	077387	04/26/2013	15,322.23	CHK	Payables
<input type="checkbox"/>	PR, TP, FR,MJ	04/30/2013	187,000.09							
<input type="checkbox"/>	GJ JOURNALS	04/30/2013	357,467.17							
<input type="checkbox"/>	AP CHECKS	04/30/2013	20,178.34							

Amount: 0.00
Difference: 0.00

Reconcile Refresh

Step 1 Check the box next to AP checks and Click the Details icon to bring up list of checks and manual payments recorded in PeopleSoft and not yet cleared the bank

Semi Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: Account #: Statement ID:

From Date: Thru Date: *Reconciliation Status:

From Amount: To Amount: Currency Code: USD

[Advanced Search](#)

Bank Transactions				
Select	Reference	Bank Date	Tran Amt	Type
<input type="checkbox"/>	TOTAL DEPOSITS	04/30/2013	842,489.14	
<input type="checkbox"/>	PR, TP, FR,MJ	04/30/2013	187,000.09	
<input type="checkbox"/>	GJ JOURNALS	04/30/2013	357,467.17	

System Transactions					
Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	077387	04/26/2013	15,322.23	CHK	Payables

Amount: 0.00

Amount: 0.00

Difference: 0.00

Select View All to expand the number of items to be viewed

Semi Manual Reconciliation

Step 2:

- Click on the box next to each check that has cleared the bank.
- Click Refresh button
 - The difference between the amount in Code 475 on left side of screen and the total amount of checks indicated as clear should be zero.

Click the Reconcile button



Semi Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: Account #: Statement ID:

From Date: 04/01/2013 Thru Date: 04/30/2013 *Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

[Advanced Search](#)

Bank Transactions						System Transactions					
Select	Reference	Bank Date	Tran Amt	Type		Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	TOTAL DEPOSIT	04/30/2013	344,455.68			<input type="checkbox"/>	000094	04/24/2013	381.99	CHK	Payables
<input checked="" type="checkbox"/>	AP CHEKCS ONLY	04/30/2013	203,457.66			<input type="checkbox"/>	000095	04/24/2013	4,600.00	CHK	Payables
<input type="checkbox"/>	PR, TP, FR, MJ	04/30/2013	234,475.90			<input type="checkbox"/>	000096	04/24/2013	900.00	CHK	Payables
<input type="checkbox"/>	GJ JOURNALS	04/30/2013	0.00			<input type="checkbox"/>	000097	04/24/2013	1,291.10	CHK	Payables
						<input type="checkbox"/>	000098	04/24/2013	145.00	CHK	Payables
						<input type="checkbox"/>	000099	04/24/2013	349.00	CHK	Payables
						<input type="checkbox"/>	000100	04/24/2013	50.00	CHK	Payables
						<input checked="" type="checkbox"/>	000101	04/24/2013	412.38	CHK	Payables
						<input type="checkbox"/>	000102	04/24/2013	15.00	CHK	Payables
						<input type="checkbox"/>	000103	04/24/2013	340.85	CHK	Payables
						<input type="checkbox"/>	000104	04/24/2013	7.20	CHK	Payables
						<input type="checkbox"/>	000105	04/24/2013	303.00	CHK	Payables
						<input type="checkbox"/>	000106	04/24/2013	64.20	CHK	Payables
						<input checked="" type="checkbox"/>	EFT 1	04/15/2013	995.83	MAN	Payables
						<input type="checkbox"/>	EFT 10	04/15/2013	519.35	MAN	Payables

STEP 1: Click on the Checks Paid to select for reconciliation

STEP 3 Click the Reconcile button to calculate the amount of PeopleSoft checks which cleared the bank and the amount of the checks indicated as cleared

Amount: 0.00 Amount: 0.00
 Refresh Difference: 0.00

STEP 2 Click on the checks and/or manual checks that have cleared the bank per the bank statement

STEP 4 Compare the amount of checks cleared per the bank statement and those selected in Step 2. The difference should be zero.

Select Book to Bank Statements

- Click the Search button
- Your bank information will populate with the information from your prior steps.
- Click Select and Calculate
- Click the Process Monitor and click Refresh until the process status is Success and Posted



Select Book to Bank Statements

Bank ID: Account #:

From Date: Through Date:

Business Unit: Base Currency: USD

Ledger: ACTUALS Bank Currency: USD

STEP 1 Search and select the Bank ID and Account Number of the bank you are reconciling

Available Accounting Periods Customize | Find | View All | First 1 of 1 Last

Select	Fiscal Year	Accounting Period	Statement ID	Statement Date	Load Date and Time	Cycle Status
<input checked="" type="checkbox"/>	2013	4	42013599	04/30/2013	05/30/13 3:48:59PM	Ready

STEP 2 Make sure the dates are correct

STEP 3 Click the Search Button

STEP 4 Verify the Fiscal Year, Accounting Period, and Statement ID are the correct ones you want Click on the Select and Calculate button

[Process Monitor](#)

STEP 5 Click on the Process Monitor and wait until the status is Success and Posted

Book to Bank Reconciliation

- This steps reconciles all other bank transactions other than PeopleSoft generated checks (both manual and regular checks)



Book to Bank Reconciliation

- Click the Search button
- Enter the Fiscal Year
- Enter the Accounting Period
- Click Search
- Click the Details Icon



Book to Bank Reconciliation Details

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
		USD		USD
Statement ID	Statement Date	Begin Date	End Date	
	04/30/2013	04/01/2013	04/30/2013	
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	2013	4		

Reconciliation Data

Bank Statement Balance:	591,305.43	Ledger Balance:	449,440.26
Payments in Transit:	-119,275.83	Unbooked Fees and Interest:	0.00
Deposits in Transit:	0.00	Unbooked Payments:	0.00
GL Adjustments:	2,765,758.64	Unbooked Deposits:	0.00
		Bank Adjustments:	298,021.88
Bank Adjustments Subtotal:	2,646,482.81	GL Adjustments Subtotal:	298,021.88
Total Adjusted Bank Balance:	3,237,788.24	Total Adjusted Ledger Balance:	747,462.14
Book to Bank Difference:	2,490,326.10		

[Confirm](#) [Report](#) [Return to previous page](#)

Payments in transit are your outstanding checks you reconciled in the Semi Manual Reconciliation Process

STEP 1 Click on the Details icon next to GL Adjustments

Book To Bank Status

Status: Awaiting Confirmation User ID: SMC FALL DateTime: 06/06/2013 1:57PM

[Event Log](#)

Book to Bank Reconciliation

- Make sure to note the number of transactions included in this reconciliation
- Select View All, if needed



Primary Ledger
ACTUALS

Fiscal Year
2013

Accounting Period
4

Transaction Details

Customize | Find | View 100 | First 1-50 of 6001 | Last

Select	Source Unit	Source	Transaction Reference ID	Transaction Dt	Seq #	Journal ID	Journal Date	Account	Monetary Amount
<input checked="" type="checkbox"/>	L599	Journal Entry	CR_4/30/13	04/30/2013	1	CR 4/30/13	04/30/2013	1001	3,680.00
<input checked="" type="checkbox"/>	L599	Journal Entry	CR_4/30/13	04/30/2013	2	CR 4/30/13	04/30/2013	1001	332.00
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	7	0000633928	04/30/2013	1001	-10.00
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	8	0000633928	04/30/2013	1001	-3.80
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	5	0000633928	04/30/2013	1001	-40.00
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	6	0000633928	04/30/2013	1001	-225.00
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	10	0000633928	04/30/2013	1001	-95.75
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	11	0000633928	04/30/2013	1001	-65.32
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	9	0000633928	04/30/2013	1001	-200.00
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	12	0000633928	04/30/2013	1001	-337.84
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	2	0000633928	04/30/2013	1001	-20.83
<input checked="" type="checkbox"/>	L599	Journal Entry	0000633928	04/30/2013	14	0000633928	04/30/2013	1001	-583.20

Book to Bank Reconciliation

- At bottom of screen Click Clear All
 - This action records all transactions as being cleared through the bank

Click on each transaction which has not cleared the bank



GL Adjustments

Reconciliation Parameters				
External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
		USD		USD
Statement ID	Statement Date	Begin Date	End Date	
	04/30/2013	04/01/2013	04/30/2013	
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	2013	4		

Transaction Details									
Select	Source Unit	Source	Transaction Reference ID	Transaction Dt	Seq #	Journal ID	Journal Date	Account	Monetary Amount
<input type="checkbox"/>	L599	Journal Entry	CR_4/30/13	04/30/2013	1	CR_4/30/13	04/30/2013	1001	3,680.00
<input type="checkbox"/>	L599	Journal Entry	CR_4/30/13	04/30/2013	2	CR_4/30/13	04/30/2013	1001	332.00
<input type="checkbox"/>	L599	Journal Entry	62_G_4/13	04/30/2013	2	62_G_4/13	04/30/2013	1001	-300.00
<input type="checkbox"/>	L599	Journal Entry	62_G_4/13	04/30/2013	3	62_G_4/13	04/30/2013	1001	300.00
<input type="checkbox"/>	L599	Journal Entry	61_G_4/13	04/30/2013	2	61_G_4/13	04/30/2013	1001	-300.00
<input type="checkbox"/>	L599	Journal Entry	61_G_4/13	04/30/2013	3	61_G_4/13	04/30/2013	1001	300.00
<input type="checkbox"/>	L599	Journal Entry	60_G_4/13	04/30/2013	2	60_G_4/13	04/30/2013	1001	-250.00
<input type="checkbox"/>	L599	Journal Entry	60_G_4/13	04/30/2013	3	60_G_4/13	04/30/2013	1001	250.00
<input checked="" type="checkbox"/>	L599	Journal Entry	59_G_4/13	04/30/2013	2	59_G_4/13	04/30/2013	1001	-500.00
<input checked="" type="checkbox"/>	L599	Journal Entry	59_G_4/13	04/30/2013	3	59_G_4/13	04/30/2013	1001	500.00
<input type="checkbox"/>	L599	Journal Entry	58_G_4/13	04/30/2013	2	58_G_4/13	04/30/2013	1001	-400.00
<input type="checkbox"/>	L599	Journal Entry	58_G_4/13	04/30/2013	3	58_G_4/13	04/30/2013	1001	400.00
<input type="checkbox"/>	L599	Journal Entry	57_G_4/13	04/30/2013	2	57_G_4/13	04/30/2013	1001	-350.00
<input type="checkbox"/>	L599	Journal Entry	57_G_4/13	04/30/2013	3	57_G_4/13	04/30/2013	1001	350.00
<input type="checkbox"/>	L599	Journal Entry	56_G_4/13	04/30/2013	2	56_G_4/13	04/30/2013	1001	-650.00

Select All
 Clear All
 Total amount selected: 0.00
 Currency Code: USD

STEP 1 Click on Clear All to clear all transactions

STEP 2 Click on those transactions which have not yet cleared the bank



Book to Bank Reconciliation

- Click on Bank Adjustments Icon
- Uncheck all items
 - These are items you indicated that cleared the per the bank statement in Step 2 – Bank Transaction Entry



Book to Bank Reconciliation Details

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
051404260	0005232042771	USD	L599	USD
Statement ID	Statement Date	Begin Date	End Date	
42013599	04/30/2013	04/01/2013	04/30/2013	
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	2013	4		

Reconciliation Data

Bank Statement Balance:	591,305.43		Ledger Balance:	449,543.20	
Payments in Transit:	-119,275.83		Unbooked Fees and Interest:	0.00	
Deposits in Transit:	0.00		Unbooked Payments:	0.00	
GL Adjustments:	-22,486.40		Unbooked Deposits:	0.00	
			Bank Adjustments:	298,021.88	
Bank Adjustments Subtotal:	-141,762.23		GL Adjustments Subtotal:	298,021.88	
Total Adjusted Bank Balance:	449,543.20		Total Adjusted Ledger Balance:	747,565.08	
Book to Bank Difference:	-298,021.88		<input type="button" value="Confirm"/>	<input type="button" value="Report"/>	Return to previous page

Click on Bank Adjustments
Details Icon

Book To Bank Status

Status: Awaiting Confirmation **User ID:** SMC FALL **DateTime:** 06/21/2013 10:15AM

Bank Adjustments

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
051404260	0005232042771	USD	L599	USD
Statement ID	Statement Date	Begin Date	End Date	
42013599	04/30/2013	04/01/2013	04/30/2013	
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	2013	4		

Transaction Details

Customize | Find | View All | | First 1-3 of 3 Last

Select	Statement ID	Tran Date	Description	Reference	Transaction Code	Base Amount
<input checked="" type="checkbox"/>	42013599	04/30/2013		TOTAL DEPOSITS		842,489.14
<input type="checkbox"/>	42013599	04/30/2013		PR, TP, FR,MJ		-187,000.09
<input type="checkbox"/>	42013599	04/30/2013		GJ JOURNALS		-357,467.17

[Select All](#)

[Clear All](#)

Total amount selected:

0.00

Currency Code:

USD

OK

Cancel

Click on Clear All box to indicate you have reconciled these items in the Book to Bank Reconciliation Step

After clicking on the Clear All box all check marks will disappear.

Confirm and Print Report

- Check Book to Bank Difference
 - The difference should be zero.

Click on the Report button to generated your bank reconciliation report for approval

Once approved, Click on the Confirm button to lock your numbers and prevent any additional entries.



Book to Bank Reconciliation Details

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
		USD		USD
Statement ID	Statement Date	Begin Date	End Date	
	04/30/2013	04/01/2013	04/30/2013	
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	2013	4		

Reconciliation Data

Bank Statement Balance:	591,305.43	Ledger Balance:	449,543.20
Payments in Transit:	-119,275.83	Unbooked Fees and Interest:	0.00
Deposits in Transit:	0.00	Unbooked Payments:	0.00
GL Adjustments:	-22,486.40	Unbooked Deposits:	0.00
		Bank Adjustments:	0.00
Bank Adjustments Subtotal:	-141,762.23	GL Adjustments Subtotal:	0.00
Total Adjusted Bank Balance:	449,543.20	Total Adjusted Ledger Balance:	449,543.20
Book to Bank Difference:	0.00		

[Return to previous page](#)

Book To Bank Status

Status: Confirmed User ID: DateTime: 06/03/2013 3:45PM

[Event Log](#)

STEP 1 Check the Book to Bank Difference. The difference should be zero.

Optional: You can run a report prior to confirming the reconciliation to double check and make sure everything is correct

STEP 2 Click Confirm to lock the reconciliation report numbers

STEP 3 Generate final report for approval

STEP 4 Click SAVE



Report ID: TRC4090

PeopleSoft Financials
Book to Bank Reconciliation Report

Page No. 1
Run Date 6/12/2013
Run Time 11:55:01 AM

Bank ID	Account Number	Bank Currency	Business Unit	BU Currency	Statement ID	Book to Bank Status	
		USD		USD		Confirmed	
Ledger	Fiscal Year	Period	Begin Date	End Date	Statement Date	User ID	Last Update DateTime
ACTUALS	2013	4	4/1/2013	4/30/2013	4/30/2013		2013/06/03 15:45:59.00

Bank Statement Balance	591,305.43	Ledger Balance	449,543.20
Payments in Transit	-119,275.83	Unbooked Fees and Interest	0.00
Deposits in Transit	0.00	Unbooked Payments	0.00
GL Adjustments	-22,486.40	Unbooked Deposits	0.00
Revaluation Amount	0.00	Bank Adjustments	0.00
Bank Adjustments Subtotal	-141,762.23	GL Adjustments Subtotal	0.00
Total Adjusted Bank Balance	449,543.20	Total Adjusted Ledger Balance	449,543.20
Book to Bank Difference	0.00		

Book to Bank Notes

Tran Reference	Monetary Amount	Bank Amount	Tran Date	Tran Code	Description(If Any)
	0.00	0.00			
Transactions Subtotal :	0.00				



Rank ID	Account Number	Bank Currency USD	Business Unit	Base Currency USD	Statement ID	Book to Bank Status Confirmed
Ledger	Fiscal Year	Period	Begin Date	End Date	Statement Date	User ID
ACTUALS	2013	4	04/01/2013	04/30/2013	04/30/2013	
						Last Update Date Time 06/03/2013 15:45:59

Journal Line / Journal ID	Transaction Ref ID	Monetary Amount	Journal Date	Source	Description (if Any)
CD00496933	077347	-495.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077348	-72.51	04/04/2013	AP Disbursements	AP Payments
CD00496933	077349	-226.39	04/04/2013	AP Disbursements	AP Payments
CD00496933	077350	-75.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077352	-218.83	04/04/2013	AP Disbursements	AP Payments
CD00496933	077353	-244.93	04/04/2013	AP Disbursements	AP Payments
CD00496933	077354	-603.38	04/04/2013	AP Disbursements	AP Payments
CD00496933	077355	-2,599.80	04/04/2013	AP Disbursements	AP Payments
CD00496933	077356	-500.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077357	-417.53	04/04/2013	AP Disbursements	AP Payments
CD00496933	077360	-50.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077361	-257.32	04/04/2013	AP Disbursements	AP Payments
CD00496933	077363	-86.11	04/04/2013	AP Disbursements	AP Payments
CD00496933	077364	-212.75	04/04/2013	AP Disbursements	AP Payments
CD00496933	077366	-329.06	04/04/2013	AP Disbursements	AP Payments
CD00496933	077367	-124.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077368	-2,700.75	04/04/2013	AP Disbursements	AP Payments
CD00496933	077369	-175.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077370	-2,535.30	04/04/2013	AP Disbursements	AP Payments
CD00496933	077371	-67.94	04/04/2013	AP Disbursements	AP Payments
CD00496933	077372	-592.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077373	-1,565.39	04/04/2013	AP Disbursements	AP Payments
CD00496933	077374	-40.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077377	-44.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077378	-721.83	04/04/2013	AP Disbursements	AP Payments
CD00496933	077379	-612.28	04/04/2013	AP Disbursements	AP Payments
CD00496933	077380	-535.15	04/04/2013	AP Disbursements	AP Payments
CD00496933	077381	-325.47	04/04/2013	AP Disbursements	AP Payments
CD00496933	077382	-238.96	04/04/2013	AP Disbursements	AP Payments
CD00496933	077383	-1,639.41	04/04/2013	AP Disbursements	AP Payments
CD00496933	077384	-101.97	04/04/2013	AP Disbursements	AP Payments
CD00496933	077386	-15.00	04/04/2013	AP Disbursements	AP Payments
CD00514509	077387	-15,322.23	04/05/2013	AP Disbursements	AP Payments
Transactions Subtotal:		-119,185.83			

Payments in Transit

Journal Line / Journal ID	Transaction Ref ID	Monetary Amount	Journal Date	Source	Description (if Any)
CD00496933	077305	-75.00	04/04/2013	AP Disbursements	AP Payments
CD00496933	077351	-15.00	04/04/2013	AP Disbursements	AP Payments
Transactions Subtotal:		-90.00			