

ONESolution Bank Reconciliation End User Guide

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Printed in the U.S.A

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Section 1: Load Bank File-BKUTLB

(1) Type ${\bf BKUTLB}$ in the search bar and click on LB-load bank reconciliation file link:



The following window displays:

*	BKUTLB: Load Bank Reconciliation File								
	Please enter the Bank ID to process	AP							
	Please enter the statement date	03/15/2011 🔻							
	Bank File Name (Remote)						ŝ		
	Trial Mode	\mathbf{V}	0	(es)					
	Line Printer Copies, Name, Pri.	01	٠	ARCHIVE	٠	08	٠		
	Options								
	Submit								

(2) Click on the Bank File Name (Remote) button to browse for the bank file:

Please enter the Bank ID to process	AP
Please enter the statement date	03/15/2011 🔻
Bank File Name (Remote)	
Trial Mode	V (Yes)
Line Printer Copies, Name, Pri.	01 • ARCHIVE • 08 •
Options	
Submit	

(3) Locate the bank file that needs to be reconciled and click open:

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🍓 Open			×
Look in:	n Desktop		
Recent Places Desktop HTE Admin Computer	Name • Size • Type • MoNT_PickTick.pdf MONT_PickTick.pdf MONT_Pickoutput[6].pdf Workflow.reg ImmediatePayAPBatchProof.txt Output.pdf PO_229175.pdf sk_Project_Allocation_DEV2.czf trial_balance_march_10.csv REMOTE FILE ERROR.rtf APBANKFILE2010.txt ifas7 launcher.exe.Config BTWFDF - Shortcut regedt32 IFAS_790_Standard_Reports.czf	 Date modified crosswalkuploadtogla_trns_dtl_csv New Folder (2) New Folder conversion glutriij0708_csv 2011budgetupload2_csv Trial_Balance_Fund Project_Trial_Balance Detail_Trial_Balance Phaser print driver SPSOne Server Management Console Adobe Reader 9 Java Web Start jiSeries Navigator IBM iSeries Access for Windows 	7i Tools Network Computer Public HTE Admin
	File name: APBANKFILE2010.txt		
	Files of type:		Lancel

The file is then placed in the Bank File Name (Remote) field:

BKUTLB: Load Bank Reconciliation	File	
Please enter the Bank ID to process	AP	
Please enter the statement date	10/05/2010 💌	
Bank File Name (Local)	C:\Users\hteadmin\Desktop\/	
Trial Mode	🗹 (Yes)	
Line Printer Copies, Name, Pri.	01 - ARCHIVE - 08 -	
Options		

(4) Make sure the correct bank ID is being processed.

(5) Keeping Trial Mode checked allows the user to view the data being loaded into BKUPBA prior to it actually loading by archiving the report to documents online.
(6) Once the data is verified uncheck Trial Mode and click submit to archive the report to documents online and to actually load the bank file data in BKUPBA.

Section 2:Bank Statement Information Screen-BKUPBA

(1) Type **BKUPBA** into the search bar and click on the link:





(2) Select the correct bank statement in the record list to view what was loaded by double clicking on the statement date:

😼 BKUPBA - Update Bank Statement Info 📰 📰	X
Hars harce SKU254	
Harre Search	2
Image: Construction of the condition of the	
Records P Lipk 10 Statement End Date: 00/28/2007 AP 2/28/2007 Record Statuc: AP 12/3/2009 AP 12/3/2009 AP 12/3/2009 AP 12/3/2009 AP 12/3/2009 Source File Name: NOLAVTEST Fector User: Consting User:	
Bank Statement Details 🖉 🗸	×
Document Type: CH Entry Date: 02/25/200 Document Number: 00900112	
Amount: 5.39	
Recon Document Type: CH	
Ready Production C - C	ō

(3) Verify the line item data loaded correctly by placing the screen in grid mode. To select grid mode click on the grid icon on the bottom left toolbar as shown below:



The line items of the statement will then display similar to purchasing line items:

ONESolution[™] ☆☆☆☆☆☆

😼 BKUPBA - Update Bank State	ement Info			
Harrie Search				0
Search @ Select All Search @ Select All Search Options	IN Previous Next Page Recent 2 of 5	Add Copy @ Undo () Delete Save Parte @ Threaded N Record Options	Record Info ofen Show Grid Show Grid Grid Option	rout -
AP 2/26/2007 AP 2/26/2007 AP 2/26/2006 AP 1/20/2006 AP 1/20/2006 AP 1/20/2006 AP 1/20/2006 AP 1/20/2006 AP 1/20/2006 AP 1/2/3/2006 AP 1/2/3/2006 AP 1/2/3/2006 AP 1/2/3/2006 AP 1/2/3/2006	Bank ID: 70 Recon Status: 1 Source File Name: 4 Source File Date: 12	Statement End Da Recon Da 2081130 Recon Us 2081130 Recon Us 2081230 Creating Us	tec 11/30/2008 • Stat fec • • en • er: 552 • Stach	ement End Amount: 0.00
	Bank Statement Details			+11
	Document Type D	courrent Number Entry Date	Anount Override /	mourt 🔰 Source Rie Second Number 🕰
	▶ [GHK 💌 👀	H6397 11/04/2008	32.21	
	CHK 00	H6583 11/13/2008	295.50	
	CHK 004	H7770 11/04/2008	33.14	
	CHK 00	PRO21 11/03/2008	75.00	
	ож ор	11/20/2008	100.00	, *
Ready		Production 🕒 🗕		

Section 3: Check/Deposit Information Screen-BKUPCD

Optional: Go to **BKUPCD** from the finance desktop to view the records the system has processed in ONESolution which will be matched to what was loaded into **BKUPBA**:



The following screen will display:

📚 BKUPED - Update Check/Deposit Info	
Home > Rivance > 8KURCD >	
	-
Home Search	0
Consist Consist Const Const	🗤 🕡 Show Grid 🔠 🚺 🛄
Search Consect al Previous When Deele Oroste	ecold into
Page 🕖 Next Page 🕡 Save 💭 Paste with Details 🔘 T	hreaded Notes Source -
Search Options Record 1 of 83193 Record Options	Grid Options Sorts Person/Entity
49 Records v 0 ×	
💡 Bank ID: Document Numb 🗠 🛛 🛛 Bank ID: 👀 💌 Issue Date	ei 03/02/2000 💌 Statusi 💌
2 00 256756 Document Type: OK * Subsystem	I OH T Check Type: M/ T Job Number: 000000000
00 297766	
6 00 256035 Deartient Number: 200790 Total Amoun	E 15.00 Revenue Job: 000000000
00 353000 Payee ID: 0902464 VOLUNTEER:	6. INFORMATION CENTER INC Warrants
01 10	
01 1000 Details in a financial data and a second	
01 1001 CHEER NOTHER ADDRESS ADDRE	127
OI 1002 Details	- ₽ ×
01 1004	
01 1006 Reference: 365676	<u> </u>
01 1007	
01 1008 Amount: 15,00	
01 1011	
01 1012	
01 1014	· · · · · · · · · · · · · · · · · · ·
01 1017	
	0
🗧 Ready Production 😑 🗕	- 🕀

Section 4: Reconciling Bank Statement- BKUPRC

Enter **BKUPRC** into the search bar and click the link:



The following window will display:

	Home			_	7
Stat	Open Statement				
	cincine options				
		Statement S Ba	tatus: N - New Unprocessed Statements	T	
	Bank ID	Statement S Ba Statement End Date	tatus: N - New Unprocessed Statements		
	Bank ID	Statement 5 Bar Statement End Date 11/30/2008	tatus: N - New Unprocessed Statements	T	

(1) The system defaults to Statement Status N-New Unprocessed Statements. Make sure the correct bank ID is selected and select a bank statement from the Statement Selection box by double clicking on the statement date:

Home		(7)
Open Statement Statement Options		
	Statement Status: N - New Unprocessed Statements	
Bank ID	Statement End Date	
AP	11/20/2008	
	11/30/2000	
AP	1/8/2010	

The following screen will display and in the bottom right corner tell the user how many records (line items) were loaded.

The Finance records are from the **BKUPCD** screen that have been processed through ONESolution and the Bank records are from the **BKUPBA** statement that was loaded using the **BKUTLB** utility.

Home	> Finan	ice >	BKUPRC					
٢	Home	e						?
Search	arch Options	Open Statemer Stater	Save Approve ment Options					
ank S	tatement	ID: AP	Date: 10/5/2010 Filter: All Records	•	itement Withdrawals: \$7,10 conciled Withdrawals: \$5,29 Net Withdrawals: \$1,80	65.34 96.49 68.85	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00	
	Matched	Туре	Number	Date	Amount		Amended Amount	
Þ		СНК	00022232	8/4/20	008	700.00	0.00	
		CHK	00022233	8/25/2	2008	646.50	0.00	
		CHK	00022234	11/17/	/2009	5.39	0.00	~
Fina	nce Docu	ments	Filter: Type and Numbe	er 🔽	Search:			٢
	Matched	Туре	Number	Date	Amount			
•		СНК	00022232	8/4/20	008	700.00		
						x 10	ormation Ided 4 Finance records. Lo ords. Time: 0 minutes 0 s (5/2010 3:26:24 PM	aded 5 BANK econds.
Read	v			Product	tion 🔿	Loaded 4	Finance records Loaded 5	BANK records Lime

Section 5: Matching items in the reconciliation process

From these loaded ONESolution records, those that exactly match by type, number, and amount will be "auto matched". Matched records are indicated by a check mark:

3nk	Statement	ID: AP Date:	10/5/2010 Filter: All Records	•	itement Withdra conciled Withdra Net Withdra	wals: \$7,165.34 wals: \$5,296.49 wals: \$1,868.85	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00	
	Matched	Туре	Number	Date		Amount	Amended Amount	A
Þ		СНК	00022232	8/4/2	008	700.00	0.00	
		СНК	00022233	8/25/	2008	646.50	0.00	
		СНК	00022234	11/17	7/2009	5.39	0.00	~

The check in our example was not auto matched because the bank had a different dollar amount than ONESolution.

Harre Harre Search Search Subtract	Save Approve Approve Save Save Save Save Save Save Save Sa		-	-	0
sink Statement ID: AP Dat	ei 10/5/2010 Filten Al Recon	ts ternent W conciled W Net W	Ydrdravoalis: \$7,165.34 Ydrdravoalis: \$5,296.49 Ydrdravoalis: \$1,868.85	Deposita: \$0.00 Deposita: \$0.00 Deposita: \$0.00	
Natched Type	Number	Dele	Amount	Amended Amount	^
CHK CHK	00022245	11/15/2010	4,591.10	0.00	
• <u>онк</u>	00022246	1/15/2010	1,222.35	0.00	÷
Finance Documents	Filter: All Records	×	Searchi		3
Natched Type:	Number	Dete	Amart		^
🕨 🗹 снк	00022232	8/4/2008	700.00		
🗹 ОНК	00022234	11/17/2009	5.39		
и 🗹 снк	00022245	1/15/2010	4,591.10		
- ОК	00022246	1/15/2010	1,224.35		
Ready		Production 😑	- Conded 4	Finance records - Loaded 5 BAN	K records. Timer 📕

Select the check in the bank statement so it is highlighted:

Choose a filter of "Type and Number." This will show all records that have the same type and number as the record you selected above.

*Note: there should never be more than one!

ank Stat	tement	ID: AP	Date: 10/5/2010 Filter: All Records	temen concilea Ne	t Withdrawals: \$7,165.34 d Withdrawals: \$5,296.49 t Withdrawals: \$1,868.85	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00	
Ma	atched	Туре	Number	Date	Amount	Amended Amount	<u>^</u>
	\checkmark	СНК	00022245	11/15/2010	4,591.10	0.00	
) Þ 🤤		СНК	00022246	1/15/2010	1,222.35	0.00	
							$\overline{\nabla}$
Financ	e Docur	ments	Filter: Type and Numbe	er 💽	Search:		
Financ	e Docur atched	ments Type	Filter: Type and Number	er 🔽	Search:		<u>@</u>
Financ Ma	e Docur	ments Type CHK	Filter: Type and Number 00022246	Pate 1/15/2010	Search: Armount		<u>@</u>
Financ Ma	e Docur atched	Type CHK	Filter: Type and Number 00022246	Date 1/15/2010	Search: Arnount		<u>@</u>
Financ Ma	e Docur	ments Type CHK	Filter: Type and Number 00022246	Date 1/15/2010	Search: Arnount		<u></u>

Before manually matching the entries, enter the amended amount on the bank statement in the top portion of the screen as shown below:

зnk	Statement	ID: AP [Date: 10/5/2010 Filter: All Records	itement conciled Net	Withdrawals: \$7,165.34 Withdrawals: \$5,296.49 Withdrawals: \$1,868.85	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00	
-	Matched	Туре	Number	Date	Amount	Amended Amount	^
	\checkmark	СНК	00022245	11/15/2010	4,591.10	0.00	
×		СНК	00022246	1/15/2010	1,222.35	1224.35	K 📲
							$\overline{\nabla}$
Fin	ance Docu	ments	Filter: All Records	•	Search:		S
Fin	ance Docu Matched	ments Type	Filter: All Records	▼ Date	Search:		
Fin	ance Docu Matched	ments Type CHK	Filter: All Records	Date 8/4/2008	Search:		
Fin	ance Docu Matched	ments Type CHK CHK	Filter: All Records Number 00022232 00022234	Date 8/4/2008 11/17/2009	Search: Amount 700.00 5.39		
Fin	ance Docu Matched	ments Туре СНК СНК СНК	Filter: All Records Number 00022232 00022234 00022245	Date 8/4/2008 11/17/2009 1/15/2010	Search: Amount 700.00 5.39 4,591.10		()

Then when you match them by clicking the match icon on the top ribbon bar, the system will record the \$2.00 override amount and use that amount in the totals.

Harr Harr Bearch Search Bydore	Copen Statement	D Save Approve Options Rescon Options	/	-		0
ank Statement	t IDLAP Date	e st(/\$/2010 Filter Al Records	demant (concled) Net (Webdravalı: \$7,167.34 Webdravalı: \$5,296.49 Webdravalı: \$1,870.85	Deposita: \$0.00 Deposita: \$0.00 Deposita: \$0.00	•
· 2	CHK	00022245	11/15/2010	4,591.10	0.00	
•	СНК	00022246	1/15/2010	1,222.35	1224.35	~
Finance Docu	ments	Filter: All Records		Search		٢
Natives	тура	RUmber 000022332	5/4/2005	200.00		
· 2	ОНК	00022234	11/17/2009	5.39		- 1
· 2	CHK	00022245	1/15/2010	4,591.10		
· •	CHK	00022246	1/15/2010	1,224.35		-



Contraction (Contraction) Searc	Home Bearch h Options	Open Statement Statement Op	Save Approve otions Recon Options			-	0
3nk S	Statement	ID: AP Date:	10/5/2010 Filter: All Reco	rds itement \ inciled \ Net \	Vithdrawals: \$7,167.34 Vithdrawals: \$6,520.84 Vithdrawals: \$646.50	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00	
-	Matched	Туре	Number	Date	Amount	Amended Amount	△
2	\checkmark	СНК	00022245	11/15/2010	4,591.	10 0.00	
۶		СНК	00022246	1/15/2010	1,222.	35 1224.35	
Fina	ance Docur	nents	Filter: Type and Nu	mber 💌	Search:		
	Matched	Туре	Number	Date	Amount		
×		СНК	00022246	1/15/2010	1,224.	35	
	*	2					

To correct check 0022233 that is on the statement but not in ONESolution:

15

First, determine if it SHOULD be in ONESolution (possible fraud). If not, do not match the entry - work with bank to clear up issue.

Or... maybe someone forgot to record a hand written check? If so, save your work here, get the check recorded, then return and finish reconciling.

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At any point in the reconciliation process you can save your work and continue later - just click the "Save" button before closing the screen:

Farms Harms Search Search Saveth Dyblocs	in Approve Match Servent Options				0
ank Statement ID: A	P Date: 10/5/2010 Filten All Records	itement Withdrawals: conciled Withdrawals: Net Withdrawals:	\$7,167.34 Deposits \$6,520.84 Deposits \$646.50 Deposits	: \$0.00 \$0.00 \$0.00	-
Natched Type	Number	Date Ano	unt Amende	d Amount	^
. 🗵 онк	00022232	8/4/2008	700.00	0.00	
🕨 🔲 ОНК	00022233	8/25/2008	646.50	0.00	
🗹 онк	00022234	11/17/2009	5.39	0.00	~
Finance Documents	Filter: Type and Number	r Starch Dele Arro	rt		۲

****NOTE**** when "Save" is selected this changes the status to "Pending" when needing to go back into BKUPRC to finish reconciling:

Home			(7)
Open Statement Statement Options			
[[Statement Status: P - Statements Pen Bank ID: AP	nding Approval	
Bank ID Stateme	nt End Date		
AP 2/28/200	7		
► AP 10/5/201	0		

Section 6: Approving Bank Statement

When you are done with a statement, click the "Approve" button - this saves your work and marks the statement as "done:"

🎭 BKUPRC - Bank Reconciliation					
Home > Finance > BKUPRC					
Home					()
Search Options	ve prove ons Recon Option	15			
ank Statement ID: AP Date: 10	/5/2010 Filter: All Rec	terrords Transformed Withd	rawals: \$7,167.34 rawals: \$6,520.84 rawals: \$646.50	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00	
Matched Type	Number	Date	Amount	Amended Amount	^
СНК	00022234	11/17/2009	5.39	0.00	
СНК	00022245	11/15/2010	4,591.10	0.00	

Section 7: Saving Bank Statement

When you "save" the reconciliation, all matched entries will be marked as "cleared" and will no longer appear on the outstanding report:

🧐 BKUPRC -	Bank Reco	nciliation								
Home >	Finance									
	Home									7
Q	E	Save								
Search	Op State	en 📝 Approv	ve UnMatch							
Search Opti	ons St	atement Options	Recon Options							
Search Opti	ons St	atement Options	010 Filter: All Record	ds 💌	itement Withd conciled Withd Net Withd	Irawals: \$7,167. Irawals: \$6,520. Irawals: \$646.50	.34 .84 D	Deposits: Deposits: Deposits:	\$0.00 \$0.00 \$0.00	٢
Search Opti	ons St nent ID:/ 1ed Type	atement Options	Recon Options 010 Filter: All Record Number	ds 💌 Date	stement Withd :onciled Withd Net Withd	Irawals: \$7,167. Irawals: \$6,520. Irawals: \$646.50 Amount	34 84 0	Deposits: Deposits: Deposits: Amended	\$0.00 \$0.00 \$0.00 Amount	≎
Search Opti	nent ID:/ nent Type	atement Options	Recon Options 010 Filter: All Record Number 00022234	is 💌 Date 11/17	itement Withd :onciled Withd Net Withd 2 7/2009	Irawals: \$7,167. Irawals: \$6,520. Irawals: \$646.50 Amount	34 84 0 5.39	Deposits: Deposits: Deposits: Amended	\$0.00 \$0.00 \$0.00 Amount 0.00	
Search Opti	nent ID:/ ned Type CHK	atement Options	Recon Options 010 Filter: All Record Number 00022234 00022245 00022245	ds Date 11/12 11/12	itement Withd conciled Withd Net Withd 7/2009 5/2010	Irawals: \$7,167. Irawals: \$6,520. Irawals: \$646.50	34 84 0 5.39 4,591.10	Deposits: Deposits: Deposits: Amended	\$0.00 \$0.00 \$0.00 Amount 0.00 0.00	

The system displays how many records were approved in the bottom right corner:

BKUPRC - Bank Reconciliation Home Finance BKUPRC		
€ Home		0
Search Options Statement Options		
ank Statement ID: Date: Filter: All Records	itement Withdrawals: \$0.00 conciled Withdrawals: \$0.00 Net Withdrawals: \$0.00	Deposits: \$0.00 Deposits: \$0.00 Deposits: \$0.00
Matched Type Number	Date Amount	Amended Amount
	0.	00 0.00
Finance Documents Filter: Type and Numb	er 💌 Search:	
Matched Type Number	Date Amount	
	l x	Information Statement Approved. 5 Finance records updated. 4 BANK records updated. Time: 0 10/5/2010 3:47:40 PM
Ready	Production 😑 🗕 🛶 🕂 Staten	ient Approved.5 Finance records updated.4 BANK 📊

Section 8: Verify Bank Statement Reconciled

To verify the statement has been reconciled the user can re-open BKUPRC and



Or go to **BKUPBA** and click on the statment reconciled:

Home > Pinance > DIOLPEA		
Home Search	(2
Search Options	Image: Same Single Constraints Image: Single Constraints Image: Same Single Constraints Image: Sam	
Records + Records Parlement End Ends AP 12/32/3009 AP 12/3/2009 AP 10/2009 AP 10/2009 AP 10/2009 AP 10/2009 AP 10/2009	Bank ID: P Statement End Date: 10/05/2010 Statement End Amount: 0.00 Recon Status: A Recon Date: 10/05/2010 Image: Construction of the statement End Amount: 0.00 Source File Name: Recon User: SurGerd Public Sector Admin SurGerd Public Sector Admin Source File Date: Image: Creating User: Image:]
	Document Type: Entry Date: 06/04/2008 Image: Control of the control	

The reconcilaiton information will display in the bottom right corner of the screen:

Bank Statement Details		↓ ‡
Document Type: CHK	•	Entry Date: 08/04/2008 💌
Document Number: 00022	232	
Amount:	700.00	
Override Amount:	0.00	
		Recon Document Type: CHK
		Recon Document Number: 00022232
Source File Record Number:	1	Recon Date: 10/05/2010 💌
		Recon Status: A
		Match Status: A 💌
		·

Run the outstanding check report BK1021 to verify all checks have been cleared.