

**Miami-Dade County** 

# Cash Management – Semi-Manual Reconciliation Job Aid

informs

#### **PURPOSE AND DESCRIPTION**

### <u>Purpose</u>

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

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		*	PeopleTools	>					
2.		My Favorites	My System Profile						
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#### INFORMS Job Aid: External Transactions

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