

9.2 Reconciling Payments on a Bank Statement

Purpose: Use this document as a reference for reconciling payments on a bank statement in ctcLink.

Audience: Accounts Receivable

 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.

Reconciling Payments on a Bank Statement

Navigation: NavBar > Navigator > Banking > Reconcile Statements > Process Bank Reconciliation

1. The **Process Bank Reconciliation** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

Manager Self Service

Process Bank Reconciliation

Process Bank Reconciliation

Find an Existing Value

Add a New Value

Run Control ID
ReconStatementPayments

Add

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Process Reconciliation** page displays.
6. Enter **External Bank ID**.
7. Enter **Bank Account #**.
8. Enter **Statement ID**.
9. Select **Run**. Please refer to the [Process Scheduling](#) QRG for further information.

Manager Self Service

Process Reconciliation

Process Reconciliation

Run Control ID ReconStatementPayments
Report Manager
Process Monitor
Run

Parameters
1 of 1
View All

*Process Frequency Always Process
*Request Number 1
+ -


Request Parameters

*External Bank ID
*Bank Account #
Statement ID

Date Options

*Date Type Relative Dates
Days Back

Save
Notify
Add
Update/Display

 The reconciliation methods are:

- **Bank Reconciliation** (FSPRECON) Application Engine process: Processes the specified bank account transactions with the defined reconciliation parameters for the bank account.
- **Recon and Bank Stmt Accounting** (reconciliation and bank statement process) (RCNBSP) PSJob: Runs both the Bank Reconciliation process and the Bank Stmt Processing (bank statement processing) process (AR_BNKSTMT), which loads payments into the Receivables tables. This is a multi-process job.
- **Recon and Statement Accounting** (reconciliation and statement accounting) (RCN_BSAC) PSJob: Runs both reconciliation and Cash Management Bank Statement Accounting reconciliation parameters on the specified bank account transactions. This is a multi-process job.

10. Process complete.