


9.2 Perform Book to Bank Reconciliation

Purpose: Book-to-bank reconciliation compares bank-reported balances in the bank statement against the system's general ledger bank balance for a specified fiscal period. Book to Bank Reconciliation is normally performed as part of the periodic PeopleSoft General Ledger Close process after you run bank reconciliation and have posted all subsystem transactions. Discrepancies between the bank balance and ledger balance are due to:

- Time difference items that affect the bank statement, such as deposits in transit or unreconciled checks. These are transactions that are booked in the system but not yet acknowledged by the bank.
- Fees or interest accrual amounts noted on the bank statement but not yet booked into the system.
- The Book to Bank reconciliation functionality integrates with General Ledger, Payables, Expenses, Receivables, and Treasury applications.
- Book to bank reconciliation is month end process not a daily process.


Audience: Finance Staff.

 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.

Prerequisites

-  Ensure that the same currency code that you specified for the general ledger account is used by the bank account.
- Book to Bank Reconciliation works only when bank accounts are configured for Automatic or Semi-Manual Reconciliation.
- All subsystem transactions should be posted to the General Ledger and run the trial balance.

- All deposit exceptions should be resolved.
- Reconciliation status for all daily reconciliation should be set to 'complete'.

Step 1: Select Book to Bank Statements

Navigation: Banking > Reconcile Statements > Book to Bank Reconciliation

1. Enter or select the appropriate **Bank ID** and **Account**.
2. Enter or select the appropriate **From Date** and **Through Date**. It should be start date and end date of your fiscal period. Make sure GL period is closed and all sub ledger Accounting entries are posted into GL.
3. Select the **Search** button.
4. Manually select all statements. **Make sure all statements are selected.**
5. Select the **Select and Calculations** button. It triggers Book to Bank Reconciliation process to run. Once the process runs, it performs the data extraction and balance calculations.

Select Book to Bank Statements

Bank ID
125000

Account #
00001234

From Date
12/01/2017

Through Date
12/31/2017

Search

Business Unit
WA170

Base Currency
USD

Ledger
LOCAL

Bank Currency
USD

Ensure last day of month is selected

Available Accounting Periods

Select	Fiscal Year	Accounting Period	Statement ID	Statement Date	Load Date and Time	Cycle Status
<input checked="" type="checkbox"/>	2018	6	1260	12/29/2017	01/02/18 2:34:05PM	Complete
<input checked="" type="checkbox"/>	2018	6	1259	12/28/2017	01/02/18 1:24:05PM	Complete
<input checked="" type="checkbox"/>	2018	6	1256	12/27/2017	12/28/17 11:45:33AM	Complete
<input checked="" type="checkbox"/>	2018	6	1254	12/26/2017	12/27/17 11:48:16AM	Complete
<input checked="" type="checkbox"/>	2018	6	1252	12/22/2017	12/26/17 2:43:00PM	Complete
<input checked="" type="checkbox"/>	2018	6	1251	12/21/2017	12/26/17 11:43:27AM	Complete
<input checked="" type="checkbox"/>	2018	6	1248	12/20/2017	12/21/17 10:56:43AM	Complete
<input checked="" type="checkbox"/>	2018	6	1246	12/19/2017	12/20/17 10:19:55AM	Complete
<input checked="" type="checkbox"/>	2018	6	1242	12/18/2017	12/19/17 9:52:14AM	Complete

<input checked="" type="checkbox"/>	2018	6	1241	12/15/2017	12/18/17 9:51:25AM	Complete
<input checked="" type="checkbox"/>	2018	6	1240	12/14/2017	12/15/17 9:46:23AM	Complete
<input checked="" type="checkbox"/>	2018	6	1237	12/13/2017	12/14/17 10:11:10AM	Complete
<input checked="" type="checkbox"/>	2018	6	1236	12/12/2017	12/13/17 10:21:33AM	Complete
<input checked="" type="checkbox"/>	2018	6	1234	12/11/2017	12/12/17 2:07:04PM	Complete
<input checked="" type="checkbox"/>	2018	6	1232	12/08/2017	12/11/17 11:03:25AM	Complete
<input checked="" type="checkbox"/>	2018	6	1228	12/07/2017	12/08/17 9:22:45AM	Complete
<input checked="" type="checkbox"/>	2018	6	1226	12/06/2017	12/07/17 12:04:47PM	Complete
<input checked="" type="checkbox"/>	2018	6	1224	12/05/2017	12/06/17 12:19:29PM	Complete
<input checked="" type="checkbox"/>	2018	6	1223	12/04/2017	12/06/17 11:32:09AM	Complete
<input checked="" type="checkbox"/>	2018	6	1221	12/01/2017	12/05/17 11:49:24AM	Complete

Select and Calculate

Process Monitor

- Select **Process Monitor** link to track the progress of the book to bank reconciliation process (TR_BTБ_CALC).

Process List

Server List

View Process Request For

User ID CTC_SBIHARI

Type

Last

5

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

1-4 of 4

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	513832		Application Engine	TR_BTБ_CALC	CTC_SBIHARI	05/18/2019 12:56:54PM PDT	Queued	N/A	Details

- Select the **Refresh** button until the process status is **Success** and **Posted**.
- If process completes with No Success or Warning, then please submit a service ticket with ERP Support team.

Process List

Server List

View Process Request For

User ID

CTC_SBIHARI

Type

Last

5

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

1-4 of 4

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	513832		Application Engine	TR_BTБ_CALC	CTC_SBIHARI	05/18/2019 12:56:54PM PDT	Success	Posted	Details

Step 2: Book to Bank Reconciliation

i Use the Book to Bank Reconciliation page to search for statements marked ready for Book to Bank reconciliation, review balance details, and schedule the process to perform Book to Bank data extraction and balance calculations.

Navigation: Banking > Reconcile Statements > Select Book to Bank Statements

1. Your **Bank ID** and **Account** will default as per your security setup. If not, then Select or Enter correct **Bank ID** and **Account #**.
2. Select correct **Fiscal Year** and **Accounting Period**, which were selected for processing in the above Step-1. You may leave Accounting period blank.
3. Select the **Search** Button.
4. The possible statuses for the Bank Statements listed on this page are:
 - **New:** This status indicates that the statement is new, and no balances or adjustments have been saved.
 - **Awaiting Confirmation:** This status indicates that some balance and adjustment work has been saved, but the statement has not been confirmed.
 - **Calculating:** This status indicates that the TR_BTБ_CALC process is running to extract the adjustment data and recalculate the balances.
 - **Confirmed:** This status indicates the statement has been finalized as confirmed.
5. Select the **Details** icon where you can view the Book to Bank Reconciliation Bank Statement and Ledger Balances and view and edit any adjustments.

Book to Bank Reconciliation

Search Parameters

*External Bank ID: 12500900
 *Bank Account #: 0000124
 Bank Currency: USD
 Business Unit: WA170
 Base Currency: USD

Primary Ledger: LOCAL
 Fiscal Year: 2018
 Accounting Period: 6

Search

Available Accounting Periods

Fiscal Year	Accounting Period	*Statement ID	Statement Date	Status	User ID	Date Time	Recalculate	Details		
2018	6	1260	12/29/2017	Awaiting Confirmation	CTC_SBIHARI	05/18/2019 1:00PM	Recalculate		+	-

Refresh [Process Monitor](#)

- If the Book to Bank difference is **zero** and you know there is nothing outstanding, select the **Confirm** button.
- If discrepancies exist, after researching them and making possible adjustments, return to the Book to Bank Reconciliation page and select the **Recalculate** link to run the Book to Bank Reconciliation process again for the selected statement.
- Review the Book to Bank Reconciliation Details page each time you recalculate to check that the bank statement and general ledger are balanced. Select the Confirm button once you are satisfied that the total adjusted bank balance and the total adjusted ledger balance are in balance.

Note: In order to compare apples to apples there is need to adjust the totals for:

- In Transit transactions** - transactions posted to GL and thus has affected the GL cash balance, but not yet reflected in the bank account ending balance as the bank has neither debited or credited the account and remains an outstanding transaction.
- Unbooked** - transaction has been reconciled, therefore the bank account balance has been affected, but has not yet posted to GL therefore the GL cash account balance does not reflect the transaction.
- GL adjustments** - journals which did not originate from AP, AR, TR or Expenses but still affected the GL cash account balance. Unfortunately there is no way to match these journal lines to a bank statement line and will continue to be reported because Book to Bank Reconciliation lists all GL adjustments as they can never be marked as reconciled.
- Bank Statement Balance** - Displays the Closing Balance (Statement Code 015) on the bank statement that occurs within the displayed fiscal year and accounting period.
- Ledger Balance** - Displays the system side ledger balance for the bank account. The balance as of date is determined by the ledger's period end date.
- Bank Adjustments** - Displays the total of all unposted bank transactions that exist in the bank statement but not in the system, and which have transaction dates that occur before or on the general ledger period end date.

Book to Bank Reconciliation Details

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
12500	000012	USD	WA170	USD
Statement ID	Statement Date	Begin Date	End Date	
1260	12/29/2017	12/01/2017	12/31/2017	
Primary Ledger	Fiscal Year	Accounting Period		
LOCAL	2018	6		

Reconciliation Data

Bank Statement Balance	500,000.00		Ledger Balance	13,120,347.20	
Payments in Transit	-111,639.71		Unbooked Fees and Interest	0.00	
Deposits in Transit	553,655.79		Unbooked Payments	-17,926,259.93	
GL Adjustments	57,361,487.06		Unbooked Deposits	65,268,792.25	
			Bank Adjustments	3,964,416.29	
Bank Adjustments Subtotal	57,803,503.14		GL Adjustments Subtotal	51,306,948.61	
Total Adjusted Bank Balance	58,303,503.14		Total Adjusted Ledger Balance	64,427,295.81	
Book to Bank Difference	-6,123,792.67				

Book To Bank Status

Status: **Awaiting Confirmation** User ID: CTC_SBIHARI Date/Time: 01/14/2019 11:46AM

Buttons: Confirm, Report, Report Manager

Links: Event Log, Return to previous page

- You can do following steps to review the transactions. For an example, we will see GL Adjustment and Bank Adjustment details.
- Select the **Details** (Drill Down) icon next to GL Adjustments.

Reconciliation Data

Bank Statement Balance	500,000.00	
Payments in Transit	-111,639.71	
Deposits in Transit	553,655.79	
GL Adjustments	57,361,487.06	

- Make sure to note the number of GL Adjustment transactions included in this reconciliation.
- Select **Next / Previous / Last** icon, if needed.
- At bottom of screen select **Clear All** box.
- This action records all transactions as being cleared through the bank.
- Select each transaction, which has not yet cleared the bank.
- Select **OK**.

GL Adjustments

Reconciliation Parameters

External Bank ID 1250C, -	Bank Account # 000012	Bank Currency USD	Business Unit WA170	Base Currency USD
Statement ID 1260	Statement Date 12/29/2017	Begin Date 12/01/2017	End Date 12/31/2017	
Primary Ledger LOCAL	Fiscal Year 2018	Accounting Period 6		

Transaction Details

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Select	Source Unit	Source	Transaction Reference ID	Transaction Dt	Seq #	Journal ID	Journal Date	Account	Monetary Amount
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	31	0000001147	08/31/2015	101160	1,308.75
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	32	0000001147	08/31/2015	101160	3,353.41
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	33	0000001147	08/31/2015	101160	3,353.42
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	34	0000001147	08/31/2015	101160	-11,704.06
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	35	0000001147	08/31/2015	101160	141.90
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	36	0000001147	08/31/2015	101160	-70.95
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001147	08/31/2015	37	0000001147	08/31/2015	101160	-70.95
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001160	09/30/2015	7	0000001160	09/30/2015	101160	-118.16
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001160	09/30/2015	8	0000001160	09/30/2015	101160	118.16
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001160	09/30/2015	9	0000001160	09/30/2015	101160	-118.16
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001160	09/30/2015	10	0000001160	09/30/2015	101160	118.16
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001160	09/30/2015	11	0000001160	09/30/2015	101160	-295.40
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001160	09/30/2015	12	0000001160	09/30/2015	101160	295.40
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001166	11/30/2015	10	0000001166	11/30/2015	101160	47,385.05
<input checked="" type="checkbox"/>	WA170	Journal Entry	0000001166	11/30/2015	11	0000001166	11/30/2015	101160	47,385.05

☒ Select All ☐ Clear All

Total amount selected: 57,361,487.06

Currency Code: USD

Transaction Details

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Select	Source Unit	Source	Transaction Reference ID	Transaction Dt	Seq #	Journal ID	Journal Date	Account	Monetary Amount
<input type="checkbox"/>	WA170	Journal Entry	ARB004222	08/27/2015	7	ARB004222	08/27/2015	101160	1,289.14
<input type="checkbox"/>	WA170	Journal Entry	ARB004222	08/27/2015	8	ARB004222	08/27/2015	101160	20.00
<input type="checkbox"/>	WA170	Journal Entry	ARB004223	08/31/2015	4	ARB004223	08/31/2015	101160	-354.17
<input type="checkbox"/>	WA170	Journal Entry	ARB004223	08/31/2015	5	ARB004223	08/31/2015	101160	354.17
<input type="checkbox"/>	WA170	Journal Entry	ARPY015326	07/19/2016	7	ARPY015326	07/19/2016	101160	0.01
<input type="checkbox"/>	WA170	Journal Entry	ARPY015326	07/19/2016	8	ARPY015326	07/19/2016	101160	-0.01
<input type="checkbox"/>	WA170	Journal Entry	SFC0019091	01/09/2017	16	SFC0019091	01/09/2017	101150	-20.00
<input type="checkbox"/>	WA170	Journal Entry	SFC0019092	01/10/2017	24	SFC0019092	01/10/2017	101150	-5.00
<input type="checkbox"/>	WA170	Journal Entry	SFC0019145	03/27/2017	12	SFC0019145	03/27/2017	101150	-10.00
<input type="checkbox"/>	WA170	Journal Entry	SFC0019150	04/03/2017	8	SFC0019150	04/03/2017	101150	-5.00
<input type="checkbox"/>	WA170	Journal Entry	SFC0019153	04/06/2017	12	SFC0019153	04/06/2017	101150	5.00
<input type="checkbox"/>	WA170	Journal Entry	SFC0019301	03/03/2017	12	SFC0019301	03/03/2017	101150	-400.00
<input checked="" type="checkbox"/>	WA170	Journal Entry	SFC0019304	03/09/2017	18	SFC0019304	03/09/2017	101150	-1,092.89
<input checked="" type="checkbox"/>	WA170	Journal Entry	SFC0019305	03/10/2017	9	SFC0019305	03/10/2017	101150	-624.15
<input checked="" type="checkbox"/>	WA170	Journal Entry	SFC0036836	08/28/2017	13	SFC0036836	08/28/2017	101150	-360.00






☒ Select All ☐ Clear All

Total amount selected: 0.00

Currency Code: USD

OK Cancel

17. Select the **Details** (Drill Down) icon next to Bank Adjustments.

Ledger Balance	13,120,347.20	
Unbooked Fees and Interest	0.00	
Unbooked Payments	-17,926,259.93	
Unbooked Deposits	65,268,792.25	
Bank Adjustments	3,964,416.29	

18. Select **View All**, if needed.
19. Select **Clear All** box to indicate you have reconciled these items earlier.
20. Select respective transaction, if required.
21. Select **OK**.

Bank Adjustments

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
12506	0000124	USD	WA170	USD
Statement ID	Statement Date	Begin Date	End Date	
1260	12/29/2017	12/01/2017	12/31/2017	
Primary Ledger	Fiscal Year	Accounting Period		
LOCAL	2018	6		

Transaction Details

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View All

Select	Statement ID	Tran Date	Description	Reference	Transaction Code	Base Amount
<input checked="" type="checkbox"/>	1009	07/11/2017	Reconciled, not posted to GL	BAX000000193		1,415,681.52
<input checked="" type="checkbox"/>	1009	07/11/2017	Reconciled, not posted to GL	BAX000000194		1,628,517.56
<input checked="" type="checkbox"/>	190	01/05/2016	Reconciled, not posted to GL	BAX000000046		1,024,822.24
<input checked="" type="checkbox"/>	149	11/30/2015	Reconciled, not posted to GL	149A		-26,200.54
<input checked="" type="checkbox"/>	149	11/30/2015	Reconciled, not posted to GL	149B		4,424.36
<input checked="" type="checkbox"/>	149	11/30/2015	Reconciled, not posted to GL	149C		11,235.00
<input checked="" type="checkbox"/>	136	11/17/2015	Reconciled, not posted to GL	134A		-47,456.23
<input checked="" type="checkbox"/>	136	11/17/2015	Reconciled, not posted to GL	134B		-46,607.62

☒ Select All
 ☐ Clear All

Total amount selected 3,964,416.29

Currency Code USD

Q

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View All

Select	Statement ID	Tran Date	Description	Reference	Transaction Code	Base Amount
<input type="checkbox"/>	1009	07/11/2017	Reconciled, not posted to GL	BAX000000193		1,415,681.52
<input type="checkbox"/>	1009	07/11/2017	Reconciled, not posted to GL	BAX000000194		1,628,517.56
<input type="checkbox"/>	190	01/05/2016	Reconciled, not posted to GL	BAX000000046		1,024,822.24
<input type="checkbox"/>	149	11/30/2015	Reconciled, not posted to GL	149A		-26,200.54
<input type="checkbox"/>	149	11/30/2015	Reconciled, not posted to GL	149B		4,424.36
<input type="checkbox"/>	149	11/30/2015	Reconciled, not posted to GL	149C		11,235.00
<input type="checkbox"/>	136	11/17/2015	Reconciled, not posted to GL	134A		-47,456.23
<input type="checkbox"/>	136	11/17/2015	Reconciled, not posted to GL	134B		-46,607.62

☒ Select All
 ☐ Clear All

Total amount selected
 0.00
 Currency Code
 USD

OK

Cancel

22. You can review the details for **Unbooked** and **In Transit** transactions.
23. You can add **Comments**. You are **REQUIRED** to enter comments that explain the book to bank balance before confirming.

Book to Bank Difference

5,745,851.77

Confirm

9.2 Perform Book to Bank Reconciliation

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×
Help

Book to Bank Notes

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
125000	00001247	USD	WA170	USD
Statement ID	Statement Date	Begin Date	End Date	
1260	12/29/2017	12/01/2017	12/31/2017	
Primary Ledger	Fiscal Year	Accounting Period		
LOCAL	2018	6		

Comments:

05/19/2019 : SAKET - Unbooked deposit of 65,268,792.25 were all deposited in period 7 and will clear the next month.

OK
Cancel

24. Select **Save**.

Reconciliation Data

Bank Statement Balance	500,000.00		Ledger Balance	13,120,347.20	
Payments in Transit	-111,639.71		Unbooked Fees and Interest	0.00	
Deposits in Transit	553,655.79		Unbooked Payments	-17,926,259.93	
GL Adjustments	-2,077.04		Unbooked Deposits	0.00	
			Bank Adjustments	0.00	
Bank Adjustments Subtotal	439,939.04		GL Adjustments Subtotal	-17,926,259.93	
Total Adjusted Bank Balance	939,939.04		Total Adjusted Ledger Balance	-4,805,912.73	
Book to Bank Difference	5,745,851.77				

Confirm
Report
Report Manager

Book To Bank Status

Status Awaiting Confirmation User ID CTC_SBIHARI DateTime 05/19/2019 1:04PM

[Event Log](#)
[Return to previous page](#)

Save
Notify

25. Check **Book to Bank Difference**. The difference should be zero.

26. Select the **Report** button to generated your bank reconciliation report for manual approval (say approval from your Accounting manager).

- 27. Once approved, select the **Confirm** button to lock your numbers and prevent any additional entries.
- 28. Once you confirm the book to bank statement, you confirm that the bank balance between General Ledger and the bank statement is explained and confirmed for the period.
- 29. Select **Save** again.

Book to Bank Difference5,745,851.77ConfirmReportReport Manager

Book To Bank Status

StatusAwaiting ConfirmationUser IDCTC_SBIHARIDateTime05/19/2019 1:04PM

Event LogReturn to previous page

SaveNotify

- 30. Once confirmed, the Book to Bank Status will change to Confirmed.
- 31. Select the **Event Log** link to view event tracking, which identifies the user and date and time that the original Book to Bank process was run, the user and date and time that the book to bank reconciliation was confirmed, and the user and date and time that the confirmed.
- 32. Below is a sample report.

ORACLE

Report ID: TRX4030

Oracle PeopleSoft Financials

BOOK TO BANK RECONCILIATION REPORT

Page
Run Date
Time

1
5/19/2019
1:05:04 PM

Bank ID 1250F . 24	Account Number 000012 . *	Bank Currency USD	Business Unit WA170	Base Currency USD	Statement ID 1260	Book to Bank Status Awaiting Confirmation	
Ledger LOCAL	Fiscal Year 2018	Period 6	Begin Date 12/01/2017	End Date 12/31/2017	Statement Date 12/29/2017	User ID CTC_SBIHAR I	Last Update Date Time 5/19/2019 1:04:18

IBAN ID

Bank Statement Balance	500,000.00	Ledger Balance	13,120,347.20
Payments in Transit	-111,639.71	Unbooked Fees and Interest	0.00
Deposits in Transit	553,655.79	Unbooked Payments	-17,926,259.93
GL Adjustments	-2,077.04	Unbooked Deposits	0.00
Revaluation Amount	0.00	Bank Adjustments	0.00
Book Adjustments SubTotal	439,939.04	GL Adjustments Subtotal	-17,926,259.93
Total Adjusted Bank Balance	939,939.04	Total Adjusted Ledger Balance	-4,805,912.73
Book to Bank Difference	5,745,951.77		
Book to Bank Notes			

Unbooked Payments

Tran Reference	Base Amount	Bank Amount	Tran Date	Tran Code	Description(If Any)
BAX000000201	-1,135,882.62	-1135882.62	8/10/2017	Payment	Reconciled, not posted to GL
BAX000000203	-1,446,335.17	-1446335.17	8/10/2017	Payment	Reconciled, not posted to GL
0000000004	-1,503.08	-1503.08	10/13/2015	ACH	Reconciled, not posted to GL
0000001319	-1,007.00	-1007	9/30/2015	Man Check	Reconciled, not posted to GL
0000000310	-2,773.21	-2773.21	10/20/2015	Check	Reconciled, not posted to GL

Step 3: Override Book to Bank Status

i You may find it necessary to override a book to bank reconciliation that has a status of **Calculating** or **Confirmed**. To change either of these statuses for a bank statement to the status **Awaiting Confirmation**, access the **Override Book to Bank Status** page.

Navigation: Banking > Reconcile Statements > Override Book to Bank Status

1. You select the value **Awaiting Confirmation** in the New Status drop-down menu and save the page. This enables you to make any necessary changes to the data and select the Recalculate link on the Book to Bank Reconciliation page to run the Book to Bank Reconciliation process again. Each time you override a calculating or confirmed book to bank reconciliation, it is tracked in the Event Log.
2. Possible reasons for overriding the reconciliation include these:
 - The bank sent you a corrective statement.
 - You find it necessary to book an entry in the general ledger.
3. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.



VIDEO COMING SOON!

Video Tutorial Via Panopto

View the external link to Perform Book to Bank Reconciliation. This link will open in a new tab/window.