SUNGARD® PUBLIC SECTOR

ONESolution™

ONESolution
Bank Reconciliation
End User Guide

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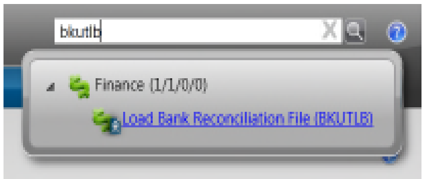
Section 1: Load Bank File-**BKUTLB**

(1) Type **BKUTLB** in the search bar and click on LB-load bank reconciliation file link:

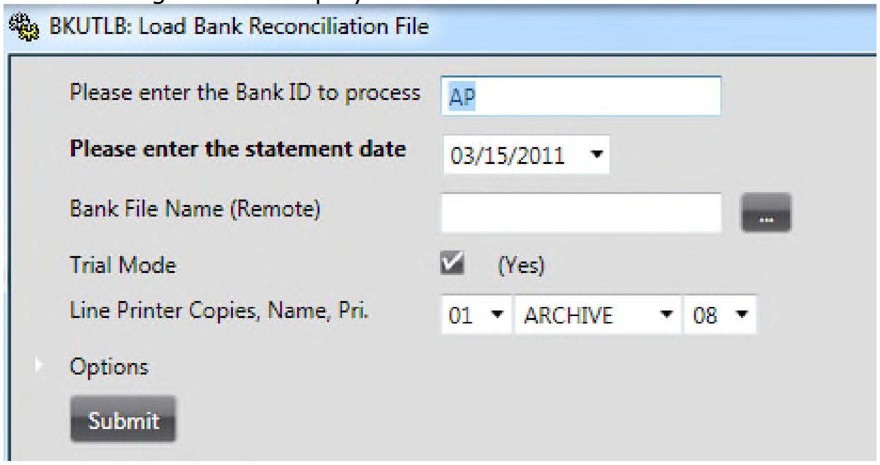


bkutlb

Finance (1/1/0/0)

Load Bank Reconciliation File (BKUTLB)

The following window displays:



BKUTLB: Load Bank Reconciliation File

Please enter the Bank ID to process: AP

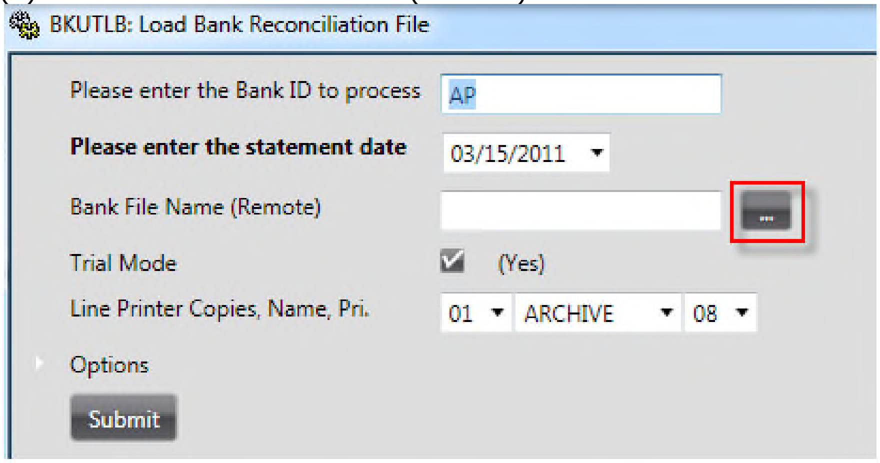
Please enter the statement date: 03/15/2011

Bank File Name (Remote):

Trial Mode: ☑ (Yes)

Line Printer Copies, Name, Pri.: 01 ARCHIVE 08

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



BKUTLB: Load Bank Reconciliation File

Please enter the Bank ID to process: AP

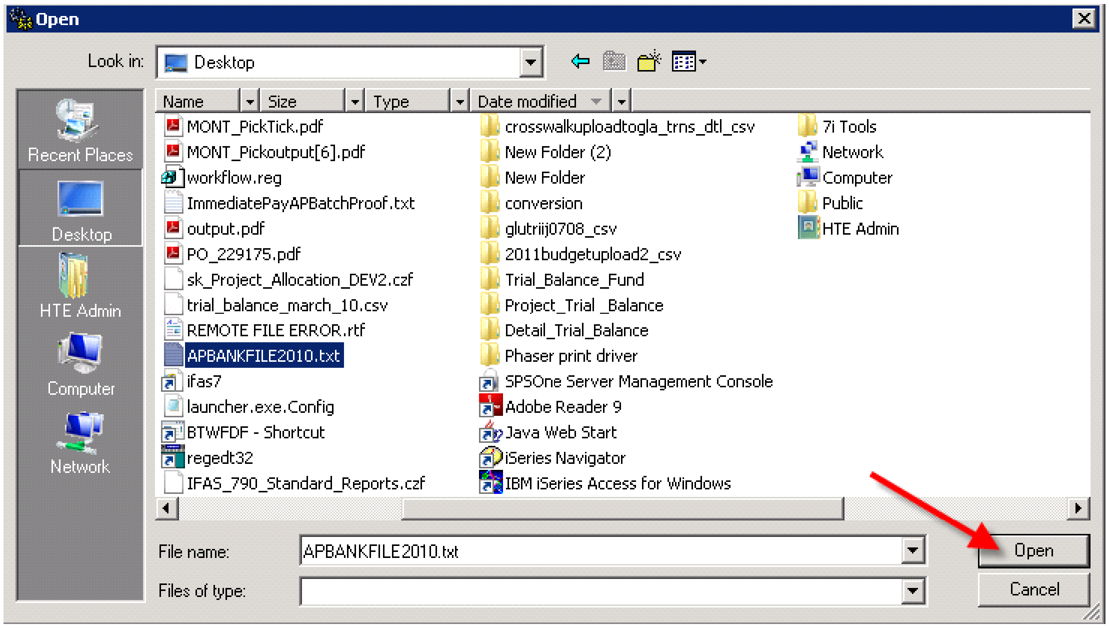
Please enter the statement date: 03/15/2011

Bank File Name (Remote):

Trial Mode: ☑ (Yes)

Line Printer Copies, Name, Pri.: 01 ARCHIVE 08

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

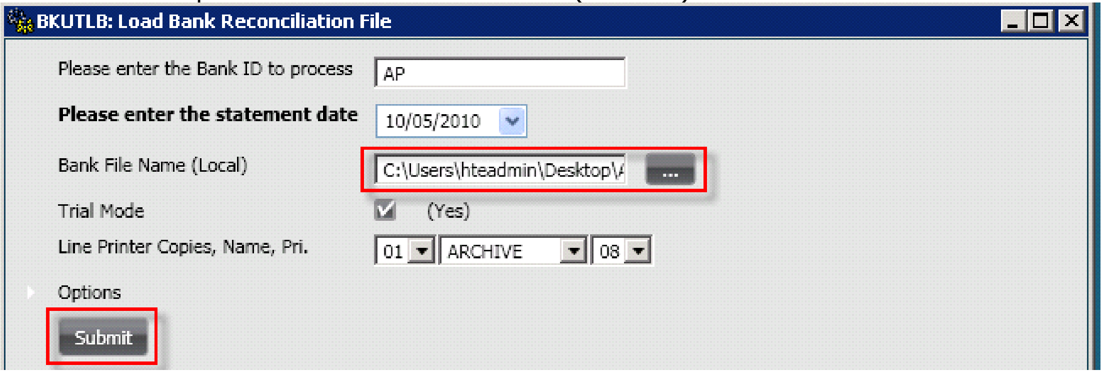


Open
Look in: Desktop
Name
Size
Type
Date modified
MONT_PickTick.pdf
MONT_Pickoutput[6].pdf
workflow.reg
ImmediatePayAPBatchProof.txt
output.pdf
PO_229175.pdf
sk_Project_Allocation_DEV2.czf
trial_balance_march_10.csv
REMOTE FILE ERROR.rtf
APBANKFILE2010.txt
ifas7
launcher.exe.Config
BTWFDF - Shortcut
regedt32
IFAS_790_Standard_Reports.czf
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
iSeries Navigator
IBM iSeries Access for Windows
7i Tools
Network
Computer
Public
HTE Admin
Recent Places
Desktop
HTE Admin
Computer
Network
Open
Cancel

File name: APBANKFILE2010.txt

Files of type:

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



BKUTLB: Load Bank Reconciliation File
Options
Submit

Please enter the Bank ID to process: AP

Please enter the statement date: 10/05/2010

Bank File Name (Local): C:\Users\hteadmin\Desktop\A

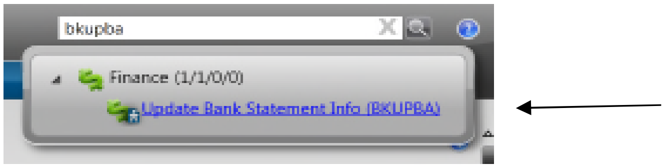
Trial Mode: ☑ (Yes)

Line Printer Copies, Name, Pri.: 01 ARCHIVE 08

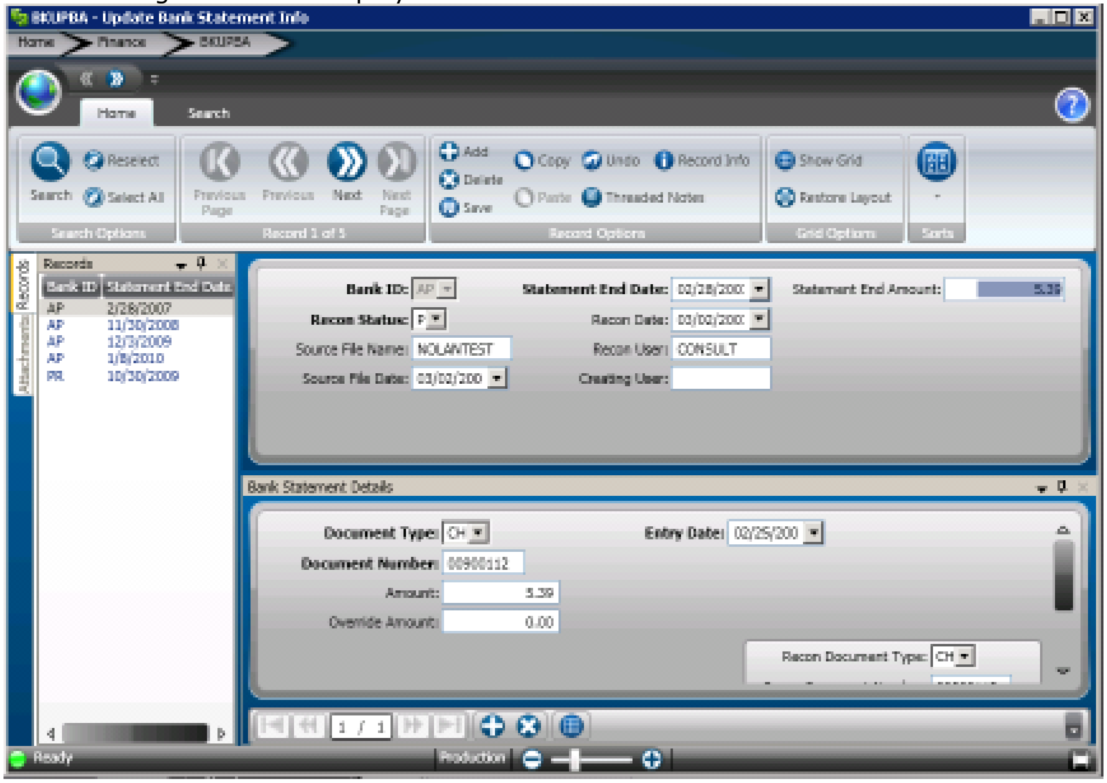
(4) Make sure the correct bank ID is being processed.
(5) Keeping Trial Mode checked allows the user to view the data being loaded into **BKUPBA** prior to it actually loading by archiving the report to documents online.
(6) Once the data is verified uncheck Trial Mode and click submit to archive the 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:


bkupba
Finance (1/1/0/0)
Update Bank Statement Info (BKUPBA)

The following screen will display:

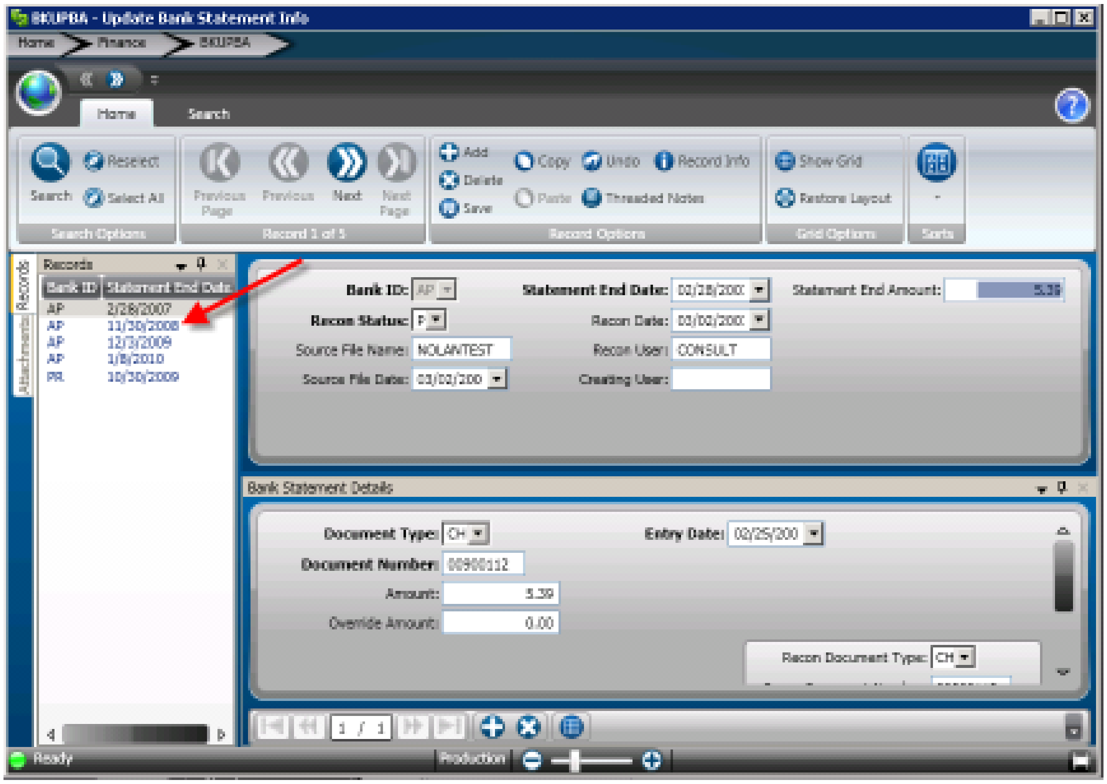

BKUPBA - Update Bank Statement Info
Home
Finance
BKUPBA
Home
Search
Search
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 1 of 5
Add
Delete
Save
Copy
Paste
Undo
Threaded Notes
Record Info
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Records
Attachments
Bank Statement Details
1 / 1
Ready
Production

Bank ID	Statement End Date
AP	2/28/2007
AP	11/30/2008
AP	12/3/2009
AP	1/8/2010
PR	10/30/2009

Bank ID: AP
Statement End Date: 02/28/200
Statement End Amount: 5.39
Recon Status: P
Recon Date: 03/02/200
Source File Name: NOLANTEST
Recon User: CONSULT
Source File Date: 03/02/200
Creating User:

Document Type: CH
Entry Date: 02/25/200
Document Number: 00900112
Amount: 5.39
Override Amount: 0.00
Recon Document Type: CH

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

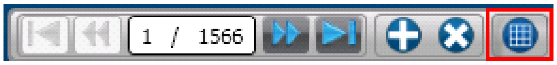

BKUPBA - Update Bank Statement Info
Home
Finance
BKUPBA
Home
Search
Search
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 1 of 5
Add
Delete
Save
Copy
Paste
Undo
Threaded Notes
Record Info
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Records
Attachments
Bank Statement Details
1 / 1
Ready
Production

Bank ID	Statement End Date
AP	2/28/2007
AP	11/30/2008
AP	12/3/2009
AP	1/8/2010
PR	10/30/2009

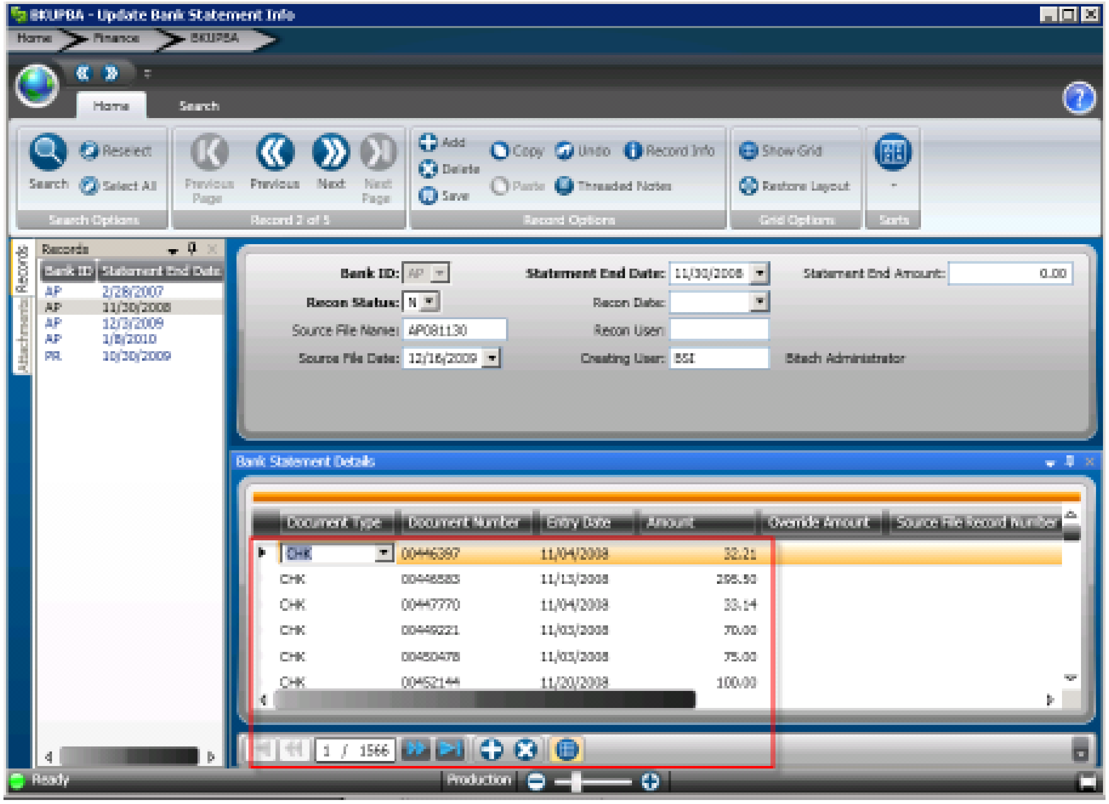
Bank ID: AP
Statement End Date: 02/28/200
Statement End Amount: 5.39
Recon Status: P
Recon Date: 03/02/200
Source File Name: NOLANTEST
Recon User: CONSULT
Source File Date: 03/02/200
Creating User:

Document Type: CH
Entry Date: 02/25/200
Document Number: 00900112
Amount: 5.39
Override Amount: 0.00
Recon Document Type: CH

(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:


BKUPBA - Update Bank Statement Info
Home > Finance > BKUPBA
Home
Search
Search
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 2 of 5
Add
Delete
Save
Copy
Paste
Undo
Threaded Notes
Record Info
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Records
Attachments
Bank Statement Details
Ready
Production

Bank ID	Statement End Date
AP	2/28/2007
AP	11/30/2008
AP	12/3/2009
AP	1/8/2010
PR	10/30/2009

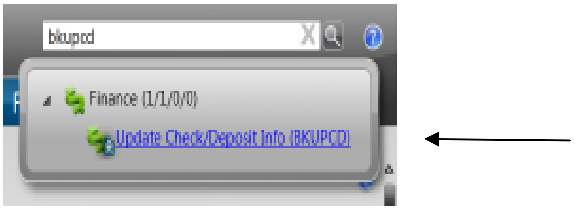
Bank ID: AP
Statement End Date: 11/30/2008
Statement End Amount: 0.00
Recon Status: N
Recon Date:
Source File Name: AP081130
Recon User:
Source File Date: 12/16/2009
Creating User: BSI Bitech Administrator

Document Type	Document Number	Entry Date	Amount	Override Amount	Source File Record Number
CHK	00446397	11/04/2008	32.21		
CHK	00446583	11/13/2008	295.50		
CHK	00447770	11/04/2008	33.14		
CHK	00449221	11/03/2008	70.00		
CHK	00450478	11/03/2008	75.00		
CHK	00452144	11/20/2008	100.00		

1 / 1566

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**:

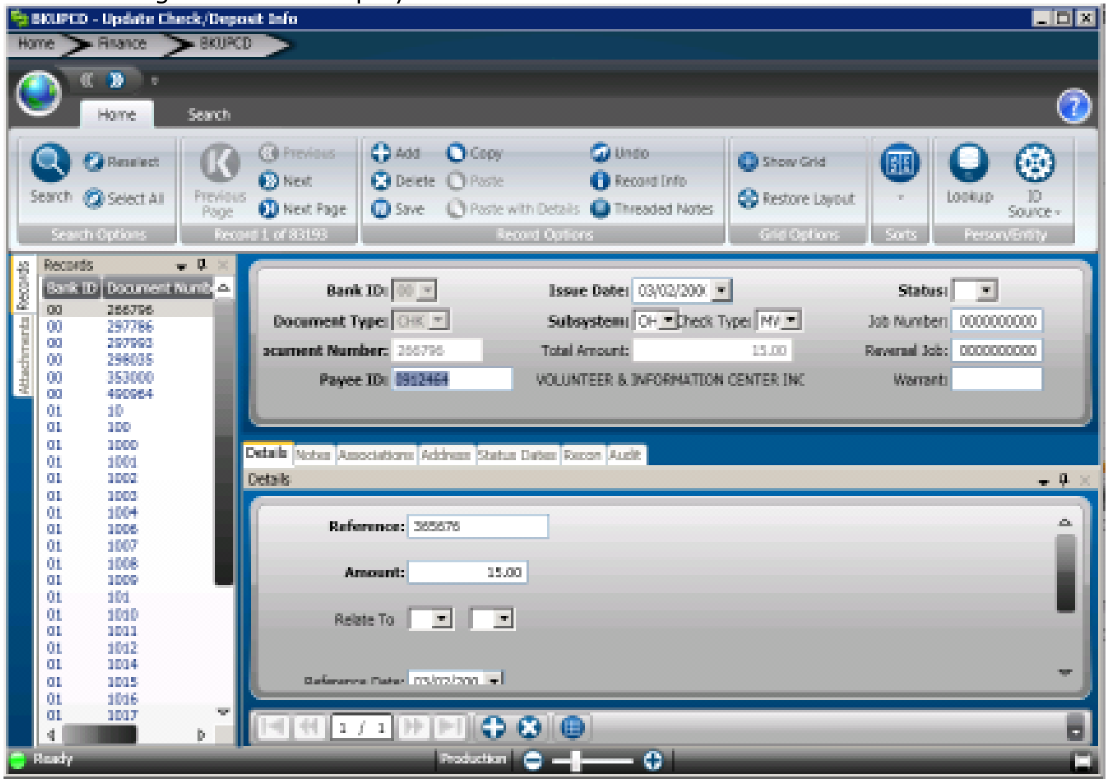


bkupcd

Finance (1/1/0/0)

Update Check/Deposit Info (BKUPCD)

The following screen will display:


BKUPCD - Update Check/Deposit Info
Home
Finance
BKUPCD
Home
Search
Search
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 1 of 83193
Add
Copy
Undo
Delete
Paste
Record Info
Save
Paste with Details
Threaded Notes
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Lookup
ID Source
Person/Entity
Records
Attachments
Details
Notes
Associations
Address
Status Dates
Recon
Audit
Ready
Production

Records

Bank ID	Document Numb
00	266796
00	297786
00	297993
00	298035
00	353000
00	400964
01	10
01	100
01	1000
01	1001
01	1002
01	1003
01	1004
01	1006
01	1007
01	1008
01	1009
01	101
01	1010
01	1011
01	1012
01	1014
01	1015
01	1016
01	1017

Bank ID: 00

Issue Date: 03/02/200

Status:

Document Type: CHK

Subsystem: OH

Check Type: MV

Job Number: 0000000000

ocument Number: 266796

Total Amount: 15.00

Reversal Job: 0000000000

Payee ID: 0012464

VOLUNTEER & INFORMATION CENTER INC

Warrant:

Reference: 365676

Amount: 15.00

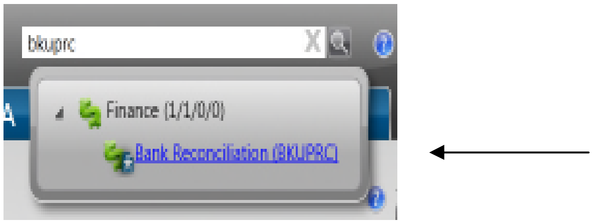
Relate To

Reference Date: 03/02/200

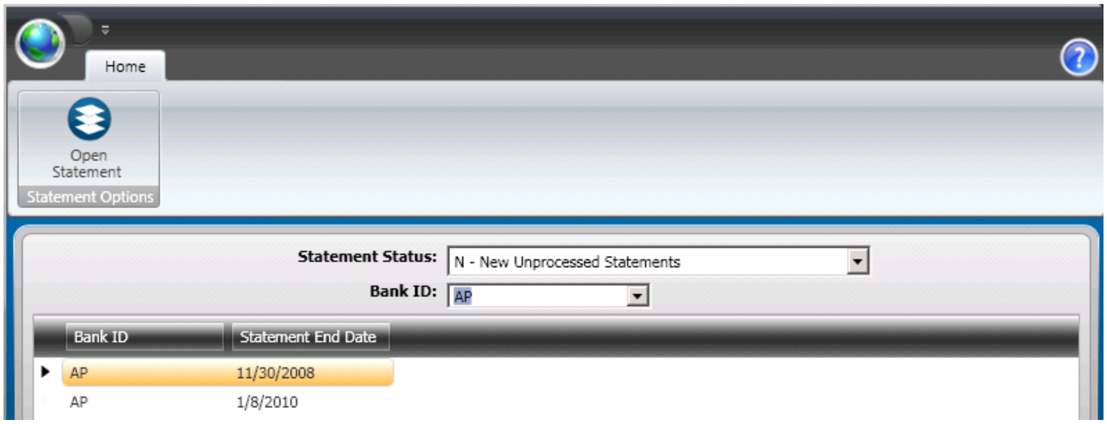
1 / 1

Section 4: Reconciling Bank Statement- **BKUPRC**

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


bkuprc
Finance (1/1/0/0)
Bank Reconciliation (BKUPRC)

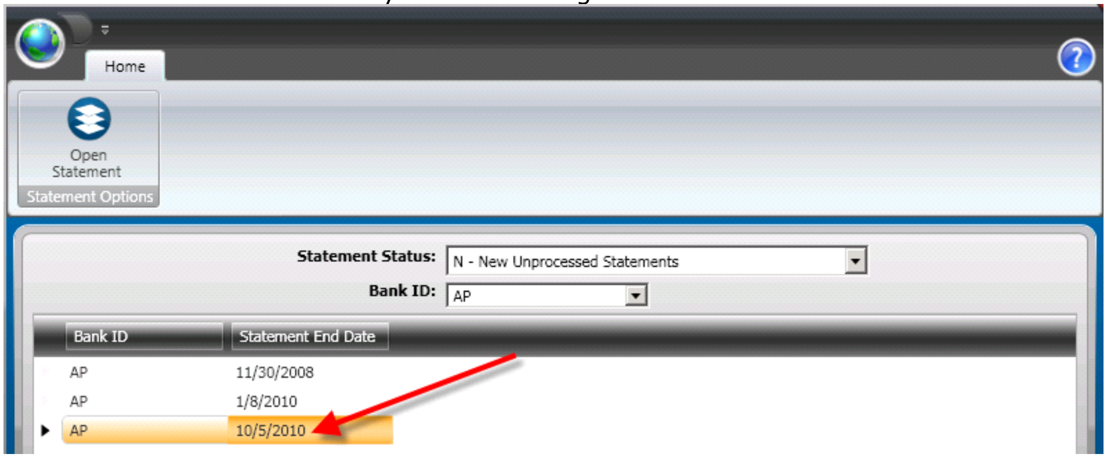
The following window will display:


Home
Open Statement
Statement Options

Statement Status: N - New Unprocessed Statements
Bank ID: AP

Bank ID	Statement End Date
AP	11/30/2008
AP	1/8/2010

(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:

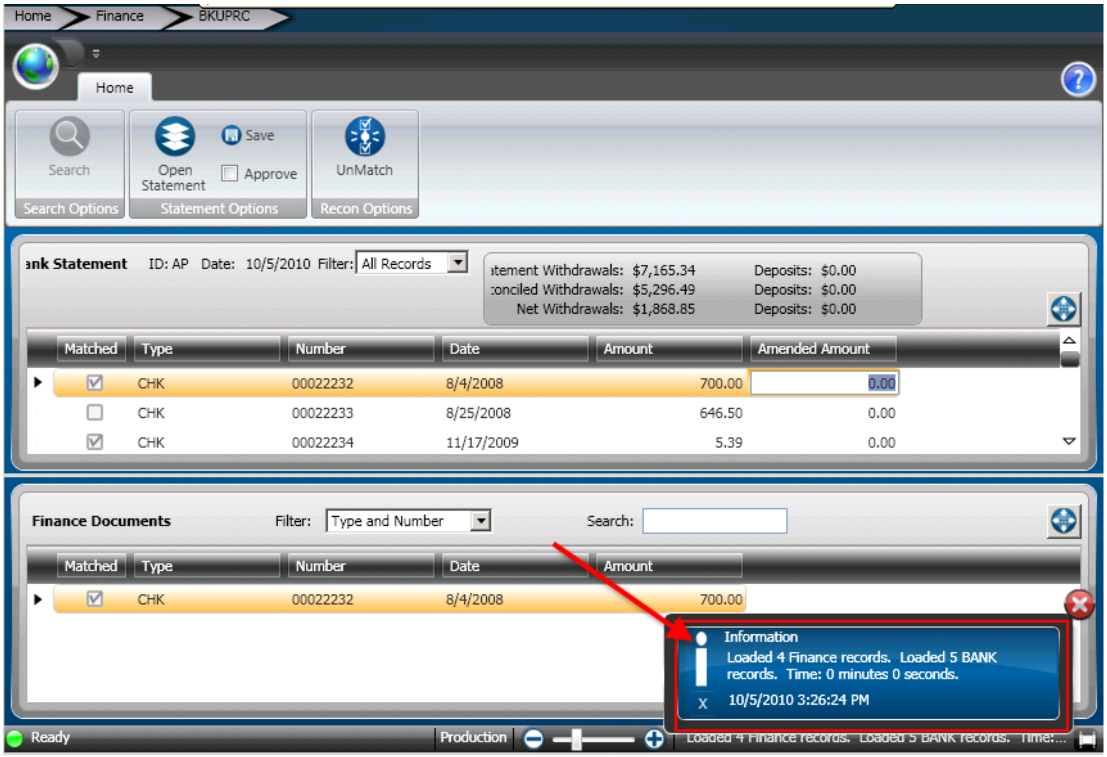

Home
Open Statement
Statement Options

Statement Status: N - New Unprocessed Statements
Bank ID: AP

Bank ID	Statement End Date
AP	11/30/2008
AP	1/8/2010
AP	10/5/2010

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
Finance
BKUPRC
Home
Search
Open Statement
Save
☐ Approve
UnMatch
Search Options
Statement Options
Recon Options

ank Statement ID: AP Date: 10/5/2010 Filter: All Records

itement Withdrawals: $7,165.34 Deposits: $0.00
conciled Withdrawals: $5,296.49 Deposits: $0.00
Net Withdrawals: $1,868.85 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022232	8/4/2008	700.00	0.00
☐	CHK	00022233	8/25/2008	646.50	0.00
☑	CHK	00022234	11/17/2009	5.39	0.00

Finance Documents Filter: Type and Number Search:

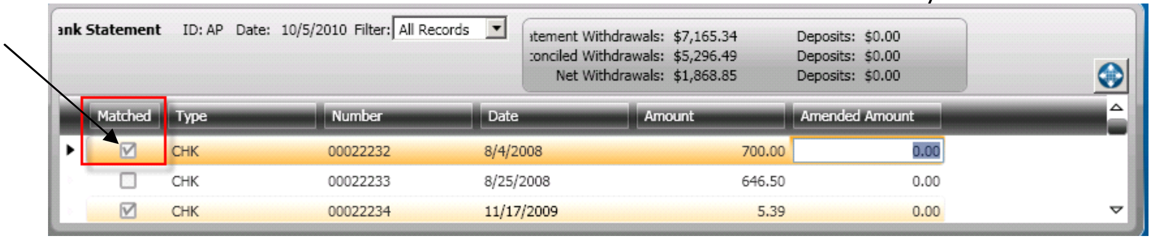
Matched	Type	Number	Date	Amount
☑	CHK	00022232	8/4/2008	700.00

Information
Loaded 4 Finance records. Loaded 5 BANK records. Time: 0 minutes 0 seconds.
10/5/2010 3:26:24 PM

Ready Production Loaded 4 Finance records. Loaded 5 BANK records. Time:...

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:



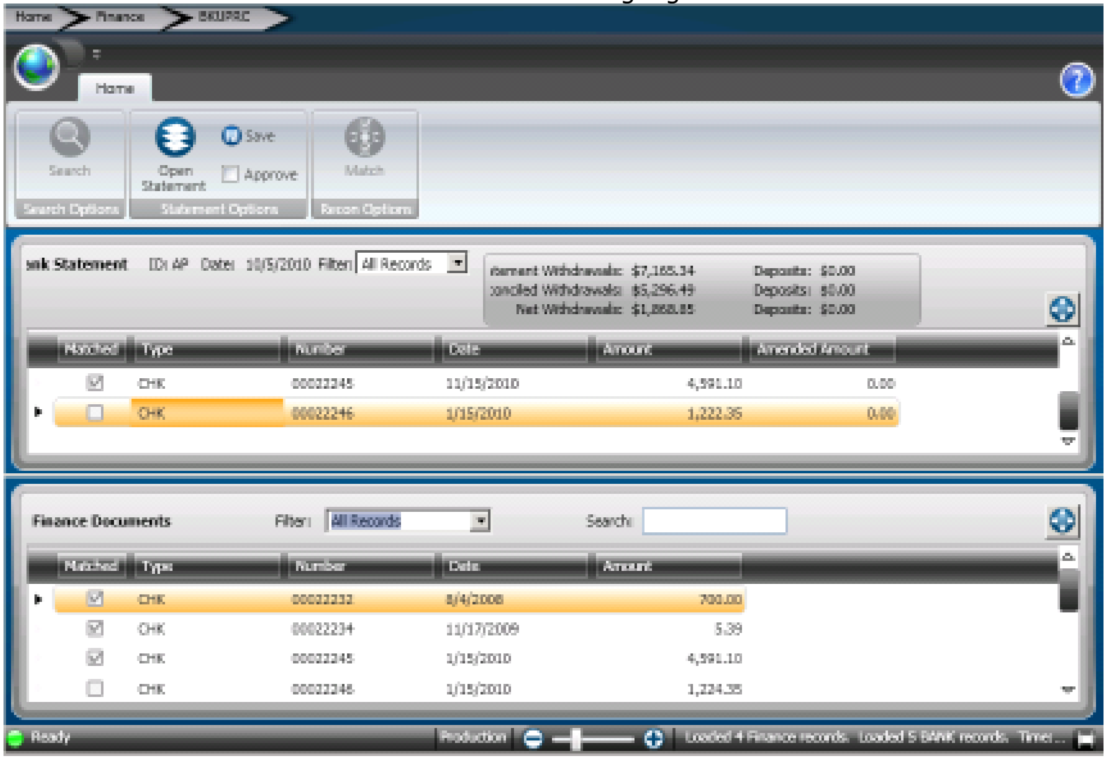
ank Statement ID: AP Date: 10/5/2010 Filter: All Records

atement Withdrawals: $7,165.34 Deposits: $0.00
conciled Withdrawals: $5,296.49 Deposits: $0.00
Net Withdrawals: $1,868.85 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022232	8/4/2008	700.00	0.00
☐	CHK	00022233	8/25/2008	646.50	0.00
☑	CHK	00022234	11/17/2009	5.39	0.00

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

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



ank Statement ID: AP Date: 10/5/2010 Filter: All Records

atement Withdrawals: $7,165.34 Deposits: $0.00
conciled Withdrawals: $5,296.49 Deposits: $0.00
Net Withdrawals: $1,868.85 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☐	CHK	00022246	1/15/2010	1,222.35	0.00

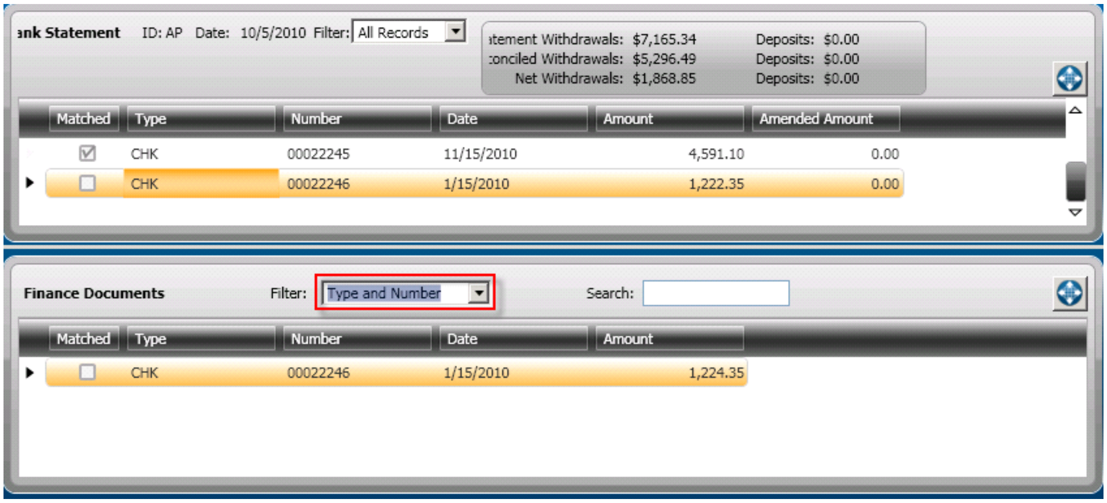
Finance Documents Filter: All Records Search:

Matched	Type	Number	Date	Amount
☑	CHK	00022232	8/4/2008	700.00
☑	CHK	00022234	11/17/2009	5.39
☑	CHK	00022245	1/15/2010	4,591.10
☐	CHK	00022246	1/15/2010	1,224.35

Ready Production Loaded 4 Finance records. Loaded 5 BANK records. Time...

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 Statement ID: AP Date: 10/5/2010 Filter: All Records

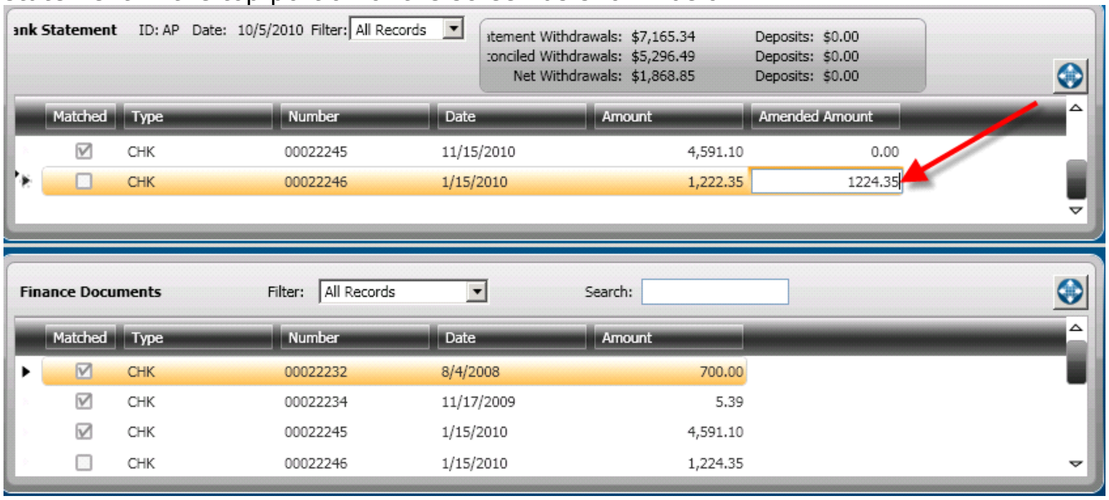
atement Withdrawals: $7,165.34 Deposits: $0.00
onciled Withdrawals: $5,296.49 Deposits: $0.00
Net Withdrawals: $1,868.85 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☐	CHK	00022246	1/15/2010	1,222.35	0.00

Finance Documents Filter: Type and Number Search:

Matched	Type	Number	Date	Amount
☐	CHK	00022246	1/15/2010	1,224.35

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



ank Statement ID: AP Date: 10/5/2010 Filter: All Records

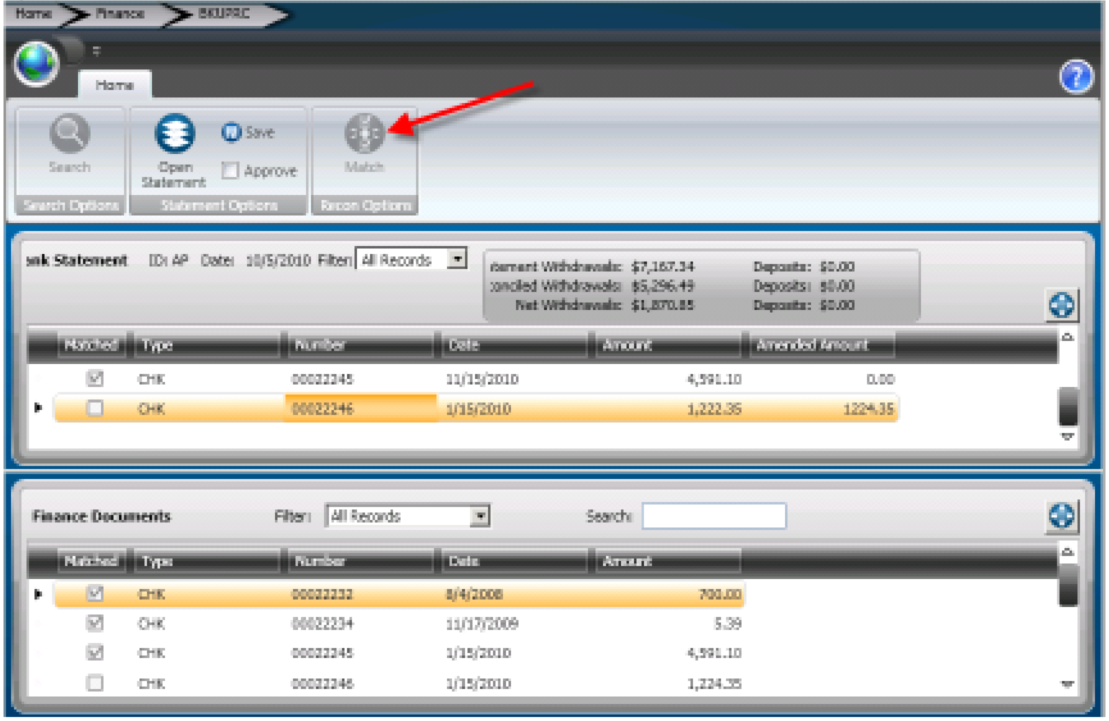
atement Withdrawals: $7,165.34 Deposits: $0.00
onciled Withdrawals: $5,296.49 Deposits: $0.00
Net Withdrawals: $1,868.85 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☐	CHK	00022246	1/15/2010	1,222.35	1224.35

Finance Documents Filter: All Records Search:

Matched	Type	Number	Date	Amount
☑	CHK	00022232	8/4/2008	700.00
☑	CHK	00022234	11/17/2009	5.39
☑	CHK	00022245	1/15/2010	4,591.10
☐	CHK	00022246	1/15/2010	1,224.35

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.


Home
Finance
BKUPRC
Home
Search
Open Statement
Save
Approve
Match
Search Options
Statement Options
Recon Options

nk Statement ID: AP Date: 10/5/2010 Filter: All Records

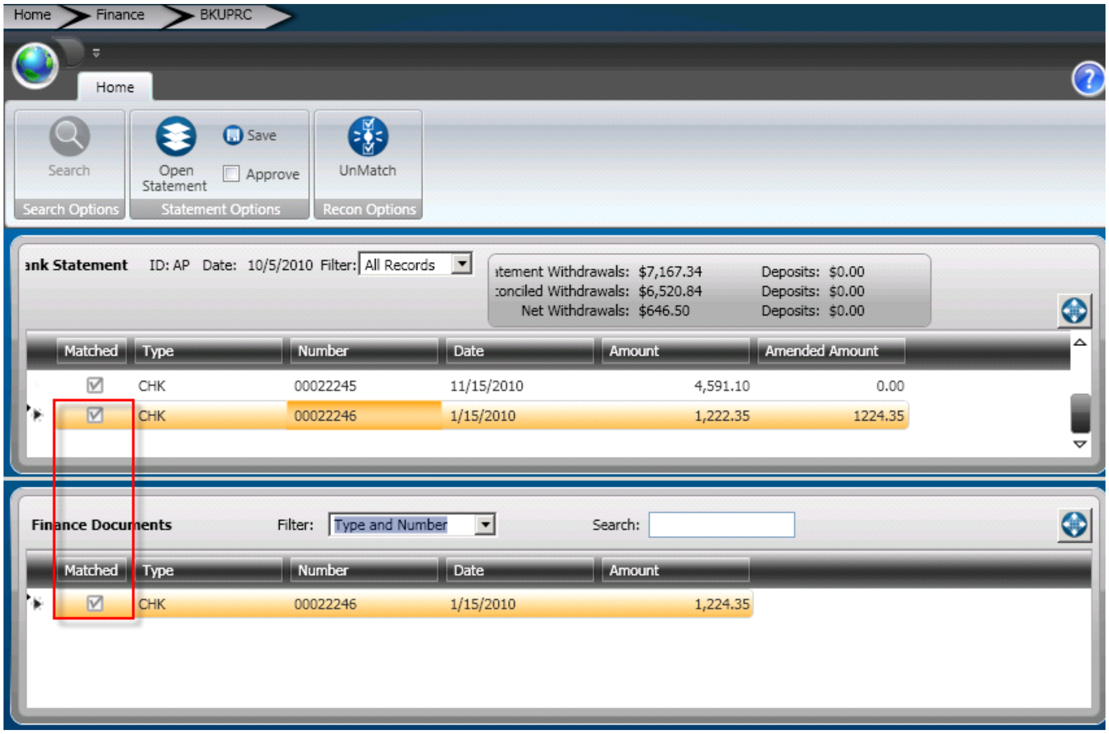
tement Withdrawals: $7,167.34 Deposits: $0.00
onciled Withdrawals: $5,296.49 Deposits: $0.00
Net Withdrawals: $1,870.85 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☐	CHK	00022246	1/15/2010	1,222.35	1224.35

Finance Documents Filter: All Records Search:

Matched	Type	Number	Date	Amount
☑	CHK	00022232	8/4/2008	700.00
☑	CHK	00022234	11/17/2009	5.39
☑	CHK	00022245	1/15/2010	4,591.10
☐	CHK	00022246	1/15/2010	1,224.35

Once the match icon is selected the matched boxes are now checked:


Home
Finance
BKUPRC
Home
Search
Open Statement
Save
Approve
UnMatch
Search Options
Statement Options
Recon Options

nk Statement ID: AP Date: 10/5/2010 Filter: All Records

tement Withdrawals: $7,167.34 Deposits: $0.00
onciled Withdrawals: $6,520.84 Deposits: $0.00
Net Withdrawals: $646.50 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☑	CHK	00022246	1/15/2010	1,222.35	1224.35

Finance Documents Filter: Type and Number Search:

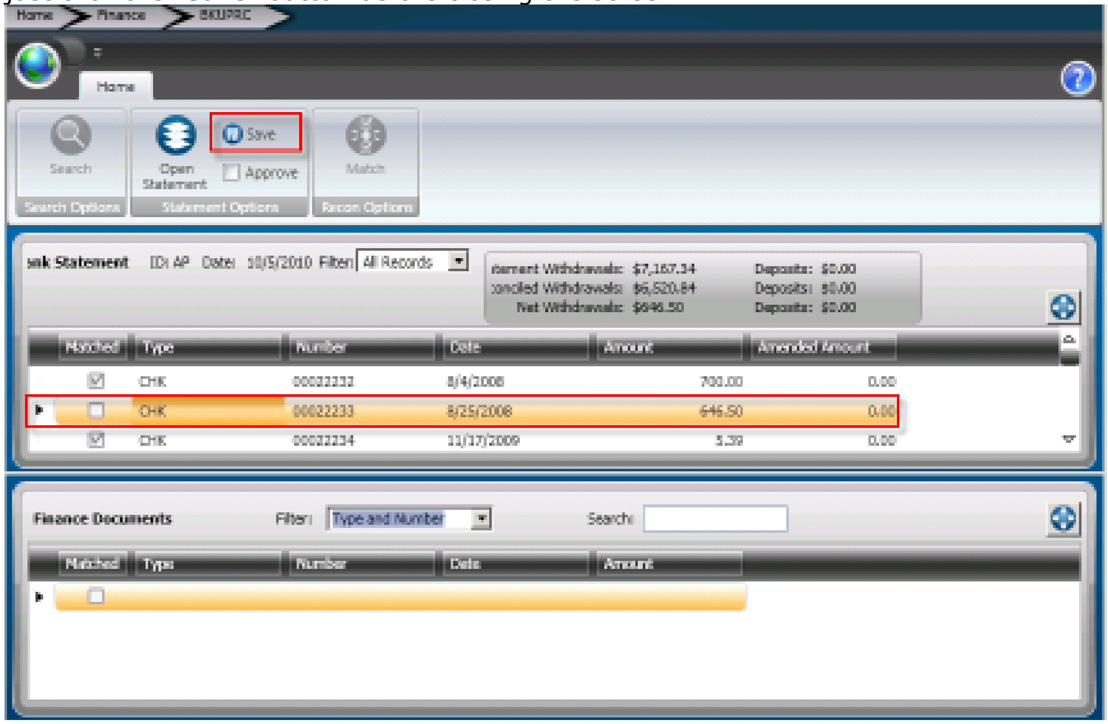
Matched	Type	Number	Date	Amount
☑	CHK	00022246	1/15/2010	1,224.35

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

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.

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


Home
Finance
BKUPRC
Home
Search
Search Options
Open Statement
Save
Approve
Statement Options
Match
Recon Options

ank Statement ID: AP Date: 10/5/2010 Filter: All Records

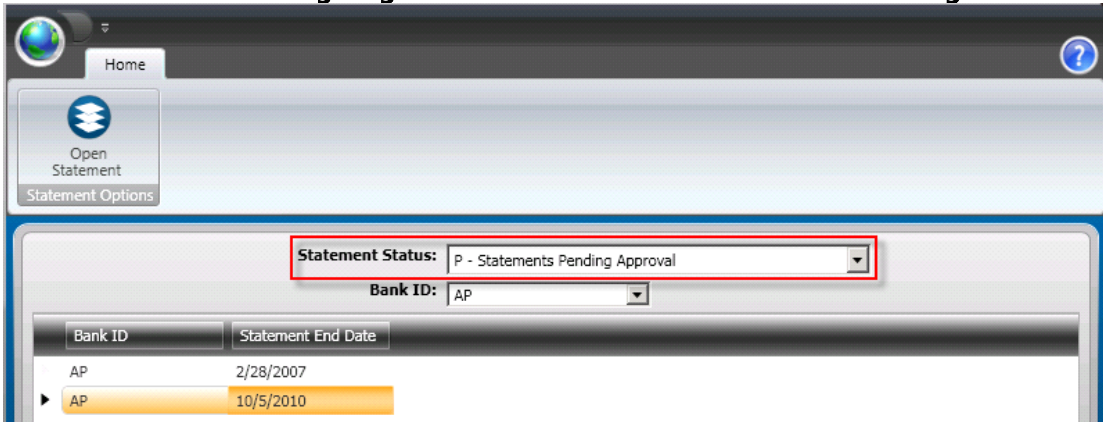
atement Withdrawals: $7,167.34 Deposits: $0.00
onciled Withdrawals: $6,520.84 Deposits: $0.00
Net Withdrawals: $646.50 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022232	8/4/2008	700.00	0.00
☐	CHK	00022233	8/25/2008	646.50	0.00
☑	CHK	00022234	11/17/2009	5.39	0.00

Finance Documents Filter: Type and Number Search:

Matched	Type	Number	Date	Amount
☐				

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

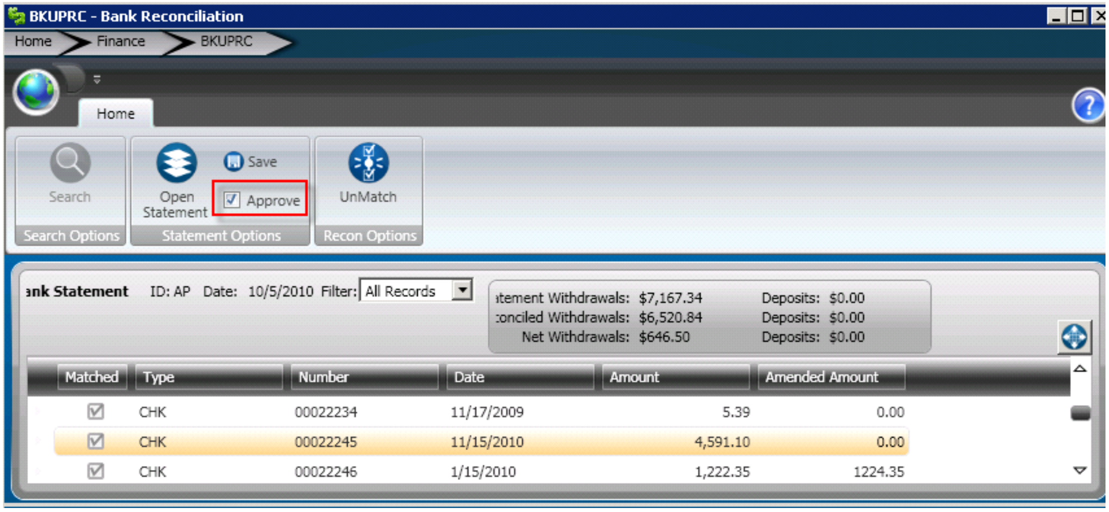

Home
Open Statement
Statement Options

Statement Status: P - Statements Pending Approval
Bank ID: AP

Bank ID	Statement End Date
AP	2/28/2007
AP	10/5/2010

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
Open Statement
Save
Approve
UnMatch
Search Options
Statement Options
Recon Options

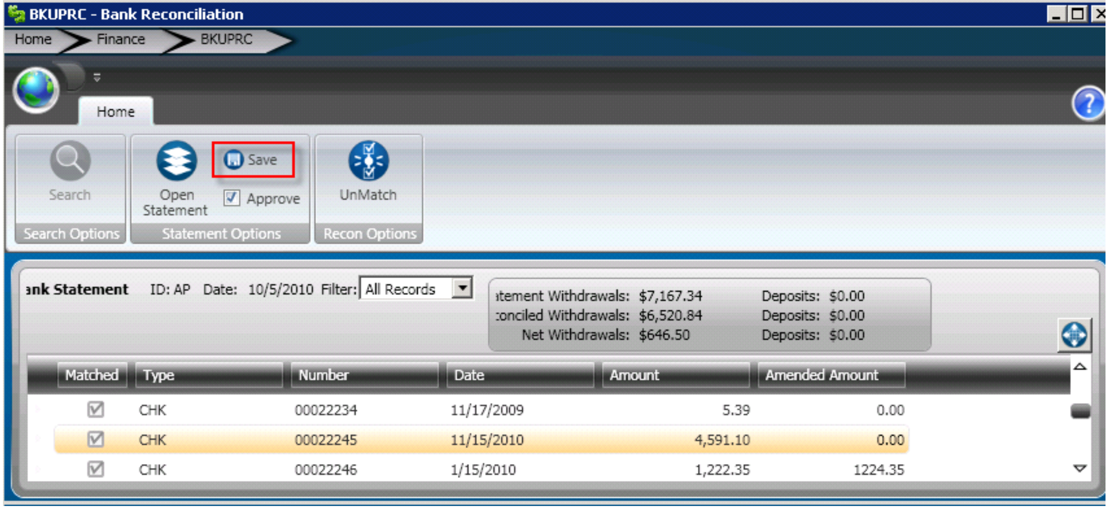
ank Statement ID: AP Date: 10/5/2010 Filter: All Records

tement Withdrawals: $7,167.34 Deposits: $0.00
conciled Withdrawals: $6,520.84 Deposits: $0.00
Net Withdrawals: $646.50 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022234	11/17/2009	5.39	0.00
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☑	CHK	00022246	1/15/2010	1,222.35	1224.35

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:

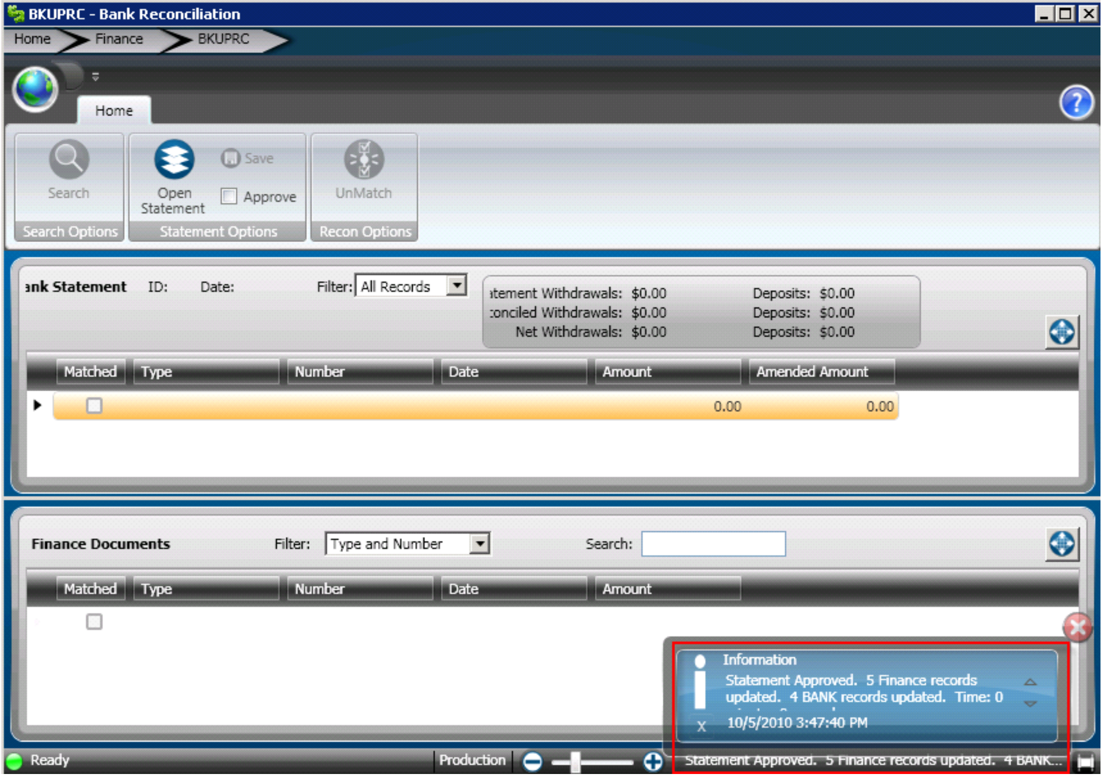

BKUPRC - Bank Reconciliation
Home
Finance
BKUPRC
Home
Search
Search Options
Open Statement
Save
☑ Approve
Statement Options
UnMatch
Recon Options

ınk Statement ID: AP Date: 10/5/2010 Filter: All Records

ıtement Withdrawals: $7,167.34 Deposits: $0.00
:onciled Withdrawals: $6,520.84 Deposits: $0.00
Net Withdrawals: $646.50 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☑	CHK	00022234	11/17/2009	5.39	0.00
☑	CHK	00022245	11/15/2010	4,591.10	0.00
☑	CHK	00022246	1/15/2010	1,222.35	1224.35

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


BKUPRC - Bank Reconciliation
Home
Finance
BKUPRC
Home
Search
Search Options
Open Statement
Save
☐ Approve
Statement Options
UnMatch
Recon Options
Ready
Production

ınk Statement ID: Date: Filter: All Records

ıtement Withdrawals: $0.00 Deposits: $0.00
:onciled Withdrawals: $0.00 Deposits: $0.00
Net Withdrawals: $0.00 Deposits: $0.00

Matched	Type	Number	Date	Amount	Amended Amount
☐				0.00	0.00

Finance Documents Filter: Type and Number Search:

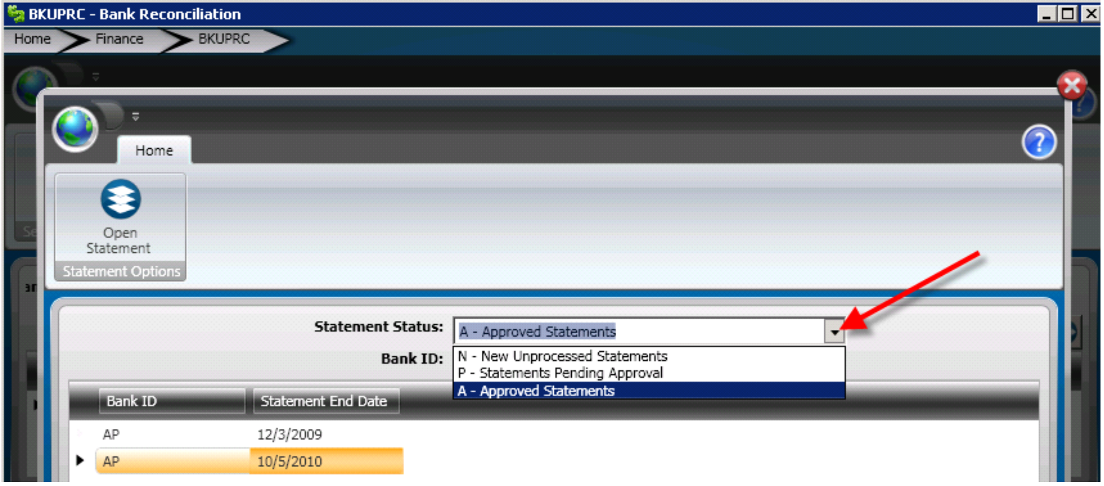
Matched	Type	Number	Date	Amount
☐				

Information
Statement Approved. 5 Finance records updated. 4 BANK records updated. Time: 0
10/5/2010 3:47:40 PM

Statement 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 change the status to approved:


BKUPRC - Bank Reconciliation
Home
Finance
BKUPRC
Home
Open Statement
Statement Options

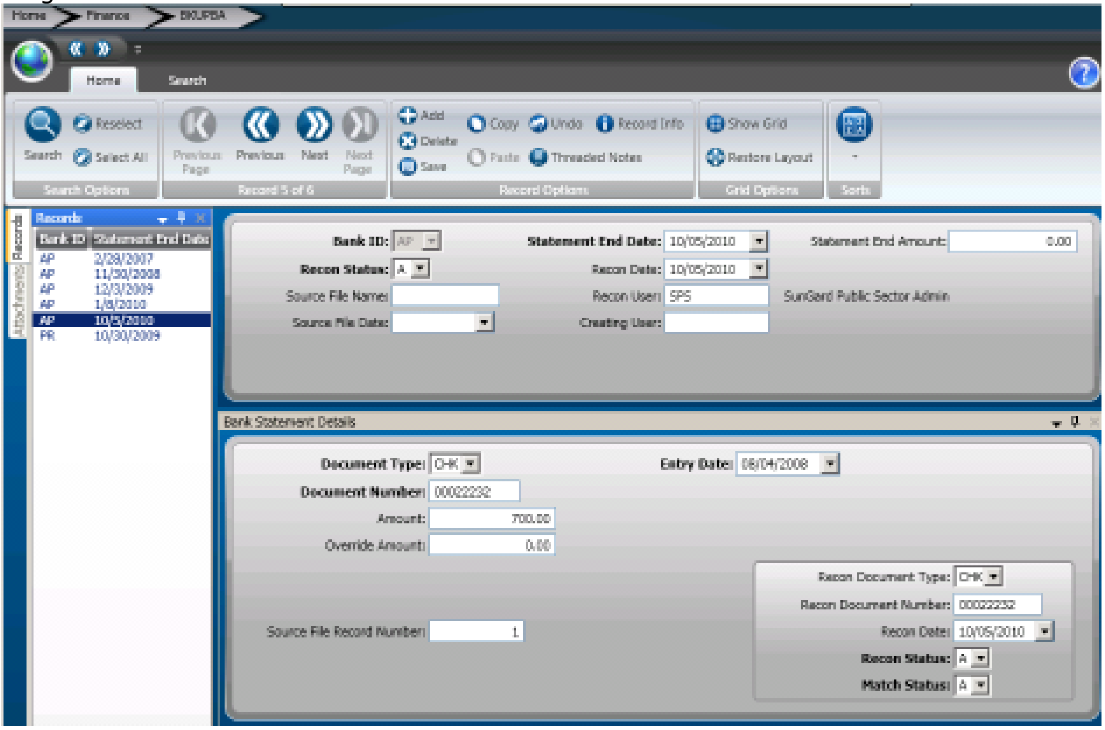
Statement Status: A - Approved Statements

- N - New Unprocessed Statements
- P - Statements Pending Approval
- A - Approved Statements

Bank ID:

Bank ID	Statement End Date
AP	12/3/2009
AP	10/5/2010

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


Home
Finance
BKUPBA
Home
Search
Search
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 5 of 6
Add
Delete
Save
Copy
Paste
Undo
Threaded Notes
Record Info
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Records
Attachments
Bank Statement Details

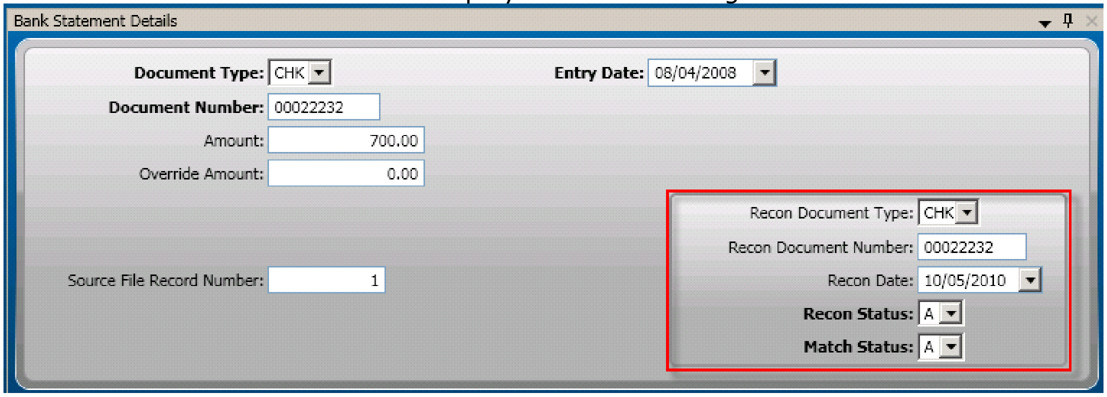
Bank ID	Statement End Date
AP	2/28/2007
AP	11/30/2008
AP	12/3/2009
AP	1/8/2010
AP	10/5/2010
PR	10/30/2009

Bank ID: AP
Statement End Date: 10/05/2010
Statement End Amount: 0.00
Recon Status: A
Recon Date: 10/05/2010
Source File Name:
Recon User: SPS SunGard Public Sector Admin
Source File Date:
Creating User:

Bank Statement Details

Document Type: CHK
Entry Date: 08/04/2008
Document Number: 00022232
Amount: 700.00
Override Amount: 0.00
Source File Record Number: 1
Recon Document Type: CHK
Recon Document Number: 00022232
Recon Date: 10/05/2010
Recon Status: A
Match Status: A

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



Document Type: CHK

Entry Date: 08/04/2008

Document Number: 00022232

Amount: 700.00

Override Amount: 0.00

Source File Record Number: 1

Recon Document Type: CHK

Recon Document Number: 00022232

Recon Date: 10/05/2010

Recon Status: A

Match Status: A

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