

9.2 Running Process Bank Reconciliation

Purpose: Use this document as a reference for running process reconciliation in ctcLink. This process will match and reconcile one-to-one transactions between the bank transactions and the system transactions based on the matching rules.

Audience: Settlement Manager, GL Accountant.

! You must have at least one of these local college managed security roles:

- ZZ Treasury Bank Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Banking > Reconcile Statements > Process Bank Reconciliation

Running Process Reconciliation

! This process relies on and requires that the system-generated check number length exactly match the length of the check number reported by the Bank. In order for this reconciliation process to run to success, this check number length must be in sync.

Usually this will not be the case, so an external effort with the Bank is required in order to get the check number lengths in sync. Please work with SBCTC Functional Support on this matter by opening up a [Service Desk Ticket](#).

1. The **Process Bank Reconciliation** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040_BANK_RECON (College, Process).

3. The **Process Reconciliation** page displays. Enter your process frequency and request parameters:
 - a. Use the **Process Frequency** drop-down button to select the 'Always Process' option.
 - b. Enter the appropriate request number in the **Request Number** field. Leave this as one (1) unless you are running multiple requests.
 - c. Enter or select the bank ID number in the **External Bank ID** field.
 - d. Enter or select the bank account number in the **Bank Account #** field.
 - e. Enter or select the appropriate statement number in the **Statement ID** field. – You can enter a specific statement ID or you can leave Statement ID blank and the system will run the selected process for all statements that are not marked "C" (complete).
4. Select **Run**.

The screenshot shows the 'Process Reconciliation' page. At the top, there's a navigation bar with 'Cash Management' and 'Process Reconciliation'. Below this, the 'Run Control ID' is '070RunCntrl4Shoreline'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button which is highlighted with a red box. A checkbox for 'Process All Accounts' is present. The 'Parameters' section includes a search bar and a list of 1 item. Below this, the 'Process Frequency' is set to 'Always Process' and the 'Request Number' is '1'. The 'Request Parameters' section includes 'External Bank ID' (125000105), 'Bank Account #' (153), and 'Statement ID' (24021), all highlighted with red boxes. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

5. The **Process Scheduler Request** page displays.
6. Select only the **Bank Reconciliation Process**. This runs the FSPRECON Application Engine process. This program processes the specified bank account transactions with the defined reconciliation parameters for the bank account.
7. Select **OK**.

Note: It is recommended that you select only one method to run at a time instead of selecting multiple methods to run concurrently.

Process Scheduler Request

User ID: CTC_EMESSELT Run Control ID: 070RunCntrl4Shoreline

Server Name: Run Date: 09/12/2023

Recurrence: Run Time: 11:28:12AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Bank Reconciliation Process	BNK_RECON	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Bank Recon & Bank Stmt Process	BNRCNBSP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	BankRecon-Statement Accounting	BRCN_SAC	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

8. The **Process Scheduler Request** page disappears. The updated **Process Reconciliation** page displays. Note the **Process Instance** number.
9. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

Process Reconciliation

Run Control ID: 070RunCntrl4Shoreline

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4079827

☐ Process All Accounts

Parameters

*Process Frequency: Always Process *Request Number: 1

Request Parameters

*External Bank ID: 125000105

*Bank Account #: 153

Statement ID: 24021

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

10. Use the **Process List** page to view the status of submitted process requests. **Note:** The process has finished successfully when the **Run Status** column indicates 'Success.'

Process List

Server List

new window

help

perso

View Process Request For

User ID

CTC_EMESSEI

Type

Last

5

Days

Refresh

Server

Name

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4079827		Application Engine	BNK_RECON	CTC_EMESSELT	09/12/2023 11:33:54AM PDT	Success	Posted	Details	Actions

Go back to Process Bank Reconciliation

Save

Notify

Process List

Server List

11. Process complete.

Additional Resources

[Reconcile Bank Statements Business Process Map](#)