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

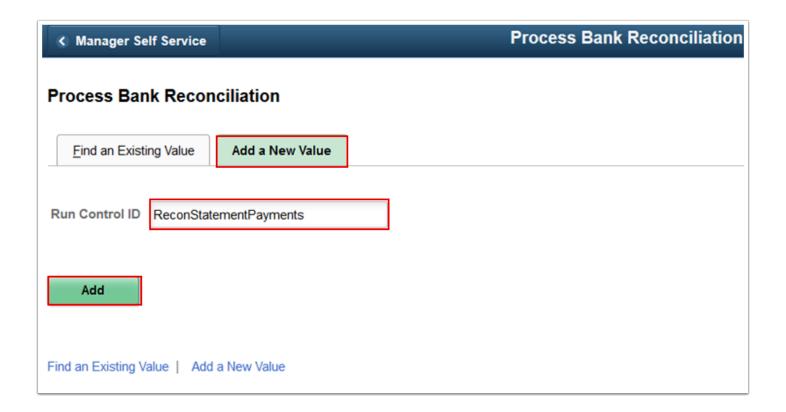
- You must have at least one of these local college managed security roles:
- ZZ Treasury Bank Processing

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

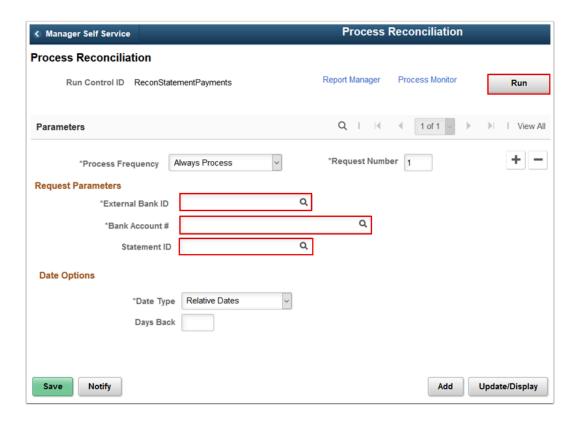
Reconciling Payments on a Bank Statement

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.



- 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 <u>Process Scheduling</u> QRG for further information.



- 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.