



Miami-Dade County

Cash Management – Semi-Manual Reconciliation Job Aid

PURPOSE AND DESCRIPTION

Purpose

This document explains the procedure for using the Semi-Manual Reconciliation page to reconcile transactions that have encountered an exception. While the system will perform automatic reconciliation to match system transactions with banking transactions, some will fall out due to dollar discrepancies, payment method discrepancies, payment reference discrepancies, or the transaction may not exist in the system or have cleared the bank. The Semi-Manual Reconciliation page allows a user to see all transactions that have not been reconciled to perform the reconciliation manually.

NOTE: For semi-manual reconciliation the following must have occurred:

- A previous day bank statement needs to be entered detailing all banking activity
- System transactions (Accounts Payable payments, Accounts Receivable deposits, Banking external transactions) need to be entered to record system activity

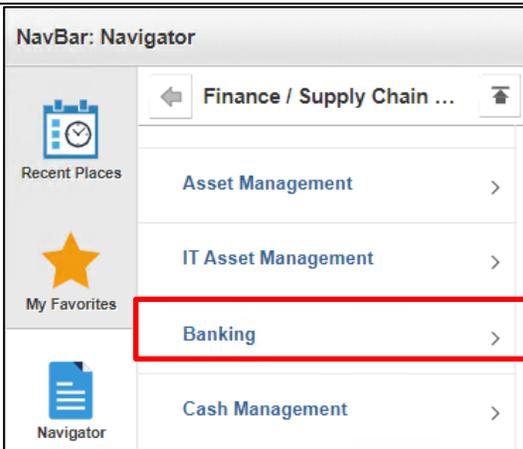
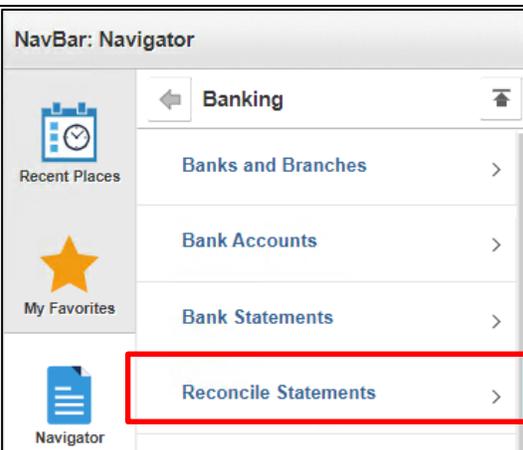
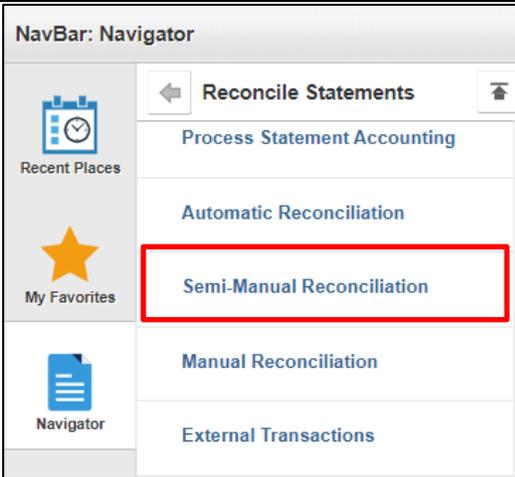
Description

The key topic involved in the Semi-Manual Reconciliation process is:

- Performing Semi-Manual Reconciliation

SEMI-MANUAL RECONCILIATION

Step	Action
1.	Log into INFORMS.
2.	<div data-bbox="581 1209 1161 1621" style="border: 1px solid black; padding: 5px;"> <p>NavBar: Navigator</p> <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">Finance / Supply Chain (FSCM) > <li style="padding: 2px;">Human Resources (HCM) > <li style="padding: 2px;">PeopleTools > <li style="padding: 2px;">My System Profile </div> <p>Select the Menu  and under NavBar: Navigator select Finance/Supply Chain (FSCM).</p>

3.	 <p>NavBar: Navigator</p> <p>Recent Places: Finance / Supply Chain ...</p> <p>My Favorites: Banking</p> <p>Navigator: Asset Management, IT Asset Management, Banking, Cash Management</p> <p>Select Banking.</p>
4.	 <p>NavBar: Navigator</p> <p>Recent Places: Banking</p> <p>My Favorites: Reconcile Statements</p> <p>Navigator: Banks and Branches, Bank Accounts, Bank Statements, Reconcile Statements</p> <p>Select Reconcile Statements.</p>
5.	 <p>NavBar: Navigator</p> <p>Recent Places: Reconcile Statements</p> <p>My Favorites: Semi-Manual Reconciliation</p> <p>Navigator: Process Statement Accounting, Automatic Reconciliation, Semi-Manual Reconciliation, Manual Reconciliation, External Transactions</p> <p>Select Semi-Manual Reconciliation.</p>

6.

- a) Select the **Bank ID**.
- b) Enter the **Account #** with the bank account in which the reconciliation will be performed.

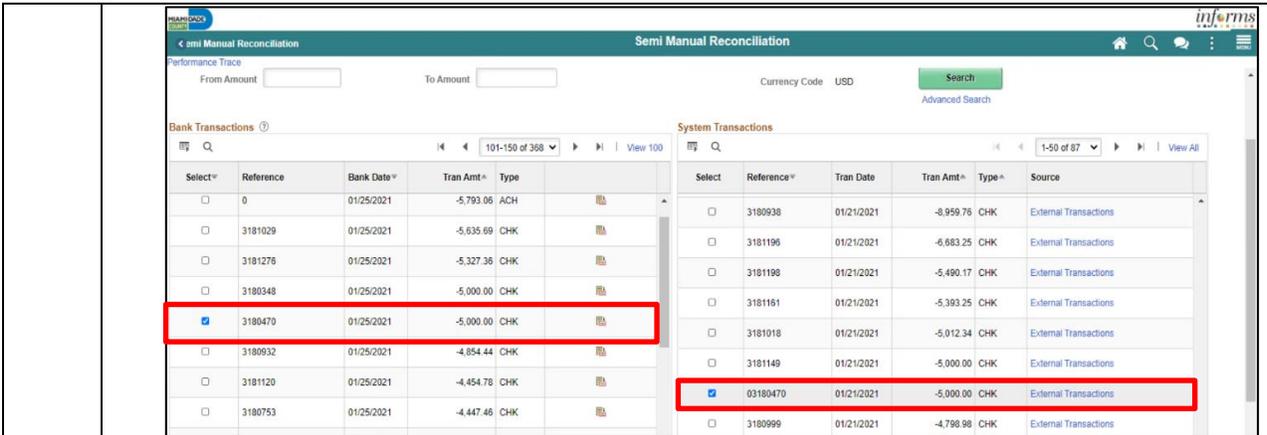
NOTE: The list of available accounts is driven by security.

- c) Enter the **From Date and the Thru Date** with the date range in which the reconciliation will be performed.
- d) Select **Search**.

7.

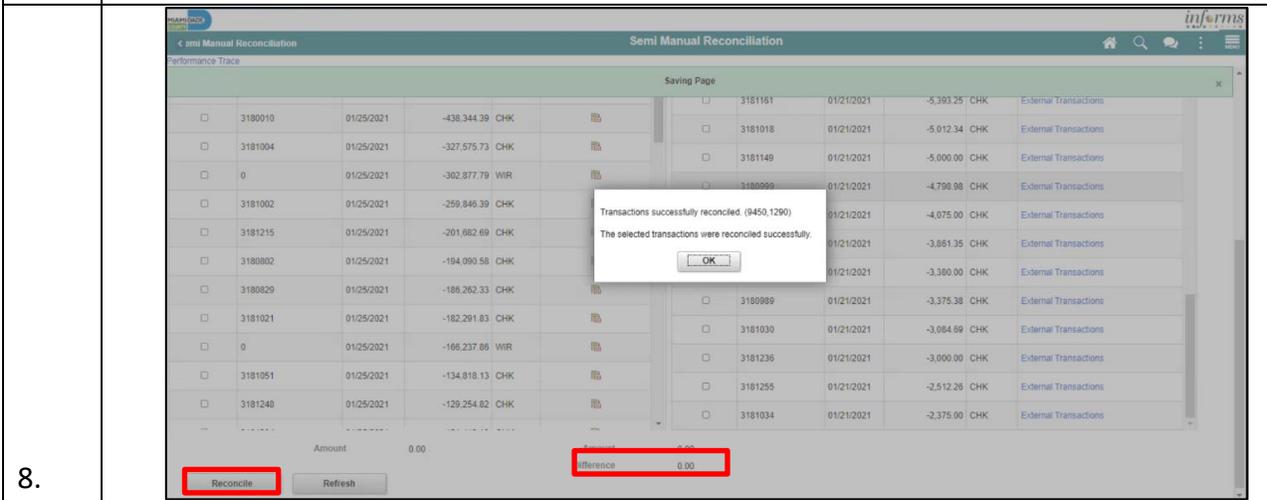
Select	Reference	Bank Date	Tran Amt	Type	Source
<input type="checkbox"/>	0	01/25/2021	-11,042,501.31	ACH	
<input type="checkbox"/>	0	01/25/2021	-46,390.37	ACH	
<input type="checkbox"/>	0	01/25/2021	-39,556.43	ACH	
<input type="checkbox"/>	0	01/25/2021	-5,793.06	ACH	
<input type="checkbox"/>	0	01/25/2021	10.00	ACH	
Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	4	01/21/2021	15,000.00	D	Receivables Deposits
<input type="checkbox"/>	17	01/22/2021	180.00	D	Receivables Deposits
<input type="checkbox"/>	12	01/21/2021	100.00	D	Receivables Deposits
<input type="checkbox"/>	AP000000124	01/20/2021	-40.00	EFT	Payables
<input type="checkbox"/>	AP000000123	01/20/2021	-20.00	EFT	Payables

This will display all unreconciled transactions within the bank account and date range entered.



NOTE: The banking transactions are on the left and system transactions are on the right. To successfully reconcile transactions, one bank transaction and one system transaction should be selected. The transactions selected must also match in dollar amount.

a) Select the matching **Bank Transaction** and **System Transaction**.

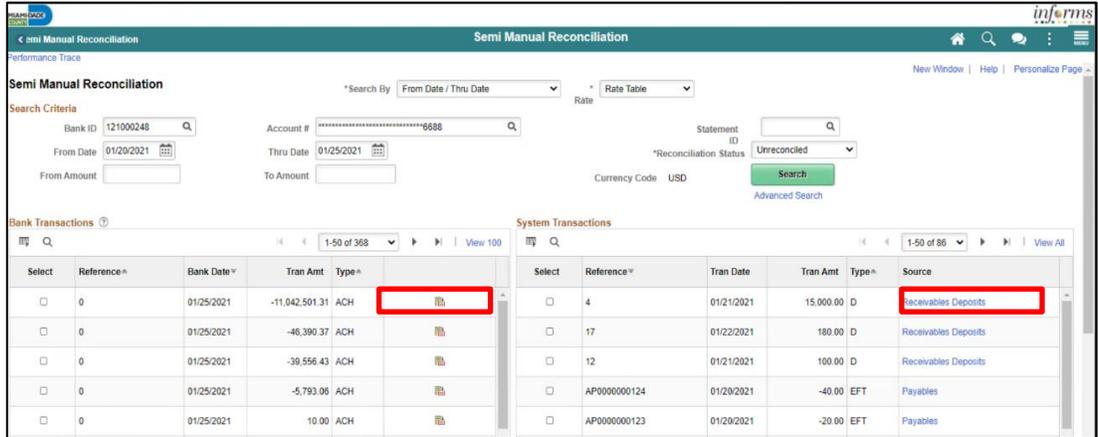


a) Select **Reconcile** button to successfully perform the reconciliation.

- The net difference amount must equal zero in order to successfully reconcile.

NOTE: A message may appear stating the dates do not match, the reference numbers do not match, or the payment methods do not match. Be sure to only reconcile transactions that you are positive correspond to one another.

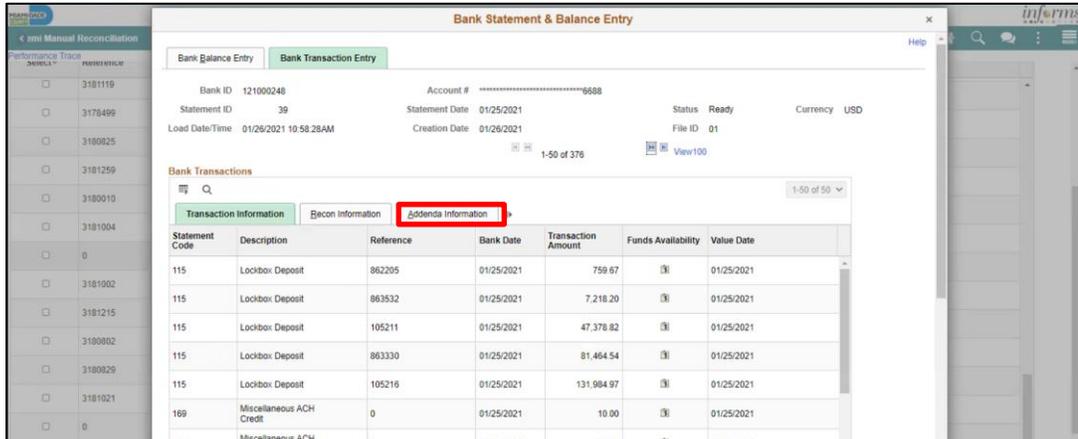
IMPORTANT: In order to associate the reconciliation records, **ONLY** one bank transaction and one system transaction should be reconciled at a time.



If additional research is needed for a specific transaction, the user can select the Bank Transaction icon or System Source hyper link to drill into more specific details.

9.

- **Bank Transaction**



Additional helpful information may be found on the 'Addenda Information' tab

- **System Transaction**

External Transactions

Search Criteria

Unit: MDADE Bank ID: 121000248 Account #: 9688
Transaction Date: 01/21/2021 Reference: 3180999

Search

External Transactions

Tran Date	Bank ID	Account #	Unit	Reference	Tran Amount	Currency
01/21/2021	121000248	9688	MDADE	3180999	-4,798.98	USD

OK Cancel Apply Refresh

System Source Transaction will display the details of the system transaction.

10. End of process.