



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

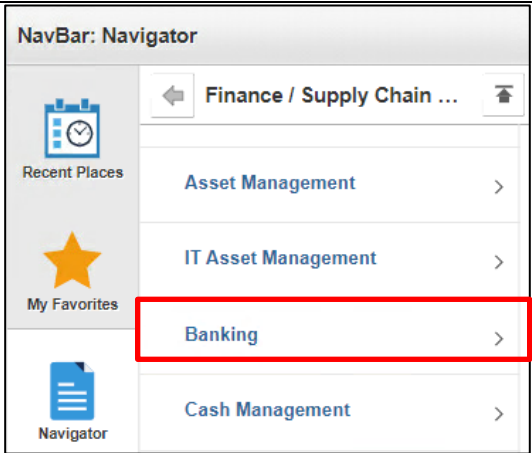
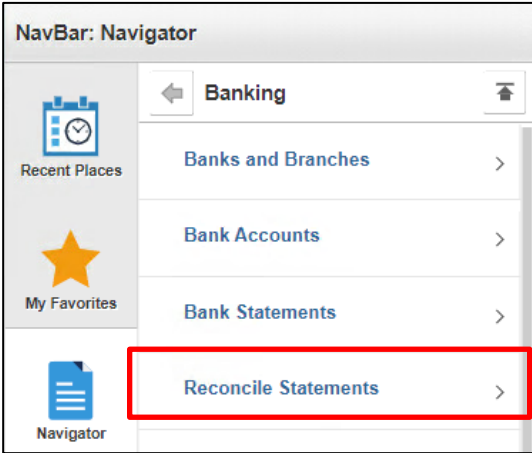
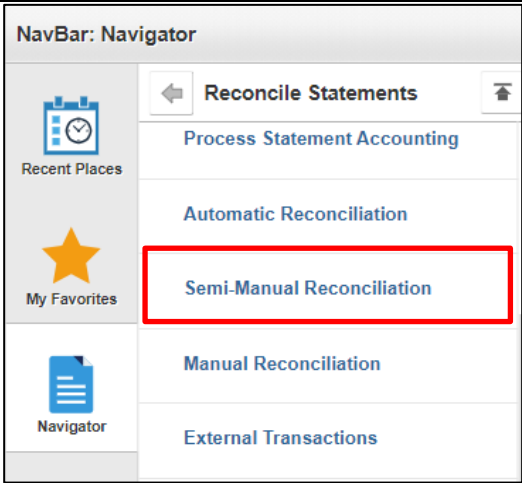
Description

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

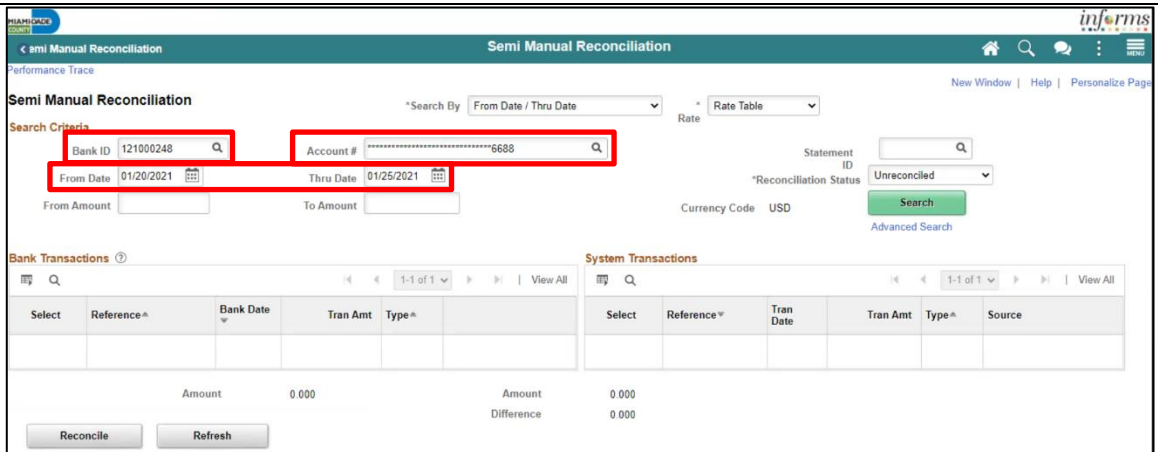
- Performing Semi-Manual Reconciliation

SEMI-MANUAL RECONCILIATION

Step	Action
1.	Log into INFORMS.
2.	<div data-bbox="578 1203 1153 1617">  </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: Asset Management, IT Asset Management, Banking, Cash Management</p> <p>Navigator</p>
4.	 <p>NavBar: Navigator</p> <p>Recent Places: Banking</p> <p>My Favorites: Banks and Branches, Bank Accounts, Bank Statements, Reconcile Statements</p> <p>Navigator</p>
5.	 <p>NavBar: Navigator</p> <p>Recent Places: Reconcile Statements</p> <p>My Favorites: Process Statement Accounting, Automatic Reconciliation, Semi-Manual Reconciliation, Manual Reconciliation, External Transactions</p> <p>Navigator</p>

6.



Semi Manual Reconciliation

Search Criteria

Bank ID: 121000248

Account #: 6688

From Date: 01/20/2021

Thru Date: 01/25/2021

Reconciliation Status: Unreconciled

Currency Code: USD

Search

Bank Transactions

Select	Reference	Bank Date	Tran Amt	Type
			0.000	

System Transactions

Select	Reference	Tran Date	Tran Amt	Type	Source
			0.000		

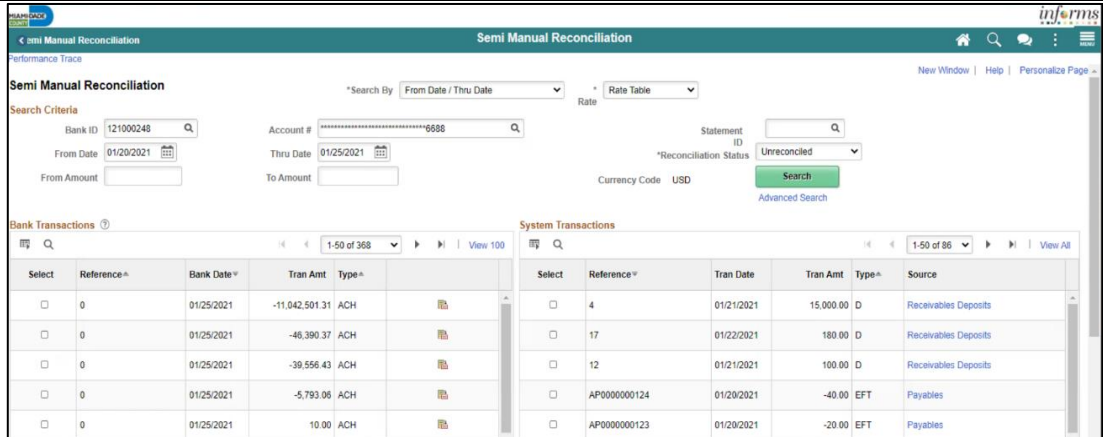
Reconcile Refresh

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

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

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

7.



Semi Manual Reconciliation

Search Criteria

Bank ID: 121000248

Account #: 6688

From Date: 01/20/2021

Thru Date: 01/25/2021

Reconciliation Status: Unreconciled

Currency Code: USD

Search

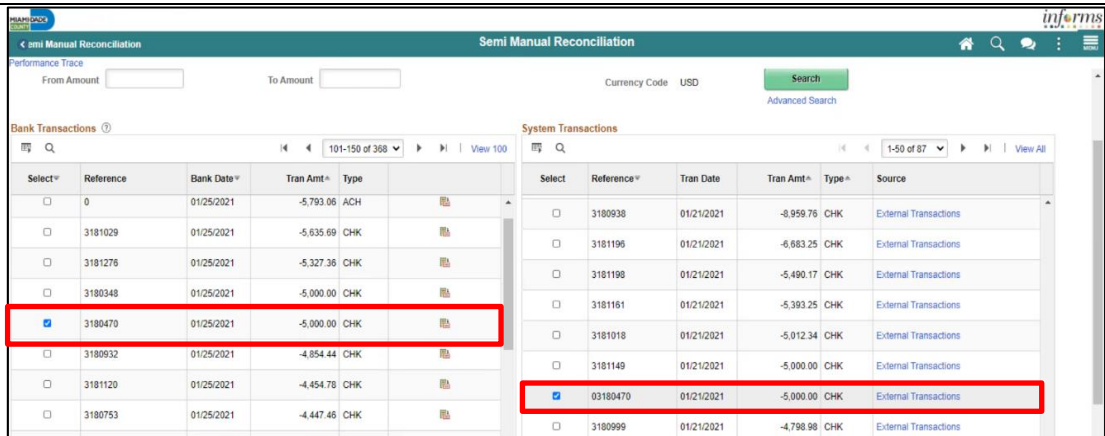
Bank Transactions

Select	Reference	Bank Date	Tran Amt	Type
<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

System Transactions

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"/>	AP0000000124	01/29/2021	-40.00	EFT	Payables
<input type="checkbox"/>	AP0000000123	01/20/2021	-20.00	EFT	Payables

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

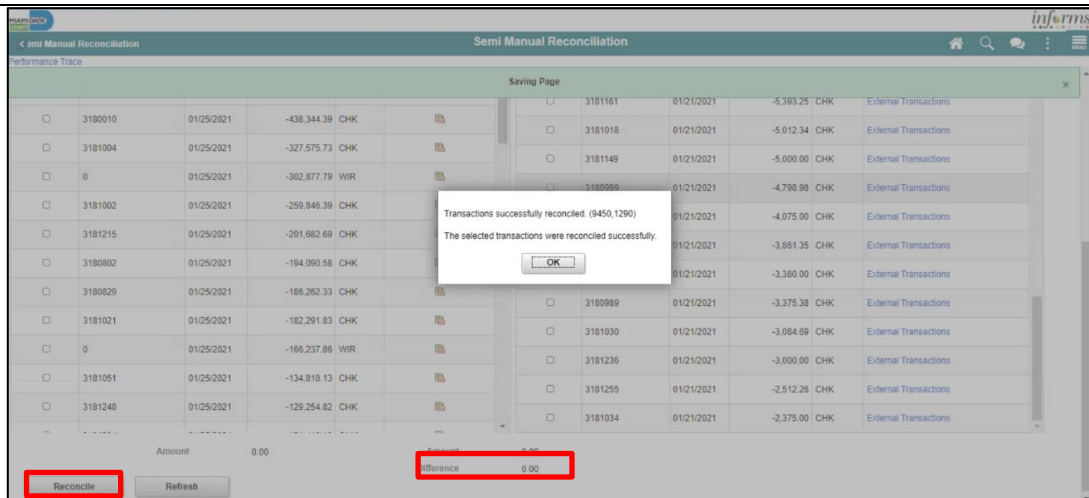


Select	Reference	Bank Date	Tran Amt	Type
<input type="checkbox"/>	0	01/25/2021	-5,793.06	ACH
<input type="checkbox"/>	3181029	01/25/2021	-5,635.69	CHK
<input type="checkbox"/>	3181276	01/25/2021	-5,327.36	CHK
<input type="checkbox"/>	3180348	01/25/2021	-5,000.00	CHK
<input checked="" type="checkbox"/>	3180470	01/25/2021	-5,000.00	CHK
<input type="checkbox"/>	3180932	01/25/2021	-4,854.44	CHK
<input type="checkbox"/>	3181120	01/25/2021	-4,454.78	CHK
<input type="checkbox"/>	3180753	01/25/2021	-4,447.46	CHK

Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	3180938	01/21/2021	-8,959.76	CHK	External Transactions
<input type="checkbox"/>	3181196	01/21/2021	-6,863.25	CHK	External Transactions
<input type="checkbox"/>	3181198	01/21/2021	-5,490.17	CHK	External Transactions
<input type="checkbox"/>	3181161	01/21/2021	-5,393.25	CHK	External Transactions
<input type="checkbox"/>	3181018	01/21/2021	-5,012.34	CHK	External Transactions
<input type="checkbox"/>	3181149	01/21/2021	-5,000.00	CHK	External Transactions
<input checked="" type="checkbox"/>	03180470	01/21/2021	-5,000.00	CHK	External Transactions
<input type="checkbox"/>	3180999	01/21/2021	-4,798.98	CHK	External Transactions

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**.



Select	Reference	Bank Date	Tran Amt	Type
<input type="checkbox"/>	3180010	01/25/2021	-438,344.39	CHK
<input type="checkbox"/>	3181004	01/25/2021	-327,575.73	CHK
<input type="checkbox"/>	0	01/25/2021	-302,877.79	WIR
<input type="checkbox"/>	3181002	01/25/2021	-259,846.39	CHK
<input type="checkbox"/>	3181215	01/25/2021	-201,682.69	CHK
<input type="checkbox"/>	3180802	01/25/2021	-194,090.58	CHK
<input type="checkbox"/>	3180829	01/25/2021	-186,282.33	CHK
<input type="checkbox"/>	3181021	01/25/2021	-182,291.83	CHK
<input type="checkbox"/>	0	01/25/2021	-166,237.86	WIR
<input type="checkbox"/>	3181051	01/25/2021	-134,818.13	CHK
<input type="checkbox"/>	3181248	01/25/2021	-129,254.82	CHK

Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	3181161	01/21/2021	-5,383.25	CHK	External Transactions
<input type="checkbox"/>	3181018	01/21/2021	-5,012.34	CHK	External Transactions
<input type="checkbox"/>	3181149	01/21/2021	-5,000.00	CHK	External Transactions
<input type="checkbox"/>	3180999	01/21/2021	-4,798.98	CHK	External Transactions
<input type="checkbox"/>	3180999	01/21/2021	-4,075.00	CHK	External Transactions
<input type="checkbox"/>	3181021	01/21/2021	-3,861.35	CHK	External Transactions
<input type="checkbox"/>	3181021	01/21/2021	-3,380.00	CHK	External Transactions
<input type="checkbox"/>	3180999	01/21/2021	-3,375.38	CHK	External Transactions
<input type="checkbox"/>	3181030	01/21/2021	-3,084.69	CHK	External Transactions
<input type="checkbox"/>	3181236	01/21/2021	-3,000.00	CHK	External Transactions
<input type="checkbox"/>	3181255	01/21/2021	-2,512.26	CHK	External Transactions
<input type="checkbox"/>	3181034	01/21/2021	-2,375.00	CHK	External Transactions

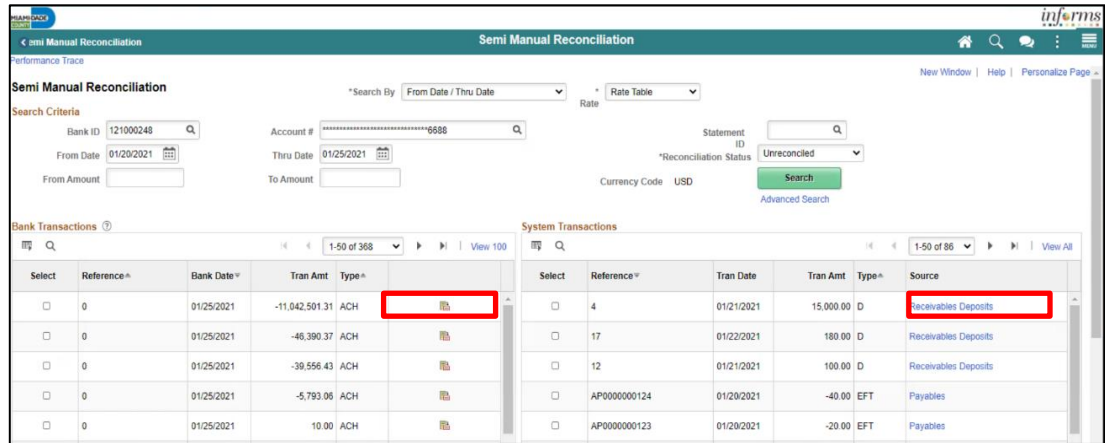
8.

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.



Semi Manual Reconciliation

Search Criteria: Bank ID 121000248, Account # 6688, Statement ID, Unreconciled, Currency Code USD.

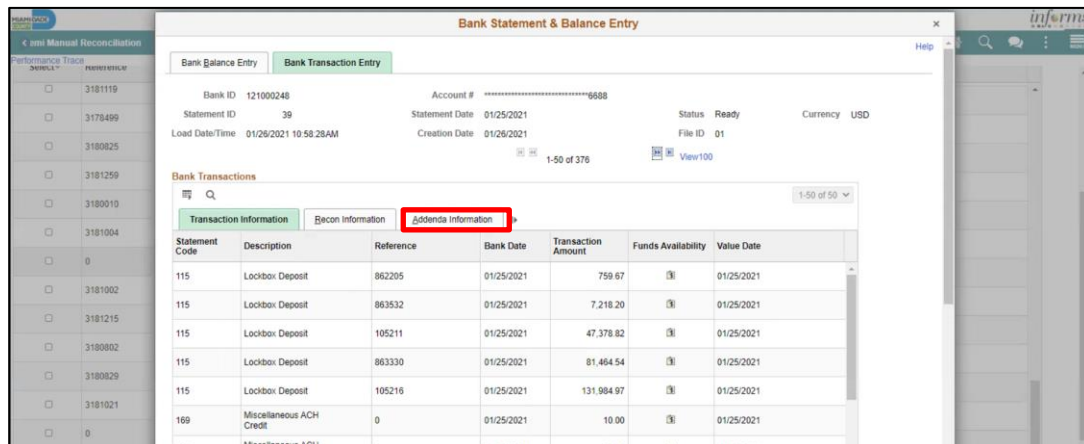
Select	Reference	Bank Date	Tran Amt	Type	
<input type="checkbox"/>	0	01/25/2021	-11,042,501.31	ACH	
<input type="checkbox"/>	0	01/25/2021	-46,390.37	ACH	
<input type="checkbox"/>	0	01/25/2021	-39,556.43	ACH	
<input type="checkbox"/>	0	01/25/2021	-5,793.06	ACH	
<input type="checkbox"/>	0	01/25/2021	10.00	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

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**



Bank Statement & Balance Entry

Bank ID 121000248, Account # 6688, Statement ID 39, Statement Date 01/25/2021, Status Ready, Currency USD.

Bank Transactions:

Statement Code	Description	Reference	Bank Date	Transaction Amount	Funds Availability	Value Date
115	Lockbox Deposit	862205	01/25/2021	759.67		01/25/2021
115	Lockbox Deposit	863532	01/25/2021	7,218.20		01/25/2021
115	Lockbox Deposit	105211	01/25/2021	47,378.82		01/25/2021
115	Lockbox Deposit	863330	01/25/2021	81,464.54		01/25/2021
115	Lockbox Deposit	105216	01/25/2021	131,984.97		01/25/2021
169	Miscellaneous ACH Credit	0	01/25/2021	10.00		01/25/2021

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

- **System Transaction**

Manual Reconciliation

Semi Manual Reconciliation

Update External Transactions

External Transactions

Search Criteria

Unit: MDADE

Bank ID: 121000248

Account #: 9688

Transaction Date: 01/21/2021

Reference: 3180999

Search

1 - 1 of 1

External Transactions

Transaction Header | Transaction Details

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.