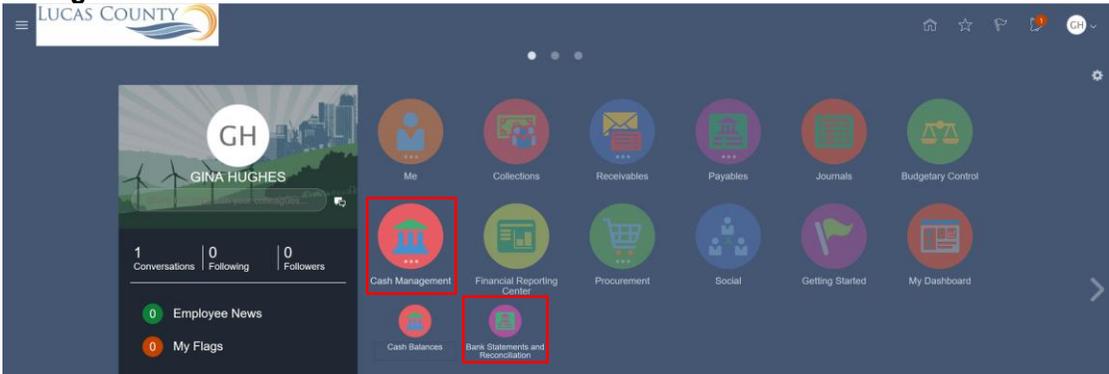
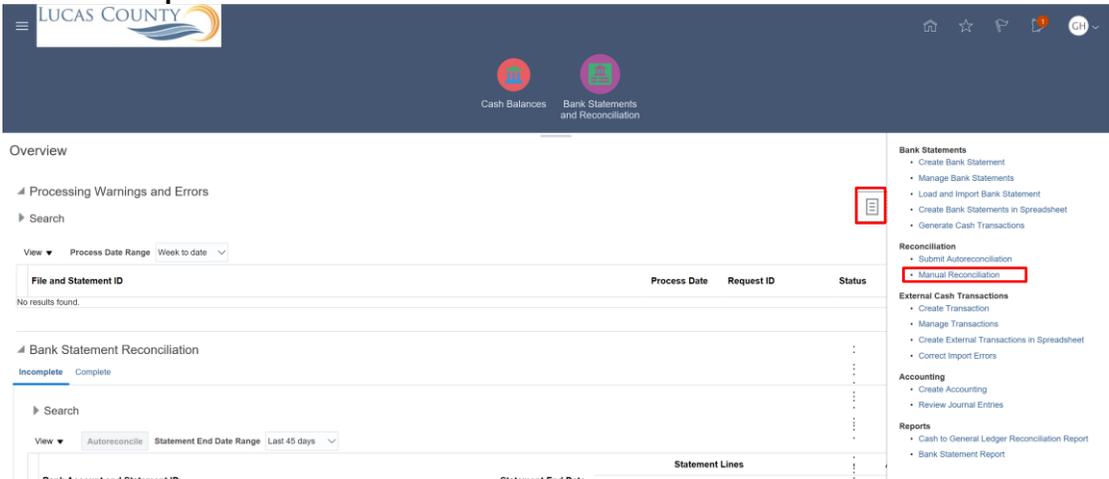


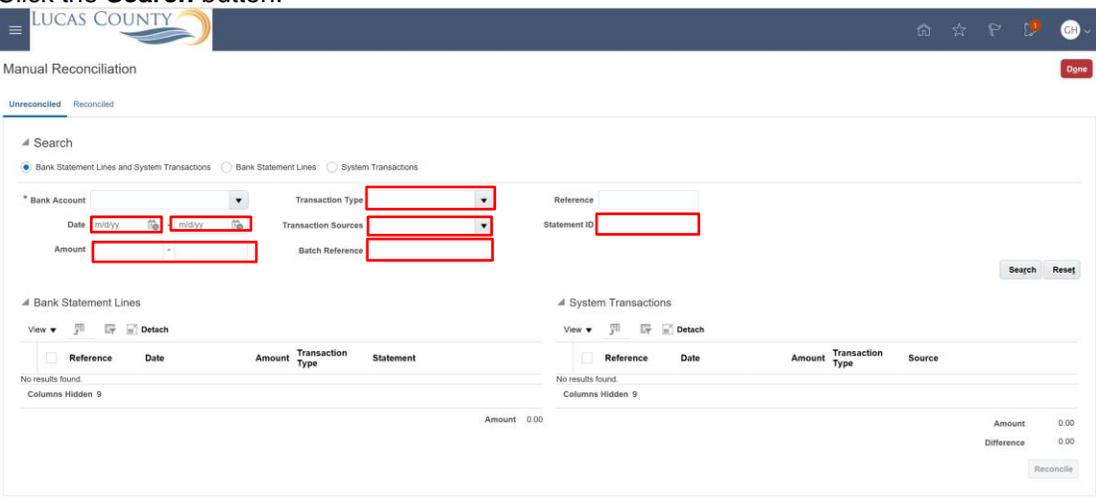
## Manual Reconciliation

**Audience:** Cash Manager

**Purpose:** This process allows the user to manually reconcile the bank statement lines to the system transactions.

Step	Action
1	<p>Go to navigator and click on <b>Bank Statements and Reconciliation</b> under <b>Cash Management</b>.</p> 
2	<p>Click on <b>task panel</b> and click <b>Manual Reconciliation</b> under <b>Reconciliation</b>.</p> 
3	In <b>Bank Account</b> select the <b>Account Name</b> .
4	In <b>Bank Account</b> select the <b>Date range</b> to search.
8	Click the <b>Search</b> button.
9	Select the <b>Bank Statement Line(s)</b> to match to the system transaction.
10	Select the <b>System Transaction</b> .
11	Click on <b>Reconcile</b> .
13	Repeat until all statement lines have been reconciled.

10 Click the **Search** button.



Manual Reconciliation

Unreconciled Reconciled

Search

Bank Statement Lines and System Transactions Bank Statement Lines System Transactions

\* Bank Account [dropdown] Transaction Type [dropdown] Reference [input]  
 Date m/d/yyyy - m/d/yyyy Transaction Sources [dropdown] Statement ID [input]  
 Amount [input] Batch Reference [input]

Search Reset

Bank Statement Lines System Transactions

View [dropdown] [print] [refresh] [detach]

Reference	Date	Amount	Transaction Type	Statement
No results found.				
Columns Hidden: 9				
				Amount 0.00

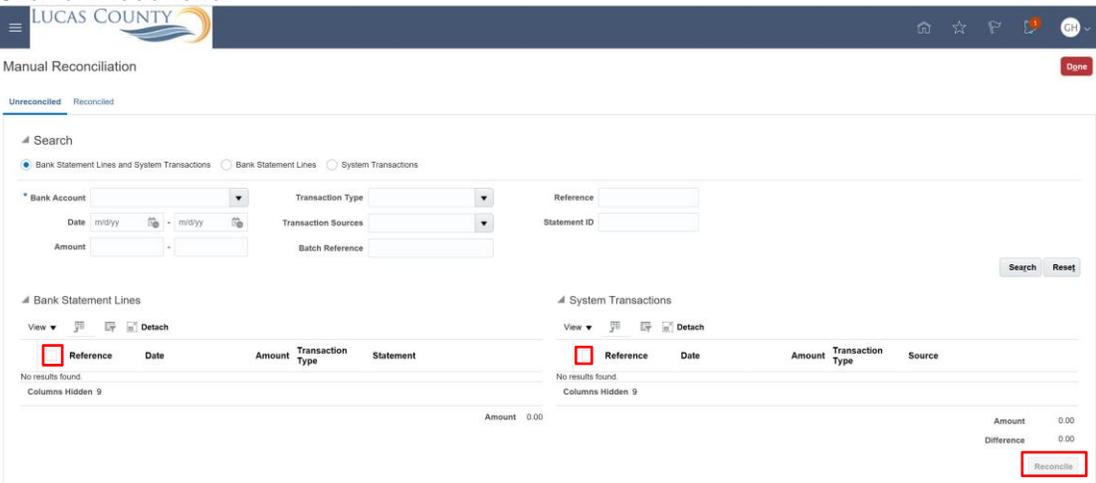
Reference	Date	Amount	Transaction Type	Source
No results found.				
Columns Hidden: 9				
				Amount 0.00
				Difference 0.00

Reconcile

11 Select the **Bank Statement Lines**.

12 Select the **System Transaction**.

13 Click on **Reconcile**.



Manual Reconciliation

Unreconciled Reconciled

Search

Bank Statement Lines and System Transactions Bank Statement Lines System Transactions

\* Bank Account [dropdown] Transaction Type [dropdown] Reference [input]  
 Date m/d/yyyy - m/d/yyyy Transaction Sources [dropdown] Statement ID [input]  
 Amount [input] Batch Reference [input]

Search Reset

Bank Statement Lines System Transactions

View [dropdown] [print] [refresh] [detach]

Reference	Date	Amount	Transaction Type	Statement
No results found.				
Columns Hidden: 9				
				Amount 0.00

Reference	Date	Amount	Transaction Type	Source
No results found.				
Columns Hidden: 9				
				Amount 0.00
				Difference 0.00

Reconcile